

# Agenda

## **Ordinary Meeting**

**Thursday, 25 March 2021**

**commencing at 9:00am**

**Council Chambers, 1 Omrah Avenue, Caloundra**



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## TABLE OF CONTENTS

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ITEM	SUBJECT	PAGE NO
1	DECLARATION OF OPENING .....	5
2	WELCOME AND OPENING .....	5
3	RECORD OF ATTENDANCE AND LEAVE OF ABSENCE .....	5
4	RECEIPT AND CONFIRMATION OF MINUTES .....	5
5	MAYORAL MINUTE .....	5
6	INFORMING OF CONFLICTS OF INTEREST .....	5
6.1	PRESCRIBED CONFLICTS OF INTEREST .....	5
6.2	DECLARABLE CONFLICTS OF INTEREST .....	5
7	PRESENTATIONS / COUNCILLOR REPORTS .....	5
8	REPORTS DIRECT TO COUNCIL .....	7
8.1	SUNSHINE COAST INNOVATE RECONCILIATION ACTION PLAN 2021-2022 .....	7
8.2	COMMUNITY ENGAGEMENT POLICY .....	47
8.3	HONEY FARM SPORT & RECREATION PRECINCT MASTER PLAN .....	127
8.4	FESTIVE SEASON PROGRAM REVIEW .....	183
8.5	CALOUNDRA ADMINISTRATION BUILDING REPURPOSING .....	271
8.6	FEBRUARY 2021 FINANCIAL PERFORMANCE REPORT .....	287
8.7	CONSOLIDATION OF LOCAL LAWS AND SUBORDINATE LOCAL LAWS .....	303
8.8	DELEGATION TO THE CHIEF EXECUTIVE OFFICER .....	311
9	NOTIFIED MOTIONS .....	317
10	TABLING OF PETITIONS .....	319
11	CONFIDENTIAL SESSION .....	321
11.1	CONFIDENTIAL - NOT FOR PUBLIC RELEASE - STRATEGIC LAND ACQUISITIONS, BLI BLI .....	323
12	NEXT MEETING .....	325

**13 MEETING CLOSURE.....326**

**1 DECLARATION OF OPENING**

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

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

That the Minutes of the Ordinary Meeting held on 25 February 2021 be received and confirmed.

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

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

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

**6.2 DECLARABLE CONFLICTS OF INTEREST**

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

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

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

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

**7 PRESENTATIONS / COUNCILLOR REPORTS**



**8 REPORTS DIRECT TO COUNCIL****8.1 SUNSHINE COAST INNOVATE RECONCILIATION ACTION PLAN 2021-2022**

<b>File No:</b>	<b>Council meetings</b>	
<b>Author:</b>	<b>Senior Advisor First Nations Partnerships Economic &amp; Community Development Group</b>	
<b>Appendices:</b>	<b>App A - Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 .....</b>	<b>13</b>
<b>Attachments:</b>	<b>Att 1 - Sunshine Coast Innovate Reconciliation Action Plan 2017- 2019 Implementation Summary Report .....</b>	<b>45</b>

**PURPOSE**

The purpose of this report is to present the draft Sunshine Coast Innovate Reconciliation Action Plan (RAP) 2021-2022 to Council for consideration (provided as Appendix A).

**EXECUTIVE SUMMARY**

Council has had a continued commitment to reconciliation since the adoption of its first Reconciliation Action Plan in 2011. The Sunshine Coast Reconciliation Action Plan 2011-2016 and the Sunshine Coast Innovate Reconciliation Action Plan 2017-2019 have guided Council's reconciliation journey to date.

These Reconciliation Action Plans have set out a vision for regular engagement and support initiatives to enable First Nations people to enjoy social and economic opportunities through the values of respect and equality. The previous Reconciliation Action Plans have also helped establish and promote our reconciliation commitment, protocols and outcomes whilst providing guidance for building respect and promoting social inclusion and equality.

To progress Council's reconciliation journey, the proposed Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 outlines the practical actions Council and its partners will take to foster meaningful partnerships and relationships into the future. Council aims to enhance respect and provide equitable opportunities between the region's Kabi Kabi peoples and Jinibara peoples and the broader First Nations community.

The ongoing operation of the proposed internal and external working groups will be instrumental in the strategic coordination, implementation and review processes of the Reconciliation Action Plan's delivery up to 2022.

## OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Sunshine Coast Innovate Reconciliation Action Plan 2021-2022”
- (b) adopt the Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 (Appendix A)
- (c) authorise the Chief Executive Officer to refer the Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 to Reconciliation Australia for endorsement
- (d) authorise the Chief Executive Officer to make minor administrative amendments to finalise the Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 and
- (e) refer the additional budget request of \$155,000 for consideration in the 2021/22 budget processes.

## FINANCE AND RESOURCING

Council currently has an operating budget for two identified full-time permanent positions in the First Nations Partnerships team and materials and services totaling \$254,177 allocated for 2020/21.

In addition to these direct costs that Council commits to supporting First Nation initiatives, there are many other parts of Council that undertake activities that are not recorded with the first Nations Partnership team. The broader Council support is clearly evident by the list of the sections of Council that have responsibility for the delivery of actions in the attached 2021-2022 Action Plan.

The new initiatives increase Council’s engagement and commitment with the First Nations community. The new Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 deliverables will cost an additional \$77,000 for the financial year 2021/2022.

To support the deeper engagement encompassed in the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 and the development of a Stretch Reconciliation Action Plan for 2022-2024, the First Nations Partnerships team requests consideration for a permanent full-time Level 3 position. This position is to support administration and assist with the rapidly increasing demands from both internal partners and external stakeholders.

A Level 3 full-time position would cost \$78,000 per annum.

A further budget bid will be submitted for 2021/22 to access funds to implement new program actions. In addition to the above, funds may be required by People & Culture to meet the increase requirement for cultural capability training and to conduct a cultural safety audit of all council facilities; and by the Office of the CEO to allocate budget to procure Welcome to Country ceremonies from Traditional Custodians at major events, each year.

## CORPORATE PLAN

**Corporate Plan Goal:** *A strong community*  
**Outcome:** 1.3 - A shared future that embraces culture, heritage, diversity  
**Operational Activity:** 1.3.3 - Development of a new Stretch Sunshine Coast Reconciliation Action Plan.



## CONSULTATION

### Councillor Consultation

The draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 was circulated to all Councillors for discussion and comment during August and September 2020:

- Councillor M Jamieson, Mayor
- Councillor R Baberowski, Community Portfolio Councillor
- Councillor D Law, Community Portfolio Councillor
- Councillor T Landsberg
- Councillor P Cox
- Councillor J Natoli
- Councillor W Johnston
- Councillor C Dickson
- Councillor T Hungerford
- Councillor J O'Pray
- Councillor M Suarez

Councillors were engaged via one-on-one meetings, which provided an opportunity for discussion and feedback on the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022.

### Internal Consultation

Initial internal consultation on the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 was undertaken in early 2019 with representation from all Council groups. Following these initial conversations, the final draft Reconciliation Action Plan was circulated during August 2020 to Council's Executive Leadership Team and to the Council branches who have responsibilities within the draft Reconciliation Action Plan. This consultation sought final review and comment on the draft Reconciliation Action Plan. Feedback was subsequently received from the following:

- Economic and Community Development Group
- Business Performance Group
- Liveability and Natural Assets Group
- Built Infrastructure Group
- Office of the CEO and Office of the Mayor

The comments received through this consultation have informed the finalisation of the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 as presented.

### External Consultation

Between October 2018 and March 2019, consultation to inform the development of the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 was undertaken with the region's Traditional Custodians, the broader First Nations community, government and community stakeholder organisations. This consultation provided the foundation to prepare an initial draft Reconciliation Action Plan.

A workshop was held with the region's Traditional Custodians (Kabi Kabi peoples and Jinibara peoples Native Title groups) in October 2018. These workshops were fundamental

in confirming the direction of the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022. An additional workshop was held with the Traditional Custodians in September 2020. This workshop reconfirmed support from Kabi Kabi peoples and Jinibara peoples Native Title groups for the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022.

Consultation was also undertaken with a range of community and government stakeholder organisations in early 2019 who had Reconciliation Action Plans being implemented at the time. This consultation identified items for further consideration in preparing Council's draft Reconciliation Action Plan, and identified collaboration opportunities moving forward.

Consultation with Reconciliation Australia was undertaken at the start of the drafting process to ensure the most suitable type of Reconciliation Action Plan was selected for the organisation (an Innovate Reconciliation Action Plan). Ongoing consultation from September 2020 has occurred with Reconciliation Australia in review of Council's draft Sunshine Coast Innovate RAP 2021-2022. Each round of draft review can take up to six weeks.

## PROPOSAL

Council values the rich contribution by its First Nations people and their connection to the history, heritage and culture of this region. Council has been committed to reconciliation with First Nations people through the fulfilment of our statutory Native Title and Cultural Heritage obligations, and through the implementation of the Sunshine Coast Reconciliation Action Plan (Reconciliation Action Plan) 2011-2016 and the Sunshine Coast Reconciliation Action Plan 2017-2019.

Council's previous Reconciliation Action Plans have provided a solid foundation for our ongoing commitments to support local First Nations community organisations, programs, events, and the implementation of respectful protocols. It has achieved this in parallel with raising awareness of reconciliation across our local communities. An implementation summary report of the Sunshine Coast Reconciliation Action Plan 2017-2019 is provided as Attachment 1.

Council's next draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 (Appendix A) provides an opportunity for our organisation and community to continue to build its capacity to support and sustain reconciliation outcomes for the region. The draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 commits to advancing reconciliation by deepening meaningful partnerships and relationships, embracing diversity and enhancing respect, and providing equitable opportunities for our First Nations community.

Broadly, Reconciliation Action Plans provide a guide for Council's vision for reconciliation to create social change and economic opportunities for First Nations people. For clarity, Reconciliation Action Plans do not specifically address any Duty of Care or compliance action taken under *The Aboriginal Cultural Heritage Act 2003*. It also does not cover formal agreements such as Indigenous Land Use Agreements (ILUA's) or the like.

Reconciliation Australia are the lead body on reconciliation in the nation. Reconciliation Australia produce Reconciliation Action Plan templates for consideration by organisations, which align under four frameworks, Reflect, Innovate, Stretch and Elevate. Each Reconciliation Action Plan framework sets out the minimum elements required to build strong relationships, respect and opportunities within organisations through designated templates.

The draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 addresses such gaps at an 'Innovate' level, and outlines the practical actions Council and its partners will take to build strong relationships and enhanced respect between the Region's Kabi Kabi peoples, Jinibara peoples, and the broader First Nations community, who play an important role in the social, economic and cultural growth of our Sunshine Coast communities.

**Legal**

Council is legally obliged to meet the requirements of key acts: *The Native Title Act 1993*; *The Aboriginal Cultural Heritage Act 2003*; *The Torres Strait Islander Cultural Heritage Act 2003*; and *The Human Rights Act 2019*. As the Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 does not specifically include legislative or compliance matters within its scope, there are no legal implications relevant to this report.

**Policy**

The draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022 articulates Council's commitment to the Sunshine Coast community. The Reconciliation Action Plan is consistent with appropriate national and state policies and the template options presented by Reconciliation Australia.

**Risk**

Without the adoption of the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022, Council does not have a strategic or coordinated position regarding its commitment to reconciliation.

Failure to properly engage with the First Nations community may expose a higher risk of incidents breaching legislative obligations.

**Previous Council Resolution****Ordinary Meeting 23 March 2017 (OM17/36)**

*That Council:*

- (a) *receive and note the report titled "Sunshine Coast Innovate Reconciliation Action Plan 2021-2022" and*
- (b) *adopt the Sunshine Coast Reconciliation Action Plan 2017-2019 (Appendix A)*
- (c) *refer the Sunshine Coast Reconciliation Action Plan 2017-2019 to Reconciliation Australia for endorsement*
- (d) *refer resource implications for consideration to future budget processes and*
- (e) *authorise the Chief Executive Officer to make minor amendments as required to finalise the Sunshine Coast Reconciliation Action Plan 2017-2019.*

**Ordinary Meeting 20 August 2015 (OM15/136)**

*That Council:*

- (a) *receive and note the report titled "Reconciliation Action Plan Review"*
- (b) *confirm its commitment to building strong relationships with the Traditional Owners of the Sunshine Coast*
- (c) *endorse Option 3 in relation to the extension of Council's Reconciliation Action Plan activities, and*
- (d) *refer the resource implications of Option 3 to Council for consideration as part of the 2015/2016 budget review processes.*

**Ordinary Meeting 7 December 2011 (OM11/302)**

*That Council:*

- (a) *receive and note the report titled "Sunshine Coast Reconciliation Plan 2011-2016"; and*
- (b) *adopt the "Sunshine Coast Reconciliation Action Plan 2011-2016" (Appendix A) as amended.*

**Ordinary Meeting 26 October 2011 (OM11/257)**

*That Council:*

- (a) *receive and note the report titled "Draft Sunshine Coast Council Reconciliation Action Plan 2011-2016"; and*
- (b) *endorse the Draft Sunshine Coast Council Reconciliation Action Plan 2011-2016 (Appendix A) for community consultation.*

**Related Documentation**

- Sunshine Coast Reconciliation Action Plan 2017-2019
- Sunshine Coast Corporate Plan 2021-2025
- Sunshine Coast Community Strategy 2019-2041

**Critical Dates**

With the expiration of the Reconciliation Action Plan 2017-2019, a new action plan is required to guide officers and key stakeholders regarding Council's position on reconciliation matters.

**Implementation**

If adopted, officers will progress the identified actions noted within the draft Sunshine Coast Innovate Reconciliation Action Plan 2021-2022. The ongoing operation of the internal and external working groups will be instrumental in the strategic coordination, implementation and review processes of the document's delivery.

**8.2 COMMUNITY ENGAGEMENT POLICY**

**File No:** Council Meetings

**Author:** Community Development and Engagement Lead  
Economic & Community Development Group

**Appendices:** App A - Draft Community Engagement Policy .....57

**Attachments:** Att 1 - Community Engagement: Excellence in Engagement Framework.....61  
Att 2 - Community Engagement Action Plan ..... 123

**PURPOSE**

The purpose of this report is to present the draft Community Engagement Policy to Council for consideration and adoption (Appendix A).

**EXECUTIVE SUMMARY**

Council’s current position on community engagement is through the Community Engagement Policy (2009) and supporting Framework and Toolkit (2012). With the advancement of Council’s commitment and aspirations towards excellence in engagement, a renewed draft Community Engagement Policy (Policy) (Appendix A) and supporting Community Engagement: Excellence in Engagement Framework (Framework) (Attachment 1) and Community Engagement Action Plan (Action Plan) (Attachment 2) have been developed.

The draft Policy provides clarity on how Council will fulfil its commitment to engaging with the community. The Policy positions community engagement as an embedded component of Council’s regular business practice. It seeks to establish a culture of excellence in engagement which delivers genuine, inclusive, fit-for-purpose and transparent community engagement activities and outcomes.

The Policy recognises that community engagement must always be tailored and reflective of objectives and circumstances, including legislative obligations. As such, the Policy is underpinned by a suite of principles, where engagement is *inclusive, innovative, well-planned, collaborative* and *transparent*.

The Policy also specifies that Council’s community engagement approach is guided by the International Association for Public Participation (IAP2) framework, in recognition that IAP2 is a world-class leader in the engagement of communities. This includes the adoption of the IAP2 spectrum for community engagement, which provides a methodology for determining what level of influence a community has over a decision and therefore what level of engagement is appropriate.

Research has found that meaningful community engagement not only leads to better informed decision-making, but also a building of confidence, relationships, trust and mutual respect between communities and governing bodies. The advancement of the proposed Community Engagement Policy is therefore considered essential to achieve this, and to develop and drive a culture of excellence in engagement across the organisation.

**OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled “Community Engagement Policy”**
- (b) adopt the Community Engagement Policy (Appendix A)**
- (c) note the Community Engagement: Excellence in Engagement Framework (Attachment 1), and the Community Engagement Action Plan (Attachment 2), and**
- (d) refer the additional budget request of \$176,000 for consideration in the 2021/22 budget processes.**

**FINANCE AND RESOURCING**

Budget for project-based community engagement activities will be found within individual business area operational project budgets.

Resourcing community engagement

One of the roles of Council’s Community Development and Engagement team is to provide advice and support to other Council teams who are undertaking community engagement activities.

It is proposed that two new Full Time Equivalent (FTE) positions be allocated to the Community Development and Engagement Team at a total cost of \$176,000 per annum. This includes superannuation, leave loading and long service provision.

The allocation of two Full Time Equivalents to community engagement will assist in embedding excellence in engagement across the organisation, while also ensuring that the organisation has the experience and expertise to guide and facilitate effective community engagement outcomes in accordance with the Policy and supporting Framework and Action Plan.

Towards a model for participatory collaboration

As key anchor institutions in the region, Council and the University of the Sunshine Coast, and its collaborative partnership through the SCC/USC Regional Partnership Agreement (2017-2021), seek to mutually implement global best practice in engagement that will grow social capital, expand partnerships, increase local capacity to address complex problems and establish innovative models for community engagement and participation. After extensive research into the elements of good local government and university engagement and collaborative models of excellence in engagement, CityStudio (now in Canada, Australia, UK and Norway) was assessed as a model that could be adapted to incorporate the shared strategic engagement vision of both institutions. CityStudio Sunshine Coast is proposed to be a new engagement hub for connection, community co-creation and changemaking, and will epitomise the vision of the current SCC/USC Regional Partnership Agreement. The CityStudio model is flexible, and is envisioned to be both physical and virtual, tailored to the most suitable format for engagement, and aligning to the strategic goals and community engagement priorities of Council.

CityStudio offers:

- an engagement model that draws anchor institutions together with the community to share knowledge and respond to local challenges collectively
- a proven concept and trusted name in excellent engagement processes
- development of a strategic approach to measuring community impact across the region

- connection with a growing network in government/university/community engagement benchmarking, sharing good practice and contributing to the assessment and development of community engagement globally.

It is envisaged that the recruitment of two Full Time Equivalents as outlined above would coordinate the facilitation of this model of participatory collaboration, as relevant to particular engagement scopes and purposes, to expand Council's excellence in engagement aspirations and deliver on the corporate priority of regular and relevant engagement and collaboration with our community.

#### Community engagement training

Funding for a corporate training offering to skill Council officers on the new Community Engagement Policy and Framework is allocated within the 2020/2021 budget. This training is aimed to build the capacity of Council officers on community engagement, while also ensuring that a consistent methodology is implemented in regards to the Policy and Framework. The current budget allocation would allow up to 25 Council officers to participate in the training, which would involve a four-day training program offering.

Through the Regional Partnership Agreement with the University of the Sunshine Coast, budget has also been allocated for key staff from Council and the University of the Sunshine Coast to undertake a community engagement accreditation program with the International Association for Public Participation (IAP2). The University of the Sunshine Coast has committed to co-fund the cost of the accredited program training with Council in 2020/21. For Council representatives, participation will be targeted to nominated employees, who will subsequently engage in a Community Engagement Internal Community of Practice to support a coordinated and best practice approach to Council's community engagement delivery. This accreditation program will train key staff in best practice community engagement, while also giving them the knowledge and skills to be community engagement champions for the organisation.

The annual core budget allocation of \$50,000 towards Excellence in Engagement operational initiatives remains an ongoing requirement to support engagement capacity building initiatives.

## CORPORATE PLAN

**Corporate Plan Goal:** *A strong community*

**Outcome:** 1.1 - Safe and healthy communities

**Operational Activity:** 1.1.1 - Implement key actions from the Sunshine Coast Community Strategy 2019-2041 Action Plan in collaboration with partners and key stakeholders.

**Corporate Plan Goal:** *Service excellence*

**Outcome:** 4.3 - Regular and relevant engagement with our community

**Operational Activity:** 4.3.1 - Adopt the Excellence in Engagement Framework to guide delivery of coordinated, consistent and contemporary best practice community engagement.

## CONSULTATION

### Councillor Consultation

The draft Policy and supporting Framework were presented to all Councillors for discussion and comment between October 2020 and February 2021. This includes consultation with:

- Councillor D Law - Community Portfolio Councillor
- Councillor R Baberowski - Community Portfolio Councillor
- Councillor M Jamieson - Mayor

- Councillor T Landsberg
- Councillor P Cox
- Councillor J Natoli
- Councillor W Johnston
- Councillor C Dickson
- Councillor E Hungerford
- Councillor J O'Pray
- Councillor M Suarez

Councillors were engaged via a series of one-on-one or small group meetings, which provided an opportunity for discussion and feedback on the draft Policy and Framework. The key themes which emerged from this consultation included:

- That proactive communication should be complementary to all community engagement activities, with an emphasis on effective reach and clear, regular and transparent messaging.
- Capturing a broad demographic spread within engagement activities to ensure that inclusive engagement occurs.

Feedback from this consultation informed the finalisation of the proposed Policy and Framework. In particular, the definition of 'community engagement' and 'communication' has been strengthened within the Policy and Framework, and the five stage process for engagement as contained within the Framework has been reinforced in regards to inclusive and representative engagement.

### **Internal Consultation**

The initial preparation of the draft Policy and Framework was informed by an extensive internal consultation program. This included:

- '80 Interviews' initiative: Key stakeholders from across the organisation with a vested interest or involvement in community engagement were invited to participate in 1:1 interviews to help shape the content and structure of the draft Policy and Framework. This initiative garnered significant input from internal stakeholders and was a key engagement activity in setting the foundations for the draft Policy and Framework.
- Community Engagement Symposia: Following a four-day training course on community engagement for Council officers, the Community Engagement Symposia was a full-day workshop held with training course participants, as well with key stakeholders across Council who are involved in community engagement. The purpose of the symposia was to gain a better understanding of what excellence in engagement means for the organisation, and what values and practices should underpin Council's approach to community engagement in the future.
- CEO Leadership Forum: This forum engaged with leadership across the organisation, and explored the core principles of community engagement as set out by the leaders in community engagement, the International Association for Public Participation (IAP2). The workshop was a key element in establishing Council's position and approach to community engagement.
- Executive Leadership Team Workshop: Council's Executive Leadership Team received a presentation on the draft Community Engagement Policy and Framework and participated in an open forum discussion giving feedback on its objectives and directions.



Following on from the above internal consultation activities, and once draft documents had been developed, the final draft Policy and Framework were circulated during June and July 2020 to all Council Branches, as well as Council's community engagement champions. This consultation sought final review and comment on the draft Policy and Framework. Feedback was subsequently received from 18 Branches across each of the Groups:

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

Feedback received from this consultation was generally positive, and indicated support for the draft Policy and Framework. The key themes that emerged from this engagement, which were subsequently addressed, included:

- The Policy and Framework should clearly differentiate between 'Informing' (communication) and 'Engaging'. The definitions, and the spectrum of community engagement, contained within the Policy and Framework were strengthened as a result of this feedback.
- There is a need for greater operational detail to help in the delivery of community engagement programs. Based on this feedback, the Framework has been reviewed accordingly (Attachment 1), providing a detailed step-by-step guide for Council officers on how to undertake best practice community engagement.
- There was some concern that the Policy could overcommit Council in projects where engagement may not be required, or require more engagement than the statutory minimum. In response to this concern, it was clarified that the Policy recognises that engagement is not necessary on every project. The Policy instead requires that Council's community engagement be well-planned, fit-for-purpose and reflective of objectives and circumstances, including legislative obligations.

### **External Consultation**

The development of the draft Policy and Framework has been informed by external consultation activities held in relation to community engagement. These include:

- Three 'Think Tanks' held in collaboration with the University of the Sunshine Coast, as part of the Regional Partnership Agreement.
- An external consultant was engaged to collaborate in the development of the draft Policy and Framework based on internal feedback, and to consider how the draft Policy and Framework can be improved in light of best practice community engagement. Input and advice from this external consultant informed the finalisation of the draft Policy and Framework.

### **Community Engagement**

The draft Policy and Framework have been informed by a number of community engagement activities. These include:

- The 'Exploring Excellence in Engagement' community engagement pop-up program, which asked the community to have their say on what an engaged community means to them. This campaign was pivotal in defining Council's excellence in engagement approach.

- The 18-month community engagement program to inform the development of the Sunshine Coast Community Strategy 2019-2041. This program identified community engagement preferences of the community, as well as identified issues which matter most to them.
- An online survey held in May and June 2020, which invited the community to provide feedback on their digital preferences for engagement. A total of 704 survey responses were received providing informative qualitative and quantitative data for consideration in the preparation of the draft Policy and Framework.

## PROPOSAL

Community engagement involves any process that invites the community to contribute to decision-making and uses community input to assist in producing better informed decisions, more responsive services and enhanced outcomes.

Through its strategic priorities, highlighted in both the Sunshine Coast Corporate Plan 2020-2024 and Operational Plan 2020-2021, as well as the Sunshine Coast Community Strategy 2019-2041, Council has committed to adopting an excellence in engagement approach to deliver best practice community engagement. The excellence in engagement approach guides our engagement and planning processes, and ensures the delivery of coordinated, consistent and contemporary best practice community engagement in line with the expectations of our community.

With the advancement of Council's commitment and aspirations toward excellence in engagement, a renewed draft Community Engagement Policy (Policy)(Appendix A) has been developed, and is to be read in conjunction with the Community Engagement: Excellence in Engagement Framework (Framework) (Attachment 1), which directs best practice engagement approaches and details processes for the planning and implementation of effective community engagement activities through a five stage process in order to achieve the intent of the Policy. The key activities to deliver on the commitment and aspirations towards excellence in engagement are further defined and articulated in the Community Engagement Action Plan (Action Plan) (Attachment 2).

The draft Policy provides clarity on how Council will fulfil its commitment to engaging with the community and positions community engagement as an embedded component of Council's regular business practice. It seeks to establish a culture of excellence in engagement in order to deliver genuine, inclusive, fit-for-purpose and transparent community engagement activities and outcomes that are relevant and responsive to objectives and need.

The draft Policy recognises that there is no one-size fits-all approach to how community engagement should occur. It is recognised that the planning, execution and evaluation of community engagement activities must be deliberately focused and reflective of objectives and circumstances, including legislative obligations. As such, the draft Policy is underpinned by the following principles:

<b>Inclusive</b>	A range of opportunities and techniques are used to encourage input and address barriers to participation. Opportunities are available for all to have their say on issues that affect them, regardless of age, gender, culture, language, ability, income, location or education.
<b>Innovative</b>	Innovative approaches to engaging with the community are explored and utilised to complement and augment traditional engagement methods in an effort to engender wider interest, participation and broader community views, and which establish an ongoing dialogue with the community, where appropriate.
<b>Well-planned</b>	The planning of community engagement activities is proactive, tailored and coordinated to ensure timely and effective outcomes are achieved.
<b>Collaborative</b>	Collaboration and partnerships are explored and initiated, where appropriate, to assist in delivering better community engagement outcomes and to share skills and knowledge to facilitate ongoing learning and improvement.
<b>Transparent</b>	Community engagement activities are open and clear. Council will carefully consider and accurately represent the community's role and scope for influence in the decision-making process and reflect how community input has influenced decisions or outcomes.

Council's community engagement approach will also be guided by the International Association for Public Participation (IAP2) framework, in recognition that IAP2 is a world-class leader in the engagement of communities. This includes the adoption of the IAP2 spectrum for community engagement, which provides a methodology for determining what level of influence a community has over a decision and therefore what level of engagement is appropriate. The spectrum operates on a scale of involvement from: Inform; Consult; Involve; Collaborate; and Empower.

Research and trends into genuine, inclusive, tailored and transparent community engagement practices describe participatory models of collaboration as evidenced approaches to effectively and authentically engage and involve the community. The Community Engagement Action Plan proposes a key activity to implement the CityStudio Sunshine Coast initiative as a global best practice model in collaborative engagement to grow social capital, expand partnerships, increase local capacity to address complex problems and establish innovative models for community engagement and participation. This innovative initiative will complement the other operational activities as contained within the Action Plan to achieve a comprehensive approach to excellence in engagement.

The outcomes of meaningful community engagement not only lead to better informed decision-making, but also a building of confidence, relationships, trust and mutual respect between communities and governing bodies. The advancement of the proposed Policy and Framework is therefore considered essential to achieve this, and to develop and drive a culture of excellence in engagement amongst Council employees, our partners and contractors.

### Legal

Under the *Local Government Act 2009*, Council has a responsibility to uphold the principle of "democratic representation, social inclusion and meaningful community engagement". A renewed Community Engagement Policy has been prepared to ensure Council effectively meets its obligations under the *Local Government Act 2009*.

There are also a number of other statutory requirements for Council to consult with the community, such as in the development of a new planning scheme or changes to local laws. The proposed Policy is designed to ensure that Council meets or exceeds its statutory requirements to engage with the community.

**Policy**

The adoption of the Community Engagement Policy at Appendix A will supersede Council's current Community Engagement Policy (2009).

The Community Engagement Policy will apply to all internal and external community engagement initiatives undertaken across all facets of Council operations. As such, the Policy will guide all Councillors, Council employees, partners and contractors employed by Council when engaging with the community.

Likewise, the renewed Excellence in Engagement Framework will replace Council's current Community Engagement Framework and Toolkit, developed in 2012. These will be administered by Council's Chief Executive Officer.

**Risk**

The adoption of the draft Policy provides greater clarity and direction on Council's commitment to community engagement. It is anticipated that the adoption of this Policy will increase the transparency of Council's operations and decision-making processes.

**Previous Council Resolution****Ordinary Meeting 6 August 2009 (OM 09/227)**

*That Council:*

- (a) *approve the Community Engagement Policy as detailed in Appendix A, with the following changes:*
  - i. *under the heading "Taskforces and Advisory Panels", the words "established for major strategic issues", be included;*
  - ii. *under the heading "Taskforces and Advisory Panels", the fourth dot point be amended by the removal of the word "or" and the inclusion of the words "or local Councillor", after the words "Portfolio Councillor";*
  - iii. *under Item 2 "Engagement around strategic issues", a new sentence be added at the end of the paragraph "that the local Councillor be kept aware of the status of the strategic issue";*
  - iv. *under the heading "Taskforces and Advisory Panel", after the fifth dot point, add after the word "Secretary", the words "and an officer to support the group"; and*
  - v. *under the heading "Engagement Activities", delete the words "Council will use the full spectrum of engagement activities" and insert the words "Council will recognise the full spectrum of engagement activities".*

**Related Documentation**

- *Local Government Act 2009*
- *Planning Act 2016 and subordinate legislation*
- *Sunshine Coast Community Strategy 2019-2041*
- *Sunshine Coast Council Corporate Plan 2020-2024*
- *Sunshine Coast Council Customer Charter*
- *Sunshine Coast Reconciliation Action Plan*

**Critical Dates**

To ensure the successful delivery of planned training deliverables and action and resource commitments prior to the end of the 2020/21 financial year, processing of these initiatives is required to progress in March 2021.

**Implementation**

Should the recommendation be accepted by Council, the Chief Executive Officer will instruct staff to implement the recommendations within the report and approve the Community Engagement: Excellence in Engagement Framework and Community Engagement Action Plan.

**8.3 HONEY FARM SPORT & RECREATION PRECINCT MASTER PLAN**

<b>File No:</b>	<b>Council Meetings</b>
<b>Author:</b>	<b>Team Leader Sports Planning and Development Economic &amp; Community Development Group</b>
<b>Appendices:</b>	<b>App A - Honey Farm Sport and Recreation Precinct Master Plan (March 2021) ..... 139</b>

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**PURPOSE**

The purpose of this report is to seek Council's endorsement of the Honey Farm Sport and Recreation Precinct Master Plan (Appendix A), and request consideration of additional funds to support implementation.

**EXECUTIVE SUMMARY**

The Honey Farm Sport and Recreation Precinct Master Plan (Plan) provides a vision to create a sport and recreation precinct that promotes Council's vision for a healthy, smart and creative community.

The Precinct is located at 60 Honey Farm Road, Meridan Plains and was formerly a privately owned land holding used for the cultivation of sugar cane. Purchased by Council in 2011, the designation of the site zoning was changed from Rural to Sport and Recreation during the development of the 2014 Sunshine Coast Planning Scheme.

The development of the Plan provides guidance on the long term development of the site, consistent with community demand and expectations. The Plan defines site functions and overall layout for sport and recreation activities so that ad-hoc improvements are avoided. Key recommendations within the Plan identified as a result of extensive analysis and community consultation include the following:

- four rectangular fields (full size football)
- two ovals (full size cricket with eight turf pitches) and cricket practice nets to support Tier 2 cricket events
- shared fields (four rectangular fields with one oval overlay)
- shared clubhouse
- a 1.8km criterium track with two smaller loops
- hardcourt precinct
- indoor sport and recreation centre
- youth activity area / plaza (bike, skate, ninja warrior / parkour, climbing wall)
- children's playground (all ability) adjoining a nature play area and open space
- open space and event space including a fitness trail
- wetlands and water bodies with nature trails
- area for disc golf course
- dog off-leash park.

The adoption of the Honey Farm Sport and Recreation Master Plan will inform Council of future embellishments, staging and budget requirements for implementation.

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

- (a) receive and note the report titled “Honey Farm Sport & Recreation Precinct Master Plan”
- (b) endorse the “Honey Farm Sport & Recreation Precinct Master Plan” (Appendix A) and
- (c) refer an additional allocation of \$6 million between 2026 – 2030 within Council’s 10 Year Capital Works Program to support master plan deliverables.

**FINANCE AND RESOURCING**

Council has previously approved budget allocation of \$3.75 million in the 2020/21 financial year for the commencement of this project. Works currently underway include internal roads sub-base and service connections. Council’s draft Capital Works Program for future years (scheduled for endorsement in June 2021) indicates the following allocations:

Budget Program	2020/21	2021/22	2022/23	2023/24	2024/25	Unscheduled	Total
Sports - Local Government Infrastructure Priority (LGIP) funding	\$3,000,000	\$4,250,000	\$4,500,000	\$3,150,000	\$300,000		\$15,200,000
Recreation - Local Government Infrastructure Priority (LGIP) funding	\$750,000	\$425,000	\$800,000	\$1,150,000		\$648,760	\$3,773,760
Sports – general revenue			\$300,000				\$300,000
Stormwater - Local Government Infrastructure Priority (LGIP) funding		\$500,000	\$500,000				\$1,000,000
							\$20,273,760

Works are planned as follows:

2021/22	Bulk earthworks, drainage and access
2022/23	Construction of District Recreation Park Stage 1 Wetlands construction Turf finish of fields/ovals Field/oval lighting
2023/24	Construction of shared clubhouse Asphalt of roads and car parks to support sports precinct and recreation park
2024/25	Detailed design and approvals for Stage 2

Beyond 2025, staged deliverables currently unfunded include the following elements of the master plan:

- Youth plaza (Stage 2)
- Events / open space (Stage 2)
- Criterium track (Stage 2)
- Recreation / fitness trails (future stage)
- Indoor sport and recreation centre (future stage)
- Hard court precinct (future stage)
- Dog park (future stage).

The elements identified as Stage 2 above have an estimated cost of between \$6 million and \$10 million. These elements are not currently included in Council's draft Capital Works Program. This report recommends that these elements be referred to the upcoming budget process for inclusion within Council's 10 year Capital Works Program. This additional funding will further activate the site and deliver on the vision to create a 'memorable sport and recreation precinct that promotes a healthy, smart and creative community'.

It is important to note that the costs of implementing the above mentioned recommendations are recognised as being beyond the capacity of Council to fund in its own right. The adoption of the Plan provides relevant stakeholders, community groups and Council with a strategic direction to implement improvements in a clear and focused way, and provides a foundation for grant applications and future facilities planning.

## CORPORATE PLAN

**Corporate Plan Goal:** *A strong community*

**Outcome:** 1.5 - A creative culture that supports community cohesiveness, development and wellbeing

**Operational Activity:** 1.5.1 - Implement prioritised actions from the Sunshine Coast Sport and Active Recreation Plan 2011-2026 including the delivery of key projects: Maroochydore Multi Sports Complex (new AFL field), Stage 1 of Caloundra Road Sports Complex, Stage 3 of Sunshine Coast Tennis Centre Caloundra and Reserve 1000 improvements.

## CONSULTATION

### Councillor Consultation

Consultation occurred at key phases throughout the development of the Honey Farm Sport and Recreation Precinct Master Plan:

- Relevant Divisional and Portfolio Councillors were provided project update sessions in July 2019, August 2019 and October 2019
- Meeting held to provide a project overview and 3D fly through of the completed Precinct occurred on the 28 May 2020 with the following Councillors:
  - Councillor T Landsberg (Division 2 Councillor)
  - Councillor R Baberowski (Deputy Mayor)
  - Councillor J O'Pray (Division 8 Councillor; Tourism, Events & Sport Portfolio).
  - Councillor M Suarez (Division 9 Councillor, Environment & Liveability Portfolio)
- Mayor Mark Jamieson and Councillor P Cox (Division 3 Councillor, Environment & Liveability Portfolio) launched the public consultation phase of the project in June 2020
- An on-site meeting with Project Delivery in December 2020 provided an opportunity for relevant Divisional and Portfolio Councillors to view the Precinct prior to development
- Face to face meetings have been scheduled with Councillor P Cox and Councillor J O'Pray to provide an update on the Honey Farm Sport and Recreation Precinct Master Plan prior to Council's Ordinary Meeting on 25 March 2021.

### Internal Consultation

- Parks and Gardens Branch
- Sport and Community Venues Branch



- Design and Placemaking Services Branch
- Environment and Sustainability Policy Branch
- Project Delivery Branch
- Transport and Infrastructure Planning Branch
- Urban Growth Projects Branch
- Environmental Operations Branch
- Civil Asset Management Branch
- Major Projects and Strategic Property Branch
- Property Management Branch
- Development Services Branch
- Community Planning and Development Branch
- Communication Branch.

### **External Consultation**

Interviews were undertaken with targeted key stakeholders representing potential user groups and peak bodies, including:

- Sunshine Coast Churches Soccer Association (SCCSA)
- Caloundra City Soccer Club
- Sunshine Coast Table Tennis Club
- Sunshine Coast Disc Golf Club
- Australian Events
- Queensland Cricket
- Sunshine Coast Cricket Association.

### **Community Engagement**

Engagement with the community and key targeted stakeholders was undertaken from 24 June to 24 July 2020, including distribution of the draft master plan concept design, background information and 3D conceptual fly-through.

Community engagement was undertaken via:

- Online survey available on Council's website; and
- Online comments provided via Council's social media platforms.

The online survey asked respondents to:

- Rank the importance of 10 components of the master plan
- Nominate their level of agreement with the master plan
- Indicate features and aspects of the master plan that they liked
- Describe issues or concerns with the master plan that should be addressed
- Provide any additional comments
- Offer suggestions or themes for naming the Precinct
- Indicate interest in receiving further information about the project.

A total of 254 responses were received. Sporting fields and courts were indicated as the most important feature of the Plan, closely followed by the youth activity node and criterium course. The dog off-leash park scored as the least important feature of the Plan.

Respondents were also asked to nominate their level of agreement with the Plan's recommendations. 84% of respondents agreed or strongly agreed with the Plan's vision and recommendations.

The following represents a summary of community survey responses:

- There was very strong support for the facilities, design and layout of the Plan. In particular, the diversity of the facility incorporating indoor and outdoor sport with recreation, cycling and dogs was well supported.
- Strong support for the staging for the outdoor playing fields to be developed as part of Stage 1.
- One detailed submission strongly advocated for greater prioritisation of the land for the use of a range of non-sporting events. This was considered through an event assessment process which determined the site has a potential capacity for 30,000 patrons.
- Several concerns were raised about the impact of the site once developed on the surrounding road network. Specialist traffic engineering advice considered these impacts, with the internal road network and proposed access / egress arrangements based on easing the impact on the immediate Racecourse Road Interchange.
- Indoor sports courts were the most popular suggestion for alternative/additional/change to facility mix, resulting in the inclusion of a footprint for the long term development of a future multi-purpose indoor court facility. Any formal commitment to the development of a multi-purpose indoor court facility should be subject to confirmation of demand and a detailed feasibility investigation, however indoor court provision could be accommodated in the future.
- In determining the long term name for the site, based on the responses from the community, Council should consider a site name based on geographical connections by way of either retaining the existing reference to 'Honey Farm' or exploring an alternative name that references the area and heritage.
- There was strong interest from the community for Council to continue to provide updates and undertake engagement as site planning, design and development continues.

## **PROPOSAL**

### **STRATEGIC CONTEXT**

The adopted Open Space Network Blueprint within the Environment and Liveability Strategy 2017 forecasts the need for additional sport and recreation land to be secured across the Sunshine Coast region by 2041.

The Blueprint provides guidance for the purchase of land and the establishment of a network of large sport and recreation facilities co-located with large recreation parks.

The Honey Farm Sport and Recreation Precinct is one of these large facilities secured by council. The Precinct will provide for both council wide and district level uses and will cater for the surrounding communities of Caloundra, Little Mountain, Caloundra West, Pelican Waters and Golden Beach. The Honey Farm Sport & Recreation Precinct is to be complemented by a network of future sport and recreation facilities, which include land purchases to the north for Maroochydore, Buderim and Mooloolaba areas, to the south within Aura and land secured in the hinterland around Nambour/Woombye.

The Network Blueprint is council's long term plan to ensure that an appropriate provision of sport and recreation land and facilities is provided and accessible to the Sunshine Coast community.

## BACKGROUND

Consultants were engaged to develop a master plan (Plan) for the Honey Farm Sport and Recreation Precinct (Precinct) in order to meet the forecasts needs of the Open Space Network Blueprint to service the southern growth areas of the Sunshine Coast.

The Precinct (located at 60 Honey Farm Road, Meridan Plains), was formerly a privately owned land holding with a Rural zoning, used for the cultivation of sugar cane. Purchased with Local Government Infrastructure Priority (LGIP) funds by Council in 2011, the designation of the site zoning was changed from Rural to Sport and Recreation during the development of the 2014 Sunshine Coast Planning Scheme.

In 2016, Council undertook a Site Assessment Report of the Precinct to evaluate the feasibility and potential for sport and recreational uses. This 'high level' study identified potential flood management issues that were able to be managed in future detailed works. In addition to the Site Assessment Report, a demand and gap analysis for sport, recreation and events was undertaken to inform the Precinct's future activities, with these identified demands being integrated into the design. The detailed master planning process commenced mid-2019.

The development of the Plan provided a unique opportunity to deliver an innovative new sport and recreation precinct that promotes the social, environmental and economic values of the region. The Plan defines site functions and overall layout for sport, recreation and events as well as associated infrastructure and its staging, budget requirements, strategic linkages and development considerations.

During the Plan's development, assessments of fauna and flora, flood impact, cultural heritage and traffic were undertaken to inform the final design layout. Details of these findings are provided below.

## FLORA AND FAUNA ASSESSMENT

The site has been substantially cleared of vegetation and no Regional Ecosystems (RE) were recorded apart from two small intact patches of RE broad-leaved paperbark, swamp box, forest red gum woodland/forest and RE scribbly gum open forest in the south western parts of the site. The open grassland is interrupted with scatterings of 'scrubby' native vegetation regrowth throughout the site area. The 'boggy' ground poorly drains, and it is evident that water collects on the ground surface. The site generally has an open vegetation character.

A desktop and field investigation was undertaken to determine the environmental values present within the Precinct. The investigations determined that the majority of the site is providing medium to low value habitat to native flora and fauna species, with the western vegetation area identified as providing higher value habitat.

## FLOOD IMPACT ASSESSMENT

A local and regional flood impact assessment was conducted across the site. If completed in accordance with the Plan concepts, the Precinct will increase the volume of regional flood storage by 35,000m<sup>3</sup>, reduce flood levels for downstream urban areas and ensure that the proposed buildings, sports fields and open space areas have sufficient flood immunity.

The Precinct is situated in the floodplain of the Mooloolah River. Farm drains located throughout the site direct runoff from Caloundra Road and surrounding local catchments towards Currimundi Creek. The site is affected by local and regional flooding, and so a flood

impact assessment was required in order to ensure that the Plan's recommendations would not cause unacceptable flood impacts.

The current Plan has located the majority of the development within the southern half of the site, minimising the extent of encroachment of the Mooloolah River floodplain. Land uses in this southern half of the site will be provided with sufficient flood immunity from both local and regional flood events.

Land uses that require less flood immunity, such as the dog park area, criterium track and recreational open space have been located in the northern section of the Precinct. Infrastructure located in these areas will be provided with the required flood immunity.

As part of the redevelopment, due to the flat and poor draining nature of the site, earthworks will be required to improve the drainage and shape to provide appropriate flood immunity for the different recreational uses. The compensatory nature of the earthworks excavation (wetlands and storage lakes) is intentional and part of the strategy for managing flood impacts.

The results of the flood assessment demonstrated that the site could be developed with acceptable local and regional flood impacts to surrounding areas. While there are some increases in peak flood levels external to the site, these increases occur within the floodplain and do not impact on the use of these areas. The precinct will reduce flood levels for the rural and urban areas located to the east of the site, and will improve flooding of Caloundra Road and Westaway Road. Given the significant community benefit provided by this project, the small offsite impacts within the floodplain are of no consequence and are considered acceptable.

#### TRAFFIC AND TRANSPORT ASSESSMENT

Results of intersection and network modelling indicate that the traffic generated from the proposed site can be absorbed into the existing network. No mitigation measures are needed to upgrade the external intersection, based on the intersection modelling information and geometric configuration provided in the model.

The access intersection with Honey Farm Road and connection to Palmview will be upgraded and modified as a result of planned infrastructure upgrades in the area, occurring regardless of the development of this site.

The most suitable access for the long term operation of the Precinct is via a four-way signalised intersection with Honey Farm Road and Sattler Road. Alternative access via Westaway Road is recommended and supported with an additional emergency access to Honey Farm Road via the site's northern boundary (for access to the dog park also). An access from Westaway Road is dependent on further negotiations and approvals from the Department of Transport and Main Roads (TMR).

The proposed parking provision is considered suitable. For major events, it is recommended a traffic management plan is provided to specifically identify routes for buses, emergency vehicle access and overflow parking (if required).

#### CULTURAL HERITAGE REPORT

Sunshine Coast Council engaged ARCHAEO Cultural Heritage Services to undertake a Cultural Heritage Assessment of the site. The summary of the report with recommendations comprised the following:

- A search of the Cultural Heritage Database and Register was conducted and determined that there were no registered Cultural Heritage sites within the study area.

- The report identified the nominated First Nations people are the Kabi Kabi People. They are to be engaged as technical advisors on cultural heritage matters relating to the Precinct / project.
- There are several nearby registered sites which may trigger high risk to potential Aboriginal cultural heritage.
- Lot 494 falls within Category 5 activities; activities causing ground disturbance would require a more detailed cultural heritage assessment.
- The remainder of the site falls within a Category 4 area, and as no items and/or places of Aboriginal cultural significance have previously been recorded within the site, no additional actions are necessary. However, if an item is discovered during the course of the works (particularly during earthworks), all works should cease and the relevant cultural heritage party should be contacted immediately for confirmation of appropriate further actions.
- As the study area is covered in long thick grass, there was limited ground surface visibility. It is recommended that the site is assessed after vegetation removal.

#### HIGH VOLTAGE EASEMENT

A 40 metre wide high voltage electrical easement exists as part of an Energex Community Infrastructure Designation (CID) and runs parallel to the western boundary of the site.

The master plan considers this easement and ensures minimal built infrastructure or intense use is within this zone.

#### PREFERRED PRECINCT LAYOUT

Council's Environment and Liveability Strategy 2017 (ELS) open space network blueprint provides strategic direction for the site's use, and identifies the Precinct as a future Council-wide sports ground and district recreation park aligned to Council's Desired Standards of Service (DSS) requirements of:

- A Council-wide sports ground of 25 – 35 ha
- A district recreation park of 5 – 20ha (depending on land suitability).

Council's preferred sports uses based on demand analysis findings are:

- 'District' or potentially regional football (soccer) fields – four full sized rectangular fields, dual use with cricket may provide opportunity to access eight fields
- 'Regional' cricket ovals – two senior sized ovals, dual use access opportunities with football for one oval would provide three ovals
- Criterium track
- Space allocations for future stages needs to be flexible to adapt to changing trends.

Council's preference to develop the Precinct to include a regional cricket facility has been due to subsidence issues and excessive cost to develop the existing Elizabeth Daniels Sports Complex (Buderim) being a closed landfill site.

Further, Council Resolution OM18/88 for the Reserve 1000 Master Plan 2018-2033 has endorsed the activity of football to relocate from Reserve 1000 to the Precinct.

A variety of preferred uses for the district recreation park have been identified by Council including passive and active recreation, bicycle pump track, dog-off-leash, and nature based activities suitable for all ages and abilities.

Council's preference is for the Precinct to also have the capacity to accommodate events with the following attributes:

- Minimum 2-3ha
- Potential to hold festivals involving up to 30,000 patrons.

Based on site investigations, sport and recreation trends, catchment profile, population characteristics, assessment findings / recommendations, extensive consultation and Council endorsed positions, a preferred Precinct layout has been determined which includes the following elements:

- four rectangular fields (full size football)
- two ovals (full size cricket with eight turf pitches) and cricket practice nets to support Tier 2 cricket events
- shared fields (four rectangular fields with one oval overlay)
- shared clubhouse
- a 1.8km criterium track with two smaller loops
- hardcourt precinct
- indoor sport and recreation centre
- youth activity area / plaza (bike, skate, ninja / parkour, climbing wall)
- children's playground (all ability) adjoining a nature play area and open space
- open space / event space including fitness trails
- wetlands / water bodies with nature trails
- area for disc golf course
- dog off-leash park.

#### FACILITY MANAGEMENT

As the Precinct is projected to be a significant multi-use sports ground and will have the ability to host regional and higher level events, it is proposed that council internally manage the sports precinct (fields, clubhouse and ovals) to ensure that sporting assets are scheduled appropriately, fully activated, effectively managed and protected.

If an internally managed model is adopted for this Precinct, operational budget bids to support staff resourcing will be required for the 2023/2024 financial year in readiness for the commencement of the winter sporting season (February / March 2024).

#### Legal

There are no legal implications to the development and endorsement of this report. However, upgrades will need to be considered in line with current and future tenure or use agreements.

#### Policy

The Sunshine Coast Environment and Liveability Strategy 2017 principles which provide specific policy direction for the Honey Farm Sport and Recreation Precinct include:

- Larger, centrally located sports grounds capable of hosting events, functions and social gatherings.
- Sports grounds co-located with recreation parks to strengthen intra urban separation and local amenity.

- Integrated and connected open spaces responsive to changing environments and respects community needs.
- Ensures equitable access to a range of experiences.
- Provides a green frame to connect the community to the environment.

The Sunshine Coast Sport and Active Recreation Plan 2011-2026 (June 2016 edition) provides recommendations specific to the Honey Farm Sport and Recreation Precinct which include the following:

- In accordance with Council's Environment and Liveability Strategy, acquire larger parcels of land (more than 20 hectares) for sports reserves. These larger parcels provide operational savings in being able to 'hub' facilities, service multiple sports and provide for club growth over time.
- Adopt a 'vision' to provide a framework for Council's role in sport active recreation. It will do this by:
  - Providing or facilitating equitable access to facilities and services
  - Providing developmental pathways for capacity building
  - Providing or supporting sustainable infrastructure that responds to existing and identified needs and/or population growth
  - Encouraging and/or supporting regional and higher level events, especially those which build on the natural and competitive advantages of the region
  - Ensuring that sport and recreation assets are effectively managed and protected.

### **Risk**

Raising community expectations without adequate funding options available to implement the master plan recommendations could result in community dissatisfaction. Hence, the need to regularly articulate that master plans provide strategic direction to avoid ad-hoc development, and provide both Council and future users of the site with an endorsed position from which to seek funding opportunities.

### **Previous Council Resolution**

#### **Ordinary Meeting 14 September 2017 (OM17/168)**

*That Council:*

- receive and note the report titled "**Environment and Liveability Strategy**"*
- adopt the Environment and Liveability Strategy (Appendix A – Part A: Strategic Directions, Appendix B – Part B: Five-Year Implementation Plan, and Appendix C – Part C: Network Plan) and*
- note that the Environment and Liveability Strategy supersedes the: Biodiversity Strategy 2010-2020; Waterways and Coastal Management Strategy 2011-2021; Climate Change and Peak Oil Strategy 2010-2020; Open Space Strategy 2011; Social Infrastructure Strategy 2011; and Affordable Living Strategy 2010-2020, and that these strategies are now removed from Council's Policy Register.*

#### **Special Meeting 7 March 2011 (SM11/9)**

*That Council:*

- receive and note the report titled "Sunshine Coast Sport and Active Recreation Plan 2011-2026";*

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

### **Related Documentation**

- Sunshine Coast Council Corporate Plan 2020– 2024
- Environment and Liveability Strategy 2017
- Sunshine Coast Community Strategy 2019 – 2041
- Regional Economic Development Strategy 2013 – 2033
- Sunshine Coast Planning Scheme 2014
- Sport and Active Recreation Plan 2011 – 2026
- Skate and BMX Plan 2011 – 2021 (2017 edition)
- Sunshine Coast Active Transport Plan 2011
- Sunshine Coast Recreation Trail Plan 2012
- Reserve 1000 Master Plan
- Venue Guidelines Australia Cricket: Tier 2.

### **Critical Dates**

The adoption of the Honey Farm Sport and Recreation Precinct Master Plan will enable those funds allocated in future years to be expended in line with Council's adopted position.

### **Implementation**

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will endorse the delivery of future stages of development in accordance with Council's 10 Year Capital Works Program and successful applications for external funding as outlined within this report.



**8.4 FESTIVE SEASON PROGRAM REVIEW**

<b>File No:</b>	<b>Council Meetings</b>
<b>Author:</b>	<b>Manager Arts Heritage and Libraries Economic &amp; Community Development Group</b>
<b>Attachments:</b>	<b>Att 1 - Festive Season Program Review 2020/21 ..... 199</b>

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**PURPOSE**

This report outlines the findings of the Festive Season Program Review (the Review) (Appendix A).

The Review was undertaken in response to Council Resolution OM19/124 which seeks to inform the future direction of Council's Festive Season Program across the Sunshine Coast region.

The purpose of this Review was to:

- identify the optimal future delivery method for Council's Festive Season Program
- remain responsive to the evolving and changing community needs and expectations as the region grows to a forecasted population of more than 500,000 people by 2041.

**EXECUTIVE SUMMARY**

The Festive Season Program Review (Appendix A) and recommendations were supported by a range of primary and secondary data including a stakeholder and community engagement program, a benchmarking program and specialist advice from providers, while also considering financial and resourcing constraints.

Key themes and findings from this data demonstrated:

- There is a strong desire from the community to organise and attend festive season events
- Since 2014, community requests for festive funding have consistently exceeded funding available, with an average 45 percent demand gap
- Festive events were broadly supported by chambers of commerce and Councillors, and the consensus was that community festive events should continue to be supported by Council into the future
- A strong preference for Christmas and New Year's Eve celebrations over Australia Day events
- Demand for smaller, localised events during the Christmas period
- Community expectation that New Year's Eve events should be larger and more impactful than Christmas events - reflected by attendance figures which indicate a larger average attendance at New Year's Eve events
- When deciding to attend an event, residents' main considerations are the cost of attending, COVID-Safe measures (this year) and travel distance.

Overall, the recommended Festive Season Program model for Council's consideration includes:

- Increased festive infrastructure via a tiered system which aligns to population and planning considerations across the region:

- Tier 1: One regional artificial tree located at City Hall (in lieu of the two at Nambour and Caloundra administration offices)
- Tier 2: Street banners [redesigned] increased from 340 to 440 locations across the region where possible
- Tier 2: 55 new decorative extension features to sit alongside street banners in key locations to bookend main streets in town centres where possible
- Tier 3: 20 feature decorative installations (currently natural decorated trees) to increase from 20 to 24 locations. Consultation with each community and divisional Councillor will be undertaken to determine the format of the installation (tree or other type of installation) and the location. This consultation may take up to two festive seasons to be completed.

Detailed Christmas infrastructure scoping is outlined in Appendix A.

- A new, free, family-friendly Christmas lights event at the centralised Maroochy Regional Bushland Botanic Gardens for ten nights leading up to Christmas Eve. The event will include festive lighting installations, carollers and roving performers and has the potential to attract upwards of 35,000 attendees. This style of event provides increased accessibility and enables COVID-Safe event management
- New Year's Eve fireworks displays at 8.30pm at Caloundra, Mooloolaba and Coolool Beach managed by Council in consultation with emergency services and community event organisers, as well as the continuation of a community safety event (albeit smaller scale) delivered by Council in partnership with emergency services annually at Mooloolaba foreshore precinct, featuring roving entertainment and the region's only Council delivered midnight fireworks display
- Australia Day Citizenship Ceremony to continue as is (per Federal requirement to deliver a Citizenship Ceremony on Australia Day)
- Sunshine Coast Australia Day Awards program including ceremony and recipients' breakfast to continue as is
- Any and all other Australia Day events, including any flag raising events, are delivered by the community with access to Council funding via the Community Grants Program
- The removal of the Divisional Festive Fund, and
- A new community grants program to enable community groups to run localised community Christmas carol events in an efficient and demand-driven manner (multi-year funding to encourage new, sustainable events to enter market).

## **OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled "Festive Season Program Review"**
- (b) endorse the recommended Festive Season Program model as outlined in this report and detailed in Appendix A**
- (c) authorise the Chief Executive Officer to refer the funding for the Festive Season Program, as outlined in this report, to the 2021/22 budget and**
- (d) authorise the Chief Executive Officer to develop a community grants program to support localised, community organised festive, celebration and commemorative events over multiple years.**

## FINANCE AND RESOURCING

Council currently allocates a total of \$833,320 annually to deliver the region's Festive Season Program, including Christmas and New Year's Eve events and infrastructure, Australia Day civic ceremonies including flag raising and a citizenship ceremony, and the Australia Day Awards.

The table below provides high level budgets for the current and proposed model of Festive Season Program delivery.

The proposed model requires an increase of \$75,214 to core operational budget, noting that one of the criteria of the review was to remain with the current budgetary framework as closely as possible.

Item	Current		Proposed	
	20/21 Budget	Program detail	Future Budget	Program detail
Christmas infrastructure	\$393,004	<p>Divisional Festive Fund: (\$5000 per annum for Divisions 1, 2, 3, 6, 7 and 9). Available for Chambers or local community groups to provide festive decorations in local business districts.</p> <p>Banners: 340 street banners across the region</p> <p>Artificial trees: two artificial trees located at Caloundra and Nambour administration buildings</p> <p>Natural trees: 20 decorated natural trees across the region</p>	\$496,566 (see notes i and ii)	<p>Remove and redistribute funds to increase Christmas Infrastructure across the region.</p> <p>Increase banners from 340 to 440, plus 55 extension (embellishment) features in key locations.</p> <p>Reduce two regional artificial trees to one to be located at new City Hall, Maroochydore from December 2023.</p> <p>Review the natural Christmas trees (20) program to allow for 24 trees/other decorative elements to be installed at appropriate locations. The review will be undertaken in consultation with the local community and divisional Councillor and consider urban design/planning already underway or endorsed.</p>
Christmas events	\$30,000 \$30,000 \$10,000 \$10,000 \$10,000	<p>Christmas events delivered by community groups via agreement.</p> <p>Carols at Kings Beach Cotton Tree Carols Nambour Community Carols Glasshouse Country Carols Coolum Christmas in the Park</p>	\$90,000         \$50,000	<p>Free, family friendly event where the Maroochy Regional Bushland Botanic Gardens come alive for ten nights leading up to Christmas Eve with lights, carolers and roving performers to entertain the whole family. Community grants available for all other community events (including Cotton Tree and Kings Beach).</p> <p>Multi-year community grant to support local, community organised Christmas Carol events across the region.</p>
New Year's Eve	\$303,348	Community safety event delivered by Council in partnership with emergency services annually at Mooloolaba foreshore precinct featuring roving entertainment, 8.30pm fireworks and the region's only midnight fireworks display.	\$225,000 (see note iii)	Fireworks displays at 8.30pm at Caloundra, Mooloolaba and Coolum Beach managed by Council in consultation with emergency services and community event organisers. Community safety event delivered by Council in partnership with emergency services annually at Mooloolaba foreshore precinct. This will be a small scale family event featuring roving entertainment. It will be the location of the region's midnight fireworks display. (see note iii)

Australia Day	\$15,000	Australia Day Citizenship Ceremony (Federal requirement)	\$15,000	Australia Day Citizenship Ceremony (Federal requirement)
	\$25,968	Sunshine Coast Australia Day awards program including ceremony and recipients breakfast.	\$25,968	Sunshine Coast Australia Day awards program including ceremony and recipient's breakfast.
	\$6,000	Flag-raising events at Kings Beach and Maleny delivered by community groups via agreement.	\$6,000	Added to the community grants program for community led events - such as flag raising events.
<b>TOTAL</b>	<b>\$833,320</b>		<b>\$908,534</b>	<b>Increase of \$75,214</b>

*To note:*

- (i) It is anticipated that the regional Christmas tree will not be procured until year two of the Festive Season Program (2022/23 financial year) - in line with the completion of City Hall. These funds will be used in the interim in the 2021/22 financial year to purchase the new banners and embellishments/extensions to current banners.
- (ii) The proposed budget is indicative noting that further logistical investigation will be required to ensure that proposed Christmas infrastructure is feasible at each location (for example, in some instances banners cannot be installed and another festive feature will need to be substituted).
- (iii) This may need to be reviewed or further developed once the Maroochydore City Centre is completed.

**CORPORATE PLAN**

**Corporate Plan Goal:** ***A strong community***

**Outcome:**

**Operational Activity:**

We serve our community by providing this great service  
 S1 - Community and cultural development and partnerships:  
 Council is providing planning, partnering and supporting the community through a range of community development, civic and cultural programs and grants

**CONSULTATION****Councillor Consultation**

The following Councillors were consulted either via face to face meetings or in a workshop and when required, follow up information was provided and/or meetings occurred:

Councillor M Jamieson – Mayor

Councillor R Baberowski – Divisional Councillor, Division 1

Councillor T Landsberg – Divisional Councillor, Division 2

Councillor P Cox – Divisional Councillor, Division 3

Councillor J Natoli – Divisional Councillor, Division 4

Councillor W Johnston – Divisional Councillor, Division 5

Councillor E Hungerford – Divisional Councillor, Division 7

Councillor J O'Pray – Divisional Councillor, Division 8

Councillor M Suarez – Divisional Councillor, Division 9

Councillor D Law – Divisional Councillor, Division 10

**Internal Consultation**

Arboreal Services Delivery Leader, Parks & Gardens  
Coordinator, Parks Operations & Community Partnerships  
Community Connections & Partnerships Lead  
Community Development & Engagement Lead  
Coordinator, Community Land Permits & Parking  
Social Policy Officer, Open Space and Social Policy Team  
Manager, Design & Placemaking Services  
Business Development Facilitator, Economic Development  
General Counsel, Legal Services  
Coordinator, Governance Process and Policy  
Coordinator, Procurement and Contracts  
Manager, Arts, Heritage and Libraries

**External Consultation**

Glasshouse Chamber of Commerce  
Celebrate Glasshouse  
Maleny Chamber of Commerce  
Mooloolaba Chamber of Commerce  
Caloundra Chamber of Commerce  
4556 (Buderim)

**Benchmarking:**

Sunshine Coast Council submitted a range of questions to Councils across Australia from October 2019 to January 2020. The questions were aimed at understanding festive season policies, strategies, services, programs and budgets delivered by respondent Councils and were designed to assist in:

- The development of a national best practice benchmark to validate a future Sunshine Coast Council model
- Informing the review with information which is reflective of the current environment
- Providing evidence for the development of new festive strategies, and
- The development of a national benchmark from which to base comparisons.

The responses included 60 Councils from across Australia who chose to participate. This included a range of urban/city, country and regional Councils with a broad range of populations, the largest being Sunshine Coast Council with 323,000 residents.

Further details can be found in Appendix A.

**Community Engagement**

The Community Festive Survey was published online via Council's website to gather community feedback regarding the Festive Season Program including expectations and travel (distance) tolerances. The survey was open to all residents from July to August 2020. The survey questions probed opinions that covered:

1. Festive season infrastructure
2. Christmas events
3. New Year's Eve events
4. Australia Day events

The survey sample included 648 respondents.

Results from this survey helped gauge community needs, identify opportunities and review the success of past programs.

The results of the Community Festive Survey are fully detailed in Appendix A.

## **PROPOSAL**

This report outlines the findings of the Festive Season Program Review (the Review) (Appendix A) and details the proposed future delivery model for the Festive Season Program.

The Review has been conducted in response to Council Resolution OM19/124 which seeks advice on the future direction of Council's Festive Season Program across the region.

The purpose of this Review is to identify the optimal future delivery method for Council's Festive Season Program. The Festive Season Program must meet the evolving demands of the community as the region continues to grow to a forecasted population of more than 500,000 people.

The Review seeks to understand the future needs of the community, explore and enact opportunities to improve Council's services and ensure the programs supported and delivered by Council will achieve the best value for money, and considered:

- Council's strategic priorities
- Current programs delivered and supported by Council
- Programs delivered by the community
- Population growth and distribution forecasts
- The region's demography, geography and zoning
- Tourism and local business needs and impacts
- Community expectations and demands
- Public safety
- Environment and infrastructure limitations and opportunities
- Current trends and technological opportunities, and
- National local government standards.

## **Background**

In 2010, Sunshine Coast Council (which consisted of the newly amalgamated Noosa Shire, Maroochy Shire and Caloundra City Councils) endorsed the Festive Season Strategy 2010–2015.

The programs delivered by the then Sunshine Coast Council under the Festive Season Strategy 2010-2015 included:

- Carols at Cotton Tree (previous celebration for Maroochy Shire)
- Carols at Kings Beach (previous celebration for Caloundra City)

- Funding agreements with various local festive event organisers (since returned to Community Grants for funding)
- New Year's Eve Mooloolaba (in conjunction with Emergency Services as a public safety initiative introduced to manage unruly behaviour on the tourist strip)
- Sunshine Coast Australia Day Awards
- Citizenship ceremonies (federal requirement)
- Australia Day Flag-raising event at Kings Beach (previous celebration for Caloundra City), and
- Festive decorations and banners across the region.

In 2014, Noosa Shire Council deamalgamated from Sunshine Coast Council, and as a result the Sunshine Coast region decreased in size. A review of the Festive Season Strategy was presented to Council via Ordinary Meeting on 30 January 2014 and recommended to:

- Outsource the delivery of Carols at Cotton Tree and Carols on Kings Beach (\$30,000 each event per annum)
- Reduce the funding agreements with local carols organisers to three key events based on population concentrations at that time (Nambour, Coolum Beach, Glasshouse - \$10,000 each event per annum)
- Establish the Divisional Discretionary Festive Funding program of \$5,000 per annum (for Divisions with only one festive tree - Divisions 1, 2, 3, 6, 7 and 9)
- Continue to deliver:
  - New Year's Eve Mooloolaba
  - Sunshine Coast Australia Day Awards
  - Citizenship ceremonies
  - Australia Day Flag-raising event at Kings Beach
  - Festive decorations and banners across the region (20 natural and 2 artificial Christmas trees plus 350 banners across 24 localities).

The Ordinary Meeting held on 15 September 2016 recommended to maintain the Festive Season Program, but outsource the Australia Day Flag Raising event delivery and introduce secondary locations at Kings Beach and Maleny; while in August 2019, endorsement was provided to extend the previous Festive Season Program and agreements for one year in order to undertake this review. Due to the outbreak of the COVID-19 pandemic and the strict requirements for COVID-Safe events, no Christmas Carols or Australia Day agreements were taken up for delivery in 2020.

### **Review methodology**

To identify a Festive Season Program which adequately addresses the needs of the community while observing financial and resourcing constraints, a range of primary and secondary data was collected to:

- Gauge community needs
- Define the Sunshine Coast Local Government Area population
- Investigate best practice models
- Review past programs and gauge their success
- Identify Council's strategic policies, and
- Identify existing and new opportunities.

Data was acquired via a variety of methods including:

- Consultation with key stakeholders
- Community festive survey (648 respondents)
- Local government survey to 60 Councils across Australia
- Industry research, and
- Interrogation of past permits and grants festive data.

### **Key insights**

Key findings from this data was considered in formulating a recommended future model for delivery. Recommendations cover the broad areas of the entire Festive Season Program; and as such, have been separated into the following four sections:

1. Festive season infrastructure
2. Christmas events
3. New Year's Eve events
4. Australia Day events

Generally, the research and data collected to guide the review and recommendations showed:

- A strong desire from the community to produce and attend festive season events.
- Community grants data demonstrated community requests for festive funding have consistently exceeded that which was available since 2014 – a funding gap of about 45 percent.
- Festive season events are broadly supported by Chambers of Commerce across the region and Councillors, and that community festive events should continue to be supported by Council into the future.
- Council's average spend on the Festive Season Program is \$2.54 per capita, which is well below the \$4.01 average of other local governments. However, when including the value of community-run events supported by Council via the community grants program, the total spend of approximately \$1.2 million equates to \$3.75 per capita.
- While dollar values can provide a basis for comparison, the social value of the Festive Season Program in the Sunshine Coast Local Government Area cannot be as easily measured. It could be argued that the Festive Season Program directly supports Sunshine Coast Community Strategy 2019-2041 objectives.

In relation to Christmas and New Year's Eve events:

- There is a strong preference for organised Christmas and New Year's Eve celebrations over Australia Day events
- There is demand for smaller, localised events during the Christmas period
- Community expectation is that New Year's Eve events should be larger and more impactful than Christmas events - reflected by attendance figures which indicate a larger average attendance at New Year's Eve events
- When deciding to attend an event, the cost of attending, COVID-Safe measures and travel distance are the main considerations
- Uniquely, hinterland communities indicated that bringing the community together is their highest consideration when deciding to attend a Christmas event. This is in contrast to coastal communities who are more likely to consider the availability of food,



the entertainment on offer (who is performing etc) and the beauty of the event location, before deciding to attend.

- When deciding to attend a New Year's Eve event, both hinterland and coastal communities consider COVID-Safe measures, availability of parking, cost to attend and the family-friendly nature of the event as the most important factors when deciding whether to attend. Hinterland communities are comparably more concerned with COVID-Safe measures and accessibility for families while coastal communities are highly interested in adult-offerings and larger event experiences such as live entertainment, fireworks and the ability to consume alcohol.
- In hinterland areas, there is a stronger desire for Christmas events to include fireworks than there is in urban areas however, in comparison to the expectation for firework displays at New Year's Eve events, the preference for fireworks at Christmas events is much lower.
- When considering travel distance, both coastal and hinterland residents have a higher tolerance for increased travel distance when attending New Year's Eve events compared to Christmas events. Hinterland residents are generally willing to travel further overall compared to coastal communities.
- Throughout the consultation processes, Mooloolaba businesses have expressed support for New Year's Eve fireworks, however, have also requested less disruptive event offerings (such as roving performers and buskers) instead of large, highly logistical, fenced events that impact on amenity, appearance and access to the area (and their businesses) before, during and after the event.
- Queensland Police Service requested that Council maintain its public safety partnership to provide public safety initiatives and support enhanced Police presence at Mooloolaba on New Year's Eve.
- Consideration was given to the impact of design and streetscape works planned for Mooloolaba, which will change the look and feel of the New Year's Eve format into the future.
- 80 percent of public Christmas events which required a permit (i.e. public), were funded by Council.
- 11.2 percent of festive events funded by Council are hosted in the Kawana area. This competition was considered with regards to a regional Christmas event in the area (Sunshine Coast Stadium).
- A review of grant applicants reveals that the same event organisers request funding for the same events each year and that the funding is vital for the success of these community run events. This indicates that the level of funding requested will not decrease significantly in the near future - meaning new events in new communities cannot emerge.
- Community (volunteer) organisers continue to express frustration at the time and resources required to fulfil funding applications and acquittals each year and believe the process should be simpler for these annual events.

In relation to infrastructure (public festive season decorations):

- Through the community survey, respondents indicated that they believe the main purpose of Christmas decorations in public places is to help encourage the festive spirit, create pride in the community, and to also allow children to experience the wonder and joy of Christmas.
- Community feedback shows that the community want the decorations to be highly visible, commenting that the current Christmas tree decorations (lighting) do not have a high enough impact or visual appeal during the day, while other decorations (banners)

are less impactful at night. There is a desire for future decorations to have both a day and night presence, be a variety of big and small decorative elements and provide an opportunity for local businesses and groups to leverage promotion of the installations through social media.

- Coastal and urban population centre residents indicated a preference for larger decorative elements in key locations, while hinterland and rural centres indicated a desire for smaller elements within localised communities.
- Less than 50 percent of the Divisional Festive Fund had been allocated over the past six years, suggesting there is little demand for this type of funding.

In relation to Australia Day:

- Minimal organised events were requested with Queensland Police Service keen to minimise gatherings of large crowds.
- Stakeholder consultation indicated satisfaction with the current Australia Day program involving civic ceremonies, with a preference for low-profile events which do not encourage alcohol consumption or large-scale community participation.

### **Proposed festive season delivery model**

Analysis of the research and data informed the development of a festive season model that enables some differentiation between coastal and hinterland needs and demands.

As a result, it is recommended that the proposed model include:

- The removal of the undersubscribed Divisional Festive Fund to be replaced with a tiered framework of festive decorations better suited to the differing hinterland and coastal community expectations. The framework will align to population and planning considerations and result in increased (more visible) festive infrastructure across the region. The framework includes:
  - Tier 1: One regional artificial tree located at City Hall (in lieu of the two at Nambour and Caloundra administration offices)
  - Tier 2: Street banners [redesigned] increased from 340 to 440 locations across the region where possible.
  - Tier 2: 55 new decorative extension features to sit alongside street banners in key locations to bookend main streets in town centres where possible.
  - Tier 3: 20 feature decorative installations (currently natural decorated trees) to increase from 20 to 24 locations. Consultation with each community and divisional Councillor will be undertaken to determine the format of the installation (tree or other type of installation) and the location. This consultation may take up to two festive seasons to be completed.

Detailed Christmas infrastructure scoping is outlined in the Festive Season Program Review (Appendix A).

- A regional Christmas lights display at a central location (to coastal and hinterland communities) be developed. It is proposed that the Maroochy Regional Bushland Botanic Gardens would provide the ideal location providing support for (and growth of) the current community Christmas light tours and competitions. A free, family friendly Christmas lights event for ten nights leading up to Christmas Eve with festive lighting installations, carollers and roving performers, this event could attract upwards of 35,000 attendees and will enable COVID safe event management.
- A dispersed New Year's Eve celebration of fireworks displays at 8.30pm at Caloundra, Mooloolaba and Coolum Beach, managed by Council in consultation with emergency services and community event organisers, as well as a community safety event delivered by Council in partnership with emergency services at Mooloolaba foreshore

precinct. The family friendly event will feature roving entertainment and the region's only midnight fireworks display. The provision of safety elements including the increased presence of emergency services at these popular tourist locations will continue.

- Australia Day Citizenship Ceremony (Federal requirement) to be held at different, appropriate, indoor locations across the region.
- Sunshine Coast Australia Day Awards program including ceremony and recipient's breakfast to be held at different, appropriate, indoor locations across the region.
- Any and all other Australia Day events, including any flag raising events, are delivered by the community with access to Council funding via the Community Grants Program.
- A community grants program to enable community groups to run localised community festive events in an efficient and demand-driven manner (multi-year funding to encourage new, sustainable events to enter market).

The proposed model will be delivered with a minimal increase of \$75,214 (plus CPI indexed annually) to the current \$833,320 Festive Season Program budget.

More detail regarding the Festive Season Program proposal is as follows:

### 1. Infrastructure

Within the recommended tiered framework which aligns to population and planning considerations, the three tiers will include provisions for one regional Christmas tree (tier one), street banners and extensions/embellishments i.e. a decorative feature sitting alongside a banner (tier two), and feature decorations (tier three).

The festive infrastructure elements included within each tier will be chosen for their cohesive and contemporary design to complement the individual character of host communities.

Tier one of the festive infrastructure framework provides for one artificial Christmas tree to be installed in the principal activity centre at City Hall in the Maroochydore City Centre. This tree will replace the previous two artificial trees that have reached their end of life.

Tier two involves street banner and extension elements distributed on main roads and in town centres throughout the Sunshine Coast.

The current Festive Season Program provides 340 street banners across the region. Following the Review, it is recommended that these are augmented with an additional 100 banners, to total 440 banners plus 55 extensions.

The increased visibility and impact of this festive infrastructure across the region by day and night will meet community demand for impactful decorations as identified through the community survey in Section 4.1 of the Festive Season Program Review (Appendix A).

Extension elements will be installed in some key locations to highlight population centres – for example, to bookend main streets in town centres.

Tier three allows for feature decorative installations (including decorated natural trees) at key population centres across the region.

Decorative installations may be unique to the character of the host community. These elements may stand alone to generate interest in regional locations, or they may be used in conjunction with other festive infrastructure to augment overall visual impact.

These elements will encourage community engagement and may encourage organic promotional opportunities, for example, sharing photos of the element via social media.

Consultation with each community and the Divisional Councillor will be undertaken in those areas that currently have a Christmas tree to determine whether the current offer remains or is updated. Consultation will be undertaken regarding the location of the feature installation.

This approach will allow for the delivery of an organised package of decorations across the region which meets the unique needs and demands of individual communities.

A detailed breakdown of infrastructure allocations by population centre is included in the Festive Season Program Review (Appendix A).

It is anticipated that this process (design, consultation, location identification, brief development, procurement and contract management) will need to begin in March 2021 in order to facilitate delivery in December 2021 for the four new areas identified.

Finally, it is noted the Divisional Festive Fund has been significantly undersubscribed for the past six years. The Fund is available (via application) to organisations wishing to install further festive decorations/infrastructure into their community. The under subscription (despite proactive promotion) suggests that there is little demand for this type of funding and the grants could be better used for infrastructure if council took the lead.

## 2. Christmas

Two options for Council-run Christmas events were considered:

1. A traditional, regional Christmas Carol event (one night only) at a central location
2. A ten-night Christmas event – a light display at the Maroochy Regional Bushland Botanic Gardens. This option allows for a greater number of people to access the event but relies on a community grants program to support local, community-run Christmas events across the region.

The recommended option is the Christmas Lights Display at the Maroochy Regional Bushland Botanic Gardens for ten nights leading up to Christmas Eve with lights, carolers and roving performers.

### *Considerations*

- It is more accessible for diverse audiences. It could enable more than 35,000 spectators over a ten-day period, would engage a broad range of demographic profiles including youth / teenagers and would not require any further investment (than would be required for a traditional, regional Christmas Carol event)
- Provides a central location, ample onsite parking and due to the event being held over multiple days, enables COVID-Safe practices to be observed while still allowing large numbers of attendees
- The timeframe for attendance makes this an easily accessible offering as it provides numerous opportunities for community members to experience it
- Inclement weather will have a lesser impact on a multi-day event
- Provides more opportunities to showcase local performers and capture media
- Has the potential to attract tourism and associated economic benefits
- Will not directly compete with existing community Christmas events such as Christmas carols but will complement existing community programs such as Christmas light trails
- Supports desire for localised community led Christmas carols events.

Further, in line with the consultation outcomes, a proposal is included in this report to develop a community grants program to enable community groups to run localised community Christmas carols events in an efficient and demand-driven manner (multi-year funding to encourage new, sustainable events to enter market).

Funding and permit data demonstrate that:

- Festive funding requested significantly exceeds available funding

- 71 percent of successful funding applications are for Christmas events compared to 10 percent for Australia Day and 20 percent for New Year's Eve
- In 2019, 16 Christmas events (two were multi-day) attracted attendances of 68,090 (average 4,255) while three New Year's Eve events attracted audiences of 43,000 (average 14,333)

A review of the grant applicants shows that the same event organisers request funding for the same events each year, and that the funding is vital for the success of these community run events. This indicates that the level of funding requested will not decrease significantly in the near future and that due to limited funds available, new events in new and growing communities cannot emerge.

Community (volunteer) organisations also expressed frustration at the time and resources required to fulfil funding applications and acquittals each year and believe the process should be simpler for these reoccurring annual events.

Multiple-year funding would alleviate the time and resource burden on community organisers and Council, allowing Council to better plan and budget for future commitments.

### 3. New Year's Eve

A region-wide approach to New Year's Eve celebrations and public safety is the recommended future model.

The Sunshine Coast coastline will come alive at 8:30pm with simultaneous fireworks at Caloundra, Mooloolaba and Coolum Beach. Mooloolaba will host street performers and buskers throughout the evening up to midnight, when a final fireworks display will beckon the New Year. In partnership with key stakeholders and emergency services agencies, this approach will encourage safe, community celebrations while supporting economic stimulus and maintaining public safety across the region.

#### *Considerations*

- Early fireworks will provide accessible opportunities for families to celebrate on New Year's Eve and will support existing community events
- Fireworks encourage increased visitation which will provide economic benefits for local restaurants and accommodation providers
- Traffic congestion, parking demand and crowd gatherings will be abated by dispersing attendance across three locations
- Downward trend in attendance at New Year's Eve in Mooloolaba from a peak of 50,000 in 2014 to a total of 28,000 attendees in 2019
- Education and behaviour change in attendees to Mooloolaba with 36 arrests in 2010 reducing to 9 for the past two years
- Midnight fireworks confined to Mooloolaba where an increased police presence and public safety initiatives can be focussed to mitigate risks associated with public intoxication. Local businesses in this area that provide primarily adult offerings (live music and alcohol) will benefit from increased visitation later at night
- Queensland Police Service will maintain a presence at each location
- A radio partnership could be secured to facilitate a live radio broadcast of a fireworks contract for audiences to tune into from any location. This opportunity would provide a platform for the Mayor to address the community and would enable a COVID-Safe delivery method for New Year's Eve celebrations
- Council could support existing community New Year's Eve events through shared pre-event promotion and live radio broadcasts

- Region-wide celebrations and fireworks displays could augment existing local business offerings such as fireworks cruises, scenic flights and restaurant experiences – further enhancing tourism attractors
- Contemporary fireworks have made significant improvements with regard to environmental impacts
- This model will create minimal local business and resident impact as it will require no major infrastructure (such as staging, rides or fencing), public transportation disruptions or road closures.

Fireworks locations were chosen in consideration of

- Population centres
- Bushfire mitigation (water-based locations)
- Existing community events at Caloundra and Coolum Beach
- Community tolerance for travel distance – a geographic spread of firework offerings reduces average travel time for attendees.

If another midnight spectacle such as lasers, projections or fireworks is desired in the Maroochydore City Centre following the completion of City Hall, it is recommended that a bid be submitted to Council via the budget process at a future date.

**Note:** mass-display entertainment options were investigated as an alternative to fireworks as detailed in Appendix A, however those currently available within Australia do not provide a comparable cost-benefit ratio or visual impact and as such, fireworks remain the most feasible option.

#### 4. Australia Day

Based on research, benchmarking and consultation it is recommended that:

- Australia Day Awards and Citizenship Ceremonies are continued as is.
- Any and all other Australia Day events, including flag raising ceremonies, are delivered by the community with access to Council funding via the Community Grants Program.

#### **Community Grants Program**

Further, due to the consultation and data, a proposal is included in this report to consider establishing a community grants program to meet the needs of the community in the ongoing delivery of festive events.

Funding and permit data demonstrate that:

- Festive funding requested significantly exceeds available funding
- 71 percent of successful funding applications are for Christmas events, compared to 10 percent for Australia Day and 20 percent for New Year's Eve events
- 80 percent of public Christmas events which required a permit (i.e. public), were funded by Council
- For every dollar invested into community festive programs, the return on investment to Council was \$5.40
- In 2019, 16 Christmas events (two were multi-day) attracted attendances of 68,090 (average 4,255) while three New Year's Eve events attracted audiences of 43,000 (average 14,333).

A review of grant applicants shows that the same event organisers request funding for the same events each year and that the funding is vital for the success of these community run

events. This indicates that the level of funding requested will not decrease significantly in the near future - meaning new events in new communities cannot emerge.

Community (volunteer) organisers also expressed frustration at the time and resources required to fulfil funding applications and acquittals each year and believe the process should be simpler for these reoccurring annual events.

The ability to introduce multi-year funding will alleviate the time and resource burdens on community organisers and allow Council to plan and budget for future commitments.

Finally, it was noted that less than 50 percent of the Divisional Festive Fund had been allocated over the past six years, suggesting there is little demand for this type of funding.

### **Legal**

There are no legal implications relevant to this report.

### **Policy**

The Festive Season Program of activities are undertaken in accordance with:

- Procurement Policy
- Community Grants Policy
- Sponsorship Policy

### **Risk**

There is a potential risk of community response to the changes proposed in this report.

There is also a risk of impacts to planning and running large scale events due to the COVID-19 pandemic.

### **Previous Council Resolution**

#### **Ordinary Meeting 22 August 2019 (OM19/124)**

*That Council:*

- (a) *receive and note the report titled "Festive Season Program 2019/20"*
- (b) *renew/extend for one year (2020 delivery) the three \$10,000 agreements for the Nambour Community Carols, the Glasshouse Community Carols and the Coolum Christmas in the Park events*
- (c) *renew/extend for one year (2020 delivery) the \$60,000 agreement for the Calvary Christian Church to deliver the Carols at Cotton Tree and the Carols on Kings events*
- (d) *renew/extend for one year (2021 delivery) the agreements for the Kings Beach and the Maleny Australia Day flag raising events and*
- (e) *receive a report by February 2021 which seeks Council direction for future Christmas and Australia Day funding agreements and festive infrastructure, including the Divisional Discretionary Festive Fund.*

### **Related Documentation**

No related documentation relevant to this report.

### **Critical Dates**

To ensure the successful delivery of the new festive season model for the 2021/22 financial year, planning will need to commence in March 2021.

**Implementation**

Should the recommendation be accepted by Council, the Chief Executive Officer will instruct staff to deliver on the recommendations within the report.



**8.5 CALOUNDRA ADMINISTRATION BUILDING REPURPOSING**

**File No:** Council Report

**Authors:** Director – Major Projects and Strategic Property  
Office of the CEO  
Project Officer, Major Projects  
Office of the CEO

**Appendices:** App A - Library Design Brief ..... 5/349

**Attachments:** Att 1 - Project Overview ..... 71/349  
Att 2 - Due Diligence Report..... 109/349  
Att 3 - Preliminary Design Report ..... 273/349

**PURPOSE**

The purpose of this report is to provide Council with an update on the feasibility, (due diligence) and preliminary design work for the proposed repurposing of the Caloundra Administration Building for a new Caloundra District Library, Customer Service Centre, Community Meeting Space and Administration workspaces, and to seek endorsement to proceed to detailed design.

**EXECUTIVE SUMMARY**

Early in 2018, the Caloundra Centre Activation Project Control Group (PCG) was established to guide the implementation of the intent of the Caloundra Centre Master Plan (Master Plan), which was adopted in March 2017. The purpose of the PCG is to guide the activation of central Caloundra, particularly in relation to the future use of Council’s assets and the longer term coordination of traffic, public transport and open space connections in the core area.

The primary focus for the Caloundra Centre Activation Project since June 2019 has been to:

- Complete a detailed feasibility and preliminary design for the repurposing of the Caloundra Administration Building to accommodate a new district library, customer service centre, community meeting rooms and administration workspaces, with planning and delivery by the end of 2023-2024
- Undertake preliminary feasibility and concept design work for the Community and Creative Hub precinct (public realm) by June 2021 and
- Develop a Business Case for the establishment of the new Caloundra Regional Gallery by mid-2022.

This report outlines the outcomes of the feasibility and preliminary design work for the Caloundra Administration Building Repurposing Project (CABRP), and seeks endorsement to proceed to the detailed design stage.

Initial due diligence and feasibility investigations indicate that the re-purposing of the existing Caloundra Administration Building into a Library and Council Customer Service Centre is the most feasible option. The repurposing is proposed to incorporate a new District Library to serve the projected catchment population through to 2041, a Customer Service Centre, Community Meeting Space and Council administration workspaces.

Detailed feasibility investigations led by Wilson Architects have been undertaken to assess the requirements to bring the building up to current code requirements for the proposed uses. Renewal of the building will also provide the opportunity to increase the building’s energy efficiency in line with current sustainability policy.

The proposed design provides a new District Library of approximately 3941m<sup>2</sup>, including flexible meeting rooms which can be made available after hours for use by the community. A Customer Service Centre is provided on the ground floor of the building. Approximately 1141 m<sup>2</sup> of Council administration workspaces is provided on the third floor.

Under the proposed design, the building, including Library staff located on Levels 1 and 2, can provide approximately 120 workspaces. With the advent of new approaches to work and more flexible workspace allocation arrangements that will apply in all Council workplaces (including the Sunshine Coast City Hall), it is considered the majority of the staff population allocated to Caloundra will be able to be accommodated either within the repurposed Caloundra Administration Building or the Caloundra centre area overall (in line with the intention of the SCC Workplace Strategy), with other work locations such as the Sunshine Coast City Hall and Nambour Administration Building able to be utilised if required.

The proposed design, as detailed in **Appendix A – Library Design Brief**, shows a large covered outdoor area extension to the existing building, projecting out from the eastern façade and providing all weather access. The upper levels above the covered outdoor area provide additional space for flexible meeting rooms. The covered area also provides a wide visual connection between the Caloundra Administration Building, the proposed Community and Creative Hub in Felicity Park and The Events Centre. While it is acknowledged the proposed design encroaches approximately 2.2 metres into Bill Venardos Park, it is noted the overall Caloundra Centre Activation Project will deliver a substantial net increase of more than 3,200m<sup>2</sup> in open space in the centre of Caloundra. That said, the proposed design will be used as the basis for detailed design, during which further modifications may occur. It is also proposed that detailed design will be completed in consultation with a suitably qualified and experienced arborist and in consultation with Council's Parks and Gardens Branch.

A preliminary development program has been prepared for the project which indicates construction could commence in August 2022, following completion of the Sunshine Coast City Hall Project, with completion in February 2024 – assuming detailed design commences in July 2021 and allowing for a procurement lead time of 3 months.

It is also recommended that a detailed Operational Management Plan is prepared for the building, given the co-location of the Customer Service and Library on the ground floor, and the management of the flexible meeting spaces shared between the Library and Community Venues. Development of the Operation and Management Plan should be lead jointly by the Libraries and Community Venues Teams in consultation with Customer Service and the SCC Workplace Strategy Team during the detailed design phase.

## **OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled “Caloundra Administration Building Repurposing”**
- (b) approve the commencement of detailed design for the Caloundra Administration Building Repurposing Project based on the proposed design as contained within Appendix A and**
- (c) request the Chief Executive Officer to develop an operational management plan by 30 June 2022 for the shared use of the Caloundra Administration building as recommended in this report.**

## **FINANCE AND RESOURCING**

Capital Funding

Council's 10 year capital works program provides funding in financial years 2021-2022 through to 2022-2023 for detailed design and delivery of the project.

### Operational Funding

A comparison of the current operating cost for the existing library, and the estimated cost to operate the new Caloundra District Library has been prepared. A summary of these costs is provided in the table below:

Caloundra Library - OPEX - Existing Library Vs Proposed New District Library Estimate		
Natural Account	Current Budget (FY 2020 Actuals / 5 Yr Average)	Proposed Budget - New Building
Subtotal - Staff Costs	1,190,196	1,901,743
Subtotal - Materials and Services	120,852	350,615
Subtotal - Other Expenses	30,159	49,354
Subtotal - Other Expenses	43,200	225,666
Subtotal - Depreciation Expenses	88,239	600,000
Subtotal - Fees and Charges	-29,024	-120,000
<b>TOTAL - Caloundra Library Operations</b>	<b>1,443,622</b>	<b>3,007,378</b>
<b>TOTAL - Caloundra Library Operations (Excl Depreciation)</b>	<b>1,355,384</b>	<b>2,407,378</b>

The main contributors to the increase in operational costs are staff costs and depreciation expenses. The increased staffing costs are due to the operational requirements of a larger library, increasing from approximately 1120m<sup>2</sup> of Gross Floor Area (existing Library) to approximately 3941m<sup>2</sup> Gross Floor Area for the proposed new Caloundra District Library. The library also moves from a single storey configuration, to an enhanced service being provided over multiple levels, under the proposed design. Current staff numbers of 11.8 Full Time Equivalent (FTE) and 1.8 Casual FTE positions, are expected to increase to 18.0 FTE and 1.8 Casual FTE positions.

The increased staff numbers also take into account expected extended operating hours, as well as an expected increase in patronage of up to 50%. More detailed analysis of staffing requirements will be undertaken through the development of an Operational Management Plan for the building.

A full breakdown of the operational costs is provided within Appendix A – Library Design Brief. The future operational funding requirement for any new Caloundra District Library will be the subject of consideration in future Council budget deliberations.

## CORPORATE PLAN

**Corporate Plan Goal:** *A smart economy*

**Outcome:** 3.1 - Strong economic leadership, collaboration and identity

**Operational Activity:** 3.1.3 - Implement the high priority actions as identified in the Caloundra Centre Masterplan.

## CONSULTATION

### Councillor Consultation

Consultation with the Mayor and Councillors has been undertaken in relation to this project.

The PCG includes the following Councillors in its' membership:

- Division 2 Councillor – Economy Portfolio (Chair) – Councillor T Landsberg
- Division 1 Councillor and Deputy Mayor – Community Portfolio – Councillor R Baberowski
- Division 3 Councillor – Environment and Liveability Portfolio – Councillor P Cox

The project was presented for discussion with the Mayor and Councillors at a workshop held on 2 November 2020.

### Internal Consultation

Due to the nature of the project, extensive internal consultation has been undertaken across almost all areas of Council. Details of the key groups consulted are provided below.

It should be noted that the Manager, Parks and Gardens does not support the encroachment of the outdoor covered area extension into Bill Venardos Park due to potential loss of open space and impact on the existing vegetation.

#### Executive Leadership Team

The Executive Leadership Team have been provided with regular updates in relation to the project.

#### Caloundra Centre Activation Project Control Group (PCG)

In addition to the three Councillors nominated above, the PCG comprises:

- Chief Executive Officer
- Director – Major Projects and Strategic Property
- Manager Transport and Infrastructure Planning
- Manager Communications
- Manager Strategic Planning
- Manager Arts, Heritage and Libraries
- Coordinator Open Space and Social Policy
- Manager Design and Placemaking Services
- Manager Property Management
- Principal Architect Strategic Planning

The majority of the PCG members support the proposed design as detailed in **Appendix A – Library Design Brief**, with the exception of the Coordinator Open Space and Social Policy, who does not support the encroachment of the building footprint into Bill Venardos Park.

#### Integrated Community Facilities Team (ICFT)

The Integrated Community Facilities Team (ICFT) provides a coordinated and integrated approach to planning and delivery of social infrastructure and community facilities. The ICFT comprises:

- Manager Community Planning and Development
- Team Leader Community Development
- Manager Sports & Community Venues
- Coordinator Sports Venues and Development
- Manager Arts Heritage and Libraries
- Coordinator Library Services
- Manager Environment and Sustainability Policy (Chair)
- Coordinator Open Space and Social Policy
- Head of Property
- Coordinator Building and Facilities Assets

### Sunshine Coast Workplaces Project Control Group

The SCC Workplaces Project Control Group (PCG) comprises:

- Councillor J Natoli – Division 4 - Outstanding Organisation (Governance) Portfolio
- Councillor W Johnston – Division 5 – Service Excellence (Customer Service) Portfolio
- Councillor E Hungerford – Division 7 – Outstanding Organisation (Governance) Portfolio
- Group Executive, Business Performance (Chair)
- Group Executive, Built Infrastructure
- Director - Major Projects and Strategic Property (Office of CEO)
- Project Director (SCCH and Workplaces)
- Chief Financial Officer
- Head of Information Technology
- Head of People and Culture
- Head of Property
- Coordinator Partnerships & Engagement (Office of Mayor & CEO)

External consultation undertaken relevant to this report has been limited to:

- The Events Centre - Board and General Manager.
- Kabi Kabi Aboriginal Peoples Corporation – appointed representative.

### **Community Engagement**

Community engagement has not been undertaken specifically for this project.

Extensive community engagement has been undertaken in relation to the Libraries Network Plan 2019-2041, the Environment and Liveability Strategy 2017 and the Caloundra Centre Master Plan 2017 – all of which provide the policy and planning platforms which underpin this project.

## **PROPOSAL**

### **Background**

In March 2017, Council adopted the Caloundra Centre Master Plan (Master Plan). The Master Plan provides an integrated approach to the future development of the Caloundra centre area, providing a stimulus to attract new private investment. The implementation of the high priority actions of the Master Plan 2017, with a particular emphasis on planning for the Community and Creative Hub and Town Square redevelopment, are reflected in Council's Corporate and Operational Plans.

Early in 2018, the Caloundra Centre Activation Project Control Group (PCG) was established. The PCG guides the activation of central Caloundra, particularly in relation to the future use of Council's assets and the longer term coordination of traffic, public transport and open space connections in the core area.

The initial focus of the PCG was to develop a preferred Urban Design Concept for the Caloundra centre area, identified as the Community and Creative Hub Precinct in the Master Plan, and to seek the required endorsements from Council to further develop and refine the design of the key project components.

At the 20 June 2019 Ordinary Meeting, Council endorsed (OM19/89) key directions for advancement of the project which included endorsement of the preliminary Project Staging Plan as the preferred option for the timing of delivery of the key project components.

The primary focus for the Caloundra Centre Activation Project (led by the PCG) since June 2019 has been to:

- Complete a detailed feasibility and preliminary design for the repurposing of the Caloundra Administration Building for a new district library, customer service centre,

community meeting rooms and administration workspaces, with planning and delivery by the end of 2023-2024;

- Undertake preliminary feasibility and concept design work for the Community and Creative Hub precinct (public realm) by June 2021; and
- Develop a Business Case for the establishment of the new Caloundra Regional Gallery by mid-2022.

It is important to note that private investment and commitment to drive activation and revitalisation in Caloundra is unlikely to occur unless certainty around the scope, timing and funding of key civic infrastructure projects is provided by Council.

With this in mind, in December 2019, Wilson Architects were appointed as Principal Consultant to lead a team of sub-consultants to undertake preliminary feasibility and design for the Caloundra Administration Building Repurposing Project. The objective of this preliminary work was to undertake comprehensive due diligence investigations for the proposed repurposing project, provide an architectural response to the proposed uses, and identify the spatial requirements to accommodate them within the building.

### **Project Context**

The repurposing of the Caloundra Administration building is proposed to incorporate a new District Library to serve the projected catchment population through to 2041, a Customer Service Centre, Community Meeting Space and Council administration workspaces. The Caloundra Administration Building Repurposing Project sits within the context of the wider Community and Creative Hub Precinct as one of a number of key project components which is envisioned to revitalise the Caloundra centre area.

The Caloundra Administration Building repurposing project is expected to provide significant benefits to the local community and economy, as a key component of the Caloundra Centre Activation Project, which is anticipated to deliver:

- Maximisation of social and community returns
- Increased activation of the Caloundra central area
- Attraction of private investment in the Caloundra central area
- Strengthening and broadening of retail and commercial business opportunities
- Strengthening of tourism offerings and visitation numbers
- Establishment of a uniquely defined and vibrant destination of choice for both local residents and visitors
- Strengthening of Caloundra as a Community and Creative Hub within the Sunshine Coast
- Strengthening of both the local and regional economy.

The major refurbishment of The Events Centre in 2019 was an important first step in the vision for the Community and Creative Hub. The establishment of a new contemporary Caloundra District Library in the heart of the Community and Creative Hub, along with the other uses proposed within the Caloundra Administration Building, will play a significant role in increasing activation of the centre area and providing a focus for the local and broader Sunshine Coast community and a potential stimulus for further, private sector investment in the Caloundra centre area.

### **Project Brief**

The initial Project Brief envisioned that the repurposed Caloundra Administration Building provide the following hierarchy of uses:

- New Library in accordance with functional and sizing requirements as informed by the development of a detailed Library Brief

- Customer Service Centre – front of house, on ground floor
- Data Centre (approximately 20m<sup>2</sup>)
- Community Space of approximately 600m<sup>2</sup>
- Councillor Offices x 3
- General Administration workspaces and meeting rooms.

On completion, the new District Library, Customer Service Centre, Community Meeting Spaces and Administration workspaces are expected to be a focal point for the Caloundra centre area, delivering substantial activation and economic benefits.

### **Informing the Proposed Design**

A suite of project documents have been prepared to inform and underpin the proposed repurposing of the Caloundra Administration Building as outlined above. The project documents comprise:

#### *Project Overview*

The Project Overview provides an executive summary of the project documents, focussing on key objectives, required building upgrades and preliminary design drawings including area schedules. Refer to **Attachment 1 – Project Overview**.

#### *Due Diligence Report*

This detailed report examines the existing building and identifies the technical constraints and opportunities involved in re-purposing the Caloundra Administration Building for the proposed uses. The investigation identifies existing issues including building certification, structural, civil, mechanical, electrical, hydraulic and fire engineering, communications, vertical transport and sustainability. The report includes a condition assessment of the existing services within the building. The Due Diligence Report informs the building design and is discussed further in the Due Diligence section below. A copy of the Due Diligence Report is provided as **Attachment 2 – Due Diligence Report**.

#### *Preliminary Design Report*

This report details the design response to the desired outcomes stated in the project brief, and addresses the constraints and opportunities identified in the Due Diligence Report. The preliminary design covers all disciplines considered by the Due Diligence Report. The Preliminary Design Report is the document upon which future detailed design for the building will be based. The document has been prepared in consultation with key internal stakeholders to capture the requirements of end user groups. The report includes a suite of coordinated preliminary design drawings undertaken during the due diligence phase. A copy of the report is provided as **Attachment 3 - Preliminary Design Report**.

#### *Library Design Brief*

The Library is proposed to be the primary tenant of the re-purposed Caloundra Administration building. With that in mind, the proposed Library Design Brief considers core functions, spatial requirements, collection, shelving and technology requirements in the context of the *Sunshine Coast Libraries Network Plan 2019-2041* and *Queensland Public Libraries Standards and Guidelines (July 2020)*. The proposed Library Design Brief has been prepared in consultation with the Libraries Team and builds on aspirations for libraries of the future on the Sunshine Coast. A copy of the proposed brief is provided as **Appendix A – Library Design Brief**.

### **Due Diligence of Caloundra Administration Building**

Construction of the Caloundra Administration Building was completed in approximately 1994 and it has served the former Caloundra City Council and Sunshine Coast Council well over the past 26 years. It is however, an ageing asset that will require ongoing maintenance and upkeep over the coming years.

Given the age of the building, it does not meet current Building Code of Australia or National Construction Code requirements, including current energy efficiency standards. In addition, the building has a history of structural issues which has resulted in floor deflection and an assessed reduction in floor loading capacity. The proposed major refurbishment of the building will require assessment and certification in accordance with current codes.

Detailed feasibility investigations have been undertaken to assess the requirements of bringing the building up to current code requirements for the proposed uses. Whether the building is repurposed as outlined in this report or not, at some point it will require a major refurbishment to maintain its standard of accommodation and prolong its useful life.

Renewal of the building will also provide the opportunity to increase the building's energy efficiency in line with current sustainability policy.

Initial due diligence and feasibility investigations indicate that the re-purposing of the existing Caloundra Administration Building into a Library and Council Customer Service Centre is the most feasible option.

In order to satisfy the current National Construction Code 2019 (NCC 2019), there are works that have been identified as being required works. Other works are recommended in order to improve the performance of the building (as outlined in detail in **Attachment 2 – Due Diligence Report**).

### **Overall Design Response**

The architectural response to the project brief seeks to:

- Recognise the existing building architecture including the butterfly roofline.
- Replace the existing cladding (glazing).
- Increase building transparency and connection, including creation of a new entry.
- Increase visibility and permeability between the floors of the building by introducing a void connecting the first and second levels of the library.
- Create an outdoor covered extension to the building providing all weather access and enhancing integration of the building, and the wider Community and Creative Hub Precinct, with The Events Centre.
- Provide connection, through design, to the region, the place and its stories.
- Integrate with the significant vegetation in Bill Venardos Park which adjoins the building to the east.
- Reinforce a sense of community by facilitating education and social and cultural connectivity.
- Connect the building visually and physically with the local landscape, people and knowledge.
- Provide a safe space for the community that is welcoming and comfortable.
- Activate the ground floor by placement of the most frequently used services near to, and creating sight lines from, the building entry.

A more detailed summary of the general building design is provided within **Attachment 1 – Project Overview**



Library Design Response

The existing Caloundra Library adjacent to Felicity Park has a gross floor area of approximately 1120m<sup>2</sup>, providing around 790m<sup>2</sup> of space for public access. The library services a current catchment population of approximately 63,000 people and has the third highest rate of visitation of Council's network of Libraries on a per square metre basis, attracting approximately 305,000 visitors per annum. Projected population increases will place further pressure on the facility into the future with the progressive roll-out of the Caloundra South development likely to amplify demand on the Caloundra Library until the establishment of further community infrastructure within that area in the next 10-15 years.

The existing Library does not meet current State Guidelines and recommendations in terms of floor area, service levels or embellishments. De-mountable style extensions have previously been added to the Library as an interim solution to meet demand. The current Library does not meet benchmark standards for a modern contemporary library compared to recent projects delivered by other regional councils throughout Australia.

Internal review of the requirements for a new Library in Caloundra has previously identified a minimum base building requirement of approximately 3,465 m<sup>2</sup> (core areas only – excludes ancillary uses). This spatial requirement has been adopted directly from the *Queensland Public Library Standards and Guidelines* standard for minimum floor area (base floor area) for a projected population catchment of 82,000 people, which is expected to be reached by approximately 2041.

The detailed Library Design Brief for the proposed new Caloundra District Library (see **Appendix A**) identifies the functional areas, operational requirements and aspirational ideas for a successful Tier 2 District Library that meets the recommendations of the Sunshine Coast Libraries Network Plan 2019-2041 and the needs of current and future communities which are likely to be the catchment for this facility.

The Library Design Brief contemplates a contemporary, best practice public Library within the existing Caloundra Administration building which is:

- of High Architectural Standard
- Accessible
- Culturally Inclusive
- Functional and Operational
- Secure and Safe
- Sustainable

The design of the library, floor layout and location and inter-relationship of the various areas has been undertaken in consultation with Library Staff. The proposed design achieves the objectives set out in the Proposed Design Section of this report.

The current projections for the Caloundra District Library catchment population through to 2041 are provided in the table below.

Year	2016	2021	2026	2031	2036	2041
Caloundra District*	56,258	62,729	68,491	72,583	76,902	81,816

The numbers shown above exclude consideration of the emerging population in the Caloundra South community. It is estimated the Caloundra District Library will service a catchment of at least 101,000 people by around 2031, until construction of a new library within the Caloundra South development.

The Library Design has been based on a longer term catchment service population of approximately 82,000 in 2041 (assuming a new Library is delivered in the Aura development)

and provides for an approximate floor area of 3941m<sup>2</sup>, which is consistent with the *Queensland Public Library Standards and Guidelines* (at 1 July 2020) and includes the following core functions identified in the Sunshine Coast Libraries Network Plan 2019-2041:

- Physical collection areas
- Public lounge informal seating areas
- Quiet reading/study spaces
- Foyer/service area
- Flexible meeting/ training/programming spaces
- Computer/technology space
- High speed Wi-Fi
- Distinct areas for different user groups, including children, young people and adults
- Flexible makerspace/ wet area for a range of programs and workshops
- Flexible meeting spaces and events/ programming space with access to kitchen, storage,
- Technology (out of hours access)
- Coffee shop, café, social enterprise space
- Access to outdoor activity and social spaces
- Storage spaces for equipment and materials
- Public amenities
- Staff areas, including kitchen and amenities
- Loading area.

The outdoor covered area shown on the proposed design provides all-weather access to the library as well as covered access to link to The Events Centre. It is acknowledged the proposed design encroaches into the adjoining Bill Venardos Park by approximately 2.2 metres. It should be noted however, that the wider Community and Creative Hub will ultimately increase open space in the Caloundra centre area by more than 3,200 m<sup>2</sup>. The scope of the encroachment is provided in **Attachment 1 – Project Overview**.

Council's Open Space and Social Policy and Parks and Gardens teams have indicated they do not support the proposed design, primarily due to the loss of open space in Bill Venardos Park, and the potential for impacts on the existing vegetation (canopy and root systems).

Accordingly, it is intended the proposed design be used as the basis for detailed design, during which further modifications may occur. It is also proposed that detailed design will be completed in consultation with a suitably qualified and experienced arborist and in consultation with Council's Parks and Gardens Branch.

#### Customer Service Centre Response

The retention of a Customer Service Centre is intended to provide a continuation of face to face customer service operations in Caloundra, complementing other service centres in Nambour and Maroochydore. The proposed brief provides for a modern Customer Service Centre experience, integrated within the ground floor of the Caloundra Administration building.

The proposed design provides a Customer Service Centre of approximately 122 m<sup>2</sup>, including provision for:

- Two face to face customer service points.
- Self-help area
- Waiting lounge / informal meeting space
- Open interview room
- Private meeting room
- Secure office/administration space.

By comparison the existing Customer Service Centre in Caloundra is approximately 168 m<sup>2</sup>. It should be noted that face to face customer service requirements are decreasing due to a corresponding take-up of on line services, and that only 2 of the 6 existing customer service points are currently attended on a daily basis. The existing Customer Service Centre area also includes the former Development Services counter, which is no longer attended, with this function being provided at Council's Maroochydore Office.

Design for the Customer Service Centre has been undertaken in consultation with Manager of Customer Response and the Coordinator of Customer Contact.

#### Community Meeting Spaces Response

The Community Meeting Spaces are intended to provide flexible community meeting areas and rooms, with scope for after-hours access. This inclusion within the design is intended to meet a service shortfall of approximately 600m<sup>2</sup> in the Caloundra area for community meeting space, identified through social infrastructure planning.

The proposed design provides for community meeting spaces ranging in size from between 16 m<sup>2</sup> and 214 m<sup>2</sup>. To the extent possible, the rooms have been sized to cater for expected community demand. The largest meeting room (214m<sup>2</sup> on Level 3) comprises a flexible meeting space with an operable wall separating what is now the current Council Chambers and the Beerwah Room.

#### Council Administration Workspaces Response

Workspaces within the building will provide, to the greatest extent possible, accommodation for Council staff in accordance with the SCC Workplace Strategy, which provides for 200 staff to be accommodated within the Caloundra centre area along with space for Divisions 1, 2 and 3 Councillors.

With the advent of new approaches to work and more flexible workspace allocation arrangements that will apply in all Council workplaces (including the Sunshine Coast City Hall), it is considered the majority of the staff population allocated to Caloundra will be able to be accommodated in 120 workspaces on an as required basis, either within the repurposed Caloundra Administration Building or the Caloundra centre area overall (in line with the intention of the SCC Workplace Strategy). Other work locations such as the Sunshine Coast City Hall and Nambour will also be able to be utilised, if needed.

#### Gross Floor Area Summary

A summary of the gross floor areas delivered by the proposed design for each of the proposed uses is provided in the table below:

area summary		community meeting spaces available after hours	
<b>Level 1</b>	<b>GFA m<sup>2</sup></b>		<b>m<sup>2</sup></b>
Library	1,339	Covered Outdoor Room + Deck	318
Library Work Areas	143	Foyer and Event Space	239
Customer Service	134		
Kiosk	26		
Amenities	36		
Plant	110		
	<b>1,788m<sup>2</sup></b>		
<b>Level 2</b>			
Library	1,401	L2 Foyer	210
Library Work Areas	121	Outdoor Activity Space	64 Bookable
Amenities	36	Maker Space	90 Bookable
Plant	64	Podcast recording room	16 Bookable
	<b>1,622m<sup>2</sup></b>	Meeting Room	17 Bookable
<b>Level 3</b>			
Administration including Councillor Office	1,141	L3 Foyer and Event Space	133
Library / Community Rooms	516	Meeting Room A	129 Bookable
Amenities	48	Meeting Room B	85 Bookable
Plant	101	Meeting Room C	72 Bookable
	<b>1,806m<sup>2</sup></b>	Meeting Room (shared)	44 Bookable
<b>TOTAL</b>	<b>5,216m<sup>2</sup></b>		<b>532m<sup>2</sup> of Bookable Rooms</b>
<b>Library</b>	<b>3,941m<sup>2</sup></b>		
<b>Customer Service/Admin</b>	<b>1,275m<sup>2</sup></b>		

## Project Timing

The timing of the Caloundra Administration Building Repurposing Project is linked to the completion and occupation of the Sunshine Coast City Hall (SCCH) building. The SCCH building is currently under construction and staff are expected to progressively relocate to the new facility from July 2022 onwards, including a number of staff from Caloundra.

The proposed re-purposing of the existing Caloundra Administration Building will involve extensive works to the interior, exterior and building services. The building will need to be completely vacated during construction. Therefore the commencement of work has been scheduled to occur following the current date for occupation of SCCH from July 2022. This provides an opportunity to minimise the number of staff who would need to be temporarily relocated out of the building and then back into the premises once the repurposing work is completed.

A preliminary development program has been prepared for the project which indicates construction could commence in August 2022 (following completion of the SCCH Project), with completion of works in February 2024. The program is based on detailed design commencing in July 2021, with a procurement lead time of three months. The program indicates that if detailed design is not commenced by July 2021, construction and completion of the project will be delayed accordingly.

## Building Operation and Management

The repurposing of the building provides for multiple uses, including after-hours access to the foyer spaces and meeting rooms on levels 1, 2 and 3. The ground floor would serve as the main entry to the Library, Customer Service Centre, Community Meeting Rooms and Council Administration workspaces.

Careful consideration will need to be given to the Operation and Management of the building, particularly in relation to the co-location of the Customer Service and Library on the ground floor and the management of the flexible meeting spaces both during, and after hours.

It is recommended therefore, that a detailed Operational Management Plan is prepared for the building. Development of the Operational Management Plan will be lead jointly by

Libraries and Community Venues Teams in consultation with Customer Service and the SCC Workplace Strategy Team, and completed during the detailed design phase.

### Legal

There are no legal issues relevant to this report.

Should the current proposed design be accepted and proceed through detailed design and construction, reconfiguration of the boundaries for the Caloundra Administration Building site may be required. The Legal Services Branch would be required to assist with the lodgment and registration of survey plans with the Department of Resources.

### Policy

The Caloundra Centre Activation Project overall, is supported by a suite of policy documents including:

- Sunshine Coast Regional Economic Development Strategy (REDS)
- Sunshine Coast Community Strategy 2020
- Environment and Liveability Strategy 2017 (ELS)
- Libraries Network Plan 2019-2041

### Risk

If the project does not proceed to detailed design:

- Implementation of the high priority actions of the Caloundra Centre Master Plan will be constrained and delayed due to uncertainty around the timing of delivery of key civic and social infrastructure projects.
  - a) Private investment and commitment to drive activation and revitalisation in Caloundra is unlikely to occur unless certainty around the scope, timing and funding of key civic infrastructure projects is provided by Council.
- On completion of the SCCH Project, administration staff numbers in the Caloundra Administration Building will be reduced, and the future use for the building will be uncertain. Prolonged operation of the building at below capacity has the potential to have a negative impact on the local economy and community.

If the project proceeds based on the proposed design, there is a risk of impact on the existing vegetation both within Bill Venardos Park, and within the boundaries of the property. This risk is proposed to be managed through the detailed design process (where further modifications may occur), by survey of existing vegetation including the canopies and underground root systems as required and completing the detailed design in consultation with a qualified arborist and Council's Parks and Garden Branch.

### Previous Council Resolution

#### Ordinary Meeting 20 June 2019 (OM19/89)

*That Council:*

- (a) *receive and note the report titled "Caloundra Centre Activation Project"*
- (b) *endorse Urban Design Concept Plan (Appendix A) as the preferred option to guide future planning and design for the Caloundra Centre Activation Project and the size and location of the proposed new Town Square*
- (c) *approve in principle, the establishment of a new Caloundra Library within the existing Caloundra Administration Building subject to completion of a detailed feasibility and project brief in financial year 2020/2021 to further refine the function and size of a new Library and ancillary uses*

- (d) *endorse the Caloundra Centre Activation Project – Project Plan (Appendix B) as the guiding document for future planning and design for the future Caloundra Centre Activation project including the delivery of a future Caloundra Regional Gallery*
- (e) *investigate acquisition of the unencumbered freehold interest in Lot 666 on CG4615*
- (f) *note that the Chief Executive Officer will make Appendix B publicly available*
- (g) *approve in principle the demolition of the building located at 77 Bulcock St noting that the timing of demolition will be subject to suitable arrangements being made for the relocation of Council staff*
- (h) *agree in principle to the sale of the land identified as Lots 10 to 13 on RP131467 and Lot 601 on CG4252 by way of an Expressions of Interest process in accordance with Local Government Regulation 2012 for the following reasons:*
  - (i) *to ensure proposals for redevelopment of the site achieve the best possible alignment with the intent of the Caloundra Centre Master Plan*
  - (ii) *to ensure the redevelopment of the site is appropriately designed and integrated with key social infrastructure projects to be delivered as part of the Caloundra Centre Activation Project*
  - (iii) *to ensure that the timing of redevelopment of the site aligns with Council's schedule for delivery of key social infrastructure projects*
- (i) *endorse Staging Plan – Alternate Option (Appendix C) as the preferred option for the timing of delivery of the project and its key components*
- (j) *note that the funding of the major infrastructure as per (a) to (i) above, would need to be considered in future annual budgets and for external grant funding opportunities and*
- (k) *note that Council will consider the Community Facilities Strategy and the Regional Arts Infrastructure Framework late in 2019 which will contribute to ongoing consideration of the urban design refinement for the Caloundra Regional Gallery, the Town Square, Streetscape and Place Making Projects for Caloundra.*

### **Ordinary Meeting 14 September 2017 (OM17/181)**

*That Council resolves because of the specialised nature of the services that are sought from Woods Bagot it would be impractical or disadvantageous to invite quotes or tenders in relation to The Smart Move Project.*

### **Related Documentation**

Caloundra Centre Master Plan

Caloundra Centre Activation Project – Project Plan

Caloundra Centre Activation project – Staging Plan

### **Critical Dates**

Construction work for the repurposing of the Caloundra Administration Building is proposed to commence in August 2022, following completion of the SCCH Project. To achieve this start date for the project, detailed design is required to commence in July 2021, with a procurement lead time of approximately 3 months. The construction start date provides for continuity of activity to mitigate the impact of the project on the local economy due to the temporary vacation of the building to enable construction works.

**Implementation**

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will:

- a) commence detailed design based on the proposed option identified in the Library Design Brief, for the repurposing of the Caloundra Administration Building for a new District Library, Customer Service Centre, Community Meeting Space and Council Administration workspaces in conjunction with the Urban Projects Team, Project Delivery Branch, Liveability and Natural Assets Group.
- b) prepare an Operational Management Plan for the new Caloundra District Library and Community Meeting Spaces, to be completed during the detailed design phase.





**8.6 FEBRUARY 2021 FINANCIAL PERFORMANCE REPORT**

<b>File No:</b>	<b>Financial Reports</b>
<b>Author:</b>	<b>Coordinator Financial Services Business Performance Group</b>
<b>Attachments:</b>	<b>Att 1 - Monthly Financial Performance Report.....291</b>
	<b>Att 2 - 2020_21 Capital Grant Funded Project Report February 2021 .....301</b>

**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 28 February 2021 in terms of the operating result and delivery of the capital program.

**Operating Performance****Table 1: Operating Budget as at 28 February 2021**

	<b>Original Budget \$000</b>	<b>Current Budget \$000</b>
Total Operating Revenue	465,069	467,015
Total Operating Expenses	460,733	464,544
<b>Operating Result</b>	<b>4,336</b>	<b>2,471</b>

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

**OFFICER RECOMMENDATION**

**That Council receive and note the report titled "February 2021 Financial Performance Report".**

**FINANCE AND RESOURCING**

This report sets out the details of Council's financial performance and investments for the month ending 28 February 2021 and meets Council's legislative reporting requirements.

**CORPORATE PLAN**

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

## CONSULTATION

### Portfolio Councillor Consultation

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

### Internal Consultation

This report has been written in conjunction with advice from:

- Acting Group Executive Business Performance
- Acting Chief Financial Officer

### External Consultation

No external consultation is required for this report.

### Community Engagement

No community engagement is required for this report.

### Legal

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

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

### Policy

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

### Risk

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

### Previous Council Resolution

#### Special Meeting Budget 25 June 2020 (SM20/16)

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

- the statement of income and expenditure*
- the statement of financial position*
- the statements of changes in equity*
- the statement of cash flow*
- the relevant measures of financial sustainability*
- the long term financial forecast*
- the Debt Policy (adopted by Council resolution on 11 June 2020)*
- the Revenue Policy (adopted by Council resolution on 11 June 2020)*
- the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*

- x. *the Revenue Statement*
- xi. *Council's 2020/21 Capital Works Program, endorse the indicative four-year program for the period 2022 to 2025, and note the five-year program for the period 2026 to 2030*
- xii. *the rates and charges to be levied for the 2020/21 financial year and other matters as detailed below in clauses 3 to 12 and*
- xiii. *endorse the full time equivalent establishment as per the Sunshine Coast Council Establishment 2020/2021 report.*

**Related Documentation**

2020/21 Adopted Budget

**Critical Dates**

There are no critical dates for this report.

**Implementation**

There are no implementation details to include in this report.

**8.7 CONSOLIDATION OF LOCAL LAWS AND SUBORDINATE LOCAL LAWS**

**File No:** Council Meeting

**Author:** Manager Corporate Governance  
Office of the CEO

**Appendices:** App A - Consolidated Local Law No. 3 (Community Health and Environmental Management) 2011 .....5/82  
App B - Consolidated Subordinate Local Law No. 3 (Community Health and Environmental Management) 2011 .....41/82

**PURPOSE**

The purpose of this report is to seek a Council resolution to adopt consolidated versions of Council's local laws as a result of amendments adopted at the Ordinary Meetings on Thursday 17 May 2018 (OM18/61), Thursday 14 November 2019 (OM19/196) and Thursday 30 January 2020 (OM20/14).

This report does not include any new material not previously considered or adopted by Council and formally published in the Government Gazette as part of the local law making process.

**EXECUTIVE SUMMARY**

This report meets an administrative requirement to present consolidated versions of *Local Law No. 3 (Community Health and Environmental Management) 2011* (Appendix A) and *Subordinate Local Law No. 3 (Community Health and Environmental Management) 2011* (Appendix B).

A consolidated version combines a Local Government's local law, as it was originally made, with all subsequent amendments. As such, this consolidated local law and report does not include any new material not previously considered or adopted by Council and formally published in the Government Gazette as part of the local law making process.

Consolidating local laws and subordinate local laws in this way reduces the risk of breaches and incorrect interpretation of local law provisions, as well as making it easier for them to be read and understood by the community.

**OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled "Consolidation of Local Laws and Subordinate Local Laws" and
- (b) resolve to adopt consolidated versions of:
  - (i) Sunshine Coast Regional Council Local Law No. 3 (Community Health and Environmental Management) 2011 (Appendix A)
  - (ii) Sunshine Coast Regional Council Subordinate Local Law No. 3 (Community Health and Environmental Management) 2011 (Appendix B).

## FINANCE AND RESOURCING

The cost of drafting the consolidated local laws has been funded through existing budget allocations within the Corporate Governance Branch.

## CORPORATE PLAN

**Corporate Plan Goal:** *Service excellence*  
**Outcome:** We serve our community by providing this great service  
**Operational Activity:** S21 - Local amenity and local laws: maintaining and regulating local amenity through local laws, regulated parking, community land permits and management of animals, overgrown land and abandoned vehicles.

## CONSULTATION

### Portfolio Councillor Consultation

Councillor E Hungerford and Councillor J Natoli has been consulted regarding the consolidation of *Local Law No. 3 (Community Health and Environmental Management) 2011 (Appendix A)* and *Subordinate Local Law No. 3 (Community Health and Environmental Management) 2011 (Appendix B)*.

### Councillor Consultation

Councillors were consulted throughout the local law making process regarding proposed amendments prior to being adopted at the Ordinary Meetings on Thursday 17 May 2018, Thursday 14 November 2019 and Thursday 30 January 2020.

Further consultation has occurred with the following Councillors to provide additional information on the background of the local law amendments and the local law consolidation process:

- Councillor T Landsberg
- Councillor W Johnston
- Councillor M Suarez
- Councillor D Law.

### Internal Consultation

Internal consultation in relation to the local law amendments occurred with all appropriate stakeholders. No internal consultation was required as part of the local law consolidation process as it is simply an administrative process.

### External Consultation

No external consultation was required as part of the local law consolidation process as it is simply an administrative process.

### Community Engagement

Community consultation was undertaken for the amendments prior to adoption by Council. No external consultation was required as part of the local law consolidation process as it is simply an administrative process.

## PROPOSAL

Consolidation of local laws

The concept of a consolidated version of a local law is similar to the process of producing reprints of Acts. Each time an amending Act is made, the Office of Parliamentary Counsel prepares a consolidated version which accurately combines the original Act with each of the subsequent amendments made. This process makes it easier for anyone referencing the legislation as they don't need to read the original Act and the amendments separately.

Consolidating local laws provides stakeholders and the community with a comprehensive and readable suite of local laws. Without consolidation, readers are required to read the original local law and amendment local laws together to ascertain the current lawful position of a particular issues. A consolidated version of a local law is simply a document that accurately combines a Local Government's local law, as it was originally made, with all the amendments made to the local law since the local law was originally made.

Consolidation of Council's local laws is purely administrative and only includes amendments to local laws that have previously been adopted by Council and formally published in the Government Gazette as part of the local law making process.

#### Amendments requiring consolidation

- At the Ordinary Meeting on 17 May 2018, Council resolved (OM18/61) to adopt Amendment Local Law No. 1 (Community Health and Environmental Management) 2017 in order to duplicate the provisions of Chapter 5A of the *Environmental Protection Regulation 2008* (since repealed and now replaced with Chapter 6 of the *Environmental Protection Regulation 2019*) and Part 2A of the *Waste Reduction and Recycling Regulation 2011*, both of which were due to expire on 1 July 2018. The amendment local law allowed Council to continue to regulate the appropriate storage and removal of general waste from premises within the region under Council's local laws and designate waste collection areas.
- At the Ordinary Meeting on Thursday 14 November 2019, Council resolved (OM19/196) to adopt inclusions regarding the new Automatic Waste Collection System for the Maroochydore City Centre. The Maroochydore City Centre Infrastructure Agreement binds future developments within the precinct to connect to the Automatic Waste Collection System (AWCS). The AWCS is the first of its kind to be delivered within Australia. As such there is no legislative framework or precedent that provides for the administration and regulation of private and public infrastructure.
- At the Ordinary on Thursday 30 January 2020, Council resolved (OM20/14) to adopt Amendment Local Law No. 1 (Community Health and Environmental Management) 2020 to include a commencement date of 10 February 2020 for the waste provisions adopted at the Ordinary Meeting on 17 May 2018. At the time of drafting the provisions into the local law in 2018, the waste provisions in the *Environmental Protection Regulation 2008* (since repealed and now replaced with Chapter 6 of the *Environmental Protection Regulation 2019*) and *Waste Reduction and Recycling Regulation 2011* were scheduled to expire on 1 July 2018 and subsequently then extended again to September 2018. In late 2018 the Queensland State Government notified Queensland Local Governments that the provisions would not be expired and as a result Council's local law was unable to come into effect as originally planned. Given some of the uncertainty with regards to the expiring provisions and to ensure Council retained the appropriate mechanisms to continue to manage waste across the Local Government area, an amendment was made to the 2018 amendment local law so that the new local law waste provisions would commence on 10 February 2020.

The above mentioned local law amendments have all satisfied the statutory requirements needed to make a local law which included:

- Report to Council proposing to make the local law
- Community Consultation
- Public Interest Checks

- State Interest Checks
- Report to Council to make the local law
- Government Gazette.

The newly consolidated versions will be made available to the public through a link on Council's website and also on the State Government's local law database website.

### Legal

The proposal has been considered in accordance with the following legislation:

- the *Local Government Act 2009* and the *Local Government Regulation 2012*
- Sunshine Coast Council's suite of Local Laws and Subordinate Local Laws

Section 32 (1) of the *Local Government Act 2009* provides that the Local Government may prepare and adopt a consolidated version of its local laws and subordinate local laws as they were originally made, with all the amendments made to the local laws and subordinate local laws since the local laws and subordinate local laws were originally made.

In accordance with section 32 (4) of the *Local Government Act 2009*, the Local Government must provide a copy of the adopted consolidated versions to the Minister within 7 days.

### Policy

The consolidation of the local law and subordinate local law have been prepared in accordance with all relevant Council policies.

### Risk

Failing to consolidate local laws and subordinate local laws increases the risk of breaches and incorrect interpretation of local law provisions. It also makes the local laws difficult to read and understand by the community.

### Previous Council Resolution

#### Ordinary Meeting 17 May 2018 (OM18/61)

*That Council:*

- receive and note the report titled "Making of Amendment Local Law No. 1 (Community Health and Environmental Management) 2017"*
- resolve to implement the recommendations of the Public Interest Review Report to proceed to make the local law retaining the anti-competitive provisions on the basis that they are in the overall public interest*
- in accordance with Council's 'Process for Making Local Laws' adopted on 1 June 2010, pursuant to section 29 of the Local Government Act 2009, Council hereby resolves to make Amendment Local Law No. 1 (Community Health and Environmental Management) 2017 with the following amendments based on consideration of public submissions and the State interests check feedback:*
  - in section 2 (Commencement), replace "This local law commences on the date of gazettal" with the following:*
    - This local law commences only if both of the following events have occurred—*
      - expiry of chapter 5A of the Environmental Protection Regulation 2008; and*
      - expiry of section 7 of the Waste Reduction and Recycling Regulation 2011.*

- 
- (2) *This local law commences—*
- (a) *if the two events mentioned in subsection (1) occur at the same time—at that time; or*
- (b) *if the two events mentioned in subsection (1) occur at different times—at the later of those times.”*
- (ii) *in section 4 (Amendment of s 2 (Purpose and how it is to be achieved)):*
- *after “providing for”, insert “the regulation of”*
  - *in paragraphs (a) and (b), delete “the regulation of”*
  - *in paragraph (b), replace “disposal” with “disposing”*
  - *in paragraph (a), replace “waste from premises” with “general waste at relevant premises”*
  - *add a new paragraph (b) “storage and treatment of industrial waste at relevant premises”*
  - *renumber current paragraph (b) to (c)*
- (iii) *in section 5 (Insertion of pt 7A (Waste management)), new section 25B, after “by resolution”, insert “or by subordinate local law”*
- (iv) *in section 5 (Insertion of pt 7A (Waste management)), new section 25C:*
- *amend the definition of general waste to the following:*
    - “*general waste means—*
    - (a) *waste other than regulated waste; or*
    - (b) *for divisions 2, 3 and 4 of this part, waste other than regulated waste that is any of the following—*
      - (i) *commercial waste;*
      - (ii) *domestic waste;*
      - (iii) *recyclable waste.”*
  - *insert the following new definitions:*
    - “*premises see the Environmental Protection Act 1994, schedule 4.*
    - registered suitable operator see the Environmental Protection Act 1994, schedule 4.*
    - regulated waste see the Environmental Protection Regulation 2008, section 65.”*
  - *in the definition of waste, after the word “see”, insert the word “the”*
- (v) *in section 5 (Insertion of pt 7A (Waste management)), new section 25L(2) replace “the operator of the facility” with the following:*
- “*(a) the person who—*
    - (i) *is the registered suitable operator for the facility; or*
    - (ii) *holds an environmental authority for the facility; or*
  - (b) the person in charge of the facility.”*
- (vi) *insert a new section 6 (Amendment of s 26 (Subordinate local laws)) to insert a new paragraph (h) “designating waste collection areas” with a footnote referencing section 25B*



- (d) *note that Amendment Local Law No. 1 (Community Health and Environmental Management) 2017 will be re-titled Amendment Local Law No. 1 (Community Health and Environmental Management) 2018, in accordance with the numbering convention for amendment local laws*
- (e) *note that Amendment Local Law No.1 (Community Health and Environmental Management) 2018 contains anti-competitive provisions and*
- (f) *authorise the Chief Executive Officer to make any necessary administrative and formatting amendments to the document as part of the final proof reading and cross referencing.*

**Making of Amendment Local Law No. 1 (Community Health and Environmental Management) 2019 and Amendment Subordinate Local Law No. 2 (Community Health and Environmental Management) 2019”**

**Ordinary meeting Thursday 14 November 2019 (OM19/179)**

*That Council:*

- (a) *receive and note the report titled “**Making of Amendment Local Law No. 1 (Community Health and Environmental Management) 2019 and Amendment Subordinate Local Law No. 2 (Community Health and Environmental Management) 2019”***
- (b) *hereby resolve that Amendment Local Law No. 1 (Community Health and Environmental Management) 2019 and Amendment Subordinate Local Law No. 2 (Community Health and Environmental Management) 2019, have been reviewed in accordance with section 38 of the Local Government Act 2009 and hereby resolves to implement the recommendations of the Public Interest Review Report that the anti-competitive provisions contained in the law are in the public interest and should be retained and*
- (c) *in accordance with Council’s ‘Process for Making Local Laws’ adopted on 1 June 2010, pursuant to section 29 of the Local Government Act 2009, hereby resolve to make:*
  - (i) *Amendment Local Law No. 1 (Community Health and Environmental Management) 2019 (Appendix A)*
  - (ii) *Amendment Subordinate Local Law No. 2 (Community Health and Environmental Management) 2019 (Appendix B).*

**Ordinary Meeting 30 January 2020 (OM20/14)**

*That Council:*

- (a) *receive and note the report titled “**Making of Amendment Local Law No. 1 (Community Health and Environmental Management) 2020”***
- (b) *resolve that Amendment Local Law No. 1 (Community Health and Environmental Management) 2020 has been reviewed in accordance with section 38 of the Local Government Act 2009 and that, taking into consideration the circumstances of the Sunshine Coast Regional Council area, the law does not contain any possible anti-competitive provisions and*
- (c) *in accordance with Council’s ‘Process for Making Local Laws’ adopted on 1 June 2010, pursuant to section 29 of the Local Government Act 2009, hereby resolve to make:*
  - (i) *Amendment Local Law No. 1 (Community Health and Environmental Management) 2020(Appendix A).*

**Related Documentation**

- *Local Government Act 2009* and *Local Government Regulation 2012*
- Sunshine Coast Regional Council Local Laws and Subordinate Local Laws
- State Government Guidelines for Drafting Local Laws 2016
- Sunshine Coast Regional Council Corporate Plan 2020-2024
- Compliance and Enforcement Policy.

**Critical Dates**

It is important that the consolidation of local laws occurs as soon as practical after an amendment local law is adopted. This ensures that key stakeholders have a clear and articulate local law framework.

**Implementation**

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will:

- provide a copy of the consolidated local law and subordinate local law to the Deputy Premier and Minister for State Development, Infrastructure, Local Government and Planning in accordance with section 32 (4) of the *Local Government Act 2009* for inclusion on the Department local laws database and
- the consolidated local law and subordinate local law will be provided on Council's website.



**8.8 DELEGATION TO THE CHIEF EXECUTIVE OFFICER**

**File No:** Council Meeting

**Author:** Manager Corporate Governance  
Office of the CEO

**Appendices:** App A - Delegation to the Chief Executive Officer (2016-73 V6.0)  
.....59/82

**Attachments:** Att 1 - Delegations - Guiding Principles (Delegations from  
Council to the CEO) .....81/82

**PURPOSE**

The purpose of this report is to satisfy the requirements for the annual review and to update the existing Council to Chief Executive Officer delegation instrument to include the new *Australia’s Foreign Relations (State and Territory Arrangements) Act 2020* (Cth) and a number of other Queensland State legislations and subordinate legislatives identified in the annual review.

**EXECUTIVE SUMMARY**

Council has a range of powers and functions to perform which are conferred under a number of different Acts of Parliament including the *Local Government Act 2009* as well as subordinate legislation and local laws. Council is able to delegate its powers to implement and enforce these responsibilities under section 257 of the *Local Government Act 2009*.

The new *Australia’s Foreign Relations (State and Territory Arrangements) Act 2020* (Cth) (the Act) was assented to on 10 December 2020. The Act requires local governments to notify the Federal Minister for Foreign Affairs of any prospective and pre-existing foreign arrangements as defined under the Act. In order to ensure appropriate delegations are in place to notify the Minister of Foreign Affairs of the abovementioned requirements, Schedule 1 to delegation 2016-73 (v6) Delegation to the Chief Executive Officer has been updated to include the new Act and a recommendation to delegate powers to the Mayor under section 257(1)(a) of the Act.

This amendment to delegation 2016-73 (v6) Delegation to the Chief Executive Officer also provided the opportunity to undertake an additional review cross referencing with the Local Government Association of Queensland (LGAQ) Local Government delegation register to ensure all required legislations and subordinate legislations have been captured.

No further changes to legislative powers have been made to 2016-73 (v6) – Delegation to the Chief Executive Officer. Additional provisions not capable of delegation under the *Local Government Act 2009* have been included in Schedule 2 to 2016-73 (v6) – Delegation to the Chief Executive Officer.

Further to the above, this report also satisfies Council’s obligation under section 257(5) of the *Local Government Act 2009* to review delegations annually.

## OFFICER RECOMMENDATION

### That Council:

- (a) receive and note the report titled “Delegation to the Chief Executive Officer ”
- (b) delegate powers to the Mayor to notify the Minister Foreign Affairs in accordance with the requirements of the *Australia’s Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)*
- (c) adopt Delegation 2016-73 (v6) Delegation to the Chief Executive Officer (Appendix A) and
- (d) note that all other existing specific delegations of authority to the Chief Executive Officer are retained.

## FINANCE AND RESOURCING

The activities associated with this report and its recommendation are operational activities covered by the Corporate Governance Branch core budget allocation.

The amended and new delegations of authority will not create any additional resource or financial impacts for Council or the community; however they will provide necessary operational efficiency.

## CORPORATE PLAN

**Corporate Plan Goal:** *An outstanding organisation*  
**Outcome:** We serve our community by providing this great service  
**Operational Activity:** S29 - Governance: providing internal leadership, legal opinion, governance and audit functions ensuring legislative accountability, transparency and ethical obligations are supported.

## CONSULTATION

### Portfolio Councillor Consultation

Councillor E Hungerford and Councillor J Natoli have been consulted regarding the annual review of delegations and recommendations proposed in this report.

### Councillor Consultation

Further consultation has occurred with the following Councillors to provide information on Council’s delegation process and the recommendations proposed in this report:

- Councillor T Landsberg
- Councillor W Johnston
- Councillor M Suarez
- Councillor D Law

### Internal Consultation

Internal consultation occurred with the following officers:

- Manager Corporate Governance
- Coordinator Governance Process and Policy
- Chief of Staff

- Executive Manager
- Group Executive Economic and Community Development

### External Consultation

No external consultation was conducted for the review of delegations.

### Community Engagement

No community engagement was required for the preparation of this report as it relates to an internal administrative activity.

## PROPOSAL

The new *Australia's Foreign Relations (State and Territory Arrangements) Act 2020* (Cth) (the Act) was assented to on 10 December 2020. The new Act primary purpose is to ensure that arrangements between State or Territory governments (which include local government) do not adversely affect Australia's foreign relations and are not inconsistent with Australia's foreign policy. The Act requires local governments to notify the Federal Minister for Foreign Affairs of any prospective and pre-existing foreign arrangements as defined under the Act. The obligations for a Local Government to notify the Minister of any prospective foreign arrangements will commence on 10 March 2021. Notification of any pre-existing foreign arrangements to the Minister of Foreign Affairs by the local government must be made prior to 10 June 2021.

To ensure the Mayor and Chief Executive Officer has the appropriate delegated authority to comply with notification requirements under the *Australia's Foreign Relations (State and Territory Arrangements) Act 2020* (Cth) (the Act), the new Act has been included in Schedule 1 to delegation 2016-73 (v6) "*Delegation to the Chief Executive Officer*" attached to this report (Appendix A). In addition, this report recommends that the Council delegate under s.257 (1) (a) of the *Local Government Act 2009* the authority for the Mayor to notify the Minister of Foreign Affairs of any foreign arrangements as defined under the Act.

### Additional legislation updates

King & Company Solicitors through the LGAQ provides biannual updates of all delegations of authority, including those matters which cannot be delegated and require a resolution of Council. The latest advice provided by LGAQ allowed the opportunity to perform a full comparison with Council's current schedules for the 2016-73 Delegation to the Chief Executive Officer in line with Council's annual review in accordance with section 257(5) of the *Local Government Act 2009*.

Following a comprehensive review of the LGAQ delegation database the following legislations and regulations have been amended and included in Schedule 1 to delegation 2016-73 (v6) detailed in Appendix A to this report:

- *Biosecurity Regulation 2016*
- *Environmental Protection (Water and Wetland Biodiversity) Regulation 2019*
- *Environmental Protection Regulation 2019*
- Rail Safety National Law
- *Residential Tenancies and Rooming Accommodation (COVID 19 Emergency Response) Regulation 2020*
- *State Penalties Enforcement Regulation 2014*
- *Transport Infrastructure (State Controlled Roads) Regulation 2011*
- *Transport Operations (Marine Safety) Act 1994*

The addition of the above legislation does not carry any additional delegation or responsibilities, and are only added as a precautionary measure, in case of any decisions or actions that are not planned or part of usual Council business.

Schedule 2 to delegation 2016-73 detailed in Appendix A identifies powers of the Sunshine Coast Council that are not able to be delegated. Any decisions relating to matters that are identified in this schedule require a Council resolution.

The additional legislative provisions under the *Local Government Act 2009* not capable of delegation have been added to Schedule 2 and include the following:

- Setting of the 2020/21 financial year, other than at a budget for the financial year, what rates and charges are to be levied for the remainder of the financial year
- Decision, where a Councillor has a declarable conflict of interest, to allow the Councillor to participate in a decision about the matter or to leave the place where the meeting is being held
- Decision, where there is no quorum for deciding matter because of prescribed conflicts of interest or declarable conflicts of interest, to defer a matter to a later meeting/not to decide the matter and take no further action in relation to the matter
- Filling a vacancy in the Office of the Mayor or another Councillor during the final part of the local government's term and
- Allowing a Councillor to appoint one or more appropriately qualified persons (each a councillor advisor) to assist in performing the responsibilities under the Act.

All of the above matters were introduced as part of the *Electoral and Other Legislation (Accountability, Integrity and Other Matters) Amendment Act 2020* (Qld), which saw enhancements to the *Local Government Act 2009*.

### Legal

Section 257 (Delegation by the Local Government) of the *Local Government Act 2009* allows, by resolution, a Local Government to delegate its powers under a Local Government act to the Mayor, Chief Executive Officer, a standing committee or a joint standing committee. While delegations provide expediency for the Local Government, a delegation is revocable and does not prevent Council from acting on a matter (in which case the delegate must not act) and does not prevent the Council or Chief Executive Officer from exercising the power.

Section 257 (5) of the *Local Government Act 2009* requires the local government to review all delegations to the Chief Executive Officer annually.

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

### Policy

The Chief Executive Officer's delegation (2016-73 (v6)) is also supported by the Delegations Guiding Principles Policy (see Attachment 1).

### Risk

The delegation amendment has been prepared to mitigate the risk of any gaps in delegated powers and to ensure the Chief Executive Officer has all the powers capable of delegation under Local Government Acts relevant to Sunshine Coast Council. It will ensure the Chief Executive Officer is provided with overall coverage of legislative power (as per schedule 1 of Appendix A) to ensure continued business efficacy over Council activities and business operations.

**Previous Council Resolution****Ordinary Meeting 30 January 2020 (OM20/12)**

*That Council:*

- (a) *receive and note the report titled “Delegation to the Chief Executive Officer – Section 257 Local Government Act 2009”*
- (b) *adopt Delegation 2016-73 (v5) Delegation to the Chief Executive Officer (Appendix A)*
- (c) *note that all other existing specific delegations of authority to the Chief Executive Officer are retained and*
- (d) *request the LGAQ to provide professional, legal advice to Queensland Councils, outlining the rights of Councillors under the Human Rights Act 2019 or similar and also as assessed against the Councillor’s Code of Conduct.*

**Ordinary Meeting 25 July 2019 (OM19/111)**

*That Council:*

- (a) *receive and note the report titled “Delegation to the Chief Executive Officer – Section 257 Local Government Act 2009”*
- (b) *adopt Delegation 2016-73 (v4) Delegation to the Chief Executive Officer (Appendix A) and*
- (c) *note that all other existing specific delegations of authority to the Chief Executive Officer are retained.*

**Related Documentation**

There is no related documentation in relation to this report.

**Critical Dates**

It is important that Council gives consideration to this report as soon as possible to ensure compliance with section 257 of the *Local Government Act 2009*.

**Implementation**

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will:

- update Council’s delegation register and
- link section 259 delegations of authority from the Chief Executive Officer to officers.





**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 CONFIDENTIAL - NOT FOR PUBLIC RELEASE - STRATEGIC LAND ACQUISITIONS, BLI BLI**

**File No:** Council Report  
**Authors:** Coordinator Open Space and Social Policy  
Liveability & Natural Assets Group  
Coordinator Strategic Property  
Office of the CEO

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In preparing this report, the Chief Executive Officer recommends it be considered confidential in accordance with Section 254J(3) (g) of the *Local Government Regulation 2012* as it contains information relating to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

The report is confidential in respect to the content and timeframes of negotiations with the landowners and recognising that, until Council makes a decision and the sale contracts are executed, the acquisition has no certainty.

Public disclosure at this time would potentially impact adversely on the finalisation of a current negotiation process and Council's ability to secure the land parcels at a price that represents the best value for the ratepayers of the region.

The report contains a recommendation to release details relating to the site locations and price of the acquisitions once the negotiations have been finalised and the transfer of the property titles has been registered with the Titles Registry

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**12 NEXT MEETING**

The next Ordinary Meeting will be held on 29 April 2021.

**13 MEETING CLOSURE**

