

Agenda

Ordinary Meeting

Thursday 15 November 2012

commencing at 9.00am

Council Chambers, Cnr Currie and Bury Streets, Nambour

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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 Special Meeting (draft Sunshine Coast Planning Scheme) 24 September 2012, Special Meeting (Planning Reform Processes) 8 October 2012 and Ordinary Meeting held on 18 October 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**

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7 REPORTS DIRECT TO COUNCIL

7.1 REGIONAL STRATEGY AND PLANNING

7.1.1 DEVELOPMENT APPLICATION FOR RECONFIGURATION OF A LOT, 16A VICTORIA TERRACE, SHELLY BEACH

File No: REC12/0065

Author/Presenter: Development Planner, Planning Assessment
Principal Development Planner, Planning Assessment
Regional Strategy and Planning

Appendices: App A – Conditions of Approval (Pg 11)

Attachments: [Att 1 - Proposal Plan](#) (Att Pg 3)

Link to PD Online:

<http://pdonline.sunshinecoast.qld.gov.au/MasterView/Modules/Applicationmaster/default.aspx?page=wrapper&key=1199223>

SUMMARY SHEET	
APPLICATION DETAILS	
Applicant:	Mr J Musso
Proposal	Development Permit to Reconfigure a Lot (1 Lot into 2 Lots)
Properly Made Date:	16/07/2012
Information Request Date:	01/08/2012
Information Response Received Date:	08/08/2012
Decision Due Date	06/11/2012
Number of Submissions:	2
PROPERTY DETAILS	
Division:	2
Property Address:	16A Victoria Tce, Shelly Beach
RP Description:	Lot 4 RP 807549
Land Area:	1,105m ²
Existing Use of Land:	Residential Dwelling
STATUTORY DETAILS	
SEQRP Designation:	Urban Footprint
Planning Scheme	Caloundra City Plan 2004 (8 August 2011)
Strategic Plan Designation:	Not Applicable
Planning Area / Locality:	Caloundra Eastern Beaches
Planning Precinct / Zone:	Low Density Residential
Assessment Type:	Impact

PURPOSE

The purpose of this report is to seek council's determination of an application for Development Permit to Reconfigure a Lot (1 Lot into 2 Lots). The application is before council at the request of the Divisional Councillor.

EXECUTIVE SUMMARY

The application is for a Development Permit to Reconfigure a Lot (1 Lot into 2 Lots) at 16A Victoria Terrace, Shelly Beach. The proposal is to subdivide the existing 1,105m² lot into 2 lots, similarly to the previous 2 lot layout over the site. Proposed Lot 41 is 619m² in area, and proposed Lot 42 is 489m² in area. The pertinent issues arising from the assessment of the application relate to lot size and character.

While the proposed lots are smaller than the minimum lot size for the precinct (650m²), they are consistent with prevailing lot layout in the vicinity, which originated when Shelly Beach was first subdivided into various sized allotments ranging from 16 perch (405m²) allotments up to 32 perch (809m²) allotments. The existing 1,105m² lot was formed in 1990 through amalgamation of the original 2 lots.

There is already an existing dwelling on the larger of the 2 lots. A new dwelling is able to be constructed on the additional lot in accordance with standard setbacks required as per the Detached House Code and the Queensland Development Code. The amenity of adjoining premises will be preserved and any future dwelling constructed on the site will still be consistent with the prevailing low density residential character of the area.

Two submissions were received during the public notification period. They both raised issues relating to impacts on the character of the local area.

Overall, the proposal offers the opportunity to achieve a discrete infill development within easy reach of existing services and facilities. The proposal will not result in an undue loss of amenity to adjacent premises and is consistent with the prevailing character of the area. Therefore, the application is recommended for approval subject to reasonable and relevant conditions.

OFFICER RECOMMENDATION

That Council APPROVE WITH CONDITIONS Application No. REC12/0065 and grant a Development Permit for a Development Permit to Reconfigure a Lot (1 Lot into 2 Lots) situated at 16A Victoria Terrace, Shelly Beach, in accordance with Appendix A.

FINANCE AND RESOURCING

If council were to approve this development, the applicant would be required to pay standard infrastructure charges for an additional residential lot (\$27,000).

PROPOSAL

The application seeks approval for a Development Permit for a Reconfiguration of a Lot into 2 Lots. The proposal entails the creation of 2 lots from an existing lot that has an area of 1,105m². Proposed Lot 41 is 619m² in area, and proposed Lot 42 is 489m² in area. Both lots will have a 14-16 metre frontage to Victoria Terrace. The existing house on the site (proposed Lot 41) will be retained, and a new standard driveway access from Victoria Terrace can be provided for the additional lot.



Surrounding Land Uses

The subject site is surrounded by single detached dwellings to the north, south and west. The ocean is to the east.

ASSESSMENT

Framework for Assessment

Instruments for Statutory Assessment

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

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

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

Statutory Instruments – State and Other

State Planning Policies

The following State Planning Policies are applicable to this application:

- SPP1/02 - Development in the Vicinity of Certain Airports and Aviation Facilities; and
- SPP2/02 - Planning and Managing Development Involving Acid Sulfate Soils.

Of these, SPP1/02 and SPP2/02 have been deemed by the Minister for Local Government and Planning as being appropriately reflected in Council's planning scheme and, therefore, do not warrant a separate assessment.

State Policy for Coastal Management

This Policy provides guidance for redevelopment of sites within erosion prone areas. The site is not subject to flooding, but is mapped within a high erosion hazard area and is, therefore, subject to assessment.

For redevelopment in an erosion prone area the following applies:

- relocate built structures as far landward as practicable and landward of an applicable coastal building line; or where there is no coastal building line, landward of the alignment of adjacent habitable buildings; and
- provide sufficient space seaward of the development within the premises to allow for construction of erosion control structures such as a sea wall.

Given that, in this case, there are adjacent buildings, it was recommended that the future building lines (set backs) along the eastern boundary be in line with other existing permanent structures.

The applicant was advised of this requirement and provided amended plans showing a 6.5 metre setback to the front. This follows the general building line of existing buildings on the northern and southern side and will allow for future erosion mitigation measures to be deployed, should the need arise.

South East Queensland Regional Plan

The site is located within the Urban Footprint of the South East Queensland Regional Plan. The proposal is for Reconfiguring of a Lot into 2 lots within the Urban Footprint. The proposed development is consistent with the regional land use intent, regional policies and desired regional outcomes for the Urban Footprint.

Statutory Instruments – Planning Scheme

The applicable planning scheme for the application is the Caloundra City Plan 2004 (8 August 2011). The following sections relate to the provisions of the Planning Scheme.

Local Area Provisions

The subject site is located in Caloundra Eastern Beaches Planning Area and within the Low Density Residential Precinct.

The relevant Overall Outcomes for the Caloundra Eastern Beaches Planning Area are as follows:

- (a) *The Planning Area's primary role as a low density residential area is retained.*
- (b) *Development in the Planning Area provides for low rise detached housing which complements the casual beachside identity evident in the established coastal neighbourhoods of Shelly Beach, Moffat Beach, Dicky Beach and Currimundi.*
- (g) *Development in the Low Density Residential, Multi Unit Residential and Mixed Use Residential Precincts provides and maintains a high level of residential amenity.*
- (m) *Development in the Planning Area does not adversely affect the continued operation and viability of infrastructure.*

The proposal to subdivide Lot 4 into 2 lots will not comprise the achievement of these outcomes, and the re-establishment of the common boundary, generally close to the original common boundary (0.96 metres south) that once separated the proposed lots, will maintain the character of the area. The viability, and continued operation, of infrastructure will not be adversely affected as it was always planned that there would be 2 separate dwellings on this site (which was originally 2 separate lots).

The Precincts and Other Elements Code of the Caloundra City Plan 2004 lists the overall outcomes for the Low Density Residential Precinct as follows:

- (a) *The precinct provides for residential uses comprising single unit residential uses and limited multi unit residential uses which are compatible with single residential uses; and*
- (b) *Development in the precinct provides all urban services.*

The proposal involves the subdivision of an existing lot into 2 lots which already contains an established residential use. The subdivision will allow for the establishment of one additional dwelling on a site that was always designed to accommodate 2 dwellings. Both proposed lots are already connected to all urban services.

Land Use and Works Provisions

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

- Reconfiguring a Lot;
- Design for Safety;
- Stormwater Management;
- Parking and Access;
- Civil Works;
- Filling and Excavation;
- Landscaping; and

- Nuisance,

The application has been assessed against each of the above applicable codes and found to be compliant with, or can be conditioned to comply with, each.

The most relevant Overall Outcomes of the Reconfiguring a Lot Code are as follows:

- (a) *lots are of suitable size and dimensions for their intended purpose;*
- (b) *lots are provided with safe and appropriate access;*
- (c) *the size, dimension and layout of lots is consistent with the Planning Area Overall Outcomes and Specific Outcomes for the Planning Area in which the development is located;*
- (f) *infrastructure is provided to meet the anticipated needs of future land use activities and the reasonable expectations of the community;*

The above overall outcomes are the most relevant to assess and determine if the proposal is compliant. The applicant has demonstrated that the lots are capable of supporting residential dwellings with appropriate complying setbacks. Safe access is provided off Victoria Terrace. The proposal is consistent with the relevant overall outcomes of the Planning Area Code and no additional demand on infrastructure will occur as result of the subdivision.

The proposal is considered to meet the relevant overall outcomes of both the Caloundra Eastern Beaches Planning Area Code and the Reconfiguring a Lot Code.

Overlay Provisions

The following Overlays are applicable to this application:

- Acid Sulfate Soils; and
- Aviation Affected Area.

The application has been assessed against each of the applicable Overlay codes and found to be compliant with, or can be conditioned to comply with, each.

Other Matters for Consideration

Sunshine Coast Council Policy Framework - Strategies

The proposed development has not been assessed against the Strategies for the following reasons:

- it is not a Section 242 Application Overriding the Planning Scheme to create a planning assessment framework fundamentally different from that which currently exists;
- the planning impacts of the proposal are not of regional significance; and
- it is not a use which is so unusual, unknown and/or unanticipated in nature that it warrants a wider assessment.

CONSULTATION

IDAS Referral Agencies

The application did not require referral to any IDAS referral agencies.

Other Referrals

Unitywater

The application was forwarded to Unitywater and their assessment forms part of this report.

Internal Referrals

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

- Development Engineer, Engineering and Environment Assessment Branch; and
- Hydraulics Specialist, Engineering and Environment Assessment Branch.

Public Notification

The application was publicly notified for 15 days in accordance with the requirements of the *Sustainable Planning Act 2009*. Two properly made submissions were received.

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

Issues	Comments
<i>The lot sizes do not comply with the current zoning and will have an impact on the quality of this location.</i>	Up until 1990, the subject site comprised 2 separate lots. There was always potential for the subject site to have supported 2 separate lots, each with a separate house. While the lot size does not technically comply with the minimum required now, it will not necessarily impact on the character or 'quality' of the area. Standard residential setbacks can be achieved on the additional lot.
<i>Higher density living is already provided for in Kings Beach.</i>	The subject site was always intended to support 2 dwellings and could have achieved this if it weren't for an amalgamation of 2 land parcels in the 1990s. The proposal results in maintaining a low density residential environment and does not introduce a high density element to the area. The additional lot will have the appearance of a low density residential lot.
<i>The small lot sizes are not in keeping with the area.</i>	The small lots sizes are consistent with other lot sizes in Shelly Beach. This suburb has many different sized parcels of land; some were originally created as small parcels to accommodate small beach houses. The subject site has remained as a house with a large empty side yard which has the appearance of a vacant lot.

CONCLUSION

The proposal to subdivide Lot 4, RP807549, into 2 lots at 16A Victoria Terrace, Shelly Beach, was submitted by the applicant to 'reverse' an amalgamation of 2 lots that occurred in 1990.

The application was subject to impact assessment only because the minimum lot size specified in the Caloundra Eastern Beaches Planning Area is 650m², and the 2 lots do not achieve this at 619m² and 489m². However, the site was originally intended to accommodate 2 separate houses and the character of the area supports lots that are varied in size. Reverting back to the original configuration will not detrimentally impact on the residential character of the area nor will it impact on services.

As there are no planning issues associated with the proposal, it is recommended that the application be approved, subject to reasonable and relevant conditions.

APPENDIX A - CONDITIONS OF APPROVAL

1. APPLICATION DETAILS

Application No:	REC12/0065
Street Address:	16A Victoria Terrace, Shelly Beach
Real Property Description:	Lot 4 RP807549
Planning Scheme:	Caloundra City Plan 2004 (8 August 2011)

2. DECISION DETAILS

The following type of approval has been issued:

- Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots)

3. RELEVANT PERIOD OF APPROVAL

The relevant period for this development approval is 2 years starting the day that this development approval takes effect.

4. ASSESSMENT MANAGER CONDITIONS

PLANNING

When Conditions must be Complied With

1. Unless otherwise stated, all works required by the conditions of this Decision Notice must be completed prior to submission of the subdivision plan to Council for compliance assessment.

Approved Plans

2. Development authorised by this approval must be undertaken generally in accordance with the Approved Plans listed within this Decision Notice.
3. All lot numbering on the subdivision plan to be submitted to Council for compliance assessment must remain as shown on the Approved Plans.

Plan of Development

4. All future dwellings on the approved lots must be sited and constructed in accordance with the approved building envelopes shown on the Approved Plan. A copy of the Approved Plan must be included in the contract of sale for the approved lots, together with a clause which requires future dwellings to be constructed in accordance with it.

UNITYWATER

5. Reticulated water must be provided to each lot in the development. This must include:
 - (a) Ensuring that existing internal water pipes are wholly contained within the lot they will serve.
 - (b) An approved water meter for each lot in accordance with Unitywater Standard Drawings SCW 350,355 and 360.

- (c) Water meters located on alternative boundaries to electrical pillars.
6. Extension of the existing 100mm diameter watermain in Alfred Street to the northern boundary of proposed Lot 41.
 7. Provision of water services and water meters from the new 100mm diameter water main, to service proposed lots 41 and 42 in accordance with Unitywater Standard Drawings SCW 350, 355 and 360.
 8. Disconnection of the existing water service to Lot 41 at the 100mm main to which the water service is connected.
 9. Reticulated sewerage must be provided to each lot in the development. This must include ensuring existing sewer house drains are wholly contained within the Lot they will serve.
 10. Tree plantings must maintain a minimum horizontal clearance of 1.0 metre from Unitywater water mains and 1.5 metres from Unitywater sewerage mains. Landscaping plants within these clearances must be low growing when mature and suitable Unitywater approved varieties.
 11. Construction works undertaken in the vicinity of Unitywater water supply or sewerage infrastructure must not adversely affect the integrity of the infrastructure. All costs associated with repair, replacement or alteration of infrastructure must be met by the applicant.

ENGINEERING

12. Any alterations to public utility mains and services arising from construction of external works associated with the development must be undertaken at no cost to the service provider.
13. Services (water, sewerage, telephone, power, etc) to the existing dwelling must be relocated if and as necessary such that they are wholly located within the lot which they serve. Prior to Council endorsing the plan of survey, a licensed surveyor must submit a certification that the requirements of this condition have been satisfied.
14. A certificate from a relevant electricity supplier must be provided confirming that a reticulated supply on tariff conditions is available to each lot.
15. A certificate from the provider agency must be submitted to indicate provision of a telephone service to each allotment is available.
16. Unless otherwise stipulated by telecommunications legislation at the time of construction, the development must be provided with all necessary conduits, pits and pipes to accommodate the future connection of optic fibre technology telecommunications.
17. Stormwater shall be collected and lawfully discharged from the development site and from works associated with the development in accordance with Council's Development Design Planning Scheme Policy.

18. "As Constructed" data (as required by Council's "Development Design Planning Scheme Policy") shall be lodged in ADAC digital format prior to acceptance of construction works on-maintenance. The MGA co-ordinates and AHD levels of all permanent survey marks installed shall be provided. Detail costing of "As Constructed" works shall also be submitted with this data with cost dissections being completed in accordance with Council's current engineering guidelines.

5. REFERRAL AGENCIES

Not Applicable.

6. APPROVED PLAN

The following plan is the Approved Plan for the development:

Approved Plan

Plan No.	Rev.	Plan Name	Date
12066ProSub	A	Proposed Subdivision of Lot 4 on RP807549, 16A Victoria Terrace, Shelly Breach prepared by Landmark Consulting	7/08/2012

7. REFERENCED DOCUMENTS

Not Applicable.

8. ADVISORY NOTES

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

PLANNING

Nature and Extent of Approved Development

- The applicant is advised that this development approval comprises:
 - Reconfiguring a Lot for 1 Lot into 2 Lots.

Infrastructure Contributions

- This Development Permit may trigger an "Adopted Infrastructure Charge Notice" (if applicable) to be issued in accordance with Council's "Adopted Infrastructure Charges Resolution" under the State Planning Regulatory Provision (Adopted Charges) and the *Sustainable Planning Act 2009*.

Aboriginal Cultural Heritage Act 2003

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

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

You should contact the Cultural Heritage Co-ordination Unit on 07 3239 3647 to discuss any obligations under the *ACH Act*.

4. Connection to the Unitywater live water supply and live sewerage system must be undertaken by Unitywater at the applicants cost.

9. PROPERTY NOTES

Not Applicable.

10. PRELIMINARY APPROVAL OVERRIDING PLANNING SCHEME

Not Applicable.

11. FURTHER DEVELOPMENT PERMITS REQUIRED

Development Permit for Operational Works (Civil)

12. SELF ASSESSABLE CODES

Not Applicable.

13. SUBMISSIONS

There were 2 properly made submissions about the application. The names and addresses of each submitter are attached to this Decision Notice.

14. REASONS / GROUNDS FOR APPROVAL DESPITE CONFLICT WITH SCHEME

Not Applicable.

15. RIGHTS OF APPEAL

You are entitled to appeal against this decision. A copy of the relevant appeal provisions from the *Sustainable Planning Act 2009* is attached.

During the appeal period, you as the applicant may suspend your appeal period and make written representations to Council about the conditions contained within the development approval. If Council agrees or agrees in part with the representations, a “negotiated decision notice” will be issued. Only one “negotiated decision notice” may be given. Taking this step will defer your appeal period, which will commence again from the start the day after you receive a “negotiated decision notice”.

16. OTHER DETAILS

If you wish to obtain more information about Council’s decision, electronic copies are available on line at www.sunshinecoast.qld.gov.au, or at Council Offices.

7.2 FINANCE AND BUSINESS

7.2.1 SEPTEMBER 2012 FINANCIAL PERFORMANCE REPORT

File No: ECM 15 November 2012
Author: Acting Financial Services Manager
Finance and Business
Appendix: [App A - September 2012 Financial Performance Report](#) (Att Pg 5)

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 30 September 2012 show a positive variance of \$4.2 million compared to the forecast position. This operating result is a key financial performance measure and ongoing surpluses will be critical.

The 30 September 2012 operating surplus variation is made up of higher than expected revenue of \$2.2 million (1.4%) and lower than anticipated operating expenses of \$2.0 million (2.6%). Further detail is provided in the proposal section of this report.

At 30 September 2012, \$26.8 million (14.4%) of council's \$186.3 million 2012/2013 Capital Works Program was financially expended.

During September 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**.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "September 2012 Financial Performance Report"; and**
- (b) approve the budget amendments for operating as outlined in the September 2012 Financial Performance Report (Appendix A).**

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.

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 30 September 2012 show the organisation with a \$4.2 million higher than forecasted operating position against the full year budget.

The 30 September 2012 operating surplus variation is made up of higher than expected revenue of \$2.2 million and lower than anticipated operating expenses of \$2.0 million.

The operating revenue favourable variance of \$2.2 million (1.4%) is due to interest revenue of \$600,000, other revenue of \$700,000 and \$200,000 to both fees and charges, and 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. General rates have an unfavourable variance currently offset by increased prepaid rates.

It was reported last month there was an outstanding dividend and tax equivalents from Unitywater of approximately \$8.3 million. These funds were received in September 2012.

The operating expense favourable variance of \$2.0 million (2.6%) is made up of a lower than budgeted expenditure on Materials & Services of \$3.3 million and offset by higher than budgeted employee costs of \$1.1 million.

The Materials and Services favourable variance is within the contract services. As reported last month, there is \$1.3 million relating to 2011/2012 election costs which has been accrued as part of end of financial year. This invoice has been received and paid in October 2012. The remaining \$2.0 million is spread across several branches however individual variances amount to \$200,000-\$400,000. An example is the timing difference for the Caloundra Music Festival artists being paid in October with the budget in September, due to the festival being held on the last weekend in September.

At 30 September 2012, \$26.8 million (14.4%) of council's \$186.3 million 2012/13 Capital Works Program was financially expended. There are no budget variations on a program level to highlight to council. With the approval last month of the budget review 1 relating to 2011/2012 carryover the capital programs profiles have been updated accordingly.

During September 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**.

Legal

There are no legal implications to this report.

Policy

There are no policy implications associated with this report.

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 the 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.

The third risk is 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 its 2012/2013 budget as a result of the July 2012 Monthly report and Budget Review 1 relating to 2011/2012 carryover requests.

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.

It is proposed to communicate future monthly financial performance reports to council in a timelier manner than the current meeting schedule determines. The proposal is to send the report in the ensuing month, followed with the formal report to council as per the meeting cycle.

7.2.2 NOOSA MAIN BEACH PRECINCT STREETSCAPE LEVY

File No: ECM 15 November 2012
Author: Financial Planning and Performance Manager
Finance and Business
Appendix: [App A - Proposed Amendment Overall Plan](#) (Att Pg 17)

PURPOSE

The purpose of this report is to amend the Overall Plan and Implementation Plan for the Noosa Main Beach Precinct Streetscape Levy to expand the application of levy funds to include additional improvement works proposed to be undertaken.

EXECUTIVE SUMMARY

In response to requests from the Hastings Street Association Inc, the former Noosa Shire Council undertook an extensive streetscape improvement project in the Noosa Main Beach precinct over the period 2006/2007 to 2007/2008. The cost of works undertaken were predominantly funded by a loan with debt service payments covered by the Special Rate Levy over an eight year period, with the last payment due in 2014/2015. The levy is applied to rateable land that is deemed to derive a benefit from tourist visitation in the Main Beach precinct (i.e. all properties within the Hastings Street precinct; and in the adjoining precincts, properties used for commercial and industrial uses, and short-term rental accommodation).

The actual value of the levy has been in the vicinity of \$1,230,000 per annum and, due to fluctuation in the number of affected properties and differences between initial interest rate calculations and the actual rate incurred, there has been a surplus of funds collected from the levy and transferred to reserve.

Council has received a request for additional works in the Main Beach precinct that will extend the scope of streetscape improvements from the work done under the original project. It is also proposed to finance the cost of the project by utilising reserved funds collected from the levy.

OFFICER RECOMMENDATION

That Council:

- (a) receive the report titled "Noosa Main Beach Precinct Streetscape Levy";**
- (b) amend the Overall Plan and Implementation Plan for the Noosa Main Beach Precinct Streetscape Levy, as outlined in Appendix A, subject to:**
 - (i) there being majority support from ratepayers subject to the Noosa Main Beach precinct streetscape levy during community engagement; and**
 - (ii) appropriate approvals for the works being obtained; and**
- (c) amend the 2012/2013 budget to provide for the additional works to be funded by a transfer from reserve.**

FINANCE AND RESOURCING

During the 2011/2012 financial year, council recovered a total of \$1,225,147 under the Special Rate levy with loan repayments of \$1,137,612. The reserve balance as at 30 June 2012 was \$437,364.

Estimates for the additional work currently proposed are in the vicinity of \$150,000-\$200,000, with a detailed scoping document being prepared.

With the proposed works resulting in ongoing operational costs for council, there is a need for council to be satisfied with the quality of the materials and parts being used.

CORPORATE PLAN

Corporate Plan Theme: *Robust Economy*

Emerging Priority: 1.2 Support for local businesses
Strategy: 1.2.1 Create attractive and viable urban and hinterland centres

Corporate Plan Theme: *Robust Economy*

Emerging Priority: 1.3 Infrastructure for economic growth
Strategy: 1.3.1 Facilitate the delivery of key infrastructure projects for our preferred economic growth

Corporate Plan Theme: *Great Governance*

Emerging Priority: 8.1 Ethical, accountable and transparent decision-making
Strategy: 8.1.2 Ensure legislative compliance and awareness

CONSULTATION

Internal Consultation

Council's Solicitor and the Division 11 Councillor have both been consulted as part of the compilation of this report.

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

While there has already been initial consultation with representatives from Hastings Street Association Inc, it is proposed that further consultation occur with the broader payers of the levy.

PROPOSAL

The original levy was imposed by the former Noosa Shire Council following an approach from the Hastings Street Association Inc. The levy is applied proportionally across properties from distinct benefited areas, as outlined below:

- 70% by way of a special rate levied on benefited properties from within the Hastings Street precinct (as delineated on plan GIS00071202A); and

- 30% by way of a special rate levied on benefited properties in the surrounding areas in Noosa Hill, Noosa Sound, and Little Cove (as delineated on plans GIS00071202B, GIS00071204 and GIS00071205).

Under the agreement with the affected ratepayers, the levy was to apply for a period of eight years from 2007/2008 through until 2014/2015, with the levy being applied towards debt service costs associated with the original loan raised for that purpose.

The rates are levied in accordance with the provisions of Section 94 (1)(b) of the *Local Government Act 2009*. Council also adopts a Revenue Policy and Revenue Statement as part of the annual budget process which incorporates a detailed *Overall Plan* that outlines how those funds can be applied.

Appendix 5 of the Revenue Statement incorporates the *Noosa Main Beach Precinct Streetscape Levy Overall Plan*, which states that "funds will be expended entirely on the repayment of loan interest and redemption and for no other purpose".

Section 28(10) of the *Local Government (Finance, Plans and Reporting) Regulation 2010* allows council to amend the Overall Plan and Implementation Plan "at any time, by resolution". However, council should be aware that Section 30 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* requires any surplus funds that remain after the Overall Plan has been implemented to be refunded to current owners of the land on which the special rates were levied.

Accordingly, if surplus funds held in reserve are not applied to any other purpose, council would be obliged to repay any such monies to the current ratepayers "in the same proportion as the special rates were last levied". This would mean that any surplus funds that exist as at 30 June 2015 would need to be refunded to the then current ratepayers in the same proportion as funds were levied at the January 2015 rate levy.

As outlined above, the terms of the current levy restricts the application of funds only to the repayment of interest and principal on the loan originally raised. Accordingly, to accommodate the current proposal, it is necessary to amend the Overall Plan in accordance with the provisions of Section 28(10) of the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

It is therefore proposed that the affected stakeholders be invited to discuss the available options and, as long as there are no material objections raised, the Overall Plan be amended to provide for an extension in the application of levy funds received. Proposed wording for the amended Overall Plan is included at Appendix A.

Legal

Special Rates are levied in accordance with Section 94(1) of the *Local Government Act 2009*.

Council is required to adopt an Overall Plan for each Special Rate in accordance with Section 28(8) of the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

Section 28(10) of the *Local Government (Finance, Plans and Reporting) Regulation 2010* allows council to amend the Overall Plan at any time by resolution.

Section 29 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* allows council to carry forward surplus funds from one year to the next in accordance with the Overall Plan.

Under Section 30 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, council is obliged to refund any surplus funds remaining after the Overall Plan has been carried out.

Policy

Council adopts the Revenue Policy and Revenue Statement each year as part of the budget adoption process.

Under consideration are alternative delivery models which need to recognise the requirements of council's Procurement Policy, including the objective of obtaining quotations to demonstrate value for money for the proposed works.

Risk

Where it is not possible to gain agreement from affected ratepayers as to the proposed amendment to the Overall Plan, council will be obliged to refund any surplus funds that remain at the end of the 2014/2015 financial year.

Previous Council Resolution

Council adopted the 2012/2013 Revenue Statement by way of resolution SM12/12 at the Special Budget Meeting held 27 June 2012.

Related Documentation

Appendix A - the Overall Plan for the Noosa Main Beach Precinct Streetscape Levy (Appendix 5 in the 2012/2013 Revenue Statement) shows both the original and proposed wording (refer paragraphs numbered 3 and 4).

Critical Dates

It would be preferable that works are undertaken in conjunction with the annual Christmas lighting program, currently scheduled for 30 November 2012.

It needs to be noted that this timeframe is extremely tight and it may not be possible to deliver the full project by the due date. To address this, the project can be broken into separate components that can be delivered independent of each other.

Implementation

Acceptance of the recommendation will prompt communication to affected ratepayers as part of the consultation process to canvass support for the proposal. Feedback will be directed through the local Divisional Councillor, along with suggested responses to any objections raised.

In parallel with this report to seek approval for the project funding is an application for works in the Road Reserve; this will require approval before the project can proceed.

7.2.3 2011/2012 FINANCIAL STATEMENTS

File No:	ECM 15 November 2012
Author:	Financial Accounting Manager Finance and Business
Appendices:	App A – Independent Auditors Report (late submissions direct from Queensland Audit Office to be provided under separate cover) App B – General Purpose Financial Statements (late submissions direct from Queensland Audit Office to be provided under separate cover)

PURPOSE

The purpose of this report is to present to council the audited Financial Statements for the financial year ended 30 June 2012.

EXECUTIVE SUMMARY

The 2011/2012 Financial Statements have been audited by external auditors, KPMG to ensure accounting and legislative compliance.

KPMG have issued an unqualified report as contained in their “Independent Auditor’s Report” attached (Appendix A).

The general purpose financial statements are also attached for council’s reference (Appendix B).

There have been no major accounting adjustments in the current year, unlike in previous years in which the effects of amalgamation and disposal of the water and sewerage business have had material impacts on the statements.

This year saw the comprehensive revaluation of council’s infrastructure assets, resulting in an increase in the value of assets held of \$184 million.

Previous years have indicated that the Independent Auditors Report (**Appendix A**) and General Purpose Financial Statements (**Appendix B**) have been provided late from the Queensland Audit Office and at time of writing have not been received.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “2011/2012 Financial Statements”; and**
- (b) note the Independent Auditor’s Report (Appendix A) and General Purpose Financial Statements (Appendix B).**

FINANCE AND RESOURCING

As per Section 102 and 110 of the *Local Government (Finance, Plans, Reporting) Regulation 2010*, it is required that the Financial Statements for the year ending must be audited by the Queensland Audit Office or their contracted representative, to ensure accounting and legislative compliance.

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

Internal consultation involved the following branches and controlled entities:

- Legal Services
- Audit and Assurance
- Finance
- Infrastructure Services
- Human Resources
- Corporate Governance
- Council Services and Business Intelligence
- Quad Park Corporation Pty Ltd
- Sunshine Coast Events Centre Pty Ltd
- Noosa Biosphere Ltd

External Consultation

External auditors, KPMG have audited the draft 2011/2012 Financial Statements.

Community Engagement

No community engagement was required for this report.

Proposal

The statutory financial statements for the year ended 30 June 2012, along with comparative figures for 2011, are attached (Appendix B).

As per the Statement of Comprehensive Income, council's results for 2012 are included in Table 1 below.

Table 1

	2011/12 (\$'000)	2010/11 (\$'000)
Operating (Recurrent) Revenue	\$424,838	\$422,260
Operating (Recurrent) Expenditure	\$420,102	\$409,314
Operating Surplus	\$4,736	\$12,946
Net Result (including capital revenues)	\$80,237	\$109,070
Cash Flows from Operations	\$80,612	\$85,461

Total income from operations (including capital revenue) was \$80.2 million. This compares to \$109 million for 2010/2011 after adjusting for the once-off loss on disposal of council's water and sewerage operations to Unitywater.

Council's Statement of Financial Position (or Balance Sheet) shows total community equity of over \$5 billion. The most significant portion of this is council's investment in Infrastructure Assets totalling \$4 billion.

A comprehensive revaluation of council's roads, drainage, and parks type assets was undertaken during the year. Aurecon Australia Pty Ltd, a major engineering consultancy firm, was engaged to assist council in the provision of values including gross replacements costs, fair value and depreciation related data. The value of Council's assets increased by \$ 184 million as a result of the revaluation. This represented an average increase of 8% over a three year period.

Legal

Section 108 and 110 of the *Local Government (Finance, Plans and Reporting) Regulation 2010*, states that the Financial Statements must be presented to council by 30 November following the end of the financial year.

Policy

No relevant policies

Risk

Council has a statutory obligation to prepare annual general purpose financial statements that are subject to audit by the Auditor-General or their contracted representative

Previous Council Resolution

There are no previous council resolutions that relate to this report.

Related Documentation

There is no related documentation for this report.

Critical Dates

The 2011/2012 Financial Statements must be presented to council within 30 days of receiving the certificate of audit from the external auditors. Previous years have indicated that the Independent Auditors Report (**Appendix A**) and the General Purpose Financial Statements (**Appendix B**) have been provided late from the Queensland Audit Office and at time of writing have not been received.

Implementation

There are no implementation details to include in this report.

7.2.4 INVESTMENT PERFORMANCE REPORT SEPTEMBER QUARTER 2012

File No: Investment and Loans
Author: Financial Planning and Performance Manager
Finance and Business

PURPOSE

The purpose of this report is to inform council of the performance of the investment portfolio over the period to 30 September 2012.

EXECUTIVE SUMMARY

Investment returns for the September quarter continue to out-perform industry benchmarks, and also have provided a return to council that exceeds the original budget forecast.

The focus of the investment strategy over the period has been on preservation of capital and cash flow, but with current market conditions trending downwards, longer-term investments were considered as a means of locking-in higher interest rates.

The official cash rate was reduced further by the Reserve Bank of Australia when the Board met on 2 October 2012, by 25 basis points, taking the official cash rate to 3.25%. When combined with the previous reductions from May and June, rates have fallen by 1.50% in less than twelve months. Further rate reductions are anticipated before the end of the year.

OFFICER RECOMMENDATION

That Council receive and note the report titled "Investment Performance Report September Quarter 2012".

FINANCE AND RESOURCING

The return on invested cash for the 2012/2013 financial year is \$3,480,639 compared to the year-to-date budget of \$2,868,000. Whilst this represents a favourable variance at this juncture, this trend is not expected to continue due to the potential for further reductions in investment rates.

Total funds invested as at 30 September 2012 were \$298,291,262. This cash represents the total of reserve funds; trust and other constrained funds held by council; provisions for future expenditure; and working capital. The corresponding balance as at September 2011 was \$297,523,410.

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**

The draft report has been distributed to members of the Investment Oversight Committee for review.

External Consultation

Queensland Treasury Corporation has been consulted for information relating to economic forecasts and statistical benchmarking data used in the compilation of this report.

Community Engagement

There has been no external consultation in the compilation of this report.

PROPOSAL

Council's year-to-date investment performance has exceeded original budget forecasts, primarily since the majority of deposits maturing within the period were secured prior to the reduction in interest rates by the market and Reserve Bank.

The primary investment strategy has been the preservation of capital and to ensure sufficient funds are available to meet cash flow requirements.

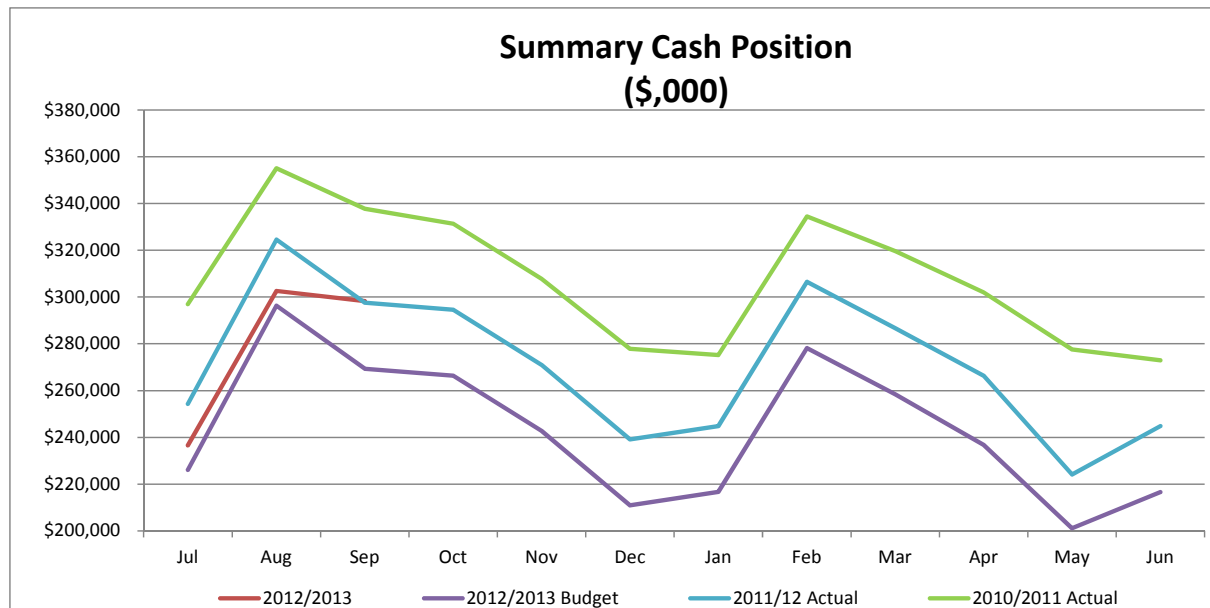
The following Table provides a comparison of council's overall portfolio performance against the previous years, and is calculated by comparing the gross interest yield against the average daily cash balance to provide a weighted average performance for the period.

	2012/2013	2011/2012	2010/2011
Average Daily Cash Balance	\$ 271,750,050	\$ 273,795,318	\$ 306,962,543
Total Interest Yield	\$ 3,480,639	\$ 15,991,705	\$ 18,043,729
SCRC Average Annual Interest Rate	5.08%	5.84%	5.88%
Average UBS Bank Bill Index	3.65%	4.68%	4.98%
SCRC Average Margin Above Benchmark	1.43%	1.16%	0.90%

All investment parameters remain within thresholds established in council's Investment Policy.

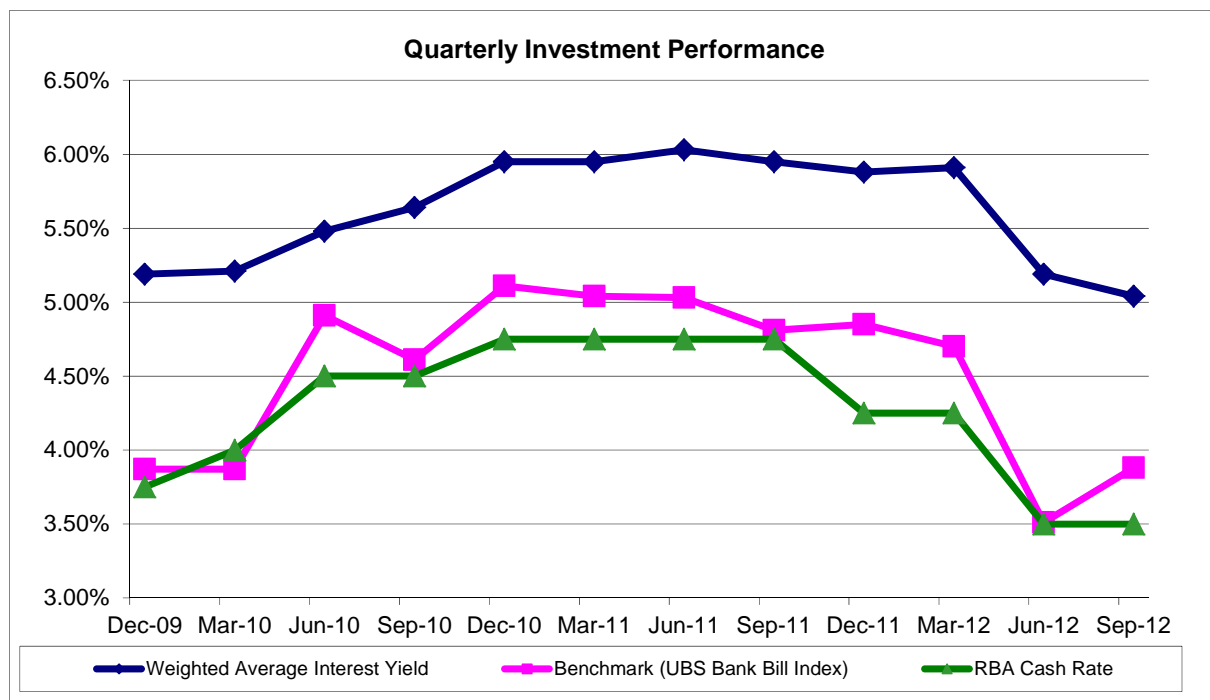
The graph below shows the actual funds available for investment against the original budget, as compared with previous years.

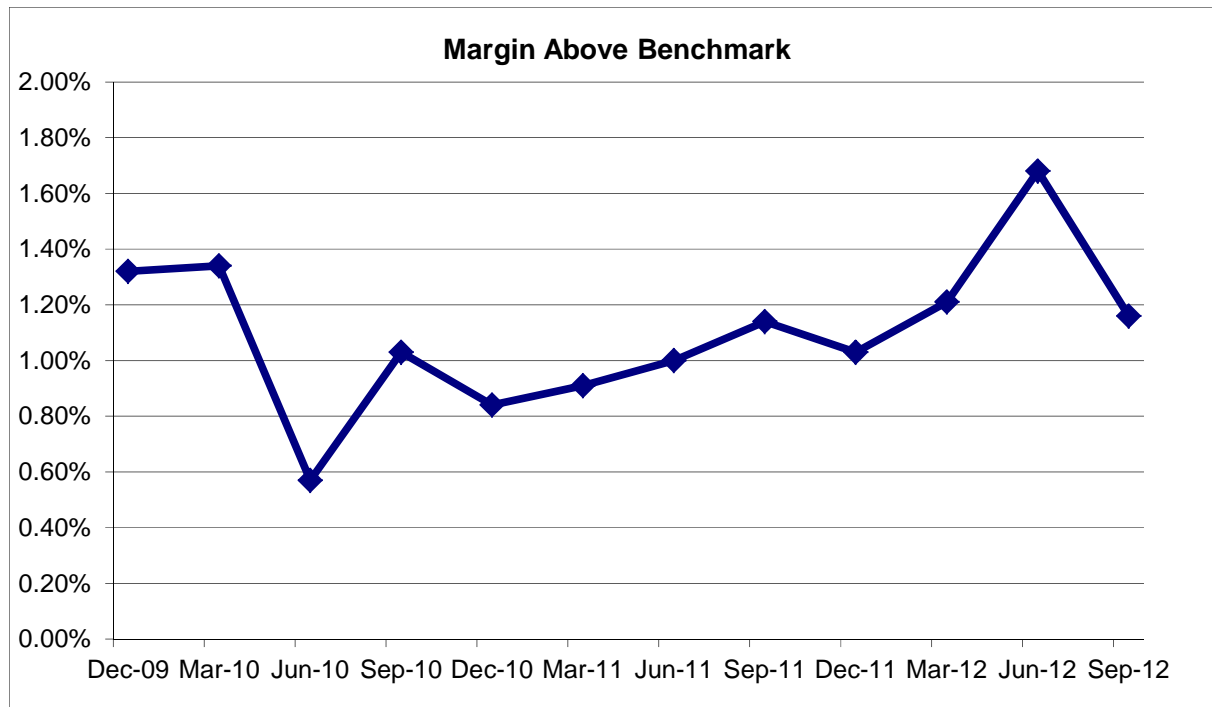
The progressive draw down of cash has corresponded with the investment in community infrastructure, however, it highlights the need for council to generate an operating surplus to ensure that working funds remain sufficient to meet ongoing needs.



The gap between the budgeted cash position and the actual balance available represents additional funds available for investment, and this should translate to higher interest yields for the year.

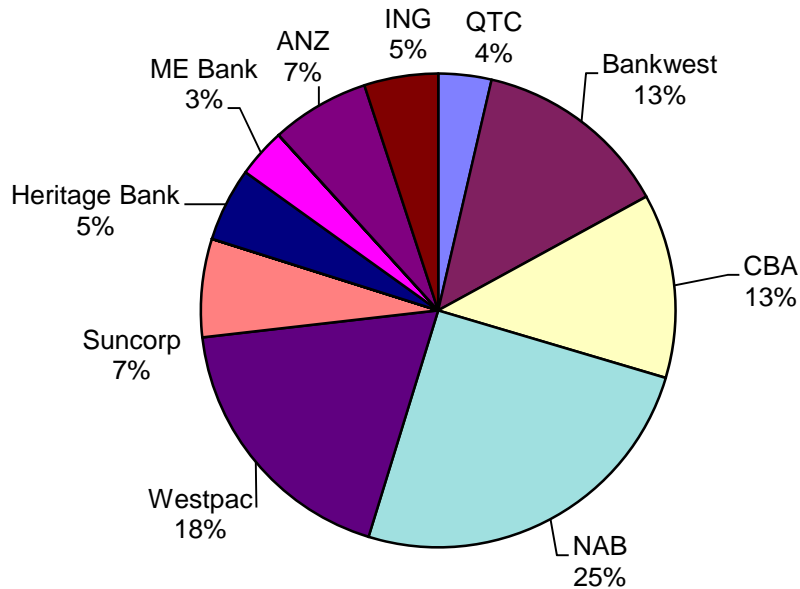
Investment performance against the market is determined by comparing actual results against recognised benchmarks. The margins above benchmark rates are depicted in the following graphs using published rates at the close of the reporting period. It should be noted that these rates move daily and the conditions that applied at the time of the original investment decision may have been vastly different to the current position.





The benchmark used to measure the performance of cash funds is the UBS Bank Bill Index, whereas the Bank Bill Swap Rate (BBSW) is applied against term deposits. As can be seen in the above graphs, the low level of the benchmark in June (when compared with the trend line) resulted in an unusually high margin for the corresponding period.

Council's conservative position in the market sees a portfolio with diversity between individual counter-parties and between different risk rating categories. As at 30 September 2012, cash funds invested were \$298,291,262, with the balance between counter-parties shown in the following chart.



Note that as at 1 October 2012 the banking licence for Bankwest has been consolidated with the Commonwealth Bank of Australia (CBA). Accordingly, for the purposes of determining counter-party exposure under the Investment Policy these are added together.

Legal

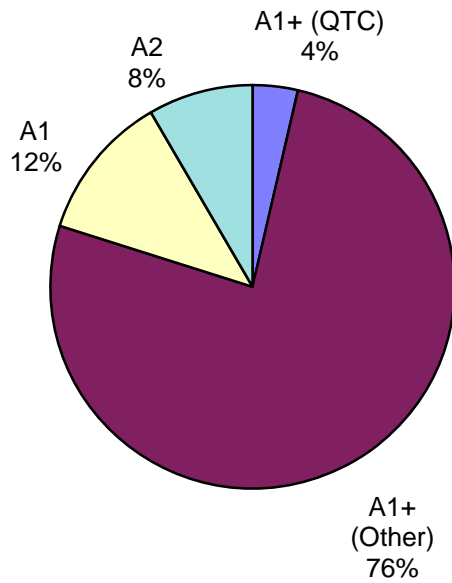
Funds are invested in accordance with the provisions of the *Statutory Bodies Financial Arrangements Act 1982* and the associated *Statutory Bodies Financial Arrangements Regulation 2007*, and the *Local Government Act 2009*.

Policy

Council's Investment Policy is adopted as part of the budget process and provides guidance for investment decisions throughout the year.

Risk

The Investment Policy contains clear guidelines for the diversification of risk and capital protection. The following graph shows the current diversification of council's investment portfolio by credit risk category.

**Previous Council Resolution**

There are no previous council resolutions that relate to this report.

Related Documentation

There is no related documentation for this report.

Critical Dates

There are no critical dates that relate to this report.

Implementation

There are no implementation details to include in this report.

7.2.5 ANNUAL REPORT 2011-2012

File No: ECM 4.16.1

Author: Corporate Planning and Reporting Manager
Finance and Business

Appendices: [App A - Sunshine Coast Regional Council Annual Report 2011-2012](#)
(Att Pg 21)

PURPOSE

This report presents part 1 of the Annual Report for the Sunshine Coast Regional Council, covering the period 1 July 2011 – 30 June 2012. It covers all non financial information that is required by legislation to be included in the report. The financial information – part 2, will be presented later this year following completion of the audited financial statements.

EXECUTIVE SUMMARY

The Annual Report 2011-2012 is a requirement by the *Local Government Act 2009* and includes an overview of council's achievements in implementing its corporate and operational plans and other issues of public interest, and audited financial statements.

The primary purpose of the Annual Report is accountability and to inform the community and other key stakeholders about progress and achievement. The report is aligned to the 2009-2014 Corporate Plan and is presented in accordance with the 8 themes of the plan to show achievement against implementing both the Corporate Plan and the Operational Plan 2011-2012.

The major achievements for the year include:

Building economic sustainability

- Committed additional resources to economic development
- Purchased Horton Park Golf Club to facilitate the Maroochydore Principal Activity Centre
- Reduced fees for employment generating development such as commercial, retail or industrial floor space applications
- Waived all fees associated with pre-lodgement meetings and encouraged multiple meetings
- Commencement of electronic lodgement of plumbing applications for faster processing and completion

Building a sustainable community and lifestyle

- Committed \$146 million for capital works
 - Committed \$7.1 million for libraries
 - Developed the Social Infrastructure Strategy 2011
 - Committed \$8.5 million for community grants and partnership programs
 - Committed \$1.9 million for major events and festivals such as the PGA, Noosa and Mooloolaba triathlons and the Caloundra Music Festival
-

Building environmental sustainability

- Committed \$23.7 million for environment programs
- Developed the Waterways and Coastal Management Strategy
- Winner of the 2011 Australian National Riverprize for the Sunshine Coast Rivers Initiative
- Committed \$5.2 million for public transport initiatives
- Consolidated the Sunshine Coast Environment Land Acquisition Program to take the total area to 580 hectares

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Annual Report 2011-2012”**
- (b) adopt the Sunshine Coast Regional Council draft Annual Report 2011-2012 (Appendix A); and**
- (c) note that the Chief Executive Officer may make minor amendments to the Annual Report to allow for final editing and publication.**

FINANCE AND RESOURCING

The cost of preparing the Annual Report is included within Corporate Governance Branch core budget. The estimated total cost covering preparation to publication is \$10,000. To minimise cost and expensive print runs, the report has been designed for easy access and retrieval via council's website on the internet and will be distributed via a promotional brochure containing a compact disk (CD).

CORPORATE PLAN

Corporate Plan Theme: *Innovation & Creativity*

Emerging Priority: 3.4 Council's working culture is dynamic, flexible and entrepreneurial

Strategy: 3.4.1 Build an organisational culture focused on teamwork, innovation, customer service and fast business

Corporate Plan Theme: *Managing Growth*

Emerging Priority: 7.5 Council's services and assets meet the needs of our growing community

Strategy: 7.5.1 Determine the types and levels of services provided by council

Corporate Plan Theme: *Great Governance*

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

Strategy: 8.1.2 Ensure legislative compliance and awareness

CONSULTATION

Internal Consultation

The key achievements provided in the report have been sourced from a range of documents including quarterly progress reports to council, media releases, *Encompass* magazine and through consultation with specialist officers and Executive Directors.

Councillors were provided with the opportunity to select electoral division projects of significance for inclusion in the report.

External Consultation

There has been no external consultation in preparing this report.

Community Engagement

There has been no community consultation in preparing this report. The report once adopted by council will be promoted to the community.

PROPOSAL

The primary purpose of the Annual Report (Appendix A) is to inform the community on progress made by council relating to implementing the Operational Plan 2011-2012 and the Corporate Plan 2009-2014. The report is an accountability document that meets the legislative intent of the *Local Government Act 2009* and *Local Government (Finance, Plans and Reporting) Regulation 2010*.

The Annual Report is comprised of the following sections and key information:

Introduction

- Message from Mayor and Chief Executive Officer
- Major achievements
- Information on Councillors and electoral boundaries
- Information on the organisation

Corporate Plan

- Corporate Plan indicators
- Corporate Plan achievements by theme. This section is a mix of significant regional and local electoral division projects. These include:
 - a) Completion of a number of key strategy documents and plans; and
 - b) Key projects identified by councillors.

Statutory Information

This section includes issues of public interest (specific matters required to be included by legislation) such as remuneration for executive staff and councillors, attendance at meetings, and tendering.

Financial Information

This section includes the community financial report and audited financial statements.

Legal

The Annual Report has been compiled following the requirements of the *Local Government Act 2009* and the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

An Annual Report is required to:

- be adopted before 30 November by council resolution for each financial year or at a later date fixed by the Minister [s108];
- contain the audited financial statements and audit report for the year [s110];
- contain an assessment of its performance in implementing council's community, corporate and operational plans [s119]; and
- include details about other issues of public interest as specified in the *Local Government (Finance, Plans and Reporting) Regulation 2010* [s109 to s119].

Policy

There are no policy implications associated with the Annual Report however the Report is a component of the Strategic Corporate Planning and Reporting Framework.

Risk

There are no risk management issues associated with the recommendation in this report.

Previous Council Resolution

There are no previous council resolutions related to this report.

Related Documentation

Council adopted the:

- Community Plan on 18 May 2011
- Operational Plan 2011/2012 on 6 June 2011
- 2009-2014 Corporate Plan on 14 May 2009.

Critical Dates

Under *Local Government (Finance, Plans and Reporting) Regulation 2010* the council must adopt the Annual Report before 30 November 2012.

Implementation

Following adoption, the report will be finalised to include full graphical layout and a selection of images to highlight achievements.

Publication and communication channels will include:

- Sunshine Coast Council website – interactive viewing and ability to download the report and print
- Promotional brochure with CD – distribution to government departments, council libraries and customer service centres.

Community organisations and individuals requiring a copy of the report will be able to access from council's customer service centres or print a free copy from council's website.

7.2.6 QUOTE OR TENDER CONSIDERATION PLANS

File No: ECM Contracts
Author: Procurement and Contracts Performance Manager
Procurement Coordinator
Finance and Business
Appendices: [App A - Airport Lease Contracting Plan](#) (Att Pg 111)
[App B - Entertainer Contracting Plan](#) (Att Pg 120)
[App C - Public Art Contracting Plan](#) (Att Pg 131)

PURPOSE

To make recommendation that council resolves to adopt the attached quote or tender consideration plans as exceptions to the general contracting provisions contained in the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

EXECUTIVE SUMMARY

The *Local Government (Finance, Plans and Reporting) Regulation 2010* ('the Regulations') provides the method by which council may establish, both medium sized (those greater than \$15,000, including GST) and large sized contracts (those of greater than \$150,000, including GST). The primary method for establishing medium sized contracts is by obtaining at least three written quotes, and for large sized contracts, a written tender process is required.

The Regulations also provide a number of exceptions to those general provisions. Preparation of a quote or tender consideration plan is one of those exceptions.

This report relates to the following three quote or tender consideration plans:

- Airport Lease Contracting Plan;
- Entertainer Contracting Plan; and
- Public Art Contracting Plan.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled 'Quote or Tender Consideration Plans';**
- (b) adopt the Airport Lease Contracting Plan in Appendix A;**
- (c) adopt the Entertainer Contracting Plan in Appendix B; and**
- (d) adopt the Public Art Contracting Plan in Appendix C.**

FINANCE AND RESOURCING

The branch custodian for each of the plans will be responsible for financing expenditure of the plan from their own operational budget.

CORPORATE PLAN

Corporate Plan Theme: *Robust Economy*

Emerging Priority: 1.1 A broad economic base
Strategy: 1.1.3 Facilitate the development of the region's knowledge-based economy in particular the creative, health, environmental, leisure and sporting sectors

Corporate Plan Theme: *Robust Economy*

Emerging Priority: 1.2 Support for Local Business
Strategy: 1.2.4 Ensure council's procurement policies support local business and help generate local employment

Corporate Plan Theme: *Great Governance*

Emerging Priority: 8.1 Ethical, accountable and transparent decision-making
Strategy: 8.1.2 Ensure legislative compliance and awareness

CONSULTATION

The following have been consulted with:

Internal Consultation

- Contracts Governance Committee; and
- Council officers from each department appropriate to the plans:

Community Services

- Community Development – Development Officer Public Art

Finance and Business

- Airport – Business and Commercial Manager
- Economic Development – Senior Economic Development Officer
- Economic Development – Strategy and Business Development Officer

External Consultation

No external consultation was required in the preparation of this report.

Community Engagement

No community consultation was required in the preparation of this report.

PROPOSAL

The *Local Government (Finance, Plans and Reporting) Regulation 2010* ('the Regulations') provides the method by which council may establish, both medium sized (those greater than \$15,000, including GST) and large sized contracts (those of greater than \$150,000, including GST). The primary method for establishing medium sized contracts is by obtaining at least three written quotes and for large sized contracts a written tender process is required.

The Regulations also provide a number of exceptions to those general provisions. Preparation of a quote or tender consideration plan is one of those exceptions.

Section 179 of the *Local Government (Finance, Plans and Reporting) Regulation 2010* states:

- (1) A local government may enter into a medium-sized contract or large-sized contract without first inviting written quotes or tenders if the local government—
 - (a) decides, by resolution, to prepare a quote or tender consideration plan; and
 - (b) prepares and adopts the plan.
- (2) A **quote or tender consideration plan** is a document stating—
 - (a) the objectives of the plan; and
 - (b) how the objectives are to be achieved; and
 - (c) how the achievement of the objectives will be measured; and
 - (d) any alternative ways of achieving the objectives, and why the alternative ways were not adopted; and
 - (e) the proposed terms of the contract for the goods or services; and
 - (f) a risk analysis of the market from which the goods or services are to be obtained.

Council Officers have identified three industries where the quote or tender process provided by the Regulations is not the most effective method by which council can identify suitable contract partners.

Airport Contracting Plan

Council has a number of lease arrangements at the Sunshine Coast Airport and Caloundra Aerodrome with companies involved the aeronautical industry. Many of these long-term tenants have, or wish to make significant infrastructure investments on their respective lease sites. Currently, at the conclusion of each lease, the site must be offered for lease through the open tender process. This exposes the lessees, who have made the significant infrastructure investment to the open market where they may lose the value of their investment from a rival applicant. Market intelligence supports that due to these circumstances lessees are taking decisions not to make the infrastructure investment, proving disadvantageous to council's desire to attract valuable contracting partners to the airport precincts.

The proposed Airport Contracting Plan provides a contracting method that allows council to engage with the incumbent lessee prior to the conclusion of the lease or enter into commercial negotiations with prospective lessees who propose to inject major infrastructure upon the leased land. Supported by an independent valuation of the lease site, council can negotiate with an incumbent lessee or prospective lessee, having the knowledge of the site's market value, while the lessee can make infrastructure investment knowing they will have the first opportunity to make full use of their investment when negotiating for a further lease. This process will achieve the most advantageous contracts for council, encourage investment within the airport precincts and meets the requirements of the Regulations.

Entertainer Contracting Plan

Each year, council seeks to conduct a number of community events where entertainment is provided. The entertainment industry does not operate in a way that incorporates the quote or tender process. Consequently, any efforts to engage with entertainers in this way will be disadvantageous to council.

The proposed Entertainer Contracting Plan provides a process for contracting with entertainers which is accepted within that industry and meets council's needs for contracting. The process involves identifying a suite of desirable entertainers and making direct offer approaches to them. The Plan is accepted within the entertainment industry, meets council's needs for contracting and complies with the Regulations.

Public Artwork Contracting Plan

Council seeks to provide various forms of public artwork throughout the region to enhance place making and aesthetic appeal. The quote and tender processes have not been effective in identifying appropriate artists or artwork. Those processes have inhibited council's ability to contract with appropriate artists or obtain the most desirable artwork.

The proposed Public Artwork Contracting Plan provides a process for contracting with artists that is accepted by the industry, satisfies council's contracting needs and meets the requirements of the Regulation.

Legal

There may be legal implications to this report if council was to contract with lessees at the airports, with entertainers, or artists without completing the normal contracting process, or resolving to create the three proposed contracting plans.

Policy

- Procurement Policy; and
- Public Art Policy.

Risk

Risk analysis and mitigation strategies have been identified for each of the contracting plans.

Previous Council Resolution

There have been no previous Council resolutions.

Related Documentation

- Procurement Policy; and
- Public Art Policy.

Critical Dates

The plans will be effective from the date of the resolution.

Implementation

Implementation will follow Council resolution.

7.3 INFRASTRUCTURE SERVICES

7.3.1 FLOODING REPORT ON MAJOR STORM EVENTS OF FEBRUARY AND MARCH 2012

File No: ECM 15 November 2012

Author: Team Leader, Water Management and Drainage Services
Infrastructure Services

Attachments: [Att 1 - Locality Identity Maps](#) (Att Pg 141)
[Att 2 - Flood Classifications](#) (Att Pg 145)
[Att 3 - Storm Event Classifications](#) (Att Pg 146)
[Att 4 - Actions Taken To Date](#) (Att Pg 148)
[Att 5 - Schedule of Maintenance & Upgrade Actions](#) (Att Pg 150)

PURPOSE

This report has been prepared to inform Council and the community of investigations arising out of the flooding which was experienced in the region as a result of the major rainfall events which occurred during February and March 2012, actions taken to date and to outline further investigations and actions to be taken.

EXECUTIVE SUMMARY

During February and March 2012 the region experienced a number of extreme rainfall events, which caused severe flooding to homes and businesses in a number of localities. The extreme rainfall events were well above the required design level for infrastructure including roads, drains and buildings and resulted in considerable trauma to people in localities across the region whose homes were inundated in the intense rainfall events.

Council crews and other emergency services were stretched beyond capacity, and prioritisation of responses was undertaken to deal with the most urgent cases first. In certain instances this unfortunately led to some delays in dealing with particular situations. A number of private contractors were also appointed at short notice to supplement the crews on the ground and to assist with clean up and urgent maintenance activities, post the flood events.

In addition to damage to private property, Council infrastructure also suffered severe damage to roads, culverts, council facilities etc. In many cases the damage was not immediately apparent, such as saturated road pavements and dislodgement of underground pipes. A number of stormwater pipes have already been relined in response to sinkholes resulting from pipe separation.

A Flood Review Panel was convened to investigate the worst affected areas, and report on the occurrences.

The Review Panel has investigated a number of areas to date, and this work is ongoing. Independent consultants have also been appointed to consider particular areas in more detail, and identify possible improvements

A number of community consultation meetings have been held in Tewantin, Cooroy, Pomona and Buderim to present the findings of the reports to date. A number of community reference groups have also been formed, in order to provide an opportunity for communities to be a part of the ongoing improvement processes in various areas.

In general, the reports have indicated that the extreme magnitude of the rain events far exceeded the stormwater capacity of the localities, based on the previous design event standard. Council stormwater infrastructure is generally designed to accommodate small to medium rain events. Considering the extreme events experienced, it was therefore not unexpected that it simply overwhelmed existing council stormwater infrastructure and other drain lines, resulting in widespread flooding.

In certain areas such as Tewantin, Noosaville, Cooroy and Pomona, the flooding appears to have been exacerbated by blockages in creeks and waterways, particularly on State land. Council is currently working with State agencies to identify ways of dealing with these situations, and recommend future maintenance programs for high-risk areas. The objective of this collaboration with the State is to improve response times for minor works within State land in the future and potentially reduce the need for lengthy or onerous permits in future situations.

In some cases council crews conducted emergency works in the immediate aftermath of the flooding on property not under the control of council, to remove debris and obstructions. These areas included State land such as main road reserves, creeks, State forest, rail reserves etc. It is, however, not certain to what extent council's responsibility extends for the routine maintenance of such areas, and clarity on these issues is required.

In certain cases the particular circumstances of location close to drainage lines, low elevation and topography will lead to flooding in greater than the design event, such as occurred in many cases. However, resident's expectations do not always convey acceptance of these situations.

The majority of affected residential properties appear to have floor levels above the required Q100 flood level, however the available freeboard or safety margins of some properties were less than others, hence relatively greater flood impacts.

Flood investigations are still underway in Maroochydhore and Mooloolaba, and draft reports are expected during December 2012. Further flood modelling has been recommended for a number of locations. This will be undertaken in-house and it is expected that recommendations for infrastructure improvements will result from the modelling. Further reports will be presented to council as the work progresses.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Flooding Report on Major Storm Events of February and March 2012"; and**
- (b) consider the reprioritisation of funding during future Budget Reviews where necessary, to enable funding to be directed to any identified areas of higher priority as a result of the flooding investigations.**

FINANCE AND RESOURCING

No funding has been specifically allocated for the current flood investigations. Operational budgets have been utilised for in-house investigations, and external consultant reports have been financed through the Capital Program Emergent Works.

To date approximately \$278,000 has already been spent on investigations and actions (including \$180,000 spent on maintenance and rehabilitation works).

It is also estimated that a further \$440,000 has been spent on other associated maintenance activities.

It is anticipated further works which are identified from the flood reports will require finance in future capital works programs. This may be able to be brought forward through the reprioritisation of funding during Budget Review 3.

CORPORATE PLAN

Corporate Plan Theme: *Ecological Sustainability*

Emerging Priority: 2.7 Integrated water cycle management
Strategy: 2.7.4 Understand and manage the impact of stormwater flows and flooding on our current communities and future land developments

CONSULTATION

Internal Consultation

- Councillors –
 - Division 4 Councillor Chris Thompson
 - Division 7 Councillor Ted Hungerford
 - Division 9 Councillor Stephen Robinson
 - Division 11 Councillor Russell Green
 - Division 12 Councillor Tony Wellington
- Executive Director, Infrastructure Services
- Project Director, Partnerships & Engagements, Executive Office
- Branch Manager, Civil Works Services, Infrastructure Services
- Manager – Infrastructure Policy, Regional Strategy and Planning
- Manager – Building Services, Regional Strategy and Planning
- Asset and Investigations Manager, Infrastructure Services
- Business Improvement and Support Manager, Infrastructure Services
- Coordinator Hydraulics, Engineering and Environmental Assets, Regional Strategy and Planning
- Coordinator Development Construction, Engineering and Environmental Assets, Regional Strategy and Planning

- Senior Business Support Officer, Community Facilities, Finance and Business
- Community Leasing Support Officer Community Facilities, Finance and Business

External Consultation

- Communities and individual residents at Pomona, Cooroy, Tewantin, Noosaville, Buderim, Maroochydore, Mooloolaba, Kawana, and Buddina.
- State Emergency Services
- Bureau of Meteorology
- Department of Parks and Wildlife Services
- Department of Environment and Resource Management
- Department of Main Roads
- Department of Communities

Community Engagement

Community meetings have been held at Tewantin (25 July), Cooroy (6 September), Pomona (25 September), and Buderim (9 October), to provide information and seek input. Further meetings will be held in Mooloolaba and Maroochydore after the draft flood reports for these areas have been received.

Community reference groups have been established for Tewantin, Cooroy and Pomona and are ongoing, and it is expected that additional groups will be established in the areas where further reports are currently being compiled.

PROPOSAL

CURRENT STATUS

A series of very significant rainfall events were experienced across the region during February and March 2012. The magnitude, intensity and duration of these storms were among the worst on record, and caused severe flooding to homes and businesses in a number of localities, with many others also experiencing property impacts of lesser degree.

Among the worst affected areas were Cooroy, Pomona, Tewantin, Noosaville, Maroochydore, Mooloolaba, Kawana, and Buddina. Please refer to Attachment 1 for locality indication. Disaster management response records indicate approximately 74 homes were inundated by the February 2012 event. 21 homes within Cooroy, 6 within Noosaville, 23 within Pomona and 24 within Tewantin. The degree of inundation varied across the region with 22 of the 74 homes deemed to be non-habitable.

According to statistics received to date around 600 call outs for the central region were received during the March 2012 event. A detailed breakdown will be provided during a further report.

Council responses to the flooding have been categorised as follows:

- Immediate - actions during flood event - council crews and other emergency services were mobilised to provide actions to protect lives and property. These were prioritised to deal with the most urgent cases first.

- Short term - post flood recovery, assistance to residents, restoration of services, debris removal, survey of flood levels, initial damage assessment etc.
- Medium term - investigations into worst affected areas, survey, identification and recommendation of potential improvements to reduce future flood impacts, implementation of any protection measures readily achievable, etc.
- Long term – implementation of identified improvement works and prioritisation in future capital works programs.

In response to the flooding, the Executive Director of Infrastructure Services initiated a flood review panel to investigate the worst affected areas, for the purpose of defining the relative magnitude of the rain events; identifying any infrastructure deficiencies, and seeking opportunities for improvement to minimise impacts during future rain events.

A cross departmental flood review panel was formed, and meets on a regular basis. One of the early recommendations was that independent consultants be appointed to investigate the worst affected areas. To date, draft consultant's reports have been received for Tewantin, Cooroy, Pomona, Noosaville, and Buderim. Further reports are currently being compiled for Mooloolaba and Maroochydore, and these drafts are expected by early December.

A number of community consultation meetings have been held in Tewantin, Cooroy, Pomona and Buderim to present the findings of the reports to date. They also served to obtain further community input on identified items, prior to the finalisation of the reports. A number of community reference groups have also been formed, in order to provide opportunity for communities to be a part of the ongoing improvement processes in various areas.

In general, the reports have indicated that the extreme magnitude of the rain events far exceeded the design event. Council stormwater infrastructure is generally designed in accordance with industry standards, and the piped network capacity is limited to the stormwater which would be expected during a 5-10 year average rainfall occurrence (Q5 – Q10). Any larger rain event will flow down roads; overland flowpaths, natural drainage lines, or as sheet flow across the land. Considering the extreme events experienced, it was therefore not unexpected that it simply overwhelmed existing Council stormwater infrastructure and other drain lines, resulting in widespread flooding. Attachment 2 includes a totem pole which indicates the relative scale of the events from a historical perspective.

Structural mitigation measures cannot be provided for the management of all flood events. Planning may ensure that buildings are above floods of a defined level of risk, however there is always a possibility of storms occurring at a greater magnitude.

The larger events experienced on the Sunshine Coast in early 2012 have a lower probability of occurring and far exceeded the defined level of risk.

A flood event with a 1 in 100 chance of occurring in one year is represented by a 1% Annual Exceedances Probability (AEP). The storm events experienced in early 2012 were recognised to far exceed the 1 in 100 Average Recurrence Interval (<1% AEP).

Intensity-Frequency-Duration (IFD) design rainfall charts were also developed from the February 2012 rainfall event. Refer to Attachment 3 for an illustration of the rainfall intensity experienced by Tewantin, Cooroy and Pomona, relative to the average recurrence intervals (ARI). As detailed within the 'further work' section of this report, the independent consultants are currently undertaking the flood investigations in Maroochydore and Mooloolaba areas and the IFD charts for this region are anticipated to be produced with the finalisation of the draft reports.

In certain areas such as Tewantin, Noosaville, Cooroy and Pomona, the flooding appears to have been exacerbated by blockages in creeks and waterways, particularly on State land. Fallen trees, thick vegetation and accumulated debris inhibited the free discharge of flood water, and raised upstream flood levels. Council is currently working with State agencies to identify ways of dealing with these situations, and recommend future maintenance programs for high-risk areas.

Written approval has already been received by Queensland Parks and Wildlife Service for silt removal within Tewantin Nation Park as well as maintenance and debris clearing within Harry Springs Conservation Park. The completion of this work may improve the situation during future rain events.

The majority of affected residential properties appear to have floor levels above the required Q100 flood level, however, the available freeboard or safety margins of some properties were less than others, hence relatively greater flood impacts. The Pomona region has little existing flood modelling, and subsequently some properties may have been originally developed without accurate flood data.

A number of opportunities for improvement have been identified, and these are detailed within the Further Work section of the report.

FIELD ACTIONS TAKEN TO DATE

Council crews conducted emergency works in the immediate aftermath of the severe flooding, by making every endeavour to assist the community through the removal of debris and obstructions clear of immediate flow paths. In some circumstance the support extended into properties not under council's control.

Further to this, council officers from the cross departmental flood review panel were actively meeting with community members who appeared to have suffered adverse impacts from the distressing flood events. Council officers made every effort to take time and listen to matters raised by the community and explore further rehabilitation work which could potentially be undertaken by council to minimise impacts during future rain events, as well as alleviate any traumatic stress experienced by members of the community.

Actions included:

- Removal of debris
- Clearing out of drainage channels
- Repairing collapsed culverts
- Removing significant vegetation that could serve as a future obstruction
- Removing large bodies of silt that accumulated in drainage structures
- Deepening and widening drainage channels in priority locations
- Removal of structures (such as handrails and in one case a footbridge) that could create obstructions in future events
- Creating diversion channels or flow paths

Attachment 4 lists action items undertaken by Council crews in the field as a result of the storm events experienced in February and March 2012. The items are separate from the emergency works conducted, as they are considered response items also accounting for concerns raised by the community. The list details action items undertaken within areas of Cooroy, Noosaville, Pomona Tewantin, Maroochydore, Mooloolaba, Buddina, and Kawana.

The field actions carried out by council post storm events may not be limited to the list provided.

FURTHER WORK

Independent consultants are currently undertaking flood investigations in Maroochydore and Mooloolaba, and these draft reports are expected during December 2012.

Council officers from Infrastructure Services and Infrastructure Policy have also undertaken numerous flood investigations on a case-by-case basis, and this work is ongoing.

Further flood modelling has been recommended for a number of locations, particularly Pomona, where historical information is scarce. This will enable future development or redevelopment to be undertaken utilising more accurate and up to date information on flood levels. Survey work to obtain the required information has already commenced in a number of locations in Tewantin, Cooroy and Pomona, and will be ongoing for some time. The flood modelling will thereafter be undertaken by Infrastructure Policy, in conjunction with Infrastructure Services. The further flood modelling can be considered most advantageous for the community as it aims to confirm flood study findings by the developer engineers and will confirm their constructed slab levels and subsequent freeboard relative to the Q100.

Certain recommendations were made for improved works and maintenance procedures in susceptible locations; please refer to Attachment 5 for a list of the revised maintenance regime and recommended action items. Items for the region including Mooloolaba, Maroochydore, Buddina and Kawana are still in progress and are to be established through finalisation of the independent consultants draft report. Some of this work has already been performed as detailed in Attachment 4, and more is currently under consideration. The maintenance work in susceptible locations has been programmed as a priority for completion before the next wet season (early 2013).

It was recommended that modifications to certain infrastructure in Tewantin, Cooroy and Pomona be considered to minimise impacts during future rain events. A number of these are currently being surveyed and assessed for consideration in future programs.

The reports indicated that a number of drainage lines were obstructed on State land. Council officers have reached agreement with officers from Department of Parks and Wildlife regarding the undertaking of clearance of these obstructions, and similar discussions are in progress with Department of Heritage Protection. The Department of Main Roads has also indicated that it is prepared to collaboratively share flood information with council to ensure that the best information is available for future use. Initial discussions have been held and will be ongoing.

It is anticipated that all current drainage investigations arising out of this report will be completed by the end of December. Further works may, however, be necessary to act on any recommendations made as a result of the initial investigations. Members of the cross departmental flood review panel will endeavour to continue support for the community who have experienced distress from the flood events for what is considered a reasonable amount of time, by means of improved dialogue from each community reference group consultation and feedback meetings.

Legal

No direct legal implication to council has been identified to date, however, further investigations may reveal legal implications relative to the Queensland Flood Commission of Inquiry.

Policy

The policies relating to this report include the:

- Queensland Flood Commission of Inquiry and subsequent recommendations;
- Council's Development Design Planning Scheme Policy
- Grants Policy;
- Insurance Policy; and
- Potential for future Flood Affected Property Acquisition Policy (if developed).

Risk

There is a risk of future flooding during major storms for certain areas. Floods are a natural part of Australia's environment and the areas at risk of flood damage can be identified. Council has recently published regional flood mapping which is available to the public for review.

The Sunshine Coast must be prepared for the occurrence of floods since they will inevitably occur, though perhaps rarely. Understanding and preparation can reduce the impact on individuals, society and business.

To reduce the vulnerability of people and property the establishment of flood awareness and readiness by the community is essential. Council have community awareness campaigns which aim to ensure that people in the community clearly understand their risks of flooding, are ready and able to listen to emergency services and are prepared for the actions they may need to take in the lead up to a flood event. This includes consideration of situations in which the design standard for structural mitigation works is exceeded or when floods exceed minimum floor levels established through development or planning controls.

No direct liability risk to council has been identified to date, as the consultants engaged have established through review of the drainage regimes and approved flood studies that in general the drainage systems have been constructed in accordance with development approvals.

There could, however, be some liability risk to council if further studies identify deficiencies in council drainage infrastructure. There is also a risk that flood damage to underground council drainage infrastructure or other infrastructure has not yet been discovered.

Previous Council Resolution

There are no previous Council resolutions that relate to this report.

Related Documentation

- Draft flood reports for Tewantin, Pomona, Cooroy, Lakes Entrance, Buderim.
- Powerpoint presentations used during the community meetings.
- Queensland Flood Commission Report 2012.

Critical Dates

Short term recommended action items including operations and maintenance for the worst affected areas were prioritised for completion before the next wet season (early 2013). Long term recommended action items have commenced and are ongoing.

Implementation

Implementation of recommendations for improvement has commenced and is ongoing.

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7.3.2 CORE ASSET MANAGEMENT PLANS

File No: ECM – 15 November 2012

Author: Asset Management & Service Programming Manager
Infrastructure Services

Appendices: [App A - Building & Facilities Asset Management Plan](#) (Supp Att Pg 3)
[App B - Coastal & Environmental Infrastructure Asset Management Plan](#) (Supp Att Pg 60)
[App C - Holiday Parks Asset Management Plan](#) (Supp Att Pg 110)
[App D - Parks & Gardens Asset Management Plan](#) (Supp Att Pg 149)
[App E - Stormwater Asset Management Plan](#) (Supp Att Pg 199)
[App F - Transportation Asset Management Plan](#) (Supp Att Pg 252)
[App G - Waste & Resource Management Asset Management Plan](#) (Supp Att Pg 301)

PURPOSE

The purpose of this report is to present the seven Core Asset Management Plans as required under the *Queensland Local Government Act (2009)* to Council for adoption.

EXECUTIVE SUMMARY

Consistent with legislative trends across Australia, the *Queensland Local Government Act (2009)* introduced requirements for all local governments to develop and adopt long-term asset management plans for all major infrastructure assets. The long term asset management plan will continue in force:

- for the period of at least 10 years as stated in the plan; or
- until the earlier adoption of a new long-term asset management plan.

The long term asset management plan must:

- provide for strategies to ensure the sustainable management of the assets mentioned in the local government asset register and infrastructure of the local government;
- state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and
- be integrated with the long-term financial forecast.

Sunshine Coast Regional Council has developed core asset management plans for all major infrastructure assets with a current replacement cost as of 30 June 2012 of \$3.8 billion for the following asset groups:

- (1) Transportation – Includes roads, pathways and bridges - \$2.24 billion
 - (2) Stormwater – Includes pits and pipes - \$984 million
 - (3) Parks & Gardens – Includes playgrounds, park furniture - \$95 million
 - (4) Waste Resource Management – \$45 million
 - (5) Holiday Parks – \$26 million
 - (6) Coastal & Environmental – Includes canals, revetment walls, fencing - \$57 million
 - (7) Buildings & Facilities – Includes corporate & community facilities - \$367 million
-

The seven combined asset management plans have an assumed rehabilitation and renewal gap of \$28 million per annum.

The assumed rehabilitation and renewal gap will be further validated and reported back to Council during the 2013/2014 budget development, as data is further cleansed, systems integrated and processes refined as part of the asset management improvement program.

The seven core asset management plans currently have endorsed renewal funding for 2013/2014 within the capital works program of \$45.9 million. Council will need to undertake an annual review of capital works priorities and commitments through the budget process to comply with the asset sustainability ratio of 90% by 2016/2017. It is proposed that Council progressively work towards meeting this ratio through a staged increase in annual renewal funding and reprioritisation of existing capital works funding; as below:

- 2012/2013 – adopted renewal funding - approximately \$46 million;
- 2013/2014 – proposed ratio of 75% - approximately \$55 million;
- 2014/2015 – proposed ratio of 80% - approximately \$59 million;
- 2015/2016 – proposed ratio of 85% - approximately \$63 million; and
- 2016/2017 – proposed ratio of 90% - approximately \$67 million.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Core Asset Management Plans”; and**
- (b) adopt the “Core Asset Management Plans” contained in Appendices A – G.**

FINANCE AND RESOURCING

The seven core asset management plans currently have endorsed renewal funding for 2013/2014 within the capital works program of \$45.9 million. The table below shows the estimated renewal gap which needs to be considered and further validated as part of the 2013/2014 budget development.

Core Asset Management Plan	Endorsed 2013/2014 Capital Works – renewal funding	Estimated renewal expenditure gap p/a	Required renewal funding considerations for 2013/2014 capital works renewals – 100%	Required renewal funding considerations for 2013/2014 capital works renewals – 75% (as per sustainability plan)	Sustainability Assessment
Transportation	\$33 million	\$12 million	\$45 million	\$34 million	Additional funding required to ensure sustainability over the long term
Stormwater	\$3 million	\$7 million	\$10 million	\$7.5 million	Additional funding required to ensure sustainability over the long term
Buildings & Facilities	\$5.6 million	\$2.4 million	\$8 million	\$6 million	Additional funding required to ensure sustainability over the long term
Coastal & Environmental	\$1.3 million	\$2.3 million	\$3.6 million	\$2.7 million	Additional funding required to ensure sustainability over the long term
Parks & Gardens	\$1.3 million	\$2.1 million	\$3.4 million	\$2.5 million	Additional funding required to ensure sustainability over the long term
Waste Resource Management	\$1 million	\$2.2 million	\$3.2 million	\$2.4 million	Additional funding may be required depending on Council's waste strategy
Holiday Parks	\$700 000	Nil	\$700 000	\$700 000	No additional funding allocations required for capital and operational
Total	\$45.9 million	\$28 million	\$73.9 million	\$55 million	

Council will need to undertake an annual review of capital works priorities and commitments through the budget process to comply with the asset sustainability ratio 90% by 2016/2017. It is proposed that Council progressively work towards meeting this ratio through a staged increase in annual renewal funding and reprioritisation of existing capital works funding; as below:

- 2012/2013 – adopted renewal funding - approximately \$46 million;
- 2013/2014 – proposed ratio of 75% - approximately \$55 million;
- 2014/2015 – proposed ratio of 80% - approximately \$59 million;
- 2015/2016 – proposed ratio of 85% - approximately \$63 million; and
- 2016/2017 – proposed ratio of 90% - approximately \$67 million.

CORPORATE PLAN

Corporate Plan Theme: *Managing Growth*

Emerging Priority: 7.4 Timely and appropriate infrastructure and service provision

Strategy: 7.4.1 Prepare comprehensive infrastructure plans, policies and strategies in line with long term financial plans

Corporate Plan Theme: *Managing Growth*

Emerging Priority: 7.5 Council's services and assets meet the needs of our growing community

Strategy: 7.5.2 Develop long term asset management plans which are linked to financial management plans

Corporate Plan Theme: *Great Governance*

Emerging Priority: 8.3 Strong financial management

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

CONSULTATION

Internal Consultation

- Finance & Business - Asset Accounting;
- Finance & Business – Financial Planning & Performance;
- Regional Strategy & Planning – Infrastructure Policy;
- Community Services – Service Managers;
- Infrastructure Services – Asset Managers;

- Strategic Discussion Forum – 17th September 2012 – “Asset Management Planning”; and
- Budget Workshop 29th May 2012 – “State of the Assets”.

External Consultation

Consultation has been undertaken within the Regional Asset Management Group. Consultation within this group has shown that the Sunshine Coast Council is one of the leaders in relation to the development of strategic asset management; through:

- Councillor and staff education;
- Adoption / Endorsement of a 10 year capital works program;
- Development and adoption of service level plans for major infrastructure;
- Asset Manager / Service Manager philosophy;
- Corporate asset management system – Maximo; and
- Mobile workforce.

Community Engagement

No community engagement has been undertaken, future development of Sunshine Coast Council asset management plans will require community consultation.

PROPOSAL

BACKGROUND

Consistent with legislative trends across Australia, the Queensland Local Government Act (2009) introduced requirements for all local governments to develop and adopt long-term asset management plans for all major infrastructure assets. The long term asset management plan will continue in force:

- for the period of at least 10 years stated in the plan; or
- until the earlier adoption of a new long-term asset management plan.

The long term asset management plan must:

- provide for strategies to ensure the sustainable management of the assets mentioned in the local government asset register and infrastructure of the local government;
- state the estimated capital expenditure for renewing, upgrading and extending the assets for the period covered by the plan; and
- be integrated with the long-term financial forecast.

Sunshine Coast Council has developed core asset management plans with a current replacement cost as of 30 June 2012 of \$3.8 billion for the following asset groups:

- (1) Transportation – Includes roads, pathways and bridges - \$2.24 billion;
- (2) Stormwater – Includes pits and pipes - \$984 million;
- (3) Parks & Gardens – Includes playgrounds, park furniture - \$95 million;

- (4) Waste Resource Management – \$45 million;
- (5) Holiday Parks – \$26 million;
- (6) Coast & Canals – Includes canals, revetment walls, fencing - \$57 million; and
- (7) Buildings & Facilities – Includes corporate & community facilities - \$367 million.

The seven combined asset management plans have an assumed rehabilitation and renewal backlog of \$28 million per annum.

The assumed rehabilitation and renewal backlog will be further validated and reported back to Council during the 2013/2014 budget development, as data is further cleansed, systems integrated and processes refined.

A state of the assets report was presented to Council at the Budget Workshop on the 29th May 2012 which gave a snapshot of the seven core asset management plans, including current funding, current conditions, assumed renewal gap and potential additional funding requirements. This report will be presented to Council to assist in guiding required maintenance and capital renewal funding annually during budget development.

It is worth noting that the plans have been developed based upon assets that are known and identified in our corporate asset databases. It is highly likely that there are still a number of assets yet to be identified such as buildings and stormwater infrastructure which will be picked up in the next phase of the asset management plan development.

CORE ASSET MANAGEMENT PLANS OVERVIEW

The asset management plans will:

- identify asset quantities and asset conditions;
- give consideration to the whole of life costs of the asset and/or service;
- provide information on current and future maintenance, operational and capital works requirements;
- identify the level of service that will be delivered by the asset and how the service will be monitored;
- identify funding needs on a short term and long term basis, and provide guidance to develop programs to optimize the asset value and minimize funding commitments; and
- provide the basis for long term financial planning for assets under the custodianship of Council.

The core asset management plans have been developed in accordance with the guidelines set out in the International Infrastructure Management Manual 2011 (IIMM 2011) are made up of the following eight chapters:

- (1) Executive Summary
- (2) Introduction
 - the classes and sub classes of assets included in the plan
 - quantitative data with respect to the asset classes and sub classes
- (3) Levels of Service
 - the expected or required service levels for the included assets
 - the actual service levels being achieved for the included assets

- (4) Future Demand
- future requirements associated with corporate plans and operational plans
 - known or possible areas for expansion
 - asset classes and potential acquisition dates
 - cost estimates
 - impact on service levels, asset lifecycle and financial considerations
- (5) Lifecycle Management Plan
- identification of risks
 - identification of risk mitigation strategies
 - condition assessment and useful life
 - estimated useful life for each asset class and sub classes
 - estimated remaining useful life for each class and sub class
 - annual depreciation expense per asset class and sub classes
 - valuation of each asset class and sub classes
 - valuation
 - date of valuation and valuation methodology
 - maintenance Activities
 - description of program
 - timing of program
 - maintenance expense per asset class and sub classes
 - renewal/replacement plan
 - renewals capital expenditure
 - acquisition plan
 - new or upgrade capital expenditure
 - disposal plan
 - proposed timing of asset retirement or disposal
 - estimated residual values at retirement or disposal
- (6) Financial Summary
- summary of financial information
- (7) Asset Management Practices
- information systems to be used and the standards and guidelines used to make decisions on asset management
- (8) Plan Improvement & Monitoring
- identification of any known issues with the quality of the data, forecasts and estimates
 - actions taken to mitigate the known issues
 - commentary on the reliability of the estimates contained within the plan
 - an improvement plan – a forward looking action plan for monitoring, reviewing and improving the asset management process.
-

In essence, the focus of the core asset management plans is on collation of asset data and understanding the performance of Council's infrastructure asset portfolio for each asset class and sub classes, with the development of an improvement plan to further refine the data contained within Council's asset registers to better understand any assumed gaps in funding, processes and systems for integration with Council's long term financial planning.

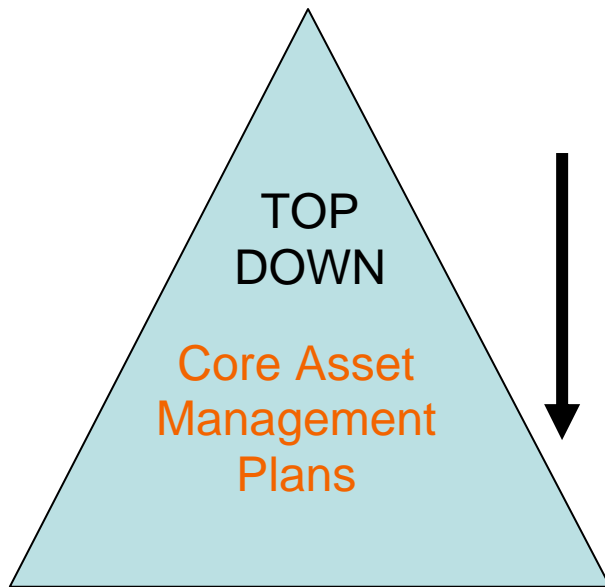
Core Asset Management Plan	Current Replacement Cost (CRC)	Written Down Value (WDV)	% of Asset Base Consumed
Transportation	\$2.239 billion	\$1.833 billion	18%
Stormwater	\$984 million	\$786 million	20%
Buildings & Facilities	\$367 million	\$271 million	26%
Coast & Canals	\$57 million	\$48 million	16%
Parks & Gardens	\$95 million	\$59 million	37%
Waste Resource Management	\$45 million	\$32 million	29%
Holiday Parks	\$26 million	\$18 million	30%
Total – Core Asset Management Plans	\$3.813 billion	\$3.047 billion	20%

Core Asset Management Plans – Current Replacement Costs & Asset Base Consumed

Core Asset Management Plans – Principles

The Core asset management plans represent a base level of asset management planning maturity. These Asset Management Plans are 'first generation' plans based on imperfect data and a number of fundamental planning assumptions. They have been developed using a "bottom up" approach.

In essence, the focus of the core Asset Management Plans is on collation of asset data and understanding the performance of Council's infrastructure asset portfolio.



Systems / knowledge approach

- Based on what we know
- Current financial & physical data
- Uses current levels of service (not desired)
- Inconsistent data sets a major constraint
- Provides a base to move forward
- Detailed improvement plan

The core asset management plans provide a sound foundation for future development, identifying the key actions required to move to second generation asset management plans and subsequently advanced plans, whilst creating a corporate asset management culture within Council.

The main purpose of the core asset management plans is to assist Council in determining what is required in order to improve the quality of its data and asset related financial forecasts. Once this has been achieved the outputs from the asset management plans will be further refined for consideration in the 2013/2014 long term financial planning process.

CORE ASSET MANAGEMENT PLANS – EXPENDITURE GAP ESTIMATES

Whilst every attempt has been made to accurately estimate the amount of renewal expenditure gap for each asset portfolio, in most cases the estimates have been based on standard accounting data sourced from Council's financial asset register FAIM, (Financial Asset Information Module). For example, accounting asset valuations and depreciation have been drawn upon to derive estimates of asset related expenditure required to deliver the levels of service. These accounting estimates assume that the assets:

- Are being consumed at a theoretically 'straight line' rate of decline;
- Will be entirely replaced at the end of their estimated useful life;
- Unit rates and useful lives are appropriate; and
- Are broken down into appropriate components, based on materials and useful lives.

Given that the accounting asset valuation and depreciation parameters are essential in meeting Council's financial accounting and reporting requirements, this same information set has the potential to portray 'inflated' expenditure requirements when estimating future asset renewal requirements.

However given the potential growth in Council's asset base over the next 20 years and Council's aging infrastructure, financial forecasts contained in the core asset management plans should not be totally disregarded. In fact, the overall conclusion that Council is facing a sustainability challenge and that an asset related expenditure gap exists remains valid, while the gap varies between each asset group depending on the age and condition it can be managed through effective systems implementation, knowledge and appropriate intervention actions as required.

Buildings & Facilities Asset Management Plan

The Buildings and Facilities asset management plan represents an asset base with a current replacement cost of \$367 million and a written down value of \$271 million representing an asset base which is approximately 26% consumed based on data from Council's financial asset register.

Asset groups included in the Buildings and Facilities asset management plan are:

- Corporate Buildings;
- Community Facilities;
- Libraries;
- Aquatic Centres; and
- Public Amenities.

Whilst current forecasts based on the financial asset register predict no immediate renewal funding gap, it is believed that this needs to be further refined through the componentisation of buildings assets. Currently all buildings owned by Council are recorded as one asset within the financial asset register and generally have a useful life of between 20 & 50 years. The financial forecasts suggest that the current condition of the asset base, coupled with the continuing declining trend on operational, maintenance and capital funding provision will see an initial degradation of the building and facility portfolio, escalating in future years if additional funding is not allocated

The (preliminary) conclusion based on first principles is that the buildings and facilities portfolio depicts a renewal expenditure gap of approximately \$2.4 million per annum and is therefore not sustainable over the long term. Although these figures are based on broad assumptions, they are deemed reflective of the current reported (through inspections and assessments) situation and will be further refined for consideration in the 2013/2014 long term financial planning process.

Coastal & Environmental Asset Management Plan

The Coastal & Environmental asset management plan represents an asset base with a current replacement cost of \$57 million and a written down value of \$48 million representing an asset base which is approximately 16% consumed based on data from Council's financial asset register.

Asset groups included in the Coast and Environmental asset management plan are:

- Canals;
- Revetment Walls and Scour Protection;

- Beach Accesses;
- Boat Ramps and Jetties;
- Locks and Weirs; and
- Dunal & Reserve Fencing.

Whilst current forecasts based on the financial asset register predict no immediate renewal funding gap, it is believed that this needs to be further refined and validated. First principle analysis has found a variety of assets have not been captured in Council's financial asset information module, e.g. approximately 100 beach accesses have not been captured and there appears to be spikes within the current data not accurately reflecting the date in which assets were constructed or contributed.

The (preliminary) conclusion based on first principles is that the coast and environmental asset portfolio depicts a renewal expenditure gap of approximately \$2.3 million per annum and is therefore not sustainable over the long term. Although these figures are based on broad assumptions, they are deemed reflective of the current reported (through inspections and assessments) situation and will be further refined for consideration in the 2013/2014 long term financial planning process.

Holiday Parks Asset Management Plan

The Holiday Parks asset management plan represents an asset base with a current replacement cost of \$26 million and a written down value of \$18 million representing an asset base which is approximately 30% consumed based on data from Council's financial asset register.

Asset groups included in the Holiday Parks asset management plan are:

- Cotton Tree Holiday Park;
- Dicky Beach Holiday Park;
- Mooloolaba Holiday Park;
- Maroochydore Beach Holiday Park;
- Coolum Beach Holiday Park;
- Mudjimba Holiday Park;
- Noosa River Holiday Park;
- Noosa North Shore Beach Campground; and
- Boreen Point Campground.

Holiday Parks are generally considered to be in a satisfactory and serviceable condition, with adequate funding in both capital and operational funding.

Parks & Gardens Asset Management Plan

The Parks & Gardens asset management plan represents an asset base with a current replacement cost of \$95 million and a written down value of \$59 million representing an asset base which is approximately 37% consumed based on data from Council's financial asset register.

Asset groups included in the Parks & Gardens asset management plan are:

- Playgrounds;
- Shade Structures / Shelters;
- Skate Parks;
- Park Furniture; and
- Fitness Equipment.

Generally assets in the parks and gardens portfolio are relatively young, many of which have been constructed or contributed to Council in the last 10 years.

The (preliminary) conclusion based on first principles is that the parks and gardens portfolio depicts a renewal expenditure gap of approximately \$2.1million per annum and is therefore not sustainable over the long term. Although these figures are based on broad assumptions, they are deemed reflective of the current reported (through inspections and assessments) situation and will be further refined for consideration in the 2013/2014 long term financial planning process.

Stormwater Asset Management Plan

The Stormwater asset management plan represents an asset base with a current replacement cost of \$984 million and a written down value of \$786 million representing an asset base which is approximately 20% consumed based on data from Council's financial asset register.

Asset groups included in the Stormwater asset management plan are:

- Pipes;
- Pits;
- Minor Culverts; and
- Water Quality.

Whilst current forecasts based on the financial asset register predict no immediate renewal funding gap, it is believed that this needs to be further refined and validated. First principle analysis and recent renewal of key assets has found that while structurally the stormwater assets are generally considered to be in a satisfactory and serviceable condition the functional condition of these assets are not providing the required levels of service, e.g. pipes constructed with butt joints are regularly failing and requiring renewal prior to the end of their useful life. Subsequent to this some assets in the older coastal areas are affected by salt water, acid sulphate soils and/or tidal flows which have greatly accelerated deterioration and required assets to be replaced prior to the end of their useful life.

The (preliminary) conclusion based on first principles is that the stormwater portfolio depicts a renewal expenditure gap of approximately \$7 million per annum and is therefore not sustainable over the long term. Although these figures are based on broad assumptions, they are deemed reflective of the current reported (through inspections and assessments) situation and will be further refined for consideration in the 2013/2014 long term financial planning process.

Transportation Asset Management Plan

The Transportation asset management plan represents an asset base with a current replacement cost of \$2.24 billion and a written down value of \$1.83 billion representing an asset base which is approximately 18% consumed based on data from Council's financial asset register.

Asset groups included in the Transportation asset management plan are:

- Sealed & unsealed roads;
- Bridges and major culverts;
- Kerb & channel;
- Pathways & cycleways;
- Car Parks; and
- Roadside Infrastructure.

Whilst current forecasts based on the financial asset register predict no immediate renewal funding gap, it is believed that this needs to be further refined and validated, through the further componentisation of key transportation assets and the inclusion of assets currently not captured in the financial asset information module.

The (preliminary) conclusion based on first principles is that the transportation portfolio depicts a renewal expenditure gap of approximately \$12 million per annum and is therefore not sustainable over the long term. Although these figures are based on broad assumptions, they are deemed reflective of the current reported (through inspections and assessments) situation and will be further refined for consideration in the 2013/2014 long term financial planning process.

Waste & Resource Management Asset Management Plan

The Waste and Resource Management asset management plan represents an asset base with a current replacement cost of \$45 million and a written down value of \$32 million representing an asset base which is approximately 29% consumed based on data from Council's financial asset register.

Asset groups included in the Waste and Resource Management asset management plan are:

- Landfills;
- Transfer Stations; and
- Collection Bins.

The (preliminary) conclusion based on first principles is that the waste and resource management portfolio depicts a renewal expenditure gap of approximately \$2.2 million per annum and is therefore not sustainable over the long term. Although these figures are based on broad assumptions, the requirement for the renewal of these assets will be driven through Council's waste management strategy.

CORE ASSET MANAGEMENT PLAN – IMPROVEMENT PROGRAM

In order to gain the level of confidence required in determining any assumed expenditure gap (and hence meet the legislative requirements of integrating asset management plans with Council's long term financial planning and strategies) an improvement plan has been developed for each asset portfolio. The improvement plan will be used to further refine the core asset management plans to be integrated into Council's 2013/2014 long term financial planning process. The main tasks included in the asset management improvement program, are:

Roles, Responsibilities, Process Improvements

1. Undertake review of roles and responsibilities;
2. Review of processes;
3. Further implementation of a corporate asset management systems – Maximo 7; and
4. Further roll out of a mobile workforce;

Base asset data review and improvements

5. Undertake a comprehensive review of the current asset data, both financial and physical asset data underpinning assumptions in the core asset management plans for completeness, accuracy and integrity;
6. Determine data confidence levels required and develop a strategy for data management and improvement;
7. Yearly review of useful lives, units rates and asset components to better reflect asset management needs; and
8. Review core assumptions for the integration with Council's long term financial forecasts;

Asset management plan inputs review and improvements

9. Review technical and customer levels of service including analysis of historical; service performance and determine required triggers for intervention and replacement of Council's assets;
10. Undertake a detailed assessment of the influences of demand and revise asset growth forecasts;
11. Undertake a more detailed assessment for each major asset group; and
12. Undertake further condition assessments for major asset groups where the condition based data has been deemed to be insufficient and/or not reliable.

Integration with Council's long term financial forecasts

13. Provide asset renewal funding through Council's capital works program with the aim of meeting compliance with the asset sustainability ratio of 90%, as set by the Department of Local Government & Planning by 2016/2017:
 - (a) 2012/2013 – adopted renewal funding - approximately \$46 million;
 - (b) 2013/2014 – proposed ratio of 75% - approximately \$55 million;
 - (c) 2014/2015 – proposed ratio of 80% - approximately \$59 million;
 - (d) 2015/2016 – proposed ratio of 85% - approximately \$63 million; and
 - (e) 2016/2017 – proposed ratio of 90% - approximately \$67 million.

14. Undertake further individual analysis, interpretation and make recommendations for improvements to the process for integrating the outputs of the core asset management plans with Council's operational and maintenance plans, service plans and Council's 10 year long term financial plan.

Legal

It is a requirement under the Queensland *Local Government Act 2009* to have minimum 10 year asset management plans for all Councils major infrastructure assets which have a direct link to Council's long term financial planning.

Policy

- Asset Management Policy 22nd April 2010;
- Asset Accounting Policy;
- Long Term Financial Model; and
- Financial Sustainability Plan 2010-2020.

Risk

The major risks associated with the core asset management plans are:

- Council will not meet its legislative requirements under the Queensland *Local Government Act 2009* to have core asset management plans which integrate with Council's long term financial plan;
- Council will not renew assets at the appropriate time, therefore potentially affecting service standards ; and
- Failure to plan and act now, creates a liability for future generations that will grow considerably without appropriate intervention and management.

Previous Council Resolution

Special Meeting – Budget 21 February 2011 - **Council Resolution** (SM11/6)

That Council receive and note the presentation titled "Core Asset Management Plans".

Related Documentation

- Queensland *Local Government Act 2009*;
- Asset Management Advancement Program (AMAP) 2011/2012 – Department of Local Government and Planning;
- SCC Asset Management Policy;
- SCC Asset Responsibility Matrix;
- SCC State of the Assets Report 2012; and
- 2012/2013 – 2021/2022 Capital Works Program.

Critical Dates

Consideration of additional renewal funding needs to be considered as part of the 2013/2014 budget adoption.

Implementation

Asset management plans will be reviewed and updated yearly and a full rewrite will be undertaken every four years.

Future implementation with the long term financial plan to eliminate any assumed asset renewal funding gap.

7.3.3 PRESENTATION OF CIVIL WORKS SERVICES LEVELS OF SERVICE

File No: ECM 15 November 2012
Author: Asset Management Services Manager
Infrastructure Services
Appendices: [App A - Terms](#) (Att Pg 153)
[App B - Inspection Schedules](#) (Att Pg 155)
[App C - Cyclic maintenance](#) (Att Pg 156)
[App D - Response Times](#) (Att Pg 157)
[App E - Prioritisation](#) (Att Pg 161)

PURPOSE

This report is to present to Council the Civil Works Services maintenance levels of service for the transportation and stormwater networks.

EXECUTIVE SUMMARY

Council owns and maintains in excess of \$3 billion worth of transportation and stormwater assets. Civil Works Services are responsible for maintaining these assets in a timely and safe manner and in 2012/2013 have a \$30 million maintenance budget. The maintenance services are undertaken both proactively through ongoing inspections and reactively based on customer requests. This report outlines the proposed levels of service, response times, intervention levels and priority considerations for the Civil Works Services operations and maintenance units.

It is the intention that these service levels and Civil Works Services performance will be reviewed on an annual basis to determine customer satisfaction and the impact on the available operations and maintenance budget.

These service levels have been developed through collaboration between the five primary depots, their superintendents, operations and maintenance unit managers, asset management services staff and reviewing against established benchmarks. The current operational maintenance budget was then established based on the service level, delivery method and quantity of assets.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Presentation of Civil Works Services Levels of Service”; and
- (b) adopt the terms and levels of service for the Council transportation and drainage asset networks identified in Appendices A – E.

FINANCE AND RESOURCING

Council owns and maintains in excess of \$3 billion worth of transportation and stormwater assets. Civil Works Services are responsible for maintaining these assets in a timely and safe manner and in 2012/2013 have approximately \$30 million maintenance budget. This report identifies how Civil Works Services allocates these funds and expends these funds to keep these networks in a safe condition for the community.

	Budget (\$,000)
Sealed Roads	7,904
Gravel Roads	7,189
Drainage	6,758
Signs & Lines	2,695
Bridge Maint.	1,479
Pathway Maint.	1,478
Vegetation Maint.	1,285
Roadside Assets	864
Emergency Operations	483
Carparks	132

The adoption of these maintenance levels sets the benchmark for future budget submissions and considerations relative to new and donated assets. These levels of service will also be applied to changes in the condition of the asset base over time, to determine the long term sustainability and affordability of the service levels.

CORPORATE PLAN

Corporate Plan Theme: *Managing Growth*

Emerging Priority: 7.4 Timely and appropriate infrastructure and service provision

Strategy: 7.4.1 Prepare comprehensive infrastructure plans, policies and strategies in line with long term financial plans

Corporate Plan Theme: *Managing Growth*

Emerging Priority: 7.5 Council's services and assets meet the needs of our growing community

Strategy: 7.5.3 Maintain and renew council assets to agreed standards

Corporate Plan Theme: *Great Governance*

Emerging Priority: 8.7 Excellence in customer service

Strategy: 8.7.3 Enhance existing customer service and explore improved methods of service delivery

CONSULTATION

Internal Consultation

In determining the maintenance service levels for the transport and stormwater networks the following internal stakeholders were consulted:

- Civil Works Services Operations and Maintenance Unit Managers;
- Civil Works Services Operations and Maintenance Depot Superintendents;
- Team Leader Water Management and Drainage Services; and
- Senior Management Accountant.

A strategic discussion forum was held with Councillors on 15 October 2012 to present the draft service levels.

External Consultation

In determining the transportation and drainage maintenance service levels passive external consultation was undertaken in the form of benchmarking the proposed levels to Department of Transport and Main Roads service levels and other neighbouring Council's.

Consultation with special interest community groups was not undertaken in determining the current regionally consistent maintenance service levels. This is predominately due to the relatively small changes made to the service levels and the focus has been on reviewing and improving our service delivery methodology.

Community Engagement

While no direct community engagement was undertaken in determining the maintenance service levels, Civil Works Services regularly receives feedback on the community's expectations in relation to maintenance service levels through the Branch's 12,000 annual customer service requests.

PROPOSAL

Background

In 2008 when the three former Sunshine Coast Councils amalgamated a review of the existing maintenance service levels was undertaken. At this time there were only three major differences between the actual service levels, those being:

- Gravel grading frequency and methodology;
- Stormwater device servicing; and
- Graffiti response.

A common service level for these activities was quickly achieved and although the delivery methods, defects inspection and maintenance tracking processes varied from depot to depot the on ground outcomes were similar.

In 2010, through a series of workshops between depot superintendents and unit managers, a more detailed investigation was undertaken to review the intervention levels, response times and delivery methods. This led to the development of a proposed budget for the 2011/2012 financial year based on the agreed level of service and asset base for each of the five major depots. Actual expenditure against this budget was reviewed and, after allowances made for the major rain events in early 2012, only minor alterations to the budget are required. These service levels have also been incorporated into the asset management plans.

This report outlines the outcomes of the final stage of the project, being the intervention levels, prioritising risk considerations and Council's response times.

Asset Base

With an asset valuation of \$3.18 billion, Sunshine Coast Council has one of Australia's largest transportation and stormwater networks. An overview of these networks is included below.

Transportation Network:

- Value - \$2.2 billion;
- 2900km sealed road network;

- 670km unsealed road network;
- 1100km pathway network;
- 180 traffic bridges;
- 333 foot bridges; and
- 257 car parks with an area of 47 Ha.

Stormwater network:

- Value - \$980 million;
- 1500km piped network;
- 62,000 stormwater pits; and
- 700 stormwater improvement devices.

Setting the Service Levels

Each of the three former Council's had developed their service levels over time based predominately on what the customer finds acceptable. This information was sourced from such avenues as customer service requests and customer satisfaction surveys.

In determining the regional set of service levels, where possible, the highest standard was adopted. The cost of this level was then calculated to determine if it was possible to deliver this service across the region.

Opportunities to provide some maintenance activities to contractor delivered services were also considered where it was in the Community's best interest. Some examples include: slashing, boom flailing, path grinding, stormwater device cleaning, pavement repairs and line marking.

Service levels of other road authorities, predominately the Department of Transport and Main Roads, were also considered to benchmark the service levels.

Maintenance Service Levels Fact Sheets and Schedules

Included as appendices to this report are the detailed summary of the service levels.

Appendix A – An overview of the terminology used in the service level fact sheets to assist in understanding the various components of the service levels.

Appendix B – The defect inspection frequency by asset class and hierarchy. Council has an obligation to inspect its assets to review their condition and record identified defects. These inspections are undertaken by suitably experienced staff and at times by commercial/external specialists for more complex infrastructure such as bridges.

Appendix C – Cyclic maintenance schedule. There are some maintenance activities that are not condition dependent and their maintenance requirements can be predicted.

Appendix D – Presents the response times once a defect is identified. This schedule outlines the response time for programmed works (works identified by the inspection program) and reactive works (works identified by the community). It is important to understand the timeframes here represent the maximum response times and maintenance works may be delivered before this time.

Appendix E – Prioritisation of risk. This section defines what factors are considered in assigning risk to maintenance activities. These factors are used to determine which defect(s) receive the greatest priority based on considerations such as users, key locations and past history.

Community Benefits

The adoption of these service levels will provide the whole Sunshine Coast community with a regional set of maintenance service standards, which will deliver a safe and sustainable transportation and stormwater network. The maintenance service levels were compared against other transportation network providers such as the Department of Transport and Main Roads and are consistent with industry standard, especially for safety and functional defects. The aesthetical service standards in the precinct areas are above industry standards and reflect the importance of maintaining a sustainable tourism industry.

Legal

Under the Local Government Act 2009, Part 3, Section 60 a local government has control of all roads in its local government area and this control includes being able to construct, maintain and improve roads.

Policy

The recommendations of this report are consistent with the principles and asset management framework as detailed in Councils Asset Management Policy.

Risk

The proposed service levels are Civil Works Services recommendation for minimising community risk from harm associated with these public assets. Fundamentally, works are programmed based on the following order:

- Defects that directly impact community safety;
- Defects that directly impact functionality of the asset; and
- Defects that adversely impact the aesthetics of the asset.

This approach is consistent with industry best practice and engineering principles to first and foremost provide a safe and financially sustainable asset network. The adoption of these service standards also protects the community financially by stating what service standards Council can afford, which outlines our ability to respond to identified risks.

Previous Council Resolution

There are no previous Council resolutions that relate to this report.

Related Documentation

This report adds specific information in relation to the levels of service for transportation and stormwater networks and is consistent with the Asset Management Plans for these asset classes.

Critical Dates

There are no critical dates that relate to this report.

Implementation

These levels are our commitment to the Sunshine Coast community. Once formally adopted, these levels will form the basis of the Civil Works Services maintenance services.

The levels will be loaded into Council's maintenance management plan for allocation of work orders of identified defects. The maintenance management system will be able to report on work orders not implemented in accordance with the responsiveness levels and escalate these to management.

The performance of Civil Work Services and/or contractors engaged to undertake maintenance, will be measured against these levels. They will form the basis of Civil Works Services key performance indicators.

Our financial performance will also be compared to these key performance indicators to determine the sustainability of these maintenance levels. They will also form the basis for future maintenance budget submissions for new and/or donated asset network growth.

7.4 COMMUNITY SERVICES

7.4.1 CULTURAL DEVELOPMENT POLICY

File No:	ECM 15 November 2012
Author:	Community Planning and Strategy Manager Community and Cultural Programs Manager Community Services
Appendices:	<u>App A - Cultural Development Policy</u> (Att Pg 163)
Attachments:	<u>Att 1 - Cultural Development Policy Background Paper</u> (Att Pg 169)

PURPOSE

The purpose of this report is to present the Cultural Development Policy to council for consideration and adoption. The Cultural Development Policy is provided as Appendix A.

EXECUTIVE SUMMARY

The Cultural Development Policy has been developed in response to the Corporate Plan priority of establishing a creative and artistic region and demonstrates council's commitment to cultural development. It recognises the value in celebrating and building the region's creative and cultural communities, social wellbeing, place identity, sector resilience and future prosperity.

Within council's planning framework there already exists an extensive number of policies, strategies and plans that collectively contribute to cultural development. To respond effectively, the Cultural Development Policy (the policy) therefore focuses on probable gaps or areas for improvement within the planning and delivery of cultural development initiatives.

The intent of the Cultural Development Policy is to outline the principles which guide council's contribution to cultural development, and detail the position and key priorities to enrich the cultural vitality of the Sunshine Coast over the next five years.

The policy is supported by the *Cultural Development Policy Background Paper* which is provided as Attachment 1.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Cultural Development Policy"; and**
- (b) adopt the Cultural Development Policy (Appendix A).**

FINANCE AND RESOURCING

The intent of the policy is to assist with the prioritisation of activities for council's Community Services department. Finance and resourcing implications will be accommodated within existing operational budgets for this department.

CORPORATE PLAN

Corporate Plan Theme: *Innovation & Creativity*

Emerging Priority: 3.3 A creative and artistic region
Strategy: 3.3.1 Assess the region's cultural facilities and activities, research future needs and develop an arts and cultural strategy

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

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 Cultural Development Policy has drawn reference from findings of various community engagement, and internal and external consultation activities.

Internal Consultation

This policy has been developed in recent consultation with numerous internal stakeholders across various departments and branches, including:

- Councillors

Community Services

- Community Development
- Community Response
- Community Facilities
- Customer Relations
- Library and Gallery Services

Infrastructure Services

- Transport and Engineering Services
- Parks and Gardens
- Environmental Operations

Regional Strategy and Planning

- Strategic Land Use Planning
- Environment Policy

- Social Policy

Finance and Business

- Economic Development
- Corporate Governance

Executive Office

- Partnerships and Engagement

External Consultation

External consultation has previously been undertaken with:

- creative and cultural practitioners through a survey which received 119 submissions from the sector
- the Urban Design Advisory Panel, and
- an external reference group consisting of representatives from Museum and Gallery Services Queensland, Artworkers Alliance, Arts Queensland, State Library of Queensland, and Moreton Bay Regional Council.

Community Engagement

To date, the policy has drawn upon the key findings of relevant community engagement activities undertaken over the last two years to inform its development and direction, particularly the Our Community's Culture – what it means to you survey, which consisted of 631 survey submissions from the general community, 167 attendees at focus group meetings, interviews with the Aboriginal and Torres Strait Islander community and consultation with the disability sector.

PROPOSAL

The process of cultural development can engage, inspire, educate, build skills and entertain. The process can also challenge, induce contemplation and stimulate discussion. Culture and creativity can bring people together, compel interaction, build place, create jobs, drive innovation and harness new possibilities.

The Cultural Development Policy has been developed in response to the Corporate Plan priority of establishing a creative and artistic region and demonstrates council's commitment to cultural development. It recognises the value in celebrating and building the region's creative and cultural communities, social wellbeing, place identity, sector resilience and future prosperity.

Within council's planning framework there already exists an extensive number of policies, strategies and plans that collectively contribute to cultural development. To respond effectively, the Cultural Development Policy (the policy) therefore focuses on probable gaps or areas for improvement within the planning and delivery of cultural development initiatives.

The intent of the *Cultural Development Policy* is to outline the principles which guide council's contribution to cultural development, and detail the key priorities to enrich the cultural vitality of the Sunshine Coast over the next five years. It enables effective education and advocacy for the integration of cultural development opportunities into the planning and provision of the region's places, activities and events.

The policy is supported by a background paper which has analysed council's response to the planning and delivery of creative and cultural initiatives and has subsequently guided the development of the policy. The *Cultural Development Policy Background Paper* is provided as Attachment 1.

To achieve the policy vision of '*a culturally and creatively vibrant, green and diverse region*', the policy outlines a suite of principles that guide its application, as well as the development and review of other relevant policies, strategies and plans. These include

- Economic development
- Engagement
- Environment
- Innovation
- Lifestyle and sense of belonging
- Sustainability
- Tourism
- Valuing people

The principles are supported by a number of key priorities which derive from and contribute to the policy outcomes. These outcomes include:

- a resilient and robust creative industries sector
- inclusive, united and engaged communities
- culturally active and historically valued places and spaces
- an increase in cultural tourism
- consistent governance processes.

Through adoption of the policy, the organisation can more effectively ensure that cultural development decision-making enriches our culturally and creatively vibrant, green and diverse region.

Legal

There are no legal implications to this report.

Policy

The policy forms council's position on cultural development and provides a consistent approach for implementing and reviewing strategic and operational initiatives that pertain to culture.

The policy has been developed to complement existing and future policies, strategies and plans and is therefore reflective and consistent with the directions of the Community Plan, Corporate Plan and various other planning documents as outlined in Related Documentation.

Risk

The policy describes a consistent evaluation and review process for new and existing strategic and operational cultural development initiatives. There is a risk that without an adopted Cultural Development Policy, an uncoordinated and unresponsive approach for the planning and delivery of cultural development initiatives may occur.

Failing to implement consistent governance processes that enable appropriate response to the changing needs of the region's diverse communities, places and spaces, and creative and cultural sector may hinder the Sunshine Coast's ability to capitalise on the economic and social benefits that cultural development initiatives can generate.

Previous Council Resolution

There are no previous Council resolutions that relate to this report.

Related Documentation

There are a number of related policies, strategies and legislation guiding and informing the Cultural Development Policy:

Sunshine Coast Council

- Sunshine Coast Community Plan (2011)
- Corporate Plan 2009-2014
- Placemaking Policy and Charter (2012)
- Public Art Policy (2011)
- Events Policy (2010)
- Volunteers Policy (2010)
- Community Engagement Policy (2009)
- Memorials and Plaques Policy (2009)
- Social Infrastructure Strategy (2011)
- Open Space Strategy (2011)
- Access and Inclusion Plan (2011)
- Reconciliation Action Plan (2011)
- Positive Ageing Strategy (2011)
- Community Events and Celebrations Strategy (2010)
- Festive Season Strategy (2010)
- Youth Strategy (2010)
- Economic Development Strategy (2010)
- Biodiversity Strategy (2010)
- Wellbeing Charter (2010)
- Noosa Plan (2006)
- Caloundra City Plan (2004)
- Maroochy Plan (2000)

Queensland Government

- *Local Government Act (2009)*
- *Sustainable Planning Act (2009)*
- *Aboriginal Cultural Heritage Act (2003)*
- *Torres Strait Islander Cultural Heritage Act (2003)*
- *Environmental Protection Act (1994)*

- *Queensland Heritage Act (1992)*
- *Libraries Act (1988)*
- *Queensland Art Gallery Act (1987)*
- *Tourism Queensland Act (1979)*

Australian Government

- *Environment Protection and Biodiversity Act (1999)*
- *Disability Discrimination Act (1992)*
- *Aboriginal and Torres Strait Islander Heritage Protection Act (1984)*
- *Burra Charter (1999)*

Critical Dates

There are no critical dates that relate to this report.

Implementation

Implementation and delivery of the policy's intent will require the cooperation of all council departments.

The **Community Services** department is the primary deliverer of cultural development initiatives. It also contributes to supporting, enhancing and promoting the region's creative and cultural outcomes and activities through a complementary suite of related policies, strategies and plans. The department takes on a proactive role in embedding the Cultural Development Policy's principles into the corporate planning framework, and effectively educates and advocates for the integration of cultural development opportunities into the planning and provision of the region's places, collections, activities and events. Community Services is also the area responsible for both the development and enforcement of regulations (local laws and permits) which can support and enable creative and cultural expression.

The **Finance and Business** department via its Economic Development branch plays a support role in the development and delivery of creative and cultural initiatives, assisting the Community Services department to strengthen the region's creative and cultural tourism industries.

The **Regional Strategy and Planning** department is responsible for planning the region's places and spaces, and considering creative and cultural activation opportunities within planning processes. The department has a primary role in the implementation and maintenance of the region's *Planning Scheme* and development of a new *Planning Scheme* for the Sunshine Coast. The department is also responsible for the development of a *Cultural Heritage Strategy* that will assist to strengthen the cultural identity of the region.

The **Infrastructure Services** department is responsible for the design and implementation of infrastructure that contributes to sense of place and considers, supports and enables cultural development initiatives. The department works to embed cultural and creative activities in all stages of infrastructure development including scoping, planning, community engagement, design, construction and activation. The department is also responsible for the management of heritage sites within the region.

The policy is recommended to have a five-year life span.

7.4.2 COMMUNITY GRANTS PROGRAM MAJOR GRANTS AND REGIONAL ARTS DEVELOPMENT FUND (RADF) RECOMMENDATIONS

File No:	ECM 15 November 2012
Author:	Team Leader Community Connections Community Services
Appendices:	<u>App A - Major Recommendations</u> (Att Pg 213) <u>App B - RADF Major Recommendations</u> (Att Pg 237)
Attachments:	<u>Att 1 - Funding Comparisons</u> (Att Pg 240)

PURPOSE

The purpose of this report is for council to consider and endorse funding recommendations for the first round of applications for the 2012/2013 financial year for:

- (a) the Sunshine Coast Council's Community Grants Program Major Grants; and
- (b) the Regional Arts Development Fund (RADF).

EXECUTIVE SUMMARY

Community Grants Program - Major Grants

The Sunshine Coast Council Community Grants Program provides a transparent governance framework for the distribution of grant funding to community organisations and businesses. The program reflects council's decision making and corporate plan objectives and ensures organisations and individuals have equal ability to apply for funding for projects across the region.

The first major grant round for the Community Grants Program 2012/2013 closed on 1 September 2012. A total of 87 applications were received, requesting \$879,426 in grant funding. Funding totalling \$445,047 for 61 projects is recommended by the panel for council's consideration and endorsement (Appendix A).

Attachment 1 details the funding comparison of the current September 2012 round and the previous March 2012 round.

REGIONAL ARTS DEVELOPMENT FUND (RADF)

The Regional Arts Development Fund (RADF) supports cultural activity through the professional development and employment of arts and cultural workers in regional Queensland. RADF is a partnership between Queensland State Government, (through Arts Queensland) and Sunshine Coast Council.

The RADF budget provides funds for two major funding rounds and four minor grant rounds.

This report covers the first major RADF grant round for 2012/2013 which closed on 1 September, 2012. A total of 27 applications were received, requesting \$167,836. Nineteen (19) applications totalling \$92,751 are being recommended by the committee for council's consideration and endorsement (see Appendix B).

The full committee determined final funding outcomes based on Arts Queensland's RADF Guidelines and according to merit, benefit, skills and capacity demonstrated in each application.

The current RADF Committee is made up of one councillor, council officers and seven external professional arts industry representatives.

Attachment 1 details the funding comparison of the current September 2012 round and the previous March 2012 round.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Community Grants Program Major Grants and Regional Arts Development Fund (RADF) Recommendations”;
- (b) endorse the Major Grant Recommendations (Appendix A); and
- (c) endorse the Regional Arts Development Fund Recommendations (Appendix B).

FINANCE AND RESOURCING

Community Grants Program – Major Grants

The 2012/2013 budget provides a total of \$1,254,598 in funding for the Community Grants Program which includes: two Major Grant funding rounds; four Minor Grant funding rounds; Individual Development Grants; and Emergency Grants. A further \$155,000 is provided for eligible environmental projects through Environment Levy funding. This report covers the first major grant round for the 2012/2013 financial year that closed on 1 September 2012.

Funding totalling \$445,047 for 61 projects is recommended and is sourced from the following budgets:

- Community Grants Program Funding \$439,707
- Environment Levy \$5,340

Regional Arts Development Fund (RADF)

The RADF program is jointly funded on a 40:60 basis by the State Government (Arts Qld) and Sunshine Coast Council.

The 2012/2013 budget provided funds for two major rounds. This report covers the first round 2012/2013 financial year that closed on 1 September 2012.

Funding totalling \$92,751 for 19 projects is recommended.

CORPORATE PLAN

Corporate Plan Theme: *Innovation & Creativity*

Emerging Priority: 3.3 A creative and artistic region
Strategy: 3.3.2 Provide and facilitate local and regional arts and cultural facilities and programs within the community

Corporate Plan Theme: *Health & Wellbeing*

Emerging Priority: 4.2 Active lifestyles
Strategy: 4.2.4 Support community-based sport and recreation organisations and programs

Corporate Plan Theme: *Social Cohesion*

Emerging Priority: 5.2 Strong community groups and networks
Strategy: 5.2.3 Support community initiatives through appropriate provision of information, expertise and resources

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

CONSULTATION**Internal Consultation**Major Grants

Community Connections team officers attended assessment panels, reviewed outcomes and moderated across all categories to ensure equity and consistency.

Assessment panel membership was as follows:

Community Development

- Team Leader (Grants), Community Connections, Community Services – Chair
- Development Officer (Grants), Community Connections, Community Services
- Development Officer (Community), Community and Cultural Programs, Community Services
- Development Officer (Community), Community and Cultural Programs, Community Services

Cultural Development

- Development Officer (Grants), Community Connections, Community Services – Chair
- Development Officer (Grants), Community Connections, Community Services
- Senior Development Officer (Creative), Community and Cultural Programs, *Community Services*
- Development Officer (Creative), Community and Cultural Programs, Community Services
- Senior Events Officer, Civic and Community Events, Community Services
- Community & Performance Venues Manager, Community Services

Economic Development

- Team Leader (Grants), Community Connections, Community Services – Chair
- Development Officer (Grants), Community Connections, Community Services
- Development Officer (Grants), Community Connections, Community Services
- Senior Economic Development Officer, Regional Services, Finance and Business

Environment

- Development Officer (Grants), Community Connections, Community Services – Chair
- Development Officer (Grants), Community Connections, Community Services
- Team Leader, Community Conservation Partnerships, Infrastructure Services
- Coordinator, Biosphere & Partnerships, Regional Strategy and Planning
- Waterways Project Officer, Water Coast and Catchment, Regional Strategy and Planning

Festive Season

- Team Leader (Grants), Community Connections, Community Services - Chair
- Development Officer (Grants), Community Connections, Community Services
- Admin Project Officer (Creative), Community and Cultural Programs, Community Services
- Senior Events Officer, Civic and Community Events, Community Services

History and Heritage

- Development Officer (Grants), Community Connections, Community Services – Chair
- Cultural Heritage Curator, Cultural Heritage and Collections, Community Services
- Cultural Heritage Officer, Cultural Heritage and Collections, Community Services
- Heritage Library Coordinator, Learning Outreach Services, Community Services

Sport, Recreation and Healthy Living

- Team Leader (Grants), Community Connections, Community Services – Chair
- Development Officer (Grants), Community Connections, Community Services
- Development Officer, Community Sport and Facility Planning, Community Services
- Development Officer, Community Sport and Facility Planning, Community Services

RADF

- Senior Development Officer (Creative), Community and Cultural Programs, Community Services
- Development Officer (Creative), Community and Cultural Programs, Community Services - RADF Liaison Officer

External Consultation

Major Grants

External consultation is not applicable for council's Community Grants Program.

RADF

Seven members of the public who are elected members of the RADF Committee.

Community Engagement

Major Grants

Grants Development Officers liaised with community organisations across the region, providing assistance with project development, the preparation of the application content and the application process.

RADF

Council's RADF Liaison Officer and Senior Development Officer (Creative), and the RADF Committee continue to engage in one-on-one consultation with the community in order to establish program priorities.

The details of how grants in the community grants program and RADF were promoted and assessed are provided below.

PROPOSAL

COMMUNITY GRANTS PROGRAM – MAJOR GRANTS

The Sunshine Coast Regional Council Grants Policy was adopted at the Ordinary Meeting on 25 June 2009. The grants program was developed with a philosophy of partnership, whereby council provides a range of grants to encourage, engage and support groups and individuals in the community to make a positive and ongoing contribution to the region. It is designed to ensure good governance, appropriate promotion and community linking and effective liaison with internal stakeholders and category specialists.

Council officers manage the grants program, undertaking many activities in relation to the promotion, support, assessment and distribution of funding of the program and working to build community capacity in applicant organisations.

Promotion and Support

Detailed information about the Community Grants Program was posted on the council website and a fact sheet was prepared and broadly distributed to create community awareness of the grants program. Marketing included extensive newspaper advertising, media releases, features in councillor columns, spotlight print and radio, council's e-news, library e-news and "messages on hold".

Grants Development Officers liaised widely across the region, providing assistance with project development, the preparation of the application content and the application process, linking applicants to category specialists within council.

Seven (7) Community Grant information sessions were held in council libraries during August, 2012 presenting an overview of the Grants Program, grant writing tips, information about other funding opportunities and an opportunity for potential applicants to chat to a Grants Officer about their projects. These sessions were attended by 121 individuals representing a range of community organisations across the region.

Staff responded to numerous telephone enquiries, emails and action requests and provided support to applicants with project development, the preparation of the application content and the online application process.

Applications

A total of 87 applications were received, requesting \$879,426 in grant funding.

Assessment

Council officers pre-assessed each application to determine eligibility. Assessment panels for each category were established. Panel members reviewed all applications prior to the panel meeting, then met to discuss the applications and to recommend to council those applicants that best met the criteria (aims and priorities) for each category.

In order to ensure good governance in the assessment process, a chair was appointed to each panel, guidance was given to panel members at the commencement of the assessment meeting, and Declarations of Interest relating to any applicant or application were recorded.

The panels also took into consideration the number of grant applications received, available funding, how well the applications met the Grants Program guidelines and council's strategic direction as articulated in the Corporate Plan.

During the assessment meetings, panel members discussed each application and recommended funding based on the project's merit and alignment with council's Grants Policy and specific category aims and priorities. In line with grant guidelines, lower priority was given to applicants that had been funded in the previous 12 months and to projects or events that have previously received council funding. In some instances, the panel recommended to part-fund an application, (e.g. for funding only selected items in proposed budget). A moderator reviewed all outcomes to ensure consistency of decision making.

Recommendation

Funding totalling \$445,047 for 61 projects is recommended by the panel for council endorsement. Below is a summary of applications and recommended outcomes for each grant category.

September 2012 - Major Grant Recommendations Summary

Category	Applications Received	Funding Requested	Applications Recommended	Funding Recommended (GST exc.)	% Applications Recommended
Community Development	29	\$284,556	18	\$128,782	62%
Cultural Development	13	\$164,248	10	\$73,018	77%
Economic Development	12	\$115,483	6	\$37,500	50%
Environment	3	\$20,000	3	\$17,840	100%
Festive Season Activities	3	\$9,700	3	\$8,700	100%
Heritage and History	4	\$30,000	3	\$18,500	75%
Sport, Recreation and Healthy Living	23	\$255,439	18	\$160,707	78%
Total	87	\$879,426	61	\$445,047	70%

The detail of recommended outcomes is at Appendix A.

Major Grant Funding Notification

Upon council endorsement of this report, successful applicants will be notified by letter, including the conditions of agreement, for signature by the applicant. Once finalised, funding will be processed. A list of funded recipients will also be posted on council's website and distributed to media outlets.

Unsuccessful applicants will be advised by letter, including feedback from the assessment panels on possible improvements to the project or application. Where appropriate, referrals will be made to a council officer in a specific area of council or to a grant development officer for advice or assistance.

REGIONAL ARTS DEVELOPMENT FUND (RADF)

Promotion and support

Promotion of RADF included extensive newspaper advertising, e-news and email to listed artists. All relevant information was posted on the council website.

Staff attended face to face meetings with applicants and responded to numerous telephone enquiries and emails.

Applications

A total of 27 applications were received, requesting \$167,836.

Assessment

Applications were assessed and scored in accordance with the set RADF assessment criteria:

1. Project will develop the paid artist's professional life
2. Project will benefit the community, both directly and indirectly
3. Project is well planned and achievable
4. Project will increase the sustainability of quality and diverse creative communities.

In accordance with RADF Guidelines, any committee members' Declarations of Interest were recorded and the committee member was not involved in related deliberations.

Assessment was a two stage process. First individual RADF committee members assessed allocated applications, and then the whole committee discussed outcomes, allocated funds to successful applicants and provided final comments on all submissions.

Recommendation

Nineteen (19) applications are recommended for funding, totalling \$92,751. The projects recommended for funding are excellent in quality and diversity, and will employ a broad range of artists and arts workers engaging in valuable arts and cultural activity across the region.

Below is a summary of applications and recommended outcomes.

September 2012 - RADF Recommendations Summary

Category	Applications Received	Funding Requested	Applications Recommended	Funding Recommended (GST exc.)	% Applications Recommended
Applications	27	\$167,836	19	\$92,751	70%

The detail of recommended outcomes is at Appendix B.

RADF funding notification

Upon council endorsement of this report, successful applicants will be notified by letter including a letter of acceptance for signature by the applicant.

Unsuccessful applicants who do not meet the grant criteria or who are not funded due to lack of available funds are advised in writing. Feedback is provided by the assessment panels on areas of the project or application that may be improved.

Legal

There are no legal implications to this report.

Policy

The recommendations are in accordance with the *Local Government Act 2009*, *Local Government (Finance, Plans and Reporting) Regulation 2010*, part 4, and in line with the endorsed Grants Policy (endorsed in 2009).

Any changes to the grant recipients list requested by Councillors and endorsed by council, will need to be supported by reasons and those reasons recorded in line with Council's grant policy.

In accordance with council's Operational Plan a review of the grants policy is scheduled to occur during the 2012/2013 financial year.

Risk

There is a minimal risk of poor publicity and community angst associated with the recommendations in this report. Council officers have processes to effectively mitigate such risks.

Previous Council Resolution

Ordinary Meeting 18 May 2011 - **Council Resolution (OM11/131)**

That Council:

- (a) receive and note the report titled "Proposed Guideline Changes to Council's Grants and Partnership Programs", and*
- (b) request the Chief Executive Officer to immediately amend the grants and partnership guidelines as outlined in this report.*

Ordinary Meeting 30 May 2012 - **Council Resolution (OM12/67)**

That Council:

- (a) receive and note the report titled "Community Grants Program Major Grants and Regional Arts Development Fund (RADF) Recommendations";*
- (b) endorse the Major Grant Recommendations (Appendix A);*
- (c) endorse the Regional Arts Development Fund Recommendations (Appendix B)*

Related Documentation

Arts Queensland Regional Arts Development Fund Guidelines.

Critical Dates

The next round of council's Major Grants for the Community Grants Program and RADF close on 1 March 2013.

Implementation

Following endorsement of this report, grants applicants will be notified of the outcomes. Funding will be distributed throughout December 2012 and January 2013.

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7.4.3 FESTIVE SEASON STRATEGY 2010-2015 REVIEW

File No: ECM 151112

Author: Civic and Community Events Manager
Community Services

Appendices: [App A - Festive Season Strategy - revised edition \(updated November 2012\)](#) (Att Pg 243)

Attachments: [Att 1 - Community Feedback Analysis](#) (Att Pg 253)
[Att 2 - Strategy Actions October 2012](#) (Att Pg 266)
[Att 3 - Program Factsheet](#) (Att Pg 269)
[Att 4 - Review Consultation Outcomes](#) (Att Pg 271)

PURPOSE

The purpose of this report is to present the draft *Festive Season Strategy 2010-2015 – revised edition (November 2012)* for council's consideration for the purpose of proceeding with community and stakeholder consultation.

EXECUTIVE SUMMARY

The Festive Season Strategy 2010-2015 outlines council's role in and level of support for the delivery of community-based celebrations and region-wide events held each year during the festive season. The festive season is defined as the period between December and January during which Christmas, New Year's Eve and Australia Day are celebrated.

A review of the strategy commenced in June 2012 in accordance with council's 2012/2013 Operational Plan.

Results from the community consultation survey undertaken in the preliminary stages of the review showed strong support for festive celebrations (in terms of importance and satisfaction), while direct feedback from the community, stakeholders and councillors focussed on the level and distribution of financial support for festive events, annual budget allocated to the strategy, location, council's delivery model for festive activities and the promotion of the program.

In response to this feedback, the Festive Season Strategy 2010-2015 has been revised for council's consideration. The draft *Festive Season Strategy 2010-2015 – revised edition (November 2012)* proposes that council continue to manage and deliver community events which are regional in focus or civic in nature, and enter into funding arrangements relevant to the differing profiles of locally focussed community events and activities.

The proposed model will see council realign its program of events and activities to be delivered more equitably across the region and achieve a budget reduction of 20% compared to the 2011/2012 program expenditure.

The success of the revised Festive Season Strategy 2010-2015 will be dependent on council maintaining and developing long-term financial and in-kind partnerships with community stakeholders, with the goal of moving council out of the role of event owner into the role of event sponsor or partner where the local community groups take on the lead role to effectively deliver safe and quality festive season events and activities within their respective communities.

Further consultation with the community and stakeholders seeking support of the draft strategy is proposed to occur between November and January to inform a further report to council in March 2013.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Festive Season Strategy 2010-2015 review”;**
- (b) endorse the draft Festive Season Strategy 2010-2015 – revised edition (updated November 2012) (Appendix A) for the purpose of consultation with stakeholders and the community; and**
- (c) be provided with a further report in early 2013 that advises of the community and stakeholder consultation feedback and includes an updated draft Festive Season Strategy 2010-2015 for Council’s consideration.**

FINANCE AND RESOURCING

Delivery of the Festive Season program is managed through Community Services’ Civic and Community Events team which comprises six full time equivalent staff and a number of casuals and volunteers as required. On average, 50% of officers’ time is allocated to the development and delivery of council-produced festive events, as well as day-to-day support for community-produced festive events. This includes community consultation (support and advice), marketing and promotion, and the administration of the funding partnerships and community grants programs.

The Festive Season Strategy 2010-2015 is delivered with the following budget, which includes 50% of total employee costs allocated to the Civic and Community Events team:

Operational expense:

2010/2011 = \$760,947 – actuals *(NB: Does not include staff allocation costs)*

2011/2012 = \$1,241,848 – actuals

2012/2013 = \$1,140,880 – budget

Under the draft *Festive Season Strategy 2010-2015 revised edition (November 2012)* the proposed program delivery budget would be:

2013/2014 = \$991,394¹ – proposed budget

2014/2015 = \$1,013,824¹ – proposed budget

2015/2016 = \$1,042,042¹ – proposed budget

¹ + annual CPI increases, and includes employee costs and estimated maximum decoration replacement/maintenance costs

Breakdown of proposed budget by event and activity:

Festive Season Strategy (revised) Budget		2013/14 \$	2014/15 \$	2015/16 \$
Produce civic and regional events + marketing:		343,500 ¹	343,500 ¹	343,500 ¹
- Australia Day Awards (program and ceremony)	30,000			
- Australia Day Citizenship Ceremony	20,000			
- New Year's Eve Mooloolaba	278,500			
- regional marketing	15,000			
Sponsor and support 6 x high profile local events under revised strategy:				
- Noosa Carols on the River - Caloundra New Year's Eve Celebrations - New Year's Eve Noosa Marina, Tewantin	@ \$15,000	45,000 ²	45,000 ²	45,000 ²
- Carols on Kings - Carols at Cotton Tree - Australia Day community celebrations on Kings	@ \$25,000 2013/14 \$20,000 2014/15 \$15,000 2015/16	75,000	60,000	45,000
Partner and support 15 unique community events		75,000 ²	75,000 ²	75,000 ²
Fund community events through Community Grants ²		30,000	30,000	30,000
Total 2013/14 Budget for Events		568,500²	553,500²	538,500²
Banners and Tree Decorations		135,400	162,480	194,976
Estimated Employee Costs (incl. 3.6% p/a increase)		287,494	297,844	308,566
TOTAL FESTIVE SEASON PROPOSED BUDGET		991,394²	1,013,824²	1,042,042²

¹ + annual CPI increases² funded through the Community Grants Program

Additional sponsorship (in-kind and financial) is sought annually for council-owned events. The amount of sponsorship varies and is used to value-add to the events.

2012/2013 Festive Season program sponsorship as at October 2012:

<i>Sponsor type</i>	<i>Program</i>	<i>Category</i>	<i>Value \$</i>
In-kind	Festive Season Program	Major Partner	20,000
In-kind	Festive Season Program	Graphic Design	500
In-kind	Festive Season Program	Printing	1,750
Financial	Carols at Cotton Tree	Fireworks Category	4,000
Financial	New Year's Eve	Volunteer Category	1,500
In-kind	New Year's Eve	Major Partner	13,500
In-kind	New Year's Eve	Venue Hire	2,500
In-kind	Australia Day Celebrations	Major Partner	8,000
In-kind	Australia Day Awards	Advertising	20,500
Sponsorship value as at October 2012			\$72,250

CORPORATE PLAN

Corporate Plan Theme: *Innovation & Creativity*

Emerging Priority: 3.1 Partnerships and alliances that drive innovation
Strategy: 3.1.1 Foster partnerships with governments, business and the community to encourage innovation and sustainability

Corporate Plan Theme: *Social Cohesion*

Emerging Priority: 5.3 A sense of identity and belonging
Strategy: 5.3.3 Support community and neighbourhood celebrations, events and local festivals

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

A review of the Festive Season Strategy commenced in mid 2012 which included councillor and internal stakeholder consultation along with community engagement.

Councillor Consultation

As part of the review process, consultation with all councillors occurred between June and September 2012 to inform the revised draft strategy. Councillors were provided with briefings on the strategy, current program and alternate delivery and funding models. Common themes and general observations are provided within the Proposal section of this report.

Internal Consultation

- Executive Director Community Services
- Manager Customer Relations
- Manager Community Development
- Community and Cultural Development Manager
- Community Connections Manager

- Community Planning and Strategy Manager
- Community Precinct and Engagement Manager and Officer
- Community Land Permits Manager
- Community Development Officers
- Civic and Community Events Officers
- Media and Public Relations Officers
- Civil Works Services Operations and Maintenance Manager (North)

Consultation with and input from the above council officers was undertaken in relation to the Festive Season Program's strategic direction action plan, review of the strategy and community engagement planning.

External Consultation

Council benchmarking

Benchmarking on Festive Season costs and activities was undertaken with other Queensland Councils. Councils which responded to the survey were: Gold Coast, Toowoomba, Townsville, Moreton and Gosford. A summary of findings is presented within the Proposal of this report.

Community Engagement

As part of the 2012 strategy review, the community was invited to provide feedback on the region's Festive Season celebrations.

This was done via an online survey during July and August for six weeks which was marketed and promoted extensively through the media, a variety of direct mail and eNewsletter databases, Facebook, CommunityHub, Spotlight and councillor columns. People without access to a computer were encouraged to visit their local library.

Requests for feedback via the survey were directly sought from:

- 56 community groups identified by divisional councillors, including groups originally consulted in 2009/2010 for the development of the strategy
- 23 strategy funded groups
- 20 Festive Season (2010/2011) individual feedback providers
- 650 subscribers to scene database
- 40,000+ Libraries database subscribers
- 125 schools
- Subscribers of Community Engagement, Speak Up Engage, Venues and Events, Galleries, Sunshine Coast Arts Network databases/eNewsletters.

338 responses were received and analysed, and used to inform this brief to council to assist the planning for future Festive Season celebrations. Analysis of the community responses can be reviewed in ***Attachment 1***.

PROPOSAL

A review of the strategy commenced in June 2012 in accordance with council's 2012/2013 Operational Plan which commits Community Services to the following under the Corporate Theme of Social Cohesion:

- “Festive Season Strategy – implement actions planned for 2012-13 and commence strategy review”

Following the 2011/2012 program, community and council feedback highlighted a (perceived or not) lack of equity in relation to the:

- level and distribution of financial support for festive events;
- annual (core) budget allocated to this strategy;
- location and council’s delivery model of festive events and activities; and
- the promotion of the program.

In keeping with the original intent of the Sunshine Coast Festive Season Strategy and incorporating information received through the initial strategy review consultation, council has responded to the above concerns.

This response is reflected in the draft Festive Season Strategy 2010-2015 revised edition (November 2012). It proposes that council will:

- manage and deliver events which have been recognised to be regional in focus delivering significant community benefit and/or are civic in nature;
- sponsor and support high-profile, locally-focussed community events;
- fund and support identified unique events that activate public open space through formal Festive Season program partnership agreements;
- fund and support additional festive season events and activities that reflect communities’ needs and council priorities through the community grants program.

This model sees a shift in focus for council to deliver the Festive Season program:

- more equitably across the region; and
- move out of the role of event owner into the role of event sponsor or partner where the local community groups take on the lead role to effectively deliver safe and quality festive season events and activities within their respective communities.

It is proposed in the first year of operation (2013/2014) under this new model, council will realise a saving of 20% on its 2011/2012 costs.

The success of the revised Festive Season Strategy 2010-2015 will be dependent on council maintaining and developing long-term financial and in-kind partnerships with community stakeholders.

The proposed amendments to the Festive Season Strategy 2010-2015 are included in Appendix A, specifically:

- Strategic Direction 2 – page 4
- Strategic Direction 3 – page 5
- Strategic Directions 4 and 5 – pages 5 to 7
- Strategic Direction 5 – pages 6 to 7
- Banners and decorated community Christmas trees - page 9

In summary, the changes, proposed to start in the 2013/2014 financial year, will see council:

- continue to manage and deliver the following events which have been recognised to be regional in focus delivering significant community benefit and/or are civic in nature:
 - Mooloolaba New Year's Eve celebrations – attracting in excess of 40,000 local and visiting patrons
 - Australia Day citizenship ceremony – rotated annually across the region at major locations;
 - Australia Day Awards - rotated annually across the region at major locations;
- work with community/business groups/associations in the Maroochydore and Caloundra areas to seek expressions of interest for the management of the following high-profile locally-focussed community events, currently wholly funded and managed by council:
 - Carols at Cotton Tree
 - Carols on Kings
 - Australia Day on Kings celebration

The proposal is for council to gradually reduce the funding for these events, under a sponsorship model, over a three year period while continuing to provide an event management advisory service.

- Allocate a maximum of \$15,000, under a sponsorship model, towards each of the additional high-profile locally-focussed community events produced by external organisations:
 - Noosa Carols on the River
 - Caloundra New Year's Eve community celebration
 - New Year's Eve Noosa Marina, Tewantin

The proposal also includes a review of council funded decorated trees and banner locations.

Background

Council identified its vision for the Sunshine Coast to be "*Australia's most sustainable region – vibrant, green, diverse.*" The Festive Season Strategy 2010-2015 provides ways in which community celebrations can support this vision.

During the festive season, our various communities celebrate in their own unique way. These celebrations express significant aspects of our region's cultural identity and add to our sense of who we are and how we relate to the place in which we live.

The Festive Season Strategy 2010-2015 was informed by extensive community feedback received before and after festive season events held in December 2009 and January 2010. Community engagement took place in July and August of 2009 through councillor interviews, 15 focus groups held across the region, 12 community group meetings attended, 21 one-on-one telephone interviews conducted with community representative and 5 internal interviews held with council officers.

Further consultation with councillors was undertaken in November 2009 to provide an overview of the community engagement research gathered to inform the development of the Festive Season Strategy. The Festive Season Strategy 2010 – 2015 was adopted by council in October 2010.

Through the strategy, Sunshine Coast Council supports a range of cultural events throughout the festive season through the provision of cultural facilities, access to public open space and grants for cultural events. Council also provides advice and guidance in the staging of such events.

To date, 47 of the 48 strategy actions have been implemented, with continual monitoring and enhancement required for the majority of these for the life of the strategy. The outstanding action item relates to seeking expressions of interest to manage council produced community events.

Formal expressions of interest have not been undertaken to date due to program implementation priorities however as part of the community consultation proposed in the recommendation in this report, interest will be sought to transfer production of council owned and managed events to external organisers. (Current status of strategy actions can be reviewed in Attachment 2.)

Refer to the Festive Season program 2011-2012 factsheet (Attachment 3) for a summary of the activities delivered.

Generally, the events delivered under the Festive Season Strategy have received strong support from the community, particularly from participants in/audiences of the programs.

Refer to the Festive Season Review Consultation factsheet (Attachment 4) for a summary of the outcomes of the consultation program.

Legal

There are no legal impacts relevant to this report. However current contractual arrangements would need to be considered should any revision to community funding agreements be supported.

Policy

The Sunshine Coast Events Policy articulates council's role in supporting, partnering, facilitating and delivering events across the region, in keeping with its vision for the Sunshine Coast to be Australia's most sustainable region – vibrant, green and diverse. This policy has been referenced together with the Festive Season Strategy 2010-2015 in the delivery of the Festive Season program of activities and events across the region.

There are no policy implications in endorsing the recommendation in this report.

Risk

Risk	Mitigation
Lack of community interest in managing council-run locally focussed events earmarked for divestment	Seek expression of interest, directly consult with relevant and identified stakeholders, advise council and seek direction as early as possible to ensure limited impact on festive season activities
No interest from external organisations to undertake the management of earmarked locally focussed events	Report to council following consultation period seeking further direction
Community groups withdraw from delivering events/activities identified under the strategy	Advise and liaise with divisional councillor – determine community support for event and investigate options for event continuance if required (funding, stakeholders, future management)
Requests from community for additional banners/decorations unable to be met through core budget	Seek local sponsorship

Risk	Mitigation
Negative community or media feedback on proposed new Festive Season program and review process	Follow communication plans
Festive Season program community requests for support grows unsustainably	Manage within annual core budget for life of strategy (until June 2016) Review of strategic partnerships post June 2016 – renewed alignment with sponsorship and funding partnership guidelines.
Council support of events perceived as inequitable	Develop measurable criteria to assess value/community benefit of community events (ie attendance figures, \$/person), and track and report data on all council supported events for the remaining life of the strategy – level of support determined by measurable criteria for future agreements under a new Festive Season strategy

Previous Council Resolution

Council Resolution (OM10/283) – Meeting date: 27 October 2010

That Council:

- (a) receive and note the report title “Events Policy, Community Events and Celebrations Strategy; and Festive Season Strategy;
- (b) adopt the Event Policy (Appendix A as amended);
- (c) endorse the Community Events and Celebrations Strategy (Appendix B as amended);
- (d) endorse the Festive Season Strategy (Appendix C as amended);
- (e) refer the Additional Budget Requirements (Appendix D as amended) funding request of the \$337,000 to the 2010/2011 Budget Review 2; and
- (f) acknowledge the significant range of celebratory and festive events support by community associations and businesses.

Related Documentation

There are a number of related policies, strategies and legislation guiding and informing the review of the Festive Season Strategy 2010-2015:

Sunshine Coast Council

- Sunshine Coast Community Plan (2011)
- Corporate Plan 2009-2014
- Events Policy (2010)
- Community Events and Celebrations Strategy 2010-2015
- Festive Season Strategy 2010-2015
- Volunteers Policy (2010)
- Community Engagement Policy (2009)
- Grants Policy (2009)

- Sponsorship Policy (2010)
- Brand Policy (2010)
- Placemaking Policy and Charter (2012)
- Open Space Strategy (2011)
- Access and Inclusion Plan (2011)
- Reconciliation Action Plan (2011)
- Cultural Development Policy (draft)
- Privacy Policy (organisational) (2010)

Queensland Government

- *Local Government Act (2009)*
- *Aboriginal Cultural Heritage Act (2003)*
- *Torres Strait Islander Cultural Heritage Act (2003)*
- *Environmental Protection Act (1994)*
- *Tourism Queensland Act (1979)*

Australian Government

- *Environment Protection and Biodiversity Act (1999)*
- *Burra Charter (1999)*

Critical Dates

Following council endorsement of the draft Festive Season Strategy 2010-2015 – revised edition (November 2012), consultation will occur with community stakeholders between November 2012 – January 2013 to ensure sufficient lead-in times for program development and budgeting for the 2013/2014 festive season for both council and the community.

Implementation

Community Services Department will be responsible for implementing the Festive Season Strategy review consultation as follows:

- Stage 1: 15 November 2012 – report to council seeking endorsement of the draft *Festive Season Strategy 2010-2015 – revised edition (November 2012)*.
- Stage 2: Consultation with external and internal stakeholders on the endorsed draft *Festive Season Strategy 2010-2015 – revised edition (November 2012)* to be conducted between November 2012 and January 2013 seeking feedback and support. This stage will also include calling for expressions of interest to transfer the production of council managed community events to external organisers.
- Stage 3: March 2013 – report to council seeking adoption of the *Festive Season Strategy 2010-2015 – revised edition (November 2012)* as supported by the community.
- Stage 4: Council officers will continue to work closely with the community on the implementation of the revised festive season program for 2013/2014 and beyond for the life of the strategy (ending June 2016).

7.4.4 50:50 VISION - COUNCILS FOR GENDER EQUITY

File No: ECM – 15 November 2012
Author: Employment Advisor
Community Services

PURPOSE

To obtain council's endorsement for accreditation under the Australian Local Government Women's Association (ALGWA) and the Australian Centre of Excellence for Local Government (ACELG) *50:50 Vision – Councils for Gender Equity Program*.

EXECUTIVE SUMMARY

The Australian Local Government Women's Association (ALGWA) and the Australian Centre of Excellence for Local Government (ACELG) have invited council to register for, and attain accreditation under their *50:50 Vision – Councils for Gender Equity Program*

This program, which is endorsed by the Local Government and Planning Ministers Councils (LGPMC), is the first national accreditation and awards program to encourage councils across Australia to address gender equity issues within their organisation and among their elected representatives.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report entitled '50:50 Vision - Councils for Gender Equity';
- (b) endorse the following Statement of Commitment to enable Sunshine Coast Regional Council to apply for, and attain, accreditation under the Australian Local Government Women's Association (ALGWA) and Australian Centre of Excellence for Local Government (ACELG) program *50:50 Vision – Councils for Gender Equity Program*:

Statement of Commitment

"Council strongly supports and promotes gender equity."

Our policies and practices are reviewed to remove barriers to gender equity and to encourage safe, supportive working and decision making environments that encourage and value a wide range of views."

FINANCE AND RESOURCING

In accordance with relevant legislation and contemporary practice council's Human Resources Branch already undertake strategies across the organisation that support equity and diversity in council's workforce. The costs associated with this initiative are contained in the 2012/2013 operational budget.

CORPORATE PLAN

Corporate Plan Theme: *Social Cohesion*

Emerging Priority: 5.1 Equity and opportunities for all
Strategy: 5.1.3 Provide targeted support and assistance to disadvantaged groups

Emerging Priority: 5.2 Strong community groups and networks
Strategy: 5.2.3 Support community initiatives through appropriate provision of information, expertise and resources.

CONSULTATION

Internal Consultation

Information provided in the report has been sourced from Council's Community Services Department (Human Resources team).

External Consultation

There are no external consultation issues associated with this report.

Community Engagement

There are no community engagement issues associated with this report.

PROPOSAL

The Australian Local Government Women's Association (ALGWA) and the Australian Centre of Excellence for Local Government (ACELG) have invited council to register for, and attain accreditation under their *50:50 Vision – Councils for Gender Equity Program*

This program, which is endorsed by the Local Government and Planning Ministers Councils (LGPMC), is the first national accreditation and awards program to encourage councils across Australia to address gender equity issues within their organisation and among their elected representatives. It is also designed to be accessed by all councils regardless of size, location and gender equity.

The program aims to work with councils to:

- increase the number of skilled women in the local government sector, both at elected and senior level positions;
- drive cultural change in what continues to be a male dominated industry; and
- make an important contribution to building excellence and the long term workforce capacity with the local government sector.

There are three levels of accreditation for the Project; Bronze, Silver and Gold, and council must complete the Bronze criteria before being awarded higher accreditations.

The Bronze accreditation involves several actions which Council have already completed. These include:

1. completion of an audit of staff/councillor gender ratios;
2. provision an outline of Council's 2011/2012 and 2012/2013 Equity and Diversity Action Plan; and
3. nomination of council's Employment Adviser to co-ordinate the program.

The final criteria required to achieve a Bronze Award is to provide a council resolution, endorsing a statement of commitment to address gender equity issues. This is to show that all members of Council, both elected and employed endorse gender equity practices.

It should also be noted, that apart from the completion of an on-line benchmark Supportive Culture Staff Survey, Council also qualifies for the Silver Award.

In Queensland 23 of the 74 council's have registered in the 50:50 Vision Program including surrounding councils such as Gympie, Lockyer Valley, Redland, Brisbane City, Scenic Rim and the Gold Coast. Five (5) Queensland Councils have achieved bronze accreditation and two (2) have commenced application for the Silver Award.

The accreditation of council as a 50:50 Vision employer will enhance council's ability to attract and retain good female candidates and officers.

Legal

There are no legal implications to this report.

Policy

- Sunshine Coast Council Equity & Diversity Action Plan (July 2011 to June 2012)
- Sunshine Coast Council Equity & Diversity Action Plan (July 2012 to June 2013)

Risk

There are no Risk implications for this issue.

Previous Council Resolution

There are no previous Council resolutions that relate to this report.

Related Documentation

There is no related documentation for this report.

Critical Dates

There are no critical dates that relate to this report.

Implementation

There are no implementation details to include in this report.

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7.5 EXECUTIVE OFFICE

7.5.1 DELEGATION OF AUTHORITY - PURCHASE OF LAND

File No: ECM 14.7.1

Author: Governance Strategy and Policy Coordinator
Finance and Business

Appendices: [App A - Delegation of Authority- Purchase of Land](#) (Att Pg 273)

PURPOSE

The purpose of this report is to present to council for consideration a delegation to purchase land conditional upon project endorsement, and capital budget allocation.

EXECUTIVE SUMMARY

Delegations are the process by which the council delegates local government powers under relevant legislation to implement and enforce legislation, standards and requirements.

The proposed Purchase of Land delegation was established in order to streamline acquisition of land purchases and to avoid onerous duplication of council approvals. Where the acquisition of land has already been identified in a council approved capital works project, the process of seeking further approval from council does not allow council officers to expedite the matter and progress to a decision quickly.

Delegations are necessary to maintain operational effectiveness, to ensure processes are more timely and streamlined, and to ensure council officers are educated and operating under the correct legislative provisions.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Delegation of Authority – Purchase of Land”; and
- (b) make the delegation “Purchase of Land” as detailed in Appendix A to this report.

FINANCE AND RESOURCING

The development of this delegation has been met through Corporate Governance branch's core budget provisions.

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: *Robust Economy*

Emerging Priority:	1.3	Infrastructure for economic growth
Strategy:	1.3.1	Facilitate the delivery of key infrastructure projects for our preferred economic growth

Corporate Plan Theme: *Managing Growth*

Emerging Priority:	7.4	Timely and appropriate infrastructure and service provision
Strategy:	7.4.1	Prepare comprehensive infrastructure plans, policies and strategies in line with long term financial plans

CONSULTATION**Internal Consultation**

In drafting the delegation, internal consultation was undertaken with the Executive Director and the Manager Corporate Governance.

External Consultation

There was no external consultation required in preparing this report as delegations of authority are purely an internal administrative process.

Community Engagement

There was no community engagement required in preparing this report as delegations of authority are purely an internal administrative process.

PROPOSAL**Background**Delegations generally

Council has a range of powers and functions to perform which are conferred under a number of different Acts of Parliament including the *Local Government Act 2009*. Under Section 257 of the *Local Government Act 2009*, a Local Government (Council) can delegate its powers under an Act (meaning any Act conferring jurisdiction on Local Government, and subordinate legislation under these Acts and Local Laws) to the Chief Executive Officer.

Section 257 (2) of the *Local Government Act 2009* places some limitations on the powers and functions that can be delegated by identifying a number of matters that must remain within councils decision making framework including:

- (a) *An Act provides that a power must be exercised by resolution.*

Direct delegation from council to officers other than the Chief Executive Officer is not possible. Once power is delegated to the Chief Executive Officer, it is then a matter for the Chief Executive Officer to exercise power under Section 259 of the *Local Government Act 2009* to further delegate to other council officers. The Chief Executive Officer delegates many powers and functions to other officers of council who assist the Chief Executive Officer in ensuring that the many roles of the council (i.e. providing a service to its community while meeting its legislative responsibilities) are met in a timely, effective and efficient manner.

The delegation includes a delegation criteria and a delegation administrative procedure section which provide additional information to delegated officers to ensure that delegations are exercised within a decision-making framework that is based on great governance, enterprise risk management principles and within an environment of integrity and accountability.

Purchase of Land delegation

The proposed Purchase of Land delegation (the delegation) was drafted to provide a streamlined and improved process for the purchase/acquisition of land.

The delegation extends the power to the Chief Executive Officer to enter into contracts for the purchase/acquisition of land. The delegation seeks to avoid duplication of process and unnecessary delays particularly where council has already approved a capital works project that involves or requires the purchase/acquisition of land.

The delegation applies to a purchase/acquisition that is:

- identified in a council approved capital works project;
- funded within an approved annual budget or by council resolution; and
- a fair and equitable arrangement.

To ensure a robust governance process exists, delegation criteria has been inserted in the instrument of delegation that necessitates the requirement for any matter that involves land that is contentious or subject to significant public interest to be referred back to council for determination.

It is important to note that the delegation of authority does not extend to resumption of land matters and is contained to contract matters in accordance with s187 of *Local Government (Finance, Plans and Reporting) Regulation 2010* (the Regulation).

Legal

The delegation attached to this report has been prepared in accordance with the requirements of the *Local Government Act 2009* and the *Local Government (Finance, Plans and Reporting) Regulation 2010*.

The *Local Government Act 2009* and the Regulation can be viewed/accessed on the Queensland Government legislation website at [Queensland Legislation](#).

Section 257 (Delegation by the Local Government) of the *Local Government Act 2009* allows, by resolution, a local government to delegate its powers under a local government Act.

- 257 (1) *A Local government may, by resolution, delegate its powers under this Act or another Act to:*
- a) the mayor; or
 - b) the chief executive officer; or
 - c) a standing committee, or joint standing committee, of the local government; or
 - d) the chairperson of a standing committee, or joint standing committee, of the local government; or
 - e) another local government, for the purposes of a joint government activity.

Section 259 (Delegation by the Chief Executive Officer) of the *Local Government Act* allows the Chief Executive Officer of a local government to delegate the Chief Executive Officer's powers (including powers delegated to the Chief Executive Officer by the local government) to another employee of the local government.

259 (1) *A chief executive officer may delegate the chief executive officer's powers to an appropriately qualified employee or contractor of the local government.*

Policy

This delegation aligns with the Sunshine Coast Council Strategic Policy Framework.

Risk

This delegation will create a delegated approval process for the purchase of land which is limited by the criteria outlined in the delegation. The process will create a streamlined and improved process for the purchase/acquisition of land, particularly where associated with an approved capital works program.

Previous Council Resolution

There are no previous council resolutions that relate to this report.

Related Documentation

The following legislation can be accessed and reviewed at <http://www.legislation.qld.gov.au>:

- Local Government Act 2009.

Critical Dates

It is important that council gives consideration to this report as soon as possible to allow the delegation to be implemented.

Implementation

Following adoption of the report, implementation will occur as detailed below:

- Delegation Register updated
 - On-delegation to relevant council officers in accordance with s.259 of the *Local Government Act 2009*
 - Delegated officers notified and advised of obligations accordingly.
-

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
-

10 CONFIDENTIAL SESSION**10.1 REGIONAL STRATEGY AND PLANNING****10.1.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - PROPOSED TEMPORARY LOCAL PLANNING INSTRUMENT TO VARY THE MAROOCHY PLAN 2000 IN RELATION TO SIPPY DOWNS TOWN CENTRE**

File No: ECM 15 November 2012
Author: Planning Coordinator
Regional Strategy and Planning

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.

10.1.2 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - TEMPORARY LOCAL PLANNING INSTRUMENT TO VARY THE CALOUNDRA CITY PLANNING SCHEME 1996 IN RELATION TO KAWANA

File No: ECM 15 November 2012
Author: Project Director - Urban Development
Regional Strategy and Planning

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.

10.2 FINANCE AND BUSINESS**10.2.1 CONFIDENTIAL – NOT FOR PUBLIC RELEASE - PROPOSED SALE OF LAND**

File No: ECM 15 November 2012
Author: Project Manager, Property and Business
Finance and Business

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.

10.3 EXECUTIVE OFFICE**10.3.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - FREE WIFI TRIALS IN PUBLIC PLACES – APPOINTMENT OF SERVICE PROVIDER**

File No: ECM
Author: Broadband & Digital Economy Manager
Finance and Business

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.

10.3.2 CONFIDENTIAL – NOT FOR PUBLIC RELEASE – MAJOR EVENT

File No: ECM
Author: Senior Economic Development Officer - Major Events
Finance and Business

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.

11 NEXT MEETING

The next Ordinary Meeting will be held on Thursday 13 December 2012 in the Council Chambers, 9 Pelican Street, Tewartin commencing at 9.00am.

12 MEETING CLOSURE
