

Chief Executive Notice

Notice about the process for amending a planning scheme under section 18(3) of the *Planning Act 2016*

Tailored amendment package – 02/25 Major Amendment - Residential

Introduction

This notice is given by the Chief Executive of the department administering the *Planning Act 2016* (Chief Executive) in accordance with section 18(3) of the *Planning Act 2016* (the Act), with respect to the planning scheme amendment proposed by the Local Government (proposed amendment) by way of notice under section 18(2) of the Act.

Part A of this notice sets out the steps undertaken for the planning and preparation of the proposed planning scheme amendment prior to the issuing of this notice. Parts B & C of this notice set out the process that applies to the proposed amending of this planning scheme, and the entity responsible for each step in the process¹.

The process stated in this notice must be followed by the Local Government in accordance with section 18(6) of the Act.

1. Chief Executive Powers and Functions

The Chief Executive delegates under section 282 of the *Public Sector Act 2022* the functions and powers of the Chief Executive under this notice to the following delegates:

- 1.1 For Chief Executive functions and powers listed in Part B of this notice:
 - (a) Deputy Director General, Planning Group
 - (b) Executive Director, Planning Group
 - (c) Director, Planning Group
 - (d) Manager, Planning Group

- 1.2 For Chief Executive functions and powers listed in Part C of this notice, the person stated as the delegate for each step in Column 4 of Table 2.

Chief Executive delegations exclude the power to subdelegate.

¹ Where the functions and powers of the Chief Executive under this notice may be appropriately performed or exercised by an officer in Planning Group in the Department, this notice includes the delegation of the Chief Executive.

Part A – Planning and preparation

Early and ongoing engagement with the State Government and other stakeholders identifies and helps address issues early in the plan-drafting process.

Table 1 sets out the steps that the Local Government has advised the Chief Executive have been undertaken for the planning and preparation of the proposed planning scheme amendment prior to the issuing of this notice.

Table 1: Planning and preparation steps

Step No.	Summary of action/s	Specific action/s
Step A	Early engagement with State agencies and other relevant parties	The items contained in this amendment have largely been considered by State Government agencies as they formed part of 02/20 – Major Amendments General, 03/23 – Major Amendment – Secondary Dwellings and 05/23 – major Amendment – Dual Occupancies in the Low-Density Residential zone. These amendments were submitted for State Interest Review (SIR) in January 2022, September 2023 and October 2023, respectively. The SIR was completed for each of the amendments and approval has been granted for the Council to proceed to public consultation, with ministerial conditions imposed relating to 02/20 – Major Amendment – General. Additional content, not previously reviewed by State Government agencies has been included in response to the release of the <i>Redland Housing Strategy 2024-2046</i> by the State Government in October 2024. Council officers have engaged with officers from the Department of State Development, Infrastructure and Planning (the Department) regarding the intent to update and resubmit the amendment for SIR under a streamlined process. Other than the Department, the Council has not identified any other relevant State agencies for early engagement.
Step B	Local Government proposes a planning scheme amendment and requests a streamlined amendment process	The Council proposed to make the tailored amendment (02/25 – Major Amendment – Residential to City Plan at its General Meeting on 15 October 2025. On 5 November 2025, the Council wrote to the Chief Executive requesting the Chief Executive to issue a notice under section 18(3) of the Act for the tailored amendment 02/25 – Major Amendment – Residential to City Plan. The request included: ☒ a draft notice under section 18(3) of the Act for the Chief Executive's consideration; ☒ a communications strategy; ☒ an electronic copy of the proposed planning scheme amendment;

Step No.	Summary of action/s	Specific action/s
		☒ a statement about the nature and objectives of the proposed planning scheme amendment and why a streamlined amendment process is proposed.

Part B – General process provisions

This part prescribes matters that are to be read in conjunction with the requirements set out in Part C.

1. Requesting information and changes

- 1.1 The Minister for Planning (Minister) or Chief Executive, as relevant to the process, may, at any time, give the Local Government a notice:
- requesting further information; or
 - advising of any changes to the proposed planning scheme amendment to address State interests.

2. Managing timeframes

- 2.1 The Minister, Chief Executive, or Local Government, may pause a timeframe (except for the public consultation timeframe) for an action for which the entity is responsible, by giving notice to the other entity prescribed in the relevant section of the process. This notice must state the period for which the timeframe will be paused and a date upon which the timeframe will restart.
- 2.2 If a notice to pause a timeframe is given, the process is paused from the day² after the notice is given until the date stated in the notice, unless the notice is earlier withdrawn by the party that gave the notice.
- 2.3 If a notice to pause a timeframe is withdrawn, the process restarts from the day after the withdrawal notice is given.
- 2.4 The duration of a pause notice may be extended by the giving of another pause notice before the paused period ends.
- 2.5 Each entity may only pause timeframes for steps for which it is responsible under Part C of this notice for a cumulative total number of days as follows:
- for the Minister and the Chief Executive, collectively a total of 20 days; and
 - for the local government, a total of 20 days.
- 2.6 A timeframe may be paused beyond the cumulative total number of days stated in Section 2.5 where the Local Government and either the Minister or Chief Executive, whichever entity is relevant to the current part of the process, agree that it is appropriate to pause the timeframe for a further agreed number of days.

3. Public consultation

For public consultation included in Part C of this notice, the Local Government is required to comply with the following:

² Business day

- 3.1 Publish at least one public notice about the proposal to amend the planning scheme.
- 3.2 Keep the proposed planning scheme amendment available for inspection and purchase for the duration of the consultation period identified in Part C of this notice.
- 3.3 The public notice must:
 - (a) be in accordance with the requirements stated in the definition of 'public notice' in schedule 2 of the Act;
 - (b) state the consultation period identified in Part C of this notice; and
 - (c) state that any person may make a submission about the proposed planning scheme amendment to the local government within the consultation period.
- 3.4 Consider all properly made submissions about the proposed planning scheme amendment.
- 3.5 Notify persons who made properly made submissions about how the Local Government dealt with the submissions.
- 3.6 For the public consultation report, a notice containing a summary of the matters raised in the properly made submissions and stating how the local government dealt with the matters must be given to the Minister.
- 3.7 If consultation is required to be repeated due to a significantly different change (having regard to the definition in the Minister's Guidelines and Rules (MGR), including reference to schedule 2 of the MGR), the Local Government may decide to limit the public consultation to only those aspects of the proposed planning scheme amendment that have changed.

4. Communications strategy

The local government is required to implement the communications strategy about the proposed planning scheme amendment at Appendix A.

5. Changing the proposed planning scheme amendment

- 5.1 The Local Government may make changes to the proposed planning scheme amendment or propose conditions the Minister or Chief Executive may consider imposing.
- 5.2 The local government must ensure any changes made to the proposed planning scheme amendment continue to appropriately integrate and address relevant State interest/s.
- 5.3 Where a change results in a version of the proposed planning scheme amendment that is significantly different (having regard to the definition in the MGR, including reference to schedule 2 of the MGR) to the version released for public consultation, the Local Government must restart the consultation process as outlined in Part C.
- 5.4 However, the Chief Executive may determine that Section 5.3 does not apply for a change that is significantly different, if the change addresses an issue raised in submissions.
- 5.5 At any time the Chief Executive may consider giving to the local government an amended notice about the process for amending the planning scheme, in accordance with section 18(3)(b) of the Act.

Part C – Process for amending the planning scheme

Unless stated otherwise, the process described in this Part C is to be undertaken in the order in which it is prescribed in Table 2. The proposed planning scheme amendments will be informed by the steps taken under Part A. This does not preclude the need for steps to be repeated should changes be made to the proposed amendment, as provided for in Part B.

Table 2: Process for amending the planning scheme

1. Step No.	2. Summary of action/s	3. Specific action/s	4. Entity responsible for action/s	5. Timeframes ³
Public consultation				
Step 1	Public consultation	Local Government undertakes public consultation in accordance with the requirements outlined in Part B, sections 3.1 to 3.3 and 4 of this notice.	Local Government	The consultation period is a minimum 20 business days after the day the public notice is published in the Local Government area.
Considering submissions and approval to adopt				
Step 2	Local Government gives notice	Local Government considers feedback from the public consultation and gives notice to the Planning Minister requesting approval to adopt the proposed amendment. This request must include a copy of the public consultation report, provided to the Minister in accordance with the requirements outlined in Part B, section 3 of this notice and the Chief Executive and may also include proposed conditions for the Planning Minister to consider imposing.	Local Government	Within 75 days from the end of Step 1
Step 3	Consideration for approval to adopt	The Planning Minister considers the request for approval to adopt the proposed planning scheme amendment and gives notice to the local government stating whether the proposed amendment may: (a) be adopted, with or without conditions; or (b) not be adopted and the reasons why.	Planning Minister	Within 15 days from the end of Step 2
Local Government to adopt				
Step 4	Local Government consideration to adopt	The Local Government decides to either: (a) adopt the proposed planning scheme amendment in accordance with a notice given by the Planning Minister under Step 3; or (b) not proceed with the proposed planning scheme amendment.	Local Government	None

³ Timeframes for steps in the process may be tailored based on the scope, risk and complexity of the proposed amendment.

1. Step No.	2. Summary of action/s	3. Specific action/s	4. Entity responsible for action/s	5. Timeframes ³
		After the planning scheme is amended, the Local Government must publish a public notice about amending the planning scheme.		
Step 5	Local Government provides public notice and copy of planning scheme amendment to the Chief Executive	The Local Government must give the Chief Executive a copy of the public notice about the decision made by the Local Government regarding the adoption of the planning scheme amendment and if made, a certified copy of the planning scheme amendment.	Local Government	Within 10 business days of publishing the public notice

Dated this *14th* day of *January*. 2026



JOHN SOSSO
DIRECTOR-GENERAL
Department of State Development, Infrastructure and Planning

Enc Appendix A – Local Government Communications Strategy

Appendix A: Local government communications strategy



02/25 – MAJOR AMENDMENT - RESIDENTIAL

Communications Strategy

Communications Strategy for Major Amendments 02/25 – Major Amendment – Residential

The following provides a broad outline of the communication activities to support public consultation on 02/25 – Major Amendment – Residential (the Amendment).

The following key messages will be communicated throughout the public consultation:

- Background: why the amendment is being undertaken.
- Proposed amendment summary.
- Public consultation period dates.
- How to make a properly made submission.
- How to obtain further information.
- How properly made submissions will be considered.

Public consultation purpose

The purpose of the public consultation for the Amendment is to:

- Meet the statutory requirements for the public consultation period required under the *Planning Act 2016* and the *Ministers Guidelines and Rules – version 3*, by providing a public consultation period of 20 business days.
- Raising the awareness in the community about the amendment and its contents.
- Inform the community about the public consultation period and how to make a properly made submission.

Target Audience

- Residents and the general public.
- Landowners impacted by location specific amendment proposals such as zone changes.
- Traditional owners.

Consultation Strategy and Communication Channels

Public notices

- A Statutory notice will be placed in the local government gazette prior to the commencement of public consultation activities.
- The public notice will also be displayed at Council's customer service centres in Cleveland, Capalaba and Victoria Point.

Display locations

- The amendment will be displayed at Council's customer service centres in Cleveland, Capalaba and Victoria Point.

- Employees at Council's customer service centres will be briefed so they can respond to basic details about the amendment (i.e. where can I find more information; how can I make a submission)

Council's website and social media

- A dedicated website will be made available on Council's 'Yoursay' platform that will be updated regularly. The website will include:
 - Relevant background information;
 - Council reports;
 - A copy of the public notice;
 - Proposed amendment;
 - Information about how to make a submission, key dates.
- During the public consultation period a link to the online submission form will be activated.
- Social media will be utilised to advise the community of the key consultation dates with a link directing them to an Amendment specific page.

Written media

- Prepare and issue a media release to raise awareness of community consultation on the Amendment.

Written correspondence

- Individual letters will be written to landholders directly impacted by zone change proposals to explain the amendment, the change proposed to the specific property, how to access additional information and how to make a submission on the amendment.
- The Urban Development Institute of Australia (QLD) will be advised of the amendment and provided with contact details of the relevant planning officers if they wish to obtain further information.
- Targeting specific landholders within the LDR5 precinct with tailored information explaining how the amendment may affect them and how they can participate in the public consultation process. For example, this might include issuing information directly to the resident associations of the canal estates.
- Targeting private building certifiers who have lodged building applications for secondary dwellings with Council within the last two (2) years to explain the amendment package, how to access additional information and how to make a submission on the amendment.

Enquiries (meetings, telephone hotline and email enquiries)

- Planners from the Strategic Planning unit will be available to speak with the public about the amendment via telephone, or in person through a pre-arranged appointment at Council's administration centre in Cleveland.

- Meetings will be arranged by phoning Councils contact centre on (07) 3829 9999 who will put the caller through to the Strategic Planning Unit.
- Enquires that are made seeking assistance or clarification on the Amendment that are received by email via rcc@redland.qld.gov.au will be responded to in a similar manner.

Completion of public communications

- After the public communications period concludes, all properly made submissions will be reviewed and considered. A public submission report will then be prepared and presented to Council at a future General Meeting. Following Council's consideration, the report will be published on Council's website.