

Agenda

Ordinary Meeting

Thursday, 30 April 2020

commencing at 9:00am

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1 DECLARATION OF OPENING

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

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

That the Minutes of the Ordinary Meeting held on 19 March 2020 and the Special Meeting held on 23 April 2020 be received and confirmed.

5 INFORMING OF PERSONAL INTERESTS**5.1 MATERIAL PERSONAL INTEREST**

Pursuant to Section 175C of the *Local Government Act 2009*, a Councillor who has a material personal interest in an issue to be considered at a meeting of the local government, or any of its committees must –

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

5.2 CONFLICT OF INTEREST / PERCEIVED CONFLICT OF INTEREST

Pursuant to Section 175E of the *Local Government Act 2009*, a Councillor who has a real or perceived conflict of interest in a matter to be considered at a meeting of the local government, or any of its committees, must inform the meeting about the councillor's personal interest the matter.

The other Councillors must then decide

- (a) whether the Councillor has a real conflict of interest or perceived conflict of interest in the matter and
- (b) if they decide the Councillor has a real conflict of interest or perceived conflict of interest in the matter
 - (i) whether the Councillor must leave the meeting room (including any area set aside for the public), and stay out of the meeting room while the matter is being discussed and voted on, or
 - (ii) that the Councillor may participate in the meeting in relation to the matter, including by voting on the matter.

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

8 REPORTS DIRECT TO COUNCIL**8.1 COVID-19 RESPONSE****File No:** Council Meetings**Author:** Group Executive
Built Infrastructure Group**Attachments:** Att 1 - Local Disaster Management Group Charter 13

PURPOSE

The purpose of this report is to provide an overview of Sunshine Coast Council's response to the COVID-19 Pandemic.

EXECUTIVE SUMMARY

Sunshine Coast Council has a formalised Disaster Management structure that is in accordance with the *Queensland Disaster Management Act 2003* (the Act), and the Queensland Disaster Management Arrangements (QDMA).

On the 30 January 2020 the World Health Organisation (WHO) declared a Public Health Emergency of International Concern due to the COVID-19 virus, which originated in Wuhan, China. On the 3 March 2020, the Sunshine Coast Council Disaster Management Team were advised by Queensland Health (being the lead agent in a pandemic event) that the region would likely be affected by this virus in the foreseeable future. The Local Disaster Management Group (LDMG) moved to STAND UP activation status on the 23 March 2020 in support of the lead agency, Queensland Health.

A comprehensive response structure has been enacted for Council to deal with all facets of the COVID-19 pandemic, including the COVID-19 Control Group and COVID-19 Working Group. These Groups have led key actions and responses to date including closure of community facilities, suspension of paid parking, transferring some programs and services online and the introduction of a staged economic stimulus program. In addition, key initiatives and responses have been delivered internally to ensure a smooth transition of working arrangements and business requirements for Council employees.

The financial implications of COVID-19 to Council through to 30 June 2020 is estimated to be \$8 million.

OFFICER RECOMMENDATION

That Council receive and note the report titled "COVID-19 Response".

FINANCE AND RESOURCING

The March 2020 Financial Performance Report outlines the financial implications of COVID-19 to Council through to 30 June 2020 as being approximately \$8 million.

CORPORATE PLAN

Corporate Plan Goal: *A strong community*

Outcome: We serve our community by providing this great service
Operational Activity: S3 - Disaster Management - providing regional disaster management coordination including prevention, preparation, response and recovery.

CONSULTATION

Councillor Consultation

There has been no Councilor consultation in regards to this report.

Internal Consultation

- Local Disaster Management Coordinator / Group Executive Built Infrastructure
- Office of the CEO
- Coordinator, Disaster Management
- Head of Economic Development
- Head of People & Culture

External Consultation

There has been no external consultation in regards to this report.

Community Engagement

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

PROPOSAL

Sunshine Coast Council has a formalised Disaster Management structure that is in accordance with the *Queensland Disaster Management Act 2003* (the Act), and the Queensland Disaster Management Arrangements (QDMA).

The Local Disaster Management Group (LDMG) is coordinated by Council's Disaster Management Team. Members of the Local Group have been appointed by the Sunshine Coast Council in accordance with s33 and s34 of the Act. In appointing people to the Local Group, Council has sought to select representatives from those agencies and organisations on the Sunshine Coast who:

- (a) have a key role in responding to disaster or emergency issues;
- (b) manage key assets;
- (c) provide essential community services.

The LDMG reports directly to the District Disaster Coordinator who in turn reports directly to the State Disaster Coordination Group (SDCG) and Queensland Premier. The Charter of the LDMG is provided as Attachment 1.

On the 30 January 2020 the World Health Organisation (WHO) declared a Public Health Emergency of International Concern due to the COVID-19 virus, which originated in Wuhan, China. On the 3 March 2020, the Sunshine Coast Council Disaster Management Team were advised by Queensland Health (being the lead agent in a pandemic event) that the region would likely be affected by this virus in the foreseeable future.

The LDMG moved to STAND UP activation status on the 23 March 2020 in support of the lead agency, Queensland Health.

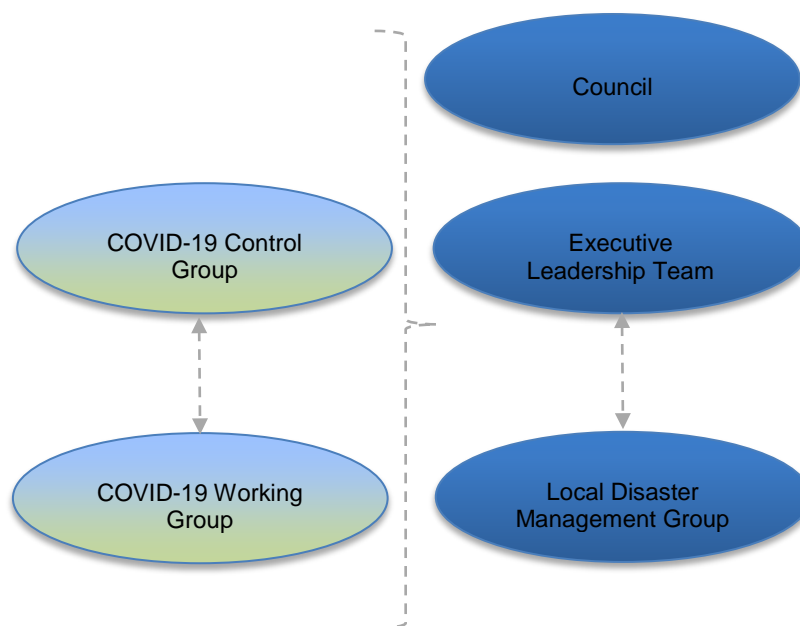
Primary responsibilities of the LDMG within the current COVID-19 pandemic are:

- (i) Coordinating LDMG agencies and resources as per the Act

- (ii) Responding to, and providing assistance for requests coming from Queensland Health and District Disaster Coordinator
- (iii) As a *Disaster Manager* – Council as a local authority is charged with maintaining disaster management plans, arrangements and a response capability as well as for contributing to the management of community consequences of a disaster event
- (iv) As a *Service Provider* – and supplier of essential services with expectations that continued provision of such services will be guaranteed
- (v) As a *Guardian* to our community fulfilling our social obligations
- (vi) As a *Responsible Employer* – to ensure the wellbeing of all staff
- (vii) To coordinate Council response and recovery resources and capability
- (viii) To be the contact point and consistent liaison with the District Disaster Management Group (DDMG) and State Disaster Coordination Group (SDCG)
- (ix) To be the conduit between LDMG and Council, to maintain continuity of delivery of essential services to the community, to fulfil the statutory obligations under the Disaster Management Act 2003
- (x) To support Queensland Health as the lead agency with specific requests for assistance and resources, and ensure clear lines of communication
- (xi) To report on agency specific activities currently being conducted, requests for service from Queensland Health or community, and providing situational awareness of community needs and their capacity to deliver essential services
- (xii) Regular updates/situational reports and advice is currently provided to all groups and Councillors through the Disaster Management Team (internal to Council).

On 16 March 2020 the arrangement below was determined and introduced to provide a comprehensive response structure for Council to deal with all facets of the COVID-19 pandemic.

Figure 1 – SCC COVID-19 Response Structure



The COVID-19 Control Group, comprising the Mayor, Deputy Mayor and key SCC leadership, was meeting three times per week and is now meeting twice-weekly with responsibility to:

- provide direction to the organisation and the community in its dealings with the pandemic
- provide qualified resources as required
- communicate to the community and associated stakeholders

The COVID-19 Working Group, comprising nominated SCC Managers and key operative staff, meets twice weekly with responsibility to:

- (i) provide specialist advice and situation reports from within the organisation
- (ii) provide an external impact view and situation report
- (iii) prepare guidance notes and procedures for organisational readiness
- (iv) provide working arrangement solutions for the delivery of core and essential services
- (v) recommend working arrangements to the control group
- (vi) manage internal communications
- (vii) coordinate external communications
- (viii) provide correct linkage between the outputs and requirements of the LDMG

These Groups have led key actions and responses to the COVID-19 Pandemic in the Sunshine Coast region, including:

- 1) The closure of a number of community facilities and services, such as:
 - Playgrounds/shelters/BBQs/exercise equipment/skate-parks etc
 - Sunshine Coast Stadium, Maroochy Multi Sports etc., Mary Cairncross Scenic Reserve and Maroochy Botanical Gardens (centres not trails) among others
 - All libraries, customer contact centres, receptions
 - High and low use impact commercial activities (on Council land) including events
 - Holiday Parks
 - Venue 114
 - Swimming pools
- 2) Suspended paid parking in Caloundra and Birtinya
- 3) Introduced new services (e.g. soap dispensers, additional cleaning, education patrols for gatherings/social distancing)
- 4) Where possible, transfer of services and programs to online provision such as customer contact, e-libraries, environmental programs and supported new online music/wellbeing festival etc.
- 5) Rapid response to help 3000+ sports and community groups and businesses financially and more than 10,000 businesses with information and advice
- 6) Introduced a staged economic stimulus program:

- a) Tranche 1 (21 March 2020) – direct focus on hospitality/tourism businesses (e.g. foot path dining); early/quick payment of invoices to Council within seven days; and new infrastructure charges regime
 - b) Tranche 2 (8 April 2020) – support for commercial and community groups (e.g. rent waiver until 30 June 2020); bring forward of \$3 million capital works; free signage program for businesses
 - c) Tranche 3 – FY20/21 Fees and charges and incentives to support jobs (under development)
- 7) Promotion of dedicated mental health/business stress program and introduction of a professional advice program (free initial consultation with HR/Accounting/Legal firm) among other business support.
 - 8) Delivery of emergency grant program (up to \$2000) and development of specific COVID-19 grant program for Not-for-Profits (to be released in April 2020).
 - 9) The Sunshine Coast Council is providing support to the Department of Communities, Department of Housing, Red Cross and non-government organisations who are assisting the vulnerable members of the community, and also those who are experiencing homelessness during this time.

Within the organisation, a range of actions have been undertaken, including:

- (a) Application of directions from Federal and State Governments
- (b) Review of business continuity plans and business resilience plans
- (c) Identification of essential services
- (d) Implementation of social distancing measures
- (e) Promotion and practice of personal and workplace hygiene
- (f) Risk assessments, safe work method statements and workplace controls
- (g) Various employee management, information, advice and support initiatives
- (h) Employee support to work remotely
- (i) Strengthened ICT capacity to work remotely
- (j) Commencement of risk assessments and controls for vulnerable workers
- (k) Workforce and work program planning
- (l) Communication with suppliers and modified procurement and contract terms to comply with government directives
- (m) Fast payment of supplier invoices
- (n) Bringing forward capital works and maintenance programs for property
- (o) Extensive external communication and social media campaign
- (p) Consultation with unions
- (q) Provision of updates and information both internally to Council employees and externally to the community, via all media forums and through the COVID-KINDNESS campaign.
- (r) Establishment of a strategy team to focus on preparation for the recovery phase and to start considering requirements for when the restrictions are lifted.

It is proposed that regular reports will be provided to Council to update on COVID-19 status and responses.

Legal

Review of legal considerations for COVID-19 associated activities is ongoing, with advices to be provided to the CEO, the Control Group, Working Group and strategy team as appropriate.

Policy

There are no relevant policies in regards to this report.

Risk

The COVID-19 Control Group, COVID-19 Working Group and strategy team continue to undertake risk assessment and mitigation with regard to COVID-19 and associated activities.

The current Governance arrangements for management of Council's COVID-19 responses are also under review to ensure appropriate practices are in place.

Previous Council Resolution

There are no Council resolutions relevant to this report.

Related Documentation

Local Disaster Management Plan 2019-2022

Critical Dates

There are no specific critical dates relevant to this report. Sunshine Coast Council monitors State and Federal Government directives on a daily basis and responds accordingly.

Implementation

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

- Continue and progressively implement (as required) the recommendations of the strategy work stream, to assist with the planning for the recovery phase when the restrictions are lifted.
- Consider / implement economic tranches.
- Progress identified internal workforce adjustments.



Local Disaster Management Group Charter

Local Disaster Management Group Charter

COVID-19 Roles and Responsibilities

- Coordinating LDMG agencies and resources as per Disaster Management Act 2003.
- Coordinating Council resources to ensure as a Local Government we have a response and recovery capability (with full support to Qld Health being the lead agency).
- Contact point and consistent liaison between Sunshine Coast council and District Disaster Management Group (DDMG) and State Disaster Coordination Group (SDCG).
- Coordination point between Human/Social group and LDMG response for COVID-19 event.
- Conduit between LDMG and Council, to maintain continuity of delivery of essential services to the community, to fulfil the statutory obligations under the Disaster Management Act 2003.
- Working with the Mayor to ensure his commitments and requirements are serviced.
- Member of both the Control Group, Working groups (Stream A and B) and Managers group to provide advice/input into Council's requirement under the DM Act (particularly for Response and Recovery).
- Supporting Qld Health as the lead agency with specific requests for assistance and resources.
- Reporting on agency specific activities currently being conducted, requests for service from Qld health or community, and providing situational awareness of community need and their capacity to deliver essential services.
- Liaison between other Councils to share best practise and knowledge.

Following extracted from section 3.0 of the Sunshine Coast Council Local Disaster Management Plan 2019-2022.



3.0 Local Disaster Management Group

3.1 Sunshine Coast Local Disaster Management Group (Local group)

The Sunshine Coast Local Disaster Management Group was established by the Sunshine Coast Council in May 2008 in accordance with Section 29 of The Act.

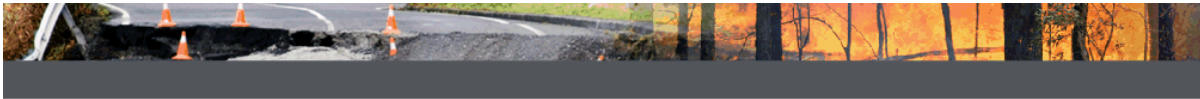
The Local Group will coordinate disaster operations within the area administered by the Sunshine Coast Council.

3.2 Functions of the Local Disaster Management Group

In accordance with Section 30 of The Act the Local Group has the following functions:

- a to ensure that disaster management and disaster operations in the area are consistent with the state group's strategic policy framework for disaster management for the state
- b to develop effective disaster management, and regularly review and assess the disaster management
- c to help the local government for its area to prepare a local disaster management plan
- d to identify, and provide advice to the relevant district group about, support services required by the Local Group to facilitate disaster management and disaster operations in the area
- e to ensure the community is aware of ways of mitigating the adverse effects of an event, and preparing for, responding to and recovering from a disaster
- f to manage disaster operations in the area under policies and procedures decided by the State or district group
- g to provide reports and make recommendations to the relevant district group about matters relating to disaster operations
- h to identify, and co-ordinate the use of, resources that may be used for disaster operations in the area
- i to establish and review communications systems in the Local Group, and with the relevant district group and other Local Groups in the disaster district of the relevant district group, for use when a disaster happens
- j to ensure information about a disaster in the area is promptly given to the district group
- k to perform other functions given to the group under The Act.
- l to perform a function incidental to a function mentioned in paragraphs (a) to (k).





3.3 Meetings of the Local Group

The Local Group will meet separately four times each year with the meetings timed to consider higher risk periods.

During disaster and emergency situations a Local Group extraordinary meeting may be called and be held either in person or via teleconference to consider and discuss the situation.

For ordinary meetings of the Local Group a notice of meeting is to be sent by the secretariat at least three weeks, preferably four weeks in advance of the meeting and an agenda will be sent one week prior to the meeting. Notice of the meeting and a meeting agenda will be sent by email to members. Meeting minutes are to be prepared and sent as soon as practicable following the meeting.

For extraordinary meetings, notice of a meeting may be communicated by SMS, email or a telephone call to members as soon as it is determined that a meeting of the Local Group is required.

Minutes of each meeting will be prepared and retained as required by legislation. An Action Register will also be prepared and maintained to provide a running log of actions of the Local Group and as a reference document and historical document of past Local Group resolutions and actions.

Following each Local Group meeting contact lists for the Local Group and associated sub-groups shall be updated. The revised contact listing will be sent to Local Group members with the minutes of the meeting for member's retention.

3.4 Sub-groups of the Local Group

A Local Group may form a sub-group to consider an aspect of the Local Group's function and to develop planning documents. If the Local Group creates a sub-group it will do so by resolution at a meeting and adopt a Charter for that sub-group.

Local Group sub-groups may include, but are not limited to:

- communities of interest (at risk, vulnerable or isolated communities)
- community awareness and education
- community support
- evacuation planning

- information and communications technology
- public health
- public information and warnings.

Sub-groups described above would meet as often as required to enable the task that is being considered to be progressed and completed.

3.5 Local community sub-groups

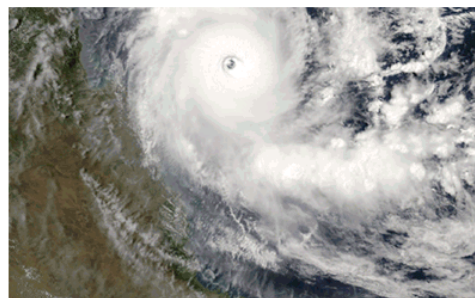
The Local Group may also work with local geographic community groups, business groups, and others, to prepare emergency and business continuity plans, to build community capacity and resilience.

The Local Group may resolve to create a sub-group to develop local community plans. The sub-group may become a standing group or a group that exists only during the planning phase. If such a sub-group was created it would be by resolution of the Local Group and have a charter. Sub-groups for local communities will meet as frequently as required by the risk profile of that local community.

3.6 Reporting requirements

Local Group members are expected to report their agency's disaster management activities to the Local Group at the group's meetings. This report will be circulated with the minutes of the group's meeting.

The Local Group will report its activities to the Sunshine Coast Council in an annual report prepared by the Local Disaster Coordinator (or delegate). The report will outline the work of the disaster management system during the previous year and indicate how the Local Group's work fulfilled the requirements of the group as set out in The Act. The Local Group will forward a copy of the report to the DDC at the end of the financial year.



3.7 Membership of the Local Group

Members of the Local Group have been appointed by the Sunshine Coast Council in accordance with s33 and s34 of The Act. In appointing people to the Local Group, Council has sought to select representatives from those agencies and organisations on the Sunshine Coast who:

- a have a key role in responding to disaster or emergency situations
- b manage key assets
- c provide essential community services.

Membership of the Local Group will be reviewed annually by the Chair of the Local Group, the LDC and the Chief Executive Officer of Queensland Fire and Emergency Services (QFES). The DDC will then be advised of the membership of the Local Group as per the requirements of s37 of The Act.

In addition to its members, the Local Group may seek the assistance of individuals or organisations as circumstances require. These persons sit as advisors to the group. They will receive copies of the agendas and minutes and can attend and participate in meetings and discussions as required. They however do not have voting rights on decisions.

3.8 Deputy/alternate members of the Local Group

Members of the Local Group are to identify a deputy/alternate who can attend Local Group meetings or take on the duties of the member in their absence or unavailability. A person who is a deputy/alternate member should have the necessary expertise and experience to fulfil the role of the relevant member of the Local Group if required.

3.9 Chair and Deputy Chair of the Local Group

Under s34 of The Act the Sunshine Coast Council has appointed the Mayor of the Sunshine Coast Council as chair of the Local Group and the Deputy Mayor as the deputy chair.

3.10 Functions of the Chair of the Local Group

Section 34A of The Act identifies that the Chairperson of a Local Group has the following functions:

- a to manage and coordinate the business of the group.
- b to ensure, as far as practicable, that the group performs its functions.
- c to report regularly to the relevant district group, and the chief executive of the department, about the performance by the Local Group of its functions.

3.11 Sunshine Coast Local Disaster Coordinator

Under s35 of The Act the Chair of the Sunshine Coast LDMG, after consultation with the Chief Executive of the Queensland Fire and Emergency Services has appointed the Group Executive of Built Infrastructure, Sunshine Coast Council as Sunshine Coast Local Disaster Coordinator (LDC).

The LDC is the Local Group's member of the Sunshine Coast District Disaster Management Group (SCDDMG).

3.12 Functions of the LDC

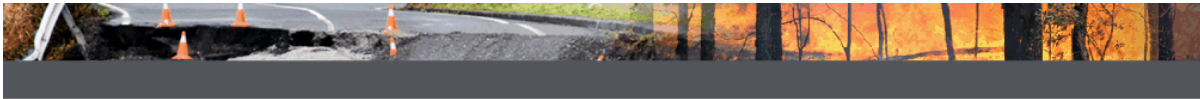
S36 of The Act states that the LDC has the following functions:

- a to coordinate disaster operations for the Local Group
- b to report regularly to the Local Group about disaster operations
- c to ensure, as far as practicable, that any strategic decisions of the Local Group about disaster operations are implemented.

The Chief Executive Officer of the Sunshine Coast Council has delegated to the LDC authority to exercise the powers of the Chief Executive Officer during the activation of the LDMP including and limited to identifying and coordinating the use of resources that may be used for disaster operations in the Sunshine Coast local government area (Reference Council Delegation No. 2010-41).

3.13 Secretariat for the Local Group

The LDC will provide a nominated council officer to act as the secretariat for the Local Group. The secretariat will provide day to day support to the group (e.g. reports, meeting agendas, minutes, contact lists) and monitoring of training requirements of Local Group members.



3.14 Membership of the Local Group

See the following tables:

- Table 1: LDMG membership as at December 2018
- Table 2: LDMG Advisors and invited observers as at December 2018.

Table 1: LDMG membership as at December 2018

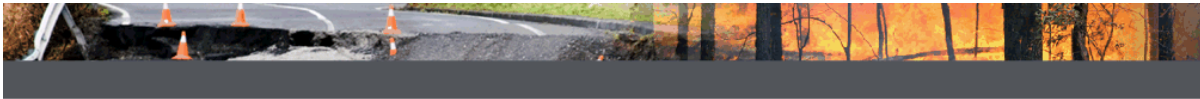
Role	Position
Chairperson	Mayor, (SCC)
Deputy Chairperson	Deputy Mayor, SCC
Local Disaster Coordinator	Group Executive Built Infrastructure, SCC
Deputy Local Disaster Coordinators	Coordinator Disaster Management, SCC Manager Environment and Sustainability Policy, SCC
Local Recovery Coordinator	Group Executive Economic and Community Development, SCC
Deputy Local Recovery Coordinator	Manager, Community Development and Planning, SCC
Community Liaison Officer	Coordinator Healthy Places, SCC
Department of Communities, Disability Services and Seniors Representative	Senior Advisor – Community Recovery, Department of Communities, Disability Services and Seniors
Department of Education and Training	Principal Advisor Education Services, North Coast Region 1
Energex Representative	Principal Asset Officer (North Coast), Energex
Media Liaison Officer	Manager Communication, SCC
Queensland Ambulance Service Representative	Officer in Charge, Kawana Station, Queensland Ambulance Service
Queensland Fire and Emergency Services (Emergency Management) Representative	North Coast Region Emergency Management Coordinator
Queensland Fire and Emergency Services (Fire) Representative	Inspector, Sunshine Coast Queensland Fire and Emergency Services (Fire)
Queensland Fire and Emergency Services (Fire - Rural Operations) Representative	Area Director Rural Operations, Queensland Fire and Emergency Services (Fire) Rural Operations
Queensland Health Representative	Emergency Response Coordinator, Sunshine Coast University Hospital, Queensland Health
Queensland Police Service Representative	Senior Sergeant, Officer in Charge, Nambour Police Station
State Emergency Services (SES)	Local Controller SES
Unitywater Representative	Network Engineering Manager

All members will nominate a deputy to ensure continuity and full agency representation.



Table 2: LDMG Advisors and invited observers as at June 2018

Role	Position
Australian Broadcasting Corporation – ABC Local Radio	Regional Contact Manager, ABC Radio
Australian Red Cross	Emergency Services Regional Coordinator SQ
Australian Volunteer Coast Guard Sunshine Coast Squadron	Commander Mooloolaba Coastguard
Caloundra Coastguard	Commander
Department of Transport and Main Roads	Principal Project Officer
District Disaster Management Group	Executive Officer to the District Disaster Coordinator
Information Technology Advisor	Head of Digital Information Services, SCC
Policy Advisor	Coordinator Disaster Management, SCC
Queensland Fire and Emergency Services (Disaster Management)	Regional Director
Queensland Parks and Wildlife Service	Senior Ranger
Queensland Rail	Manager Emergency Preparedness
Rural Fire Brigade	Group Officer Caloundra Area
SEQWater Representative	Manager Incident and Security Management
Sunshine Coast Airport Representative	Sunshine Coast Airport Operations Manager
Sunshine Coast Council Emergency Operations and Recovery Team (EORT)	Coordinator Disaster Management, SCC
TAFE Queensland (East Coast) Representative	Manager, Facilities and Services, Sunshine Coast TAFE
Surf Life Saving Queensland Representative	Regional Manager – Sunshine Coast
Telstra Representative	Sunshine Coast Account Executive
Tourism and Events Queensland	Director, Sunshine Coast
Visit Sunshine Coast Representative	Chief Executive Officer, Visit Sunshine Coast
University of the Sunshine Coast	Vice-Chancellor



3.15 Responsibilities of Local Group members

All Members of agencies represented on the Local Group are expected to attend and be able to participate at Local Group meetings.

A task of members of the Local Group is to be involved in the formulation of disaster management strategies and plans for the Sunshine Coast government area, through participation at full group meetings or through participation in a Local Group Sub-Group. It is expected that if unavailable, members would send their nominated Deputy to a meeting of the Local Group.

See the following tables:

- Table 3: Responsibilities of LDMG members and advisors
- Table 7: LDMG Lead agency identification.

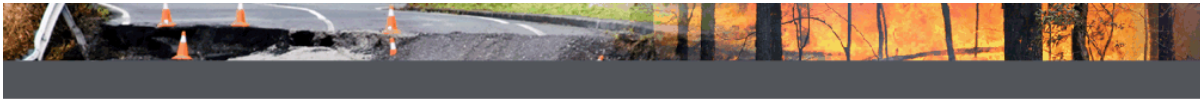
Table 3: Responsibilities of LDMG members and advisors

LDMG role	LDMG responsibilities
Chairperson	To chair LDMG Meetings and to provide the primary link between the LDMG and council. To manage and coordinate the business of the group, to ensure, as far as practicable, that the group performs, its functions, to report regularly to the relevant district group, and the chief executive of the department, about the performance by the Local Group of its functions.
(Deputy Chairperson)	To provide advice and support to the Chair and LDMG. To chair LDMG Meetings in the absence of the Chair. To provide a link between the LDMG and council. To participate in the issuing of public information and warnings. To chair the Recovery Sub Committee if required.
Local Disaster Coordinator (LDC)	To coordinate disaster operations for the Local Group, report regularly to the Local Group about disaster operations, to ensure, as far as practicable, that any strategic decisions of the Local Group about disaster operations are implemented. To provide advice and support to the Chair and Local Group. To activate the Local Plan and LDCC when required.
Deputy LDC	To undertake the functions of the LDC in the LDC's absence.
Local Recovery Coordinator (LRC)	To coordinate the local recovery group. To liaise with functional lead agency representatives and work with identified agencies and the community to develop the specific operational recovery strategy. To provide advice and support to the Chair and recovery group. To activate the Disaster Recovery Plan when required.
Deputy LRC	To undertake the functions of the LRC in the LRC's absence.
ABC Rep	Liaison between the agency and the LDMG. Support and advice to the Media Liaison Officer.
Australian Red Cross	Liaison between the agency and the LDMG. Responsibilities as identified in the Local Plan, particularly operational plans for community support, evacuation centre management and recovery.
Coast Guard Rep	Liaison between Australian Volunteer Coast Guard Sunshine Coast and LDMG.



Table 3: Responsibilities of LDMG members and advisors continued...

LDMG role	LDMG responsibilities
Council's Emergency Operations and Recovery Team (EORT)	To provide council response and recovery planning advice, and support to the Local Disaster and Recovery Coordinators. To action council's emergency response.
Dept. of Communities, Disability Services and Seniors Rep	Liaison between the agency and the LDMG. Community Recovery advice to the LDMG.
Dept. Education and Training Rep	Liaison between the agency and the LDMG.
Dept. Transport and Main Roads Rep	Liaison between the agency and the LDMG.
Executive Officer – to the DDC	Liaison between the agency and the LDMG. Provide advice and support to the Chair and LDMG. To participate in the issuing of Public Information and Warnings.
Energex Rep	Liaison between the agency and the LDMG.
Information Technology Advisor	To provide expert advice and support to the Local Group on information and communication technology matters.
Media Liaison Officer	Preparation and dissemination of public information and warnings prior to and during an event.
Queensland Parks and Wildlife Rep	Liaison between the agency and the LDMG.
Queensland Rail Rep	Liaison between the agency and the LDMG.
Queensland Health Rep	Liaison between Queensland Health Dept., hospitals, doctors and implementation of the Health Sub Plan and the LDMG.
Rural Fire Brigade	Liaison between the agency and the LDMG.
Policy Advisor	To provide strategic policy and planning advice and secretariat support to the Local Group, Chair and Local Disaster Coordinator. To ensure staff are rostered into the Local Disaster Coordination Centre.
Queensland Ambulance Service Rep	Liaison between the agency and the LDMG.
Queensland Fire and Emergency Services (Disaster Management Rep)	To provide advice and support to the Chair and the LDC. Liaison between the agency and the LDMG. Link to the Qld Disaster Management System. Policy advice about Qld Disaster Management system. Assessment of the Local Plan.
Queensland Fire and Emergency Services (Fire Rep)	Liaison between the agency and the LDMG.
Queensland Police Service Rep	Liaison between the agency and the LDMG.
SEQWater Rep	Liaison between the agency and the LDMG.
SES Rep	Liaison between the SES and the LDMG.
Sunshine Coast Airport Rep	Liaison between the agency and the LDMG.
Surf Lifesaving Qld Rep	Liaison between the agency and the LDMG.
Tafe Queensland (East Coast) Rep	Liaison between the agency and the LDMG.
Telstra Rep	Liaison between the agency and the LDMG.
Tourism and Events Rep	Liaison between the agency and the LDMG.
Unitywater Rep	Liaison between the agency and the LDMG.
Visit Sunshine Coast Rep	Liaison between the agency and the LDMG.
University of the Sunshine Coast Rep	Liaison between the agency and the LDMG.



3.16 Agency roles and responsibilities

Table 4: Roles and responsibilities of LDMG agencies and observers

Agency	Roles and responsibilities
Local Disaster Management Group	<p>Functions as allocated to the group under s30 of The Act.</p> <p>Development of a comprehensive local disaster management plan and strategies.</p> <p>Design and maintenance of a public education/awareness program, which is delivered through member agency resources.</p> <p>Support for the coordination of response agencies through the Local Disaster Coordination Centre (LDCC).</p> <p>Reconnaissance and impact assessment.</p> <p>Provision of public information prior to, during and following disaster events.</p> <p>Recommended areas/locations to be considered for directed evacuation.</p> <p>Public advice regarding voluntary evacuation.</p> <p>Identification, resourcing, staffing, management and operation of evacuation centres.</p> <p>Provision of locally based community support services.</p> <p>Design, maintenance and operation of a disaster coordination centre, including the training of sufficient personnel to operate the centre.</p>
Australian Red Cross	<p>Provision of community support and disaster relief to disaster affected communities.</p> <p>Provision of support with the operation of Evacuation Centres on the Sunshine Coast as per the Memorandum of Understanding.</p> <p>Assistance with outreach services to disaster affected communities.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. Public awareness and education campaigns.</p> <p>Provision of advice and communication with the LDC and DDC.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>
Bureau of Meteorology	<p>Issue weather forecasts including weather warnings to agencies and the community.</p> <p>Provision of specialist advice and communication directly to the State Disaster Coordination Centre (SDCC). Specialist advice was previously available directly from the Bureau to the LDC on request, as and when required. The SDCC has directed that all requests for specialist advice are to be made to the State Disaster Coordination Centre directly.</p> <p>Collection and interpretation of information from rainfall and flooding telemetry systems, jointly with council.</p>
Energex	<p>Electricity supply information and warnings to Sunshine Coast disaster management agencies and the community.</p> <p>Operation and maintenance of electrical power supply distribution.</p> <p>Advice in relation to electrical power supply outages to agencies and community.</p> <p>Restoration of power and advice regarding timeframes for power restoration.</p> <p>Safety advice for consumers during disaster and emergency situations.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. public education and awareness programs.</p>



Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Sunshine Coast Council	<p>Perform the following roles and responsibilities in support of the Local Group:</p> <ul style="list-style-type: none"> • Management, support, policy advice and coordination of the business of the Local Group and its sub-groups, including the development and maintenance of disaster management plans and sub plans. • Identification, development, maintenance and operation of a LDCC at a primary location and maintenance of alternative locations. • Identification and delivery of training and staffing required to operate the LDCC. • Coordination of disaster operations by the LDC through the LDCC for the Local Group ensuring that strategic decisions of the Local Group are implemented. • Lead and coordinate recovery operations and provide immediate community support and recovery needs in conjunction with the Department of Communities, Disability Services and Seniors and relevant agencies and stakeholders, including the management and operation of evacuation centres, places of refuge or temporary relocation centres. • Assist the community to prepare for, respond to and recover from an event or disaster. • Issue of public information or warnings about disaster situations in accordance with Local Plan. • Provide advice and support to the DDC. <p>General agency responsibilities:</p> <ul style="list-style-type: none"> • Development and maintenance of prevention and mitigation strategies such as Land Use Planning and Capital Works programs. • Development and maintenance of a coordinated disaster response capability through the establishment of an Emergency Operations and Recovery Team. • Development and maintenance of a response plans where the Council is identified as the Lead Agency e.g. flooding. • Development and maintenance of a Field Coordination Centre (FCC) capability which can be activated for any necessary events • Identification and delivery of training and staffing required to operate the FCC. <p>Maintenance of council essential services to the community including:</p> <ul style="list-style-type: none"> • Animal control • Civic leadership • Community contact and information • Disaster and emergency management • Environmental protection • Public Health • Refuse disposal and waste management. <p>Development and maintenance of communications systems between response and recovery agencies and coordination centres.</p> <p>Maintenance (including debris clearance) of local roads and bridges.</p> <p>Collection and interpretation of information from rainfall and flooding telemetry systems, conjointly with the Bureau of Meteorology.</p> <p>Maintenance of rainfall and flooding telemetry and warning systems.</p> <p>Community awareness and education for risks for which Council is lead agency.</p> <p>Support with QFES (DM) to the SES on the Sunshine Coast.</p> <p>Provision of advice and communication about the operations of the FCC to the LDC and DDC.</p> <p>Request and provide assistance through the LDC as required during disaster operations.</p>

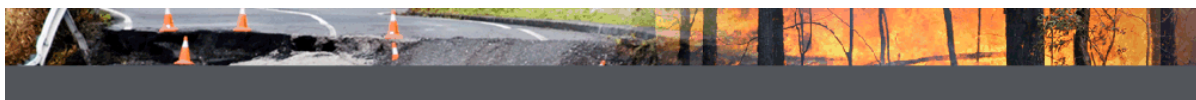


Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Queensland Ambulance Service	Emergency re-hospital patient care assessment, treatment and transportation of ill and/or injured persons, selection of triage and treatment areas. Coordination of all other Volunteer first aid groups including QAS first responder groups. The establishment of an on-site triage/treatment area, casualty clearing and vehicle marshalling areas. Assistance with the evacuations of persons with medical conditions (specialised medical transport including aero - medical transport). Liaison with all other emergency services, local and state government and non-government agencies. Advise the LDCC. Request and provide assistance through the Coordination Centre as required during disaster operations. Provision of advice regarding transportation of medical special needs sectors of the community. Activation of Medical Transport Plan.
Queensland Fire and Emergency Services	Review and assess and report on the effectiveness of disaster management by the state at all levels, including Local Plans. Provision disaster management officers of coordination, policy and operational advice, at all levels of the state's disaster management system, including at the Local Group. Coordination of state and federal assistance for disaster management and operations. Facilitation of a comprehensive (prevention/preparedness/response/recovery) - all hazards – all agencies approach to disaster management. Assisting the community to prepare for, respond to and recover from an event or disaster e.g. public awareness and education campaigns. Management, coordination and support of the SES on the Sunshine Coast. Perform the following roles and responsibilities in support of disaster operations: Operation and maintenance of the State Disaster Coordination Centre (SDCC). Manage resupply operations. Coordinate and manage the deployment of SES across the State. Support the deployment of Qld Corrective Services resources. Provision of public information during disaster and emergency situations.



Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Queensland Fire and Emergency Services (Fire)	<p>Primary agency for bushfire, chemical/hazardous materials (HazMat) related incidents.</p> <p>Development and maintenance of Incident Coordination Centre plans and capacity which can be activated for events where the QFES (Fire) is the lead agency including training in AIMS and staffing with sufficient trained personnel to operate the Centre.</p> <p>Development of fire prevention and mitigation strategies and response plans.</p> <p>Provide control, management and pre-incident planning of fires (structural, landscape and transportation).</p> <p>Safety of persons in relation to fire prevention, suppression, response and recovery operations.</p> <p>Advice and directions on public safety/evacuation from fire danger zones.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. public education and awareness programs.</p> <p>Provide rescue capability for persons trapped in any vehicle, vessel, by height or in a confined space.</p> <p>Provide rescue of person isolated or entrapped in swift water/floodwater events.</p> <p>Provide Urban Search and Rescue (USAR) capability for building collapse events.</p> <p>Assist in pumping out and clean-up of flooded buildings.</p> <p>Primary Agency for chemical/hazardous materials (HazMat) related incidents.</p> <p>Provision of expert advisory services on hazardous materials through the QFES Scientific Unit.</p> <p>Provide mass and technical decontamination capabilities under State Biological Disaster and State Radiological Disaster Response.</p> <p>Support the Queensland Coastal Contingency Action Plan – Chemical Spill Response Plan.</p> <p>Provide rapid damage impact assessment and intelligence gathering capabilities.</p> <p>Provide logistical and communications support to disasters within capabilities.</p> <p>Provision of advice to, and communication with the LDC and DDC about the operations of the QFES (Fire).</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>
Queensland Government Department of Communities, Disability Services and Seniors	<p>Coordinate provision of human-social recovery services during recovery operations in partnership with local, State, federal and non-government agencies.</p> <p>Work with affected individuals and communities to support their own recovery activities.</p> <p>Establish and manage community recovery outreach programs, centres (one-stop-shops) and coordination centres.</p> <p>Distribute financial assistance to eligible individuals and families affected by natural disasters in accordance with SDRA and NDRRA/DRFA.</p> <p>Establish outreach service teams to visit households and determine their recovery needs.</p> <p>Co-ordinate the development of community recovery communication strategy messages (strategic and operational) to support the broader disaster recovery and disaster management public communication strategy.</p> <p>Provision of advice and communication with the LDC and DDC about community recovery requirements and operations.</p> <p>Request and provide assistance through the LDCC as required during disaster response and recovery operations.</p>

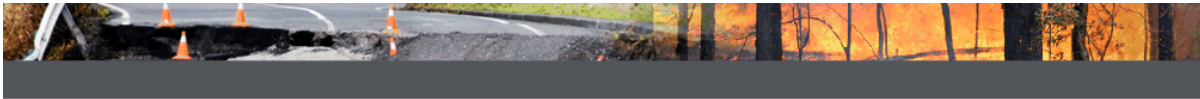


Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Queensland Government	Lead agency for health services.
Queensland Health	Primary agency for pandemic influenza, biological and radiological incidents.
	Development and maintenance of health emergency management plans.
	Ensure a whole of health emergency incident management capability to prevent, respond to and recover from any event.
	Public health information and warnings to Sunshine Coast disaster management agencies and the community.
	Provide human-social support for response and recovery e.g. psychological and counselling services for disaster affected persons.
	Ongoing medical and health services required during the recovery period to preserve the general health of the community.
	Provision of advice to, and communication with the LDC and DDC about the operations of the District Health Incident Coordination Centre.
	Request and provide assistance through the DDCC as required during disaster operations.
Queensland Police Service	Preservation of peace and good order.
	Assisting the community to prepare for, respond to and recover from an event or disaster.
	Prevention of crime.
	Security of any site as a possible crime scene.
	Investigation of the criminal aspect of any event.
	Coronial investigation procedures.
	Traffic control, including assistance with road closures and maintenance of road blocks.
	Crowd management/public safety.
	Coordination of search and rescue.
	Control and coordination of evacuation operations.
	Provide security for damaged or evacuated premises.
	Manage the register of evacuated persons in association with the Australian Red Cross.
	Provide a disaster victim identification capability.
	Respond to and investigate traffic, rail and air incidents.
	Advise the LDC, and request and provide assistance through the LDCC as required during disaster operations.
	Provide liaison officers to the LDCC.
	Fulfil the role of Sunshine Coast District Disaster Coordinator.
	Undertake the role of Executive Officer District Disaster Management Group.



Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Queensland Government	Lead agency role for any outbreak of emergency animal disease.
Department of Environment and Science	Public information and warnings to Sunshine Coast disaster management agencies and the community regarding emergency animal disease matters. Public education and awareness programs.
Department of Agriculture, and Fisheries	Development and maintenance of emergency animal disease plans. Capacity to operate an FCC. Detection and location of animal infection. Advice relative to Biosecurity matters e.g. exotic animal disease threats. Advice regarding destruction of animals as required. Advice about disaster recovery processes for primary producers. Provision of advice to, and communication with the LDC and DDC about the status of operations. Request and provide assistance through the DDCC or LDCC as required during disaster operations. Provide permit advice/ exemptions (if applicable) post event to assist with recovery e.g. relaxation of permits, emergency works Native animal advice (rescue, isolation)
Queensland Government Department of Transport and Main Roads • Transport • Main Roads • Maritime Safety Qld	Primary agency for sea pollution where it impacts, or is likely to impact on Qld coastal waters. Development and maintenance of prevention and mitigation strategies. Development and maintenance of operational response plans. Participation in evacuation route planning. Provide information and advice on the impact of disruptive events on road, rail, aviation and maritime infrastructure as it affects transport systems. Assist with the safe movement of people as a result of mass evacuation of a disaster affected community. Provision of advice and communication with the LDC and DDC about the operations of the Department during disaster response and recovery operations. Request and provide assistance through the DDCC or LDCC as required during disaster operations.
State Emergency Service	Development and maintenance of a capacity to respond or assist other agencies respond to disaster and emergency situations. Assisting the community to prepare for, respond to and recover from an event or disaster. Public education and awareness programs. Rescue of trapped or stranded persons. Search operations for missing persons. Emergency repair/protection of damaged/vulnerable buildings especially for members of the community. Assistance with debris clearance. First aid support. Traffic control support. Assistance with communications and specialist radio communications. Assistance with emergency lighting. Provide a Liaison Officer at the FCC. Advise Queensland Fire and Emergency Services (Disaster Management) of operations underway, and request and provide assistance through the ICC to the Lead Agency or the LDCC as required by QFES during disaster operations.

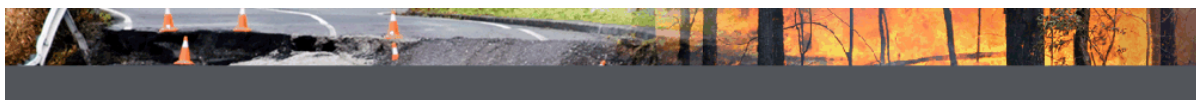


Table 4: Roles and responsibilities of LDMG agencies and observers continued...

Agency	Roles and responsibilities
Sunshine Coast Airport	<p>Development and maintenance of airport emergency plans.</p> <p>Maintain airport operations.</p> <p>Provision of advice to, and communication with the LDC and DDC about the operations of the Airport Emergency Operations Centre.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>
Surf Life Saving Queensland (SLSQ)	<p>Development and maintenance of a capacity to respond or assist other agencies respond to disaster and emergency situations.</p> <p>Management, coordination and support of Sunshine Coast Surf Lifesaving Clubs and members during disaster operations.</p> <p>Provision of advice to, and communication with the LDC and DDC.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>
Unitywater	<p>Development and maintenance of Incident Coordination Centre capability and capacity which is able to be activated for events where Unitywater is a critical agency.</p> <p>Maintenance of Unitywater essential services to the community including:</p> <ul style="list-style-type: none"> • Environmental protection • Public health • Waste water treatment and disposal (Sewage) • Water (via business continuity management planning). <p>Provision of advice to, and communication with the LDC and DDC about the operations of Unitywater during disaster operations.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p> <p>Assisting the community to prepare for, respond to and recover from an event or disaster e.g. public education and awareness programs.</p> <p>Impact assessment.</p>
Visit Sunshine Coast	<p>Assist the tourism industry community to prepare for, respond to and recover from an event or disaster e.g. public awareness and education campaigns.</p> <p>Work with the Sunshine Coast tourism industry to provide support and assistance in the coordination of accommodation, travel, etc. for affected interstate and international tourists.</p> <p>Participation in Community Recovery process for tourism industry.</p> <p>Provision of advice to, and communication with the LDC and DDC.</p> <p>Request and provide assistance through the LDCC as required during disaster operations.</p>

8.2 MARCH 2020 FINANCIAL PERFORMANCE REPORT

File No: Financial Reports

Author: Coordinator Financial Services
Business Performance Group

Attachments: Att 1 - March 2020 Financial Performance Report37
Att 2 - COVID-19 - 2019/20 Financial Impact43

PURPOSE

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

EXECUTIVE SUMMARY

This monthly financial performance report provides Council with a summary of performance against budget as at 31 March 2020 in terms of the operating result and delivery of the capital program.

The financial implications of COVID-19 to Council through to 30 June 2020 is approximately \$8 million and are listed in attachment 2. Council will consider the impacts and incentives for the 2020/21 financial year during budget development discussions.

Council has been quick to react to the effects of COVID-19 to business and the community by providing over \$2 million in direct financial support through the business support package initiative. This support has benefited over 3,000 business and community groups directly and more than 10,000 in-directly via business advice, support, assistance and referrals.

Examples of Council’s business support package includes -

- Waiving of food licensing fees from 1 March to 31 August 2020 that has benefited more than 2,300 businesses
- Provision of a rental waiver between 1 March and 30 June on commercial and community leases benefiting 271 businesses
- Delivery of emergency community grants valued at \$2,000 for eligible not-for-profits, and
- Launch of dedicated COVID-19 business support programs among others.

Additional to the business support initiatives, Council has supported local business and suppliers by processing payments within seven days (instead of 30 days) which is placing an average of \$1.8 million earlier into the economy each week. Up to \$3 million in capital works projects will be brought forward to support local jobs and to keep money circulating in the local economy. These works will be on Council facilities that have been temporarily closed. Details of projects will be released in the coming weeks.

The operating result at 31 March 2020 shows an unfavourable variance of \$731,000 compared to the budgeted position. The variation is attributable to lower than budgeted revenue and expenses. Further detail is provided in the proposal section of this report.

Operating Performance

Table 1: Operating Result as at 31 March 2020

	Current Budget \$000	YTD Budget \$000	YTD Actuals \$000	YTD Variance \$000	YTD Variance %
Total Operating Revenue	470,449	420,585	418,830	(1,755)	-0.4%
Total Operating Expenses	450,320	322,234	321,210	(1,023)	-0.3%
Operating Result	20,130	98,351	97,619	(731)	-0.7%

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

As at 31 March 2020, \$247.5 million (69.6%) of Council's \$355.6 million 2019/20 Capital Works Program was financially expended.

The core Council Capital Program has progressed 68.1% of budget, an actual spend of \$118 million.

Council's closing cash balance at 31 March 2020 of \$252 million.

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

OFFICER RECOMMENDATION

That Council receive and note the report titled "March 2020 Financial Performance Report".

FINANCE AND RESOURCING

This report sets out the details of Council's financial performance and investments for the month ending 31 March 2020 and meets Council's legislative reporting requirements.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*

Outcome: 5.7 - A financially sustainable organisation

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

CONSULTATION

Internal Consultation

This report has been written in conjunction with advice from:

- Acting Group Executive Business Performance
- Coordinator Financial Services
- Head of Economic Development.

External Consultation

No external consultation is required for this report.

Community Engagement

No community engagement is required for this report.

PROPOSAL

This monthly financial performance report provides Council with a summary of performance against budget as at 31 March 2020 in terms of the operating result and delivery of the capital program.

The operating result at 31 March 2020 shows an unfavorable variance of \$731,000 compared to the budgeted position.

Operating Revenue

Year to date revenue as at 31 March 2020 of \$418.8 million is in below the expected budget profile.

Table 2: Substantial Revenue variances as at 31 March 2020

	YTD Budget \$000	YTD Actuals \$000	YTD Variance \$000	YTD Variance %
Interest Received from Investments	6,629	3,806	(2,760)	-41.6%
Operating Grants and Subsidies	6,149	7,511	1,362	22.2%
Other Revenue	10,192	12,335	2,143	21.0%
Internal Sales/Recoveries	7,187	4,469	(2,718)	-37.8%

Interest Received from Investments

Interest rates available for term deposits continue to decline with the Reserve Bank Australia (RBA) reducing the cash rate by a further 0.5 basis points in March. This has resulted in a decline in interest received from investments. Council's year end forecast for investment revenue will be approximately \$4 million below the current budget.

Operating Grants and Subsidies

Council has received a grant from the Federal Government of \$1.2 million relating to recent bushfire disaster recovery. A multi-year program of works has been developed and endorsed by Council and will form part of the 2020/21 budget process.

Other Revenue

Council has received additional revenue for recoverable works within the Parks and Gardens and Environmental Operations areas. These works were predominantly generated from the Department of Transport and Main Roads and the expenditure has occurred in the previous financial year.

Council has also received a third quarterly payment for the State Government's container deposit scheme which has generated revenue in excess of the expected budget.

Unbudgeted sponsorship payments have also been received for various events undertaken by Council.

Operating Expenses

Year to date expenditure as at 31 March 2020 of \$321.2 million shows a variance under budget of \$1 million.

Materials and Services

Materials and services account for the majority of the expenditure variance as at 31 March 2020, having underspent budget by \$3.1 million.

Council's operating projects have progressed 43% of full year budget as at 31 March 2020.

The underspend in materials and services can be partially attributed to below average expenditure on road maintenance up to 31 March 2020. Several projects relating to the heritage levy will also be deferred into next financial year.

Council's expenses remain within 1% of budget as at 31 March 2020 while delivering on the 2019/20 operational plan.

Capital Expenditure

As at 31 March 2020, \$247.5 million (69.6%) of Council's \$355.6 million 2019/20 Capital Works Program was financially expended.

The Core Council Capital Program has progressed 68.1% of budget, an actual spend of \$118 million. The Actual Year to Date (YTD) includes all works that have been goods receipted and accrued as at 31 March 2020.

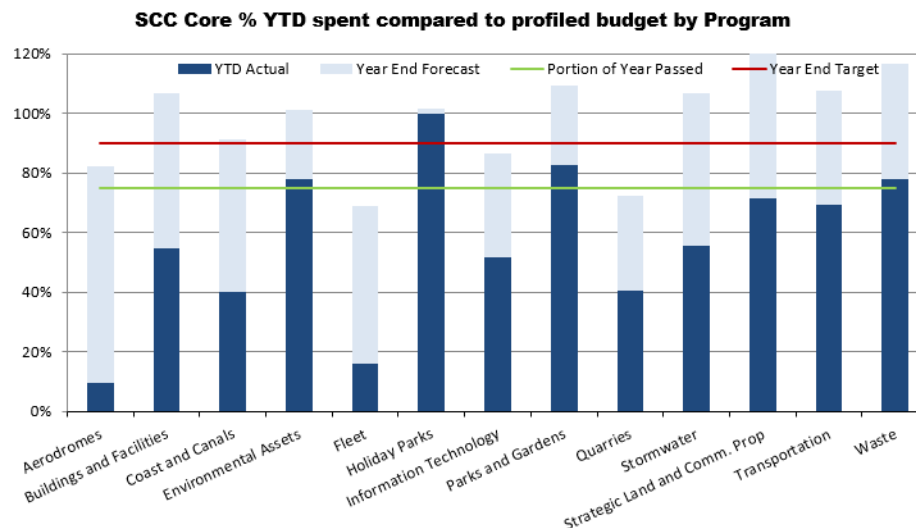
The following program updates are provided in relation to programs reporting lower expenditure to date:

- Coast and Canals – Procurement of the Maroochy groynes replacement project has been finalised with construction to begin shortly.
- Fleet – Council's fleet replacement program requires a significant portion of the financial year for procurement of heavy plant. This procurement works is underway and the majority of replacements are scheduled to occur in May 2020.
- Transportation – Construction continues for Council's significant road upgrade project at Parklands Boulevard, Little Mountain. Detailed design continues for Brisbane Road Mooloolaba with construction schedule to progress later this financial year. Council's \$20 million road reseal program has progressed 75% completion in March. Alongside the reseal program, the bus stop replacement and installation program has progressed to 71% completion of the \$2.4 million program.

Table 3: Capital Expenditure by Program at 31 March 2020

	Annual		YTD		Forecast	
	Original Budget \$000s	Current Budget \$000s	YTD Actual \$000s	% of FY Budget Spent	Forecast Year End Actual	Forecast Year End Variance to Budget
Capital Works Program						
Aerodromes	450	275	26	9.4%	210	(65)
Buildings and Facilities	19,103	17,568	9,297	52.9%	16,614	(954)
Coast and Canals	2,080	2,080	834	40.1%	1,692	(388)
Environmental Assets	1,300	1,450	1,062	73.3%	1,303	(147)
Fleet	2,900	2,772	445	16.1%	1,662	(1,110)
Holiday Parks	4,302	4,718	4,717	100.0%	4,767	49
Information Technology	5,830	8,906	4,619	51.9%	6,831	(2,075)
Parks and Gardens	15,966	20,981	17,010	81.1%	21,430	449
Quarries	1,311	1,234	500	40.5%	853	(381)
Stormwater	7,014	5,174	2,879	55.6%	4,864	(310)
Strategic Land and Commercial Properties	14,563	21,958	15,730	71.6%	25,771	3,813
Transportation	69,115	66,736	45,688	68.5%	65,247	(1,489)
Waste	20,622	19,956	15,605	78.2%	21,829	1,873
Total SCC Core Capital Program	164,556	173,808	118,412	68.1%	173,073	(735)
Corporate Major Projects	14,968	9,918	5,683	57.3%	9,417	(501)
Divisional Allocations	5,336	5,547	2,424	43.7%	3,773	(1,774)
Maroochydore City Centre	16,579	20,657	12,352	59.8%	17,849	(2,808)
Submarine Cable IBN	14,390	15,774	12,160	77.1%	15,635	(139)
Sunshine Coast Airport Runway	104,836	129,884	96,495	74.3%	130,063	179
Total Other Capital Program	156,109	181,780	129,114	71.0%	176,737	(5,044)
TOTAL	320,666	355,588	247,527	69.6%	349,810	(5,779)

The following graph shows the Core Capital Programs progress to date and forecast.



Investment Performance

- All investment parameters remain within the guidelines established by the Investment Policy.
- For the month ending 31 March 2020 Council had \$252 million cash (excluding Trust Fund) with an average interest rate of 1.7%, being 0.52% above benchmark. This is compared to the same period last year with \$266.1 million cash (excluding Trust Fund) with an average interest rate of 2.76%, being 0.79% above benchmark.
- The benchmark used to measure performance of cash funds is Bloomberg AusBond Bank Bill Index (BAUBIL) and the Bank Bill Swap Rate (BBSW) for term deposits.

Legal

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

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

Policy

Sunshine Coast Council's 2019/20 Investment Policy and
Sunshine Coast Council's 2019/20 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**Ordinary Meeting 19 March 2020, Application of Fees and Charges in Response to National Declared Emergency for COVID-19 (OM20/40)**

That Council:

- (a) *receive and note the report titled "Application of Fees and Charges in Response to National Declared Emergency for COVID-19"*
- (b) *authorise the Chief Executive Officer to exercise discretion where considered reasonable and appropriate with regards to the application of all commercial and cost recovery fees including any fees associated with an approval issued under Council's Local Laws during the National declared emergency related to the COVID-19 pandemic.*

Ordinary Meeting 12 December 2019, Budget Review 2 2019/20 (OM19/194)

That Council:

- (a) *receive and note the report titled "Budget Review 2 2019/20"*
- (b) *adopt Appendix A as tabled, pursuant to section 169 and 170 of the Local Government Regulation 2012, Council's amended budget for 2019/20 financial year incorporating:*
 - (i) *the statement of income and expenditure*
 - (ii) *the statement of financial position*
 - (iii) *the statements of changes in equity*
 - (iv) *the statement of cash flow*

- (v) *the relevant measures of financial sustainability*
- (vi) *the long term financial forecast*
- (vii) *the Debt Policy and*
- (c) *note the following documentation applies as adopted 20 June 2019*
 - (i) *the Revenue Policy*
 - (ii) *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*
 - (iii) *the Revenue Statement and the rates and charges to be levied for the 2019/20 financial year and other matters as adopted 20 June 2019.*

Ordinary Meeting 19 September 2019, Budget Review 1 2019/20 (OM19/148)

That Council:

- (a) *receive and note the report titled "**Budget Review 1 2019/20**"*
- (b) *adopt Appendix A as tabled, pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's amended budget for 2019/20 financial year incorporating:*
 - (i) *the statement of income and expenditure*
 - (ii) *the statement of financial position*
 - (iii) *the statements of changes in equity*
 - (iv) *the statement of cash flow*
 - (v) *the relevant measures of financial sustainability*
 - (vi) *the long term financial forecast*
 - (vii) *the Debt Policy and*
- (c) *note the following documentation applies as adopted 20 June 2019*
 - (i) *the Revenue Policy*
 - (ii) *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*
 - (iii) *the Revenue Statement and*
 - (iv) *the rates and charges to be levied for the 2019/20 financial year and other matters as adopted 20 June 2019.*

Special Meeting Budget 20 June 2019 (SM19/13)

That Council adopt Appendix A as tabled, pursuant to section 107A of the Local Government Act 2009 and sections 169 and 170 of the Local Government Regulation 2012, Council's budget for 2019/20 financial year incorporating:

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

- vii. *the Debt Policy*
- viii. *the Revenue Policy (adopted by Council resolution on 23 May 2019)*
- ix. *the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*
- x. *the Revenue Statement*
- xi. *Council's 2019/20 Capital Works Program, endorse the indicative four-year program for the period 2021 to 2024, and note the five-year program for the period 2025 to 2029*
- xii. *the rates and charges to be levied for the 2019/20 financial year and other matters as detailed below in clauses 3 to 11 and*
- xiii. *endorse the full time equivalent establishment as per the Sunshine Coast Council Establishment 2019/2020 report.*

Related Documentation

2019/20 Adopted Budget

Critical Dates

There are no critical dates for this report.

Implementation

There are no implementation details to include in this report.



Financial Performance Report

March 2020



FINANCIAL PERFORMANCE REPORT

March 2020

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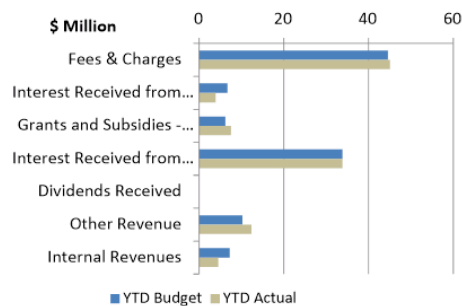
FINANCIAL PERFORMANCE REPORT

March 2020

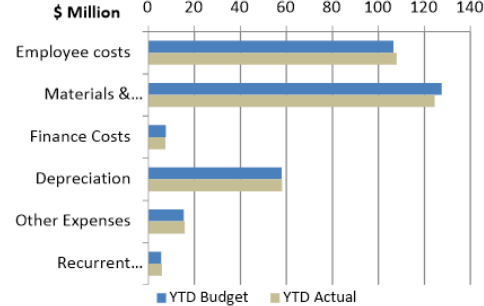
Headline - Operating

	Annual		YTD			
	Original Budget \$000s	Current Budget \$000s	Current Budget \$000s	Actuals \$000s	Variance \$000s	Variance %
Operating Revenue	483,788	470,449	420,585	418,830	(1,755)	-0.4%
Operating Expenses	448,925	442,491	316,613	315,342	(1,271)	-0.4%
Recurrent Capital Expenses	5,240	7,829	5,620	5,868	248	4.4%
Operating Result	29,622	20,130	98,351	97,619	(731)	-0.7%
Capital Revenue	104,244	115,478	46,115	35,919	(10,196)	-22.1%
Non-recurrent Expenses	4,592	4,592	3,444	4,973	1,528	44.4%
Net Result	129,274	131,015	141,022	128,566	(12,456)	-8.8%

Operating Revenues



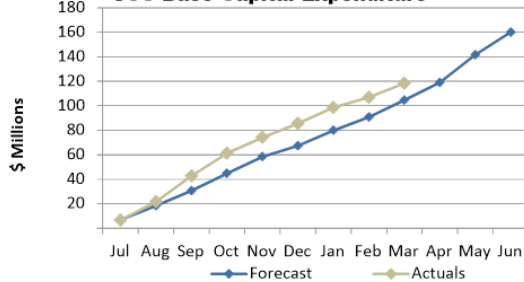
Operating Expenses



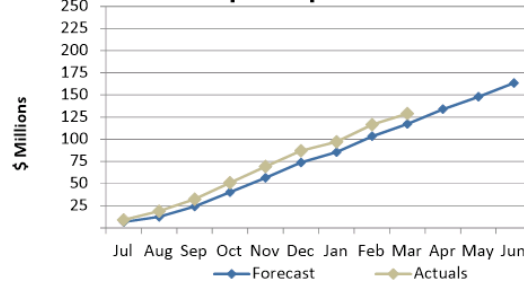
Headline - Capital

	Annual		YTD			
	Original Budget \$000s	Current Budget \$000s	Current Budget \$000s	Actuals \$000s	Variance \$000s	Variance %
Other Capital Revenue	79,076	79,076	59,247	226,776	167,529	282.8%
Total Capital Revenues	79,076	79,076	59,247	226,776	167,529	282.8%
Capital Works Expenditure	322,676	356,788	98,298	241,419	143,121	145.6%
Total Capital Expenditure	322,676	356,788	98,298	241,419	143,121	145.6%
Funds from General Reserve	243,600	277,712	39,051	14,643	(24,408)	-62.5%

SCC Base Capital Expenditure



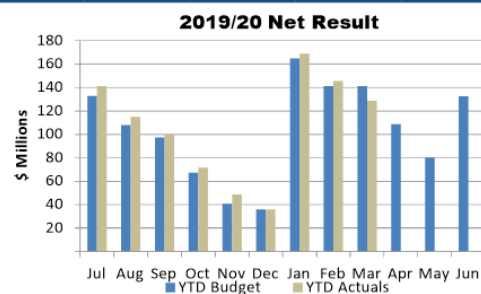
Other Capital Expenditure



FINANCIAL PERFORMANCE REPORT
Statement of Income & Expenses

March 2020

	Annual		YTD				Annual
	Original Budget \$000	Current Budget \$000	Current Budget \$000	Actuals \$000	Variance \$000	Variance %	Forecast Budget \$000
Operating Revenue							
Net Rates and Utility Charges	321,489	312,502	311,762	311,488	(275)	-0.1%	312,917
Fees and Charges	57,857	57,857	44,521	45,050	529	1.2%	59,045
Interest Received from Investments	8,838	8,838	6,629	3,869	(2,760)	-41.6%	6,838
Operating Grants and Subsidies	12,329	7,796	6,149	7,511	1,362	22.2%	9,379
Operating Contributions	319	319	310	273	(37)	-11.9%	319
Unitywater Participation	49,838	49,838	33,835	33,835	0	0.0%	49,838
Other Revenue	25,016	25,198	10,192	12,335	2,143	21.0%	14,688
Internal Sales/Recoveries	8,101	8,101	7,187	4,469	(2,718)	-37.8%	4,845
Total Operating Revenue	483,788	470,449	420,585	418,830	(1,755)	-0.4%	457,869
Operating Expenses							
Employee Costs	145,197	147,021	106,537	107,956	1,419	1.3%	148,080
Materials and Services	191,895	183,464	127,565	124,433	(3,132)	-2.5%	179,843
Finance Costs	10,025	10,025	7,603	7,446	(157)	-2.1%	9,602
Company Contributions	1,527	1,527	1,527	1,527	0	0.0%	1,527
Depreciation Expense	79,076	79,076	57,967	58,146	179	0.3%	82,276
Other Expenses	21,206	21,378	15,415	15,835	420	2.7%	21,518
Recurrent Capital Expenses	5,240	7,829	5,620	5,868	248	4.4%	7,076
Total Operating Expenses	454,165	450,320	322,234	321,210	(1,023)	-0.3%	449,922
Operating Result	29,622	20,130	98,351	97,619	(731)	-0.7%	7,947
Capital Revenue							
Capital Grants and Subsidies	12,245	23,879	8,583	8,962	378	4.4%	25,542
Capital Contributions - Cash	31,999	31,599	20,292	20,871	579	2.9%	31,599
Capital Contributions - Fixed Assets	60,000	60,000	17,240	6,086	(11,154)	-64.7%	60,000
Total Capital Revenue	104,244	115,478	46,115	35,919	(10,196)	-22.1%	117,141
Non-recurrent Expenses							
Profit/Loss on disposal, revaluation & im	0	0	0	1,324	1,324	0.0%	0
Movements in landfill and quarry provisio	4,592	4,592	3,444	3,444	0	0.0%	4,592
Assets Transferred to Third Parties	0	0	0	204	204	0.0%	0
Total Non-recurrent Expenses	4,592	4,592	3,444	4,973	1,528	44.4%	4,592
Net Result	129,274	131,015	141,022	128,566	(12,456)	-8.8%	120,495



FINANCIAL PERFORMANCE REPORT
Capital Expenditure

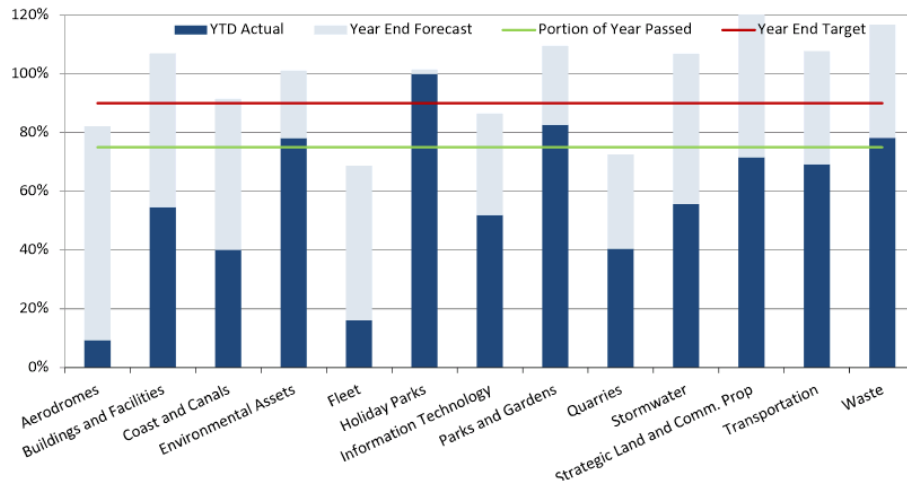
March 2020

	Annual		YTD		Year End	
	Original Budget \$000s	Current Budget \$000s	Actuals \$000s	% of FY Budget Spent	Forecast Year End Actual	Forecast Year End Variance to Budget
Capital Works Program						
Aerodromes	450	275	26	9.4%	210	(65)
Buildings and Facilities	19,103	17,568	9,297	52.9%	16,614	(954)
Coast and Canals	2,080	2,080	834	40.1%	1,692	(388)
Environmental Assets	1,300	1,450	1,062	73.3%	1,303	(147)
Fleet	2,900	2,772	445	16.1%	1,662	(1,110)
Holiday Parks	4,302	4,718	4,717	100.0%	4,767	49
Information Technology	5,830	8,906	4,619	51.9%	6,831	(2,075)
Parks and Gardens	15,966	20,981	17,010	81.1%	21,430	449
Quarries	1,311	1,234	500	40.5%	853	(381)
Stormwater	7,014	5,174	2,879	55.6%	4,864	(310)
Strategic Land and Commercial Properties	14,563	21,958	15,730	71.6%	25,771	3,813
Transportation	69,115	66,736	45,688	68.5%	65,247	(1,489)
Waste	20,622	19,956	15,605	78.2%	21,829	1,873
Total SCC Core Capital Program	164,556	173,808	118,412	68.1%	173,073	(735)
Other Capital Program						
Corporate Major Projects	14,968	9,918	5,683	57.3%	9,417	(501)
Divisional Allocations	5,336	5,547	2,424	43.7%	3,773	(1,774)
Maroochydoore City Centre	16,579	20,657	12,352	59.8%	17,849	(2,808)
Submarine Cable IBN	14,390	15,774	12,160	77.1%	15,635	(139)
Sunshine Coast Airport Runway	104,836	129,884	96,495	74.3%	130,063	179
Total Other Capital Program	156,109	181,780	129,114	71.0%	176,737	(5,044)
TOTAL	320,666	355,588	247,527	69.6%	349,810	(5,779)

The above program of works includes recurrent and non-recurrent expenditure, as reporting in the operating statement

Recurrent Expenses			5,868	0.0%
Non-Recurrent Expenses			4,973	0.0%

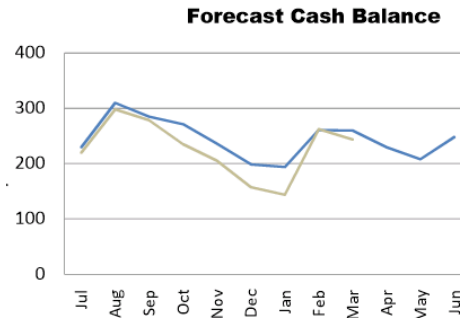
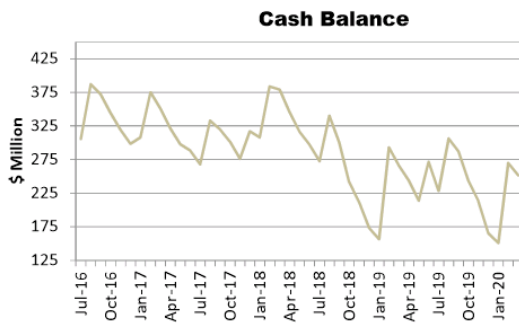
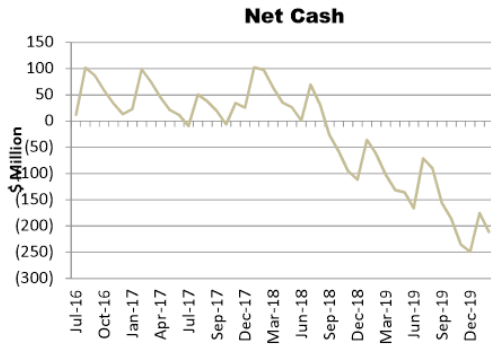
SCC Core % YTD spent compared to profiled budget by Program



FINANCIAL PERFORMANCE REPORT
Cash and Balance Sheet

March 2020

	Annual		YTD
	Original Budget \$000s	Current Budget \$000s	Actuals \$000s
CASH FLOWS			
Opening Cash	201,182	263,421	263,421
Net Cash Inflow/(Outflows) from:			
Operating Activities	66,248	49,949	145,637
Investing Activities	(216,950)	(238,756)	(202,818)
Financing Activities	157,963	170,906	45,999
Net Increase/(decrease) in Cash Held	7,261	(17,901)	(11,182)
Cash at year end	208,443	245,520	252,239
BALANCE SHEET			
Current Assets	267,703	310,143	310,117
Non Current Assets	5,840,644	5,889,365	5,705,003
Total Assets	6,108,347	6,199,778	6,015,120
Current Liabilities	136,326	185,889	98,920
Non Current Liabilities	589,563	596,576	416,203
Total Liabilities	725,889	782,466	524,050
Net Community Assets/ Total Community Equity	5,382,458	5,417,312	5,491,070



Investment Performance

March 2020

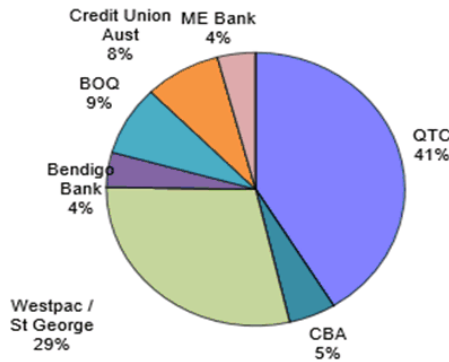
Liquidity as at:	31/03/2020	
	\$'000's	
At-call accounts		
QTC + CBA (excl. trust)	\$104,660	41.49%
Maturities within 7 days	\$0	0.00%
Total at-call	\$104,660	41.49%
Investment Policy Target		10.00%

Term deposits maturing:	\$'000's	Count
within 30 days	\$0	0
30-59 days	\$40,000	4
60-89 days	\$50,000	5
90-179 days	\$50,000	6
180-364 days	\$0	0
1 year - 3 years	\$0	0
Total	\$140,000	15

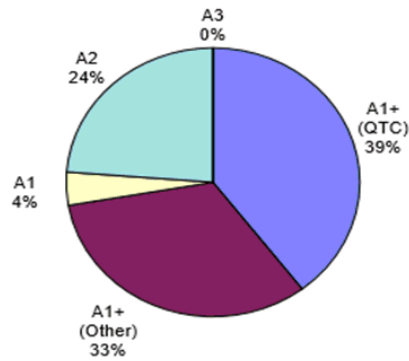
INVESTMENT SUMMARY (including Trust) as at:	31/03/2020		31/12/2019		31/03/2019		Investment Policy	
							Individual Limit	Group Limits
A1+ (QTC)	\$99,919	39.6%	\$121,346	72.8%	\$105,405	39.6%	100%	100%
A1+ (Other)	\$82,320	32.6%	\$45,238	27.2%	\$80,719	30.3%	40%	100%
A1	\$10,000	4.0%	\$0	0.0%	\$40,000	15.0%	30%	50%
A2	\$60,000	23.8%	\$0	0.0%	\$40,000	15.0%	30%	45%
A3	\$0	0.0%	\$0	0.0%	\$0	0.0%	5%	10%
Total Funds	\$252,239		\$166,584		\$266,124			
FUND SUMMARY								
General Funds	\$244,660		\$158,797		\$258,131			
Trust Funds	\$7,579		\$7,787		\$7,993			
Total Funds	\$252,239		\$166,584		\$266,124			

Investment Portfolio

Investment per financial institution (%)

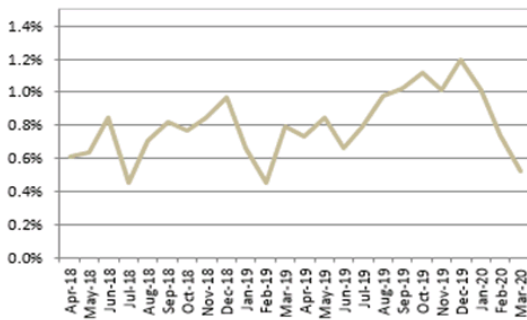


Investment by Standard & Poor's (Short Term Credit Rating)

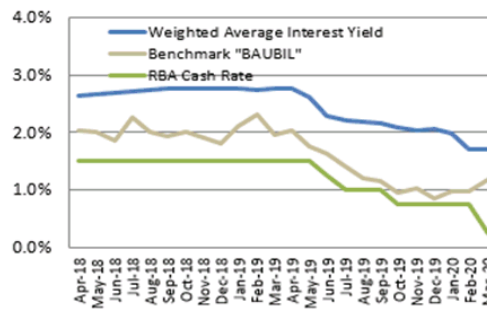


Investment Performance

Margin Above Benchmark



Investment Performance



COVID-19 – 2019/20 Financial Impact

Business Support Package	\$2,139,848	Description
Parking Meters Birtinya	\$60,000	All on-street parking meters have been shut down until 30 June
Parking Meters Caloundra CBD	\$120,000	All on-street parking meters have been shut down until 30 June
Commercial Waste Cleansing Charges	\$450,000	Refund of waste collection from commercial businesses benefiting up to 1,500 businesses
Regulated Parking	\$400,000	Parking regulators will issue warnings instead of infringements in general unless the infringement relates to health and safety issues or parking in disabled parking spaces
Interest received for rates on arrears	\$300,000	No further interest was applied for rates in arrears after 20th March 2020.
High-use High-Impact Commercial Activities	\$5,000	Reimbursement/waiver of fees
Low-use Low-impact Commercial Activities	\$5,000	Reimbursement/waiver of fees
Food licencing fees	\$260,000	Reimbursement/waiver of Food licencing fees from 1 March to 31 August 2020 benefiting 2,303 businesses
Footpath Dining	\$101,785	Reimbursement/waiver of Footpath dining fees from 1 March to 30 July 2020 benefiting 222 businesses
Caloundra Aerodrome Lease Revenue	\$45,000	Waiver of commercial leases benefiting 14 businesses
Commercial Lease Revenue	\$180,000	Waiver of commercial leases from 1 March to 30 June benefiting 16 businesses
Caloundra Aquatic Centre	\$16,004	Waiver of commercial lease from 1 March to 30 June
Caloundra Indoor Sports Stadium	\$10,534	Waiver of commercial leases from 1 March to 30 June benefiting 10 community groups
Kawana Aquatic Centre	\$41,200	Waiver of commercial lease from 1 March to 30 June
Maroochy Multi-Sports Complex	\$28,197	Waiver of community leases from 1 March to 30 June benefiting 6 community groups
Nambour Showgrounds	\$9,925	Waiver of community leases from 1 March to 30 June benefiting 16 community groups
Sunshine Coast Stadium	\$22,203	Waiver of commercial leases benefiting 7 businesses
Professional Advice Support Program	\$75,000	Offering access to professional business advice from local accounting, legal and human resources firms, to assist local businesses make critical decisions about their operations and their future. This service provides a free initial consultation to businesses that employ up to 19 staff and have a turnover of less than \$5 million - \$75,000 has been allocated to this program till 30 June 2020
Business Signage	\$10,000	Business signage will be available to support businesses that have to alter their service arrangements such as providing takeaway/delivery signs outside cafes and restaurants and advice to customers on how to access online services

Closing of Council Facilities	\$1,127,969	Description
Kawana Library	\$1,818	External contractor required to complete additional cleaning of Kawana Library
Additional cleaning supplies for Council stores	\$8,912	Purchase of additional cleaning supplies stock over regular supply
Additional Soap Dispenser Unit Servicing	\$150,000	Continual servicing of cleaning of public amenities
Bankfoot House	\$5,000	Property maintenance works brought forward
Beerwah Community Hall	\$9,389	Reduction in revenue due to closure
	-\$1,600	Reduction in expenditure due to closure
Beerwah Depot	\$8,000	Property maintenance works brought forward
Bellvista Meeting Place	\$6,086	Reduction in revenue due to closure
	-\$900	Reduction in expenditure due to closure
Caloundra Indoor Sports Stadium	\$218,742	Reduction in revenue due to closure
	-\$154,508	Reduction in expenditure due to closure
Caloundra Indoor Stadium	\$10,000	Property maintenance works brought forward
Cliff Hargraves Public Amenity	\$8,000	Property maintenance works brought forward
Coolum Civic Centre	\$12,000	Property maintenance works brought forward
Kawana Community Hall	\$28,151	Reduction in revenue due to closure
	-\$6,200	Reduction in expenditure due to closure
Kawana Island Meeting Place	\$10,069	Reduction in revenue due to closure
	-\$12,800	Reduction in expenditure due to closure
Kawana Sports Precinct	\$10,000	Property maintenance works brought forward
Kings Beach Walkway Roof Sheets	\$45,000	Property maintenance works brought forward
Landsborough Sports Complex	-\$4,100	Reduced expenditure
	\$10,000	Property maintenance works brought forward
Lemon Park PA	\$50,000	Property maintenance works brought forward
Maleny Library	\$9,500	Property maintenance works brought forward
Maroochy Arts & Ecology Centre	\$663	Reduction in revenue due to Maroochy Arts & Ecology Centre closure
Maroochy Multi-Sports Complex	-\$19,737	Reduced expenditure
Maroochyore Basketball Stadium	\$10,000	Property maintenance works brought forward
Maroochyore Library	\$9,000	Property maintenance works brought forward
Maroochyore Multi-Sports	\$10,000	Property maintenance works brought forward
Mary Cairncross	\$10,000	Property maintenance works brought forward
Montville Amenities Pump Station	\$9,100	Property maintenance works brought forward
	\$5,000	Property maintenance works brought forward
Nambour Fred Murray	\$12,000	Property maintenance works brought forward
Nambour Showgrounds	\$30,000	Reduction in revenue due to cancellation of events
	-\$33,036	Reduction in expenditure due to cancellation of events
Russell Family Park Amenities	\$15,000	Property maintenance works brought forward
Sunshine Coast Stadium	\$1,490,419	Reduction in revenue due to closure
	-\$844,159	Reduction in expenditure due to closure
Venue 114	\$55,561	Reduction in revenue due to closure
	-\$90,000	Reduction in expenditure due to closure
	\$37,600	Property maintenance works brought forward

Holiday Parks	\$2,918,000	Description
Coolum Beach Holiday Park	\$411,294	Reduction in revenue
	-\$58,900	Reduction in expenditure
Cotton Tree Holiday Park	\$1,206,260	Reduction in revenue
	-\$164,404	Reduction in expenditure
	\$14,000	Property maintenance works brought forward
Dicky Beach Holiday Park	\$274,876	Reduction in revenue
	-\$64,946	Reduction in expenditure
Maroochydore Beach Holiday Park	\$439,424	Reduction in revenue
	-\$76,957	Reduction in expenditure
Mooloolaba Beach Holiday Park	\$892,643	Reduction in revenue
	-\$181,322	Reduction in expenditure
Mudjimba Beach Holiday Park	\$252,502	Reduction in revenue
	-\$35,472	Reduction in expenditure
	\$9,000	Property maintenance works brought forward

Aquatic Centres	\$3,462	Description
Aquatic Centres - Equipotential Bonding Risk	\$50,000	Property maintenance works brought forward
Beerwah Aquatic Centre	-\$2,672	Reduction in expenditure
Caloundra Aquatic Centre	-\$47,753	Reduction in expenditure
Coolum Aquatic Centre	-\$1,652	Reduction in expenditure
Cotton Tree Aquatic Centre	-\$2,202	Reduction in expenditure
Cotton Tree Aquatic Centre	\$16,000	Property maintenance works brought forward
Eumundi Aquatic Centre	-\$1,652	Reduction in expenditure
Kawana Aquatic Centre	-\$2,753	Reduction in expenditure
Nambour Aquatic Centre	-\$2,202	Reduction in expenditure
Palmwoods Aquatic Centre	-\$1,652	Reduction in expenditure

Other	\$1,740,500	Description
Corporate Training	-\$80,000	Hold on corporate training for Council staff
Reduction in interest received from investments.	\$1,500,000	Further reduction in interest revenue received due to emergency rate reduction from RBA in March 2020. Council's cash available to invest has also been reduced due to the reduced processing time of all invoices within 7 days.
Reduction in merchant fees	-\$79,500	The Commonwealth bank of Australia has reduced merchant fees to \$0 until 30 June.
Reduction in royalties received from Sunshine Coast Airport	\$400,000	Sunshine Coast Airport have ended all flights as at 27th March. No further revenue is expected for 2019/20.

8.3 NOMINATION OF DIVISION 2 (NORTH) REPRESENTATIVE ON THE POLICY EXECUTIVE OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND

File No:	Council meetings
Author:	Chief of Staff Office of the Chief Executive Officer
Attachments:	Att 1 - District 2 Nomination Letter51

PURPOSE

The objective of this report is to seek endorsement of the nomination of the District 2 (North) representative on the Policy Executive of the Local Government Association of Queensland (LGAQ).

EXECUTIVE SUMMARY

The LGAQ is a member owned company established under the *Corporation Act 2001*, which represents Queensland local governments. The members of the LGAQ are the 77 Queensland Councils.

The Constitution of the LGAQ provides for the establishment of:

- a Board of Directors (which have corporate and legal responsibility for the organisation) and
- a Policy Executive.

The Policy Executive guides the policy and advocacy activities undertaken by the LGAQ on behalf of its membership and has three other specific responsibilities namely:

- appointing three Board Members (not including the President, who is elected by the members of the LGAQ)
- the approval of the annual budget of the LGAQ and
- the appointment of the LGAQ Chief Executive Officer.

The Policy Executive meets at least four times each year and comprises the President and 15 District Representatives nominated from across Queensland. Each District Representative is nominated by the cohort of Councils that comprises that District. The Sunshine Coast Council, the Moreton Bay Regional Council and the Noosa Shire Council make up District 2 (North).

The Policy Executive is reconstituted every four years following the conclusion of the Queensland Local Government Elections.

The Chief Executive Officer of the LGAQ has recently written to all Council Chief Executive Officers inviting nominations for the District Representative position on the Policy Executive (see **Attachment 1**).

Mayor Mark Jamieson was originally nominated as the District 2 (North) representative in May 2016 and has indicated an interest in being renominated in 2020. The Mayors of Moreton Bay Regional Council and Noosa Shire Council have both advised that their Councils support the nomination of Mayor Jamieson as the District 2 (North) Representative on the Policy Executive.

Membership of the LGAQ Policy Executive provides an important advocacy channel for the Sunshine Coast Council in the context of a wide range of policy, funding, legislative and

program initiatives on which the LGAQ is engaged with State and Federal Governments. Further details of some of the successes of the LGAQ from which Council has benefited are outlined in the body of this Report.

Given Mayor Jamieson's involvement to date with the LGAQ, his relationships with State and Federal Governments and the support of the other two Councils within the District, it is proposed that Mayor Jamieson be nominated as the District Two (North) representative of the Policy Executive for the 2020-2024 term.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Nomination of Division 2 (North) representative on the Policy Executive of the Local Government Association of Queensland" and
- (b) approve the nomination of Mayor Mark Jamieson as the District Two (North) representative on the Policy Executive of the Local Government Association of Queensland.

FINANCE AND RESOURCING

There is no financial cost to Council associated with Mayor Jamieson taking up this nomination to the LGAQ Policy Executive.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*
Outcome: We serve our community by providing this great service
Operational Activity: S26 - Elected Council - providing community leadership, democratic representation, advocacy and decision-making.

CONSULTATION

Internal Consultation

The Acting Chief Executive Officer has been consulted in developing this report.

External Consultation

The Mayor of the Moreton Bay Regional Council and the Mayor of the Noosa Shire Council have both been consulted on the proposed nomination of Mayor Jamieson as the District 2 (North) representative on the LGAQ Policy Executive.

Community Engagement

There was no community engagement required for preparation of this report.

PROPOSAL

The LGAQ is a member owned company established under the *Corporation Act 2001*, which represents Queensland local governments. The members of the LGAQ are the 77 Queensland Councils. The LGAQ is recognised as the peak body for the local government system in Queensland and is a constituent member of the Australian Local Government Association.

The Constitution of the LGAQ provides for governance of the LGAQ through two principal vehicles:

- a Board of Directors (which have corporate and legal responsibility for the company under the terms of the *Corporations Act 2001* and the company's Constitution) and
- a Policy Executive, which guides the policy and advocacy activities undertaken by the LGAQ on behalf of its membership and has three other specific responsibilities namely:
 1. appointing three Board Members (not including the President)
 2. the approval of the annual budget of the LGAQ and
 3. the appointment of the LGAQ Chief Executive Officer.

The Policy Executive meets at least four times each year and comprises:

- the President and
- 15 District Representatives nominated from across Queensland.

Each District Representative is nominated by the cohort of Councils that geographically comprise that District. The Sunshine Coast Council, the Moreton Bay Regional Council and the Noosa Shire Council make up District 2 (North).

The Policy Executive is reconstituted every four years within 90 days following the conclusion of the Queensland local government elections. One of the early tasks of the Policy Executive following its appointment is to appoint three of its members who, along with the President, form the Board of the LGAQ. The President is elected by all members of the LGAQ (i.e. the 77 Councils) for a four year term at the Annual General Meeting (AGM) following the local government elections. The AGM is scheduled to take place in October.

The Chief Executive Officer of the LGAQ has recently written to all Council Chief Executive Officers inviting nominations for their District Representative on the Policy Executive.

Membership of the LGAQ Policy Executive provides an important advocacy channel for the Sunshine Coast Council in the context of a wide range of policy, funding, legislative and program initiatives on which the LGAQ is engaged with State and Federal Governments. Since 2016, some of the achievements and initiatives of the LGAQ from which Council has been a beneficiary include:

- \$1 billion (state-wide) secured in a range of additional state and federal government funding programs, including retention of the Transport Infrastructure Development Scheme, expansion of the Roads to Recovery program and the First 5 library program
- Successfully opposing changes by the Federal government to the National Disaster recovery Arrangements which would have disadvantaged Councils and their workforces
- Negotiated the State/Local government Trade and Economic Development Initiative providing access to training and capacity building programs for local government representatives
- QCoast 2100 funding secured, which has provided funding to support the development of Council's Coastal Hazards Adaptation Strategy
- Creation of LG Sherlock and various data analytics tools relating to energy, plant and fleet
- Development and release of "My Council Story" which provides a public benchmarking platform for local governments.

In addition, over the last four years, due to the annual dividend payments being returned to Councils from Local Government Mutual and Local Government Workcare (the LGAQ being the Trustee of both schemes), the net result is that there is no net cost to Council in being a member of the LGAQ. Over the last four years, the returns to Council from both schemes have exceeded the LGAQ membership fees paid by Council over the same period.

Mayor Mark Jamieson was originally nominated in May 2016 as the District 2 (North) representative. The Mayor has indicated an interest in being renominated in 2020. The

Mayors of Moreton Bay Regional Council and Noosa Shire Council have both advised that their Councils support the nomination of Mayor Jamieson as the District 2 (North) Representative on the Policy Executive.

Given Mayor Jamieson's involvement over the last four years with the LGAQ, his relationships with State and Federal Governments and the support of the other two Councils within the District, it is proposed that Mayor Jamieson be nominated as the District Two (North) representative on the LGAQ Policy Executive for the 2020-2024 term.

Legal

As required under the *Local Government Act 2009*, Mayor Jamieson has recorded in section 16 of his Register of Interests (accessible on Council's website) his position with the LGAQ.

Policy

There are no major policy implications associated with this report. Council does however, utilise a number of avenues, including through its membership of the LGAQ, to progress its advocacy for policy, program, funding and legislative outcomes to support the efficient operation of Council and to the benefit of the region.

Risk

There are no significant risks to Council in supporting the recommendations in this report. The Policy Executive only meets (on average) five times each year and generally on a Friday. Mayor Jamieson prioritises his Council commitments over those to the LGAQ.

Previous Council Resolution

Council resolved on 18 August 2016 (OM16/131) as follows:

That Council:

- (a) *receive and note the report titled "Exercise of Sunshine Coast Council's voting entitlement in the election of the next President of the Local Government Association of Queensland" and*
- (b) *resolve that its full voting entitlement shall be exercised at the Annual General Meeting of the Local Government Association of Queensland (LGAQ) on 20 October 2016 in support of the election of Mayor Mark Jamieson as President of the LGAQ Board.*

Related Documentation

Constitution of the LGAQ, which is publicly accessible at
<https://www.lgaq.asn.au/documents/10136/96181cdd-75e4-4364-9853-fd1e320f6d8f>

Critical Dates

Council is required to return its nomination for the District 2 (North) representative to the LGAQ by no later than 5.00pm on Friday, 1 May 2020.

Implementation

Subject to Council's decision on the recommendations in this report, the nomination of Mayor Jamieson as the District 2 (North) representative on the Policy Executive will be returned to the LGAQ by 1 May 2020.



7 April 2020

DISTRICT NO.2 – South East - NORTHERN REGION

Mr Warren Bunker
Acting Chief Executive Officer
Sunshine Coast Regional Council
Locked Bag 72
SUNSHINE COAST MC QLD 4560

warren.bunker@sunshinecoast.qld.gov.au

Dear Mr Bunker

**ELECTION OF THE LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND'S (LGAQ) POLICY EXECUTIVE
DISTRICT REPRESENTATIVES 2020-2024**

In accordance with Rule 5.4 of the Association's Constitution and Rules, nominations are hereby called for the election of District Representatives to the Association's Policy Executive for the period 2020-2024.

Please note, this is not an election for Local Government District Associations. In many cases the District Local Government Association areas and the LGAQ Electoral Districts are not the same.

Councils within an Electoral District are entitled to nominate candidates for election from amongst elected members of the Councils within their District. However, in the case of the South-East District, Councils elect one representative per identified subregional area.

In the South-East District, if there is more than one nomination received in respect of any identified subregional grouping, an election by ballot will apply. In the South-East District, a "preferential" voting system will apply.

Councils within the South East District and within your sub-regional area:

Northern Region - Moreton Bay, Sunshine Coast, Noosa
Southern Region - Gold Coast, Logan, Redland
Western Region - Ipswich, Lockyer, Scenic Rim, Somerset

Please find attached:

Attachment 1A: Policy Executive Members Information Schedule
Attachment 1B: LGAQ Corporate Governance Charter
Attachment 1C: Fees, reimbursements and insurance.

Attachment 2: Nomination Form for your District.

PLEASE NOTE:

- Nominations close at 5.00pm, **Friday 1 May 2020** and must be received by the Chief Executive Officer by that time through the **nominated email address: returning_officer@lgaq.asn.au**.
- If you intend to nominate a person, you are encouraged to have the matter considered at your Statutory Meeting following the Quadrennial Elections held on Saturday, 28 March 2020.
- A Ballot Paper (if necessary) will be sent to you immediately upon the close of nominations.

Members elected at this time take up their position in **June 2020** and, subject to the Rules, hold office until **June 2024**.

If you have any queries, please do not hesitate to call me.

Yours sincerely

Greg Hallam AM
CHIEF EXECUTIVE OFFICER

P 07 3000 2222
F 07 3252 4473
W www.lgaq.asn.au

Local Government House
25 Evelyn Street
Newstead Qld 4006

PO Box 2230
Fortitude Valley BC
Qld 4006

Local Government Association Of Queensland Ltd.
ABN 11 010 883 293 **ACN** 142 783 917

8.4 COUNCILLOR PORTFOLIO SYSTEM 2020

File No: Council Meetings

Author: Chief Strategy Officer
Office of the CEO

Appendices: App A - Councillor Portfolio System and Protocols Sunshine Coast Regional Council 202061
App B - 2020-24 Councillor Portfolios - Strategic Alignment Model67

PURPOSE

This report proposes for Council’s consideration, the establishment of the Councillor Portfolio System 2020, the designation of Councillors to the proposed portfolios and the allocation of Portfolio Councillors to the Sunshine Coast Regional Council Audit Committee commencing 2020.

EXECUTIVE SUMMARY

Council has, in recent terms of Council, operated a Councillor Portfolio system as part of its governance structure. The Portfolio system provides Councillors with an opportunity to develop a heightened level of knowledge, leadership and representation across the region in a specified area of responsibility. Consistent with the position as the elected representative of the region, the Mayor undertakes a regional leadership and representational role in line with the functions of that office. A full list of portfolio roles and responsibilities is contained in Appendix A - Councillor Portfolio System and Protocols, Sunshine Coast Regional Council 2020.

Following the 2020 local government elections, the opportunity exists to consider establishing a Council Portfolio System that further strengthens alignment with the strategic framework and priorities of Council. A Strategic Alignment Portfolio Model is proposed that would provide direct line of sight between the five Corporate Plan Goals, Regional Strategies and Portfolio Councillor responsibilities. In recognition of the breadth, complexity and overall responsibilities of the proposed Strategic Alignment Portfolio Model, it is recommended that a joint or shared designation of portfolio responsibilities is considered with the designation of two Councillors per portfolio. Appendix B - 2020-24 Councillor Portfolios – Strategic Alignment Model.

Under section 105 (2) of the *Local Government Act 2009*, each large local government is required to establish an Audit Committee. The next Audit Committee meeting of Council is scheduled to be held on 25 May 2020. To enable full committee membership in accordance with the Audit Committee Charter and to ensure effective delivery of committee responsibilities, there is an imperative that two Councillors are appointed to the Audit Committee by resolution.

The primary objectives of the Audit Committee are closely aligned with the responsibilities of the proposed Outstanding Organisation Councillor Portfolio which includes a focus on finance, governance and corporate strategy, accordingly, it is considered appropriate that the two nominated Outstanding Organisation Portfolio Councillors are allocated to the Sunshine Coast Regional Council Audit Committee commencing 2020.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Councillor Portfolio System 2020”
- (b) approve the following allocation of Sunshine Coast Regional Council Portfolios to Councillors commencing 2020 –
 - Region Shaping Projects, Regional Advocacy and Intergovernmental Relations – Councillor Mark Jamieson
 - Community – Councillor Rick Baberowski and Councillor David Law
 - Environment and Liveability – Councillor Peter Cox and Councillor Maria Suarez
 - Economy – Councillor Terry Landsberg and Councillor Jason O’Pray
 - Service Excellence – Councillor Christian Dickson and Councillor Winston Johnston
 - Outstanding Organisation – Councillor Ted Hungerford and Councillor Joe Natoli
- (c) adopt the 2020 Councillor Portfolio System and Protocols (Appendix A) noting this replaces the Portfolio System and Protocols – Sunshine Coast Council 21 April 2016, and the 2020-24 Councillor Portfolios – Strategic Alignment Model (Appendix B) and
- (d) approve Councillor Ted Hungerford and Councillor Joe Natoli as members of the Sunshine Coast Regional Council Audit Committee commencing 2020.

FINANCE AND RESOURCING

No additional impact on Council's approved budget is envisaged as a result of implementing the recommendations in this report.

CORPORATE PLAN

Corporate Plan Goal: *An outstanding organisation*
Outcome: We serve our community by providing this great service
Operational Activity: S26 - Elected Council - providing community leadership, democratic representation, advocacy and decision-making.

CONSULTATION**Councillor Consultation**

Consultation has been undertaken with the Mayor and Councillors on the matters outlined in this report as part of the formulation of the 2020 Council Portfolio System and Protocols.

Internal Consultation

Consultation has been undertaken with the Acting Chief Executive Officer on the matters outlined in this report as part of the formulation of the 2020 Council Portfolio System and Protocols.

External Consultation

Not applicable. The matters canvassed in this report are the province of Council to determine.

Community Engagement

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

PROPOSALPortfolio System

In recent terms Council has operated a Councillor Portfolio system as part of its governance structure. While the establishment of portfolios in local government has no statutory basis, portfolios have traditionally been based on Councillors being assigned specific responsibilities linked to the strategic priorities of Council and the core responsibilities that Council is required to discharge.

The Portfolio system provides Councillors with an opportunity to develop a heightened level of knowledge, leadership and representation across the region in a specified area of responsibility. In addition to their responsibilities under the *Local Government Act 2009*, portfolio Councillors:

- keep abreast of Council proposals, issues and activities which are relevant to their portfolio
- act as the official Council spokesperson or representative on portfolio relevant matters, and
- provide input and advice to Council officers on portfolio relevant matters.

Consistent with the position as the elected representative of the region, the Mayor undertakes a regional leadership and representational role in line with the functions of that office. In this capacity the Mayor's portfolio responsibilities include project oversight, advocacy and representation to other levels of government on policy and program matters, regional planning and financing and funding of Region Shaping and other major projects.

Following the 2020 local government elections, the opportunity exists to consider establishing a Council Portfolio System that further strengthens alignment with the strategic framework and priorities of Council.

A Strategic Alignment Portfolio Model is proposed that would align Councillor Portfolio Structures with the Corporate Plan Goals and Regional Strategies of Council. More specifically, this model would provide a direct line of sight between the five Corporate Plan Goals, Regional Strategies and Portfolio Councillor responsibilities.

The benefits of this model would include the realisation of consistent Councillor spokesperson(s) for portfolios, Corporate Plan Goals and Regional Strategies, – one each for the five Goals of the Corporate Plan and a sixth Portfolio which reflects the Mayor's responsibilities for Regional Advocacy and Intergovernmental Relations.

In recognition of the breadth, complexity and overall responsibilities of the proposed Strategic Alignment Portfolio Model, it is recommended that a joint or shared designation of portfolio responsibilities is considered with the designation of two Councillors per portfolio.

Audit Committee

Under section 105(2) of the *Local Government Act 2009*, each large local government is required to establish an Audit Committee. The overall objective of the Audit Committee is to assist the Council and the Chief Executive Officer to discharge their duties.

In line with section 210(1)(b)(i) of the *Local Government Regulation 2012*, Council's Audit Committee includes two Councillors and two independent members. The next Audit Committee meeting of Council is scheduled to be held on 25 May 2020. To enable full committee membership in accordance with the Audit Committee Charter and to ensure effective delivery of committee responsibilities, there is an imperative that two Councillors are appointed to the Audit Committee.

A primary objective of the Audit Committee is *corporate governance and responsibilities in relation to the organisation's financial reporting, internal control structure, risk management systems and the external and internal audit functions*. This objective is closely aligned with the responsibilities of the proposed Outstanding Organisation Portfolio which includes a focus on finance, governance and corporate strategy. Accordingly, it is considered appropriate that the two nominated Outstanding Organisation Portfolio Councillors are allocated to the Sunshine Coast Regional Council Audit Committee commencing 2020.

Legal

No legal issues have been identified. The recommendations in this report have been constructed to comply with the requirements of the *Local Government Act 2009* (where appropriate).

Policy

The recommendations within this report are consistent with Council policies. The report has also taken into account previous resolutions of Council in relevant circumstances in framing the recommendations for Council's consideration.

Risk

There are no significant risks identified with adopting the recommendations in this report.

Previous Council Resolution

Ordinary Meeting 21 April 2016 (OM16/47)

That Council

(a) *approve the following allocation of Portfolios to Councillors for the current term of the Sunshine Coast Regional Council –*

- *Region Making Projects, Regional Advocacy and Intergovernmental Relations – Councillor Mark Jamieson*
- *Corporate Strategy and Finance and Councillor Assisting on Economic Development and Innovation – Councillor Tim Dwyer*
- *Economic Development and Innovation – Councillor Stephen Robinson*
- *Tourism, Events and Sport – Councillor Jason O'Pray*
- *Community and Environment and Councillor Assisting the Mayor on International Relations – Councillor Jenny McKay*
- *Transport, the Arts and Heritage – Councillor Rick Baberowski*
- *Place Development and Design – Councillor Peter Cox*
- *Governance and Customer Service and Councillor Assisting on Local Infrastructure Delivery – Councillor Ted Hungerford*
- *Local Infrastructure Delivery and Councillor Assisting on Tourism, Events and Sport – Councillor Greg Rogerson*

- *Planning and Development – Councillor Christian Dickson*
 - *Councillor Assisting on Planning and Development and Councillor Assisting on Tourism, Events and Sport – Councillor John Connolly*
- (b) *adopt the 2016 Councillor Portfolio System and Protocols (at Appendix A), noting this replaces the Portfolio System and Protocols – Sunshine Coast Council 1 January 2014 and*
- (c) *authorise the Chief Executive Officer to publish on Council’s website, information on the Portfolio responsibilities of Councillors.*

Ordinary Meeting 21 April 2016 (OM16/58)

That Council:

- (a) *receive and note the report titled “**Consequential Matters arising from the implementation of the 2016 Council Portfolio System and Protocols**”*
- (b) *approve the appointment of Councillor Christian Dickson as a member of the Sunshine Coast Regional Council Audit Committee*
- (c) *approve the membership of the SunCentral Maroochydore Pty Ltd Shareholder Representative Group be amended to consist of the Mayor (as Region Making Projects Portfolio Councillor) (as Chair); the Corporate Strategy and Finance Portfolio Councillor; the Economic Development and Innovation Portfolio Councillor; the Divisional Councillor; and Council staff*
- (d) *approve the membership of the Solar Farm Contract Development and Build Phase Project Control Group be amended to consist of the Economic Development and Innovation Portfolio Councillor and Divisional Councillor (as Chair); the Corporate Strategy and Finance Portfolio Councillor; the Community and Environment Portfolio Councillor; and Council staff*
- (e) *approve the membership of the Sunshine Coast Airport Expansion Project: Project Control Group be amended to consist of the Mayor (as Region Making Projects Portfolio Councillor) (as Chair); the Corporate Strategy and Finance Portfolio Councillor; the Economic Development and Innovation Portfolio Councillor; the Tourism, Events and Sport Portfolio Councillor and Divisional Councillor; and Council staff*
- (f) *endorse the continuation of the appointment of Councillor Tim Dwyer (as the Councillor for Division 2) as a Director of Sunshine Coast Events Centre Pty Ltd*
- (g) *approve the continuation of the Mayor as the ex officio member of the Sunshine Coast Economic Futures Board*
- (h) *approve the appointment of Councillor Stephen Robinson as the deputy member for the Mayor on the Sunshine Coast Economic Futures Board*
- (i) *approve an amendment to clause 3.1 (c) (ii) of the Charter for the Sunshine Coast Events Board to provide that the Portfolio Councillor for Tourism, Events and Sport shall be a member of that Board*
- (j) *approve the continuation of Councillor Jason O’Pray as the Council representative on the Sunshine Coast Events Board*
- (k) *approve the appointment of Councillor Rick Baberowski as the nominated delegate from the elected Council to be a member of the Sunshine Coast Arts Advisory Board*
- (l) *approve the following nominations to the Standing Committees of the Council of Mayors South East Queensland –*

<i>Standing Committee</i>	<i>Councillor Member</i>	<i>Councillor Alternate Member</i>
<i>Economic Development Committee</i>	<i>Councillor Stephen Robinson</i>	<i>Councillor Tim Dwyer</i>
<i>Infrastructure and Planning Committee</i>	<i>Councillor Christian Dickson</i>	<i>Councillor Rick Baberowski</i>
<i>Waterways and Environment Committee</i>	<i>Councillor Jenny McKay</i>	<i>Councillor Greg Rogerson</i>

- (m) *approve the nomination of Councillor Jenny McKay as Council's representative on the Council of Mayors South East Queensland – Rural Communities Special Interest Group*
- (n) *adopt in accordance with section 196 (1) of the Local Government Act 2009, an organisation structure comprising –*
- Office of the Mayor and Chief Executive Officer*
 - Community Services Department*
 - Corporate Services Department*
 - Economic Development and Major Projects Department*
 - Infrastructure Services Department*
 - Planning and Environment Department*
- (o) *authorise the Chief Executive Officer to advise staff, the community and the relevant organisations, boards and committees of the matters outlined above (as appropriate) and*
- (p) *note that a further report may be brought forward to Council for consideration in due course if any other consequential matters are identified as a result of the implementation of the 2016 Council Portfolio System and Protocols.*

Post-Election Meeting 7 April 2016 (PEM 16/1)

That Council:

- (a) *receive and note the report titled "Council Meetings - Post-Election Meeting Matters"*
- (b) *conduct the first Ordinary Meeting of the 2016 – 2020 Council at 9:00am, Thursday 21 April 2016 at the Nambour office with subsequent Ordinary Meetings of Council to be held once a month on a rotational basis between Council's Caloundra and Nambour offices*
- (c) *appoint Mayor, Councillor Mark Jamieson as a continuing member and Chair and the Deputy Mayor as the Deputy Chair of the Sunshine Coast Local Disaster Management Group and*
- (d) *appoint the Deputy Mayor as member of the Sunshine Coast Regional Council Audit Committee and consider the appointment of an additional Councillor to that committee at a future ordinary meeting.*

Related Documentation

- Sunshine Coast Regional Council Corporate Plan 2020-2024
- Sunshine Coast Regional Council Audit Committee Charter

Critical Dates

Early consideration of this report is sought so that the respective portfolios can progress their activities with the appropriate Councillor representation, and Councillor representation on the Sunshine Coast Council Audit Committee is finalised ahead of the 25 May 2020 Audit Committee Meeting.

Implementation

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

- advise Council staff of the establishment of a Councillor Portfolio System and the designation of Councillors to each portfolio and
- publish details of the Portfolio responsibilities of Councillors on Council's website.



Sunshine Coast Regional Council 2020 Councillor Portfolio System and Protocols

Introduction

1.0 Introduction

- 1.1 Council has operated a Councillor Portfolio system as part of its governance structure. This system provides for nominated Councillors to be assigned specific responsibilities linked to the strategic priorities of Council and the core responsibilities that it is required to discharge.
- 1.2 This document provides details of the portfolio system and the associated operating protocols.

Background

2.0 Relevant Statutory Provisions

- 2.1 Various provisions of the *Local Government Act 2009* are relevant to the portfolio system and its protocols, including:
 - (a) section 12 provides for the functions and responsibilities of Councillors and the additional responsibilities of the Mayor
 - (b) section 170 (1) provides that the Mayor may give directions to the Chief Executive Officer or senior executive employees, and
 - (c) section 170 (3) provides that no Councillor (including the Mayor) may give directions to any other council employee.

3.0 Role of Portfolio Councillors

- 3.1 In addition to their responsibilities as a Councillor under the *Local Government Act 2009*, Councillors as portfolio holders are required to:
 - (a) keep abreast of Council proposals, issues and activities which are relevant to their portfolio;
 - (b) act as the official Council spokesperson or representative on portfolio relevant matters; and
 - (c) provide input and advice to Council officers on portfolio relevant matters.
- 3.2 To this end, Portfolio Councillors should:
 - (a) be a key point of contact and engage with industry and community groups and associations on portfolio matters;
 - (b) ensure there is consistent communication and messaging on portfolio matters;
 - (c) participate in and, where appropriate, lead any Council working groups or meetings formed in relation to relevant portfolio issues;
 - (d) provide advice and guidance to Council and the organisation on portfolio matters through participation, discussion and debate at Council meetings;
 - (e) keep the Mayor and the relevant Divisional Councillor (as appropriate) fully informed on portfolio matters;
 - (f) provide an elected representative's viewpoint and act as a sounding board for Executive Leadership Team Members and Managers on issues relating to the portfolio; and

(g) generally champion the advancement of Council's key priorities and decisions relevant to their portfolio responsibilities.

- 3.3 Portfolio Councillors do not hold any specific statutory or governance responsibilities related to their portfolio beyond those which they ordinarily hold as an elected Councillor.
- 3.4 In discharging their responsibilities as Portfolio Councillors and consistent with their role under the *Local Government Act 2009*, Councillors should maintain a focus on strategic issues relevant to their portfolio, rather than the day to day operational matters.
- 3.5 A Portfolio Councillor does not assume any of the roles, powers and functions assigned to the Mayor under the *Local Government Act 2009* unless delegated by the Mayor. This includes the portfolio responsibilities exclusively assigned to the Mayor, including Regional Advocacy and Intergovernmental Relations.

4.0 Role of the Mayor in the Portfolio System

- 4.1 Specific responsibilities are assigned to the Mayor under section 12 (4) of the *Local Government Act 2009*. These are:
- (a) leading and managing meetings of the local government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings;
 - (b) leading, managing, and providing strategic direction to, the Chief Executive Officer in order to achieve the high quality administration of the local government;
 - (c) directing the chief executive officer in accordance with a resolution, or a document adopted by resolution, of the local government;
 - (d) conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);
 - (e) ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;
 - (f) being a member of each standing committee of the local government;
 - (g) representing the local government at ceremonial or civic functions.
- 4.2 The Mayor undertakes a regional leadership and representational role consistent with the functions of that office. To this end, the Mayor assumes responsibilities (including as media spokesperson) for Region Shaping Projects, Regional Advocacy and Inter-Governmental Relations.
- 4.3 The Mayor's portfolio responsibilities for the Region Shaping Projects primarily focus on advocacy and representation to other levels of government and the community and investment sourcing.
- 4.4 Regional Advocacy and Intergovernmental Relations are the sole responsibility of the Mayor. Engagement with other levels of government at Ministerial level is to be managed at all times by the Mayor, consistent with the leadership and advocacy responsibilities of that role on behalf of the region. Relevant Portfolio

Councillors should participate with the Mayor (where appropriate) in any advocacy and/or engagement activities with Federal and State Ministers on matters relating to specific portfolios.

- 4.5 The Mayor is typically the spokesperson on regional issues, which include but are not necessarily limited to:
- (a) Matters of emergency eg. floods, fires, cyclones
 - (b) Major reputation management
 - (c) State and/or Federal Government matters, policies, plans, initiatives and relationships
 - (d) Opening of major facilities
 - (e) Initiatives and projects of major regional significance
 - (f) Region wide planning matters
 - (g) Major regional events
 - (h) Major regional promotions
 - (i) National and international charity appeals
 - (j) General commentary on the performance of the regional economy; matters impacting on or relevant to, the community generally; and matters of regional environmental significance.

5.0 Role of the Deputy Mayor in the Portfolio System

- 5.1 Section 165 (1) of the *Local Government Act 2009* provides that the Deputy Mayor acts for the Mayor during –
- (a) the absence or temporary incapacity of the Mayor; or
 - (b) a vacancy in the office of Mayor.
- 5.2 The Deputy Mayor plays a senior leadership role in Council in support of the Mayor. This includes both in the conduct of the business of Council and in representing the region (when the Mayor is unable to do so or as delegated by the Mayor)
- 5.3 This aspect of the role of the Deputy Mayor is additional to the portfolio responsibilities assigned to the Deputy Mayor.

6.0 Operating Protocols for the Portfolio System

- 6.1 Portfolio Councillors must be appropriately supported by the organisation to enable them to:
- (a) be across the details of portfolio relevant proposals coming before Council;
 - (b) be well placed to present and advocate portfolio issues within the community;
 - (c) remain abreast of research and other developments relevant to their portfolio; and
 - (d) understand and communicate the implications of decisions by other levels of government on portfolio matters.

- 6.2 Portfolio Councillors should be engaged by Executive Leadership Team members and Managers at the earliest opportunity:
- (a) on all matters where there is an intention to develop a Council report;
 - (b) where it is proposed to conduct community engagement activities; and/or
 - (c) on matters which are likely to generate media or strong community interest.
- 6.3 In support of inclusive teamwork and co-operation between Portfolio Councillors and Council employees, Executive Leadership Team members and Managers are required to establish clear, open and regular communication with their Portfolio Councillor(s) and involve key staff in these interactions as considered appropriate. Executive Leadership Team members, Managers and relevant staff should meet regularly with their Portfolio Councillor(s) to ensure they remain abreast of current information, service issues and proposed response strategies.
- 6.4 All Council reports should be sponsored by the relevant Portfolio Councillor(s). A Councillor should not delay the progress of a report and must not seek to direct the advice and recommendations in a report. The Portfolio Councillor does not have to support the recommendations in a report but should be aware a report is proposed for the Council Agenda and is fully briefed on the content, direction and proposals in the report.
- 6.5 Executive Leadership Team members and Managers should ensure the Portfolio Councillor(s) is provided with a detailed briefing note (prior to the Agenda Review meeting) for any portfolio reports that the Councillor is sponsoring.
- 6.6 Where a matter spans the responsibilities of more than one Portfolio Councillor, the relevant Portfolio Councillors shall engage with each other at the earliest opportunity on issues and matters which span their portfolio responsibilities.

7.0 Authorities and Limitations

- 7.1 The *Local Government Act 2009* and the Portfolio system do not provide for formal delegated authority to a Portfolio Councillor for policy determination and operational decision-making for matters relevant to their portfolio.
- 7.2 The Portfolio system provides Councillors with an opportunity to develop and maintain a heightened level of knowledge, leadership and representation across the region in a specified area of responsibility.
- 7.3 The Portfolio system does not set aside or alter the provisions of the *Local Government Act 2009* which require corporate decisions on policies and resources to be reached at properly constituted Council meetings.
- 7.4 Further, the Portfolio system does not seek to set aside or amend any of the instruments nominated below. Where there is any inconsistency between the Portfolio system and a provision in any of the following instruments, the provision of the instrument shall prevail to the extent of any inconsistency:
- (a) any other requirements of the *Local Government Act 2009* or the *Local Government Regulation 2012*;
 - (b) the Councillor's Code of Conduct; and/or
 - (c) the Councillors Acceptable Requests Guidelines in relation to communication between Councillors and Council staff.

8.0 Communication

- 8.1 The Portfolio Councillor(s) should be the key Council spokesperson on a portfolio related matter (other than those matters specified in section 4.0). The Mayor can also make comment on any portfolio matters and be quoted in Council releases along with the Portfolio Councillor(s) (including for media statements arising from decisions of Council).
- 8.2 Where a portfolio-related issue or project has a Divisional focus, the Portfolio Councillor(s) will assist and work with the Divisional Councillor, with the Divisional Councillor being the lead spokesperson on that matter.
- 8.3 If neither the Mayor nor Deputy Mayor is available to comment on a regional issue and/or project, a relevant Divisional Councillor or the Chief Executive Officer may act as the spokesperson in that instance for the media.

Appendix B - 2020-24 Councillor Portfolios – Strategic Alignment Model.

Portfolio	Portfolio Components	Portfolio Responsibilities	Councillor Designation	Corporate Plan Goal Alignment	Regional Strategy Alignment	Group Alignment
Regional	Region Shaping Projects Regional Advocacy Intergovernmental Relations	<ul style="list-style-type: none"> Project oversight, advocacy and representation to other levels of government on policy and program matters, regional planning and financing and funding of Region Shaping and other major projects. Regional representation and engagement with the Prime Minister, Premier and Federal and State Government Ministers and other governments (includes international relations). 	Mayor	All	All	Office of the Mayor Office of the Chief Executive Officer
Community	Community Arts Heritage Transport	<ul style="list-style-type: none"> Community policy and strategy Community program development and delivery Community grant programs Community events Libraries Community facilities planning, management and development Multiculturalism Sunshine Coast Arts Advisory Board Heritage Levy Arts and heritage program development and delivery Arts and heritage facilities planning, management and development Indigenous Cultural Heritage Transport policy and strategy Transport Levy Transport corridor and network planning Parking and traffic management strategies, solutions and service monitoring 	Cr Baberowski Cr Law	A Strong Community	Community Strategy	Economic and Community Development Built Infrastructure
Environment and Liveability	Environment and Liveability Place Development and Design	<ul style="list-style-type: none"> Environment and Liveability policy and strategy Environment Levy Conservation estate (acquisitions and management), environmental operations, waterways management and monitoring Urban centres master planning and place making Centre activation and revitalisation outside of priority development areas Coordination of place making methodology and project reporting Capital works prioritisation to support endorsed place making 	Cr Cox Cr Suarez	A Healthy Environment	Environment and Liveability Strategy	Liveability and Natural Assets
Economy	Economic Development Innovation Tourism Events Sport	<ul style="list-style-type: none"> Economic development policy and strategy Industry development Investment attraction (excluding sourcing investment in the Region Shaping Projects) Local business support services Trade and export development programs Collaborative Research and Digital Disruption Economic Innovation initiatives (eg, encouraging start-ups, awards) Collaboration with Visit Sunshine Coast and management of Funding Deed. Sunshine Coast Major Events strategy implementation Sunshine Coast Events Board Major events sponsorship and support Caloundra Music Festival Council programming and support arrangements for events. Sport – events and industry development. 	Cr Landsberg Cr O'Pray	A Smart Economy	Regional Economic Development Strategy	Economic and Community Development

Portfolio	Portfolio Components	Portfolio Responsibilities	Councillor Designation	Corporate Plan Goal Alignment	Regional Strategy Alignment	Group Alignment
Service Excellence (Customer Service)	Customer Service Local Laws Administration Waste Development Assessment	<ul style="list-style-type: none"> Customer service standards and response Service reviews Monitoring Customer and community satisfaction levels Development, delivery and monitoring of the annual core capital works program Development, delivery and monitoring arrangements for Council's asset maintenance program Local Law reviews Development assessment services and standards monitoring 	Cr Dickson Cr Johnston	Service Excellence	[Proposed] Customer Experience Strategy	Community Engagement and Planning Services Built Infrastructure
Outstanding Organisation (Governance)	Finance Corporate Strategy Governance	<ul style="list-style-type: none"> Council revenue policies and financing arrangements Budget development and budget review arrangements. Long term financial plan Council's participation in Unitywater Corporate Plan development Annual review of the Corporate Plan and performance measures. Operational Plan development Corporate Governance Framework - implementation, review and monitoring Performance monitoring systems and reporting including Operational Plan reporting 	Cr Hungerford Cr Natoli	An Outstanding Organisation	[Proposed] Outstanding Organisation Strategy	Business Performance Office of the Chief Executive Officer

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 NEXT MEETING

The next Ordinary Meeting will be held on 28 May 2020.

12 MEETING CLOSURE