

Agenda

Ordinary Meeting

Thursday, 27 May 2021

commencing at 9:00am

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1 DECLARATION OF OPENING

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

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

That the Minutes of the Ordinary Meeting held on 29 April 2021 be received and confirmed.

5 MAYORAL MINUTE**6 INFORMING OF CONFLICTS OF INTEREST****6.1 PRESCRIBED CONFLICTS OF INTEREST**

Pursuant to section 150EL of the *Local Government Act 2009* (the Act), a Councillor who has a prescribed conflict of interest in an issue to be considered at a meeting of the local government must –

- (a) immediately inform the meeting of the prescribed conflict of interest including the particulars stated in section 150EL(4) of the Act and
- (b) pursuant to section 150EM(2) of the Act must leave the place at which the meeting is being held, including any area set aside for the public, and stay away from the place while the matter is being discussed and voted on.

6.2 DECLARABLE CONFLICTS OF INTEREST

Pursuant to section 150EQ of the *Local Government Act 2009*, a Councillor who has a declarable conflict of interest in a matter to be considered at a meeting of the local government, must stop participating in the meeting and immediately inform the meeting of the declarable conflict of interest including the particulars stated in section 150EQ(4) of the Act.

If the Councillor with a declarable conflict of interest does not voluntarily decide not to participate in the decision, pursuant to section 150ES(3)(a) of the Act the eligible Councillors must, by resolution, decide

- (a) whether the Councillor may participate in the decision despite the Councillors conflict of interest or
- (b) that the Councillor must not participate in the decision and must leave the place at which the meeting is being held, including any area set aside for the public and stay away while the eligible Councillors discuss and vote on the matter.

The Councillor with the declarable conflict of interest must comply with any conditions the eligible Councillors impose per section 150ES(4) and (5) of the Act.

7 PRESENTATIONS / COUNCILLOR REPORTS

8 REPORTS DIRECT TO COUNCIL**8.1 QUARTERLY PROGRESS REPORT - QUARTER 3, 2020/21**

File No:	Council meetings
Author:	Coordinator Organisational Performance Office of the CEO
Appendices:	App A - Chief Executive Officer's Quarterly Highlight Report Quarter 3, 2020/21..... 13 App B - Operational Plan Activities Report Quarter 3, 2020/21 . 29

PURPOSE

This report presents the Quarterly Progress Report for Quarter 3, 2020/21. The report covers the period 1 January to 31 March 2021 and has been prepared to inform Council and the community on the implementation of operational activities, significant projects and service highlights from Council's Operational Plan 2020/21.

EXECUTIVE SUMMARY

Over the past quarter our Council has continued to partner with our community, business and other tiers of government to advance our vision for the Sunshine Coast: Australia's most sustainable region. Healthy. Smart. Creative.

Working together has enabled our region to respond to the impacts of the COVID-19 pandemic and keep our community and employees safe. Though this Council has continued to be agile and deliver outcomes that serve our community with excellence, respect the past, and position the region for the future.

Each quarter, Council receives a progress report on the delivery of the Operational Plan 2020/21. Once adopted, it is published and made available to the community through Council's website.

The Report comprises:

- Appendix A – Chief Executive Officer's Quarterly Highlight Report Quarter 3, 2020/21
- Appendix B – Operational Plan Activities Report Quarter 3, 2020/21.

Below is a summary of key highlights achieved throughout Quarter 3 2020/21, categorised by Council's corporate plan goals.

A strong community

- Council's Reconciliation Action Plan 2021-2022 was adopted in March 2021 to further embed reconciliation commitments within the organisation and region by focusing on meaningful partnerships and relationships, embracing diversity and enhancing respect, and providing equitable opportunities for our First Nations community
- The Community Engagement Policy and Framework was adopted in March 2021 to build on current practices and provide clarity on how Council will establish a culture of excellence in engagement that delivers genuine, inclusive, fit-for-purpose and transparent community engagement
- \$495,170 in community grants were awarded across 209 applications, providing a strategic investment tool to be responsive to the community's changing needs

- The Sunshine Coast Heritage Plan 2021-2031 was adopted in February 2021 and aims to respect our past whilst ensuring our heritage is our gift for the future.

A healthy environment

- Council resolved to prepare a new planning scheme for the Sunshine Coast that will shape future land use and development within the local government area
- 1711 megawatt hours of power was generated from Council's landfill Renewable Energy Facility in Caloundra, reducing greenhouse gas emissions from this site by 20,116 tonnes
- More than 2400 volunteers helped Council to remove invasive weeds, pick up rubbish and protect our turtle hatchlings.

A smart economy

- \$52.7 million – which represents 67% of Council's total available purchasing spend for the quarter went to local businesses
- 11 sponsored major events are estimated to have delivered \$7.5 million in economic benefit to the region
- 2777 Sunshine Coast businesses accessed specialist advice, information, workshops and events that support economic development in the region.

Service excellence

- \$3.1 million was invested into our road network to rehabilitate and resurface 76,063m² (total area) or nine kilometres of road for the safety of our community
- 82,174 customers were assisted through the development and customer contact centres
- Services were improved at Grahame Stewart Park, Currimundi with an upgrade to public amenities to cater for people with high support needs – this is a first of its type for the region making the park facilities more inclusive and accessible for our diverse community.

An outstanding organisation

- Council's Corporate Plan 2021-2025 was adopted in February 2021 and will guide Council's decisions and priorities over the next five years to advance our vision.
- 110% of Council's electricity consumption was offset by the Sunshine Coast Solar Farm
- Council received three awards during this period, including:
 - Council's innovative pilot project that diverts storm water to street trees was the winner of the Excellence in Research and Innovation Award from Stormwater Queensland
 - The Environment and Liveability Strategy 2017 was the winner of the 2021 Banksia Sustainability Awards in the Government category
 - The Sunshine Coast has been recognised as a Smart21 Community of the Year by the Intelligent Community Forum.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Quarterly Progress Report - Quarter 3, 2020/21”
- (b) note the Chief Executive Officer’s Quarterly Highlights Report - Quarter 3, 2020/21 (Appendix A) and
- (c) note the Operational Plan Activities Report - Quarter 3, 2020/21 (Appendix B) reporting on implementation of the Corporate and Operational Plans.

FINANCE AND RESOURCING

Financial reporting information is not included in this report. A Financial Performance Report is provided to Council each month covering operating revenue and expenses and capital programs.

This report is developed and funded within the current operational budget.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*

Outcome: We serve our community by providing this great service

Operational Activity: S29 - Governance: providing internal leadership, legal opinion, governance and audit functions ensuring legislative accountability, transparency and ethical obligations are supported.

CONSULTATION

Councillor Consultation

This report has been discussed with Councillor J Natoli and Councillor E Hungerford as Portfolio Councillors for An Outstanding Organisation prior to the Ordinary Meeting.

Internal Consultation

Consultation has occurred with relevant Coordinators, Managers and each Group Executive to provide accurate information on service delivery and operational plan activities.

This is whole of Council report and consultation involves all Groups of Council:

- Built Infrastructure Group
- Business Performance Group
- Customer Engagement and Planning Services Group
- Economic and Community Development Group
- Liveability and Natural Assets Group
- Office of the Mayor and Office of the CEO.

External Consultation

There has been no external consultation in relation to this report, however the report, once endorsed, is made available to the community.

Community Engagement

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

PROPOSAL

Under the requirements of the *Local Government Act 2009* and associated Regulation, Council is required to consider a regular report from the Chief Executive Officer outlining the achievements in delivering on the outcomes in its corporate and operational plans.

This report provides information on the following for consideration by Council.

Progress report

The Chief Executive Officer's Quarterly Highlights Report – Quarter 3, 2020/21 (Appendix A) consists of a summary of achievements under each of the corporate plan goals.

Operational Plan Activities Report - Quarter 3, 2020/21 (Appendix B) provides details on the implementation of the 64 activities outlined in Council's Operational Plan 2020/21. It includes the status of each activity covering percentage complete, on time and on budget indicators as well as progress commentary.

Legal

There is a legislative requirement to provide a report on performance against the corporate and operational plans. This report meets the requirements of the *Local Government Act 2009* and *Local Government Regulation 2012*.

Policy

There is no policy associated with the presentation of a quarterly progress report however it is a component of the Corporate Strategic Planning and Reporting Framework.

Risk

In accordance with Council's Risk Management Framework, the risks and opportunities identified in relation to the quarterly progress report include:

- reputation/public image: the report provides information on Council's operational plan and service delivery with both qualitative and quantitative updates to the community
- legislative: the report meets the legislative requirements of the *Local Government Act 2009* and Regulation and
- business activity: the report keeps Council informed about the progress of the operational plan activities and risk associated with their budget and schedule.

Previous Council Resolution

Ordinary Meeting 25 February 2021 (OM21/9)

That Council:

- (a) receive and note the report titled "**Quarterly Progress Report - Quarter 2, 2020/21**"
- (b) note the CEO's Quarterly Highlights Report - Quarter 2, 2020/21 (Appendix A) on service delivery highlights and
- (c) note the Operational Plan Activities Report - Quarter 2, 2020/21 (Appendix B) reporting on implementation of the Corporate and Operational Plans.

Related Documentation

- Corporate Plan 2020-2024
- Operational Plan 2020/21
- Financial information provided to Council in the Financial and Capital management report.

Critical Dates

Quarterly Progress reports are usually presented to Council within eight weeks of the end of the calendar quarter, subject to the scheduled meeting cycle. Legislation requires the report to be presented to Council at intervals of not more than three months.

Implementation

The report will be published and available for community access via Council's website and a digital copy will be provided to the State Library.

8.2 COASTAL HAZARD ADAPTATION STRATEGY

File No:	Council Report
Author:	Manager Environment and Sustainability Policy Liveability & Natural Assets Group
Appendices:	App A - Part A: Coastal Hazard Adaptation 5/182
	App B - Part B: Coastal Hazard Maps and Supporting Information 121/182
	App C - Part C: Five-Year Implementation Plan 169/182

PURPOSE

The purpose of this report is to present the final Coastal Hazard Adaptation Strategy for Council consideration and adoption.

EXECUTIVE SUMMARY

Our Resilient Coast. Our Future is the program created by Council to guide the development and implementation of Council's Coastal Hazard Adaptation Strategy (CHAS). The Coastal Hazard Adaptation Strategy has been developed as part of the long-term strategic directions for managing the coast and proactively responding to climate impacts as outlined in the Environment and Liveability Strategy 2017 (ELS). The key policy position guiding coastal hazard adaptation is that "coastal hazard risks are known and avoided or otherwise adequately addressed, forming part of long-term adaptation planning".

The Coastal Hazard Adaptation Strategy is a regional risk assessment and change management initiative to better prepare Council and the community to proactively respond to, and mitigate (and where required, adapt to) the social, cultural, economic and environmental risks associated with current and future coastal hazards. The Strategy provides both long-term (80 years) strategic insights about changing coastal hazard risks and information to inform short-medium term planning and delivery.

The Strategy is structured in three parts. Key elements of Part A: Coastal Hazard Adaptation include:

- a region-wide risk assessment, providing greater insight on the timing and scale of emerging risk associated with coastal hazards
- a coastal adaptation framework tailored for the Sunshine Coast, including Council's roles and responsibilities and three adaptation responses, 'monitor, maintain and prepare', 'mitigate' and 'transition' and
- the assignment of adaptation responses across the region (for present day, 2041, 2070 and 2100) to guide region wide and location specific pathways and actions.

These key elements are supported by mapping (present day, 2041, 2070 and 2100) of coastal hazards for open coast erosion, expanding tidal areas and storm tide inundation, plus other supporting information (Part B) to guide and build stakeholder capacity for planned adaptation. A Five-Year Implementation Plan (Part C) is also included to guide resource allocation for prioritised regional initiatives and location specific actions.

Three separate but distinct rounds of community engagement were undertaken as part of the strategy development process. This engagement alongside the Community Advisory Group, were critical components of the co-designed process for coastal hazard adaptation, and developing a shared understanding of, and responsibility for responding to emerging coastal hazard risk.

At the November 2020 Special Meeting of Council, endorsement of the draft strategy and supplementary materials was provided for the purposes of public consultation. Formal consultation with the community and key stakeholders was undertaken over a four-week period from 9 November to 7 December 2020.

A full analysis of feedback received during consultation on the draft strategy has been undertaken. There was overwhelming support for the aim and intent of the draft strategy and Council's proactive approach to longer term planning to better understand the risk from coastal hazards.

Key themes during the project's consultation has included:

- the need to maintain natural processes as far as possible, such as dunal vegetation/buffers as a primary defence to increasing sea level rise and other coastal hazards
- the importance of strategy implementation and resulting on-ground actions
- the need to ensure decisions are based on the best available science and assessment of risk
- the desire for many of our community to remain informed about, and participate in coastal management activities
- the importance of monitoring and regular reporting to ensure we are on track and making the necessary adjustments in a timely way.

Through engaging with the community, we have worked to collectively understand what the community values about the coast, share information about coastal hazards, explore what makes a resilient coast, and inform adaptation options.

Consultation outcomes have now been incorporated and a final draft has been prepared for Council consideration.

This report seeks Council's adoption of the Coastal Hazard Adaptation Strategy (Parts A, B and C).

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Coastal Hazard Adaptation Strategy"**
- (b) adopt the Coastal Hazard Adaptation Strategy (Appendix A – Part A: Coastal Hazard Adaptation, Appendix B – Part B: Coastal Hazard Maps and Supporting Information, and Appendix C – Part C: Five-Year Implementation Plan).**

FINANCE AND RESOURCING

The development of the Strategy was undertaken within existing budget allocations, substantial staff resources and a Council cash contribution of \$330,000 (\$110,000/year across 18/19 – 20/21) and approximately \$500,000 through the QCoast₂₁₀₀ Program.

Additional operational and capital funding will be required as part of the ongoing and long-term implementation of the Coastal Hazard Adaptation Strategy and Council's response to a changing climate and will be subject to annual budget planning and approval processes of Council.

Partnerships and financial support from the State and Commonwealth governments to implement the Strategy will also be sought.

CORPORATE PLAN

Corporate Plan Goal:	<i>A healthy environment</i>
Outcome:	2.1 - A resilient region shaped by clever planning and good design
Operational Activity:	2.1.2 - Develop the Coastal Hazard Adaptation Strategy which will plan for the impacts of climate change along our coastline.

CONSULTATION

Councillor Consultation

Consultation has been undertaken with the Environment and Liveability Portfolio Councillors, Councillor M Suarez and Councillor P Cox.

Councillors have been provided opportunities during workshops and special briefings to contribute to the development of the Strategy.

Internal Consultation

The development of the Coastal Hazard Adaptation Strategy has been undertaken with input from across the organisation including:

- Executive Leadership Team
- Office of the Chief Executive Officer
- Economic Development Branch
- Communications Branch
- Transport and Infrastructure Planning Branch
- Development Assessment
- Environment Operations Branch
- Strategic Planning Branch
- Community Planning and Development Branch
- Urban Growth Projects Branch
- Parks and Gardens Branch
- Corporate Risk and Governance Branch
- Business and Innovation Branch, and
- Design and Place Making Branch.

External Consultation

An important component of the project's engagement was an 18-member Community Advisory Group that guided the development of the Coastal Hazard Adaptation Strategy to ensure community views and ideas were captured. It also provided a forum to test different components of the Strategy.

The Community Advisory Group met on eight occasions, and a number of members were part of a further seven smaller sub-working groups. Significant contributions, including the development and testing of the risk and adaptation frameworks, responses and actions were provided by the group.

Council also worked with relevant utilities to provide hazard exposure assessments for their asset features. This collaboration has enabled a consistent approach to hazard mapping to assist with integrated regional planning and delivery of assets and infrastructure.

Community Engagement

Undertaking community engagement is a formal commitment through the funding agreement between the LGAQ and Council under the Coastal Hazard Adaptation Program (QCoast₂₁₀₀).

Community engagement undertaken as part of the strategy development was a critical component and underpins the elements of co-design for coastal hazard adaptation and developing a shared responsibility in responding to the emerging coastal hazard risk.

Through engaging with the community, we have worked to collectively understand what the community values about the coast, share information about coastal hazards, explore what makes a resilient coast, and sought feedback on the strategy's different adaptation options.

Engagement on the strategy has been comprehensive and across an 18-month period has included social media, a project-specific web page, and direct engagement, including:

- over 8,100 visits to the project website
- over 2,540 face-to-face discussions about the project
- 2,300 individuals viewed or downloaded the draft strategy
- 24+ events (festivals, displays, pop ups, open house)
- 8 x full Community Advisory Group and 7 x sub-group meetings
- 2 community surveys, receiving 1,250 responses
- 84 formal submissions on the draft Strategy
- 10 x online community webinars
- 40+ internal focused briefings
- 50+ external focused briefings, including youth and special interest groups.

PROPOSAL

This report seeks Council's adoption of a final Coastal Hazard Adaptation Strategy.

The Sunshine Coast is widely acknowledged as a highly desirable place to live, work and play, with our coastal environments, including our coastline and beaches contributing significantly to this strong reputation and identity.

Whether rapid or gradual, change is a fact of life on the Sunshine Coast, as it is across the globe. As we grow, responding to coastal hazards is one of the many challenges that needs to be planned for to deliver a healthy environment and liveable Sunshine Coast now and over the longer term.

In response, the preparation of a Coastal Hazard Adaptation Strategy is a risk and change management initiative to better prepare Council and the community to proactively mitigate and adapt to the social, cultural, economic and environmental risks associated with current and future coastal hazards.

As part of our long-term planning, the Coastal Hazard Adaptation Strategy provides an improved understanding of the changing risk profiles associated with coastal hazards for our public and private assets across multiple planning horizons (present day, 2041, 2071 and 2100). This has included collating spatial asset data for Council and other stakeholders including over 600,000 Council data features, as well as an additional 850,000 asset features from utility providers.

The Strategy is structured in three parts:

Part A: Coastal Hazard Adaptation which outlines Council's approach to adaptation including greater insight on the timing and scale of emerging risk associated with coastal hazards, a coastal adaptation framework, including Council's roles and responsibilities and three

adaptation responses, 'monitor, maintain and prepare', 'mitigate' and 'transition'; and the assignment of adaptation responses across the region (for present day, 2041, 2070 and 2100) to guide region wide and location specific pathways and actions.

Part B: Coastal Hazard Maps and Supporting Information to guide and build stakeholder capacity as we continue the ongoing process of planned adaptation.

Part C: Five-Year Implementation Plan which provides a framework and integrated approach to the delivery of a suite of region wide and local adaptation actions.

At the November 2020 Special Meeting of Council, endorsement of the draft strategy and supplementary materials was provided for the purposes of public consultation. There was overwhelming support for the aim and intent of the draft strategy and Council's proactive approach to longer term planning to better understand the risk from coastal hazards.

Key themes during the project's consultation included:

- the need to maintain natural processes as far as possible such as dunal vegetation/buffers as a primary defence to increasing sea level rise and other coastal hazards
- the importance of strategy implementation and resulting on-ground actions
- the need to ensure decisions are based on the best available science and assessment of risk
- the desire for many of our community to be involved in the ongoing management of our coastal zone
- the importance of monitoring and regular reporting to ensure we are on track and making the necessary adjustments in a timely way.

Through engaging with the community, we have worked to collectively understand what the community values about the coast, share information about coastal hazards, explore what makes a resilient coast, and inform adaptation options.

Consultation outcomes have now been incorporated and a final draft has been prepared for Council consideration.

Legal

As a non-statutory document, there are no legal risks associated with finalising and adopting the Coastal Hazard Adaptation Strategy. However, there may be legal implications associated with the subsequent implementation of associated projects that should be considered and addressed. The legal implications associated with climate risk reduction is an evolving area of legal practice.

Policy

The development of the Coastal Hazard Adaptation Strategy is supported by the Environment and Liveability Strategy and the Sunshine Coast Council Corporate Plan 2020-2024. The project is one component of the Environment and Liveability Strategy's "Being Prepared" Transformational Action which seeks to proactively plan for the potential impacts of climate change and natural hazards to build the resilience of the region.

Risk

The Coastal Hazard Adaptation Strategy is a risk and change management initiative to better prepare Council and the community to proactively respond to, mitigate and where required, adapt to, the social, cultural, economic and environmental risks associated with current and future coastal hazards.

Mitigating coastal hazard risk is to be achieved through the implementation of the Coastal Hazard Adaptation Strategy to embed identified coastal adaptation responses into current and future operational planning, delivery and decision making.

Embedding the strategy into the various planning and operational Council areas will be an important step in reducing overall corporate risk.

Previous Council Resolution

Special Meeting 9 November 2020 (SM20/19)

That Council:

- (a) *receive and note the report titled “**Draft Coastal Hazard Adaptation Strategy**”*
- (b) *endorse the Draft Coastal Hazard Adaptation Strategy (Appendix A) for the purposes of public consultation*
- (c) *endorse the draft Coastal Hazard Adaptation Strategy’s supplement materials (Appendix B) for the purpose of public consultation*
- (d) *receive and note the Coastal Hazard Adaptation Strategy Community Advisory Group Letter of Support (Attachment 1) and*
- (e) *delegate authority to the Chief Executive Officer to place the Draft Coastal Hazard Adaptation Strategy on public display during November/December 2020.*

Related Documentation

Environment and Liveability Strategy 2017

Sunshine Coast Council Corporate Plan 2021-2025

QCoast₂₁₀₀ Minimum Standards and Guidelines

Shoreline Erosion Management Plan 2014

Critical Dates

Subject to Council adoption, a final Coastal Hazard Adaptation Strategy would be submitted to the QCoast₂₁₀₀ Program for consideration and State Government endorsement, to support future business case development and access to state implementation funding.

Implementation

Should the recommendation be accepted by Council, it is noted that the:

- Strategy (including coastal hazard mapping and emerging risk information) will be used to inform relevant corporate and operational policy, planning, delivery and decision-making matters across Council.

8.3 INVESTMENT POLICY FOR 2021/22

File No:	Budget Development
Author:	Coordinator Financial Accounting Business Performance Group
Appendices:	App A - 2021/22 Investment Policy61

PURPOSE

This report seeks the adoption of an Investment Policy to apply for the 2021/22 financial year.

EXECUTIVE SUMMARY

The *Local Government Regulation 2012*, section 191 requires Council to prepare an Investment Policy annually.

This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(i) of the *Local Government Act 2009*.

The Investment Policy sets the boundaries of investment and includes the overall philosophy and strategy for investment of surplus funds, along with detailed guidelines and procedures for officers in the application of the policy.

The only change to the existing policy is to remove any reference to foreign exchange risk as this is no longer relevant since the completion of the Sunshine Coast International Broadband Network.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Investment Policy for 2021/22" and
- (b) adopt the 2021/22 Investment Policy (Appendix A).

FINANCE AND RESOURCING

Investment revenue is included in the draft budget and has been calculated on predicted daily cash balances and anticipated interest rates.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*
Outcome: 5.7 - A financially sustainable organisation
Operational Activity: 5.7.1 - Develop and monitor Council's budget, including legislated requirements.

CONSULTATION

Portfolio Councillor Consultation

The Portfolio Councillor, Councillor E Hungerford, has received advice of this report through the Budget Development process.

Internal Consultation

No internal consultation was required for this report.

External Consultation

Queensland Treasury Corporation (QTC)

Department of Local Government, Racing and Multicultural Affairs (DLGRMA).

Community Engagement

No community engagement was required for this report.

PROPOSAL

The *Local Government Regulation 2012*, section 191 requires Council to prepare an Investment Policy annually. This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(i) of the *Local Government Act 2009*.

The Investment Policy must outline Council's overall investment objectives, risk philosophy and procedures for achieving the goals related to investment stated in the policy.

Council's overall philosophy is that priority is given to the preservation of capital invested over investment returns.

Investment Parameters and Guidelines

Council investments are limited to those prescribed by Section 6 of the *Statutory Bodies Financial Arrangements Act 1982* (hereafter "SBFAA") for local governments with Category 2 investment powers, which allows for investment with Queensland Treasury Corporation or Queensland Investment Corporation, along with a range of other higher-rated counterparties without further approval.

The SBFAA includes a list of prohibited investments that require Treasurer approval including derivative based instruments, non-Australian dollars and maturity maximum greater than three years.

The following table sets Council's investment parameters, where maximum percentage of funds can be invested within each category:

Short Term Rating (S&P Global Ratings) or equivalent	Individual Counterparty Limit	Total Limit
QIC / QTC Pooled Cash Management Fund A-1+	100%	100%
A-1+ Financial Institutions	60%	100%
A-1+ Bond Mutual Funds	30%	50%
A-1 Financial Institutions	50%	100%
A-2 Financial Institutions	50%	90%
A-3 Financial Institutions	10%	30%
Unrated	Nil	Nil

Legal

The *Local Government Regulation 2012*, section 191 requires Council to prepare an Investment Policy annually.

This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(i) of the *Local Government Act 2009*.

Policy

The Investment Policy is reviewed annually as part of the budget development process.

Risk

A key purpose of this policy is to minimise Council's exposure to credit, interest rate and foreign exchange risk. Proposed investments are assessed against a risk matrix with maximum exposure levels for individual counterparties and for each credit rating.

Previous Council Resolution

The Investment Policy for 2020/21 was adopted by Council under resolution SM20/7 at the Special Meeting held on 11 June 2020.

That Council:

- (a) *receive and note the report titled "**Investment Policy for 2020/21**"*
- (b) *adopt the 2020/21 Investment Policy (Appendix A).*

Related Documentation

The Investment Policy must form part of the annual budget.

Critical Dates

This policy underpins elements of the 2021/22 Budget which will be presented to Council for final adoption at the Special Meeting (Budget Adoption) to be held 24 June 2021.

Implementation

The Investment Policy sets the boundaries of investment and includes the overall philosophy and strategy for investment of surplus funds for the 2021/22 financial year.

8.4 DEBT POLICY FOR 2021/22

File No:	Budget Development
Author:	Coordinator Financial Services Business Performance Group
Appendices:	App A - 2021/22 Debt Policy69

PURPOSE

This report seeks the adoption of the Debt Policy to apply for the 2021/22 financial year.

EXECUTIVE SUMMARY

The *Local Government Regulation 2012*, section 192 requires Council to prepare a Debt Policy annually.

This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(ii) of the *Local Government Act 2009*.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Debt Policy for 2021/22" and
- (b) adopt the 2021/22 Debt Policy (Appendix A).

FINANCE AND RESOURCING

The proposed borrowings and associated finance costs are included in the budget. New loans are generally not drawn down until late in the financial year to minimise interest expenses during that year, with normal repayments commencing in the following period.

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.6 - Information, systems and process underpin quality decisions and enhance customer relationships
Operational Activity:	5.6.19 - Sustainable financial position maintained.

CONSULTATION

Portfolio Councillor Consultation

The Portfolio Councillor has received advice of this report through the Budget Development process.

Internal Consultation

Internal consultation was conducted with Councillors and the Executive Leadership Team during the Budget Development process.

External Consultation

External consultation was conducted with Queensland Treasury Corporation (QTC).

PROPOSAL

The *Local Government Regulation 2012*, section 192 requires Council to prepare a Debt Policy annually. This policy forms part of the Council's overall system of financial management, as required under section 104(5)(c)(ii) of the *Local Government Act 2009*.

Council's borrowing activities are governed by the *Statutory Bodies Financial Arrangements Act 1982*, and the Debt Policy provides clear guidelines for loan raising, requiring an assessment of the impact of any borrowing decision on Council's long-term financial sustainability.

All borrowing proposals remain subject to evaluation by the Department of Local Government, Racing and Multicultural Affairs and periodic Credit Reviews are undertaken by Queensland Treasury Corporation.

There have been no changes to the existing policy.

Legal

The adoption of these policies satisfies Council's legislative obligations.

Policy

The Debt Policy is reviewed annually as part of the Budget Development process.

Risk

The Debt Policy provides the opportunity for restructure of the debt portfolio in the event of significant fluctuations in borrowing interest rates. Further, borrowing is restricted to Queensland Treasury Corporation under legislation without specific approval from the Treasurer under the advice of the Department of Infrastructure, Local Government and Planning.

Previous Council Resolution

The Debt Policy for 2020/21 was adopted by Council under resolution SM20/8 at the Special Meeting held on 11 June.

That Council:

- (a) receive and note the report titled "**Debt Policy for 2020/21**"
- (b) adopt the 2020/21 Debt Policy (Appendix A).

Critical Dates

This policy underpins elements of the 2021/22 budget which will be presented to Council for final adoption at the Special Meeting (Budget Adoption) to be held 24 June 2021.

8.5 REVENUE POLICY FOR 2021/22

File No:	Budget Development
Author:	Chief Financial Officer Business Performance Group
Appendices:	App A - 2021/22 Revenue Policy79

PURPOSE

This report seeks the adoption of a Revenue Policy to apply for the 2021/22 financial year.

EXECUTIVE SUMMARY

Section 169(2)(c) of the *Local Government Regulation 2012* requires that Council include in the budget a Revenue Policy.

A local government must review its Revenue Policy annually and in sufficient time to allow an annual budget that is consistent with the Revenue Policy to be adopted for the next financial year. The 2021/22 Revenue Policy in accordance with section 193 of the *Local Government Regulation 2012* sets out the principles used by Council for:

- (a) levying rates and charges
- (b) granting concessions for rates and charges
- (c) recovering overdue rates and charges
- (d) cost-recovery methods.

The Revenue Policy has been reviewed and no material changes are proposed.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Revenue Policy for 2021/22” and
- (b) adopt the 2021/22 Revenue Policy (Appendix A).

FINANCE AND RESOURCING

The framework does not place any financial and resourcing obligations on Council, but provides the principles for revenue raising for the 2021/22 Budget.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*

Outcome: 5.7 - A financially sustainable organisation

Operational Activities: 5.7.1 - Develop and monitor Council's budget, including legislated requirements.

CONSULTATION

Portfolio Councillor Consultation

The Portfolio Councillor has received advice of this report through the Budget Development process.

Internal Consultation

Internal consultation was conducted with Councillors and the Executive Leadership Team during the Budget Development process.

External Consultation

No external consultation was required for this report.

Community Engagement

No community engagement was required for this report.

PROPOSAL

As part of the annual budget, Council is required to adopt a Revenue Policy which states the guidelines that may be used for preparing the local government's Revenue Statement, including the principles used by Council in:

(a) levying of rates and charges:

Council will set the rates and charges at a level to provide for both current and future community requirements. This includes general rates, special rates, separate rates and charges and other charges.

Council continues to issue half yearly rates notices and promotes by various means of communication to ratepayers the issue date of rate notices and payment date. Council offers a wide range of payment options.

(b) granting concessions for rates and charges:

Council may grant a concession in the form of a rebate of all or part of the rates and charges, or an agreement to defer payment of rates and charges, in accordance with the specific criteria detailed in section 120 of the *Local Government Regulation 2012* and outlined in the Revenue Policy.

(c) recovering overdue rates and charges:

To reduce the overall rate burden on ratepayers, Council is guided by principles of equity, treating all ratepayers in similar circumstances in a similar manner; transparency, making clear the obligations of the ratepayer; and flexibility by accommodating short-term payment arrangements.

(d) cost-recovery methods:

All fees and charges will be set with reference to full cost pricing and cost recovery fees will be charged up to a maximum of full cost. Commercial charges will be at commercial rates.

Council acknowledges the community benefit associated with not-for-profit organisations and Traditional Owners conducting activities on the Sunshine Coast. All not-for-profit organisations are exempt from cost recovery fees for applications to conduct activities requiring an approval on public and private land within the Sunshine Coast Regional Council local government area. All applications from Traditional Owners of the Kabi Kabi and Jinibara people are exempt from cost-recovery application fees in relation to tourism and cultural business activities occurring on community land within the Sunshine Coast Regional Council local government area.

Legal

The *Local Government Regulation 2012*, section 169(2)(c) requires that Council include a Revenue Policy in the budget.

The *Local Government Regulation 2012*, section 193 details what must be included in the Revenue Policy. This policy forms part of the Council's overall system of financial management, as required under Section 104(5)(c)(iii) of the *Local Government Act 2009*.

Policy

The Revenue Policy is reviewed annually as part of the budget development process.

Risk

No risks have been identified in relation to this report.

Previous Council Resolution

The Revenue Policy for 2020/21 was adopted by Council under resolution SM20/9 at the Special Meeting held on 11 June 2020.

That Council:

- (a) *receive and note the report titled "2020/21 Revenue Policy"; and*
- (b) *adopt the 2020/21 Revenue Policy (Appendix A).*

Related Documentation

The Revenue Policy must form part of the annual budget.

Critical Dates

This policy underpins elements of the 2021/22 Budget which will be presented to Council for final adoption at the Special Meeting (Budget Adoption) to be held 24 June 2021.

Implementation

The Revenue Policy sets out the principles for the making and levying of rates and charges for the 2021/22 financial year.

8.6 REGISTER OF GENERAL COST-RECOVERY FEES AND COMMERCIAL CHARGES 2021/22

File No: Budget Development

Author: Coordinator Financial Services
Business Performance Group

Appendices: App A - Register of General Cost-Recovery Fees and
Commercial Charges 2021/2289

PURPOSE

To seek adoption of the fees and charges (Appendix A) as the Register of General Cost-Recovery Fees and Commercial Charges 2021/22 (excluding Development Assessment Fees).

EXECUTIVE SUMMARY

General cost-recovery fees and commercial charges revenue for 2021/22 is expected to be approximately \$45.1 million. The budget fee increase parameter is 2.5%.

General cost-recovery fees were calculated at full cost recovery where possible. Commercial charges may be set above full cost after considering market and other conditions. General cost-recovery fees and commercial charges for 2021/22 are set out in Appendix A.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Register of General Cost-Recovery Fees and Commercial Charges 2021/22”
- (b) adopt the fees detailed in the Register of General Cost-Recovery Fees and Commercial Charges 2021/22 (Appendix A)
- (c) resolve that, in relation to those cost-recovery fees to which Section 97 of the *Local Government Act 2009* apply:
 - (i) the applicant is the person liable to pay these fees
 - (ii) the fee must be paid at or before the time the application is lodged and
- (d) delegate to the Chief Executive Officer the power to amend commercial charges to which *Section 262(3)(c) of the Local Government Act 2009* apply.

FINANCE AND RESOURCING

General cost-recovery fees and commercial charges revenue for 2021/22 is expected to be approximately \$45.1 million.

Table 1 below shows the estimated general fees and charges revenue for 2021/22 by department and function.

Function	No. of Fees	Estimated Fees and Charges Revenue \$'000
Built Infrastructure		
Quarry Services	68	1,352
Parks Operations and Community Partnerships	7	14
Flooding Storm water Policy and Planning	5	153
Asset Strategy	3	15
Traffic and Transportation	15	1,625
Customer Engagement and Planning Services		
Response Services	68	2,239
Cemetery Services	106	1,607
Healthy Places	67	983
Waste Diversion and Disposals and Collection Services	118	8,769
Community Land Permits and Parking	73	2,859
Economic and Community Development		
Sunshine Coast Holiday Parks	121	18,724
Sports Venues and Development	144	725
Venue 114 and Community Spaces	179	692
Library Services	27	178
Creative Arts and Events	1	25
Major Events Delivery	1	1,582
Sunshine Coast Stadiums	171	1,725
Cultural Heritage Services	2	1
Livability and Natural Assets		
Environmental Operations	35	20
Business Performance		
Financial Operations	4	1,817
Property Management	6	0
Business Strategy and Innovation	11	0
Strategic Planning	11	0
Caloundra Aerodrome	12	0
Office of Mayor and CEO		
Legal Services	14	21
Corporate Governance	4	7
TOTAL	1,273	45,133

Table 1: General cost-recovery and commercial fees

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.6 - Information, systems and process underpin quality decisions and enhance customer relationships
Operational Activity:	5.6.19 - Sustainable financial position maintained.

CONSULTATION

Councillor Consultation

Consultation has been undertaken with all Councillors during the Budget Development process.

Internal Consultation

Managers responsible for fees and charges across Council reviewed cost-recovery fees and commercial charges relevant to their branch and obtained Group Executive's endorsement for the proposed fees.

Consultations held with:

- Managers of all Branches responsible for fees and charges
- Team Leader Stormwater Policy and Planning
- Team Leader Technical Services
- Team Leader Land Information Services
- Right to Information Officer
- Coordinator Sunshine Coast Holiday Parks
- Team Leaders Sport and Community Venues
- Team Leaders Environmental Operations
- Coordinator Waste & Resource Management

Community Engagement

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

PROPOSAL

The Finance Branch facilitated and coordinated with managers and team leaders the review of general cost-recovery fees and commercial charges for the annual budget process. A Fees and Charges Workshop was held with Councillors to present the Register of General Cost-Recovery Fees and Commercial Charges for 2021/22. The workshop focused on the added and deleted fees, fees with variations from the 2.5% budget fee increase parameter and fee decreases.

The general principal in setting general cost-recovery fees and commercial charges is that the costs of services should be borne by those who benefit from them.

Cost-recovery fees covered under Section 97 of the *Local Government Act 2009* are required to be set equal or less than cost of providing that service.

Charges which are commercial in nature come under Section 262(3)(c) of the *Local Government Act 2009*. Commercial charges could be set with commercial considerations generally being increased by the budget fee increase parameter of 2.5%.

Legal

Local Government Act 2009:

- Section 97 Cost-Recovery Fees
- Section 98 Register of Cost-Recovery Fees
- Section 262(3)(c) Commercial Charges

Local Government Regulation 2012:

- Section 172 Revenue Statement
- Section 193 Revenue Policy.

A New Tax System (Goods and Services Tax) Act 1999.

Policy

General Cost-Recovery Fees and Commercial Charges are adopted by Council each financial year and can be amended during the year if need be. Authority to amend cost-recovery fees lies with Council while the authority to amend commercial fees may be delegated to the Chief Executive Officer.

Risk

Where user charges do not meet the cost of providing the service, subsidy from general rates will be required, which may risk the achievement of a balanced operating result.

Previous Council Resolution

Council adopted the 2020/21 Register of General Cost-Recovery Fees and Commercial Charges at the Ordinary Meeting held on 11 June 2020 (SM20/10):

That Council:

- (a) *receive and note the report titled "Register of General Cost-Recovery Fees and Commercial Charges 2020/21"*
- (b) *adopt the fees detailed in the Register of General Cost-Recovery Fees and Commercial Charges 2020/21 (Appendix A)*
- (c) *resolve that, in relation to those cost-recovery fees to which Section 97 of the Local Government Act 2009 apply:*
 - (i) *the applicant is the person liable to pay these fees and*
 - (ii) *the fee must be paid at or before the time the application is lodged and*
- (d) *delegate to the Chief Executive Officer the power to amend commercial charges to which Section 262(3)(c) of the Local Government Act 2009 apply.*

Related Documentation

Local Government Act 2009

Local Government Regulation 2012

Critical Dates

The 2021/22 cost-recovery fees and commercial charges apply from 1 July 2021. Adopting the fees and charges prior to adopting the 2021/22 budget in full allows advance notice for users and the community.

Implementation

Once adopted, the General Register of Cost-Recovery Fees and Commercial Charges 2021/22 (Appendix A) will be published on Council's website.

8.7 DEVELOPMENT SERVICES REGISTER OF COST RECOVERY FEES AND COMMERCIAL CHARGES 2021/22

File No:	D2020/1322618
Author:	Manager Development Services Customer Engagement & Planning Services Group
Appendices:	App A - Development Services Register of Cost Recovery Fees and Commercial Charges 2021/22 131
Attachments:	Att 1 - Development Services Fee Comparison 2021/22..... 173
	Att 2 - UDIA Sunshine Coast Development Application Fees 2020 189
	Att 3 - Targeted SEQ Benchmark of Development Services Branch Fees 2021/22 191

PURPOSE

The purpose of this report is to seek adoption of the Development Services Register for Cost-recovery Fees and Commercial Charges 2021/22 (refer to **Appendix A**).

EXECUTIVE SUMMARY

The Development Services Register of Cost-recovery Fees and Commercial Charges includes relevant fees and charges for assessment and services associated with planning, engineering, environment, building and plumbing.

The 2021/22 revenue projection for the Development Services Register is expected to be approximately \$20 million.

Managers responsible for general cost-recovery fees are advised to set prices at full cost recovery where possible. Commercial charges may be set above full cost after considering market and other conditions.

The Development Services Register has applied a 2.5% increase in the pricing parameter. For customers ease of use, rounding up has been applied where appropriate. The majority of the fees in the Register have been increased in accordance with the pricing parameter.

A number of minor format and administrative changes have been made to the Register for ease of understanding and to help further clarify some of the fees. There are a limited number of specific changes proposed to the Register as outlined in this report.

Fees included in Section 15 (Environmentally Relevant Activity) and Section 16 (Contributions) are governed by State policy, which has not been released to date. These fees will be updated in the Register prior to the release on 1 July 2021.

The Development Services Register for Cost-recovery Fees and Commercial Charges 2021/22 will apply from 1 July 2021. Adopting the fees and charges prior to adopting the 2021/22 budget in full allows advance notice for applicants and the community and provides sufficient time to update our systems prior to the 1 July 2021.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Development Services Register of Cost Recovery Fees and Commercial Charges 2021/22”
- (b) adopt the fees detailed in the Development Services Register of Cost-recovery Fees and Commercial Charges for Sunshine Coast Council 2021/22 (Appendix A)
- (c) resolve that, in relation to those cost recovery fees to which Section 97 of the *Local Government Act 2009* apply:
 - (i) the applicant is the person liable to pay these fees and
 - (ii) the fee must be paid at or before the time the application is lodged and
- (d) delegate to the Chief Executive Officer the power:
 - (i) to amend commercial charges to which section 262(3) (c) of the *Local Government Act 2009* apply
 - (ii) to determine a reasonable fee based on cost recovery principles when a price on application is requested.

FINANCE AND RESOURCING

There are a number of factors within the business environment that impact on the forecasting of Development Services revenue projections, including:

- Broad economic conditions and the underlying demand for development stock.
- Confidence in the local development market – impacted by the broader business environment and relevant policy.
- Development Applications generally include a base fee plus a unit charge; therefore, the size of an application is an important (and largely unknown) factor in forecasting revenue.

Over the past few years, the local development market and economic conditions have varied from being stable to high development activity. However, it is challenging to determine the anticipated development activity for 2021/22.

In the 2020/21 year we have seen the introduction of a number of government incentives to support the local community and businesses with the COVID-19 economic uncertainties which has resulted in a significant increase in development activity for the Sunshine Coast region, particularly the creation of new lots and dwelling houses. Revenue for the 2020/21 year is anticipated at this stage to be approximately \$21 million, nearly \$1.8 million over the budgeted revenue. It is unknown whether this development activity will remain strong in the 2021/22 year, noting that the majority of these government incentives will be concluded.

Whatever the outcome, Development Services Branch will continue to support the community, the customers and the development industry in delivering our services while maintaining an appropriate balance between operational expenses and revenue. If development activity continues to remain high, additional resources will be required to ensure that Council meets legislative obligations in relation to timeframes and processes.

CORPORATE PLAN

Corporate Plan Goal: *Service excellence*

Outcome: 4.4 - Service quality assessed by our performance and value to customers

Operational Activity: 4.4.1 - Deliver Planning and Development Services to ensure statutory requirements are met to achieve positive customer experiences and maintain strong industry engagement.

CONSULTATION

Councillor Consultation

The Mayor and Councillors have been consulted in relation to this report.

Internal Consultation

A number of internal staff were consulted in order to develop the 2021/22 Fees Register:

- Group Executive, Customer Engagement and Planning Services
- Coordinator Planning Assessment, Development Services Branch
- Coordinator Customer and Support Services, Development Services Branch
- Coordinator Engineering and Environment Assessment, Development Services Branch
- Coordinator Building and Plumbing Services, Development Services Branch
- Coordinator Development Audit and Response, Development Services Branch
- Coordinator Kawana Waters and Palmview, Development Services Branch
- Senior Management Account, Financial Services

External Consultation

Benchmarking comparison undertaken by the Urban Development Institute of Australia (UDIA) and specific fee benchmarking identified with other South East Queensland Councils.

Community Engagement

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

PROPOSAL

The Development Services Register of Cost-recovery Fees and Commercial Charges 2021/22 includes relevant fees and charges for assessment and services associated with planning, engineering, environment, building and plumbing.

The 2021/22 revenue projection for this Register is expected to be approximately \$20 million.

Managers responsible for general cost-recovery fees are advised to set prices at full cost recovery where possible. Commercial charges may be set above full cost after considering market and other conditions.

The below information has been used to assist in updating the Development Services Register:

- *Development Services Fee Comparison 2021/22* (refer to Attachment 1) shows the fee changes from this financial year to the proposed fees for the 2021/22 year, highlighting any major changes to the fees.
- *Urban Development Institute of Australia (UDIA) QLD Sunshine Coast Development Application Fees 2020* (refer to Attachment 2) shows a variety of fee categories for

Sunshine Coast Council, noting the percentage of change in fees from 2019 and difference with the SEQ average.

- *Targeted Benchmarking of a number of South East Queensland Council's* (refer to Attachment 3) shows specific fee categories that have been analysed and determined to be changed, particularly Dwelling house, Tourist Attraction and Changes/Extensions to Approvals fees.

The Development Services Register has applied a 2.5% increase in the pricing parameter. For customers ease of use, rounding up has been applied where appropriate. The majority of the fees in the Register have been increased in accordance with the pricing parameter.

A number of minor format and administrative changes have been made to the Register for ease of understanding and to help further clarify some of the fees. Some of the more specific proposed changes to the fees and charges in the Register are outlined below:

Updated/Changed Existing Fees:

- *Section 1.16 – Refunds* - The Plumbing and Drainage application refunds has been amended to align with other development application refund processes and percentages.
- *Section 2.2.2 – Pre-lodgement and pre-application meetings* - The wording associated with on-site prelodgement meetings has been further refined to ensure clarity and the fee has been changed from an hourly rate to one off fee to account for on-site meeting time and associated travel time, making the administration of this fee easier to apply for both customers and staff. Also, the additional follow-up meeting fee per hour has been deleted.
- *Section 3 – Dwelling House and Dual Occupancy* - The consolidation of Dwelling house and Dual occupancy fees into was section was achieved in the 2020/21 Register. Since this time, some suggested improvements have been noted by customers/staff and therefore this section has been updated to ensure all application types relating to Dwelling houses and Dual occupancies are consistent and reflective of the application complexity, including minor changes, other changes and extensions of approvals. In addition, following a benchmarking exercise with other South East Queensland Councils (refer to Figure 1 in Attachment 3), it was determined that Council's Dwelling house fees were not consistent with other Council fees (being lower than the average) and also not reflective of the work efforts required to process these applications. On this basis, some fees have been increased slightly and new fees included, with Material Change of Use and Building Work fees ranging from \$900 to \$4,120 and change application fees ranging from \$450 to \$4,120.
- *Section 4.2.24 – Material Change of Use / Business and Commercial Uses – Tourist Attraction* - The base fee for Tourist Attraction has been changed to \$9,510 to be similar with other business/commercial use fees and to also align with fees applied to Tourist Attraction uses for other South East Queensland Council's (refer to Attachment 3).
- *Section 10 – Changing or Extending a Development Approval* - The wording and structure of Minor and Other Change fees has been amended to ensure that sufficient fees are obtained to cover costs associated with more significant requests. Following a benchmarking exercise with other South East Queensland Councils (refer to Table 1 in Attachment 3), it was determined that Council's fees were not consistent with the approach applied by other Councils. On this basis, these fees have been changed to include an option for the fee to be a percentage of the application fee calculated as if the application were a new application as well as imposing a minimum fee requirement. It should be noted that the change to these fees are only applicable to the more complex changes to ensure that we are obtaining the relevant fee for the work efforts

involved in assessing the changes. Minor base fees (ranging from \$970 to \$2,750) will still be applied to changes of a minor nature.

- *Section 13 – Certificate/Searches/Information* – a number of increment increases have been made to several fees in this section. It is noted that several of these fees have not been increased for a number of years and therefore considered to be reasonable and relevant to increase at this time.
- *Section 13.1.13 – File Retrieval* - This fee has been amended to breakdown the fees associated with file retrievals into two categories – files created in 2006 or older having a fee of \$165 per file and files created in 2007 or newer having a fee of \$100. This breakdown is based on files being hardcopy vs those now being electronically available via Development.i.

New Fees:

- *Section 14.1.18 – Extracts and Visualisation of Council 3D Model* - A new Price of Application (POA) fee has been introduced for customers to request extracts or visualisation from Council's 3D Model. In 2020, Council completed a new 3D modelling capture in partnership with the Department of Resources, including a mixture of high and low resolution models for the region, as well as three high resolution street level captures for Maroochydore – Ocean Street, Mooloolaba – Mooloolaba Esplanade and Caloundra – Bulcock Street. At this stage, this 3D modelling has been used for internal purposes, however, this new fee is proposed to enable customers to obtain extracts or visualisation for specific development proposals where requested. This new fee aligns with other similar fees applied to obtain information from Council's Lidar and Spatial layers in Esri Format.

Fees included in Section 15 - Environmentally Relevant Activity and Section 16 – Kawana Waters Contributions of the Development Services Register are governed by State policy, which has not been released to date. These fees will be updated in the Development Services Register prior to the release on 1 July 2021.

Legal

Local Government Act 2009

- Section 98 Register of Cost-recovery Fees.
- Section 262(3)(c) Commercial Charges.

Local Government Regulation 2012.

- Section 172 Revenue Statement.
- Section 193 Revenue Policy.

Policy

Fees and charges are adopted by Council for each financial year and can be amended during the year.

Risk

The continual variability of the development market activity and legislative changes necessitate the increase and ongoing review of fees and charges to ensure that we have sufficient fee revenue for cost-recovery and resourcing.

Previous Council Resolution**Special Meeting 11 June 2020 (SM20/11)**

That Council:

- (a) *receive and note the report titled “**Development Services Register of Cost Recovery Fees and Commercial Charges 2021/22**” and*
- (b) *adopt the fees detailed in the Development Services Registers of Cost Recovery Fees and Commercial Charges for Sunshine Coast Council 2020/21 (Appendix A)*
- (c) *resolve that, in relation to those cost recovery fees to which Section 97 of the Local Government Act 2009 apply:*
 - (i) *the applicant is the person liable to pay these fees*
 - (ii) *the fee must be paid at or before the time the application is lodged*
- (d) *delegate to the Chief Executive Officer the power:*
 - (i) *to amend commercial charges to which section 262(3) (c) of the Local Government Act 2009 apply*
 - (ii) *to determine a reasonable fee based on cost recovery principles when a price on application is requested.*

Related Documentation

Local Government Act 2009

Local Government Regulation 2012

Critical Dates

The *Development Services Register for Cost-recovery Fees and Commercial Charges 2021/22* will apply from 1 July 2021. Adopting the fees and charges prior to adopting the 2021/22 budget in full allows advance notice for applicants and the community and provides sufficient time to update our systems prior to the 1 July 2021.

Implementation

Should the recommendation be accepted by Council, the *Development Service Register for Cost-recovery Fees and Commercial Charges 2021/22* will become operational for new application and services from 1 July 2021. The Register will be published on Council's website.

8.8 APRIL 2021 FINANCIAL PERFORMANCE REPORT

File No:	Financial Reports
Author:	Coordinator Financial Services Business Performance Group
Appendices:	App A - 2020/21 Minor Capital Works Program.....199
Attachments:	Att 1 - Monthly Financial Performance Report.....207
	Att 2 - 2020/21 Capital Grant Funded Project Report April 2021217

PURPOSE

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

EXECUTIVE SUMMARY

This monthly financial performance report provides Council with a summary of performance against budget as at 30 April 2021 in terms of the operating result and delivery of the capital program.

A revised list of allocations within Council's 2020/21 Minor Capital Works Program have been included for Council's consideration (Appendix A).

Operating Performance**Table 1: Operating Budget as at 30 April 2021**

	Original Budget \$000
Total Operating Revenue	465,069
Total Operating Expenses	460,733
Operating Result	4,336

Details of the monthly financial report are contained in Attachment 1.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "April 2021 Financial Performance Report"
- (b) endorse the 2020/21 Minor Capital Works Program (Appendix A).

FINANCE AND RESOURCING

This report sets out the details of Council's financial performance and investments for the month ending 30 April 2021 and meets Council's legislative reporting requirements.

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.7 - A financially sustainable organisation
Operational Activity:	5.7.1 - Develop and monitor Council's budget, including legislated requirements.

CONSULTATION

Portfolio Councillor Consultation

Consultation has been undertaken with the Portfolio Councillor, E Hungerford.

Internal Consultation

This report has been written in conjunction with advice from:

- Acting Group Executive Business Performance
- Acting Chief Financial Officer.

External Consultation

No external consultation is required for this report.

Community Engagement

No community engagement is required for this report.

Legal

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

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

Policy

Sunshine Coast Council's 2020/21 Investment Policy and
Sunshine Coast Council's 2020/21 Debt Policy.

Risk

Failure to achieve the budgeted operating result will negatively impact Council's capacity to complete its capital expenditure program.

Previous Council Resolution

Special Meeting Budget 25 June 2020 (SM20/16)

That Council adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's budget for 2020/21 financial year incorporating:

- i. the statement of income and expenditure*
- ii. the statement of financial position*
- iii. the statements of changes in equity*
- iv. the statement of cash flow*
- v. the relevant measures of financial sustainability*
- vi. the long term financial forecast*

- vii. *the Debt Policy (adopted by Council resolution on 11 June 2020)*
- viii. *the Revenue Policy (adopted by Council resolution on 11 June 2020)*
- ix. *the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*
- x. *the Revenue Statement*
- xi. *Council's 2020/21 Capital Works Program, endorse the indicative four-year program for the period 2022 to 2025, and note the five-year program for the period 2026 to 2030*
- xii. *the rates and charges to be levied for the 2020/21 financial year and other matters as detailed below in clauses 3 to 12 and*
- xiii. *endorse the full time equivalent establishment as per the Sunshine Coast Council Establishment 2020/2021 report.*

Related Documentation

2020/21 Adopted Budget

Critical Dates

There are no critical dates for this report.

Implementation

There are no implementation details to include in this report.

8.9 SALE OF LAND FOR ARREARS OF RATES

File No: Sale of Land
Author: Chief Financial Officer
Business Performance Group
Attachments: Att 1 - Sale of Land List – *Confidential*.....5/9

PURPOSE

This report has been prepared to seek Council's approval to commence Sale of Land procedures where rates and charges have been overdue for at least three years, in accordance with the *Local Government Regulation 2012*.

EXECUTIVE SUMMARY

The *Local Government Regulation 2012*, Chapter 4, Part 12, Division 3, provides guidance where overdue rates and charges have remained unpaid for a period of at least three years and allows a local government to sell the land on which the rates were levied. The land is sold by way of public auction.

In preparing this report, the Chief Executive Officer advises that Attachment 1 contains confidential information which should be considered and discussed in a closed session of the Council meeting in accordance with Section 254J(3)(e)&(f) of the *Local Government Regulation 2012*, as the attachments contain information relating to legal proceedings involving the local government and matters that may directly affect the health and safety of an individual or a group of individuals. The Sale of Land List contains information that is confidential to Council, including the amount of rates outstanding for each property.

For these reasons, it is recommended that should Councillors wish to discuss the confidential information in **Attachment 1**, Council resolve to close the meeting under section 254J(3)(e)&(f) of the *Local Government Regulation 2012*.

On 21 January 2021, 77 properties were identified as having rates and charges overdue for at least three years and falling within the scope of the Sale of Land procedures. As at 7 May 2021 there are 51 properties on the Sale of Land list, with overdue rates and charges totalling \$758,663. As the Sale of Land procedures are progressed the number of properties with overdue rates and charges will continue to reduce as landowners take action to pay their rates.

Over the last five years only one property has been auctioned as an outcome of the Sale of Land procedures, this property was not residentially occupied.

Should Council approve the recommendations in this report, the legislation directs the following timelines:

- First statutory notice – Notice of Intention to Sell to be issued after Council approval in May 2021
- Second statutory notice – Auction Notice to be issued in September 2021 and
- Sale of Land auction (if required) to occur in October 2021.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Sale of Land for Arrears of Rates”
- (b) pursuant to Section 140(2) of the *Local Government Regulation 2012* sell the land where some or all of the rates or charges for the land have been overdue for at least three years as at 31 December 2020 in accordance with Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012* to recover outstanding rates and charges and
- (c) delegate to the Chief Executive Officer the power to take all further steps under Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012* to effect sale of the land procedures, including for the avoidance of doubt the power to end sale procedures.

FINANCE AND RESOURCING

There are 51 properties on the Sale of Land list, with total rates outstanding of \$758,663 where overdue rates and charges have remained unpaid for a period of at least three years. By proceeding with the Sale of Land the balance of the community will not be required to bear the financial burden of long-term rate debts.

Council has a community responsibility to collect rates and charges outstanding in a timely manner to finance its operations, carry out essential services and ensure effective cash flow management. Council is proactive in the recovery of outstanding rates and charges and every effort has been taken to minimise the number of properties with rates outstanding for a period of at least three years.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*
Outcome: 5.7 - A financially sustainable organisation
Operational Activity: 5.7.1 - Develop and monitor Council’s budget, including legislated requirements.

CONSULTATION**Councillor Consultation**

Councillors have been regularly updated on the Sale of Land process.

Internal Consultation

Internal consultation has been undertaken with the Legals Team.

External Consultation

In January 2021 Council issued a letter to those landowners who had rates and charges overdue for at least three years, advising their property was included on the 2021 Sale of Land list. In March 2021 a second letter was issued to the landowners who remained on the Sale of Land list.

Community Engagement

No community engagement is required for this report.

PROPOSAL

Current Sale of Land Process

As at 7 May 2021 there remained 51 properties on the Sale of Land list with overdue rates and charges unpaid for a period of at least three years, totalling \$758,663.

In the period from 7 May 2021 to the Ordinary Meeting on 27 May 2021 there are likely to be changes to the number of properties and outstanding amounts if Council receives payments during this time. Interest will continue to accrue on outstanding debts and the July 2021 rates will be issued increasing the outstanding balances.

Should the recommendation be approved by Council, landowners may prevent the sale of the property by paying all overdue rates and charges and all expenses that Council has incurred in attempting to sell the land. In accordance with Section 141 of the *Local Government Regulation 2012*, landowners are unable to enter or negotiate a Rate Payment Plan once the recommendation has been approved.

In March 2021, "Intention to Sell Land for Arrears of Rates" letters were issued to the landowners of the properties remaining on the list. This letter is not required as part of the Sale of Land procedures detailed in the *Local Government Regulation 2012*, however this communication was issued to ensure landowners are aware of the options available to them, including entering into an approved Rate Payment Plan.

Every effort has been made to recover the outstanding rates and charges and negotiate a successful outcome for landowners. Where a desirable outcome was not achieved by this preceding action, Credit Management Officers have advised landowners of alternative avenues to seek financial assistance through:

- a financial counsellor to discuss other options that may be available
- their mortgagee regarding refinancing
- apply to the State Government for a mortgage relief loan and
- apply to the Australian Taxation Office for the Early Release of Superannuation

The letters and subsequent actions have resulted in 26 properties being removed from the Sale of Land process in the period between January 2021 and compilation of the Sale of Land list on 7 May 2021. By proceeding with this action, the balance of the community will not be required to bear the financial burden of any long-term rate debts.

Prior Sale of Land Process

The Sale of Land process did not occur in 2020 due to the impact of the COVID-19 pandemic. The Sale of Land process was undertaken in 2019, resulting in the overdue rates and charges for all properties being paid before the auction day. In 2018 all overdue rates were again paid before the Sale of Land auction day. In 2017 one vacant property, a deceased estate with no known beneficiaries or interested parties, proceeded to and was sold at auction. In 2016 all overdue rates were paid before the auction day for properties that fell within the scope of the Sale of Land procedures.

Sale of Land processes in prior years have demonstrated that, in the majority of cases, outstanding rates are paid in full prior to the scheduled auction date.

The majority of properties subject to the Sale of Land procedures have a mortgage. In all instances in the past where a property has a mortgage the rates have been paid in full by the mortgagee to protect their interests.

In all prior years when a Sale of Land auction has occurred the property involved has not been residentially occupied.

Legal

Legal advice has been obtained on the officer recommendation. The *Local Government Regulation 2012* sections 141 to 145 within Chapter 4, Part 12, Division 3 have been amended by the *Local Government Legislation Amendment Regulation (No.1) 2020*. The resolution has been updated to refer to Chapter 4, Part 12, Division 3 rather than the individual sections within Division 3 of the *Local Government Regulation 2012*.

Section 140 of the *Local Government Regulation 2012* provides:

Notice of intention to sell land for overdue rates or charges

- 1) *This section applies if -*
 - (a) *there are overdue rates or charges on land; and*
 - (b) *the liability to pay the overdue rates or charges is not the subject of court proceedings; and*
 - (c) *some or all of the overdue rates or charges have been overdue for at least –*
 - (i) *generally–3 years; or*
 - (ii) *if the rates or charges were levied on vacant land or land used only for commercial purposes, and the local government has obtained judgment for the overdue rates or charges–1 year; or*
 - (iii) *if the rates or charges were levied on a mining claim–3 months.*
- 2) *The local government may, by resolution, decide to sell the land.*
- 3) *If the local government does so, the local government must, as soon as practicable, give all interested parties a notice of intention to sell the land.*

Policy

The 2020/21 Revenue Policy was adopted on 11 June 2020 and the 2020/21 Revenue Statement was adopted as part of the annual Budget on 25 June 2020.

Risk

The *Local Government Act 2009* provides statutory powers to Council by securing the debt against the property and therefore limits Council's bad debt risk exposure. However, it is a strong business practice to manage rate debts and other accounts receivable on a proactive basis.

Previous Council Resolution**Ordinary Meeting 23 May 2019 (OM19/78)**

That Council:

- (a) *receive and note the report titled “Sale of Land for Arrears of Rates”*
- (b) *commence proceedings under Sections 140 to 143 of the Local Government Regulation 2012 to recover outstanding rates and charges by way of sale of land where there are overdue rates for a period of at least three years as at 31 December 2018*
- (c) *delegate to the Chief Executive Officer the power to discontinue any sale proceedings commenced according to sections 140 to 143 of the Local Government Regulation 2012 in circumstances where the Chief Executive Officer or the Delegated Officer determines on the facts available to them that it would not be in the best interest of Council or would be unfair or unjust to the property owner to proceed with the sale of the property by way of auction and*

- (d) *in accordance with the Local Government Regulation 2012, commence any Public Auction where required, no earlier than three months after the issue of the notice of intention to sell.*

Related Documentation

In accordance with Section 254D(3) of the *Local Government Regulation 2012*, a local government need not make a related report publicly available to the extent it contains information that is confidential to the Local Government. The Sale of Land List contains information that is confidential to Council, including the amount of rates outstanding for each property, landowner details and property descriptions.

Critical Dates

The proposed time-line is as follows:

- First statutory notice – Notice of Intention to Sell to be issued after Council resolution in May 2021
- Second statutory notice – Auction Notice to be issued in September 2021
- Sale of Land Auction (if required) to occur in October 2021

Implementation

Upon acceptance of the Officer's recommendation, statutory notices will be issued to all interested parties in accordance with the advised schedule.

9 NOTIFIED MOTIONS**10 TABLING OF PETITIONS**

Petitions only eligible for submission if:

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

11 CONFIDENTIAL SESSION

Nil

12 NEXT MEETING

The next Ordinary Meeting will be held on 24 June 2021.

13 MEETING CLOSURE