

# Agenda

## Ordinary Meeting

**Thursday 13 December 2012**

**commencing at 9.00am**

**Council Chambers, 9 Pelican Street, Tewantin**

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**1 DECLARATION OF OPENING**

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

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

That the minutes of the Ordinary Meeting held on 15 November 2012 be received and confirmed.

**4 OBLIGATIONS OF COUNCILLORS****4.1 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.

**4.2 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 in 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.

**5 MAYORAL MINUTE****6 PRESENTATIONS****6.1 AUSTRALIAN MAJOR AIRPORT OF THE YEAR AWARD**

Presentation of award in relation to Sunshine Coast Airport being recognised as the Australian Major Airport of the Year at the 2012 Australian Airports Association Annual Convention.

**6.2 PLANNING INSTITUTE OF AUSTRALIA AWARDS**

Presentation of Planning Institute of Australia Awards to Sunshine Coast Regional Council shared with partnering agencies and consultants.

**6.3 2012 INCLUSIVE COMMUNITY CHAMPION AWARD**

Presentation of awards to the region as part of the Inclusive Community Champion Awards 2012 from Spinal Injuries Association.

## 7 REPORTS DIRECT TO COUNCIL

### 7.1 FINANCE AND BUSINESS

#### 7.1.1 OCTOBER 2012 FINANCIAL PERFORMANCE REPORT

**File No:** ECM - Financial Reports  
**Author:** Acting Financial Services Manager  
Finance and Business  
**Appendix:** [App A - October 2012 Financial Performance Report](#) (Att Pg 3)  
[App B - Write-off of Unrecoverable Income](#) (Att Pg 18)

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#### PURPOSE

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

#### EXECUTIVE SUMMARY

The monthly financial performance report provides council with a summary of performance against budget at the end of each month. The key items reported on are the performance against budget in relation to the operating result and in terms of delivering the capital program.

The report also identifies minor budget adjustments that have occurred during the month to allow work to continue in a responsive manner. More significant budget reviews are carried out during the year.

The operational result at 31 October 2012 show a positive variance of \$4.8 million compared to the forecast position. This operating result is a key financial performance measure and ongoing surpluses will be critical.

The 31 October 2012 operating surplus variation is made up of higher than expected revenue of \$2.7 million (1.5%) and lower than anticipated operating expenses of \$2.0 million (1.9%). Further detail is provided in the proposal section of this report.

At 31 October 2012, \$40.5 million (21.7%) of council's \$186.3 million 2012/2013 Capital Works Program was financially expended.

During October 2012, the 2012/2013 Operating and Capital Budgets were adjusted to accommodate reallocations between budget categories or line items. Details are set out in **Appendix A**.

A recommendation has been made to write-off unrecoverable income from Unitywater for the value of \$169,350.93. As this amount is greater than the \$10,000 delegation from council, it is required to be approved by council. The amount has been provided for in the provision for doubtful debts within the 2011/2012 audited financial statements (**Appendix B**).

## OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “October 2012 Financial Performance Report”;
- (b) approve the budget amendments for operating as outlined in the October 2012 Financial Performance Report (Appendix A); and
- (c) approve the write-off of unrecoverable income relating to Unitywater as per Appendix B.

## FINANCE AND RESOURCING

This report incorporates reallocations within the 2012/2013 operating budgets. There has been no change to the contribution to council as a result of these reallocations.

The write-off of Unitywater bad debt does not impact the operating surplus for 2012/2013.

## 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:** 8.2 Effective business management  
**Strategy:** 8.2.1 Develop indicators and measure the performance of council and the success in achieving its vision

**Corporate Plan 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

Council's financial results at 31 October 2012 show the organisation with a \$4.8 million higher than forecasted operating position against the full year budget.

The 31 October 2012 operating surplus variation is made up of higher than expected revenue of \$2.7 million and lower than anticipated operating expenses of \$2.0 million.

The operating revenue favourable variance of \$2.7 million (1.5%) is due to interest revenue of \$1.1 million, other revenue of \$890,000, \$400,000 of fees and charges, and \$320,000 operating grants and subsidies. Other revenue variance is made up of private works for Infrastructure Services department however this will also correspondingly increase the expenditure in materials and services.

Budget amendments for Other Revenue were included in the September 2012 Monthly Financial Performance Report and were adopted at council's Ordinary Meeting on 15 November 2012. These budget amendments are not included in the variance analysis for this report as at 31 October 2012.

The operating expense favourable variance of \$2.1 million (1.9%) largely relates to lower than budgeted expenditure on Materials & Services of \$2.5 million.

The Materials and Services favourable variance largely relates to Infrastructure Services department, of \$1.7 million, and Regional Strategy and Planning department, of \$500,000. The main contributing areas for this variance relate to contract services and consultancy fees. The under budget items reflect assertive management actions to achieve the \$4.8 million of savings built into the 2012/2013 budget.

The main activities for Infrastructure Services department are Environmental Operations and Parks and Gardens of which some relate to budget profiling to be adjusted and in part due to dry weather.

Within Regional Strategy the main reasons being lower legal expenditure within Development Services and lower than anticipated expenditure on Levy projects.

There is also \$350,000 that relates to election costs being lower than anticipated, which is identified in budget review proposed to Council's December Ordinary meeting

At 31 October 2012, \$40.5 million (21.7%) of council's \$186.3 million 2012/2013 Capital Works Program was financially expended. On a year to date basis, capital expenditure is \$2.2 million (5.7%) ahead of budget. At a capital program level, there are no specific variances to highlight to council.

During October 2012, the 2012/2013 Operating, Capital and Reserve transfer Budgets were adjusted to accommodate reallocations between budget categories or line items. Details are set out in **Appendix A**.

### Write-off of unrecoverable income for Water Consumption/Leakages (May 2010 – June 2010)

The transfer of Council's water and sewerage business to Unitywater was effected on 1 July 2010.

Water meter readings for the billing cycle immediately prior to 1 July 2010 were undertaken and subsequently billed to the customer by Unitywater.

An invoice of in excess of \$8 million was raised by Council on Unitywater for all water usage services up to the 30 June 2010.

A payment amount was withheld by Unitywater to cover an adjustment to customers for water meter leaks.

Unitywater have now quantified the amount of the revenue they have foregone during that billing cycle relating to the water meter leak adjustments in accordance with Council's water leak adjustment policy at that time.

Council must now write-off the amount of \$169,350.93 relating to water leak adjustments.

### **Legal**

On budget amendments, this report ensures that council complies with its legislative obligations under Section 148 and 149 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*. Along with council's legislative obligations to amend its budget in accordance with Section 99 and 100 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

### **Policy**

Council has delegated authority to the Chief Executive Officer to write-off unrecoverable debts up to a maximum of \$10,000. Delegation 2008-03 adopted 23 April 2008.

### **Risk**

There were three risks identified in a previous financial report to council which remain current.

In June 2012 the Federal Government pre-paid over half of the 2012/2013 Financial Assistance Grant. In past, one quarter of the grant has been pre-paid and the adopted budget anticipated this practice to continue. Advice has now been published and the shortfall is \$3.2 million in the current budget.

Secondly, the expected full year growth in rateable properties is less than forecast, with lower revenue than budgeted of \$1.5 million.

Thirdly, the achievement of the \$5 million savings target that is included in the budget. There are a number of reviews and initiatives that are underway however the above issues will make the achievement of the savings target more difficult.

### **Previous Council Resolution**

On 27 June 2012, council adopted the 2012/2013 budget.

On 20 September 2012, council amended the 2012/2013 budget as a result of July 2012 Monthly report and Budget Review 1 relating to 2011/2012 carryover requests.

On 18 October 2012, council amended the 2012/2013 budget as a result of August 2012 Monthly report.

### **Related Documentation**

There is no related documentation for this report.



**Critical Dates**

There are no critical dates that relate to this report.

**Implementation**

If the recommendations are adopted by council, the budget will be amended to reflect the adjustments included in the report.

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## 7.1.2 2012/2013 BUDGET REVIEW 2

**File No:** ECM 13 December 2012

**Author:** Acting Financial Services Manager  
Finance and Business

**Appendices:** [App A - BR2 Adjustments](#) (Att Pg 19)  
[App B - 2012/2013 Financial Statements BR2](#) (Att Pg 21)

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### PURPOSE

To amend the 2012/2013 Budget to reflect council's anticipated operational revenue and expenditure forecasts to 30 June 2013.

### EXECUTIVE SUMMARY

Section 100 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* allows council to amend its budget by resolution at any time before the end of the financial year.

Major budget reviews are undertaken on a periodic basis to reflect management's best estimate of its financial position at the end of a financial year. Through the monthly financial reports budget reallocations are proposed to council for approvals. These monthly changes have zero impact to the contribution to council reporting line.

The focus of this review has been operating revenue and expenses. Capital budget adjustments generally do not require additional general funds and, as such, are processed through the monthly financial performance reports.

A budget review has now been undertaken to make recommended amendments to the 2012/2013 Budget to reflect anticipated actual revenues and expenses for the 2012/2013 financial year.

The result of this review requires an increase in the operating surplus of \$446,000 to \$4.0 million, an increase to the capital expenditure of \$244,000 and the remainder being a transfer to reserve of \$202,000.

### OFFICER RECOMMENDATION

**That Council:**

- (a) receive and note the report titled "2012/2013 Budget Review 2"; and**
- (b) adopt the amended 2012/2013 Budget Financial Statements to include the identified operating and capital budget adjustments and associated transfers to and from reserves (Appendices A & B).**

### FINANCE AND RESOURCING

Adoption of the recommendation of this report will formally amend the 2012/2013 Budget.

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## CORPORATE PLAN

**Corporate Plan Theme:** *Great Governance*

**Emerging Priority:** 8.1 Ethical, accountable and transparent decision-making  
**Strategy:** 8.1.1 Develop and implement a governance framework that provides transparent and accountable processes and enhances council's reputation

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

## CONSULTATION

### Internal Consultation

All departments of council were consulted in the course of the review.

### External Consultation

No external consultation is required for this report.

### Community Engagement

No community engagement is required for this report.

## PROPOSAL

Section 100 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* allows council to amend its budget by resolution at any time before the end of the financial year.

Budget reviews are undertaken on a periodic basis to reflect management's best estimate of its financial position at the end of a financial year. Prudent financial management also requires council to amend its budget if there are material changes to expected revenue or expenses for the year.

A budget review has now been undertaken to make recommended amendments to the 2012/2013 Budget to reflect anticipated actual revenues and expenses for the 2012/2013 financial year.

The result of this review is an increase in the operating surplus of \$446,000 to \$4.0 million, an increase to the capital expenditure of \$244,000 and the remainder being a transfer to reserve of \$202,000.

The organisation has managed to limit budgetary impacts by absorbing any cost increases within departments or corporately.

Financial risks have been reported to council in previous monthly financial performance reports and in keeping with these, budget requests have been limited with departments and branches to manage within existing budgets.

### **Legal**

The report complies with council's legislative obligations to amend its budget in accordance with Sections 99 and 100 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

Section 100 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* allows council to amend its budget by resolution at any time before the end of the financial year.

### **Policy**

There are no policy implications associated with this report.

### **Risk**

Risks have been identified in the monthly financial reports to council. These are \$1.5 million lower in General Rates due to lower growth, \$3.2 million lower in Grants and Subsidies due to, in part, prepayment into 2011/2012 and, in part, lower Federal Assistance Grant. Additionally, the 2012/2013 budget included \$5 million savings.

Executive management have assertively applied reductions to conferences and seminars, consultants and contractor costs of in excess of \$1 million as part of the measures to achieve this \$5 million in savings.

### **Previous Council Resolution**

On 27 June 2012, council adopted the 2012/2013 budget.

On 20 September 2012, council amended the 2012/2013 budget as a result of July 2012 Monthly report and Budget Review 1 relating to 2011/2012 carryover requests.

On 18 October 2012, council amended the 2012/2013 budget as a result of August 2012 Monthly report.

### **Related Documentation**

There is no related documentation for this report.

### **Critical Dates**

Following adoption of this report, the next set of monthly financial reports will be reported against this review as the current budget.

### **Implementation**

Council's budget will be formally adjusted following the council resolution and included in future monthly reports.

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## 7.2 INFRASTRUCTURE SERVICES

### 7.2.1 RESPONSE TO PETITION REGARDING ADDITIONAL ACCESS TO GLENFIELDS AND WATERBURY PARK ESTATES, MOUNTAIN CREEK

**File No:** ECM 13 December 2012

**Author:** Asset and Investigations Manager  
Infrastructure Services

**Attachments:** [Att 1 – Cover Sheet Petition](#) (Att Pg 31)  
[Att 2 - Deed of Settlement 19 June 1998](#) (Att Pg 33)  
[Att 3 - Integrated Planning Act 1997 - Negotiated Decision Notice REC02-0099](#) (Att Pg 49)  
[Att 4 - Report to Performance and Service Committee 30 November 2010](#) (Att Pg 63)  
[Att 5 - SM2032 Study - Department of Main Roads](#) (Att Pg 85)  
[Att 6 - Summary of Issues and Responses](#) (Att Pg 86)  
[Att 7 - Glenfields Evacuation Procedure March 2012](#) (Att Pg 90)

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#### PURPOSE

The purpose of this report is to address the petition from residents of Glenfields and Waterbury Park Estates received by Council at its General Meeting on 30 May 2012.

#### EXECUTIVE SUMMARY

At the Ordinary Meeting held on the 8 December 2010, Council considered a report regarding construction of an extension to Glenfields Boulevard to connect to Mountain Creek Road, through a road reservation to the north west. Council determined that it would not progress this road link, but decided to commit to an emergency access road to the Sunshine Motorway, which has subsequently been constructed.

Council subsequently received a petition from residents of Glenfields – Waterbury Park Estates at its Ordinary Meeting on 30 May 2012 requesting that Council reconsider the decision and agree to fund and construct the road link by the end of 2017.

Further to the petition, Council received a number of items of correspondence from and had dialogue with individuals and representatives of groups, both for and against any road link extension. There have also been several meetings between the mayor, divisional councillor, individuals and representatives of groups.

A review of the documentation associated with the development of the estates has been undertaken. The review did not determine that Council, in its management of the development process, ignored its responsibilities under the planning scheme.

Any large residential development with a single road access presents risks to the public in evacuation circumstances and to general vehicle access and is undesirable.

The construction of a second access, in this instance, has significant social, environmental and financial implications to the Glenfields- Waterbury Park community and the wider Sunshine Coast community.

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The emergency access/egress for residents and emergency services which has been installed has addressed the risk to the community in an emergency situation and an Emergency Evacuation Plan has been developed for its activation and included in council's Disaster Management Plan.

Compelling reasons to reconsider a proposal to construct a second access road to the Glenfields – Waterbury area have not been determined through the review of the history of the development, the petition and associated correspondence.

## OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Response to Petition Regarding Additional Road Access to Glenfields and Waterbury Park Estates, Mountain Creek”;
- (b) provide a response to the lead petitioner that Council will not agree to progress construction of a second access road to the Glenfields – Waterbury Park Estate area; and
- (c) correspond with the Department of Transport and Main Roads to give consideration to a future east west link to the estate through future upgrades of the Sunshine Motorway.

## FINANCE AND RESOURCING

It is estimated that the minimum amount of funds required to construct the road and bridge is \$6,840,000. If Council were to strictly apply the current neighbourhood collector road standards for this road in accordance with the road hierarchy then the cost could be as high as \$25,500,000 subject to the amount of land acquisition and road widening. The higher figure includes a provision of \$10,750,000 for land in Mountain Creek Road.

There are no capital funds allocated in Council's adopted ten year capital works program for road works in this area.

## CORPORATE PLAN

**Corporate Plan Theme:** *Accessibility and Connectedness*

**Emerging Priority:** 6.4 A community that recognises the importance of universal access and equity

**Strategy:** 6.4.2 Work in partnership with government, the private sector and community groups to understand needs and promote high quality universal access

## CONSULTATION

### Internal Consultation

- Director, Development Services
- Corporate Records
- Mayor Mark Jamieson



- Councillor Christian Dickson
- Branch Manager, Transport and Engineering Services, Infrastructure Services
- Executive Director, Infrastructure Services
- Project Director, Partnerships and Engagement, Executive Office

### **External Consultation**

- Department of Transport and Main Roads

### **Community Engagement**

Council has received a number of items of correspondence from and had dialogue with individuals and representatives of groups.

At their request, a meeting was held with 3 representatives from the Glenfields Waterbury Park Community Association, Mayor Jamieson, Councillor Christian Dickson and the Executive Director Infrastructure Services on 3 July 2012 where the group was provided the opportunity to raise their concerns in support of the petition regarding the lack of a second access road and the need for such a road link.

A meeting was also requested by residents from either side of Mountain Creek. A meeting was subsequently held on 6 September 2012 with 10 representatives, Councillor Christian Dickson and the Executive Director Infrastructure Services. The group voiced their opposition to the extension of Glenfields Boulevard, accepted the added security provided by the emergency access and supported a possible connection to the south of Glenfields in conjunction with future upgrade of the motorway if considered viable.

A summary of the issues raised and which have been addressed in the report together with recommendations from the report have been forwarded to representatives from the above groups for comment and feedback has been provided from these groups and issues raised are addressed in this report.

A range of opinions have been expressed regarding the issues and it is seen that there is no clear community consensus.

## **PROPOSAL**

### **PREVIOUS REPORT**

Council considered a report at its Ordinary Meeting on 8 December 2010 regarding investigations into providing a second access into Glenfields Estate. (Refer Attachment 4).

The report referred to considerations of the following:

- traffic demand;
- environmental impacts;
- concept design for a new road;
- bridge and design standards;
- cost estimates;
- impacts on the connecting road and community to the north;

- vulnerability to fire and flood; and
- alternative emergency access to motorway.

The report clearly outlined the relevant issues regarding the provision of a second access into Glenfields Estate.

Council considered the report and resolved to take no further action on the northern access road; to continue to negotiate with Transport and Main Roads Department to obtain an emergency access road from the Sunshine Motorway to Glenfields Estate and to consider funding its construction in the 2010/2011 five year capital program.

Council subsequently constructed the emergency access point following receipt of approval from Transport and Main Roads and allocation of funding in the capital works program.

The emergency access point is now available for use during emergency situations and its operation is managed by Queensland Police in accordance with the Glenfields Evacuation Procedure.

## **PETITION**

A petition, supported by 522 signatures, was tabled by Councillor Dickson at the General Meeting of Council on 30 May 2012.

The petition called on Council to:

1. Reconsider its decision of 8 December 2010 to take no further action on the northern access road (the Glenfields/Mountain Creek second access road).
2. Expedite the design and construction of an additional road access to the Glenfields and Waterbury Estates as required by Council planning and infrastructure regulations.
3. Commit to this infrastructure in line with the Council's Infrastructure Services Department and that Council undertakes to complete this infrastructure by the end of the year 2017.

The petition was supported by a cover sheet signed by the convener, Mr Robert Buick which outlined details of the area and illustrated the need for the provision of an alternative access.

A copy of the cover sheet and first page of the petition is attached (refer Attachment 1).

## **Investigations**

A review of the history of the development in the Glenfields area has been undertaken. The development comprised of 10 stages undertaken over a number of years.

The conditions of development applicable to Stage 10 was influenced by a Deed of Settlement, dated 19 June 1998, entered into by Moreton Sugar Ltd (the owner of the land at that time) and Maroochy Shire Council (refer Attachment 2).

The Deed of Settlement was entered into by Council as a result of a compensation claim made against Council as a result of down zoning of the land. The Deed included incorporation of some of the land into the National Park and Conservation Area and provided that if access was available to Glenfields Boulevard then the second access road was to be dedicated but not constructed.

The Decision Notice for Stage 10 (REC02/0099) did not require construction of the second access road however included reference to Council attaching the following property record notation to all the proposed lots "This rate card notation is to inform purchasers of lots within this development, that Council may at some future time construct Glenfields Boulevard to connect with Mountain Creek Road to the west of the estate." (refer Attachment 3)

The petition alludes to Council not complying with the requirements of its own Planning Scheme in regards to the provision of more than one access road. All stages of the development were considered under the Maroochy Town Planning Scheme 1985. The scheme is not prescriptive in terms of the number of access streets that should be provided to a development. The current Maroochy Plan 2000 does set out guidelines regarding the need for a second access road for developments above a certain number of lots.

The petition requests Council to revisit the 8 December 2010 resolution decision and to agree to design and build a second access road to connect the development to the adjacent road network.

The cover sheet to the petition refers to the need for provision of a second access as follows:

1. Many residents who purchased in the Waterbury Estate were told that this road would be completed and feel conned;
2. Bushfire and construction works have closed Prelude Drive for periods of up to two hours which has inconvenienced residents; and
3. A flood event on 22 March 2012 halted traffic at Glenfields Boulevard for over an hour due to road flooding, the emergency access was not opened and if opened the motorway to the east was gridlocked.

The review of the history of the development has not disclosed any record that stipulated that the second access road was to be built.

The high rainfall event which occurred on 22 March 2012 was a severe event which was widespread impacting many areas of the Sunshine Coast and created significant flooding and consequential impacts on traffic. The emergency access to the Sunshine Motorway is under the control of the Queensland Police Service. On this occasion there was no need for evacuation and it was not deemed necessary to open the emergency access.

Whilst the provision of a second access to the Glenfields area could be seen as desirable from some residents point of view there are also those of an opposing view.

The assessment of the need for the second access from a traffic demand perspective has previously been investigated and was referred to in the report to the Performance and Service Committee 30 November 2010. The need was not seen to be significant. Whilst an updated traffic study has not been undertaken it is unlikely that the conclusion would be different.

Council has received petitions supporting both points of view in the years following the completion of the development, including the current petition.

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If Council was to undertake construction of a second access road it would need to give serious consideration to the social, environmental and financial implications of this decision.

If the second access road had been constructed as a condition of the development the sale price of the lots within the estate would have reflected the cost of construction. If Council was to construct a second access Council would need to determine how it may be funded which could include consideration of a benefited area levy.

## **OTHER OPTIONS**

The Queensland Department of Transport and Main Roads have undertaken preplanning of possible future trunk road upgrades in the area. This has included the possible construction of a service road along the north of the Sunshine Motorway (refer Attachment 5). It is considered appropriate to continue to liaise with the Department of Transport and Main Roads to discuss future planning for a service road connection.

If a second access road was to be constructed it may be more appropriate to construct to the west of the estate to connect to Kawana Way to provide connection to the west and south as well as the east and north, and this report recommends that Council formally request Department of Transport and Main Roads to provide this consideration in their future planning for the motorway upgrade.

### **Legal**

Council has no general legal obligations to construct roads at any particular location.

### **Policy**

There are no Policy implications.

### **Risk**

Any large residential development with a single road access presents risks to the public in evacuation circumstances and is undesirable. The emergency access/egress for residents and emergency services which has been installed has addressed this issue.

### **Previous Council Resolution**

#### **Council Resolution (OM10/349)**

Meeting Date: 8 December 2010

*That Council:*

- (a) note the report titled "Glenfields Estate Mountain Creek Second Road Access";*
- (b) take no further action on the northern access road;*
- (c) continue to negotiate with the Transport and Main Roads Department to obtain an emergency access / egress road from the Sunshine Motorway to Glenfields Estate Mountain Creek; and*
- (d) give consideration in the development of the 2010/2011 five year capital program to funding the construction of an emergency road to Glenfields Estate, Mountain Creek as outlined in (c) above.*

#### **Council Resolution (OM12/70)**

Meeting Date: 30 May 2012

*That Council resolve the petition tabled by Councillor C Dickson in relation to Glenfields Community Second Road Access, be received and referred to the Chief Executive Officer to determine appropriate action and report back to Council.*

**Related Documentation**

- Summary of major points raised in petition and subsequent correspondence (refer Attachment 6).
- Report to Performance and Service Committee 30 November 2010.

**Critical Dates**

It is desirable that a response to the petition be provided as soon as possible.

**Implementation**

The Department of Transport and Main Roads will be advised of Councils position.

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## 7.3 COMMUNITY SERVICES

### 7.3.1 GLASSHOUSE MOUNTAINS SPORTS COMPLEX MASTER PLAN

**File No:** 13 December 2012

**Author:** Community Sport and Facility Planning Manager  
Community Sport and Facility Planning Development  
OfficerCommunity Services

**Appendices:** [App A - Glasshouse Mountains Sports Complex Master Plan](#) (Att Pg 131)

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#### PURPOSE

To seek council's approval to adopt the Glasshouse Mountains Sports Complex Master Plan and note the future stages for the development of the site as outlined in this report.

#### EXECUTIVE SUMMARY

The purpose of the revised Glasshouse Mountains Sports Complex Master Plan is to provide a long term vision (2012-2027) for the complex, identifying what it should look like and how it should function into the future.

The Glasshouse Mountains Sports Complex is home to Soccer, Cricket, Netball and Touch. The facility is managed by Glasshouse Mountains Sports Club who undertake all the maintenance, operational costs on behalf of the sporting bodies.

The Glasshouse Mountains Sports Complex is an important facility to the Glasshouse Mountains community, providing sport, recreation, community and active living opportunities and contributing to the social fabric of the area. The Glasshouse Mountains Sports Complex has the opportunity to expand into the recently acquired additional land.

The Master Plan was identified in the Sunshine Coast Sport and Active Recreation Plan 2011 as a medium priority. The Master Plan was brought forward by the previous councillor and funded from the councillors' divisional allocations. Development of playing fields on the undeveloped land east of the existing playing fields is considered to be ahead of demand for at least the medium term. Demand will need to be monitored in order to trigger development of these fields. User groups are being realistic regarding the expansion of their sports.

The long term viability of the Sports Club is very important as the recommended management model for the future expansion of the site is for the one management entity to be responsible across the entire Complex. The Master Plan includes several recommended strategies to achieve this objective.

The Department of Transport and Main Roads has undertaken preliminary planning into the potential future expansion of Steve Irwin Way adjacent to the Glasshouse Mountains Sports Complex and including the Coulon Road intersection. Whilst the exact nature of any potential expansion into the Complex is unknown at this stage, there is potential for the site to be impacted. Any future development to the Complex should be subject to further discussions with the Department of Transport and Main Roads. Permanent building infrastructure adjacent to Steve Irwin Way should be avoided in this area.

The “Glasshouse Mountains Sports Complex Master Plan” now provides a clear guideline for the development of the site for the next fifteen years. It builds on the existing infrastructure to reflect best value-for-money, whilst retaining flexibility for changes in future use and/or multi-use options.

The process in developing this master plan has been sensitive to ensuring alignment with other key council strategies, community needs, population projections, statutory policies and regulations.

As a result, this report and the accompanying master plan, seeks to confirm the next stages of development of this district sport and recreation precinct for prioritisation in line with council’s strategic direction and endorsed ten year Capital Works Program budget allocations.

## **OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled “Glasshouse Mountains Sports Complex Master Plan”;**
- (b) adopt the Glasshouse Mountains Sports Complex Master Plan (Appendix A);**
- (c) note that the implementation of future stages of development for the Glasshouse Mountains Sports Complex, as per the Master Plan, will be determined in accordance with the council’s ten year Capital Works Program and the successful application for external funding and subsequent development priorities as outlined within this report; and**
- (d) present the Glasshouse Mountains Sports Complex Master Plan to the relevant sporting and recreation user groups, to assist those organisations with future planning considerations and also in identifying and seeking external funding opportunities to supplement council’s implementation costs.**

## **FINANCE AND RESOURCING**

Future allocations toward the implementation of the Glasshouse Mountains Sports Complex Master Plan will be made through council’s current ten year Capital Works Program, operations and maintenance funding.

The 2012/2013 - 2020/2021 Capital Works Program includes allocations of \$170,000 in 2016/2017 and \$200,000 in 2017/2018 for staged construction of master plan initiatives. Any further work on the Master Plan will require budget allocations and/or feasibility analysis. The cost of implementing recommendations would be beyond the responsibility and capacity of council to fund in its own right.

The adoption of this Master Plan also provides council and the stakeholders with a sound base to lobby the state and federal governments for implementation funding assistance for the recommended upgrades and improvements to the associated infrastructure. It will also provide council with a strategic direction to implement improvements in a clear and focussed way, and a foundation for grant applications and facilities planning.



## CORPORATE PLAN

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

**Emerging Priority:** 4.2 Active lifestyles  
**Strategy:** 4.2.2 Encourage healthy and balanced lifestyles  
4.2.3 Promote physical activity and recreation  
4.2.4 Support community-based sport and recreation organisations and programs

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

**Emerging Priority:** 5.3 A sense of identity and belonging  
**Strategy:** 5.3.1 Support community programs and infrastructure that encourage interaction, contribute to place making and a sense of community

## CONSULTATION

### Internal Consultation

- Division 1 Councillor
- Community Sport and Facility Planning
- Sport and Recreation Facilities
- Manager, Community Facilities
- Community Planning and Strategy
- Community Programs
- Social Policy
- Parks and Gardens
- Building and Facilities
- Transport and Engineering Services
- Business and Major Project Services
- Economic Development
- Integrated Transport Services
- Strategic Planning

### External Consultation

- Glasshouse Mountains Sports Club Inc
- Glasshouse Districts Cricket Club
- Beerwah Glasshouse Soccer Club
- Tibro's Netball Club
- Glasshouse Mountains Touch Association

- Landsborough Tennis Club
- Local Community members (including surrounding residents)
- Various state sporting associations
- Department of National Parks, Recreation Sport and Racing
- Department of Transport and Main Roads

### **Community Engagement**

In addition to the external consultation listed above, two community user group forums were conducted as well as a letter box drop (and a subsequent meeting) with adjoining residents informing them about the draft master plan. The draft master plan was advertised through local media and the internet and allowed stakeholders and community members to have their say. At these meetings, a range of issues, ideas and options were discussed. A summary of the existing sports complex user group priorities were outlined as:

- Improvements to car parking to better facilitate access, drainage and traffic flow around Sports Club
- Safety netting to the western side of soccer fields
- Installation on netball technical bench
- Upgrades to field lighting and cricket nets

User groups were also concerned with improvements where required to the current management model of the Glasshouse Mountains Sports Club to ensure the long term sustainability of the Club.

A residents meeting (with those residents who provided feedback) and a community survey was also made available on council's website and advertised through local media. Key responses from the community indicated that:

- The plan allows for too much development which is unnecessary to the area and does not suit the local outlook of this residential estate. One resident states that there is strong concern that a development of this type (ie sports fields) will negatively affect property prices in the estate.
- Drainage of the area particularly along Endeavour Park Drive.
- Management of the Glasshouse Mountains Sports Club.
- Perception of increased vehicle access and parking along Endeavour Bark Drive.
- Current vehicular access on to open spaces.
- Concern of close proximity of playfields to some residential properties adjoining the existing sports grounds.

The Master Plan addresses the above issues and concerns as outlined below:

- Development of playing fields on the undeveloped land east of the existing playing fields is considered to be ahead of demand for at least the medium term. Demand will need to be monitored in order to trigger development of these fields.

- The Master Plan aims to ensure water can get away from the undeveloped land area as quickly as possible. This includes the installation of sub-surface drainage and stormwater drainage connections from the playing fields. The Master Plan also indicates that any building infrastructure (e.g. amenities) will need to meet current building standards for the development of building infrastructure in flood prone land.
- It is recommended that council work with the Glasshouse Mountains Sports Club Inc to improve its viability. The aim should be to ensure the Sports Club Inc is sufficiently viable to take on the increased responsibilities associated with the recently acquired land once developed in the medium term.
- New bollards along Endeavour Bark Drive will prevent informal parking adjacent to local residences and prevent vehicle access on to open space areas.
- The Master Plan recommends junior sized fields only to be placed in the area to the north of residential properties adjoining the existing sports fields. A vegetative buffer will also provide a natural visual and sound buffer between residents and playing fields.

## PROPOSAL

### Background

The Glasshouse Mountains Sports Complex precinct incorporating the recently acquired council land includes:

- Lot No. 86 CG 4976 CP 860399 is the existing Glasshouse Mountains Sports Complex (approx 12.4 ha) and accommodates netball, tennis, cricket, football and licensed club.
- Lot No. 100 SP 175349 incorporates the recently acquired land to the north east of the existing site and is approximately 19.0 ha, however of this total site, a reduced area of 12.5 ha will support future development due to environmental constraints within the remainder of the site.

Both lots described above are the focus of the Master Plan and result in a total developable area of approximately 25 ha. Lot No 86 CG 4976 CP 860399 is state government land under the auspices of the Department of Natural Resources and Mines (DNRM) with the licensed club site leased directly to the Glasshouse Mountains Sports Club Incorporated and the remainder of the site leased via a Trust established by the State (consisting of five local representatives acting as Trustees) to the Sports Club Inc (current rental of \$500 per annum).

Lot No 100 SP 175349 is also state government land under the auspices of the Department of Natural Resources and Mines (DNRM). The total precinct is designated Open Space - Park & Reserve and is currently undeveloped.

The Hinterland Towns Recreation Study prepared for Caloundra City Council in 2005 provided a needs analysis and demand assessment and specifically mentions in Section 1.5.1 Sports Facility Recommendations.....*pending future demand, develop new sports field on the parcel of land adjoining the Glass House Mountains Sports Ground.*

In March 2011 council adopted the Sunshine Coast Open Space Strategy 2011 to guide the planning, development and management of council's controlled open space. Key considerations within this strategy in relation to the Glasshouse Mountains Sports Complex Master Plan development are:

- Sports ground policy direction including improving long-term financial viability through shared support infrastructure such as club-houses, car parks and water re-use, planning for effective links to community by public transport, cycle and pedestrian paths, considering accessibility to the community for unstructured recreational activities and advocating for appropriate investment in land, construction and maintenance to increase capacity of existing open space and minimise need for additional open space;
- Protect and develop the existing district sports grounds across the Sunshine Coast.

Relevant landscape development principles include: character reflective of local identity, designed to positively contribute to the amenity of the surrounding areas, shade trees dividing precincts, shaded car parking, boundary areas substantially planted with locally native/shrub species, planting to provide diversity of layers and qualities for wildlife needs - food sources, connection, protection and breeding, emergency vehicle access, playing surfaces are well drained.

In March 2011 council adopted the Sunshine Coast Sport and Active Recreation Plan 2011–2026 to guide the current and future provision of facilities and services to meet the needs of the Sunshine Coast’s diverse communities over the next 15 years.

The vision for this plan is: “Through its role in sport and active recreation, Sunshine Coast Council will contribute to the health and well being, social cohesion, and broadening of the economy of the Sunshine Coast. It will do this by:

- *providing or facilitating equitable access to facilities and services;*
- *providing pathways;*
- *providing or facilitating infrastructure in response to existing needs and/ or population growth that is sustainable and consistent with identified local and regional needs;*
- *facilitating partnerships with community, government and education sectors;*
- *encouraging clubs to be self sufficient;*
- *encouraging and/ or supporting regional and higher level events, especially those which build on the natural and competitive advantages of the region; and*
- *ensuring that sport and recreation assets are effectively managed and protected.”*

Six guiding principles were identified to give effect to council’s ‘vision’ for sport and active recreation and guide the future planning and management of facilities and opportunities. They are consistent with other planning within council and should be used as a reference point for future development. The guiding principles comprise:

- Economic and environment sustainability
- Infrastructure provision and club sustainability
- Accessibility and mobility
- Urban character and amenity
- Social equity
- Community involvement and inclusion

Three sub principles relevant to the Glasshouse Mountains Sports Complex Master Plan development were identified as:

- Support the provision and sustainability of sport and active recreation facilities/services by:
- Ensuring they are based on demonstrated community need (e.g. strategic plans, feasibility studies, master plans) and an assessment of existing supply;
- Paying particular attention to ensuring that high growth areas have adequate land and facilities;
- Ensuring that existing facilities are optimally used in order to maximise its [council's] investment in sport and active recreation infrastructure; and
- Pursuing partnerships in the development and operation of sport and recreation facilities e.g. schools, private sector.

The recommendation from the Sunshine Coast Sport and Active Recreation Plan 2011–2026 was to:

- Update the Glasshouse Sports Ground Master Plan including sports reserve land recently provided through developer contributions – medium term priority.

#### Current Status

The existing Glasshouse Mountains Sports Complex predominately services district level competitions, events and training, however Touch Football does hold larger regional scale events (approximately one per year). The majority of facilities are used over the entire year. All the sports clubs have a strong reliance on volunteers in an environment where their retention and attraction is becoming increasingly difficult.

The current Glasshouse Mountains Sports Complex Master Plan has undertaken an extensive analysis and consultation process to ensure alignment with other key council strategies, community needs, population projections, statutory policies and regulations.

The Master Plan focuses on this venue as a district sports facility and considers the functional requirements of current user groups including:

- Glasshouse Mountains Sports Club Inc
- Glasshouse Districts Cricket Club Inc
- Beerwah Glasshouse Soccer Club Inc
- Tibro's Netball Club Inc
- Glasshouse Mountains Touch Association Inc
- Landsborough Tennis Club Inc
- Local Community members.

The Master Plan considers:

- The functionality, configuration, usage and capacity of the site and the neighbouring schools;
- The current character and functionality of the landscape;

- Needs across various sports, including current and future tenants;
- Emerging trends and issues;
- Priorities, levels of service and resources;
- Catchment area and demands;
- Events and sports delivery;
- Car parking and traffic movements/management requirements;
- Public expectations and needs;
- The realities of the economic, social, environmental and legislative context of the time; and
- Alignment with council's Sunshine Coast Sport and Active Recreation Plan and Open Space Strategy.

Key recommendations of the Master Plan include:

- Upgrade and expansion of existing netball courts to support future growth;
- Upgrade of existing cricket practice nets to improve training opportunities;
- Safety netting along western fields adjacent to Steve Irwin Way to prevent balls protruding onto highway;
- Additional car parking with improved site access and traffic flow particularly at existing site entry;
- Improved drainage;
- New access road adjacent to Steve Irwin Way in order to improve parking/access and safeguard ongoing, long term connectivity to the Sports Club;
- New access along Coulan Road will provide another access option for the site and should be explored if the opportunity arises for a joint development as part of any Steve Irwin Way expansion/realignment by Department of Transport and Main Roads;
- Development of new sports fields and supporting infrastructure at a time when demand exceeds capacity of current infrastructure;
- Bollards along Endeavour Bark Drive to prevent any informal parking adjacent to local residents;
- Improved pedestrian and cycle path alignment to connect fields and Glasshouse retail precinct;
- Preservation and protection of existing natural areas with potential for inclusion of recreation trail network;
- New amenities and playground to support local demand and to act as a destination point for the broader community; and
- Provide developmental support to the Glasshouse Mountains Sports Club to ensure its long term viability as the site manager.

*[It should be noted that the development of playing fields on the undeveloped land east of the existing playing fields is considered to be ahead of demand for at least the medium term. Demand will need to be monitored in order to trigger development of these fields.]*

The Master Plan does not suggest that all elements of the plan should proceed, or that council should be responsible for all capital costs in respect of those items that are progressed. It is important to note that the intent of the Master Plan is to provide a framework and guide for future development of the Glasshouse Mountains Sports Complex over an extended time period (up to 15 years), so that adhoc improvements are avoided and community use and long term viability are maximised.

Over the life of the Master Plan, it is inevitable that opportunities will arise or circumstances will change, such that some elements of the Plan will assume a higher priority than others. Council will confirm the works as stated in the Master Plan with the Department of Natural Resources and Mines as appropriate and ancillary to the use of parkland.

### **Legal**

There are no legal implications to this report, however; upgrades will need to be considered in line with current and future clauses in tenure arrangements.

### **Policy**

The Sunshine Coast Sport and Active Recreation Plan 2011-2026 forms council's policy on sport and active recreation for the region and provides a direction for the future. This policy has been reviewed and used to guide the final recommendations within the Glasshouse Mountains Sports Complex Master Plan.

### **Risk**

Failure to maintain an adequate level of sport and active recreation land at the Glasshouse Mountains Sports Complex Master Plan may result in insufficient areas for these activities in the future.

Raising community expectations without adequate funding options available to implement recommendations contained within the Master Plan.

### **Previous Council Resolution**

**Open Space Strategy – Special Meeting  
Council Resolution (SM11/11)**

*That Council:*

- (a) receive and note the report titled "Sunshine Coast Open Space Strategy 2011";*
- (b) adopt the Sunshine Coast Open Space Strategy 2011 (Appendix A) to guide Council and the community in future open space planning, management and decision making, subject to consideration in annual budget processes;*
- (c) request the Chief Executive Officer to develop a detailed implementation and staging plan based on Councils' long term financial model and other revenue sources, for future consideration by Council; and*
- (d) thank the 47 submitters for their contribution to the preparation of the Sunshine Coast Open Space Strategy 2011.*

**Sport and Active Recreation Plan – Special Meeting - 7th March 2011  
Council Resolution (SM11/9)**

*That Council:*

- (a) receive and note the report titled “Sunshine Coast Sport and Active Recreation Plan 2011-2026”;*
- (b) discontinue Caloundra City Council Recreation Policy [ref 727] and Noosa Council Recreation Policies [ref 03094 –R-4] (Appendix A);*
- (c) adopt the Sunshine Coast Sport and Active Recreation Plan 2011-2026 (Appendix B) as amended;*
- (d) develop a detailed and prioritised multi year implementation plan based on Councils’ long term financial model and other revenue sources; and*
- (e) delegate to the Chief Executive Officer to make appropriate amendments to the “Sunshine Coast Sport and Active Recreation Plan 2011-2026” in consultation with divisional councillors in accord with established criteria and upgraded input information;*
- (f) acknowledge and thank the wider community for their contribution in the development of the Sunshine Coast Sport and Active Recreation Plan 2011-2026; and*
- (g) acknowledge and thank the staff from the Active and Healthy Communities branch of the Community Services Department for their contribution to the “Sunshine Coast Sport and Active Recreation Plan 2011-2026”.*

**Related Documentation**

- Sunshine Coast Open Space Strategy 2011-2026
- Sunshine Coast Sport and Active Recreation Plan 2011 – 2026
- Sunshine Coast Aquatics Plan 2011 – 2026
- Sunshine Coast Skate and BMX Plan 2011 – 2020
- Sunshine Coast Sustainable Transport Strategy 2011 – 2031
- Sunshine Coast Active Transport Plan 2011 – 2013
- Sunshine Coast Landscape Infrastructure Manual
- Sunshine Coast Youth Strategy 2011
- Sunshine Coast Regional Trails Strategy
- Sunshine Coast Infrastructure Strategy 2011
- Sunshine Coast Economic Development Strategy
- Hinterland Towns Recreation Study prepared for Caloundra City Council 2005

**Critical Dates**

Sports facilities are experiencing increasing demand, which will continue to escalate into the future due to population growth, expansion pressures and the need to support active and healthy lifestyles within our community. Funding has been allocated next financial year to support the future growth and development of the Glasshouse Mountains Sports Complex. Prior to works commencing it is imperative that council has an endorsed planning framework and implementation plan to provide a coordinated direction for the precinct's staged development.



**Implementation**

The Capital Works Program includes the allocation of funding to contribute towards the staged detailed planning and construction of Master Plan initiatives and outlines future stages of development to be prioritised in accordance with council's ten year Capital Works Program.

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### 7.3.2 COUNCILLOR MEDIA ENGAGEMENT PROTOCOL

**File No:** ECM 13 December 2012

**Author:** Manager Customer Relations  
Community Services

**Appendices:** [App A - Media Engagement Protocol - Councillors](#) (Att Pg 185)

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#### PURPOSE

The purpose of this report is to present the Councillor Media Engagement Protocol to council for consideration and adoption. The Councillor Media Engagement Protocol is provided as Appendix A.

#### EXECUTIVE SUMMARY

Council undertakes an extensive range of media and public relations activities. Media engagement is an important part of this mix and is an effective tool for the promotion and communication of Council's activities, policies and programs.

To be proactive in managing its relationship with the media and to ensure residents of the Sunshine Coast are accurately and fairly informed about council programs, projects, decisions, initiatives and events, a Media Engagement Protocol has been developed to provide Councillors with a framework to guide and clarify their agreed roles and responsibilities in relation to Council's media and public relations activities.

The protocol for councillors, which is separate to the Media Engagement Protocol for staff, aligns to the adopted Councillor Code of Conduct and the Councillor Portfolio System and Protocol.

It recognises that all media relations activity must be undertaken with the recognition that the media play an important role in influencing social attitudes towards and perceptions of Sunshine Coast Council and local government generally.

Councillors were consulted in the development of the protocol over a period of two months. That feedback has been included in the final document which appears as Appendix A.

#### OFFICER RECOMMENDATION

**That Council:**

- (a) receive and note the report titled "Councillor Media Engagement Protocol"; and**
- (b) adopt the Media Engagement Protocol - Councillors (Appendix A).**

#### Finance and Resourcing

There are no resource implications associated with Councillors working within the framework of the proposed protocol. Employee costs associated with media and public relations activities are already contained in the adopted 2012/2013 budget. This report does not propose any impact on the adopted budget.

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## CORPORATE PLAN

**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

The Councillor Media Engagement Protocol (Appendix A) is the result of ongoing internal consultation since the March 2012 Sunshine Coast Council elections.

### Internal Consultation

- Councillors
- Chief Executive Officer

### External Consultation

No external consultation was required in the development of the Councillor Media Engagement Protocol. However, it must be noted that organisations of Sunshine Coast Council's size and diversity (both public and private) have endorsed media arrangements in place to manage their media relations. These were referenced in the early development stages of council's protocol.

### Community Engagement

There is no requirement for community engagement to be undertaken in relation to this report.

## PROPOSAL

Every organisation that has contact with the media should have a media policy, a document that sets out how an organisation communicates with the media, and which is consistent with the aims and position of the organisation. A media policy sets out a suggested code of conduct and standard operating procedures for media relations.

The Councillor Media Engagement Protocol (Appendix A) is designed to ensure that in all dealings with the media, the organisation acts in a professional, coordinated manner and that all statements made are accurate, appropriate and in line with already adopted codes, policies and protocols.

For the purposes of this protocol, media contact includes: providing information via media releases or statements, letters to the editor, responding to media enquiries over the phone and via email, interviews or briefings, disclosing information to the media, comments on talkback radio, addressing a seminar or conference where the media are present, and media activities for events, reports, and launches.

### Legal

There are no legal implications.

### Policy

The Councillor Media Engagement Protocol aligns with the adopted Councillor Code of Conduct and the Councillor Portfolio System and Protocol.

**Risk**

A Media Engagement policy, protocol or code provides advice for agreed, co-ordinated and consistent behaviours, which help present an organisation as professional and responsive, when it comes to its media relations activities.

**Previous Council Resolution**

The Councillor Code of Conduct was endorsed by Council at OM 23 August 2012. The Code's Key Ethical and Behavioural Obligations state that Councillors must: communicate with the public or media on behalf of the Council, in accordance with Council's "Media Engagement Protocol".

**Related Documentation**

- Councillor Code of Conduct
- Councillors Portfolio System and Protocol
- Divisional Councillor Service Level (Media and Public Relations)

**Critical Dates**

There are no critical dates.

**Implementation**

Implementation of the Councillor Media Engagement Protocol will proceed once adopted. The draft Protocol has been in place for some time and has already helped guide council's media relations activities to date.

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### 7.3.3 MAYORAL AND COUNCILLOR DISCRETIONARY FUNDING

<b>File No:</b>	<b>ECM 13 December 2012</b>
<b>Author:</b>	<b>Executive Director Community Services Community Services</b>
<b>Appendices:</b>	<a href="#"><u>App A - Councillor Emergent Capital Works, Minor Operational Works and Discretionary Funding Policy</u></a> (Att Pg 193)
<b>Attachments:</b>	<a href="#"><u>Att 1 - Councilor Emergent Capital Works, Minor Operational Works and Discretionary Funding Policy Track Changes</u></a> (Att Pg 197)

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#### **PURPOSE**

This report seeks to provide an appropriate policy framework and budget allocation that complies with the *Local Government Act 2009* and *Local Government (Finance, Plans and Reporting) Regulation 2010* for the provision of Mayoral and Councillor Discretionary Funding for not for profit community and sporting groups.

#### **EXECUTIVE SUMMARY**

At the Ordinary Meeting 18 October 2012 (OM12/156) the following resolution was supported by Council:

*“That council request the Chief Executive Officer bring forward a legitimate means to achieve council’s objective in relation to funding of community groups for operational and capital purposes regardless of tenure for discussion on 12 November 2012.”*

In response to the above resolution, the matter of Mayoral and Councillor Discretionary Funding was discussed at a Councillor workshop held on Monday 12 November, 2012. At this workshop it was requested that a late report be provided to the November 2012 Ordinary Meeting for Council's consideration regarding Mayoral and Councillor Discretionary Funding. At the November 2012 Ordinary Meeting Council supported the following Procedural Motion:

*“That Council defer the Water and Sewerage Funding Program and Mayoral and Councillor Discretionary Funding Program item until the next Ordinary Meeting 13 December 2012.”*

This report, within the current financial context of Council proposes a policy and budgetary response to the above resolutions.

**OFFICER RECOMMENDATION**

That Council:

- (a) receive and note the report titled “Mayoral and Councillor Discretionary Funding”;
- (b) adopt the amended Councillor Emergent Capital Works, Minor Operational Works and Discretionary Funding Policy (Appendix A) to include a Mayoral and Councillor discretionary funding component; and
- (c) fund the Mayoral and Councillor Discretionary Funding component in the 2012/2013 financial year by reallocation of \$2,500 (pro-rata) from each Councillor’s Emergent Capital Works and Minor Operational Works Budget.

**FINANCE AND RESOURCING**

There are four critical issues that create the current financial context for Council:

- In June 2012 the Federal Government pre-paid half of the 2012/2013 Financial Assistance Grant. In the past, one quarter of the grant has been pre-paid and the adopted budget anticipated this practice to continue. Since half of the grant was pre-paid into 2011/2012 there is a potential shortfall of \$2.6 million in the current budget;
- The expected full year growth in rateable properties is less than forecast, with lower revenue than budgeted of \$1.5 million;
- The achievement of the \$5 million savings target that is now included in the budget; and
- The preparation of long-term asset management plans and associated budget availability for required asset maintenance and renewal.

The financial reserves position for Council at 30 June 2012 along with a summary of reserves movements for the period 1 July 2011 to 30 June 2012 was provided to Council at the October 2012 Ordinary Meeting (*Report 7.2.2 - Financial Reserves For Period Ending 30 June 2012*). The funding of adequate reserves is critical to the ongoing financial management and funding of future capital and operational works of council. As identified in the report to Council there are significant expenditure of reserves forecast over the next five years which will impact on key financial ratios.

With regard to borrowings, it is not appropriate to use debt to fund operational expenditure and that local government should only borrow to invest and not to fund current spending.

Against this financial background the funding proposal in this report does not seek to increase the budget, but rather proposes to reallocate monies in the adopted 2012/2013 budget.

In order to fund in the 2012/2013 financial year Mayoral and Councillor Discretionary Funding (at \$5,000 per annum per councillor pro rata over the remaining 6 months) it is proposed to reallocate \$2,500 (pro-rata) from each Councillor’s Emergent Capital Works Budget (total reallocation \$32,500).



## CORPORATE PLAN

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

**Emerging Priority:** 5.2 Strong community groups and networks  
**Strategies:** 5.2.1 Value and support community organisations and volunteers across the region  
5.2.2 Encourage community organisations and local communities to be self sufficient  
5.2.3 Support community initiatives through appropriate provision of information, expertise and resources

## CONSULTATION

### Internal Consultation

- Mayor and Councillors in attendance at the Corporate Workshop on the 12 November, 2012
- Chief Executive Officer
- Executive Director Infrastructure Services
- Executive Director
- Manager Finance
- Acting Manager Community Development
- Senior Management Accountant

### External Consultation

The Local Government Association of Queensland was consulted regarding the application of legislation and interpretation of the applicable regulations to this issue.

### Community Engagement

There has been no community engagement conducted in regard to this matter.

## PROPOSAL

At the October 2012 Ordinary Meeting Council resolved:

*“That council request the Chief Executive Officer bring forward a legitimate means to achieve council’s objective in relation to funding of community groups for operational and capital purposes regardless of tenure for discussion on 12 November 2012”*

In response to the above resolution, it is proposed to develop Mayoral and Councillor Discretionary Funding with the following attributes:

- Governed by the Councillor Emergent Capital Works, Minor Operational Works and Discretionary Funding Policy included for Council's consideration at **Appendix A**.
- \$5,000 annual provision for the Mayor, and each of the 12 divisional Councillors, totalling \$65,000.
- Operational Guidelines to be aligned with Council's endorsed Grants Policy as required by the *Local Government (Finance, Plans and Reporting) Regulation 2010*, providing details about priority areas, eligibility and acquittal processes.
- Administration is to be co-ordinated by Community Services staff and Councillor Support Officers in a manner which aligns with the administration of Council's other grants programs (via *SmartyGrants* software).

Details of the amendments which have been made to the previous Councillor Emergent Capital Works and Minor Operational Works Policy to incorporate the discretionary funding component are provided in Attachment 1.

### **Legal**

Council's power to make grants to a community organisation is governed by the *Local Government Act 2009* and *Local Government (Finance, Plans and Reporting) Regulation 2010*.

There is also specific legislation outlining how Council must manage the introduction of any Councillor discretionary funding.

### **Local Government Act 2009 (amended)**

#### *S109 Councillor Discretionary funds*

1. A councillor must ensure that the councillor's discretionary funds are used in accordance with the requirements prescribed under a regulation.
2. Discretionary funds are funds in the local government's operating budget that are –
  - a. Budgeted for community purpose
  - b. Allocated by a councillor at the councillor's discretion.

### **Local Government (Finance, Plans and Reporting) Regulation 2010**

#### *S 150 Requirements about discretionary funds – Act s 109*

1. This section prescribes requirements for-
  - a. A local government for making discretionary funds available; and
  - b. A councillor for using discretionary funds.
2. A local government must, within 20 business days after adopting its budget for a financial year, publish a notice (the availability notice) stating-
  - a. The amount in the local government's discretionary funds for use by each councillor for the financial years; and
  - b. That community organisations may apply for allocation of the funds; and
  - c. How to apply for allocation of the funds.

3. *The availability notice must be-*
  - a. *Published on the local government's website; and*
  - b. *Displayed in a conspicuous place in the local government's public office.*
  
4. *A councillor of the local government-*
  - a. *Must not allocate the councillor's discretionary funds for capital works of the local government; and*
  - b. *May allocate the funds only to community organisations that have applied for the funds in the way stated in the availability notice; and*
  - c. *Must allocate the funds in a way that is consistent with the local government's community grants policy.*
  
5. *As soon as practicable after an amount has been allocated from a councillor's discretionary funds, the local government must publish a notice stating-*
  - a. *The name of each community organisation to which the amount has been allocated; and*
  - b. *The amount and purpose of the allocation.*
  
6. *The notice under subsection (5) must be published under subsection (3)(a) and displayed under subsection (3)(b)*

### **Policy**

The recommendations contained in this report impact on the following Council policies:

- Sunshine Coast Council Grants Policy
- Sunshine Coast Council Partnership Program Policy
- Councillor Emergent Capital Works and Minor Operational Works Policy

### **Risk**

There is a political risk that pressure from the community on elected representatives will increase in response to the availability of a discretionary fund for the Mayor and Councillors.

There is a risk of technical breaches of the *Local Government Act 2009* by Councillors due to the complexities of administering the proposed discretionary funding component.

### **Previous Council Resolution**

Ordinary Meeting 18 October 2012 - (OM12/156)

*"That council request the Chief Executive Officer bring forward a legitimate means to achieve council's objective in relation to funding of community groups for operational and capital purposes regardless of tenure for discussion on 12 November 2012"*

Ordinary Meeting 15 November 2012 – (Procedural Motion)

*"That Council defer the Water and Sewerage Funding Program and Mayoral and Councillor Discretionary Funding Program item until the next Ordinary Meeting 13 December 2012."*

### **Related Documentation**

- Community Grants Eligibility Guidelines 2012/2013
- Community Partnership Funding Program Guidelines 2012/2013

**Critical Dates**

There are no critical dates associated with this report.

**Implementation**

With regard to the proposed implementation of the Mayoral and Councillor Discretionary Funding, Community Services staff will work with Infrastructure Services, Councillor Support Officers and Councillors to establish an application and acquittal process that observes the requirements of the *Local Government Act 2009* and *Local Government (Finance, Plans and Reporting) Regulation 2010*.

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## 7.4 EXECUTIVE OFFICE

### 7.4.1 DRAFT RURAL FUTURES STRATEGY

**File No:** ECM 13 December 2012

**Author:** Rural Futures Manager  
Executive Office

**Appendices:** [App A - Draft Rural Futures Strategy](#) (Att Pg 203)

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#### PURPOSE

The purpose of this report is to seek council endorsement for the draft Rural Futures Strategy to be distributed for public consultation and feedback.

#### EXECUTIVE SUMMARY

Council's Corporate Plan (under its Robust Economy theme) establishes an emerging priority of "A strong rural sector" and, in particular, identifies the delivery of a Rural Futures Strategy as a corporate priority.

The draft Rural Futures Strategy (**Appendix A**) represents a range of views and ideas generated through research and community consultation exercises and builds on the work undertaken in a series of background papers, action plans and community consultation reports. The draft strategy sets out a community vision for the rural areas of the Sunshine Coast that contributes to the strengths of the Sunshine Coast region and its economic, social and environmental diversity.

The draft strategy provides an integrated framework for the rural communities of the Sunshine Coast – to support and facilitate the growth and prosperity of the Hinterland and set out a range of activities that will help strengthen and enhance the existing role of the Hinterland as an area of outstanding natural beauty and vitality.

In this sense, the Hinterland is identified as a location:

- for agricultural production – where good quality agricultural land is maintained and enhanced for its income potential, as a natural resource, an employment generator and to enable continuity of food supply;
  - as a tourism destination – where tourism attractions, accommodation facilities and natural assets are championed for their use as rural pursuits and conservation based activities;
  - for a range of economic opportunities – with a desire to increase employment and career options in a range of home based businesses, rural service industries and retail stores and supporting their success by advocating for high speed broadband services to rural areas;
  - as a lifestyle area – where the existing lifestyle options are celebrated and maintained consistent with community expectations; and
  - that fosters community cohesion – by encouraging localised participation in decision making and social, environmental and economic activities that strengthen the identity of individual localities.
-

The actions contained in the draft strategy are directly linked to five objectives that reflect these considerations – as well as supporting and aligning with existing endorsed council strategies and policy directions. It does not replicate or duplicate actions contained in other council strategies that are relevant to (or impact on) the Hinterland.

The key actions of note identified in the draft strategy, that seek to realise the objectives for the rural areas, are considered to be:

- promoting the region as a national centre for food;
- encouraging food industry cluster development at key rural centres such as Beerwah, Nambour, and Cooroy;
- supporting share farming schemes that will connect owners of vacant farm land to potential producers; and
- examining the establishment of an Agrifood Skills Precinct.

Subject to council approval it is proposed that the draft Rural Futures Strategy is released for public consultation from 7 January 2013 until 1 February 2013. It is intended that consultation will take place with various stakeholder groups and the general community in the Hinterland on the elements of the draft strategy and the proposed actions. This will include targeted engagement with landowners and farmers to gather their feedback on the strategy and the proposed action plan and its methods of implementation. As part of the consultation process, engagement will include the wide range of demographics represented, especially those sections of the community seeing a decline (the 25-34 years age group).

As part of preparing the draft strategy, it has been identified that there are a number of areas where there are gaps in the collection and provision of up-to-date data and statistics. As part of the consultation process, additional advice will be sought on potential providers of additional information to underpin key focus areas for the final form of the strategy, including the advantages that underpin the region's agricultural production.

The results of community consultation will be reviewed and incorporated (where appropriate) in the draft strategy prior to its finalisation and presentation to council for formal consideration in March 2013.

## **OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled “Draft Rural Futures Strategy”; and**
- (b) approve the release of the Draft Rural Futures Strategy (Appendix A) for public consultation and feedback between 7 January 2013 and 1 February 2013.**

## **FINANCE AND RESOURCING**

The release of the draft Rural Futures Strategy will entail a series of presentations, some media advertising and an online presence. The costs of the public consultation program will be met from the existing budget of the Economic Development branch.

The timing for council to consider the final version of the Rural Futures Strategy in 2013 coincides with the early phases of the preparation of the 2013-2014 Budget. When the final version of the strategy is presented for council consideration (following the public consultation period), it will be accompanied by a Resource Action Plan which will present estimates of the cost of each action and identify where (and when) additional funding will be required to achieve implementation. The Resource Action Plan will be available for council to consider as part of the budget development process.

At this draft stage, the indicative costing bands within the draft strategy show the total projected cost to the region, over the projected life of the action plan of five years, of \$1.07 million using minimum amounts of the costing bands. It is projected that the cost to council will be approximately \$850,000. Due to the nature of some of the strategic actions they will be co-funded through partnerships with other levels of government and the private sector. Some projects will only be achieved by being the subject of successful applications to funding schemes such as the current Regional Development Australia Fund

## CORPORATE PLAN

**Corporate Plan Theme:** *Robust Economy*

**Emerging Priority:** 1.5 A strong rural sector  
**Strategies:** 1.5.1 Develop and implement a regional rural futures strategy  
 1.5.2 Strengthen rural industry by safeguarding agricultural land and advocating for sustainable agricultural practices  
 1.5.3 Assist with the establishment of local rural-based fresh food business clusters

## CONSULTATION

### Internal Consultation

- Councillor R Baberowski
- Councillor J McKay
- Councillor J O'Pray
- Councillor S Robinson
- Councillor G Rogerson
- Councillor C Thompson
- Councillor T Wellington
- Executive Director, Executive Office
- Manager Environment Policy
- Manager Social Policy
- Director Strategy, Regional Strategy and Planning
- Project Director, Transportation Strategy
- Manager Infrastructure Policy
- Manager Library and Gallery Services

This report has been prepared following discussions at a workshop held on 22 October 2012, at which the draft Rural Futures Strategy was presented.

### **External Consultation**

As indicated above, the preparation of the draft Rural Futures Strategy is the product of a number of community consultation exercises and associated research conducted by council over the last three years. This included a targeted community engagement process involving community workshops conducted in Cooroy, Nambour and Maleny in late 2011, along with an online community engagement tool which elicited feedback from over 900 members of the community. A council Rural Futures webpage also attracted nearly 200 further responses. These responses were from a range of Hinterland based businesses and community organisations. Feedback has also been taken from the recent Beerwah Place+ exercise. This combined feedback has informed the development of the draft Rural Futures Strategy which is now proposed for public consultation purposes.

### **Community Engagement**

The Community Engagement program has been prepared taking into account the outcomes of recent community engagement activities on other council led initiatives involving a diverse range of community stakeholders and organisations. The focus of the community engagement program will be on existing community organisations and business associations, targeted engagement with landowners and farmers, localised promotion of the availability of the draft strategy for review, and establishment of an online mechanism to receive community feedback.

## **PROPOSAL**

Council's Corporate Plan (under its Robust Economy theme) establishes an emerging priority of "A strong rural sector" and, in particular, identifies the delivery of a Rural Futures Strategy as a corporate priority. The draft Rural Futures Strategy (**Appendix A**) has been prepared as part of council's range of strategic documents.

The draft strategy represents a range of views and ideas generated through research and community consultation exercises undertaken between 2008 and 2011 and builds on the work undertaken in the Rural Futures Background Study, the Rural Land Use Planning Background Study, the Canelands Discussion Paper, and the Rural Action Plan. Targeted consultation with Hinterland communities occurred in late 2011 on the core areas of priority and their aspirations for their areas to inform the specific elements of the draft strategy.

The draft strategy articulates community-based objectives for the rural areas of the Sunshine Coast that contribute to the strengths of the Sunshine Coast region and its economic, social and environmental diversity. It provides an integrated framework for the rural communities of the Sunshine Coast – to support and facilitate the growth and prosperity of the Hinterland. It does not replicate or duplicate actions contained in other existing council strategies that are relevant to (or impact on) the Hinterland. Rather, the draft strategy focuses at a holistic level on a wide mix of viability and livability issues facing the rural areas.

The draft strategy sets out a range of activities that will help strengthen and enhance the existing role of the Hinterland as an area of outstanding natural beauty and vitality.

In this sense, the Hinterland is identified as a location:

- for agricultural production – where good quality agricultural land is maintained and enhanced for its income potential, as a natural resource, an employment generator and to enable continuity of food supply;



- as a tourism destination – where tourism attractions, accommodation facilities and natural assets are championed for their use as rural pursuits and conservation based activities;
- for a range of economic opportunities – with a desire to increase employment and career options in a range of home based businesses, rural service industries and retail stores and supporting their success by advocating for high speed broadband services to rural areas;
- as a lifestyle area – where the existing lifestyle options are celebrated and maintained consistent with community expectations; and
- that fosters community cohesion – by encouraging localised participation in decision making and social, environmental and economic activities that strengthen the identity of individual localities.

The five objectives of the draft strategy are, therefore, to:

1. maintain and enhance lifestyle options;
2. maximise the use of productive land;
3. provide a range of economic opportunities;
4. foster community development and cohesion; and
5. support growth in line with community needs and expectations.

The suite of actions contained in the draft strategy are directly linked to these objectives as well as supporting and aligning with existing endorsed council strategies and policy directions. The key actions of note that seek to realise the objectives for the rural areas are considered to be:

- promoting the region as a national centre for food;
- encouraging food industry cluster development at key rural centres such as Beerwah, Nambour, and Cooroy;
- supporting share farming schemes that will connect owners of vacant farm land to potential producers; and
- examining the establishment of an Agrifood Skills Precinct.

#### Release of the draft Rural Futures Strategy for public consultation and feedback

Subject to council approval, it is proposed that the draft Rural Futures Strategy is released for public consultation from 7 January 2013 until 1 February 2013. It is intended to consult with various stakeholder groups and the general community in the Hinterland on the elements of the draft strategy.

The consultation program is proposed at this time so that the results of consultation on the draft strategy can be evaluated during February 2013 and incorporated into the document, so that it may be presented to council for formal consideration in April 2013 as part of the scheduled budget development process.

#### **Legal**

There are no identified legal issues in the release of the draft Rural Futures Strategy for public consultation purposes. The document is clearly watermarked as “*Draft for consultation purposes only – not Council endorsed policy*”.

**Policy**

The draft Rural Futures Strategy is consistent with commitments made through council's *Corporate Plan 2009-2014* and its *Economic Development Strategy 2010-2014*.

**Risk**

The principal risks that have been identified in relation to embarking on the public consultation period for the draft strategy are in relation to generation of community expectations in relation to the delivery of each of the actions in the draft strategy. The actions in the draft strategy have been identified as a result of community feedback and research and are presented solely for public engagement and consideration as to whether they represent an appropriate package of considerations to support the viability and sustainability of the Hinterland. The final suite of actions that are presented in the strategy when it is submitted to council for consideration in 2013 will be fully costed and assessed for timing considerations so that they may be properly considered in the budget context.

**Previous Council Resolution**

There are no previous council resolutions in relation to this report.

**Related Documentation**

- Rural Futures Background Study
- Rural Land Use Planning Background Study
- Canelands Discussion Paper
- Rural Action Plan
- Rural Futures Strategy Community Forums Report – Engagement Plus
- Rural Futures Strategy Online Community Engagement – Summary Report

**Critical Dates**

Subject to approval by council, the release of the draft Rural Futures Strategy for public consultation and feedback can commence at the beginning of the New Year. It is intended that the public consultation period is open from 7 January 2013 until 1 February 2013.

**Implementation**

1. Announcement and launch of the draft Rural Futures Strategy for public consultation.
  2. Collection and collation of responses and report back to council in April 2013.
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**8 NOTIFIED MOTIONS**

**9 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 Chief Executive Officer for report and recommendation
    - Petition not be received
-

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**10 CONFIDENTIAL SESSION****10.1 REGIONAL STRATEGY AND PLANNING****10.1.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE – MAJOR PROJECT GOVERNANCE MODEL**

**File No:** ECM 13 December 2012  
**Author:** Manager Major Urban Development  
Regional Strategy and Planning

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**PURPOSE**

In accordance with sections 72(1) (e) and (h) of the *Local Government Operations Regulation 2010*, this report is confidential as it deals with matters 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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**10.2 FINANCE AND BUSINESS****10.2.1 CONFIDENTIAL – NOT FOR PUBLIC RELEASE – LAND ACQUISITION**

**File No:** ECM 13 December 2012  
**Author:** Acting Manager Property & Business  
Finance and Business

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**PURPOSE**

In accordance with Section 72 (1) (h) of the *Local Government (Operations) Regulation 2010* this report is considered confidential as it deals with matters 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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**10.3 INFRASTRUCTURE SERVICES****10.3.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - EVANS STREET -  
ACQUISITION OF LAND**

**File No:** ECM 13 December 2012  
**Author:** Manager Transport and Engineering Services  
Infrastructure Services

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**PURPOSE**

In accordance with section 72(1) (h) of the *Local Government (Operations) Regulation 2010*, this report is considered confidential as it deals with matters for which 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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## **10.4 EXECUTIVE OFFICE**

### **10.4.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE – MAJOR EVENTS SPONSORSHIP ROUND 2**

**File No:** ECM 13 December 2012  
**Author:** Senior Economic Development Officer - Major Events  
Executive Office

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#### **PURPOSE**

In accordance with section 72(1)(e) of the *Local Government (Operations) Regulation 2010*, this report is considered confidential as it deals with contracts proposed to be made by the local government.

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**11 NEXT MEETING**

The next Ordinary Meeting will be held on Thursday 31 January 2013 in the Council Chambers, 1 Omrah Avenue, Caloundra commencing at 9.00am.

**12 MEETING CLOSURE**

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