Redland
CITY COUNCIL

AGENDA

GENERAL MEETING

Wednesday, 16 July 2025
commencing at 9:30am

The Council Chambers
91 - 93 Bloomfield Street
CLEVELAND QLD

Order Of Business

1 Declaration of Opening 4

2 Record of Attendance and Leave of Absence 5

3 Devotional Segment 6

4 Recognition of Achievement 7

5 Receipt and Confirmation of Minutes 8

6 Declaration of Prescribed Conflict of Interests and Declarable Conflict of Interests 9

7 Matters Outstanding from Previous Council Meetings 12

7.1 Draft Birkdale Community Precinct Local Government Infrastructure Designation Consultation Report 12

7.2 Service Review and Restructure 13

7.3 Birkdale Community Precinct 14

7.4 Benchmarking with Northern Queensland Councils on Vegetation Policies 15

7.5 Indoor Sports Facilities Planning 16

7.6 Petition - Cr Shane Rendalls - Request for Council to Reverse the Full Cost Recovery Policy for Moreton Bay Marine Facilities 17

7.7 Tropical Cyclone Alfred Event 18

7.8 Cr Peter Mitchell - Progression of Cleveland Town Centre Revitalisation Project 19

8 Mayoral Minute 20

9 Public Participation 21

10 Petitions and Presentations 22

10.1 Petition - Cr Peter Mitchell - Fix Our Pool 22

11 Motion to Alter the Order of Business 23

12 Reports from the Office of the CEO 24

13 Reports from Organisational Services 25

13.1 Interim June 2025 Monthly Financial Report 25

13.2 Audit & Risk Management Committee 5 June 2025 42

13.3 Internal Audit Policy and Charter 56

13.4 Annual Contracting Plan, Procurement and Contract Manual and Procurement Policy 67

13.5 Media Relations and Speeches Priority Guideline Review 205

13.6 Office of the Independent Assessor Referral of Suspected Conduct Breach 221

14 Reports from Advocacy, Major Projects and Economic Development 235

14.1 Response to Notice of Motion - Notice of Intention to Repeal or Amend a Resolution - Cr Peter Mitchell - Council Resolution 2021/159 235

14.2 2025 Local Government Association of Queensland Conference and Motions 242
15 Reports from Community & Customer Services 263
15.1 MCU22/0052.02 Other Change to Development Approval for Multiple Dwelling (48 units) at 218-220 Middle Street, Cleveland 263
15.2 Community Grants and Sponsorship Review 394
15.3 Proposed Queensland Housing Code 409
16 Reports from Infrastructure & Operations 471
16.1 Tropical Cyclone Alfred Event - Recovery 471
17 Notices of Intention to Repeal or Amend a Resolution 507
18 Notices of Motion 508
18.1 Request for a Comprehensive Financial Review 508
18.2 Acknowledgment of Christmas and Installation of a Nativity Scene 510
19 Urgent Business Without Notice 511
20 Confidential Items 512
20.1 Strategic Property Acquisition 512
20.2 Update on a Current Queensland Conciliation and Arbitration Tribunal Matter.....513
21 Meeting Closure 513

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 - 18 June 2025

Special Budget Meeting – 23 June 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 of 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 of 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 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.

7.2 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.

7.3 BIRKDALE COMMUNITY PRECINCT

At the General Meeting 16 April 2025 (Item 18.2 refers), Council resolved 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 community interest in the planning, financial viability, and long-term stewardship of the site.*

2. *To request a report be brought to a future General Meeting, 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 delivery in the lead-up to the Brisbane 2032 Olympic and Paralympic Games.

   b. *Financial Modelling and Legacy Planning:*
   Document the process, research, external expertise and methodology applied to the design, planning and future operations of the proposed Redland Whitewater Centre and Birkdale Swimming Lagoon.

   c. *Cultural, Environmental and Heritage Management:*
   Clarify how Council will ensure that site works will be undertaken consistent with best-practice land stewardship principles, including an update on the status of the Federal Conservation Agreement and Environment Protection and Biodiversity Conservation Act 1999 referral.

   d. *Consultation and Co-Design:*
   To realise the social value propositions that are possible for this intergenerational precinct, and to build on the work of the successful piloted community partnerships program, complete the Birkdale Community Precinct Activation Framework to encourage ongoing community stewardship and participation in master plan implementation.

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

7.4 BENCHMARKING WITH NORTHERN QUEENSLAND COUNCILS ON VEGETATION POLICIES

At the General Meeting 16 April 2025 (Item 18.1 refers), Council resolved 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 areas and how these learnings can be adopted into our practices.*

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

7.5 INDOOR SPORTS FACILITIES PLANNING

At the General Meeting 13 September 2024 (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.

7.6 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.

This matter has been addressed as follows:

This matter has been considered by Council through the 2025/26 budget development process. Marine landing fees are included in the 2025/26 schedule of fees and charges which was adopted at the General Meeting on 21 May 2025. The 2025/26 budget that was adopted at the Special Budget Meeting on 23 June 2025 proceeds with the full cost recovery policy for Moreton Bay Marine Facilities.

7.7 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 addressing this matter is listed at Item 16.1 of the agenda.

7.8 CR PETER MITCHELL - PROGRESSION OF CLEVELAND TOWN CENTRE REVITALISATION PROJECT

At the General Meeting 21 May 2025 (Item 17.1 refers), Cr Peter Mitchell put forward a Notice of Intention to Amend a resolution and Council resolved as follows:

That Council resolves to amend Council Resolution 2021/159 to amend point 5 of the resolution, by removing the words 'but not start new' and authorise as follows:

1. That Redland Investment Corporation and Council progress the Cleveland Town Centre Revitalisation Project on behalf of Council.

2. That the project be managed in accordance with the joint governance arrangements with Council listed in the background of the motion.

3. That a report be brought back to Council by the end of July 2025 on the Project Functional scope and resourcing requirements.

A report addressing this matter is listed at Item 14.1 of the agenda.

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 - FIX OUR POOL

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.

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 INTERIM JUNE 2025 MONTHLY FINANCIAL REPORT

Objective Reference: **A12233901**

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. Interim June 2025 Monthly Financial Report ⇩**

PURPOSE

To note the interim year-to-date financial results as at 30 June 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

Loan drawdown 2024-2025

Council received approval on 29 April 2025 from the Department of Local Government, Water and Volunteers to borrow $27.92M for the 2024-2025 capital works. Accordingly, the borrowing was obtained from Queensland Treasury Corporation and the loan was drawn down on 16 June 2025.

Interim results

The interim June 2025 Monthly Financial Performance Report is prepared based on interim financial results for the year ended 30 June 2025 (prior to the finalisation of the end of year accounts). Significant movement is expected through the finalisation of year-end adjustments over the coming weeks. The final results for the year ended 30 June 2025 will be reflected in the audited annual financial statements.

STRATEGIC IMPLICATIONS

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

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

The following ratios did not meet the target at the end of June 2025:

- Operating Surplus Ratio
- Asset Sustainability Ratio

The Operating Surplus Ratio is below target at the end of June 2025 as a result of operating deficit which is mainly due to expenses incurred for cyclone Alfred.

The Asset Sustainability Ratio did not meet the target at the end of June 2025 and continues to be a stretch target for Council with renewal spends of $38.31M and depreciation expense of $76.87M 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 June 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 June 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 June 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 June 2025	Consulted on financial results and outcomes.
Financial Services Group officers	Year to date 31 June 2025	Consulted on financial results and outcomes.
Executive Leadership Team and Senior Leadership Team	Year to date 31 June 2025	Recipients of variance analysis between actual and budget. Consulted as required.

OPTIONS

Option One

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

Interim Monthly Financial Report

Interim June 2025

Note: This interim report is prepared at year end pending finalisation of statutory financial statements

CONTENTS

1.	Executive Summary	3
2.	Interim Key Performance Indicators	3
3.	Interim Statement of Comprehensive Income	4
4.	Interim Capital Expenditure	6
5.	Interim Statement of Financial Position	7
6.	Interim Statement of Cash Flows	9
7.	Interim Investment & Borrowings Report	10
8.	Interim Constrained Cash Reserves	11
9.	Interim City Water Statements	12
10.	Interim City Waste Statements	12
11.	Appendix: Additional and Non-financial Information	13
12.	Glossary	14

1. EXECUTIVE SUMMARY

This interim 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 30 June 2025. The year to date annual revised budget referred to in this report incorporates the changes from the second budget review adopted by Council on 21 May 2025.

The June 2025 Monthly Financial Report is prepared based on interim financial results for the year ended 30 June 2025 (prior to the finalisation of the end of year accounts) and significant movement is expected through the finalisation of accruals, deferrals and other year-end adjustments. The final results for the year ended 30 June 2025 will be reflected in the audited financial statements.

Key Interim Financial Highlights and Overview

Key Interim Financial Results ($000)	Annual Revised Budget	YTD Budget	YTD Actual	YTD Variance	YTD Variance %	Status Favourable ✓ Unfavourable ✗
Operating Surplus / (Deficit)	(6,746)	(6,746)	**(12,584)**	(5,838)	-87%	✗
Recurrent Revenue	384,428	384,428	**385,382**	954	0%	✓
Recurrent Expenditure	391,174	391,174	**397,966**	6,792	2%	✗
Capital Works Expenditure	137,976	137,976	**86,107**	(51,869)	-38%	✓
Closing Cash & Cash Equivalents	183,564	183,564	**230,475**	46,911	26%	✓
Short-Term Investment	50,000	50,000	**50,000**	-	0%	✓

Council reported a year to date operating deficit of $12.58M which is unfavourable to budget by $5.84M. Overall, this is mainly due to higher than budgeted materials and services expenses, higher than budgeted employee expenses, and lower than budgeted operating grants and subsidies. This is partially offset by lower than budgeted depreciation expense, the receipt in advance of the financial assistance grant of $2.6m and higher than budgeted levies and utility charges.

Levies and utility charges revenue is above budget, largely due to higher refuse collection, sewerage and trade waste charges. Due to higher than average wet weather days this financial year, the budgeted water consumption revenue reduced in the final budget review.

Employee expenses are higher than budget due to additional works associated with disaster management activities related to ex-Tropical Cyclone Alfred, as are materials and services. Council's External Funding Team are working on insurance claim to recover costs through the Queensland Reconstruction Authority and is expected to take some time to finalise.

Depreciation expense is lower than budgeted with further end of year depreciation to be finalised which will more closely align to the budgeted figure of the year.

Council's capital works expenditure is behind budget by $51.87M 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 30 June mainly due to timing of cash flows, with lower than budgeted payments for property, plant and equipment, higher than budgeted receipts from customers, and timing of receipt of capital grants and contributions. This is partially offset by higher than budgeted payments to suppliers. Constrained cash reserves represent 51% of the cash balance.

2. INTERIM 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	Interim Financial Sustainability Measures	Target	Annual Revised Budget	YTD Actual	Status Achieved ✓ Not achieved ✗
Financial Capacity	Council-Controlled Revenue*	Contextual - No target specified	90.04%	90.44%	N/A
	Population Growth Ratio*	Contextual - No target specified	1.25%	1.25%	N/A
Operating Performance	Operating Surplus Ratio	Greater than 0%	-1.72%	-3.22%	✗
	Operating Cash Ratio	Greater than 0%	21.50%	17.81%	✓
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 2 months	5.13	6.59	✓
Asset Management	Asset Sustainability Ratio	Greater than 60%	81.58%	49.84%	✗
	Asset Consumption Ratio	Greater than 60%	67.15%	60.83%	✓
	Asset Renewal Funding Ratio*	Contextual - No target specified	100.00%	100.00%	N/A
Debt Servicing Capacity	Leverage Ratio	0 - 4 times	1.09	1.30	✓
Level of Debt	Net Financial Liabilities Ratio**	Less than 60% (on average over the long-term)	-22.19%	-29.23%	✓

* 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.

3. INTERIM STATEMENT OF COMPREHENSIVE INCOME

INTERIM STATEMENT OF COMPREHENSIVE INCOME For the period ending 30 June 2025	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD Actual $000	YTD Variance $000
Recurrent revenue					
Rates charges	132,519	132,519	132,519	**133,073**	554
Levies and utility charges	202,583	200,133	200,133	**202,300**	2,167
Less: Pensioner remissions and rebates	(3,896)	(3,896)	(3,896)	**(3,897)**	(1)
Fees	20,936	22,442	22,442	**22,136**	(306)
Rental income	1,128	1,239	1,239	**1,183**	(56)
Interest received	13,583	13,583	13,583	**13,676**	93
Sales revenue	4,990	4,990	4,990	**4,848**	(142)
Other income	935	995	995	**1,466**	471
Grants, subsidies and contributions	9,534	12,424	12,424	**10,597**	(1,827)
Total recurrent revenue	382,312	384,428	384,428	**385,382**	954
Recurrent expenses					
Employee benefits	117,020	117,151	117,151	**120,751**	3,600
Materials and services	185,222	183,550	183,550	**194,588**	11,038
Finance costs	3,995	3,963	3,963	**3,348**	(615)
Depreciation and amortisation	78,067	87,906	87,906	**80,504**	(7,402)
Other expenditure	620	(249)	(249)	**264**	513
Net internal costs	(1,148)	(1,147)	(1,147)	**(1,489)**	(342)
Total recurrent expenses	383,777	391,174	391,174	**397,966**	6,792
OPERATING SURPLUS / (DEFICIT)	(1,465)	(6,746)	(6,746)	**(12,584)**	(5,838)
Capital revenue					
Grants, subsidies and contributions	20,232	28,409	28,409	**24,306**	(4,103)
Non-cash contributions	121,013	121,013	121,013	**283**	(120,730)
Total capital revenue	141,244	149,421	149,422	**24,589**	(124,833)
Capital expenses					
(Gain) / loss on disposal of non-current assets	9,603	9,603	9,603	**7,541**	(2,062)
Total capital expenses	9,603	9,603	9,603	**7,541**	(2,062)
TOTAL INCOME	**523,556**	**533,850**	**533,850**	**409,971**	**(123,879)**
TOTAL EXPENSES	**393,380**	**400,777**	**400,777**	**405,507**	**4,730**
NET RESULT	**130,177**	**133,073**	**133,073**	**4,464**	**(128,609)**
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**	**133,073**	**133,073**	**4,464**	**(128,609)**

The interim Statement of Comprehensive Income will adjust over coming weeks as the accounts are being finalised and final results will be reflected in the audited financial statements for the year ended 30 June 2025. The audited financial statements for the year ended 30 June 2025 will reflect the final revalued position and impact and will be presented as part of the 2024/2025 Annual Report.

3. INTERIM STATEMENT OF COMPREHENSIVE INCOME - CONTINUED

INTERIM LEVIES AND UTILITY CHARGES ANALYSIS
For the period ending 30 June 2025

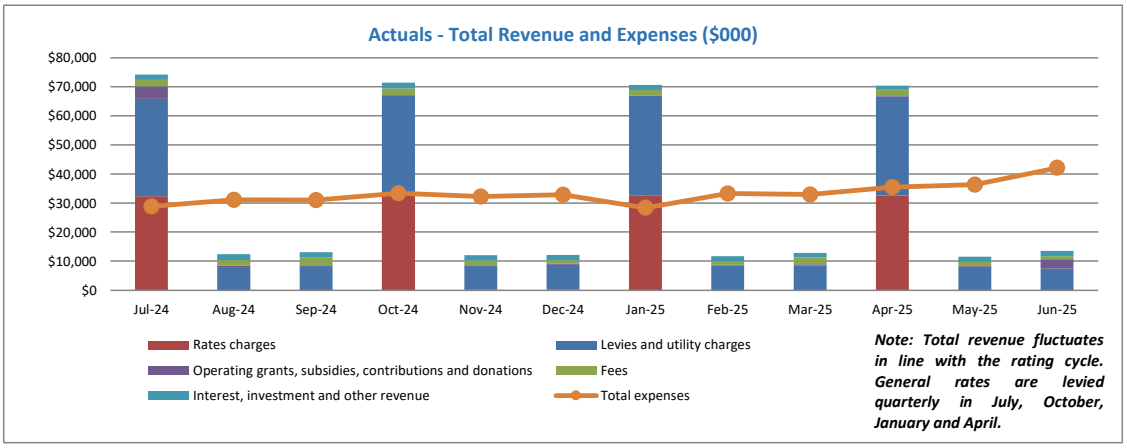
	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD **Actual $000**	YTD Variance $000
Levies and utility charges					
Refuse collection rate charge	38,288	38,288	38,288	**38,903**	615
SES separate charge	479	479	479	**481**	2
Environment & Coastal Management Separate Charge	14,970	14,970	14,970	**15,020**	50
Separate charge landfill remediation	3,096	3,096	3,096	**3,108**	12
Wastewater charges	60,831	60,831	60,831	**61,743**	912
Water access charges	24,845	24,845	24,845	**24,974**	129
Water consumption charges	60,074	57,624	57,624	**58,071**	447
Total levies and utility charges	**202,583**	**200,133**	**200,133**	**202,300**	**2,167**

INTERIM MATERIALS AND SERVICES ANALYSIS
For the period ending 30 June 2025

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD **Actual $000**	YTD Variance $000
Materials and services					
Contractors	54,322	54,867	54,867	**59,174**	4,307
Consultants	6,593	10,778	10,778	**6,891**	(3,887)
Other Council outsourcing costs*	32,430	31,023	31,023	**29,722**	(1,301)
Purchase of materials	64,458	59,274	59,274	**62,945**	3,671
Office administration costs	5,028	3,304	3,304	**9,557**	6,253
Electricity charges	5,550	6,550	6,550	**6,633**	83
Plant operations	4,111	4,112	4,112	**5,248**	1,136
Information technology resources	7,964	7,982	7,982	**8,811**	829
General insurance	2,158	3,030	3,030	**2,987**	(43)
Community assistance**	1,863	1,880	1,880	**1,934**	54
Other material and service expenses	746	750	750	**686**	(64)
Total materials and services	**185,222**	**183,550**	**183,550**	**194,588**	**11,038**

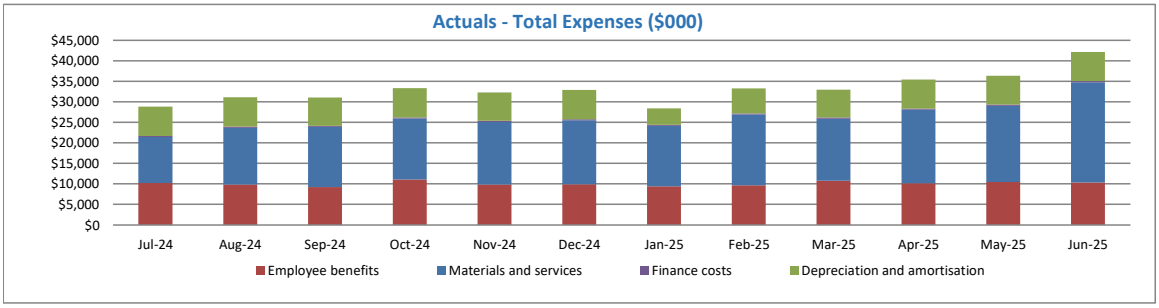
** Other Council outsourcing costs are various outsourced costs including refuse collection and disposal, waste disposal, legal services, traffic control, external training, valuation fees, etc.*

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

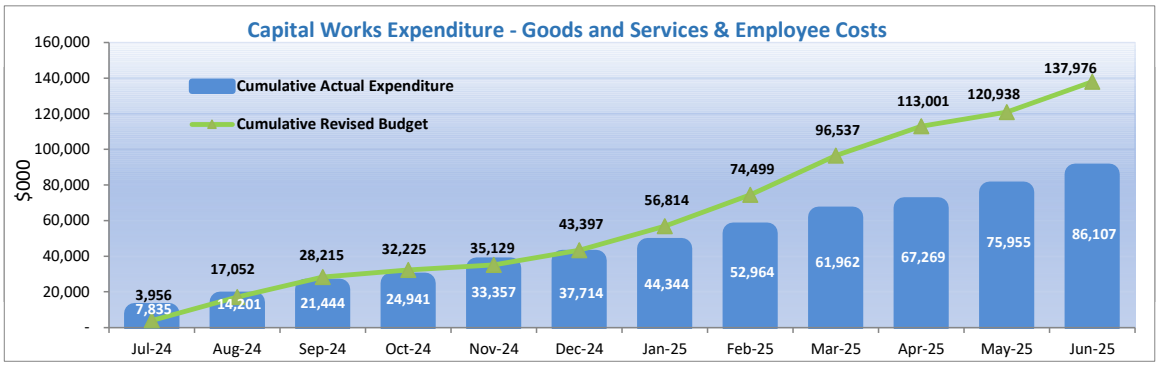


The interim income and expenses will adjust over the coming weeks as the accounts are being finalised and the final results will be reflected in the audited financial statements for the year ended 30 June 2025. The financial statements will be presented as part of the 2024/2025 Annual Report.

3. INTERIM STATEMENT OF COMPREHENSIVE INCOME - CONTINUED



4. INTERIM CAPITAL EXPENDITURE



	Annual Revised Budget $000	YTD Budget $000	**YTD Actual $000**	YTD Variance $000
Capitalised goods and services*	129,724	129,724	**78,183**	(51,541)
Capitalised employee costs	8,252	8,252	**7,924**	(328)
Total	**137,976**	**137,976**	**86,107**	**(51,869)**

** Excludes capital prepayments.*

Notable Programs and Projects

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

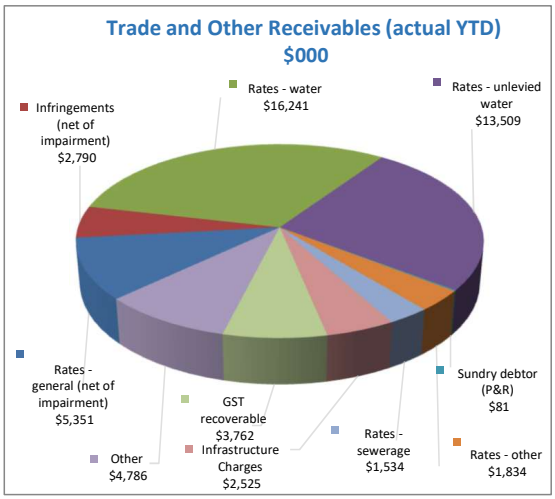
Capital Investment		YTD Actual $000
Wellington St / Panorama Dr upgrade	Road widening / lane duplication of Wellington St / Panorama Dr.	7,851
Kinross Road sewerage trunk	New sewage pump station (Lorikeet Dr) and trunk sewer main to Cleveland WWTP.	6,180
Weinam Creek development	Continuation of works at Weinam Creek Priority Development Area.	4,575
Fleet replacement	Current fleet replacement program.	4,361
Property acquisition	Acquisition of property.	4,052

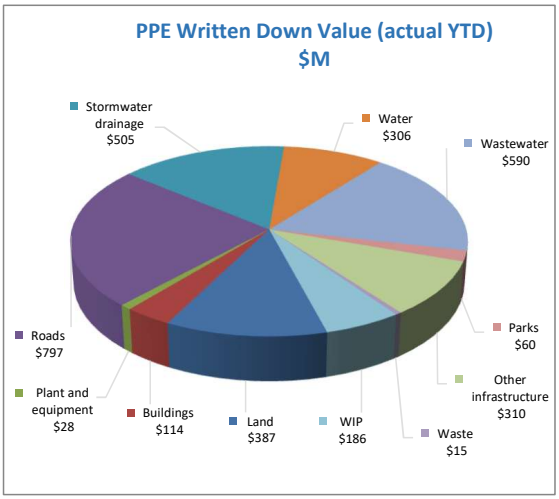
5. INTERIM STATEMENT OF FINANCIAL POSITION

INTERIM STATEMENT OF FINANCIAL POSITION As at 30 June 2025	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD Actual $000
CURRENT ASSETS				
Cash and cash equivalents	190,355	183,564	183,564	**230,475**
Short-term investment - CBA	50,000	50,000	50,000	**50,000**
Trade and other receivables	52,508	50,791	50,791	**52,413**
Inventories	1,123	1,042	1,042	**1,081**
Non-current assets held for sale	-	-	-	**2**
Other current assets	3,052	5,838	5,838	**3,494**
Total current assets	**297,038**	**291,236**	**291,236**	**337,465**
NON-CURRENT ASSETS				
Investment property	1,403	1,474	1,474	**1,474**
Property, plant and equipment	3,266,103	3,460,762	3,460,762	**3,298,046**
Intangible assets	294	316	316	**316**
Right-of-use assets	2,469	2,523	2,523	**2,543**
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	**7,934**
Total non-current assets	**3,281,699**	**3,479,748**	**3,479,748**	**3,322,155**
TOTAL ASSETS	**3,578,737**	**3,770,983**	**3,770,983**	**3,659,620**
CURRENT LIABILITIES				
Trade and other payables	38,992	56,810	56,810	**54,016**
Borrowings - current	5,252	6,391	6,391	**6,391**
Lease liability - current	781	537	537	**900**
Provisions - current	10,540	13,742	13,742	**12,789**
Other current liabilities	6,080	4,250	4,250	**18,535**
Total current liabilities	**61,645**	**81,730**	**81,730**	**92,631**
NON-CURRENT LIABILITIES				
Borrowings - non-current	85,169	84,052	84,052	**84,010**
Lease liability - non-current	2,112	2,508	2,508	**2,076**
Provisions - non-current	22,036	32,603	32,603	**34,730**
Other non-current liabilities	4,368	5,026	5,026	**9,717**
Total non-current liabilities	**113,685**	**124,189**	**124,189**	**130,533**
TOTAL LIABILITIES	**175,331**	**205,918**	**205,918**	**223,164**
NET COMMUNITY ASSETS	**3,403,407**	**3,565,065**	**3,565,065**	**3,436,456**
COMMUNITY EQUITY				
Asset revaluation surplus	1,441,319	1,612,203	1,612,203	**1,612,203**
Retained surplus	1,871,903	1,844,369	1,844,369	**1,707,830**
Constrained cash reserves	90,184	108,493	108,493	**116,423**
TOTAL COMMUNITY EQUITY	**3,403,407**	**3,565,065**	**3,565,065**	**3,436,456**

The interim Statement of Financial Position will adjust over the coming weeks as the accounts are being finalised and the final results wil be reflected in the audited financial statements for the year ended 30 June 2025. The financial statements will be presented as part of the 2024/2025 Annual Report.

5. INTERIM STATEMENT OF FINANCIAL POSITION - CONTINUED





INTERIM RIGHT-OF-USE ASSETS
As at 30 June 2025

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD **Actual Balance $000**
Right-of-use asset				
Buildings	382	407	407	**427**
Land	1,884	1,913	1,913	**1,913**
Plant and equipment	203	203	203	**203**
Closing balance	**2,469**	**2,523**	**2,523**	**2,543**

INTERIM PROPERTY, PLANT AND EQUIPMENT (PPE) MOVEMENT*
For the period ending 30 June 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	258,989	258,989	**86,388**
Depreciation in year	(76,779)	(86,630)	(86,630)	**(79,247)**
Disposals	(11,196)	(11,196)	(11,196)	**(8,692)**
Other adjustments**	-	-	-	**(2)**
Closing balance	**3,266,103**	**3,460,762**	**3,460,762**	**3,298,046**

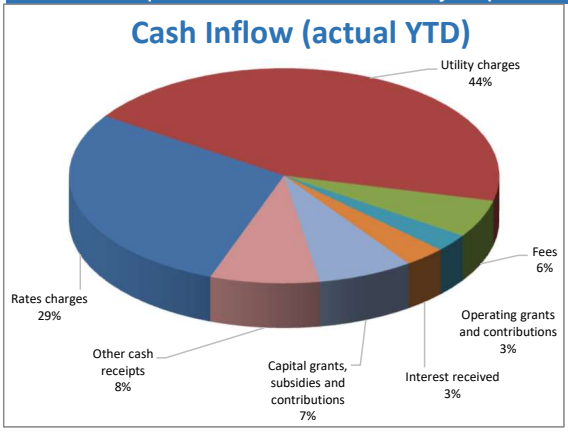
** This table includes movement relating to property, plant and equipment only and is exclusive of intangible assets.*

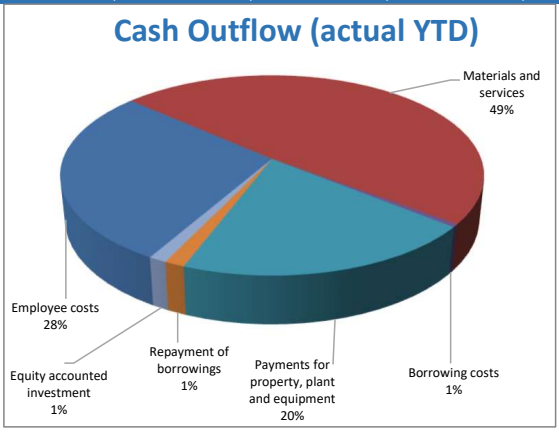
*** Other adjustments include transfers between asset classes, revaluation adjustments, prior period adjustments and depreciation thereon.*

The interim Statement of Financial Position will adjust over the coming weeks as the accounts are being finalised and the final results wil be reflected in the audited financial statements for the year ended 30 June 2025. The financial statements will be presented as part of the 2024/2025 Annual Report.

6. INTERIM STATEMENT OF CASH FLOWS

INTERIM STATEMENT OF CASH FLOWS For the period ending 30 June 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	343,527	343,527	**357,840**
Payments to suppliers and employees	(317,872)	(315,199)	(315,199)	**(331,425)**
	26,539	**28,328**	**28,328**	**26,415**
Interest received	13,583	13,583	13,583	**13,832**
Rental income	1,128	1,239	1,239	**1,183**
Non-capital grants and contributions	9,658	12,876	12,876	**11,751**
Borrowing costs	(1,823)	(1,823)	(1,823)	**(1,815)**
Right-of-use assets interest expense	(316)	(316)	(316)	**(315)**
Net cash inflow / (outflow) from operating activities	**48,769**	**53,887**	**53,887**	**51,051**
CASH FLOWS FROM INVESTING ACTIVITIES				
Payments for property, plant and equipment	(118,283)	(137,976)	(137,976)	**(86,106)**
Proceeds from sale of property, plant and equipment	1,593	1,593	1,593	**1,151**
Capital grants, subsidies and contributions	20,232	28,409	28,409	**31,910**
Equity accounted investment	-	-	-	**(5,104)**
Net cash inflow / (outflow) from investing activities	**(96,459)**	**(107,975)**	**(107,975)**	**(58,149)**
CASH FLOWS FROM FINANCING ACTIVITIES				
Proceeds of borrowings	27,922	27,922	27,922	**27,922**
Repayment of borrowings	(5,044)	(5,044)	(5,044)	**(4,692)**
Right-of-use lease payment	(607)	(607)	(607)	**(1,037)**
Net cash inflow / (outflow) from financing activities	**22,271**	**22,271**	**22,271**	**22,193**
Net increase / (decrease) in cash held	**(25,419)**	**(31,816)**	**(31,816)**	**15,095**
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**	**183,564**	**183,564**	**230,475**





Total Cash Funding (Actual YTD)	**445,589**
Total Cash Funding (Annual Revised Budget)	429,149
% of Budget Achieved YTD	104%

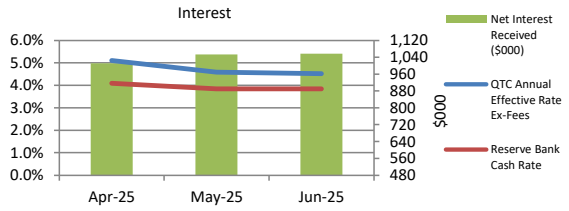
Total Cash Expenditure (Actual YTD)	**430,494**
Total Cash Expenditure (Annual Revised Budget)	460,965
% of Budget Achieved YTD	93%

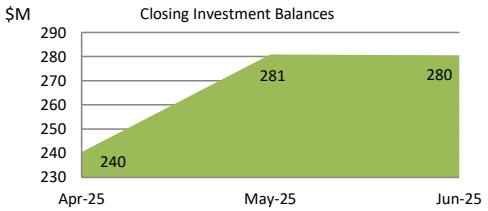
The interim Statement of Cash Flows will adjust over the coming weeks as the accounts are being finalised and the final results will be reflected in the audited financial statements for the year ended 30 June 2025. The financial statements will be presented as part of the 2024/2025 Annual Report.

7. INTERIM INVESTMENT & BORROWINGS REPORT

For the period ending 30 June 2025

INVESTMENT RETURNS





Total Investment at End of Month was $280.48M

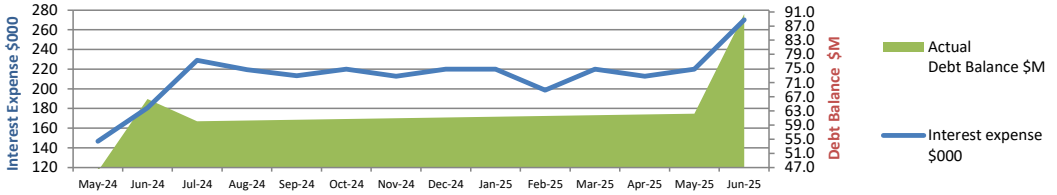
Council investments are currently held predominantly in the Capital Guaranteed Cash Fund, which is a fund operated by the Queensland Treasury Corporation (QTC).

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.

Note: the Reserve Bank reduced the cash rate down to 3.85% during May 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 2025 due to new borrowings of $27.92M as part of Council's Capital Works Plan.

Total Borrowings at End of Month were $90.40M

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

BORROWINGS
For the period ending 30 June 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)	(2,696)	**(2,656)**
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)	(27,922)	**(27,922)**
Closing balance	**(90,421)**	**(90,443)**	**(90,443)**	**(90,401)**

8. INTERIM CONSTRAINED CASH RESERVES

Reserves as at 30 June 2025	Purpose of reserve	Opening Balance	To Reserve	From Reserve	Closing Balance
		$000	$000	$000	$000
Special Projects Reserve:					
Aquatic Paradise Revetment Wall Reserve	To fund Aquatic Paradise revetment wall works program	131	132	(22)	241
Weinam Creek Reserve	Maintenance and improvements associated with Weinam Creek projects	1,820	569	(2,251)	138
Waste Levy Reserve	To fund Waste Levy Program	57	5,608	(5,665)	-
Raby Bay Revetment Wall Reserve	To fund Raby Bay revetment wall works program	2,556	3,351	(2,451)	3,456
		4,564	**9,660**	**(10,389)**	**3,835**
Constrained Works Reserve:					
Public Parks Trunk Infrastructure Reserve	Capital projects for public parks trunk infrastructure	6,987	3,759	(2,265)	8,481
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	134	-	5,641
Water Supply Trunk Infrastructure Reserve	Upgrade, expansion or new projects for water supply trunk infrastructure	16,202	1,059	-	17,261
Sewerage Trunk Infrastructure Reserve	Upgrade, expansion or new projects for sewerage trunk infrastructure	16,269	3,524	(5,479)	14,314
Local Roads Trunk Infrastructure Reserve	Capital projects for local roads trunk infrastructure	36,271	6,767	(13,986)	29,052
Cycleways Trunk Infrastructure Reserve	Capital projects for cycleways trunk infrastructure	15,048	2,013	(267)	16,794
Stormwater Trunk Infrastructure Reserve	Capital projects for stormwater trunk infrastructure	11,739	537	-	12,276
Tree Planting Reserve	Acquisition and planting of trees on footpaths	428	64	(27)	465
Koala Tree off-set Planting Reserve	Acquisition and planting of trees for koala habitat	0	364	(137)	227
Special Property Reserve	Acquisition of property in line with the strategic property framework	3,835	1,097	-	4,932
		112,469	**19,318**	**(22,161)**	**109,626**
Separate Charge Reserve:					
Environment & Coastal Management Separate Charge Reserve	Ongoing conservation and maintenance operations	-	15,020	(12,212)	2,808
SES Separate Charge Reserve	On-going costs of maintaining the Redland SES	105	482	(433)	154
		105	**15,502**	**(12,645)**	**2,962**
TOTALS		**117,138**	**44,480**	**(45,195)**	**116,423**
		Closing cash and cash equivalents			**230,475**
		Reserves as percentage of cash balance			**50.51%**

9. INTERIM CITY WATER STATEMENTS

INTERIM CITY WATER SUMMARY OPERATING STATEMENT
For the period ending 30 June 2025

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD **Actual $000**	YTD Variance $000
Total revenue	155,256	152,820	152,820	**153,983**	1,163
Total expenses	89,785	87,366	87,366	**88,323**	957
Earnings before interest, tax and depreciation (EBITD)	65,471	65,454	65,454	**65,660**	206
External interest expense	648	648	648	**639**	(9)
Internal interest expense	19,061	19,061	19,061	**19,061**	-
Depreciation	30,585	32,053	32,053	**31,214**	(839)
Operating surplus / (deficit)	**15,177**	**13,692**	**13,692**	**14,746**	**1,054**

INTERIM CITY WATER CAPITAL FUNDING STATEMENT
For the period ending 30 June 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	3,196	**4,555**	1,359
Net transfer (to) / from constrained capital reserves	2,580	2,315	2,315	**767**	(1,548)
Non-cash contributions	110,434	110,434	110,434	**(155)**	(110,589)
New loans	7,195	7,195	7,195	**7,195**	-
Funding from utility revenue	8,423	14,704	14,704	**1,270**	(13,434)
Total sources of capital funding	**131,827**	**137,843**	**137,844**	**13,632**	**(124,212)**
Contributed assets	110,434	110,434	110,434	**(155)**	(110,589)
Capitalised expenditure	21,106	27,123	27,123	**13,107**	(14,016)
Loan redemption	287	287	287	**680**	393
Total application of capital funds	**131,827**	**137,844**	**137,844**	**13,632**	**(124,212)**

10. INTERIM CITY WASTE STATEMENTS

INTERIM CITY WASTE OPERATING STATEMENT
For the period ending 30 June 2025

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD **Actual $000**	YTD Variance $000
Total revenue	41,369	41,608	41,608	**42,054**	446
Total expenses	32,200	32,439	32,439	**35,153**	2,714
Earnings before interest, tax and depreciation (EBITD)	9,169	9,169	9,169	**6,901**	(2,268)
External interest expense	5	5	5	**5**	-
Depreciation	486	495	495	**458**	(37)
Operating surplus / (deficit)	**8,678**	**8,669**	**8,669**	**6,438**	**(2,231)**

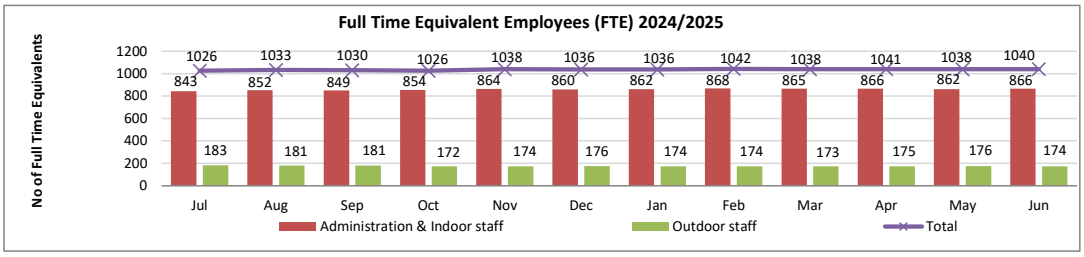
INTERIM CITY WASTE CAPITAL FUNDING STATEMENT
For the period ending 30 June 2025

	Annual Original Budget $000	Annual Revised Budget $000	YTD Budget $000	YTD **Actual $000**	YTD Variance $000
Funding from utility revenue	6,167	3,799	3,799	**334**	(3,465)
Total sources of capital funding	**6,167**	**3,799**	**3,799**	**334**	**(3,465)**
Capitalised expenditure	6,131	3,763	3,763	**339**	(3,424)
Loan redemption	36	36	36	**(5)**	(41)
Total application of capital funds	**6,167**	**3,799**	**3,799**	**334**	**(3,465)**

The interim Water and Waste Statements will adjust as the accounts are being finalised.

11. APPENDIX: ADDITIONAL AND NON-FINANCIAL INFORMATION

Workforce Reporting



June 2025: Headcount	Employee Type			
Department Level	Casual	Full Time	Part Time	Total
Office of CEO and People, Culture and Organisational Performance	3	47	12	62
Organisational Services	2	198	32	232
Community and Customer Services	65	308	66	439
Infrastructure and Operations	15	358	23	396
Advocacy, Major Projects and Economic Development	-	32	5	37
Total	85	943	138	1,166

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 June 2025 to June 2024									
Days Overdue	Jun-25	% Overdue	Jun-24	% Overdue	$ Variance	% Variance	Rates & Charges Statistics	Jun-25	Jun-24
0 - 30	$0	0.0%	$0	0.0%	$0	0.0%	Levied (Billed) Rates & Charges since 1 July 2024	**$351,308,757**	$332,949,264
31 - 60	$4,830,384	1.3%	$3,701,357	1.1%	$1,129,027	0.2%	Rate arrears b/fwd 1 July 2024	$9,598,398	$9,226,293
61 - 90	$0	0.0%	$0	0.0%	$0	0.0%	**Total**	**$360,907,155**	**$342,175,557**
91 - 180	$2,191,507	0.6%	$1,834,881	0.5%	$356,626	0.1%	Balance of overdue rates & charges	$11,724,571	$9,598,398
>180	$4,702,680	1.3%	$4,062,160	1.2%	$640,520	0.1%	**Percentage Overdue**	**3.2%**	**2.8%**
Total	**$11,724,571**	**3.2%**	**$9,598,398**	**2.8%**	**$2,126,173**	**0.4%**			

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*	$\frac{\text{Total of } \textbf{Planned} \text{ Capital Expenditure on Asset Renewals over 10 years}}{\text{Total of } \textbf{Required} \text{ Capital Expenditure on Asset Renewals over 10 years}}$
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 AUDIT & RISK MANAGEMENT COMMITTEE 5 JUNE 2025

Objective Reference: **A12162228**

Authorising Officer: **Amanda Pafumi, General Manager Organisational Services**

Responsible Officer: **Tony Beynon, Group Manager Corporate Governance**

Report Author: **Kailesh Naidu, Principal Adviser Internal Audit**

Attachments: **1. ARMC Minutes 5 June 2025 ⇩**

PURPOSE

To present the minutes of the Audit & Risk Management Committee (ARMC) meeting held on 5 June 2025 to Council for adoption in accordance with section 211 of the *Local Government Regulation 2012*.

BACKGROUND

The primary objective of the ARMC is to support Council in fulfilling its corporate governance responsibilities and overseeing financial measurement and reporting obligations as required by the *Local Government Act 2009* and other relevant legislation. This requirement is based on the core principles of transparency, accountability and good governance.

To support Councillors in meeting their legal responsibilities and enhancing decision-making, a written report is submitted to Council as soon as practicable after each ARMC meeting. This report details the matters reviewed by the ARMC and provides its recommendations. By ensuring that these reports are promptly shared, Council reaffirms its commitment to operating transparently, making critical financial oversight activities visible to both elected officials and the community.

ISSUES

The meeting agenda was based on the approved ARMC Plan for 2024-2025, and included presentations on Council's risk management, financial performance, and internal and external audit reports.

The ARMC received comprehensive updates across several key areas during the meeting. The Chief Executive Officer provided a detailed verbal report highlighting strategic initiatives, operational changes and legislative matters. Updates were presented on Council's cybersecurity and digital transformation programs, reporting advancements in resilience, risk management and modernisation of systems. Risk and compliance reports covered the implementation of a hybrid operating model for risk services with BDO Advisory, ongoing business continuity efforts and governance activities, including legislative compliance. Internal audit updates included progress on the 2024–2025 audit plan, results of a recent self-assessment, and the endorsement of an updated Internal Audit Charter and approval of the Internal Audit and ARMC Plans for 2025–2026. Financial reporting as at April 2025 confirmed an operating surplus, at the time, despite disaster-related expenses recognised at that time, with capital works impacted by wet weather. Updates on asset valuations and external audit activities were also provided, along with a financial overview of Redland Investment Corporation's performance for the March 2025 quarter.

Refer to the attached minutes of the ARMC meeting for further details.

STRATEGIC IMPLICATIONS

This report has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. Under Section 105 of the Act, the ARMC is required to provide recommendations to Council on actions or improvements needed. Furthermore, Section 211 of the Regulation mandates that the ARMC submit a written report to Council, outlining the matters reviewed during its meeting and the ARMC's recommendations, as soon as practicable after the meeting. This report fulfills these requirements, supporting oversight and public accountability, and reaffirming Council's commitment to effective governance and transparency.

Risk Management

The ARMC supports Council's risk management by providing independent oversight and guidance on identifying, assessing and mitigating risks. Through regular reviews of areas like program management, cybersecurity, financial controls and operational risks, the ARMC ensures potential threats are addressed proactively. By offering recommendations and fostering risk awareness, the ARMC strengthens Council's ability to manage uncertainties and promote long-term stability in decision-making.

Financial

The ARMC plays a vital role in overseeing the financial health of Council, which is central to strengthening Council's overall financial governance. Through its charter, the ARMC ensures robust financial oversight by monitoring and reviewing financial processes, fostering transparency and accountability. However, while the ARMC's involvement reinforces sound financial practices, this report itself carries no direct financial implications. Its primary focus is on governance and oversight.

People

This report has no direct implications for personnel or workforce matters. The focus of the ARMC is primarily on governance, risk management and financial oversight, which do not directly impact staffing levels, roles or employee relations. However, the ARMC's recommendations may indirectly support a culture of ethical conduct and integrity within the organisation, fostering a positive work environment over time.

Environmental

There are no direct environmental implications arising from this report. Although the activities discussed in the ARMC meetings may involve considerations of environmental risks, they do not have any direct environmental impact. Any environmental initiatives undertaken by Council are addressed separately.

Social

This report does not present any social implications. The ARMC's oversight activities do not directly influence social issues or community engagement. While Council's broader initiatives may address social concerns, the matters reviewed by the ARMC are specifically related to internal governance processes.

Human Rights

There are no implications concerning human rights related to this report. The discussions and decisions made by the ARMC are centred on financial and operational matters, with no direct effects on human rights issues. Nonetheless, Council's commitment to ethical conduct and

transparency, as emphasised in the ARMC meetings, supports a framework that upholds human rights principles within its operations.

Alignment with Council's Policy and Plans

GOV-010-P Internal Audit Policy
GOV-011-P Audit and Risk Management Committee Policy
Our Future Redlands - A Corporate Plan to 2026 and Beyond

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Audit & Risk Management Committee members and relevant officers	June 2025	To review and approve the minutes prior to being finalised.

OPTIONS

Option One

That Council resolves to adopt the minutes of the Audit & Risk Management Committee meeting held on 5 June 2025, as attached to this report.

Option Two

That Council resolves to note this report and requests additional information.

OFFICER'S RECOMMENDATION

That Council resolves to adopt the minutes of the Audit & Risk Management Committee meeting held on 5 June 2025, as attached to this report.

Redland
CITY COUNCIL

MINUTES

AUDIT & RISK MANAGEMENT COMMITTEE MEETING

Thursday, 5 June 2025

The Council Chambers
91 - 93 Bloomfield Street
CLEVELAND QLD

Order of Business

1 Declaration of Opening 3

2 Record of Attendance and Apologies 3

3 Conflict of Interests 4

4 Receipt and Confirmation of Minutes 4

5 Business Arising From Previous Meeting 4

5.1 Business Arising from Meeting of 9 April 2025 4

6 Chief Executive Officer Report 5

6.1 Chief Executive Officer Report 5

7 Strategic And Operational Risk Management 5

7.1 Cybersecurity Program Update 5

7.2 Digital Transformation Program 6

8 Risk and Compliance Reports 6

8.1 Risk Management Report 6

8.2 Legal and Governance Report 7

9 Internal Auditor Reports 7

9.1 Internal Audit Report 7

9.2 Internal Audit Self-Assessment 8

9.3 Internal Audit Charter 8

9.4 Internal Audit Plan 2025-2026 9

9.5 Audit & Risk Management Committee Plan 2025-2026 9

10 Council Financial Reports 10

10.1 April 2025 Monthly Financial Report 10

10.2 Asset Valuations 2024-2025 10

11 External Auditor Reports 11

11.1 External Audit Report 11

12 Redland Investment Corporation Financial Reports 11

12.1 Quarterly Financial Report - 31 March 2025 11

13 Meeting Closure 11

1 DECLARATION OF OPENING

The Chairperson declared the meeting open at 9:33 am.

2 RECORD OF ATTENDANCE AND APOLOGIES

Audit & Risk Management Committee Members

Mr Mitchell Petrie (External Member and Chairperson)
Ms Mary Goodwin (External Member)
Cr Jos Mitchell (Mayor)
Cr Wendy Boglary (Division 1)

Secretary

Principal Adviser Internal Audit

Attendees

Chief Executive Officer
General Manager Organisational Services
Acting General Manager Advocacy, Major Projects and Economic Development
Acting General Manager Infrastructure and Operations
Executive Group Manager Financial Services and Chief Financial Officer
Executive Group Manager Risk and Legal Services
Group Manager Corporate Governance
Group Manager Corporate Services
Enterprise Change Manager
Principal Cyber Security Adviser
Interim Chief Executive Officer, Redland Investment Corporation
General Counsel, Redland Investment Corporation
Director, Queensland Audit Office
Director, Queensland Audit Office
Managing Partner, Scyne Advisory
Director, Scyne Advisory
Partner, BDO

Apologies

Acting General Manager Community and Customer Services
Executive Group Manager People, Culture and Organisational Performance
Manager, Queensland Audit Office

Observers

Cr Paul Gollé (Division 3)
Cr Jason Colley (Division 9)
Acting Service Manager Corporate Finance
Risk Management Coordinator

Minutes

Governance Adviser

3 CONFLICT OF INTERESTS

A perceived conflict of interest was declared by Mary Goodwin (External Member) in relation to her advisory involvement on contractual work being undertaken through another party. The Audit & Risk Management Committee Chair acknowledged the declaration and confirmed it does not impact her ongoing membership on the Committee.

4 RECEIPT AND CONFIRMATION OF MINUTES

Minutes of the previous Audit & Risk Management Committee meeting were approved by all members and adopted at the General Meeting of Council on 21 May 2025.

COMMITTEE RECOMMENDATION 2025/14

Moved by: **Cr Jos Mitchell**
Seconded by: **Cr Wendy Boglary**

That the minutes of the Audit & Risk Management Committee Meeting of 9 April 2025 be noted.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

5 BUSINESS ARISING FROM PREVIOUS MEETING

To capture and address any business arising from the previous Audit & Risk Management Committee.

5.1 BUSINESS ARISING FROM MEETING OF 9 APRIL 2025

Item #	Action	Status
2024/06-002	For key or strategic suppliers of Council, Council periodically confirms that those suppliers have appropriate Business Continuity Plans and processes in place.	**In progress**
2025/03-001	Track and re-baseline progress on agreed actions and recommendations, including identifying risks or impediments to achieving them.	**In progress**
2025/03-002	Assess maturity levels against ISO 55000, as appropriate, identifying gaps and improvements.	**In progress**
2025/05-001	Action recommendations from recruitment investigations and present status to the Audit & Risk Management Committee.	**In progress**
2025/06-001	The draft Ethics and Integrity Charter and Service Charter be circulated to Audit & Risk Management Committee members out of session for review, with feedback directed to the Chairperson for consolidation, and the revised documents re-tabled for endorsement at the 4 September 2025 meeting.	**In progress**
2025/07-001	A report on the alignment of current risks with Council's Risk Appetite Statements will be provided to the Audit & Risk Management Committee following completion of the risk appetite overlay and control review process.	**In progress**
2025/10-001	Advise the Audit & Risk Management Committee on the final legal position and Council's approach regarding notifying the vendor of the issue, in reference to the Procurement Attachment Transmission Process audit report, once reviews are concluded.	**Completed**

6 CHIEF EXECUTIVE OFFICER REPORT

6.1 CHIEF EXECUTIVE OFFICER REPORT

Council's Chief Executive Officer provided a detailed verbal update, addressing significant strategic initiatives, operational changes and critical issues since the last meeting. The update included key developments in local government matters, safety initiatives, senior employee movements, legislative changes and project progress that required the Audit & Risk Management Committee's attention.

COMMITTEE RECOMMENDATION 2025/16

Moved by: **Ms Mary Goodwin**
Seconded by: **Cr Wendy Boglary**

That the Audit & Risk Management Committee notes the comprehensive verbal update from the Chief Executive Officer as presented.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

7 STRATEGIC AND OPERATIONAL RISK MANAGEMENT

7.1 CYBERSECURITY PROGRAM UPDATE

An update was provided on Council's ongoing cybersecurity efforts, which are central to its commitment to trust, resilience and service continuity. Over the past year, the cyber security program has matured into a proactive, risk-informed capability, supported by strategic governance, technical enhancements and a strong security culture.

COMMITTEE RECOMMENDATION 2025/17

Moved by: **Cr Wendy Boglary**
Seconded by: **Cr Jos Mitchell**

That the Audit & Risk Management Committee notes the update on Council's Cybersecurity Program as presented.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

Action Items

1. Provide an update on the cybersecurity initiatives related to Redland Investment Corporation, including risk assessments, implemented controls and alignment with Council's broader cybersecurity program.
2. Present the cybersecurity forward plan outlining key initiatives, timelines, resourcing and strategic priorities to enhance Council's cyber resilience over the next financial year.

7.2 DIGITAL TRANSFORMATION PROGRAM

A presentation was made on Council's Digital Transformation Program, established in 2023 to modernise systems through the ERP Modernisation Program. Key achievements to date include the delivery of customer requests, corporate performance reporting and supply chain management projects, with the Property & Rating Replacement Project now underway. The presentation also covered progress made in 2024-2025, plans for 2025-2026 and provided updates on change management, communications and governance.

COMMITTEE RECOMMENDATION 2025/18

Moved by: **Cr Wendy Boglary**
Seconded by: **Ms Mary Goodwin**

That the Audit & Risk Management Committee notes the update on Council's Digital Transformation Program.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

Action Item

1. Provide an overview of program-level risks for the Digital Transformation Program, including key risk categories, current mitigation strategies and any emerging risks requiring Audit & Risk Management Committee's oversight.

8 RISK AND COMPLIANCE REPORTS

8.1 RISK MANAGEMENT REPORT

A report was presented on Council's risk management activities, including a new hybrid operating model with a co-source service provider supporting ongoing risk functions and reporting. A risk maturity assessment and refreshed roadmap are underway. Business Continuity Planning and disaster preparedness remain active, with recent training, simulations and activations, including responses to Tropical Cyclone Alfred. No material changes have been made to the strategic or operational risk registers, with a full review planned for July to September 2025.

COMMITTEE RECOMMENDATION 2025/19

Moved by: **Ms Mary Goodwin**
Seconded by: **Cr Wendy Boglary**

That the Audit & Risk Management Committee notes the update on risk management activities.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

Action Item

1. Present details of the most recent review, update and testing of Business Recovery Plans as part of Council's overarching Business Continuity Planning framework.

8.2 LEGAL AND GOVERNANCE REPORT

An update was provided on Council's legal and governance activities since the last meeting. This included progress on legislative compliance reviews, ongoing audits and responses to external agency requests. The report also summarised recent legislative developments relevant to Council's jurisdiction and confirmed that no adverse rulings or compliance actions have been taken against Council. These activities support ongoing compliance, risk mitigation and continuous improvement in governance practices.

COMMITTEE RECOMMENDATION 2025/20

Moved by: **Cr Wendy Boglary**
Seconded by: **Cr Jos Mitchell**

That the Audit & Risk Management Committee notes the legal and governance report as presented.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

Action Item

1. Enhance the Legal and Governance Report to include identification and assessment of risks related to any changes or additions to legislation impacting Council's strategies and operations.

9 INTERNAL AUDITOR REPORTS

9.1 INTERNAL AUDIT REPORT

The update on internal audit activities reported that the 2024-2025 audit plan is progressing on track for delivery by the end of the year. Several audits have been completed, with others currently in reporting or fieldwork stages. Progress continues on implementing audit recommendations, with particular attention being given to overdue items to ensure risks are managed effectively. The internal audit process remains aligned with Council's risk-based approach and declarations confirming audit independence have been provided by the inhouse resource and co-source service provider.

COMMITTEE RECOMMENDATION 2025/21

Moved by: **Cr Wendy Boglary**
Seconded by: **Cr Jos Mitchell**

That the Audit & Risk Management Committee notes the internal audit status update as presented.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

Action Item

1. Enhance reporting on overdue recommendations by including interim actions taken by management and specifying the expected completion date for full implementation.

9.2 INTERNAL AUDIT SELF-ASSESSMENT

The report provided an update on the progress of the 2021 self-assessment recommendations and the results of the May 2025 self-assessment under the new *Global Internal Audit Standards*. The function demonstrates strong alignment with standards and good governance, with two areas for improvement identified relating to completing an external quality review and developing a strategic audit plan to enhance the ongoing improvement of the internal audit function.

COMMITTEE RECOMMENDATION 2025/22

Moved by: **Cr Jos Mitchell**
Seconded by: **Ms Mary Goodwin**

That the Audit & Risk Management Committee notes the outcome and recommendations from the Internal Audit self-assessment.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

9.3 INTERNAL AUDIT CHARTER

The Internal Audit Charter presented for the Audit & Risk Management Committee's endorsement was comprehensively updated to align with the *Global Internal Audit Standards*, emphasising clearer principles on governance, ethics, quality and performance. Key updates include a stronger emphasis on Internal Audit's strategic role in supporting Council objectives, an expanded scope to include advisory services and controlled entities, and enhanced measures to protect auditor independence and manage conflicts of interest. The Charter also clarifies management's responsibilities in audit sponsorship and action follow-up and strengthens integration with Council's risk management framework to better focus audit planning on key risks.

COMMITTEE RECOMMENDATION 2025/23

Moved by: **Cr Jos Mitchell**
Seconded by: **Ms Mary Goodwin**

That the Audit and Risk Management Committee endorses the proposed Internal Audit Charter.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

9.4 INTERNAL AUDIT PLAN 2025-2026

The Internal Audit Plan for 2025-2026 was presented for the Audit & Risk Management Committee's approval, developed in line with *Local Government Regulation 2012* requirements. The Plan was created through extensive consultation with Council's Executive Leadership Team, Redland Investment Corporation's acting Chief Executive Officer, relevant senior management and the Audit & Risk Management Committee, considering Council's enterprise risk profile, Corporate Plan, compliance needs, regulatory environment and key public sector risks. Taking a risk-based approach, the Plan's focus aligns with Council's strategic priorities and enterprise risks to ensure audit activities address the most critical areas. Key focus areas include organisational resilience and digital capability, financial control and strategic procurement, oversight of controlled entities, infrastructure planning and maintenance, and capital project delivery assurance. This approach aims to provide targeted, meaningful assurance and insights that support effective governance, risk management and achievement of Council's strategic objectives.

COMMITTEE RECOMMENDATION 2025/24

Moved by: **Cr Wendy Boglary**
Seconded by: **Cr Jos Mitchell**

That the Audit & Risk Management Committee approves the Internal Audit Plan for 2025-2026.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

9.5 AUDIT & RISK MANAGEMENT COMMITTEE PLAN 2025-2026

The 2025–2026 Audit & Risk Management Committee Plan was presented for approval to support the Committee's responsibilities under the *Local Government Act 2009, Local Government Regulation 2012* and the Committee's Charter. The Plan ensures comprehensive oversight across key areas, including financial reporting, internal and external audit, governance, risk management, fraud control and compliance. Four meetings are scheduled to enable timely and effective monitoring. The Plan provides a structured approach to fulfilling the Audit & Risk Management Committee's role in supporting strong governance and accountability across Council operations.

COMMITTEE RECOMMENDATION 2025/25

Moved by: **Cr Wendy Boglary**
Seconded by: **Cr Jos Mitchell**

That the Audit & Risk Management Committee approves its plan for 2025-2026.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

10 COUNCIL FINANCIAL REPORTS

10.1 APRIL 2025 MONTHLY FINANCIAL REPORT

Council's financial results as at 30 April 2025 were presented, highlighting an operating surplus which, was $2.37M below budget primarily due to higher employee and depreciation expenses. The Chief Financial Officer explained these were largely driven by disaster recovery work from Tropical Cyclone Alfred and asset revaluations. Capital works were behind budget due to project timing and ongoing wet weather impacts. Additionally, the Chief Financial Officer spoke to the rigorous monthly review process underpinning financial reporting, recent budget review outcomes and progress on the 2025-2026 budget development. Cost-saving opportunities were being actively identified through the Expenditure Review Committee, along with ongoing external economic challenges being factored into budget development.

COMMITTEE RECOMMENDATION 2025/26

Moved by: **Cr Wendy Boglary**
Seconded by: **Ms Mary Goodwin**

That the Audit & Risk Management Committee notes the financial position, results and financial sustainability measures for April 2025 as presented in the attached Monthly Financial Report.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

Action Item

1. Present a breakdown of the Asset Consumption Ratio by asset class at the next Audit & Risk Management Committee meeting to provide further insight into asset condition and renewal priorities.

10.2 ASSET VALUATIONS 2024-2025

An update was provided on the 2024-2025 asset valuation process, confirming that comprehensive revaluations of land and buildings are on track, while indexation letters for stormwater, water, wastewater, roads and other infrastructure have been received and are under final review. It was noted that asset values in Queensland are expected to continue rising. No comprehensive revaluations are planned for 2025-2026, with indexation for all asset classes to proceed as scheduled under existing tender arrangements. Council and Redland Investment Corporation manage and audit their assets separately, consistent with accounting standards and audit requirements.

COMMITTEE RECOMMENDATION 2025/27

Moved by: **Ms Mary Goodwin**
Seconded by: **Cr Wendy Boglary**

That the Audit & Risk Management Committee notes the update on asset valuations for 2024-2025.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

11 EXTERNAL AUDITOR REPORTS

11.1 EXTERNAL AUDIT REPORT

The Queensland Audit Office provided a briefing on the progress of Council's Interim Audit, including an overview of relevant reports and recommendations from recent performance audits. They also shared insights and resources aimed at strengthening governance, financial management and service delivery, highlighting their relevance to Council's operations and strategic priorities.

COMMITTEE RECOMMENDATION 2025/28

Moved by: **Cr Jos Mitchell**
Seconded by: **Cr Wendy Boglary**

That the Audit & Risk Management Committee notes the Queensland Audit Office's briefing as presented.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

12 REDLAND INVESTMENT CORPORATION FINANCIAL REPORTS

12.1 QUARTERLY FINANCIAL REPORT - 31 MARCH 2025

The quarterly financials for 31 March 2025 for Redland Investment Corporation were presented, with a brief update on its ongoing projects.

COMMITTEE RECOMMENDATION 2025/29

Moved by: **Ms Mary Goodwin**
Seconded by: **Cr Wendy Boglary**

That the Audit & Risk Management Committee notes the Redland Investment Corporation Pty Limited quarterly financial report for period ending 31 March 2025.

CARRIED 4/0

Cr Jos Mitchell, Cr Wendy Boglary, Mitchell Petrie and Mary Goodwin voted FOR the motion.

13 MEETING CLOSURE

The meeting closed at 12.39 pm.

13.3 INTERNAL AUDIT POLICY AND CHARTER

Objective Reference: **A12196377**

Authorising Officer: **Amanda Pafumi, General Manager Organisational Services**

Responsible Officer: **Tony Beynon, Group Manager Corporate Governance**

Report Author: **Kailesh Naidu, Principal Adviser Internal Audit**

Attachments:
1. **GOV-010-P Internal Audit Policy ⇩**
2. **GOV-010-SD Internal Audit Charter ⇩**

PURPOSE

To adopt the updated Internal Audit Policy and Charter to ensure continued alignment with legislative obligations, contemporary professional standards and best practice in local government governance.

BACKGROUND

Council's Internal Audit function is governed by the Internal Audit Policy (the Policy) and the accompanying Internal Audit Charter (the Charter), which collectively articulate its mandate, authority, independence and responsibilities. These foundational documents contribute towards Council's overarching governance, assurance and risk management framework.

The Policy and Charter are aligned with statutory requirements outlined in the *Local Government Act 2009* and *Local Government Regulation 2012*. Together, these documents provide Internal Audit the requisite independence and impartiality to undertake its mandate, enabling the delivery of robust assurance and value-adding advisory services that enhance Council's operational integrity, transparency and performance.

The Policy and Charter are reviewed biennially to ensure they remain relevant to the evolving risk environment and aligned with changes in Internal Audit standards and Council's priorities.

ISSUES

The revised Policy introduces minor yet meaningful updates to improve clarity, alignment and consistency with the updated Charter, thereby strengthening the overall coherence of Council's internal audit governance.

Key changes to the Policy include:

- Refinement of language throughout the Policy to align with the revised Charter and the *Global Internal Audit Standards*.
- Inclusion of a reference to IT governance and cybersecurity resilience, acknowledging the growing importance of technology-related risks.
- Clarification that Internal Audit supports good governance, but management remains responsible for maintaining effective internal controls.

A contemporary and compliant Charter is critical to Council's governance framework. It ensures the Internal Audit function is empowered with the authority and independence to provide meaningful assurance and insight into strategic and operational risks.

The revised Charter, which was endorsed by the ARMC at its June meeting, reinforces Internal Audit's strategic role in:

- Strengthening governance, internal controls and risk management.
- Enhancing organisational performance and resilience through targeted, risk-aligned reviews.
- Supporting early identification of emerging risks and continuous improvement opportunities.
- Promoting transparency, accountability and ethical conduct across the organisation.

The Charter also outlines clear responsibilities, reporting lines, and engagement expectations with management, and is designed to support Council in making better-informed decisions for the community.

The following key updates are proposed in the revised Charter:

- Incorporates the 15 guiding principles and key elements of the *Global Internal Audit Standards*, effective January 2025, replacing the previous *International Professional Practices Framework*.
- Clearly defines Internal Audit's role in delivering value through risk-based assurance, advisory, and insight services aligned with Council's strategic priorities.
- Explicitly includes advisory services, reviews of controlled entities and outsourced providers, and broader assessments of governance, efficiency, compliance and effectiveness.
- Reinforces mechanisms to uphold independence and manage conflicts of interest, including functional reporting to the ARMC, annual declarations and escalation pathways.
- Clarifies expectations for executive sponsorship, active participation and timely implementation of agreed actions following audit reviews.
- Links the development of the Internal Audit Plan with Council's risk appetite and frameworks to ensure internal audit efforts are strategically focused.

STRATEGIC IMPLICATIONS

Legislative Requirements

This report has been prepared in accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. Section 105 of the Act requires that Council establish and maintain an efficient and effective Internal Audit function. The revised Policy and Charter align with these requirements, reinforcing the governance framework through clear definitions of purpose, authority and responsibility. Additionally, under Section 211 of the Regulation, the ARMC must submit a written report to Council on the matters it has considered. This report supports that obligation by presenting key updates to Council's Internal Audit governance.

Risk Management

The updated Policy and Charter directly support Council's risk management framework by strengthening the independence, scope and effectiveness of Internal Audit. By formalising expectations around audit planning, reporting and engagement with management, the revised Charter enhances Council's ability to identify and respond to strategic, financial and operational risks. This contributes to proactive risk mitigation and improved internal control assurance across the organisation.

Financial

While this report has no direct financial implications, the revised Internal Audit Policy and Charter reinforce sound financial governance. By providing a structured and independent audit approach, the Charter promotes accountability, efficiency and value-for-money principles in Council operations. These benefits contribute to the long-term financial sustainability of the organisation.

People

There are no immediate impacts on staffing from this report. However, the updated Charter includes clearer expectations around audit engagement and collaboration across the business, promoting a culture of accountability and continuous improvement.

Environmental

This report has no direct environmental implications. While environmental risks may be considered within the scope of internal audits, such matters are managed through broader environmental policies and plans.

Social

There are no direct social implications resulting from this report. However, maintaining an effective Internal Audit function supports public trust by promoting transparency, integrity and good governance, principles that underpin socially responsible local government.

Human Rights

This report does not raise any specific human rights concerns. By reinforcing ethical conduct and robust governance through Internal Audit, Council affirms its commitment to practices that uphold human rights principles in its operations.

Alignment with Council's Policy and Plans

GOV-011-P Audit and Risk Management Committee Policy
Our Future Redlands - A Corporate Plan to 2026 and Beyond

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Audit & Risk Management Committee members	June 2025	Reviewed and endorsed the proposed updates to the Internal Audit Charter in accordance with governance requirements.

OPTIONS

Option One

That Council resolves to adopt the updated Internal Audit Policy and Internal Audit Charter.

Option Two

That Council resolves to note this report and requests additional information.

OFFICER'S RECOMMENDATION

That Council resolves to adopt the updated Internal Audit Policy and Internal Audit Charter.

Internal Audit Policy

Policy Identifier:	GOV-010-P
Approved by:	Council
Date of Approval:	XX July 2025
Effective Date:	XX July 2025
Review Date:	31 July 2027
Version:	11

Head of Power

Council's Internal Audit function is established under section 105 of the *Local Government Act 2009* and section 207 of the *Local Government Regulation 2012*.

Policy Objective

To provide the scope of Council's Internal Audit function in accordance with the requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

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 engaging Internal Audit as an independent assurance and advisory function that provides Council and management with objective advice on the following:

- Adequacy and effectiveness of the system of internal controls across Council and its controlled entities.
- Effectiveness of risk management, legal compliance and governance systems.
- Effectiveness of IT governance, cybersecurity controls, data privacy and system resilience to safeguard Council's digital assets and support business continuity.
- Economy, efficiency and effectiveness of the use of resources.
- Systems established to ensure compliance with policies, plans, procedures, statutory requirements and regulations that may significantly impact operations.
- Relevance, reliability and integrity of management, financial and operational data and reporting.
- Safeguarding and verification of assets, including physical asset inspection where appropriate.
- Performance of programs and projects compared to established criteria.
- Identification and assessment of fraud risks, including supporting the development and monitoring of fraud prevention strategies.
- Special assignments and investigations as requested by the Chief Executive Officer.

Internal Audit Policy

To fulfil these responsibilities effectively, Internal Audit is granted unrestricted access to all Council records, assets, personnel and information systems. Internal auditors are authorised to examine all transactions, policies, procedures and operational functions as necessary to conduct thorough and independent audits. While Internal Audit provides independent assurance and consulting services, it does not assume management's responsibilities for establishing and maintaining effective internal controls and governance processes.

Definitions

Nil

Associated Documents

GOV-010-SD Internal Audit Charter (A4682082)
GOV-011-P Audit & Risk Management Committee Policy (A3156069)
GOV-011-SD Audit & Risk Management Committee Charter (A4682081)

Document Control

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

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

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

Version Information

Version number	Date	Key Changes
5	August 2013	• Updated referrals made to the *Local Government Act 2009* and the *Local Government Regulation 2012* to incorporate any changes to the Act and Regulation. • Removed the referral to the general complaints process being managed and co-ordinated by Internal Audit. • Added changes to the structure of Internal Audit's resourcing. • Added the formal exit meeting held with relevant management at the completion of an audit to discuss the draft report and audit findings and recommendations. • Removed the need for a draft report to be issued in two stages – firstly to the Group Manager, then to the General Manager. Only one draft report to be issued to all management concerned for their comments and feedback. • Removed the ability of management to request extensions to implementation dates of audit recommendations. • Removed the requirement to report second and subsequent extensions of audit recommendations to the Audit Committee. • Added General Managers' responsibility to present internal audit reports relating to their area of operations to the Audit Committee. • Changes due to the new organisational structure. • Minor formatting and wording changes.
6	August 2016	• Added definition of internal auditing in accordance with the Institute of Internal Auditors.

Internal Audit Policy

Version number	Date	Key Changes
		• Removed structure of Internal Audit Unit. • Added an objective to assist management to identify the risks of fraud and develop fraud prevention and monitoring strategies. • Added confirmation and disclosure by Internal Audit of their independence to the Audit Committee on an annual basis. • Removed the detailed responsibilities of manager and staff of Internal Audit through reference to individual position descriptions. • Included guidance by the International Standards for the Professional Practice of Internal Audit and Code of Ethics of the Institute of Internal Auditors. • Added a section on Quality Assurance. • Added a section on Document Control. • Minor formatting and wording changes.
7	January 2019	• The Policy was updated in accordance with Council's templates and the Internal Audit Charter was separated from the Policy as a standalone document.
8	October 2019	• Updates as required under policy framework review
9	March 2022	• Administrative update to include reference to the new Corporate Plan
10	July 2022	• Minor Administrative update to reflect change in title of Audit Committee to Audit & Risk Management
10	June 2023	• Reviewed – no changes
11	June 2025	• Updated wording to align with the Internal Audit Charter. • Added scope item related to IT governance and cybersecurity resilience. • Added management's responsibilities.

Internal Audit Charter Supporting Document

Supporting Document Identifier:	GOV-010-SD
Endorsed by:	Audit & Risk Management Committee
Endorsement date:	5 June 2025
Approved by:	Council
Date of Approval:	XX July 2025
Effective Date:	XX July 2025
Review Date:	31 July 2027
Version:	5

Purpose

This Internal Audit Charter defines the purpose, authority and responsibilities of the Internal Audit function at Redland City Council. It is prepared in accordance with the *Global Internal Audit Standards* issued by the Institute of Internal Auditors (IIA) and supports Council's Internal Audit Policy (GOV-010-P). It also reflects legislative requirements under the *Local Government Act 2009* and the *Local Government Regulation 2012*, which mandate that each local government establish and maintain an efficient and effective internal audit function.

Internal Audit's purpose is to provide independent, objective assurance and advisory services designed to add value and improve Council's operations. Internal Audit enhances and protects organisational value by providing risk-based and objective assurance, advice and insight. It helps Council accomplish its objectives by evaluating and improving the effectiveness of governance, risk management, internal control, financial and operational processes.

Authority and Confidentiality

Internal Audit is authorised full, free and unrestricted access to all functions, records, systems, property and personnel relevant to the performance of its responsibilities. This includes access to Council-owned controlled entities and outsourced functions.

All information and documentation accessed during audits must be handled with due professional care and confidentiality. Internal Audit will use such information solely for the purpose of performing its duties and will maintain the confidentiality of all sensitive information, except where disclosure is required by law or regulation.

Organisational Independence and Reporting Structure

To maintain independence and objectivity, Internal Audit operates independently from the activities it reviews. The function reports functionally to the Audit & Risk Management Committee (ARMC) and to the Chief Executive Officer (CEO) with respect to audits and investigation findings. The Principal Adviser Internal Audit (or equivalent) has unrestricted access to the CEO, ARMC Chair and other ARMC members.

Internal Audit will have the opportunity to meet in-camera with the ARMC, without management present, at least once per year, and with the CEO at least quarterly.

For administrative purposes (e.g., budgeting, human resource management), Internal Audit reports to a senior officer within the organisation, provided such reporting does not compromise independence.

Internal Audit Charter Supporting Document

Conflicts of Interest and Impairment to Objectivity

Internal auditors must uphold the highest standards of integrity and objectivity in the performance of their duties. Internal auditors will adhere to the IIA's Code of Ethics, Council's Code of Conduct and relevant professional standards. A conflict of interest arises when an internal auditor, who is entrusted with independent and objective responsibilities, has competing professional, personal, or financial interests that may compromise or be perceived to compromise their judgment or impartiality.

Key principles include:

- A conflict of interest may exist even if no unethical or improper conduct occurs and it can impair or be perceived to impair the auditor's ability to perform duties objectively.
- Any actual, potential, or perceived conflicts of interest must be disclosed promptly to the Principal Adviser Internal Audit and addressed in accordance with Council's policies and the IIA's Code of Ethics.
- Internal auditors must avoid situations that could impair their objectivity, including personal relationships, prior roles, or future career interests that may unduly influence their conduct or conclusions.
- Internal Audit team members (including service providers) are required to annually sign and update declarations regarding conflicts of interest and adherence to ethical obligations. Where a conflict is identified, alternative audit arrangements (e.g., reassignment of responsibilities) will be implemented to preserve objectivity and public trust.
- The Principal Adviser Internal Audit is responsible for monitoring and managing independence and objectivity risks within the function and will escalate any unresolved or significant concerns to the CEO and the ARMC.

All internal auditors will sign annual declarations relating to independence, ethics and conflicts of interest. Where a potential impairment exists, it must be disclosed immediately and addressed appropriately. Service providers will provide their declaration at each ARMC meeting.

Scope of Activities

The scope of Internal Audit encompasses all operations and activities conducted by Council, including its controlled entities and contractors where appropriate. This includes, but is not limited to:

- Governance structures and processes
- Risk management frameworks and practices
- Internal control systems
- Financial and operational reporting
- Compliance with laws, regulations, policies and procedures
- Program and project management
- Efficiency, effectiveness and economy of operations

Internal Audit also provides advisory services, including guidance, training and input on system design, without assuming management responsibility.

Roles and Responsibilities

Internal Audit is responsible for:

- Developing a risk-based Internal Audit Plan aligned with Council's strategic objectives and risk profile
- Conducting assurance engagements to assess the adequacy and effectiveness of governance, risk management and controls
- Providing insights and recommendations that support continuous improvement
- Reporting audit findings and recommendations to management and the ARMC

Internal Audit Charter Supporting Document

- Following up on the implementation of agreed management actions
- Coordinating with external auditors and other review functions to maximise coverage and minimise duplication
- Maintaining an up-to-date audit universe and audit manual
- Supporting Council's control environment by fostering accountability, integrity and transparency

Internal Audit does not assume any operational responsibilities and remains independent of management decision-making.

Internal Audit Planning

In accordance with Section 207 of the *Local Government Regulation 2012*, Internal Audit must develop an annual Internal Audit Plan. This plan will:

- Be based on a documented assessment of operational risks
- Identify the most significant risks to Council's objectives
- Outline the control measures adopted or proposed to manage these risks
- Be approved by the ARMC

Internal Audit will leverage Council's risk register and risk appetite statements in developing its audit universe and planning its engagements.

The plan may be adjusted in response to emerging risks, changing priorities, or at the request of the ARMC or CEO. Internal Audit may undertake unplanned engagements at the request of the CEO or ARMC Chair, particularly in response to emerging risks or incidents.

Audit Methodology

Internal Audit applies a systematic and disciplined approach to its work, consistent with the *Global Internal Audit Standards*. The methodology includes:

- Scoping audits based on risk assessments
- Engaging with relevant stakeholders before, during and after audit engagements
- Performing data-driven analysis where applicable
- Assessing the design and operating effectiveness of key controls
- Developing clear, concise and practical recommendations
- Validating management responses and agreed actions

Internal Audit uses a systems-based auditing approach, incorporating data analytics to improve assurance quality and provide deeper insights.

Resourcing and Competency

Internal Audit will be appropriately resourced through a combination of in-house staff and external service providers, consistent with Council's annual budget and procurement policy. The Principal Adviser Internal Audit is responsible for allocating work and overseeing the quality of the service providers.

All internal auditors and contractors will possess the qualifications, skills and experience necessary for their roles. Auditors are expected to maintain professional competence through continuing education and training in auditing, governance, risk, controls and emerging technologies. Council will support such development through appropriate budget allocation and opportunities for learning.

Internal Audit Charter Supporting Document

Reporting

Internal Audit reports audit results, insights and recommendations to the relevant managers, Executive Leadership Team and the ARMC. Specifically, Internal Audit will provide the ARMC with a report at least three times a year, summarising:

- Activities undertaken since the last report
- Status of outstanding audit actions
- Emerging risks, systemic issues and themes
- Performance of the Internal Audit function
- Factors likely to affect performance in the upcoming period.

Internal Audit also supports business areas in presenting audit results relating to their responsibilities to the ARMC.

Performance and Quality Assurance

Internal Audit maintains a performance measurement system aligned with Council's corporate performance framework. To ensure continuous improvement, the function will:

- Conduct internal self-assessments at least every two years
- Collect stakeholder feedback following each audit
- Undergo an external quality assessment at least once every five years, in accordance with the Global Internal Audit Standards
- Review the performance of service providers as part of engagement oversight.

The results of quality assurance reviews will be reported to the ARMC.

Management Obligations

To support the effectiveness of internal audit activities, the following management responsibilities are recognised:

- For each audit engagement, an Executive Sponsor will be nominated as the management owner. The Executive Sponsor is responsible for ensuring appropriate support for the audit, timely responses to recommendations and oversight of action implementation.
- Council management and staff are obligated to professionally and constructively contribute to internal audit activities. This includes:
  - Providing access to relevant documents, systems and personnel
  - Participating in interviews and discussions
  - Offering timely, accurate and complete information
  - Engaging collaboratively and respectfully throughout the audit process.
- Management is expected to implement agreed actions arising from audit recommendations in a timely manner and advise Internal Audit of progress. Where actions cannot be implemented as originally agreed, management must communicate proposed variations or delays for discussion with Internal Audit and the ARMC.

Internal Audit Charter Supporting Document

Relationship with External Audit

Internal Audit and external audit maintain an open and constructive relationship. Both parties will coordinate audit activities where appropriate to ensure comprehensive coverage and avoid duplication of effort. External audit has full and free access to all internal audit plans, work papers and reports.

Review of the Charter

This Charter will be reviewed every two years to ensure ongoing relevance and alignment with best practice, standards and legislation. Updates will be endorsed by the ARMC and formally approved by Council, where required. The Charter will be made available to all Council staff via the intranet and referenced during audit kick-off meetings and training to promote awareness and understanding.

Reference Documents

GOV-010-P Internal Audit Policy (A3156115)

Associated Documents

GOV-011-P Audit & Risk Management Committee Policy (A3156069)

Document Control

Substantive changes to the Internal Audit Charter will be endorsed by the ARMC and then submitted to Council for adoption at a General Meeting. Minor or administrative changes may be approved by the General Manager Organisational Services.

Any requests to change the content of this document must be forwarded to relevant Group Manager.

Reviewed documents must be submitted to the Corporate Meetings and Registers Team for progress to approval, publishing and registration.

Version Information

Version number	Date	Key Changes
5	June 2025	• Alignment with *Global Internal Audit Standards 2024* • Clarification of purpose and strategic role • Enhanced scope of activities and services • Strengthened provisions on independence and conflict of interest • Clearer roles for management and audit sponsors • Improved planning and risk integration • Strengthened quality assurance and performance monitoring

13.4 ANNUAL CONTRACTING PLAN, PROCUREMENT AND CONTRACT MANUAL AND PROCUREMENT POLICY

Objective Reference: **A12230764**

Authorising Officer: **Amanda Pafumi, General Manager Organisational Services**

Responsible Officer: **Amanda Pafumi, General Manager Organisational Services**

Report Author: **Renae Berndt, Chief Procurement Officer**

Attachments:

1. **PRC-001-SD Procurement and Contracts Manual - clean copy ⇩**
2. **PRC-001-SD Procurement and Contracts Manual - marked up ⇩**
3. **PRC-001-P Corporate Procurement Policy ⇩**
4. **2025-2026 Annual Contracting Plan ⇩**

PURPOSE

To adopt the PRC-001-SD Procurement and Contracts Manual and Annual Contracting Plan 2025-2026 as per the Strategic Contracting Procedures (SCP) under Chapter 6, Part 2 of the *Local Government Regulation 2012* (LGR 2012), which allows Council to take a strategic approach to its contracts.

To adopt the PRC-001-P Corporate Procurement Policy, noting the policy was reviewed with no changes.

To ask Council to note the Chief Executive Officer's continuing delegation for strategic procuring and disposal activities as resolved by Council on 21 July 2021 (Council Resolution 2021/173).

BACKGROUND

The report recommends Council continue the Strategic Contracting Procedures (SCP) as first adopted by Council on 22 July 2020. The SCP increases the ability to influence not only economic values, through bulk buying and local precinct planning, but social and sustainable outcomes that require longer planning cycles, reviewing supply chain risks and opportunities; and community and market engagement on service levels that single year transactional contracting does not provide.

Under s.220(2) of the Local Government Regulation 2012, Council is required to make and adopt a contracting plan each financial year.

The Procurement and Contracts Manual embodies the SCP and adheres to the Sound Contracting Principles under s104 of the Local Government Act 2009 which allows for greater flexibility and agility when engaging the market for goods and services.

ISSUES

In line with our responsibilities for local government employees to have excellence in service delivery and promote continual improvement under s13(2) of the Local Government Act 2009, Procurement and Contracts Group have undertaken a thorough review of the Procurement and Contracts Manual in recent months. This review has enhanced the current manual, through several improvements, including:

- Incorporation of Council's Financial Strategy by reference at section 1.1
- Clarification of types of real property at section 1.4 Out of Scope
- Replacement of Figure 1 Procurement Framework to include procurement categories

- Insertion of new Section 4.2 to reinforce the process for sub-delegations
- Further clarity for Order Splitting, including contracts and payments in addition to purchase orders and requisitions
- Removal of duplication at Section 8.6 Forecast Benefits
- Update to Section 8.6.2 to include professional services form of contract
- Reference to the new CiA supply chain management modules (Sourcing and Contracts) and remove reference to old contract management system Portt
- Amendment of Section 8.8 Commercial Model to provide clarity on types of pricing structures
- Insertion of new Section 9.1.1 to include requirement to approve procurement via CiA Sourcing Module
- Removal of QTenders in Section 9.1.2 as QTenders is decommissioned. VendorPanel is the government esourcing tool for buying off State Government and Local Government arrangements
- Removal of reference to RFQ in heading of evaluation process at Section 9.3.1 as the section is based on a strategic procurement process
- Update to Section 9.3.2 to include interviews and solution demonstrations and clarifying proposals
- Removal of Section 14.2 and requirement for Council to update Annual Report of any changes to tenders. The requirement of s190 (e) of LGR 2012 refers to Default Contracting Procedures and Council operates under Strategic Contracting Procedures
- Amendment to Section 15 and Table 7 to refer to PRC-001-001-034-PR Corporate Purchasing Card Procedure and not reiterate or be prescriptive in this Manual due to version control owned and managed by Financial Services
- Removal of references to Legal Services and replace with PCG for contractual matters. PCG will liaise with Legal Services where required
- Update to process overviews in Annexures to reflect new CiA modules

STRATEGIC IMPLICATIONS

Legislative Requirements

Annual Contracting Plan 2023-2024 must be reviewed and adopted annually under section 220 of the *Local Government Act 2009* and Chapter 6, Part 2 of the *Local Government Regulation 2012*.

The Chief Executive Officer's delegation to enter into contracts consistent with Council's adopted 'Financial Management Systems' as described in sections 104 ('Sound Contracting Principles') and 262 (Power to Enter into Contracts) of the *Local Government Act 2009* is consistent with section 257(1)(b) of the *Local Government Act 2009.*

Risk Management

Council operates under the Strategic Contracting Procedures which is an approach that identifies potential opportunities and public benefits while managing adverse risks as per Section 217(2) of the LGR 2012. The Value Risk Matrix is part of Council's Procurement and Contracting Manual to carry out a market assessment of contract types to assess the relative cost and difficulty in securing supply under each type of contract as pre the requirements of Section 220 of the LGR 2012.

Financial

No financial implications as a result of the changes to the Procurement and Contracts Manual.

The procurement activity specified in the Annual Contracting Plan 2025-2026 has been approved by Council in the 2025-2026 Budget. There are no further financial implications.

People

Procurement & Contracts Group have recently provided familiarisation training to staff as part of the ERP Modernisation Program and Supply Chain Management Project which has further streamlined procurement process and ensures appropriate governance and compliance with the Procurement and Contracts Manual and associated procurement processes.

The Acting Chief Information Officer and Chief Procurement Officer are discussing the resourcing and capability for centralising the procurement ICT goods and services in the Procurement & Contracts Group. Procurement & Contracts Group have been leading the strategic sourcing for Information Management over the past two years.

Procurement & Contracts Group will continue to provide training and development to uplift procurement and contract management capability across Council, evolving Council into a more informed and strategic client when making value trade-offs and exchanges with suppliers in the markets Council sources from.

Environmental

The Procurement and Contracts Manual sets out the requirement for considering Sound Contracting Principles in all procurement activity in accordance with s104 of the LGA 2009. The Sound Contracting Principles require Council to consider environmental protection principles when entering into contract for:

- The supply of goods or services; or
- The disposal of assets.

Social

The Procurement and Contracts Manual operates under the Strategic Contracting Procedures and aligns to the Corporate Plan and Local Supplier Benefits, and the objectives of the Economic Development Framework 2014 to 2041 and the Financial Strategy 2023 to 2033 to maintain Council's financial and infrastructure capital over the long term.

Local spend is tracking at ~18.4% or ~$53.7M for FY2025.

Initiatives are being explored and an action plan is being developed by Procurement and Contracts Group, Economic Development and City Operations to increase local supplier spend for Council services including for North Stradbroke Island and Southern Moreton Bay Islands.

Strategic contracts have explicit local participation and social obligations for Suppliers to provide opportunities to local sub-contractors to bid for work and report on local supply and social benefits.

Procurement and Contracts Group has a focus on maturing reporting and insight into local and social procurement, to be enabled through contractual KPIs and technology modernisation.

Human Rights

Council operates under Strategic Contracting Procedures for its procurement activity and processes (enabled through the Procurement and Contracts Manual) considering human rights for social, First Nations, sustainable and financial beneficial outcomes.

Alignment with Council's Policy and Plans

Our Future Redlands – A Corporate Plan to 2026 and Beyond and Operational Plan 2025-26 (Goal 7: Efficient and Effective Organisation: Objective 7.4 Key Initiative Activity – Strategic Procurement Practices)
Integrated Planning Framework 2019
PCR-001-P Corporate Procurement Policy
GOV-005-P Delegation of Powers and Appointment of Authorised Persons Policy
GOV-005-001-G Delegation of Powers and Appointment of Authorised Persons
Financial Strategy 2020-2030

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Executive Leadership Team (ELT)	7 July 2025	Feedback provided by ELT Members has been incorporated into the attached Procurement and Contracts Manual or Annual Contracting Plan 2025-2026
Senior Leadership Team	30 June 2025	Feedback provided by impacted SLT Members has been incorporated into the attached Procurement Contracts Manual or Annual Contracting Plan 2025-2026

OPTIONS

Option One

That Council resolves as follows:

1. To adopt the attached PRC-001-P Corporate Procurement Policy, PRC-001-SD Procurement and Contracts Manual and the Annual Contracting Plan 2025-2026, as attached to this report.
2. To authorise the Chief Procurement Officer to make changes to PRC-001-SD Procurement and Contracts Manual, in line with GOV-018 Policy Framework.
3. To note the Chief Executive Officer's delegation for strategic procuring and disposal activities as resolved by Council on 21 July 2021 (Council Resolution 2021/173).

Option Two

That Council resolve to request further information.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. **To adopt the attached PRC-001-P Corporate Procurement Policy, PRC-001-SD Procurement and Contracts Manual and the Annual Contracting Plan 2025-2026, as attached to this report.**
2. **To authorise the Chief Procurement Officer to make changes to PRC-001-SD Procurement and Contracts Manual, in line with COG-018 Policy Framework.**
3. **To note the Chief Executive Officer's delegation for strategic procuring and disposal activities as resolved by Council on 21 July 2021 (Council Resolution 2021/173).**

Procurement and Contracts Manual

Commences 17 July 2025

CONTENTS

1 Purpose and application 5

1.1. Purpose 5

1.2. Application 5

1.3. Scope 5

1.4. Out of Scope 5

2 Procurement Function 5

2.1 Centre-Led Model 5

3 Procurement Framework 6

3.1 Sound Contracting Principles 7

3.2 Strategic Contracting Procedures 7

4 Financial Delegations 8

4.1 General Goods & Services 8

4.2 Sub-delegations 9

4.3 Approval of Variations 9

5 Ethical behaviour in procurement 9

5.1 Conduct 9

5.2 Segregation of Duties 10

5.3 Probity 10

5.4 Record Keeping 11

5.5 Confidentiality and Security 11

5.6 Conflict of Interest 12

5.7 Gifts, Hospitality, and Other Benefits 13

5.8 Offers of Employment 13

5.9 Order Splitting 13

5.10 Mistakes 14

6 Procurement Classification 14

6.1 Value / Risk Approach 14

6.2 Staged Procurement Process 15

6.3 Procurement Thresholds 15

6.4 Routine (DIY) Process Summary 17

6.5 Leveraged Process Summary (<$450K DIY Business Unit / >$450K PCG Endorsed and Business Unit Delivered) 17

6.6 Focused Process Summary (PCG Endorsed and Business Unit Delivered) 18

6.7 Strategic Process Summary (PCG Delivered) 18
7 Procurement Cycle 19
8 Stage 1 - Plan 19
8.1 Specify Requirements 20
8.2 Confirm Budget and Cost 20
8.3 Identify Stakeholders 21
8.4 Forecast Benefits 21
8.5 Assess Risk 22
8.6 Sourcing Strategy 22
8.7 Develop Strategy/ Plan 25
8.8 Determine Commercial Model/ Pricing Structure 25
8.9 Develop Response Documentation 26
8.10 Plan Evaluation 26
8.11 Exceptions from Standard Procurement 28
9 Stage 2 – Source 31
9.1 Procurement e-Sourcing Platforms and Release to Market 31
9.2 Supplier / Market Engagement 31
9.3 Evaluation Process 31
9.4 Evaluation Report 34
9.5 Negotiations 34
9.6 Contract Award 34
9.7 Supplier Debrief 34
10 Stage 3 – Manage 35
10.1 Contract Management System - CiA 35
10.2 Contract Management Set-Up 36
10.3 Contract Management 36
10.4 Contract Close-Out 38
11 Revenue Contracts 38
12 Disposal 39
13 Roles and Responsibilities 40
13.1 Procurement Cycle RACI 41
14 Reporting 42
14.1 Publishing details of contracts worth ≥ $200,000 42
15 Payment and purchasing methods 43
15.1 Purchase Requisitions 44

15.2 Purchase Order....44
16 Other Considerations....45
16.1 Bulk Orders....45
16.2 Receipting of Goods and Services....45
16.3 Upfront Payments/Deposits....46
16.4 Online Ordering....46
16.5 Complaints process....46
Version Information....46
SCHEDULE A – Procurement Templates....48
SCHEDULE B - Evaluation Planning Considerations....51
SCHEDULE C - Local Business....55
SCHEDULE D – Contract Types....56
SCHEDULE E – Sustainability Considerations....58
SCHEDULE F – Definitions and Abbreviations....59
ANNEXURE A – Routine Business Unit DIY Process Workflow....60
ANNEXURE B – Leveraged Business Unit DIY Process Workflow....61
ANNEXURE C – Focused PCG delivered Process Workflow....62
ANNEXURE D – Strategic PCG delivered Process Workflow....63

1 PURPOSE AND APPLICATION

1.1. Purpose

The Procurement and Contracts Manual (the Manual) provides an overarching guide and directives for Council Officers (officers) to achieve efficient and effective procurement outcomes and to ensure that ethical and sound procurement practices underpin the achievement of value for money outcomes for Redland City Council (Council).

This Manual sets out the processes that apply to all procurement and contracting activities undertaken by Council.

The Manual is required under Section 222 of the Local Government Regulation 2012 and is consistent with, and supports, the achievement of the strategic direction stated in Council's Corporate Plan and Financial Strategy.

The Manual sets out procurement processes that align to the sustainability principles of Social, Economic, Governance and Environment to advance priorities and deliver on the strategic themes of the Corporate Plan and long-term goals.

1.2. Application

This Manual applies to anyone undertaking procurement activities for, or on behalf, of Council.

1.3. Scope

This Manual applies to procurement activities undertaken by Council as listed below:

- General Goods and Services;
- Professional Services (Contractors and Consultants);
- Disposal of non-current assets (refer to section 11); and
- Any other purchasing activities that are not included in section 1.4 below.

1.4. Out of Scope

The following procurement activities are out of scope:

- Real property (acquisition, leasing and sale of property);
- Donations and sponsorship; and
- Commercial acquisitions (land, businesses, rights).

2 PROCUREMENT FUNCTION

2.1 Centre-Led Model

Council utilises a centre-led procurement model where business units are empowered to undertake their own Do-it-yourself (DIY) sourcing activities with advice, guidance and support provided by the Procurement and Contract Group (PCG) as the process owner, in accordance with the Procurement Thresholds in section 6 of this Manual. The exception to DIY procurement is information communication and technology (ICT). All Procurement of ICT goods and services, including licensing, is centralised through PCG. Business units must consult with PCG and IM for procurement of any ICT goods and services.

PCG is responsible for:

- all ICT procurement
- supporting business units to manage supply risk;
- strategic sourcing services and advice;
- supplier performance management – centre led for higher value higher risk suppliers;
- contract management;
- Procurement performance reporting;
- Regulatory reporting;
- Implementation of continuous improvement initiatives;
- ensuring adequate procurement governance across Council's procurement activity including adherence to Sound Contracting Principles and promoting the use of local suppliers;
- developing and maintaining procurement processes, procedures, guidance and templates; and
- Development and delivery of procurement and contract management training.

2.2 Strategic Procurement Activity

To support centre-led procurement across Council, the Manual recognises the following business areas as having the ability to perform strategic sourcing for certain types of goods and services.

The following Groups are authorised to develop strategies and perform strategic and significant sourcing and contract management activities independently of PCG within defined categories of spend:

- **The Project Delivery Group (PDG)** – Construction services category including major design and construction contracts for the capital works program.
- **Waste Operations** – Waste category which includes waste collection contracts, waste recycling contracts, waste disposal contracts.

The above Groups must consult with PCG to undertake Significant Strategic sourcing activities (see section 6 for Significant Strategic).

The above Groups may undertake procurement activities for and on behalf of internal stakeholder business units in lieu of PCG, within their relevant spend category. All procurement activities overseen and/or managed by the above Groups must be delivered in accordance with this Manual and related policies, procedures and processes developed and implemented by PCG.

3 PROCUREMENT FRAMEWORK

All procurement activities undertaken by Council are to be conducted in accordance with the Local Government Act 2009 (QLD) (LGA), Local Government Regulation 2012 (QLD) (LGR), and the policy and guidance documents developed by Redlands City Council. The hierarchy of documentation is detailed in Figure 1 below.

Figure 1: Procurement Framework

3.1 Sound Contracting Principles

Section 104 of the LGA requires Council to have regard to the Sound Contracting Principles when entering into contracts for the supply of goods or services, the carrying out of work, or the disposal of assets. The Sound Contracting Principles are:

- Value for money
- Open and effective competition
- The development of competitive local business and industry
- Environmental protection
- Ethical behaviour and fair dealing

The Sound Contracting Principles are the overarching principles that guide all procurement activities undertaken by Council. More information on the Sound Contracting Principles can be found on the HUB.

3.2 Strategic Contracting Procedures

Council have opted to apply the Strategic Contracting Procedures in Chapter 6, Part 2 of the LGR. The Strategic Contracting Procedures apply in place of the Default Contracting Procedures detailed in Chapter 6, Part 3 of the LGR. The Strategic Contracting Procedures provide a flexible framework for sourcing and contracting for the supply of goods and services and disposal of assets, whilst managing risks and probity.

The purpose of Council opting into the strategic contracting procedures is to strengthen internal efficiencies, external savings and long-term sustainability.

The Strategic Contracting Procedures require Council to develop:

- an Annual Contracting Plan for each financial year;
- a Procurement and Contract Manual (this document); and

- a Significant Contracting Plan for any planned significant contracts.

3.2.1 Annual Contracting Plan

PCG develops (in consultation with key stakeholders) an Annual Contracting Plan to signal its forward demand of goods and services to the market for the upcoming financial year.

The Annual Contracting Plan must include the following criteria in accordance with s220 the LGR:

- the types of contracts that Council proposes to make for the financial year (proposed sourcing strategy and time to market);
- the principles and strategies for performing the contracts;
- a market assessment of each type of contract based on an assessment of relative cost and difficulty of securing supply; and
- the contracts Council considers significant having regard to the market assessment.

Council, by resolution, adopts the Annual Contracting Plan and may amend the Contracting Plan, by resolution, at any time before the end of the financial year to which the plan relates.

3.2.2 Significant Contracting Plan

A Significant Contract Plan (SCP) is required in accordance with Chapter 6, Part 2, s221 of LGR for procurement of goods and services with a total expected value of $10 million (ex. GST) or more.

A SCP is to be prepared in partnership with PCG and endorsed by the Chief Procurement Officer.

An SCP must be adopted by Council prior to releasing a Request for Proposal (RFP) to market.

3.2.3 Templates

Implementation of the procurement procedures is supported by procurement templates developed by PCG. Refer to SCHEDULE A - Procurement Templates.

4 FINANCIAL DELEGATIONS

4.1 General Goods & Services

Table 1 sets out the authorities to commit or incur expenditure on goods and services required to provide services to the Community. Refer to GOV-005-001-001-PR Statutory and Financial Delegations Appointment of Authorised Persons Procedure.

Table 1: Financial Delegations for General Goods & Services

Position Of Delegation	Financial Delegation (Ex GST)	Financial Delegation (In GST)
Council	No limit	No limit
CEO*	$9,000,000	$10,000,000
General Manager	$1,800,000	$2,000,000
Group Manager	$450,000	$500,000
Service Manager**	$90,000	$100,000

Chief Executive Officer's delegation for utility contracts and emergency works contracts is limited to the annual budget
****Increased delegation limit in certain circumstances refer to Corporate Directory for individual officer delegations***

4.2 Sub-delegations

Officers seeking sub-delegation from the Chief Executive Officer for varying and managing contracts must submit a formal Sub Delegation Request with the Governance Advisory Team, Corporate Meetings and Registers (CMRT).

Refer to the GOV-005-001-G Delegation of Powers and Appointment of Authorised Persons Guideline.

Where the CEO is sub-delegating a Financial Delegation including that which is authorised by Council, for a significant procurement or contract, the Sub-Delegation Request must be clear on the financial delegation limits and conditions for each role receiving the higher financial and/or non financial delegation limit.

4.3 Approval of Variations

Any variations are to be approved by a delegate with the level of authority necessary to approve the total sum of:

- the original commitment to which the variation relates;
- the amount of all previous approved variations; and
- the amount of the variation sought.

The following Table 2 provides an example of the Variation Amount requiring approval:

Table 2: Example of variation approval

Initial Contract Sum of executed contract excl GST	$450,000
Variation Amount excl GST	$60,000
Total Contract Sum for approval excl GST	$510,000*

Variation requires approval of the relevant General Manager for the total cumulative value of the initial Contract Sum and the Variation Amount.

5 ETHICAL BEHAVIOUR IN PROCUREMENT

5.1 Conduct

All officers involved in procurement and contract management activities must conduct themselves in a way that reflects Council's values, the Sound Contracting Principles and in accordance with this section 5. The Sound Contracting Principles require ethical behaviour and fair dealing. Upholding the standards of integrity expected of Council officers is key to ensuring fair, honest, and consistent treatment of suppliers. This requires:

- ensuring confidentiality of any information regarding Council procurement
- never engaging in conduct, either professional or personal, which would bring Council into disrepute – refer to Council's Employee code of Conduct

- not accepting gifts or allowing offers of hospitality from suppliers that would not be permissible under Council's Gifts Policy
- reporting instances of fraud and where bribes were offered – refer to Council's Employee Code of Conduct and Fraud and Corruption Prevention Policy
- declaring any actual, perceived, or potential conflicts of interest to the relevant position in accordance with Redland City Council's Conflict of Interest Procedure.
- excluding oneself from decisions in which one has an actual, perceived or potential conflict of interest – refer to Council's Conflicts of Interest Guideline.

Consequences for not complying with requirements of this Manual include disciplinary actions which may involve dismissal, demotions, reduction in wages, written reprimand through to Crime and Corruption Commission and legal/court prosecution.

5.2 Segregation of Duties

Segregation of Duties refers to the internal control/s whereby tasks are apportioned between different officers to reduce the likelihood for fraud and error. Council applies segregations to its procurement function by assigning particular roles and functions to different people or business units to ensure no single person has control of the end-to-end procurement activity.

Key segregations applied to procurement are:

- An Officer cannot obtain and approve their own quotes
- An Officer is prohibited from approving their own requisitions
- An Officer is prohibited from approving their own amendment, variation or extension
- Each requisition requires independent review from both a Financial Delegate and authorised Procurement Officer prior to being released into a Purchase Order and transmitted
- An Officer approving a financial commitment on behalf of Council should have knowledge of the procurement however must not participate in the evaluation of proposals or making recommendations however may be involved post evaluation activities eg. negotiations.
- PCG is responsible for the management of Supplier Master Files to maintain a separation of Creditor creation and the Accounts Payable function
- The Financial Delegate cannot complete goods receipting
- The Procurement and Accounts Payable functions are independent of each other
- a 3-way match validation occurs prior to payment

5.3 Probity

Probity is evidence of ethical behaviour. All procurement activity carried out by Council may be subject to audit reviews and will be conducted in a way that ensures the integrity of the entire procurement process. All procurement activities are to be conducted in a robust, defensible and transparent manner to ensure procedural fairness to any and all offerors.

The requirements to ensure probity and accountability for outcomes when undertaking procurement has implications for both Council and individual officers at the transaction level. Non-compliance can have serious (legal) consequences. Refer to Council's Probity Plan and Protocols for procurement processes to be undertaken.

Depending on the complexity and risk to Council, a probity auditor and/or advisor may be engaged as part of Council's assurance approach.

A probity advisor provides guidance and advice on how probity issues should be addressed and may also assist in anticipating potential probity problems and advising on courses of action to be taken by Council. The engagement of a probity advisor should not be seen as a substitute for procurement officers managing a well-planned process that addresses probity requirements.

Probity auditors, if engaged, should demonstrate clear independence and separation in relation to the information they are auditing.

Figure 2 outlines the probity considerations that must be applied to all procurement activities.

Figure 2: Probity considerations

5.4 Record Keeping

It is important that procurement records are kept across all stages of procurement to ensure the process is defensible and transparent via a robust audit trail. All procurement decisions must be clearly documented and approved. Records must be kept in accordance with the Council's Enterprise Content Management Administrative Directive and the Records Management Guideline.

5.5 Confidentiality and Security

Officers undertaking procurement should be familiar with the various legislation and policies relevant to confidentiality in procurement processes including, but not limited to, the Privacy Act (1998) and Council's Employee Code of Conduct.

When planning a procurement, officers should consider the nature of the procurement and whether it is likely to give rise to confidentiality issues for Council such as:

- potential suppliers needing to have access to confidential information to understand the scope of the procurement requirements; or
- the generation of confidential information as a result of performing the contract.

Consideration needs to be given to the requirement for confidentiality provisions in the RFP documentation and any draft contract.

Steps should also be taken to ensure the security of any information captured from a procurement process. Confidential information disclosed by any supplier is to be kept in a secure folder available to evaluation committee members and advisors involved in the evaluation process.

Where required by the type of procurement process eg. procurements of a sensitive nature and that are high risk and/or high value, Council officers involved in the procurement process must complete and sign a Confidentiality Declaration.

Confidentiality Declarations will be managed and saved in the associated procurement folder in Objective by the Procurement Lead and/or Evaluation Committee Chair.

5.6 Conflict of Interest

When undertaking any procurement activities, officers have an ongoing obligation to declare any potential, perceived, or actual conflicts of interest. A conflict of interest can arise if an officer's private or personal interests, or those of relatives or friends, could affect or appear to affect their ability to carry out their duties impartially.

Council is entrusted with a range of decision-making powers for governing in the best interests of their local communities. These powers should only be used in a way that is consistent with the purpose and objectives of Council.

To ensure the procurement process is not prejudiced, conflicts of interest must be identified early and dealt with effectively. The personal responsibility to disclose a conflict of interest overrides any other obligation.

5.6.1 Identifying Conflicts of Interest

Council's Conflict of Interest Procedure provides a checklist for identifying conflicts of interest.

Any officer involved in a procurement activity will need to declare any actual, potential, or perceived conflict of interests using the Conflict of Interest Disclosure Form in accordance with the Conflict of Interest Procedure to determine the appropriate method for managing and monitoring the conflict. If an officer's situation changes throughout the procurement process, for example, once submissions are received or there is a change in key contacts, an updated declaration through the disclosure form must be completed.

Where an evaluation plan is a requirement of the procurement process (see procurement activity thresholds and associated process flows) and an evaluation committee is required to be formed. Where a conflict is declared by an evaluation committee member the Evaluation Chair must:

- cite that the Conflict of Interest Disclosure Forms have been completed, signed and submitted to the relevant Manager (see disclosure reporting hierarchy in Conflicts of Interest Procedure), and PC&OP Business Partner;
- confirm with the register owner (People & Culture & Organisational Performance) that conflicts of interest are recorded on the centralised register; and
- have knowledge of the measures agreed to between the Employee, the relevant Manager (see disclosure reporting hierarchy in Conflicts of Interest Procedure), and PC&OP Business Partner to resolve or manage conflicts.

5.6.2 Managing and Monitoring Conflicts of Interest

While Conflicts of Interest can be resolved or managed in a variety of ways, the choice of strategy will depend on an assessment of the nature of the conflict, the complexity of the situation and the severity of the case.

See the Conflict of Interest Procedure for the six (6) R's listed in Figure 3 which are options for managing Conflicts of Interest.

Figure 3: Managing COIs using the Six R's

REGISTER	Using the Conflict of Interest Disclosure Form register the actual, potential and or perceived Conflict of Interest. Ensure Disclosure Forms are completed, and signed, and recorded on the Council's central register.
RELINQUISH	Relinquishing the personal or private interests may be a valid strategy for ensuring there is no conflict with your public duty. This may be the relinquishment of shares, or membership of a club or association.
RESTRICT	It may be appropriate to restrict your involvement in the matter, for example, refrain from taking part in an evaluation or restrict access to information relating to the conflict of interest. If this situation occurs frequently, and an ongoing conflict of interest is likely, other options may need to be considered.
REMOVE	Removal from involvement in the matter altogether is the best option when ad hoc or recruitment strategies are not feasible, or appropriate.
RESIGN	Resignation may be an option if the conflict of interest cannot be resolved in any other way, particularly where conflicting private interests cannot be relinquished.
RECRUIT	If it is not practical to restrict your involvement, an independent third party may need to be engaged to participate in, oversee, or review the integrity of the decision-making process.

5.7 Gifts, Hospitality, and Other Benefits

Officers involved in a procurement process shall not accept or elicit any gift or gratuity, either directly or indirectly, from any supplier involved in that procurement process. Officers must immediately inform the Evaluation Chair if any Respondent offers the officer any gifts, hospitality or other benefits.

Where an officer inadvertently receives a gift, they must immediately report the gift and follow the requirements of Council's Gifts Policy, Gifts Guideline and the Employee Code of Conduct.

5.8 Offers of Employment

If officers are approached or approach a supplier regarding the possibility of employment during the procurement process, or within a reasonable period after the process is concluded (e.g., 3 months), officers have an obligation to notify the Evaluation Chair immediately.

5.9 Order Splitting

It is a breach of Council's procurement requirement to split procurements of any kind to circumvent thresholds or delegation levels. This includes:

- splitting requisitions, contracts or payments to avoid procurement value thresholds for obtaining quotes and tenders or stay within credit card limits
- splitting requisitions, contracts or payments to avoid escalating an approval by a financial delegate with a higher financial delegation limit

The business rule for procurement planning is to consider the total value of the requirement across all projects, suppliers and expected extension options. For the avoidance of doubt – raising quarterly purchase orders with the same supplier and/or for the same requirement without a contract or approved procurement strategy is a form of order splitting.

Applying this rule to the management of your procurement enables holistic planning and can generate opportunities for improved value, strategic partnerships and operational efficiencies.

It's important to note that applying this business rule does not prevent work from being broken in to work packages, regions or shared across multiple suppliers where there is legitimate operational or business rationale behind the strategy.

It does however necessitate appropriate planning (business case, operational plan, procurement plan etc) to demonstrate that the collective spend has been assessed and considered in the resulting procurement and transactional strategies.

5.10 Mistakes

Officers involved in the procurement process have a responsibility to ensure that they do not take advantage of suppliers' genuine mistakes by attempting to enforce conditions which are clearly to a supplier's disadvantage, and which is obvious that it was not the intention of the supplier.

6 PROCUREMENT CLASSIFICATION

6.1 Value / Risk Approach

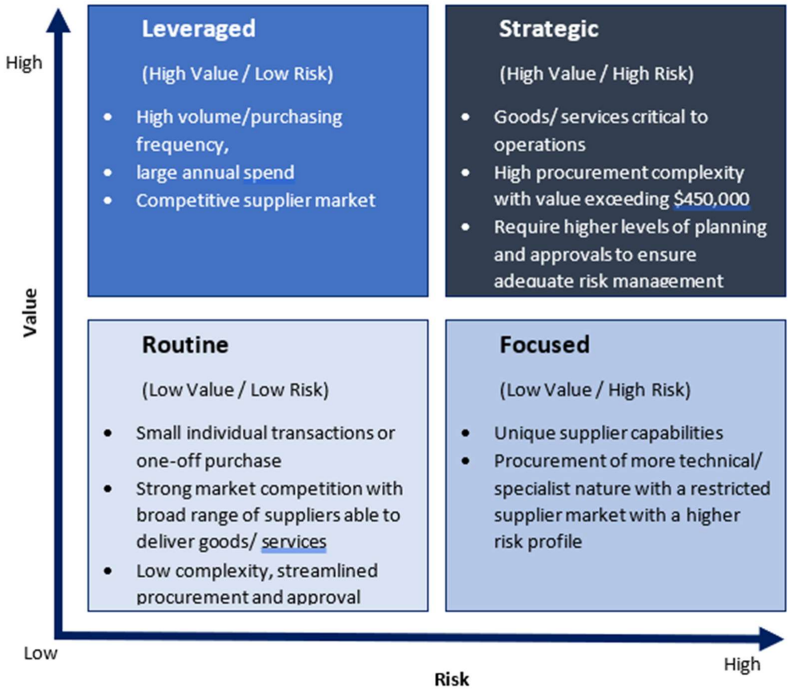
The Value Risk Matrix (VRM) is a tool that will be used to classify Procurement activities by assessing value against internal and external risk factors.

The estimated total value of any procurement or purchase is based on the total cost over the lifecycle of the contract and includes all forms of payment and the estimated value of any options to extend. Risks to be considered by Council include but are not limited to:

- Complexity of requirements
- Likelihood of changes in political direction, policy, or regulation that would impact the activity
- Market capacity/constraints
- Interruption to core business operations of Council
- Reputational damage of non-delivery
- Workplace Health and Safety or Environmental considerations
- Access to Council's confidential or commercially sensitive information
- Commercial risks

When the procurement is classified as high risk, this will drive engagement with PCG. The VRM in Figure 4 below is used to categorise procurement activities into four (4) approaches: Routine, Leveraged, Focused or Strategic.

Figure 4: Value Risk Matrix



6.2 Staged Procurement Process

The Value Risk Matrix is required to determine the Procurement classification and subsequent thresholds as specified in section 6.3.

Council follows a three-stage procurement process – plan, source and manage - which assists with achieving the required compliance at each decision point in the procurement process. The extent and complexity of the procurement process varies with the Procurement classification. For example, Strategic, Leveraged and Focused procurements require more activity and governance than a Routine procurement that is low value and low risk.

6.3 Procurement Thresholds

The procurement process undertaken will vary in consideration of the value and risk profile based on the complexity of the business need, market conditions and available solutions.

Council value thresholds are linked to the financial delegations. Table 3 sets out the minimum market approach requirements that apply to procurement activities within each value risk classification.

Some guiding key characteristics have been provided against each classification. If the business identifies that their procurement does not align to the key characteristics of the determined classification result, advice should be sought from PCG.

Table 3: Procurement Thresholds

	Procurement Classification	Value (excl. GST)	Market Approach	Reporting	Key Characteristics
Business Unit Do It Yourself (DIY) **Excludes ICT Goods and Services**	**Routine – Transactional – Low Risk**	Less than $25K	1 or more written quotes to be requested	No	• Standard goods and services • Cost of running a competitive sourcing process may outweigh benefits • Many existing alternate products and services • Large number of suppliers
	Routine – Low Risk	Less than $100k under a supply arrangement	1 written quote	No	• As above.
		$25K to $100K **not** under a supply arrangement	Min 3 written quotes		
	Leveraged– Low Risk	$100K - $450K	3 or more written proposals (Any open RFP processes must be advertised - advice must be sought from PCG)	Yes if $200K+ (refer to 14.1)	• Large annual spend • Minimal technical complexity, or existing capability exists • Many existing alternate products and services • Goods and services are readily available (subject to supply chain strategies and disruption) • Large number of suppliers and competitive sourcing can significantly impact price
PCG Endorsed/ Delivered		$450K+	PCG to advise and endorse sourcing strategy and advise on delivery lead (PCG or Business delivered)	Yes (refer to 14.1)	
	Focused – High Risk	Any value up to $450k	PCG to advise and endorse sourcing strategy and advise on delivery lead (PCG or Business delivered)	Yes (refer to 14.1)	• Customisation/ specialisation may be required • Limited suppliers or goods/services are only available from a single source • Prior intellectual property co-development with supplier • Project is focused on service innovation • Strategic growth decision or for market positioning
	Strategic – High Risk	$450K to $10M	PCG to determine sourcing	Yes (refer to 14.1)	• Requirements may be related to critical or core business operations

	Procurement Classification	Value (excl. GST)	Market Approach	Reporting	Key Characteristics
			strategy and deliver*		• Complex or project specific requirements • Use of good or service is concentrated in a small number of users • Specific engagement – economic, employment or social welfare implications • Non-standard commercial agreements may be required.
	Strategic – Significant – High Risk	$10M or more	PCG to determine sourcing strategy and market approach and deliver*	Yes (refer to 14.1)	• As above • Requires Significant Contract Plan and adoption by Council.

*** PDGand Waste Operations may facilitate and lead non-Routine procurement activity, in lieu of PCG, within their relevant spend category.**

6.4 Routine (DIY) Process Summary

Routine Procurement below $100,000 is to be undertaken by the Business Unit, following the 'Do It Yourself' (DIY) principle of Council's centre-led model excluding ICT procurement. Quotes will be requested via email or through Vendor Panel. For further details on the requirements of each step refer to ANNEXURE A – Routine Group DIY Process Workflow.

Refer to the Procedures for Routine procurements undertaken by the Business Unit:

Routine - Transactional (< $25,000)

Routine – No Supply Arrangement ($25,000-$100,000)

Routine – Under a Supply Arrangement – no contracted rates (<$100,000)

Routine – Under a Supply Arrangement – with contracted rates (<$100,000)

6.5 Leveraged Process Summary (<$450K DIY Business Unit / >$450K PCG Endorsed and Business Unit Delivered)

Leveraged Procurement below $450,000 is to be undertaken by the Business Unit excluding ICT procurement. Leveraged procurements exceeding $450,000, PCG must advise on and endorse the sourcing strategy. For further details on the requirements of each step refer to ANNEXURE B – Leveraged Business Unit DIY Process Workflow.

Refer to the Procedure for Leveraged procurements undertaken by the Business Unit.

Leveraged procurement activities must be managed within the CiA Sourcing Module and be released via Vendor Panel.

6.6 Focused Process Summary (PCG Endorsed and Business Unit Delivered)

For all procurement activities classified as Focused, PCG must advise on and endorse the sourcing strategy. For further details on the requirements of each step refer to ANNEXURE C – Focused PCG Endorsed, Business Unit Delivered Process Workflow.

Refer to the Procedure for Focused procurements undertaken by the Business Unit in consultation with PCG.

Focused procurement activities >$100,000 (GST excl) must be managed within the CiA Sourcing Module and be released via Vendor Panel.

6.7 Strategic Process Summary (PCG Delivered)

Strategic procurement processes are to be delivered by PCG. Whilst Strategic procurement projects are delivered by PCG, a successful outcome is heavily reliant on strong involvement, support and guidance of the relevant Business Unit/s. Business Units involvement will typically include (but not be limited to) drafting of specifications, input and review of the go-to-market' documents, procurement planning and evaluation documents, active participation in the evaluation and negotiation process, input and review of the final approval documents and contract management plan.

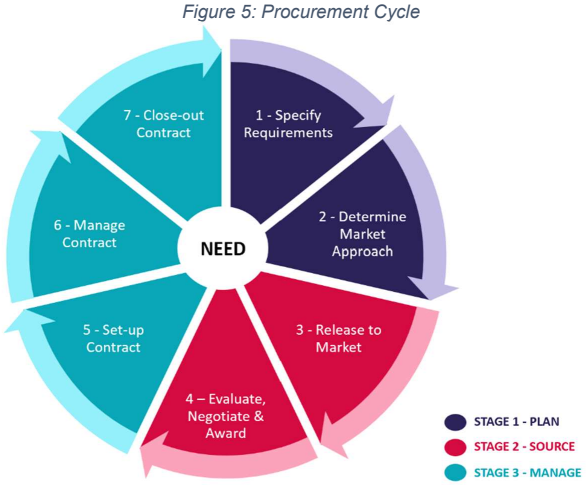
For further details on the requirements of each step refer to ANNEXURE D – Strategic PCG Endorsed & Delivered Process Workflow.

Strategic procurement activities must be managed within the CiA Sourcing Module and be released via Vendor Panel.

7 PROCUREMENT CYCLE

The procurement cycle depicted in Figure 5 below outlines the key steps officers must follow when procuring any goods and/or services.

Figure 5: Procurement Cycle



8 STAGE 1 - PLAN

STAGE 1: Plan

- Specify requirements
- Confirm Budget
- Develop sourcing strategy and evaluation approach
- Assess Risks

The example of the procurement lifecycle: Plan, Source and Manage, in this Section 8 provides insight into the activities undertaken in a Strategic or high risk and or high value procurement.

Planning for a Strategic procurement is a major component of the procurement cycle to achieve better value for money outcomes. The objectives of the planning stage are to ensure:

- the goods/services meet Council needs;
- relevant legislation and Council procurement requirements are followed;
- risks associated with the procurement are managed;
- all Sound Contracting Principles are considered.

Figure 6: Procurement Planning Steps

8.1 Specify Requirements

Scopes of work including specifications define what Council wants to procure and what the supplier is required to provide. Specifications can be simple or complex depending on the need. There are three types of specifications:

- **Functional**: These are specifications that define the function, duty or role of the goods or services.
- **Performance:** These are specifications that define the purpose of the goods or services in terms of how effectively it will perform, that is, in capability or performance terms.
- **Technical:** These are specifications that define the technical and physical characteristics and/or measurements of a product. Technical specifications are used when functional and performance characteristics are insufficient to define the requirement.

Both current and future requirements should be considered when developing the specifications.

8.2 Confirm Budget and Cost

Budget should be approved and available before commencing any procurement process.

Where possible, build the baseline from the historical costs including acquisition costs, use and manage the asset/good/service and dispose of or expire.

This baseline can be used in measuring any benefits forecast from changing to the current state to the future state of the preferred solution.

Whole of life costing for the potential solution/s to the business problem should be considered per solution options available in the market.

Budget forecasts should be determined using a baseline of whole-of-life costs constructed with:

- Estimates of product cost and supplier profit margin
- Transport and logistic costs, customs excise
- Cost of acquisition and management of an asset/good/service
- Cost to maintain an asset
- Cost to dispose of an asset/good

- Forecast growth and changing economic cost drivers (inflation, exchange rate, raw material etc)

Further to developing an accurate budget forecast, the baseline can also be used in measuring any benefits forecast from changing the current state to the future state of the preferred solution.

8.3 Identify Stakeholders

During the early stages of the procurement activity, all stakeholders in the procurement process should be identified to ensure roles and responsibilities are clearly understood and conflict of interest assessments are undertaken.

Stakeholders range from owners of the contract, managers of the contract, end users of the goods or services, decision makers, representatives from other functions providing input into analysis or technical advice.

A probity advisor may be engaged in the planning stage of a significant procurement.

8.4 Forecast Benefits

There are a number of value levers available that realise benefits. Benefits and procurement savings can be generated through value levers including:

- selecting suppliers that can provide the lowest total cost products and services on a sustainable basis or products and services that reduce Council's risk or improves Council's service levels in the services delivered to customers:
    - competitive bidding
    - specification improvement
    - bundling goods/services and consolidating capability
    - global sourcing
    - joint process improvement
- Managing supplier and internal practices to sustain and improve value delivered:
    - internal compliance
    - supplier compliance
    - supplier performance management
    - value engineering
    - market changes
- Define and manage Council demand and utilisation for goods and services:
    - asset optimisation
    - volume aggregation
    - optimising inventory management
    - reducing consumption
    - policy and approval processes
    - long term demand planning

Benefits can be forecast by assessing the baseline performance and costs against the expected planned target performance and costs.

Target savings can be realised by implementing a sourcing strategy that aggregates volume and competitively bids the projected volume and mix for a required good, which results in receiving a reduced unit cost per good from a supplier. Comparing the baseline cost with the future unit rate multiplied by the volume and any other associated costs to manage the goods may result in cashable savings.

8.5 Assess Risk

A detailed procurement risk assessment (in addition to the Value Risk Matrix) should be undertaken when planning Leveraged (>$450,000), Focused or Strategic procurement activities to ensure that the procurement process can be tailored to avoid or mitigate procurement risks where necessary.

Refer to Council's RAL-001-F Enterprise Risk Management Framework to assess, mitigate, treat and manage risks associated with the lifecycle of an asset, good or service.

8.6 Sourcing Strategy

A sourcing strategy is the determined method of securing the necessary goods and/or services based on the findings of the planning and analysis undertaken and should outline the recommended market and contracting approach.

8.6.1 Common Market Approaches

Common market approaches generally comprise:

1. Limited RFQ / RFP (refers to inviting a selected number of suppliers to quote but meeting the minimum requirements as per the classification and thresholds)
2. Limited RFQ or RFP by Exception (refers to inviting 2 suppliers to quote where 3 quotes are required)
3. Open RFP (refers to publicly advertising and presenting the opportunity to quote to all suppliers)
4. Multi-stage RFP (refers to open Expression of Interest (EOI) followed by a shortlisted RFP)
5. Direct negotiation (refers to inviting a single supplier to quote and/or enter into commercial discussions and negotiations).

Several factors should be considered when determining the market approach, including:

- value and/or complexity of the process;
- outputs from market sounding activities (if applicable);
- capability and capacity of the market;
- market analysis;
- method which aligns best to achieving objectives of the Sound Contracting Principles; and
- resourcing and time available to complete the procurement activity.

The amount of research undertaken to analyse the market will depend on the Procurement Classification and deliverable/s which considers:

- the nature and scope of procurement;
- if the procurement is one-off or ongoing;
- degree of difficulty in specifying requirement;
- level of risk to Council; and
- total value and whole-of-life cost.

8.6.2 Common Contracting Strategies

A contracting strategy determines the recommended commercial terms, frequencies and performance expectations that will be used to provide the necessary legal protections and

governance assurance to Council when buying goods and/or services. Contracting strategies are informed by (not exhaustive):

- the procurement classification
- category of good/service
- relevant specifications
- risks
- nature and frequency of demand/supply
- existing Supply Arrangements

Contracting strategies used regularly within Council include (not exhaustive):

- Use of existing supply arrangements
- Stand-alone supply contract (general goods and services or professional services)
- Stand-alone contract (construct / design and construct)
- Standing Offer Arrangements (SOA)

Table 4 –Examples of contracting strategies commonly used at Council

Arrangement Type	Preferred Supplier	Panel of Suppliers
Stand Alone Agreement:		
Purchase Order Conditions	✓	
Professional Services	✓	
Supply of Goods & Services (including Minor Works)	✓	
AS2124 Construct Only	✓	
AS4300 Design & Construct	✓	
NEC4 - collaborative agreement	✓	
Standing Offer Arrangement with rates	✓	✓
Prequalified - register of qualified suppliers (no agreed schedule of rates and contracts to be negotiated)		✓

8.6.2.1 Use of existing Supply Arrangements

Pre-qualified Supplier Arrangement (PqSA). There may be an opportunity for the goods and/or services to be sourced from an established Council, Local Buy or State Government Supply Arrangement. Where a business need can be met using a supply arrangement, the arrangement should be used unless:

- there are no capable and competitive 'local suppliers' on the arrangement; or
- the 'procurement' activity directly supports an economic, ethical, social or environmental objective of Council that cannot be met using the arrangement.

Council's preference is to use existing Council arrangements and panels where possible, followed by Local Buy and QLD Government arrangements.

Utilising a supply arrangement does not negate the need for quotes or procurement due diligence. Some supply arrangements may specify quote requirements or suggest that competitive quotes are not required, however the requirements of this Manual must always take precedence (with the exception of an approved Preferred Supplier).

Request for Quote (RFQ) / Request for Proposal (RFP) processes under existing supply arrangements (>$100k) must be released and managed via Council's CiA Sourcing Module and e-Sourcing platform, VendorPanel.

Procurement guidance should be sought from PCG to deviate from a pre-established supply arrangement.

Existing Supply Arrangements established for Council use include:

Council Supply Arrangements

PCG establish Supply Arrangements for existing and forecast demand where there is financial or operational benefit in doing so. Supply Arrangements can be either Standing Offer Arrangements or Prequalified Supplier Arrangements. Council has established several contracts to facilitate streamlined and effective purchasing. Details of current Council supply arrangements can be found on the HUB and on Council's CiA Contracts Module and e-Sourcing platform, VendorPanel.

Local Government Association of Queensland Arrangement (Local Buy)

Local Buy was established by the Local Government Association of Qld (LGAQ) in 2001 to provide procurement services to Local Governments as part of the LGAQ membership. In their service offering, Local Buy establishes common-use supply arrangements for use by all LGAQ members. Suppliers appointed to a Local Buy arrangement have been successful in a procurement and evaluation process resulting in execution of a header agreement for either pre-qualification or a standing offer arrangement.

Council may enter into a contract underneath an established Local Buy arrangement where the arrangement scope aligns with the business need. When approaching a supplier/s to obtain quotes, the Local Buy arrangement reference number must be referenced so both parties understand the terms and conditions of engagement. RFQ/RFP processes under Local Buy supply arrangements (>$100k) must be released and managed via Council's e-Sourcing platform, VendorPanel.

Government Agency Arrangement (federal, state, or other local government)

Council may enter into a contract from an established Federal, State, or other local government arrangement where local councils are considered eligible customers and permission has been granted by the contract owner.

Queensland Government Panels that Council is approved to use are listed on VendorPanel.

Officers may search the Queensland Government Contracts Directory for additional Queensland Government arrangements that Council may have access to however approval from the relevant Queensland Government contract owner is necessary.

It must be made clear to the supplier/s (by providing the arrangement reference number) under which government arrangement they will be engaged under so both parties understand the terms of engagement.

RFQ/RFP processes under State and/or Federal Government supply arrangements (>$100k) must be released and managed via Council's e-Sourcing platform, VendorPanel.

8.6.2.2 Stand-alone contract (General Goods and Services / Professional Services / Minor Works / Construct / Design and Construct)

Where Council has a one-off need for the supply of goods or services, a stand-alone supply contract can be entered into with a supplier through a procurement process.

Council has various standard contract types that have been drafted to suit its needs and provide the relevant legal protections for the nature of the goods or services they cover. Standard contracts available for use include:

- Purchase Order Terms and Conditions
- General Goods and Services
- Professional Services
- Minor Works
- Construct
- Design and Construct

Although the above contracts have been developed as standard suites to streamline the contracting process, they can be varied on a needs basis. PCG must be consulted prior to agreement to any variations or non-standard terms. More information on standard forms of contract and when they apply can he found on the HUB.

8.6.2.3 Standing Offer Arrangements (SOA)

A Standing Offer Arrangement (SOA) is an agreement with a supplier, or panel of suppliers, to provide goods and/or services under agreed terms and conditions when and as required.

General characteristics of a SOA are:

- Agreed pricing and contract terms
- Used to meet recurring needs with fluctuating demand
- Non-committed volume
- Suitable for high volume, frequent transactions, typically low risk
- Schedule of rates price model

8.6.2.4 Pre-qualified Supplier Arrangement (PqSA)

Pre-qualification is a process where suppliers of particular services are evaluated against qualitative criteria to effectively shortlist preferred suppliers and build partnerships with key suppliers.

General characteristics of a PqSA are:

- Used to meet recurring needs with fluctuating demand
- Non-committed volume
- Based on capability, not price
- Can be established with or without agreed contract terms
- May include indicative rates however typically requires quotes being sought prior to making engagements

Further information on the standard contract types used by Council is detailed in SCHEDULE D – Contract Types.

8.7 Develop Strategy/ Plan

Approvals to approach the market are sought via completion and execution of procurement planning documents, each of which are aligned to Value Risk Matrix categories. Refer to the detailed workflows in the Annexures to confirm the documentation requirements.

8.8 Determine Commercial Model/ Pricing Structure

Typical commercial models include:

- Fixed price / lump sum (price does not change)
- Firm pricing (remains unchanged for a defined period and may be subject to change under specific conditions)
- Fixed plus incentive
- Target cost
- Cost plus
- Incentive
- Time and materials
- Schedule of rates

The commercial model should reflect the level of scope certainty in the procurement; for example, where there is a high level of scope certainty, a fixed price or lump sum approach may present as suitable options, reducing the risks of cost overrun and increase cost certainty for the duration of the contract.

Other considerations when determining the commercial model / pricing structure include:

- Payment terms;
- Early settlement discounts;
- Minimum order quantities;
- Quantity price breaks / scale price discounts;
- GST / GST exempt;
- Exchange rates;
- Freight:
    - Free-into-store (FIS)
    - Free-on-board (FOB)
    - Cost, Insurance & Freight (CIF)
    - Ex-works (buyer arranges freight from sellers location (EXW))
    - Delivered at Place (Seller delivers to specified location (DAP))
- Price variation method/s;
- Milestones and payment schedule;
- Payment retention and defects

8.9 Develop Response Documentation

Request documentation (RFQ / RFP / EOI templates) have been developed by Council. Request documentation should comprise:

- Invitation document which sets out details of the request including evaluation criteria
- Specification/ Scope of Works
- Conditions of Offer (used in RFP)
- Response Schedule(s) (including as a minimum a pricing schedule, capability schedule for the respondent to provide their responses and offer)
- Standard form of Contract

8.10 Plan Evaluation

8.10.1 Routine Procurement

A formal evaluation plan is not required for Routine procurement (refer section 6.3 of this Manual), however the evaluation criteria (eg. price only or price, lead times, warranty period) must be included in the RFQ documentation for the supplier's awareness and response.

The appropriate method for evaluation is dependent on the criteria that is relevant and necessary to make an informed decision on the best value option.

If your evaluation and selection is based on compliance to mandatory requirements and pricing only - the **Quick Select method** is appropriate and you can accept/decline quotes based on the submitted pricing.

If your evaluation and selection involves weighted criteria and suppliers could demonstrate varied levels of meeting or delivering on those criteria - the **Evaluation Matrix** / **Multi-Party Evaluation methods** are appropriate and each offer should be scored using the rating scale. VendorPanel will automatically score each offer by applying the allocated weightings and the awarded ratings.

It is best practice in procurement to have each evaluation panel member score on an individual and independent basis before collectively moderating to determine a final weighted score. This method utilises the Multi-party evaluation functionality in VendorPanel.

Consensus scoring (i.e the panel collectively awarding a score based on upfront consensus) can be used in some cases however this method should have an independent, non-voting procurement lead or panel chair to maintain probity and impartiality throughout the process. This method utilises the Evaluation Matrix functionality in VendorPanel.

Both evaluation practices require all comments and reasons for the awarded scores and outcomes be thoroughly documented.

8.10.2 Non-Routine Procurement

The evaluation criteria and evaluation methodology must be documented and evidenced through an Evaluation Plan for all non-Routine Procurement (refer section 6.3 of this Manual). Evaluation planning for Leveraged procurement is included in the Light Touch Procurement and Evaluation Plan, whereas evaluation planning for Strategic procurement is completed in a stand-alone evaluation plan.

Best practice is to have all evaluation plans and conflict of interest disclosure is required to be declared in Council's CiA Sourcing Module by all evaluation panel members and approved prior to the RFP being released to the market. However in some cases that may not be achievable for various reasons. In these exceptions, the following must be complied with at minimum:

- Evaluation criteria must be detailed in the Request documentation released to market;
- Any change or adjustment to the evaluation criteria must be communicated to the market with appropriate time provisions provided for the market to respond to the change;
- All conflict of interest disclosures are to be declared at the earliest possible opportunity and panel members yet to sign must not have access to or be informed of any aspect relating to a Supplier/s or their response/s;
- The evaluation plan and all conflict of interest disclosure must be declared and approved prior to the closing date and accessing responses.

The sophistication and specificity of the evaluation criteria and process will vary depending on the complexity and value of the activity. Refer to SCHEDULE B – Evaluation Planning Considerations for a more detailed breakdown of evaluation planning considerations including types of evaluation criteria used in higher value and higher risk procurement activities.

An evaluation criterion for "Local Business and Benefit" must be included in all requests for proposals and be allocated a minimum weighting of 15%. This is in accordance with Council's policy on encouraging the development of competitive local business (in particular First Nations People initiatives). Further details on evaluating Local Benefits are outlined in SCHEDULE C - Local Business.

Sustainability considerations may also be integrated into a procurement process, including through evaluation criterion. Further details are outlined in SCHEDULE E – Sustainability Considerations.

8.11 Exceptions from Standard Procurement

Council recognises that there are circumstances where it may not be viable or beneficial to execute a standard procurement process. These are referred to as exceptions from standard procurement. The Manual provides provision for four (4) types of exceptions:

- General exception
- Standing exception
- Retrospective exception
- Emergency Procurement

8.11.1 General Exception

An exception from standard procurement may be an appropriate strategy where you can demonstrate:

- the requirement and/or supply chain prevents competitive market testing as per the quote thresholds specified within the Manual, or, it can be demonstrated and evidenced that competitive sourcing would not be of benefit to Council;
- direct negotiation or restricted sourcing would not be disadvantageous to other market players; and
- the Sound Contracting Principles are being applied and delivered through the procurement and its outcome/s.

To support the practical application of the exception process, Council has developed a number of circumstances where an exception may be considered a fair and viable strategy. These circumstances are provided as guidance only and each case must be assessed on its own business requirements and supply chain attributes:

- Where specialist expertise is required and genuinely only one organisation or person can provide it to the required standard, or if the engagement is of a confidential nature
- Marketplace is restricted by funding or contractual conditions ie. conditions of grant funding, or third-party ownership of an asset
- Marketplace is restricted by Intellectual Property
- Where the procurement directly supports a social or environmental objective or target including but not limited to Social Enterprises, micro enterprises, community enterprises and/or First Nations People organisations. In particular Council supports working with the Quandamooka People and the Quandamooka Yoolooburrabee Aboriginal Corporation's aspiration to grow their business capacity, employment opportunity and skill sets.
- Where there is a lack of available suppliers with the capability to supply the goods or services or the carrying out of works
- For the purchase of second-hand goods

- For the disposal of valuable non-current assets other than by tender or auction

Early consultation with the PCG is strongly recommended to obtain advice and endorsement of the proposed strategy prior to formally releasing any requests to the market.

Prior approval from the appropriate Financial Delegate and the PCG must be obtained before executing a direct negotiation or restricted sourcing activity.

Authorised Officers within PCG are:

- Service Manager Procurement
- Category Specialist or
- Chief Procurement Officer

8.11.2 Standing Exceptions

Standing Exceptions provide a business process to enable an automatic and pre-approved exception from competitive procurement for contracts and/or financial transactions within specific pre-defined categories and circumstances where the nature of the services or commercial model prevents or inhibits competition based on legal obligation or risk to legal proceedings.

The Manual recognizes and provides a Standing Exception for contracts and financial transactions relating to:

1. **Specialist Litigation Suppliers** (Barristers, Solicitors, Investigative Specialists and Expert Witnesses) required for legal proceedings. This standing exemption can only be exercised for centralised engagements managed by Legal Services
2. **Goods or services supplied by a Government Owned Corporation or Statutory Body.** The intent of this standing exception is for use of distribution authorities such as Energex and Seqwater

No prior approval from PCG is required to be obtained for Standing Exceptions.

8.11.3 Retrospective Exceptions

Retrospective Exceptions provide a business process to support operational efficiency in circumstances where unforeseen circumstances or returned market responses push the procurement into a higher classification or threshold.

Eg. A Routine procurement activity is estimated to cost $95,000. The Business Unit obtains three quotes as per the Procurement Threshold requirements (section 6 of the Manual) for Routine procurement $25,000-$100,000. When quotes are submitted the preferred quote is valued at $108,000 which would shift the procurement into a leveraged classification and change the Procurement Threshold requirements.

In these circumstances, the Manual recognises a margin of 10% above the Procurement Threshold as an acceptable variance and the Retrospective Exceptions does not require approval.

Retrospective Exceptions outside of the 10% tolerance require written (email) approval from an Authorised Officer. Authorised Officers within PCG are:

- Service Manager Procurement;
- Category Specialist; or
- Chief Procurement Officer

Retrospective Exceptions are not an opportunity to avoid non-compliance reporting and will only be considered for approval where it can be evidenced that a reasonable attempt has been made to meet the requirements of the the Manual.

All Retrospective Exceptions must be tagged as a Retrospective exception when raising the requisition in CiA.

8.11.4 Emergency procurement

Council is steadfast to strong procurement practices and driving value for the community. Council is also committed to balancing responsiveness against risk and enabling the agility necessary to support a necessary immediate response in an emergency.

Emergency procurement applies where the goods and/or services being sourced are necessary to the rapid and reactive response required to provide immediate relief to events that have a direct impact on life, public safety, significant environments or critical public infrastructure.

Where a procurement activity meets the above criteria for an emergency procurement, an accelerated purchase or engagement may be completed. Emergency procurements do not require the completion of the Exception Request Form and no prior approval from PCG is necessary. Approval to source the requirement as an Emergency Procurement should be obtained via email from the appropriate Financial Delegate wherever possible. In the case of a verbal approval to proceed, details of the verbal approval should be recorded in a file note and saved in the organisations record management system. A copy of the email approval or file note should be attached to the purchase requisition when submitting for approval and release. The requisition must be tagged as an Emergency Procurement in the Procurement Strategy reporting field when raising a requisition in CiA.

Undertaking an accelerated procurement may include:

- seeking one or minimal quotes;
- streamlining a standard procurement process (e.g. using email instead of formal templates and forms);
- using digital signatures.

Where the goods and/or services are complex in nature, moderate - high risk and/or value, contact should be made with PCG as soon as it is safe and practicable to do so. In these cases, PCG may be able to retrospectively support the delivery of the Emergency procurement with appropriate contracts and contract management mechanisms where necessary.

9 STAGE 2 – SOURCE

STAGE 2: Source

- Approach Market
- Evaluate
- Develop Evaluation Report and Negotiation Plan
- Negotiate
- Award Contract
- Notify suppliers

9.1 Procurement e-Sourcing Platforms and Release to Market

Council's primary platforms for releasing requests for offers from the market is VendorPanel and Qtenders.

9.1.1 CiA Sourcing Module

Evaluation Committee endorsement and approval of procurements and approaching the market must be actioned in Council's CiA Sourcing Module by the relevant Financial Delegate.

9.1.2 VendorPanel

VendorPanel is Council's cloud-based system for calling quotes and Proposals. It is an easy to navigate platform that allows for quick access to our own pre-qualified supplier lists and those from Local Buy. It also enables easy access to supplier details, compliance information, and offers transparency for best practice procurement.

New VendorPanel access requests can be submitted via Jira.

9.2 Supplier / Market Engagement

9.2.1 Tender Period and Advertising

All open market RFPs must be advertised on Council's website. The time to have the RFP active in the market is dependent on the complexity of the good/services and other factors such as seasonal e.g., business shutdowns in the December/January holiday period.

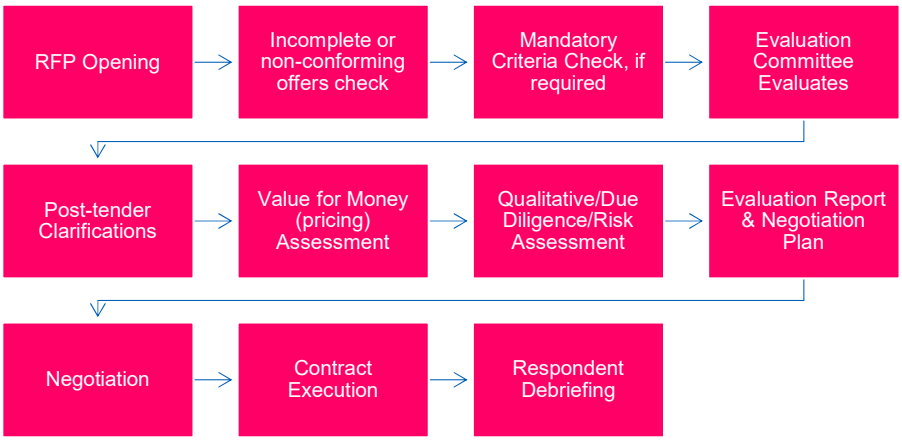
9.2.2 Communication with Suppliers

Any questions suppliers have regarding a RFP while it is out to market must be lodged in accordance with conditions of offer. Clarifications being sought from suppliers during a procurement process should be communicated in writing via the e-sourcing platform being used and in the form of an addendum. An addendum responds to the supplier's questions to provide clarity on any requirements of a RFP e.g., specifications, response schedules, conditions of contract. An addendum may contain clarification questions from suppliers word for word, however suppliers must be de-identified and the addendum issued to all suppliers. If communication cannot be issued via Addendum on the e-Sourcing platform, the same written communication should be issued to all suppliers or shared via an advertised supplier or industry briefing.

9.3 Evaluation Process

All offers received will be evaluated against pre-determined evaluation criteria and weightings, as outlined in the Evaluation Plan. The evaluation process will typically be conducted in the following stages:

Figure 7: Evaluation Process Steps



9.3.1 RFP Opening

Prior to opening the responses in the relevant e-sourcing platform, the Evaluation Committee Chair will ensure the Evaluation Plan has been agreed, signed by panel members and approved. The Evaluation Committee Chair or Procurement Lead will download all responses from the e-Sourcing platform as soon as practical after the closing time and save the responses into a secure file within Objective that has limited access to only the Evaluation Committee.

Once details of the submitted responses are known, the Evaluation Committee must re-validate their conflict of interest position Respondent and adjust their existing and/or raise new Conflict/s on Interest disclosures if new conflict information has been identified

I. Late Submissions

Late submissions are responses lodged after the specified closing time. Acceptance of late offers will be at the discretion of the Evaluation Committee Chair. Late submissions should only be accepted where it will not compromise the integrity of the procurement process or give any respondent an unfair advantage.

Any decision to accept a late submission must be documented in the Evaluation Report, including circumstances which gave rise to the response being late and the rationale for accepting the late response.

II. Incomplete or non-conforming proposal

An incomplete proposal is a proposal which does not include the level of information and documentation required. A non-conforming proposal is a proposal that does not meet the requirements of the conditions of offer.

The Evaluation Committee may clarify any errors of form, such as technical omissions, ambiguities and anomalies. However, this cannot extend to a substantial re-tailoring of the proposal. Where a proposal is substantially incomplete and omits key information necessary for the evaluation, the offer may be set aside. Approval to accept or reject an incomplete / non-conforming proposal should be made by the Evaluation Committee Chair. Any decision to accept an incomplete / non-conforming proposal must be documented in the Evaluation

Report, including circumstances which gave rise to the offer being incomplete / non-conforming and the rationale for accepting the incomplete / non-conforming proposal.

III. Alternative Offers

Where there is value in doing so, Council will allow respondents to submit alternative offers to encourage innovative proposals. The Evaluation Plan must clearly state if alternative offers will be accepted.

9.3.2 Evaluation by the Evaluation Committee

The Evaluation Plan will outline how the Evaluation will be conducted by the Evaluation Committee and approved by delegates. This may include:

- Individual Scoring: Each Evaluation Committee individually scores each offer against the non-priced criteria with comments to justify that score to discuss in the Moderation Meeting.
- Moderation Meeting: A meeting for the Evaluation Committee to discuss and agree on a consensus for a final moderated score based on criteria for each respondent. It is common practice that price is revealed to the Evaluation Committee only once non-price scoring has been finalised, so evaluators are not influenced by the pricing submissions.
- Interviews/solution demonstrations may be required by the Evaluation Committee prior to assessing risks and benefits in Respondents' offers in order to further shortlist Respondents.
- The process to be followed for approval of the evaluation report, negotiation plan and negotiation outcomes.

IV. Unusually Low Offers

An unusually low price is an offer price that is significantly lower than the other prices offered. The Evaluation Committee may elect to exclude the Respondent from further consideration at the Evaluation Committee's discretion, if they believe that the Respondent is highly unlikely to deliver the scope due to the unusually low offer. All actions and decisions should be documented in the Evaluation Report.

V. Evaluation Committee Requests for Clarification or Information

Information requests to Respondents for clarifying offers should be coordinated through the procurement lead or evaluation chair for finalising individual assessment and scoring prior to moderation. Upon the conclusion of the moderation meeting, there may be requests for clarification or information required by the Evaluation Committee from the respondent/s to be able to finalise scoring. The final non-price may be reconsidered should the clarifications influence the outcome.

9.3.3 Extending the Offer Validity Period

The conditions of offer must stipulate the validity period of submissions (typically 90 - 150 days). If the evaluation process is looking like exceeding the validity period, Council should request an extension to the validity period. Respondents are under no obligation to extend the validity of their submission and may withdraw their offer or request to submit updated pricing.

9.4 Evaluation Report

Following all stages of the evaluation, an Evaluation Report is to be developed which documents the evaluation process undertaken and outcomes.

The Evaluation Report should confirm that the evaluation was undertaken in accordance with the Evaluation Plan and recommend the response representing the best value-for-money, or, depending on the process set out in the Evaluation Plan either:

- recommend a short list of respondents to the Financial Delegate to approve proceeding with the negotiations process; or
- proceed with negotiations with the shortlisted respondents before submitting recommendations to award the contract to a preferred respondent.

Where negotiations are being undertaken the Negotiation Plan must be annexed to the Evaluation Report.

9.5 Negotiations

Where the procurement process is Business Unit Delivered, the Negotiation Plan may be prepared in consultation with PCG if required.

Negotiation must be undertaken in good faith with integrity. A Probity Advisor (if appointed) may attend the negotiation sessions to ensure the process is being conducted in accordance with the probity principles. Where required, legal advice should be sought for any requested departures to the conditions of contract.

A best and final offer (BAFO) is a process that seeks to obtain the best result from shortlisted respondents in relation to the procurement requirements and/or pricing.

Council can conduct a BAFO process in the negotiation phase with all respondents or the short-listed respondents.

Outcomes of negotiation processes and the recommendation of the preferred respondents are to be detailed in the Briefing Note submitted to and approved by the relevant Financial Delegate.

9.6 Contract Award

Once the evaluation process and/or negotiation process has been finalised the Evaluation Chair and/or Procurement Lead will prepare the following award documentation for the relevant Financial Delegate to authorise and enter into the contract:

- Briefing Note
- Contract with the successful Respondent/s

9.7 Supplier Debrief

A debrief for unsuccessful respondents may be conducted to offer feedback on their submissions and point out improvement areas for future submissions. For multi-stage procurement processes, notification of their unsuccessful shortlisting outcome may be issued during the procurement process. However, debriefing sessions should only be offered once the contract award process is complete.

The feedback session should not debate the evaluation process or compare the unsuccessful respondent with the successful supplier or any other unsuccessful respondent. Besides the

name of the successful supplier, no other details of the successful supplier's offer should be discussed. The feedback session should address the respondent's offer against the evaluation criteria with relevant strengths and weaknesses and should provide them with sufficient information in submitting an improved offer in the future.

10 STAGE 3 – MANAGE

STAGE 3: Manage

- Monitor performance
- Manage relationship
- Administer contract

Contract management is an important step in the procurement and contracting process to ensure contracted goods and services are delivered to the agreed service levels, while managing risks, costs and ensuring efficient and effective delivery, and continuous improvement (if applicable).

Benefits of strong contract management practice include:

- Ensure contract deliverables are delivered to Council
- Ensures accuracy of financial documents and payments and verifies the invoices are delivered and claimable under the contract ((invoices and other payment summaries/remittances/adjustment notes) should be checked against the contracted rates and any incorrect rates or values corrected)
- Ensure the supplier complies with their obligations under the agreement in force, and that Council exercises its rights where required to ensure value is realised and not eroded
- Identify and take advantage of savings opportunities
- Increased supplier performance through regular performance reviews, service improvements and supply chain improvements
- Reducing contractual risks
- Maximising outcomes to end-users such as maintaining quality, improving productivity and identifying opportunities for innovation.

The level of Contract management required will be based on the complexity, value and risk of the procurement activity and resultant contract. Council will use a 3-phase approach for managing contracts as depicted in Figure 8 below.

Figure 8: Contract Management Stages

10.1 Contract Management System - CiA

CiA Contracts Module is Council's contract management system for registering and managing contracts. CiA provides a repository for the majority of Council's contractual liabilities. Users can receive alerts for notice periods, deliverable milestones and payment milestones, contract variations and extensions.

To access Cia see Council's Intranet. New access requests can be submitted to PCG via Jira .

10.2 Contract Management Set-Up

Contractual characteristics and risks that may influence the level of contract management and resourcing effort required to effectively manage the contract include:

- Complexity of the contractual framework or contract type (e.g., Outsourced Maintenance Agreement, SOA)
- Nature of the goods/services procured (e.g., one-off goods procurement versus ongoing service delivery)
- Criticality of the goods/services to Council's core operations
- Financial, legal, regulatory, WHS, reputational, social and media risk to Council if the supplier defaults
- Risk specific to the supplier (e.g., issues in supply chains, modern slavery)
- If high-risk departures were accepted during the procurement process and will require close monitoring to mitigate the risk.

The need for a Contract Management Plan (CMP) will be determined by the contractual characteristics and risks mentioned above, however as general guidance, a CMP or a Contract Management Checklist (CMC) should be considered in accordance with Figure 9 below.

Figure 9: CMP or CMC General Guidance

ROUTINE	FOCUSED	LEVERAGED	STRATEGIC
Nil	CMC	CMC ($450K or less) CMP ($450K+)	CMP

At a minimum, the CMP should address the following:

- Roles and responsibilities for contract management
- Performance measures such as Key Performance Indicators (KPIs) and Service Level Agreements (SLAs)
- Key contract information
- Timing of regular contract management meetings
- Expiry dates of insurance certificates of currency
- Contract term including any extension options
- Due dates for contract deliverables

The CMC is a condensed version of the CMP for lower value contracts that still require proactive contract management.

10.3 Contract Management

To achieve the required outcomes, it is important to proactively manage Contracts. The CMP will provide the Contract Manager and Contract Owner with the necessary information to actively manage the Contract.

10.3.1 Managing Performance

As part of the management of the Contract, the Contract Owner and or Manager will undertake the following activities:

- Monitor performance

- Review costs versus budget and invoices, and if relevant review progress claims and prepare Payment Certificates
- Track and manage project deliverables and timeframes
- Track and manage contract changes, extensions and variations
- Ensure reporting requirements are met
- Keep detailed records and ensure information management is maintained
- Develop a performance review report and health check (depending on the procurement categorisation)
- Facilitate and undertake contract management meeting
- Actively compile and manage risks

10.3.2 Managing Underperformance

If there is evidence of unsatisfactory performance or delivery is not in line with the agreed Contract terms and conditions, actions to be taken may include:

- Discuss the matter with the supplier and agree a resolution plan
- Issue a formal notice requesting rectification in line with contract timeframes
- Give the supplier an opportunity to improve performance
- Provide timeframes for resolution and improvements
- Provide a clear indication of the consequences and risks of performance not improving, which may include contract termination (consult with PCG as required)

10.3.3 Managing Contract Variations

Changes to contracts may occur at any time during the delivery of a contract for a range of reasons including, but not limited to, changes (positive and negative) in:

- Personnel
- Scope
- Price or rates
- Timeframes
- Delivery method or execution.

All variations must conform to the conditions of the contract and must be agreed in writing between both parties. The justification for the variation requirement and the impact of the variation should be clearly documented in a Briefing Note.

Council will assess impact on timeframes, deliverables and undertake a value-for-money assessment prior to approval of any variations.

10.3.4 Managing Contract Extensions

A **contract extension** involves extending an existing contract for a period of time. There may be rights to extend the term of the contract explicitly agreed to in the contract.

Prior to exercising an option to extend the contract, a supplier performance review must be completed and the following should be considered and documented in the relevant approval forms:

- will the extension deliver value for money
- is the extension supported by continued business need
- is the business need the same or has it changed
- if business need has changed could it be delivered differently

- have there been notable changes in the supply market
- is Council is satisfied that the supplier(s) performance has met expectations, or any concerns are being sufficiently addressed as a requirement of the extension
- is the contract continuing to effectively manage risk
- are the Sound Contract Principles still be delivered

The relevant templates and extension process workflow and approvals are completed within Council's Contract Management System (CiA Contracts Module).

10.4Contract Close-Out

The final phase of contract management is contract close-out. Prior to finalising a contract, a contract close-out checklist should be completed, this will include the following activities:

- Verify all requirements have been effectively met as outlined in the Contract including any subsequent changes and / or variations
- Obtain copies of all final deliverables, reports, documentation from the supplier
- Terminate all access arrangements (for example, access to buildings and systems)
- Ensure the final invoice (and payment claim if relevant) has been received, reviewed and certified
- Undertake the final Contract review to review the Contractor's performance and recommendations for improvement from both parties (the effort of this review will depend on the size of the contract / project)
- Manage warranties and defects (if applicable)
- Manage the transition-out process and develop a transition plan (if required).
- Capture lessons learned for developing future requirements and obligations in contracts

11 REVENUE CONTRACTS

In accordance with section 193 of the Local Government Regulation 2021, Council has an established Revenue Policy (FIN-017-P) which must be applied and complied with for business activities relating to the generation of income through Council's operations including:

- Levies, rates and charges
- Cost-recovery
- Community service obligations
- Applying user pays models
- Raising revenue from other external sources

Whilst the above-listed revenue sources are out of scope of the Procurement and Contract Manual, Council is committed to exploring additional or alternative revenue streams including raising revenue from commercial activities. Revenue generated through commercial activities involving an exchange of goods or services, within agreed terms and at agreed rates, resulting in income for Council are within the scope of both the Revenue Policy (FIN-017-P) and the Manual.

Examples of other commercial activities and revenue contracts include:

- Bus Shelter Advertising
- Landfill Gas Royalties
- Waste Management Sales

Where Council has a commercial opportunity that may be of interest to more than one party, a competitive market approach and Request for Proposal process should be released and managed as per the Manual. Final negotiated outcomes should be formally agreed by both parties through an

appropriately drafted revenue contract drafted in collaboration with PCG who will liaise with Legal Services. Best practice contract and financial management practices should be applied to revenue contracts as they are to any other commercial contract, including:

- Registering the contact within Council's Contract Management System
- Managing Performance
- Monitoring and Reconciling financial transactions and remittances, including the accuracy of rates and return

12 DISPOSAL

The disposal of a valuable non-current asset by a local government includes the disposal of all or any part of an interest in the asset. When an asset has been identified as requiring disposal, consideration should first be given to the various disposal methods before determining the most advantageous approach for Council. Common disposal methods include:

- Sale
- Trade-in
- Donation
- Destruction or scrapping
- Recycle, re-use, re-purpose

Each disposal method can present their own benefits, but also risks which must be considered on a case-by-case basis. Some common considerations include:

- Risk and Liability Assessment
- Performance and Condition Assessment
- Fit-for-purpose
- Safety considerations
- Historic connection
- Collection and Transportation
- Public Land Considerations
- Transfer of asset and risk
- Direct links to the Corporate Plan
- Additional approvals
- Responsibilities

The recommended disposal strategy must be documented and approved by the relevant Financial Delegate based on the written down value of the asset.

Where the disposal meets the criterial for a Non-current Asset (refer to Table 5 below), disposal via Request for Proposal or sale via auction is required.

Table 5: Thresholds for Non-Current Assets

Type of Non-Current Asset	Threshold
Land including leases	For all values
Plant and Equipment	≥ $5,000 (ex GST)
Any other type of non-current asset	≥ $10,000 (ex GST)

Where the disposal strategy recommends an alternative method, the Disposal Strategy will require a General Exception approval from PCG as per Section 8.11 of the Manual.

All disposal processes must be transparent and equitable and must not bias either individuals or individual organisations.

13 ROLES AND RESPONSIBILITIES

Council operates a centre-led procurement model which requires clearly defined roles and responsibilities to ensure all tasks and processes are performed successfully throughout all aspects of the procurement cycle. It is important to note that role titles are not linked to position titles. Standard roles within procurement and contract management include the following:

- **Procurement Lead** - The Procurement Lead is typically resourced from within the Business Unit for Routine, Leveraged and Focused procurement and within PCG for Strategic procurement. The Procurement Lead is responsible for:
  - leading the procurement process to source a suitable supplier
  - ensuring compliance to Council's procurement policies and processes
  - ensuring all relevant stakeholders have been consulted and supported in a compliant procurement process
  - ensuring all relevant considerations have been included in procurement documentation as approved by the relevant manager
  - ensuring high standards of probity and official conduct throughout the evaluation process
  - preparing the Evaluation Report and seeking Evaluation Committee endorsement
  - obtaining relevant financial approvals
  - contract award and handover to contract manager
- **Evaluation Committee Chair –**The Evaluation Committee Chair is responsible for:
  - ensuring that all probity documents are sent to, and completed by, all evaluation committee members
  - requesting committee members declare any actual, perceived or potential conflicts of interest prior to the commencement of the evaluation process and cite the Conflict of Interest Disclosure Forms are completed and recorded on the central register for managing conflicts of interest
  - ensuring that the evaluation process is conducted in an objective and fair manner
  - resolving any impasses for the evaluation committee and ensuring a genuine debate in moderation meetings
  - ensuring an accurate record is kept of the evaluation committee's deliberations
  - developing and forwarding the briefing note with the recommendations of the evaluation committee to the appropriate delegate for approval
  - if required, be available to provide feedback to any Respondent who seeks a debriefing session at the completion of the procurement process.

  The Evaluation Committee Chair may or may not be the Procurement Lead in an evaluation process.

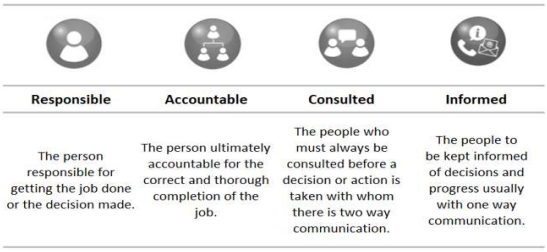
- **Evaluation Committee Member –**The evaluation committee is responsible for:
  - maintaining and promoting probity and confidentiality in the procurement process, including completing all required probity documentation
  - evaluating the proposals in accordance with the Evaluation Plan
  - documenting their individual reasons supporting evaluation scoring, clarifications, concerns, risks, conflicts, etc

- working together with other members to moderate scores and document supporting comments
- contributing to and reviewing evaluation documentation and report
- seeking approval to proceed with a contract with the preferred supplier
- contributing to and reviewing the completed Contract Award documentation to ensure that it accurately reflects the evaluation findings
- participate in debriefing unsuccessful supplier(s).

- **Probity Advisor** (if applicable) –is responsible for reviewing the Evaluation Plan and observing evaluation process (including attendance at meetings) to ensure appropriate levels of probity and procedural fairness.
- **Contract Owner** – accountable for the contract meeting business objectives within budget, managing the contract and may appoint a suitable Contract Manager to effectively manage the contract.
- **Contract Manager** – day-to-day management of the contract and the supplier relationship and includes any roles that support the administration of the contract and contract compliance.
- **Stakeholder -** Stakeholders are typically officers from the business area that are impacted by the contract outcomes or are main users of the contract or specialists who are involved in the procurement process.

13.1 Procurement Cycle RACI

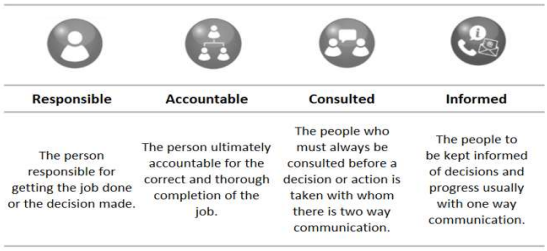
Council's Procurement Cycle RACI for a strategic procurement process, displayed in



Responsible	Accountable	Consulted	Informed
The person responsible for getting the job done or the decision made.	The person ultimately accountable for the correct and thorough completion of the job.	The people who must always be consulted before a decision or action is taken with whom there is two way communication.	The people to be kept informed of decisions and progress usually with one way communication.

6 below, serves as a tool to identify all the roles and responsibilities of each business function throughout the procurement cycle. RACI is defined as:

Table 6: RACI for strategic procurement process facilitated by PCG



Responsible	Accountable	Consulted	Informed
The person responsible for getting the job done or the decision made.	The person ultimately accountable for the correct and thorough completion of the job.	The people who must always be consulted before a decision or action is taken with whom there is two way communication.	The people to be kept informed of decisions and progress usually with one way communication.

PROCUREMENT CYCLE RACI MATRIX			
Procurement Lead	Contract Manager	Contract Owner	Stakeholder

Planning				
Undertake Research & Demand Analysis	R A C I	R A C I	R A C I	R A C I
Identify Key Stakeholders	R A C I	R A C I	R A C I	R A C I
Facilitate planning meeting	R A C I	R A C I	R A C I	R A C I
Procurement Plan	R A C I	R A C I	R A C I	R A C I
Specification & Performance Measures	R A C I	R A C I	R A C I	R A C I
Evaluation Plan & Matrix	R A C I	R A C I	R A C I	R A C I
Probity Plan	R A C I	R A C I	R A C I	R A C I
Finalise Sourcing Documents	R A C I	R A C I	R A C I	R A C I
Sourcing				
Issue Invitation to Market	R A C I	R A C I	R A C I	R A C I
Update RCC Website *(open market RFPs only)*	R A C I	R A C I	R A C I	R A C I
RFP Briefing *(if applicable)*	R A C I	R A C I	R A C I	R A C I
Site Visit *(if applicable)*	R A C I	R A C I	R A C I	R A C I
Enquiries & Clarifications	R A C I	R A C I	R A C I	R A C I
Evaluation	R A C I	R A C I	R A C I	R A C I
Award Documents & Recommendation	R A C I	R A C I	R A C I	R A C I
Facilitate Contract Execution	R A C I	R A C I	R A C I	R A C I
Register contracts in CiA	R A C I	R A C I	R A C I	R A C I
Debrief Unsuccessful Respondents	R A C I	R A C I	R A C I	R A C I
Contract Management				
Contract Management Plan	R A C I	R A C I	R A C I	R A C I
Supplier Onboarding & Compliance	R A C I	R A C I	R A C I	R A C I
Contract Handover	R A C I	R A C I	R A C I	R A C I
Transition & Contract Implementation	R A C I	R A C I	R A C I	R A C I
Managing Contract Administration	R A C I	R A C I	R A C I	R A C I
Managing Performance	R A C I	R A C I	R A C I	R A C I
Managing Extension, Renewals & Variations	R A C I	R A C I	R A C I	R A C I
Managing Relationships & Conflict	R A C I	R A C I	R A C I	R A C I
Conducting Reviews	R A C I	R A C I	R A C I	R A C I
Close-out/Transition	R A C I	R A C I	R A C I	R A C I

14 REPORTING

14.1 Publishing details of contracts worth ≥ $200,000

In accordance with section 237 of the LGR Council must, as soon as practicable after entering into a contractual arrangement worth $200,000 or more ex GST (calculated based on the

contract's total value over its initial term and any extension options) publish the relevant details of the contractual arrangement on Council's website.

PCG is responsible for publishing contract information by obtaining contract details from CiA Contracts. Where the procurement process has been Business Unit-led and the value of the contract is >$200,000 the contract manager is responsible for registering the contract in CiA. PCG Category Specialist will assist to register contracts..

15 PAYMENT AND PURCHASING METHODS

Council's finance system CI Anywhere (CIA) facilitates Council's purchase-to-pay (P2P) function including the generation of purchase requisitions, purchase orders, receipting and payment of invoices.

Table 7: Payment Methods

Payment Method	Description
Purchase Order (PO)	POs issued by Council reference and enforce PO Terms & Conditions under which Council will conduct business, taking precedence over all else unless the PO is raised under a contract. Where a PO is raised under or against a contract, the contract conditions will prevail. In this instance, contract reference numbers must be referenced on the PO. POs must be raised prior to a supplier commencing work. Invoices should not be received prior to a PO being raised. Purchase orders raised after the invoice is received will appear on the Orders after Invoice report that is reported to ELT. Exceptions to this are Workcover and Emergency Procurement. The amendment request must include reasoning for the amendment and must be approved by the appropriate financial delegate for the new aggregated order value prior to PCG approval and releasing. An amendment (change to a PO) should not be confused with a variation (change to a contract). A PO amendment may be required as a result of a contract variation.
Corporate Credit Card	Corporate credit cards are available for officers with appropriate finance delegation for Council purchases in line PRC-001-001-034-PR Corporate Purchasing Card Procedure.. Credit card purchases are primarily for one-off purchases from suppliers who are not in Council's supplier database. Refer to Council's Corporate Credit Card Procedure. The Corporate Purchase Card **can be used**: • to process allowable purchases up to the value of $5,000 without a purchase order (note: purchases greater than $5,000 will require an authorised purchase order to be raised). • to limit the need to add to the vendor (creditor) database those suppliers who only deal with Council either once or infrequently. • for emergency type expenditure incurred after-hours. Refer to PRC-001-001-034-PR Corporate Purchasing Card Procedure for how corporate credit cards **must not be used** to purchase goods or services. Some goods and services are prohibited from purchase by corporate credit cards such as:

- information management technology items (within prior approval from the CIO)
- alcohol (without prior approval from the CEO – excludes Redland Performing Art Centre (RPAC))
- chemicals or other dangerous goods
- plant/power tools
- gift cards

15.1 Purchase Requisitions

Requisitions must be raised for all Council purchases, except for

- purchases outlined in the non-order payments list (refer Accounts Payable); and
- purchases on Corporate Credit Cards, with the exception of the PCG Corporate Credit Card where a requisition showing all approvals is required for the purchase.

Requisitions must include:

I. attachments that provide supporting documents associated with the purchase (e.g., quotes, contracts, briefing note etc.)
II. an accurate line-item description of the goods/services
III. accurate budget and accounting codes
IV. reference to Council, Local Buy, or state government contract reference numbers (where applicable)

Where the above information is not included, requisitions will be rejected back to the requisition approver for rectification. Once accurate and approved, requisition will be released into a PO and sent to the supplier. Council officers cannot raise and approve their own requisitions, thus, review and approval by an independent officer with appropriate delegation is required. Refer to the Raise a Requisition for Non-Inventory Goods and Services Procedure.

15.2 Purchase Order

A purchase order is required to be raised **prior** to the engagement of suppliers for the purchase of goods or services. Purchase orders raised after the invoice is received will appear on the Orders after Invoice report that is reported to ELT.

Where an invoice is received from the supplier prior to the purchase order date, it can indicate poor administrative practices or a possible breach of Council Policy. Where there is a genuine reason for the order to be raised after the invoice is received eg emergency works, then that reason should be documented on the requisition.

Purchase Orders commit funds to the Business Unit's general ledger for monitoring.

POs issued by Council reference and enforce PO Terms & Conditions under which Council will conduct business, taking precedence over all else unless the PO is raised under a contract. Where a PO is raised under or against a contract, the contract conditions will prevail. In this instance, contract reference numbers must be referenced on the PO.

Purchase order amendments may only be carried out by the PCG. An amendment must be approved by a delegated officer with sufficient financial delegation for the entire new aggregated order value including the amendment.

16 OTHER CONSIDERATIONS

16.1 Bulk Orders

Bulk orders are purchase orders raised with the purpose of having multiple low value invoices receipted against it without raising a new requisition for each purchase.

Whilst bulk orders can facilitate operational efficiencies, they are a **payment method only** and should only be used as a result of a procurement process or based on an approved procurement strategy that supports the selection and ongoing use of the specific supplier/s for the defined scope of services for which the bulk order has been raised.

The use of bulk orders to circumvent necessary approvals and/or procurement threshold requirements is considered a form of order splitting and is a breach of Council's Procurement Policy and this Manual.

All applications of bulk orders must comply with the Contracts Manual (including thresholds as set out in section 6.3) and adhere to the Sound Contracting Principles.

It is important to note that whilst bulk orders can reduce purchase order volume and generate some operational efficiencies for frequently used suppliers, they also require proactive and timely receipting and invoice matching to reconcile the goods/services delivered against the total order cost. It is important to track and manage the reconciliation process as unreconciled receipts and payments result in the order locking, being unable to close or cancel and being retained as open commitments against Business Unit budget codes.

To assist with preventing unreconciled and locked orders, the following practices apply to bulk orders:

- Bulk orders should be used where there is an existing contract, preferred supplier and/or procurement strategy
- Bulk orders should be used for commodity goods or services with an agreed schedule of rates (i.e payment for time, not specified outcome)
- Bulk orders can be raised for a maximum period of 12 months. Where there are a high number of transactions, quarterly orders are recommended to ensure ease of reconciliation.
- Goods receipting and invoice matching processes must be completed as soon as possible after acceptance/delivery of the goods/services
- All goods receipting and invoice matching processes must be accurately reconciled and finalised and the order closed or completed prior to end of financial year.

Bulk orders will not be transmitted or sent to suppliers and the Business Unit must provide the supplier with bulk order numbers for invoicing purposes.

16.2 Receipting of Goods and Services

Receipting of goods and services is to be done by officers without financial delegation to ensure segregation of duties. Receipting of goods and services should occur upon receipt of invoice, delivery docket, or on authority of officer confirming delivery of goods or service. Verbal receipt confirmation must be documented in CIA. Receipting should occur as soon as practical to time of delivery.

Officers must check invoice against quotes for accuracy of quoted delivery and price. When purchasing from an arrangement with schedule of rates, the schedule must be checked at time of receipt to ensure contract compliance. Invoices must contain a PO number or are to be

rejected back to the supplier for rectification. Refer to PRC-001-001-009-PR Receipt of Goods and Services Procedure.

16.3Upfront Payments/Deposits

Council's preferred payment terms are 30 days from date of invoice. Upfront payments should be avoided where possible and should not exceed 50%. Where a 100% upfront payment is required, the officer must seek advice from PCG to ensure that clear contractual terms are developed.

16.4Online Ordering

Purchasing online should be limited to low risk and low value purchases which are usually paid by credit card. However, it is also an option for overseas purchases where there is no Australian bank account for payment and is restricted to the credit card purchase limit.

Check the terms and conditions of the online purchase and understand if there is an automatic renewal which may charge an additional amount to the credit card used in the initial online purchase.

Refer to PCG or Information Management for any purchases related to subscriptions for access to IT applications eg. SurveyMonkey or Mentimeter.

16.5Complaints process

Council officers that wish to raise a complaint relating to a procurement and contract management process or any perceived or actual fraudulent activity must submit complaints in accordance with GOV-008-001-G Public Interest Disclosure Priority Guideline.

Version Information

Version No.	Date	Key Changes
1	July 2023	Adopted by Council on 19 July 2023

2	July 2024	• Providing clarity in sections:
		  ○ 5.2 - segregation of duties
		  ○ 5.9 order splitting
		  ○ 8.0 sourcing strategy, market approach and contract types and new Table 4, commercial models, forecast benefits
		• Deleted Figures 5 to 8 in section 6
		• Updated section 8.11 with new types of Exceptions to standard procurement process
		• New Section 11 for Revenue Contracts
		• Updated Section 12 for Disposals
		• Update section 16.1 Bulk Orders with definition and business rules
		• Updates to process map overviews in Appendices
		• New Appendix setting out key definitions for the Manual

3	July 2025	• Incorporate Council's Financial Strategy by reference at section 1.1 • Clarified types of real property at section 1.4 Out of Scope • ICT Procurement is centralised to PCG and IM. sections 2.1, 2.2 and 6 updated accordingly • Figure 1 Procurement Framework replaced to include procurement categories • New section 4.2 to reinforce the process for sub-delegations • Further clarity provided for Order Splitting to include contracts and payments in addition to purchase orders and requisitions • Remove duplication at section 8.6 Forecast Benefits • Update at section 8.6.2 to include professional services form of contract • Referencing to new CiA supply chain management modules (Sourcing and Contracts) and remove reference to old contract management system Portt • Amended section 8.8 Commercial Model an pricing structure to provide clarity on types of pricing structures • New section 9.1.1 to include requirement to approve procurement via CiA Sourcing Module • Removed QTenders in section 9.1.2 as QTenders is decommissioned. VendorPanel is the government esourcing tool for buying off State Government arrangements • Remove reference to RFQ in heading of evaluation process at section 9.3.1 as the section is based on a strategic procurement process • Section 9.3.2 updated to include interviews and solution demonstrations and clarifying proposals • Remove section 14.2 and requirement for Council to update Annual Report of any changes to tenders. The requirement of s190 (e) of LGR 2012 refers to Default Contracting Procedures and Council operates under Strategic Contracting Procedures • Amended section 15 and Table 7 to refer to PRC-001-001-034-PR Corporate Purchasing Card Procedure and not reiterate or be prescriptive in this Manual due to version control owned and managed by Financial Services • References to Legal Services removed and replaced with PCG for contractual matters. PCG will liaise with Legal Services where required. • Process overviews in Annexures updated to reflect new CiA modules.

SCHEDULE A – PROCUREMENT TEMPLATES

Procurement Templates		
Stage	**Document Name**	**Description**
1 - Plan	**Light Touch Procurement & Evaluation Plan**	Describes the requirements for the activity, confirms availability of budget, and outlines the sourcing strategy for low value low risk procurement processes.
	Strategic Procurement Plan	Describes the requirements for the activity, confirms availability of budget, and outlines the sourcing strategy for strategic procurement activities. The information provided, and the analysis and research undertaken, should be proportionate to the expenditure, risk and complexity of the initiative.
	Significant Contracting Plan	Describes the following: • the objectives of the significant contract; • how the objectives are to be achieved; • how achievement of the objectives will be measured; • any alternative ways of achieving the objectives, and why the alternative ways were not adopted; • the proposed contractual arrangements for the activity; and • a risk analysis of the market in which the contract is to happen.
	Exception Request Form	Provides an overview of the requirement for the goods or services to be procured, the reasons for selecting the proposed supplier, and a summary of the justifications for the direct negotiation (non-standard) sourcing strategy
	Strategic Evaluation Plan	Used to document the evaluation process and methodology. The evaluation criteria in the plan must match the evaluation criteria in the RFP document. This document should be tailored to the needs of Council and the procurement activity concerned (e.g. rating scored and methodologies).
2 - Source	**Request for Proposal – Goods and Services and Professional Services**	Used for engagements of suppliers of professional services. Professional Services are non-physical products or services that individuals or companies provide to help manage or improve a specific area of business e.g., architects, accountants, lawyers, management consultants, urban planning, financial planning, advertising, etc.
	Request for Proposal Minor Works and Services	Used for minor works. Minor works can be defined as construction works undertaken on existing structures, requiring no prior approvals, no plan reviews, nor altering an any way the structural members of a building.

Procurement Templates		
Stage	**Document Name**	**Description**
	Negotiation Plan	Used to outline how Council will manage the negotiation process with one or more preferred suppliers prior to finalising the award of the contract. The Plan list the various *'do's and don'ts'* of the negotiation process. It assists the relevant negotiation team in complying with legal, ethical and operational requirements consistent with relevant legislation, regulation and policies.
	Evaluation Report	Documents the evaluation process used for selection of shortlisted or preferred supplier selection. It is to be presented to the appropriate delegate within Council to confirm the shortlisted/preferred supplier selection.
3 - Manage	**Contract Approval Form**	The contract approval mechanism detailing the contract summary and any risks and benefits of executing the contract and annexes the final negotiated contract/quote/proposal. Utilised for Leveraged (<$450,000) and Focused contracts that can be executed by a Financial Delegate up to Group Manager.
	Briefing Note for Contract Award	The contract approval mechanism detailing the contract summary and any risks and benefits of executing the contract and annexes the final negotiated contract. May annexe a copy of the supplier's final offer. Utilised for Leveraged (>$450,000) and Strategic contracts requiring approval and execution by the Executive Leadership Team (ELT).
3 - Manage	**Contract Management Plan**	Outlines the obligations of the Contract Owner for management of the Contract following award up to and including contract close-out. It provides an overview of the governance of the Contract from a financial, operational and performance reporting perspective.
	Kick-off meeting agenda template	Outlines the main topics to be covered during the first post Contract award meeting between Council and the successfully selected supplier to undertake the respective procurement activity. The agenda aims to introduce the project team, clarify roles and responsibilities, as well as establish a mutual understanding of the contract's goals and objectives.
	Kick-off meeting minute template	Used to record and distribute to attendees and relevant parties a summary of all discussions, clarifications, expectations, and items to be followed up or action on, amongst other topics that are raised during the relevant contract kick-off meeting.
	Variation Request Form Briefing Note	A request for a variation to the contract/agreement including a change to any services or deliverables, contract sum.
	Contract Performance Review meeting	Used to prepare for a review of contract performance and to facilitate supplier review meetings. Main topics for discussion (from both contracting parties) are to be outlined in this template prior to the meeting.

Procurement Templates		
Stage	**Document Name**	**Description**
	(internal) agenda template	
	Contract Performance Review meeting (internal) minute template	Used to record and distribute all attendees and relevant parties a summary of all discussions, clarifications, expectations, and items to be followed up or action on, amongst other topics that are raised during the relevant Contract Performance Review meeting.
	Certificate of Practical completion – PDG template	Formal notification that the contract deliverables have been completed in accordance with the contract stipulations and any statutory requirements applying to the works, without any defects or omissions.
	Notification to the supplier of release of security or retention monies – PDG template	Notification that the form of security mutually agreed to protect Council for the contract in question has been ceased and released to the supplier. Shall Council be withholding a specific sum of money from the supplier's progress payments, or if there are securities in place (such as Bank Guarantees), these will no longer apply upon this notification being issued.

SCHEDULE B - EVALUATION PLANNING CONSIDERATIONS

Evaluation Committee

An evaluation committee must be established for all procurement processes other than those classified as routine. The Evaluation committee should be comprised of Council officers with the relevant skills, experience and independence to carry out the detailed evaluation of proposals in accordance with the evaluation plan.

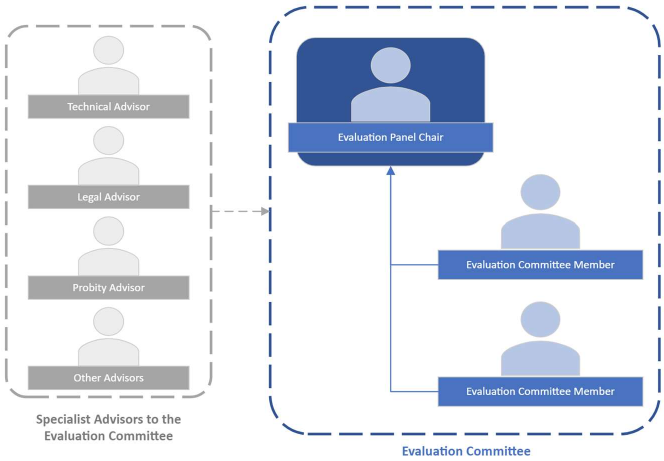
The committee must comprise at least two (2) evaluation committee members although there is a preference to have 3 evaluation committee members, see Figure 10 below. Where weighted or scored evaluations are being conducted, all Panel members should score independently of each other and then moderate to a final score per supplier. In some cases, collective panel scoring may be appropriate, however the evaluation plan should clearly articulate this as the evaluation strategy and the process for resolving any variances or disputes between panel members. All panel member comments and overall collective reasoning for awarded scoring must be documented and included in the evaluation report.

If determined that PCG is involved in the procurement process eg. strategic high risk high value procurements, then the Procurement Lead will be a member of the evaluation committee.

The Evaluation Committee may require advice from specialists on various financial and commercial, legal, planning and technical matters to assist them to make informed evaluations. Advisors shall be non-scoring for the purposes of non-price evaluations and are only to be provided with the relevant section(s) of the Response/s.

Any personnel involved in a procurement process must declare any perceived, potential or actual conflicts of interests prior to commencing the procurement process.

Figure 10: Evaluation Committee Overview

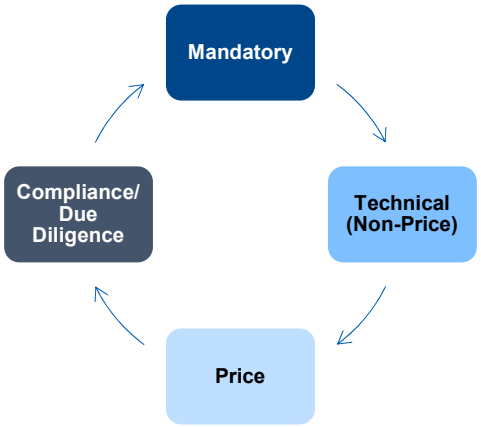


Evaluation Criteria

Evaluation criteria, see Figure 11 below, are an important component in achieving value for money. Evaluation criteria and weightings should take into consideration not only cost factors,

but other non-cost factors, along with the advancement of relevant economic, environmental, and social objectives. The sophistication and specificity of the evaluation criteria will vary depending on the complexity and value of the activity.

Figure 11: Evaluation Criteria



VI. Mandatory Criteria (pass/fail criteria)

Mandatory requirements are minimum standards that suppliers must meet to participate in the procurement process. Mandatory criteria are only set if they are compulsory for the outcome and enhance the procurement process (for example, insurances including workers compensation, licences, certifications).

Any potential supplier who does not meet the mandatory requirements will not be considered further. The RFX documents must clearly identify to the supplier any mandatory criteria applied to the procurement activity.

VII. Technical (Non-Price) Criteria

Technical criteria (non-price criteria) are used to assess suppliers' experience and ability to undertake the requirements, including assessing the supplier's work health and safety practices.

Weightings appropriate to the needs of Council and each specific procurement must be applied to the non-price criteria. Table 8 outlines evaluation criteria that may be used.

An evaluation criterion for "Local Business and Benefit" must be included in all Requests for Proposal and be allocated a minimum weighting of 15%. Further details on evaluating Local Benefits are outlined in SCHEDULE C – Local Business.

Table 8: Evaluation Criteria

General Criteria	Project Specific Criteria	Targeted Criteria (considered on case by case basis)
• organisational capability/ previous experience • methodology and/or proposed approach • resource availability • performance capability	• project personnel and their competencies • methodology for the project including program	• social value • sustainability/environmental consideration • Customer Experience • past performance

• risk management • environmental management • quality assurance systems • previous performance record • occupational health and safety management • industrial relations management • Local Business and Benefit • Client References	• a project health and safety management plan • systems proposed for the project • the capacity and current commitments of key personnel • insurances • the response to government policies that apply to the project	• management and technical skills • management and reporting systems and capability • transition plans

VIII. Price

Price Criteria are used to assess the total cost of the goods or services for the life of the contract. Cost-related factors may include up-front price, whole-of-life cost, and transaction costs associated with the acquisition, use, holding, maintenance, and disposal.

The most commonly used price evaluation methodologies are included in Table 99 below:

Table 9: Price Evaluation Methodologies

Methodology	Description	Application
Lowest cost, technically compliant	Technical cut off score where price is the driving factor (i.e., 60%). Awarded to the lowest cost tender.	Used for routine/ transactional activities. Appropriate when suppliers only need to be technically acceptable, and value for money is achieved with lowest evaluated price (i.e., stationary / computer / lab equipment supply)
Weighted methodology	Price and non-price or technical factors are weighted in accordance with the procurement drivers (i.e., where technical and quality are the driver, you may weight them 80% and price 20%). The price weighting should be applied using a robust price scoring method.	Technical, one off, or specialised procurements where outcomes are the driving factor to achieve value for money over price.
Value for money ratio	$VFM\ Ratio: = \left(\frac{Total\ Weighted\ Non\ Price\ Score\ for\ Supplier}{Normalised\ Tendered\ cost}\right)$ When dealing with large pricing units, the fraction will be multiplied by the common unit of pricing	This can be used for various procurement types where value for money is the driving factor.

Methodology	Description	Application
	(e.g., thousand, ten thousand, hundred thousand, million) to scale the ratio. The higher the score, the better value for money the offer provides (i.e., a high scoring offer with a low cost will result in a higher score as it offers good value for money).	
Normalised Price Scoring	Utilisation of a formula where the lowest normalised price is allocated the highest score possible and higher prices are allocated a score relative to the lowest price. $Price\ Score: = \frac{Lowest\ Normalised\ Tender\ Price\ x\ 5}{Supplier's\ Normalised\ Price}$ Normalised price scoring may be applied to the weighted methodology outlined above.	To be used where a price score is required to determine the evaluation outcome.

Bespoke evaluation methodologies may be developed on an as-required basis.

IX. Compliance / Due Diligence

This criterion is used to assess whether there is any commercial risk posed by the Supplier. It generally encompasses the following type of criteria:

- Compliance with the Conditions of Offer
- Compliance with Contractual Standards / Terms and Conditions and if any of the proposed departures would require significant or lengthy negotiations
- Provision of correct supplier details (via ABN look-up and/or ASIC check/s)
- Supplier stability and reliability, including supplier checks, for example (but not limited to):
    i. Reference checks
    ii. Financial viability / assessment (in conjunction with Finance)
    iii. Australian Securities & Investment Commission (ASIC) business check
    iv. Credit check (for example, Dun & Bradstreet)

Suppliers offering unacceptable levels of risk may be excluded from further consideration.

Presentations / Interviews / Other

The evaluation may involve presentations, site visits, sample testing and other steps. It is important to ensure that the evaluation committee follow the requirements of the evaluation plan while undertaking these steps in the evaluation process. It is also important to ensure that records of such steps are detailed and kept on file. Probity protocols for site visits should be established and all activities should be documented.

SCHEDULE C - LOCAL BUSINESS

The local business component must be scored using the following 0-10 methodology primarily based on the Respondent's location, employment of local Redlands staff and other local benefits.

Local Business Scoring Methodology

0	Respondent located internationally and providing services from an international location.
1	Respondent located interstate and providing services from an interstate location.
2	Respondent located interstate but will be using Queensland staff and suppliers.
3	Respondent located interstate but will be using Redlands staff and suppliers. This may include the use of local accommodation, car hire business, fuel services and food locations.
4	Respondent located within Queensland and providing goods, services or works from within Queensland.
5	Respondent located within neighbouring Councils of Logan, Brisbane and Gold Coast City Council areas and will NOT use local Redlands staff, suppliers and subcontractors.
6	Respondent located within Queensland but will be using some Redlands staff and suppliers. This may include using some local Redlands staff, suppliers and subcontractors.
7	Respondent located within neighbouring Councils of Logan, Brisbane and Gold Coast City Council areas using some (less than 50%) local Redlands staff, suppliers and subcontractors.
8	Respondent located within neighbouring Councils of Logan, Brisbane and Gold Coast City Council areas using mostly (50% and up) local Redlands staff, suppliers and subcontractors.
9	Respondent located in Redlands or developing a local office of facility, using mostly (less than 70%) local Redlands staff, suppliers and subcontractors.
10	Respondent located in Redlands using 70% - 100% local staff, suppliers and subcontractors.

The local benefit components (listed below) are scored using the standard 0-10 scoring methodology. They are typically evaluated as a 'whole' with the overall weighting combined with Local Business totalling a minimum of 15% of the total score. It is at the discretion of the evaluation committee as to how the minimum 15% weighting is divided between Local Business and Local Benefit.

Local Benefit	Description
Business Location	The number of business offices or sites located in the Redlands area
Jobs	The number of local jobs supported by the procurement activity
Supply chain	The number or amount of use of local suppliers, manufacturers and supply chain directly relating to the supply or manufacture of goods and/or services
Education & Training	The number of local apprenticeships and traineeships supported by the procurement activity

First Nations People jobs	The number of local First Nations People jobs supported by the procurement activity
Socio-economic	The interest, engagement and support of local community and sporting groups and activities
Reporting	Contract Management plan to indicate how the above will be measured and reported on during the life of the contract

SCHEDULE D – CONTRACT TYPES

Contract Types	Description	Appropriate Use
Goods & Services Contracts		
Purchase Order Conditions	Conditions of the purchase order, which is the instrument that the goods or services will be supplied in accordance with.	
Council Standard Contracts	Simple contracts for Goods & Services or Professional Services under standard but specific Council T&Cs. Schedules set out specification, performance monitoring arrangements, charges and payments.	
Council Contract from RCC Register of Pre-qualified Suppliers	Overarching agreements created by Council to enable simpler establishment of contracts if market is competitive. Suppliers are pre-qualified through a competitive procurement process and each register of pre-qualified suppliers has its own purchasing conditions.	
Council Contract from Local Buy or QLD Gov Register of Pre-qualified Suppliers	Overarching agreements created by LGAQ/QLD Gov to support government agencies in accessing goods/services through a quote process rather than by a tender. Suppliers are pre-qualified through a competitive procurement process and individual contracts are generally established by job, project or annual spend.	
Council Contract from WoG Arrangement	SOA owned by QLD Gov, Council eligibility and customer registration requirement to be clarified with the SOA contact. To find an SOA, search the Queensland Contracts Directory public site. For ICT SOAs, refer to the Queensland Information Technology Contracting (QITC) framework, providing guidance on how to buy ICT products and services.	
Contracts with Supplier T&Cs	Supplier T&Cs are typically written in favour of the supplier (less liability and financial risk) and can conflict Councils standard legal position/s, thus not Council's preferred option. Prior to accepting/signing supplier contracts, PCG must review if the level of risk is acceptable to Council. PCG will liaise with Legal Services,where required.	ICT-related products, services, software licences, Subscriptions, Venue hire, Online purchases, Credit applications
Council Bespoke Contracts	More comprehensive Council T&Cs written specifically for more complex requirements and financial models (e.g. Revenue, Expense & Revenue, Cost-neutral/no cost to Council, Grant funded). PCG may require Legal Services to draft suitable clauses, commission a specialised contract	'Strategic' and 'focused' procurements with high complexity and/or risk

Contract Types	Description	Appropriate Use
	or seek advice from external legal firms (time-consuming and additional costs).	
Valuable Non-Current Asset Contracts	Contract for the disposal or sale of a valuable non-current asset, including for land, plant and equipment. Council sets the thresholds for when a contract of this type is to be entered into by a tender process or by auction: - for land (incl. leases) all values - for plant and equipment ≥ $5K - any other type of non-current asset ≥ $10K	Mandatory for non-current assets in line the relevant threshold value
RCC Arrangements		
Preferred Supplier Arrangement	Contracts for the delivery of goods/ services under a specific category. Arrangement may have contracts with multiple suppliers delivering only portions of the arrangement, or one supplier to provide all. See *Contract Register* and *Contract Management Plan* to determine if the supplier can be engaged to deliver the scope of work.	If purchasing power of Council can be leveraged Improved control and consistency to deliver savings and efficiencies
Pre-qualified Supplier Arrangement	Overarching agreements to enable simpler establishment of contracts for certain goods/services where market is competitive. Suppliers are pre-qualified through a competitive procurement process; individual contracts are established by job. Each register of pre-qualified suppliers has its own conditions for purchasing from the arrangement.	Low value goods/ services purchased frequently; substantial total aggregated value; competition can deliver better value for money
Building & Construction Contracts		
Australian Standards Contracts (AS4300 & AS2124)	Standard forms of contract used across construction industry typically to include special conditions for delivery of a specific project and Council-specific requirements.	Building and construction projects of any value
Council Standard Contract (Minor Works Contract)	Council's standard form of contract for the completion of minor infrastructure works, under standard but specific Council T&Cs.	

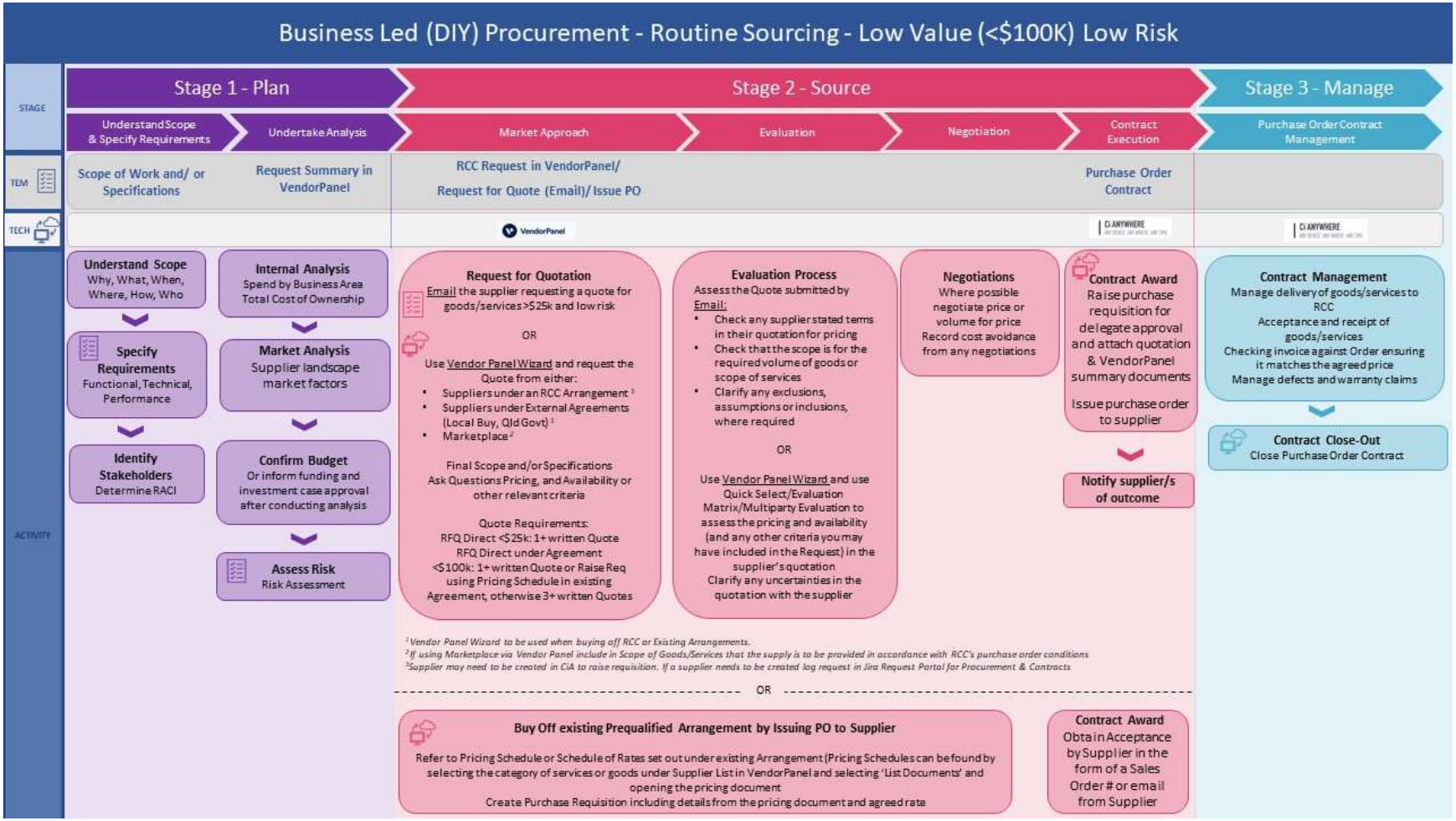
SCSCHEDULE E – SUSTAINABILITY CONSIDERATIONS

Environmental	
Reducation of Co2 emissions	• Less energy consumed by Council • Suppliers who are committed to reduction of energy eg. Solar savers, investing in alternative energy or offsetting carbon emissions
Minimising waste production	• Reduced use of non-renewable resources • Reduced demand for raw materials and natural resources • Reduction in waste • Suppliers commits to utilsiing recyclable content in building and construction materials such as concrete and asphalt • Suppliers commit to recycling programs • Suppliers commits to using sustainably sourced FSC certified timber products in buildings
Environmentally sustainable business practices	• Suppliers that demonstrate their sustainably business practices through: • Formal EMS • ISO accreditation • Environmental management policies and procedures
Reducing water consumption and impact of bio-diversity	• Less water used and less impact on water quality • Activities don't threaten natural habitats • Suppliers commit to reduction of water use in production techniques or use of rainwater tanks on site
Social procurement	
Bundle	• Joining together to increase the size and scope of the procurement process to enable a social or sustainable solution
Unbundle	• Decreasing the size and scope of a project/contract where social enterprises or Aboriginal businesses in the supply market do not have the capacity to meet the full size of scope
Evaluation criteria or targets for delivering social value	• Asking all suppliers to demonstrate impact, while communicating to the market the importance placed on social value
Evaluation criteria or targets for subcontracting	• Higher value contracts can require or encourage suppliers to incorporate social enterprises or Aboriginal businesses in their supply chain
Targeted sourcing (see exemption section)	• Allowing direct sourcing from known social enterprises with demonstrated capability.

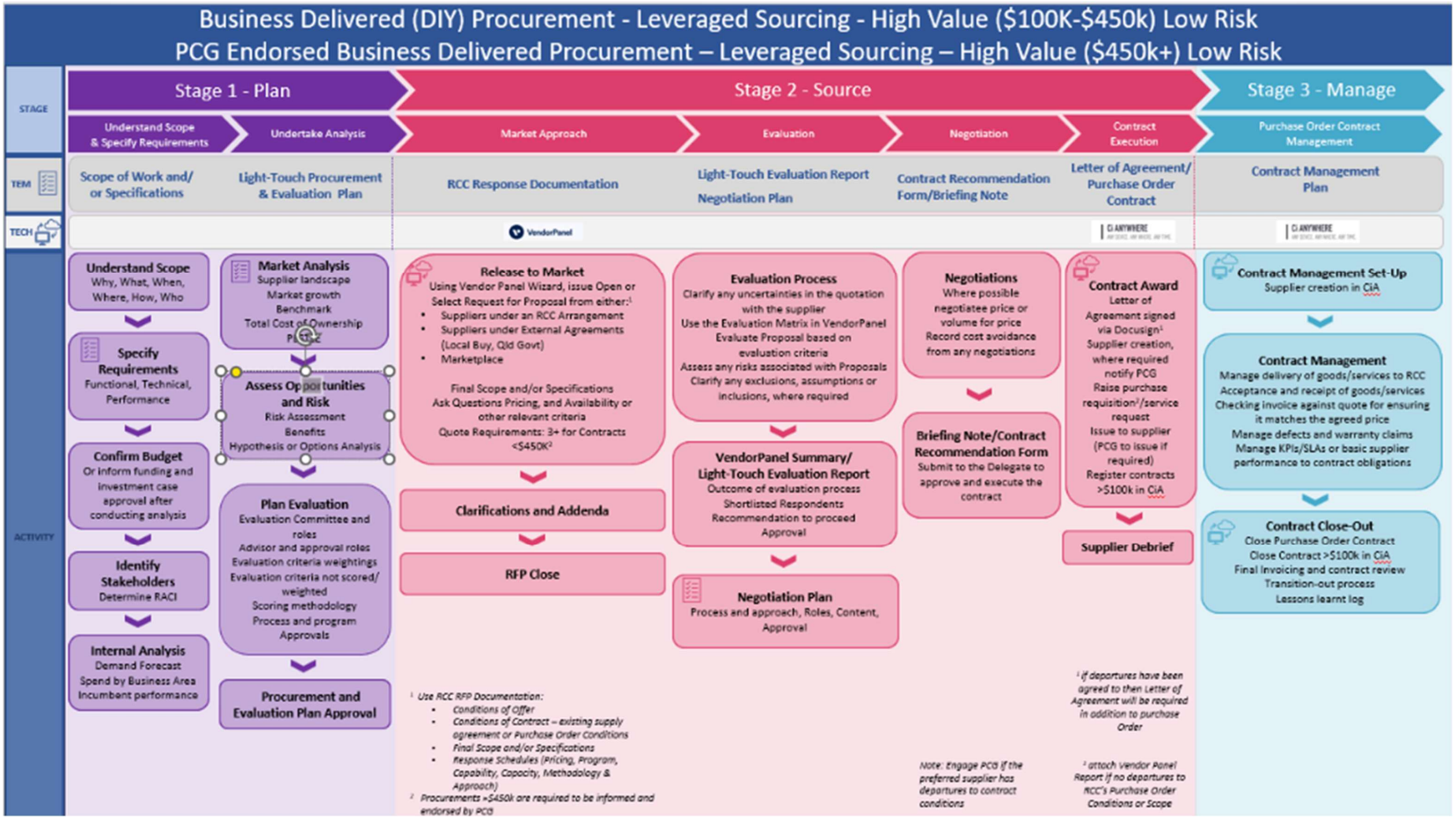
SCHEDULE F – DEFINITIONS AND ABBREVIATIONS

Term	Definition
Aggregate value	The total or combined estimated worth or cost of goods, services, or contracts over a specified period or within a particular scope.
Annual Contracting Plan	See section 220 of the Local Government Regulation 2012.
Business Unit	A functional area within a Redland City Council team or group.
CiA	CiAnywhere – Council Financial Management System
Customer Experience	Customer experience is the way a customer thinks and feels about their entire customer journey, from first thinking about interacting with Council until their journey ends. The Customer Experience Strategy 2022–2032 is a catalyst project in Our Future Redlands, A Corporate Plan to 2026 and Beyond.
Evaluation Criteria	Specific standards or criteria used to assess proposals from potential suppliers.
Exception	A deviation from standard procurement procedures as defined in this Manual due to specific circumstances that warrant special consideration or approval.
Expression of Interest (EOI)	A request to the market to designed to illicit interest, availability and capability from potential suppliers regarding a specific project or requirement.
Local Buy	An entity established by the Local Government Association of Queensland (LGAQ) to facilitate procurement processes for local government entities, non-profit organisations, and government-owned corporations.
Local Buy Arrangements	An arrangement of prequalified suppliers established by Local Buy for sourcing procurement requests.
Local Government Act (LGA)	Local Government Act 2009
Local Government Association of Queensland (LGAQ)	See section 234 of the Local Government Regulation 2012.
Local Government Regulation (LGR)	Local Government Regulation 2012.
Prequalified Supplier	A supplier who has met specific criteria set in a procurement process and demonstrated their capability, reliability, and suitability to participate in future procurement requests.
Procurement activity	All activities that relate to the making and entering into a contract for carrying out work, or the provision of goods and services, or the disposal of non-current assets
Purchase Order	A document issued to a supplier, indicating types, quantities, and agreed prices for products or services. It serves as a contract between the two parties, detailing what is being purchased and under what terms.

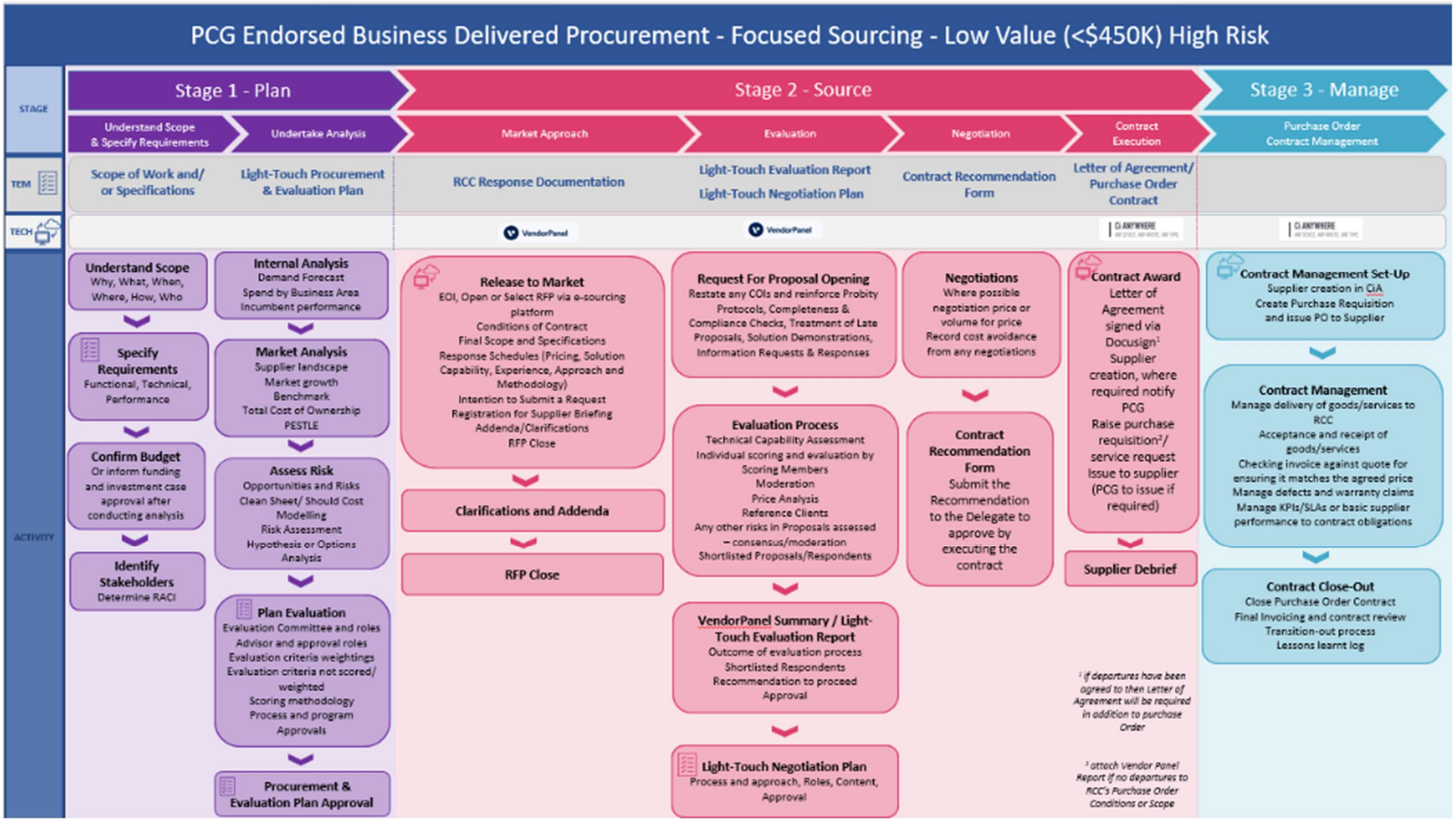
ANNEXURE A – ROUTINE BUSINESS UNIT DIY PROCESS WORKFLOW



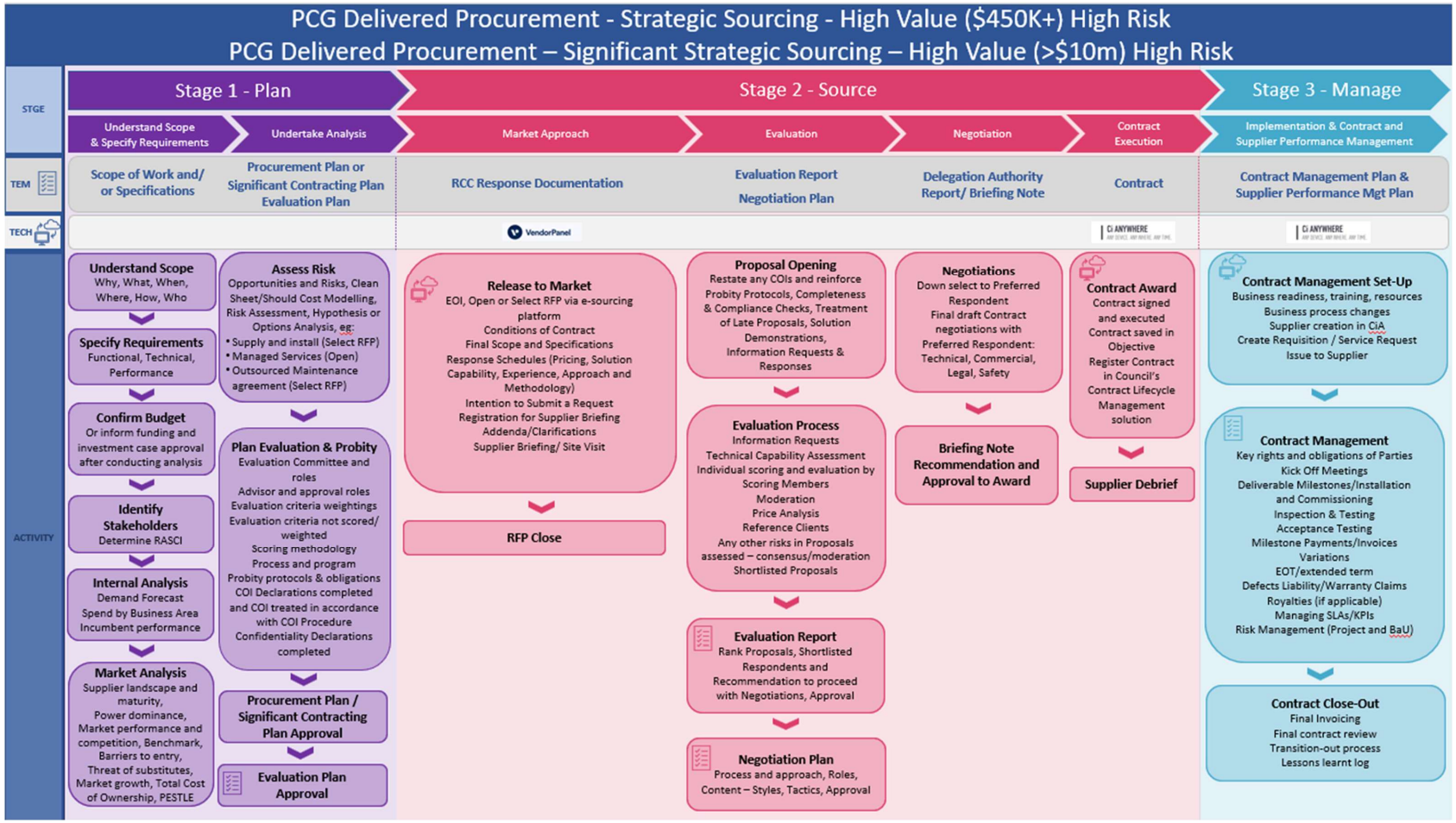
ANNEXURE B – LEVERAGED BUSINESS UNIT DIY PROCESS WORKFLOW



ANNEXURE C – FOCUSED PCG DELIVERED PROCESS WORKFLOW



ANNEXURE D – STRATEGIC PCG DELIVERED PROCESS WORKFLOW



Procurement and Contracts Manual

Commences 17 July 2025

CONTENTS

1 Purpose and application 5

1.1. Purpose 5

1.2. Application 5

1.3. Scope 5

1.4. Out of Scope 5

2 Procurement Function 5

2.1 Centre-Led Model 5

3 Procurement Framework 6

3.1 Sound Contracting Principles 7

3.2 Strategic Contracting Procedures 7

4 Financial Delegations 8

4.1 General Goods & Services 8

4.2 Sub-delegations 9

4.3 Approval of Variations 9

5 Ethical behaviour in procurement 9

5.1 Conduct 9

5.2 Segregation of Duties 10

5.3 Probity 10

5.4 Record Keeping 11

5.5 Confidentiality and Security 11

5.6 Conflict of Interest 12

5.7 Gifts, Hospitality, and Other Benefits 13

5.8 Offers of Employment 13

5.9 Order Splitting 13

5.10 Mistakes 14

6 Procurement Classification 14

6.1 Value / Risk Approach 14

6.2 Staged Procurement Process 15

6.3 Procurement Thresholds 15

6.4 Routine (DIY) Process Summary 17

6.5 Leveraged Process Summary (<$450K DIY Business Unit / >$450K PCG Endorsed and Business Unit Delivered) 17

6.6 Focused Process Summary (PCG Endorsed and Business Unit Delivered) 18

6.7 Strategic Process Summary (PCG Delivered) 18
7 Procurement Cycle 19
8 Stage 1 - Plan 19
8.1 Specify Requirements 20
8.2 Confirm Budget and Cost 20
8.3 Identify Stakeholders 21
8.4 Forecast Benefits 21
8.5 Assess Risk 22
8.6 Sourcing Strategy 22
8.7 Develop Strategy/ Plan 25
8.8 Determine Commercial Model/ Pricing Structure 25
8.9 Develop Response Documentation 26
8.10 Plan Evaluation 26
8.11 Exceptions from Standard Procurement 28
9 Stage 2 – Source 31
9.1 Procurement e-Sourcing Platforms and Release to Market 31
9.2 Supplier / Market Engagement 31
9.3 Evaluation Process 31
9.4 Evaluation Report 34
9.5 Negotiations 34
9.6 Contract Award 34
9.7 Supplier Debrief 34
10 Stage 3 – Manage 35
10.1 Contract Management System - CiA 35
10.2 Contract Management Set-Up 36
10.3 Contract Management 36
10.4 Contract Close-Out 38
11 Revenue Contracts 38
12 Disposal 39
13 Roles and Responsibilities 40
13.1 Procurement Cycle RACI 41
14 Reporting 42
14.1 Publishing details of contracts worth ≥ $200,000 42
15 Payment and purchasing methods 43
15.1 Purchase Requisitions 44

15.2 Purchase Order....44

16 Other Considerations....45

16.1 Bulk Orders....45

16.2 Receipting of Goods and Services....45

16.3 Upfront Payments/Deposits....46

16.4 Online Ordering....46

16.5 Complaints process....46

Version Information....46

SCHEDULE A – Procurement Templates....48

SCHEDULE B - Evaluation Planning Considerations....51

SCHEDULE C - Local Business....55

SCHEDULE D – Contract Types....56

SCHEDULE E – Sustainability Considerations....58

SCHEDULE F – Definitions and Abbreviations....59

ANNEXURE A – Routine Business Unit DIY Process Workflow....60

ANNEXURE B – Leveraged Business Unit DIY Process Workflow....61

ANNEXURE C – Focused PCG delivered Process Workflow....62

ANNEXURE D – Strategic PCG delivered Process Workflow....63

1 PURPOSE AND APPLICATION

1.1. Purpose

The Procurement and Contracts Manual (the Manual) provides an overarching guide and directives for Council Officers (officers) to achieve efficient and effective procurement outcomes and to ensure that ethical and sound procurement practices underpin the achievement of value for money outcomes for Redland City Council (Council).

This Manual sets out the processes that apply to all procurement and contracting activities undertaken by Council.

The Manual is required under Section 222 of the Local Government Regulation 2012 and is consistent with, and supports, the achievement of the strategic direction stated in Council's Corporate Plan and Financial Strategy.

The Manual sets out procurement processes that align to the sustainability principles of Social, Economic, Governance and Environment to advance priorities and deliver on the strategic themes of the Corporate Plan and long-term goals.

1.2. Application

This Manual applies to anyone undertaking procurement activities for, or on behalf, of Council.

1.3. Scope

This Manual applies to procurement activities undertaken by Council as listed below:

- General Goods and Services;
- Professional Services (Contractors and Consultants);
- Disposal of non-current assets (refer to section 11); and
- Any other purchasing activities that are not included in section 1.4 below.

1.4. Out of Scope

The following procurement activities are out of scope:

- Real property (acquisition, leasing and sale of property);
- Donations and sponsorship; and
- Commercial acquisitions (land, businesses, rights).

2 PROCUREMENT FUNCTION

2.1 Centre-Led Model

Council utilises a centre-led procurement model where business units are empowered to undertake their own Do-it-yourself (DIY) sourcing activities with advice, guidance and support provided by the Procurement and Contract Group (PCG) as the process owner, in accordance with the Procurement Thresholds in section 6 of this Manual. The exception to DIY procurement is information communication and technology (ICT). All Procurement of ICT goods and services, including licensing, is centralised through PCG. Business units must consult with PCG and IM for procurement of any ICT goods and services.

PCG is responsible for:

- all ICT procurement
- supporting business units to manage supply risk;
- strategic sourcing services and advice;
- supplier performance management – centre led for higher value higher risk suppliers;
- contract management;
- Procurement performance reporting;
- Regulatory reporting;
- Implementation of continuous improvement initiatives;
- ensuring adequate procurement governance across Council's procurement activity including adherence to Sound Contracting Principles and promoting the use of local suppliers;
- developing and maintaining procurement processes, procedures, guidance and templates; and
- Development and delivery of procurement and contract management training.

2.2 Strategic Procurement Activity

To support centre-led procurement across Council, the Manual recognises the following business areas as having the ability to perform strategic sourcing for certain types of goods and services.

The following Groups are authorised to develop strategies and perform strategic and significant sourcing and contract management activities independently of PCG within defined categories of spend:

- **The Project Delivery Group (PDG)** – Construction services category including major design and construction contracts for the capital works program.
- **Waste Operations** – Waste category which includes waste collection contracts, waste recycling contracts, waste disposal contracts.

The above Groups must consult with PCG to undertake Significant Strategic sourcing activities (see section 6 for Significant Strategic).

The above Groups may undertake procurement activities for and on behalf of internal stakeholder business units in lieu of PCG, within their relevant spend category. All procurement activities overseen and/or managed by the above Groups must be delivered in accordance with this Manual and related policies, procedures and processes developed and implemented by PCG.

3 PROCUREMENT FRAMEWORK

All procurement activities undertaken by Council are to be conducted in accordance with the Local Government Act 2009 (QLD) (LGA), Local Government Regulation 2012 (QLD) (LGR), and the policy and guidance documents developed by Redlands City Council. The hierarchy of documentation is detailed in Figure 1 below.

Figure 1: Procurement Framework

3.1 Sound Contracting Principles

Section 104 of the LGA requires Council to have regard to the Sound Contracting Principles when entering into contracts for the supply of goods or services, the carrying out of work, or the disposal of assets. The Sound Contracting Principles are:

- Value for money
- Open and effective competition
- The development of competitive local business and industry
- Environmental protection
- Ethical behaviour and fair dealing

The Sound Contracting Principles are the overarching principles that guide all procurement activities undertaken by Council. More information on the Sound Contracting Principles can be found on the HUB.

3.2 Strategic Contracting Procedures

Council have opted to apply the Strategic Contracting Procedures in Chapter 6, Part 2 of the LGR. The Strategic Contracting Procedures apply in place of the Default Contracting Procedures detailed in Chapter 6, Part 3 of the LGR. The Strategic Contracting Procedures provide a flexible framework for sourcing and contracting for the supply of goods and services and disposal of assets, whilst managing risks and probity.

The purpose of Council opting into the strategic contracting procedures is to strengthen internal efficiencies, external savings and long-term sustainability.

The Strategic Contracting Procedures require Council to develop:

- an Annual Contracting Plan for each financial year;
- a Procurement and Contract Manual (this document); and

- a Significant Contracting Plan for any planned significant contracts.

3.2.1 Annual Contracting Plan

PCG develops (in consultation with key stakeholders) an Annual Contracting Plan to signal its forward demand of goods and services to the market for the upcoming financial year.

The Annual Contracting Plan must include the following criteria in accordance with s220 the LGR:

- the types of contracts that Council proposes to make for the financial year (proposed sourcing strategy and time to market);
- the principles and strategies for performing the contracts;
- a market assessment of each type of contract based on an assessment of relative cost and difficulty of securing supply; and
- the contracts Council considers significant having regard to the market assessment.

Council, by resolution, adopts the Annual Contracting Plan and may amend the Contracting Plan, by resolution, at any time before the end of the financial year to which the plan relates.

3.2.2 Significant Contracting Plan

A Significant Contract Plan (SCP) is required in accordance with Chapter 6, Part 2, s221 of LGR for procurement of goods and services with a total expected value of $10 million (ex. GST) or more.

A SCP is to be prepared in partnership with PCG and endorsed by the Chief Procurement Officer.

An SCP must be adopted by Council prior to releasing a Request for Proposal (RFP) to market.

3.2.3 Templates

Implementation of the procurement procedures is supported by procurement templates developed by PCG. Refer to SCHEDULE A - Procurement Templates.

4 FINANCIAL DELEGATIONS

4.1 General Goods & Services

Table 1 sets out the authorities to commit or incur expenditure on goods and services required to provide services to the Community. Refer to GOV-005-001-001-PR Statutory and Financial Delegations Appointment of Authorised Persons Procedure.

Table 1: Financial Delegations for General Goods & Services

Position Of Delegation	Financial Delegation (Ex GST)	Financial Delegation (In GST)
Council	No limit	No limit
CEO*	$9,000,000	$10,000,000
General Manager	$1,800,000	$2,000,000
Group Manager	$450,000	$500,000
Service Manager**	$90,000	$100,000

***Chief Executive Officer's delegation for utility contracts and emergency works contracts is limited to the annual budget**
****Increased delegation limit in certain circumstances refer to Corporate Directory for individual officer delegations***

4.2 Sub-delegations

Officers seeking sub-delegation from the Chief Executive Officer for varying and managing contracts must submit a formal Sub Delegation Request with the Governance Advisory Team, Corporate Meetings and Registers (CMRT).

Refer to the GOV-005-001-G Delegation of Powers and Appointment of Authorised Persons Guideline.

Where the CEO is sub-delegating a Financial Delegation including that which is authorised by Council, for a significant procurement or contract, the Sub-Delegation Request must be clear on the financial delegation limits and conditions for each role receiving the higher financial and/or non financial delegation limit.

4.3 Approval of Variations

Any variations are to be approved by a delegate with the level of authority necessary to approve the total sum of:

- the original commitment to which the variation relates;
- the amount of all previous approved variations; and
- the amount of the variation sought.

The following Table 2 provides an example of the Variation Amount requiring approval:

Table 2: Example of variation approval

Initial Contract Sum of executed contract excl GST	$450,000
Variation Amount excl GST	$60,000
Total Contract Sum for approval excl GST	$510,000*

Variation requires approval of the relevant General Manager for the total cumulative value of the initial Contract Sum and the Variation Amount.

5 ETHICAL BEHAVIOUR IN PROCUREMENT

5.1 Conduct

All officers involved in procurement and contract management activities must conduct themselves in a way that reflects Council's values, the Sound Contracting Principles and in accordance with this section 5. The Sound Contracting Principles require ethical behaviour and fair dealing. Upholding the standards of integrity expected of Council officers is key to ensuring fair, honest, and consistent treatment of suppliers. This requires:

- ensuring confidentiality of any information regarding Council procurement
- never engaging in conduct, either professional or personal, which would bring Council into disrepute – refer to Council's Employee code of Conduct

- not accepting gifts or allowing offers of hospitality from suppliers that would not be permissible under Council's Gifts Policy
- reporting instances of fraud and where bribes were offered – refer to Council's Employee Code of Conduct and Fraud and Corruption Prevention Policy
- declaring any actual, perceived, or potential conflicts of interest to the relevant position in accordance with Redland City Council's Conflict of Interest Procedure.
- excluding oneself from decisions in which one has an actual, perceived or potential conflict of interest – refer to Council's Conflicts of Interest Guideline.

Consequences for not complying with requirements of this Manual include disciplinary actions which may involve dismissal, demotions, reduction in wages, written reprimand through to Crime and Corruption Commission and legal/court prosecution.

5.2 Segregation of Duties

Segregation of Duties refers to the internal control/s whereby tasks are apportioned between different officers to reduce the likelihood for fraud and error. Council applies segregations to its procurement function by assigning particular roles and functions to different people or business units to ensure no single person has control of the end-to-end procurement activity.

Key segregations applied to procurement are:

- An Officer cannot obtain and approve their own quotes
- An Officer is prohibited from approving their own requisitions
- An Officer is prohibited from approving their own amendment, variation or extension
- Each requisition requires independent review from both a Financial Delegate and authorised Procurement Officer prior to being released into a Purchase Order and transmitted
- An Officer approving a financial commitment on behalf of Council should have knowledge of the procurement however must not participate in the evaluation of proposals or making recommendations however may be involved post evaluation activities eg. negotiations.
- PCG is responsible for the management of Supplier Master Files to maintain a separation of Creditor creation and the Accounts Payable function
- The Financial Delegate cannot complete goods receipting
- The Procurement and Accounts Payable functions are independent of each other
- a 3-way match validation occurs prior to payment

5.3 Probity

Probity is evidence of ethical behaviour. All procurement activity carried out by Council may be subject to audit reviews and will be conducted in a way that ensures the integrity of the entire procurement process. All procurement activities are to be conducted in a robust, defensible and transparent manner to ensure procedural fairness to any and all offerors.

The requirements to ensure probity and accountability for outcomes when undertaking procurement has implications for both Council and individual officers at the transaction level. Non-compliance can have serious (legal) consequences. Refer to Council's Probity Plan and Protocols for procurement processes to be undertaken.

Depending on the complexity and risk to Council, a probity auditor and/or advisor may be engaged as part of Council's assurance approach.

A probity advisor provides guidance and advice on how probity issues should be addressed and may also assist in anticipating potential probity problems and advising on courses of action to be taken by Council. The engagement of a probity advisor should not be seen as a substitute for procurement officers managing a well-planned process that addresses probity requirements.

Probity auditors, if engaged, should demonstrate clear independence and separation in relation to the information they are auditing.

Figure 2 outlines the probity considerations that must be applied to all procurement activities.

Figure 2: Probity considerations

5.4 Record Keeping

It is important that procurement records are kept across all stages of procurement to ensure the process is defensible and transparent via a robust audit trail. All procurement decisions must be clearly documented and approved. Records must be kept in accordance with the Council's Enterprise Content Management Administrative Directive and the Records Management Guideline.

5.5 Confidentiality and Security

Officers undertaking procurement should be familiar with the various legislation and policies relevant to confidentiality in procurement processes including, but not limited to, the Privacy Act (1998) and Council's Employee Code of Conduct.

When planning a procurement, officers should consider the nature of the procurement and whether it is likely to give rise to confidentiality issues for Council such as:

- potential suppliers needing to have access to confidential information to understand the scope of the procurement requirements; or
- the generation of confidential information as a result of performing the contract.

Consideration needs to be given to the requirement for confidentiality provisions in the RFP documentation and any draft contract.

Steps should also be taken to ensure the security of any information captured from a procurement process. Confidential information disclosed by any supplier is to be kept in a secure folder available to evaluation committee members and advisors involved in the evaluation process.

Where required by the type of procurement process eg. procurements of a sensitive nature and that are high risk and/or high value, Council officers involved in the procurement process must complete and sign a Confidentiality Declaration.

Confidentiality Declarations will be managed and saved in the associated procurement folder in Objective by the Procurement Lead and/or Evaluation Committee Chair.

5.6 Conflict of Interest

When undertaking any procurement activities, officers have an ongoing obligation to declare any potential, perceived, or actual conflicts of interest. A conflict of interest can arise if an officer's private or personal interests, or those of relatives or friends, could affect or appear to affect their ability to carry out their duties impartially.

Council is entrusted with a range of decision-making powers for governing in the best interests of their local communities. These powers should only be used in a way that is consistent with the purpose and objectives of Council.

To ensure the procurement process is not prejudiced, conflicts of interest must be identified early and dealt with effectively. The personal responsibility to disclose a conflict of interest overrides any other obligation.

5.6.1 Identifying Conflicts of Interest

Council's Conflict of Interest Procedure provides a checklist for identifying conflicts of interest.

Any officer involved in a procurement activity will need to declare any actual, potential, or perceived conflict of interests using the Conflict of Interest Disclosure Form in accordance with the Conflict of Interest Procedure to determine the appropriate method for managing and monitoring the conflict. If an officer's situation changes throughout the procurement process, for example, once submissions are received or there is a change in key contacts, an updated declaration through the disclosure form must be completed.

Where an evaluation plan is a requirement of the procurement process (see procurement activity thresholds and associated process flows) and an evaluation committee is required to be formed. Where a conflict is declared by an evaluation committee member the Evaluation Chair must:

- cite that the Conflict of Interest Disclosure Forms have been completed, signed and submitted to the relevant Manager (see disclosure reporting hierarchy in Conflicts of Interest Procedure), and PC&OP Business Partner;
- confirm with the register owner (People & Culture & Organisational Performance) that conflicts of interest are recorded on the centralised register; and
- have knowledge of the measures agreed to between the Employee, the relevant Manager (see disclosure reporting hierarchy in Conflicts of Interest Procedure), and PC&OP Business Partner to resolve or manage conflicts.

5.6.2 Managing and Monitoring Conflicts of Interest

While Conflicts of Interest can be resolved or managed in a variety of ways, the choice of strategy will depend on an assessment of the nature of the conflict, the complexity of the situation and the severity of the case.

See the Conflict of Interest Procedure for the six (6) R's listed in Figure 3 which are options for managing Conflicts of Interest.

Figure 3: Managing COIs using the Six R's

REGISTER	Using the Conflict of Interest Disclosure Form register the actual, potential and or perceived Conflict of Interest. Ensure Disclosure Forms are completed, and signed, and recorded on the Council's central register.
RELINQUISH	Relinquishing the personal or private interests may be a valid strategy for ensuring there is no conflict with your public duty. This may be the relinquishment of shares, or membership of a club or association.
RESTRICT	It may be appropriate to restrict your involvement in the matter, for example, refrain from taking part in an evaluation or restrict access to information relating to the conflict of interest. If this situation occurs frequently, and an ongoing conflict of interest is likely, other options may need to be considered.
REMOVE	Removal from involvement in the matter altogether is the best option when ad hoc or recruitment strategies are not feasible, or appropriate.
RESIGN	Resignation may be an option if the conflict of interest cannot be resolved in any other way, particularly where conflicting private interests cannot be relinquished.
RECRUIT	If it is not practical to restrict your involvement, an independent third party may need to be engaged to participate in, oversee, or review the integrity of the decision-making process.

5.7 Gifts, Hospitality, and Other Benefits

Officers involved in a procurement process shall not accept or elicit any gift or gratuity, either directly or indirectly, from any supplier involved in that procurement process. Officers must immediately inform the Evaluation Chair if any Respondent offers the officer any gifts, hospitality or other benefits.

Where an officer inadvertently receives a gift, they must immediately report the gift and follow the requirements of Council's Gifts Policy, Gifts Guideline and the Employee Code of Conduct.

5.8 Offers of Employment

If officers are approached or approach a supplier regarding the possibility of employment during the procurement process, or within a reasonable period after the process is concluded (e.g., 3 months), officers have an obligation to notify the Evaluation Chair immediately.

5.9 Order Splitting

It is a breach of Council's procurement requirement to split procurements of any kind to circumvent thresholds or delegation levels. This includes:

- splitting requisitions, contracts or payments to avoid procurement value thresholds for obtaining quotes and tenders or stay within credit card limits
- splitting requisitions, contracts or payments to avoid escalating an approval by a financial delegate with a higher financial delegation limit

The business rule for procurement planning is to consider the total value of the requirement across all projects, suppliers and expected extension options. For the avoidance of doubt – raising quarterly purchase orders with the same supplier and/or for the same requirement without a contract or approved procurement strategy is a form of order splitting.

Applying this rule to the management of your procurement enables holistic planning and can generate opportunities for improved value, strategic partnerships and operational efficiencies.

It's important to note that applying this business rule does not prevent work from being broken in to work packages, regions or shared across multiple suppliers where there is legitimate operational or business rationale behind the strategy.

It does however necessitate appropriate planning (business case, operational plan, procurement plan etc) to demonstrate that the collective spend has been assessed and considered in the resulting procurement and transactional strategies.

5.10 Mistakes

Officers involved in the procurement process have a responsibility to ensure that they do not take advantage of suppliers' genuine mistakes by attempting to enforce conditions which are clearly to a supplier's disadvantage, and which is obvious that it was not the intention of the supplier.

6 PROCUREMENT CLASSIFICATION

6.1 Value / Risk Approach

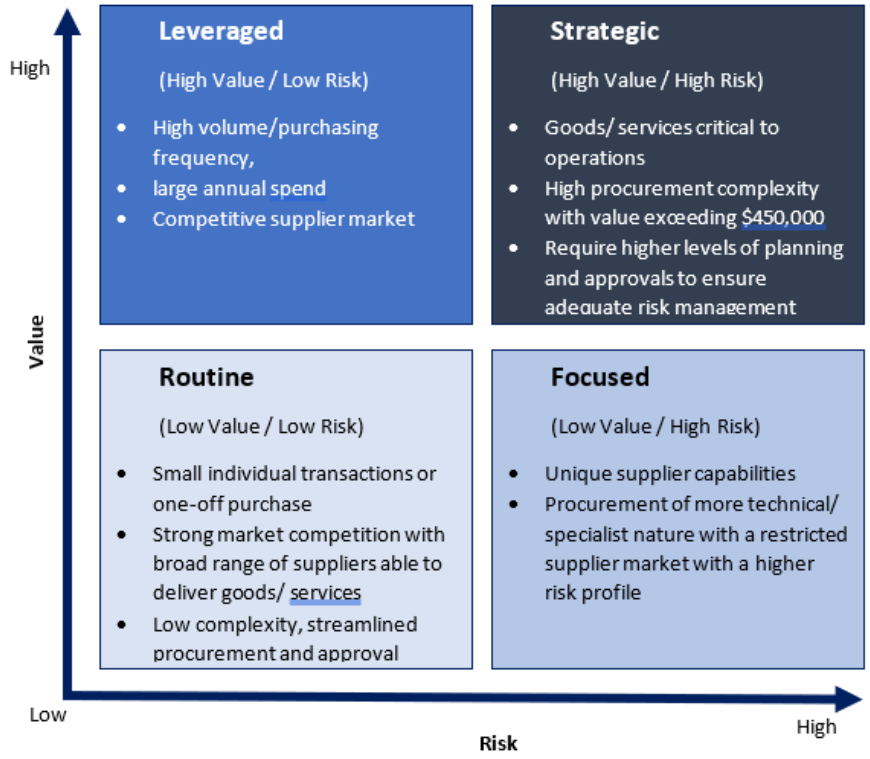
The Value Risk Matrix (VRM) is a tool that will be used to classify Procurement activities by assessing value against internal and external risk factors.

The estimated total value of any procurement or purchase is based on the total cost over the lifecycle of the contract and includes all forms of payment and the estimated value of any options to extend. Risks to be considered by Council include but are not limited to:

- Complexity of requirements
- Likelihood of changes in political direction, policy, or regulation that would impact the activity
- Market capacity/constraints
- Interruption to core business operations of Council
- Reputational damage of non-delivery
- Workplace Health and Safety or Environmental considerations
- Access to Council's confidential or commercially sensitive information
- Commercial risks

When the procurement is classified as high risk, this will drive engagement with PCG. The VRM in Figure 4 below is used to categorise procurement activities into four (4) approaches: Routine, Leveraged, Focused or Strategic.

Figure 4: Value Risk Matrix



6.2 Staged Procurement Process

The Value Risk Matrix is required to determine the Procurement classification and subsequent thresholds as specified in section 6.3.

Council follows a three-stage procurement process – plan, source and manage - which assists with achieving the required compliance at each decision point in the procurement process. The extent and complexity of the procurement process varies with the Procurement classification. For example, Strategic, Leveraged and Focused procurements require more activity and governance than a Routine procurement that is low value and low risk.

6.3 Procurement Thresholds

The procurement process undertaken will vary in consideration of the value and risk profile based on the complexity of the business need, market conditions and available solutions.

Council value thresholds are linked to the financial delegations. Table 3 sets out the minimum market approach requirements that apply to procurement activities within each value risk classification.

Some guiding key characteristics have been provided against each classification. If the business identifies that their procurement does not align to the key characteristics of the determined classification result, advice should be sought from PCG.

Table 3: Procurement Thresholds

	Procurement Classification	Value (excl. GST)	Market Approach	Reporting	Key Characteristics
Business Unit Do It Yourself (DIY) **Excludes ICT Goods and Services**	**Routine – Transactional – Low Risk**	Less than $25K	1 or more written quotes to be requested	No	• Standard goods and services • Cost of running a competitive sourcing process may outweigh benefits • Many existing alternate products and services • Large number of suppliers
	Routine – Low Risk	Less than $100k under a supply arrangement	1 written quote	No	• As above.
		$25K to $100K **not** under a supply arrangement	Min 3 written quotes		
	Leveraged– Low Risk	$100K - $450K	3 or more written proposals (Any open RFP processes must be advertised - advice must be sought from PCG)	Yes if $200K+ (refer to 14.1)	• Large annual spend • Minimal technical complexity, or existing capability exists • Many existing alternate products and services • Goods and services are readily available (subject to supply chain strategies and disruption) • Large number of suppliers and competitive sourcing can significantly impact price
PCG Endorsed/ Delivered		$450K+	PCG to advise and endorse sourcing strategy and advise on delivery lead (PCG or Business delivered)	Yes (refer to 14.1)	
	Focused – High Risk	Any value up to $450k	PCG to advise and endorse sourcing strategy and advise on delivery lead (PCG or Business delivered)	Yes (refer to 14.1)	• Customisation/ specialisation may be required • Limited suppliers or goods/services are only available from a single source • Prior intellectual property co-development with supplier • Project is focused on service innovation • Strategic growth decision or for market positioning
	Strategic – High Risk	$450K to $10M	PCG to determine sourcing	Yes (refer to 14.1)	• Requirements may be related to critical or core business operations

	Procurement Classification	Value (excl. GST)	Market Approach	Reporting	Key Characteristics
			strategy and deliver*		• Complex or project specific requirements • Use of good or service is concentrated in a small number of users • Specific engagement – economic, employment or social welfare implications • Non-standard commercial agreements may be required.
	Strategic – Significant – High Risk	$10M or more	PCG to determine sourcing strategy and market approach and deliver*	Yes (refer to 14.1)	• As above • Requires Significant Contract Plan and adoption by Council.

*** PDGand Waste Operations may facilitate and lead non-Routine procurement activity, in lieu of PCG, within their relevant spend category.**

6.4 Routine (DIY) Process Summary

Routine Procurement below $100,000 is to be undertaken by the Business Unit, following the 'Do It Yourself' (DIY) principle of Council's centre-led model excluding ICT procurement. Quotes will be requested via email or through Vendor Panel. For further details on the requirements of each step refer to ANNEXURE A – Routine Group DIY Process Workflow.

Refer to the Procedures for Routine procurements undertaken by the Business Unit:

Routine - Transactional (< $25,000)

Routine – No Supply Arrangement ($25,000-$100,000)

Routine – Under a Supply Arrangement – no contracted rates (<$100,000)

Routine – Under a Supply Arrangement – with contracted rates (<$100,000)

6.5 Leveraged Process Summary (<$450K DIY Business Unit / >$450K PCG Endorsed and Business Unit Delivered)

Leveraged Procurement below $450,000 is to be undertaken by the Business Unit excluding ICT procurement. Leveraged procurements exceeding $450,000, PCG must advise on and endorse the sourcing strategy. For further details on the requirements of each step refer to ANNEXURE B – Leveraged Business Unit DIY Process Workflow.

Refer to the Procedure for Leveraged procurements undertaken by the Business Unit.

Leveraged procurement activities must be managed within the CiA Sourcing Module and be released via Vendor Panel.

6.6 Focused Process Summary (PCG Endorsed and Business Unit Delivered)

For all procurement activities classified as Focused, PCG must advise on and endorse the sourcing strategy. For further details on the requirements of each step refer to ANNEXURE C – Focused PCG Endorsed, Business Unit Delivered Process Workflow.

Refer to the Procedure for Focused procurements undertaken by the Business Unit in consultation with PCG.

Focused procurement activities >$100,000 (GST excl) must be managed within the CiA Sourcing Module and be released via Vendor Panel.

6.7 Strategic Process Summary (PCG Delivered)

Strategic procurement processes are to be delivered by PCG. Whilst Strategic procurement projects are delivered by PCG, a successful outcome is heavily reliant on strong involvement, support and guidance of the relevant Business Unit/s. Business Units involvement will typically include (but not be limited to) drafting of specifications, input and review of the go-to-market' documents, procurement planning and evaluation documents, active participation in the evaluation and negotiation process, input and review of the final approval documents and contract management plan.

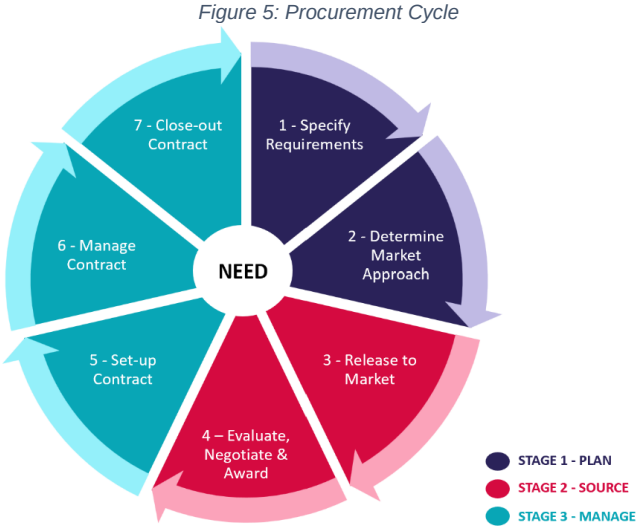
For further details on the requirements of each step refer to ANNEXURE D – Strategic PCG Endorsed & Delivered Process Workflow.

Strategic procurement activities must be managed within the CiA Sourcing Module and be released via Vendor Panel.

7 PROCUREMENT CYCLE

The procurement cycle depicted in Figure 5 below outlines the key steps officers must follow when procuring any goods and/or services.

Figure 5: Procurement Cycle



8 STAGE 1 - PLAN

STAGE 1: Plan

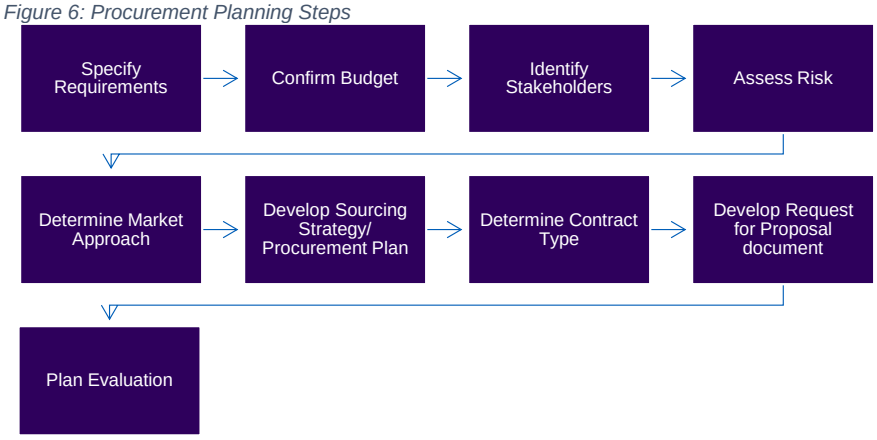
- Specify requirements
- Confirm Budget
- Develop sourcing strategy and evaluation approach
- Assess Risks

The example of the procurement lifecycle: Plan, Source and Manage, in this Section 8 provides insight into the activities undertaken in a Strategic or high risk and or high value procurement.

Planning for a Strategic procurement is a major component of the procurement cycle to achieve better value for money outcomes. The objectives of the planning stage are to ensure:

- the goods/services meet Council needs;
- relevant legislation and Council procurement requirements are followed;
- risks associated with the procurement are managed;
- all Sound Contracting Principles are considered.

Figure 6: Procurement Planning Steps



8.1 Specify Requirements

Scopes of work including specifications define what Council wants to procure and what the supplier is required to provide. Specifications can be simple or complex depending on the need. There are three types of specifications:

- **Functional**: These are specifications that define the function, duty or role of the goods or services.
- **Performance:** These are specifications that define the purpose of the goods or services in terms of how effectively it will perform, that is, in capability or performance terms.
- **Technical:** These are specifications that define the technical and physical characteristics and/or measurements of a product. Technical specifications are used when functional and performance characteristics are insufficient to define the requirement.

Both current and future requirements should be considered when developing the specifications.

8.2 Confirm Budget and Cost

Budget should be approved and available before commencing any procurement process.

Where possible, build the baseline from the historical costs including acquisition costs, use and manage the asset/good/service and dispose of or expire.

This baseline can be used in measuring any benefits forecast from changing to the current state to the future state of the preferred solution.

Whole of life costing for the potential solution/s to the business problem should be considered per solution options available in the market.

Budget forecasts should be determined using a baseline of whole-of-life costs constructed with:

- Estimates of product cost and supplier profit margin
- Transport and logistic costs, customs excise
- Cost of acquisition and management of an asset/good/service
- Cost to maintain an asset
- Cost to dispose of an asset/good

- Forecast growth and changing economic cost drivers (inflation, exchange rate, raw material etc)

Further to developing an accurate budget forecast, the baseline can also be used in measuring any benefits forecast from changing the current state to the future state of the preferred solution.

8.3 Identify Stakeholders

During the early stages of the procurement activity, all stakeholders in the procurement process should be identified to ensure roles and responsibilities are clearly understood and conflict of interest assessments are undertaken.

Stakeholders range from owners of the contract, managers of the contract, end users of the goods or services, decision makers, representatives from other functions providing input into analysis or technical advice.

A probity advisor may be engaged in the planning stage of a significant procurement.

8.4 Forecast Benefits

There are a number of value levers available that realise benefits. Benefits and procurement savings can be generated through value levers including:

- selecting suppliers that can provide the lowest total cost products and services on a sustainable basis or products and services that reduce Council's risk or improves Council's service levels in the services delivered to customers:
    - competitive bidding
    - specification improvement
    - bundling goods/services and consolidating capability
    - global sourcing
    - joint process improvement
- Managing supplier and internal practices to sustain and improve value delivered:
    - internal compliance
    - supplier compliance
    - supplier performance management
    - value engineering
    - market changes
- Define and manage Council demand and utilisation for goods and services:
    - asset optimisation
    - volume aggregation
    - optimising inventory management
    - reducing consumption
    - policy and approval processes
    - long term demand planning

Benefits can be forecast by assessing the baseline performance and costs against the expected planned target performance and costs.

Target savings can be realised by implementing a sourcing strategy that aggregates volume and competitively bids the projected volume and mix for a required good, which results in receiving a reduced unit cost per good from a supplier. Comparing the baseline cost with the future unit rate multiplied by the volume and any other associated costs to manage the goods may result in cashable savings.

8.5 Assess Risk

A detailed procurement risk assessment (in addition to the Value Risk Matrix) should be undertaken when planning Leveraged (>$450,000), Focused or Strategic procurement activities to ensure that the procurement process can be tailored to avoid or mitigate procurement risks where necessary.

Refer to Council's RAL-001-F Enterprise Risk Management Framework to assess, mitigate, treat and manage risks associated with the lifecycle of an asset, good or service.

8.6 Sourcing Strategy

A sourcing strategy is the determined method of securing the necessary goods and/or services based on the findings of the planning and analysis undertaken and should outline the recommended market and contracting approach.

8.6.1 Common Market Approaches

Common market approaches generally comprise:

1. Limited RFQ / RFP (refers to inviting a selected number of suppliers to quote but meeting the minimum requirements as per the classification and thresholds)
2. Limited RFQ or RFP by Exception (refers to inviting 2 suppliers to quote where 3 quotes are required)
3. Open RFP (refers to publicly advertising and presenting the opportunity to quote to all suppliers)
4. Multi-stage RFP (refers to open Expression of Interest (EOI) followed by a shortlisted RFP)
5. Direct negotiation (refers to inviting a single supplier to quote and/or enter into commercial discussions and negotiations).

Several factors should be considered when determining the market approach, including:

- value and/or complexity of the process;
- outputs from market sounding activities (if applicable);
- capability and capacity of the market;
- market analysis;
- method which aligns best to achieving objectives of the Sound Contracting Principles; and
- resourcing and time available to complete the procurement activity.

The amount of research undertaken to analyse the market will depend on the Procurement Classification and deliverable/s which considers:

- the nature and scope of procurement;
- if the procurement is one-off or ongoing;
- degree of difficulty in specifying requirement;
- level of risk to Council; and
- total value and whole-of-life cost.

8.6.2 Common Contracting Strategies

A contracting strategy determines the recommended commercial terms, frequencies and performance expectations that will be used to provide the necessary legal protections and

governance assurance to Council when buying goods and/or services. Contracting strategies are informed by (not exhaustive):

- the procurement classification
- category of good/service
- relevant specifications
- risks
- nature and frequency of demand/supply
- existing Supply Arrangements

Contracting strategies used regularly within Council include (not exhaustive):

- Use of existing supply arrangements
- Stand-alone supply contract (general goods and services or professional services)
- Stand-alone contract (construct / design and construct)
- Standing Offer Arrangements (SOA)

Table 4 –Examples of contracting strategies commonly used at Council

Arrangement Type	Preferred Supplier	Panel of Suppliers
Stand Alone Agreement:		
Purchase Order Conditions	✓	
Professional Services	✓	
Supply of Goods & Services (including Minor Works)	✓	
AS2124 Construct Only	✓	
AS4300 Design & Construct	✓	
NEC4 - collaborative agreement	✓	
Standing Offer Arrangement with rates	✓	✓
Prequalified - register of qualified suppliers (no agreed schedule of rates and contracts to be negotiated)		✓

8.6.2.1 Use of existing Supply Arrangements

Pre-qualified Supplier Arrangement (PqSA). There may be an opportunity for the goods and/or services to be sourced from an established Council, Local Buy or State Government Supply Arrangement. Where a business need can be met using a supply arrangement, the arrangement should be used unless:

- there are no capable and competitive 'local suppliers' on the arrangement; or
- the 'procurement' activity directly supports an economic, ethical, social or environmental objective of Council that cannot be met using the arrangement.

Council's preference is to use existing Council arrangements and panels where possible, followed by Local Buy and QLD Government arrangements.

Utilising a supply arrangement does not negate the need for quotes or procurement due diligence. Some supply arrangements may specify quote requirements or suggest that competitive quotes are not required, however the requirements of this Manual must always take precedence (with the exception of an approved Preferred Supplier).

Request for Quote (RFQ) / Request for Proposal (RFP) processes under existing supply arrangements (>$100k) must be released and managed via Council's CiA Sourcing Module and e-Sourcing platform, VendorPanel.

Procurement guidance should be sought from PCG to deviate from a pre-established supply arrangement.

Existing Supply Arrangements established for Council use include:

Council Supply Arrangements

PCG establish Supply Arrangements for existing and forecast demand where there is financial or operational benefit in doing so. Supply Arrangements can be either Standing Offer Arrangements or Prequalified Supplier Arrangements. Council has established several contracts to facilitate streamlined and effective purchasing. Details of current Council supply arrangements can be found on the HUB and on Council's CiA Contracts Module and e-Sourcing platform, VendorPanel.

Local Government Association of Queensland Arrangement (Local Buy)

Local Buy was established by the Local Government Association of Qld (LGAQ) in 2001 to provide procurement services to Local Governments as part of the LGAQ membership. In their service offering, Local Buy establishes common-use supply arrangements for use by all LGAQ members. Suppliers appointed to a Local Buy arrangement have been successful in a procurement and evaluation process resulting in execution of a header agreement for either pre-qualification or a standing offer arrangement.

Council may enter into a contract underneath an established Local Buy arrangement where the arrangement scope aligns with the business need. When approaching a supplier/s to obtain quotes, the Local Buy arrangement reference number must be referenced so both parties understand the terms and conditions of engagement. RFQ/RFP processes under Local Buy supply arrangements (>$100k) must be released and managed via Council's e-Sourcing platform, VendorPanel.

Government Agency Arrangement (federal, state, or other local government)

Council may enter into a contract from an established Federal, State, or other local government arrangement where local councils are considered eligible customers and permission has been granted by the contract owner.

Queensland Government Panels that Council is approved to use are listed on VendorPanel.

Officers may search the Queensland Government Contracts Directory for additional Queensland Government arrangements that Council may have access to however approval from the relevant Queensland Government contract owner is necessary.

It must be made clear to the supplier/s (by providing the arrangement reference number) under which government arrangement they will be engaged under so both parties understand the terms of engagement.

RFQ/RFP processes under State and/or Federal Government supply arrangements (>$100k) must be released and managed via Council's e-Sourcing platform, VendorPanel.

8.6.2.2 Stand-alone contract (General Goods and Services / Professional Services / Minor Works / Construct / Design and Construct)

Where Council has a one-off need for the supply of goods or services, a stand-alone supply contract can be entered into with a supplier through a procurement process.

Council has various standard contract types that have been drafted to suit its needs and provide the relevant legal protections for the nature of the goods or services they cover. Standard contracts available for use include:

- Purchase Order Terms and Conditions
- General Goods and Services
- Professional Services
- Minor Works
- Construct
- Design and Construct

Although the above contracts have been developed as standard suites to streamline the contracting process, they can be varied on a needs basis. PCG must be consulted prior to agreement to any variations or non-standard terms. More information on standard forms of contract and when they apply can he found on the HUB.

8.6.2.3 Standing Offer Arrangements (SOA)

A Standing Offer Arrangement (SOA) is an agreement with a supplier, or panel of suppliers, to provide goods and/or services under agreed terms and conditions when and as required.

General characteristics of a SOA are:

- Agreed pricing and contract terms
- Used to meet recurring needs with fluctuating demand
- Non-committed volume
- Suitable for high volume, frequent transactions, typically low risk
- Schedule of rates price model

8.6.2.4 Pre-qualified Supplier Arrangement (PqSA)

Pre-qualification is a process where suppliers of particular services are evaluated against qualitative criteria to effectively shortlist preferred suppliers and build partnerships with key suppliers.

General characteristics of a PqSA are:

- Used to meet recurring needs with fluctuating demand
- Non-committed volume
- Based on capability, not price
- Can be established with or without agreed contract terms
- May include indicative rates however typically requires quotes being sought prior to making engagements

Further information on the standard contract types used by Council is detailed in SCHEDULE D – Contract Types.

8.7 Develop Strategy/ Plan

Approvals to approach the market are sought via completion and execution of procurement planning documents, each of which are aligned to Value Risk Matrix categories. Refer to the detailed workflows in the Annexures to confirm the documentation requirements.

8.8 Determine Commercial Model/ Pricing Structure

Typical commercial models include:

- Fixed price / lump sum (price does not change)
- Firm pricing (remains unchanged for a defined period and may be subject to change under specific conditions)
- Fixed plus incentive
- Target cost
- Cost plus
- Incentive
- Time and materials
- Schedule of rates

The commercial model should reflect the level of scope certainty in the procurement; for example, where there is a high level of scope certainty, a fixed price or lump sum approach may present as suitable options, reducing the risks of cost overrun and increase cost certainty for the duration of the contract.

Other considerations when determining the commercial model / pricing structure include:

- Payment terms;
- Early settlement discounts;
- Minimum order quantities;
- Quantity price breaks / scale price discounts;
- GST / GST exempt;
- Exchange rates;
- Freight:
    - Free-into-store (FIS)
    - Free-on-board (FOB)
    - Cost, Insurance & Freight (CIF)
    - Ex-works (buyer arranges freight from sellers location (EXW))
    - Delivered at Place (Seller delivers to specified location (DAP))
- Price variation method/s;
- Milestones and payment schedule;
- Payment retention and defects

8.9 Develop Response Documentation

Request documentation (RFQ / RFP / EOI templates) have been developed by Council. Request documentation should comprise:

- Invitation document which sets out details of the request including evaluation criteria
- Specification/ Scope of Works
- Conditions of Offer (used in RFP)
- Response Schedule(s) (including as a minimum a pricing schedule, capability schedule for the respondent to provide their responses and offer)
- Standard form of Contract

8.10 Plan Evaluation

8.10.1 Routine Procurement

A formal evaluation plan is not required for Routine procurement (refer section 6.3 of this Manual), however the evaluation criteria (eg. price only or price, lead times, warranty period) must be included in the RFQ documentation for the supplier's awareness and response.

The appropriate method for evaluation is dependent on the criteria that is relevant and necessary to make an informed decision on the best value option.

If your evaluation and selection is based on compliance to mandatory requirements and pricing only - the **Quick Select method** is appropriate and you can accept/decline quotes based on the submitted pricing.

If your evaluation and selection involves weighted criteria and suppliers could demonstrate varied levels of meeting or delivering on those criteria - the **Evaluation Matrix** / **Multi-Party Evaluation methods** are appropriate and each offer should be scored using the rating scale. VendorPanel will automatically score each offer by applying the allocated weightings and the awarded ratings.

It is best practice in procurement to have each evaluation panel member score on an individual and independent basis before collectively moderating to determine a final weighted score. This method utilises the Multi-party evaluation functionality in VendorPanel.

Consensus scoring (i.e the panel collectively awarding a score based on upfront consensus) can be used in some cases however this method should have an independent, non-voting procurement lead or panel chair to maintain probity and impartiality throughout the process. This method utilises the Evaluation Matrix functionality in VendorPanel.

Both evaluation practices require all comments and reasons for the awarded scores and outcomes be thoroughly documented.

8.10.2 Non-Routine Procurement

The evaluation criteria and evaluation methodology must be documented and evidenced through an Evaluation Plan for all non-Routine Procurement (refer section 6.3 of this Manual). Evaluation planning for Leveraged procurement is included in the Light Touch Procurement and Evaluation Plan, whereas evaluation planning for Strategic procurement is completed in a stand-alone evaluation plan.

Best practice is to have all evaluation plans and conflict of interest disclosure is required to be declared in Council's CiA Sourcing Module by all evaluation panel members and approved prior to the RFP being released to the market. However in some cases that may not be achievable for various reasons. In these exceptions, the following must be complied with at minimum:

- Evaluation criteria must be detailed in the Request documentation released to market;
- Any change or adjustment to the evaluation criteria must be communicated to the market with appropriate time provisions provided for the market to respond to the change;
- All conflict of interest disclosures are to be declared at the earliest possible opportunity and panel members yet to sign must not have access to or be informed of any aspect relating to a Supplier/s or their response/s;
- The evaluation plan and all conflict of interest disclosure must be declared and approved prior to the closing date and accessing responses.

The sophistication and specificity of the evaluation criteria and process will vary depending on the complexity and value of the activity. Refer to SCHEDULE B – Evaluation Planning Considerations for a more detailed breakdown of evaluation planning considerations including types of evaluation criteria used in higher value and higher risk procurement activities.

An evaluation criterion for “Local Business and Benefit” must be included in all requests for proposals and be allocated a minimum weighting of 15%. This is in accordance with Council’s policy on encouraging the development of competitive local business (in particular First Nations People initiatives). Further details on evaluating Local Benefits are outlined in SCHEDULE C - Local Business.

Sustainability considerations may also be integrated into a procurement process, including through evaluation criterion. Further details are outlined in SCHEDULE E – Sustainability Considerations.

8.11 Exceptions from Standard Procurement

Council recognises that there are circumstances where it may not be viable or beneficial to execute a standard procurement process. These are referred to as exceptions from standard procurement. The Manual provides provision for four (4) types of exceptions:

- General exception
- Standing exception
- Retrospective exception
- Emergency Procurement

8.11.1 General Exception

An exception from standard procurement may be an appropriate strategy where you can demonstrate:

- the requirement and/or supply chain prevents competitive market testing as per the quote thresholds specified within the Manual, or, it can be demonstrated and evidenced that competitive sourcing would not be of benefit to Council;
- direct negotiation or restricted sourcing would not be disadvantageous to other market players; and
- the Sound Contracting Principles are being applied and delivered through the procurement and its outcome/s.

To support the practical application of the exception process, Council has developed a number of circumstances where an exception may be considered a fair and viable strategy. These circumstances are provided as guidance only and each case must be assessed on its own business requirements and supply chain attributes:

- Where specialist expertise is required and genuinely only one organisation or person can provide it to the required standard, or if the engagement is of a confidential nature
- Marketplace is restricted by funding or contractual conditions ie. conditions of grant funding, or third-party ownership of an asset
- Marketplace is restricted by Intellectual Property
- Where the procurement directly supports a social or environmental objective or target including but not limited to Social Enterprises, micro enterprises, community enterprises and/or First Nations People organisations. In particular Council supports working with the Quandamooka People and the Quandamooka Yoolooburrabee Aboriginal Corporation’s aspiration to grow their business capacity, employment opportunity and skill sets.
- Where there is a lack of available suppliers with the capability to supply the goods or services or the carrying out of works
- For the purchase of second-hand goods

- For the disposal of valuable non-current assets other than by tender or auction

Early consultation with the PCG is strongly recommended to obtain advice and endorsement of the proposed strategy prior to formally releasing any requests to the market.

Prior approval from the appropriate Financial Delegate and the PCG must be obtained before executing a direct negotiation or restricted sourcing activity.

Authorised Officers within PCG are:

- Service Manager Procurement
- Category Specialist or
- Chief Procurement Officer

8.11.2 Standing Exceptions

Standing Exceptions provide a business process to enable an automatic and pre-approved exception from competitive procurement for contracts and/or financial transactions within specific pre-defined categories and circumstances where the nature of the services or commercial model prevents or inhibits competition based on legal obligation or risk to legal proceedings.

The Manual recognizes and provides a Standing Exception for contracts and financial transactions relating to:

1. **Specialist Litigation Suppliers** (Barristers, Solicitors, Investigative Specialists and Expert Witnesses) required for legal proceedings. This standing exemption can only be exercised for centralised engagements managed by Legal Services
2. **Goods or services supplied by a Government Owned Corporation or Statutory Body.** The intent of this standing exception is for use of distribution authorities such as Energex and Seqwater

No prior approval from PCG is required to be obtained for Standing Exceptions.

8.11.3 Retrospective Exceptions

Retrospective Exceptions provide a business process to support operational efficiency in circumstances where unforeseen circumstances or returned market responses push the procurement into a higher classification or threshold.

Eg. A Routine procurement activity is estimated to cost $95,000. The Business Unit obtains three quotes as per the Procurement Threshold requirements (section 6 of the Manual) for Routine procurement $25,000-$100,000. When quotes are submitted the preferred quote is valued at $108,000 which would shift the procurement into a leveraged classification and change the Procurement Threshold requirements.

In these circumstances, the Manual recognises a margin of 10% above the Procurement Threshold as an acceptable variance and the Retrospective Exceptions does not require approval.

Retrospective Exceptions outside of the 10% tolerance require written (email) approval from an Authorised Officer. Authorised Officers within PCG are:

- Service Manager Procurement;
- Category Specialist; or
- Chief Procurement Officer

Retrospective Exceptions are not an opportunity to avoid non-compliance reporting and will only be considered for approval where it can be evidenced that a reasonable attempt has been made to meet the requirements of the the Manual.

All Retrospective Exceptions must be tagged as a Retrospective exception when raising the requisition in CiA.

8.11.4 Emergency procurement

Council is steadfast to strong procurement practices and driving value for the community. Council is also committed to balancing responsiveness against risk and enabling the agility necessary to support a necessary immediate response in an emergency.

Emergency procurement applies where the goods and/or services being sourced are necessary to the rapid and reactive response required to provide immediate relief to events that have a direct impact on life, public safety, significant environments or critical public infrastructure.

Where a procurement activity meets the above criteria for an emergency procurement, an accelerated purchase or engagement may be completed. Emergency procurements do not require the completion of the Exception Request Form and no prior approval from PCG is necessary. Approval to source the requirement as an Emergency Procurement should be obtained via email from the appropriate Financial Delegate wherever possible. In the case of a verbal approval to proceed, details of the verbal approval should be recorded in a file note and saved in the organisations record management system. A copy of the email approval or file note should be attached to the purchase requisition when submitting for approval and release. The requisition must be tagged as an Emergency Procurement in the Procurement Strategy reporting field when raising a requisition in CiA.

Undertaking an accelerated procurement may include:

- seeking one or minimal quotes;
- streamlining a standard procurement process (e.g. using email instead of formal templates and forms);
- using digital signatures.

Where the goods and/or services are complex in nature, moderate - high risk and/or value, contact should be made with PCG as soon as it is safe and practicable to do so. In these cases, PCG may be able to retrospectively support the delivery of the Emergency procurement with appropriate contracts and contract management mechanisms where necessary.

9 STAGE 2 – SOURCE

STAGE 2: Source

- Approach Market
- Evaluate
- Develop Evaluation Report and Negotiation Plan
- Negotiate
- Award Contract
- Notify suppliers

9.1 Procurement e-Sourcing Platforms and Release to Market

Council's primary platforms for releasing requests for offers from the market is VendorPanel and Qtenders.

9.1.1 CiA Sourcing Module

Evaluation Committee endorsement and approval of procurements and approaching the market must be actioned in Council's CiA Sourcing Module by the relevant Financial Delegate.

9.1.2 VendorPanel

VendorPanel is Council's cloud-based system for calling quotes and Proposals. It is an easy to navigate platform that allows for quick access to our own pre-qualified supplier lists and those from Local Buy. It also enables easy access to supplier details, compliance information, and offers transparency for best practice procurement.

New VendorPanel access requests can be submitted via Jira.

9.2 Supplier / Market Engagement

9.2.1 Tender Period and Advertising

All open market RFPs must be advertised on Council's website. The time to have the RFP active in the market is dependent on the complexity of the good/services and other factors such as seasonal e.g., business shutdowns in the December/January holiday period.

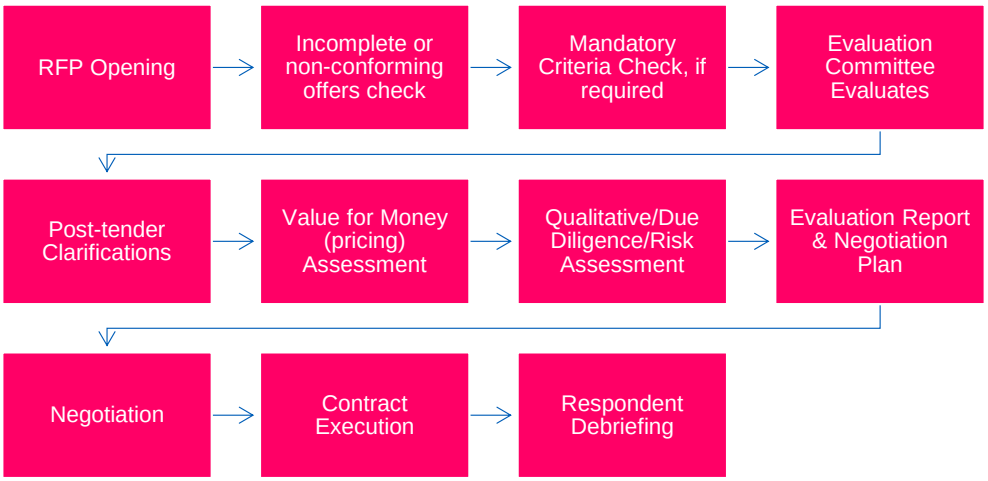
9.2.2 Communication with Suppliers

Any questions suppliers have regarding a RFP while it is out to market must be lodged in accordance with conditions of offer. Clarifications being sought from suppliers during a procurement process should be communicated in writing via the e-sourcing platform being used and in the form of an addendum. An addendum responds to the supplier's questions to provide clarity on any requirements of a RFP e.g., specifications, response schedules, conditions of contract. An addendum may contain clarification questions from suppliers word for word, however suppliers must be de-identified and the addendum issued to all suppliers. If communication cannot be issued via Addendum on the e-Sourcing platform, the same written communication should be issued to all suppliers or shared via an advertised supplier or industry briefing.

9.3 Evaluation Process

All offers received will be evaluated against pre-determined evaluation criteria and weightings, as outlined in the Evaluation Plan. The evaluation process will typically be conducted in the following stages:

Figure 7: Evaluation Process Steps



9.3.1 RFP Opening

Prior to opening the responses in the relevant e-sourcing platform, the Evaluation Committee Chair will ensure the Evaluation Plan has been agreed, signed by panel members and approved. The Evaluation Committee Chair or Procurement Lead will download all responses from the e-Sourcing platform as soon as practical after the closing time and save the responses into a secure file within Objective that has limited access to only the Evaluation Committee.

Once details of the submitted responses are known, the Evaluation Committee must re-validate their conflict of interest position Respondent and adjust their existing and/or raise new Conflict/s on Interest disclosures if new conflict information has been identified

I. Late Submissions

Late submissions are responses lodged after the specified closing time. Acceptance of late offers will be at the discretion of the Evaluation Committee Chair. Late submissions should only be accepted where it will not compromise the integrity of the procurement process or give any respondent an unfair advantage.

Any decision to accept a late submission must be documented in the Evaluation Report, including circumstances which gave rise to the response being late and the rationale for accepting the late response.

II. Incomplete or non-conforming proposal

An incomplete proposal is a proposal which does not include the level of information and documentation required. A non-conforming proposal is a proposal that does not meet the requirements of the conditions of offer.

The Evaluation Committee may clarify any errors of form, such as technical omissions, ambiguities and anomalies. However, this cannot extend to a substantial re-tailoring of the proposal. Where a proposal is substantially incomplete and omits key information necessary for the evaluation, the offer may be set aside. Approval to accept or reject an incomplete / non-conforming proposal should be made by the Evaluation Committee Chair. Any decision to accept an incomplete / non-conforming proposal must be documented in the Evaluation

Report, including circumstances which gave rise to the offer being incomplete / non-conforming and the rationale for accepting the incomplete / non-conforming proposal.

III. Alternative Offers

Where there is value in doing so, Council will allow respondents to submit alternative offers to encourage innovative proposals. The Evaluation Plan must clearly state if alternative offers will be accepted.

9.3.2 Evaluation by the Evaluation Committee

The Evaluation Plan will outline how the Evaluation will be conducted by the Evaluation Committee and approved by delegates. This may include:

- Individual Scoring: Each Evaluation Committee individually scores each offer against the non-priced criteria with comments to justify that score to discuss in the Moderation Meeting.
- Moderation Meeting: A meeting for the Evaluation Committee to discuss and agree on a consensus for a final moderated score based on criteria for each respondent. It is common practice that price is revealed to the Evaluation Committee only once non-price scoring has been finalised, so evaluators are not influenced by the pricing submissions.
- Interviews/solution demonstrations may be required by the Evaluation Committee prior to assessing risks and benefits in Respondents' offers in order to further shortlist Respondents.
- The process to be followed for approval of the evaluation report, negotiation plan and negotiation outcomes.

IV. Unusually Low Offers

An unusually low price is an offer price that is significantly lower than the other prices offered. The Evaluation Committee may elect to exclude the Respondent from further consideration at the Evaluation Committee's discretion, if they believe that the Respondent is highly unlikely to deliver the scope due to the unusually low offer. All actions and decisions should be documented in the Evaluation Report.

V. Evaluation Committee Requests for Clarification or Information

Information requests to Respondents for clarifying offers should be coordinated through the procurement lead or evaluation chair for finalising individual assessment and scoring prior to moderation. Upon the conclusion of the moderation meeting, there may be requests for clarification or information required by the Evaluation Committee from the respondent/s to be able to finalise scoring. The final non-price may be reconsidered should the clarifications influence the outcome.

9.3.3 Extending the Offer Validity Period

The conditions of offer must stipulate the validity period of submissions (typically 90 - 150 days). If the evaluation process is looking like exceeding the validity period, Council should request an extension to the validity period. Respondents are under no obligation to extend the validity of their submission and may withdraw their offer or request to submit updated pricing.

9.4 Evaluation Report

Following all stages of the evaluation, an Evaluation Report is to be developed which documents the evaluation process undertaken and outcomes.

The Evaluation Report should confirm that the evaluation was undertaken in accordance with the Evaluation Plan and recommend the response representing the best value-for-money, or, depending on the process set out in the Evaluation Plan either:

- recommend a short list of respondents to the Financial Delegate to approve proceeding with the negotiations process; or
- proceed with negotiations with the shortlisted respondents before submitting recommendations to award the contract to a preferred respondent.

Where negotiations are being undertaken the Negotiation Plan must be annexed to the Evaluation Report.

9.5 Negotiations

Where the procurement process is Business Unit Delivered, the Negotiation Plan may be prepared in consultation with PCG if required.

Negotiation must be undertaken in good faith with integrity. A Probity Advisor (if appointed) may attend the negotiation sessions to ensure the process is being conducted in accordance with the probity principles. Where required, legal advice should be sought for any requested departures to the conditions of contract.

A best and final offer (BAFO) is a process that seeks to obtain the best result from shortlisted respondents in relation to the procurement requirements and/or pricing.

Council can conduct a BAFO process in the negotiation phase with all respondents or the short-listed respondents.

Outcomes of negotiation processes and the recommendation of the preferred respondents are to be detailed in the Briefing Note submitted to and approved by the relevant Financial Delegate.

9.6 Contract Award

Once the evaluation process and/or negotiation process has been finalised the Evaluation Chair and/or Procurement Lead will prepare the following award documentation for the relevant Financial Delegate to authorise and enter into the contract:

- Briefing Note
- Contract with the successful Respondent/s

9.7 Supplier Debrief

A debrief for unsuccessful respondents may be conducted to offer feedback on their submissions and point out improvement areas for future submissions. For multi-stage procurement processes, notification of their unsuccessful shortlisting outcome may be issued during the procurement process. However, debriefing sessions should only be offered once the contract award process is complete.

The feedback session should not debate the evaluation process or compare the unsuccessful respondent with the successful supplier or any other unsuccessful respondent. Besides the

name of the successful supplier, no other details of the successful supplier's offer should be discussed. The feedback session should address the respondent's offer against the evaluation criteria with relevant strengths and weaknesses and should provide them with sufficient information in submitting an improved offer in the future.

10 STAGE 3 – MANAGE

STAGE 3: Manage

- Monitor performance
- Manage relationship
- Administer contract

Contract management is an important step in the procurement and contracting process to ensure contracted goods and services are delivered to the agreed service levels, while managing risks, costs and ensuring efficient and effective delivery, and continuous improvement (if applicable).

Benefits of strong contract management practice include:

- Ensure contract deliverables are delivered to Council
- Ensures accuracy of financial documents and payments and verifies the invoices are delivered and claimable under the contract ((invoices and other payment summaries/remittances/adjustment notes) should be checked against the contracted rates and any incorrect rates or values corrected)
- Ensure the supplier complies with their obligations under the agreement in force, and that Council exercises its rights where required to ensure value is realised and not eroded
- Identify and take advantage of savings opportunities
- Increased supplier performance through regular performance reviews, service improvements and supply chain improvements
- Reducing contractual risks
- Maximising outcomes to end-users such as maintaining quality, improving productivity and identifying opportunities for innovation.

The level of Contract management required will be based on the complexity, value and risk of the procurement activity and resultant contract. Council will use a 3-phase approach for managing contracts as depicted in Figure 8 below.

Figure 8: Contract Management Stages

10.1 Contract Management System - CiA

CiA Contracts Module is Council's contract management system for registering and managing contracts. CiA provides a repository for the majority of Council's contractual liabilities. Users can receive alerts for notice periods, deliverable milestones and payment milestones, contract variations and extensions.

To access Cia see Council's Intranet. New access requests can be submitted to PCG via Jira .

10.2 Contract Management Set-Up

Contractual characteristics and risks that may influence the level of contract management and resourcing effort required to effectively manage the contract include:

- Complexity of the contractual framework or contract type (e.g., Outsourced Maintenance Agreement, SOA)
- Nature of the goods/services procured (e.g., one-off goods procurement versus ongoing service delivery)
- Criticality of the goods/services to Council's core operations
- Financial, legal, regulatory, WHS, reputational, social and media risk to Council if the supplier defaults
- Risk specific to the supplier (e.g., issues in supply chains, modern slavery)
- If high-risk departures were accepted during the procurement process and will require close monitoring to mitigate the risk.

The need for a Contract Management Plan (CMP) will be determined by the contractual characteristics and risks mentioned above, however as general guidance, a CMP or a Contract Management Checklist (CMC) should be considered in accordance with Figure 9 below.

Figure 9: CMP or CMC General Guidance

ROUTINE	FOCUSED	LEVERAGED	STRATEGIC
Nil	CMC	CMC ($450K or less) CMP ($450K+)	CMP

At a minimum, the CMP should address the following:

- Roles and responsibilities for contract management
- Performance measures such as Key Performance Indicators (KPIs) and Service Level Agreements (SLAs)
- Key contract information
- Timing of regular contract management meetings
- Expiry dates of insurance certificates of currency
- Contract term including any extension options
- Due dates for contract deliverables

The CMC is a condensed version of the CMP for lower value contracts that still require proactive contract management.

10.3 Contract Management

To achieve the required outcomes, it is important to proactively manage Contracts. The CMP will provide the Contract Manager and Contract Owner with the necessary information to actively manage the Contract.

10.3.1 Managing Performance

As part of the management of the Contract, the Contract Owner and or Manager will undertake the following activities:

- Monitor performance

- Review costs versus budget and invoices, and if relevant review progress claims and prepare Payment Certificates
- Track and manage project deliverables and timeframes
- Track and manage contract changes, extensions and variations
- Ensure reporting requirements are met
- Keep detailed records and ensure information management is maintained
- Develop a performance review report and health check (depending on the procurement categorisation)
- Facilitate and undertake contract management meeting
- Actively compile and manage risks

10.3.2 Managing Underperformance

If there is evidence of unsatisfactory performance or delivery is not in line with the agreed Contract terms and conditions, actions to be taken may include:

- Discuss the matter with the supplier and agree a resolution plan
- Issue a formal notice requesting rectification in line with contract timeframes
- Give the supplier an opportunity to improve performance
- Provide timeframes for resolution and improvements
- Provide a clear indication of the consequences and risks of performance not improving, which may include contract termination (consult with PCG as required)

10.3.3 Managing Contract Variations

Changes to contracts may occur at any time during the delivery of a contract for a range of reasons including, but not limited to, changes (positive and negative) in:

- Personnel
- Scope
- Price or rates
- Timeframes
- Delivery method or execution.

All variations must conform to the conditions of the contract and must be agreed in writing between both parties. The justification for the variation requirement and the impact of the variation should be clearly documented in a Briefing Note.

Council will assess impact on timeframes, deliverables and undertake a value-for-money assessment prior to approval of any variations.

10.3.4 Managing Contract Extensions

A **contract extension** involves extending an existing contract for a period of time. There may be rights to extend the term of the contract explicitly agreed to in the contract.

Prior to exercising an option to extend the contract, a supplier performance review must be completed and the following should be considered and documented in the relevant approval forms:

- will the extension deliver value for money
- is the extension supported by continued business need
- is the business need the same or has it changed
- if business need has changed could it be delivered differently

- have there been notable changes in the supply market
- is Council is satisfied that the supplier(s) performance has met expectations, or any concerns are being sufficiently addressed as a requirement of the extension
- is the contract continuing to effectively manage risk
- are the Sound Contract Principles still be delivered

The relevant templates and extension process workflow and approvals are completed within Council's Contract Management System (CiA Contracts Module).

10.4Contract Close-Out

The final phase of contract management is contract close-out. Prior to finalising a contract, a contract close-out checklist should be completed, this will include the following activities:

- Verify all requirements have been effectively met as outlined in the Contract including any subsequent changes and / or variations
- Obtain copies of all final deliverables, reports, documentation from the supplier
- Terminate all access arrangements (for example, access to buildings and systems)
- Ensure the final invoice (and payment claim if relevant) has been received, reviewed and certified
- Undertake the final Contract review to review the Contractor's performance and recommendations for improvement from both parties (the effort of this review will depend on the size of the contract / project)
- Manage warranties and defects (if applicable)
- Manage the transition-out process and develop a transition plan (if required).
- Capture lessons learned for developing future requirements and obligations in contracts

11 REVENUE CONTRACTS

In accordance with section 193 of the Local Government Regulation 2021, Council has an established Revenue Policy (FIN-017-P) which must be applied and complied with for business activities relating to the generation of income through Council's operations including:

- Levies, rates and charges
- Cost-recovery
- Community service obligations
- Applying user pays models
- Raising revenue from other external sources

Whilst the above-listed revenue sources are out of scope of the Procurement and Contract Manual, Council is committed to exploring additional or alternative revenue streams including raising revenue from commercial activities. Revenue generated through commercial activities involving an exchange of goods or services, within agreed terms and at agreed rates, resulting in income for Council are within the scope of both the Revenue Policy (FIN-017-P) and the Manual.

Examples of other commercial activities and revenue contracts include:

- Bus Shelter Advertising
- Landfill Gas Royalties
- Waste Management Sales

Where Council has a commercial opportunity that may be of interest to more than one party, a competitive market approach and Request for Proposal process should be released and managed as per the Manual. Final negotiated outcomes should be formally agreed by both parties through an

appropriately drafted revenue contract drafted in collaboration with PCG who will liaise with Legal Services. Best practice contract and financial management practices should be applied to revenue contracts as they are to any other commercial contract, including:

- Registering the contact within Council's Contract Management System
- Managing Performance
- Monitoring and Reconciling financial transactions and remittances, including the accuracy of rates and return

12 DISPOSAL

The disposal of a valuable non-current asset by a local government includes the disposal of all or any part of an interest in the asset. When an asset has been identified as requiring disposal, consideration should first be given to the various disposal methods before determining the most advantageous approach for Council. Common disposal methods include:

- Sale
- Trade-in
- Donation
- Destruction or scrapping
- Recycle, re-use, re-purpose

Each disposal method can present their own benefits, but also risks which must be considered on a case-by-case basis. Some common considerations include:

- Risk and Liability Assessment
- Performance and Condition Assessment
- Fit-for-purpose
- Safety considerations
- Historic connection
- Collection and Transportation
- Public Land Considerations
- Transfer of asset and risk
- Direct links to the Corporate Plan
- Additional approvals
- Responsibilities

The recommended disposal strategy must be documented and approved by the relevant Financial Delegate based on the written down value of the asset.

Where the disposal meets the criterial for a Non-current Asset (refer to Table 5 below), disposal via Request for Proposal or sale via auction is required.

Table 5: Thresholds for Non-Current Assets

Type of Non-Current Asset	Threshold
Land including leases	For all values
Plant and Equipment	≥ $5,000 (ex GST)
Any other type of non-current asset	≥ $10,000 (ex GST)

Where the disposal strategy recommends an alternative method, the Disposal Strategy will require a General Exception approval from PCG as per Section 8.11 of the Manual.

All disposal processes must be transparent and equitable and must not bias either individuals or individual organisations.

13 ROLES AND RESPONSIBILITIES

Council operates a centre-led procurement model which requires clearly defined roles and responsibilities to ensure all tasks and processes are performed successfully throughout all aspects of the procurement cycle. It is important to note that role titles are not linked to position titles. Standard roles within procurement and contract management include the following:

- **Procurement Lead** - The Procurement Lead is typically resourced from within the Business Unit for Routine, Leveraged and Focused procurement and within PCG for Strategic procurement. The Procurement Lead is responsible for:
  - leading the procurement process to source a suitable supplier
  - ensuring compliance to Council's procurement policies and processes
  - ensuring all relevant stakeholders have been consulted and supported in a compliant procurement process
  - ensuring all relevant considerations have been included in procurement documentation as approved by the relevant manager
  - ensuring high standards of probity and official conduct throughout the evaluation process
  - preparing the Evaluation Report and seeking Evaluation Committee endorsement
  - obtaining relevant financial approvals
  - contract award and handover to contract manager
- **Evaluation Committee Chair –**The Evaluation Committee Chair is responsible for:
  - ensuring that all probity documents are sent to, and completed by, all evaluation committee members
  - requesting committee members declare any actual, perceived or potential conflicts of interest prior to the commencement of the evaluation process and cite the Conflict of Interest Disclosure Forms are completed and recorded on the central register for managing conflicts of interest
  - ensuring that the evaluation process is conducted in an objective and fair manner
  - resolving any impasses for the evaluation committee and ensuring a genuine debate in moderation meetings
  - ensuring an accurate record is kept of the evaluation committee's deliberations
  - developing and forwarding the briefing note with the recommendations of the evaluation committee to the appropriate delegate for approval
  - if required, be available to provide feedback to any Respondent who seeks a debriefing session at the completion of the procurement process.

  The Evaluation Committee Chair may or may not be the Procurement Lead in an evaluation process.

- **Evaluation Committee Member –**The evaluation committee is responsible for:
  - maintaining and promoting probity and confidentiality in the procurement process, including completing all required probity documentation
  - evaluating the proposals in accordance with the Evaluation Plan
  - documenting their individual reasons supporting evaluation scoring, clarifications, concerns, risks, conflicts, etc

- working together with other members to moderate scores and document supporting comments
- contributing to and reviewing evaluation documentation and report
- seeking approval to proceed with a contract with the preferred supplier
- contributing to and reviewing the completed Contract Award documentation to ensure that it accurately reflects the evaluation findings
- participate in debriefing unsuccessful supplier(s).

- **Probity Advisor** (if applicable) –is responsible for reviewing the Evaluation Plan and observing evaluation process (including attendance at meetings) to ensure appropriate levels of probity and procedural fairness.
- **Contract Owner** – accountable for the contract meeting business objectives within budget, managing the contract and may appoint a suitable Contract Manager to effectively manage the contract.
- **Contract Manager** – day-to-day management of the contract and the supplier relationship and includes any roles that support the administration of the contract and contract compliance.
- **Stakeholder -** Stakeholders are typically officers from the business area that are impacted by the contract outcomes or are main users of the contract or specialists who are involved in the procurement process.

13.1 Procurement Cycle RACI

Council's Procurement Cycle RACI for a strategic procurement process, displayed in

Responsible	Accountable	Consulted	Informed
The person responsible for getting the job done or the decision made.	The person ultimately accountable for the correct and thorough completion of the job.	The people who must always be consulted before a decision or action is taken with whom there is two way communication.	The people to be kept informed of decisions and progress usually with one way communication.

6 below, serves as a tool to identify all the roles and responsibilities of each business function throughout the procurement cycle. RACI is defined as:

Table 6: RACI for strategic procurement process facilitated by PCG

Responsible	Accountable	Consulted	Informed
The person responsible for getting the job done or the decision made.	The person ultimately accountable for the correct and thorough completion of the job.	The people who must always be consulted before a decision or action is taken with whom there is two way communication.	The people to be kept informed of decisions and progress usually with one way communication.

PROCUREMENT CYCLE RACI MATRIX			
Procurement Lead	**Contract Manager**	**Contract Owner**	**Stakeholder**

Planning				
Undertake Research & Demand Analysis	R A C I	R A C I	R A C I	R A C I
Identify Key Stakeholders	R A C I	R A C I	R A C I	R A C I
Facilitate planning meeting	R A C I	R A C I	R A C I	R A C I
Procurement Plan	R A C I	R A C I	R A C I	R A C I
Specification & Performance Measures	R A C I	R A C I	R A C I	R A C I
Evaluation Plan & Matrix	R A C I	R A C I	R A C I	R A C I
Probity Plan	R A C I	R A C I	R A C I	R A C I
Finalise Sourcing Documents	R A C I	R A C I	R A C I	R A C I
Sourcing				
Issue Invitation to Market	R A C I	R A C I	R A C I	R A C I
Update RCC Website *(open market RFPs only)*	R A C I	R A C I	R A C I	R A C I
RFP Briefing *(if applicable)*	R A C I	R A C I	R A C I	R A C I
Site Visit *(if applicable)*	R A C I	R A C I	R A C I	R A C I
Enquiries & Clarifications	R A C I	R A C I	R A C I	R A C I
Evaluation	R A C I	R A C I	R A C I	R A C I
Award Documents & Recommendation	R A C I	R A C I	R A C I	R A C I
Facilitate Contract Execution	R A C I	R A C I	R A C I	R A C I
Register contracts in CiA	R A C I	R A C I	R A C I	R A C I
Debrief Unsuccessful Respondents	R A C I	R A C I	R A C I	R A C I
Contract Management				
Contract Management Plan	R A C I	R A C I	R A C I	R A C I
Supplier Onboarding & Compliance	R A C I	R A C I	R A C I	R A C I
Contract Handover	R A C I	R A C I	R A C I	R A C I
Transition & Contract Implementation	R A C I	R A C I	R A C I	R A C I
Managing Contract Administration	R A C I	R A C I	R A C I	R A C I
Managing Performance	R A C I	R A C I	R A C I	R A C I
Managing Extension, Renewals & Variations	R A C I	R A C I	R A C I	R A C I
Managing Relationships & Conflict	R A C I	R A C I	R A C I	R A C I
Conducting Reviews	R A C I	R A C I	R A C I	R A C I
Close-out/Transition	R A C I	R A C I	R A C I	R A C I

14 REPORTING

14.1 Publishing details of contracts worth ≥ $200,000

In accordance with section 237 of the LGR Council must, as soon as practicable after entering into a contractual arrangement worth $200,000 or more ex GST (calculated based on the

contract's total value over its initial term and any extension options) publish the relevant details of the contractual arrangement on Council's website.

PCG is responsible for publishing contract information by obtaining contract details from CiA Contracts. Where the procurement process has been Business Unit-led and the value of the contract is >$200,000 the contract manager is responsible for registering the contract in CiA. PCG Category Specialist will assist to register contracts..

15 PAYMENT AND PURCHASING METHODS

Council's finance system CI Anywhere (CIA) facilitates Council's purchase-to-pay (P2P) function including the generation of purchase requisitions, purchase orders, receipting and payment of invoices.

Table 7: Payment Methods

Payment Method	Description
Purchase Order (PO)	POs issued by Council reference and enforce PO Terms & Conditions under which Council will conduct business, taking precedence over all else unless the PO is raised under a contract. Where a PO is raised under or against a contract, the contract conditions will prevail. In this instance, contract reference numbers must be referenced on the PO. POs must be raised prior to a supplier commencing work. Invoices should not be received prior to a PO being raised. Purchase orders raised after the invoice is received will appear on the Orders after Invoice report that is reported to ELT. Exceptions to this are Workcover and Emergency Procurement. The amendment request must include reasoning for the amendment and must be approved by the appropriate financial delegate for the new aggregated order value prior to PCG approval and releasing. An amendment (change to a PO) should not be confused with a variation (change to a contract). A PO amendment may be required as a result of a contract variation.
Corporate Credit Card	Corporate credit cards are available for officers with appropriate finance delegation for Council purchases in line PRC-001-001-034-PR Corporate Purchasing Card Procedure.. Credit card purchases are primarily for one-off purchases from suppliers who are not in Council's supplier database. Refer to Council's Corporate Credit Card Procedure. The Corporate Purchase Card **can be used**: • to process allowable purchases up to the value of $5,000 without a purchase order (note: purchases greater than $5,000 will require an authorised purchase order to be raised). • to limit the need to add to the vendor (creditor) database those suppliers who only deal with Council either once or infrequently. • for emergency type expenditure incurred after-hours. Refer to PRC-001-001-034-PR Corporate Purchasing Card Procedure for how corporate credit cards **must not be used** to purchase goods or services. Some goods and services are prohibited from purchase by corporate credit cards such as:

- information management technology items (within prior approval from the CIO)
- alcohol (without prior approval from the CEO – excludes Redland Performing Art Centre (RPAC))
- chemicals or other dangerous goods
- plant/power tools
- gift cards

15.1 Purchase Requisitions

Requisitions must be raised for all Council purchases, except for

- purchases outlined in the non-order payments list (refer Accounts Payable); and
- purchases on Corporate Credit Cards, with the exception of the PCG Corporate Credit Card where a requisition showing all approvals is required for the purchase.

Requisitions must include:

I. attachments that provide supporting documents associated with the purchase (e.g., quotes, contracts, briefing note etc.)
II. an accurate line-item description of the goods/services
III. accurate budget and accounting codes
IV. reference to Council, Local Buy, or state government contract reference numbers (where applicable)

Where the above information is not included, requisitions will be rejected back to the requisition approver for rectification. Once accurate and approved, requisition will be released into a PO and sent to the supplier. Council officers cannot raise and approve their own requisitions, thus, review and approval by an independent officer with appropriate delegation is required. Refer to the Raise a Requisition for Non-Inventory Goods and Services Procedure.

15.2 Purchase Order

A purchase order is required to be raised **prior** to the engagement of suppliers for the purchase of goods or services. Purchase orders raised after the invoice is received will appear on the Orders after Invoice report that is reported to ELT.

Where an invoice is received from the supplier prior to the purchase order date, it can indicate poor administrative practices or a possible breach of Council Policy. Where there is a genuine reason for the order to be raised after the invoice is received eg emergency works, then that reason should be documented on the requisition.

Purchase Orders commit funds to the Business Unit's general ledger for monitoring.

POs issued by Council reference and enforce PO Terms & Conditions under which Council will conduct business, taking precedence over all else unless the PO is raised under a contract. Where a PO is raised under or against a contract, the contract conditions will prevail. In this instance, contract reference numbers must be referenced on the PO.

Purchase order amendments may only be carried out by the PCG. An amendment must be approved by a delegated officer with sufficient financial delegation for the entire new aggregated order value including the amendment.

16 OTHER CONSIDERATIONS

16.1 Bulk Orders

Bulk orders are purchase orders raised with the purpose of having multiple low value invoices receipted against it without raising a new requisition for each purchase.

Whilst bulk orders can facilitate operational efficiencies, they are a **payment method only** and should only be used as a result of a procurement process or based on an approved procurement strategy that supports the selection and ongoing use of the specific supplier/s for the defined scope of services for which the bulk order has been raised.

The use of bulk orders to circumvent necessary approvals and/or procurement threshold requirements is considered a form of order splitting and is a breach of Council's Procurement Policy and this Manual.

All applications of bulk orders must comply with the Contracts Manual (including thresholds as set out in section 6.3) and adhere to the Sound Contracting Principles.

It is important to note that whilst bulk orders can reduce purchase order volume and generate some operational efficiencies for frequently used suppliers, they also require proactive and timely receipting and invoice matching to reconcile the goods/services delivered against the total order cost. It is important to track and manage the reconciliation process as unreconciled receipts and payments result in the order locking, being unable to close or cancel and being retained as open commitments against Business Unit budget codes.

To assist with preventing unreconciled and locked orders, the following practices apply to bulk orders:

- Bulk orders should be used where there is an existing contract, preferred supplier and/or procurement strategy
- Bulk orders should be used for commodity goods or services with an agreed schedule of rates (i.e payment for time, not specified outcome)
- Bulk orders can be raised for a maximum period of 12 months. Where there are a high number of transactions, quarterly orders are recommended to ensure ease of reconciliation.
- Goods receipting and invoice matching processes must be completed as soon as possible after acceptance/delivery of the goods/services
- All goods receipting and invoice matching processes must be accurately reconciled and finalised and the order closed or completed prior to end of financial year.

Bulk orders will not be transmitted or sent to suppliers and the Business Unit must provide the supplier with bulk order numbers for invoicing purposes.

16.2 Receipting of Goods and Services

Receipting of goods and services is to be done by officers without financial delegation to ensure segregation of duties. Receipting of goods and services should occur upon receipt of invoice, delivery docket, or on authority of officer confirming delivery of goods or service. Verbal receipt confirmation must be documented in CIA. Receipting should occur as soon as practical to time of delivery.

Officers must check invoice against quotes for accuracy of quoted delivery and price. When purchasing from an arrangement with schedule of rates, the schedule must be checked at time of receipt to ensure contract compliance. Invoices must contain a PO number or are to be

rejected back to the supplier for rectification. Refer to PRC-001-001-009-PR Receipt of Goods and Services Procedure.

16.3Upfront Payments/Deposits

Council's preferred payment terms are 30 days from date of invoice. Upfront payments should be avoided where possible and should not exceed 50%. Where a 100% upfront payment is required, the officer must seek advice from PCG to ensure that clear contractual terms are developed.

16.4Online Ordering

Purchasing online should be limited to low risk and low value purchases which are usually paid by credit card. However, it is also an option for overseas purchases where there is no Australian bank account for payment and is restricted to the credit card purchase limit.

Check the terms and conditions of the online purchase and understand if there is an automatic renewal which may charge an additional amount to the credit card used in the initial online purchase.

Refer to PCG or Information Management for any purchases related to subscriptions for access to IT applications eg. SurveyMonkey or Mentimeter.

16.5Complaints process

Council officers that wish to raise a complaint relating to a procurement and contract management process or any perceived or actual fraudulent activity must submit complaints in accordance with GOV-008-001-G Public Interest Disclosure Priority Guideline.

Version Information

Version No.	Date	Key Changes
1	July 2023	Adopted by Council on 19 July 2023

2	July 2024	• Providing clarity in sections:
		  ○ 5.2 - segregation of duties
		  ○ 5.9 order splitting
		  ○ 8.0 sourcing strategy, market approach and contract types and new Table 4, commercial models, forecast benefits
		• Deleted Figures 5 to 8 in section 6
		• Updated section 8.11 with new types of Exceptions to standard procurement process
		• New Section 11 for Revenue Contracts
		• Updated Section 12 for Disposals
		• Update section 16.1 Bulk Orders with definition and business rules
		• Updates to process map overviews in Appendices
		• New Appendix setting out key definitions for the Manual

3	July 2025	• Incorporate Council's Financial Strategy by reference at section 1.1 • Clarified types of real property at section 1.4 Out of Scope • ICT Procurement is centralised to PCG and IM. sections 2.1, 2.2 and 6 updated accordingly • Figure 1 Procurement Framework replaced to include procurement categories • New section 4.2 to reinforce the process for sub-delegations • Further clarity provided for Order Splitting to include contracts and payments in addition to purchase orders and requisitions • Remove duplication at section 8.6 Forecast Benefits • Update at section 8.6.2 to include professional services form of contract • Referencing to new CiA supply chain management modules (Sourcing and Contracts) and remove reference to old contract management system Portt • Amended section 8.8 Commercial Model an pricing structure to provide clarity on types of pricing structures • New section 9.1.1 to include requirement to approve procurement via CiA Sourcing Module • Removed QTenders in section 9.1.2 as QTenders is decommissioned. VendorPanel is the government esourcing tool for buying off State Government arrangements • Remove reference to RFQ in heading of evaluation process at section 9.3.1 as the section is based on a strategic procurement process • Section 9.3.2 updated to include interviews and solution demonstrations and clarifying proposals • Remove section 14.2 and requirement for Council to update Annual Report of any changes to tenders. The requirement of s190 (e) of LGR 2012 refers to Default Contracting Procedures and Council operates under Strategic Contracting Procedures • Amended section 15 and Table 7 to refer to PRC-001-001-34-PR Corporate Purchasing Card Procedure and not reiterate or be prescriptive in this Manual due to version control owned and managed by Financial Services • References to Legal Services removed and replaced with PCG for contractual matters. PCG will liaise with Legal Services where required. • Process overviews in Annexures updated to reflect new CiA modules.

SCHEDULE A – PROCUREMENT TEMPLATES

Procurement Templates		
Stage	**Document Name**	**Description**
1 - Plan	**Light Touch Procurement & Evaluation Plan**	Describes the requirements for the activity, confirms availability of budget, and outlines the sourcing strategy for low value low risk procurement processes.
	Strategic Procurement Plan	Describes the requirements for the activity, confirms availability of budget, and outlines the sourcing strategy for strategic procurement activities. The information provided, and the analysis and research undertaken, should be proportionate to the expenditure, risk and complexity of the initiative.
	Significant Contracting Plan	Describes the following: • the objectives of the significant contract; • how the objectives are to be achieved; • how achievement of the objectives will be measured; • any alternative ways of achieving the objectives, and why the alternative ways were not adopted; • the proposed contractual arrangements for the activity; and • a risk analysis of the market in which the contract is to happen.
	Exception Request Form	Provides an overview of the requirement for the goods or services to be procured, the reasons for selecting the proposed supplier, and a summary of the justifications for the direct negotiation (non-standard) sourcing strategy
	Strategic Evaluation Plan	Used to document the evaluation process and methodology. The evaluation criteria in the plan must match the evaluation criteria in the RFP document. This document should be tailored to the needs of Council and the procurement activity concerned (e.g. rating scored and methodologies).
2 - Source	**Request for Proposal – Goods and Services and Professional Services**	Used for engagements of suppliers of professional services. Professional Services are non-physical products or services that individuals or companies provide to help manage or improve a specific area of business e.g., architects, accountants, lawyers, management consultants, urban planning, financial planning, advertising, etc.
	Request for Proposal Minor Works and Services	Used for minor works. Minor works can be defined as construction works undertaken on existing structures, requiring no prior approvals, no plan reviews, nor altering an any way the structural members of a building.

Procurement Templates		
Stage	**Document Name**	**Description**
	Negotiation Plan	Used to outline how Council will manage the negotiation process with one or more preferred suppliers prior to finalising the award of the contract. The Plan list the various *'do's and don'ts'* of the negotiation process. It assists the relevant negotiation team in complying with legal, ethical and operational requirements consistent with relevant legislation, regulation and policies.
	Evaluation Report	Documents the evaluation process used for selection of shortlisted or preferred supplier selection. It is to be presented to the appropriate delegate within Council to confirm the shortlisted/preferred supplier selection.
	Contract Approval Form	The contract approval mechanism detailing the contract summary and any risks and benefits of executing the contract and annexes the final negotiated contract/quote/proposal. Utilised for Leveraged (<$450,000) and Focused contracts that can be executed by a Financial Delegate up to Group Manager.
3 - Manage	**Briefing Note for Contract Award**	The contract approval mechanism detailing the contract summary and any risks and benefits of executing the contract and annexes the final negotiated contract. May annexe a copy of the supplier's final offer. Utilised for Leveraged (>$450,000) and Strategic contracts requiring approval and execution by the Executive Leadership Team (ELT).
3 - Manage	**Contract Management Plan**	Outlines the obligations of the Contract Owner for management of the Contract following award up to and including contract close-out. It provides an overview of the governance of the Contract from a financial, operational and performance reporting perspective.
	Kick-off meeting agenda template	Outlines the main topics to be covered during the first post Contract award meeting between Council and the successfully selected supplier to undertake the respective procurement activity. The agenda aims to introduce the project team, clarify roles and responsibilities, as well as establish a mutual understanding of the contract's goals and objectives.
	Kick-off meeting minute template	Used to record and distribute to attendees and relevant parties a summary of all discussions, clarifications, expectations, and items to be followed up or action on, amongst other topics that are raised during the relevant contract kick-off meeting.
	Variation Request Form Briefing Note	A request for a variation to the contract/agreement including a change to any services or deliverables, contract sum.
	Contract Performance Review meeting	Used to prepare for a review of contract performance and to facilitate supplier review meetings. Main topics for discussion (from both contracting parties) are to be outlined in this template prior to the meeting.

Procurement Templates		
Stage	**Document Name**	**Description**
	(internal) agenda template	
	Contract Performance Review meeting (internal) minute template	Used to record and distribute all attendees and relevant parties a summary of all discussions, clarifications, expectations, and items to be followed up or action on, amongst other topics that are raised during the relevant Contract Performance Review meeting.
	Certificate of Practical completion – PDG template	Formal notification that the contract deliverables have been completed in accordance with the contract stipulations and any statutory requirements applying to the works, without any defects or omissions.
	Notification to the supplier of release of security or retention monies – PDG template	Notification that the form of security mutually agreed to protect Council for the contract in question has been ceased and released to the supplier. Shall Council be withholding a specific sum of money from the supplier's progress payments, or if there are securities in place (such as Bank Guarantees), these will no longer apply upon this notification being issued.

SCHEDULE B - EVALUATION PLANNING CONSIDERATIONS

Evaluation Committee

An evaluation committee must be established for all procurement processes other than those classified as routine. The Evaluation committee should be comprised of Council officers with the relevant skills, experience and independence to carry out the detailed evaluation of proposals in accordance with the evaluation plan.

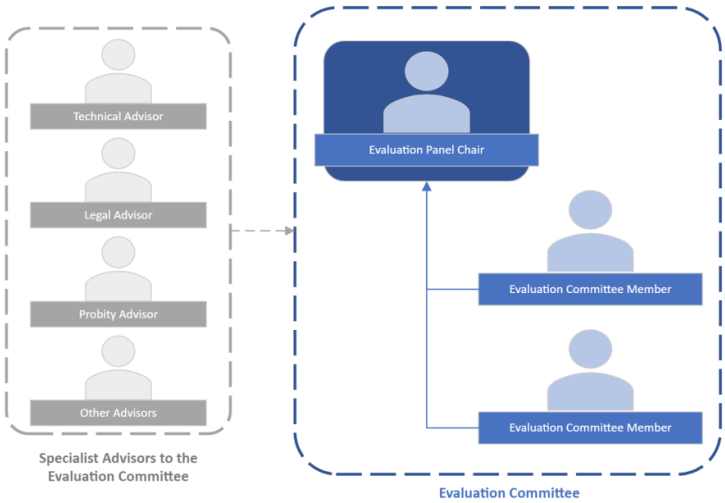
The committee must comprise at least two (2) evaluation committee members although there is a preference to have 3 evaluation committee members, see Figure 10 below. Where weighted or scored evaluations are being conducted, all Panel members should score independently of each other and then moderate to a final score per supplier. In some cases, collective panel scoring may be appropriate, however the evaluation plan should clearly articulate this as the evaluation strategy and the process for resolving any variances or disputes between panel members. All panel member comments and overall collective reasoning for awarded scoring must be documented and included in the evaluation report.

If determined that PCG is involved in the procurement process eg. strategic high risk high value procurements, then the Procurement Lead will be a member of the evaluation committee.

The Evaluation Committee may require advice from specialists on various financial and commercial, legal, planning and technical matters to assist them to make informed evaluations. Advisors shall be non-scoring for the purposes of non-price evaluations and are only to be provided with the relevant section(s) of the Response/s.

Any personnel involved in a procurement process must declare any perceived, potential or actual conflicts of interests prior to commencing the procurement process.

Figure 10: Evaluation Committee Overview

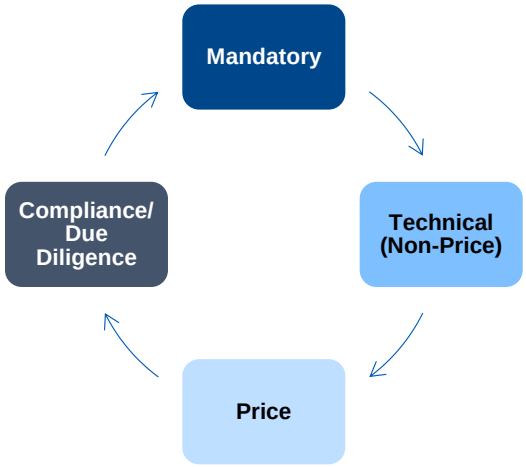


Evaluation Criteria

Evaluation criteria, see Figure 11 below, are an important component in achieving value for money. Evaluation criteria and weightings should take into consideration not only cost factors,

but other non-cost factors, along with the advancement of relevant economic, environmental, and social objectives. The sophistication and specificity of the evaluation criteria will vary depending on the complexity and value of the activity.

Figure 11: Evaluation Criteria



VI. Mandatory Criteria (pass/fail criteria)

Mandatory requirements are minimum standards that suppliers must meet to participate in the procurement process. Mandatory criteria are only set if they are compulsory for the outcome and enhance the procurement process (for example, insurances including workers compensation, licences, certifications).

Any potential supplier who does not meet the mandatory requirements will not be considered further. The RFX documents must clearly identify to the supplier any mandatory criteria applied to the procurement activity.

VII. Technical (Non-Price) Criteria

Technical criteria (non-price criteria) are used to assess suppliers' experience and ability to undertake the requirements, including assessing the supplier's work health and safety practices.

Weightings appropriate to the needs of Council and each specific procurement must be applied to the non-price criteria. Table 8 outlines evaluation criteria that may be used.

An evaluation criterion for "Local Business and Benefit" must be included in all Requests for Proposal and be allocated a minimum weighting of 15%. Further details on evaluating Local Benefits are outlined in SCHEDULE C – Local Business.

Table 8: Evaluation Criteria

General Criteria	Project Specific Criteria	Targeted Criteria (considered on case by case basis)
• organisational capability/ previous experience • methodology and/or proposed approach • resource availability • performance capability	• project personnel and their competencies • methodology for the project including program	• social value • sustainability/environmental consideration • Customer Experience • past performance

• risk management • environmental management • quality assurance systems • previous performance record • occupational health and safety management • industrial relations management • Local Business and Benefit • Client References	• a project health and safety management plan • systems proposed for the project • the capacity and current commitments of key personnel • insurances • the response to government policies that apply to the project	• management and technical skills • management and reporting systems and capability • transition plans

VIII. Price

Price Criteria are used to assess the total cost of the goods or services for the life of the contract. Cost-related factors may include up-front price, whole-of-life cost, and transaction costs associated with the acquisition, use, holding, maintenance, and disposal.

The most commonly used price evaluation methodologies are included in Table 99 below:

Table 9: Price Evaluation Methodologies

Methodology	Description	Application
Lowest cost, technically compliant	Technical cut off score where price is the driving factor (i.e., 60%). Awarded to the lowest cost tender.	Used for routine/ transactional activities. Appropriate when suppliers only need to be technically acceptable, and value for money is achieved with lowest evaluated price (i.e., stationary / computer / lab equipment supply)
Weighted methodology	Price and non-price or technical factors are weighted in accordance with the procurement drivers (i.e., where technical and quality are the driver, you may weight them 80% and price 20%). The price weighting should be applied using a robust price scoring method.	Technical, one off, or specialised procurements where outcomes are the driving factor to achieve value for money over price.
Value for money ratio	$VFM\ Ratio: = \left(\frac{Total\ Weighted\ Non\ Price\ Score\ for\ Supplier}{Normalised\ Tendered\ cost}\right)$ When dealing with large pricing units, the fraction will be multiplied by the common unit of pricing	This can be used for various procurement types where value for money is the driving factor.

Methodology	Description	Application
	(e.g., thousand, ten thousand, hundred thousand, million) to scale the ratio. The higher the score, the better value for money the offer provides (i.e., a high scoring offer with a low cost will result in a higher score as it offers good value for money).	
Normalised Price Scoring	Utilisation of a formula where the lowest normalised price is allocated the highest score possible and higher prices are allocated a score relative to the lowest price. $$Price\ Score: = \frac{Lowest\ Normalised\ Tender\ Price\ x\ 5}{Supplier's\ Normalised\ Price}$$ Normalised price scoring may be applied to the weighted methodology outlined above.	To be used where a price score is required to determine the evaluation outcome.

Bespoke evaluation methodologies may be developed on an as-required basis.

IX. Compliance / Due Diligence

This criterion is used to assess whether there is any commercial risk posed by the Supplier. It generally encompasses the following type of criteria:

- Compliance with the Conditions of Offer
- Compliance with Contractual Standards / Terms and Conditions and if any of the proposed departures would require significant or lengthy negotiations
- Provision of correct supplier details (via ABN look-up and/or ASIC check/s)
- Supplier stability and reliability, including supplier checks, for example (but not limited to):
    i. Reference checks
    ii. Financial viability / assessment (in conjunction with Finance)
    iii. Australian Securities & Investment Commission (ASIC) business check
    iv. Credit check (for example, Dun & Bradstreet)

Suppliers offering unacceptable levels of risk may be excluded from further consideration.

Presentations / Interviews / Other

The evaluation may involve presentations, site visits, sample testing and other steps. It is important to ensure that the evaluation committee follow the requirements of the evaluation plan while undertaking these steps in the evaluation process. It is also important to ensure that records of such steps are detailed and kept on file. Probity protocols for site visits should be established and all activities should be documented.

SCHEDULE C - LOCAL BUSINESS

The local business component must be scored using the following 0-10 methodology primarily based on the Respondent's location, employment of local Redlands staff and other local benefits.

Local Business Scoring Methodology

0	Respondent located internationally and providing services from an international location.
1	Respondent located interstate and providing services from an interstate location.
2	Respondent located interstate but will be using Queensland staff and suppliers.
3	Respondent located interstate but will be using Redlands staff and suppliers. This may include the use of local accommodation, car hire business, fuel services and food locations.
4	Respondent located within Queensland and providing goods, services or works from within Queensland.
5	Respondent located within neighbouring Councils of Logan, Brisbane and Gold Coast City Council areas and will NOT use local Redlands staff, suppliers and subcontractors.
6	Respondent located within Queensland but will be using some Redlands staff and suppliers. This may include using some local Redlands staff, suppliers and subcontractors.
7	Respondent located within neighbouring Councils of Logan, Brisbane and Gold Coast City Council areas using some (less than 50%) local Redlands staff, suppliers and subcontractors.
8	Respondent located within neighbouring Councils of Logan, Brisbane and Gold Coast City Council areas using mostly (50% and up) local Redlands staff, suppliers and subcontractors.
9	Respondent located in Redlands or developing a local office of facility, using mostly (less than 70%) local Redlands staff, suppliers and subcontractors.
10	Respondent located in Redlands using 70% - 100% local staff, suppliers and subcontractors.

The local benefit components (listed below) are scored using the standard 0-10 scoring methodology. They are typically evaluated as a 'whole' with the overall weighting combined with Local Business totalling a minimum of 15% of the total score. It is at the discretion of the evaluation committee as to how the minimum 15% weighting is divided between Local Business and Local Benefit.

Local Benefit	Description
Business Location	The number of business offices or sites located in the Redlands area
Jobs	The number of local jobs supported by the procurement activity
Supply chain	The number or amount of use of local suppliers, manufacturers and supply chain directly relating to the supply or manufacture of goods and/or services
Education & Training	The number of local apprenticeships and traineeships supported by the procurement activity

First Nations People jobs	The number of local First Nations People jobs supported by the procurement activity
Socio-economic	The interest, engagement and support of local community and sporting groups and activities
Reporting	Contract Management plan to indicate how the above will be measured and reported on during the life of the contract

SCHEDULE D – CONTRACT TYPES

Contract Types	Description	Appropriate Use
Goods & Services Contracts		
Purchase Order Conditions	Conditions of the purchase order, which is the instrument that the goods or services will be supplied in accordance with.	
Council Standard Contracts	Simple contracts for Goods & Services or Professional Services under standard but specific Council T&Cs. Schedules set out specification, performance monitoring arrangements, charges and payments.	
Council Contract from RCC Register of Pre-qualified Suppliers	Overarching agreements created by Council to enable simpler establishment of contracts if market is competitive. Suppliers are pre-qualified through a competitive procurement process and each register of pre-qualified suppliers has its own purchasing conditions.	
Council Contract from Local Buy or QLD Gov Register of Pre-qualified Suppliers	Overarching agreements created by LGAQ/QLD Gov to support government agencies in accessing goods/services through a quote process rather than by a tender. Suppliers are pre-qualified through a competitive procurement process and individual contracts are generally established by job, project or annual spend.	
Council Contract from WoG Arrangement	SOA owned by QLD Gov, Council eligibility and customer registration requirement to be clarified with the SOA contact. To find an SOA, search the Queensland Contracts Directory public site. For ICT SOAs, refer to the Queensland Information Technology Contracting (QITC) framework, providing guidance on how to buy ICT products and services.	
Contracts with Supplier T&Cs	Supplier T&Cs are typically written in favour of the supplier (less liability and financial risk) and can conflict Councils standard legal position/s, thus not Council's preferred option. Prior to accepting/signing supplier contracts, PCG must review if the level of risk is acceptable to Council. PCG will liaise with Legal Services,where required.	ICT-related products, services, software licences, Subscriptions, Venue hire, Online purchases, Credit applications
Council Bespoke Contracts	More comprehensive Council T&Cs written specifically for more complex requirements and financial models (e.g. Revenue, Expense & Revenue, Cost-neutral/no cost to Council, Grant funded). PCG may require Legal Services to draft suitable clauses, commission a specialised contract	'Strategic' and 'focused' procurements with high complexity and/or risk

Contract Types	Description	Appropriate Use
	or seek advice from external legal firms (time-consuming and additional costs).	
Valuable Non-Current Asset Contracts	Contract for the disposal or sale of a valuable non-current asset, including for land, plant and equipment. Council sets the thresholds for when a contract of this type is to be entered into by a tender process or by auction: - for land (incl. leases) all values - for plant and equipment ≥ $5K - any other type of non-current asset ≥ $10K	Mandatory for non-current assets in line the relevant threshold value
RCC Arrangements		
Preferred Supplier Arrangement	Contracts for the delivery of goods/ services under a specific category. Arrangement may have contracts with multiple suppliers delivering only portions of the arrangement, or one supplier to provide all. See *Contract Register* and *Contract Management Plan* to determine if the supplier can be engaged to deliver the scope of work.	If purchasing power of Council can be leveraged Improved control and consistency to deliver savings and efficiencies
Pre-qualified Supplier Arrangement	Overarching agreements to enable simpler establishment of contracts for certain goods/services where market is competitive. Suppliers are pre-qualified through a competitive procurement process; individual contracts are established by job. Each register of pre-qualified suppliers has its own conditions for purchasing from the arrangement.	Low value goods/ services purchased frequently; substantial total aggregated value; competition can deliver better value for money
Building & Construction Contracts		
Australian Standards Contracts (AS4300 & AS2124)	Standard forms of contract used across construction industry typically to include special conditions for delivery of a specific project and Council-specific requirements.	Building and construction projects of any value
Council Standard Contract (Minor Works Contract)	Council's standard form of contract for the completion of minor infrastructure works, under standard but specific Council T&Cs.	

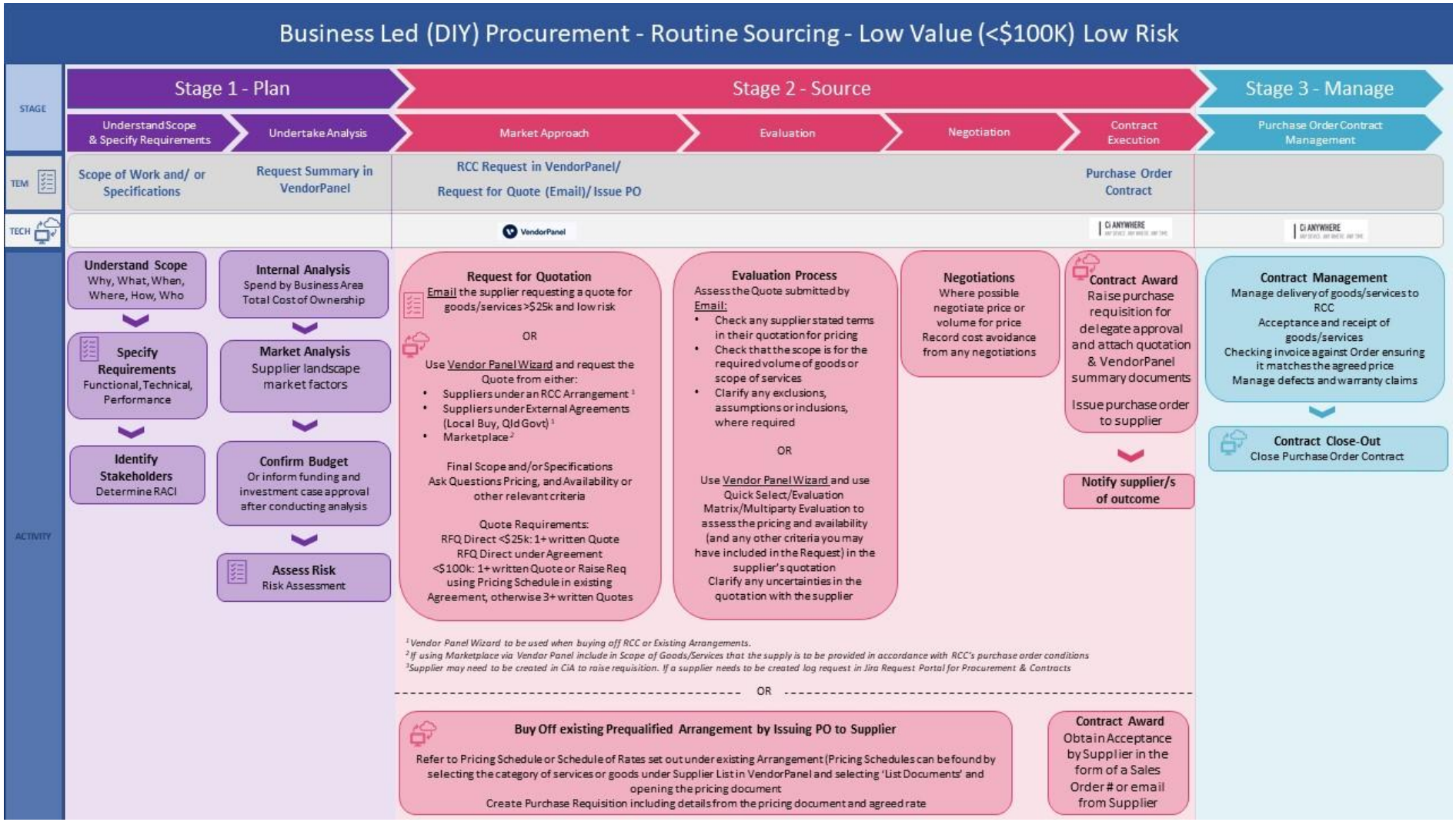
SCSCHEDULE E – SUSTAINABILITY CONSIDERATIONS

Environmental	
Reducation of Co2 emissions	• Less energy consumed by Council • Suppliers who are committed to reduction of energy eg. Solar savers, investing in alternative energy or offsetting carbon emissions
Minimising waste production	• Reduced use of non-renewable resources • Reduced demand for raw materials and natural resources • Reduction in waste • Suppliers commits to utilsiing recyclable content in building and construction materials such as concrete and asphalt • Suppliers commit to recycling programs • Suppliers commits to using sustainably sourced FSC certified timber products in buildings
Environmentally sustainable business practices	• Suppliers that demonstrate their sustainably business practices through: • Formal EMS • ISO accreditation • Environmental management policies and procedures
Reducing water consumption and impact of bio-diversity	• Less water used and less impact on water quality • Activities don't threaten natural habitats • Suppliers commit to reduction of water use in production techniques or use of rainwater tanks on site
Social procurement	
Bundle	• Joining together to increase the size and scope of the procurement process to enable a social or sustainable solution
Unbundle	• Decreasing the size and scope of a project/contract where social enterprises or Aboriginal businesses in the supply market do not have the capacity to meet the full size of scope
Evaluation criteria or targets for delivering social value	• Asking all suppliers to demonstrate impact, while communicating to the market the importance placed on social value
Evaluation criteria or targets for subcontracting	• Higher value contracts can require or encourage suppliers to incorporate social enterprises or Aboriginal businesses in their supply chain
Targeted sourcing (see exemption section)	• Allowing direct sourcing from known social enterprises with demonstrated capability.

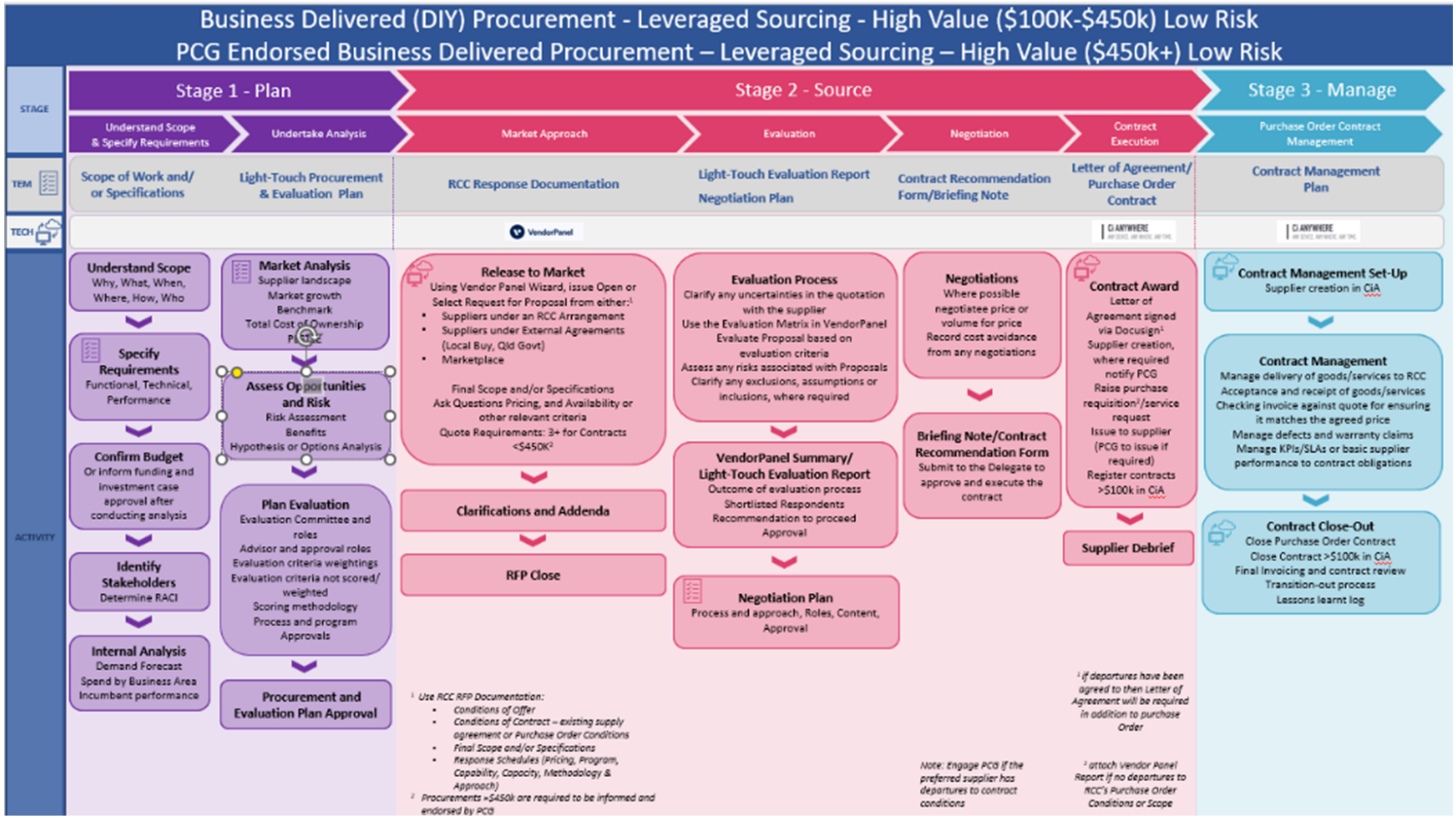
SCHEDULE F – DEFINITIONS AND ABBREVIATIONS

Term	Definition
Aggregate value	The total or combined estimated worth or cost of goods, services, or contracts over a specified period or within a particular scope.
Annual Contracting Plan	See section 220 of the Local Government Regulation 2012.
Business Unit	A functional area within a Redland City Council team or group.
CiA	CiAnywhere – Council Financial Management System
Customer Experience	Customer experience is the way a customer thinks and feels about their entire customer journey, from first thinking about interacting with Council until their journey ends. The Customer Experience Strategy 2022–2032 is a catalyst project in Our Future Redlands, A Corporate Plan to 2026 and Beyond.
Evaluation Criteria	Specific standards or criteria used to assess proposals from potential suppliers.
Exception	A deviation from standard procurement procedures as defined in this Manual due to specific circumstances that warrant special consideration or approval.
Expression of Interest (EOI)	A request to the market to designed to illicit interest, availability and capability from potential suppliers regarding a specific project or requirement.
Local Buy	An entity established by the Local Government Association of Queensland (LGAQ) to facilitate procurement processes for local government entities, non-profit organisations, and government-owned corporations.
Local Buy Arrangements	An arrangement of prequalified suppliers established by Local Buy for sourcing procurement requests.
Local Government Act (LGA)	Local Government Act 2009
Local Government Association of Queensland (LGAQ)	See section 234 of the Local Government Regulation 2012.
Local Government Regulation (LGR)	Local Government Regulation 2012.
Prequalified Supplier	A supplier who has met specific criteria set in a procurement process and demonstrated their capability, reliability, and suitability to participate in future procurement requests.
Procurement activity	All activities that relate to the making and entering into a contract for carrying out work, or the provision of goods and services, or the disposal of non-current assets
Purchase Order	A document issued to a supplier, indicating types, quantities, and agreed prices for products or services. It serves as a contract between the two parties, detailing what is being purchased and under what terms.

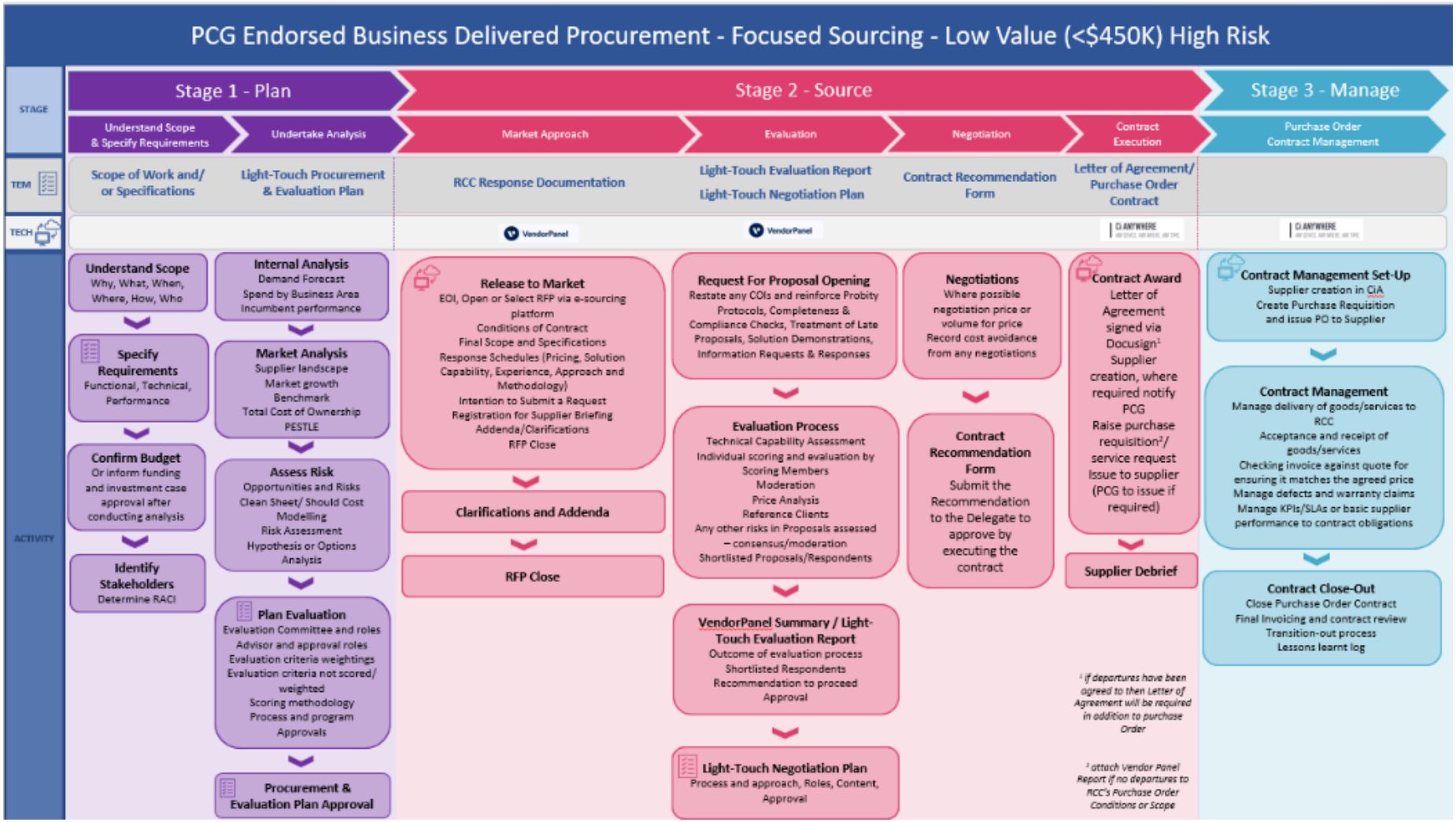
ANNEXURE A – ROUTINE BUSINESS UNIT DIY PROCESS WORKFLOW



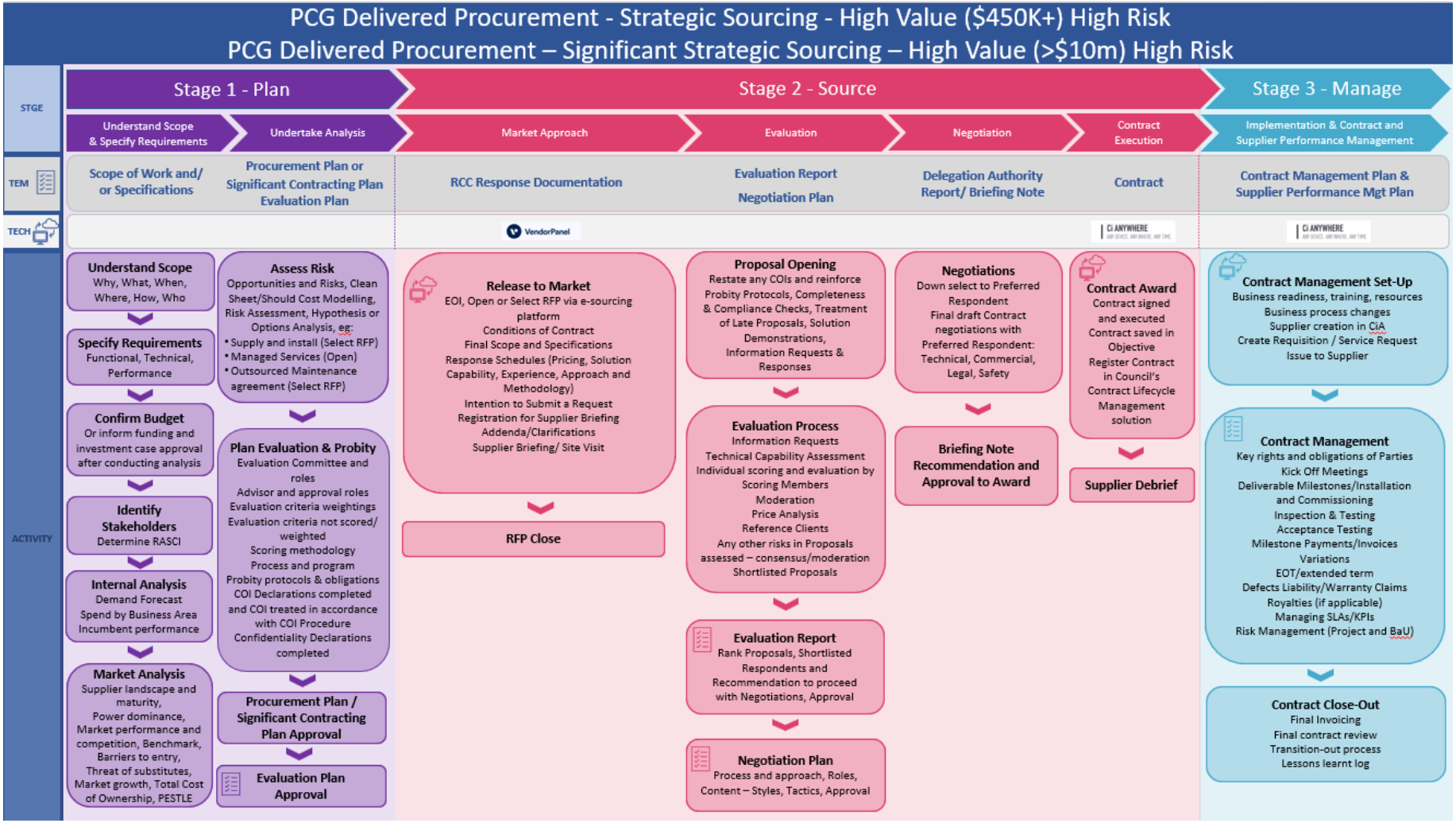
ANNEXURE B – LEVERAGED BUSINESS UNIT DIY PROCESS WORKFLOW



ANNEXURE C – FOCUSED PCG DELIVERED PROCESS WORKFLOW



ANNEXURE D – STRATEGIC PCG DELIVERED PROCESS WORKFLOW



Corporate Procurement Policy

Policy Identifier:	PRC-001-P
Approved by:	General Meeting
Date of Approval:	17 July 2024
Effective Date:	17 July 2024
Review Date:	17 July 2025
Version:	17

Head of Power

Local Government Regulation 2012 (Qld) Section 198 requires Council to prepare and adopt a procurement Policy and review the Policy annually.

The Policy sets out Council's framework for its procurement and contracting activities in a manner that complies with applicable laws, including s.104 of the *Local Government Act 2009* (Qld) and the *Local Government Regulation 2012* (Qld).

Our Future Redlands – A Corporate Plan to 2026 and Beyond

Policy Objective

To set out Council's framework for its procurement and contracting activities in a manner that complies with applicable laws.

Council has adopted the Strategic Contracting Procedures under Part 2 of Chapter 6 of the *Local Government Regulation 2012* for its contracting arrangements and disposal of valuable non-current assets, excluding land.

This Policy has been established to be consistent with legislation which applies to procurement and contract management in Council. Relevant legislation will prevail to the extent of any inconsistency between this Policy and legislation. Council's goal to reduce red tape and save public funds will also be a consideration in Council's annual review of this Policy and its procurement practices.

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:

- Developing systems that allow Council to carry out Procurement in a manner that is consistent with the Sound Contracting Principles outlined in detail in the Procurement and Contracts Manual which are:
  i. Value for money; and
  ii. Open and effective competition; and
  iii. The development of competitive local business and industry; and
  iv. Environmental protection; and
  v. Ethical behaviour and fair dealing.

Corporate Procurement Policy

- Ensuring integrity, accountability and transparency in the way in which Redland City Council undertakes procurement.
- Ensuring all procurement processes are conducted in accordance with the requirements of this Policy and any associated policies, manuals, guidelines, procedures and standards.
- Ensuring compliance with *Local Government Regulation 2012* Strategic Contracting Procedures (Chapter 6, Part 2, ss. 217-222) and apply a principles based approach to all procurement activities founded on Sound Contracting Principles of s104 of the *Local Government Act 2009* to its Procurement.
- Conduct procurement and contracting activities within a sound governance and probity environment consistent with the Delegation of Powers and Appointment of Authorised Persons Policy.
- Encourage sustainable and innovative procurement practices.
- The efficient and timely delivery of Council's capital works, operational and service delivery programs.
- Achieving value for money for Council.
- Promoting an open, efficient and competitive market place for suppliers, including the ability for market led proposals.
- Implementing procurement processes that are ethical and fair, and result in value-based outcomes to Council for its community members.
- Developing local and indigenous business and industry.
- Promoting, developing and utilising the services of social enterprises.

Definitions

Term	Definition
Procurement	The acquisition through purchase or lease of real property, goods or other products (including intellectual property), works or services.
Corporate Plan	See Section 104 (5) of the *Local Government Act 2009* (Qld).
Governance	The framework of rules, relationships, systems and processes by which the Council is directed
Probity	Evidence of ethical behaviour, and can be defined as complete and confirmed integrity, uprightness and honesty in procurement activity.
Sustainable Procurement	The meeting of business needs for materials, goods, utilities and services in an environmentally-friendly, responsible and ethical way.
Contract	A contract (including purchase orders and purchase card transactions) for: (d) the supply of goods or services; or (e) the carrying out of work; or (f) the disposal of non-current assets. In this instance, the term does not include a contract of employment between Council and a Local Government Employee (as defined in the LGA 2009)
Social Procurement	A strategic approach to meeting social objectives through procurement and in particular providing employment opportunities via procurement to disadvantaged communities.

Corporate Procurement Policy

Associated Documents

GOV-004-P Governance Policy (A196640)
PAC-001-SD Employee Code of Conduct (A196608)
GOV-005-P Delegation of Powers and Appointment of Authorised Persons Policy (A3154860)
GOV-007-P Fraud and Corruption Prevention (A3155236)
IM-008-P Information Privacy (A176868)
PRC-001-SD Procurement and Contract Manual (A214677)

Council's current Operational Plan
Council's Financial Strategy 2023-2033

Local Government Act 2009 (Qld)
Local Government Regulation 2012 (Qld)

Document Control

Only Council can approve amendments to this document by resolution of a General Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member.

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

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

Version Information

Version number	Date	Key Changes
4	December 2012	• Change to incorporate local Preference Policy
5	June 2013	• Change in line with the Local Government Regulations 2012 (Qld).
6	May 2014	• Annual Review incorporating more detail and legislative requirements
7	November 2015	• Annual Review – No change
8	November 2016	• Annual Review – No change
9	November 2017	• Annual Review - Updated 'Head of Power' include Council Corporate Plan 2018-2023. • Updated Council Corporate Plan 2018-2023 Section with reference to Policy alignment to the corporate plan under legislative requirements specific reference to the integration of council's strategic priorities. • Updated definitions • Updated document control as per POL-001 Policy Guidelines and Procedure Development Manual • Updated associated documents
10	November 2019	• Administrative changes in line with Policy framework review
11	July 2020	• Added information to objective around strategic contracting procedures • Updated referenced Section number under LGR2012 strategic contracting procedures under Policy statement • Updated dot points 6, 9 and 11 under Policy statement • Deleted default contracting procedure from definitions table
12	July 2021	• Readopted to go with the *Council Resolution Action Advice 20210721 Council Action Sheet 13.4 Strategic Contracting Procedures*, no changes made review date remains the same.
13	March 2022	• Administrative update to include reference to the new Corporate Plan
14	July 2022	• Readopted to go with the *Council Resolution Action Advice 20220720 Council Action Sheet 13.4 Strategic Contracting Procedures*, no changes made.

Corporate Procurement Policy

Version number	Date	Key Changes
15	June 2023	Administrative Review: • Update document classification code from LSV to PRC • Change group from Risk and General Counsel to Procurement and Contracts
16	July 2023	• Added word 'contracts' after procurement to describe the activity instead of the function, in the Policy Objective. • Added words 'result in value-based outcomes to Council for its community' under Policy Statement. • Added Council's Financial Strategy 2023-2033 to Associated Documents
17	July 2024	• Adopted by Council unchanged.
18	July 2025	• Adopted by Council unchanged.

ANNUAL CONTRACTING PLAN - 2025/2026 Financial Year

Detailed below are contracts in relation to construction (works) and goods and services, against which procurement activity is scheduled to occur during the 2025-2026 financial year. Council may amend the Annual Contracting Plan at any time before the end of the financial year to which the schedule relates.

Council, or its delegate, may elect to negotiate a contract extension period, or exercise an existing option to extend a contract rather than engaging the market to enter into a new contract; subject to contract performance, sound contracting principles, procurement and delegated authority procedures.

Exceptions under Chapter 6, Part 2 of the Local Government Regulation Qld. 2012 (LGR 2012) may apply to all new contract sourcing arrangements in accordance with the Council Budget, Procurement Policy, Procurement and Contract Manual and related delegation instruments and procedures.

Council is committed to delivering this plan for our city while addressing the four principles of sustainability, known as the 'quadruple bottom line' (QBL). These principles are: social, economic, governance, and environment. Each principle of the QBL needs to be balanced to achieve sustainability.

Administrative, business transactions and disposals not specifically identified in the Annual Contracting Plan will continue in accordance with Council Budget, Procurement Policy, Procurement and Contract Manual and related delegation instruments and procedures.

Definitions

Contract Types - Council classifies contracts as either general or significant based on the estimated contract value.
General - <$10 million - Quote, EOI or tender based procurement process
Significant - >$10 million - Significant Contracting Plan adopted by Council.

Market Assessment
Strategic – goods and services critical to operations, high complexity and medium - high value, high degree of difficulty in securing supply
Leveraged – high value, competitive supplier market, low-medium difficulty in securing supply
Focused – unique supplier capabilities, technical and specialist, medium - high degree of difficulty in securing supply
Routine –low value, individual transactions, strong market competition, low difficulty in securing supply

CONSTRUCTION (Value >$200,000)
Capital Works Program for Construction contracts and projects against which major procurement activity is scheduled to occur during the 2025-2026 financial year and later is published:
https://www.redland.qld.gov.au/download/downloads/id/5879/annual_capital_works_program_publication.pdf

Category	Detail/Scope	Contract Type	Market Assessment	Benefit (QBL)	Sourcing Method	Expected time to market	Recommendation
Construction Services	Raby Bay Revetment Wall Stabilisation	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation
Construction Services	Detailed Design Services of Birkdale Community Precinct	General	Strategic	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q2	Contract to be awarded under delegation
Waste Services	Waste Transfer Station Upgrades - Long Haul	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation
Construction Services	Fire Hydrant and Sprinkler Renewals 2025-26	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation
Construction Services - Footpath Expansions	Footpath Expansion Old Cleveland Road East, Capalaba	General	Strategic	Environmental/Governance/Economic/Social	Request for Proposal / Open Invite	Q1-Q4	Contract to be awarded under delegation
	Footpath Expansion Allendale Place, Alexandra Hills						
	Footpath Expansion Heritage Drive Urban Habitat						
	Footpath Expansion Sturgeon Street, Ormiston						
	Footpath Expansion Opposite to 15 Lockitt Place, Ormiston						
	Footpath Expansion High Street, Russell Island						
	Footpath Expansion Pittwin Road North, Capalaba						
	Footpath Expansion Fitzroy Street, Cleveland						
	Kerb Ramps Renewal 2A Bainbridge Street, Ormiston						
	Footpath Expansion Loraine Street, Capalaba						
	Footpath Expansion Brompton Streert, Alexandra Hills						
	Footpath Expansion Magnolia Parade, Victoria Point						
	Footpath Expansion Mcmillan Road, Alexandra Hills						
	Footpath Expansion Baywalk Place and Ruth Street, Thorneside						
	Footpath Expansion Boundary Street Redland Bay						
	Footpath Renewal Finucane Road, Alexandra Hills (240-256)						
	Kerb Ramp Renewal Opposite To 20 Paxton Street, Cleveland						

	Footpath Upgrade Carinyan Drive, Birkdale						
Water & Sewerage	Electrical Switchboard Renewals 2025-26	General	Strategic	Environmental/Governance/Economic/Social	Request for Proposal / Open Invite	Q2	Contract to be awarded under delegation
	SPS 011 Switchboard Upgrade, 65 Cleveland Redland Bay Rd, Thornlands						
	SPS 101 Switchboard Upgrade, 14 Beachside Ct, Victoria Court						
	SPS 104 Switchboard Upgrade, 12 Bimba St, Point Lookout						
	SPS 061 Switchboard Upgrade, 50 Orana St, Victoria Point						
	SPS 116 Switchboard Upgrade, Opposite 6 Sommersea Dr, Cleveland						
	SPS 136 Switchboard Upgrade, 23 Weippin Street, Cleveland						
Water & Sewerage	AC Main Replacement - Bath St, Birkdale	General	Strategic	Environmental/Governance/Economic/Social	Request for Proposal / Open Invite	Q2	Contract to be awarded under delegation
	AC Main Replacement - Cavell St, Birkdale						
	AC Main Replacement - Murray St, Birkdale						
	AC Main Replacement - Thomas St, Birkdale						
Water & Sewerage	PS Relining and Infiltration Reduction	General	Strategic	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation
Water & Sewerage	Birkdale Road Interconnector, Birkdale	General	Strategic	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1	Contract to be awarded under delegation
Water & Sewerage	Central Gravity Trunk Expansion S5, S8, S9, Victoria Point	Significant	Strategic Significant	Environmental/Governance/Economic/Social	Request for Proposal / Open Invite	Q1	Contract to be awarded under delegation
Park Assets	Karragarra Island Community Park shelter	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q2	Contract to be awarded under delegation
	Resurface & Line Marking - Courts, EGW Wood Sportfield, Wellington Point						
	DOLA & Solar Lights - Montgomery Drive Park, Wellington Point						
	Bollard Circuit Markers - Capalaba Regional Park						
	Park Assets - David Parr Park, Alexandra Hills						
	Cricket Pitch - William Stewart Park, Thornlands						
	Shelter at Aquatic Paradise DOLA, Birkdale & Shade at Beth Boyd Fitness, Thorneside						
Park Assets	Park Asset Renewals FY2025/2026	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation
Park Assets	Park Renewal - Jasper Street Park, Alexandra Hills	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1	Contract to be awarded under delegation
Park Assets	Sportsfield Lighting - John Fredericks Park, Capalaba & John Edward Downie Sportsfield, Redland I	General	Strategic	Environmental/Governance/Economic/Social	Request for Proposal / Open Invite	Q2	Contract to be awarded under delegation
Building	New Community building - Macleay Island	General	Strategic	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q2	Contract to be awarded under delegation
Building	Long Term Holding Kennels - Animal Shelter, Cleveland	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1	Contract to be awarded under delegation
Building	Cleveland Aquatic Centre Renewals	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation
Building	Building Renewal works	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation
Marine	Replacement of Floating Pontoon - Colburn Avenue, Victoria Point	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation
Bridges	Pedestrian Bridge Renewal, Capalaba	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q2	Contract to be awarded under delegation
Carparks	Car Park / CTU Parking William St, Cleveland	General	Leveraged	Environmental/Governance/Economic/Social	Request for Proposal/Select Invite	Q1-Q4	Contract to be awarded under delegation

GOODS, SERVICES & MINOR WORKS (SIGNIFICANT) (Value >$10m)

Detailed below are anticipated significant contracts in relation to goods, services and minor works against which major procurement activity is scheduled to occur during the 2025-2026 financial year. These contracts are considered to be significant contracts.

Category	Detail/Scope	Contract Type	Market Assessment	Benefit (QBL)	Sourcing Method	Expected time to market	Recommendation
Repairs & Maintenance	Habitat Restoration Works - RCC Arrangement (register of pre-qualified suppliers)	Significant	Strategic Significant	Environmental/Economic/Governance/Social	Request for Proposal/Open Invite	Q2	Contract to be awarded under delegation
Plant and Vehicles	Plant Hire Services - RCC Arrangement (register of pre-qualified suppliers)	Significant	Strategic Significant	Environmental/Economic/Governance/Social	Request for Proposal/Open Invite	Q3	Contract to be awarded under delegation

Repairs & Maintenance	Mechanical & Electrical Maintenance Services - RCC Arrangement (register of pre-qualified suppliers)	Significant	Strategic Significant	Environmental/Economic/Governance/Social	Request for Proposal/Open Invite	Q1	Contract to be awarded under delegation

GOODS, SERVICES & MINOR WORKS (Value $200,000 -$10m)

Detailed below are further anticipated contracts in relation to goods, services and minor works against which procurement activity is scheduled to occur during the 2025-2026 financial year and later. These contracts are not considered to be significant contracts.

Category	Detail/Scope	Contract Type	Market Assessment	Benefit (QBL)	Sourcing Method	Expected time to market	Recommendation
Facilities Management	Redland City Council Aquatic Centres	General	Strategic	Environmental/Economic/Governance/Social	Request for Proposal/Open Invite	Q1	Contracts to be awarded under delegation
Consultants and Contractors	Preferred Supplier for Veterinary Services	General	Leveraged	Environmental/Economic/Governance	Request for Proposal / Select Invite	Q2	Contracts to be awarded under delegation
Consultants and Contractors	Mainland Cemetery Gravedigging, Backfilling & Maintenance	General	Leveraged	Environmental/Economic/Governance/Social	Request for Proposal / Select Invite	Q2	Contracts to be awarded under delegation
Consultants and Contractors	Trades and Services - RCC Arrangement (register of pre-qualified suppliers)	General	Strategic	Environmental/Economic	Request for Proposal/Open Invite	Q3	Contracts to be awarded under delegation
Goods & Services	Supply of Office Supplies	General	Leveraged	Environmental/Economic	Request for Proposal / Select Invite	Q3	Contracts to be awarded under delegation
Repairs & Maintenance	Tree Maintenance Services on Southern Moreton Bay Islands	General	Strategic	Environmental/Economic/Governance/Social	Request for Proposal/Open Invite	Q1	Contracts to be awarded under delegation
Repairs & Maintenance	Preferred Supplier for Cleaning Services	General	Strategic	Environmental/Economic/Governance/Social	Request for Proposal/Open Invite	Q1	Contracts to be awarded under delegation
Repairs & Maintenance	Preferred Supplier for Cleaning & Maintenance of stormwater quality improvement Devices (SQIDs)	General	Strategic	Environmental/Economic/Governance	Request for Proposal/Open Invite	Q1	Contracts to be awarded under delegation
Plant and Vehicles	**Fleet Replacement Activity** Light Commercial Agricultural Passenger Vehicles Trailerplant Trucks Utility Vehicles	General	Strategic	Environmental/Economic/Governance	Request for Proposal/Open Invite	Q1-Q4	Contracts to be awarded under delegation
IT and Telecoms	Meeting Minutes Management Software	General	Leveraged	Environmental/Economic/Governance	Request for Proposal / Select Invite	Q1	Contracts to be awarded under delegation
IT and Telecoms	Board Management Software	General	Leveraged	Environmental/Economic/Governance	Request for Proposal / Select Invite	Q1	Contracts to be awarded under delegation
IT and Telecoms	ICT Hardware Replacement (Computers (Windows / Apple Mac / Mobile Devices)	General	Strategic	Environmental/Economic/Governance	Request for Proposal/Open Invite	Q1	Contracts to be awarded under delegation
IT and Telecoms	Supply, manage & installation of print hardware & Services	General	Strategic	Environmental/Economic/Governance	Request for Proposal/Open Invite	Q1	Contracts to be awarded under delegation
IT and Telecoms	Water Modelling Software & Maintenance	General	Leveraged	Environmental/Economic/Governance	Request for Proposal / Select Invite	Q1	Contracts to be awarded under delegation
IT and Telecoms	CCTV replacement	General	Leveraged	Environmental/Economic/Governance	Request for Proposal / Select Invite	Q1	Contracts to be awarded under delegation

13.5 MEDIA RELATIONS AND SPEECHES PRIORITY GUIDELINE REVIEW

Objective Reference: **A12257788**

Authorising Officer: **Amanda Pafumi, General Manager Organisational Services**

Responsible Officer: **Amanda Pafumi, General Manager Organisational Services**

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

Attachments:
1. **Media Relations, Speeches and Official Messages Priority Guideline - Option 1** ⇩
2. **Media Relations, Speeches and Official Messages Priority Guideline - Option 2** ⇩

PURPOSE

To approve the proposed changes to ENG-002-001-G Media Relations, Speeches and Official Messages Priority Guideline.

BACKGROUND

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

Administrative changes to the Media Relations and Speeches Guideline last came into effect on 16 April 2025.

Changes to the Media Relations and Speeches Priority Guideline are proposed to ensure continued consistent, effective and efficient media relations and preparation of Official Messages.

ISSUES

Proposed Guideline Changes

Update Guideline to include Official Messages

Update the guideline name to Media Relations, Speeches and Official Messages Priority Guideline and include guidance on the preparation of Official Messages.

Revision of How Spokespeople are Delegated

Include guidance on the delegation of spokespeople for media and Official Messages where the Mayor does not take up the opportunity.

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 July 2025	Proposed changes to the Media Relations and Speeches Priority Guideline.

OPTIONS

Option One

That Council resolves to adopt updated ENG-002-001-G Media Relations, Speeches and Official Messages Priority Guideline as outlined in Attachment 1.

Option Two

That Council resolves to adopt updated ENG-002-001-G Media Relations, Speeches and Official Messages Priority Guideline as outlined in Attachment 2.

Option Three

That Council resolves to request additional information.

OFFICER'S RECOMMENDATION

That Council resolves to adopt ENG-002-001-G Media Relations, Speeches, and Official Messages Priority Guideline as outlined in Attachment 1.

Media Relations, Speeches and Official Messages Priority Guideline

Guideline Identifier:	ENG-002-001-G
Approved by:	Council
Date of Approval:	~~XX July 2025~~
Effective Date:	XX July 2025
Review Date:	XX July 2028
Version:	~~10.1~~

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 and Official Messages.

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 and Official Messages.

Actions and Responsibilities

Official Media Spokespeople

The Mayor, Chief Executive Officer (CEO) and General Managers are Council's spokespeople. The Mayor may also nominate 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.

If an opportunity to be spokesperson is not taken up by the Mayor and the Mayor does not nominate an elected representative for the opportunity, delegation of spokesperson will be in the following order:

- Relevant Portfolio Representative where one is appointed,
- Divisional Councillor when relevant.

If all aforementioned elected representatives decline the opportunity to be spokesperson, the media item will be issued as a Council statement without spokespeople, unless otherwise directed by the CEO.

Media Relations, Speeches and Official Messages Priority Guideline

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 that originate from, or relate to, a Councillor Portfolio, the Lead Portfolio Representative 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.

Official Speeches and Official Messages

The Communication, Engagement and Tourism Group prepares speeches for the Mayor or the Mayor's official nominee at events. The Group prepares speeches for Councillors only when they are the official nominee 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.

The Communication, Engagement and Tourism Group prepares Messages from the Mayor for inclusion in Council's key official publications. If the Mayor does not take up the opportunity to have an official message in an official Council publication, no message from an elected representative will be included. For other Official Messages, if the Mayor does not take up the opportunity and does not nominate an elected representative, a relevant Portfolio Representative, where one is appointed, will be offered the opportunity. If all aforementioned elected representatives decline the opportunity, no message from an elected representative will be included.

The Communication, Engagement and Tourism Group also prepares Messages from the Chief Executive Officer for inclusion in Council's key official publications. For official organisational messages in an official Council publication, the CEO may delegate to the relevant General Manager.

Media Liaison Responsibility

The Communication, Engagement and Tourism Group is the main point of contact for media liaison.

Media releases, responses, letters to the editor and conferences/briefings dealing with important Council activities and decisions are coordinated by the Communication, Engagement and Tourism Group. This includes distributing information and coordinating official responses to media inquiries.

If media inquiries are received in other parts of Council, they should be immediately referred to the Communication, Engagement and Tourism Group for coordination and response.

It is not the role of the Communication, Engagement and Tourism Group to prepare media releases or liaise with the media on behalf of individual elected representatives, unless they are nominated by the Mayor to act as official Council spokesperson.

For other matters, elected representatives are free at all times to initiate their own media communications on matters relating to personal opinion, rather than Council policy. Where matters relate to personal opinion, elected representatives should indicate that these views may not necessarily reflect Council's position.

Media Relations, Speeches and Official Messages Priority Guideline

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 nominate another Councillor or Portfolio Representative 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.

Portfolio 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 nominated 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.

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). Notifications are then provided to the Group Manager – Communication, Engagement and Tourism, Executive Leadership Team, Councillors, Office of the Mayor, and appropriate spokesperson.

Media Relations, Speeches and Official Messages Priority Guideline

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.

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.

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
Official Messages	Messages issued by or on behalf of the Council that convey formal, endorsed information to internal or external audiences. These messages reflect the Council's official position, decisions, policies, services, or initiatives and are disseminated in approved formats.

Media Relations, Speeches and Official Messages Priority Guideline

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 Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member.

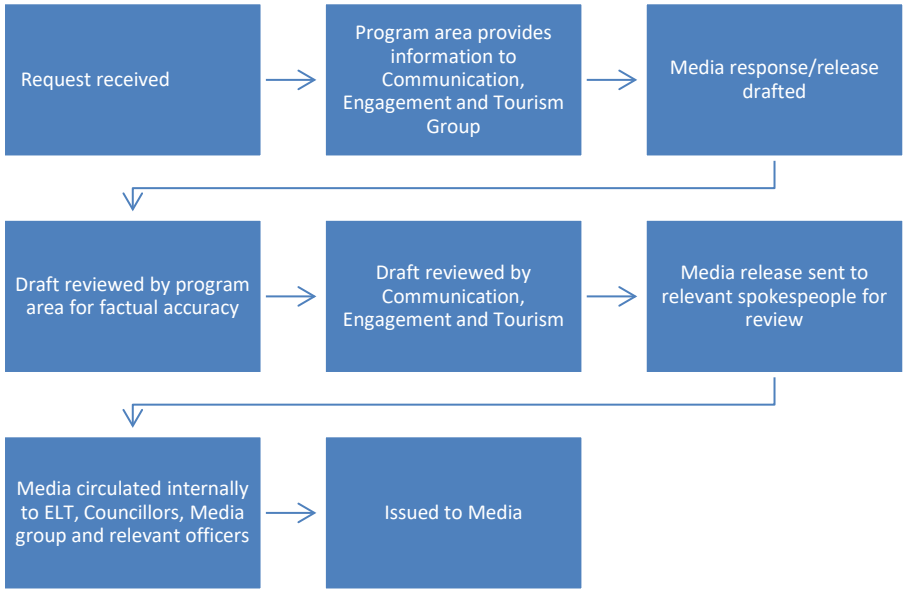
Refer to Policy Instrument Development Manual for an explanation on administrative amendments (A4063988).

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

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

Media Relations, Speeches and Official Messages Priority Guideline

Figure 1 Media release/response process



Version Information

Version Number	Date	Key Changes
2	26 November 2013	• 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	• Official Spokespersons – For matters relating to a single division, the Divisional Councillor may also speak on behalf of Council.
4	24 May 2016	• Removal of Councillor portfolios • Change of name of Council's management team to Executive Leadership Team (previously Group)
5	December 2018	• Change of Guideline Heading to Media Relations and Speeches. • Addition of Official Speech preparation protocols.
6	February 2021	• Minor administrative updates to formatting and moved to new template.
7	December 2022	• Reviewed, Minor administrative updates to formatting.
8	December 2024	• 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	• Updated guideline a 'priority' guideline which will now be 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

Media Relations, Speeches and Official Messages Priority Guideline

Version Number	Date	Key Changes
		• Revise references to Mayor delegating to Councillors, to the Mayor nominating or referring to Councillors.
10	July 2025	• Revised guideline to include Official Messages. • Included alternative spokespeople if Mayor declines opportunity to be spokesperson

Media Relations, Speeches and Official Messages Priority Guideline

Guideline Identifier:	ENG-002-001-G
Approved by:	Council
Date of Approval:	~~XX July 2025~~
Effective Date:	XX July 2025
Review Date:	XX July 2028
Version:	~~10.1~~

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 and Official Messages.

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 and Official Messages.

Actions and Responsibilities

Official Media Spokespeople

The Mayor, Chief Executive Officer (CEO) and General Managers are Council's spokespeople. The Mayor may also nominate 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.

If an opportunity to be spokesperson is not taken up by the Mayor and the Mayor does not nominate an elected representative for the opportunity, delegation of spokesperson will be in the following order: Deputy Mayor, relevant Portfolio Councillor where one is appointed, Divisional Councillor when relevant. If all aforementioned elected representatives decline the opportunity to be spokesperson, the media item will be issued as a Council statement without spokespeople, unless otherwise directed by the CEO.

Media Relations, Speeches and Official Messages Priority Guideline

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 that 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.

Official Speeches and Official Messages

The Communication, Engagement and Tourism Group prepares speeches for the Mayor or the Mayor's official nominee at events. The Group prepares speeches for Councillors only when they are the official nominee 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.

The Communication, Engagement and Tourism Group prepares messages from the Mayor for inclusion in Council's key official publications. If the Mayor does not take up the opportunity to have an Official Message in an official Council publication, no message from an elected representative will be included. For other Official Messages, if the Mayor does not take up the opportunity and does not nominate an elected representative, the Deputy Mayor will be offered the opportunity. If the Deputy Mayor does not take up the opportunity, a relevant Portfolio Councillor, where one is appointed, will be offered the opportunity. If all aforementioned elected representatives decline the opportunity, no message from an elected representative will be included.

The Communication, Engagement and Tourism Group also prepares Messages from the Chief Executive Officer for inclusion in Council's key official publications. For official organisational messages in an official Council publication, the CEO may delegate to the relevant General Manager.

Media Liaison Responsibility

The Communication, Engagement and Tourism Group is the main point of contact for media liaison.

Media releases, responses, letters to the editor and conferences/briefings dealing with important Council activities and decisions are coordinated by the Communication, Engagement and Tourism Group. This includes distributing information and coordinating official responses to media inquiries.

If media inquiries are received in other parts of Council, they should be immediately referred to the Communication, Engagement and Tourism Group for coordination and response.

It is not the role of the Communication, Engagement and Tourism Group to prepare media releases or liaise with the media on behalf of individual elected representatives, unless they are nominated by the Mayor to act as official Council spokesperson.

For other matters, elected representatives are free at all times to initiate their own media communications on matters relating to personal opinion, rather than Council policy. Where matters relate to personal opinion, elected representatives should indicate that these views may not necessarily reflect Council's position.

Media Relations, Speeches and Official Messages Priority Guideline

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 nominate another Councillor or Portfolio Representative 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.

Portfolio 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 nominated 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.

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). Notifications are then provided to the Group Manager – Communication, Engagement and Tourism, Executive Leadership Team, Councillors, Office of the Mayor, and appropriate spokesperson.

Media Relations, Speeches and Official Messages Priority Guideline

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.

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.

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
Official Messages	Messages issued by or on behalf of the Council that convey formal, endorsed information to internal or external audiences. These messages reflect the Council's official position, decisions, policies, services, or initiatives and are disseminated in approved formats.

Media Relations, Speeches and Official Messages Priority Guideline

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 Council can approve amendments to this document by resolution of a Council Meeting, with the exception of administrative amendments which can be approved by the relevant ELT member.

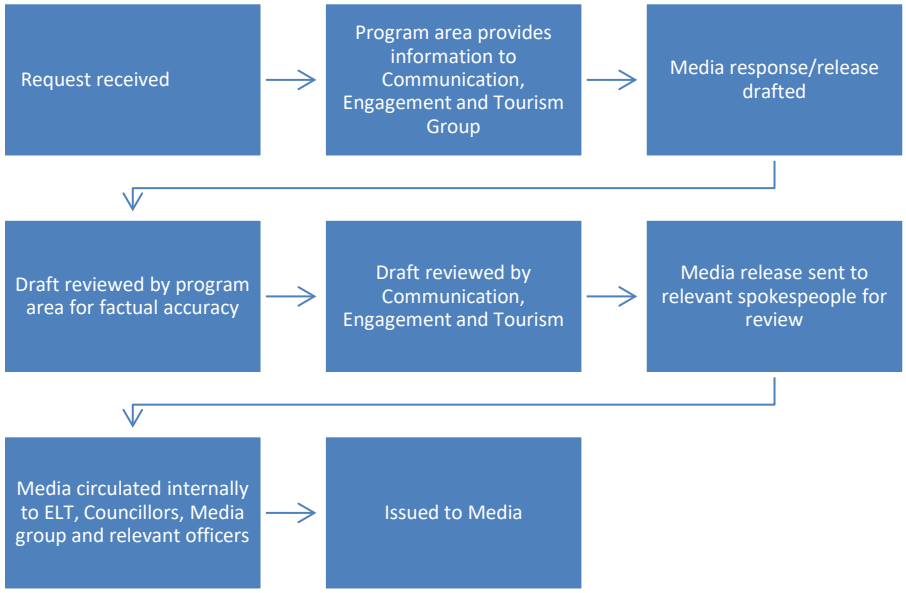
Refer to Policy Instrument Development Manual for an explanation on administrative amendments (A4063988).

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

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

Media Relations, Speeches and Official Messages Priority Guideline

Figure 1 Media release/response process



Version Information

Version Number	Date	Key Changes
2	26 November 2013	• 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	• Official Spokespersons – For matters relating to a single division, the Divisional Councillor may also speak on behalf of Council.
4	24 May 2016	• Removal of Councillor portfolios • Change of name of Council's management team to Executive Leadership Team (previously Group)
5	December 2018	• Change of Guideline Heading to Media Relations and Speeches. • Addition of Official Speech preparation protocols.
6	February 2021	• Minor administrative updates to formatting and moved to new template.
7	December 2022	• Reviewed, Minor administrative updates to formatting.
8	December 2024	• 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	• 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

Media Relations, Speeches and Official Messages Priority Guideline

Version Number	Date	Key Changes
		• Revised references to Mayor delegating to Councillors, to the Mayor nominating or referring to Councillors.
10	July 2025	• Revised guideline to include Official Messages. • Included alternative spokespeople if Mayor declines opportunity to be spokesperson

13.6 OFFICE OF THE INDEPENDENT ASSESSOR REFERRAL OF SUSPECTED CONDUCT BREACH

Objective Reference: **A12059567**

Authorising Officer: **Amanda Pafumi, General Manager Organisational Services**

Responsible Officer: **Tony Beynon, Group Manager Corporate Governance**

Report Author: **Kristene Viller, Acting Governance Services Manager**

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 18 February 2025, the Office of the Independent Assessor (OIA) received two notifications in relation to the conduct of Mayor Jocelyn Mitchell (Mayor Mitchell). The two notifications were registered by the OIA as C/25/00117 and C/25/00118 and involve the same substantive issues.

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 13 March 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 One – That the Councillor contravened behavioural standard 3.3 of the Code of Conduct for Councillors in Queensland when they reposted a Redland City News media article of 14 February 2025 to their Facebook page and made comments about the article that is alleged are false.

Allegation Two - That the Councillor failed to moderate their social media account on Facebook to remove defamatory and inappropriate commentary towards other Councillors made by third parties to the Facebook post (Allegation 1) in contravention of a Council resolution of 18 December 2024.

On 14 March 2025, in accordance with the Policy, Councillors were notified of the referral notices and that the matters would be investigated and results presented to a future general meeting of Council for a decision.

BDO were appointed to undertake the investigation into the two matters, which were dealt with as one investigation report, as the notifications related to the same Councillor and the same matters.

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 subject Councillor to give evidence or a written statement about the conduct and preliminary findings. This Preliminary Statement of Findings report was provided to the subject Councillor on 16 June 2025 and a response was received 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 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 $18,240 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	1 July 2025	Reviewed report
Governance Service Manager	March-July 2025	Coordinated Investigation and prepared report
Chief Executive Officer	3 July 2025	Received a copy of the Summary Report
General Manager Organisational Services	3 July 2025	Received a copy of the Summary Report
BDO	2 April – 27 June 2025	Undertook investigation

CONCLUSION

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

If the local government decides the subject 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 subject 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.*
    vii. *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 BOV-009-P Investigation Policy – Councillors, the reasons for deciding against the Investigation Report's recommendation must be stated in the resolution.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. **To decide whether or not the subject Councillor has engaged in a conduct breach for Allegation 1.**
2. **To decide whether or not the subject Councillor has engaged in a conduct breach for Allegation 2.**
3. **That if Council decides the subject Councillor has engaged in a conduct breach – what action Council will take under section 150AH of the *Local Government Act 2009*, to discipline the subject 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.**

CONDUCT BREACH SUMMARY REPORT

Redland City Council

OIA Ref: C/25/00117 & C/25/00118

Confidential

26 June 2025

TABLE OF CONTENTS

1. The Subject Councillor 1
2. The Alleged Conduct 1
3. Statement of the Facts 2
4. Natural Justice 3
5. Summary of Findings 4
6. Recommendation to Council 5
7. Disclaimer 7

BREACH OF CONDUCT COMPLAINT SUMMARY RESPONSE TO COUNCIL

Reference number: OIA Ref: C/25/00117 & C/25/00118

Date received from council: 2 April 2025

1. The Subject Councillor

Mayor Jocelyn Mitchell (Mayor Mitchell) is the elected mayor of the Redland City Council (Council). She is a first time Mayor, having been elected in a quadrennial local government election held on 16 March 2024. Mayor Mitchell begun her tenure on 8 April 2024.

2. The Alleged Conduct

It was alleged that Mayor Mitchell made two false and misleading statements when providing written commentary on her 'Mayor Jos Mitchell' Facebook page, in response to a news article posted to Facebook on 14 February 2025. Additionally, Mayor Mitchell was alleged to have breached a Council resolution moved on 18 December 2024, whereby she did not remove comments, posted under her Facebook post subject to allegation 1, which may be reasonably be considered defamatory or damaging to the reputation of councillors and/or Council.

Allegation 1

The alleged behaviour relevant to allegation 1 was assessed by the OIA as being a suspected conduct breach, and if substantiated, may be a breach of section 150K(1)(a) of the *Local Government Act 2009*. Specifically:

"(1) The conduct of a councillor is a conduct breach if the conduct contravenes-

(a) A behavioural standard",

in that the conduct may have breached the Code of Conduct, particularly section 3.3, being that:

"For example, councillors will, at a minimum, act in the following ways:

3.3 At all times strives to maintain and strengthen the public's trust and confidence in the integrity of the local government and avoid any action which may diminish its standing, authority or dignity."

And,

"(1) The conduct of a councillor is a conduct breach if the conduct contravenes-

(b) A policy, procedure or resolution of the local government."

Allegation 2

The alleged behaviour relevant to allegation 2 was assessed by the OIA as being a suspected conduct breach, and if substantiated, may be in breach of 150K(1)(b) of the *Local Government Act 2009*. In this instance, the suspected conduct relates to a breach of a council resolution,

specifically Council's resolution passed on 18 December 2024, which was related to online bullying and councillors being responsible for proactive management of such commentary on their social media account. In accordance with the resolution, councillors are required to:

"(a) Removing any comments which could reasonably be determined to defame or unjustly damage the reputation of Council officers and/or Councillors from social media posts/pages which are managed by Councillors, where able to do so."

3. Statement of the Facts

On 18 February 2025, Mayor Mitchell was referred to the OIA pursuant to section 150K (1)(a) and (b) of the *Local Government Act 2009* (Qld) for allegedly breaching a behavioural standard of the Code of Conduct and contravening a resolution of Council.

The first allegation relates to a social media post made by Mayor Mitchell on 14 February 2025, on her 'Mayor Jos Mitchell' Facebook page, where she 're-posted' a news article and provided a written statement about the article. This post was assessed as a potential conduct breach of the by the OIA when considering the complaints. The entirety of the written statement from Mayor Mitchell is as follows:

> *"I AM DEEPLY CONCERNED TO READ THIS IN THE LOCAL MEDIA. I have not been consulted on nor had input towards this major proposed restructuring of our Council, as outlined in the post below.*
>
> *The statement that I, as mayor, will not be assigned a portfolio, has also been put forward without my knowledge or consent.*
>
> *I believe this is another tactic to sideline me as the elected mayor of Redland City. I will therefore not be supporting this motion."*

This statement was made in response to the following article posted to Facebook by the 'Redland Bayside News' Facebook page on the same day:

> *"Council to introduce Councillor Representative Portfolio Structure:*
>
> *At its General Meeting next week, will move a motion proposing the establishment of a Councillor Representative Portfolio Structure.*
>
> *She said the new system would improve communication between councillors, the council, and the community, focusing on advocacy and information sharing rather than decision-making powers.*
>
> *The mayor will not be assigned a portfolio due to her leadership of multiple committees and external representation duties.*
>
> *A report finalising the structure and its supporting policies is set to be presented at the General Meeting on 19 March."* [1]

The second allegation relates to comments which were posted by various Facebook users under the post made by Mayor Mitchell. Mayor Mitchell failing to remove is potentially a breach of a

[1] After Mayor Mitchell had posted her statement to Facebook, the Redland Bayside News article was edited to include Mayor Mitchell's perspective outlined in her written statement.

Council resolution, should the comments be reasonably understood as 'unfair or damaging to the reputation of councillors.' The 7 comments in question are outlined below :[2]

1. Comment 'A': [redacted] - 04:13pm 14 February 2025)

   "Get rid of the troublemakers Mayor Jos. Their noses have been in the trough too long. [redacted] should have taken them with her !!!!! They certainly don't represent me!!! The one supposedly representing me you never see then get a scribble pad and a fridge magnet near election time. Absolutely disgusting!!! Sorry rant over."

2. Comment 'B': [redacted] - 04:28pm 14 February 2025)

   "Hmmmm seems to this [redacted] is white anting and undermining many councillors and the Mayor.. be careful what is wished for in the Council as it could backfire on you [redacted]

3. Comment 'C': [redacted] 04:47pm 14 February 2025)

   "We paying for this shit show this is why nothing gets done in the Redlands to busy squabbling like children FFS sort it out get on with the job"

4. Comment 'D': [redacted] - 04:54pm 14 February 2025)

   "So [redacted] is looking to be Mayor by default is seems to me, this has got to be stopped…"

5. Comment 'E': [redacted] - 06:34am 15 February 2025)

   "This is an absolute disgrace. The 'underbelly 6' are abhorrent. The Redlands community does not deserve such blatant disregard and contempt"

6. Comment 'F': [redacted] - 06:28pm 15 February 2025)

   "It seems to me there is a large amount of divisiveness within council, which is not a good thing. Targeting an elected member of council, as specifically the Mayor, with behind-the-scenes plotting and planning is detrimental to a well-functioning council, and therefore detrimental to the community. I think we, the electors, need to keep a close eye on this sort of behaviour, and rout it and the perpetrators out, if necessary"

7. Comment 'G': [redacted] 09:00pm 15 February 2025)

   "Maybe [redacted] needs to remember that we voted Jos Mitchell in as Mayor not [redacted] is a councillor and possibly all the councillors who support [redacted] need to get back to work for their communities instead of building their little empires. So is it time for an administrator to be appointed to clean up this council."

4. Natural Justice

In relation to Natural Justice, Council's Investigation Policy states:

Any investigation of suspected conduct breach of a Councillor must be carried out in accordance with natural justice.

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

[2] Around 270 comments in total have been posted under the post in question. However, Council instructed BDO to only assess the alleged conduct against the 7 comments identified in the OIA letter to Council, as they believe the 7 comments *"…are reflective of the sentiment in all."*

- *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*
- *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 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 national 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 2 April 2025.

The Investigator contacted Mayor Mitchell via email on 29 May 2025, requesting Mayor Mitchell participate in an interview conducted by the Investigator. Mayor Mitchell accepted the opportunity to participate in the interview. Further, Mayor Mitchell also provided a written statement to the Investigator at the beginning of her interview with BDO.

On 16 June 2025, Mr Gallo write to Mayor Mitchell attaching BDO's preliminary findings following the interview and provided Mayor Mitchell an opportunity to respond to BDO's preliminary findings prior to the finalisation of the investigation report. replied on 20 June 2025, on behalf of Mayor Mitchell, providing a further three emails between Mayor Mitchell and outlined below and considered in the application of facts section of this report:

- Email from Mayor Mitchell to requesting a handover – 4 February 2025
- Reply email from to Mayor Mitchell – 4 February 2025

Email from o Mayor Mitchell concerning Mayor Mitchell's post in question – 15 February 2025.

5. Summary of Findings

In summary, the investigation found:

Allegation 1

Taking into account the timeline of facts established throughout the assessment of both alleged false and misleading statements made by Mayor Mitchell, it is considered that on balance the two statements were accurate at the time they were posted by Mayor Mitchell. This is based on

the fact that the documentation obtained where portfolios were discussed prior to the agenda being shared on 14 February 2025 did not support the claim that Mayor Mitchell was consulted about the assigning of these portfolios, or that she was made aware that she would not be assigned a portfolio prior to the agenda being shared.

Therefore, based on the information and on the balance of probabilities, the allegation that Mayor Mitchell engaged in a conduct breach pursuant to section 150K(1)(a) of the *Local Government Act 2009* (Qld) in that the mayor's conduct contravened behavioural standard 3.3 of the code of conduct for councillors in Queensland is **unsubstantiated**.

Allegation 2

When considering the seven comments in question, none of the comments were considered defamatory as four of the comments were general in nature and did not mention or reference a specific person, whilst also not being considered inappropriate. The comments were deemed to be personal opinion directly concerning the context of the material publicly published in the Redland Bayside News article that Mayor Mitchell re-posted. The three remaining comments, which did name were also accepted as being the opinion of the individual who posted them. They were also deemed to meet the public interest test given it related to a proposed changes to Council operations, and the comments were based on the material that had been publicly posted in a Redland Bayside News article. In applying an objective comparative test for consideration against the Council Resolution, comments of a similar negative nature, specifically naming Mayor Mitchell, in the same vein as the comments in question were observed on another Councillor Facebook page, thereby setting a broader precedent for 'acceptable' in terms of the Council Resolution.

Therefore, based on the information and on the balance of probabilities, the allegation that on Mayor Mitchell engaged in a conduct breach pursuant to section 150K(1)(b) of the *Local Government Act 2009* (Qld) by contravening a resolution of council which was passed on 18 December 2024, in that Mayor Mitchell failed to moderate her social media account on Facebook to remove defamatory and inappropriate commentary towards other councillors that had been made by members of the public to her post on 14 February 2025 is **unsubstantiated**.

6. Recommendation to Council

It is recommended that:

a) This report be submitted to Council for consideration, pursuant to section 150AG of the *Local Government Act 2009* (Qld), 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 *Local Government Act 2009* (Qld).

b) Having analysed the material from this investigation, a conclusion be drawn that:

- Based on the available evidence, Mayor Mitchell's statement about not being consulted or having input in the proposed councillor portfolios was an accurate statement at the time of the statement being made. This is due to there being no evidence to suggest she was present for any structured or formal meeting to have been consulted or provide input in the specific assignment of portfolios, prior to the Notice of Motion.

- Based on the available evidence, Mayor Mitchell's statement that the Redland Bayside News statement about Mayor Mitchell not being assigned a portfolio being put forward without her knowledge or consent was also accurate at the time of Mayor Mitchell's statement being made. This was evident as the timeline established that no information suggesting otherwise was identified.
- Behavioural standard 3.3 of the Code of Conduct requires councillors to strive to maintain and strengthen the public's trust and confidence in the integrity of the local government and avoid any action which may diminish its standing, authority or dignity. As Mayor Mitchell's two statements were assessed as accurate at the time of the statements being made, Mayor Mitchell actions are not considered to have breached this behavioural standard.
- The 18 December 2024 Council resolution in question notes in part (a) that councillors are required to remove any comment which would reasonably be determined to defame or unjustly damage the reputation of Council officers and/or Councillors from social media posts/pages which are managed by Councillors, where able to do so. Of the seven comments assessed, none were considered contain defamatory wording. Four of the comments were deemed personal opinions directly relevant to the material context of the news article re-posted by Mayor Mitchell. The remaining three comments were also assessed as being personal opinions related to the material, but also, from an objective comparative assessment against other public posts on councillor pages which have not been removed or subject to investigation, found to not meet the threshold to warrant removal under the Council Resolution.
- As such, Mayor Mitchell has not breached a council resolution and therefore has not committed a conduct breach acted under section 150K(1)(b) of the *Local Government Act 2009* (Qld).

7. Disclaimer

BDO Services Pty Ltd is a member of an Australian association of independent accounting and management consulting firms trading under the name BDO.

BDO Services Pty Ltd conducts its business independently of all other firms of Chartered Accountants or other entities that trade under the name BDO.

BDO has prepared this report on the latest information available as at the date of this report. We accept no responsibility to update it for events that take place after the date of its issue.

In completing this report BDO have relied upon information provided, which we believed to be reliable, complete and accurate. BDO reserve the right to amend or update this report if information not previously available, known or provided, becomes known after the date of issue of this report.

The engagement of BDO is as an independent contractor and not in any other capacity. We are not responsible for the appropriateness of any commercial or strategic decisions taken by any parties.

In preparing this report, BDO has referred to, considered, and relied upon various sources of documentation and evidence. All documentation and evidence relied on are included as an Appendix to the report.

This report is addressed to and intended for the information of the addressee only. It is not to be distributed, referred to or quoted, in whole or in part, in any other context without our prior written consent, which may be withheld at our discretion.

The services provided in connection with this engagement comprise an advisory engagement, which is not subject to assurance, or other standards issued by the Australian Auditing and Assurance Standards Board and, consequently no opinions or conclusions intended to convey assurance have been expressed. No warranty of completeness, accuracy or reliability is given in relation to the statements and representations made by and the information and documentation provided.

Stan Gallo
Partner
BDO Forensic and Integrity Services

14 REPORTS FROM ADVOCACY, MAJOR PROJECTS AND ECONOMIC DEVELOPMENT

14.1 RESPONSE TO NOTICE OF MOTION - NOTICE OF INTENTION TO REPEAL OR AMEND A RESOLUTION - CR PETER MITCHELL - COUNCIL RESOLUTION 2021/159

Objective Reference: **A12163168**

Authorising Officer: **Daniel Harris, Acting General Manager Advocacy, Major Projects and Economic Development**

Responsible Officer: **Daniel Harris, Acting General Manager Advocacy, Major Projects and Economic Development**

Report Author: **Cameron McColl, Acting Chief Executive Officer Redland Investment Corporation**

Attachments: **1. Draft Functional Brief for Cleveland Town Centre Revitalisation Project** ⇩

PURPOSE

This report has been prepared in response to Council Resolution 2025/113 from the General Meeting held on 21 May 2025, which requires a Project Functional scope and associated resourcing requirements to brought back to the July General Meeting to progress the Cleveland Town Centre Revitalisation Project.

BACKGROUND

At the General Meeting on 21 May 2025, Cr Peter Mitchell put forward a Notice of Intention to Amend a resolution and Council resolved as follows:

To amend Council Resolution 2021/159 to amend point 5 of the resolution, by removing the words 'but not start new' and authorise as follows:

1. *That Redland Investment Corporation and Council progress the Cleveland Town Centre Revitalisation Project on behalf of Council.*
2. *That the project be managed in accordance with the joint governance arrangements with Council listed in the background of the motion.*
3. *That a report be brought back to Council by the end of July 2025 on the Project Functional scope and resourcing requirements.*

ISSUES

Due to the limited time between the Council Resolution and the preparation of this report, a draft framework outlining the Project Functional Scope has been developed at Attachment 1 for noting.

This Project Functional scope and resourcing are being further detailed and will be provided to Council at a future General Meeting of Council for consideration.

Project Milestones

Based on previous projects, indicative project milestones will likely be (subject to Steering Committee endorsement) as follows:

Phase 1

1.1 Asset Assessment
1.2 Market Assessment
1.3 Returnable Works Brief
1.4 Preliminary Vision
1.5 Preliminary Soft Market Engagement
1.6 Transaction (Procurement/Contracting) Strategy

Future Stages

Phase 2 - Preliminary Development & Transaction Strategy
Phase 3 - Transaction Strategy Endorsement

Of note, prior to commencing Phase 4, the terms of the Council Resolution require Steering Committee endorsement of the functional brief for it to be brought to a future General Meeting of Council.

Phase 4 - EOI Marketing Campaign Preparation
Phase 5 - Transaction Process to procure a proponent
Phase 6 - Transaction Close

Key Decisions to be made by Council

Key decisions to be made by Council at the appropriate time shall include the infrastructure assets to be returned to Council and the land available to be included in the project.

STRATEGIC IMPLICATIONS

Legislative Requirements

There are no legislative requirements associated with this report.

Risk Management

The Cleveland Town Centre Revitalisation Project will continue to be managed by Redland Investment Corporation and Council in accordance with existing joint governance arrangements.

Council officers have requested a copy of the Redland Investment Corporation contract arrangements to be reviewed with the Project Steering Committee.

A probity advisor is in the process of being appointed to oversee the project.

Financial

Redland Investment Corporation have engaged a consultant to prepare the Project Functional brief.

As per the 21 May 2025 resolution, the Project Functional scope will include resourcing requirements to be endorsed by the Steering Committee and subject to Council's budget processes.

People

Redland Investment Corporation have engaged Alinea Group as a consultant to undertake Phase 1 of the Cleveland Town Centre Revitalisation Project. Alinea Group have substantive experience in urban renewal projects including Public Private Partnerships.

Future resourcing requirements will be considered as part of the Functional brief for a future General Meeting.

Environmental

There are no environmental matters associated with this report.

Social

A communication and engagement plan will be prepared to support the Cleveland Town Centre Revitalisation Project.

Human Rights

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

Alignment with Council's Policy and Plans

The Cleveland Town Centre Revitalisation aligned with Goal 6: Thriving Economy of *Our Future Redlands – A Corporate Plan to 2026 and Beyond*:

6. Centres Planning Program Accelerate a centres planning program to enhance the city's productive precincts including the Cleveland CBD, creating opportunity for business investment, and increase in skills and capacity for employment.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Redland Investment Corporation, Redland Council officers, Divisional 2 Councillor and Alinea Group (consultants)	6 June 2025	Project initiation meeting
Redland Investment Corporation, Redland Council officers and Probity Advisors.	12 June 2025	Risk and Legal discussion
Redland Investment Corporation, Redland Council officers	26 June 2025	Redland Council and Redlands Investment Corporation Steering Committee

OPTIONS

Option One

That Council resolves as follows:

1. To note the report and associated attachment.
2. To note a Cleveland Revitalisation Town Centre Project Update will be provided to a future General Meeting of Council.

Option Two

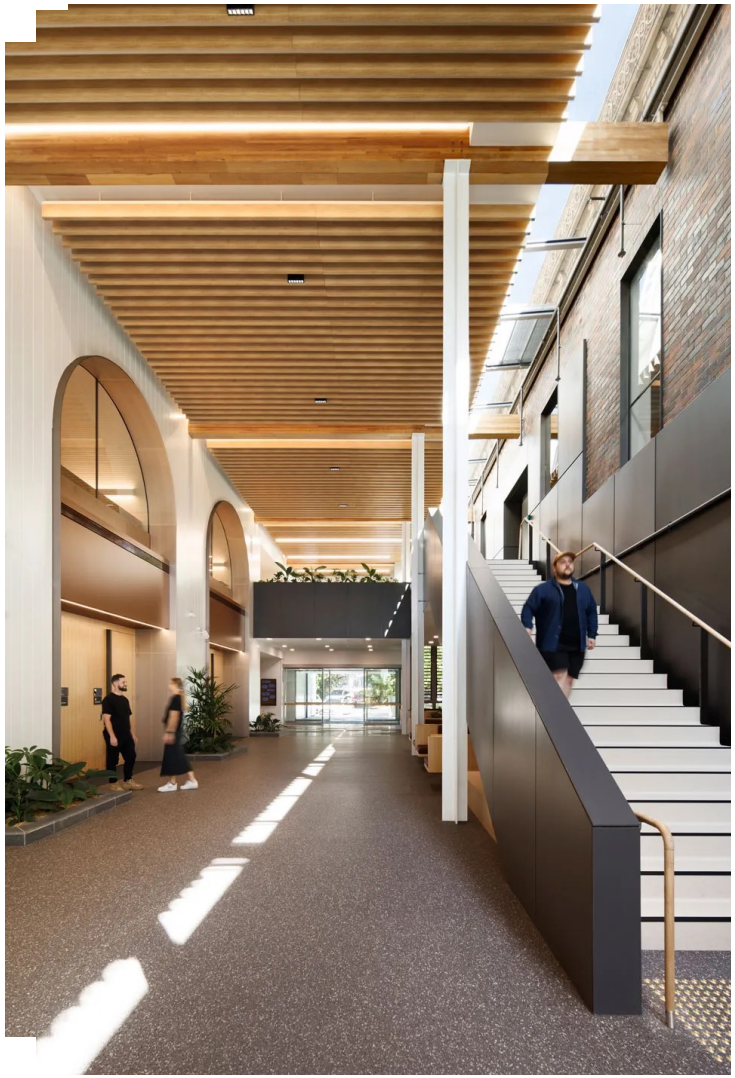
That Council resolves to request further information about this report or associated attachment.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. **To note the report and associated attachment.**
2. **To note a Cleveland Revitalisation Town Centre Project Update will be provided to a future General Meeting of Council.**

Functional Brief for City Centre Renewal



1 Scope & Purpose of the Functional Brief

- Intent & scope of the brief
- Property inclusions
- How it will inform strategic decisions, feasibility, funding & asset outcomes re new build, refurbishment, adaptive reuse & co-timed private investment

2 Project Vision & Objectives

- Overarching vision for the renewal project
- Key objectives & alignment with strategic plans (inc. targeted returnable works & funding considerations)

3 Site Context & Existing Asset Assessment

3.1 Site Analysis

- Site locations, boundaries & ownership
- Planning & zoning controls
- Constraints

3.2 Existing Asset Inventory

- Current improvements (buildings & infrastructure)
- Current use & functions
- Area (GFA, NLA), spatial configuration, fit out quality
- Compliance with codes (BCA, accessibility, etc.)
- Condition (e.g. structural, façade, services)

3.3 Asset Performance Assessment

- Operational performance (costs, energy, maintenance & depreciation)
- User satisfaction, utilisation & functionality
- Suitability for future use or adaptation
- SWOT analysis of asset in relation to project objectives

3.4 Space Planning & Functional Requirements

- Proposed key functions / uses / activities
- Space drivers (FTE & workspace ratios, sqm/capita, co-location & shared-use opportunities)
- Provisional GFA / NLA

3.5 Recommendation

- Returnable works
- Retain / divest
- If retain - redevelop vs refurbish
- Value-adding & co-location opportunities
- Best practice funding models
- Staging / sequencing inc. interim staging
- Delivery and funding strategy

14.2 2025 LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND CONFERENCE AND MOTIONS

Objective Reference: **A12133557**

Authorising Officer: **Daniel Harris, Acting General Manager Advocacy, Major Projects and Economic Development**

Responsible Officer: **Natasha Comber, Group Manager, Economic Development and Partnerships**

Report Author: **Kate Turner, Program Manager Advocacy**

Attachments: **1. 2025 Local Government Association of Queensland motions ⇩**

PURPOSE

To seek Council's endorsement of motions to the Local Government Association of Queensland (LGAQ) Annual Conference. Council is also requested to nominate up to two delegates to attend, speak to and move Redland City Council (Council) motions and exercise voting rights at the conference.

BACKGROUND

The LGAQ Annual Conference is to be held on the Gold Coast from 20-22 October 2025. The LGAQ is the primary peak body representing local government in Queensland, and the annual conference is its premier event.

The conference brings together delegates from all tiers of government, external stakeholders and the media to consider the challenges facing local governments and their communities. A diverse group of speakers will be presenting at the conference on a range of topics. The conference is also a valuable networking forum for the participating local governments.

The LGAQs Annual Conference gives all Queensland local governments the opportunity to submit motions for debate. Motions provide an opportunity to influence LGAQ's advocacy priorities and agenda and shape their Advocacy Action Plan for the year.

In preparation for the annual conference, LGAQ seeks motions from local governments in advance. Before a local government can submit a motion, its council must formally resolve to submit it. If a local government chooses to submit a motion, a delegate must be present to present and speak to a motion.

Up to two delegates are provided the opportunity to vote on all motions being considered at the conference. Voting should align with Council priorities and policy positions.

ISSUES

All submitted motions must:

- Have state-wide relevance
- Align with Council's Corporate Plan
- Identify opportunities for reforming or creating new policies, programs and legislation that supports local governments to deliver for their communities
- Be formally endorsed by Council at a General Meeting prior to being submitted to LGAQ

- Be lodged online to LGAQ by 28 July 2025

STRATEGIC IMPLICATIONS

Legislative Requirements

There are no legislative requirements with respect to submitting the proposed LGAQ motions.

Risk Management

There are no risks to be managed with respect to submitting the proposed LGAQ motions, however the proposed motions support Council in responding to identified strategic risks from Council's corporate risk register including:

- Insufficient revenue due to reduction in government funding.
- The city's economic base will not grow or strengthen to meet future demands.
- Failing to deliver planned infrastructure and services due to an increased number or severity of major climatic events, resulting in loss of life, environmental damage, and financial and asset loss.

Financial

Preparation of motions for consideration by Council and submission of any motions is undertaken by the Economic Development and Partnerships Group.

Any related conference fares and accommodation could be covered within Council's existing operating budget.

People

Should the outcomes being sought in these motions come about, these outcomes will have potential for positive impacts on Council including business efficiency, reduction of risk and streamlining planning.

Environmental

There are no environmental impacts associated with the contents of this report.

Social

There are no social impacts associated with the contents of this report.

Human Rights

There are no human rights impacts associated with the contents of this report.

Alignment with Council's Policy and Plans

Participating and collaborating at LGAQ events and forums aligns to Council's corporate goal City Leadership, namely objective 1.1: Display quality leadership by our elected Council through transparent and accountable processes and effective communication that builds community trust.

In line with LGAQ's role as a state-wide advocacy body, all motions considered at the annual conference must respond to state-wide needs and have the potential to support other Queensland local governments.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Senior Leadership Team	March 2025	Partnered with subject matter experts from across the organisation to draft proposed motions
Executive Leadership Team	April 2025	Engaged for feedback and input
Councillors	May 2025	Engaged for initial input and feedback on proposed motions via email
	May 2025	Engaged for feedback and input via Councillor Workshop

OPTIONS

Option One

That Council resolves as follows:

1. To endorse all proposed motions in the Attachment and submit them to the Local Government Association of Queensland for debate at the 2025 Annual Conference.
2. As outlined in ADV-001-001G, Engagement with Local Government Advocacy Bodies Guideline that the Mayor and the Deputy Mayor attend the Local Government Association of Queensland 2025 Annual Conference as Council's voting delegates.
3. That Council seeks expression of interest from other Councillors to fill the delegate position, should the Mayor and Deputy Mayor be unavailable to attend.

Option Two

That Council resolves as follows:

1. To endorse the motions identified in the amended Attachment for submission to the Local Government Association of Queensland for debate at the 2025 Annual Conference.
2. As outlined in ADV-001-001-G, Engagement with Local Government Advocacy Bodies Guideline that the Mayor and the Deputy Mayor attend the Local Government Association of Queensland 2025 Annual Conference as Council's voting delegates.
3. That Council seeks expression of interest from other Councillors to fill the delegate position, should the Mayor and Deputy Mayor be unavailable to attend.

Option Three

That Council resolves as follows:

1. To not submit any motions for debate at the Local Government Association of Queensland 2025 Annual Conference.
2. As outlined in ADV-001-001G, Engagement with Local Government Advocacy Bodies Guideline that the Mayor and the Deputy Mayor attend the Local Government Association of Queensland 2025 Annual Conference as Council's voting delegates.
3. That Council seeks expression of interest from other Councillors to fill the delegate position, should the Mayor and Deputy Mayor be unavailable to attend.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. **To endorse all proposed motions in the Attachment and submit them to the Local Government Association of Queensland for debate at the Local Government Association of Queensland 2025 Annual Conference.**
2. **As outlined in ADV-001-001G, Engagement with Local Government Advocacy Bodies Guideline that the Mayor and the Deputy Mayor attend the Local Government Association of Queensland 2025 Annual Conference as Council's voting delegates.**
3. **That Council seeks expression of interest from other Councillors to fill the delegate position, should the Mayor and Deputy Mayor be unavailable to attend.**

Local Government Association Queensland 2025 Conference Motions

Motion 1 – Disaster resilience funding

Motion	The LGAQ calls on the State government to provide greater access to funding by local governments for resilience building infrastructure including: • Places of refuge and evacuation centres • Disaster coordination centres • Flood warning infrastructure such as rainfall and creek gauge networks • Assessments and upgrades to improve wind resistance of local government buildings such as libraries and customer service centres • Fixed and deployable digital connectivity infrastructure including satellite internet products for local government facilities and community • Cultural infrastructure e.g. performing arts centres, libraries, galleries, museums
What is the desired outcome sought?	This motion seeks increased funding for fit for purpose disaster facilities and infrastructure including places of refuge, evacuation centres, disaster coordination centres, flood warning systems, wind resistance upgrades and digital connectivity solutions. It also seeks investment in cultural infrastructure (e.g. libraries and performing arts centres). This funding will: • Strengthen community safety and resilience during disasters • Support best practice disaster management across preparation, response and recovery • Safeguard vital community assets, ensuring continued operations during and after disasters. Fit for purpose places of refuge, evacuation centres and disaster coordination centres improve community safety, supports officer safety and optimises multi-agency disaster coordination. Reliable digital connectivity infrastructure, such as Starlink's satellite internet, ensures connectivity and communications in remote areas, keeping communities informed. Cultural infrastructure upgrades (e.g. weatherproofing, backup power sources, digital infrastructure, capital upgrades) help maintain important services during emergencies, preserve cultural heritage and support community recovery efforts. Appropriate funding can support these facilities to act as critical community hubs in disaster events, offering important support such as charging stations during prolonged power outages, safe meeting points and digital access. It could also unlock readiness training, outreach activities, and business continuity for artists who rely on these spaces.
Background	Queensland is Australia's most disaster-prone state, experiencing over 100 disaster events in the past 15 years - including floods, fires, cyclones and severe storms. These events are becoming more frequent and intense, placing significant pressure on local government infrastructure, emergency services and

	community wellbeing. The question is no longer *if* a disaster will occur, but *when* – and how prepared local governments are to respond. To manage these risks effectively, local governments need resilient infrastructure that protects lives and supports disaster management efforts. However, many community buildings are not adequately equipped to meet the growing demands and safety requirements of communities during disasters. For instance, there are no cyclone-rated places of refuge or evacuation centres south of Yeppoon, leaving communities exposed. Strengthening these buildings would provide safe evacuation and shelter during emergencies. Digital connectivity is another challenge – many remote areas struggle to access critical disaster information. Satellite internet solutions, like Starlink, can ensure reliable connectivity, especially when traditional networks fail, enabling reliable communication during disasters. Beyond traditional infrastructure needs, cultural infrastructure (libraries, performing arts centres, museums, galleries etc.,) play an essential yet often overlooked role in human-centred disaster response and recovery. These trusted spaces serve as community hubs, providing: • Charging stations for essential devices • Wi-Fi and internet access • Safe places for displaced residents • Access to official communications, services and wellbeing programs Cultural infrastructure also supports mental wellbeing, resilience and community recovery through storytelling, reflection and creative expression. However, many of these facilities lack disaster-proofing, facing power outages, roof damage, and flooding – often closing when communities need them most. Investing in resilience upgrades would ensure these spaces remain open and safe during emergencies, helping local governments integrate them into broader disaster response efforts. A targeted funding program would secure their role in Queensland's preparedness.
Case study/example	During recent Tropical Cyclone Alfred (TCA), Redland City Council faced significant challenges due to inadequate disaster infrastructure. The existing Disaster Coordination Centre was deemed unsafe and unfit for purpose, forcing a temporary relocation. As a non-cyclone-rated demountable building, it lacked essential features, including sufficient parking, space for emergency personnel, provisions for water and food storage and basic amenities like toilets, showers and overnight accommodation. Additionally, Council could not open evacuation centres during TCA, as community halls, typically used for evacuation purposes, were assessed as less safe than typical homes – putting residents at greater risk. Instead, these halls were designated places of refuge, providing a last report for vulnerable community members with no safer alternatives. Further complications arose when the Redlands Coast residential islands faced isolation when ferry and barge services ceased operating for three days, compounded by power and communications outages, including internet and mobile access.

	These experiences underscore the urgent need for fit-for-purpose facilities, including cyclone-rated evacuation centres, disaster coordination centres and reliable connectivity solutions for remote communities. Properly equipped infrastructure is crucial to ensuring community safety, supporting emergency services and enabling best-practice disaster management. While public-facing recovery efforts were prioritised, many cultural and community facilities faced challenges in the weeks following TCA. Three weeks post event: • Nine council officers remain displaced from their offices due to flood damage and mould, with no confirmed timeline for rectification • A key cultural venue is still operating with active leaks, awaiting roof repairs with no clear schedule • Public spaces, in cultural buildings, have received temporary fixes, but permanent repairs remain uncertain. This situation highlights how even moderate infrastructure damage — if not swiftly addressed — can disrupt important community services long-term. Investing in resilience upgrades for cultural infrastructure is essential to ensure ongoing operations, support human and social recovery efforts, and strengthen Queensland's disaster preparedness and response.

Motion 2 – Energy network resilience funding

Motion	The LGAQ calls on the State government to increase energy network resilience to improve reliable power supply for communities during disasters and severe weather events.
What is the desired outcome sought?	This motion seeks improved energy networks such as underground powerlines and reviewing tree clearances around powerlines, to ensure communities experience fewer power outages during disasters and severe weather events. This will minimise the disruption to critical services and infrastructure, such as digital connectivity, water and wastewater treatment plants and medical devices, which are all reliant on a reliable power supply. Enhanced power reliability reduces the impact of disasters on communities, enabling quicker recovery efforts and ensuring continuity of essential services during emergencies. With a resilient energy network, local governments can better support disaster coordination efforts, maintain communication with residents, and safeguard public health through uninterrupted operation of water and wastewater facilities. Ultimately, improving energy network resilience contributes to building stronger, more resilient communities, reducing vulnerabilities, and enabling more efficient responses to the challenges posed by disasters and severe weather events.
Background	Disasters, such as cyclones and severe storms frequently disrupt power networks, leaving communities without access to essential services and resources during critical times. Reliable power infrastructure is vital for enabling disaster management efforts and maintaining critical services, such as digital connectivity, water and wastewater treatment plants, all of which rely on consistent power supply. The vulnerability of aboveground powerlines to strong winds and falling debris is a key concern during severe weather events. Power outages not only affect the immediate well-being of communities but also impede recovery efforts, increasing the overall impact of disasters. Strengthening energy networks to ensure resilience and reliability is essential for minimising disruptions and safeguarding communities during emergencies. Underground powerlines are an effective solution to improve energy network resilience. By burying powerlines, they are shielded from the destructive forces of cyclones, high winds, and flooding. This infrastructure upgrade significantly reduces the likelihood of power outages and ensures continuity of electricity to critical facilities and households. While the upfront costs of transitioning to underground powerlines may be higher than traditional powerline installations, the long-term benefits in terms of reduced maintenance, fewer disruptions, and enhanced disaster resilience far outweigh the investment. For remote communities, where connectivity challenges and infrastructure fragility are common, resilient energy networks are especially crucial. Reliable power enables continued access to digital connectivity solutions, such as satellite internet, which is vital for disseminating disaster updates and safety information. It also ensures the operation of essential services like water treatment and wastewater systems, preserving public health and safety during emergencies.

	Cultural spaces also play an important role during response and recovery phases. Libraries, galleries, museums, and arts centres are often essential access points during and post disasters. Resilient energy and communication infrastructure means they can stay open and support community recovery with information access, wellbeing programs, etc. Investment in strengthening energy networks, including underground powerlines, will support local governments in reducing vulnerabilities and enabling faster recovery efforts. By prioritising energy resilience, the State government can empower communities to better withstand the challenges posed by disasters and severe weather events, ultimately fostering stronger and more resilient communities.
Case study/example	During the recent ex-Tropical Cyclone Alfred (ex-TCA), Redland City Council faced significant challenges related to power outages and connectivity. A total of 47,342 properties were left without power across the region, severely impacting residents' ability to access essential services and disaster-related information. Among the affected properties, 9,000 were located on Redlands Coast islands, which experienced additional difficulties due to physical isolation from the mainland when ferry services were halted during the cyclone. The combined loss of power and access created a critical situation for Bay Islands residents, who were cut off from emergency support and communication channels for up to seven days. The lack of reliable power compounded the challenges faced by local government in coordinating disaster management activities. The recent cyclone event underscores the urgent need to improve energy network resilience to better withstand severe weather conditions. Infrastructure upgrades, such as transitioning to underground powerlines, could mitigate the impact of strong winds and falling debris, ensuring continuity of power supply during emergencies. Reliable energy networks are crucial for maintaining access to critical services and enabling faster recovery efforts, reducing the overall impact of disasters on communities. Investing in resilient power infrastructure would empower local governments to respond more effectively to disasters, particularly in remote and isolated areas like the Redlands Coast islands. Enhanced energy network resilience would minimise power outages, improve disaster coordination, and ensure that affected communities remain connected and informed. Ex-TCA has highlighted the critical role of reliable power in disaster management and community safety, reinforcing the importance of prioritising energy resilience as part of broader efforts to build disaster-ready infrastructure.

Motion 3 – Strengthening human and social resilience through arts and cultural partnerships

Motion	The LGAQ calls on the State Government to fund a coordinated, cross-agency program, delivered via Arts Queensland and its agencies~~,~~ that uses creative expression and cultural partnerships to document, interpret, and share the human, ecological, and cultural experiences of disasters.
What is the desired outcome sought?	This motion seeks the establishment of a dedicated funding and delivery model to: • Coordinate capture and documentation of the human, ecological, and scientific impacts of disasters, significant events and history, between local government areas and the State e.g. a permanent, digital 'memory portal' to archive and share community-generated content. This will support and build capacity in community members and volunteers to document stories, enabling inclusive, grassroots capacity-building. • Commission artistic works and creative documentation projects responding to the lived experiences such as natural disasters or significant events that impact communities, including oral histories, exhibitions, and performances. Ensure First Nations-led storytelling and cultural knowledge-sharing is central to the program • Enable partnerships between local governments, libraries, museums, and arts bodies (e.g. QAGOMA, Queensland Theatre, QPAC). This initiative would position arts and culture as core elements of Queensland's archiving, story capturing and memory holding including human centred empathy. For example, disaster resilience efforts or heritage preservation, ensuring local stories and community identity lives on. It would support local governments, cultural institutions, and communities to strengthen resilience, preserve community identity and history, and promote social healing, wellbeing and cohesion, acknowledging the important artistic and cultural contributions in supporting connection, wellbeing and resilience. This motion seeks to establish a coordinated, cross-agency program that provides funding and structural support for local governments, cultural institutions, and artists to document and creatively respond to the human, ecological, and scientific impacts of disasters. This may include: • **Research and archiving** led by the State Library of Queensland and Queensland Museum Network — similar to SLQ's *Black Summer Archive* or "Floodlines" (Museum of Brisbane), capturing oral histories, photographs, and artefacts from events such as ex-TC Alfred; • **Creative responses** commissioned via Arts Queensland bodies like QAGOMA or Queensland Theatre — for example, a theatre work modelled on *The August Moon* (a response to Cyclone Larry), or visual art reflecting ecological impacts; • **Touring presentations** in disaster-impacted regions — akin to Creative Recovery Network's *This is Us* tour, which returned community-made art to affected towns; • **First Nations-led storytelling** and cultural responses that preserve Indigenous knowledge, as seen in Minjerribah Moorgumpin Elders-in-Council's post-storm ecological work;

	• A coordinated delivery model (via SLQ or AQ), supported by a digital archive to share content across Queensland. This initiative would help people reconcile their lived experience to reconnect with experiences emotionally or allow those who were not directly impacted to better understand and empathise with the journey of recovery, supporting healing, resilience, and cultural preservation.
Background	Queensland's increasingly frequent and severe natural disasters impact not just infrastructure, but the very social fabric of communities. People's sense of identity, cohesion, and emotional wellbeing are deeply affected. Yet, there is currently no consistent, state-supported mechanism for creatively documenting and responding to these human and cultural impacts. Creative recovery initiatives have demonstrated their value following events like 2006 Cyclone Larry which impacted Innisfail and surrounds, the 2011 Brisbane floods, and 2017 Cyclone Debbie impacting the Whitsundays and surrounds. Projects such as *This is Us* (Creative Recovery Network), *The August Moon* (Queensland Theatre), and the *Black Summer Archive* (SLQ) have shown that the arts can foster healing, understanding, and collective memory. Local governments, libraries, and cultural venues are already central to disaster recovery as trusted community hubs. With appropriate funding and coordination, they can lead a statewide model for resilience and response through arts-led recovery. A permanent program would embed these strengths into Queensland's disaster planning framework, building community capacity and preserving cultural identity for future generations. There is no consistent mechanism to **document and preserve the lived, ecological, and cultural experiences** of Queenslanders during these events, nor to respond creatively to these experiences in ways that strengthen regional identity. Tropical Cyclone Alfred, like many recent disasters, has shown that the impacts of severe weather are not limited to physical infrastructure. Community identity, social cohesion, and psychosocial wellbeing are also deeply affected. Arts- and culture-based recovery programs — including storytelling, performance, archiving, workshops, and exhibitions — provide tools for **processing trauma, connecting communities, preserving local knowledge**, and supporting wellbeing during recovery. These approaches are increasingly recognised as core components of disaster response frameworks, not just "nice to have" add-ons. Queensland is uniquely positioned to lead in this space, with strong networks of regional galleries, performing arts centres, libraries, First Nations Knowledge Centres, and State-supported statutory arts bodies that could mobilise quickly with appropriate support.
Case study/example	Following Tropical Cyclone Alfred, Redland City Council libraries became essential hubs for connection and support—people queued for internet, power, and safe spaces. A creative recovery program could expand on this role by commissioning local artists to co-create works based on community experiences.

	For example, a theatre production developed from oral histories gathered in the Bay Islands, paired with ecological data from Department of Environment, Tourism, Science and Innovation (DESI), could be performed locally and toured across impacted regions. This initiative would not only support recovery but generate a living archive of Queenslanders' resilience, held collectively by communities, local governments, and the State. The program could fund artworks, performances or digital pieces commissioned via state-funded companies (e.g. QPAC, QAGOMA) and touring exhibitions back into the affected areas and regions, becoming important Council assets For example, a post-cyclone storytelling collection from the Bay Islands paired with environmental data from DESI, then interpreted as a theatre or visual arts piece and toured regionally.

Motion 4 – Increasing State and Federal government funding for active transport infrastructure

Motion	The LGAQ calls on the State and Federal Governments to significantly increase funding for active transport infrastructure to at least 10 per cent and five per cent of their respective transport budgets over the next 10 years, in line with recommendations from active transport peak bodies.
What is the desired outcome sought?	This motion seeks a substantial increase in State and Federal Government funding for active transport infrastructure to support local government efforts in promoting walking and cycling. Specifically, we seek: 1. Queensland Government to increase active transport funding from 1.5 per cent to at least 10 per cent of its transport budget over the next 10 years. 2. Federal Government to increase active transport funding from less than one per cent to at least five per cent of its transport budget. 3. Alignment of funding with stated government objectives to increase active transport mode shares and reduce congestion. 4. Relief for local governments who currently bear a disproportionate financial burden for active transport infrastructure (e.g., Redland City Council allocating an average of 15% of its transport budget). 5. Accelerated development of comprehensive, safe, and connected active transport networks across Queensland. 6. Increased mode share for walking and cycling, leading to reduced congestion, improved public health, and environmental benefits. This outcome would enable local governments to deliver more extensive and higher-quality active transport infrastructure, encouraging more Queenslanders to choose walking and cycling for short trips.
Background	Active transport infrastructure is crucial for creating liveable, sustainable communities and addressing urban congestion. However, current funding allocations at State and Federal levels are insufficient to meet growing demand and stated policy objectives. Increasing investment in active transport infrastructure will provide significant return on investment for state and federal government targets in several key areas: • **Road Safety**: The Australian Government's Active Transport Fund is part of the National Road Safety Strategy 2021-30, which aims to improve safety outcomes for pedestrians and cyclists. • **Reducing Transport Emissions**: Encouraging walking and cycling reduces reliance on cars, contributing to national targets for lowering carbon emissions. • **Health and Wellbeing**: The Transport Health Assessment Tool, is being developed by health + wellbeing Queensland, to measure the health benefits of replacing short car trips with walking and cycling. This tool will help quantify the positive impact of active transport on reducing disease risks such as heart disease, stroke, and diabetes in Queensland. • **Urban Connectivity and Accessibility**: Investments in walking and cycling infrastructure improve access to public transport, schools, and workplaces, reducing congestion and enhancing liveability. The Australia Institute's discussion paper *Proactive Investment: Policies to increase rates of active transportation*, identifies that less than one per cent of

	federal road funding is currently allocated to active transport. This highlights a significant gap in investment. Additionally, the Australian Transport Assessment and Planning guidelines outline the benefits of active travel, including reductions in health system costs, congestion, and pollution. These benefits provide a strong case for increased funding allocations.

Motion 5 – Merge the State dwelling house and secondary dwelling code

Motion	The LGAQ calls on the State government to merge the Queensland Housing Code and the Queensland Secondary Dwelling Code.
What is the desired outcome sought?	This motion seeks the merging of two State codes so that consistency in application can be achieved. Creation of two separate State codes, by two separate State Government departments is likely to create numerous implementation challenges as secondary dwelling forms part of the definition of a dwelling house.
Background	The Queensland Government is currently advancing regulatory reforms that will impact the application of the Queensland Development Code (QDC). These reforms include: 1. The proposed State Code for a Dwelling House that is a Secondary Dwelling, being prepared by the Department of Housing, Local Government, Planning and Public Works (DHLGPPW). 2. The Queensland Housing Code, which aims to modernize QDC MP1.1 and MP1.2, being developed by the Department of State Development, Infrastructure and Planning. Based on a preliminary review of information shared by the State Government, there are significant concerns regarding this approach and how the pieces of legislation will interact. It is anticipated that this will substantially increase the complexity of determining the correct assessment process, as different legislation will apply to different parts of a dwelling. Key concerns include: 1. Regulatory complexity: The introduction of multiple codes may lead to confusion in interpretation and application. 2. Inconsistent standards: Different codes for primary and secondary dwellings could result in conflicting requirements, particularly regarding site cover requirements and vehicle parking and access provisions. 3. Assessment challenges: Determining which code applies to specific parts of a dwelling may prove difficult for both applicants and assessors. There are also questions about which assessment pathways will apply and who will be the assessment manager. 4. Potential for unintended consequences: The interaction between different codes might create loopholes or contradictions in the regulatory framework, especially concerning which zones the provisions will apply to. 5. Increased administrative burden: Local governments and building professionals may face additional workload in navigating and applying the new regulatory landscape. 6. Potential impact on housing affordability: Increased complexity in the approval process could lead to higher costs for homeowners and developers. 7. Universal design concerns: The suitability of universal design provisions being applied across Queensland is questionable, given the diversity of locational contexts throughout the state. These concerns highlight the need for careful consideration and stakeholder consultation in the implementation of these regulatory reforms to ensure a coherent and effective regulatory framework for dwelling houses across Queensland.

Motion 6 – Streamline amendment processes outlined in the Minister's Guidelines and Rules (MGR)

Motion	The LGAQ calls on the State government to streamline the planning scheme mapping amendment process outlined in the Minister's Guidelines and Rules.
What is the desired outcome sought?	This motion seeks for the MGR to allow local governments to: • Update their overlay mapping to reflect State Planning Policy mapping data (e.g. bushfire) as an administrative amendment • Nominate the State Planning Policy mapping as the default overlay mapping for a particular local government area (thereby avoiding the need to produce an overlay for a particular hazard or value). Establish a process that enables local governments to correct errors in State government data sets (subject to State government agreement).
Background	Section 8(4) of the *Planning Act 2016* stipulates which provisions apply to the extent of any inconsistency between planning instruments. It states that to the extent of any inconsistency: • A State planning policy applies instead of a regional plan or local planning instrument • A regional plan applies instead of a local planning instrument • A planning scheme applies instead of a planning scheme policy • A TLPI (Temporary Local Planning Instrument) applies instead of a planning scheme or planning scheme policy In this regard, where a planning scheme overlay reflects the State Planning Policy mapping data, the newest mapping data applies by default anyway. Recognising this is the case, this proposal seeks the above process to be appropriately reflected in the MGR. Periodically the State updates it's state policy mapping. New iterations of the mapping can sometimes contain clear data errors e.g. vegetation on an allotment that has been developed for a dwelling house where no vegetation now exists. This element of the motion seeks the State government to create a process to enable mapping anomalies or errors to be corrected by local government overlays or mapping products.

Motion 7 – Amending State Planning Regulations to Ensure Community Residences Comply with Local Building and Design Provisions

Motion	The LGAQ calls on the State government to amend the *Planning Regulation 2017* to require community residences to comply with local government building and design standards, including siting, setbacks, site cover, and amenity protections, while maintaining their exempt development status under Schedule 6.
What is the desired outcome sought?	This motion seeks to align community residences with the same building and design provisions that apply to other residential developments in local planning schemes. Current state regulations exempt community residences from local planning assessment, enabling oversized and incompatible developments in low-density zones. Amendments should ensure these facilities: 1. Adhere to nominal site cover limits 2. Meet local setback requirements 3. Comply with parking standards 4. Respect hazard overlays (flood, fire) and character protections This would balance the urgent need for social housing with community expectations for compatible development.
Background	Community residences are currently exempt from local planning assessment under Schedule 6 of the *Planning Regulation 2017*, permitting developments that conflict with local government planning schemes. This exemption allows: • Unrestricted site coverage. • Minimal setbacks. • Inadequate parking provision. • Non-compliance with hazard overlays: No requirement to address flood/fire risks These provisions override local planning instruments designed to protect residential character and safety.
Case study/example	**Danielle Street, Cleveland** A two-storey, 9-bedroom community residence was approved in 2022 on a 708m² lot in a low-density zone, despite: • 76% site coverage (exceeding Redland City Plan's nominal standard of 50%) • 1.55m side setbacks (vs. required 3m) • 4 parking spaces for 8+ residents (vs. Council's 1:2 ratio) The development's scale and design contravened multiple provisions of the *Redland City Plan 2018*, including bulk, scale, and streetscape integration. Council's appeal argued the facility functioned as a *multiple dwelling* (assessable development) rather than a community residence. However, the Court upheld the state exemption. Key Impacts: • Amenity loss: Adjacent properties experienced overshadowing and loss of privacy due to boundary-pool construction.

	• Precedent risk: The ruling enables similar developments statewide without local government oversight. Community division: Residents support social housing but oppose developments disregarding local character.

Motion 8 – Streamline approval processes for foreshore protection works

Motion	The LGAQ calls on the State Government to streamline the approval process, and additional types of work that are accepted development, for local government to undertake mitigation and adaption works associated with natural hazard risk reduction.
What is the desired outcome sought?	That the approval processes between local government and state bodies are reviewed and streamlined to reduce red tape, costs and expediate foreshore protection and remediation works.
Background	Current approvals processes are timely and hinder Council's ability to deliver efficient preventative works. Waits for approvals can be up to eighteen months, resulting in increased deterioration of the foreshore, costs and risk to local government infrastructure and public safety. works becoming redundant. Recommendations to review and streamline approvals include: 1. Removal of the requirements for local governments to obtain State owners consent when Council is the trustee of the land. The current method of obtaining consent can take 3-18 months. 2. Removal of the requirement for accepted development requirements for coastal works to only be undertaken on 'lawful works' (i.e. approved or constructed prior to 1974) OR add other types of works that can be undertaken as minor, or maintenance works under the excluded works guideline. 3. Support local governments to undertake more nature-based projects that achieve multi-faceted benefits for the environment and for reducing inundation risks 4. Further review the current accepted development requirement to align with current best practices in nature-based solution, blue carbon projects, supporting blue-green corridors and infrastructure and natural hazard risk reduction 5. Create a dedicated team within SARA to solely focus on Council applications as these generally are to protect people, property, infrastructure, and/or the environment from natural hazards (coastal, flood, landslides, bushfires etc.). 6. Add more categories of works/aspects of development that can be assessed under the FastTrack 5 assessment pathway

Motion 9 – Increased utilisation of state-owned sporting facilities

Motion	The LGAQ calls on the State government to work in partnership with local governments to address sporting infrastructure deficits and build capacity for sporting and recreation organisations to increase participation by: 1. Investing in and activating existing state-owned land and recreation facilities by establishing a policy that enables utilisation of state-owned facilities such as schools and TAFEs, and 2. Providing local governments with additional land and/or sites for sport and recreation purposes
What is the desired outcome sought?	That activating state-owned facilities and providing local governments with additional land for sport and recreation purposes will address capacity issues and enable increased participation in sport by alleviating the shortfall of sporting land across Queensland cities and regions. Examples include state schools and Technical and Further Education (TAFE sites). A state-wide policy enabling utilisation of state-owned facilities and the provision of additional land and/or sites for sport and recreation purposes will increase participation in sports and recreation activities which supports health, wellbeing, liveability and social outcomes for our communities. This policy should ensure no additional burdens or costs to schools/TAFEs etc.
Background	Many cities and regions across Queensland are experiencing shortfalls of land and infrastructure for sport and recreation. This is set to worsen over the next 20 years as housing developments come online, and our population sees significant increase. The Queensland Government's Statistician's Office projects growth of 1.1 million to 3 million additional people calling Queensland home by 2046. While a potential solution lies in sharing state school facilities, current Queensland Government policy instructs that community access to state school facilities is at the discretion of the school principal at the time. A state-wide policy enabling utilisation of state-owned facilities and the provision of additional land and/or sites for sport and recreation purposes will: • Enable better use of community assets by increasing asset utilisation • Addresses shortfall of sport and recreation land for growing communities • Improve outcomes for schools, community clubs and competitions • Improve engagement with and access to sport • Improve community health, wellbeing and social cohesion Noting and acknowledging the State Government's Go for Gold fund which requires multiple users for school sport infrastructure, is a step in the right direction.

Motion 10 – Improving Integrity of the Councillor Conduct Complaint Processes

Motion	The LGAQ calls on the State government to amend the *Local Government Act 2009* to ensure greater fairness, transparency, and consistency in the councillor conduct complaints process, by making the Office of the Independent Assessor (OIA) the final decision-maker on any complaints it classifies as suspected conduct breaches.
What is the desired outcome sought?	That the *Local Government Act 2009* be amended to change the current process for deciding on councillor conduct complaints referred by the OIA to local governments. Specifically, this reform would ensure that the OIA, rather than local governments, is responsible for determining whether a breach has occurred. This change should remove any real or perceived conflict of interest, promote procedural fairness, natural justice and improve public confidence in the integrity of the councillor complaints process. By ensuring decisions are made by an independent statutory authority, the system will better support principles of accountability, impartiality, and consistency across Queensland.
Background	Under the current legislation, complaints alleging conduct breaches by councillors may be referred by the OIA to the relevant local government for investigation and decision making. This process may not afford the subject councillor natural justice and places elected members in the position of judging peers, which may create actual or perceived conflicts of interest – particularly in politically sensitive or contested matters. The current approach undermines the credibility of the complaints process, and places undue pressure on elected members. In contrast, allowing the OIA to retain decision-making authority should ensure an objective, consistent, and arms-length approach to assessing potential breaches of conduct. The role of local governments would be restricted to funding external investigations and the provision of information with the results of the investigation being provided to the OIA for review and decision. The proposed reform maintains local involvement while providing for an impartial outcome. This motion aligns with broader calls for reform of the OIA and the councillor complaints system and reflects growing concerns about the impacts, burden and risks the current approach places on local government and elected members. The state government has committed to overhauling the OIA. This commitment stems from concerns that a surge of minor and vexatious complaints is deterring qualified candidates from local government roles and diminishing the authority of mayors and councillors. The proposed overhaul aims to address the influx of petty complaints that are perceived to be undermining the effectiveness of local governance.

15 REPORTS FROM COMMUNITY & CUSTOMER SERVICES

15.1 MCU22/0052.02 OTHER CHANGE TO DEVELOPMENT APPROVAL FOR MULTIPLE DWELLING (48 UNITS) AT 218-220 MIDDLE STREET, CLEVELAND

Objective Reference: **A12112259**

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

Responsible Officer: **Michael Anderson, Acting Group Manager City Planning & Assessment**

Report Author: **Frances Eastall, Planning Officer**

Attachments:

1. **Architectural Plans** ⇩
2. **Zoning Map** ⇩
3. **Locality Plan** ⇩
4. **Visual Impact Assessment** ⇩
5. **Traffic Impact Statement** ⇩
6. **Development Conditions** ⇩

PURPOSE

To decide this application seeking a development permit for a material change of use for an 'other change' for a multiple dwelling comprising 48 units. The application has been referred to a General Meeting of Council for determination at the request of the Divisional Councillor (Division 2).

BACKGROUND

A development permit was issued on 31 October 2022 for a multiple dwelling consisting of eight storeys and a height of 26.6m (reduced level (RL) 34.7m) on land located at 218-220 Middle Street, Cleveland. Council has received an application for an 'other change' to the original approval for an additional level resulting in nine storeys and height of 29.6m (RL37.7) (refer Attachment 1).

The owner and applicant of the property is Marbex Pty Ltd As Trustee, care of The Development Directive Pty Ltd.

The application has a decision due date of 16 July 2025, which has been extended by agreement with the applicant, in accordance with the *Planning Act 2016* (PAct). Should the decision not be made by that date the applicant may seek a deemed refusal, unless a further extension is agreed by the applicant and Council.

The assessment of the application has occurred in line with the assessment framework outlined in the PAct. The key issues identified in the assessment are:

- Building height
- Streetscape
- Amenity

ISSUES

Proposal

The proposed change seeks to add an additional storey to a currently approved eight storey multiple dwelling development (refer Figure 1). The proposed change in the context of the approval is outlined in the table below.

Component	Approved (MCU22/0052)	Proposed Change (MCU22/0052.02)
Building height	Eight storeys and 26.6m (RL34.7)	Nine storeys and a maximum of 29.6m above ground level (RL37.7) (refer figure 1 for comparison)
Number of units	44	48
Unit configuration	Nine x two bedroom units 35 x three bedroom units	10 x two bedroom units 38 x three bedroom units
Level 8	-	Additional roof over balcony spaces (refer figure 1)
Motorcycle spaces	Two spaces	Four spaces
Carparking spaces	108 spaces	108 spaces
Visitor spaces	Seven spaces	Seven spaces

Table 1 – approved vs proposed building components

Approved elevation *Proposed elevation*

Figure 1 – comparison of approved building height and proposed building height

Site & Locality

The site is currently improved by a three storey motel, with associated car parking and communal open space. The site contains only planted landscaping within the communal open space and at the front of the property and the land has a gentle fall to the street frontage. An existing drainage easement accommodating an underground pipe servicing property to the north runs along the western boundary.

The site is zoned medium density residential (sub area MDR4) (refer Attachment 2). It is located on the northern side of Middle Street, adjoining medium density residential zoned properties to the north and east, neighbourhood centre zoned land to the west containing the Redlands Veteran Community Centre and Returned Services League (RSL) headquarters. The surrounding area is predominantly zoned medium density residential, with a neighbourhood centre to the west and recreation and open space zoned land further to the north. Current development in the area consists of the Cleveland RSL to the west, apartment buildings/townhouse developments to the north, north-east and east, adjacent to the south and further to the north-west, local shops to the south-west, and existing single and two storey dwellings along Middle Street (refer Attachment 3).

Planning History

MCU22/0052 - development approval issued for an eight storey multiple dwelling consisting of 44 units approved on 26 October 2022.

Relevant surrounding planning history

MCU24/0006 – preliminary approval issued for a multiple dwelling x 25 at 144 Middle Street, Cleveland. Currently under appeal (Chabazite Pty Ltd v Redland City Council*)* filed on 23 April 2025 (1043/25).

Assessment Framework

The application has been made in accordance with section 79 of the PAct and constitutes an 'other change' to a development approval. This application is subject to **impact** assessment. The application must be assessed against the criteria in section 82 which states:

'(1) This section applies to a change application, other than for a minor change to a development approval.

(2) For administering the change application, and assessing and deciding the change application in the context of the development approval, the relevant provisions apply—

(a) as if—

(i) the responsible entity were the assessment manager; and

(ii) the change application were the original development application, with the changes included, but was made when the change application was made; and

(b) with necessary changes.

(3) However—

(a) section 53 does not apply to the change application if the change is not a minor change only because the change may cause—

(i) a referral to a referral agency if there were no referral agencies for the development application; or

(ii) a referral to extra referral agencies; or

(iii) a referral agency to assess the change application against extra matters; and

(b) the power—

(i) to direct that a development condition be imposed under section 56(1)(b)(i) includes a power to direct that a development condition be amended; and

(ii) to impose a development condition under section 60(2)(c) or (3)(b) or 64(6)(b) includes a power to amend a development condition.

(4) To remove any doubt, it is declared that the following matters apply, only to the extent the matters are relevant to assessing and deciding the change application in the context of the development approval—

(a) the assessment benchmarks;

(b) any matters a referral agency must, may, or may only assess the application

against or have regard to under section 55(2); …

(d) if the development to which the change application relates requires impact assessment—any matters the assessment must or may be carried out against or having regard to under section 45*(5)(a)(ii) or (b).*

(6) In this section— relevant provisions means—

(a) section 45(6) to (8); and

(b) part 2, division 2, other than section 51; and

(c) part 3, other than sections 63 and 64(8)(c); and

(d) the development assessment rules.'

In accordance with section 45 of the *Planning Act 2016*:

*'(5) An **impact assessment** is an assessment that—*

(a) must be carried out—

(i) against the assessment benchmarks in a categorising instrument for the development; and

(ii) having regard to any matters prescribed by regulation for this subparagraph; and

(b) may be carried out against, or having regard to, any other relevant matter, other than a person's personal circumstances, financial or otherwise.

Examples of another relevant matter—

- *a planning need*
- *the current relevance of the assessment benchmarks in the light of changed circumstances*
- *whether assessment benchmarks or other prescribed matters were based on material errors*

(6) Subsections (7) and (8) apply if an assessment manager is, under subsection (3) or (5), assessing a development application against or having regard to—

(a) a statutory instrument; or

(b) another document applied, adopted or incorporated (with or without changes) in a statutory instrument.

(7) The assessment manager must assess the development application against or having regard to the statutory instrument, or other document, as in effect when the development application was properly made.

(8) However, the assessment manager may give the weight the assessment manager considers is appropriate, in the circumstances, to—

(a) if the statutory instrument or other document is amended or replaced after the development application is properly made but before it is decided by the assessment manager—the amended or replacement instrument or document; or

(b) another statutory instrument—

(i) that comes into effect after the development application is properly made but before it is decided by the assessment manager; and

(ii) that the assessment manager would have been required to assess, or could have assessed, the development application against, or having regard to, if the instrument had been in effect when the application was properly made.'

Section 30 of the *Planning Regulation 2017* (PReg), relevantly, identifies that:

'(1) For section 45(5)(a)(i) of the Act, the impact assessment must be carried out against the assessment benchmarks for the development stated in schedules 9 and 10.

(2) Also, if the prescribed assessment manager is the local government, the impact assessment must be carried out against the following assessment benchmarks—

(a) the assessment benchmarks stated in—

(i) the regional plan for a region; and

(ii) the State Planning Policy, part E, to the extent part E is not identified in the planning scheme as being appropriately integrated in the planning scheme; and

(iii) a temporary State planning policy applying to the premises;

(b) if the development is not in a local government area—any local planning instrument for a local government area that may be materially affected by the development;

(c) if the local government is an infrastructure provider—the local government's LGIP.

(3) However, an assessment manager may, in assessing development requiring impact assessment, consider an assessment benchmark only to the extent the assessment benchmark is relevant to the development.'

Section 31 of the *Planning Regulation 2017* identifies that:

'(1) For section 45(5)(a)(ii) of the Act*, the impact assessment must be carried out having regard to—*

(a) the matters stated in schedules 9 and 10 for the development; and

(d) if the prescribed assessment manager is a person other than the chief executive—

(i) the regional plan for a region; and

(ii) the State Planning Policy, to the extent the State Planning Policy is not identified in the planning scheme as being appropriately integrated in the planning scheme; and

(iii) for designated premises—the designation for the premises; and

(e) any temporary State planning policy applying to the premises; and

(f) development approval for, and any lawful use of, the premises or adjacent premises; and

(g) common material.

(2) However—

(a) an assessment manager may, in assessing development requiring impact assessment, consider a matter mentioned in subsection (1) only to the extent the assessment manager considers the matter is relevant to the development; and

(b) if an assessment manager is required to carry out code assessment against assessment benchmarks in an instrument stated in subsection (1), this section does not require the assessment manager to also have regard to the assessment benchmarks.'

common material, for a development application, means—

'(a) all the material about the application that the assessment manager receives before the application is decided, including—

(i) any material relating to a proposed development application that is substantially similar to the development application as made; and

(ii) any material attached to, or given with, the development application; and

(iii) any material relating to the application given to the assessment manager after the application is made; and

(iv) any referral agency's response, including any advice or comment given by a referral agency and any response given under section 57 of the Act; and

(v) any properly made submissions about the application, other than a submission that is withdrawn; and

(vi) any other submission about the application that the assessment manager has accepted; and

(vii) any other advice or comment about the application that a person gives to the assessment manager; and

(b) if a development approval for the development is in effect—the approval; and

(c) an infrastructure agreement applying to the premises.'

Pursuant to section 45 of the PAct, the application was assessed against the following applicable assessment benchmarks.

- City Plan Version 10:
  - Strategic framework
  - Medium density residential zone code
  - Environmental significance overlay code
  - Healthy waters code
  - Infrastructure works code
  - Landscape code
  - Transport, servicing, access and parking code
- State Planning Policy 2017, Part E
- South East Queensland Regional Plan 2023
- Local Government Infrastructure Plan

Pursuant to section 45 of the PAct, Council had regard to the following matters in its assessment of the application.

- Development approval on the subject site
- Development approvals on adjoining land
- Referral agency response
- Properly made submissions
- Common material, including not properly made submissions accepted by the assessment manager

Comments received

External comments received

Council has received comments that form part of the common material to the application. Council has had regard to this information in the assessment of the application, as outlined above.

Referrals

State Assessment Referral Agency (SARA) provided a referral agency response, dated 29 May 2024, as the proposed development is on a lot adjacent to a Queensland heritage place. SARA identified no requirements for the proposed development. SARA's referral response will be attached to Council's decision notice.

Public notification

The application was publicly notified for a period of 16 business days from 17 May 2024 to 7 June 2024. A notice of compliance for public notification was received on 10 June 2024.

There were five properly made submissions received in relation to the application during the notification period. All properly made submissions object to the development application. Two other submissions were also received, which were not properly made, but accepted by the assessment manager as common material to the application.

The following matters were raised in the written submissions received. All matters are addressed in the application assessment section of the report:

- The proposed building height will have a detrimental effect on the amenity of adjoining properties (through overshadowing and loss of views).
- The building will cast undue shadow on the adjoining heritage place.
- The proposed building height will set a precedent and the height limit in the planning scheme should be respected.
- The increase in traffic movements will have detrimental impacts on the local road network.
- The building has excessive site coverage.

Internal comments received

The application was referred to the divisional Councillor in accordance with standard procedure.

The assessment manager has received assessment advice from the following Council teams/ officers:

- Engineering assessment
- Environmental assessment
- Landscaping
- Arborist
- Infrastructure Planning Charges Unit

Decision making framework

Section 60 of the PAct states that:

> *(3) To the extent the application involves development that requires impact assessment, and subject to section 62, the assessment manager, after carrying out the assessment, must decide—*
>
> *(a) to approve all or part of the application; or*
>
> *(b) to approve all or part of the application, but impose development conditions on the approval; or*
>
> *(c) to refuse the application.*
>
> *…*
>
> *(5) The assessment manager may give a preliminary approval for all or part of the development application, even though the development application sought a development permit.*
>
> *(6) If an assessment manager approves only part of a development application, the rest is taken to be refused.*

Application Assessment

The application has been assessed against the provisions of City Plan Version 10 (in effect at the time the application was properly made) and is subject to impact assessment. In this regard, the application is subject to assessment against the entire planning scheme. However, as the application has been lodged for an 'other change' under section 82 of the PAct, the matters for assessment are limited to those that are relevant to assessing the change in the context of the original approval. Put simply, this means assessing the impacts of the additional storey in the context of an eight storey multiple dwelling building. Therefore, the assessment process does not require the development, including the change, to be assessed as if it were a fresh development application. The most pertinent parts of the assessment relate to building height, streetscape impact, amenity and carparking are discussed below.

<u>Building height</u>

In assessing the proposal regard has been afforded to the proposed change and specifically to the building height of existing development. Regard has also been given to current development approvals in the vicinity and overall design of the proposed building. The provisions in City Plan relevant to building height in the MDR4 Precinct have been subject to expert scrutiny in the recent Chabazite Pty Ltd v Redland City Council Planning and Environment Court (P & E Court) matter at 144 Middle Street, Cleveland. The following section includes assessment, having regard to expert advice and interpretation of these provisions.

The purpose of the MDR zone code includes overall outcomes for particular precincts as follows:

> *'(d) Precinct MDR4: Cleveland:*

(i) development assists in providing connections between Cleveland principal centre and the surrounding area;

(ii) building height reinforces the role and vibrancy of Cleveland as a principal centre and the connection between the centre and Toondah Harbour; and

(iii) new development consolidates underutilised sites.'

Reinforcing connection between Cleveland and Toondah Harbour

The overall outcome above suggests that the sub precinct reinforces the role of Cleveland as a principal centre and provides connection between Cleveland principal centre and the surrounding area. In this context Middle Street provides the primary connection from Cleveland town centre to Toondah Harbour.

The Toondah Harbour priority development area (PDA) is located approximately 250m to the east of the subject site, which anticipates heights of seven storeys around the external boundaries increasing up to 10 storeys central to the area. Existing and approved developments along Middle Street range in heights from one storey up to eight storeys. These developments include a six storey development adjoining immediately to the east, a six storey unit development adjoining immediately to the north (fronting Shore Street East), an eight storey development to the north-east (fronting Shore Street East and Wharf Street) and an eight storey unit development further to the east fronting Middle Street.

The site is located within a walkable catchment, making it easy for residents to walk rather than drive. The proposed development, with existing and future development along Middle Street, would contribute to reinforcing the role and vibrancy of Cleveland CBD and providing the connection with Toondah Harbour.

Reinforcing the role and vibrancy

The overall outcome refers to reinforcing the role and vibrancy of Cleveland as a principal centre. There has historically been some conjecture as to what this means in the assessment of development applications. The definition of reinforce in the '*The Macquarie Concise Dictionary*' means '*to strengthen with some added piece, support, or material'* and '*to strengthen; make more forcible or effective*'. While vibrancy in a town planning sense '*refers to the intensity and diversity of human activities within a space, often manifesting as lively, active and socially engaging*'.

In this regard, the role of a principal centre is to provide for 'the highest buildings in the city' and 'the highest density' (Strategic framework 3.4.1.2) which is 29m or generally nine storeys as depicted below (refer Figure 2). In practice the Cleveland principal centre and Toondah Harbour priority development area (PDA) become 'bookends' with development along Middle Street and within the MDR4 precinct being a lesser building height.

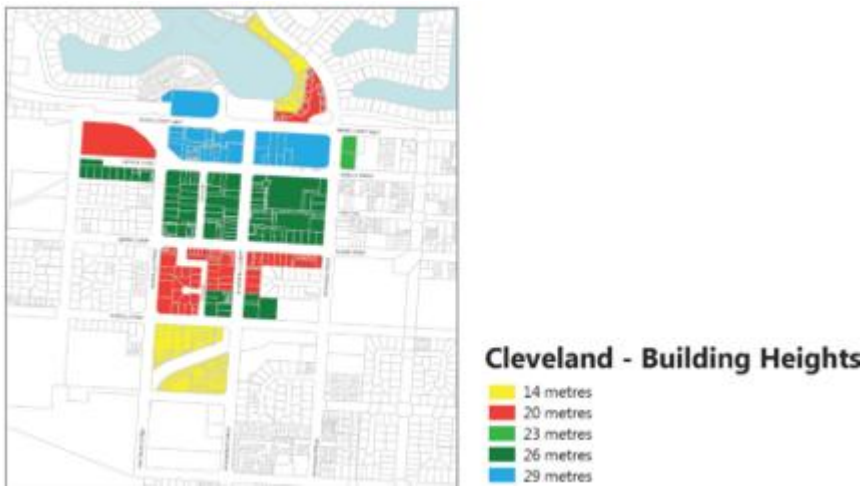


Figure 2 – principal centre building heights

The proposal which maintains generally the same height as envisioned within the principal centre is not considered to 'reinforce' or 'strengthen' the higher order role, by adopting the same building height envisioned. In this regard there is conflict with this identified provision. Conversely, the development is not considered to 'undermine' or 'weaken' the higher order role in relation to building height given the proposal is not substantially greater than the principal centre (say 10 storey in height).

In relation to building height and whether it strengthens the 'vibrancy' between the principal centre and Toondah Harbour, the additional building height contributes to the increased vibrancy of housing and lifestyle choice to transform Cleveland as a vibrant mixed-use centre providing for day and nighttime activity. The proposed development, including the additional storey, provides a number of units that would contribute and strengthen the primary function of the centre. As it would result in additional population that would support the established Cleveland CBD. Due to the interpretation issue highlighted above and potential conflict, as is appropriate when assessing impact assessable development applications, regard has been given to the higher order provisions in City Plan, namely the strategic framework.

Strategic framework

Given the conflict identified above it is appropriate to consider the strategic framework in consideration of the overall assessment against City Plan. The strategic framework of City Plan provides criteria to meet population growth up to 2041 with an expectation of the number of dwellings required to meet housing requirements.

Section 3.3.1.2 of the strategic framework is relevant, which relevantly provides (emphasis added):

> *'3.3.1.2 Housing choices in the medium density and low-medium density residential zones*
>
> *(2) Medium rise development generally occurs close to the principal centres, with lower rise housing in other parts of the low-medium density and medium density residential zones.*
>
> …
>
> *(5) New development is well connected to the surrounding area, providing a high level of permeability by walking and cycling and accessibility to public transport services.'*

Section 3.2.2 Liveable communities and housing relevantly states (emphasis added):

> *'Redlands will offer housing diversity and affordability for residents through a choice of housing product and location. This will particularly address the housing requirements of an ageing demographic profile and young first home owners.*
>
> *The city's principal and major centres at Cleveland, Capalaba and Victoria Point, as well as Toondah Harbour and Weinam Creek, will play an important role in providing housing and lifestyle choices. They are to be transformed as vibrant mixed use centres with day and night time activity.*
>
> *Editors Notes -*
>
> *Editor's note—Toondah Harbour and Weinam Creek are designated priority development areas and are not subject to this planning scheme.*
>
> *These opportunities will help create communities in which people do not have to rely as much on cars, and can enjoy neighbourhoods which are designed for walking and cycling. It will provide vibrant urban lifestyle options where people can live close to where they work, shop and dine while having access to open space and recreational opportunities.'*

Whilst the strategic framework generally supports increased density and building height in proximity to centres, a more nuanced approach to building height is addressed through the precinct included within the zone code and overall outcomes for the precinct in City Plan. For this reason, it is concluded that the proposed development does conflict with City Plan.

Despite the conflict, in accordance with section 45(5)(a)(ii) of the PAct, the assessment manager must have regard to matters prescribed in the PReg. This includes a Regional Plan that is not appropriately reflected in the local planning instrument and any relevant development approvals. It is therefore appropriate, when assessing building height, for the assessment manager to have regard to surrounding approvals and the South East Queensland (SEQ) Regional Plan 2023 (SEQRP 2023). Regard can also be given to any to relevant matters. This is considered further in the following sections.

South East Queensland Regional Plan 2023

SEQRP 2023 forecasts significant population growth for the Redlands Coast, projecting an increase of approximately 49,800 residents by 2046, bringing the total population to around 212,000 people. This growth is accompanied by new dwelling diversity targets for the region, requiring local planning schemes to accommodate a broader range of housing types and increased residential densities to meet both population and housing supply targets.

Currently, City Plan does not reflect the uplift in population projections and associated dwelling targets established by SEQRP 2023. To address this, Council will need to review and update its planning scheme to ensure that areas of existing or future high amenity are appropriately zoned to support higher residential densities. This approach will facilitate compact urban growth, leveraging proximity to high-frequency public transport, community facilities, open spaces, and activity centres.

Given these considerations, it is recommended that development within proximity to the Cleveland principal centre is an appropriate location for additional height and density. Such developments will help meet the emerging challenges of population growth and housing demand, in line with the strategic directions of SEQRP 2023.

Streetscape impact

The following performance outcome and overall outcomes of the medium density residential zone code are applicable to streetscape (emphasis added):

Overall outcome (2):

(g) 'buildings are set back from property boundaries to maintain a consistent streetscape character, and protect the privacy and amenity of adjoining residences;
(h) development incorporates architectural styles and elements that reduce the visual impact of the built form;'

PO10
'Where building height over 13m is intended, buildings step down in height and scale to be of a similar size to intended building height on adjoining residential zoned land.'

PO11
'*Building setbacks (other than basements):*

(a) create an attractive, consistent and cohesive streetscape;

(b) maintain appropriate levels of light and solar penetration, air circulation, privacy and amenity for existing and future buildings;

(c) do not prejudice the development or amenity of adjoining sites;

(d) assist in retaining native vegetation and allow for the introduction of landscaping to complement building massing and to screen buildings;

(e) provide useable open space for the occupants;

(f) provide space for service functions including car parking and clothes drying; and

(g) where tandem car parking spaces are proposed in front of garages, they are contained wholly within the property boundary.'

Streetscape character

Consideration should be given to existing approvals in the nearby surrounds, which provide context for actual building height and streetscape character within the zone and precinct. The purpose of the zone seeks lesser height up to mid-rise (defined as three to six storeys), however this has already been exceeded in parts of the precinct and should be considered in terms of assessing a nine storey development. The 'book-end' built form outcome sought by City Plan; with increased visual connections between Cleveland CBD and Toondah Harbour through higher built form, has in part been exceeded by a variety of heights within the 'middle' of the 'book-ends', lending support for the development despite the additional building height.

In assessing streetscape character regard has been given to development approvals in the surrounding area. The streetscape of Middle Street is characterised by a variety of buildings with a form and scale of between five and eight storeys as detailed below (refer Figure 3 and Table 2). It is also noted a current proposal is under assessment at 196-198 Middle Street for an eight storey apartment building with a RL of 30.14 (22.2m).

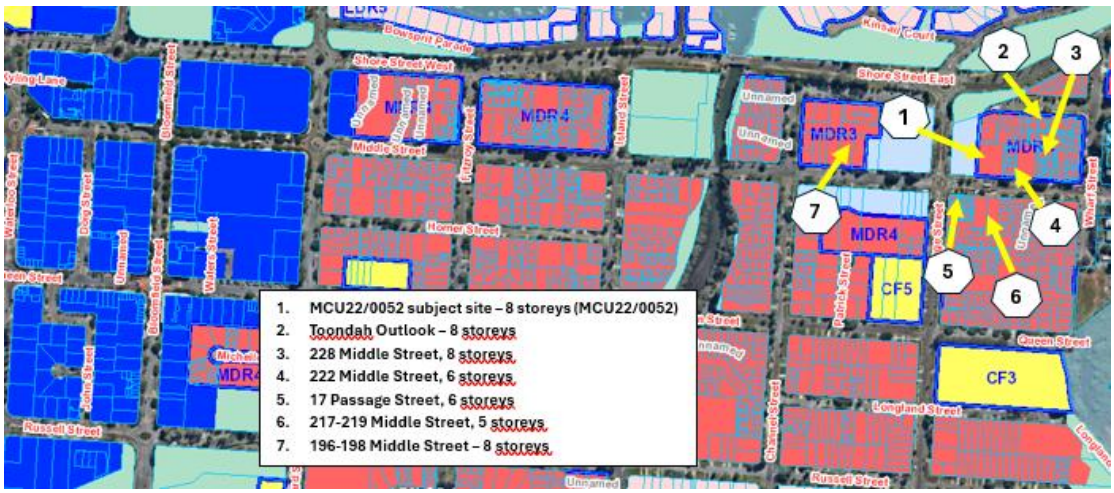


Figure 3 - context of site and surrounding approvals

	Location	Building height	
1	Approval at 218-220 Middle St (subject site)	8 storey	RL 34.7 (26.6m)
2	Toondah Outlook	8 storey	RL 33.1 (24.65m)
3	Approval at 228 Middle St	8 storey	RL 29.3 (24.29m)
4	Part of Toondah Outlook at 222 Middle St	6 storey	RL 26.17 (19.37m)
5	17 Passage Street	6 storey	RL28.7 (21.2m)
6	217-219 Middle Street	5 storey	RL24.5 (17.6m)
7	Proposed 196-198 Middle Street	8 storey	RL 30.14 (29.6m)

Table 2 – surrounding approved heights

As depicted below, the additional storey maintains an appropriate built form by adopting significant setbacks (between 7.5m to 10.35m) and maintaining a stepping down in height and scale to be compatible with the surrounding established streetscape above 19m (refer Figures 4-7).

Approved	Proposed

Figure 4 – rendered streetscape view to the west (approved and proposed)

Figure 5 – rendered streetscape view to the east

Figure 6 – rendered streetscape view to the south from Shore Street east with the proposal shown to the rear

Therefore, the building remains consistent in form and style with other multiple dwellings along Middle Street, which exhibit varied heights and number of storeys from five to eight storeys. The building is also setback from boundaries to provide a cohesive streetscape proportionate to other development along Middle Street. The proposal is therefore considered to achieve compliance against the above assessment benchmarks.

Visual impact assessment

To further consider the appropriateness of the additional built form upon the streetscape and locality the applicant provided a visual impact assessment prepared by Insight Design and Assessment Services (refer Attachment 4), which confirms that the development will not adversely impact the surrounding character stating:

- Development will not be significantly viewed from most viewpoints as demonstrated through photomontages (refer Figures 4 to 6) and states that the visibility of the additional storey will be an incremental and a modest change to the development from a view perspective.
- That the direct interface with the neighbouring developments will remain unchanged.
- That the changes would not alter the architectural language of the development, and would continue features of the approved upper levels, including visual and physical recessing from the lower levels including a darker, more recessive colour scheme.

Having regard to the report, it is evident that the development complies by incorporating an additional storey that is significantly setback and centrally located on the site. This design approach ensures the building steps down in height and scale, presenting predominantly as a six storey development.

For these reasons it is considered that the proposed nine storey provides sufficient setbacks and architectural design to reduce the impact of built form; compliant with overall outcome (2)(g) and (h) respectively.

Amenity impacts

In assessing the amenity impacts for the additional level, the following assessment benchmarks of the medium density residential zone code are considered relevant:

> PO18
> '*Privacy between dwelling units on the site and adjoining sites is achieved by effective building design and the location of windows and outdoor open spaces to prevent overlooking into habitable rooms or private open space areas or through the use of screening devices. Where screening devices are used, they are integrated with the building design.*'
>
> PO22
> *'Development minimises the extent of shadows on useable private open space or public spaces and provides adequate sunlight to habitable rooms on the site and adjoining.*'

Privacy

The additional storey is considered to maintain privacy between units as this level will be setback from the edge of level six in line with the existing upper two levels. The side and rear setbacks have not changed from that previously approved. The interface with the adjoining development to the east was previously considered through the provision of screening. Views from balconies and internally from units are also oriented to the north and south to assist in maintaining privacy of adjoining development to the east. This also applies to the additional level noting that outlook will be over the roof tops of adjoining developments to the north and east. The substantial separation between the proposal and northern development also exceeds 12m and is therefore considered to maintain reasonable amenity and privacy for both developments. The proposed additional level will achieve compliance with the acceptable outcome through the separation between buildings and appropriate screening where overlooking of private areas of adjoining developments occur.

Shadow

The applicant provided shadow diagrams to demonstrate that the additional shadow cast from an additional level would be minimal compared to the approved height (refer Figures 7 and 8).

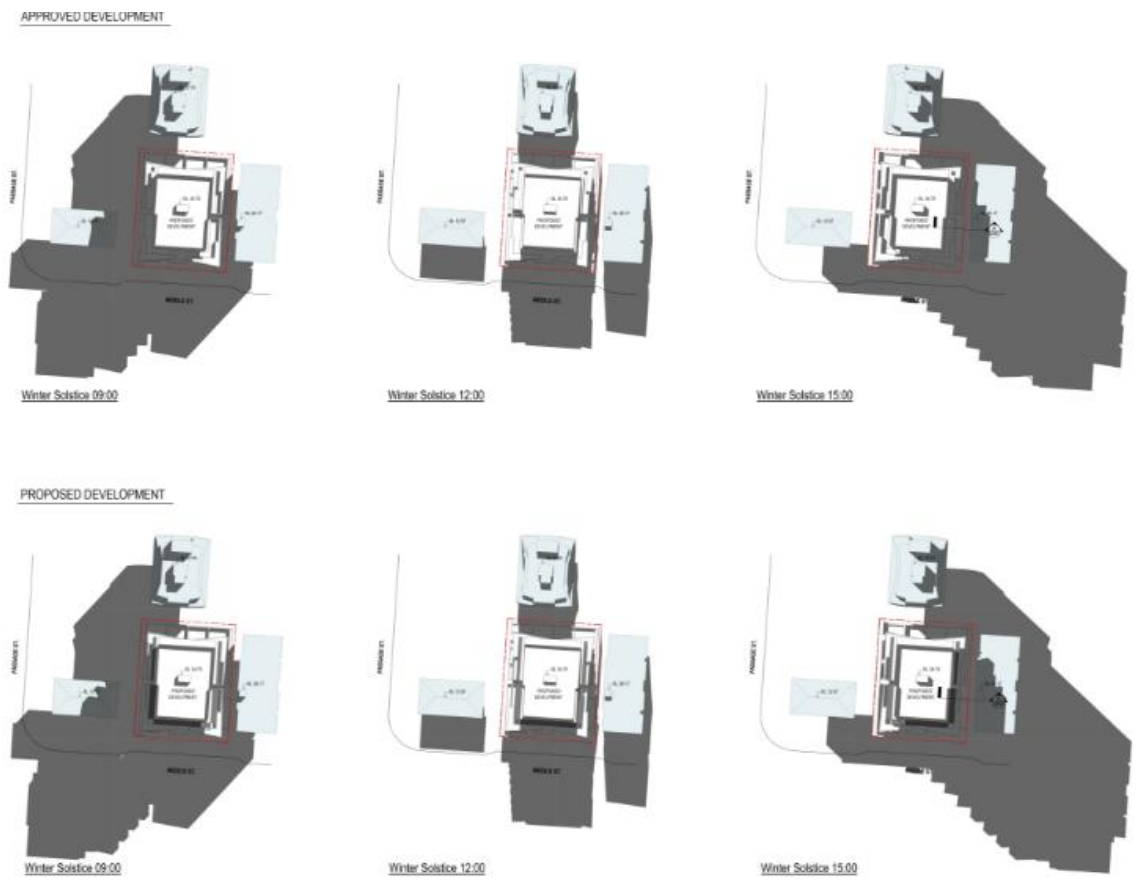


Figure 7 - Shadow diagram showing approved winter solstice (top) and proposed winter solstice (bottom)

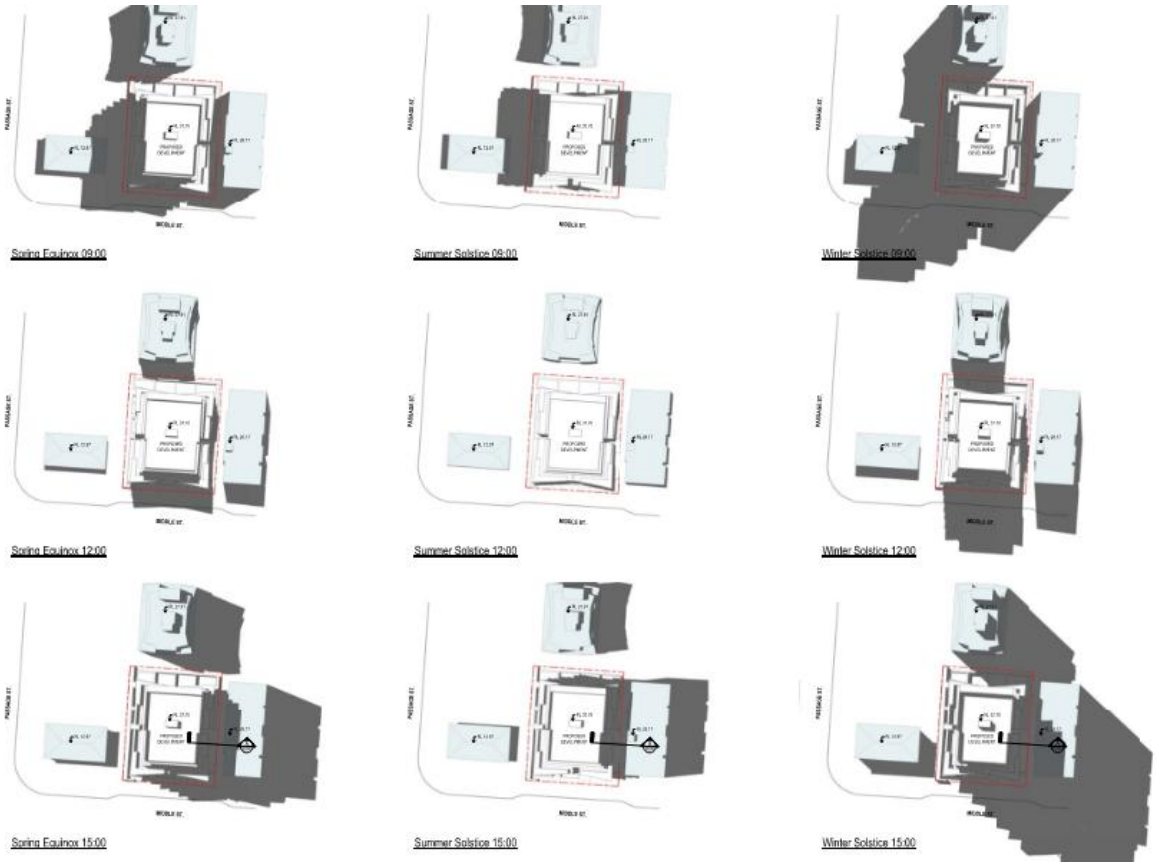


Figure 8 – Shadow diagrams for spring (left), summer (centre) solstice and winter (right) for the proposed height

The diagrams show the proposed additional storey would have no significant change to overshadowing of adjoining developments (refer Figure 8), comparative to that previously approved, as the upper storey is setback sufficiently from the boundaries in line with the approved upper levels and also achieves compliance with the acceptable outcomes for setbacks (it is noted that shadow diagrams indicate shadows from level 7 being built to the edge of the building, which has since been amended to be setback further from the edge). The shadow diagrams provided show that during winter months, shadows cast would be mostly across Middle Street with only a minor increase to the shadow resulting from the existing approved height over the adjoining lot to the east. During other times of the year, the difference in shadows cast would be negligible (refer Figures 7 and 8).

Relevant Matters

Section 45(5)(b) of PAct provides that an assessment manager may have regard to relevant matters, other than a person's personal circumstances, financial or otherwise. The Redland Housing Strategy (RHS) 2024-2046 is considered a relevant matter in the assessment of this application.

RHS 2024-2046

The Redland Housing Strategy (RHS) 2024–2046 is not a statutory document but does identify actions for future planning scheme amendments to address housing needs in the city. Action 9 seeks to accommodate housing growth and increased densities near principal centres to improve supply and diversity. This site may be suitable for increased building height; however, as this is subject to future Planning Scheme amendment process, community consultation, and State Government review, limited weight has been afforded to the RHS at this stage.

Conclusion

Non-compliance with the identified building height for the precinct and the zone has been identified and there is insufficient direction in the strategic framework of City Plan. Despite the conflict with City Plan, regard has been given to the SEQ Regional Plan, as this is not reflected in City Plan. Regard has also been given to surrounding development approvals that inform the streetscape character and amenity of the surrounding area in the assessment of building height. Given the absence of harm identified and weight to be afforded to a more contemporary planning instrument, it is recommended that the identified conflict should not be determinative in the assessment of the development application.

Vehicle parking and traffic

The development results in an additional four units, however, the number of carparks complies with performance outcome PO8 of the transport, servicing, access and parking code by adopting acceptable outcomes AO8.1, AO8.2 and AO8.3, as follows:

Car Parking Type		Car parking rates	
		Deemed to Comply	Proposed
Resident	- 2br x 10 units	10 x 1.5 = 15 spaces	103 resident spaces - 49 basement 1 - 54 basement 2
	- 3+br x 38 units	38 x 2 = 76 spaces	
Visitors	- 1 per 10 units	5 spaces	5 visitor spaces ground level

Table 3 – carparking

- 4 motorcycle spaces are provided (1 space specified under AO8.2).
- The carparking design complies with Australian Standard AS2890.1.

In relation to traffic impacts, the traffic review letter (refer Attachment 5) provided with the application states that the number of additional traffic movements on the local road network will be minor with two additional vehicle movements per hour in each of the morning and evening peaks) and will not affect the capacity and safety of the network. These conclusions are agreed.

Other matters

There is no change to on-site landscaping, with the ground level, including the existing communal open space area, boundary planting and front boundary landscaping being maintained as approved.

In relation to infrastructure, the consulting engineer has provided a response to confirm that the proposed four additional units will not result in any additional impacts for stormwater, sewer, water, waste, electricity and telecommunications. In accordance with the infrastructure works code, it is considered that it will not result in additional requirements for the following reasons.

- The proposal does not result in additional impervious area or increase in stormwater discharge and therefore the existing approved concept stormwater plan is considered sufficient. The proposal does not result in unacceptable impacts on amenity of adjoining developments subject to detailed design as part of conditioned works. The existing conditions will remain unchanged.
- The additional number of units will not result in a significant demand for sewer and water. An assessment of the sewer and water network capacities was undertaken with the original proposal, which demonstrated that the site can be serviced by the existing networks.
- Waste generation rates for the development as a whole increase but are still within the limitations of the previously approved waste management arrangements of 5 x 1100L waste and 4 x 1100L recycle provided, and there is sufficient room in the bin storage area to accommodate 9 x 1100L bins.
- Electricity and telecommunications will be provided as per existing conditions and through consultation with relevant service providers.

The proposal is consistent with the conditions and approved plans for the original approval.

Infrastructure Charges

The proposed development is subject to infrastructure charges in accordance with the Adopted Infrastructure Charges Resolution. The total charge applicable to this development is:

Total charge: $1,284,591.70

This charge has been calculated as follows in accordance with Council's Adopted Infrastructure Charges Resolution.

Residential Component

(38 X Multiple Dwelling - 3 or more bedroom X $34,452.65)	$1,309,200.70
(10 X Multiple Dwelling - 1 or 2 bedroom X $24,609.00)	$246,090.00
Residential Demand Credit	
(1 X Caretakers Dwelling - 1 or 2 bedroom X $24,609.00)	-$24,609.00
(20 X Tourist Accommodation – 1 or 2 bedroom X $ 12,304.50)	-$246,090.00

Total Council Charge	**$1,284,591.70**

Offsets

There are no offsets that apply under Chapter 4 Part 2 of the PAct.

Refunds

There are no refunds that apply under Chapter 4 Part 2 of the PAct.

CONCLUSION

The development application has been assessed against City Plan, SEQRP 2023 and other relevant assessment benchmarks. The proposal has been assessed as being in conflict with City Plan, by adopting a building height greater than the prescribed 'mid-rise' height intended within the MDR4 precinct in City Plan. However, having had regard to the SEQRP 2023, as a contemporary planning instrument providing strategic direction and having identified the lack of harm through consideration of other approved developments within the precinct, it is recommended that greater weight should be afforded to those matters in balancing the conflict identified. It is recommended that a development permit be issued subject to conditions.

STRATEGIC IMPLICATIONS

Legislative Requirements

The development application has been assessed in accordance with the PAct.

Risk Management

Standard development application risks apply. In accordance with the PAct the applicant may appeal a condition of approval or a decision to refuse the application.

Financial

Should an appeal be filed against the decision of Council, subsequent legal costs will apply.

People

There are no implications for staff associated with this report.

Environmental

Environmental impacts are discussed in the application assessment section of this report where relevant.

Social

Social impacts are discussed in the application assessment section of this report where relevant.

Human Rights

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

Alignment with Council's Policy and Plans

The assessment and officer's recommendation align with Council's policies and plans as described within the application assessment section of this report.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Councillor Division 2	08 March 2024	Application referred to divisional Councillor as per standard procedure.

OPTIONS

Option One

That Council resolves to approve the other change to development approval granting a material change of use for multiple dwellings comprising 48 units, on land described as Lot 28 on C687 and situated at 218-220 Middle Street, Cleveland, subject to conditions in Attachment 6.

Option Two

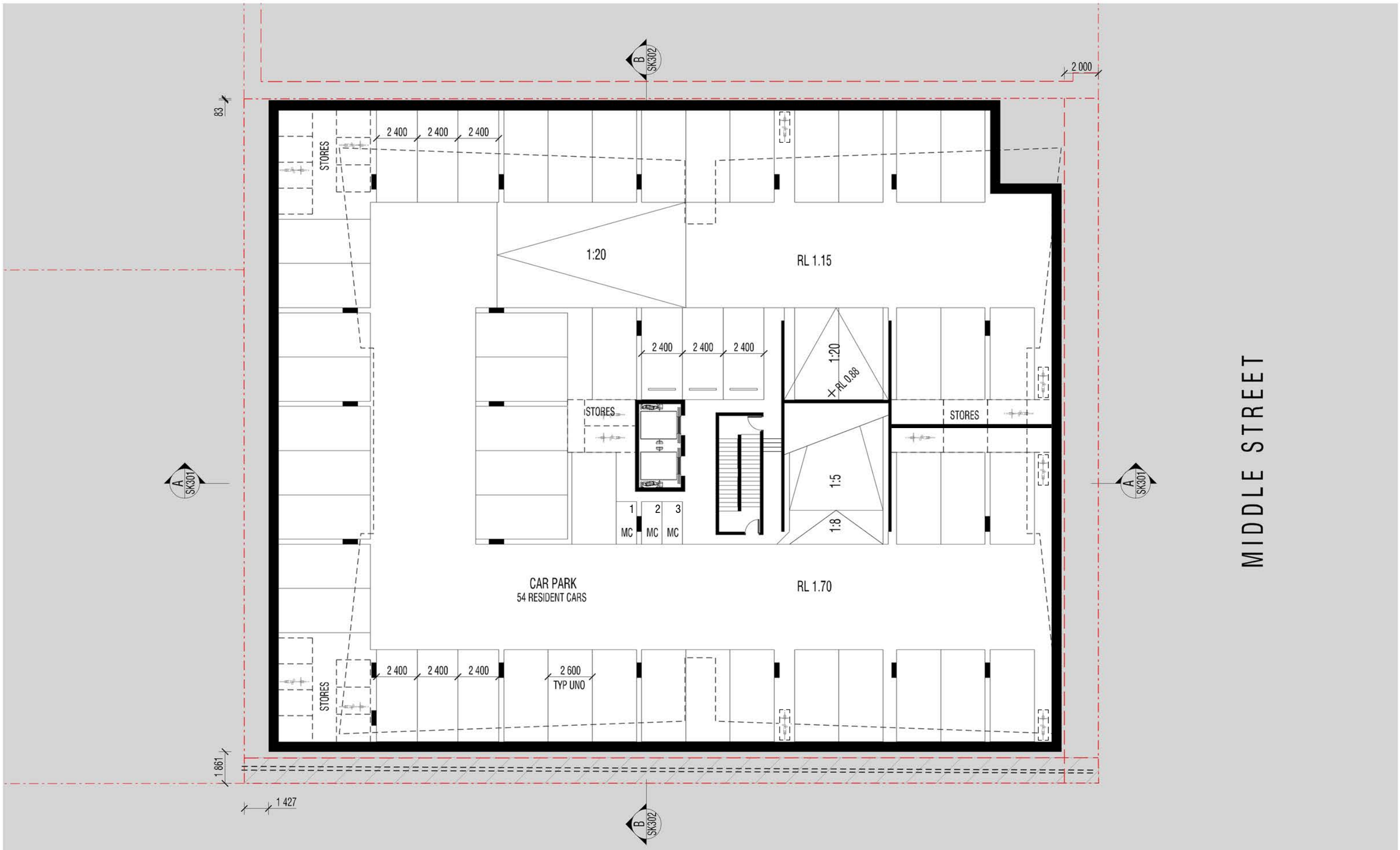
That Council resolves to issue a development permit for material change of use for multiple dwellings comprising 48 units, on land described as Lot 28 on C 687and situated at 218-220 Middle Street, Cleveland, without or with different conditions.

Option Three

That Council resolves to refuse the application for a material change of use for multiple dwellings comprising 48 units, on land described as Lot 28 on C 687and situated at 218-220 Middle Street, Cleveland, with grounds of refusal to be established.

OFFICER'S RECOMMENDATION

That Council resolves to approve the other change to development approval granting a material change of use for multiple dwellings comprising 48 units, on land described as Lot 28 on C687 and situated at 218-220 Middle Street, Cleveland, subject to conditions in Attachment 6.



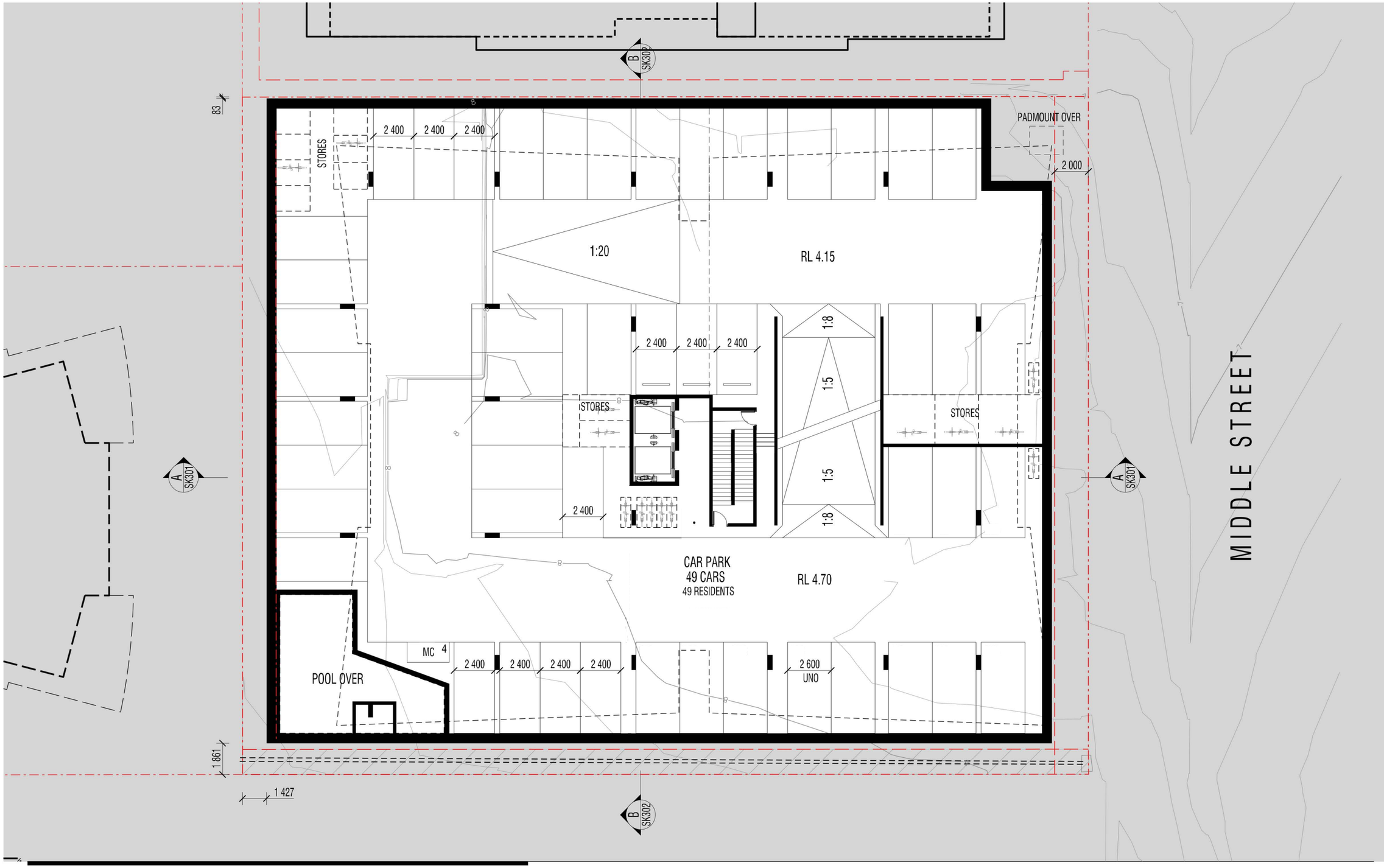
mode
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

BASEMENT LEVEL 02
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 100



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

BASEMENT LEVEL 01
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 101

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 01

218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 102

mode
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 02
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 103

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 03

218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 104

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 04
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 105

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 05

218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 106

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 06

218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 107

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 07
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 108

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 08
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 109

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

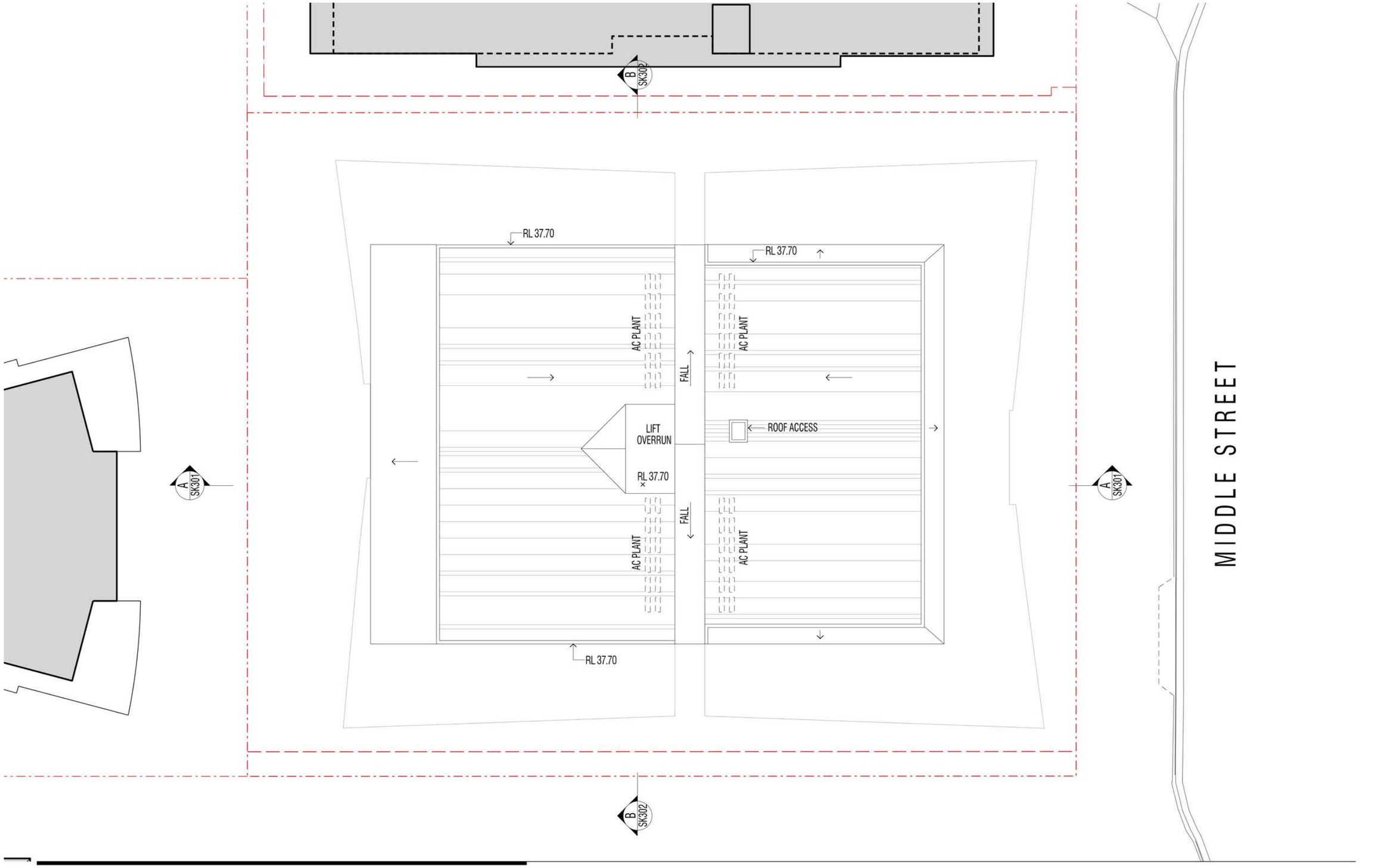
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 09
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 110



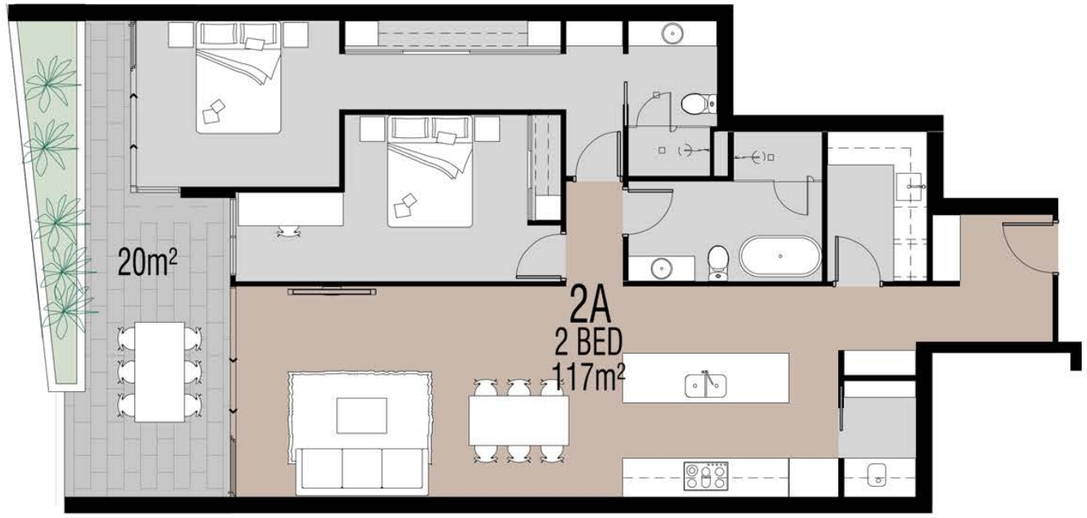
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

ROOF PLAN
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 111



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 2A
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:100 @ A3

SK - 151

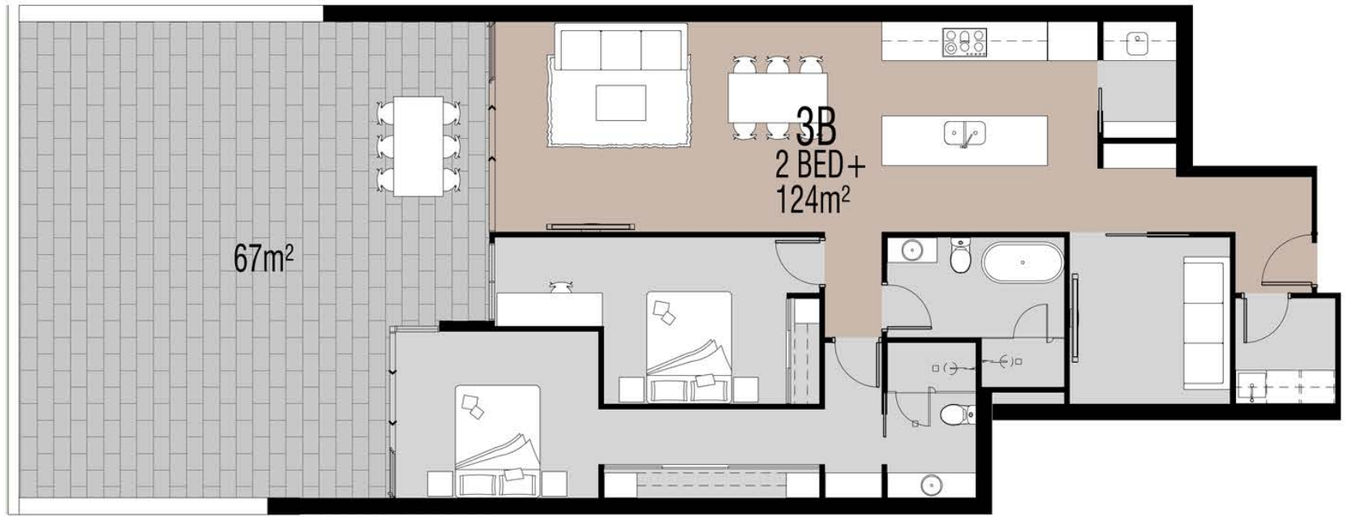
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 3A
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:100 @ A3

SK - 152



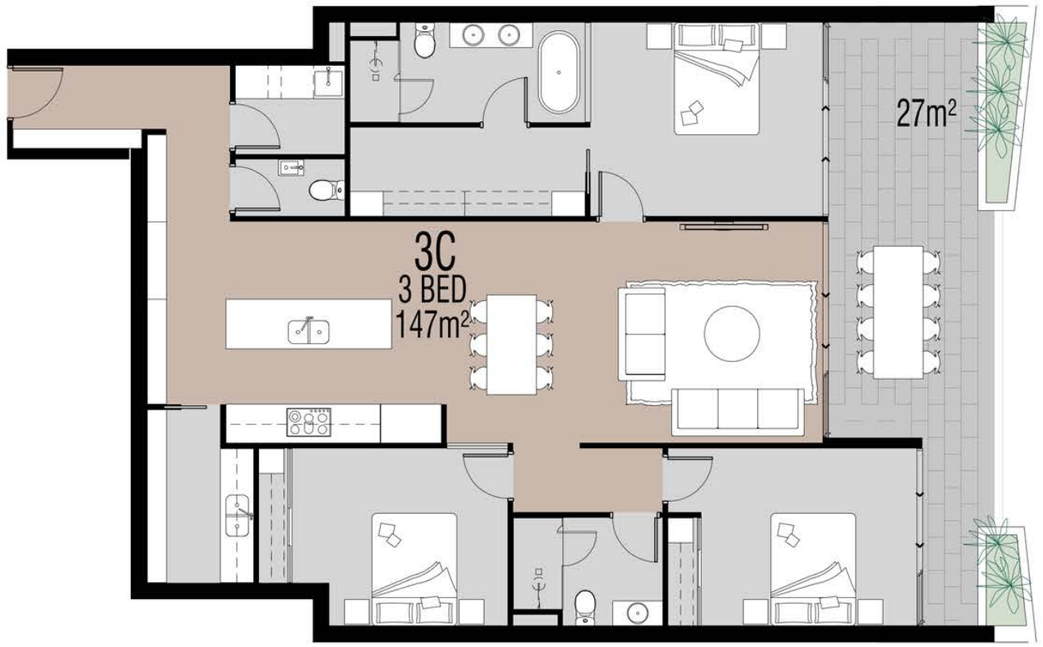
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 3B
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:100 @ A3

SK - 153



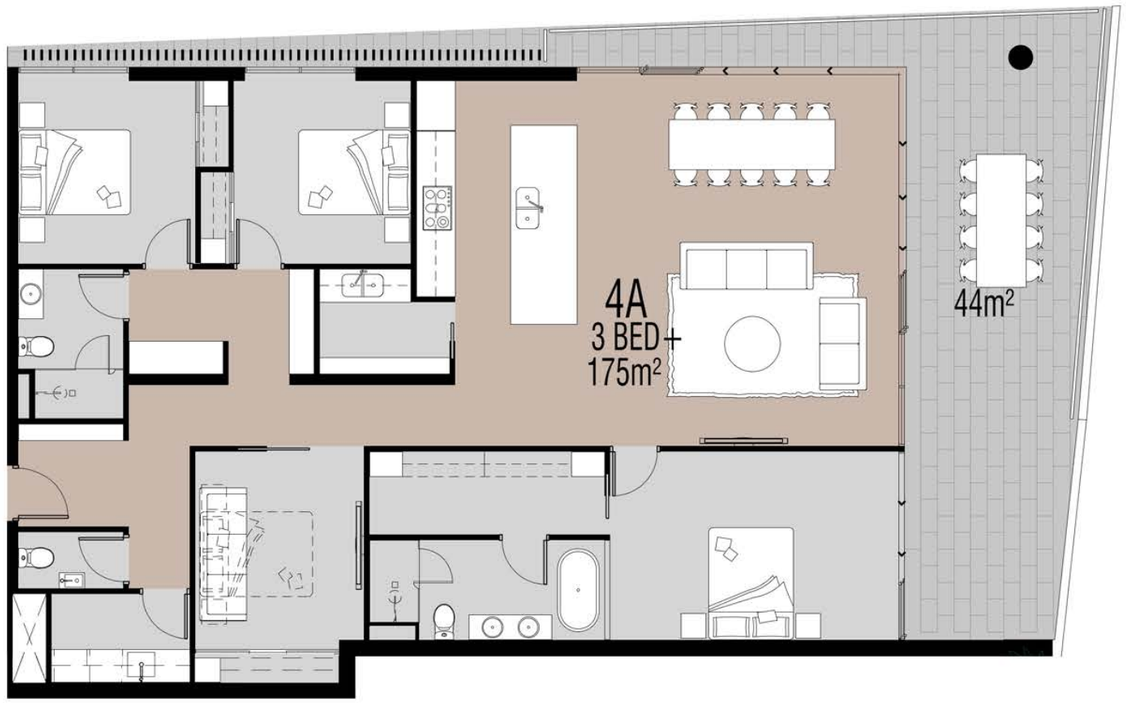
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 3C
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:100 @ A3

SK - 154



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 4A
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:100 @ A3

SK - 155

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

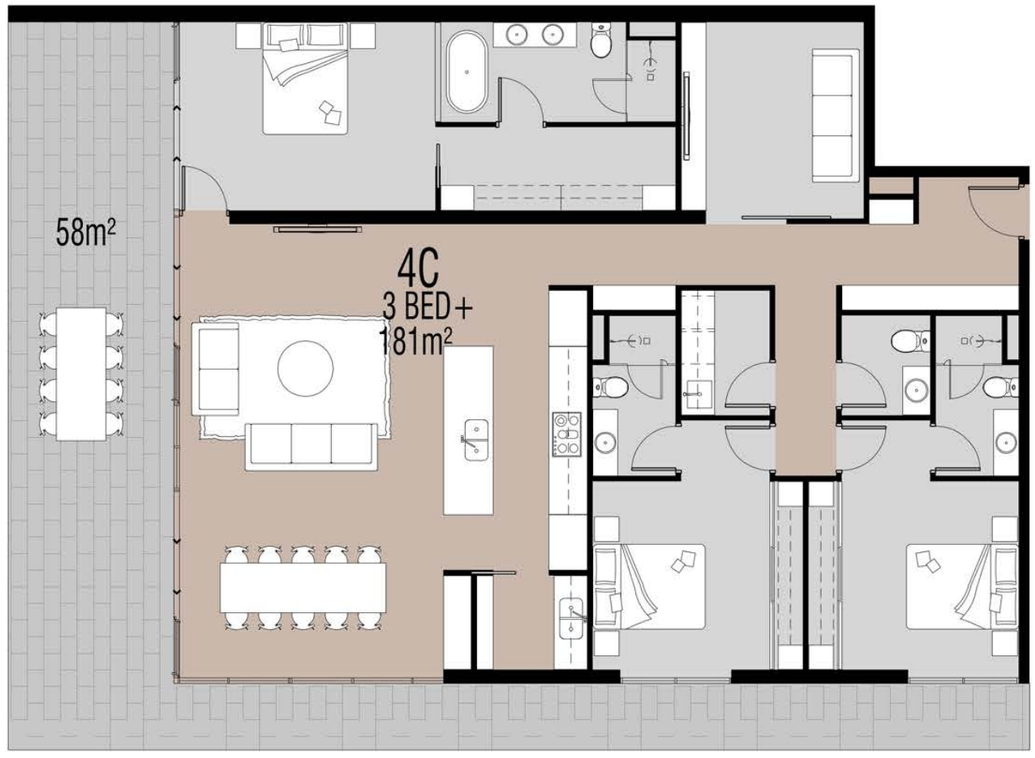
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 4B
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:100 @ A3

SK - 156



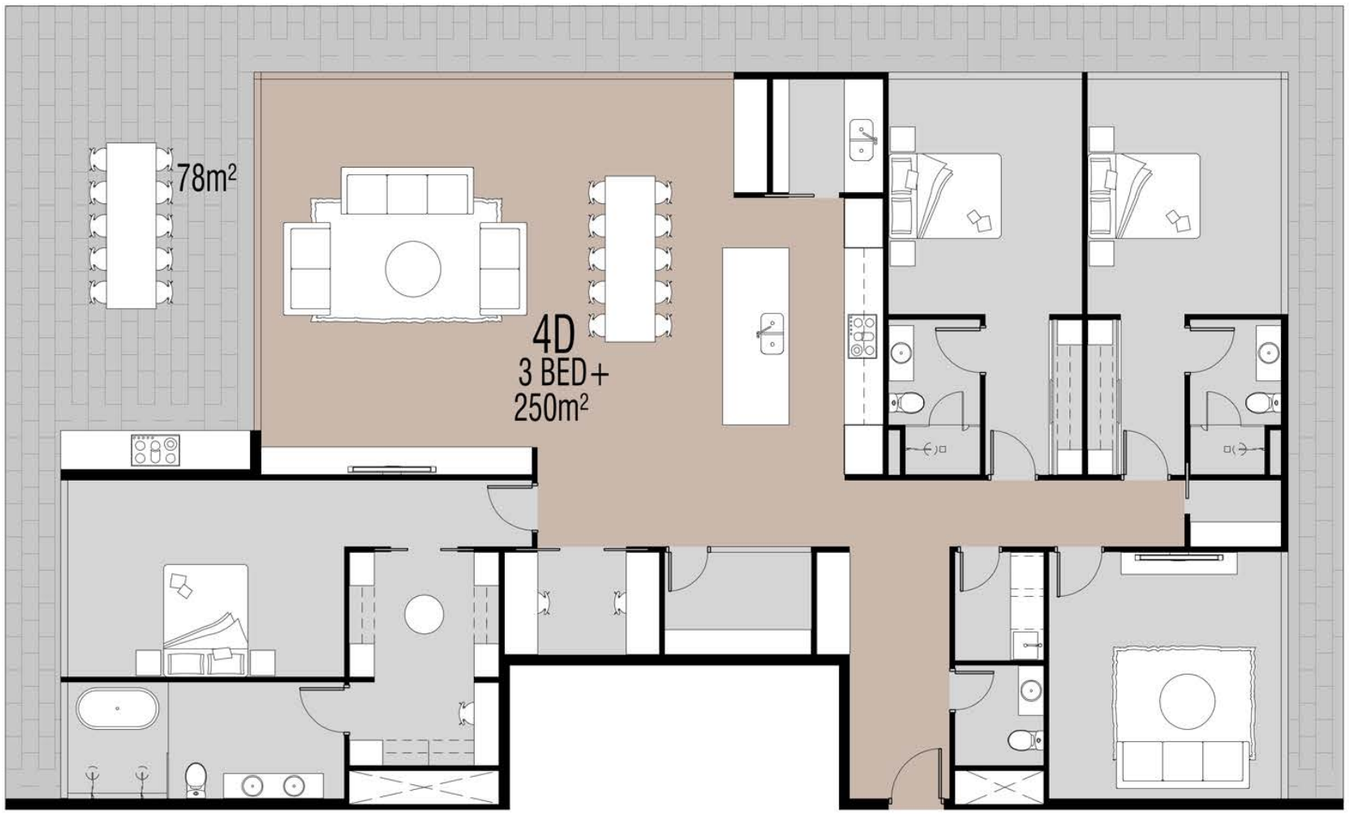
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 4C
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:100 @ A3

SK - 157



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 4D
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:100 @ A3

SK - 158

RM 1	RENDERED MASONRY; FINISH COLOUR 1 (WHITE)
RM 2	RENDERED MASONRY; FINISH COLOUR 2 (CHARCOAL)
RM 3	RENDERED MASONRY; FINISH COLOUR 3 (BRONZE)
STN 1	FEATURE STONE CLADDING
BAL 1	ALUMINIUM FRAMED GLASS BALUSTRADE
BAL 2	CONCRETE BALUSTRADE
BAL 3	ALUMINIM BALUSTRADE; POWDERCOAT FINISH
SCN 1	ALUMINIUM LOUVER BLADES; POWDERCOAT FINISH
SCN 2	OPERABLE ALUMINIUM BATTEN SCREEN; POWDERCOAT FINISH
GLZ 1	ALUMINIUM FRAMED GLAZING
FEN 1	TIMBER PALING FENCE

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

SOUTH ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 201

RM 1	RENDERED MASONRY; FINISH COLOUR 1 (WHITE)
RM 2	RENDERED MASONRY; FINISH COLOUR 2 (CHARCOAL)
RM 3	RENDERED MASONRY; FINISH COLOUR 3 (BRONZE)
STN 1	FEATURE STONE CLADDING
BAL 1	ALUMINIUM FRAMED GLASS BALUSTRADE
BAL 2	CONCRETE BALUSTRADE
BAL 3	ALUMINIM BALUSTRADE; POWDERCOAT FINISH
SCN 1	ALUMINIUM LOUVER BLADES; POWDERCOAT FINISH
SCN 2	OPERABLE ALUMINIUM BATTEN SCREEN; POWDERCOAT FINISH
GLZ 1	ALUMINIUM FRAMED GLAZING
FEN 1	TIMBER PALING FENCE

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

NORTH ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 202

RM 1	RENDERED MASONRY; FINISH COLOUR 1 (WHITE)
RM 2	RENDERED MASONRY; FINISH COLOUR 2 (CHARCOAL)
RM 3	RENDERED MASONRY; FINISH COLOUR 3 (BRONZE)
STN 1	FEATURE STONE CLADDING
BAL 1	ALUMINIUM FRAMED GLASS BALUSTRADE
BAL 2	CONCRETE BALUSTRADE
BAL 3	ALUMINIM BALUSTRADE; POWDERCOAT FINISH
SCN 1	ALUMINIUM LOUVER BLADES; POWDERCOAT FINISH
SCN 2	OPERABLE ALUMINIUM BATTEN SCREEN; POWDERCOAT FINISH
GLZ 1	ALUMINIUM FRAMED GLAZING
FEN 1	TIMBER PALING FENCE

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

EAST ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 203

RM 1	RENDERED MASONRY; FINISH COLOUR 1 (WHITE)
RM 2	RENDERED MASONRY; FINISH COLOUR 2 (CHARCOAL)
RM 3	RENDERED MASONRY; FINISH COLOUR 3 (BRONZE)
STN 1	FEATURE STONE CLADDING
BAL 1	ALUMINIUM FRAMED GLASS BALUSTRADE
BAL 2	CONCRETE BALUSTRADE
BAL 3	ALUMINIM BALUSTRADE; POWDERCOAT FINISH
SCN 1	ALUMINIUM LOUVER BLADES; POWDERCOAT FINISH
SCN 2	OPERABLE ALUMINIUM BATTEN SCREEN; POWDERCOAT FINISH
GLZ 1	ALUMINIUM FRAMED GLAZING
FEN 1	TIMBER PALING FENCE

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

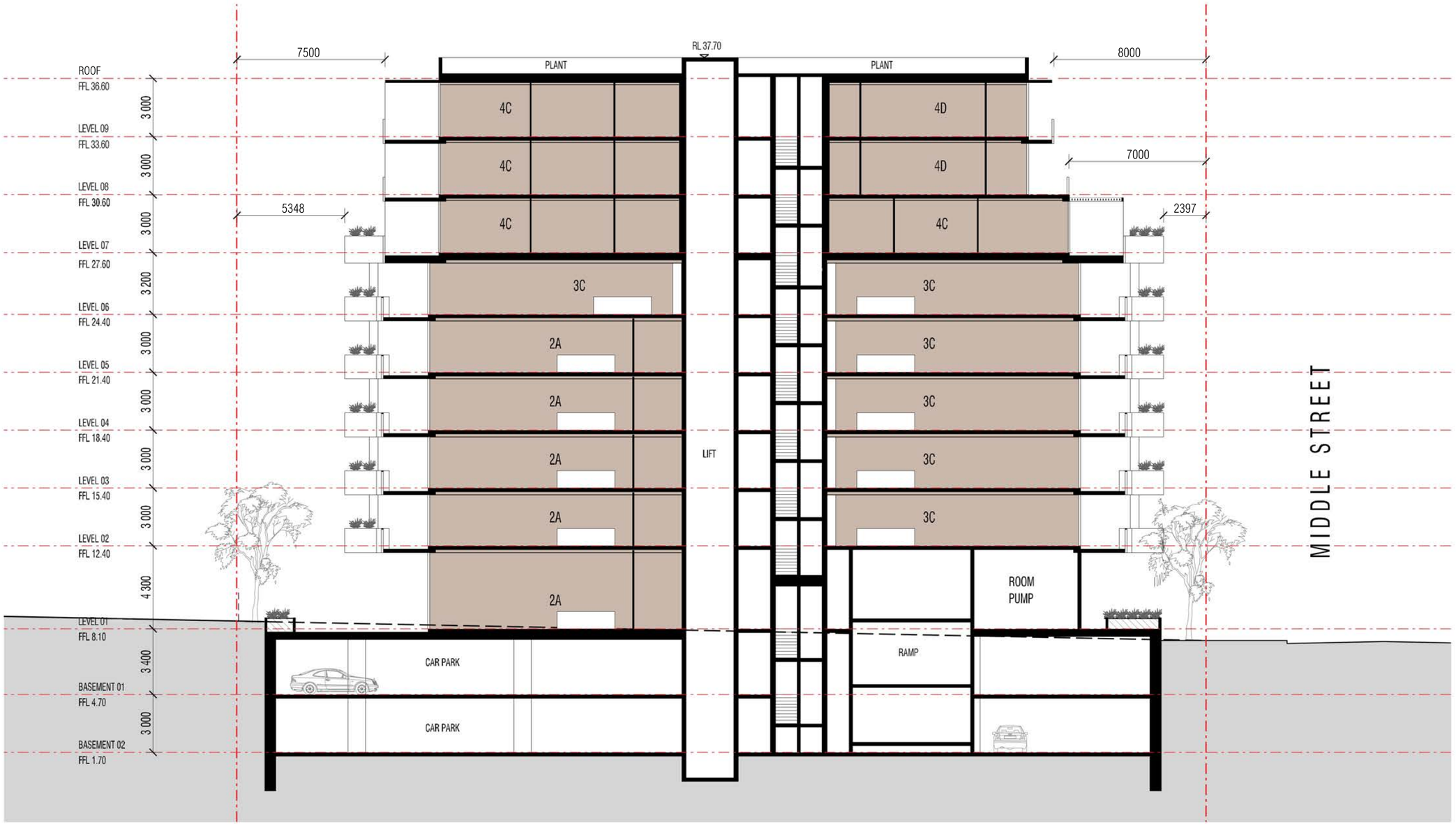
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

WEST ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 204



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

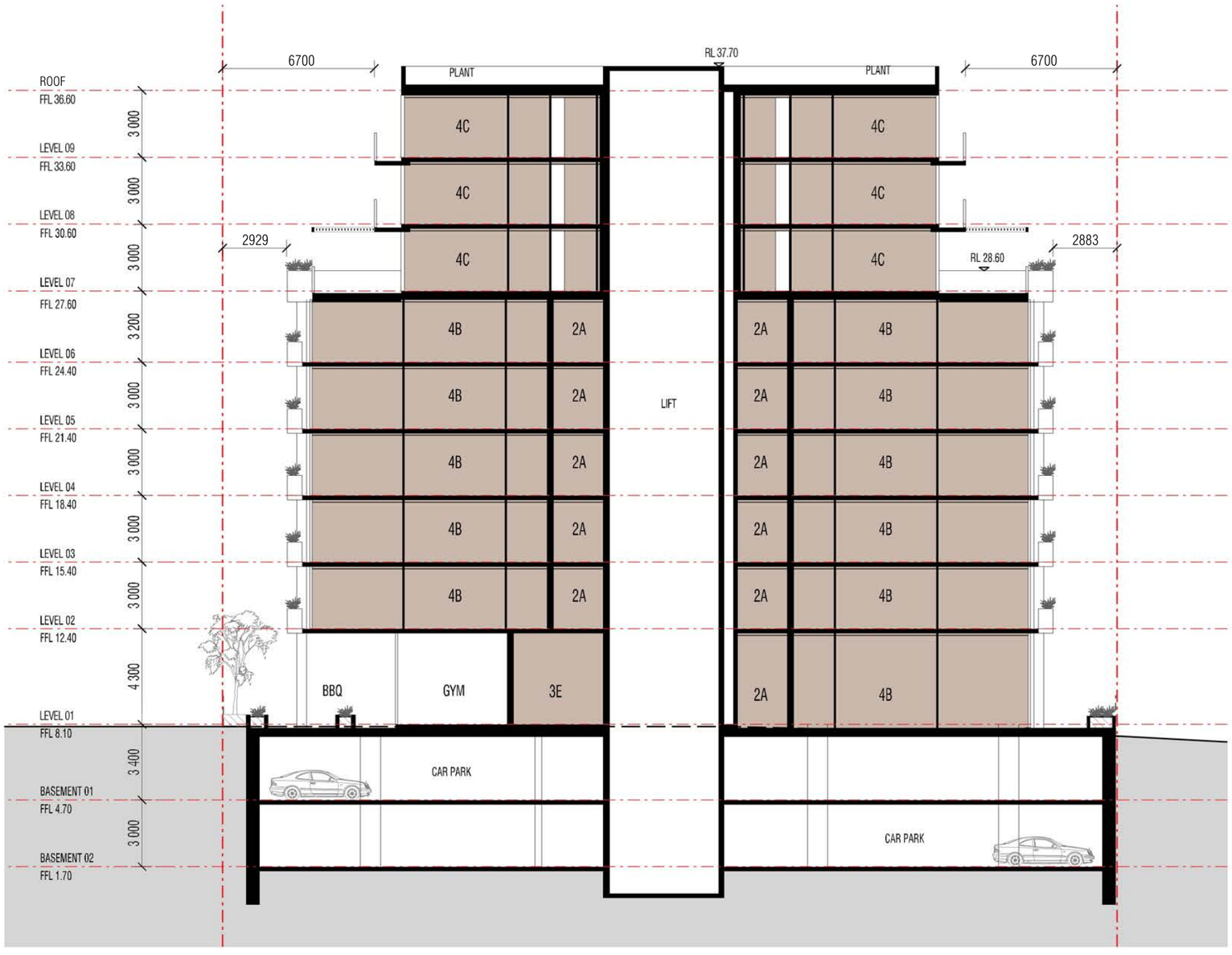
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

Do not scale off this drawing

SECTION A
218-220 Middle Street
Cleveland
QLD 4163

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 301



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

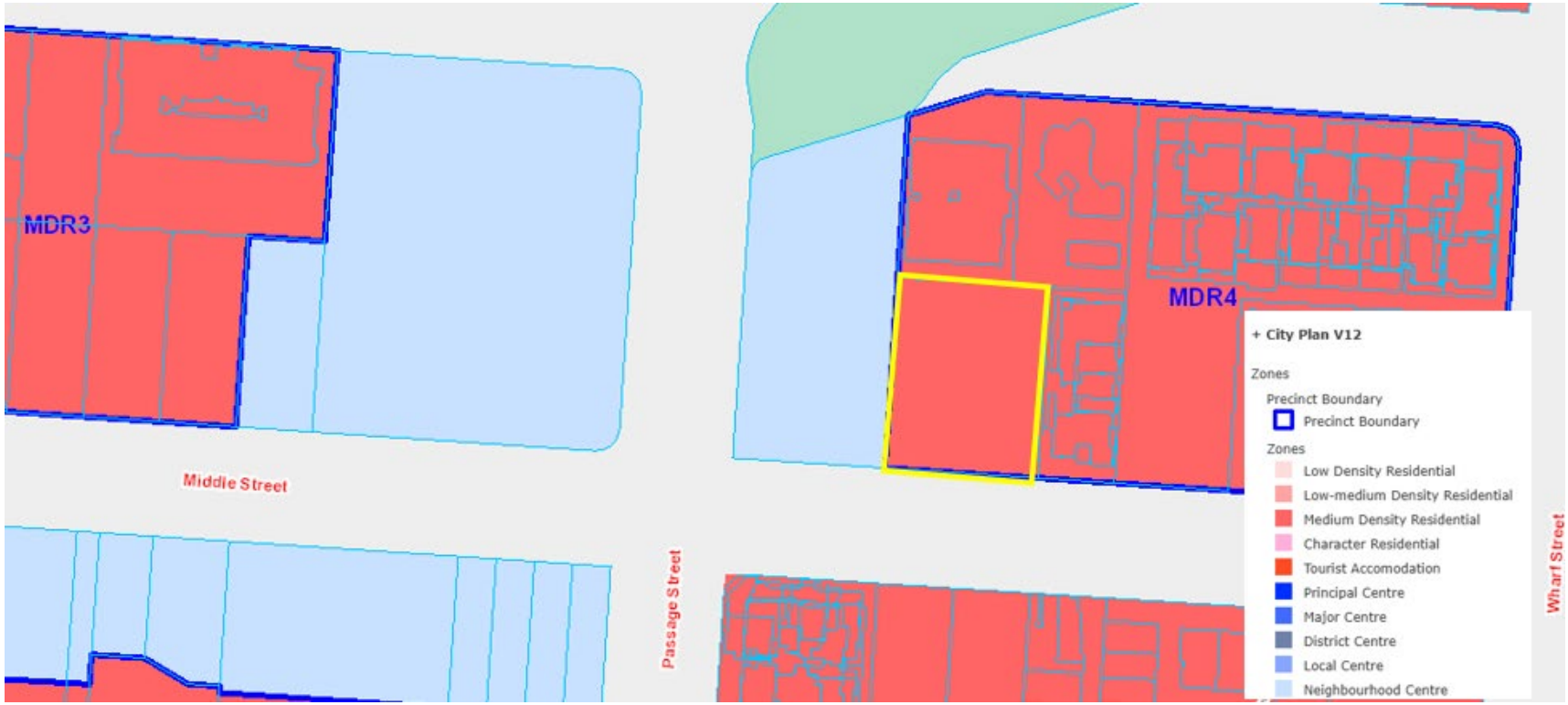
SECTION B
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 25/07/24
Scale: 1:200 @ A3

SK - 302

Attachment 2 - Zoning Map



Attachment 3 – Locality Map

insight design and assessment services.

Visual Impact Review

for

Changes to Proposed Multiple Dwelling

at

218-220 Middle Street, Cleveland

Ref: MCU22/0052.02

9 January 2025

Preliminaries

This Report:

a) has been prepared for Development Directive;

b) may only be used and relied on by Development Directive and their representatives for the purposes agreed;

c) must not be copied to, used by, or relied on by any entity other than Development Directive without the prior written consent of the author.

To the maximum extent permitted by law the author expressly disclaims responsibility for or liability arising from:

a) any error or omission in connection with assumptions, or

b) reliance on the Report by a third party, or use of the Report other than for the purpose described in the report.

The author otherwise disclaims responsibility to any entity other than Development Directive arising in connection with this report. The author also excludes implied warranties and conditions, to the extent legally permissible.

The services undertaken by the author in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.

The opinions, conclusions and any recommendations in this report are based on conditions encountered and information reviewed at the date of preparation of the report. The author has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.

The opinions, conclusions and any recommendations in this report are based on assumptions made by the author, as described in this report. The author disclaims liability arising from any of the assumptions being incorrect.

The author has prepared this report on the basis of information provided by Development Directive, its agents and others (as noted), which has not been independently verified or checked beyond the agreed scope of work. The author does not accept liability in connection with such unverified information, including errors and omissions in the report that were caused by errors or omissions in that information.

Table of Contents

1 Introduction 4
1.1 Background 4
1.2 The Subject Site and Local Visual Environment 4
1.3 Documents Relied On 6
2 The Approved Development and Proposed Changes 7
3 Potential Visual Impacts 13
3.1 Regarding Impacts on Character and Streetscape 13
3.2 Regarding Impacts from Overshadowing 13
3.3 Summary 14
4 Key Assessment Benchmarks 15
5 Conclusions and Recommendations 17
Appendix A: Photomontages 18

1 Introduction

1.1 Background

1 On or about 26 October 2022, Redland City Council ("**Council**") approved a development application for a Material Change of Use for a Multiple Dwelling (44 units) (Council Reference: MCU22/0052) (the "**Approved Development**"), in relation to land at 218/220 Middle Street, Cleveland (the "**subject site**").

2 Development Directive, on behalf of Marbex Pty Ltd, subsequently lodged an Other Change application (Council Reference: MCU22/0052.02) (the "**Changed Development**"), seeking to change the approved development, pursuant to Section 82 of the *Planning Act 2016*.

3 This report has been prepared to provide an assessment of the potential for visual impacts (impacts on local character and visual amenity) that may result from the changes being made.

4 Section 2 below identifies key attributes of the approved development and the changes that are now sought. Section 3 considers the potential impacts from the proposed changes on the visual environment. Section 4 addresses key benchmarks from Council's Planning Scheme[1].

1.2 The Subject Site and Local Visual Environment

5 The subject site:

a) has a regular, rectangular shape;

b) has an area of 2,023sqm;

c) has frontage to Middle Street of approximately 40m;

d) has a gentle and relatively even slope from a high point of 8.69m AHD in the north-western corner to a low point of 7.12m AHD in the south-eastern corner;

e) is currently improved by a number of 1-3 storey buildings and ancillary structures, at grade carparking, and a pool that comprise the Bay Air Motel (all of which would be removed to accommodate the proposed development);

f) is within the Medium Density Residential Zone ("**MDRZ**"), MDR4 Precinct of the Planning Scheme; and

g) is affected by a number of Overlays identified in the Planning Scheme, none of which are directly relevant to visual amenity concerns.

6 The subject site sits within an enclave of varied development at the eastern end of Middle Street (refer **Figure 1** below). This enclave, or local area, accommodates a range of uses, including residential (in the form of detached housing, townhouses, and multiple dwellings), community facilities (including the RSL, Veterans Association, and a church), educational facilities (the Australian Industry Trade College) and small scale commercial facilities along Shore Street East and Middle Street).

7 While the proposed development would be visible from viewpoints beyond the local area described above, to the extent the development is visible from viewpoints further afield , the changes being proposed would have only minor or negligible impacts on the visual environment.

8 The built form in the local area is also highly varied, ranging from modest detached houses to the large footprint, low scale RSL building, to medium-high rise multiple dwellings, including the larger, 8 storey Toondah Outlook to the north-east of the subject site (with a maximum height of RL 33.10) (refer **Figure 2** below). Also of note, there is a 5 storey multiple dwelling under construction across Middle Street, directly south of the site (MCU21/0063.02), and an 8 storey multiple dwelling (with a maximum height of RL 29.29m) under construction at 228-230 Middle Street, to the east of the subject site (MCU21/0015.07).

[1] Redland City Plan 2018 (Version 10) was in force when the original application was lodged.

9 As well as substantial differences in building height and scale, there is significant variation in architectural style and form of the built form in the local area. Even if focussing only on the medium rise developments in the local area, aside from relatively regular footprints (reflective of the local lot pattern) and some consistency with front boundary setbacks, there is little shared in terms of architectural appearance or building form (as is illustrated in the photographs included at Appendix A).

10 It appears likely that the local area will continue to intensify, noting that the Planning Scheme contemplates (as Acceptable Outcomes) the following outcomes for building height, and noting that exceedances of Acceptable Outcomes for height have been approved for a number of buildings in the locality:

a) buildings to 19m above ground (potentially 6 storeys) within the block that includes the subject site;

b) buildings to 19m above ground (potentially 6 storeys) to the south of the existing cluster of commercial uses at the south-west corner of Middle Street and Passage Street; and

c) buildings to 22m (potentially 7 storeys) above ground across land to the west of the RSL site.

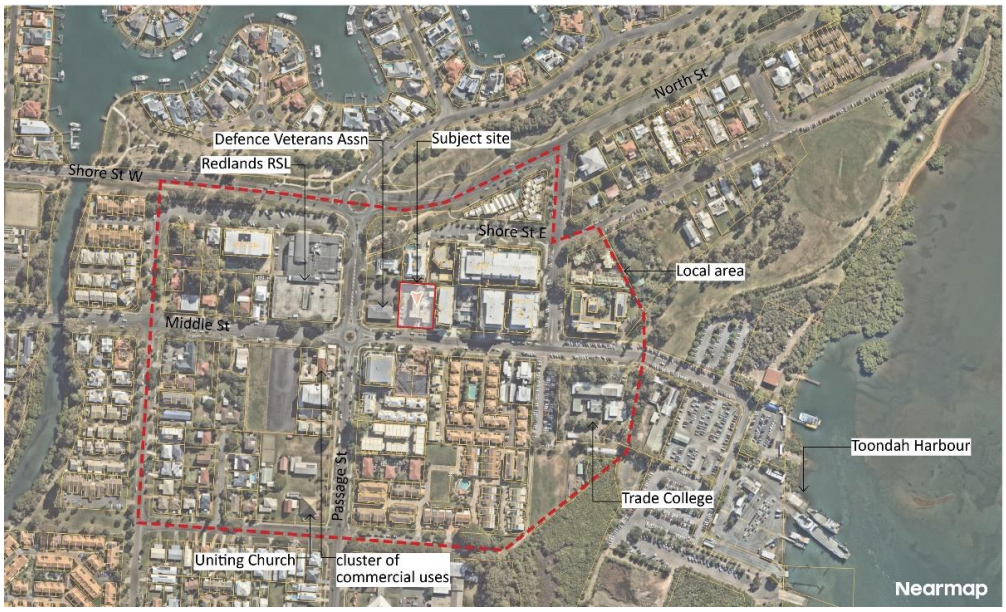


Figure 1 - Aerial image identifying subject site and local area.

Figure 2 - Aerial image identifying heights (in storeys) of buildings above 4 storeys in local area.

1.3 Documents Relied On

11 This assessment has relied on the following documents:

a) the Detail Plan Survey prepared by Saunders Havill Group, Issue B, dated 25/02/2022 (the "**Survey**");

b) the approved Architectural Drawings prepared by Mode Design, stamped approved by Council on 26/10/2022 (the "**Approved Architectural Drawings**");

c) the approved Landscape Drawings prepared by AGLA, stamped approved by Council on 26/10/2022 (the "**Approved Landscape Drawings**");

d) the Conditions of Approval included in the Decision Notice issued by Council on 31/10/2022 (the "**Conditions of Approval**");

e) the changed Architectural Drawings prepared by Mode Design, dated 25/072024 (the "**Changed Architectural Drawings**");

f) a set of Photomontages prepared by Mode Design and included at Appendix A (the "Photomontages").

12 The Photomontages were prepared by Mode Design for viewpoints requested by Insight DAS to provide a comprehensive appreciation of how the changes would appear from a range of viewpoints around the local area.

2 The Approved Development and Proposed Changes

13 The Approved Development:

a) comprises an 8 storey building accommodating 44 residential units above 2 levels of basement carparking;

b) has a maximum building height of RL34.70m;

c) has a combined gross floor area (GFA) of 7,456sqm and overall site cover of 66.53%;

d) includes 478sqm of landscaping;

e) incorporates separate vehicle and pedestrian accesses from Middle Street;

f) includes indoor and outdoor communal open space at Ground Level;

g) is characterised by a generally rectangular tower form varied by:

i. a substantial recessing of the upper two levels, with those levels having larger, rectilinear balconies;

ii. flared balconies at the building corners at Levels 1-5, with subtle variations in the extent and angle of the flares on alternating levels;

iii. variations in the materiality of balcony balustrades across the northern and southern facades for Levels 1-5;

iv. contrasting colour schemes for the upper 2 levels compared to the remainder of the tower, as well as notable differences in materiality of the upper two levels;

v. extensive glazing to the northern and southern facades at all levels;

vi. a balanced mix of glazing and screening to both side facades at Levels 1-5, and a mix of glazing, screening and solid materials for the side facades of Levels 6 and 7;

vii. deep recesses on the side facades at every level;

viii. containerised landscaping at each level and to each façade, with more substantial extents at Level 6; and

ix. a flat roof.

h) has minimum boundary setbacks at Levels 1-6 of:

i. 1.933m to the front boundary

ii. 2.883-2.900m to the eastern side boundary;

iii. 2.898-2.912m to the western side boundary; and

iv. 5.334-5.348m to the northern rear boundary;

i) has minimum boundary setbacks at Level 7 of:

i. 8.000m to the front boundary

ii. 6.800m to the eastern side boundary;

iii. 6.800m to the western side boundary; and

iv. 7.000m to the northern rear boundary.

14 The key changes now being sought relate to an increase in the height of the building by one additional storey. The change would:

a) result in an increase in building height of 34.70m to RL 37.70m;

b) allow for the addition of 4 units and result in an increase of GFA by 643sqm.

15 The change would effectively comprise a duplication of the approved Level 7, such that the tower would comprise three recessed levels above 6 larger tower levels.[2] The changes would also result in:

a) replacement of the southern unit at Level 6 (Unit Type 4D) with two units (on the now referenced Level 7, being Unit Types 4C), resulting in an increase to the internalised area at approved Level 6 but no change to the extent of the balconies or setbacks at that level;

b) an increase in the extent of containerised planting at approved Level 6 (now Level 7), with the planters extending further along each façade; and

c) provision of awnings over the eastern, southern, and western facades of approved Level 6 (now Level 7) and duplication of those awnings at the level above (the additional level).

16 The change would not alter the overall site cover, nor would it affect the boundary setbacks of the existing levels. There would be no changes to Ground Level, nor Levels 01-05. Aside from the increase in height, the change would not alter the appearance or architectural language of the building.

17 **Figures 3-10** below allow for a direct comparison of the Approved Development and the Changed Development. The Photomontages included at **Appendix A** provide an appreciation about how the proposed changes will affect the appearance of the building and its relationship to other built form in the visual environment. Of note, the Photomontages reveal the following:

a) from most of the viewpoints considered (which represent views from a range of distances and orientation) the proposed development, and the additional level being proposed, is substantially obscured by intervening built from and vegetation;

b) the changes would be most apparent to viewpoints to the west of the subject site (VP1 and VP4), but the visibility of the proposed development (and the changes) would be significantly reduced should the neighbouring land to the west of the site (currently only accommodating two low rise buildings) ever be redeveloped;

c) to the extent the additional level (and other changes identified above) are visible, they present as an incremental and modest change to the Approved Development – they are not dramatic changes;

d) even with the proposed increase in building height and scale, the proposed development would not stand out as a particularly prominent building in the local visual environment, noting as well that further medium-high rise developments are under construction in close proximity to the subject site;

e) the changes proposed do not directly affect the streetscape of Middle Street, particularly in circumstances where the lower levels of the development (the ones which most directly affect streetscape) will not change; and

f) the direct interface with neighbouring developments will be unchanged, although the additional height may result in perceived changes to the relationship between the proposal and neighbouring buildings (discussed further below).

18 These initial observations are discussed further in Section 3 below.

[2] The naming of the levels has changed between the Approved Drawings and the Changed Drawings. The lowest level of the Approved Drawings was referred to as "Ground Level, with Level 1 above. In the Changed Drawings, that level is referred to as Level 1, with Level 2 above. This report adopts the level naming convention established in the Approved Drawings.

Figure 3 - South Elevation from Approved Drawings.

Figure 4 - South Elevation from Changed Drawings.

Figure 5 - North Elevation from Approved Drawings.

Figure 6 - North Elevation from Changed Drawings.

Figure 7 - East Elevation from Approved Drawings.

Figure 8 - East Elevation from Changed Drawings.

Figure 9 - West Elevation from Approved Drawings.

Figure 10 - West Elevation from Changed Drawings.

3 Potential Visual Impacts

19 Having regard to the particular local visual environment and the changes being proposed, the potential for visual impacts of any significance arising from the proposed changes are limited to:

a) potential impacts on local character, including on the streetscape character of Middle Street; and

b) potential impacts on neighbouring visual amenity, particularly in terms of impacts from increased overshadowing.

20 Given the scale and nature of the proposed changes, it is unlikely that other types of visual impacts, such as impacts on local scenic amenity, impacts on views, or impacts from overlooking, would arise. This is because:

a) the proposed development is not within an area of notable scenic value;

b) the additional height being proposed would not result in increased obstruction of existing views from either nearby buildings nor from the public realm; and

c) the additional height will not increase the potential for overlooking of neighbouring residents beyond what would result from the approved development. particularly in circumstances where residents of the additional upper level would be setback at least 7.5m from side and rear boundaries and would look over, rather than into neighbouring buildings.

3.1 Regarding Impacts on Character and Streetscape

21 As explained at Section 1.2 above, the local area has a varied built form character. The highly varied character of the local area means it has a relatively high capacity to accommodate change – it is not a situation where the locality has such a uniform or consistent character that even modest changes would be obvious.

22 The changes proposed will not fundamentally affect the relationship of the proposed development with the built form in the local area. At 9 storeys, it will be the tallest building in the local area but will maintain an appropriate height relationship with other medium-high rise buildings nearby. As the photomontages at Appendix A illustrate, the additional storey being proposed is not particularly conspicuous and, when it is plainly visible, does not result in a scale difference so great that it would upset the emerging character of the local area.

23 As also identified above, the changes being sought would have no material impact on the streetscape of Middle Street, particularly because the lower levels of the development (the ones which most directly affect streetscape) will not change and the additional level will only be seen at an acute angle to anyone on the street who decides to look skyward. Because only a small part of the additional storey would be seen at an acute angle, the additional building height would not result in any greater sense of overbearing on the street, beyond what would result from the approved building.

3.2 Regarding Impacts from Overshadowing

24 The Changed Architectural Drawings include shadow diagrams for 9am, 12pm, and 3pm at the Spring equinox and the Summer and Winter solstices. These diagrams reveal the following:

a) In the mornings during Spring/Autumn and Summer months, the additional height of the development being sought would cast slightly longer than the remainder of the building onto the carpark and roof of the Defence Veterans Assn to the west of the subject site. The minor increases in shadows on these parts of the neighbouring properties are not considered significant.

b) In the mornings in the Winter months, the shadows cast by the additional part of the proposed development would fall across Middle Street and would represent only a minor extension of the shadows cast by the remainder of the building. The minor increases in shadows cast across the road are not considered significant.

c) Throughout the year, shadows cast by the additional height of the development around the middle of the day would be negligible in the context of the shadows cast by the remainder of the building and

would either fall entirely within the site or extent across the verge and part of Middle Street immediately south of the site. These negligible increases in shadows are not considered significant.

d) Throughout the year, shadows cast by the additional height of the development in the afternoons would fall across the roof of the neighbouring building to the east or across Middle Street where they would coincide with shadows cast by the neighbouring building. The minor increases in shadows cast across the neighbouring building or the road are not considered significant.

3.3 Summary

25 Based on the above observations, it is clear that the changes being proposed to the development would have little or no significant impacts on the character of the local area (including streetscape), nor on the amenity of nearby residents.

4 Key Assessment Benchmarks

26 The assessment benchmarks of most relevance to the changes being proposed and visual amenity considerations are the following from in the Medium Density Residential Zone Code (the "**MDRZ Code**").

a) Overall Outcome (2)(g), which requires that buildings are setback from property boundaries to maintain a consistent streetscape character, and protect the privacy and amenity of adjoining residences. As noted, the setbacks of the building will not change - the additional storey will adopt the increased setbacks of the recessed upper levels. As such, the contribution to streetscape character would not change and there would be no increased potential for impacts on the privacy and amenity (including access to daylight) of neighbouring residences.

b) Overall Outcome (2)(h), which requires that development incorporates architectural styles and elements that reduce the visual impact of the built form. The proposed change would continue the architectural style and elements of the approved scheme, including the increased setbacks and recessive colour scheme of the upper levels. The proposed development will remain a well-composed building wherein the overall bulk is effectively articulated by recesses, deep balconies, and varied material treatments. The differentiation between the lower 6 levels and the upper 3 levels will be maintained as an effective means of reducing the prominence of the upper levels and relating the building to other 6 storey buildings existing and anticipated in the local area.

c) Overall Outcome (4)(d)(ii)) and Performance Outcome PO9, which require that building height is mid-rise and reinforces the role and vibrancy of Clevland and the connections between the centre and Toondah Harbour. While the proposed development does not satisfy Acceptable Outcome AO9.1 (which contemplates buildings to a height of 19 metres), the approved scheme also exceeded this outcome, as do a number of other approved and existing buildings in the locality[3]. The photomontages included at Appendix A demonstrate that, even with the additional height being sought, the proposed development will sit comfortably in the existing and emerging built form setting (whether it is considered mid-rise or not) and will contribute to the vibrancy of Cleveland by locating an attractive and well-resolved building within a block intended for medium-high rise development and on Middle Street, which is the main connection between the centre and Toondah Harbour.

d) Performance Outcome PO10, which requires that, where building height over 13m is intended, buildings step down in height and scale to be of a similar size to intended building height on adjoining residential zoned land. Residential zoned land adjoining the subject site includes land to the north and east in the MDRZ, with those properties sharing the 19m Acceptable Outcome for building height and with both improved by 6 storey buildings to heights of approximately 19m above ground. The approved development sought to achieve a sense of f transition and acknowledgement of the 19m height limit by making the lower 6 storeys prominent and clearly defined (effectively establishing a height datum through the building that would reflect the Acceptable Outcome for building height) and making the levels above visually and physically recessive. This is an effective means of achieving a scale relationship to 6 storey development existing and anticipated on neighbouring residential zoned land. While resulting in an increase in height, the proposed changes provide for this effective architectural response to be maintained.

   While the proposed development does not meet the parameters contemplated by the Acceptable Outcome (AO10.1), such stepping is not a feature of other development in the local area which exceeds a height of 13 metres. Furthermore, application of the Acceptable Outcome to the subject site would be impractical in this instance as it would effectively mean that development within 10m of the site boundaries would be limited to a height of 13m (substantially less than the height limit contemplated by AO9.1); and development above 13m would be limited to the part of the building that is 20m from the

[3] For example: 228-230 Middle Street which has an approved height of 24.29m; 224 Middle Street, which has a height of 24.65m; 152-154 Middle Street, which has a height of 25.43m; and 140-142 Middle Street, which has a height of 22.70 metres.

side and rear boundaries and would arguably be limited to a height of 16.5m (noting the Acceptable Outcome for height on the land in the Neighbourhood Centre zone to the west is 10.5m).

e) Performance Outcome PO11 which is concerned with building setbacks, and which requires, inter alia: setbacks that create attractive, consistent, and cohesive streetscapes; setbacks that maintain light and solar penetration; setbacks that do not prejudice the development or amenity of adjoining sites. As observed in the preceding section, the proposed additional level adopts the increased setbacks of the upper level and, in so doing: provides for the contribution to streetscape made by the approved scheme to be maintained; limits impacts from overshadowing or on access to light; and would otherwise result in no greater impacts on the amenity of adjoining sites.

f) Performance Outcomes PO13 and PO14 which are concerned with design elements that contribute to an interesting and attractive streetscape, and that promote a subtropical design response. The changes continue the design elements of the approved scheme and would uphold the contributions these elements make to the interest and attractiveness of the building, and to the achievement of an appropriately responsive design outcome.

g) Performance Outcome PO18, which is concerned with maintaining privacy. As noted above, the changes proposed will not give rise to any increased potential for impacts on privacy for future residents of the development, nor for existing or future residents of neighbouring developments.

h) Performance Outcome PO22, which is concerned with shadow impacts. Notably this provision is concerned with impacts on usable private open space or public spaces. As noted above, the changes proposed would result in only minor or negligible increases in shadow impacts and none of significance on useable private opens spaces or public spaces.

5 Conclusions and Recommendations

27 This report relates to an Other Change application that essentially seeks to add 1 level to an approved 8 storey building that sits within a cluster of medium-high rise buildings at the eastern end of Middle Street, Cleveland. The changes sought would also result in some reconfiguration of units, increases in containerised planting, and addition of awnings on upper levels of the building. The changes would not result in any change to the lower levels Gound- Level 05), nor would they result in any changes to site cover or boundary setbacks for the already approved levels of the development. The changes would not alter the architectural language of the development, and would continue features of the approved upper levels, including visual and physical recessing from the lower levels, and utilisation of a darker, more recessive colour scheme.

28 Having regard to the particular local visual environment and the changes being proposed, the potential for visual impacts of any significance arising from the proposed changes are limited to:

a) potential impacts on local character, including on the streetscape character of Middle Street; and

b) potential impacts on neighbouring visual amenity, particularly in terms of impacts from increased overshadowing.

29 Based on the observations set out at Sections 3.1 and 3.2 above, it is clear that the changes being proposed to the development would have little or no significant impacts on the character of the local area (including streetscape), nor on the amenity of nearby residents (including with regard to shadow impacts).

30 Relevant assessment benchmarks have been addressed at Section 4 above. Based on the observations in that section, it is clear that the proposed changes do not affect the extent to which the approved development complied with those benchmarks.

31 Ultimately, the changes proposed are, as far as visual amenity impacts are concerned, modest and supportable. They do not, in our view, warrant refusal of the change application.

Appendix A: Photomontages

Prepared by Mode Design

Figure 1: Photomontage Viewpoints

19 of 27

Figure 2: Approved Development from VP 1

Figure 3: Changed Development from VP 1

Figure 4: Approved Development from VP 2

22 of 27

Figure 5: Changed Development from VP 2

Figure 6: Approved Development from VP 3

Figure 7: Changed Development from VP 3

Figure 8: Approved Development from VP 4

Figure 9: Changed Development from VP 4

1 March 2024
Our Ref: 22BRT0060 LT01_02_240301
Your Ref:

Attention: David Liddy

Lidocorp
PO Box 572
New Farm QLD 4005

Dear David,

RE: 218-220 Middle Street, Cleveland (Multiple Dwelling)
Traffic Impact Statement for Other Change Submission

1. Introduction

TTM Consulting Pty Ltd (TTM) has been engaged by Lidocorp to undertake a traffic engineering review for a Change Application (Other Change) submission related to an approved multiple dwelling development, to be located at 218-220 Middle Street, Cleveland.

The current approval for the site, which is the subject of this Other Change Application, was issued by Redland City Council ('Council') in October 2022 (MCU22/0052, 31/10/2022).

The revised scheme proposes additional levels to the building, resulting in a net increase in multiple dwelling units.

This Traffic Impact Statement investigates the car parking, access, servicing and bicycle provisions of the revised scheme, comparing against the provisions of the approved development scheme and the requirements of the *Redland City Plan 2018* ('City Plan').

TTM Consulting Pty Ltd
ABN 65 010 868 621
P 07 3327 9500
E ttmbris@ttmgroup.com.au
PO Box 12015
George Street Brisbane QLD 4003
ttmgroup.com.au

2. Development Profile

A summary of the key characteristics of the revised development scheme, compared to the approved development scheme, is provided in Table 1. A copy of the revised development plans is also included in **Attachment 1**.

Table 1: Comparison of Approved and Revised Development Scheme Characteristics

Characteristic	Approved Scheme	Revised Scheme	Difference
Development Yield			
Multiple Dwelling Units • Two-bedroom • Three-bedroom • Four-bedroom	**44 units** 10 units - 34 units	**50 units** 9 units 10 units 31 units	**+6 units** -1 unit +10 units -3 units
Parking Supply			
Car spaces: • Resident car spaces • Visitor car spaces • PWD spaces	108 car spaces (total) • 103 spaces • 4 spaces • 1 space (visitor)	108 car spaces (total) • 103 spaces • 4 spaces • 1 space (visitor)	-
Access Arrangements			
Middle Street	6.5m / Standard RCC Type A	6.5m / Standard RCC Type A	-
Servicing Provisions			
Design Vehicle (max) Loading Arrangements	WCV / MRV Servicing in aisle	WCV / MRV Servicing in aisle	- -
Motorcycle Parking			
Motorcycle spaces: • Resident motorcycle spaces	 • 2 spaces	 • 4 spaces	 +2 spaces
Bicycle Parking			
Bicycle spaces: • Resident bicycle spaces • Visitor bicycle spaces	53 bicycle spaces • 46 spaces • 7 spaces	53 bicycle spaces • 46 spaces • 7 spaces	- - -

Overall, the revised development scheme proposes a net increase of six (6) multiple dwelling units. No changes are proposed to the approved access and servicing provisions.

Further commentary in relation to the traffic engineering provisions of the revised development scheme is detailed in the following sections.

3. Parking Supply

It is noted that the existing approval conditions / approved plans identify a total car parking provision of 108 spaces, which is made up of:

- 103 standard parking spaces for residents.
- Two (2) motorcycle spaces for residents.
- Four (4) standard parking spaces for visitors.
- One (1) PWD space for visitors.

Table 2 summarises the car parking requirements for the approved scheme, including the individual resident and visitor requirements, based on Council's Transport, Servicing, Access and Parking (TSAP) Code.

Table 2: TSAP Code Car Parking Supply Requirement – Approval

Land Use/Component	TSAP Code Requirement	Extent	Requirement	Provision
Multiple Dwelling (Residents) • Two-bedroom • Three-bedroom • Four-bedroom	 1.5 spaces per unit 2 spaces per unit 2 spaces per unit	 **9units** 8units 27 units	**84 spaces** 13.5 spaces 16 spaces 54spaces	103 spaces
Multiple Dwelling (Visitors)	1 space per 10 units	44 units	5 spaces	5 spaces
Total		**44 units**	**89 spaces**	**108 spaces**

The revised development scheme proposes to maintain the approved vehicle parking supply of 112 spaces, with the following composition:

- 103 standard car parking spaces for residents;
- Four (4) residential motorcycle parking spaces
- 5 standard car parking spaces for visitors; and
    - Including One (1) PWD space for visitors.

Table 3 summarises the car parking requirements for the Other Change scheme, including the individual resident and visitor requirements, based on Council's TSAP Code. The site is noted to be within 400m of bus stops that are serviced by >10 services a day.

Table 3: TSAP Code Car Parking Supply Requirement – Proposed Other Change

Land Use/Component	TSAP Code Requirement	Extent	Requirement	Provision
Multiple Dwelling (Residents) • Two-bedroom • Three-bedroom • Four-bedroom	 1.5 spaces per unit 2 spaces per unit 2 spaces per unit	**50 units** 9 units 10 units 31 units	**96 spaces** 14 spaces 20 spaces 62 spaces	97 spaces
Multiple Dwelling (Visitors)	1 space per 10 units	50 units	5 spaces	11 spaces
Total		**50 units**	**101 spaces**	**108 spaces**

As seen in Table 3, the Other Change scheme proposes a total of 108 car spaces, which exceeds the total requirement of 101 car spaces.

Overall, maintaining the approved total car parking supply, with a shift between resident and visitor allocations, is considered acceptable for the revised development scheme. While the development yield has increased by six (6) units and the car parking requirement has increased, the proposed car parking supply remains compliant with Council requirements.

With regard to motorcycle parking, the TSAP Code details that 2% of a development's parking supply can be provided as motorcycle parking in car parks which exceed 50 spaces in size. The approved development scheme provided two (2) motorcycle bays, while the revised development scheme provides an increased supply of four (4) motorcycle bays.

Based on the above information, the proposed parking supply of 112 vehicle spaces, including four (4) motorcycle bays and one (1) PWD space, is considered acceptable.

4. Car Park Design and Layout

The revised development scheme provides car parking across three (3) levels, including the ground level and two (2) basement levels, consistent with the approved scheme. The car park configuration is generally consistent between the approved and revised development schemes, with no significant change to the bay dimensions.

Table 4 overleaf provides a summary of the design characteristics of the revised development scheme, with respect to the provisions of Council's TSAP Code and the approved development scheme. The last column identifies the respective changes and the compliance of each design aspect.

Table 4: TSAP Code Parking Design Requirements

Design Aspect	TSAP Code Requirement	Approved Provision	Proposed Provision	Change / Compliance
Parking space length: • Resident spaces • Visitor spaces • Motorcycle spaces • PWD space	 5.4m (min) 5.4m (min) 2.5m (min) 5.4m (min)	 5.4m 5.4m 2.5m 5.4m	 5.4m 5.4m 2.5m 5.4m	 No Change – TSAP Code Compliant No Change – TSAP Code Compliant No Change – TSAP Code Compliant No Change – TSAP Code Compliant
Parking space width: • Resident spaces • Visitor spaces • Motorcycle spaces • PWD space	 2.4m (min) 2.6m (min) 1.2m (min) 2.4m (min) + 2.4m shared area	 2.4m-2.6m 2.6m 1.2m 2.4m + 2.4m shared area	 2.4m-2.6m 2.6m 1.2m 2.4m + 2.4m shared area	 No Change – TSAP Code Compliant No Change – TSAP Code Compliant No Change – TSAP Code Compliant No Change – TSAP Code Compliant
Aisle width: • Parking aisle • Circulation road/ramp (two-way)	 5.8m (min) 5.5m (min) + 300mm clearance to walls	 6.2m-6.5m 5.5m (min) + 300mm clearance to walls	 6.2m-6.5m 5.5m (min) + 300mm clearance to walls	 No Change – TSAP Code Compliant No Change – TSAP Code Compliant
Parking envelope clearance (column/walls) intrusion	As per Figure 5.2 of AS2890.2:2004	As per Figure 5.2 of AS2890.2:2004	As per Figure 5.2 of AS2890.2:2004	No Change – TSAP Code Compliant
Maximum Gradient: • PWD parking • Parking aisle • Ramp (less than 20m, private)	 1:40 (2.5%) 1:16 (6.25%) 1:4 (25.0%)	 Flat 1:20 (5.0%) 1:5 (20.0%)	 Flat 1:20 (5.0%) 1:5 (20.0%)	 No Change – TSAP Code Compliant No Change – TSAP Code Compliant No Change – TSAP Code Compliant
Maximum Change in Grade	1:8 (12.5%) summit	1:8 (12.5%) summit	1:8 (12.5%) summit	No Change – TSAP Code Compliant
Height Clearance: • General Minimum • Over PWD bay	 2.2m 2.5m	 >2.2m >2.5m	 >2.2m >2.5m	 No Change – TSAP Code Compliant No Change – TSAP Code Compliant
Parking Aisle Extension	1.0m (min)	1.0m or 8.0m aisle behind end visitor space	1.0m or 8.0m aisle behind end visitor space	No Change – TSAP Code Compliant

As seen in Table 4, the key design provisions for the revised car parking layout are generally consistent with the approved scheme and TSAP Code requirements.

Overall, TTM considers the parking layout for the revised development scheme to be fit-for-purpose.

5. Site Access Arrangements

The revised scheme proposes to maintain access via the approved 6.5m Standard RCC Type A driveway crossover to Middle Street, consistent with the approved scheme. As the development maintains the same quantity of parking supply as well as design service vehicles, compared to the approved scheme, there is not expected to be any notable change to traffic demands using this access.

As such, maintaining this approved provision is considered acceptable for the revised scheme.

6. Servicing Provisions

The approved scheme maintains on-site standing for larger service vehicles, such as refuse collection – 9.9m rear-lift Refuse Collection Vehicle (RCV) – and larger deliveries – up to an 8.8m Medium Rigid Vehicle (MRV).

This arrangement is proposed to be maintained as part of the revised development scheme. Whilst there is an increase in the number of multiple dwelling units, there is not expected to be any noticeable change in the servicing demands of the development.

In terms of refuse management, the approved development required a total of seven (7) 1,100L bulk bins – four (4) general waste and three (3) recycling – based on weekly collection.

Table 5 outlines the anticipated waste generations for the revised development scheme, considering the increase in multiple dwelling units.

Table 5: Waste Generations – Other Change

Waste Type	Council Generation Rate	Extent	Generation	Bin Requirement	Bin Provision
General Waste	100L/dwelling/week	50 units	5,000L/ week	5x 1,100L	5x 1,100L
Recycling Waste	70L/dwelling/week		3,500L/ week	4x 1,100L	4x 1,100L

These calculations indicate that the bin requirements for both general and recycling waste increase by a single bin, increasing the required total to nine (9) 1,100L bulk bins. However, it is noted that the proposed refuse room, which is maintained from the approved development scheme, is able to accommodate up to nine (9) 1,100L bulk bins.

Updated swept path analysis has not been considered necessary, noting that the ground level car park layout and access crossover are identical to the approved development scheme.

Overall, the proposed service vehicle provisions are considered acceptable.

7. Bicycle Parking Provisions

The approved scheme provides bicycle parking at the following rates:

- 46 resident bicycle spaces, at a rate of approximately 0.9 space per unit; and
- 7 visitor bicycle spaces, at a rate of approximately 0.15 spaces per unit.

The approved bicycle parking was resolved based on the minimum recommendations contained within the Austroads *Cycling Aspects of Austroads Guides*, noting that the TSAP Code and associated Planning Scheme Policy (PSP) 2 – Infrastructure Works do not provide specific requirements for multiple dwelling bicycle parking.

The revised development scheme provides bicycle parking at the following rates and in the following locations:

- 46 resident bicycles (racks, storage cages and co-located with resident car spaces) throughout Basement Levels 1 and 2; and
- Seven (7) visitor bicycles (racks) in the visitor car park area on the ground level. Access to these racks is possible via the Middle Street pedestrian access point.

The locations and set out of bicycle parking are generally consistent between the approved and revised development schemes. Overall, the revised bicycle arrangements are considered acceptable.

8. Traffic Generation

The development scheme proposes a net increase of six (6) multiple dwelling units, compared to the approved development scheme.

The existing and approved development peak hour traffic generations were calculated as part of the traffic reporting for the existing approval. Table 6 summarises these generations, in addition to the anticipated peak hour traffic generations for the revised development scheme, adopting the generation rates identified by the approved traffic reporting.

Table 6: Development Traffic Generations

Scheme	Units	Traffic Generation Rate	Peak Hour Traffic Generations	
			Weekday AM	Weekday PM
Approved (Multiple Dwelling)	44 units	0.29 vph per unit	13 vph	13 vph
Other Change (Multiple Dwelling)	50 units		15 vph	15 vph
Net Trip Generation (Approved to Other Change)			**+2 vph**	**+2 vph**

As shown by the calculations in Table 6, the net increase in both the weekday AM and PM peak hour traffic generations, between the approved and revised development schemes, is anticipated to be in the order of two (2) vehicles per hour (vph). Once these volumes are distributed throughout the surrounding road network, including splits between ingress and egress, increases to individual road or intersection volumes are expected to be negligible and within the range of daily fluctuations.

Overall, the revised development scheme is expected to have no additional traffic impacts on the surrounding road network, when compared to the approved development scheme.

9. Conclusions

The traffic engineering aspects of the revised development scheme are considered acceptable in the context of the approved scheme and *Redland City Plan 2018* requirements. In summary, the revised development scheme:

- Increases the development yield by 6 units (to a total of 50 units);
- Maintains the approved parking supply for the increased number of multiple dwelling units. This is considered acceptable, noting that the approved car parking supply of 108 spaces exceeds the minimum requirement for the revised development scheme (101 spaces);
- Maintains the approved car park layout, with a reallocation of resident car spaces to visitor car spaces. Overall, the revised car parking layout is considered functional and fit-for-purpose;
- Maintains the approved site access arrangements;
- Maintains the approved on-site servicing provisions; and
- May result in additional peak hour traffic generations in the order of 2 vph, which is not expected to have any adverse impacts on the surrounding road network.

Overall, TTM sees no traffic engineering reason why this revised scheme not be granted the relevant approvals.

If you have any queries relating to the information provided herein, please contact myself on (07) 3327 9500.

Yours sincerely,

Ryan Bellamy
Project Consultant – Traffic
TTM Consulting Pty Ltd

Reviewed by:

Matt Grierson
Lead Consultant – Traffic
RPEQ #31037
TTM Consulting Pty Ltd

Attachments:

1) Revised Development Plans

Attachment A Revised Development Plan.

TTM Consulting Pty Ltd
ABN 65 010 868 621
P 07 3327 9500
E ttmbris@ttmgroup.com.au
PO Box 12015
George Street Brisbane QLD 4003
ttmgroup.com.au

MIDDLE STREET
RESIDENTIAL APARTMENTS

DEVELOPMENT APPLICATION
28/02/24

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

Development Summary

	Type	2A	3A	3B	3C	4A	4B	4C	4D	Total	NSA
	Int	117	128	124	147	175	142	181	250		Int
Level	1	1	1	1			1			4	511
	2	2			1	2	2			7	1015
	3	2			1	2	2			7	1015
	4	2			1	2	2			7	1015
	5	2			1	2	2			7	1015
	6				2	4				6	994
	7				2	4				6	994
	8							2	1	3	612
	9							2	1	3	612
Total		9	1	1	8	16	9	4	2	50	7783
		18%	2%	2%	16%	32%	18%	8%	4%	100%	

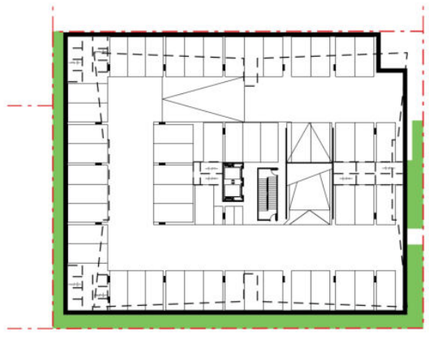
Parking Provision

	Car Parking Rates			Total		Bicycle Parking		Motorcycle
	2 Bed	3 Bed	4 Bed	Resident	Visitor	Resident	Visitor	Resident
Units	9	10	31	50		50	50	50
Provided				103	5	46	7	4

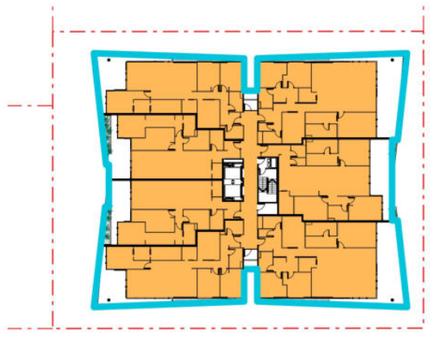
Area Statistics

Site Area 2014 m²

		Gross Floor Area		Site Cover		Deep Planting		Communal Outdoor	
		m²	Plot Ratio	m²	%	m²	%	m²	%
Level	1	573		1341	66.58%	192	9.53%	286	14.20%
	2	1047		1342	66.63%				
	3	1047		1342	66.63%				
	4	1047		1342	66.63%				
	5	1047		1342	66.63%				
	6	1026		1346	66.83%				
	7	1026		1346	66.83%				
	8	643		842	41.81%				
	9	643		842	41.81%				
Total		8099	3.51			192	9.53%	286	14.20%

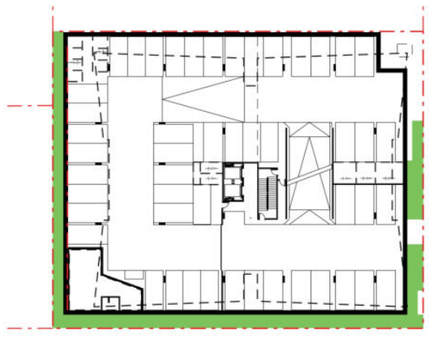


BASEMENT 02

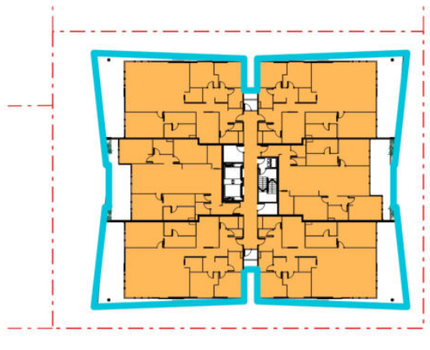


LEVELS 02-05

GROSS FLOOR AREA 1047
SITE COVER 1342m²

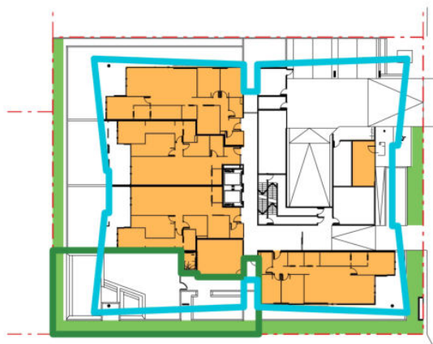


BASEMENT 01



LEVEL 06-07

GROSS FLOOR AREA 1026m²
SITE COVER 1346m²



LEVEL 01

GROSS FLOOR AREA 573m²
DEEP PLANTING 192m²
COMMUNAL OUTDOOR SPACE 286m²
SITE COVER 1341m²

LEVELS 08-09

GROSS FLOOR AREA 643m²
SITE COVER 886m²

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

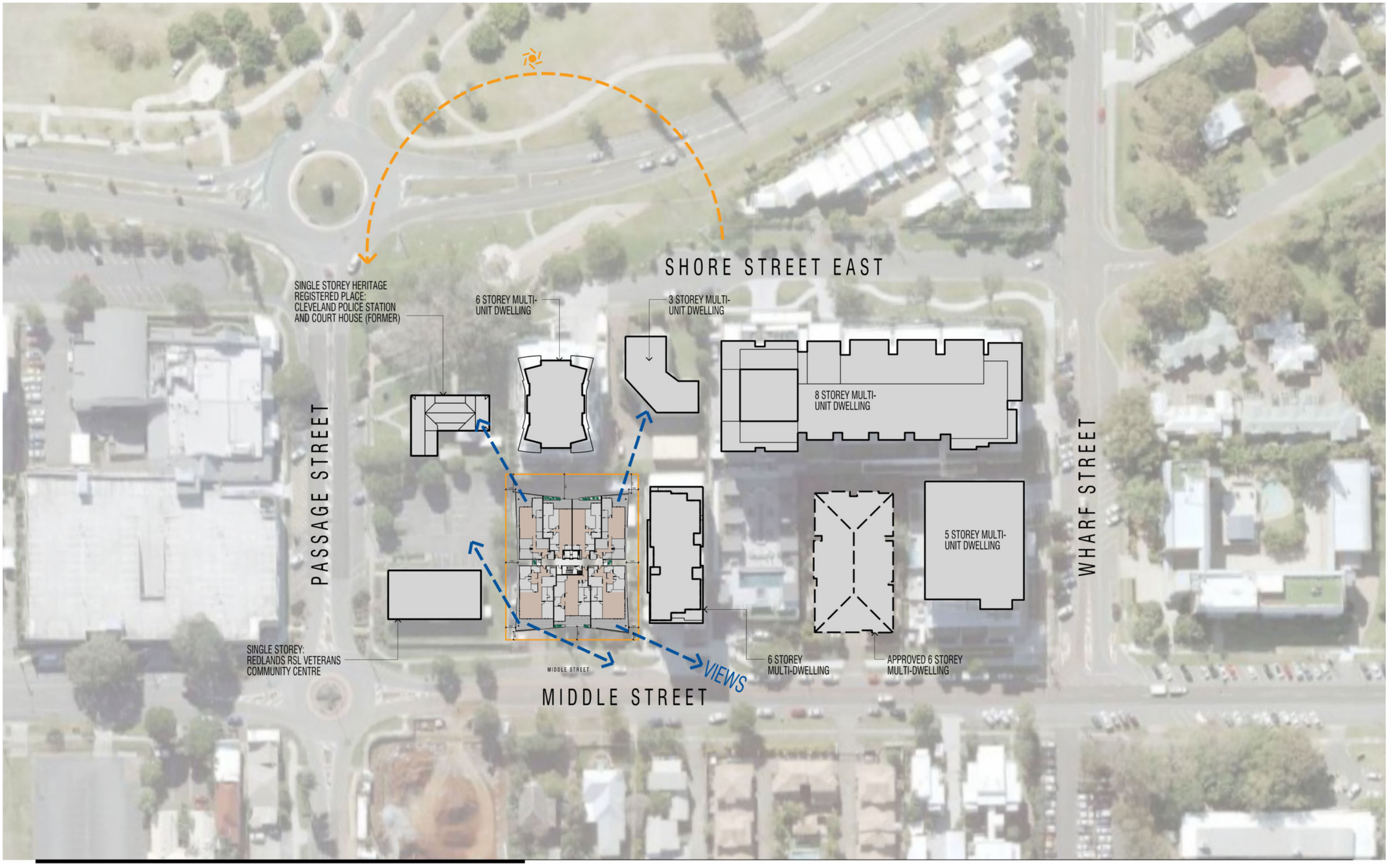
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

DEVELOPMENT SUMMARY
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:750 @ A3

SK - 010



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

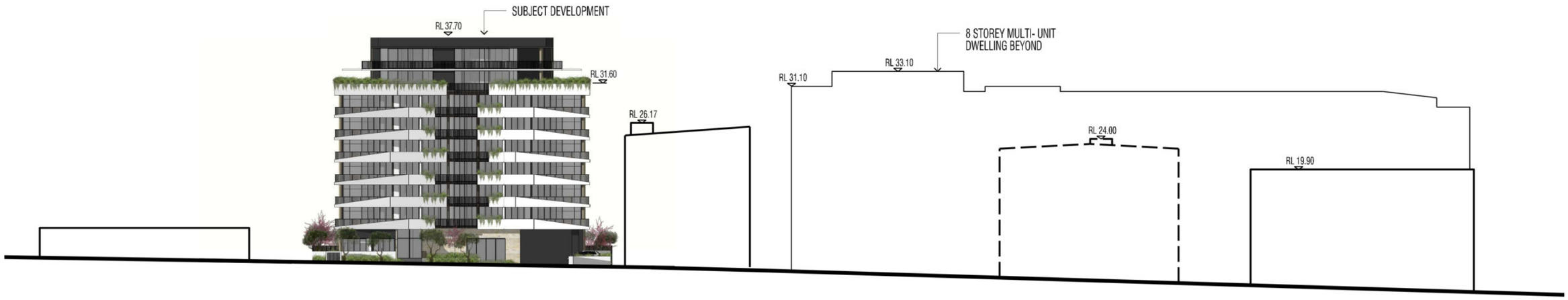
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

SITE LOCATION PLAN - SITE ANALYSIS
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 050



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

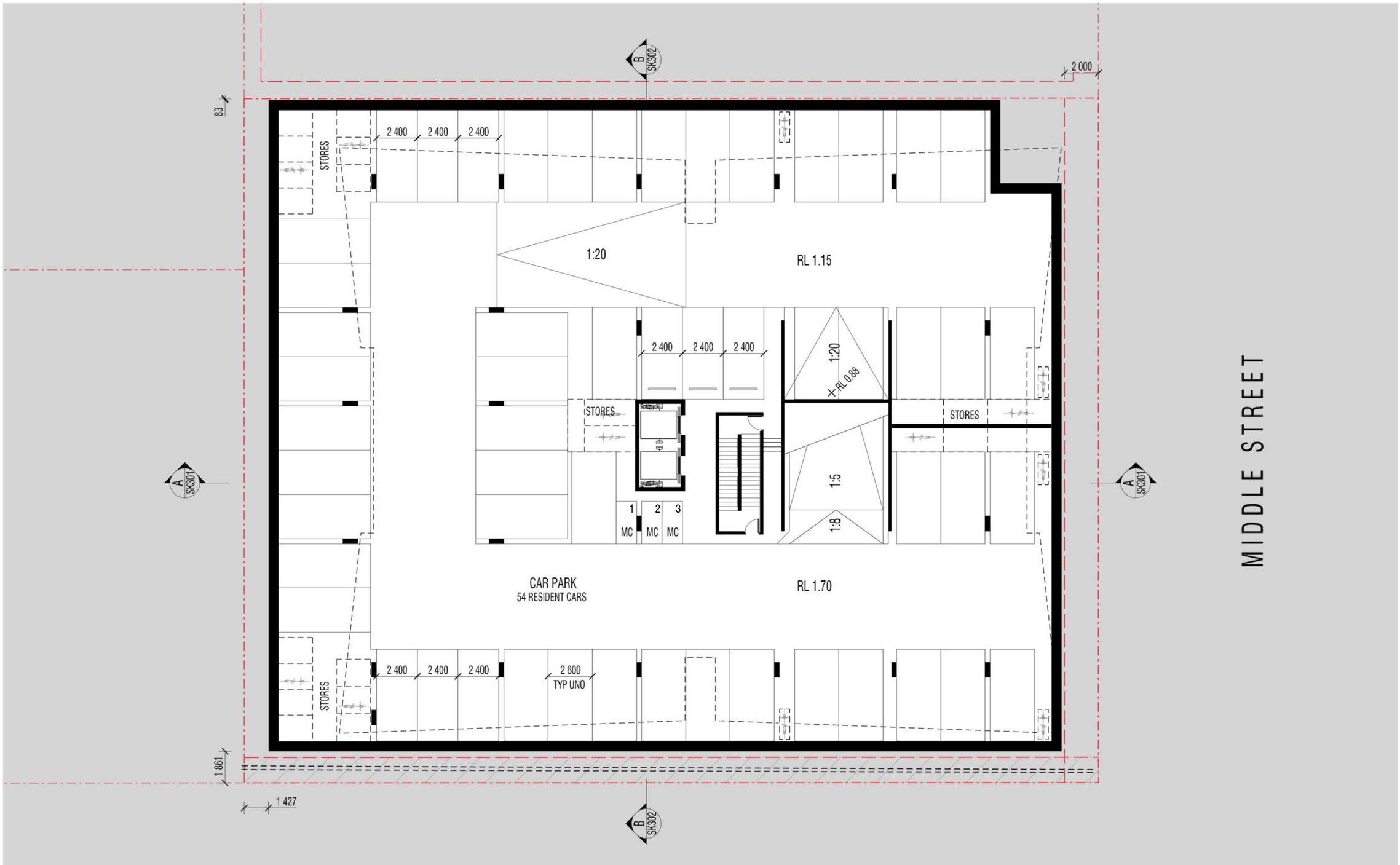
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

MIDDLE STREET ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 051



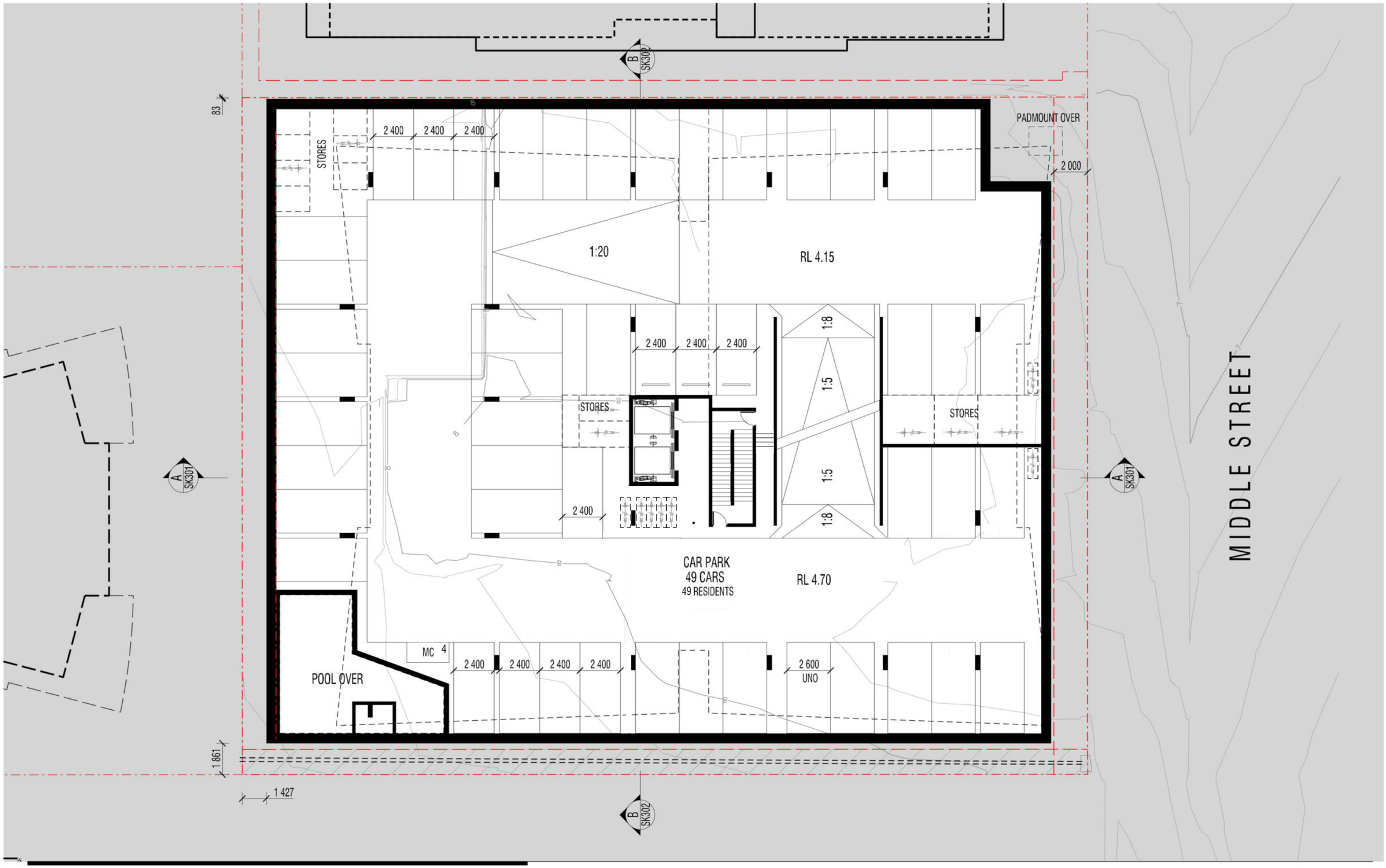
mode
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

BASEMENT LEVEL 02
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 100



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

BASEMENT LEVEL 01
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 101

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 01
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 102

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 02
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 103

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 03
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 104

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 04
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 105

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 05
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 106

mode
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 06-07
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 107

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 08
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 108

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

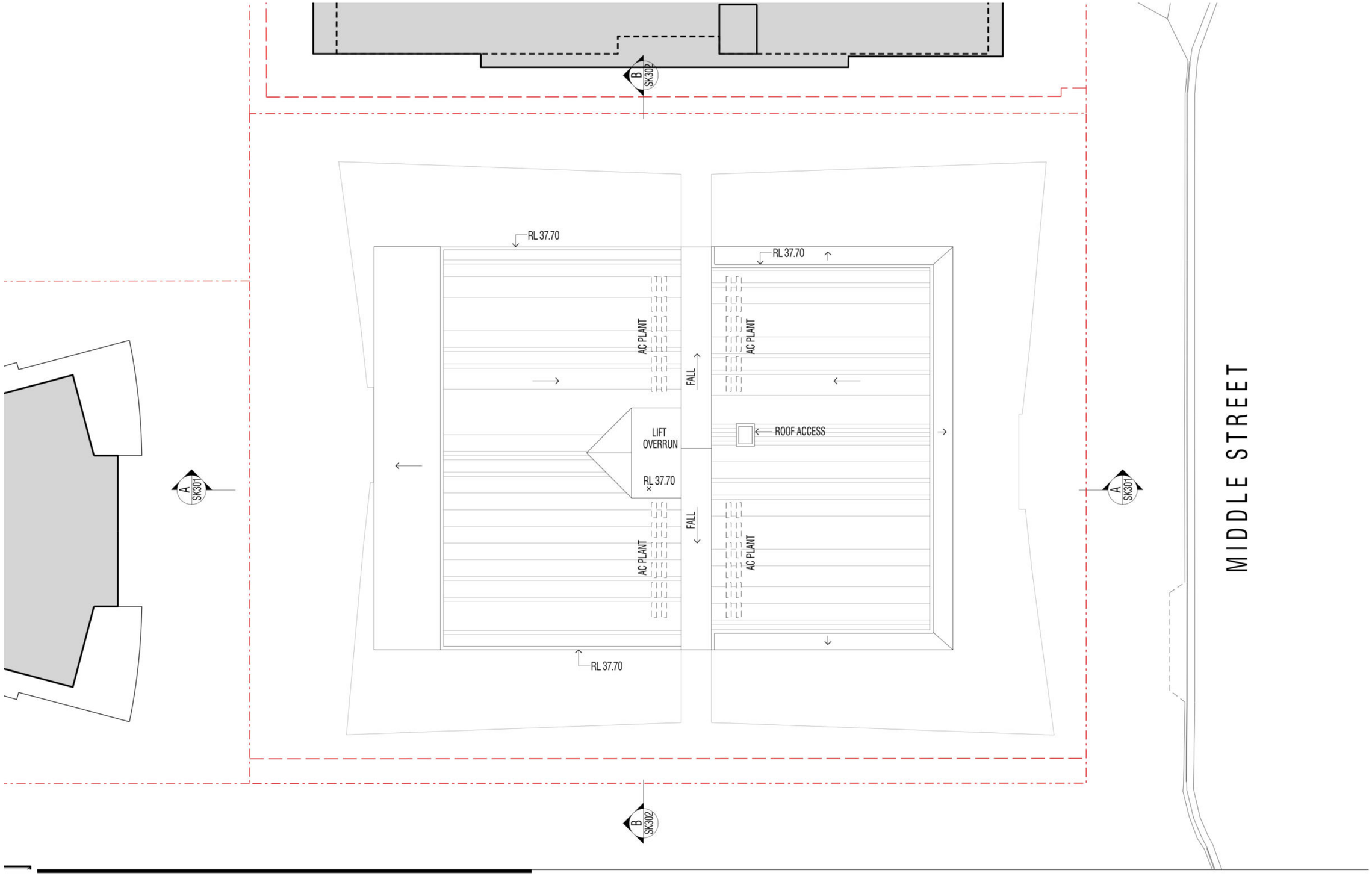
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

FLOOR PLAN LEVEL 09
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 109



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

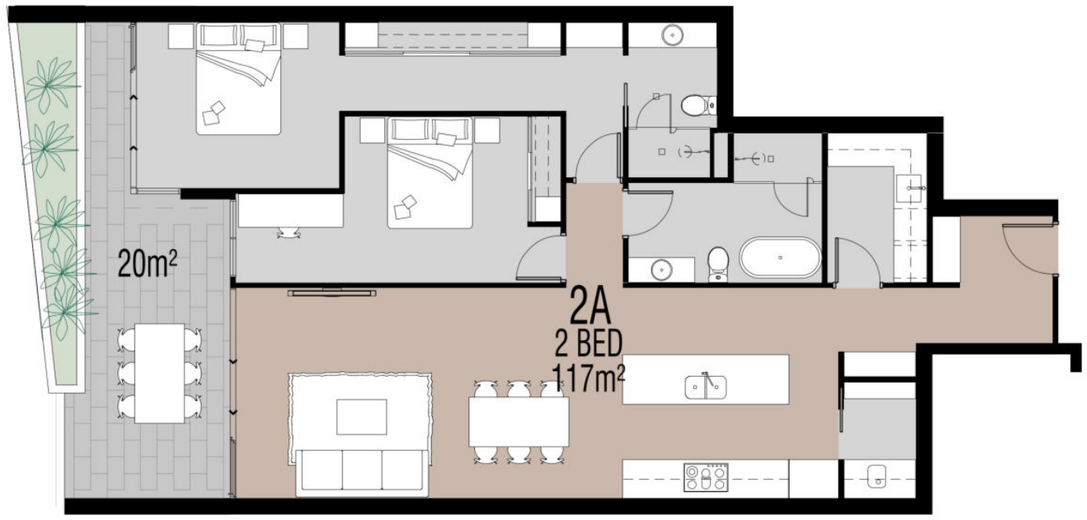
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

ROOF PLAN
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 110



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 2A
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:100 @ A3

SK - 151

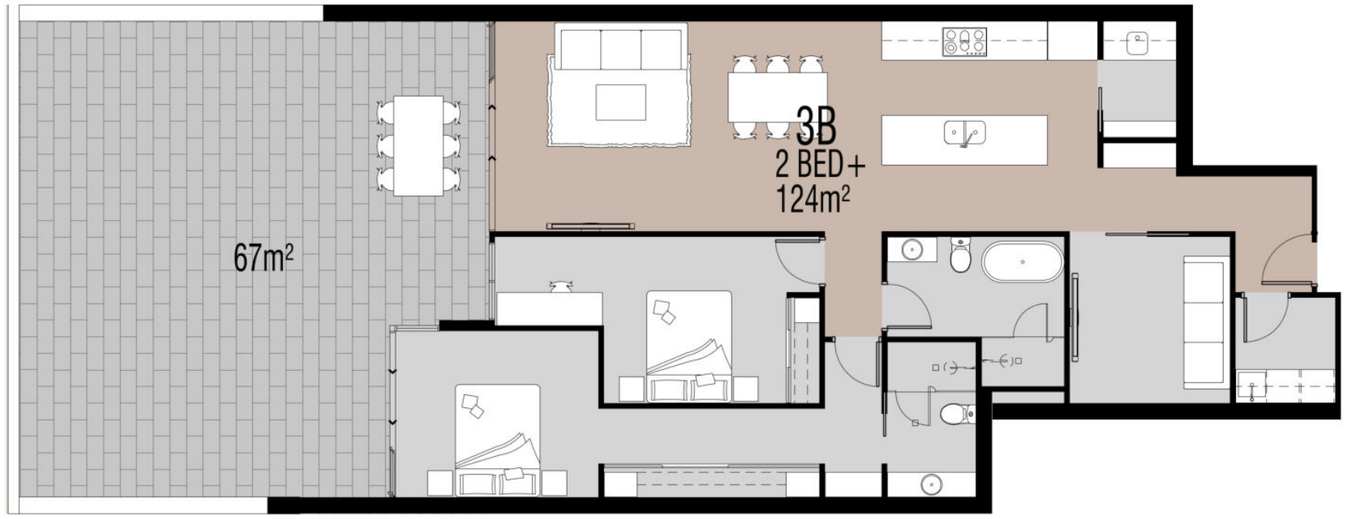
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 3A
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:100 @ A3

SK - 152



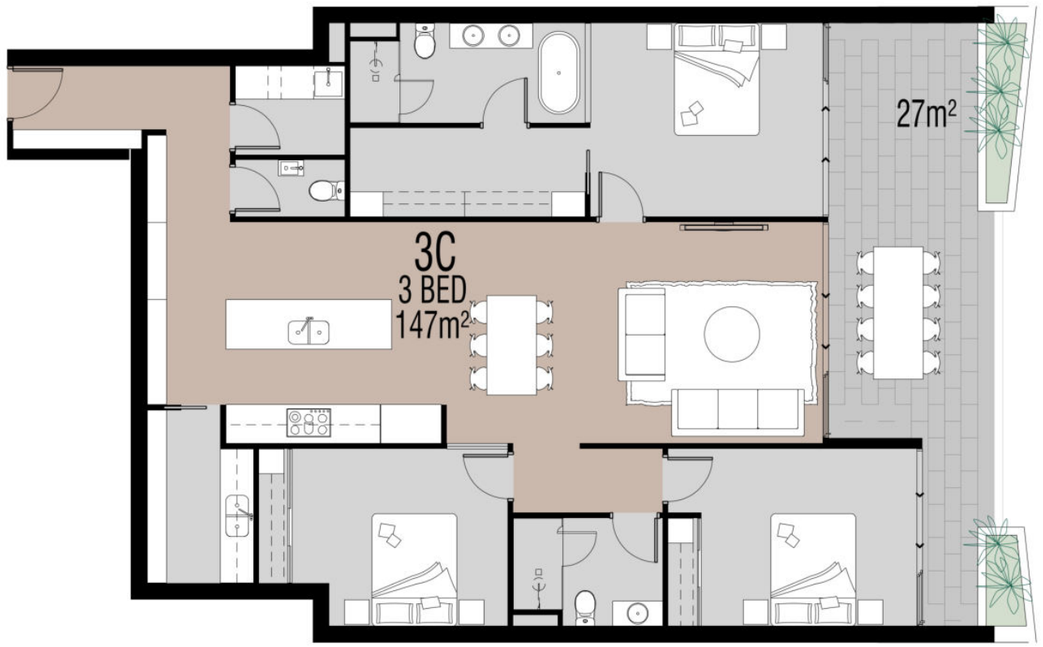
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 3B
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:100 @ A3

SK - 153



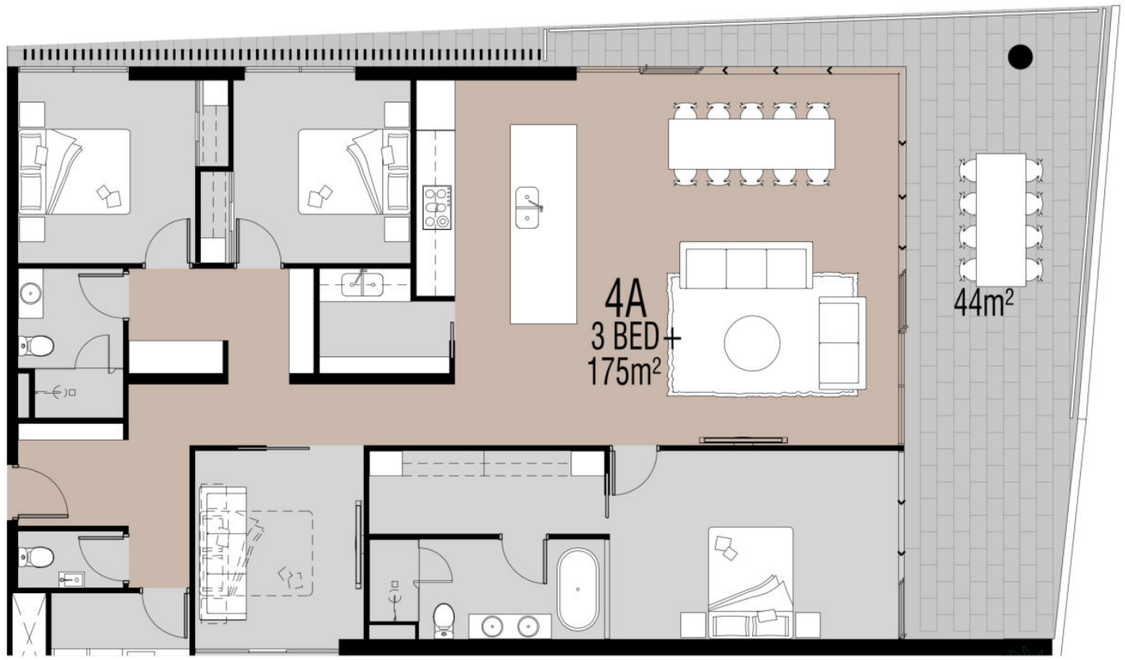
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 3C
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:100 @ A3

SK - 154



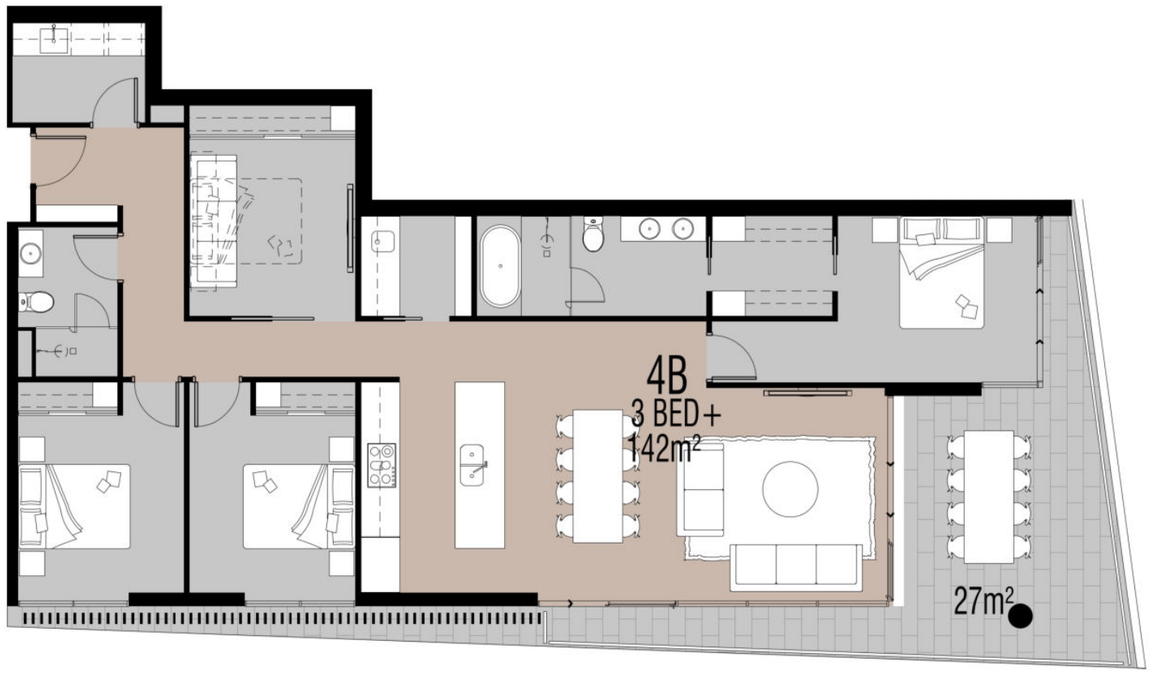
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 4A
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:100 @ A3

SK - 155



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 4B
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:100 @ A3

SK - 156

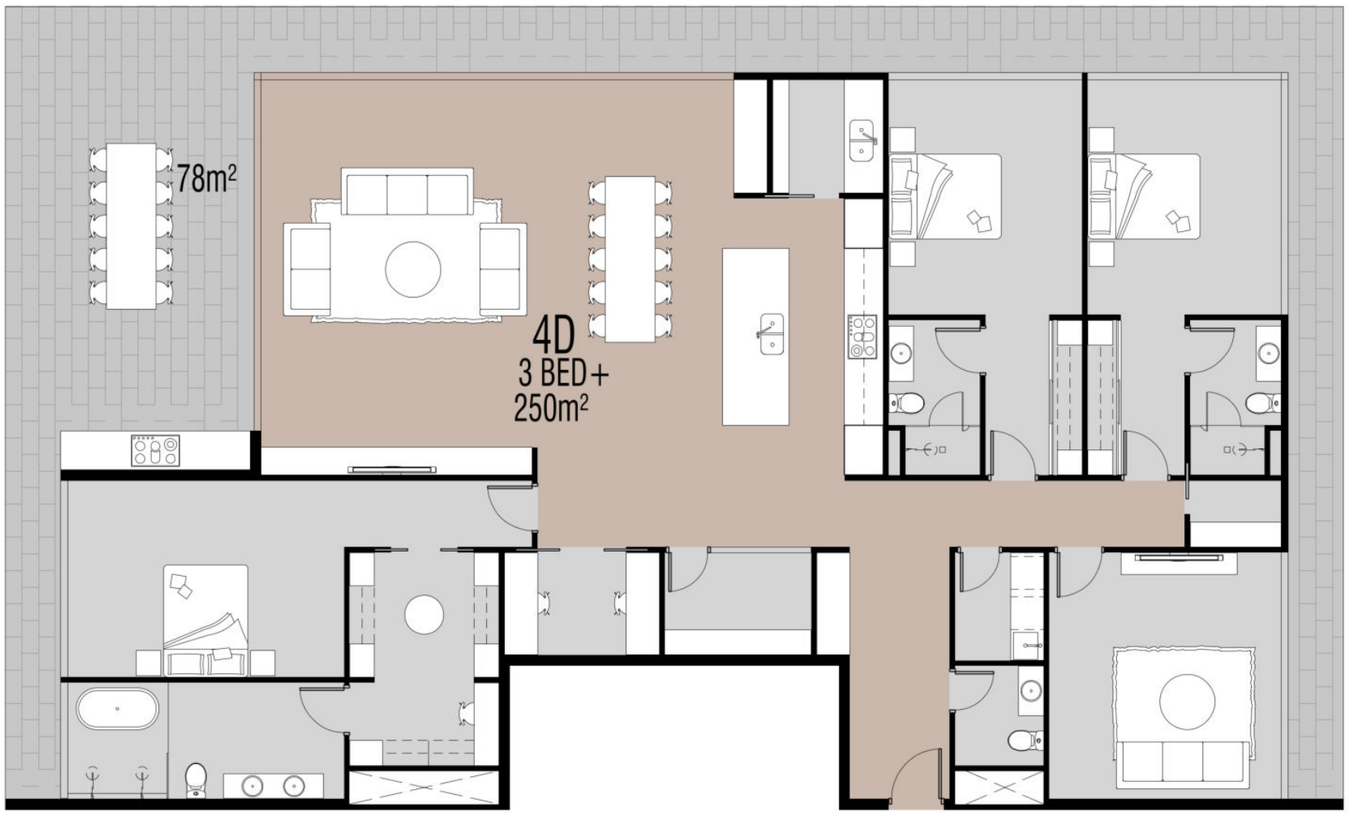
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 4C
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:100 @ A3

SK - 157



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

UNIT TYPE 4D
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:100 @ A3

SK - 158

RM 1	RENDERED MASONRY; FINISH COLOUR 1 (WHITE)
RM 2	RENDERED MASONRY; FINISH COLOUR 2 (CHARCOAL)
RM 3	RENDERED MASONRY; FINISH COLOUR 3 (BRONZE)
STN 1	FEATURE STONE CLADDING
BAL 1	ALUMINIUM FRAMED GLASS BALUSTRADE
BAL 2	CONCRETE BALUSTRADE
BAL 3	ALUMINIM BALUSTRADE; POWDERCOAT FINISH
SCN 1	ALUMINIUM LOUVER BLADES; POWDERCOAT FINISH
SCN 2	OPERABLE ALUMINIUM BATTEN SCREEN; POWDERCOAT FINISH
GLZ 1	ALUMINIUM FRAMED GLAZING
FEN 1	TIMBER PALING FENCE

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

SOUTH ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 201

RM 1	RENDERED MASONRY; FINISH COLOUR 1 (WHITE)
RM 2	RENDERED MASONRY; FINISH COLOUR 2 (CHARCOAL)
RM 3	RENDERED MASONRY; FINISH COLOUR 3 (BRONZE)
STN 1	FEATURE STONE CLADDING
BAL 1	ALUMINIUM FRAMED GLASS BALUSTRADE
BAL 2	CONCRETE BALUSTRADE
BAL 3	ALUMINIM BALUSTRADE; POWDERCOAT FINISH
SCN 1	ALUMINIUM LOUVER BLADES; POWDERCOAT FINISH
SCN 2	OPERABLE ALUMINIUM BATTEN SCREEN; POWDERCOAT FINISH
GLZ 1	ALUMINIUM FRAMED GLAZING
FEN 1	TIMBER PALING FENCE

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

NORTH ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 202

RM 1	RENDERED MASONRY; FINISH COLOUR 1 (WHITE)
RM 2	RENDERED MASONRY; FINISH COLOUR 2 (CHARCOAL)
RM 3	RENDERED MASONRY; FINISH COLOUR 3 (BRONZE)
STN 1	FEATURE STONE CLADDING
BAL 1	ALUMINIUM FRAMED GLASS BALUSTRADE
BAL 2	CONCRETE BALUSTRADE
BAL 3	ALUMINIM BALUSTRADE; POWDERCOAT FINISH
SCN 1	ALUMINIUM LOUVER BLADES; POWDERCOAT FINISH
SCN 2	OPERABLE ALUMINIUM BATTEN SCREEN; POWDERCOAT FINISH
GLZ 1	ALUMINIUM FRAMED GLAZING
FEN 1	TIMBER PALING FENCE

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

EAST ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 203

RM 1	RENDERED MASONRY; FINISH COLOUR 1 (WHITE)
RM 2	RENDERED MASONRY; FINISH COLOUR 2 (CHARCOAL)
RM 3	RENDERED MASONRY; FINISH COLOUR 3 (BRONZE)
STN 1	FEATURE STONE CLADDING
BAL 1	ALUMINIUM FRAMED GLASS BALUSTRADE
BAL 2	CONCRETE BALUSTRADE
BAL 3	ALUMINIM BALUSTRADE; POWDERCOAT FINISH
SCN 1	ALUMINIUM LOUVER BLADES; POWDERCOAT FINISH
SCN 2	OPERABLE ALUMINIUM BATTEN SCREEN; POWDERCOAT FINISH
GLZ 1	ALUMINIUM FRAMED GLAZING
FEN 1	TIMBER PALING FENCE

BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

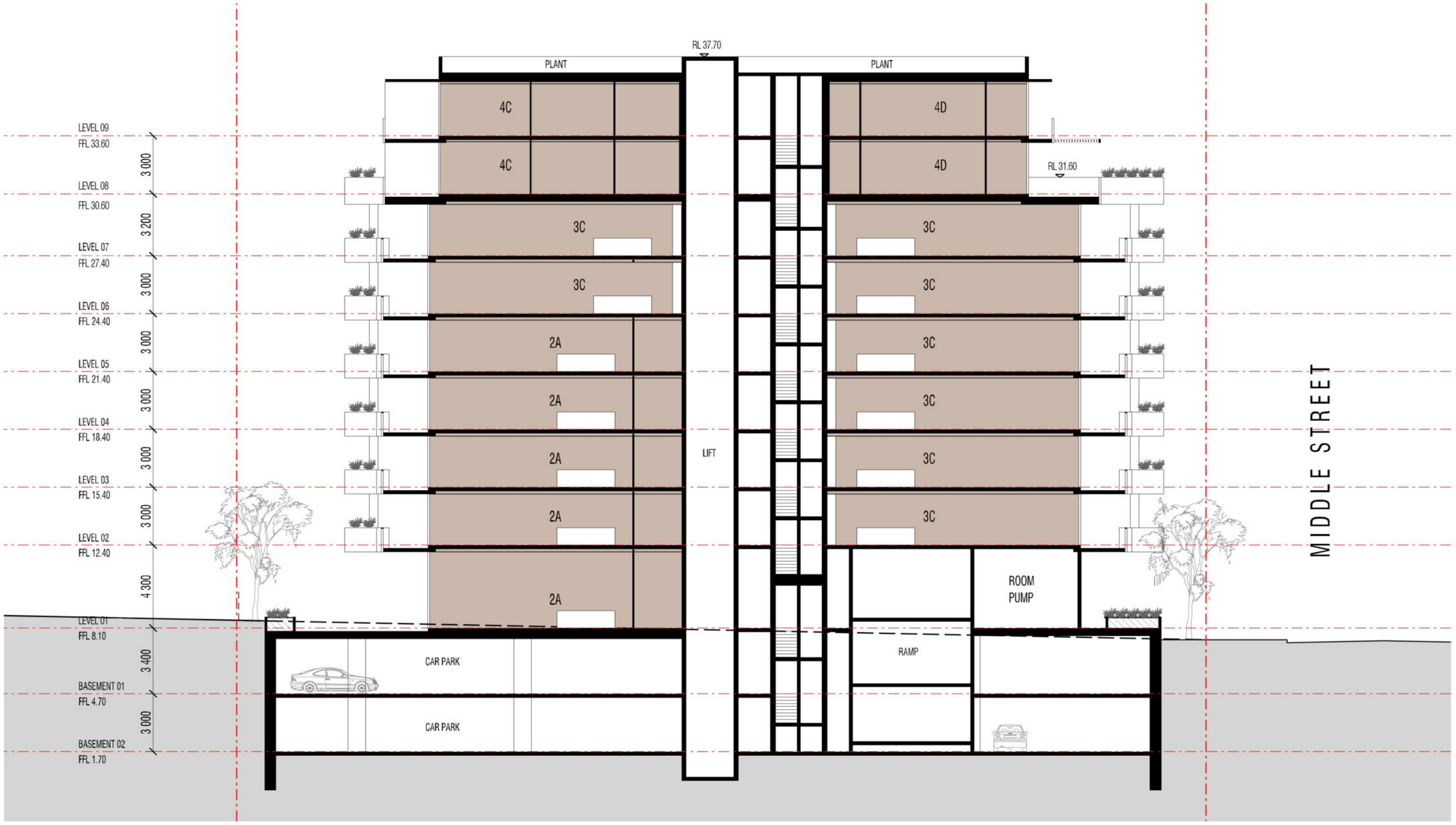
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

WEST ELEVATION
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 204



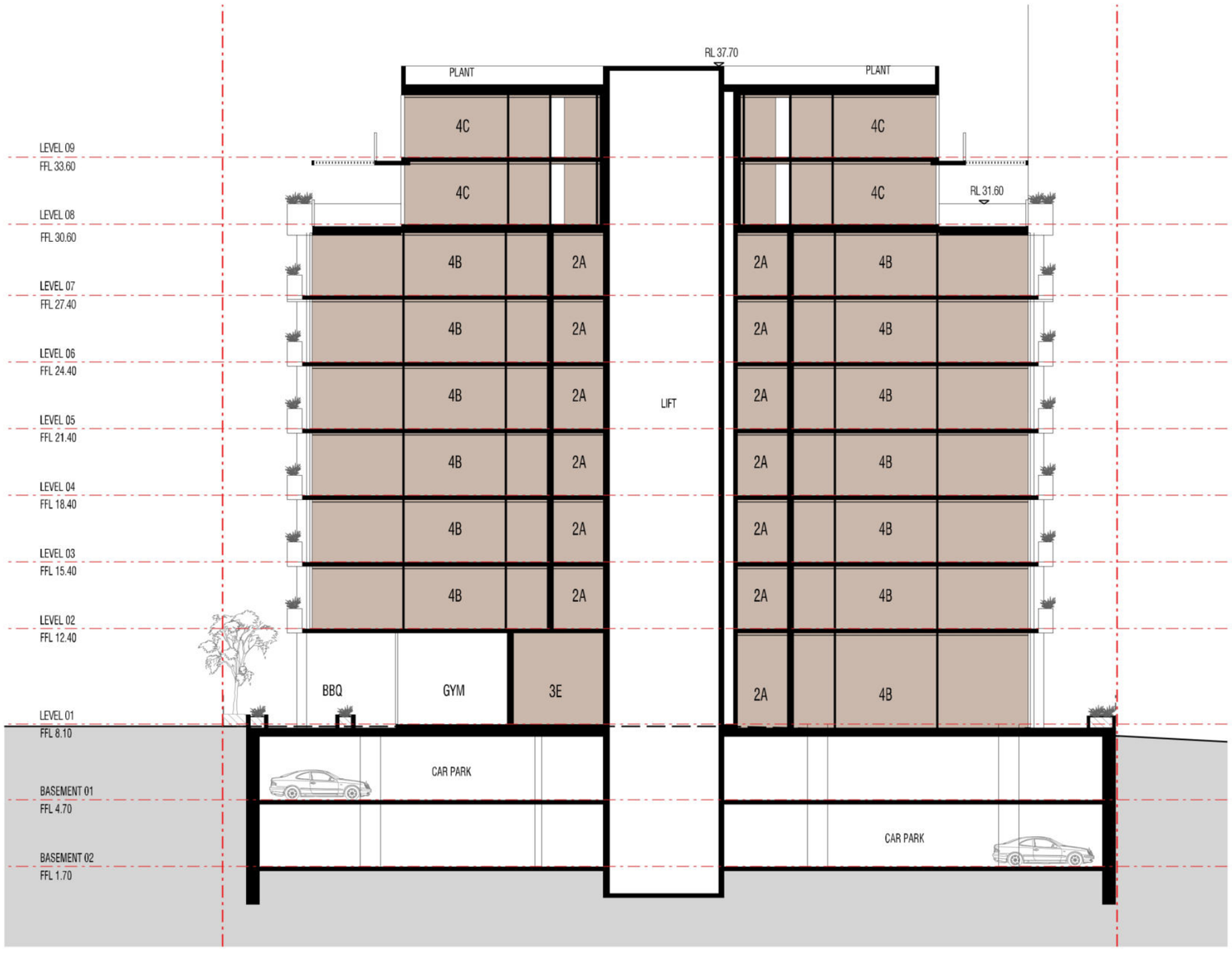
BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au
These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

SECTION A
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 301



BRISBANE
Plaza Level, Mosaic
826 Ann St
Fortitude Valley QLD 4006
T +61 7 3252 9900
bne@modedesign.com.au

These designs and plans are the copyright of MODE DESIGN Corp. Pty Ltd and cannot be reproduced without written permission.

SECTION B
218-220 Middle Street
Cleveland
QLD 4163

Do not scale off this drawing

Project No: 21509
Date: 28/02/24
Scale: 1:200 @ A3

SK - 302

Attachment 6 – Recommended Conditions

ASSESSMENT MANAGER CONDITIONS	TIMING
1. Comply with all conditions of this approval, at no cost to Council, at the timing periods specified in the right-hand column. Where the column indicates that the condition is an ongoing condition, that condition must be complied with for the life of the development.	
Approved plans and documents	
AMENDED CONDITION **2. Undertake the development in accordance with the approved plans and documents referred to in Table 1, subject to the conditions of this approval and any notations by Council on the plans.**	**Prior to the use commencing and ongoing.**

Plan/document title	Reference number	Prepared by	Plan/doc. date
~~Basement level 02~~	~~SK 100~~	~~Mode~~	~~23/06/2022~~
~~Basement level 01~~	~~SK 101~~	~~Mode~~	~~23/06/2022~~
~~Ground level~~	~~SK 102~~	~~Mode~~	~~23/06/2022~~
~~Floor plan level 01~~	~~SK 103~~	~~Mode~~	~~23/06/2022~~
~~Floor plan level 02~~	~~SK 104~~	~~Mode~~	~~23/06/2022~~
~~Floor plan level 03~~	~~SK 105~~	~~Mode~~	~~23/06/2022~~
~~Floor plan level 04~~	~~SK 106~~	~~Mode~~	~~23/06/2022~~
~~Floor plan level 05~~	~~SK 107~~	~~Mode~~	~~23/06/2022~~
~~Floor plan level 06~~	~~SK 108~~	~~Mode~~	~~23/06/2022~~
~~Floor plan level 07~~	~~SK 109~~	~~Mode~~	~~23/06/2022~~
~~Roof plan~~	~~SK 110~~	~~Mode~~	~~23/06/2022~~
~~Unit type 2A~~	~~SK 151~~	~~Mode~~	~~23/06/2022~~
~~Unit type 3A~~	~~SK 152~~	~~Mode~~	~~23/06/2022~~
~~Unit type 3B~~	~~SK 153~~	~~Mode~~	~~23/06/2022~~
~~Unit type 3C~~	~~SK 154~~	~~Mode~~	~~23/06/2022~~
~~Unit type 4A~~	~~SK 155~~	~~Mode~~	~~23/06/2022~~
~~Unit type 4B~~	~~SK 156~~	~~Mode~~	~~23/06/2022~~
~~Unit type 4C~~	~~SK 157~~	~~Mode~~	~~23/06/2022~~
~~Unit type 4D~~	~~SK 158~~	~~Mode~~	~~23/06/2022~~

	~~**South elevation**~~	~~**SK-201**~~	~~**Mode**~~	~~**23/06/2022**~~
	~~**North elevation**~~	~~**SK-202**~~	~~**Mode**~~	~~**23/06/2022**~~
	~~**East elevation**~~	~~**SK-203**~~	~~**Mode**~~	~~**23/06/2022**~~
	~~**West elevation**~~	~~**SK-204**~~	~~**Mode**~~	~~**23/06/2022**~~
	~~**Section A**~~	~~**SK-301**~~	~~**Mode**~~	~~**23/06/2022**~~
	~~**Section B**~~	~~**SK-302**~~	~~**Mode**~~	~~**23/06/2022**~~
	Basement level 02	**SK-100**	**Mode**	**25/07/2024**
	Basement level 01	**SK-101**	**Mode**	**25/07/2024**
	Floor plan level 01	**SK-102**	**Mode**	**25/07/2024**
	Floor plan level 02	**SK-103**	**Mode**	**25/07/2024**
	Floor plan level 03	**SK-104**	**Mode**	**25/07/2024**
	Floor plan level 04	**SK-105**	**Mode**	**25/07/2024**
	Floor plan level 05	**SK-106**	**Mode**	**25/07/2024**
	Floor plan level 06	**SK-107**	**Mode**	**25/07/2024**
	Floor plan level 07	**SK-108**	**Mode**	**25/07/2024**
	Floor plan level 08	**SK-109**	**Mode**	**25/07/2024**
	Floor plan level 09	**SK-110**	**Mode**	**25/07/2024**
	Roof plan	**SK-111**	**Mode**	**25/07/2024**
	Unit type 2A	**SK-151**	**Mode**	**25/07/2024**
	Unit type 3A	**SK-152**	**Mode**	**25/07/2024**
	Unit type 3B	**SK-153**	**Mode**	**25/07/2024**
	Unit type 3C	**SK-154**	**Mode**	**25/07/2024**
	Unit type 4A	**SK-155**	**Mode**	**25/07/2024**
	Unit type 4B	**SK-156**	**Mode**	**25/07/2024**
	Unit type 4C	**SK-157**	**Mode**	**25/07/2024**
	Unit type 4D	**SK-158**	**Mode**	**25/07/2024**
	South elevation	**SK-201**	**Mode**	**25/07/2024**
	North elevation	**SK-202**	**Mode**	**25/07/2024**
	East elevation	**SK-203**	**Mode**	**25/07/2024**
	West elevation	**SK-204**	**Mode**	**25/07/2024**
	Section A	**SK-301**	**Mode**	**25/07/2024**
	Section B	**SK-302**	**Mode**	**25/07/2024**
	Site Based Stormwater Management Plan	22035 - SBSMP/2	Morgan Consulting Engineers	03/06/2022
	Landscape concept plan	Sheet 1 / C	Agla Landscape Architecture	04/07/2022

Landscape concept Plan (levels 01 & 03)	Sheet 2 / C	Agla Landscape Architecture	04/07/2022
Landscape concept Plan (levels 02 & 04)	Sheet 3 / C	Agla Landscape Architecture	04/07/2022
Landscape concept Plan (level 05)	Sheet 4 / C	Agla Landscape Architecture	04/07/2022
Landscape concept Plan (level 06)	Sheet 5 / C	Agla Landscape Architecture	04/07/2022
Landscape concept Plan (level 07)	Sheet 6 / C	Agla Landscape Architecture	04/07/2022
Landscape sections	Sheet 7 / C	Agla Landscape Architecture	04/07/2022
Landscape sections	Sheet 8 / C	Agla Landscape Architecture	04/07/2022
Deep planting calculations	Sheet 9 / C	Agla Landscape Architecture	04/07/2022
Proposed planting schedule	Sheet 10 / C	Agla Landscape Architecture	04/07/2022
Proposed planting schedule	Sheet 10 / C	Agla Landscape Architecture	04/07/2022
Environmental Noise Assessment – Proposed Residential Development At 218-220 Middle Street, Cleveland	22BRA0019RO1_1	TTM Consulting Pty Ltd	15/03/2022

Table 1: Approved plans and documents

Design	
3. Demolish or relocate/remove, or obtain the relevant approvals for, all existing structures on site in accordance with the approved plan(s). Cap all services prior to demolition commencing.	Prior to the use commencing.
4. Locate, design and install outdoor lighting, where required, to minimise the potential for light spillage to cause nuisance to neighbouring premises, in accordance with Australian Standard AS4282-2019: Control of the obtrusive effects of outdoor lighting.	Prior to the use commencing and ongoing.
5. Submit certification to Council from a licensed surveyor, at the stages of building construction listed below, that floor levels and maximum overall height of the building are in accordance with the development approval. All levels must be provided to Australian Height Datum (AHD).	At the building stages specified in the condition.

	a) At completion of the basement level to demonstrate that the building complies with the approved plans at that stage; and b) At completion of the slab level to demonstrate that the building complies with the approved plans at that stage; and c) After completion of the construction of the building, but prior to the issue of the Certificate of Classification or Final Building Approval, to demonstrate that the highest point of the building complies with the approval.	
6.	Comply with the following requirements where it is proposed that habitable room windows above the ground storey will be within a distance of 6m, and within an angle of 45 degrees, and directly adjacent to habitable rooms of neighbouring dwelling units: a) Provide sill heights a minimum of 1.5m above floor levels; or b) Provide fixed translucent, such as frosted or textured glazing, for any part of the window less than 1.5m above floor level; or c) Provide fixed external screens that are – i) solid and translucent; or ii) perforated panels or trellises that have a maximum of 25% openings, with a maximum opening dimension of 50mm, and that are permanently fixed and durable; and iii) offset a minimum of 300mm from the wall of the building.	Prior to the use commencing.
<u>Acoustic requirements</u>		
7.	Construct a minimum 2.0m high acoustic barrier at the location, height and extent as shown in Figure 9 of the approved report. The acoustic barrier should: • Be the minimum height as shown, relative to the finished site level. • Be of solid construction and have no gaps or holes for the extent shown. • Be constructed of a material with a surface mass not less than 12.5kg/m2. • Be constructed of the following materials (but not limited to), lapped timber (minimum 40% overlap), plywood, masonry, compressed fibre cement sheet, minimum 7mm	Prior to the use commencing and ongoing.

	thick aluminium or minimum 2.5mm thick steel, glazing, earth mound or combination of the above.	
8.	The following management strategies are to be implemented to minimise noise annoyance: • Waste collection to be limited to the daytime hours of 7am – 6pm. • Any grates or other protective covers in the car parks and access driveways must be rigidly fixed in position to eliminate clanging and be maintained. • Speed bumps (if proposed) should be built into the finished surface of the car park / driveways and not be made of metal.	Prior to the use commencing and ongoing.
9.	Incorporate acoustic attenuation into the development as specified in section 7.2.1 of the approved report.	Prior to the use commencing and ongoing.
Access and parking		
10.	Provide 108 car parks in accordance with the approved plans. The total number of car parks must include a minimum five visitor parking spaces (including one parking space for people with disabilities. Access to car parking spaces, bicycle spaces, bin bays and driveways must remain unobstructed and available for their intended purpose.	Prior to the use commencing and ongoing.
Landscape works		
11.	Landscape the site in accordance with the approved plan(s) and maintain these landscaped areas. Do not use any species identified in the Redlands Coast Biosecurity Plan 2018-2023 as declared or non-declared weed species.	Prior to the use commencing and ongoing.
12.	Provide organic mulch to all garden bed areas at a minimum depth of 100mm.	Prior to the use commencing.
13.	Turf all areas of disturbance within the road verge with turf cut from a weed-free source.	Prior to the use commencing.

14.	Pay to Council a monetary contribution for street tree planting for five street trees. The contribution must be paid at the rate current at the time of payment under Council's Register of Fees. The current rate is $387 per tree (2022/2023 financial year).	Prior to the use commencing.
15.	Arrange with Council for a compliance inspection to be carried out upon completion of the development in accordance with this approval and its conditions. The development must pass the compliance inspection before the use commences.	Prior to the use commencing.
Conditioned works assessment		
16.	Submit to Council, and receive approval for, Conditioned Works Assessment for the documents and works referred to in Table 2:	Prior to site works commencing.

Document or works	Assessment criteria
Stormwater	• City Plan Healthy Waters code • City Plan Infrastructure Works code • City Plan Transport, Servicing, Access and Parking code • City Plan planning scheme policy 2 – Infrastructure Works • Water Sensitive Urban Design Technical Guidelines for South East Queensland • State Planning Policy July 2017 • Queensland Urban Drainage Manual
Access and parking	• City Plan Infrastructure Works code • City Plan Transport, Servicing, Access and Parking code • City Plan planning scheme policy 2 – Infrastructure Works • Australian Standard for parking facilities set (2890:2009)
Roadworks/Frontage Works	• City Plan Healthy Waters code • City Plan Infrastructure Works code • City Plan Transport, Servicing, Access and Parking code • City Plan planning scheme policy 2 – Infrastructure Works
Acid sulphate soils and groundwater management plan	• City Plan Healthy Waters code • City Plan planning scheme policy 2 – Infrastructure Works • State Planning Policy July 2017 • Queensland Acid Sulfate Soil Technical Manual, Soil Management Guidelines version 3.8

Table 2: Conditioned works assessment

17. Comply with all conditions and approved plans in the Conditioned Works Approval.	Prior to site works commencing.
Bonds	
18. Lodge with Council the bonds listed in Table 3:	Prior to requesting a pre-start meeting or works commencing, whichever is the sooner.

Bond item	Amount	Returned
Road cleaning bond	$2,000	When works accepted on maintenance by Council.
Road opening approval bond	$2,500	When works accepted on maintenance by Council.
TOTAL	**$4,500**	

Table 3: Bonds

19. Lodge a defects liability bond to the greater value of either: a) 10% of the contributed asset(s); or b) $2,500. This bond will be returned after formal acceptance by Council of the contributed asset(s) off maintenance and the transfer of the applicable works to Council.	Prior to contributed asset being accepted on maintenance by Council.
Inspections	
20. Arrange with Council for the following inspections to be carried out at the relevant time in accordance with Table 4: Inspections below.	At timing indicated in Table 4.

Inspection	Timing
Pre-start	Prior to any works commencing.
Erosion and sediment control	Immediately after installation of erosion and sediment control measures.
Driveway crossover/footpath	Box inspection to be undertaken with reinforcing mesh in place and supported on bar chairs prior to the concrete being poured.
Stormwater bedding	After the stormwater pipelines are bedded and prior to backfilling.
On maintenance	On completion of all civil and landscaping works to be transferred into public ownership as required by this approval and its conditions and prior to the commencement of the 12 months maintenance period.
Compliance inspection	On completion of the development in accordance with the approval and its conditions.
Off maintenance	At the end of the minimum 12 months maintenance period.

Table 4: Inspections

For the pre-start, on maintenance/compliance and off maintenance inspections, at least **five (5) business days** notice must be given to Council. For all other inspections, a minimum of **24 hours** notice must be given to Council.

The contributed assets must be accepted on maintenance and the development must pass a Compliance Inspection before the use commences.

Note: The Civil Consulting Engineer should inspect the works and satisfy themselves that the works are satisfactory prior to booking the respective inspections. In instances where Council's representative(s) fails an inspection, Council will charge a re-inspection fee prior to re-visiting the site. The cost of this re-inspection is identified in Council's Register of Fees and is reviewed each financial year.

General		
21.	Provide details to Council of the nominated Principal Contractor, including copies of the Principal Contractor's workcover and public liability currency certificates. The public liability insurance policy must be a minimum of ten million dollars and must indemnify Redland City Council.	Prior to requesting a pre-start meeting or works commencing, whichever is the sooner.
22.	Provide temporary drainage during the building construction phase such that discharge from all constructed roofs and paved areas is disposed of to a lawful point of discharge in accordance	During construction.

	with the Queensland Urban Drainage Manual (QUDM). Maintain the temporary system for the duration of the building works.	
23.	Notify Council within 24hrs and rectify, in consultation with Council, any damage to Council infrastructure as a result of construction activities, at no cost to Council.	As soon as practical following identification of the damage.
24.	Provide written certification from a Registered Professional Engineer Queensland (RPEQ) certifying that all civil works have been completed in accordance with the approved drawings and specifications and to the applicable Australian Standards.	Prior to on maintenance or compliance inspection.
25.	Undertake the development works so that there is no risk to public safety at any time on the site, adjacent public land, road reserve or private property. Should the site be unattended or abandoned, public safety must still be maintained.	During construction phase.
26.	Rectify any damage done to the road verge during construction, including topsoiling and re-turfing.	Prior to a compliance inspection.
27.	Maintain all contributed assets for a minimum period of 12 months from the date the works are accepted on maintenance by Council. The works will be accepted off maintenance only where the works have been suitably maintained to any manufacturer's specifications and Council standards and are fit for purpose.	During the on maintenance period.
Roadworks		
28.	Submit to Council for approval, engineering plans and details showing the following frontage works are in accordance with the assessment criteria listed in Table 2: Conditioned Works Assessment of this approval: a) Footpath earthworks, topsoiling and turfing of all disturbed footpath areas. b) Reinstatement of concrete kerb and channel where required. c) Removal of all redundant vehicle crossovers. d) Entry treatment/access to the site. e) A minimum 2.5m wide concrete footpath in alignment with the existing footpath.	As part of request for conditioned works assessment.

	f) Adjustment and relocations necessary to public utility services resulting from these works. g) A minimum 6.5m wide permanent vehicular crossover to the frontage of the site generally in accordance with Council standard drawing R-RCC-2. h) Line marking to the parking lane to formalise on street parking to the frontage of the site	
29.	Submit and have approved by Council a Road Opening Approval for any works being undertaken within the road reserve. Provide the following to Council as part of the application: a) A completed application form and associated fee, at the rate applicable at the time of payment. The current rate for the 2022/2023 Financial Year is: • $2,971.00 – this incorporates a refundable bond of $2,500 and a non-refundable administration fee of $471.00 b) A copy of the contractor's Workcover insurance currency certificate. c) A copy of the contractor's Public Liability insurance currency certificate. The public liability insurance policy must be a minimum of ten million dollars and must indemnify Redland City Council. d) Submission of a Traffic Management Plan (TMP) and/or a Traffic Guidance Scheme (TGS) that is prepared and authorised by a person who holds a current Department of Transport and Main Roads (TMR) 'Open Level' Traffic Management Design Certification and should include proposed haul routes for construction vehicles associated with the works, as applicable.	Prior to requesting a pre-start meeting or works commencing, whichever is the sooner.
<u>Stormwater management</u>		
30.	Convey roof water and surface water to lawful point of discharge being Council infrastructure located in Middle Street in accordance with the City Plan Planning Scheme Policy 2 – Infrastructure Works.	Prior to a compliance inspection and ongoing.

31.	Manage stormwater discharge from the site in accordance with the City Plan Planning Scheme Policy 2 – Infrastructure Works, so as to not cause an actionable nuisance to adjoining properties.	Prior to a compliance inspection and ongoing.
32.	Submit to Council, and receive Conditioned Works approval for, a stormwater plan and report that is generally in accordance with the *Morgan Consulting Engineers Site Based Stormwater Management Plan*, and addresses both quantity and quality in accordance with the City Plan Planning Scheme Policy 2 – Infrastructure Works, and the following: • Detailed design of stormwater infrastructure • Details of how the stormwater treatment train is integrated with adjoining public land, civil infrastructure, and/or landscaped areas. • Detailed drawings of the proposed stormwater quality treatment systems and any associated works. The drawings must include longitudinal and cross sections as well as identify the location and type of all treatment measures proposed. • An electronic copy of the Model for Urban Stormwater Improvement Conceptualisation (MUSIC).	As part of request for conditioned works assessment.
33.	Maintain all internal stormwater management devices for the life of the development in accordance with approved documentation and to manufacturer's specifications.	Ongoing condition.
Utilities		
34.	Pay the cost of any alterations to existing public utility mains, services or installations due to building and works in relation to the proposed development, or any works required by conditions of this approval. Any cost incurred by Council must be paid at the time the works occur in accordance with the terms of any cost estimate provided to perform the works, or prior to plumbing final or the use commencing, whichever is the sooner.	At the time of works occurring.
35.	Connect the development to external reticulated sewer, external reticulated water and underground electricity supply.	Prior to a compliance inspection.

Services	
36. Remove any redundant sewerage connections within the site or servicing the development and provide documentary evidence to Council or its delegate that this has occurred.	Prior to site works commencing.
37. Provide water connections and water meters in accordance with Council's Standard Drawings. Provide details to Council of the water meters and their locations.	Prior to on maintenance or compliance inspection.
Excavation and filling	
38. Undertake any required excavation and fill works in accordance with the following: a) Design retaining walls/structures to have a minimum design life of 60 years and to be in accordance with Australian Standard 4678:2002 – Earth Retaining Structures (as amended). b) Undertake compaction in accordance with Australian Standard 3798:2007 – Guidelines on earthworks for commercial and residential developments (as amended) and Australian Standard 2870:2011 – Residential Slabs and Footings (as amended). c) Comply with the relevant requirements of the Building Regulations 2006 (as amended) where involving gradients or embankments.	During construction.
39. Submit to Council test certificates for all filling greater than 400mm in depth, confirming that the necessary levels of compaction have been achieved, including a Level 1 inspection and testing report in accordance with AS3798.	Prior to a compliance inspection.
Acid Sulfate Soils	
40. Provide a desktop assessment prepared by a suitably qualified person experienced with acid sulfate soils (ASS), such as a Certified Professional Soil Scientist (CPSS)), in accordance with the National Acid Sulfate Soils Guidance: National acid sulfate soils sampling and identification methods manual (Water Quality Australia, June 2018), and Queensland Acid Sulfate Soil Technical	As part of request for conditioned works assessment.

	Manual: Soil Management Guidelines v4.0 (dated 2014), to verify if there is a risk of disturbing acid sulfate soils and acidic, non-acid sulfate material, to ensure compliance with PO16 of the healthy waters code. Where the site is identified as having an ASS risk, undertake all the other stages of the investigation process, in accordance with the National acid sulfate guidelines, to determine the hazards posed by ASS materials and prepare an Acid Sulfate Soils Management Plan in accordance with the above.	
Waste management		
41.	Construct refuse storage area as indicated on the approved plan, for the storage bins. The storage area must be impervious, well drained, provided with a hose cock, enclosed and illuminated for nighttime use.	Prior to compliance inspection and ongoing.
Erosion and sediment control		
42.	Design, implement and maintain measures and practices in accordance with "Best Practice Erosion and Sediment Control" published by the International Erosion Control Association (Australasian Chapter) (2008).	Prior to the works commencing and during construction phase until disturbed areas are stabilised.
43.	Ensure dewatering activities (such as from excavations or sediment basins) do not discharge water offsite or where the water could reasonably be expected to move offsite or into waters or stormwater, unless the following are met: a) The concentration of total suspended solids (TSS) must not exceed 50 mg/L. b) Turbidity (nephelometric turbidity units - NTU) values must not be greater than 10% of the turbidity of waters immediately upstream of the sites water entry points at time of the release. c) The pH must be within the range of 6.5-8.5 except where, and to the extent, the natural receiving waters lie outside this range. d) Water is to be sampled by experienced personnel and tested by a NATA (National Association of Testing Authorities) accredited laboratory.	During construction phase.

44.	Provide a stabilised construction exit at each exit point for the site. Maintain this area so that no loose debris is deposited on to adjoining roadways. Remove any material brought onto the road as soon as possible.	During construction phase.
45.	Implement dust control measures at each phase of site development and operation in accordance with IECA (2008) Best Practice Erosion and Sediment Control.	During construction phase.
Survey and as-constructed information		
46.	Submit as constructed drawings and documentation for all works that are to be transferred into public ownership, prepared in accordance with the City Plan Planning Scheme Policy 2 – Infrastructure Works. Include surveyed as constructed data showing works completed (digital and hard copies) and amended design plan data showing construction deviation from design plans (digital and hard copies). The digital data and the design data must be endorsed by a RPEQ and Landscape Architect holding AILA (Australian Institute of Landscape Architecture) membership and a registered surveyor using the certification clauses contained in Planning Scheme Policy 2 – Infrastructure Works.	As soon as all works are completed and prior to the request for on maintenance or the compliance inspection.

ADDITIONAL APPROVALS

The following further **development permits** are necessary to allow the development to be carried out:

- Building works approval.

- Building works demolition –
  - Provide evidence to Council that a Demolition Permit has been issued for structures that are required to be removed and/or demolished from the site in association with this development.

Further approvals, other than a development permit, are also required for your development. This includes, but is not limited to, the following:

- Conditioned works assessment as detailed in Table 2 of the conditions.
- Plumbing and drainage works.
- Capping of sewer for demolition of existing buildings on site.
- Road opening permit for any works proposed within an existing road reserve.

REFERRAL AGENCY CONDITIONS

- **Queensland Department of State Development, Infrastructure, Local Government and Planning (DSDILGP)**
  Refer to the attached correspondence from the DSDILGP dated 29 May 2024 (DSDILGP reference 2404-40096 SRA).

ASSESSMENT MANAGER ADVICE

- **Infrastructure charges**
  Infrastructure charges apply to the development in accordance with the Adopted Infrastructure Charges Resolution (No. 3.1) 2020 levied by way of an Infrastructure Charges Notice. The infrastructure charges are contained in the attached Redland City Council Infrastructure Charges Notice.

- **Live connections**
  Redland City Council is responsible for all live water and wastewater connections. Contact **must** be made with Council to arrange live works associated with the development.

  Further information can be obtained from Council on 07 3829 8999.

- **Hours of construction**
  Please be aware that you are required to comply with the *Environmental Protection Act* in regards to noise standards and hours of construction.

- **Coastal processes and sea level rise**
  Please be aware that development approvals issued by Redland City Council are based upon current lawful planning provisions which do not necessarily respond immediately to new and developing information on coastal processes and sea level rise. Independent advice about this issue should be sought.

- **Services installation**
  It is recommended that where the installation of services and infrastructure will impact on the location of existing vegetation identified for retention, an experienced and qualified arborist that is a member of the Australian Arborist Association or equivalent association, be commissioned to provide impact reports and on site supervision for these works.

- **Fire ants**
  Areas within Redland City have been identified as having an infestation of the Red Imported Fire Ant (RIFA). Biosecurity Queensland should be notified on 13 25 23 of proposed development(s) occurring in the Fire Ant Restricted Area before earthworks commence. It should be noted that works involving movements of soil associated with earthworks may be subject to movement controls and failure to obtain necessary approvals from Biosecurity Queensland is an offence. It is a legal obligation to report any sighting or suspicion of fire ants within 24 hours to Biosecurity Queensland on 13 25 23. The Fire Ant Restricted Area as well as general information can be viewed on the Department of Agriculture and Fisheries (DAF) website www.daf.qld.gov.au/fireants

- **Cultural heritage**
  The *Aboriginal Cultural Heritage Act 2003* requires anyone who carries out a land use activity to exercise a duty of care. Further information on cultural heritage duty of care is available on the Department of Seniors, Disability Services and Aboriginal and Torres Strait Islander Partnerships (DSDSATSIP) website:

  https://www.qld.gov.au/firstnations/environment-land-use-native-title/cultural-heritage/cultural-heritage-duty-of-care

  https://www.dsdsatsip.qld.gov.au/our-work/aboriginal-torres-strait-islander-partnerships/culture/aboriginal-torres-strait-islander-cultural-heritage

  The DSDSATSIP has established a register and database of recorded cultural heritage matters, which is also available on the Department's website:

  https://culturalheritage.datsip.qld.gov.au/achris/public/home

  Quandamooka Yoolooburrabee Aboriginal Corporation (QYAC) is the registered cultural heritage body in the Redland City local government area. It is recommended you consult with QYAC in relation to aboriginal and cultural heritage matters prior to the commencement of works on site. QYAC can be contacted on 07 3415 2816 or admin@QYAC.net.au

  If activities have not followed the duty of care and cause harm to Aboriginal cultural heritage, significant fines and penalties apply and works may be subject to a stop work order. If duty of care has been followed, and should any aboriginal, archaeological or historic sites, items or places be identified, located or exposed during construction or operation of the development, the *Aboriginal and Cultural Heritage Act 2003* requires all activities to cease. Please contact DSDSATSIP for further information.

- **Fauna protection**
  It is recommended an accurate inspection of all potential wildlife habitats be undertaken prior to removal of any vegetation on site. Wildlife habitat includes trees (canopies and

lower trunk) whether living or dead, other living vegetation, piles of discarded vegetation, boulders, disturbed ground surfaces, etc. It is recommended that you seek advice from the Queensland Parks and Wildlife Service if evidence of wildlife is found.

- **Environment Protection and Biodiversity Conservation Act**
  Under the Commonwealth Government's Environment Protection and Biodiversity Conservation Act (the EPBC Act), a person must not take an action that is likely to have a significant impact on a matter of national environmental significance without Commonwealth approval. Please be aware that the listing of the Koala as vulnerable under this Act may affect your proposal. Penalties for taking such an action without approval are significant. If you think your proposal may have a significant impact on a matter of national environmental significance, or if you are unsure, please contact Environment Australia on 1800 803 772. Further information is available from Environment Australia's website at www.ea.gov.au/epbc

  Please note that Commonwealth approval under the EPBC Act is independent of, and will not affect, your application to Council.

15.2 COMMUNITY GRANTS AND SPONSORSHIP REVIEW

Objective Reference: **A11953408**

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

Responsible Officer: **Brooke Denholder, Group Manager Communities**

Report Author: **Monique Whitewood, Service Manager Community Investment**

Attachments: **1. GTS-00-1-P Financial Assistance to the Community Sector Policy - AMENDED DRAFT ⇩**

PURPOSE

To seek approval for amendments to the GTS-001-P Financial Assistance to the Community Sector Policy and endorse the proposed community grants program to commence 1 January 2026. This is following a Community Grants and Sponsorship Program review.

BACKGROUND

Council has provided funding to community organisations for many years, under the GTS-001-P Financial Assistance to the Community Sector Policy, to enhance the diversity and quality of community facilities, services, programs and community-based events in the city. Funding for other events has been administered under the GTS-003-P Corporate Sponsorship Policy (Outgoing/Incoming) to increase community capacity and build economic opportunities. The intent of both policies has been to support the objectives of Council's Corporate Plan *Our Future Redlands – A Corporate Plan to 2026 and Beyond* by providing funding to the community through a fair and equitable process.

Following a comprehensive review of the governance and outcomes of the Community Grants and Sponsorship Program, a new grant program has been scoped. The review was conducted alongside an audit of the program design, and operating effectiveness of processes and controls to manage the funding arrangements. The audit recommended consolidation of funding, with clearly identified intent and outcomes as well as a defined reporting framework. This will be achieved through the proposed grant program and development of a probity plan. A probity plan will outline Council's legislative obligations, assessment criteria, a proportional risk methodology, performance measures and a defined reporting framework.

The proposed grant program is outcome driven to support the intended deliverables of Council's Corporate Plan and Strategies. It provides opportunities to fund the community to facilitate events that enhance the vibrancy of the Redlands Coast region and provide services to support the wellbeing of people of all ages and abilities across the city. Introducing multiple-year funding under some streams will provide certainty and opportunity for growth, build capacity and empower community organisations and make a positive impact to the city's community capital infrastructure. This also provides an opportunity to leverage external funding opportunities. Other funding streams in the program are designed to support vulnerable groups, contribute to a sustainable environment and provide an opportunity for community participation through the delivery of services, events and activities.

The proposed grant program comprises

Events on Redlands Coast Grant Program - funding to support events that provide social, cultural and recreational opportunities and enhance the vibrancy of the Redlands Coast region.

- **Community Celebration Events up to $15,000 (open quarterly)**

  To support local groups to host community celebration events to foster inclusion, cultural diversity and community spirit through annual cultural festivals, heritage days or holiday events.

- **Events up to $20,000 (open quarterly with multiyear funding available)**

  To support events to benefit the broader Redlands Coast community through celebration of community values and encouraging economic activity, while fostering community engagement.

  Funded events must be delivered in Redland City and applicants and/or auspicing organisations must be a not-for-profit and incorporated entity or registered by an Act of Parliament. In addition, applicants must:

  - Have an active Australian Business Number (ABN) or Statement by a supplier
  - Be operating and financially viable
  - Hold Public Liability Insurance ($20 million)
  - Have a bank account in the name of the legal entity

  Ineligible applicants are:

  - Individuals or sole traders
  - Government or semi-government organisations i.e. hospitals and libraries
  - Public and private education institutions (i.e. primary, secondary and independent schools or tertiary institutions) including Parents and Citizens (P&Cs)
  - For profit businesses or commercial ventures
  - Childcare and after-school care service providers
  - Political parties and political lobby groups
  - Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit
  - Organisations that hold a license for more than 20 gaming machines
  - Applicants and/or auspicing organisations that have outstanding rates or other debts to Council and overdue acquitted grants with Council
  - Organisations that are supported through Council's targeted funding allocations to deliver community services, if applying for the same project

- **Signature Events Attraction and Retention up to $60,000 (open 1 July to 30 April each year)**

  Events providing commercial benefits to the Redlands Coast region through the acknowledgement of Redland City Council and/or Redlands Coast.

  The funded event must be held in Redland City with the applicant having experience in delivering an event and holding an active ABN or Statement by a supplier. In addition, applicants must:

- Be a not-for-profit and incorporated entity or registered by an Act of Parliament (Applicants and/or auspicing organisations) or a for-profit business
- Be operating and financially viable
- Hold Public Liability Insurance ($20 million)
- Have a bank account in the name of the legal entity

Ineligible applicants are:

- Individuals
- Government or semi-government organisations i.e. hospitals and libraries
- Public and private education institutions (i.e. primary, secondary and independent schools or tertiary institutions) including P&Cs
- Childcare and after-school care service providers
- Political parties and political lobby groups
- Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit
- Applicants and/or auspicing organisations that have outstanding rates or other debts to Council and overdue acquitted grants with Council
- Organisations that are supported through Council's targeted funding allocations to deliver community services, if applying for the same project

Stronger Communities Grant Program - Funding to support local groups, to provide services to support the health and wellbeing of people of all ages and abilities and to enable physical, social, cultural, environmental and economic participation and enhance productivity.

- **Rapid Response Grant from $500 to $3,000 (open 1 July to 30 April until funding is exhausted)**

  To support local community groups with improvements to organisational practices, resilience and capacity to deliver services and/or to provide support to an urgent community priority within Redland City.

  The funded project/activity must be delivered and be based in Redland City and the applicants and/or auspicing organisations must be a not-for-profit and incorporated entity or registered by an Act of Parliament. In addition, applicants must:

  - Have an active ABN or Statement by a supplier
  - Be operating and financially viable
  - Hold Public Liability Insurance ($20 million)
  - Have a bank account in the name of the legal entity
  - Submit only one application per year unless the program is activated for management of disaster or requirement for community resilience

Ineligible applicants are:

- Individuals or sole traders
- Government or semi-government organisations i.e. hospitals and libraries
- Public and private education institutions (i.e. primary, secondary and independent schools or tertiary institutions) including P&Cs
- For-profit businesses or commercial ventures
- Childcare and after-school care service providers
- Political parties and political lobby groups
- Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit
- Organisations that hold a license for more than 20 gaming machines
- Applicants and/or auspicing organisations that have outstanding rates or other debts to Council and overdue acquitted grants with Council
- Organisations that are supported through Council's targeted funding allocations to deliver community services, if applying for the same project

- **Community Support Grant up to $20,000 (open twice per year)**

  To support those who are working collaboratively to deliver projects that provide opportunities to meet social, cultural, recreational or environmental outcomes for the residents of Redland City.

  The funded project/activity must be delivered and be based in Redland City and the applicants and/or auspicing organisations must be a not-for-profit and incorporated entity or registered by an Act of Parliament. In addition, applicants must:

  - Have an active ABN or Statement by a supplier
  - Hold a wildlife carers certification
  - Be operating and financially viable
  - Hold Public Liability Insurance ($20 million)
  - Have a bank account in the name of the legal entity

  Ineligible applicants are:

  - Individuals or sole traders that are not certified wildlife carers
  - Government or semi-government organisations i.e. hospitals and libraries
  - Public and private education institutions (i.e. primary, secondary and independent schools or tertiary institutions) including P&Cs
  - For-profit businesses or commercial ventures
  - Childcare and after-school care service providers
  - Political parties and political lobby groups
  - Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit
  - Organisations that hold a license for more than 20 gaming machines

- Applicants and/or auspicing organisations that have outstanding rates or other debts to Council and overdue acquitted grants with Council
- Organisations that are supported through Council's targeted funding allocations to deliver community services, if applying for the same project

- **Build and Thrive Grant up to $88,500 over three years (open twice per year)**

  To support and enable larger or multi-year projects aimed at supporting organisations long term viability and improve infrastructure that serves as a public, cultural or community benefit.

  The funded project/activity must be delivered and be based in Redland City and the applicants and/or auspicing organisations must be a not-for-profit and incorporated entity or registered by an Act of Parliament. Applications for projects within a Council owned/managed/leased facility will be considered a higher priority through the grant assessment process. In addition, applicants must:

  - Have an active ABN or Statement by a supplier
  - Be operating and financially viable
  - Hold Public Liability Insurance ($20 million)
  - Have a bank account in the name of the legal entity

  Ineligible applicants are:

  - Individuals or sole traders
  - Government or semi-government organisations i.e. hospitals and libraries
  - Public and private education institutions (i.e. primary, secondary and independent schools or tertiary institutions) including P&Cs
  - For profit businesses or commercial ventures
  - Childcare and after-school care service providers
  - Private or invitation only events that do not engage the wider community
  - Political parties and political lobby groups
  - Industry peak bodies or organisations that as part of their charter do not provide a direct community benefit
  - Organisations that hold a license for more than 20 gaming machines
  - Applicants and/or auspicing organisations that have outstanding rates or other debts to Council and overdue acquitted grants with Council
  - Organisations that are supported through Council's targeted funding allocations to deliver community services, if applying for the same project

ISSUES

The current Community Grants and Sponsorship Program was endorsed by Council in 2009, with ongoing changes to address emerging issues/gaps and/or address changes in legislation. This has resulted in lengthy administrative processes, which are not always fit for purpose and confusing for the community when applying for funding or understanding the decision-making process. Over the years, Council's strategic direction has changed through successive Corporate Plans and associated strategic documents, which has created gaps in the current desired outcomes.

A recent audit also made recommendations for changes to associated governance arrangements. As a result, the current program is no longer considered fit for purpose, prompting the development of a new grants program.

Given the proposed program will now sit under the updated GTS-001-P Financial Assistance to the Community Sector Policy, the GTS-003-P Corporate Sponsorship Policy (Outgoing/Incoming) is no longer required by the Communities Group for this purpose. Given there is still a requirement for a Sponsorship Policy to facilitate incoming funding, it is proposed the policy is transferred to Communications, Engagement and Tourism as the owner.

STRATEGIC IMPLICATIONS

Legislative Requirements

Grant programs are governed under a framework starting with the *Local Government Act 2009,* where Council is required to adopt a policy to support the delivery of financial assistance to the community sector. Funding the community is regulated with other acts and regulations all touching on financial assistance to community organisations, record keeping and reporting requirements:

- *Financial Accountability Act 2009 (Qld)*
- *Financial and Performance Management Standard 2009 (Qld)*
- *Information Privacy Act 2009 (Qld)*
- *Human Rights Act 2019 (Qld)*
- *Local Government Act 2009 (Qld)*
- *Local Government Regulation 2012 (Qld)*
- *Privacy Act 1988 (Cwlth)*
- *Public Records Act 2023 (Qld)*
- *Right to Information Act 2009 (Qld)*

Risk Management

Through the community grants and sponsorship review, risk management was considered and included:

- Overarching Council Risk Management

  The facilitation of grant programs has been identified as part of Council's Risk Management Register. These risks are mitigated through policies, processes and training with recommended actions for improvements falling out of internal audits. These recommendations have been considered and implemented with regular reviews.

- Proposed program

  The new proposed grant program has a reputational risk given the community has been accustomed to the existing Community Grants and Sponsorship program. This may cause confusion with new opening and closing dates, amounts and funding streams. Commencing the program from 1 January 2026, will allow the Grants team to advertise, educate and work with the community on the impending changes and facilitate a smooth transition.

- Governance

  Given the proposed grant program is new, it will require the development of new forms and processes. There is a risk of actions not being compliant with previous audit recommendations and legislated requirements. To mitigate the risks associated with developing a new suite of application, assessment, acquittal and variation forms, a probity plan will be developed to capture the holistic governance framework. The probity plan will be an operational document with all approvals delegated to the General Manager of Customer and Community Services.

Financial

The 2025/2026 budget for the Community Grants Program is $761,000 and was approved at the 23 June 2025 Special Budget Meeting. This incorporates the existing grant programs budget for Organisational Support, Project Support, Conservation, Capital Infrastructure, Village Events and Activation Grant and Sponsorship.

For the year of 2025/2026, the budget will be split in half for the first half of the year to support the delivery of the current Community Grants and Sponsorship Program and with the other half used for the new program commencing on 1 January 2026.

No other know financial implications are associated with this report.

People

There are no known staffing implications associated with this report.

Environmental

There are no known environmental implications associated with this report.

Social

The existing Community Grants and Sponsorship Program will operate from 1 July 2025 to 31 December 2025 to ensure there is no social impact. During this time there will be a focus on community education for the proposed grant program and capacity building support available for community groups. A range of dates and times will be available with a broad advertising campaign.

Human Rights

The new Community Grants Program will support the intentions of the *Human Rights Act 2019* by providing funding to community groups to deliver services, events and activities in line with the intention of the legislation.

Alignment with Council's Policy and Plans

The proposed new Community Grants Program has direct links to Council's *Our Future Redlands - A Corporate Plan to 2026 and beyond* funding initiatives that support the outcomes of Council's strategic direction.

The program also directly aligns to Council strategic plans:

- Creative Arts Service Strategic Plan
- Redlands Coast Age-friendly Action Plan 2021 - 2026
- Redlands Coast Stronger Communities Strategy 2024 – 2027
- Redlands Coast Young People Action Plan 2024 – 2027
- Events Strategy 2024-2029
- Redlands Coast Destination Management Plan 2023 – 2028

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Councillor Division 8	17 June 2025	Meeting to clarify feedback from the online survey. Feedback has been captured and represented in the proposed grants program
Group Manager Communications, Engagement and Tourism (CET), Group Manager Economic Development and Partnerships	11 and 12 June 2025	Transfer of Corporate Sponsorship Policy (Incoming/Outgoing) to CET
Mayor and Councillors	6 June 2025	Online survey requesting feedback on program eligibility. Feedback has been captured and represented in the proposed grants program
Mayor and Councillor Workshop	3 June 2025	Outline of review findings and program options with feedback requested
Executive Leadership Team (ELT)	26 May 2025	Outline of review findings and program options
Chief Executive Officer (CEO)	15 May 2025	Outline of review findings and program options
Mayor and Councillors	April 2025	One on one conversations with Mayor and Councillors on current program frustrations and roadblocks which is captured and considered in the development of the proposed grants program
Principal Adviser Internal Audit, Service Manager Disaster Management, Service Manager Risk and Liability, Strategic Advisor Social Planning, Team Leader Environmental Extensions Programs, Service Manager City Spaces, Principal Adviser Environmental Planning and Policy, General Counsel, Management Accountant Financial Services, Senior Strategic Planner City Planning and Assessment, Service Manager Creative Arts, Service Manager Strategic Asset and Funding Management, Service Manager Health & Environment, A/General Manager Community and Customer Services, Service Manager Library Services, Service Manager Strengthening Communities, A/Service Manager Environment and Education, Group Manager Economic	March – April 2025	Discussion paper feedback received and support for new grant model which is captured and considered in the development of the proposed grants program

Consulted	Consultation Date	Comments/Actions
Development, Strategic Property Manager, Group Manager Customer and Cultural Services, Service Manager Tourism and Events, Service Manager Civic and Open Space Management Team		
Benchmarking: Ipswich City Council Sunshine Coast Council Logan City Council Gold Coast City Council Noosa City Council City of Moreton Bay Fraser Coast Regional Council Townsville City Council City of Greater Geelong City of Newcastle	November – December 2024	Review of current state in other regions which is captured and considered in the development of the proposed grants program
One on one conversation with community who have not applied	November 2024	Discuss barriers to submitting an application which is captured and considered in the development of the proposed grants program
One on one conversations with applicants	November 2024	Discuss frustration with the existing grant programs and future needs of groups/clubs which is captured and considered in the development of the proposed grants program
Previous applicants	November 2024	Online survey of past experiences of the existing grants program and future needs of groups/clubs which is captured and considered in the development of the proposed grants program
Mayor and Councillors Workshop	19 August 2024	Direction for the Community Grants and Sponsorship Review

OPTIONS

Option One

That Council resolves as follows:

1. To cease the delivery of the Community Grants and Sponsorship Program from 31 December 2025.
2. To endorse the Events on Redlands Coast and Stronger Communities Grant Programs to commence 1 January 2026.
3. To endorse the changes to the GTS-001-P Financial Assistance to the Community Sector Policy.
4. To endorse the transfer of ownership of the GTS-003-P Sponsorship (Outgoing/Incoming) Policy to Communications, Engagement and Tourism for review.

Option Two

That Council resolves to make no changes to the Community Grants and Sponsorship Program and continue its delivery under the GTS-001-P Financial Assistance to the Community Sector Policy and GTS-003-P Sponsorship (Outgoing/Incoming) Policy.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. **To cease the delivery of the Community Grants and Sponsorship Program from 31 December 2025.**
2. **To endorse the Events on Redlands Coast and Stronger Communities Grant Programs to commence 1 January 2026.**
3. **To endorse the changes to the GTS-001-P Financial Assistance to the Community Sector Policy.**
4. **To endorse the transfer of ownership of the GTS-003-P Sponsorship (Outgoing/Incoming) Policy to Communications, Engagement and Tourism for review.**

Financial Assistance to the Community Sector Policy

Policy Identifier:	GTS-001-P
Approved by:	General Manager Community and Customer Services
Date of Approval:	25 July 2023
Effective Date:	25 July 2025
Review Date:	25 July 2026
Version:	9

Head of Power

Section 195 of the *Local Government Regulation 2012* (Qld) ('the Regulation') requires the development of a policy governing local government grants to community organisations including the criteria to be eligible for a grant. Section 194 of the Regulation stipulates the conditions for a local government to give a grant to a community organisation. Section 189 of the Regulation stipulates the reporting requirements for grants to community organisations and discretionary funds.

This policy seeks to ensure Council meets its obligations as stipulated in the *Local Government Regulation 2012* and supports Council's Corporate Plan and its intended outcomes. This policy promotes transparent and accountable processes, good governance and a commitment to act in accordance with the 'local government principles' (see *section 4 of the Local Government Act 2009*).

Policy Objective

To achieve the objectives of the Corporate Plan by the provision of funds to organisations in the City through the administration of the

- Stronger Communities Grant Program
- Events on Redlands Coast Grant Program
- Other non-grant Targeted Funding Allocations

Council will provide funds and value in-kind support to the community to facilitate projects, activities, events and initiatives that will enhance the vibrancy of the Redlands Coast region and provide services to support the wellbeing of people of all ages and abilities across Redland City.

The intent of the funding program is to:

- Enhance the vibrancy of the region through events
- Assist community organisations to provide services
- Empower community organisations and build capacity
- Build community infrastructure
- Assist disadvantaged/vulnerable groups
- Provide cost-efficient initiatives
- Increase leverage to gain additional funds from state/federal departments

Financial Assistance to the Community Sector Policy

- Create identity, a sense of place and celebration
- Increase employment and boost the local economy
- Improve the visitor economy
- Contribute to a sustainable environment
- Provide an opportunity for community participation through events, sport and recreation, environmental activities, support services and volunteerism

Council will provide funding to the Community through two mechanisms:

- Community Grants Programs administered by the Grants Team.
- A system for Targeted Funding Allocations to be administered by the unit with responsibility in that specific area with suitable types of agreements for each funding allocation.

Policy Statement

Redland City Council, through its Corporate Plan, is committed to providing services that deliver our community's shared vision and collective aspirations.

Council is committed to:

- Ensuring the equitable and impartial distribution of funds through an accountable and transparent process. Applications will be assessed through weighted criteria.
- Ensuring that all provision of funds includes clear outcome statements and performance measures.
- Approving the distribution of funds through Council's operational budget process.
- Evaluating the funds provision and providing data to Council addressing key performance indicators as determined through Council's Corporate Operational Planning process.
- Ensuring that funds are given in a manner appropriate to the outcome of the funding allocation.

In addition, Council is committed to ensuring that the Grants Program:

- Has priorities that reflect Council's Corporate Plan.
- Has clear, well-advertised guidelines, application forms and closing dates.
- Is accessible to all eligible organisations in the city.
- Has a program review in the six months following the adoption of Council's Corporate Plan.
- Provides value for money both in terms of the grant monies paid to organisations and the costs of administration and offers multiyear funding across appropriate programs.
- In order to enhance, extend and/or offset costs associated with producing community events and other projects, Council will explore and, if appropriate, enter into funding agreements to receive monetary or value in-kind benefits in return for agreed tangible benefits from Council.

Financial Assistance to the Community Sector Policy

Definitions

Term	Definition
Council	Redland City Council
Community Grants Program	Redland City Council's program of grants available to the Redlands Community.
Grants Team	A team within Redland City Council's Community and Customer Services Department responsible for grants administration.
Value in-kind contribution	Support, other than money, provided by Council towards an event, project, service or activity that has a monetary figure associated with it resulting in a partial or complete fee waiver. This can include but is not limited to traffic management permits, venue hire, traffic control permit or donated goods and services.

Financial Assistance to the Community Sector Policy

Associated Documents

GTS-001-001-G Financial Assistance to the Community Sector Guideline (A214635)
GTS-001-002-G Regional Arts Development Fund Application Guideline (A3170119)
GTS-001-003-G Regional Arts Development Fund Assessment Panel Guideline (A3538193)
GTS-001-005-G Mayor and Councillors Community Benefit Fund Guideline (A3854691)

Document Control

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

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

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

Version Information

Version number	Date	Key Changes
3	December 2015	Policy Objectives • Moved "increase employment and boost the local economy' to the top of the list. • Replaced new Grants Unit with Community Grants Unit. • Targeted Funding Allocations will be administered by the Community Grants unit. Contract Management Services Unit will provide advice has been removed. Policy Statement • Approving the distribution of funds will occur through Council's operational budget process not at a General Meeting of Council.
4	June 2017	• Removal of reference to group of Customer and Community Services to reflect recent structure change. • Amend reporting mechanism to Council to the Operational Process through Business Intelligence.
5	November 2019	• Administrative changes as a result of policy framework review.
6	June 2021	• Delete references to repealed legislation and replace with in force legislation and section references. • Update the Corporate Plan title to the current version. • Update Policy Statement to align with current Corporate Plan. • Delete reference to Redlands 2030 Community Plan (to be superseded by Council's new Corporate Plan on 1 July 2021). • Add new guidelines to the Associated Documents section.
7	March 2022	• Administrative update to include reference to the new Corporate Plan
8	January 2023	• Minor administrative update to include reference to new Village Events Grant Guideline under Associated Documents section. • Updated footer to reflect structure change and responsible Group from Community and Economic Development to Communities.

Financial Assistance to the Community Sector Policy

9	July 2023	• Minor administrative update to grants that are no longer current in associated documents and addition of Civic Support funding.
10	August 2025	• Head of Power changes to remove specific reference to the Corporate Plan to 2026 and beyond with new Corporate Plan due for adoption in December 2025. • Head of Power wording change from transparent and effective to transparent and accountable to be in line with Auditor Generals report findings and 2015 CCC review report "Transparent and accountability in Local Government". • Policy Objectives change to include new grant programs following 2025 Grants and Sponsorship Review. • Amendment to the intent of the funding to outline details of the new funding programs and intent. • Update Policy Statement to remove specific reference to the Corporate Plan to 2026 and beyond with the new Corporate Plan due for adoption in December 2025. • Inclusion of commitment to assess applications on weighted criteria and review the programs within six months of the adoption of the Corporate Plan adoption. • Minor wording updates • Removal of obsolete Policies, Administrative Directives and Guidelines.

15.3 PROPOSED QUEENSLAND HOUSING CODE

Objective Reference: **A12237437**

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

Responsible Officer: **Michael Anderson, Acting Group Manager City Planning & Assessment**

Report Author: **Sarah Ormesher, Strategic Planner**

Attachments: **1. Draft Queensland Housing Code - Public Consultation Version ⇩**

PURPOSE

To provide an overview of the draft Queensland Housing Code released for public consultation, outline the contents of a potential Council submission and seek approval for the Group Manager, City Planning and Assessment to make a submission on the draft code.

BACKGROUND

The *Building Act 1975* establishes the Queensland Development Code (QDC), which sets out mandatory building standards known as Mandatory Parts (MP). MP1.1 and MP1.2 provide the siting and design requirements for single Class 1 detached dwellings and associated Class 10 structures, such as sheds and carports, and have been in effect since March 2010.

The Queensland Government has identified that MP1.1 and MP1.2 are outdated and no longer reflect current housing trends, resulting in an increased number of referrals being made to Council. Accordingly, the updated Queensland Housing Code (refer attachment 1) aims to introduce modern, consistent provisions that better meet contemporary housing needs and reduce administrative costs for councils, industry and homeowners. The draft Queensland Housing Code (QHC) is part of the Queensland Government's 'Building Reg Reno' initiative to modernise and simplify building regulations.

In principle, officers support the periodic review of legislation to ensure it remains current, effective, and fit for purpose. Such updates provide valuable opportunities to address emerging challenges, incorporate best practices, and better respond to the evolving needs of the community. The inclusion of new and updated figures throughout the document is also seen as a positive development.

Draft Queensland Housing Code (2017)

It is noted that in 2017, the Queensland Government commenced a process to reform the Queensland Development Code (QDC). The draft material produced at that time was considered a positive development. However, for reasons that remain unclear, this work was not progressed, and several key elements have not been included in the latest draft QHC. For example, provisions and diagrams relating to driveway crossovers have been omitted, and some concept diagrams illustrating compliance with acceptable solutions are no longer present. Diagrams are important supplementary material that help users understand how to practically achieve good design, and wherever possible, should be included. In this regard, officers note that the scope of changes proposed through the draft QHC appears less ambitious than the previous iteration, as highlighted in Figure 1.

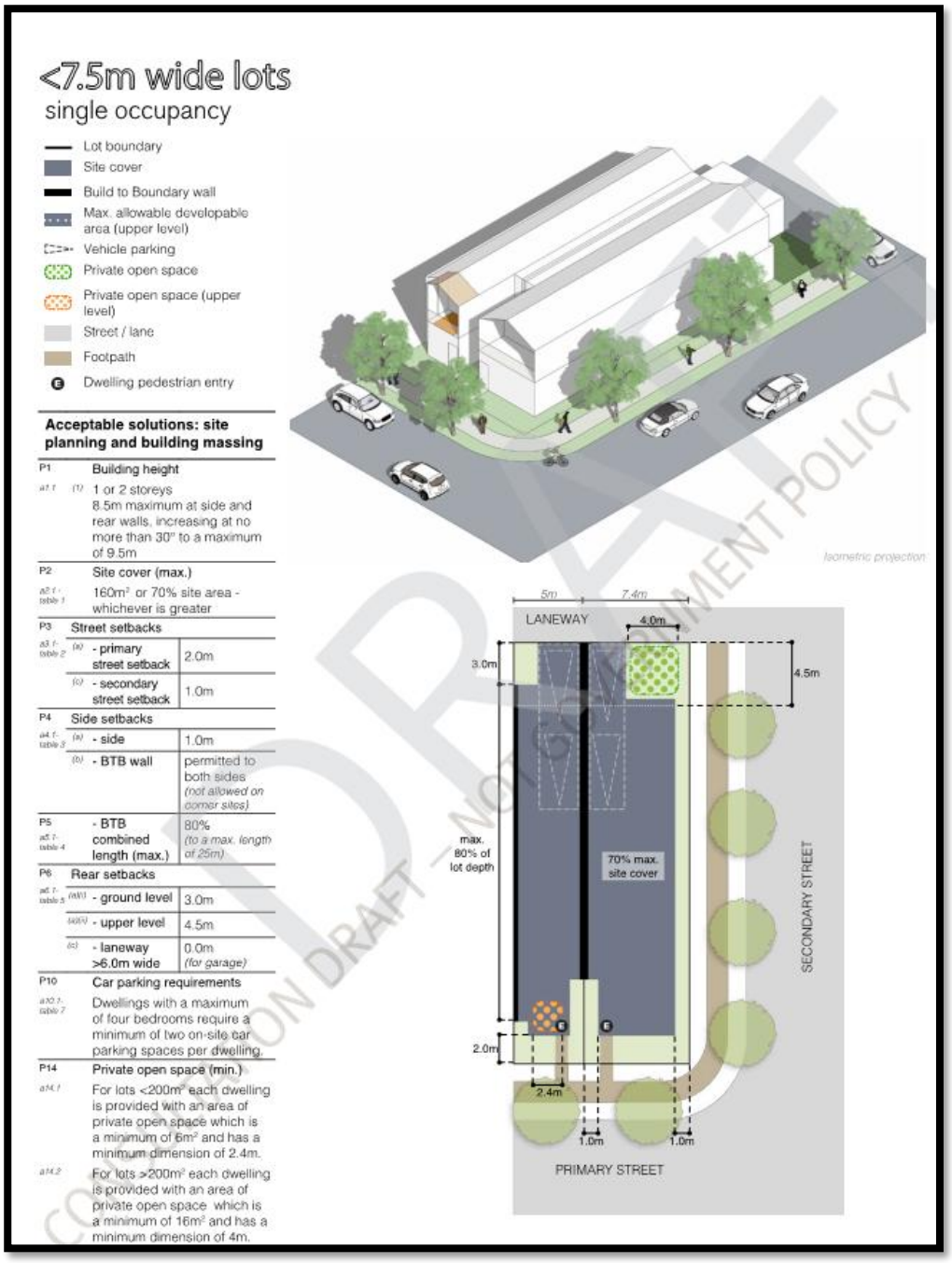


Figure 1: Example of a sample acceptable solution from the draft QHC document circulated in 2017

ISSUES

An assessment of the proposed draft QHC has been undertaken. Similar to current MP1.1 and MP1.2, the draft QHC is structured in two chapters for lots under and over 450m². It is unclear why 450m² has been retained as the threshold; however, the associated consultation material confirm that the most significant changes proposed by the draft QHC relate to design and siting on lots under 450m², where most alternative provisions are applied by local governments.

Officers consider it essential that the thresholds set within the draft QHC are revisited as part of the review and underpinned by robust evidence. For instance, annual Queensland Government land supply and development monitoring has shown a significant reduction in median residential lot sizes over time, with the current median now approaching 400m². Given the likelihood that this trend toward smaller lots will continue, the current 450m² threshold already appears to be outdated. On this basis, there is a strong case for reducing the threshold to 400m² at a minimum, or potentially adopting an even lower value to ensure the code remains relevant into the future.

The draft QHC introduces more specific headings, greater detail and new elements including built to boundary walls, dwelling entry, fences, walls and screens, and landscaped open space. It continues to operate as a performance-based code, including performance criteria and acceptable solutions.

The following are key concerns identified by Council officers on the draft QHC.

Variation to the QHC

Local Government can currently apply alternative provisions to key parts of the QDC in City Plan, such as side setbacks and site coverage, subject to the provisions contained in relevant sections of the *Building Act 1975* and the *Building Regulation 2021*. The draft QHC currently indicates that local governments will only be able to vary building height and vehicle parking requirements. According to the Queensland Government, this restriction is intended to address:

- Ongoing confusion about what local governments are allowed to change.
- Difficulties users experience when trying to determine what alternatives have been made.
- Providing greater consistency across Queensland.

Officers are of the view that the QHC provisions should not be mandatory. Instead, the QHC should apply by default only where a local government planning scheme does not contain alternative provisions. This position reflects officer's core concern with the current proposal for the QHC to apply uniformly across the state, rather than allowing local governments the flexibility to tailor provisions to local conditions. Officers also maintain that local governments are best placed to determine assessment provisions that are contextually appropriate, given their understanding of the unique characteristics, needs, and aspirations of their communities.

Submission matter 1 – Highlight that the one size fits all approach is unworkable and requires further review. If legislative complexity is a key issue, greater emphasis should be placed on clarifying the legislation rather than removing flexibility to suit unique local contexts. Additionally, there remains uncertainty about whether the entire code will be mandatory, further highlighting the need for greater clarity to be provided.

Application of the QHC – Exclusion of secondary dwellings and Priority Development Areas

The preliminary section of the draft QHC sets out its scope and intent, outlining that the draft QHC applies to the design and siting of new building work for:

- Detached dwellings on lots under and over 450m².
- Associated Class 10a buildings and structures (garages, sheds etc).

Secondary dwellings

The draft QHC excludes design and siting provisions for secondary dwellings from its assessment and specifies that:

> *'Where a development involves more than one dwelling on a single lot, the QHC applies to the primary dwelling but not to the secondary dwelling or any additional dwellings proposed for the lot.'*

The draft QHC also provides a clarifying statement confirming that:

> *'Additional dwellings, which include the secondary dwelling, must not impact on the provision of private open space or landscape open space required for the primary dwelling.'*

The Queensland Government has indicated that this approach is intended to make it easier to build secondary dwellings, which are seen as a way to support gentle density and increase housing diversity in established neighbourhoods. Secondary dwellings are expected to be addressed under a separate framework.

Council officers have expressed concerns with this approach during both the initial targeted consultation and in feedback on the draft *State Code for a Dwelling House that is a Secondary Dwelling*, recommending that secondary dwellings be regulated under the same framework as primary dwellings.

The progression of the draft QHC is concerning, as there has been no update on the proposed State Code for a Dwelling House that is a Secondary Dwelling. If the draft QHC commences and there are no alternative standards, a secondary dwelling would not be regulated. For example, in a building with both a primary and secondary dwelling under one roof, only the primary dwelling would be regulated, leaving the secondary dwelling subject only to existing National Construction Code requirements such as fire separation.

The draft QHC's statement that '*additional dwellings should not impact the provisions of private open space, or landscape open space*', is considered inadequate, as it lacks specific provisions that relate to the site cover, gross floor area, setbacks, building height or carparking for the secondary dwelling. Excluding secondary dwellings from the draft QHC could lead to inconsistent outcomes that may not achieve the intended goals of promoting well designed, locally compatible housing.

If the draft QHC is adopted as currently written, Council may need to review and potentially amend its Amenity and Aesthetics Policy to address matters relating to secondary dwellings, including siting, setbacks, building height, car parking and the like. If each local government adopts its own approach, this could result in inconsistent and confusing regulations across Queensland, undermining the goal of a modernised and consistent QHC.

Overall, a secondary dwelling is not classified as a separate 'use' under the *Planning Regulation 2017*; it forms part of the definition of a dwelling house. Therefore, design and siting provisions for secondary dwellings should be addressed within the QHC.

Priority Development Areas

The draft QHC does not apply to development in a declared Priority Development Area (PDA). Although PDAs operate under a different planning and assessment framework, excluding PDAs from the same standards and requirements as the rest of Queensland creates inconsistencies in planning outcomes and reduces certainty for local governments and the community. This exclusion may also undermine the QHC's goal of delivering consistent standards across Queensland.

Submission matter 2 – The same design and siting stands should apply to both the primary and secondary dwellings, including within a PDA, as the combined bulk, siting, scale and design of a primary and secondary dwelling can significantly impact the streetscape, neighbour amenity and parking.

Boundary setbacks

The draft QHC includes several changes to minimum setback requirements for front and common boundaries and the setback allowances vary according to lot size. To explain the setbacks, the draft QHC includes numerous setback tables and adds new types of frontage boundaries (including primary frontage boundary, secondary frontage boundaries – road, laneway and parkway). Overall, Council officers consider these tables and categories unnecessarily complex, which may create confusion.

Generally speaking, a sliding scale approach to setbacks for smaller allotments is supported, as efficient utilisation of land becomes increasingly important as densities rise, and lot sizes decrease. However, the specific setback thresholds for different lot sizes should be carefully considered and refined through consultation with local government. It should also be reiterated that the ability for local government to set contextually suitable alternative provisions remains essential to ensure that local character and planning objectives are appropriately addressed.

Definition of a QHC setback

The draft QHC revises the definition of a setback, specifying that setbacks are to be measured from the external wall rather than the outermost projection (such as fascia or eaves). This approach could allow buildings to encroach further into setback areas, potentially increasing neighbour disputes and negative impacts. Overall, the revised definition is unnecessarily complex and adds confusion and uncertainty to the assessment process.

A key concern for Council and the community alike has been the emerging trend of 'gutter to gutter' or 'eave to eave' dwelling house developments. These outcomes are widely regarded as poor design, as they reduce visual separation between homes and erode the open, spacious character that defines many established suburbs. Such developments often intensify local resistance to urban densification, making it more challenging to achieve broader planning objectives. This is a clear example of how locally refined setback provisions could help prevent negative streetscape impacts and preserve existing neighbourhood character.

Front setbacks

For a dwelling

A key strategy proposed by the Queensland Government is to maximise the development potential of lots by reducing the front setback by 1m; thereby increasing the amount of useable space at the rear for outdoor living. The following table provides an example of how setback requirements for the front boundary to a dwelling has changed under the draft QHC.

	Current standard	Draft QHC
Lots under 450m² (MP1.1)	4m to collector street	3m to primary frontage boundary
Lots 450m² and over (MP1.2)	6m to collector street	5m to primary frontage boundary

The draft QHC also changes the required setback for dwellings on secondary frontages. Under the new rules, the minimum setback is 1.5m for lots smaller than 450m², and 4m for lots 450m² or larger. While current rules can allow similar setbacks, they also consider factors like the total building height and make sure there are no buildings over two metres high within the corner truncation (the area near the street corner). For safety, the existing QDC restricts development in this corner area and does not allow local governments to change these state rules. The draft QHC does not include any of these additional safety considerations.

For structures and fixtures

In addition to changes to dwelling setbacks, there have also been several changes regarding what structures are allowed in the front setback and where they can be located.

For example, under the draft QDC, structures like covered outdoor rooms can be built as close as 1.5m from the primary frontage boundary on lots smaller than 450m², and 3m on lots 450m² or larger. Previously, the minimum setback for such structures was the same as for the dwelling itself.

It is the view of officers that allowing structures such as a covered outdoor room within 3m from the primary boundary, 0.5m from a common boundary on lots under 450m² and 1m from a common boundary on lots 450m² and over, that can be used for entertainment purposes, has the potential to negatively impact on the amenity of surrounding residents and on the streetscape due to an increase in visual clutter from additional structures.

Overall, the front setback provisions do not support broad neighbourhood amenity expectations and may lead to adverse outcomes such as a reduced sense of space/openness, particularly in areas with narrow streets. It would be preferable for local governments to have the ability to set provisions in their planning schemes that are appropriate for their specific local context, as alternatives to the QHC. This is a particular concern for Council, as the City Plan allows for different front setbacks in the low density residential (LDR) zones LDR1 and LDR2. Under the draft QHC, Council may lose the ability to make these variations, which would significantly affect the intent and outcomes of the existing zone codes.

An option available to Council in the draft QHC would be to vary its provisions by applying an overlay to residential development in a particular area or precinct. Although this is possible, the primary purpose of overlays is to address specific planning regulations, hazards, or constraints such as bushfire, local heritage and flooding and including an overlay to reflect setbacks would add another layer of complexity. The preferred option would be for the draft QHC to be amended enabling Councils to apply alternative outcomes in their planning schemes.

<u>Setbacks for a carport</u>

On all sized lots, the draft QHC enables carports to be built to boundary to the primary, secondary and common boundaries if 3.5m or less in height. The draft QHC defines a carport as '…an unenclosed Class 10a building with no garage door, providing covered car parking for vehicles.'.

The Queensland Government believes this provision will maximise efficient use of the land and provide more off-street parking. Requiring that carparks do not have garage doors facing the street is intended to lessen the visual impact on the streetscape.

However, it is Council officers' opinion that carports without garage doors can still dominate the streetscape and lead to poor amenity outcomes, especially if they are not well integrated with the dwelling, landscaping or the site's topography. As such, mandatory built to boundary allowances should not be supported and carports should not be automatically permitted in the front setback, or alternatively, the QHC should be amended to allow local governments to decide whether unenclosed carports can be built to the front boundary.

Rear setbacks

In contrast to the reduction of front setbacks, rear setbacks have been increased, with lots under 450m² now requiring a minimum 3m rear setback from the previous 1.5m. One documented reason for this change, is to maximise open space at the rear of the dwelling rather than to the front to suit the preference of residents.

Larger rear setbacks do raise concerns with Council officers, as requiring more open space at the back of a lot may limit dwelling design and may not be an optimal location for open space in terms of orientation (e.g., for solar access) or the shape of the lot.

Submission matter 3 – A sliding scale approach to site cover for smaller allotments is generally supported. Setbacks should be measured from the outermost projection and the existing setback tables are unnecessarily complex. The proposed setbacks in the draft QHC raise concerns about potential adverse impacts on the streetscape character and residential amenity. Additionally, carports that are built to boundary in the front setback could result in inappropriate development dominating the streetscape.

Built to boundary walls

The draft QHC maintains that built to boundary walls located less than 750mm from the boundary must be maintenance free and adds a new provision requiring that a built to boundary wall is setback no more than 200mm from a common boundary.

Under the draft QHC, built to boundary walls are permitted for buildings and structures including a garage, carport, laundry, shed, gatehouse and an arch.

The draft QHC does not limit built to boundary walls to only one side boundary of a lot and continues to allow built to boundary walls being built back-to-back, potentially creating neighbourhood disputes, aesthetic issues and maintenance problems.

Submission matter 4 – A high concentration of built to boundary walls, especially where they are positioned back-to-back, can negatively affect visual amenity and reduce privacy for both residents and neighbours. Additionally, these walls can limit natural light and ventilation to side windows. There is also concern about maintenance difficulties, as walls built directly on boundaries can complicate access for repairs and upkeep, potentially leading to long-term issues for property owners.

Building height

The draft QHC nominates the same acceptable solution for building height across all lot sizes; any taller proposals will require assessment by Council:

Acceptable solutions
Building and structure height
1. *Class 1 buildings* have a maximum *building height* of 8.5m
2. *Class 10a buildings* have a maximum *building* height of 4.5m
3. *Class 10b structures* and all other *buildings* have a maximum height of 5m

Overall, the provisions broadly reflect the existing provisions in the QDC and are generally supported. As mentioned under the section 'variation to the QHC', it has been suggested in the draft QHC that the default acceptable solutions for building height and structure may be varied in planning schemes.

Submission matter 5 – Support the building height provisions contained in the draft QHC.

Site cover

The draft QHC increases the maximum site cover for all buildings and structures on lots that are under 450m² from 50% to:

a. On lots 250m² or less; 65% and
b. On lots greater than 250m²; 60%.

The Queensland Government considers that the site cover provisions, along with minimum setbacks standards and open space standards, provides a balance between built form and open space and providing appropriately sized houses.

Submission matter 6 – While a sliding scale approach to site cover for smaller allotments is generally supported, achieving the necessary open space, landscaped areas, and setbacks at the proposed maximum site coverage may be challenging without impacting amenity and privacy. Striking the right balance will require further careful consideration.

Differentiated application of the QHC: greenfield vs. established areas

It may be beneficial to apply the Queensland Housing Code (QHC) differently in greenfield and established areas. Established neighbourhoods have a unique character and streetscape that residents value, while greenfield developments can more easily accommodate new design requirements as there is no existing urban fabric to consider.

Submission matter 7 – Adapting the QHC to recognise the differences between established and greenfield areas would help protect the character of existing communities while allowing for appropriate standards in new developments.

Future-proofing the QHC

Given that the QDC was last updated in March 2010, the proposed changes to the QDC are both timely and long overdue. However, because the current provisions have been in place for over 15 years, it is important that the new Queensland Housing Code is designed to remain relevant and adaptable, so it does not become quickly outdated as housing trends and community needs continue to change.

Submission matter 8 – It would be considered good practice to undertake more frequent reviews of the QDC, such as every five years, to ensure the standards remain up to date and responsive to change.

Additional matters – minor issues to be addressed through the consultation

Through the officer's assessment of the draft QHC, minor technical issues have been noted, including:

- Accuracy of definitions – There is broad support of the definitions that have been provided in the draft QHC. However, it is noted that some could be amended to ensure that they are clear and align with existing definitions, for example the definition for a dwelling is different to the definition given in the *Planning Regulation 2017*.

- Plans of development (POD) – The QHC proposes to introduce exemptions where a POD is approved by a local government, and these become the deemed acceptable solution. This process is not too dissimilar to existing practices with variation approvals, but through the consultation, Council officers will question how they will be recorded to ensure future owners / building certifiers are aware that a POD exists.
- Landscape open space – The draft QHC requires a landscape open space area of 6m² on lots under 450m² and 10m² on lots 450m² and over, located between the dwelling and the frontage to promote opportunities for shading, reduce stormwater impacts and enhance the amenity of the streetscape. This area cannot include any impervious surface, building work or access. The requirement is considered unnecessary and impractical for several reasons including: homeowners may not be able to maintain the area, constraints on narrow lots and it would be difficult to manage ongoing compliance. Through the online consultation, Council officers will recommend that this requirement should be up to residents and local government to tailor requirements to meet specific need and character outcomes.
- Open space to the sky – Requiring open space to the sky may limit useable and useful outdoor space, particularly during the summer through intense heat or heavy rainfall. Furthermore, it would be difficult to manage ongoing compliance. Through the consultation officers will recommend that the focus should be on overall useable space responding to orientation and shape of lot.

Next steps

Subject to Council resolution, officers would complete the online survey. The online survey closes on 31 July 2025. Council officers have been invited to participate in a technical workshop later this year once the survey has been closed. The working group will:

- Review feedback received through the survey.
- Inform refinements of the draft QHC.
- Investigate appropriate transitional arrangements.

STRATEGIC IMPLICATIONS

Legislative Requirements

The draft QHC is currently out for public consultation and the legislative requirements will depend on how the Queensland Government eventually implements the QHC.

Risk Management

The purpose of this report is to provide Council with a summary of the draft QHC and to seek a resolution to make a submission via the online consultation survey. The risk of not making the submission is the loss of opportunity to influence the final content of the QHC, which may have implications on the ongoing administration of the QHC and the opportunity for Council to address local needs through City Plan.

Financial

There are no direct financial implications resulting from this report.

People

This report highlights concerns with the current legislative process and makes recommendations aimed at creating a simpler system. These changes would assist officers in Council's Planning Assessment team to provide advice and assess relevant applications more efficiently.

Environmental

There are no environmental issues associated with this report.

Social

This report considers policy reform to support the delivery of primary dwellings and associated Class 1a buildings and structures, aiming to provide good residential, efficient use of land and acceptable amenity and privacy for residents. Through the modernised QHC, it is intended to make it easier to build detached dwellings in Queensland in response to current housing shortages and supporting gentle density.

Human Rights

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

Alignment with Council's Policy and Plans

The officer's recommendation aligns with the objectives contained in Council's Corporate Plan:

Our Future Redlands – A Corporate Plan to 2026 and Beyond.

This includes enhancing the unique character and liveability of our City for its communities through co-ordinated planning and place making, and sustainably managing growth and quality development in the City.

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Planning Assessment Team	June 2025	The team were asked to provide comments on the draft QHC to be incorporated into the report.
Development Control Team	June 2025	The team were asked to provide comments on the draft QHC to be incorporated into the report.

OPTIONS

Option One

That Council resolves to authorise the Group Manager, City Planning and Assessment to make a submission on the draft Queensland Housing Code, generally in accordance with the submission points presented in this report.

Option Two

That Council resolves to authorise the Group Manager, City Planning and Assessment to make a submission on the draft Queensland Housing Code, as determined by Council.

Option Three

That Council resolves to note the contents of this report but not to make a submission on the draft Queensland Housing Code.

OFFICER'S RECOMMENDATION

That Council resolves to authorise the Group Manager, City Planning and Assessment to make a submission on the draft Queensland Housing Code, generally in accordance with the submission points presented in this report.

DELIVERING FOR QUEENSLAND

Queensland Housing Code

Queensland Development Code Part 1.1

June 2025

Consultation draft

Queensland Government

Contents

Preliminary....2
1. Name of the Queensland Development Code (QDC) Part 1.1....2
2. Purpose....2
3. Commencement....2
4. Repeal of QDC Mandatory Parts 1.1 and 1.2....2
5. Application of Queensland Housing Code....2
6. Transitional arrangements....3
7. Associated requirements....3
8. Performance criteria and acceptable solutions....3
9. Referral agency....4
10. Illustrations....4
11. Definitions....5

Consultation draft

Preliminary

1. Name of the Queensland Development Code (QDC) Part 1.1

Queensland Development Code Mandatory Part 1.1 can be cited as the Queensland Housing Code (QHC).

2. Purpose

To provide good residential design that promotes the efficient use of land and acceptable amenity and privacy to residents.

3. Commencement

This QDC Part was published on [……..] and commences on [……..].

4. Repeal of QDC Mandatory Parts 1.1 and 1.2

From the commencement date of [……..] the Parts QDC - 1.1 and 1.2 are repealed.

5. Application of Queensland Housing Code

1. The QHC applies to the design and siting of new *building work* for:
   (a) one *Class 1 building* on a single *lot* – Chapters 1 and 2; and
   (b) associated *Class 10a buildings* and *structures* – Chapters 1 and 2.
2. The QHC applies to all zones where a *dwelling* is a permitted use.
3. Where development involves more than one *dwelling* on a single *lot,* the QHC applies to the *primary dwelling* but not to a *secondary dwelling* or any additional *dwellings* proposed for the lot.
4. The QHC does not apply to:
   (a) *development* in a declared Priority Development Area (PDA); or
   (b) except for *swimming pools*, *structures* less than 1 metre above the *ground level*; or
   (c) *building work* within a *tourist park*.
   (d) *associated equipment* for an electric line.

Note:

i. *Development* in a PDA must comply with the requirements of the land use plan for the area and guidelines issued by Economic Development Queensland.
ii. Compliance with this Part does not provide planning approval to use land for residential *development.*
iii. This part does not deal with indoor *swimming pools.*
iv. Where there is more than one *dwelling* on a *lot*, all QHC minimum requirements apply to the *primary dwelling* but not to the additional *dwellings*. For example, *site cover* and *setback* requirements apply to the *primary dwelling* but not additional *dwellings*. However, additional *dwellings* must not impact on the provision of *private open space* or *landscape open space* required for the *primary dwelling*.

5. Chapter 1 applies to *lots* under 450 metres^2
6. Chapter 2 applies to *lots* 450 metres^2 and over

Consultation draft

7. If the proposed *building work* is located entirely or partially within a *relevant overlay*, the requirements of the QHC will be varied by the provisions of the *relevant overlay* only to the extent that such variations are stated. Where the *relevant overlay* does not contain provisions under parts of the QHC, the QHC continues to apply.

6. Transitional arrangements

Transitional arrangements under sections 36 and 37 of the *Building Act 1975* apply for the application of QHC QDC Part 1.1. For applications lodged prior to the commencement date, a development approval may be given under the repealed QDC Parts 1.1 and 1.2.

7. Associated requirements

The following include requirements that are applicable to *building* work regulated under this Part. These requirements are additional to the requirements in this QDC Part:

1. Australian Standard AS/NZ 2890.1:2004 - Off street car parking
2. *Body Corporate and Community Management Act 1997*
3. *Building Act 1975*
4. Building Regulation 2021
5. *Land Title Act 1994*
6. Local government planning schemes
7. National Construction Code (*NCC*)
8. *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*
9. *Planning Act 2016*
10. Planning Regulation 2017

8. Performance criteria and acceptable solutions

1. Compliance with this QHC QDC Part 1.1 is governed by section 14 of the *Building Act 1975*.

2. Section 14 of the *Building Act 1975* provides that *building work* complies with the QDC only if it complies with all relevant *performance requirements* under the code. The *building work* complies with a relevant *performance requirement* only if it achieves a relevant building solution under the code for the requirement. This is only achieved by:
   (a) complying with the Building Code of Australia (BCA) *deemed-to-satisfy* provisions or the QDC *acceptable solutions*; or
   (b) formulating a performance solution which complies with the *performance criteria* or is shown to be at least equivalent to the *acceptable solutions*; or
   (c) a combination of (a) and (b).

3. For the purpose of this part, the following are deemed to be QDC *acceptable solutions*:
   (a) a *plan of development* approved by a *local government* that specifies matters regulated under this Part.

Consultation draft

9. Referral agency

Schedule 9, Part 3, Division 2 of the Planning Regulation 2017 details when a *local government* is a *referral agency* for the QDC Part and matters the *referral agency's* assessment must be against.

In these circumstances, the application must be referred to the relevant *local government* to provide a *referral agency* response.

10. Illustrations

Illustrations have been included to provide examples of compliant designs that meet the requirements of the QHC. The illustrations are representative only and do not reflect all possible compliant designs.

Consultation draft

11. Definitions

Note: defined terms and references to legislation are *italicised*.

Acceptable solution as defined in Schedule 10 of the Building Regulation 2021:

> ***acceptable solution****,* for a particular performance criteria, means the acceptable solution for the performance criteria stated in the QDC.

Adjoining premises as defined in Schedule 24 of the Planning Regulation 2017:

> ***adjoining premises*** means premises that share a common boundary, including premises that meet at a single point on a common boundary.

Arch means a *Class 10 structure* providing a clear visible entry to a *dwelling* to enhance the experience of visitors to the *dwelling*.

Associated equipment as defined in section 17 of the *Electrical Safety Act 2002*.

> ***Associated equipment***, for an electric line, means something ordinarily found in association with the electric line, especially for the purpose of protecting, insulating or supporting, or supporting the operation of, the electric line.
>
> *Examples of associated equipment—*
>
> - a bracket, casing, coating, covering, duct, frame, insulator, pillar, pipe, pole, tower or tube enclosing, surrounding or supporting a wire or conductor
> - an air break, circuit breaker, switch, transformer or other apparatus connected to a wire or conductor

Balcony means an unenclosed external platform, whether roofed or unroofed, attached to a *building* and 1m or more above *ground level*; generally includes balustrades.

Bdy in a figure means boundary.

Building as defined in Schedule 2 of the *Building Act 1975*:

> ***building****—*
>
> 1 A *building* is a fixed structure that is wholly or partly enclosed by walls or is roofed.
>
> 2 The term includes a floating building and any part of a building.

Building height as defined in Schedule 4 of the Planning Regulation 2017:

> ***building height***, of a building, means—
>
> (a) the vertical distance, measured in metres, between the ground level of the building and the highest point on the roof of the building, other than a point that is part of an aerial, chimney, flagpole or load-bearing antenna; or
>
> (b) the number of storeys in the building above ground level.

Consultation draft

Building work as defined in section 5 of the *Building Act 1975:*

(1) ***Building work*** is—

(a) building, repairing, altering, underpinning (whether by vertical or lateral support), moving or demolishing a building or other structure; or

(b) excavating or filling—

(i) for, or incidental to, the activities mentioned in paragraph (a); or

(ii) that may adversely affect the stability of a building or other structure, whether on the land on which the building or other structure is situated or on adjoining land; or

(c) supporting, whether vertically or laterally, land for activities mentioned in paragraph (a); or

(d) other work regulated under the building assessment provisions.

(2) For subsection (1)(d), work includes a management procedure or other activity relating to a building or structure even though the activity does not involve a structural change to the building or structure.

Built to boundary (BTB) means *building work* built that is on a *lot* boundary and includes *building work* within 750mm of a *lot* boundary.

Carport means an unenclosed *Class 10a building with no garage door*, providing covered parking for *vehicles*.

Class 1 building as defined in section A6G2 of the *NCC*:

(1) A Class 1 building is a dwelling.

(2) Class 1 includes the following sub-classifications:

(a) Class 1a is one or more buildings, which together form a single dwelling including the following:

(i) A detached house.

(ii) One of a group of two or more attached dwellings, each being a building, separated by a *fire-resisting* wall, including a row house, terrace house, town house or villa unit.

(b) Class 1b is one or more buildings which together constitute—

(i) a boarding house, guest house, hostel or the like that—

(A) would ordinarily accommodate not more than 12 people; and

(B) have a total area of all floors not more than 300 m^2 (measured over the enclosing walls of the building or buildings); or

(ii) four or more single dwellings located on one allotment and used for short-term holiday accommodation.

Class 10a building as defined in section A6G11 of the *NCC*:

(2) (a) Class 10a is a non-habitable building including a private garage, carport, shed or the like.

Class 10b structure as defined in section A6G11 of the *NCC*:

Consultation draft

(2) (b) Class 10b is a structure that is a fence, mast, antenna, retaining wall or free-standing wall or *swimming pool* or the like

Common boundary means a *lot* boundary that separates two *adjoining premises* and does not include a *frontage boundary*.

Community title lot means a title created by subdivision of land by way of a standard format plan of a community title scheme given under section 10 of the *Body Corporate and Community Management Act 1997*.

Corner lot means a *lot* that is located on a *road corner*.

Covered outdoor room means an outdoor area adjoining a house, generally used to provide weather protection for an entry or for dining / recreation, that is covered with a roof, including:

(a) an alfresco
(b) a patio
(c) a deck
(d) a pergola
(e) a porch
(f) a porte cochere
(g) a verandah.

Deemed-to-Satisfy Solution as defined in Schedule 1 of the *NCC:*

Deemed-to-Satisfy Solution*: A method of satisfying the Deemed-to-Satisfy Provisions.*

Development as defined in Schedule 2 of *Planning Act 2016*:

development means—

(a) carrying out—

(i) building work; or

(ii) plumbing or drainage work; or

(iii) operational work; or

(b) reconfiguring a lot; or

(c) making a material change of use of premises.

Dividing fence as defined in section 12 of the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*:

(1) A ***dividing fence*** means a fence on the common boundary of adjoining lands.

(2) A fence separating the land of adjoining owners constructed on a line other than the common boundary is also a dividing fence if—

(a) it is impracticable to construct a fence entirely on the common boundary of the adjoining lands because of natural physical features; or

(b) the adjoining land includes 1 or more parcels of pastoral land separated by a watercourse, lake, or other natural or artificial feature insufficient to stop the passage of stock at all times.

Consultation draft

Dwelling as defined in Schedule 24 of the Planning Regulation 2017:

> ***dwelling*** means all or part of a building that—
>
> (a) is used, or capable of being used, as a self-contained residence; and
>
> (b) contains required facilities identified by Section 10.4.1 of the NCC (Housing Provisions) including—
>
> (i) a kitchen sink and facilities for the preparation and cooking of food; and
>
> (ii) a bath or shower; and
>
> (iii) clothes washing facilities, comprising at least one washtub and space in the same room for a washing machine; and
>
> (iv) a closet pan (toilet); and
>
> (v) a washbasin.

External fixture means an aerial, antenna, chimney, flagpole, flue, light fitting, ornament, pipe, pump, satellite dish and other like structures.

External wall as defined in the *NCC*:

> ***External wall***
>
> For the purposes of—
>
> (a) Volume One, an outer wall of a building which is not a *common wall*; or
>
> (b) Volume Two, an outer wall of a building which is not a *separating wall*.

Frontage boundary means any property boundary of a *lot* that can provide public access to a *lot* either from a *road*, sidewalk, footpath, park, open space or otherwise.

Garage means an enclosed *Class 10a building*, providing covered parking for vehicles.

Gatehouse means a *Class 10a building* providing a clear visible entry to a *dwelling* and may provide weather protection to enhance the experience of visitors to the dwelling.

Ground level as defined in Schedule 24 of the Planning Regulation 2017:

> ***ground level*** means—
>
> (a) the level of the natural ground; or
>
> (b) if the level of the natural ground has changed, the level as lawfully changed.

Habitable room as defined in the *NCC*:

> ***Habitable room***
>
> A room used for normal domestic activities, and—
>
> (a) includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom, family room, home theatre and sunroom; but

Consultation draft

(b) excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods.

Height means:

(a) in relation to the height of a *structure*—the vertical distance (in metres) from *ground level* to the highest point of a *structure*; or

(b) in relation to the height of a *building* or *structure* for the purpose of determining a *setback* from a boundary—the vertical distance (in metres) from *ground level* to the *outermost projection*.

Note: *Building height* is defined separately

Landscape open space means an area of a lot required for *landscaping*.

Landscaping as defined in Schedule 6, Part 2, section 2(7) of the Planning Regulation 2017*:*

landscaping means any combination of trees, grass, plants, garden beds and paving.

Laneway means a *road* with a reserve width of less than 9m.

Local government as defined in Schedule 4 of the *Local Government Act 2009*:

local government—

(a) for chapter 5, part 1—see section 113A(1); or

(b) for chapter 5A—see section 150C; or

(c) for chapter 6, part 7—see section 204G; or

(d) for chapter 7, part 2—see section 216A; or

(e) generally—see section 8(1).

Lot means:

(a) a lot under the *Land Title Act 1994*; or
(b) a separate, distinct parcel of land for which an interest is recorded in a register under the *Land Act* 1994; or
(c) a community title lot.

Lot width means the shortest distance between two side *common boundaries* of a *lot* measured at the *primary frontage boundary* of the *lot*.

Maintenance free means building materials (such as unpainted or untreated masonry, steel sheeting or pre-finished materials) not requiring ongoing maintenance.

NCC means the *National Construction Code of Australia* and includes the edition of the code as amended from time to time by amendments published by the Australian Building Codes Board.

Outermost projection (OMP) as defined in Schedule 4 of the Planning Regulation 2017:

outermost projection*,* of a building or structure, means the outermost part of the building or structure, other than a part that is—

(a) a retractable blind; or

Consultation draft

(b) a fixed screen; or

(c) a rainwater fitting; or

(d) an ornamental attachment.

Parkway means a *road* adjoining a park and providing limited vehicle access to the front of a *lot* which may be otherwise serviced by a *laneway*. A *parkway* may include a portion of land adjacent to a park, a footpath or a cycle path and provides access for Australia Post.

Performance criteria as defined in Schedule 10 to the Building Regulation 2021:

> ***performance criteria***, for building work, means the particular performance criteria for the building work stated in the QDC.

Performance requirement as defined in Schedule 2 to the *Building Act 1975*:

> performance requirements means any of the following—
>
> (a) the performance requirements under the BCA;
>
> (b) the performance criteria under the QDC;
>
> (c) a requirement for the assessment of building work for which a discretion may need to be exercised under this Act.

Permitted use means the relevant zone in a local categorising instrument categorises a dwelling house as:

(a) accepted development; or

(b) assessable development - code assessment.

Plan of development means a plan or condition that applies to the *lot* and forms part of a development approval under the *Planning Act 2016*, that specifies matters regulated under this Part.

Pre-finished materials are materials that will not require ongoing maintenance post-construction.

Premises as defined in Schedule 2 of the *Planning Act 2016:*

> ***premises means***—
>
> (a) a building or other structure; or
>
> (b) land, whether or not a building or other structure is on the land.

Primary dwelling means:

(a) a dwelling that a *secondary dwelling* is subordinate to; or
(b) where there are multiple dwellings on a single lot - a dwelling that all other dwellings on the lot are subordinate to.

Primary frontage boundary of a *lot* is – in the following order of priority:

(a) the boundary nominated by the *local government*; or
(b) the *frontage boundary* nominated on an approved *plan of development;* or
(c) the *frontage boundary* addressed by the *adjoining premises* or most commonly addressed by the nearest adjacent *building*s as the *frontage boundary* of the *lot,* in that order of priority; or

Consultation draft

(d) where a *lot* is not vacant, the *frontage boundary* to which the existing *building* has its assigned street address; or
(e) if the *lot* is on a *road corner*, the shortest *frontage boundary*.

Priority development area as defined in Schedule 1 of the *Economic Development Act 2012*:

> ***priority development area*** means either of the following areas, as amended from time to time—
>
> (a) an area declared under section 34 as a provisional priority development area;
>
> (b) an area declared under section 37 as a priority development area.

Privacy fence means a fence (which may include a *dividing fence*) constructed of durable material and that if:

(a) perforated, has:
  (i) a maximum of 25% openings; and
  (ii) each opening is not more than 50mm square; or

(b) slatted or louvred, has:
  (i) a maximum of 25% openings with clear vision at 90 degrees to the plane of the *window*; and
  (ii) each opening provides not more than 50mm of clear vision at 90 degrees to the plane of the *window*.

Privacy screen means a translucent, perforated or slatted barrier, constructed of durable material and that if:

(a) perforated, has:
  (i) a maximum of 25% openings; and
  (ii) each opening is not more than 50mm square; or

(b) slatted or louvred, has:
  (i) a maximum of 25% openings with clear vision at 90 degrees to the plane of the window; and
  (ii) each opening provides not more than 50mm of clear vision at 90 degrees to the plane of the *window*.

Private open space (POS) means an outdoor space for the exclusive use of occupants of a *dwelling*.

QHC setback or ***setback*** means:

(a) for an external wall of a *building*, the shortest distance, measured horizontally, between an *external wall* of the *building* to the vertical projection of the boundary of the *lot* where the *building* is; and
(b) for a part of a *building* that is a *privacy screen*, *external fixture*, *covered outdoor room*, *balcony* or *weather control element*, the shortest distance, measured horizontally, between the part of the *building* to the vertical projection of the boundary of the *lot* where the part of the *building* is; and
(c) for a *structure,* other than a *swimming pool*, the shortest distance, measured horizontally, between the *outermost projection* of a *structure* to the vertical projection of the boundary of the *lot* where the *structure* is; and
(d) for a *swimming pool, the* shortest distance measured horizontally from the water's edge to the vertical projection of a boundary of the *lot.*

Consultation draft

QHC site cover or ***site cover*** means

(a) the portion of the site, expressed as a percentage, that will be covered by a building or structure and includes—
  (i) for enclosed spaces – the area including the outside wall; and
  (ii) for unenclosed spaces with a roof – the area measured along a line 600mm in from the outermost projection; and
  (iii) for any other structure – the plan area of the structure measured from the outermost projection of the structure; and

(b) but does not include the area of:
  (i) a retaining wall; or
  (ii) a fence.

Rear boundary means a *common boundary* opposite a *primary frontage boundary*.

Referral agency as defined in section 54(2) of the *Planning Act 2016:*

A ***referral agency***, for a development application, is—

(a) the person prescribed by regulation as a referral agency for applications of that type; or

(b) if that person's functions have been devolved or delegated to another person—the other person; or

(c) if the Minister has decided that a person is a referral agency under section 48(7)—that person.

Relevant overlay as defined in Schedule 6, Part 2, section 2(7) of the Planning Regulation 2017*:*

relevant overlay means—

(a) an overlay, or part of an overlay, that is about—

(i) bush fire hazards, coastal hazards, flood hazards or landslide hazards; or

(ii) safety hazards arising from historic mining activities, including, for example, mining subsidence and mining contamination; or

(b) an overlay, or part of an overlay, that includes an overlay code and is about—

(i) development of a local heritage place; or

(ii) development in a place with traditional building character; or

(iii) the protection of areas of natural, environmental or ecological significance, including the protection of the biodiversity, significant animals and plants, wetlands and waterways of such areas; or

(iv) development within an area identified on a map titled 'ANEF' on the State Planning Policy Interactive Mapping System.

Road as defined in section 93 of the *Land Act 1994*:

Meaning of road

(1) A ***road*** means an area of land, whether surveyed or unsurveyed—
  (a) dedicated, notified or declared to be a road for public use; or
  (b) taken under an Act, for the purpose of a road for public use.

Consultation draft

(2) The term includes—
(a) a street, esplanade, reserve for esplanade, highway, pathway, thoroughfare, track or stock route; and
(b) a bridge, causeway, culvert or other works in, on, over or under a road; and
(c) any part of a road.

Road corner means the intersection of two *roads* or a bend in a single *road* (including where they share the same name) where:

(a) the angle between the *road* (or *road* parts) centre lines is no greater than 140 degrees; or
(b) the two *roads* (or *road* parts) have different verge widths; or
(c) one *road* (or *road* part) has a footpath and the other *road* (or *road* part) does not; or
(d) one *road* (or *road* part) has a different pavement width to the other *road* (or *road* part).

Note: Refer to Figure 1

Secondary dwelling as defined in section 24 of the Planning Regulation 2017:

secondary dwelling means a dwelling on a lot that is used in conjunction with, but subordinate to, another dwelling on the lot, whether or not the dwelling is—

(a) attached to the other dwelling; or

(b) occupied by individuals who are related to, or associated with, the household of the other dwelling.

Secondary frontage boundary of a *lot* is any *frontage boundary* of a *lot* that is not the *primary frontage boundary* and includes a frontage facing:

(a) a *road* on a *corner lot*; or
(b) a *laneway* or *parkway*; or
(c) a *park* or *open space*.

Note: Refer to Figure 1

Side boundary means a *common boundary* that is not a *rear boundary.*

Slope means:

(a) for the purposes of determining maximum *building height:*

(i) the gradient of the lot measured across a 20m by 20m area that includes the building location or

(ii) where the lot is less than 20m wide the gradient of the lot measured across an area that is 20m by the width of the lot over the building location; or

(b) for the purposes of determining maximum *slope* of a *private open space* the gradient of the space measured across its length and width.

Storey as defined in section 24 of the Planning Regulation 2017:

storey—

(a) means a space within a building between 2 floor levels, or a floor level and a ceiling or roof, other than—

(i) a space containing only a lift shaft, stairway or meter room; or

(ii) a space containing only a bathroom, shower room, laundry, toilet or other sanitary compartment; or

Consultation draft

(iii) a space containing only a combination of the things stated in subparagraph (i) or (ii); or

(iv) a basement with a ceiling that is not more than 1m above ground level; and

(b) includes—

(i) a mezzanine; and

(ii) a roofed structured that is on, or part of, a rooftop, if the structure does not only accommodate building plant and equipment.

Structure as defined in Schedule 2 of the *Building Act 1975*:

structure includes a wall or fence and anything fixed to or projecting from a building, wall, fence or other structure.

Swimming pool as defined in Schedule 2 of the *Building Act 1975* – but does not include an indoor *swimming pool*:

swimming pool means an excavation or structure—

(a) capable of being filled with water to a depth of 300mm or more; and

(b) capable of being used for swimming, bathing, wading, paddling or some other human aquatic activity; and

(c) solely or principally used, or designed, manufactured or adapted to be solely or principally used, for the purposes mentioned in paragraph (b) despite its current use;

and includes a spa pool, spa tub or similar thing (whether portable or fixed) and a wading pool (other than a portable wading pool), but does not include—

(d) a fish pond or pool solely or principally used, or designed, manufactured or adapted to be solely or principally used, for ornamental purposes; or

(e) a dam or tank solely or principally used, or designed, manufactured or adapted to be solely or principally used, for aquaculture, marine research or storage of water; or

(f) a watercourse; or

(g) a portable wading pool; or

(h) a spa bath situated in a bathroom, other than a spa bath continually filled with water to a depth of more than 300mm; or

(i) a birthing pool used solely for waterbirths.

Tourist park has the same meaning as in the Planning Regulation 2017:

tourist park means the use of premises for—

(a) holiday accommodation in caravans, self-contained cabins, tents or other similar structures; or

(b) amenity facilities, a food and drink outlet, a manager's residence, offices, recreation facilities for the use of occupants and their visitors, or staff accommodation, if the use is ancillary to the use in paragraph (a).

Uncovered vehicle parking space means an area of the *lot* designated for parking vehicles that does not have a roof.

Utilitarian structure means a clothesline, heating or cooling system, hot water appliance, pump or other *Class 10b structures*, but does not include a gas, electrical or water meter.

Consultation draft

Vehicle as defined in section 15 of the Transport Operations (Road Use Management-Road Rules) Regulation 2009:

> ***What is a vehicle***
>
> A ***vehicle*** includes—
>
> (a) a motor vehicle, trailer and tram; and
> (b) a bicycle; and
> (c) a personal mobility device; and
> (d) an animal-drawn vehicle, and an animal that is being ridden or drawing a vehicle; and
> (e) a combination;
>
> but does not include a motorised mobility device, a wheelchair, a train, a wheeled recreational device or a wheeled toy.

Vehicle parking space means a space to park one or more *vehicles*.

Weather control element means an awning, downpipe, facia, gutter, rainwater head, rainwater tank, sunscreen, the eaves of a *building* or a *window* hood.

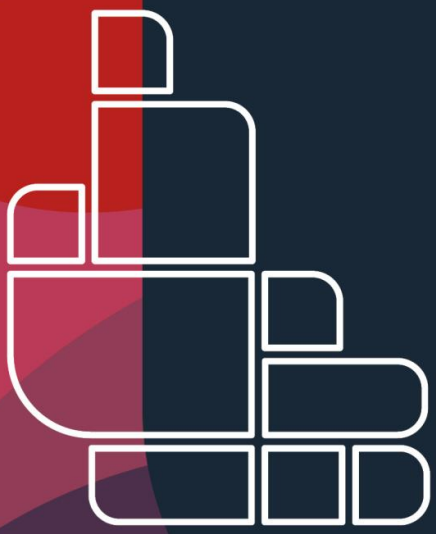
Window as defined in Schedule 1 of the *NCC*:

> ***Window***
>
> Includes a *roof light*, glass panel, glass block or brick, glass louvre, glazed sash, glazed door, or other device which transmits natural light directly from outside a building to the room concerned when in the closed position.

Consultation draft

Queensland Housing Code

Chapter 1: Design and siting standards for houses on lots under 450m^2



Contents

Design and siting **18**
1. *Building* and *structure height* 18
2. *QHC Setbacks—Frontage boundaries* 18
3. *QHC Setbacks—Common boundaries* 21
4. *QHC Site cover* 25
5. *Visual privacy* 25
6. *Built to boundary walls* 26

Streetscape **27**
7. Dwelling entry 27
8. *Vehicle parking* and *access* 27
9. *Garage* and *carport presentation* 29
10. *Fences*, *walls* and *screens* 30

Site planning and design **30**
11. *Open space* 30

Consultation draft

Design and siting

1. Building and structure height

Performance criteria	Acceptable solutions
P1 *Building* and *structure height* 1. *Building work* has a *building height* that: a. permits adequate sunlight and ventilation to *dwellings* and *private open space* in *adjoining premises*; and b. is consistent with the *building height* of *dwellings* intended or prevailing in the immediate area.	**A1.1 *Building* and *structure height*** 1. *Class 1 buildings* have a maximum *building height* of 8.5m. 2. *Class 10a buildings* have a maximum *building height* of 4.5m. 3. *Class 10b structures* and all other *buildings* have a maximum *height* of 5m.

Notes

For A1.1:

1. The default *acceptable solutions* for building height and *structure height* may be varied by the relevant *local government* planning scheme. Provisions in planning schemes must be prescribed in accordance with Part 3 of the Building Regulation 2021.
2. Where the *slope* of a *lot* exceeds 5%, the heights in A1.1(1)-(3) are increased by 1m.

2. QHC setbacks—Frontage boundaries

Performance criteria	Acceptable solutions
P2 *QHC setbacks—Frontage boundaries* 1. *Building work* is *setback* from *frontage boundaries* to: a. optimise the development potential of the *lot*; b. facilitate sufficient on-site parking that ensures *vehicles can be accommodated within the lot;* c. provide for entry features and weather protection; d. encourage articulation and visual amenity to the streetscape; e. complement existing *frontage boundary setbacks* of neighbouring *buildings* or *structures*; and f. respect the outlook and views of neighbouring residents.	**A2.1 *QHC setbacks* for *buildings*** 1. *Class 1 buildings* and *Class 10a buildings* comply with the *frontage boundary setbacks* in **Table 1**. **A2.2 *QHC setbacks* for *structures and fixtures*** 1. *Structures* and fixtures comply with the *frontage boundary setbacks* in **Table 2.**

Notes

For P2 and A2.1 and A2.2:

1. Where a *lot* has multiple *frontage boundaries*, *setbacks* in Table 1 and 2 are specified based on the type of *frontage boundary*.

Consultation draft

Table 1 — Minimum *frontage boundary setbacks for buildings – external walls*

Type	**Minimum *QHC setback***			
Class 1 buildings	***Primary frontage boundary***	***Secondary frontage boundaries —Road***	***Secondary frontage boundaries —Laneway or Parkway***	***Secondary frontage boundaries —Other***
Class 1 buildings	3m	1.5m	0.5m	2m
Class 10a buildings	***Primary frontage boundary***	***Secondary frontage boundaries —Road***	***Secondary frontage boundaries —Laneway or Parkway***	***Secondary frontage boundaries —Other***
Building work including: - *a garage;* or - *a carport.* *Building work* including a detached: - laundry; or - shed.	5.4m	5.4m	1m	2m
Building work including: - a *carport* that is 3.5m or less in *height* that does not include a garage door; or - a *gatehouse* that is 3m or less in *height* and has a roof area of no more than 4m^2.	*BTB* permitted	*BTB* permitted	*BTB* permitted	1m

Notes

In Table 1:

1. Where a *laneway* or a *parkway* is the *primary frontage boundary* of a *lot*, then the *setback* for the *primary frontage boundary* in Table 1 is 2m.
2. Where an *adjoining premises* is *setback* less than the *primary frontage boundary setback* specified in Table 1, the *primary frontage boundary setback* is reduced by 1m.
3. Any *Class 10a building work* not specifically listed in Table 1 must comply with the Class 1 *setbacks* in Table 1.

Consultation draft

Table 2— Minimum *frontage boundary setbacks* – *structures* and fixtures

Type specified	**Minimum *QHC setback***			
***Structures* and fixtures**	***Primary frontage* boundary**	***Secondary frontage boundary—Road***	***Secondary frontage boundary*— Laneway or Parkway**	***Secondary frontage boundary*— Other**
If 1.2m or less in *height* and involving *building work* that is*:* - a *swimming pool*.	1.5m	1.5m	1.5m	1.5m
If 2m or less in *height* and involving *building work* that is*:* - a fence *(*including *privacy fencing)*; or - a retaining wall; or - a *privacy screen*; or - a utility meter; or - a *utilitarian structure,* if screened from public view.	*BTB* permitted	*BTB* permitted	*BTB* permitted	*BTB* permitted
If 2.4m or less in *height and* involving *building work* that is*:* - an *external fixture.*	1m	1m	1m	1m
If over 2.4m in *height* and involving *building work* that is*:* - an *external fixture.*	2m	1m	1m	1m
If 3.0m or less in *height* and involving *building work* that is*:* - an *arch*.	*BTB* permitted	*BTB* permitted	*BTB* permitted	*BTB* permitted
If 3.5m or less in *height* and involving *building work* that is*:* - a *covered outdoor room*; or - a *balcony.*	1.5m	0.5m	0.5m	1.5m
If 3.5m or less in *height* and involving *building work* that is*:* - a *weather control element* for a *carport*.	*BTB* permitted	*BTB* permitted	0.5m	1m
If 8.5m or less in *height* and involving *building work* that is*:* - a *weather control element*; or - a *privacy screen*.	1.5m	0.5m	*BTB* permitted	2m

Notes

In Table 2:

ultation draft

1. Where *structures* exceed the *height* requirements stated in Table 2, or are not specifically listed in Table 2, the *setback* in Table 1 for *Class 1 buildings* applies.
2. A reference to a fence, *privacy fence*, *privacy screen* or retaining wall includes a structure that is a combination of a fence, *privacy fence*, *privacy screen* or retaining wall.
3. Where a solid fence extends at least 1m above the level of the *swimming pool* (between the water and the frontage), the *swimming pool may be built to boundary (BTB).*
4. Further requirements for *swimming pool* barriers are contained in the QDC MP 3.4.

3. QHC setbacks—Common boundaries

Performance criteria	Acceptable solutions
P3 *QHC setbacks—Common boundaries* 1. *Building work* is *setback* from the *lot* boundary to: a. ensure adequate natural light and ventilation to *habitable rooms*; and b. ensure adequate natural light and ventilation to habitable rooms of buildings on adjoining lots; and c. minimise the impact of *building work* on the amenity and privacy of residents of *adjoining premises* d. limit the creation of inaccessible spaces between lots that have the potential to adversely impact on public health and amenity.	**A3.1 *QHC setbacks* for buildings** 1. *Class 1 buildings and Class 10a buildings comply with the common boundary setbacks in* **Table 3**. **A3.2 *QHC setbacks* for *structures and fixtures*** 1. *Structures* and fixtures comply with the *frontage boundary setbacks* in **Table 4.**

Notes

In A3.2.

1 Please note further requirements for heights of dividing fences under the Neighbourhood Disputes (Dividing Fences and Trees) Act 2011.

Consultation draft

Table 3 — Minimum *common boundary setbacks – external walls*

Type	Minimum *QHC setback*	
Class 1 buildings	***Side boundary***	***Rear boundary***
The ground floor, or that part of the *building* that is 4.5m or less in *height*	1m	3m
The second *storey*, or that part of the *building* that is over 4.5m and 8.5m or less in *height*	1m	2.5m
The third *storey*, or that part of the *building* that is over 8.5m in *height: Lots* up to 12.5m *width*	2m	2.5m
The third story, or that part of the building that is over 8.5m in *height: Lots* more than 12.5m *width*	2.5m	2.5m
Class 10a buildings	***Side boundary***	***Rear boundary***
If 3.5m or less in *height* and involving *building work* that is*:* - a *garage, carport*, laundry, or shed up to 9m total combined length along all *common boundaries*; or - a *gatehouse* that has a roof area of no more than 4m².	*BTB* permitted	*BTB* permitted

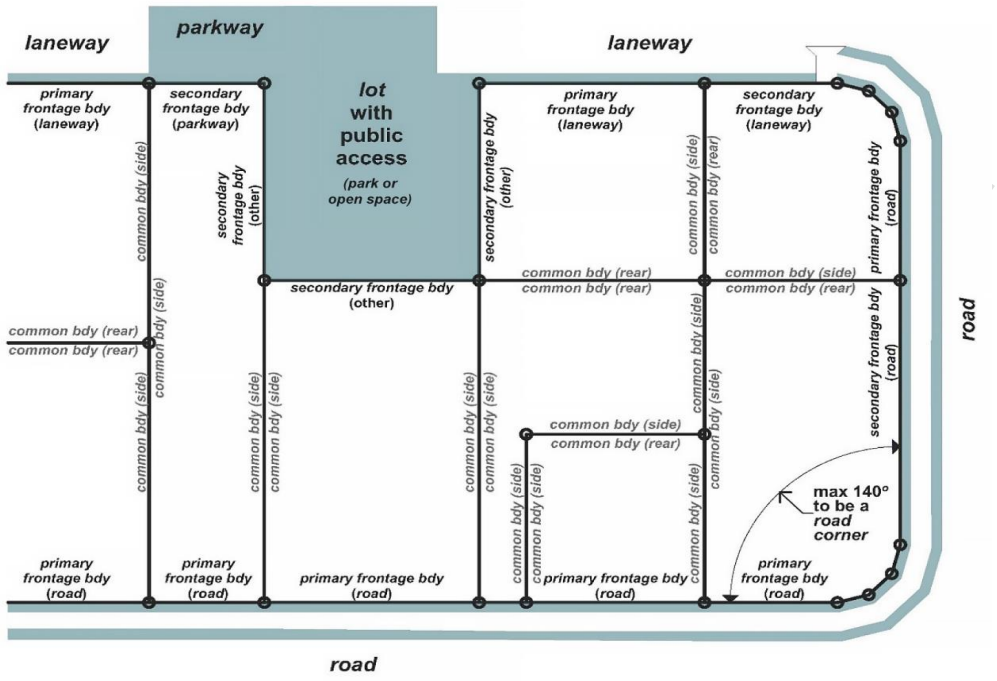
Notes

In Table 3:

1. Table 3 provides separate requirements for each storey of a *dwelling* based on *height*. This allows the second *storey* facing the *rear boundary* to cantilever 0.5m over the ground floor. Structural supports may be located in line with the upper *storey setback* distance. Ground floor structural supports for upper *storeys* must not exceed 10% of the length of *external wall* being supported to maintain private open space.
2. Where *Class 10a buildings* exceed the *height* requirements stated in Table 3, or are not specifically listed in Table 3, the *setbacks* for *Class 1 buildings in* Table 3 apply.

Consultation draft

Figure 1 — *Frontage boundary* and *common boundary* (*side* and *rear*) location diagram



Consulta

Table 4 — Minimum *common boundary setbacks – structures* and fixtures

Type specified	Minimum *QHC setbacks*	
***Structures* and fixtures**	***Side boundary***	***Rear boundary***
If 2m or less in *height* and *building work* that is*:* - a fence (including *privacy fencing)*; or - a retaining wall: or - a *privacy screen*; or - a utility meter; or - a *utilitarian structure,* if screened from public view.	*BTB* permitted	*BTB* permitted
If 2.4m or less in *height and* involving *building work* that is*:* - an *external fixture*.	0.5m	0.5m
If 3.5m or less in *height* and involving *building work* that is*:* - an arch.	*BTB* permitted	*BTB* permitted
If 3.5m or less in *height* and involving *building work* that is*:* - *a covered outdoor room*; or - a *balcony*.	0.5m	1.5m
If 3.5m or less in *height* and involving *building work* that is*:* - *a weather control element* for a *carport.*	*BTB* permitted	*BTB* permitted
If 4.5m or less in *height* and *building work* that is: - a *swimming pool.*	1.5m	1.5m
If 8.5m or less in *height* and involving *building work* that is*:* - a *weather control element*; or - a *privacy screen*.	0.5m	1.5m

Notes

In Table 4:

1. Where a *weather control element* is attached to a part of a *building* that is *BTB*, the minimum *setback* is *BTB*.
2. Where *buildings* or *structures* exceed the *height* requirements stated in Table 4, or are not specifically listed in Table 4, the *setbacks* in Table 3 for C*lass 1 buildings* apply.
3. A reference to a fence, *privacy fence*, *privacy screen* or retaining wall includes a structure that is a combination of a fence, *privacy fence*, *privacy screen* or retaining wall.
4. Where a solid fence extends at least 1m above the level of the *swimming pool* (between the water and the *adjoining premises*), the *swimming pool may be built to boundary (BTB).*
5. Further requirements for *swimming pool* barriers are contained in the QDC MP 3.4.
6. Please note further requirements for heights of *dividing fences* under the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*.

Consultation draft

4. QHC site cover

Performance criteria	Acceptable solutions
P4 *QHC site cover*	**A4.1 *QHC site cover***
1. *Building work* results in a *site cover* that: a. provides adequate *private open space* for recreation; b. facilitates adequate sunlight and ventilation for inhabitants; c. is balanced between built form and permeable landscaped areas; d. positively contributes towards residential amenity and local character; e. accommodates required service facilities and on-site parking for *vehicles*.	1. The maximum *site cover* for all *buildings* and *structures* does not exceed: a. on *lots* 250m² or less: 65%; and b. on *lots* greater than 250m²: 60%.

Notes

For A4.1:

1. When calculating the maximum *QHC site cover* exclude the area of:

(a) a retaining wall; or

(b) a fence.

5. Visual privacy

Performance criteria	Acceptable solutions
P5 Visual privacy	**A5.1 *Visual privacy***
1. *Building work* is designed to minimise direct overlooking to *adjoining premises* through *building* siting, layout and the configuration of *windows, balconies, privacy fences* and *privacy screens*.	1. Where the sill of a *window* is 2m or less above *ground level* and the *window* is *setback* 1m or less from a *common boundary, building work* includes: a. a *privacy fence* with a minimum height of 1.8m on the *common boundary*; or b. a sill *height* of 1.5m or more above floor level; or c. fixed obscure glazing in any part of the *window* below 1.5m above floor level; or d. fixed external *privacy screens* covering the *window*. 2. Where the sill of a *window* is more than 2m above *ground level* and the *window* is *setback* 1.5m or less from a *common boundary*, *building work* includes: a. a sill *height* of 1.5m or more above floor level; or b. fixed obscure glazing in any part of the *window* below 1.5m above floor level; or c. fixed external *privacy screens* covering the *window*. 3. Where a deck or pergola or *balcony* is more than 1m above *ground level* and is *setback* 2m or less from a *common boundary*, *building work* includes a *privacy screen* at the perimeter of the deck or pergola or *balcony* facing the *common boundary* extending not less than 1.5m above the floor level.

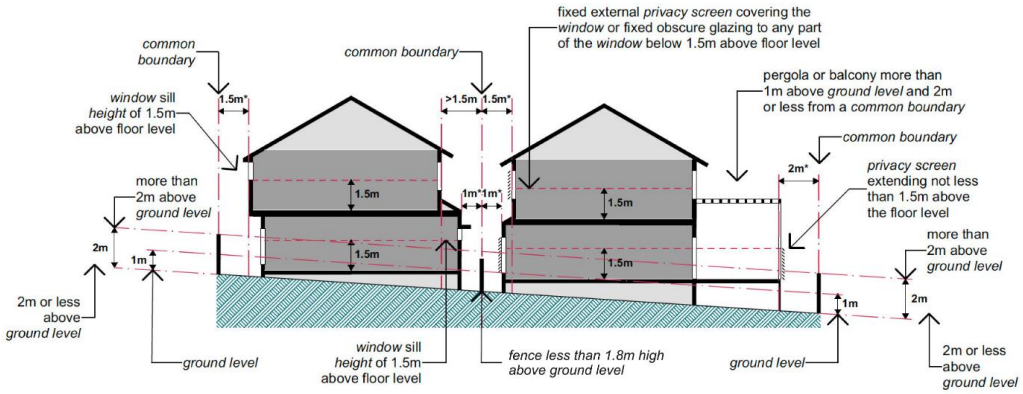
ation draft

Notes

For P5:

1. *Common boundaries* separating *adjoining premises* that are not residential in use are exempt from Performance Criteria P5.

Figure 2 —Visual privacy example



*Note: In this figure * indicates the dimension or less, e.g. 1.5m* means 1.5m or less

6. Built to boundary walls

Performance criteria	Acceptable solutions
P6.1 Maintenance of built to boundary walls 1. The design and construction of a *building* that is close to a *common boundary* facilitates building maintenance.	**A6.1 *Maintenance of built to boundary walls*** 1. Walls within 750mm of a *common boundary* must be *maintenance free*.
P6.2 Location of built to boundary walls 1. *Building* work minimises inaccessible gaps between the *common boundary* and a *building.*	**A6.2 *Location of built to boundary walls*** 1. *A built to boundary* wall is *setback* no more than 200mm from a *common boundary*.

Streetscape

7. Dwelling entry

Performance criteria	Acceptable solutions
P7 Dwelling entry 1. *Building work:* a. promotes visual interest and a high level of visual amenity to all *frontage boundaries*; and b. ensures the entry to a *dwelling* is clearly identifiable from the street.	**A7.1 Dwelling entry** 1. *Building work* ensures that the entry of a *dwelling* is clearly identifiable from a *frontage boundary* with a visible: a. front door or pathway leading to an entry door; or b. gate, gatehouse or arch provided with a house number.

8. Vehicle parking and access

Performance criteria	Acceptable solutions
P8.1 Vehicle parking spaces 1. *Vehicle parking spaces* provided on-site for residents and visitors is sufficient in relation to the scale and use of the *dwelling.*	**A8.1 Number of *vehicle parking spaces*** 1. Each dwelling must be provided with a minimum of 2 *vehicle parking spaces*. 2. At least 1 *vehicle parking space* must be located in a *garage* or a *carport*.
P8.2 Design of vehicle parking spaces 1. *Vehicle parking spaces, garages* and *carports* are of a sufficient size: a. in relation to the scale and use of the *dwelling*; and b. to prevent intrusion of *vehicles* into public areas.	**A8.2 Design of *vehicle parking spaces*** 1. *Vehicle parking spaces* are designed and constructed to comply with: a. Australian Standard AS2890.1:2004; or b. the minimum dimensions specified in **Table 5** (**Figure 3**).

Notes

In A8.1:

1. The default *acceptable solutions* for *vehicle parking spaces* may be varied by the relevant *local government* planning scheme. Provisions in planning schemes must be prescribed in accordance with Part 3 of the Building Regulation 2021.

Consultation draft

Table 5 — Minimum dimensions for *vehicle parking spaces*

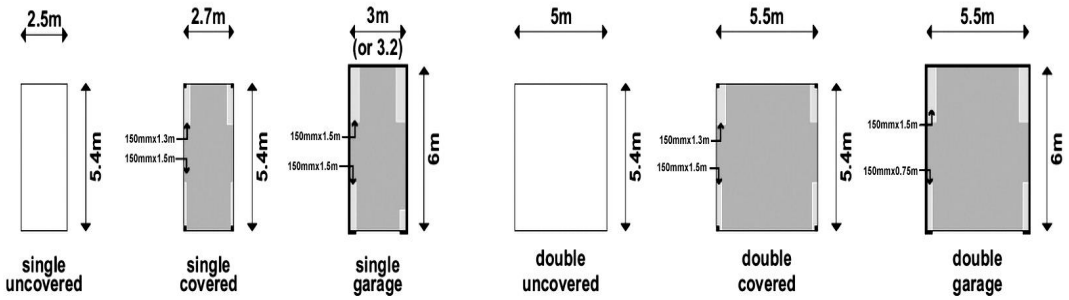
Description	Minimum size	
Uncovered vehicle parking spaces	**Width**	**Depth**
Single	2.5m	5.4m
Double	5m	5.4m
Covered *vehicle parking spaces*	**Width**	**Depth**
Single	2.7m	5.4m
Double	5.5m	5.4m
Vehicle parking spaces* in a *garage	**Width**	**Depth**
Single	3m or 3.2m	6m
Double	5.5m	6m

Notes

In Table 5:

1. If level entry access required under the NCC - Liveable Housing Design Standard is provided through a single car garage, then the single parking space must be a minimum width of 3.2m.
2. For covered vehicle parking spaces and vehicle parking spaces in a garage, minor encroachments are permitted to the internal corners of each parking space. The maximum size of each encroachment is limited to 150mm in width by 1.5m in depth (see Figure 3).

Figure 3 — *Vehicle parking spaces* minimum dimensions



Consultation draft

9. Garage and carport presentation

Performance criteria	Acceptable solutions
P9.1 *Garage* and *carport* access widths (other than *laneways*) 1. *Garages* and *carports*: a. are designed and constructed so that *vehicles* can safely enter from a *road*; and b. do not dominate the *road*.	**A9.1 *Garage* and *carport* access widths (other than *laneways*)** 1. The access width for *garages* and *carports* complies with the maximum widths in **Table 6.** 2. A *garage* or *carport* opening may exceed the maximum width specified in **Table 6** if: a. the additional width is 3.3m or less; and b. the additional width is *setback* 1m more than any other *garage* or *carport* access; and c. the *lot width* is greater than 12.5m.
P9.2 Garages and *carports* facing a *laneway* 1. *Garages* and *carports*: a. are designed to allow for *vehicle* entry from the *laneway*; b. minimise the visual impact of *vehicles*, *utilities*, and *utility storage areas*.	**A9.2 *Garages* and *carports* facing a *laneway*** 1. Where a *lot* is serviced by a *laneway, garages* and *carports* can extend along the full length of the *secondary frontage (laneway)*. 2. *Garages* and *carports* facing a *laneway* can be fitted with a door facing the *laneway for* the full extent of the *garage* or *carport* access width.

Table 6 – Maximum access width of *garage* and *carport*

Garage* and *carport* maximum access *widths			
Access from *frontage boundary* other than a *laneway* and *secondary frontage boundary*	**1 *storey***	***2 storeys, where the* first floor overhangs the *garage* or *carport* by no less than 0.5m**	**2 *storeys*, in all other circumstances**
***Lot width* up to 10m**	3.3m	4.8m	3.3m
***Lot width between* 10m to 12.5m**	4.8m	6m	4.8m
***Lot width* greater than 12.5m**	6m		
Access from *secondary frontage boundary*			
In all circumstances	6m		

Consultation draft

10. Fences, walls and screens

Performance criteria	Acceptable solutions
P10 Fences, walls and screens 1. *Building work* ensures that a fence, wall or screen that is provided in association with a *dwelling:* a. facilitates security and privacy; b. minimises the impact on the amenity and privacy of residents of *adjoining premises*; c. facilitates casual surveillance of public space adjoining any *frontage boundary*; and d. enhances the use of *private open space*.	**A10.1 *Frontage boundaries*** 1. A fence, *privacy fence, privacy screen* or retaining wall located on or within a minimum *frontage boundary setback* for a *class 1 building* specified in **Table 1** has a maximum *height* of 2m.
	A10.2 *Common boundaries* 1. A fence, *privacy fence, privacy screen* or retaining wall located on or within a minimum *common boundary setback* for a *class 1 building* specified in **Table 3** has a maximum *height* of 2m.

Notes

In A10.1 and A10.2

1. Further requirements for *swimming pool* barriers are contained in the QDC MP 3.4.
2. A reference to a fence, *privacy fence*, *privacy screen* or retaining wall includes a structure that is a combination of a fence, *privacy fence*, *privacy screen* or retaining wall.

In A10.2

3. Further requirements for *heights* of *dividing fences* under the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*.

Site planning and design

11. Open space

Performance criteria	Acceptable solutions
P11.1 *Private open space* 1. *Dwellings* are provided with a *private open space* that has access to natural light, usable proportions that are responsive to the size of the *lot* and the recreation needs of residents.	**A11.1 *Private open space*** 1. *Dwellings* are provided with a *private open space* that complies with the minimum requirements specified in **Table 7** (**Figure 4**).
P11.2 *Landscape open space* 1. *Dwellings* are provided with a *landscape open space* that promotes opportunities for shading, reduces stormwater impacts and enhances the amenity of the streetscape.	**A11.2 *Landscape open space*** 1. *Dwellings* are provided with a *landscape open space* that complies with the minimum requirements specified in **Table 7** (**Figure 5**).

consultation draft

Table 7 — Minimum requirements for *private open space* and *landscape open space*

Type	Minimum dimension	Minimum area	Location	Maximum *slope*	Use	*Building work and landscaping*
Private open space - if located 2m or less above ground level	3m	15m²	Directly accessible from a *habitable room* other than a bedroom and with at least 7.5m² open to the sky	A *slope* of not more than 5%	Not used for utility purposes such as bin storage, clothes drying and the like	Does not include a utilitarian structure
Private open space – If located more than 2m above ground level	2m	9m²	Directly accessible from a *habitable room* other than a bedroom and with at least 4.5m² open to the sky	N/A	Not used for utility purposes such as bin storage, clothes drying and the like	Does not include a utilitarian structure
Landscape open space	2m	6m²	Between the *dwelling* and a *frontage boundary*	N/A	Not used to provide access to the *lot* or another *lot*	Does not include paving, any impervious surface or *building work* both underneath and overhead

Consultation draft

Figure 4 — *Private open space (POS)* example options

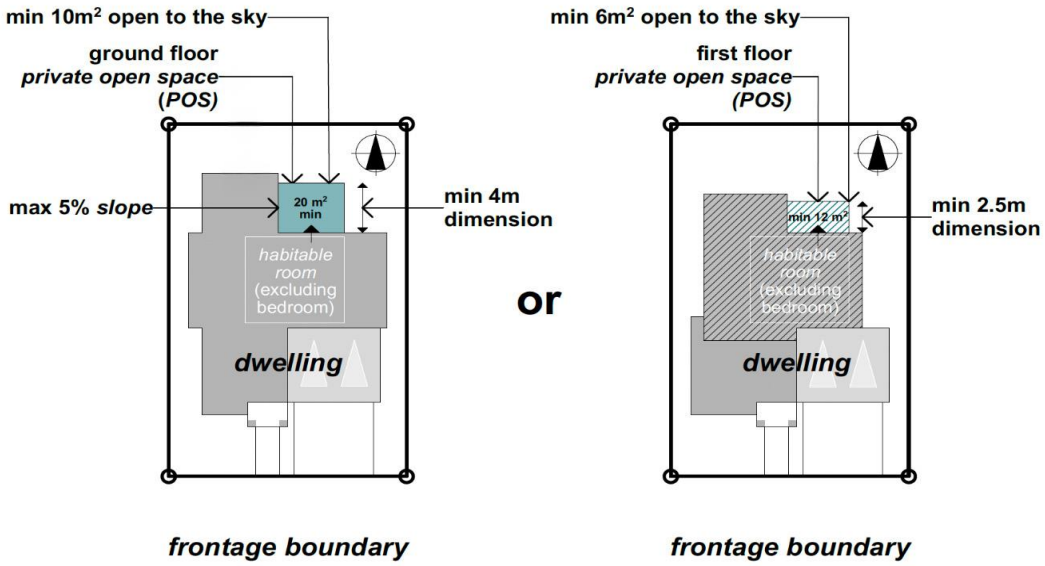
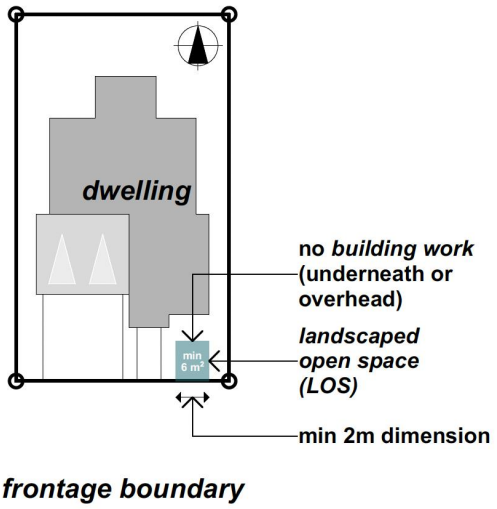
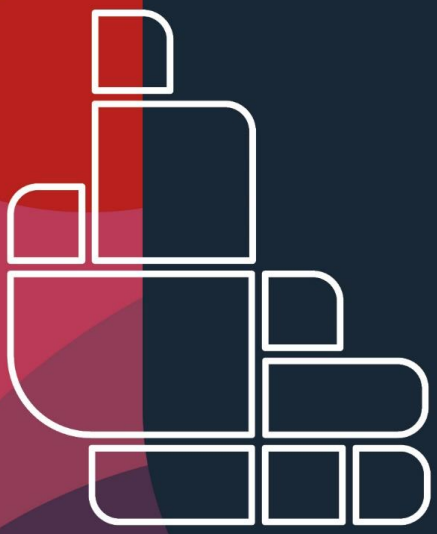


Figure 5 — *Landscape open space* example



Queensland Housing Code

Chapter 2: Design and siting standards for houses on lots 450m^2 and over



Contents

Design and siting 35
1. *Building* and *structure height* 35
2. *QHC Setbacks—Frontage boundaries* 35
3. *QHC Setbacks—Common boundaries* 38
4. *QHC Site cover* 42
5. Visual privacy 43
6. Built to boundary walls 44

Streetscape 44
7. Dwelling entry 44
8. *Vehicle parking and access* 44
9. *Garage* and *carport* presentation 46
10. *Fences, walls* and *screens* 46

Site planning and design 47
11. *Open space* 48

Consultation draft

Design and siting

1. Building and structure height

Performance criteria	Acceptable solutions
P1 *Building* and *structure height* 1. *Building work* has a *building height* that: a. permits adequate sunlight and ventilation to *dwellings* and *private open space* in *adjoining premises*; and b. is consistent with the *building height* of *dwellings* intended or prevailing in the immediate area.	**A1.1 *Building* and *structure height*** 1. *Class 1 buildings* have a maximum *building height* of 8.5m. 2. *Class 10a buildings* have a maximum *building height* of 4.5m. 3. *Class 10b structures* and all other *buildings* have a maximum *height* of 5m.

Notes

For A1.1:

1. The default *acceptable solutions* for *building height* and *structure height* may be varied by the relevant *local government* planning scheme. Provisions in planning schemes must be prescribed in accordance with Part 3 of the Building Regulation 2021.
2. Where the *slope* of a *lot* exceeds 5%, the heights in A1.1(1)-(3) are increased by 1m.

2. QHC setbacks—Frontage boundaries

Performance criteria	Acceptable solutions
P2 *QHC setbacks—Frontage boundaries* 1. *Building work* is *setback* from *frontage boundaries* to: a. optimise the development potential of the *lot*; b. facilitate sufficient on-site parking that ensures *vehicles* can be accommodated within the *lot*; c. provide for entry features and weather protection; d. encourage articulation and visual amenity to the streetscape; e. complement existing *frontage boundary setbacks* of neighbouring *buildings* or *structures*; and f. respect the outlook and views of neighbouring residents.	**A2.1 *QHC setbacks* for *buildings*** 1. *Class 1 buildings* and *Class 10a buildings* comply with the *frontage boundary setbacks* in **Table 1**. **A2.2 *QHC setbacks* for *structures and fixtures*** 1. *Structures* and fixtures comply with the *frontage boundary setbacks* in **Table 2**.

Notes

For P2 and A2.1 and A2.2:

1. Where a *lot* has multiple *frontage boundaries*, *setbacks* in Table 1 and Table 2 are specified based on the type of *frontage boundary*.

consultation draft

Table 1 — Minimum *frontage boundary setbacks* for *buildings – external walls*

Type	**Minimum *QHC setback***			
Class 1 buildings	***Primary frontage boundary***	***Secondary frontage boundaries —Road***	***Secondary frontage boundaries —Laneway or Parkway***	***Secondary frontage boundaries —Other***
Class 1 buildings	5m	4m	1m	3m
Class 10a buildings	***Primary frontage boundary***	***Secondary frontage boundaries —Road***	***Secondary frontage boundaries —Laneway or Parkway***	***Secondary frontage boundaries —Other***
Building work including: - a *garage;* or - a *carport.* *Building work* including a detached: - laundry; or - shed.	6m	6m	1m	3m
Building work including: - a *carport* that is 3.5m or less in *height* that does not include a *garage* door; or - a *gatehouse* that is 3m or less in *height* and has a roof area of no more than 4m².	*BTB* permitted	*BTB* permitted	*BTB* permitted	1m

Notes

In Table 1:

1. Where a *laneway* or a *parkway* is the *primary frontage boundary* of a *lot*, then the *setback* for the *primary frontage boundary* in Table 1 is 2m.
2. Where an *adjoining premises* is *setback* less than the *primary frontage boundary setback* specified in Table 1, the *primary frontage boundary setback* is reduced by 1m.
3. Any Class 10a *building work* not specifically listed in Table 1 must comply with the Class 1 *setbacks* in Table 1.

Consultation draft

Table 2—Minimum *frontage boundary setbacks – structures* and fixtures

Type specified	**Minimum *QHC setback***			
***Structures* and fixtures**	***Primary frontage boundary***	***Secondary frontage boundaries —Road***	***Secondary frontage boundaries —Laneway or Parkway***	***Secondary frontage boundaries —Other***
If 1.2m or less in *height* and involving *building work* that is*:* - *a swimming pool*.	1.5m	1.5m	1.5m	1.5m
If 2m or less in *height* and involving *building work* that is*:* - a fence (including *privacy fencing)*; or - a retaining wall; or - a *privacy screen*; or - a utility meter; or - a *utilitarian structure,* if screened from public view.	*BTB* permitted	*BTB* permitted	*BTB* permitted	*BTB* permitted
If 2.4m or less in *height* and involving *building work* that is*:* - an *external fixture.*	1m	1m	1m	1m
If over 2.4m in *height* and involving *building work* that is*:* - an *external fixture.*	4m	3m	1.0m	2m
If 3.0m or less in *height* and involving *building work* that is*:* - an *arch*.	*BTB* permitted	*BTB* permitted	*BTB* permitted	*BTB* permitted
If 3.5m or less in *height* and involving *building work* that is*:* - a *covered outdoor room*; or - a *balcony*.	3m	2.5m	0.5m	1.5m
If 3.5m or less in *height* and involving *building work* that is*:* - a *weather control element* for a *carport*.	*BTB* permitted	*BTB* permitted	0.5m	1m
If 8.5m or less in *height* and involving *building work* that is*:* - a *weather* control *element*; or - a *privacy screen*.	3m	2.5m	0.25m	1.5m

Consultation draft

Notes

In Table 2:

1. Where *structures* exceed the *height* requirements stated in Table 2, or are not specifically listed in Table 2, the *setback* in Table 1 for *Class 1 buildings* applies.
2. A reference to a fence, *privacy fence*, *privacy screen* or retaining wall includes a structure that is a combination of a fence, *privacy fence*, *privacy screen* or retaining wall.
3. Where a solid fence extends at least 1m above the level of the *swimming pool* (between the water and the frontage), the *swimming pool* may *be built to boundary (BTB)*.
4. Further requirements for *swimming pool* barriers are contained in the QDC MP3.4.

3. QHC setbacks—Common boundaries

Performance criteria	Acceptable solutions
P3 *QHC setbacks—Common boundaries*	**A3.1 *QHC setbacks* for *buildings***
1. *Building work* is *setback* from the *lot* boundary to: a. ensure adequate natural light and ventilation to *habitable rooms*; and b. ensure adequate natural light and ventilation to habitable rooms of buildings on adjoining lots; and c. minimise the impact of *building work* on the amenity and privacy of residents of *adjoining premises*; and d. limit the creation of inaccessible spaces between lots that have the potential to adversely impact on public health and amenity.	1. *Class 1 buildings and Class 10a buildings* comply with the *common boundary setbacks* in **Table 3**.
	A3.2 *QHC setbacks* for *structures and fixtures*
	1. *Structures* and fixtures comply with the *frontage boundary setbacks* **Table 4**.

Notes

In A3.2:

1. Further requirements for *heights* of *dividing fences* apply under the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*.

Consultation Draft

Table 3 — Minimum *common boundary setbacks – external walls*

Type	**Minimum *QHC setback***	
Class 1 buildings	***Side boundary***	***Rear boundary***
The ground floor, or that part of the *building* that is 4.5m or less in *height*	1.5m	4m
The second *storey*, or that part of the *building* that is over 4.5m and 8.5m or less in *height*	1.5m	3m
The third *storey*, or that part of the *building* that is over 8.5m in *height*	2.5m	3m
Class 10a buildings	***Side boundary***	***Rear boundary***
If 3.5m or less in *height* and involving *building work* that is*:* - a *garage, carport*, laundry, or shed up to 9m total combined length along all *common boundaries*; or - a *gatehouse* that has a roof area of no more than 4m².	*BTB* permitted	*BTB* permitted

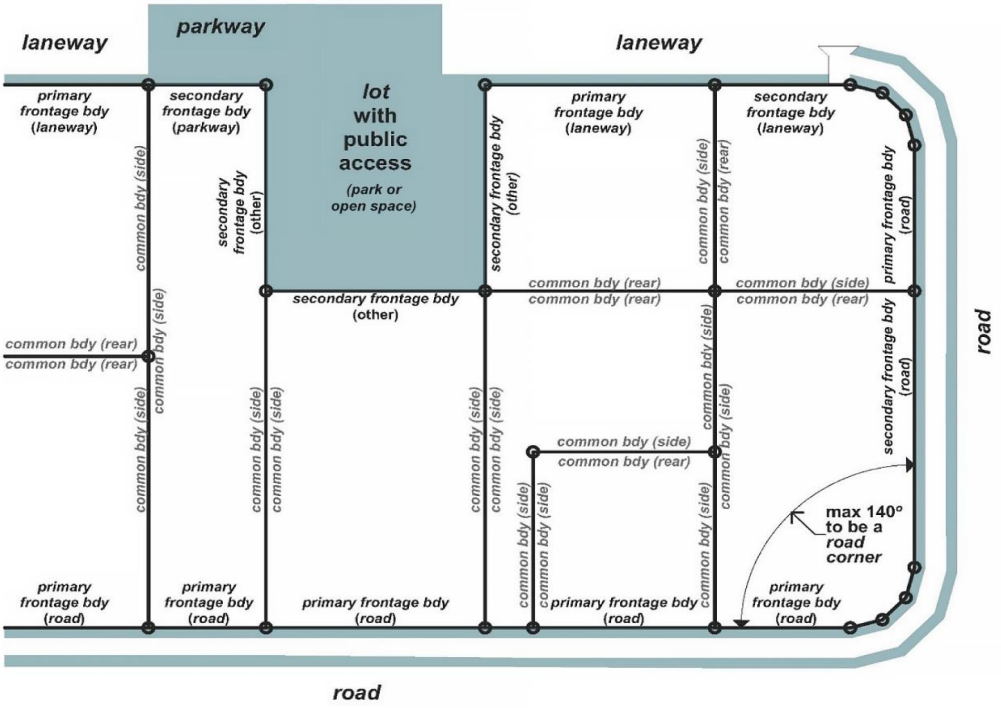
Notes

In Table 3:

1. There are separate requirements for each *storey* of a *dwelling* based on *height*. This allows the second *storey* facing the *rear boundary* to cantilever 1m over the ground floor. Structural supports may be located in line with the upper *storey setback* distance. Ground floor structural supports for upper *storeys* must not exceed 10% of the length of *external wall* being supported to maintain private open space.
2. Where *Class 10a buildings* exceed the *height* requirements stated in Table 3, or are not specifically listed in Table 3, the *setbacks* for *Class 1 buildings* in Table 3 apply.

Consultation draft

Figure 1 — *Frontage boundary* and *common boundary* (*side* and *rear*) location diagram



Consultation

Table 4 — Minimum *common boundary setbacks – structures* and fixtures

Type specified	Minimum *QHC setback*	
***Structures* and fixtures**	***Side boundary***	***Rear boundary***
If 2m or less in *height* and *building work* that is*:* - a fence (including *privacy fencing)*; or - a retaining wall: or - a *privacy screen*; or - a utility meter; or - a *utilitarian structure,* if screened from public view.	*BTB* permitted	*BTB* permitted
If 2.4m or less in *height and building work* that is*:* - an *external fixture.*	0.5m	0.5m
If 3.0m or less in *height* and *building work* that is*:* - *an arch*.	*BTB* permitted	*BTB* permitted
If 3.5m or less in *height* and *building work* that is*:* - *a covered outdoor room*; or - a *balcony*.	1m	2m
If 3.5m or less in *height* and involving *building work* that is*:* - *a weather control element* for a *carport.*	*BTB* permitted	*BTB* permitted
If 4.5m or less in *height* and *building work* that is: - a *swimming pool*.	1.5m	1.5m
If 8.5m or less in height and *building work* that is: - a *weather control element*; or - a *privacy screen*.	0.5m	2m

Notes

In Table 4:

1. Where a *weather control element* is attached to a part of a *building* that is *BTB,* the minimum *setback* is *BTB*.
2. Where *buildings* or *structures* exceed the *height* requirements stated in Table 4, or are not specifically listed in Table 4, the *setbacks* in Table 3 for *Class 1 buildings* apply.
3. A reference to a fence, *privacy fence*, *privacy screen* or retaining wall includes a *structure* that is a combination of a fence, *privacy fence*, *privacy screen* or retaining wall.
4. Where a solid fence extends at least 1m above the level of the *swimming pool* (between the water and the *adjoining premises*), the *swimming pool may be built to boundary (BTB).*
5. Further requirements for *swimming pool* barriers are contained in the QDC MP 3.4 – *Swimming Pool Barriers* (QDC MP 3.4).
6. Further requirements for *heights* of *dividing fences* apply under the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*.

Consultation draft

4. QHC site cover

Performance criteria	Acceptable solutions
P4 *QHC site cover*	**A4.1 *QHC site cover***
1. *Building work* results in a *site cover* that: a. provides adequate *private open space* for recreation; b. facilitates adequate sunlight and ventilation for inhabitants; c. is balanced between built form and permeable landscaped areas; d. positively contributes towards residential amenity and local character; and e. accommodates required service facilities and on-site parking for *vehicles*.	1. The maximum *site cover* for all *buildings* and *structures* does not exceed 50%.

Notes

For A4.1:

1. When calculating the maximum *QHC site cover* exclude the area of:

(a) a retaining wall; or

(b) a fence.

Consultation draft

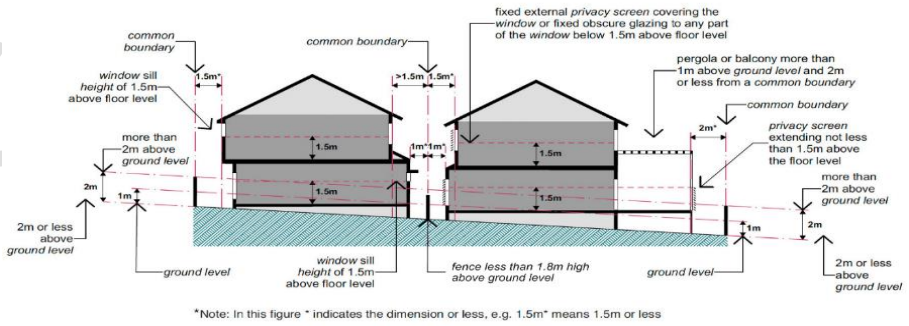
5. Visual privacy

Performance criteria	Acceptable solutions
P5 Visual privacy 1. *Building work* is designed to minimise direct overlooking to *adjoining premises* through *building* siting, layout and the configuration of *windows, balconies, privacy fences* and *privacy screens*.	**A5.1 *Visual privacy*** 1. Where the sill of a *window* is 2m or less above *ground level* and the *window* is *setback* 1m or less from a *common boundary, building work* includes: a. a *privacy fence* with a minimum *height* of 1.8m on the *common boundary*; or b. a sill *height* of 1.5m or more above floor level; or c. fixed obscure glazing in any part of the *window* below 1.5m above floor level; or d. fixed external *privacy screens* covering the *window*. 2. Where the sill of a *window* is more than 2m above *ground level* and the *window* is *setback* 1.5m or less from a *common boundary*, *building work* includes: a. a sill *height* of 1.5m or more above floor level; or b. fixed obscure glazing in any part of the *window* below 1.5m above floor level; or c. fixed external *privacy screens* covering the *window*. 3. Where a deck or pergola or *balcony* is more than 1m above *ground level* and is *setback* 2m or less from a *common boundary*, *building work* includes a *privacy screen* at the perimeter of the deck or pergola or *balcony* extending not less than 1.5m above the floor level.

Notes

1. *Common boundaries* separating *adjoining premises* that are not residential in use are exempt from Performance Criteria P5.

Figure 2 — *Visual privacy* example



6. Built to boundary walls

Performance criteria	Acceptable solutions
P6.1 *Maintenance of built to boundary walls* 1. The design and construction of a *building* that is close to a *common boundary* facilitates building maintenance.	**A6.1 *Maintenance of built to boundary walls*** 1. Walls within 750mm of a *common boundary* must be *maintenance free*.
P6.2 *Location of built to boundary walls* 1. *Building* work minimises inaccessible gaps between the *common boundary* and a *building.*	**A6.2 *Location of built to boundary walls*** 1. *A built to boundary* wall is *setback* no more than 200mm from a *common boundary*.

Streetscape

7. Dwelling entry

Performance criteria	Acceptable solutions
P7 *Dwelling* entry 1. *Building work:* a. promotes visual interest and a high level of visual amenity to all *frontage boundaries*; and b. ensures the entry to a *dwelling* is clearly identifiable from the street.	**A7.1 *Dwelling* entry** 1. *Building work* ensures that the entry of a *dwelling* is clearly identifiable from a *frontage boundary* with a visible: a. front door or pathway leading to an entry door; or b. gate, *gatehouse* or *arch* provided with a house number.

8. Vehicle parking and access

Performance criteria	Acceptable solutions
P8.1 *Vehicle parking spaces* 1. *Vehicle parking spaces* provided on-site for residents and visitors is sufficient in relation to the scale and use of the *dwelling.*	**A8.1 Number of *vehicle parking spaces*** 1. Each dwelling must be provided with a minimum of 2 *vehicle parking spaces*. 2. At least 1 *vehicle parking space* must be located in a *garage or a carport*.
P8.2 *Design of vehicle parking spaces* 1. *Vehicle parking spaces, garages* and *carports* are of a sufficient size: a. in relation to the scale and use of the *dwelling*; and b. to prevent intrusion of *vehicles* into public areas.	**A8.2 Design of *vehicle parking spaces*** 1. *Vehicle parking spaces* are designed and constructed to comply with: a. Australian Standard AS2890.1:2004; or b. the minimum dimensions specified in **Table 5** (**Figure 3**).

consultation draft

Notes

In A8.1:

1. The default *acceptable solutions* for *vehicle parking spaces* may be varied by the relevant *local government* planning scheme. Provisions in planning schemes must be prescribed in accordance with Part 3 of the Building Regulation 2021.

Table 5 — Minimum dimensions for *vehicle parking spaces*

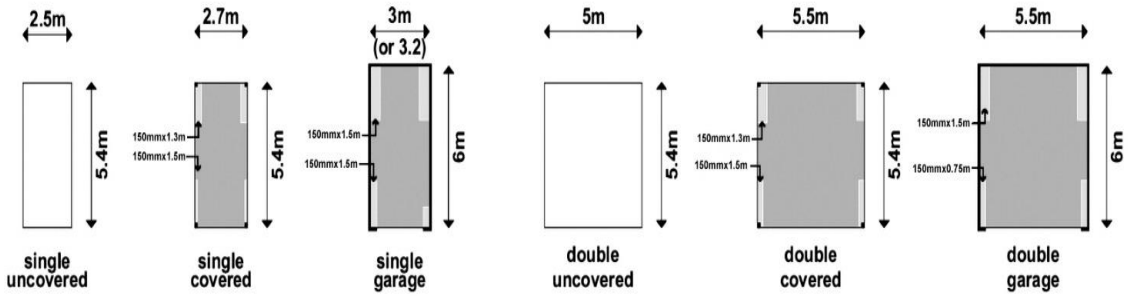
Description	Minimum size	
Uncovered vehicle parking spaces	**Width**	**Depth**
Single	2.5m	5.4m
Double	5m	5.4m
Covered *vehicle parking spaces*	**Width**	**Depth**
Single	2.7m	5.4m
Double	5.5m	5.4m
Vehicle parking spaces* in a *garage	**Width**	**Depth**
Single	3m or 3.2m	6m
Double	5.5m	6m

Notes

In Table 5:

1. If level entry access required under the *NCC - Liveable Housing Design Standard* is provided through a single car *garage*, then the single parking space must be a minimum width of 3.2m.
2. For covered *vehicle parking spaces* and *vehicle parking spaces* in a *garage*, minor encroachments are permitted to the internal corners of each parking space. The maximum size of each encroachment is limited to 150mm in width by 1.5m in depth (see Figure 3).

Figure 3 — *Vehicle parking spaces* minimum dimensions



Consultation draft

9. Garage and carport presentation

Performance criteria	Acceptable solutions
P9.1 *Garage* and *carport* access widths (other than *laneways*) 1. *Garages* and *carports*: a. are designed and constructed so that *vehicles* can safely enter from a *road*; and b. do not visually dominate the streetscape.	**A9.1 *Garage* and *carport* access widths (other than *laneways*)** 1. The access width for *garages* and *carports* complies with the maximum widths in **Table 6.** 2. A *garage* or *carport* access width may exceed the maximum width specified in **Table 6** if: a. the additional width is 3.3m or less; and b. the additional width is setback 1m more than any other garage or carport opening; and c. the *lot width* is greater than 12.5m.
P9.2 Garages and *carports* facing a *laneway* 1. *Garages* and *carports*: a. are designed to allow for *vehicle* entry from the *laneway*; b. minimise the visual impact of *vehicles*, *utilities*, and *utility storage areas*.	**A9.2 *Garages* and *carports* facing a *laneway*** 1. Where a *lot* is serviced by a *laneway, garages* and *carports* can extend along the full length of the *secondary frontage (laneway)*. 2. *Garages* and *carports* facing a *laneway* can be fitted with a door facing the *laneway* for the full extent of the *garage* or *carport* access width.

Table 6 – Maximum access width of *garage* and *carport*

Garage* and *carport* maximum access *widths			
Access from *frontage boundary* other than a *laneway* and *secondary frontage boundary*	**1 *storey***	***2 storeys, where the* first floor overhangs the *garage* or *carport* by no less than 0.5m**	**2 *storeys,* in all other circumstances**
***Lot width* up to 10m**	3.3m	4.8m	3.3m
***Lot width* between 10m to 12.5m**	4.8m	6m	4.8m
***Lot width* greater than 12.5m**	6m		
Access from *secondary frontage boundary*			
In all circumstances	6m		

consultation draft

10. Fences, walls and screens

Performance criteria	Acceptable solutions
P10 Fences, walls and screens 1. *Building work* ensures that a fence, wall or screen that is provided in association with a *dwelling:* a. facilitates security and privacy; b. minimises the impact on the amenity and privacy of residents of *adjoining premises*; c. facilitates casual surveillance of public space adjoining any *frontage boundary*; and d. enhances the use of *private open space.*	**A10.1 *Frontage boundaries*** 1. A fence, *privacy fence, privacy screen* or retaining wall located on or within a minimum *frontage boundary setback* for a *Class 1 building* specified in **Table 1,** has a maximum *height* of 2m. **A10.2 *Common boundaries*** 1. A fence, *privacy fence, privacy screen* or retaining wall located on or within a minimum *common boundary setback* for a *Class 1 building* specified in **Table 3**, has a maximum *height* of 2m.

Notes

In A10.1 and A10.2

1. Further requirements for *swimming pool* barriers are contained in the QDC MP 3.4.
2. A reference to a fence, *privacy fence*, *privacy screen* or retaining wall includes a structure that is a combination of a fence, *privacy fence*, *privacy screen* or retaining wall.

In A10.2

3. Further requirements for *heights* of *dividing fences* under the *Neighbourhood Disputes (Dividing Fences and Trees) Act 2011*.

Consultation draft

Site planning and design

11. Open space

Performance criteria	Acceptable solutions
P11.1 *Private open space* 1. *Dwellings* are provided with a *private open space* that has access to natural light, usable proportions that are responsive to the size of the *lot* and the recreation needs of residents.	**A11.1 *Private open space*** 1. *Dwellings* are provided with a *private open space* that complies with the minimum requirements specified in **Table 7** (**Figure 4**).
P11.2 *Landscape open space* 1. *Dwellings* are provided with a *landscape open space* that promotes opportunities for shading, reduces stormwater impacts and enhances the amenity of the streetscape.	**A11.2 *Landscape open space*** 1. *Dwellings* are provided with a *landscape open space* that complies with the minimum requirements specified in **Table 7** (**Figure 5**).

Table 7 — Minimum requirements for *private open space* and *landscape open space*

Type	Minimum dimension	Minimum area	Location	Maximum *slope*	Use	*Building work and landscaping*
Private open space* – if located 2m or less above *ground level	4m	20m²	Directly accessible from a *habitable room* other than a bedroom and with at least 10m² open to the sky	A *slope* of not more than 5%	Not used for utility purposes such as bin storage, clothes drying and the like	Does not include a utilitarian structure
Private open space – If located more than 2m above ground level	2.5m	12m²	Directly accessible from a *habitable room* other than a bedroom and with at least 6m² open to the sky	N/A	Not used for utility purposes such as bin storage, clothes drying and the like	Does not include a utilitarian structure
Landscape open space	2.5m	10m²	Between the *dwelling* and a *frontage boundary*	N/A	Not used to provide access to the *lot* or another *lot*	Does not include paving, any impervious surface or *building work* both underneath and overhead

Consultation draft

Figure 4 — *Private open space (POS)* example options

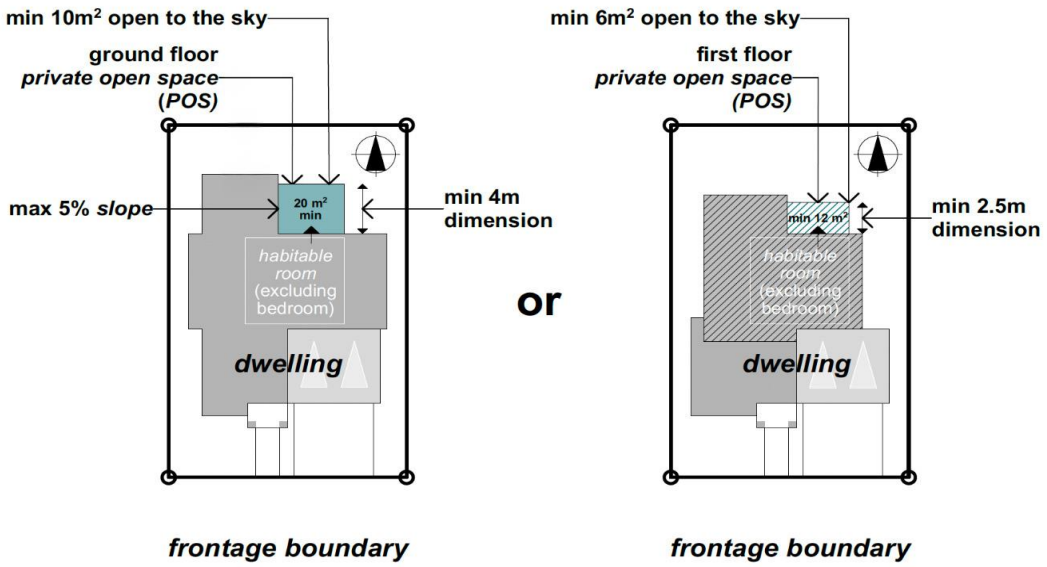
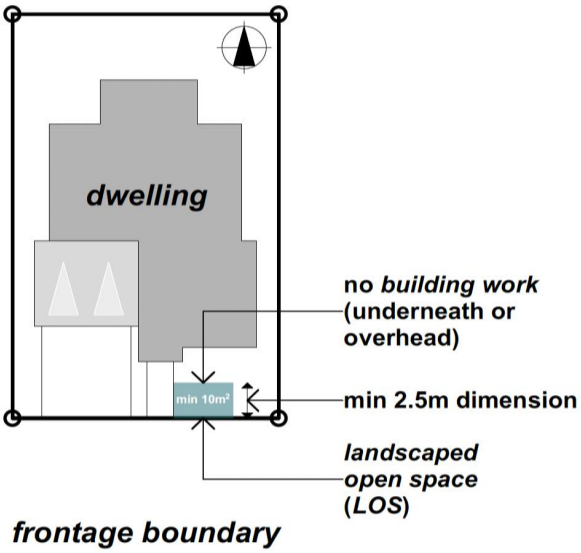


Figure 5 — *Landscape open space* example



www.housing.qld.gov.au
Consultation draft

16 REPORTS FROM INFRASTRUCTURE & OPERATIONS

16.1 TROPICAL CYCLONE ALFRED EVENT - RECOVERY

Objective Reference: **A11962450**

Authorising Officer: **Christopher Isles, Acting General Manager Infrastructure & Operations**

Responsible Officer: **Brooke Denholder, Group Manager Communities**

Report Author: **Larissa Godfrey, Strategic Advisor Social Planning**

Attachments:
1. **Redland Tropical Cyclone Alfred Local Recovery Plan** ⇩
2. **Redland Event-Specific Recovery Action Plan - Tropical Cyclone Alfred** ⇩

PURPOSE

To provide an update on the recovery phase following Tropical Cyclone Alfred and seek approval for two event-specific recovery plans.

1. Redland Tropical Cyclone Alfred Local Recovery Plan
2. Redland Event-Specific Recovery Action Plan: Tropical Cyclone Alfred

BACKGROUND

At its General Meeting on 19 March 2025, Council received a late report (Item 13.1) relating to Tropical Cyclone Alfred – Preparedness and Response.

Council resolved 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.*

This report relates to item 4 of the Council resolution, noting this will be considered at the July 2025 General Meeting.

Redland City

Redland Local Government Area (LGA) covers 537 square kilometres and is home to more than 166,000 residents. Some 40 per cent of the city is protected green space.

Part of what makes the city unique is its 335 km of coastline and six inhabited islands which are primarily accessible by watercraft: North Stradbroke Island (Minjerribah), Coochiemudlo and the Southern Moreton Bay Islands (Karragarra, Lamb, Macleay and Russell).

While Redlands Coast does not have major riverine systems running through the city, such as those in Brisbane, Logan, Moreton or the Gold Coast, it does have an expansive network of creeks and dams that are fed by these systems and drain into Moreton Bay.

Some of the city's natural assets are the same attributes that pose the greatest risk when it comes to potential impact from the growing number of natural disasters in Queensland.

The event

The Bureau of Meteorology has documented Tropical Cyclone Alfred 2025 as a long-lived Coral Sea event which formed as a low, northeast of Cooktown in Far North Queensland, on 21 February. It was declared a cyclone on 23 February.

Tropical Cyclone Alfred reached its peak intensity off the Queensland coast as a Category 4 on 27 February. It then took a meandering path with varying intensity until 4 March, when it turned west towards the south-east Queensland coast.

Remaining slow and erratic, it was downgraded to a Category 1 cyclone as it approached Moreton Bay, triggering expectations of severe impacts to North Stradbroke Island (Minjerribah), Coochiemudlo, and the Southern Moreton Bay Islands.

Tropical Cyclone Alfred crossed Moreton Island at approximately 1am on 8 March. Early that morning it was then downgraded to a low. Remaining over the water for most of the day, it finally crossed Bribie Island at about 8pm and then the mainland at 9pm.

Tropical Cyclone Alfred had a major impact over southeastern Queensland and northeastern New South Wales including widespread coastal erosion, damaging winds causing widespread power outages and some structural damage, and widespread heavy rainfall and associated flooding.

Timeline

The Redland City Local Disaster Management Group (LDMG) is responsible for coordinating disaster response and recovery activities.

On 25 February, Council's Disaster Management Unit notified the Mayor, as Chair of the LDMG, the Deputy Mayor, as Deputy Chair of the LDMG and Chair of the Redland Local Recovery Group (LRG), the LDMG agencies and key Council Officers of the potential impact of Tropical Cyclone Alfred and outlined preparatory measures and public information that were being enacted.

- Redland Local Disaster Coordination Centre (LDCC) moved to ALERT at 11.45am and then STAND UP at 2pm, on Sunday 2 March. It moved to 24/7 operations on Wednesday 5 March.
- Redland City LDMG moved to LEAN FORWARD at 12pm on Sunday 2 March and then STAND UP at 11am on Monday 3 March.
- Redland LRG went to LEAN FORWARD on Tuesday 4 March at 10.22am and then STAND UP on Wednesday 5 March at 12pm.
- The LRG was active throughout the response period undertaking planning, coordination and pre-emptive measures prior to Tropical Cyclone Alfred impacting. Most LRG members were also involved in delivering response activities - this provided a continuity of event knowledge and ability to anticipate recovery needs quickly.
- The LRG was active during the initial and short-term recovery period, with meeting frequency reducing from daily over time. In mid-May the focus of the LRG turned to planning for longer term recovery activities, debrief and learnings capture. Recovery activities have since become part of business-as-usual activities for Council officers.
- The LRG subsequently STOOD DOWN on 7 July 2025 after achieving identified measures.

ISSUES

Governance

The LRG reports to the LDMG.

Deputy Mayor Councillor Julie Talty is Deputy Chair of the LDMG and Chair of the Redland LRG.

Brooke Denholder, Group Manager Communities, is the Local Recovery Coordinator for this event. Given the significant scale of this event, Chris Isles, Acting General Manager Infrastructure and Operations, was appointed as the executive recovery lead to ensure alignment across the organisation.

Functional Subgroup Chairs:

- Human Social - Tracey Cooke, Acting Service Manager Strengthening Communities
- Infrastructure - Bradley Salton, Group Manager City Assets
- Economic - Natasha Comber, Group Manager Economic Development and Partnerships
- Environment - Jessica Poole, Service Manager Environment and Education

The LRG was supported with a full-time Recovery Communications Lead (Paula Shearer) for a period of three months to facilitate the public information function.

To ensure appropriate governance and reliable, timely information flow, the LRG met daily following LDMG meetings. LRG meetings enabled integration between the functional recovery groups to consider emerging issues, prioritise and deliver recovery activities.

Functional groups met regularly with their members and stakeholders to manage function-specific communication and activities. Regular LRG situation reports (SITREPs) were issued to document and inform the recovery process.

Council participated in the South East Queensland District Recovery Group and functional group forums with lead agencies and impacted councils, enabling cooperative approaches and advocacy for the Redlands Coast community.

Council uses Guardian Incident Management System (IMS) software for the management of emergency response operations and workflows. For Tropical Cyclone Alfred, the Guardian IMS Recovery Module was activated for the first time, assisting real-time decision making, event plans and reporting, and ensuring that a legacy system is available for future events.

Council's Geographic Information System (GIS) Team supported data integrity and workflow governance. Green waste collection by Disaster Relief Australia relied on GIS systems to manage public requests and volunteer response, including bespoke dashboards for work monitoring and task allocation, allowing for real-time tracking of progress. This collaborative response was recognised with an award at the Local Government Managers Australia (LGMA) Queensland Awards for Excellence.

During significant disaster events with wide-spread impacts, the Queensland Government will often appoint a recovery coordinator to drive outcomes and recommend learnings for future events. For Tropical Cyclone Alfred, Colonel Justin O'Connor (retired) was appointed as the State Recovery Coordinator, and Peter Matic was appointed as the Deputy State Recovery Coordinator.

In May, Council facilitated visits to impacted island communities for the State Recovery Coordinators and Queensland Reconstruction Authority Regional Liaison Officers. Colonel O'Connor reported the following:

"*Our visits to Redland City enabled us to experience a skilled disaster management team take actions and set priorities to best protect their local communities. On SMBI (Southern Moreton Bay Islands) and at "Straddie", we heard from the Redlands Coast Community Champions who are such an important link in the chain! We were very impressed with the highly effective disaster management planning, response and recovery efforts in such a physically diverse community. All stakeholders, emergency responders and the community on the same page… it doesn't happen everywhere, but it does on Redlands Coast. Redland City has a disaster management team that is committed to learning from every experience and opportunity. We think that the local islands, are special places with unique needs, and we have made recommendations accordingly*."

The visit provided an opportunity for the State Recovery Coordinators to not only view the physical impacts and devastation, but to listen to local residents, community groups and businesses directly about the challenges and what they think would improve future resilience. This was a unique and valued advocacy opportunity for Redland City.

Recovery Objectives

Council's overarching recovery objectives take cues from our community to:

- Resume community life and participation in community activities
- Restore services, businesses, and facilities to ensure access across the city
- Build back better – repair infrastructure with greater resilience and advocate for new fit-for-purpose infrastructure for future events
- Maintain and leverage networks established during the event with and between residents, businesses, community groups and government agencies

Functional Recovery Groups

Council's Local Disaster Management Plan and Recovery Sub Plan align with the Queensland Recovery Plan and nationally recognised disaster recovery principles, which identify four Functional Recovery Groups to deliver an integrated approach to supporting the community to recover safely and strongly after a disaster. These groups focus on:

- Recovery of human-social aspects
- Recovery of infrastructure and essential services
- Recovery of economic and financial aspects
- Recovery of the environment

The Redland LRG and functional subgroups included representation from the city's three chambers of commerce, key industry partners, the community service sector, government agencies and non-government organisations. More than 45 agencies were involved in Redlands Coast recovery efforts, some concurrently supporting other local and national disaster-affected communities.

Human Social

Human social recovery aims to assist individuals and communities to recover from the effects of disaster events. It is the coordinated process of supporting disaster-affected individuals, families and communities towards the restoration of emotional, social, economic, physical, and psychosocial wellbeing.

Prior to the event, Council worked closely with the Department of Local Government, Water and Volunteers to plan and book venues for Community Recovery Hubs, to ensure early access for Redlands Coast residents on 10 March 2025. Council lodged a proactive request for the Personal Hardship Assistance Scheme (PHAS) which was activated for Redland City on 8 March 2025 in response to the impacts of Tropical Cyclone Alfred.

GIVIT was activated to manage donations and offers of support. As of 14 May 2025, GIVIT facilitated the provision of more than 400 essential items to Redlands Coast residents in response to requests for assistance.

Strengthening Communities officers met daily with Community Network Coordinators in the lead up to understand current environments and identify vulnerable people and their needs.

Outreach and messaging were provided to support people experiencing homelessness. The Community Safety team visited areas of vulnerability advising residents to move for their safety to Places of Refuge or faith-based organisations, supporting connections to services. This was critical as regular outreach services ceased in advance of the event.

Residents of Moopi Moopi Aged Care facility were relocated from Dunwich, North Stradbroke Island (Minjerribah) to St Vincents, Kangaroo Point, returning when safe to do so.

Communities were isolated due to transport network impacts and widespread communication and power outages. Island residents were particularly impacted and vulnerable due to ferry closures and the need to reprovision food, medical supplies and other essential items. Carers had no access to clients on the islands. Schools and the Redlands Satellite Health Centre were temporarily closed.

Recovery actions included:

- Contacted 267 vulnerable residents to offer information and assistance (informed by SES impact data)
- Conducted 11 welfare checks supporting socially isolated older people
- Facilitated Turbans 4 Australia delivery of 1,700 free meals in four days to North Stradbroke Island (Minjerribah) and the Southern Moreton Bay Islands
- Coordinated co-location of Qld Shelter Community Hub and the Community Recovery Hub on Russell Island to provide a one-stop-shop to access services, support, food and essential items
- Monitored the health, safety and wellbeing of the community and raised with requested services e.g. psychosocial and housing.

Creative development work has been proven to be an effective mechanism to help communities recover. North Stradbroke Island Museum has received a Regional Arts Development Fund (RADF) grant to produce an interpretive exhibition exploring the local effects of Tropical Cyclone Alfred.

Infrastructure

Infrastructure recovery focuses on the recovery of facilities, installations, and utilities necessary for the proper functioning of the community. These include power, water supply, sewerage, transport systems, and communications. State Government departments and non-government organisations will have key functional responsibilities for infrastructure recovery in a disaster event.

Damage to power and communication were the major infrastructure impacts caused by the event. Over 41,000 residents and businesses sustained power and communication outages, some for up to 10 days. No electricity on the islands resulted in pumps in septic systems not working, septic systems not working or overflowing, and residents not able to flush toilets. Damage to sewerage networks and manhole overflows was experienced. Impacts to public transport networks included 74 road closures due to fallen power lines and trees, flooding, and ferries ceased operations for 4+ days.

Significant green waste accumulation occurred across mainland and island communities. Council activated drop-off sites and kerbside collection for disaster-related green waste across the city. Green waste collection commenced on 17 March 2025, including 150 green waste loads taken from the islands. Disaster Relief Australia (DRA) was engaged to assist with clean-up and green waste collection on private property until 9 April 2025. There were 762 requests for assistance with green waste. DRA provided support to vulnerable community members with mobility or health issues to clear green waste.

The city wide kerbside collection green waste program concluded by the end of June 2025. The disposal of chip waste stockpiles is being staged at South Street and Giles Road closed landfill sites prior to being processed and shipped to Condong Sugar Mill in New South Wales, with the approval of Biosecurity Queensland. The public space green waste program is ongoing with City Operations teams reviewing parks and open space on a risk-based priority with clean-up activities expected to take several more months.

Damage to park infrastructure was experienced and the Capalaba Regional Park was closed for several weeks due to flooding and damage. In addition, several foreshore areas experienced varying degrees of erosion damage.

Measures to improve the resilience and sustainability of power and communication networks included advocating to Energex, Telcos and the State and Federal Government for support, and ensuring critical infrastructure was fully functional by investigating opportunities to install Starlink. Additional recovery tasks included improving waste management practices by developing a memorandum of understanding for alternate arrangements with contractors/operators for disposal of excess waste. Improving the resilience of the sewerage networks and improving public transport networks by:

- Developing a program to provide additional sheltered arenas.
- Developing a memorandum of understanding with the Department of Transport to improve control of road closures.
- Developing a memorandum of understanding with ferry/barge operators for emergency use of vessels and docking locations for fast activation post event.

Economic

Economic recovery supports the resumption of normal levels of economic activity within the disaster affected community as it relates to business and industry impacts, including tourism. The contributing agencies may include government agencies, industry-based organisations, and private enterprise companies.

Widespread closure of businesses occurred in the lead up to, during and after the event with 39% of businesses closed for 4-5 days. Businesses experienced financial losses due to lost trading hours and operational disruptions including closures and power/internet outages. Limited infrastructure damage was experienced with impacts related to loss of stock and reduced trading hours. There were also minor supply chain interruptions.

Council's Economic Development and Partnerships and Tourism teams connected and engaged with 500 businesses in Redland City to understand immediate impacts and communicate support. The teams adopted a partnered approach and regularly worked with key agencies and industry representatives to effectively coordinate multiple business impact surveys, inform support responses and elevate requests to relevant agencies. The teams advocated and obtained funding to support visitor attraction campaigns (e.g. NSI Open for Business – in response to decreased Easter holiday bookings). Council Economic Recovery Team, Chambers of Commerce and State agencies staffed Recovery hubs for small business advice, grants and financial counselling, providing direct support to 62 businesses. Assistance was provided to reopen, and critical supply chain issues were funnelled to relevant agencies.

Economic recovery objectives include identifying business impacts, strengthening key supply chains for fuel, medical supplies and food for isolated communities and raising awareness around the need to have adequate insurance. Additional recovery objectives for the medium-long term will focus on enhancing buy local behaviours, stimulating local supply chain and supporting capability and capacity to recover and strengthen.

Environment

Environmental recovery addresses the impacts of a disaster on the natural environment including topography, hydrology, amenity value, waste and pollution management, biodiversity, ecosystems and wildlife.

Following the impacts from Tropical Cyclone Alfred, Council responded to the various public health and environmental matters raised. This included but was not limited to: food safety for the community and licensed food businesses, mosquito surveillance and treatment, fire ant surveillance and treatment, recreational water quality testing, providing environmental advice to Environmentally Relevant Activities in low-lying areas, public health advice for the community and licensed food businesses, wildlife management, containment/rehoming of displaced domestic animals, identification and assessment of key natural ecosystems for Community Bushcare sites.

Council's Environmental Health Officers visited approximately 123 food businesses across the mainland and North Stradbroke Island (Minjerribah), the Southern Moreton Bay Islands, and Coochiemudlo Island to provide food safety and public health advice. All licensed food businesses within Redland City were also emailed public health and food safety advice plus key information on disaster recovery services on Council's webpage. Environmental Health Officers also undertook water quality sampling of designated recreational swimming locations across the city as part of the Recreational Water Quality Monitoring Program. As of May 2025, all routine recreational water sites tested indicated they are safe to use, with levels within the acceptable levels for the program.

Council distributed bulk collection bins for surplus food waste due to extended power outages and flooding. Over 40 tonnes of excess food and highly odorous waste was collected across 17 temporary disposal sites.

Council's Pest Management team responded to increased mosquito and fire ant activity following increased rain and flooding events. Aerial and ground treatments occurred throughout the entire city to manage mosquito numbers and respond to notifications of fire ant activity. Increased social media and media releases were also distributed to the community to provide personal protection measures.

Council's Ambient Water Quality Program also commenced in April which measures water quality conditions at various sites across the mainland and Southern Moreton Bay Island catchment. Council's Environment and Education Unit inspected all current Bushcare sites, with one site requiring clean-up due to flooding.

Information for the Community

Given the geographical complexity of Redland City, where the population is dispersed across the mainland plus six island communities, there were significant challenges in reaching all residents with prompt and effective public information messaging when there were city-wide interruptions to power, mobile phone and NBN services.

However, Council remained committed to supporting residents, community groups, clubs, organisations and local businesses affected by Tropical Cyclone Alfred.

In total, Council used more than 30 channels to communicate with residents including: Redlands Coast Alerts, Emergency Alerts and Australian Warning System messages, the Redlands Coast Disaster Dashboard (Recovery Tab), social media posts on Facebook and LinkedIn, Council's news website RedlandsCoastToday.com.au, media releases, Recovery and Business Recovery pages on the Council web site, signage at parks and playgrounds, information screens in the libraries and on SeaLink ferries, roadside billboards, newspaper advertising, business surveys, direct phone calls, in person at community hubs.

Councillors also communicated directly with their constituents on the ground locally, supported by recovery information flyers and daily briefings.

Redland City Community Champions were crucial to distributing messages across our island populations, particularly during disruptions to power, phone and internet services. The Redland City Council Facebook page was an important channel for distributing Recovery information, recording 1.77 million total impressions, 147 published posts, 154,333 engagements and 10,109 post link clicks. (Reporting period 5 March to 6 June, 2025.)

Redlands Coast Disaster Dashboard proved significant in distributing information, recording 376,809 total views and 111,834 active users. (Reporting period 5 March to 4 May, 2025.)

The Redlands Coast Today website was also a trusted source of information for the community with 274,011 total views (measured on Recovery content only) and 189,538 active users. (Reporting period 5 March to 4 May 2025.)

A Redland Recovery web page was published to provide critical information for the local community. It went live on Tuesday, 11 March 2025 and received 9755 total views, with 5549 active users. (Reporting period 11 March to 4 May, 2025.) The web page included details on public health, financial assistance, donations, green waste kerbside collection, floodwater and storm drain warnings, how to dispose of sandbags, mosquito safety information and fire ant warnings.

A Redland Business Recovery page was also published, to provide critical information to the local business community. It went live on Tuesday, 11 March 2025 and received 1066 total views, with 652 active users. (Reporting period 11 March to 4 May, 2025.) The web page included details on business assistance, impact surveys, workforce assistance, waste management, donations and support contacts.

Council located 11 electronic billboards across the city to provide roadside information and directions for the green waste and food waste drop-off sites.

Community Recovery Hubs

Community Recovery Hubs were established in partnership with the State Government as one-stop-centres for impacted communities to access food relief, counselling and support services, help to process applications for financial assistance, provide connections to housing support through the Department of Housing and offer in-person updates from Energex, Optus and insurance companies. Services represented included Lifeline, NDIS and Red Cross. Three hubs were stood up per day in the aftermath of the cyclone with a total of 4,612 visitors during the period 10 March to 11 April 2025. Community Recovery Hubs and pop-up Hubs operated at the following locations:

- Thornlands, Dance Palais
- Capalaba, Redland Community Centre
- Russell Island, Recreation Hall and Bay Islands Community Services Inc.
- Macleay Island, Community Hall
- Coochiemudlo Island, Recreation Club
- Dunwich Hall, North Stradbroke Island (Minjerribah)
- Amity Pt Hall, North Stradbroke Island (Minjerribah)
- Point Lookout, North Stradbroke Island (Minjerribah)
- Lamb Island, Pioneer Hall
- Karragarra Island, Rural Fire Service hall

This operational model, including pop-up Hubs, was bespoke to Redland City to allow flexibility and responsiveness to our community and achieve greater coverage across mainland and island communities. Community feedback was overwhelmingly appreciative of being able to seek the support they needed in their local area. The Redland Recovery Hub plan was developed and approved by the LRG prior to event impact - this also allowed Redlands residents to access support sooner than other areas and receive financial assistance within a few days.

Disaster Recovery Funding Arrangements

The Disaster Recovery Funding Arrangements (DRFA) is a jointly funded program between the Australian Government and state governments, through which the Australian Government provides financial assistance to support state governments with disaster recovery costs.

DRFA assistance measures (activated by the Queensland Government):

- Counter Disaster Operations
- Reconstruction of Public Assets
- Personal Hardship Assistance Scheme
- Essential Services Safety and Reconnection Scheme
- Disaster Assistance (Small Business) Loans
- Disaster Assistance (Essential Working Capital) Loans Scheme for Small Business
- Disaster Assistance (Not-for-Profit Organisation) Loans

- Disaster Assistance (Essential Working Capital) Loans Scheme for Not-for-Profit Organisation
- Disaster Assistance (Primary Producer) Loans
- Disaster Assistance (Essential Working Capital) Loans Scheme for Primary Producers
- Freight Subsidies for Primary Producers

Personal Hardship Assistance Scheme (PHAS)

To alleviate personal hardship and distress. As of 22 May 2025, more than $13.2 million in personal hardship assistance grants had been paid out to assist more than 64,700 Redland City residents impacted by Tropical Cyclone Alfred.

- **Emergency Hardship Assistance Grant** – provides assistance as a contribution to support people directly impacted by an eligible disaster to meet their immediate essential needs for food, clothing, medical supplies or temporary accommodation.
- **Essential Services Hardship Assistance** – provides assistance for people directly impacted by an eligible disaster to meet their immediate needs where they have experienced the loss of one or more essential services for more than five days.
- **Essential Household Contents Grant** – provides a contribution towards replacing or repairing essential household contents, such as beds, linen and whitegoods that have been lost or damaged by an eligible disaster.
- **Structural Assistance Grant** – provides a contribution towards repairs or replacement of a dwelling damaged by an eligible disaster, to return it to a safe, habitable and secure condition.

DRFA Exceptional Circumstance Relief Packages including:

- **Community Relief Fund** – provides timely support to impacted councils to ensure that residents can remove waste, clean properties and progress with their recovery. The timely **provision** of these activities is crucial to mitigate mental health impacts and ensure that recovery progress is not delayed. Council officers continue to work closely with the Queensland Reconstruction Authority to ensure we can maximise reimbursement to Council for up to $1 million toward clean-up efforts.

DRFA Extraordinary Recovery Packages

On 7 July 2025, $169.297 million in extraordinary recovery packages for South East Queensland communities impacted by Tropical Cyclone Alfred was announced under DRFA. Council supported advocacy towards these packages and aims to maximise the funding impact.

- **Environmental Recovery** for environmental recovery, including beach replenishment, and national park recovery.
- **Community and Recreational Assets Recovery** to repair and rebuild damaged community and recreation facilities.
- **Sport and Recreational Community Facilities Recovery** that will help fund the reconstruction of impacted sport and recreation facilities.
- **Small Business Recovery Support** offering support case workers and financial counselling to help operators recover and build more resilient businesses.
- **Community Health and Wellbeing** investment in human and social recovery to mitigate impacts of the disaster, with a focus on the vulnerable.

- **Community Relief Fund Uplift** to enable further immediate recovery and clean-up activities throughout impacted communities.
- **Mental Health Recovery** allowing people directly impacted by the disaster event to access a range of psychological support services.
- **Primary Production Industry Support** providing holistic support to primary producers to help them better prepare for severe weather.
- **Legal Assistance Recovery** funding for community legal and case management services including support with insurance, housing and finances.
- **Monitoring and Evaluation** funding to ensure funding and assistance packages are achieving the intended recovery and resilience objectives.

Disaster Relief Australia (DRA)

DRA completed activities performed by its advanced party, ADVON, which included damage assessments on the mainland, North Stradbroke Island (Minjerribah) and the Southern Moreton Bay Islands. DRA was funded by the Federal government initially and then further engaged by Council directly to assist with green waste clean-up particularly properties of vulnerable residents. DRA were based at the Redland Bay Community Hall during their deployment to the city.

Advocacy

Council has developed an Advocacy Plan in response to the Tropical Cyclone Alfred event to strengthen the city's disaster resilience and capabilities. It includes advocating to State and Federal governments, agencies, and other key stakeholders for:

- Continued support for the Redland LGA during the recovery phase
- Shared outcomes and legacy to increase resilience and support efficient recovery processes
- Funding for a purpose-built dedicated cyclone rated disaster coordination centre
- $2 million for flood warning infrastructure and rainfall and creek gauge networks to provide important warnings and data
- Funding for assessments and upgrades to improve the wind resilience of Council buildings including places of refuge and evacuation centres
- Investment in building telecommunications resilience
- Funding for resilient sport and recreation asset upgrades
- Ongoing investment in demand building and destination development to enable visitor economy legacy.

Recovery plans

Council will continue to focus on a community-led approach to recovery activities and implement event-specific recovery plans. The LRG has developed two recovery plans that are attached to this report for Council consideration. One is a higher level plan and the second includes more detailed actions using the template provided by the Queensland Reconstruction Authority. If endorsed, these plans will be submitted to the Queensland Reconstruction Authority for consideration and likely publishing on their website, as per other councils. They will also be published on Council's website via the disaster management dashboard. The plans also include the State and Federal government logos, as required to reflect their funding contributions to the city's recovery.

These plans will be delivered using existing resources across Council and other agencies and will be monitored by the LRG, with reports to the LDMG and Queensland Reconstruction Authority at key milestones.

In relation to the human social actions, Council aims to embed a new Community Recovery Officer in the Strengthening Communities team for six months to work across the city. Council successfully advocated and this position will be funded by the state government, through the Department of Families, Seniors, Disability Services and Child Safety.

The LRG member agencies also participated in a debrief/learnings review that will be captured in the broader review. Any relevant recovery recommendations will be considered and actioned by the LRG to ensure continuous improvement for future events.

STRATEGIC IMPLICATIONS

Legislative Requirements

A local government has a power to do anything that is necessary or convenient for the good rule and welfare of its local government area under section 9 (1) of *Local Government Act 2009*.

In accordance with s.4A (d and e) of the *Disaster Management Act 2003* (the 'Act') "local governments should primarily be responsible for managing events in their local government area; and district groups and the Queensland Disaster Management Committee should provide local governments with appropriate resources and support to help the local governments carry out disaster operations.

Council has a *Redland City Local Disaster Management Plan*, which meets the requirement prescribed under s. 57(1) of the *Disaster Management Act 2003* (the 'Act') in that "a local government must prepare a plan (a local disaster management plan) for disaster management in the local government's area."

he controller of this Plan is the chairperson of the Redland City Local Management Group on behalf of Council. The Disaster Management Unit (DMU) administers the Plan.

It includes the following elements: Administration and Governance; Disaster Risk Assessment; Local Capacity and Capability; Prevention; Preparedness; Response; and Recovery.

In accordance with Section 58 of the Act, the *Redland City Local Disaster Management Plan Part 5 – Local Recovery Plan* is consistent with the disaster management standards and disaster management guidelines and complies with the following documents:

a) *Disaster Management Act 2003*
b) *Queensland State Disaster Management Plan (2015)*
c) *Emergency Management Assurance Framework (2014)*
d) *Queensland Local Disaster Management Guidelines (2012)*
e) *Queensland Recovery Guidelines (2011)*

Risk Management

Local government has the primary responsibility for managing disasters within its boundaries and Redland City Council has a committed and proactive approach to meeting this challenge. Council has an approved Local Disaster Management Plan and Local Recovery Sub Plan to effectively guide recovery activities.

Risk management ensures that potential threats to disaster recovery efforts are identified, assessed, and mitigated in a timely and coordinated manner. This involves understanding the evolving risks faced by affected communities and integrating these insights into planning and decision-making.

Financial

The Community Relief Fund (CRF) has been activated for South East Queensland local governments affected by Tropical Cyclone Alfred. Jointly funded by the Australian and Queensland governments, CRF provides councils with up to $1 million to undertake essential immediate clean up and restoration activities.

Councils can use this funding for waste and debris removal from streets, properties, and community assets, and activities to restore public assets.

Council is actively tracking impacts that fall within the scope of the fund and will make an application in due course.

People

More than one-third of Council's workforce has been involved in preparedness, response and recovery for the Tropical Cyclone Alfred event, with the recovery phase ongoing. There are no dedicated Council resources for recovery and activities are undertaken by officers managing business-as-usual roles. It is a key learning from Tropical Cyclone Alfred to look at ways to increase sustainability particularly for large scale future events.

Environmental

This report outlines Council's Tropical Cyclone Alfred event recovery phase – the report itself does not have any environmental implications.

Social

Recovery arrangements are flexible and scalable to best suit local needs and use resources effectively. Integrating social considerations into recovery planning ensures it is responsive to the lived experiences of affected communities and is ultimately community led.

Human Rights

There are no human rights implications associated with the contents of this report. Human rights principles were core to recovery planning to ensure all residents had access to available supports.

Alignment with Council's Policy and Plans

- *Redland City Local Disaster Management Plan*
- *Redland City Local Recovery Plan*

CONSULTATION

Consulted	Consultation Date	Comments/Actions
Redland Local Recovery Group and Subgroup members	16 May 2025	Participated in Recovery Planning Workshop to inform development of recovery plans.
Redland Local Disaster Recovery Lead	3 July 2025	Reviewed report content.
Executive Leadership Team	7 July 2025	Reviewed report content.
Deputy Local Disaster Coordinator and Service Manager Disaster	8 July 2025	Reviewed report content.

Consulted	Consultation Date	Comments/Actions
Management		

OPTIONS

Option One

That Council resolves as follows:

1. To note the progress of the recovery phase following Tropical Cyclone Alfred.
2. To endorse the Tropical Cyclone Alfred Redland Local Recovery Plan; and the Redland Event-Specific Recovery Action Plan: Tropical Cyclone Alfred for submission to the Queensland Reconstruction Authority and publishing on Council's website.
3. To thank the members of the Local Recovery Group and Functional Subgroups and key stakeholders for their contribution to the city's recovery.

Option Two

That Council resolves as follows:

1. To request more information about the Tropical Cyclone Alfred Redland Local Recovery Plan.
2. To request more information about the Redland Event-Specific Recovery Action Plan: Tropical Cyclone Alfred.

OFFICER'S RECOMMENDATION

That Council resolves as follows:

1. To note the progress of the recovery phase following Tropical Cyclone Alfred.

2. To endorse the Tropical Cyclone Alfred Redland Local Recovery Plan; and the Redland Event-Specific Recovery Action Plan: Tropical Cyclone Alfred for submission to the Queensland Reconstruction Authority and publishing on Council's website.

3. To authorise the Chief Executive Officer to make any necessary administrative amendments to the documents prior to publication.

4. To thank the members of the Local Recovery Group and Functional Subgroups and key stakeholders for their contribution to the city's recovery.

Redland City Council
Tropical Cyclone Alfred Local Recovery Plan
Approved by XXX on XXX

Queensland Government Australian Government

Redland City Council

Recovery narrative

About our community
Redland City Council is 537km2 of coastline, established suburbs, rural hinterland and 6 residential islands in Moreton Bay located to the east of the City of Brisbane in Queensland. The population is more than 166,000 and the average age is 42 years. 22.5% of residents are overseas born, the UK and South African predominate birth places.
On North Stradbroke Island/Minjerribah (population 2,228) the townships of Dunwich, Amity and Point Lookout are accessed by ferry from Cleveland. The Quandamooka people are the traditional owners of Minjerribah and 2.3% of Redlands residents identify as Aboriginal or Torres Strait Islander. The Southern Moreton Bay Islands (population 8,601) are Russell, Macleay, Lamb and Karragarra islands and are accessed by ferry from Redland Bay and Coochiemudlo Island is accessed by ferry from Victoria Point. The island communities rely on the mainland for higher order services, facilities and shopping and have a higher level of disadvantage compared to the mainland population.

About the disaster event
Tropical Cyclone Alfred was a powerful, long-lived, and erratic tropical cyclone that brought severe effects to South East Queensland and the New South Wales North Coast. As the seventh named storm, and sixth severe tropical cyclone of the 2024–25 Australian region cyclone season, Alfred originated from a tropical low in the Coral Sea on 20 February. It affected the coast as a weaker system, becoming a tropical low shortly before making landfall near Point Lookout on Minjerribah/ North Stradbroke Island on Saturday morning 8 March. Rainfall of 521mm over 5 days brought severe flooding and high winds brought down trees, power poles, transmission lines and mobile phone towers. Power and communications outages occurred from Wednesday 5 March with power substantially returned by Thursday 13 March, and Mount Cotton and Lamb Island returning to power Sunday 16th March.

Local Recovery Governance
Recovery in Redland City is governed by the Local Recovery Group, chaired by the Deputy Mayor Councillor Julie Talty, with sub group chairs representing each of the functional areas of recovery - human social, infrastructure, environment and economic. More than 45 agencies contributed to local recovery efforts on Redlands Coast.

Recovery objectives

1	Enhance ongoing resilience and strengthen social connections through the Get Ready Program
2	Maintain social networks established during event between residents, businesses, community & government agencies
3	Provide Community Recovery Hubs for residents to access financial and housing assistance & psychological supports
4	Appoint Community Recovery Officer and plan for vulnerable groups to be supported in future events
5	Businesses provided with support, reopened and tourism operators relaunched for Easter trading
6	Strengthened key supply chains for fuel, medical and food for isolated communities
7	Deliver resilience training to businesses (education kits, risk plans etc)
8	Raise awareness of the need for businesses to have adequate insurance
9	Management of mosquito borne disease through the surveillance and treatment of mosquito breeding sites
10	Food businesses (including high risk premises aged and child care) visited, provided with food safety/public health advice
11	Return parks, bush care sites and beaches to pre cyclone condition and reactivated, recreational water quality tested for mainland and islands
12	Empower community to take charge of own recovery – strengthen Community Champions and city wide SES network
13	Advocate for Island residents to Energex, Telcos, State and Federal Governments, on impacts due to prolonged loss of power and communications ie water security (water pumps not operational), food security, health (septics not operational)
14	Collect and manage green, food and bulk waste, capture learnings for collection & removal to apply to future events
15	Assess appropriateness of places of refuge and accommodation options & advocate for more resilient spaces including independent power and communications sources
16	Build greater resilience built-in downstream of Lesley Harrison Dam
17	Develop MOU with Dept of Transport & barge operators regarding road closures and access to docking locations post event
18	Public transport services (bus, train, ferry) returned
19	Advocate to Port Authority for Council access to a barge to move vital resources to Islands after ferry ports closed
20	Track learnings from disaster and recovery response and retain for future events

Measures of success

Human and social
- Places of refuge activated
- Residents attend Community Recovery Hubs to access financial and housing assistance and psychological supports
- Sport and Recreation clubs reopened
- Community Champions network expanded/supported
- Enhanced resilience through greater engagement in Get Ready Program and stronger social connections
- Plans made for vulnerable groups to be supported in future events (homeless, older people, CALD)
- Locations identified for temporary accommodation for displaced evacuees in future events
- Enhance local recovery governance arrangements and learnings for future events

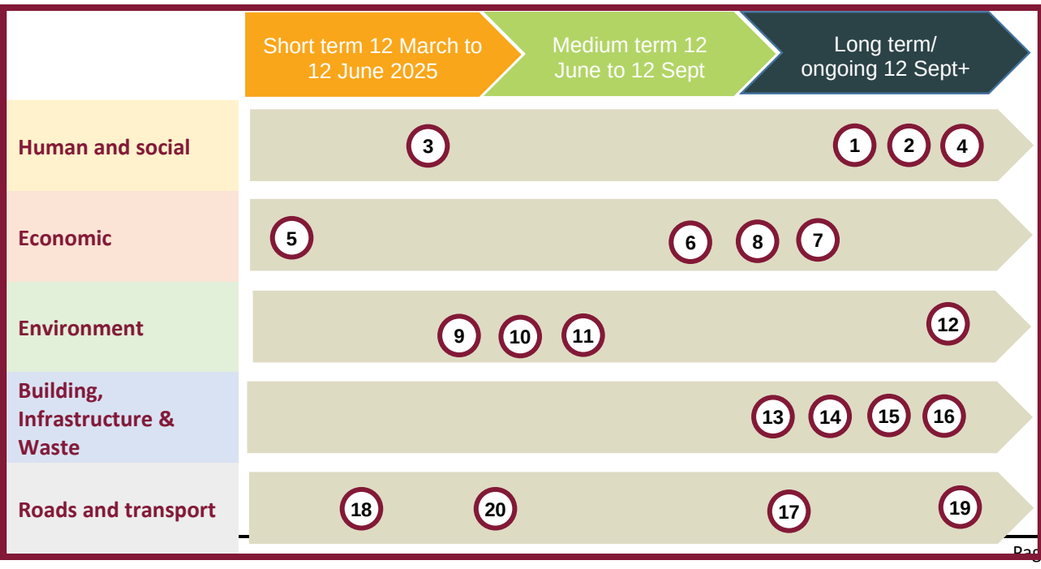
Economic
- Businesses attend Community Hubs to access funding and support and reopen with 'Open for Business' communications, delivered in timely manner
- Tourism operators relaunched for Easter trading
- Insurance awareness raised
- Key supply chains for fuel, medical and food strengthened for isolated communities
- Resilience training delivered to businesses
- Capacity building of island businesses to participate in recovery work and legacy opportunities

Environment
- Parks retuned to functional use, park-runs reactivated
- Recreation water quality tested and public health maintained
- Beach (Point Lookout) access restored
- Key local habitats inspected and supported
- Fire ant nests surveyed and treated
- Mosquito numbers managed
- Bush care sites accessible and contamination from septic removed
- Impacted food businesses visited and provided with food safety and public health advice

Building, Infrastructure & Waste
- Buildings and key network assets repaired and returned to functionality (in line with community and economic priorities)
- Key island and isolated sites (Council depot, hall, community centres, supermarkets) able to operate independently without access to mainland power and communications in future disasters.
- Disaster resilience features applied into new and existing buildings (particularly evacuation spaces)
- Resilience built-in downstream Lesley Harrison Dam
- Street trees replanted
- Green waste and food waste collected

Roads and transport
- Public transport services (bus, train, ferry) returned
- Streets cleared and vehicular traffic flowing
- Successfully advocate to Port Authority for Council access to a barge to move vital resources around Islands after ferry ports closed to general use
- Develop Memorandums of Understanding with Dept of Transport & ferry/barge operators regarding road closures and emergency access to docking locations

Recovery timeframes



Redland City Council

In conjunction with Redland City Council recovery works are jointly funded by the Australian and Queensland governments through the Disaster Recovery Funding Arrangements.

Damage and impacts

Human and social

- 64,700 residents impacted, 41,000 without electricity for up to 10 days
- Homeless particularly vulnerable during height of event – 6 Places of refuge stood up in halls in Cleveland, Alexandra Hills, Dunwich (NSI), Macleay Island, Russell Island, Lamb Island (Cleveland Memorial Hall damaged by fallen tree during event) 47 attendees, sites monitored, not staffed
- 5 drop-in centres stood up for day visits
- Council officers visited residential areas of vulnerability and advised residents to move for their safety
- Council officers assisted homeless people to The Rock Church in Capalaba and Alexandra Hills Hall
- Council's Animal Shelter on standby to take cats and dogs of vulnerable residents
- Food security challenges included residents running out of food and unable to cook due to extended power outages and limited butane gas supplies on SMBI
- Older people had difficulties clearing out fridges and disposing of spoiled food
- Increase in mental health concerns during and post event due to service outages, isolation, and property damage
- Carers not able to reach clients on the Islands and mainland, increasing their vulnerability due to the event and own situation
- Moopi Moopi Aged Care residents relocated from Dunwich NSI to St Vincents Hospital, Kangaroo Pt

Economic

- 39% of businesses closed 4-5 days due to event
- Loss of food stock due to loss of power
- 97% of businesses impacted
- $2.3M+ impact (general business surveyed), $3.4M+ impact (tourism business surveyed on 18/3)
- Financial losses due to lost trading hours and operational disruptions including closures and power/internet outages. There were also minor supply chain interruptions
- 57 businesses surveyed had no or under insurance
- Limited infrastructure damage to businesses, impact related to loss of stock, reduced trading hours

Environment

- Trees and branches knocked down and priority hazards identified. Park-runs closed 3 weeks due to damage to parks
- No electricity on islands so pumps in septic systems not working, sewer overflowing, toilets not able to be flushed
- Public Health and Food safety concerns relating to flooding and power loss (eg spoiled food)
- Increased rainfall and flooding resulting in increase of mosquito breeding
- Increased fire ant movement
- Beach accesses damaged at Point Lookout (NSI)
- Shoreline washed with debris and plastic waste

Building, Infrastructure & Waste

- Schools closed required clearance for reopening by Q Build
- 21 shade sails torn
- Individual houses lost power if home/individual power poles and lines down. Residents advised to engage electricians to restore connection
- City Water pumps and infrastructure damaged
- Greyhound Racing club in Capalaba extensively flooded
- 17 temporary bulk bin disposal sites established, 40+ tonnes of excess food waste collected
- 5 green waste sites
- 150 green waste barge loads collected from Islands
- Engaged Disaster Relief Australia (DRA) to assist with clean up, cutting fallen branches and green waste collection on private property until 9 Apr, 25 member crew housed in Redland Bay Hall. 762 requests for assistance
- High Risk trees/complex trees required professional tree loppers, out of scope for Disaster Relief Australia, other contractors engaged
- Redlands SES units responded to more than 1200 call outs for assistance

Roads and transport

- Ferries stopped 3 days prior to cyclone reaching landfall, Island communities without transport to the mainland and other islands for 6+ days
- Traffic lights out due to loss of power
- 78 road closures due to fallen power lines and trees
- Maritime Safety Queensland jetty, Yabby St Dunwich and Wellington Point jetty received minor damage (commuters not impacted)

Recovery tasks

Human and social

- Stood up Recovery Hubs from 10 March to 11 April, one-stop-shop for financial & housing assistance, psychological first aid & other referrals. Pop up model utilised to ensure flexibility and coverage across mainland and all islands (incl. 3 NSI townships) 4,612 visitors to hubs and $13.2 million+ hardship provided. Local Community services (Redland Community Centre and BICSI) supported to provide medium term support post recovery hubs
  - Thornlands Dance Palais
  - Capalaba, Redland Community Centre
  - Russell Island Recreation Hall
  - Macleay Island Community Hall
  - Coochiemudlo Island Recreation Club
  - Dunwich Community Hall, NSI
  - Amity Point Hall, NSI
  - Point Lookout, NSI (outdoor pop-up)
  - Lamb Island Pioneer Hall
  - Karragarra Island (Rural Fire Service hall)
- 100+ sports and community groups contacted to assess damage to fields/clubs/premises and ensure aware of support available
- Community infrastructure returned so recreation activities which maintain health and sense of well-being continued
- Extended deadline for community grants
- Connect homeless residents with accommodation services and support
- Provide effective public information to support access to Recovery Hubs, financial assistance, and to connect people in need with volunteers
- Acknowledge efforts of community and donations of time and labour
- Liaise with Community Network Coordinators and Community Champions for local context
- Support agencies and NGOs to manage the needs of impacted residents including additional services e.g. psychosocial telehealth
- Activate GIVIT to manage donations and offers of support. As of 14 May 2025, 653 requests were received and 402 essential items provided to those in need
- Support Turbans 4 Australia delivery of 1,700 free hot meals on NSI and SMBI
- 267 follow up calls to impacted vulnerable residents (SES/Queensland Fire Department data) to offer information and assistance, 11 welfare visits

Economic

- Economic Development and Tourism teams connected with 500 businesses in Redlands to understand immediate impacts and communicate support
- Worked with key agencies and industry representatives to effectively coordinate multiple business impact surveys, inform support responses and elevate requests to agencies
- Advocated for key infrastructure and natural asset recovery (eg beach clean, debris removal) to support visitor economy recovery
- Assisted businesses to reopen and funnel critical supply chain issues to relevant agencies
- Advocated and obtained funding to support visitor attraction campaigns (eg NSI Open for Business – in response to decreased Easter holiday bookings)
- Council Economic Recovery Team, Chambers of Commerce and State agencies staffed Recovery Hubs for small business advice grants & financial counselling, providing direct support to 62 businesses

Environment

- Helicopter and ground mosquito treatment, mapped treatment areas for media release
- Fire ant communications released surrounding rafting and movement of colonies, treatment of colonies in parks and preventative treatments
- Low lying Environmentally Relevant Activity (ERA) sites and marine industry in Thornlands checked
- Beach clean ups of storm debris (NSI), worked with QYAC and Clean up Australia, bins provided, access restored to Point Lookout beach
- Recreational water quality tested
- Redlands Wildlife Team checked roosting and nesting sites Cleveland and Capalaba Osprey nests
- Assessed movement of feral pigs and deer
- 32 bushcare sites checked for reopening
- Food safety - visited 39 child and aged care centres and 123 food businesses and advised on food safety and public health requirements before reopening

Building, Infrastructure and Waste

- Building and asset inspections, 17 Halls inspected
- Mobilised a project management team to coordinate repair works for the city
- All parks inspected from higher order to local parks, with 400+ actions to remove hazards
- 21 shade sails repaired
- Establish financial system to record contractors and repair work relating to the event
- Minor landslips in erosion prone areas, rock bags positioned
- Ferry/barge ramps inspected and debris removed
- Mobilised a waste management team to coordinate food waste collection & additional temporary sites
- Extensive city-wide curbside collection for green waste, engagement of DRA to assist vulnerable residents (portal established for residents to seek assistance)
- Dashboard setup - record requests/streamline assistance

Roads and transport

- Inspect traffic lights and repair and reinstate all damaged sets of traffic lights
- 4 CBD areas tidied up and debris removed by 13 March
- Over 2,000 streets from highest to lowest order checked, debris removed and repairs made
- Clear stormwater drainage pits
- Assess 200 boardwalks and pedestrian bridges
- Inspection of all road bridges and culverts, 3 damaged culverts repaired
- Assess and repair Council street lighting

Redland City Council

Event-Specific Recovery Action Plan
Tropical Cyclone Alfred

June 2025

Acknowledgement of Country

Redland City Council is committed to working with Traditional Custodians, supporting their role as custodians of their traditional lands and helping ensure the future prosperity and cultural enrichment across Redlands Coast.

Council acknowledges the Goenpul, Ngugi and Noonuccal First Nations Peoples of the Quandamooka region and recognises that the Quandamooka People are the Traditional Custodians of much of Redlands Coast.

Council also extends its acknowledgement of Traditional Custodians to the Danggan Balun (Five Rivers) claimant group who are currently in the process of Native Title determination for an area that crosses into southern Redlands Coast.

Key Resources

- *Redland City Council Local Recovery Sub-Plan*
- *Redland City Council Local Disaster Management Plan (LDMP)*
- Event impact data
- Recovery impact assessments

© 2025 Redland City Council

While care has been taken to ensure all content is complete and accurate, Redland City Council cannot guarantee this report is without error and none of the material in this publication may be reproduced without the permission of the Chief Executive Officer.

Cover image: Strong winds caused a major impact across the Redlands Coast islands and mainland with green waste clean-ups taking months to complete. Source: Redland City Council.

Report prepared by yellow on behalf of Redland City Council.

Recovery works are jointly funded by the Australian and Queensland governments through the Disaster Recovery Funding Arrangements.

Australian Government

Queensland Government

Contents

About the Redlands Coast community 4

Tropical Cylone Alfred event summary 5

Response and early relief efforts 6

Community engagement and support 7

Communication and information sharing 7

Immediate relief and recovery efforts 7

Financial assistance 7

TC Alfred snapshot 9

Disaster impact summary 10

Human and social 10

Infrastructure 11

Economic 12

Environment 12

Public information 13

Recovery aim and objectives 14

Human and social 14

Infrastructure 15

Economic 16

Environment 17

Public information 18

Transition from recovery to business as usual (BAU) 19

Our visits to Redland City enabled us to experience a skilled disaster management team taking actions and setting priorities to best protect their local communities.

On the Southern Moreton Bay Islands and at "Straddie", we heard from the Redlands Coast Community Champions who are such an important link in the chain!

We were very impressed with the highly effective disaster management planning, response and recovery efforts in such a physically diverse community.

All stakeholders, emergency responders and the community on the same page... it doesn't happen everywhere, but it does on Redlands Coast.

Redland City has a disaster management team that is committed to learning from every experience and opportunity.

We think that the local islands, including Coochiemudlo, are special places with unique needs, and we have made recommendations accordingly.

Colonel Justin O'Connor (Retired)
State Recovery Coordinator—Tropical Cyclone Alfred

Image: *Queensland Reconstruction Authority provided Tropical Cyclone Alfred support to Redland City with (from left) Regional Liaison Officer Operations, Chris Baker; State Recovery Coordinator, Colonel Justin O'Connor (Retired) and State Deputy Recovery Coordinator, Peter Matic, on Russell Island. Source: Redland City Council.*

About the Redlands Coast community

The Redlands Coast region is a thriving, well-connected community located in south-east Queensland, 26km from Brisbane CBD. Spanning 537 square kilometres of coastlines, bushland, rural hinterland, and the islands of Moreton Bay, the diverse landscapes is home to over 166,000 people (30 June 2023), with more than 22% of residents born overseas.

Major centres such as Cleveland, Capalaba and Victoria Point are considered the region's hubs, alongside a number of key mainland and island villages.

Redlands Coast has six inhabited islands, including the culturally rich North Stradbroke Island (Minjerribah), Coochiemudlo (Goochie Mudlo) and the four Southern Moreton Bay Islands; Russell (Canaipa), Macleay (Jencoomercha), Lamb (Ngudooroo) and Karragarra (Karragarra).

Minjerribah (population 2,228) has three main townships—Dunwich, Amity and Point Lookout—and is accessed by vehicular and passenger ferry services from Cleveland. The Quandamooka People are the traditional owners of Minjerribah, with 2.3% of residents identifying as Aboriginal and Torres Strait Islander.

The Southern Moreton Bay Islands (population 8,601) are accessed by vehicular and passenger ferry from Redland Bay while Coochiemudlo Island (population 850) is reached via ferries from Victoria Point.

The island communities rely on the mainland for higher order services, facilities and shopping and have a higher level of disadvantage compared to the mainland population.

Redlands Coast subtropical climate means residents are familiar with the impacts from storms, heavy rainfall, and coastal hazards. Despite these challenges, the community continues to cultivate a culture of preparedness, adaptability and collective responsibility. Proactive partnerships between Council, emergency services, Traditional Owners, community groups, and local businesses drive a shared commitment to disaster recovery and resilience. The Redland recovery efforts from Tropical Cyclone Alfred will focus on rebuilding stronger, with the community at the heart of decision-making.

Image: Volunteers from the State Emergency Service (SES) Redland City Unit are an important part of the local community. Source: Redland City Council.

Tropical Cylone Alfred event summary

On 23 February 2025, Tropical Cyclone (TC) Alfred was declared off the northeast coast of Queensland. Initially tracking southward along the coast, TC Alfred gradually shifted westward toward south-east Queensland, intensifying to a Category 2 system by 4 March. Between 4 and 7 March, TC Alfred slowed and fluctuated in intensity due to interaction with a high-pressure ridge and varying sea surface temperatures. The system was downgraded to a Category 1 cyclone in the early hours of 7 March, maintaining strong winds and heavy rainfall as it approached the coast.

On the evening of Friday 7 March, TC Alfred impacted the Moreton Bay Islands as a Category 1 system. The cyclone impacted Point Lookout on North Stradbroke Island around midnight as it crossed nearby Moreton Island early Sunday morning, before weakening into a tropical low. The system then moved westward, crossing the southeastern Queensland coast near Bribie Island on Saturday evening, 8 March.

TC Alfred brought widespread impacts across Redland City, including intense rainfall leading to flash and riverine flooding, and damaging winds that downed trees, power poles, and critical transmission infrastructure. Power and communications outages began on Wednesday 5 March and persisted in several locations. While most areas had power restored by Thursday 13 March, full restoration to harder-hit locations such as Mount Cotton and Lamb Island was not achieved until Sunday 16 March.

In response to the widespread scale of impact to the south-east Queensland region, on 13 March 2025, the Queensland Government appointed Colonel Justin O'Connor (Retired) as the State Recovery Coordinator (SRC), and Peter Matic as Deputy State Recovery Coordinator (D/SRC). Both coordinators have worked with the Queensland Reconstruction Authority (QRA) to support impacted communities across south-east Queensland.

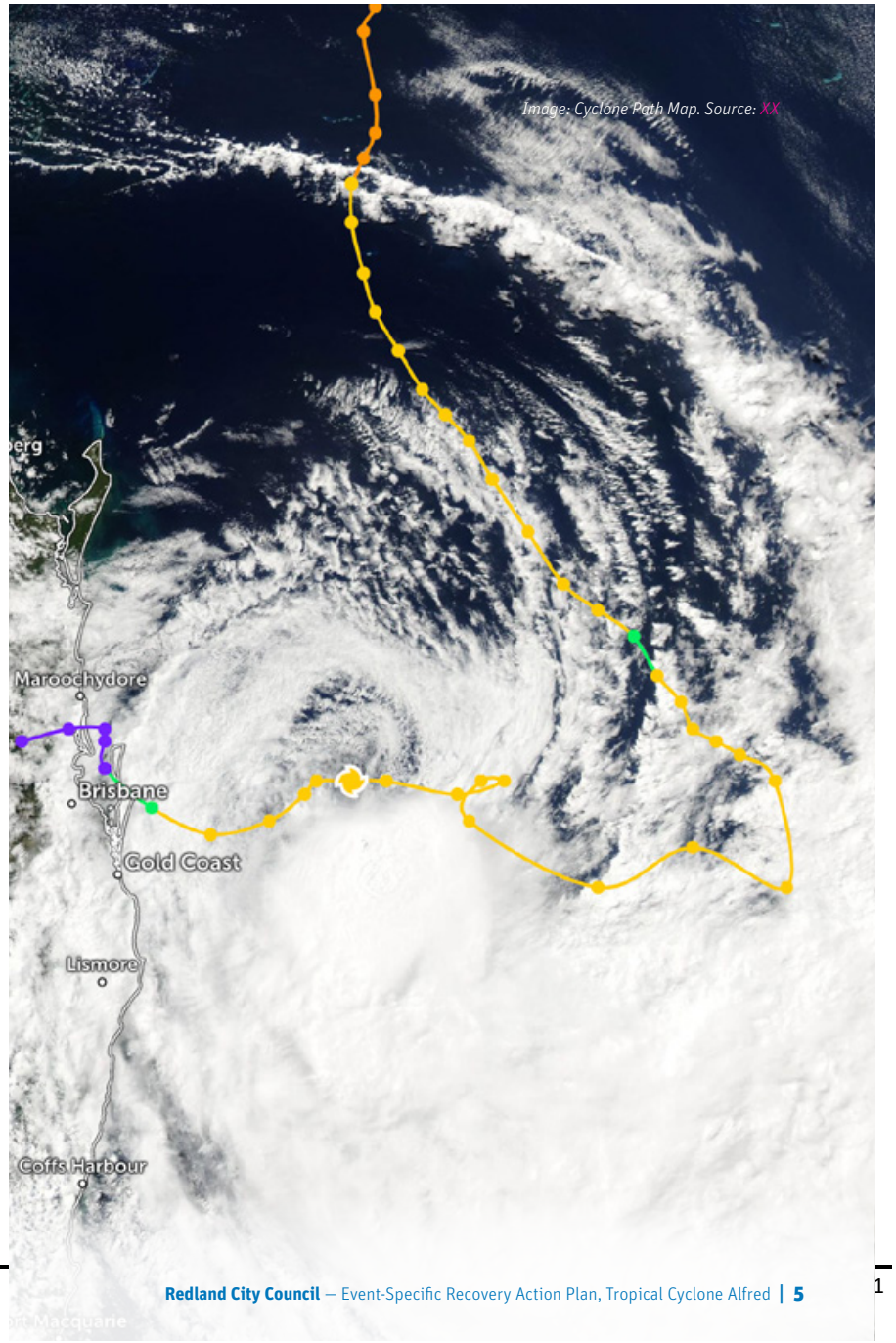


Image: TC Alfred path map. Source: Zoom Earth.

Response and early relief efforts

Redland City's proactive planning, effective coordination, and strong community engagement were pivotal in managing the impacts of TC Alfred. Their response to the event was considered a 'whole-of-city' effort and involved collaboration with multiple external agencies as well as community members, highlighting the resilience and close-knit relationships within the community and between Council and other stakeholders.

The Local Disaster Management Group (LDMG) commenced preparing for TC Alfred on 25 February 2025, moved to 'Lean Forward' on 2 March and 'Stand Up' on 3 March. The LDMG collaborated with at least 47 agencies, including the State Emergency Service (SES), Queensland Police Service (QPS), Queensland Fire Department (QFD), Australian Defence Force (ADF), Disaster Relief Australia (DRA), and staff from Townsville City Council, Mackay Regional Council, and Douglas Shire Council. Community volunteers also played a significant role in supporting response efforts as part of Redlands Community Champions Program. After-Action Review debriefs were conducted with the LDMG, Local Disaster Coordination Centre (LDCC) staff, Council Operations, Local Recovery Group and the Councillors. A full report will be presented to Council and contains 17 recommendations for their consideration.

The Local Recovery Group (LRG) moved to 'Stand Up' on 5 March 2025 to operate in parallel with the LDMG, ahead of TC Alfred making landfall. This proactive decision enhanced Redland City's preparation for recovery. By initiating recovery operations early:

- The LRG reduced delays typically associated with transitioning from response to recovery, allowing for a more seamless and immediate recovery process.
- Early identification and assessment of disaster impacts enabled targeted recovery actions to begin sooner, minimising community frustration and disruption.
- The LRG proactively sought early activation of the Disaster Recovery Funding Arrangements (DRFA) which opened critical support pathways for affected residents and businesses in anticipation of the event's impact.

The early coordination between the LDMG and LRG is considered to have strengthened the overall management of the event, thus providing improved outcomes for the Redlands Coast community.

The LDMG stood down on Monday 20 March, while recovery efforts continue to be managed through the LRG.

Image: Energex crews work from platforms at Mount Cotton to repair damage from Tropical Cyclone Alfred. Source: Energex.

Community engagement and support

In preparation for the event impact, the Council distributed over 155,000 sandbags and 1,200 tonnes of sand from eight locations to help residents protect their properties against inundation. SES volunteers responded to approximately 1,200 requests for assistance during the event. Energex reported power outages affecting over 41,000 customers, including more than 9,000 in isolated island communities.

Relief operations supported 47 evacuees across six places of refuge and five drop-in centres.

Outreach activities and messaging was provided prior to the event impact to support people experiencing homelessness. Council officers visited vulnerable areas to provide reloaction advice to residents for their safety. There were 23 people connected to services and support, including 14 people that were assisted to shelter.

Communication and information sharing

In the wake of Tropical Cyclone Alfred, clear and effective communications were essential to help Redland City recover from significant damage, particularly in the form of unprecedented amounts of green waste.

A large percentage of public information messaging was focused on providing timely updates about critical services and infrastructure, distributing information from Council and many of the 47 external agencies (such as Energex, SES and SeaLink) involved in the recovery operations.

Council's recovery communications also sought to offer the local community a sense of connection and reassurance by sharing messages about drop-in recovery hubs, financial support, mental health services, food drops and free locations for re-charging phones and other devices.

Communications were required on a very broad range of topics with the content reflecting work completed across the Redland Local Disaster Recovery Group subgroups: Human and Social, Economic, Environmental and Infrastructure.

Immediate relief and recovery efforts

Post-event recovery clean-up commenced immediately following the event, with a focus on waste management operations and rapid damage assessments across the region. The community actively participated in disposing of vast amounts of waste responsibly. Businesses were provided with advice pre and post event about how to manage food waste safely. A portal was established to allow vulnerable residents to seek assistance with waste management on private property. Assessment of foreshore areas was completed to address erosion and land slips which were damaged by severe winds, high tides and storm surge. Island communities demonstrated resilience with crews working around the clock to aid in clean-up activities and identify event impacts, including the assessment of coastal and environmental damage.

To support impacted residents, Community Recovery Hubs and Pop-ups were opened on the mainland and residential islands between 10 March and 11 April 2025. The LRG approved the recovery hub plan and operating model pre event which facilitated immediate deployment and access for residents post event.

Financial assistance

As of 22 May 2025, more than $13.2 million in Personal Hardship Assistance Scheme (PHAS) grants were approved for Redland City, benefiting over 63,000 residents impacted by the cyclone.

The Redland local government area (LGA) was activated for 11 assistance measures under the Disaster Recovery Funding Arrangements (DRFA). More information on the activated DRFA for the Redlands LGA can be found on the Queensland Reconstruction Authority (QRA) *website*.

Image: Workers spent months clearing a large number of massive trees that fell during Tropical Cyclone Alfred. Source: Redland City Council.

TC Alfred snapshot

$13.2 million
in personal hardship assistance paid

39%
of local businesses closed for up to 7 days

700+
requests for help with green waste

64,700
Redlands Coast residents received grants

3000+
safety checks were conducted on Council assets

40+ tonnes
of food and odorous waste collected

4600+
residents visited a local Community Recovery Hub

32
BushCare sites were inspected

41,000+
Redland City customers experienced power outages

1700
free meals were donated by Turbans 4 Australia

500+
welfare phone calls to sport and community groups, businesses, vulnerable residents

Disaster impact summary

Human and social as of June 2025

- Communities were isolated due to transport network impacts including ferry closures, and widespread communication and power outages.
- Homeless communities were particularly vulnerable during the height of the event.
  - 6 places of refuge stood up across the city.
  - The Rock Church and Bayside Salvation Army provided shelter.
- SES/QFD data identified 267 vulnerable Redlands Coast residents who were then contacted to ensure they were aware of available support:
  - 65 residents were provided information on Community Recovery Hubs and financial assistance grants.
  - 19 had infrastructure and waste matters.
  - 11 welfare checks were completed.
- 4 residents displaced due to residential property damage.
- Carers were unable to reach clients on the islands and mainland.
- Food security challenges during the event included residents running out of food and unable to cook due to extended power outages and limited supply of butane gas on SMBI.
  - Amity Trader delivered emergency provisions and ice to Coochiemudlo Island.
  - Turbans 4 Australia delivered 1700 free meals to the islands, including First Nations peoples communities.
- Bay Islands Community Services Inc, Redland Community Centre, and community groups, supported food relief, essential items and connection.
- Residents of Moopi Moopi Aged Care facility were relocated from Dunwich, North Stradbroke Island to St Vincents Kangaroo Point, returning when safe to do so.
- Schools in the region were closed due to safety concerns and impacts such as power outages, fallen trees, and flooding, reopening when safe to do so.
- Residents were supported by Community Champions and volunteers to clear out fridges and dispose of food waste.
- Increase in mental health concerns during and post event.
  - Family stress, harbour closure impacts, cost of living, temporary living arrangements, no identification to access financial assistance, property damage, insurance claims, and isolation, compounded due to the rain event.
  - As of 12 April 2025, 4,612 Redland residents accessed in-person support at Community Recovery Hubs and Pop-Ups. 52% of total attendance occurred at an island-based Pop-Up.
  - As of 22 May 2025, more than $13.2 million had been paid to grants applicants from the Redland LGA through the Personal Hardship Assistance Scheme (PHAS).
  - As of 17 April 2025, 65,220 calls had been made to the Community Recovery Hotline related to this event.
  - As of 17 April 2025, 1,675 calls had been made to the Lifeline Disaster Counselling Hotline (1800 116 671), with 1,422 instances of psychological aid delivered, and 3,365 referrals made to support services related to this event.
- GIVIT was activated to manage donations and offers of support. As at 14 May 2025, 653 requests were received and 402 essential items provided.
- The Queensland Shelter Community Hub co-located with the State Recovery Hub on Russell Island providing a one-stop-shop for homeless and vulnerable residents to access services, support, food and essential items.
- Redlands Satellite Health Centre was temporarily closed due to power outages and access issues.
- Brisbane South Primary Health Network responded rapidly to support General Practitioners and pharmacies to be operational for the community.
- 5 drop-in centres and Council libraries became meeting places for residents without access to power or communications.

Infrastructure as of June 2025

- Damage to power and communication infrastructure:
  - Over 41,000 residents and businesses sustained power and communication outages, some for up to 10 days.
  - Traffic lights out due to loss of power.
  - No electricity on islands resulted in pumps in septic systems not working, sewers overflowing and residents not able to flush toilets.
- Damage to sewerage networks and manhole overflows.
- Impacts to public transport networks:
  - 5 intersections were without power.
  - 78 road closures due to fallen power lines, trees and flooding.
  - Ferries ceased operations for 4+ days.
  - Damage to Marine Safety Queensland's Yabby St and Wellington Point jetties.
  - 3 drainage culverts were reported damaged.
- Greyhound Racing Club extensively flooded.
- Damage to homes and businesses:
  - 5 with severe damage,
  - 8 with moderate damage, and
  - 58 with minor damage
- Significant green waste accumulation across mainland and island communities.
  - Green waste collection commenced on 17 March 2025, including 150 green waste loads taken from islands.
  - Disaster Relief Australia (DRA) was engaged to assist with clean-up and green waste collection on private property until 9 April 2025.
  - Over 762 requests for assistance with green waste.
- Damage to park infrastructure:
  - 12 shade sails damaged.
  - Capalaba Regional Park closed due to flooding and damage.
  - *ParkRun* cancelled due to park and trail safety concerns.

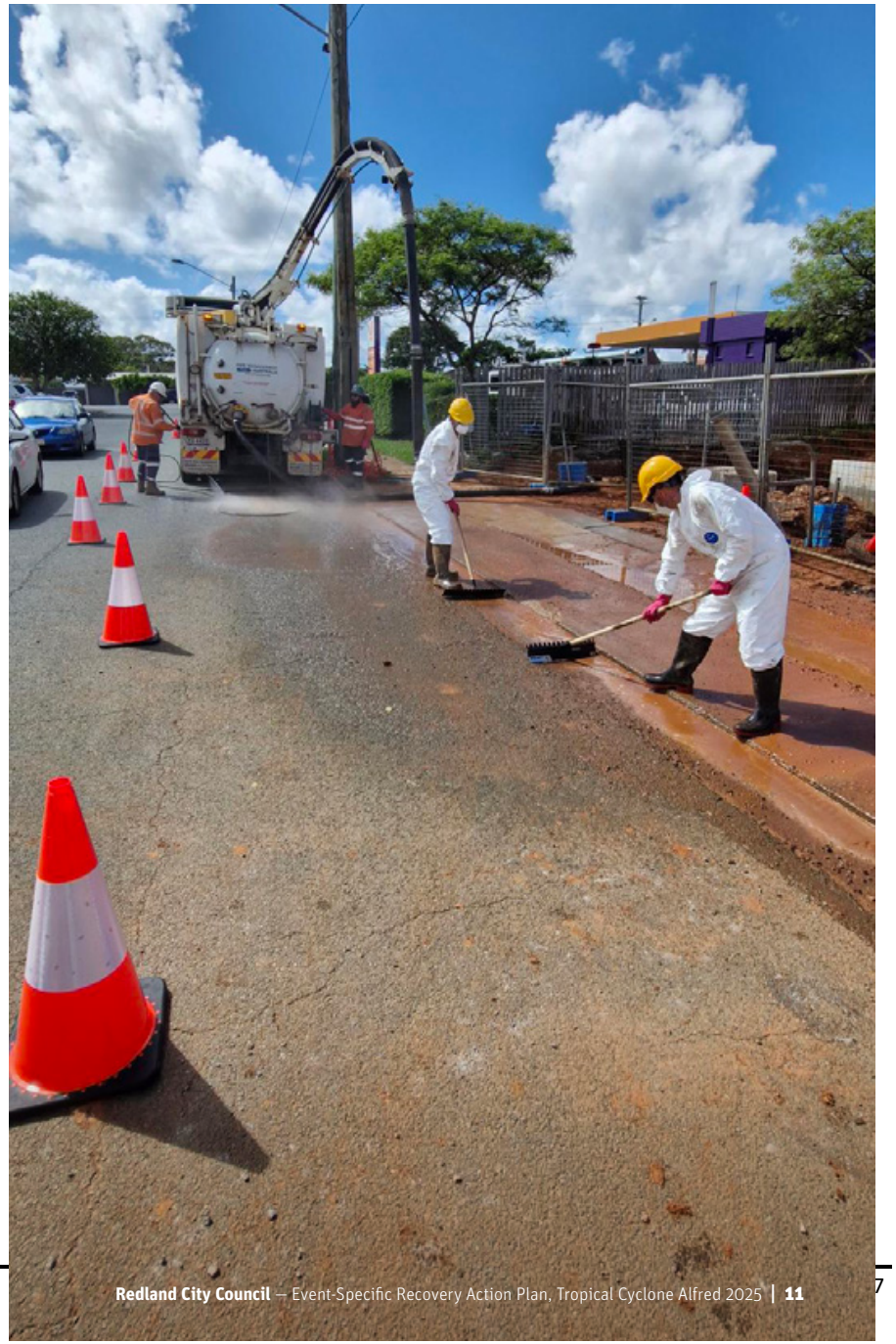


Image: City Water crews diligently cleaned and disinfected sewage overflows caused by the intense rainfall from Tropical Cyclone Alfred. Source: Redland City Council.

Economic as of June 2025

- Widespread business closures in the lead up to, during, and after the event:
  - 68% of businesses reported a period of closure.
  - 39% of businesses closed for 4-7 days, with an average of 6 days.
  - 6 businesses closed for more than 2 weeks.
  - 98% reported some level of trading impact.
- 57 businesses identified as being uninsured with many uncertain if their coverage includes event impacts.
- Tourism numbers down due to impacts to coastal areas and islands, including travel restrictions, severe erosion, debris hazards and transport disruptions.
  - Ferry terminal operations disrupted.
  - Long-term visitor confidence impacted.
  - Widespread booking cancellations, including forward bookings.
- Loss of food stock due to prolonged power outages.
- Supply chain issues.
- Over $2.03 million impact to businesses.
- Utility disruptions impacted 26% of businesses.
- Financial loss claims impacted 22% of businesses (closure, perished stock, customer access).

Environment as of June 2025

- Increase in public health risks due to water quality concerns linked to sewerage network impacts and stormwater run-off.
  - As of May 2025, all routine recreational water sites were within acceptable levels of Council's Recreational Water Quality Monitoring. This included North Stradbroke Island, Macleay Island, Karragarra Island, Russell Island, Coochiemudlo, Wellington Point, Victoria Point, Thorneside, Raby Bay.
  - Ambient Water Quality Program began in April to measure water quality conditions at various sites across the mainland and Southern Moreton Bay Island catchment.
- Widespread impacts occurred to the natural environment:
  - Extensive vegetation damage (fallen trees and green waste).
  - Damage to park tracks and trails, including erosion and unstable trees.
  - Severe erosion to beaches/sand dunes on islands.
  - National park closures due to damage and safety concerns.
  - Leachate expressions identified at multiple sites indicating potential environmental contamination risks.
  - 32 Bushcare sites were inspected with one placed on hold due to specific site conditions as a result of flooding. Site placed on hold has since been cleared and resumed as normal.
  - Beach access damaged at Point Lookout.
  - Shoreline washed with debris and plastic waste.
  - Relocation of osprey nests.

- Pest management impacts:
  - Increase in mosquito breeding triggered by heavy rainfall and standing water. Aerial and ground treatments were ongoing with the latest treatment occurring on the 23 May 2025.
  - Increase in advice provided to the community on the importance of personal protection measures with elevated numbers of mosquitoes.
  - Increase in fire ant movement. Treatments undertaken on Council land by Council's Pest Management Team.
  - Advice and treatment provided in green waste stockpile locations to manage fire ant biosecurity obligations.
- Surplus in food waste due to prolonged power outages and flooding:
  - Over 40 tonnes of excess food and highly odorous waste across 17 temporary bulk bin disposal sites.
  - Public health and food safety concerns following extended power outages and flooding to homes and businesses.
- Food safety impact (food businesses impacted by extended power outages and flood inundation):
  - 2 food businesses were impacted, with Council's Environmental Health Team working with the licensee's to ensure the kitchen's meet food safety requirements prior to reopening.
  - Approximately 123 food businesses were visited across the city including mainland, North Stradbroke Island, Southern Moreton Bay Islands and Coochiemudlo Island.
  - All licensed food businesses (approximately 690) were emailed important food safety and public health advice on power outages and flood inundation.
- Environmental Relevant Activities (Boat Maintenance and Repair):
  - Businesses were emailed advice on recovery measures to minimise any potential environmental pollution matters.

Public information

In a geographically complex city, where the population is disbursed across the mainland plus North Stradbroke, Coochiemudlo, Russell, Lamb, Macleay and Karragarra islands, there were significant challenges in reaching all residents with prompt and effective public information messaging.

High winds brought down trees, power poles, transmission lines and mobile phone towers resulting in city-wide interruptions to power, mobile phone and NBN services.

Energex reported more than 41,000 Redland City customers without power, including more than 9,000 on isolated island communities. Power was not substantially returned until Thursday 13 March, with Mount Cotton and Lamb Island returning to power on Sunday 16 March.

Despite Tropical Cyclone Alfred being downgraded to a low-pressure system as it moved inland, 521mm of rain fell in the Redlands over five days, resulting in 78 road closures which further significantly impacted public information messaging efforts.

Recovery aim and objectives

On 16 May 2025, the LRG participated in a facilitated recovery workshop, designed to capture the recovery efforts undertaken to date, and to ensure that the Redlands Coast community recovery is adequately supported.

The aim of the LRG is to deliver an effective recovery of the Redlands Coast community impacted by TC Alfred.

The objectives include:

- Resume community life and participation in community activities.
- Restore services and facilities across the city.
- Support restoration to impacted business operations.
- Build back better – repair infrastructure with greater resilience, and advocate for new fit-for-purpose infrastructure for future events.
- Maintain and leverage networks established during the event with and between residents, businesses, community groups and government agencies.

The success of the aim and objectives is achieved through the following functions and related activities.

Human and social

- Activate places of refuge to provide emergency shelter.
- Support provision of (longer-term) temporary accommodation for displaced evacuees by:
  - Identifying displaced residents.
  - Identifying longer-term accommodation opportunities with relevant agencies.
  - Supporting access to essential needs including food, clothing, and medical provisions.
- Ensure availability of psychological support by deployment of psychosocial services to isolated and vulnerable communities.
- Ensure availability of financial and social support by:
  - Delivering information on financial assistance.
  - Activating Community Recovery Hubs across the region.
- Provision of food relief by working with the relief agencies, charity partners and business to ensure local supplies are available.
- Liaise with service agencies, NGOs and community networks to assess capacity and need.
- Ensure ongoing support for vulnerable residents throughout recovery by:
  - Identifying impacted vulnerable residents including older people, people with disability, CALD community, First Nations peoples, people experiencing ill health, and people experiencing homelessness.
  - Deploying to isolated communities to provide outreach and conduct welfare checks.
  - Ensuring residents of Moopi Moopi Aged Care facility returned safely.
  - Advocating for impacted residents and communities where indicated.
- Deliver ongoing resilience practices across the region by:
  - Working with the *Get Ready* program to build resilience within the community for future events.
  - Strengthening social connection and community cohesion across the region.
  - Providing accessible relief and recovery messaging through diverse channels.
  - Incorporating event learnings into future community recovery planning including for vulnerable groups.
- Appoint Community Recovery Officer under Disaster Recovery Funding Arrangements to support recovery objectives.

Infrastructure

- Improve resilience and sustainability of the power and communication network by:
  - Advocating to Energex, telcos, State and Federal Government for support.
  - Investigating programs to isolate network where relevant.
- Ensure critical infrastructure is fully functional by investigating opportunities to install Starlink for critical infrastructure.
- Improve the resilience of the sewerage networks by:
  - Resourcing additional crews for clean-up.
  - Developing evidence-based reporting to support advocacy for improvement.
  - Investigating programs to improve resilience in the network.
- Improve the public transport networks by:
  - Developing a program to provide additional sheltered arenas.
  - Developing a memorandum of understanding with the Department of Transport and Main Roads to improve control of road closures.
  - Developing a memorandum of understanding with ferry/barge operators for emergency use of vessel and docking locations for fast activation post event.
- Improve waste management practices by:
  - Developing a memorandum of understanding for alternate arrangements with contractors/operators for disposal of excess waste.
- Improve the flood resilience for the Greyhound Racing Club by:
  - Advocating to State and Federal Government to deliver a flood resilient standard for the building.
  - Investigating dam holding capacity and controlled dam releases.
  - Advocating to reinstate dam gates.
- Improve the building standards by:
  - Investigating multi-use facilities.
  - Advocating to the Australian Building Codes Board for improved standards.
  - Investigating cyclone-rated construction.
- Improve green waste by:
  - Collecting and disposing of green waste in a timely manner.
  - Developing environmental risk assessments.
- Repair public assets by:
  - Identifying impacts to public assets.
  - Developing a program to repair public assets.
  - Securing recovery funding and/or adjusting capital programs (where relevant) to cover financial implications.

Economic

- Support local business to recommence trading as soon as possible by:
  - Identifying impacts to local businesses.
  - Identifying methods to support local businesses depending on the impacts.
- Ensure businesses can access urgent supplies during disasters including primary food supplies by:
  - Identifying local resources required to support resupply.
  - Identifying local businesses that can provide the necessary resources.
  - Working with local businesses to audit key assets for deployment.
  - Developing a resource matrix to be used in future activations.
- Ensure community and business have access to local medical providers during disasters by:
  - Identifying services required to support recovery including medical and psychological support.
  - Identifying local businesses that can provide the necessary resources.
  - Including these details in a resource matrix for future activations.
- Ensure local business can access financial support by:
  - Identifying grant opportunities.
  - Communicating grant opportunities to impacted businesses.
- Appoint local business champions to support information between the islands and the mainland by:
  - Identifying local business champions.
  - Training and empowering local business champions.
- Ensure visitors return to the region by:
  - Identifying impacts to the tourism industry.
  - Creating a list of businesses that are open and operating.
  - Working with industry leads to promote tourism in the region.
- Advocate for the prioritisation of repair and/or restoration of infrastructure and natural assets that facilitate our visitor economy.
- Deliver resilience training to local business by:
  - Developing and distributing business education kits.
  - Working with an insurance specialist to provide awareness of the risks of being under-insured and how to best capture evidence needed to claim.
  - Delivering relevant information to tenants and landlords to understand their responsibilities.
  - Promoting development of business risk management plans.
  - Providing education on fair work practices.

Environment

- Reduce public health risks due to water quality issues by:
  - Identifying impacts to water supply, sewerage networks and stormwater run-off.
  - Repairing the network where relevant.
- Ensure local vegetation recovery programs are in place by:
  - Identifying impacts to vegetation.
  - Developing and delivering a work program to repair damage.
- Ensure national parks are safe and opened for public use by:
  - Identifying impacts to park tracks and trails.
  - Developing and delivering a work program to repair damage.
- Ensure beaches are safe and opened for public use by:
  - Identifying impacts to beaches.
  - Developing and delivering a work program to repair damage.
- Ensure waste transfer stations are safe and fully operational by:
  - Identifying public health concerns.
  - Identifying impacts to waste transfer stations including locations impacted by leachate.
  - Identifying storage for additional food and green waste.
  - Developing and delivering a work program to repair damage.
  - Improving diversion of stormwater.
- Ensure sporting facilities are safe and fully operational by:
  - Identifying impacts to sporting facilities including locations impacted by leachate.
  - Developing and delivering a work program to repair damage.
- Ensure the Redland Bushcare program is fully operational by:
  - Identifying impacts to Bushcare sites including loss of native flora/fauna and impacts to wildlife.
  - Developing and delivering a work program to repair damage.
- Ensure Council's Mosquito Management Program returns to business-as-usual by conducting additional aerial and ground treatment.
- Ensure the fire ant activity is stabilised by:
  - Identifying impacted areas.
  - Developing and delivering a work program to reduce activity.
- Ensure the public health and food safety program returns to business-as-usual by:
  - Working with the Economic Recovery Group to identify impacted businesses and provide relevant support.
  - Developing and delivering a work program to ensure safety measures are in place.
- Ensure biosecurity risks are minimal by:
  - Identifying impacted areas.
  - Developing and delivering a work program to reduce risks.

Public information

The impact of TC Alfred as a large-scale disaster event presented numerous challenges for the disaster management team, including the Public Information cell.

Given that Council's main communications channels (social media, EDM newsletters, website content and media releases) all required power and internet connections to be received, Council was required to pivot and find additional ways to meet the objective of distributing timely and relevant Public Information to local residents.

This was particularly problematic due to the changing nature of the severe weather event, the longevity of its path in approaching the mainland and the extensive damage, all requiring numerous cyclone recovery messages to be updated regularly.

To meet these objectives, Council used a total of more than 30 channels to communicate with residents. These included placing information screens in Council libraries, advertising screens on SeaLink ferries, face-to-face contact between Community Champions and QYAC rangers with local residents, roadside billboards and, Council officer outreach via on-site visits to vulnerable residents and local businesses.

Councillors also communicated directly with their constituents on the ground locally, supported by an A4 flyer and daily briefings.

During the recovery communications reporting period of 5 March (LRG stand up) until Friday 6 June 2025, Council delivered:

- 147 Facebook posts with 1.77 million impressions and 154,000 engagements.
- Updates to the *Redlands Coast Disaster Dashboard* (disaster.redland.qld.gov.au) with 376,809 total views.
- 48 stories published on *Redlands Coast Today* with 274,000 total views and more than 189,000 active users.
- Double-page spreads in local newspapers—*Redlands Community Leader, Friendly Bay Islander* and *Redland Bayside News*.
- Frequent updates to Council's *Tropical Cyclone Recovery and Business Recovery* web pages with more than 10,800 views.
- The April 3 edition of *Our Redlands Coast* email newsletter, featuring Tropical Cyclone Alfred stories and recovery information.
- 11 electronic billboards located across the city, providing roadside information and directions for the green waste and food waste drop-off sites.
- 7 slides featuring critical community recovery messages, displayed on SeaLink ferry screens from 18 March to 11 April.

Transition from recovery to business as usual (BAU)

The LRG and its sub-groups will officially stand down as a result of the following:

- Agencies report a decline in requests for support.
- The community is able to return to normal activities with ongoing support through business-as usual initiatives.
- The completion of 60% of the recovery actions with the remainder of actions being absorbed in business-as-usual operations.

The ***Queensland disaster management arrangements*** are based on partnerships between the community and groups at the local, district, State and Federal levels to deliver coordinated, cooperative, and integrated outcomes. It will be this collaborative approach that will ensure the Redlands Coast region will be in a better position to support local communities for many years to come.

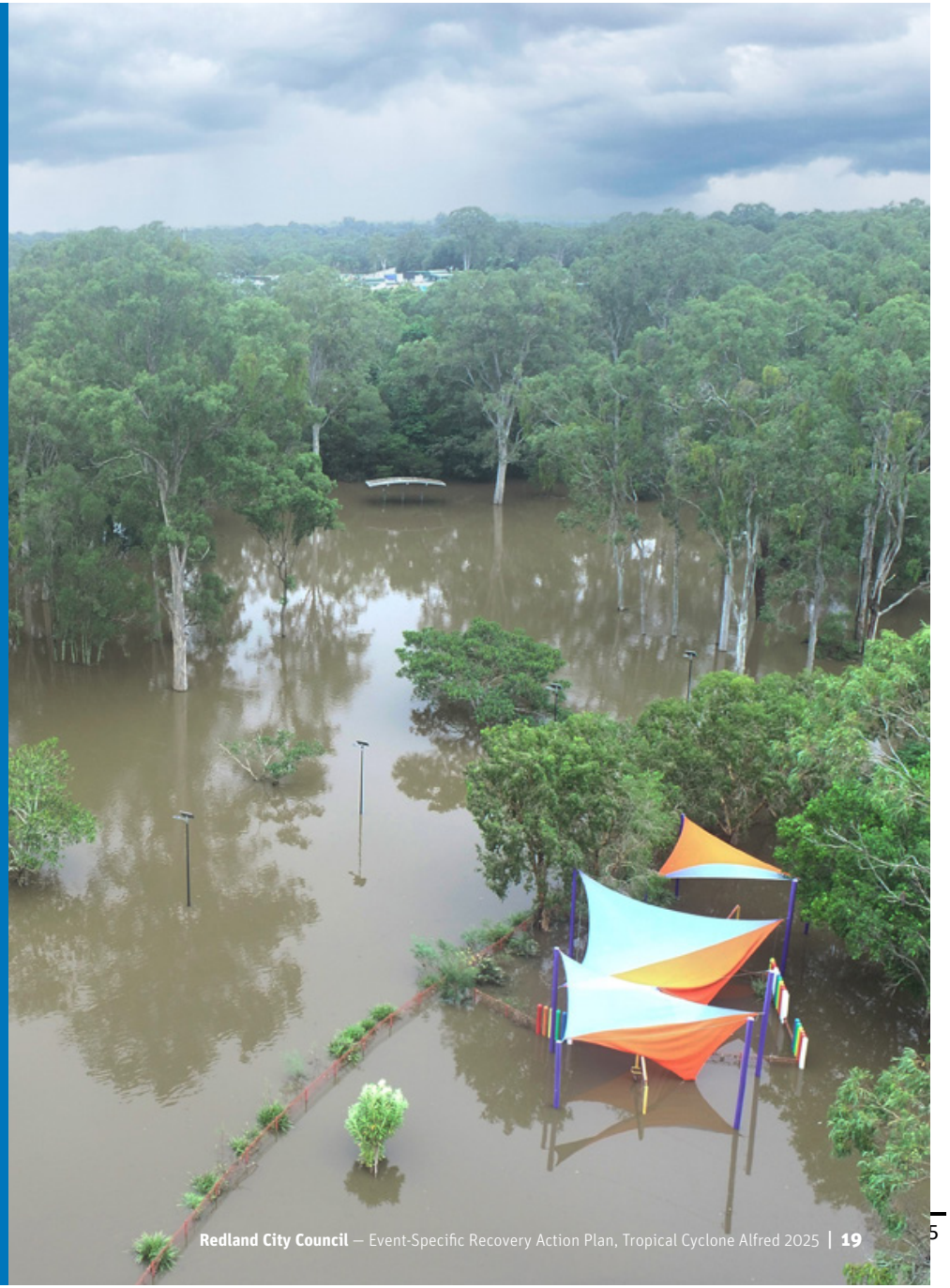


Image: Capalaba Regional Park was significantly damaged during Tropical Cyclone Alfred. Source: Redland City Council.

redland.qld.gov.au

3829 8999

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 REQUEST FOR A COMPREHENSIVE FINANCIAL REVIEW

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

MOTION

That Council resolves as follows:

1. **To request the Chief Executive Officer provides a comprehensive Financial Review detailing:**
    a. **Council's obligations for financial sustainability, including the current and projected financial sustainability of Council, and proposed future debt levels for the next ten years and their impact on serviceability.**
    b. **An outline of the pressures for Council which adversely affect sustainability and options available to Council through its budget process to safeguard Council's financial sustainability; including potential measures to align expenditure with revenue funding (including funding of major projects), pausing or eliminating projects, optimize debt management and ensure long-term service delivery viability.**
    c. **The various mechanisms by which Council can raise revenue or access funding, including loan borrowings, and the process for how spending the revenue and funding is prioritised, and approved for both operating and capital expenditure (aligning projects), incorporating potential significant multi-year projects.**
    d. **The cash flow implications and challenges expected on present cash reserves, for both constrained and non-constrained cash holdings, caused by the gap between revenue funding and Council's growing cost pressures.**
    e. **The approach to future asset management planning and expenditure considerations (both operating and capital expenditure), including prioritisation of work on aging infrastructure.**
    f. **That this report be presented at a future General Meeting by December 2025 to enable accountability, transparency and informed decision-making on Council's long term financial and be included in future budget deliberations.**

BACKGROUND

One role of a Councillor is to have oversight of the present financial position of Council and to have foresight for the future.

With increasing pressures on Local Government's financial positions, arising from changing challenges in the global and more locally financial environment, Council's commitment to multiple capital and operational expenditure projects, identified required substantial work on aging City-wide infrastructure, the associated increase in debt and serviceability challenges, it is imperative that fully informed and strategic decisions are made to decrease risks to Council.

Redland City Council is managing a significant works portfolio of both capital and operational projects, which, while some projects are necessary for community development and service provision, have placed increasing pressure on our financial position. The proposed escalation in debt levels and associated costs of servicing this debt must be carefully considered against Council's long-term financial sustainability.

Redland City Council like many Queensland Councils are facing cash flow constraints due to a variety of reasons that the public are not aware including but not restricted to:

- Insufficient infrastructure charges being collected. An area of challenge that Council has consistently advocated to the Queensland State Government to review.
- Redland City Council also has a small residential rate base unlike neighbouring Council that can raise funds through industry categories etc.
- Possible reduced funding streams from other levels of Government as the Queensland State Government is presently challenged by its own struggles with rising debt levels. This poses risks such as a potential credit rating downgrade and increased interest burdens on state budgets. Consequently, these State Government challenges, also stated in the media, may impact anticipated external funding to local councils, potentially reducing the forecasted revenue available for future Council projects.

These financial pressures create looming risks and impacts on Council's ability to maintain necessary services, deliver key projects, and respond effectively to emerging community needs. Given these challenges, it is critical that Council takes a proactive approach in assessing Council's financial position and exploring measures to strengthen sustainability.

This motion seeks to ensure Council has a clear and transparent understanding of its financial trajectory and can implement strategic actions to safeguard the long-term interests of the Redlands community. Other Queensland Councils have taken measures.

This request for a review is similar to the recent State Government review of the State's financial situation and challenges, giving accountability and explanations to all concerned including the community.

The report to a future General Meeting will provide Councillors and the community confidence in assessing Council's financial health prior to deliberating future financial decisions and budgets while reducing risks to Council.

This confidence and trust in Council will increase as the Review will ensure Council's financial position is accountable and information can be used to educate and inform our community to give that much needed increased understanding of Councils financial constraints and possibilities for the delivery of essential services and projects.

Therefore, this Motion is in line with the principles of the *Local Government Act*:

- Transparency
- Accountability
- Community engagement
- Good governance
- Sustainable development
- Effective services
- Social inclusion
- Open voting

18.2 ACKNOWLEDGMENT OF CHRISTMAS AND INSTALLATION OF A NATIVITY SCENE

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

MOTION

That Council resolves as follows:

1. **To acknowledge Christmas is a celebration of the birth of Jesus Christ.**
2. **To implement an application process to accommodate the installation of a nativity scene at Council Christmas events, with the nativity scene to be provided and installed by an approved community group or groups.**

BACKGROUND

A petition was presented at the General Meeting held on Wednesday 21 May 2025 requesting Council install a nativity scene at the Redlands Coast Lighting of the Christmas Tree events held at Raby Bay Harbour. The petition response stated that Council does not currently plan to have a nativity scene installed at the event.

While many residents do not celebrate the traditional origins of Christmas, data from the most recent census revealed the majority of the Redlands population still identify as Christian. Accommodating the installation of a nativity scene by an approved community group at Council's Christmas event allows us to be inclusive and respectful of those who acknowledge the cultural significance of this celebration, without incurring additional costs to Council.

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

COUNCIL MOTION

That Council considers the confidential report(s) listed below in a meeting closed to the public in accordance with section 254J of the *Local Government Regulation 2012*:

20.1 Strategic Property Acquisition

This matter is considered to be confidential under section 254J(3) of the *Local Government Regulation 2012,* and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it deals with negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Overview

To seek Council approval for the strategic, commercial-in-confidence acquisition of a property.

20.2 Update on a Current Queensland Conciliation and Arbitration Tribunal Matter

This matter is considered to be confidential under section 254J(3)(e) of the Local Government Regulation 2012, and the Council is satisfied that discussion of this matter in an open meeting would, on balance, be contrary to the public interest as it relates to legal advice obtained by the local government or legal proceedings involving the local government.

Overview

To provide Council with an update on a current Queensland Conciliation and Arbitration Tribunal Matter.

21 MEETING CLOSURE