

Agenda

Ordinary Meeting

Thursday, 28 July 2022

commencing at 9:00am

Council Chambers, Corner Currie and Bury Streets, Nambour



ORDINARY MEETING

NOTICE

15 July 2022

Dear Councillors, Group Executives and relevant staff,

In accordance with Section 254C(2) of the *Local Government Regulation 2012*, I wish to advise that an Ordinary Meeting has been convened for

28 July 2022

commencing at 9.00am.

A handwritten signature in black ink, appearing to read "Emma Thomas", with a long horizontal stroke extending to the right.

Emma Thomas | Chief Executive Officer

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1 DECLARATION OF OPENING

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

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

That the Minutes of the Special Meeting (Budget Adoption) and the Ordinary Meeting held on 23 June 2022 be received and confirmed.

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

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

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

6.2 DECLARABLE CONFLICTS OF INTEREST

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

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

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

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

7 PRESENTATIONS / COUNCILLOR REPORTS

8 REPORTS DIRECT TO COUNCIL**8.1 DEVELOPMENT APPLICATION FOR FUNCTION FACILITY AT 426 AND 430 KIEL MOUNTAIN ROAD KIELS MOUNTAIN****File No:** MCU21/0002**Author:** Development Planner
Customer Engagement & Planning Services Group**Appendices:** App A - Recommended Conditions of Approval 13  **Attachments:** Att 1 - Detailed Assessment Report 27  Att 2 - Council's External Acoustic Specialist Report..... 47  Att 3 - Proposal Plans 53  **Link to Development.i**<https://developmenti.sunshinecoast.qld.gov.au/Home/FilterDirect?filters=DANumber=MCU21/0002>

SUMMARY SHEET	
APPLICATION DETAILS	
Applicant:	Memlaw Pty Ltd
Owner:	Bojo Holdings Pty Ltd Tte
Consultant:	Project Urban Pty Ltd
Proposal	Development Permit for Material Change of Use of Premises to Establish a Function Facility
Properly Made Date:	11 January 2021
Information Request Date:	9 February 2021
Information Response Received Date:	16 April 2021
Number of Submissions	<p>Total of 393 submissions received including:</p> <p>280 properly made submissions, consisting of:</p> <ul style="list-style-type: none"> In support of the proposal - 201 Against the proposal - 79 <p>113 not properly made submissions, consisting of:</p> <ul style="list-style-type: none"> In support of the proposal - 48 Against the proposal - 65
PROPERTY DETAILS	
Division:	7
Property Address:	426 & 430 Kiel Mountain Rd KIELS MOUNTAIN
RP Description:	Lot 1 SP117840 Lot 2 RP133125
Land Area:	Lot 1 - 131,700m ² Lot 2 - 92,820m ² Subject site total area - 224,520m ² (22.452ha)

Existing Use of Land:	Single detached dwelling. Cabins, campground and communal facilities approved through MCU20/0109 approval
STATUTORY DETAILS	
Planning Scheme:	<i>Sunshine Coast Planning Scheme 2014</i> (24 August 2020)
SEQRP Designation:	Regional Landscape and Rural Production
Strategic Plan Designation:	Rural enterprise and landscape areas
Local Plan Area:	Not applicable
Zone:	Rural zone (potentially consistent use)
Assessment Type:	Impact

PURPOSE

The purpose of this report is to seek Council's determination of an application for a Development Permit for Material Change of Use of Premises to Establish a Function Facility at 426 and 430 Kiel Mountain Rd, Kiels Mountain.

The application is before Council at the request of the Divisional Councillor.

EXECUTIVE SUMMARY

The application seeks approval for Development Permit for Material Change of Use of Premises to Establish a Function Facility. The proposed development comprises a Function Facility to be operated in association with an existing approved Short-Term Accommodation and Nature Based Tourism use on the subject site (Council Ref MCU20/0109). The Function Facility would be located within an existing building and is an extended use of the approved communal facility associated with the existing approved Short-Term Accommodation and Nature Based Tourism use.

A detailed assessment of the application has been undertaken and is included in the officer's Detailed Assessment Report in **Attachment 1** to this report.

The proposed development has been assessed against the relevant sections and codes in the *Sunshine Coast Planning Scheme 2014*.

The application is recommended for approval with reasonable and relevant conditions.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Development Application for Function Facility at 426 and 430 Kiel Mountain Road Kiels Mountain"
- (b) **APPROVE** Application No. MCU21/0002, and grant a Development Permit for Material Change of Use of Premises to Establish a Function Facility subject to imposition of reasonable and relevant conditions in Appendix A and
- (c) note all future requests for a negotiated decision notice and requested changes to the approval to be determined by delegated Council officers where the changes would not have a material impact on the outcome of the original decision.

FINANCE AND RESOURCING

In the event of an approval, Infrastructure Charges are payable in accordance with Council's Infrastructure Charges Resolution. Council's Transport and Infrastructure Policy Branch estimate that Council's proportion of Infrastructure Charges would be \$69,977.

CORPORATE PLAN

Corporate Plan Goal: *Our service excellence*

Outcome: We serve our community by providing this great service.

Operational Activity: S19 - Development services – planning, engineering, plumbing and landscaping approvals, provision of specialist advice to the community on planning requirements, audit of private development works, investigation of complaints from the public around land use or development, management of appeals.

CONSULTATION

Councillor Consultation

The Divisional Councillor, Councillor E Hungerford, has been consulted on the application.

Internal Consultation

The application was referred to and/or discussed with the following internal Council specialists/branches and their assessment forms part of this report:

- Development Engineer, Engineering and Environment Assessment Team, Development Services Branch, Customer Engagement and Planning Services Group
- Ecology Specialist, Engineering and Environment Assessment Team, Development Services Branch, Customer Engagement and Planning Services Group
- Environment Health Officer, Engineering and Environment Assessment Team, Development Services Branch, Customer Engagement and Planning Services Group

External Consultation

Council engaged an external acoustic specialist (MWA Environmental) to undertake a peer review of the acoustic assessment requirements for this application. MWA Environmental have extensive experience with noise impact assessment for development applications, including function facilities such as this. Council's external acoustic specialist was asked to review the application and the submitted noise reports to provide their assessment about the merit of the proposed development in relation to Council's planning scheme requirements and adopted best practice. All findings of the peer review have been accepted and included as recommended conditions of the approval. Refer to **Attachment 2** for Council's external acoustic specialist review and recommendations.

Community Engagement

The application was publicly notified for 15 business days between 22 April 2021 and 17 May 2021 in accordance with the requirements of the *Planning Act 2016*.

A total of 393 submissions were received, the majority of which were in support of the proposal. Of the 280 "properly made" submissions, 201 were in support of the proposal and 79 were against the proposal. Of the 113 "not properly made" submissions, 48 were in support of the proposal and 65 were against the proposal.

Maps showing the location of the properly made submissions and a summary of the properly made submissions, together with a statement of how those matters were dealt with in

reaching a decision for this application, are included in the officers Detailed Assessment Report in **Attachment 1** of this report.

PROPOSAL

The application seeks approval for Development Permit for Material Change of Use of Premises to Establish a Function Facility. The proposed development comprises a Function Facility to be operated in association with an existing approved Short-Term Accommodation and Nature Based Tourism use on the subject site (Council Ref MCU20/0109). The Function Facility would be located within an existing building and is an extended use of the approved communal facility associated with the existing approved Short-Term Accommodation and Nature Based Tourism use.

The Function Facility would be located centrally within the 13 hectare Rural zoned site and comprise a gross floor area of approximately 535m². The internal floor space of the facility is primarily proposed to be an open function space with a small-scale catering kitchen. The applicant has advised that functions would be held during the daytime and evening, with a maximum of 100 people per function. The applicant further advises that the functions would be predominantly weddings and business/educational seminars. The applicant states that wedding ceremonies would be held within the gardens of the premises and receptions would be confined to the proposed function facility building. The Function Facility would be managed by the existing residents who currently occupy the subject site.

The proposed plans have been attached to this report (refer to **Attachment 3**).

In relation to the *Sunshine Coast Planning Scheme 2014*, the application is assessable against the whole of planning scheme, including the Strategic Framework and the following relevant codes:

- Zone codes
 - Rural Zone Code
- Other Development codes
 - Landscape Code
 - Nuisance Code
 - Safety and Security Code
 - Stormwater Management Code
 - Sustainable Design Code
 - Transport and Parking Code
 - Waste Management Code
 - Works, Services and Infrastructure Code
- Overlay codes
 - Acid Sulfate Soils Overlay Code
 - Airport Environs Overlay Code
 - Biodiversity, Waterways and Wetlands Overlay Code
 - Bushfire Hazard Overlay Code
 - Flood Hazard Overlay Code
 - Height of Buildings and Structures Overlay Code
 - Landslide Hazard and Steep Land Overlay Code

A detailed assessment of the application has been undertaken and is included in the officer's Detailed Assessment Report in **Attachment 1** to this report, including an assessment of the pertinent issues being land use, traffic and parking, bushfire, and noise assessment.

The proposed Function Facility is of an appropriate nature, scale and intensity having consideration to the size of the rural site and its surrounding context. The proposed development sufficiently complies with the requirements of the Planning Scheme and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions. The application is therefore recommended for approval.

Legal

In relation to this development application, there are currently no legal implications relevant to this report but noting Council's decision on the application can be appealed to the Planning and Environment Court by either the applicant or a properly made submitter. Council will proceed with any required actions resulting from any legal action.

Policy

The application has been assessed against the *Sunshine Coast Planning Scheme 2014* and regard has been given to all relevant Council policies.

Risk

These matters can be appealed to the Planning and Environment Court by the applicant or submitters. Council will proceed with any required actions resulting from any legal action.

Previous Council Resolution

There is no previous Council resolution which is applicable to this application.

Related Documentation

A copy of the officer's full and detailed assessment report is included as **Attachment 1** to this report. The detailed assessment report contains all the specific assessment details under the Planning Scheme considered in Council's assessment of this application.

A copy of Council's external acoustic expert (MWA Environmental) peer review is included as **Attachment 2** to this report.

A copy of the proposal plans associated with the proposed development are included as **Attachment 3** to this report.

Critical Dates

There are no critical dates relevant to this report.

Implementation

Should the recommendation be accepted by Council, it is noted that Council officers will communicate the outcome of Council's resolutions to the applicant and submitters as appropriate.

APPLICATION DETAILS

Application No: MCU21/0002
Street Address: 426 Kiel Mountain Rd KIELS MOUNTAIN
430 Kiel Mountain Rd KIELS MOUNTAIN
Real Property Description: Lot 2 RP 133125 and Lot 1 SP 117840
Planning Scheme: Sunshine Coast Planning Scheme 2014 (24 August 2020)

APPROVAL DETAILS

Nature of Approval: Approval with conditions
Type of Approval: Development Permit for Material Change of Use of
Premises to Establish a Function Facility

CURRENCY PERIOD OF APPROVAL

Unless extended, the currency period for this development approval is 6 years starting the day that this development approval first took effect (Refer to Section 85 "Lapsing of approval at end of currency period" of the *Planning Act 2016*).

INFRASTRUCTURE

Unless otherwise specified, all assessment manager conditions of this development approval relating to the provision of infrastructure are non-trunk infrastructure conditions for Chapter 4 of the *Planning Act 2016*.

ASSESSMENT MANAGER CONDITIONS**PLANNING****When Conditions Must Be Complied With**

1. Unless otherwise stated, all conditions of this development approval must be complied with prior to the use commencing, and then compliance maintained at all times while the use continues.

Approved Plans

2. Development authorised by this approval must be undertaken generally in accordance with the Approved Plans listed within this Decision Notice.

Nature and Extent of Approved Use – Function Facility

3. The function facility on the premises is restricted to a maximum of 100 guests on the site at any one time (including cabins and camping areas).
4. A maximum of 1 function per week is permitted to occur at the premises. Functions must not occur on a gazetted Queensland public holiday, or on a Sunday unless followed by a gazetted Queensland public holiday.

5. A maximum of 40 functions per year are permitted to occur at the premises.
6. The approved use must be conducted entirely within the location identified on the Approved Plans as the Function facility. Parking, loading and unloading of vehicles must occur within the existing driveway, parking area and associated manoeuvring areas in accordance with the Approved Plans.
7. Functions are limited to the hours of 7am to 10:00pm.
8. Except for guests permitted to stay overnight within the approved accommodation provided on the premises (in accordance with all requirements of Council Approval MCU20/0109), all guests must have vacated the premises by no later than 10:30pm.
9. A complaints management procedure for the site must be prepared and submitted to Council prior to the commencement of use. The complaints management procedure must include the following:
 - (a) a contact person with whom complaints can be lodged
 - (b) a clearly defined procedure for responding to, investigating and resolving complaints, and
 - (c) a notification protocol to all complainants of the outcome of complaint investigations.A record of all complaints and investigation results including corrective actions must be maintained and made available for inspection at any time upon request by Council.
10. An operational management plan must be provided to all clients prior to them making a function reservation. The material detailed in the plan must include but not be limited to:
 - (a) maximum number of guests permitted on site;
 - (b) operating hours and curfews;
 - (c) accommodation providers where a door to door bus service can be made available for guests staying at these establishments;
 - (d) use and management of outdoor areas to not cause a noise nuisance;
 - (e) Emergency Evacuation Plan;
 - (f) any penalty associated with non-compliance with the operational management plan.
11. The operational management plan documentation must be submitted to Council for approval within 1 month of the approval taking effect. Where complaints (other than frivolous or vexatious complaints) are made to council about noise from the approved use, council may require the management plan to be updated.
12. The operator/on-site manager must be on the premises at all times while a function is occurring, including the day and night of the event.
13. Except in the case of a lawful rural or emergency purpose, or unless approved otherwise by Council's delegate, helicopters or other aircraft must not land or take off from the property at any time.
14. Fireworks and lasers are not permitted at any time.

Street Identification

15. The street address of the development must be clearly visible and discernible from the primary frontage of the site by the provision of a street number and property/venue name.

ENGINEERING

External Works

16. A new intersection must be constructed joining Kiel Mountain Road with the new entry access road/driveway. The works must be undertaken in accordance with an operational works approval, and must include in particular:
- (a) establishment of an intersection with the Kiel Mountain Road and entry access traffic (but not less than BAR & BAL), with vehicle priority maintained to Kiel Mountain Road.
 - (b) provision of 3.2m wide through lanes on Kiel Mountain Road
 - (c) installation of Rate 3 street lighting
 - (d) truncation of the subject site and dedication to road reserve where necessary to provide adequate space for all required road works and utility services.

Property Access and Driveways

17. A sealed access driveway must be provided from Kiel Mountain Road to all parking and manoeuvring areas of the development including the parking area itself. The works must be undertaken in accordance with an operational works approval and, unless otherwise agreed by Council, must include in particular:
- (a) a driveway crossover in accordance with RS-056 (rural type with no kerb);
 - (b) an internal sealed driveway with a minimum width of 3.5m and passing bays at 80m intervals where clear and unobstructed and every 40m where windy or vegetated (or a light signal system in lieu);
 - (c) where passing bays are not provided to minimise vegetation removal, traffic signal system to control movements.

On-site Parking

18. A minimum of 36 car parking spaces must be provided for the Function Facility and marked on the site, and made available and accessible at all times while the use is open for business. The works must be undertaken in accordance with an operational works approval and must include in particular:
- (a) pedestrian routes in accordance with the conditions of this development approval
 - (b) provision of vandal resistant public lighting with intensities to satisfy the requirements of *AS 1158 – Lighting for roads and public spaces*
 - (c) parking spaces for people with disabilities must satisfy the current requirements of the *National Construction Code*.
 - (d) dimensions, crossfalls and gradients in accordance with *AS 2890 - Parking facilities*.
19. A minimum of 5 motorcycle/scooter parking spaces must be provided and marked on the site, and made available and accessible at all times while the use is open for business. The works must be undertaken in accordance with an operational works approval and must include dimensions, crossfalls and gradients in accordance with *AS 2890 – Parking facilities*.
20. All on-site parking areas and access driveways must be maintained exclusively for vehicle parking and manoeuvring and kept in a tidy and safe condition at all times.
21. Directional signage must be provided to direct visitors to the car parking spaces provided on-site.

22. The above car parking requirements are in addition to the car parking required for council approval MCU20/0109.

Service Vehicles

23. Service vehicle parking, manoeuvring and standing spaces must be provided on the site. The works must be undertaken in accordance with an operational works approval and AS 2890.2 – *Off-street commercial vehicle facilities* and must include in particular:
- (a) MRV (Type A Access)
 - (b) VAN
 - (c) WCV (Type A Access)
 - (d) One MRV sized 'Midibus' parking bay.
24. Service vehicle movements associated with the approved use on the premises (including loading and unloading) must not occur outside the hours of 7am to 5pm, with the exception of a vehicle that is no larger than a 1 tonne van or truck and only for the purposes of on-site catering for food and/or beverages (i.e. maximum of 2 vans/trucks during the function).

Pedestrian and Bicycle Facilities

25. Pedestrian and bicycle facilities must be provided for the development. The works must be undertaken in accordance with an operational works approval and must include in particular:
- (a) pedestrian pathways between the proposed car parking area and the building/s.
 - (b) adequate separation of all specific pedestrian routes from vehicle access and manoeuvring areas, and clear demarcation by pavement marking, signposts or changes in surface materials or levels
 - (c) signage and lighting at strategic locations to direct people to building entries and public toilet facilities
 - (d) pedestrian refuge areas at strategic locations within the carpark to ensure safe and convenient congregating of pedestrians waiting to cross major access driveways.

Utility Services

26. Electricity and telecommunication services must be provided to the development in accordance with requirements of the relevant service provider.
27. Internal private water and sewer reticulation must be constructed in accordance with a compliance approval for plumbing and drainage work issued by council.
28. Certification must be submitted to council from all relevant service providers which certifies that the development has met the requirements of development approval and all applicable legislation at the time of construction.

Earthworks and Retaining Walls

29. All fill and associated batters must be contained entirely within the subject site, in accordance with the *Works, services and infrastructure code*. All earthworks must be undertaken in accordance with the provisions of AS 3798 – *Guidelines on earthworks for commercial and residential developments*.

Damage to Services and Assets

30. Any damage caused to existing services and assets as a result of the development works must be repaired at no cost to the asset owner at the following times:
- (a) where the damage would cause a hazard to pedestrian or vehicle safety, immediately; or
 - (b) where otherwise, upon completion of the works associated with the development.
- Any repair work which proposes to alter the alignment or level of existing services and assets must first be referred to the relevant service authority for approval.

Stormwater Drainage

31. Stormwater runoff from the development must be disposed of on-site without causing scour or damage to the subject site or any adjoining property.

Stormwater Quality Management

32. Stormwater quality treatment must be provided for the development. The works must be undertaken in accordance with the 'Alternative Management Measures for Stormwater Quality Management' specified in council's *Planning scheme* policy for development works.

Bushfire

33. The development must be carried out generally in accordance with the findings and conclusions of the *Bushfire Hazard Assessment and Management Plan* listed in this development approval.
34. Prior to commencing the use, the applicant must implement the *Bushfire Evacuation Plan* for the site, which includes the function facility, to facilitate the evacuation of patrons of the facility in the event of a bushfire.
35. A copy of the *Bushfire Evacuation Plan* must be provided to patrons of the function facility, as well as to the nearest local fire station.

ENVIRONMENTAL HEALTH

Waste Management

36. Refuse storage, removal and collection facilities must be provided in accordance with the Approved Plans and the following:
- (a) provision of a minimum of three (3) 240L wheelie bins for general waste, and three (3) 240L wheelie bins for recyclable waste for the development;
 - (b) collection by service vehicles from the kerbside only in a safe, efficient and unobstructed manner;
 - (c) provision of a hardstand impervious area for the permanent storage location of all wheelie bins;
 - (d) site management entity to present bins at the kerbside on refuse collection day;
 - (e) provision of a 1.8m high purpose built enclosure to the bin storage area, which is screened from the street and adjoining properties by landscaping;
 - (f) provision of a readily accessible wash-down area in the vicinity of the permanent bin storage area fitted with a hosecock, bin roll over bund, and drain connected to the onsite effluent disposal system that has a stormwater catchment area of no more than 1m².

Lighting Amenity

37. Lighting associated with the use must be designed, sited, installed and tested to comply with Tables 3.2 & 3.3 for Zone A2 of AS 4282 – *“Control of the obtrusive effects of outdoor lighting”*.
**(Refer to Advisory Note)*
38. Certification must be submitted to Council from a qualified person* that all lighting devices comply with the requirements of this development approval.
**(Refer to Advisory Note)*

Potable Water

39. The development must be provided with a safe and adequate potable water supply system having a capacity sufficient for the use*.
**(Refer to Advisory Note)*

Effluent Disposal and Ablution Facilities

40. The development site must be provided with an on-site wastewater treatment and effluent disposal system having a capacity sufficient for the use, generally in accordance with the findings of the *Proposed Effluent Disposal Report* prepared by Country-wide Water Pty Ltd listed in this development approval*.
**(Refer to Advisory Note)*
41. All wastewater generated on site must be treated to a minimum advanced secondary standard.
42. The function facility must be provided with permanent ablution facilities consisting of a toilet and washing facilities that are made available to guests at all times while a function is occurring. In addition to permanent facilities, the development must be supplemented with temporary portable toilets (i.e. not stored permanently on site).
43. A register must be kept on site at all times documenting the number of portable facilities used during each event, including the operator/provider and their licence number.
44. Evidence of a Plumbing Compliance Permit (where required) must be provided to Council's Development Services Branch prior to commencement of the use.

Environmental Performance

45. An operational management plan must be provided to all clients prior to them making a function reservation. The material detailed in the plan must include, but not be limited to:
- (a) maximum number of guests permitted on site;
 - (b) operating hours and curfews;
 - (c) use and management of outdoor areas to not cause a noise nuisance;
 - (d) delivery and collection arrangements for temporary marquee(s), food and catering equipment, musical equipment, portable ablution facilities and any other equipment brought onto the site;

- (e) a requirement for all greywater emanating from food and drink providers to be removed from the site within 48 hours of the completion of the function i.e. not to be disposed of onto the ground or within the portable ablution facilities;
- (f) expectations of patron and staff behaviour including use of toilet facilities at all times;
- (g) accommodation providers where a door to door bus service can be made available for guests staying at these establishments;
- (h) any penalty associated with transgressions; and
- (a) a statement acknowledging the site's location within a rural area and that:
 - the approved use of the subject land for a *Function facility* is not intended to compromise the use of adjoining land for existing or future lawful rural activities; and
 - on the day of the function, guests may experience reverse amenity impacts associated the use of adjoining land for existing or future lawful rural activities (for example rural noise associated with cropping).

The operational management plan documentation must be submitted to Council for approval prior to commencement of use.

Acoustic Amenity

46. Acoustic measures, treatments (including nominated construction R_w), and Verandah 2 door sound lock must be incorporated into the development in accordance with *Environmental Noise Level Impact Assessment for Proposed Function Facility report*, the *Response to Council Regarding Control of Patron and Amplified Music Noise Emission* report and the *Updated Response to Council re Control of Patron and Amplified Music Noise Emission* listed within this development approval.
47. Acoustic measures must include:
 - (a) Constructing a sound lock at the doors to Verandah 2 generally in accordance with the design shown in Figure 4 of the AcousticsRB letter dated 28 March 2022. The walls of the sound lock should be constructed using 13mm Soundchek plasterboard on each side of steel or timber studs with a full cavity infill of Glasswool. If the sound lock walls do not carry up to the ceiling of the building, the ceiling for the sound lock should also be constructed using 13mm Soundchek plasterboard on each side of steel or timber studs with a full cavity infill of Glasswool. Mechanical ventilation may also be required
 - (b) Keeping the doors to Verandah 1 (northern verandah) and the sliding door on the southern side of the building closed whenever amplified music is being played inside the function facility building with all patron access/egress via the Sound Lock
 - (c) Operating the function facility such that the level of noise at any off-site sensitive receptor does not exceed 30 dB(A) LAeq 10 minute.
 - (d) A requirement for certification to be submitted to Council prior to commencement of use from a suitably qualified person that the development is in accordance with all referenced noise reports and the Acoustic Amenity conditions of this development approval. Certification must also include the in-house public address (PA) system specifications including the noise limiting device details.
48. Amplified music or entertainment must not occur outside of the function facility building at any time.
49. All windows and doors (excluding Verandah 2 doors) must be kept closed at all times when amplified music is being played inside the function facility building.

50. Mechanical ventilation (air conditioning) must be provided for the function facility building.
51. Functions must be operated in accordance with the noise assessment reporting prepared by AcousticsRB dated 28 March 2022 including the Noise Management Plan forming part of that report.
52. Amplified music/speech within the function building is to be provided via the in-house sound amplification system only and this system is to have a lockable noise limiting device fitted to control the maximum volume to not greater than a reverberant sound pressure level of 85 dB(A) $L_{Aeq,10\text{ minute}}$ and 92 dB(C) $L_{Ceq, 10\text{ minute}}$.
53. The function facility building must be constructed and maintained to achieve the Façade Element Acoustic Ratings as per Table 2 of the AcousticRB report dated 28 March 2022.
54. All functions must be carried out within the function facility building only, with the exception of wedding ceremonies within the gardens as identified on the approved plans.
55. Amplified music associated with the approved use must not operate outside the hours of 10am to 10pm during the use of the function facility.
56. Noise from patrons and/or amplified music combined must not exceed $L_{EQ} 30\text{ dB(A)}$ external to any offsite residence (noise sensitive receiver).
57. Noise from patrons and amplified music must not exceed 85 dBA $L_{Aeq,10\text{min}}$ and 91 dBC $L_{Ceq,10\text{min}}$ within the function facility building. The site management entity must have a calibrated Sound Level Meter on site to manage noise levels and must record levels on an hourly basis during functions.
58. Where complaints (other than frivolous or vexatious complaints) are made to Council about noise from the approved use, Council may require the site management entity to:
 - (a) submit a Noise Impact Assessment prepared by a qualified person* in accordance with the *Planning scheme policy for the nuisance code*, and/or
 - (b) undertake further noise amelioration measures or operations, install volume limiting devices or barriers and/or shield or relocate mechanical plant and equipment and have such measures certified by a qualified person*.

*(Refer to Advisory Note)
59. Prior to commencement of the use, certification must be submitted to Council from a qualified person* that the development is in accordance with the *Environmental Noise Level Impact Assessment for Proposed Function Facility Report*, the *Response to Council Regarding Control of Patron and Amplified Music Noise Emission* report and Acoustic Amenity conditions of this development approval. Certification must also include the in-house public address (PA) system specifications and serial numbers. Should the PA system specifications and equipment change at any time, further certification must be submitted to Council from a qualified person* of the specifications and serial numbers of such equipment.

*(Refer to Advisory Note)

REFERRAL AGENCIES

Not applicable.

DEVELOPMENT PLANS

The following development plans are Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
16193 SD-2	C	<i>Context Plan, prepared by Project Urban</i>	07.12.2020
16193 SD-3	D	<i>Detail Plan, prepared by Project Urban</i>	07.06.2022
16193 SD-5	C	<i>Facility Layout, prepared by Project Urban</i>	07.12.2020

REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

Referenced Documents

Document No.	Rev.	Document Name	Date
R20064/D3516/ Rev.1/12.04.21	1	<i>Environmental Noise Level Impact Assessment for Proposed Function Facility, prepared by David Moore & Associates Pty Ltd</i>	12 April 2021
RB/21-1327.R01		<i>Response to Council Regrading Control of Patron and Amplified Music Noise Emission, prepared by Acoustics RB Pty Ltd</i>	5 November 2021
RB/21-1327.R01.Rev1	1	<i>Updated Response to Council re Control of Patron and Amplified Music Noise Emission Julusa Function Facility, 426 Kiel Mountain Rd, Kiels Mountain prepared by Acoustics RB Pty Ltd</i>	28 March 2022
CWW.2629.21	2	<i>Proposed Effluent Disposal, prepared by Country-wide Water Pty Ltd</i>	23/03/2021
J000547	3	<i>Bushfire Hazard Assessment and Management Plan, prepared by North Coast Environmental Services</i>	November 2020
J001029	1	<i>Bushfire Evacuation Plan, prepared by North Coast Environmental Services</i>	March 2022
211021		<i>Traffic Engineering Advice, prepared by Hayes Traffic Engineering</i>	29/03/2021

ADVISORY NOTES

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

Infrastructure Charges

1. Infrastructure charges, determined in accordance with council's Infrastructure Charges Resolution, apply to this development approval. The Infrastructure Charges Notice, for council's proportion of the infrastructure charge, has been issued. Unitywater may issue an infrastructure charges notice for their proportion of the infrastructure charge.

Other Laws and Requirements

2. This approval relates to development requiring approval under the *Planning Act 2016* only. It is the applicant's responsibility to obtain any other necessary approvals, licences or permits required under State and Commonwealth legislation or council local law, prior to carrying out the development. Information with respect to other council approvals, licences or permits may be found on the Sunshine Coast Council website (www.sunshinecoast.qld.gov.au). For information about State and Commonwealth requirements please consult with these agencies directly.

Aboriginal Cultural Heritage Act 2003

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

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

You should contact the Cultural Heritage Unit on 07 3247 6212 to discuss any obligations under the ACH Act.

Equitable Access and Facilities

4. The plans for the proposed building work have NOT been assessed for compliance with the requirements of the *National Construction Code - Building Code of Australia (Volume 1)* as they relate to people with disabilities. Your attention is also directed to the fact that in addition to the requirements of the National Construction Code as they relate to people with disabilities, one or more of the following may impact on the proposed building work:
 - (a) the *Disability Discrimination Act 1992 (Commonwealth)*
 - (b) the *Anti-Discrimination Act 1991 (Queensland)*
 - (c) the *Disability (Access to Premises – Buildings) Standards*.

Lodgement of Bonds

5. All bonds, including bank guarantees, must be accompanied by a completed bond lodgement form (available at <https://www.sunshinecoast.qld.gov.au/Development/Development-Applications/Development-and-Building-Bonds>). The completed form ensures council has the necessary details to register bonds against the correct development or building works, and returns the bond to the correct entity upon completion. Council will not be able to receipt the bond without the completed form.

Pre-Design Meeting Services

6. Council offers a free pre-design meeting service specifically for operational works applications. Applicants are encouraged to utilise this service prior to the submission of their operational works application to ensure that their application is not held up by avoidable design issues. It is anticipated that the pre-design meeting will ultimately assist in fast tracking the assessment of an operational works application once it is lodged with council as a result of design and application issues being resolved or substantially resolved prior to the application being submitted. For more information on this service or to book a pre-design meeting please visit council's website or contact (07) 5475 PLAN.

Building and Construction Industry (Portable Long Service Leave) Levy ("QLeave")

7. The QLeave levy must be paid prior to the issue of a Development Permit for Operational Works where required. Council will not be able to issue a development approval for operational works without receipt of details that the Levy has been paid. QLeave contact: 1800 803 491 (free call) or (07) 3212 6844.

Co-ordination of Operational Works

8. Additional application fees apply to operational work applications where the different aspects of the works are lodged separately. Significant savings in application fees will result if all works are lodged in a single application.

Preparation of a Preliminary Construction Management Plan

9. A preliminary construction management plan must be submitted with the Operational Works application and must address the following:
- (a) traffic management during all aspects of the construction phase including:
 - (i) a traffic management control plan in accordance with the *Manual of Uniform Traffic Control Devices (MUTCD)* detailing all temporary signage and traffic control measures prior to construction
 - (ii) maintenance of safe pedestrian access for the areas affected by the works during and after daily construction has ceased
 - (iii) proposed fencing to the site during the construction phase of the development
 - (iv) provision for worker car parking
 - (b) maintenance and protection of water quality and existing drainage lines through the construction site, through the implementation of appropriate erosion and sediment control measures
 - (c) works programme identifying key components of the works and their respective durations
 - (d) establishment of a communication protocol with the general public, adjoining owners, emergency services and local businesses to advise of agreed construction times, impacts on traffic, services and other relevant issues
 - (e) identification of complaint management procedures including:
 - (i) contact details for the on-site manager
 - (ii) dispute resolution procedures

It is acknowledged that the preliminary construction management plan will be a draft document requiring finalisation upon appointment of the principal contractor employed to construct the works and a final document will be required to be submitted at the pre-start meeting for the project.

Qualified Person

10. For the purpose of certifying acoustic matters or treatments for the development, a qualified person is considered to be either:
 - (a) a Registered Professional Engineer of Queensland (RPEQ);
 - (b) an environmental consultant with a minimum of three (3) years current experience in the field of acoustics.
11. For the purpose of certifying lighting devices for the development, a qualified person is considered to be either:
 - (a) a Registered Professional Engineer of Queensland (RPEQ);
 - (b) an environmental or electrical design consultant with a minimum of three (3) years current experience in the field of outdoor lighting.

Noise – Fixed Plant and Equipment

12. For the building design and construction of the approved use, the direction of a qualified acoustic consultant will ensure the installation of fixed plant and equipment (eg air-conditioning condenser units, refrigeration plant and mechanical exhaust discharge) is suitably located and/or shielded to avoid nuisance being caused by any noise from the plant and equipment.

Food Premises

13. Where the approved use includes a food premise, in accordance with the *Food Act 2006* and the *Food Standards Code* the premises must be registered and the operator licensed. Please contact Council's Healthy Places Unit via the Customer Service Centre for further information in respect of a licence.

Potable Water

14. The use has been approved in an area that is not currently connected to the municipal water supply. In accordance with the *Public Health Act 2005*, the development must be provided with a safe, adequate and potable water supply. Tank water must be treated to a potable standard and fitted with an appropriate sanitation system such that water is safe to drink. It is recommended that prior to commencement of use, testing certification be undertaken in order to ensure water is safe for consumption.

On Site Effluent Treatment and Disposal – ERA 63

15. The establishment of a waste water treatment and disposal system for the site requires a compliance permit to be obtained from Council under the *Plumbing and Drainage Act 2002*. The system must be designed in accordance with the *Queensland Plumbing and Wastewater Code* (Department of State Development and Infrastructure & Planning, 2007) and AS1547 - On-site Domestic Wastewater Management. Where an effluent disposal system's design capacity exceeds twenty-one (21) or more Equivalent Persons, an Environmental Authority is required to be obtained from the Department & Environment & Science.

PROPERTY NOTES

Not applicable.

VARIATION APPROVAL

Not applicable.

FURTHER DEVELOPMENT PERMITS REQUIRED

- Development Permit for Operational Work (Engineering & Landscaping)
- Development Permit for Building Work

SUBMISSIONS

There were 280 properly made submissions about the application. In accordance with the *Planning Act 2016*, the name, residential or business address, and electronic address of the principal submitter for each properly made submission is provided and attached.

INCONSISTENCY WITH EARLIER APPROVAL

Not applicable.

ENVIRONMENTAL AUTHORITY

Not applicable.

RIGHTS OF APPEAL

You are entitled to appeal against this decision. A copy of the relevant appeal provisions from the *Planning Act 2016* is attached.

OTHER DETAILS

If you wish to obtain more information about council's decision, please refer to the approval package for the application on Council's Development.i webpage at www.sunshinecoast.qld.gov.au, using the application number referenced herein.



DETAILED ASSESSMENT REPORT

DEVELOPMENT SERVICES

APPLICATION SUMMARY	
Division:	7
Applicant:	Memlaw Pty Ltd
Consultant:	Project Urban Pty Ltd
Owner:	Bojo Holdings Pty Ltd Tte
Proposal:	Development Permit for Material Change of Use of Premises to Establish a Function Facility
Properly Made Date:	11/01/2021
Street Address:	426 Kiel Mountain Rd KIELS MOUNTAIN 430 Kiel Mountain Rd KIELS MOUNTAIN
RP Description:	Lot 2 RP 133125 Lot 1 SP 117840
Assessment Type:	Impact
Number of Submissions:	<p>280 properly made submissions, consisting of:</p> <ul style="list-style-type: none"> In support of the proposal = 201 Against the proposal = 79 <p>113 not properly made submissions, consisting of:</p> <ul style="list-style-type: none"> In support of the proposal = 48 Against the proposal = 65 <p>Total count for submissions received = 393</p>
State Referral Agencies:	Not applicable.
Referred Internal Specialists:	<ul style="list-style-type: none"> Development Engineer Environment Health Officer Ecology Specialist

PROPOSAL:

The application seeks approval for Development Permit for Material Change of Use of Premises to Establish a Function Facility. The proposed development comprises a Function Facility to be operated in association with an existing approved Short-Term Accommodation and Nature Based Tourism use on the subject site (Council Ref MCU20/0109). The Function Facility would be located within an existing building and is an extended use of the approved communal facility associated with the existing approved Short-Term Accommodation and Nature Based Tourism use.

The Function Facility would be located centrally within the 13 hectare Rural zoned site and comprise a gross floor area of approximately 535m². The internal floor space of the facility is primarily proposed to be an open function space with a small-scale catering kitchen. The applicant has advised that functions would be held during the daytime and evening, with a maximum of 100 people per function. The applicant further advises that the functions would be predominantly weddings and business/educational seminars. The applicant states that wedding ceremonies would be held within the gardens of the premises and receptions would be confined to the proposed Function Facility building.

The Function Facility would be managed by existing residents who currently occupy the subject site. Office space located within the existing dwelling would be utilised as an ancillary use in association with the proposed Function Facility. The Function Facility on Lot 1 would gain access from Kiel Mountain Road through the adjoining block (Lot 2), which forms part of the application. Guests attending the Function Facility could utilise the approved cabin and camping accommodation on the site.

Figure 1, 2, 3 and 4 are extracts of the Proposed Plans.



Figure 1 – Site Plan

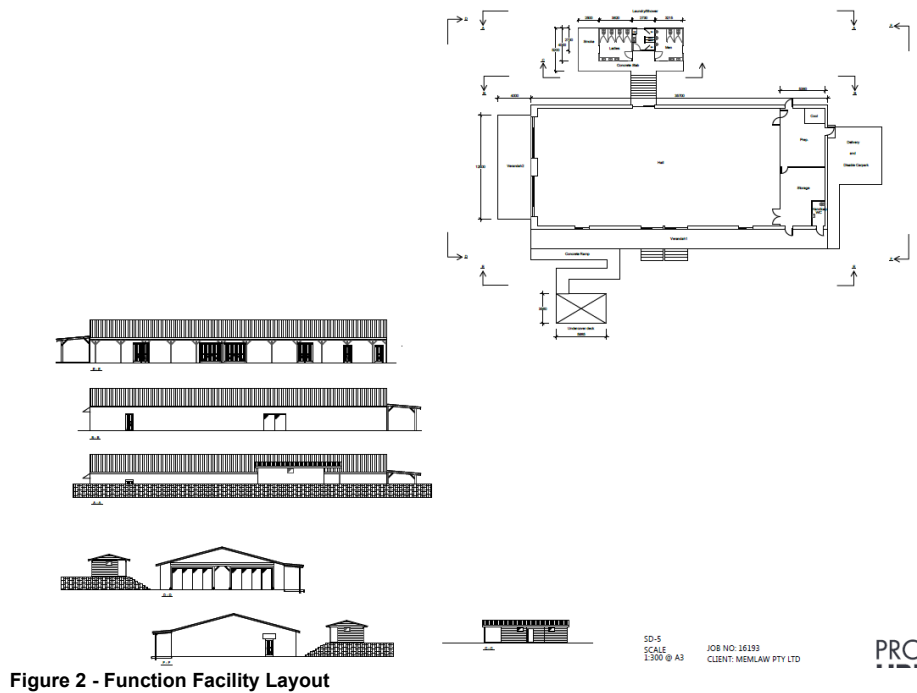


Figure 2 - Function Facility Layout



CONTEXT PLAN
Figure 3 - Site Context



Figure 4 – Proposal Images

SITE DETAILS:

Site Features and Location

SITE AND LOCALITY DESCRIPTION	
Land Area:	Lot 1 SP117840 – 131,700 m ² Lot 2 RP133125 – 92,820 m ² Subject site total 224,520m ² (22.452ha)
Existing Use of Land:	Single detached dwelling. Cabins, campground and communal facilities established through council approval MCU20/0109
Road Frontage:	Approximately 147m to Kiel Mountain Road
Significant Site Features:	Mature vegetation and waterways
Topography:	Slope varies across subject site from less than 15% to greater than 25% gradient
Surrounding Land Uses:	Singe detached dwellings

Figure 5 shows the location of the subject site.

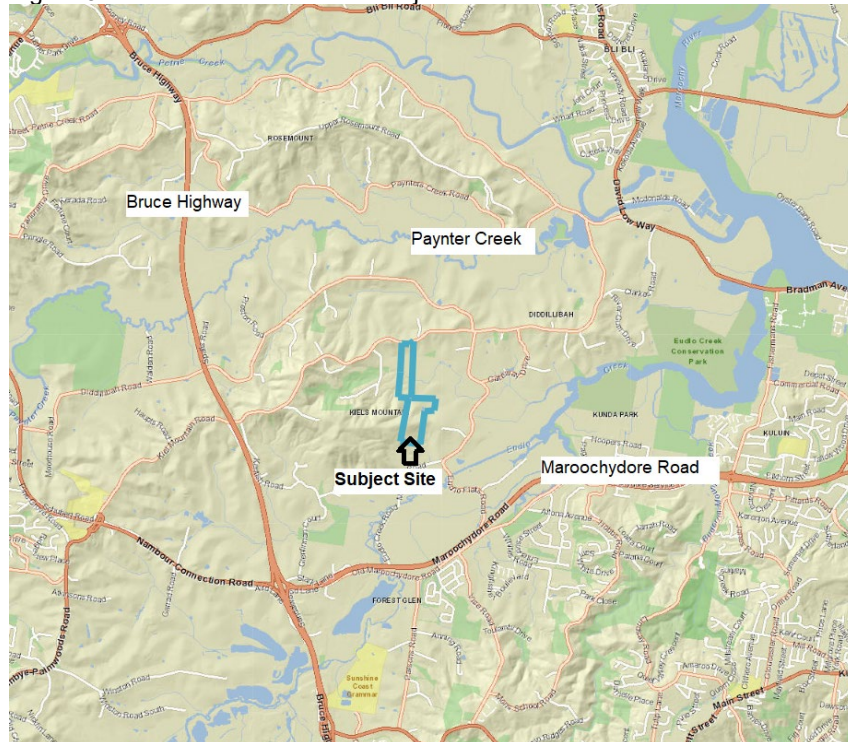


Figure 5 – Site location

Figure 6 identifies the access easement through Lot 2 in favour of Lot 1.

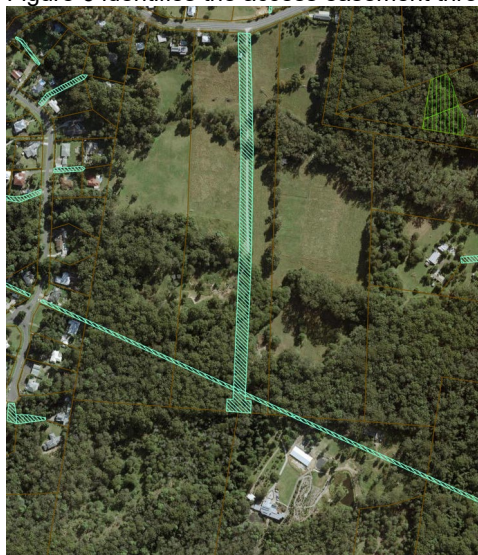


Figure 6 – Access Easement

Figure 7 shows the subject site and surrounds zoning from *Sunshine Coast Planning Scheme 2014*.

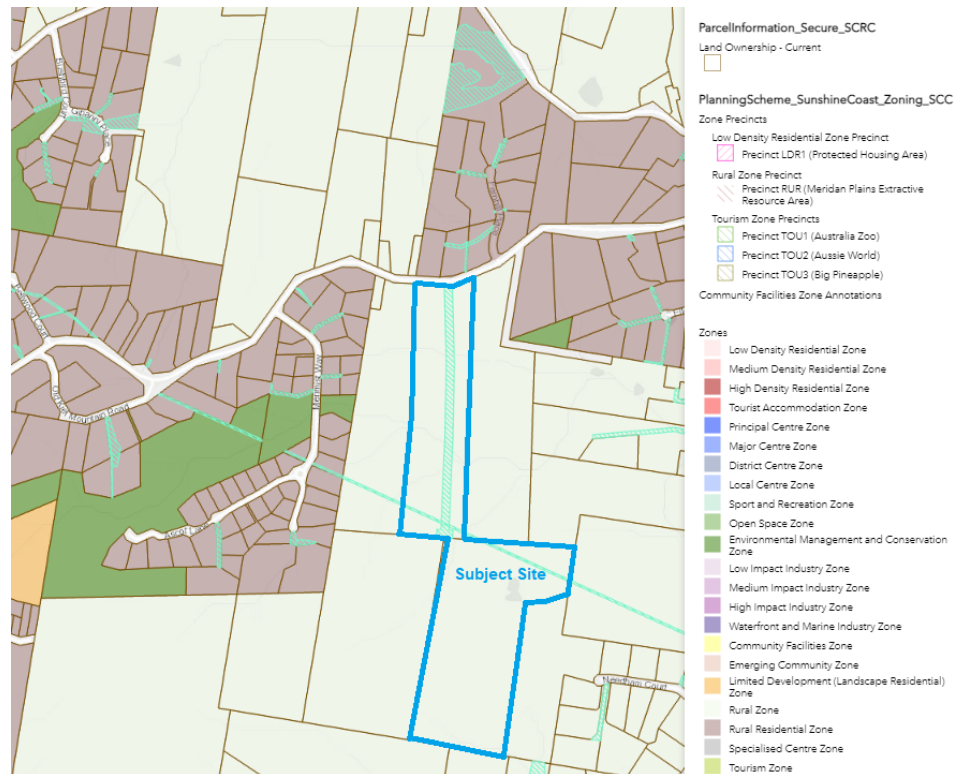


Figure 7 – Zoning

Background

On 20 October 2020, Council approved a code assessable Development Permit for Material Change of Use of Premises to Establish Nature Based Tourism and Short-Term Accommodation over 426 & 430 Kiel Mountain Road (Council Ref MCU20/0109). The existing approval allows for cabins and a camping ground. The approved use would be provided with a car park and communal facility servicing the short term accommodation uses on the site and includes the main central building currently proposed to host indoor functions. The proposed Function Facility, subject to the current application (MCU21/0002), would be established to operate on site in association with the abovementioned existing approved use.

Figure 8 below shows the existing buildings on the site, including the rectangular central building to be used as a Function Facility, identified by the red arrow.



Figure 8 – Aerial / Existing Buildings

The proposed development is shown on Figure 9 below with the distances to the nearest dwellings shown. The closest dwelling is approximately 320m away, located towards the south-east.

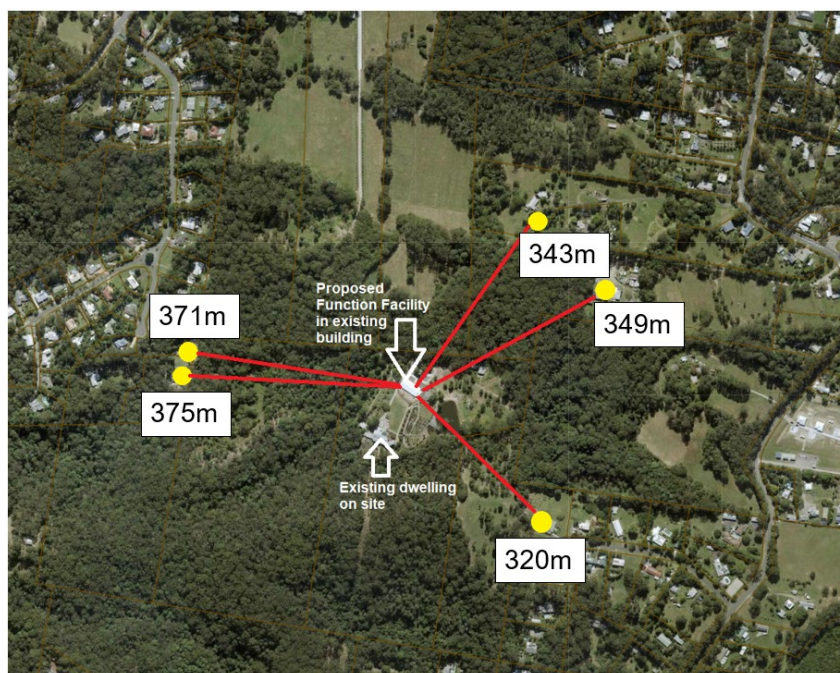


Figure 9 – Proximity to Nearby Residences

ASSESSMENT:

Framework for Assessment

Categorising Instruments for Statutory Assessment

For the *Planning Act 2016*, the following categorising instruments may contain assessment benchmarks applicable to development applications:

- the *Planning Regulation 2017*
- the Planning Scheme for the local government area
- any temporary local planning instrument
- any variation approval

Of these, the planning instruments relevant to this application are discussed in this report.

Assessment Benchmarks Related to the *Planning Regulation 2017*

The *Planning Regulation 2017* (the Regulation) prescribes assessment benchmarks that the application must be carried out against, which are additional or alternative to the assessment benchmarks contained in Council's Planning Scheme. These assessment benchmarks may be contained within:

- the SEQ Regional Plan and Part E of the State Planning Policy, to the extent they are not appropriately integrated into the Planning Scheme; and
- Schedule 10 of the Regulation.

PLANNING REGULATION 2017 DETAILS	
Applicable Assessment Benchmarks:	<u>State Planning Policy</u> <ul style="list-style-type: none"> • Part E

State Planning Policy (SPP), Part E

The assessment benchmarks of the SPP Part E that are relevant to the development proposal do not vary the current provisions of the Planning Scheme.

Assessment Benchmarks Related to the Planning Scheme

The following sections relate to the provisions of the Planning Scheme.

PLANNING SCHEME DETAILS	
Planning Scheme:	<i>Sunshine Coast Planning Scheme 2014 (24 August 2020)</i>
Strategic Framework Land Use Category:	Rural enterprise and landscape areas
Local Plan Area:	Not applicable
Zone:	Rural zone
Consistent/Inconsistent Use:	Potentially consistent use
Applicable Assessment Benchmarks:	Application is assessable against the whole of planning scheme, including the Strategic Framework

Strategic Framework

The Strategic Framework is an Assessment Benchmark for Impact Assessable applications and considers the following matters:

- Settlement Pattern
- Economic Development
- Transport
- Infrastructure and Services
- Natural Environment
- Community Identity, Character and Social Inclusion
- Natural Resources
- Natural Hazards

The application has been assessed against each of the themes above and found to be consistent with each. The following extracts of the Strategic Framework are relevant to the subject site with additional assessment provided.

3.3.9 Element 8 – Local settings and local planning responses 3.3.9.1 Specific outcomes

...

(b) In addition to local character and identity, five broader settings are recognised and protected on the Sunshine Coast - coastal urban areas, rural towns, rural villages, rural residential areas and rural areas.

3.4 Economic development

(10) Well-located and designed rural enterprises that provide business and employment opportunities including agribusiness.

3.4.1 Strategic outcomes

...

(t) Rural lands are protected and support a range of innovative and sustainable agribusinesses which contribute to the Sunshine Coast economy including niche food and beverage product and value adding production in a clean environment. Agricultural land class A and class B, strategic cropping land (SCL), potential SCL and fisheries habitat areas are maintained to support and encourage local food production and supply growing markets external to the region. Sustainable farming practices and rural industries which supply the local population and have potential to provide education and tourism opportunities are encouraged.

...

3.4.2 Element 1 – Natural (competitive) advantage and key economic sectors 3.4.2.1 Specific outcomes

...

(b) The traditional sectors of retail, construction, tourism and rural activities are supported through the following:-

(iii) protection of rural lands and the promotion of sustainable rural enterprise

The subject site is zone rural and is considered to be of sufficient size to accommodate the proposed use without adversely impacting the amenity of the surrounding properties. The site is secluded, surrounded by vegetation and would provide an appropriate area for nature based tourism, including a Function Facility (wedding venue).

The development avoids natural resources, is set back from waterbodies and would not cause a permanent irreversible alienation of the land from agricultural use. The proposal for a Function Facility would be located within an existing building on the site and would not impact upon biophysical values of the site. The proposed Function Facility involves a relatively small built form, in terms of the size of the subject site, maintaining a high level of open space and avoiding areas of significant native vegetation. The site is rural and the use of a Function Facility, which is identified as a "potentially consistent use" in the Rural Zone, is appropriately separated from existing dwellings in the local area.

The planning scheme states that uses that are 'potentially consistent' within the zone require assessment to determine whether the use is appropriate for the particular site, having regard to its location, nature, scale and intensity. Guidance as to what makes a use appropriate for the Rural Zone is contained in the Purpose and Overall Outcomes for the Rural zone code.

- (f) non-rural activities are located, designed and operated to minimise conflicts with existing and future rural activities on surrounding rural lands and avoid significant effects on rural amenity including through adverse noise or traffic generation;

The issues from the planning scheme are discussed in the sections that follow, with the following key points noted:

- The Function Facility is proposed to be separated as much as possible from all ecological elements of the site and does not require the loss of biodiversity to be established.
- The Function Facility is proposed to be sited to avoid areas of the site subject to sloping, landslide hazard and bushfire.
- The majority of the site is left undeveloped for protection of vegetation and the Function Facility building could be removed without significant impact of any agricultural potential of the site.
- The Function Facility would not conflict with or impact on surrounding rural or rural-residential uses or have a detrimental amenity impact.
- Traffic would be limited to Kiel Mountain Road, which Council's engineering specialist determines has sufficient capacity to accommodate the use.
- The internal driveway would be upgraded to accommodate anticipated traffic.

Planning Scheme Codes

In relation to the *Sunshine Coast Planning Scheme 2014*, the application is assessable against the whole of planning scheme, including the Strategic Framework and the following relevant codes:

- Zone codes
 - Rural Zone Code
- Other Development codes
 - Landscape code
 - Nuisance code

- Safety and security code
- Stormwater management code
- Sustainable design code
- Transport and parking code
- Waste management code
- Works, services and infrastructure code
- Overlay codes
 - Acid Sulfate Soils Overlay
 - Airport Environs Overlay
 - Biodiversity, Waterways and Wetlands Overlay
 - Bushfire Hazard Overlay
 - Flood Hazard Overlay Code
 - Height of Buildings and Structures Overlay Code
 - Landslide Hazard and Steep Land Overlay Code

The application has been assessed against each of the applicable codes and found to be compliant with, or can be conditioned to comply with, each. The pertinent issues arising out of assessment against the codes are discussed below:

Land Use

A Function Facility is identified as a 'potentially consistent' use within the Rural Zone in accordance with Table 6.2.19.2.1 of the *Rural zone code*.

Overall outcome (2)(v)(iii) of the *Rural zone code* allows for potentially consistent uses to occur within the Rural Zone where it has been determined that the use is appropriate having regard to such matters as its location, nature, scale and intensity. As detailed in the sections that follow, the proposed Function Facility is of an appropriate nature, scale and intensity when considering the size of the rural site and its surrounding context.

Traffic and Parking

The applicant submitted traffic engineering advice in response to Council's Information Request, which has been assessed by Council's engineering specialist. Access to the development would be via the existing driveway (access easement) over 426 Kiel Mountain Road. The access easement is approximately 20m wide and contains 3-5m wide driveway. The easement is not along the boundary of an adjoining lot and is more centrally located within the subject site. This assists with mitigating traffic and noise impacts on the neighbours, consistent with requirements of the code.

The applicant's submitted traffic engineering advice shows that the intersection meets the requirements for a basic left turn lane (BAL) and a basic right turn lane (BAR). However, the report concluded that this treatment is not warranted for the proposed location due to the low traffic volumes on Kiel Mountain Road.

Kiel Mountain Road is identified as a District Collector under the planning scheme with a functional capacity of up to 5000 vehicles per day. According to the submitted traffic advice the current peak hourly through-traffic is 259 cars. This indicates that the road is roughly operating at 50% of its available nominal capacity.

The site would have 60 car spaces for the proposed uses, with a peak hourly demand of 36 vehicles in the afternoon peak. These numbers are acceptable with regard to traffic entering and existing the site, subject to the below recommended upgrade works.

Council's engineering specialist considers that the incoming and outgoing traffic could cause interruptions to the through traffic on Kiel Mountain Road. Therefore a basic left turn lane (BAL) and a basic right turn lane (BAR) treatment is required to enable uninterrupted traffic flow on Kiel Mountain Road. Conditions are recommended which would require upgrade works at the site entry.

Conditions are recommended to require the internal driveways be widened and sealed and to provide passing bays at 80m intervals. Subject to the traffic related upgrades being completed in accordance with the recommended conditions of approval, Council's engineering specialist has confirmed that Kiel Mountain Road would have sufficient traffic capacity to accommodate the additional proposed development and maintain the uninterrupted flow of traffic along Kiel Mountain Road facilitated by slip lanes.

For a Function Facility, the *Transport and parking code* requires car spaces to be provided at a rate of 1 space per 15m² GFA. This equates to 36 car spaces being required for the proposed 535m² Function Facility. The proposed car park comprises a minimum of 60 car parking spaces with 36 spaces allocated to the Function Facility and 23 spaces for the Short-Term Accommodation and Nature Based Tourism approved use (Council Ref MCU20/0109). The code also requires 1 motorcycle/scooter space be provided per 100m² gross floor area. An additional 5 scooter/motorcycle spaces are provided within the car park, associated with the Function Facility.

The development satisfies the car parking numbers requirements of the code.

Bushfire

Conditions are recommended to require the development be carried out in accordance with the findings and conclusions of the submitted *Bushfire Hazard Assessment and Management Plan* document.

In addition, prior to commencing the use, it is recommended the applicant be required to implement the provided *Bushfire Evacuation Plan* for the site, which includes the Function Facility, to evacuate patrons of the facility, in the event of a bushfire.

A copy of the Bushfire Evacuation Plan should be made available to patrons of the Function Facility, as well as to the nearest local fire station.

Noise Impact Assessment

A noise report was submitted with the original application and additional acoustic material was provided by the applicant in response to Council's Information Request.

Council engaged an external acoustic specialist (MWA Environmental) to undertake a peer review of the acoustic assessment requirements for this application. MWA Environmental have extensive experience with noise impact assessment for development applications, including function facilities such as this application. Council's external acoustic specialist was asked to visit the site and review the application and submitted noise reports to provide their assessment about the merit of the proposed development in relation to Council's planning scheme requirements and adopted best practice. All findings of the peer review have been accepted and are recommended as conditions of any approval.

Council's external acoustic specialist (MWA Environmental) has provided the following advice and recommendations:

I am satisfied that the assessments, on the basis of the AcousticsRB updated response dated 28 March 2022, demonstrate that the proposed use can comply with the Council nominated 30 dB(A) Leq criterion at all times with the specific noise mitigation measures adopted.

Whilst the development assessment reporting has provided that the use can comply with the adopted noise criterion, it remains a matter for Council in setting any conditions of approval as to what restrictions, if any, it places upon the frequency of use of the function facility. In my opinion, the use of the facility for daytime only (7am to 6pm) business/educational seminars has a significantly lower potential to impact upon the acoustic amenity of surrounding residents than wedding reception functions which extend in to the evening/night period.

I am aware of recent Council approvals for function uses in the Rural Zone which limit the number of wedding type ceremonies/functions per week and limit the days of the week on which they can occur. I consider that it is appropriate to place a limit on the frequency of functions each week having regard to the rural (quiet) nature of the local area.

Insofar as the required noise control measures for the proposed use, in setting conditions for any approval Council may grant, it is my recommendation that the following matters should be accounted for in the conditions:

- *Operating hours of 7am to 10pm, with all guests to depart the function facility/site by 10.30pm including guests staying in on-site accommodation.*
- *Maximum of 100 guests at any one time attending a function.*
- *Service and delivery vehicles access between 7am and 5pm only.*
- *Functions to be operated in accordance with the noise assessment reporting prepared by AcousticsRB dated 28 March 2022 including the Noise Management Plan forming part of that report.*
- *Amplified music/speech within the function building is to be provided via the in-house sound amplification system only and this system is to have a lockable noise limiting device fitted to control the maximum volume to no greater (sic) than*

a reverberant sound pressure level of 85 dB(A) LAeq,10 minute and 92 dB(C) LCeq, 10 minute.

- Construct and maintain the building to achieve the Façade Element Acoustic Ratings as per Table 2 of the AcousticRB report dated 28 March 2022.
- Construct a sound lock at the doors to Verandah 2 generally in accordance with the design shown in Figure 4 of the AcousticsRB letter dated 28 March 2022. The walls of the sound lock should be constructed using 13mm Soundchek plasterboard on each side of steel or timber studs with a full cavity infill of Glasswool. If the sound lock walls do not carry up to the ceiling of the building, the ceiling for the sound lock should also be constructed using 13mm Soundchek plasterboard on each side of steel or timber studs with a full cavity infill of Glasswool. Mechanical ventilation may also be required
- Keep the doors to Verandah 1 (northern verandah) and the sliding door on the southern side of the building closed whenever amplified music is being played inside the function facility building with all patron access/egress via the Sound Lock.
- Operate the function facility such that the level of noise at any off-site sensitive receptor does not exceed 30 dB(A) LAeq 10 minute.
- A requirement for certification to be submitted to Council prior to commencement of use from a suitably qualified person that the development is in accordance with the referenced Noise Report including the Noise Management Plan and Acoustic Amenity conditions of this development approval. Certification must also include the in-house public address (PA) system specifications including the noise limiting device details

The peer review by Council's external acoustic specialist concludes, on the basis that appropriate noise mitigation and control measures are conditioned, implemented and maintained, and operating hours are limited to the time period 7am to 10pm, that all sensitive receivers, including the nearest dwellings, are appropriately distanced and separated from the proposed Function Facility such that no unacceptable noise amenity impacts will result.

All findings of the external acoustic specialist are recommended to be included as recommended conditions of approval for the Function Facility in order to minimise and mitigate any potential offsite impacts. These include:

- a maximum of 100 people on site at any one time including people staying in the onsite accommodation
- a maximum of 1 function per week
- functions not to occur on a gazetted Queensland public holiday, or on a Sunday unless followed by a gazetted Queensland public holiday
- all functions limited to the hours of 7am -10pm on the same day with all patrons offsite by 10:30pm
- no more than 40 functions permitted per year.

Other planning scheme assessment matters considered in the assessment include:

Built Form and Operations

The proposed development comprises a Function Facility to be operated in association with an existing approved Short-Term Accommodation and Nature Based Tourism use on the subject site (Council Ref MCU20/0109). The Function Facility would be located

within an existing building and is an extended use of the approved communal facility associated with the existing approved Short-Term Accommodation and Nature Based Tourism use.

The Function Facility building is located approximately 50m from all boundaries meeting the codes setback requirements. The boundaries around the subject site are heavily vegetated and act as a buffer to neighbouring land uses. The development would be located over 300m from the nearest sensitive receiver (dwelling). Lighting associated with the Function Facility would predominately be located internal to the building, minimising light spill to surrounding residential land uses. The orientation of approved cabins face away from the location of the Function Facility and car park.

As per the proposal plans, the Function Facility is located centrally within the subject site and comprises a gross floor area of approximately 535m². The internal floor space of the facility is predominantly function space with a small scale catering kitchen. All food would be prepared off-site and delivered to the premises when functions are being held. The Function Facility would utilise the communal facilities associated with the camping ground.

Steep Land

The development is in a location where the planning scheme mapping indicates a slope of greater than 15% exists. However, this area has previously been benched more than a decade ago and subject to landscaping works and subsequent shed construction. The proposed Function Facility building has been established for a number of years. Council's engineering specialist is satisfied that the development satisfies the requirements of the code.

Stormwater Management

Given the size of the rural site, no specific target requirements for stormwater quantity or quality are applicable. Best practices from *The Queensland Urban Drainage Manual* and *AS 3500 Plumbing and Drainage* will apply. Conditions have been recommended from Council's engineering specialist.

Other Assessment Matters

In addition to the assessment benchmarks referred to above, the *Planning Regulation 2017* requires that impact assessment must be carried out having regard to:

- the regional plan for a region; and
- the State Planning Policy, to the extent the State Planning Policy is not identified in the planning scheme as being appropriately integrated in the planning scheme.

South East Queensland Regional Plan (SEQRP)

The development is located within the Regional Landscape and Rural Production Area of the SEQRP. Having regard to the SEQRP, the development is consistent with the outcomes expressed and sought to be achieved by the SEQRP.

State Planning Policy (SPP)

Since the time the *Sunshine Coast Planning Scheme* commenced on 21 May 2014, a new SPP came into effect on 3 July 2017 and must be considered for development assessment to the extent the SPP is inconsistent with the planning scheme.

The proposal is consistent with the policy intent of the SPP and does not conflict with any of the identified state interests

CONSULTATION:

Referral Agencies

The application did not require referral to any Referral Agencies.

Other External Referrals

The application did not require any other external referrals.

Public Notification

The application was publicly notified for 15 business days between 22 April 2021 and 17 May 2021 in accordance with the requirements of the *Planning Act 2016*.

A total of 393 submissions were received, of which the majority were in support of the proposal. Of the 280 “properly made” submissions, 201 were in support of the proposal and 79 were against the proposal. Of the 113 “not properly made” submissions, 48 were in support of the proposal and 65 were against the proposal. The following table provides a description of the matters raised in submissions which objected to the proposal:

ISSUES	COMMENTS
Noise pollution, including impact on quiet lifestyle	Council engaged an external acoustic expert to peer review the applicant noise assessment. The peer review found there would be no unacceptable noise impacts as a result of this development if strict conditions on the use of the Function Facility building were included as part of the approval, similar to the requirements placed on other similar rural-based function facilities.
Traffic impacts	Council's Principal Development Engineer has assessed the development and recommended approval subject to conditions, which include upgraded access requirements. Kiel Mountain Road is a District Collector under the <i>Sunshine Coast Planning Scheme 2014</i> and is assessed as having sufficient capacity to accommodate traffic associated with the proposed development.
Environment impacts including disturbance to wildlife	The Function Facility building is separated from the nearest waterway by over 10m and satisfies Acceptable Outcome AO9.1 of the <i>Biodiversity, waterways and wetland overlay code</i> . The land proposed for the Function Facility is not located within proximity to the identified wetlands. The proposed Function Facility is located outside of land subject to

	native vegetation. The development does not propose the clearing of any vegetation.
Bushfire risk	A <i>Bushfire Hazard Assessment and Management Plan</i> was provided as part of the application material and has been assessed and accepted by Council's ecology specialist. It is recommended that the development must be carried out in accordance with the findings and conclusions of the Bushfire Hazard Assessment and Management Plan.
Zoning	<p>A Function Facility is a 'potentially consistent use' within the Rural zone. Submitters are concerned that the approval of Function Facility would have a negative impact on rural amenity and are of the view that these types of developments should be located in commercial zones.</p> <p>The <i>Sunshine Coast Planning Scheme 2014</i> allows Function Facilities and other non-rural activities to occur in the Rural Zone where it can be demonstrated that the development would unlikely cause unacceptable impacts. The following has been taken into account in the assessment:</p> <ul style="list-style-type: none"> • The facility would be located over 300m from the nearest residence and is screened by mature vegetation. • The sealed access driveway is located approximately 100m from the nearest adjoining residence and provides attenuation of any potential dust impact associated with a rural based function facilities. • The size of the subject land permits the provision of all necessary car parking and service areas, with sufficient separation from adjoining residences. • The Function Facility and accompanying cabins are located within an existing cleared area with sufficient setbacks from surroundings waterways and vegetation. • A wastewater report demonstrates compliance with all necessary setbacks and is sufficiently sized for the proposed development. • Council's external acoustic expert has peer reviewed the applicant's noise report and has provided acoustic conditions which would maintain the amenity of the surrounding area.
Potential for an undesirable precedence being set	The use is a "potentially consistent use" within the Rural zone. The planning scheme states that the use is appropriate in the Rural zone where offsite impacts can be minimise or mitigated.

Figures 10 and 11 are maps of the origin address of "properly made" submissions for the Sunshine Coast Region (147 submissions were received from outside of the Sunshine Coast Region). Green dots indicate support for the application. Red dots indicate an objection to the application.

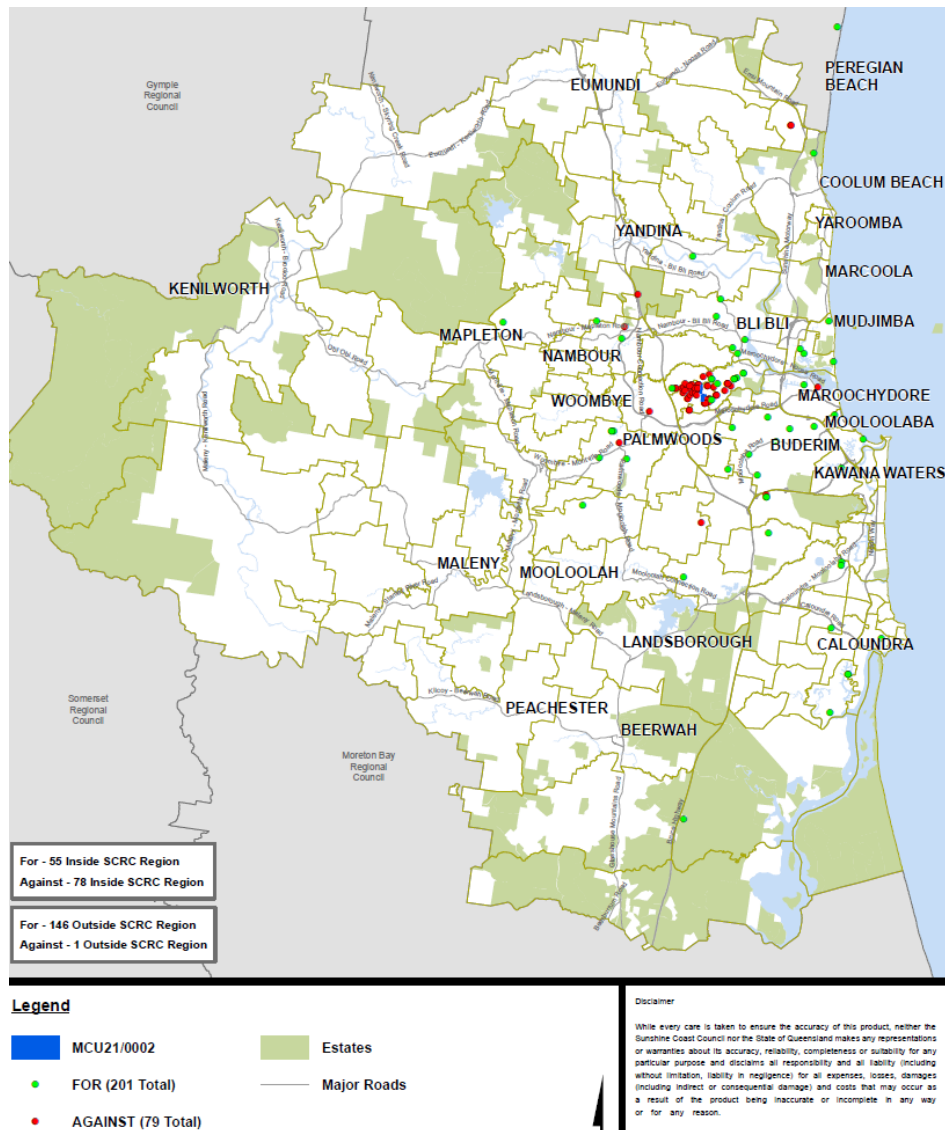


Figure 10 – Sunshine Coast Region Context Properly Made Submissions Map

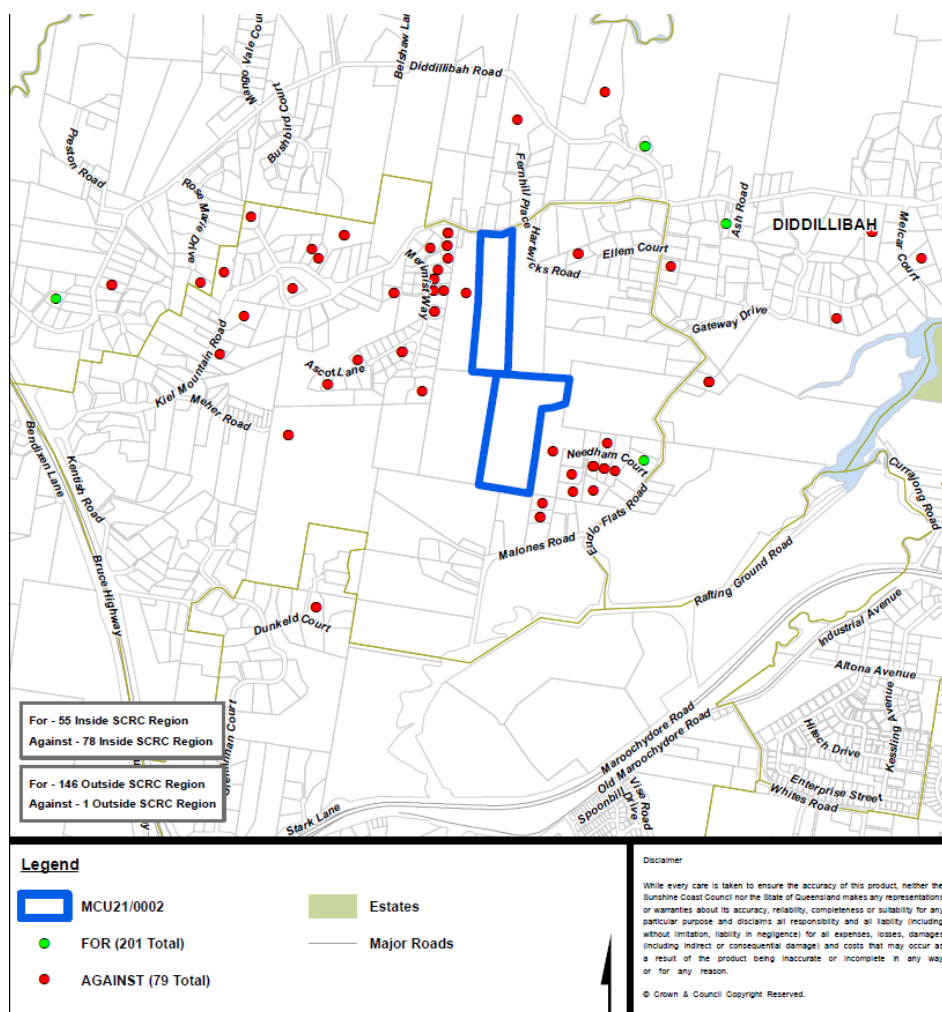


Figure 11 – Local Context Properly Made Submissions Map

CONCLUSION:

The proposed development sufficiently complies with the requirements of the Planning Scheme and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions. The application is therefore recommended for approval.



Ref: L09722/PAK/22-025

11 April 2022

Sunshine Coast Council
Locked Bag 72
Sunshine Coast Mail Centre Qld 4560

Attention: Mr Jeff Dodd

Dear Jeff,

**Re: Noise Amenity Review
Proposed Function Facility Use
426 Kiel Mountain Road
KIELS MOUNTAIN**

Further to your request I wish to provide my review of noise amenity matters relating to the proposed Function Facility. This review has been prepared on the basis of our site inspection and the updated noise assessment prepared by Acoustics RB dated 28 March 2022.

In preparing this review I have considered the following material:

1. Report "Development Assessment Report – Development Application for Material Change of Use for a Function Facility – 426-430 Kiel Mountain Road, Kiels Mountain" Project Urban (January 2021).
2. Report "Environmental Noise Level Impact Assessment for Proposed Function Facility, 426-430 Kiel Mountain Road, Kiels Mountain" David Moore and Associated Rev 0, (5 December 2020)
3. Letter "Information Request" Sunshine Coast Council (9 February 2021)
4. Letter "information Response" Project Urban (19 April 2021)
5. Report "Environmental Noise Level Impact Assessment for Proposed Function Facility, 426-430 Kiel Mountain Road, Kiels Mountain" David Moore and Associated Rev 1, (12 April 2021)
6. Letter "Julusa Function Facility, 426 Kiel Mountain Rd, Kiels Mountain – Response to Council re Control of Patron and Amplified Music Noise Emission" AcousticsRB (5 November 2021)
7. Letter "Julusa Function Facility, 426 Kiel Mountain Rd, Kiels Mountain – Updated Response to Council re Control of Patron and Amplified Music Noise Emission" AcousticsRB (28 March 2022)

Max Winders & Associates Pty Ltd tas MWA Environmental
Level 15, 241 Adelaide St, Brisbane GPO BOX 3137, Brisbane Qld 4001
P 07 3002 5500 F 07 3002 5588 E mail@mwaenviro.com.au
[W www.mwaenviro.com.au](http://www.mwaenviro.com.au)
ABN 94 010 833 084

Sunshine Coast Council, Mr Jeff Dodd
Noise Amenity Review, Kiels Mountain

11 April 2022
L09722/PAK/22-025

Relevant to this peer review is my email request for further information following our site inspection with the proponent and their consultants, which requested:

1. The design of the function building now incorporates a Sound Lock for patron access/egress to Verandah 2 to the east. As identified on site, the door access to the toilets and smoking area on the proposal plans would likely be a high use area and no account has been taken in the assessment of noise emission from use of this door. The Applicant advised on our inspection that it is proposed that access to the toilets and smoking area would be via the Sound Lock and they may wish to move the location of the toilets.

Request:

- **The Applicant is requested to provide written confirmation and detailing on how access to the toilets will be via the Sound Lock and not via the side door. Further updated plans should be provided noting this and any proposal to relocate the toilets/smoking area.**
2. As discussed on site, given the noise compliance of the use in respect to music from internal areas being contained it is requested that the Applicant provide further details on how doors that are not Sound locks will be prevented from being used by patrons when amplified music is in use.

Request:

- **The Applicant is requested to provide written advice on how doors in the building will be managed to ensure patrons only use the Sound Lock whilst amplified music is being provided within the building. This may also include provision of a Noise Management Plan that includes the necessary actions/measures.**
3. The most recent Noise Assessment prepared by Acoustics RB recommends installation of a Sound Limiter device to ensure that internal amplified sound levels do not exceed recommended levels. For such a system to work it is generally our experience that an in-house sound system is provided which is linked to a Sound Limiter and any entertainers provide music through this in house system and if they bring speakers of their own, they are also operated through the Sound Limiter.

Request:

- **The Applicant is requested to advise whether a permanent in-house sound system will be provided with a Sound limiter installed and that entertainers will utilise this in house sound system and if they bring any speakers of their own, they are to be governed by the Sound Limiter.**
4. It was noted during the site inspection that the building internal layout includes a stage at the western end of the building and that four loudspeakers were located in the vicinity of the building.

Request:

- **The applicant is requested to update the plans to include the stage and location of proposed loud speakers within the building as part of an in house sound-system.**

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5. As was discussed on site, to enable setting conditions of any approval for the development it is preferred to reference the relevant noise reporting as part of the approval.

Request:

- It is requested that the AcousticRB report be updated to reflect the matters identified above in items 1 to 4 and to provide a summary of the source noise level inputs used for the SoundPlan model ie identify the assumptions in respect to patron numbers for each outdoor verandah area and the corresponding calculated Sound Power Levels for these areas. The report should also detail the required acoustic ratings for all façade elements including doors, windows, external walls and the roof/ceiling. Provision of a Noise Management Plan for the use would also be beneficial.

AcousticRB provided an updated assessment by letter dated 28 March 2022 which addressed the above further information requests.

I have now completed my review of the development application material, including the AcousticRB 28 March 2022 letter and provide the following comments.

Findings and Recommendations

The operation of a function facility in a rural area with neighbouring dwellings in close proximity has significant potential for adverse noise amenity impact unless specific design, building and operational measures are incorporated and it can be suitably demonstrated that noise from the use will not exceed appropriate noise criteria during the proposed operating hours.

In this instance, there have been several noise impact assessment reports prepared, the majority responding to matters raised after lodgement of the development application.

It is understood the development proposal, insofar as it relates to the function facility use envisages the proposal to comprise:

- Functions to be predominantly weddings and business/educational seminars. Weddings ceremonies are likely to be held in the gardens and receptions held within the proposed function building.
- Proposed operating hours are understood to be day/evening to 10pm with all function guests to have departed the function facility by 10.30pm.
- It is understood that as part of an existing approval, up to 8 accommodation cabins are to be constructed on the site and some guests may utilise these cabins whilst attending a function and these guests would return to their cabins whilst other guests would depart the site by 10.30pm.

Sunshine Coast Council, Mr Jeff Dodd
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- Up to 100 persons (guests) would attend a function at the one time.
- Amplified music/speech will be provided within the function building using an in-house sound system with noise limiter.
- Service/delivery vehicles will be limited to between the hours of 8am to 5pm only.

The noise impact assessments prepared for the development and the Council Information Request have resulted in detailed assessments of the acoustic impact of the use upon surrounding noise sensitive receptors.

I am satisfied that the assessments, on the basis of the AcousticsRB updated response dated 28 March 2022, demonstrate that the proposed use can comply with the Council nominated 30 dB(A) Leq criterion at all times with the specific noise mitigation measures adopted.

Whilst the development assessment reporting has provided that the use can comply with the adopted noise criterion, it remains a matter for Council in setting any conditions of approval as to what restrictions, if any, it places upon the frequency of use of the function facility. In my opinion, the use of the facility for daytime only (7am to 6pm) business/educational seminars has a significantly lower potential to impact upon the acoustic amenity of surrounding residents than wedding reception functions which extend in to the evening/night period.

I am aware of recent Council approvals for function uses in the Rural Zone which limit the number of wedding type ceremonies/functions per week and limit the days of the week on which they can occur. I consider that it is appropriate to place a limit on the frequency of functions each week having regard to the rural (quiet) nature of the local area.

Insofar as the required noise control measures for the proposed use, in setting conditions for any approval Council may grant, it is my recommendation that the following matters should be accounted for in the conditions:

- Operating hours of 7am to 10pm, with all guests to depart the function facility/site by 10.30pm including guests staying in on-site accommodation.
- Maximum of 100 guests at any one time attending a function.
- Service and delivery vehicles access between 7am and 5pm only.
- Functions to be operated in accordance with the noise assessment reporting prepared by AcousticsRB dated 28 March 2022 including the Noise Management Plan forming part of that report.
- Amplified music/speech within the function building is to be provided via the in-house sound amplification system only and this system is to have a lockable noise limiting device fitted to control the maximum volume to not greater than a reverberant sound pressure level of 85 dB(A) LAeq,10 minute and 92 dB(C) LCeq, 10 minute.

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- Construct and maintain the building to achieve the Façade Element Acoustic Ratings as per Table 2 of the AcousticRB report dated 28 March 2022.
- Construct a sound lock at the doors to Verandah 2 generally in accordance with the design shown in Figure 4 of the AcousticsRB letter dated 28 March 2022. The walls of the sound lock should be constructed using 13mm Soundchek plasterboard on each side of steel or timber studs with a full cavity infill of Glasswool. If the sound lock walls do not carry up to the ceiling of the building, the ceiling for the sound lock should also be constructed using 13mm Soundchek plasterboard on each side of steel or timber studs with a full cavity infill of Glasswool. Mechanical ventilation may also be required
- Keep the doors to Verandah 1 (northern verandah) and the sliding door on the southern side of the building closed whenever amplified music is being played inside the function facility building with all patron access/egress via the Sound Lock.
- Operate the function facility such that the level of noise at any off-site sensitive receptor does not exceed 30 dB(A) LAeq 10 minute.
- A requirement for certification to be submitted to Council prior to commencement of use from a suitably qualified person that the development is in accordance with the referenced Noise Report including the Noise Management Plan and Acoustic Amenity conditions of this development approval. Certification must also include the in-house public address (PA) system specifications including the noise limiting device details.

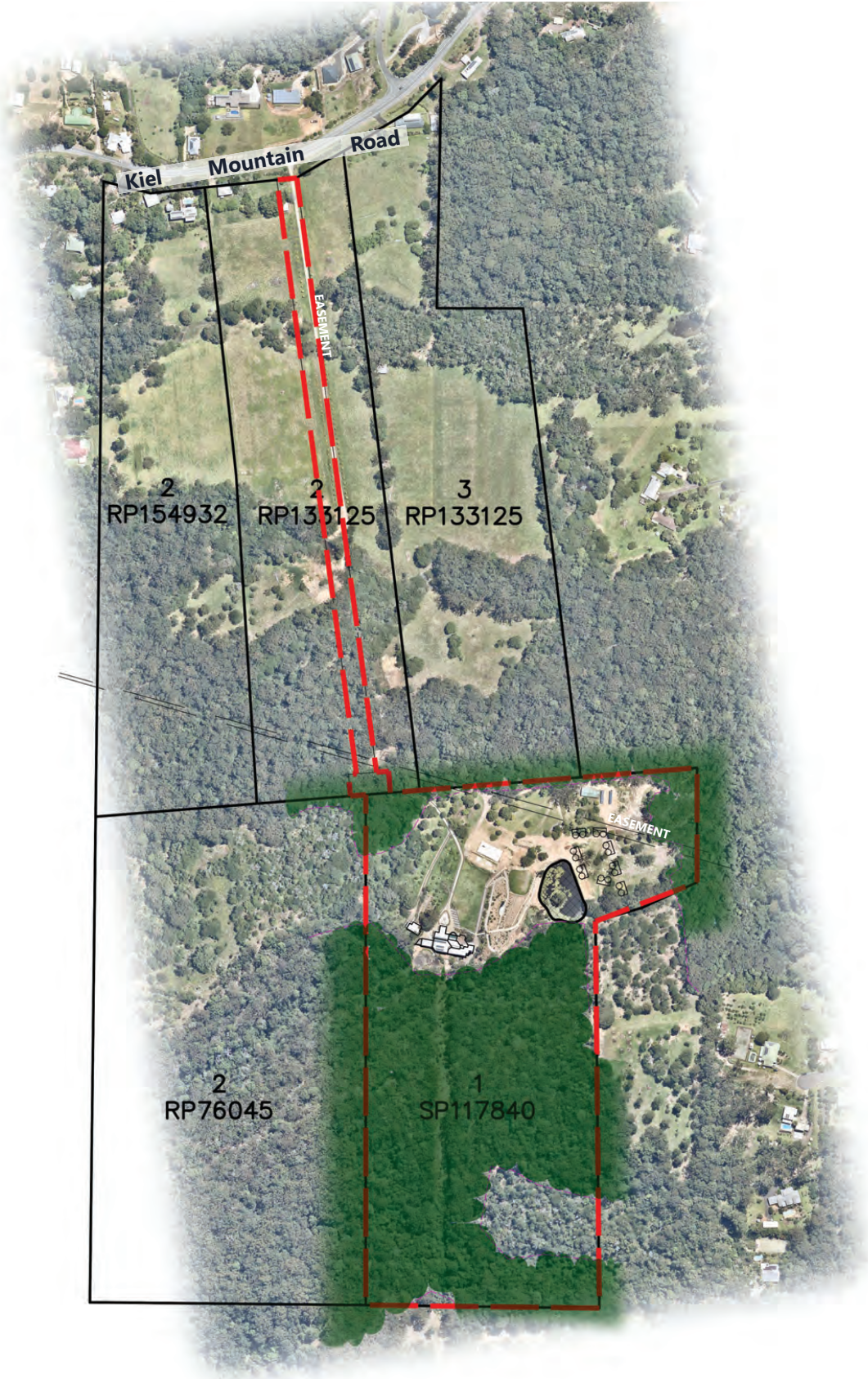
Please contact the undersigned for any clarification of the above as necessary.

Yours sincerely,



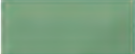
Paul King
Principal Engineer

PROPOSAL PLANS
KEILS MOUNTAIN RETREAT AND FUNCTION
FACILITY
430 KEILS MOUNTAIN ROAD, KEILS MOUNTAIN



Legend:


Site Boundary


Assesable vegetation
extent - Type B. Refer
PMAV 2019\004702

Note
THIS IS A PROPOSAL PLAN ONLY AND
IS SUBJECT TO LOCAL AUTHORITY
SUBDIVISION APPROVAL AND
ENGINEERING CONSTRAINTS. AREA AND
DISTANCES ARE APPROXIMATE ONLY AND
SUBJECT TO FINAL SURVEY

SD-2
SCALE 1:5000 @ A3
JOB NO: 16193
CLIENT: MEMLAW PTY LTD



Revision	Date	Amendments
A	12.03.2020	Preliminary Issue
B	06.04.2020	For Approval
C	07.12.2020	For Approval

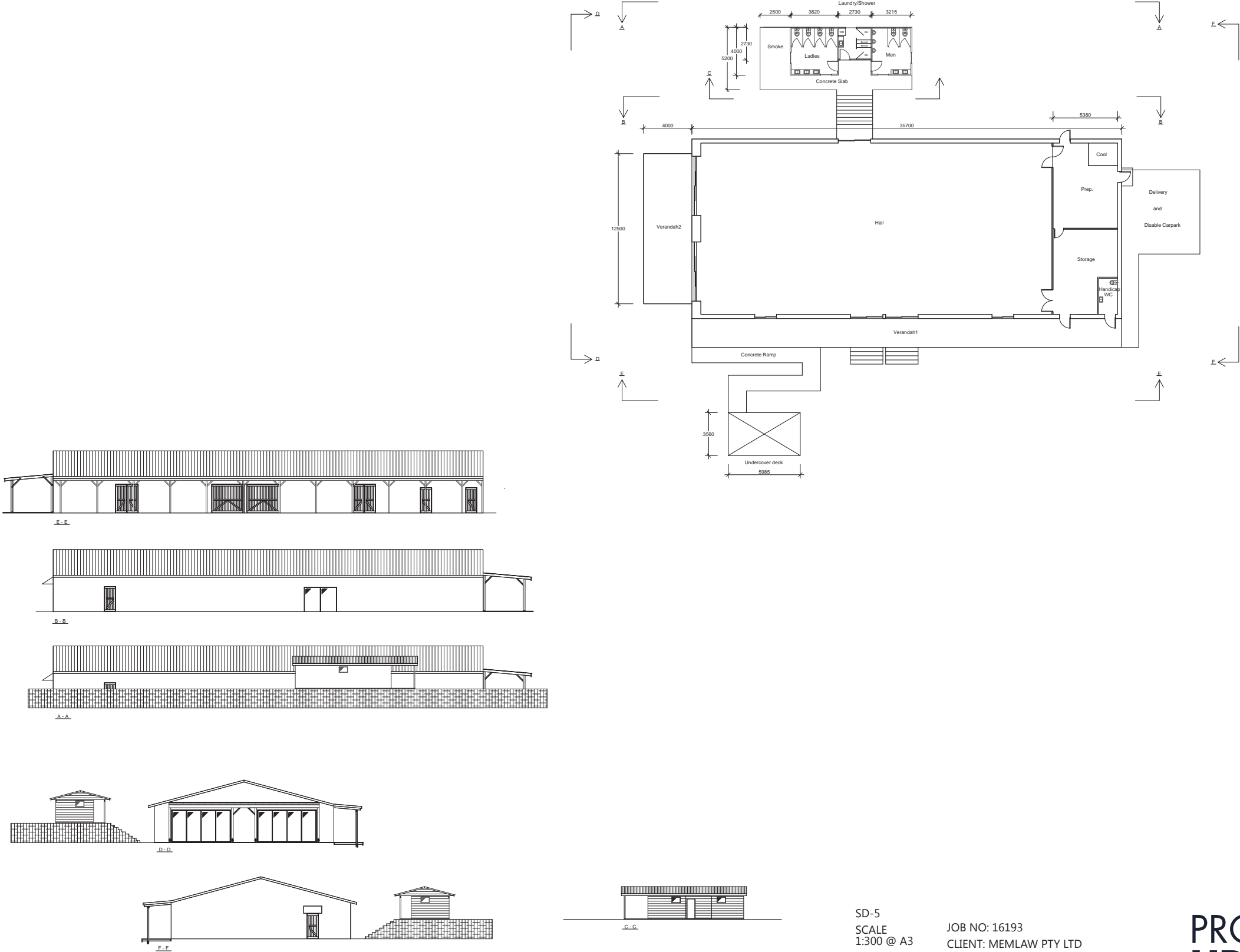
PROJECT URBAN 

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CONTEXT PLAN



PROPOSAL PLANS
KEILS MOUNTAIN RETREAT AND FUNCTION
FACILITY
430 KEILS MOUNTAIN ROAD, KEILS MOUNTAIN



FACILITY LAYOUT

SD-5
SCALE
1:300 @ A3
JOB NO: 16193
CLIENT: MEMLAW PTY LTD

Revision	Date	Amendments
A	12.03.2020	Preliminary Issue
B	06.04.2020	For Approval
C	07.12.2020	For Approval



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8.2 ORGANISATIONAL ZERO-NET EMISSIONS PLAN

File No: Council meetings

Author: Coordinator Sustainability
Liveability & Natural Assets Group

Appendices: App A - Organisational Zero-net Emissions Plan 2022 ... 65   

PURPOSE

The purpose of this report is to present the Zero-net Emissions Plan to Council for consideration and adoption as our strategic approach to reduce organisational greenhouse gas emissions and achieve our zero-net emissions target.

EXECUTIVE SUMMARY

Council has been providing focused consideration of climate change and broader sustainability for well over a decade and during this time has shown leadership and commitment to both the challenges and opportunities presented. This has been further demonstrated by Council recognising that we are in a state of climate emergency that requires urgent and sustained effort to achieve net zero emissions by 2041.

As part of this ongoing action, Council's Environment and Liveability Strategy 2017 sets a target to be a zero-net emissions organisation (and low carbon community) by 2041.

In response, this Organisational Zero-net Emissions (ZNE) Plan provides Council with a strong platform for action to proactively respond to our emissions reduction target in a strategic, integrated and coordinated way. It also demonstrates Council's leadership and commitment to contribute locally to the global challenge of emissions reduction.

The Zero-net Emissions Plan is one of three components of Council's response to the need for urgent action on climate change, the others being climate risk management and providing leadership and support for our community to reduce their own emissions and increase their own adaptive capacity and resilience to a changing climate.

Council has been measuring its greenhouse gas emissions and refining its emissions inventory since 2015. In 2020-2021, our organisational emissions footprint was aligned with the Australian Government's Climate Active Standard – providing the benchmark as we move towards meeting our zero-net emissions target. The Zero-net Emissions Plan is presented in two parts:

Part A – Strategic Directions

Part A provides the strategic directions and outlines what is meant by zero-net emissions, why Council is committed to such a target, and how we plan to become a zero-net emissions organisation.

Council's projected emissions have been modelled and have incorporated known reduction activities including Food Organics Garden Organics (FOGO), expanded landfill gas capture, rooftop solar, street lighting upgrades to LEDs and fleet transition to Hybrid/Electric Vehicles) to verify that our 2041 zero-net emissions target is consistent with a Science Based Target approach that aligns with the Paris Agreement goal to keep global temperatures to below 1.5° - 2°C warming.

Part B – Implementation Plan

Part B identifies a suite of priority actions and tasks under six focus areas, with performance measures for 2025 and 2030, cost estimates and responsible branch(es) over a 5-year

period. The six focus areas of the plan are governance and culture change, waste, electricity, transport, supply chain and building and infrastructure.

The Zero-net Emissions Plan will help to inform Council priority actions, budget allocations and build a greater awareness and understanding of how we collectively as an organisation can reduce our greenhouse gas emissions.

This report seeks Council's adoption of the Zero-net Emissions (ZNE) Plan.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled "Organisational Zero-net Emissions Plan" and**
- (b) adopt the Organisational Zero-net Emissions Plan 2022 (Appendix A).**

FINANCE AND RESOURCING

Ongoing investments will be required to reduce our emissions in support of our vision as Australia's most sustainable region and our Sunshine Coast Biosphere objectives. A range of emissions reduction activities are identified for implementation as part of the adopted 2022/23 budget, with key investments and activities including:

- \$400,000 for the upgrade of existing and/or installation of new rooftop solar at high energy use sites, with additional investments proposed over 2023/24 – 2026/27;
- Commencement of the upgrade of over 4000 Rate 1 mercury-vapour streetlights to high efficiency LEDs. Council has secured \$4 million over two years through the Commonwealth's Local Roads and Community Infrastructure Program (LRCI) to undertake this work. This investment will reduce energy consumption, emissions generated, and maintenance costs and result in annual cost savings estimated at approximately \$700,000.
- Commencement of the collection and processing of garden waste following the roll-out of an expanded garden organics service to residents – the first step in a Food Organics, Garden Organics (FOGO) collection service planned for 2025.

It is anticipated that many of the emissions reduction initiatives can be implemented through operational and/or capital works budget planning, which could be further supported by the operational savings and efficiencies realised through delivery.

As the plan is implemented, refinement of the identified actions and associated costs and savings will be undertaken and considered as part of the annual budget development process. This step ensures the organisation's response and investments made, remain focussed on the urgent and sustained effort required to realise our emissions target.

In addition, Council will continue to pursue available Federal and State Government Grants opportunities, including the SEQ City Deal which incorporates funding streams for waste management and liveability.

Continuing to invest in sustainability initiatives will help to further reduce the required carbon offset investment required for any remaining emissions as we approach 2041. By taking these actions now, Council and community will also realise the environmental, economic and social benefits that will accrue.

Carbon Offsets

While all efforts are, and will continue to be made to reduce our emissions as much as possible in the first instance, it is acknowledged that there will be a requirement to purchase carbon credits to 'offset' any remaining greenhouse gas emissions to achieve our zero-net emissions target.

As national and global demand for carbon credits is expected to increase sharply over the next 10 years, the longer Council delays its emissions reduction activities, the more costly offsetting our emissions will become.

CORPORATE PLAN

Corporate Plan Goal:	<i>Our environment and liveability</i>
Outcome:	2.1 - A resilient region shaped by clever planning and good design.
Operational Activity:	2.1.1 - Undertake a review of the Environment and Liveability Strategy 2017 five-year implementation plan and progress embedding sustainability into organisational business while responding to climate change by building a more resilient Sunshine Coast through emissions reduction and climate risk management.

CONSULTATION

Councillor Consultation

Two Councillor workshops in February and May 2022 were held to progress development of the Zero-net Emissions Plan.

Environment and Liveability Portfolio Councillors M Suarez and Councillor P Cox, and Councillor D Law have been briefed on this report.

Internal Consultation

Internal consultation on our emissions reduction through zero-net emissions planning has included engagement with, and input from key stakeholders from across five Council Groups and 16 branches and the Office of the CEO in recognition of the collaborative response required to realise our target.

External Consultation

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

Community Engagement

No community engagement has been undertaken in relation to the plan or this report.

PROPOSAL

Council has been providing focused consideration of climate change and broader sustainability for well over a decade and during this time has shown leadership and commitment to both the challenges and opportunities presented.

This is demonstrated by the delivery of some great outcomes through Council investments into a number of key initiatives including:

- the establishment of the first local government owned and operated 15 MW solar farm;
- the early adoption of solar PV;
- landfill gas flaring and capture;
- being the first airport in Australia to become carbon neutral;
- developing a range of leading climate change adaptation and risk reduction initiatives;
- the recent expansion of the garden organic bin service from 40,000 to 85,000 households;
- Earthcheck accreditation for Venue 114; and

- the delivery of Australian best practice for building design for the new Sunshine Coast City Hall building in Maroochydore.

These and many more achievements have been independently recognised by the Banksia Foundation of Australia and most recently by the United Nations with the whole local government area being recognised as a UNESCO Biosphere Reserve.

Council has recognised that the next ten years is critical for climate change action and requires urgent and sustained effort.

This Zero-net Emissions Plan is one of three components responding to the required action, along with climate risk management and providing leadership and support for our community to reduce their own emissions reduction and increase their own adaptive capacity and resilience to a changing climate.

The Zero-net Emissions Plan delivers on one of the Transformational Actions in the Environment and Liveability Strategy 2017 to provide a roadmap on how we are to meet the target to be a zero-net emissions organisation by 2041. The implementation of this plan demonstrates Council's commitment and leadership to reduce our own greenhouse gas emissions through a coordinated and integrated approach, whereby contributing to global mitigation efforts to slow down the impacts that are already locked into the climate system to ensure we stay below 2°C, preferably 1.5°C of warming from pre-industrial levels.

The Zero-net Emissions Plan is presented in two parts:

Part A – Strategic Direction

Part A provides the strategic directions and outlines what is meant by zero-net emissions, why Council has committed to such a target, and how we are going to become a zero-net emissions organisation as guided by an established six-step process.

Meeting our net-zero emissions target by 2041 is ambitious and the targets set in this Zero-net Emissions Plan may be a challenge for Council to achieve in some circumstances – particularly in the area of broader community waste management. However, they are necessary if we are to deliver on our long-term sustainability outcomes for the Sunshine Coast.

Part B – Implementation Plan

Part B identifies a suite of priority actions and tasks, under six focus areas to deliver a comprehensive and integrated approach to emissions reduction across the organisation. The key focus areas, as outlined below are based on the major emission sources that contribute to Council's organisational greenhouse gas footprint.

According to Council's greenhouse gas inventory and emissions trajectory, our biggest opportunities for emissions reduction are in the areas of waste, supply chain procurement (especially purchasing renewable electricity), rooftop solar, streetlighting upgrades and fleet management to hybrids/electric vehicles.

1. Governance and Culture Change

Council's zero-net emissions target, action planning and associated success is fundamentally a change management process, whereby our response needs to be embedded into governance systems and processes and is supported by a strong culture for change.

Meeting our zero-net emissions target is an organisation-wide responsibility to consider the way we do our everyday tasks. It is about developing a low carbon culture where climate action and sustainability become the new 'business as usual'.

The plan sets a direction to embed the reduction of organisational greenhouse gas emissions across decision-making processes and corporate culture.

2. Waste

It is an organisation-wide responsibility to reduce waste through systems and practices that efficiently minimise and manage our waste. Greenhouse gas emissions from landfill are a large part of Council's total emissions because we own and manage two active landfills. This means that waste generated from both Council and community is included in our organisational footprint.

Reducing the amount and type of this waste will have a large impact on reducing our total greenhouse gas emissions footprint. Managing the different waste streams, particularly the diversion of food and garden organics from landfill, is expected to result in significant emissions reduction over time.

The plan supports the action required to transition to a zero-waste organisation by supporting a circular economy, emissions reduction activities and innovative approaches to waste recovery.

3. Electricity

Electricity use from Council owned and operated buildings, facilities and streetlights contribute to our energy emissions.

Half the emissions from electricity use are attributed to streetlights which Council is responsible for paying the electricity costs. Partnering with Energex to upgrade streetlights to more efficient LED that use less electricity will reduce greenhouse gas emissions and provide significant operational cost savings.

In addition to the 15 MW Sunshine Coast Solar Farm, Council has approximately 479KW of solar photovoltaics (PV) installed on its facilities (2020/21). Currently, the solar farm offsets our electricity costs through the sale of green energy and large-scale renewable energy certificates to the market. While this contributes directly to reducing national greenhouse gas emissions, it does not offset Council's organisational emissions. As a result, there is significant opportunity to increase 'behind the meter' (direct onsite generation) solutions including rooftop solar PV capacity and battery storage. Energy demand management and energy efficiency projects will also be undertaken to decrease Council's electricity demand.

The plan identifies an outcome to use 100% renewable energy supply by 2030 for Council's operations via a range of integrated technologies and improved efficiencies.

4. Transport

Analysis of Council's performance in fuel efficiency represents a clear opportunity for improvement in this sector, in operational logistics, reduction in overall fuel usage and choice of fleet vehicles.

For Council, a transition from internal combustion engines to alternative hybrid/electric options would require the installation of supporting infrastructure (e.g. fast charging EV stations).

The plan assists to drive action that optimises fuel efficiency and the transition to renewable fuel sources for fleet and plant equipment.

5. Supply Chain

Goods and services that Council purchases and consumes, contribute significantly to our total emissions. Over half of these emissions produced are generated by outsourced services such as professional services (rather than the supply of products) and Energex owned streetlights.

To make a difference we need to integrate sustainability, emissions reduction and support circular economy criteria and principles into procurement. This means, developing tenders in ways that ensure the lowest footprint with the highest positive social and environmental benefit. The recently endorsed Environment and Sustainability Procurement Guidelines provides the framework to enable these outcomes.

The plan sets the direction to incorporate sustainable procurement and circular economy principles into our supply chain.

6. Buildings & Infrastructure

Emissions from buildings come from various stages in their life cycle, including extraction of raw materials, processing, transportation, construction, waste disposal, building operations and ultimately demolition. Decision making in the early stages of the project is crucial when determining the type of raw materials used and where they can be sourced, supporting local industry, designing and constructing to a sub-tropical climate, maximising energy efficiency and waste disposal throughout the project and the life of the asset.

The plan sets the operational direction to implement zero-net emissions and optimal operating efficiency into the design and construction of Council buildings .

A critical component of the Plan is the inclusion and implementation of open and transparent annual monitoring and reporting that would inform the necessary actions that need to be considered by Council for the coming year to remain on track to meeting our zero-net emissions organisational target.

Legal

While there is currently no Federal or State legislative requirement, the Paris Agreement is driving coordinated global, State and private sector action to reduce greenhouse gas emissions. The recent change of Federal Government has resulted in an increase to Australia's greenhouse gas emissions reduction target to 43% below 2005 levels by 2030 and to net zero by 2050. There is also an expectation that Councils will contribute to achieving the Queensland Government's state target to reach zero net emissions by 2050 and reaching an interim target of at least 30% below 2005 levels by 2030.

Policy

Council's organisational vision as Australia's most sustainable region: *Healthy. Smart. Creative* is an important part in our climate change readiness, of which our emission reduction planning is an important part of our response.

Climate change is also identified as a key driver of change in Council's Environment and Liveability Strategy (2017), delivering a zero-net emissions organisation and transitioning to a renewable energy future is one of our Transformational Actions for Council to achieve a healthy environment and liveable Sunshine Coast in 2041.

Recognised internationally as a UNESCO Biosphere Reserve, implementation of this plan would contribute to the delivery of our biosphere's "People" objective and specifically the focus area of "reducing greenhouse gas emissions and improving the resilience of people and infrastructure to the impacts of climate change", as well as a number of Sustainable Development Goals.

Risk

Failure to implement emission reduction actions provides a significant future liability, with both a financial and reputation risk.

Financial risk: When the time comes to purchase carbon offsets there is a financial risk if we delay implementing emission reduction measures now. The price of these offsets will vary and more likely increase with the demand and scarcity for carbon credits as more companies seek to become carbon neutral.

Reputational risk: There is a potential reputational risk with community expectations in relation to the urgency and response.

Previous Council Resolution**Ordinary Meeting 24 March 2022 (OM22/16)**

That Council:

- (a) receive and note the report titled “Responding to the Climate Emergency”,*
- (b) note the project updates provided in regard to Council’s zero-net emissions planning and climate risk management, and*
- (c) note the interim opportunities identified to help progress our organisational response to the climate emergency.*

Related Documentation

Annual Organisational Environmental Sustainability Benchmarking Report -
<https://www.sunshinecoast.qld.gov.au/Council/Budget-Financial-and-Annual-Reports/Organisational-Environmental-Sustainability-Reporting>

Critical Dates

There are no critical dates relevant to this report.

Implementation

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will continue to lead Council’s climate emergency response including implementation of this zero-net emission plan in line with our Vision as Australia’s most sustainable region and as a key initiative demonstrating our leadership as the newest UNESCO Biosphere region.

Organisational Zero-net Emissions Plan 2022

A part of Sunshine Coast Council's Climate Change Response



Our region.
Healthy.
Smart.
Creative.

Acknowledgement of Traditional Custodians

We would like to acknowledge the traditional custodians of this region, the Kabi Kabi and Jinibara peoples. May we be mindful of the first people of this country and the connection to this land as we imagine new ways of doing things in the future.

We pay our respects to the Elders past, present and emerging and recognise their enduring connection to this country, but also that we as a council can learn and take inspiration from them in how we continue to foster and forge sustainable ways of working and serving now and into the future.

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Council's climate change response

This Zero-net Emissions (ZNE) Plan is one of three components of Sunshine Coast Council's response to the need for urgent action on climate change, along with climate risk management and providing leadership and support for our community to reduce their own emissions reduction.

Climate change is identified as a key driver of change in Council's *Environment and Liveability Strategy* (2017), and the Intergovernmental Panel on Climate Change (IPCC) has identified the next 10 years as the critical decade for climate change action, globally, nationally, and locally if we are to have any chance to reduce the worst of the impacts of a warming climate.

We are already experiencing the impacts of a changing climate in our work and personal lives as evidenced by the changes in the intensity, frequency and/or severity of many climate hazards such as bushfires, storms, and flooding as well as the gradual shift to a changed environmental state due to sea level rise, reduced rainfall, changing ecosystems and increasing heat. These impacts are largely being driven by increases in greenhouse gas (GHG) emissions from human activities.

Reducing our own emissions is critical to contribute to global mitigation efforts to slow down the impacts that are already locked into the climate system to ensure we do not go above 1.5 - 2°C degrees of warming.

This plan provides strategic directions to embed emission reduction into everyday decisions for planning and service delivery to achieve our target to be a zero-net emissions organisation by 2041.

Implementation of this Plan will demonstrate Council's commitment and action as we partner in the delivery of a Climate Positive 2032 Olympic and Paralympic Games.

Structure of this plan

This plan is structured in two parts:

Part A – Strategic Directions

Part A outlines what is meant by zero-net emissions, why we have committed to such a target, and how we are going to achieve becoming a zero-net emissions organisation as guided by an established six-step process.

Part B –Implementation Plan

Identifies a suite of priority actions and tasks, under six focus areas to deliver a comprehensive and integrated approach to emissions reduction across the organisation.

The implementation plan outlines how the actions will be measured, monitored, and reviewed and expands on how we intend to track progress and report on the plan's implementation and performance.

Actions will be captured in organisational corporate reporting with responsibility assigned to relevant business areas of the organisation. It is intended that the plan will be reviewed and updated annually to maintain relevance and currency with a five-year implementation timeframe.

PART A: Strategic Directions

What is zero-net emissions?

Zero-net emissions refers to achieving an overall balance between the quantity of greenhouse gas emissions (GHG) produced, and the amount of GHG emissions removed from the atmosphere.

Council is committed to reducing its emissions by as much as possible. However, it is acknowledged that there are some activities where avoiding emissions may not be possible or further reductions are not technically or financially feasible. In these instances, Council would therefore need to invest in additional initiatives to 'offset' the remaining greenhouse gas emissions.

Why are we committed to zero-net emissions?

It is everyone's responsibility to think about our actions and activities to contribute to reducing our greenhouse gas emissions.

Council is working towards its organisational 2041 zero-net emissions target in playing our part to achieve the Paris Agreement goal of limiting global warming to well below 2°C, preferably to 1.5°C, compared to pre-industrial levels.

Council's target, timing and emissions reduction pathway have been verified as being consistent with a Science Based Target approach, aligning to the Paris Agreement to avoid the worst impacts of climate change.

Figure 1 summarises the international, national, state and local policy context and alignment for reducing greenhouse gas emissions.

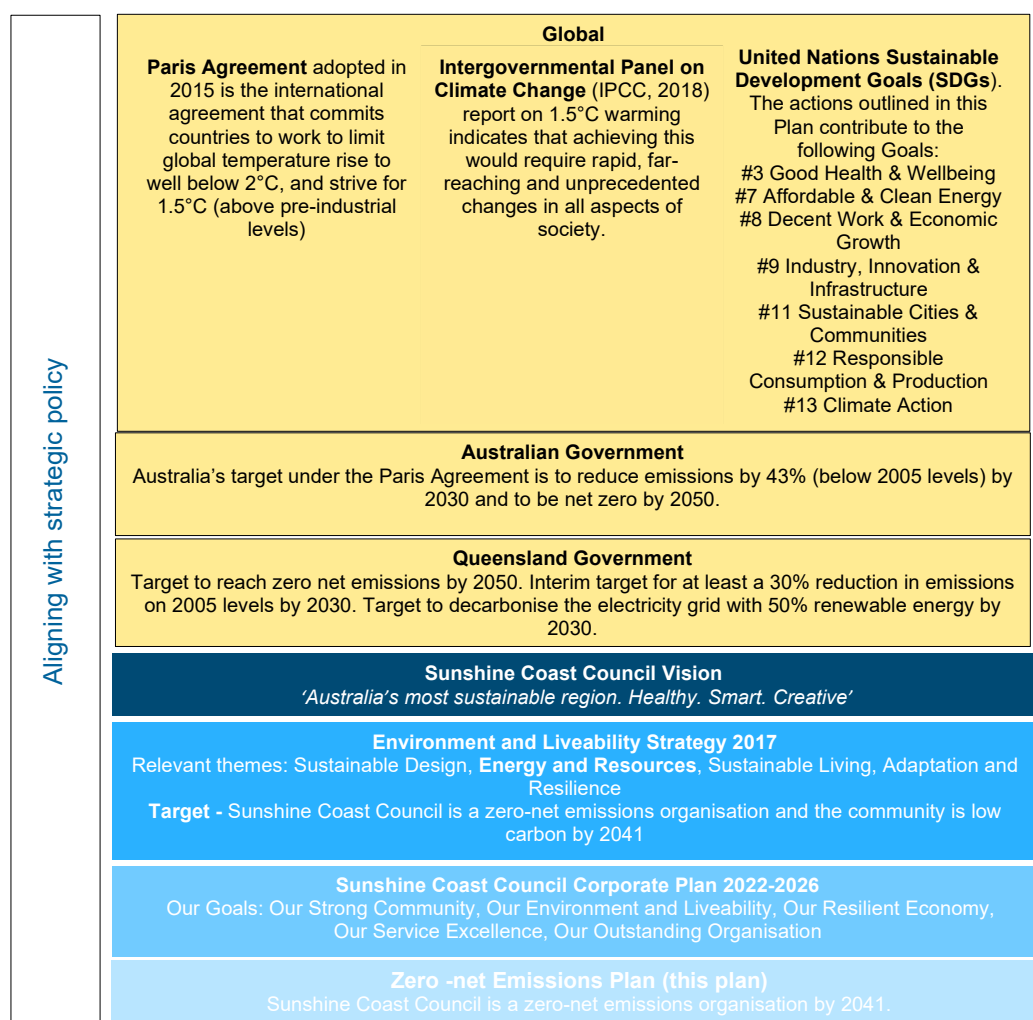


Figure 1: International, national, state and local policy context and alignment for reducing greenhouse gas emissions.

Setting the scene – achieving zero-net emissions How can we get there?

Reducing our emissions and achieving zero-net emissions takes a focused and collaborative effort and is guided by an established 6-step and iterative process (Figure 2).

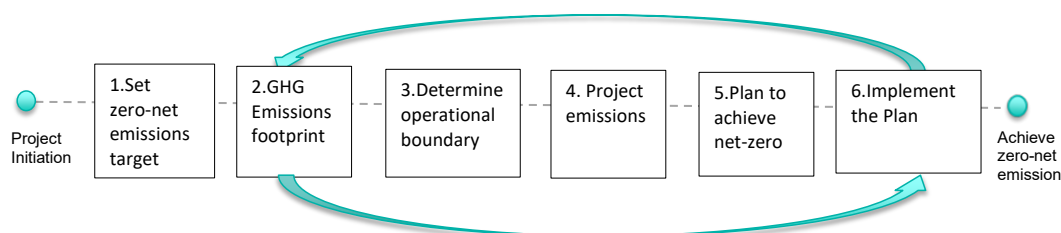


Figure 2: Process to achieve a zero-net emissions organisation

1. Setting a zero-net emissions target

Council's Environment and Liveability Strategy 2017 has specified a 2041 outcome and target under the 'Energy and Resources' theme.

2041 Outcome: A low carbon, energy and resource efficient community making sustainable choices

Target: Sunshine Coast Council is a zero-net emissions organisation and the community is low carbon by 2041.

2. What is our organisational greenhouse gas emissions (carbon) footprint?

To determine our organisational greenhouse gas (GHG) emissions footprint, all relevant emission sources within our organisational/operational boundary must be considered.

Council has been measuring and reporting its greenhouse gas emissions since 2015 via the annual Organisational Environmental Sustainability Benchmark Report¹.

In 2020/21, Council's GHG emissions footprint was developed in accordance with the National Climate Active Standard. By aligning to Climate Active, it allows Council to be well positioned when we are ready to be certified as a zero-net emissions organisation.

When determining our organisational emissions footprint, we need to determine our 'emissions scopes', that are:

Scope 1 Emissions:

Includes all direct GHG emissions from sources that Council has operational control over e.g. waste in landfill, fuel use, refrigerants.

¹ <https://www.sunshinecoast.qld.gov.au/Council/Budget-Financial-and-Annual-Reports/Organisational-Environmental-Sustainability-Reporting>

Waste contributions are the most significant source of our total organisational GHG emissions footprint and is included in our organisational boundary because Council owns and operates two active landfills, Nambour and Caloundra (taking both community and council waste).

Fuel is a smaller component of our organisational emissions and is included because Council has control over its fleet and the associated fuel purchased.

Scope 2 Emissions:

Includes 'indirect emissions' that come from the generation of electricity purchased and consumed by Council e.g. electricity that Council uses

Electricity emissions relates to the amount of electricity we use at all council assets and the type of energy we purchase, if it comes from coal fired power stations or renewable energy.

Scope 3 Emissions:

Includes all other indirect GHG emissions from goods and services produced by a third party but consumed by Council associated with Council's supply chain e.g. purchase of products and services, (including streetlights owned by Energex).

A large portion of our supply chain emissions are attributed to two main service categories - 'professional services' and 'streetlights owned by Energex' where we have responsibility for paying for the electricity used.

Other smaller Scope 3 contributions are from construction materials and services, and vehicle and equipment hire.

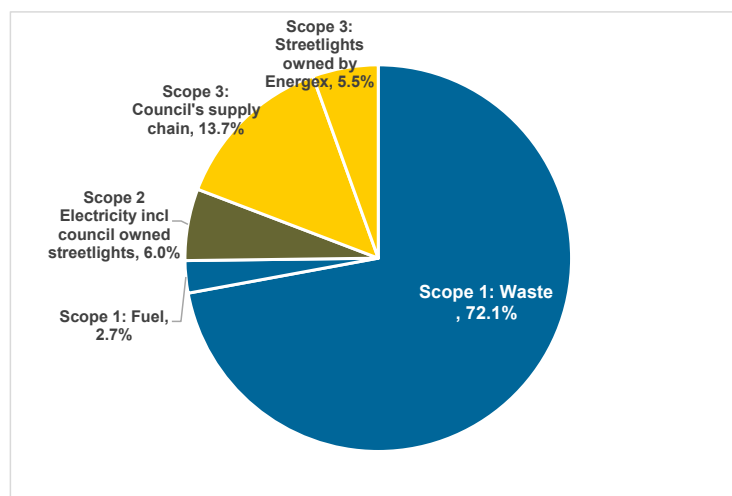


Figure 3: Breakdown of Council's emissions by scope (2020/21)

3. What is our greenhouse gas emissions boundary?

The organisational boundary is determined by identifying those asset types or business operations that are under the full control and/or influence of Council.

Establishing our organisational greenhouse gas emission boundary identifies what emissions are either 'quantified', 'non quantified' or 'excluded' in the carbon accounting process.

Data for scope 1 and 2 emissions are more easily quantified with reliable, validated, quantity, consumption or use data available.

Scope 3 emissions are a bit more complex to calculate and are based on Council's supply chain which requires further refinement of our existing emissions data sources to improve data accuracy and identify further emissions reduction opportunities.

While Council doesn't need to measure everything, it needs to account for all material emissions. Sometimes emissions sources can be 'non-quantified' where data is unable to be obtained and a best guess can be generated using an uplift factor to calculate the carbon emissions. These are areas we can work on to improve our data collection.

"Excluded emissions" are emission sources that lie outside the emissions boundary as they were deemed irrelevant.

Table 1 presents our emission boundary that we report on as part of the Climate Active footprint and outlines the Groups/Branches responsible for the delivery of services that align with the emission sources.

Table 1: Organisational emissions boundary aligning with key responsibility areas across Council

	Emission Scope	Emissions source	Responsibility	
			Group	Branch
QUANTIFIED	One (1)	Fuel	Built Infrastructure	Asset Management
		Waste to Landfill	Livability and Natural Assets	Waste and Resource Management
		Green Waste	Livability and Natural Assets Built Infrastructure	Waste and Resource Management Parks and Gardens Environmental Operations
		Liquid Petroleum Gas (LPG)	Business Performance	Finance
		Refrigerants	Business Performance	Property Management
	Two (2)	Electricity	Business Performance	Business and Innovation
		Streetlights (Council)	Business Performance	Business and Innovation
	Three (3)	Streetlights (Energex)	Business Performance	Business and Innovation
		Potable Water	Business Performance	Finance - Unitywater
		Printing and stationery	Business Performance Business Performance	Business and Innovation Digital and Information Services
		ICT services and equipment	Business Performance	Digital and Information Services
		Food and catering	Office of the CEO and the Mayor Built Infrastructure Business Performance Customer Engagement and Planning Services	Across all Branches

	Emission Scope	Emissions source	Responsibility	
			Group	Branch
			Economic and Community Development Liveability and Natural Assets	
		Air travel	Office of the CEO and the Mayor	Corporate Governance
		Telecommunications	Business Performance	Finance
		Asphalt	Built Infrastructure	Civil Asset Management
		Construction, maintenance, and service	Built Infrastructure	Civil Asset Management
		Professional Services	Office of the CEO and the Mayor Built Infrastructure Business Performance Customer Engagement and Planning Services Economic and Community Development Liveability and Natural Assets	Across all Branches
		Office equipment lease	Business Performance	Property Management
		Postage, couriers, and freight	Business Performance	Business and Innovation
		Business accommodation	Office of the CEO and the Mayor	Corporate Governance
		Cleaning services	Business Performance	Property Management
		Building and facility maintenance services	Business Performance	Property Management
		Hired vehicles and equipment	Built Infrastructure	Asset Management
		Working from home	Business Performance	People and Culture
NON QUANTIFIED	Three (3)	Taxi and ride share	-	-
		Employee commute	-	-
		Hire cars	-	-
		Upstream leased assets	-	-
EXCLUDED EMISSIONS SOURCES		Investments	-	-
		Closed landfills	-	-
		Third party landfill gas management*	-	-

*Landfill gas capture is managed by a third party and is therefore excluded from council's organisational emissions boundary. However, council does account for the fugitive emissions from landfills (minus landfill gas captured by third party).

4. What are our projected emissions?

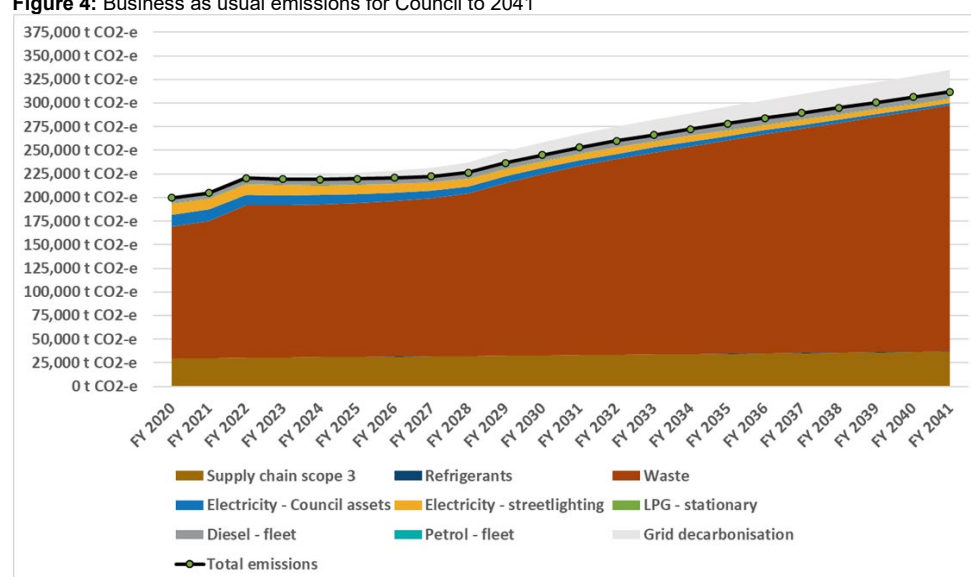
A clear pathway for Council to reduce its greenhouse gas emissions (GHG) has been developed based on a 'science-based targets' approach aligned with the goals of the Paris Agreement to limit global warming to well-below 2°C and preferably to 1.5°C above pre-industrial levels.

Business as Usual (BAU)

A 'Business-as-Usual Emissions Reduction Scenario' has been developed to better understand our projected emissions for our current policy settings.

Assuming no additional intervention/ emissions reduction measures are made, a business-as-usual scenario is expected to see a steady increase in our emissions over time (Figure 4).

Figure 4: Business as usual emissions for Council to 2041



Emissions Reduction Scenario

Further modelling was undertaken to indicate how Council could reach its target by 2041, under population growth assumptions and planned key emission reduction initiatives in the areas of waste, electricity, and fleet, to be delivered in the next 5 to 10 years.

The key measures modelled were:

- Introduction of food organics garden organics (FOGO)
- Increased gas flaring/capture at the landfills (which reduces our fugitive landfill gas emissions)
- Installing more rooftop solar
- Upgrading streetlights to efficient LEDs
- Converting fleet to electric vehicles/ hybrids

The emissions abatement associated with each initiative was modelled to show its contribution to reducing Council's GHG emissions and what it would look like out to 2041 (Figure 5).

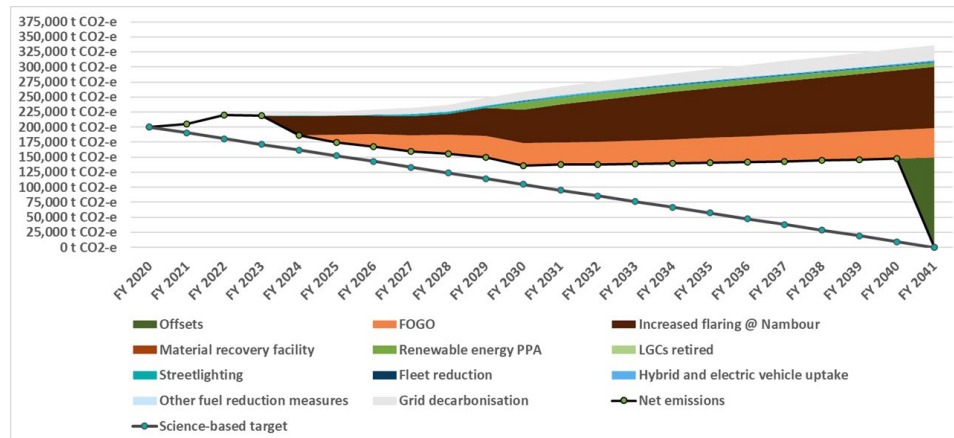


Figure 5: Modelled emissions reduction scenario to 2041

Even with all modelled initiatives implemented, there would still be a shortfall (the white space between net emissions and science-based target lines (see Figure 5)) requiring additional abatement opportunities to be identified and/or the purchase of offsets to realise the target. This highlights the critical importance of early and ongoing action to implement the identified initiatives, as well as identifying new emissions abatement opportunities to ensure we stay within our carbon budget, consistent with the Paris Agreement target as our population increases.

5. Planning to achieve a zero-net emissions organisation

In Part B of this plan a suite of priority actions are outlined to assist in reducing organisational emissions as we work towards our target of becoming a zero-net emissions organisation. The actions are presented under six (6) focus areas:

1. *Governance and Culture Change*
2. *Waste*
3. *Electricity*
4. *Transport*
5. *Supply chain*
6. *Buildings & Infrastructure*

Council's zero-net emissions target, action planning and associated success is fundamentally a change management approach, whereby our response is embedded into governance systems and processes and is supported by a strong culture for change. The key focus areas of waste, electricity, transport, supply chain and buildings and infrastructure are based on the major emission sources that contribute to Council's organisational greenhouse gas footprint.

In responding to these focus areas, Table 2 summarises the relevant Council strategies, policies, plans and processes in place and/or required to support implementation. Noting that some of these documents are in the process of being updated or finalised.

Table 2: Summary of key strategies, policies and processes related to Focus Areas

Focus Areas					
Governance and Culture Change	Electricity	Transport	Waste	Supply Chain	Buildings and Infrastructure
Key Related Strategies, Policies and Processes					
<ul style="list-style-type: none"> Sunshine Coast Council Corporate Plan 2022-2026 Regional Economic Development Strategy 2013-2033 Sunshine Coast Community Strategy 2019-2041 Asset Management Policy Carbon Policy Employee Code of Conduct Flexible Work Policy Offsets Policy 	<ul style="list-style-type: none"> Retail Electricity Strategy Energy Demand Management Plan Draft SCC Urban Lighting Master Plan 	<ul style="list-style-type: none"> Integrated Transport Strategy Motor Vehicle Policy and Procedure Major Fleet and Plant Capital Replacement Program Parking Management Plan Active Transport Plan Travel Behaviour Change Program Draft Electric Vehicle Transition Policy City Hall Travel Management Plan 	<ul style="list-style-type: none"> Queensland Government Waste Management and Resource Recovery Strategy Sunshine Coast Waste Strategy 2015-2025 Civil Assets Management road reseal and road rehabilitation program) 	<ul style="list-style-type: none"> Procurement Policy and associated guidelines 	<ul style="list-style-type: none"> Capital Works Program Strategic Asset Management Plans Sunshine Coast Design (Yellow Book) Open Space Landscape Infrastructure Manual (LIM) SCC Workplace Strategy ProjectHub

6. Implementing the plan

It is the responsibility of everyone within Council to be accountable for delivering this Plan and to make a positive impact on our organisational greenhouse gas emissions.

It is important to recognise that these actions are only the beginning, and more emissions abatement measures are required to meet our target as part of our contribution to global action to reduce significant impacts associated with our changing climate.

As we continue to work together, there is a need to be thinking about innovative approaches and trialling and testing new concepts.

Measuring, monitoring and reviewing

This Plan sets out actions to be delivered over the next five years, with an intention for the plan to be updated annually to retain its relevance and maintain a current five-year implementation horizon.

Actions will be measured, monitored, analysed, and reported on annually, as we track our organisational greenhouse gas emissions performance through Council's annual environmental sustainability reporting. It is envisaged this reporting will in turn be used to set emissions reduction targets for the coming financial year to ensure our investments are focused on achieving our target.

Offsetting our emissions

While the focus is on reducing our GHG emissions as much as possible, there will still be unavoidable emissions that we need to manage. In these instances, Council would be required to purchase carbon credits to offset our unavoidable emissions to reach our zero-net emissions target.

The cost of carbon credits that would be required presents a significant future financial liability that needs to be recognised and considered within long-term emissions planning.

Carbon credits need to be purchased through a recognised voluntary and/or compliance carbon offset market and validated. Conversely, Council participating in the carbon market and creating its own carbon credits could provide a new financial opportunity.

Part B: Implementation Plan

How are we going to reduce our organisational emissions?

To reduce Council's emissions over the next five to ten years, a suite of priority actions and tasks, under six focus areas have been identified. These focus areas provide Council with specific and practical tasks to reduce Council's emissions:

1. Governance and Culture Change
2. Waste
3. Electricity
4. Transport
5. Supply chain
6. Buildings & Infrastructure

Each focus area contains:

- **Interim targets:** to monitor how we are progressing at two timeframes 2025 and 2030. Identified interim targets are modelled against the business as usual (BAU) scenario (Part A Figure 4)
- **Actions and tasks:** key actions have been identified with a description of the tasks required
- **Timeframes:** the implementation plan sets out a five-year timeframe for delivering tasks. This indicates the commencement year and the estimates duration of the task, with some being ongoing.
- **Cost estimates:** cost associated with delivery of tasks is indicative only. Funding of actions and tasks are subject to Council's capital works and operational annual budgetary considerations. The breakdown has been categorised into Low, medium and High over a five-year period.

L = Low cost is \$0- \$100,000
M = Medium cost is \$101,000 - \$500,000
H = High cost is \$501,000 +
- **Lead:** nominates responsible Branch or multiple Branches, who would take the lead or have a shared responsibility on the different tasks

The success of achieving Council's zero-net emissions target and actions needs to be incorporated into Council's systems and processes, including a strong emphasis on governance and culture change. The focus areas of electricity, transport, waste, procurement and buildings and infrastructure are based on the major emission sources that contribute to Council's organisational greenhouse gas footprint.

It is a shared responsibility to be accountable for the delivery of this plan to achieve the desired impact on our organisational greenhouse gas emissions target.

Funding and financial benefits

There are a range of financial strategies available to Council that support most emission reduction initiatives, such as:

- Implementing life cycle analysis to ensure the existing budgets/prioritisation is aligned to emissions abatement and positive return on investment (ROI),
- Grants and incentives (e.g. Federal Government's Emissions Reduction Fund, QLD Government Waste Levy),

- Applying an internal shadow carbon price (based on carbon offset market) to drive investment in priority technologies and projects with a lower emissions footprint,
- Establishing a revolving renewable energy/sustainability fund to 'kickstart' and support low emissions technologies, energy efficiencies and projects, and
- Participating in the 'carbon market' by establishing carbon sequestration/emissions reduction projects to create and sell excess carbon credits.

Council projects should be designed and prioritised based on those that generate a positive return on investment within the asset life (including for their carbon abatement potential). For example, each project should be assessed based on the life-cycle cost analysis taking into consideration all costs of acquiring, maintaining, and disposing of a building or product. This needs to be considered early in the scoping stage and budgeted and not as an addition which can be 'value engineered' out. A longer payback within the asset life should also be considered acceptable where a technology investment delivers multiple benefits such as GHG emissions reduction, sustainability, and community benefits.

Principles of implementation

The following *Environment and Liveability Strategy* principles are to be applied by using the checklist when implementing actions and making significant decisions relating to the delivery of this Plan.

How to apply the principles to support the ZNE Plan



Lead

My team has developed a plan on how we will implement the ZNE Plan.
My team was involved in developing the plan on how we will implement the ZNE Plan.
I have communicated to my team what we are doing regarding the ZNE Plan, why we are doing it and how we will do it.
My individual and team performance expectations regarding ZNE Plan are clear.
I have identified what support is needed to enable my team to participate and deliver what is expected.
My team is familiar with the risks of not taking responsibility for the ZNE Plan.
I communicate to my team our progress against our ZNE Plan and recognise people's contribution and achievements.
I role model my commitment to reducing our GHG emissions by considering how I act, what I prioritise, what I recognise, what I measure and what I say.
I reinforce the need to think about GHG emissions when planning our business activities.



Connect

Relevant stakeholders have been engaged across the organisation where there is an opportunity to collaborate and contribute.
External stakeholders who can contribute to the ZNE Plan have been contacted and invited to collaborate.
We are committed to sharing our learnings, what worked and what didn't, as well as learning from others.
Gaps in my team's capability and capacity for emissions reduction has been identified and a plan in place to fill this gap.



Adapt

Relevant data about our current performance, expected benefits to be achieved from my team's ZNE Plan, and impact is measured and reported.
Education and information are provided to my team to ensure that they have the required knowledge to develop and implement ZNE Plan actions.



Balance

My team sources information from across and outside council to ensure that we are knowledgeable about trends and ideas.

Operational risks and relevant adaptive mitigation strategies have been identified that support GHG emissions reduction.

My team's ZNE Plan considers the triple bottom line in our approach.

My team's ZNE Plan is aspirational and future focused so that it considers the needs of future generations.

I consider how I make decisions and rely on a balanced decision-making framework to ensure balance and risk mitigation.

I communicate the decision-making approach to my team so that they can understand the logic and I role model my commitment to delivering the ZNE Plan.



Embrace

I have assessed the impact of the ZNE Plan on my team and have a plan in place to manage this change.

I have assessed my team's level of awareness and motivation and readiness to contribute to the achievement of the ZNE Plan.

I encourage my team to challenge how we have traditionally delivered services and raise opportunities to reduce our GHG emissions.

I have a plan in place to increase the readiness of my team to contribute to the achievement of the aspirations of the ZNE Plan (capability, capacity, motivation).

I identify and respond to risks that may inhibit the ZNE Plan's goals.



Create

New ideas and approaches are encouraged and supported to be raised, discussed, and trialled.

The necessary capability in our team and through partnerships to achieve the ZNE Plan has been assessed and a plan is in place to ensure adequate capability.

Governance framework

The governance framework within which this Plan will be delivered uses Council's existing organisational structure, systems and processes and adopts an integrated approach.

The following actions are intended to inform council's organisational planning and resourcing procedures, are subject to annual plan and budget processes and business case preparation and consideration.

Governance and culture change

Embed the reduction of organisational greenhouse gas emissions across decision-making processes.

Meeting our zero-net emissions target is the responsibility of everyone in the organisation to consider the way we do our everyday tasks. It is about developing a low carbon culture where climate action and sustainability become the new 'business as usual'.



Create a culture of sustainability and commitment to reducing our GHG emissions



Develop clear reporting processes to reduce GHG emissions



Incorporate net GHG emissions reduction in Council policies

Governance and Culture Change interim targets at:

FY 2025:

- Reduction of 31% of BAU organisation emissions, representing 67,000 tons CO₂e

FY 2030

- Reduction of 57% of BAU organisation emissions, representing 140,000 tons CO₂e

Alignment to Sustainable Development Goals

#3 Good health and well-being #8 Decent work and economic growth

#11 Sustainable cities and communities #12 Responsible consumption and production

#13 Climate action

GOVERNANCE and CULTURE CHANGE

GOVERNANCE and CULTURE CHANGE		Financial Years					Five-year cost estimates	LEAD (Council Branch)
ACTION	TASKS	2022/23	2023/24	2024/25	2025/26	2026/27		
Outcome: Embed the reduction of organisational greenhouse gas emissions across decision-making processes								
1.1 Embed zero-net emissions planning into policies, processes, reporting, and decision making to support emissions reduction activities	1.1.1 Incorporate ZNE targets into relevant Branch/service delivery planning and performance management processes	•	•	•	•	•	Low	Corporate Planning & Performance/ People and Culture/ All Branches
	1.1.2 Develop improved data capture processes for measuring and reporting Council's emissions	•	•				Low	Environment & Sustainability Policy (ESP)/ Digital Information Services
	1.1.3. Incorporate GHG emissions targets and performance into the annual planning and reporting cycle to inform prioritisation and decision-making processes.	•	•	•	•	•	Low	Corporate Planning & Performance
	1.1.4 Streamline financial account codes in line with the Climate Active methodology including Capital Works program to improve emissions reporting	•	•				Low	Finance/ESP
	1.1.5 Incorporate zero-net emissions planning into relevant existing and new Council strategies, policies and plans.	•	•	•	•	•	Low	Corporate Governance/ Corporate Planning and Performance / All Branches
	1.1.6 Incorporate consideration of climate risk reduction (including emissions reduction) as a new reporting requirement in Ordinary Meeting and Council workshop agenda reports	•						Low

1.1 Embed zero-net emissions planning into policies, processes, reporting and decision making to support emissions reduction activities cont.	1.1.7 Continue to investigate the feasibility and opportunities to earn carbon credits associated with council activities as part of ongoing emissions reduction efforts	•	•	•	•	•	Low	ESP/ Business and Innovation
	1.1.8 Investigate, trial and implement emerging carbon sequestration opportunities (e.g. blue carbon) and incorporate into emissions reduction planning	•	•	•	•	•	Medium/ High	ESP/Environmental Operations
1.2 Create a corporate culture that supports emission reduction activities	1.2.1 Establish an organisational behaviour change program to increase awareness and understanding of emissions reduction planning and encourage action.	•	•	•	•	•	Low	People and Culture/ ESP
	1.2.2 Support emissions reduction and innovation through partnerships with business	•	•	•	•	•	Low	Economic Development
	1.2.3 Support a culture of research & development (R&D) by facilitating funding for small scale pilots and trials that provide both cost savings and emissions reduction for future up-scaling	•	•	•	•	•	Low/ Medium	All Branches

Waste

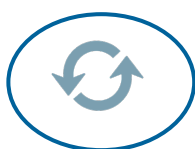
Transition to a zero-waste organisation

All staff have a responsibility to reduce waste as we seek to deliver systems and practices that efficiently minimise and manage our waste.

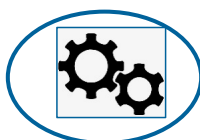
Greenhouse gas emissions from landfill are a large part of our total council emissions because we own and manage two active landfills. This means that waste generated from both council and community is included in our organisational footprint.

With over 60% of waste generated within the region disposed at our landfills, reducing the amount and type of this waste will have a large impact on reducing our total greenhouse gas emissions footprint. Managing the different waste streams, particularly the diversion of food and garden organics from landfill, is expected to result in significant emissions reduction over time.

Other initiatives at a Federal and State level could also significantly contribute as a driver to reducing our landfill gas emissions and provide strong guidance to a range of emission reduction initiatives to deliver on these targets.



Support a circular economy to increase resource recovery and reduce emissions



Drive innovation supporting new processes for waste and emissions reduction



Develop positive and integrated waste behaviours

Waste interim targets at:

FY 2025:

- 25% reduction from BAU in GHG emissions from landfill
- 10% waste reduction for households (per capita)
- 45%* waste diversion from landfills (recovery rate as a percentage of total waste generated)

FY 2030:

- 45%** reduction from BAU in GHG emissions from landfills
- 15% waste reduction for households (per capita)
- 60%* waste diversion from landfills (recovery rate as a percentage of total waste generated)

* The state target specifies a higher waste diversion rate based on a range of assumptions including there will be a regional approach with alternative waste technologies such as gasification.

**Target to be reviewed pending development of new waste strategy and the consideration of other emission reducing measures

Alignment to Sustainable Development Goals

#11 Sustainable cities and communities #12 Responsible consumption and production
#13 Climate action

WASTE

WASTE		Financial Years					Five-year cost estimates	LEAD (Council Branch)
		2022/23	2023/24	2024/25	2025/26	2026/27		
ACTION	TASKS							
Outcome: To be a zero-waste emissions organisation								
2.1 Support a circular economy to increase resource recovery and reduce emissions	2.1.1 Analyse and quantify different carbon abatement opportunities for different waste streams to inform ongoing emissions reduction planning and activities		•	•			Low	Waste and Resource Management (WRM)
	2.1.2 Commence region-wide garden organics (GO) service as part of the full FOGO (Food organics, garden organics) to collect and process food and garden waste commencing from 2025	•	•	•	•	•	High	WRM
	2.1.3 Prepare Council's new Waste Strategy to support emission reduction initiatives	•					Low	WRM
	2.1.4 Identify circular economy opportunities by analysing and mapping waste streams		•	•			Low/Medium	WRM/ Economic Development
	2.1.5 Develop, promote and increase the uptake of circular economy, partnerships and opportunities with industry and community.	•	•	•	•	•	Medium	Economic Development
	2.1.6 Minimise (or even eliminate) waste in construction and other projects by improving efficiency and keeping products and materials in use	•	•	•	•	•	Medium/High	Civil Asset Management
	2.1.7 Investigate opportunities to improve gas capture at Council landfill sites	•	•	•	•	•	Low	WRM
2.2 Drive Innovation	2.2.1 Investigate and determine the facilities and services to support an expansion of the collection and processing of waste resources	•	•	•	•	•	High	WRM/ Economic Development
	2.2.2 Investigate emerging technologies for powering waste collection vehicles					•	High	WRM
	2.2.3 Investigate opportunities to support/attract new businesses to invest in new waste processing technologies		•	•	•		Low/ Medium	Economic Development

WASTE

WASTE		Financial Years					Five-year cost estimates	LEAD (Council Branch)
		2022/23	2023/24	2024/25	2025/26	2026/27		
ACTION	TASKS							
Outcome: To be a zero-waste emissions organisation								
2.2 Drive Innovation cont.	2.2.4 Collaborate with Council of Mayors of SE Qld (COMSEQ) to establish joint waste resource partnerships	•	•	•	•	•	High	WRM
2.3 Develop positive and integrated waste behaviours	2.3.1 Support product stewardship schemes to enable circular economy outcomes for identified problem waste items and where feasible, introduce facilities to receive nominated items at Council sites.	•	•	•	•	•	Low/Medium	WRM
	2.3.2 Develop and implement a community waste reduction /minimisation education and behaviour change program	•	•	•	•	•	Medium	WRM/ESP
	2.3.3 Investigate further alternative composting methods to complement FOGO such as compost rebate program, community composting hubs e.g. Food Waste loop	•	•	•			Low	ESP

Electricity

Utilise 100% renewable energy supply for Sunshine Council's operations.

Electricity use from Council owned and operated buildings, facilities and streetlights contribute to our energy emissions. Energy efficiencies have been included in the Building and Infrastructure section.

Half the emissions from electricity use are attributed to streetlights which Council is responsible for paying the electricity costs. Partnering with Energex to upgrade streetlights to more efficient LED that use less electricity will reduce greenhouse gas emissions and provide significant operational cost savings.

In addition to the 15 MW Sunshine Coast Solar Farm (which financially offsets all of Council's electricity usage), Council has approximately 479KW of solar photovoltaics (PV) installed on its facilities (2020/21). There is a significant opportunity to increase these 'behind the meter' (direct onsite generation) solutions including rooftop solar PV capacity and battery storage. Energy demand management and energy efficiency projects will also be undertaken to decrease Council's electricity demand.

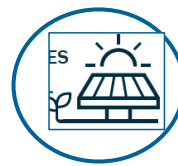
These measures will go a long way in meeting our target to source our electricity from a 100% renewable energy supply, further enhancing the financial performance of the Sunshine Coast Solar Farm.



Improve energy management and efficiency for Council operations



Source 100% renewable energy for electricity, including streetlights



Maximise renewable energy generation and storage on Council owned assets.

Electricity interim targets at:

FY 2025:

- 12% GHG reduction from electricity usage from 2020/21 FY
- 150% increase of installed solar roof capacity on council assets from 2020/21 FY
- 5 batteries installed at council assets

FY 2030:

- Sourcing electricity from 100% renewable energy supply
- 100% of streetlights upgraded to efficient LED
- 300% increase of installed solar roof capacity on council assets from 2020/21FY

Alignment to Sustainable Development Goals

#7 Affordable and clean energy #9 Industry, innovation and infrastructure
#12 Responsible consumption and production #13 Climate action

ELECTRICITY

ELECTRICITY		Financial Years					Five-year cost estimates	LEAD (Council Branch)
ACTION	TASKS	2022/23	2023/24	2024/25	2025/26	2026/27		
Outcome: To utilise 100% renewable energy supply for Sunshine Council's operations								
3.1 Improve energy management and efficiency outcomes	3.1.1 Conduct energy audits at priority Council buildings and facilities in accordance with Australian Standard 3598:2000 and develop a business case including marginal abatement cost (MAC) curves		•				Low	Property Management/ Business and Innovation
	3.1.2 Implement emission reduction opportunities (e.g. lighting upgrades, building envelope sealing, HVAC controls) at priority council buildings and facilities as a key component of the Workplace Strategy	•	•	•	•	•	Medium	Property Management
	3.1.3 Investigate and implement demand side electricity management, including peak energy reduction strategies	•	•	•	•	•	Medium	Business and Innovation/ Property Management
	3.1.4 Partner with Energex to upgrade their streetlights to the appropriate energy efficient lighting (including environmental/ dark sky and social considerations)	•	•	•	•	•	High	Business and Innovation/ Project Delivery/ Transport Infrastructure Management
	3.1.5 Upgrade Council owned streetlights to the most appropriate energy efficient lighting (per location)		•	•	•	•	High	Transport Infrastructure Management
3.2 Source 100% renewable energy	3.2.1 Purchase streetlight electricity from a 100% renewable energy source					•	High	Business and Innovation
	3.2.2 Demonstrate viability and implementation of new and integrated renewable energy solutions at planning/scoping phase			•	•	•	Low/ Medium	Project sponsor (via Capital request process)

Organisational Zero-net Emissions Plan 2022

25

ELECTRICITY

ELECTRICITY		Financial Years					Five-year cost estimates	LEAD (Council Branch)
ACTION	TASKS	2022/23	2023/24	2024/25	2025/26	2026/27		
Outcome: To utilise 100% renewable energy supply for Sunshine Council's operations								
3.2 Source 100% renewable energy (cont.)	3.2.3 Introduce an internal shadow carbon price ² for capital works to prioritise and support emissions reduction technologies/projects			•	•		Low	Finance
	3.2.4 Examine purchasing electricity from landfill gas generation ³	•	•				High	Business and Innovation/ Waste and Resources Management
	3.2.5 Reinvest operational cost savings associated with emissions reduction activities to support additional energy saving projects.	•					Low	ESP/ Project Delivery & Finance
3.3 Maximise renewable energy generation technologies on Council owned assets	3.3.1 Establish a Renewable Energy Working Group	•					Low	ESP/ Business and Innovation
	3.3.2 Refresh the Energy Demand Management Strategy to develop a renewable energy plan to drive investment in solar PVs, battery storage, demand side management and energy efficiencies across new and existing Council buildings and facilities	•					Low	Business and Innovation/ ESP/ Property Management
	3.3.3 Implement a revised Energy Demand Management /Renewable Energy Plan	•	•	•	•	•	High	Business and Innovation/ ESP / Property Management

² Introducing an internal shadow carbon price would mean that low emissions measures such as solar etc would not be designed out as there would be a financial cost to doing so.

³ While Council owns its landfill, there is a focus on purchasing electricity generated from landfill gas as Council does not have the internal expertise to deliver and maintain electricity generation at these sites.

Transport

Optimise fuel efficiency and transition to renewable fuel source for fleet and plant equipment

Analysis of Council's performance in fuel efficiency represents a clear opportunity for improvement in this sector, in operational logistics, reduction in overall fuel usage and choice of fleet vehicles.

For Council, a transition from internal combustion engines to alternative hybrid/electric options would require the installation of supporting infrastructure (e.g. fast charging EV stations).



Support the uptake of fleet vehicles to electric



Pursue alternative renewable fuel sources for fleet and equipment



Encourage behavioural change towards zero or low emissions transport modes

Transport interim targets at:

FY 2025:

- 30% of passenger vehicles will be electric or hybrid or low emissions from 2020/21 FY baseline
- 40% reduction in the number of cars in the fleet on 2020/21 FY baseline
- 10% of ride -on plant and equipment are low emission/electric on 2020/21 FY baseline
- 10% of Council employees to commute to and from work using an alternative travel mode/ arrangement to private vehicle use on a regular basis from 2021 baseline survey
- 10% reduction in council employee vehicle kilometre (km) car travelled from 2021 baseline survey

FY 2030:

- 50% reduction in GHG emissions from Council's fleet on 2020/21 FY levels
- 60% of passenger vehicles will be electric or hybrid or low emissions
- 30% Council employees to commute to and from work using an alternative travel mode/ arrangement to private vehicle use on a regular basis from 2021 baseline survey
- 20% reduction in council employee vehicle kilometre (kms) car travelled from 2021 baseline survey

Alignment to Sustainable Development Goals

#11 Sustainable cities and communities

#13 Climate action

TRANSPORT

TRANSPORT		Financial Years						LEAD (Council Branch)
ACTION	TASKS	2022/23	2023/24	2024/25	2025/26	2026/27	Five- year cost estimates	
Outcome: To optimise fuel efficiency and transition to renewable fuel source for fleet and plant equipment								
4.1 Pursue alternative low/zero emissions fuel sources for equipment and fleet	4.1.1 Transition passenger vehicles, electric, hybrid or other low emissions options based on the targets in the revised Motor Vehicle Management Policy	•	•	•	•	•	Medium	Fleet Services
	4.1.2 Transition small and large equipment and heavy machinery to low emissions or clean, efficient, emissions-free technology	•	•	•	•	•	Medium	Fleet Services
4.2 Ensure appropriate transport infrastructure in place to support EV/ low emissions fuel uptake	4.2.1 Develop an Electric Vehicle Transition Policy	•					Low	Transport & Infrastructure Planning
	4.2.2 Install suitable EV charging infrastructure at priority Council and community facilities to support fleet transition and as a key component of the Workplace Strategy		•	•	•	•	Low/ Medium*	Property Management/ Fleet Services
4.3 Change transport behaviour and corporate culture	4.3.1 Workplaces travel plan to promote and support the uptake of sustainable transport options for staff	•	•	•	•	•	Medium	Transport Infrastructure Management

*Cost for the EV charging infrastructure could be cost positive depending on the arrangement Council chooses to adopt

Supply chain (procurement related)

Incorporate sustainable procurement and circular economy principles in our supply chain

Goods and services that council purchases and consumes, contribute significantly to our total emissions. Over half of these emissions produced are generated by outsourced services such as professional services (rather than the supply of products) and Energex owned streetlights.

To make a difference we need to integrate sustainability, emissions reduction and support circular economy criteria and principles into procurement. This means, developing tenders in ways that ensure the lowest footprint with the highest positive social and environmental benefit.

Achieving a circular economy goes beyond end of pipe recycling and requires a fundamental change to the way materials are sourced and products are designed at the outset, produced, sold, used and disposed of. Our ability to achieve circular economy outcomes is highly dependent on the suppliers we source from.

This means we have an opportunity to influence contractors/suppliers who provide products and services to Council to take steps towards reducing their (and the Region's) greenhouse gas emissions.



Implement
sustainability through
our procurement
throughout the
organisation



Support a
circular supply
chain



Identify
opportunities for
innovation

Supply Chain interim targets at:

FY 2025:

- A minimum standard of 10% recycled content in purchased products
- Increase in numbers considered 'sustainable' suppliers (set up a prefer supplier list)
- Increase the amount (specified in tonnes and type per contract) of recycled content procured in infrastructure and building, packaging and services e.g information technology, cleaning contractors, catering, construction services)
- Report on goods/services/contracts that have procured recycled content to calculate percentage of goods with recycled content purchased by the organisation

FY 2030:

- 20% of high value contracts are providing low emissions products and services

Alignment to Sustainable Development Goals
#12 Responsible consumption and production

SUPPLY CHAIN (Procurement)		Financial Years					Five-year cost estimates	LEAD (Council Branch)
		2022/23	2023/24	2024/25	2025/26	2026/27		
ACTION	TASKS							
Outcome: To incorporate sustainable procurement and circular economy principles in our supply chain								
5.1 Implement sustainability into procurement	5.1.1 Establish a procurement working group to develop systems and processes to incorporate low emissions/ sustainability into the capital works and procurement processes from inception to end of life	•					Low	Business and Innovation/ Project Delivery
	5.1.2 Develop an Environment and Sustainability Procurement Guideline – to drive greater sustainability and emissions reduction outcomes	•					Low	Business and Innovation
	5.1.3 Review contracts to streamline the purchasing process to reduce wastage and/or preference sustainable choices – applicable for all purchasing decisions	•	•	•	•	•	Low	Business and Innovation
5.2 Support a circular supply chain	5.2.1 Set targets for the use of sustainable and recycled materials in procurement/ inputs across operational areas and capital projects	•	•				Low	Business and Innovation
	5.2.2 Develop and implement procurement tools to support sustainability and circular economy principles in tender process e.g. Life cycle analysis	•	•				Low	Business and Innovation/ Finance
5.3 Support innovation	5.3.1 Investigate opportunities to support/attract/establish new businesses and markets for low emissions goods and services, products, materials, and new technologies	•	•	•	•	•	Medium	Economic Development
	5.3.2 Investigate opportunities for outcome-based procurement to facilitate innovative solutions to achieve, emissions reduction, increase efficiencies, cost savings and other sustainability outcomes.	•	•	•	•	•	Low/ Medium	Business and Innovation/ Project Delivery

SUPPLY CHAIN (Procurement)		Financial Years					Five-year cost estimates	LEAD (Council Branch)
		2022/23	2023/24	2024/25	2025/26	2026/27		
ACTION	TASKS							
Outcome: To incorporate sustainable procurement and circular economy principles in our supply chain								
5.4 Engage across our suppliers and train contract managers	5.4.1 Support our local business and contractors to reduce carbon e.g. Supply Chain workshops, Doing Business with Council workshops	•	•	•	•	•	Low	Economic Development/ Business and Innovation
	5.4.2 Ensure procurement processes and templates include a requirement for sustainability considerations as part of the information required from respondents and considered by Council as part of the evaluation process.	•	•	•	•	•	Low - Medium	Business and Innovation

Buildings and infrastructure

Design and construct Council's buildings to be net-zero emissions and maintain optimal operating efficiency.

Construction, operation, and maintenance of buildings in Australia account for ~25% of greenhouse gas emissions and use more than 50% of Australia's electricity.

Emissions from buildings come from various stages in their life cycle, including extraction of raw materials, processing, transportation, construction, waste disposal, building operations and ultimately demolition. Decision making in the early stages of the project is crucial when determining the type of raw materials used and where they can be sourced, supporting local industry, designing and constructing to a sub-tropical climate, maximising energy efficiency and waste disposal throughout the project and the life of the asset.

It is important that each stage of the asset decision cycle is 'joined up' and contributes towards meeting our emissions reduction objectives

What is a zero-net emissions building?

A zero-net emissions building has no net annual greenhouse gas emissions and is achieved through an energy efficient building design and fixed appliances combined with either an onsite or offsite renewable energy system.



Design for embodied carbon reduction and building resilience



Improve performance and maintenance on Council's assets



Plan for adaptability of council assets and changing technologies

Buildings and Infrastructure interim targets at:

FY 2025:

- Implement a Sustainability Management System into the Capital Works program that embeds and integrates design, project construction and property management/maintenance processes through the decision-making process

FY 2030:

- All new Council owned commercial and community buildings are classified as net-zero emissions buildings

Alignment to Sustainable Development Goals

#9 Industry, innovation and infrastructure

#11 Sustainable cities and communities

#12 Responsible consumption and production

Buildings and infrastructure

Buildings and infrastructure								
		2022/23	2023/24	2024/25	2025/26	2026/27	Five-year cost estimates	LEAD (Council Branch)
ACTION	TASKS							
Outcome: To design and construct Council's buildings to be net-zero emissions and maintain optimal operating efficiency.								
6.1 Design for embodied carbon reduction and resilience	6.1.1 Plan and design Council buildings and infrastructure to deliver low emissions outcomes	•	•	•	•	•	Low	Project Sponsor/ Strategic Planning (Principal Architect)
	6.1.2 Develop and implement a Sustainability Management System and tools for capital works projects to support delivery of low emissions outcomes	•	•	•			Low/Medium	Project Delivery
	6.1.3 Advocate for development outcomes that deliver low/zero-emissions assets	•	•	•	•	•	Medium	Strategic Planning/ Urban Growth Projects
	6.1.4 Deliver new Council owned or managed buildings and major refurbishments inline with the 6-star green building performance outcomes by investigating where the principles of the sustainability rating can be implemented for each project.	•	•	•	•	•	Low/ Medium	Project Sponsor/ Strategic Planning (Principal Architect)
6.2 Enhance performance and maintenance	6.2.1 Continue to support investment in Building Management Systems (BMS) across Council's facilities to optimise building performance and ongoing maintenance	•	•	•	•	•	Medium	Property Management
6.3 Plan for adaptability of council assets	6.3.1 Identify, trial and implement new technologies, uses and innovations for buildings and infrastructure that deliver emissions reduction and financial savings	•	•	•	•	•	Low - Medium	Project Sponsor

Glossary

Carbon offset

An activity (such as land restoration or tree planting) that compensates for the emissions of carbon dioxide or other greenhouse gases released into the atmosphere resulting from industrial or human activity.

Carbon neutral

Balancing between emitting carbon and absorbing carbon from the atmosphere in carbon sinks.

Climate Active

The national standard that certifies organisations and businesses who wish to declare they have credibly reached a state of achieving net zero emissions.

Climate change

Long term change to the average weather patterns due to the impact of increased global emissions from industrial and human activity.

Emissions abatement

The act of reducing or curbing emissions to reduce the concentration of emissions in our environment. The term abatement is often interchangeable with emissions reduction.

Fugitive emissions

Are losses, leaks and other releases of gases such as methane and carbon dioxide to the atmosphere associated with activities within a landfill or other industrial activities.

Greenhouse gas (GHG) emissions

Made up of gases including water vapour, carbon dioxide (CO₂), methane (CH₄), nitrous oxide (N₂O) and ozone (O₃) that trap the heat and contribute to climate change.

Internal shadow carbon price

Places a monetary value on greenhouse gas emissions, which are then factored into investment decisions and business operations. This supports initiatives that are more emissions efficient.

Low emissions vehicle

A low-emission vehicle is classified as one emitting relatively low levels of greenhouse gas emissions, also corresponds to lower fuel consumption.

Paris Climate Agreement

Is a legally binding international treaty that was adopted by 196 countries of which Australia was one in 2015 to limit global warming to below 2°C, preferably to 1.5°C to pre-industrial levels.

Science-based targets

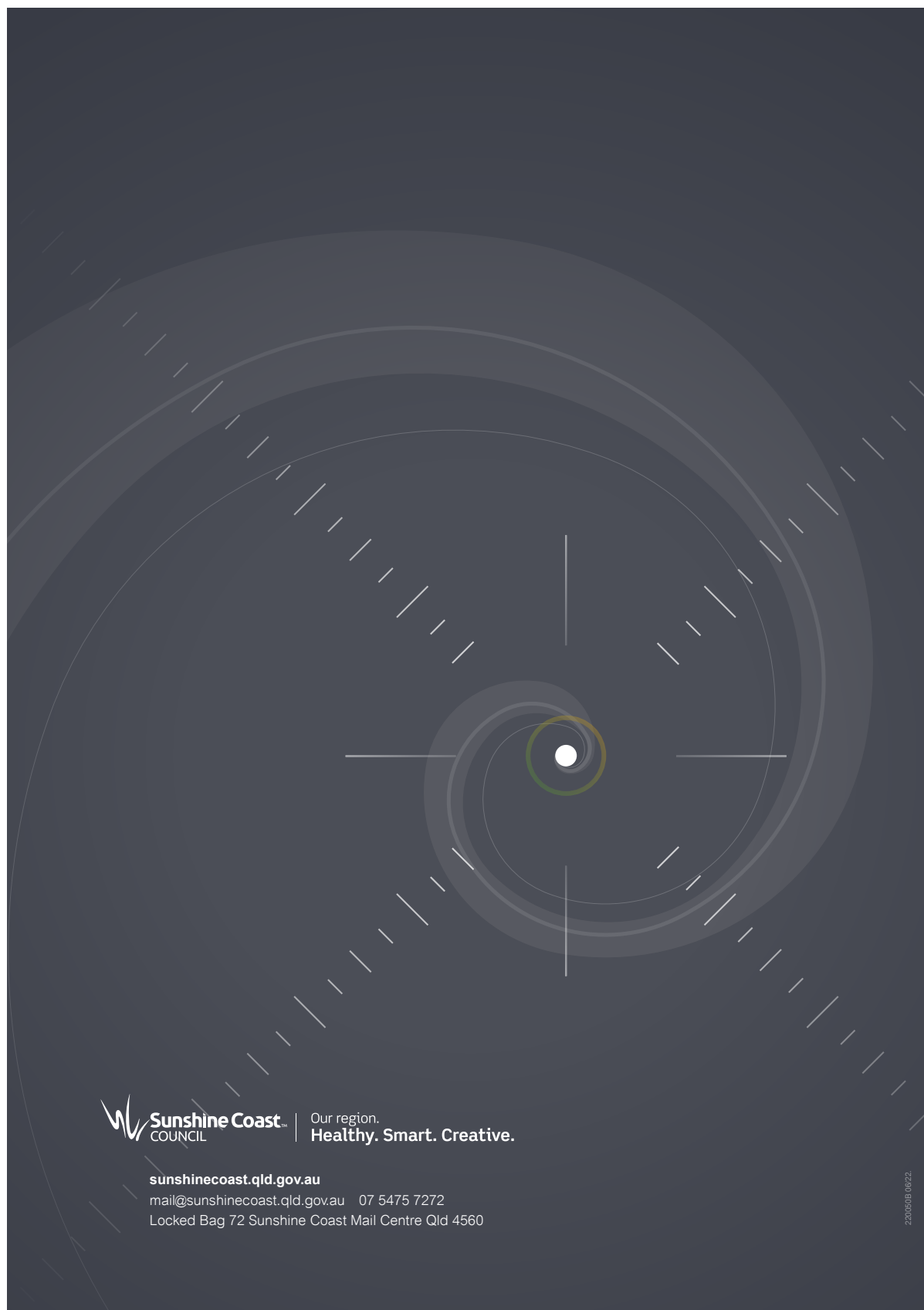
Targets are considered 'science-based' if achieving net-zero emissions reduction is in line with what the latest climate science deems necessary to meet the goals of the Paris Agreement, to keep the global mean temperature increase well below 2°C above pre-industrial levels.

SMEs




Small to medium enterprise, is a term used to describe a range of businesses based on the number of employees or annual turnover.

Zero net emissions or net zero emissions

Net zero is a similar concept to Carbon Neutral, but it takes into consideration all the greenhouse gases emissions and not just carbon dioxide.



8.3 MOTIONS FOR THE 126TH LOCAL GOVERNMENT ASSOCIATION OF QUEENSLAND ANNUAL CONFERENCE

File No:	Council Meetings
Author:	Coordinator Councillor Governance Office of the CEO
Attachments:	<p>Att 1 - Proposed motion - review and amendment of the Animal Care and Protection Act 2001, the Animal Management (Cats and Dogs) Act 2008, and their interaction with the Planning Act 2016 107 ↓ </p> <p>Att 2 - Proposed motion - removal of barriers to the achievement of locally responsive and sustainable design..... 109 ↓ </p> <p>Att 3 - Proposed motion - contributed assets and impacts on auditing and finances 111 ↓ </p>

PURPOSE

This report proposes three motions for consideration at the Local Government Association of Queensland's (LGAQ's) 126th Annual Conference.

Draft motions are prepared for Council's review and endorsement prior to the Annual Conference to be held in October 2022.

EXECUTIVE SUMMARY

The 126th LGAQ Annual Conference is to be held in Cairns from 17 to 19 October 2022.

Each year, the Conference debates motions put forward by both the LGAQ Policy Executive and member Councils. Motions that are supported and resolved at the Annual Conference guide and inform the LGAQ's Annual Advocacy Plan and the LGAQ Policy Statement.

Under the LGAQ Conference rules, all motions from a local government must be endorsed by the submitting Council at a Council meeting and received by the LGAQ by 10 August 2022.

The Annual Conference agenda will prioritise motions that raise new issues of state-wide relevance. Motions must be well formed and presented in a way that is most likely to garner the support of the broader membership of the LGAQ – namely the 77 local governments in Queensland.

Three motions are proposed for consideration by Council to submit to the LGAQ for consideration and debate at the 2022 LGAQ Annual Conference. These motions – should they be endorsed by Council and subsequently resolved at the LGAQ Annual Conference - would provide greater impetus for:

- more effective regulation in relation to the breeding and sale of dogs and cats in Queensland and
- better support for locally responsive and sustainable (good) design outcomes and
- improving the processes associated with the handover of developer contributed assets to mitigate delays in asset recognition.

The details of each motion, including background information and desired outcomes, are outlined in **Attachments 1, 2 and 3**.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Motions for the 126th Local Government Association of Queensland Annual Conference” and
- (b) endorse the following motions for forwarding to the Local Government Association of Queensland for inclusion in the 126th Annual Conference agenda:
 - 1. That the Local Government Association of Queensland advocate to the Queensland Government to undertake a full review of the *Animal Care and Protection Act 2001* and the *Animal Management (Cats and Dogs) Act 2008*, together with their interaction with the *Planning Act 2016*, to achieve a more effective regulatory framework for the breeding and sale of cats and dogs and the assessment of development applications relating to such uses.
 - 2. That the Local Government Association of Queensland advocate to the Federal and Queensland Governments for changes to existing planning and building legislation and plan-making processes to remove barriers to the achievement of locally responsive and sustainable design, including by:
 - a. making changes to the *Queensland Development Code* and *National Construction Code* to provide for more locally responsive and sustainable design measures to be incorporated in planning schemes or alternatively, amending these Codes to include such measures as mandatory requirements
 - b. amending State plan-making guidelines and the State interest-review process to better support the incorporation of locally responsive and sustainable design outcomes in planning schemes and
 - c. any such other actions considered necessary and appropriate to achieve the objective of the motion.
 - 3. That the Local Government Association of Queensland advocate to the Queensland Government to work with the Queensland Audit Office (QAO) to review financial statement materiality levels for contributed assets received by Councils experiencing high rates of growth.

FINANCE AND RESOURCING

There are no financial or resourcing impacts for Council arising from submitting motions for consideration at the LGAQ Annual Conference.

CORPORATE PLAN

Corporate Plan Goal: *Our outstanding organisation*
Outcome: We serve our community by providing this great service.
Operational Activity: S27 - Elected Council – providing community leadership, democratic representation, advocacy and decision-making.

CONSULTATION**Councillor Consultation**

All Councillors were invited to consider potential subject areas for potential Conference motions.

Councillor J Natoli requested Council consider a motion to instigate more effective regulation around the breeding of cats and dogs (Attachment 1).

Design Principles and the achievement of locally responsive and sustainable design (Attachment 2) was discussed with Councillors in June 2022.

Further consultation has been undertaken with the Outstanding Organisation Portfolio Councillors, Councillor E Hungerford and Councillor J Natoli in relation to the proposed review of financial statement materiality levels for contributed assets motion (Attachment 3).

Internal Consultation

Consultation has been undertaken with the Chief Executive Officer and members of the Executive Leadership Team in framing the proposed Conference Motions which are the subject of this report. Specific engagement has also occurred with:

- Manager, Customer Response
- Senior Officer, Design Special Projects
- Manager, Audit & Assurance
- Coordinator Financial Accounting

External Consultation

Consultation with the Independent Members of Council's Audit Committee has been undertaken in relation to the motion proposing a review of financial statement materiality levels for contributed assets.

Community Engagement

Community engagement has not been undertaken in relation to this report.

PROPOSAL

The 126th LGAQ Annual Conference is to be held in Cairns from 17 to 19 October 2022.

The LGAQ Policy Executive and member Councils submit motions to the conference for debate. Motions supported at the Conference form part of the LGAQ's Annual Advocacy Plan and the LGAQ Policy Statement.

Local governments must first endorse motions before they are submitted to the LGAQ for inclusion in the Conference Agenda. All motions for this year's conference must be received by the LGAQ by 10 August 2022.

Issues raised at the conference should be of state-wide relevance and generally will call for action by another tier of government.

On 8 June 2022, the LGAQ called for motions from member Councils. Councillor J Natoli requested the drafting of one motion in relation to the more effective regulation around the breeding of cats and dogs.

A further two motions have been identified calling for support for sustainable design outcomes, and improving the processes associated with the handover of developer contributed assets to mitigate delays in asset recognition.

The Executive Leadership Team has framed the three proposed motions which, if endorsed, would further the policy objectives of Council but are also likely to be relevant to other local governments.

Details associated with each motion are outlined in **Attachments 1, 2 and 3**.

Legal

There are no legal implications associated with submitting proposed motions to the LGAQ for consideration and debate at the Annual Conference.

Policy

None of the proposed motions in this report conflict with the adopted policy positions or objectives of Council. Should the proposed motions be approved by Council and resolved at the LGAQ Annual Conference, they will influence and shape future advocacy efforts of the LGAQ, which may result in policy and program decisions by the other tiers of government that will be advantageous to the interests of Council.

Risk

No discernible risks have been identified from potentially submitting the proposed motions to the LGAQ for consideration and debate at its Annual Conference.

Previous Council Resolution

Council resolved on **22 July 2021 (OM21/72)** as follows:

That Council:

- (a) *receive and note the report titled “**Motions for the 126th Local Government Association of Queensland Annual Conference**” and*
- (b) *endorse the following motions for forwarding to the Local Government Association of Queensland for inclusion in the 125th Annual Conference agenda –*
 - i. *That the Local Government Association of Queensland advocate to the Queensland Government to develop and agree a joint State/Local government package of measures that will enable a more timely response to housing affordability and availability in high growth areas of the State.*
 - ii. *That the Local Government Association of Queensland advocate to the Queensland Government to amend section 236 of the Local Government Regulation 2012 to afford greater flexibility to Councils to approve an exemption from the compulsory tender or auction requirements in relation to the disposal of non-current assets, in circumstances where there is a clear business case that demonstrates the disposal of the asset would provide clear beneficial outcomes for the community.*

Council resolved on **25 July 2019 (OM19/105)** as follows:

That Council:

- (a) *receive and note the report titled “**Motion for the 123rd Local Government Association of Queensland Annual Conference**” and*
- (b) *endorse the following motion titled “Partnership with Power Utilities in delivering Underground Power” for forwarding to the Local Government Association of Queensland for inclusion in the 123rd Annual Conference agenda –*

That the Local Government Association of Queensland lobbies the peak power utilities’ industry body to jointly fund undergrounding power where the change to existing overhead power supplies is required as part of a local government’s urban upgrade capital works program and is called up in the local government’s planning scheme.

Council resolved on **16 August 2018 (OM18/126)** as follows:

That Council:

- (a) *receive and note the report titled “**Motion for the 122nd Local Government Association of Queensland Conference 2018**” and*

- (b) *endorse the following motion titled “Enhancing Queensland’s future drought resilience” for forwarding to the Local Government Association of Queensland for inclusion in the 122nd Annual Conference agenda –*

That the Local Government Association of Queensland lobby State and Federal governments to develop options (in partnership with local governments, bulk water providers and water retailers) that improve drought resilience in Queensland – particularly with regard to the agricultural sector – through the more efficient storage, movement and use of all types of water, including recycled water and storm/rain water.

Council resolved on **17 August 2017 (OM17/157)** as follows:

That Council authorise the Chief Executive Officer to submit to the Local Government Association of Queensland the following motion for inclusion in its 2017 Annual Conference agenda –

‘That the Local Government Association of Queensland lobby the Queensland Government to undertake an immediate review of the legislative and regulatory framework for local government procurement so that it is more agile and adaptive to a constantly evolving digital environment, more responsive to innovative proposals and products and can be better utilised by Councils to support start-ups and entrepreneurialism in their regions’.

Council resolved on **18 August 2016 (OM16/138)** as follows:

That Council:

- (a) *receive and note the report titled “**Motion for 120th Annual Local Government Association Queensland Conference 2016**”*
- (b) *forward the motion titled ‘To develop new guidelines to replace Guidelines On Arrangements for Infrastructure External to State Government Sites and Non-State Schools – December 1997’ (Appendix A) to the Local Government Association Queensland for inclusion in the 120th Annual Conference Agenda*
- (c) *forward the motion titled ‘To investigate providing legislative power to local government to apply catchment based developer contributions for delivery of non-trunk infrastructure’ (Appendix B) to the Local Government Association Queensland for inclusion in the 120th Annual Conference Agenda and*
- (d) *forward the motion titled ‘To request that the State Government review Planning Scheme amendment processes with a view to removing or significantly reducing the timeframes associated with First State Interest Check Reviews’ (Appendix C) to the Local Government Association Queensland for inclusion in the 120th Annual Conference Agenda.*

Council resolved on **20 August 2015 (OM15/132)** as follows:

That Council:

- (a) *receive and note the report titled “**119th Annual Local Government Association Queensland Conference 2015 - Motion - Valuation Methodology for Strata Units**” and*
- (b) *forward the motion titled ‘To introduce a different valuation methodology to Strata Units by using market value’ as detailed in Appendix A, to the Local Government Association Queensland for inclusion in the 119th Annual Conference Agenda.*

Related Documentation

- LGAQ 126th Annual Conference Program.
- Constitution of the Local Government Association of Queensland.

Critical Dates

This report must be considered by Council at the July 2022 Ordinary Meeting to enable any endorsed motions to be submitted to the LGAQ by 10 August 2022.

Implementation

Subject to Council endorsing the recommendations in this report, the approved proposed motions will be forwarded to the LGAQ for consideration for inclusion in Annual Conference Motions Agenda.



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2022 LGAQ Annual Conference – Motions template

Title of motion (required)	Better regulation of the breeding and sale of dogs and cats
Motion (required)	That LGAQ advocate to the Queensland Government to undertake a full review of the <i>Animal Care and Protection Act 2001</i> and the <i>Animal Management (Cats and Dogs) Act 2008</i> , together with their interaction with the <i>Planning Act 2016</i> , to achieve a more effective regulatory framework for the breeding and sale of cats and dogs and the assessment of development applications relating to such uses.
What is the desired outcome sought? (required) 200 word limit	<p>A full review be initiated of both the <i>Animal Care and Protection Act 2001</i> and the <i>Animal Management (Cats and Dogs) Act 2008</i> which adequately considers the full range of issues associated with the regulation and management of the breeding and sale of dogs and cats, including examining the scope for better regulating such uses in a manner that aligns with community expectations through local government planning schemes.</p> <p>Specifically, the review should seek to:</p> <ul style="list-style-type: none"> - provide better protections for dogs and cats in relation to the breeding and sale - ensure breeding is conducted in an appropriate and ethical manner and - to ensure that no puppy or kitten farms are established in Queensland.
Background (required) 350 word limit	<p>Existing legislation in Queensland is largely silent in relation to the breeding of dogs and cats. This has allowed large scale breeding to take place with minimal oversight in relation to the health of the animals, the conditions in which they are kept, and the number of litters produced by an animal.</p> <p>States such as Victoria have recently passed the <i>Domestic Animals Amendment (Puppy Farm and Pet Shops) Act 2017</i> to regulate and reform the breeding of dogs and cats in Victoria.</p>



	<p>The Victorian legislation enables a more holistic approach to the management of animal breeding and sale through:</p> <ul style="list-style-type: none"> - limiting the number of fertile female dogs a breeder can keep - improving the ability for regulators to trace cats and dogs back to their breeder - improving the standards of sale for pets and - addressing foster carers and their role in animal management <p>It has also been identified that animal welfare is not a planning consideration in the context of assessing development applications for breeding and related facilities. This could be remedied through the identification of animal welfare as a matter of State significance in the context of development assessment under the Planning Act 2016. The scope for this should also be encompassed within the proposed review of the relevant Queensland legislation.</p> <p>A further area of concern is that a Breeder Identification Number is free to obtain, and breeders are not legislatively required to meet any standards. The proposed review should examine the scope for breeders to be held accountable for the health and well-being of the litters they are selling.</p>
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2022 LGAQ Annual Conference – Motions template

Title of motion (required)	Changes to State and Commonwealth legislation and plan-making processes to better support locally responsive and sustainable (good) design outcomes.
Motion (required)	<p>The Local Government Association of Queensland (LGAQ) advocate to the Federal and Queensland Governments for changes to existing planning and building legislation and plan-making processes to remove barriers to the achievement of locally responsive and sustainable design, including by:-</p> <ul style="list-style-type: none"> (a) making changes to the <i>Queensland Development Code</i> and <i>National Construction Code</i> to provide for more locally responsive and sustainable design measures to be incorporated in planning schemes or alternatively, amending these Codes to include such measures as mandatory requirements; (b) amending State plan-making guidelines and the State interest-review process to better support the incorporation of locally responsive and sustainable design outcomes in planning schemes; and (c) any such other actions considered necessary and appropriate to achieve the objective of the motion.
What is the desired outcome sought? (required) 200 word limit	Changes to existing legislation and plan-making processes to better support locally responsive and sustainable (good) design outcomes.



Background

(required) 350 word limit

Locally responsive and sustainable (**good**) design is not just about how good something looks. *Good design* creates places that are functional, comfortable, and responsive to the local climate. It enhances the unique characteristics of a region, protects the character, and reinforces the identity of individual communities.

Good design protects and enhances the natural environment. It can reduce whole of life costs and positively contribute to physical and mental health. Good design will be increasingly important in the future as parts of regional Queensland rapidly grow and are subject to change with large areas of new greenfield development, urban consolidation and infrastructure.

Many Councils now see the need to produce design advocacy tools, such as the recently published Sunshine Coast Design book (Yellow Book), to encourage and educate the community and key stakeholders about the importance of good design and how to achieve it.

Unfortunately, these tools have only a limited ability to influence design outcomes because they are advisory and cannot regulate development by themselves. Suitable assessment provisions need to be incorporated into local planning schemes and other planning instruments to regulate development under the *Planning Act 2016*. However, many elements of good design cannot lawfully be incorporated in these instruments due to conflicts with higher order legislation including *the Building Act 1975*, *Queensland Development Code* and *National Construction Code*.

The currently legislative framework and the authority vested in building codes to regulate certain aspects of development is frequently leading to generic design outcomes which are often neither locally responsive or sustainable on a whole-of-life basis.



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2022 LGAQ Annual Conference – Motions template

Title of motion (required)	Review of financial statement materiality thresholds and application of Australian Auditing Standards relating to delays in recording of contributed assets.
Motion (required)	That LGAQ calls on the State Government to work with the Queensland Audit Office (QAO) to review financial statement materiality levels for contributed assets received by Councils experiencing high rates of growth.
What is the desired outcome sought? (required) 200 word limit	<p>A refined approach in the way the auditing standard is applied including the materiality threshold used by the QAO to determine significant deficiencies relating to delays in recognition of contributed assets.</p> <p>QAO currently calculate the materiality level for developer contributed assets in the annual financial statements as follows:</p> <p>1% of total budgeted expenditure which translates to an average of 4.5% of annual contributed assets handed over to growth councils*</p> <p><i>*Based on 2018/19, 2019/20 and 2020/21 audited financial statements for Sunshine Coast, Moreton, Logan and Ipswich councils.</i></p> <p>This means that if there are delays in recording of contributed assets and the value exceeds 4.5% of the total contributed assets for the year, the council will be subjected to a Significant Deficiency or Deficiency for their financial statement audit, which is then publicly available via the council's Ordinary Meeting process.</p> <p>Similar to the recent review of the Local Government Sustainability Framework where councils have different requirements and targets depending on <u>population</u>, a review of financial statement materiality calculation methods for contributed assets in <u>growth councils</u> is sought, with consideration given to whether the current calculation of 1% of total expenditure is the most appropriate.</p>

**Background**

(required) 350 word limit

Queensland's population growth rates have exceeded that of other states in recent times, and similarly, some Queensland councils are experiencing unprecedented growth, as well as increased residential development.

As residential developments progress, and infrastructure assets such as roads and stormwater are built, they are handed over to councils as contributed assets. At handover, Council is required to spatially capture these assets, value them, and add them to the financial asset register which then flows through to the Property Plant and Equipment figure on the Balance Sheet. This last step is known as financial recognition.

As well as their own internal processes, councils rely on various external agencies, including developers and Economic Development Queensland (EDQ) to provide complete accurate and timely asset information to allow financial recognition.

Based on the above materiality level of say 4.5% of annual contributed assets, if councils have delays in financial recognition of contributed assets which exceed 4.5% of the total value for the year, they will be subjected to a Significant Deficiency or Deficiency for the audited financial statements, which is publicly available through the Ordinary Council Meeting process.

If there are delays in receiving quality information to allow financial recognition, this can result in some contributed assets being financially recognised in the incorrect financial year.

Benchmarking has revealed that many Queensland growth councils are committed to improving the financial asset recognition process, however experiencing delays in this process, outside of their control, is a sector wide issue.

In terms of financial statement materiality levels, the Australian Auditing Standard ASA 320 *Materiality in Planning and Performing an Audit*, provides guidance, but not specific calculations, rather "the auditor's determination of materiality is a matter of professional judgement ..." (ASA 320 para 4).

July 22
Wilson Crawley

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	<p>A review of financial statement materiality calculation methods for contributed assets in <u>growth councils</u> is sought, with consideration given to whether the current calculation of 1% of total expenditure is the most appropriate.</p>
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July 22
Wilson Crawley

8.4 DISPOSAL (EASEMENT) OF PART OF COUNCIL FREEHOLD LAND AT 101 KINGFISHER DR BLI BLI

File No: F2022/37498

Author: Senior Property Officer
Business Performance Group

Attachments:

Att 1 - Aerial Map.....	121	↓	
Att 2 - Locality Plan.....	123	↓	
Att 3 - Easement Location Plan.....	125	↓	
Att 4 - Easement A SP336227	127	↓	

PURPOSE

To seek Council approval for an exception under Section 236 of the *Local Government Regulation 2012* to dispose of an interest in land (via easement) for private drainage infrastructure over a portion of Council owned land at 101 Kingfisher Dr Bli Bli.

EXECUTIVE SUMMARY

This report seeks an exception from Council to dispose of an interest in land by way of easement. Council owns in freehold the land located at 101 Kingfisher Dr Bli Bli legally described at Lot 803 SP287406. The Corporation Of The Trustees Of The Roman Catholic Archdiocese Of Brisbane (Good Samaritan Catholic College) own the adjoining land at 185 Parklakes Dr Bli Bli legally described as Lot 2 SP311293.

The Good Samaritan Catholic College have requested that Council agree for an easement to be granted over Council's land to allow for the installation of private stormwater pipes and a headwall to support the drainage requirements of the earthworks, carparking, stormwater and landscaping to be constructed at 185 Parklakes Dr Bli Bli.

An exception is being sought from Council under Section 236 of the *Local Government Regulation 2012*, to permit the disposal of an interest in land (by way of easement), other than by tender or auction. An exception to dispose is applicable and complies with the Regulation in this instance as the disposal-

- is to a person who owns the adjoining land and
- the adjoining owner has agreed to the payment of compensation to be determined by a current market valuation.

At present, Council have not identified any future uses, requirement or developments which would prevent the easement from proceeding.

OFFICER RECOMMENDATION

That Council:

- receive and note the report titled "Disposal (Easement) of Part of Council Freehold Land at 101 Kingfisher Dr Bli Bli" and
- resolve, pursuant to section 236(2) of the *Local Government Regulation 2012*, that an exception to dispose of an interest (easement) in land over part of Council freehold Lot 803 SP287406, other than by tender or auction applies, as the disposal is pursuant to section 236(1)(c)(iv) to a person who owns adjoining land.

FINANCE AND RESOURCING

The owner of Lot 2 will be responsible for all costs in relation to the proposed drainage easement which are expected to include compensation, preparation of the easement documentation and survey plans, the preparation of compensation assessments, and Titles Queensland registration fees to register the dealings.

The compensation for providing an easement over Council's land will be equal to or above that of the market value of the interest in land and will be undertaken by an independent registered valuer pursuant to Section 236(3) and 236(5) of the *Local Government Regulation 2012*. In the event an exemption to the disposal is granted, the Property Management Branch will commission an independent compensation assessment for the diminished value of the encumbered land.

There are no direct or ongoing costs to Council in relation to the proposal.

CORPORATE PLAN

Corporate Plan Goal: *Our service excellence*

Outcome: We serve our community by providing this great service.

Operational Activity: S21 - Property management – comprehensive management of Council's land and building assets to ensure that Council's property dealings are optimised, centrally managed, and support Councils objectives.

CONSULTATION

Councillor Consultation

- Councillor M Suarez – Division 9 Divisional Councillor and Portfolio Councillor
- Councillor P Cox – Environment and Liveability Portfolio Councillor

Internal Consultation

- Head of Property, Property Management
- Manager Leasing & Land Management, Property Management
- Senior Property Officer, Property Management
- Strategic Planner, Strategic Planning
- Environment Project Officer, Environment and Sustainability Policy
- Coordinator, Strategic Property
- Manager, Transport and Infrastructure Planning
- Manager, Transport Infrastructure Management
- Stormwater Services Manager, Transport Infrastructure Management
- Coordinator, Asset Strategy
- Coordinator, Recreational Projects
- Project Officer, Environmental Operations
- Parks Technical Officer, Open Space
- Special Projects Coordinator, Design & Place Making Services
- Project Officer, Customer Engagement & Planning Services
- Senior Project Engineer, Major Urban Developments

- Manager Sport & Community Venues
- Managers Assistant, Community Development
- Managers Assistant, Customer Response
- Aviation & Aerospace Lead, Economic Development

External Consultation

Council's Property Management Branch has liaised with the Good Samaritan Catholic College and Covey and Associates (owner and consultant of the adjoining land) in relation to the requirement for the registration of a drainage easement within Council's Land.

Community Engagement

Due to the administrative nature of this report, no community engagement has been undertaken or is required.

PROPOSAL

The land located at 101 Kingfisher Dr Bli Bli is owned by Council in freehold ('Council's land'). Council's land is legally described at Lot 803 SP287406 and is mapped as an Environmental Reserve however the primary purpose on the part of the land in question is drainage as an overland stormwater facility as shown in **Attachment 1 – Aerial Map**.

The adjoining land located at 185 Parklakes Dr Bli Bli is owned by The Corporation Of The Trustees Of The Roman Catholic Archdiocese Of Brisbane (Good Samaritan Catholic College) and is legally described at Lot 2 SP311293 ('Lot 2'). Good Samaritan Catholic College have submitted an application for a Development Permit for Operational Works (Stage 3 - Filling & Excavation, Carparking, Stormwater and Landscaping) (OPW21/0637).

Council's land and Lot 2 are shown in **Attachment 2 – Locality Plan**.

As part of the planning considerations for Lot 2, Good Samaritan Catholic College recognised the internal civil drainage works require an outlet from an internal bio-retention basin which is being installed to treat the internal hardstand areas. Due to internal design levels, which are quite constrained, levels at the existing property boundary do not allow an outlet to be achieved.

Two outlet options were considered throughout the design process. The option agreed to by Council was considered acceptable as the scale of the project is minor, the outlet directs stormwater to an overland stormwater facility that will not lose amenity from this proposal, nor will the general amenity of the area and Council will be compensated.

To support the stormwater discharge requirements of Lot 2, privately owned stormwater pipes and a headwall are proposed within Council's land and are to be protected by Council entering into a drainage easement in favour of the owner of Lot 2.

The proposed easement is some 30m² in area and traverses the Council owned land as shown in **Attachment 3 – Easement Location Plan**. Easement documentation for Easement A within Council's land is associated with Survey Plan 336227. The location of the proposed drainage easement is identified as Easement A as shown in **Attachment 4 – Easement A SP336227**.

Internal stakeholder consultation was conducted upon application and no objections were raised.

To facilitate the registration of the drainage easement over Council's land, Council is required to grant an exception under Section 236(3) of the *Local Government Regulation 2012*.

Local Government Regulation 2012 stipulates that Council may, by resolution, dispose of an interest in land (including by way of easement), other than by tender or auction, if an

exception applies. An exception is permitted as it relates to this application as the land is being disposed to a person who owns an adjoining landholding as outlined in Section 236(1)(c)(iv) of the Regulation.

The adjoining owner of Lot 2 will be required to pay compensation to Council for encumbering Council's land with an easement. In the event that an exception is granted, the Property Management Branch will commission an independent compensation assessment to determine the diminished value of the encumbered land. This will ensure the disposal complies with Sections 236(3) and (5) of the Regulation as:-

- Compensation will be assessed by a registered valuer (who is not an employee of the local government) registered under the *Valuers Registration Act 1992*; and
- Compensation will be set at or above the market valuation as determined by the registered valuer.

An exception under the Regulation is deemed applicable as the interest in land is being disposed of (by way of easement) to an owner of the adjoining land. It is expected that the granting of an easement will provide:-

- an acceptable drainage outcome at this location to allow the development of Stage 3 - Filling & Excavation, Carparking, Stormwater and Landscaping to progress on Lot 2
- the owners of Lot 2 to access and maintain the privately owned infrastructure within Council's land
- Council with compensation in line with a current market valuation of the Easement and
- Council with a registered record of the Easement over Council's land.

Legal

Legal Services have been consulted in relation to this report and will review all easement documentation to enable the registration of the proposed drainage easement with Titles Queensland.

Policy

This report has been prepared in accordance with Council's Procurement Policy relating to the disposal of Council assets.

Risk

The risk associated with this matter is that Council would not have a registered record of private drainage infrastructure within Council's Land.

Previous Council Resolution

There are no previous Council Resolutions relevant to this report.

Related Documentation

Council's Standard Terms Document dealing number 717513492 for drainage infrastructure and access rights easements on Council owned land will be registered in accordance with the easement documentation

Critical Dates

There are no critical dates relevant to this report, however, Good Samaritan Catholic College the owner of Lot 2 has requested that the matter be finalised as soon as possible.

Implementation

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

Delegate to Council's Delegated Officer that an exception to Division 4 of Section 236 of the *Local Government Regulation 2012* applies and the survey plan and easement documentation will be executed and registered with Titles Queensland.



Attachment 1 - 101 Kingfisher Dr Bli Bli





Attachment 2 - Locality Plan

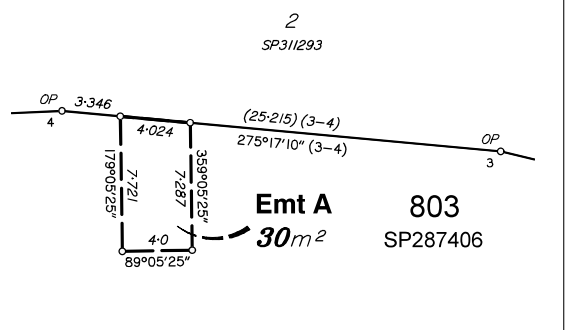




Land Title Act 1994 ; Land Act 1994
Form 21 Version 4SURVEY PLAN
PRELIMINARYSheet
1 of
2

DIAGRAM A

Scale 1:250



REFERENCE MARKS

STN	TO	BEARING	DIST	ORIGIN
1	O Screw in Kerb	122°09'	4.736	179/SP287406
2	O Nail in Kerb	146°20'45"	7.543	10/TS128915
5	OIP	8°03'	2.42	13/IS294435

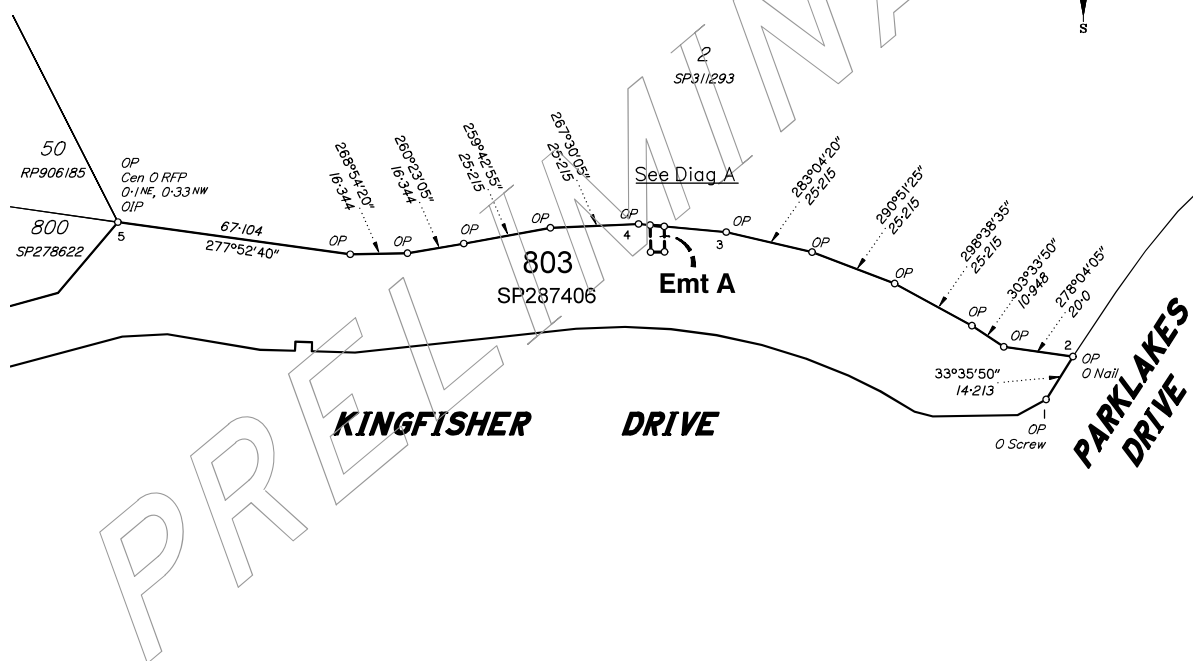
SURVEY REPORT SP336227

SP336227 shows the survey of Easement A in Lot 803 on SP287406.

The meridian of the survey is IS294435.

Corner & Reference marks shown on previous plans have been used to reinstate the relevant corners of the land.

Measurements made between the reinstated corners agreed with those shown on the previous plans and the intermediate corners have been reinstated using these measurements.

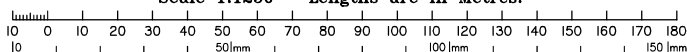


Peg placed at all new corners unless stated otherwise.

DSQ PTY LTD ACN 615 043 251 hereby certify that the land comprised in this plan was surveyed by the corporation, by Luke Justin Scott, Registered Surveyor, for whose work the corporation accepts responsibility, under the supervision of Antony Jon Pike, Cadastral Surveyor, and that the plan is accurate, that the said survey was performed in accordance with the Survey and Mapping Infrastructure Act 2003 and Surveyors Act 2003 and associated Regulations and Standards and that the said survey was completed on

.....
Director.....
Date

Scale 1:1250 - Lengths are in Metres.



State copyright reserved.

Plan of Easement A in Lot 803 on SP287406

LOCAL GOVERNMENT: **SUNSHINE COAST REGIONAL COUNCIL** LOCALITY: **BLI BLI**

Meridian: **IS294435**Survey Records: **NO**Scale: **1:1250**Format: **STANDARD**

Preliminary
SP336227

Land Title Act 1994 ; Land Act 1994
Form 21B Version 2

WARNING : Folded or Mutilated Plans will not be accepted.
Plans may be rolled.
Information may not be placed in the outer margins.

Sheet
2 of
2

(Dealing No.)

4. Lodged by

(Include address, phone number, email, reference, and Lodger Code)

I. Existing		Created		
Title Reference	Description	New Lots	Road	Secondary Interests
51057473	Lot 803 on SP287406	—	—	Emt A

PRELIMINARY

Lots	Orig
2. Orig Grant Allocation :	
3. References :	
Dept File :	
Local Govt : .	
Surveyor : 13153 Emt	

5. Passed & Endorsed :
By : DSQ PTY LTD
Date : ACN 615 043 251
Signed :
Designation : Liaison Officer

6. Building Format Plans only.
I certify that :
* As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road;
* Part of the building shown on this plan encroaches onto adjoining lots and road

.....
Cadastral Surveyor/Director* Date
* delete words not required

7. Lodgement Fees :





Survey Deposit	\$
Lodgement	\$
— New Titles	\$
Photocopy	\$
Postage	\$
TOTAL	\$

8. Insert Plan Number
SP336227

8.5 DISPOSAL (EASEMENT) OF PART OF COUNCIL OWNED LAND 32A SAVILLES ROAD, NAMBOUR

File No: F2022/39731

Author: Senior Property Officer
Business Performance Group

Attachments: Att 1 - Lot 901 SP309489 aerial map 133  
Att 2 - Survey Plan SP312964..... 135  

PURPOSE

The purpose of this report is to seek an exception from Council, in accordance with the *Local Government Regulation 2012*, from the requirement to undertake a tender or auction process, to register an electrical easement in favour of Energex Limited. The easement is proposed to be registered over part of Council land owned under a nomination of trust for drainage purposes located at 32A Savilles Road, Nambour and legally described as Lot 901 SP309489.

EXECUTIVE SUMMARY

There is a requirement for the registration of an electrical easement, in favour of Energex Limited, over part of Council land owned under a nomination of trust for drainage purposes located at 32A Savilles Road, Nambour and legally described as Lot 901 SP309489. The purpose of the easement is to accommodate overhead high-voltage electrical infrastructure as shown on **Attachment 1 – Lot 901 SP309489 aerial map** and **Attachment 2 – Survey Plan SP312964** associated with stages 3 & 4 of the Tulipwood Estate development in Nambour.

The *Local Government Regulation 2012* stipulates that Council may, by resolution, dispose of an interest in land, other than by tender or auction, if an exception applies. Section 236(1)(b)(i) provides for an exception if the disposal is to a government agency and in this instance, Energex Limited is considered a government agency. Section 236(2) provides that a Local Government must decide by resolution that an exception may apply. This report seeks an exemption from the *Local Government Regulation 2012* for the purpose of granting an electrical easement, in favour of Energex Limited, over part of Council owned Lot 901 SP309489, being approximately 506m³.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Disposal (Easement) of Part of Council Owned Land 32A Savilles Road, Nambour”
- (b) resolve, pursuant to section 236(2) of the *Local Government Regulation 2012*, that an exception to dispose of an interest in land over part of Lot 901 SP309489 other than by tender or auction applies, as the disposal is pursuant to section 236(1)(b)(i) to a government agency and
- (c) note that Energex Limited is a government agency.

FINANCE AND RESOURCING

Costs associated with facilitating the easement include the preparation of a survey plan, relevant easement documentation and registration fees payable to the Titles Queensland to register the dealing. All expenditure associated with these dealings including compensation for the encumbrance of the easement on Council owned land will be borne by the developer.

Compensation will be equal to or above that of the market value of the interest in land and will be undertaken by an independent and registered Valuer pursuant to Section 236(3) and 236(5) of the *Local Government Regulation 2012*.

CORPORATE PLAN

Corporate Plan Goal: *Our service excellence*

Outcome: We serve our community by providing this great service.

Operational Activity: S21 - Property management – comprehensive management of Council's land and building assets to ensure that Council's property dealings are optimised, centrally managed, and support Councils objectives.

CONSULTATION

Councillor Consultation

- Councillor D Law – Division 10 Divisional Councillor
- Councillor C Dickson – Service Excellence Portfolio Councillor
- Councillor W Johnston – Service Excellence Portfolio Councillor

Internal Consultation

- Head of Property, Property Management
- Manager Leasing & Land Management, Property Management
- Senior Property Officer, Property Management
- Coordinator, Strategic Property
- Coordinator Engineering & Environment Assessment, Development Services
- Manager, Business and Innovation
- Solicitor, Legal Services

External Consultation

Council's Property Management team has liaised with the Sunshine Coast Survey Manager of RPS Group and Colwell Wright Solicitors on behalf of the developer in relation to the proposed electrical easement in favour of Energex Limited.

Community Engagement

Due to the administrative nature of this report, no community engagement has been undertaken or is required.

PROPOSAL

There is a requirement for the registration of an electrical easement, in favour of Energex Limited, over part of Council land owned under a nomination of trust for drainage purposes located at 32A Savilles Road, Nambour and legally described as Lot 901 SP309489. **Figure 1. Lot 901 SP309489 aerial map** and **Figure 2. Survey Plan SP312964** below show the location of the proposed easement 'PA' SP312964.



Figure 1 – Lot 901 SP309489 aerial map

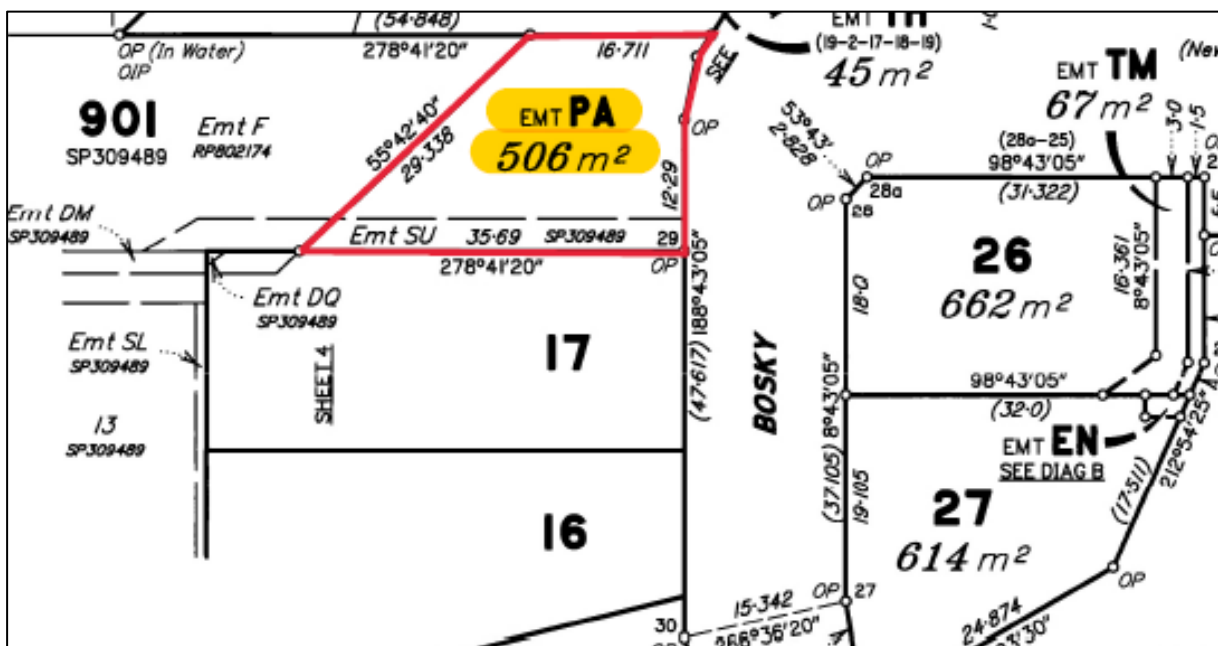


Figure 2 – Survey Plan SP312964

The purpose of the easement is to accommodate overhead high-voltage electrical infrastructure within Lot 901 SP309489, being approximately 506m².

Lot 901 SP309489 was transferred to Council by the developer responsible for the Reconfiguration of a Lot development approval REC07/0007. Council conditioned that the developer create Lot 901 for drainage purposes as part of development approval REC07/0007. The high-voltage electrical infrastructure is overhead and therefore does not have any implications on the use of the land for drainage purposes.

The *Local Government Regulation 2012* stipulates that Council may, by resolution, dispose of an interest in land, other than by tender or auction, if an exception applies. Section 236(1)(b)(i) provides for an exception if the disposal is to a government agency and in this instance, Energex Limited is considered a government agency. Section 236(2) provides that a Local Government must decide by resolution that an exception may apply.

Legal

Legal Services have been consulted in relation to this report and will prepare all easement documentation to enable the registration of the electrical easement with Titles Queensland.

Policy

This report has been prepared in accordance with Council's Procurement Policy relating to the disposal of Council assets.

Risk

The risk associated with this matter is that Energex Limited would not have a registered record of electrical infrastructure within Lot 901 SP309489. Furthermore, Energex Limited would not have legal rights to access and maintain the electrical infrastructure within Lot 901 SP309489.

Previous Council Resolution

There are no previous Council Resolutions relevant to this report.

Related Documentation

The electrical easement will be registered with Titles Queensland in accordance with Energex Limited's standard terms document, being dealing number 713599598.

Critical Dates

There are no critical dates relevant to this report, however, Energex Limited would like the easement registered as soon as possible.

Implementation

If Council resolves that an exception to division 4 section 236 of the *Local Government Regulation 2012* applies, the survey plan and easement documentation will be executed by Council's Delegated Officer and registered with Titles Queensland.





8.6 JUNE 2022 FINANCIAL PERFORMANCE REPORT

File No: Council Meetings

Author: Coordinator Financial Services
Business Performance Group

Attachments: Att 1 - June 2022 Financial Performance Report 141 [↓](#) 
Att 2 - 2021/22 Capital Grant Funded Project Report June 2022
..... 151 [↓](#) 

PURPOSE

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

EXECUTIVE SUMMARY

This monthly financial performance report provides Council with a summary of performance against budget as at 30 June 2022 in terms of the operating result and delivery of the capital program.

Operating Performance

Table 1: Operating Budget as at 30 June 2022

	Original Budget \$000	Current Budget \$000	Actuals \$000
Total Operating Revenue	498,433	498,628	510,094
Total Operating Expenses	479,602	484,168	488,580
Operating Result	18,832	14,460	21,514

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

OFFICER RECOMMENDATION

That Council receive and note the report titled "June 2022 Financial Performance Report".

FINANCE AND RESOURCING

This report sets out the details of Council's financial performance and investments for the month ending 30 June 2022 and meets Council's legislative reporting requirements.

CORPORATE PLAN

Corporate Plan Goal: *Our outstanding organisation*

Outcome: We serve our community by providing this great service.

Operational Activity: S28 - Financial and procurement services – financial and procurement management and governance, ensuring effective business management and legislative compliance, coordination and development of Council's budget process, administration of financial systems, sundry debtors, accounts payable, financial and asset accounting, treasury, procurement, contract and supply functions.

CONSULTATION

Portfolio Councillor Consultation

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

Internal Consultation

This report has been written in conjunction with advice from:

- Group Executive Business Performance
- Chief Financial Officer

External Consultation

No external consultation is required for this report.

Community Engagement

No community engagement is required for this report.

Legal

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

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

Policy

Sunshine Coast Council's 2021/22 Investment Policy and
Sunshine Coast Council's 2021/22 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 24 February 2022 (OM22/12)

That Council:

- (a) *receive and note the report titled "**Budget Review 2 2021/22**"*
- (b) *adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's amended budget for 2021/22 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*

- (c) *note the following documentation applies as adopted 24 June 2021*
 - (i) *the Debt Policy*
 - (ii) *the Revenue Policy*
 - (iii) *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*
 - (iv) *the Revenue Statement and*
 - (v) *the rates and charges to be levied for the 2021/22 financial year and other matters as adopted 24 June 2021 and*
- (d) *endorse the Minor Capital Works Program (Appendix B).*

Ordinary Meeting 16 September 2021 (OM21/87)

That Council:

- (a) *receive and note the report titled “**Budget Review 1 2021/22**”*
- (b) *adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council’s amended budget for 2021/22 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*
- (c) *note the following documentation applies as adopted 24 June 2021*
 - (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 2021/22 financial year and other matters as adopted 24 June 2021 and*
- (d) *endorse the Minor Capital Works Program (Appendix B).*

Special Meeting Budget 24 June 2021 (SM21/3)

That Council adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council’s budget for 2021/22 financial year incorporating:

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

- vi. *the long term financial forecast*
- vii. *the Debt Policy (adopted by Council resolution on 27 May 2021)*
- viii. *the Revenue Policy (adopted by Council resolution on 27 May 2021)*
- 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 2021/22 Capital Works Program, endorse the indicative four-year program for the period 2023 to 2026, and note the five-year program for the period 2027 to 2031*
- xii. *the rates and charges to be levied for the 2021/22 financial year and other matters as detailed below in clauses 3 to 12*
- xiii. *endorse the 2021/22 Minor Capital Works Program*
- xiv. *establish a \$5 million internally restricted Disaster Rehabilitation Reserve.*

Related Documentation

2021/22 Adopted Budget

Critical Dates

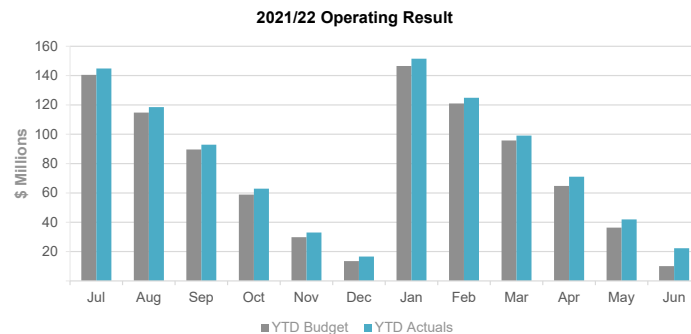
There are no critical dates for this report.

Implementation

There are no implementation details to include in this report.



Statement of Income and Expenses



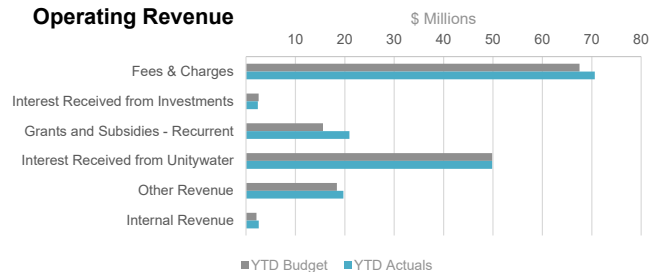
- Council has a positive operating result of \$21.5 million, which is \$11.4 million above the current budget as at 30 June 2022.



Statement of Income & Expenses							
	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	343,342	344,142	344,142	343,756	(385)	(0.1%)	344,142
Fees and Charges	65,577	67,530	67,530	70,590	3,059	4.5%	67,530
Interest Received from Investments	2,550	2,550	2,550	2,403	(147)	(5.8%)	2,550
Operating Grants and Subsidies	15,218	15,563	15,563	20,914	5,351	34.4%	15,563
Operating Contributions	302	316	316	304	(11)	(3.6%)	316
Unitywater Participation	49,838	49,838	49,838	49,838	-	-	49,838
Other Revenue	19,853	18,388	18,388	19,709	1,321	7.2%	18,388
Internal Sales/Recoveries	1,749	2,127	2,127	2,580	453	21.3%	2,127
Total Operating Revenue	498,429	500,454	500,454	510,094	9,640	1.9%	500,454
Operating Expenses							
Employee Costs	156,262	157,761	157,761	154,553	(3,208)	(2.0%)	157,761
Materials and Services	187,704	192,033	192,033	188,120	(3,913)	(2.0%)	191,606
Finance Costs	12,244	13,121	13,121	14,216	1,095	8.3%	13,121
Company Contributions	3,615	3,615	3,615	3,615	(0)	(0.0%)	3,615
Depreciation Expense	95,097	95,097	95,097	95,101	4	0.0%	95,097
Other Expenses	21,884	24,607	24,607	24,703	96	0.4%	24,607
Recurrent Capital Expenses	3,444	4,139	4,139	8,274	4,135	99.9%	4,139
Total Operating Expenses	480,250	490,372	490,372	488,580	(1,792)	(0.4%)	489,945
Operating Result	18,179	10,082	10,082	21,514	11,432	113.4%	10,509
Capital Revenue							
Capital Grants and Subsidies	19,368	26,534	26,534	18,563	(7,971)	(30.0%)	26,534
Capital Contributions - Cash	28,631	29,589	29,589	34,808	5,219	17.6%	29,589
Capital Contributions - Fixed Assets	55,000	55,000	55,000	62,471	7,471	13.6%	55,000
Total Capital Revenue	102,999	111,123	111,123	115,842	4,719	4.2%	111,123
Non-recurrent Expenses							
Profit/Loss on disposal, revaluation & impairment	7,048	-	-	4,649	4,649	-	-
Movements in landfill and quarry provisions	4,964	5,583	5,583	5,583	-	-	5,583
Assets Transferred to Third Parties	-	-	-	417	417	-	-
Total Non-recurrent Expenses	12,012	5,583	5,583	10,649	5,066	90.7%	5,583
Net Result	109,166	115,621	115,621	126,707	11,086	9.6%	116,049

Operating Result – June 2022

Operating Revenue



Operating Summary

	Annual		YTD			
	Original Budget \$000s	Current Budget \$000s	Current Budget \$000s	Actuals \$000s	Variance \$000s	Variance %
Operating Revenue	498,429	500,454	500,454	510,094	9,640	1.9%
Operating Expenses	476,806	486,233	486,233	480,306	(5,927)	(1.2%)
Recurrent Capital Expenses	3,444	4,139	4,139	8,274	4,135	99.9%
Operating Result	18,179	10,082	10,082	21,514	11,432	113.4%
Capital Revenue	102,999	111,123	111,123	115,842	4,719	4.2%
Non-recurrent Expenses	12,012	5,583	5,583	10,649	5,066	90.7%
Net Result	109,166	115,621	115,621	126,707	11,086	9.6%

Substantial Revenue Variance for the Period Ending 30 June 2022

	Annual		YTD				Annual Forecast Budget \$000
	Original Budget \$000	Current Budget \$000	Current Budget \$000	Actuals \$000	Variance \$000	Variance %	
Operating Revenue							
Fees and Charges	65,577	67,530	67,530	70,590	3,059	4.5%	67,530
Operating Grants and Subsidies	15,218	15,563	15,563	20,914	5,351	34.4%	15,563

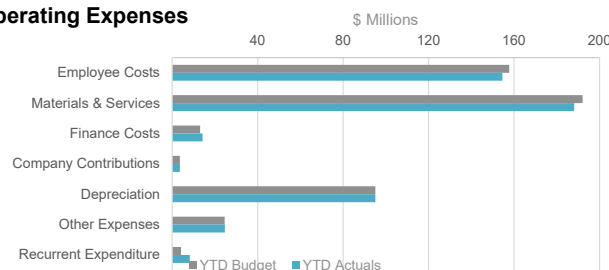
As at 30 June 2022, \$510 million operating revenue had been achieved which is \$9.64 million more than current budget.

Significant revenue variances:

- Fees and Charges** – Holiday park fees are \$1.8 million ahead of the full year budget and refuse tip fees are \$754,000 ahead of budget
- Operating Grants** – Advance payments from the Queensland Reconstruction Authority of \$1.3 million have been received as a result of heavy rainfall and flooding this year. Council has also received a portion of the 2022/23 Federal Assistance Grant early totalling \$9.9 million.

Operating Result – June 2022 (continued)

Operating Expenses



Operating Summary

	Annual		YTD			
	Original Budget \$000s	Current Budget \$000s	Current Budget \$000s	Actuals \$000s	Variance \$000s	Variance %
Operating Revenue	498,429	500,454	500,454	510,094	9,640	1.9%
Operating Expenses	476,806	486,233	486,233	480,306	(5,927)	(1.2%)
Recurrent Capital Expenses	3,444	4,139	4,139	8,274	4,135	99.9%
Operating Result	18,179	10,082	10,082	21,514	11,432	113.4%
Capital Revenue	102,999	111,123	111,123	115,842	4,719	4.2%
Non-recurrent Expenses	12,012	5,583	5,583	10,649	5,066	90.7%
Net Result	109,166	115,621	115,621	126,707	11,086	9.6%

Substantial Expenditure Variance for the Period Ending 30 June 2022

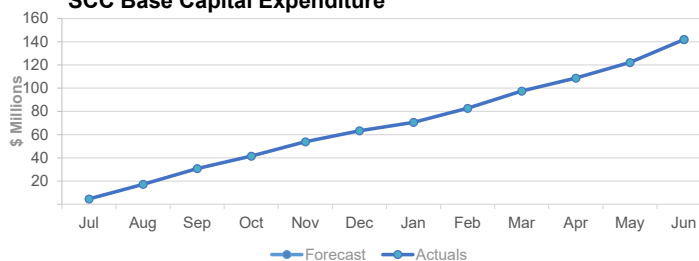
	Annual		YTD				Annual
	Original Budget \$000	Current Budget \$000	Current Budget \$000	Actuals \$000	Variance \$000	Variance %	Forecast Budget \$000
Operating Expenses							
Employee Costs	156,262	157,761	157,761	154,553	(3,208)	(2.0%)	157,761
Materials and Services	187,704	192,033	192,033	188,120	(3,913)	(2.0%)	191,606

As at 30 June 2022, \$488.6 million of the \$490.4 million operating budget had been expended resulting in a variance of \$1.8 million

- Employee expenses are below budget for the end of June. The underspend to budget is due to vacancies throughout the organisation as well as additional usage of leave balances.
- Materials and services are below budget largely due to underspends in the separate levy programs.

Capital Expenditure - June 2022

SCC Base Capital Expenditure



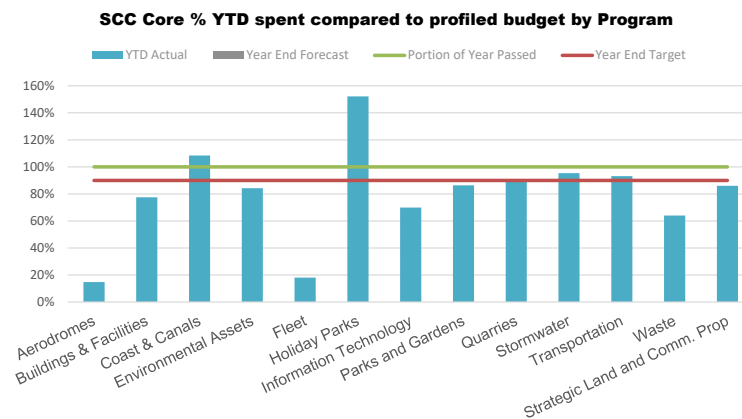
- As at 30 June 2022, \$242 million (83.3%) of Council's \$290.6 million Capital Works Program was financially expended.
- The Core Capital Program has progressed 84.6% of budget, an actual spend of \$141.9 million.
- Corporate Major Projects progressed 90.9%



Capital Expenditure

	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
Core Capital Works Program						
Aerodromes	200	225	33	14.8%	33	(192)
Buildings and Facilities	12,663	10,411	8,072	77.5%	8,072	(2,339)
Coast and Canals	3,125	3,111	3,374	108.4%	3,374	263
Environmental Assets	1,800	1,747	1,473	84.3%	1,473	(274)
Minor Works	4,455	3,884	2,803	72.1%	2,803	(1,082)
Fleet	3,250	3,279	592	18.1%	592	(2,687)
Holiday Parks	2,540	1,894	2,881	152.1%	2,881	987
Information Technology	6,620	8,664	6,062	70.0%	6,062	(2,602)
Parks and Gardens	17,737	15,867	13,710	86.4%	13,710	(2,157)
Quarries	635	657	595	90.6%	595	(62)
Stormwater	8,201	7,240	6,908	95.4%	6,908	(332)
Transportation	86,848	83,830	78,139	93.2%	78,139	(5,690)
Waste	40,641	26,951	17,263	64.1%	17,263	(9,688)
Total SCC Core Capital Program	188,714	167,759	141,904	84.6%	141,904	(25,855)
Corporate Major Projects	60,425	62,801	57,105	90.9%	57,105	(5,696)
Strategic Land and Commercial Properties	19,383	47,134	40,559	86.1%	40,559	(6,574)
Maroochydhore City Centre	553	1,470	803	54.6%	803	(667)
Sunshine Coast Airport Runway	-	11,460	1,693	14.8%	1,693	(9,767)
Total Other Capital Program	80,361	122,865	100,161	81.5%	100,161	(22,704)
TOTAL	269,075	290,624	242,065	83.3%	242,065	(48,559)

Capital Expenditure - June 2022 (continued)



Buildings and Facilities

- Detailed design is progressing for of a new library and community centre at Sippy Downs as well as the upgrade of the Kawana Waters regional aquatic centre.

Fleet

- Delays are being experienced in the procurement of heavy plant equipment. \$2.6 million of orders have been placed with delivery expected throughout the 2022/23 financial year.

Holiday Parks

- Construction for the replacement of amenities at the Coolum Beach and Mudjimba holiday park are currently ahead of schedule, with additional expenditure required for the 2022/23 financial year.

Parks and Gardens

- Delays have been experienced in several of Council's recreational parks and sports projects due to wet weather.

Stormwater

- Council's \$1.5 million stormwater pipe relining program has progressed 105% complete

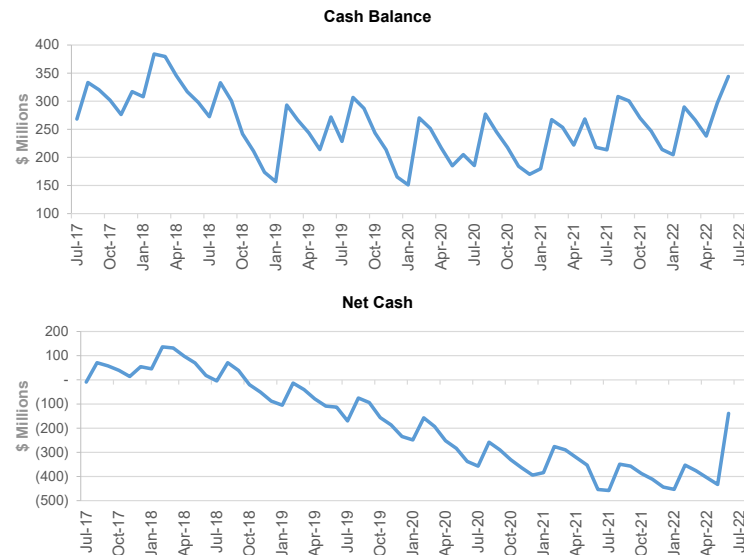
Transportation

- Council's \$22.9 million road resurfacing and rehabilitation program has progressed 102% with a total expenditure of \$23.4 million.
- Council's \$2.18 million bus stop program has progressed 83% with a total expenditure of \$1.8 million.
- Construction continues for Council's major transport corridor upgrade at Brisbane Road Mooloolaba

Waste

- Council has entered into \$20 million contract in October for the design and construction of a new material resource facility at the Nambour resource recovery centre.

Cash Flows and Balance Sheet



Cash and Balance Sheet - June 2022

	Original Budget \$'000s
CASH FLOWS	
Opening Cash	186,095
Net Cash Inflow/(Outflows) from:	
Operating Activities	66,159
Investing Activities	126,453
Financing Activities	(187,393)
Net Increase/(decrease) in Cash Held	5,219
Cash at year end	191,314
BALANCE SHEET	
Current Assets	246,160
Non Current Assets	6,290,967
Total Assets	6,537,127
Current Liabilities	120,894
Non Current Liabilities	537,476
Total Liabilities	658,370
Net Community Assets/Total Community Equity	5,878,757

- Council's cash at 30 June 2022 is \$344 million
- Council's debt at 30 June 2022 is \$479.5 million

Debt

Sunshine Coast Council's debt program is governed by the 2021/22 Debt Policy, which was adopted with the Original Budget adoption on 24 June 2021 and revised at the 16 September 2021 Ordinary Meeting.

New borrowings are undertaken in accordance with the Queensland Treasury Corporation Guidelines, the Statutory Bodies Financial Arrangements Act 1982 and Section 192 of the Local Government Regulation 2012.

Table 1 includes Sunshine Coast Council's budgeted debt balance for 2021/22 following Budget Review 1 adoption in September 2021.

Council's borrowings for 2021/22 are \$96.5 million and consist of -

- Waste Management \$37.8 million
- Holiday Parks \$600,000
- Maroochydore Multideck \$13 million
- Sunshine Coast City Hall \$45 million

Council received a \$314 million payment from Palisade Investment Group on 27 June 2022. Council's debts associated with the airport expansion project of \$265 million were also repaid on 27 June 2022.

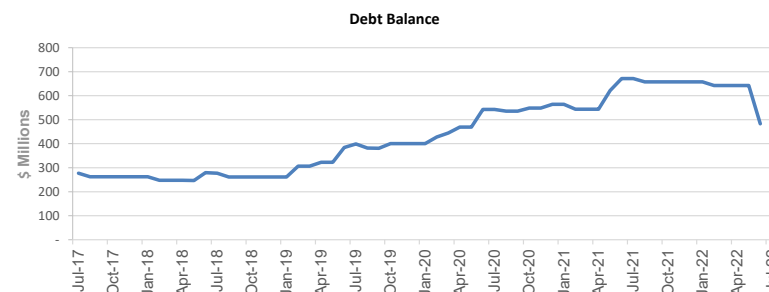
Council has repaid all debts associated with the Sunshine Coast International Broadband Network following the sale of the Cable Landing Station to Next DC in December 2021.

Council's debt as at 30 June 2022 is \$479.5 million



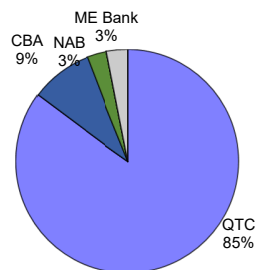
Debt - 2021/22				
	Opening Balance \$000	Debt Redemption \$000	New Borrowings \$000	Closing Balance \$000
Sunshine Coast Council Core	257,375	11,672	96,461	342,164
Sunshine Coast Airport Expansion Project	265,004	265,004	-	-
Maroochydore City Centre	144,034	6,701	-	137,333
Sunshine Coast International Broadband Network	10,328	10,328	-	-
Total	676,741	293,705	96,461	479,497

Table 1: 2021/22 Adopted Debt Balance

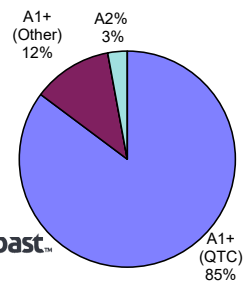


Investment Performance

Investment per financial institution (%)



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



Investment Performance - June 2022									
Liquidity as at:			30/06/2022		Term deposits maturing:			Count	
		\$'000's					\$'000's		
At-call accounts				within 30 days			-		
QTC + CBA (excl. trust)		312,056	90.72%	30-59 days			-		
				60-89 days			-		
Maturities within 7 days		-	0.00%	90-179 days			20,000		
Total at-call		312,056	90.72%	180-364 days			-		
Investment Policy Target			10.00%	1 year - 3 years			-		
				Total			20,000		
INVESTMENT SUMMARY (including Trust) (\$'000's) as at:							Investment Policy		
	30/06/2022		30/03/2022		30/06/2021		Individual Limit	Group Limit	
A1+ (QTC)	293,067	85%	217,897	81.3%	206,666	94.9%	100%	100%	
A1+ (Other)	40,901	12%	40,124	15.0%	11,080	5.1%	40%	100%	
A1	-	0%	-	0.0%	-	0.0%	30%	50%	
A2	10,000	3%	10,000	3.7%	-	0.0%	30%	45%	
A3	-	0%	-	0.0%	-	0.0%	5%	10%	
Total Funds	343,967		268,022		217,746				
FUND SUMMARY									
General Funds	332,056		257,410		206,121				
Trust Funds	11,911		10,612		11,625				
Total Funds	343,967		268,022		217,746				

- All investment parameters remain within the guidelines established by the Investment Policy.
- For the month ending 30 June 2022 Council had \$332 million cash (excluding Trust Fund) with an average interest rate of 0.74%, being 0.58% above benchmark. This is compared to the same period last year with \$206 million cash (excluding Trust Fund) with an average interest rate of 0.57%, being 0.55% above benchmark.
- The benchmark used to measure performance of cash funds is Bloomberg AusBond Bank Bill index (BAUBIL).



2021/22 Financial Year Grant Funding

	Description	Division	Suburb	Estimated Construction Start Month	Construction Completed Month	TOTAL Grant Revenue \$'000	Project Expenditure to date \$'000
Federal Government						(\$20,581)	\$20,449
1	Roads to Recovery Program					(\$4,800)	
Local Road and Community Infrastructure Grant Funding - Round 2 - Agreement end date 30 June 2022						(\$7,781)	\$7,775
2	H3790 - LRCIP2 - Citrus Road Gravel Road Upgrade	Division 05	Palmwoods	August 2021	February 2022	(\$2,100)	\$2,134
3	H3799 - LRCIP2 - Zgrajewski Road Gravel Road Upgrade	Division 09	Yandina Creek	January 2022	May 2022	(\$2,200)	\$1,434
4	H3800 - LRCIP2 - Cupania Street East Stage 2 Kerb and Channel	Division 08	Mudjimba	May 2021	November 2021	(\$475)	\$789
5	H3941 - LRCIP2 - Crosby Hill Road Pathway	Division 07	Buderim	July 2021	January 2022	(\$709)	\$708
6	H4223 - LRCIP2 - Scholars Drive to Columbia Street - Road Link	Division 06	Sippy Downs	May 2022	June 2022	(\$450)	\$478
7	H4592 - LRCIP2 - Lees Road Western Section Gravel Road Upgrade	Division 10	Bridges	August 2021	December 2021	(\$650)	\$995
8	H9360 - LRCIP2 - Railway Street Service Road	Division 01	Landsborough	July 2021	August 2021	(\$130)	\$152
9	K1484 - LRCIP2 - Meridan Way Lighting	Division 03	Meridan Plains	September 2021	November 2021	(\$250)	\$242
10	K1492 - LRCIP2 Spray Seal - Old Gympie Road Resurfacing	Division 01	Glass House Mountains	October 2021	October 2021	(\$168)	\$164
11	K1493 - LRCIP2 Spray Seal - Bald Knob Road	Division 05	Peachester	October 2021	October 2021	(\$186)	\$90
12	K1495 - LRCIP2 Asphalt - Mountain View Road	Division 05	Maleny	October 2021	October 2021	(\$462)	\$589
Urban Congestion Fund						(\$8,000)	\$12,674
13	H3747 - Mooloolaba Transport Corridor - D and C	Division 04	Mooloolaba		November 2023	(\$8,000)	\$12,674
State Government						(\$5,406)	\$12,511
Blackspot Funding						(\$1,009)	\$68
14	K2081 - BlackSpot Blackall Range Road West Woombye	Division 05	West Woombye	April 2022	June 2022	(\$157)	\$55
15	K2083 - BlackSpot Wust Road DOONAN - East of Regency Road - Stage 1	Division 09	Doonan	Cancelled	Cancelled	(\$60)	\$1
16	K2085 - BlackSpot Edmund St and William St Intersection Shelly Beach	Division 02	Shelly Beach	On Hold	On Hold	(\$792)	\$12
Unite and Recover Stimulus Package - Agreement end date 30 June 2021						(\$1,575)	\$9,207
17	B4741 - Place Making Mooloolaba Master Plan	Division 04	Mooloolaba	February 2021	May 2022	(\$1,500)	\$9,179
18	H9821 - Albany Lakes Park Sippy Downs Play Space Precinct Upgrade	Division 06	Sippy Downs	May 2021	August 2021	(\$75)	\$28
19 Bus Stop Shelter Program						(\$247)	
20 Passenger Transport Accessible Infrastructure Program						(\$679)	
21 Passenger Transport Infrastructure Investment Program						(\$145)	
Transport Infrastructure Development Scheme						(\$206)	\$436
22	K1314 - Bli Bli State School Precinct Active TIIP	Division 09	Bli Bli	April 2022	May 2022	(\$200)	\$424
23	K2436 - TIDS Talara School Precinct - Active TIIP	Division 03	Currimundi	July 2021	July 2021	(\$6)	\$12
South East Queensland Community Stimulus Program - Agreement end date 30 June 2024						(\$1,545)	\$2,800
24	H1670 - SEQCSP First Avenue Streetscape	Division 04	Maroochydhore		November 2023	(\$100)	\$1,831
25	H0956 - SEQCSP Mooloolaba to Alex Bluff Recreation	Division 04	Alexandra Headland			(\$100)	\$0
26	H9957 - SEQCSP Buderim Village Park Buderim Stage 9	Division 07	Buderim			(\$150)	\$294
27	K1618 - SEQCSP Caloundra Indoor Sports Stadium - Roof Replacement	Division 02	Caloundra	January 2022	June 2022	(\$350)	\$72
28	K1898 - SEQCSP Parkyn Parade Pedestrian Facilities	Division 04	Mooloolaba	March 2022	March 2022	(\$145)	\$123
29	K2259 - SEQCSP Albany Lakes Park Play Upgrade Stage 2	Division 06	Sippy Downs	April 2022	September 2022	(\$250)	\$292
30	K2406 - SEQCSP Turner Park Beerwah Activation Stage 2	Division 01	Beerwah	May 2022	June 2022	(\$100)	\$43
31	K2449 - SEQCSP North Shore Multi-Sports Complex	Division 08	Mudjimba	June 2022		(\$50)	\$12
32	K2478 - SEQCSP Palmwoods Warriors Football Club	Division 05	Palmwoods			(\$50)	\$29
33	K2843 - SEQCSP Landsborough Streetscape - Stage 2	Division 01	Landsborough	April 2022	February 2023	(\$250)	\$104
Project Complete							

8.7 APPOINTMENT OF INDEPENDENT AUDIT COMMITTEE MEMBER**File No:** Council Meetings**Author:** Chief Strategy Officer
Office of the CEO**Attachments:** Att 1 - Selection Panel's Recommended Candidate - *Confidential*

PURPOSE

The purpose of this report is to seek Council's approval for the appointment of an additional independent member of Council's Audit Committee.

While this is a public report, it is considered that the name of the nominated candidate should be maintained as confidential information until such time as Council has made its decision on the recommendations in this report.

Accordingly, should Councillors wish to discuss the identity of the nominee for appointment to the Audit Committee, it is recommended that Council resolve to close the meeting under section 254J (1) of the *Local Government Regulation 2012* on the basis that the information contained in Confidential **Attachment 1** is confidential under section 254J (3) (g) of the Regulation on the basis that it relates to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Council will need to resolve its decision on this report in that part of the Council meeting which is viewable by the public.

The report also contains a recommendation to authorise the Chief Executive Officer to publicly release the name of the nominee for appointment to the Audit Committee should Council resolve to accept the recommendations in this report.

EXECUTIVE SUMMARY

Council resolved on 24 February 2022 (OM22/14) to amend the composition of its Audit Committee to increase the number of independent members from two to three people. Council also authorised the Chief Executive Officer to commence the process to recruit the additional independent Audit Committee member.

The Audit Committee currently comprises two independent members and two Councillors, namely:

- Mr Mitchell Petrie (Independent Member and Chair)
- Mr Patrick McCallum (Independent Member)
- Councillor E Hungerford (Councillor for Division 7 and Outstanding Organisation Portfolio Councillor)
- Councillor J Natoli (Councillor for Division 4 and Outstanding Organisation Portfolio Councillor)

The availability of the additional independent member position was advertised from 19 May 2022 to 6 June 2022. As a result of the advertisement, 20 applications were received for the role. The selection panel comprising the A/Chief Strategy Officer (Chair); the Independent Chair of the Audit Committee; the Group Executive, Customer Engagement and Planning Services; and the Group Executive, Business Performance, shortlisted and interviewed four applicants, with referee reports obtained on the highest ranked shortlisted candidate.

Details on the selection panel's recommended candidate are outlined in Confidential **Attachment 1**.

Subject to Council resolving to accept the recommendations in this report, it is proposed that the new Audit Committee member be appointed for a term of three years from 1 August 2022 and concluding on 31 July 2025.

OFFICER RECOMMENDATION

That Council:

- (a) **receive and note the report titled “Appointment of Independent Audit Committee Member” and**
- (b) **approve the appointment of the additional independent Audit Committee member, as discussed in confidential session, for a term of three years from and including 1 August 2022 and concluding on 31 July 2025 and**
- (c) **authorise the Chief Executive Officer to publicly release the name of the person appointed as the additional member of the Audit Committee, should Council endorse the recommendations in this report.**

FINANCE AND RESOURCING

An independent Audit Committee Members receives an annual remuneration fee of \$8,250 GST Exclusive. The costs associated with the remuneration for the additional Audit Committee member are met from within the budget of the Office of the Chief Executive Officer.

CORPORATE PLAN

Corporate Plan Goal:	<i>Our outstanding organisation</i>
Outcome:	We serve our community by providing this great service.
Operational Activity:	S30 - Governance – providing internal leadership, legal opinion, governance and audit functions ensuring legislative accountability, transparency and ethical obligations are supported.

CONSULTATION

Councillor Consultation

Audit Committee Councillors - Councillor E Hungerford and Councillor J Natoli

Internal Consultation

Given this has been a confidential selection process, no internal consultation has been considered appropriate.

External Consultation

Given this has been a confidential selection process, no external consultation has been conducted other than with the recommended candidate's referees.

Community Engagement

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

PROPOSAL

Under section 105 (2) of the *Local Government Act 2009*, Council (as a large local government) must establish and maintain an Audit Committee. The Act provides the Audit Committee has the following functions:

- (a) monitors and reviews—
 - (i) the integrity of financial documents; and
 - (ii) the internal audit function; and
 - (iii) the effectiveness and objectivity of Council's internal auditors; and
- (b) makes recommendations to Council about any matters that the Committee considers need action or improvement.

The Committee has no delegated decision-making authority. The Committee is, however, a source of independent advice to Council and the Chief Executive Officer.

The overall objective of the Committee is to assist Council and the Chief Executive to discharge their responsibilities, in particular:

- 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
- maintain an independent and objective forum promoting transparency, accountability and an ethical culture throughout Council
- maintain open lines of communications with Council, Executive Management, External Audit and Internal Audit, to exchange information and views
- oversee and appraise the quality and efficiency of audits conducted by both the Internal and External Audit functions and
- ensure both the Internal and External Audit functions are independent and effective.

Section 210 (1) of the *Local Government Regulation 2012* and the Audit Committee Charter provide that the Committee must consist of at least three and no more than six members and:

- should include one, but no more than two, Councillors, and
- at least one member who has significant experience and skills in financial matters.

The Committee is currently comprised of Mr Mitchell Petrie (Independent Chair), Mr Pat McCallum (Independent Member), Councillor E Hungerford and Councillor J Natoli.

Recognising the forecast that the Sunshine Coast is projected to exceed 500,000 residents by 2041 and that this growth will increase the demand on Council services and operations, a review of audit committees across other southeast Queensland (SEQ) Councils was conducted in late 2021. The review found the larger SEQ Councils had at least three independent members on their respective Audit Committees and the number of independent members always exceeded the number of Councillors. In considering the outcomes of this review, the Audit Committee determined unanimously to recommend to Council the number of independent members of the Sunshine Coast Council Audit Committee be increased from two to three persons. Council accepted the Audit Committee's recommendation at its meeting on 24 February 2022 (OM22/14).

In accordance with Council's resolution, the additional position was advertised online (via SEEK, LinkedIn and Council's website as well as through the online presence of the Institute of Internal Auditors – Australia. The advertisement was live for two and a half weeks, running from 19 May 2022 to 6 June 2022. To attract a suitably qualified

and experienced candidate pool for the role, the following attributes were highlighted and articulated through the advertising process:

- demonstrated comprehensive experience in Audit Committee roles for large and complex organisations, with experience in the public sector and/or local government environment highly regarded;
- demonstrated considerable experience and understanding of finance, legal, corporate information systems controls, cyber security and risk management;
- possession of a sound knowledge of internal and external audit processes; and
- hold tertiary qualifications and membership of a relevant professional body, such as CPA Australia or Chartered Accountants Australia & New Zealand.

At the closing date, 20 applications had been received. The selection panel, comprising the A/Chief Strategy Officer (Chair); the Independent Chair of the Audit Committee; the Group Executive, Customer Engagement and Planning Services; and the Group Executive, Business Performance, shortlisted four applicants as being suitably credentialed and possessing the requisite skills and experience to undertake the role of Audit Committee member.

The selection panel conducted interviews on 4 July 2022 and 14 July 2022, with referee reports obtained on the highest ranked shortlisted candidate. The Panel's unanimous recommendation to Council is to proceed to appoint the candidate nominated in Confidential **Attachment 1**.

Legal

Section 105 (2) of the *Local Government Act 2009* and section 210 (1) of the *Local Government Regulation 2012* are relevant to the appointment recommended in this report.

Policy

The recommendations presented in this report are consistent with the resolution of Council of 24 February 2022 and the Audit Committee Charter endorsed by Council 20 February 2020.

Risk

There are no discernible significant risks to Council in proceeding to consider the recommendation in this report.

Previous Council Resolution

Ordinary Meeting 24 February 2022 (OM22/14)

That Council:

- receive and note the report titled "**Audit Committee Meeting 24 January 2022**"*
- endorse the Audit Committee Minutes 24 January 2022 (Appendix A)*
- approve an amendment to the composition of the Audit Committee to increase the number of independent members to three persons and*
- authorise the Chief Executive Officer to commence a process to recruit the additional independent member of the Audit Committee.*

Ordinary Meeting 22 July 2021 (OM21/70)

That Council:

- (a) receive and note the report titled “**Appointment of Independent Audit Committee Chair**” and
- (b) appoint Mr Mitchell Petrie as the Independent Audit Committee Chair to December 2024.

Ordinary Meeting 12 November 2020 (OM20/125)

That Council:

- (a) receive and note the report titled “**Appointment of Independent Audit Committee Members**”
- (b) appoint Mr Mitchell Petrie as the Independent Audit Committee Member from January 2021 to December 2024 (4 years) and
- (c) appoint Mr Patrick McCallum as the Independent Audit Committee Member from January 2021 to December 2023 (3 years).

Ordinary Meeting 28 May 2020 (OM20/52)

That Council:

- (a) receive and note the report titled “**Independent Audit Committee Member Transition Strategy**”
- (b) endorse the revised implementation timetable associated with the Independent Audit Committee Member Transition Strategy and
- (c) appoint Mr Peter Dowling AM as Audit Committee Chair and Mr Len Scanlan as an Independent Audit Committee Member by extending their existing individual contracts to 30 June 2021

Related Documentation

Audit Committee Charter

Critical Dates

While there is no critical date associated with the recommendations in this report, it is important that finalising the outcome of this process occurs as soon as possible following the original advertising of the role, so that applicants can be informed of the outcome of that process.

Implementation

Subject to Council's acceptance of the recommendations in this report, it is proposed that:

- The nominee be advised of their appointment to the Audit Committee;
- Details relating to the appointment be publicly released; and
- The new Audit Committee member be inducted and receive appropriate briefings prior to the next Audit Committee meeting scheduled for 8 September 2022.

8.8 REVISED ORGANISATION STRUCTURE

File No: Council meetings
Author: Chief Executive Officer
Office of the CEO 

PURPOSE

This report proposes an amendment to the organisational structure for the Sunshine Coast Regional Council and the associated implementation and transitional processes, to simplify and streamline executive reporting arrangements and provide greater visibility and clarity in terms of Council's core corporate governance functions.

EXECUTIVE SUMMARY

To be well positioned to advocate for, and meet the current and future needs of, its communities, Council needs an appropriate operating model supported with the resources, policy development capabilities and corporate governance framework and settings to best enable the organisation to fulfil its increasingly complex suite of responsibilities.

Following the appointment of Council's Chief Executive Officer in November 2020, one of the strategic corporate development tasks which has been progressed in line with her performance plan, has been to examine whether the structure of the organisation is suitable for advancing the key policy, program and operational priorities of Council. In doing so, an examination of corporate structures in other large, urban councils was also considered.

In this context, the Chief Executive Officer considers the existing five service groups – Built Infrastructure; Business Performance; Customer Engagement and Planning Services; Economic and Community Development; and Liveability and Natural Assets – continue to be broadly reflective of the service priorities of Council. The area where greater operational clarity and visibility is required – both within the organisation and for its customers – is in relation to those functions which have been brought together over the course of time into the Office of the Chief Executive Officer (OCEO) (including the Office of the Mayor). The OCEO presently comprises 98 full-time equivalent positions.

An internal review overseen by the four members of the Executive Leadership Team (ELT) which have had responsibility for the functional elements of the OCEO has been progressed over the last year. In summary, the core outcomes of that review are that:

- All functions currently delivered by the OCEO are needed on a continuing basis
- The functional areas currently within the OCEO do not need to be consolidated within the OCEO in order to appropriately deliver their responsibilities
- The efficiency and operational effectiveness of the organisation could be enhanced if the breadth of functions currently located within the OCEO are located in appropriate and related areas of the overall corporate structure
- The opportunity should be pursued as a result of the review of the OCEO to afford a dedicated focus to shaping a contemporary and robust corporate governance framework for Council. This opportunity can be advanced through the establishment of a new service group – to be known as Civic Governance – which will consolidate core, strategic corporate governance functions; and
- Civic Governance should be established as a new service group reporting to the Chief Executive Officer (as is the case for the existing five service groups) and operate as a companion service group to Business Performance, collectively supporting the corporate and executive functionality of the Council as a whole.

To give effect to the outcomes of the internal review of the OCEO, it is proposed that:

- the five existing service groups - Built Infrastructure; Business Performance; Customer Engagement and Planning Services; Economic and Community Development; and Liveability and Natural Assets – remain as part of the organisational structure
- a new (and sixth) service group – Civic Governance – be established as part of the organisational structure, reporting to the Chief Executive Officer. The cost to establish and maintain the new Group Executive, Civic Governance position would be met from savings from the discontinuance of two vacant Executive Leadership Team positions currently located in the OCEO (i.e. the vacant positions of Executive Manager, OCEO; and Director, Major Projects and Strategic Property)
- a small unit of up to four positions (excluding the Chief Executive Officer) - providing executive, administrative and logistical support to the Chief Executive Officer – be retained as part of the organisational structure and be named “CEO Support Services” and
- the Office of the Mayor and the OCEO – which were established as discrete offices in the organisational structure adopted by Council on 19 September 2017 – be abolished and the functional areas which currently comprise these offices be allocated to the proposed Civic Governance group, the Business Performance group and the proposed CEO Support Services unit (as detailed in this report).

Other than for two existing executive contract (non-Award) employees, there are no significant effects for other contract and Award based employees in the current OCEO arising from the proposed changes to the organisational structure of Council. As a transitional measure for the two impacted executive contract employees (i.e. Chief Strategy Officer and Chief of Staff), it is proposed to retain these two officers in accordance with their existing contractual terms until such time as those roles become vacant.

In progressing with the proposed changes to the organisational structure, the opportunity is also being taken to rename the Customer Engagement and Planning Services group (as Customer and Planning Services) to better and more simply reflect the functions which it delivers.

OFFICER RECOMMENDATION

That Council:

- (a) receive and note the report titled “Revised Organisation Structure”**
- (b) resolve in accordance with section 196 (1) of the *Local Government Act 2009* to adopt a new organisational structure for the Sunshine Coast Regional Council comprising:**
 - (i) the following six service groups -**
 - **Built Infrastructure Group**
 - **Business Performance Group**
 - **Civic Governance Group**
 - **Customer and Planning Services Group**
 - **Economic and Community Development Group**
 - **Liveability and Natural Assets Group**
 - (ii) a small unit to be named “CEO Support Services” to provide executive, administrative and logistical support to the Chief Executive Officer and**

- (c) authorise the Chief Executive Officer to proceed with the implementation arrangements outlined in this report to give effect to the new organisational structure as outlined in (a) above.

FINANCE AND RESOURCING

The costs associated with the proposed changes to the organisational structure will be met from the existing operational budget of the OCEO.

The costs associated with establishing the new Group Executive, Civic Governance Group role will be met from savings associated with the discontinuance of two vacant Executive Leadership Team positions.

CORPORATE PLAN

Corporate Plan Goal:	<i>Our outstanding organisation</i>
Outcome:	We serve our community by providing this great service.
Operational Activity:	S30 - Governance – providing internal leadership, legal opinion, governance and audit functions ensuring legislative accountability, transparency and ethical obligations are supported.
Corporate Plan Goal:	<i>Our outstanding organisation</i>
Outcome:	We serve our community by providing this great service
Operational Activity:	S31 - People and Culture – partner with the organisation to inspire an environment for great leadership and people capability to build on our outstanding organisation for today and the future.
Corporate Plan Goal:	<i>Our outstanding organisation</i>
Outcome:	5.4 - Demonstrate accountable leadership, future planning, and good governance that provides confidence to our community.
Corporate Plan Goal:	<i>Our outstanding organisation</i>
Outcome:	5.3 - Embrace a safe and collaborative workplace culture that attracts and retains high performing and engaged people.
Operational Activity:	5.3.1 - Progress people and culture strategic initiatives including workforce planning, leadership development, performance management and capability development programs that support the delivery of the Council's vision.

CONSULTATION

Councillor Consultation

The proposed changes to the organisational structure were developed in consultation with the Executive Leadership Team and officers within the OCEO. Suggestions and input from these discussions have resulted in the recommended structure. The Executive Leadership Team supports the proposed changes to the organisational structure.

The proposed changes and associated implementation arrangements were discussed with Councillors at a workshop on 12 May 2022.

Internal Consultation

Council's Certified Agreement (Salaried Officers Certified Agreement 2020) requires that where Council decides to introduce major changes in structure that are likely to have significant effects on employees, Council will notify employees who may be affected by the changes and the relevant Unions.

The proposed changes to the organisational structure are not considered to result in significant effects on employees.

Nevertheless, the People and Culture Branch has initiated the formal notification of the proposed changes to the current staff in the OCEO, with the notification being conducted subject to resolution of the proposed changes to the organisational structure by Council.

The Head of People and Culture has also been consulted in relation to the proposed changes to the organisational structure and associated implementation arrangements.

External Consultation

Given the nature of the proposed changes to the organisational structure and that they are primarily focused on the internal operations of Council, external consultation was not considered necessary - other than engagement with the relevant Unions.

Community Engagement

No external community engagement was required for the preparation of this report.

PROPOSAL

Context

Sunshine Coast Regional Council is one of the largest local governments in the State, which is reflective of:

- the population and geographic size of the region for which it is responsible
- the scale of the growth forecasts for the local government area for at least the next 20 years and
- the complexities of its operations - which must respond to, and service the needs of, over 340,000 residents, nearly 30,000 local businesses and over 3.6 million domestic overnight visitors and more than 6 million day-trip visitors each year.

Coupled with this is the growing complexity of the challenges and opportunities confronting Council as it seeks to advance its aspirational vision to be Australia's most sustainable region – Healthy. Smart. Creative. Increasingly, Council is needing to be at the forefront of major policy responses and program solutions if it is to enhance the liveability, prosperity and connectivity of the communities within the region.

In this context, Council has had to take a leadership role in an array of social, economic and environmental matters which may not have historically been the province of local government. Responding to the impacts of a changing climate; advancing the investigation of optimal public transport solutions; options to address housing availability and affordability; securing digital solutions such as unrivalled international connectivity as a cornerstone for supporting future economic and employment opportunities; and leading the investment in region-shaping infrastructure are just some of the current and emerging challenges and opportunities in which Council has taken a leadership role in the interests of shaping a sustainable, liveable and prosperous Sunshine Coast.

In doing so, Council needs to be appropriately supported by an operating model with the resources, policy development capabilities and corporate governance framework and settings to best enable the organisation to fulfil its increasingly complex suite of responsibilities - if Council is to be well positioned to advocate for, and meet the current and future needs of, its communities.

Current Organisational Structure

Following the appointment of Council's Chief Executive Officer in November 2020, one of the strategic corporate development tasks which has been progressed in line with her performance plan has been to examine whether the structure of the organisation is suitable

for advancing the key policy, program and operational priorities of Council. In doing so, an examination of corporate structures in other large, urban councils was also considered.

In this context, the Chief Executive Officer considers the five existing service groups – Built Infrastructure; Business Performance; Customer Engagement and Planning Services; Economic and Community Development; and Liveability and Natural Assets – continue to be broadly reflective of the service priorities of Council. Some internal team and branch changes have occurred – and may continue to occur – to better align specific service responsibilities, but these five service groups are considered appropriate for continuance as part of the future structure of the organisation.

The area where greater operational clarity and visibility is required – both within the organisation and for its customers – is in relation to those functions which have been brought together over the course of time into the OCEO (including the Office of the Mayor).

The OCEO currently comprises 98 full-time equivalent positions across the following functional areas, overseen by four Executive Leadership Team positions reporting to the Chief Executive Officer:

Executive Manager, OCEO	Chief Strategy Officer	Director, Major Projects and Strategic Property	Chief of Staff
<ul style="list-style-type: none"> • Corporate Governance Branch (includes Councillor Support services) • Communication Branch • CEO Governance and Operations • Partnerships and Engagement 	<ul style="list-style-type: none"> • Legal Services • Audit and Assurance • Corporate Planning and Performance 	<ul style="list-style-type: none"> • Major Projects team • Strategic Property 	<ul style="list-style-type: none"> • Office of the Mayor

Internal review of OCEO

An internal review overseen by the four members of the Executive Leadership Team which have had responsibility for the functional elements of the OCEO has been progressed over the last year. The core outcomes of that review are that:

- All functions currently delivered by the OCEO are needed on a continuing basis to support the core corporate governance responsibilities and corporate priorities of Council
- The four Executive Leadership Team members responsible for functional elements of the OCEO have worked together with shared responsibilities across their respective teams to advance their collective responsibilities on behalf of Council
- The functions currently in the OCEO have come together in that structural form over a number of years for a variety of unrelated reasons - many of which are no longer extant. It is considered however, that the functional areas currently within the OCEO do not need to be consolidated within the OCEO in order to appropriately deliver their responsibilities
- The efficiency and operational effectiveness of the organisation could be enhanced if the breadth of functions currently located in the OCEO were located in appropriate and

related areas of the overall corporate structure - with the Chief Executive Officer being supported by a small unit comprising those positions which provide direct executive, administrative and logistical support to that role

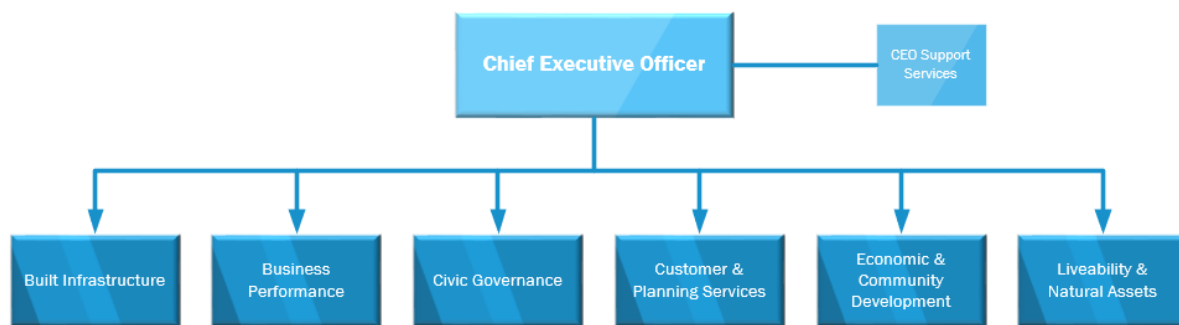
- The opportunity should be pursued as a result of the review of the OCEO to afford a dedicated focus to shaping a contemporary and robust corporate governance framework for Council - which both underpins the development of a productive and values-based organisational culture and also provides the policy and advisory architecture to support Council in discharging its responsibilities to the region. This opportunity can be advanced through the establishment of a new service group – to be known as Civic Governance – which will consolidate those core, strategic corporate governance functions (as outlined below) which currently reside in the OCEO
- Civic Governance should be established as a new service group reporting to the Chief Executive Officer (as is the case for the existing five service groups) and operate as a companion service group to Business Performance, collectively supporting the corporate and executive functionality of the Council as a whole. Both Civic Governance and Business Performance will be primarily accountable for the delivery of the priorities and actions supporting the Outstanding Organisation goal within the Corporate Plan
- The role of the Civic Governance service group should be focussed on excellence in governance, integrity management, assurance and associated policies and services in support of Council's stewardship of the region, adherence to Council's statutory obligations as a local government, and standing as a contemporary, safe and trusted organisation and
- As the companion service group, Business Performance would continue to be focussed on partnering with all service groups to develop and manage the core resource capabilities that underpin the effective and efficient operation of the organisation.

Proposed Changes to the Organisational Structure of Council

To give effect to the outcomes of the internal review of the OCEO, it is proposed:

- the five existing service groups - Built Infrastructure; Business Performance; Customer Engagement and Planning Services; Economic and Community Development; and Liveability and Natural Assets – continue as part of the organisational structure
- a new (and sixth) service group – Civic Governance – be established as part of the organisational structure, reporting to the Chief Executive Officer
- a small unit of up to four positions (excluding the Chief Executive Officer) - providing executive, administrative and logistical support to the Chief Executive Officer – be retained as part of the organisational structure and be named “CEO Support Services” and
- the Office of the Mayor and the OCEO – which were established as discrete offices in the organisational structure adopted by Council on 19 September 2017 – be abolished and the functional areas which currently comprise these offices be allocated to the proposed Civic Governance group, the Business Performance group and the proposed CEO Support Services unit (as outlined further below).

The proposed organisational structure diagram for Council would be as depicted below:



In summary, it is considered the primary benefits of the proposed changes to the organisational structure would include

- a consolidation of those functions related directly to the corporate governance framework for the organisation
- clear leadership and an accountability role for corporate governance related functions – without diminishing the responsibility of the Chief Executive Officer and all members of the Executive Leadership Team for the good governance of the organisation
- a simpler structure and greater clarity for staff, Councillors and customers
- better alignment and interconnection between teams with common responsibilities
- maintenance of appropriate governance independence for specific functions (where this independence is required) and
- reduction in the size and cost of the Executive Leadership Team.

Proposed implementation arrangements

Subject to Council endorsing the proposed changes to the organisational structure, the current functional areas of the OCEO (including the Office of the Mayor) will be allocated as follows:

Civic Governance

- Legal Services
- Audit and Assurance
- Corporate Planning and Performance
- Corporate Governance Branch (including Councillor Support services)
- Executive Management and Support Services (including CEO Governance and Operations; Meeting Management; and support for the office of the Mayor – but not including executive, administrative and logistical support to the Chief Executive Officer)

Business Performance

- Communication Branch
- Partnerships and Engagement
- Strategic Property

CEO Support Services

- Executive, administrative and logistical support to the Chief Executive Officer

It should be noted there may be some further refinements to branch and team structures within the Civic Governance and Business Performance service groups once the

organisational structure has been implemented. This is no different to what may occur across other service groups from time to time. Any refinements will be undertaken in consultation with impacted staff (commensurate with Council's obligations to its employees) and will occur within the parameters of the existing approved Council budget.

In line with Council policies and contemporary corporate development practice, should Council approve the proposed changes to the organisational structure, the following implementation actions will also take place:

- all staff will be notified of the changes to the organisational structure – noting all staff currently employed in the OCEO have already been notified of the proposed changes, subject to consideration by Council and
- the Chief Executive Officer will establish the new position of Group Executive, Civic Governance Group and arrange for an appropriate merit-based recruitment and selection process to fill that position.

Human Resource implications

As indicated above, the internal review of the OCEO found that all functions currently delivered by the OCEO are needed on a continuing basis to support the core corporate governance responsibilities and corporate priorities of Council.

Council's Certified Agreement (Salaried Officers Certified Agreement 2020) requires that where Council decides to introduce major changes in structure that are likely to have significant effects on Award based employees, Council will notify those employees who may be affected by the changes and the relevant Unions.

The term "significant effects" includes termination; major changes in the composition, operation or size of Council's workforce or in the skills required; the elimination or diminishing of job opportunities, promotion opportunities or job tenure; the alteration of hours of work; the need for retraining or transfer of employees to other work or locations; and the restructuring of jobs.

Other than for two existing executive contract (non-Award) employees (i.e. Chief Strategy Officer and Chief of Staff), there are no significant effects for other contract and Award based employees in the current OCEO arising from the proposed changes to the organisational structure of Council. Nevertheless, formal communication with all staff in the OCEO and with the relevant Unions in relation to the proposed changes to the organisational structure, has been progressed.

As Councillors are aware, there are four Executive Leadership Team positions in the current OCEO. Two of these positions – Executive Manager, OCEO and Director, Major Projects and Strategic Property – are now vacant. Should Council adopt the proposed changes to the organisational structure as outlined in this report, it is intended that these two vacant Executive Leadership Team positions will not be filled and that part of the savings from the discontinuance of these two positions be directed towards the establishment and funding of the new Group Executive, Civic Governance position.

The other two Executive Leadership Team positions in the current OCEO – the Chief of Staff and the Chief Strategy Officer – are filled by officers on term contracts which expire on different dates prior to October 2024. As a transitional measure, it is proposed to retain those officers in accordance with their existing contractual terms until such time as those roles become vacant.

Group Name Change – Customer and Planning Services

In progressing the proposed changes to the organisational structure for Council, the opportunity is also being taken to rename the Customer Engagement and Planning Services group to better and more simply reflect the functions which it delivers.

To this end, it is proposed to simplify and rename this service group as Customer and Planning Services – with that name change reflected in the recommended organisational structure in this report. No other changes are proposed to this service group as a consequence of this report.

Legal

Section 196 (1) of the *Local Government Act 2009* requires that a local government must, by resolution, adopt an organisational structure that is appropriate to the performance of the local government's responsibilities.

Policy

The proposed changes to Council's organisational structure will be implemented in accordance with Council's obligations under the Certified Agreement (Salaried Officers Certified Agreement 2020) and in line with relevant Council policies.

Risk

The implementation of the proposed changes to the organisational structure will assist in strengthening the leadership and direction of Council's corporate governance framework, which is a key area of risk for any public sector organisation.

In essence, the proposed changes to the organisational structure do not constitute a significant change to the Council administration as a whole. While it is possible some employees may not be supportive of the proposed organisational changes, it is considered there will be little disruption to current daily working arrangements for the majority of staff currently employed in the OCEO. It should be noted that individual teams are not being disbursed and Council will provide appropriate support and advice to facilitate transitions within the new operating structure.

As outlined above, the risk to the incumbents of the two Executive Leadership Team positions of Chief of Staff and Chief Strategy Officer is being managed through appropriate transition arrangements until those positions are vacant. Both of these employees are supportive of the recommendations in this report.

Previous Council Resolution

Special Meeting 19 September 2017 Council Resolution SM17/43

That Council:

- (a) *adopt in accordance with the Local Government Act 2009 an organisational structure comprising:*
 - *Business Performance Group*
 - *Customer Engagement and Planning Services Group*
 - *Liveability and Natural Assets Group*
 - *Built Infrastructure Group*
 - *Economic and Community Development Group*
 - *Office of the Mayor and the Office of the Chief Executive Officer*
- (b) *authorise the Chief Executive Officer to implement the necessary changes to ensure the new organisational structure (per (a) above) is implemented on a phased basis with the Chief Executive Officer's actions to include the following:*
 - (i) *undertaking in the first instance, a closed merit selection process (for existing Directors) for consideration for the Group Executive positions*

- (ii) *including the Mayor and Deputy Mayor in the assessment, selection and endorsement process for Group Executive positions*
 - (iii) *appointing successful applicants to the Group Executive positions*
 - (iv) *progressing the development of Group structures and making appointments*
 - (v) *ensuring that any adjustments to Group and/or Branch functions and structures necessary to facilitate implementation of the overall organisation structure are generally in accordance with the structure as per (a) above*
- (c) *authorise the Chief Executive Officer to progress organisational development opportunities and initiatives that enhance strategic positioning and capabilities*
- (d) *authorise the Chief Executive Officer to progress implementation of the recommendations contained the Sunshine Coast Council Next Steps Report*
- (e) *request the Chief Executive Officer to advise staff of the new organisation structure as soon as practicable following Council's decision*
- (f) *authorise the Chief Executive Officer to make public the Sunshine Coast Council Next Steps Report as soon as practicable following the Council Special Meeting and ensure staff are advised in advance of any public announcements and*
- (g) *endorse the Mayor and Chief Executive Officer as Council's spokespersons regarding the new organisation structure and related matters.*

Special Meeting 6 June 2013 (SM13/11) Confidential item

That Council:

- (a) *adopt in accordance with the Local Government Act 2009 an organisation structure comprising*
 - *Corporate Strategy and Delivery Department*
 - *Corporate Services Department*
 - *Community Services Department*
 - *Infrastructure Services Department*
 - *Regional Strategy and Planning Department*
- (b) *authorise the Chief Executive Officer to implement the necessary changes to ensure the new organisation structure (refer (a) above) is implemented*
- (c) *request the Chief Executive Officer to advise staff of the revised organisation structure as soon as practicable following council's decision and*
- (d) *endorse the Mayor and Chief Executive Officer as council's spokespersons regarding the new organisation structure and related matters.*

Related Documentation

Local Government Act 2009

Sunshine Coast Council Corporate Plan 2022 - 2026

Critical Dates

It is anticipated the proposed changes to the organisational structure (if adopted by Council) would be implemented by 31 December 2022 at the latest, including:

- *employees supported into their new arrangements by 31 August 2022, with interim leadership arrangements for the Civic Governance service group put in place until the recruitment and selection process for the Group Executive position has concluded*
- *financial, delegation and system details confirmed shortly thereafter and*

- the recruitment and selection of the Group Executive, Civic Governance to be concluded and the appointee in place by 31 December 2022.

Implementation

Subject to Council resolving to adopt the proposed new organisational structure, the Chief Executive Officer will:

- notify all staff of Council's resolution
- finalise the formal notification of staff currently employed in the OCEO to ensure compliance with Council's obligations under the Certified Agreement (Salaried Officers Certified Agreement 2020)
- arrange for any additional briefings which may be required for staff currently employed in the OCEO, to facilitate a seamless transition to their new operating arrangements
- discontinue the two vacant Executive Leadership Team positions (i.e. Executive Manager, OCEO and Director Major Projects and Strategic Property)
- establish the new position of Group Executive, Civic Governance and initiate an appropriate recruitment and selection process
- inform the incumbents of the existing Executive Leadership Team positions of Chief of Staff and Chief Strategy Officer that their roles will be retained in line with their contractual terms until they are vacant.

9 NOTIFIED MOTIONS**10 TABLING OF PETITIONS**

Petitions only eligible for submission if:

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

11 CONFIDENTIAL SESSION**12 NEXT MEETING**

The next Ordinary Meeting will be held on 25 August 2022.

13 MEETING CLOSURE