

# Agenda

**Ordinary Meeting**  
**Thursday, 12 December 2024**

**commencing at 9:00am**

Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore





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**ORDINARY MEETING**

**NOTICE**

29 November 2024

Dear Councillors, Group Executives and relevant staff,

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

**12 December 2024**

**commencing at 9.00am.**

A handwritten signature in blue ink, appearing to read "DR", is positioned above the name of the signatory.

**Debra Robinson | Acting Chief Executive Officer**

**Sunshine Coast Regional Council**

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**1 DECLARATION OF OPENING**

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

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

That the Minutes of the Ordinary Meeting held on 21 November 2024 be received and confirmed.

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

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

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

**6.2 DECLARABLE CONFLICTS OF INTEREST**

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

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

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

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

**7 PRESENTATIONS / COUNCILLOR REPORTS**

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**8 REPORTS DIRECT TO COUNCIL****8.1 DEVELOPMENT APPLICATION FOR A MATERIAL CHANGE OF USE TO ESTABLISH A CAR WASH - 211 SIPPY DOWNS DRIVE, SIPPY DOWNS****File No:** MCU24/0136**Author:** Development Planner  
Customer & Planning Services Group**Appendices:** App A - Recommended Conditions of Approval ..... 15  **Attachments:** Att 1 - Detailed Assessment Report ..... 31  Att 2 - Proposal Plans ..... 57  [Link to Development.i - MCU24/0136](#)**PURPOSE**

The purpose of this report is to seek Council's determination for a Development Application for Material Change of Use of Premises to establish a Car Wash at 211 Sippy Downs Drive, Sippy Downs.

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

**EXECUTIVE SUMMARY**

The application seeks approval for a Development Permit for a Material Change of Use to establish a Car Wash.

The site is within the Community Facilities Zone, which is annotated for an Emergency Services use, which is in direct conflict with the planning intent for the Community Facilities Zone. Despite the conflict with the purpose of the *Community facilities zone code*, the proposal could be approved noting the below other relevant matters that warrant approval:

- circumstances have changed since the zoning was adopted which discounts the planning intent for the site to be used for Emergency Services
- there are no other community activities that the site would be particularly well suited to accommodate
- the site adjoins an existing service centre and is highly accessible from a number of major roads and is compatible with the other motor vehicle based uses operating on adjoining premises
- there is a planning need for a Car Wash to be established in Sippy Downs and there are no other sites better suited for the proposed use and
- the establishment of a Car Wash on the site would maintain the integrity of the Sippy Downs Town Centre, and therefore achieve the planning outcomes sought by the *Sippy Downs local plan code*.

The proposed front and rear boundary setbacks are considered to meet the Performance Outcome, being suitable for the development and interface with buildings on adjoining sites due to the location of the access easement, the layout of the adjoining Service Station and

the provision of sufficient space around buildings for landscaping to be established to soften the built form.

In relation to vehicle access arrangements, the proposed development is considered to maintain the safety and function of the road network and internal driveway configuration.

Despite the conflict with the zone provisions for the site, there are sufficient reasons to support the proposal and it is recommended for approval.

### OFFICER RECOMMENDATION

#### That Council:

- (a) **receive and note the report titled “Development Application for a Material Change of Use to establish a Car Wash - 211 Sippy Downs Drive, Sippy Downs ” and**
- (b) **APPROVE Application No. MCU24/0136 for a Development Permit for Material Change of Use of Premises to Establish a Car Wash, subject to the imposition of reasonable and relevant conditions in Appendix A.**

### FINANCE AND RESOURCING

In the event of an approval, Infrastructure Charges would be applicable to the proposed development in accordance with Council’s Infrastructure Charges Resolution, in the order of \$59,525.

### CORPORATE PLAN

**Corporate Plan Goal:** *Our service excellence*

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

**Operational Activity:** S20 - Development services – planning, engineering, plumbing and landscaping approvals, provision of specialist advice to the community on planning requirements, audit of private development works, investigation of complaints from the public around land use or development, management of appeals.

### CONSULTATION

#### Councillor Consultation

The Divisional Councillor C Dickson has been consulted during the assessment and has requested the matter be brought to Council for a decision.

Cr W Johnston, as Service Excellence Portfolio Councillor, has been consulted on this application.

#### Internal Consultation

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



- Development Engineer, Development Services Branch, Customer and Planning Services Group
- Landscape Officer, Development Services Branch, Customer and Planning Services Group
- Environmental Management Officer, Development Services Branch, Customer and Planning Services Group
- Urban Designer, Urban Design and Architecture Team, Customer and Planning Services Group

### **External Consultation**

The application did not require referral to any Referral or External Agencies under the *Planning Act 2016*.

### **Community Engagement**

The application was publicly notified for 15 business days between 2 September and 24 September 2024 in accordance with the requirements of the *Planning Act 2016*.

A total of 8 submissions were received, of which 7 were determined to be 'properly made' in accordance with the *Planning Act 2016*. There were 7 submissions against the proposal and 1 submission in support of the proposal.

A summary of the matters raised in the submissions, together with a statement of how those matters have been addressed as part of the assessment, is included in the officer's Detailed Assessment Report at Attachment 1 to this report.

### **PROPOSAL**

The application seeks approval for a Development Permit for a Material Change of Use to establish a Car Wash. The proposal includes a gross floor area of 274.5m<sup>2</sup> with four (4) manual wash bays, an auto wash, a wash tunnel, six (6) vacuum bays, three (3) staff car parking spaces, an SRV bay, plant storage areas and an office. Access will be gained from the Sippy Downs Drive frontage via an existing access easement on the adjoining allotment to the east (the existing Service Station).

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

#### Community Facilities Zone

The site is within the Community Facilities Zone, which is annotated for an Emergency Services use. The Editor's note at the end of the *Community facilities zone code* states that *a table of consistent and potentially consistent uses has not been provided for the Community facilities zone owing to the significant variations in the range of activities that may be considered appropriate to establish on a particular site or area included in the zone.*

Whilst there is no table of consistent uses, the proposed Car Wash would not provide for the establishment of the annotated land use and is therefore not anticipated to be located on the site. However, it is acknowledged that the site has been identified as being surplus to the needs of the State for the purpose of locating emergency services and has been transferred into private ownership and therefore, does not accord with the planning needs of the State Government in relation to the provision of, or location for emergency services.

The establishment of a Car Wash on land within the Community Facilities Zone is not an apparent intent of the Planning Scheme. A Car Wash does not provide for a community activity or other activity related to a community activity and does not otherwise meet any of the community needs identified as being relevant to achieving the purpose of the *Community facilities zone code* and is therefore in direct conflict with the planning intent for the Community Facilities Zone.

In the Tables of Assessment for the *Sunshine Coast Planning Scheme 2014*, a Car Wash is identified as requiring code assessment, and being a consistent use, in the Local Centre Zone and the Specialised Centre Zone in the Sippy Downs Local Plan Area. However, all sites included in the above-mentioned zones within the Sippy Downs local plan area have been fully developed for uses that are compatible with the planning intent for the zone and are not available for the establishment of a Car Wash. As such, it would therefore appear that the *Sunshine Coast Planning Scheme 2014* does not explicitly provide for the establishment of a Car Wash in the Sippy Downs Local Plan Area.

Other community activities that could be appropriate to locate on this site include the following:

- Child Care Centre
- Community Care Centre
- Community Use

In this regard, the potential use of the premises for a Child Care Centre, Community Care Centre or Community Use is required to be considered. It is noted that Sippy Downs is already provided with a number of Child Care Centres close to the site, and the identified town centre would be the most appropriate location to establish new community activities such as a Community Care Centre or Community Use.

It is considered that in the location proposed, the Car Wash would not compromise the planning intent for the Sippy Downs local plan area or the Sippy Downs Town Centre, and would provide for an appropriate use to occur in an appropriate location to meet an identified need of the local community.

Accordingly, despite the conflict with the purpose of the *Community facilities zone code*, the proposal could be approved noting the below other relevant matters that warrant approval:

- Circumstances have changed since the zoning was adopted which discounts the planning intent for the site to be used for Emergency Services
- Due to its location away from the town centre and the existing supply of Child Care Centres, there are no other community activities that the site would be particularly well suited to accommodate
- The site adjoins an existing service centre and is highly accessible from a number of major roads, which makes it highly suited to accommodating a motor vehicle oriented use that complements and is compatible with the other motor vehicle based uses operating on adjoining premises
- There is a planning need for a Car Wash to be established in Sippy Downs and there are no other sites better suited for the proposed use and

- The establishment of a Car Wash on the site would maintain the integrity of the Sippy Downs Town Centre, and therefore achieve the planning outcomes sought by the *Sippy Downs local plan code*.

#### Front setback

The proposal shows a front setback of 4.2 metres from the awning over the pre-wash area of the wash tunnel, in lieu of a 6 metre setback, and does not have a main entrance facing the street, which does not achieve the design solution offered by Acceptable Outcome AO2.2 of the *Business uses and centre design code*.

The building is predominantly setback 6 metres, with only a small section of the awning over the pre-wash area being located closer to the front boundary. The design of the building includes a mix of attractive architectural elements that would effectively frame and address Sippy Downs Drive, including glazing panels to the wash tunnel, rendered / painted block work to the storeroom wall facing the street, powder coated aluminium louvre screening to the office / store rooms on the upper level, and projecting roof eaves. The nature of the use is not pedestrian oriented, and development of the site is not intended to provide for activation of the street. The layout also includes sufficient area between the building and the front boundary to allow landscaping to be provided to soften the built form and assist to define the premises from public areas.

#### Site Boundary Setback

The development proposes a 1 metre side setback to the eastern side boundary in lieu of the 3 metre minimum offered as a design solution by Acceptable Outcome AO6.3 of the *Business uses and centre design code* for buildings adjoining an existing wall with openings on an adjoining site.

The proposed boundary setbacks are considered suitable for the development and interface with buildings on adjoining sites due to the access easement (which will likely remain open to air), the adjoining Service Station includes an open structure with a canopy over the fuelling area, the shop building associated with the Service Station is located over 40 metres away from the site boundary, and the site layout provides sufficient space around buildings for landscaping to be established to soften the built form.

#### Service Areas

The proposal includes plant and storage toward the site frontage rather than to the rear of the building, which does not achieve the design solution offered by Acceptable Outcome AO3 of the *Business uses and centre design code*.

The site layout includes sufficient landscape areas to soften and integrate the development when viewed from the street, to avoid any car parking and service areas dominating the streetscape. The development is therefore considered to achieve the intent of Performance Outcome PO3 of the *Business uses and centre design code*.

#### Access and Traffic Impacts

As access is proposed via an existing access route, provided under previous approvals, there is no specific intersection interfaces with the external road network. Additionally, this type of facility would not likely add congestion to peak traffic times as vehicle washing would likely substantially consist of non-peak attendance. The development is therefore considered to maintain the safety and function of the road network and internal driveway configuration.

Further, the proposed number of car parking spaces and on-site queuing spaces exceeds the requirements of the *Transport and parking code* and is anticipated to be sufficient to meet the expected demand.

### Conclusion

Despite the conflict with the zone provisions for the site, there are sufficient reasons, including other relevant matters to support the proposal. The proposed development otherwise sufficiently complies with the requirements of the Planning Scheme and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions.

### **Legal**

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

### **Policy**

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

### **Risk**

These matters can be appealed to the Planning and Environment Court by the applicant and any submitter who made a properly made submission. Council will proceed with any required actions resulting from any legal action.

### **Previous Council Resolution**

There is no previous Council resolution relevant to this report.

### **Related Documentation**

A copy of the officer's full and detailed assessment report is included as Attachment 1 to this report.

A copy of the proposed plans of the development are provided as Attachment 2 to this report.

### **Critical Dates**

A decision is due on the application by 14 November 2024. As the application is subject to impact assessment, if a decision is not made by this date, the applicant may lodge an appeal in the Planning and Environment Court against a 'deemed refusal' in accordance with the provisions of the *Planning Act 2016*.

### **Implementation**

Should the recommendation be approved by Council, it is noted that Council officers will communicate the outcome of Council's resolutions to the applicant and submitters who made a properly made submission as appropriate.

## Appendix A – Conditions of Approval

### APPLICATION DETAILS

Application No: MCU24/0136  
 Street Address: 211 Sippy Downs Dr SIPPY DOWNS QLD 4556  
 Real Property Description: Lot 3 SP 278406  
 Planning Scheme: Sunshine Coast Planning Scheme 2014 (23 Jan 2024)

### APPROVAL DETAILS

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

### CURRENCY PERIOD OF APPROVAL

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

### INFRASTRUCTURE

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

### ASSESSMENT MANAGER CONDITIONS

#### PLANNING

##### When Conditions Must Be Complied With

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

##### Approved Plans

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

### **Building Height**

3. The maximum height of the development must not exceed 15m above natural ground level.

### **Street Identification**

4. The street address of the development must be clearly visible and discernible from the primary frontage of the site by the provision of a street number.
5. The vehicle entry to the development from Sippy Downs Drive must be clearly visible and discernible from the frontage of the site by the provision of ground signs.

### **Building Appearance**

6. The approved building must be constructed such that it incorporates the external design features as shown on the Approved Plans and/or subsequent Council endorsed detailed design drawings, with no inclusions or future alternations being made without approval in writing by Council.
7. All mechanical equipment and other service infrastructure located on the site must be fully enclosed or screened such that they are not visible from the street frontage/s, other public space, or adjoining properties.

### **Fencing and Walls**

8. Any security fencing provided along the frontage of the site must be located behind and screened by landscaping with a minimum width of 2m.
9. Any security fencing provided along the frontage of the site must be at least 70% transparent.

### **Public Safety**

10. All frontage glazing must be protected against unlawful entry by the use of a form of safety glass such as toughened or laminated glass. All other windows provided at the ground floor must include toughened or laminated glass, or security screens.
11. Vandal proof materials and anti-graffiti paint must be used in the building construction.
12. Signs must be provided and located to direct people to entries and exits and to parking spaces within the site. Public parking areas must be clearly designated as such and have clearly defined access points.
13. During operating hours, all building entrances, parking areas, pedestrian areas and loading docks must be well lit with vandal resistant lighting and with intensities to

satisfy the requirements of *AS1158 – Lighting for Roads and Public Spaces* and the *Sunshine Coast Public Lighting Plan*. Lighting must be directed onto the site or building and away from neighbouring sites. Lighting must be designed to reduce the contrast between shadows and well-lit areas.

## ENGINEERING

### Property Access and Driveways

14. A sealed access driveway/apron must be provided from Easement I SP301169 and Easement A SP308422 to all parking and manoeuvring areas of the development. The works must be undertaken in accordance with an operational works approval and must include in particular:
  - (a) Line marking and signage to identify a minimum 3.5m wide 'through traffic lane' between the entry to Easement I SP301169 the exit from Easement A SP308422, and signage to notify drivers that vehicles are not permitted to park, stand or queue in the 'through traffic lane'.
  - (b) Provision of safe pedestrian sight triangle truncations to features adjacent to the exit driveway from Easement A SP308422.

### On-site Parking

15. A minimum of three (3) staff car parking spaces must be provided and marked on the site and made available and accessible at all times while the use is open for business. The works must be undertaken in accordance with an operational works approval and must include in particular:
  - (a) Dimensions, crossfalls and gradients in accordance with *AS2890 - Parking facilities*.
16. All on-site parking areas and access driveways must be maintained exclusively for vehicle parking and manoeuvring and kept in a tidy and safe condition at all times.

### Service Vehicles

17. Service vehicle parking, manoeuvring and standing spaces must be provided on the site. The works must be undertaken in accordance with an operational works approval and *AS2890.2 - Off-street commercial vehicle facilities* and must include in particular:
  - (a) WCV access and loading space; and,
  - (b) One (1) SRV parking space.

### Utility Services

18. Underground reticulated electricity must be provided to the site 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.

19. An underground connection to reticulated water and sewerage must be provided to the development site in accordance with the standards and requirements of Northern SEQ Distributor–Retailer Authority (Unitywater).

#### **Stormwater Drainage**

20. 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 Section 6 of the Stormwater Management Report listed in this development approval.
  - (b) Extension of the site stormwater system to accommodate stormwater from Lot 2 SP278406, including registration of drainage easements.
  - (c) The use of gravity stormwater drainage and not surcharge pits.

#### **Stormwater Quality Management**

21. A stormwater quality treatment system must be provided for the development. The works must be undertaken in accordance with an operational works approval, and include stormwater quality treatment devices of a size and location generally in accordance with those shown in Section 5 of the Stormwater Management Report listed in this development approval.
22. All stormwater quality treatment devices must be maintained in accordance with the Water by Design (2009) – Maintaining Vegetated Stormwater Assets (Version 1). A copy of this document must be retained on the site together with the approved Operational Works drawings for the stormwater quality treatment system and a detailed life cycle costing of the system attached as an addendum. Records of all maintenance activities undertaken must be kept and made available to Council upon request.
23. Permanent educational signage\* must be erected to educate the customers to the development about the function of the bioretention device(s). The dimensions, standard, presentation, and location of the educational signage must be in accordance with an operational works approval.

#### **Acid Sulfate Soils**

24. An acid sulfate soils investigation must be undertaken in accordance with Council's *Planning scheme policy for the acid sulfate soils overlay code*. Where the investigation identifies acid sulfate soils that require management, all works must be carried out in accordance with an acid sulfate soil and groundwater management plan (or part thereof) prepared by a qualified person and endorsed through an operational works approval.



25. All waters, including stormwater runoff, groundwater seepage and leachate from acid sulfate soils must achieve the following quality prior to release from the site:
  - (a) a pH range of 6.5-8.5 pH units.
  - (b) 50mg/L maximum total suspended solids concentration.
  - (c) 0.3mg/L maximum total iron concentration.
  - (d) 0.2mg/L maximum total aluminium concentration.
  - (e) No visible plume at either the point of release from the site or within a waterway.

#### **Easements**

26. A minimum 2.0m wide inter-allotment easement for drainage purposes must be registered against the title of the property in favour of Lot 2 SP278406 over the proposed stormwater conveyance path from the edge of Easement A SP308422 to the road reserve at the connection to Council's drainage system at the Sippy Downs Drive frontage.
27. 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.
28. 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.
29. All works must be kept clear of any existing or proposed easements on the subject land, unless agreed otherwise in writing by the Grantee.

#### **LANDSCAPING**

##### **Landscape Works**

30. The development site must be landscaped. The works must be undertaken in accordance with an operational works approval and must include in particular:
  - (a) The works shown on the Approved Plans.
  - (b) A landscape materials palette in accordance with Council's *Planning scheme policy for Sippy Downs Town Centre*.
  - (c) Frontage landscaping varying in width (2.4m to 8m) in accordance with that proposed on the approved Landscape Concept Plan Revision C.
  - (d) A minimum 4m wide landscape strip where interfacing with Easement A.
  - (e) A minimum 700mm wide landscape strip along the eastern boundary.
  - (f) Provision of 9 x 25 litre *Lophostemon confertus* street trees within the road reserve at average 8m centres in accordance with the conditions of this development approval.
  - (g) Landscaping of the approved driveway and car parking area in accordance with the conditions of this development approval.

- (h) Vegetated screening of all service infrastructure including electrical transformers, mechanical plant, and bin storage areas.
  - (i) Densely planted landscaping to site boundaries.
- 31. 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, sustained, and vigorous plant growth. All plant material must be allowed to grow to full form and be refurbished when its life expectancy is reached.
- 32. The landscaped frontage area specified in the conditions of this development approval must be:
  - (a) Wholly located within the site and at grade to the verge.
  - (b) Unencumbered by infrastructure items such as car parking, washdown bays and pathways, other than a single pedestrian path.
  - (c) Located in front (roadside) of any site retaining or fencing.
  - (d) Established and maintained for the purposes of screening and integrating built form and providing shade and amenity to the street frontage.
- 33. The street tree landscaping specified in the conditions of this development approval must:
  - (a) Be located 1m roadside of the footpath.
  - (b) Be provided to meet the intent of shading the road verge to 80% at maturity.
  - (c) Be provided with a drainage connection to the tree pit and structured soils if individually planted.
  - (d) Comply with AS2303 - *Tree stock for landscape use*.
- 34. Landscaping for car parking and driveways specified in the conditions of this development approval must:
  - (a) Incorporate shade trees at a rate of 1 tree per every 4 car parks.
  - (b) Be designed to incorporate:
    - (i) Shade trees in concave profile planting area.
    - (ii) Drainage of uncontaminated hard surface areas to landscape areas.
    - (iii) Edge of hardstand finished at wheel stop.
    - (iv) Planting of low species past the wheel stop (under vehicle overhang).

## ENVIRONMENTAL HEALTH

### Environmental Performance

- 35. Automatic mechanical carwash facilities must be designed to collect, treat, and recycle wastewater for reuse.
- 36. All unrecyclable wastewater and liquid wastes associated with the use must be disposed of to the reticulated sewerage system or be disposed of off-site to an approved waste disposal facility\*.
 

\*(Refer to Advisory Note)

37. Contaminants or contaminated water must not be directly or indirectly released to surface water or groundwater at or outside the site, except for:
  - (a) uncontaminated overland stormwater flow, or
  - (b) uncontaminated stormwater to the stormwater system.
38. Materials and equipment must be available on site to adequately contain and clean up spills of potentially polluting materials. An inventory of all clean up and containment materials and equipment, and documented emergency response and clean up procedures, must be kept on site.
39. Maintenance and cleaning of equipment (including vehicles and plant) must be carried out in an area where contaminants cannot be released into stormwater drainage, a roadside gutter, a water or onto unsealed ground.
40. The release of noxious or offensive odours or any other noxious or offensive airborne contaminants resulting from the use must not cause a nuisance at any nuisance sensitive or commercial place.
41. All chemical packages and tank storages (including, but not limited to, oil or waste oil, paint, lacquers, thinners, adhesives, and cleaning solvents) must be banded in accordance with the following:
  - (a) For tanks, the capacity of the bund must be sufficient to contain at least one hundred and ten percent (110%) of the largest storage tank plus ten percent (10%) of the second largest tank within the bund.
  - (b) For package storages, the capacity of the bund must be sufficient to contain at least one hundred percent (100%) of the largest container plus twenty-five percent (25%) of the total storage capacity.
  - (c) All bunding must be constructed of materials which are impervious to the materials stored.

#### **Waste Management**

42. Refuse storage, removal and collection facilities must be provided in accordance with the Approved Plans and the following:
  - (a) Provision of a minimum bulk bin volume of 1100L for general waste, and 1100L recyclable waste for the development.
  - (b) Collection by service vehicles in a safe, efficient and unobstructed manner.
  - (c) Provision of a functionally accessible communal hardstand impervious area for the permanent storage location and service collection of all bulk bins.
  - (d) Maintain continued responsibility of the body corporate, or an equivalent site management entity, to maintain access to the waste contractor to the bin store.
  - (e) Provision of a 1.8m high purpose built enclosure to the bin storage and collection area/s, which is screened from the street and adjoining properties by landscaping.
  - (f) Provision of a readily accessible wash-down area in the vicinity of the permanent bin storage area fitted with a hose-cock, bin roll over bund, and drain connected to the sewer that has a stormwater catchment area of no more than 1m<sup>2</sup>.

### Acoustic Amenity

43. Noise from the development must not:
- (a) For noise that is continuous noise measured by  $L_{A90,T}$ , be more than nil dB(A) greater than the existing acoustic environment measured by  $L_{A90,T}$  at a sensitive land use,
  - (b) For noise that varies over time measured by  $L_{Aeq,adj,T}$ , be more than 5dB(A) greater than the existing acoustic environment measured by  $L_{A90,T}$  at a sensitive land use.

\*(Refer to Advisory Note)

*Note: Measurements must be in accordance with AS1055.1 - Acoustics – Description and measurement of environmental noise – General procedures. Measurements must be adjusted for tonality and impulsiveness where required, where attenuation is applied for inside to outside calculations, a maximum of 5 dB(A) only is to be applied (i.e. assumed windows fully open).*

44. Any mechanical plant and equipment\* must be designed, located, and attenuated such that noise measured by  $L_{Aeq,adj,T}$  does not exceed the Rating Background Level (tenth percentile) plus 3 dBA at a sensitive land use internal and external to the development site. This condition does not authorise Environmental Nuisance as defined under the *Environmental Protection Act 1994*.

\*(Refer to Advisory Note)

*NOTE:  $L_{Aeq,adj,T}$  is the A-weighted equivalent continuous sound pressure level during measurement time T, adjusted for tonal and impulsive noise characteristics, where T is Day (7am to 6pm): 11hr, Evening (6pm to 10pm): 4hr, Night (10pm to 7am): 9hr. Measurements must be in accordance with AS1055 - Acoustics – Description and measurement of environmental noise. Measurements must be adjusted for tonality and impulsiveness where required. Where attenuation is applied for inside to outside calculations, a maximum of 5 dB(A) only is to be applied (i.e. assumed windows fully open).*

45. Certification, based on operational noise compliance testing must be submitted to Council from a qualified person\* that all mechanical plant and equipment noise complies with the noise criteria listed within this development approval. Certification must include a report prepared by a qualified person\* which includes operational noise compliance verification testing results, and specify the location, type and operating scenario of all mechanical plant and equipment included in the compliance testing. Certification is required prior to commencement of the approved use.

\*(Refer to Advisory Note)

46. Any grills or metal plates subject to vehicular traffic on the site must be suitably acoustically dampened to prevent noise impacts on surrounding sensitive land uses.

### Lighting Devices

47. Lighting associated with the use must be designed, sited, installed and tested to comply with Table 3.2 & 3.3 of AS4282 - *Control of the obtrusive effects of outdoor lighting*.
48. Under canopy and car park lighting must include shields to direct light away from sensitive land uses at an appropriate angle to avoid direct line of sight to luminaires.
49. Certification must be submitted to Council from a qualified person\* that all lighting devices comply with the requirements of this development approval.  
\*(Refer to Advisory Note)

#### REFERRAL AGENCIES

Not applicable.

#### DEVELOPMENT PLANS

The following development plans are Approved Plans for the development:

#### Approved Plans

Plan No.	Rev.	Plan Name	Date
CD-A01	B	<i>Site Plan</i> , prepared by Andrew Bock Architecture	16/05/2024
CD-D01	E	<i>Ground Floor Plan</i> , prepared by Andrew Bock Architecture	24/08/2024
CD-D02	B	<i>Upper Floor Plan</i> , prepared by Andrew Bock Architecture	14/08/2024
CD-D03	B	<i>Roof Plan</i> , prepared by Andrew Bock Architecture	14/08/2024
CD-D04	A	<i>Ground Floor Plan - Simplified</i> , prepared by Andrew Bock Architecture	24/08/2024
CD-D05	A	<i>Ground Floor Part Plan 01</i> , prepared by Andrew Bock Architecture	24/08/2024
CD-E01	B	<i>East and North Elevations</i> , prepared by Andrew Bock Architecture	24/04/2024
CD-E02	B	<i>West and South Elevations</i> , prepared by Andrew Bock Architecture	24/04/2024
CD-F01	B	<i>Sections AA and BB</i> prepared by Andrew Bock Architecture	14/08/2024
CD-F02	A	<i>Sections CC and DD</i> , prepared by Andrew Bock Architecture	24/04/2024
CD-X01	B	<i>3D Visuals</i> , prepared by Andrew Bock Architecture	24/08/2024
CD-X02	B	<i>3D Visuals</i> , prepared by Andrew Bock Architecture	14/08/2024
CD-X03	B	<i>3D Visuals</i> , prepared by Andrew Bock Architecture	14/08/2024
23066 SD-2	C	<i>Landscape Concept Plan</i> , prepared by Project Urban and annotated by SCC	30/05/2024

## REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

### Referenced Documents

Document No.	Rev.	Document Name	Date
0095 (SWM)	-	Stormwater Management Report, prepared by SCG	28/05/2024

## ADVISORY NOTES

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

### 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 the activity does not harm Aboriginal cultural heritage." It is an offence to fail to comply with the duty of care. Substantial monetary penalties may apply to individuals or corporations breaching this duty of care. Injunctions may also be issued by the Land Court, and the Minister administering the Act can also issue stop orders for an activity that is harming or is likely to harm Aboriginal cultural heritage or the cultural heritage value of Aboriginal cultural heritage.

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

### Equitable Access and Facilities

- 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*.

### **Easements and Future Works over External Land**

3. 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**

4. 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](http://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**

5. 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**

6. 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.

### **Co-ordination of Operational Works**

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

### **Pre-Design Meeting Services**

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

### **Building and Construction Industry (Portable Long Service Leave) Levy ("Qleave")**

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

### **Unitywater - Water and Sewerage Services**

10. 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.

### **Preparation of a Preliminary Construction Management Plan**

11. A preliminary construction management plan must be submitted with the operational works application and must address the following:
  - (a) appropriate traffic signage in accordance with the *Manual of Uniform Traffic Control Devices (MUTCD)*.
  - (b) provision for safe pedestrian access across the frontage of the site both during daily construction and after daily construction has ceased.

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

### **Bioretention Basin Educational Signage**

12. Suggested wording for the permanent educational signage required by this development approval is as follows:



*"BIORETENTION BASIN - This bioretention basin reduces the pollution of our waterways by reducing the amount of heavy metals, litter, suspended solids, and nutrients discharged to Mountain Creek".*

#### **Qualified Persons**

13. For the purpose of preparing a landscape plan, a qualified person is considered to be a landscape architect, landscape designer and/or horticulturist with a minimum of five 5 years current experience in the field of landscape design.
14. For the purpose of certifying acoustic matters or treatments for the development, a qualified person is considered to be either:
  - (a) a Registered Professional Engineer of Queensland (RPEQ);
  - (b) an environmental consultant with a minimum of three (3) years current experience in the field of acoustics.
15. For the purpose of certifying lighting devices for the development, a qualified person is considered to be either:
  - (a) a Registered Professional Engineer of Queensland (RPEQ);
  - (b) an environmental or electrical design consultant with a minimum of three (3) years current experience in the field of outdoor lighting.

#### **Noise - Fixed Plant and Equipment**

16. Mechanical Plant and Equipment includes air-conditioning and condenser units, basement exhaust systems and discharge units, pool filtration units, spa filtration and blower units, refrigeration or heating units, pumps and generators, kitchen exhaust and discharge units. For the building design and construction of the approved use, the direction of a qualified person (acoustic consultant) will ensure the installation of fixed plant and equipment is suitably located and/or shielded to avoid nuisance being caused to sensitive land use, both internal and external to the development site. It is not intended that this condition regulates noise from mechanical plant and equipment in perpetuity. A noise impact assessment report prepared in accordance with the planning scheme policy for the Nuisance Code can assist in demonstrating achievement of this performance outcome.

#### **Waste Management - On Property Servicing of Bulk Bins**

17. The conditions of this approval contain detailed requirements regarding waste management storage and collection areas. Council is seeking to minimise existing long term problems associated with servicing of waste containers, specifically issues associated with bulk bins standing on road reserves, traffic issues, and Workplace Health & Safety considerations for the cleansing contractor. The purpose of the temporary bin storage embayment at the site frontage within the property boundary is to reflect:

- (a) the minimum requirements that must be achieved so as to conduct safe, efficient and unobstructed On-Property collection of bulk bins in accordance with the *Waste management code*, and
- (b) the minimisation of Workplace Health & Safety issues associated with manual handling of bulk bins by the cleansing contractor.

#### Trade Waste

18. Trade waste generated on-site is subject to Unitywater's Trade Waste Policy. The applicant is advised to contact Unitywater's Trade Waste Officer to determine trade waste requirements.

#### Development Compliance Inspection

19. Prior to the commencement of the use, please contact Council's Appeals Management and Compliance Unit to arrange a development compliance inspection.

#### Environmental Harm

20. *The Environmental Protection Act 1994* requires that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Contact Council or the Department of Environment & Heritage Protection for further information with respect to *Environmental Protection Act 1994* requirements.

#### PROPERTY NOTES

Not applicable.

#### VARIATION APPROVAL

Not applicable.

#### FURTHER DEVELOPMENT PERMITS REQUIRED

- Development Permit for Operational Work – Engineering Work (Stormwater and Parking) & Landscape Work
- Development Permit for Building Work (Building Certification)

#### SUBMISSIONS

There were 7 properly made submissions about the application. In accordance with the *Planning Act 2016*, the name, residential or business address, and electronic address of the principal submitter for each properly made submission is provided and attached.

**INCONSISTENCY WITH EARLIER APPROVAL**

Not applicable.

**ENVIRONMENTAL AUTHORITY**

Not applicable.

**RIGHTS OF APPEAL**

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

**OTHER DETAILS**

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





## DETAILED OFFICER REPORT

### MATERIAL CHANGE OF USE TO ESTABLISH A CAR WASH

MCU24/0136

[Link to Development.i - MCU24/0136](#)

APPLICATION SUMMARY	
Division:	6
Applicant:	R and K Ayache
Consultant:	Project Urban Pty Ltd
Owner:	K Ayache and R Ayache
Proposal:	Development Permit for a Material Change of Use for a Car Wash
Properly Made Date:	30 May 2024
Street Address:	211 Sippy Downs Drive, Sippy Downs
RP Description:	Lot 3 SP 278406
Assessment Type:	Impact
Number of Properly Made Submissions:	7
State Referral Agencies:	Not applicable.
Referred Internal Specialists:	<ul style="list-style-type: none"> <li>Development Services                             <ul style="list-style-type: none"> <li>Development Engineer</li> <li>Landscape Officer</li> <li>Environmental Management Officer</li> <li>Urban Designer</li> </ul> </li> </ul>
STATUTORY DETAILS	
Planning Scheme:	Sunshine Coast Planning Scheme 2014 (23 Jan 2024)
SEQRP Designation:	Urban Footprint
Strategic Framework Land Use Category:	Urban Area
Local Plan Area:	Sippy Downs Local Plan Area
Zone:	Community Facilities Zone – 7. Emergency Services
Assessment Type:	Impact

PROPOSAL:

The application seeks approval for a Development Permit for a Material Change of Use to establish a Car Wash. The proposal includes four (4) manual wash bays, an auto wash, a wash tunnel, six (6) vacuum bays, three (3) staff car parking spaces, an SRV bay, plant storage areas and an office.

The gross floor area (GFA) will be 274.5m<sup>2</sup> and access will be gained from the Sippy Downs Drive frontage via an existing access easement on the adjoining allotment to the east (the existing Service Station). The access arrangement includes a one-way entry and exit driveway from the easement along the northern boundary of the site. A refuse storage area is located to the west of the entry driveway.

Extracts of the proposal plans are provided below in Figures 1 to 7.

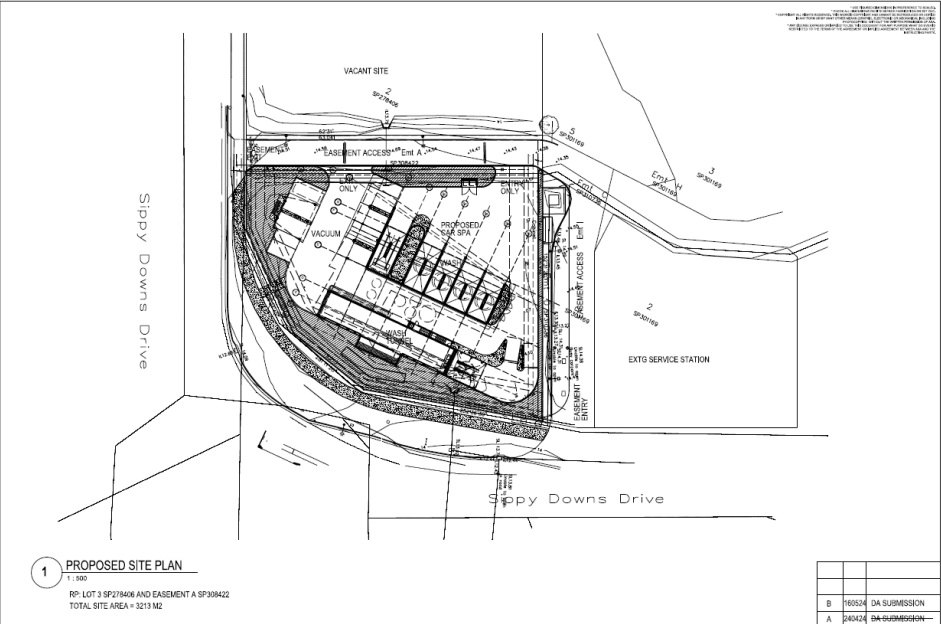
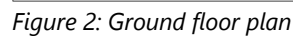


Figure 1: Site plan



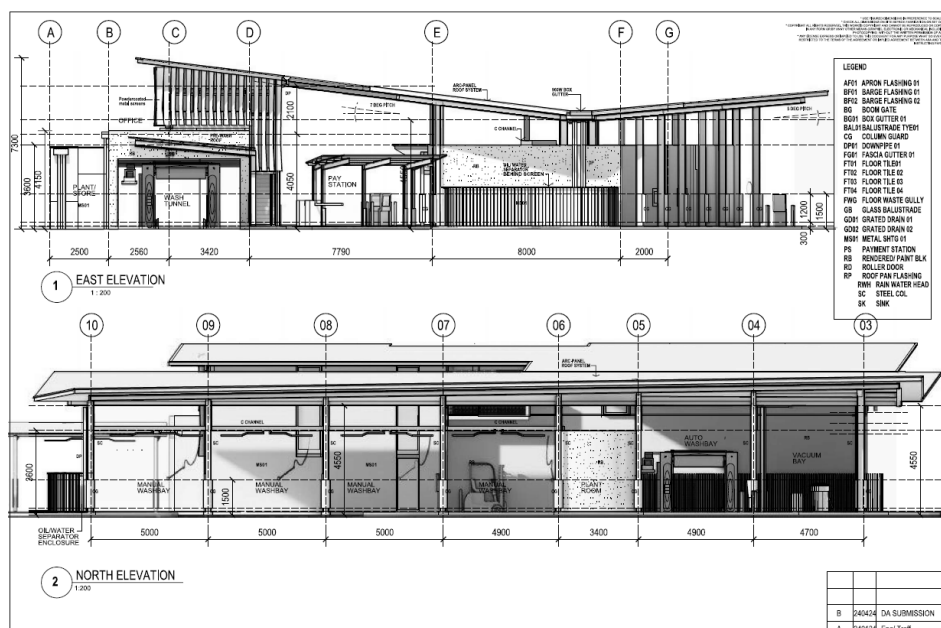


Figure 4: Elevations

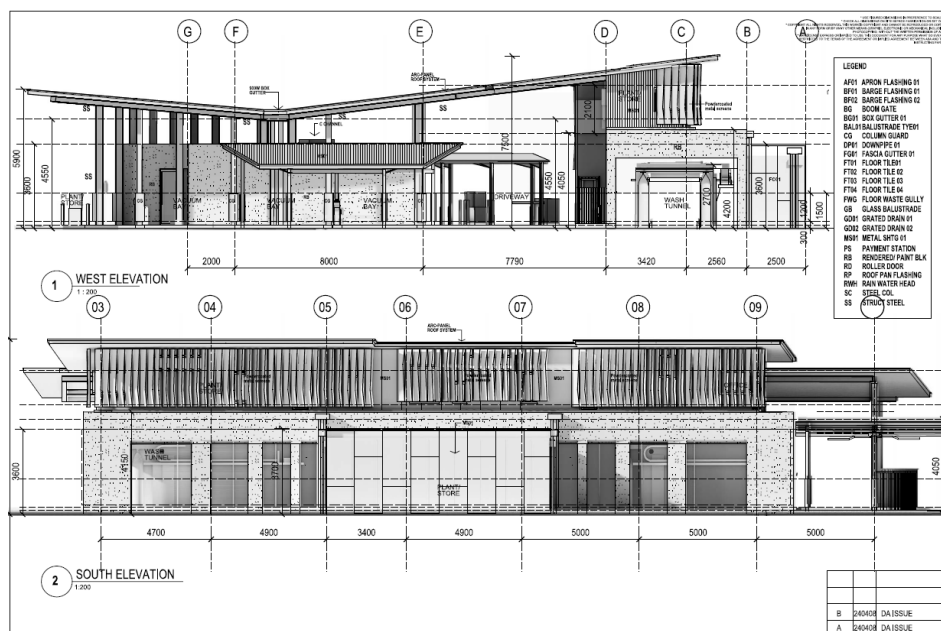


Figure 5: Elevations



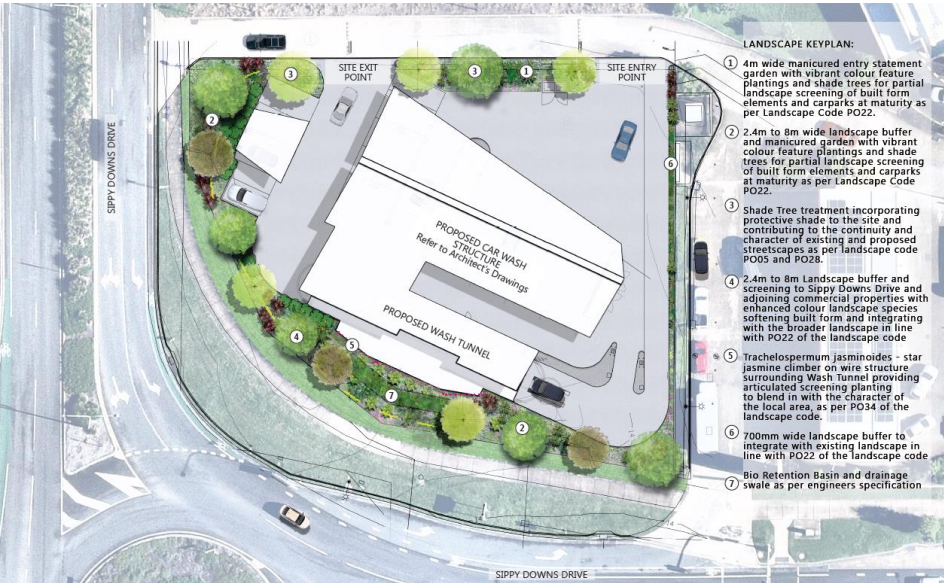


Figure 6: Landscape Concept Plan



Figure 7: Perspective from Corner of Sippy Downs Drive

The following table describes the key development parameters for the proposal:

MATERIAL CHANGE OF USE	DEVELOPMENT PARAMETERS	
	Design solution offered by the codes as an Acceptable Outcome for achieving compliance	Proposed
Building Height/Storeys	Maximum 15 metres	7.5 metre maximum

<b>Setbacks</b>	Front: 6 metres  Other site boundaries: 3 metres	Front: 4.2 metres to roof over pre-wash booth  Other site boundaries: 1m to eastern side roof over pay station 2.1m to northern side canopy over vac bay
<b>Site Cover</b>	Maximum 70 percent (%)	31.75 percent (%)
<b>Parking</b>	Car: Queuing space clear of the road reserve for four (4) vehicles  Bicycle: Not required  Service vehicle: SRV & WCV  Motorcycle / scooter: Not required	Car: Queuing for more than four (4) cars clear of the road reserve  Bicycle: Nil  Service vehicle: SRV & WCV  Motorcycle / scooter: Nil
<b>Landscaping</b>	10 percent (%) of site	21.8 percent (%) of site

## SITE DETAILS:

### Site Features and Location

<b>SITE AND LOCALITY DESCRIPTION</b>	
<b>Land Area:</b>	3,213m <sup>2</sup>
<b>Existing Use of Land:</b>	Vacant lot
<b>Road Frontage:</b>	Approximately 102 metres to Sippy Downs Drive
<b>Significant Site Features:</b>	Nil
<b>Topography:</b>	The site is generally flat
<b>Surrounding Land Uses:</b>	North: Vacant lot and Sippy Downs Police Station East: Service Station and a number of drive-through Food and Drink Outlets South (opposite Sippy Downs Drive): Sunshine Coast University land, including a sports field West (opposite Sippy Downs Drive): Chancellor State College, including their sports hall and car parking area

The location and aerial of the subject site in relation to its surrounds is shown below in Figure 8 and 9

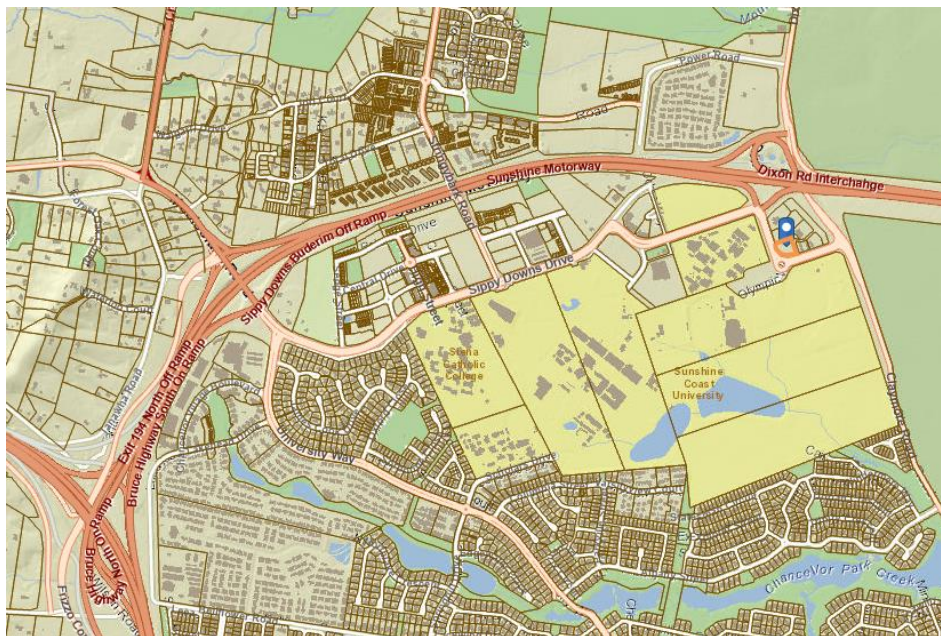


Figure 8: Locality map

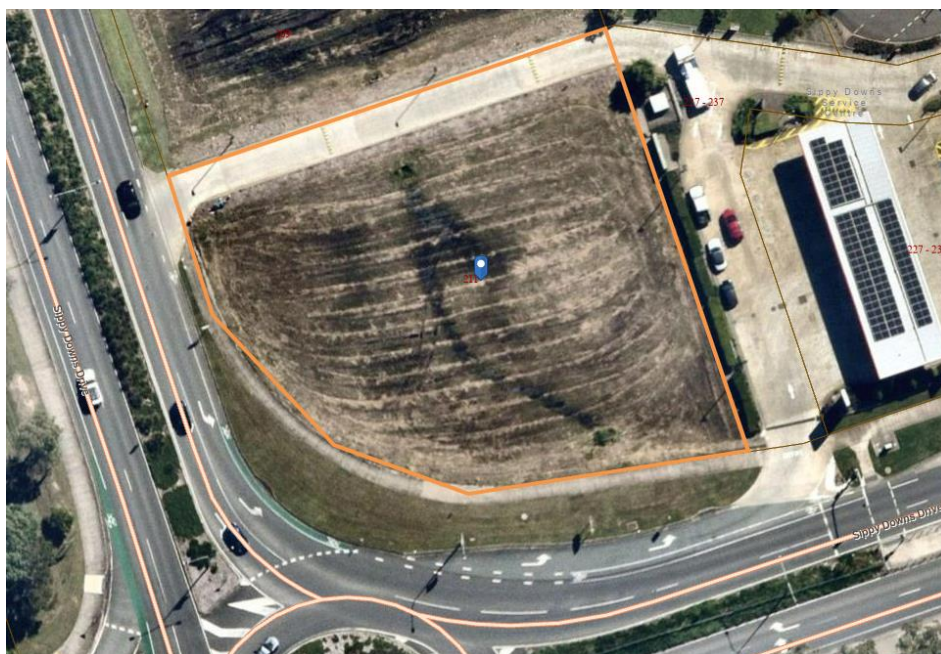


Figure 9: Aerial



## Development History of Site

<b>APPLICATION NO.</b>	<b>DECISION AND DATE</b>
MCU16/0111	<i>Approved 23 December 2016</i> Development Permit for Material Change of Use of Premises (Food and Drink Outlet & Service Station)
MCU16/0111.02	<i>Approved 22 June 2018</i> Minor change to the development approval which included changes to vehicle access, changes to GFA, changes to parking, waste storage, and landscaping.
MCU16/0111.03	<i>Approved 14 November 2022</i> Minor change to the development approval to allow the installation of electric vehicle charging stations and solar panels.
OPW18/0182	<i>Approved 23 July 2018</i> Negotiated Decision for a Development Permit for Operational Work (Placing an Advertising Device)
RAL18/0065	<i>Approved 30 May 2018</i> Development Permit to Reconfigure a Lot (Access Easement)
POS19/0234	<i>Endorsed 7 August 2020</i> Survey Plan for Access Easement

## ASSESSMENT:

### Framework for Assessment

#### Categorising Instruments for Statutory Assessment

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

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

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

### Assessment Benchmarks Related to the *Planning Regulation 2017*

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

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

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

State Planning Policy (SPP), Part E

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

### Assessment Benchmarks Related to the Planning Scheme

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

<b>PLANNING SCHEME DETAILS</b>	
<b>Planning Scheme:</b>	<i>Sunshine Coast Planning Scheme 2014 (23 Jan 2024)</i>
<b>Strategic Framework Land Use Category:</b>	Urban Area
<b>Local Plan Area:</b>	Sippy Downs Local Plan Area
<b>Zone:</b>	Community Facilities Zone – 7. Emergency Services
<b>Consistent/Inconsistent Use:</b>	Inconsistent
<b>Applicable Assessment Benchmarks:</b>	<p>The <i>Sunshine Coast Planning Scheme 2014</i> as a whole, including:</p> <ul style="list-style-type: none"> <li>• <i>Strategic framework</i></li> <li>• <i>Height of buildings and structures overlay code</i></li> <li>• <i>Sippy Downs local plan code</i></li> <li>• <i>Community facilities zone code</i></li> <li>• <i>Business uses and centre design code</i></li> <li>• <i>Industry uses code</i></li> <li>• <i>Landscape code</i></li> <li>• <i>Nuisance code</i></li> <li>• <i>Safety and security code</i></li> <li>• <i>Stormwater management code</i></li> <li>• <i>Sustainable design code</i></li> <li>• <i>Transport and parking code</i></li> <li>• <i>Waste management code</i></li> <li>• <i>Works, services and infrastructure code</i></li> </ul>

The Strategic Framework is an Assessment Benchmark for Impact Assessable applications and considers the following themes relevant to achieving the Strategic Intent:

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

The application has been assessed against the Strategic Intent and each of the themes listed above. The pertinent issues arising out of assessment against the Strategic Framework are discussed below.

Strategic Intent

Sippy Downs is identified as a Major Regional Activity Centre, located within the Sunshine Coast Enterprise Corridor, where urban growth and economic development is sought to occur at a scale that supports Maroochydore as the Principal Activity Centre.

The proposed Car Wash would not compromise the provision of infrastructure and services, would not impact the availability of natural resources, and is not at risk of impact from any natural hazards. In fact, the proposed development would provide for increased efficiencies in the use of existing infrastructure, would reduce water consumption associated with washing cars, and would improve the management of pollutants entering our stormwater system.

Other matters relevant to the assessment of the Car Wash relate to:

- Providing for urban growth in identified areas
- Achieving appropriate economic development outcomes
- Managing traffic impacts and minimising vehicle dependency
- Meeting the needs of the local community and maintaining local character

Section 3.2.1 of the Strategic Intent provides an overview for shaping growth and includes the following statement relevant to the growth of urban areas:

*The pattern of settlement is characterised by well-defined urban and rural residential areas and the progressive transition towards a more compact, efficient and functional urban form.*

The proposal would contribute to the establishment of a more compact, efficient, and functional urban form, by co-locating with compatible motor vehicle oriented development in a highly accessible location that would also conveniently service an established residential community.

Section 3.2.2 of the Strategic Intent provides an overview for a new economy and includes the following statements which are relevant to economic development in Sippy Downs:

*A network of well-designed and accessible activity centres is established across the Sunshine Coast providing activities and employment opportunities which reflect their role and function.*

*Maroochydore is supported by other major regional activity centres within the Enterprise Corridor at Caloundra, Caloundra South, Kawana and Sippy Downs.*

In the location proposed, adjacent to a service centre on the periphery of the Sippy Downs local plan area, the development would support the existing and planned network of activity centres, including the Sippy Downs Town Centre and Maroochydore as the Principal Activity Centre.

Section 3.2.5 of the Strategic Intent provides an overview for better ways to move around and includes the following state relevant to the creation of efficient transport movement networks:

*Development is designed to increase walking and cycling, minimise dependency on private motor vehicle use and contribute to greater levels of regional self-containment.*

Whilst it is noted that a Car Wash would support the ownership and ongoing use of private motor vehicles, it is also noted that the Sunshine Coast has a high rate of vehicle ownership and the localised provision of facilities related to the servicing of private motor vehicles reduces the need for people to travel outside of the local area to seek the service and contributes to regional self-containment.

Section 3.2.7 of the Strategic Intent

*In 2031, the Sunshine Coast will have in place a sustainable pattern of settlement and remain one of Australia's most attractive places to live, visit and do business.*

The provision of an architecturally designed Car Wash adjacent to the existing service centre in Sippy Downs would meet a local need and ensure that Sippy Downs remains an attractive place to live, visit and do business.

#### Settlement Pattern

The proposed development is considered to meet the strategic outcomes listed in section 3.3.1 of the Strategic Framework. In particular, the development will provide for a sustainable motor vehicle related use to be co-located with other vehicle reliant uses on a highly accessible site where it can appropriately meet the needs of the local

residential community in Sippy Downs and Palmview, support the growth of the Sippy Downs Town Centre as a Major Regional Activity Centre, and make efficient use of existing infrastructure and transport networks.

Economic Development

The proposed development is considered to meet the strategic outcomes listed in section 3.4.1 of the Strategic Framework. In particular, the development will maintain the planned intent for Sippy Downs as a Major Regional Activity Centre by locating a land consumptive vehicle dominant use on the periphery of the local plan area, adjacent to an existing service centre that supports a growing residential community.

Transport

The proposed development is considered to meet the strategic outcomes listed in section 3.5.1 of the Strategic Framework. In particular, the development will provide a motor vehicle reliant use in close proximity to an existing community that does not benefit from convenient access to a Car Wash, which will reduce the need for additional vehicle trips and/or the length of travel currently required to meet the local need.

Infrastructure and Services

The proposed development is considered to meet the strategic outcomes listed in section 3.6.1 of the Strategic Framework. In particular, the development will make efficient use of existing infrastructure networks and contribute to the cost of providing for planned infrastructure, to ensure the long term social, economic, financial, and environmental sustainability of the Sunshine Coast.

Natural Environment

The proposed development is considered to meet the strategic outcomes listed in section 3.7.1 of the Strategic Framework. In particular, the development could improve the natural state of nearby ecologically important areas (particularly wetlands) by establishing a use that provides an alternative to washing a car on a residential premises, and results in improved stormwater quality management outcomes.

Community Identity, Character and Social Inclusion

The proposed development is considered to meet the strategic outcomes listed in section 3.8.1 of the Strategic Framework. In particular, the development will provide for local facility that would meet a community need and reinforce the identity of the existing service centre at Sippy Downs.

Natural Resources

The proposed development meets the strategic outcomes listed in section 3.9.1 of the Strategic Framework as it will not impact on the supply of natural resources.

Natural Hazards

The proposed development is considered to meet the strategic outcomes listed in section 3.10.1 of the Strategic Framework as the proposal would not increase risks to people or property from any natural hazards.



### **Planning Scheme Codes**

The application has been assessed against each of the applicable codes. The pertinent issues arising out of assessment against the codes are discussed below:

#### **Land Use Conflict and Planning Need**

The proposal seeks to establish a Car Wash on land within the Community Facilities Zone, which is annotated for an Emergency Services use. The Editor's note at the end of the *Community facilities zone code* states that *a table of consistent and potentially consistent uses has not been provided for the Community facilities zone owing to the significant variations in the range of activities that may be considered appropriate to establish on a particular site or area included in the zone.*

Whilst there is no table of consistent uses, the proposed Car Wash would not provide for the establishment of the annotated land use and is therefore not anticipated to be located on the site.

However, it is acknowledged that the site has been identified as being surplus to the needs of the State for the purpose of locating emergency services and has been transferred into private ownership. Accordingly, it is clear that the intent for development provided for by the zoning under the *Sunshine Coast Planning Scheme 2014* does not accord with the planning needs of the State Government in relation to the provision of, or location for emergency services.

Notwithstanding, the lack of need or intent for emergency services to be located on the site by the State government only partially overcomes the fundamental conflict with the *Community facilities zone code*, as a range of uses are intended to be established on land in the Community Facilities Zone, even where the land includes an annotation identifying the intent for a particular use to be provided.

Alternative uses that could reasonably be expected to occur on the site based on the Table of Assessment for the Community Facilities Zone (Table 5.5.16) include the following:

- Child Care Centre
- Club
- Community Care Centre
- Community Use
- Educational Establishment

A business activity is generally not intended to occur in the Community Facilities Zone, except in circumstances where the use of associated with a community activity, hospital, residential care facility or retirement facility being operated on the same site. The types of business activities that may be associated with a community activity or other annotated land use would generally include the following:

- Food and drink outlet
- Health care services
- Market
- Shop

Hence, the establishment of a Car Wash on land within the Community Facilities Zone is not an apparent intent of the Planning Scheme. Furthermore, a Car Wash would not achieve the purpose of the Community Facilities Zone, which is to:

*... provide for a range of community activities and other activities at varying degrees of scale and intensity which meet the social, educational, spiritual, cultural, creative, health or infrastructure related needs of the Sunshine Coast's existing and future communities, and provide for the effective operation of, and public accessibility to, community related activities.*

A Car Wash does not provide for a community activity or other activity related to a community activity and does not otherwise meet any of the community needs identified as being relevant to achieving the purpose of the *Community facilities zone code* and is therefore in direct conflict with the planning intent for the Community Facilities Zone. It is further noted that the establishment of a Car Wash on the site would not meet the following overall outcomes of the *Community facilities zone code*:

- (a) *development caters predominantly for specified uses, facilities and works which include:-*
  - (i) *land used, owned or operated by Federal, State or local government for purposes such as air services, cemeteries, community uses, educational establishments, emergency services, hospitals, utility installations and transport networks;*
  - (ii) *uses, facilities and works which by virtue of their location, intensity, combination of uses, operations or site characteristics are best managed in a use-specific land use allocation; or*
  - (iii) *private community services and facilities including educational establishments, places of worship, private hospitals and tourist parks;*
- (b) *a limited range of allied and compatible uses are provided to fulfil ancillary functions required for community facilities to function effectively;*
- (c) *development provides a high level of amenity, maintains the safety of people, buildings and works, and effectively manages the potential for land use conflict with existing and intended surrounding development;*
- (d) *existing and planned community facilities and associated uses are protected from the intrusion of incompatible uses that could limit the ongoing operation of existing community facilities or prejudice appropriate new community facilities;*

A Car Wash does not provide for the establishment of a community activity, nor a use required for a community facility to function effectively, and would also preclude the establishment of community facilities being located on the site.

In the Tables of Assessment for the *Sunshine Coast Planning Scheme 2014*, a Car Wash is identified as requiring code assessment, and being a consistent use in the following zones in the Sippy Downs Local Plan Area:

- Local Centre Zone
- Specialised Centre Zone

However, it is noted that all sites included in the above-mentioned zones within the Sippy Downs local plan area have been fully developed for uses that are compatible with the planning intent for the zone and are not available for the establishment of a Car Wash.

Furthermore, despite being categorised as a commercial business use in the group of business activities identified in Figure SC1.1.B, a Car Wash is not identified as a consistent or potentially consistent use in the Tables of Assessment for the Major Centre Zone in the Sippy Downs Local Plan Area and would be considered to be an inconsistent use, requiring impact assessment. It would therefore appear that the *Sunshine Coast Planning Scheme 2014* does not explicitly provide for the establishment of a Car Wash in the Sippy Downs Local Plan Area.

A planning need for the proposed Car Wash has been identified by the applicant, having regard to the following factors:

- There is a demand for commercial car washing facilities due to the high levels of vehicle ownership on the Sunshine Coast,
- There are no car wash facilities in Sippy Downs and the nearest facilities is about 9.9kms away from the subject site,
- The provision of a car wash in Sippy Downs would improve the convenience and level of accessibility than what is currently available to local residents, and
- Commercial car washes provide an environmental benefit in terms of pollutant management and water consumption.

However, the establishment of a planning need for the proposed use only partially overcomes the fundamental conflict with the *Community facilities zone code*. Further assessment is required to determine that there is no planning need for other types of community activities to be established on the site, which the proposed development would preclude. Community activities that could be appropriate to locate on the site include the following:

- Child Care Centre
- Community Care Centre
- Community Use

In this regard, the potential use of the premises for a Child Care Centre, Community Care Centre or Community Use is required to be considered.

It is noted that Sippy Downs is already provided with a number of Child Care Centres close to the site, and the identified town centre would be the most appropriate location to establish new community activities such as a Community Care Centre or Community

Use. In fact, planning for the Sippy Downs Town Centre already includes provision for a Public Library, and it would be appropriate to co-locate other community activities within the same area. Thus, there is no apparent need for the site to accommodate any community activities.

It is further noted, that being located near the Sunshine Motorway, on a busy main street and adjacent to an existing Service Station and group of Food and Drink Outlets high-volume convenience restaurants with drive-through facilities, the location would benefit from a high level of passing traffic, and the site is particularly well located to accommodate uses that rely on private motor vehicles as the primary mode of transportation. The location is highly accessible from the motorway and other major roads (Dixon Road and Sippy Downs Drive) which service the local community. Hence, it would be appropriate for the site to contain uses that provide ancillary services for vehicle owners, that rely on direct vehicle access, or that heavily rely on private motor vehicles as the primary mode of transportation, and which complement the existing service centre operating on the adjoining site to the east.

The *Sippy Downs local plan code* includes the following provisions which are particularly relevant to the assessment of planning and need matters for this proposal:

Overall outcome (2) (a): *The Sippy Downs local plan area is a diverse urban area comprising a number of residential neighbourhoods and the University of the Sunshine Coast, supported by a major regional activity centre at Sippy Downs Town Centre.*

Overall outcome (2) (e): *Development supports the role and function of the Sippy Downs Town Centre (Precinct SID LPP-1) as a major regional activity centre, providing a broad range of higher order retail, commercial, community, entertainment and employment generating uses to service the needs of residential areas within the local plan area and surrounding areas, including residential areas south of Buderim and west of Mooloolaba and the emerging community of Palmview, as well as significant residential development to support transit oriented development outcomes.*

It is considered that in the location proposed, the Car Wash would not compromise the planning intent for the Sippy Downs local plan area or the Sippy Downs Town Centre, and would provide for an appropriate use to occur in an appropriate location to meet an identified need of the local community.

Accordingly, despite the conflict with the purpose of the *Community facilities zone code*, the proposal could be approved noting the below other relevant matters that warrant approval:

- Circumstances have changed since the zoning was adopted which discounts the planning intent for the site to be used for Emergency Services;
- Due to its location away from the town centre and the existing supply of Child Care Centres, there are no other community activities that the site would be particularly well suited to accommodate;

- The site adjoins an existing service centre and is highly accessible from a number of major roads, which makes it highly suited to accommodating a motor vehicle oriented use that complements and is compatible with the other motor vehicle based uses operating on adjoining premises;
- There is a planning need for a Car Wash to be established in Sippy Downs and there are no other sites better suited for the proposed use; and
- The establishment of a Car Wash on the site would maintain the integrity of the Sippy Downs Town Centre, and therefore achieve the planning outcomes sought by the *Sippy Downs local plan code*.

Front setback

The proposal shows a front setback of 4.2 metres from the awning over the pre-wash area of the wash tunnel, in lieu of a 6 metre setback, and does not have a main entrance facing the street, which does not achieve the design solution offered by Acceptable Outcome AO2.2 of the *Business uses and centre design code*. Assessment against the corresponding Performance Outcome PO2 follows:

*The business use or centre activity is in a building that:-*

- clearly defines, frames or encloses the street and other useable public and semi-public open space; and*
- provides an attractive and direct street front address.*

The nature of the use is not pedestrian oriented, and development of the site is not intended to provide for activation of the street. Notwithstanding, the site layout does include a pedestrian connection from the site frontage and a public seating area, which provides for some activation. The proposed arrangement which includes access from Sippy Downs Drive via existing internal easements via the Service Station site is preferred as the design would maintain the safety and efficiency of the road network in this location.

The building is predominantly setback 6 metres, with only a small section of the awning over the pre-wash area being located closer to the front boundary. The design of the building includes a mix of attractive architectural elements that would effectively frame and address Sippy Downs Drive, including glazing panels to the wash tunnel, rendered / painted block work to the storeroom wall facing the street, powder coated aluminium louvre screening to the office / store rooms on the upper level, and projecting roof eaves, as shown below in Figures 10 and 11.



Figure 10: View from Sippy Downs Drive (looking north)



Figure 11: View from the roundabout on Sippy Downs Drive (looking north-west)

The layout also includes sufficient area between the building and the front boundary to allow landscaping to be provided to soften the built form and assist to define the premises from public areas. The building design and site layout is therefore considered to achieve the intent of Performance Outcome PO2 of the *Business uses and centre design code*.

#### Interface with Frontage

The proposal does not include the main public entrance facing the street frontage / corner, as sought by Acceptable Outcomes AO5.1 and AO5.2 of the *Business uses and centre design code* and Acceptable Outcome 9.1 of the *Safety and security code*.

Assessment against the corresponding Performance Outcomes follows:

*PO5 - The business use or centre activity is in a building which is designed to create vibrant and active streets and public spaces.*

*PO9 - Development provides for all building entrances to be located and designed so as to be easily identifiable and accessible.*

As previously stated, the nature of the use is not pedestrian oriented, and development of the site is not intended to provide for activation of the street, due to the site not being in a centre zone. Notwithstanding, the site layout does include a pedestrian connection from the site frontage and a public seating area, which provides for some activation and accessibility from the street.

The proposed vehicle arrangement from the existing internal driveways is preferred as the design would maintain the safety and efficiency of the road network in this location.

Furthermore, the development can be conditioned to provide signage to clearly identify the vehicle entry locations and assist drivers to navigate to the entrance of the Car Wash. The landscaped frontage and provision of street trees along Sippy Downs Drive would ensure the development enhances the streetscape and contributes to creating vibrant public spaces. The building design and site layout is therefore considered to achieve the intent of Performance Outcome PO5 of the *Business uses and centre design code* and Performance Outcome PO9 of the *Safety and security code*.

Site Boundary Setbacks

The development proposes a 1 metre side setback to the eastern side boundary in lieu of the 3 metre minimum offered as a design solution by Acceptable Outcome AO6.3 of the *Business uses and centre design code* for buildings adjoining an existing wall with openings on an adjoining site. Assessment against the corresponding Performance Outcome PO6 follows:

*The business use or centre activity is in a building that enhances the character and amenity of streets and neighbouring premises via a built form that:-*

- (a) *creates a built form in which buildings are closely related to streets, public spaces and pedestrian routes;*
- (b) *maintains some area free of buildings at ground level to facilitate pedestrian movement and other functions associated with the building;*
- (c) *provides a slender building profile above podium level; ensures access to attractive views and prevailing cooling breezes; and avoids excessively large building floor plates and building facades.*

The proposed boundary setbacks are considered suitable for the development and interface with buildings on adjoining sites for the following reasons:

- There is an access easement along the eastern boundary on the Service Station site which provides adequate separation between the proposed development and any use areas on the adjoining site;
- The adjoining Service Station includes an open structure with a canopy over the fuelling area;
- The shop building associated with the Service Station is located over 40 metres away from the site boundary, beyond the refuelling area;
- The nature of the use is not pedestrian oriented, and development of the site is not intended to provide for activation of the street; and
- The site layout provides sufficient space around buildings for landscaping to be established which would soften the built form and enhance the character and amenity of Sippy Downs Drive and neighbouring premises.

The development is therefore considered to achieve the intent of Performance Outcome PO6 of the *Business uses and centre design code*.

Service Areas

The proposal includes plant and storage toward the site frontage rather than to the rear of the building, which does not achieve the design solution offered by Acceptable Outcome AO3 of the *Business uses and centre design code*. Assessment against the corresponding Performance Outcome PO3 follows:

*Car parking areas, service areas and driveways are located so as not to dominate the streetscape.*

The site layout includes sufficient landscape areas to soften and integrate the development when viewed from the street, to avoid any car parking and service areas dominating the streetscape. The development is therefore considered to achieve the intent of Performance Outcome PO3 of the *Business uses and centre design code*.

Access and Traffic Impacts

For the purposes of parking, only staff and service vehicles spaces have been noted as specific parking bays. The washdown bays etc are larger than standard parking bays and are likely to have drainage features and grades exceeding the parking limits. The proposed number of car parking spaces and on-site queuing spaces exceeds the requirements of the *Transport and parking code* and is anticipated to be sufficient to meet the expected demand.

As access is proposed via an existing access route, provided under previous approvals, there is no specific intersection interfaces with the external road network. Previous applications have sought to improve the driveway exit to the west, although there are no practical improvements than can be implemented to manage peak periods of congestion. The very consolidated peak congestion caused by afternoon school traffic and special events is not typically possible to mitigate entirely.

Additionally, this type of facility would not likely add congestion to peak traffic times as vehicle washing would likely substantially consist of non-peak attendance (due to the 24 hour operation). Moreover, much of the trade for a car wash relies on traffic passing the site already or, in this case, traffic already destined for the existing adjacent uses (e.g. service station, drive throughs). Therefore, much of the traffic using the car wash will already have been using Sippy Downs Drive and/or already have been using the site access easements. The development is therefore considered to maintain the safety and function of the road network and internal driveway configuration.

Notwithstanding, conditions can be applied for signage and line marking to be provided to further reduce the chance that queuing could occur in existing driveways and easements that are intended to cater for through traffic.



Flooding and Stormwater Management

The development is providing on-site re-use plus a bio-retention basin for roof water from the site. The stormwater management system is designed to achieve the relevant pollutant load reductions in accordance with Council's policies. Conditions can be applied to ensure the proposal complies with the requirements of the *Flood hazard overlay code* and *Stormwater management code*.

Landscaping

The site layout includes sufficient landscape areas to accommodate plantings capable of softening and screening the built form and service areas when viewed from the street frontage. There are some landscape areas adjacent to car parking spaces capable of accommodating shade trees. There is adequate space within the road verge for street tree planting to be provided and for driver sight lines to be maintained. Conditions can be applied to achieve the landscape outcomes sought by the *Business uses and centre design code* and the *Landscape code*.

Acoustic Amenity

Limited sensitive land uses located in proximity to the subject site, which is located on a busy roadway, and collocated with a Service Station and fast-food stores. The nearby school includes outdoor recreation, car parking and a performing arts building which are unlikely to be affected by normal operations of a car wash facility. Conditions can be applied to ensure the development does not cause any acoustic impacts.

Environmental Management

Wastewater from the car wash station is proposed to be captured and recycled or discharged to sewer. Conditions can be applied to ensure the development is designed to appropriately manage liquid and solids wastes, including provision for spill cleanups and the appropriate storage of any cleaning chemicals.

Waste Management

A Waste Collection Vehicle (WCV) can service the proposed bin storage area on site or from the access easement. The bin enclosure will contain 1,100L low noise bulk bins. Conditions can be applied to ensure waste management occurs in accordance with the relevant requirements of the *Waste management code*.

**Assessment Benchmarks Related to a Variation Approval**

Not applicable.

**Assessment Benchmarks Related to a Temporary Local Planning Instrument**

Not applicable.

## Other Assessment Matters

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

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

### South East Queensland Regional Plan (SEQRP)

The development is located within the Urban Footprints of the SEQRP. Having regard to the SEQRP, the development is consistent with the outcomes expressed and sought to be achieved by the SEQRP.

### State Planning Policy (SPP)

Since the time the *Sunshine Coast Planning Scheme* commenced on 21 May 2014, a new SPP came into effect on 3 July 2017 and must be considered for development assessment to the extent the SPP is inconsistent with the planning scheme. The proposal is consistent with the policy intent of the SPP and does not conflict with any of the identified state interests.

## CONSULTATION:

### Referral Agencies

The application did not require referral to any Referral Agencies.

### Other External Referrals

The application did not require any other external referrals.

### Public Notification

The application was publicly notified for 15 days between 2 September 2024 and 24 September 2024 in accordance with the requirements of the *Planning Act 2016*. A total of 8 submissions were received, of which 7 were determined to be 'properly made' in accordance with the *Planning Act 2016*.

The following table provides a description of the matters raised in submissions received about the application, together with a statement of how those matters were dealt with in reaching a decision:

<b>ISSUES</b>	<b>COMMENTS</b>
Public notice sign positioned on corner, in a location that would be difficult for drivers to observe.	The location of public notification signage complied with the requirements outlined in the Planning Act and Regulations.
Public notice conducted partially during school holidays and senior exam week.	The duration of the public notification period complied with the requirements outlined in the <i>Planning Act 2016</i> and <i>Planning Regulations 2017</i> .
Adjoining development is primarily drive-through which generates significant traffic and congestion during peak times, additional congestion would reduce visitation to existing businesses relying on Easement A.	<p>Due to the openness of the facility and visibility from Sippy Downs Drive, potential customers would be able to assess likely wait times before entering the site. The potential for the development to adversely impact on the visitation to existing businesses relying on Easement A is therefore considered to be very low.</p> <p>Much of the trade for a car wash is based on traffic passing the site already or, in this case, traffic already destined for the existing adjacent uses (service station, drive throughs). Therefore, much of the traffic using the car wash will already have been using Sippy Downs Drive and/or already have been using the access easements.</p>
Lack of need for a car wash as it is not an essential service.	The nearest Car Wash is located more than 10km away from the main residential area of Sippy Downs and Palmview.
No community benefit of a car wash.	<p>A commercial Car Wash provides an opportunity for vehicle owners to better manage their water consumption and avoid the release of chemicals to stormwater systems.</p> <p>Vehicle services located near major roads and/or the community they serve provides for a reduction in the need for unnecessary travel and/or additional vehicle trips.</p>
Concern about pedestrian safety.	The proposal includes vehicle access arrangements via existing driveways and easements, and the traffic movements generated by the proposed use will not result in any tangible new or additional impacts to pedestrian safety.

ISSUES	COMMENTS
<p>Timing of traffic count during period that vehicle movements were reduced and does not accurately reflect true traffic movement at the site.</p>	<p>The traffic patterns provided in the applicant's traffic impact assessment are considered to provide a suitable baseline to then apply growth rates and achieve the documented traffic findings.</p> <p>There are other long-term influences that may alter traffic movements at the site, including new connections (e.g. an overpass from Sippy Downs Drive over the Sunshine Motorway that would provide an alternative connection to Dixon Road and an alternative link to Harmony Estate from University Way) that are likely to impact future increases in traffic flows on Sippy Downs Drive in the location of the site.</p>
<p>Potential for queuing beyond the site and into the Access Easements.</p>	<p>The applicant's traffic report demonstrates that there would be no impacts to the external road network as there is sufficient queuing area within the site to accommodate in excess of the number of vehicles likely to be queuing at any one time.</p> <p>However, should vehicles queue beyond the site boundaries and within driveways outside the site, it is considered that the access easements and sealed driveway areas have sufficient width to allow other vehicles to pass any queued cars and maintain traffic flows, as required to meet the terms of the access easements.</p> <p>Conditions for signage and line marking to be provided to manage queuing / standing within the easements and driveways can be applied.</p>
<p>Road network and Access Easement A does not have capacity for the additional vehicle movements that the development would generate.</p>	<p>The applicant's traffic report demonstrates that there would be no impacts to the external road network as there is sufficient queuing area within the site to accommodate in excess of the number of vehicles likely to be queuing at any one time.</p>

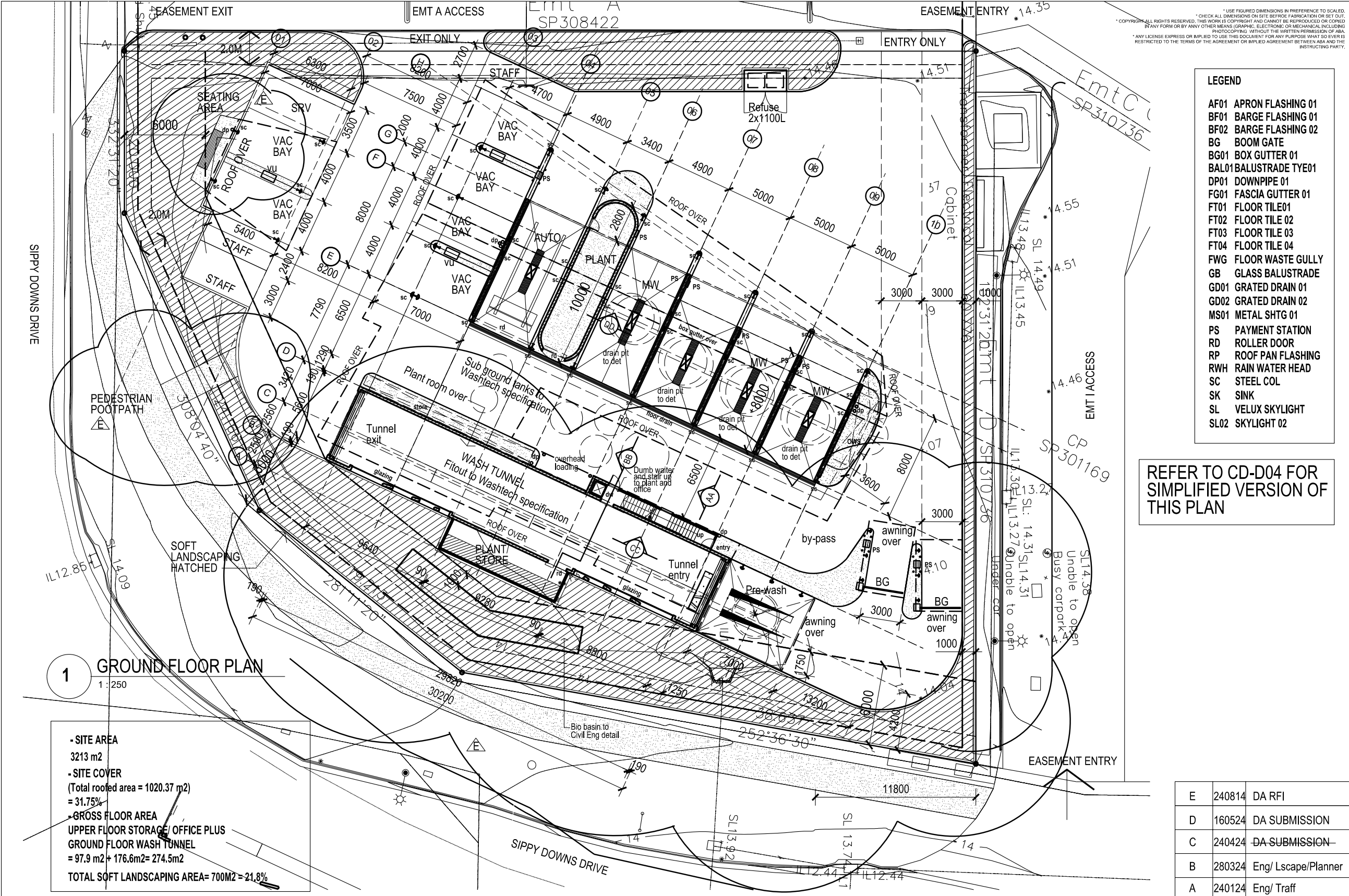
<b>ISSUES</b>	<b>COMMENTS</b>
	Due to the nature of the use, and low number of vehicles likely to be exiting the site at a time, the expected additional vehicle movements are unlikely to make a significant difference to the operation of internal driveways and wait times to exit the site via the Access Easement A.
The existing traffic congestion needs to be resolved before more traffic generating development can occur on the site.	<p>A link from Palmview to the Bruce Highway has already opened since the applicant's traffic report was completed, which has led to some reduction in traffic within the location.</p> <p>There are additional long-term road network changes planned by Council as part of its Local Government Infrastructure Plan (LGIP) that will provide additional through-traffic links in the Sippy Downs area, such as a new overpass providing a connection from Sippy Downs Drive to Dixon Road over the Sunshine Motorway (proximate to Ochre Way), and an alternative link to Palmview from University Way, which would further reduce the need for local residents to rely on the eastern portion of Sippy Downs Drive for access.</p>
Convenience to local residents.	The Car Wash will improve convenience and choice for local residents who need to currently travel more than 10kms to the nearest car wash facility.

# CONCLUSION:

Despite the conflict with the zone provisions for the site, there are sufficient reasons, including other relevant matters to support the proposal. The proposed development otherwise sufficiently complies with the requirements of the Planning Scheme and does not raise any significant issues that cannot be addressed by reasonable and relevant conditions. The application is therefore recommended for approval subject to conditions.







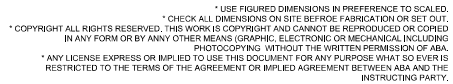
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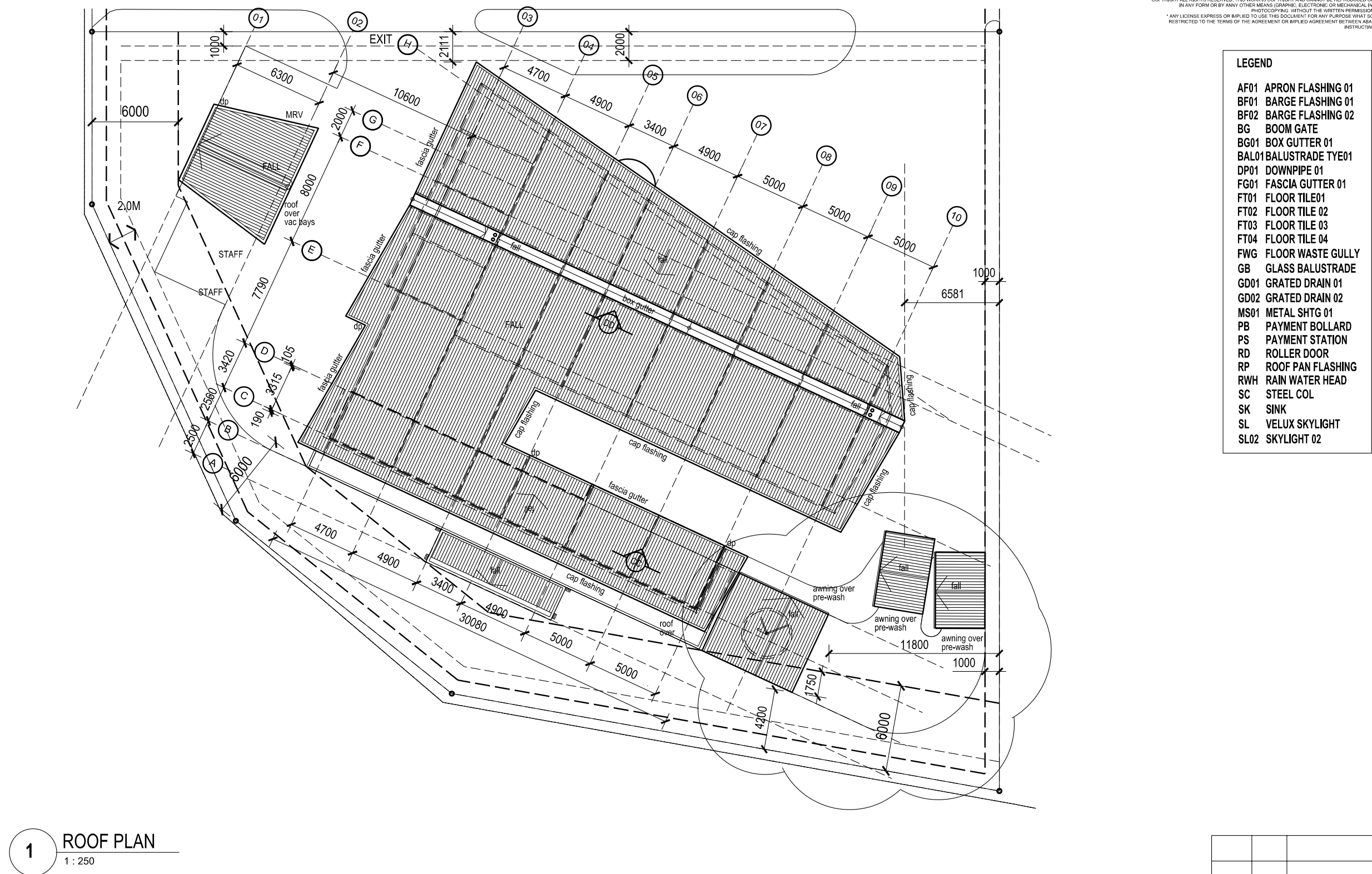
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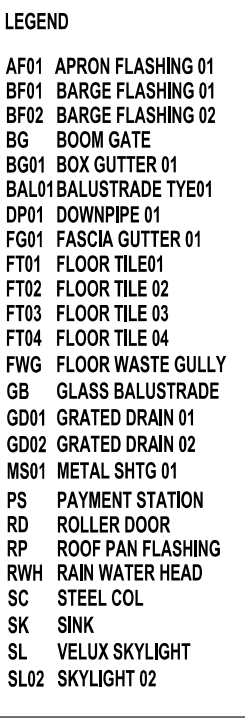




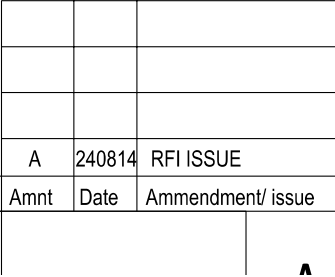
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A	240424	DA ISSUE
Amnt	Date	Ammendment/ issue

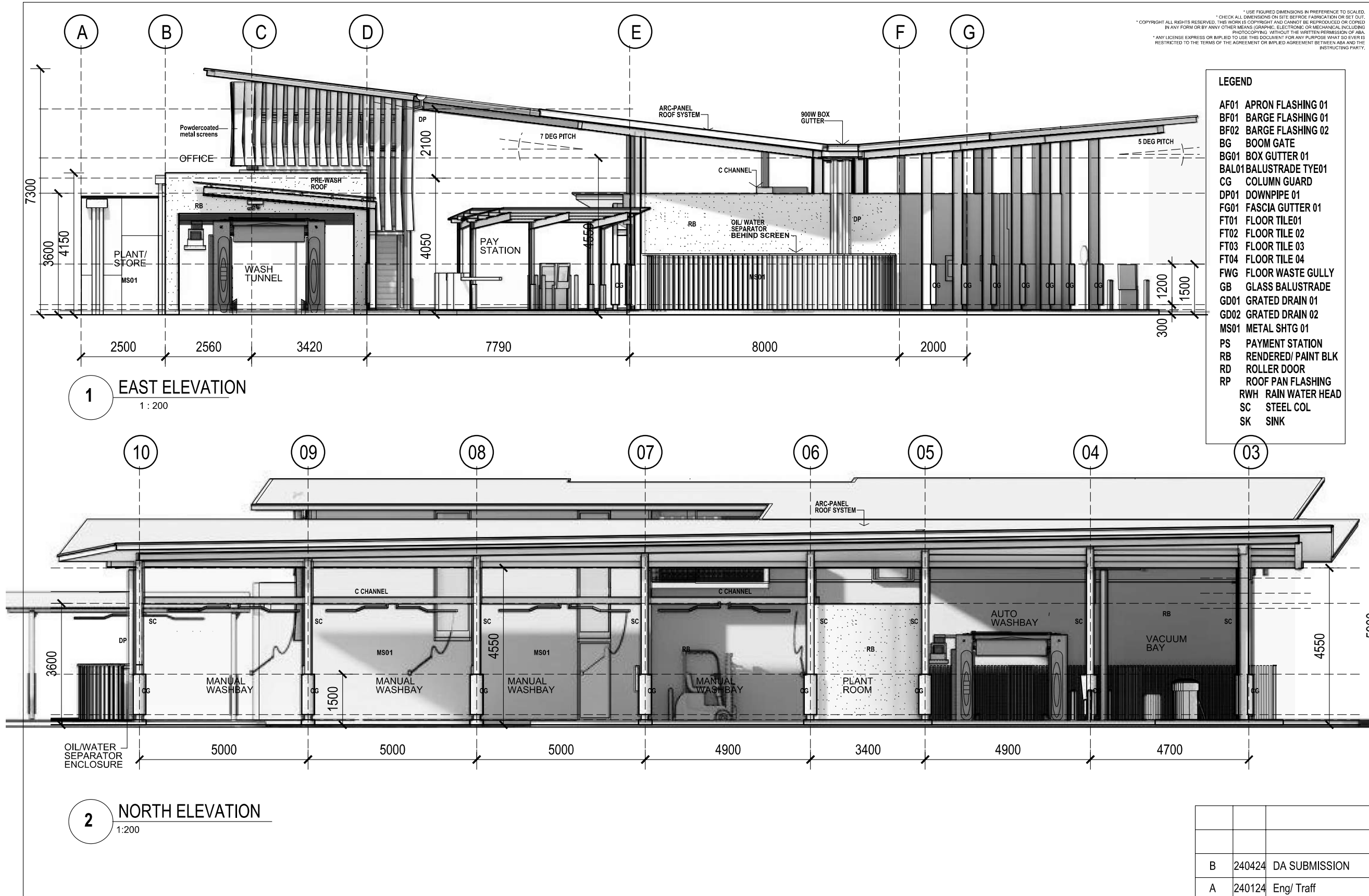


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A	240424	DA ISSUE
Amnt	Date	Ammendment/ issue



A	240813	DA RFI
Amnt	Date	Ammendment/ issue



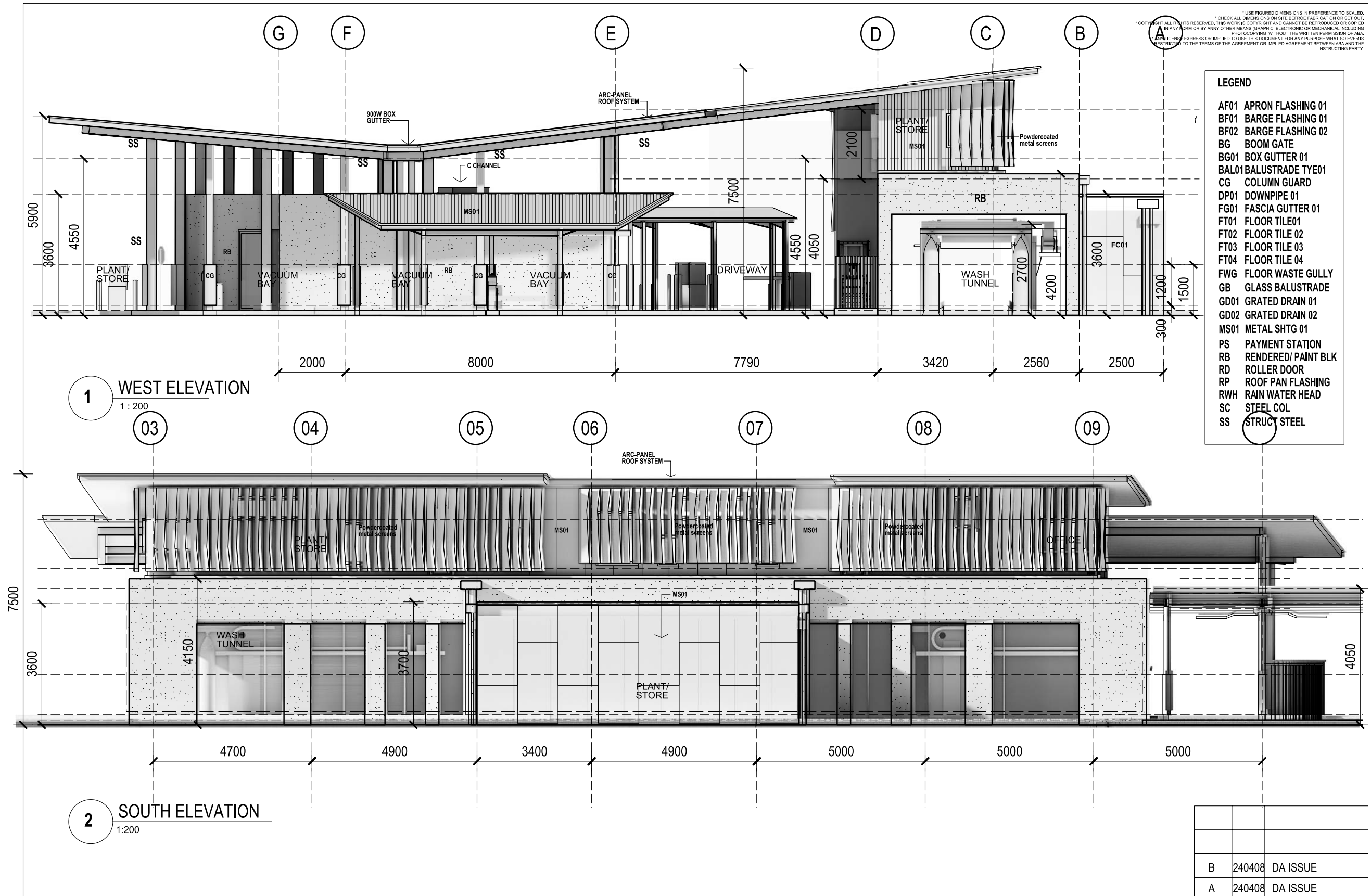


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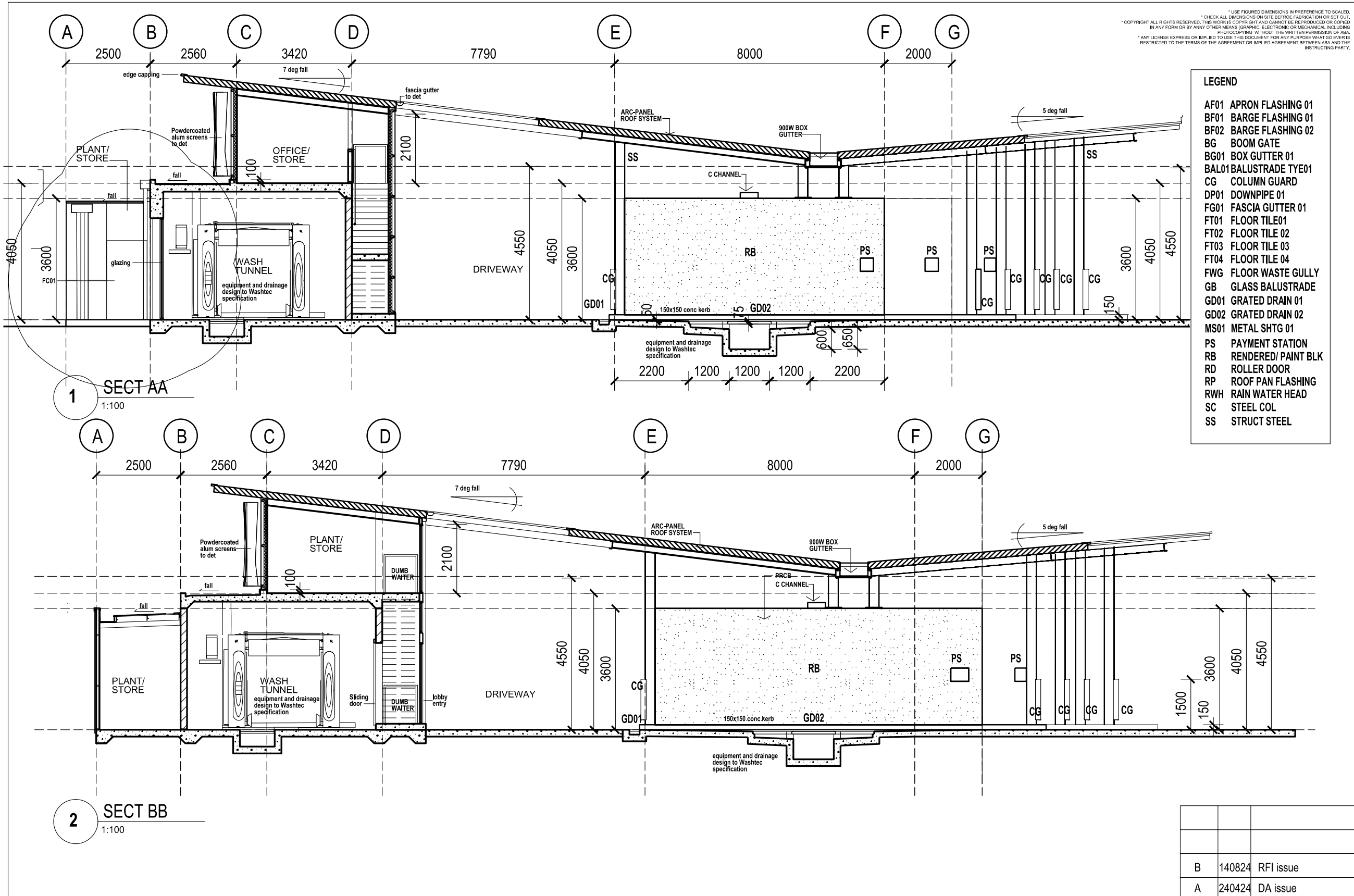
PROJECT:  
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CLIENT:

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B	240408	DA ISSUE
A	240408	DA ISSUE
Amnt	Date	Amendment/ issue



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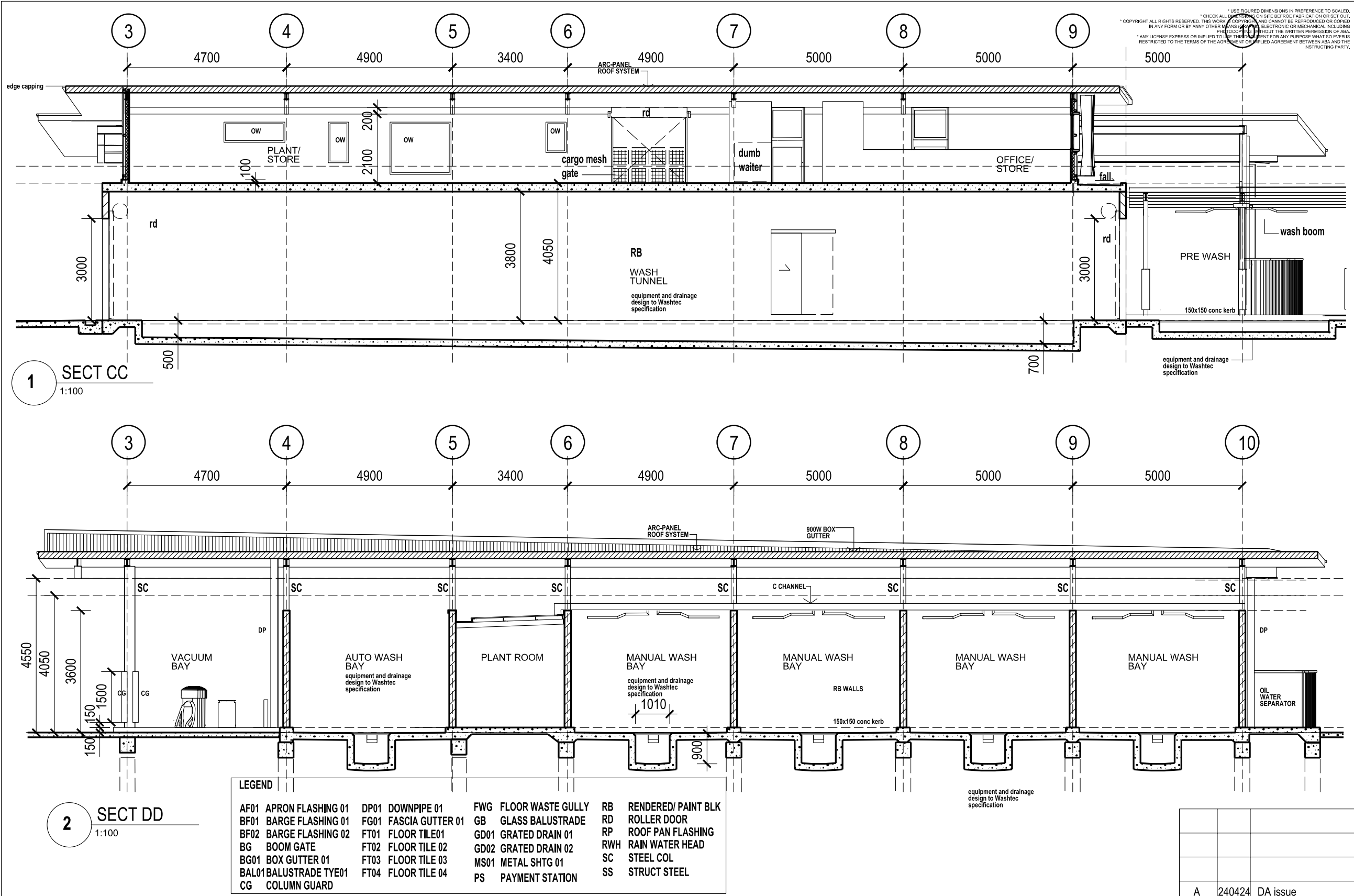
PROJECT:  
Proposed

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DRAWING TITLE:

Amnt Date Ammendment/ issue





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PROJECT:  
Proposed

CLIENT:

DRAWING TITLE:

A	240424	DA issue
Amnt	Date	Ammendment/ issue





IMAGE 01

View from easement towards Car Spa exit and vacuum bays

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IMAGE 02

View from west towards wash tunnel exit and vacuum bays

B	240814	RFI issue
A	240424	DA issue
Amnt	Date	Ammendment/ issue

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PROJECT:  
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IMAGE 03

View from South West on Sippy Downs Drive

Powdercoated alum louvre screening  
with glazing behind

Glazing panels to wash tunnel



IMAGE 04

View from South on Sippy Downs Drive

Powdercoated alum louvre screening  
with glazing behind

Glazing panels to wash tunnel

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IMAGE 05

View from South East on Sippy Downs Drive



Powdercoated alum louvre screening  
 with glazing behind

IMAGE 06

View to wash tunnel entry



B	140824	RFI issue
A	240424	DA issue
Amnt	Date	Ammendment/ issue

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**LANDSCAPE CONCEPT PLAN**

D-2 SCALE 1:300@A3

SUNSHINE COAST CAR SPA - 211 SIPPY DOWNS DRIVE QLD 4556

OB NO.  
13066



Revision	Date	Amendments
A	2024.04.10	For Approval
B	2024.04.11	For Approval
C	2024.05.30	For Approval

Annotated by SCC



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8.2 SUNSHINE COAST BIODIVERSITY REPORT 2024

File No:	Council Meetings
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Attachments:	Att 1 - Sunshine Coast Biodiversity Report 2024 ..... 77  

PURPOSE

The purpose of this report is to present the Sunshine Coast Biodiversity Report 2024 for Council consideration.

EXECUTIVE SUMMARY

Our landscape continues to support a diverse range of vegetation communities, habitat areas, and native flora and fauna species, making the Sunshine Coast one of the most biologically diverse areas in Queensland.

The Environment and Liveability Strategy (ELS) which provides our strategic directions to protect and enhance our natural environment, including our biodiversity, includes a biodiversity outcome for 2041 - that our native plants, animals and habitat are healthy, resilient and valued by the community and a biodiversity target to maintain the 2016 extent of native vegetation (no net loss) by 2041.

To help track changes in our biodiversity and report on this target, Council’s established biodiversity reporting framework supports the preparation of a biodiversity report every 4 years. The third report in the series, the Sunshine Coast Biodiversity Report 2024 (Attachment 1) provides a snapshot of our biodiversity assets (at a local government and catchment scale) and a comparative review of progress across 2016-2024. The Report uses four reporting categories: native vegetation, habitat areas, conservation estate, and native plants and animals.

Access to this information, supports our evidence-based decisions for the ongoing protection and enhancement of our biodiversity assets.

Key findings from the report include:

- 57% (129,938 ha) of the local government area has native vegetation cover including 91,724 ha remnant and 38,214 ha non-remnant vegetation.
- 101 core habitat areas and 87,727 ha of combined core and core-connecting habitat areas, and 42,211 ha of connecting habitat areas.
- More than 46%, or 60,622 ha, of our native vegetation is protected or conserved within our conservation estate.
- 135 Commonwealth and state listed threatened species, including 69 fauna and 66 flora, have been recorded in the Sunshine Coast habitat areas.

Since 2016 there has been a 5,655 ha net gain in native vegetation, a result of an overall increase of 6,797 ha in non-remnant vegetation and a loss of 1,142 ha of remnant vegetation over this period. This result indicates that Council is tracking towards meeting our ELS Target.

Furthermore, Council's conservation estate has increased by almost 2,000 ha of native vegetation since 2016 with most of the growth in the estate attributed to outcomes from the Environment Levy Land Acquisition Program.

The Sunshine Coast Biodiversity Report 2024 will be made available on Council's website.

## OFFICER RECOMMENDATION

### That Council:

- (a) receive and note the report titled "Sunshine Coast Biodiversity Report 2024" and
- (b) note the Sunshine Coast Biodiversity Report 2024 for the purpose of promoting our biodiversity assets.

## FINANCE AND RESOURCING

There are no finance and resourcing implications for this report.

## CORPORATE PLAN

**Corporate Plan Goal:** *Our environment and liveability*

**Outcome:** 2.1 - A resilient region shaped by clever planning and good design

**Operational Activity:** 2.1.6 - Progress priority activities from the Environment and Liveability Strategy five-year implementation plan, including a revised Part C - Network Plan and progressing the dark sky reserve proposal.

## CONSULTATION

### Councillor Consultation

Environment and Liveability Portfolio Councillors M Suarez and T Burns were briefed on the Sunshine Coast Biodiversity Report 2024. A briefing was offered to all other Councillors.

### Internal Consultation

The development of the Sunshine Coast Biodiversity Report 2024 has been undertaken primarily by the Environment & Sustainability Policy Branch with support from the Environmental Operations Branch.

### External Consultation

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

### Community Engagement

There has been no community engagement on the development of the Sunshine Coast Biodiversity Report 2024. Following Council noting, the dissemination and promotion of the report will be undertaken in consultation with the Communication Branch.

## PROPOSAL

The Sunshine Coast landscape continues to support a diverse range of vegetation communities, habitat areas, and native plant and animal species, making the Sunshine Coast one of the most biologically diverse areas in Queensland.

In response, the strategic directions of the Environment and Liveability Strategy (ELS) include a biodiversity outcome for 2041 in that our native plants, animals and habitat are healthy, resilient and valued by the community and a biodiversity target to maintain the 2016 extent of native vegetation (no net loss) by 2041.

To help track changes in our biodiversity and report on this target, Council's established biodiversity reporting framework supports the preparation of a biodiversity report every 4 years. The third report in the series, the Sunshine Coast Biodiversity Report 2024 (Attachment 1) provides a snapshot of our biodiversity assets (at a local government and catchment scale).

The report supports a comparative review of progress across 2016-2024 and provides a progress tracker for the following biodiversity reporting categories:

1. **Native vegetation** extent and type (reported as remnant and non-remnant vegetation).
2. **Habitat** area extent and make-up.
3. **Conservation estate** extent including habitat managed and protected.
4. Threatened **flora and fauna** listed under Commonwealth and state legislation.

Current biodiversity status

The Biodiversity Report 2024 presents the following results for each category:

### *Native vegetation*

- 57% (129,938 ha) of the local government area has native vegetation cover including 91,724 ha remnant and 38,214 ha non-remnant vegetation.
- There are 77 regional ecosystems (RE) represented in our local government area with the following Broad Vegetation Groups: mangrove and saltmarsh (2 REs); foredune (2 REs); heath and wallum (15 REs); melaleuca and casuarina (11 REs); eucalypt (37 REs); and rainforest (10 REs).

### *Habitat areas*

- There are 101 core habitat areas and 87,727 ha of combined core and core-connecting habitat.
- The largest core habitat area, including Conondale National Park in the Mary River Catchment, is 19,609 ha and includes habitat for a variety of threatened flora, fauna and vegetation communities.

### *Conservation Estate*

- More than 46%, or 60,622 ha, of our native vegetation is protected or conserved within our conservation estate.
- National Parks and Conservation Parks continue to constitute the largest extent of our conservation estate protecting 40,481 ha of native vegetation.

- Council currently manages 629 Reserves protecting 8,119 ha of land and 7,050 ha of native vegetation.

#### *Native plants and animals*

- 133 Commonwealth and State-listed threatened species, including 67 animals and 66 plants, have been recorded in the Sunshine Coast habitat areas.

### **Tracking our progress**

#### *Native vegetation*

There has been a net gain in native vegetation of 5,655 ha since 2016, a result of an overall increase of 6,797 ha in non-remnant vegetation and a loss of 1,142 ha of remnant vegetation over this period.

Expanding areas of naturally regenerating vegetation have contributed to the increase in the extent of non-remnant vegetation. Council and the community contributed to the native vegetation result through actively managing, planting, rehabilitating, and restoring habitat areas.

The loss of remnant habitat continues to be a concern and Council will need to continue to explore ways to prevent these losses and secure non-remnant areas until they can mature and reach remnant status.

#### *Habitat areas*

Our vegetated habitat areas have continued to increase over the past 8 years and provide a greater extent of core and connecting habitat areas to support fauna and their movement. There has been a significant reclassification of core connecting areas to core habitat areas as vegetation has grown and separate core habitat areas have joined together.

#### *Conservation estate*

The two components of the conservation estate that have seen the biggest growth since 2016 are:

- Council's conservation estate which has gained almost 2,000 ha of native vegetation with most of the growth attributed to the Environment Levy Land Acquisition Program.
- Land for Wildlife (Council-supported voluntary conservation program) has resulted in almost 2,856 ha of native vegetation being managed for conservation since 2016.

#### *Native plants and animals*

An additional 13 plants and 19 animals that are known to occur in the Sunshine Coast region have been added to the critically endangered, endangered, or vulnerable lists under the state's *Nature Conservation Act 1991* and the Commonwealth's *Environment and Biodiversity Conservation Act 1999* since 2016.

### **Next steps**

It is proposed to continue to prepare these reports every 4 years as new data becomes available, to continue to track Council's strategic progress towards its biodiversity target and to enable evidence-based decisions for the ongoing protection and enhancement of our biodiversity assets.



**Legal**

There are no legal implications relevant to this report.

**Policy**

The Sunshine Coast Biodiversity Report 2024 provides data on the biodiversity of the Sunshine Coast region and how Council is tracking towards its Environment & Liveability Strategy biodiversity target to ‘maintain the 2016 extent of native vegetation (no net loss) by 2041.’

The Report tracks the progress of our key biodiversity assets and contributes towards the Sunshine Coast Biosphere’s Conservation objective of conserving, maintaining, and enhancing our natural environment from the hinterland to the coast, and connecting people and nature.

**Risk**

Communicating the findings of the 2024 Biodiversity Report will assist to promote Sunshine Coast’s biodiversity assets and address any potential reputational risk.

**Previous Council Resolution****Ordinary Meeting 15 October 2020 (OM20/108)**

*That Council:*

- (a) receive and note the report titled “**Sunshine Coast Biodiversity Report 2020**” and
- (b) note the Sunshine Coast Biodiversity Report 2020 (Appendix A as amended) for the purpose of promoting our biodiversity assets

**Ordinary Meeting 10 November 2016 (OM16/200)**

*That Council:*

- (a) receive and note the report titled “Biodiversity Report 2016” and
- (b) adopt the Biodiversity Report 2016 for the Sunshine Coast Local Government Area (Appendix A), the report overview (Appendix B) and the report snapshot (Appendix C).

**Related Documentation**

- Sunshine Coast Environment and Liveability Strategy 2023
- Sunshine Coast Council Corporate Plan 2024 – 2028
- Sunshine Coast Biodiversity Report 2016 and 2020

**Critical Dates**

There are no critical dates relevant to this report.

**Implementation**

The dissemination and promotion of the Sunshine Coast Biodiversity Report 2024 will be undertaken in consultation with the Communication Branch.



## Sunshine Coast Biodiversity Report 2024



Edition November 2024

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#### Acknowledgements

Council wishes to thank all contributors  
and stakeholders involved in the  
development of this document.

#### Reference document

This document should  
be cited as follows:

Sunshine Coast Council.  
Sunshine Coast Biodiversity Report  
2024.

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#### Cover image

Photo: Coochin Hills Grevillea  
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## Traditional acknowledgement

Sunshine Coast Council acknowledges the  
Sunshine Coast Country, home of the Kabi  
Kabi peoples and the Jinibara peoples, the  
Traditional Custodians, whose lands and  
waters we all now share.

We recognise that these have always been  
places of cultural, spiritual, social and  
economic significance. The Traditional  
Custodians' unique values, and ancient and  
enduring cultures, deepen and enrich the life  
of our community.

We commit to working in partnership with  
the Traditional Custodians and the broader  
First Nations (Aboriginal and Torres Strait  
Islander) communities to support self-  
determination through economic and  
community development.

Truth telling is a significant part of our  
journey. We are committed to better  
understanding the collective histories of the  
Sunshine Coast and the experiences of First  
Nations peoples. Legacy issues resulting  
from colonisation are still experienced by  
Traditional Custodians and First Nations  
peoples.

We recognise our shared history and will  
continue to work in partnership to provide  
a foundation for building a shared future  
with the Kabi Kabi peoples and the Jinibara  
peoples.

We wish to pay respect to their Elders – past,  
present and emerging, and acknowledge  
the important role First Nations peoples  
continue to play within the Sunshine Coast  
community.

Together, we are all stronger.





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# The strategic pathway to a healthy and liveable Sunshine Coast

The Sunshine Coast Local Government Area is recognised by the United Nations Educational, Scientific and Cultural Organisation (UNESCO) as a biosphere reserve, where responsible development and people living sustainably sit alongside active conservation. Protecting, enhancing and restoring our region's biodiversity is critical to maintain the Sunshine Coast Biosphere reserve for future generations.

Council's **Environment and Liveability Strategy (ELS)** provides a framework to deliver a healthy environment and liveable Sunshine Coast by 2041. Our biodiversity is an integral part of the Sunshine Coast's natural environment. That's why it's so important to protect our native plants and animals and unique landscapes.

An ELS outcome for 2041 is our native plants, animals and habitat are healthy, resilient and valued by the community. The biodiversity target is to maintain the 2016 extent of native vegetation (no net loss) by 2041. This report provides valuable data to support the strategic direction set in the ELS and report on our existing biodiversity assets and progress towards meeting this target.



## The Natural Environment

### Biodiversity

Biodiversity is the variety of all life – plants, animals and microorganisms, their genes and the ecosystems they inhabit.

### Outcome 2041

Our native plants, animals and habitats are healthy, resilient and valued by the community.

### Target 2041

Maintain the 2016 extent of native vegetation (not net loss) by 2041.

### Waterways and wetlands

Waterways and wetlands are the living arteries of our natural environment that convey or hold water in the landscape. They support a wide range of habitats that are home to specialised and diverse wildlife including fish, crustaceans and shellfish, water birds, frogs, turtles and aquatic mammals.

### Outcome 2041

Waterways and wetlands are healthy, resilient to change and valued by the community.

### Coastal

The coast is the tidal foreshore and adjacent areas that include the built and natural environments. The defining natural features incorporate the coastal plains, dunes, open beaches, rocky foreshore, estuaries, near-shore marine waters, reefs and coastal lagoons.

### Outcome 2041

Our coastal areas are healthy, resilient to climate change impacts and support sustainable use.

## What is the Biodiversity Report?

To manage terrestrial biodiversity at a landscape scale within the local government area, the focus is on our core **habitat** areas. The Sunshine Coast Council area has a range of different **vegetation** communities that contribute to these habitat areas and support threatened **plant and animal** species.

Parts of our habitat areas are managed in the **conservation estate**, where properties are either protected by National Parks, Nature Refuges, Council reserves and statutory covenants or through voluntary conservation programs such as Land for Wildlife. These four key reporting strategies make up the core categories in the Biodiversity Report and are shown in Figure 1.

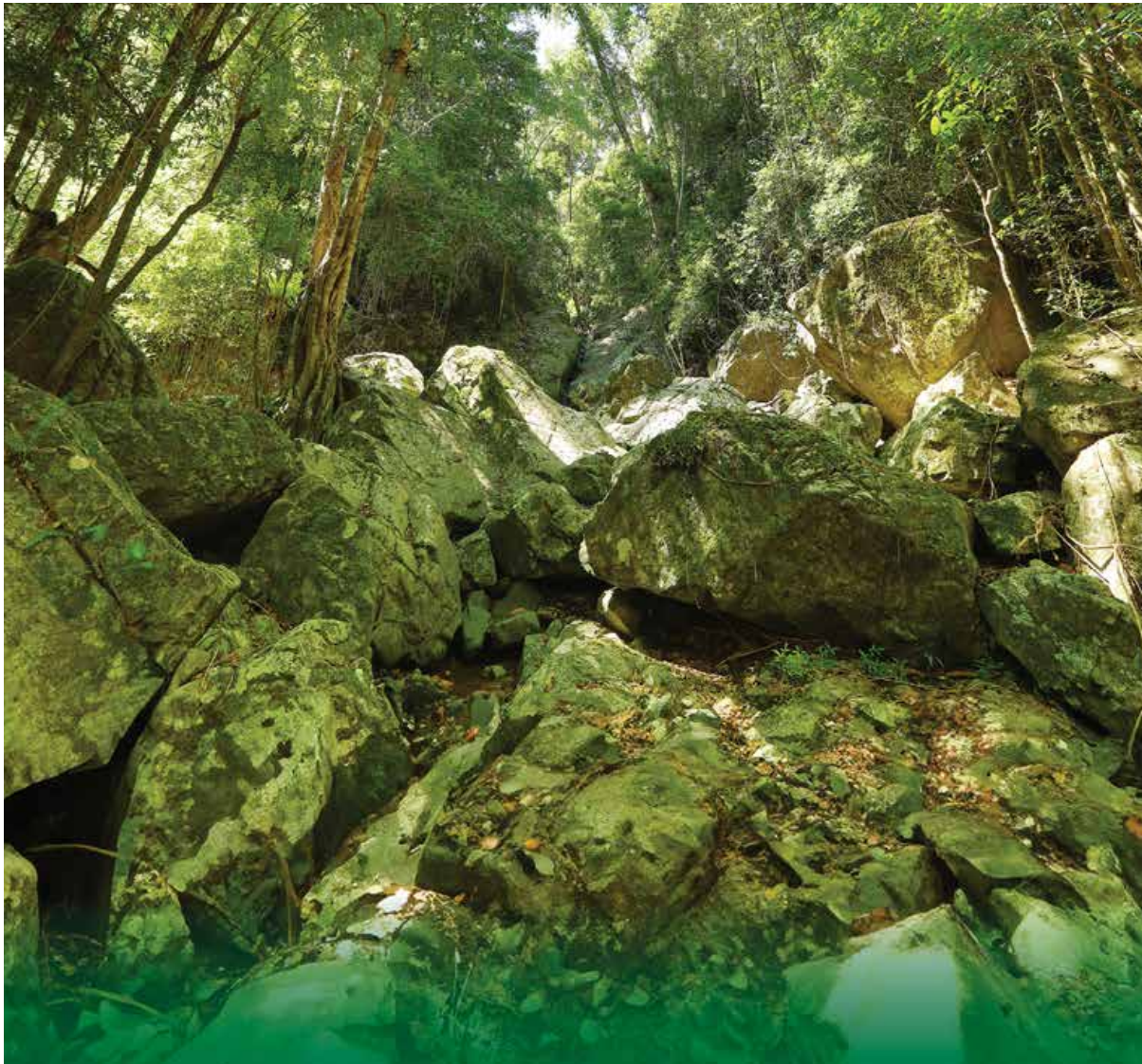
The Biodiversity Report 2024 provides a snapshot of each category and can be used to track the progress over the last 8 years since the first Biodiversity Report in 2016. The results are presented at a major catchment scale to provide an overview of each major catchment and the region.

The Report's supplementary notes, methodology and datasets are presented in the Biodiversity Report - Technical Background Report 2024. This Report uses the most up to date datasets and analysis to provide continually improved, accurate results, acknowledging methods and data have improved since the initial report.

Figure 1: Key reporting categories for biodiversity







## What is biodiversity?

Biodiversity or 'biological diversity' is the variety of all living things, including plants, animals (vertebrates and invertebrates), fungi, lichen and microorganisms. Biodiversity includes the variety among individuals within a species, the variety of different species and the variety of ecosystems.

Queensland is the most biologically diverse state in Australia supporting around 14,000 native plant species with more than one third of those species found nowhere else in the world. Queensland is also home to almost three quarters of Australia's

native bird species, more than 80 per cent of native mammals and more than 50 per cent of its native frogs and reptiles.

The Sunshine Coast's subtropical location, climate and varied landforms support a diverse range of plants and animals, from tropical through to temperate and marine through to lowland and upland species. The Sunshine Coast is home to a diverse array of habitats from coastal dunes, saltmarsh, and mangroves to open eucalypt forest on the floodplains and rising rocky ridges with deep rainforest gullies. In the diversity of these landscapes and vegetation types lies a deep cultural, spiritual, and social connection to the land, plants and animals that make up the unique character of our biodiverse backyard.



## 2024 snapshot

### Our native vegetation

<b>Native vegetation</b> <b>129,938 ha</b>	Remnant vegetation	91,724 ha
	Non-remnant vegetation	38,214 ha
	% local government area vegetated	57%
	Number of Regional Ecosystems	77
	Number of Broad Vegetation Groups	6
	Broad vegetation communities (percentage extent)	
	Mangrove and saltmarsh	2%
	Foredune	>1%
	Heath and Wallum	3%
	Melaleuca and Casuarina	10%
	Eucalypt	65%
	Rainforest	20%

### Our conservation estate

<b>Conservation estate total native vegetation extent is</b> <b>60,622 ha</b>	67,140 ha land conserving 60,622 ha of native vegetation
	47% of the local government areas native vegetation in the conservation estate
	29% of the local government area is in the conservation estate
	75 out of 77 Regional Ecosystems are represented

### Our native plants and animals

<b>133</b> <b>Threatened native species</b>	67 threatened animals		
	6 Critically endangered	24 Endangered	37 Vulnerable
	66 Threatened plants		
	20 Critically endangered	18 Endangered	28 Vulnerable

### Our habitat areas

<b>101</b> <b>Core habitat areas</b>	72,507 ha Core habitat areas
	15,220 ha Core connecting habitat areas
	42,210 ha Connecting habitat areas

## Tracking our progress

This is the third Biodiversity Report for the Sunshine Coast Council area that tracks changes from 2016 to 2024 in each of the reporting categories.

### Our native vegetation

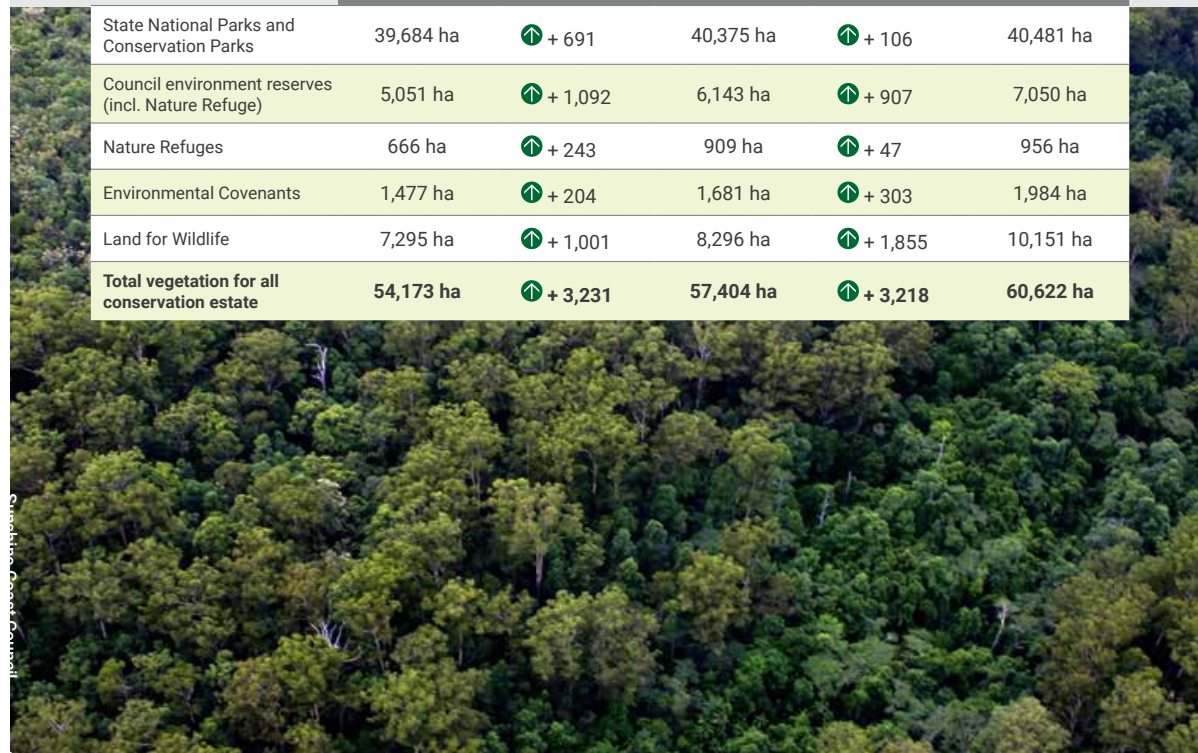
Our native vegetation extent is comprised of remnant and non-remnant vegetation. This vegetation provides important habitat areas for threatened plants and animals across our region. In the past eight years our total native vegetation extent has grown by 5,655 hectares.

	2016	Hectare changes	2020	Hectare changes	2024
<b>Remnant</b>	92,866 ha	↓ - 300	92,566 ha	↓ - 842	91,724 ha
<b>Non-remnant</b>	31,417 ha	↑ + 889	32,306 ha	↑ + 5,908	38,214 ha
<b>Native vegetation</b>	124,283 ha	↑ + 542	124,825 ha	↑ + 5,113	129,938 ha

### Our conservation estate

Our conservation estate is a combination of Queensland Government, Council and privately owned and managed environment lands that protects, conserves, and enhances our biodiversity across the region. The amount of native vegetation in our conservation estate has grown by 6,449 hectares from 2016 to 2024 with the biggest increases in Nature Refuges and private land conservation.

Conservation estate	2016	Hectares gained	2020	Hectares gained	2024
State National Parks and Conservation Parks	39,684 ha	↑ + 691	40,375 ha	↑ + 106	40,481 ha
Council environment reserves (incl. Nature Refuge)	5,051 ha	↑ + 1,092	6,143 ha	↑ + 907	7,050 ha
Nature Refuges	666 ha	↑ + 243	909 ha	↑ + 47	956 ha
Environmental Covenants	1,477 ha	↑ + 204	1,681 ha	↑ + 303	1,984 ha
Land for Wildlife	7,295 ha	↑ + 1,001	8,296 ha	↑ + 1,855	10,151 ha
<b>Total vegetation for all conservation estate</b>	<b>54,173 ha</b>	<b>↑ + 3,231</b>	<b>57,404 ha</b>	<b>↑ + 3,218</b>	<b>60,622 ha</b>



## Our native plants and animals

Over the past eight years there have been many changes to our knowledge of threatening processes and the presence of threatened plants and animals in our local government area. The below changes represent changes in state and federal classification, local knowledge of species presence.

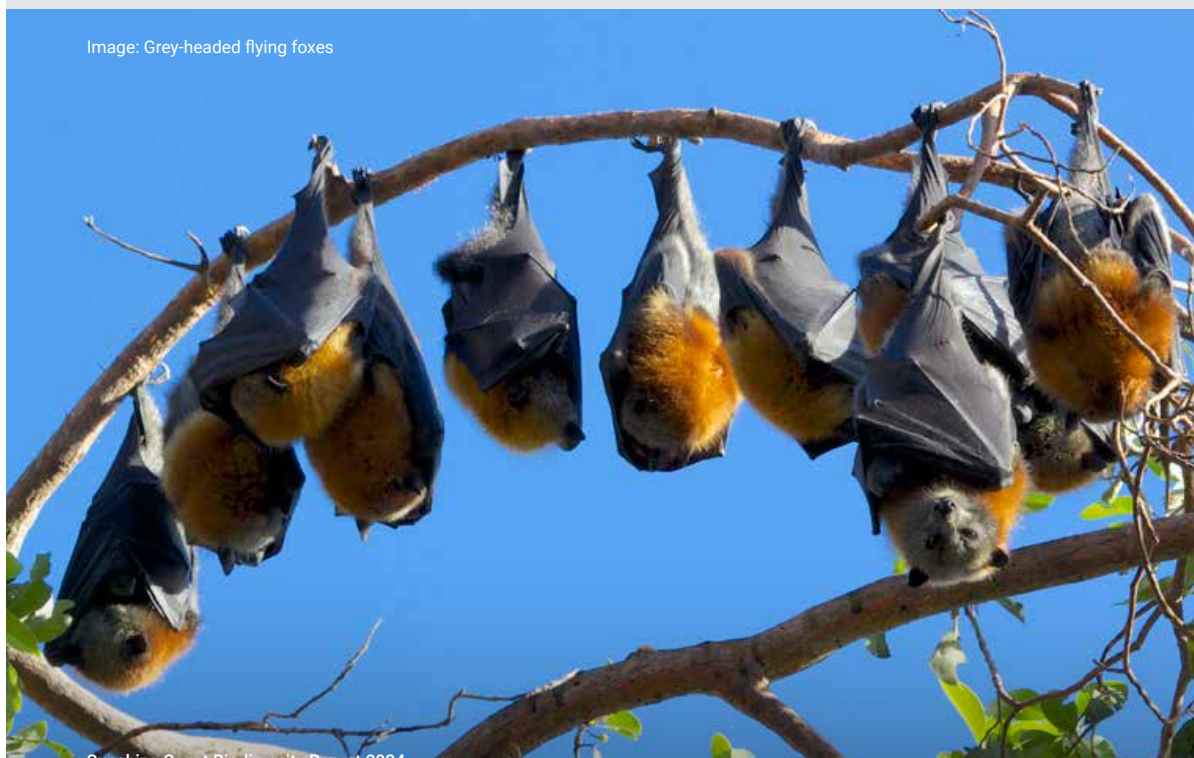
	2016	Changes	2020	Changes	2024
Plants	53	0	53	⬆ + 13	66
Animals	51	⬆ + 13	64	⬆ + 6	67

## Our habitat areas

Our habitat areas are changing and so is the way we measure them at a landscape scale. Our vegetated habitat areas have continued to increase over the past eight years and provide a greater extent of core and connecting habitat areas for fauna.

	2016	Hectare changes	2020	Hectare changes	2024
Core Habitat areas	67,101 ha	⬇ - 172	66,929 ha	⬆ + 5,578	72,507 ha
Core Connecting Habitat areas	22,313 ha	⬆ + 173	22,486 ha	⬇ - 7,266	15,220 ha
Connecting Habitat areas	34,869 ha	⬆ + 588	35,457 ha	⬆ + 6,753	42,210 ha

Image: Grey-headed flying foxes







## Our native vegetation

Our terrestrial biodiversity is supported in natural bushland areas in both urban and rural landscapes across the 228,475 hectares of the Sunshine Coast Local Government Area. The Biodiversity Report uses a combination of vegetation datasets including the Queensland Government's Regional Ecosystem mapping (referred to as remnant vegetation) and Council's fine scale vegetation (referred to as non-remnant vegetation). Combined, these two datasets are referred to as Sunshine Coast Council's native vegetation extent. These datasets combined make up the 129,938 hectares of native vegetation in our the Local Government Area.

Figure 4: Extent of native vegetation and no vegetation in the Sunshine Coast Council local government area

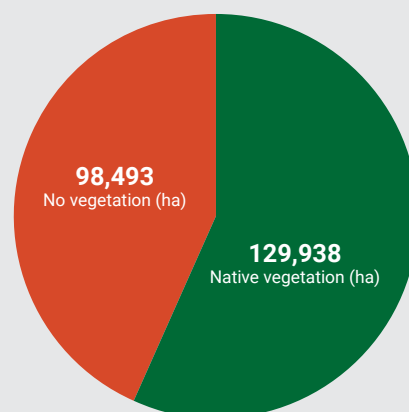


Table 1: Sunshine Coast Council area remnant and non-remnant vegetation

	Urban area (ha)*	Rural area (ha)*	Total Area (ha)*
<b>Remnant</b>	7,523	84,201	91,724
<b>Non-remnant</b>	8,470	29,744	38,214
Native vegetation	15,993	113,945	129,938
No vegetation	24,309	74,184	98,493
<b>Sunshine Coast area</b>	<b>40,301</b>	<b>188,129</b>	<b>228,430</b>

\* Urban areas are areas in the Urban Footprint and Rural areas include both Regional Landscape and Rural Production Area (RLRPA) and Rural Living Area (RLA) defined in the ShapingSEQ 2023 - SEQ Regional Plan.

Map 1: Sunshine Coast Council area remnant and non-remnant vegetation

0 2.5 5 10  
kms

Remnant vegetation  
Non-remnant vegetation

57 per cent of our local government area has native vegetation cover.

Sunshine Coast Biodiversity Report 2024

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#### Tracking our progress - our native vegetation ▶▶▶



Over the past eight years the Sunshine Coast Local Government Area's native vegetation has increased by 5,655 hectares which is equal to approximately 6,896 football fields.

This vegetation increase is attributed to both the re-growth of native vegetation and revegetation (plantings) over the past four years and an improvement in the accuracy of our fine scale vegetation mapping technology.

Overall, there has been a combined loss of 1,142 hectares of remnant vegetation over the past eight years.

This vegetation loss can be attributed to clearing for major infrastructure projects, and urban development, residential dwellings, agricultural land use and other activities. Remnant vegetation is important to conserve and maintain in the landscape as it provides a seed bank for native species, critical habitat for many threatened animals and plants as well as a myriad of social, economic, and cultural benefits. Once lost, it takes a long time for remnant vegetation to grow and develop the structure and species composition that defined the vegetation community prior to clearing.



Sunshine Coast Council

Image: Antechinus peering from tree cavity.

## Vegetation communities

Broad vegetation groups are a high-level grouping of vegetation communities that describe the diverse array of landscapes and major ecological patterns across temperate, arid and the tropic climatic zones in Queensland.

The Regional Ecosystems describe vegetation communities within a specific bioregion, distinguished by dominant canopy tree species that occur in association with a particular combination of geology, soil and landform. The Regional Ecosystems (REs) are mapped by the Queensland Government. The remnant and pre-clearing datasets were used to classify Council's native vegetation data for all vegetation communities.

The region is made up of six broad vegetation groups and 77 regional ecosystems.



### Foredune

The area directly behind the beach running parallel to the coastline supports a unique mix of plants including spinifex, casuarina and pandanus. These habitats are critical for many coastal raptor species and other marine and terrestrial animals.



### Mangrove and Saltmarsh

Intertidal communities of plants that grow on the foreshore of coastal lakes and estuaries. These plants are adapted to salty conditions and are ecologically important areas that link the land to the sea, providing productive habitat for a range of species including migratory shorebirds and act as nurseries for many marine species.



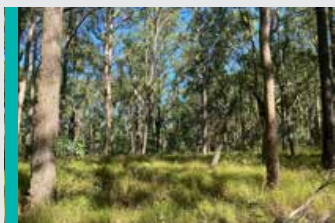
### Heath and Wallum

These communities of specialised plant species occur on nutrient poor sandy soils inland from the foredune ecosystems. Some of these ecosystems are unique to south-east Queensland and support iconic species such as banksias, hakeas, and the ground parrot. They can be found from Glasshouse Mountains to Lake Weyba.



### Melaleuca and Casuarina

Commonly known as paperbarks and she-oaks these communities thrive in the seasonally inundated wetland, coastal floodplain and riparian areas along waterways. These communities can be some of the most diverse ecosystems supporting a range of associated plant and animal species. Watching jacanas balance on the lily pads at Ewen Maddock dam we can see these dynamic vegetation communities flourishing.



### Eucalypt

This group is diverse and occurs across a wide range of geologies and landscapes. The Sunshine Coast is home to more than 50 eucalypt species (including species with genera other than eucalypt but identified as 'gum trees') occurring across a diverse range of environments from coastal floodplains, foredune and riparian ecosystems to mountainous areas on volcanic and sandstone soils. Walking through the tall blackbutt forests in Mapleton National Park or visiting the scribbly gum country on the floodplains, eucalypt forests radiate a familiar smell in the warm summers and a sometimes eerie quiet in the mild winters.

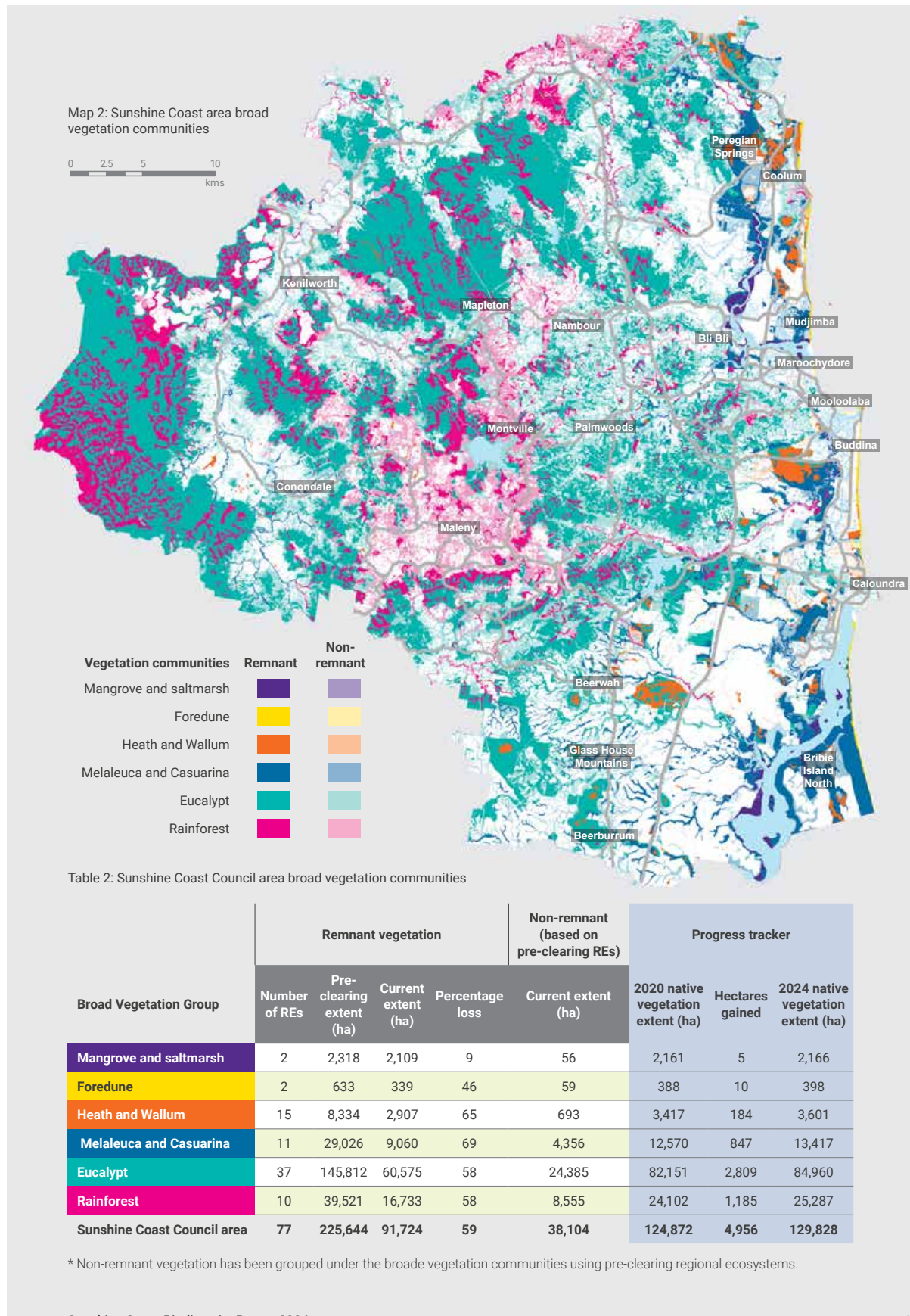


### Rainforest

Typically considered to be the most diverse and complex of all the vegetation communities, subject to high levels of rainfall and occurring in the moist gullies, along waterways and wetland areas. The rainforest areas in south-east Queensland and the Sunshine Coast support a myriad of significant plant and animal species, most notable among these are the diverse range of bird and frog species. Here we can listen to noisy pittas calling on the forest floor or the giant barred frogs calling in the heat of summertime. This vegetation community supports the recently listed Conondale spiny crayfish known to occur only in Conondale, Bellthorpe and Maleny areas.







## Conservation significance of remnant vegetation

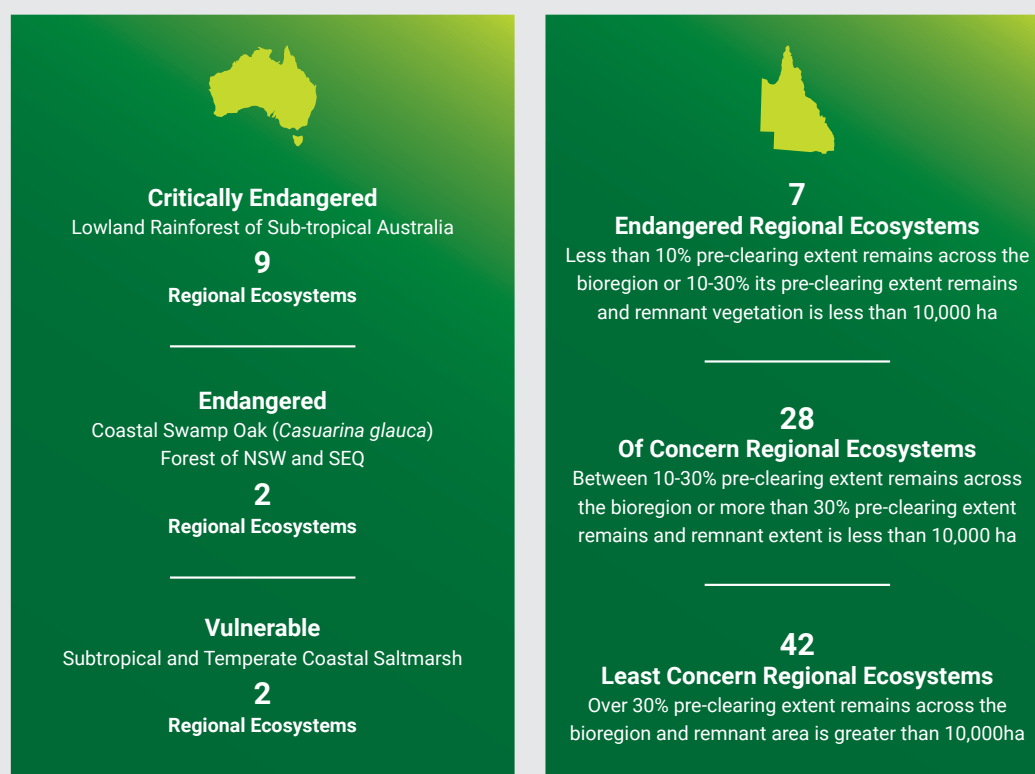
The Australian Government and Queensland Government have slightly different ways of identifying and determining a vegetation community's conservation status. This is largely due to the scale and geographic area being managed. At both levels, there is interest in understanding the health or extent of decline of vegetation communities to drive management strategies to deliver biodiversity conservation outcomes.

### National Conservation Significance

The Commonwealth Government identify, describe and list Threatened Ecological Communities (TECs) under the *Environmental Protection and Biodiversity Conservation Act 1999* (EPBC). EPBC listed TECs occurring in Queensland use diagnostic regional ecosystems to describe that community. The Sunshine Coast has three EPBC listed TECs which include 13 regional ecosystems.

### State Conservation Significance

The Queensland Government uses the *Vegetation Management Act 1999* (VMA) regional ecosystem framework to identify and describe the conservation status of a regional ecosystem. The regional ecosystem pre-clearing (or prior to European settlement) extent data is used to calculate how much of a regional ecosystem extent remains. The Queensland Government update their pre-clearing and remnant vegetation mapping every two years. According to the Queensland Government's conservation status classification, almost 50 per cent of the Sunshine Coast Council area's regional ecosystems are threatened or in significant decline.



In the Least Concern category mapping shows Council has gained an additional two regional ecosystems and one has been reclassified from Of Concern to Least Concern.





Endangered RE12.5.3, Scribbly gum  
(*Eucalyptus racemosa* subsp. *racemosa*) woodland





Image: Mount Coonowrin and Mount Beerwah, Glasshouse Mountains.

## Our conservation estate

The conservation estate represents areas managed for their conservation values, in private and public ownership. These areas aim to protect, enhance, and conserve environmentally and culturally significant areas across the Sunshine Coast Local Government Area.

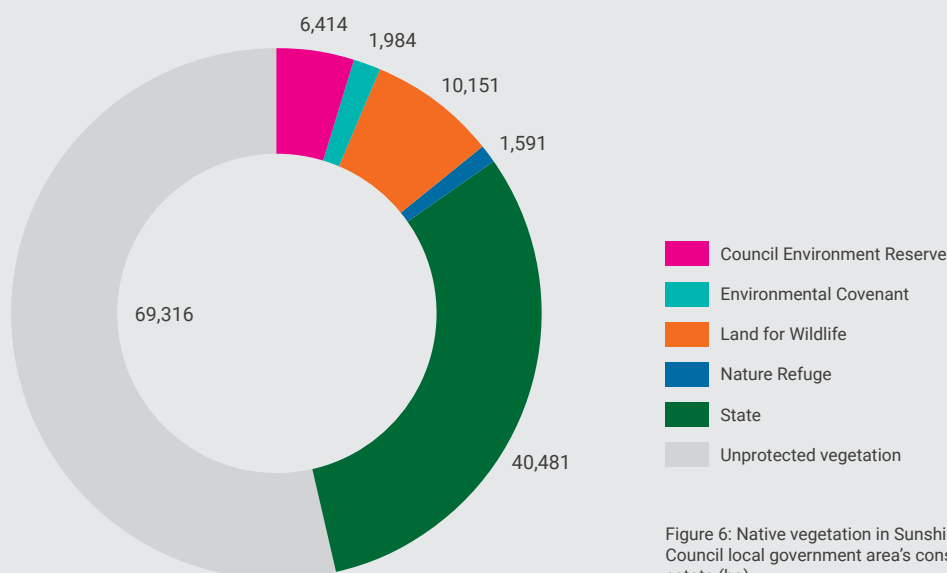
Protected and voluntary conservation areas include:

- State National Parks and Conservation Parks
- Council Environment Reserves (including those gazetted under the *Nature Conservation Act 1992*)
- Nature Refuges (recognised class of Protected Area as defined by the *Nature Conservation Act 1992*)
- Statutory environmental covenants (voluntary or non-voluntary on private freehold land)
- Land for Wildlife properties (non-legally binding, voluntary protection mechanism).

The conservation estate currently conserves 47% of the native vegetation in the Sunshine Coast Council Local Government Area.

Table 3: Sunshine Coast conservation estate and native vegetation extents

Conservation areas	Number of Reserves or Lots	Total Area (ha)	Non-remnant vegetation extent (ha)	Remnant vegetation extent (ha)	Native vegetation extent (ha)
State	30	40,806	1,089	39,392	40,481
Council (incl. Nature Refuge)	629	8,119	1,672	5,378	7,050
Nature Refuge	37	975	172	784	956
Environmental Covenant	1,774	2,324	510	1,474	1,984
Land for Wildlife	1,027	14,917	3,989	6,162	10,151
Total	3,498	67,140	7,432	53,190	60,622

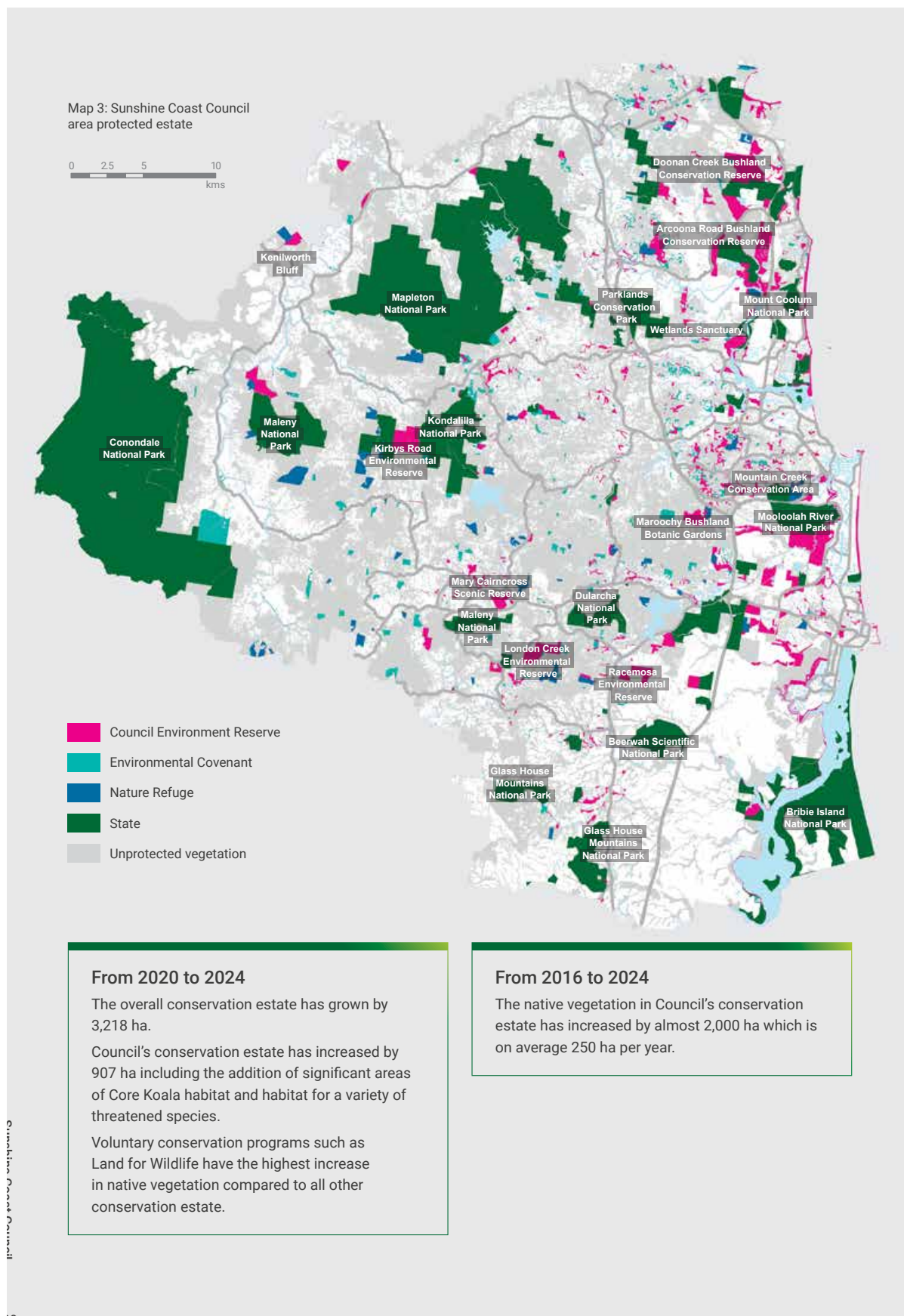


## Conservation and restoration

**Voluntary private land partnerships contribute to 22 per cent of the total conservation estate in the region.**

The Land for Wildlife Program has been growing since 2014 with more than 1,300 members across the region. Land for Wildlife members deliver restoration, conservation, and rehabilitation work on private land. In 2023-24 alone, landholders installed 87 nest boxes and planted 34,050 native seedlings on their properties.







### How well are we protecting our poorly conserved Regional Ecosystems?

Comparing a particular regional ecosystem's protected or conserved extent to its pre-clearing extent tells us the level of protection for this vegetation community within the Council area. The Sunshine Coast Council area has 15 regional ecosystems considered poorly conserved. A national assessment process, the Comprehensive and Adequately Represented system, was applied to understand how well represented (or poorly conserved) each regional ecosystem's is within our conservation estate. A regional ecosystem is considered poorly conserved if there is less than 10 per cent of the pre-clearing extent represented in the Sunshine Coast Council protected area estate.

Regional ecosystems with representation in the protected areas estate:

Poorly Conserved Regional Ecosystems			
Eucalypt	Heath & Wallum	Melaleuca & Casuarina	Rainforest
10 Regional Ecosystems	1 Regional Ecosystem	3 Regional Ecosystems	1 Regional Ecosystem

### Protecting our biodiversity – increasing extent of poorly conserved Endangered Regional Ecosystem 12.5.3 Scribbly gum (*Eucalyptus racemosa* subsp. *racemosa*) woodland.

In 2024, in partnership with Queensland Parks & Wildlife Services (QPWS), Council acquired a 150 ha property which includes a portion of the poorly conserved RE 12.5.3 Scribbly gum (*Eucalyptus racemosa* subsp. *racemosa*) woodland. This woodland also provides habitat for an array of threatened flora and fauna including Mt Emu she-oak (*Allocasuarina emuina*), *Eucalyptus curtisii*, greater glider (*Petauroides volans*), koala (*Phascolarctos cinereus*) and glossy black cockatoo (*Calyptorhynchus lathamii*).





## Our native plants and animals

Our region supports a diverse range of plants and animals, including tropical, temperate, marine, lowland and upland species.

Threatened species are any plant or animal species that are at risk of extinction. To drive preservation outcomes, the Commonwealth Government and Queensland state government have specific legislation that identifies threatened species:

- the Commonwealth *Environment Protection and Biodiversity Conservation Act 1999* (EPBC)
- the Queensland *Nature Conservation Act 1992* (NCA).

Queensland has 1000 threatened species including 230 animal and 770 plant species. Of these threatened species, 40 per cent of plants and 70 per cent of animals are endemic to Queensland.

The Sunshine Coast Council area has 135 threatened species according to the latest Queensland State records (July 2024) and some supplementary data.

19% of all native plant species that occur in the state of Queensland are represented in the Sunshine Coast Council local government area.

### Threatened species recovery – Koala (*Phascolarctos cinereus*)

Council is committed to partnership programs that increase our understanding of population dynamics and genetics to better conserve and protect local threatened species including Koalas, listed as Endangered in SEQ. A partnership with the University of the Sunshine Coast has used a tenure-blind approach to assist in identifying koala individuals and completing health checks and collecting genetic information. This will improve an understanding of koala populations, including core habitat and movement pathways, to better protect and conserve this species in the region.

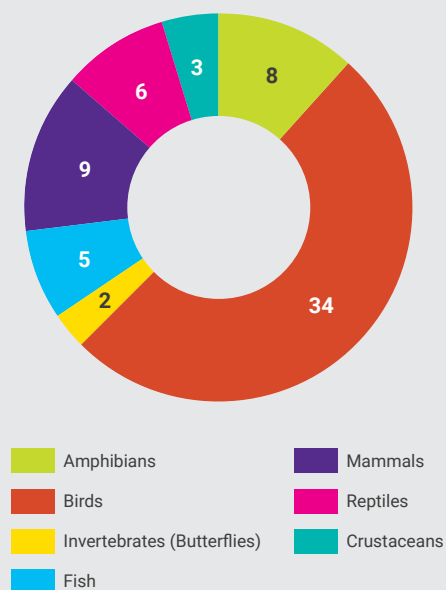




Table 4: Threatened species in the Sunshine Coast LGA

	Critically Endangered	Endangered	Presumed Extinct	Vulnerable
Animals	6	24	2	37
Plants	20	18	0	28

Figure 7: Sunshine Coast local government area threatened animals



61 animals and 54 plants listed under the *NC Act* for the Sunshine Coast local government area

56 animals and 31 plants are listed under the *EPBC Act* for the Sunshine Coast local government area

#### Threatened species recovery – Sunshine Coast Myrtle (*Lenwebbia* sp. Blackall Range .R. Sharpe 5387)

In 2024, Council partnered with the Department of Environment, Science and Innovation (DESI) to deliver an offset project to reintroduce healthy plants of the endangered Sunshine Coast myrtle, endemic to the Sunshine Coast Council area. Council aims to plant 500 individuals that have been propagated from “myrtle rust” tolerant plants. Myrtle rust is a threat to the survival of this species and this project aims to rehabilitate surrounding habitat areas and establish disease resistant plants to strengthen populations.





## Our habitat areas

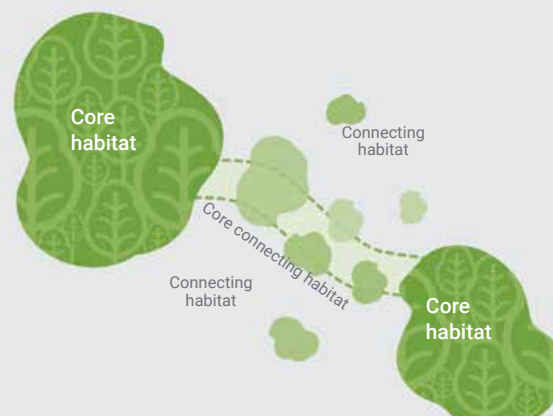
Council's strategic biodiversity conservation planning is guided by a landscape ecology approach, which seeks to maintain and improve ecological functionality and connectivity at a whole of landscape scale by:

- identifying and protecting biodiversity priorities (such as core habitat areas and poorly conserved regional ecosystems)
- consolidating and expanding key conservation areas
- restoring areas to connect habitat.

Habitat areas can be defined by the size of the vegetation patch and how connected the vegetation is, which has been influenced by the level of habitat fragmentation. Increased fragmentation is likely to result in greater interruption to habitat functionality impacting on fauna movement, dispersal, mating potential, roost sites, food resource availability and feeding regimes.

Understanding the spatial distribution and the relationship between different habitat areas and the role they play in landscape connectivity and habitat functionality is critical to biodiversity conservation network planning and the delivery of strategic biodiversity conservation outcomes.

Figure 8: Core habitat, core connecting habitat and connecting habitats in a landscape ecology approach to conservation







Our habitat areas are made up of remnant and non-remnant vegetation and are classified into three broad types:

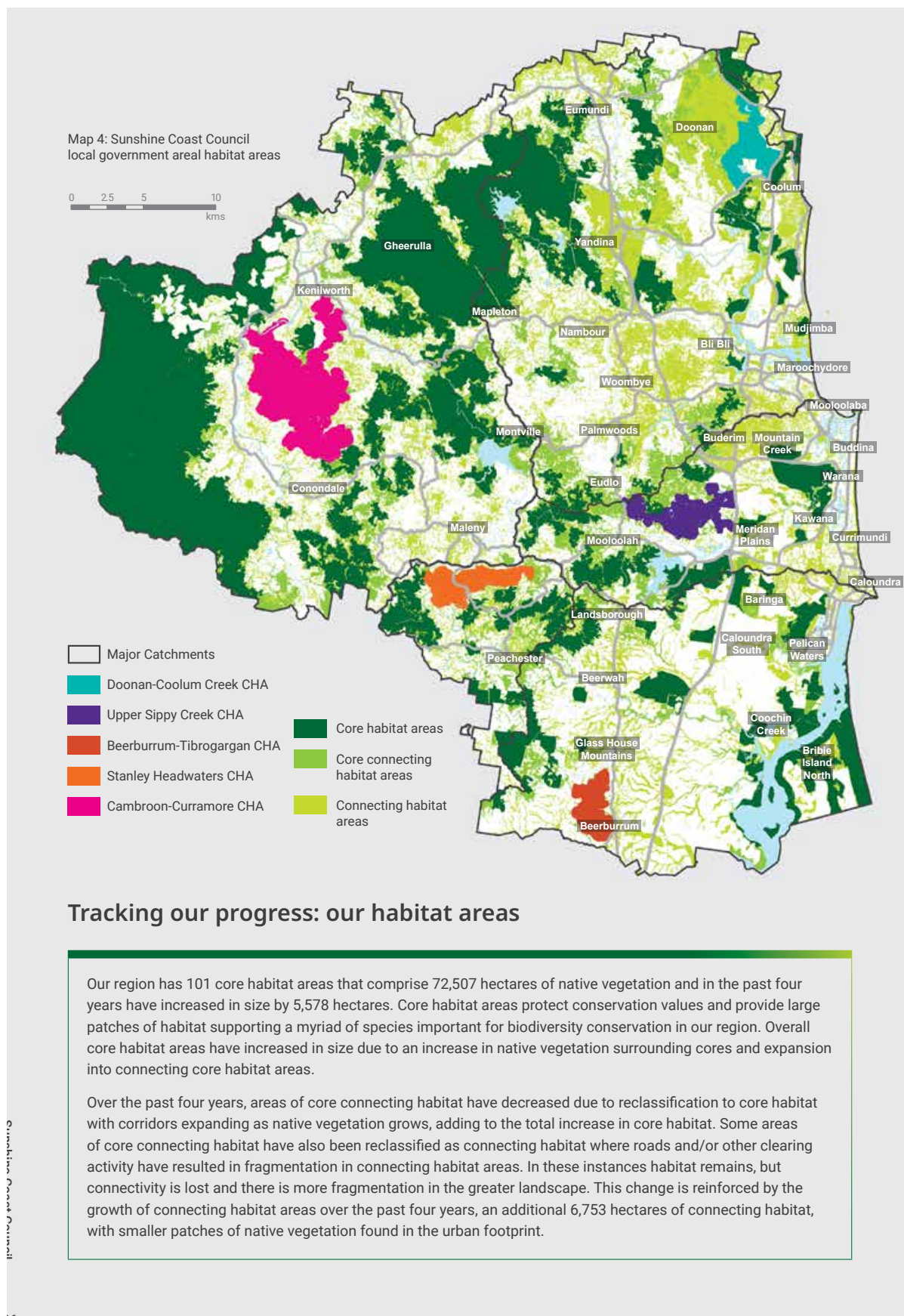
1. **Core Habitat Areas (CHA)** – these areas include patches greater than 50 hectares in size and often include large conservation areas and well-connected areas of native vegetation.
2. **Core Connecting Habitat Areas (CCA)** – vegetation connecting Core Habitat Areas (CHAs), with areas of “bottlenecks” or fingers of vegetation that fall below the minimum threshold of CHAs but provide significant connectivity with these areas.
3. **Connecting Habitat Areas (CNA)** – patches of native vegetation less than 50ha in size. These may or may not be connected to cores.

The process for defining habitat areas can be found in more detail in the Technical Background Report 2024.

#### Habitat protection, restoration and rehabilitation

In 2023, Council acquired 120ha of ex-cane land to restore as natural wetlands within the Blue Heart Sunshine Coast project area. This new land builds on an existing Reserve network at Coolum Creek and provides valuable habitat for a number of terrestrial and aquatic species including threatened migratory birds and the vulnerable Water Mouse (*Xeromys myoides*).







## Core habitat areas

The Sunshine Coast has many significant habitat areas with diverse faunal assemblages and ecological functionality. These habitat areas sustain characteristics essential for plants and animals in the region to survive and thrive, such as species-specific home range, food resources and nesting and roosting resources.

Five significant core habitat areas have been identified to represent the diverse ecosystem types of the Sunshine Coast. One was selected from each major river catchment, and these have been highlighted in the following summaries. These core habitat areas have intrinsic and irreplaceable natural values and contribution to the Sunshine Coast's distinct landscape character.



### Cambroon-Curramore CHA

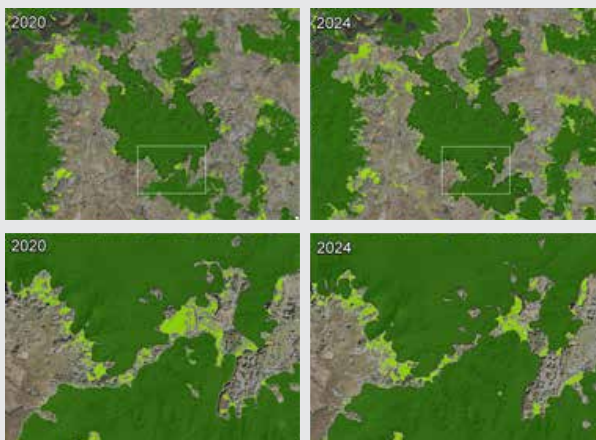
The Cambroon-Curramore CHA is approximately 3,825 hectares and has increased by 29 per cent over the past four years. This growth is attributed to an increase in native vegetation surrounding the core and is a good example of where previously core connecting habitat has grown and resulted in the joining of two previously separate core habitat areas.

The Cambroon-Curramore CHA is in the eastern headwaters of the Mary River catchment and forms part of a mosaic of core habitat areas that extend from the Blackall Range and Kondalilla National Park west to the Mary River. It is an area of outstanding natural beauty and a highly functional biodiversity corridor. It includes five of the eight rainforest regional ecosystems listed by the Australian Government as critically endangered lowland rainforest of subtropical Australia.

More than 75 per cent of the CHA is protected by national park, Council environment reserve and nature refuges providing habitat for a suite of threatened species including the giant barred frog, greater glider, brushed-tailed phascogale, koala, glossy black-cockatoo and black-breasted button-quail.

Due to the expansion of core and connecting habitat in this catchment, there are future opportunities to focus on strategic pathways to connect this core with the large Conondale core to the west.

Figure 9: In the Curramore-Cambroon CHA we see a growth in the core habitat areas between Maleny National Park in the north and Land for Wildlife properties to the south. Growing core habitat areas result in a decrease in bottlenecks and less fragmentation of native vegetation in this area.





### Doonan-Coolum Creek CHA

The Doonan-Coolum Creek CHA adjoins major core areas in the northeastern area of the region and has grown significantly over the past eight years. Located in the Maroochy River catchment, this CHA forms the backbone of the Maroochy-Noosa wallum corridor and the southern portion is a major green space area, the Blue Heart.

This CHA supports a range of important mangrove, wallum, melaleuca and casuarina vegetation communities that is habitat for the endangered ground parrot and water mouse. This habitat area also includes a 155-hectare addition to the conservation estate acquired in 2024, which further consolidates and extends protected areas in this core.



### Upper Sippy Creek CHA

The Upper Sippy Creek CHA is made up entirely of eucalypt and rainforest vegetation communities. Unlike all other CHAs, the eastern extent of this community lies within the urban footprint and is not a part of the conservation estate. These forests support some of the richest biodiversity in the Mooloolah River catchment providing important habitat for koalas, greater gliders, multiple species of micro-bat and other arboreal mammals, along with a myriad of threatened bird and frog species including the glossy black cockatoo and tusked frog.

This CHA also includes a large membership base of Land for Wildlife members working on restoration projects for many threatened species, including a variety of threatened plants that inhabit rainforest and open eucalypt communities.

The endangered lesser swamp orchid (*Phaius australis*) produce the largest flowers of any Australian orchid and can be found in our conservation estate in a variety of coastal heath, Melaleuca forests and swampy rainforest.





### Beerburum-Tibrogargan CHA

The Beerburum-Tibrogargan CHA has grown by 5 per cent from 2020 to 2024, with an increase in non-remnant vegetation growth on the edges and core connecting habitat extending the edges of this core area. This core habitat areas is home to the internationally renowned, Glass House Mountains, specifically Mount Beerburum, Mount Tibrogargan, Mount Tibrowuccum and Mount Cooee. This CHA also connects with protected areas to the south in the Moreton Bay region with connecting habitat areas and some forestry providing vegetated corridors to the south-west.

This CHA supports unique biodiversity values including montane heath, eucalypt and rainforest vegetation communities, which provide critical habitat for the vulnerable Mount Beerwah mallee, Mount Beerwah she-oak, Glass House Mountain teatree and Coochin Hills grevillea.

The critically endangered Coochin Hills grevillea (*Grevillia hodgei*) is known to occur in only two peaks in the Glasshouse Mountains.

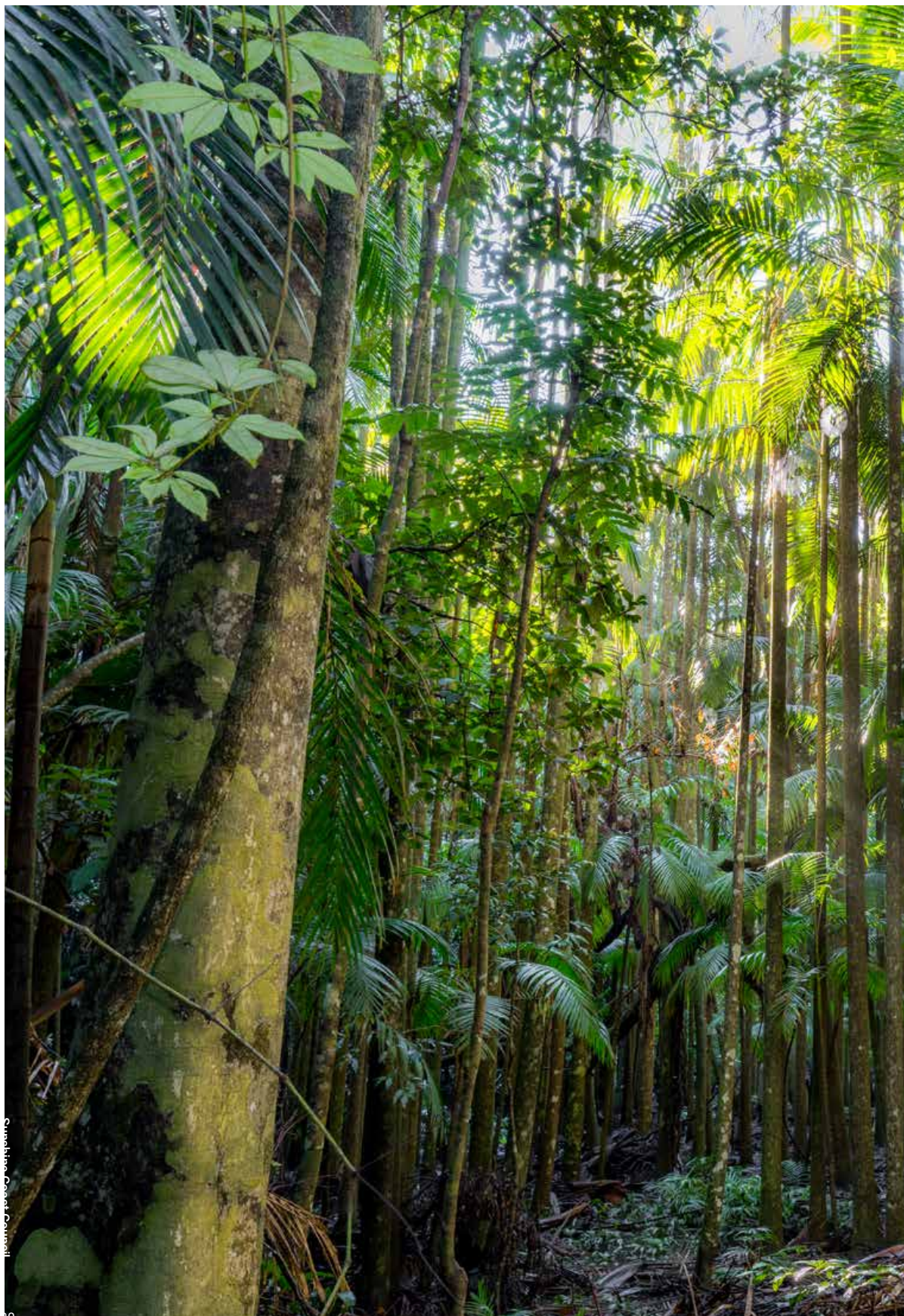


### Stanley Headwaters CHA

The Stanley Headwaters CHA supports some of the richest biodiversity in the Sunshine Coast Council local government area and forms part of a major green space. This CHA has increased in size by 2 per cent from 2020 to 2024 and continues to provide culturally significant areas with strong ecological connectivity, from Mount Mellum and London Creek sub-catchments wrapping around the escarpment west forming the headwaters of the catchment to Booroobin.

This CHA is growing closer to its neighbouring CHA to the west which includes an additional 1,160 hectares of vegetation adjoining 382 hectares of Bellthorpe National Park and environmental covenants. The CHA has high-biodiversity rainforest vegetation communities and includes habitat for the Sunshine Coast myrtle, large-leaf silkpod, giant barred frog, koala, glossy black cockatoo, black-breasted button quail, greater glider and the Richmond birdwing butterfly.







## Our catchments' biodiversity results

The Sunshine Coast Council local government area is made up of five major river catchments and a summary of the results for each reporting category is outlined for each catchment:

1. Maroochy River
2. Mooloolah River
3. Mary River
4. Stanley River
5. Pumicestone Passage  
(including northern portion of Bribie Island)

Approximately 1 per cent of the Noosa River catchment occurs within the Sunshine Coast local government area. Given the limited extent of this catchment, the biodiversity results have not been captured in this report. The results for the Noosa River catchment can be found in the Technical Background Report 2024.

Map 5: Sunshine Coast Council area major catchments

0 2.5 5 10  
kms



Sunshine Coast Biodiversity Report 2024

## Maroochy River

The Maroochy River system dominates the northern half of the Sunshine Coast Council local government area. It drops quickly from its headwaters in the Blackall and Mooloolah Ranges onto a large broad floodplain dominated by farmland and sugar cane paddocks before reaching the sea at Maroochydhore. Approximately 99 per cent of the Maroochy River catchment occurs within the Sunshine Coast Council area. The catchment's most northern watershed area falls within the neighbouring Noosa Council area.

### Native vegetation

Native vegetation covers approximately 54 per cent of the total area of the Maroochy River catchment.

Of the native vegetation cover, 62 per cent is remnant and 38 per cent is non-remnant vegetation.

Table 5: Maroochy Catchment vegetation extent

	Urban area (ha)	Rural area (ha)	Total Area (ha)	Progress tracker	
				2020 Total area (ha)	Changes (ha)
Remnant	3,666	17,354	21,020	21,659	↓ -639
Non-Remnant	4,013	8,884	12,897	10,735	↑ +2,162
Native vegetation	7,679	26,238	33,918	32,394	↑ +1,524
No vegetation	8,990	20,263	29,253		
Total	16,669	46,502	63,171		

### Vegetation communities

Table 6: Maroochy River catchment vegetation communities

	Pre-clearance extent (ha)	Pre-clearance RE	Remnant extent (ha)	Current RE	Loss (%)	Non-remnant extent (ha)	Progress tracker			
							2020 remnant extent (ha)	Changes (ha)	2020 non-remnant extent (ha)	Changes (ha)
Catchment	63,171	55	21,020	56	67	12,897	21,659	↓ -639	10,735	↑ +2,162
Eucalypt	42,256	27	14,365	28	66	8,966	14,936	↓ -571	7,573	↑ +1,393
Foredune	181	2	119	2	34	17	123	↓ -4	12	↑ +5
Heath and Wallum	2,002	11	963	11	52	217	1,002	↓ -39	50	↑ +167
Mangrove and saltmarsh	578	2	525	2	9	21	523	↑ +2	19	↑ +2
Melaleuca and Casuarina	9,185	6	2,337	6	75	1,308	2,385	↓ -48	930	↑ +378
Rainforest	8,285	7	2,712	7	67	2,327	2,690	↑ +22	2,015	↑ +312

### Conservation estate

Conservation estate makes up approximately 22 per cent of the entire catchment area.

Table 7: Maroochy River catchment conservation estate

Conservation areas	Number of Reserves or Lots	Total Area (ha)	Non-remnant vegetation extent (ha)	Remnant vegetation extent (ha)	Native vegetation extent (ha)	Progress tracker	
						2020 Native vegetation extent (ha)	Changes (ha)
State	15	6,584	126	6,397	6,523	6,515	↑ +8
Council Environment Reserve	298	3,049	556	1,992	2,548	2,343	↑ +205
Council Environment Reserves (w/ Nature Refuge)	5	194	17	175	192	-	-
Nature Refuge	5	66	22	39	61	61	0
Environmental Covenant	1,123	868	248	560	809	650	↑ +159
Land for Wildlife	475	3,453	987	1,563	2,550	2,086	↑ +464
Total	1,922	14,212	1,956	10,727	12,683	11,655	+1,028

#### Floodplain restoration on the Maroochy River

The Blue Heart is approximately 5,000 hectares in size and includes much of the natural floodplain in the lower Maroochy River catchment. Council continues to plan for future climate-driven challenges in the Maroochy River catchment area and has acquired land within the floodplain to protect and establish wetland and floodplain ecosystems. The need to develop a long-term transition of inundation-prone agricultural areas to wetland ecosystems was identified and is now underway in the Maroochy floodplains. In 2024, tidal waters have been introduced to some parts of the floodplain on Council-owned land as part of a blue carbon trial project that aims to provide insights into how long-term climate-driven changes may affect the floodplain and includes economic, social and environmental benefits.

Wetlands are rich reservoirs of biodiversity and long-term research partnerships will continue to monitor the species abundance, diversity and changes over time as a part of this project in the Blue Heart of our region. This project will provide enhanced and protected habitat for a variety of species including the vulnerable water mouse (*Xeromys myoides*) as well as a variety of migratory birds and birds.



## Mooloolah River

The Mooloolah River is a meandering river, with its headwaters in the Mooloolah Range. The river winds through rainforest and natural bushland, agricultural and grazing lands, and urban development. The lower reaches have been modified for canal estates and a marina, supporting intensive boating, fishing and tourism activities. The Mooloolah River catchment occurs entirely within the Sunshine Coast Council area.

### Native vegetation

Native vegetation covers approximately 55 per cent of the total area of the Mooloolah River catchment. Of the native vegetation cover, 34 per cent is non-remnant and 66 per cent is remnant vegetation.

Table 8: Mooloolah River catchment vegetation extent

	Urban area (ha)	Rural area (ha)	Total Area (ha)	Progress tracker	
				2020 Total area (ha)	Changes (ha)
Remnant	2,067	6,071	8,138	8,310	↓ -172
Non-remnant	2,043	2,106	4,149	3,547	↑ +602
Native vegetation	4,111	8,176	12,287	11,857	↑ +430
No vegetation	6,633	3,349	9,982		
Sunshine Coast Council area	10,743	11,526	22,269		

### Vegetation communities

Table 9: Mooloolah River catchment vegetation communities

	Pre-clearance extent (ha)	Pre-clearance RE	Remnant extent (ha)	Current RE	Loss (%)	Non-remnant extent (ha)	Progress tracker			
							2020 remnant extent (ha)	Changes (ha)	2020 non-remnant extent (ha)	Changes (ha)
Catchment	22,269	39	8,138	39	63	4,149	8,310	↓ -172	3,547	↑ +4,763
Eucalypt	13,026	16	5,305	16	59	2,873	5,498	↓ -193	2,481	↑ +3,017
Foredune	167	2	97	2	42	19	86	↑ +11	20	↑ +66
Heath and Wallum	2,663	10	640	10	76	217	626	↑ +14	171	↑ +455
Mangrove and saltmarsh	121	2	75	2	38	2	73	↑ +2	2	↑ +71
Melaleuca and Casuarina	3,748	6	1,093	6	71	478	1,126	↓ -33	397	↑ +729
Rainforest	2,375	3	928	3	61	554	901	↑ +27	474	↑ +427

### Conservation estate

Conservation estate makes up approximately 26 per cent of the total catchment area.

Table 10: Mooloolah River catchment conservation estate

Conservation areas	Number of Reserves or Lots	Total Area (ha)	Non-remnant vegetation extent (ha)	Remnant vegetation extent (ha)	Native vegetation extent (ha)	Progress tracker	
						2020 Native vegetation extent (ha)	Changes (ha)
State	7	2,100	65	2,027	2,092	2,088	↑ +4
Council Environment Reserve	152	1,808	367	1,085	1,452	1,489	↑ +152
Council Environment Reserves (w/ Nature Refuge)	6	192	13	177	189	-	-
Nature Refuge	4	84	11	70	81	79	↑ +2
Environmental Covenant	430	265	55	197	252	295	↓ -43
Land for Wildlife	128	1,414	383	682	1,065	881	↑ +184
Total	727	5,863	894	4,238	5,132	4,832	↑ +300



#### Threatened species recovery project – greater gliders in the Mooloolah River corridor

In 2022, the Greater Glider (*Petauroides volans*) was re-listed from Vulnerable to Endangered nationally as it continues to decline across the east coast of Australia. In 2022-23, Council partnered with the Wildlife Preservation Society Queensland (WPSQ) in a pilot project to install 18 greater glider nest boxes with remote sensing cameras across three locations with known greater glider inhabitants (known from recent sightings and records). These nest boxes are monitored remotely with the aim of understanding if greater gliders use these supplementary habitat options in areas they currently inhabit.

It is important to understand the habitat requirements, behaviours and threats to our threatened species to better prioritise management and conservation outcomes. Projects like this help Council to gain a better understanding of our local fauna, as well as presenting opportunities to grow community awareness of threatened species and their habitats.



## Mary River

The Mary River is one of the most environmentally and economically diverse catchments in Queensland, supporting a range of activities including agriculture and tourism. Its headwaters are in the Conondale and Blackall Ranges and it flows northwards for hundreds of kilometres to the Great Sandy Strait, influencing the coastal environment of Hervey Bay and ultimately the Great Barrier Reef. Large areas of the catchment are protected natural areas and support several iconic threatened species – notably the Mary River cod (*Maccullochella mariensis*), Mary River turtle (*Elusor macrurus*) and Queensland lungfish (*Neoceratodus forsteri*). Approximately one sixth or 85,000 hectares of the Mary River catchment occurs within the Sunshine Coast Council local government area.

## Native vegetation

Native vegetation covers approximately 68 per cent of the catchment.

Of the total native vegetation cover 23 per cent is non-remnant and 77 per cent is remnant.

Table 11: Mary River catchment vegetation extent

	Urban area (ha)	Rural area (ha)	Total Area (ha)	Progress tracker	
				2020 Total area (ha)	Changes (ha)
Remnant	72	44,873	44,945	45,027	↓ -82
Non-remnant	520	12,530	13,050	11,141	↑ +1,909
Native vegetation	592	57,403	57,996	56,168	↑ +1,828
No vegetation	822	25,950	26,772		
Total	1,415	83,354	84,768		

## Vegetation communities

Table 12: Mary River catchment vegetation communities

	Pre-clearance extent (ha)	Pre-clearance RE	Remnant extent (ha)	Current RE	Loss (%)	Non-remnant extent (ha)	Progress tracker			
							2020 remnant extent (ha)	Changes (ha)	2020 non-remnant extent (ha)	Changes (ha)
Catchment	84,768	41	44,945	41	47	13,050	45,027	↓ -82	11,141	↑ +1,909
Eucalypt	57,698	25	32,406	25	44	7,922	32,531	↓ -125	6,749	↑ +1,173
Heath and Wallum	100	2	98	2	2	0.2	73	↑ +25	0.2	0
Melaleuca and Casuarina	1,127	5	638	5	43	183	547	↑ +91	193	↓ -10
Rainforest	25,843	9	11,804	9	54	4,945	11,875	↓ -71	4,197	↑ +748

## Conservation estate

Conservation estate makes up 43 per cent of the total catchment extent.

Table 13 Mary River catchment conservation estate

Conservation areas	Number of Reserves or Lots	Total Area (ha)	Non-remnant vegetation extent (ha)	Remnant vegetation extent (ha)	Native vegetation extent (ha)	Progress tracker	
						2020 Native vegetation extent (ha)	Changes (ha)
State	5	25,506	233	25,245	25,478	25,462	↑ +16
Council Environment Reserve	51	903	251	544	795	807	↑ +114
Council Environment Reserves (w/ Nature Refuge)	3	127	2	125	126	-	-
Nature Refuge	23	712	118	583	701	657	↑ +44
Environmental Covenant	117	957	158	542	701	526	↑ +175
Land for Wildlife	341	8,182	2,139	3,049	5,188	4,228	↑ +960
Total	540	36,386	2,901	30,089	32,989	31,679	↑ +1,310



#### The power of private land partnerships in catchment conservation

Land for Wildlife is a free, voluntary conservation program that supports landholders to protect native plants and animals on their property. Over the last 10 years, the Land for Wildlife Habitat Restoration Incentives have assisted landholders to plant over 267,000 native seedlings across the region. The program has supplied and installed over 1,400 wildlife nest boxes across 400 properties, and has allowed over 220 landholders to participate in over 970 hours of weed control training, arming individuals with the foundational skills required to continue to undertake conservation activities across the Sunshine Coast Council area.

Land for Wildlife member uptake in the incentives program has increased by 60 per cent from 101 participants in 2014-15 to 166 participants in 2022-23. This positive growth in engagement can also be seen as Land for Wildlife membership grows on average 100 members per annum. The Land for Wildlife Habitat Restoration Incentive program is, according to a long standing member, an "excellent program providing great motivation for landholders such as myself to participate in achieving regional environmental objectives of the council at a local grass roots level" (A. Webb, Diamond Valley 2016).



## Stanley River

The Stanley River headwaters are located in the Great Dividing Range and the Conondale Range, where large areas of land remain in a relatively natural state. The catchment contributes substantially to Brisbane's water supply through its impoundment at Somerset Dam. Approximately 11,224 hectares which equates to 7 per cent of the total catchment size of the Stanley River catchment is in the Sunshine Coast Council local government area. The headwaters are primarily surrounded by privately owned and managed land.

### Native vegetation

Native vegetation covers approximately 60 per cent of the total area of the Stanley River catchment. Of the native vegetation cover, 37 per cent is non-remnant and 63 per cent is remnant vegetation.

Table 14: Stanley River catchment vegetation extent

	Urban area (ha)	Rural area (ha)	Total Area (ha)	Progress tracker	
				2020 Total area (ha)	Changes (ha)
Remnant	89	4,172	4,261	4,231	↑ +30
Non-remnant	206	2,303	2,509	2,179	↑ +330
Native vegetation	295	6,475	6,770	6,410	↑ +360
No vegetation	241	4,216	4,457		
Total	536	10,691	11,227		

### Vegetation communities

Table 15: Upper Stanley River catchment vegetation communities

	Pre-clearance extent (ha)	Pre-clearance RE	Remnant extent (ha)	Current RE	Loss (%)	Non-remnant extent (ha)	Progress tracker			
							2020 remnant extent (ha)	Changes (ha)	2020 non-remnant extent (ha)	Changes (ha)
Catchment	11,227	25	4,261	25	62	2,509	4,230	↑ +31	2,180	↑ +329
Eucalypt	8,323	17	3,031	17	64	1,809	3,047	↓ -16	1,506	↑ +303
Heath and Wallum	11	2	11	2	1	0	11	0	0	0
Melaleuca and Casuarina	152	1	76	1	50	38	27	↑ +49	84	↓ -46
Rainforest	2,741	5	1,143	5	58	662	1,146	↓ -3	590	↑ +72

### Conservation estate

Conservation estate makes up approximately 21 per cent of the catchment extent.

Council's conservation estate makes up approximately 16 per cent of the total conservation estate for the Stanley River Catchment with Land for Wildlife making up approximately 54 per cent of the conservation estate area.

Table 16: Stanley River catchment conservation estate

Conservation areas	Number of Reserves or Lots	Total Area (ha)	Non-remnant vegetation extent (ha)	Remnant vegetation extent (ha)	Native vegetation extent (ha)	Progress tracker	
						2020 Native vegetation extent (ha)	Changes (ha)
State	3	485	15	465	479	477	↑ +2
Council Environment Reserve	13	364	114	245	359	356	↑ +3
Council Environment Reserves (w/ Nature Refuge)	0	0	0	0	0	-	-
Nature Refuge	4	85	21	64	84	84	0
Environmental Covenant	36	151	40	109	148	126	↑ +22
Land for Wildlife	68	1,251	345	532	877	637	↑ +240
Total	124	2,337	534	1,414	1,948	1,679	↑ +269

#### The power of private land partnerships in catchment conservation

Since 2020, Council's Waterways and Catchment Management team has undertaken a range of riparian restoration projects and water quality monitoring programs to improve waterway and catchment health. This includes monitoring 48 freshwater and estuarine sites throughout the Sunshine Coast local government area, removing 60 tonnes of waterway litter and completing detailed designs for two proposed fishways in Petrie Creek, Nambour. Some project highlights for 2024 include:

- Restoration of 5km of riverbank in the north Maroochy catchment treating the invasive weed cats claw creeper across 25 properties. As part of the project, three field days attracted 55 attendees.
- Restoration and revegetation of a 1km section of the Obi Obi Creek, funded by the Disaster Recovery Fund (DRFA). Approximately 1,000 plants were planted on the riverbanks. Extensive treatment of Madeira vine and woody weeds have been a big part of this project.
- Waterway Enhancement Projects have included five sites, 1.5km of waterway in various catchments, weed treatment and 5,000 plants revegetation.

These initiatives contribute to the protection and enhancement of all species by improving a range of habitat areas within multiple major catchments across the region.





## Pumicestone Passage (including northern portion of Bribie Island)

The Ramsar-listed Pumicestone Passage is a long, tidal waterway, enclosed between the mainland and Bribie Island. The Passage receives inflows from a network of creeks (Bells, Halls, Coochin and Coonowrin) which have their headwaters in the D'Aguilar Range. The catchment passes through mixed-use landscapes including native bush, forestry, pine plantations, grazing, horticulture and urban areas. Approximately 60 per cent or more than 45,700 hectares of the Pumicestone Passage catchment (including the northern portion of Bribie Island) occurs within the Sunshine Coast Council local government area.

### Native vegetation

Native vegetation covers approximately 40 per cent of the total area of the Pumicestone Passage. Of the native vegetation cover 29 per cent is non-remnant and 71 per cent is remnant vegetation.

Table 17: Pumicestone passage vegetation extent

	Urban area (ha)	Rural area (ha)	Total Area (ha)	Progress tracker	
				2020 Total area (ha)	Changes (ha)
Remnant	1,560	11,190	12,751	12,717	⬆️ +34
Non-remnant	1,636	3,684	5,321	4,460	⬆️ +861
Native vegetation	3,197	14,874	18,071	17,177	⬆️ +894
No vegetation	7,487	20,159	27,646		
Sunshine Coast Council area	10,684	35,034	45,717		

### Vegetation communities

Table 18: Pumicestone passage vegetation communities

	Pre-clearance extent (ha)	Pre-clearance RE	Remnant extent (ha)	Current RE	Loss (%)	Non-remnant extent (ha)	Progress tracker			
							2020 remnant extent (ha)	Changes (ha)	2020 non-remnant extent (ha)	Changes (ha)
Catchment	45,717	39	12,751	39	72	5,321	12,717	⬆️ +34	4,460	⬆️ +861
Foredune	23,715	14	5,275	14	78	2,597	5,295	⬇️ -20	2,148	⬆️ +449
Heath and Wallum	228	2	104	2	54	24	106	⬇️ -2	21	⬆️ +3
Mangrove and saltmarsh	3,265	9	999	9	69	250	991	⬆️ +8	187	⬆️ +63
Melaleuca and Casuarina	1,619	2	1,509	2	7	34	1,510	⬇️ -1	34	0
Eucalypt	14,463	9	4,717	9	67	2,288	4,669	+48	1,957	⬆️ +331
Rainforest	258	3	146	3	44	67	147	⬇️ -1	65	⬆️ +2

### Conservation estate

Council's conservation estate makes up approximately 17 per cent of the Pumicestone passage total catchment extent.

Table 19: Pumicestone passage conservation estate

Conservation areas	Number of Reserves or Lots	Total Area (ha)	Non-remnant vegetation extent (ha)	Remnant vegetation extent (ha)	Native vegetation extent (ha)	Progress tracker	
						2020 Native vegetation extent (ha)	Changes (ha)
State	5	5,777	649	4,908	5,556	5,484	⬆️ +72
Council Environment Reserve	107	1,218	272	857	1,129	1,054	⬆️ +203
Council Environment Reserves (w/ Nature Refuge)	4	130	18	111	128	-	-
Nature Refuge	4	12	0	11	11	11	0
Environmental Covenant	61	68	8	54	61	60	⬆️ +1
Land for Wildlife	49	593	133	315	448	439	⬆️ +9
Total	228	7,797	1,079	6,255	7,334	7,048	⬆️ +286

#### Growing our conservation estate in the Pumicestone Passage catchment

In 2024, the State government began the process of dedicating an additional 1,119 hectares of land to Beerburum West State Forest in the Pumicestone Passage catchment area as national park. This will connect with the existing Glass House Mountains National Park, improving connectivity and management benefits for the protected area estate in the Sunshine Coast. These areas have significant conservation values including habitat for species such as the glossy black-cockatoo (*Calyptorhynchus lathami*), wallum frog (*Crinia tinnula*) and tusked frog (*Adelotus brevis*). This transition of previously forested areas to protected areas will significantly increase our core habitat areas in the south of the region. This growth in habitat areas for our threatened species is also important in a landscape that continues to provide social, economic and environmental benefits for the whole region within the inter-urban break.



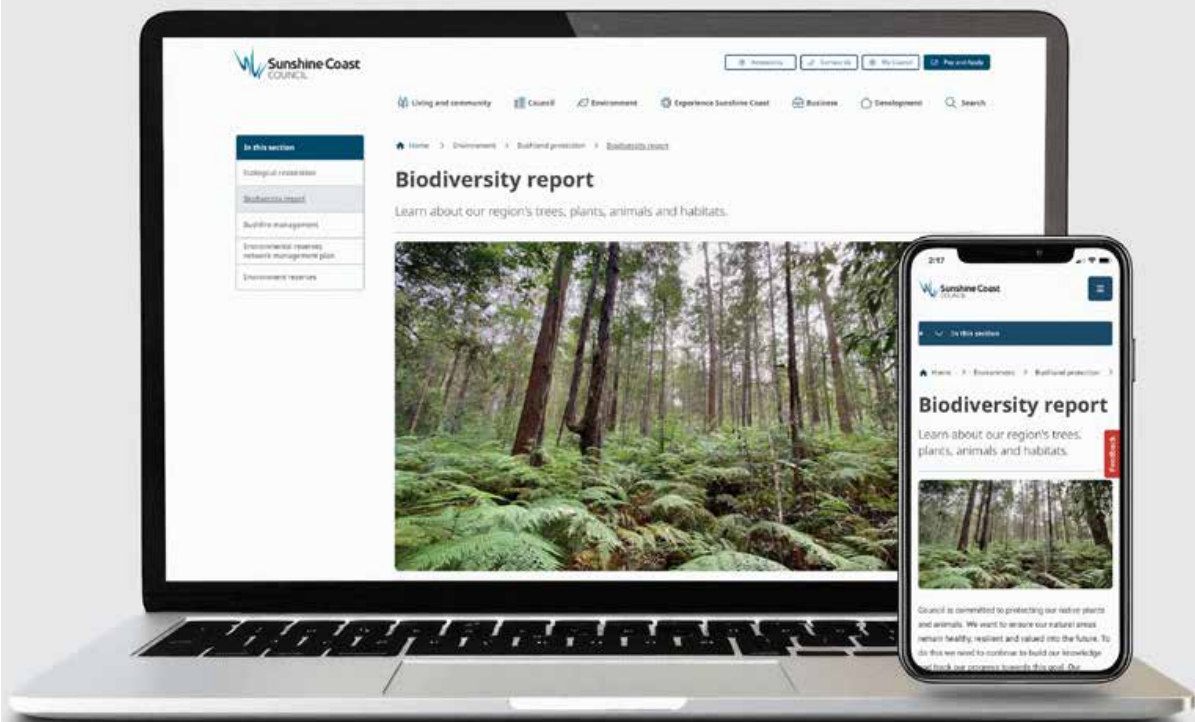


## Methods and data

A Technical Background Report 2024 is available and provides the methods and data used to complete this Report.

To access the Technical Background Report 2024 and the online mapping portal visit the Sunshine Coast Council website.

[sunshinecoast.qld.gov.au](https://sunshinecoast.qld.gov.au)



## Glossary

<b>Biodiversity</b>	Biodiversity—the variety of plants, animals, micro-organisms and ecosystems that constitute our living environment— is not static; it is constantly changing. It can be increased by genetic change and evolutionary processes, and it can be reduced by threats which lead to population decline and extinction.
<b>Catchment</b>	A catchment is defined as the area of land that contains a river system and its associated coastal waters. Catchment boundaries are often formed by high ground separating them, at a line known as a watershed.
<b>Connecting habitat areas</b>	Areas of remnant and non-remnant vegetation less than 50 hectares in extent, and which may comprise: <ul style="list-style-type: none"> <li>• fragmented and isolated patches of vegetation as small as 10m<sup>2</sup></li> <li>• a group of loosely aggregated, but proximal, small habitat fragments in natural or near natural condition</li> <li>• groups of habitat fragments within discrete physical regions such as catchments and landform elements not identified as core habitat areas.</li> </ul>
<b>Conservation</b>	The preservation, protection, or restoration of the natural environment, natural ecosystems, vegetation, and wildlife.
<b>Conservation estate</b>	Includes land parcels with legally binding protection mechanisms as well as land parcels with voluntary intent to preserve the environmental values contained within (i.e. Land for Wildlife).
<b>Core Habitat Areas (CHAs)</b>	Contiguous remnant and non-remnant vegetation greater than 50 hectares in extent, which may comprise: <ul style="list-style-type: none"> <li>• multiple vegetation community types (or regional ecosystems)</li> <li>• wetlands, rivers and wide coastal waterways that traverse the core habitat area</li> <li>• known rare and threatened flora and fauna populations</li> <li>• lands with a variety of tenures</li> <li>• infrastructure easements that retain a grassy ground cover or shrubby understorey that reflects the characteristics of nearby habitat types</li> <li>• narrow infrastructure corridors such as local roads or rail easements.</li> </ul>
<b>Ecosystem</b>	An ecosystem is a natural unit consisting of all plants, animals and microorganisms in an area, functioning together with all the non-living physical factors, including soil, rocks, minerals, water sources and the local atmosphere.
<b>Ecosystem function</b>	The capacity of natural processes and components to provide goods and services that satisfy human needs, either directly or indirectly. Ecosystem functions are conceived as a subset of ecological processes and ecosystem structures.

<b>Endangered</b>	<p>Under the <i>Queensland Nature Conservation Act 1992</i>, a regulation may prescribe native wildlife as endangered wildlife if:</p> <ol style="list-style-type: none"> <li>there have not been thorough searches conducted for the wildlife and the wildlife has not been seen in the wild over a period that is appropriate for the life cycle or form of the wildlife</li> <li>the habitat or distribution of the wildlife has been reduced to an extent that the wildlife may be in danger of extinction</li> <li>the population size of the wildlife has declined, or is likely to decline, to an extent that the wildlife may be in danger of extinction</li> <li>the survival of the wildlife in the wild is unlikely if a threatening process continues</li> </ol>
<b>Endemic</b>	<p>The situation in which a species is restricted to a particular geographic region, owing to factors such as isolation or response to soil or climatic conditions. Such a taxon is said to be endemic to that region.</p>
<b>Environment Protection and Biodiversity Conservation Act 1999 (EPBC Act)</b>	<p>The <i>Environment Protection and Biodiversity Conservation Act 1999</i> (the EPBC Act) is the Australian Government's central piece of environmental legislation. It provides a legal framework to protect and manage nationally and internationally important flora, fauna, ecological communities and heritage places – defined in the EPBC Act as matters of national environmental significance.</p>
<b>Fine-scale vegetation (FSV)</b>	<p>Fine-scale vegetation (woody vegetation) was identified from a dataset produced by the Sunshine Coast Council (2022) generated using a combination of Aerial Laser Survey (LiDAR), Vegetation Index (NDVI), infra-red and aerial photography. It captures much of the vegetation outside the mapped blocks of vegetation through the regional ecosystem mapping. In this LiDAR capture we included only woody vegetation greater than 2m in height.</p> <p>The data underwent significant post-processing through a rigorous Q&amp;A process that included identifying significant vegetation communities that were below the 2m threshold and not mapped as remnant. For more information on these vegetation communities see the Technical Background report.</p>
<b>Habitat</b>	<p>Habitat is defined as:</p> <ul style="list-style-type: none"> <li>place where an organism or a biological population normally lives or occurs</li> <li>the location or environment where an organism is most likely to be found</li> <li>the home to a particular organism where the species will attempt to be as adaptive as possible to that particular environment</li> <li>the place being occupied by an organism, population, or community.</li> </ul>
<b>Habitat fragmentation</b>	<p>The situation when a continuous habitat has become divided into separate and often isolated patches of small habitat areas.</p>
<b>Land for Wildlife program</b>	<p>Land for Wildlife is a free, voluntary conservation program that supports participants in protecting, enhancing and rehabilitating native flora and fauna on their property. Land for Wildlife registration does not alter the legal status of a property, convey the right of public access, nor represent an official wildlife sanctuary.</p>
<b>Landscape ecology</b>	<p>The science of studying and improving relationships between ecological processes in the environment and particular ecosystems. This is done within a variety of landscape scales, development spatial patterns, and organisational levels of research and policy.</p>

<b>Least concern</b>	Under the Queensland <i>Nature Conservation Act 1992</i> , a regulation may prescribe native wildlife as least concern wildlife if the wildlife is common or abundant and is likely to survive in the wild.
<b>LiDAR</b>	Light Detection and Ranging Data (LiDAR) is aerial laser survey technology which remotely senses the height of objects on the earth's surface using laser scanners mounted to an aircraft.
<b>National Parks</b>	A class of protected area declared under the <i>Nature Conservation Act 1992</i> .
<b>Native Vegetation</b>	In this Report refers to the combined remnant vegetation and non-remnant vegetation defined within this report and previous Biodiversity Reports.
<b>Nature Conservation Act 1992 (NC Act)</b>	<i>Nature Conservation Act 1992</i> is the Queensland government's central piece of environmental legislation. It provides a legal framework to protect and manage state, nationally and internationally important flora, fauna and ecological communities.
<b>Nature Refuge</b>	A Nature Refuge is a legally binding voluntary agreement between a landholder and the Queensland Government. A Nature Refuge agreement acknowledges a commitment to protect land with significant conservation value, while allowing compatible and sustainable land uses to continue.
<b>Non-remnant vegetation</b>	For the purpose of this report, means vegetation that doesn't qualify as remnant vegetation and may include native, indigenous, endemic, non-native, and invasive pest flora species. This can also be used inter-changeably with fine scale vegetation (see definition above).
<b>Pre-clearing regional ecosystem</b>	Pre-clearing vegetation is defined by the <i>Vegetation Management Act 1999</i> and depicted by the Queensland Herbarium's regional ecosystem mapping as the vegetation present before clearing.
<b>Regional ecosystem</b>	A vegetation community in a bioregion that is consistently associated with a particular combination of geology, landform and soil (Sattler and Williams, 1999).
<b>Remnant vegetation</b>	As defined in the <i>Vegetation Management Act 1999</i> , a vegetation community in a bioregion. Remnant vegetation is defined as vegetation that has not been cleared or vegetation that has been cleared but where the dominant canopy has more than 70% of the height and more than 50% of the cover relative to the undisturbed height and cover of that stratum and is dominated by species characteristic of the vegetation's undisturbed canopy. For this report the regional ecosystem mapping (V13) was used.
<b>Rural</b>	For the purposes of the Biodiversity Report, Rural is defined under the ShapingSEQ - South East Queensland Regional Plan 2023 and the Sunshine Coast <i>Planning Scheme 2014</i> including areas in the rural residential zoned area.
<b>Statutory covenant</b>	A statutory covenant is a legally binding written agreement entered into by the landowner to protect, preserve and often enhance environmental features on private property. They can also be used to better control built form or development on private properties.

<b>Threatened ecological community</b>	<p>Ecological communities listed under the <i>Environment Protection and Biodiversity Conservation Act 1999</i>. An ecological community may be categorised as critically endangered, endangered or vulnerable.</p> <p>The three categories are defined as:</p> <ol style="list-style-type: none"> <li>1. Critically Endangered - if, at that time, an ecological community is facing an extremely high risk of extinction in the wild in the immediate future (indicative timeframe being the next 10 years).</li> <li>2. Endangered - if, at that time, an ecological community is not critically endangered but is facing a very high risk of extinction in the wild in the near future (indicative timeframe being the next 20 years).</li> <li>3. Vulnerable - if, at that time, an ecological community is not critically endangered or endangered, but is facing a high risk of extinction in the wild in the medium-term future (indicative timeframe being the next 50 years).</li> </ol>
<b>Vegetation community</b>	An assembly of different species of plants growing together in a particular habitat; the floral component of an ecosystem.
<b>Vegetation Management Act 1999</b>	The purpose of the <i>Vegetation Management Act 1999</i> is to regulate the clearing of vegetation in a way that conserves regional ecosystems, conserves vegetation in declared areas, ensures clearing does not cause land degradation, prevents the loss of biodiversity, manages the environmental effects of clearing in relation to the abovementioned elements and reduces greenhouse emissions.
<b>Vulnerable</b>	<p>Under the Queensland Nature Conservation Act 1992, a regulation may prescribe native wildlife as vulnerable wildlife if:</p> <ol style="list-style-type: none"> <li>a. the population size or distribution of the wildlife has declined, or is likely to decline, to an extent that the wildlife may become endangered because of a threatening process</li> <li>b. the population size of the wildlife has been seriously depleted and the protection of the wildlife is not secured</li> <li>c. the population of the wildlife is <ol style="list-style-type: none"> <li>i. low or localised;</li> <li>ii. dependent on habitat that has been, or is likely to be, adversely affected, in terms of quantity or quality, by a threatening process.</li> </ol> </li> </ol>
<b>Urban</b>	For the purposes of the Biodiversity Report, Urban includes Urban Footprint and Rural Living Areas as defined by the ShapingSEQ - South East Queensland Regional Plan 2023 and the Sunshine Coast Planning Scheme 2014 and are those areas where residential, commercial and industrial development and subdivision is permissible.







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8.3 KULANGOOR CEMETERY MASTER PLAN 2024

File No:	Council Meetings
Author:	Coordinator Cemetery Services Customer & Planning Services Group
Appendices:	App A - Kulangoor Cemetery Master Plan 2024 ..... 135  
Attachments:	Att 1 - Everlon Studio Kulangoor Master Plan Review 2023... 137   Att 2 - Kulangoor Cemetery Master Plan Review 2023 - Identified Amendments ..... 149  

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PURPOSE

The purpose of this report is to seek Council endorsement of the Kulangoor Cemetery Master Plan 2024 (Appendix A).

EXECUTIVE SUMMARY

With the Sunshine Coast’s continued population growth comes increased demand for cemetery services. The guiding principles contained in the Sunshine Coast Cemetery Plan 2019-2028 provide a framework for responding to the future needs of Council's cemeteries:

- **Respectful** of past, present and future generations, supporting the community's social well-being and conserving the Sunshine Coast's cultural heritage.
- **Sustainable** provision of services that balance the social, environmental, economic, and cultural needs of the community.
- **Inclusive** of beliefs, faith and customs recognising the diversity of the Sunshine Coast.
- **Responsive** to the preferences of a growing and changing community.

A key action within the Sunshine Coast Cemetery Plan 2019-2028 is to develop master plans for Council’s established cemeteries. These long-term planning documents provide guidance to manage future growth and development of the cemetery sites.

The Kulangoor Cemetery was prioritised for the first master plan review due to the availability and suitability of land which will provide the community with more than 80 years of interment space.

In 2022/23, a comprehensive review of the Kulangoor Cemetery Master Plan 2004 was conducted by Everlon Studios. The review considered the changing community expectations, contemporary approaches, and promotion of inclusions such as enhanced placemaking, peaceful places for reflection of loved ones, and the provision of all ability inclusions to make the cemetery more accessible to our community.

In developing the Kulangoor Cemetery Master Plan 2024, Council and Everlon studios:

- Considered the Sunshine Coast Council Cemetery Plan 2019 - 2028 and the guiding principles of a Respectful, Sustainable, Inclusive and Responsive approach. These principles inform decision making and will be the measure by which decisions are evaluated and will inform our goals and success measures.

- Undertook consultation with our community, including forming a Community Reference Group to ensure community needs and feedback were thoughtfully considered and incorporated into the final proposal.
- Considered religious and spiritual community needs and the future growth of the Sunshine Coast Community.
- Sought to provide a master plan that is clear in guidance and direction whilst remaining flexible to ensure the long-term evolving needs of our community can be supported.

The above, along with other key factors have informed the development of the Kulangoor Cemetery Master Plan 2024.

With demographic changes in our growing and culturally diverse community, the proposed Kulangoor Cemetery Master Plan 2024 is an important part of the cemetery network's ability to respond to and recognise changes in how the community views cemeteries and the services and facilities they are seeking.

The Kulangoor Cemetery Master Plan 2024 allows for up to 80 years of cemetery services to be delivered with a range of memorial spaces offered. It embraces change and reflects a modern approach to the cemetery network and design.

## OFFICER RECOMMENDATION

**That Council:**

- (a) **receive and note the report titled "Kulangoor Cemetery Master Plan 2024"**
- (b) **endorse the Kulangoor Cemetery Master Plan 2024 (Appendix A) and**
- (c) **acknowledge and thank the Community Reference Group and community members that have contributed to the development of the Kulangoor Master Plan 2024.**

## FINANCE AND RESOURCING

Everlon Studio's Kulangoor Master Plan Review 2023 (Attachment 1) was funded in the 2022/23 financial year with a budget expenditure of \$99,274.

If the Kulangoor Cemetery Master Plan 2024 is endorsed by Council, officers will investigate funding opportunities required to deliver the capital design elements of the Kulangoor Cemetery Master Plan 2024.

This will include seeking funding through Council's budget processes, grant funding opportunities and partnerships.

## CORPORATE PLAN

**Corporate Plan Goal:** ***Our strong community***

**Outcome:** 1.2 - Vibrant community places and spaces that are inclusive, accessible and adaptable.

**Operational Activity:** 1.2.3 - Finalise the Kulangoor Cemetery Master Plan in consultation with the Cemetery Services Community Reference Group to ensure Council can continue to meet the region's evolving needs for end-of-life services.

## CONSULTATION

### Councillor Consultation

All Councillors were consulted in the development of the Kulangoor Cemetery Master Plan 2024.

### Internal Consultation

Internal consultation has been undertaken for the development of the Kulangoor Cemetery Master Plan 2024 with the following officers:

- Acting Chief Executive Officer
- Acting Group Executive, Customer and Planning Services
- Cemetery Services, Customer and Planning Services
  - Team Leader Business Operations
  - Team Leader Cemetery Operations
  - Field Leaders Cemetery Operations
  - Customer Care Consultants
  - Burials and Plaques Attendants
- Coordinator Landscape Architectural Services, Liveability and Natural Assets
- Landscape Architect, Liveability and Natural Assets
- Coordinator Commercial Analysis, Business Performance
- Head of Strategic Property, Business Performance
- Senior Property Officer, Business Performance.

### External Consultation

Outside the commissioning of Everlon Studios to conduct the review, there has been no other external consultation undertaken in relation to this report.

### Community Engagement

Between 3 October 2023 and 4 December 2023, the community were invited to provide feedback on the draft Kulangoor Master Plan Review 2023 (Attachment 1). The community were invited to review the plan and provide feedback via Council's Have Your Say platform. Council officers also hosted drop-in sessions at Kulangoor Cemetery and Nambour library to meet with community members. The opportunity to engage was promoted extensively via a social media campaign. Consultation was extended to provide additional time for consideration and inputs.

The social media campaign saw Facebook and LinkedIn receive:

- 59,817 post views
- 549 clicks on the post to the website
- 1571 likes, comments, shares
- 24 shared posts to other pages and profiles.

Council officers respect that end-of-life services may not be actively discussed within the broader community. Conversations about the arrangements for end-of-life services, while important, can be considered a difficult, personal, and emotional conversation which can be stressful for some. Overall engagement on the Kulangoor Cemetery Master Plan 2024 reflected this, with the consultation package receiving a high number of views but limited responses.



Overall, the community engagement campaign received 42 survey responses to consider. The community feedback indicated support for:

- Inclusions such as:
  - enhanced placemaking, peaceful places where people can walk and/or sit and reflect on their loved ones,
  - provision of cemeteries facilities for funeral services, and
  - all ability inclusions to make the cemetery more accessible to our community.
- the Master Plan to include considerations of cultural, religious, and other requirements and to provide choices like natural burials and landscaped ash interment sites.

A summary of the community's feedback is detailed below (Table 1).

**Table 1. Summary of community feedback.**

Survey Question	% respondents either very likely, likely, or neutral	% respondents either unlikely or very unlikely
<b>How likely are you to visit and use the cemeteries facilities (amphitheatre) for a funeral service?</b>	89%	11%
<b>How likely are you to visit and use the cemeteries facilities (amphitheatre) for other events e.g. wedding or music event?</b>	43%	57%
<b>Are you interested in above ground burial options (i.e. Mausoleum)?</b>	19%	81%
<b>What is important to you with any ash interment site?</b>	27% Trees 23% Shade 21% Seats 17% Water feature 10% Play space for children 3% BBQs	
<b>What facilities would you potentially use whilst visiting a loved one or would you consider a need to have co-located at a cemetery?</b>	20% Indoor chapel for services 20% External chapel for services 17% Café 14% Florist 14% Community meeting space 11% Funeral director 4% On site meeting room	
<b>If there was a constructed boardwalk around the full perimeter of the cemetery how likely would you be to use it?</b>	81%	19%
<b>How likely are you to consider a Natural Burial?</b>	69%	31%
<b>When visiting a cemetery do you think that an art installation in a cemetery</b>	77%	24%

Survey Question	% respondents either very likely, likely, or neutral	% respondents either unlikely or very unlikely
would make a contribution to the look, feel and landscape?		
Do you think artwork should be interchangeable over time?	67%	33%
Does this Master Plan take into consideration your cultural and or religious requirements for your end-of-life choice?	75%	25%

### Community Reference Group

In addition to the community engagement, Council invited the community to nominate through an Expression of Interest process to participate in a Community Reference Group. The purpose of the group was to work actively with Council to contribute towards the vision and purpose of the Kulangoor Cemetery Master Plan Review 2023.

The Community Reference Group responsibilities are supported by Community Reference Group 2023 Kulangoor Master Plan Terms of Reference and include:

- Provide input into the draft Kulangoor Cemetery Master Plan Review 2023.
- Work cooperatively with local, state and federal government, community, and business organisations to review and comment on the feedback from the community.
- Provide rigorous and transparent advice to Council on its policies, plans, programs, and services as they relate to the community and cemetery network sector.
- Advise Council regarding effective engagement with the community and cemetery network sector.
- Assist with measuring and understanding what matters to the Sunshine Coast community in regard to end-of-life services and Council cemetery planning.

All those who nominated were accepted to be members of the Community Reference Group, which resulted in a diverse range of community and industry representatives as follows:

- funeral celebrant with local government and commercial property experience
- lawyer and president of a community association
- community member with a personal connection with loved one at Kulangoor Cemetery
- community member with local business and local government experience
- local funeral director
- local stonemason
- representative from the Muslim Organisation of Sunshine Coast (MOSC)
- landscape architect
- academic
- local surveyor and
- retired funeral director.

The Community Reference Group initially met in January 2024 to review the community feedback on the Kulangoor Master Plan Review 2023. In February 2024, an on-site tour of Kulangoor Cemetery was held to consider (in situ) the community and Community Reference Group feedback. At the April Community Reference Group meeting all feedback was further considered and accordingly has informed the Kulangoor Cemetery Master Plan 2024.

The Community Reference Group has continued to add value and insights into Cemetery Services operations including supporting a refresh of the Cemetery Standards and making this information available online for the community. The Community Reference Group have agreed to continue to provide ongoing input into Cemetery Services strategic and operational matters.

## PROPOSAL

Kulangoor Cemetery currently has memorial spaces for burials, and interment of cremated remains in memorial walls and under trees.

In 2022, Council commissioned Everlon Studios to review past and current cemetery planning at Kulangoor Cemetery with consideration of contemporary and emerging cemetery needs and trends.

The review and proposed master planning considered the following onsite conditions and current and future services:

- significant land availability at Kulangoor,
- Council's desire for infrastructure and amenities that promote passive recreation and accessibility in line with the Open Space Strategy, and
- a changing landscape of community needs and expectations for end-of-life services.

The review considered the existing site area which includes an adjoining parcel of land owned by Council to the west. The total land is approximately 19.8ha comprising of:

- existing interment land and associated infrastructure: 3.01ha
- potential infill sites within existing infrastructure: 1.01ha
- undeveloped land suitable for interments and infrastructure: 3.95h, and
- land for environment (not suitable for interment): 11.83ha.

Information and data to inform the review was sourced from the Australian Bureau of Statistics and cemetery sector research. It is an evidenced based approach that supports the Kulangoor Master Plan Review 2023.

When drafting the Kulangoor Master Plan the following was considered providing more details:

- external trends
- demographic profile
- religious and spiritual considerations and
- amenity, landscape, and site capacity.

Following community consultation and feedback from the Community Reference Group, the design was updated and documented in the Kulangoor Cemetery Master Plan Review 2023 - identified amendments (Attachment 2).

The amendments to the original design are summarised below:

- **Site 1B:** Replacing the amphitheatre with lawn terraces with an ash wall and reflection seating.
- **Site O:** Relocation of the mausoleum within the cemetery to overlook the maple trees.
- **Site 9:** Rotating the location of the new development site and public carparking.

The new development site will oversee the cemetery landscape (instead of the road).

- Inclusion of an internal pathway/road lined with ash trees and for all abilities access.
- Enclosing the chapel to allow for privacy and the inclusion of ancillary facilities such as a kitchenette, audio, and climate-control.

- **Site R & S:** Adjusting the curved beams to straight beams to allow for better use of the land, delivery of operational services and to align to the spaces between the family ash trees.

The Kulangoor Cemetery Master Plan 2024 has considered all recommendations and has the agility and flexibility to be adjusted in future according to conditions as they may change from time to time.

## Legal

The management of cemeteries has primarily been guided by the following key state legislation:

- *Environmental Protection Act 1994*
- *Births, Deaths, and Marriages Registration Act 2003*
- *Coroners Act 2003*
- *Cremations Act 2003*
- *Work Health and Safety Act 2011*
- *Work Health and Safety Regulation 2011.*

Further to the above, Council's *Local Law No. 1 (Administration) 2011* and *No.4 (Local Government Controlled Areas, Facilities, Infrastructure and Roads) 2011* and their subordinates enable Council to regulate Cemetery related services and sites.

## Policy

Policies and plans that have been considered include:

- Cemetery Plan 2019-2028
- Community Strategy 2019-2041
- Environment and Liveability Strategy 2017
- Excellence in Engagement Framework 2021.

The **Cemetery Plan 2019-2028 Guiding Principles** guide the cemetery planning and operations and accordingly were considered in the development of this review:

- **Connecting generations** - Respectful of past, present, and future generations supporting the community's social wellbeing and conserving the Sunshine Coast's cultural heritage.
- **Sustainable cemeteries for the future** - Sustainable provision of services that balance the social, environmental, economic, and cultural needs of the community. We are dedicated to reducing our ecological footprint and environmental impacts while supporting our community's needs and expectations. We are committed to creating meaningful places that are sustainable for generations to come - places that foster connectedness, health, and wellbeing.
- **Valuing diversity** - Inclusive of beliefs, faith, and customs, recognising the diversity of the Sunshine Coast.
- **Responsive innovation and technology** - Responsive to the preferences of a growing and changing community. We are committed to delivering service excellence with respect, compassion, integrity, and trust. We will continue to foster strong connections with our community, actively listening to the community's collective voice to provide options that are meaningful to them. We will invest in smart and creative solutions and technologies in our commitment to cultivate a culture of continuous improvement.

## Risks

There is a risk that if the Kulangoor Cemetery Master Plan 2024 is not adopted and Council and the community may be exposed to risks. These may include operational inefficiencies, environmental concerns, community perception and/or financial challenges. Strategies to manage and mitigate risks have been designed to reflect community expectations and priorities.

**Table 2. Risks and Strategies to manage identified risks.**

Identified risk	Strategy to manage risk
<p><b>Inefficient land use</b></p> <p>Without a master plan, the cemetery may run out of space prematurely, or land may be used inefficiently.</p> <p>This can lead to overcrowding and/or the inability to meet future demand.</p>	<p>A well-designed master plan helps improve land use, ensuring there is adequate space for future burials, memorials, and expansion.</p> <p>It can incorporate sustainable land management techniques like using available spaces for multiple purposes and designing for future growth.</p>
<p><b>Heritage</b></p> <p>Cemeteries may have historical or cultural significance.</p> <p>Failing to preserve important sites or accommodate future memorials could lead to the loss of valuable heritage or community connections.</p>	<p>A master plan can preserve historically significant sections and integrate cultural traditions into the design, while accommodating modern needs.</p> <p>It can also set aside areas for future memorials or special commemorations, ensuring that the cemetery remains a meaningful place for generations to come.</p>
<p><b>Community trust</b></p> <p>A poorly planned cemetery can damage the community's perception, especially if it becomes overcrowded and/or difficult to access.</p> <p>Families might feel their loved ones are buried in an unkempt or improperly designed site.</p>	<p>A well-thought-out plan demonstrates long term care and respect for the community, ensuring that the cemetery meets the needs of families while fostering a sense of reverence and trust.</p> <p>Regular updates on the plan's implementation can also reassure the community and stakeholders.</p>
<p><b>Environmental</b></p> <p>Cemetery developments if not appropriately designed, can impact the environment, such as:</p> <ul style="list-style-type: none"> <li>• poor drainage,</li> <li>• disruption of local ecosystems, or</li> <li>• contamination of water sources due to improper burial practices.</li> </ul>	<p>A master plan can incorporate sustainable practices and buffer zones to protect local flora and fauna, and environmentally friendly burial options.</p> <p>It can also ensure the proper location of graves to avoid sensitive ecological areas.</p>



Identified risk	Strategy to manage risk
<p><b>Financial</b></p> <p>Without a clear plan, the cemetery may incur unexpected costs as it expands or addresses unforeseen issues.</p> <p>Poor planning could also reduce revenue potential if plots are not sold efficiently, or the site isn't well-maintained.</p>	<p>A master plan allows for informed planning including costs for maintenance, expansion and/or new infrastructure.</p> <p>It also allows for cost-effective planning by anticipating future needs and minimising emergency expenditures.</p>
<p><b>Layout and aesthetics</b></p> <p>The cemetery may develop ad hoc, and this may lead to an inconsistent layout, which could affect its aesthetic appeal and visitor experience.</p>	<p>A master plan ensures that the design is cohesive, with planned sections for a range of burial and interment types (e.g., cremation niches, traditional plots, family plots) and thoughtful landscaping.</p> <p>This improves the overall atmosphere, accessibility, and visitor experience to the cemetery.</p>

The development of a master plan for a cemetery addresses risks by ensuring sustainable growth, operational efficiency and respect for the community and the environment.

### Previous Council Resolution

#### Ordinary Meeting 19 September 2019 (OM19/143)

*That Council:*

- (a) receive and note the report titled "**Cemetery Plan Review**" and
- (b) endorse the Sunshine Coast Cemetery Plan 2019 - 2028 (Appendix A).

### Related Documentation

- Sunshine Coast Council Corporate Plan 2019-2023
- Sunshine Coast Council Cemetery Plan 2019-2028
- Sunshine Coast Community Strategy 2019-2041
- Sunshine Coast Environment and Liveability Strategy 2017
- Sunshine Coast Reconciliation Action Plan 2017-2019
- Sunshine Coast Council Local Laws
- Kulangoor Cemetery Master Plan Review 2023
- Kulangoor Master Plan Community Reference Group Terms of Reference.

### Critical Dates

There are no critical dates related to this report.

**Implementation**

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will implement the Kulangoor Cemetery Master Plan 2024 which will be used to guide future planning, decision-making, delivery, and operations at the Kulangoor Cemetery.











2023

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An aerial photograph of the Kulangoor Cemetery, showing rows of green burial plots, trees, and a road. The image is partially obscured by a large black curved shape on the left side.

**KULANGOOR**

MASTERPLAN REVIEW 2023

Sunshine Coast Council



## EXECUTIVE SUMMARY

In 2022, Sunshine Coast Council (SCC) commissioned Everlon Studios to review past and current cemetery planning at the site in context with the contemporary and emerging cemetery needs and trends. The current site Masterplan was completed in 2004 by Argo Architects and has not been reviewed since that date. This Masterplan Review 2023 is timely to address the community change in attitude and perceptions of cemetery land use over the last 2 decades.

The primary objectives of the review were to consider;

1. Current and future interment capacity and interment preferences for the site.
2. Current asset condition, including landscape and future maintenance considerations.
3. Provide conceptual development plans for adaptable future interment offerings.
4. Provide conceptual development plans for future Capital investments, and/or, third-party partnerships.

This Report provides guidance and recommendations for future investment in infrastructure and memorial choice to service the needs and growing expectations of the local community. It aims to be strategic in direction, tactical in nature and be informed by council internal stakeholders, records and databases together with Everlon Studio industry research. In summary, the Report Recommendations are included and have been prioritised for timeline horizons.

The proposed future development of Kulangoor Cemetery aspires to be the best of its kind in the region, draws from learnings by other successful cemetery operators throughout Australia and is adapted for the local conditions. It is agile and scalable to provide a wide variety of interment designs and options over a wide price range and is aligned with community expectations.

The master planning has considered the following key conditions.

- Significant Land availability at Kulangoor.
- Councils desire for infrastructure and amenities that promote passive recreation and accessibility in line with the Open Space Strategy.
- A changing landscape of community needs and expectations.

The review has considered the existing site area which includes for an adjoining parcel of land owned by council to the west. The total of land is approximately 198,000 square metres and comprises of;

- Existing interment land and associated infrastructure – 30,100 square metres
- Potential Infill sites within existing infrastructure – 10,100 square metres
- Undeveloped land suitable for interments and infrastructure – 39,500 square metres
- Land for environment (not suitable for interment) - 118,300 square metres

This report in conjunction with the master plan drawings constitutes the Masterplan Review 2023.

## INTRODUCTION

The Kulangoor Masterplan Review 2023 seeks to reimagine and demystify the cemetery to be a trusted and reassuring sanctuary that evokes feelings of warmth, comfort and peace that connect people with nature and community. To this end, the review proposes;

- Places for reflection, memorial and respite for communities as well as new public open space
- The Traditional Owner's, Community and Stakeholders are directing the design solutions that will embody ownership of the cemetery in the broader community
- A new model for the cemetery that is equitable, practicable, flexible, and provides increased accessibility to all for cemetery services
- A holistic cemetery design in response to the environment, sustainability, and an innovative approach to development

## Review Framework

The revised Master Plan is aligned with Councils Strategic Planning framework and contributes to councils more broader community planning objectives. These include:

- Sunshine Council Cemetery Plan 2019-2028
- Sunshine Coast Community Strategy 2019-2041
- Sunshine Coast Council Environment and Livability Strategy 2017
- Sunshine Coast Excellence in Engagement Framework 2021

Information and data have been provided by council, Australian Bureau of Statistics and cemetery sector research. It is an evidenced based approach that supports the Master Plan review 2023.

The Review Framework is as described in Table 1 below.



Table 1- Review Framework

#### **SITE LOCATION AND DESCRIPTION**

This is a significant development opportunity for the Sunshine Coast Council and one of cultural and social significance for the wider community. This master plan revision promotes the organised development of the site currently known as Kulangoor Cemetery, which is located on Ackerman Road in Kulangoor. Kulangoor Cemetery currently caters for burials in lawn graves, monument graves and interment of cremated remains in memorial walls and under trees.

It is proposed to greatly increase the interment options available to the public and provide both choice and address the changing cultural needs of groups within the community. The master plan review also considers the growing demand for cremated remains interment and new interment options such as 'Natural Burials.' It provides a strategy for a wide variety of interment designs and types over a wide price range. In catering for a greater proportion and diversity in interment of cremated remains, this master plan review also responds to concerns of government and planning authorities about efficient usage of land resources.

The revised site master plan utilises and compliments the existing roads, interment land and infrastructure. The surrounding properties and site constraints have been considered in the arrangement of interment sites, buffer zones and supporting infrastructure to ensure a mutually acceptable solution. Kulangoor Cemetery has significant potential for development.

#### **TOPOGRAPHY**

The main parcel of land contains a ridge of highly weathered basalt - stiff clay composition, which runs along a North-West to South-East axis. The ridge reaches a maximum elevation of 32 metres above Datum within the site in the Southeast corner. The main parcel also contains tributaries of Ferntree Creek, which drain the site to the North. The lowest elevation on site is approximately 11 metres above datum. Slopes on the site average 1 in 10 to 1 in 12 between the ridge and the tributaries; however, 1 in 5.5 slopes exist in this area. The tributaries have been dammed to create ponds and small lakes.

Another ridge that rises to 31 metres above the site datum before leaving the site to the South dominates the area close to Ferntree Creek Road. The average slopes off this ridge are 1 in 8 to 1:10; however, slopes as steep as 1 in 5.5 exist in this area. This area has the only significant east facing slopes on site.

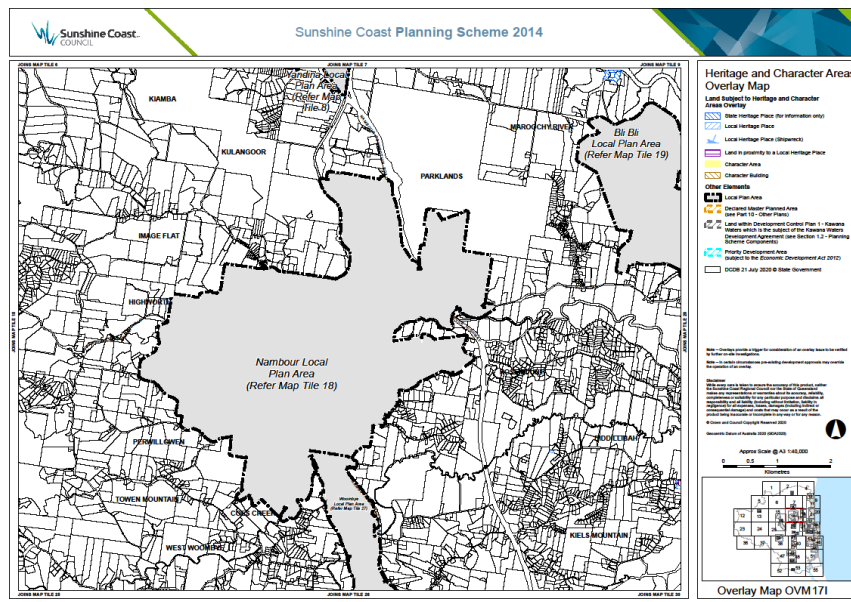
#### **GROUND CONDITIONS**

The generally stiff clays and highly weathered basalt are ideal for maintaining vertical earth excavations generally without the need for shoring.

A small area of land on the eastern slope in the Existing Interment Land lawn grave section has been identified as not suitable for burial purposes due to a suspected underground spring water. The Masterplan Revision 2023 has taken this into account and recommends Infill Site 5 be developed as a garden for cremated remains.

## Heritage and Character Areas

The subject land has no Heritage and Character overlays.



## Commercial Site

Opportunities for community and business partnerships has emerged with Site 9, as illustrated below. This site has direct frontage to the Nambour Connection Road and presents new commercial opportunities in supporting cemetery operations in partnerships with 3rd party complimentary business/s eg: Funeral Director operations, Multi-purpose Function facility, Crematorium. Other uses could be Kulangoor Cemetery administration and sales relocation.

Furthermore, it provides for more public visibility/connectivity and redress's accessibility and site access. The Masterplan Review 2023 has included provision for such a facility.



Illustration – Site 9, Future Commercial uses



#### UNDEVELOPED AREA – Future Burial Infill Sites

The existing site can provide approximately 30,000m<sup>2</sup> of further development in support of Burial Sites as illustrated below. Future Burial Sites will require additional infrastructure in the form of road extensions, pathways, service corridors etc. These Undeveloped Infill Sites and associated infrastructure can be developed progressively and as interment demand directs. In summary, the undeveloped land would provide for approximately 35 years of future burial sales.

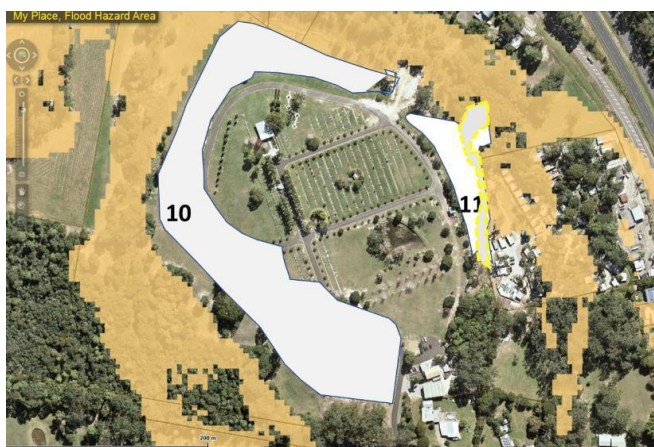


Illustration - Undeveloped future burial sites 10 & 11

#### UNDEVELOPED AREA – Adjacent Site 12- potential for Burial Sites

Land vested in council to the west of the existing Kulangoor site has been considered in the Masterplan Review 2023. The site is densely vegetated and currently inaccessible and not utilized as illustrated below. While there are some planning constraints these are considered manageable with the proposed future development directions. The Masterplan connects this site and makes available approximately 26,850 m<sup>2</sup> of land in support of Burial Sites.

Burial sites in this area would be restricted to low impact, low density, burials/interment offerings. Burial density in this area includes for retention of 60% native vegetation and 10% for infrastructure. Approximately 8,000m<sup>2</sup> of this land would be available for products such as Natural Burials and cremation memorialisat that would add approximately 13 years of future burial capacity.



## EXTERNAL CONDITIONS / TRENDS

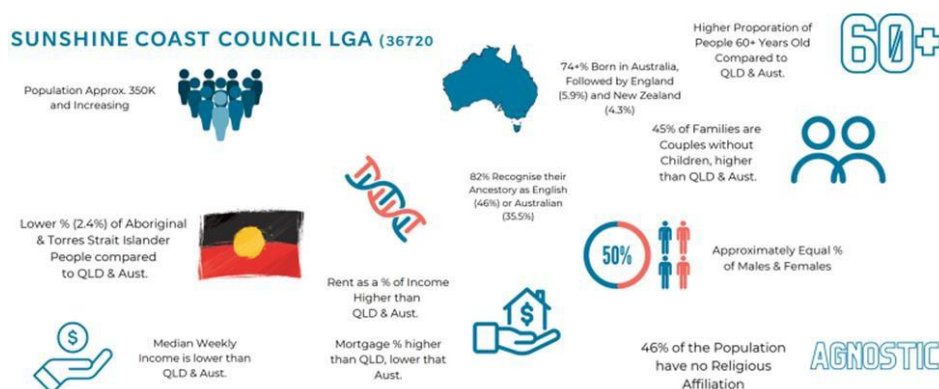
Everlon Studios and its association partners consistently research and monitor current and emerging consumer trends and best industry practice to ensure our products and services align with contemporary expectations. Our insights reveal today and tomorrow customers are trending in directions as described in the illustration below. Where applicable to the capability of Kulangoor Cemetery, these trends have been incorporated into the design and flexibility of the Masterplan Drawing.

### Illustration - Consumer Trends



## DEMOGRAPHICS PROFILE

The demographic and socioeconomic profile of the community consumers has been reviewed and informs the likely demand for Burial and Cremation memorial options (Illustration - Demographic Profile). These insights have been considered and reflected in the Masterplan Review 2023.



Source: 2021 Census Data, Australian Bureau of Statistics

### Illustration - Demographic Profile

## RELIGIOUS AND SPIRITUAL CONSIDERATIONS

Research has been undertaken to better understand the religious and spiritual demographic of the SCC community profile. Australian Bureau of Statistics (ABS) data for the past 3 ABS census collections reveal some changing societal trends and indicators of cohorts as a percentage of local population. Noticeable changes over the past 10 years indicate;

- Christianity has steadily declined by 18.6%.

- Islam and Judaism remain steady while Hinduism has slightly increased (0.4%).

Religious and Spiritual trending for the Sunshine Coast Region is listed below in Table 13 - Secular Composition.

Description	2011	2016	2021	
Buddhism (%)	1.3%	1.2%	1.0%	↓
Christianity (%)	62.8%	54.6%	44.2%	↓
Hinduism (%)	0.2%	0.4%	0.6%	↑
Islam (%)	0.2%	0.2%	0.2%	steady
Judaism (%)	0.1%	0.1%	0.1%	steady
Other religions (%)	0.4%	0.4%	0.5%	steady
Other spiritual beliefs (%)	0.1%	0.3%	0.5%	↑
No religion, secular beliefs (%)	25.8%	33.8%	49.0%	↑
Religious affiliation - inadequately described or not stated (%)	8.2%	9.0%	7.3%	↓

Table - Secular Composition

These findings have been considered in the review in context with providing space planning areas for all denominations and others with varying rituals and practices.

## MEMORILISATION

### EXISTING CONDITIONS IMPACTS ON MEMORILISATION

A review has been undertaken to assess what current factors are having impacts at Kulangoor Cemetery. Future memorialisation installations with community relevance, and the capability of the site to deliver on these has been considered in the planning. Existing condition impacts have been noted on the illustration below, Memorialisation Impacts.

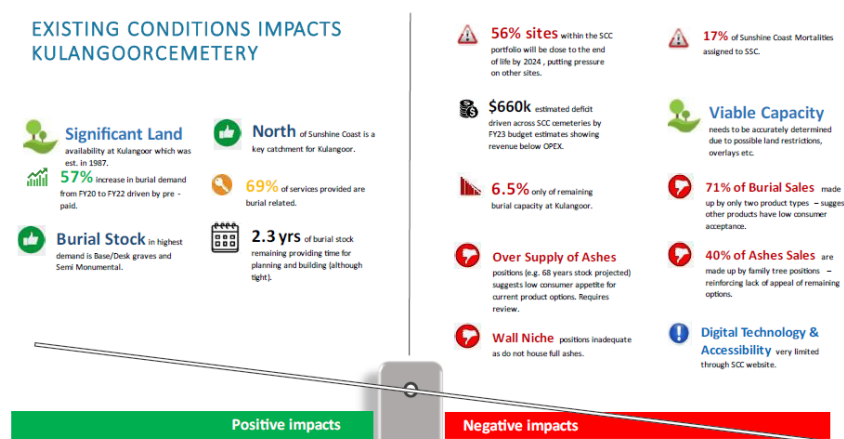


Illustration - Memorialisation Impacts

## LANDSCAPE MASTERPLAN

### Design Philosophy and Approach

Kulangoor Cemetery sits within a unique landscape setting which not only provides a beautiful, restful, and functional place of interment, but also provides a highly valuable resource in terms of its ability to contribute to the local and regional open space network. These contributions include opportunities to provide sensitively considered and appropriate passive recreation initiatives, while at the same time tapping into local land conservation initiatives to facilitate increased flora and fauna biodiversity. These initiatives are particularly relevant given the geographic location of the site nestled between the Mapleton & Parklands Conservation Parks.

The Landscape Masterplan philosophy and approach aims to explore these opportunities in combination with the sites unique landscape character by creating placemaking opportunities which will ultimately assist with creating increased awareness and interest resulting in improved visitation, usage, and increased interment product diversity and sales.

In developing the future landscape environment, it is important to also focus on spatial diversity where the current large open and largely undefined spaces may evolve into more intimate, safe & agile environments with their own individual but complimentary identity. In achieving these outcomes, it is essential to identify the spatial hierarchy as well as an appropriate plant material and external furniture palette including visually complimentary and functional interpretive Art and Architecture, which would also embrace the indigenous cultural heritage of the area.

Celebration of this indigenous cultural heritage should be centered around engagement with the relevant First Nation communities with reference to the local Gubbi Gubbi people. As far as practicable the insertion of art & architecture should reference and interpret these First Nations people recognising the importance of reconciliation through active collaboration.

Collaboration with our first nations communities provides opportunities to:

- Recognize Aboriginal people as the custodians of the land, giving them a voice to empower them to continue caring for country
- Protect and enhance the Aboriginal cultural values in Australian landscapes
- Support and participate in the movement of reconciliation in Australia

The Kulangoor natural landscape environment provides an exceptional canvas to further implement the above design philosophy while embracing the existing natural site attributes and incorporating them into a carefully orchestrated spatial arrangement with recurring visual themes.

The evolving masterplan will endeavor to provide connectivity and legibility for all of these elements where a careful balance of formal and informal design responses may be woven together to ensure a cohesive, diverse, and easily programmable landscape for future staged implementation.

### Amenity

Throughout the site it is intended that all pathways will be DDA Compliant with particular care taken in terms of final materials and pavement selections and the avoidance of steps and level changes requiring accessible ramps with handrails. Particular emphasis has been placed on the elderly and disabled, where travel distances between cars and grave sites has been minimised. Each landscape precinct has been designed ensuring the provision of passive rest areas for remembrance & reflection in combination with site shelter structures providing shade and seating throughout the site.

Other initiatives to improve overall visual and functional amenity include:

- Identification of opportunities to introduce calming water feature elements
- Complimentary small children's play areas in selected precincts
- Bioswales and boardwalks for flora and fauna appreciation and possible connection to the regional bushwalking network
- Interpretive artwork installations and thematic wayfinding using local indigenous themes.



### **Landscape Precincts**

The masterplan has been configured to respond to the strong visual axis and internal circulation strategy by creating a network of landscape precincts providing a sequential landscape experience where interment areas have improved definition and legibility, which in turn provides a more enjoyable and relaxing experience when visiting loved ones in the cemetery.

The following provides a brief summary of these precincts:

#### **Precincts 1A & 1B**

To provide improved spatial uses and diversity to the Amenity building area, it is proposed to introduce portable seating and furniture where angled rows of trees will form an amphitheatre opening up to a performance stage with open lawn terraces fringed with linear niche wall interments and amenity planting.

#### **Precincts 2 & 3**

Located in undeveloped land pockets, these small precincts to the immediate east of the Amenity building have been repurposed to provide a children's memorial garden and small ashes scatter garden using native floral patterns, with a small remembrance garden and children's play area also included in precinct.

#### **Precinct 4**

This largely undeveloped precinct will provide a series of landscape 'rooms' which take advantage of the gentle slopes which fall away from the central ridge to the west. Providing multi-denominational graves and a Mausoleum, the pathway network in combination with selected avenue and amenity plantings provides improved legibility and includes a small passive recreation area and shelter structure nestled amongst existing trees.

#### **Precinct 5**

This east facing gently sloping area is subject to ground water inundation and is unsuitable for burial sites. The precinct has therefore been redefined in a radial pattern for ash memorials with a wetland planting theme. The introduction of a small passive remembrance garden and shelter structure provides added amenity and opportunities to reinforce the precinct character with a range of complimentary wetland plant species.

#### **Precincts 6A – 6D**

Precinct 6 provides a significant reconfiguration and visual enhancement of the existing pond and immediate environs. It is proposed to augment the shape of the existing pond and introduce a combination of built elements as a central focal feature and passive recreation area including a boardwalk and jetty, a connective water cascade, central pond water feature, contemplation gardens, site shelter structure and a small children's play area.

The gentle slopes to the east of the pond will have curved burial sites set amongst several existing significant trees. To the south of the pond existing ash memorial trees will have improved purpose and legibility where the new circulation network will improve the visitor experience including a new informal meandering pathway system for additional ash gardens.

#### **Precinct 7**

This gentle west sloping precinct is framed by the existing pond and dense wetlands to the east and the new connective water cascades to the south. The precinct will respond to the adjacent large central burial sites by providing a continuation of the N/W – S/E orientation of graves which in combination with selected avenue and amenity plantings will provide additional strength, unity, and connectivity to the masterplan.

#### **Precincts 8A & 8B**

This area proposes a more organised parking area with improved pedestrian connectivity providing a viewing area from the highest part of the site and includes an site orientation a meeting place with way-finding information. Here the pathway network picks up the central visual Axis 2 providing a central connective pathway through the centre of the site. Immediately below the car-park gentle slopes provide a large area of elevated north facing burial sites overlooking the whole of the cemetery below.

#### **Precinct 9**

This precinct identifies the potential for a new development site and future primary site entry off the Nambour Connection Road. This entry is subject to further investigation and would include a collective design response which sits in harmony with the adjacent low-lying wetland areas.

#### **Precinct 10**

Precinct 10 provides the largest area of new interment opportunities with a diverse range of varying angled slopes and orientations creating a linear parkland between the Ring Road and low-lying wetland tributaries of Fern Tree Creek. The landscape design response aims to create an integrated pathway and planting arrangement based on 'First Nations' interpretive patterns using culturally significant tree species.

Interment opportunities include burial sites above the RL 14.0 flood contour and elevated ash memorials beyond in combination with bio-swales and boardwalks. This Precinct provides opportunities for increased biodiversity through the introduction of a wide range of native grasses and wetland species increasing local flora and fauna biodiversity and potential connectivity to the regional bushwalking network while also raising awareness of the site and improving its local status as a preferred place of interment.

#### **Precinct 11A & 11B**

These precincts appear as a visual extension of Precinct 10 and comprise those low-lying areas to the north and north-east of the site between the Ring Road and new development area Precinct 9. Here the landscape design provides a carefully considered integration of existing trees and lowland forest with a continuation of the 'First Nations' themed pathway and planting patterns, and wetland planting themes.

Precinct 11A provides for burial sites set amongst avenues of native tree planting in respectful contrast to Precinct 11B where a network of informal meandering pathways provides a large area for a range of elevated ash memorials with a wetland planting theme.

#### **Precinct 12**

This precinct identifies a future stage expansion using lands above the RL 14.0 flood contour located to the south- west of the site and accessed by an elevated road and pedestrian bridge. With limited area available for an expansive road network this precinct comprises a carpark and meandering pathway network where visitors may enjoy the experience of the natural bushland setting. Remembrance and ash memorial gardens are provided along with several site shelter structures all set within a strong and diverse native planting theme.

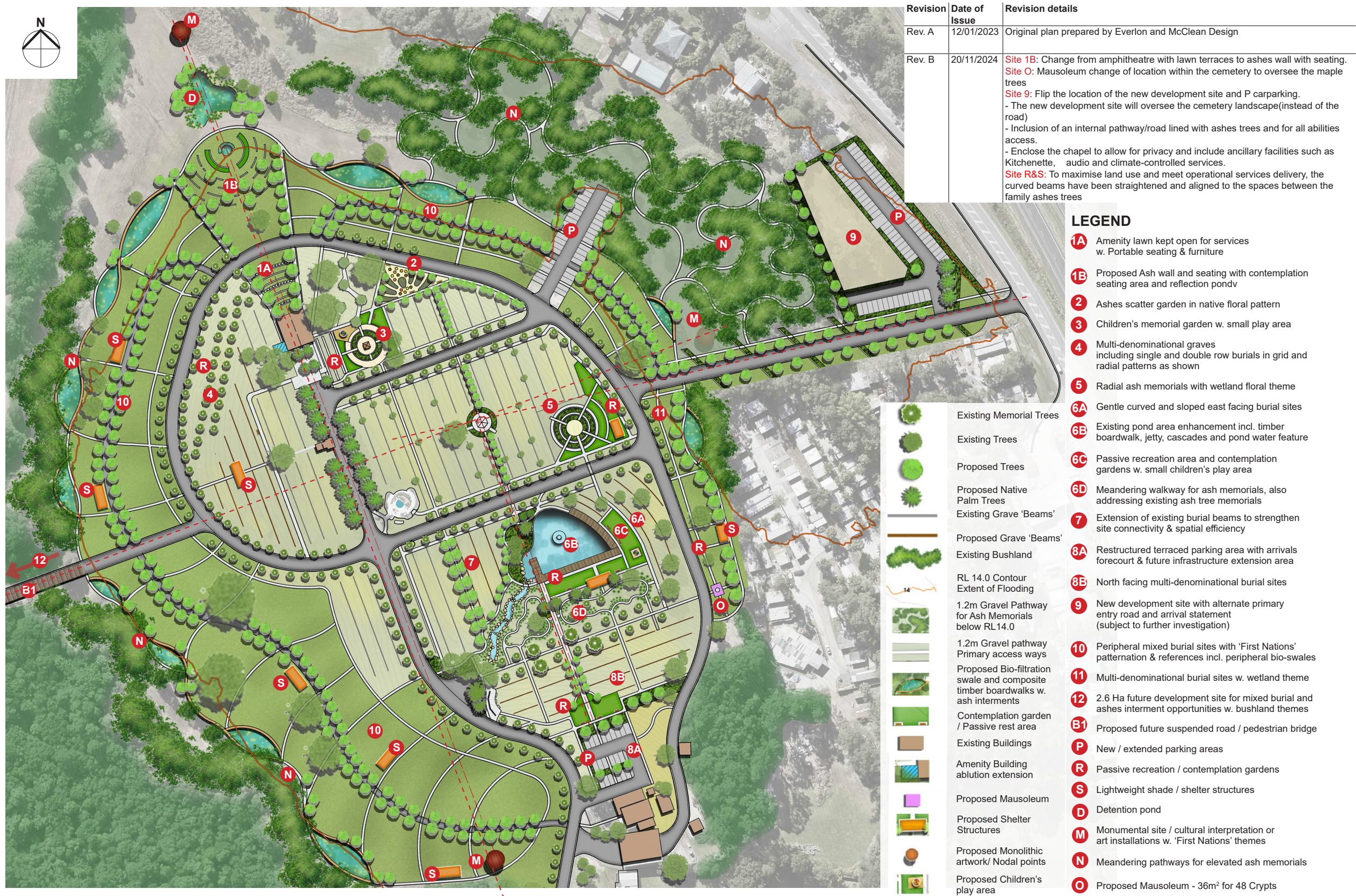
#### **Site Entry Statements**

To provide an elevated level of respect and enhanced arrival experience for those visiting the site, the existing entry area will be upgraded in combination with the proposed introduction of a new primary entry road connected to the Nambour Collection Road.

The existing entry area will be upgraded using a combination of existing significant trees and new native palm plantings while the new entry statement alongside Precinct 9 will comprise a significant but appropriately scaled entry sign with complimentary native palm plantings. The new entry road will provide a strong linear statement using a boulevard of culturally significant trees set amongst a row of interpretive low art-walls based on First Nation's themes.













8.4 NOVEMBER 2024 FINANCIAL PERFORMANCE REPORT

File No: Council Meetings

Author: Coordinator Financial Services  
Business Performance Group

Attachments: Att 1 - November 2024 Financial Performance Report  
(to be provided) ..... 157 [↓](#)  
Att 2 - November 2024 Capital Grant Funded Project Report  
(to be provided) ..... 159 [↓](#)

PURPOSE

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

EXECUTIVE SUMMARY

This monthly financial performance report provides Council with a summary of performance against budget as at 30 November 2024, in terms of the operating result and delivery of the capital program.

Operating Performance

Table 1: Operating Budget as at 30 November 2024

	Original Budget \$000	Current Budget \$000
Total Operating Revenue	610,085	611,533
Total Operating Expenses	587,086	589,838
Operating Result	22,999	21,696

Details of the monthly financial report are contained in **Attachment 1 (to be provided)**.

OFFICER RECOMMENDATION

That Council receive and note the report titled “November 2024 Financial Performance Report”

FINANCE AND RESOURCING

This report sets out the details of Council’s financial performance and investments for the month ending 30 November 2024, and meets Council’s legislative reporting requirements.

**CORPORATE PLAN**

**Corporate Plan Goal:** ***Our outstanding organisation***

**Outcome:**

**Operational Activity:**

We serve our community by providing this great service S28 - Financial and procurement services – financial and procurement management and governance, ensuring effective business management and legislative compliance, coordination and development of Council's budget process, administration of financial systems, sundry debtors, accounts payable, financial and asset accounting, treasury, procurement, contract and supply functions.

**CONSULTATION****Councillor Consultation**

Consultation has been undertaken with the Portfolio Councillors, E Hungerford and J Broderick.

**Internal Consultation**

This report has been written in conjunction with advice from:

- Acting Chief Executive Officer
- Acting Group Executive Business Performance
- Chief Financial Officer

**External Consultation**

No external consultation is required for this report.

**Community Engagement**

No community engagement is required for this report.

**Legal**

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

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

**Policy**

Sunshine Coast Council's 2024-25 Investment Policy, and  
Sunshine Coast Council's 2024-25 Debt Policy.

**Risk**

The 2024-25 budget has been developed to ensure long term financial sustainability for the Sunshine Coast region. A key element to long term financial sustainability is achieving the targeted operating result.

Council's operating result includes savings initiatives of \$14.7 million. Failure to achieve the budgeted operating result will negatively impact Council's financial sustainability both in the short term and long term.

Continued monitoring of the delivery of the capital works program within budgeted scope and cost.

**Previous Council Resolution****Special Meeting 20 June 2024 (OM24/4)**

*That Council:*

**1. STATEMENT OF ESTIMATED FINANCIAL POSITION**

*receive and note Appendix A, pursuant to section 205 of the Local Government Regulation 2012, the statement of the financial operations and financial position of the Council in respect to the 2023-24 financial year.*

**2. ADOPTION OF BUDGET**

*adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's budget for 2024-25 financial year incorporating:*

- i. the statement of income and expenditure*
- ii. the statement of financial position*
- iii. the statement of changes in equity*
- iv. the statement of cash flow*
- v. the relevant measures of financial sustainability*
- vi. the long-term financial forecast*
- vii. the Debt Policy (adopted by Council resolution on 30 May 2024)*
- viii. the Revenue Policy (adopted by Council resolution on 30 May 2024)*
- ix. the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*
- x. the Revenue Statement*
- xi. Council's 2024-25 Capital Works Program, endorsing the indicative four-year program for the period 2026 to 2029, and noting the five-year program for the period 2030 to 2034*
- xii. the rates and charges to be levied for the 2024-25 financial year and other matters as detailed below in clauses 3 to 10*



- xiii. *the 2024-25 Minor Capital Works Program*
- xiv. *the Strategic Environment Levy Policy*
- xv. *the Strategic Arts and Heritage Levy Policy*
- xvi. *the Strategic Transport Levy Policy and*
- xvii. *Prescribed Services Charge Plan (No. 2) 2024-25 Financial Year.*

**Ordinary Meeting 26 September 2024 (OM24/82)**

*That Council:*

- (a) *receive and note the report titled "Budget Review 1 – 2024-25" and*
- (b) *adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's amended budget for 2024-25 financial year incorporating:*
  - i. *the statement of income and expenditure*
  - ii. *the statement of financial position*
  - iii. *the statement of changes in equity*
  - iv. *the statement of cash flow*
  - v. *the relevant measurers of financial sustainability*
  - vi. *the long-term financial forecast*
  - vii. *Council's 2024-25 Capital Works Program, endorse the indicative four-year program for a period 2026 to 2029, and note the five-year program for the period 2030 to 2034*
- (c) *note the following documentation applies as adopted 22 June 2024*
  - i. *the Debt policy*
  - ii. *the Revenue policy*
  - iii. *the total value of change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*
  - iv. *the Revenue statement*
  - v. *the rates and charges to be levied for the 2024-25 financial year and other matters as adopted 22 June 2024*
  - vi. *the Strategic Environment Levy Policy*
  - vii. *the Strategic Arts and Heritage Levy Policy*
  - viii. *the Strategic Transport Levy Policy*
  - ix. *Prescribed Services Charge Plan (No. 2) 2024-25 Financial Year and*
- (d) *endorse the Minor Capital Works Program (Appendix B)*

**Related Documentation**

2024-25 Adopted Budget

**Critical Dates**

There are no critical dates for this report.

**Implementation**

There are no implementation details to include in this report.



## Placeholder for Attachment

November 2024 Financial Performance Report

**November 2024 Financial Performance Report  
(to be provided)**





## Placeholder for Attachment

November 2024 Financial Performance Report

**November 2024 Capital Grant Funded Project  
Report (to be provided)**



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## 8.5 BUDGET REVIEW 2

**File No:** Council Meetings

**Author:** Coordinator Financial Services  
Business Performance Group

**Appendices:** App A - 2024-25 Amended Budget Financial Statements.. 169 [!\[\]\(23d9fc146e83b5c3013cfa32c784f8d5\_img.jpg\)](#) [!\[\]\(f5c463b8c1554ac5049d611bd8e33a51\_img.jpg\)](#)  
App B - 2024-25 Amended Minor Capital Works Program 183 [!\[\]\(54f1390f33a36173a1b97c4b6eb40204\_img.jpg\)](#) [!\[\]\(1301e78e125668a3a0cedabdef0db7f3\_img.jpg\)](#)

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### PURPOSE

To amend the 2024-25 budget to reflect Council's anticipated revenue and expenditure forecasts to 30 June 2025.

### EXECUTIVE SUMMARY

Section 170 of the *Local Government Regulation 2012* allows Council to amend its budget by resolution at any time before the end of the financial year. Major budget reviews are undertaken on a periodic basis to reflect management's best estimate of its financial position at the end of a financial year.

The result of this budget review will decrease the 2024-25 operating result by \$17.9 million to \$3.7 million. Capital revenues will increase by \$2.8 million from \$151.4 million to \$154.2 million. Expenditure under the Capital Program will increase by \$15.2 million from \$245 million to \$260.1 million.

The amendments in this budget review will decrease the 2024-25 forecast closing cash balance by \$16.3 million to \$182 million as at 30 June 2025.

### OFFICER RECOMMENDATION

**That Council:**

- (a) receive and note the report titled "Budget Review 2 2024-25"
- (b) adopt Appendix A as tabled, pursuant to sections 169 and 170 of the *Local Government Regulation 2012*, Council's amended budget for 2024-25 financial year incorporating:
  - (i) the statement of income and expenditure
  - (ii) the statement of financial position
  - (iii) the statements of changes in equity
  - (iv) the statement of cash flow
  - (v) the relevant measures of financial sustainability
  - (vi) the long-term financial forecast
  - (vii) Council's 2024-25 Capital Works Program, endorse the indicative four-year program for the period 2026 to 2029, and note the five-year program for the period 2030 to 2034
  - (viii) the Debt Policy
- (c) note the following documentation applies as adopted 20 June 2024
  - (i) the Revenue Policy



- (ii) the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget, and
- (iii) the Revenue Statement
- (iv) the rates and charges to be levied for the 2024-25 financial year and other matters as adopted 20 June 2024
- (v) the Strategic Environment Levy Policy
- (vi) the Strategic Arts and Heritage Levy Policy
- (vii) the Strategic Transport Levy Policy
- (viii) Prescribed Services Charge Plan (No. 2) 2024-25 Financial Year and
- (d) endorse the 2024-25 Minor Capital Works Program (Appendix B).

## FINANCE AND RESOURCING

Adoption of the recommendation of this report will formally amend the 2024-25 Budget.

The revised closing cash balance for 2024-25 and the amendments in this budget review will decrease the cash position by \$16.3 million to \$182 million as at 30 June 2025.

Loan borrowing for 2024-25 will increase to \$23.2 million.

Loan Borrowings	2024-25 Budget Review 1 \$'000	2024-25 Budget Review 2 \$'000
<b>Total Loan Borrowings</b>	<b>20,300</b>	<b>23,200</b>
Waste	10,500	21,200
Holiday Parks	1,500	1,700
Sunshine Coast Stadium Expansion	7,000	0
Caloundra Aerodrome Masterplan	1,300	300

## CORPORATE PLAN

### Corporate Plan Goal:

### Outcome:

### Operational Activity:

### ***Our outstanding organisation***

We serve our community by providing this great service S28 - Financial and procurement services – financial and procurement management and governance, ensuring effective business management and legislative compliance, coordination and development of Council's budget process, administration of financial systems, sundry debtors, accounts payable, financial and asset accounting, treasury, procurement, contract and supply functions.

## CONSULTATION

### Councillor Consultation

All Councillors have been consulted in relation to this report.

### Internal Consultation

Internal Consultation was held with relevant stakeholders.

### External Consultation

No external consultation is required for this report.

### Community Engagement

No community engagement is required for this report.

## PROPOSAL

Section 170 of the *Local Government Regulation 2012* allows Council to amend its budget by resolution at any time before the end of the financial year.

Budget reviews are undertaken on a periodic basis to reflect management's best estimate of its financial position at the end of a financial year. Prudent financial management also requires Council to amend its budget if there are material changes to expected revenue or expenses for the year.

The below table highlights the adjustments required to the 2024-25 budget through both operational and capital expenditure and revenues.

**Table 1: Revised 2024-25 Budget Summary**  
(Detailed contained in Appendix A)

	2024-25 Budget Review 1 \$'000	2024-25 Budget Review 2 \$'000	Change \$'000
Operating Revenue	611,533	620,020	8,487
Operating Expenditure	589,838	616,224	26,386
<b>Operating Result</b>	<b>21,696</b>	<b>3,796</b>	<b>(17,900)</b>
Capital Revenue	151,405	154,201	2,796
Capital Expenditure - SCC Core	143,458	152,386	8,928
Capital Expenditure – Other Capital Program	101,456	107,735	6,279
<b>Total Capital Expenditure</b>	<b>244,914</b>	<b>260,120</b>	<b>15,206</b>
<b>Total Cash balance as at 30 June 2025</b>	<b>198,279</b>	<b>182,004</b>	<b>(16,275)</b>

Council's operating budget is proposed to decrease by \$17.9 million to \$3.7 million, with adjustments in excess of \$100,000 as follows::

Adjustment	2024-25 Revenue \$'000	2024-25 Expenditure \$'000	2024-25 NET Impact \$'000
<b>Total Operating Adjustments</b>	<b>8,386</b>	<b>26,386</b>	<b>(18,000)</b>
Waste Levy Budget not captured in original budget	8,910	8,233	677
Waste Collections revenue increase based on year-end forecast calculated on first quarter trend with related increase to expenditure	462	280	182
Development Services Fees and Charges reduction based on year-end forecast calculated on first quarter trend.	(1,600)		1,600
Communications revenue with related expenditure	1,106	127	979
Sunshine Coast Stadium impact of delayed construction start	816	1,182	366
Revenue reduction due to cancellation of secured scheduled event	(260)		260
Holiday Park revenue and related expenditure adjustment based on year-end forecast calculated on first quarter trend	626	208	418
Interest Received from Investments reduction based on year-end forecast calculated on first quarter trend.	(2,013)		2,013
Depreciation adjustment based on 2023-24 financial year-end result due to revaluation resulting in high asset values.		11,136	11,136
Caloundra Library + additional operational funding for 2024-25		289	289
Planning Appeal Legal Expenses increase due to longer appeal duration and high complexity		260	
Interest on borrowings reduction – new loans interest rate lower than budgeted		(160)	(160)
Consolidated small Operational Adjustments	605	210	395
<b>Budget Efficiency Savings not achieved:</b>			
Organisational Alignment		1,000	1,000
Quarry Review		721	721
Fleet		1,000	1,000
Sunshine Coast Parade 24 hr Charge	(100)		100
Property Integration		300	300

Employee Costs Vacancy Rate (% of positions unfilled over a period of time)		1,600	1,600
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Capital expenditure has increased by \$15.2 million from \$244.9 million to \$260.1 million.

A number of the projects which have had budget deferred have only had part of the budget deferred. These projects have sufficient funding remaining to allow expected works to be completed in 2024/25.

Adjustment	2024-25	2024-25
	Revenue	Expenditure
	\$'000	\$'000
Externally funded projects	11,425	15,350
<b><i>Budget Review 2 Major Deferrals</i></b>		
Sunshine Coast Stadium Expansion		(6,937)
Moffat Beach Seawall		(4,293)
Sippy Downs Library and Community Venue		(4,151)
Mooloolaba Foreshore Stage 2 – Central Meeting Place		(2,760)
Caloundra Transport Corridor Upgrade		(2,000)
North Arm Road Gravel Road Upgrade		(1,600)
Oval Avenue and Arthur Street Stormwater		(1,290)
Maple Street – Maleny Streetscape		(1,250)
Caloundra Aerodrome Masterplan		(1,075)
Lakewood Drive and Monak Road Gravel Road Upgrade		(1,000)

## Legal

The report complies with Council's legislative obligations to amend its budget in accordance with Section 170 of the Local Government Regulation 2012.

## Policy

There are no policy implications associated with this report.

## Risk

The 2024-25 budget was developed to ensure long term financial sustainability for the Sunshine Coast region. A key element to long term financial sustainability is achieving the targeted operating result. The failure to achieve the original budgeted operating result negatively impacts Council's financial sustainability both in the short term and long term.

Continued monitoring of the delivery of the capital works program within budgeted scope and cost. Capital works deferrals will need to be continually addressed during future budget review processes.



While this report focuses on the estimated financial position at the end of the current financial year, it is important to acknowledge that significant work is still required for both the capital and operating budgets to ensure there is no impact to Council's long-term financial sustainability. Financial targets set for the 2025-26 financial year will need to be closely monitored during next year's budget development.

### **Previous Council Resolution**

### **Special Meeting 20 June 2024 (OM24/4)**

*That Council:*

#### **1. STATEMENT OF ESTIMATED FINANCIAL POSITION**

*receive and note Appendix A, pursuant to section 205 of the Local Government Regulation 2012, the statement of the financial operations and financial position of the Council in respect to the 2023-24 financial year.*

#### **2. ADOPTION OF BUDGET**

*adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's budget for 2024-25 financial year incorporating:*

- i. the statement of income and expenditure*
- ii. the statement of financial position*
- iii. the statement of changes in equity*
- iv. the statement of cash flow*
- v. the relevant measures of financial sustainability*
- vi. the long-term financial forecast*
- vii. the Debt Policy (adopted by Council resolution on 30 May 2024)*
- viii. the Revenue Policy (adopted by Council resolution on 30 May 2024)*
- ix. the total value of the change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*
- x. the Revenue Statement*
- xi. Council's 2024-25 Capital Works Program, endorsing the indicative four-year program for the period 2026 to 2029, and noting the five-year program for the period 2030 to 2034*
- xii. the rates and charges to be levied for the 2024-25 financial year and other matters as detailed below in clauses 3 to 10*
- xiii. the 2024-25 Minor Capital Works Program*
- xiv. the Strategic Environment Levy Policy*
- xv. the Strategic Arts and Heritage Levy Policy*
- xvi. the Strategic Transport Levy Policy and*

xvii. *Prescribed Services Charge Plan (No. 2) 2024-25 Financial Year.*

**Ordinary Meeting 26 September 2024 (OM24/82)**

*That Council:*

- (a) *receive and note the report titled "Budget Review 1 – 2024-25" and*
- (b) *adopt Appendix A as tabled, pursuant to sections 169 and 170 of the Local Government Regulation 2012, Council's amended budget for 2024-25 financial year incorporating:*
  - i. *the statement of income and expenditure*
  - ii. *the statement of financial position*
  - iii. *the statement of changes in equity*
  - iv. *the statement of cash flow*
  - v. *the relevant measures of financial sustainability*
  - vi. *the long-term financial forecast*
  - vii. *Council's 2024-25 Capital Works Program, endorse the indicative four-year program for a period 2026 to 2029, and note the five-year program for the period 2030 to 2034*
- (c) *note the following documentation applies as adopted 22 June 2024*
  - i. *the Debt policy*
  - ii. *the Revenue policy*
  - iii. *the total value of change, expressed as a percentage, in the rates and utility charges levied for the financial year compared with the rates and utility charges levied in the previous budget*
  - iv. *the Revenue statement*
  - v. *the rates and charges to be levied for the 2024-25 financial year and other matters as adopted 22 June 2024*
  - vi. *the Strategic Environment Levy Policy*
  - vii. *the Strategic Arts and Heritage Levy Policy*
  - viii. *the Strategic Transport Levy Policy*
  - ix. *Prescribed Services Charge Plan (No. 2) 2024-25 Financial Year and*
- (d) *endorse the Minor Capital Works Program (Appendix B).*

**Related Documentation**

2024-25 Adopted Budget

**Critical Dates**

Following adoption of this report, subsequent monthly financial reports will reflect the amendments in the current budget.

**Implementation**

Council's budget will be formally adjusted following the Council resolution and included in future monthly reports.



## Sunshine Coast Council - Total Statement of Income and Expense (i)

For Period Ending 30 June

	Adopted BR1	Adopted BR2	Forecast								
	2025 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000	2034 \$'000
<b>Operating Revenue</b>											
Gross Rates & Utility Charges	432,840	442,230	468,015	497,188	519,837	545,591	570,511	598,847	626,269	657,447	687,625
Interest from Rates & Utilities	790	790	806	822	838	855	872	890	907	926	944
Less Discounts, Pensioner Remissions	(6,022)	(6,022)	(6,233)	(6,476)	(6,703)	(6,964)	(7,208)	(7,489)	(7,751)	(8,053)	(8,335)
<b>Net Rates &amp; Utility Charges</b>	<b>427,607</b>	<b>436,998</b>	<b>462,588</b>	<b>491,534</b>	<b>513,973</b>	<b>539,482</b>	<b>564,176</b>	<b>592,247</b>	<b>619,425</b>	<b>650,320</b>	<b>680,234</b>
Fees & Charges	77,152	76,550	79,997	83,928	87,548	91,678	95,640	100,158	104,493	109,438	114,183
Interest Received from Investments	14,883	12,870	11,583	11,003	10,453	10,453	10,453	10,453	10,453	10,453	10,453
Grants and Subsidies - Recurrent	17,339	17,407	16,129	16,129	16,129	16,129	16,129	16,129	16,129	16,129	16,129
Operating contributions	320	320	320	320	320	320	320	320	320	320	320
Unitywater Participation	52,500	52,500	54,443	54,443	56,300	56,300	56,300	56,300	56,300	56,300	56,300
Other Revenue	19,013	20,618	22,123	19,854	19,924	33,162	31,948	30,255	28,066	32,969	25,331
Internal Revenues	2,720	2,758	2,833	2,917	2,997	3,086	3,170	3,264	3,354	3,453	3,548
<b>Total Operating Revenue</b>	<b>611,533</b>	<b>620,020</b>	<b>650,016</b>	<b>680,127</b>	<b>707,644</b>	<b>750,609</b>	<b>778,136</b>	<b>809,126</b>	<b>838,540</b>	<b>879,381</b>	<b>906,497</b>
<b>Operating Expenses</b>											
Employee costs	186,404	189,597	185,448	191,820	197,527	214,341	218,278	221,368	227,649	244,592	254,821
Materials & Services	236,707	248,190	245,133	255,597	264,551	285,862	293,380	301,396	311,621	333,958	348,527
Finance Costs	13,284	13,124	13,574	14,090	14,793	14,883	15,136	15,226	14,368	13,292	12,242
Company Contributions	4,149	4,149	4,183	4,227	4,272	4,317	4,363	4,211	4,259	4,308	4,058
Depreciation	115,664	126,800	132,028	137,484	144,456	151,755	161,482	171,368	181,521	191,015	200,522
Other Expenses	29,630	30,365	31,094	31,840	32,604	33,387	34,188	35,009	35,849	36,709	37,590
Recurrent Capital Expenses	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000	4,000
<b>Total Operating Expenses</b>	<b>589,838</b>	<b>616,224</b>	<b>615,460</b>	<b>639,058</b>	<b>662,203</b>	<b>708,545</b>	<b>730,827</b>	<b>752,577</b>	<b>779,267</b>	<b>827,874</b>	<b>861,760</b>
<b>Operating Result</b>	<b>21,696</b>	<b>3,796</b>	<b>34,555</b>	<b>41,069</b>	<b>45,441</b>	<b>42,064</b>	<b>47,309</b>	<b>56,550</b>	<b>59,274</b>	<b>51,507</b>	<b>44,737</b>
<b>Non-recurrent Revenue &amp; Expenses</b>											
<b>Capital Revenue</b>											
Capital Grants and Subsidies	43,238	54,663	20,097	20,670	9,271	7,486	7,704	4,799	7,486	7,486	7,486
Capital Contributions	33,629	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000	25,000
Contributed Assets	74,538	74,538	76,401	78,311	80,269	82,276	84,333	86,441	88,602	90,817	93,088
<b>Total Capital Revenue</b>	<b>151,405</b>	<b>154,201</b>	<b>121,499</b>	<b>123,981</b>	<b>114,540</b>	<b>114,762</b>	<b>117,037</b>	<b>118,928</b>	<b>121,088</b>	<b>123,303</b>	<b>125,574</b>
<b>Non-recurrent Expenses</b>											
Profit/Loss on disposal, revaluation & impairment	-	-	-	-	-	-	-	-	-	-	-
Movements in landfill and quarry provisions	(2,982)	(2,982)	(3,041)	(3,102)	(3,164)	(3,227)	(3,292)	(3,358)	(3,425)	(3,493)	(3,563)
Assets transferred to third parties	-	-	-	-	-	-	-	-	-	-	-
<b>NET RESULT</b>	<b>170,119</b>	<b>155,016</b>	<b>153,013</b>	<b>161,949</b>	<b>156,817</b>	<b>153,599</b>	<b>161,054</b>	<b>172,120</b>	<b>176,937</b>	<b>171,317</b>	<b>166,748</b>



## Sunshine Coast Council - Total Statement of Financial Position (ii)

For Period Ending 30 June

	Adopted BR1	Adopted BR2	Forecast								
	2025 \$'000	2025 \$'000	2026 \$'000	2027 \$'000	2028 \$'000	2029 \$'000	2030 \$'000	2031 \$'000	2032 \$'000	2033 \$'000	2034 \$'000
<b>Current Assets</b>											
Cash & Investments	198,279	182,004	180,439	178,891	185,221	190,928	209,733	229,643	245,485	270,060	295,994
Trade and other receivables	22,218	22,648	23,728	25,094	26,180	27,414	28,608	29,963	31,275	32,765	34,207
Inventories	3,967	3,967	3,995	4,024	4,053	4,083	4,114	4,146	4,178	4,211	4,245
Other Financial Assets	53,550	53,544	54,883	56,255	57,662	59,103	60,581	62,095	63,648	65,239	66,870
Non-current assets classified as held for sale	-	-	-	-	-	-	-	-	-	-	-
<b>Total Current Assets</b>	<b>278,014</b>	<b>262,164</b>	<b>263,045</b>	<b>264,264</b>	<b>273,116</b>	<b>281,528</b>	<b>303,036</b>	<b>325,847</b>	<b>344,585</b>	<b>372,275</b>	<b>401,316</b>
<b>Non-Current Assets</b>											
Trade and other receivables	437,767	437,767	437,767	437,767	437,767	437,767	437,767	437,767	437,767	437,767	437,767
Property, plant & equipment	6,479,932	8,009,998	8,361,270	8,737,694	9,103,943	9,489,645	9,871,386	10,248,561	10,638,470	11,027,994	11,422,429
Investment in associates	538,213	538,213	538,213	538,213	538,213	538,213	538,213	538,213	538,213	538,213	538,213
Long Term Inventories	36,568	36,568	36,568	36,568	36,568	36,568	36,568	36,568	36,568	36,568	36,568
Intangible assets	8,368	8,368	8,368	8,368	8,368	8,368	8,368	8,368	8,368	8,368	8,368
<b>Total Non-Current Assets</b>	<b>7,500,848</b>	<b>9,030,914</b>	<b>9,382,187</b>	<b>9,758,610</b>	<b>10,124,860</b>	<b>10,510,562</b>	<b>10,892,302</b>	<b>11,269,477</b>	<b>11,659,387</b>	<b>12,048,911</b>	<b>12,443,345</b>
<b>TOTAL ASSETS</b>	<b>7,778,862</b>	<b>9,293,078</b>	<b>9,645,232</b>	<b>10,022,874</b>	<b>10,397,976</b>	<b>10,792,090</b>	<b>11,195,338</b>	<b>11,595,325</b>	<b>12,003,972</b>	<b>12,421,186</b>	<b>12,844,662</b>
<b>Current Liabilities</b>											
Trade and other payables	81,715	84,460	83,317	86,456	89,211	96,148	98,339	100,471	103,569	110,726	115,308
Short Term Borrowings	25,975	25,975	28,166	30,671	33,668	36,203	39,185	42,275	42,540	42,906	42,577
Provisions	51,481	51,481	52,887	54,331	55,816	57,341	58,908	60,519	62,173	63,874	65,620
Other	28,141	28,141	28,844	29,566	30,305	31,062	31,839	32,635	33,451	34,287	35,144
<b>Total Current Liabilities</b>	<b>187,312</b>	<b>190,056</b>	<b>193,214</b>	<b>201,024</b>	<b>208,999</b>	<b>220,754</b>	<b>228,271</b>	<b>235,899</b>	<b>241,733</b>	<b>251,792</b>	<b>258,650</b>
<b>Non-Current Liabilities</b>											
Long Term Borrowings	413,461	416,178	412,179	411,224	398,207	387,526	373,330	342,343	307,503	274,080	244,956
Long Term Provisions	73,689	73,689	75,716	77,798	79,937	82,135	84,394	86,715	89,100	91,550	94,068
<b>Total Non-Current Liabilities</b>	<b>487,150</b>	<b>489,867</b>	<b>487,895</b>	<b>489,022</b>	<b>478,145</b>	<b>469,662</b>	<b>457,724</b>	<b>429,058</b>	<b>396,603</b>	<b>365,630</b>	<b>339,023</b>
<b>TOTAL LIABILITIES</b>	<b>674,462</b>	<b>679,923</b>	<b>681,109</b>	<b>690,046</b>	<b>687,144</b>	<b>690,416</b>	<b>685,995</b>	<b>664,958</b>	<b>638,336</b>	<b>617,421</b>	<b>597,673</b>
<b>NET COMMUNITY ASSETS</b>	<b>7,104,400</b>	<b>8,613,155</b>	<b>8,964,123</b>	<b>9,332,828</b>	<b>9,710,832</b>	<b>10,101,674</b>	<b>10,509,343</b>	<b>10,930,367</b>	<b>11,365,637</b>	<b>11,803,764</b>	<b>12,246,989</b>
<b>Community Equity</b>											
Asset revaluation surplus	1,607,830	3,005,727	3,203,732	3,410,537	3,626,775	3,852,072	4,086,741	4,330,701	4,584,021	4,847,016	5,119,677
Retained Earnings	5,496,571	5,607,429	5,760,392	5,922,291	6,084,057	6,249,602	6,422,603	6,599,665	6,781,615	6,956,748	7,127,312
<b>TOTAL COMMUNITY EQUITY</b>	<b>7,104,400</b>	<b>8,613,155</b>	<b>8,964,124</b>	<b>9,332,828</b>	<b>9,710,832</b>	<b>10,101,674</b>	<b>10,509,344</b>	<b>10,930,367</b>	<b>11,365,636</b>	<b>11,803,764</b>	<b>12,246,989</b>

## Sunshine Coast Council - Total Statement of Changes in Equity (iii)

For Period Ending 30 June

	Adopted BR1	Adopted BR2	Forecast								
	2025	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Capital Accounts</b>											
<b>Asset Revaluation Reserve</b>											
Balance at beginning of period	1,451,962	2,815,584	3,005,727	3,203,732	3,410,537	3,626,775	3,852,072	4,086,741	4,330,701	4,584,021	4,847,016
Asset revaluation adjustments	155,868	190,143	198,005	206,805	216,239	225,296	234,669	243,960	253,320	262,995	272,661
Transfers to capital, reserves and shareholdings	-	-	-	-	-	-	-	-	-	-	-
<b>Balance at end of period</b>	<b>1,607,830</b>	<b>3,005,727</b>	<b>3,203,732</b>	<b>3,410,537</b>	<b>3,626,775</b>	<b>3,852,072</b>	<b>4,086,741</b>	<b>4,330,701</b>	<b>4,584,021</b>	<b>4,847,016</b>	<b>5,119,677</b>
<b>Retained Earnings</b>											
Balance at beginning of period	5,327,429	5,453,390	5,607,429	5,760,392	5,922,291	6,084,057	6,249,602	6,422,603	6,599,665	6,781,615	6,956,748
Net result for the period	170,119	155,016	153,013	161,949	156,817	153,599	161,054	172,120	176,937	171,317	166,748
Transfers to capital, reserves and shareholdings	-	-	-	-	4,949	11,947	11,946	4,943	5,012	3,816	3,816
Transfers from capital, reserves and shareholdings	(977)	(977)	(49)	(50)	-	-	-	-	-	-	-
Asset revaluation adjustments	-	-	-	-	-	-	-	-	-	-	-
<b>Balance at end of period</b>	<b>5,496,571</b>	<b>5,607,429</b>	<b>5,760,392</b>	<b>5,922,291</b>	<b>6,084,057</b>	<b>6,249,602</b>	<b>6,422,603</b>	<b>6,599,665</b>	<b>6,781,615</b>	<b>6,956,748</b>	<b>7,127,312</b>
<b>Total</b>											
Balance at beginning of period	6,779,391	8,268,974	8,613,155	8,964,124	9,332,828	9,710,832	10,101,674	10,509,344	10,930,367	11,365,636	11,803,764
Net result for the period	170,119	155,016	153,013	161,949	156,817	153,599	161,054	172,120	176,937	171,317	166,748
Transfers to capital, reserves and shareholdings	-	-	-	-	4,949	11,947	11,946	4,943	5,012	3,816	3,816
Transfers from capital, reserves and shareholdings	(977)	(977)	(49)	(50)	-	-	-	-	-	-	-
Asset revaluation adjustments	155,868	190,143	198,005	206,805	216,239	225,296	234,669	243,960	253,320	262,995	272,661
<b>Balance at end of period</b>	<b>7,104,400</b>	<b>8,613,155</b>	<b>8,964,124</b>	<b>9,332,828</b>	<b>9,710,832</b>	<b>10,101,674</b>	<b>10,509,344</b>	<b>10,930,367</b>	<b>11,365,636</b>	<b>11,803,764</b>	<b>12,246,989</b>

## Sunshine Coast Council - Total

### Statement of Cash Flow (iv)

For Period Ending 30 June

	Adopted BR1	Adopted BR2	Forecast								
	2025	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Cash flows from operating activities</b>											
Operating Result	21,696	3,796	34,555	41,069	45,441	42,064	47,309	56,550	59,274	51,507	44,737
Adjustments for:											
Depreciation	115,664	126,800	132,028	137,484	144,456	151,755	161,482	171,368	181,521	191,015	200,522
Interest and dividends received	(67,383)	(65,370)	(66,025)	(65,446)	(66,753)	(66,753)	(66,753)	(66,753)	(66,753)	(66,753)	(66,753)
Landfill Quarry Provision	(2,982)	(2,982)	(3,041)	(3,102)	(3,164)	(3,227)	(3,292)	(3,358)	(3,425)	(3,493)	(3,563)
Finance Costs	13,284	13,124	13,574	14,090	14,793	14,883	15,136	15,226	14,368	13,292	12,242
Change in Working Capital	3,547	3,547	547	4,620	4,596	8,713	4,091	3,958	5,056	9,029	6,597
<b>Net cash inflow (outflow) from operating activities</b>	<b>83,826</b>	<b>78,916</b>	<b>111,639</b>	<b>128,715</b>	<b>139,369</b>	<b>147,435</b>	<b>157,973</b>	<b>176,991</b>	<b>190,042</b>	<b>194,598</b>	<b>193,782</b>
<b>Cash flows from investing activities</b>											
Payments for property, plant and equipment	(240,914)	(256,120)	(209,256)	(229,328)	(208,784)	(218,381)	(212,379)	(210,369)	(225,030)	(223,064)	(222,267)
Proceeds from disposal non current assets	-	-	-	-	-	-	-	-	-	-	-
Capital grants, subsidies, contributions, donations	113,602	116,398	45,097	45,670	34,271	32,486	32,704	32,487	32,486	32,486	32,486
Interest and dividends received	67,383	65,370	66,025	65,446	66,753	66,753	66,753	66,753	66,753	66,753	66,753
Finance Costs	(13,284)	(13,124)	(13,574)	(14,090)	(14,793)	(14,883)	(15,136)	(15,226)	(14,368)	(13,292)	(12,242)
<b>Net cash inflow (outflow) from investing activities</b>	<b>(73,213)</b>	<b>(87,477)</b>	<b>(111,708)</b>	<b>(132,302)</b>	<b>(122,554)</b>	<b>(134,025)</b>	<b>(128,058)</b>	<b>(126,356)</b>	<b>(140,160)</b>	<b>(137,117)</b>	<b>(135,270)</b>
<b>Cash flows from financing activities</b>											
Proceeds from borrowings	20,294	23,194	26,669	32,709	23,183	28,500	28,075	11,550	8,500	10,000	10,000
Repayment of borrowing	(25,975)	(25,975)	(28,166)	(30,671)	(33,668)	(36,203)	(39,185)	(42,275)	(42,540)	(42,906)	(42,577)
<b>Net cash inflow (outflow) from financing activities</b>	<b>(5,681)</b>	<b>(2,781)</b>	<b>(1,496)</b>	<b>2,039</b>	<b>(10,485)</b>	<b>(7,703)</b>	<b>(11,110)</b>	<b>(30,725)</b>	<b>(34,040)</b>	<b>(32,906)</b>	<b>(32,577)</b>
<b>Net increase (decrease) in cash held</b>	<b>4,932</b>	<b>(11,343)</b>	<b>(1,565)</b>	<b>(1,548)</b>	<b>6,330</b>	<b>5,707</b>	<b>18,805</b>	<b>19,910</b>	<b>15,842</b>	<b>24,575</b>	<b>25,934</b>
Cash at beginning of reporting period	193,347	193,347	182,004	180,439	178,891	185,221	190,928	209,733	229,643	245,485	270,060
<b>Cash at end of reporting period</b>	<b>198,279</b>	<b>182,004</b>	<b>180,439</b>	<b>178,891</b>	<b>185,221</b>	<b>190,928</b>	<b>209,733</b>	<b>229,643</b>	<b>245,485</b>	<b>270,060</b>	<b>295,994</b>

## Sunshine Coast Council - Total

### Measures of Financial Sustainability (v)

For Period Ending 30 June

	Target	Adopted Budget Review 1	Adopted Budget Review 2	Forecast								
	Tier 2 Council	2025	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
<b>Financial Capacity</b>												
Council Controlled Revenue Ratio	> 60%	82.0%	82.8%	83.5%	84.6%	85.0%	84.1%	84.8%	85.6%	86.3%	86.4%	87.6%
Population Growth Ratio	N/A		2.1%	2.1%	2.1%	2.1%	2.1%	2.1%	2.1%	2.1%	2.1%	2.1%
<b>Operating Performance</b>												
Operating Surplus Ratio	> 0%	3.5%	0.6%	5.3%	6.0%	6.4%	5.6%	6.1%	7.0%	7.1%	5.9%	4.9%
Operating Cash Ratio	> 0%	24.6%	23.2%	27.7%	28.3%	28.9%	27.8%	28.8%	30.1%	30.4%	29.1%	28.4%
<b>Liquidity</b>												
Unrestricted Cash Expense Cover Ratio (months)	> 2 months	1.5 months	1.3 months	1.5 months	1.5 months	1.4 months	1.4 months	1.5 months	1.6 months	1.6 months	1.8 months	2 months
Total Cash expense cover ratio (months)	> 3 months	5.2 months	4.7 months	4.6 months	4.4 months	4.4 months	4.2 months	4.5 months	4.9 months	5 months	5.2 months	5.5 months
<b>Asset Management</b>												
Asset Sustainability Ratio (%)	> 60%	81.9%	59.5%	68.2%	63.7%	61.1%	63.2%	60.1%	73.4%	73.8%	72.6%	51.0%
Asset Consumption Ratio (%)	> 60%		98.0%	94.1%	85.8%	74.0%	75.8%	77.2%	75.7%	71.0%	69.7%	69.7%
<b>Debt Servicing Capacity</b>												
Total debt service cover ratio (times)	> 2 times	3.8 times	3.6 times	4.2 times	4.2 times	4.2 times	4 times	4.1 times	4.2 times	4.4 times	4.5 times	4.7 times
Leverage Ratio (times per year)	0 - 4 times	3.2 times	3.4 times	2.6 times	2.5 times	2.3 times	2.2 times	2 times	1.7 times	1.5 times	1.3 times	1.2 times
Net Financial Liabilities Ratio (%)	< 60%	64.8%	67.4%	64.3%	62.6%	58.5%	54.5%	49.2%	41.9%	35.0%	27.9%	21.7%



## Sunshine Coast Council Capital Program (in 2025 dollars) (vii)

	Adopted Budget Review 1	Adopted Budget Review 2	Forecast								
	2025	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000	\$'000
<b>Sunshine Coast Council Core Capital Program</b>											
Aerodromes	1,525	450	5,399	832	6,213	3,100	200	200	200	200	200
Buildings & Facilities	26,933	19,735	25,620	13,640	13,193	40,371	38,800	24,968	30,418	30,908	28,943
Coast & Canals	6,939	3,467	8,350	4,840	1,700	2,645	2,750	5,574	5,770	5,763	6,341
Minor Works	8,815	3,288	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500
Environmental Assets	4,370	7,479	7,466	10,966	3,000	2,840	2,720	5,544	5,750	5,623	6,206
Holiday Parks	2,807	2,807	2,995	4,610	3,045	3,045	2,280	2,000	2,000	2,000	2,000
Parks & Gardens	9,990	9,600	9,719	16,561	17,700	10,700	16,200	19,794	20,078	19,451	21,804
Sports Facilities	21,971	21,480	14,390	12,250	3,550	3,100	7,025	11,250	11,100	11,050	11,050
Quarries	-	-	-	-	-	-	-	-	-	-	-
Stormwater	14,983	11,300	16,270	13,409	13,078	14,281	18,720	17,609	15,607	16,132	16,981
Transportation	75,125	87,132	71,121	72,088	77,225	84,474	87,474	91,906	106,033	103,567	107,792
Budget Review 2 Deferrals	(30,000)				-	-	-	-	-	-	-
Deliverability Factor		(14,353)	(26,000)	(4,000)	-	-	-	-	-	-	-
<b>Total Sunshine Coast Council Core Capital Program</b>	<b>143,458</b>	<b>152,386</b>	<b>140,831</b>	<b>150,696</b>	<b>144,204</b>	<b>170,056</b>	<b>181,669</b>	<b>184,344</b>	<b>202,455</b>	<b>200,194</b>	<b>206,817</b>
<b>Other Capital Program</b>											
Disaster Recovery Funding Arrangements	10,772	13,947	-	-	-	-	-	-	-	-	-
Fleet	3,583	3,583	3,500	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
Information Communication Technology	10,680	10,680	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	2,500
Waste	24,488	23,978	16,936	26,265	15,780	24,575	29,210	13,025	10,075	10,870	10,950
Corporate Major Projects	39,602	39,616	24,742	36,367	28,500	2,000	10,000	-	-	-	-
Strategic Land & Commercial Properties	12,332	15,932	17,247	7,000	11,300	12,750	2,500	4,000	3,500	3,000	3,000
<b>Total Other Capital Program</b>	<b>101,456</b>	<b>107,735</b>	<b>72,425</b>	<b>82,632</b>	<b>68,580</b>	<b>52,325</b>	<b>54,710</b>	<b>30,025</b>	<b>26,575</b>	<b>26,870</b>	<b>19,450</b>
<b>SCC Total Capital Works Program</b>	<b>244,914</b>	<b>260,120</b>	<b>213,256</b>	<b>233,328</b>	<b>212,784</b>	<b>222,381</b>	<b>236,379</b>	<b>214,369</b>	<b>229,030</b>	<b>227,064</b>	<b>226,267</b>

## Strategic Policy

viii.

### 2024/25 Debt Policy

	Endorsed by Council:	12 December 2024 OM
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### Policy purpose

The purpose of this policy is to ensure the sound management of Council's existing and future debt. The policy will provide clear guidance for staff in the management of Council's debt portfolio and maintenance of appropriate debt and debt service levels while maintaining financial sustainability.

The purpose of establishing this policy is to:

- Provide a comprehensive view of Council's long term debt position and the capacity to fund infrastructure growth for the region,
- Increase awareness of issues concerning debt management,
- Enhance the understanding between Councillors, community groups and council staff by documenting policies and guidelines,
- Demonstrate to government and lending institutions that Council as a disciplined approach to borrowing.

### Policy scope

This policy applies to all Councillors and council staff and extends to all borrowing activities of Council and any controlled entities.

### Policy statement

New borrowings will only be made to fund capital expenditure, for a period less than or equal to the estimated useful life of the asset(s) and for no more than 20 years.

New borrowings will be undertaken in accordance with the Queensland Treasury Corporation Guidelines, the *Statutory Bodies Financial Arrangements Act 1982* (Qld) and Section 192 of the *Local Government Regulation 2012* (Qld).

### Borrowing Purposes

- Council will not utilise loan funding to finance operating activities or recurrent expenditure.
- Council undertakes full analysis of all funding options as outlined in Councils' Long Term Financial Forecast, including a forward program of capital works, to determine loan funding requirements.

## 2024/25 Debt Policy | Strategic Policy

- Council recognises that infrastructure demands placed upon Council can often only be met through borrowings but will always be mindful of the additional cost incurred by the community when assets are acquired through borrowings, as this increases the cost of providing capital infrastructure.
- Council will endeavour to fund all capital renewal projects from operating cash flows and borrow only for new or upgrade capital projects, having regard to sound financial management principles and giving consideration to inter-generational equity for the funding of long-term infrastructure projects.
- Where capital expenditure is deferred from one year to the next, the drawdown of approved loan funds will be reviewed to minimise interest expenses.
- Borrowings for infrastructure that provide the opportunity for a return on assets will take priority over borrowings for other assets.

### Debt Term

Where capital projects are financed through borrowings, Council will repay the loans within a term not exceeding the life of those assets, and over a term that optimises cash flow efficiency. Loans undertaken for core Sunshine Coast capital investment are planned to be repaid within a 12-year period. Loans undertaken for Region Making projects may have a term of greater than 12 years.

- If surplus funds become available, and where it is advantageous to Council, one-off loan repayments will be made to reduce the term of existing loans.
- In an environment of fluctuating interest rates, and where there is a distinct economic advantage to Council, consideration will be given to renegotiating any outstanding loans to obtain the best long-term benefit to Council.

### Repayment Ability

Council will maintain close scrutiny of debt levels to ensure that relative sustainability indicators will not exceed target parameters recommended by Queensland Treasury Corporation and *Local Government Regulation 2012* (Qld).

### Borrowing Sources

Council will raise all external borrowings at the most competitive rates available and from sources available as defined by legislation. Council will give consideration to the provision of loans from surplus cash reserves held by Council by way of an internal loan.

### Proposed Borrowing

Proposed borrowings planned for the current financial year and the next nine financial years are outlined in Appendix A, in accordance with section 192 Local Government Regulation 2012.

## 2024/25 Debt Policy | Strategic Policy

### Internal Loans

The provision and approval of an internal loan will depend on the availability of surplus funds at the time of application and the capacity of the business unit or operational activity to repay the loan.

- All applications for internal loans will be made by reference to the Finance Branch for consideration in accordance with Council's Long Term Financial Forecast.
- The term of the loan will be appropriate to the life of the asset being financed.
- In all cases, where business units are subject to the provisions of the National Competition Policy, the cost to the business unit will be no less than what would apply to an equivalent private sector business. The interest rate will be the sum of:
  - (a) the equivalent Queensland Treasury Corporation (QTC) borrowing rate for the proposed term,
  - (b) the QTC administration charge, and
  - (c) an additional margin above the QTC borrowing rate.
- The interest rate applicable to internal loans relating to operational activities of Council will be the actual borrowing cost from QTC including administrative charges.
- Council may, upon reasonable notice being given, require repayment of part or all of the balance of the loan at any time, which would require the business unit to convert the outstanding balance of the loan to an external facility.
- Provision for the repayment of the loan will be included in the annual budget for the business unit.

## 2024/25 Debt Policy | Strategic Policy

### Policy review

Pursuant to Section 192 *Local Government Regulation 2012* (Qld), Council must prepare a debt policy each year that states the new borrowings planned for the current financial year and the next nine financial years.

The Finance Branch will review the cash flow requirements prior to loan proceeds being drawn down to minimise interest expenses.

### Roles and responsibilities

Role	Responsibility
Council	Endorsement authority for setting this policy and for all material and non-material changes to this policy.
Chief Executive Officer (CEO)	Responsible for executing the Debt 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), Business Performance	Policy sponsor.
Manager, Chief Financial Officer	Policy holder.
Coordinator Financial Services	Leads this policy's development, including communication, implementation, review, and reporting.

### Measurements of success

Council's Financial sustainability indicators as outlined in Sustainability Framework Financial Management (Sustainability) Guidelines 2023 remain within target ranges and the provision of necessary infrastructure is not constrained through the lack of capital funding.

Details of outstanding loans will be reported annually in Council's Financial Statements and Annual Report.

Sustainability Ratio Measures	Target Ranges sought
Total Debt Service Cover Ratio	Greater than 2 times
Net Financial Liabilities Ratio	Not greater than 60%



## 2024/25 Debt Policy | 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
Business unit	A business activity within Council structure subject to the application of full cost pricing principles as defined under the National Competition Policy.
Inter-generational equity	This relates to the fairness of the distribution of the costs and benefits of a policy when costs and benefits are borne by different generations (i.e. the principle whereby those who derive a direct benefit from the service or infrastructure provided pay for that service).
QTC	Queensland Treasury Corporation.
Surplus cash reserves	The amount of unrestricted cash exceeding the unrestricted cash expense cover ratio of 4.5 months.

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## 2024/25 Debt Policy | Strategic Policy

### Appendix

Policy information		
Title	2024/25 Debt Policy	
Purpose	The purpose of this policy is to ensure the sound management of Council's existing and future debt.	
Document number	D2024/1183284	
Corporate Plan reference	<b>Goal Pathway</b>  <b>Service Output</b>	Our Outstanding Organisation Maintain a sustainable organisation that is well placed to respond to the needs of our growing region. Financial and procurement services
Category	Statutory	
Subcategory	Financial	
Approved	OM/TBA	
Approval date	12 December 2024	
Effective date	13 December 2024	
Review schedule	A full review must be undertaken every year, 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	30 May 2024	
Next review	May 2025	
Policy holder	The Manager responsible for this policy is: Chief Financial Officer.	
Approval authority	Council has authority to endorse material and not-material changes.	
Related documents		
Legislation	Local Government Act 2009 Local Government Regulation 2012 Statutory Bodies Financial Arrangements Act 1982 Statutory Bodies Financial Arrangements Regulation 2007	
Policy	Financial Management (Sustainability) Guideline 2023	
Operational documents	Long Term Financial Forecast	

Version Control				
Version	Reason/Trigger	Change	Endorsed/Reviewed by	Date
1.0	Adopted	No	Council	27 May 2021

## 2024/25 Debt Policy | Strategic Policy

2.0	Yearly adoption	No	Council	26 May 2022
3.0	Yearly adoption	No	Council	25 May 2023
4.0	Yearly adoption	New Template, minor non-material changes to improve clarity. Human rights assessment undertaken.	Council	30 May 2024
5.0	Adoption for Budget Review 2	10 Year Debt	Council	12 December 2024

2024/25 Debt Policy | Strategic Policy

Appendix A

Schedule of proposed external borrowings:

\$'000	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Sunshine Coast Council	\$23,194	\$26,669	\$32,709	\$23,183	\$28,500	\$28,075	\$11,550	\$8,500	\$10,000	\$10,000

Note that Council operates a central treasury model and as such does not generally provide debt funding for specific projects or assets but rather uses debt funding to finance Council's balance sheet, with the exception being for strategic projects.

Sunshine Coast Council | [sunshinecoast.qld.gov.au](https://sunshinecoast.qld.gov.au) | [customerservices@sunshinecoast.qld.gov.au](mailto:customerservices@sunshinecoast.qld.gov.au)  
07 5475 7272 | Locked Bag 72 Sunshine Coast Mail Centre Qld 4560

**(d) 2024-25 Minor Capital Works Program**

This appendix outlines allocations within Council's 2024-25 Minor Works Program for Council's consideration.

Project Number	Project Name	Division	Suburb	Budget Allocation
<b>CEASED PROJECTS</b>				
K4202	Mill Park Boundary Fence installation - Stage Two	Division 1	Beerwah	(\$70,000)
K1551	Coochin Park Seating - Install 2x Bench seats and slabs	Division 2	Dicky Beach	(\$17,000)
K1468	Kings Beach Foreshore Park - Dog Bowl	Division 2	Kings Beach	(\$10,000)
K1467	Clarke Place Park - Dog Bowl	Division 2	Happy Valley	(\$10,000)
K7632	Kawana Surf Club - Drinking Fountain	Division 4	Buddina	(\$20,000)
K5444	Margaret Street and Little Main Street all abilities access ramp (Budget Top Up)	Division 5	Palmwoods	(\$50,000)
K7655	Corner Woorilla Crescent and Doolooma Street - Installation of Street Light	Division 6	Sippy Downs	(\$1,000)
K5956	Brightwater Estate - Design raised wombat crossings	Division 6	Mountain Creek	(\$25,000)
K7652	Palmview/Harmony Wombat Crossing Investigation and Concept Design	Division 6	Palmview	(\$25,000)
K7658	Grammer School Way - Design and Construction of raised Pedestrian Crossing and footpath	Division 7	Forest Glen	(\$100,000)
K6416	Sunshine Coast Surf Management Plan contribution	Mayor		(\$100,000)
<b>TRANSFER PROJECTS</b>				
K1046	Dicky Beach Entry Beautification - staged construction of improvement works	Division 2	Dicky Beach	(\$198,000)
K2565	Moffat Beach Precinct Place Plan development	Division 2	Moffat Beach	\$38,000
K8331	Dicky Beach Skatepark – Bollard Solar Lighting Design	Division 2	Dicky Beach	\$10,000
K8255	Dicky Beach Surf Lifesaving Club – Viewing Platform Shade Umbrella	Division 2	Dicky Beach	\$20,000
K8332	Bells Street to Coochin Street Bus Stop – New Pathway	Division 2	Dicky Beach	\$30,000
K4281	Pelican Waters Boulevard – New Footpath	Division 2	Pelican Waters	\$30,000
K1713	Pelican Waters/Golden Beach Dog Off Leash Area Construction (Budget Top Up)	Division 2	Pelican Waters	\$70,000
K7227	North Maleny Road - Pathway Construction Stage 1	Division 5	North Maleny	(\$70,000)
H5263	Power Memorial Park - Playground Lighting	Division 8	Mudjimba	(\$35,000)
H2063	LRCIP4 Power Memorial Park Renew Play Equip	Division 8	Mudjimba	\$35,000
K7701	Marcoola Esplanade – car park extension	Division 8	Marcoola	\$25,000
K1362	Marcoola Beach Streetscape Renewal	Division 8	Marcoola	(\$25,000)
K7664	Stevens Street - Carpark Design	Division 10	Yandina	(\$16,000)



Project Number	Project Name	Division	Suburb	Budget Allocation
K8082	Mapleton RSL Cenotaph – Tree Pruning and Turfing Works	Division 10	Mapleton	\$16,000
<b>NEW PROJECTS</b>				
K4269	Parrot Park, Beerburrum - 3 Bench Seats	Division 1	Beerburrum	\$24,000
K8003	Parrot Park, Beerburrum - design and construct a shelter over existing BBQ	Division 1	Beerburrum	\$70,000
K7993	Beerwah Aquatic Centre - Upgrade of Hot Water System	Division 1	Beerwah	\$30,000
K8020	Beerwah Marketplace - New Pathway Construction	Division 1	Beerwah	\$20,000
K7996	Caloundra Cemetery - Contribution to upgrade the RSL Section	Division 2	Caloundra	\$40,000
K7999	Military Jetty - Picnic Combo	Division 2	Golden Beach	\$10,000
K7728	Installation of supplementary lighting at a Ballinger beach Park	Division 2	Currimundi	\$5,000
K7630	Limosa Street Pathway - Stage 2 (Budget top up)	Division 3	Aroona	\$3,000
K7713	Public Artwork Acquisition Mirror World About Place About Face exhibition	Division 4	Whole of Region	\$8,000
K6004	La Balsa Park Buddina Playground New Shade Sails	Division 4	Buddina	\$50,000
K8000	Coopers Lookout Park - Parkrun Storage Cabinets	Division 4	Buddina	\$16,000
K8001	Coopers Lookout - Landscape Plan	Division 4	Buddina	\$60,000
K6016	Maleny Tennis Club Lighting upgrade to LED (Budget Top Up)	Division 5	Maleny	\$20,000
K5491	Western Avenue – Pathway (Budget top up)	Division 5	Montville	\$150,000
K7643	Jingellic Drive - Pathway Continuation Stage 2 (Budget top up)	Division 6	Buderim	\$16,000
K7654	Garema Court Easement Pathway	Division 6	Mountain Creek	\$16,000
K7945	Brightwater Sports Field Drainage	Division 6	Mountain Creek	\$10,000
K7958	Scorchers Cricket Club Net Renewal	Division 6	Buderim	\$30,000
K7986	Mejaren Place Buderim Drainage improvements to Verge	Division 6	Buderim	\$10,000
K8216	Nyes Crescent – install 15 x Nesting Boxes	Division 6	Buderim	\$7,000
K5488	Glenfields Neighbourhood Park Landscape Plan	Division 6	Mountain Creek	\$10,000
K7656	Parsons Road Pathway – Survey and Design next section (Top Up)	Division 7	Forest Glen	\$20,000
K7979	Buderim Girl Guides Hall driveway resurface	Division 7	Buderim	\$25,000
K7552	Coolum Breakers AFL, Coolum Change Rooms	Division 9	Coolum Beach	\$50,000
K7735	Bli Bli Pathways construction – Stage 2 (Budget top up)	Division 9	Bli Bli	\$24,000
K7350	Koala Court Park Little Mountain Footpath Extension	Mayor	Little Mountain	\$50,000
K8014	Duporth Ave Maroochydore installation of speed cushions	Mayor	Maroochydore	\$25,000
K7979	Buderim Girl Guides Hall driveway resurface	Mayor	Buderim	\$25,000
<b>ADOPTED</b>				

Project Number	Project Name	Division	Suburb	Budget Allocation
K7624	Basketball/Netball Court – contribution to design and construction	Division 1	Glasshouse Mountains	\$70,000
K4202	Mill Park Boundary Fence installation - Stage Two	Division 1	Beerwah	\$130,000
K7625	Old Gympie Road - Pathway Construction continuation	Division 1	Beerwah	\$50,000
K7626	Emma Place Park – Pathway	Division 1	Beerwah	\$70,000
K3837	Skippy Park - Exercise Equipment installation - Stage 2	Division 1	Landsborough	\$60,000
K2914	Beerwah Cemetery contribution to the Carpark and Entry Statement works	Division 1	Beerwah	\$20,000
K3826	Jensen Park - Pathway construction	Division 2	Golden Beach	\$15,000
K1713	Pelican Waters/Golden Beach Dog Off Leash Area Construction (Budget Top Up)	Division 2	Pelican Waters	\$50,000
K5501	Ballinger Beach – Beach Access 261 extra seating along embankment of access ramp (Budget Top Up)	Division 2	Dicky Beach	\$20,000
K2565	Moffat Beach Precinct Place Plan development	Division 2	Moffat Beach	\$100,000
K1046	Dicky Beach Entry Beautification - staged construction of improvement works	Division 2	Dicky Beach	\$200,000
K7628	Apex Park Boat Ramp - Installation of Paddle Sport Washdown facility	Division 2	Golden Beach	\$20,000
K1551	Coochin Park Seating - Install 2x Bench seats and slabs	Division 2	Dicky Beach	\$17,000
K1468	Kings Beach Foreshore Park - Dog Bowl	Division 2	Kings Beach	\$10,000
K1467	Clarke Place Park - Dog Bowl	Division 2	Happy Valley	\$10,000
TBA	Pathway Project – location to be advised	Division 2	To be Advised	\$35,000
H9234	Oceanic Drive - Pathway missing link between Bandaroo Street and Palkana Drive	Division 3	Warana	\$12,000
K7629	Bokarina Boulevard Park - Exercise Equipment - Investigation & concept plan	Division 3	Bokarina	\$5,000
K7449	Beach Access 252 Firetail Court - Bench Seat	Division 3	Wurtulla	\$10,000
H7494	Aroona Park - Playground Shade	Division 3	Aroona	\$55,000
K5472	Dune Vista Drive - Raised Pedestrian Crossing Priority	Division 3	Bokarina	\$125,000
K7630	Limosa Street Pathway - Stage 2	Division 3	Aroona	\$33,000
K7448	Viridian Circuit Park - Exercise Area Shade	Division 3	Birtinya	\$55,000
K7496	Coongarra Esplanade - Construction of formal parking bays	Division 3	Wurtulla	\$100,000
K7669	Westaway Parade – Installation of Drinking Fountain (with Bottle Filler and Dog Bowl)	Division 3	Currimundi	\$25,000
K6290	Kingsford Smith Parade and Alex Parade - Pathway (Budget Top Up)	Division 4	Maroochydore	\$10,000
K7631	Coopers Lookout Park - Extra bench seating	Division 4	Buddina	\$12,000
K6607	Pierce Park - Bench Seat installation	Division 4	Maroochydore	\$8,000
K7632	Kawana Surf Club - Drinking Fountain	Division 4	Buddina	\$20,000
K3848	Perraton Green Park - Shade Sail Installation over Playground	Division 4	Mooloolaba	\$65,000



Project Number	Project Name	Division	Suburb	Budget Allocation
K7344	Saleng Park - Shade over Playground	Division 4	Warana	\$50,000
K7942	Kevin Asmus Park – contribution to accessibility pathways throughout the park	Division 4	Buddina	\$20,000
K6272	Tantula Road West – new pathway bench seat	Division 4	Alexandra Headlands	\$8,000
K7633	Bermagui Crescent - Zebra Crossing and speed cushions installation	Division 4	Kawana	\$100,000
K7635	Alice Street - Pathway Construction	Division 4	Alexandra Headlands	\$20,000
K3222	Alex Bluff Foreshore Park – Shelter Lighting x 2	Division 4	Alexandra Headlands	\$25,000
K7636	Pacific Park Bench Seats	Division 4	Mooloolaba	\$16,000
K7677	Nelson Park Tree Planting	Division 4	Alexandra Headland	\$15,000
K7708	Kensington Park under Footbridge Treatment investigation to deter loitering	Division 4	Minyama	\$8,000
K7227	North Maleny Road - Pathway Construction Stage 1	Division 5	North Maleny	\$100,000
K5444	Margaret Street and Little Main Street all abilities access ramp (Budget Top Up)	Division 5	Palmwoods	\$50,000
K5491	Western Avenue – Pathway	Division 5	Montville	\$175,000
K7638	Coral Street - 2x Bench Seats	Division 5	Maleny	\$16,000
K7639	Federation Park - "overflow" car park design	Division 5	Palmwoods	\$25,000
K7640	Macadamia Drive Bench Seat and Pathway	Division 5	Maleny	\$15,000
K7641	Old Gympie Road - Design for truncation and gentler curve	Division 5	Glenview	\$20,000
K7679	Glenview Road - Pathway contribution	Division 5	Glenview	\$40,000
K7642	Harmony Boulevard Park - Parkrun pathway Markers and Signage	Division 6	Palmview	\$10,000
K5956	Brightwater Estate - Design raised wombat crossings	Division 6	Mountain Creek	\$25,000
K6414	Khancoban Drive Park - District Park Development	Division 6	Buderim	\$50,000
K7643	Jingellic Drive - Pathway Continuation Stage 2	Division 6	Buderim	\$250,000
K7645	Palmview Dog Off Leash Area Expansion - Site Investigation and Consultation	Division 6	Palmview	\$5,000
K7651	Street Tree Planting	Division 6		\$10,000
K7652	Palmview/Harmony Wombat Crossing Investigation and Concept Design	Division 6	Palmview	\$25,000
K7653	Bellflower Road Retirement Resort Pathway to Bus Stop	Division 6	Sippy Downs	\$24,000
K7654	Garema Court Easement Pathway	Division 6	Mountain Creek	\$34,000
K7655	Corner Woorilla Crescent and Doolooma Street - Installation of Street Light	Division 6	Sippy Downs	\$1,000
K7683	Kona Court - Kerb and Channel Renewal	Division 6	Mountain Creek	\$15,000
K6041	Ash Park, - Public Amenities Construction	Division 7	Diddillibah	\$200,000

Project Number	Project Name	Division	Suburb	Budget Allocation
K4015	Buderim Pump Track construction (Budget Top Up)	Division 7	Buderim	\$60,000
K7657	Kuluin Neighbourhood Park - Static Fitness Equipment installation	Division 7	Kuluin	\$70,000
K7656	Parsons Road Pathway – Survey and Design next section	Division 7	Forest Glen	\$30,000
K7658	Grammer School Way - Design and Construction of raised Pedestrian Crossing and footpath	Division 7	Forest Glen	\$100,000
H9944	Stringybark Road - Small Footbridge construction (Budget Top Up)	Division 7	Buderim	\$20,000
H9946	Martins Creek Camphor Laurel Removal - Continuation of staged removal	Division 7	Buderim	\$10,000
K5475	Lumeah Drive – Pathway (Budget Top Up)	Division 8	Mt Coolum	\$15,000
H5263	Power Memorial Park - Playground Lighting	Division 8	Mudjimba	\$35,000
H7184	Glen Retreat Park - Shelters Lighting	Division 8	Marcoola	\$30,000
H6131	Ridge Road - Pathway Missing section	Division 8	Maroochydore	\$55,000
K2765	Tinnanbar Park - Playground Shade Sails	Division 8	Sunshine Cove	\$80,000
K7659	Free Tree Days	Division 8		\$2,400
K7660	Main Road redirect/widen pathway	Division 8	Maroochydore	\$20,000
K7662	Biminni Drive Pathway - Missing section	Division 8	Yaroomba	\$80,000
K7612	Marcoola Reserve Netball and Basketball Hoops installation	Division 8	Marcoola	\$50,000
K7663	Mt Gullum Park - Investigation/Concept Design for a Half Basketball/Netball Court	Division 8	Marcoola	\$5,000
K7701	Marcoola Esplanade – car park extension	Division 8	Marcoola	\$70,000
K7702	Eliza Peatling Park – Lighting of BBQ area.	Division 8	Pacific Paradise	\$5,000
K7703	Wilkins Park - Public Consultation for future improvements	Division 8	Pacific Paradise	\$15,000
K7704	Beach Access 124 - Investigation and concept design for all abilities access ramp to beach	Division 8	Mudjimba	\$15,000
K3347	Lions Norrie Job Park - Pump Track Detailed Design	Division 9	Coolum	\$150,000
K5471	Havana Road East/West - Lighting infrastructure installation	Division 9	Coolum Beach	\$100,000
K7735	Bli Bli Pathways construction – Stage 2	Division 9	Bli Bli	\$38,000
K6413	The Avenue - New Pathway Corner Doral Drive	Division 9	Peregian Springs	\$12,000
K1383	Lowes Lookout Stage 1 Pathway Construction (Budget Top Up)	Division 9	Coolum	\$60,000
K7522	View Court – pathway Investigation and Design	Division 9	Parklakes	\$40,000
K2559	Tea Tree Park - Dog off Leash Area Stage 1 - fence and gate entrance construction	Division 10	Yandina	\$140,000
K3790	Con and Olive Daetz Park - Improvements	Division 10	Nambour	\$25,000
K7664	Stevens Street - Carpark Design	Division 10	Yandina	\$50,000
K7665	Mapleton Basketball/Netball Half Court construction	Division 10	Mapleton	\$70,000
K7666	Kenilworth Town Centre Pathways Renewal	Division 10	Kenilworth	\$50,000

Project Number	Project Name	Division	Suburb	Budget Allocation
K4047	Cilento Park Playground - Shade Sail	Division 10	Nambour	\$65,000
K7667	Kenilworth Town Centre Place Improvements	Division 10	Kenilworth	\$100,000
K6414	Khancoban Drive Park - District Park Development Contribution	Mayor	Buderim	\$50,000
K4162	Maroochy Regional Bushland Botanical Garden - Multi Use Pathway Upgrade.	Mayor	Tanawha	\$30,000
K7551	Moffat Beach all abilities access Ramp to the beach	Mayor	Moffat Beach	\$60,000
K7207	Coolum Beach DDA compliant beach access ramp - Design	Mayor	Coolum	\$50,000
K6416	Sunshine Coast Surf Management Plan contribution	Mayor		\$100,000
K7624	Basketball/Netball Court – contribution to design and construction	Mayor	Glasshouse Mountains	\$70,000
K7665	Mapleton Basketball/Netball Half Court construction	Mayor	Mapleton	\$50,000
K5983	Kenilworth Town Park Playground Fence Extension – Contribution	Mayor	Kenilworth	\$60,000
K7679	Glenview Road - Pathway contribution	Mayor	Glenview	\$30,000



8.6      AUDIT COMMITTEE MEETING 25 NOVEMBER 2024

File No:	Council Meetings
Author:	Manager Audit, Assurance and Risk Advisory Services Civic Governance
Appendices:	App A - Minutes of the Audit Committee meeting of 25 November 2024 ..... 195  

PURPOSE

To provide Council with a report on matters reviewed at the Audit Committee (“the Committee”) meeting held on 25 November 2024 and recommendations made by the Committee to Council.

This report is provided in fulfillment of Council’s obligations under section 105 of the *Local Government Act 2009* and section 211 of the *Local Government Regulation 2012*.

EXECUTIVE SUMMARY

Under section 105 (2) of the *Local Government Act 2009*, Council is required to establish and maintain an Audit Committee. Council’s Audit Committee is comprised of Mr Mitchell Petrie (Independent Chair), Mr Pat McCallum (Independent Member), Ms Sue Tindal (Independent Member), Councillor E Hungerford and Councillor J Broderick.

Under Clause 6 of the Audit Committee Charter, the Committee meets (at a minimum) four times each year or as determined by Council or the Committee.

The agenda for the Audit Committee on 25 November 2024 covered the following matters:

- Meeting Minutes and Audit Committee Resolutions/Action Items
- Chief Executive Officer's Update
- Finance: Queensland Audit Office: Closing Report and Final Management Letter for 2023/24
- People: Wellbeing Health and Safety Report
- Governance: Integrity Report
- Governance: Compliance Program Update
- Governance: Strategic Risk Update Report
- Governance: Operational Risk Update Report
- Governance: Internal Audit Program of Work update
- Governance: Recommendation Monitoring
- Audit Committee: Proposed Action Plan for Improvement
- Audit Committee: Committee Chair Annual Report

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

- (a) receive and note the report titled “Audit Committee Meeting 25 November 2024” and
- (b) endorse the Minutes of the Audit Committee meeting of 25 November 2024 (Appendix A).

**FINANCE AND RESOURCING**

There are no financial or resourcing issues specifically associated with this report. The report fulfils the statutory reporting obligations of Council.

**CORPORATE PLAN**

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

**CONSULTATION****Councillor Consultation**

Councillors Broderick and Hungerford attended and participated in the Audit Committee meeting on 25 November 2024.

All Councillors received the Audit Committee agenda and papers prior to the meeting.

**Internal Consultation**

The Acting Chief Executive Officer and other Executive Leadership Team (ELT) members participated in the Committee meeting and contributed to the development of the Committee Agenda papers. Other officers consulted in the preparation of papers for consideration at the Audit Committee meeting on 25 November 2024 included:

- Chief Financial Officer
- Coordinator Financial Accounting.

The Acting Chief Executive Officer and all ELT members received the Audit Committee agenda and papers prior to the meeting.

**External Consultation**

The independent members of the Committee were present at the Committee meeting on 25 November 2024.

All attendees received the Audit Committee agenda and papers prior to the meeting.

**PROPOSAL**

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

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

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

The Committee is comprised of Mr Mitchell Petrie (Independent Chair), Mr Pat McCallum (Independent Member), Ms Sue Tindal (Independent Member), Councillor E Hungerford and Councillor J Broderick.

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

- corporate governance and responsibilities in relation to the organisation's financial reporting, internal control structure, risk management systems and the external and internal audit functions
- maintain an independent and objective forum promoting transparency, accountability and an ethical culture throughout Council
- maintain open lines of communications with Council, Executive Management, External Audit and Internal Audit, to exchange information and views
- oversee and appraise the quality and efficiency of audits conducted by both the Internal and External Audit functions and
- ensure both the Internal and External Audit functions are independent and effective.

Under section 211 of the *Local Government Regulation 2012*, the Committee must provide Council with a written report about the matters reviewed at its meetings and make recommendations to Council on any matters the Committee considers need action or improvement. The Committee meets at least four times each year.

The most recent meeting of the Audit Committee took place on 25 November 2024. The minutes of the Committee meeting are provided at Appendix A to this report.

### **Legal**

This report to Council has been developed to meet Council's statutory obligations under the *Local Government Act 2009* and *Local Government Regulation 2012*.

### **Risk**

Specific risks associated with each matter contained in the Committee Agenda reports have been raised and addressed in the briefings to the Committee.

**Previous Council Resolution****Ordinary Meeting 21 November 2024 (OM24/116)**

*That Council:*

- (a) receive and note the report titled “**Audit Committee Meeting 25 November 2024**” and*
- (b) endorse the Minutes of the Audit Committee meeting of 25 NOVEMBER 2024 at Appendix A to this report.*

**Ordinary Meeting 26 September 2024 (OM24/79)**

*That Council:*

- (a) receive and note the report titled “Audit Committee Meeting 2 September 2024” and*
- (b) endorse the Minutes of the Audit Committee meeting of 2 September 2024 at Appendix A to this report.*

**Ordinary Meeting 20 June 2024 (OM24/46)**

*That Council:*

- (a) receive and note the report titled “Audit Committee Meeting 23 May 2024”*
- (b) endorse the Minutes of the Audit Committee meeting of 23 May 2024 at Appendix A to this report and*
- (c) accept the recommendation of the Audit Committee dated 23 May 2024 and in doing so, approve the 2024 – 2025 Internal Audit Program of Work at Appendix B.*

**Ordinary Meeting 7 March 2024 (OM24/15)**

*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.*

**Ordinary Meeting 18 January 2024 (OM24/7)**

*That Council:*

- (a) receive and note the report titled “Appointment of Independent Audit Committee Member”*
- (b) approve the appointment of the independent Audit Committee member, as discussed in confidential session, for a term of three years from and including 18 January 2024 and concluding on 31 December 2026 and*
- (c) authorise the Chief Executive Officer to publicly release the name of the person appointed as a member of the Audit Committee, should Council endorse the recommendations in this report.*

**Ordinary Meeting 14 December 2023 (OM23/151)**

*That Council:*

- (a) receive and note the report titled "Audit Committee Meeting 9 November 2023" and*
- (b) endorse the Minutes of the Audit Committee meeting of 9 November 2023 at Appendix A to this report.*

**Related Documentation**

There is no related documentation relevant to this report.

**Implementation**

Implementation of the Audit Committee resolutions and the internal and external audit recommendations are overseen by the Chief Executive Officer and the Executive Leadership Team and monitored by the Audit Committee.





# Minutes

## Audit Committee

**Monday, 25 November 2024**

Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore

### AUDIT COMMITTEE MEMBERS

Councillor J Broderick	Division 1
Councillor E Hungerford	Division 7
Mr M Petrie	External Member (Chair)
Mr P McCallum	External Member
Ms S Tindal	External Member



AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

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



## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 1 DECLARATION OF OPENING

The Chair declared the meeting open at 9:02am.

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

### 2 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE

#### AUDIT COMMITTEE MEMBERS

Councillor J Broderick	Division 1
Councillor E Hungerford	Division 7
Mr M Petrie	External Member (Chair)
Mr P McCallum	External Member

#### COUNCIL OFFICERS

A/Chief Executive Officer  
 A/Group Executive Built Infrastructure  
 A/Group Executive Business Performance  
 A/Group Executive Civic Governance  
 A/Group Executive Customer and Planning Services  
 Group Executive Economic and Community Development  
 Group Executive Liveability and Natural Assets  
 Manager Audit, Assurance and Risk Advisory Services  
 Chief Financial Officer  
 A/Head of People & Culture  
 Manager Ethical Standards  
 Corporate Compliance Officer  
 Coordinator Corporate Risk & Insurance

#### ATTENDEES

Engagement Manager	Queensland Audit Office (via Teams)
Engagement Leader	Queensland Audit Office (via Teams)
Councillor T Burns	Division 3
Councillor D Law	Division 10

#### APOLOGIES

Ms S Tindal	External Member
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**AUDIT COMMITTEE MINUTES**

**25 NOVEMBER 2024**

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**3 INFORMING OF CONFLICTS OF INTEREST**

**3.1 PRESCRIBED CONFLICTS OF INTEREST**

Pursuant to Section 150EL of the *Local Government Act 2009*, no declarations of prescribed conflicts of interest were made during this meeting.

**3.2 DECLARABLE CONFLICTS OF INTEREST**

Pursuant to Section 150EQ of the *Local Government Act 2009*, no declarations of declarable conflicts of interest were made during this meeting.

**AUDIT COMMITTEE MINUTES**

**25 NOVEMBER 2024**

**4 REPORTS DIRECT TO AUDIT COMMITTEE**

**4.1 MEETINGS MINUTES AND AUDIT COMMITTEE RESOLUTIONS/ACTION ITEMS**

**File No:** Audit Committee

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

**EXECUTIVE SUMMARY**

**Audit Committee Meeting Minutes**

The items of business considered by the Committee at its 29 October 2024 2024 meeting are summarised in agenda sequence and recorded in the minutes. The Minutes of this meeting were presented to Council for consideration at its Ordinary Meeting on 21 November 2024.

**Audit Committee Resolutions and Action Items**

Resolutions and action items recorded at audit committee meetings refer to specific approvals, recommendations, tasks, actions, or responsibilities assigned to individuals or teams.

Items are documented in meeting minutes and serve as a point of reference to ensure actions agreed are followed through and implemented effectively.

**Committee Recommendation** (AC24/49)

**Moved:** Councillor E Hungerford

**Seconded:** P McCallum

*That the Audit Committee receive and note the report titled "Meetings Minutes and Audit Committee Resolutions/Action Items".*

**Carried unanimously.**

## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 4.2 CHIEF EXECUTIVE OFFICER'S UPDATE

**File No:** Audit Committee  
**Author:** Manager, Strategy and Policy  
 Civic Governance

### EXECUTIVE SUMMARY

The Audit Committee considers a regular report from the Chief Executive Officer outlining Council's performance in progressing the implementation of its corporate and operational plans.

This report is provided as of 30 September 2024 and provides an overview of Council's:

- financial performance
- Capital Works Program delivery
- Workplace Health and Safety and
- Operational Plan performance by exception.

### Committee Recommendation (AC24/50)

**Moved:** Councillor J Broderick  
**Seconded:** Councillor E Hungerford

*That the Audit Committee:*

- (a) receive and note the report titled "Chief Executive Officer's Update" and
- (b) note the Exception Report to the Audit Committee Operational Plan Activities, Quarter 1 2024-25.

**Carried unanimously.**

**AUDIT COMMITTEE MINUTES**

**25 NOVEMBER 2024**

**4.3 FINANCE: FINALISATION OF COUNCIL'S 2023-24 FINANCIAL STATEMENTS AUDIT PROCESS**

**File No:** Audit Committee

**Author:** Coordinator Financial Accounting  
Business Performance Group

**EXECUTIVE SUMMARY**

The Queensland Audit Office has carried out its audit of Council's financial statements including Council's controlled entities, for the year ended 30 June 2024, and has issued an unmodified audit opinion.

**Committee Recommendation** (AC24/51)

**Moved:** P McCallum

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the report titled "Finance: Finalisation of Council's 2023-24 Financial Statements Audit Process".*

**Carried unanimously.**



## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 4.4 PEOPLE: WELLBEING, HEALTH AND SAFETY REPORT

**File No:** Audit Committee

**Author:** Wellbeing Health and Safety Manager  
Business Performance Group

#### EXECUTIVE SUMMARY

Our safety management system improvement continues with the Critical Control Management Project progressing in line with the project plan and the completion of the Bow Tie Risk Analysis for mowing in Parks and Gardens.

Improvements to the safety management system and Council's safety culture has achieved ongoing reduction in Lost Time Injuries and Frequency Rates:

- Lost Time Injuries recorded in Cintellate have increased by 6 in the 2024/25 financial year from Quarter 4 (3) to Quarter 4 (9)
- A 37% decrease in Lost Time Injuries and Frequency Rates from April 2024 (10.7) to September 2024 (6.7)
- A 78% increase in the severity rate averages from Quarter 4 (73.4 April-May-June period) to Quarter 1 (110.4 July-August-September period).

In Quarter 1 there were:

- 3 notifiable incidents to Work Health and Safety Queensland.
- 2 x precautionary notifications.
- 1 x incident where the tipper came in contact with powerline.

#### Committee Recommendation (AC24/52)

**Moved:** Councillor J Broderick

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the report titled "People: Wellbeing, Health and Safety Report".*

**Carried unanimously.**

## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 4.5 GOVERNANCE: INTEGRITY REPORT

**File No:** Audit Committee

**Author:** Coordinator Integrity Management  
Civic Governance

#### EXECUTIVE SUMMARY

Good governance underpins all facets of Council's business – it is an integral component in building trust, confidence and value in the organisation and is inherently linked to the values and behaviours that have been implemented by Council since December 2022.

Good governance operates on a distributed ownership basis – namely, everyone has a role to play in the good governance of the organisation. A key focus of the work undertaken by the Civic Governance Group - in partnership with groups and branches across the organisation - is to build awareness and understanding on the importance of good governance in all that we do. Equally, the Civic Governance Group continues to work with its partners across Council to provide a sound and contemporary operating platform so that Council is suitably placed to discharge its statutory and service responsibilities on behalf of the community.

Key deliverables since February 2024 include:

- Creation of the Ethical Standards Branch within the Civic Governance Group, to independently administer Council's complaint management system including corrupt conduct matters, Councillor complaint matters (including referrals to and from the Office of the Independent Assessor), Public Interest Disclosures, and the Administrative Action Complaints Management Program. The Branch also continues to manage the Right to Information and Information Privacy application processes and compliance with the corresponding legislation.
- Commenced a major review of the Employee Code of Conduct.
- Completed the legislated annual review of delegations to the Chief Executive Officer.
- Commenced implementation of the changes associated with the *Information Privacy and other Legislation Act 2023*.
- Establishment of the Artificial Intelligence Organisational Policy working Group and the development of Council's Artificial Intelligence Organisational Policy.

#### Committee Recommendation (AC24/53)

**Moved:** P McCallum

**Seconded:** Councillor E Hungerford

*That the Audit Committee*

- (a) *receive and note the report titled "Governance: Integrity Report" and*
- (b) *the Ethical Standards Branch be requested to include an update on the Fraud & Corruption Control Plan and Guide, the associated governance framework, training uptake and monitoring within the next Governance: Integrity Report to the Audit Committee.*

**Carried unanimously.**

**AUDIT COMMITTEE MINUTES**

**25 NOVEMBER 2024**

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**4.6 GOVERNANCE: REGULATORY COMPLIANCE FRAMEWORK UPDATE**

**File No:** Audit Committee Meeting

**Author:** Corporate Risk & Insurance Officer  
Civic Governance

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**EXECUTIVE SUMMARY**

A compliance framework is a set of systems, processes and documentation that outlines an organisation's commitment to compliance with relevant laws, industry codes, organisational standards, as well as standards of good corporate governance, best practices, ethics and community expectations. The goal of having a compliance framework is to ensure that the business is aware of obligations, and complies with those obligations, and that incidents and breaches are prudently managed, reported and tracked accordingly.

**Committee Recommendation** (AC24/54)

**Moved:** Councillor J Broderick

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the report titled "Governance: Regulatory Compliance Framework Update".*

**Carried unanimously.**

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## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 4.7 GOVERNANCE: STRATEGIC RISK UPDATE

**File No:** Audit Committee

**Author:** Coordinator Corporate Risk & Insurance  
Civic Governance

### EXECUTIVE SUMMARY

#### Strategic Risk Register

The Strategic Risk Register underwent a review by each Group Executive from March – June 2024. Each Group Executive was consulted to capture updates to the Strategic Risks and to ensure the identified risks still align to the Corporate Goals and Plan.

As with the Operational Risks they were asked to look at:

- Causes and consequences
- Mitigation strategies
- Controls
- The Residual Risk Rating

#### JLT Public Sector Risk Report 2024

The information contained in the JLT Public Sector Risk Report 2024 was compiled from information gathered from 219 council CEOs and Group Executives across Australia. The CEO's and Group Executives who completed the survey provided their perspective on the greatest risks for the sector at this time.

The JLT Public Sector Risk Survey examined twelve key risks for Councils in Australia. This report lists the key risks surveyed along with a brief description on how Council's Strategic Risks align with the key risks identified.

#### Committee Recommendation (AC24/55)

**Moved:** Councillor J Broderick

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the report titled "Governance: Strategic Risk Update".*

**Carried unanimously.**

## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 4.8 GOVERNANCE: OPERATIONAL RISK PROFILE OVERVIEW

**File No:** Audit Committee

**Author:** Coordinator Corporate Risk & Insurance  
Civic Governance

#### EXECUTIVE SUMMARY

The Risk & Insurance Team distributed the Branch Operational Risks to each Branch for a complete annual review. The Branches were requested to ensure that:

- Causes and consequences are relevant and up to date.
- Mitigation strategies are current and up to date.
- The controls in place are up to date and can be tested to ensure they are working and relevant.
- The residual risk rating is current and doesn't need to be changed and
- Add new risks that have been identified over the financial year and to archive risks that were no longer active.

Where necessary, and/or requested, the Risk & Insurance Team assisted with the operational reviews.

The reviews were completed over the first quarter of this financial year and updated in the system.

#### **Committee Recommendation** (AC24/56)

**Moved:** P McCallum

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the report titled "**Governance: Operational Risk Profile Overview**".*

**Carried unanimously.**



## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 4.9 GOVERNANCE: INTERNAL AUDIT PROGRAM OF WORK UPDATE

File No: Audit Committee

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

### EXECUTIVE SUMMARY

#### Summary of Engagement being undertaken in the Financial Year 2025

- 1 review is in the Reporting stage
- 1 review is in Fieldwork
- 1 review moving into Fieldwork
- 1 review Scoped and working with external provider to schedule November start
- 2 reviews have been fully Scoped
- 3 reviews are in Planning.

#### Reporting

- 2 reports were reported at the 2 September 2024 Audit Committee Meeting.

#### Committee Recommendation (AC24/57)

Moved: Councillor E Hungerford

Seconded: P McCallum

*That the Audit Committee:*

- (a) *receive and note the report titled "Governance: Internal Audit Program of Work Update" and*
- (b) *endorse for the consideration of the Chief Executive Officer, the proposed changes to the Internal Audit Program of Work (Finance Year 2025).*

**Carried unanimously.**

**AUDIT COMMITTEE MINUTES**

**25 NOVEMBER 2024**

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**4.10 GOVERNANCE: RECOMMENDATION MONITORING**

**File No:** Audit Committee

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

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**EXECUTIVE SUMMARY**

At the start of Quarter 1, FY2025 (1 July 2024), there were 84 active audit recommendations being tracked within the PULSE System.

**Committee Recommendation** (AC24/58)

**Moved:** Councillor J Broderick

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the report titled "Governance: Recommendation Monitoring".*

**Carried unanimously.**

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## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 4.11 AUDIT COMMITTEE: PROPOSED ACTION FOR IMPROVEMENT

**File No:** Audit Committee

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

#### EXECUTIVE SUMMARY

An Audit Committee should regularly assess its own performance – and the adequacy of its terms of reference, work plans, forums of discussion and communication – with a view to highlighting skills and/or knowledge gaps and identifying areas in which the committee and its processes might be more effective.

An action plan should be developed to address gaps and identified areas for improvement.

The Chair distilled from the survey the following four proposed actions.

1. The preparation of an Annual Report by the Committee.
2. Scheduling an “in-camera” meeting with the external auditors near to the completion of their annual audit.
3. Enhancing the oversight of the compliance management framework by the Committee.
4. Enhancing the interaction and visibility of the Committee with the Mayor and with the Executive Leadership Team.

#### Committee Recommendation (AC24/59)

**Moved:** Councillor J Broderick

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the verbal report titled “Audit Committee: Proposed Action for Improvement”.*

**Carried unanimously.**

## AUDIT COMMITTEE MINUTES

25 NOVEMBER 2024

### 4.12 AUDIT COMMITTEE: COMMITTEE CHAIR ANNUAL REPORT

**File No:** Audit Committee

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

#### EXECUTIVE SUMMARY

The Committee is a key component of the Council's governance framework. The objective of the Committee is to promote good corporate governance through the provision of independent assurance, oversight and advice to Council and the Chief Executive Officer on matters relating to fraud and corruption control, risk management, internal control, governance, compliance, audit, financial statement preparation and financial reporting.

The Committee has prepared an annual report to the Council on its operation and activities during the year. The report contains a summary of the work the Committee performed to fully discharge its responsibilities during the preceding year, including:

- Composition and membership of the committee.
- Meetings held during the year.
- A summary of its activities during the year:
  - Financial Statements and Reporting.
  - Review of external and internal audit activities.
  - Monitoring governance and internal control environment.
  - Monitoring risk management framework, processes, and reports.
  - Monitoring legislative and policy compliance processes and reports.
- A summary of Council's progress in addressing the observations and recommendations made in internal and external audit reports.

#### Committee Recommendation (AC24/60)

**Moved:** Councillor J Broderick

**Seconded:** P McCallum

*That the Audit Committee receive and note the report titled "Audit Committee: Committee Chair Annual Report".*

**Carried unanimously.**

**AUDIT COMMITTEE MINUTES**

**25 NOVEMBER 2024**

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**5 NEXT MEETING**

The next Ordinary Meeting will be held on 10 February 2025 Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore.

**6 MEETING CLOSURE**

The Audit Committee Chair wishes to acknowledge that this is the Acting Chief Executive Officer's last meeting before returning to her substantive role. The Chair and Committee Members want to thank her for her support and contribution to the Audit Committee during her time as Acting Chief Executive Officer.



The meeting closed at 11:26am.

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8.7 APPOINTMENT OF INDEPENDENT AUDIT COMMITTEE MEMBER

File No:	Council Meetings
Author:	Manager Audit, Assurance and Risk Advisory Services Civic Governance
Attachments:	Att 1 - Recommended Candidate <i>Confidential</i> .....5/8 Att 2 - Audit Committee Charter..... 221  

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PURPOSE

The purpose of this report is to seek Council’s approval for the appointment of an Independent Member and Chair of Council’s Audit Committee.

While this is a public report, it is considered the name of the nominated candidate should be maintained as confidential information until such time as Council has made its decision on the recommendations in this report. Accordingly, should Councillors wish to discuss the identity of the nominee for appointment to the Audit Committee, it is recommended that Council resolve to close the meeting under section 254J (1) of the *Local Government Regulation 2012* on the basis that the information contained in Confidential Attachment 1 is confidential under section 254J (3) (g) of the Regulation on the basis that it relates to negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.

Council will need to resolve its decision on this report in that part of the Council meeting which is viewable by the public. The report also contains a recommendation to authorise the Chief Executive Officer to publicly release the name of the nominee for appointment to the Audit Committee should Council resolve to accept the recommendations in this report.

EXECUTIVE SUMMARY

The term of one of the three Independent Members of the Sunshine Coast Council Audit Committee, Mr Mitchell Petrie, concludes on 31 December 2024.

At this time, the Audit Committee comprised three independent members and two Councillors, namely:

- Mr Mitchell Petrie (Independent Member and Chair)
- Mr Patrick McCallum (Independent Member)
- Ms Suzanne Tindal (Independent Member)
- Councillor E Hungerford (Councillor for Division 7 and Outstanding Organisation Portfolio Councillor)
- Councillor J Broderick (Councillor for Division 1 and Outstanding Organisation Portfolio Councillor)

The selection of the proposed nominee to the role of independent member of the Audit Committee has occurred in compliance with the requirements of the Audit Committee Charter (Attachment 2).

Subject to Council resolving to accept the recommendations in this report, it is proposed that the recommended appointee be appointed for a term from and including 1 January 2025, concluding on 31 December 2028.

### OFFICER RECOMMENDATION

#### That Council:

- (a) **receive and note the report titled "Appointment of Independent Audit Committee Member"**
- (b) **approve the appointment of the independent Audit Committee member as recommended, for a term of four years from and including 1 January 2025 and concluding on 31 December 2028 and**
- (c) **authorise the Chief Executive Officer to publicly release the name of the person appointed as a member of the Audit Committee, should Council endorse the recommendations in this report.**

### FINANCE AND RESOURCING

As at 1 July 2024:

- an independent Audit Committee Member and Chair receives an annual remuneration fee of \$10,475.71 GST exclusive. This fee is then divided by the number of meetings and paid per meeting.
- an independent Audit Committee Member receives an annual remuneration fee of \$9,145.46 GST exclusive. This fee is then divided by the number of meetings and paid per meeting.

The costs associated with the remuneration for the Audit Committee members are met from within the budget of the Audit, Assurance and Risk Advisory Services Branch in the Civic Governance Group.

### CORPORATE PLAN

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

### CONSULTATION

#### Councillor Consultation

Audit Committee Councillors - Councillor E Hungerford, Councillor J Broderick, and previous Audit Committee member, Councillor J Natoli.

#### Internal Consultation

Acting Chief Executive Officer  
Acting Group Executive, Civic Governance

**External Consultation**

Given this involves a confidential selection process, it has not been appropriate to engage in external consultation.

**Community Engagement**

Given this involves a confidential selection process, it has not been appropriate to undertake community engagement in relation to this matter.

**PROPOSAL**

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

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

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

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

- corporate governance and responsibilities in relation to the organisation's financial reporting, internal control structure, risk management systems and the external and internal audit functions
- maintain an independent and objective forum promoting transparency, accountability, and an ethical culture throughout Council
- maintain open lines of communications with Council, Executive Management, External Audit, and Internal Audit, to exchange information and views
- oversee and appraise the quality and efficiency of audits conducted by both the Internal and External Audit functions and
- ensure both the Internal and External Audit functions are independent and effective.

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

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

A review in late 2021 found the larger SEQ Councils had at least three independent members on their respective Audit Committees and the number of independent members always

exceeded the number of Councillors. As a consequence of that review, Council resolved on 24 February 2022 (OM22/14) to amend the composition of its Audit Committee to increase the number of independent members from two to three people.

The Committee is currently comprised of Mr Mitchell Petrie (Independent Chair), Mr Patrick McCallum (Independent Member), Ms Suzanne Tindal (Independent Member), Councillor E Hungerford and Councillor J Broderick.

With the conclusion of the term of Mr Mitchell Petrie, Council officers have conducted the process contemplated by the Sunshine Coast Council Audit Committee Charter to arrive at the recommendation in this report.

Should Council accept the recommendations in this report, the composition of Council's Audit Committee will be maintained at three independent members and two Councillors.

### **Legal**

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

### **Policy**

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

### **Risk**

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

### **Previous Council Resolution**

#### **Ordinary Meeting 18 January 2024 (OM24/7)**

*That Council:*

- (a) *receive and note the report titled "Appointment of Independent Audit Committee Member"*
- (b) *approve the appointment of the independent Audit Committee member, as discussed in confidential session, for a term of three years from and including 18 January 2024 and concluding on 31 December 2026 and*
- (c) *authorise the Chief Executive Officer to publicly release the name of the person appointed as a member of the Audit Committee, should Council endorse the recommendations in this report.*



**Ordinary Meeting 28 July 2022 (OM22/57)**

*That Council:*

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

**Ordinary Meeting 24 February 2022 (OM22/14)**

*That Council:*

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

**Ordinary Meeting 22 July 2021 (OM21/70)**

*That Council:*

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

**Ordinary Meeting 12 November 2020 (OM20/125)**

*That Council:*

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

**Related Documentation**

Audit Committee Charter.

**Critical Dates**

As the next meeting of Council's Audit Committee is scheduled to take place in February 2025, it is preferable that Council consider this recommendation prior to that date so that the full complement of the Audit Committee membership is in place for that meeting.

**Implementation**

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

- advise the nominee of their appointment to the Audit Committee; and
- publicly release details relating to the appointment.



## AUDIT COMMITTEE CHARTER

### 1. Establishment of the Audit Committee

The Audit Committee is established in accordance with the Local Government Regulation 2012.

The Audit Committee is an Advisory Committee and has no delegated authority, does not replace the responsibilities of Executive Management and is a source of independent advice to Council and to the Chief Executive Officer.

Accordingly, the Audit Committee is not responsible for supervising the performance of officers and does not become involved in day-to-day operations, management functions, or decision making.

### 2. The Charter

The Charter will be reviewed by the Audit Committee and endorsed by Council annually.

### 3. Objectives of the Audit Committee

The overall objective of the Audit Committee is to assist the Council and the Chief Executive Officer to discharge their duties in particular;

- Corporate Governance and responsibilities in relation to the organisation's financial reporting, internal control structure, risk management systems and the external and internal audit functions
- maintain an independent and objective forum promoting transparency, accountability and an ethical culture throughout council
- maintain by scheduling regular meetings, open lines of communications with Council, Executive Management, Internal and External Audit, to exchange information and views
- oversee and appraise the quality and efficiency of audits conducted by both the Internal and External Audit functions
- ensure both the Internal and External Audit functions are independent and effective.

## 4. Audit Committee Membership – Composition and Appointment

Council will appoint members to the Audit Committee by Council Resolution and in accordance with the Local Government Regulations. The committee must:

- a) consist of at least three and no more than six members; and
- b) include –
  - one, but no more than two, Councillors; and
  - At least one member who has significant experience and skills in financial matters

Council's principle is to appoint an independent external chairperson.

Councillors will be appointed to the committee for the full Council term unless otherwise determined by Council.

Independent external members will be recruited via a publicly advertised merit based selection process and will be appointed for the period determined by Council – generally between two and four years. Independent external member appointments will be staggered to ensure appropriate continuity and succession planning.

Independent external members may be recommended for re-appointment following a review of their performance by councillor committee members and the Chief Executive Officer. However, independent external members will serve on the committee for a maximum of two consecutive Council terms i.e. eight years, unless otherwise determined by Council.

Invitees to the Audit Committee may attend meetings with the approval of the Audit Committee. Invitees are not members of the Audit Committee and have no voting rights. The general public may not attend Audit Committee meetings. Permanent invitees include:

- Councillors
- Chief Executive Officer and Group Executives
- Internal and External Audit

## 5. Quorum

A quorum will consist of at least half the number of members of the Audit Committee.

## 6. Meetings

As a minimum, the committee will meet four times per year or as determined by Council or the committee. The fourth meeting may occur by teleconference with the external auditor to conduct a final review of the financial statements prior to certification of financial statements.

The Agenda and attachments will be distributed to Councillors, Audit Committee members and to Executive Management prior to the meetings in accordance with the Council's Statutory Meeting Process.

The Audit Committee Agenda with attachments are designed for internal reporting purposes and shall not be released to the general public. However, information may at Full Council's discretion, be made publicly available in a format suitable for external reporting.

As soon as practicable after each meeting, a written report about the matters reviewed at the meeting and the committee's recommendations will be provided to Council.

## 7. Access to Information and Training

The Audit Committee shall have the authority to seek all information it deems necessary to fulfil its' duties and responsibilities from any person employed by Council, or employees of operations controlled by Council. The committee is also authorised to consult with and seek independent expert advice, as it considers necessary.

Requests will be undertaken through the Chief Executive Officer.

Training that may assist Audit Committee members to undertake their duties within the speciality of the Local Government environment may be requested through the Chief Executive Officer.

## 8. Duties and Responsibilities

The Audit Committee has a key role in strengthening the control environment and ensuring the establishment of an appropriate ethical culture. The committee's main responsibilities include inter alia:

### Financial Reporting

- review the draft Financial Statements for the preceding financial year before the statement is certified
- review the Auditor General's report about the council's financial statements for the preceding financial year.

### Internal Control and Risk Management

- evaluate and monitor the integrity, adequacy and effectiveness of finance, administrative and operating systems, policies and procedures through communication with, and reports from management, Internal and External Audit
- monitor the standard of corporate conduct in areas such as arm's-length dealings, likely conflicts of interest, and take an active interest in ethical considerations regarding council policies and practices



- monitor compliance with statutory and regulatory obligations
- ensure that an effective risk management system is operating and monitor risk management strategies, policies and processes controlled through the quality systems.

#### Internal and External Audit

- review Internal and External Audit Work Plans and make recommendations to maximise the overall cost effectiveness of the audit process
- review Internal and External Audit reports and monitor management's implementation audit recommendations to improve the control environment
- The committee will meet with Internal and External Audit independent of management as determined necessary.

## 9. Performance Review



To ensure that the Audit Committee is fulfilling charter responsibilities and operating effectively in accordance with current best practice, a formal assessment process will be undertaken biennially or as determined by the committee.

Signed:



**Emma Thomas**  
**Chief Executive Officer**  
11/08/2021

8.8 AMENDMENT LOCAL LAW NO.1 (ANIMAL MANAGEMENT) 2024

File No:	Council Meetings
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PURPOSE

The purpose of this report is to seek a Council resolution to make *Amendment Local Law No. 1 (Animal Management) 2024* in response to the State Government’s amendments to the *Animal Management (Cats and Dogs) Act 2008* (Qld).

EXECUTIVE SUMMARY

*Amendment Local Law No. 1 (Animal Management) 2024* makes consequential changes to *Local Law No. 2 (Animal Management) 2011* resulting from the State Government’s amendments to the *Animal Management (Cats and Dogs) Act 2008* (Qld), which came into effect on 28 August 2024.

Following a review of the regulated dog provisions, the State Government’s legislative amendments introduced statewide ‘effective control’ provisions, including increased penalties for general off-leash offences. The *Amendment Local Law No. 1 (Animal Management) 2024* resolves inconsistencies between *Local Law No. 2 (Animal Management) 2011* and the newly amended provisions of the *Animal Management (Cats and Dogs) Act 2008* (Qld).

Local laws are subordinate statutory instruments, and where there are inconsistencies with State legislation, the State laws prevail. To remove the inconsistencies in *Local Law No. 2 (Animal Management) 2011* resulting from the State Government’s changes, an Amendment Local Law will need to be made to make those changes.

*Amendment Local Law No. 1 (Animal Management) 2024* seeks to:

- remove redundant provisions (including provisions referring to the now abolished category of restricted dogs), and
- add references to the new category called prohibited dogs.

Attachment 1 provides the tracked changes proposed to *Local Law No. 2 (Animal Management) 2011*.

As the changes are administrative in nature, bringing the local law in line with State legislation, and there are no substantive changes affecting the rights or responsibilities of any member of the community, public consultation in the local law making process is not required.

**OFFICER RECOMMENDATION**

**That Council:**

- (a) **receive and note the report titled “*Amendment Local Law No.1 (Animal Management) 2024*”**
- (b) **resolve to make *Amendment Local Law No. 1 (Animal Management) 2024* (Appendix A)**
- (c) **note the proposed amendments have been reviewed pursuant to section 38 of the *Local Government Act 2009* (Qld) and the amendments do not contain anti-competitive provisions and**
- (d) **note there is no requirement for community consultation in this local law making process as Council is removing redundant provisions now covered by State government legislation (*Animal Management (Cats and Dogs) Act 2008* (Qld)) and updating references to align to the State legislation.**

**FINANCE AND RESOURCING**

The Local Law Making Process has been undertaken utilising existing resources and has been funded through existing budget allocations within the Governance and Executive Services Branch.

**CORPORATE PLAN**

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

**CONSULTATION****Councillor Consultation**

Outstanding Organisation Portfolio Councillors, Councillor Hungerford and Councillor Broderick, have been consulted.

**Internal Consultation**

Internal consultation was undertaken as part of the Local Law Making Process with the below officers:

- Acting Group Executive Customer & Planning Services
- Acting Manager Customer Response
- Acting Coordinator Response Services

**External Consultation**

It is anticipated that the community will be able to review and comment on the draft Dog Exercise Area Regional Plan and Network Blueprint in early 2025.

**Community Engagement**

*Amendment Local Law No. 1 (Animal Management) 2024* removes what is now regulated by State Government due to the State Government amendments to the *Animal Management (Dogs and Cats) Act 2008* (Qld).

Council's local law making process (refer to Table 2 – Local Law Making Process) , consistent with good governance practice, normally provides for community consultation regarding proposed (draft) local law amendments, however, this is not a legislative requirement. Where the amendments are administrative in nature only and there is no substantive change affecting the rights or obligations of any member of the public, community consultation is not required.

**PROPOSAL**

*Amendment Local Law No.1 (Animal Management) 2024* makes consequential changes to *Local Law No. 2 (Animal Management) 2011* resulting from the State Government's amendments to the *Animal Management (Cats and Dogs) Act 2008* (Qld).

The State Government's legislative amendments implement recommendations of the *Strong dog laws: Safer communities* discussion paper, and made significant changes to the control and management of dogs in Queensland, including:

- banning restricted breeds of dogs in Queensland
- introducing a statewide requirement to keep dogs under effective control
- increasing the penalties for offences relating to the control of dogs, up to and including imprisonment for the most serious offences, and
- streamlining and clarifying processes for external reviews and destruction orders of regulated dogs.

The *Amendment Local Law No. 1 (Animal Management) 2024* resolves inconsistencies between *Local Law No. 2 (Animal Management) 2011* and the newly amended provisions of the *Animal Management (Cats and Dogs) Act 2008* (Qld).

*Amendment Local Law No. 1 (Animal Management) 2024* seeks to:

- remove redundant provisions (including provisions referring to the now abolished category of restricted dogs)
- update references to provisions of the *Animal Management (Cats and Dogs) Act 2008* (Qld) where relevant, and
- add references to the new category called prohibited dogs.

Local laws are subordinate statutory instruments, and where there are inconsistencies with State legislation, the State laws prevail. To remove the inconsistencies in *Local Law No. 2 (Animal Management) 2011* resulting from the State Government's changes, an Amendment Local Law will need to be made to make those changes.

Attachment 1 provides the tracked changes to *Local Law 2 (Animal Management) 2011*.

It is important to note that the head of power regarding effective control of dogs in public places is now the *Animal Management (Cats and Dogs) Act 2008* (Qld). Dogs are now excluded from the local law provision that required effective management of animals in

public places, but the provision continues to apply to other animals in public. Minor technical amendments have occurred with these changes.

An overview of the proposed amendments is provided in **Table 1** below.

#### Proposed Amendments

The proposed Local Law amendment will amend *Local Law No. 2 (Animal Management) 2011* to remove redundant provisions due to the amendments to the *Animal Management (Cats and Dogs) Act 2008* (Qld). Details of all amendments are provided in Attachment 1.

**Table 1 – Proposed overview of changes**

Local Law	Proposed Change	Reason for change
Local Law No. 2 (Animal Management) 2011	<ul style="list-style-type: none"> <li>Remove the provision for and definition of effective management of a dog</li> </ul>	Redundant provision as the <i>Animal Management (Cats and Dogs) Act 2008</i> (Qld) now regulates effective control of all dogs, regulated or not, and the definition of 'effective management' is now covered in the Act's section 192 definition.
	<ul style="list-style-type: none"> <li>In the provision empowering Council to prohibit keeping of animals in prescribed circumstances, remove reference to the now abolished category of 'restricted dogs' and update the footnote accordingly.</li> </ul>	The restricted dog reference is now redundant.
	<ul style="list-style-type: none"> <li>In the provision empowering Council to require approval for keeping animals in prescribed circumstances, removal of the exclusion for restricted dogs, and removal of the associated footnote.</li> </ul>	Restricted dog permits are no longer possible under the <i>Animal Management (Cats and Dogs) Act 2008</i> (Qld).
	<ul style="list-style-type: none"> <li>Removal of references to 'dogs' in the control of animals in public places.</li> </ul>	The offence under the local law no longer applies to dogs as they are now covered by the effective control of dogs provision in the <i>Animal Management (Cats and Dogs) Act 2008</i> (Qld).
	<ul style="list-style-type: none"> <li>The local law provisions that referred to impounding a dog for not being under effective management as per the local law are now replaced with a reference to the dog not being under</li> </ul>	New definition recognises that requirements for dogs are now under the <i>Animal Management (Cats and Dogs) Act 2008</i> (Qld).



Local Law	Proposed Change	Reason for change
	effective control as per section 192 of the <i>Animal Management (Cats and Dogs) Act 2008</i> .	

### Local Law Making Process

Before the amendment local law can be made, a number of statutory and other requirements are normally required to be fulfilled. Table 2 below outlines these requirements:

**Table 2 – Local Law Making Process**

Statutory Requirement	Action taken	Date	Status
<b>Propose to make local law amendments</b>	Not required	N/A	N/A
<b>Community Consultation</b>	Not required	N/A	N/A
<b>Report to Council to make the amendment subordinate local laws</b>	Report presented to Council to make a recommendation on whether to proceed with the amendment to the Local Law	12 December 2024	Current
<b>Council Website Updated</b>	Update Council's website with the amendment Local Law.	To occur subject to Council adoption of amending Local Law	To be completed
<b>Gazette Notice</b>	Publication of Government Gazette notifying of any amendment made by Council to the Local Law.	To occur subject to outcome of Council's consideration of the above report and within one month of any decision to amend the subordinate local law	To be completed
<b>Consolidation of Local Laws</b>	Preparation and adoption of the consolidated local laws.	To occur following any decision by Council to amend the local law	To be completed

### **Legal**

The development of *Amendment Subordinate Local Law No. 1 (Animal Management) 2024* has occurred in line with consideration of the following legislation:

- sections 29-32 of the *Local Government Act 2009* (Qld) and section 15 of the *Local Government Regulation 2012* (Qld)

- *Animal Management (Cats and Dogs) Act 2008* (Qld), and
- Sunshine Coast Council's suite of Local Laws and Subordinate Local Laws.

Council has obligations under section 58 of the *Human Rights Act 2019* (Qld) in the context of its decision making functions. The proposed amendments are administrative and remove redundant provisions in *Local Law No. 2 (Animal Management) 2011* due to the updated State government *Animal Management (Cats and Dogs) Act 2008* (Qld), and as such no human rights assessment of compatibility is required.

### **Policy**

There are no new policy implications in the proposed local law amendments.

### **Risk**

Due to the amendments of the *Animal Management (Cats and Dogs) Act 2008* (Qld) there are no risks associated with the removal of redundant provisions from within Local Law No. 2 (Animal Management) 2011. If *Local Law No. 2 (Animal Management) 2011* was not updated, there would be a risk of confusion in the community given the inconsistency, which may impact enforcement of the State government legislation.

### **Previous Council Resolution**

There is no previous council resolution relevant to this report.

### **Related Documentation**

- *Local Government Act 2009* (Qld) and *Local Government Regulation 2012* (Qld)
- Sunshine Coast Regional Council Local Laws and Subordinate Local Laws
- State Government Guidelines for Drafting Local Laws 2016
- Sunshine Coast Council Corporate Plan 2022-2026
- Compliance and Enforcement Policy.

### **Critical Dates**

There are no critical dates relevant to this report.

### **Implementation**

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will progress the statutory and other obligations for the local law making process as outlined in Table 2 above.

## Sunshine Coast Regional Council

### Amendment Local Law No. 1 (Animal Management) 2024

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## Part 1 Preliminary

### 1 Short title

This local law may be cited as *Amendment Local Law No. 1 (Animal Management) 2024*.

### 2 Commencement

This local law commences on the day it is published in the gazette.

## Part 2 Amendment of Local Law No. 2 (Animal Management) 2011

### 3 Local law amended

This part amends *Local Law No. 2 (Animal Management) 2011*.

### 4 Omission of s 5 (Application of part to regulated dogs)

Section 5—

*omit.*

### 5 Amendment of s 6 (Meaning of effective management of an animal in a public place)

- (1) Section 6, heading, after ‘animal’—

*insert—*

other than a dog

- (2) Section 6(1)—

*omit, insert—*

In this section, an animal does not include a dog.<sup>1</sup>

- (3) Section 6(3), ‘dog or’—

*omit.*

- (4) Section 6(3A)—

*omit, insert—*

In subsection (2), in determining whether a person is physically able to manage a cat, the number of other animals or dogs under the person’s supervision should be taken into account.

- (5) Section 6(4), definition **body slam**—

<sup>1</sup> See the *Animal Management (Cats and Dogs) Act 2008*, section 192, regarding the meaning of effective control of a dog.

*omit.*

**6 Amendment of s 7 (Prohibition on keeping animals in prescribed circumstances)**

- (1) Section 7(2)(f)—  
*omit.*
- (2) Section 7(2)(g) and (h)—  
*renumber* as section 7(f) and (g).

**7 Amendment of s 8 (Requirement for approval)**

- (1) Section 8(3), ‘*Sustainable Planning Act 2009*’—  
*omit, insert—*  
*Planning Act 2016.*
- (2) Section 8(4)—  
*omit.*

**8 Amendment of s 13 (Control of animals in public places)**

- (1) Section 13, heading, after ‘animals’—  
*insert—*  
other than dogs
- (2) Section 13, heading, footnote 9, ‘and effective control’—  
*omit.*
- (3) Section 13(1), after ‘an animal’—  
*insert—*  
other than a dog<sup>2</sup>
- (4) Section 13(2) —  
*omit.*

**9 Amendment of s 15 (Requirements for enclosures, structures and buildings for keeping animals)**

Section 15(4)—  
*omit, insert—*  
In this section, *effective management* means—

<sup>2</sup> See the *Animal Management (Cats and Dogs) Act 2008*, section 192, regarding the effective control of a dog.



- (a) for a dog—the dog is under the effective control of a person as required by section 192 of the *Animal Management (Cats and Dogs) Act 2008*; or
- (b) for another animal—the animal is being managed on the property in the way described in section 6 for the type of animal.

#### 10 Amendment of s 23 (Establishment of animal pound)

Section 23, *'Sustainable Planning Act 2009'*—

*omit, insert—*

*Planning Act 2016.*

#### 11 Amendment of s 26 (Impounding of animals)

- (1) Section 26(2)(a), 'management'—

*omit, insert—*

control

- (2) Section 26(3)—

*omit, insert—*

The authorised person may impound an animal under subsection (1)(a) or a dog under subsection (2)(a) where—

- (a) another person has found the animal not under effective management or the dog not under effective control and delivered it to the authorised person; or
- (b) an occupier of private land has found the animal not under effective management or the dog not under effective control on the land, taken the animal under effective management or the dog under effective control and requested the authorised person to enter the land to impound it.

- (3) Section 26—

*insert—*

- (6) In this section—

***effective control*** has the meaning given in the *Animal Management (Cats and Dogs) Act 2008*, section 192.

#### 12 Amendment of s 27 (Power to immediately destroy an impounded animal)

- (1) Section 27(1), after 'regulated dog'—

*insert—*

or prohibited dog

- (2) Section 27(1), footnote, after 'regulated dog'—

*insert—*

or prohibited dog

**13 Amendment of s 31 (Dealing with animal impounded not kept under effective management)**

Section 31, heading—

*omit, insert—*

**Dealing with animal impounded for not being under effective management or control**



## Sunshine Coast Regional Council Local Law No. 2 (Animal Management) 2011

### TRACKED CHANGES FLOWING FROM AMCD ACT AMENDMENTS

#### CONSOLIDATED VERSION NO. 5-6

incorporating amendments up to 2-June-2023xxxx [January 2025??]

adopted by Sunshine Coast Regional Council on 22-June-2023xxx January  
2025 pursuant to section 32 of the *Local Government Act 2009*

**Sunshine Coast Regional Council  
Local Law No. 2 (Animal Management) 2011**

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## Part 1 Preliminary

### 1 Short title

This local law may be cited as *Local Law No. 2 (Animal Management) 2011*.

### 1A Commencement

This local law commences on 1 January 2012.

### 2 Purpose and how it is to be achieved

- (1) The purpose of this local law is to assist the local government in the management of animals by—
  - (a) minimising the risk to community health, safety and amenity; and
  - (b) reducing environmental harm or environmental nuisance; and
  - (c) supporting animal owners to keep their animals in a manner that is consistent with the expectations of the community.
- (2) The purpose is to be achieved by providing for—
  - (a) systems and processes for the effective management of domestic animals; and
  - (b) effective management of animals in public places and areas declared of significant environmental value by the local government; and
  - (c) the establishment and administration of animal pounds; and
  - (d) the seizure and destruction of animals in certain circumstances.

### 3 Definitions—the dictionary

Schedule 1 (Dictionary) of *Local Law No. 1 (Administration) 2011* defines particular words used in this local law.

### 4 Relationship with other laws<sup>1</sup>

This local law is—

- (a) in addition to, and does not derogate from—
  - (i) laws regulating the use or development of land; and
  - (ii) other laws about the keeping or control or welfare of animals; and
- (b) to be read with *Local Law No. 1 (Administration) 2011*.

<sup>1</sup> This local law and any subordinate local law made under it do not apply to the extent of any inconsistency with a law of the State or Commonwealth. See the Act, section 27.

## Part 1A Cat registration

### Division 1 Interpretation

#### 4A Definitions

In this part—

**cat register** see section 4P.

**desexed**, for a cat, means to surgically remove its gonads for the purpose of making it permanently incapable of reproducing.

**registration device** means a device to assist in identifying a cat decided by resolution of the local government.

*Example of a registration device—*  
a tag for the collar of a cat.

**registration fee**, for a cat, means the fee fixed by the local government for its registration.

**registration form**, for the registration of a cat, means the form approved by the local government for registering cats.

**registration notice**, for a cat, means a notice stating the information in section 4G(3)(b) for the cat.

### Division 2 Particular person's obligations

#### 4B Registration obligation

- (1) This section does not apply to—
  - (a) the operator of a pound or shelter; or
  - (b) the owner of a cat less than 12 weeks old.
- (2) An owner of a cat must comply with section 4D to register the cat in the local government's area within 14 days after starting to keep the cat in the area unless the person has a reasonable excuse.  
Maximum penalty—20 penalty units.
- (3) A person who becomes an owner of a cat must comply with section 4D to register the cat in the local government's area within 14 days unless the person has a reasonable excuse.  
Maximum penalty—20 penalty units.
- (4) In this section—

**pound** means a premises maintained for the purpose of impounding animals.

**shelter** means a premises maintained for the purpose of providing shelter to, or finding a home for, stray, abandoned or unwanted animals.

#### 4C Cat must bear identification in particular circumstances

- (1) This section applies if a cat is at a place other than the address stated in the registration notice for the cat.
- (2) The person who keeps the cat must ensure it bears the identification prescribed under section 10 unless the person has a reasonable excuse.

Maximum penalty—20 penalty units.

### Division 3 How cat is registered

#### 4D What owner must do

To register a cat with the local government, the owner of the cat must—

- (a) give the local government a registration form for it that complies with section 4E; and
- (b) ensure the registration form is accompanied by—
  - (i) the registration fee for the cat; and
  - (ii) if it is desexed—a signed veterinary surgeon's certificate stating, or other evidence that, it has been desexed; and
- (c) if a notice is given to the owner under section 4F(2)—give the chief executive officer of the local government any other information or documents required to be given in the notice.

#### 4E What registration form must state

- (1) A registration form for the registration of a cat in the local government's area must—
  - (a) be in the form approved by the local government; and
  - (b) state all of the following information about its owner—
    - (i) name;
    - (ii) residential address;
    - (iii) contact telephone number;
    - (iv) email address, if any; and
  - (c) state all of the following information about the cat—
    - (i) age;
    - (ii) breed;
    - (iii) colour;
    - (iv) sex;
    - (v) any other noticeable distinguishing features or marks;
    - (vi) address;
    - (vii) if it is implanted with a PID, the PID number;
    - (viii) if it is desexed—that it has been desexed.
- (2) In this section—

**address**, for a cat, means the address of the place where the cat is usually kept or proposed to be kept.

**PID** has the meaning given in the *Animal Management (Cats and Dogs) Act 2008*.

*PID number* has the meaning given in the *Animal Management (Cats and Dogs) Act 2008*.

**4F Chief executive officer may ask for further information**

- (1) This section applies if the owner of a cat gives the local government—
  - (a) a registration form under section 4D; or
  - (b) a notice mentioned in section 4K(2) or 4N(2).
- (2) The chief executive officer of the local government may, by notice, require the owner to give other information or documents reasonably required to register the cat.
- (3) The notice must state a reasonable period of at least 14 days to comply with the notice.

**4G Local government must give registration notice**

- (1) This section applies if an owner of a cat complies with section 4D for the cat.
- (2) The local government must give its owner notice (the *registration notice*) that the cat has been registered by the local government.
- (3) The registration notice must—
  - (a) be given to the owner within 14 days after the cat is registered in the local government's area; and
  - (b) state—
    - (i) the information, for the owner and the cat, required to be given under sections 4E and 4F(2); and
    - (ii) the period of the registration; and
  - (c) be accompanied by any registration device for the cat.

**4H Duration of registration**

Registration of a cat is for the period fixed by resolution of the local government.

**4I Local government must keep registration form and information**

After giving a registration notice to the owner of a cat, the local government must—

- (a) keep the registration form and other information about the cat given to it by the owner; and
- (b) if the information must be recorded in a register kept by the chief executive officer of the local government— within 7 days, record the information in the register.

**4J Registration fee must be fixed to give desexing incentive**

- (1) This section applies to the local government in fixing the registration fee for a cat usually kept or proposed to be kept in the local government's area.
- (2) The local government must fix the fee to give the owner of the cat an incentive to desex it.

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*Example of an incentive to desex a cat—  
fixing a lower registration fee for a cat that is desexed*

#### **Division 4 Amendment of registration**

##### **4K Amendment of registration**

- (1) This section applies if any information stated on the registration notice for a cat changes (the *changed information*).
- (2) The owner of the cat must, within 7 days, give the local government notice of the changed information.  
Maximum penalty—5 penalty units.
- (3) The notice must be—
  - (a) in the form approved by the local government; and
  - (b) accompanied by other information or documents to enable the local government to record the changed information in the cat register.

##### **4L Local government must give notice of change**

- (1) This section applies if the chief executive officer of the local government is given a notice under section 4K(2).
- (2) The chief executive officer may ask the owner of the cat for other information or documents in the way mentioned in section 4F.
- (3) The owner must give the chief executive officer the information or documents required to be given in the notice mentioned in section 4F(2).  
Maximum penalty—5 penalty units.
- (4) If the owner complies with subsection (3), the chief executive officer must—
  - (a) within 7 days after receiving a notice mentioned in section 4K(2) or other information or document given under section 4F, ensure the information is updated in the cat register in a way that reflects the change; and
  - (b) within 14 days after receiving the notice, ensure the owner is given a notice for the cat that includes the changed information mentioned in section 4K.

#### **Division 5 Renewal of registration**

##### **4M Local government must give renewal notice**

- (1) The chief executive officer of the local government must give the owner of a cat notice (the *renewal notice*) to renew the registration for the cat.
- (2) The renewal notice must—
  - (a) be given at least 14 days before the period of registration for the cat expires; and
  - (b) state—
    - (i) the information, for the owner and the cat, stated in the cat



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register; and

(ii) the period of renewal of registration; and

(iii) that the owner must, within 7 days, give the chief executive officer notice of any change to the information.

**4N What owner must do**

- (1) This section applies to the owner of a cat whether or not the owner has been given a renewal notice.
- (2) The owner of the cat must, before the period of registration for the cat expires—
  - (a) if any information on the renewal notice has changed—give the local government notice of the change (the *changed information*); and
  - (b) pay the registration fee for the cat; and
  - (c) if it is desexed—ensure the fee is accompanied by a signed veterinary surgeon's certificate stating, or other evidence that, it has been desexed.

Maximum penalty—20 penalty units.

- (3) However, if a registration form for a cat has already been accompanied by the certificate or evidence mentioned in subsection (2) for the cat, the certificate or evidence need not accompany the fee.

**4O Local government's obligations if owner complies**

- (1) This section applies if the owner of a cat given a renewal notice under section 4M complies with section 4N for the cat.
- (2) The chief executive officer of the local government may ask the owner for other information or documents in the way mentioned in section 4F.
- (3) The owner must give the chief executive officer the information or documents required to be given in the notice mentioned in section 4F(2).

Maximum penalty—5 penalty units.
- (4) If the owner complies with subsection (3), the chief executive officer must—
  - (a) within 7 days after receiving the notice mentioned in section 4N(2), ensure the information is updated in the cat register in a way that reflects the change; and
  - (b) within 14 days after receiving the fee, any information or documents mentioned in section 4N(2) or other information or documents given under section 4F, give the owner any registration device for the cat.

**Division 6   Cat register**

**4P      Cat register**

The chief executive officer of the local government must keep a register about cats usually kept or proposed to be kept in the local government's area (the *cat register*).

**4Q      Contents of the cat register**

The cat register must include all of the following information for each cat mentioned in section 4P—

- (a)      the information about the cat and its owner stated in a registration notice for the cat, given under section 4G;
- (b)      other information the local government considers appropriate.

**4R      Public access to cat register**

- (1)      The local government must keep its cat register open to inspection at the public office of the local government.
- (2)      However, subsection (1) does not apply for information about an owner of a cat required to be stated in a registration notice for the cat.

**Part 2      Meaning of effective management**

**5      ~~[section omitted] Application of part to regulated dogs~~**

~~The provisions of this part are in addition to, and do not derogate from, the requirements of the *Animal Management (Cats and Dogs) Act 2008* relating to regulated dogs.~~

**6      Meaning of effective management of an animal other than a dog in a public place**

- (1)      ~~In this section, an animal does not include a dog.~~<sup>2</sup> ~~For the purposes of this local law, a dog is under *effective management* in a public place if it is —~~
  - ~~(a) — restrained by a leash, which is —~~
    - ~~(i) — on a collar around the neck, muzzle or shoulders of the dog; and~~
    - ~~(ii) — being held by a person who is physically able to manage the dog; or~~
  - ~~(b) — restrained to a fixed object and is under the direct supervision of a person who is physically able to manage the dog; or~~
  - ~~(c) — restrained in or on a vehicle and is unable to reach beyond the extremities of the vehicle; or~~
  - ~~(d) — participating in an obedience trial or training for an obedience trial, under the supervision of an incorporated organisation recognised by the local government for the purposes of this paragraph; or~~

<sup>2</sup> See the *Animal Management (Cats and Dogs) Act 2008*, section 192, regarding the meaning of effective control of a dog.

**Commented [ML1]:** Redundant provision. The AMCD Act regulates effective control of all dogs, regulated or not.

**Commented [ML2]:** This section will continue to apply to effective control of cats and other animals other than dogs

**Commented [ML3]:** Entire definition of 'effective management' of a dog now removed as this is covered by the AMCD Act section 192 definition of 'effective control' of a dog.

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- (e) ~~being exhibited at an exhibition under the supervision of an organisation recognised by the local government for the purposes of this paragraph; or~~
- (f) ~~in a designated dog off-leash area and—~~
- (i) ~~under the direct supervision of a person who is physically able to manage the dog and is carrying a leash; and~~
- (ii) ~~not harassing, intimidating, attacking, stalking, mounting or body slamming another animal or person; or~~
- (g) ~~a drover's dog or farm work dog that is actually engaged in the movement of livestock; or~~
- (h) ~~a guard dog that is—~~
- (i) ~~working and in close proximity to the owner or responsible person for the dog; and~~
- (ii) ~~being used for the purpose of guarding premises.~~
- (2) For the purposes of this local law, a domestic cat is under **effective management** in a public place if it is—
- (a) contained within an enclosure; or
- (b) restrained by a leash held by a person; or
- (c) restrained to a fixed object and under the direct supervision of a person.
- (3) For the purposes of this local law, an animal other than a ~~dog or~~ domestic cat is under **effective management** in a public place if it is—
- (a) controlled by a person in a manner that is reasonable, taking into account the type of animal and the circumstances in which the animal is being managed; or
- (b) being restrained in a manner prescribed under subordinate local law.
- (3A) In subsections ~~(1) and~~ (2), in determining whether a person is physically able to manage ~~a dog or~~ a cat, the number of other ~~dogs or cats~~ animals ~~or dogs~~ under the person's supervision should be taken into account.
- (4) In this section—
- ~~body slam means to push or rub against a person or animal in a manner that causes the person or animal to lose their balance.~~
- direct supervision** means the supervising person is physically present within a proximate distance of the animal under supervision, such that the person is able to respond immediately to manage the animal's behaviour.

**Commented [ML4]:** This provision continues to refer to the number of other dogs a person is supervising, when determining whether a person is physically able to manage a cat (effective management of a cat).

**Commented [ML5]:** Redundant as this was only relevant for repealed subsection (1)

## Part 3 Keeping of animals

### Division 1 Prohibition on keeping animals

#### 7 Prohibition on keeping animals in prescribed circumstances

- (1) The local government may, by subordinate local law, prohibit the keeping of animals in prescribed circumstances.
- (2) The circumstances in which the keeping of animals is prohibited may be specified by reference to 1 or more of the following factors—
  - (a) species;
  - (b) breed;
  - (c) sex;
  - (d) age;
  - (e) number;
  - (f) whether an animal is a restricted dog;<sup>3</sup>
  - (g) the locality in which the animals would be kept;
  - (h) the nature of the premises in which the animals are to be kept, including the size of the enclosure or the size of the allotment.<sup>4</sup>

Example for subsection (2)—

A prohibition may be imposed in relation to keeping certain species or a prescribed number of animals of a certain species in an urban locality.

- (3) A person must not keep an animal in contravention of a prohibition under this section.  
Maximum penalty for subsection (3)—50 penalty units.

### Division 2 Animals for which approval is required

#### 8 Requirement for approval

- (1) Subject to subsections (3) and (4), the local government may, by subordinate local law, require an approval<sup>5</sup> for keeping an animal or animals in prescribed circumstances.
- (2) The circumstances in which an approval is required may be specified by reference to 1 or more of the following factors—
  - (a) species;

<sup>3</sup> Section 72(3) of the *Animal Management (Cats and Dogs) Act 2008* provides: "A permit application may be made for more than 1 restricted dog for the same place only if the keeping of more than 1 restricted dog and more than 1 dog of any breed is permitted under a local law."

<sup>4</sup> See the *Animal Management (Cats and Dogs) Act 2008*, chapter 4, regarding particular conditions on keeping regulated dogs, including requirements about enclosures.

<sup>5</sup> Keeping an animal in circumstances that require an approval is a *prescribed activity* under schedule 2 of *Local Law No. 1 (Administration) 2011*. The process for obtaining an approval for a prescribed activity is set out in part 2 of that local law and section 6 creates an offence for a person undertaking a prescribed activity without a current approval.

**Commented [ML6]:** The restricted dog provisions were re under the 2024 AMCD Act amendments. This reference is red

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- (b) breed;
  - (c) sex;
  - (d) age;
  - (e) number;
  - (f) the locality in which the animals are to be kept, including whether it is an urban or non-urban locality;
  - (g) the nature of the premises in which the animals are to be kept, including the size of the enclosure or the size of the allotment.<sup>6</sup>
- (3) An approval under this section is not required for the keeping of animals on land if the keeping of the animals on the land is authorised by a development approval under the *Sustainable Planning Act 2016*<sup>2009</sup>.
- (4) ~~Under this section, the local government may not require an approval for keeping a restricted dog.<sup>7</sup>~~

**Commented [ML7]:** Restricted dog permits are no longer possible under the 2024 AMCD Act amendments. This reference is redundant.

### Division 3 Minimum standards

#### 9 Minimum standards for keeping animals

- (1) The local government may, by subordinate local law, specify minimum standards for the keeping of animals or a particular species or breed of animal.
- (2) A person who keeps an animal or a particular species or breed of animal specified under a subordinate local law, must ensure that the relevant minimum standards prescribed by a subordinate local law are complied with.  
Maximum penalty for subsection (2)—
  - (a) for a regulated dog—50 penalty units; or
  - (b) for another dog—20 penalty units; or
  - (c) for another animal—20 penalty units.
- (3) If a person is required to hold an approval to keep an animal, the obligation to comply with the minimum standards prescribed by a subordinate local law is in addition to an obligation imposed by a condition of the approval.

#### 9A Collar to be worn by regulated dog

- (1) The owner or responsible person for a regulated dog must ensure that the dog wears, at all times, a collar consisting of red stripes alternately spaced with yellow stripes that meets the local government's published specifications regarding visibility, durability, fastening and width.  
Maximum penalty—50 penalty units.

<sup>6</sup> See footnote 3.

<sup>7</sup> ~~Section 71 of the *Animal Management (Cats and Dogs) Act 2008* requires a permit issued by the local government for a person to own or be responsible for a restricted dog. The processes for the granting of restricted dog permits are set out under chapter 4, part 3 of that Act.~~

- (2) The owner or responsible person for a dog that is not a regulated dog must ensure that the dog does not wear a collar that is identical or substantially the same as the collar prescribed in subsection (1).

Maximum penalty—20 penalty units.

**9B Obligation to register dog**

The owner of a dog that is kept in the local government's area must register the dog with the local government in accordance with the *Animal Management (Cats and Dogs) Act 2008*.

**9C Obligation to ensure cat or dog is implanted**

- (1) Subsection (2) applies where the owner of a cat or dog is required by the *Animal Management (Cats and Dogs) Act 2008* to implant the cat or dog with a prescribed permanent identification device.
- (2) The owner must not keep the cat or dog in the local government's area unless the cat or dog has been implanted with a prescribed permanent identification device.
- (3) Subsection (4) applies where a person starts to keep in the local government's area a cat or dog that—
- (a) was required by the *Animal Management (Cats and Dogs) Act 2008* to have been implanted with a prescribed permanent identification device at a point in time prior to the person starting to keep the animal in the local government's area; and
- (b) has not been implanted with a prescribed permanent identification device.
- (4) The person must, within 14 days of starting to keep the cat or dog in the local government's area, ensure that the animal is implanted with a prescribed permanent identification device.
- (5) In this section—

*prescribed permanent identification device* has the meaning given in the *Animal Management (Cats and Dogs) Act 2008*, section 12.

**Division 4 Identification of registered cats and dogs**

**10 Identification for cats and dogs in certain circumstances**

The local government may, by subordinate local law, prescribe the identification required by—

- (a) the *Animal Management (Cats and Dogs) Act 2008* for a dog that is at a place other than the address stated in the registration notice for the dog; or
- (b) section 4C for a cat that is at a place other than the address stated in the registration notice for the cat.<sup>8</sup>

<sup>8</sup> Section 45 of the *Animal Management (Cats and Dogs) Act 2008* requires a person who keeps a dog at a place



**Part 4      Management of animals**

**Division 1    Animals in public places**

**11      Exclusion of animals**

- (1)      The local government may, by subordinate local law, specify public places where any animal or an animal of a particular species or breed is prohibited unless—
- (a)      a sign at the place permits the animal to be in the place; or
- (b)      if the animal is a dog—the place is a dog off-leash area; or
- (c)      the owner or responsible person for the animal has an approval under *Local Law No.1 (Administration) 2011* that authorises the bringing of the animal into the public place.
- (2)      The owner or responsible person for an animal must ensure that the animal is not in a public place in contravention of a prohibition imposed under subsection (1).
- Maximum penalty for subsection (2)—20 penalty units.
- (3)      The local government must take reasonable steps to advise the community where animals are prohibited from a particular public place.

**12      Dog off-leash areas**

- (1)      The local government may, by subordinate local law, designate an area to be a *dog off-leash area* and the times when the area operates as a dog off-leash area.
- (2)      The local government must take reasonable steps to provide notice to the community regarding the designation of dog off-leash areas.
- (3)      In this section—
- reasonable steps* include, as a minimum, the display of a notice at a prominent place within the dog off-leash area indicating the extent of the area and, if applicable, the times when the area is a dog off-leash area.

**13      Control of animals *other than dogs* in public places<sup>9</sup>**

- (1)      The owner or responsible person for an animal *other than a dog*<sup>10</sup> must ensure that the animal is not in a public place unless—
- (a)      the animal is under effective management; and

**Commented [ML8]:** This offence no longer applies to control of dogs in public places. However, it continues to apply to control of other animals such as cats and other pets

other than the address in the registration notice to ensure it bears the identification prescribed by the local government under a local law.

<sup>9</sup> See also *Animal Management (Cats and Dogs) Act 2008*, schedule 1, section 3, regarding the requirement for muzzling *and effective control* of regulated dogs in public and section 93, which applies this requirement where a dog is subject to a proposed declaration notice.

<sup>10</sup> See the *Animal Management (Cats and Dogs) Act 2008*, section 192, regarding the effective control of a dog.

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- (b) the animal is not causing damage to property or harassing, intimidating or otherwise endangering the health and safety of another person or animal; and
- (c) if the animal is a declared dangerous animal<sup>11</sup>—the animal is securely restrained so that it is not able to do any of the following—
  - (i) attack a person or animal;
  - (ii) act in a way that causes fear to a person or animal;
  - (iii) cause damage to property;
  - (iv) otherwise endanger the health and safety of a person or another animal.

Maximum penalty—20 penalty units.

~~(2) Subsection (1)(b) does not apply to a drover's dog or farm work dog that harasses or intimidates livestock while engaged in the movement of the livestock.~~

**Commented [ML9]:** Not relevant now dogs are not covered this section

#### 14 Person in control of dog or prescribed animal to clean up faeces

- (1) If a dog or any other animal defecates in a public place, the person who has control of the dog or animal must immediately remove and dispose of the faeces in a sanitary way.

Maximum penalty for subsection (1)—20 penalty units.

- (2) The person who has control of a dog or another animal in a public place must carry a bag, implement or container suitable to pick up and dispose of their animal's faeces.

Maximum penalty for subsection (2)—20 penalty units.

### Division 2 Restraint of animals

#### 15 Requirements for enclosures, structures and buildings for keeping animals

- (1) A person who keeps an animal must maintain an enclosure to prevent the animal from escaping the property where the person is keeping the animal.<sup>12</sup>

Maximum penalty for subsection (1)—20 penalty units.

- (2) The responsible person for an animal must ensure that the animal is contained within the enclosure mentioned in subsection (1) at all times that it is on the property, except where it is outside its enclosure while under effective management.

<sup>11</sup> See the definition of *declared dangerous animal* in schedule 1 (Dictionary) of *Local Law No. 1 (Administration) 2011*.

<sup>12</sup> See also *Animal Management (Cats and Dogs) Act 2008*, schedule 1, section 4, regarding the requirement for enclosure requirements for regulated dogs and section 93, which applies this requirement where a dog is subject to a proposed declaration

Maximum penalty for subsection (2)—20 penalty units.

- (3) It is a defence against subsections (1) and (2) for the defendant to prove that—
- (a) the defendant maintained an enclosure for the animal and could not, by the exercise of reasonable diligence, have prevented the escape of the animal; or
  - (b) the animal was outside the defendant's property in circumstances authorised by the conditions of an approval granted under a local law.

(4) In this section, *effective management* means—

- (a) *for a dog—the dog is under the effective control of a person as required by section 192 of the Animal Management (Cats and Dogs) Act 2008; or*

(b) *for another animal—the animal is being managed on the property in the way described in section 6 for the type of animal.*

**Commented [ML10]:** New definition covers both dogs and animals and recognises that requirements for dogs are now in s.6 and requirements for other animals remain in s.6. Definition is for the purposes of subsection (1) use of 'effective management'

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## 16 Conservation requirements

- (1) The local government may, by subordinate local law, prescribe requirements for keeping an animal on land that is within a relevant area.
- (2) The prescribed requirements may relate to—
- (a) the enclosure in which the animal must be kept; or
  - (b) particular conditions about how the animal must be kept; or
  - (c) fencing that must be in place to separate animals from native wildlife on the land or on a part of the land; or
  - (d) other measures that will be likely to prevent an attack by the animal on a native animal.

- (3) The owner or responsible person for an animal that is kept on land that is within a relevant area must comply with requirements prescribed under this section.

Maximum penalty for subsection (3)—20 penalty units.

- (4) In this section—

*relevant area* means an area designated by subordinate local law for this paragraph.

## Division 3 Aggressive behaviour by animals other than dogs

### 17 Limited application of division to dogs<sup>13</sup>

- (1) Unless otherwise indicated, this division does not apply in relation to aggressive behaviour by a dog.
- (2) In this section—

<sup>13</sup> Aggressive behaviour by dogs is covered by the *Animal Management (Cats and Dogs) Act 2008*, sections 194 to 196.

**aggressive behaviour** means attacking, or acting in a way that causes fear to, someone else or another animal.

**18 Animals not to attack or cause fear to persons or animals**

- (1) A responsible person for an animal must take reasonable steps to ensure the animal does not attack, or act in a way that causes fear to, someone else or another animal.

Maximum penalty for subsection (1)—

- (a) if the attack causes the death of or grievous bodily harm to a person—300 penalty units; or
- (b) if the attack causes the death of or grievous bodily harm to an animal—100 penalty units; or
- (c) if the attack causes bodily harm to a person or an animal—50 penalty units; or
- (d) otherwise—20 penalty units.

- (2) A person must not allow or encourage an animal to attack, or act in a way that causes fear to, a person or another animal.

Maximum penalty for subsection (2)—

- (a) if the attack causes the death of or grievous bodily harm to a person—300 penalty units; or
- (b) if the attack causes the death of or grievous bodily harm to an animal—100 penalty units; or
- (c) if the attack causes bodily harm to a person or an animal—50 penalty units; or
- (d) otherwise—20 penalty units.

- (3) In this section—

**allow or encourage**, without limiting the *Criminal Code*, sections 7 and 8, includes cause to allow or encourage.

**animal** does not include vermin that are not the property of anyone.

*Examples of vermin that are someone's property—*

- a pet mouse or guinea pig
- vermin that are protected animals under the *Nature Conservation Act 1992*.<sup>14</sup>

**19 Defences for offence against s 18**

It is a defence to a prosecution for an offence against section 18 for the defendant to prove that the animal attacked, or acted in a way that caused fear to, the person or animal—

- (a) as a result of the animal being attacked, mistreated, teased, or provoked by the person or other animal, including a dog; or

<sup>14</sup> See section 83 of that Act.

- (b) to protect the responsible person, or a person accompanying the responsible person (the *accompanying person*), or the responsible person's or accompanying person's property.

### Division 3A Incidents involving animals

#### 19A Duty to exchange details where animal involved in certain incidents

- (1) This section applies where one of the following incidents occurs—
  - (a) an incident in which an animal causes harm to a person;
  - (b) an incident in which an animal causes harm to another animal;
  - (c) an incident in which an animal fights with, attacks or harasses another animal under the effective management of a person and in the course of which the other animal is harmed (however caused).
- (2) A responsible person for an animal that is involved in an incident mentioned in subsection (1) must—
  - (a) give such assistance to any person or animal harmed in the incident as is reasonable in the circumstances; and
  - (b) take reasonable steps to provide the prescribed information in respect of the animal for which the person is the owner or responsible person to—
    - (i) if a person is harmed in the incident—each such person; or
    - (ii) if another animal is harmed in the incident—the owner or person responsible for the control of the harmed animal at the relevant time.

Maximum penalty for subsection (2)—50 penalty units.

- (3) In proceedings for an offence against subsection (2), it is a defence for the defendant to prove that the defendant did not know, and could not reasonably have been expected to have known, that the incident to which the charge relates occurred.
- (4) In proceedings for an offence against subsection (2), it is a defence for the defendant to prove that the animal was, in respect of the incident to which the charge relates, being genuinely used in the reasonable defence of a person or property.
- (5) In this section—

*prescribed information*, in respect of an animal, means—

  - (a) the name and address of the owner of the animal; and
  - (b) the name and address of the person (if not the owner) who was, at the time of the incident, the responsible person for the animal; and
  - (c) the name of the animal (if any); and
  - (d) in the case of a dog or cat—the registration or tag number of the dog or cat (if any) and the name of the local government area where the animal is registered.

#### Division 4 Keeping of Guard Dogs

##### 20 Requirements for guard dogs

A person who provides or keeps a guard dog on premises must warn persons about the presence of the dog by displaying a sign to that effect clearly visible from outside the premises.

Maximum penalty—50 penalty units.

#### Division 5 Dangerous animals other than dogs<sup>15</sup>

##### 21 Declaration of dangerous animal other than a dog

- (1) The local government may declare an animal other than a dog to be a declared dangerous animal.
- (2) The local government may only make a declaration under subsection (1) if it forms the opinion that there is a high likelihood of the animal causing injury to a person or animal or damage to property, taking into account—
  - (a) its prior history of attacking or causing fear to persons or animals or damaging property; and
  - (b) the extent of injury or damage that could potentially be inflicted by an animal of its size and species or breed.
- (3) A declaration under this section takes effect at the time the local government gives the responsible person for the animal an information notice<sup>16</sup> about the declaration.
- (4) The local government may, by written notice to the responsible person for the animal, revoke a declaration under this section if it becomes satisfied that the animal is no longer dangerous due to age, disability or other reasonable grounds.

##### 22 Power to require responsible person for declared dangerous animal to take specified action

- (1) The local government may, by giving a compliance notice<sup>17</sup>, require the responsible person for a declared dangerous animal to take specified action relating to the keeping and management of the animal, including action of an ongoing nature.
- (2) The local government may, by subordinate local law, specify requirements that must be met by the responsible person in keeping a declared dangerous animal.

*Examples—*

The local government may require the desexing of a declared dangerous animal or the installation of a sign warning persons about the presence of the declared dangerous animal.

<sup>15</sup> Dangerous dogs are dealt with in the *Animal Management (Cats and Dogs) Act 2008*.

<sup>16</sup> See *Local Law No.1 (Administration) 2011*, schedule 1 regarding the contents of an information notice.

<sup>17</sup> See *Local Law No.1 (Administration) 2011*, section 27, regarding the requirements for compliance notices and the offence for not complying with a compliance notice.



- (3) The responsible person for a declared dangerous animal must comply with the requirements prescribed by subordinate local law pursuant to subsection (2).

Maximum penalty for subsection (3)—50 penalty units.

## **Part 5 Establishment and administration of animal pounds**

### **23 Establishment of animal pound**

The local government may, subject to the ~~Sustainable Planning Act 2016~~ [2009](#) or the local government's planning scheme—

- (a) establish an animal pound; or
- (b) join with another local government or agency in establishing an animal pound.

### **24 Operation of an animal pound**

The local government may, by subordinate local law, regulate the species, breed, sex, age, use or class of animals that will be accepted at the animal pound.

### **25 Register of impounded animals**

- (1) The local government must keep a register of impounded animals which shall contain the—
- (a) species, breed, sex, use and class of the impounded animal; and
  - (b) brand, colour, distinguishing markings and features of the impounded animal; and
  - (c) local government's registration number of the impounded animal, if applicable; and
  - (d) permanent identification device details, if applicable; and
  - (e) condition of the impounded animal; and
  - (f) name of the owner or responsible person for the impounded animal, if known; and
  - (g) date and time of seizure and impounding of the animal; and
  - (h) name of the authorised person who impounded the animal; and
  - (i) reason for the impounding of the animal; and
  - (j) note of any order made pursuant to this local law in relation to the impounded animal; and
  - (k) date of the sale, release, destruction or disposal of the impounded animal; and
  - (l) other matters specified in a subordinate local law.
- (2) The register must be kept available for inspection at the—
- (a) animal pound; or

- (b) local government's office.

## Part 6 Impounding or destruction of animals

### Division 1 Impounding of animals

#### 26 Impounding of animals

- (1) An authorised person may impound<sup>18</sup> an animal, other than a dog, in the following circumstances—
- (a) the animal is found not under effective management in a public place; or
  - (b) the responsible person for the animal has not complied with a compliance notice that has been issued under this local law or in relation to compliance with this local law; or
  - (c) the animal has attacked, threatened to attack, or acted in a way that causes fear to, a person or another animal; or
  - (d) the authorised person considers on reasonable grounds that the animal has been abandoned, left or found on a road in the circumstances mentioned in section 100(12) of the *Transport Operations (Road Use Management) Act 1995*<sup>19</sup>; or
  - (e) the animal is a class 2 pest animal; or
  - (f) the responsible person for the animal, on payment of the cost-recovery fee, requests the local government to enter premises to impound the animal; or
  - (g) the animal is—
    - (i) not in a public place; and
    - (ii) not, in the opinion of an authorised person, enclosed or restrained adequately to prevent it from gaining ready access to a public place.
- (2) An authorised person may impound a dog in the following circumstances<sup>20</sup>—
- (a) the dog is found not under effective management control in a public place; or
  - (b) the responsible person for the dog has not complied with a compliance notice that has been issued in relation to compliance with this local law; or

Commented [ML11]: Recognises new requirements for control of dog are in AMCD

<sup>18</sup> See the Act, chapter 5, part 2, division 1 in relation to authorised persons' enforcement powers, including entry to land.

<sup>19</sup> The *Transport Operations (Road Use Management) Act 1995*, section 100(13) provides: "If a local law provides for a matter mentioned in subsection (12), subsections (3) to (11) no longer apply in the local government's area."

<sup>20</sup> See also the *Animal Management (Cats and Dogs) Act 2008*, section 125, in relation to the power to seize dogs in particular circumstances.

- (c) the authorised person considers on reasonable grounds that the animal has been abandoned, left or found on a road in the circumstances mentioned in section 100(12) of the *Transport Operations (Road Use Management) Act 1995*; or
- (d) the responsible person for the dog, on payment of the cost-recovery fee, requests the local government to enter premises to impound the dog; or
- (e) the animal is—
  - (i) not in a public place; and
  - (ii) not, in the opinion of an authorised person, enclosed or restrained adequately to prevent it from gaining ready access to a public place.
- (3) The authorised person may impound an animal under subsection (1)(a) or a dog under subsection (2)(a) where—
  - (a) another person has found the animal not under effective management or the dog not under effective management control and delivered it to the authorised person; or
  - (b) an occupier of private land has found the animal or dog not under effective management or the dog not under effective control on the land, taken it the animal under effective management or the dog under effective control and requested the authorised person to enter the land to impound it.
- (4) However, an authorised person is not obliged to accept the custody of an animal or dog under this section.
- (5) For the purposes of impounding an animal or dog, an authorised person may take any action, including the use of force, which is reasonable in the circumstances to capture or control the animal or dog.
- (6) In this section—  
*effective control* has the meaning given in the *Animal Management (Cats and Dogs) Act 2008*, section 192.

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**Division 2    Destruction of animal without notice**

**27      Power to immediately destroy an impounded animal**

- (1) This section applies where an authorised person has impounded or is attempting to impound an animal, other than a regulated dog or prohibited dog.<sup>21</sup> under this local law or another law.
- (2) The authorised person may, without notice, immediately destroy the animal if—

Commented [ML12]: Section 127 now refers to prohibited as well as regulated dogs. Reference updated here.

<sup>21</sup> See the *Animal Management (Cats and Dogs) Act 2008*, section 127, for the power to destroy a seized regulated dog or prohibited dog.

- (a) the authorised person reasonably believes the animal is dangerous and the authorised person cannot control it; or
- (b) the animal is significantly suffering as a result of disease, severe emaciation or serious injuries; -or
- (c) an owner of the animal has requested the authorised person to destroy it; or
- (d) the animal—
  - (i) is a declared dangerous animal; and
  - (ii) after the time it became a declared dangerous animal, it has attacked, or acted in a way that has caused fear to, a person or animal; or
- (e) the animal is a class 2 pest animal.

### Division 3 Dealing with impounded animals

#### 28 Immediate return of animal impounded not under effective management

- (1) This section applies where—
  - (a) an animal has been impounded under section 26(1)(a) or section 26(2)(a); and
  - (b) the authorised person who impounded the animal knows, or can readily find out, the name and address of the owner or responsible person for the animal.
- (2) The authorised person may return the animal to the owner or responsible person.

#### 29 Housing of impounded animals

An authorised person who impounds an animal under this local law or another law may transfer the animal to the animal pound established under section 23.

#### 30 What is a notice of impounding

- (1) A *notice of impounding* means a written notice, given to the owner or responsible person for an animal, stating that—
  - (a) the animal has been impounded; and
  - (b) the animal may be reclaimed within 3 business days from the day of the impounding provided that—
    - (i) the cost-recovery fee is paid; and
    - (ii) if an approval or registration is required for the keeping of the animal and the owner or responsible person does not have the approval or registration— the approval or registration is obtained; and
    - (iii) if the animal has been impounded under section 26(1)(b) or 26(2)(b)— the owner or responsible person has complied with the relevant compliance notice; and

- (iv) continued retention of the animal is not needed as evidence for a proceeding or proposed proceeding for an offence involving the animal; and
  - (v) no destruction order has been made for the animal.
- (2) Where an animal has been impounded from a place that is not a public place, the notice of impounding may be given to the owner or responsible person for the animal by leaving it at the place in a conspicuous positions and in a reasonably secure way.
- (3) In this section—  
**relevant compliance notice** means the compliance notice mentioned in section 26(1)(b) or 26(2)(b).

**31 Dealing with animal impounded for not kept-being under effective management or control**

Commented [ML13]: Reference updated to align with sec 26(1) and (2)

- (1) Subsection (2) applies where—
  - (a) an authorised person has impounded an animal under section 26(1)(a) or section 26(2)(a); and
  - (b) the animal was not a declared dangerous animal at the time of being impounded; and
  - (c) the authorised person knows, or can readily find out, the name and address of the owner or responsible person for the animal.
- (2) The authorised person must give the owner or responsible person a notice of impounding.
- (3) Subsection (4) applies where—
  - (a) an authorised person has impounded a declared dangerous animal under section 26(1)(a) or section 26(2)(a); or
  - (b) an authorised person has impounded an animal that has been impounded on more than 2 occasions during a 12 month period.
- (4) The authorised person may—
  - (a) give the owner or responsible person for the animal a notice of impounding; or
  - (b) make a destruction order for the animal under section 35.

**32 Dealing with animal impounded for non-compliance with local law**

- (1) This section applies where an authorised person has impounded an animal under section 26(1)(b) or 26(2)(b).
- (2) The authorised person may—
  - (a) give the owner or responsible person for the animal a notice of impounding; or
  - (b) if the animal was being kept in contravention of section 7 of this local law or is an animal for which an approval cannot be granted under this local law or is an animal for which an application for approval under this local law has been rejected— dispose of the animal under division 5.

**33 Dealing with animal impounded for attacking etc a person or another animal**

- (1) This section applies where an authorised person has impounded an animal under section 26(1)(c).
- (2) The local government may—
  - (a) make a destruction order for the animal under section 35; or
  - (b) give the owner or responsible person a notice of impounding.

**34 Reclaiming an impounded animal**

- (1) This section applies where—
  - (a) the owner or responsible person for an animal has been given a notice of impounding; or
  - (b) an authorised person—
    - (i) has impounded an animal under section 26(1)(a) or section 26(2)(a); and
    - (ii) does not know, and cannot readily find out, the name and address of an owner or responsible person for the animal.
- (2) The animal may be reclaimed by an owner or responsible person if the owner or responsible person—
  - (a) reclaims the animal within 3 business days from the day of the impounding; and
  - (b) pays the cost-recovery fee; and
  - (c) if an approval or registration is required for the keeping of the animal and the owner or responsible person does not have the approval or registration—obtains the approval or registration; and
  - (d) if the responsible person has not complied with a current compliance notice that has been issued in relation to compliance with this local law—complies with the compliance notice.
- (3) However, the animal may not be reclaimed by an owner or responsible person if—
  - (a) continued retention of the animal is needed as evidence for a proceeding or proposed proceeding for an offence involving the animal; or
  - (b) a destruction order has been made for the animal.
- (4) The animal may be reclaimed by an owner or responsible person for the animal if an event as follows happens—
  - (a) if subsection (3)(a) applies—
    - (i) the animal's continued retention as evidence is no longer required; and
    - (ii) the owner or responsible person has satisfied subsection (2)(b)-(d);
  - (b) if subsection (3)(b) applies—



- (i) a review or appeal is made relating to the destruction order and, as a result of the review or appeal, the order is no longer in force; and
- (ii) the owner or responsible person has satisfied subsection (2)(b)-(d).

#### Division 4 Destruction or disposal of animal following notice

##### 35 Destruction orders

- (1) The local government may make an order stating the local government proposes to destroy an animal (a **destruction order**) or dispose of an animal (a **disposal order**) 14 days after the order is served.
- (2) A destruction order may only be made in 1 or more of the following circumstances—
  - (a) the animal has attacked, threatened to attack, or acted in a way that causes fear to, a person or another animal;
  - (b) the animal is a declared dangerous animal and was found not under effective management;
  - (c) the animal has been impounded on more than 2 occasions during a 12 month period.
- (2A) A disposal order may only be made if the animal has been impounded on more than 2 occasions during a 12 month period.
- (3) The destruction or disposal order must—
  - (a) be served on a person who owns, or is a responsible person for, the animal; and
  - (b) include or be accompanied by an information notice.<sup>22</sup>
- (4) If a destruction order is made for the animal, the local government may destroy the animal 14 days after the order is served if no review application has been made relating to the decision to make the order.
- (4A) If a disposal order is made for the animal, the local government may, by following the process in division 5, dispose of the animal 14 days after the order is served if no review application has been made relating to the decision to make the order.
- (5) If an application for review has been made against the decision to make a destruction order, the local government may destroy the animal if—
  - (a) the review is finally decided or is otherwise ended; and
  - (b) no application for an appeal has been made against the order; and
  - (c) the order is still in force.
- (5A) If an application for review has been made against the decision to make a disposal order, the local government may dispose of the animal under division 5 if—

<sup>22</sup> See footnote 14.

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Sunshine Coast Regional Council Local Law No. 2 (Animal Management) 2011

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- (a) the review is finally decided or is otherwise ended; and
  - (b) no application for an appeal has been made against the order; and
  - (c) the order is still in force.
- (6) If an appeal is made relating to the decision to make a destruction order, the local government may destroy the animal if—
  - (a) the appeal is finally decided or is otherwise ended; and
  - (b) the order is still in force.
- (6A) If an appeal is made relating to the decision to make a disposal order, the local government may dispose of the animal under division 5 if—
  - (a) the appeal is finally decided or is otherwise ended; and
  - (b) the order is still in force.
- (7) If the animal has been impounded, the owner or responsible person for an animal may reclaim the animal if—
  - (a) a review relating to the decision to make the order is finally decided or is otherwise ended; and
  - (b) no application for an appeal has been made against the order; and
  - (c) the order is no longer in force; and
  - (d) the owner or responsible person has satisfied section 34(2)(b)-(d).
- (8) If the animal has been impounded, the owner or responsible person for an animal may reclaim the animal if—
  - (a) an appeal relating to the decision to make the order is finally decided or is otherwise ended; and
  - (b) the order is no longer in force; and
  - (c) the owner or responsible person has satisfied section 34(2)(b)-(d).
- (9) In this section—

**review** means a review conducted under the process mentioned in part 6 of *Local Law No. 1 (Administration) 2011*.

**appeal** means an appeal under part 7 of this local law.

## **Division 5 Disposal of impounded animals**

### **36 Application of this division**

This division applies where—

- (a) an impounded animal has not been reclaimed under section 34(2) within 3 business days from the day of the impounding; or
- (b) if section 34(3) applies— the impounded animal has not been reclaimed within 3 business days of an event mentioned in section 34(4); or
- (c) section 35(4A), (5A) or (6A) applies; or

- (d) an impounded animal has not been reclaimed within 3 business days of the events mentioned in section 35(7) occurring; or
- (e) an impounded animal has not been reclaimed within 3 business days of the events mentioned in section 35(8) occurring; or
- (f) an authorised person has impounded an animal mentioned in section 32(2)(b); or
- (g) the owner of an animal has surrendered the animal to the local government.

**37 Sale, disposal or destruction of animals**

- (1) The local government may—
  - (a) offer the animal for sale by public auction or by tender; or
  - (b) if the animal is of a species, breed or class specified by subordinate local law for this paragraph—
    - (i) sell the animal by private agreement; or
    - (ii) dispose of the animal in some other way without destroying it; or
    - (iii) destroy the animal.

*Example for paragraph (b)—*

The subordinate local law might specify dogs, cats and other small domestic animals, for which a public auction or tender might not be practicable.

- (2) An animal may only be sold or disposed of under subsection (1) if the local government is satisfied that this will not result in the animal being kept in contravention of the requirements of this local law.

*Examples—*

- A rooster that has been seized because it is being kept in an urban area in contravention of a prohibition under a subordinate local law could be sold to a person outside the urban area but not to another person in an urban area.
- An animal that a subordinate local law has prohibited in any part of the local government area could not be sold to a person who resides within the local government area.
- A declared dangerous animal could only be sold to a person who has complied with any specified requirements for keeping such an animal.

- (3) If an animal is to be offered for sale at a public auction under this section, notice of the time and place of the auction must be exhibited at the local government's public office for at least 2 business days before the date of the auction.
- (4) An amount realised on sale of an impounded animal must be applied—
  - (a) first, towards the costs of the sale; and
  - (b) second, towards the cost-recovery fee for impounding; and
  - (c) third, in payment of the remainder to the former owner of the animal, unless the owner had surrendered the animal to the local government.

- (5) If no person establishes a valid claim to the amount to which the former owner is entitled under subsection (4)(c) within 1 year of the date of the sale, the amount becomes the property of the local government.

- (6) If an animal that is offered for sale by public auction or tender is not sold through the auction or tender process, the local government may dispose of the animal as it considers appropriate.

*Examples—*

- The local government may give the animal away.
- The local government may have the animal destroyed.

## **Division 6 Miscellaneous**

### **38 Access to impounded animal**

- (1) This section applies to an animal impounded under section 29.
- (2) The local government must allow the owner of the animal to inspect it at any reasonable time, from time to time.
- (3) Subsection (2) does not apply if it is impracticable or would be unreasonable to allow the inspection.
- (4) The inspection must be provided free of charge.

### **39 Unlawful removal of seized or impounded animal**

- (1) A person must not, without the authority of an authorised person, remove or attempt to remove—
- (a) an impounded animal from the custody or control of an authorised person; or
  - (b) an impounded animal from the animal pound.
- Maximum penalty for subsection (1)—50 penalty units.
- (2) Any costs arising from damage or loss caused by a person contravening subsection (1) are recoverable by the local government as a debt.

## **Part 7 Appeals against destruction orders**

### **40 Who may appeal**

An owner or responsible person for an animal the subject of a destruction order may appeal to the Magistrates Court against the decision to make the destruction order.

### **41 Starting appeal**

- (1) An appeal must not be started unless a review of the decision to make the destruction order has been finally decided or otherwise ended.
- (2) An appeal is started by—
- (a) filing notice of appeal with the Magistrates Court; and
  - (b) serving a copy of the notice of appeal on the local government; and
  - (c) complying with rules of court applicable to the appeal.

- (3) The notice of appeal must be filed within 14 days after the appellant is given notice by the local government about the finalisation of the review of the decision to make a destruction order.
- (4) However, the court may, at any time, extend the time for filing the notice of appeal.
- (5) The notice of appeal must state fully the grounds of the appeal and the facts relied on.

**42 Stay of destruction order**

Upon filing the notice of appeal, the destruction order is stayed until the court decides the appeal.

**43 Hearing procedures**

- (1) In deciding an appeal, the Magistrates Court—
  - (a) has the same powers as the local government; and
  - (b) is not bound by the rules of evidence; and
  - (c) must comply with natural justice.
- (2) An appeal is by way of rehearing, unaffected by the decision appealed against.

**44 Court's powers on appeal**

- (1) In deciding an appeal, the Magistrates Court may—
  - (a) confirm the decision appealed against; or
  - (b) set aside the decision and substitute another decision; or
  - (c) set aside the decision and return the matter to the local government with directions the court considers appropriate.
- (2) The court may set aside a decision to make a destruction order if satisfied that—
  - (a) the animal was unlawfully impounded; or
  - (b) there was no legal basis for making the destruction order; or
  - (c) the responsible person for the animal can demonstrate that in future the animal will be securely kept and managed in accordance with this local law and the circumstances that led to the making of the destruction order are unlikely to recur; or
  - (d) if a previous decision to destroy the animal has been set aside by the court— there are exceptional circumstances justifying why the most recent decision should be set aside.
- (3) If the court substitutes another decision, the substituted decision is, for the purposes of this local law, other than this part, taken to be the decision of the local government.
- (4) If a decision to destroy the animal has been set aside by the court, a magistrate may impose conditions on the owner or responsible person for the animal to ensure the circumstances that led to the making of the destruction order do not reoccur.

- (5) Where a decision to set aside a destruction order is given and an impounded animal is not reclaimed by the owner from the care of the local government within 14 days of the decision, the local government may make an ex-parte application to the court to vacate the order setting aside the destruction order.
- (6) Immediately upon the court making an order under subsection (5), the local government is entitled to act under the original destruction order.
- (7) An order for the costs of an appeal may only be made against the local government if the court is satisfied that the animal was unlawfully seized or there was no reasonable basis for making the decision subject to the appeal.

**45 Appeal to District Court**

An appeal lies to a District Court from a decision of the Magistrates Court, but only on a question of law.

**Part 8 Miscellaneous**

**46 Subordinate local laws**

The local government may make subordinate local laws about—

- (a) restraint requirements for the effective management of an animal other than a dog or domestic cat;<sup>23</sup> and
- (b) the circumstances in which the keeping of animals is prohibited;<sup>24</sup> and
- (c) the circumstances in which an approval is required for the keeping of animals;<sup>25</sup> and
- (d) minimum standards for keeping animals generally or animals of a particular species or breed;<sup>26</sup> and
- (e) the identification for cats and dogs required under the *Animal Management (Cats and Dogs) Act 2008*;<sup>27</sup> and
- (f) the exclusion of animals, or animals of a specified species, from public places;<sup>28</sup> and
- (g) designation of dog off-leash areas;<sup>29</sup> and
- (h) requirements for keeping an animal on land that is within a relevant area;<sup>30</sup> and

<sup>23</sup> See section 6(3)(b).

<sup>24</sup> See section 7(1).

<sup>25</sup> See section 8(1).

<sup>26</sup> See section 9(1).

<sup>27</sup> See section 10.

<sup>28</sup> See section 11(1).

<sup>29</sup> See section 12(1).

<sup>30</sup> See section 16(1).



- (i) designation of an area as a relevant area for the purposes of applying conservation requirements;<sup>31</sup> and
- (j) requirements for keeping a declared dangerous animal;<sup>32</sup> and
- (k) the species, breed, sex, age, use or class of animal that will be accepted at an animal pound;<sup>33</sup> and
- (l) other matters to be included on a register of impounded animals;<sup>34</sup> and
- (m) the species, breed or class of animal that may be disposed of other than by public auction or tender.<sup>35</sup>

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<sup>31</sup> See section 16(4)(b).

<sup>32</sup> See section 22(2).



<sup>33</sup> See section 24.

<sup>34</sup> See section 25(1)(l).

<sup>35</sup> See section 37(1)(b).

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8.9 AMENDMENT SUBORDINATE LOCAL LAW NO. 2 (ANIMAL MANAGEMENT) 2024

File No:	Council Meetings
Author:	Acting Manager Governance and Executive Services Civic Governance
Appendices:	App A - Amendment Subordinate Local Law No.2 (Animal Management) 2024 ..... 277  

PURPOSE

The purpose of this report is to seek a Council resolution to make *Amendment Subordinate Local Law No. 2 (Animal Management) 2024* (Appendix A) to amend the expiration date of the temporary timed dog off leash area Monday to Friday located at the Northern Beach (commonly known as ‘Carties Beach’) at Point Cartwright, Buddina. The current timed dog off leash area is set to expire on 30 June 2025. This amendment proposes to extend the timed dog off leash area for a further 12 months until 30 June 2026.

EXECUTIVE SUMMARY

On 14 December 2023 Council resolved (OM23/145) to make *Amendment Subordinate Local Law No. 2 (Animal Management) 2023* that changed animal access areas in line with the Point Cartwright Reserve and La Balsa Park Master Plan (endorsed by Council on 24 August 2023 (OM23/82)).

At the Ordinary Meeting in December 2023 it was noted in the Council resolution that the Chief Executive Officer plans to undertake, complete and report back to Council before 30 June 2025 on a proposed region-wide dog exercise area plan and associated network blueprint.

Development of the Regional Dog Exercise Area Plan and Network Blueprint project (Transformational Action 11.6 from Council’s Environment and Liveability Strategy) is currently underway. The expected completion of the project extends beyond the current expiration date for the timed dog off leash area at ‘Carties Beach’.

It is being recommended that the timed dog off leash area at ‘Carties Beach’ be extended for a further 12 months allowing for the Regional Dog Exercise Area Plan and Network Blueprint to be presented to Council.

Extending the current expiration date to 30 June 2026 will require the subordinate local Law to be amended and this can be achieved by making of *Amendment Subordinate Local Law No.2 (Animal Management) 2024*.

**OFFICER RECOMMENDATION**

**That Council:**

- (a) receive and note the report titled “Amendment Subordinate Local Law No. 2 (Animal Management) 2024” and**
- (b) resolve to make *Amendment Local Law No. 2 (Animal Management) 2024* (Appendix A).**

**FINANCE AND RESOURCING**

The local law making process has been undertaken utilising existing resources and has been funded through existing budget allocations within the Civic Governance Group.

**CORPORATE PLAN**

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

**CONSULTATION****Councillor Consultation**

Councillors were recently provided with an update on the progress of the Regional Dog Exercise Area Plan and Network Blueprint project as per Council resolution (OM23/145). This project creates an inclusive planning framework addressing the needs of dog owners and the wider community.

The Plan considers the appropriateness of the existing network and will propose delivery of a future network that services user needs and aligns with the region’s cultural, environmental and community values up to 2046.

As part of the update, Councillors were informed that the expected completion date for the Regional Plan would not occur before the expiration date for the timed dog off leash area at Point Cartwright and were advised of the process for extension of the expiration date.

**Internal Consultation**

Members of the Regional Dog Exercise Area Plan and Network Blueprint Project have been consulted in the preparation of this report, including Manager Parks and Gardens, and Coordinator Business and Technical Built Infrastructure.

**External Consultation**

No external consultation was undertaken.

**Community Engagement**

The proposed extension of the temporary timed off leash area at Pt Cartwright is a procedural change and does not change the substance of the original Council decision. At

the expiration of the temporary provision 'Carties Beach' will revert to an (domestic) animal prohibited area, at all times, in line with Council's endorsed position.

Council's local law making process (refer to Table 1 – Local Law Making Process) consistent with good governance practice, normally provides for community consultation regarding proposed (draft) local law amendments, however, this is not a legislative requirement. Where the amendments are administrative in nature only and there being no substantive change affecting the rights or obligations of any member of the public, community consultation is not required.

## PROPOSAL

The purpose of this report is to seek a Council resolution to make *Amendment Subordinate Local Law No. 2 (Animal Management) 2024* (Appendix A) to amend the expiration date of the temporary timed dog off leash area Monday to Friday located at 'Carties Beach' at Point Cartwright. The current timed dog off leash area is set to expire on 30 June 2025. This amendment extends the timed dog off leash area (see map in Appendix A) from 30 June 2025 for another 12 months until 30 June 2026.

On 14 December 2023 Council resolved (OM23/145) to make *Amendment Subordinate Local Law No. 2 (Animal Management) 2023* that changed animal access areas in line with the Point Cartwright Reserve and La Balsa Park Master Plan (endorsed by Council on 24 August 2023 (OM23/82)). At this meeting, the resolution allowed for a temporary timed dog off leash area at 'Carties Beach' Monday to Friday until 30 June 2025 as an adaptive measure.

At the Ordinary Meeting in December 2023 the Council resolution noted that the Chief Executive Officer plans to undertake, complete and report back to Council before 30 June 2025 on a proposed region-wide dog exercise area plan and associated network blueprint.

This temporary arrangement was proposed to be in place until 30 June 2025 to provide sufficient time for Council officers to undertake, complete and report back to Council on a region-wide proposed dog exercise area plan and associated network blueprint - which is an action under Council's Environment and Liveability Strategy 2017-2041. This plan is intended to guide current and future location and availability of dog exercise areas across the region including equitable access.

From 1 July 2025 the temporary timed dog off leash area automatically expires and the area will revert to being a prohibited area for all (domestic) animals under section 9 and schedule 4 of the Subordinate Local Law No. 2 (Animal Management).

Councillors were recently informed of the progress and expected timelines for the current Regional Dog Exercise Area Plan and Network Blueprint project (Transformational Action 11.6 from Council's Environment and Liveability Strategy). The expected completion of the project extends beyond the current expiration date (30 July 2025) for the temporary timed dog off leash area at 'Carties Beach'.

It is being recommended that the timed dog off leash area at 'Carties Beach' be extended for a further 12 months allowing for the Regional Dog Exercise Area Plan and Network Blueprint to be presented to Council.

Extending the current expiration date to 30 June 2026 will require the subordinate local Law to be amended and this can be achieved by making of *Amendment Subordinate Local Law No.2 (Animal Management) 2024*

Local Law Making Process

Before the amendment local law can be made, a number of statutory and other requirements are normally required to be fulfilled. **Table 1** below outlines these requirements:

**Table 1 – Local Law Making Process**

<b>Statutory Requirement</b>	<b>Action taken</b>	<b>Date</b>	<b>Status</b>
<b>Propose to make local law amendments</b>	Not required This is normally the report that presents the draft proposed Local Law Amendment for endorsement and release for public consultation.	N/A	N/A
<b>Community Consultation</b>	Not required As per explanation under Community Engagement in this report.	N/A	N/A
<b>Report to Council to make the amendment subordinate local laws</b>	Report presented to Council recommending to proceed with making the amendment to the Local Law	12 December 2024	Current
<b>Council Website Updated</b>	Update Council's website with the amendment Local Law.	To occur subject to Council adoption of amending Local Law	To be completed
<b>Gazette Notice</b>	Publication of Government Gazette notifying of any amendment made by Council to the Local Law.	To occur subject to outcome of Council's consideration of the above report and within one month of any decision to amend the subordinate local law	To be completed
<b>Consolidation of Local Laws</b>	Preparation and adoption of the consolidated local laws.	To occur following any decision by Council to amend the local law	To be completed

**Legal**

The development of *Amendment Subordinate Local Law No. 2 (Animal Management) 2024* (**Appendix A**) has occurred in line with consideration of the following legislation:

- sections 29-32 of the *Local Government Act 2009* and section 15 of the *Local Government Regulation 2012* and
- Sunshine Coast Council's suite of Local Laws and Subordinate Local Laws.

### Human Rights Act 2019

The *Human Rights Act 2019* (Qld) (the Act) requires local governments to give 'proper consideration' to human rights when making decisions. The Act also requires local governments to make decisions which are 'compatible with human rights'.

A Human Rights Assessment of Compatibility was completed and presented to Council on 14 December (OM23/145) pertaining to the original resolution and decision of Council to allow a temporary dog off leash area for a period of 12 months. There are no changes to that assessment resulting from the proposed timing extension.

### **Policy**

There are no new policy implications in the proposed local law amendment.

### **Risk**

Completion and endorsement of the Regional Dog Exercise Area Plan and Network Blueprint will not occur until after the current expiration date (30 June 2025) for the temporary timed off leash area at Pt Cartwright. If this expiration date is to remain in place, any resulting recommendations and possible local law amendments, may be considered as being pre-empted.

Extending the temporary provision for a further 12 months allows sufficient time for Council to consider the issue from a broader regional perspective and to propose making any consequent necessary changes to its local laws.

Extending for a period shorter than 12 months risks delays with delivery and endorsement of the Regional Plan, which cannot be guaranteed.

Extending until such time as the Regional Plan is finalised and endorsed is not feasible as the date specified in the local law needs to be replaced with another specific date. To do otherwise does change the intent of the local law, which is that it is a temporary measure with a definitive end date. It would no longer be a procedural change.

### **Previous Council Resolution**

#### **Ordinary Meeting 21 September 2023 (OM23/145)**

*That Council:*

- (a) *receive and note the report titled "Amendment Subordinate Local Law No. 2 (Animal Management) 2023"*
- (b) *resolve to make Amendment Subordinate Local Law No. 2 (Animal Management) 2023 at Appendix A, which has been amended in the following manner following consideration of public submissions as detailed in this report:*
  - (i) *in section 4(2), substitute a revised map SLL 2.5.19 (Point Cartwright, Buddina) for inclusion in schedule 5 (Exclusion of animals from specific places)*



- (ii) *in section 5(2), insert a new row 11 to declare a new dog off-leash area (for Point Cartwright, Buddina, beach access 196 to 196T), which will operate only from 4.00pm to 8.00am, Monday to Friday*
- (iii) *in section 5(3), substitute a revised map SLL 2.6.19 (Point Cartwright, Buddina, beach access 198 to 201) and insert a new map 2.6.20 (Point Cartwright, Buddina, beach access 196 to 196T) to delineate the new dog off-leash area*
- (iv) *insert a new section 6 in the Amendment Subordinate Local Law to state that row 11 and map SLL 2.6.20 (relating to the new dog off-leash area at Point Cartwright) will expire on 30 June 2025*
- (c) *note it is considered there are no anti-competitive provisions in Amendment Subordinate Local Law No. 2 (Animal Management) 2023 and*
- (d) *note the Chief Executive Officer plans to undertake, complete and report back to Council before 30 June 2025 on a proposed region-wide dog exercise area plan and associated network blueprint.*

### Related Documentation

- *Local Government Act 2009 and Local Government Regulation 2012*
- *Sunshine Coast Regional Council Local Laws and Subordinate Local Laws*
- *State Government Guidelines for Drafting Local Laws 2016*
- *Sunshine Coast Council Corporate Plan 2022-2026*
- *Compliance and Enforcement Policy*
- *Point Cartwright Reserve and La Balsa Park Master Plan.*

### Critical Dates

Subject to Council adopting the recommendations in this report, the Subordinate Local Law Amendment will commence on publication of a notice in the Government Gazette (gazettal).

Should Council make the Subordinate Local Law Amendment, gazettal is expected to occur on Friday 20 December 2024.

The proposed arrangements of the temporary dog off-leash area on the northern beach area of Point Cartwright will automatically expire on 30 June 2026, at which time the area will become a prohibited animal area.

### Implementation

Should the recommendations in this report be accepted by Council, it is noted the Chief Executive Officer will progress the statutory obligations associated with the local law making process as outlined in **Table 1** above.

The changed expiration date for the temporary dog off leash area will be communicated through media statements and review of signage if required.

Sunshine Coast Regional Council

Amendment Subordinate Local Law No. 2 (Animal Management) 2024

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## **1 Short title**

This subordinate local law may be cited as *Amendment Subordinate Local Law No. 2 (Animal Management) 2024*.

## **2 Commencement**

This subordinate local law commences on the date it is published in the gazette.

## **3 Subordinate local law amended**

This subordinate local law amends *Subordinate Local Law No.2 (Animal Management) 2011*.

## **4 Amendment of sch 6 (Dog off-leash areas)**

- (1) Schedule 6, footnote—

*omit, insert—*

This dog off-leash area expires on 30 June 2026. See section 5 of *Amendment Subordinate Local Law No. 2 (Animal Management) 2024*.

- (2) Schedule 6, map SLL 2.6.20, note—

*omit, insert—*






Note – the dog off-leash area in map SLL 2.6.20 expires on 30 June 2026

## **5 Expiry of row 11 and map SLL 2.6.20, sch 6 (Dog off-leash areas)**

Schedule 6, row 11 (relating to Point Cartwright, Buddina, beach access 196 to 196T) and map SLL 2.6.20 expire on 30 June 2026.

8.10

LEASES TO VARIOUS COMMUNITY ORGANISATIONS SEEKING LONG TERM TENURE EXCEPTIONS

File No:	F2024/72698
Author:	Senior Property Officer Business Performance Group
Attachments:	<div>Att 1 - Lease Area Plans ..... 289 <a href="#">↓</a> </div> <div>Att 2 - Maroochydore Beach Bowls Club - Business Case .. 295 <a href="#">↓</a> </div> <div>Att 3 - Maleny Arts - Business Case ..... 301 <a href="#">↓</a> </div> <div>Att 4 - Caloundra Arts Business Case and Redevelopment Plan 317 <a href="#">↓</a> </div> <div>Att 5 - Eagles Basketball Business Case and Redevelopment Plan ..... 361 <a href="#">↓</a> </div>

PURPOSE

To seek Council’s resolution to grant an exception (to the disposal of land via auction/tender) in accordance with the *Local Government Regulation 2012* and to enter into new leases or trustee leases with the below organisations:

- Maroochydore Beach Bowls Club Incorporated located at 25-27 Memorial Avenue, Cotton Tree (30-year trustee lease)
- Maleny Arts and Crafts Group Inc located at Maleny-Stanley River Road, Maleny (10-year trustee lease)
- Caloundra Arts Centre Association Inc located at 5 North Street, Caloundra (30-year trustee lease)
- Maroochydore Eagles Basketball Association Inc located at 2 Elizabeth Way, Buderim (30-year trustee lease)
- Dicky Beach Surf Life Saving Club Inc located at 1A Coochin Street, Dicky Beach (10-year trustee lease) and
- Kawana Waters Surf Life Saving Club Inc located at 99 Pacific Boulevard, Buddina (10-year trustee lease).

EXECUTIVE SUMMARY

This report seeks Council’s resolution to grant an exception from the auction/tender process under Section 236 of the *Local Government Regulation 2012* to dispose of land (via lease) by entering into a direct trustee lease with the following community organisations, all of whom have been long term occupants at their current locations.

In line with Council’s *Community Groups Occupying Council Owned or Council Controlled Land and/or Infrastructure Policy* (Community Policy) these community organisations have indicated they are seeking an exception to the short-term tenure options provided within the Community Policy and are requesting long term tenure or, have been identified as suitable for long-term Tenure due to the nature of the service they provide.

As part of the requirements to obtain long term tenure the relevant community organisations were required to submitted business cases to support their application in line with the Community Policy (where required) which includes outlining: -

- History and any specific need for long-term tenure at the site
- Past or proposed investment in the built form assets on the site and/or demonstrated high levels of expenditure on maintenance of existing facility
- Demonstrate financial and operational security; and
- A local community demand or need for the services provision and high levels of activation for the premises.

The following community organisations have submitted requests: -

- **Maroochydore Beach Bowls Club Incorporated (Bowls Club)** located at 25-27 Memorial Avenue, Cotton Tree have been granted a 30-year lease by the Department of Resources over their clubhouse facility on State controlled land being Lot 2 on M56742. A request was received for Council to consider granting a trustee lease over the adjacent land to align their two lease terms. Council controls the land as Trustee being Part Lot 1 on CG4919 and Lot 4 on M56752 which comprises of playing greens and a storage facility.
- **Maleny Arts and Crafts Group Inc. (Maleny Arts)** of Maleny-Stanley River Road, Maleny are co-located with Maleny Show Society Incorporated (Maleny Show Society) at the Maleny Showgrounds. Maleny Arts have successfully operated from Part of Lot 278 on SP145810 at the Showgrounds since 1987 where Council is Trustee of the land. The lease seeks to align the tenure period with the Maleny Show Society.
- **Caloundra Arts Centre Association Inc. (Caloundra Arts)** of 5 North Street, Caloundra are seeking a 30-year lease from Council to support future major redevelopment of their existing facility. Caloundra Arts have operated from the property for nearly 50 years and the proposed redevelopment of Lot 433 on CG4665 where Council is Trustee, is estimated at \$7 million. The long-term lease request is to support this level of investment in the facility.
- **Maroochydore Eagles Basketball Association Inc. (Eagles Basketball)** of 2 Elizabeth Daniels Way, Buderim (Elizabeth Daniels Sports Complex) are seeking a new 30-year lease resolution from Council to support major redevelopment of Clippers Stadium over Part of Lot 664 on CP901247 where Council is Trustee of the land. The redevelopment which involves court expansion and amenities upgrades requires an investment of approximately \$6.8 million. The long-term lease request is to support this level of investment in the facility.
- **Surf Lifesaving Clubs: The Dicky Beach Surf Life Saving Club Inc. (Dicky Beach SLSC)** of 1A Coochin Street, Dicky Beach and **Kawana Waters Surf Life Saving Club Inc. (Kawana SLSC)** of 99 Pacific Boulevard, Buddina (the Surf Clubs) are being put forward for 10-year leases at their respective locations.

This will enable the Dicky Beach SLSC and Kawana SLSC to continue to provide lifesaving services to residents and visitors to the Region. The Clubs have been long term occupants of their respective locations for many years with Dicky Beach SLSC establishing

their clubhouse in the current location in 1976 and Kawana SLSC establishing their clubhouse in 1982. Both land parcels are Reserves with Council as Trustee.

Council officers have reviewed and considered the applications and have deemed them appropriate/suitable for granting of long-term tenure at these locations.

## OFFICER RECOMMENDATION

**That Council:**

- (a) receive and note the report titled “Leases to various Community Organisations seeking long term tenure exceptions”**
- (b) resolve that in accordance with section 236(1) of the *Local Government Regulation 2012*, that an exception to dispose of an interest in land (lease) other than by tender or auction applies as per section 236(1)(c)(iii) as these organisations are the existing Tenants of the land: -**
  - (i) Maroochydore Beach Bowls Club Incorporated.**
  - (ii) Caloundra Arts Centre Association Inc.**
  - (iii) Dicky Beach Surf Life Saving Club Inc.**
  - (iv) Kawana Waters Surf Life Saving Club Inc. and**
- (c) resolve that in accordance with section 236(1) of the *Local Government Regulation 2012*, that an exception to dispose of an interest in land (lease) other than by tender or auction applies as per section 236(1)(b)(ii) as the leases are to a community organisation: -**
  - (i) Maroochydore Eagles Basketball Association Inc. and**
  - (ii) Maleny Arts and Crafts Group Inc.**

## FINANCE AND RESOURCING

The rent payable to Council by these community organisations is to be in line with Council’s endorsed Fees and Charges.

All costs associated with the preparation, lodgement and survey of the trustee leases and leases are to be borne by the community organisations along with any survey preparation and lodgement fees.

**Corporate Plan Goal:** ***Our service excellence***

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

**Operational Activity:** S22 - Property management – comprehensive management of Council’s land and building assets to ensure that Council’s property dealings are optimised, centrally managed, and support Councils objectives.



**CONSULTATION****Councillor Consultation**

- Councillor D Law and Councillor T Bunnag – Portfolio Councillors for Strong Community
- Councillor T Landsberg – Division 2 Councillor
- Councillor J Natoli – Division 4 Councillor
- Councillor W Johnston – Division 5 Councillor
- Councillor C Dickson – Division 6 Councillor

**Internal Consultation**

Internal consultation where applicable was conducted with:

- Strategic Property
- Strategic Planning
- Planning Assessment
- Urban Growth Projects
- Environmental Operations
- Environment & Sustainability Policy
- Open Space
- Traffic & Infrastructure Management
- Stormwater Services
- Sport and Community Venues
- Community Planning & Development
- Grants Team
- Parks and Gardens
- Waste Resources Team and
- Brisbane 2032 Team.

**External Consultation**

Property Management has liaised with all community organisations subject of this report.

**Community Engagement**

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

**PROPOSAL**Maroochydore Beach Bowls Club Incorporated

The Maroochydore Beach Bowls Club Incorporated (Bowls Club) is located at 25-27 Memorial Avenue, Cotton Tree. The Bowls Club have requested that Council consider granting a 30-

year lease over part of Lot on 1 CG4919 and Lot 4 on M56752 which Council manages as Trustee. The land subject to this trustee lease is State Reserve for Recreation and is zoned Sport and Recreation.

The Bowls Clubs trustee lease for their clubhouse facility was recently renewed by the Department of Resources for 30-years on land described as Lot 2 M56742. The Bowls Club have full maintenance and insurance responsibilities for their Clubhouse with rent payable to the Department of Resources.

The Bowls Club lease the bowling greens and storage shed from Council, with the trustee lease expiring on 30 June 2024. The Bowls Club have been holding over on the terms of the expired trustee lease until the new trustee lease takes effect if endorsed by Council.

The Bowls Club have submitted a Business Case Attachment 2 – Maroochydore Beach Bowls Club - Business Case which has been reviewed and accepted. Officers support the Bowls Club's request for a 30-year lease as this will align their tenure with that of the Bowls Club Lease over the clubrooms with the State Government.

The proposed trustee lease area is shown in Attachment 1 – Lease Area Plan.

Council officers are supportive of granting a 30-year trustee lease as:-

- It will enable the Bowls Club to align their future strategic direction and plan more accurately for the future holding long term tenure over both their leases (with Council and the Department of Resources);
- The infrastructure owned by Council (the storage shed) is not significant and is in good condition and therefore does not pose significant financial or operational risk to Council throughout the 30-year period;
- The Bowls Club have a demonstrated history of investment and maintenance of their grounds and facilities.

In reviewing the business case as well as the condition of the facilities, activation, and utilisation, it is recommended that a 30-year trustee lease be supported by Council.

#### Maleny Arts and Crafts Group Inc.

The Maleny Arts and Crafts Group Inc. (Maleny Arts) located at Maleny-Stanley River Road, Maleny. Maleny Arts have requested that Council consider granting a 10-year lease over their facility located at part of Lot 278 on SP145810 which Council managed as Trustee. The land subject to this trustee lease is State Reserve for Recreation and Showgrounds and is zoned Sport and Recreation.

Maleny Arts currently hold tenure over a purpose-built Arts and Crafts facility located within the Maleny Showgrounds precinct. Maleny Arts currently occupy the site via a Trustee Permit which is due to expire on 31 October 2025. It is proposed that a transition to a trustee lease takes effect from this date if endorsed by Council.

Maleny Arts have submitted a Business Case Attachment 3 – Maleny Arts - Business Case which has been reviewed and accepted. Officers support the Maleny Arts request for a 10-year lease as this will align their tenure with that of the Maleny Show Society who operate the Maleny Showgrounds.

The proposed trustee lease area is shown in Attachment 1 – Lease Area Plan

Council officers are supportive of granting a 10-year trustee lease as: -

- Maleny Arts have successfully operated from the Showgrounds since 1987 and have demonstrated strengthening of membership numbers and utilisation.
- Maleny Arts co-locate with the Maleny Show Society and aligning the terms of both organisations will provide operational efficiencies.
- The built infrastructure is owned by Council and is in good condition limiting Council's risk of significant expenditure being required within 10-years.
- Maleny Arts have a demonstrated history of a high-level/standard or maintenance of this facility.

In reviewing the business case as well as the condition of the facilities, activation, and utilisation, it is recommended that a 10-year trustee lease be supported by Council.

#### Caloundra Arts Centre Association Inc.

Caloundra Arts Centre Association Inc (Caloundra Arts) located at 5 North Street, Caloundra. Caloundra Arts have requested that Council consider granting a 30-year lease over the facility located at Lot 433 on CG4665 which Council manages as Trustee. The land subject to this trustee lease is State Reserve for Local Government with a Sub-Purpose of Cultural Activities Centre and is zoned Major Centre.

Caloundra Arts current hold tenure over a purpose-built Arts Gallery and Workshop facility. Caloundra Arts currently occupy the site via a Trustee lease which is due to expire on 31 December 2025.

Caloundra Arts have submitted a Business Case Attachment 4 – Caloundra Arts – Business Case and Redevelopment Plan to support securing long-term tenure over the current premises to support a major redevelopment of their venue. Caloundra Arts have secured Development Approval for the redevelopment and are proposing to fund this redevelopment via grant applications to Federal and State Government Agencies as well as funding providers and philanthropic parties. Funding has yet to be obtained, however an agreement from Council to a 30-year lease will support the organisation in obtaining funding.

The proposed trustee lease area is shown in Attachment 1 – Lease Area Plan

Council officers are supportive of granting a 30-year trustee lease as: -

- Caloundra Arts have successfully operated from the premises for almost 50 years and have demonstrated strengthening of membership numbers, community activation and utilisation of the premises.
- The potential to secure up to \$7million in funding from sources outside of Council is beneficial to the local community and broader region.
- The structure of the trustee lease will be a ground lease, with Caloundra Arts being responsible for all infrastructure on the site including structural repairs and replacement which limits the financial implications to Council.
- Caloundra Arts have a demonstrated history of a high-level/standard or maintenance of this facility.

To facilitate the above the below transaction documents are proposed (subject to Council support of the exception to lease): -

- A 2-year development agreement will be granted to allow Caloundra Arts to obtain grant funding and progress their development up to the commencement of the redevelopment.

- A 30-year lease will be granted to Caloundra Arts if they are able to satisfy the conditions of the development agreement.

In reviewing the business case as well as the redevelopment proposal, activation, and expanded community use, it is recommended that a 30-year trustee lease be supported by Council.

Maroochydore Eagles Basketball Association Inc.

Maroochydore Eagles Basketball Association Inc (Eagles Basketball) located at 22 Elizabeth Daniels Way, Buderim. The Maroochydore Eagles have requested that Council consider granting a 30-year trustee lease over their existing facility and proposed redevelopment area located at part of Lot 664 on CP901247 which Council manages as Trustee. The land subject to this trustee lease is State Reserve for Recreation and is zoned Sport and Recreation.

Eagles Basketball currently occupy the existing basketball facility under the terms of a Trustee Permit while Council considers the request for a new 30-year Lease.

Eagles Basketball were granted a 30-year lease at the Ordinary Meeting of Council held 17 August 2017 over their existing facility.

Eagles Basketball have submitted a Business Case Attachment 5– Eagles Basketball – Business Case and Redevelopment Plan to support securing long-term tenure over both the current premises (which was resolved by Council in 2017) and additional land for the development of additional basketball facilities. The proposed redevelopment of the stadium will include refurbishment of the remainder of the existing facility as well as court expansion and upgrades to Clipper Stadium at Elizabeth Daniels Sports Grounds. The expected required investment is approximately \$6.8 million. Full funding has yet to be obtained, however an agreement from Council to a 30-year lease will support the organisation in obtaining this funding.

The proposed trustee lease area (which includes the existing lease and the proposed new lease area) is shown in Attachment 1 – Lease Area Plan.

Council officers are supportive of granting a 30-year trustee lease as:-

- Eagles Basketball have successfully operated from the premises for the past 40 years and have demonstrated its ability to maintain Clippers Stadium in excellent condition during that time.
- The *Sunshine Coast Sports Infrastructure Plan* notes the projected shortfall of indoor courts to service the Sunshine Coast in 2026 is 15, the expansion of Clipper Stadium by an additional three courts will support reducing this deficit.
- The potential to secure up to \$6.8 million in funding from sources outside of Council is beneficial to the local community and broader region.
- The current facility has been maintained to a high standard limiting the financial risk of structural maintenance being required to Council.

To facilitate the above the below transaction documents are proposed (subject to Council support of the exception to lease): -

- A 2-year development agreement will be granted to allow Eagles Basketball to obtain funding, obtain planning and regulatory approvals and progress their development to commencement of construction.
- A 30-year lease will be granted to Eagles Basketball if they are able to satisfy the conditions of the development agreement.

In reviewing the business case as well as the redevelopment and new development proposal, activation, and expanded community use, it is recommended that a 30-year trustee lease be supported by Council.

Dicky Beach Surf Life Saving Club Inc.

The Dicky Beach Surf Life Saving Club Inc. (Dicky Beach SLSC) are located at 1A Coochin Street, Dicky Beach. The land subject to this trustee lease is a Deed of Grant in Trust for Local Government Surf Life Saving and No Other Purpose Whatsoever and is zoned Sport and Recreation.

Dicky Beach Surf SLSC have operated from the land being Lot 3 on SP280543 since 1976 and have current tenure over the land until 30 March 2025. The proposed new trustee lease also affords an opportunity to merge the current Trustee Permit over Part Lot 1 on SP239732 where Council is Trustee and the land which is held for Reserve for Camping and Recreation to facilitate the new canteen.

The proposed trustee lease area is shown in Attachment 1 – Lease Area Plan

Council officers are supportive of granting a 10-year trustee lease as: -

- The structure of the trustee lease will be a ground lease, with Dicky Beach SLSC being responsible for all infrastructure on the site including structural repairs and replacement which limits the financial implications to Council.
- Surf Life Saving Clubs provide valuable service to the local community including the provision of life saving patrol services and community sporting services to the general community.

As surf lifesaving clubs provide surf lifesaving services to the community and support the professional lifesaving services managed by Council a business case was not required in this instance. In reviewing the upcoming expiration of the current lease, it is recommended that a 10-year trustee lease be supported by Council.

Kawana Waters Surf Life Saving Club Inc. (Kawana SLSC)

Kawana Waters Surf Life Saving Club Inc (Kawana SLSC) are located at 99 Pacific Boulevard, Buddina. The land subject to this trustee lease is a Reserve for Local Government, Park and Life Saving Purposes and is zoned Sport and Recreation with Council as Trustee.

Kawana SLSC has operated a surf club facility on the land being Lot 521 on B92922 since 1982 and hold current tenure with Council until 30 June 2025. The facility is currently undergoing a major refurbishment which is being funded via a State Government Grant.

The proposed trustee lease area is shown in Attachment 1 – Lease Area Plan.

Council officers are supportive of granting a 10-year trustee lease as: -

- The structure of the trustee lease will be a ground lease, with Kawana SLSC being responsible for all infrastructure on the site including structural repairs and replacement which limits the financial implications to Council.
- Allow for an extended term to support the current refurbishment of the existing facility.
- Surf Life Saving Clubs provide valuable service to the local community including the provision of life saving patrol services and community sporting services to the general community.

As surf lifesaving clubs provide surf lifesaving services to the community and support the professional lifesaving services managed by Council a business case was not required in this instance. In reviewing the upcoming expiration of the current lease, it is recommended that a 10-year trustee lease be supported by Council.

**Legal**

Council's Legal Services team will be consulted in relation to the preparation of the required development agreements and trustee lease documents.

**Policy**

This report has been prepared in accordance with Council's Procurement Policy relating to the disposal of Council assets and the Community Groups Occupying Council Owned and or Managed Land and or Infrastructure Policy.

**Risk**

There are no risks to Council associated with this report.

**Previous Council Resolution****Ordinary Meeting 17 August 2017 (OM17/156)**

*That Council:*

- (a) resolve, as an exception to the tenure periods specified in the Community Groups Occupying Council Owned or Controlled Land and/or Infrastructure Policy, to enter into a community Lease arrangement with Maroochydhore Eagles Basketball Association Inc. for a term of up to thirty years*
- (b) resolve pursuant to section 236(2) of the Local Government Regulation 2012 that an exception to dispose of an interest in land (lease) in property, other than by tender of auction be applied, as the disposal is to a community organisation as per section 236(1)(b)(ii) and*
- (c) resolve to enter into a community lease arrangement with the Maroochydhore Eagles Basketball Association Inc.*

**Related Documentation**

There is no related documentation relevant to this report.

**Critical Dates**

There are no critical dates relevant to this report, however these organisations have indicated that they are wanting to finalise agreements as soon as practical.

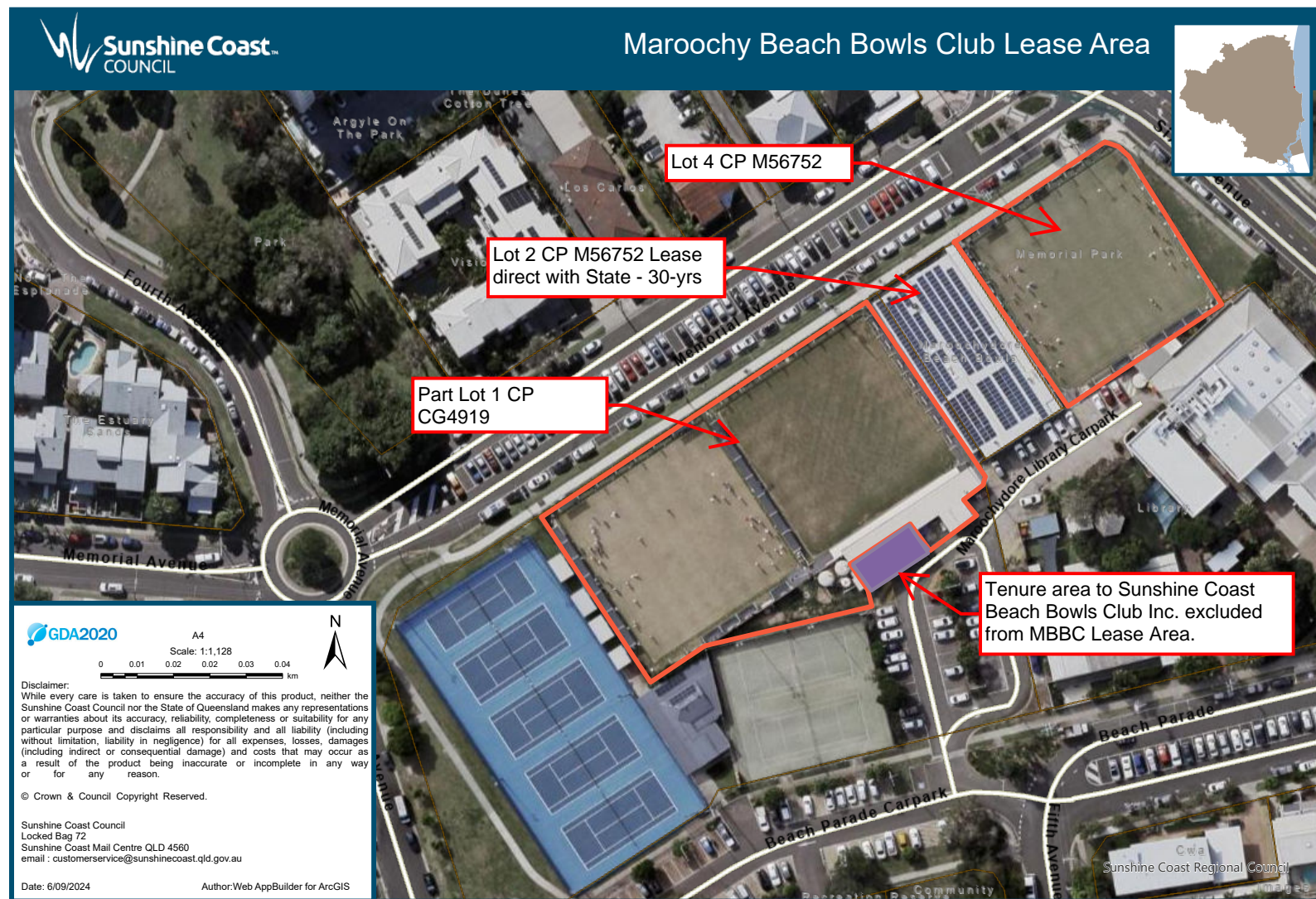
**Implementation**

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

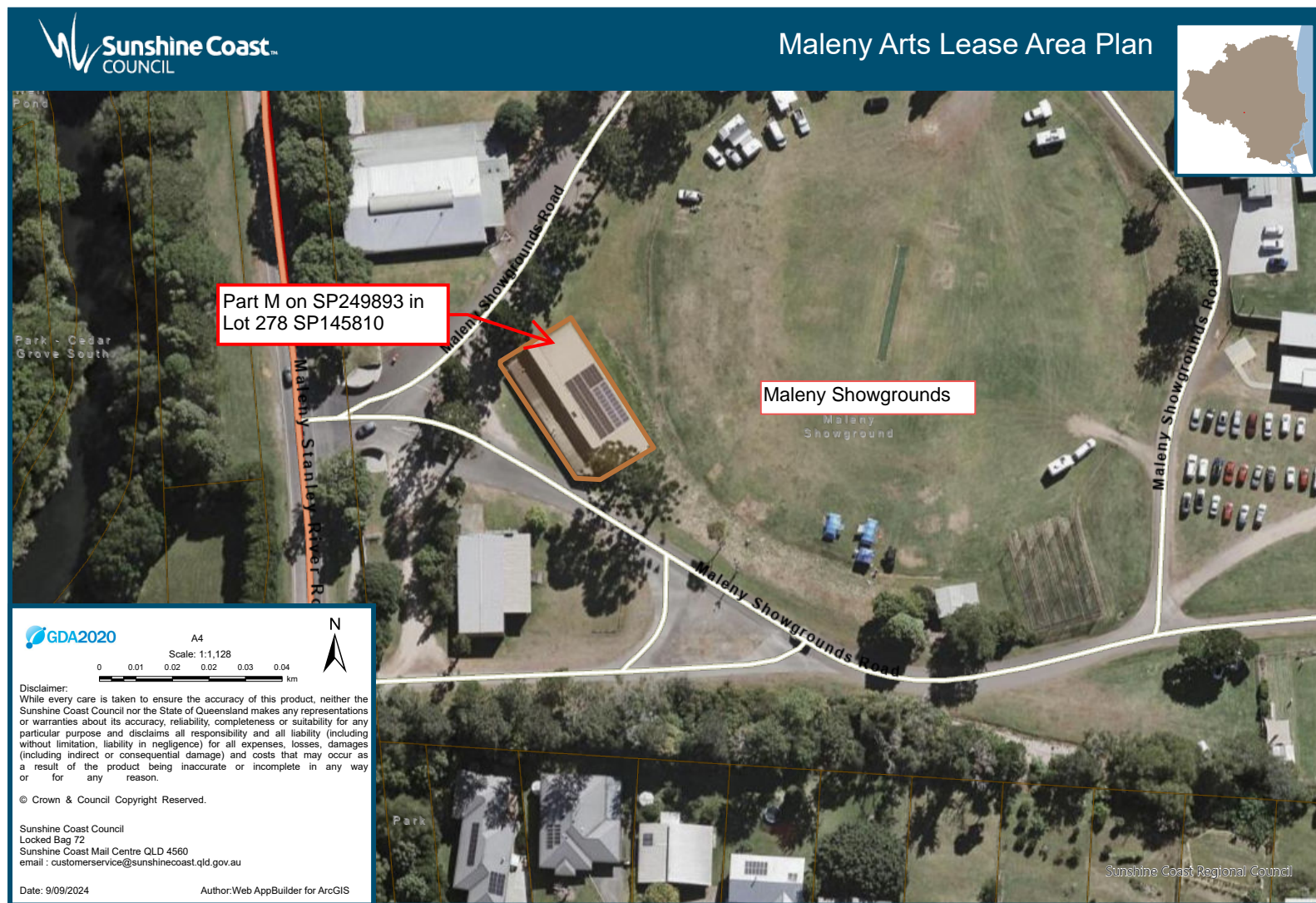
- delegate to Council's delegated officer to prepare and enter into development agreements and trustee leases as per the recommendation and
- register all relevant documentation at the Queensland Titles Office (where required).















Maroochydore Eagles Basketball Association Inc. Lease Area - Part Lot 664 CP901247



Dicky Beach Surf Life Saving Club Inc. Lease Area - Clubhouse Lot 3 SP280543 and Trustee Permit Part Lot 1 SP239732





Kawana Waters Surf Life Saving Club Inc. Lease Area – Lot 512 B92922





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## Club Maroochy

### Business Case on Lease Tenure

#### *Continuous Long-Term Planning / Investment in the 3 Greens*

- Ensuring a quality product (our Greens) is essential to providing the members and community with a good experience. It is also positively correlated to our bar and gaming financial performance.
- To ensure we have a quality contractor (as we do now) he requires a rolling 3-to-4-year contract. His forward planning of the green upkeep works on a 3-to-10-year cycle that covers full renovations each 5 years (most recently in 2023 for \$80,000) and annual minor renovations.



#### *Infrastructure*

- New lighting was installed to Green 1 in 2023 for a cost of ~\$90k (~\$70k from Grant funds). The lifespan of this asset is >10yrs
- Green 2 lighting is being reviewed currently and we expect to lodge an application for further grant funds to fund the upgrade of these lights in the next 6 to 12 months. We anticipate a similar cost (\$90k) for what is a long-term investment.
- We have several buildings on site:
  - The green keeper work sheds
  - Coaching storage shed

- Exposed storage compound (for green related machinery / soil etc)

The Board is currently looking at viability to renovate these areas which may include engineering related structural building works. Cost yet to be determined but would be ~\$75 and considered a long-term investment.

- Large LED double sided sign was commissioned and installed in 2023 at a cost of ~\$70,000. Expected useful life > 10-years.

### Financial Capacity Statement

Summary of trading for the past four years:-

Net Profit/Loss	2020	2021	2022	2023	Increase/Decrease on previous year
Bar	\$201,749	\$325,611	\$289,451	\$314,631	\$25,180
Green	(\$28,057)	(\$7,591)	(\$14,052)	\$22,591	\$36,643
Gaming	\$230,966	\$320,398	\$248,300	\$316,535	\$68,235
Raffles	\$14,908	\$20,582	\$19,694	\$20,954	\$1,260
Keno	\$7,692	\$21,103	\$22,277	\$35,251	\$12,974
TAB		\$1,606	\$1,195	\$9,722	\$8,527
Kitchen	\$4,570	\$15,901	\$17,428	\$20,858	\$3,430
Admin	(\$203,126)	(\$415,958)	(\$499,312)	(\$455,798)	\$43,514
Profit before Int, T/Rights	\$228,701	\$281,652	\$84,981	\$284,744	\$199,763
Int Received	\$4,934	\$2,627	\$5,095	\$27,770	\$22,675

Trading Rights	\$2,158	\$21,806	\$48,247	\$86,876	\$38,629
<b>Total Net Profit</b>	<b>\$235,793</b>	<b>\$306,085</b>	<b>\$138,323</b>	<b>\$399,390</b>	<b>\$261,067</b>
Depreciation	\$87,110	\$134,080	\$137,904	\$150,107	\$12,203
<b>Profit before Depreciation</b>	<b>\$322,903</b>	<b>\$440,165</b>	<b>\$276,227</b>	<b>\$549,497</b>	<b>\$273,270</b>

Summary of balance sheet for the past three years:-

Balance Sheet as at 31 <sup>st</sup> December 2023:-	2021	2022	2023
Current Assets	\$1,007,080	\$1,175,446	\$1,482,623
Current Liabilities	\$224,385	\$196,938	\$270,945
<b>Net Liquidity</b>	<b>\$782,695</b>	<b>\$978,508</b>	<b>\$1,211,678</b>
<b>Major Current Asset balances:-</b>			
ANZ –Main Account	\$96,736	\$72,557	\$44,350
ANZ- <u>Pokie</u> Account	\$351,094	\$477,931	\$287,461
BOQ- Term Deposit	\$350,000	\$351,925	\$776,709
<b>Major Current Liability balances:-</b>			
Trade Creditors	\$57,533	\$32,411	\$56,972
Sundry Creditors	\$10,456	\$8,130	\$10,923
Prepaid Sponsorships	\$8,773	\$14,055	\$6,792

As you can see the trading performance of the Club is robust and improving. Strong fiscal management has placed us in a position to continue serving our members and visitors (notably we get a substantial number of interstate and NZ visitors every year, adding to the local economy).

#### **Community Benefit Statement**

Club Maroochy has over 400 fully paid bowling members. The age demographic is a key aspect of our value offering. Majority of members are elderly. Our various bowls / non bowls related activities provide:

- A form of minimal impact exercise on a regular basis
- Mental health benefits – socialising during and after the game with like-minded people
- A reasonable number of members have either been widowed or have various health issues / challenges. The opportunity for them to gain comfort and friendship daily cannot be over-stated
- Some members take on highly active volunteer roles as they enter retirement or seek activities to keep their mind and body active (eg our volunteer gardener Ian Cunningham is over 80-years old and attends to the gardens every morning from 5.30am). We have games room volunteers 5 days per week and various committees of volunteers.
- Bare Foot Bowls is a major driver of Club financial performance with between 3000 and 4000 players annually. This ranges from families to corporate events, all serving a valuable community service
- The Club has also built-up a variety of non-bowls related activities for the broader community (Friday night entertainment, Tuesday card club, free Tuesday night trivia with over 100 patrons attending, Probus Club meet

- monthly, and a well operated restaurant that caters to members, visitors, and has recently become a regular for Retirement Village excursions).
- The Club also supports local families by creating jobs with 10 paid staff in bar and gaming, a full-time green keeper and his 2 staff and an administration manager. Again, the correlation to outside lease tenure is linked.
  - The Club maintains all external verges (lawns, edges, sweeping and rubbish removal) on 6<sup>th</sup> Ave and Memorial Ave frontages; to maintain a presentable community amenity that is appreciated and respected by local community.

This highlights the positive correlation between club house lease tenure and green and surrounds lease tenure. Long term investment in either (club house or greens) cannot be done in a fiscally responsible manner due to the performance of each reliant upon the other. For that you need a more aligned tenure.





#### **Strategic Review Planned**

The Board is currently in the process of engaging a third party to conduct and full operational and infrastructure review. We are confident this document will be a planning benchmark for 10-years plus. It is expected there will be major investment required that will partially be funded via cash reserves / future earnings / grant funds and loan facilities All of which require long term tenure, to be successful.

#### **Conclusion**

A major challenge for Club Maroochy remains matching tenure (as best as possible) on the Club House and Greens. Forward planning and infrastructure spending are correlated, yet tenure is not. The challenges on making investment decisions are thereby fraught with risk. We seek to de-risk this aspect of our Club by ensuring a closer match on tenure. Asset investments are predominantly on items with expected useful lives of 10 to 15 years.

We respectfully ask you to reconsider the current offer of the 3-year lease (with annual options). The Club seeks:

10-year lease with a 3-year option.

This will allow the current and future Board, as stewards of the facility to forward plan with confidence. A necessity in our humble opinion.

We remain available to discuss this matter at your convenience.

Regards,

*Frank Lindner*



*Chairman*





**MALENY ARTS AND CRAFTS GROUP INC**

**BUSINESS PLAN**

**JANUARY 2023 - DECEMBER 2033**

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## 1.0 EXECUTIVE SUMMARY

Maleny Arts and Crafts Group (Inc) (herein after referred to as MACG) is a local, non-government, not-for-profit organisation. Its management structure consists of an Executive Committee; and an extended non-executive committee, which includes (craft) Group Coordinators.

MACG was established in 1977 and is devoted to promoting and sustaining arts and crafts to support members of our local communities to live positive and active lifestyles; to strengthen connection, inclusion and opportunity of people in the community; to nurture creative and innovative approaches and to build capacity within communities to be connected, resilient and to respond to local issues.

MACG enables community members with an interest in arts and crafts to come together in a supportive environment for mutual support.

Our **Mission** is to be a valuable art and craft haven for the local and regional community; to allow them to pursue their interests and skills in mutually beneficial surroundings; to provide fellowship and mutual understanding in support of individual growth, support for individual mental and physical growth; and to develop their creative skills through fellowship and the wellbeing of the individual.

Additionally, MACG has the following **Objectives** for the growth and development of the Organisation:

- a) To co-ordinate and support the aims and activities of groups in Maleny who practice, promote, present, and/or teach the creative arts, the crafts, and kindred cultural activities, hereunder called 'the respective Arts'.
- b) To promote public awareness, knowledge and appreciation of the respective Arts.
- c) To provide opportunity for adults to participate in the practice and presentation of the respective Arts.
- d) To provide community access to the presentation/performance, display/demonstration of works of the respective Arts.
- e) To provide opportunities for the study of, and tuition and training in, the respective Arts, and a forum for the free discussion of all matters related to the Objects of the Group.
- f) To co-operate, co-ordinate, and to affiliate with groups, bodies, agencies, and individuals with interests similar to the Objects of the Group.
- g) To pursue a standard of excellence in respect of all objects and activities of the Group.

### 1.1 Definition of Opportunity

The rationale for the establishment of the Group in 1977 was to enable local residents to come together under the banner of the creative arts. The Maleny regional community was growing exponentially and many of those new residents were leaving areas where they may have family but certainly where they'd made their friends. MACG provided them with common grounds on which to base new friendships, develop new support structures through handicrafts.

Whilst that was the reason for commencing MACG, we've since found the rational of providing fellowship for new residents, using craft to bring the community together, has ongoing benefits. There has been the need to revisit the crafts we continue to support, and it is anticipated, as times change, the Organisation will need to face that again and again.

## 1.2 Definition of Product

MACG's 'product' can be better explained in terms of socialisation of its members through a mutual love of various crafts in a supportive environment. Skill levels are enhanced through practice, discussions with other members, specialist guest instructors and through our retail outlet, The Gallery, which provides for closer interaction with the purchaser of the crafts to ensure we also continue to meet their needs.

The Workshop is the centre around which members develop and explore their art and craft skills. The Workshop is a fully equipped Arts and Crafts centre providing facilities for glass making, woodworking, pottery, a quilting machine, sewing, knitting (machine and hand), looms and wheels for spinners, and large tables and space for members in the crochet, textile art, embroidery and other similar groups. It includes 2 glass kilns, a sandblaster, 3 pottery kilns, a porcelain kiln, in addition to the substantial pottery making equipment, such as a large range of chemicals (stored in a locked cupboard) and liquid glazes (stored in lidded buckets). For the wood workers, our facilities include a range of both hand- and power tools for the production high quality articles.

The areas allocated to woodworking to pottery and to glass making are able to be isolated from each other and the remainder of the Workshop, and are used on a daily basis.

Currently 13 groups meet in accordance with a detailed timetable and in different sections of the building, on different days and evenings, of the week. At the moment up to five groups can meet in their own specific areas, at the same time. Some groups meet in 3-3.5 hour timeslots.

## 2.0 SITUATIONAL ANALYSIS

### 2.1 SWOT

INTERNAL	EXTERNAL
<b>Strengths</b> The Workshop Our excellent reputation The Gallery Financial management and reserves Our members Our loyal customers Strong, equitable management structure.	<b>Opportunities</b> Local population growth Untapped cohorts and crafts More interaction with other like groups Review and improve our events Life-style trends focussed on home-made Current focus on recycle, reuse, repurpose
<b>Weaknesses</b> Not owning the land the workshop is built on Limited work space	<b>Threats</b> Competition growth Legislative change SCC - loss of workshop Loss of long term Workshop lease Rising costs

### 2.2 Risk Management

#### 2.2.1 Current situation

Lease for Workshop premises in negotiations with SCC

#### 2.2.2 Responses

Continue working with SCC for a long-term lease

#### 2.2.3 Mitigation Strategies

In the first instance we would put into effect legal advice provided via application to the Courts.

### 2.3 Financial Plan

This Financial Plan gives an overview of the financial statements of our Organisation. The end of each fiscal year has been set for December 31.

The principal activities of our Organisation are that of an arts and crafts group. The majority of funding for our Organisation comes from existing income, and Fairs held throughout the year.

In the past financial year membership increased by 15%, and we anticipate that this level of growth, and thus income, will continue.

Our major expenses are Rent, Insurance premiums, Auditing fees, Workshop expenses and Events.



### 3.0 GOALS

#### 3.1 Education

- Encourage members to increase their knowledge and skill appropriate to their specific craft.
- Provide targeted skill development to those members and people who would like to become members, to explore a specific craft.
- Establish connections with professional and other associations in the various crafts to develop supportive and contributive relationships.
- To develop relevant and up-to-date learning resources to assist members who would like to commence, or improve, their craft skills.

#### 3.2 Members

- To provide members with a safe place to expand their skills in their chosen craft and be exposed to other crafts.
- To provide members with access to specialist equipment and specialist guest instructors.
- To provide members with the socialisation and support that comes through working with people with the same interests.

#### 3.3 Business Growth

- To grow and develop income streams for MACG.
- To become the preferred supplier of quality, home made arts and craft items to our customers.

#### 4.0 STRATEGIES 2023-2033

Goals/objectives	Timeframe	KPI's
<b>1. Maintain current membership growth</b> <ul style="list-style-type: none"> <li>• Membership campaign focussing on arts/crafts currently offered;</li> <li>* Demonstrations of specific skills utilising both members skill sets and specialist guest instructors;</li> <li>• Explore broadening scope of arts/crafts;</li> <li>• Explore broadening the scope of membership;</li> <li>• Promote public awareness, knowledge and appreciation of arts/crafts;</li> <li>• 2 major Fairs per year;</li> <li>• Craft group specific exhibitions.</li> </ul>		
<b>2. Strengthen links with other similar organisations</b> <ul style="list-style-type: none"> <li>• Explore the development of a series of group activities with other organisations, eg local indigenous communities; local secondary schools; groups of disabled and movement challenged people.</li> </ul>		
<b>3. Maintain financial position</b> <ul style="list-style-type: none"> <li>• Review existing expenses with a view to reduce those expenses;</li> <li>• Maximise operational efficiencies;</li> <li>• Optimise use of technology;</li> <li>• Explore balance between membership fee and costs.</li> </ul>		

Currently the Operational Plan to deliver the above is being developed with members who have specific interests in certain areas, and who will be responsible for those actions. These actions will be rolled out on an occasional basis, as it fits into our Calendar for a year.

## 5 APPENDIX

### 5.1 Maleny Arts and Crafts Clay Workers' Group Workplace Health & Safety Guidelines

When using the workshop, glaze room, and kiln room, please do the following:

#### Dust

- Clean work area and equipment at end of each class with bucket of warm water. No sweeping of clay on floor is allowed to prevent the clay dust from moving around.
- Add name to the many weekly cleaning duties. See convenors.
- Wipe tables down with a wet cloth.
- Do any sanding and dust making outside.
- Wear a good dust mask when carrying out dust making exercises.
- Wear an apron and ensure aprons and protective clothing is regularly washed.

#### Kiln and Glaze Making Area

- Only trained members are allowed to be in charge of packing and unpacking the kiln.
- We conduct all glaze mixing in a secure well ventilated space away from common work spaces and on a day that members are not in the clay workshop.

Personal Protective Equipment (Dust mask, glasses & gloves) are to be worn when making glazes. Glaze making is always done by the glazing coordinator.

- The glaze spray booth is outside.
- Bring your own Personal Protective Equipment when glazing.
- The glazes provided for use in our electric kilns are food safe. Non food-safe materials are clearly labelled.
- All kilns are located in a separate space are flued and have external extraction.
- Eat in the designated food area outside of the clay worker's area.

#### Prevention of Falls and Accidents

- Provide a neat and tidy work area where everything has a place.
- Locate ample power sockets to avoid the need for extension leads that could create trip hazards.
- Provide adequate lighting for all internal and external spaces.
- Members keep their clay, tools etc at home.
- Do not leave MACG objects anywhere else but the designated area.
- Use safe lifting practices and use wheeled trolleys for the heavy items in the studio.

Version Control: 1:2023

- Familiarise yourself with the location of First Aid kits and Defibrillators.
- Report any accidents to the convenors

**Electrical**

- All electrical equipment is Tagged and Tested according to schedule by a qualified tester

## 5.2 SAFETY PROCEDURES – MACG CREATIVE GLASS GROUP

### 1. GENERAL

- Do not take food or drink into the work area.
- Always wash hands after working, especially before eating and drinking.
- A wash-up sink is in the potters' kiln room. DO NOT use the kitchen sink to wash hands or to pour out grinder sludge. Not only are these practices health risks, but sludge may harden and block the pipes.
- Wear suitable clothing and enclosed footwear at the Workshop.
- Always cover the tables to be used for glass with the vinyl covers provided and use self-healing mats at all times when working with glass.
- Clean your work area regularly using the dustpan and brush provided, to clean up glass shards and scrap glass.
- Do not brush over your work area with your hands.
- A first aid box is located in the kitchen. Ask for assistance immediately if you have cut yourself.
- Clean up your work area and the grinder (if used) after each session.
- Vacuum the table coverings and the floors around the glass work area at the end of each session.

### 2. HANDLING, CUTTING and WORKING WITH GLASS

- To protect your eyes from glass shards and fine glass dust, wear safety glasses whenever breaking glass and when working with grinders and glass cutting machines.
- Cut into a plastic bag or container when working with wheeled glass cutters so the glass shards are contained and not a hazard to those working nearby.
- When working with glass powders, always wear a mask, safety glasses and disposable gloves.
- Never leave glass pieces hanging over the edge of tables or benches nor standing upright in containers.
- Take special care when handling glass in the racks in the cupboard. This is where you are most likely to cut yourself. Beware small pieces that may be hidden between larger sheets.
- Avoid handling sheets of glass bigger than you are confident with – ask for assistance.
- Never attempt to catch glass if it falls.

### 3 KILN SAFETY

- \* Wear a safety mask, safety glasses and protective disposable gloves when mixing or using kiln wash powder and when handling fibre paper, fibreboard and new and used kiln shelf paper.
- \* Do not touch any parts of a kiln with bare hands during any part of the firing process.

- \* Always follow manufacturers' directions and safety precautions for products used with glass or in kiln firing.

#### 4 SAFE USE OF KILN SHELF PAPER

When cleaning the paper from the kiln shelf after firing, **WEAR GLOVES, FACE MASK and SAFETY GLASSES.**

**DO NOT BRUSH THE PAPER FROM THE SHELF.** This creates harmful dust particles.

**How to remove used Papyrus paper:**

- Using a spatula, carefully fold the paper over, then over again, into a small pile. Do not 'dig' the paper off the shelf as this could damage the kiln wash and the shelf would have to be re-kiln washed.
- Place the used paper into a bag and dispose of the bag in the bin.
- If there is some residue dust from the paper left over on the shelf, dampen (not saturate) a chux or other clean cloth and gently wipe the excess powder from the shelf.

#### 5 KILN SHELF PAPER

- **PAPYRUS kiln shelf paper is used as a barrier between the kiln shelf and the glass being fired.** Depending on the type of glass being used (transparent or opaque) and the type of firing schedule used, you may get more than one firing out of the paper.
- Glass Projects using **transparent glass** often lift cleanly away from the paper whereas **opaque glass** (particularly when full fused) may stick to the paper. This doesn't affect the glass but means new paper may be needed for the next firing.
- With each use **marks, tears or holes** may appear in the shelf paper and these will leave the same marks on your glass if you fire over them. Change the paper if there are tears or holes in it after firing.
- **New paper can be cut with scissors** to the size of the kiln shelf or to the size of a particular project. When cutting new paper, **WEAR GLOVES, FACE MASK and SAFETY GLASSES.** This paper is ceramic based and breathing in the dust and fibres should be avoided.
- If cutting the paper to suit a project, **make sure to cut the paper at least 1.5cm larger than the glass all around** to allow for any glass spread.
- Projects can be constructed on this paper and carefully carried to the kiln.



### 5.3 MACG WOODIES – SAFETY PROCEDURES

Training will be given to ensure members have the necessary skill to operate each machine in a safe and effective manner. They will only then be marked competent on usage of specific machines on a detailed list and given approval to use that specific machine. The list will be kept up to date by the Woodcrafters coordinator and a copy kept at the Workshop. An experienced woodworker, under the auspices of the Woodwork Group Convenor, will conduct this training in a timely manner.

Cleaning and maintenance of each machine is carried out according to the specific instructions provided upon purchase, in relation to that machine.

NO member of MACG is to use any of the wood working machines unless they have had the training and been recorded on the list as being competent with the designated machines.

Maintenance of all other equipment is carried out on an annual basis or earlier on a needs basis.

Workshop dust is removed by a very large and efficient dust extraction system, which is maintained weekly. It is recognised that dust particles, timber shavings, and sawdust are a health hazard and particular attention is provided to its removal on a regular/weekly basis. On completion of a their operations, members must clean the work site.

Removal of trip hazards and the maintenance of warning labels on machinery is the ongoing responsibility of the Group Convenor.

#### BUSINESS CASE SUPPLEMENTARY MATERIAL

Under the new Sunshine Coast Council's policy you state that:  
 "Council may consider a longer tenure period should exceptional circumstances be demonstrated."

We believe that a lease on the Maleny Arts and Crafts Inc.'s Workshop should be offered based on the exception that this building was built, maintained and extended over time solely from the efforts of the Membership of the Maleny Arts & Crafts Group Inc.

The brief history of MACG provided to you, shows that since 1985 we have been able to establish and maintain this building very successfully. It is maintained to a high standard as your building inspection report showed. As the history shows, we have recently invested in a major extension to the workshop and have no current plans for further development.

We are not a commercial business so do not maintain the statistical details that would be standard for a commercial operation, however within the limitations of a volunteer community organisation we have supplied the information to help the Council understand that we have been, and will continue to be a well managed sustainable community organisation.

#### MEMBERSHIP

Membership of MACG is by application and approved by the Management Committee from time to time. As long as the applicants conform to the provisions of our Constitution and have indicated a commitment to one of our craft groups, their membership is approved. There are no limitations based upon ability, craft experience or age.

Our workshop is accessible to all levels of mobility and some members come supported by a carer. All our current members are adults, and while the constitution does not prohibit children joining, we see no likelihood that this would change.

Our Group has a long-standing commitment to supporting the arts among young people by providing a prize for children's craft in the Maleny Show and an annual prize for arts and crafts in the Maleny High School.

The following are the membership numbers for the past 5 years.

2019	258 members with 37 new members inclusive
2020	274 members with 45 new members ( 6.2%)
2021	275 members with 31 new members ( covid) (0)
2022	279 members with 46 new members (2.75%)
2023	285 members with 54 new members (2.79%)

Since 2019 we have had a 10% net increase in membership.

We attract members through:

Word of mouth.

Interest generated through our Gallery in the main street of Maleny.

Interest generated through our two Annual Fairs held in the Maleny Community Centre.

Interest generated through our participation in other major Community events such as:

The Australia Day celebrations;

Welcome to Maleny evening;

the Uniting Church's Christmas Tree Festival

The Annual Wood Show held at the Showgrounds where our workshop is located.

The Annual Show during which we have our Workshop open with craft displays.

Indications are that we are attracting younger members who join so that they can find an outlet for their craft. Our experience is that those who join while still working, engage more fully on their retirement.

#### CURRENT CRAFT GROUPS

Every member who joins nominates at least one craft interest in which they plan to participate. If a prospective member has a craft interest not currently operating, they are invited to initiate a new group.

The currently operating craft groups are:

Clay Workers  
Wood Crafters  
Fine Art  
Life Drawing  
Quilting  
Mixed Craft  
Sewing  
Embroidery  
Porcelain Painting/ Decorative Art  
Textile Art  
Creative Glass  
Spinning and Weaving  
Crochet

#### INCOME

We have 4 primary sources of income.

1. Annual Membership Fee \$50 or \$45 Concession
2. User pays Workshop fees. \$4.00 per day
3. Gallery (25% commission on sales)
4. 2 Annual Fairs (25% commission on sales)

These sources of income meet our ordinary costs and maintenance and workshop improvements. Other major developments are funded through accumulated funds and grant applications. We only use the money we have, and have not tried to borrow money.

#### MAINTENANCE

Ordinary maintenance is managed internally by an appointed maintenance person. All members who notice an issue are asked to report it. Each Craft Group ensures that any maintenance issues relevant to their part of the workshop is brought to the attention of the Management Committee.

The Management Committee meets monthly and ensures that such issues are dealt with.

Once a year the outside of the building is washed down, which also helps us to become aware of any external maintenance issues that need to be addressed.

All electrical appliances and leads are tested and tagged annually.

We attempt to meet all other statutory obligations.

While we don't have a fixed maintenance schedule, we always ensure we hold enough funds that as the needs arise we have no trouble in meeting the costs.

#### THREATS

##### LEADERSHIP

Based on our long history of stability and steady membership growth, we see no significant threat to MACG's continued viability.

Probably the one area that needs to be addressed is the on-going leadership of the Group. The by-laws limit the term a person can hold one of the Executive Positions to three years. This has the benefit of ensuring that no one feels burdened with the responsibility, and prevents a small group dominating the leadership.

At a time when many community groups are finding it difficult to find volunteers willing to take on the responsibility of leadership, MACG should establish a more formal process of succession planning. To this end the Committee will begin to communicate with all members about the need for members to consider serving on the Management Committee.

##### MEMBERSHIP

While our total membership continues to grow each year, we also note that there are many members who withdraw. As far as I can tell, the reasons for this have not been investigated. It would be worth undertaking some work on why this is occurring.

The long history of MACG shows that it is an organic Group that continues to meet n needs in the community.

#### **Brief history of the development of MACG**

Following a general meeting of MACG on 22 March 1985, a letter was delivered to Landsborough Shire Council regarding a gift of land on which to erect a proposed building. Councillor Winston Johnson assisted both parties with negotiations and by 5 August 1985 the current showground site was approved by Council to enable MACG to erect the first stage of its proposed building. By 6 October 1986 a lease was signed notwithstanding that formal Incorporation and Articles of Association were still awaiting approval. The official opening of the building occurred on 6 March 1987 by the then Minister for the Arts, the Honourable Brian Austin MLA. Many departments of the Queensland Government had been instrumental in this building obtaining the many relevant approvals, and had been very supportive of our objectives in providing a building where many residents of this area would be able to participate in varying craft activities.

By the 6 March 1989 MACG was preparing to build stage two of the building programme. Following its completion, MACG expanded its workshop on four further occasions (1993, 1999 2012, 2022) to the excellent facility that now exists.

MACG members have worked hard and diligently since 1985 to raise various funds to remain financially independent, to maintain the building and its contents. We repeat that we have not requested financial assistance from, either the Landsborough, Caloundra or Sunshine Coast Regional Council other than to compete for publicly advertised grants.

Unfortunately we do not have access to any legal advice that may have been provided to MACG when it began its negotiations with Landsborough Shire Council. Thus we are unaware as to why an option to renew the lease, which expired in June 2022, was not contained therein. We do know that whilst no such undertaking was provided in writing (that we have been able to find although enquiries are still ongoing), the then members of MACG were advised by the Shire President Mr Jack Beausang that:

**“... the building would belong to MACG until MACG members had no further use for it, when the Shire Council would take over ‘ownership’ and use it as desired”.**

Whilst this is clearly not the legal situation, the reality is that members have always believed it was their building and have worked hard to raise funds to maintain and use it. MACG currently has over 250 current active members who, with their partners and families, will be and are, devastated by this latest effort by the Sunshine Coast Regional Council to disenfranchise them.

REGISTERED NFP.

- 1 of 14 -

(ABN: 44971678836.)

CACA INC LEASE EXTENSION 'BUSINESS CASE' FOR COUNCIL, SEEKING A 30-YEAR LEASE EXTENSION, UNDER A GROUND LEASE.

#### Aim

To present to Council (Senior Property Officer through the Property Officer) for deliberation and decision, a comprehensive 'CACA Lease Extension Business Case' in pursuit of a 30-year Lease extension, under the arrangements offered both parties by a Ground Lease, by 21 December 2023.

(noting that the advised latest application date for CACA Lease Renewal Application is advised earlier by Council, mid-2025.)

#### The Key Driver

CACA is asking Council for a 30 year extension and to amend the current Lease arrangements (expiring 31 December 2025) to be party to a Ground Lease as suggested in consultation with Council authority (SPO) on 1 November 2023.

- >> See Enclosures: my previous 2022 /3 acknowledged email correspondence with Council.)
- >> CACA's current 2023 Lease as a "Trustee Lessee" expires at midnight on 31 Dec 2025.
- >> Council Election looms in 2024 and therefore this Business Case is forwarded urgently to beat an advised "administrative lull" period in Council, leading up to the Election.

Therefore it is in the interests of both CACA Inc. and our Council that our Business Case is received by Property Branch, Sunshine Coast Regional Council (SCRC) as soon as possible to take to Council for discussion and decision.

My requested 'Guidance on Content' request to Council (see attached email and response) has been received and broadly agreed as shown and incorporated in an earlier "Skeleton Brief" to Council, and finally agreed by Property Branch on 1 November 2023 as a sound 'Broad Plan' that is herein expanded with much detail ('flesh on the bones') based on that agreed 'skeletal' framework.

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Facts and Assumptions Based on Current Lease Documentation.

- >> CACA has occupied the North Street precinct for some 46 years to date, land and Buildings, as a “Trustee Lessee”. The land is State-owned as evidenced by a Copy of the attached Title Document. This Business Case carries **no assumes intent** to request any change in arrangements concerning the Land, ie, a bid for gifted “ownership”, as discussed earlier is not intended or in prospect.
- >> Please see the status of the current Lease and its accurate meaning for CACA at the referenced email, provided on request from SPO SCRC, noting that CACA is in fact in ‘ownership status’ over the infrastructure and buildings (clearly until Council deems and advises otherwise), and CACA also has ownership of all chattels.

That is now confirmed unequivocally by such good current advice from SPO.

\*\*\*\*\*

#### BUSINESS PLAN

(Four Sections.)

\*\*\*\*\*

‘Sections’ are considered necessary to separate perceived major aspects of this Business Case that bear on the organisation, operations, finance, competence, value to Community, status and reputation of CACA, as we seek long-term Lease Extension.

\*\*\*\*\*

References: (Copies where appropriate, are attached as Enclosures /Annexes for ease of access.)

- A. **The CACA Constitution.** (aka the amended ‘Articles of Association’- dated (copy at Annex A.) (Currently under internal periodic review. A periodic revised draft is now completed and is planned to replace the initial rather verbose ‘generic’ initial document, in due course.)
- B. **Lease Document 717190988,** Council as Lessor and CACA Inc. as ‘Trustee Lessee’, dated 10 Feb 2016, expiry 31 December 2025. (copy forwarded by separate emails).
- C. **Internal Management Organisation Model,** to meet perceived NFP Mandatory Requirements (drafts at this stage, just to essentially have two options to display, and further develop to maturity and present for acceptance by Management Committee shortly – an essential management “tool”.
- D. **Potted History of CACA Inc.** A vital Community Asset. (see emailed attachment.)



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## SECTION ONE – Organisation and Administration

>> President and Management Committee (Chair and other Executives (3) and Non-Executives (6), co-opted temporary members, and optional external linkages (13) as a grouping, are considered very important for an understanding of 'controls' depicted in this management model, to highlight the extent (broad framework) of the organisation required to properly manage, in all of its multiple aspects, this Leased Premises and to abide by Lease imperatives. (eg, for recording of essential services and reliable maintenance responses, and keeping The Lessor (Council) informed and satisfied that CACA is in compliance where required.

>> Co-opted members are included, although temporary in nature, eg, specialist advisors at times, usually under a formal internal 'Terms of Reference' (TOR) instruction / guidance, (or other Management Committee-approved direction.)

(Note a copy of 'TOR' for CACA Master Plan, for example, (at emailed enclosures.)

(See Management Organisational Models enclosed, depicting main elements involved the short and medium operations, and long-term operations strategy, of CACA.

### CACA Documentation:

>> Current 2023 job /role statements, for all MC members are included (for perusal.) For volunteer Office Bearers in CACA management functions that relate to key jobs with prominent facets of health and safety, mental health wellbeing, good Governance and well-ordered 'Management Policy and Practice', compliance and observance of clean, effective lines of 'command and control', including:

>> Other examples of sound internal organisation are also included for perusal eg, 'Guidelines for Group Leaders'. ( relates to sound organisational practices.

### Delegations:

>> By the President and Committee alike to all Group Leaders at the lower practical and "hands-on" operational level of CACA Management Practice, ie, a slim, 'tiered soft control structure' that promotes positive engagement, a willingness to contribute, knowledge and effectiveness in applying it at higher level administration and confidence to take on more involved Board appointments, going forward. An efficient 'skills-based' volunteer Management Committee (executive and non-executive) and co-opted if possible) is potentially always in place to address future challenges by observing these management principles at CACA. Experienced as a Group Leader.

- 4 of 14 -

>> at CACA the principles of harmony, mutual respect and good communication are always promoted as part of policy. Practice of such set good policy maintains responsive contact with all Group Leaders and confronts and deals with issue, as they arise – thus chasing the benefits of effectiveness and efficiency in CACA administrative, operational and personnel matters.

>> More frequent activation of the Management Committee principle of “Out-of-Session”(OOS) decision-making is now practised, well-accepted, commonplace and most effective – used for those arising matters between scheduled Committee meetings that do need timely Committee consensus before a decision. The OOS principle is also time-efficient in a situation where Committee members can be often unavailable to attend the Boardroom for discussion, as all are volunteers with higher priorities, at times.

>> WHS imperatives. CACA is ‘wheelchair friendly’ and is fitted with all the required support features for the comfort and safety of our disabled members – eg, handrails in toilets, wheelchair ramps, clear passageways and preferred marked parking allocations (4). We are a “No Smoking” Zone and competent in properly dispensing food to the public at such as Fairs and other programmed ‘open’ events held on “campus”.

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## SECTION TWO – Operational and Administrative Aspects.

### Administrative Matters of Import.

>> 1. Workplace / Occupational Health and Safety, Individual Wellbeing and Mental Health Awareness. The physical security, practical safety measures, ‘continuous improvement’ campaign and awareness of policies in force at CACA ensure overall monitoring and rectification of issues arising in a timely and professional manner.

At CACA there is:

>> Stringent continuous COVID awareness advices and continuous provision of sanitisers, health warnings, social distancing policy statements and posters and anti-bacterial sprays, flyers and regular emails to Group Leaders for mandatory dissemination to all members,

>> Annual First Aid Training: CPR and, since acquisition at our cost of a unit in 2022, annual DEFIB training given by a paid external professional (“Nomad Medic”) and the local SLSC CPR and DEFIB expert instructor at Ithica SLSC, Bulcock Beach.

>> Environmental Improvements, eg, at own cost, new brighter LED lighting throughout noting the “close work” pursued by many of our Groups, air conditioning two thirds of the entire premises to safeguard members well-being in the debilitating (for some) heat and humidity of Caloundra Summer that drives members away such has been its impact for many years prior -thus losing sessional attendance and the inflow of vital fees during that hot season.

>> Continuously improving the physical attributes of the precinct with a long-established volunteer garden improvement programme and some external cosmetic ‘facelifts’ to present a precinct that is modern, fresh, creative, expressive and valued with pride. These are some benefits of “ownership”.

>> Re-marking carparks: our initiative for safety and appearance reasons, at our cost.

>> Installation, at our cost, of long-awaited shade sails over the inner courtyard thus making it cooler, greener, exponentially more ‘user-friendly’ and attractive to visitors during public fundraiser events, eg, two annual Fairs (May and November), exhibitions and events open to the public, as well as the usual daily usage by our members. That includes evening Group activities – eg, the music group and two othersd.

- 6 of 14 -

Implementing Mandatory Periodic Tests of Essential Fixed and Portable Equipment: Cleaning Policy and Physical Security Monitoring.

>> This includes annual safety 'Test and Tag' electrical, plumbing checks (annually required by Council), stringent weekly, periodic (usually aligned with Fairs and other major events when CACA precinct is open to public scrutiny) and annual contracted professional cleaning regimes, efficient internal providing practices, firefighting equipment mandatory checks by external professionals, continuous service by a 'Grounds and Garden' professional maintenance local business (augmented by keen volunteers from within CACA membership), and other local trade services, "On Call" as required, eg, fencing, roof repairs, gutter cleaning and an increased security screening upgrade response, in the "Sturges Building" (site of a recent NASKAM-reported and Police investigated break-in, prior to CCTV installation..)

>> A comprehensive (state-of-the-art, 9 camera CCTV system) totally funded from a successful Gambling Fund Grant application) has been fitted since in mid-2023 and the local Police and NASKAM informed. This great installation substantially augments the passive security long-standing service from NASKAM, for which we pay and is found to be very efficient.

>> The quiet overnight location, at the rear of our complex mostly, does attract occasional 'out-of-hours' purported homeless and other opportunistic itinerant, "short term unpaid tenancies", both of which are dealt with compassionately and immediately when found : (note Lease advice for this "camping" situation is very specific.) Safety and security of members (many are ladies of mature age) attending late evening sessions and early morning openings, often individually, is of paramount concern to CACA Management in this regard.

>> External carpark and pathway approaches motion-sensitive and fixed security lighting has also been upgraded in the last year or so, at our cost.

**Insurance Policy and Annual high Fees, specifically including mandatory PLI.**

>> CACA is fully serviced for mandatory Insurances by 'Integrity First', a recent locally-based franchised innovation in such companies providing that ever more expensive service and guarantee. PLI is included.

>> We plan to retain their services on an annual renewal basis provided that their 'competitive edge' remains in tact. The 'Integrity First' products that CACA own now address and meet the requirements of Insurance stipulated in the current Lease.

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**Audit, Bookkeeping, Banking, Formal Annual Reporting Requirements.**

>> Note: Administrative Status of CACA and Attendant Responsibilities:

>> CACA is now:

- > a Registered 'Not-For-Profit',
- > has 'Register of Cultural Organisation' (ROCO) listing,
- > is a formally registered 'Direct Gift Recipient' (DGR),
- > is a listed 'ACNC-approved Charity, and
- > is a 'Trustee Lessee'.

>> is managed and operated by volunteers.

>> Each of these 'Administrative Titles' has mandatory reporting requirements with which CACA conforms to the letter (see documentation proofs at Annexe B - reporting requirements.)

>> CACA submits to an annual Audit as required by the ATO and, in accordance with ACNC direction and policy, an annual "review" is carried out. The annual audit is tabled at the AGM.

>> CACA holds a robust suite of both Investment and Operational Business bank accounts – see last Audit and latest Treasurer's Report (emailed) for details.

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### SECTION THREE – Strategic Development Planning and Associated Matters.

CACA Master Plan Administration: Sub-Committee ‘Terms of Reference’.  
(see document at the Enclosures.)

>> CACA Management Committee approved management strategy, operationalised and implemented by Chair, CACA Master Plan Sub-Committee (President CACA), and implementation ‘Principles and Plans’. This structure has worked very well indeed over the past 18 months where a satisfactory momentum in the Project had been restored and all but one of 12 Council RFI satisfied (parking), currently awaiting imminent approval of our DA with Council, to proceed to the next key planning milestones preparatory to Operational Implementation and Funding Considerations (OIFC), aware of QLD State Construction Law imperatives and many local site issues that have been already addressed at Committee - eg, including rising material costs and manpower issues - in a series of monthly Master Plan Briefs - Numbers 1-8 / 2023 .

>> Eg, total exclusion of all members during “Live Site” Build Phases,  
(Phase One through seamlessly (hopefully) to Phase Five. (approx.6 months.)

>> responsible under formal legal obligations for the entire leased precinct,  
its well-managed use (under ‘special use conditions’), and

>> for managing its present and future desirable infrastructure (fixed) and any major infrastructural improvements, eg, **our DA**, all improvements thereof, and ongoing total maintenance and costs attendant upon a Leased Property.

>> CACA is a formally documented “tenant”, reporting to Council (‘landlord’ as required) and fully responsive to Council direction, as may be deemed appropriate by Council. (see ‘Terms of Lease’.)

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#### SECTION FOUR – Scope of Operations and Activities, Current and Ongoing.

##### E. Annual / Biennial Schedule of Activities / ‘Operational’ Plans.

>> CACA has 24 individual Creative Groups (see attached Group List.) Its membership of 557 (as at early December 2023 ) is steadily growing at the rate of 4-6 +, new members per month, since COVID restrictive stringencies have been relaxed somewhat. Prior to COVID, CACA boasted 610 members and was growing fast (eg, one art group membership rose to 65 and Quilters rose to 167, such was the eager interest in joining the “campus”:

>> For much-valued health, wellbeing and therapeutic social engagement,

>> For developing and practising creative talent and skills, and

>> For a ‘partial panacea’ for guarding mental health and personal wellbeing challenges that are often an accompaniment to the predominant demographic “slice” that CACA services - eg, ages 45-95.

>> Now, with a ‘ post-COVID pleasing monthly growth rate already impressive, a conservative mathematical forecast for new members could technically reach, by December 2028 alone, 770. That population prediction factors in a negative growth “natural attrition / withdrawal” rate factor of a generous 5 %, over five years.

>> CACA is still growing, appealing to a set of marginally younger people now. That younger age grouping “talent pool” is where the future “skill-set-rich” membership is hidden. Their recruitment as volunteers is a challenge. They are needed as a key element in solving how CACA may continue to evolve, to better prosper, expand facilities, and better serve our Community, in competition with others like us, in our region.

>> CACA has important ‘fundraiser’ and ‘awareness’ annual and biennial programmes that generate funds and promote our attractive profile to Community: They are generally characterised as follow:

>> a recurrent, innovative, profitable, inclusive and appealing energetic series of creative skills’ events. (eg, exhibitions, internal workshops,

>> at predominantly our premises at 5 North Street and occasionally, as individual invited artisan groups, at external public events and such showcasing activities in the local business and community areas, eg, recently at the AVANTI Health and wellness centre Open Day, also on invitation at the local Caloundra Library, by exploiting to mutual benefit linkages with our great Regional Gallery, wider with satellite Regional and



- 10 of 14 -

commercial Art Galleries based on CACA individual or group member initiatives, and with “sister” Creative Art Associations on the Coast, in the Hinterland and farther afield too – eg, at Toogoolawah at “The Condensery” Somerset Regional Gallery, for example, all of whom seek to share our expertise and knowledge and we theirs – that like-minded interaction and crossflow of creative artistic content is another arm through CACA and its broad, positive platform for maintaining well-adjusted, happy, socially very active, occupied members whose robust mental health and overall confident wellbeing, benefits hugely from such explorative and fulfilling experience – CACA is the platform for all.

>> A membership of (at only \$55:00 for new and \$50:00 for renewing per annum ) offers all of that now and going forward from our current base, as far as one may see. Annual membership fees and sessional fees are reviewed by Management annually and raised conservatively (based on annual CPI advice) by decision at AGM.

>> **Biennial:** eg, includes a major regional 2D Fine Art Exhibition (250 ++ artworks for sale, and Lacemakers organised and hosted a major National Biennial Lace Showcase here at CACA in 2022, our Ceramicists do theirs to great acclaim too, and fabulous Quilters, our largest Group numerically, mount their big biennial show in July 2023—to accolades all over. This was a show of international class and quality and a great attraction to all who came, including so many from out of town - over 1,500 attendees were logged in that 2023 exquisite biennial artisan craft Quilting show, at CACA.

It was also a great fundraiser for CACA.

>> **Good for CACA – good for Caloundra .**

>> **Annual Fairs:** Mothers’ Day May Fair and ‘Christmas Artisan Fair’ mid –November are just two of the major CACA fundraisers (average profit from such two-day ‘all in’ centre-wide Fairs is in the order of \$12,000:00 -\$15,000:00.)

>> Many half-yearly and more frequent NFP fundraiser events and internal Group skills development activities (multiple genre-based art and craft workshops throughout any calendar year – and that is from late January to mid-December each year), with paid external Tutors of high regard. Such learning / educational/ artisan-skills development activities of which we are justly very proud, promote CACA as a Community Asset of well-known presence, reputation and volunteer capability that meets the creative desires of our community residents as they seek solace, company, happiness, and fulfilment in such welcoming and capable precincts as CACA, and all that it offers –both now and potentially well into the future.

>> All categories of CACA events that draw public attention further develop Community Awareness of CACA as a vital “entity”. Through participation in such events, residents recognise the valuable, generous contribution to the expansive mosaic of attractive predilections, offered by our individual Groups and so readily available to residents here in Caloundra and wider afield in the region. CACA sets a high standard in that regard.

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>> Most CACA 2 D art groups and textile Groups engage from time to time, external Art Tutors of note (financed within that particular Group). This specific, sporadic but nevertheless prolific activity once again is a big contributor to individual mental health, personal fulfilment, and development as artisan craft practitioners and fine artists.

>> “North Street Made” (NSM). CACA’s NSM - is a 360-day, 10 am -2 pm ‘Artisan Craft Boutique’ shopfront ambassador – one small space for CACA that ‘flies our flag’ every day with purely volunteer manning. The NSM ‘shop’ attracts significant interest from local residents and many visitors to Caloundra from much farther afield at Fairs in May and mid-November – eg, last November Fair, NSM came away after two days of trading with a \$4,300:00 approx. “take” - from which a “market” 25% commission on sales is swallowed by the CACA Central Coffers. There is great potential to do better in this regard when the planned larger CACA “gallery shopfront” comes available after Master Plan implementation, with resultant more open , wide-fronted expansive space for product and displays.

CACA and More ‘Community Connections’ of Longstanding, to Continue.

>> CACA’s awareness of the enduring need for, engagement with and practical “Good Neighbour” service to our Community, may be further exemplified demonstrably by the long list of recipient local (and wider afield) Charities that many of our generous groups of CACA support on a cyclic basis.

>> Eg, they include “Hope in a Suitcase”, the “Western Downs Support Organisation”, making and selling poppies for local RSL Veterans’ Wellbeing Program, Biggest Morning Tea fundraiser, Christmas Box donations, Quilts for Men’s Mental Health Support Group and donations of kind to ‘Humming Bird House Children’s Hospice’.

In 2026: Forward Planning.

>> The MC has already requested Expressions of Interest (EOI) from all Groups to sponsor and raise an individual public exhibition some time in 2026 when CACA will celebrate its 50 th Anniversary – a year that will likely be a smorgasbord of creative excellence on show.

>> This initiative is to further develop our **awareness** impact on the local Community and to entice **new members**.

>> Continuous membership growth (membership fee and sessional fee inflows) is vital to the survival of CACA going forward. That is happening now in this post-COVID restrictions era – ie, past two years.

>> The current clear growth indications (monthly in the order of 4-5) are indeed satisfying. (Sessions are of 3 hours duration, 9:00 am -midday and 1:00 pm to 4:00 pm, and there are some evening Group sessions as well. The fee is \$8:00 per session from which CACA gleans \$6:00 per session, per member attending. Reviewed annually.

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>> A planned “parade” of Group-sponsored public events ‘on campus’:

**“2026 - The Year of Exhibitions”.**

>> Exhibitions, Displays, NSM Sales, Retreats, Workshops, External Tutors, Bus Tours, connections with local arts community organs, eg, Regional Gallery, and other ‘area sister Associations’. Throughout 2026.

>> Liaison and experience – CACA commands a diverse regime of attractive budget inflow activity, eg, two annual Fairs, Markets, Exhibitions, Rentals, and occasional specific innovative Fundraiser Projects, eg, past CACA Race Day Fundraisers at SC Turf Club Corbould Park.

**Master Plan Progress: Drawings Ed 5**, and associated brief ‘dot point’ comments. (see attached.)

>> Ed 5 Drawings: incorporating the latest amendments to the previous Edition as required by Council- one RFI to be satisfied and then the expectation of CACA is that the CACA DA is likely to be finalised ----- and approved.

>> Formal CACA ‘Development Application’ is with Council, imminent approval anticipated – December 2023. (copy when available to be attached by email.)

**Copies:** Email exchanges 2023, CACA PRES / Council on Lease Extensions Positive – see emails / paper trail to assimilate the long but positive gestation process leading to this request to extend the CACA Lease as preferred – to 30 years.

**Financial Records: Last Audit.**  
(forwarded by email soon.)

Financial Sub-sections:

- ❖ Financial Performance .
- ❖ Financial Capacity .
- ❖ Investments .
- ❖ Audit.

( see emailed Audit and Financial reports, please.)

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**Photographic Portfolio:**

- >> Theme: “The CACA of Today” – pre-Master Plan implementation (s).
- >> Images of the present CACA Inc.
- >> Showing recent (within past five years) raft of meaningful environmental improvements to the CACA Precinct.
- >> Extolling – responsibility, commitment, initiative and compliance.

**Summary.**

This ‘CACA Lease Extension Business Plan’ offers a comprehensive, robust expose of the present post-COVID CACA, its status, formal recognition (2023 Community award winner and nominee), entrenched service to Community, sound performance, financial solvency and strong financial position both now and predicted, broad strategy and ‘operational’ plans going forward, and the rationale for a long Lease Extension that will be honoured and treasured by a renewed CACA, going forward.

An extended lease (for vital continuity and recruitment and funding confidence) has vital bearing on the perceived success of future fundraising strategies at the higher levels, now in play to fund Master Plan Project implementation.

**Recommendation.**

I recommend:

>> That Council approve a 30-year Lease Extension for CACA INC., as a permanent occupant (Lessee) for the duration, at the current premises of occupancy namely No 5 North Street Caloundra QLD 4551, for the ongoing purposes and use as described in the current Lease, and further, that a Ground Lease for CACA be arranged by Council, to our mutual satisfaction as may be agreed, and implemented to cover that requested extension period of 30 years, from expiration of the current Lease, that is at midnight, 31 December 2025 until midnight, 31 December 2055.

**Review Date.** If successful, next Lease Review Date could be 30 June 2030.

Jonathan W. Jones, AM  
President

Chair Management Committee  
Chair CACA Master Plan Sub-Committee  
CACA INC.  
M: 0413 085 838.

**At Caloundra, 15 December 2023.**

-14 of 14.

Enclosures:

( all of this deemed important support referenced material is forwarded by email attachment.)

>>1

>>2

>>3

>>4

>>5

Annexes:

1>>

2>>

3>>

4>>

5>>.

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**FINAL – 13 DECEMBER 2023.**

**‘BUSINESS PLAN’**

**‘CACA INC.’ - LEASE EXTENSION:**

\*\*\*\*\*

## *Caloundra Arts Centre Association Inc.*

### *History in short form*

- 1975 – Public meeting attended by eighty people to discuss establishment of an Arts Centre
- 1976 – The Caloundra Arts Centre Association became the official name (CACA)
- 1979 - Thirty-year lease signed with Caloundra Council then Landsborough Shire, for use of land in North Street. At the time it was a swamp.
- 1980 - Potters, Spinners, Weavers & Stitchers Groups commenced.
- 1981 - 'Art-I-Facts' first published the official newsletter of CACA
- 1982 - Stage One completed, now known as 'The Kingfisher Room'. An Open Day held to introduce the community to activities held at CACA
- 1983 – First Fair held.
- 1986 - Art-in-Bark, Expressive Drawing, Lace Making & Quilting Groups commenced.
- 1988 – Porcelain Painting Group established.
- 1989 - Stage Two completed, now known as 'The Crafty Pelican Room' Opened by the Premier of Qld, Hon M.J. Ahern MLA (A Caloundra Resident)
- 1990 - The Association became Incorporated. (CACA Inc)
- 1993 - Decoupage Group commenced. In order to devote more time to the further development of our Centre, CACA decided to discontinue its involvement in the Caloundra Arts Festival. Storage shed built with the help of Richard & Margaret Waters. Potters shed replaced. Acquisition of artworks from The Caloundra Arts Festival were restored and hung at CACA.
- 1994 - Embroiderer's Group commenced. Improvements to the surrounding land, including drainage carried out.
- 1995 - Stage Three now known as 'The Blue Heron Room' and the Gift Gallery (Sales Outlet) completed. Opened by Mayor of Caloundra, Councillor Des Dwyer.
- 1996 - Car Park landscaping was completed. Potters second shed was installed.
- 1997 - Silk Painters Group commenced, Oil Painting Group re-joined. Extensions to foyer, kitchen and office were completed. Outdoor area was concreted and covered. Welcome Booklet was first published.
- 1998 - Creative Canvas (Now Needlepoint/Tapestry) & Water Colour Groups commenced. The first Craft Expo and Open Day was held.
- 1999 - Portraiture Group commenced.
- 2000 - Veranda built on north end of Blue Heron room. Concrete slab extended. Floor of Kingfisher Room was tiled. Second Expo held.
- 2001 - 25<sup>th</sup> Birthday. Time Capsule placed in position – to be opened in 2026. Curtains hung in Kingfisher Room. Roofing erected over concrete slab.

### *History in Short Form (Cont)*

- 2002 - Folk Art Group commenced.
- 2003 - Aspects of Art, Paper Tole & Yoga Groups commenced.
- 2005 - Happy 25<sup>th</sup> Birthday to Stitchers, Potters, Spinners & Weavers.
- 2006 - Sunshine Pastellists and Art, Mosaics, Pottery on Saturdays commenced.
- 2007 - 'The Artists Way' commenced.
- 2008 - In May a new building "Sturgess Wing" (named after first President & Benefactor) was officially opened. Sunshine Pastellists & P.V.A Caloundra Craft Group commenced. 'The Artist's Way' closed.
- 2009 - The Wednesday Art Group and the Machine Embroidery Group commenced.
- 2010 - The AMPS & P.V.A Caloundra Craft Group closed. The Sunshine Coast Decoupage Group and Textile & Fibre Art Group commenced. Bathrooms in the main building were renovated. The Main Building was painted in December and new carpet put down.
- 2011 - 'Art-I-Facts' was 30 years old. In January refurbishments were completed. Solar panels were installed. Membership reached over 500.
- 2012 - Stage One thirty years old. P.V.A Gems Craft Group re-commenced.
- 2013 - Pergola Roof replaced. Potters shed renovated. New Accounting System introduced. New Art Pegboard display boards bought. The P.V.A Group & Decoupage Group closed.
- 2014 - Caloundra Embroiderers has been established for 20 years. Lace Makers hosted their State Guild. 'Art for Scaredy Cats' commenced. New signs on front of building.
- 2015 - A mural by the Pottery Group and a new garden was placed at the front of building. Outdoor seating, cupboards, sinks, projector & enhanced presence on 'Facebook'. In December the Gift Gallery celebrated 20yrs.
- 2016 - Celebrated CACA Inc being established for 40 years. Night (Owls) Quilters 20 years, Quilting Group 30 years, Lace Making 30 years & Expressive Drawing 30 years. Several exhibitions were held throughout the year to celebrate the artistic talents of the members. Seaside Scrappers, Beads & Bling, Black Sheep (Spinning & Weaving) commenced. Silk Painters closed. Friday Art Group commenced. Major Biennial 2D Art Exhibition "Unite, Inspire, Paint Day" established.
- 2018 - Thursday/Friday Art Group established, to meet growth 'ramping up'.
- 2019 - Gardens Renewal programme commenced. CACA-phonics Group (Music) commenced. Shade Sails and new paving installed over Courtyard – a grant funded project - improved utility & appearance.
- 2020 - 'Pumicestone Painters Art Group' commenced. The Gift Gallery re-named to "North Street Made" A new Business Management Model & Accounting established.
- 2021 - 'Creative Arts Group' commenced. Major fundraiser – CACA Race Day at Corbould Park. Master Plan – Future Major expansion is well underway – hand in hand with Council's keen support.
- 2022/2023 – Master Plan development accelerated – DA in prospect
- 2023 – Air Conditioning and CCTV installed (joint grant & savings funded).
- 2023 – Major Biennial Quilt Show, "Unite Inspire Paint" major 2D Art Exhibition reinstated for Jan '24



## *Caloundra Arts Centre Association Inc.*

### *"Where Art gets its Start"*

A highly valued Community Asset, funded and operated in (leased) partnership with Sunshine Coast Council.

The members of the CACA Management Committee are elected from the various groups at the AGM. The Management Committee meets on the second Monday of each month, led by the President of CACA.

Membership Fees, daily amenities (tea, coffee etc) and other fund raising activities provide for the day to day running and ongoing maintenance of CACA, making the NFP Caloundra Art Centre Association self-supporting.

Throughout its 46 year history, workshops have been conducted by Groups. Multiple activities throughout the year are initiated by the various groups for their members.

#### **Facilities:**

#### **Members are provided with complimentary services such as:**

Kitchen, tea, coffee, microwave, refrigerator, dishwasher, irons and ironing boards, fans, air conditioning and LED lighting. Contract cleaners and annual safety checks are included in this regime of "responsible Management" of the Centre for its members.

Photocopier – A capable commercial style model is available on request.

#### **Members are expected at the end of each session to contribute to the high standards of the operation at CACA; including**

- Returning all items to correct place after use
- Emptying rubbish bins from the kitchen, toilets and offices.
- Leaving kitchen clean and tidy. Return tea, coffee, sugar and crockery etc to cupboards.
- Sweeping/Vacuuming floors.
- Cleaning Floors & Furniture of paint spills.
- Checking all doors and windows are securely locked, with timber dowels in place.
- Switch off lights, fans, hot water urns. Lock office and front door.

**COVID restrictions still apply – Sanitise & disinfect tables, chairs, door handles to keep us safe.**

**Members are all volunteers in participating in CACA activities and have as a general ethos, the following:**

**Be considerate to fellow members.**

**Be Creative**

**Be Covid Safe**

**Be a keen Volunteer to support your Group & CACA**

**Be an Office Bearer on Management Committee**

**Be an Ambassador for CACA, a place of Harmony & Respect.**

*CACA Inc.*

*Caloundra*

**SNAP-SHOT OF IMPROVEMENTS AT CACA**

Pictures showing fresh paint at entrance and in courtyard along with shade sails improvements.



Before



After



Air conditioning installed according to council specifications made possible with Grant Funds.



Snap-shot of roofline identifying roof repairs to be undertaken in December 2023.





Freshly painted car park areas completed early 2023.



CCTV Installed for greater security already capturing the image of theft of bunting hanging in courtyard.



Improved signage.









ARTIST IMPRESSION - NORTH STREET VIEW - COMPLETED STAGES 1-5

- LIST OF AMENDMENTS - REVISION D**
- open balustrade to Studio 1 balcony
  - change of external wall colour to gallery & Exist storage shed
  - Caloundra Arts & Crafts Assoc. external wall signage - colour change
  - secondary pedestrian entrance from footpath removed
  - bike racks added to kiln shed
  - bike loops relocated near fire stair & main entry
  - garden to replace concrete pavers/bike loops
  - screen added to temporary refuse collection point
  - concrete path added beside carpark 1 - for access to bike racks
  - refuse collection vehicle standing area shown
  - additional notation to elevations, regarding colours, screens & Balustrades
- LIST OF AMENDMENTS - REVISION E**
- Driveways amended to match traffic engineer/Civil Design
  - PWD carparks relocated
  - Blind Aisle Turning Bay relocated
  - 2 No. motorcycle parking spaces added
- LIST OF AMENDMENTS - REVISION F**
- Minor 'tweak' of Carpark B kerb position

**MRA**

1/33 Premier Circuit Warana, Queensland 4575 P// 07 5493 5908 E// admin@mradesign.com.au

PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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STATUS - DA-F	DATE 8/9/2023
DRAWN - BW	CHECKED BY: M.P.R
PROJECT NO 20009	SHEET SIZE A3
PLOT DATE: 8/9/2023	SHEET NO. 01





ARTIST IMPRESSION - SOUTH-WEST VIEW (FROM NORTH STREET) COMPLETED STAGES 1-5

- LIST OF AMENDMENTS - REVISION D
- open balustrade to Studio 1 balcony
  - change of external wall colour to gallery & Exist storage shed
  - Caloundra Arts & Crafts Assoc. external wall signage - colour change
  - secondary pedestrian entrance from footpath removed
  - bike racks added to kiln shed
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- Minor 'tweak' of Carpark B kerb position



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PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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STATUS - DA-F	DATE 8/9/2023
DRAWN - BW	CHECKED BY: M.P.R
PROJECT NO 20009	SHEET NO. 02
PLOT DATE: 8/9/2023	SHEET SIZE A3





ARTIST IMPRESSION - SOUTH-EAST VIEW - COMPLETED STAGES 1-5

- LIST OF AMENDMENTS - REVISION D**
- open balustrade to Studio 1 balcony
  - change of external wall colour to gallery & Exist storage shed
  - Caloundra Arts & Crafts Assoc. external wall signage - colour change
  - secondary pedestrian entrance from footpath removed
  - bike racks added to kiln shed
  - bike loops relocated near fire stair & main entry
  - garden to replace concrete pavers/bike loops
  - screen added to temporary refuse collection point
  - concrete path added beside carpark 1 - for access to bike racks
  - refuse collection vehicle standing area shown
  - additional notation to elevations, regarding colours, screens & Balustrades
- LIST OF AMENDMENTS - REVISION E**
- Driveways amended to match traffic engineer/Civil Design
  - PWD carparks relocated
  - Blind Aisle Turning Bay relocated
  - 2 No. motorcycle parking spaces added
- LIST OF AMENDMENTS - REVISION F**
- Minor 'tweak' of Carpark B kerb position

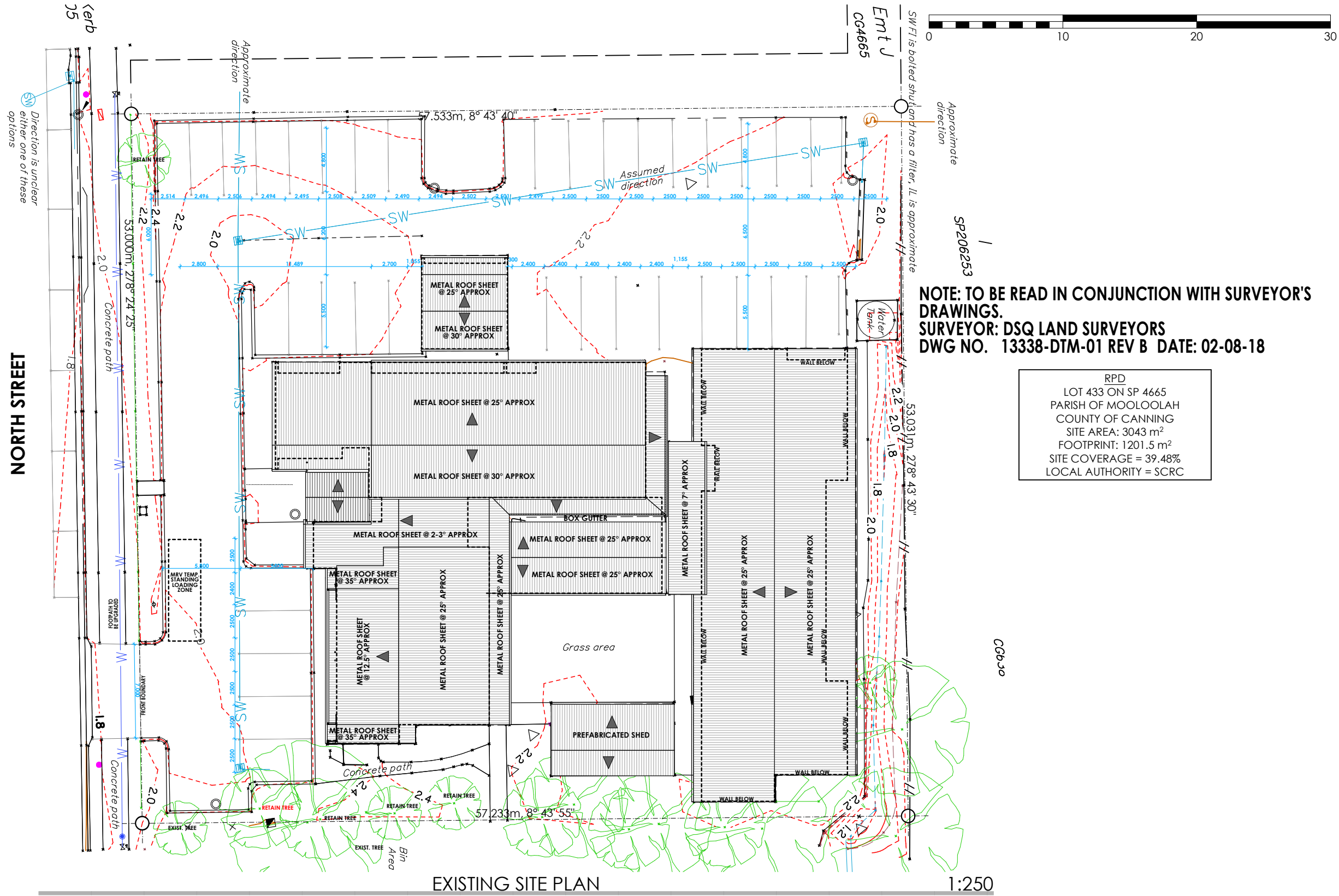
**MRA**

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PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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STATUS - DA-F	DATE 8/9/2023
DRAWN - BW	CHECKED BY: M.P.R
PROJECT NO 20009	SHEET SIZE A3
PLOT DATE: 8/9/2023	SHEET NO. 03



**MRA**

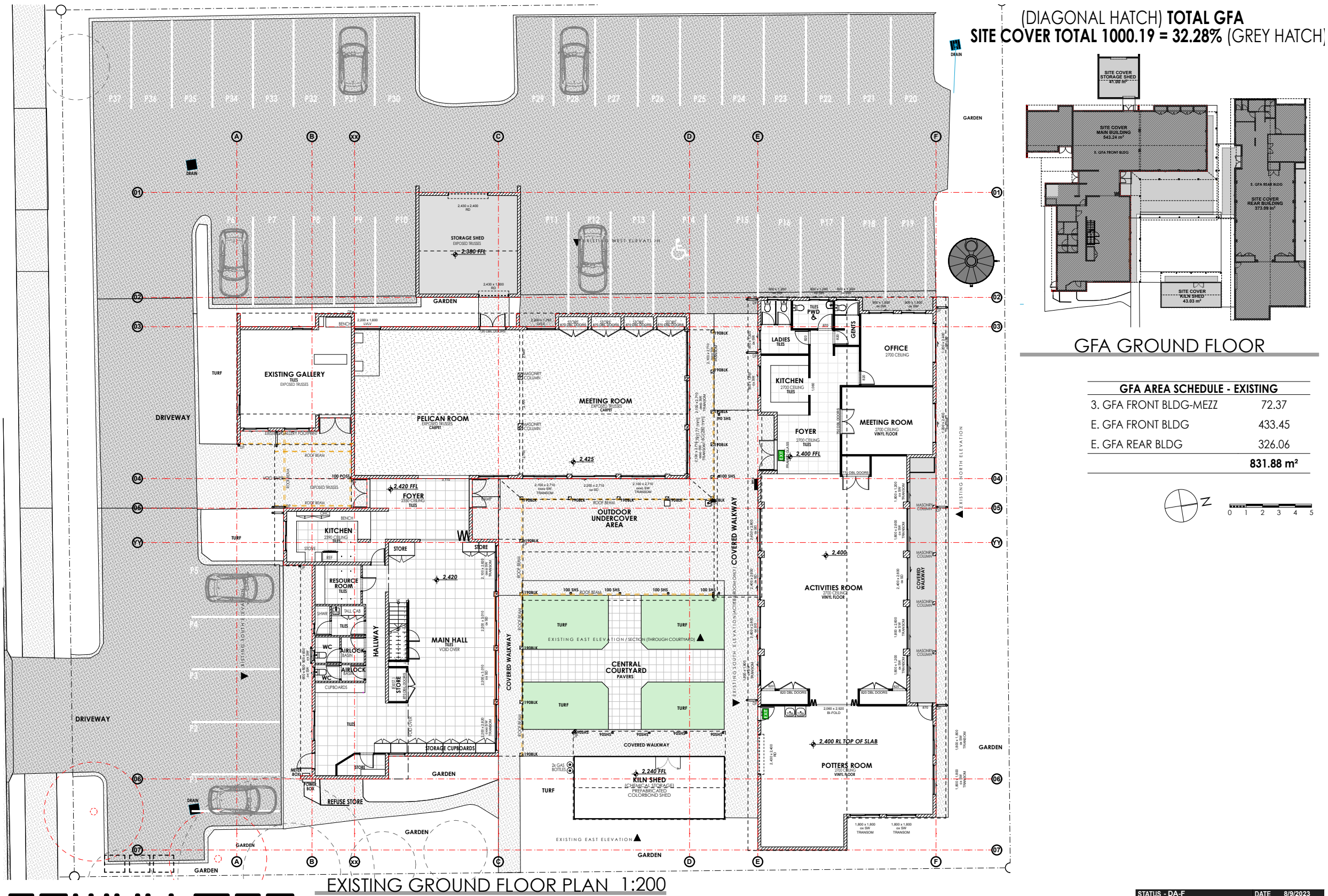
1/33 Premier Circuit Warana, Queensland 4575 P// 07 5493 5908 E// admin@mradesign.com.au

PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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STATUS - DA-F	DATE 8/9/2023
DRAWN - BW	CHECKED BY: M.P.R.
PROJECT NO 20009	SHEET NO. 04
PLOT DATE: 8/9/2023	SHEET SIZE A3





**MRA**

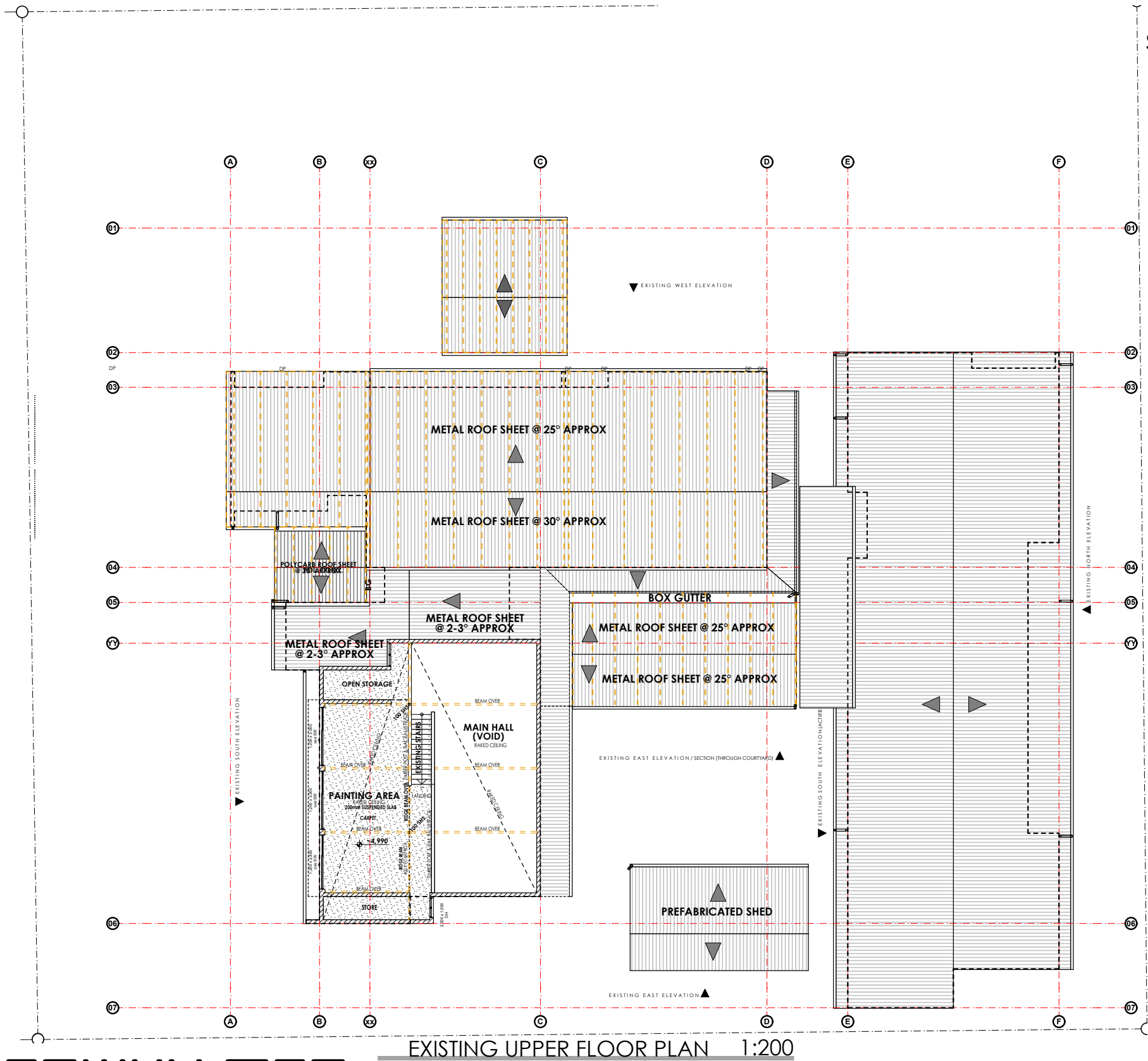
1/33 Premier Circuit Warana, Queensland 4575 P// 07 5493 5908 E// admin@mradesign.com.au

PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

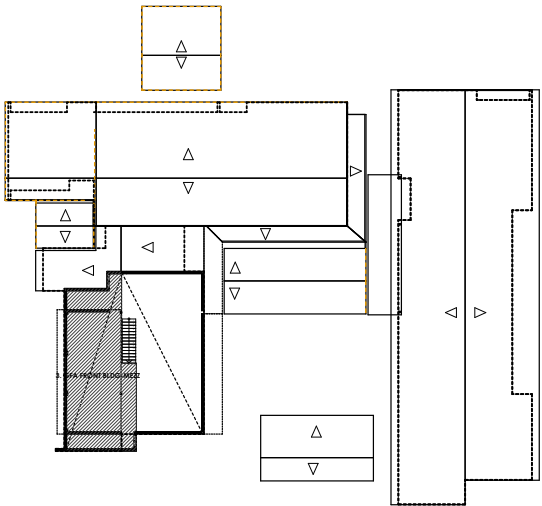
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STATUS - DA-F  
DRAWN - BW  
PROJECT NO 20009  
PLOT DATE: 8/9/2023  
DATE 8/9/2023  
CHECKED BY: M.P.R.  
SHEET NO.  
SHEET SIZE A3  
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**05**



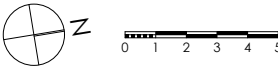


(DIAGONAL HATCH) TOTAL GFA  
SITE COVER TOTAL 1000.19 = 32.28% (GREY HATCH)



GFA UPPER FLOOR

GFA AREA SCHEDULE - EXISTING	
3. GFA FRONT BLDG-MEZZ	72.37
E. GFA FRONT BLDG	433.45
E. GFA REAR BLDG	326.06
	831.88 m²



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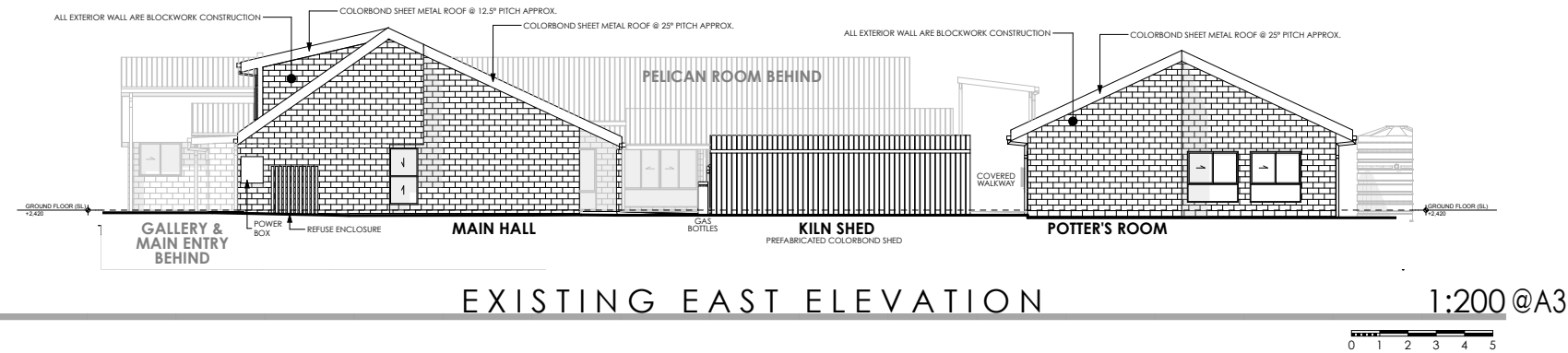
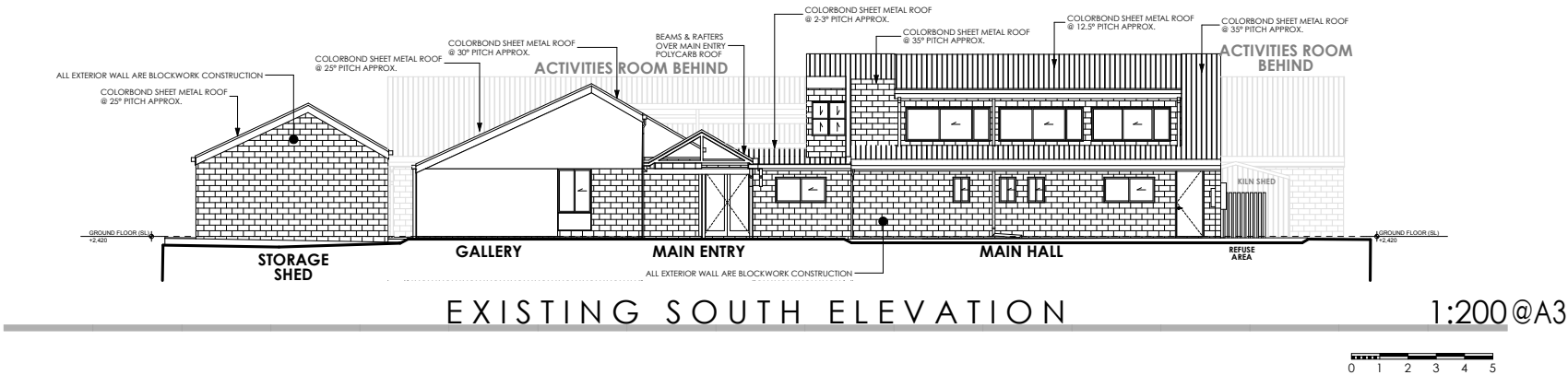
PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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STATUS - DA-F  
DRAWN - BW  
PROJECT NO  
20009

DATE  
8/9/2023  
CHECKED BY: M.P.R.  
SHEET NO.  
06

SHEET SIZE  
A3  
PLOT DATE: 8/9/2023  
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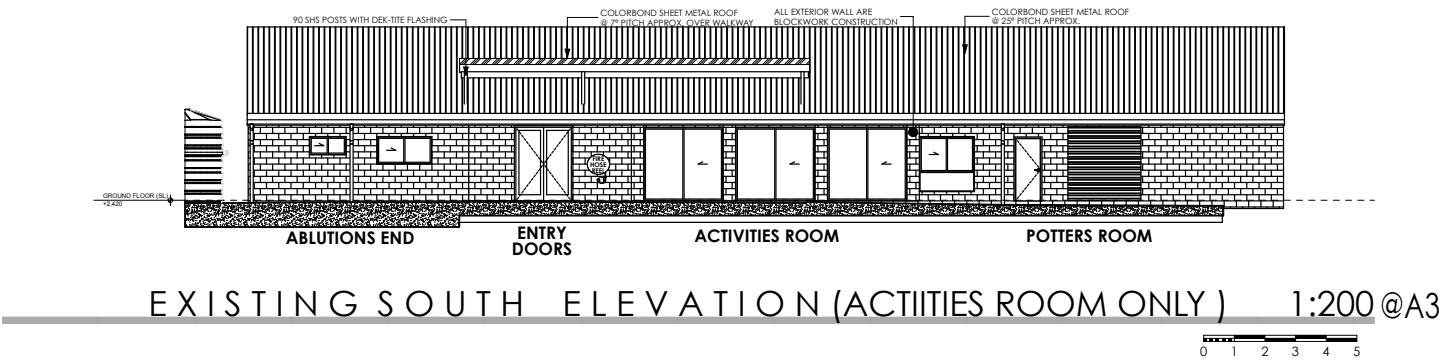
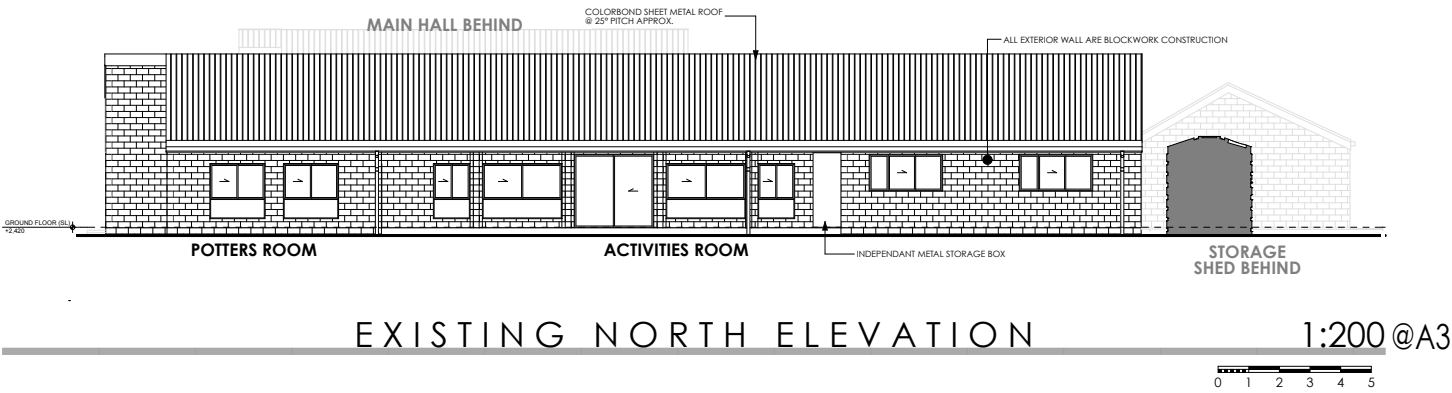
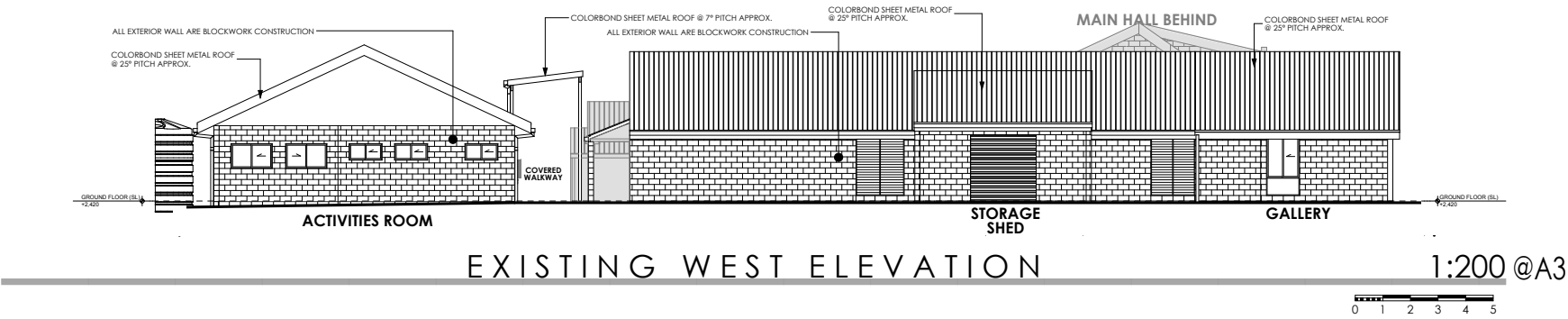
**MRA**

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PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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STATUS - DA-F	DATE 8/9/2023
DRAWN - BW	CHECKED BY: M.P.R.
PROJECT NO 20009	SHEET SIZE A3
PLOT DATE: 8/9/2023	SHEET NO. 07



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PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

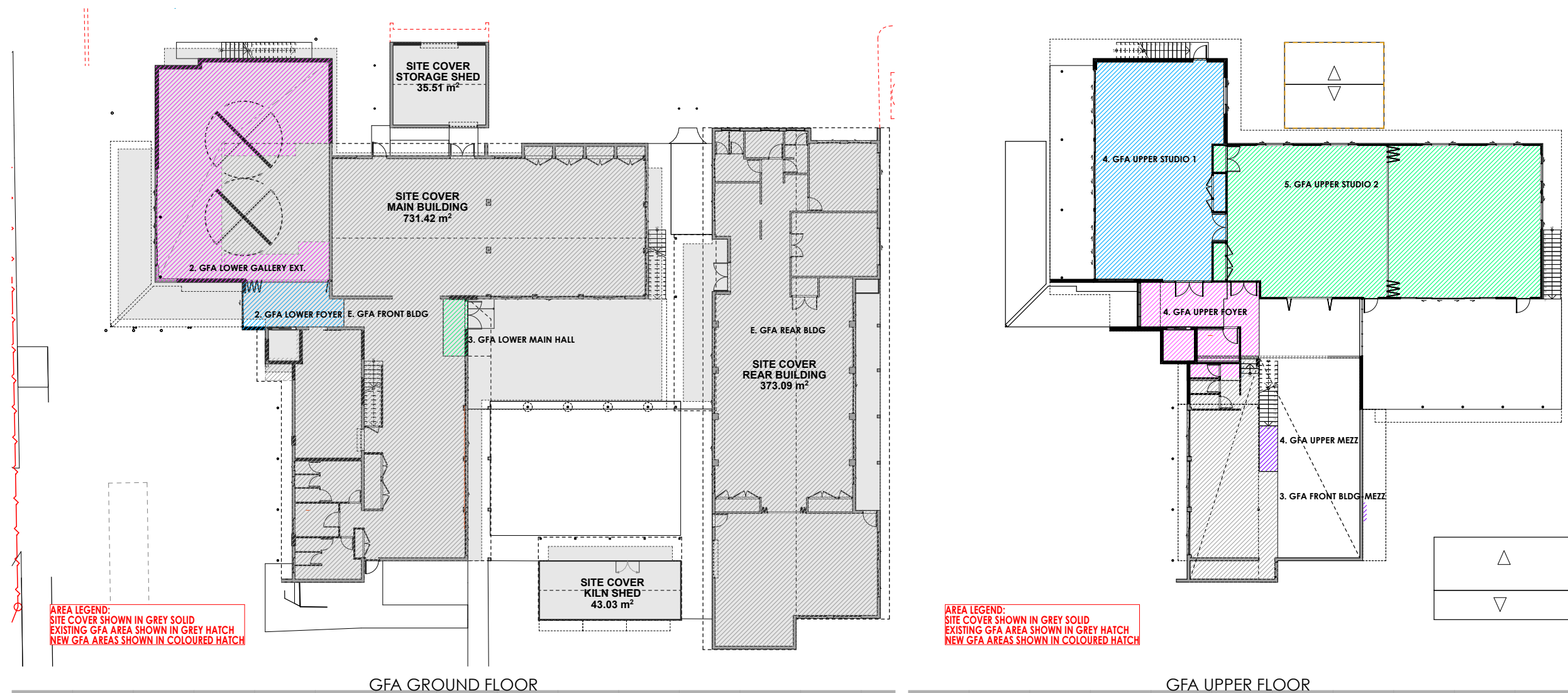
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STATUS - DA-F	DATE 8/9/2023
DRAWN - BW	CHECKED BY: M.P.R
PROJECT NO 20009	SHEET SIZE A3
PLOT DATE: 8/9/2023	SHEET NO. 08

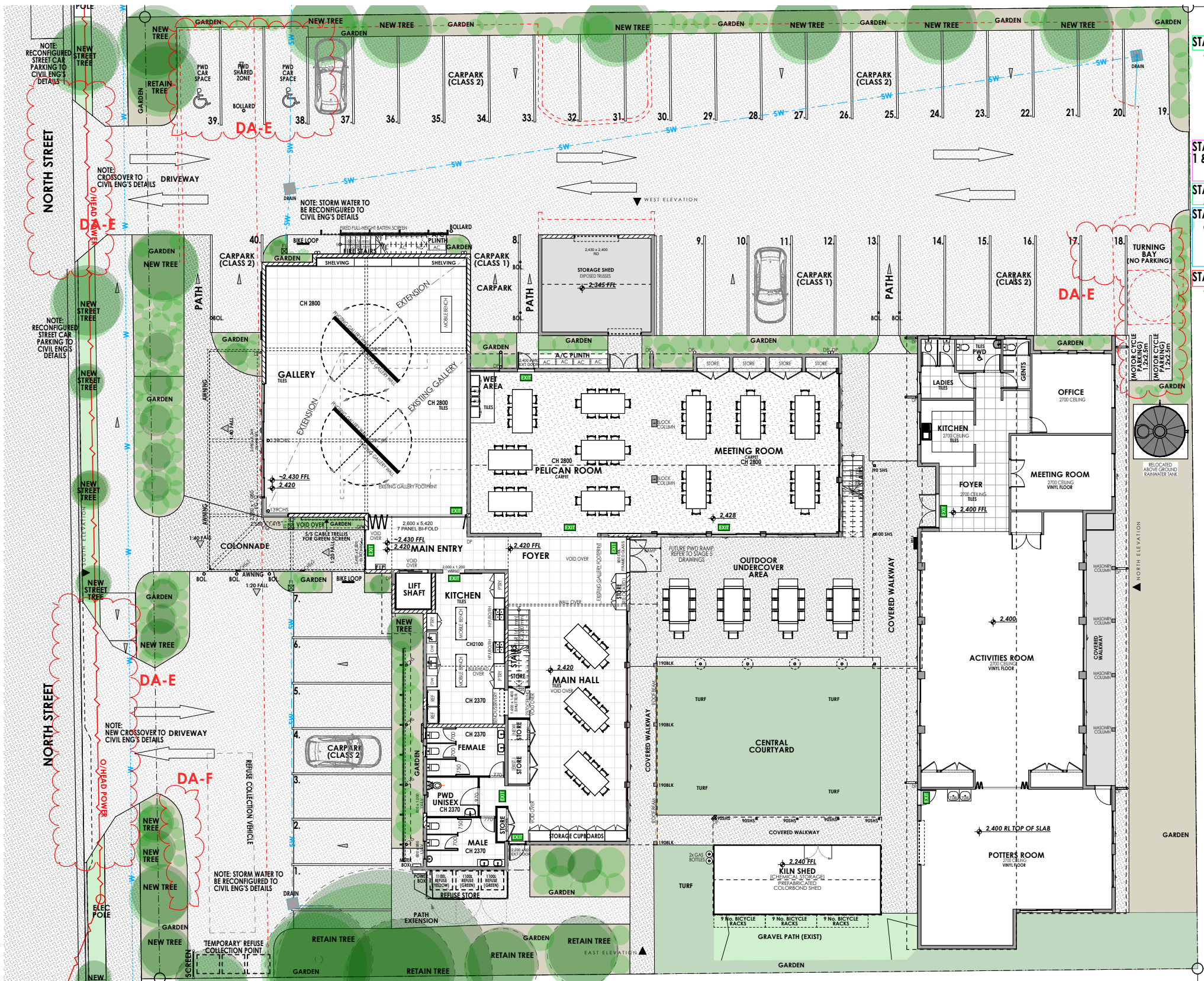






[illegible]





GFA AREA SCHEDULE - EXISTING	
STAGE 3: GFA FRONT BLDG-MEZZ	72.37
3: E. GFA FRONT BLDG	433.45
E. GFA REAR BLDG	326.06
	831.88 m <sup>2</sup>

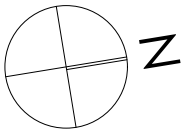
AREA SCHEDULE - PROPOSED	
STAGE 1 & 2: 2. GFA LOWER FOYER	18.41
2. GFA LOWER GALLERY EXT.	118.64
STAGE 3: 3. GFA LOWER MAIN HALL	5.94
STAGE 4: 4. GFA UPPER FOYER	41.29
4. GFA UPPER MEZZ	3.55
4. GFA UPPER STUDIO 1	121.00
STAGE 5: 5. GFA UPPER STUDIO 2	208.98
	517.81 m <sup>2</sup>

AREA SCHEDULE - COMBINED	
2. GFA LOWER FOYER	18.41
2. GFA LOWER GALLERY EXT.	118.64
3. GFA FRONT BLDG-MEZZ	72.37
3. GFA LOWER MAIN HALL	5.94
4. GFA UPPER FOYER	41.29
4. GFA UPPER MEZZ	3.55
4. GFA UPPER STUDIO 1	121.00
5. GFA UPPER STUDIO 2	208.98
E. GFA FRONT BLDG	433.45
E. GFA REAR BLDG	326.06
	1,349.69 m <sup>2</sup>

- LIST OF AMENDMENTS - REVISION D
- open balustrade to Studio 1 balcony
  - change of external wall colour to gallery & Exist storage shed
  - Caloundra Arts & Crafts Assoc. external wall signage - colour change
  - secondary pedestrian entrance from footpath removed
  - bike racks added to kiln shed
  - bike loops relocated near fire stair & main entry
  - garden to replace concrete pavers/bike loops
  - screen added to temporary refuse collection point
  - concrete path added beside carpark 1 - for access to bike racks
  - refuse collection vehicle standing area shown
  - additional notation to elevations, regarding colours, screens & Balustrades

- LIST OF AMENDMENTS - REVISION E
- Driveways amended to match Civil Design
  - PWD carparks relocated
  - Blind Aisle Turning Bay relocated
  - 2 No. motorcycle parking spaces added

- LIST OF AMENDMENTS - REVISION F
- Minor 'tweak' of Carpark B kerb position



**MRA**

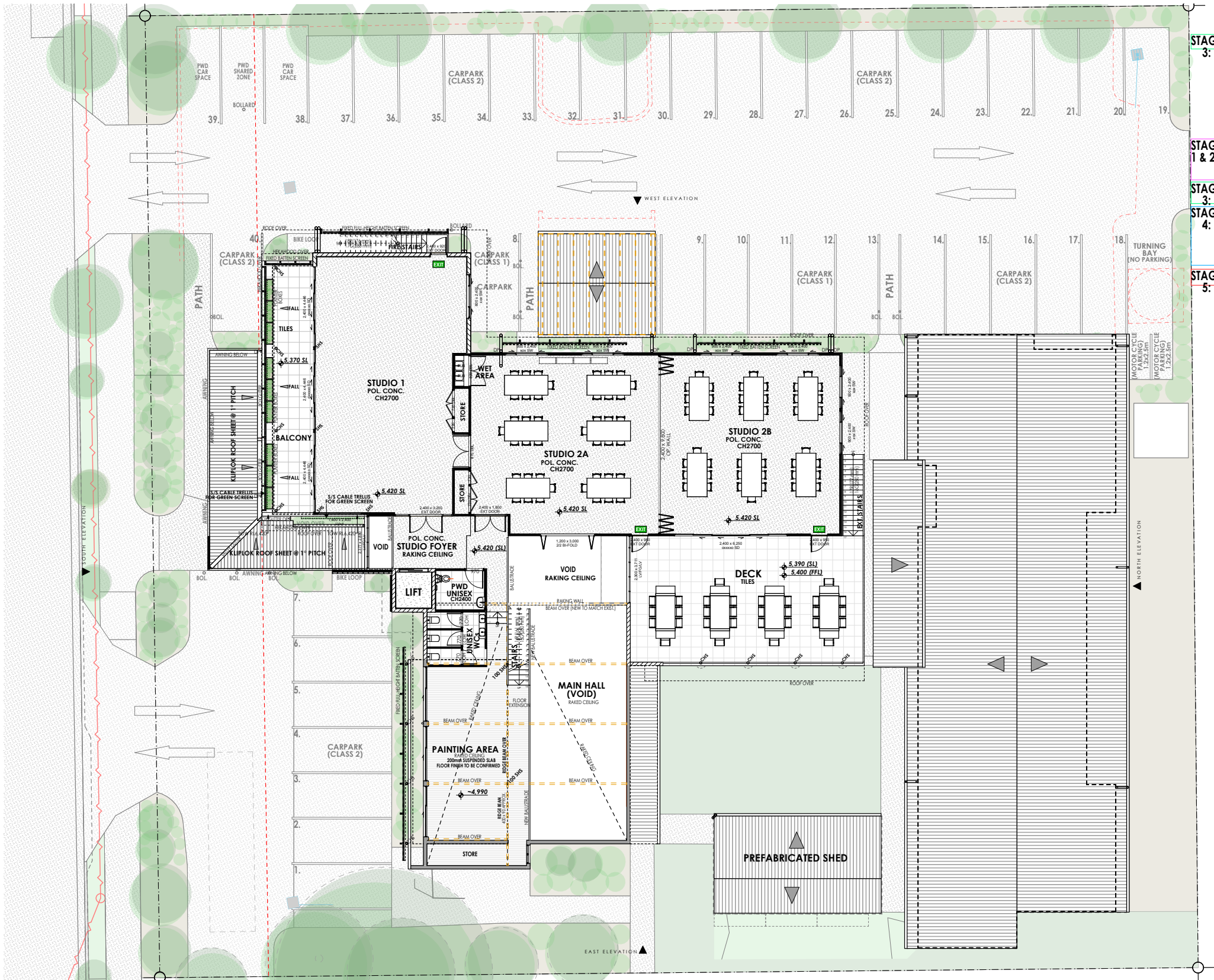
GROUND FLOOR LAYOUT 1:200

PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 #5 NORTH STREET CALOUNDRA

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STATUS - DA-F  
DRAWN - BW  
PROJECT NO 20009  
SHEET SIZE A3  
PLOT DATE: 8/9/2023  
DATE 8/9/2023  
CHECKED BY: M.P.R.  
SHEET NO. 11





GFA AREA SCHEDULE - EXISTING		
STAGE 3:	3. GFA FRONT BLDG-MEZZ	72.37
	E. GFA FRONT BLDG	433.45
	E. GFA REAR BLDG	326.06
		831.88 m <sup>2</sup>

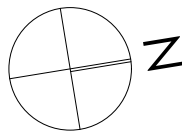
AREA SCHEDULE - PROPOSED		
STAGE 1 & 2:	2. GFA LOWER FOYER	18.41
	2. GFA LOWER GALLERY EXT.	118.64
STAGE 3:	3. GFA LOWER MAIN HALL	5.94
STAGE 4:	4. GFA UPPER FOYER	41.29
	4. GFA UPPER MEZZ	3.55
	4. GFA UPPER STUDIO 1	121.00
STAGE 5:	5. GFA UPPER STUDIO 2	208.98
		517.81 m <sup>2</sup>

AREA SCHEDULE - COMBINED		
	2. GFA LOWER FOYER	18.41
	2. GFA LOWER GALLERY EXT.	118.64
	3. GFA FRONT BLDG-MEZZ	72.37
	3. GFA LOWER MAIN HALL	5.94
	4. GFA UPPER FOYER	41.29
	4. GFA UPPER MEZZ	3.55
	4. GFA UPPER STUDIO 1	121.00
	5. GFA UPPER STUDIO 2	208.98
	E. GFA FRONT BLDG	433.45
	E. GFA REAR BLDG	326.06
		1,349.69 m <sup>2</sup>

- LIST OF AMENDMENTS - REVISION D
- open balustrade to Studio 1 balcony
  - change of external wall colour to gallery & Exist storage shed
  - Caloundra Arts & Crafts Assoc. external wall signage - colour change
  - secondary pedestrian entrance from footpath removed
  - bike racks added to kiln shed
  - bike loops relocated near fire stair & main entry
  - garden to replace concrete pavers/bike loops
  - screen added to temporary refuse collection point
  - concrete path added beside carpark 1 - for access to bike racks
  - refuse collection vehicle standing area shown
  - additional notation to elevations, regarding colours, screens & Balustrades

- LIST OF AMENDMENTS - REVISION E
- Driveways amended to match Civil Design
  - PWD carpark relocated
  - Blind Aisle Turning Bay relocated
  - 2 No. motorcycle parking spaces added

- LIST OF AMENDMENTS - REVISION F
- Minor 'Tweak' of Carpark B kerb position



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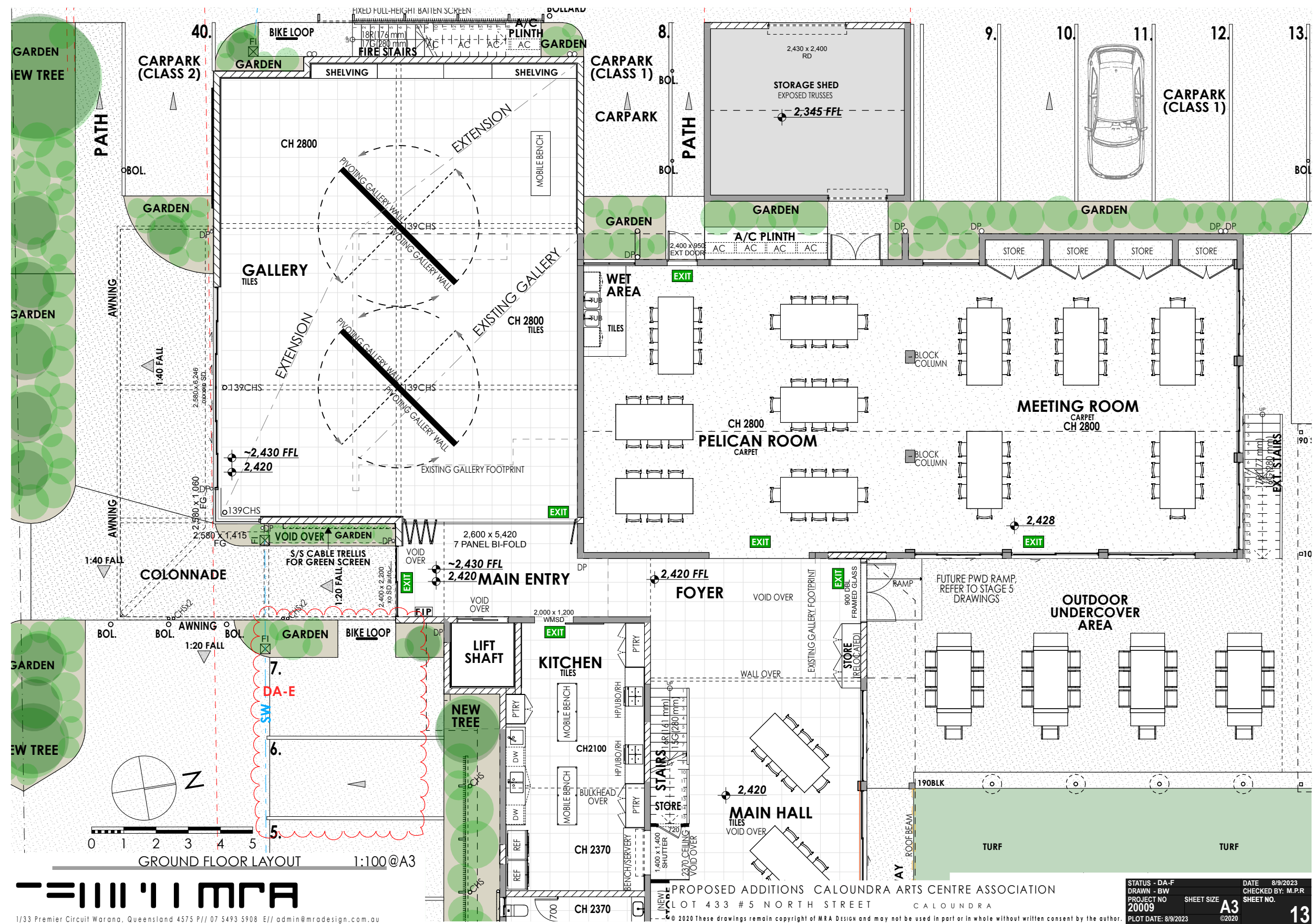
UPPER FLOOR LAYOUT 1:200

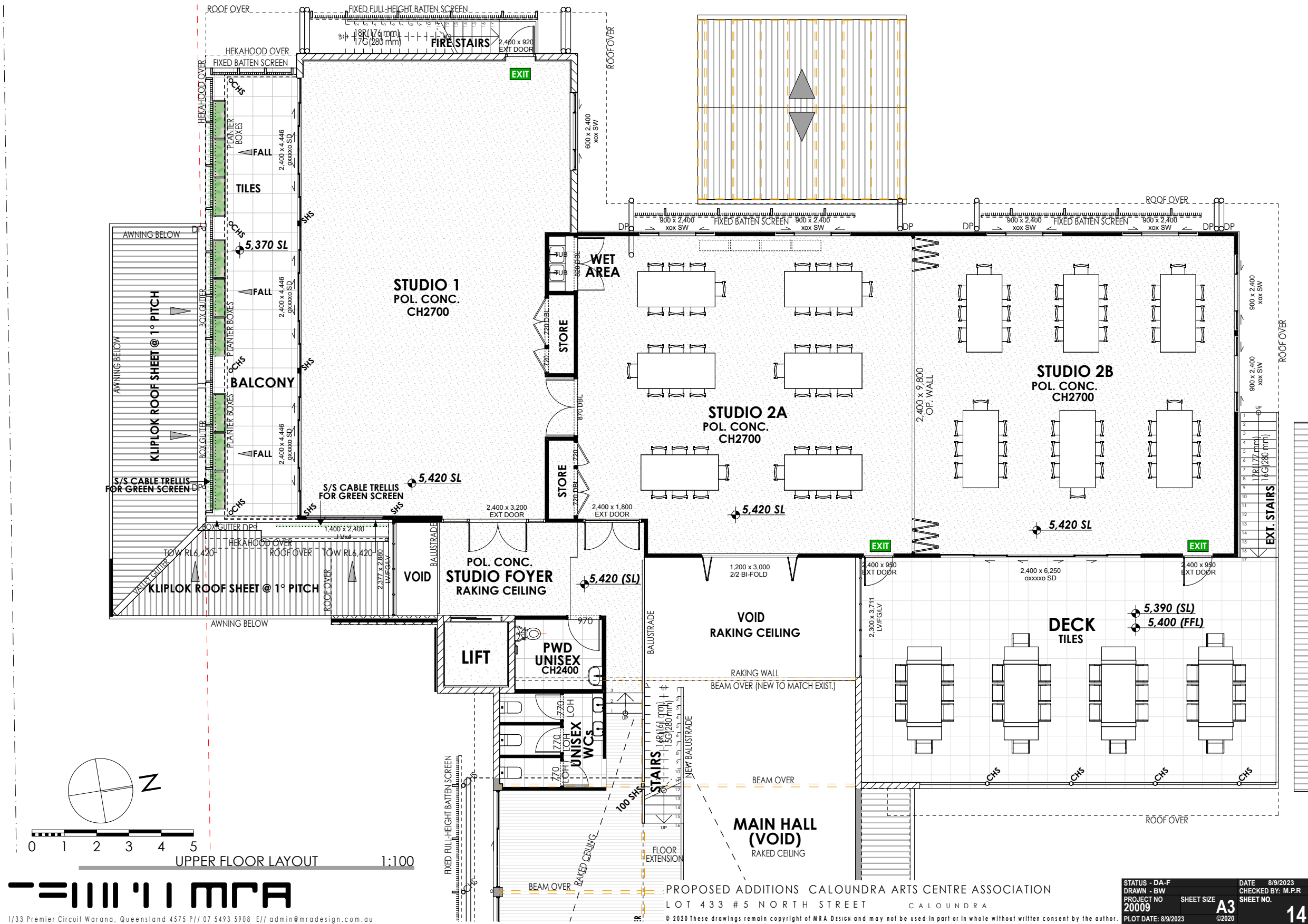
PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 #5 NORTH STREET CALOUNDRA

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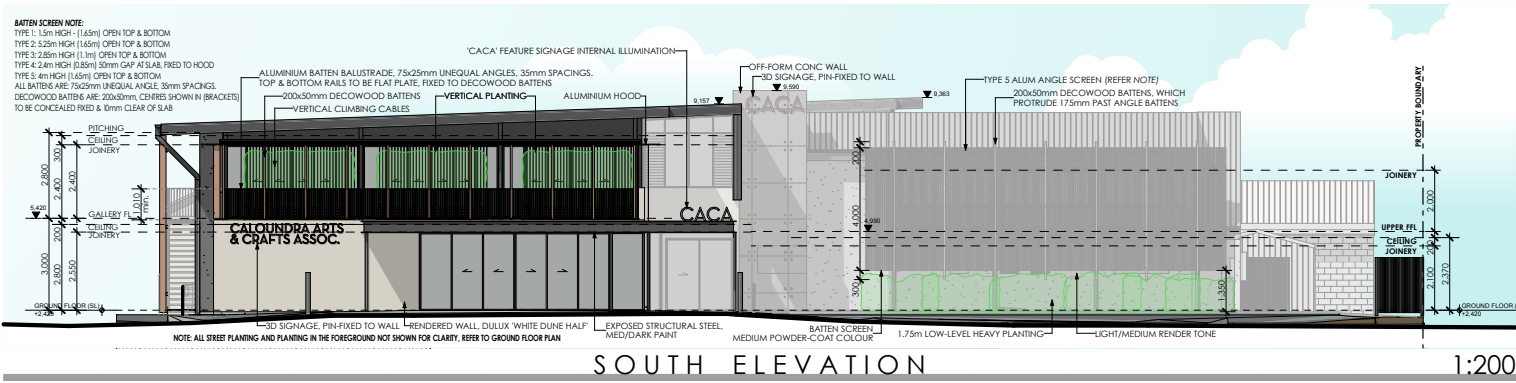
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DRAWN - BW  
PROJECT NO 20009  
SHEET SIZE A3  
PLOT DATE: 8/9/2023  
DATE 8/9/2023  
CHECKED BY: M.P.R.  
SHEET NO. 12



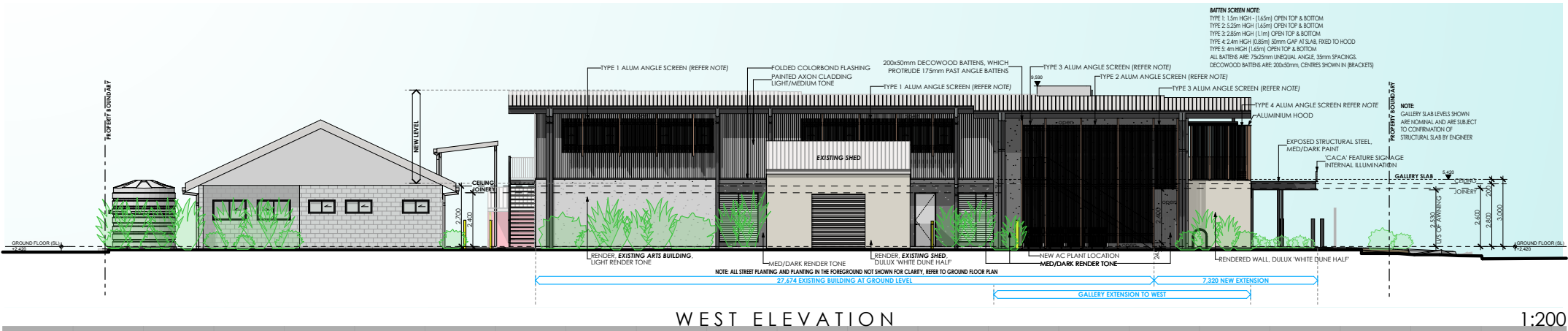








- LIST OF AMENDMENTS - REVISION D**
- open balustrade to Studio 1 balcony
  - change of external wall colour to gallery & exist storage shed
  - Caloundra Arts & Crafts Assoc. external wall signage - colour change
  - secondary pedestrian entrance from footpath removed
  - bike racks added to kiln shed
  - bike loops relocated near fire stair & main entry
  - garden to replace concrete pavers/bike loops
  - screen added to temporary refuse collection point
  - concrete path added beside carpark 1 - for access to bike racks
  - refuse collection vehicle standing area shown
  - additional notation to elevations, regarding colours, screens & Balustrades
- LIST OF AMENDMENTS - REVISION E**
- Driveways amended to match Civil Design
  - PWD carparks relocated
  - Blind Aisle Turning Bay relocated
  - 2 No. motorcycle parking spaces added



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PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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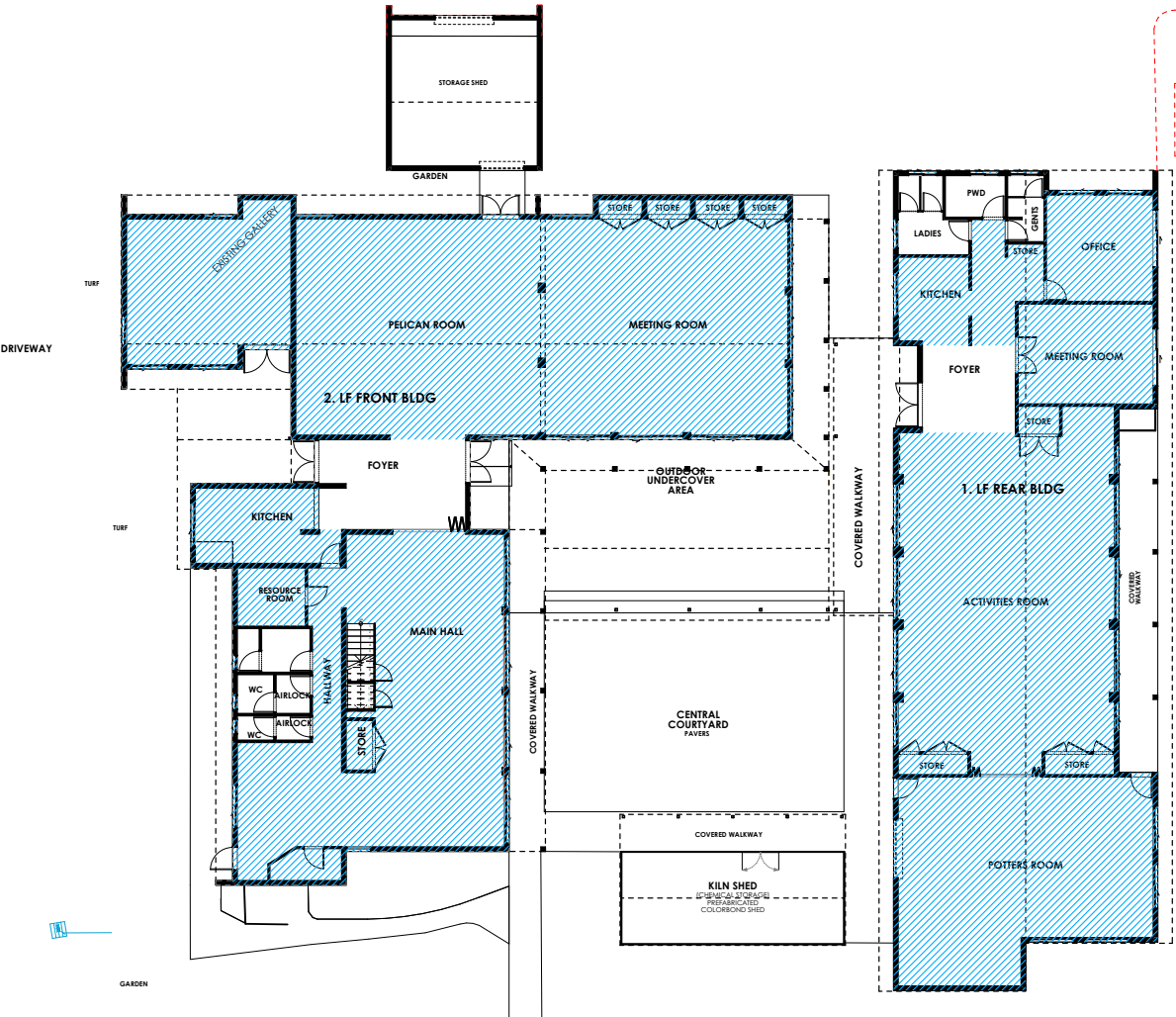
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DRAWN - BW  
PROJECT NO  
20009  
SHEET SIZE  
A3  
PLOT DATE: 8/9/2023  
DATE  
8/9/2023  
CHECKED BY: M.P.R  
SHEET NO.  
15



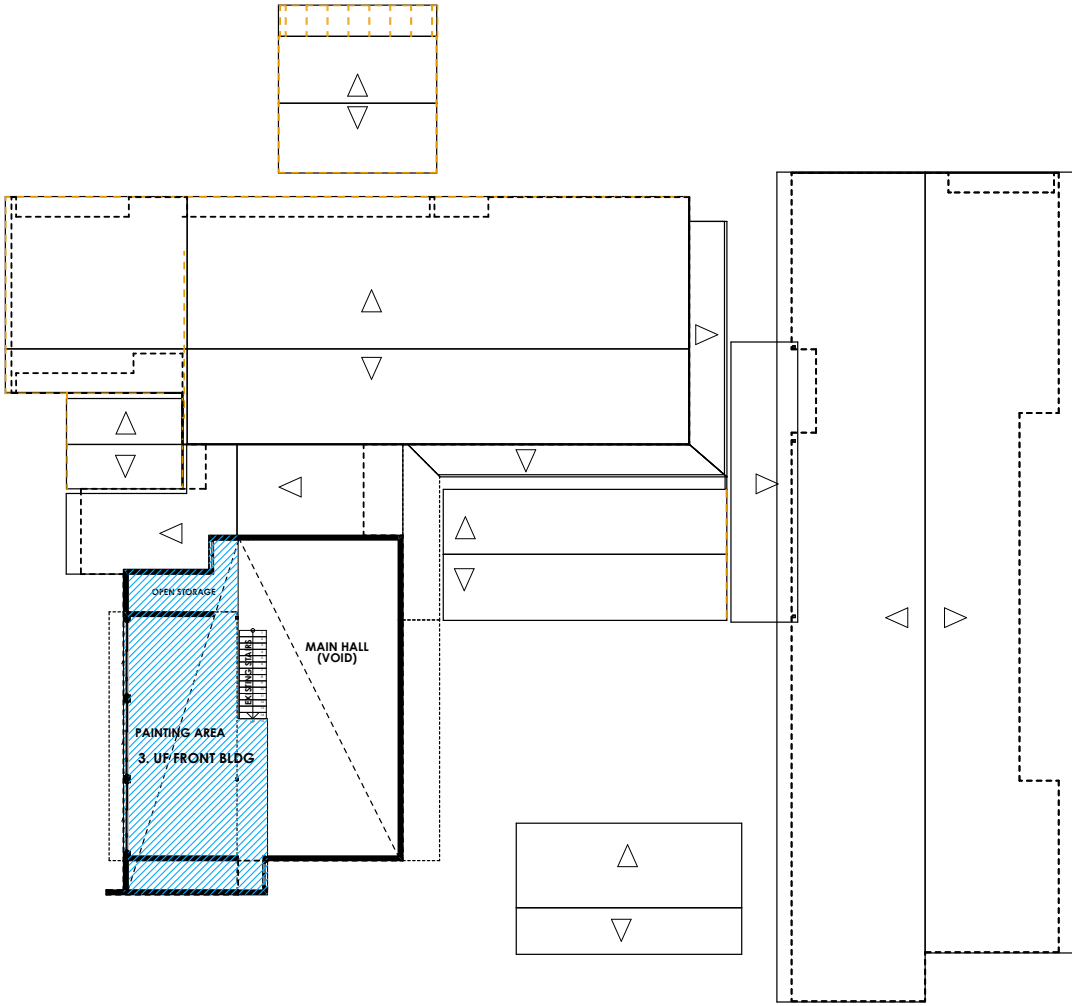




GFA - EXISTING	
1. LF REAR BLDG	292.74
2. LF FRONT BLDG	393.63
3. UF FRONT BLDG	72.37
TOTAL EXISTING GFA	758.74 m²



GFA GROUND FLOOR - EXISTING



GFA UPPER FLOOR - EXISTING



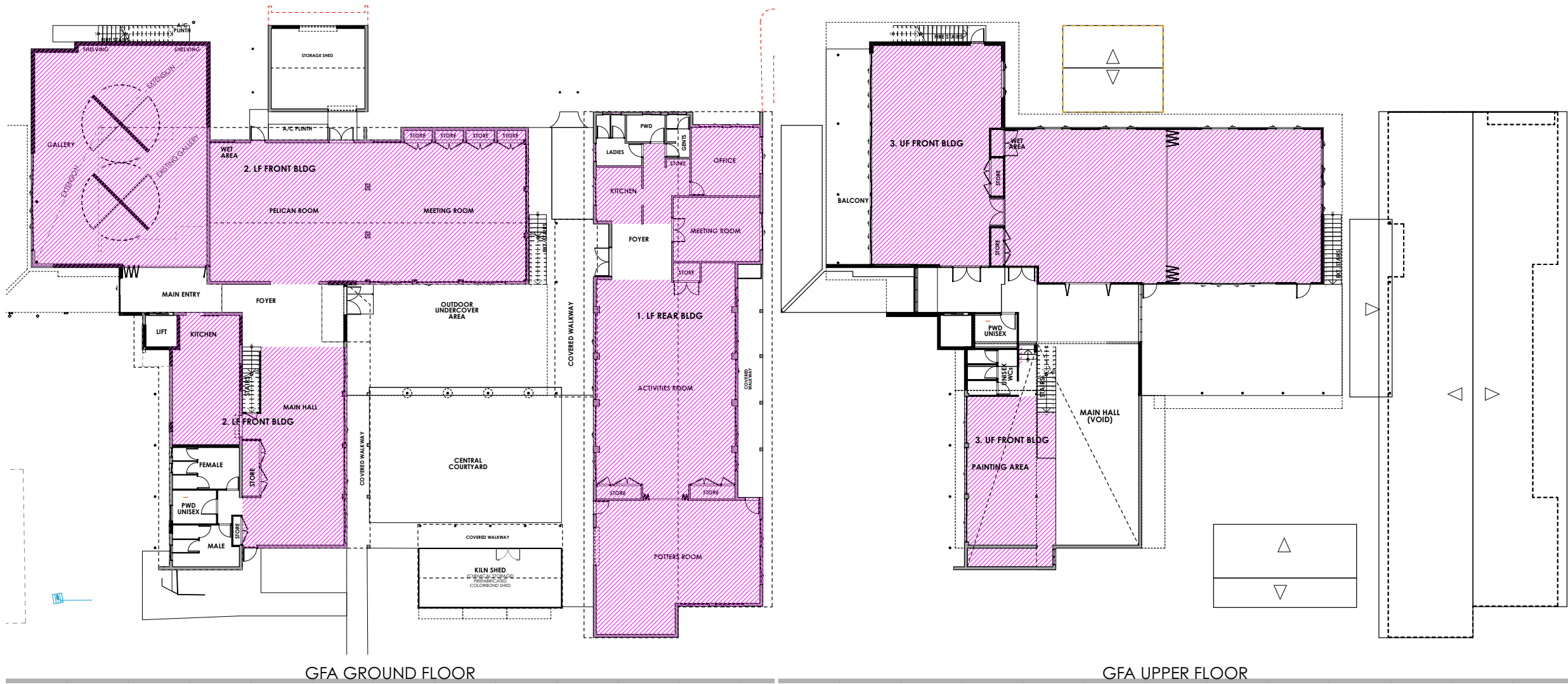
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PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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STATUS - INFO	DATE
DRAWN - BW	20/11/2023
PROJECT NO	CHECKED BY: M.P.R
20009	SHEET NO.
	10
PLOT DATE: 20/11/2023	

GFA - COMPLETED PROJECT	
1. LF REAR BLDG	292.74
2. LF FRONT BLDG	482.90
3. UF FRONT BLDG	393.77
TOTAL GFA	1,169.41 m <sup>2</sup>



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PROPOSED ADDITIONS CALOUNDRA ARTS CENTRE ASSOCIATION  
LOT 433 # 5 NORTH STREET CALOUNDRA

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STATUS - INFO	DATE
DRAWN - BW	20/11/2023
PROJECT NO	CHECKED BY: M.P.R.
20009	SHEET NO.
	11
PLOT DATE: 20/11/2023	

## Account Transactions

### Caloundra Arts Centre Association Inc

For the period 1 January 2019 to 31 December 2023

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	GST
<b>Architectual Fees</b>								
8 May 2020	Payable Invoice	MRA Design - Deposit on Design work for Masterplan	Inv 3572 Deposit	2,000.00	-	2,000.00	2,200.00	200.00
12 May 2020	Payable Invoice	Adams & Sparkes - Stage 1 Pre-Lodgement State, 50% Initial advice & Coordination	Inv 200307/01	700.00	-	2,700.00	770.00	70.00
12 May 2020	Payable Invoice	Adams & Sparkes - Pre-Lodgement Meeting with Council	Inv 200307/01	600.00	-	3,300.00	660.00	60.00
27 May 2020	Payable Invoice	MRA Design - Stage 1 Completion - Master Plan	Inv 3575	7,600.00	-	10,900.00	8,360.00	760.00
9 Jul 2020	Payable Invoice	Adams & Sparkes - Final payment of Stage 1 Pre-Lodgement Stage	Inv 200307/02	700.00	-	11,600.00	770.00	70.00
9 Jul 2020	Payable Invoice	Adams & Sparkes - Property searches	Inv 200307/02	150.00	-	11,750.00	150.00	-
9 Jul 2020	Payable Invoice	Adams & Sparkes - Community Organisation Discount	Inv 200307/02	-	500.00	11,250.00	(550.00)	(50.00)
22 Dec 2020	Payable Invoice	MRA Design - Completion of drawings for Council Lodgement (DA) as per proposal 9/7/20 Stage 2	Inv 3619	8,000.00	-	19,250.00	8,800.00	800.00
1 Mar 2021	Payable Invoice	Barlow Shelley Consulting Engineers - Engineering Costs	Inv 3999	1,200.00	-	20,450.00	1,320.00	120.00
14 Apr 2021	Payable Invoice	Barlow Shelley Consulting Engineers - Engineering Services for Master Plan Progress Payment 80%	Inv 4049	3,600.00	-	24,050.00	3,960.00	360.00
1 May 2021	Payable Invoice	Barlow Shelley Consulting Engineers - Engineering Services for Master Plan Progress Payment 100%	Inv 4067	1,200.00	-	25,250.00	1,320.00	120.00
25 Jun 2021	Spend Money	Adams & Sparkes - Stage 2 Lodgement of development application	Inv 2003703	1,365.00	-	26,615.00	1,501.50	136.50
3 Jun 2022	Payable Invoice	Adams & Sparkes - Stage 2 Lodgement of DA	Inv 200307/04	390.00	-	27,005.00	429.00	39.00
23 Jun 2022	Payable Invoice	MRA Design - Redraw of Building design for Council DA approval	Inv 3723	3,500.00	-	30,505.00	3,850.00	350.00

Account Transactions

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	GST
17 Oct 2022	Payable Invoice	Barlow Shelley Consulting Engineers - Civil Operational Works Design - Updates	I4868	3,200.00	-	33,705.00	3,520.00	320.00
31 Oct 2022	Payable Invoice	Adams & Sparkes - Lodgement of DA	Inv 200307/05	4,500.00	-	38,205.00	4,950.00	450.00
31 Oct 2022	Spend Money	Amanda TAYLOR - Reimburse for DA Lodgement payment - Due to Debit Card Limits and no other payment alternative	Reimburse for DA Lodgement payment	2,017.00	-	40,222.00	2,017.00	-
19 Dec 2022	Payable Invoice	Barlow Shelley Consulting Engineers - Site Based Storm Management Letter	Inv 5001	1,900.00	-	42,122.00	2,090.00	190.00
25 Jan 2023	Payable Invoice	Adams & Sparkes - Post lodgement of development application	Inv 200307/06	1,275.00	-	43,397.00	1,402.50	127.50
14 Mar 2023	Payable Invoice	MRA Design - MRA Designs Additions to Building NSM	Invoice 3752	450.00	-	43,847.00	495.00	45.00
7 Sep 2023	Payable Credit Note	Adams & Sparkes - Credit for overcharge Inv 5 - 31 October 23	Inv 200307/07	-	2,455.00	41,392.00	(2,700.50)	(245.50)
7 Sep 2023	Payable Invoice	MRA Design - MRA design Project 21-009 Adjustments DA-E	MRA design Project 21-009 Adjustments DA-E	450.00	-	41,842.00	495.00	45.00
7 Sep 2023	Payable Invoice	Adams & Sparkes - Stage 3 Post Lodgement of DA Information request - Cameron Adams Hourly Rate	Inv 200307/07	2,160.00	-	44,002.00	2,376.00	216.00
<b>Total Architectual Fees</b>				<b>46,957.00</b>	<b>2,955.00</b>	<b>44,002.00</b>	<b>48,185.50</b>	<b>4,183.50</b>
<b>QS Project Management Fees</b>								
14 Jun 2023	Payable Invoice	Adam + Sparkes - Adam Sparks DA & Tender Phase Pre Construction Invoice 200307	Adam Sparks DA & Tender	3,900.00	-	3,900.00	4,290.00	390.00
15 Aug 2023	Payable Invoice	Bitzios Consulting - Bitzios Invoice 6064001 Phase 1 Layout Phase 2 request Response	Bitzios Invoice 6064001 Phase 1 Layout Phase 2 request Response	3,510.00	-	7,410.00	3,861.00	351.00
<b>Total QS Project Management Fees</b>				<b>7,410.00</b>	<b>-</b>	<b>7,410.00</b>	<b>8,151.00</b>	<b>741.00</b>
<b>Survey Costs</b>								
6 Nov 2019	Payable Invoice	Patricia Thomas - Reimbursement for getting the CACA Centre plans digitised	Reimbursement	60.00	-	60.00	60.00	-

Account Transactions

DATE	SOURCE	DESCRIPTION	REFERENCE	DEBIT	CREDIT	RUNNING BALANCE	GROSS	GST
25 Oct 2021	Payable Invoice	Peterson Property Valuations - Property Valuation	Inv 1021631	700.00	-	760.00	770.00	70.00
16 May 2023	Payable Invoice	Consult Arborist - Consult Arborist Site inspection re Master plan	Invoice 3012 Site Inspection	1,800.00	-	2,560.00	1,980.00	180.00
Total Survey Costs				2,560.00	-	2,560.00	2,810.00	250.00
Total				56,927.00	2,955.00	53,972.00	59,146.50	5,174.50





## Preliminary Business Case – Indoor Court Extension Project (Clippers Stadium)

### Executive Summary

- Two-three additional indoor basketball courts are proposed as urgent and needed at Clippers Stadium, Buderim.
- The current (three) court venue typically operates 7 days per week; is at capacity; does not meet current community demand, future participation trend growth or population growth; and there is available land adjacent.
- We have a strong governance capacity and track record to deliver the project and sustainable outcomes.

### Organisation Overview

- Maroochydore Eagles Basketball Association Inc. (MEBAI) T/A Suncoast Clippers. ABN: 49 050 240 630
- Contact: Rachael McCully, Operations Manager. (07) 5444 8877. E: ops@clippersbasketball.com.au

### Background

- Not for profit club, established in 1972, with the purpose to promote + develop basketball on the Sunshine Coast.
- Board of Management. Our mix of longstanding performance (in financial and venue management) and skills of the current Board (inc. business, finance, project management) evidence our appropriate and proven governance.
- Tenure. Council in 2017 endorsed MEBAI to have a 30 year lease, based on a strong business case and governance.
- Catchment area. Our core area from Kawana to Coolum to Nambour equates to a 30km radius and 150,000 people.
- Membership growth (102% over 5 years). We went from 525 members in 2018 to 1,063 in 2023 (summer season).
- Sport growth. Basketball on the Sunshine Coast grew 84% from 2018-2022, up to 2,529 members.
- Partnerships exist with all regular user groups: Sunshine Coast (SC) Phoenix Basketball, SC Independent School Sport, SC Secondary School Basketball, Indigenous Basketball Australia, U3A, Little Kickers (Soccer), local schools.

### Strategic Plan 2023-2026 (extract, with the full document provided in attachment 1)

No.	Priorities	Rationale	When
1.	Facilities and Services	Need high quality and fit for purpose facilities that meet current/future needs.	Short term (and ongoing)
2.	Governance and Operations	Effective structure that enables board and staff to achieve strategic/operational goals.	
3.	Participation	Active, successful, inclusive club that offers diverse opportunities.	
4.	Finance and Marketing	Strong financial systems and planning, supported by diverse revenue streams.	

### Financial and Risk Management

- MEBAI is in a healthy financial position, evidenced by a trend of 20% net profit (2018-22), early bank loan (\$400k) repayment; and a surplus of \$165,675 in 2023. The books are annually audited (refer attachment 2).
- Committed hard-working full-time and casual staff (at a cost of \$203,869 in 2023) has helped ensure quality operations, member/visitor satisfaction, and risk management.
- 40 years of venue management (1984-2024), demonstrates our financial sustainability without Council support.
- MEBAI's budgeting, operational and financial performance has delivered on the objectives of a quality venue and experience; well-run fixtures and programs; a surplus to cover asset maintenance and enhancement.

### Project Proposal

- More courts are needed in the Mooloolaba-Coolum catchment area, per Council advice (\*). It is good planning and makes operational sense to value-add two to three courts to an existing and viable facility at Clippers Stadium.
- Needs analysis. Council advised that there is a regional indoor court shortfall of 18 courts to be met by 2041 (\*).
  - Our 'on the ground' finding is that (a) the venue is at capacity (b) there are insufficient courts for training (c) local sport and regional rep teams must train and play elsewhere due to the lack of court space.
  - Clippers Stadium is a very high use, inclusive and accessible venue, operating Monday to Friday 9am - 10pm, Saturday 9am-5pm and later for representative games including NBL1, Sundays subject to demand.
- Deliverables. A full scope will be developed in 2024, based on two-three courts, amenities, seating, and storage.
- Construction funding. A substantial bank loan will be sought, together with State and Federal Government grants.
- Capacity to deliver. A Project Control Group has been established with a highly skilled team in finance, administration, design and construction management, sport operations (refer attachment 3).
- A thorough approach. Site options investigation by Council has occurred in 2023/24. We secured a \$25,000 budget for planning (concept design, due diligence and cost estimate report, and detailed feasibility study) in 2024.

### Conclusion

Council has recognised MEBAI's strong governance, venue management, and financial performance (via 30 year tenure). Adding 2-3 courts will not meet community demand according to Council data (\*); but it will greatly assist to meet need.

## Project Control Group

- Strong project oversight by a highly skilled team (finance, administration, design and construction management, sport operations)
- Experienced in Project Management.

**Keith Burns** - Treasurer (Maroochydore Eagles Basketball Association).

Bachelor of Business, Advanced Diploma Financial Planning, Diploma of Finance / Mortgage Brokering, Justice of the Peace.

### Experience and Skills

- Board Member, Clippers Basketball - Treasurer (2019 - 2023).
- Finance Business Owner (2014-2022)
  - Regional Brokerage of the Year 2023. Aggregator (Plan Australia) Broker of the Year 2022
  - Built the company to a team of 8. Average of 138% growth each year over the past 4 years.
- Grew up playing basketball at Maroochydore since under 12's.
- Played for 2 regional championship teams with the Suncoast Clippers in the senior men's competition.

**Rachael McCully** - Operations Manager (Maroochydore Eagles Basketball Association).


CONTOUR



Josh is a Civil and Structural Engineer and has 5 years' experience working as a structural engineer and building designer and a further 5 years' experience in construction management. Josh's field of knowledge is structural analysis and design, building design and construction management.

Josh is adept in numerous computer packages, including:

- Revit
- AutoCAD
- Space GASS
- Inducta SLB
- Inducta RCB
- CheckWind
- Hyne Design
- Hilti Profis
- Smart Frame
- Adobe Suite
- MS Project
- All Microsoft Office applications.

### Curriculum Vitae of Josh Truscott

STRUCTURAL/CIVIL ENGINEER  
BEng (Civil)

#### PROFESSIONAL EXPERIENCE

Josh has 10 years' industry knowledge, with experience in the following areas:

- Structural Design of Structural Steel, Reinforced Concrete, Masonry and Timber for Commercial, Industrial, and Residential projects
- Structural Design of reinforced concrete, masonry and concrete sleeper retaining/revetment walls.
- Structural Design of Reinforced Concrete stormwater pits and water retaining structures.
- Structural, Building Design and Hydraulic drafting in Revit and AutoCad
- Planning, Design, Project Management, Contract Administration and Construction Supervision of Multi-Story buildings;
- Liaising with Local, State and Federal Authorities, Architects, Planners and Contractors, to deliver efficient and compliant outcomes for Clients;
- Management of project QA compliance, including documentation of outcomes against agreed deliverables; and

#### PROJECT EXPERIENCE

Josh's project experience includes fulfilling a range of responsibilities on the following projects, including Detailed Structural Engineering Design, Building Design Services and Drafting:

- Multi-Storey Residential Developments including, Ernest Street Margate (6 Stories), 39 fifth Avenue, Maroochydore (4 Stories), 1A Warde Street, Scarborough (5 Stories), 4 Mary Street, Alexandra Headlands (5 Stories) and 4-6 McCulloch Avenue, Margate (6 Stories);
- Luxury Residential Developments including; 7 Switchfoot Street Bokarina Beach (2 Stories), 38 Oceanic Drive Warana (3 Stories) and 26 Mayfield Street Alexandra Headlands (4 Stories);
- Commercial/Industrial Development projects include, Big Pineapple Redevelopment, North Shore Multisport Clubhouse, Mudjimba & Coolum Holiday Park Amenities Blocks, 6 Tectonic Crescent Kunda Park, QLD National Parks Buildings;
- Retaining wall/ drainage structures including; La Balsa Park Revetment wall replacement and Gold Coast Turf Club large Stormwater Pits;
- Flood Impact loads for residential Structures, including 8-12Korman Road Griffin and 28 Mary Street Caboolture.







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CPR Group, August 2023  
[www.cprgroup.com.au](http://www.cprgroup.com.au)

## INTRODUCTION

Founded in 1972, Clippers Basketball has been a haven for players, referees, coaches, and volunteers alike. Over the years, we have etched our name as one of the Sunshine Coast's most celebrated basketball clubs, boasting a national men's title and nurturing over 120 juniors who have earned places in state representative teams.

Our story began as the Maroochydore Eagles Basketball, one of the founding clubs that shaped the State Basketball League (SBL) in 1986. Evolving through various conferences, including the Southern Cross and QABL, we embarked on a journey of collaboration that ultimately gave rise to the Sunshine Coast Phoenix.

Today, as we stand as Clippers Basketball, we embrace our rich history and the transformative power of change. Our Strategic Plan charts a path that blends the essence of our heritage with the opportunities that lie ahead.

As we embark on this journey, we invite every stakeholder—players, coaches, volunteers, sponsors, and supporters—to help shape the future of Clippers Basketball. With your support, we will script a success story that continues through the next 50 years and beyond.

### MISSION

*To promote and develop the sport of basketball on the Sunshine Coast, creating pathways for growth and success. We strive to foster a diverse and inclusive basketball ecosystem, empowering athletes to reach their fullest potential.*

### VISION

*Clippers Basketball is a beacon of excellence, inspiring players of all ages and backgrounds to become champions on and off the court. We provide a high quality facility, a family-friendly basketball environment, develop player pathways through representative programs, develop and maintain volunteers, and establish and maintain valuable community partnerships.*

## CURRENT SITUATION

### EMPOWERING 50 YEARS OF LEGACY. EMBRACING THE JOURNEY AHEAD

At Clippers Basketball, we stand proudly at the crossroads of history and opportunity. For five remarkable decades, we have paved the way for grassroots basketball on the Sunshine Coast. Now, with our sights firmly set on the future, we present our Strategic Plan, a blueprint for the next phase of our journey.

### MEMBERSHIP GROWTH

Our current membership base serves as a strong foundation and we recognise the potential for growth by engaging with new players and enthusiasts. As basketball experiences a strong increase in participation, we aim to continue attracting and retaining members from all age groups, backgrounds, and skill levels.

### PREPARING FOR THE OLYMPICS

As we draw closer to the 2032 Brisbane Olympics and Paralympics, we look forward to witnessing this extraordinary world event in our own backyard. Clippers Basketball aims to leverage Brisbane 2032 to instill a deeper passion for the sport among both our current and prospective members. The club will also engage with relevant stakeholders to ensure that Clippers plays a significant role in the lead-up and during the event.

### MOVING TOWARDS A BIGGER AND BETTER FACILITY

Clippers Basketball recognises the pressing need for a modern basketball facility that aligns with our aspirations. We are actively exploring opportunities to expand our current footprint and create a larger, modern

space that caters to the evolving needs of our players, coaches, and fans. Such a facility will not only enhance the overall basketball experience but also strengthen our position as a premier sporting destination on the Sunshine Coast. To this end, we are initiating discussions with relevant stakeholders to bring this vision to life.

### PROFESSIONAL OPERATION OF THE CLUB

With our sights set on a future of greatness, we acknowledge the significance of operating Clippers Basketball as a well-oiled, professional machine. We are committed to implementing robust management practices along with effective operational and administrative processes. We aim to ensure streamlined operations, efficient resource allocation, and a seamless experience for our members and stakeholders. By fostering a culture of excellence and accountability, we envision a club that exudes professionalism in every aspect of its functioning.

### LOOKING FORWARD: A SHARED JOURNEY TO SUCCESS

At Clippers Basketball, our current situation provides an opportune moment to redefine our trajectory and seize the limitless potential that lies ahead. With a focus on membership growth, an eye on the upcoming Olympics, and a commitment to expanding our facility footprint, we strive to amplify our impact on the Sunshine Coast and beyond.

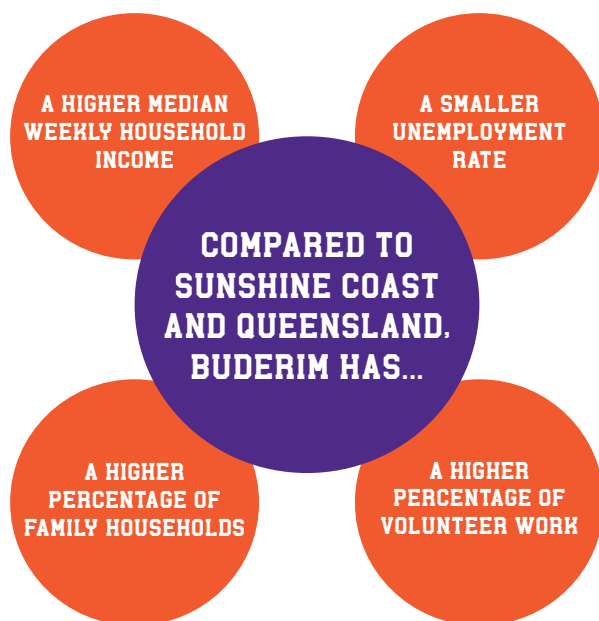
We invite all members, sponsors, partners, and supporters to rally together in pursuit of our shared vision. Through collaboration, determination, and a collective passion for basketball, we are poised to continue building on the legacy of our 50-year journey.



## PROFILE AND DEMOGRAPHICS

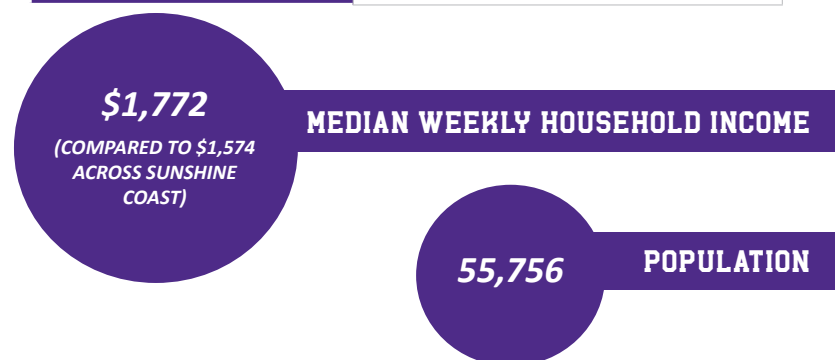
Demographic and socio-economic characteristics are used as social indicators for influencing demand for services and facilities in an area. Suncoast Clippers draws its visitors from the Sunshine Coast region. In the following section, the population size, age, family structure, disposable income and employment have been compared across the Buderim area, the Sunshine Coast region and Queensland to identify social indicators.

These statistics indicate an opportunity for Suncoast Clippers to target their desired demographic of both players and volunteers, who also may be more financially willing and able to participate in club sport.



<sup>1</sup> <https://www.abs.gov.au/census/find-census-data/quickstats/2021/SED30007>

ORGANISATION DETAILS	
Full Legal name	Maroochydore Eagles Basketball Association Inc.
Incorporated Association Number	IA02199
ABN	49 050 240 630
Address	Elizabeth Daniels Way Buderim, QLD 4556
Local Government Authority	Sunshine Coast Council
Club Phone	07 5444 8877
Club Email	adm@clippersbasketball.com.au
Website	<a href="https://clippersbasketball.com.au/">https://clippersbasketball.com.au/</a>
Facebook	<a href="https://www.facebook.com/suncoastclippersbasketball">https://www.facebook.com/suncoastclippersbasketball</a>



## STRATEGIC GOALS

Suncoast Clippers Basketball Club's strategic goals are presented across four **Strategic Pillars** that align with Basketball Queensland's current strategic priorities<sup>2</sup> to Grow, Inspire, Develop and Lead:

### GROW

To grow basketball participation within Queensland by providing inclusive and innovative participation opportunities and ensuring that our associations have the capacity to manage the growth in participation.

### INSPIRE

To provide inspiration to the wider Queensland community by creating engaging content, sharing our game's stories and by being at the forefront of initiatives that create positive social change within our basketball community.

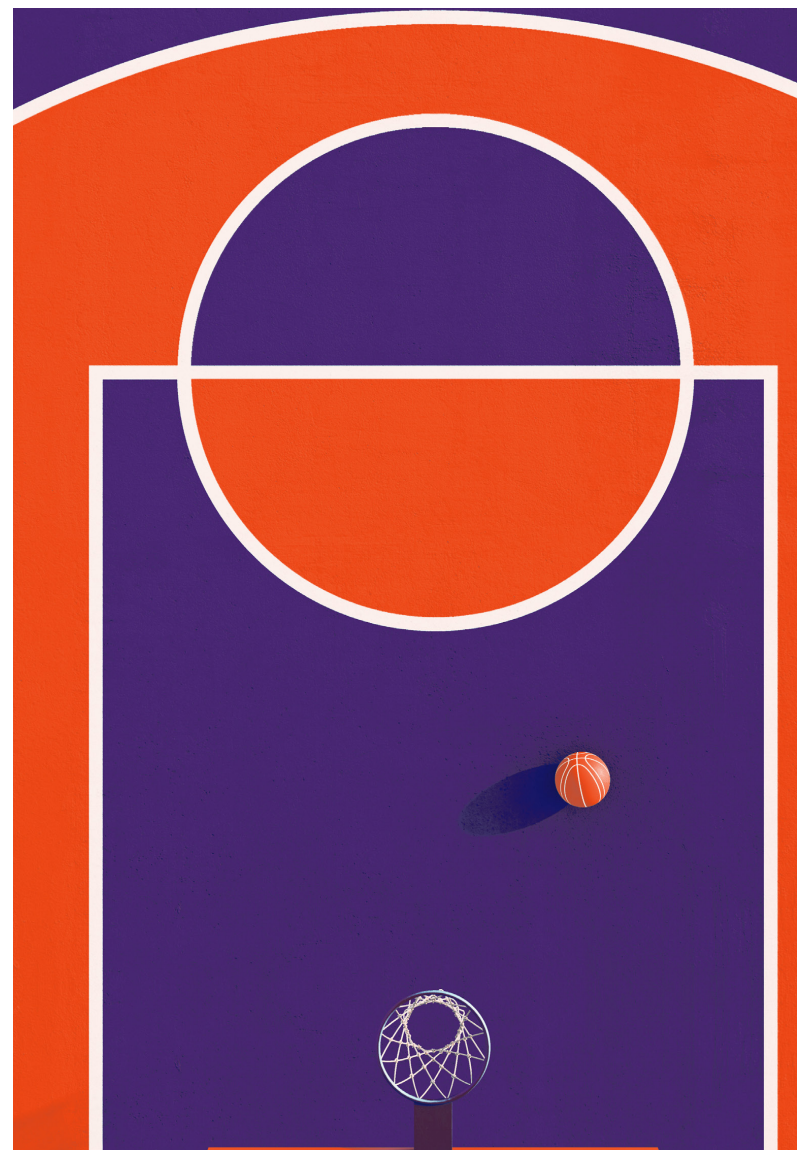
### DEVELOP

To develop inclusive and innovative pathways for players, officials, coaches and administrators to ensure basketball Queensland enjoys both immediate and long-term success.

### LEAD

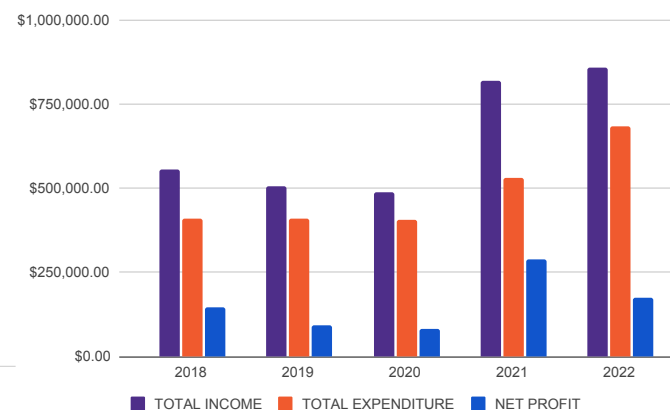
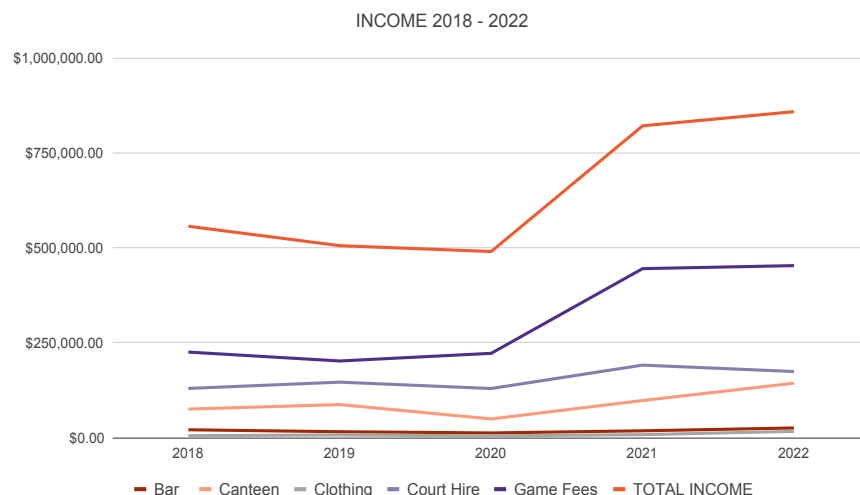
Lead a unified sport through clear governance structures, policy frameworks, effective management and transparent processes.

<sup>2</sup> <https://www.queensland.basketball/>



## FINANCIAL OVERVIEW

The two graphs on this page demonstrate a healthy profitability over each of the past five financial years. Rising expenditure in recent years has typically been matched by increased income, driven by a significant uptick in game fee revenue. The club has averaged approximately 20% net profit over the five year period. Wages have grown as a percentage of income from 8% to 19%, with the club's increase in income easily offsetting these costs. Overall, the club is in a healthy financial position and well positioned for continued growth.



**20%**  
AVERAGE NET PROFIT  
OVER THE 5 YEAR  
PERIOD

**EXTREMELY PROFITABLE CLUB**

**2021**

SIGNIFICANT  
INCREASE IN  
INCOME

**DRIVEN BY GAME FEES**



## FACILITIES AND SERVICES

High-quality, fit-for-purpose facilities provided to our members and other community groups

STRATEGIC OUTCOME	OPERATIONAL ACTION
High-quality and fit-for-purpose facilities that meet the club's current and future needs	<p>Establish an asset register and preventative maintenance schedule covering all maintenance tasks and asset replacements with associated costs (assetTRAC.com.au)</p> <p>Develop an overall infrastructure plan to continue facility improvements, in line with Olympic training venue requirements, separated into two sections:</p> <p>Section 1- Current needs</p> <ul style="list-style-type: none"> <li>» Upgrade of existing change rooms and bathrooms with contemporary multi-purpose dressing rooms and amenities</li> <li>» Progressive furniture upgrade</li> <li>» Ongoing audit and replacement of basketball specific equipment (Basketballs, game equipment, scoreboards)</li> <li>» Storage solutions</li> </ul> <p>Section 2- Potential expansion</p> <ul style="list-style-type: none"> <li>» Potential expansion of facility and/or club footprint</li> <li>» Viewing deck and food/beverage area</li> <li>» Installation of upgraded grandstand</li> </ul>
Clear understanding of Olympic venue at Kawana Sports Precinct	Gain clarity on how the club will be able to access the redeveloped Kawana Sports Precinct and confirm what role Clippers will play in regard to training and competition venue
Long-term tenure of current site	Confirm and extend current lease with Sunshine Coast Council



## GOVERNANCE AND OPERATIONS

An effective governance structure that enables the board and staff members to achieve strategic and operational goals

STRATEGIC OUTCOME	OPERATIONAL ACTION
Strong governance system	<ul style="list-style-type: none"> <li>» Develop and adopt role descriptions for board members and key volunteer positions</li> <li>» Annual review of this strategic plan to evaluate Clippers' progress and initiate adjustments as required</li> <li>» Develop a board succession plan, including board inductions, refresher programs and comprehensive handover processes</li> <li>» Utilise online tools to streamline governance and administration</li> </ul>
Strong connections with key stakeholders in the basketball and wider community	<ul style="list-style-type: none"> <li>» Engage with relevant governing bodies to determine training or hosting requirements for 2032 Brisbane Olympics and Paralympics</li> </ul>
Effective staff recruitment, retention and review plan	<p>Appoint a working group to:</p> <ul style="list-style-type: none"> <li>» Assess the current and proposed operational roles</li> <li>» Create job descriptions that define the skills, qualifications, and experience necessary for each role plus responsibilities and expectations</li> <li>» Establish reporting lines for each role to provide a clear management structure</li> <li>» Develop a recruitment strategy to attract qualified candidates</li> <li>» Develop a process that includes applicant screening, interviews, reference checks and on-boarding</li> <li>» Establish and implement performance metrics for new and existing employees that clearly define performance expectations and key performance indicators (KPIs) for each role</li> <li>» Conduct regular performance reviews that evaluate employees' performance, provide constructive feedback, and set development goals</li> <li>» Offer growth and development opportunities for employees to enhance their skills</li> <li>» Create and foster a positive work environment that encourages open communication, recognises achievements and offers opportunities for employee feedback</li> <li>» Implement employee retention strategies by identifying factors that contribute to employee turnover and implement strategies to address them</li> </ul>
Efficient management of the Clippers facility	<ul style="list-style-type: none"> <li>» Review the facility management model to ensure the Clippers' entire facility is operating efficiently and effectively</li> </ul>



## MEMBERSHIP AND PARTICIPATION

An active, successful and inclusive basketball club that offers diverse opportunities to its growing membership base

STRATEGIC OUTCOME	OPERATIONAL ACTION
Capacity to handle the steady growth of junior and senior teams	Review current competitions to: <ul style="list-style-type: none"> <li>» Determine the club's ability to cater for a growing membership base</li> <li>» Explore flexible social and competitive basketball options for members</li> <li>» Address scheduling issues as the club grows</li> </ul>
A community based club that is well connected with its members	<ul style="list-style-type: none"> <li>» Utilise social media to recognise and promote the achievements and successes of club members</li> <li>» Provide members with opportunities to provide feedback and suggestions for club improvement</li> <li>» Facilitate regular engagement between the board and club members to understand the needs of members</li> <li>» Actively promote the club's Code of Conduct and Basketball Queensland/Australia policies on positive behaviour</li> </ul>
Effective recruitment, training and retention of accredited coaches, managers and officials	Appoint Officials Coordinator to: <ul style="list-style-type: none"> <li>» Facilitate and advertise accreditation and education opportunities for umpires and scorers</li> <li>» Liaise and organise officials throughout the various basketball seasons</li> <li>» Update the board on requirements for official recruitment and retention strategies</li> </ul>
Improved player performance with clear pathway from juniors to seniors	Appoint Coaching Director to: <ul style="list-style-type: none"> <li>» Organise and/or facilitate coaching forums, workshops and information sessions for club coaches</li> <li>» Work with coaches to develop coaching philosophy for adoption by all teams</li> <li>» Support and advertise coach education opportunities from Basketball Queensland</li> <li>» Assist club coaches to gain relevant coaching accreditation</li> <li>» Identify gaps in player pathway</li> <li>» Introduce KPIs to check progress of team performance across the club</li> </ul>





## FINANCE, MARKETING AND SPONSORSHIP

Strong financial systems and planning, supported by diverse revenue streams

STRATEGIC OUTCOME	OPERATIONAL ACTION
A strong and stable financial system	<ul style="list-style-type: none"> <li>» Operate according to a detailed annual budget, considering all aspects of club operation, aiming to generate a surplus each year and create a reserve for unexpected events</li> <li>» Maintain effective financial systems and processes, including a consistent chart of accounts for accurate year-on-year financial comparisons</li> <li>» Implement regular pricing reviews and closely monitor operational costs</li> <li>» Utilise contemporary financial software and provide monthly finance reports to the board</li> </ul>
Diverse revenue streams	<ul style="list-style-type: none"> <li>» Create and execute specific fundraising initiatives annually to boost revenue</li> <li>» Seek external grant funding to support facility developments</li> <li>» Review facility and court rentals and explore options for an online booking and payment system</li> <li>» Implement a robust strategy for club merchandise that includes:                             <ul style="list-style-type: none"> <li>» Clear displays and online sales platform</li> <li>» Increased exposure on club social media</li> <li>» Regular price reviews</li> <li>» Effective stocktake process</li> </ul> </li> <li>» Appoint a sponsorship and marketing coordinator to:                             <ul style="list-style-type: none"> <li>» Compile and pursue a list of target sponsors, including local businesses for community engagement and those with existing links to the club</li> <li>» Review current sponsorship packages to ensure they provide value to potential sponsors</li> <li>» Broaden club sponsorship opportunities to include social media platforms, live streaming, club channels, player sponsors, and signage</li> <li>» Implement a range of marketing strategies</li> </ul> </li> </ul>
Robust asset maintenance and replacement systems	<ul style="list-style-type: none"> <li>» Maintain a club asset register and establish a dedicated sinking fund with contributions for timely asset repair, replacement, and facility improvements.</li> <li>» Contribute regularly to the club sinking fund, increasing contributions based on annual income and programmed asset replacement costs</li> </ul>

## COPYRIGHT AND DISCLAIMER

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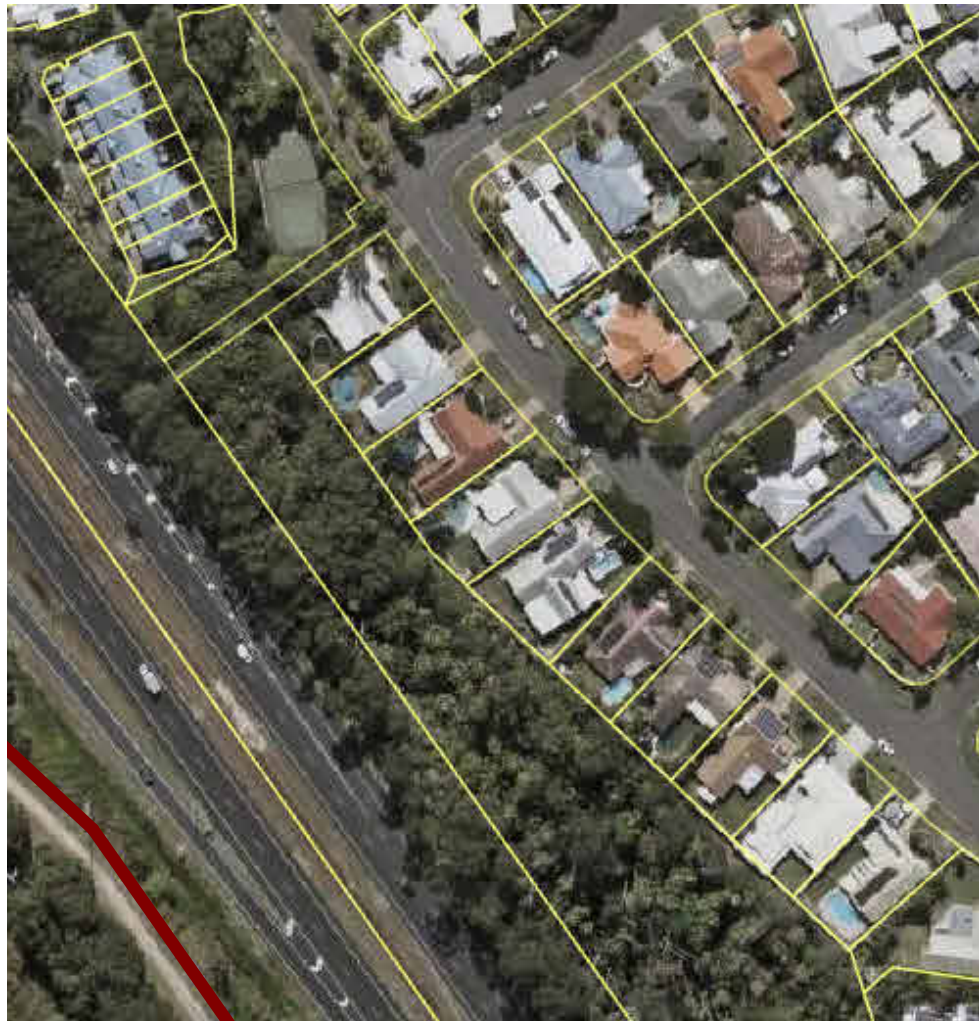
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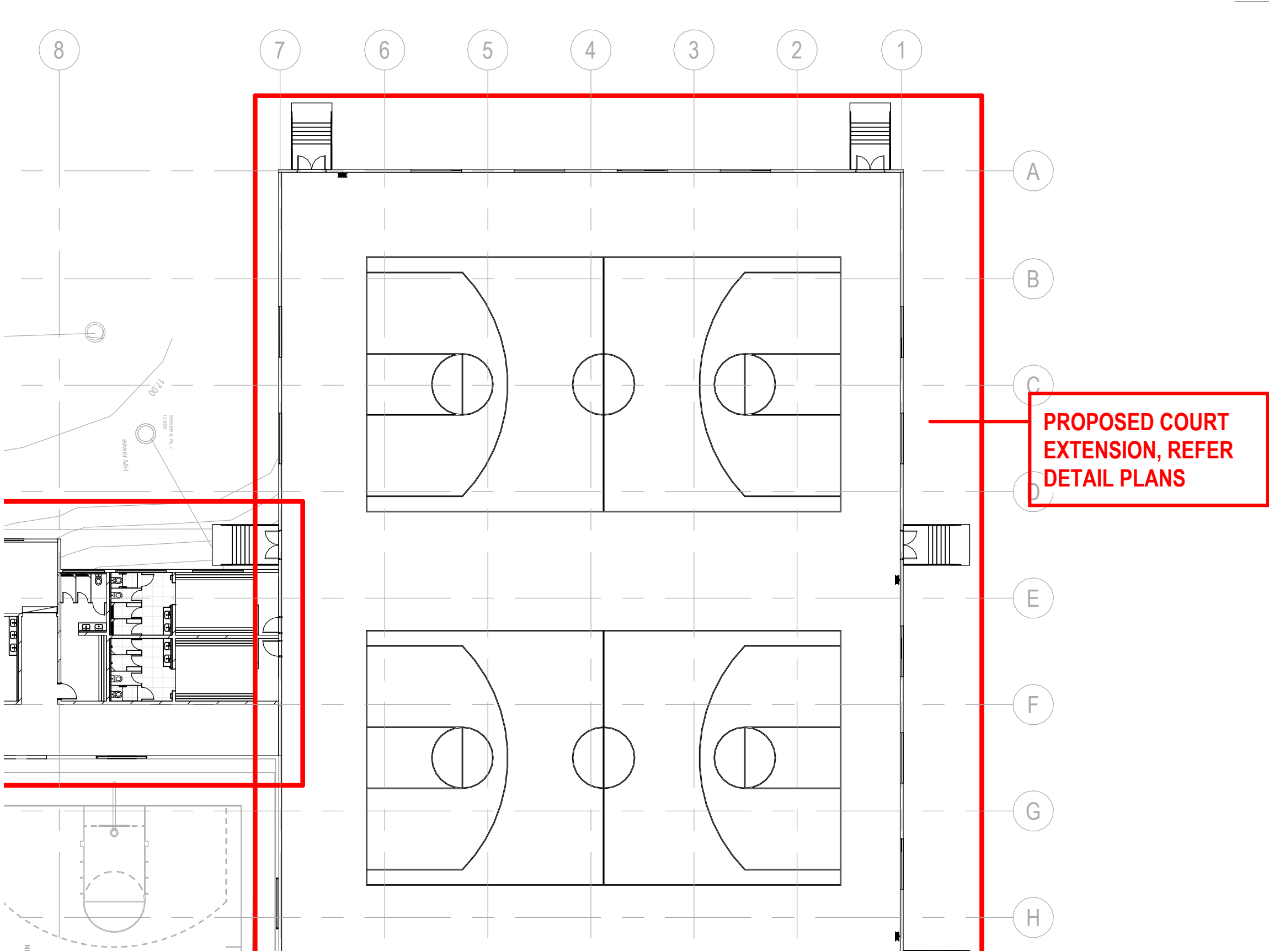


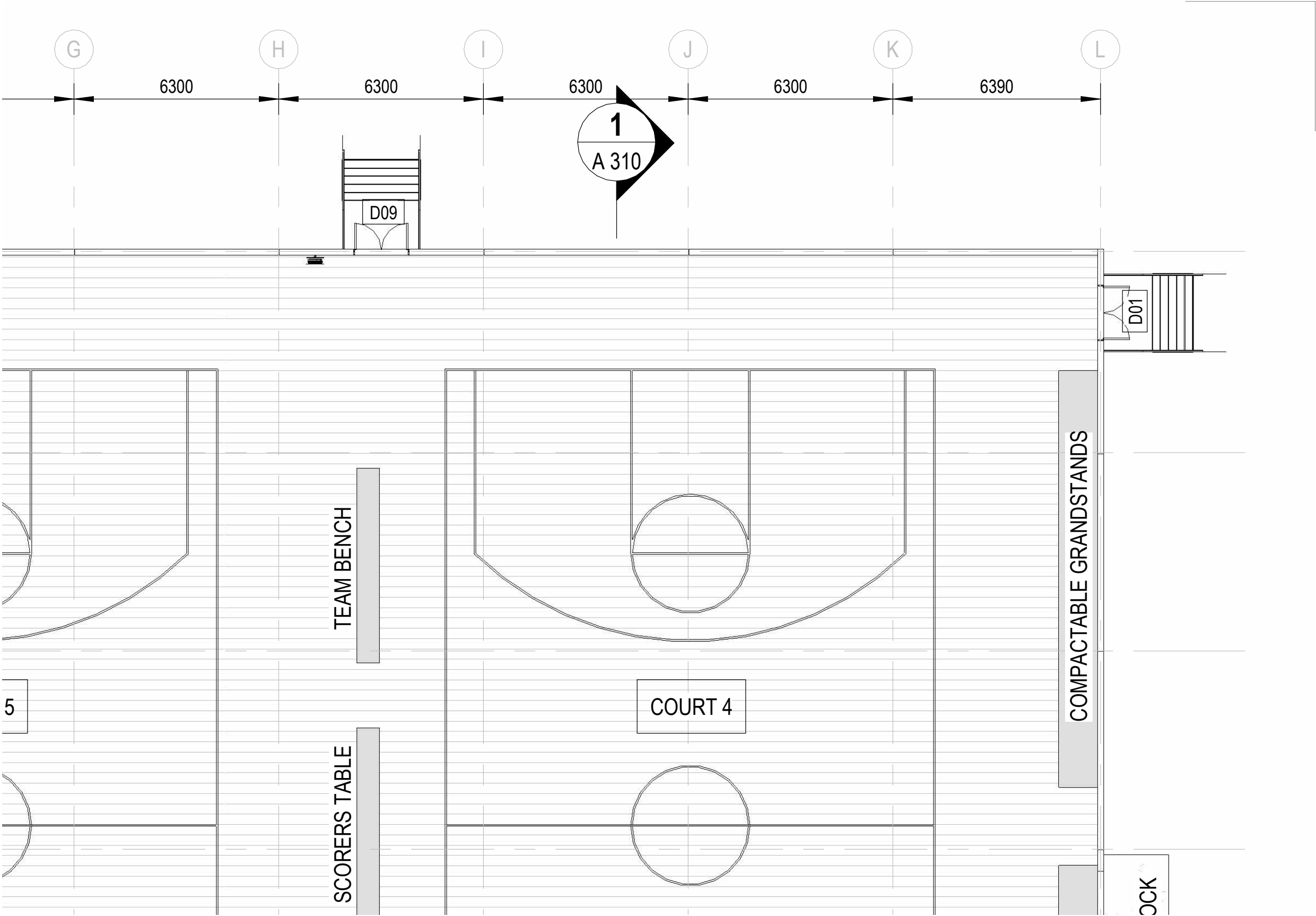
# TENSION UNDERIM UNCIL WINGS

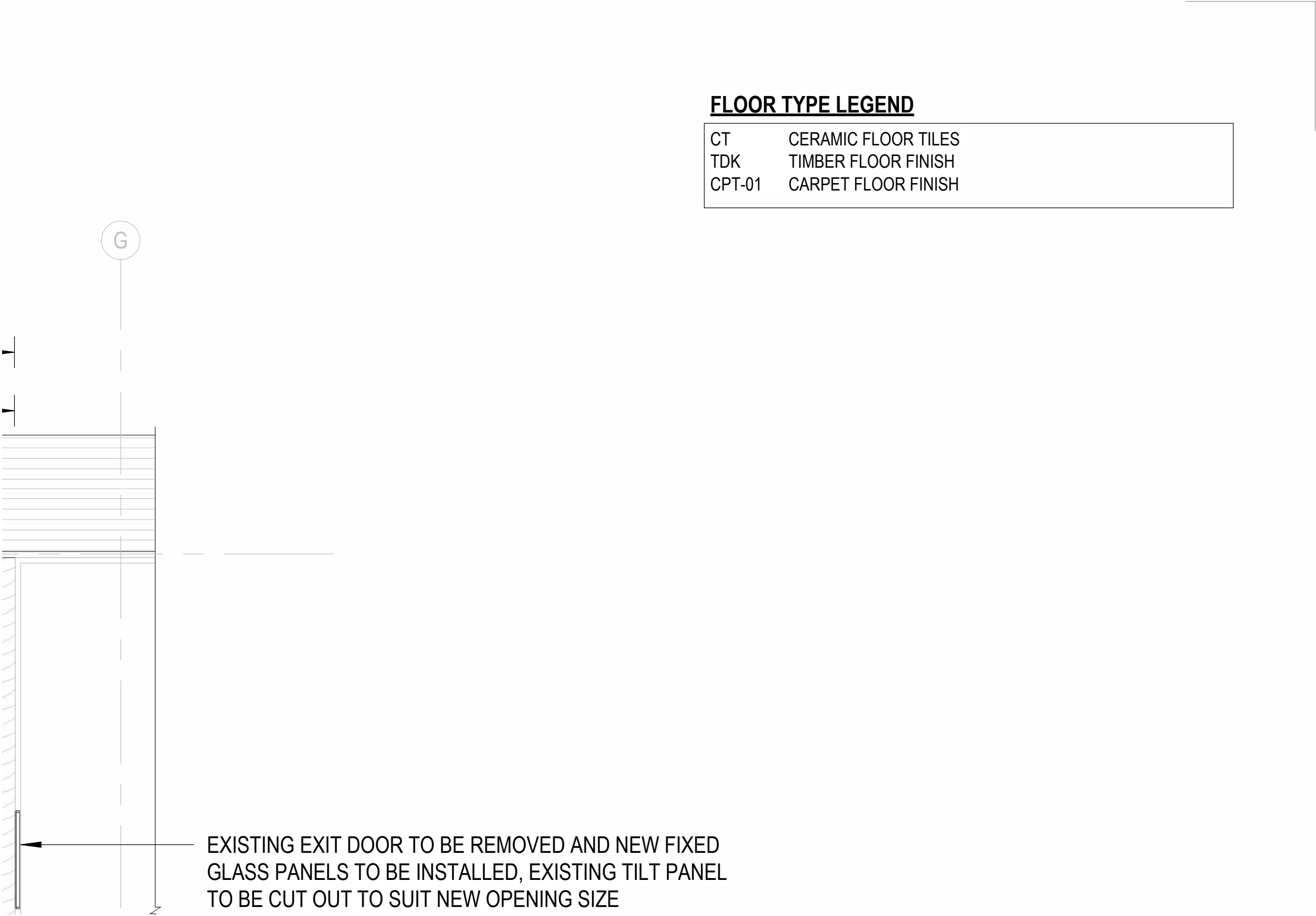


BUILDING DRAWING REGISTER		
No.	DESCRIPTION	REV.
01. BUILDING DESIGN		
A 100	COVERSHEET - BUILDING DESIGN	P1
A 110	SITE PLAN	P1
A 200	FLOOR PLAN - COURT EXTENSION	P1
A 201	FLOOR PLAN - CLUBHOUSE EXTENSION	P1
A 210	UPPER ROOF PLAN	P1
A 211	LOWER ROOF PLAN	P1
A 300	EXTERNAL ELEVATIONS - SHEET 1	P1
A 301	EXTERNAL ELEVATIONS - SHEET 2	P1
A 310	BUILDING SECTIONS - SHEET 1	P1
A 311	BUILDING SECTIONS - SHEET 2	P1
A 400	EXTERNAL 3D PERSPECTIVES - SHEET 1	P1
A 401	EXTERNAL 3D PERSPECTIVES - SHEET 2	P1

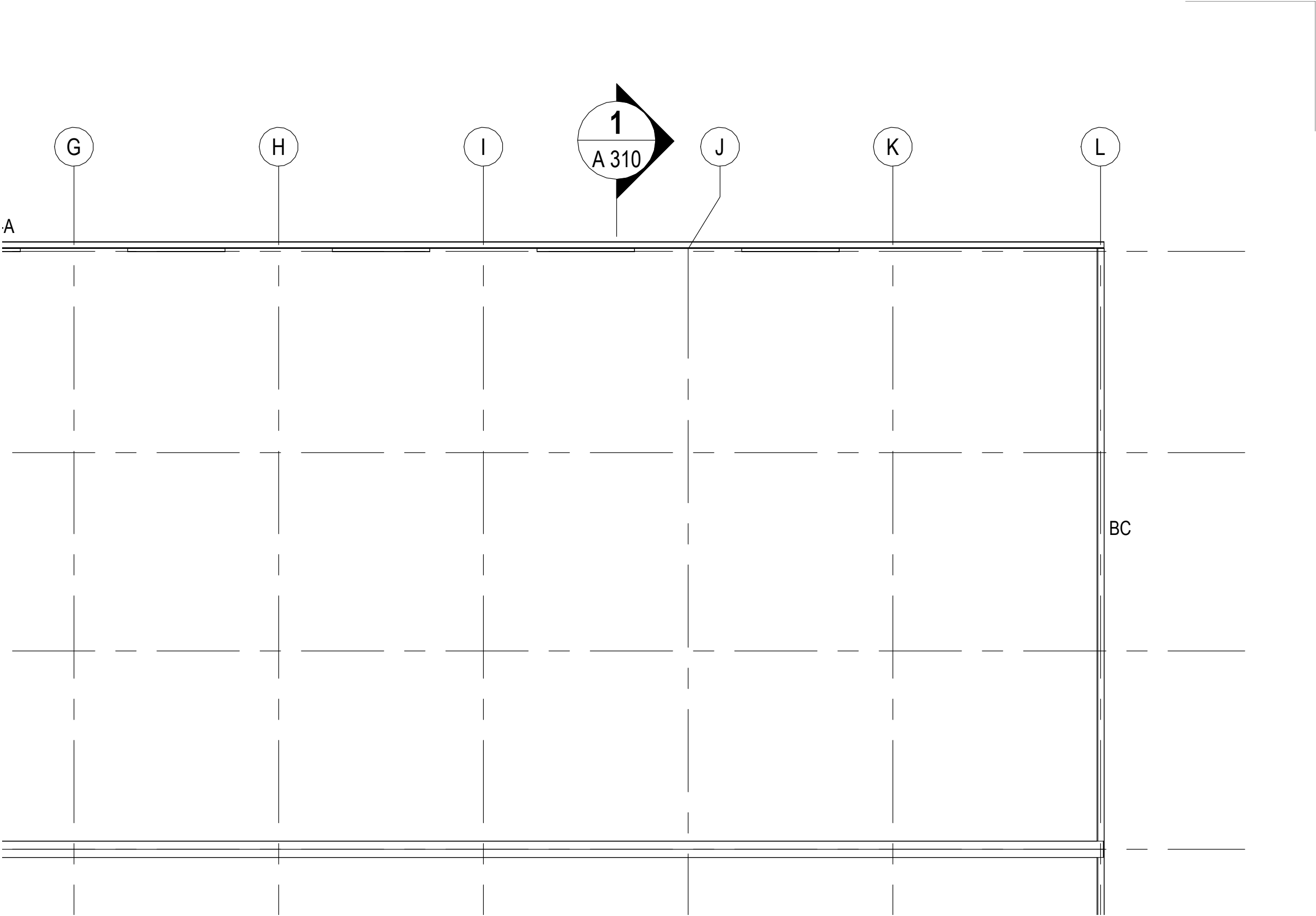
## REAL PROPERTY DESCRIPTION LOT 664 CP90I247

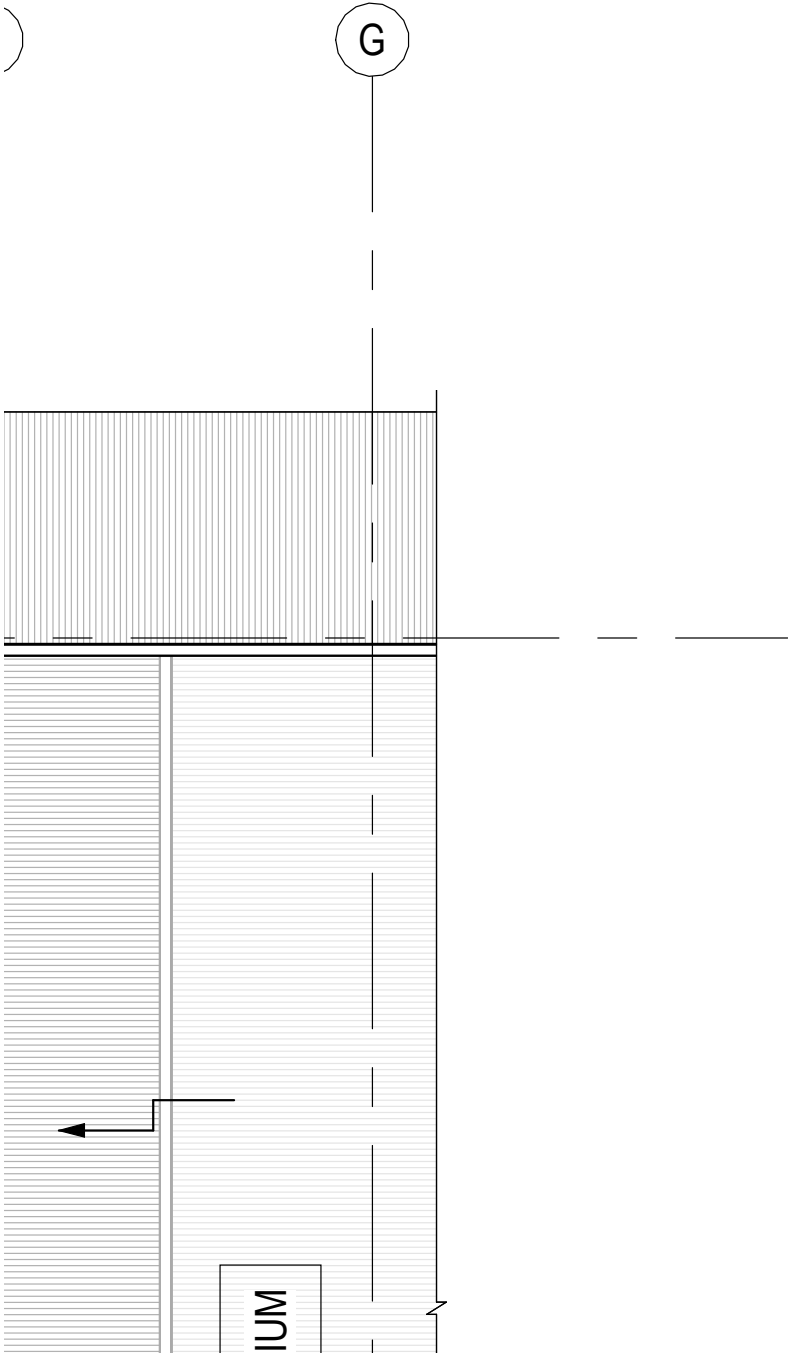




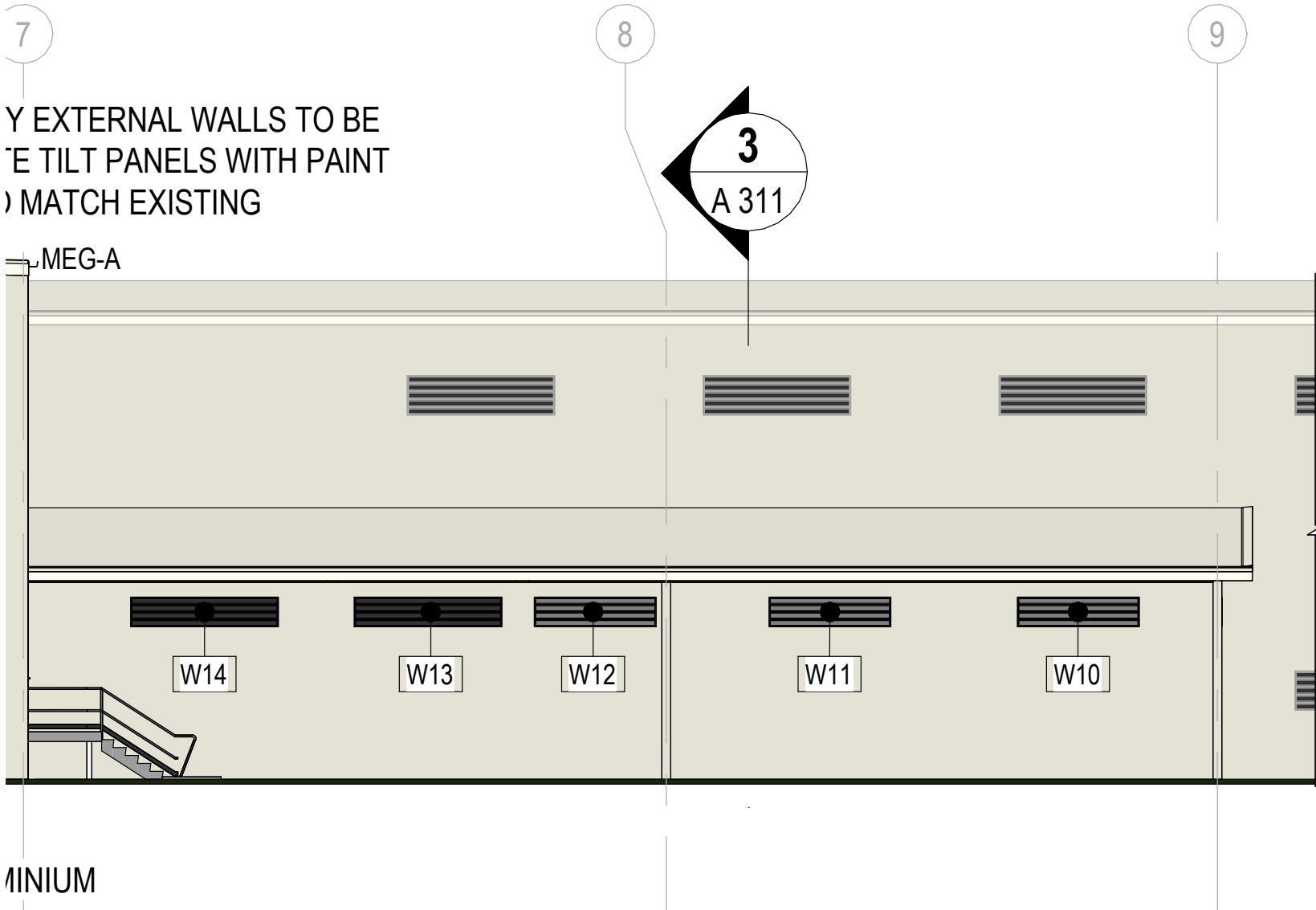






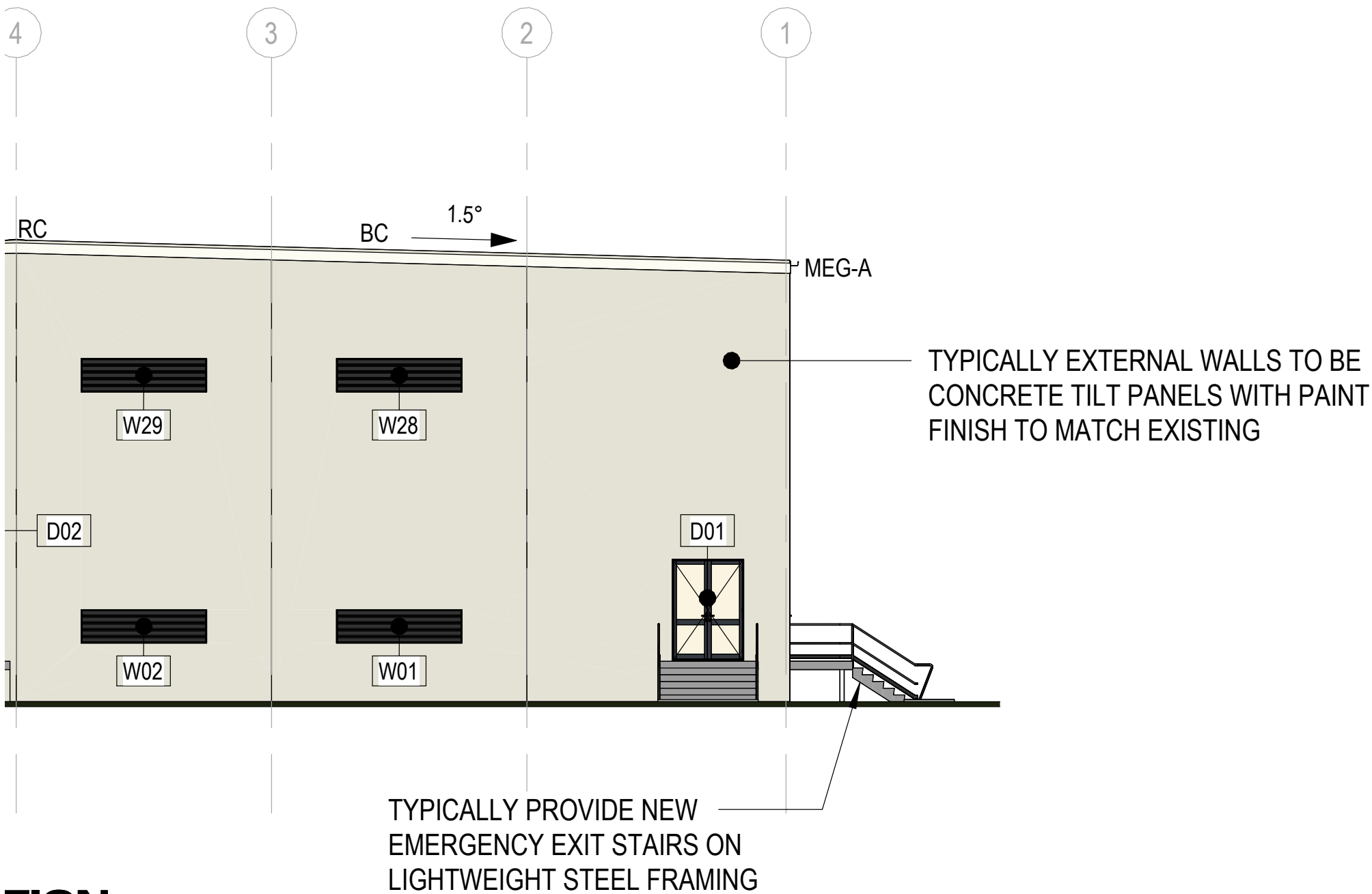


ABBREVIATIONS	
ABR.	DESCRIPTION
BC	BARGE CAPPING
MEG-A	METAL EAVES GUTTER - TYPE A
MRS	METAL ROOF SHEETING - COLORBOND



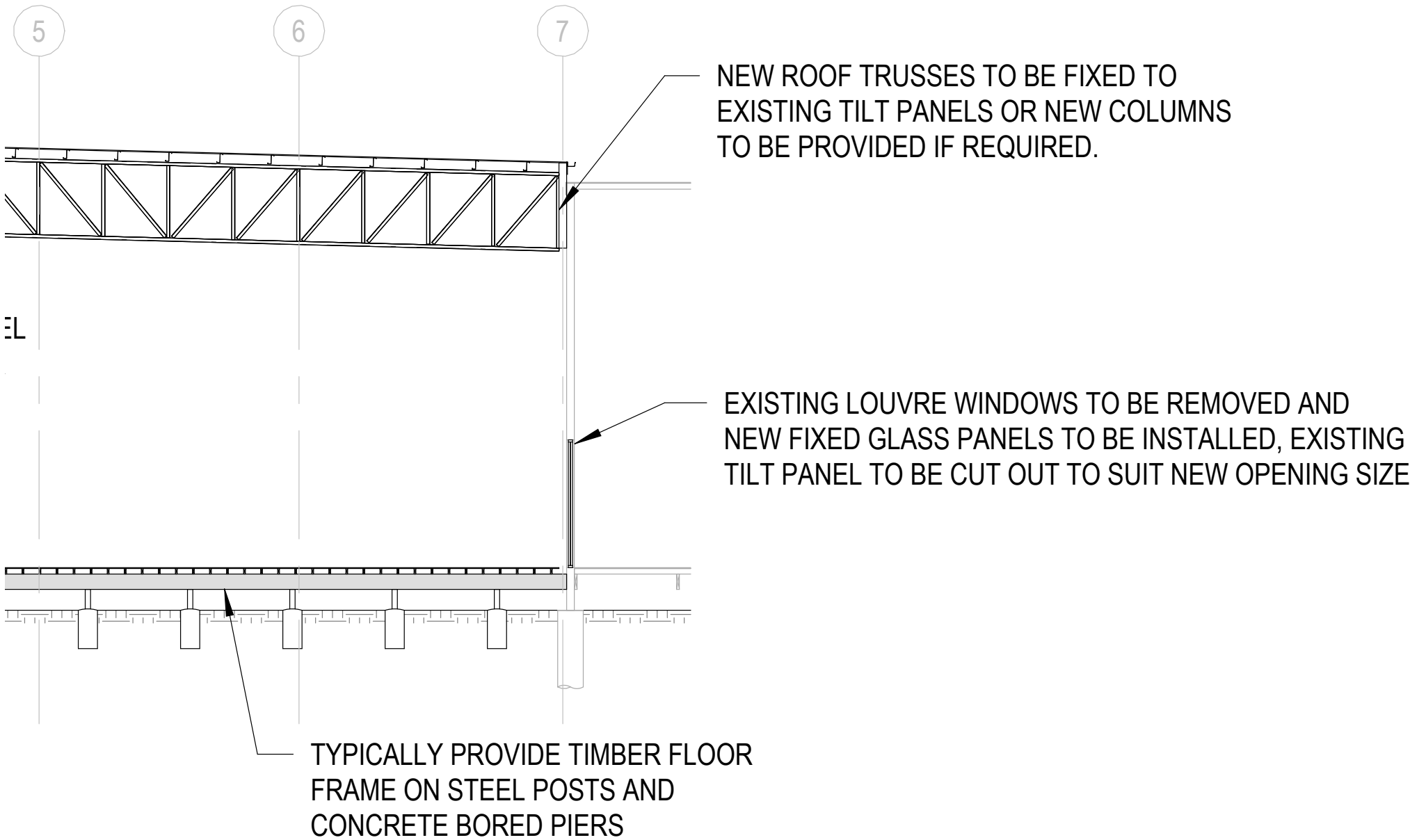
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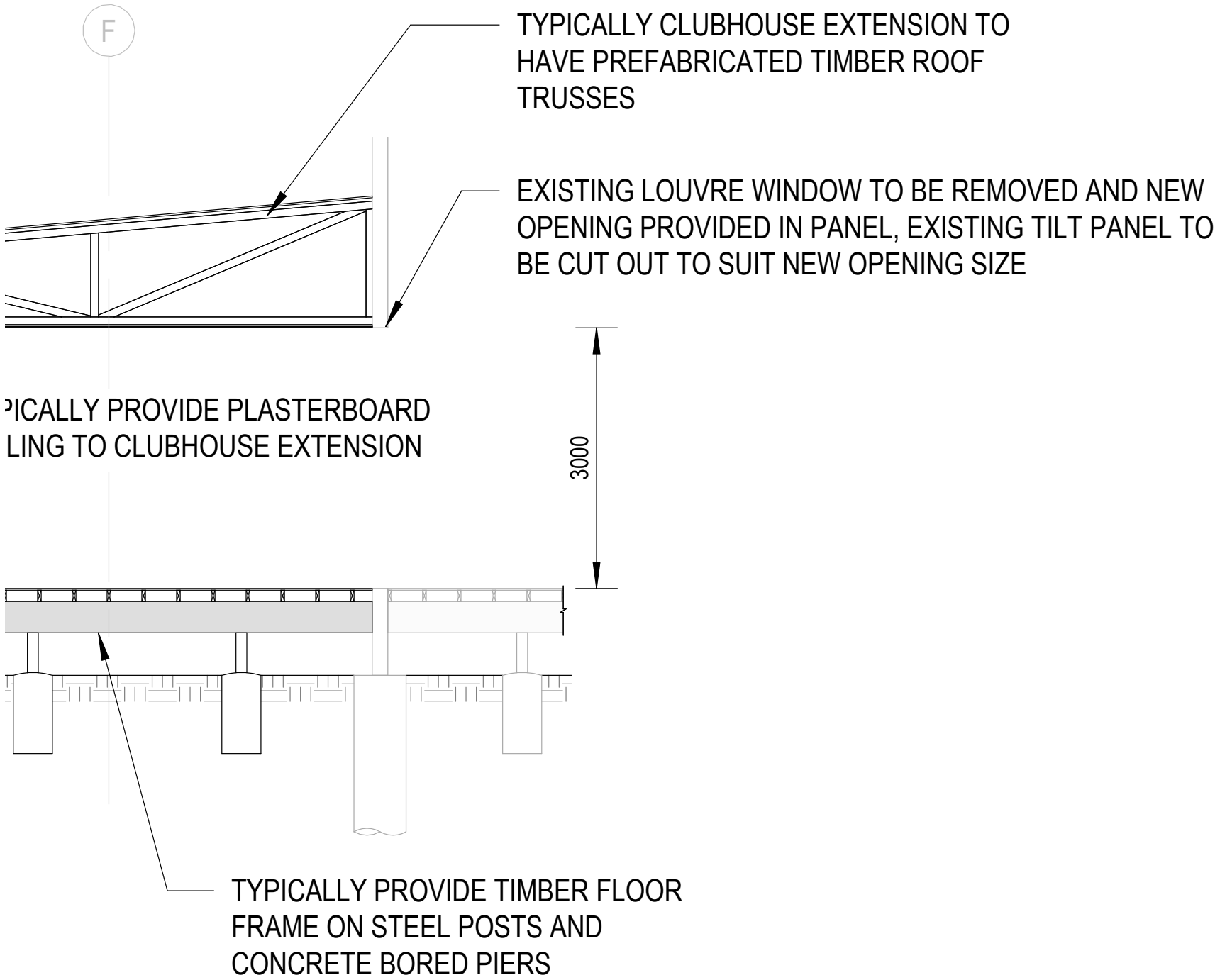
ABBREVIATIONS	
ABR.	DESCRIPTION
BC	BARGE CAPPING
MEG-A	METAL EAVES GUTTER - TYPE A
RC	RIDGE CAPPING



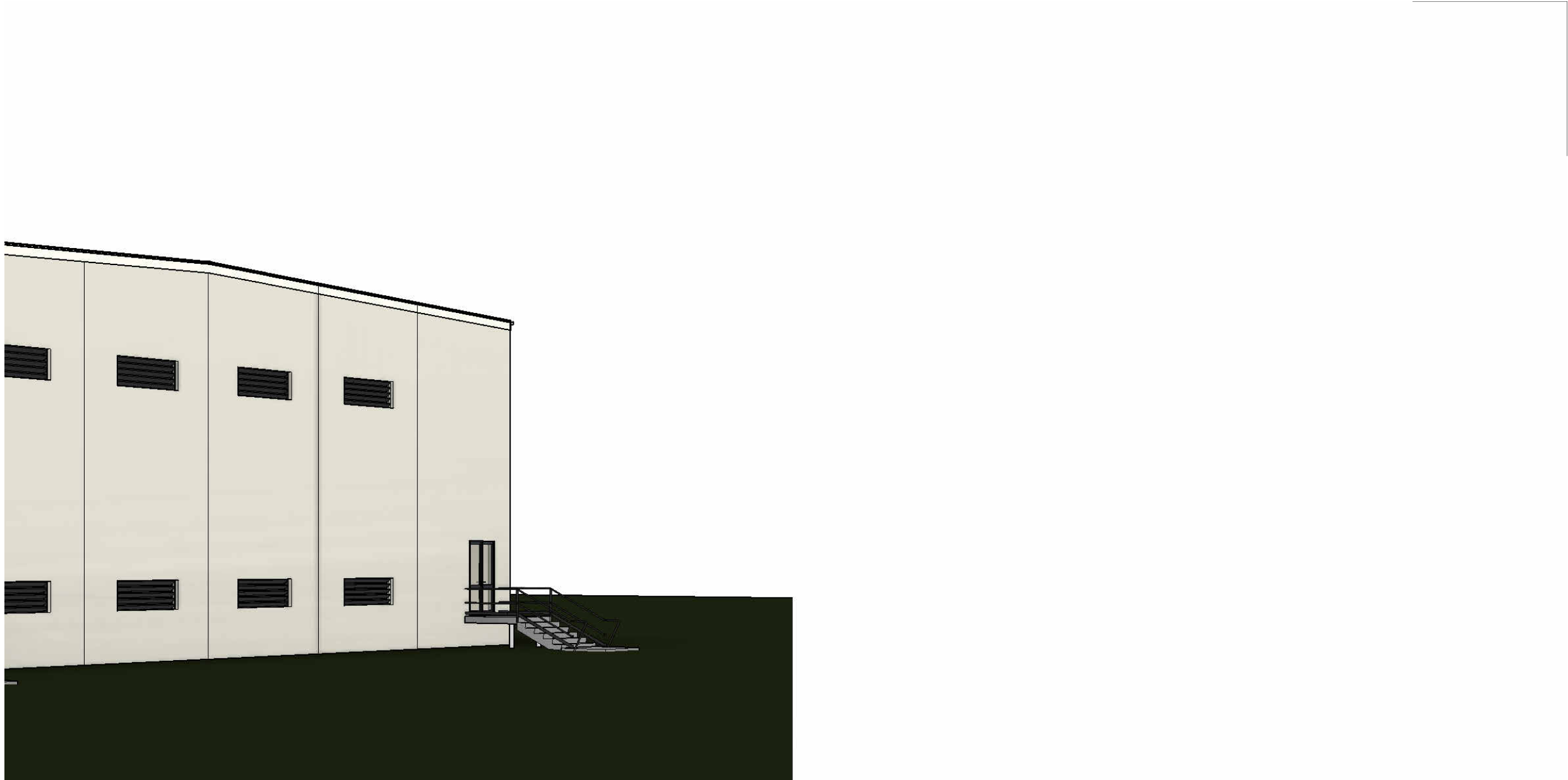
**TION**

ABBREVIATIONS	
ABR.	DESCRIPTION
BC	BARGE CAPPING
MEG-A	METAL EAVES GUTTER - TYPE A
RC	RIDGE CAPPING













## 8.11 DISPOSAL (LEASE) TO BP AUSTRALIA PTY LTD OVER PART OF 14 CALOUNDRA ROAD, CALOUNDRA WEST

**File No:** 2015/00378

**Author:** Senior Property Officer  
Business Performance Group

**Attachments:** Att 1 - Aerial Plan ..... 391 [↓](#)   
Att 2 - Lease Area Plan ..... 393 [↓](#)   
Att 3 - Confidential Proposed Terms for New Lease  
Confidential.....7/8

### PURPOSE

To seek Council's resolution to grant an exception (to the disposal of land via auction/tender) in accordance with the *Local Government Regulation 2012* and to enter into a new lease agreement with BP Australia Pty Ltd as the existing Tenant of the land 14 Caloundra Road, Caloundra West.

### EXECUTIVE SUMMARY

This report seeks Council's resolution to grant an exception from the auction/tender process under Section 236 of the *Local Government Regulation 2012* to dispose of land (via lease) by entering into a direct lease with BP Australia Pty Ltd, who is the existing Tenant of portion of Lot 1 on SP312324 more commonly referred to as 14 Caloundra Road, Caloundra West (the Caloundra Aerodrome).

The land is owned by Council in freehold and is managed as the Caloundra Aerodrome which is zoned Community Facilities for Air Services as shown in Attachment 1 – Aerial Plan.

BP Australia Pty Ltd (BP Australia) hold a current ground lease being Lease AE on SP253855 at 14 Caloundra Drive, Caloundra West as shown in Attachment 2 – Lease Area Plan (the BP Site). The BP site comprises of 825m<sup>2</sup> for the purpose of an 'aircraft refuelling facility' within the lease expiring on 31 December 2019. BP Australia are continuing to occupy under the holding over provisions as a month-to-month tenant under the terms of the existing lease.

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

Attachment 3 is confidential in respect to the content and timeframes of negotiations and recognising that, until Council makes a decision and the Lease is executed, the lease has no certainty.

Public disclosure at this time would potentially impact adversely on the finalisation of a current negotiation process and Council's ability to finalise the lease in a manner that represents the best value for the ratepayers of the region. The report contains a

recommendation to release details of the Lease once negotiations have been finalised and registered with the Titles Registry.

Council have considered and negotiated a new ground lease and it is proposed to offer the Tenant a new three-year ground lease with a further term of three-years. The essential terms of the new lease are outlined in Attachment 3 – Proposed Terms for New Lease (Confidential).

### OFFICER RECOMMENDATION

#### That Council:

- (a) **receive and note the report titled “Disposal (Lease) to BP Australia Pty Ltd over Part of 14 Caloundra Road, Caloundra West”**
- (b) **resolve that in accordance with section 236(2) of the *Local Government Regulation 2012*, that an exception to dispose of an interest in land (lease) other than by tender or auction applies as per section 236(1)(c)(iii) as BP Australia Pty Ltd an existing tenant of the land at 14 Caloundra Drive, Caloundra West and**
- (c) **authorise the Chief Executive Officer to publicly release details relating to the Lease once the negotiations have been finalised and the lease fully executed.**

### FINANCE AND RESOURCING

The rent payable by the BP Australia upon commencement of the new lease is outlined in **Attachment 3 – Proposed Terms for New Lease (Confidential)**.

BP Australia Pty Ltd will be responsible for paying all costs (including Council’s costs) including the drafting, negotiation, and registration of the new lease.

### CORPORATE PLAN

<b>Corporate Plan Goal:</b>	<b><i>Our service excellence</i></b>
<b>Outcome:</b>	We serve our community by providing this great service
<b>Operational Activity:</b>	S22 - Property management – comprehensive management of Council’s land and building assets to ensure that Council’s property dealings are optimised, centrally managed, and support Councils objectives.

### CONSULTATION

#### Councillor Consultation

Councillor J Broderick – Divisional Councillor & Outstanding Organisation Portfolio Councillor

Councillor T Hungerford – Outstanding Organisation Portfolio Councillor

Councillor T Landsberg – Division 2 Councillor

#### Internal Consultation

Property Management

Strategic Property

Legal Services

**External Consultation**

Council's Property Management Branch has liaised with BP Australia (as the current Lessee) in relation to this report.

Colliers Valuers were engaged to undertake a market rental lease assessment.

**Community Engagement**

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

**PROPOSAL**

The land subject to this ground lease is freehold land owned by Council for the purposes of 'Community Facilities' with an annotation as 'Air Services'.

BP Australia, the lessee have a current lease agreement with Council which commenced on 1 January 2017 and expired on 31 December 2019. The lessee has been holding over on a month-to-month basis under the same terms and conditions, until a new lease can be finalised. The lease is registered over a portion of the land at Lot 1 on SP312324, more commonly referred to as part of 14 Caloundra Road, Caloundra West (the Caloundra Aerodrome).

BP Australia lease the portion known as Lease AE on SP253855 known as 14 Pathfinder Drive, Caloundra West as shown in **Attachment 2 – Lease Area Plan**.

Following protracted discussions and consideration, the lessee requested that Council consider granting a new lease over the land.

Council officers have negotiated the proposed terms of the new ground lease with the lessee. The proposed terms and conditions for the new lease are subject to obtaining a Council resolution to grant an exception as proposed within this report. The proposed terms and conditions for the new lease are outlined in **Attachment 3 – Proposed Terms of New Lease (Confidential)**.

A review of the BP Australia's performance under the current lease has been undertaken. The Tenant is in good standing and is compliant with the essential terms of the current lease including rent. The lessee's operations have not impacted the utilisation of the remainder of the Caloundra Aerodrome.

On the basis that there is broad support, it is recommended that Council enter into a new lease for a period of three-years with a further term of three-years with the current lessee by granting an exception as:-

- the leased land is located within the Caloundra Aerodrome held of 'Air Services' and the provision of a refuelling station supports users of the facility;
- the current lessee has an already established operation on the land and owns all infrastructure on the site currently.

On the basis above, Council is of the opinion that the proposed terms are sufficient to support entering into a lease to the current lessee rather than opening submissions via tender or auction.

In accordance with the *Local Government Regulation 2012*, an exception from Council is required where Council seeks to enter into a new commercial lease with the existing Tenant

of the land (other than by tender or auction). If an exception is not approved the premises will be offered for lease via a tender process after the current lease expires.

### Legal

Council's Legal Services department have been consulted in relation to the preparation of the Form 7 – Lease/Sublease documentation.

### Policy

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

### Risk

Council is proposing to enter into a new lease with the current tenant by requesting that Council grant an exception under the *Local Government Regulation 2012*.

Council's position is that the proposed terms and conditions identified in **Attachment 3 – Proposed Terms of New Lease (Confidential)** are sufficient to warrant an exception under the legislation.

If an exception is not approved by Council there is an inherent risk that Council would:-

- not be able to secure a better offer via tender; and
- not be able to avoid an unnecessary period of vacancy and loss of revenue transitioning between tenants.

### Previous Council Resolution

#### Ordinary Meeting 22 May 2014 (Council Resolution OM14/81)

'That Council resolve that it is in the public interest to exempt the requirements of going to public tender or auction and proceed to lease Site E on Part of Lot 341 on Plan CG803364, totalling 825m2 lease site at Caloundra Aerodrome to the existing lessee under Section 236 of the Local Government Regulation 2012, subject to the annual rental not being less than current market rental as provided by an independent registered Valuer.'

### Related Documentation

There is no related documentation relevant to this report.

### Critical Dates

There are no critical dates relevant to this report, any new lease documentation should be executed and registered at the Titles Office as soon as practical.

### Implementation

Should the recommendation be accepted by Council, it is noted that the Chief Executive Officer will request that officers prepare the Form 7 – Lease documentation for execution by BP Australia Pty Ltd and Council's Delegated Officer.



Attachment 1 – Aerial Plan

BP Australia Pty Ltd – Portion of Lot 1 on SP312324 more commonly referred to as 14 Caloundra Road, Caloundra West





Attachment 2 – Lease Area Plan

BP Australia Pty Ltd – Portion of Lot 1 on SP312324 more commonly referred to as 14 Caloundra Road, Caloundra West





**9 NOTIFIED MOTIONS****10 TABLING OF PETITIONS**

Petitions only eligible for submission if:

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





**11 CONFIDENTIAL SESSION**

**12 NEXT MEETING**

The next Ordinary Meeting will be held on 30 January 2025.

**13 MEETING CLOSURE**