

Minutes Appendices

Ordinary Meeting

Wednesday, 24 April 2024

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Minutes

Ordinary Meeting

Thursday, 7 March 2024

Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore

ORDINARY MEETING MINUTES

7 MARCH 2024

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Please Note: The resolutions as shown in italics throughout these minutes are the resolutions carried by the Council.

ORDINARY MEETING MINUTES

7 MARCH 2024

1 DECLARATION OF OPENING

The Chair declared the meeting open at 9:00am.

2 WELCOME AND OPENING

Councillor C Dickson acknowledged the Traditional Custodians of the land on which the meeting took place.

Pastor Phil Greenbury from Lifepoint Baptist Church read a prayer.

The Mayor acknowledged the recent passing of former Caloundra City Council Mayor and Landsborough Shire Council Councillor, Don Aldous OAM.

3 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

COUNCILLORS

Councillor M Jamieson	Mayor (Chair)
Councillor R Baberowski	Division 1 (Deputy Mayor)
Councillor T Landsberg	Division 2
Councillor P Cox	Division 3
Councillor J Natoli	Division 4
Councillor W Johnston OAM	Division 5
Councillor C Dickson	Division 6
Councillor E Hungerford	Division 7
Councillor J O'Pray	Division 8
Councillor M Suarez	Division 9
Councillor D Law	Division 10

COUNCIL OFFICERS

Chief Executive Officer
 Group Executive Built Infrastructure
 A/Group Executive Business Performance
 Group Executive Civic Governance
 Group Executive Customer and Planning Services
 Group Executive Economic and Community Development
 Group Executive Liveability and Natural Assets
 Manager Governance and Executive Services
 Acting Coordinator Financial Services
 Manager Audit, Assurance and Risk Advisory Services

ORDINARY MEETING MINUTES

7 MARCH 2024

4 RECEIPT AND CONFIRMATION OF MINUTES

Council Resolution

Moved: Councillor J Natoli

Seconded: Councillor R Baberowski

That the Minutes of the Ordinary Meeting held on 15 February 2024 be received and confirmed.

Carried unanimously.

5 MAYORAL MINUTE

NIL

6 INFORMING OF CONFLICTS OF INTEREST

6.1 PRESCRIBED CONFLICTS OF INTEREST

NIL

6.2 DECLARABLE CONFLICTS OF INTEREST

NIL

Council Resolution

Moved: Councillor M Jamieson

Seconded: Councillor R Baberowski

That Council suspend standing orders to consider Item Presentations as the last item on the agenda.

Carried unanimously.

ORDINARY MEETING MINUTES

7 MARCH 2024

8 REPORTS DIRECT TO COUNCIL

8.1 FEBRUARY 2024 FINANCIAL PERFORMANCE REPORT

File No: Council Meetings

Author: Acting Coordinator Financial Services
Business Performance Group

Attachments: Att 1 - February 2024 Financial Performance Report
Att 2 - Capital Grant Funded Project Report February 2024

Council Resolution (OM24/14)

Moved: Councillor E Hungerford

Seconded: Councillor J Natoli

That Council receive and note the report titled "February 2024 Financial Performance Report".

Carried unanimously.

ORDINARY MEETING MINUTES

7 MARCH 2024

8.2 AUDIT COMMITTEE MEETING 26 FEBRUARY 2024

File No: Council Meetings

Author: Manager Audit, Assurance and Risk Advisory Services
Civic Governance

Appendices: App A - Audit Committee Minutes 26 February 2024

Council Resolution (OM24/15)

Moved: Councillor J Natoli

Seconded: Councillor E Hungerford

That Council:

- (a) receive and note the report titled "**Audit Committee Meeting 26 February 2024**" and
- (b) endorse the Minutes of the Audit Committee meeting of 26 February 2024 at Appendix A to this report.

Carried unanimously.

ORDINARY MEETING MINUTES

7 MARCH 2024

9 NOTIFIED MOTIONS

NIL

10 TABLING OF PETITIONS

NIL

11 CONFIDENTIAL SESSION

NIL

ORDINARY MEETING MINUTES

7 MARCH 2024

7 PRESENTATIONS / COUNCILLOR REPORTS

7.1 PRESENTATION

Council Resolution

Moved: Councillor W Johnston

Seconded: Councillor M Suarez

That Council acknowledge the end of term address given by each Councillor and acknowledge outgoing Mayor Mark Jamieson, Deputy Mayor Rick Baberowski and Councillor Peter Cox.

Carried unanimously.

ORDINARY MEETING MINUTES

7 MARCH 2024

12 NEXT MEETING

The next Ordinary Meeting will be held on 24 April 2024 in the Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore.

13 MEETING CLOSURE

The meeting closed at 11:25am.

Confirmed 24 April 2024.


CHAIR

Minutes

Post-election Meeting

Thursday, 11 April 2024

Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore



SPECIAL MEETING MINUTES

11 APRIL 2024

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Please Note: The resolutions as shown in italics throughout these minutes are the resolutions carried by the Council.

SPECIAL MEETING MINUTES

11 APRIL 2024

1 DECLARATION OF OPENING

The Chair declared the meeting open at 9:00am.

2 WELCOME AND OPENING

Aunty Helena Gulash, Kabi Kabi Corporation Director provided the Welcome to Country.

Councillor E Hungerford read a prayer.

3 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

COUNCILLORS

Councillor R Natoli	Mayor (Chair)
Councillor J Broderick	Division 1
Councillor T Landsberg	Division 2
Councillor T Burns	Division 3
Councillor J Natoli	Division 4
Councillor W Johnston OAM	Division 5
Councillor C Dickson	Division 6
Councillor E Hungerford	Division 7
Councillor T Bunnag	Division 8
Councillor M Suarez	Division 9
Councillor D Law	Division 10

COUNCIL OFFICERS

Chief Executive Officer
Group Executive Built Infrastructure
Group Executive Customer and Planning Services
Group Executive Economic and Community Development
A/Group Executive Business Performance
Group Executive Liveability and Natural Assets
Group Executive Civic Governance
Manager Governance and Executive Services

SPECIAL MEETING MINUTES

11 APRIL 2024

4 INFORMING OF CONFLICT OF INTERESTS

4.1 PRESCRIBED CONFLICTS OF INTEREST

NIL

4.2 DECLARABLE CONFLICT OF INTEREST

NIL

SPECIAL MEETING MINUTES

11 APRIL 2024

5 PRESENTATIONS / COUNCILLOR REPORTS

Council Resolution

Moved: Councillor C Dickson

Seconded: Councillor J Natoli

That Council note the opening addresses provided by the Mayor and Councillors.

Carried unanimously.

SPECIAL MEETING MINUTES

11 APRIL 2024

6 REPORTS DIRECT TO COUNCIL

6.1 APPOINTMENT OF DEPUTY MAYOR

File No: Council Meetings

Author: Group Executive Civic Governance
Civic Governance

Council Resolution (SM24/1)

Moved: Councillor W Johnston

Seconded: Councillor C Dickson

That Council resolve under section 175 (2) of the Local Government Act 2009 to appoint Councillor Maria Suarez as Deputy Mayor of the Sunshine Coast Regional Council.

Carried unanimously.

SPECIAL MEETING MINUTES

11 APRIL 2024

6.2 POST-ELECTION MEETING MATTERS

File No: Council Meetings

Author: Manager Governance and Executive Services
Civic Governance

Council Resolution (SM24/2)

Moved: Councillor J Broderick

Seconded: Councillor E Hungerford

That Council:

- (a) *receive and note the report titled "Post-Election Meeting Matters"*
- (b) *approve that the first Ordinary Meeting of the 2024 – 2028 Sunshine Coast Regional Council be held at 9:00am on Wednesday, 24 April 2024, with subsequent Ordinary Meetings to be held at least once in each month thereafter and*
- (c) *approve under section 10 of the Disaster Management Regulation 2014, the appointment of Mayor Rosanna Natoli as a member and Chair and Councillor Maria Suarez as a member and Deputy Chair of the Sunshine Coast Local Disaster Management Group.*

Carried unanimously.

SPECIAL MEETING MINUTES

11 APRIL 2024

7 NEXT MEETING

The next Ordinary Meeting will be held on 24 April 2024 in the Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore.

8 MEETING CLOSURE

The meeting closed at 10:30am.

Confirmed 24 April 2024.



CHAIR

Item 8.1 Application for Preliminary Approval for Material Change of Use of Premises including a Variation Request to vary the effect of the Sunshine Coast Planning Scheme 2014, and related Applications for Development Permits (Reconfiguring a Lot and Material Change of Use) - 38-40 Clithero Avenue, Buderim

Appendix A Conditions of Approval

APPLICATION DETAILS

Application No: RAL22/0059 MCU22/0167
 Street Address: 38-40 Clithero Ave BUDERIM QLD 4556
 Real Property Lot 4 RP 901053
 Description:
 Planning Scheme: Sunshine Coast Planning Scheme 2014 (16 May 2022)

APPROVAL DETAILS

Nature of Approval: Approval with conditions

Type of Approval:

- Preliminary Approval for Material Change of Use of Premises including a Variation Request to vary the effect of the Sunshine Coast Planning Scheme 2014 [change of zone from Limited Development (Landscape Residential) to Low Density Residential (Precinct LDR1 - Protected Housing area) and Limited Development (Landscape Residential) and change of Biodiversity, Waterways and Wetlands Overlay Map]
- Development Permit to Reconfigure a Lot (1 Lot into 2 Lots)
- Development Permit for Material Change of Use of Premises to establish a Dwelling House including a Secondary Dwelling

CURRENCY PERIOD OF APPROVAL

Unless lawfully extended, the currency period for all aspects of 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

PRELIMINARY APPROVAL FOR MATERIAL CHANGE OF USE OF PREMISES INCLUDING A VARIATION REQUEST

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.

Item 8.1 Application for Preliminary Approval for Material Change of Use of Premises including a Variation Request to vary the effect of the Sunshine Coast Planning Scheme 2014, and related Applications for Development Permits (Reconfiguring a Lot and Material Change of Use) - 38-40 Clithero Avenue, Buderim

Appendix A Conditions of Approval

Approved Plans

2. Development associated with this preliminary approval must be undertaken generally in accordance with the Approved Plans listed within this development approval. The Approved Plans must be amended to incorporate the amendments listed within this preliminary approval and approved by council prior to the issue of any further development permit on the site.
**(Refer to Advisory Note)*

Nature and Extent of Approved Use

3. A preliminary approval (including a variation request) is granted in relation to a Material Change of Use of Premises for a change of zone from Limited Development (Landscape Residential) to partly Low Density Residential (Precinct LDR1 - Protected Housing area) and partly Limited Development (Landscape Residential), and, a change of the Biodiversity, Waterways and Wetlands Overlay Map, in accordance with the approved Plan of Development.
4. Pursuant to s43(3)(c) and s43(7) of the *Planning Act 2016*, this approval overrides the planning scheme (whether current, new or amended) for the life of the approval to the extent directed by the conditions of this approval and the plans and documents referenced by it, and in particular that:
 - (a) the Plan of Development listed in this development approval replaces the planning scheme in declaring the zoning of the land, the precinct of the land, and declaring the location of the Biodiversity, waterways and wetlands overlay on the land.
 - (b) the categories of development and the categories of assessment contained within the Plan of Development listed in this development approval replaces the planning scheme in declaring the categories of development and categories of assessment for development to the extent stated within the Plan of Development.
5. Lodgement requirements and assessment criteria of future development within the land subject to this preliminary approval will be as follows:
 - (a) for any future material change of use, the categories of development and the categories of assessment contained within the Plan of Development listed in this development approval, to the extent stated within the Plan of Development.
 - (b) for any future reconfiguring a lot, the categories of development and the categories of assessment contained within the Plan of Development listed in this development approval, to the extent stated within the Plan of Development.
 - (c) for any future Operational Work, as per the requirements of the *Sunshine Coast Planning Scheme 2014* (16 May 2022).
 - (d) for any future Building Work, as per the requirements of the *Sunshine Coast Planning Scheme 2014* (16 May 2022).
6. The provisions of the current and any amended or future planning scheme have no effect for the life of this approval, except as expressly directed by the conditions of this approval and the plans and documents referenced by it.
7. Where the conditions of this approval and the plans and documents referenced by it are "silent" about a particular matter, then the provisions of the *Sunshine Coast Planning Scheme 2014* (16 May 2022) will have effect.

Sunset Date for Completion of Development under Preliminary Approval

8. This preliminary approval lapses and ceases to have effect pursuant to sections 71(5)(b) and 88(2)(a) of the *Planning Act 2016* when the first of the following occurs:

Item 8.1 Application for Preliminary Approval for Material Change of Use of Premises including a Variation Request to vary the effect of the Sunshine Coast Planning Scheme 2014, and related Applications for Development Permits (Reconfiguring a Lot and Material Change of Use) - 38-40 Clithero Avenue, Buderim

Appendix A Conditions of Approval

- (a) the commencement of an amendment to a planning scheme or a new planning scheme which integrates and reflects the provisions of this approval; or
- (b) 24 April 2030.

ECOLOGY

- 9. Existing vegetation must be retained and protected in accordance with the tree assessment report referenced in this approval.
- 10. No further vegetation clearing works are permitted, other than the approved trees nominated in the approved tree assessment report.
- 11. Vegetation on the site must only be removed or disturbed in accordance with a fauna management plan prepared by a qualified person* and endorsed by council prior to commencement of any works on site.
**(Refer to Advisory Note)*

DEVELOPMENT PERMIT TO RECONFIGURE A LOT (1 LOT INTO 2 LOTS)

PLANNING

When Conditions must be complied with

- 12. Unless otherwise stated, all works required by the conditions of this development approval must be completed prior to approval of the plan of subdivision.

Approved Plans

- 13. Development authorised by this approval must be undertaken generally in accordance with the Approved Plans listed within this development approval. The Approved Plans must be amended to incorporate the amendments listed within this development approval and approved by council prior to the issue of any further development permit on the site.
**(Refer to Advisory Note)*
- 14. All lot numbering on the plan of subdivision to be submitted to council must remain as shown on the Approved Plans.

Boundary Encroachments

- 15. Certification must be submitted to council from a cadastral surveyor which certifies that:
 - (a) the boundary clearances for any existing buildings that are to remain on the site comply with the relevant provisions of the planning scheme and the *Building Act 1975* (unless varied by this development approval), where boundary clearances for buildings other than class 1 or 10 buildings are to be determined by a building certifier
 - (b) all existing and proposed utility services and connections (e.g. electricity, telecommunications, water, sewerage) are wholly located within the lot they serve, or alternatively included within an easement where location within the lot is not possible
 - (c) all retaining walls and structures are fully contained within the lot they retain
 - (d) any fill, including fill batters, are wholly contained within the subject site and not on adjacent properties.

ENGINEERING

Earthworks and Retaining Walls

16. All fill and associated batters must be undertaken in accordance with an operational works approval, and contained entirely within the subject site unless written permission from the respective landowner(s) is provided to Council.
17. All retaining walls must be designed and constructed in accordance with the planning scheme and must be certified by a Registered Professional Engineer of Queensland (RPEQ) where exceeding 1m in height.
18. Safety barriers must be implemented where steep slope or fall hazards exist naturally or are created by the design. The barrier type must be assessed and designed by a RPEQ as being appropriate for each location and the anticipated risks during construction, establishment, maintenance and end use, in accordance with the following criteria and standards:
 - (a) Where located adjacent to vehicle manoeuvring areas, vehicle barriers must be designed in accordance with *AS 2890.1 – Off-street Parking*
 - (b) Where located in areas with limited access, pedestrian barrier selection must be based on a suitable risk assessment method e.g. *AS 2156.2 Walking Tracks*.
 - (c) where located on residential boundary retaining walls greater than 1.0m high, a 'full infill' barrier (1.0m min height) or equivalent performance boundary fence (e.g. 1.8m high timber)
 - (d) All barriers must be certified to the appropriate load conditions from *AS 1170 - Structural Design Actions* by either the manufacturer or engineering calculations.

Utility Services

19. Reticulated electricity must be provided to each lot in accordance with the requirements of the service provider. The applicant must either provide a Certificate for Electrical Supply or apply for a further operational works approval, where Contestable Works are required.
20. An underground telecommunications service must be provided to each lot in accordance with the requirements of the service provider.

Easements

21. An easement for Access and Services purposes must be registered against the title of Lot 10 in favour of Lot 9 over the proposed easement identified on the Approved Plans.
22. Unless otherwise agreed in writing by the relevant service provider, any public or third party infrastructure located on the subject site must be placed within an easement registered against the title of the property.
23. All easements must be designed in accordance with the planning scheme and granted at no cost to the Grantee. Where the Grantee is Council or a service authority, the easement documentation must be in accordance with the Grantee's standard easement terms. Draft easement documentation must be submitted to Council for endorsement.
24. All works must be kept clear of any existing or proposed easements on the subject land, unless agreed otherwise in writing by the Grantee.

Stormwater Drainage

25. The site must be provided with a stormwater drainage system connecting to a lawful point of discharge. The works must be undertaken in accordance with an operational works approval and the Queensland Urban Drainage Manual, and must include in particular:
- (a) the works described in the Stormwater Management Plan listed in this development approval and in particular the following:
 - (i) a block wall constructed generally as shown in Appendix D of the Stormwater Management Plan.
 - (b) collection and discharge of stormwater to Martins Creek
 - (c) extension of the site stormwater system to accommodate stormwater from external to the site, including registration of drainage easements.
26. A minimum 4m wide easement for drainage purposes must be registered against the title of the property in favour of Council generally over the proposed easement identified in Figure 8 in the Stormwater Management Plan listed in this development approval. The proposed easement must be increased in width to be a minimum of 4m wide at all locations.

LANDSCAPE & ECOLOGY

Retention of Existing Trees

27. Existing vegetation must be retained and protected in accordance with the approved tree assessment report.
28. No further vegetation clearing works are permitted, other than the approved trees nominated in the approved tree assessment report.

Fauna Management

29. Vegetation must only be removed or disturbed in accordance with a fauna management plan/statement prepared by a qualified person* and endorsed by council prior to commencement of any site works.
**(Refer to Advisory Note)*

Landscape Works

30. The development site must be landscaped*. Works must include:
- (a) Any frontage fencing/walls to be located a minimum of 1.5 metres inside the property boundary and screened/buffered with vegetation.
 - (b) A vegetation screen/buffer which maximises the area between the driveway access and the northern boundary, including vegetation with vertical scale to assist with screening/buffering of the proposed new dwelling and any fencing/walls.
**(Refer to Advisory Note)*

Plant Pest Management

31. A qualified person* must manage plant pest (weeds) listed in the following standards and legislation prior to the survey plan release:
- (a) Invasive plants listed in the *Biosecurity Act 2014*
 - (b) Sunshine Coast Local Government Area, Biosecurity Plan 2017
**(Refer to Advisory Note)*

Supervision/Certification

32. Prior to the endorsement of the plan of subdivision, the following (prepared by respective qualified persons* and certifying compliance with approvals) must be submitted to council:
- (a) Fauna management certification, confirming all works have been carried out by a certified/qualified person/s pre and during works.
 - (b) Arborist certification for the protection and retention of vegetation in accordance with the approved arborist report.
 - (c) Pest plant certification for the treatment & management of weeds.
- *(Refer to Advisory Note)

DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE OF PREMISES TO ESTABLISH A DWELLING HOUSE INCLUDING A SECONDARY DWELLING

PLANNING

When conditions must be complied with

33. 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.

Nature and Extent of Approved Development

34. The development must comply with all applicable Acceptable Outcomes of the *Dwelling house* code contained within the *Sunshine Coast Planning Scheme 2014* (16 May 2022), except where varied by the conditions of this development approval.

Approved Plans

35. Development authorised by this approval must be undertaken generally in accordance with the Approved Plans listed within this development approval.

Building Height

36. The maximum height of the development must not exceed 8.5m above natural ground level.
37. Certification must be submitted to council from a cadastral surveyor which certifies that the building does not exceed the maximum height requirement of this development approval.

Parking

38. At least two (2) on site car parking spaces must be provided for the dwelling house with at least one (1) space capable of being covered.
39. Access driveways, internal circulation and manoeuvring areas, and on site car parking areas are designed and constructed in accordance with *AS 2890 - Parking facilities – Off-street parking*.

Secondary Dwelling

40. The secondary dwelling associated with the approved dwelling house on the same property must remain subordinate to the dwelling house, and must not be subdivided from the main dwelling or provided with its own separate land title.
41. At least 1 (one) car parking space, in addition to the requirement for the dwelling house, is provided for the secondary dwelling. This space must not be in tandem with any parking associated with the primary dwelling and must be contained wholly on the site.
42. The property on which the dwelling house and its associated secondary dwelling is sited must be provided with no more than 1 (one) water and electricity supply point and meter, one (1) waste service and one (1) letter box.

ENGINEERING

Property Access and Driveways

43. A sealed access driveway must be provided from Clithero Ave to all parking and manoeuvring areas of the development. The works must be undertaken in accordance with an operational works approval and, unless otherwise agreed with Council, must include in particular:
 - (a) a driveway crossover in accordance with RS-049 and RS-050 and the approved plans.

Geotechnical Stability – Dwelling Requirements

44. All future dwellings on the approved lots must be sited and/or constructed in accordance with the recommendations contained in Section 5 of the *Landslide Risk Assessment* listed within this development approval, unless varied by a site-specific investigation for a particular house lot.

Earthworks and Retaining Walls

45. All fill and associated batters must be undertaken in accordance with an operational works approval, and contained entirely within the subject site unless written permission from the respective landowner(s) is provided to Council.
46. All retaining walls must be designed and constructed in accordance with the planning scheme and must be certified by a Registered Professional Engineer of Queensland (RPEQ) where exceeding 1m in height.
47. Safety barriers must be implemented where steep slope or fall hazards exist naturally or are created by the design. The barrier type must be assessed and designed by a RPEQ as being appropriate for each location and the anticipated risks during construction, establishment, maintenance and end use, in accordance with the following criteria and standards:
 - (a) Where located adjacent to vehicle manoeuvring areas, vehicle barriers must be designed in accordance with *AS 2890.1 – Off-street Parking*
 - (b) Where located in areas with limited access, pedestrian barrier selection must be based on a suitable risk assessment method e.g. *AS 2156.2 Walking Tracks*.
 - (c) where located on residential boundary retaining walls greater than 1.0m high, a 'full infill' barrier (1.0m min height) or equivalent performance boundary fence (e.g. 1.8m high timber)

- (d) All barriers must be certified to the appropriate load conditions from AS 1170 - *Structural Design Actions* by either the manufacturer or engineering calculations.

Stormwater Drainage

48. The site must be provided with a stormwater drainage system connecting to a lawful point of discharge. The works must be undertaken in accordance with an operational works approval and the Queensland Urban Drainage Manual, and must include in particular:
- (a) the works described in the Stormwater Management Plan listed in this development approval and specifically:
 - (i) the driveway to the proposed dwelling must be designed and constructed to convey peak 1% AEP flows and severe storm flows around the proposed dwelling to Martins Creek generally as shown in Appendix C of the Stormwater Management Plan.
 - (b) the use of gravity stormwater drainage and not surcharge pits.

Flood Immunity

49. The minimum floor level of all buildings constructed on the site must be in accordance with the Approved Plans.

LANDSCAPE & ECOLOGY

50. Landscape works must be supervised, undertaken and certified by qualified persons*. All works must be completed in accordance with this Decision Notice and prior to commencement of the use.
**(Refer to Advisory Note)*
51. Landscape works must:
- (a) Ensure all new tree stock meets *AS2303 Tree stock for landscape use**
 - (b) Ensure any frontage fencing/walls are located a minimum of 1.5 metres inside the property boundary and set behind vegetation screen/buffer when viewed from Clithero Avenue
 - (c) Include a vegetation screen/buffer which maximises the area between the driveway access and the northern boundary, including vegetation with vertical scale to assist with screening/buffering of the proposed new dwelling and any fencing/walls
**(Refer to Advisory Note)*
52. Vegetation must only be removed or disturbed in accordance with a fauna management plan prepared by a qualified person* and endorsed by council prior to commencement of any works on site.
53. A qualified person* must be engaged to manage and supervise all tree protection and retention works prior to commencement of any works on site. Specifically, the protection of the existing trees No.1, 2 and 4 nominated in the approved tree assessment report and in accordance with *AS4970 Protection of trees on development sites*.
**(Refer to Advisory Note)*
54. A qualified person* must manage plant pest (weeds) listed in the following standards and legislation prior to the survey plan release:
- (a) Invasive plants listed in the *Biosecurity Act 2014*
 - (b) Sunshine Coast Local Government Area, Biosecurity Plan 2017.

Item 8.1 Application for Preliminary Approval for Material Change of Use of Premises including a Variation Request to vary the effect of the Sunshine Coast Planning Scheme 2014, and related Applications for Development Permits (Reconfiguring a Lot and Material Change of Use) - 38-40 Clithero Avenue, Buderim

Appendix A Conditions of Approval

55. Prior to commencement of use, the following information, prepared by respective qualified persons* and certifying compliance with approvals must be submitted to council:
- (a) Arborist certification for the retention and protection of all retained vegetation
 - (b) Fauna management (for vegetation removed)
 - (c) Landscape certification, for the vegetation screening/buffering
 - (d) AS2303 *Tree Stock for Landscape Use* certification (addressing each specimen).
56. All landscape works must be established and maintained in accordance with the approved design for the life of the development, and in a manner that ensures healthy and sustained plant growth. All plant material must be allowed to grow to full form and be refurbished when its life expectancy is reached.

REFERRAL AGENCIES

Not applicable.

DEVELOPMENT PLANS

The following development plans are Approved Plans for the development:

Approved Plans

Plan No.	Rev.	Plan Name	Date
1241 – SK-1-02	D	<i>Site Plan, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-1-05	D	<i>Driveway Plan, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-1-06	D	<i>Driveway Sections, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-2-01	D	<i>House Plans Ground, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-2-02	D	<i>House Plans First Floor, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-2-03	D	<i>House Plans Upper Level, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-2-04	D	<i>House Plans Roof Plans, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-3.1	D	<i>Section 1, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-3.2	D	<i>Section 2, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-3.3	D	<i>Section 3, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-3.4	D	<i>Section 4, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-4-01	D	<i>Eastern Elevation, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-4-02	D	<i>Southern Elevations, prepared by Hollindale Mainwaring</i>	10/08/2023
1241 – SK-4-03	D	<i>Western Elevation, prepared by Hollindale Mainwaring</i>	10/08/2023

Item 8.1 Application for Preliminary Approval for Material Change of Use of Premises including a Variation Request to vary the effect of the Sunshine Coast Planning Scheme 2014, and related Applications for Development Permits (Reconfiguring a Lot and Material Change of Use) - 38-40 Clithero Avenue, Buderim

Appendix A Conditions of Approval

1241 – SK-4-04	D	<i>Northern Elevation, prepared by Hollindale Mainwaring</i>	10/08/2023
766115176 - 40 Clithero Avenue Buderim Tree Assessment	B	<i>Tree Assessment, prepared by Heritage Tree Care</i>	11/8/2023

The following development plans require amendment prior to becoming Approved Plans for the development:

Plans Requiring Amendment

Plan No.	Rev.	Plan Name	Date
-	-	<i>Plan of Development, prepared by Development Directive</i>	-
Amendments		<ul style="list-style-type: none"> Page 1 – include a version number and a date Page 1 – complete the statement in the last sentence of section “1. APPLICATION” Page 4 – add a default clause to the Reconfiguring a lot table for the Low density residential zone for scenarios not stated as Impact assessment consistent with Table 5.6.1 in the <i>Sunshine Coast Planning Scheme 2014</i>. Page 4 – add the heading “MATERIAL CHANGE OF USE” above the material change of use table. Page 5 – add a table of assessment for Reconfiguring a lot in the Limited development (landscape residential) zone consistent with Table 5.6.1 in the <i>Sunshine Coast Planning Scheme 2014</i>. Page 5 – add the heading “BIODIVERSITY, WATERWAYS AND WETLANDS OVERLAY” immediately below the section “LIMITED DEVELOPMENT (LANDSCAPE RESIDENTIAL ZONE)”. Page 5 – delete Editor’s notes in the footnotes Page 7 – change the extent of Low Density Residential zoning and the extent of Precinct LDR1 to coincide with the 1542m² area encompassed by proposed Lot 10 on the reconfiguring a lot plan (i.e. Plan No. 23108 Sh1 of 3, titled <i>Proposed Reconfiguration Lots 9 & 10</i>, prepared by Hinterland Surveys, and dated 02/12/2021) Page 7 – change the extent of Limited Development (Landscape Residential) zoning to coincide with the 9874m² area encompassed by proposed Lot 9 on the reconfiguring a lot plan (i.e. Plan No. 23108 Sh1 of 3, titled <i>Proposed Reconfiguration Lots 9 & 10</i>, prepared by Hinterland Surveys, and dated 02/12/2021) 	

23108 Sh1 of 3	-	<i>Proposed Reconfiguration Lots 9 & 10, prepared by Hinterland Surveys</i>	02.12.21
Amendments		<ul style="list-style-type: none"> Identify an easement for access and services over Lot 10 in favour of Lot 9 in the area where driveway access is proposed to be shared between the two lots as shown on the approved driveway plan (i.e. Plan No. 1241 – SK-1-05 Rev. D, titled <i>Driveway Plan</i>, prepared by Hollindale Mainwaring and dated 10/08/2023) 	

REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

Referenced Documents

Document No.	Rev.	Document Name	Date
PTP/08283-0001	0	Section 5 of the Landslide Risk Assessment, prepared by ProTest	22/12/2021
620.31094.00000	2.0	<i>Stormwater Management Plan</i> , prepared by SLR	10/11/2023

ADVISORY NOTES

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

Accepted Development

- Council's assessment of the application for a Material Change of Use of Premises to establish a Dwelling House including a Secondary Dwelling was limited to the Acceptable Outcomes of the *Biodiversity, waterways and wetlands overlay code* and the *Landslide hazard and steep land overlay code* that were not complied with. The applicant must ensure that the development complies with all other relevant Acceptable Outcomes of the *Dwelling house code* and applicable overlay codes, except where varied by the conditions of this development approval.

Equitable Access and Facilities

- 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:
 - the *Disability Discrimination Act 1992 (Commonwealth)*
 - the *Anti-Discrimination Act 1991 (Queensland)*
 - the *Disability (Access to Premises – Buildings) Standards*.

Aboriginal Cultural Heritage Act 2003

- 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

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-

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 1300 378 401 to discuss any obligations under the *ACH Act*.

Easements and Future Works over External Land

4. Should the approved development necessarily require easements or works to be undertaken over land external to the site, including crane overhang into neighbouring airspace, council recommends that easement, access agreements and works requirements are negotiated with the relevant land owner/s prior to advancing to detailed design stages of the development to avoid unexpected costs or delays. To discuss easement or works requirements over council owned or controlled land, please liaise directly with council's Property Management Unit and note that compensation may be payable.

Other Laws and Requirements

5. 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.

Restriction on Building Approval until all other Permits are Effective

6. Pursuant to the statutory provisions of the Building Act, a private building certifier must not grant any building development approval related to this development until all necessary development permits for the development (including, for example, operational works approvals) have taken effect under the *Planning Act 2016*. This legislative requirement is critical to ensure that a private certifier's approval about a component of the development is consistent with the assessment managers' decisions on other aspects of the overall development.

Infrastructure Charges

7. 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.

Development Compliance Inspection

8. Prior to the commencement of the use, please contact council's Appeals Management and Compliance unit to arrange a development compliance inspection.

Resubmission of Amended Plans Required

9. The conditions of this development approval require resubmission of plans to council with amendments. Please address the amended plans to council's Planning Assessment Unit with the reference no. MCU22/0167 and RAL22/0059 separate to any operational works application. To avoid delays and assessment issues with the operational works application, it is recommended the plans be resubmitted prior to lodgement of any operational works application. However, should the plans not be submitted, the applicant is advised that a preliminary approval may be issued in lieu of a development permit.

Use of Premises for Short Term Accommodation

10. Use of the premises for the purpose of short-term holiday letting and visitor accommodation may require a development permit to be obtained from council in accordance with the applicable planning scheme and Queensland planning legislation in effect at the time of conducting the activity. Under the current *Sunshine Coast Planning Scheme 2014*, visitor holiday letting is defined as *Short-term accommodation* and requires a development permit for material change of use prior to the use commencing. Information with respect to the development applications may be found on the Sunshine Coast Council website (www.sunshinecoast.qld.gov.au).

Lodgement of Bonds

11. 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.

Qualified Persons

12. For the purpose of preparing a geotechnical report, and for certifying geotechnical stability for the development, a qualified person is considered to be a person who:
- is a Registered Professional Engineer of Queensland (RPEQ).
 - has a degree in civil engineering or engineering geology.
 - has a minimum of five (5) years experience in the field of geotechnical engineering or engineering geology.
13. For the purpose of undertaking, supervising tree works and preparing arboriculture certification, is considered to be a person with a minimum five years current experience in tree protection, hazard identification/mitigation and *AS2303 Tree Stock for Landscape Use* assessment and either:
- International Society of Arboriculture (ISA) certification; or
 - A Diploma of Arboriculture.
14. For the purpose of supervising landscape works and preparing a landscape certification, is considered to be a landscape architect, landscape designer or horticulturist with a minimum of five years current experience in the field of landscape design.
15. For the purpose of preparing and certifying fauna management works is considered to be a Fauna Spotter Catcher with current certification under the Queensland Parks and Wildlife Service.

16. For the purpose of preparing and certifying pest plant treatment and management is considered to be and ecologist, bush regenerator, or horticulturist with a minimum of five years in the field of revegetation/rehabilitation/bush regeneration.

Unitywater – Water and Sewerage Services

17. The proposed carport and driveway for the Dwelling house is located over a sewer main. The location of these elements and associated works is subject to Unitywater’s approval.
18. Where water and sewerage infrastructure is proposed to be constructed within an existing road reserve controlled by Council, a further consent approval for the alignment and extent of works will be required under Section 75 of the *Local Government Act 2009*. This consent must be obtained prior to any water and sewerage related works occurring within the road reserve. The consent request must be submitted in the approved form to Council’s Infrastructure Services Department.
19. Where water and sewerage infrastructure is proposed to be constructed within an existing park or reserve controlled or owned by Council, consent approval from Council, as owner of the land, is required for the alignment and extent of works. This consent must be obtained prior to any water and sewerage related works occurring within the park or reserve. The consent request must be submitted in the approved form to Council’s Land Management Unit.

PROPERTY NOTES

The following property notes will be placed against the subject property in council’s property record system:

MCU22/0167– Variation to Planning Scheme Provisions

This property forms part of, and is in part governed by, a variation approval issued under the Planning Act 2016 (council file reference MCU22/0167). The variation approval contains a supplementary table of assessment that replaces the planning scheme in declaring the level of assessment for development to the extent stated within the table. Applicants and private certifiers must refer to the variation approval prior to undertaking development on the property.

VARIATION APPROVAL

A variation approval under the *Planning Act 2016* has been granted. Variations from the planning scheme that are applicable to any future development application over the premises are identified in this approval.

FURTHER DEVELOPMENT PERMITS REQUIRED

- Development Permit for Operational Work (Engineering work – Earthworks, Driveway and Stormwater)

SUBMISSIONS

There were two (2) 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.

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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.

Strategic Policy

Councillor acceptable request guidelines

	Endorsed by Council	<OCEO INSERT signature>
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Policy purpose

This policy sets out the guidelines for requests for assistance, advice or information by Councillors to Council employees, to assist Councillors to carry out their responsibilities under the *Local Government Act 2009* (the Act).

Policy outcome

Councillors are able to seek assistance, advice or information - in certain circumstances - from local government employees to assist them to carry out their responsibilities under the Act and be provided with that information. A Councillor may also, subject to any limits prescribed under a regulation, ask the Chief Executive Officer (CEO) to provide information relating to the local government¹.

Policy scope

Section 170A (7) of the Act provides that acceptable requests guidelines are guidelines, adopted by resolution of the local government, about –

- (a) the way in which a Councillor may ask a local government employee for advice to help the Councillor carry out his or her responsibilities under the Act; and
- (b) reasonable limits on requests that a Councillor may make.

Under section 170A (5) of the Act, a request of a Councillor is of no effect if it does not comply with these guidelines unless the request is made by a Mayor, or the chairperson of a committee makes a request that relates to their role as a chairperson².

Section 170A (4) of the Act provides that a Councillor may not request – and the Chief Executive Officer is not required to provide to a councillor – information or a document:

- that is a record of the Councillor Conduct tribunal; or
- that was a record of a former conduct review body; or
- if disclosure of the information or document to the Councillor would be contrary to an order of a court or tribunal; or
- that would be privileged from production in a legal proceeding on the ground of legal professional privilege.

¹ Section 170A *Local Government Act 2009*

² Section 170A(5) *Local Government Act 2009*

Councillor acceptable request guidelines | Strategic Policy

This Policy does not apply to directions to local government employees about providing administrative support. Matters relating to administrative support for Councillors fall within the scope of the Provision of Administrative Support to Councillors Guideline, developed in accordance with sections 170 and 170AA of the Act.

Policy statement

Councillors may request assistance, advice or information from local government employees to carry out their responsibilities under the Act, on matters that are within the employee's scope of responsibility or knowledge where:

- the request is of a nature of a simple question that can be verbally responded to; and/or
- the employee normally provides similar assistance, advice or information to either the public or more senior employees of the local government.

However, no Councillor, including the Mayor, may give a direction to any local government employee, with the exception of the Mayor directing the Chief Executive Officer in discrete circumstances³. Contravention of this provision may result in disciplinary action being taken against a Councillor.

The Mayor may give a direction to the Chief Executive Officer, however it must not be inconsistent with a resolution, or a document adopted by resolution, of Council. Contravention of the provision may result in disciplinary action being taken against the Mayor. Section 170(5) of the Act requires that records be kept of directions given to the CEO and that those records be made available to Councillors.

Councillors may request access to or use of Council resources (not specifically covered by other policies) for the benefit of community groups where the request is in writing to the relevant Branch Manager, Group Executive or the Chief Executive Officer and the request is authorised by the Chief Executive Officer or other delegated officer.

Guiding Principles

1. A Councillor may ask a local government employee for advice or information to help the Councillor carry out his or her responsibilities under the Act;
2. In requesting assistance, advice or information, Councillors must not direct or pressure employees in relation to their work or work priorities or seek to influence advice and/or recommendations the employee should make.
3. Requests from Councillors for assistance, advice or information must be made in a professional manner and with respect.
4. Councillor requests must be both reasonable and appropriate and cognisant of the following limitations:
 - (a) Requests from Councillors for assistance, advice or information will be responded to as soon as reasonably possible, but in a timeframe not exceeding five (5) working days of receipt of the request. If the request involves a complicated issue; requires significant time or resources to research; or necessitates a report to Council, the employee must respectfully notify the

³ Section 170 Local Government Act 2009

Councillor acceptable request guidelines | Strategic Policy

Councillor and the relevant Branch Manager/Group Executive who will escalate the reason for the delay to the CEO.

If the CEO believes that it is not practicable to respond to the Councillor's request within 5 working days, the Councillor must be advised of that belief and the reasons for the belief. In such circumstances, the CEO or the relevant employee must comply with the Councillor request within 20 business days after receiving the request⁴.

- (b) It is expected and entirely appropriate that any relevant employee can speak with/respond to a Councillor's request for advice or information where such request is within the employee's normal activities/responsibilities.

However, should a request for assistance, advice or information not fall within an employee's responsibilities or knowledge, the employee must ensure a relevant employee is contacted to assist the Councillor and that the Councillor is informed that this referral to a relevant employee has occurred.

To assist communications and ensure coordination, employees should ensure provision of assistance, advice or information to Councillors is shared with the relevant Branch Manager and Group Executive.

- (c) Where a Councillor repeatedly operates outside of these guidelines, in addition to the requirements of the Act (refer "Consequences of non-compliance" below) the CEO retains the right to require that all future requests for assistance, advice or information, by that Councillor be made in writing to the CEO.

Should it be necessary for requests for assistance, advice or information to be put in writing to the CEO, the maximum response timeframe will increase from 5 to 10 working days.

5. Should a Councillor request access to, or use of, a Council resource (not specifically covered by other policies) for the benefit of a community group, such access or use must be requested in writing to the relevant Branch Manager, Group Executive or the CEO and the request authorised by the CEO or other delegated officer prior to such access or use being granted.
6. Should a Councillor require access to Council properties where staff offices are located and are not typically accessible to unauthorised employees or members of the public (such as depots, construction areas/sites, confined areas etc), access must be authorised via an approval from the relevant Group Executive or the CEO. In obtaining access, the Councillor must comply with all site specific worksite health and safety requirements, including but not limited to, the use of any necessary personal protective equipment and any lawful directions given.
7. If a Councillor asks for assistance, advice or information outside of these guidelines, or attempts to direct or influence an employee about the way in which his or her duties are to be performed, the employee must report this in a timely manner to their Group Executive or the CEO. The employee is not required to notify that Councillor that their actions have been referred to the Group Executive or CEO.

⁴ Section 170A(9) *Local Government Act 2009*

Councillor acceptable request guidelines | Strategic Policy

Under the Act, this conduct will be referred to the Office of the Independent Assessor as a suspected conduct breach (see “Consequences of non-compliance” below).

Consequences of non-compliance

Failure to comply with the standards of behaviour in the *Code of Conduct for Councillors in Queensland* may give rise to a complaint about a councillor’s conduct and subsequent investigation and disciplinary action should that Councillor be found to have engaged in conduct contrary to the Code.

Any complaint about the conduct of a councillor must be reported to the Office of the Independent Assessor (OIA) for investigation.

Policy review

A full review of these Guidelines must be undertaken within every four years. Reviews may occur more regularly as required.

Roles and responsibilities

This policy applies to all councillors, including the Mayor, and employees of the Sunshine Coast Regional Council.

Role	Responsibility
Council	Endorsement authority for setting these Guidelines under section 170A (7) of the Act and for all changes to these Guidelines
Chief Executive Officer (CEO)	Recommends Council endorsement of proposed amendments to this policy.
Executive Leadership Team (ELT)	Provides advice to the CEO on setting this policy and all proposed material changes to this policy. Provides feedback to the policy sponsor and policy holder regarding the scope of approaching reviews.
Group Executive (GE), Civic Governance	Policy sponsor.
Manager, Governance & Executive Services	Policy holder.
Governance & Executive Services	Leads this policy’s development, including communication, implementation, review and reporting.

Councillor acceptable request guidelines | Strategic Policy

Definitions

Refer to Council’s Policy Framework for definitions of common terms. The following contains definitions for terms specific to this policy. For otherwise undefined terms, the plain English meaning informs interpretation.

Term	Definition
Councillor	(of a local government) includes the Mayor.
Officer/employee	Includes all employees of the Sunshine Coast Regional Council, regardless of their employment status or type, for example, permanent, maximum-term, casual, full/part time, those with employment contracts or agency casuals.
CEO	Is the Chief Executive Officer of the Council as prescribed by the <i>Local Government Act 2009</i> .
Direct	Includes an order, instruction or demand to perform a task, make a certain decision or recommendation, or take a particular action within a specific timeframe.
Request	Includes questions, suggestions or feedback.

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Councillor acceptable request guidelines | Strategic Policy

Appendix

Policy information							
Title	Councillor Acceptable Request Guidelines						
Purpose	This policy sets out the guidelines for requests for assistance, advice or information by Councillors to local government employees to assist Councillors to carry out their responsibilities under the <i>Local Government Act 2009</i> (the Act).						
Document number	<Business Area to include EDDIE reference of document seeking endorsement. Civic Governance to update with FINAL EDDIE reference>						
Corporate Plan reference	<table border="1"> <tr> <td>Goal</td> <td>Our Outstanding Organisation</td> </tr> <tr> <td>Pathway</td> <td>Maintain a contemporary governance framework that inspires trust and confidence in the operations of Council</td> </tr> <tr> <td>Service Output</td> <td>Governance</td> </tr> </table>	Goal	Our Outstanding Organisation	Pathway	Maintain a contemporary governance framework that inspires trust and confidence in the operations of Council	Service Output	Governance
Goal	Our Outstanding Organisation						
Pathway	Maintain a contemporary governance framework that inspires trust and confidence in the operations of Council						
Service Output	Governance						
Category	Statutory						
Subcategory							
Approved							
Approval date							
Effective date							
Review schedule	A full review must be undertaken within every four years, and reviewed policy document must be provided to highest level approval authority for endorsement. Reviews may occur more regularly as required, having regard to a policy risk assessment.						
Last review	2024						
Next review	2028						
Policy holder	The Manager responsible for this policy is: Manager, Governance and Executive Services						
Approval authority	Amendments to this policy must be endorsed by Council resolution.						
Related documents							
Legislation	<i>Local Government Act 2009</i>						
Policy setting documents	<i>Code of Conduct for Councillors in Queensland (2024)</i> Sunshine Coast Regional Council - <i>Employee Code of Conduct</i> Sunshine Coast Regional Council – <i>Investigations Policy – Councillors</i>						
Operational documents							

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Version Control				
Version	Reason/Trigger	Change	Endorsed/Reviewed by	Date
1.0	Create New	N/A	OM(18/204)	6/12/2018
1.1	Non material changes update based on changes to the Local Government Act 2009. Authority delegated to CEO to make non-material changes OM19/197 12/12/2019	Re-brand	CEO	12/12/2019
2.0	Review	Y		

Strategic Policy

Councillor expenses and resources

	Endorsed by Council:	<INSERT date>
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Policy purpose

Section 250 (1) of the *Local Government Regulation 2012* (the Regulation) provides that a local government must adopt an expenses reimbursement policy. Section 249 (2) of the regulation provides that an expenses reimbursement policy provides for the following:

- (a) payment of reasonable expenses incurred, or to be incurred, by councillors for discharging their duties and responsibilities as councillors;
- (b) provision of facilities to councillors for that purpose.

This policy responds to the requirements of sections 249 and 250 of the regulation and in doing so, provides a basis for providing support to Councillors and reimbursing them for expenses reasonably and legitimately incurred in performing their prescribed roles as the elected members of the Sunshine Coast Regional Council.

Policy scope

This policy applies to the Mayor, Deputy Mayor and Councillors, having regard to their roles and responsibilities at regional, divisional and portfolio levels and should be read in conjunction with other related Council policies and guidelines specified in this document.

This policy does not provide for, or add to, the remuneration received by the Mayor, Deputy Mayor and Councillors for the performance of their roles. Councillors' remuneration is determined by the Local Government Remuneration Commission and as such, falls outside the scope of this policy.

Policy statement

All Councillors are provided with reasonable and legitimate reimbursement for work-related expenses incurred by the elected representative and provided with reasonable and appropriate facilities and support to enable them to perform their official duties efficiently and effectively, in accordance with the principles outlined in the *Local Government Act 2009* (the Act) and the requirements of the regulation.

Expenses and reimbursements

Budget provisions

Councillors are entitled to be reimbursed for reasonable and legitimate expenses incurred while undertaking Council business.

Councillor expenses and resources | Strategic Policy

An entitlement budget will be allocated for each Councillor and the Mayor each financial year for reasonable expenses incurred under this policy, including, but not limited to, expenses as described below.

Budget allocations are available for one financial year only. Unspent funds in a single financial year will not be carried over to the next financial year.

Professional development

Councillors are encouraged to undertake relevant professional development and will be reimbursed or entitled to the cost of reasonable expenses incurred for professional development, providing that sufficient funding remains in the approved entitlement budget. Professional development must be directly related to their official duties as an elected representative.

The costs associated with attendance by the Mayor or a Councillor at the Australian Local Government Association's National General Assembly or the Local Government Association of Queensland's Annual Conference will be met from the budget allocation for the Governance and Executive Services Branch and will not be charged as an expense against the Mayor or Councillor's entitlements budget allocation.

Travel expenses

Councillors are entitled to be reimbursed for reasonable travel expenses (including flights, meals, accommodation, parking costs, tolls and public transport) when undertaking professional development or Council business in accordance with Council's *Corporate Travel Policy*. To remove any doubt, reimbursement will not apply for travel expenses incurred to travel within the local government area.

Reimbursement of travel expenses is contingent on the following conditions:

- Council will book and pay for all travel under this policy;
- economy class travel is the standard for all domestic travel. Economy class travel is the standard for any international travel, unless otherwise approved by Council;
- travel is undertaken via the most direct route;
- requests for travel should be made in sufficient time to take advantage of discounts and gain access to the widest range of flights;
- travel tickets are not transferable;
- travel insurance is provided for all Councillors on Council business (subject to the terms and conditions of the travel insurance policy); and
- under no circumstances will the travel costs for a non-Council employee or spouse accompanying a Councillor be reimbursed by Council.

International travel

Where travel is being undertaken by a Councillor under Council's International Relations Policy, Council must approve the relevant mission and the inclusion of a Councillor in that mission. Unless otherwise determined by Council, the CEO will determine which Councillor(s) participates in the mission.

Councillor expenses and resources | Strategic Policy

Where Council business related international travel outside of Council's International Relations Policy is proposed for or by a Councillor, a report should be prepared for Council's consideration and approval. The associated report should include, at a minimum:

- the dates and destinations of the travel
- the purpose of the travel
- the benefits of undertaking the travel
- the associated risks
- all known and anticipated costs
- the proposed itinerary
- details of any third-party hospitality; and
- any plans for personal travel before, after or during the Council-business-related travel.

In all circumstances, on their return, Councillors are expected to share the experience and learnings gained through the overseas travel with their Councillor colleagues. Sharing could take the form of a briefing at an appropriate forum or a written summary report. Any briefing or report should be completed and/or submitted within 4 weeks of the trip being completed. The briefing and/or report should also include outcomes, variations to the approved itinerary, costs, third party hospitality, any additional benefits, opportunities or relationships that are presented during the overseas travel. All relevant material should be made available and stored for future reference

All Council business related overseas travel will be reported in Council's Annual Report.

Parking, tolls and public transport

Councillors may be reimbursed for parking at non-Council venues as well as costs associated with travel via public transport where such costs are incurred in the course of undertaking professional development or Council business and are incurred for travel outside the region. Any fines or infringements issued while undertaking such activities are the personal responsibility of the Councillor incurring the fine.

Council will cover reasonable costs for tolls and other charges associated with toll roads. The CEO may seek to recover the cost of tolls and other charges from Councillors from time to time should it become apparent that the costs incurred are not reasonable or a significant portion of the costs incurred are not associated with Council business.

Accommodation

Accommodation outside the region for Councillors undertaking professional development or Council business will be arranged when it is not reasonable or safe to return home on the same day of travel in accordance with the Corporate Travel Policy and the following conditions:

- Council will book and pay for all accommodation under this policy;
- accommodation offered as part of a conference package will be booked where practicable; and
- where a Councillor chooses to stay with friends or family, no accommodation expenses will be paid.

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Meals

In accordance with the Corporate Travel Policy, Councillors are entitled to be reimbursed for the cost of meals in accordance with the Australian Tax Office's Taxation Determination ruling *Income Tax: what are the reasonable travel and overtime meal allowance expense amounts* for the relevant income year, when undertaking professional development or Council business within the following conditions:

- the costs are incurred personally;
- the meal was not provided as part of the registration costs of the activity, event or included in the travel booking;
- tips and gratuities are not reimbursable unless the meal is undertaken in a foreign country, the Councillor is travelling for professional development or for Council business, and there is a recognised cultural expectation that a tip will be provided. Approval for the Councillor to provide tips when consuming a meal when travelling overseas for professional development or for Council business must be obtained from the Chief Executive Officer prior to undertaking the overseas travel; and
- in relation to the consumption of alcohol, the prior approval of the Chief Executive Officer has been obtained for the reimbursement of such costs (subject to compliance with any conditions attached to the approval by the Chief Executive Officer).

Hospitality

Councillors are entitled to reimbursement of reasonable costs for providing hospitality as defined within this policy, provided sufficient funding remains in the approved entitlement budget. The costs associated with the provision of meals will be reimbursed (per person) at the rates specified in the Australian Taxation Office's Taxation Determination ruling *Income Tax: What are the reasonable travel and overtime meal allowance expense amounts* for the relevant income year.

Where exceptional circumstances exist, the CEO may grant approval for the provision of hospitality above the limits specified in the Australian Taxation Office's Taxation Determination. Councillors' hospitality expenditure should also accord with Council's Entertainment and Hospitality Policy which is required under section 196 of the Regulation.

Corporate gifts

Councillors may purchase and present corporate gifts for the purposes of showing appreciation to community groups or individuals, as awards, to interstate and international delegations, or to enhance Council's programs or values.

Corporate gifts must not be acquired for the personal use of Councillors, their family, friends or associates nor for Council staff. Reimbursement for cash awards, prizes, charitable donations or fund raising will not be approved. Corporate gifts allocated to school or sporting events to award participants must acknowledge Council as the contributor. All gifts or contributions are to be funded through the available approved entitlement budget of the Mayor or divisional Councillor.

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Approval

All approvals for expenses or reimbursements must be sought in writing from the Chief Executive Officer or delegate. As a matter of practice, approvals should be sought and gained prior to expenses being incurred. It is expected that all claims for reimbursement comply with Australian Taxation Office requirements such as requirement to produce tax invoices, receipts or where this is not possible, a signed Statutory Declaration detailing the expenditure and amount to be reimbursed.

Expense exclusions

Spouses, partners and family members

Councillors are not entitled to reimbursement for expenses incurred for spouses, partners or other family members without the prior approval of the Chief Executive Officer. Equally where Council has incurred, for the sake of expediency, the payment of an expense associated with spouses, partners etc, Councillors will reimburse to Council the full amount of the expense within 10 business days.

In the event the spouse, partner or family member of a Councillor is also a Councillor, either of the following apply:

- (a) if both Councillors are incurring the expense as a function of performing their roles as Councillors, both are entitled to payment of, or reimbursement for, expenses incurred in undertaking those duties in accordance with the provisions of this Policy; or
- (b) if one Councillor attends a function, meeting or event, or undertakes travel as the spouse, partner or family member of another Councillor, no expenses associated with the spouse, partner or family member's attendance will be paid from Council budgets without the prior approval of the Chief Executive Officer.

Advertising

Councillors are not entitled to be reimbursed or provided with funds, services or facilities for advertising purposes.

Alcohol

Councillors are not entitled to be reimbursed or provided with funds for the purchase of alcoholic beverages without the prior approval of the Chief Executive Officer.

Other exclusions

- Expenses related to functions and activities requested or organised by Council departments will be met from the relevant approved departmental budget.
- Expenses associated with participation in the following programs will be met from existing budgets:
 - Australian Local Government Association National General Assembly;
 - Local Government Association of Queensland Annual Conference;
 - Local Government Association of Queensland Elected Member Updates when organised for all Councillors;
 - Australian Institute of Company Directors company directors course (or modules thereof);

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- Local Government Association of Queensland (Peak Services) Diploma of Local Government for Elected Members (or modules thereof);
- New Councillor orientation programs;
- Other events as may be approved by the CEO from time to time, including but not limited to, portfolio related activities.
- It is reasonable that expenses associated with advocacy and representative activities undertaken by the Mayor and/or Deputy Mayor on behalf of Council should be adequately funded from existing budgets for this purpose. Such expenses should not be a charge against the approved entitlement budget allocation for the Mayor and/or Deputy Mayor.

Any payment for personal expenses must be reimbursed to Council as determined appropriate by the Chief Executive Officer.

Provision of resources and support

Operational support

Each Councillor may be provided with an administrative and operational support officer to assist them in the performance of their duties, as well as undertake Council business. Such officers are employees of Council and subject to Council's usual terms and conditions of employment and reporting lines.

Administrative support is provided to Councillors in accordance with the "*Provision of Administrative Support to Councillors Guidelines*". Councillor support employees are not permitted to assist Councillors with non-Council related business.

Communication support is provided on a professional basis to support or further the interests of Council, not those of an individual Councillor.

The arrangements for provision of operational support will be reviewed on a periodic basis and shall be subject to budgetary and operational parameters.

Office accommodation and assets

Councillors have access to office accommodation and meeting rooms located in Council operated premises. Councillors will be issued with business and communication tools to assist them in performing their duties and undertaking Council business. These tools must be utilised in accordance with any relevant policies, procedures, conditions of use and guidelines.

Business and communication tools

Councillors (including the Mayor) must transact all Council related business (emails, text messages etc) using a Council supplied device connected to Council's information network. Councillors must not transact or conduct Council related business on private electronic devices or utilising private mail or messaging accounts.

Councillors will be issued with, or have access to, business and communication tools to assist them in performing their duties and undertaking Council business, in accordance with the following conditions:

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- All tools are procured by Council and are of the same standard as those available to senior management.
- All tools remain the property of Council and must be accounted for during any audit and returned at the end of the Councillor's term of office.
- Councillors are expected to comply with the same conditions of use, policies, guidelines and processes for business and communication tools that apply to employees.
- Business and communication tools will be replaced at the end of their working life.
- Councillors may make contribution for personal use as appropriate in their circumstances.
- Excessive or unreasonable personal use costs must be reimbursed by the Councillor.
- All unapproved international call, message and data costs must be reimbursed by the Councillor.
- Requests for additional or alternate business and communication tools will be assessed on their merit and determined by the CEO.

Vehicles

To undertake their official duties, Councillors may either

- be provided with a Council leased vehicle (and make a personal use contribution); or
- utilise their own private vehicle in lieu of the provision of a Council leased vehicle and be entitled to reimbursement of associated business use expenses up to a prescribed amount.

Councillors must advise the CEO of which vehicle option they choose upon commencement of the Council term.

Council leased vehicle

Except where specified otherwise in this policy, the use, maintenance and allocation of vehicles will be in accordance with the Motor Vehicle Fleet Management Policy.

The model and standard of vehicle offered to Councillors will be selected from the list of available passenger fleet vehicles under the *Motor Vehicle Policy* and will be acquired through Council's approved fleet procurement processes.

The reasonable cost of professionally cleaning Councillors' vehicles will be approved once per quarter.

Mayor: The Mayor may be provided with a Council leased vehicle for Council business. It is recognised that demands on the Mayor are such that a private use contribution will not be sought from the Mayor unless the Mayor takes personal leave from Council for a period of more than two weeks. Where such personal leave is taken, the Mayor is required to reimburse Council 5.5% of the undepreciated value of the vehicle that would be applicable to the vehicle for that period.

Councillors: Councillors may choose to be provided with a Council leased vehicle for official Council business, with access to private use of that vehicle subject to reimbursement to Council for expenses associated with private use:

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- The expense for private use shall be calculated such that the contribution by the Councillor will be either:
 - 5.5% of the undepreciated value of the vehicle, calculated annually; or
 - Average private use over a 3 month period substantiated by log book details provided by the Councillor.
- If this option is chosen, Councillors must advise the CEO of which contribution method they choose upon commencement of the Council term.

Private vehicle

Councillors (including the Mayor) may elect to utilise their own private vehicle and be entitled to reimbursement of expenses annually up to the amount paid to Managers in lieu of a fleet vehicle.

Approvals for reimbursement will be in accordance with the relevant section of this Policy. All claims for reimbursement must be made in the financial year in which they were incurred (with one week leeway for expenses incurred in the last days of June).

It is expected that all claims for reimbursement comply with Australian Taxation Office requirements such as requirement to produce tax invoices, receipts or where this is not possible, a signed Statutory Declaration detailing the expenditure and amount to be reimbursed.

Councillors should seek their own independent advice in relation to taxation and insurance implications.

The amount reimbursed to Councillors (including the Mayor) will be published in Council's Annual Report.

Vehicle parking at Council premises

Councillors are required to pay either an annual fee or "pay per day" to access a Council reserved car park on Council premises.

If the annual amount is chosen, payment will be made pro rata via Council's fortnightly payroll cycle.

If a Councillor chooses to pay per day, paid parking fees will be generated via a report each month and invoiced quarterly.

Councillors must advise the CEO of which payment method they choose upon commencement of the Council term.

The amount of the fee will be reviewed by the Chief Executive Officer from time to time.

Legal costs and insurance cover

Council may decide, by resolution, pursuant to section 107 of the Act, to cover costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her duties. Councillors will be covered under Council insurance policies while discharging their duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillors' liability, personal accident and/worker's compensation, international and domestic travel insurance (subject to the terms and conditions of the Travel Insurance policy).

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Employee assistance service

With the prior approval of the Chief Executive Officer and subject to any conditions imposed by the Chief Executive Officer, Councillors may access the Employee Assistance Service available to Council employees.

Return of assets

Councillors are expected to responsibly look after all publicly funded facilities and assets provided to them. All facilities/equipment must be returned to Council:

- prior to the completion of the Councillor's term or at a date and time agreed to by the CEO,
- immediately if a Councillor is suspended or removed from office,
- if replaced as part of an asset replacement program, or
- at the end of the asset's working life.

In reliance on the sound contracting principle of fair dealing under the Act, Councillors are not entitled to privately purchase replaced or replaceable assets without written approval from the Chief Executive Officer.

Resource exclusions

Except where specified above, Council will not provide Councillors with support or facilities for personal use.

In accordance with the Local Government Quadrennial Elections Policy, Councillors must not use Council facilities provided to them during the caretaker period for campaign or election purposes.

Contributions for use of resources for other roles

Where Council has authorised that a Councillor may undertake another role which involves the usage of Council supplied facilities, that Councillor should make arrangements for the reimbursement to Council for that usage. Such reimbursement may be made either personally or by the organisation in which the Councillor is engaged.

The amount to be reimbursed will be dependent on usage patterns and by negotiation between either the Councillor and the CEO or the Councillor, CEO and the relevant external organisation.

Policy application

Councillors commit to consistently demonstrate and uphold the intent, objectives and principles of this policy. Nothing in this policy requires or authorises a Councillor to act in any way that is contrary to law. Any instances of non-compliance will be managed in accordance with any relevant codes of conduct, policies and legislation dealing with conduct and/or disciplinary action.

It is expected that the provisions for expenses, resources and support detailed in this policy is for official purposes only and not for personal use.

In accordance with the *Local Government Regulation 2012*, the expenses incurred and the facilities provided to Councillors under this policy will be summarised in Council's annual report.

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Policy review

A full review must be undertaken within every four years. Reviews may occur more regularly as required.

Roles and responsibilities

Role	Responsibility
Council	Endorsement authority for setting this policy and for all changes to this policy.
Chief Executive Officer (CEO)	Recommends Council endorsement of proposed amendments to this policy
Executive Leadership Team (ELT)	Provides advice to the CEO and/or Council on setting this policy and all proposed changes to this policy. Provides feedback to the policy sponsor and policy holder regarding the scope of approaching reviews.
Group Executive (GE), Civic Governance	Policy sponsor.
Manager, Governance and Executive Services	Policy holder.
Governance and Executive Services	Leads this policy's development, including communication, implementation, review and reporting.

Definitions

Refer to Council's Policy Framework for definitions of common terms. The following contains definitions for terms specific to this policy. For otherwise undefined terms, the plain English meaning informs interpretation.

Term	Definition
Advertising	Informing and/or educating the public about an idea, goods or services by using an appropriate communication tool.
Business and communication tools	Councillors will be issued, or have access to, the following business and communications tools: <ul style="list-style-type: none"> • Laptop, including docking station, mouse and monitor/s and other associated paraphernalia • Smartphone • Council office-based printers and scanners • Access to Council's network and the internet both within Council premises and while working remotely • Business cards • Name badge

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Term	Definition
	<ul style="list-style-type: none"> • Building access card • Branded business shirt or polo shirt • Personal protective equipment • Stationery • Access to news services <p>Other reasonable items may be approved by the CEO or delegate from time to time.</p>
Caretaker period	As defined in the Act, the caretaker period commences on the day when public notice of the holding of a local government election is given under the <i>Local Government Electoral Act 2011</i> and ends at the conclusion of the election.
CEO	The Chief Executive Officer of Sunshine Coast Council.
Civic function	A function that the Mayor or Deputy Mayor hosts to promote inter-governmental relations, recognition of significant contributions or achievements made by community groups and individuals.
Civic event	Ceremonial events for the community that Council has an obligation to deliver under a state or federal arrangement and that require the attendance of the Mayor or Council representative.
Corporate gift	Includes, but is not limited to, various items of merchandise displaying Sunshine Coast Council branding, tickets to Sunshine Coast Council events, locally made items or items of local significance (inclusive of items produced by the region’s First Nations people), Council free tree days, wreaths and flowers for significant events and condolences provided for appropriate members of the community procured for the purpose of presentation. Cash donations, prizes, grants, funding or gifts are strictly prohibited.
Council business	<p>Activities conducted on behalf of Council where a Councillor is required to undertake certain tasks to satisfy a legislative requirement, perform ceremonial activities or achieve business objectives of Council. Council business should result in a benefit being achieved either for the local government and/or the local community. This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Preparing, attending and participating in Council meetings, committee meetings, workshops, strategic briefings, deputations and inspections; • Undertaking professional development opportunities; • Attending civic functions or civic events; • Attending public/community meetings, presentation dinners, annual general meetings and the like where invited as a Councillor; • Attending community events (e.g. school fetes, community group awards and presentations, fundraisers); and

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Term	Definition
	Attending networking events and business meetings when attending as a Councillor.
Councillors	The Mayor, Deputy Mayor and all other Councillors.
Duties	Councillors' roles and responsibilities set out in the Act.
Expense	Reasonable payment for costs incurred, or to be incurred, in the Councillor discharging their duties. These expenses are to be reimbursed to Councillors (or paid directly by Council if deemed appropriate).
Facility	The resources and tools necessary for Councillors to perform their duties efficiently and effectively; and at a level that fulfils community expectation.
Hospitality	Includes, but is not limited to, the provision of: <ul style="list-style-type: none"> • food or beverages while undertaking Council business; and • corporate gifts as defined in this policy, Hospitality expenses are subject to sufficient funding remaining in the approved entitlement budget.
Portfolio	The collection of functions assigned by Council to individual Councillors from time to time.
Private Vehicle Use	Any use of a Council vehicle for purposes other than Council business (as defined above).
Professional Association	An association of practitioners of a given profession.
Professional Development	Any facilitated learning opportunity. This includes, but is not limited to: <ul style="list-style-type: none"> • Conferences, workshops, seminars or training provided by a government department (e.g. Department of Local Government) or professional association; • Study tours, conferences, workshops, meetings where a Councillor has been approved as Council's representative; • Membership of relevant professional or industry associations; • Subscriptions to relevant professional association or industry journals; • Purchase of relevant published reference materials including books and journals. Note: Reimbursement of expenses incurred for travel, accommodation, meal and incidentals associated with professional development will be in accordance with this policy.
Reasonable	The application of sound judgment and consideration of what is prudent, responsible and acceptable to the community when determining levels of facilities and expenditure.

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Term	Definition
Region	Inside the boundaries of the Sunshine Coast Regional Council local government area.

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Appendix

Policy information							
Title	Councillor expenses and resources						
Purpose	<p>This policy ensures that public resources are utilised in a transparent, effective and accountable way in the public interest and is compliant with the principles underpinning the Act, which are:</p> <ul style="list-style-type: none"> transparent and effective processes, and decision-making in the public interest; and sustainable development and management of assets and infrastructure, and delivery of effective services; and democratic representation social inclusion and meaningful community engagement; and good governance of, and by, local government; and ethical and legal behaviour of Councillors and local government employees. 						
Document number	<Business Area to include EDDIE reference of document seeking endorsement. Civic Governance to update with FINAL EDDIE reference>						
Corporate Plan reference	<table border="1"> <tr> <td>Goal</td> <td>Our Outstanding Organisation</td> </tr> <tr> <td>Pathway</td> <td>Maintain a contemporary governance framework that inspires trust and confidence in the operations of Council</td> </tr> <tr> <td>Service Output</td> <td>Governance</td> </tr> </table>	Goal	Our Outstanding Organisation	Pathway	Maintain a contemporary governance framework that inspires trust and confidence in the operations of Council	Service Output	Governance
Goal	Our Outstanding Organisation						
Pathway	Maintain a contemporary governance framework that inspires trust and confidence in the operations of Council						
Service Output	Governance						
Category	Administrative						
Approved	<insert>						
Approval date	<insert>						
Effective date	<insert>						
Review schedule	A full review must be undertaken within every four years, and reviewed policy document must be provided to highest level approval authority for endorsement. Reviews may occur more regularly as required, having regard to a policy risk assessment.						
Last review	March 2024						
Next review	2028						
Policy holder	The Manager responsible for this policy is: Manager, Governance and Executive Services.						
Approval authority	Resolution of Council is required to amend this Policy.						
Related documents							
Legislation	All individuals engaged in dealings within the scope of this policy are required to fulfil the ethical and behavioural obligations as defined in legislation. In the event of an inconsistency between any provision of this policy and any						

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	<p>provision of the following related legislation the provisions of the related legislation shall prevail, unless the CEO or Council expressly waive a provision of this policy by prior agreement. For further assistance please contact the Manager of Governance and Executive Services</p> <p>Local Government Act 2009</p> <p>Local Government Regulation 2012</p> <p>Public Records Act 2002</p> <p>Public Sector Ethics Act 1994</p>
Policy setting documents	<p>Advertising Spending Policy</p> <p>Advocacy and Engagement Expenses Policy</p> <p>Business Recordkeeping Policy</p> <p>Code of Conduct for Councillors in Queensland</p> <p>Corporate Travel Policy</p> <p>Councillor Portfolio System and Protocols</p> <p>Councillors Acceptable Request Guidelines</p> <p>Entertainment and Hospitality Policy</p> <p>Information and Communications Technology (ICT) Acceptable Use Policy</p> <p>Local Government Elections Policy</p> <p>Motor Vehicle Fleet Management Policy</p> <p>Procurement Policy (annual) and Contract Manual</p> <p>Provision of Administrative Support to Councillors Guideline</p> <p><i>Provision of communications support to Councillors Guideline</i></p> <p>Sunshine Coast Council's Corporate Plan</p>
Operational documents	

Version Control				
Version	Reason/Trigger	Change	Endorsed/Reviewed by	Date
1.1	Review of previous SCRC policy No. 4	Yes	Ordinary Meeting	25 June 2011
2.1	Review	Yes	Ordinary Meeting	28 June 2012
3.1	Review	Yes	Ordinary Meeting	25 July 2013
3.2	Updated Branding and Department Names	No	Corporate Governance Branch	10 January 2017

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4.1	Review	Yes	Ordinary Meeting	12 October 2017
5.1	Review	Yes	Ordinary Meeting	10 November 2021
6.1	Review	Yes	Ordinary Meeting	

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