

Agenda

Ordinary Meeting

Thursday, 18 May 2017

commencing at 9.00am

Council Chambers, 1 Omrah Avenue, Caloundra

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

That the Minutes of the Special Meeting (Planning Matters) held on 13 April 2017 and the Ordinary Meeting held on 20 April 2017 be received and confirmed.

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

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

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

5.2 DECLARATION OF CONFLICT OF INTEREST ON ANY ITEM OF BUSINESS

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

6 MAYORAL MINUTE**7 PRESENTATIONS / COUNCILLOR REPORTS**

8 REPORTS DIRECT TO COUNCIL**8.1 OFFICE OF THE MAYOR AND THE CEO****8.1.1 QUARTERLY PROGRESS REPORT - QUARTER 3, 2016/2017****File No:** Council Meeting 18 May 2017**Author:** Coordinator Corporate Plan Reporting and Risk
Office of the Mayor and Chief Executive Officer

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PURPOSE

This report presents the Quarterly Progress Report for the period 1 January to 31 March 2017 - Quarter 3.

This report has been prepared to inform council and the community on delivery of the services, implementation of operational activities and significant operating projects from council's Operational Plan 2016/2017.

EXECUTIVE SUMMARY

Each quarter, council receives a progress report on the delivery of the Corporate and Operational Plans. The report once adopted, is published and made available to the community.

The Report is comprised of:

- Appendix A – reports from the Chief Executive Officer and Directors which outline service delivery
- Appendix B – report on the 140 operational activities flowing from Council's Operational Plan 2016-2017 and
- Appendix C – report showing corporate plan goal performance.

Highlights for the quarter ended 31 March 2017 are:

A smart economy

- Sunshine Airport – contract confirmed with operating partner, Palisade in a deal worth \$605 million for operating, investing and developing the airport under a 99 year lease
- Nine major events attracted more than 30,000 guests, generating an estimated \$15.2 million in economic activity

A strong community

- Local Disaster Coordination Centre activated to manage the impact of ex-Tropical Cyclone Debbie
- Sunshine Coast Stadium sets new record with 10,000 people attending the NRL pre-season trial match

A healthy environment

- Mary Cairncross Scenic Reserve - \$4.7 million Rainforest Discovery Centre opened by the Governor of Queensland
- Sunshine Coast Airport – first airport to achieve carbon neutrality

Service excellence

- Solar Farm construction nearing completion with more than 50,000 panels now installed
- Beerwah Depot – council's newest depot now operational ready to service new development areas south of Caloundra

An outstanding organisation

- Corporate Plan 2017-2021 adopted to set direction for the future of the region
- Council committed to having a civic and administration presence in new Maroochydore city centre

OFFICER RECOMMENDATION**That Council:**

- receive and note the report titled "Quarterly Progress Report - Quarter 3, 2016/2017"**
- note the Chief Executive Officer's Quarterly Progress Report – Quarter 3, 1 January to 31 March 2017 (Appendix A) on service delivery**
- note the Operational Plan Activities Report – quarter ended 31 March 2017 (Appendix B) reporting on implementation of the Corporate and Operational Plans and**
- note the Performance Measures Report as at end of March 2017 (Appendix C) reporting on Corporate Plan goal performance.**

FINANCE AND RESOURCING

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

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*

Outcome: We serve our community by providing this great service

Operational Activity: S31 - Governance - providing internal leadership, legal opinion, governance and audit functions ensuring legislative accountability, transparency and ethical obligations are supported

CONSULTATION**Portfolio Councillor Consultation**

Councillor Hungerford as Portfolio Councillor for Governance and Customer Service has been briefed on this report.

Internal Consultation

Consultation has occurred with each department of council to provide information on service delivery and status of operational activities.

External Consultation

There has been no external consultation in relation to this report however the report 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 and Regulations, 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.

Service delivery

The Chief Executive Officer's Quarterly Progress Report – Quarter 3 (Appendix A) consists of the Chief Executive Officer's summary report and Directors' detailed reports. The purpose of the report is to inform council and the community on the delivery of core services outlined in Council's corporate plan.

Operational activities

The Operational Plan Activities Report – Quarter ended March 2017 (Appendix B) provides details on the implementation of operational activities and significant operating projects outlined in council's operational plan. It includes the status of each activity and project in the operational plan covering percentage complete, anticipated completion date and progress commentary.

Table 1 provides a summary on the status of all operational activities and significant operating projects.

Status	Number
Completed	14
Underway	126
Not started	0
Total	140

Table 1: Summary of all operational activities and significant operating projects

Corporate Plan Goal Performance Measures

The 28 performance measures endorsed by council, are included as Appendix C to this report. The majority of the measures have a three-monthly reporting frequency with performance for other measures captured and reported at agreed intervals. All performance measures will be reported to council across the year and published in the Annual Report.

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 Regulation.

Policy

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

Risk

Directors have provided in their reports an overview of service delivery for the quarter, including the outlook for the future and any associated risks.

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 complete information on council's operations and builds a positive reputation for council with the community
- legislative: the report meets the legislative requirements of the Local Government Act and Regulation, and
- business activity: the report keeps council informed about the progression of the operational plan activities and provides a timely account of council's progress to the community.

Previous Council Resolution

Council adopted the:

- Corporate Plan 2017-2021 on 23 February 2017
- Corporate Plan 2014-2019 on 12 May 2014
- Operational Plan 2016-2017 on 9 June 2016

Related Documentation

- Corporate Plan 2017-2021
- Corporate Plan 2014-2019
- Operational Plan 2016-2017
- 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 3 months.

Implementation

The report will be published and available for community access via council's website. The Chief Executive Officer and Directors will provide a verbal report to council at the Ordinary Meeting.

8.2 PLANNING AND ENVIRONMENT

8.2.1 PLANNING ACT 2016 ALIGNMENT AMENDMENTS TO SUNSHINE COAST PLANNING SCHEME 2014

File No:	Statutory Meetings
Author:	Principal Strategic Planner Planning and Environment Department
Attachments:	Att 1 - Explanatory Memorandum.....95 ↓
	Att 2 - Amendment Instrument105 ↓

PURPOSE

The purpose of this report is to:-

- present to the Council the proposed *Sunshine Coast Planning Scheme 2014 (Alignment Amendment)* for the *Planning Act 2016* (the alignment amendment); and
- seek Council's endorsement to adopt the proposed alignment amendment in accordance with Minister's rules under section 293 of the *Planning Act 2016* (the Minister's Alignment amendment rules), including to:-
 - make the alignment amendment; and
 - commence the alignment amendment on commencement of the *Planning Act 2016* (3 July 2017).

EXECUTIVE SUMMARY

New planning legislation commences in Queensland on 3 July 2017. The *Planning Act 2016* (the new Act) and the *Planning Regulation 2017* (the new Regulation, currently in draft form) will replace the current *Sustainable Planning Act 2009* and *Sustainable Planning Regulation 2009*.

Chapter 8 of the new Act provides for the legal transition of planning schemes. However, because the new Act introduces changes in terminology, categories of development and assessment and assessment rules, it is preferable to amend the *Sunshine Coast Planning Scheme 2014* to help ensure a smooth transition to the new Act.

The Planning Minister has made specific rules (Minister's rules) which allow local governments to make operational amendments (alignment amendments) to align their planning schemes with the new Act. Alignment amendments made under the Minister's rules do not contain any policy changes and do not require Ministerial review or public notification. The alignment amendments can commence on or after the commencement of the new Act.

This report seeks Council's endorsement to make an alignment amendment for the *Planning Act 2016* and commence the amendment on commencement of the Act on 3 July 2017. A summary of key proposed changes to the *Sunshine Coast Planning Scheme 2014* follows:

- changes to the tables of assessment to reflect changes in terminology relating to categories of development and assessment and the matters which development is to be assessed against;
- changes to table and section headings within the planning scheme codes and to the application section of the codes to clarify which provisions of the codes comprise the assessment benchmarks for assessable development and the requirements for accepted development;

- the removal of State regulatory content as this content is now proposed to be contained in the new Planning Regulation;
- changes to various parts of the planning scheme to reflect the inclusion of a new administrative definition for 'Sunshine Coast activity centre network' to ensure this concept can be appropriately referenced for code assessment under the new assessment rules;
- changes to various parts of the planning scheme to include new provisions to account for the removal of the State Planning Regulatory Provision (Adult Stores); and
- various other operational and minor changes to update references to legislation, cross references and correct other minor errors and formatting.

Further details of the proposed alignment amendment are provided in **Attachment 1 (Explanatory Memorandum)** and **Attachment 2 (Amendment Instrument)**. Whilst the proposed amendments appear extensive in some parts, the changes are operational only and primarily due to changes in terminology under the new Act.

This report also seeks delegation for the Chief Executive Officer to make any further changes to the alignment amendment as necessary (for example to reflect any changes to section or schedule numbers in the Regulation once it is finalised) and to make further alignment amendments should any transitional issues arise after commencement of the new Act.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Planning Act 2016 Alignment Amendments to Sunshine Coast Planning Scheme 2014"
- (b) decide to
 - (i) make the proposed *Sunshine Coast Planning Scheme 2014 (Alignment amendment)* in accordance with the Minister's rules under section 293 of the *Planning Act 2016* (the Minister's Alignment amendment rules)
 - (ii) commence the proposed *Sunshine Coast Planning Scheme 2014 (Alignment amendment)* on commencement of the *Planning Act 2016* (3 July 2017)
- (c) delegate authority to the Chief Executive Officer to
 - (i) take all action required to comply with the Minister's Alignment amendment rules in relation to the decision to make and commence the alignment amendment
 - (ii) make further changes to the proposed *Sunshine Coast Planning Scheme 2014 (Alignment amendment)* in accordance with the Minister's Alignment amendment rules prior to commencement, if necessary and
 - (iii) make further alignment amendments in accordance with the Minister's Alignment amendment rules, if necessary, to respond to any transitional issues arising following commencement of the *Planning Act 2016*.

FINANCE AND RESOURCING

If Council decides to proceed with the proposed amendment external costs related to public notices will be in the order of \$5,000 to adopt and commence the proposed amendment. There are sufficient funds allocated in the Planning and Environment Department 2016/2017 budget for undertaking amendments to the *Sunshine Coast Planning Scheme 2014*.

CORPORATE PLAN

Corporate Plan Goal: *A smart economy*

Outcome: 1.1 - Strong economic leadership, collaboration and identity

Operational Activity: 1.1.1.4 - Administer the Sunshine Coast Planning Scheme including progression of Council nominated investigations and priority amendments, responding to changes to Queensland's planning legislation and the two year review of the Planning Scheme

CONSULTATION

Portfolio Councillor Consultation

The Portfolio Councillor received a briefing on the proposed alignment amendment at the Land Use Planning workshop of 3 April 2017. Council officers also provided a briefing to the Portfolio Councillor prior to this report being presented to Council.

Internal Consultation

Councillors received a briefing on the proposed alignment amendment at the Land Use Planning Workshop of 3 April 2017.

Internal consultation has also occurred with relevant officers from Development Services Branch in relation to the amendment generally, and Major Urban Developments Branch in relation to the Palmview and Maroochydore Principal Regional Activity Centre Structure Plan areas and Kawana Waters.

External Consultation

Members of the Planning Scheme Team met with officers from the Department of Infrastructure, Local Government and Planning in relation to the proposed alignment amendment on 3 April 2017. Various discussions with relevant officers also occurred prior to and after this meeting.

Community Engagement

Under the Minister's alignment amendment rules, no formal public consultation is required to be undertaken for an alignment amendment to a planning scheme. The proposed *Sunshine Coast Planning Scheme 2014 Alignment amendment* is operational/administrative in nature and does not contain any policy changes. As a result, community consultation in relation to the proposed amendment is not considered necessary.

Briefing/training sessions are intended to be provided to internal and external stakeholders as required, to assist key users of the *Sunshine Coast Planning Scheme 2014* to understand the alignment amendments and the operation of the planning scheme under the new Act. The Department of Infrastructure, Local Government and Planning is also conducting an engagement/training program for the new legislation.

PROPOSAL

New planning legislation commences in Queensland on 3 July 2017. The *Planning Act 2016* (the new Act) and the *Planning Regulation 2017* (the new Regulation) will replace the current *Sustainable Planning Act 2009* and *Sustainable Planning Regulation 2009*.

Implications of the Planning Act 2016 for the Sunshine Coast Planning Scheme 2014

There are several changes in the new Act and new Regulation which impact upon the *Sunshine Coast Planning Scheme 2014*, including:

- new terminology relating to the new categories of development (i.e. accepted development, assessable development and prohibited development) and categories of assessment (i.e. code assessment and impact assessment);
- other changes in terminology including 'assessment benchmarks' (i.e. codes or provisions within codes) and 'requirements for accepted development' (i.e. acceptable outcomes currently applicable to self assessable development);
- new assessment rules for assessable development requiring code assessment;
- new 'regulated requirements' which replace the Queensland Planning Provisions (QPP);
- Statewide codes and prescribed levels of assessment currently contained in the QPP are now addressed/contained within the new Regulation; and
- the State Planning Regulatory Provision (Adult Stores), which the planning scheme currently relies upon to ensure adult stores are located an appropriate distance from sensitive uses, is not proposed to be carried forward into the new Regulation.

The potential impact of each of these changes on the operation of the *Sunshine Coast Planning Scheme 2014* is detailed further below.

It should be noted that the *Planning Regulation 2017* is currently in draft form and is not expected to be finalised until closer to the commencement of the new Act. It is also noted that the new Act also has implications for council's development assessment systems and processes. This report only addresses specific implications for the *Sunshine Coast Planning Scheme 2014*.

New terminology

The *Planning Act 2016* introduces new terminology relating to new categories of development, categories of assessment and the matters which assessment must be carried out against. **Figure 1** below provides an outline of the key terminology changes between the current legislative framework and the new legislative framework.

Figure 1: Key terminology changes under the *Planning Act 2017*

<i>Current terminology</i>	<i>New terminology</i>
Exempt development	Accepted development
Self-assessable development	Accepted development (subject to requirements)
Compliance assessment	N/A – not included as a category of development in the new Act
Code assessable development	Assessable development subject to code assessment
Impact assessable development	Assessable development subject to impact assessment
Prohibited development	Prohibited development
Codes, Assessment criteria	Assessment benchmarks for assessable development
	Requirements for accepted development

These terms are used extensively throughout the *Sunshine Coast Planning Scheme 2014*, particularly in the tables of assessment in Part 5 (Tables of assessment) and Part 10 (Other plans) and table and section headings within the codes in Part 6 (Zones), Part 7 (Local plans), Part 8 (Overlays) and Part 9 (Development codes). The alignment amendment proposes to replace terms as necessary with the equivalent new term in order to promote a smooth transition to the new Act.

New assessment rules

Under the new Act, code assessment will be a “bounded assessment” against the relevant planning scheme codes. These new decision rules mean that the assessment manager must determine the application solely on the basis of the content of codes (i.e. the ‘assessment benchmarks’) and other limited considerations allowed for under the new Act and new Regulation. This differs from the decision rules under the current *Sustainable Planning Act 2009* which allow a broader range of considerations, including reference to the Strategic Framework. Combined with a presumption in favour of approval for code assessable applications, this means that the codes must be sufficiently robust to enable proper assessment.

Of particular relevance for the operation of the *Sunshine Coast Planning Scheme 2014* is the new requirement in section 43(2) that, for code assessment, an assessment benchmark cannot include a strategic outcome. Whilst officers are confident the planning scheme codes are robust and generally have good vertical policy integration in terms of the detailed implementation of the policy positions in the Strategic Framework, and this has been confirmed by independent review, there are some codes which currently include references to content within the strategic outcomes, specifically to Table 3.4.3.1 (Activity centre network).

In order to ensure the codes can operate effectively under the new assessment rules for code assessment, legal advice in relation to this matter has recommended that a new administrative definition be included in Schedule 1 (Definitions) of the planning scheme, replicating relevant content in Table 3.4.3.1.

The Regulated Requirements

The *Planning Act 2016* removes the Queensland Planning Provisions (QPP) as a basis for drafting local planning schemes and replaces it (in part) with ‘regulated requirements’ in the new Regulation. The regulated requirements include the following:

- mandated use and administrative definitions; and
- mandated zones and zone purpose statements.

The regulated requirements are mandatory for new planning schemes prepared under the Act; however, for existing (transitioning) planning schemes, councils may choose to either adopt, not adopt, or adopt the regulated requirements in part.

For the *Sunshine Coast Planning Scheme 2014*, it is recommended not to adopt the regulated requirements at this time for the following reasons:

- the Planning Regulation, which includes the content of the regulated requirements, is still in draft form and is not likely to be finalised until closer to the commencement of the Act;
- officers have identified several issues with the mandatory zone purpose statements contained in the regulated requirements;
- there are generally only minor differences between the definitions in the QPP (and in the planning scheme) and the regulated requirements; and
- there is a risk of unintended consequences arising from the retrospective application of the content of the regulated requirements to the planning scheme.

Statewide codes and other State regulated matters

The new legislative framework seeks to reduce the number of State planning instruments. As a result, the Queensland Planning Provisions (QPP) and the current State Planning Regulatory Provisions (SPRP's) will be removed as separate instruments.

As noted above, components of the QPP will remain mandatory through the 'regulated requirements' in the new Regulation (refer below). Statewide policy content within the QPP (currently included in section 5.4 (Prescribed levels of assessment) and section 9.2 (Statewide Codes) of the *Sunshine Coast Planning Scheme 2014*) is proposed to be addressed in the Planning Regulation. As such, the alignment amendment proposes to remove this content from the planning scheme, and include editor's notes within the relevant sections referring readers to the Regulation.

In some instances, the planning scheme currently lists the Statewide Community residence code as applicable for self assessable or code assessable development in the tables of assessment (e.g. in centre zones). Changes to the relevant tables of assessment in Part 5 (Tables of assessment) and Part 10 (Other plans) are proposed as part of the alignment amendment to refer to the requirements contained within the new Regulation in order to account for the removal of the Statewide Community residence code.

Similarly, the content of the current SPRP's has generally been transitioned to the new Regulation. However, the State Planning Regulatory Provision (Adult Stores) is not proposed to be transitioned to the new Regulation. The repeal of this SPRP on commencement of the new Act will cause a policy 'gap' in the *Sunshine Coast Planning Scheme 2014* as the planning scheme currently relies on the provisions of the SPRP to ensure adult stores are located an appropriate distance away from sensitive uses such as schools, childcare centres and places of worship.

In order to address this policy gap, the alignment amendment proposes to incorporate the provisions of the SPRP into relevant sections of the planning scheme (including Part 5 (Tables of assessment), Part 6 (Zones), Part 9 (Development codes), Part 10 (Other plans) and Schedule 1 (Definitions)) to ensure the current policy position is retained to the greatest extent practicable.

Chapter 8 of the new Act provides for the legal transition of planning schemes and, as such, the *Sunshine Coast Planning Scheme 2014* will continue to operate regardless of whether amendments are made. However, because of the changes and potential implications identified above, it is preferable to amend the *Sunshine Coast Planning Scheme 2014* to help ensure a smooth transition to the new Act, and to ensure council's policy positions as articulated within the planning scheme continue to operate and apply to development applications as intended under the scheme. The alignment amendment will also assist internal and external planning scheme users in transitioning to operation under the new Act.

The Minister's alignment amendment rules

The Planning Minister has made specific Alignment amendment rules (Minister's rules under section 293 of the *Planning Act 2016*) which allow local governments to make operational amendments (alignment amendments) to align their planning schemes with the new Act. The scope of amendments to which the Minister's Alignment amendment rules apply are limited to amendments "*where the effect of the local planning instrument is not substantially changed as a result, including the circumstances below:*

- a) *improving and clarifying assessment benchmarks, notably codes, to ensure they are sufficiently robust to permit assessment as required by the decision rules for code assessment under the Act, and taking into account matters referred to in section 43(2) of the Act;*
- b) *reformatting or revising the structure of the local planning instrument to improve its clarity or operation, including but not limited to removing or altering certain sections of a QPP-compliant planning scheme which may be redundant;*

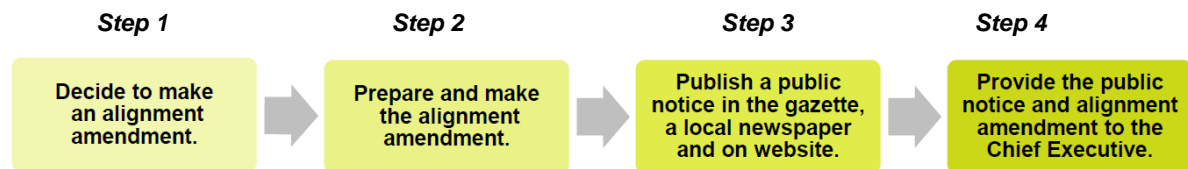
- c) *replacing terminology or language from repealed or soon-to-be-repealed legislation with terminology consistent with the Act, including but not limited to names of categories of development or categories of assessment and content for the regulated requirements in the Planning Regulation 2017; or*
- d) *changes of form not involving substantial changes of substance.*"

Alignment amendments made under the rules can commence on or after the commencement of the Act.

The Department of Infrastructure, Local Government and Planning has also issued an *Alignment Amendment planning scheme template* to assist local governments with QPP planning schemes. The template is not mandatory however provides guidance for the preparation of an alignment amendment.

Figure 2: Process for alignment amendments below provides a summary of the process for an alignment amendment under the Minister's Alignment amendment rules. This report is for council's consideration of steps 1 and 2. Delegation is sought for completion of steps 3 and 4.

Figure 2: Process for alignment amendments



Key changes to the Sunshine Coast Planning Scheme

The proposed *Sunshine Coast Planning Scheme 2014 (Alignment amendment)* incorporates a range of amendments affecting most parts and schedules of the planning scheme. Whilst the changes appear extensive in some Parts (particularly the tables of assessment in Part 5 (Tables of assessment) and Part 10 (Other plans)), they are not substantive in nature and involve no changes to policy positions within the planning scheme.

The proposed changes to the *Sunshine Coast Planning Scheme 2014* are summarised as follows:

- changes to Part 1 (About the planning scheme) to reflect the new categories of development and categories of assessment and update references to legislation;
- changes to Part 2 (State planning provisions) to clarify that the regulated requirements are not reflected in the planning scheme;
- minor changes to Part 3 (Strategic Framework), to cross reference the new definition for Sunshine Coast activity centre network;
- minor changes to Part 4 (Priority infrastructure plan), to note the repeal of the *Sustainable Planning Act 2009*;
- changes to Part 5 (Tables of assessment) to reflect changes in terminology relating to the new categories of development and categories of assessment, and the matters which development is to be assessed against (assessment benchmarks for assessable development and requirements for accepted development);
- the removal of State policy content from section 5.4 (Prescribed levels of assessment) and section 9.2 (Statewide codes) as this content is now proposed to be contained in the new Regulation;

- changes to relevant tables of assessment in Part 5 (Tables of assessment) and Part 10 (Other plans) to refer to requirements contained within the new Regulation to account for the removal of the State Community residence code from section 9.2 (Statewide Codes);
- changes to Part 5 (Tables of assessment) and Part 6 (Zones) for the Major centre zone, District centre zone and Specialised centre zone, Part 7 (Local plans) for the Nambour local plan code and Sippy Downs local plan code, the Business uses and centre design code in Part 9 (Development codes), Part 10 (Other plans) and Schedule 1 (Definitions) to include new provisions to account for the removal of the State Planning Regulatory Provision (Adult Stores);
- changes to table headings, section headings and the application sections within the planning scheme codes in Part 6 (Zones), Part 7 (Local plans), Part 8 (Overlays) and Part 9 (Development codes) to clarify which provisions of the codes comprise the assessment benchmarks for assessable development and the requirements for accepted development;
- changes to Rural industries code and Nature and rural based tourism code in Part 9 (Development codes) to refer to State Planning Policy mapping for agricultural land given the new assessment rules for code assessment;
- further changes to Part 10 (Other plans) to reflect changes in terminology relating to the new categories of development and categories of assessment, and the matters which development is to be assessed against (assessment benchmarks for assessable development and requirements for accepted development);
- minor changes to definitions in Schedule 1 (Definitions) to align with the latest version of the Queensland Planning Provisions (version 4);
- the introduction of a new administrative definition in Schedule 1 (Definitions) for “Sunshine Coast activity centre network”, and minor changes to codes which reference this term, to ensure the codes can continue to operate effectively given the new assessment rules for code assessment;
- the introduction of a new administrative definition in Schedule 1 (Definitions) for “Adult store sensitive area”;
- changes to Schedule 6 (Planning scheme policies), primarily to update cross references to section and table numbers in codes and references to legislation and terminology; and
- various other minor changes to update references to legislation, cross references and correct other minor errors and formatting.

No changes are required to the following components of the planning scheme:

- Citation and commencement;
- the planning scheme maps in Schedule 2 (Mapping);
- the priority infrastructure plan maps in Schedule 3 (Priority Infrastructure Plan Mapping); and
- Development Control Plan 1 Kawana Waters.

Further details of the proposed alignment amendment are provided in **Attachment 1 – Explanatory Memorandum** and **Attachment 2 – Amendment Instrument**.

No further amendments to the *Sunshine Coast Planning Scheme 2014* are intended to be commenced or proposed prior to the commencement of the *Planning Act 2016* and the alignment amendment. It is noted that council currently has several amendment packages at various stages of the amendment process under the *Sustainable Planning Act 2009*. These amendments have been subject to separate reports to council, and as noted in those reports, will require review to ensure consistency with the new Act prior to commencement.

Legal

Whilst council is not legally required to amend the *Sunshine Coast Planning Scheme 2014* to align with the new Act, it is recommended that council do so in order to assist with a smooth transition to the new Act.

The proposed alignment amendment has been prepared in consultation with legal advisors. In addition, legal advice has confirmed that the proposed alignment amendments to the Structure Plans in Part 10 have no implications for the infrastructure agreements for Palmview and Maroochydore Priority Development Area (PDA).

Policy

The proposed alignment amendment is consistent with Council's policy contained within the *Sunshine Coast Corporate Plan 2017-2021* in that it seeks to ensure the *Sunshine Coast Planning Scheme 2014* remains current and effective as the key tool for managing sustainable growth on the Sunshine Coast in order to achieve Council's vision and goals.

Risk

As stated above, whilst council is not legally required to amend the *Sunshine Coast Planning Scheme 2014* to align with the new Act, it is recommended that council do so in order to assist with a smooth transition to the new Act and minimise risk of misinterpretation of the scheme by users.

Furthermore, not proceeding with the amendment may expose Council to some risks regarding the operation of codes under the new rules for "bounded" code assessment, particularly in relation to the Sunshine Coast activity centre network.

In the early stages of preparation of the new Act, an independent review of the planning scheme was undertaken by external planning consultants which confirmed that the scheme should operate effectively under the new regime, with some minor changes as proposed as part of the alignment amendment. Specialist planning lawyers have also been involved in the preparation of the alignment amendment. As such officers are confident the level of risk is low.

However, even if council proceeds with the alignment amendment there is still a residual (albeit small) risk of unintended consequences when the *Sunshine Coast Planning Scheme 2014* comes into operation under the new Act. It is proposed to closely monitor the operation of the planning scheme on commencement of the new Act, and should any issues arise there is the ability to make further alignment amendments under the Minister's alignment amendment rules if necessary. As identified earlier, alignment amendments do not involve policy changes, and do not require State review or public notification, and as such, delegation is sought to make any further alignment amendments if necessary, so that such amendments can be progressed quickly if the need arises.

Previous Council Resolution

There is no previous council resolution relevant to this report.

Related Documentation

The following documents relate to this report:

- *Sunshine Coast Planning Scheme 2014*
- *Planning Act 2016*
- *Planning Regulation 2017* (currently draft)
- *Alignment amendment rules (Minister's rules under section 293 of the Planning Act 2016)*
- *Sustainable Planning Act 2009*

- *Queensland Planning Provisions (QPP) Version 4*
- *State Planning Regulatory Provision (Adult Stores) July 2010*

Critical Dates

It is desirable for the alignment amendment to take effect on the same day as the *Planning Act 2016* (3 July 2017). In order to provide enough time for officers to finalise the proposed amendment prior to this date, it is important that Council decide to make the amendment as soon as practicable.

Implementation

If Council decide to make the proposed *Sunshine Coast Planning Scheme 2014 (Alignment amendment)*, delegation is sought for the Chief Executive Officer to complete the following actions in accordance with the Minister's alignment amendment rules:

- (a) make any updates to the alignment amendment prior to commencement if required; for example, to reflect changes to the schedule and section numbers in the Regulation;
- (b) publish a public notice in the Queensland Government Gazette, the Sunshine Coast Daily and on council's website advising of the adoption and commencement of the *Sunshine Coast Planning Scheme 2014 (Alignment amendment)*;
- (c) provide a copy of the public notice and the alignment amendment to the chief executive of the Department of Infrastructure, Local Government and Planning, and if requested by the chief executive, a copy of the amended planning scheme; and
- (d) publish information in relation to the *Sunshine Coast Planning Scheme 2014 (Alignment amendment)* on council's website to assist users of the planning scheme.

8.2.2 REGISTER OF COST-RECOVERY FEES AND COMMERCIAL CHARGES 2017/18

File No:	Council meetings
Author:	Coordinator Department Business Performance Planning and Environment Department
Appendices:	App A - Planning, Engineering and Environment Assessment 121 ↓ App B - Building and Plumbing Services 145 ↓
Attachments:	Att 1 - Planning, Engineering and Environment Assessment Comparisons 2016/17 to 2017/18 157 ↓ Att 2 - Building and Plumbing Services Comparisons 2016/17 to 2017/18..... 163 ↓ Att 3 - SEQ Benchmarking 165 ↓

PURPOSE

The purpose of this report is to seek adoption the Register of Cost Recovery Fees and Commercial Charges for Development Services 2017/18 (Appendix A and B).

EXECUTIVE SUMMARY

The Development Services Register of Cost Recovery Fees and Commercial Charges includes relevant fees for development assessment, development information, development audit and compliance as well as building and plumbing services. For ease of use for customers, this is presented in two separate registers:

- Planning, Engineering and Environment Assessment (Appendix A)
- Building and Plumbing Services (Appendix B)

The 2017/18 revenue projection for these schedules is expected to be approximately \$15.9 million. This includes a 1.9% pricing parameter as set in the budget guidelines.

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.

A complete review of the Planning, Engineering and Environment Assessment fee schedule was completed last year and came into effect on 1 July 2016. This review has significantly simplified the operation of the schedule and has been successfully implemented. Therefore, it is not proposed to make any major changes to this schedule for 2017/18.

There are limited number of minor changes proposed, these have included consideration of:

- The implications of the *Planning Act 2016* with a focus on aligning terminology and maintaining statutory compliance:
 - Fees and Charges will require further analysis in 2017/18 to determine whether legislative changes impact on cost-recovery principles.
 - Benchmarking has included discussion with various council's on how they intend to implement the *Planning Act 2016*.
 - The decision-ready program for operational works has been put on hold to concentrate on the mandatory components of the legislation.

- Delegations to provide a quote or waive fees (partially or wholly) with written justification have been removed from the schedule and are proposed to be managed through an internal business process with authority being established through CEO delegation.
- Stakeholder engagement, including feedback on a minor number of fees that are often confused or applied inconsistently, this incorporated:
 - Concurrence agency referrals – where possible, the fee has been standardised
 - File Retrieval fees – fees have been standardised for those stored electronically or in hard copy
 - Administrative charges that provide for clearer interpretation.

The Planning, Engineering and Environment fee schedule has applied the 1.9% pricing parameter. For customers ease of use rounding has been applied.

Fees included in Part 3 - Environmentally Relevant Activity of the Planning, Engineering and Environment fee schedule are governed by State policy, which has not been released to date. These fees will be updated in the schedule prior to the release on 3 July 2017.

The Building and Plumbing Fees and Charges have undergone a complete review during 2016/17 and a number of changes are proposed to come into operation from 1 July 2017. The objectives of this review were to:

- Simplify the schedule of charges to facilitate the expansion of online business opportunities and reduce the volume of quotes being requested
- Establish a clear and precise charging methodology, particularly in relation to the high volume plumbing applications
- Provide processing improvements reducing administrative time both internally, and for our customers
- Improve terminology and wording to improve consistency
- Prepare for proposed legislation changes in the *Plumbing and Drainage Act 2002* and relevant Building Codes.

These objectives are proposed to be delivered by incorporating a base price plus per unit charging model. This removes the complexities associated with stepped pricing model and is consistent with the methodology applied in the Planning, Engineering and Environment Schedule.

The Building and Plumbing Services Fee Schedule has applied the 1.9% price parameter where charges are being calculated in the same manner. With the change in charging methodology for some plumbing application types the comparison is impacted to the size of the application and therefore the aim has been to maintain the total revenue for the grouping within 0-3%.

OFFICER RECOMMENDATION

That Council:

- (a) receive the report titled “Development Services Register of Cost-recovery Fees and Commercial Charges 2017/18”
- (b) adopt the fees detailed in the Register of Cost-recovery Fees and Commercial Charges for Development Services 2017/18 (Appendix A and B)
- (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.
- Implications of legislation changes over the next 12 months.
- 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.

Based on an analysis of these factors it is expected that development activity will remain steady in 2017/18 with Development Services revenue is forecasted to be in the vicinity of \$15.9 million.

CORPORATE PLAN

Corporate Plan Goal: *Service excellence*

Outcome: 4.1 - Respecting and valuing our customers

Operational Activity: 4.1.3 - Continue to deliver Council’s development assessment services in a manner that supports Council’s economic, community and environmental goals and is consistent with statutory obligations

CONSULTATION**Portfolio Councillor Consultation**

Portfolio Councillor Planning has been consulted.

Internal Consultation

The Planning and Environment Department were consulted in order to develop the 2017/18 Fees and Charges:

- Manager, Major Urban Developments
- Manager, Transport and Infrastructure Policy
- Manager, Development Services
- Coordinator Planning Assessment
- Coordinator Express Services
- Coordinator Engineering and Environment Assessment
- Coordinator Building and Plumbing
- Coordinator Development Audit and Response
- Infrastructure Charges Officer.

The Corporate Services Department were consulted in relation to the revenue forecast:

- Senior Management Accountant.

External Consultation

- Benchmarking with South East Queensland council's.
- Focussed customer discussions in relation the Building and Plumbing schedule.

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 2017/18 includes relevant fees for development assessment, development information, development audit and compliance as well as building and plumbing services. For ease of use for customers this is presented in two separate registers:

- Appendix A – Planning, Engineering and Environment Assessment
- Appendix B – Building and Plumbing Services.

The 2017/18 revenue projection for these schedules is expected to be approximately \$15.9 million. This includes a 1.9% pricing parameter as set in the budget guidelines.

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.

Planning, Engineering and Environment Assessment

A complete review of the Planning, Engineering and Environment Assessment fee schedule was completed during 2016 and came into effect on 1 July 2016. This review has significantly simplified the operation of the schedule and has been successfully implemented. Therefore it is not proposed to make any significant changes to the charging methodology for 2017/18.

There are limited number of minor changes proposed, these have included consideration of:

- The implications of the *Planning Act 2016* with a focus on aligning terminology and maintaining statutory compliance:
 - Benchmarking has included discussion with various council's on how they intend to implement the *Planning Act 2016*, there are some items that may require further consideration
 - Fees and Charges will require further analysis in 2017/18 to determine whether legislative changes impact on cost-recovery principles.

Many of the changes are administrative in nature, the key items are listed below:

- New charges:
 - Other Changes – the intent of this charge has not been clearly defined within the legislation. The schedule treats this similar as a “non-permissible change”. Previously, this would have resulted a new application to be lodged, therefore the fee has been set at a 100% of the relevant application type.
 - Exemptions Certificates – the intent of this change is that council can elect to determine that a development approval is not required for assessable development in certain circumstances. Council is not obligated to issue an Exemption Certificate.
- Assessment Manager:
 - The decision-ready program for operational works has been put on hold to concentrate on the mandatory components of the legislation and further consider council's preferred business model.
- Reduced Timelines:
 - Delegations are being considered as part of the planning legislation transition project and will be presented to council separately.
 - Delegations to waive fees (partially or wholly) with written justification have been removed from the schedule and are proposed to be managed through a formal business process with authority being approved by the CEO.
- Terminology:
 - References to the *Sustainable Planning Act 2009* and obsolete definitions have been updated.
 - A number of changes have been made to the schedule to align terminology and remove confusion. For example, the development “stages” are now referred to as “parts”.
- Stakeholder engagement included consultation with both internal and some external parties. This found that a minor number of fees are often confused or applied inconsistently, resulting in unnecessary processes and increased administration costs. This feedback was reviewed and the following changes have been proposed:
 - Concurrence agency referrals – there were a number of fees that involve similar use types and workload. Where possible these have been consolidated and/or a standard fee has been set.
 - File Retrieval fees – previously separate file retrieval fees were charged dependent on whether council stored the files electronically or in a hard copy file. This was often dependent on a particular file type and business area, a single fee has been proposed that is the average of the previous fees.
 - Administrative changes that provide for clearer interpretation. This has included discussions with UDIA on the interpretation of Section 5.3 and calculating the fee based on the development footprint area of the approved use (site area).

The Planning, Engineering and Environment fee schedule has applied a 1.9% pricing parameter as per council's budget guidelines. For customer's ease of use, rounding has been applied where appropriate.

Building and Plumbing Services

The Building and Plumbing Services Fees and Charges have undergone a complete review during 2016/17 and a number of changes are proposed to come into operation from 1 July 2017. The objectives of this review were to:

- Simplify the schedule of charges to facilitate the expansion of online business opportunities and reduce the volume of quotes being requested
- Establish a clear and precise charging methodology, particularly in relation to the high volume plumbing applications
- Provide processing improvements reducing administrative time both internally, and for our customers
- Improve terminology and wording to improve consistency
- Prepare for proposed legislation changes in the *Plumbing and Drainage Act 2002* and relevant Building Codes.

These objectives have been delivered by:

- Incorporating a base plus per unit charging model. This results in:
 - All domestic plumbing applications having a standard fee per fixture/apparatus/appliance. The base fee for a non-sewered site is set higher to account for the additional inspections required compared to a sewered site.
 - All commercial plumbing applications having the same charging methodology.
- Concurrence agency referrals – there were a number of fees that involved similar use types and workload. Where possible these have been consolidated and/or a standard fee has been set.
- File Retrieval fees – previously separate file retrieval fees were charged dependent on whether council stored the files electronically or in a hard copy file. This was often dependent on a particular file type and business area, a single fee has been proposed.

The preamble also advises customers that from 1 July 2018 it is intended that a fee will be introduced for hard copy onsite sewerage facility reports. Council intends to release eService options over the coming months and providing approximately 12 months for the industry to transition. The eServices will continue to be available free of charge, the intended fee will be to cover administration costs associated with hard copies only.

The Building and Plumbing Services fee schedule has applied the 1.9% price parameter where charges are being calculated in the same manner. With the change in charging methodology for some application types the comparison is based on the size of the application and therefore the aim has been to maintain the revenue for the application type within 0-3%.

Development Incentives

Sunshine Coast Council continues to provide a range of development incentives. A key component of this is the provision of information that assists decision making and improves the quality of the development process.

Council offers free pre-lodgement and pre-design advice services for specific land sites, future development proposals and preparing development applications. These free services aim to help clients to:

- Identify relevant referral agencies, legislative and planning scheme requirements
- Understand assessment processes and clarify timeframes
- Meet engineering, environmental and landscaping assessment officers before submitting an application for operational works.

The Development Information Site Report is available at no cost through the Sunshine Coast Council website. It provides access to town planning and property information to assist in

analysing investment options and making development decisions. 143,752 free reports were provided in 2016 and 829,620 site visits in PD Online.

Any non-profit, volunteer, charitable, community, sporting or religious organisation, not in possession of a permanent liquor or gaming license or a surf lifesaving club (or similar organisation) in possession of a permanent liquor or gaming license is eligible for a 50% reduction in development application fees. This was extended to include inspection fees, incorporating Building and Plumbing Services in 2016/17.

A 25% rebate of application fees paid (not including UnityWater fees) at the lodgement of an application can be applied for in writing by the applicant if the use commences within two years from the date of approval. The incentive covers the following application types:

- Rural
 - Agriculture
 - Environment Facility
 - Roadside Stall
 - Winery.
- Tourism
 - Nature Based Tourism
 - Short Term Accommodation - where for a 5-star (or better) tourist facility
 - Shop – for an art and craft centre where located in a rural zone
 - Tourist Attraction – where located within a rural zone.
- Health Care Services
 - Residential care facility (high care i.e. Nursing Home).

This incentive was adopted by council to commence in 2016/17 to be available for a three year period.

Development Infrastructure Charges

Infrastructure Charges listed within Appendix A are regulated by the State Government and will be indexed and included in the schedule upon their release in April 2017.

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.

Policy

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

Risk

There are a number of legislation reviews currently underway. Dependent on the outcomes of these reviews further changes may be required to maintain statutory compliance.

Previous Council Resolution*Council Resolution (OM16/222)*

That Council:

- (a) receive the report titled "Amendment To Register Of Cost-Recovery Fees And Commercial Charges 2016/17"*
- (b) adopt the fees detailed in the Register of Cost-Recovery Fees and Commercial Charges for Development Services 2016/17 (Appendix A)*
- (c) resolve that, in relation to those cost-recovery fees to which Section 97 of the Local Government Act 2009 (QLD) 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 (QLD) apply.*

Related Documentation

Local Government Act 2009

Local Government Regulation 2012

Critical Dates

The 2017/18 Register of Cost Recovery Fees and Commercial Charges for Development Services will apply from 1 July 2017. Adopting the fees and charges prior to adopting the 2017/18 budget in full allows advance notice for users and the community. This also allows the changes to be discussed as part of local training discussions in relation to the planning legislation.

Implementation

The Council provided the Chief Executive Officer with the following directions:

Once adopted, the 2017/18 Register of Cost Recovery Fees and Commercial charges for Development Services will become operational for new applications and services from 1 July 2017. The fees and charges will be published on council's website.

8.3 CORPORATE SERVICES**8.3.1 REGISTER OF GENERAL COST-RECOVERY FEES AND COMMERCIAL CHARGES 2017/18**

File No:	Budget Development
Author:	Manager Finance Corporate Services Department
Appendices:	App A - Register of General Cost Recovery Fees and Commercial Charges 2017/18173 ↓

PURPOSE

To seek adoption of the fees and charges (Appendix A) as the Register of General Cost-Recovery Fees and Commercial Charges 2017/18 (excluding Development Assessment Fees).

EXECUTIVE SUMMARY

A Fees and Charges Workshop was held with Councillors on 18 April 2017 to present the Register of General Cost-Recovery Fees and Commercial Charges for 2017/18. The workshop focused on the added and deleted fees, fees with variations from the 2.0% budget fee increase parameter and fee decreases.

General cost-recovery fees and commercial charges revenue for 2017/18 is expected to be approximately \$34.5 million. The budget fee increase parameter is 2.0% (refer to section on Financing and Resourcing for more details).

Managers responsible for general cost-recovery fees were advised to calculate prices 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 2017/18 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 2017/18”
- (b) adopt the fees detailed in the Register of General Cost-Recovery Fees and Commercial Charges 2017/18 (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 2017/18 is expected to be approximately \$34.5 million.

Table 1 below shows the estimated general fees and charges revenue for 2017/18 by department and function.

Function	No. of Fees	Estimated Fees and Charges Revenue \$'000
Infrastructure Services		
Environmental Operations	17	18
Parks and Gardens	9	12
Civil Asset Management	7	18
Fleet and Quarry Services	25	102
Transport Infrastructure Management	9	366
Waste and Resource Management	114	5,658
Economic Development & Major Projects		
Caloundra Aerodrome	12	18
Sunshine Coast Holiday Parks	101	15,265
Caloundra Music Festival	-	1,868
Community Services		
Animals	56	74
Cemeteries	99	1,557
Community & Performance Venues	171	664
Cultural Heritage	2	1
Healthy Places	66	1,042
Leisure Centres	8	408
Library Services	21	162
Multisports	69	122
Showgrounds	74	88
Parking	6	2,059
Response Services	7	1,483
Sunshine Coast Stadium and Kawana Sports Precinct	158	1,373
Use of Public Land and Operating a Business	56	385
Corporate Services		
Corporate Governance	5	6
Property Management	5	25
Information Communication Technology Services	22	1,726
Office of the Mayor and CEO		
Legal Services	12	47
TOTAL	1,131	34,547

Source: T1 Financials 2017/18 (EBS & DVB1)

Note 1: Waste & Resources Management excludes utility charges of approximately \$48.6 million billed through the rates notice.

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.2 - A financially sustainable organisation
Operational Activity:	5.2.2.1 - Ensure Council's finances are well managed and systems are in place to analyse performance, generate revenue and reduce costs
Corporate Plan Goal:	<i>A public sector leader</i>
Outcome:	5.2 - A financially sustainable organisation
Operational Activity:	5.2.3 - Diversify and strengthen council's revenue base by identifying options to generate income from new sources

CONSULTATION**Portfolio Councillor Consultation**

Consultation has been undertaken with the Portfolio Councillor, in advance of the April budget workshop.

Internal Consultation

Managers responsible for fees and charges across council reviewed cost-recovery fees and commercial charges relevant to their branch and obtained Director's endorsement for the proposed fees. Budget papers were distributed to Councillors prior to the Councillor Fees and Charges Workshop held on 18 April 2017, with relevant managers responding to questions arising.

Consultations held with:

- Manager Community Response
- Manager Community Facilities & Planning
- Manager Environmental Operations
- Manager Community Relations
- Manager Corporate Governance
- Manager Civil Asset Management
- Manager Finance
- Chief Information Officer
- Chief Legal Officer
- Manager Parks & Gardens
- Manager Fleet & Quarry Services
- Manager Transport & Infrastructure Management
- Manager Property Management
- Coordinator Sunshine Coast Holiday Parks
- Manager Transport Infrastructure Management
- Manager Waste & Resource Management.

External Consultation

A benchmarking exercise of comparative fees was performed with selected councils in Queensland, through their published fee registers and forwarded to respective managers to assist in fee setting.

Community Engagement

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

PROPOSAL

Corporate Services Department facilitated and coordinated with managers the review of general cost-recovery fees and commercial charges for the annual budget process.

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.

Accordingly, managers were advised to calculate fees and charges for 2017/18 at the default price for cost-recovery fees to recover full costs in line with Section 97 of the *Local Government Act 2009*. In some instances this has resulted in increases to recover costs or setting a price path to reach full cost recovery.

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 2.0%.

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 2016/17 Register of General Cost-Recovery Fees and Commercial Charges at the Special Statutory Meeting (Budget) held on 9 June 2016 (SM16/1):

That Council:

- (a) receive and note the report titled "Register of General Cost-Recovery Fees and Commercial Charges 2016/17"*
- (b) adopt the fees detailed in the Register of General Cost-Recovery Fees and Commercial Charges 2016/17 (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.*
- (e) waive the residential parking permit fees (product ID 7546) currently charged for the Nambour Hospital precinct until 30 June 2017, or upon the opening of the Sunshine Coast Public University Hospital, whichever is the sooner.*

Related Documentation

Local Government Act 2009

Local Government Regulation 2012

Critical Dates

The 2017/18 cost-recovery fees and commercial charges apply from 1 July 2017. Adopting the fees and charges prior to adopting the 2017/18 budget in full allows advance notice for users and the community.

Implementation

Once adopted, the General Register of Cost-Recovery Fees and Commercial Charges 2017/18 (Appendix A) will be published on council's website.

8.3.2 INVESTMENT POLICY FOR 2017/18

File No:	Budget Development
Author:	Coordinator Financial Accounting Corporate Services Department
Appendices:	App A - 2017/18 Investment Policy 241 ↓

PURPOSE

This report seeks the adoption of an Investment Policy to apply for the 2017/18 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 changes to the existing policy are to increase the Counterparty Limits for A-1 and A-2 Financial Institutions to take advantage of the more competitive rates offered.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Investment Policy for 2017/18” and**
- (b) adopt the 2017/18 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 Theme: *An outstanding organisation*

Emerging Priority: 5.2 - A financially sustainable organisation

Strategy: 5.2.2.1 - Ensure Council's finances are well managed and systems are in place to analyse performance, generate revenue and reduce costs

CONSULTATION

Portfolio Councillor Consultation

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

Internal Consultation

No internal consultation was required for this report.

External Consultation

No external consultation was required for this report.

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:

<i>Short Term Rating (S&P Global Ratings) or equivalent</i>	<i>Individual Counterparty Limit</i>	<i>Total Limit</i>
QIC / QTC Pooled Cash Management Fund	100%	100%
A-1+ Financial Institutions	40%	100%
A1+ Bond Mutual Funds	30%	50%
A-1 Financial Institutions	30%	50%
A-2 Financial Institutions	30%	45%
A-3 Financial Institutions	5%	10%
Unrated	Nil	Nil

The only changes to the existing policy are to increase the Counterparty Limits for A-1 and A-2 Financial Institutions to take advantage of the more competitive rates offered.

Legal

The adoption of this policy satisfies Council's legislative obligations.

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 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 2016/17 was adopted by Council under resolution SM16/2 at the Special Budget Meeting held on 9 June 2016.

That Council:

- (a) receive and note the report titled "**2016/17 Investment Policy**"
- (b) adopt the 2016/17 Investment Policy (Appendix A).

Related Documentation

There is no related documentation for this report.

Critical Dates

This policy underpins elements of the 2017/18 budget which will be presented to Council for final adoption at the Special Meeting (Budget Adoption) to be held 15 June 2017.

Implementation

There are no implementation details to include in this report.

8.3.3 REVENUE POLICY FOR 2017/18

File No:	Budget Development
Author:	Manager Finance Corporate Services Department
Appendices:	App A - 2017/18 Revenue Policy 251 ↓

PURPOSE

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.

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

EXECUTIVE SUMMARY

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 2017/18 Revenue Policy (**Appendix A**) per 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 and
- (d) cost-recovery methods.

When adopting the annual budget, council sets rates and charges at a level that will provide for both current and future community requirements and grant concessions for pensioners to assist property owners to remain in their own home. Council also provides concessions to charity organisations and community and sporting groups as they contribute to the health and well-being of the community.

The revenue policy also provides council guidance with principals of equity, transparency and flexibility when acting to recover overdue rates and charges.

There have been no changes to the existing policy.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Revenue Policy for 2017/18” and
- (b) adopt the 2017/18 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 2017/18 budget.

CORPORATE PLAN

Corporate Plan Theme: *An outstanding organisation*

Emerging Priority: 5.2 - A financially sustainable organisation

Strategy: 5.2.2.1 - Ensure Council's finances are well managed and systems are in place to analyse performance, generate revenue and reduce costs

CONSULTATION

Internal Consultation

Internal consultation was conducted within the Corporate Services Department.

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 & 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 the early payment discount date. Council offers a wide number of payment options and in certain circumstance allows flexible payment arrangements to ratepayers with financial difficulties.

(b) granting concessions for rates and charges:

Council may grant a concession for pensioners, charitable organisations, community groups and sporting associations. Also a concession may be granted for economic development, per the provisions of the Sunshine Coast Investment Incentive Scheme.

(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 with regards to their capacity to pay; making clear the obligations of the ratepayer; and allowing flexibility for short-term payment arrangements.

The reference to capacity to pay only refers to the recovery of overdue rates and charges.

(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 conducting activities on the Sunshine Coast, and therefore 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 region.

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.

There have been no changes to the existing policy.

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 requires council to prepare a Revenue Policy and 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 states the guidelines that may be used in preparing the Revenue Statement.

Risk

No risks have been identified in relation to this report.

Previous Council Resolution

The Revenue Policy for 2016/17 was adopted by council under resolution SM16/4 at the Special Budget Meeting held on 9 June 2016.

That Council:

- (a) receive and note the report titled "**2016/17 Revenue Policy**"; and
- (b) adopt the 2016/17 Revenue Policy (Appendix A).

Related Documentation

The Revenue Statement must form part of the annual budget.

Critical Dates

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.

This policy underpins elements of the 2017/18 budget which will be presented to council for final adoption at the Special Meeting (Budget Adoption) to be held 15 June 2017.

Implementation

The Revenue Policy sets out the principles for the making and levying of rates and charges for the 2017/18 financial year.

8.3.4 SALE OF LAND FOR ARREARS OF RATES**File No:** Sale of Land**Author:** Manager Finance
Corporate Services Department**Attachments:** Att 1 - Sale of Land Schedule - As at 18 April 2017*Conf 5 / 123*

PURPOSE

This report has been prepared to seek Council's approval to commence Sale of Land for arrears of rates and charges that have been overdue for a period of more than three years, in accordance with the *Local Government Regulation 2012*.

EXECUTIVE SUMMARY

The *Local Government Regulation 2012*, Part 12, Division 3 provides guidance where overdue rates and charges have remained unpaid for a period greater than 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 and for that purpose the Sale of Land process should be commenced three months after and within six months from Council issuing the Notice of Intention to Sell.

There are currently 30 properties on the Sale of Land list, with a total balance outstanding of \$281,127. 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 2017
- second statutory notice – Auction Notice to be issued in September 2017 and
- Sale of Land auction (if required) to occur in October 2017.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Sale of Land for Arrears of Rates"**
- (b) commence proceedings under Sections 140 to 142 of the *Local Government Regulation 2012* to recover outstanding rates and charges by way of sale of land with overdue rates for a period of greater than three years as at 31 December 2016**
- (c) delegate to the Chief Executive Officer the power to discontinue any sale proceedings commenced according to sections 140 to 142 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.**

FINANCE AND RESOURCING

There are currently 30 properties on the Sale of Land list, with total rates outstanding of \$281,127, where overdue rates and charges have remained unpaid for a period greater than three years. The outstanding rates and charges are currently accruing interest at the rate of 11% per annum, as per the *Local Government Regulation 2012*. Investments are currently earning approximately 2.73% per annum interest (as at 31 March 2017). Whilst there may be a financial disadvantage in collecting the outstanding rates & charges, 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.

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 greater than three years.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*
Outcome: 5.2 - A financially sustainable organisation
Operational Activity: 5.2.2.1 - Ensure Council's finances are well managed and systems are in place to analyse performance, generate revenue and reduce costs

CONSULTATION

Internal Consultation

Internal consultation has been undertaken with the Legals Branch.

External Consultation

At the commencement of the Sale of Land process on 17 January 2017, there were 55 properties identified with overdue rates and charges for a period greater than three years, totalling \$532,561. Last time the Sale of Land process was undertaken in January 2016 there were 49 properties with rates and charges overdue for a period greater than three years, totalling \$475,199

In January 2017 Council issued a letter to the landowners advising their property was on the 2017 Sale of Land listing and requested payment in full or to enter into a Rate Debt Payment Plan. In March 2017 a second letter was issued to the landowners who remained on the list requesting payment in full or to enter into a Rate Debt Payment Plan.

Community Engagement

No community engagement is required for this report.

PROPOSAL

As at 18 April 2017 there remained 30 properties on the Sale of Land list with overdue rates and charges unpaid for a period greater than three years, totalling \$281,127.21. The properties are separated into the categories as follows:

• residential – non owner occupied	9 properties	\$105,021
• residential – owner occupied	21 properties	\$176,106
Total	30 properties	\$281,127

In the period from 18 April 2017 to the Ordinary Meeting on 18 May 2017 there are likely to be changes to the number of properties and outstanding amounts detailed above if Council receives payments during this time. Interest will continue to accrue on outstanding debts and the July 2017 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 outstanding rates and charges and all expenses that Council has incurred in attempting to sell the land. Landowners are unable to enter or negotiate a Rate Debt Payment Plan in accordance with Section 141 of the *Local Government Regulation 2012*.

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. In 2016 all outstanding rates and charges for properties included in the Sale of Land process were either, paid in full, or a suitable payment arrangement made, resulting in no properties proceeding to auction. In all instances in the past where a property has a mortgagee the rates have been paid in full by the mortgagee to protect their interests.

In March 2017, "Intention to Sell Land for Arrears of Rates" letters were issued to the landowners of the properties remaining on the list requesting payment by 21 April 2017. This letter is not required as part of the Sale of Land process under the Act, however Council provided the landowner an additional opportunity to pay or enter into an approved Rate Debt Payment Plan.

Every effort has been made to recover the outstanding rates and charges and negotiate a successful outcome for the landowners experiencing genuine financial hardship. 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 Department of Human Services for the Early Release of Superannuation

The letters and subsequent actions have resulted in 25 properties being removed from the process to-date. 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.

Legal

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*
 - (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 2016/17 Revenue Policy and 2016/17 Revenue Statement were adopted as part of the annual Budget on 16 June 2016.

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

There is no previous Council resolution for this report.

Related Documentation

The confidential attachment of properties on the Sale of Land list provides details of the landowners, property descriptions, outstanding rates and charges and previous action taken by Council officers to recover the debt.

Critical Dates

The proposed time-line is as follows:

- first statutory notice – Notice of Intention to Sell to be issued after Council approval in May 2017
- second statutory notice – Auction Notice to be issued in September 2017
- Sale of Land Auction (if required) to occur in October 2017.

Implementation

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

8.3.5 MARCH 2017 FINANCIAL PERFORMANCE REPORT**File No:** Financial Reports**Author:** Coordinator Financial Services
Corporate Services Department**Attachments:** Att 1 - March 2017 Financial Performance Report 267 [↓](#)**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 31 March 2017 in terms of the operating result and delivery of the capital program.

The operating result at 31 March 2017 shows a positive variance of \$7.9 million compared to the forecast position.

Operating Performance**Table 1: Operating Result as at 31 March 2017**

March 2017	Current Budget \$000	YTD Current Budget \$000	YTD Actual \$000	YTD Variance \$000	Variance %
Operating Revenue	419,648	362,890	372,926	10,037	2.8
Operating Expenses	394,723	283,589	285,707	2,119	0.7
Operating Result	24,925	79,301	87,219	7,918	10.0

Achievement of the full year budgeted operating result will allow Council to meet its debt repayments and capital expenditure commitments.

As at 31 March 2017, \$139 million (52.1%) of Council's \$267.2 million 2016/17 Capital Works Program was financially expended.

The core Council Capital Program has progressed 65% of budget, an actual spend of \$90.2 million.

As no further budget reviews are planned for 2016/17, three emergent budget issues will be recognised in this report to amend the 2016/17 budget.

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

OFFICER RECOMMENDATION

That Council

- (a) receive and note the report titled “March 2017 Financial Performance Report”
- (b) amend the 2016/17 budget to include the additional sum of \$2.85 million for the Solar Farm Project
- (c) amend the 2016/17 budget to include the additional sum of \$970,000 for the acquisition of land and
- (d) amend the 2016/17 budget to reflect gross proceeds from the sale of land of \$1.2 million.

FINANCE AND RESOURCING

The recommendation will amend the 2016/17 Capital Expenditure Budget by \$3.82 million and recognise \$1.2 million gross proceeds for the sale of land.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*
Outcome: 5.2 - A financially sustainable organisation
Operational Activity: 5.2.2.1 - Ensure Council's finances are well managed and systems are in place to analyse performance, generate revenue and reduce costs

CONSULTATION**Portfolio Councillor Consultation**

Consultation has been undertaken with the Portfolio Councillor.

Internal Consultation

All departments and 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

Achievement of the full year budgeted operating result of \$25 million will allow Council to meet its debt repayments and capital expenditure commitments.

Budget Review 3 has been undertaken in April and will address many of the variances seen in the March results.

The operating result at 31 March 2017 shows a positive variance of \$7.9 million compared to the forecast position.

Amendments to the 2016/17 Budget

1. Construction work at the solar farm is continuing and the report seeks to add an additional \$2.854 million for the project. The project is expected to be complete in June/July 2017.
2. Increase the capital expenditure budget by \$970,000 for additional land acquisitions
3. Recognise proceeds from the sale of land of \$1.2 million

Operating Revenue

Year to date revenues as at 31 March 2017 of \$372.9 million shows a positive variance of \$10 million.

Table 2: Substantial Revenue variances as at 31 March 2017

Operating Revenue Large Variances	YTD Current Budget \$000	YTD Actual \$000	YTD Variance \$000	Variance %
Fees and Charges	48,903	53,419	4,516	9.2
Net Rates and Utility Charges	255,500	257,667	2,168	0.8
Other Revenue	8,509	9,971	1,462	17.2
Internal Sales/Recoveries	4,595	5,840	1,245	27.1

Fees and Charges

Fees and charges revenue of \$53.4 million, is \$4.5 million ahead of year to date budget. Significant variances include:

- \$983,000 relates to increased revenues at the Sunshine Coast Holiday Parks with some associated increased expenditure. A significant increase will be recognised in Budget Review 3 however volumes continue to track above expectations.
- \$1.7 million is attributable to development service revenue being ahead of budget. This relates to market driven volumes being above expectation and compensating for the adjustment for superseded planning scheme applications last financial year.
- \$830,000 across the Community Response Branch, predominantly relating to infringements. This variance has not increased significantly since January and is partially offset by higher employee costs.
- \$295,000 relates to increased revenue at Council's refuse tip centres.

Net Rates and Utility Charges

The January 2017 rate run has resulted in a favourable variance of \$2.2 million, which will be recognised in Budget Review 3. This is mainly attributable to 2.6% growth which is higher than forecast by 0.7%.

Other Revenue

Other revenue has exceeded the year to date budget by \$1.5 million this is made up of:

- \$245,000 across the organisation for recoupment of expenditure
- Increase in the sale of recoverable materials at the Waste facilities of \$348,000.
- \$135,000 associated with fleet operations and the sale of minor, non-capital equipment.
- \$130,000 associated with Road Maintenance Levies
- \$141,000 in higher Lease Revenue

Internal Sales/Recoveries

The variance predominantly relates to higher recoveries from capital for the sale of Quarry products of \$971,000. Associated increased expenditure has also been incurred to generate product and manage stock piling.

Operating Expenses

Year to date expenditure as at 31 March 2017 of \$285.7 million shows a variance over budget of \$2.1 million.

Employee Costs

As at 31 March 2017 employee costs were above budget by \$812,000. Employee expenditure to deliver projects across capital, operating and region making is above budget by \$618,000, whereby funding is balanced at project level.

Core employee costs were above budget by \$194,000 or 0.2%.

Materials and Services

As at 31 March 2017, materials and services costs were above budget by \$426,000 or 0.4%.

Projects are predominantly underspent and offset by higher costs associated with timing issues in Region Making Projects. Core materials expenditure is also under budget overall however, variances apply at departmental level.

Finance Costs

Finance costs are ahead of budget by \$688,000 as a result of further interest associated with Region Making Projects being expensed to operating along with an adjustment to the debt service payment to align with Queensland Treasury Corporation schedules. A proposal was submitted at Budget Review 3 in order to align Budget with the interest payment schedules.

Capital Revenue

Contributed assets continue to increase with a further \$37 million recognised for the third quarter, taking the total as at 31 March to \$108 million against a year to date budget of \$56 million.

Capital Expenditure

As at 31 March 2017, \$139.1 million (52.1%) of Council's \$267.2 million 2016/17 Capital Works Program was financially expended.

The core Council Capital Program is progressing well with an actual spend of \$90.2 million, which is 65.3% of the \$138.1 million program.

The Maroochydore City Centre Project has incurred delays with the civil construction works to begin in April. The budget has been significantly reduced in Budget Review 3 resulting in deferrals to 2017/18.

Construction work for the Solar Farm has recommenced causing costs to date to exceed the project budget by \$526,000.

Table 4: Capital expenditure variances by program as at 31 March 2017

Capital Works Program	Forecast Budget \$000	YTD Forecast Budget \$000	YTD Actual \$000	YTD Variance	% Variance on YTD budget
Aerodromes	372	165	147	(18)	(11.0)
Buildings and Facilities	10,916	7,744	6,985	(758)	(9.8)
Coast and Canals	1,590	1,426	1,046	(380)	(26.7)
Divisional Allocations	3,765	1,492	1,383	(109)	(7.3)
Environmental Assets	4,905	4,756	4,782	26	0.6
Fleet	3,000	1,472	1,664	192	13.1
Holiday Parks	2,576	2,248	2,399	150	6.7
Information Technology	3,144	2,183	1,913	(270)	(12.3)
Parks and Gardens	16,180	13,205	12,362	(843)	(6.4)
Quarries	674	95	182	88	92.9
Stormwater	4,623	3,339	2,079	(1,260)	(37.7)
Strategic Land and Commercial Properties	10,093	5,539	8,260	2,721	49.1
Sunshine Coast Airport	4,746	3,434	2,483	(951)	(27.7)
Transportation	58,840	40,518	36,884	(3,634)	(9.0)
Waste	12,680	8,578	7,658	(921)	(10.7)
Total SCC Core Capital Program	138,106	96,194	90,227	(5,967)	(6.2)
Corporate Major Projects	18,461	2,277	2,070	(207)	(9.1)
Maroochydore City Centre	52,808	28,797	9,825	(18,972)	(65.9)
Solar Farm	31,645	31,200	32,170	970	3.1
Sunshine Coast Airport Runway	26,223	4,922	4,854	(68)	(1.4)
Total Other Capital Program	129,136	67,196	48,919	(18,277)	(27.2)
TOTAL	267,242	163,391	139,147	(24,244)	(14.8)

Table 5: Projects by status (SCC Base Only)

Project summary by Job status (SCC Base only)	Number of Capital Jobs	%	Current Budget \$000	%
Not Started	43	3.9	1,317	1.0
Works in Progress	532	48.0	83,396	60.4
Complete	482	43.5	51,878	37.6
On Hold/Cancelled	51	4.6	1,515	1.1
Total	1,108		138,106	

The targeted capital completion rate for 2016/17 is 81.3%. This is due to a number of multi-year projects and whole of region accounts.

At the end of February 532 jobs were in progress equating to 60.4% of the core capital budget. The following chart shows the phase these projects have progressed to.

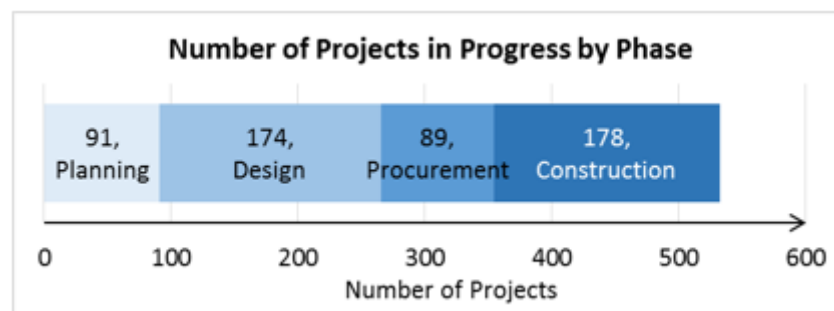
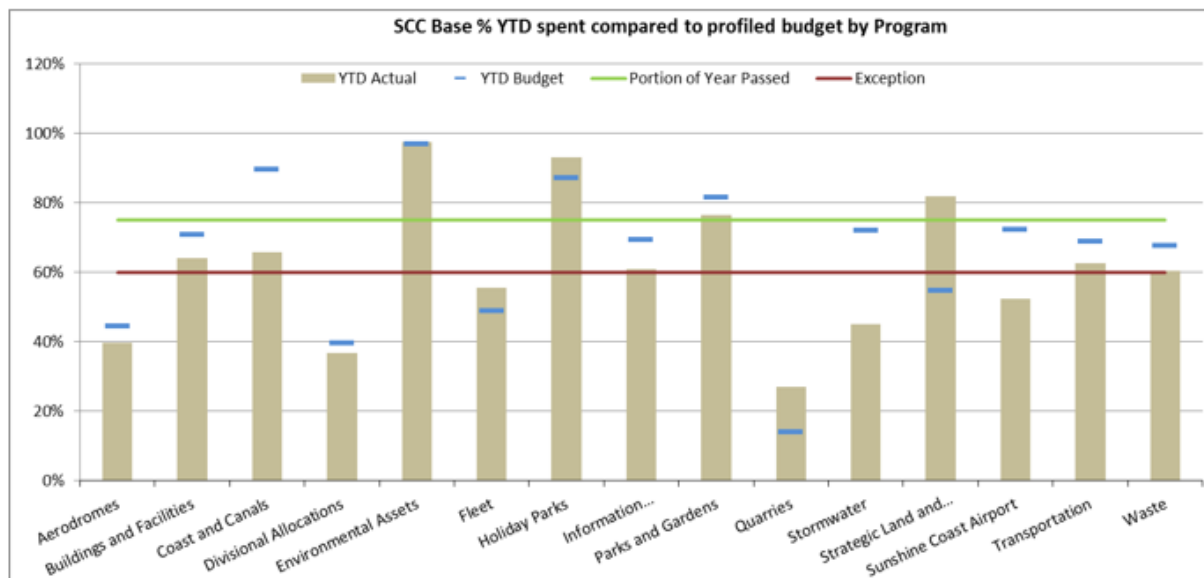


Table 6: Capital Exceptions Graph



Aerodromes

Works have progressed during March resulting in a 33% spend of the forecast revised budget during the current month. Budget Review 3 will recognise a reduction in the program associated with:

- An extension of program timeframes for Caloundra Vegetation Clearing;
- T Hanger Invest and Design feasibility undertaken internally instead of externally, resulting in savings.

Total Expenditure to date against the forecast revised budget is 69%.

Fleet

55% of the \$3.1 million Fleet program has been delivered to date following expenditure in March of \$588,000. Further commitments have been raised equating to 39% of the program. This is due to the long lead time required to procure plant and indicates that the 2016/17 program will be finalised by the end of the financial year.

Quarries

Budget Review 3 will recognise savings in the Quarry Program of \$215,000 for the replacement of the weigh bridge software. This project is currently progressing through the procurement phase with implementation expected to commence in April. The remainder of the program amounts to \$359,000 and has 51% expended as at 31 March 2017.

Stormwater

Of the forecast revised budget 29% of the Stormwater projects are either under construction or finalised. 41% or \$1.9 million is progressing through the procurement stage, the most significant being relining of damaged stormwater which is expected to commence construction in April. Emergent works will be identified at Budget Review 3 and are still finalising planning and design.

Investment Performance

- All investment parameters remain within the guidelines established by the Investment Policy.
- For the month ending 31 March 2017 Council had \$344 million cash (excluding Trust Fund) with an average interest rate of 2.73%, being 0.93% above benchmark. This is compared to the same period last year with \$348 million cash (excluding Trust Fund) where the average interest rate was 3.18%, being 0.75% above benchmark.
- The benchmark used to measure performance of cash funds is Bloomberg AusBond Bank Bill Index (BAUBIL) and the Bank Bill Swap Rate (BBSW) for term deposits.

Legal

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

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

Policy

Council's 2016/17 Investment 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 16 June 2016, Council adopted the 2016/2017 budget - Council Resolution (SM16/16)**

That Council:

- receive and note the report titled "Adoption of the 2016/2017 Budget and Forward Estimates for the 2017/2018 to 2025/2026 Financial Years"*
- adopt the 2016/2017 Budget Schedules (Appendix A) including Forward Estimates and*
- adopt the 2016/2017 Capital Works Program, endorse the indicative four-year program for the period 2017/2018 to 2020/2021, and note the five-year program for the period 2021/2022 to 2025/2026 (Appendix B).*

Ordinary Meeting Budget 15 September 2016, Council adopted the Budget Review 1 2016/2017 (OM16/163)

That Council:

- receive and note the report titled "Budget Review 1 2016/17 " and*
- adopt the amended 2016/17 Budget Financial Statements to include the identified operating and capital budget adjustments (Appendix A).*

Ordinary Meeting 8 December 2016, Council adopted the Budget Review 2 2016/2017 (OM16/221)

That Council:

- receive and note the report titled "Budget Review 2 2016/17"*
- adopt the amended 2016/17 Budget Financial Statements to include the identified operating and capital budget adjustments (Appendix A) and*

- (c) *in addition to (b), amend the 2016/17 budget to include the additional sum of \$50,000 for the Maroochy Basketball Extension.*

Ordinary Meeting 20 April 2017, Council adopted the Budget Review 3 2016/2017 (OM17/59)

That Council:

- (a) *receive and note the report titled “March 2017 Financial Performance Report” and*
(b) *adopt the amended 2016/17 Budget Financial Statements to include the identified operating and capital budget adjustments (Appendix A).*

Related Documentation

2016/17 Adopted Budget

Critical Dates

There are no critical dates for this report.

Implementation

There are no implementation details to include in this report.

8.3.6 2017/2018 PROCUREMENT POLICY

File No:	Statutory meeting - May 2017		
Author:	Manager Procurement and Contracts Corporate Services Department		
Appendices:	App A - 2017/2018 Procurement Policy	281	↓
	App B - Local Preference in Procurement Guideline.....	295	↓
Attachments:	Att 1 - 2017/2018 Procurement Policy - Track Changes	301	↓
	Att 2 - Probity in Procurement Guideline	317	↓
	Att 3 - Procurement and Contracting Activities Guideline	Conf 15 / 123	

PURPOSE

The purpose of this report is to present the 2017/18 Procurement Policy (included in Appendix A) to council for adoption, and associated guidelines.

EXECUTIVE SUMMARY

The *Local Government Regulation 2012* requires council to prepare a Procurement Policy, and to review and adopt that policy annually. The Procurement Policy outlines Council's framework for procuring goods and services and disposing of assets. The current policy was adopted on 21 April 2016.

The current Procurement Policy supported by the Local Preference in Procurement Guideline has guided council's preference for engaging with local suppliers and our commitment to the development of competitive local business and industry. This has resulted in council spending more than \$180 million with local suppliers for the current financial year to date, which represents 72% of the available procurement spend. This is up from 68% or \$112 million in the previous year.

The 2017/18 Procurement Policy is substantially the same as the current version. Some minor corrections have been made, and further guidelines attached to it. These include:

- Amendment so that only one quote is required for contracts of a value up to \$15,000
- Updated version of the Local Preference in Procurement Guideline that better outlines when a supplier is considered local, or will be deemed local, having regard to the circumstances
- Introduction of a Probity in Procurement Guideline (Attachment 2) to be endorsed by the Chief Executive Officer following adoption of the Procurement Policy
- Introduction of a Procurement and Contracting Activities Guideline (Attachment 3) to be endorsed by the Chief Executive Officer following adoption of the Procurement Policy. This is a comprehensive internal guideline which outlines Council's approach to procurement, including the implementation of the Contract Lifecycle Management Solution.

The proposed 2017/2018 Procurement Policy complies with all legislative obligations and provides an appropriate framework for conducting effective and efficient contracting activities.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “2017/2018 Procurement Policy”
- (b) adopt the 2017/2018 Procurement Policy (Appendix A) and
- (c) receive and note the Local Preference in Procurement Guideline (Appendix B).

FINANCE AND RESOURCING

The Procurement Policy will guide best practice procurement and contracting in a manner that is compliant with relevant legislation.

The Procurement Policy will be administered by the Procurement and Contracts Branch of the Corporate Services Department. No additional funding is required to implement or administer the Policy.

CORPORATE PLAN

Corporate Plan Goal:	<i>An outstanding organisation</i>
Outcome:	5.2 - A financially sustainable organisation
Operational Activity:	5.2.2.2 - Ensure systems are in place to manage contracts and contracts performance

CONSULTATION**Internal Consultation**

The following internal stakeholders were consulted:

- CEO and Directors
- Manager Procurement & Contracts
- Coordinator Procurement & Contract Performance
- Coordinator Contract Supply & Administration
- Chief Legal Officer

A Communications Plan will be developed to inform internal stakeholders of the additions and amendments.

External Consultation

The Procurement Policy remains consistent with external legal advice.

A Communications Plan will be developed to inform the local community of the relevant additions and amendments.

Community Engagement

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

PROPOSAL

The Procurement Policy outlines Council’s framework and principles for undertaking contracting activities relating to procurement of goods and services and disposal of assets. The policy outlines when and how procurement or disposal activities may be conducted,

including expressions of interests, tenders, requests for quotes and auctions. The policy also explains when the exceptions provided for both procurement and disposal activities may be created and exercised.

The *Local Government Regulation 2012* requires council to prepare a Procurement Policy, and to review and adopt that policy annually. The Procurement Policy must contain details of the principles Council will apply when contracting, including the sound contracting principles provided in the *Local Government Act 2009*.

The sound contracting principles are:

- (a) value for money
- (b) open and effective competition
- (c) the development of competitive local business and industry
- (d) environmental protection
- (e) ethical behaviour and fair dealing.

Council has also adopted a further principle:

- Council preference for engaging Local Suppliers

The 2017/18 Procurement Policy is substantially the same as the current version, although some minor amendments have been made, and further guidelines attached to it. The amendments and additions include:

Procurement Policy amended:

- only one quote will be required for contracts of a value up to \$15,000. Council Officers can invite more, if thought necessary or appropriate.

Local Preference in Procurement Guideline amended:

- to better define when a supplier is considered local, or will be deemed local, having regard to the circumstances.

Probity in Procurement Guideline (Attachment 2) introduced:

- to outlines steps Council will take to create and maintain an effective probity environment and governance framework for the conduct of procurement and contracting.

Procurement and Contracting Activities Guideline (Attachment 3):

- This guideline is a comprehensive 'how to' document explaining Council's approach to procurement, including the implementation of the Contract Lifecycle Management Solution.

Other strategies and activities that support Council's contracting

Council also maintains a series of strategies and activities that support procurement and contracting activities. These include:

Manageable contracts

This long running strategy remains and results in Council developing contracts that meet Councils requirements and capabilities that match with the existing markets, which preferably will be local markets.

Second phase engagement with Local Suppliers

When conducting a tender, Council encourages all contractors, whether local or not, to engage with local suppliers for the provision of any sub-contracted services. Tendered documents are structured to require the Respondent to identify, where possible the sub-contractors they will engage, and the whereabouts of those sub-contractors. High levels of

sub-contractor engagement are well regarded in evaluation. Contract Administrators will also consider if those sub-contractors are actually engaged. The secondary engagement provides the obvious benefits of driving work for locals despite the fact it may not be directly with Council.

Doing Business with Council workshops

Council delivers these workshops to interested parties at least six times per year. The Workshops assist mostly local attendees in explaining how to best reply to Invitations to Tender and Request for Quotes from Council.

Suppliers Forums

Council has conducted two Supplier Briefings in the past year. The Supplier Forum outlines Council plans for the coming year with regards contracting for capital works delivery and goods and services generally. The Supplier Forums also provide information to business on Council's safety requirements, procurement processes and communication plans.

Key Suppliers Forum

Council held its inaugural Key Suppliers Forum during the 16/17 year. Contractors deemed to have delivered outstanding goods or services to Council were invited to attend the briefing where they engaged with Contract Administrators and had the opportunity to provide feedback on Council's works and processes.

Outcomes of policy and supporting strategies

Council's desired policy outcomes are to:

- a) provide a framework for undertaking Contracting Activities, within an effective governance framework and sound probity environment
- b) encourage strategic decision-making and sustainable procurement practices
- c) facilitate efficient and timely delivery of Council's capital works, operational activities, and the disposal of assets
- d) deliver value for money
- e) encourage an open, efficient and competitive market place
- f) encourage development of competitive local business and industry
- g) manage Council's risk exposure and
- h) comply with all applicable laws including the *Local Government Act 2009 (Qld)* (LGA 2009) and *Local Government Regulation 2012 (Qld)* (LGR 2012).

The current Procurement Policy supported by the Local Preference in Procurement Guideline has guided council's preference for engaging with local suppliers and our commitment to the development of competitive local business and industry. This has resulted in council spending more than \$180 million with local suppliers for the current financial year to date, which represents 72 percent of the available procurement spend. This is up from 68% or \$112 million in the previous year.

Legal

External legal advice has previously been sought regarding the format and content of a superseded Procurement Policy. The proposed Procurement Policy 2017/2018 is consistent with that advice. It has been reviewed by the Legal Services Branch and is supported in its current form.

Policy

The Procurement Policy will provide a structured framework for council's procurement and disposal contracting activities and ensure compliance with the relevant legislation.

Risk

The Procurement Policy mitigates the risks associated with undertaking contracting activities relating to procurement of goods and services and disposal of assets.

Previous Council Resolution

Ordinary Meeting April 2016 (OM16/52)

That Council:

- (a) receive and note the report titled “**2016/2017 Procurement Policy**”.
- (b) adopt the 2015/2016 Procurement Policy (Appendix A) and
- (c) receive and note the Local Preference in Procurement Guideline (Appendix B).

Special Meeting 1 June 2015 (SM15/14)

That Council:

- (a) receive and note the report titled “**2015/2016 Procurement Policy**” and
- (b) adopt the 2015/2016 Procurement Policy (Appendix A).

Special Meeting 2 June 2014 (SM14/17)

That Council:

- (a) receive and note the report titled “**2014/2015 Procurement Policy**” and
- (b) adopt the 2014/2015 Procurement Policy (Appendix A).

Related Documentation

Local Government Act 2009

Local Government Regulation 2012

Critical Dates

The *Local Government Regulation 2012* requires council review its Procurement Policy annually. Other than annual review, there are no critical dates associated with the Procurement Policy.

Implementation

The Procurement Policy will be implemented from the date of council’s resolution.

8.3.7 SOLE AND SPECIALISED SUPPLIERS

File No:	Contracts	
Author:	Coordinator Procurement and Contract Performance Corporate Services Department	
Appendices:	App A - Sole Supplier Listing.....	329 ↓
	App B - Specialised Supplier Listing	335 ↓

PURPOSE

The purpose of this report is to present a list of sole and specialised suppliers to council for adoption as exceptions to the general contracting provisions contained in the *Local Government Regulation 2012 (LGR 2012)*.

EXECUTIVE SUMMARY

The LGR 2012 provides different processes for council to establish medium and large-sized contractual arrangements for the provision of goods and services, including works.

For medium-sized contractual arrangements, which have a value of \$15,000, but less than \$200,000, three written quotes must be invited. For large-sized contractual arrangements, which are those with a value \$200,000 or more, written tenders must be invited.

The LGR 2012 also provides a number of exceptions to those general provisions. The sole and specialised supplier listings are two of those exceptions.

Council may resolve to create a sole supplier listing where it is satisfied that only one supplier is reasonably available for the goods or services sought.

Council may also resolve to create a specialised supplier listing, where because of the specialised or confidential nature of a service it would be impractical or disadvantageous to invite quotes or tenders.

Applications have been received from council officers who engage with suppliers that may satisfy either of those categories. Those applications have been assessed to determine if the suppliers meet the requirements for the proposed category.

Some suppliers have also been removed, as they have been identified by the operational areas as no longer being required.

Resolution creating these lists will allow council to engage with these sole or specialised suppliers in a more timely and effective manner, ultimately providing for a better and more responsive service to the region.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Sole and Specialised Suppliers”**
- (b) adopt the Sole Supplier List (Appendix A)**
- (c) adopt the Specialised Supplier List (Appendix B) and**
- (d) note that all obligations under existing contracts will continue until those contracts come to an end.**

FINANCE AND RESOURCING

Each department that utilises suppliers from the sole and specialised supplier listings will do so from their individual budgets.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*

Outcome: 5.2 - A financially sustainable organisation

Operational Activity: 5.2.2.2 - Ensure systems are in place to manage contracts and contracts performance

CONSULTATION

Portfolio Councillor Consultation

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

Internal Consultation

Internal consultation has occurred on an ongoing and as required basis since the establishment of the sole and specialised supplier listings in July 2013, and since it was last adopted on 21 July 2016.

Consultation has been conducted with:

- council officers from each department who submitted an application to have a supplier included on one of the lists
- council officers from each department who conducted a review of suppliers from the previous sole or specialised supplier listings from the following branches:
- Community Services
 - Community Facilities and Planning
 - Community Relations
 - Community Response
- Corporate Services
 - Corporate Governance
 - Finance
 - Information Communication Technology Services
 - Property Management
- Economic Development and Major Projects
 - Commercial Projects
 - Communication
 - Economic Development
 - Strategy and Coordination
 - Sunshine Coast Airports
- Infrastructure Services
 - Disaster Management
 - Environmental Operations
 - Fleet and Quarry Services
 - Project Delivery
 - Transport Infrastructure Management
 - Waste and Resource Management
- Office of the Mayor and Chief Executive Officer
 - Branch Management
 - Legal Services
- Planning and Environment
 - Departmental Management
 - Environment and Sustainability Policy
 - Major Urban Developments

Strategic Planning and
Transport and Infrastructure Policy.

External Consultation

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

Community Engagement

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

PROPOSAL

The *Local Government Regulation 2012* provides different processes for council to establish medium and large-sized contractual arrangements for the provision of goods and services, including works.

For medium-sized contractual arrangements, which have a value of \$15,000, but less than \$200,000, three written quotes must be invited. For large-sized contractual arrangements, which are those with a value \$200,000 or more, written tenders must be invited.

The *Local Government Regulation 2012* also provides a number of exceptions to those general provisions. The sole and specialised supplier listings are two of those exceptions.

Section 235 of the *Local Government Regulation 2012* states:

A local government may enter into a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting written quotes or tenders if —

- (a) the local government resolves it is satisfied that there is only 1 supplier who is reasonably available or*
- (b) the local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders.*

Internal applications have been received from council officers who engage with suppliers that satisfy either of those categories. Those applications have been assessed to determine if the suppliers meet the requirements of the relevant subsection that the application relates to.

A review has also been conducted of suppliers on the sole and specialised supplier listings that were established in July 2016. This involved ensuring the circumstances meet the definitions of sole or specialised supplier, review of the value for money proposition of the contracts, the suppliers' performance, and risk assessment associated with the contracts.

When presented to council in July 2016, the Sole Supplier list included 70 suppliers, and the Specialised Supplier list included 153 suppliers.

There are 65 suppliers on the Sole Supplier list – Appendix A.

There are 81 suppliers on the Specialised Supplier List – Appendix B.

Both the proposed Sole Supplier list – Appendix A, and Specialised Supplier List – Appendix B, provide for council's needs, and meet the requirements of section 235 of the *Local Government Regulation 2012*.

Legal

There may be legal implications if council was to contract with sole or specialised suppliers without either completing the normal contracting process, or resolving to create the proposed listings.

Policy

The Procurement Policy has been complied with.

Risk

There is a risk associated with legislative compliance, should council not resolve to create the listings or fails to undertake the quote or tender process.

Previous Council Resolution**Ordinary Meeting 21 July 2016 - Council Resolution (OM16/121)**

That Council:

- (a) receive and note the report title “Sole and Specialised Supplier Listings”*
- (b) adopt the Sole Supplier Listing (Appendix A) and*
- (c) adopt the Specialised Supplier Listing (Appendix B).*

Related Documentation

- Individual applications for Sole or Specialised Suppliers from council officers
- Individual Sole and Specialised Supplier reviews by council officers
- Email correspondence from council officers, to the Procurement and Contracts branch, with suppliers no longer considered sole or specialised and
- Council's Procurement Policy.

Critical Dates

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

Implementation

Implementation will immediately follow council resolution.

8.4 INFRASTRUCTURE SERVICES

8.4.1 ENVIRONMENTAL RESERVES NETWORK MANAGEMENT PLAN

File No: F2015/128882

Author: Senior Natural Areas Program Officer
Infrastructure Services Department

Appendices: App A - Environmental Reserves Network Management Plan
2017-2027 Pg 5 / 87 [↗](#)

PURPOSE

This report presents for Council's consideration and endorsement the first Council wide environmental reserves management plan—the Environmental Reserve Network Management Plan.

EXECUTIVE SUMMARY

Council manages 547 environmental reserves. These important community assets contribute significantly to the region's natural advantage and the provision of services for a smart, healthy and creative community. The Environmental Reserve Network Management Plan (2017-2027) (the Plan) provides the first comprehensive operational plan, applicable to all Council-managed reserves. The development of this plan is an endorsed action of the Sunshine Coast Biodiversity Strategy 2010 – 2020.

Previously, operational management of reserves has been guided by plans developed on a site-by-site basis which are prioritised through the Service Level Framework (2012). Given the large number of reserves it is noted that not all prioritised sites receive comprehensive management assessments or detailed management plans. Currently, there are 72 sites with a service level requirement for a management plan, and thirteen with plans either completed or being drafted.

The Environmental Reserve Network Management Plan will bridge these gaps, ensuring all reserves are considered under an integrated and consistent set of management principles while continuing to maintain individual site management plans where needed.

To ensure the Plan is implemented and outcomes can be monitored and reported, a detailed Action Plan has been developed for the Plan with the following five themes:

1. Protecting ecosystem service, resilience, and livelihood benefits
2. Protecting biodiversity
3. Sustainable public access
4. Building knowledge
5. Biodiversity partnership and community involvement.

The approach of assuming an overarching view for planning and managing council's reserves network as detailed in the Plan provides many benefits. It will:

- Bring together all of the background and guidelines for reserve management into one universally accessible, cohesive document. This will inform council's Integrated Quality Management System as well as visibly demonstrating council's high standards of work practice, and showcasing the Sunshine Coast Council as leaders in natural area management.
- Improve the efficiency of reserve management, by providing information which will streamline service level reporting.
- Ensure our reserve management actions have greater impact and success. They will be

matched with relevant objectives from Councils strategic plans, as well as other SEQ and State land management strategies such as the SEQ NRM Plan and the Queensland Parks and Wildlife Master Plan.

- Provides the framework to identify and plan for greater community, social, educational and recreational opportunities
- Be a platform that visibly recognises the innovative opportunities that the environmental reserve network can bring to the local economy through sustainable nature based tourism, education and research partnerships, and culture.

Environmental reserves provide a range of new economic opportunities which are also highlighted in the Plan. These are framed to benefit the community and further support the sustainable management of the reserves. Education, research, and training opportunities are described, which support careers in environmental land management and the development of a highly experienced natural resource management industry. Recreation and tourism opportunities can also be activated more broadly and would be complemented by an increased level of research and education across the reserve network.

At its core, the Environmental Reserve Network Management Plan aims to address current gaps and improve efficiency in management planning. The integrated approach ensures our actions are well-synchronised within the Sunshine Coast Council corporate structure and with surrounding land management neighbours and state agencies.

OFFICER RECOMMENDATION

That Council:

- receive and note the report titled "Environmental Reserves Network Management Plan" and**
- endorse the management plan titled "Environmental Reserves Network Management Plan" (Appendix A) which will guide ongoing management and current resource allocation, noting that any new initiatives will be submitted for future budget considerations by Council.**

FINANCE AND RESOURCING

The environmental reserve program is currently funded through a variety of funding sources including operational, capital, environment levy and grants. Table 1 shows the breakdown between operational and Environment levy funding based on the current and 2015/16 budget totals.

Table 1. Annual Operational and Environment Levy Budget for the management of the Environmental Reserve network

Budget Funding Type	Budget Whole Year
Operational	\$2,615,863

Environment Levy	\$3,166,000 Environment Levy Project : <ul style="list-style-type: none"> • Establishment of Environment Levy Acquired Land • Coastal Dunal Rehabilitation Project • Maroochy River Rehabilitation Project • Shoreline Erosion Management plan • Fauna Monitoring of the Sunshine Coast Conservation Estate • Sunshine Coast Environment Conservation Forum • Sunshine Coast Kids in Action • Environmental Operational Expenses • Maintenance of Environment levy Conservation Estate • Flying Fox Research and Education • Flying Fox Management Project
Total	\$5, 781, 863

Section 4.2 of the Plan—framework of actions—provides details of reserve management initiatives that will be delivered to meet the plans framework of Goals. Where new initiatives are listed, research and costing need to be conducted. All of the new initiatives are shown in the table below and indicative costing's have been identified, however further validation of these forecasts is required. These new initiatives will be presented for Council's consideration during future budget processes.

Table 2. Extract from Section 4.2—framework of actions—showing all new initiatives presented in the plan and indicative cost

Action (\$4.2)	Description	Indicative Cost	Proposed funding source
Funding Theme: Reserve Network Planning and Management Tools			
11.04	Incorporating mobile technology into fauna and flora data capture. Activated by holding an open data expo at Doonan Creek Environmental reserve involving the community with new and existing open data applications across councils reserve network.	\$10 000	Environment levy
5.04; 9.01 & 11.03	Reserves zoning maps developed and are available to be used for reviewing the function and configuration of the whole reserve network. This will also support the biodiversity strategy proposal for an interpretive trail network.	\$30 000	Operational expenditure
5.05 & 11.02	Maintain and expand links to local economy through high value industries such as science innovation and research with SCC environmental reserves established and marketed as an international "research reserve network" focusing on the growing field and interest in citizen science monitoring technologies and ecological restoration.	\$20 000 p.a. over 10 year plan	Environment levy and operational expenditure
Funding Theme: Fauna and Flora Monitoring Project Outcomes – implementing the recommendations and outcomes of the previous \$500 000 Environment Levy Project: 2013-2017 Fauna Monitoring of the Sunshine Coast Conservation Estate.			

1.07	Manage risks associated with pathogens - mapping exercise to enable council to address the risks associated with plant diseases which are a potential threat to native plants in reserves	\$5000 p.a. over 10 year plan	Environment levy
3.01 & 3.04	Habitat function maps produced for the reserve network showing the ecological role of reserves and habitat elements within reserves to inform management decisions and provide appropriate protection for biodiversity and at risk species	\$20 000	Environment levy
3.03	Program developed to monitor council's bush regeneration activities on reserves in relation to maintaining or improving habitat function and the conditions required to support native animals.	\$10 000 p.a. over 10 year plan	Environment levy & Operational expenditure
13.03	Increase public access to interactive data with reports and records spatially linked and accessible via Open data applications on Council web page	\$5000 p.a. over 10 year plan	Environment Levy & Operational expenditure
13.04	Ensure council plant and animal records are secure and easily accessible for use through an integrated Council wide database storage of all records and reports	\$ 5000 p.a. over 10 year plan	Environment Levy & Operational expenditure

CORPORATE PLAN

Corporate Plan Goal: *A healthy environment*

Outcome: 3.1 - Protection and enhancement of our natural assets and distinctive landscapes

Operational Activity: 3.1.1.2 - Maintain and manage Council's existing environmental reserves

CONSULTATION

Portfolio Councillor Consultation

The following Councillors have been consulted with in regards to the development of the Environmental Reserve Master Management Plan.

- Councillor Division 5
- Councillor Division 9
- Councillor Division 1
- Councillor Division 2

Internal Consultation

- Manager Environment and Sustainability Policy, Planning and Environment
- Manager Parks and Gardens, Infrastructure Services
- Coordinator Healthy Places, Community Response
- Coordinator Biodiversity and Waterways, Environment and Sustainability Policy
- Principal Environment and Landscape Officer, Development Services
- Coordinator Open Space and Social Policy, Environment and Sustainability Policy
- Coordinator Community Catchment Partnerships, Environmental Operations
- Coordinator Coastal Constructed Water Bodies and Planning, Environmental Operations
- Coordinator Natural Areas Management, Environmental Operations
- Manager Environmental Operations, Infrastructure Services

The intent of internal consultation has been to involve and collaborate with internal stakeholders regarding the structure and content of the plan. This has included a series of five focus groups within council reviewing the master plan and specifically developing the implementation program - framework of actions.

Input from participants was incorporated and finalised during the focus group workshops. The implementation program - framework of actions is a product of the focus group sessions.

A steering committee was also formed to provide guidance and feedback for the early and final stages of the plan. Members of the steering committee include both internal and external stakeholders.

External Consultation

- South East Queensland Catchments
- Queensland Parks and Wildlife Service

Community Engagement

The Plan is an operational document based on council strategies that have been through previous community consultation. The Plan will be available to the public on council's website or upon request.

PROPOSAL

Background

The Environmental Reserves Network Management Plan (the Plan) has been developed as a key outcome of the Sunshine Coast Council Biodiversity Strategy 2010 – 2020 to ensure reserve management is consistent with council's corporate policies, strategies and plans. The plan is also a required action of the Environmental Operations Branch Plan.

The Plan also integrates and delivers actions on the policy outcomes of other Sunshine Coast Council strategies and plans including the Sunshine Coast Open Space Strategy 2011; Waterways and Coastal Management Strategy 2011-2021; Sunshine Coast Councils Asset Management Plan- Coastal and Environmental Infrastructure 2015, Recreational Trails Plan 2012; and council's Local Government Area Pest Management Plan 2012- 2016. Internal consultation regarding the upcoming new Environment Strategy has been undertaken to ensure the intent of the Plan remains consistent with these strategies and the two and five year review schedule included in the Plan will accommodate required changes.

The Plan serves as a bridging document between our key corporate strategies and operational planning documents. This is shown in the diagram below showing the planning hierarchy (head of power) and where the Plan incorporates SCC policy and informs operational management decisions pertaining to environmental reserves.

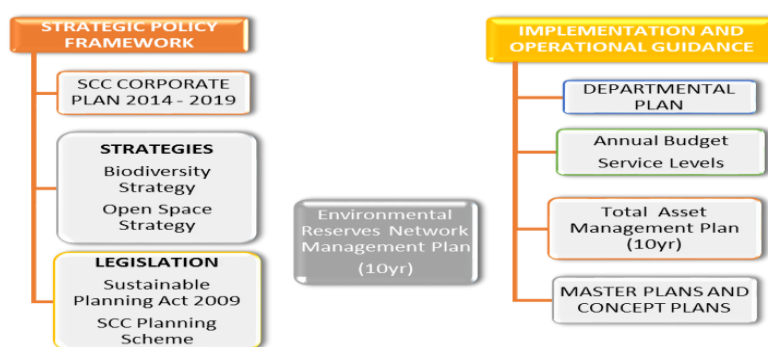


Figure 1. Planning hierarchy showing where the Plan incorporates SCC policy and informs operational management decisions pertaining to environmental reserves.

Council's environmental reserve network comprising over 547 properties, and approximately 11% (5,782 ha) of the Sunshine Coast's protected area estate, offers a significant contribution to the Sunshine Coast's healthy environment and liveability. The reserves range in size from small parcels less than 1ha to much larger reserves which are 100 – 333 ha. The complex network of reserves are located throughout all six catchments - Pumicestone, Stanley, Mooloolah, Maroochy, Mary and Noosa. The Environmental Reserve network Plan includes these and other more detailed statistics which provide a baseline record for future management and monitoring as well as a valuable information resource and guideline for managers and the community.

The Plan describes in one document the important ecological, social and economic aspects found across the whole reserve network. This accessible information resource will improve management considerations, and public awareness and appreciation of Council's investment. Some of the highlights include:

- Detailed information about nationally endangered plant and animal species and how these are managed within our reserves. e.g. Buderim Holly found in Council reserves is one of many endangered plants found only on the Sunshine Coast.
- Iconic landscape features which contribute significantly to the region's natural advantage are also managed and protected by Council, such as Mt Ninderry and all of our coastal foreshore bushland.
- Public access trails comprise a network over 131km that facilitates self-guided walking as well as tours, bicycle and horse trails in designated areas, and fire trails.
- Council's more well-known reserves are the three environmental education visitor centres—Mary Cairncross Scenic Reserve, Maroochy Regional Bushland Botanic Garden and Maroochy Wetlands Sanctuary. These sites with their interpretative displays, educational resources, art exhibition space and guided walks support approximately 245,000 visits per year.
- Volunteering and community conservation partnerships are very popular throughout the reserve network with five formal community agreements and over 760 volunteers participating across a number of programs associated with the environmental reserves.
- There are new opportunities for the environmental reserves to harness a growing public interest in eco-education and cultural expression
 - photography, local stories, art installations
 - organised group activities including curriculum based school learning
 - smart phone applications used for nature watching and a growing public interest in citizen science
- Ecological and social research can be encouraged in council reserves with sites being utilised by national and international students. There is already a great deal of interest with 38 research permits approved by Council on Environmental Reserves since 2012.

The framework of the Plan incorporates best practice elements which underpin natural resource management and planning that will guide future operational management and resource allocation. As shown in the diagram below the Plan describes five reserve categories which will simplify management planning; contains background information on ecological, social, economic and cultural values found within the reserves; provides an implementation program based on five themes which complement Council's Biodiversity and Open space strategy; Guides future coordinated reserve management by providing overarching goals and measurable targets which have been developed with extensive stakeholder input across Council; and is guided by eight best practice principles which are the foundation for reserve management in the future.

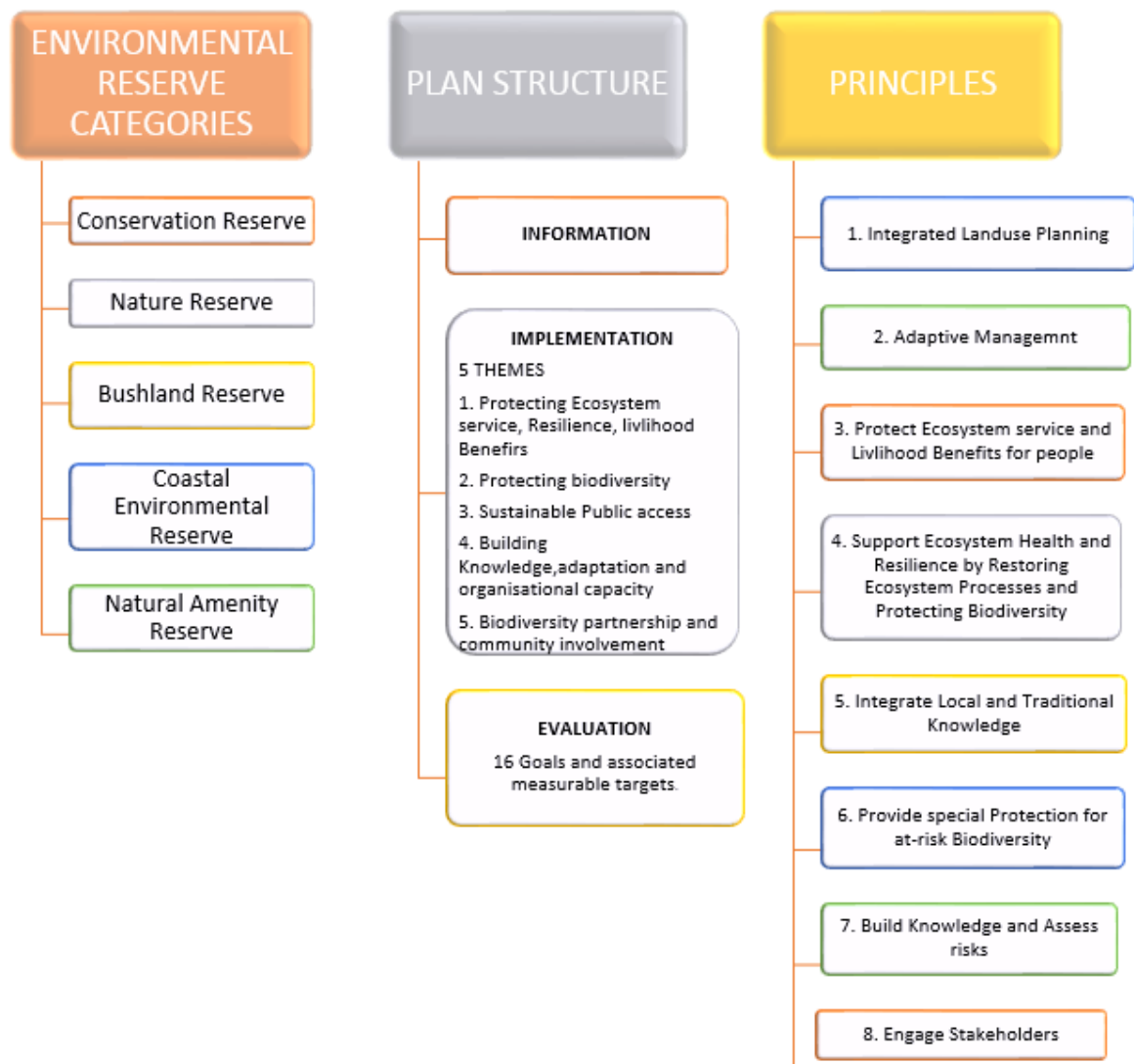


Figure 2. The Plan at a Glance: Five Reserve Categories; Sixteen Goals; Eight Principles

The eight principles recognise the importance of developing a reserve network that is not only protecting the plants and animals within the reserves, but is also resilient, cost effective, and contributes to community wellbeing and livelihood, as shown in the explanations below.

- (1) **Integrated planning and management** ensures all relevant parties and associated policies and strategies have been included in the Plan.
- (2) **Contribute to adaptive management** so that future changes can be addressed in a timely manner
- (3) **Protect ecosystem service and livelihood benefits for people** because these direct benefits to the people will ensure our reserves are valued in the future.
- (4) **Support ecosystem health and resilience** by restoring ecosystem processes and protecting biodiversity. This will ensure the reserves are more cost effective to maintain and will not be impacted by economic and social changes in the future.
- (5) **Integrate local and traditional knowledge** and values which can provide deeper insights into reserve management and adds value and interest which was not previously known.
- (6) **Provide special protection for 'at risk' biodiversity** which is a statutory requirement for reserve managers.
- (7) **Build knowledge and assess risks** both within the organisational capacity of Council as land managers and for a greater understanding of how to best protect and maintain wildlife systems within reserves.
- (8) **Engage stakeholders** to ensure reserve management is meeting public expectations and to gain knowledge and innovative opportunities

Guided by these principles, the Implementation Program in section 4 of the Plan together with the endorsed service levels will provide essential tools for the coordinated delivery of management actions across a complex network of environmental reserves.

The Implementation Program (section 4 of the Plan) includes monitoring that will show how well the reserves are responding to Councils management practices. Other outcomes will be greater public awareness of a diverse range of recreational, educational, cultural and economic opportunities within the reserves. It is anticipated that with this management approach there will also be greater job opportunities for people involved in the ecological restoration, horticulture, and education industries.

The Plan includes background information which is the baseline for reserve management, shows how the reserves can be described, what purposes are supported, and provides relevant fast facts about the reserves for reporting in public and council documents. The background information will also support the review process in five years which is essential to adaptive management—to improve methods, and respond to new opportunities and demand of a growing Sunshine Coast community.

The Plan introduces new management tools and descriptions of emerging and future programs that will be delivered across the reserve network such as:

- identifying research priorities,
- using landscape planning as a tool for individual reserve management,
- mapping and data management priorities to inform biodiversity protection,
- community partnership event schedules for selected reserves
- the use of IT applications to support a “smart reserves” network through open data and new advances in ecological monitoring

An important aspect of the Plan is recognition of people and the necessity to maintain capacity. This is not only by supporting the community and volunteers but also ensuring the staff and contractors have the skills and resources to deliver the objectives of reserve management.

Environmental Reserves provide a range of new economic opportunities which are also highlighted in the Plan. These can benefit the community and further support the sustainable management of the reserves. Education and research on reserves attracts industry professionals and supports a knowledge economy in the area. There are many opportunities for training which occurs through various programs on reserves and supports careers in environmental and land management. Section 4 of the Plan—the implementation program—proposes further actions that will facilitate growth in ecological restoration research and the development of a local highly experienced natural resource management industry.

Recreation and ecotourism opportunities can also be activated more broadly and would be complemented by an increased level of research and education occurring within the reserves. Ecosystem services such as provision of a habitable climate, clean water, and reducing the risk of pests and diseases on agricultural areas nearby are also described within the listed economic values.

The Plan is a reflection of a maturing reserve management approach which is required in response to the increased size of the reserve network and added complexity of issues and opportunities such as population growth, technological changes and climate change. The plan addresses this complexity by consolidating the planning context and broad range of management issues relating to environmental reserves into a single document, and sets the priorities for the management of council’s extensive environmental reserve network over the next ten years.

Legal

There are 23 legislative instruments which apply to the delivery of management actions across the Environmental Reserve network. All relevant legislation is described in the Plan

with the main legislation being the Commonwealth EPBC Act 1999; the Qld Governments Land Act 1994; Biosecurity Act 2014; and the Nature Conservation Act 2009.

Policy

The Environmental Reserve Network Management Plan is guided by and will specifically support the policies contained in the following council policy documents. However any future policy changes that may arise from the preparation of new strategies and plans will be addressed in the two and five year review schedule of the Environmental Reserve Network Management Plan.

Related Documentation

Sunshine Coast Council Biodiversity Strategy 2010 -2020
Sunshine Coast Council Open Space Strategy 2011
Sunshine Coast Council Asset Management Policy
Coastal and Environmental Infrastructure Asset Management Plan
Sunshine Coast Council Waterways and Coastal Management Strategy 2011-2021
Sunshine Coast Recreational Trail Plan 2012, and
Sunshine Coast Local Government Areas Pest Management Plan.

Risk

The development of the Environmental Reserve Network Management Plan 2017 – 2027 has identified a range of legislative risks that have been considered and required to be complied with in the implementation of the Plan. This is identified as a low risk as it is managed through established internal systems and processes. Specifically the inclusion of the Plan within Councils Integrated Quality Management System provides a recurrent approach to risk management.

Delivery of the identified outcomes is dependent upon ongoing funding based on current budget allocations and future budget deliberations of Council.

Previous Council Resolution

Sunshine Coast Council Bushland Reserve Network Fire Management

Council Resolution (OM14/88)

That Council:

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

Sunshine Coast Council Environmental Functions Operational Service Levels

Council Resolution (OM 12/32)

That Council:

- (a) *receive and note the report titled “Environmental Functions – Operational Service Levels”*
- (b) *endorse the defined operational service level for each of the environmental functions (Appendix A) and*
- (c) *note a future will be presented that outlines the current state of assets managed by Environmental Operations as a component of the asset management plan presentations in the forthcoming budget.*

Council Resolution OM13/67

That Council:

- (a) *receive and note the report titled “**Draft Regional flying fox Management Plan**”*
- (b) *endorse the Draft Regional flying fox Management Plan (Appendix A) as amended, for the purpose of submission to the State Government for approval and*
- (c) *note that, for proposed active dispersal intervention action at any recognized flying fox roosts or camps, a report detailing the demand, costs, risks and feasibility will be presented to Council for its consideration and endorsement prior to any action being undertaken.*

Related Documentation

Environmental Reserves Network Management Plan Service Level Framework. An overview of the existing service level framework which has been endorsed by council and adds a review and recommendations for the service levels.

Environmental Reserves Network Management Plan Manual. *A compendium of resources for reserve managers and project officers. It includes templates, ecological restoration guidelines, links to the Infrastructure Services Integrated Quality Management System (IQMS) documents and guidelines for when these are to be used, best practice manuals, and includes details of legislation, policy and plans relevant to Reserve management.*

<https://www.sunshinecoast.qld.gov.au/Environment/Trees-Plants-and-Animals/Native-Plants-and-Animals/Flying-Foxes>

Critical Dates

There are no critical dates relevant to this report.

Implementation

The implementation of the identified outcomes in Section 4 of the Plan will provide the guidance in prioritising the allocation of the resources that are currently utilised to manage the environmental reserve network. In practical terms this and the associated targets will improve how we monitor and report on the health of our environmental reserves and ensure that we are meeting our overarching goals. It will also provide the identification of environmental reserves that will be able to support sustainable recreation opportunities for our community and visitors.

8.5 COMMUNITY SERVICES

8.5.1 2016/2017 COMMUNITY GRANTS PROGRAM MAJOR GRANTS ROUND 2 RECOMMENDATIONS

File No:	Statutory Meetings
Author:	Team Leader Community Connections Community Services Department
Appendices:	App A - Major Grant Recommendations March 2017365 ↓
Attachments:	Att 1 - Internal Consultation.....379 ↓
	Att 2 - Major Grant Recommendations March 2017 - Additional InformationConf 75 / 123
	Att 3 - Funding Comparisons383 ↓

PURPOSE

This report seeks Council consideration and endorsement of funding recommendations for the second round of the 2016/17 Community Grants Program Major Grants.

EXECUTIVE SUMMARY

Council's Community Grants Program provides a transparent governance framework that complies with statutory requirements for the distribution of grant funding to community organisations across the region.

The program reflects Council's priorities as described in current corporate strategies, plans and policy positions. It ensures equitable opportunity for community organisations to access Council funding for projects and programs, which both meet identified community need and result in community benefit.

The Community Grants Program for 2016/17 Major Grants Round 2, closed on 13 March 2017. Council received 110 applications requesting a total of \$987,194 across seven categories:

- Community Development
- Community Events
- Community Facilities
- Cultural Development
- Cultural Heritage
- Economic Development and
- Sport, Recreation and Healthy Living.

Funding totaling \$568,552 for 84 projects is recommended for Council's consideration and endorsement (Appendix A).

This report also identifies that unallocated funds still remain in the Community Partnership and Sports Field Maintenance budgets for 2016/17. Both these programs are open to applications at the beginning of the financial year. The successful applicants were endorsed by Council at its Ordinary Meetings in July and August 2016.

This report recommends the transfer of \$74,500 from the unallocated funds (Community Partnership Funding Program - \$57,700 and Sports Field Maintenance Funding Program - \$16,800) to the Community Grants Program. This will provide sufficient funds for the anticipated applications to the fourth and final round of the Minor Grants program for 2016/17, and the Individual Development Grants and Emergency Grants, which are available as required (open all year), for the remainder of the 2016/17 financial year.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “2016/2017 Community Grants Program Major Grants Round 2 Recommendations”
- (b) endorse the Major Grant Recommendations March 2017 (Appendix A)
- (c) endorse the transfer of \$16,800 from the 2016/2017 Sports Field Maintenance Funding Program budget to the Community Grants Program 2016/17 and
- (d) endorse the transfer of \$57,700 from the 2016/2017 the Community Partnership Funding Program budget to the Community Grants Program 2016/17.

FINANCE AND RESOURCING

The 2016/17 Grants and Partnerships budget provides funding for the Community Grants Program, the Community Partnership Funding Program and the Sports Field Maintenance Funding Program.

The table below provides details of program budgets, expenditure to date and remaining budgets (before endorsement of recommendations in this report).

Program	2016/17 Budget	Actuals	Commitments	Budget Remaining
*Community Partnership Funding Program	735,000.00	645,024.91	32,190.00	57,785.09
*Sports Field Maintenance Funding Program	574,999.96	504,306.62	53,876.00	16,817.34
Community Grants Program	1,467,853.13	762,078.96	65,403.09	640,371.08
TOTAL	2,777,853.09	1,911,410.49	151,469.09	714,973.51

*Note: This table identifies that unallocated funds still remain in the Community Partnership and Sports Field Maintenance budgets for 2016/17. Both these programs are open to applications at the beginning of the financial year. The successful applicants were endorsed by Council at its Ordinary Meetings in July and August 2016.

This report recommends the transfer of \$74,500 from the unallocated funds (Community Partnership Funding Program - \$57,700 and Sports Field Maintenance Funding Program - \$16,800) to the Community Grants Program. This will provide sufficient funds for the anticipated applications to the fourth and final round of the Minor Grants program for 2016/17, and the Individual Development Grants and Emergency Grants, which are available as required (open all year), for the remainder of the 2016/17 financial year.

The 2016/17 Community Grants Program includes:

- two Major Grant funding rounds
- four Minor Grant funding rounds
- Individual Development Grants (year-round) and
- Emergency Grants (year-round).

This report to Council is in relation to the second Major Grant round for the 2016/17 Community Grants Program.

Council received a total of 110 applications requesting a total of \$987,194 at the closure of the second round on 13 March 2017.

This report recommends that 84 applicants be funded a total of \$568,552.

Details are provided in Major Grant Recommendations March 2017 (Appendix A).

Budget Implications

Two of the recommended applications address the key objectives of Council's Domestic Animal (Cats and Dogs) Management Strategy (2014-2020) and will be funded through the Domestic Animal Management Strategy Budget (application MJCD162021 Subsidised Dog De-sexing Program and MJCD162024 Operation Wanted: Sunshine Coast). The remaining recommended applications will be funded through the Community Grants Program Budget as detailed in the table below.

BUDGETS	Community Grants Program Budget	Domestic Animal Management Budget	TOTAL
March 2017 Recommendations	\$555,552	\$13,000	\$568,552

The project budgets (based on figures supplied by applicants) for the successful applications total more than \$2.2 million. This is 3.9 times greater than the Council contribution recommended in this report.

CORPORATE PLAN

Corporate Plan Goal: *A new economy*
Outcome: We serve our community by providing these great services
Operational Service: S2 - Economic development - providing industry and business programs and initiatives to support the growth of the regional economy

Corporate Plan Goal: *A strong community*
Outcome: We serve our community by providing these great services
Operational Service: S4 - Community and cultural development and partnerships - providing planning, partnering and supporting the community through a range of community development, civic and cultural programs and grants

Corporate Plan Goal: *A strong community*
Outcome: We serve our community by providing these great services
Operational Service: S12 - **Sporting facilities** - providing regional, district and community sport and recreation facilities including aquatic centres, showgrounds and multi-sports fields

CONSULTATION

Portfolio Councillor Consultation

- Cr Jenny McKay – Portfolio Councillor for Community and Environment

Internal Consultation

Community Grants Development Officers attended assessment panels, reviewed outcomes and moderated across all grant categories to ensure equity and consistency.

Assessment panel membership for each category was made up of a number of key staff from the relevant area of Council. In addition, Council officers with expertise relevant to specific applications were consulted and provided information and/or advice to inform assessment processes. Attachment 1 outlines the staff involved in each panel and additional staff consulted.

External Consultation

Community Grants Development Officers and internal category experts liaised with community organisations across the Sunshine Coast Council Local Government Area via a range of community meetings and conversations to ensure a high level of awareness of the Major Grants Program and the application dates.

Assistance was provided for project development, preparation of application content and advice on the application process.

A wide range of traditional and social media tools were used to promote the Community Grants Program generally, and to invite applications.

Community Engagement

Broad community engagement was not required to inform this report.

PROPOSAL

Council recognises the vital contribution that community organisations make to the economic, environmental, social and cultural wellbeing of Sunshine Coast communities.

Through the provision of community grants, Council is committed to supporting the implementation of community initiatives and partnerships that align with Council's strategic corporate priorities and demonstrate a purpose that is in the interests of the Sunshine Coast community.

The following principles provide a consistent approach to the administration of the *Community Grants Policy* and the delivery of Council's Community Grants Program:

- community organisations are provided with funding support to provide benefit to the Sunshine Coast community, in line with Council's strategic corporate priorities
- vibrant, engaged and more resilient communities are developed through capacity-building and partnerships
- community organisations and volunteers are acknowledged for the positive contribution they make to the local community and Council's vision for the future and
- funds are distributed in an equitable and transparent manner that ensures good governance and adherence to the *Local Government Act 2009* and the *Local Government Regulation 2012*.

The *Community Grants Policy* ensures an equitable, open and transparent process for applicants to seek financial assistance, which complies with relevant legislation.

Promotion and Support

A wide range of traditional and social media tools were used to promote the Community Grants Program generally and then to invite applications. These included:

- Council's website, Facebook, Twitter and the CommunityHub website
- online community newsletters
- extensive newspaper advertising in local community newspapers including media releases and spotlight print columns
- Spotlight radio, Council's e-news, and messages on hold
- features in Councillor columns
- grant information and writing sessions held at five locations and
- grant factsheets were available in libraries and customer service centers.

Community Grants Development Officers and internal category specialists liaised widely with the community by:

- responding to telephone enquiries, emails and action requests
- providing assistance with project development
- providing advice on the preparation of application content and the application process
- linking applicants with category specialists in all grant categories and
- assisting applicants with identifying other grant and funding opportunities.

Applications

A total of 110 applications were received across the seven grant categories of the 2016/17 Community Grants Program Major Grants Round 2, requesting \$987,194 in funding.

Assessment

Council officers pre-assessed each application to determine eligibility. Assessment panels for each category were then established (as detailed in Attachment 1 – Internal Consultation). Panel members reviewed all eligible applications prior to the panel meeting and then met to assess the applications.

In accordance with Council's *Community Grants Policy*, any declaration of a panel member's conflict of interest must be recorded. That panel member must not be involved in the related deliberations. There was one conflict of interest declared in the Community Facilities category of this Major Grants round. As per standard procedure, this panel member did not assess the applicable application.

Panel discussion focused on alignment to category aims and priorities, alignment to Council's strategic corporate priorities, community need and benefit, and the capacity of the organisation to achieve the project outcome. The panels also took into consideration the number of applications received and the amount of funding available. Panel members determined funding recommendations for Council's consideration.

Due to the large number of applications in each grant category, part funding was recommended in some instances. In each case where part funding was recommended, the panel:

- considered whether the project could be successfully completed with the part funding allocated and
- considered whether funding for stand-alone components of the project could be provided.

Recommendation

Of the 110 applications received, it is recommended that 84 projects be funded to the amount of \$568,552. The total cost of the recommended projects is valued at \$2,209,853 (based on figures supplied by applicants). This investment represents a \$3.9 return on every dollar contributed by Council in this grant round.

Funding totaling \$568,552 for 84 projects is recommended for Council's consideration and endorsement as provided in Appendix A: Major Grant Recommendations March 2017.

The Confidential Attachment 2: Major Grant Recommendations March 2017 - Additional Information provides further detail relating to the assessment of applications and is provided in confidence under Section 275 (h) of the *Local Government Act 2009*.

Below is a summary of the applications and the recommended funding for each category.

Category	Applications received	Funding requested	Applications recommended	% Applicants recommended	Funding recommended (GST exc.)
Community Development	22	\$185,637	18	82%	\$127,850
Community Events	21	\$180,039	20	95%	\$125,793
Community Facilities	47	\$463,176	30	64%	\$219,272
Cultural Development	5	\$40,443	4	80%	\$23,500
Cultural Heritage	1	\$7,500	1	100%	\$7,500
Economic Development	3	\$21,818	2	66%	\$12,500
Sport, Recreation and Healthy Living	11	\$88,581	9	82%	\$52,137
Total	110	\$987,194	84	76%	\$568,552

Attachment 3 Funding Round Comparisons details the funding comparison of the current round to the previous Major Grant round.

This report also identifies that unallocated funds still remain in the Community Partnership and Sports Field Maintenance budgets for 2016/17. Both these programs are open to applications at the beginning of the financial year. The successful applicants were endorsed by Council at its Ordinary Meetings in July and August 2016.

This report recommends the transfer of \$74,500 from the unallocated funds (Community Partnership Funding Program - \$57,700 and Sports Field Maintenance Funding Program - \$16,800) to the Community Grants Program. This will provide sufficient funds for the anticipated applications to the fourth and final round of the Minor Grants program for 2016/17, and the Individual Development Grants and Emergency Grants, which are available as required (open all year), for the remainder of the 2016/17 financial year.

Program Evaluation

Ongoing evaluation of the Community Grants Program draws information from a variety of sources including:

- analysis of data provided by community organisations in application and acquittal reports
- engagement with community organisations and
- consultation with internal stakeholders including category representatives.

Benefits

Organisations recommended for funding in this round:

- reported the engagement of 1,477 volunteers to deliver their funded projects and
- estimated 97,467 people would be direct beneficiaries of their projects (includes event patrons and/or participants).

Legal

There are no legal implications relevant to this report.

Policy

The recommendations contained within this report are in accordance with the *Local Government Act 2009*, *Local Government Regulation 2012* and in line with the adopted Community Grants Policy. Any requested changes to funding recommendations made by the panel need to be supported by evidence and that evidence recorded.

Risk

There may be some community concern in relation to the number of community groups that were unsuccessful in their application for funding under this program or only part funded. The panels' considerations were thorough and in line with the *Community Grants Policy* and Community Grants Guidelines, as well as budget availability. In each case where part funding was recommended, the panel:

- considered whether the project could be successfully completed with the part funding allocated and
- considered whether funding for stand-alone components of the project could be provided.

Previous Council Resolution**Ordinary Meeting 18 August 2016 – Council Resolution OM16/188**

That Council:

- (a) receive and note the report titled "2016~~2017~~ Community Grants Program Major Grants Round 1 Recommendations" and
- (b) endorse the Major Grant Recommendations August 2016 (Appendix A) excluding
 - (i) App No: MJCD161014 - SunnyKids Inc
 - (ii) MJCE161008 - Maroochydore Revitalisation Association and
 - (iii) MJCF161029 - Caloundra Community Kindergarten Association Inc

Ordinary Meeting 18 August 2016 – Council Resolution OM16/189

That Council endorse App No: MJCD161014 – SunnyKids Inc in the 2016~~2017~~ Community Grants Program Major Grants Round 1 Recommendations.

Ordinary Meeting 18 August 2016 – Council Resolution OM16/190

That Council endorse App No: MJCE161008 – Maroochydore Revitalisation Association in the 2016~~2017~~ Community Grants Program Major Grants Round 1 Recommendations.

Ordinary Meeting 18 August 2016 – Council Resolution OM16/191

That Council endorse App No: MJCF161029 – Caloundra Community Kindergarten Association Inc in the 2016~~2017~~ Community Grants Program Major Grants Round 1 Recommendations.

Ordinary Meeting 19 May 2016 - Council Resolution OM16/74

That Council:

- (a) receive and note the report titled "2015/2016 Community Grants Program Major Grants Round 2 Recommendations"*
- (b) endorse the Major Grant Recommendations March 2016 (Appendix A)*
- (c) endorse the transfer of \$30,000 from the 2015/2016 Sports Field Maintenance Funding Program budget to the Community Grants Program 2015/16 and*
- (d) endorse the transfer of \$30,000 from the 2015/2016 the Community Partnership Funding Program budget to the Community Grants Program 2015/16.*

Ordinary Meeting 29 January 2015 – Council Resolution OM15/5

That Council:

- (a) receive and note the report titled "Community Grants and Partnership Funding Review 2014"*
- (b) endorse Option 1 for Council support to community organisations for 2015/16 and beyond*
- (c) endorse multi-year funding under the Community Partnership Funding Program to provide funding for periods of up to 3 years*
- (d) note "Community Grants Program and Community Partnership Funding Program Review Report" (Appendix A)*

Ordinary Meeting 22 May 2014 – Council Resolution OM14/68

That Council:

- (a) receive and note the report titled "Funding Programs for Community Partnerships 2014/2015"*
- (b) note the revised Community Partnership Funding Program guidelines (Appendix A) to provide one year of funding for the 2014/2015 financial year*
- (c) note the newly established Environment Levy Partnerships and Grants Program Guidelines (Appendix B) for the allocation of Environment Levy funding (incorporating Landholder Environment Grants, Partnerships and Grants), with the Partnerships component to open for funding for the 2014/2015 financial year*
- (d) note funding for community-managed public pools to be administered via individual agreements outside of the Community Partnership Funding Program through existing operational budget within the Community Facilities and Planning Branch*
- (e) note the revised Community Grants Program guidelines (Appendix C)*
- (f) refer the Community Partnership Funding Program proposed budget (\$1,017,248) to the June 2014 budget deliberations for 2014/2015 and*
- (g) request the Chief Executive Officer conduct a review of the Community Partnership Funding Program and Community Grants Program in 2014 considerate of council's new Corporate Plan 2014 – 2019 and State and Federal funding opportunities not for profit community organisations and report back to Council in December 2014 with recommendations for future programs in the 2015/2016 financial year and beyond.*

Ordinary Meeting 20 June 2013 – Council Resolution OM13/109

That Council:

- (a) *receive and note the report titled “**Community Grants Policy**”*
- (b) *adopt the Community Grants Policy (Appendix A)*
- (c) *note the Community Grants Guidelines (Appendix B) as amended by (f) below to implement the Community Grants Policy*
- (d) *adopt the Mayoral and Councillor Discretionary Funding Policy as amended (Appendix C)*
- (e) *note the Mayoral and Councillor Discretionary Funding Program Guidelines (Appendix D) and*
- (f) *amend the grants guidelines to include a clause that stipulates that each program is subject to annual budget allocations.*

Related Documentation

Related documentation includes funding agreements with successful community organisations.

Relevant policy and strategy documents include:

- *Local Government Regulation 2012*
- *Local Government Act 2009*
- *Statutory Bodies Financial Arrangements Act 1982*
- *Sunshine Coast Social Strategy 2015*
- *Sunshine Coast Regional Economic Development Strategy 2013-2033*
- *Community Grants Policy (2013)*
- *Community Grants Guidelines (2013)*
- *Cultural Development Policy (2012)*
- *Sunshine Coast Aquatic Plan 2011-2026*
- *Sunshine Coast Sport and Active Recreation Plan 2011-2026*
- *Sunshine Coast Access and Inclusion Plan 2011-2016*
- *Sunshine Coast Positive Ageing Strategy 2011-2016*
- *Sunshine Coast Reconciliation Action Plan 2017-2019*
- *Community Land and Complimentary Commercial Activity Policy (2011)*
- *Public Art Policy (2011)*
- *Sunshine Coast Social Infrastructure Strategy (2011)*
- *Sunshine Coast Youth Strategy 2010-2015*
- *Sunshine Coast Domestic Animal (Cats and Dogs) Management Strategy 2014-2020*
- *Asset Management Policy (2010)*
- *Events Policy (2010)*
- *Heritage Levy Policy (2010) and*
- *Community Engagement Policy (2009).*

Critical Dates

The next Major Grants round under the Community Grants Program will open in July 2017 and close in August 2017.

Implementation

Following endorsement of this report, notification of outcomes will take place. Funding will be distributed during May and June 2017, following receipt of invoice and signed conditions of agreement.

8.5.2 SUNSHINE COAST MULTICULTURAL ACTION PLAN 2017-2020

File No: Council Meeting
Author: Development Officer
Community Services Department
Appendices: App A - Sunshine Coast Multicultural Action Plan 2017 - 2020
..... 391 [↓](#)

PURPOSE

The purpose of this report is to present the Sunshine Coast Multicultural Action Plan 2017-2020 to council for consideration and adoption (provided as Appendix A).

EXECUTIVE SUMMARY

The Sunshine Coast has a diverse and growing multicultural population. One in every five people are born overseas representing 156 countries, 45 faiths and 96 languages. From 2006 to 2011 10,336 people arrived from overseas making an average of 2,067 new migrants per year.

A goal of the Sunshine Coast Council Corporate Plan 2017-2021 is the attainment of “A strong community – In all our communities, people are included, treated with respect and opportunities are available to all”. In response to this aim the Social Strategy identifies a number of initiatives; specifically initiative 3.2 “Develop actions and partnerships which recognise, value and support people from a culturally and linguistically diverse background.”

In response to this initiative, council applied and received funding in November 2015 through the Celebrating Multicultural Queensland Grants Program to deliver the Multicultural Conversations project. The purpose of the project was to engage with the multicultural sector and community to develop a Multicultural Action Plan for our region.

The project was implemented over four phases:

- the development of the community engagement plan in partnership with the multicultural sector
- the mapping of the local Multicultural community service sector during three months of community engagement activities
- the hosting of a multicultural sector forum and community showcase and
- the drafting of a regional action plan.

The resultant Multicultural Action Plan 2017-2020 (the Plan) has been a collaborative effort with all levels of government, non-government organisations, community and social groups and individuals working together to deliver the Plan.

The Plan identifies a regional direction with actions that enhance the social cohesiveness of our community, recognising, valuing and supporting people from a multicultural background while striving to create equal opportunities for all.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Sunshine Coast Multicultural Action Plan 2017-2020”
- (b) adopt the Sunshine Coast Multicultural Action Plan 2017-2020 (Appendix A) and

- (c) authorise the Chief Executive Officer to make minor amendments as required to finalise the Sunshine Coast Multicultural Action Plan 2017-2020.

FINANCE AND RESOURCING

The Sunshine Coast Multicultural Action Plan 2017-2020 is intended to be delivered over a three year period with external partners.

All but one action detailed in the Plan are expected to be delivered as core business of council and within existing budgets and human resources.

Action 1.1 "Prepare a migrant's kit for new arrivals to our community" is dependent on additional funding. A funding application has been submitted to the Celebrating Multicultural Queensland Grants Program for \$21,900.00 to support the delivery of this project. If successful in this application the project will be delivered with external partners.

CORPORATE PLAN

Corporate Plan Goal:	<i>A strong community</i>
Outcome:	2.2 - Resilient and engaged communities
Operational Activity:	2.2.1 - Implement prioritised actions as identified in the Sunshine Coast Social Strategy 2015

CONSULTATION

Portfolio Councillor Consultation

- Cr Jenny McKay – Portfolio Councillor for Community and Environment

Internal Consultation

Internal consultation was undertaken with the following councillors:

- Mayor Mark Jamieson
- Cr Rick Baberowski
- Cr Tim Dwyer
- Cr Peter Cox
- Cr John Connolly
- Cr Christian Dickson
- Cr Ted Hungerford
- Cr Jason O'Pray
- Cr Steve Robinson
- Cr Greg Rogerson

Internal consultation was undertaken with the following Branches:

- Economic Development
- Community Relations

The comments received have informed the Plan.

External Consultation

The following organisations have contributed as partners in the Multicultural Conversations project actively participating as a working group to plan and deliver the Multicultural Action Plan.

- Nambour Community Centre
- Primary Health Network

- Anti-Discrimination Commission Queensland
- University of the Sunshine Coast
- TAFE East Coast
- Maroochy Neighbourhood Centre
- Caloundra Community Centre
- Maleny Community Centre
- Diversicare
- Carers Queensland
- Buddies Refugee Support Group
- Volunteering Sunshine Coast
- Department of Human Services
- Department of Social Services

There were four phases involved in development of the Plan.

1. Forming external partnerships – involved collaborating with community partners who provide services, projects, programs and activities for multicultural clients and planning engagement activities with them. Sector consultation identified five key themes of concern which guided the community engagement strategy:
 - Economic Opportunities
 - Health and Wellbeing
 - Social Inclusion and Exclusion
 - Education
 - Racism and Discrimination
2. Understanding challenges – included connecting with the sector and people from a diversity of cultural backgrounds gathering comprehensive data.
3. Developing responses – involved hosting of a Multicultural Sector Forum and Community Showcase, which brought together government agencies, peak bodies, community organisations and community members to consider engagement outcomes and exchange information to inform the development of the Plan.
4. Formulating the Multicultural Action Plan – included using the outcomes from the earlier phases to develop a framework and refine the actions.

The working group agreed that to enhance the social cohesiveness of our community the Plan needed actions that recognise, value and support the multicultural community on the Sunshine Coast. For example, equal and inclusive economic and social opportunities, leadership and capacity building, organisational development, advocacy and education around the value of diversity.

The development of the Plan was funded with a \$17,500 grant from the Department of Communities, Child Safety and Disability Services through the Celebrating Multicultural Queensland Grants Program.

Community Engagement

The key community engagement activities included:

- An online survey with 275 responses
- A series of eight group conversations were held at various locations across the Sunshine Coast
- 20 one-on-one interviews and six video stories
- Sector Mapping to identify existing level of service delivery, strengths, gaps and opportunities within the multicultural sector
- Pop-up information stalls at Harmony Day and citizenship ceremonies
- Sunshine Coast Multicultural Forum with over 100 people in attendance

- Community Showcase with over 70 community representatives in attendance Through these community engagement activities a total of 672 people were engaged. Engagement findings identified that respondents have:
- experienced direct racial discrimination resulting in health and wellbeing concerns
- a strong desire for more opportunities to celebrate diversity and connect
- experienced additional difficulty accessing information, housing and employment because of language barriers and indirect systemic discrimination.

Key suggestions to address these findings included the development of information packs for new arrivals, diversity education for community and businesses, and programs to increase capacity for economic opportunities. Respondents also felt it was important to promote and showcase stories of migrants, including their historical and current contribution to the Sunshine Coast.

PROPOSAL

The Sunshine Coast Council Corporate Plan 2017-2021 and the Sunshine Coast Social Strategy 2015 outline the following goal “A strong community – In all our communities, people are included, treated with respect and opportunities are available to all”. In response to this aim the Social Strategy identifies a number of initiatives. A specific initiative is to “Develop actions and partnerships which recognise, value and support people from a culturally and linguistically diverse background.”

The Sunshine Coast has a diverse and growing multicultural population. One in every five people are born overseas representing 156 countries, 45 faiths and 96 languages.

In November 2015, Council received funding through the Celebrating Multicultural Queensland Grants Program to deliver a Multicultural Conversations project with the purpose of engaging broadly and developing a Multicultural Action Plan for our region.

The intent of the Plan is to recognise, respect and embrace multicultural diversity, and to strive to strengthen the resilience, prosperity and growth of a shared future for the Sunshine Coast.

The following five principles will guide the implementation of the Plan.

1. Respect and recognition - recognise that diversity enriches our community.
2. Access to services and resources - equal access to appropriate services and resources and to economic and life opportunities.
3. Inclusive community - everyone has the opportunity to participate and contribute equally and in productive ways.
4. Collaborative approach - multicultural initiatives respond, as part of an integrated, collaborative and problem solving approach to current and future cultural diversity.
5. Ongoing engagement - council and its partners continue to engage with community to ensure the action plan is effective.

The Multicultural Action Plan will focus the delivery of actions through three priority areas.

1. Valuing cultural diversity

Acceptance and recognition of diversity enriches experiences for people from a multicultural background. Taking steps to settle and engage new residents and visitors in a manner that makes them welcome and connected to the Sunshine Coast community builds a sense of belonging.

2. Accessing opportunity

The fostering of relationships, building of business networks and involvement in business events provides for improved skills and career opportunities. The promotion and effective involvement of people from a multicultural background in these activities supports a prosperous future for all.

3. Enabling contribution and participation

Expanding knowledge and fostering an environment that enables people from a multicultural background to actively contribute and participate in community life strengthens the cohesiveness of our community. It improves the resilience of the community to respond to diversity issues and develop effective local responses

The development of the Plan has been facilitated through consistent building of relationships within the community and partnerships within the sector. The Plan will support ongoing partnerships and multicultural initiatives through a coordinated commitment to ongoing projects, programs and events for the region. The Plan can also be used to leverage further funding for both council and its partners.

The Multicultural Action Plan complements the significant range of activities that already contribute to building social cohesion through existing council policies, strategies and plan.

Legal

- Australian Human Rights Commission Act 1986
- Multicultural Recognition Act 2016
- Anti-Discrimination Act 1991
- Queensland Local Government Act 2009 Section 4(2) provides a clear role for local government to support social cohesion, equity and multiculturalism.

Policy

The Multicultural Action Plan 2017-2020 articulates council's commitment to people from a culturally and linguistically diverse background living on the Sunshine Coast, and is consistent with the intent of council's existing policy positions.

Relevant Sunshine Coast Council Policies include:

- Cultural Development Policy 2012
- Access and Inclusion Policy 2011
- Events Policy 2010

Risk

Without the adoption of the Plan, council does not have a strategic position regarding its commitment to people of culturally and linguistically diverse background, which is a key initiative of the Sunshine Coast Social Strategy 2015.

Previous Council Resolution

Ordinary Meeting 20 April 2017

That item 8.3.1 lay on the table until the May 2017 Ordinary Meeting.

Related Documentation

- Multicultural Queensland Charter
- Corporate Plan 2017 – 2021
- Social Strategy 2015
- Sunshine Coast Heritage Plan 2015 – 2020
- Sunshine Coast Reconciliation Action Plan 2017 – 2019
- Sunshine Coast Regional Economic Development Strategy 2013 - 2033

Critical Dates

Council received funding through the Celebrating Multicultural Queensland Grants Program to develop a Multicultural Action Plan for our region.

The next reporting period is 1 January 2016 to 23 March 2017. The acquittal report is due by 4 May 2017.

Implementation

If adopted, council officers and external partners would progress the identified actions noted within the Multicultural Action Plan. Each action has an identified responsibility and timing associated to guide its implementation.

8.5.3 COMMUNITY LAND AND COMPLEMENTARY COMMERCIAL ACTIVITY POLICY REVIEW

File No:	Council Meetings
Author:	Manager Community Response Community Services Department
Appendices:	App A - Draft Community Land and Complementary Commercial Activity Policy 419 ↓
Attachments:	Att 1 - Current Community Land and Complementary Commercial Activity Policy 427 ↓

PURPOSE

This report responds to Council resolution OM16/119 from the July 2016 Ordinary Meeting, that sought *inter alia* a review of Council's Community Land and Complementary Commercial Activity Policy and a further report to Council be provided following the review.

EXECUTIVE SUMMARY

At the July 2016 Ordinary Meeting, Council officers presented the independent findings of the Community Land Permits Best Value Service Review undertaken by Orion Consulting Network.

In response, Council resolved to endorse the recommendations of Community Land Permits Best Value Service Review, and sought a review of the Community Land and Complementary Commercial Activity Policy, and that the findings of the review be the subject of a further report to Council. This Policy review has now been completed by Council officers in conjunction with an Officer/Councillor Working Party, noting that the review also took into consideration Item 71 of the Organisation Improvement Plan relating to flexible footpath trading in the hinterland area of the Sunshine Coast.

The current Community Land and Complementary Commercial Activity Policy (Attachment 1) was adopted by Council in April 2011. The existing Policy defines two types of permits available for commercial use of community land, including:

- 'High-use / high-impact' permits for commercial activities that have a higher intensity of use and/or are located in high profile areas and therefore may have a more significant impact on the use of community land; and
- 'Low-use / low-impact' permits for commercial activities that are not considered 'high-use / high-impact', and where activities will have a lesser intensity of use, including fitness classes, itinerant food vendors and activities conducted by not-for-profit organisations.

The adoption of the policy in 2011 saw the introduction of an Expression of Interest (EOI) process for High-use / high-impact permits every three (3) years and the introduction of Council endorsed permit fees. The first EOI process was completed in 2013 and was well supported by local businesses as it ensured a fair and equitable process, with an appropriate charging regime. It also resulted in a significant improvement in the way in which permits had been previously issued Two (2) EOI processes have been completed since the adoption of the policy in April 2011. Given the completion of two (2) EOI processes, the review of the Policy was considered to be timely in an effort to establish the effectiveness of the EOI process for High-use / high-impact permits.

In reviewing the Community Land and Complementary Commercial Activity Policy (Appendix A), it was identified that commercial use of council-controlled land extended beyond the activities currently included in the policy (High-use / high-impact and Low-use / low-impact activities). As such, all commercial use of public land has been taken into consideration in developing the revised Policy, including outdoor dining and goods on footpath.

As part of the review process existing processes, relevant legislation and current fees and charges for all types of commercial use of council-controlled land were considered, including high-use / high-impact activities, low-use / low-impact activities, outdoor dining and goods on footpath in an effort to ensure a consistent approach relating to the use of public land for commercial activities and an appropriate charging regime.

The review process also included the establishment of an Officer/Councillor Working Group comprising of Councillors Dwyer, Connolly, O'Pray and Rogerson. These Working Group meetings discussed a standardised regulatory fee to appropriately support business on the Sunshine Coast, while also ensuring community safety and amenity through the provision of a local law approval to conduct commercial activities on community land.

The review identified four (4) recommendations for Council's consideration.

OFFICER RECOMMENDATION

That Council:

- (a) **receive and note the report titled "Community Land and Complementary Commercial Activity Policy Review"**
- (b) **adopt the Community Land and Complementary Commercial Activity Policy (Appendix A) and**
- (c) **endorse the proposed implementation plan contained in the Implementation section of this report.**

FINANCE AND RESOURCING

The finance and resourcing associated with the review of the Community Land and Complementary Activity Policy, has been funded within the adopted Community Services Response Services Branch 2016/17 operational budget.

Based on the current adopted fees and charges, the projected revenue for commercial use of community land activities in the 2017/18 Financial Year for high-use / high-impact activities, low-use / low-impact activities, outdoor dining and goods on footpath is approximately \$277,000. This is based on the current number of permit holders and invoices issued for the 2016/17 Financial Year.

CORPORATE PLAN

Corporate Plan Goal:	<i>Service excellence</i>
Outcome:	4.1 - Respecting and valuing our customers
Operational Activity:	4.1.5 - Administer and review council's local laws and relevant State legislation in a manner that supports council's economic, community and environmental goals for the region and is consistent with statutory obligations

CONSULTATION

Portfolio Councillor Consultation

- Councillor McKay, Portfolio Councillor for Community and Environment

Internal Consultation

Consultation was undertaken with the following internal stakeholders:

- Councillor Working Group (comprising of Councillor T Dwyer (Division 2), Councillor J Connolly (Division 4), Councillor J O'Pray (Division 8) and Councillor G Rogerson (Division 10))
- Mayor and Divisional Councillors
- Manager Community Response
- Team Leader Events and Activities on Community Land, Community Land Permits Team
- Team Leader Major Events and Commercial Use Permits, Community Land Permits Team
- Solicitor, Legal Services
- Chief Legal Officer, Legal Services
- Coordinator Strategic Property, Commercial Branch

External Consultation

External consultation was not undertaken in the development of this report.

Community Engagement

Community engagement was not undertaken in the development of this report.

PROPOSAL

At its Ordinary Meeting in July 2016, Council resolved to *'note that Council's Community Land and Complementary Commercial Activity Policy will be reviewed and will be the subject of a further report to Council'*. This Policy review has now been completed by Council officers, noting that the review also took into consideration Item 71 of the Organisation Improvement Plan relating to flexible footpath trading in the hinterland area of the Sunshine Coast.

Approvals for the use of community land for commercial purposes is administered in accordance with Council policy, local laws and other relevant legislation.

Appropriate use of community land is considered in conjunction with existing policies and procedures by providing a permit regime. This permit regime is designed to:

- align with Council's vision and strategic direction
- support local businesses
- encourage tourism and events
- comply with requirements of Council's local laws and relevant legislation
- ensure the safety of the community
- address possible risk to Council
- sustain the region's infrastructure and
- protect community land for use by the community.

The independent findings of the Community Land Permits Team Best Value Service Review found that the team is highly regarded across the board with significant improvements being put in place to develop stakeholder relationships. In addition, the review found that there is an appropriate balance between community and permitted usage.

In reviewing the Community Land and Complementary Commercial Activity Policy, it was identified that commercial use of council-controlled land extended beyond the activities currently included in the Policy (high-use / high-impact and low-use / low-impact activities). As such, all commercial use of public land has been taken into consideration in developing the revised Policy, including outdoor dining and goods on footpath.

Council officers have conducted a review of existing processes, relevant legislation and current fees and charges for all types of commercial use of council-controlled land, including high-use / high-impact activities, low-use / low-impact activities, outdoor dining and goods on footpath, in an effort to ensure a consistent approach relating to the use of public land for commercial activities and an appropriate charging regime.

All recommendations contained in this report have been discussed with Divisional Councillors and those Councillors involved in the Councillor Working Group.

The following four (4) recommendations resulted following the review of the Community Land and Complementary Commercial Activity Policy and are provided for Council consideration:

Recommendation 1: All permits issued for commercial use of council-controlled land be incorporated into a revised policy to ensure a consistent approach to the use of public land for such activities.

Response: Currently, Footpath Trading (Outdoor Dining and Goods on Footpath) is excluded from the Community Land and Complementary Commercial Activity Policy as these activities were managed under different permit arrangements. However, through this review process it was evident that these activities are commercial use of community land. Council officers are of the opinion that the categories of commercial use within the Community Land and Complementary Commercial Activity Policy be extended to include outdoor dining and goods on footpath in an effort to provide a consistent approach to the use of public land for commercial activities. This recommendation is supported by the majority of Councillors involved in the Councillor Working Group.

Recommendation 2: That the Expression of Interest process relating to the issuing of permits for High-use / high-impact activities continue so as to provide a fair and equitable process, and an affordable charging regime, that supports local businesses.

Response: The adoption of the Policy in April 2011 saw the introduction of a new Expression of Interest (EOI) process for High-use / high-impact permits every three years and the introduction of permit fees. The first EOI process was completed in 2013. This new process resulted in a significant improvement to the way in which permits had been previously issued. The EOI process ensures a fair and equitable process that is supported by local businesses, with the inclusion of an affordable charging regime. As such, Council officers recommend that this EOI process continue for High-use / high-impact activities in an effort to provide a consistent approach in the allocation of land for High-use / high-impact activities.

Recommendation 3: That fees and charges for footpath trading (outdoor dining and goods on footpath) remain unchanged given the current charging regime provides a consistent approach to use the public land by businesses across the Sunshine Coast region.

Response: Officers have considered the current fee structure for Footpath Trading activities (outdoor dining and goods on footpath), in relation to Item 71 of the Organisation Improvement Plan relating to a flexible fee structure for the hinterland area of the Sunshine Coast (west of the M1 Highway). Currently the fees and charges for Footpath Trading are as follows:

Outdoor Dining

- Application fee = \$399.00
- Annual renewal fee = \$115.00
- Outdoor dining annual rental fee for 12 square metres or less = \$97.00
- Outdoor dining annual rental fee per additional square metre above 12 square metres = \$97.00 per square metre.

Goods on Footpath

- Application fee = \$399.00
- Annual renewal fee = \$115.00
- Goods on footpath annual rental fee for 6 square metres or less = \$97.00
- Goods on footpath annual rental fee per additional square metre above 6 square metres = \$97.00 per square metre.

A review of Council's charging regime for Footpath Trading was undertaken by Council in 2014 in an effort to introduce a standardized charging regime across the Sunshine Coast region. The abovementioned application and renewal fees are based on cost-recovery and cover the costs associated with assessing new applications, renewing permits, undertaking a site visit and installation of boundary markers. The introduction of the annual rental fees in 2014 considered an affordable option for all businesses wishing to trade on public land. A review of existing permit holders and the permitted trading areas indicates that permit holders are charged annual rental fees of no more than \$97.00 per year. This is considered to be affordable and therefore it is not recommended that any changes be introduced to Council's Footpath Trading fees.

Recommendation 4: Provision for roving permits to support surf based businesses, i.e. learn to surf lessons, within the high-use / high-impact category of commercial use, that rely on weather conditions to undertake their business on council-controlled land.

Response: Currently approved locations for surf based businesses is limited to one location per permit holder, unless the business has been successful in obtaining an additional permit to operate at an alternative location.

Matters pertaining to roving permits was highlighted during Officer/Councillor Working Group discussions and therefore has been included for consideration as part of the review of the Community Land and Complementary Commercial Activity Policy.

It should be noted that Council considered the provision of roving permits as part of its 2013 High-use / high-impact Commercial Use of Community Land application process. During this time Councillors raised the following concerns in relation to proposed locations for roving permits:

- potential conflict and/or impacts placed on existing businesses (current permit holders) given locations included existing approved permit locations; and
- potential safety implications associated with some of the proposed locations.

In re-considering the provision of roving permits, the Officer/Councillor Working Group determined that the ability to rove to other locations was not about providing additional locations, but more about providing flexible arrangements for existing permit holders.

While roving permits supports local business and provides existing permit holders with alternative locations to undertake their business operations, this type of permit does have the potential to result in the following implications:

- multiple permit holders operating from the same location at any given time, particularly when activities such as 'learn to surf lessons' relies on a particular wind condition e.g. a north facing beach
- increased risk to community safety as a result of various permit holders operating from already high demand locations
- increased commercial use of community land and inability to protect community land for use by the community
- conflict and/or impacts placed on permit holders approved to operate at a set location and
- inability to successfully manage the use of public land in conjunction with other approved activities, such as major events and weddings.

Given the difficulty in managing and administering processes to mitigate the abovementioned implications, Council officers are of the opinion that roving permits should not be supported at this time. However, it is recommended that the option of roving permits be involved in the review of activities and locations as part of the 2019 High-use / high-impact commercial use of community land application process in 2018, in accordance with Council's revised Community Land and Complementary Commercial Activity Policy.

Legal

Council has a responsibility to ensure that any activity on public land is approved in accordance within statutory frameworks for the issuing of permits, including local laws endorsed by Council and relevant gazetted State Government legislation.

Policy

Council is committed to protecting community land for the use of the community. Commercial use, which includes uses by not-for-profit organisations, of community land can benefit the community and at times add value to the land being used. Council determines what areas of land can be used for commercial use in accordance with the draft Community Land and Complementary Commercial Activity Policy (Appendix A).

Other related policies include the Regional Economic Development Strategy 2013-2033.

Risk

Should Council determine not to endorse the recommendations as outlined in this report, this presents the following risks to Council:

Risk	Mitigation Strategy
Improvements and recommendations outlined in review are not adopted.	Council endorse the improvements and recommendations in order to provide a consistent approach to the use of council land for commercial activities.

Previous Council Resolution

21 July 2016 – Ordinary Meeting (OM16/119)

That Council:

- (a) *receive and note the report titled "Community Land Permits Team Best Value Service Review"*
- (b) *note the recommendations and outcomes of the Best Value Service Review (Appendix A)*
- (c) *note that Council's Community Land and Complementary Commercial Activity Policy will be reviewed and will be the subject of a further report to Council*
- (d) *note that the Community Land Permits applications will be included in the early stages of the rollout of Council's online interface for application forms*
- (e) *note the development of a Sunshine Coast events calendar as an internal resource shared between internal and external stakeholders in conjunction with Council's Information Communication Technology Services Branch and as identified in the Organisation Improvement Plan*
- (f) *refer for Council's consideration to Budget Review 1 salary costs totalling \$75,387 per annum associated with an additional permanent Level 5 Officer (FTE) in the Community Land Permits Team who will be responsible for issuing permits and providing support for major events and high use activities and*

- (g) *endorse the commencement of self-assessment for low risk community events such as small weddings and street stalls undertaken by not-for-profit organisations in conjunction with the completion of Recommendation (c) above.*

Related Documentation

Related documentation associated with this report includes:

- draft Community Land and Complementary Commercial Activity Policy
- Regional Economic Development Strategy 2013-2033
- Open Space Strategy 2011
- Council local laws
- *Local Government Act 2009* and
- *Land Act 1994*

Critical Dates

It is expected that implementation of the recommendations outlined in this report will be delivered within the 2017/18 Financial Year and completed by 31 July 2017.

Implementation

If endorsed, Council provide the Chief Executive Officer with the following direction:

Develop Departmental Operational Guidelines pertaining to each of the commercial use activities included in the Community Land and Complementary Commercial Activity Policy including:

- High-use / high-impact activities
- Low-use / low-impact activities
- Outdoor dining
- Goods on footpath.

8.6 ECONOMIC DEVELOPMENT AND MAJOR PROJECTS

Nil

8.7 OFFICE OF THE MAYOR AND THE CEO**8.7.1 ANNUAL OPERATIONAL PLAN 2017-2018****File No:** F2017/14374**Author:** Coordinator Corporate Planning and Performance
Office of the Mayor and Chief Executive Officer**Appendices:** App A - Annual Operational Plan 2017-2018439 [↓](#)

PURPOSE

This report presents the draft Annual Operational Plan for 2017-2018 as required under the *Local Government Act 2009* and the *Local Government Regulation 2012*.

EXECUTIVE SUMMARY

The *Sunshine Coast Council Corporate Plan 2017-2021* (the Corporate Plan) is the organisation's primary strategic planning document, guiding the work program and resource management arrangements for the organisation. The Corporate Plan is supported by a range of other corporate documents. The implementation of the Corporate Plan is addressed each year through Council's Operational Plan.

The proposed Operational Plan 2017-2018 (see **Appendix A**) incorporates the operational activities identified through the annual process of reviewing the Corporate Plan and which are proposed for implementation during the forthcoming financial year.

Each activity included in the proposed Operational Plan is aligned to one of the five strategic goals that frame the Council's strategic direction articulated within the Corporate Plan.

To develop the operational activities for 2017-2018, the following influencers have been considered:

1. The emerging issues, opportunities and challenges prioritised by Council through a range of strategic discussions and workshops, which collectively formed the process for the annual review and development of the Corporate Plan 2017-2021
2. Those 2016-2017 operational activities where implementation extends beyond one financial year
3. Resolutions and commitments of Council since the adoption of the 2016-2017 Operational Plan
4. Implementation plans associated with Council-endorsed strategies and commitments and
5. Statutory and legal obligations on Council.

The Corporate Plan 2017-2021 and draft Operational Plan 2017-2018 have a strong focus on the core services that council delivers to the community. Performance against Corporate Plan goals is publicly reported in Council's Annual Report.

The Chief Executive Officer's Quarterly Progress Report provides an overall summary and detailed reports to inform council and the community on the delivery of core services in Council's corporate plan.

The Operational Plan Activities Report details the implementation status of each operational activity and project in the operational plan covering percentage complete, anticipated completion date and progress commentary.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Annual Operational Plan 2017-2018”
- (b) resolve to adopt the Operational Plan 2017-2018 (Appendix A) and
- (c) authorise the Chief Executive Officer to make minor amendments to the Operational Plan 2017-2018 at Appendix A prior to 1 July 2017 to ensure it remains consistent with any resolutions that Council may adopt prior to the commencement of the 2017-2018 financial year.

FINANCE AND RESOURCING

Preparation of the Operational Plan has occurred within the core operational budget for the Strategy and Coordination branch. The Operational Plan 2017-2018 and the Annual Budget 2017-2018 are complementary documents and are developed in parallel to ensure consistency between commitments in Council's work program and the resourcing allocations determined as part of the annual Budget

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*

Pathway: Information, systems and process underpin quality decisions and enhance customer relationships

Operational Activity: S31 - Governance - providing internal leadership, legal opinion, governance and audit functions ensuring legislative accountability, transparency and ethical obligations are supported

CONSULTATION

Portfolio Councillor Consultation

Engagement of Cr Dwyer in the development of the 2017-2018 Operational Plan has occurred as part of regular scheduled meetings for the Corporate Strategy and Finance Portfolio Councillor and Executive Manager Office of Mayor and CEO.

Internal Consultation

Consultation with Councillors and the Executive Leadership Team occurred primarily through the process undertaken to review and develop the *Sunshine Coast Council Corporate Plan 2017-2021* and in the context of the development of the 2017-2018 Budget. This process includes:

- Identification of major policy and regulatory changes, emerging issues and matters of community interest through an environmental scan;
- identification of existing operational activities extending beyond one year;
- review and inclusion of council resolutions with material financial commitments.

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

Councillors received a specific presentation and briefing on the proposed operational activities for inclusion in the 2017-2018 Operational Plan as part of the budget development process and workshop in April 2017.

External Consultation

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

Community Engagement

There has been no direct external community engagement in respect to the preparation of the Operational Plan 2017-2018.

PROPOSAL

The Operational Plan provides the annual operational activities and identifies corporate responsibilities and resources to support the delivery of the *Sunshine Coast Council Corporate Plan 2017-2021*. It is supported by Council's annual budget which allocates resources for key activities, projects and core service delivery.

Each operational activity proposed in Appendix A aligns with one of Council's strategic goals, these being:

1. A smart economy
2. A strong community
3. A healthy environment
4. Service excellence
5. An outstanding organisation.

In the proposed 2017-2018 Operational Plan, lead responsibility for each operational activity is allocated to a department and a branch of Council. Each area of Council is responsible for delivering their allocated operational activities and reporting on implementation through quarterly and annual reporting processes.

Operational activities are incorporated into departmental business plans and individual performance plans. Each department is responsible for managing the scheduling, delivery, performance and reporting for those activities, projects and services for which they have lead responsibility in line with the commitments and expectations of Council, as well as identifying, managing and monitoring operational risks.

The specific responsibilities and deliverables of each employee that are featured in their performance plans should link directly to one or more actions, projects or services described in the Operational Plan.

Performance Reporting

As per Council's resolution adopting the Sunshine Coast Council Corporate Plan 2017-2021, the corporate plan contains annual measures of performance reported via the Annual Report.

No specific operational performance measures are proposed for the 2017-2018 Operational Plan.

Council receives quarterly reports providing information on implementation of the both corporate and operational plans. The operational plan activities report provides commentary on the progress of each of the operational activities including percentage complete, on-time and on-budget updates. .

Legal

Section 104(5) of the *Local Government Act 2009* and Section 175 of the *Local Government Regulation 2012* set out the requirements and content for an operational plan. The regulation provides that the operational plan must:

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

The proposed Operational Plan 2017-2018 has been prepared consistent with these requirements

Policy

The Operational Plan is based on the *Sunshine Coast Council Corporate Plan 2017-2021* – the organisation's primary strategic planning document that guides the direction, work program and allocation of resources to achieve Council's vision for the region.

Risk

Availability of resources and achieving delivery timeframes are the two identifiable risks associated with adopting the Operational Plan. These risks are managed through the annual budget process and the implementation of the risk management framework. The resourcing of the operational activities is considered by Council in finalising and adopting its 2017-2018 Budget. Council has developed and implemented a risk management framework based on ISO31000 which assists managers and staff to identify, manage and monitor risks associated with implementing the operational activities in the Operational Plan.

Previous Council ResolutionCouncil Resolution (SM16/9)

That Council:

- (a) *receive and note the report titled "Operational Plan 2016-2017"*
- (b) *resolve to adopt the Operational Plan 2016-2017 (Appendix A) and*
- (c) *authorise the Chief Executive Officer to make minor amendments to the Operational Plan 2016-2017 at Appendix A prior to 1 July 2016 to ensure it remains consistent with any resolutions that Council may adopt prior to the commencement of the 2016-2017 financial year.*

Related Documentation

Sunshine Coast Council Corporate Plan 2017-2021.

Critical Dates

The Operational Plan needs to be adopted before the start of the 2017-2018 financial year and prior to Council's adoption of its 2017-2018 Annual Budget (which is scheduled to occur on 15 June 2017).

Implementation

The Council provided the Chief Executive Officer with the following directions: Directors and Branch Managers to incorporate the operational activities into department and branch plans and report progress to Council through the Operational Plan Quarterly Progress report.

9 NOTIFIED MOTIONS**10 TABLING OF PETITIONS**

Petitions only eligible for submission if:

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

11 CONFIDENTIAL SESSION**11.1 PLANNING AND ENVIRONMENT****11.1.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - PROPOSED LAND ACQUISITIONS, UPPER STANLEY AND MARY RIVER CATCHMENTS****File No:** Meeting Management**Author:** Manager Environment and Sustainability Policy
Planning and Environment Department

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

11.1.2 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - PROVISION OF THE SUNSHINE COAST DRAFT LOCAL GOVERNMENT INFRASTRUCTURE PLAN TO THE MINISTER FOR INFRASTRUCTURE AND PLANNING**File No:** Council meetings**Author:** Manager Transport and Infrastructure Policy
Planning and Environment Department

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

11.2 CORPORATE SERVICES

Nil

11.3 INFRASTRUCTURE SERVICES

Nil

11.4 COMMUNITY SERVICES**11.4.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - GOLD COAST 2018
COMMONWEALTH GAMES QUEEN'S BATON RELAY****File No:** Council meeting**Author:** Coordinator Community Planning & Strategy
Community Services Department

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

11.5 ECONOMIC DEVELOPMENT AND MAJOR PROJECTS

11.5.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - BRISBANE ROAD CAR PARK DEVELOPMENT

File No: Council meetings

Author: Project Director (Major Projects)
Economic Development and Major Projects Department

This report is confidential in accordance with section 275 (e) of the *Local Government Regulation 2012* as it contains information relating to contracts proposed to be made by Council.

11.6 OFFICE OF THE MAYOR AND THE CEO**11.6.1 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - QUARTERLY
PROGRESS REPORT - QUARTER 3, 2016/2017****File No:** Statutory Meeting**Author:** Manager Corporate Governance
Office of the Mayor and Chief Executive Officer

This report is confidential in accordance with section 275 (f) *of the Local Government Regulation 2012* as it contains information relating to starting or defending legal proceedings involving the local government.

12 NEXT MEETING

The next Ordinary Meeting will be held on 15 June 2017 in the Council Chambers, Corner Currie and Bury Streets, Nambour.

13 MEETING CLOSURE