

# Agenda

## **Ordinary Meeting**

**Thursday, 19 June 2014**

**commencing at 9.00 am**

**Council Chambers, Corner Currie and Bury Streets, Nambour**

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**1 DECLARATION OF OPENING**

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

**2 OPENING PRAYER****3 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE****4 RECEIPT AND CONFIRMATION OF MINUTES**

That the Minutes of the Special Meeting (Corporate Plan) held on 12 May 2014, the Ordinary Meeting held on 22 May 2014 and the Special Meeting (Budget) held on 2 June 2014 be received and confirmed.

**5 OBLIGATIONS OF COUNCILLORS****5.1 DECLARATION OF MATERIAL PERSONAL INTEREST ON ANY ITEM OF BUSINESS**

Pursuant to Section 172 of the *Local Government Act 2009*, a councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

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

**5.2 DECLARATION OF CONFLICT OF INTEREST ON ANY ITEM OF BUSINESS**

Pursuant to Section 173 of the *Local Government Act 2009*, a councillor who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees must inform the meeting about the councillor's personal interest the matter and if the councillor participates in the meeting in relation to the matter, how the councillor intends to deal with the real or perceived conflict of interest.

**6 MAYORAL MINUTE****7 PRESENTATIONS**

**8 REPORTS DIRECT TO COUNCIL****8.1 REGIONAL STRATEGY AND PLANNING****8.1.1 DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE OF PREMISES (DUAL OCCUPANCY) AT 23 LAMATIA DRIVE, MOUNTAIN CREEK**

File No: MCU14/0036

Author/Presenter: Development Planner (Graduate)  
Regional Strategy & Planning Department  
Principal Development Planner  
Regional Strategy & Planning Department

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**Link to PD Online:**

<http://pdonline.sunshinecoast.qld.gov.au/MasterView/Modules/Applicationmaster/default.aspx?page=wrapper&key=1463392>

<b>SUMMARY SHEET</b>	
<b>APPLICATION DETAILS</b>	
<b>Applicant:</b>	Stockland Buddina Pty Ltd
<b>Proposal:</b>	Development Permit for Material Change of Use of Premises (Dual Occupancy)
<b>Properly Made Date:</b>	20 March 2014
<b>Information Request Date:</b>	Not Applicable
<b>Information Response Received Date:</b>	Not Applicable
<b>Decision Due Date:</b>	26 June 2014 (2 <sup>nd</sup> 20 days)
<b>Number of Submissions:</b>	44 (41 Properly Made), all objecting to the development
<b>PROPERTY DETAILS</b>	
<b>Division:</b>	6
<b>Property Address:</b>	23 Lamatia Drive, Mountain Creek
<b>RP Description:</b>	Lot 1076 SP 239519
<b>Land Area:</b>	779m <sup>2</sup>
<b>Existing Use of Land:</b>	Vacant
<b>STATUTORY DETAILS</b>	
<b>SEQRP Designation:</b>	Urban Footprint
<b>Planning Scheme</b>	Maroochy Plan 2000 (16 September 2013)
<b>Strategic Plan Designation:</b>	Urban
<b>Planning Area / Locality:</b>	Planning Area 3 - Sippy Downs
<b>Planning Precinct / Zone:</b>	Precinct 11 – Kawana Estates - Master Planned Community
<b>Assessment Type:</b>	Impact

## PURPOSE

The purpose of this report is to seek council's determination of an application for a Development Permit for Material Change of Use of Premises (Dual Occupancy) at 23 Lamatia Drive, Mountain Creek. The application is before council due to significant public interest.

This application is being assessed under the Bundilla Local Area Structure Plan and Maroochy Plan 2000 (where applicable).

## EXECUTIVE SUMMARY

The proposed Dual Occupancy Dwelling is located within the Brightwater Estate and is subject to assessment under the Bundilla Local Area Structure Plan. The assessment has noted variations to the Acceptable Measures for density, building setbacks, lot size and parking.

The subject site is located within a residential sub-precinct that nominates a maximum density of 20 dwellings per hectare. The proposed Dual Occupancy Dwelling on this site would result in 15.3 dwellings per hectare for this sub-precinct, complying with the maximum density. Further, the Bundilla Local Area Structure Plan specifies that Dual Occupancy lots contribute no more than 15% of the total number of lots. Within sub-precinct 6.2, the percentage of Dual Occupancy lots, inclusive of the proposal, is 2.5%. This is well under the allowable 15% for the precinct and complies with this measure.

The proposal incorporates front and side setbacks beyond the minimum required under the Bundilla Local Area Structure Plan. The proposal also provides a good urban design outcome, considering the potential for a self-assessable residential dwelling to be situated within 3 metres of the front boundary and built to the side boundaries. Although this development proposes a variation to built form, the proposal is situated on a lot which is of sufficient size to accommodate a Dual Occupancy, while maintaining the character of the precinct.

The proposal exceeds the Acceptable Measure for the total number of bedrooms for Dual Occupancies specified within the Bundilla Local Area Structure Plan. However, the proposal satisfies the related Performance Criteria, as the proposal is situated on a lot that has an appropriate area for the provision of vehicle access, parking and open space, and meets the Acceptable Measures of all other elements of the code.

The proposal meets the requirements of the Code for Traffic, Transport and Parking, contained within the Maroochy Plan 2000. The proposal includes sufficient parking as it meets the requirements of 0.75 spaces per bedroom for Dual Occupancy Dwellings. This requires the provision of 6 car parks, which has been achieved with 2 covered bays and 1 uncovered bay per unit.

The proposal is generally consistent with the Bundilla Local Area Structure Plan, the Maroochy Plan 2000, and all applicable State Planning Instruments. Therefore, approval with conditions is recommended.

## OFFICER RECOMMENDATION

**That Council APPROVE WITH CONDITIONS Application No. MCU14/0036 and grant a Development Permit for Material Change of Use of Premises (Dual Occupancy) situated at 23 Lamatia Drive, Mountain Creek, as per the conditions at Appendix A.**

## FINANCE AND RESOURCING

If council were to approve this development, the applicant would be required to pay infrastructure charges.

Council's Infrastructure Policy Branch has provided an estimate of the infrastructure contributions required by this development as being \$10,480. It should be noted that an Infrastructure Agreement is in place for Brightwater which stipulates specific Infrastructure Charging rates that differ from the current Adopted Charges regime.

## PROPOSAL

The application seeks approval for a Development Permit for a Material Change of Use to establish a Dual Occupancy Dwelling.

Under the Bundilla Local Area Structure Plan, Dual Occupancies are identified as self-assessable where nominated on an approved Plan of Development. The proposed site is not an identified Dual Occupancy opportunity site and, therefore, requires Impact Assessment.

The key development parameters for the proposal are detailed in the below table:

Key Development Parameters	
Site Area	778.00m <sup>2</sup> (500m <sup>2</sup> minimum lot size required)
Overall Site Cover	252.66m <sup>2</sup> (32.43%) (50% permitted)
Maximum Height	2 Storey/ 6.8 metres (8.5 metres permitted)
Bedrooms	4 Bedrooms per unit (3 bedrooms per unit permitted)
Car parking	Unit 1: 2 Garage spaces, 1 Driveway space Unit 2: 2 Garage spaces, 1 Driveway space Required: 6 spaces Total Provided: 6 spaces

## SITE DETAILS

### Background/Site History

The subject site was zoned Rural B in the 1985 Planning Scheme. However, in 1996, it was rezoned to a designation of Urban within the Strategic Plan. This urban designation was subsequently included in the provisions of the Maroochy Plan 2000, and the site was delineated as a Master Planned Community precinct.

In 2000, an application was made to council for a Preliminary Approval for a Material Change of Use of Premises Overriding the Planning Scheme (Master Planned Community in accordance with the Bundilla Local Area Structure Plan) (MCU00/0222). Substantial assessment of the proposal eventuated in a negotiated decision issued 4 March 2004. This Preliminary Approval established the Bundilla Local Area Structure Plan, which acts as an additional statutory planning instrument overriding the existing Maroochy Plan 2000.

A change to this approval was made in January 2005, enacting changes to an approved document. Essentially, additional commentary has been inserted into the Rehabilitation/Revegetation Code to achieve a broader understanding of the specific interpretation of the Performance Objectives and Prescribed Measures.

In addition to the above Preliminary Approval Overriding the Planning Scheme (MCU00/0222), the table below represents relevant higher order approvals issued to date:

Application Number	Application for	Relevant Stage	When Approved
MCU00/0222	Preliminary Approval Overriding Planning Scheme <ul style="list-style-type: none"> <li>• Bundilla Local Area Structure Plan created</li> <li>• Tables of Development Assessment created</li> </ul>	All Stages	4 March 2004
REC04/0219	1175 lots	All stages	14 March 2007
REC09/0065	Development Permit to Reconfigure a Lot (2 Lots into 798 Lots)	Stages 9 to 29	24 December 2009

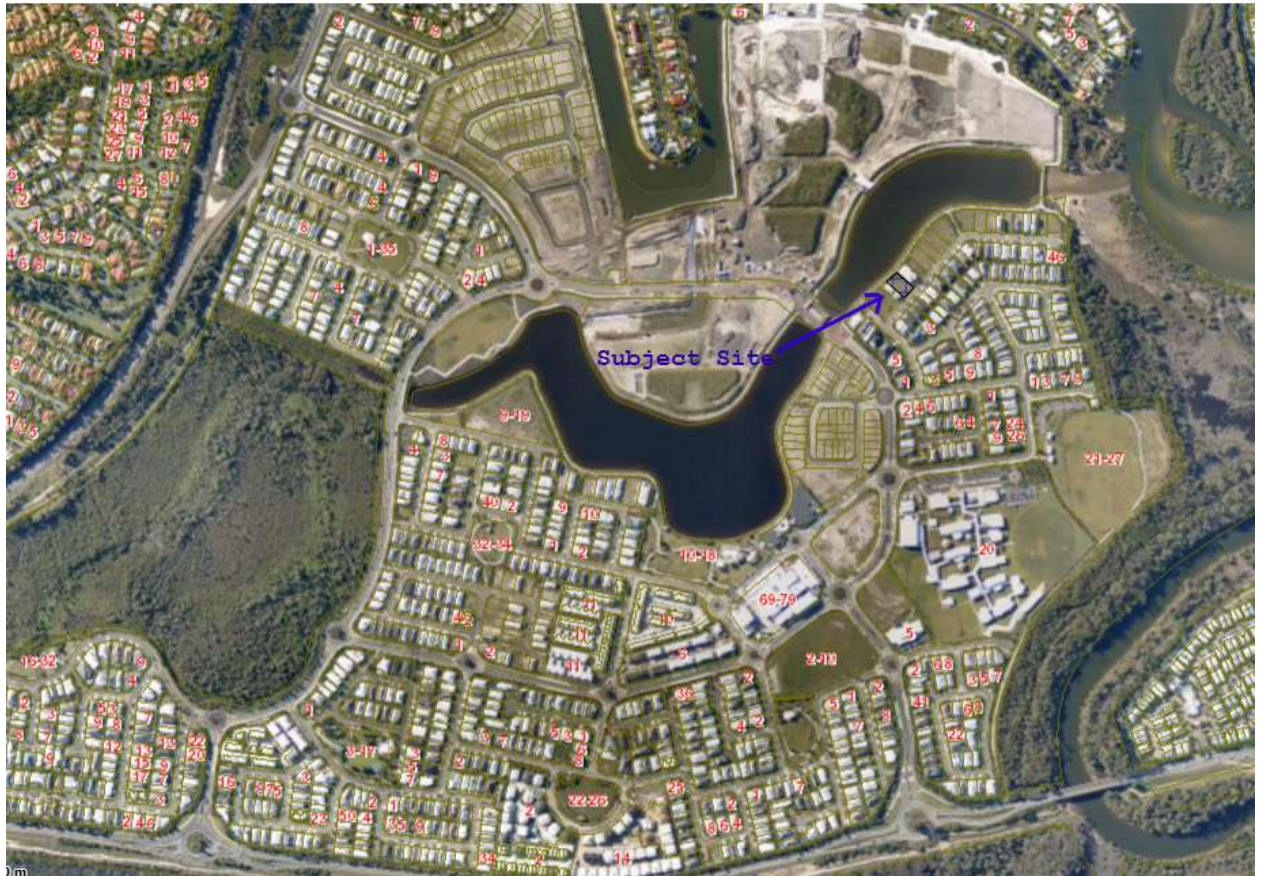
The proposal is related to the application for a Development Permit for a Reconfiguration of a Lot (REC09/0065).

### Site Description and Surrounding Land Uses

<b>Site &amp; Locality Description</b>	
<b>Road Frontage</b>	The subject site has road frontage of 21.43 metres to Lamatia Drive.
<b>Existing Significant Vegetation</b>	The site is clear of any vegetation.
<b>Topography</b>	The site is relatively level, and slopes down towards the road frontage of Lamatia Drive.
<b>Surrounding Land Uses</b>	The subject site adjoins Brightwater Lake to the north and is surrounded by low density residential dwellings that are predominantly 2 storeys to the immediate north-east, east, south-east, south and south-west.  The site is in close proximity to the Local Centre, School and a large community use park.

The location of the subject site in relation to its surrounds is shown on the image below:





## ASSESSMENT

### Framework for Assessment

#### Instruments for Statutory Assessment

Under the *Sustainable Planning Act 2009*, the application must be assessed against each of the following statutory planning instruments to the extent they are relevant to the development:

- State Planning Policies
- the South East Queensland Regional Plan
- State Planning Regulatory Provisions
- any Structure Plan or Master Plan in place for declared areas
- any Preliminary Approval Overriding the Planning Scheme for the land
- the Planning Scheme for the local government area.

Of these, the statutory planning instruments relevant to this application are discussed in the sections that follow.

## Statutory Instruments – State and Other

The new State Planning Policy adopted in December 2013 details certain 'state interests' that must be respected and considered in both strategic land use planning and development assessment. The state interests include the following:

- Liveable Communities and Housing
- Economic Growth
- Environment and Heritage
- Hazard and Safety
- Infrastructure

On a broad scale, the proposed development complies with the outcomes sought for these key state interests. The development is occurring in an established urban area, it is well serviced, close to facilities and provides a built form that blends with the prevailing residential character of the area.

### South East Queensland Regional Plan

The subject sites are located within the Urban Footprint of the South East Queensland Regional Plan. The proposal is for an urban use and, therefore, complies with the regulatory provisions of the South East Queensland Regional Plan.

Element 8 of the South East Queensland Regional Plan discusses the notion of Compact Settlement and requires a minimum density of 15 dwellings per hectare. The development has a density of 15.3 dwellings per hectare, which complies with this policy direction.

### Preliminary Approval Overriding the Planning Scheme (Section 3.1.6)

As noted above, the subject site is affected by a Section 3.1.6 approval, which overrides aspects of the planning scheme. This is discussed in detail below

## Statutory Instruments – Planning Scheme

The applicable planning scheme for the application is the Maroochy Plan 2000 (16 September 2013).

The subject site is located in Planning Area 3 - Sippy Downs, Planning Precinct 11 - Kawana Estates and within the Master Planned Community Precinct Class.

In accordance with the Preliminary Approval, the Bundilla Local Area Structure Plan prevails and overrides Volume 3 of the Maroochy Plan 2000. Further assessment against the local planning area is not required in accordance with the provisions of the *Sustainable Planning Act 2009*.

The site is identified as being within Precinct 6 - Bundilla East Residential and Sub-Precinct 6.2 in the Bundilla Local Area Structure Plan. The subject lot was created as part of a subdivision approval (REC09/0065). As part of this approval, the subject site was nominated as Mixed Housing.

The following codes which regulate land use and design are applicable to this application:

- Element 3.2 of the Bundilla Local Area Structure Plan
- Code for Transport Traffic and Parking

The application has been assessed against Bundilla Local Area Structure Plan and the above applicable codes, and can be conditioned to comply with each. The pertinent issues arising out of assessment against the codes are discussed below.

### **Precinct Density**

The Bundilla Local Area Structure Plan allows the following for Precinct 6:

- residential Precinct accommodating approximately 850 persons in no more than 354 dwellings
- provides a wide range of housing types to meet the housing needs of a wide spectrum of the Sunshine Coast population.

*Sub-Precinct 6.2 seeks to:*

- achieve a gross residential density of up to 20 dwellings per hectare.

With the inclusion of the proposed Dual Occupancy, the precinct will have a residential density of 15.3 dwellings per hectare. This complies with the permitted 20 dwellings per hectare under the Bundilla Local Area Structure Plan.

Furthermore, a number of medium density sites within sub-precincts 6.1 and 6.2 have recently been re-subdivided for the purposes of residential housing lots. This has resulted in a lower residential density being achieved than was originally planned. Examples of this within the precinct include:

- Sub-Precinct 6.1 changed from 132 dwellings to 56 dwellings
- Sub-Precinct 6.2, changed from 222 dwellings, to 160 dwellings inclusive of the proposal.

Under the Bundilla Local Area Structure Plan, the subject site could be reconfigured into 2 small lots which would be subject to code assessment. A reconfiguration of a lot would be compliant with the Bundilla Local Area Structure Plan.

Given the above, it is considered that the proposal is consistent with the density envisaged for the precinct and the density requirements of the Bundilla Local Area Structure Plan.

### **Land Use**

Element 3 of the Bundilla Local Area Structure Plan highlights instances where Dual Occupancies are acceptable and appropriate. The acceptable measures are replicated below:

- Dual Occupancies are located on Dual Occupancy lots nominated on an approved plan of subdivision and do not exceed 15% of the total number of lots in that precinct
- Dual Occupancies are sited on lots greater than 500m<sup>2</sup>

- Dual Occupancies do not exceed 6 bedrooms on any site
- Buildings do not exceed the nominated building height.

The proposal complies with the maximum building height (8.5 metres) and is located on a lot exceeding 500m<sup>2</sup>. However, the proposed dual occupancy is not nominated on a plan of development and exceeds the nominated number of bedrooms by 2 (8 bedrooms are proposed for this development).

The associated performance criteria state:

*Dual Occupancies being limited to a significantly small proportion of the total number of sites and are dispersed to accommodate a mix of housing type in new and established residential areas; and  
Lots intended to be used for dual occupancy purposes must have the appropriate area and dimensions to enable the siting of dwellings and associated outbuildings, private open space and vehicle access and parking in accordance with the other elements of this Code, other applicable Codes and the desired character of the precinct of which the site is situated.*

The proposed Dual Occupancy can comply with the above criteria for the following reasons:

- within sub-precinct 6.2, the percentage of Dual Occupancy lots, inclusive of the proposal, is 2.5%. This is a significantly small proportion of all lots within this sub-precinct
- the site has the ability to accommodate all vehicle access, parking and open space within the confines of the building setbacks
- the site cover for the development is 33%, in lieu of 50% site cover permitted
- the built form of the Dual Occupancy on this site will not impact on the character of the area, which includes predominantly single detached dwellings.

### **Design and Building Setbacks**

The Bundilla Local Area Structure Plan stipulates minimum setbacks for residential dwellings of 3 metres to the main facing wall and 4.5 metres to the outer most point of the garage.

The proposal has been designed to provide a good urban design outcome for the precinct through providing increased setbacks of 4.8 metres from the front boundary, 5.5 metres to the garage and setbacks to side boundaries of 2.93 metres. It is considered that the proposal provides an outcome that satisfies the requirements of the code.

Given the potential for either a single or 2 detached dwellings to be situated on the subject site, with setbacks less than proposed, it is considered that this proposal will result in a positive outcome for the precinct. This is due to the proposal and preserving the amenity of adjacent land though positively contributing to the streetscape.

### **Car Parking**

The proposal provides a total of 6 car parking spaces (3 per unit) with the provision of 2 car parks per garage and 1 external car park provided in the driveway for each unit, consistent with the requirements within the relevant code.

## CONSULTATION

### IDAS Referral Agencies

There are no external referral agencies applicable to this application.

### Other Referrals

The application was forwarded to the following internal council specialist and their assessment forms part of this report:

- Landscape Officer, Engineering and Environment Assessment Branch

### Public Notification

The application was publicly notified for 15 days in accordance with the requirements of the *Sustainable Planning Act 2009*. 41 properly made submissions, and 3 not properly made submissions objecting to the development were received. It should be noted that all of these submissions were in a proforma letter format.

The following table provides a summary and assessment of the issues raised by submitters.

Issues	Comments
The proposed location is not a nominated duplex site.	The plan of development approved under REC09/0065 designates sites on which self-assessable development of Dual Occupancy can occur. However, this does not mandate that all duplexes must be located on a nominated site. Dual Occupancies not nominated on the applicable plan of development are subject to Impact Assessment  The site has an appropriate area to service the proposed development, provide sufficient open space and vehicle access and parking.
The proposal exceeds the total number of bedrooms identified for Dual Occupancy Dwellings within the Bundilla Local Area Code.	The proposal is situated on a lot which has sufficient space to service the proposed development, provide sufficient open space and vehicle access and parking.
The proposal does not provide sufficient car parking.	The proposal provides 6 car parks, which meets the requirements for car parking for Dual Occupancies identified within the Code for Transport, Traffic and Parking, contained within the Maroochy Plan 2000 which requires a total of 6 spaces for the development.
The proposal results in privacy issues on adjoining properties.	The proposal is setback more than the required 3 metres to the main facing wall and 4.5 metres to the garage. The proposal does not intrude on privacy beyond that which could occur as part of a Detached Dwelling.

**SUNSHINE COAST PLANNING SCHEME 2014**

The subject site is zoned Emerging Community and is located within the Kawana Waters Local Plan within the Sunshine Coast Planning Scheme 2014. The application would remain Impact Assessable under the Bundilla Local Area Structure Plan.

**CONCLUSION**

In summary, the assessment has noted variations to the acceptable measures for density, setbacks, car parking and number of bedrooms. These issues have either been found to be compliant with the applicable Performance Criteria, or relevant conditions have been imposed to mitigate potential impacts. The proposal has demonstrated compliance with the Bundilla Local Area Structure Plan and Maroochy Plan 2000. Therefore, approval with conditions is recommended.

6. Any street fencing and walls must not exceed a maximum height of:
- (a) 1.8m, where at least 50% of the fence or wall is transparent, or
  - (b) 1.2m otherwise.

**Protection of Privacy**

7. To ensure privacy is protected between adjoining properties, the windows located on the upper level of the building on the eastern and western boundaries must either:
- (a) have a minimum window sill height of 1.5 metres above floor level
  - (b) be fitted with opaque glazing
  - (c) be fitted with a fixed external screen.

**Community Management Statement**

8. Any proposed Community Management Statement required for the development pursuant to the *Body Corporate and Community Management Act 1997* must be submitted to Council for endorsement at the same time as submission of the Building Format Plan (or similar) to Council for compliance assessment.
9. All clauses and by-laws of the proposed Community Management Statement must accord with the requirements of this Decision Notice.

**INFRASTRUCTURE POLICY**

10. The applicant must, before the commencement of the use, comply with:
- (a) the infrastructure charges obligations set out in the infrastructure agreement for the land between Lensworth Buddina Pty Ltd and Maroochy Shire Council, executed on 19 November 2003 as a part of the Preliminary Approval issued on 8 March 2004 (Council Ref MCU00/0222); and
  - (b) Conditions 1 and 2 of the Preliminary Approval issued on 8 March 2004 (Council Ref MCU00/0222).

**ENGINEERING****Site Access and Driveways**

11. A sealed access driveway must be provided from Lamatia Drive to all parking and manoeuvring areas of the development. The works must be undertaken in accordance with an Operational Works approval and must include in particular:
- (a) a driveway crossover in accordance with IPWEAQ standard drawing SEQ R-050
  - (b) a driveway width of 6.0 metres,

**Car Parking**

12. A minimum of 6 car parking spaces must be provided and marked on the site. The works must be undertaken in accordance with an Operational Works approval.
13. All car parking areas and access driveways must be maintained exclusively for vehicle parking and manoeuvring and kept in a tidy and safe condition at all times.

**Telecommunication Services**

14. Unless otherwise stipulated by telecommunications legislation at the time of construction, the development must be provided with all necessary conduits, pits and pipes to accommodate the future connection of optic fibre technology telecommunications.

15. Certification must be submitted to Council from all relevant service providers which certifies that the development has met the requirements of this Decision Notice and all applicable legislation at the time of construction.

**Damage to Services and Assets**

16. Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times:
- (a) where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or
  - (b) where otherwise, upon completion of the works associated with the development.

Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.

**HYDRAULICS & WATER QUALITY****Stormwater Drainage**

17. The site must be provided with a stormwater drainage system connecting to a lawful point of discharge. The works must be undertaken in accordance with an operational works approval and the Queensland Urban Drainage Manual.

**LANDSCAPE & ECOLOGY****Landscaping Works**

18. The development site must be landscaped and must include in particular:
- (a) a 3 metre wide landscaping strip along the Lamatia Drive frontage of the subject site, exclusive of the access driveway, generally uncompromised by infrastructure items
  - (b) vegetated screening of the built form from Lamatia Drive, designed such that 50% of the built form will be screened at maturity
  - (c) vegetated screening of bin storage areas and the like from the road frontage
  - (d) provision of 1 street tree within the road reserve for every 8 metres of road frontage
19. All landscape works must be established and maintained in accordance with the approved design for the life of the development, and in a manner that ensures healthy, sustained and vigorous plant growth. All plant material must be allowed to grow to full form and be refurbished when its life expectancy is reached
20. All landscape works must be maintained generally in accordance with the approved design for the life of the development.

**ENVIRONMENTAL HEALTH****Waste Management**

21. Refuse storage, removal and collection facilities must be provided in accordance with the following:
- (a) provision of two 240L wheelie bins for each dwelling unit



- (b) provision of separate bins for general and recyclable waste for each dwelling unit, with an equal number of each being provided
- (c) collection by service vehicles from the kerbside
- (d) provision of a hardstand impervious area within the private open space area of each unit for the permanent storage location of the bins, having minimum dimensions of 0.36 m<sup>2</sup> (600mm x 600mm) per bin.

## UNITYWATER

- 22. Reticulated water supply and sewerage must be provided to the development.
- 23. Construction activities must not impede the access of Unitywater or Fire Brigade personnel to vital infrastructure (eg. valves, fire hydrants and sewer access chambers).
- 24. The fire-fighting demand on Unitywater's water supply system from the development must not exceed 15 litres per second.
- 25. Separate 25mm PE water services must be installed to a common lot boundary with independent meters installed outside the boundary of the lot in accordance with Unitywater and SEQ Standard Drawings.
- 26. The applicant must adjust the level of the existing sewerage inspection opening as necessary to suit the proposed finished levels. Work must be undertaken by Unitywater at the owner's cost. Where the existing sewerage inspection opening point is located within a sealed or concreted parking area, a brass cap is required to be fitted.
- 27. Water meters must be located on alternative boundaries to electrical pillars.
- 28. Buildings, and other structures must maintain a minimum clearance of 1.5 meters from Unitywater sewer mains, and 1.0 meter from a sewer manhole chamber or sewer inspection opening.
- 29. Stormwater retention systems and gross pollutant traps must maintain a minimum clearance of 1.5 meters from Unitywater water supply and sewerage infrastructure.
- 30. Tree plantings must maintain a minimum horizontal clearance of 1.0 metre from Unitywater water mains and 1.5 metres from Unitywater sewerage mains. Landscaping plants within these clearances must be low growing when mature, and suitable approved varieties.
- 31. Construction works undertaken in the vicinity of Unitywater water supply or sewerage infrastructure must not adversely affect the integrity of the infrastructure. All costs associated with repair, replacement or alteration of infrastructure must be met by the applicant.

## 5. REFERRAL AGENCIES

Not Applicable.

## 6. APPROVED PLANS

The following plans are Approved Plans for the development:

### Approved Plans

Plan No.	Rev.	Plan Name	Date
2 of 14	Nil	<i>Site Plan</i> , prepared by National Building Solutions.	19/03/2014
3 of 14	Nil	<i>Lower Level Plan</i> , prepared by National Building Solutions.	19/03/2014
4 of 14	Nil	<i>Upper Level Plan</i> , prepared by National Building Solutions.	19/03/2014
5 of 14	Nil	<i>Front Elevation, Left Elevation</i> , prepared by National Building Solutions.	19/03/2014
6 of 14	Nil	<i>Right Elevation, Rear Elevation</i> , prepared by National Building Solutions.	19/03/2014

## 7. REFERENCED DOCUMENTS

Not Applicable.

## 8. ADVISORY NOTES

The following notes are included for guidance and information purposes only and do not form part of the assessment manager conditions:

### PLANNING

#### Infrastructure Contributions

1. This development permit may trigger an "Adopted Infrastructure Charge Notice" (if applicable) to be issued in accordance with Councils "Adopted Infrastructure Charges Resolution (No.1) 2011" under the State Planning Regulatory Provision (Adopted Charges) and the "Sustainable Planning Act 2009".
2. This development permit will trigger a "Notice of Financial Contribution" to be issued in accordance with the Infrastructure Agreement noted in Condition 10 of this approval.

#### Equitable Access and Facilities

3. The plans for the proposed building work have NOT been assessed for compliance with the requirements of the National Construction Code - Building Code of Australia (Volume 1) as they relate to people with disabilities. Your attention is also directed to the fact that in addition to the requirements of the National Construction Code as they relate to people with disabilities, one or more of the following may impact on the proposed building work:
  - (a) the Disability Discrimination Act 1992 (Commonwealth);
  - (b) the Anti-Discrimination Act 1991 (Queensland); and
  - (c) the Disability (Access to Premises – Buildings) Standards

**Aboriginal Cultural Heritage Act 2003**

4. There may be a requirement to establish a Cultural Heritage Management Plan and/or obtain approvals pursuant to the Aboriginal Cultural Heritage Act 2003.

The *ACH Act* establishes a cultural heritage duty of care which provides that: “A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage.” It is an offence to fail to comply with the duty of care. Substantial monetary penalties may apply to individuals or corporations breaching this duty of care. Injunctions may also be issued by the Land Court, and the Minister administering the Act can also issue stop orders for an activity that is harming or is likely to harm Aboriginal cultural heritage or the cultural heritage value of Aboriginal cultural heritage.

You should contact the Cultural Heritage Unit on 07 3247 6212 to discuss any obligations under the *ACH Act*.

**Qualified Person**

5. For the purpose of preparing a Landscape Plan, a qualified person is considered to be a landscape architect, landscape designer and/or horticulturist with a minimum of 3 years current experience in the field of landscape design.

**UNITYWATER**

6. Connection to Unitywater live water mains and the Unitywater live sewer system must be undertaken by Unitywater at the applicant’s cost.
7. A 150mm diameter watermain is located within the road boundary fronting the development site in Lamatia Drive. Construction works, heavy traffic crossing the main, excessive vibration and excavation close to the main may cause damage to the pipe. Extreme care is required when working close to this infrastructure. All costs associated with repair, replacement or alteration of infrastructure must be met by the applicant.

**9. PROPERTY NOTES**

Not Applicable.

**10. PRELIMINARY APPROVAL OVERRIDING PLANNING SCHEME**

Not Applicable.

**11. FURTHER DEVELOPMENT PERMITS REQUIRED**

- Development Permit for Building Work

**12. SELF ASSESSABLE CODES**

Not Applicable.

## 8.1.2 2014/2015 SUNSHINE COAST ENVIRONMENT LEVY POLICY AND PROGRAM

<b>File No:</b>	<b>ECM</b>
<b>Author:</b>	<b>Coordinator Biodiversity and Waterways Regional Strategy &amp; Planning Department</b>
<b>Appendices:</b>	<b>App A - Environment Levy Policy 2014 .....39 App B - Proposed 2014/15 Environment Levy Program .....47</b>

### PURPOSE

The purpose of this report is to present a revised Environment Levy Policy and the 2014/2015 Environment Levy Program for Council consideration and adoption.

### EXECUTIVE SUMMARY

The Sunshine Coast Council operates an Environment Levy which is a key funding source for the protection and enhancement of our natural assets including our plants, animals, waterways and coastal foreshores.

Some of the key achievements for the 2013/2014 Environment Levy Program include:

- Acquisition of close to 400 hectares of environmentally significant land at a cost of approximately \$5.7 million
- Support for 26 not-for-profit community groups through the Community Environment Partnership Program with an investment of \$869,582
- Establishment of 15,000 native plants along Maroochydore/Alex Beach to rehabilitate the coastal dune and
- Commencement of the largest fauna monitoring project to be undertaken in Council's environmental reserves to improve conservation management practices.

The rate for the Levy is a \$60 charge per rateable property per annum and in 2014/2015 is estimated to raise approximately \$7.6 million to fund the implementation of the endorsed Program. The Program includes a range of activities that align with council's endorsed *Sunshine Coast Biodiversity Strategy 2010-2020*, *Sunshine Coast Waterways and Coastal Management Strategy 2011-2021* and the *Sunshine Coast Local Area Pest Management Plan 2012-2016*.

The implementation of the Environment Levy Program is integrated across the organisation with Infrastructure Services, Community Services, Corporate Services and Regional Strategy and Planning involved in different aspects.

Following a review of the Environment Levy and discussions with Councillors, a revised Environment Levy Policy (**Appendix A**) and 4-year Environment Levy Program (**Appendix B**) have been prepared for council consideration and adoption.

The revised Environment Levy Policy proposes to allocate revenue across four themes, including:

1. *Land Acquisition Theme*: the acquisition of environmentally significant land and associated establishment;

2. *Major Projects Theme*: delivery of major on-ground catchment rehabilitation and regional projects that inform planning and management;
3. *Community Engagement and Support Theme*: community environmental engagement and support projects and initiatives; and
4. *Environmental Operational Management Theme*: funding a range of operational initiatives and activities that contribute to the protection and enhancement of the Sunshine Coast environment. These include:
  - a. planning and operational management of Environment Levy acquired lands
  - b. fire management planning and operations for council managed lands
  - c. planning, programming and operational management of Council's environment education facilities
  - d. delivery of catchment conservation partnership initiatives
  - e. implementation of the *Sunshine Coast Local Government Area Pest Management Plan 2012-2016* including education and engagement initiatives and
  - f. addressing flying fox community environmental issues including research, education and non-lethal dispersal in accordance with the *Sunshine Coast Regional Flying Fox Management Plan 2013-2016*.

A revised indicative 4-year Environment Levy Program has been developed to reflect the Environment Levy Policy changes and revenue allocation for 2014/2015.

The revised Environment Levy Policy and Program is supported by a revised organisational guideline, which reflects the policy changes and other minor revisions to strengthen and guide the effective delivery of the Environment Levy Program.

This report recommends Council's adoption of the revised Environment Levy Policy and 2014/2015 expenditure of the indicative 4-year Program (June 2014).

## OFFICER RECOMMENDATION

**That Council:**

- (a) receive and note the report titled "2014/2015 Sunshine Coast Environment Levy Policy and Program"**
- (b) adopt the revised Environment Levy Policy 2014 (Appendix A) and**
- (c) adopt the 2014/2015 expenditure of the indicative 4-year Environment Levy Program (Appendix B).**

## FINANCE AND RESOURCING

The Environment Levy revenue for 2014/2015 is estimated at \$7,604,330 which has:

- maintained a \$60 charge per rateable property per annum and
- factored in 1.4% growth in new properties as advised by the Corporate Services Department.

Table 1 below outlines the proposed 2014/2015 Environment Levy expenditure allocation across the four themes.

Table 1: Proposed 2014/2015 Environment Levy expenditure allocation

<b>Funding Theme</b>	<b>Total</b>	<b>% Breakdown</b>
Acquisitions	\$1,757,126	23%
Major Projects	\$1,230,000	16%
Community Engagement and Support	\$1,557,000	21%
Environmental Operational Management	\$3,060,204	40%
<b>Total Proposed Expenditure</b>	<b>\$7,604,330</b>	
<b>Total Estimated Revenue</b>	<b>\$7,604,330</b>	

Outcomes of the proposed Environment Levy Program are to be achieved within the estimated 2014/15 Environment Levy revenue.

If an endorsed project can demonstrate a need for additional funds during the financial year, anticipated underspends from other endorsed projects within the same funding theme can be used. These budget amendments will be reflected during the budget review process.

The funding associated with the '10 year transitional phase out arrangement' has been incorporated as an ongoing initiative within the Environmental Operational Management Theme. This initiative will be maintained at the 2013/2014 allocation of \$1,683,204 and recognised as 'Environmental Management Expenses' within this theme.

### ***Environment Levy Restricted Cash***

The Environment Levy Restricted Cash balance as at 30 May 2014 is approximately \$5.12 million. The restricted cash transfer to the Noosa Council is anticipated to be approximately \$1 million.

In accordance with the Environment Levy Policy, the remaining Environment Levy Restricted Cash balance may be used:

- to fund the acquisitions of land on the endorsed Land Acquisition Forward Program when allocated funds for this theme have been expended during the financial year (SM10/029) and
- in the development of the annual Environment Levy Program.

## **CORPORATE PLAN**

**Corporate Plan Theme:** *Ecological Sustainability*

**Emerging Priority:** 2.2. - Our natural environment preserved for the future

**Strategy:** 2.2.3 - Prepare and implement an environmental levy policy and program that focuses on identified strategic needs

**Corporate Plan Theme:** *Social Cohesion*

**Emerging Priority:** 5.2 - Strong community groups and networks

**Strategy:** 5.2.1 - Value and support community organisations and volunteers across the region

**Corporate Plan Theme:** *Great governance*

**Emerging Priority:** 8.6 - An informed and engaged community

**Strategy:** 8.6.3 - Keep the community informed about council's activities through a wide range of communication tools

## CONSULTATION

### Internal Consultation

In February / March 2014 budget workshops were held to present information on the existing Program, available options and proposed changes to the Environment Levy Policy and Program.

Internal consultation in preparing the revised Environment Levy Policy, a proposed 4-year Program and this report has included:

- Integrated Environment Team and associated working groups
- Manager Environmental Operations, Infrastructure Services
- Acting Manager Environment and Sustainability Policy, Regional Strategy and Planning
- Manager Community Response, Community Services
- Senior Management Account, Regional Strategy and Planning and
- Environmental Operation Coordinators and Coordinator Healthy Places.

### External Consultation

There has been no external consultation undertaken in relation to this report.

### Community Engagement

There has been no community engagement undertaken in relation to this report.

## PROPOSAL

This report recommends the adoption of the revised Environment Levy Policy and the 2014/2015 expenditure of the indicative 4-year Environment Levy Program.

### Background

The Sunshine Coast Council operates an Environment Levy which is an important funding source for the protection and enhancement of the Sunshine Coast's natural environment, specifically biodiversity, waterways and coastal foreshores. It is a key funding source for the implementation of council's *Sunshine Coast Biodiversity Strategy 2010-2020*, *Sunshine Coast Waterways and Coastal Management Strategy 2011-2021* and *Sunshine Coast Local Government Area Pest Management Plan 2012-2016*.

Some of the key achievements for the 2013/2014 financial year include:

- Acquisition of close to 400 hectares of environmentally significant land at a cost of approximately \$5.7 million
- Continued delivery of coastal rehabilitation at high profile dunal environments
- Finalisation of the Mooloolah River Riparian Rehabilitation Project
- Ongoing support to the regional Healthy Waterways Partnership to monitor, assess and report on the health of waterways
- Support for 26 not-for-profit community groups through the Community Environment Partnership Program with an investment of \$869,582

- A \$7,000 major grant to a bushland care group to undertake dunal rehabilitation works
- An additional 10 new Voluntary Conservation Agreements registered
- Establishment of 15,000 native plants along Maroochydore/Alex Beach to rehabilitate the coastal dune and
- Commencement of the largest fauna monitoring project to be undertaken in Council's environmental reserves to improve conservation management practices.

Following the review of the Environment Levy and discussions with councillors, a revised Environment Levy Policy and Program have been prepared for council consideration and adoption.

### ***Revised Environment Levy Policy (Appendix A)***

The revised Environment Levy Policy reflects:

A new theme called "Environmental Operational Management" which recognises the need to invest in environmental operational activities to build on Council's successes in the implementation of the Environmental Land Acquisition Program. Activities include:

- planning and operational management of Environment Levy acquired lands
- fire management planning and operations for council managed lands
- planning, programming and operational management of Council's environment education facilities.

This theme also provides support for:

- the delivery of catchment conservation partnership initiatives
- implementation of the *Sunshine Coast Local Government Area Pest Management Plan 2012-2016*, including education and engagement initiatives and
- addressing flying fox community environmental issues including research, education and non-lethal dispersal in accordance with the *Sunshine Coast Regional Flying Fox Management Plan 2013-2016*.

A number of other minor revisions to improve the application of the Environment Levy Policy and delivery of the Program have been captured in this review.

### ***Proposed Environment Levy Program (Appendix B)***

The development of the new indicative 4-year Environment Levy Program has been informed by the revised Environment Levy Policy, the principles of council's endorsed environmental strategies/plans, as well as emerging planning and management issues.

Proposed amendments to the projects/initiatives within these themes are outlined below.

#### ***Land Acquisition Theme***

- Reduction in funding to the Land Acquisition program.
- Continued 15% allocation to the establishment of Environment Levy acquired lands. This budget will continue to retain its own Environment Levy Restricted Cash fund as currently undertaken.

#### ***Major Project Theme***

- Removal of projects to be finalised in 2013/2014 from the Program. These include: Mooloolah River Corridors Rehabilitation Project, Road Reserve Conservation Strategy Project, Recreational Water Quality Monitoring Project and Next Phase of Biodiversity Report Card Project. Outcomes of the completed projects will be reported to Council in the 2013/14 Annual Environment Levy Progress Report.



- Through consultation with respective project officers from each department, budget allocations for the remaining projects have been amended according to anticipated delivery for 2014/2015.
- Transfer of the flying fox related projects to the 'Environmental Operational Management Theme' outlined below.

#### *Community Engagement and Support Theme*

- This theme supports the existing Environment Levy Partnerships, Grants and Landholder Environment Grants. The Environment Levy Partnerships and Grants will run separate to the Corporate Community Grants and Partnerships Program, however the Community Services Department will continue to provide administrative and governance support.
- Continuation of the engagement and incentives initiatives including Land for Wildlife, Voluntary Conservation Agreement, Kids in Action Conference and Sunshine Coast Environmental Conservation Forum.
- Continuation of Council's commitment to the Healthy Waterways Partnership.

#### *Environmental Operational Management Theme*

This additional theme supports the delivery of Council's operational activities to manage the Sunshine Coast environment in accordance with Council's environmental strategies/plans and service levels. The supported environmental operational activities are:

- Environmental operational expenses – an annual contribution from the Environment Levy Program to fund environmental operational expenses between Regional Strategy and Planning and Infrastructure Services Departments including: salary and wages, management of environment education facilities and the conservation estate and community conservation partnership initiatives
- Maintenance of the Environment Levy conservation estate
- Pest management and education initiatives, including additional contracted pest management and education staff and
- Implementation of the Sunshine Coast Council Regional Flying Fox Management Plan 2013-2016, to enable the dispersal of flying foxes and the removal of vegetation.

#### **Legal**

There are no legal implications relevant to this report.

#### **Policy**

The development and implementation of the Environment Levy Program is guided by the Environment Levy Policy which provides support for council to achieve its vision for the Sunshine Coast to be "*Australia's most sustainable region – vibrant, green, diverse*".

The Environment Levy Policy and Program is a key funding source for the implementation of council's *Sunshine Coast Biodiversity Strategy 2010-2020*, *Sunshine Coast Waterways and Coastal Management Strategy 2011-2021* and *Sunshine Coast Local Government Area Pest Management Plan 2012-2016*.

#### **Risk**

A range of initiatives and achievements to date are growing community confidence in Council's ability to deliver this significant Levy program. This is coupled with positive community feedback on Council's strategic management approach as outlined in the *Sunshine Coast Biodiversity Strategy 2010 – 2020*, the *Sunshine Coast Waterway and*

*Coastal Management Strategy 2011-2012 and the Sunshine Coast Local Government Area Pest Management Plan 2012-2016.*

Failure to continue to fund the Levy may impact Council's ability to:

- acquire land for conservation purposes
- deliver major planning and on-ground projects
- fund existing financial commitments associated with the Program
- regularly monitor and report on the Sunshine Coast's environmental health and
- engage private landowners, community groups and other stakeholders in natural resource management activities, thus reducing the community's capacity to assist Council in the delivery of strategic environmental outcomes.

### **Previous Council Resolution**

At the Council's Special Budget Meeting held on 25 June 2013, Council made the following resolution (SM13/19) in relation to the Environment Levy Policy and Program.

*That Council:*

- (a) *receive and note the report titled 'Sunshine Coast Environment Levy Policy and Program';*
- (b) *adopt the revised Environment Levy Policy 2013(Appendix A) and note the supporting Environment Levy Organisational Guideline (Appendix B) and*
- (c) *adopt year 1 (2013/14) expenditure of the proposed indicative 4-year Environment Levy Program (June 2013) (Appendix C)*

At the Council's Special Budget Meeting held on 18 May 2010, Council made the following resolution (SM10/029).

*That Council:*

- (a) *note the report titled "Environment Levy Policy and Program";*
- (b) *endorse the revised Environment Levy Policy (Appendix A); and*
- (c) *endorse the revised Environment Levy Program (Appendix B); and*
- (d) *endorse utilising the Environment Levy Reserves for acquisition purposes.*

### **Related Documentation**

- Sunshine Coast Council Corporate Plan 2014 – 2019
- Sunshine Coast Council Environment Levy Policy
- Sunshine Coast Council Biodiversity Strategy 2010 – 2020
- Sunshine Coast Council Waterways and Coastal Management Strategy 2011-2021
- Sunshine Coast Local Government Area Pest Management Plan 2012-2016
- Sunshine Coast Regional Flying Fox Management Plan 2013-2016

### **Critical Dates**

The annual budget process requires a decision to be made in regards to the charging of an Environment Levy and the recommended chargeable rate.

**Implementation**

The implementation of the Environment Levy Program is integrated across the organisation with Infrastructure Services, Community Services, Corporate Services and Regional Strategy and Planning involved in different aspects. Program governance is addressed through the effective implementation of the Environment Levy Policy and associated Organisational Guideline.

Implementation of the 2014/2015 Environment Levy will also include:

- Quarterly and Annual Reporting of progress and achievements;
- Review of the Environment Levy 'Look and Feel' guidelines and branding to align with the new Council branding
- Review of internal and external Environment Levy communication products
- Review of Environment Levy communication and marketing plan and
- Continued promotion of the achievements of Environment Levy funded projects and programs using such tools as the e-newsletter.

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### 8.1.3 TRANSPORT LEVY POLICY REPORT 2014/2015

<b>File No:</b>	<b>Traffic and Transport</b>
<b>Author:</b>	<b>Project Manager State Transport Projects Regional Strategy &amp; Planning Department</b>
<b>Appendices:</b>	<b>App A - Transport Levy Policy 2014 .....57 App B - Proposed 2014/2015 Transport Levy Program .....65</b>
<b>Attachments:</b>	<b>Att 1 - Supporting Information for 2014/2015 Transport Levy Program Initiatives and Projects.....67 Att 2 - Indicative 5 Year Transport Levy Program .....71</b>

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#### PURPOSE

The purpose of this report is to present a Transport Levy Policy and the Proposed 2014/2015 Transport Levy Program for Council's consideration and adoption.

#### EXECUTIVE SUMMARY

In June 2009 Council adopted the Public Transport Levy Policy. Since that time it has been used to provide changes and improvements for public transport passengers and the network across the Sunshine Coast.

Council is aware of emerging long term transport issues which require considered provision for the strategic transport network into the future to facilitate economic activity, cater for travel demand and realise ensuing benefits to the Sunshine Coast.

The adoption of the Transport Levy Policy 2014 (**Appendix A**) will provide a strong focus on strategic, multi-modal, transport network improvements to the Sunshine Coast. It will provide increased capability to secure and achieve long term, strategic transport outcomes necessary for the growth of the Sunshine Coast.

The Transport Levy Policy 2014 aligns with a number of goals and objectives identified in Council's *Sustainable Transport Strategy 2011*. Primarily, Council's Sustainable Transport Strategy identifies there is a need for an integrated multi-modal transport network catering "for the long term needs of the Sunshine Coast, recognising and providing for travel within and between activity centres, enterprise areas and communities".

It is intended that 2014/2015 initiatives under the Transport Levy Policy 2014 will be focused on the following sub-programs:

- Service Improvements
- Infrastructure Assets
- User Benefits
- Research, Planning and Investigations and
- Transport Futures Fund.

The list of proposed projects and initiatives under each sub-program are provided in the Proposed 2014/2015 Transport Levy Program (**Appendix B**).

Further information of the intent and scope of each listed initiative for 2014/2015 is available from the Supporting Information for the 2014/2015 Transport Levy Program Initiatives and Projects (**Attachment 1**).

The Indicative 5 Year Transport Levy Program (**Attachment 2**) outlines the future 5 year indicative allocations for Council's consideration.

Council's endorsement of the policy, projects and initiatives is sought.

## **OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled "Transport Levy Policy Report 2014/2015"**
- (b) adopt the Transport Levy Policy 2014 (Appendix A) and**
- (c) adopt the Proposed 2014/2015 Transport Levy Program (Appendix B).**

## **FINANCE AND RESOURCING**

### **Public Transport Levy**

The Public Transport Levy raised a total of \$2,797,337 for the financial year 2013/2014. To date, the following applies.

Total Approved Budget (incl. carryover) and funding allocated from the Public Transport Levy Externally Restricted Cash (ERC) is \$5,753,952.

Expenditure and commitments to date totals \$4,226,112

The Public Transport Levy Restricted Cash balance as at 31 December 2013 is approximately \$5.46 million. The restricted cash transfer to Noosa Shire Council is anticipated to be approximately \$1 million. Any unexpended funding will be transferred into the Transport Futures Fund.

### **Transport Levy**

The Transport Levy Policy is expected to raise an estimated \$2,500,000 in revenue in the 2014/2015 financial year based on an estimate of 125,000 rateable properties at \$20 per rateable property per annum. This report considers a listing of initiatives for 2014/2015 based on this level of expected revenue.

The adoption of the Transport Levy Policy will establish a Transport Futures Fund targeted to specific long term, staged, multi-modal transport projects directed at securing the future transport needs of the Sunshine Coast. The Transport Futures Fund will be operated as Externally Restricted Cash.

The balance of Public Transport Levy Externally Restricted Cash funds at 30 June 2014 will be transferred as follows:

- 20% to remain and be named the Transport Levy Externally Restricted Cash and
- 80% transferred to the 'Transport Futures Fund' Externally Restricted Cash.

The Transport Levy Externally Restricted Cash will accommodate any funding fluctuations that may occur on existing projects, or if an opportunity is identified, then funding would be available for that investment.

## CORPORATE PLAN

<b>Corporate Plan Theme:</b>	<b><i>Robust Economy</i></b>
<b>Emerging Priority:</b>	1.3 Infrastructure for economic growth
<b>Strategy:</b>	1.3.1 Facilitate the delivery of key infrastructure projects for our preferred economic growth
<b>Corporate Plan Theme:</b>	<b><i>Accessibility and connectedness</i></b>
<b>Emerging Priority:</b>	6.1 A transport system that allows ease of movement
<b>Strategy:</b>	6.1.2 In partnership with all levels of government, build and maintain a high quality transport network
<b>Corporate Plan Theme:</b>	<b><i>Managing growth</i></b>
<b>Emerging Priority:</b>	7.5 - Council's services and assets meet the needs of our growing community
<b>Strategy:</b>	7.5.4 - Develop and implement five year and longer term rolling capital works programs according to strategic priorities

## CONSULTATION

### Internal Consultation

Internal consultation has occurred with councillors. Internal communication has been maintained with relevant staff in the formulation of this report.

Ongoing contact, liaison and cooperation has occurred between officers of the Regional Strategy & Planning Department, Infrastructure Services Department and Community Services Department to formulate initiatives.

### External Consultation

External consultation has involved officers from TransLink and the public transport service operators where applicable.

### Community Engagement

No community engagement has taken place.

## PROPOSAL

This report proposes to:

- have Council adopt the Transport Levy Policy 2014
- identify end of year financial reconciliations
- seek endorsement of the Proposed 2014/2015 Transport Levy Program and
- offer an Indicative 5 Year Transport Levy Program.

### Public Transport Levy Policy

In June 2009 Council adopted the original Public Transport Levy Policy, which since that time has achieved a number of public transport improvements on the Sunshine Coast. Some of the achievements include:

- the introduction and ongoing operation of flexilink services

- the introduction and ongoing operation of the Council Cabs service
- improvements to TransLink bus services (frequency and route alignment)
- introduction of TransLink trial services
- free Holiday Buses Program
- improved Public Transport Infrastructure and
- a number of associated initiatives such as the 'Get Around Guide' and 'U-Pass'.

Since its inception, the Public Transport Levy Policy has been a significant tool which has enabled Council to successfully influence the State's public transport programs for the Sunshine Coast.

### **Transport Levy Policy**

Council has expressed a desire to have increased capability to secure and achieve long term, strategic, transport outcomes for the Sunshine Coast which support economic activity, cater for growth and provide for community benefits.

In recognition of this, a Transport Levy Policy has been developed for Council's consideration.

The adoption of the Transport Levy Policy 2014 will provide a strong focus on improvements to the Sunshine Coast's multi-modal transport network to:

- Fund or leverage selected eligible transport infrastructure for multi-modal transport outcomes
- Influence State and Federal Government transport network investments
- Enter into partnerships with the State Government to jointly fund selected eligible transport infrastructure and service
- Fund selected eligible initiatives, projects and services for community benefit
- Raise awareness of travel choices, leading to a change of travel behaviour
- Increase community awareness on the current and future transport issues facing the Sunshine Coast and
- Create a Transport Futures Fund.

It is proposed that the 'Transport Futures Fund' will be used to fund selected major strategic transport projects identified through transport corridor studies and higher order network planning, and proposed eligible projects reported to Council for decision.

This expanded strategic focus of the Transport Levy Policy 2014 is in line with a number of goals and objectives identified in Council's *Sustainable Transport Strategy 2011*. Primarily, Council's Sustainable Transport Strategy identifies there is a need for an integrated multi-modal transport network catering "for the long term needs of the Sunshine Coast, recognising and providing for travel within and between activity centres, enterprise areas and communities".

It is proposed that some existing initiatives will continue into 2014/2015 subject to their continued need and satisfactory performance. It is intended that Council Cabs and Flexilink program will continue operation.

It is intended that 2014/15 initiatives under the Transport Levy will be focused on the sub-programs provided in Table 1 including a proposed funding allocation.

Table 1: Transport Levy Policy Program Allocation 2014/2015

Sub-Program	2014 / 15	Proportion
Service Improvements	\$350,000	14%
Infrastructure Assets	\$700,000	28%
User Benefits	\$450,000	18%
Research, Planning & Investigations	\$400,000	16%
Transport Futures Fund	\$600,000	24%
<b>Total</b>	<b>\$2,500,000</b>	<b>100%</b>

Table 1 above is based on expected revenue only for the 2014/2015 year.

The list of proposed projects and initiatives under each sub-program is provided in the Proposed 2014/2015 Transport Levy Program (**Appendix B**).

Further information of the intent and scope of each listed initiative for 2014/2015 is available in the Supporting Information for the 2014/2015 Transport Levy Program Initiatives and Projects (**Attachment 1**) to the report.

The Indicative 5 Year Transport Levy Program (**Attachment 2**) outlines the future 5 year indicative allocations for Council's consideration.

### Legal

There is a range of contractual agreements associated with initiatives operating from funding and these need to be transitioned as necessary. This ranges from Funding Agreements with State agencies and third parties, to service contracts with transport operators. The agreements have generally been developed with a review or renewal date of 30 June of each year for the life of the agreement. Renewal advice is usually required one month prior to this.

The development of initiatives and services is subject to several pieces of legislation, regulation and commercial contracts. The Department of Transport and Main Roads has assisted to ensure all legislative requirements and contractual matters are not infringed.

Beyond this, there is a need to comply with all relevant Council policies and processes. Internal legal and procurement advice is needed at various stages as each initiative is progressed, to ensure compliance as necessary.

### Policy

This report is in line with and supports the adopted *Sustainable Transport Strategy 2011* as follows:

**Sustainable Transport Strategy Goal 1:     *A shift to public and active transport modes is achieved***

**Objective 1: Provide infrastructure, networks and operations for public and active transport systems to facilitate a shift in travel demand to these modes.**

### Integrated Policy

- 1.1 Integrate services, pricing and passenger information systems and improve access to create a connected public transport network.
- 1.2 In partnership with State Agencies, improve public transport travel speed, frequency, reliability and patronage to increase vehicle productivity to more effectively compete



with the reliability, speed and convenience of the private motor vehicle leading to increased patronage and revenues relative to service provision costs.

- 1.3 Improve accessibility, safety, convenience, coverage, and comfort of public transport service for all users including the disabled, seniors, and residents with limited access to services.

**Sustainable Transport Strategy Goal 2: *Transport planning is collaborative, cost-effective and progressive***

**Objective 4: Integrate planning, design and delivery for transport investments.**

**Integrated Policy**

- 4.1 An integrated approach to planning, design, and delivery of transport investments ensures that implementation matches endorsed plans, programs, and strategies and supports land use.

**Sustainable Transport Strategy Goal 4: *Transport and land use integration serves the local and regional economy and promotes self-containment.***

**Objective 9: Creating connected and efficient access and connection within and between communities.**

**Integrated Policy**

- 9.1 A network of transport corridors provides for the long term needs of the Sunshine Coast, recognising and providing for travel within and between activity centres, enterprise areas and communities.
- 9.2 Congestion on transport corridors is managed to provide for efficient movement, particularly between activity centres and communities.

Council's *Sustainable Transport Strategy 2011* includes the following policy directions in relation to public transport to reflect the commitment of sustainability and the creation of stronger centres:

- Emphasise the connection between public transport corridors and adjacent land uses;
- Public transport network objectives focusing on patronage will require specific measures;
- The bus network will be expected to operate at a high level of reliability and frequency;
- Inter-Regional Links – hourly to half hourly public transport connections between the Sunshine Coast and Brisbane;
- Public transport network objectives focusing on coverage should target services most relevant to the type of activity centre or community;
- Support a concerted effort to achieve availability of real-time information and information dissemination through emerging electronic communication technology;
- Collaborative effort with State agencies is required in order to make public transport a successful mode of choice.

The *Public Transport Levy Policy 2012* applies to this report in terms of initiatives currently underway.

**Risk**

There are no apparent significant legal risks associated with transitioning from the Public Transport Levy Policy and its related initiatives to a Transport Levy Policy.

A number of potential risks which will require mitigation relating to:

- maintaining community confidence and communicating that public transport remains a high priority for the Sunshine Coast;
- maintaining the focus, momentum, advocacy and relationships with State transport agencies on Sunshine Coast public transport issues;
- introducing the community to the change to a Transport Levy Policy including a Transport Futures Fund.

### **Previous Council Resolution**

The following resolution is relevant to this report:

Special Meeting 25 June 2013 - **Council Resolution** (SM13/18)

*That Council:*

- (a) receive and note the report titled "Public Transport Levy Initiatives Report 2013/14"*
- (b) confirm the existing Public Transport Levy Policy 2012 applies*
- (c) adopt an indicative program of projects/initiatives as listed in Appendix A of the report for implementation in 2013/14 and authorise the Chief Executive Officer to progress the listing, subject to further advice from the Department of Transport and Main Roads and appropriate planning, development and analysis prior to implementation and*
- (d) endorse the items for ongoing advocacy identified in Appendix B.*

### **Related Documentation**

The following documents have been referenced as a possible source of information for this report:

*Public Transport Levy Policy 2012*  
*Sustainable Transport Strategy 2011*

### **Critical Dates**

Some existing initiatives have contractual dates that need to be adhered to in terms of notice of continuation.

Finalisation by TransLink of the new bus service contract for the Sunshine Coast will benefit the progression of a number of proposed and future initiatives involving the bus operator.

### **Implementation**

The indicative list of initiatives outlined in the Proposed 2014/2015 Transport Levy Program (**Appendix B**) will be actioned.

A number of Council's branches will be involved in the various stages of each initiative and they include:

- Transport and Infrastructure Policy Branch
- Transport Infrastructure Management Branch
- Community Facility and Planning Branch and
- Communications Branch.

To clarify responsibilities, each initiative will be assigned to a lead agent at different times in its development path. Monitoring the performance of initiatives will occur.

**8.2 CORPORATE SERVICES****8.2.1 APRIL 2014 FINANCIAL PERFORMANCE REPORT**

<b>File No:</b>	<b>Financial Reports</b>
<b>Author:</b>	<b>Coordinator Financial Services Corporate Services Department</b>
<b>Attachments:</b>	<b>Att 1 - April 2014 Financial Performance Report ..... 79</b>

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**PURPOSE**

To meet council's legislative obligations, a monthly report is to be presented to council on its financial performance and investments.

**EXECUTIVE SUMMARY**

The monthly financial performance report provides council with a summary of performance against budget at the end of each month in terms of the operating result and delivery of the capital program.

The current budget used throughout this report is inclusive of the adjustments made during Budget Review 3.

The operating result at 30 April 2014 shows a positive variance of \$5.3 million compared to the forecast position.

This operating result variation is made up of higher than expected revenue of \$5.9 million (1.6%) and higher than expected operating expenses of \$628,000 (0.2%). Further detail is provided in the proposal section of this report.

The positive variance in the operating result of \$5.3 million at the end of April 2014 should be considered in the context of the key financial risks to council's full year operating result identified in the Risk section of this report.

As at 30 April 2014, \$111.5 million (65.7%) of council's \$169.6 million 2013/2014 Capital Works Program was financially expended.

Council's investment portfolio remains within the guidelines established under the Investment Policy.

**OFFICER RECOMMENDATION**

**That Council receive and note the report titled "April 2014 Financial Performance Report".**

**FINANCE AND RESOURCING**

There are no financing and resourcing implications as this is an information only report.

## CORPORATE PLAN

**Corporate Plan Theme:** *Great governance*

**Emerging Priority:** 8.1 - Ethical, accountable and transparent decision-making

**Strategy:** 8.1.2 - Ensure legislative compliance and awareness

**Corporate Plan Theme:** *Great governance*

**Emerging Priority:** 8.3 - Strong financial management

**Strategy:** 8.3.1 - Develop long term financial plans and indicators to achieve optimum use of resources and alignment to strategic priorities

**Corporate Plan Theme:** *Great governance*

**Emerging Priority:** 8.3 - Strong financial management

**Strategy:** 8.3.2 - Ensure council's financial performance is well managed and leads to a strong financial position

## CONSULTATION

### Internal Consultation

All departments or branches participated in the formation of the recommendations associated with this report.

### External Consultation

No external consultation is required for this report.

### Community Engagement

No community engagement is required for this report.

## PROPOSAL

The operating result at 30 April 2014 shows a positive variance of \$5.3 million compared to the forecast position.

The current budget used throughout this report is inclusive of the adjustments made during Budget Review 3.

This operating result variation is made up of higher than expected revenue of \$5.9 million and higher than expected operating expenses of \$628,000.

The positive variance in the operating result of \$5.3 million at the end of April 2014 should be considered in the context of the key financial risks to council's full year operating result identified in the Risk section of this report.

### Operating Revenue

#### Fees and Charges

Of the \$4 million favourable variance in fees and charges, \$1.7 million relates to development applications revenue, across all application types.

Other Fees and Charges that are showing favourable variances to budget include:

- Holiday Parks \$675,000 (offset by \$287,000 of costs)
- Change in Ownership/Search Fees \$472,000
- Quarries external sales \$351,000 (offset by minimal additional expenditure)
- Health Licenses \$267,000

- Cemetery Fees \$224,000

Due to the nature of the business units, the increases in revenue are often offset by increases in the variable costs associated with providing the goods or services.

### **Grants and Subsidies**

The favourable variance of \$553,000 is made up primarily of refunds from Department Disaster Relief and Recovery Arrangements (NDRRA) for counter disaster operations from the 2010/2011 weather events. The costs related to this grant funding were expended across both the 2010/2011 and 2011/2012 financial years.

### **Other Revenue**

A number of activities are contributing to the \$1.5 million favourable variance in other revenue. These activities are:

- Lease/ rental income over budget \$209,000
- Waste – sale of recoverable materials \$168,000
- Unitywater recoupment - \$100,000
- Revegetation offset project funds received \$96,000

### **Operating Expense**

#### **Employee Costs**

As at April 2014 month end employee costs were over budget by \$1.8 million. Details of this over budget amount are shown below.

For the 2013/2014 budget \$9.1 million in operational labour savings were built into the budget process:

- Vacancy target of \$4.4 million
- Organisational Review target of \$4.7 million

In addition, \$16 million was excluded from the operational employee costs for the January to June 2014 period as an estimate of the impact of de-amalgamation.

Whilst all labour savings related to the Organisational Review were budgeted as operating, \$1.2 million of the actual savings were related to capital labour. The capital program was not reduced in line with the positions being made redundant.

Similarly, while all de-amalgamation employee cost reductions were made to operational budgets, \$1.5 million of transferred employee costs related to capitalised labour.

#### **Materials and Services**

As at April 2014 month end, Materials and Services costs were below budget by \$1.7 million.

Within the Infrastructure Department, Civil Works is currently under budget by \$1 million, due to a relatively dry summer which will allow a focus on catching up on backlog defects, as well as projects and levy expenditure under budget by \$595,000.

All other departments have minor under and overspends against budget.

#### **Capital Expenditure**

As at 30 April 2014, \$111.5 million (65.7%) of council's \$169.6 million 2013/2014 Capital Works Program was financially expended. Detail by Capital Works Program is outlined below:

Program	Original Budget \$000	Current Budget \$000	YTD Actual \$000	% of Annual Budget Spent
Buildings and Facilities	6,548	9,386	5,207	55%
Coast and Canals	1,949	2,315	1,095	47%
Divisional Allocations	3,100	4,418	3,026	68%
Environmental Assets	1,238	1,215	423	35%
Fleet	1,000	800	745	93%
Parks and Gardens	10,317	12,424	6,237	50%
Stormwater	4,161	4,094	4,021	98%
Transportation	52,952	59,334	40,466	68%
Information Communication Technology	3,927	4,958	2,754	56%
Strategic Land & Comm Properties	9,422	42,046	28,460	68%
Aerodrome	-	399	25	6%
Sunshine Coast Airport	3,400	8,237	6,469	79%
SC Holiday Parks	1,455	1,880	448	24%
Quarries	150	1,121	820	73%
Waste	9,651	16,942	11,291	67%
<b>TOTAL COUNCIL</b>	<b>109,270</b>	<b>169,569</b>	<b>111,488</b>	<b>65.7%</b>

Information on low expenditure compared to annual budget is provided below.

### Environmental Assets

- Contractors have been appointed for three projects that constitute \$1.02 million or 80% of the program.
- All projects are underway and expected to be completed by 30 June 2014.

### Aerodrome

Delay in expenditure at Caloundra Aerodrome has resulted from the pursuit of State Government approvals for clearing of future developable areas along with investigations and resolution related to the development of an additional airside allotment to the north of the Caloundra Aerodrome. It is expected that \$145,000 will be expended prior to 30 June 2014. As contracts are in place for the remaining \$295,000 it is anticipated that this value will be carried forward and spent in early 2014/2015.

### Sunshine Coast Holiday Parks

The status of the Holiday Park capital program is as follows:

- A9283 - \$400,000 - Agreement reached for acquisition of state land at Mudjimba – contracts are being prepared.
- B1761 – \$230,000 - Maroochydore Holiday Park amenity refurbishment – job commenced 5 May 2014 – programed to be completed 20 June 2014.
- B1758 – \$100,000 - Detailed design has commenced in-house with council's Asset Management and Design Branch, Infrastructure Services.

- B0854 – \$50,000 - Site improvements and concrete works scheduled to commence 26 May 2014 at Dicky Beach Holiday Park.

It is anticipated that \$1.2 million will be spent by 30 June 2014, with \$600,000 to be requested to be carried over into the 2014/2015 financial year.

### **Investment Performance**

- All investment parameters remain within the guidelines established by the Investment Policy.
- For the month ending 30 April 2014 council has maintained a reasonably strong return in the current market conditions with \$237 million cash (excluding Trust Fund) with an average interest rate of 3.59%, being 0.99% above benchmark. This is compared to the same period last year with \$257 million cash (excluding Trust Fund) where the average interest rate was 4.42%, being 1.19% above benchmark.
- The benchmark used to measure performance of cash funds is the UBS Bank Bill Index and the Bank Bill Swap Rate (BBSW) for term deposits.
- The Reserve Bank of Australia (RBA) cash rate remains unchanged at 2.5%.

### **Legal**

This report ensures that council complies with its legislative obligations with respect to financial reporting in accordance with Section 204 of the *Local Government Regulation 2012*.

Investment of funds is in accordance with the provisions of the *Statutory Bodies Financial Arrangements Act 1982* and the associated Regulations and the *Local Government Act 2009*.

### **Policy**

Council's Investment Policy.

### **Risk**

The current risks associated with the operating result are as follows:

1. in June 2013 the Federal Government pre-paid half of the 2013/2014 Financial Assistance Grant of \$6.3 million. Since half of the grant was pre-paid into 2012/2013 there is a potential shortfall of \$2.1 million in the current budget;
2. there are \$4.7 million net savings for the Organisational Review loaded into the budget;
3. the achievement of de-amalgamation reductions in Materials & Services budget occurs after separation from 1 January 2014;
4. there are \$4.4 million employee vacancy savings loaded into the budget which may be difficult to achieve along with the Organisational Review; and
5. the risk that the State Government will transfer State Penalties Enforcement Register (SPER) debt back to local councils, who will then have to manage their own debt collection.

### **Previous Council Resolution**

On 25 June 2013 council adopted the 2013/2014 budget.

On 19 September 2013 council adopted the Budget Review 1 2013/2014.

On 12 December 2013 council adopted the Budget Review 2 2013/2014.

On 18 February 2014 council resolved in SM14/12 section (b) to amend the 2013/2014 budget by increasing the Strategic Land and Commercial Properties capital budget by an amount of \$5.9 million.

On 27 February 2014, council resolved in OM14/19 section (b) to amend the 2013/2014 budget by increasing the Strategic Land and Commercial Properties capital budget by an amount of \$755,000.

On 24 April 2014 council adopted the Budget Review 3 2013/2014.

**Related Documentation**

There is no related documentation for this report.

**Critical Dates**

There are no critical dates for this report.

**Implementation**

There are no implementation details to include in this report.



**8.3 COMMUNITY SERVICES**

Nil

**8.4 INFRASTRUCTURE SERVICES****8.4.1 SUNSHINE COAST COUNCIL BUSHLAND RESERVE NETWORK FIRE MANAGEMENT GUIDELINES**

<b>File No:</b>	<b>Environmental Management</b>
<b>Author:</b>	<b>Coordinator Natural Areas Management Infrastructure Services Department</b>
<b>Appendices:</b>	<b>App A - Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines 2014 (<i>Under Separate Cover</i>) .... Att Pg 5</b>

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**PURPOSE**

The purpose of this report is to provide Council with a background and overview of the current principles and practices associated with fire management for the Sunshine Coast Councils Bushland Reserve Network.

**EXECUTIVE SUMMARY**

The Environmental Operations branch manages the Sunshine Coast Council's Bushland Reserve Network. As of January 2014 there are 528 reserves covering an area of 5450 hectares across the region. The estate is constantly growing with purchases of significant land through the Environment Levy and land contributions through the development approval process. Bushfire management is a key responsibility for Council on these reserves to both manage risks to life and property and to maintain the environmental values of the land.

The Sunshine Coast Bushland Reserve Network Fire Management Guidelines (Appendix A) have been developed to identify the range of fire management issues relevant to Council and the actions required to address them. The main objectives of the guidelines are to:

- Identify the legislative requirements for Council regarding management of fire risks.
- Identify the process used to define areas of bushfire risk and how this applies to the Bushland Reserve Network.
- Identify the range of actions Council has available to address bushfire risk (fire trails, fuel reduced zones, prescribed burning) and establish the decision tools used for their implementation.
- Identify resources available to Council to undertake fire management activities and the protocols in place for their use.
- Identify monitoring requirements to ensure fire management actions are achieving the desired outcomes in regards to both community safety and the maintenance of ecological values.

The guidelines have been developed with reference to industry standards and known fire risk locations. The Guidelines were also developed in consultation with key stakeholders such as Queensland Fire and Emergency Services and the Queensland Parks and Wildlife Service.

The report presents the Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines for Council's consideration.

**OFFICER RECOMMENDATION**

That Council:

- (a) receive and note the report titled “Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines” and
- (b) endorse the Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines (Appendix A) to be used as the operating reference plans for managing Council’s Bushland Reserves.

**FINANCE AND RESOURCING**

The delivery of fire management activities is currently resourced through the operational and capital works budgets.

The table below outlines the current financial and resourcing allocations for the both the operational and capital works programs. Future years for operational budgets are indicative only considering CPI and growth and the capital works allocations are proposed as per the ten (10) year program.

Budget	Current F/Y	2014/2015	2015/2016	2016/2017
Operational	\$233,236	\$242,736	\$253,500	\$262,000
Capital	\$0	\$52,000	\$23,000	\$15,000

Operational costs include Councils Natural Areas Fire Management Officer (1 FTE), maintenance associated with the fire trail and fuel reduced zones, equipment primarily used for fire management purposes and the delivery of the planned burn program.

The capital work allocations support the establishment and or renewal of fire trails within Council’s Bushland Reserve Network.

**CORPORATE PLAN**

**Corporate Plan Theme:** *Ecological Sustainability*

**Emerging Priority:** 2.3 - Viable ecosystems that maintain biodiversity values

**Strategy:** 2.3.2 - Protect and expand our ecological conservation areas

**Corporate Plan Theme:** *Health & Wellbeing*

**Emerging Priority:** 4.1 - Safe and healthy communities

**Strategy:** 4.1.4 - Maintain and develop council's emergency and disaster management planning, prevention, response and recovery capabilities

## CONSULTATION

A range of internal and external parties have been consulted in the development of the Fire Management Guidelines. This has included:

### Internal Consultation

- Manager Environmental Operations
- Coordinator Coastal, Constructed Waterbodies and Planning
- Coordinator Disaster Management
- Senior Natural Areas Program Officer
- Senior Strategic Planner
- Chief Legal Officer

### External Consultation

- Queensland Fire and Emergency Services – Area Director Rural Operations
- Queensland Fire and Emergency Services – Izone Officer Urban Operations
- Queensland Parks and Wildlife Service – Fire Management Unit

### Community Engagement

There has been general community consultation undertaken through Councils Bushfire Management Officers engagement with local rural fire brigades at their regular group meetings.

Councils Bushfire Management Officer continues to provide regular information to residents and community groups in relation to Councils implementation of the Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines.

## PROPOSAL

There are a number of legislative requirements regarding fire management across the Sunshine Coast Council's bushland reserve network. The *Fire and Rescue Service Act 1990* is the primary piece of State Government legislation that deals with fire management. Additional legislation relating to vegetation management, local laws and common law need to be considered. Section 2 of Appendix A – Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines 2014 shows the key sections of each piece of legislation and their relevance to Council.

The Queensland Fire and Emergency Service is the primary agency responsible for fire and emergency response within the region. This means where an urgent or emergency response is required to a fire incident, whether property or vegetation, they are the first responders and responsible for the coordination of all related activities. Other entities such as the Queensland Parks and Wildlife Service (QPWS), Department of Primary Industries and Fisheries Queensland (DAFF), Commonwealth, State and Local Governments, and private land holders, also maintain certain fire management responsibilities for land under their control.

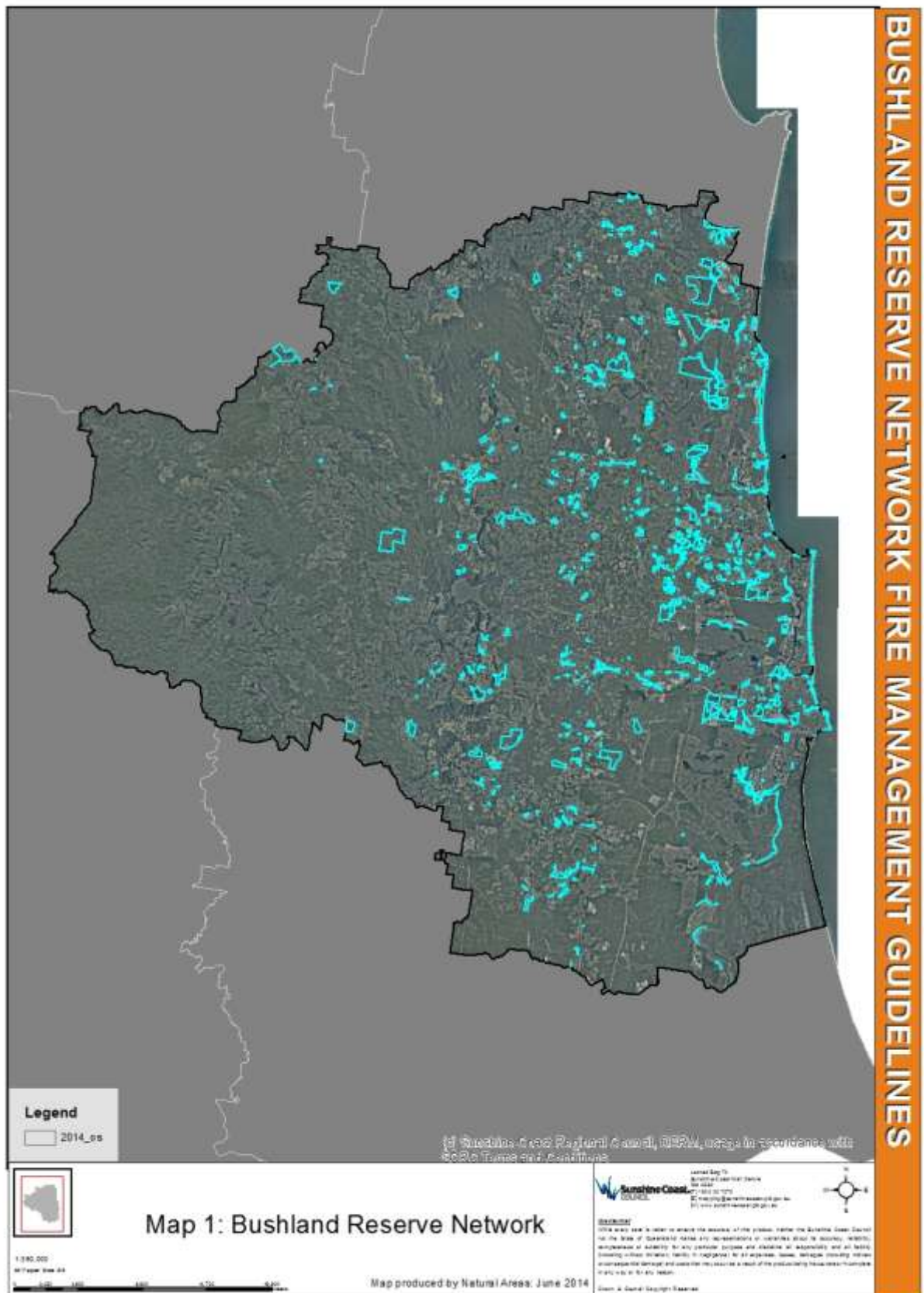
Council maintains primary responsibility for the reserve network in relation to fire management, and maintains the same responsibilities as other owners/occupiers of land under the *Fire and Rescue Service Act 1990* and potential liability under common law.

### Sunshine Coast Council Bushland Reserve Network

Council manages 528 reserves throughout the Sunshine Coast covering an area of 5450 hectares. The distribution of these reserves is shown in Map 1. These reserves vary in size from 397 hectares to less than 1 hectare. The following table gives a breakdown on the distribution and size of the reserve network.

<b>Reserve Size Class</b>	<b>No of Reserves Managed</b>	<b>% of Reserves Managed</b>	<b>Area Managed (Ha)</b>	<b>% of Area Managed</b>
100 Ha +	11	2	1950	36
50-100 Ha	9	2	648	12
10-50 Ha	72	14	1672	31.5
1-10 Ha	281	53	1002	19
<1 Ha	156	29	82	1.5

Table1. Bushland Reserves Distribution and Sizes



## Fire hazard mapping

Sunshine Coast Council has prepared a region wide bushfire hazard mapping in the new planning scheme. This mapping provides the most recent assessment of broad scale bushfire hazard across the entire Sunshine Coast (Map 2 of Appendix A – Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines 2014). The maps have been developed in accordance with State Planning Policy 1/03: Mitigating the Adverse impacts of Flood, Bushfire and Landslide (SPP1/03). This mapping requires an assessment of three key characteristics of land that have been found to be the main determinants of the severity of bushfire hazard. These factors are vegetation communities, slope and aspect and are combined to display regions of high, medium and low bushfire hazard.

Vegetation communities have been defined using Regional Ecosystem (RE) Mapping Version 6 from the Queensland Herbarium. Bushfire hazard values from 0-10 have been given to each RE as per documentation developed by the Queensland Fire and Rescue Service. Plantation forestry areas have been mapped using data provided by Forestry Plantations Queensland with a fire hazard rating applied as per SPP1/03. Slope and aspect have been generated using a digital elevation model derived from LiDAR (Light Detection and Ranging) ground return data. Values from 1-5 for slope and 0-5 for aspect are added to vegetation score to give an overall bushfire hazard score. Ratings of high, medium and low are given as per SPP1/03.

Total Hazard Score	Severity of Bushfire Hazard
13 or greater	High
6 to 12.5	Medium
1 to 5.5	Low

Table 2. Fire Hazard Scoring

The State government has recently released new state-wide bushfire hazard mapping following the replacement of SPP1/03 with a new State Planning Policy (SPP). This mapping has not been used in the new Sunshine Coast Council Planning Scheme but may replace the existing mapping at some point.

## Hazard Mapping

Sunshine Coast Council uses ArcGis for mapping of the Bushland Reserve Network. This software allows for the overlay of the regional bushfire hazard mapping on the reserve network and the ability to identify reserves that contain areas of high and medium bushfire hazard. This process has been used to generate lists of applicable reserves for further inspection of site specific bushfire hazards.

Once these reserves have been identified they are then ranked by reserve size. The focus for fire management activities will be on the larger reserves or reserves that are part of large contiguous vegetation where there is the potential for large scale fires. These lists are also used to identify which reserves have an individual Fire Management Plan, fire trails or fuel management zones and whether planned burns have been undertaken. This summary information also assists in identifying any possible gaps in the reserve specific management planning process.

## Potential Bushfire Corridors

Whilst Council manages only small overall areas of bushland on a region wide scale (approximately 2.5% of the total Local Government area) there is value to Council in the identification of potential fire corridors and reserve within these areas. The bushfire hazard mapping has been used to identify a number of significant areas where a concentration of high to medium hazard occurs on a landscape scale. The identification of twelve (12)

corridors have been included as part of the Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines.

### **Risk Mitigation**

Council utilises a number of strategies to mitigate the risks associated with fire management within the bushland reserves.

#### Fire Management Plans

Council develops Fire Management Plans (FMP's) for reserves within the estate where fire risk management forms a significant component of the overall management actions. The development of a FMP involves a detailed site assessment.

#### Fire Trails and Fuel Management Zones

Fire trails and Fuel Management Zone (FMZ) are established and maintained in reserves where a significant benefit is obtained. Council has developed a decision chart to identify when a fire trail or FMZ should be established (Section 5 of Appendix A – Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines 2014).

Once the decision to construct a fire trail or establish a FMZ has been made and funding is available the design standards for fire trails and fuel management zones as defined in Council's Landscape Infrastructure Manual will determine the level of construction. The maintenance levels for slashing of these areas depend on the reserve classification. The number of maintenance cuts per year ranges from one to six.

### **Fire Management Infrastructure**

Council uses ArcGIS software to map the fire trails throughout the Bushland Reserve Estate. Trails are mapped using GPS and data recorded for each trail includes the reserve name, trail standard (as per Table 3), trail condition and any relevant comments. In addition to the trails other features such as gates are mapped and data such as lock type is recorded.

As of March 2014 Council has over 69 km of fire trails across the entire estate. Of this 26.99 km is in good condition, 41.49 km is in fair condition and 0.82 km is in poor condition. These statistics change each year with new reserves being added and new trails constructed. Trails in poor condition are upgraded through the capital works program. Fire trails identified as no longer required may also be decommissioned and removed.

Trail Condition	Trail count	Total length (km)
Good	65	26.99
Fair	81	41.49
Poor	1	0.82
All	147	69.30

Table 3. Fire Trails Numbers and Condition

#### Fuel Management Zones Statistics:

Currently an area of approximately 45 hectares across 84 sites has been established and maintained.

### **Planned burning**

Council undertakes an annual program of planned burning throughout the reserve network. On average council undertakes ten prescribed burns each year, varying in size from small areas of less than 1 hectare to large scale landscape burns with adjacent landowners such as Queensland Parks and Wildlife Service that may cover hundreds of hectares.



Standard documentation has been prepared to manage the operational aspects of prescribed burning. This includes Job Safety and Environmental Analysis (JSEA), risk assessment and site induction forms, fire operations proforma and standard letters sent to neighbouring residents to advise them of Council burning activities.

The Natural Areas team maintains an ongoing schedule of prescribed burns. These burns are ranked in priority from 1 to 4. Priority 1 burns will be achieved in the current year and lower priority burns will also be undertaken as weather and resources allow. At the end of each year completed burns are removed and those burns remaining in the schedule are increased in priority by one and remain in the following year's program. This increase in priority ensures that once in the schedule, burns will be completed within a maximum 4 year timeframe.

A decision process (Section 5 of Appendix A – Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines 2014) have been developed to ensure that any burns added to the schedule will achieve significant outcomes in terms of hazard reduction or ecological management. Council strives to achieve both outcomes when undertaking prescribed burns when possible.

### Fire Management Resources and Response

The Environmental Operations Branch maintains fire management resources to allow Council to undertake prescribed burns and be involved when required in wildfire response. At February 2014 the following resources are available.

Call sign	Vehicle make	Tank capacity (L)
SC41	Toyota Landcruiser	400
SC44	Ford Ranger	300
SC45	Ford Ranger	300
SC46	Toyota Landcruiser	500

5<sup>th</sup> unit awaiting suitable vehicle following deamalgamation.

Table 4. Fire Unit Resources

Training Level	Number of staff
Prescribed Burn Supervisor	2
Sector Commander	3
Crew Leader	8
Crew Member	17

Table 5. Staff Competency

To ensure resources are available to respond to emergency situations in regards to fire within the Council Bushland Reserve Network response protocols have been developed. This ensures that adequate resources are available to respond to emergency situations in a timely manner. This is outlined in Section 6 of Appendix A – Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines 2014.

### Monitoring and Evaluation

Council staff undertakes a variety of monitoring associated with the implementation of fire management activities that are undertaken on the Bushland Reserve Network. These include:

- Fuel load assessments
- Fire history mapping
- Fire Trail and FMZ inspections and
- Post fire monitoring

**Legal**

In the development of the fire management guidelines the Councils Chief Legal Officer was consulted regarding Councils liability under Common law. The advice provided is outlined below.

Local Government does not accrue liability for fire damage as a consequence of it having areas of vegetation adjoining residential properties. Such liability will only accrue where Council operations were the source the fire in the first instance (eg. Burning off, irresponsible storage of combustible material) or where there is such a large build-up of highly flammable material on Council land that no reasonable local government could not consider it to be a significant fire hazard. It is clear that any vegetation can be a fire hazard however a Council's liability (for obvious economic and practical reasons) does not extend to having to clear vegetation near a property boundary unless it causes a significant hazard that no reasonable Council could ignore.

**Policy**

Biodiversity Strategy 2011

**Risk**

There are community expectations that large public land managers need to manage risks arising from their properties. The Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines provides a mechanism for identifying and assessing risk and outlines the range of remedial actions that can be utilised by Council.

**Previous Council Resolution**

There is no previous Council resolution

**Related Documentation**

Sunshine Coast Planning Scheme 2014, Bushfire Hazard Mapping  
Biodiversity Strategy 2011

**Critical Dates**

There are no critical dates associated with this report.

**Implementation**

The implementation of the Sunshine Coast Council Bushland Reserve Network Fire Management Guidelines is ongoing throughout the year with a peak of planned burns and fire trail establishment works undertaken during the dry and cooler months of the year.

**8.4.2 COUNCILLOR EMERGENT CAPITAL WORKS AND MINOR OPERATIONAL WORKS UTILISATION POLICY**

**File No:** Statutory Meetings

**Author:** Asset Management and Services Project Manager  
Infrastructure Services Department

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**PURPOSE**

This report was deferred from the Special Meeting (Budget) on the 2 June 2014 and will be provided as a late report.

**8.5 CORPORATE STRATEGY AND DELIVERY****8.5.1 ANNUAL OPERATIONAL PLAN 2014-2015****File No:** Corporate Planning and Governance**Author:** Coordinator Corporate Planning and Performance  
Corporate Strategy and Delivery Department**Appendices:** App A - Sunshine Coast Council Operational Plan 2014-2015 ..  
..... 107**PURPOSE**

This report presents the draft annual operational plan for 2014-2015 as required under the *Local Government Act 2009* and *Local Government Regulation 2012*.

**EXECUTIVE SUMMARY**

The draft annual operational plan 2014-2015 (Appendix A) is the first aligned to the *Sunshine Coast Council Corporate Plan 2014-2019*.

The *Sunshine Coast Council Corporate Plan 2014-2019* is the organisation's primary business plan, guiding strategic direction through five goals – a new economy, a strong community, an enviable lifestyle and environment, service excellence and a public sector leader.

The draft annual operational plan, as part of the financial management and accountability system, complements Council's 2014-2015 budget and allocates responsibility and resourcing to Council's priority operational activities for 2014-2015 financial year.

The operational activities are drawn from council resolutions, implementation plans associated with council endorsed strategies, legislative requirements and emerging issues. Each activity is aligned to one of the five strategic goals and prioritised for delivery in 2014-2015.

In addition to the 129 operational activities for 2014-2015 listed in the *Sunshine Coast Council Corporate Plan 2014-2019*, the annual operational plan identifies:

- (a) 25 core services council provides to the community;
- (b) 8 internal services enabling all business areas to deliver services; and
- (c) 9 significant operating projects.

The Annual Operational Plan provides a clear line of sight for staff to evidence where their individual contribution and shared responsibilities in delivering services, operational activities, capital programs and projects collectively advances the organisation's progress toward achieving Council's strategic goals and meeting its purpose to service the community well and position the region for the future.

The Annual Operational Plan provides the basis for reporting to Council on progress towards achieving corporate plan goals each quarter. Departments will provide relevant performance data on those core services, operational activities and projects allocated to their business areas.

## OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Annual Operational Plan 2014-2015” and
- (b) adopt the Annual Operational Plan 2014-2015 (Appendix A).

## FINANCE AND RESOURCING

Preparation of the Annual Operational Plan has occurred within the core operational budgets for the Strategy and Coordination and the Corporate Governance branches. The Annual Operational Plan 2014-2015 and Annual Budget 2014-2015 are complementary documents and are developed in parallel to ensure that financial decisions and outcomes are reflected in both documents.

## CORPORATE PLAN

**Corporate Plan Theme:** *Great governance*

**Emerging Priority:** 8.2 - Effective business management

**Strategy:** 8.2.1 - Develop indicators and measure the performance of council and the success in achieving its vision

### CORPORATE PLAN (2014-2019)

**Corporate Plan Goal:** *5 - A public sector leader*

**Outcome:** 5.1 – Robust and transparent decision-making

**Operational Service:** S30 - **Governance** – providing internal leadership, legal opinion, governance and audit functions ensuring legislative accountability, transparency and ethical obligations are supported

## CONSULTATION

### Internal Consultation

Consultation with councillors, directors and branch managers occurred primarily through the development of the *Sunshine Coast Council Corporate Plan 2014-2015*, which clearly identified the operational activities prioritised for the 2014-2015 financial year.

The Executive Leadership Team considered and allocated responsibility for delivering operational activities and significant operational projects to individual departments and branches.

### External Consultation

There has been no external consultation undertaken in relation to this report.

### Community Engagement

The goals, outcomes and operational activities endorsed in the *Sunshine Coast Council Corporate Plan 2014-2019* were guided by the policy foundations considered and developed through broad community consultation processes.

## PROPOSAL

### Introduction

The Annual Operational Plan apportions corporate responsibility and resources to progress implementation of the *Sunshine Coast Council Corporate Plan 2014-2019* over the 2014-2015 financial year. It is complemented by the annual budget which apportions the funding for key activities, projects and core service delivery.

Each operational activity aligns with one of council's strategic goals:

- A new economy
- A strong community
- An enviable lifestyle and environment
- Service excellence
- A public sector leader

All operational activities are allocated to a business area to lead their implementation. The successful implementation and resulting contribution to achieving the outcomes described in the *Sunshine Coast Council Corporate Plan 2014-2019* relies on assistance and support from many business areas within the organisation, external partners and community volunteers.

### Allocation

Operational activities, projects and core services are incorporated into departmental business plans, service snapshots and profiles. Each department is responsible for managing the scheduling, delivery, performance and reporting for those activities, projects and services for which they have lead responsibility, for providing necessary assistance and support for the successful achievement of the operational plan as a whole and for identifying, managing and monitoring operational risk.

The specific responsibilities and deliverables of each employee, the functions and tasks undertaken on a daily basis link directly to one or more actions, projects or services described in the Annual Operational Plan.

### Funding

The majority of operational activities for 2014-2015 are funded from within the core budget allocated to the branch with responsibility for the service delivery area to which the activity belongs. In some cases additional funding above core budget has been identified through the budget development process; these significant operational projects are separately listed under the relevant goal.

Funding for the delivery of the infrastructure and information and technology capital works programs (2014-2015) is sourced through the capital budget.

### Reporting

The Annual Operational Plan provides the basis for reporting to council on progress towards achieving corporate plan goals each quarter. Departments will provide relevant performance data on those operational activities and projects allocated to their business areas. Employee performance appraisals are conducted every six months with their immediate supervisors.

Operational activity number 5.1.4 for the 2014-2015 financial year under the goal 'A public sector leader' is to redesign and implement an integrated corporate performance framework for council. The starting point for the framework will be the areas for measurement defined in the corporate plan and progressively cascade down through operational plans to individual

performance plans, ultimately providing evidential data to link day to day tasks and functions with corporate plan outcomes.

### **Operational risk management**

Council is committed to maximising opportunities, managing risks and improving quality of service. To assist staff identify, manage and monitor risks to achieving the outcomes and goals detailed in operational business plans, Council has adopted an enterprise risk management framework based on International Standard ISO31000.

### **Legal**

The *Local Government Act 2009* and the *Local Government Regulation 2012 s(175)* set out the requirement and content for an operational plan.

Legislation requires the annual operational plan to:

- (a) be consistent with the annual budget
- (b) state how a council will progress the implementation of the five-year corporate plan
- (c) state how a council will manage operational risks
- (d) include annual performance plans for each commercialised business unit where applicable.

### **Policy**

The Annual Operational Plan is based on the *Sunshine Coast Council Corporate Plan 2014-2019*, which is the organisation's primary business plan, guiding strategic direction and subsequent planning of priority actions and allocation of resources to achieve Council's vision.

### **Risk**

**Reputation/public image** – building a detailed operational plan based on the *Sunshine Coast Council Corporate Plan 2014-2019* minimises the risks of Council not achieving the vision articulated in strategic documents and the five year goals and outcomes of the corporate plan. (Risk level: low)

**Financial** – aligning the operational plan with the annual budget reduces the risk of projects and activities being undertaken without sufficient funding. (Risk level: low)

### **Previous Council Resolution**

The *Sunshine Coast Council Corporate Plan 2014-2019* was adopted at the Ordinary Meeting on 12 May 2014.

### **Related Documentation**

Sunshine Coast Council Corporate Plan 2014-2019  
Sunshine Coast Council Annual Budget 2014-2015

### **Critical Dates**

The Annual Operational Plan is adopted before the start of the 2014-2015 financial year and prior to adoption of the 2014-2015 Annual Budget.

### **Implementation**

Following adoption, branch managers will schedule the implementation of operational activities and projects through department and branch plans and report progress to Council through the Chief Executive Officer's Quarterly Progress Report.

**8.6 OFFICE OF THE MAYOR AND THE CEO****8.6.1 AUDIT COMMITTEE REPORT - 12 MAY 2014****File No:** ECM**Author:** Manager Audit and Assurance  
Office of the Mayor and Chief Executive Officer**Attachments:** Att 1 - Audit Committee Minutes 12 May 2014 (*Under Separate Cover*) ..... Att Pg 39

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**PURPOSE**

To provide Council with information on matters reviewed at the Audit Committee Meeting held 12 May 2014 (*Section 211 Local Government Regulation 2012*) and make recommendation to Council on any matters that the Audit Committee considers need action or improvement (*Section 105 of the Local Government Act 2009*).

**EXECUTIVE SUMMARY**

The Audit Committee is a mandatory Advisory Committee of Council established in accordance with *Section 105 of the Local Government Act 2009*. The Committee is comprised of Mr Peter Dowling (External Chair), Mr Len Scanlan (External Member), Cr Chris Thompson and Cr Christian Dickson.

The Audit Committee agenda was distributed electronically to all Councillors on 5 May 2014 with agenda reports categorised as Chief Executive Update, External Audit, Governance and Risk, and Internal Audit reports.

The Audit Committee has not made any specific improvement recommendations for Council to consider.

**OFFICER RECOMMENDATION****That Council:**

- (a) receive and note the report titled "Audit Committee Report - 12 May 2014"; and
- (b) note the implementation of recommendations from the Audit Committee Minutes 12 May 2014.

**FINANCE AND RESOURCING**

There are no finance and resourcing issues associated with this report.



## CORPORATE PLAN

**Corporate Plan Theme:** *Great governance*

**Emerging Priority:** 8.1 - Ethical, accountable and transparent decision-making

**Strategy:** 8.1.2 - Ensure legislative compliance and awareness

## CONSULTATION

### Internal Consultation

- Chief Executive Officer
- Directors

### External Consultation

- External Members of the Audit Committee

### Community Engagement

No Community Engagement was required in relation to this report.

## PROPOSAL

The Audit Committee is a mandatory Advisory Committee which meets three times each year and is established in accordance with *Section 105 Local Government Act 2009*. The Committee has no delegated authority and is a source of independent advice to Council and to the Chief Executive Officer.

The Committee is comprised of Mr Peter Dowling (External Chair), Mr Len Scanlan (External Member), Cr Chris Thompson and Cr Christian Dickson. The Audit Committee agenda has previously been distributed electronically to all Councillors.

The overall objective of the Audit Committee is to assist the Council and the Chief Executive to discharge their duties, in particular:

- Corporate Governance and responsibilities in relation to the organisation's financial reporting, internal control structure, risk management systems and the external and internal audit functions
- maintain an independent and objective forum promoting transparency, accountability and an ethical culture throughout council
- maintain by scheduling regular meetings, open lines of communications with Council, Executive Management, External Audit and Internal Audit, to exchange information and views
- oversee and appraise the quality and efficiency of audits conducted by both the Internal and External Audit functions and
- ensure both the Internal and External Audit functions are independent and effective.

In accordance with *Section 211 of the Local Government Regulation 2012*, the Audit Committee must provide Council with a written report about the matters reviewed at the Audit Committee Meeting and make recommendation to Council on any matters that the Audit Committee considers need action or improvement (*Section 105 of the Local Government Act 2009*).

The matters reviewed at the 12 May 2014 Audit Committee Meeting were as follows.

**Chief Executive Officer's Update**

- Update of significant issues being addressed by Council.

**External Audit Reports**

- Queensland Audit Office Client Strategy for conducting the financial audit of Council's Financial Statements for the year ended 2014.
- Council's annual financial risk assessment in preparation for the Financial Statements for the year ended 2014. There were no significant risks identified.

**Governance Reporting**

- Work Health and Safety report covering safety indicators and the implementation of on-line safety training to improve safety compliance. There is a low completion rate of Fire Safety Training and as a result, this high risk is being actioned.
- Governance and Risk report covering strategic and operational risks, Business Continuity Plans and Complaints Management. Identified corporate risks are being managed and the Corporate Governance Branch will hold information sessions over the next 6 months to ensure all risks are captured.

**Internal Audit Reports**

The following Internal Audit reports were presented with the results indicating sound control frameworks established with some improvements opportunities identified.

- Contract Management Framework – Best Practice Review
- Purchase Cards
- Corporate Payroll
- Road Reseal Program and Capitalisation Processes
- Public Transport Levy
- Corporate Training

The 2013-2014 internal work plan is progressing as scheduled and Management's implementation of the 37 internal and external audit recommendations are being monitored by the Audit Committee (2 high, 27 moderate and 8 low risks).

The proposed 2014 – 2015 Audit Plan was presented and recommended for Council's endorsement.

**Legal**

There are no legal implications with this report.

**Policy**

Compliance with the *Local Government Act 2009 and Local Government Regulation 2012*.

**Risk**

Specific risks have been detailed in the various agenda reports.

**Previous Council Resolution**

There are no previous Council resolutions associated with this report.

**Related Documentation**

Audit Committee Agenda for 12 May 2014 was issued to Councillors 5 May 2014.

**Critical Dates**

There are no critical dates associated with this report.

**Implementation**

There are no specific recommendations for Council to action.

Implementation of both the Audit Committee resolutions and the internal and external audit recommendations are monitored by the Audit Committee.

**9 NOTIFIED MOTIONS****10 TABLING OF PETITIONS**

Petitions only eligible for submission if:

- \* Legible
- \* Have purpose of the petition on top of each page
- \* Contain at least 10 signatures
- \* Motion limited to:
  - Petition received and referred to a future meeting
  - Petition received and referred to the Chief Executive Officer for report and consideration of recommendation
  - Petition not be received

**11 CONFIDENTIAL SESSION****11.1 REGIONAL STRATEGY AND PLANNING**Nil

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**11.2 CORPORATE SERVICES****11.2.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - TENURE OF NON-CURRENT ASSET, EUMUNDI**

**File No:** ECM  
**Author:** Coordinator Property, Projects and Development  
Corporate Services Department

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This report is confidential in accordance with section 275 (h) of the *Local Government Regulation 2012* as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**11.2.2 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - LAND ACQUISITION MAROOCHY RIVER**

**File No:** ECM  
**Authors:** Project Manager  
Corporate Services Department  
Coordinator Property, Projects and Development  
Corporate Services Department

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This report is confidential in accordance with section 275 (h) of the *Local Government Regulation 2012* as it contains information relating to other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage.

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**11.3 COMMUNITY SERVICES**

Nil

**11.4 INFRASTRUCTURE SERVICES**

Nil

**11.5 CORPORATE STRATEGY AND DELIVERY**

Nil

**11.6 OFFICE OF THE MAYOR AND THE CEO**

Nil

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**12 NEXT MEETING**

The next Ordinary Meeting will be held on 24 July 2014 in the Council Chambers, 1 Omrah Avenue, Caloundra.

**13 MEETING CLOSURE**