

# Minutes Appendices

## Ordinary Meeting

**Thursday, 19 June 2025**

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# Minutes

## Ordinary Meeting

Wednesday, 21 May 2025

Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore





ORDINARY MEETING MINUTES

21 MAY 2025

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

**ORDINARY MEETING MINUTES**

**21 MAY 2025**

**1 DECLARATION OF OPENING**

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

**2 WELCOME AND OPENING**

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

Pastor Jonathan Gullo from Suncoast Church read a prayer.

Mayor R Natoli acknowledged the recent passing of former Caloundra City Councillor Norma Fox.

**3 RECORD OF ATTENDANCE AND LEAVE OF ABSENCE**

**COUNCILLORS**

|                         |                           |
|-------------------------|---------------------------|
| Councillor R Natoli     | Mayor (Chair)             |
| Councillor J Broderick  | Division 1                |
| Councillor T Landsberg  | Division 2                |
| Councillor T Burns      | Division 3 (via Teams)    |
| Councillor J Natoli     | Division 4                |
| Councillor C Dickson    | Division 6                |
| Councillor E Hungerford | Division 7                |
| Councillor T Bunnag     | Division 8                |
| Councillor M Suarez     | Division 9 (Deputy Mayor) |
| Councillor D Law        | Division 10               |

**COUNCIL OFFICERS**

Chief Executive Officer  
 Acting Group Executive Built Infrastructure  
 Acting Group Executive Business Performance  
 Acting Group Executive Civic Governance  
 Acting Group Executive Customer and Planning Services  
 Group Executive Economic and Community Development  
 Group Executive Liveability and Natural Assets  
 Coordinator Meeting Management  
 Manager Strategy and Policy  
 Manager Finance  
 Coordinator Financial Accounting  
 Acting Manager Development Services  
 Senior Environment Project Officer  
 Coordinator Coastal, Lakes and Wetlands  
 Coordinator Creative Arts and Events

**APOLOGIES**

Councillor W Johnston OAM Division 5  
 Group Executive Customer and Planning Services

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ORDINARY MEETING MINUTES

21 MAY 2025

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**PROCEDURAL MOTION**

**Council Resolution**

**Moved:** Councillor R Natoli  
**Seconded:** Councillor C Dickson

*That Council grant Councillor W Johnston leave from the May Ordinary Meeting in accordance with Section 162 (e) (ii) of the Local Government Act 2009.*

**Carried unanimously.**

---

**4 RECEIPT AND CONFIRMATION OF MINUTES**

**Council Resolution**

**Moved:** Councillor J Natoli  
**Seconded:** Councillor M Suarez

*That the Minutes of the Ordinary Meeting held on 24 April 2025 be received and confirmed.*

**Carried unanimously.**

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**5 MAYORAL MINUTE**

NIL

**6 INFORMING OF CONFLICTS OF INTEREST**

**6.1 PRESCRIBED CONFLICTS OF INTEREST**

NIL

**6.2 DECLARABLE CONFLICTS OF INTEREST**

NIL

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ORDINARY MEETING MINUTES

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7 PRESENTATIONS / COUNCILLOR REPORTS

NIL

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ORDINARY MEETING MINUTES

21 MAY 2025

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**8 REPORTS DIRECT TO COUNCIL**

**8.1 QUARTERLY PROGRESS REPORT - QUARTER 3, 2024-25**

**File No:** Council Meetings

**Author:** Manager Strategy and Policy  
Civic Governance Group

**Appendices:** App A - Chief Executive Officer's Quarterly Progress Report -  
Quarter 3, 2024-25

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**Council Resolution** (OM25/37)

**Moved:** Councillor E Hungerford

**Seconded:** Councillor J Broderick

*That Council:*

- (a) receive and note the report titled "Quarterly Progress Report - Quarter 3, 2024-25" and
- (b) endorse the Chief Executive Officer's Quarterly Progress Report - Quarter 3, 2024-25  
(Appendix A).

**Carried unanimously.**

**Council Resolution**

**Moved:** Councillor T Bunnag

**Seconded:** Councillor M Suarez

*That Council grant Councillor J Broderick an extension of time for five minutes to speak further  
to the motion.*

**Carried unanimously.**

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ORDINARY MEETING MINUTES

21 MAY 2025

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**8.2 APRIL 2025 FINANCIAL PERFORMANCE REPORT**

**File No:** Council Meetings

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

**Attachments:** Att 1 - April 2025 Financial Performance Report  
Att 2 - April 2025 Capital Grant Funded Project Report

---

**Council Resolution** (OM25/38)

**Moved:** Councillor E Hungerford

**Seconded:** Councillor J Broderick

*That Council receive and note the report titled "April 2025 Financial Performance Report".*

**Carried unanimously.**

ORDINARY MEETING MINUTES

21 MAY 2025

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**8.3 SALE OF LAND FOR ARREARS OF RATES**

**File No:** Council Meetings

**Author:** Manager Finance  
Business Performance Group

**Attachments:** Att 1 - 2025 Sale of Land List - *Confidential*

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**Council Resolution** (OM25/39)

**Moved:** Councillor E Hungerford

**Seconded:** Councillor J Natoli

*That Council:*

- (a) *receive and note the report titled "Sale of Land for Arrears of Rates"*
- (b) *pursuant to Section 140(2) of the Local Government Regulation 2012 (Qld) sell the land where some or all of the rates or charges for the land have been overdue for at least three years as at 31 December 2024 in accordance with Chapter 4, Part 12, Division 3 of the Local Government Regulation 2012 (Qld) to recover outstanding rates and charges, and*
- (c) *delegate to the Chief Executive Officer the power to take all further steps under Chapter 4, Part 12, Division 3 of the Local Government Regulation 2012 (Qld) to effect the sale of the land procedures, including for the avoidance of doubt the power to end the sale procedures.*

**Carried unanimously.**

ORDINARY MEETING MINUTES

21 MAY 2025

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**8.4 INVESTMENT, DEBT AND REVENUE POLICIES FOR 2025-26**

**File No:** Council Meetings

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

**Appendices:** App A - 2025-26 Investment Policy  
App B - 2025-26 Debt Policy  
App C - 2025-26 Revenue Policy

---

**Council Resolution** (OM25/40)

**Moved:** Councillor J Broderick

**Seconded:** Councillor E Hungerford

*That Council:*

- (a) receive and note the report titled "Investment, Debt and Revenue Policies for 2025-26"
- (b) adopt the 2025-26 Investment Policy (Appendix A)
- (c) adopt the 2025-26 Debt Policy (Appendix B) and
- (d) adopt the 2025-26 Revenue Policy (Appendix C).

**Carried unanimously.**

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ORDINARY MEETING MINUTES

21 MAY 2025

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**8.5 REGISTER OF GENERAL COST-RECOVERY FEES AND COMMERCIAL CHARGES 2025-26**

**File No:** Council Meetings  
**Author:** Coordinator Financial Services  
Business Performance Group  
**Appendices:** App A - Register of General Cost-Recovery Fees and Commercial Charges 2025-26  
**Attachments:** Att 1 - General Cost-Recovery Fees and Commercial Charges 2025-26 Notes

---

**Council Resolution** (OM25/41)

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

*That Council:*

- (a) *receive and note the report titled "Register of General Cost-Recovery Fees and Commercial Charges 2025-26"*
- (b) *adopt the fees detailed in the Register of General Cost-Recovery Fees and Commercial Charges 2025-26 (Appendix A)*
- (c) *resolve that, in relation to those cost-recovery fees to which Section 97 of the Local Government Act 2009 apply:*
  - (i) *the applicant is the person liable to pay these fees*
  - (ii) *the fee must be paid at or before the time the application is lodged, and*
- (d) *delegate to the Chief Executive Officer the power*
  - (i) *to amend commercial charges to which Section 262(3)(c) of the Local Government Act 2009 apply and*
  - (ii) *to determine a reasonable fee based on cost recovery principles when a price on application is requested.*

**Carried unanimously.**

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ORDINARY MEETING MINUTES

21 MAY 2025

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**8.6 DEVELOPMENT SERVICES REGISTER OF COST-RECOVERY FEES AND  
COMMERCIAL CHARGES 2025-26**

|                     |  |
|---------------------|--|
| <b>File No:</b>     | <b>Council Meetings</b>  |
| <b>Authors:</b>     | <b>Manager Development Services<br/>Customer &amp; Planning Services Group<br/>Coordinator Planning Assessment<br/>Customer &amp; Planning Services Group</b>  |
| <b>Appendices:</b>  | <b>App A - Development Services Register of Cost Recovery Fees<br/>and Commercial Charges 2025-26</b>  |
| <b>Attachments:</b> | <b>Att 1 - Development Services Comparison of 2024 25 Fees and<br/>Charges to proposed 2025 26 Fees and Charges<br/>Att 2 - Urban Development Institute of Australia (UDIA)<br/>Queensland Research Foundation – Fees and Charges 2024<br/>Update<br/>Att 3 - Targeted South East Queensland Council Fee<br/>Benchmarking Exercise - Planning and Development Certificates</b> |

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**Council Resolution** (OM25/42)

**Moved:** Councillor E Hungerford  
**Seconded:** Councillor C Dickson

*That Council:*

- (a) *receive and note the report titled "Development Services Register of Cost-Recovery Fees and Commercial Charges 2025-26"*
- (b) *adopt the fees detailed in the Development Services Register of Cost-recovery Fees and Commercial Charges for Sunshine Coast Council 2025-26 in Appendix A*
- (c) *resolve that, in relation to those cost recovery fees to which Section 97 of the Local Government Act 2009 apply:*
  - (i) *the applicant is the person liable to pay these fees and*
  - (ii) *the fee must be paid at or before the time the application is lodged and*
- (d) *delegate to the Chief Executive Officer the power:*
  - (i) *to amend commercial charges to which section 262(3) (c) of the Local Government Act 2009 apply and*
  - (ii) *to determine a reasonable fee based on cost recovery principles when a price on application is requested.*

**Carried unanimously.**

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ORDINARY MEETING MINUTES

21 MAY 2025

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**8.7 QUEENSLAND AUDIT OFFICE: FIRST INTERIM MANAGEMENT REPORT  
FOR THE FINANCIAL YEAR ENDED 30 JUNE 2025**

**File No:** Council Meetings  
**Author:** Coordinator Financial Accounting  
Business Performance Group  
**Attachments:** Att 1 - Queensland Audit Office First Interim Report 2025

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**Council Resolution** (OM25/43)

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

*That Council receive and note the report titled "Queensland Audit Office: First Interim Management Report for the Financial Year Ended 30 June 2025".*

**Carried unanimously.**

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ORDINARY MEETING MINUTES

21 MAY 2025

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**8.8 HEALTHY COAST MANAGEMENT PLAN 2025**

**File No:** Council Meetings

**Author:** Senior Environment Project Officer  
Liveability & Natural Assets Group

**Appendices:** App A - Healthy Coast Management Plan 2025

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**Council Resolution** (OM25/44)

**Moved:** Councillor M Suarez

**Seconded:** Councillor T Landsberg

*That Council:*

- (a) *receive and note the report titled "Healthy Coast Management Plan 2025"*
- (b) *adopt the Healthy Coast Management Plan 2025 (Appendix A) for the purpose of providing strategic guidance for coastal management planning and service delivery and*
- (c) *note that subject to adoption of Appendix A, the document will be graphically designed in line with corporate guidelines and delegate authority to the Chief Executive Officer to make any minor amendments as required to finalise.*

**Carried unanimously.**



ORDINARY MEETING MINUTES

21 MAY 2025

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**8.9 SHORELINE EROSION MANAGEMENT PLAN 2025-2035**

**File No:** Council Meetings

**Author:** Coordinator Coastal, Lakes and Wetlands  
Liveability & Natural Assets Group

**Appendices:** App A - Shoreline Erosion Management Plan 2025-2035

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**Council Resolution** (OM25/45)

**Moved:** Councillor M Suarez

**Seconded:** Councillor T Bunnag

*That Council:*

- (a) *receive and note the report titled "Shoreline Erosion Management Plan 2025-2035"*
- (b) *adopt the Shoreline Erosion Management Plan 2025-2035 Part 1 - Background Document and Part 2 - Implementation Plan (Appendix A) and*
- (c) *note that the Shoreline Erosion Management Plan 2025-2035 supersedes the Shoreline Erosion Management Plan 2014-2024.*

**Carried unanimously.**

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ORDINARY MEETING MINUTES

21 MAY 2025

**8.10 HORIZON FESTIVAL 2026 - 2028**

**File No:** Council Meetings  
**Author:** Coordinator Creative Arts and Events  
Economic & Community Development Group  
**Attachments:** Att 1 - Horizon Festival Strategy 2024-2033  
Att 2 - Horizon Build Action Plan 2024-2027

---

**Council Resolution** (OM25/46)

**Moved:** Councillor D Law  
**Seconded:** Councillor T Bunnag

*That Council:*

- (a) receive and note the report titled "Horizon Festival 2026 - 2028"
- (b) endorse the Horizon Festival of art and culture as a Council supported event for the years 2026, 2027, and 2028 and
- (c) refer an annual budget of \$753,077 to the 2025-26 budget process for Council's consideration.

**For:** Councillor R Natoli, Councillor J Broderick, Councillor T Burns, Councillor J Natoli, Councillor C Dickson, Councillor T Bunnag, Councillor M Suarez and Councillor D Law.

**Against:** Councillor T Landsberg and Councillor E Hungerford.

Carried.

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ORDINARY MEETING MINUTES

21 MAY 2025

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8.11 FESTIVE SEASON PROGRAM

File No: Council Meetings  
Author: Coordinator Creative Arts and Events  
Economic & Community Development Group

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**Council Resolution** (OM25/47)

Moved: Councillor T Bunnag  
Seconded: Councillor E Hungerford

That Council:

- (a) receive and note the report titled "Festive Season Program"
- (b) endorse the Festive Season Program as presented in Table 2 of this report
- (c) endorse a funding request of \$1,195,563 as part of the 2025-26 budget process
- (d) note the cost of delivering midnight fireworks at Mooloolaba on New Years Eve 2025 is \$133,045.00 and does not form part of Council's 2025-26 festive season budget
- (e) authorise the Chief Executive Officer to enter negotiations to obtain external commercial partnership funding to the value of \$133,045.00 in order for midnight fireworks at Mooloolaba on New Years Eve 2025 to proceed and
- (f) require the Chief Executive Officer to provide a report to Council at the July 2025 Ordinary Meeting for endorsement of any external commercial partnership funding arrangements outlined in subparagraph (e).

For: Councillor R Natoli, Councillor J Broderick, Councillor T Burns, Councillor C Dickson, Councillor E Hungerford, Councillor T Bunnag, Councillor M Suarez and Councillor D Law.

Against: Councillor T Landsberg and Councillor J Natoli.

Carried.

ORDINARY MEETING MINUTES

21 MAY 2025

9 NOTIFIED MOTIONS

NIL

10 TABLING OF PETITIONS

10.1 PETITION - BEHAVIOUR OF MOTORISTS IN THE MULTISTOREY  
CARPARK AT FIRST AVENUE AND SMITH STREET, MOOLOOLABA

Council Resolution (OM25/48)

Moved: Councillor J Natoli

Seconded: Councillor T Bunnag

*That the petition tabled by Councillor J Natoli relating to the request to investigate the behaviour of motorists in the multistorey carpark at First Avenue and Smith Street, Mooloolaba be received and referred to the Chief Executive Officer to determine appropriate action.*

**Carried unanimously.**

11 CONFIDENTIAL SESSION

NIL

**ORDINARY MEETING MINUTES**

**21 MAY 2025**

---

**12 NEXT MEETING**

The next Ordinary Meeting will be held on 19 June 2025 in the Sunshine Coast City Hall Chamber, 54 First Avenue, Maroochydore

**13 MEETING CLOSURE**

The meeting closed at 1:43pm.

Confirmed 19 June 2025.



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CHAIR

#### APPLICATION DETAILS

Application No: MCU22/0111  
Street Address: Sunrise Drive, Maroochydore  
Real Property Description: Part of Lot 904 SP327717  
Planning Scheme: Maroochy Plan 2000 (21 January 2005)

#### APPROVAL DETAILS

Nature of Approval: Approval with conditions  
Type of Approval: Development Permit for Material Change of Use of Premises to establish Multiple Dwelling Units (116 Units)

#### CURRENCY PERIOD OF APPROVAL

Unless lawfully extended, the currency period for this development approval is six (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.

##### Final Architectural Building Detail

3. Prior to any building works commencing, architectural drawings must be prepared and submitted to council for review and endorsement against the Approval Plans. The

architectural drawings must show the final developed details of the facade treatment, the ground interface and the rooftop/building capping elements of the approved buildings, and must depict a higher level of documentation detail than that shown on the Approved Plans. The architectural drawings must:

- (a) nominate materials, colours and finishes;
  - (b) have title blocks, revision numbers, scale details, north point and be cross referenced to larger scaled drawings;
  - (c) include elevation and facade treatment drawings for all floor levels that demonstrate the final design outcome for all elevations of the built form including:
    - (i) detailed plans, sections and elevations at 1:50 or 1:20 scale for elements of the facade including structural elements and fixed and operable elements such as balustrades, screens, doors, windows, projecting fins and planter beds/trellises;
    - (ii) all servicing and infrastructure, including but not limited to, pad-mount transformers, pump rooms, fire hydrant boosters, etc.;
    - (iii) rooftop or building capping elements, awnings and soffits;
  - (d) include a rendered perspective of from each road frontage showing the intended finished built form;
  - (e) include dimensions for the extent of projecting elements, balustrade height and door and windows/glazing configurations;
  - (f) show the final height and position of the building/s on the site with dimensioned setbacks matching the Approved Plans;
  - (g) show how the building/s coordinates with the approved landscaping for the site;
  - (h) show the location of mailboxes for all units.
4. All building works must be undertaken generally in accordance with the endorsed architectural drawings referred to in this development approval.
5. Certification must be submitted to council from a qualified person\*. The certification must certify that the Building Permit Approval drawings are in accordance with the approved plans as detailed in the list of approved plans.  
*\*(Refer to Advisory Note)*

*Note – Any changes to the approved plans must be undertaken through the relevant approval process as required under the Planning Act 2016.*

### **Building Appearance**

6. The approved building must be constructed such that its external appearance achieves a high quality design finish, including the degree of building form articulation, window coverage, clear glazing, openings, roof overhangs, feature cladding materials, finishes, varied building treatments and finishes, lightweight timber elements, glazed balustrades shown on the Approved Plans, with no inclusions or future alterations being made without approval in writing by council.

7. All air conditioning units or other mechanical equipment must be visually integrated into the design and finish of the building, or otherwise fully enclosed or screened such that they are not visible from the street frontages nor adjoining properties.
8. All deck and balcony areas above ground floor must not be enclosed by permanent fixtures such as shutters, louvres, glass panelling or the like, except where required to satisfy any privacy condition of this development approval.

#### **Fencing and Walls**

9. Unless otherwise approved in writing by council, front fencing and walls are not permitted within the landscaped buffer area at ground level around the perimeter of the building.

#### **Building Height**

10. The maximum height of the development must not exceed four (4) storeys and 15m above natural ground level at any point.
11. Certification must be submitted to council from a cadastral surveyor which certifies that the building does not exceed the maximum height requirement of this development approval.

#### **Clothes Drying Areas**

12. Each dwelling unit must be provided with an outdoor non-mechanical (natural) clothes drying facility that is screened from public view by the use of fixed or operable screens incorporated into the building design. Where individual outdoor clothes drying facilities are not provided for each unit, one or more clothes drying areas fitted with robust clothes lines must be provided in accessible and screened communal locations to meet the clothes drying needs of occupants. The requirement for screening of outdoor clothes drying by occupants must be included in the Community Management Statement for any body corporate for the subject site.

#### **Street Identification**

13. The street address of the development must be clearly visible and discernible from both Somerton Drive and Sunshine Cove Way by the provision of a street number and, where appropriate, the building name.
14. The main building entrances/foyers/reception areas must be clearly visible and identifiable from the street or otherwise provided with signage and lighting at strategic locations to direct people to these main building entrances.

#### **Communal Recreation Areas**

15. Communal recreation areas must be provided as shown on the approved plans.

### Weather Protection

16. Inclement weather protection to external openings, windows and doors must be provided by at least one of the following:
  - (a) a permanently fixed overhang with a minimum overhang width of 450mm;
  - (b) a permanent external vertical fin awning, perpendicular to the wall surface and equal to the height of the opening;
  - (c) a permanent external assembly containing adjustable or fixed screens with a maximum transparency of 25%.

### Community Management Statement

17. Any proposed Community Management Statement required for the development pursuant to the *Body Corporate and Community Management Act 1997* must be submitted to council for approval at the same time as submission of the building format plan (or similar) for approval.
18. All clauses and by-laws of the proposed Community Management Statement must accord with the requirements of this development approval and, in particular, must include the following additional clauses:
  - (a) parking within the development site must:
    - (i) remain available at all times;
    - (ii) not be converted for any other use (such as storage); and
    - (iii) for visitors, be accessible at all times;
  - (b) the Body Corporate is responsible for all landscaping at ground level.

### Infrastructure Agreements

19. The applicant must comply with all relevant requirements of Voluntary Infrastructure Agreement No 1 for Wises Farm Mixed Use Development & Voluntary Infrastructure Agreement No 2 for Wises Farm Mixed Use Development.

## ENGINEERING

### External Works

20. Somerton Drive must be upgraded for the length of its frontage to the subject site, as described below. The works must be undertaken in accordance with an operational works approval and, unless otherwise agreed with council, must include in particular:
  - (a) construction of 10 x 2.3m wide indented on-street parking bays in accordance with AS2890 to the development side only;
  - (b) removal of the existing property access and reinstatement of the kerb, footpath and verge area to match the balance of the site frontage, including the provision of topsoil and turf where the existing verge is grassed;
  - (c) installation of Rate 3 LED street lighting to P4 Standard (if existing lighting is inadequate).



21. Sunshine Cove Way must be upgraded for the length of its frontage to the subject site, as described below. The works must be undertaken in accordance with an operational works approval and, unless otherwise agreed with council, must include in particular:
  - (a) provide a reinforced concrete slab suitable for the future bus shelter. The minimum width between the edge of the existing footpath and the proposed property boundary is to be 2.5m (this may require designation of additional road reserve in this location);
  - (b) the slab dimensions and specifications are to be in accordance with the *Queensland Transport* standard drawings;
  - (c) provide capped power conduit to the slab location for future electrical connection.

#### **Property Access and Driveways**

22. A sealed access driveway must be provided from Somerton Drive to all parking and manoeuvring areas of the development. The works must be undertaken in accordance with an operational works approval and, unless otherwise agreed with council, must include in particular:
  - (a) a driveway crossover in accordance with IPWEA standard drawing RSD-102 (RS-051) Type B access;
  - (b) truncation of existing paths in the verge for the driveway construction, including any additional extents of reconstruction to provide a smooth pathway transition;
  - (c) provision of safe pedestrian sight triangle truncations to features adjacent to the exit driveway;
  - (d) a driveway width of 10m at the kerb invert, extending into the property to provide vehicle queuing and passing;
  - (e) suitable safety measures, including warning signage, to improve driver awareness of pedestrians and enhance pedestrian safety. Warning signage must be provided near the exit ramp from the underground parking area to warn motorists of pedestrian movement along the frontage street.

#### **On-site Parking**

23. A minimum of 184 car parking spaces must be provided and marked on the site. The works must be undertaken in accordance with an operational works approval and must include in particular:
  - (a) a minimum of 29 visitor parking spaces within the total, which are clearly marked for that purpose and accessible at all times for visitor use;
  - (b) provision of vandal resistant public lighting with intensities to satisfy the requirements of *AS 1158 – Lighting for roads and public spaces*;
  - (c) two (2) parking spaces for people with disabilities must satisfy the current requirements of the *National Construction Code*;
  - (d) dimensions, crossfalls and gradients in accordance with *AS 2890 - Parking facilities*.
24. 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.

25. Prior to the issue of any development permit for operational works for this development, building plans (including sections) showing any beams, services or other obstructions on ceilings where parking or manoeuvring is proposed, must be submitted to council demonstrating a minimum height clearance in accordance with AS 2890.
26. Where access to the car park is proposed to be restricted by a security gate, provision must be made for queuing of vehicles clear of the roadway while waiting for the security gate to open.
27. Where access to visitor parking is proposed to be restricted by a security gate, provision must be made for intercom access (or other entry methodology), which can be operated with vehicles queued clear of the roadway while waiting for the security gate to open. Provision must also be made for vehicles to exit the site in a forward direction if entry through the security gate is prohibited.
28. Signage must be provided to direct visitors to the visitor car parking spaces provided on site.

#### **Service Vehicles**

29. Service vehicle parking, manoeuvring and standing spaces must be provided on the site. The works must be undertaken in accordance with an operational works approval and AS 2890.2 - *Off-street commercial vehicle facilities* and must include in particular:
  - (a) a minimum one (1) Van space;
  - (b) a minimum one (1) Medium Rigid Vehicle space (Type A - Access);
  - (c) a minimum one (1) Waste Collection Vehicle space.

#### **Pedestrian and Bicycle Facilities**

30. Pedestrian and bicycle facilities must be provided for the development, as required below. The works must be undertaken in accordance with an operational works approval and, unless otherwise agreed with council, must include in particular:
  - (a) a minimum 1.8m wide footpath within the road verge for the entire length of the site's frontage to Somerton Drive, including pram crossings at the intersection;
  - (b) adequate separation of all specific pedestrian routes from vehicle access and manoeuvring areas, and clear demarcation by pavement marking, signposts or changes in surface materials or levels;
  - (c) signage and lighting at strategic locations to direct people to buildings;
  - (d) a minimum of 145 x Class 1 or 3 residential bicycle parking spaces, in accordance with AS 2890.3 - *Bicycle parking*;
  - (e) a minimum of 32 x Class 3 visitor bicycle parking spaces, in accordance with AS 2890.3 - *Bicycle parking*.

### Utility Services

31. Underground reticulated electricity must be provided to the development 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.
32. An underground telecommunications service\* must be provided to the development site in accordance with the requirements of the service provider.  
*\*(Refer to Advisory Note)*
33. Where a pad-mound electrical supply is required for the development, any redundant electrical pillars within the frontage of the site, must be removed, and the ground surface reinstated to match the required streetscape treatment for that locality.
34. Fire hydrants must be supplied at accessible locations as necessary to achieve the Liveable Communities benchmarks of the *State Planning Policy*.
35. Certification must be submitted to council from all relevant service providers which certifies that the development has met the requirements of development approval and all applicable legislation at the time of construction.
36. If agreed to by the grantee and the Energex, the existing pad-mount transformer is to be relocated generally in accordance with the approved plans, and all costs associated with the relocation is to be at the developers expense. The existing easement must be extinguished, and all services relocated (sewer, electrical and stormwater).

### Easements

37. 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.
38. 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.
39. All works must be kept clear of any existing or proposed easements on the subject land, unless agreed otherwise in writing by the Grantee.

### Road Reserve Dedication

40. The land area required for the bus shelter slab in Sunshine Cove Way must be dedicated as road reserve at no cost to council.

### Earthworks

41. All fill and associated batters must be undertaken in accordance with an operational works approval, and contained entirely within the subject site unless written permission from the respective landowner(s) is provided to council.
42. Where the development involves excavation or filling over, or adjacent to drainage infrastructure access chamber surface levels must be adjusted to provide a freeboard of 100mm above the finished ground surface level.
43. Safety barriers must be implemented where steep slope or fall hazards exist naturally or are created by the design. The barrier type must be assessed and designed by a RPEQ as being appropriate for each location and the anticipated risks during construction, establishment, maintenance and end use, in accordance with the following criteria and standards:
  - (a) where located on public roadways, vehicle barriers must be designed in accordance with *Austroads* and the *DTMR* design guidelines;
  - (b) where located adjacent to vehicle manoeuvring areas, vehicle barriers must be designed in accordance with *AS 2890.1 – Off-street Parking*;
  - (c) where located near publicly accessible paths, pedestrian and cycle barriers must be designed in accordance with *Austroads Guide to Road Design – Part 6A Paths for Walking and Cycling*;
  - (d) where located in areas with limited access, pedestrian barrier selection must be based on a suitable risk assessment method, e.g. *AS 2156.2 Walking Tracks*;
  - (e) all barriers must be certified to the appropriate load conditions from *AS 1170 – Structural Design Actions* by either the manufacturer or engineering calculations.

### HYDRAULICS & WATER QUALITY

#### Stormwater Drainage

44. 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 8 of the Engineering Report listed in this development approval;
  - (b) collection and discharge of stormwater to the piped drainage system in Sunrise Drive and Sunshine Cove Way; and
  - (c) the use of gravity stormwater drainage and not surcharge pits.

#### Stormwater Quality Management

45. 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 9 of the of the Engineering Report listed in this development approval, with the exception of the following:

- (a) bio-retention filter media depth increased to 0.7m where feasible.

- 46. Permanent educational signage\* must be erected to educate the residents of the development about the function of the bio-retention device(s). The dimensions, standard, presentation and location of the educational signage must be in accordance with an operational works approval.

\*(Refer to Advisory Note)

- 47. All stormwater quality treatment devices must be maintained in accordance with the *Water by Design (2012) – 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.

#### **Flood Immunity**

- 48. The minimum floor level of all buildings constructed on the site must be in accordance with the Approved Plans. The minimum opening crest level of the basement ramp and the minimum crest level of all stairway exits from the basement must be 3.74m AHD. There must be no openings in the basement below a level of 3.74m AHD.

#### **LANDSCAPE**

##### **Landscaping Works**

- 49. 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 extent of landscape works shown on the approved plans;
  - (b) landscape areas, as demonstrated on approved plans, are to be co-ordinated and shown on all application material;
  - (c) landscaping, within the private property to all street frontages, exclusive of the access driveway and pedestrian access paths, generally uncompromised by infrastructure items must include a mix of tall and medium trees at approximately 6m centres, screening shrubs at approximately 1-1.5m centres and tufting grasses to ensure coverage of the bed at maturity to effectively screen any bin or utility storage areas and the like from the road frontage, designed such, that a minimum 30% of the built form will be screened/buffered at maturity;
  - (d) any architectural features of the built form which presents as portions of solid walls, must be screened with in ground landscaping at maturity utilising tall columnar landscape feature trees, particularly at corner locations to provide vertical relief;
  - (e) all internal pedestrian paths, ramps, including any undercroft, which runs parallel to the built form must be screened with landscaping when viewed from any roadway or public open space;

- (f) Water Sensitive Urban Design (WSUD) principles are to be adopted where bio-basins are required, these must be provided with a minimum 700mm filter media depth for the provision of trees and vegetated batters no greater than 1:4, where located alongside property boundaries adjoining pedestrian footpaths, and 1:3 on internal property edges to ensure they make a contribution to the landscape frontage strip;
- (g) demonstrate that services, e.g. underground tanks, stormwater pipes, water services, electrical, and sewer are not compromising landscape provisions and are generally located under hardstand areas or are aligned to outer edges, so that the deep planting areas are not prejudiced from being able to support the growth of trees;
- (h) provide details of any proposed fencing of critical infrastructure, which must be permeable and located a minimum of 2m from any property boundary to ensure integration with the frontage landscape strip;
- (i) existing street tree(s) within the road reserve must be assessed by a qualified person\* and be retained and protected where possible. Any existing tree which is not deemed as structurally sound or healthy is required to be replaced or remediated to ensure a sustainable streetscape landscape is achieved, this also includes the addition of new street trees or streetscape landscaping where space exists. These requirements must be demonstrated on plans submitted;
- (j) the landscape treatment to the frontage of Amity Avenue must be extended to include the road reserve between the property boundary and the footpath with a low maintenance coastal planting palette consisting of shrubs and tufting grasses which can be easily maintained;
- (k) provide details of all podium planters, including species, depth, width, extent, and specifications for growing media which must include the following:
  - (i) podium planters are to be provided with the required soil depth to support the growth of the intended vegetation which must include small to medium shade trees;
  - (ii) all podium planters are to be specified with a high quality podium mix, guaranteed for a minimum 10 years without replacement (provision of warranty is to be provided as part of the Operational Works Landscaping) e.g. Fytogreen Hydrocell 40 or equivalent performance;
  - (iii) provision of an automatic irrigation system to all landscape areas including podium planters on private property connected to a common property supply point and utilising harvested water from site;
  - (iv) dense planting to the podium planters including use of vertical monocot species for screening and buffering;
  - (v) all species are to be selected for coastal hardiness.

50. 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.

*NB: A detailed landscape plan is required for any future operational works application.*

*\*(Refer to Advisory Note)*

## ENVIRONMENT

### Waste Management

51. 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 120L for general waste and 120L recyclable waste for each dwelling unit;
  - (b) servicing of 1100L low noise bulk bins only for general and recyclable waste;
  - (c) collection by service vehicles from within the site only in a safe, efficient and unobstructed manner. Where any obstruction or obstruction to waste collection vehicles, facilities and/or storage areas result in unsafe, inefficient or obstructed servicing as determined by council, the obstruction or obstruction must be removed or rectified;
  - (d) maintain continued responsibility by the body corporate, or the equivalent site management entity, to present bulk bins at the temporary storage area on waste collection day;
  - (e) an at-grade movement path between the temporary storage area and the access driveway, i.e. no steps, edging, ledges or the like, such that bins can be manually handled to the Waste Collection Vehicle (WCV) for servicing;
  - (f) provision of a readily accessible wash-down area in the vicinity of the permanent bin storage area fitted with a hosecock, bin roll over bund, and drain connected to the sewer that has a stormwater catchment area of no more than 1m<sup>2</sup>;
  - (g) provision of general and recyclable waste chutes located above each basement waste storage room, connected to each floor of the buildings for the disposal of waste. The waste chutes must be:
    - (i) vertical and cylindrical with a minimum diameter of 450mm;
    - (ii) constructed of non-corrosive, smooth, impervious and noise-dampening materials;
    - (iii) contained within fire rated shafts;
    - (iv) constructed to finish at least 25mm below the ceiling level of the collection room and not more than 300mm above the height of the waste containers;
    - (v) ventilated without causing odour within the building;
    - (vi) fly and vermin proof;
    - (vii) fitted with maintenance access and cleaning appliances;
    - (viii) fitted with self-closing hoppers on each level located between 1m and 1.5m above the floor level, and with wall and floor surfaces around the hopper of an impervious easy to clean material,;
  - (h) provision of a waste rooms at the bottom of the waste chutes for the collection and permanent storage location of general recyclable waste. The waste rooms must be:
    - (i) constructed of fire rated, impervious and smooth materials to all walls, floors, doors and junctions;
    - (ii) constructed with access doors sized to permit unobstructed entry and exit of the bulk bins\*;
    - (iii) fly and vermin proof;

- (iv) fitted with a lock capable of being opened from the inside without a key at any time;
    - (v) refrigerated or otherwise ventilated to reduce odour;
    - (vi) co-located with a hosecock and drain connected to the sewer.  
*\*(Refer to Advisory Note)*
  - (i) provision of an on-site tow vehicle or other mechanical means to haul bulk bins from the basement refuse storage area to the temporary collection embayment located at street level.
52. Certification must be submitted to council from a qualified person\* which certifies that all waste chutes and waste rooms have been constructed in accordance with the requirements of this development approval.  
*\*(Refer to Advisory Note)*

#### Acid Sulfate Soils

53. An amended acid sulfate soils investigation must be undertaken in accordance with council's *Code for Assessment and Management of Acid Sulfate Soils*. Where the investigation identifies acid sulfate soils that require management as a result of excavation for the basement and/or rainwater storage tanks, then 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. The amended report is to reflect the new depth of the basement excavation.  
*\*(Refer to Advisory Note)*.
54. 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.
55. A Dewatering Management Plan (DMP) must be developed by a qualified person\* and implemented on site during the operational works phase of the development. Where groundwater is released to waters, the DMP must include the criteria required by the above condition, and propose an effective treatment train such that the above release criteria is achieved prior to release. The earthworks construction method utilised must be such that the amount of dewatering for the excavation is minimised.  
*\*(Refer to Advisory Note)*
56. During the Operational Works phase, where groundwater is released to the environment, weekly verification sampling and testing for compliance with the above criteria, must be undertaken at a NATA accredited laboratory, and results provided to council on a fortnightly basis.



57. The basement must be designed, constructed and maintained as a completely sealed, waterproof, and groundwater excluding structure\*. It must be fully tanked and contain a waterproofing system (e.g. waterproof membrane system) to prevent all groundwater infiltration, and be able to withstand full hydrostatic pressure with no permanent or post-construction sub-surface drainage. Certification must be submitted to council from a qualified person\* which certifies that the basement structure has been constructed in accordance with this condition of approval. *\*(Refer to Advisory Note)*
58. In the event that groundwater infiltrates into the basement structure post construction, it must only be, either:
  - (a) lawfully discharged to sewer in accordance with Unitywater's Trade Waste Policy; or
  - (b) removed offsite by a licensed regulated waste transporter.
59. All treated material must undergo verification testing at the rate of one sample per 250m<sup>3</sup> throughout the duration of the excavation phase of the development. The verification testing must be undertaken by a qualified person\* using the SPOCAS or Chromium Reducible Sulphur testing suite, and the results for each sample must be submitted to council.  
*\*(Refer to Advisory Note)*

#### **Erosion and Sediment Control**

60. An erosion and sediment control (ESC) and a dewatering pre-construction inspection must be organised with council prior to the commencement of any on site works. The applicant must organise for the principal contractor, and the ESC specialist who will provide ESC certification to attend the meeting.
61. An erosion and sediment control plan must be prepared by a qualified person\* and be implemented onsite. The erosion and sediment control plan must be kept on site at all times and be provided to council on request.  
*\*(Refer Advisory Note)*
62. During construction of the development, the applicant/principal contractor must minimise on-site erosion and the release of sediment or sediment-laden stormwater from the site at all times and implement the industry best practice standards for erosion and sediment control, as per International Erosion Control Association Best Practice Erosion Sediment Control (IECA BPESC), including but not limited to:
  - (a) drainage control measures must be implemented and maintained to minimize water flow across areas of exposed earth;
  - (b) erosion and sediment control measures must be implemented and maintained to prevent soil loss from earth disturbance areas and prevent deposition beyond earth disturbance areas; and
  - (c) no release of contaminants to land beyond onsite area of earth disturbance, unless all reasonable and practicable measures have been implemented, as per the IECA BPESC guidelines.

This condition applies from the time land disturbance first occurs until all exposed soils areas are permanently stabilised against erosion, for all works associated with this development permit.

#### Acoustic Environment

63. Unless varied by a condition(s) of this development approval, acoustic measures and treatments must be incorporated into the development generally in accordance with Section 9 of the Acoustic Report listed within this development approval.
64. Certification must be submitted to council from a qualified person\* that the development has been constructed in accordance with the Acoustic Report and Acoustic Amenity conditions of this development approval.  
*\*(Refer to Advisory Note)*
65. 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 Section 6 of the Acoustic Report. 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 issue of Certificate of Occupancy/Final Inspection Certificate or prior to commencement of the approved use, whichever is first.  
*\*(Refer to Advisory Note)*

#### Lighting Devices

66. Lighting associated with the use must be designed, sited, installed and tested to comply with Tables 3.2 & 3.3 for Zone A3 of *AS/NZS 4282 - Control of the obtrusive effects of outdoor lighting*. This condition does not authorise Environmental Nuisance as defined under the *Environmental Protection Act 1994*.
67. Security lighting provided for the building entrance, external stairwells and ground level car parking areas must be designed to limit the duration of lighting within these areas through the use of sensors and timing devices. Security lighting must be recessed within the ceiling at each level and/or shielded to avoid light spill to neighbouring properties.
68. Under canopy lights and car park lighting must include shields to orientate light away from sensitive land uses at an appropriate angle to avoid direct line of sight to luminaires.
69. 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)*

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| <b>REFERRAL AGENCIES</b> |
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Not applicable.

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| <b>DEVELOPMENT PLANS</b> |
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The following development plans are Approved Plans for the development:

**Approved Plans**

| Plan No.  | Rev. | Plan Name   | Date       |
|-----------|------|---|------------|
| 290-DA-02 | C    | Site Plan, prepared by Innovative Planning Solutions  | 05/02/2025 |
| 290-DA-03 | E    | Basement Floor Plan, prepared by Innovative Planning Solutions                                  | 01/05/2025 |
| 290-DA-04 | C    | Floor Plan, prepared by Innovative Planning Solutions   | 05/02/2025 |
| 290-DA-05 | C    | Level 2-4 Floor Plan, prepared by Innovative Planning Solutions                                 | 05/02/2025 |
| 290-DA-06 | C    | Roof Plan, prepared by Innovative Planning Solutions  | 05/02/2025 |
| 290-DA-07 | C    | North Elevation, prepared by Innovative Planning Solutions                                      | 05/02/2025 |
| 290-DA-08 | C    | South Elevation, prepared by Innovative Planning Solutions                                      | 05/02/2025 |
| 290-DA-09 | C    | East and West Elevations, prepared by Innovative Planning Solutions                             | 05/02/2025 |
| 290-DA-10 | C    | Section A, prepared by Innovative Planning Solutions  | 05/02/2025 |
| 290-DA-11 | C    | Section B, prepared by Innovative Planning Solutions  | 05/02/2025 |
| 290-DA-12 | C    | Section C, prepared by Innovative Planning Solutions  | 05/02/2025 |
| 290-DA-13 | C    | Typical Unit Floor Plans - 3 and 2 Bedroom Dwellings, prepared by Innovative Planning Solutions | 05/02/2025 |
| 290-DA-14 | C    | Typical Unit Floor Plans - 4 and 2 Bedroom Dwellings, prepared by Innovative Planning Solutions | 05/02/2025 |
| 290-DA-17 | C    | 1:500 Elevations, prepared by Innovative Planning Solutions                                     | 05/02/2025 |
| 290-DA-24 | C    | Section S1, prepared by Innovative Planning Solutions   | 05/02/2025 |
| 290-DA-25 | C    | Section S2, prepared by Innovative Planning Solutions   | 05/02/2025 |
| 290-DA-01 | C    | Perspective View from Southwest, prepared by Innovative Planning Solutions                      | 05/02/2025 |

|                    |   |  |            |
|--------------------|---|--|------------|
| 290-DA-18          | C | <i>Perspective View from Southeast</i> , prepared by Innovative Planning Solutions   | 05/02/2025 |
| 290-DA-19          | C | <i>Elevated Perspective View from Southeast</i> , prepared by Innovative Planning Solutions                                | 05/02/2025 |
| 290-DA-20          | C | <i>Perspective View to Vehicle Entry from Somerton Drive</i> , prepared by Innovative Planning Solutions                   | 05/02/2025 |
| 290-DA-21          | C | <i>Perspective View from Eton Lane Walkway</i> , prepared by Innovative Planning Solutions                                 | 05/02/2025 |
| 290-DA-22          | C | <i>Perspective View from Sunshine Cove Way, to Eastern Break in Built Form</i> , prepared by Innovative Planning Solutions | 05/02/2025 |
| 290-DA-23          | C | <i>Perspective View to Pedestrian Access from Somerton Drive</i> , prepared by Innovative Planning Solutions               | 05/02/2025 |
| ED 22106<br>MCU-01 | E | <i>Landscape Concept Plan</i> , prepared by Element Design   | 14/08/2023 |
| ED 22106<br>MCU-02 | E | <i>Landscape Concept Plan</i> , prepared by Element Design   | 14/08/2023 |
| ED 22106<br>MCU-03 | E | <i>Landscape Concept Plan</i> , prepared by Element Design   | 14/08/2023 |
| ED 22106<br>MCU-04 | E | <i>Landscape Concept Plan</i> , prepared by Element Design   | 14/08/2023 |
| ED 22106<br>MCU-05 | E | <i>Landscape Concept Plan</i> , prepared by Element Design   | 14/08/2023 |
| ED 22106<br>MCU-06 | E | <i>Photo Montage</i> , prepared by Element Design  | 14/08/2023 |

#### REFERENCED DOCUMENTS

The following documents are referenced in the assessment manager conditions:

#### Referenced Documents

| Document No.    | Rev. | Document Name  | Date         |
|-----------------|------|--|--------------|
| C6318/21/ENG-V3 | V3   | <i>Engineering Report</i> , prepared by Walsh Consulting Engineers ( <i>Note this report still references 128 Units</i> )                    | August 2024  |
| 2022183 R01C    | R01C | <i>Acoustic Report, Proposed Residential Development, Part Lot 903 on SP327708, Sunrise Drive, Maroochydore</i> , prepared by Acoustic Works | 30 June 2022 |

#### ADVISORY NOTES

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

### **Equitable Access and Facilities**

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

### **Aboriginal Cultural Heritage Act 2003**

2. 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*.

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

3. Should the conditions of this development approval require easements or works to be undertaken over land external to the site, council recommends that easement 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. This development permit may trigger a "Notice of Financial Contribution" to be issued in accordance with the Wises Farm Infrastructure Agreements No 1 and No 2 between Felix Hill Pty Ltd as trustee for the Sunshine Unit Trust, Peter Wises and David Mitchell Wise, Queensland Government Department of Main Roads and Maroochy Shire Council, executed as part of the Wises Farm Mixed Use Development Preliminary Approval.

#### **Development Compliance Inspection**

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

#### **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.

### Co-ordination of Operational Works

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

### Preparation of a Preliminary Construction Management Plan

11. A preliminary construction management plan must be submitted with the Operational Works application and must address the following:
  - (a) traffic management during all aspects of the construction phase including:
    - (i) a traffic management control plan in accordance with the *Manual of Uniform Traffic Control Devices (MUTCD)* detailing all temporary signage and traffic control measures prior to construction;
    - (ii) maintenance of safe pedestrian access for the areas affected by the works during and after daily construction has ceased;
    - (iii) proposed fencing to the site during the construction phase of the development;
    - (iv) approval of the traffic management control plan by the *Department of Transport and Main Roads (TMR)* for any works on State-controlled roads;
    - (v) provision for worker car parking;
  - (b) maintenance and protection of water quality and existing drainage lines through the construction site, through the implementation of appropriate erosion and sediment control measures;
  - (c) works programme identifying key components of the works and their respective durations;
  - (d) establishment of a communication protocol with the general public, adjoining owners, emergency services and local businesses to advise of agreed construction times, impacts on traffic, services and other relevant issues;
  - (e) identification of complaint management procedures including:
    - (i) contact details for the on-site manager;
    - (ii) dispute resolution procedures;
  - (f) details on the location of external fill sites/sources, the haulage route, type of vehicle to be utilised during filling operations and frequency of usage. NOTE: any damage to the existing road system as a result of haulage operations shall be fully repaired at the applicant's expense.

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 (insert name of receiving waters)".*

#### Qualified Person

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 three (3) years current experience in the field of landscape design.
14. Undertaking, supervising tree works and preparing arboriculture certification, is considered to be a person with a minimum of five (5) years current experience in the field of arboriculture, including tree protection, hazard identification/mitigation and AS2303 certification (Tree Stock for Landscape Use) assessment and either:
  - (a) International Society of Arboriculture (ISA) certification; or
  - (b) AQF Level 5 (Diploma of Arboriculture).
15. For the purpose of certifying waste chute requirements for the development, a qualified person is considered to be either:
  - (a) a Registered Professional Engineer of Queensland (RPEQ);
  - (b) an environmental, waste management, or other consultant with a minimum of three (3) years current experience in the field of waste management.
16. 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.
17. 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.
18. For the purpose of preparing an acid sulfate soil and dewatering management plan, a qualified person is considered to be either:
  - (a) a Registered Professional Engineer of Queensland (RPEQ); or
  - (b) a soil scientist with a minimum of five (5) years current experience in the field of acid sulfate soils.
19. For the purpose of certifying a sealed groundwater excluding basement structure, a qualified person is considered to be:
  - (a) a Registered Professional Engineer of Queensland (RPEQ).



20. For the purpose of preparing an Erosion and Sediment Control Plan for the development, a qualified person is considered to be either:
  - (a) a Registered Professional Engineer of Queensland (RPEQ);
  - (b) a Certified Professional in Erosion and Sediment Control with a minimum three (3) years' experience in the field of Erosion and Sediment Control.

#### **Groundwater Excluding Basement Structure**

21. Conditions of this approval require the basement structure to be constructed as a completely sealed groundwater excluding structure in accordance with an applicable standard e.g. *BS 8102:2022 Protection of Below Ground Structures Against Water Ingress - Code of Practice (Type A&B Structural Integrity with Grade 3 Watertightness)*, *AS 3735 - Concrete Structures for Retaining Liquids (excluding testing requirements under Section 7)*. Council is seeking to ensure that basements within acid sulfate soil areas, are not designed and constructed as a leaking structure, where groundwater regularly flows into the basement. Groundwater within acid sulfate soil prone areas are generally acidic and likely to contain high levels of metals in solution (e.g. iron, aluminium, manganese), in which any discharge to the stormwater system would likely constitute an offence under the *Environmental Protection Act 1994*.

#### **Noise – Fixed Plant and Equipment**

22. 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.

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

23. The conditions of this approval contain detailed requirements regarding waste management storage and collection areas. An "On-Property" collection service requires the refuse contractor to manually retrieve bins from within the property and return them after servicing occurs. Bulk bins are not permitted to be placed out on the road reserve for collection. Council is seeking to minimise existing long term problems associated with servicing of waste containers, specifically issues associated with visual amenity of bulk bins standing on road reserves, traffic issues, and Workplace Health & Safety considerations for the cleansing contractor with manual movement of bins. 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; and
- (b) the minimisation of Workplace Health & Safety issues associated with manual handling of bulk bins by the cleansing contractor.

#### **Waste Management – Bin Sizes**

24. Council's Waste and Resources Management Branch coordinates waste collection within the Sunshine Coast Council area, in conjunction with the appointed waste collection contractor. Waste collection services for residential developments are available, with varying bin sizes and service frequency to achieve safe, efficient and unobstructed servicing for the development. Please contact council's Waste and Resources Management Branch via the Customer Service Centre for further information regarding available bin sizes.

#### **Environmental Harm**

25. *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**

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

#### **MCU22/0111 - Benefited Area Levy**

Council has previously resolved to set a Benefited Area Levy for the higher than normal landscaping standard and level of service provided in Wise's Farm Mixed Use Development, prior to the release of the first stage of development "off maintenance".

All properties will be subject to a Benefited Area Levy for higher than normal landscaping standard. This levy is expected to be between 10% and 20% of the value of the general rate with the actual value being set by council annually based upon actual landscape costs.

#### **VARIATION APPROVAL**

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

#### **FURTHER DEVELOPMENT PERMITS REQUIRED**

- Development Permit for Operational Work (Filling and Excavation)
- Development Permit for Operational Work (Engineering Work - Stormwater)
- Development Permit for Operational Work (Engineering Work - Roadwork)
- Development Permit for Operational Work (Engineering Work - Electrical)
- Development Permit for Operational Work (Engineering Work - Rate 3 Street Lighting)
- Development Permit for Operational Work (Engineering Work - Parking)
- Development Permit for Operational Work (Landscaping Work)
- Development Permit for Building Work

#### **SUBMISSIONS**

There were 85 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.



## Amended 2024-25 Contracting Plan | Guidelines

| Amended 2024-25 Contracting Plan |                    |                         |
|----------------------------------|--------------------|-------------------------|
| DRAFT                            | Approved by CEO:   | <OCEO INSERT signature> |
|                                  |                    | <OCEO INSERT date>      |
|                                  | Considered by ELT: | <INSERT date>           |

### Guideline purpose

Contracting Activities are the processes by which Council forms contracts with suppliers for the provision of goods, services, and works, and through which it disposes of Valuable Non-Current Assets or Surplus Assets.

### Guideline scope

Council adopts the Strategic Contracting Procedures to its Contracting Activities in accordance with Part 2, Schedule 6 of the *Local Government Regulation 2012*.

The Procurement Policy, Contract Manual, and this Contracting Plan, provide the framework for Council to carry out Contracting Activities in:

- An effective and efficient framework that delivers sound contracting outcomes;
- A manner that complies with the Procurement Policy; and
- Accordance with all applicable laws including the *Local Government Act 2009* (Qld) (LGA 2009) and the *Local Government Regulation 2012* (Qld) (LGR 2012);

Council Contracting Activities undertaken under the framework including this Contracting Plan, must be performed in a manner consistent with the following guidelines:

- Local Preference in Procurement Guideline;
- Social Benefit Procurement Guideline;
- First Nations Procurement Guideline;
- Innovation and Market-Led Engagement Guideline; and
- Environment and Sustainability in Procurement Guideline.

### Guideline application

#### Application of Contracting Plan

This Contracting Plan identifies:

- the types of Contracts Council proposes to make in the 2024-25 financial year;
- the principles and strategies for performing the Contracts;

## Amended 2024-25 Contracting Plan | Guidelines

- c) a policy about proposed delegations for the Contracts;
- d) a market assessment for each type of Contract;
- e) the Contracts that Council considers will be significant having regard to the market assessment; and
- f) a policy about the making of a Significant Contracting Plan.

### Types of Contracts

To service these categories, Council maintain a suite of template Contracts including:

- Design and Construction
- Construction
- Supply and Installation
- Services (including professional and consulting services)
- Supply of Goods
- Queensland Information Technology Framework Contracts

To undertake Contracting Activities, Council has engaged a category procurement model.

### Procurement Categories

For the 2023-24 financial year to 29 February 2024, Council spent \$311.7m across the six Procurement Categories as follows:

| Categories            | Approximate Total Spend |
|-----------------------|-------------------------|
| Engineering and Works | \$135.5m                |
| Facilities            | \$58.4m                 |
| Services              | \$52.7m                 |
| Waste Services        | \$31.1m                 |
| Fleet and Plant       | \$22.7m                 |
| ICTS                  | \$11.3m                 |

For the 2024-25 financial year, Council anticipates spending \$442m across the below categories:

| Categories            | Anticipated Total Spend |
|-----------------------|-------------------------|
| Engineering and Works | \$180m                  |
| Facilities            | \$58m                   |
| Services              | \$89m                   |
| Waste Services        | \$63m                   |

## Amended 2024-25 Contracting Plan | Guidelines

|   |       |
|---|-------|
| ICTS                                      | \$21m |
| Other (incl Fleet and Plant and Planning) | \$31m |

### Principles and Strategies

Council will have regard to the Sound Contracting Principles when undertaking Contracting Activities.

The Sound Contracting Principles are:

- a) value for money;
- b) open and effective competition;
- c) the development of competitive local business and industry;
- d) environmental protection; and
- e) ethical behaviour and fair dealing.

Strategies and Plans for Procurement Categories and individual procurements will be developed as per the Procurement Policy and Contract Manual.

### Delegation

Council has delegated powers to the CEO relating to Contracting Activities. The CEO has in turn delegated these powers onto appropriately qualified Council Officers. These delegations are recorded in the Delegation of Authority No. 2 – Procurement and Contracting Activities and Payments maintained by the CEO.

The procurement process used to enter into Contracts differs depending on the type of Contract. The type of Contract is determined by considering the complexity of the Contract, the associated risks, the anticipated value, and by the category in which it falls.

### Market Assessment

An assessment of the market for each category, based on Contracting Activities during the 2023-24 financial year can be found in Annexure A of this attachment.

### Significant Contracts

Significant Contracts are Contracts that:

- have an anticipated value of \$5 million or more; and/or
- are deemed Significant Contracts by the Procurement and Contract Performance Team following assessment under the Procurement Profiling Matrix, and Risk Assessment Calculator, which includes an assessment of the market relating to the Contract.

A list of the Contracts that Council considers will be Significant Contracts for the 2024-25 financial year are as follows:

## Amended 2024-25 Contracting Plan | Guidelines

| Contract  | Reason for Significant Contract | Proposed Procurement Strategy  |
|---|---------------------------------|--|
| Mooloolaba Foreshore Central Meeting Place                                      | > \$5M                          | Public Tender  |
| Microsoft Enterprise Agreement  | > \$5M                          | Quotes from State Government Standing Offer Arrangement ICTSS.2201<br>Provision of Microsoft Products and associated Licensing Solution Partner Services |
| Landscape Maintenance Services  | > \$5M                          | Public Tender  |
| Supply of Prefabricated Dwellings and Associated Civil Works - Marcoola         | > \$5M                          | Public Tender  |
| QRA Full Service Landslip Remediation - First Bay, David Low Way, Coolool Beach | > \$5M                          | Public Tender  |

### Policy about the making of a Significant Contracting Plan

Significant Contracting Plans will be prepared for all Significant Contracts prior to the commencement of the Contract. They will state:

- the objectives of the Significant Contract;
- how the objectives are to be achieved;
- how achievement of the objectives will be measured;
- any alternative ways of achieving the objectives, and why the alternative ways were not adopted;
- proposed contractual arrangements for the activity; and
- a risk analysis of the market in which the Contract is to happen.

The Significant Contracting Plan will be prepared by the Business & Innovation Branch in consultation with the Contract Administrator and any other relevant stakeholders identified in the Procurement Plan.

The Significant Contracting Plan will be endorsed by the Manager of the Branch seeking the Significant Contract and their Group Executive.

The Significant Contracting Plan will be approved by the Chief Executive Officer prior to the commencement of the Contract to which it relates.



## Amended 2024-25 Contracting Plan | Guidelines

### Guideline review

This guideline will be reviewed annually.

### Roles and responsibilities

| Role                                  | Responsibility   |
|---------------------------------------|--|
| Council                               | Endorsement authority for setting this policy and for all material changes to this policy. Able to endorse non-material changes.<br>Maintains awareness of organisational manuals where relevant and provides feedback to the CEO when consulted.  |
| Chief Executive Officer (CEO)         | Manual Sponsor.  |
| Executive Leadership Team (ELT)       | May provide advice to the CEO on setting this manual and any proposed material changes to the manual, as appropriate.<br>Provides feedback to the GE and Manager regarding the scope of approaching reviews as appropriate.  |
| Group Executive, Business Performance | Responsible for overseeing all financial management systems and services, including Contracting Activities.  |
| Manager, Business & Innovation        | Manual holder. Responsible for implementing and maintaining this guideline. This includes reviewing and reporting on its effectiveness, Council's compliance with it, and recommending changes to improve its effectiveness.   |
| All Managers                          | Responsible for ensuring all Council Officers comply with this guideline when undertaking Contracting Activities   |
| All Officers                          | Responsible for complying with this guideline when undertaking Procurement and Contracting Activities. Only officers delegated the authority to conduct Contracting Activities as per Delegation No 2 – Procurement and Contracting Activities and Payments Delegation are permitted to commence or bind Council in contract resulting from a Contracting Activity, and only within the limits of the relevant financial authority set in that delegation. |

### Definitions

The definitions in the *Procurement Policy* and *Contract Manual* apply to this Contracting Plan.

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## Amended 2024-25 Contracting Plan | Guideline

### Appendix

| Guideline information    |  |   |
|--------------------------|--|---|
| Title                    | 2024-25 Contracting Plan   |   |
| Purpose                  | Contracting Activities are the processes by which Council forms contracts with suppliers for the provision of goods, services, and works, and through which it disposes of Valuable Non-Current Assets or Surplus Assets.  |   |
| Document number          | <Business Area to include Final EDDIE reference of document seeking endorsement.>  |   |
| Corporate Plan reference | Goal Pathway<br><br>Service Output   | Resilient economy / Outstanding Organisation<br>High value economy of choice drives business performance, investment and enduring employment.<br><br>Maintain a contemporary governance framework that inspires trust and confidence in the operations of Council.<br>Promote transparency in the decisions of Council and the information relied on to inform our decisions and actions. |
| GE advice date           | <Insert>   |   |
| CEO approval date        | <OCEO to insert date>  |   |
| Effective date           | 1 July 2024  |   |
| Review schedule          | A full review must be undertaken annually.   |   |
| Last review              | 2023   |   |
| Next review              | 2025   |   |
| Guideline holder         | The Manager responsible for this policy is: Business and Innovation.   |   |
| Approval authority       | Council has authority to endorse material changes.   |   |
| Related documents        |  |   |
| Legislation              | <ul style="list-style-type: none"><li>Public Sector Ethics Act 1994 (Qld)</li><li>Local Government Act 2009 (Qld)</li><li>Local Government Regulation 2012 (Qld)</li><li>Statutory Bodies Financial Arrangements Act 1982 (Qld)</li><li>Public Sector Ethics Act 1994 (Qld)</li><li>Disaster Management Act 2003 (Qld)</li><li>Human Rights Act 2019 (Qld)</li></ul> |   |
| Policy                   | <ul style="list-style-type: none"><li>2024-25 Procurement Policy</li><li>2024-25 Contract Manual</li><li>2024-25 Contracting Plan</li><li>Significant Contracting Plan/s</li><li>Sunshine Coast Council's Corporate Plan 2024-2028</li></ul>   |   |

|                       |  |
|-----------------------|--|
| Operational documents | <ul style="list-style-type: none"> <li>Local Preference in Procurement Guideline</li> <li>Social Benefit Procurement Guideline</li> <li>First Nations Procurement Guideline</li> <li>Innovation and Market-Led Engagement Guideline</li> <li>Environment and Sustainability in Procurement Guideline</li> <li>Employee Code of Conduct</li> <li>Code of Conduct for Councillors</li> <li>Councillors Acceptable Request Guidelines</li> <li>Council's current delegations</li> <li>Purchase Cards Guideline</li> </ul> |
|-----------------------|--|

| Version Control |                |        |                      |              |
|-----------------|----------------|--------|----------------------|--------------|
| Version         | Reason/Trigger | Change | Endorsed/Reviewed by | Date         |
| 1.0             | Create New     | N      | Council (OM24/43)    | 20 June 2024 |
| 2.0             | Review         | Y      | <insert>             | <insert>     |

## Annexure A - Market Assessment

An assessment of the market for each category, based on Contracting Activities during the 2023/24 financial year to 29 February 2024, is as follows:

| Category              | Number of Contracts | Number of Suppliers | Total Spend | Procurement Processes  | Comments   |
|-----------------------|---------------------|---------------------|-------------|--|--|
| Engineering and Works | 3,336               | 453                 | \$135.5M    | <ul style="list-style-type: none"> <li>• Tender</li> <li>• RFQ</li> <li>• Exception</li> </ul> | <p>Council's Engineering and Works category of expenditure broadly covers products and services related to roads and construction and includes subcategories such as concrete, bitumen, emulsions &amp; asphalt materials and services, technical and engineering consulting services, playground, open space and recreational infrastructure and traffic management services.</p> <p>According to ABS data, following recent declines, the value of construction done in Australia saw a significant increase of 8.7% in Q4 2023 compared to the same period in the previous year. This is primarily driven by increases in Engineering Construction (15%) and Non-Residential Construction (12%). It should be noted that Residential Construction continued to see a decrease (-1.9%). Broadly, the value of construction done saw double-digit increases in WA (14.7%), ACT (12.4%), QLD (12.3%), and NSW (10.1%). The lowest increase was seen in VIC (1.9%) and SA (4.7%). The Australian Industry Group (Key Australian Industry Indicators) suggests that over 2023, the construction industry saw a 3.1% year-on-year growth in value-add.</p> <p>The ABS Producer Price Indexes (PPI) indicates that input prices to the construction sector rose 2.4% in the 12 months leading to December 2023. The main contributors were Electrical Equipment (+2.2%) due to raw material prices, higher manufacturing costs and limited labour supply in manufacturing, and other materials (+0.5%) including paint and other coatings (+1.6%) due to recent increases in crude oil prices. The price</p> |

| Category   | Number of Contracts | Number of Suppliers | Total Spend | Procurement Processes  | Comments  |
|------------|---------------------|---------------------|-------------|--|---|
|            |                     |                     |             |  | <p>risers were offset by falls in steel products (-3.7%) due to weak demand from China and continued decline in residential building approvals.</p> <p>Output prices from the construction sector rose 5.4% in the same period. This growth was primarily driven by ongoing labour shortages for skilled tradespeople. Joinery trades, mechanical trades, and electricians are particularly in high demand. Additional strength recorded in non-residential construction reflects contractors increasing margins in order to mitigate risks associated with longer term projects.</p> <p>The difficulty of security supply within this category is considered medium as the majority of products and services can be procured via existing panel arrangements and registers of pre-qualified suppliers available both regionally and locally.</p> |
| Facilities | 1,658               | 241                 | \$58.4M     | <ul style="list-style-type: none"> <li>• Tender</li> <li>• RFQ</li> <li>• Exception</li> </ul> | <p>The Facilities category covers expenditure related to the construction, maintenance and operations of Council facilities excluding technical and engineering professional services. According to ABS data, changes in key price drivers are described below.</p> <p>- Labour costs (as measured by Wage Price index) rose 4.2% over the year 2023. This is seen across relevant industries including Utility Services (+3.7%), Construction (+4.1%),</p>   |

| Category | Number of Contracts | Number of Suppliers | Total Spend | Procurement Processes  | Comments   |
|----------|---------------------|---------------------|-------------|--|--|
|          |                     |                     |             |  | <p>Accommodation and Food Services (+4%), Property Services (+3.8%), Administrative and Support Services (+4.5%).</p> <p>- Rental prices rose 7.3%. Continued growth in rental prices reflects low vacancy rates and a tight rental market, particularly in dwellings.</p> <p>- Electricity prices rose 6.9%. The introduction of the Energy Bill Relief Fund rebates from July 2023 has moderated the increase in electricity bills. Excluding the rebates, electricity prices would have increased 17.6% since June 2023 quarter.</p> <p>- Insurance prices rose 16.2%. This is the strongest annual rise since March 2021. Higher reinsurance, natural disaster, and claims costs contributed to higher premiums.</p> <p>According to IBIS Industry Report, facility management businesses have increasingly outsourced non-core, back-office functions to office administration service firms to benefit from their specialist expertise in these functions and reduce the costs of hiring specialised staff to provide various services. Market share concentration is low, there are a high number of businesses operating in this sector. They compete primarily on services quality and range, price and proximity to customers.</p> <p>Supply within this category is expected to continue to have a relatively low difficulty of being secured by Council due to sufficient availability of capable suppliers both regionally and locally and the relatively high level of market competition.</p> |
| Services | 3,995               | 1,567               | \$52.7M     | <ul style="list-style-type: none"> <li>Tender</li> <li>RFQ</li> <li>Exception</li> </ul> | <p>RBA is forecasting a further slowing in inflation to 3.3% by June 2024 and 3.2% by December 2024 and these forecasts are underpinned by expectations of a further moderation in services inflation. Goods inflation has more than halved from its peak of 9.6% per annum in September 2022 to its current level of 3.8% year on year to December 2023. Services inflation is running at 4.6% year on year to December 2023.</p>   |

| Category       | Number of Contracts | Number of Suppliers | Total Spend | Procurement Processes  | Comments   |
|----------------|---------------------|---------------------|-------------|--|--|
|                |                     |                     |             |  | <p>The largest services categories are: rents, insurance and financial services, travel, health services, education services, and food services.</p> <p>The Australian Industry Group Australian Industry Index indicates that activities in the business-oriented services sector is improving after a period of decline in 2023. The declined only started to ease in February 2024. Service businesses reported fragility in new orders due to increased prices and customer uncertainty. Some businesses reported improved activity, but shortages of specific skilled occupations constrained capacity to delivery projects.</p> <p>The NAB Quarterly Business Survey reported that after signs of easing cost and price pressures through late 2023 as the economy slowed, the business survey suggests progress was more incremental through Q1 2024. Business conditions appear to have stabilised and confidence also picked up, alongside improved but still weak forward orders. Capacity utilisation levels remain high. Materials availability issues appear to have abated but labour availability remained a significant issue for a third of firms and wage costs continue to be the top concern, alongside pressure on margins. However, NAB suggests that price growth measures are now tracking around a rate that, if maintained, would be consistent with inflation easing towards RBA's target range.</p> <p>Council will continue to seek to procure services competitively and leverage existing preferred supplier arrangements, register of pre-qualified supplier arrangements and panel arrangements when possible to secure various types of services and achieve value for money outcomes.</p> |
| Waste Services | 137                 | 20                  | \$31.1M     | <ul style="list-style-type: none"> <li>• Tender</li> <li>• RFQ</li> <li>• Exception</li> </ul> | <p>IBIS Industry Report indicates that the waste services industry's performance has been mixed in recent years. Industry revenue has grown at 2% compound annual growth rate over the past 5 years. Household waste generation has grown steadily, but activity has declined in many of the commercial and construction sectors, which has ultimately constrained industry demand. Furthermore, more recyclable and recoverable waste</p>   |

| Category        | Number of Contracts | Number of Suppliers | Total Spend | Procurement Processes  | Comments   |
|-----------------|---------------------|---------------------|-------------|--|--|
|                 |                     |                     |             |  | <p>materials have been diverted to firms outside the industry, further restricting revenue. This trend has partly been due to government regulations encouraging recycling, alternative disposal methods (such as energy generation), and raising landfill disposal costs. However, industry firms have continued to treat and dispose of a large proportion of waste generated by households and businesses, which has supported industry revenue.</p> <p>Internal competition in the industry is low due to the specialised nature of waste treatment and disposal services, the need for economies of scale, and geographic limitations. Waste disposal services are mostly confined to larger operators, particularly in urban areas. Major players in the industry have engaged in significant acquisition activity in recent years, increasing market share concentration. The top four companies generate over 40% of industry revenue.</p> <p>Market size is projected to continue growing due to forecasted population growth, urbanisation trends and increased construction activity that will lead to higher waste generation.</p> |
| Fleet and Plant | 666                 | 125                 | \$22.7M     | <ul style="list-style-type: none"> <li>• Tender</li> <li>• RFQ</li> <li>• Exception</li> </ul> | <p>The Fleet &amp; Plant category covers the purchase, hire and lease of various types of fleet, maintenance of fleet and plant and the purchase of fuel, gas and lubricants.</p> <p>According to ABS data, inflation in the transportation group rose 3.7% in the 12 months to December 2023, driven by automotive fuel (+5.4%) and maintenance and repair of vehicles (+3.9%). Inflation eased by 0.2% in the quarter December 2024 from the previous quarter. The main contributors to the fall were spare parts (-3.4%), motor</p>   |



| Category | Number of Contracts | Number of Suppliers | Total Spend | Procurement Processes  | Comments   |
|----------|---------------------|---------------------|-------------|--|--|
|          |                     |                     |             |  | <p>vehicles (-0.5%) and automotive fuel (-0.2%). This is offset by rises in insurance premiums (+3.8%).</p> <p>Prices of passenger car rental and hiring fell 19.5% in the 12 months to December 2023, driven by reductions in household and business short term car hire rates due to weaker demand and excess fleet size capacity.</p> <p>Prices of goods and equipment rental and hiring rose 5% in the same period, driven by heavy machinery and scaffold hire linked to elevated inputs costs amid construction equipment demand across the infrastructure, mining and heavy industrial markets.</p> <p>Council is to continue to procure services competitively and leverage existing preferred supplier arrangements, register of pre-qualified supplier arrangements and panel arrangements when possible, to secure various types of services and achieve value for money outcomes.</p>  |
| ICT      | 382                 | 115                 | \$11.3M     | <ul style="list-style-type: none"> <li>Tender</li> <li>RFQ</li> <li>Exception</li> </ul> | <p>IBIS Industry Report indicates that ICT enterprises have benefited from climbing demand in recent years. Downstream clients are ramping up investment in IT projects and software solutions to meet growing technological requirements. New South Wales and Victoria have the greatest proportion of enterprises and revenue in 2023-24, along with the largest shares of the national population. These enterprises provide services throughout Australia and services are provided through remote working arrangements. Client businesses have required the most up-to-date technologies, as technology has become ubiquitous and considered a necessity. This factor has supported demand for ICT goods and services. Greater capital expenditure on software and existing computer system upgrades is expected over the coming years.</p> <p>ICT services exhibit a low concentration level. Despite the presence of several high-profile multinational corporations, the four largest players account for only a small</p> |

| Category | Number of Contracts | Number of Suppliers | Total Spend | Procurement Processes | Comments   |
|----------|---------------------|---------------------|-------------|-----------------------|--|
|          |                     |                     |             |                       | <p>portion of industry revenue in 2023-24. Low barriers to entry encourage growth in the number of businesses in this sector.</p> <p>The ICT Industry Landscape Report (prepared by Accenture for NSW Government) indicates that, nationally, demand for ICT workers is expected to grow at 3.8% per year until 2030. It also forecasts a shortfall of over 180,000 workers by 2030. This shortage is expected to keep upward pressure on ICT professional services costs, including ICT contractors/consultants.</p> <p>Council will continue to seek to procure ICT services by going out to market; leveraging existing preferred supplier arrangements; registering pre-qualified supplier arrangements and panel arrangements to secure various types of services and achieving value for money outcomes.</p> |

## Appendix A –

## Justification for not applying the Code of Competitive Conduct to certain prescribed business activities

| Prescribed business activity | Corporate Plan & Policy linkage  | Reasons for not applying the Code of Competitive Conduct   |
|------------------------------|--|--|
| Aquatic Centres              | The Sunshine Coast Aquatic Plan 2011 - 2026 is an important contributor to the Safe and Healthy Communities outcome of the Sunshine Coast Council Corporate Plan 2025-2030.  | <p>Aquatic centres are provided by Council to achieve public benefit objectives. Aquatic centres generate health benefits, ranging across a reduction in the burden of disease, improved mental health outcomes, reduced absenteeism, and fewer childhood drownings.</p> <p>They also provide social benefits such as: enhancing an individual's leisure time or creating increased life satisfaction; by bringing people together; supporting more vulnerable groups; and supporting early learning.</p> <p>Entry prices are set to provide equitable access to the community. Learn to swim services are provided by the private sector.</p> |
| Caloundra Indoor Stadium     | The Sunshine Coast Sport and Active Recreation Plan 2011-2026 is an important contributor to the Safe and Healthy Communities outcome of the Sunshine Coast Council Corporate Plan 2025-2030.  | <p>Caloundra Indoor Stadium is provided by Council to achieve public benefit objectives. Providing equitable access to sport facilities and services contributes to the health and wellbeing, social cohesion and broadening of the regional economy of the Sunshine Coast.</p> <p>Encouraging and facilitating increased physical activity reduces health costs and increases productivity. There is a positive association between sport and social integration, cohesion and community development.</p> <p>Pricing for these facilities reflects these objectives.</p>  |
| Caloundra Regional Gallery   | <p>The Sunshine Coast Creative Arts Plan 2023 - 2038 is an important contributor to outcomes of the Sunshine Coast Council Corporate Plan 2025-2030 including:</p> <ul style="list-style-type: none"> <li>A shared future that embraces culture, heritage and diversity; and</li> <li>a creative identity that supports community, cohesiveness development and wellbeing</li> </ul> | <p>Caloundra Regional Gallery is provided by Council to achieve public benefit objectives. Caloundra Regional Gallery presents a changing exhibition program featuring leading local and national artists. Professional curators and education staff develop and deliver a range of exhibitions and public programs that explore the unique culture and character of the Sunshine Coast.</p>   |

| Prescribed business activity | Corporate Plan & Policy linkage  | Reasons for not applying the Code of Competitive Conduct  |
|------------------------------|--|---|
| Cemeteries                   | The Cemetery Plan 2019-2028 informs the delivery of Sunshine Coast Council's cemetery network. The Plan contributes to the Sunshine Coast Council Corporate Plan 2025-2030, Sunshine Coast Community Strategy 2019-2041, Environment and Liveability Strategy 2017 and South East Queensland Regional Plan 2017.   | <p>Cemetery services are mostly provided by local governments in the Queensland market. Private enterprise operating within the Sunshine Coast local government area provide options for ash interments and memorialisation but not burials.</p> <p>The majority of Council's cemeteries are located on State land entrusted to Council for the purpose of providing cemetery services including burials. Two cemeteries are owned as freehold.</p> <p>A proportion of the community continue to choose burials rather than cremation. This trend remains constant. Services would not meet the needs of the community if Council did not facilitate burials.</p> <p>Pricing for Council memorial services are set on a commercial basis. Pricing for other services are set on a cost recovery basis, which does not take into account notional costs under the full-cost pricing provisions required by the code of competitive conduct. Pricing practices are not a deterrent to new businesses entering the market.</p>   |
| Festivals                    | <p>The Sunshine Coast Creative Arts Plan 2023 - 2038 is an important contributor to outcomes of the Sunshine Coast Council Corporate Plan 2025-2030 including:</p> <ul style="list-style-type: none"> <li>A shared future that embraces culture, heritage and diversity; and</li> <li>a creative identity that supports community, cohesiveness development and wellbeing</li> </ul> | <p>Council's festival events are provided by Council to achieve public benefit objectives and form an integral part of delivering on the objectives of the Sunshine Coast Creative Arts Plan specifically:</p> <p>Goal 1 – Empowering and celebrating self-determined First Nations creativity and contemporary cultural expression.</p> <p>Goal 2- building the capacity of the region's creatives, artists and sector so that they are professional, skilled and connected.</p> <p>Goal 3 – growing arts audiences through participation and diverse, meaningful and tailored experiences</p> <p>Goal 5 – cultivating the Sunshine Coast identity as a creative region that attracts attention, talent and investment.</p> <p>The market for festival events is heavily influenced by time, place and content. Other private sector festival organisers are not constrained from starting up or visiting the Sunshine Coast because Council's festivals are each conducted over a discrete period of time (over a number of days at most). Like most major events, the date for Council's festivals are also published well in advance, allowing private sector festival organisers to plan their own events at dates and times that coincide or do not conflict with those of Council.</p> <p>Council's cultural festivals are a specific sector development and local showcase opportunity.</p> |

| Prescribed business activity         | Corporate Plan & Policy linkage   | Reasons for not applying the Code of Competitive Conduct   |
|--------------------------------------|---|--|
|                                      |   | <p>Council's cultural and community service in the form of festivals for community and visitors of all ages and diversities – applying the code (particularly the pricing provisions) may detrimentally impact the ability of all ages and diversities to attend and enjoy such cultural and community events. It also decreases the ability to achieve the Arts Plan goals.</p> <p>Private sector organisers of large-scale festivals would generally not be interested in delivering the type of cultural and community service festival events that are run by Council (namely, the Caloundra Music Festival and the Horizon Festival) - it is therefore arguable that the festivals do not directly compete with the type of events that would normally be conducted by the private sector.</p> <p>Council is providing festivals, some of which are free or below cost of delivery. This pricing has been established to reflect social objectives, such as enabling a diverse range of ages and diversities to attend, promoting local talent, generating economic activity and encouraging tourism; and</p> <p>Community based events attract a strong community involvement in the form of a large volunteer base. Similarly, other groups, such as school groups and not-for-profit organisations rely upon festivals for unique fundraising opportunities.</p> |
| Multisport Complexes and Showgrounds | The Sunshine Coast Sport and Active Recreation Plan 2011-2026 is an important contributor to the Safe and Healthy Communities outcome of the Sunshine Coast Council Corporate Plan 2025-2030. | <p>Multisport Complexes and Showgrounds are provided by Council to achieve public benefit objectives.</p> <p>Providing equitable access to these facilities and services contributes to the health and wellbeing, social cohesion and broadening of the regional economy of the Sunshine Coast.</p> <p>Encouraging and facilitating increased physical activity reduces health costs and increases productivity. There is a positive association between sport and social integration, cohesion and community development.</p> <p>Multisport Complexes and Showgrounds are utilised by a diverse range of community and sporting groups that provide social benefits such as: enhancing an individual's leisure time or creating increased life satisfaction; by bringing people together.</p> <p>Pricing for these facilities reflects these objectives.</p>  |

| Prescribed business activity                      | Corporate Plan & Policy linkage  | Reasons for not applying the Code of Competitive Conduct   |
|---|--|--|
| Off-street Parking                                | <p>The Sunshine Coast Council Parking Management Plan is guided by a range of strategic and legislative documents including:</p> <ul style="list-style-type: none"> <li>Sunshine Coast Council Corporate Plan 2025-2030</li> <li>Sunshine Coast Sustainable Transport Strategy 2011-2031</li> <li>Sunshine Coast Smart City Framework</li> <li>Sunshine Coast Planning Scheme 2014.</li> </ul>   | <p>Council provides off-street parking to achieve the objectives of the Local Area Parking Plans.</p> <p>Council is providing services traditionally provided by a Local Government.</p> <p>If Council did not provide these services, there would be a clear gap in supply leading to negative outcomes such as traffic congestion in major precincts.</p> <p>The market for parking services is heavily influenced by location (the market can generally be narrowly defined as the region in which the car park is located and the distance that people are willing to walk from their car to their destination). If there are no private off-street parking facilities within close proximity (e.g. within reasonable walking distance) to Council's parking facilities, it is arguable that private sector competition is currently low.</p> <p>While some private sector parking providers may provide off-street parking, they are at different locations provided for different purposes and/or provided for free.</p> |
| Retail Electricity and Sunshine Coast Solar Farm  | <p>The Retail Electricity Strategy incorporating Sunshine Coast Solar Farm ensures affordable and reliable electricity supplies to Council operations which is essential to achieving the outcomes of the Sunshine Coast Council Corporate Plan 2025-2030.</p> <p>The Retail Electricity Strategy supports the policy positions on energy contained in Council's Environment and Liveability Strategy including: <i>"Renewable energy usage is maximised and underpins a transition to a clean energy future."</i></p> | <p>The Sunshine Coast Solar Farm is a cost replacement project being a mechanism to replace a portion of pre-existing committed electricity spend by offsetting Council's own electricity usage against the electricity generated by the Solar Farm.</p> <p>Excess generation is sold into, or any electricity requirement is purchased from, the wholesale electricity market as required.</p> <p>Council is not able to influence price setting and will take:</p> <ul style="list-style-type: none"> <li>the Queensland spot price for electricity generated</li> <li>the market price for large-scale generation certificates.</li> </ul>  |
| Sunshine Coast Stadium and Kawana Sports Precinct | <p>The Sunshine Coast Sport and Active Recreation Plan 2011-2026 is an important contributor to the Safe and Healthy Communities outcome of the Sunshine Coast Council Corporate Plan 2025-2030.</p>   | <p>Providing equitable access to sport facilities and services contributes to the health and wellbeing, social cohesion and broadening of the regional economy of the Sunshine Coast.</p> <p>Encouraging and facilitating increased physical activity reduces health costs and increases productivity.</p> <p>As a regional facility Sunshine Coast Stadium serves the regional and national event markets. Elsewhere in Queensland these markets primarily utilise Queensland Government owned facilities.</p>  |

| Prescribed business activity | Corporate Plan & Policy linkage   | Reasons for not applying the Code of Competitive Conduct  |
|------------------------------|---|---|
|                              |   | Pricing for these facilities to community-based groups reflects these objectives and does not take into account notional costs under the full-cost pricing provisions required by the code of competitive conduct. Pricing for commercial hire, are benchmarked against industry prices, thus avoiding any pricing advantage from government ownership.   |
| Venue 114 & Community Spaces | <p>The Sunshine Coast Arts Plan 2018 - 2038 is an important contributor to outcomes of the Sunshine Coast Council Corporate Plan 2025-2030 including:</p> <ul style="list-style-type: none"> <li>A shared future that embraces culture, heritage and diversity; and</li> <li>a creative identity that supports community, cohesiveness development and wellbeing</li> </ul> | Venues and community spaces are provided by Council to achieve public benefit objectives. Providing a range of facilities and venues enables the community to access and enjoy arts, entertainment and environmental activities. This contributes to the health and wellbeing, social cohesion and regional economy of the Sunshine Coast. Pricing for these facilities reflects these objectives. Pricing for commercial hire, are benchmarked against industry prices, thus avoiding any pricing advantage from government ownership. |







## DELEGATION AUTHORITY

|   |   |
|---|---|
| <b>DELEGATION NO.</b>   | 2016-73 (v10)                             |
| <b>DELEGATION TITLE:</b>  | Delegation to the Chief Executive Officer |
| <b>Delegation from Council to:</b>  | Chief Executive Officer                   |
| <b>Date and Resolution No.</b>  |   |
| <b>Source of Authority:</b><br><i>Local Government Act 2009 (Qld)</i><br><i>Refer Schedule 1</i><br><i>Refer Schedule 2</i> |   |

### Delegated Power:

Council resolves, pursuant to section 257(1)(b) of the *Local Government Act 2009* (Qld), to delegate to the Chief Executive Officer all of the powers of the local government conferred under:

- a) Council's Local Laws;
- b) the Acts and Subordinate Legislation listed in Schedule 1 of this delegation.

### Interpretation:

1. To the extent that this delegation confers a power to take any action, including making a decision, the power extends to doing anything which is necessary or convenient to perform that action, make that decision or give effect to a decision made by the local government or the local government's delegate such as:
  - a) considering factual and legal matters and issues in order to:
    - i) form any belief which is required; and
    - ii) be satisfied about any matter or thing;
  - b) consulting with any person who is required to be consulted with;
  - c) issuing any notices including publishing any notice in the gazette, newspaper or on the local government's website;
  - d) approving any forms;
  - e) filing any document;
  - f) extending any period;
  - g) providing reasons; and
  - h) making or refunding any payment.

2. Under this delegation, the words used are to take their meaning from the Queensland legislation conferring the authority or to the extent that no meaning is prescribed, the words will take their ordinary meaning unless otherwise specified in this delegation.
3. Under this delegation, the words used have the meanings set out below:
  - a) 'Act' has the meaning given to that term under the *Acts Interpretation Act 1954* (Qld);
  - b) 'Queensland legislation' has the meaning given to that term under the *Acts Interpretation Act 1954* (Qld);
  - c) 'powers of the local government' means all powers conferred on the local government under Queensland legislation which is the subject of this delegation including any Subordinate Legislation and Statutory Instrument made under that legislation or which has taken effect under that legislation even if not expressly mentioned in this delegation;
  - d) 'Subordinate Legislation' has the meaning given to that term under the *Statutory Instruments Act 1992* (Qld);
  - e) 'Statutory Instrument' has the meaning given to that term under the *Statutory Instruments Act 1992* (Qld);
  - f) 'Local Law' has the meaning given to that term under the *Local Government Act 2009* (Qld) and a reference to a local law in this delegation includes a reference to:
    - i) an 'interim local law' as defined by the *Local Government Act 2009* (Qld);
    - ii) a 'subordinate local law' as defined by the *Local Government Act 2009* (Qld); and
    - iii) a local law that incorporates a 'model local law' as defined by the *Local Government Act 2009* (Qld).
4. To the extent of any inconsistency between the conferral of this delegation of powers and any earlier delegation of powers to the Chief Executive Officer, this delegation prevails.

#### Delegation Conditions and Guiding Principles

1. The powers conferred by this delegation must be exercised in accordance with the Queensland legislation conferring the authority, including any obligations which are imposed in exercising the power.
2. The powers conferred by this delegation must not be exercised in circumstances where the power is not capable of delegation (refer to schedule 2 of this delegation).
3. The delegated officer must make and keep a register of all instances of where this delegation has been exercised.
4. Unless compliance would be contrary to any law, the policies of the local government and codes of conduct must be complied with in exercising the powers conferred by this delegation.
5. The following guiding principles apply:
  - a) The powers conferred by delegation to the Chief Executive Officer must be exercised in a manner that is consistent with Local Government Act 2009, Local Government Regulation 2012 and in accordance with any other legislation that may specifically confer authority to exercise the delegated power.
  - b) When making a decision to exercise a delegated power, the Chief Executive Officer must have due regard to the strategic direction and priorities set by Council including the Corporate Plan, Operational Plan, Annual Budget and financial delegation.
  - c) In the performance of a delegated function or in the exercise of a delegated power, the Chief Executive Officer may do anything that is lawfully and reasonably incidental to the delegated function or power.

- d) Delegations made by Council are made to the position of Chief Executive Officer and unless excluded in the terms of appointment extend to persons acting in that position from time to time.
- e) The Chief Executive Officer is not obliged to exercise a delegation.
- f) The Chief Executive Officer must avoid exercising any delegation where it can fairly be concluded that to do so would give rise to material claims of the delegate having an actual or perceived conflict of interest, whether financial or otherwise.
- g) As a matter of practice, the Chief Executive Officer must consult with the Mayor and relevant Portfolio Councillor prior to exercising a delegated power in instances where the exercise of the delegations may reasonably be expected to:
  - i. generate significant community concern; and/or
  - ii. result in significant financial, resource or policy implications for Council

**Delegation Criteria - *Planning Act 2016***

1. The delegated officer may exercise the powers of the local government under the *Planning Act 2016* for an application other than the following:
  - a) an application where, in the opinion of the delegated officer, the estimated construction value of the proposed development exceeds \$100 million (excluding land content);
  - b) under the transitional provisions set out in Chapter 8 of the *Planning Act 2016*- an application for the approval of a master plan for a master planned area;
  - c) an application for a variation request as defined in the *Planning Act 2016*;
  - d) an application for a proposed development where a substantial number of submissions have been received during the notification part objecting to the proposed development.
2. In exercising the powers delegated, where a development application has been decided by Council the delegated officer must give due consideration to the materiality of the changes sought through a negotiated decision notice and consult with the divisional councillor where those changes would have a material impact on the outcome of the original decision.
3. However, even if paragraph 9 a) above applies, the delegated officer may exercise the powers of the local government under the *Planning Act 2016* without that limitation for an application where the application has the potential for "deemed approval".

**Delegation Administration Procedure – *Planning Act 2016*:**

1. The following procedure is to be undertaken for any powers exercised under the *Planning Act 2016* and *Planning Regulation 2017* unless compliance would be contrary to any law:
  - a) The policies of the local government must be complied with and in particular any policy related to entering into an infrastructure agreement.
  - b) The policies and codes of conduct of the local government must be complied with and in particular:
    - i) a development application is to be referred to the Chief Executive Officer for decision where a councillor has a material personal interest in the development application.

## Schedule 1

## Acts

| No. | Name of Act   |
|-----|---|
| 1   | <i>Aboriginal Cultural Heritage Act 2003 (Qld)</i>  |
| 2   | <i>Acquisition of Land Act 1967 (Qld)</i>   |
| 3   | <i>Acquisition of Land Regulation (2014) (Qld)</i>  |
| 4   | <i>Aged Care Act 1997 (Cth)</i>   |
| 5   | <i>Animal Care and Protection Act 2001 (Qld)</i>  |
| 6   | <i>Animal Care and Protection Regulation 2012 (Qld)</i>   |
| 7   | <i>Animal Management (Cats and Dogs) Act 2008 (Qld)</i>   |
| 8   | <i>Animal Management (Cats and Dogs) Regulation 2019 (Qld)</i>  |
| 9   | <i>Anti-Discrimination Act 1991 (Qld)</i>   |
| 10  | <i>Auditor-General Act 2009 (Qld)</i>   |
| 11  | <i>Australia's Foreign Relations (State and Territory Arrangements) Act 2020 (Cth)</i>                  |
| 12  | <i>Biosecurity Act 2014 (Qld)</i>   |
| 13  | <i>Biosecurity Regulation 2016 (Qld)</i>  |
| 14  | <i>Body Corporate and Community Management (Accommodation Module) Regulation 2020 (Qld)</i>             |
| 15  | <i>Body Corporate and Community Management (Commercial Module) Regulation 2020 (Qld)</i>                |
| 16  | <i>Body Corporate and Community Management (Small Schemes Module) Regulation 2020 (Qld)</i>             |
| 17  | <i>Body Corporate and Community Management (Specified Two-lot Schemes Module) Regulation 2011 (Qld)</i> |
| 18  | <i>Body Corporate and Community Management (Standard Module) Regulation 2020 (Qld)</i>                  |
| 19  | <i>Body Corporate and Community Management Act 1997 (Qld)</i>   |
| 20  | <i>Building Act 1975 (Qld)</i>  |
| 21  | <i>Building Fire Safety Regulation 2008 (Qld)</i>   |
| 22  | <i>Building Regulation 2006 (Qld)</i>   |
| 23  | <i>Building Regulation 2021 (Qld)</i>   |
| 24  | <i>Coastal Protection and Management Act 1995 (Qld)</i>   |
| 25  | <i>Corporations Act 2001 (Cth)</i>  |
| 26  | <i>Coexistence Queensland Act 2013 (Qld)</i>  |
| 27  | <i>Crime and Corruption Act 2001 (Qld)</i>  |
| 28  | <i>Development Assessment Rules (Qld)</i>   |
| 29  | <i>Disaster Management Act 2003 (Qld)</i>   |
| 30  | <i>Disaster Management Regulation 2014 (Qld)</i>  |
| 31  | <i>Economic Development Act 2012 (Qld)</i>  |
| 32  | <i>Electricity Act 1994 (Qld)</i>   |
| 33  | <i>Electricity Regulation 2006 (Qld)</i>  |

| No. | Name of Act  |
|-----|--|
| 34  | <i>Electrical Safety Act 2002 (Qld)</i>  |
| 35  | <i>Electrical Safety Regulation 2013 (Qld)</i>   |
| 36  | <i>Environmental Offsets Act 2014 (Qld)</i>  |
| 37  | <i>Environmental Offsets Regulation 2014 (Qld)</i>   |
| 38  | <i>Environmental Protection (Water and Wetland Biodiversity) Policy 2019 (Qld)</i>   |
| 39  | <i>Environmental Protection Act 1994 (Qld)</i>   |
| 40  | <i>Environmental Protection Regulation 2019 (Qld)</i>  |
| 41  | <i>Evidence Act 1977 (Qld)</i>   |
| 42  | <i>Fire and Emergency Service Act 1990 (Qld)</i>   |
| 43  | <i>Fisheries Act 1994 (Qld)</i>  |
| 44  | <i>Food Act 2006 (Qld)</i>   |
| 45  | <i>Food Production (Safety) Act 2000 (Qld)</i>   |
| 46  | <i>Forestry Act 1959 (Qld)</i>   |
| 47  | <i>Fossicking Act 1994 (Qld)</i>   |
| 48  | <i>Gaming Machine Act 1991 (Qld)</i>   |
| 49  | <i>Geothermal Energy Act 2010 (Qld)</i>  |
| 50  | <i>Greenhouse Gas Storage Act 2009 (Qld)</i>   |
| 51  | <i>Heavy Vehicle (Mass, Dimension and Loading) National Regulation (Qld)</i>   |
| 52  | <i>Heavy Vehicle National Law Act 2012 (Qld)</i>   |
| 53  | <i>Heavy Vehicle National Law (Queensland)</i>   |
| 54  | <i>Heavy Vehicle National Law Regulation 2014 (Qld)</i>  |
| 55  | <i>Housing Act 2003 (Qld)</i>  |
| 56  | <i>Housing Regulation 2015 (Qld)</i>   |
| 57  | <i>Human Rights Act 2019 (Qld)</i>   |
| 58  | <i>Industrial Relations Act 2016 (Qld)</i>   |
| 59  | <i>Industrial Relations Regulation 2018 (Qld)</i>  |
| 60  | <i>Information Privacy Act 2009 (Qld)</i>  |
| 61  | <i>Instrument of Delegation and Direction – Economic Development Act 2012 (Minister for Economic Development Queensland) 17 October 2019</i> |
| 62  | <i>Integrity Act 2009 (Qld)</i>  |
| 63  | <i>Integrated Planning Act 1997 (Qld)</i>  |
| 64  | <i>Integrated Resort Development Act 1987 (Qld)</i>  |
| 65  | <i>Justices Act 1886 (Qld)</i>   |
| 66  | <i>Judicial Review Act 1991 (Qld)</i>  |
| 67  | <i>Labour Hire Licensing Act 2017 (Qld)</i>  |
| 68  | <i>Land Access Ombudsman Act 2017 (Qld)</i>  |
| 69  | <i>Land Act 1994 (Qld)</i>   |

| No. | Name of Act  |
|-----|--|
| 70  | <i>Land Regulation 2020 (Qld)</i>  |
| 71  | <i>Land Title Act 1994 (Qld)</i>   |
| 72  | <i>Land Valuation Act 2010 (Qld)</i>   |
| 73  | <i>Libraries Act 1988 (Qld)</i>  |
| 74  | <i>Liquor Act 1992 (Qld)</i>   |
| 75  | <i>Local Government Act 2009 (Qld)</i>   |
| 76  | <i>Local Government Electoral Act 2011 (Qld)</i>                                       |
| 77  | <i>Local Government Regulation 2012 (Qld)</i>  |
| 78  | <i>Manufactured Homes (Residential Parks) Act 2003 (Qld)</i>                           |
| 79  | <i>Marine Parks Act 2004 (Qld)</i>   |
| 80  | <i>Medicines and Poisons (Pest Management Activities) Regulation 2021 (Qld)</i>        |
| 81  | <i>Medicines and Poisons (Poisons and Prohibited Substances) Regulation 2021 (Qld)</i> |
| 82  | <i>Medicines and Poisons Act 2019 (Qld)</i>  |
| 83  | <i>Mineral &amp; Energy Resources (Common Provisions) Act 2014 (Qld)</i>               |
| 84  | <i>Mineral Resources Act 1989 (Qld)</i>  |
| 85  | <i>Mining and Quarrying Safety and Health Act 1999 (Qld)</i>                           |
| 86  | <i>Mining and Quarrying Safety and Health Regulation 2017 (Qld)</i>                    |
| 87  | <i>Minister's Guidelines and Rules Under the Planning Act 2016 (Qld)</i>               |
| 88  | <i>Mixed Use Development Act 1993 (Qld)</i>  |
| 89  | <i>Nature Conservation (Administration) Regulation 2017 (Qld)</i>                      |
| 90  | <i>Nature Conservation (Animals) Regulation 2020 (Qld)</i>                             |
| 91  | <i>Nature Conservation (Plants) Regulation 2020 (Qld)</i>                              |
| 92  | <i>Nature Conservation (Protected Areas Management) Regulation 2024 (Qld)</i>          |
| 93  | <i>Nature Conservation (Wildlife Management) Regulation 2006 (Qld)</i>                 |
| 94  | <i>Nature Conservation Act 1992 (Qld)</i>  |
| 95  | <i>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011 (Qld)</i>               |
| 96  | <i>Peaceful Assembly Act 1992 (Qld)</i>  |
| 97  | <i>Petroleum and Gas (Production and Safety) Act 2004 (Qld)</i>                        |
| 98  | <i>Petroleum and Gas (Production and Safety) Regulation 2018 (Qld)</i>                 |
| 99  | <i>Planning Act 2016 (Qld)</i>   |
| 100 | <i>Planning Regulation 2017 (Qld)</i>  |
| 101 | <i>Planning Act 2016 – Development Assessment Rules (Qld)</i>                          |
| 102 | <i>Planning and Environment Court Act 2016 (Qld)</i>                                   |
| 103 | <i>Planning and Environment Court Rules 2018 (Qld)</i>                                 |
| 104 | <i>Plumbing and Drainage Act 2002 (Qld)</i>  |
| 105 | <i>Plumbing and Drainage Regulation 2019 (Qld)</i>                                     |
| 106 | <i>Plumbing and Drainage Act 2018 (Qld)</i>  |

| No. | Name of Act  |
|-----|--|
| 107 | <i>Plumbing and Drainage Regulation 2019 (Qld)</i>   |
| 108 | <i>Property Law Act 1974 (Qld)</i>   |
| 109 | <i>Prostitution Act 1999 (Qld)</i>   |
| 110 | <i>Public Health (Infection Control for Personal Appearance Services) Act 2003 (Qld)</i>   |
| 111 | <i>Public Health Act 2005 (Qld)</i>  |
| 112 | <i>Public Health Regulation 2018 (Qld)</i>   |
| 113 | <i>Public Interest Disclosure Act 2010 (Qld)</i>   |
| 114 | <i>Public Records Act 2023 (Qld)</i>   |
| 115 | <i>Public Sector Ethics Act 1994 (Qld)</i>   |
| 116 | <i>Queensland Building and Construction Commission Act 1991 (Qld)</i>  |
| 117 | <i>Queensland Heritage Act 1992 (Qld)</i>  |
| 118 | <i>Queensland Reconstruction Authority Act 2011 (Qld)</i>  |
| 119 | <i>Rail Safety National Law (Qld)</i>  |
| 120 | <i>Regional Planning Interests Act 2014 (Qld)</i>  |
| 121 | <i>Residential Services (Accreditation) Act 2002 (Qld)</i>   |
| 122 | <i>Residential Tenancies and Rooming Accommodation Act 2008 (Qld)</i>  |
| 123 | <i>Retail Shop Leases Act 1994 (Qld)</i>   |
| 124 | <i>Retail Shop Leases Regulation 2016</i>  |
| 125 | <i>Right to Information Act 2009 (Qld)</i>   |
| 126 | <i>River Improvement Trust Act 1940 (Qld)</i>  |
| 127 | <i>Security of Critical Infrastructure Act 2018 (Cth)</i>  |
| 128 | <i>Safety in Recreational Water Activities Act 2011 (Qld)</i>  |
| 129 | <i>Soil Conservation Act 1986 (Qld)</i>  |
| 130 | <i>South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 (Qld)</i><br><i>Delegation by Northern SEQ Distributer Retailer Authority (Unitywater) to Moreton Bay Regional Council, Sunshine Coast Regional Council and Noosa Shire Council – 30 June 2014</i> |
| 131 | <i>Standard Plumbing and Drainage Regulation 2003 (Qld)</i>  |
| 132 | <i>State Development and Public Works Organisation Act 1971 (Qld)</i>  |
| 133 | <i>State Emergency Service Act 2024</i>  |
| 134 | <i>State Penalties Enforcement Act 1999 (Qld)</i>  |
| 135 | <i>State Penalties Enforcement Regulation 2014 (Qld)</i>   |
| 136 | <i>Statutory Bodies Financial Arrangements Act 1982 (Qld)</i>  |
| 137 | <i>Statutory Bodies Financial Arrangements Regulation 2019 (Qld)</i>   |
| 138 | <i>Stock Act 1915 (Qld)</i>  |
| 139 | <i>Stock Route Management Act 2002 (Qld)</i>   |
| 140 | <i>Stock Route Management Regulation 2003 (Qld)</i>  |
| 141 | <i>Strong and Sustainable Resource Communities Act 2017 (Qld)</i>  |

| No. | Name of Act  |
|-----|--|
| 142 | <i>Summary Offences Act 2005 (Qld)</i>   |
| 143 | <i>Summary Offences Regulation 2016 (Qld)</i>  |
| 144 | <i>Survey and Mapping Infrastructure Act 2003 (Qld)</i>  |
| 145 | <i>Sustainable Planning Act 2009 (Qld)</i>   |
| 146 | <i>Sustainable Planning Regulation 2009 (Qld)</i>  |
| 147 | <i>Telecommunications (Interception and Access) Act 1979 (Cth)</i>   |
| 148 | <i>Tobacco and Other Smoking Products Act 1998 (Qld)</i>   |
| 149 | <i>Torres Strait Islander Cultural Heritage Act 2003 (Qld)</i>   |
| 150 | <i>Transport Infrastructure (Busway) Regulation 2002 (Qld)</i>   |
| 151 | <i>Transport Infrastructure (Public Marine Facilities) Regulation 2023 (Qld)</i>                             |
| 152 | <i>Transport Infrastructure (Rail) Regulation 2006 (Qld)</i>   |
| 153 | <i>Transport Infrastructure (State Controlled Roads) Regulation 2017 (Qld)</i>                               |
| 154 | <i>Transport Infrastructure Act 1994 (Qld)</i>   |
| 155 | <i>Transport Operations (Marine Pollution) Act 1995 (Qld)</i>  |
| 156 | <i>Transport Operations (Marine Safety) Act 1994 (Qld)</i>   |
| 157 | <i>Transport Operations (Marine Safety) Regulation 2016 (Qld)</i>  |
| 158 | <i>Transport Operations (Passenger Transport) Act 1994 (Qld)</i>   |
| 159 | <i>Transport Operations (Road Use Management) Act 1995 (Qld)</i>   |
| 160 | <i>Transport Operations (Road Use Management – Accreditation and Other Provisions) Regulation 2015 (Qld)</i> |
| 161 | <i>Transport Operations (Road Use Management—Road Rules) Regulation 2009 (Qld)</i>                           |
| 162 | <i>Transport Operations (Road Use Management—Vehicle Registration) Regulation 2021 (Qld)</i>                 |
| 163 | <i>Transport Planning and Coordination Act 1994 (Qld)</i>  |
| 164 | <i>Trusts Act 1973 (Qld)</i>   |
| 165 | <i>Waste Reduction and Recycling Act 2011 (Qld)</i>  |
| 166 | <i>Waste Reduction and Recycling Regulation 2023 (Qld)</i>   |
| 167 | <i>The Waste Reduction and Recycling (Local Government) Delegation (No. 1) 2015</i>                          |
| 168 | <i>Water Act 2000 (Qld)</i>  |
| 169 | <i>Water Regulation 2016 (Qld)</i>   |
| 170 | <i>Water Supply (Safety and Reliability) Act 2008 (Qld)</i>  |
| 171 | <i>Work Health and Safety Act 2011 (Qld)</i>   |
| 172 | <i>Work Health and Safety Regulation 2011 (Qld)</i>  |
| 173 | <i>Workers Compensation and Rehabilitation Act 2003 (Qld)</i>  |
| 174 | <i>Workers Compensation and Rehabilitation Regulation 2014 (Qld)</i>   |
| 175 | <i>Working with Children (Risk Management and Screening) Act 2000 (Qld)</i>                                  |



## Schedule 2

Matters that require a resolution of Council.

The powers of Sunshine Coast Regional Council which are not able to be delegated are set out in the tables below.

| <b>Animal Management (Cats and Dogs) Act 2008 (Qld) (AMCDA)</b>   |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 12 – Identification devices under Act   | Council may, by resolution, nominate a device to assist in identifying a dog.   |
| 50 – Duration of registration   | Council may, by resolution, fix the period for registration of a dog. However, the period must not be more than 3 years.  |
| 74 – Requirements for application (Restricted Dog Permits) and<br>83 – Requirements for renewal application | Restricted dog permits and renewals must be accompanied by the fee fixed by resolution of Council.  |
| 113 – Approval of inspection program authorising entry  | Council may, by resolution, approve a program (an approved inspection program) under which an authorised person may enter a place to monitor compliance with the AMCDA or an aspect of the AMCDA. |

| <b>Biosecurity Act 2014</b>                            |   |
|--|---|
| <b>Section</b>   | <b>Cannot be delegated</b>  |
| 235 - Authorising and carrying out biosecurity program | A program authorisation must be authorised by a resolution of the local government. |

| <b>Building Act 1975 (Qld)</b>  |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 32 - Local laws, local planning instruments and local government resolutions that may form part of the building assessment provisions | Council may make resolutions about an aspect of, or matter related or incidental to, building work prescribed under a regulation. |

| <b>Building Regulation 2021 (Qld)</b>      |   |
|--|---|
| <b>Section</b>                             | <b>Cannot be delegated</b>  |
| 8 – Designation of area liable to flooding | Council may, by resolution: <ul style="list-style-type: none"> <li>(a) designate part of its area as a flood hazard area; and</li> <li>(b) declare the following for all or part of a flood hazard area:               <ul style="list-style-type: none"> <li>(i) the defined flood level;</li> <li>(ii) the maximum flow velocity of water;</li> </ul> </li> </ul> |

| <b>Building Regulation 2021 (Qld)</b>  |  |
|--|--|
| <b>Section</b>   | <b>Cannot be delegated</b>   |
|  | <p>(iii) an inactive flow or backwater area;</p> <p>(iv) a freeboard that is more than 300mm;</p> <p>(v) the finished floor level of class 1 buildings built in all or part of the flood hazard area.</p> <p>If the local government makes a designation or declaration, the local government must state in the planning scheme, temporary local planning instrument under the Planning Act or resolution, that the designation or declaration is made under this section.</p> |
| 45 – Local governments may exempt particular assessable building work from particular stages of inspection | <p>Council may, by resolution, declare localities and forms of buildings or structures in its area exempt from inspection at a stage of assessable building work if the work:</p> <p>(a) is, or is an alteration to, a single detached class 1a building or a class 10 building or structure; and</p> <p>(b) is not for a swimming pool or fencing around it.</p>  |

| <b>Economic Development Act 2012 (Qld)</b> |  |
|--|--|
| <b>Section</b>                             | <b>Cannot be delegated</b>   |
| 169 – Delegations                          | <p>Council may not subdelegate a function or power of the Minister for Economic Development Queensland (<b>MEDQ</b>) delegated to it where MEDQ has, when delegating the function or power to Council, directed that the function or power cannot be subdelegated.</p> |

| <b>Environmental Protection Act 1994 (Qld) (EPA)</b> |   |
|--|---|
| <b>Section</b>                                       | <b>Cannot be delegated</b>  |
| 514 – Devolution of powers                           | <p>(a) Council may make a resolution about the fees payable to it for the administration and enforcement of a matter devolved to it by the Governor in Council, which may include prescribing a different fee, whether higher or lower.</p> |
| 518 – Delegation by administering authority          | <p>Where Council is an administering authority, it may, by resolution, delegate its powers under the Environmental Protection Act to an appropriately qualified entity.</p>   |

| <b>Food Act 2006 (Qld) (Food Act)</b>  |  |
|--|--|
| <b>Section</b>                         | <b>Cannot be delegated</b>   |
| 31 – Fees payable to local governments | <p>Council may make a resolution about the fees payable to it for providing a service or taking action under the Food Act.</p> |

| <b>Land Act 1994 (Qld)</b> |  |
|----------------------------|--|
| <b>Section</b>             | <b>Cannot be delegated</b>   |
| 56 – Model by-laws         | <p>Decide where the local government is trustee of trust land to adopt a model by-law.</p> |

| <b>Libraries Act 1988 (Qld)</b> |   |
|---------------------------------|---|
| <b>Section</b>                  | <b>Cannot be delegated</b>  |
| 55 – Library committees         | Council may direct, by resolution, the functions, powers and duties to be fulfilled by a library committee. |

| <b>Liquor Act 1992 (Qld)</b>     |   |
|----------------------------------|---|
| <b>Section</b>                   | <b>Cannot be delegated</b>  |
| 173N – Suspension of designation | Council may, by resolution, suspend the designation of a public place as a public place where permitted liquor may be consumed for a period of not more than 10 days if it reasonably believes it is in the best interests of the residents of the area to do so. |

| <b>Local Government Act 2009 (Qld) (Local Government Act)</b>   |  |
|---|--|
| <b>Section</b>  | <b>Cannot be delegated</b>   |
| 25C – Establishment of joint local governments  | A joint local government is established for an area if 2 or more local governments approve, by resolution, the constitution for the joint local government.  |
| 25H – Chairperson and deputy chairperson  | A joint local government must appoint a chairperson and deputy chairperson from its members, by resolution.  |
| 25I - Disbursement from operating fund of joint local government for purposes other than exclusive jurisdiction | A joint local government may only make a disbursement from its operating fund if the joint local government has, by resolution, decided the amount of the disbursement is not required for exercising its exclusive jurisdiction.  |
| 25J – Winding up joint local governments  | A joint local government may, by resolution, decide to wind up the joint local government.   |
| 29 – Local law making process   | A local law must be made by resolution of Council.   |
| 32 – Consolidated versions of local laws  | Council may prepare and adopt, by resolution, a consolidated version of a local law.   |
| 46 – Assessing public benefit   | Council must conduct a public benefit assessment of any new significant business activity that is identified in the annual report.<br>Council must prepare a report on the public benefit assessment that contains its recommendations about the application of the competitive neutrality principle in relation to the significant business activity.<br>Council must consider the report and decide, by resolution, whether or not to apply the competitive neutrality principle in relation to the significant business activity. |
| 47 – Code of competitive conduct  | Council must decide each financial year, by resolution, whether to apply the code of competitive conduct to a business activity prescribed under regulation.   |
| 48 – Competitive neutrality complaints  | Council must adopt, by resolution, a process for resolving competitive neutrality complaints. A competitive neutrality complaint is a complaint:<br>(a) relating to a failure of Council to conduct a business activity in accordance with the competitive neutrality principle; and<br>(b) is made by an affected person as defined in section 48(3) of the Local Government Act.   |

| <b>Local Government Act 2009 (Qld) (Local Government Act)</b>      |  |
|--|--|
| <b>Section</b>   | <b>Cannot be delegated</b>   |
| 74 – Roads map and register  | Council may, by resolution or local law, fix a fee for a copy of a map or register of roads within the local government area.  |
| 80A – Malls  | Council may decide by resolution to pay compensation to a person because of the establishment, modification or closing of a mall by the local government   |
| 84 – Meetings about trust land generally open to the public        | All meetings relating to trust land must be open to the public, unless the trustee council decides, by resolution, that the meeting be closed to the public.   |
| 93 – Land on which rates are levied                                | Land, primarily used for showgrounds or horseracing or charitable purposes may be exempted from rating by resolution of Council.   |
| 94 – Power to levy rates and charges                               | The rates and charges to be levied in a financial year must be decided by resolution at Council's budget meeting for that financial year   |
| 97 – Cost-recovery fees  | Council may, under a local law or a resolution, fix a cost-recovery fee.<br>An application for the issue or renewal of a licence, permit, registration or other approval under a local government Act may also include a tax if Council decides, by resolution, that the purpose of the tax benefits its local government area.  |
| 99 – Fees on occupiers of land below the high-water mark           | Council may, by resolution, levy a fee on the occupier of land below the high-water mark for the use of Council's roads and other infrastructure.  |
| 110 – Councillors liable for improper disbursements                | Councillors will be liable in accordance with section 110 for any disbursement of Council funds which is:<br>(a) not provided for in Council's budget; and<br>(b) made without the approval, by resolution, of Council.  |
| 134 – Approving an inspection program                              | Council may, by resolution, approve a systematic or a selective inspection program allowing an authorised person to enter and inspect certain properties within Council's local government area.   |
| 150G<br>150AE<br>150AF<br>150ES<br>150EU<br>Conduct of Councillors | Adoption of the model procedures or other procedures for the conduct of the local government's meetings and meetings of its committees;<br>Adoption of an investigation policy about dealing with suspected inappropriate conduct of councillors referred by the assessor to the local government;<br>Decision to investigate a councillor's conduct in another way than as provided above;<br>Decision, where a councillor has a declarable conflict of interest, to allow the Councillor to participate in a decision about the matter or to leave the place where the meeting is being held;<br>Decision, where there is no quorum for deciding matter because of the prescribed conflicts of interest or declarable conflicts of interest, to deter the matter to a later meeting;<br>Decision, where there is no quorum for deciding matter because of the prescribed conflicts of interest or declarable conflicts of interest, not to decide the matter and take no further action in relation to the matter. |
| 164 - Filling vacancy in office of mayor                           | Decision to appoint a councillor to the office of mayor if the office becomes vacant during the final part of the local government's term  |
| 165 – Acting mayor   | Council may, by resolution, appoint an acting mayor from its councillors in certain circumstances.   |

| <b>Local Government Act 2009 (Qld) (Local Government Act)</b>                      |   |
|--|---|
| <b>Section</b>   | <b>Cannot be delegated</b>  |
|  | Council may also, by resolution, declare that the office of deputy mayor is vacant, in which case it must immediately appoint another deputy mayor from its councillors.  |
| 166 – Filling a vacancy in the office of another councillor (other than the Mayor) | <p>If the office of a councillor who is not the mayor becomes vacant during the beginning or middle of Council's term, Council must, by resolution, fill the vacant office by either:</p> <ul style="list-style-type: none"> <li>(a) a by-election; or</li> <li>(b) by following the procedure under section 166A.</li> </ul> <p>If the former councillor's office becomes vacant during the final part of Council's term, the vacant office must be filled by Council appointing, by resolution, a person who is:</p> <ul style="list-style-type: none"> <li>(a) qualified to be a councillor; and</li> <li>(b) if the former councillor was elected or appointed to office as a political party's nominee—the political party's nominee.</li> </ul> |
| 170A – Requests for assistance or information                                      | <p>'Acceptable requests guidelines' are guidelines of Council regarding:</p> <ul style="list-style-type: none"> <li>(a) the way in which a councillor may ask a local government employee for advice to help the councillor carry out his or her responsibilities under the Local Government Act; and</li> <li>(b) reasonable limits on requests that a councillor may make.</li> </ul> <p>Acceptable requests guidelines must be adopted by resolution by Council.</p>   |
| 175 – Post-election meetings   | <p>Council must, by resolution, appoint a deputy mayor from its councillors (other than the mayor) at:</p> <ul style="list-style-type: none"> <li>(a) a meeting held within 14 days after the conclusion of each quadrennial election and the conclusion of a fresh election of its councillors; and</li> <li>(b) at the first meeting after the office of the councillor who is the deputy mayor becomes vacant.</li> </ul>  |
| 196 – Appointing other local government employees                                  | Council must, by resolution, adopt an organisational structure that is appropriate to the performance of Council's responsibilities.  |
| 197A – Councillor advisors   | Council must, by resolution, allow a councillor to appoint one or more appropriately qualified persons (each a councillor advisor) to assist the councillor in performing responsibilities under the Act.   |
| 202 – Appointing authorised persons  | <p>A person is qualified to be an authorised person of Council if:</p> <ul style="list-style-type: none"> <li>(a) the person is an authorised person for another local government; and</li> <li>(b) Council has, by resolution, decided that authorised persons of the other local government may be appointed as authorised persons of Council.</li> </ul>   |
| 257 – Delegation of local government powers  | Council may only delegate certain powers under the Local Government Act or another Act by resolution. Council must not delegate a power that an Act states must be exercised by resolution.   |
| 257A – Delegation of joint local government's powers                               | A joint local government may, by resolution, delegate its powers to certain persons or bodies. However it must not delegate a power that an Act states must be exercised by resolution.   |
| 259 – Delegation of chief executive officer powers                                 | <p>Council's CEO must not delegate the following powers:</p> <ul style="list-style-type: none"> <li>(a) a power delegated by the local government, if the local government has directed the chief executive officer not to further delegate the power; and</li> <li>(b) a power to keep a register of interests.</li> </ul>   |

| <b>Local Government Act 2009 (Qld) (Local Government Act)</b> |  |
|---|--|
| <b>Section</b>  | <b>Cannot be delegated</b>   |
| 268 – Process for administrative action complaints            | Council must adopt, by resolution, a process for resolving complaints about an administrative action of Council by a person who is apparently directly affected by the administrative action.  |
| 276 – Local laws  | Council may proceed in adopting or making a local law in accordance with the relevant process.   |
| 324 Process if no investigation policy                        | Decision about the procedure for investigating a councillor's inappropriate conduct if an investigation policy has not been adopted under section 150AE;<br>Decision to deal with a councillor's inappropriate conduct in another way than as recommended by the assessor under Section 150AC(3) |

| <b>Local Government Regulation 2012 (Qld) (Local Government Regulation)</b> |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 29 – Converting a business unit to a commercial business unit               | Council must make the decision to convert a business unit to a commercial business unit by resolution.  |
| 30 – Creating a commercial business unit                                    | Council must make the decision to create a commercial business unit by resolution.  |
| 55 – Local government response to competition authority's report            | Council must decide, by resolution, whether to implement the recommendations in a report by the competition authority.  |
| 74 – Rateable value of land   | When calculating the rateable value of land, Council may use the value of the land averaged over a number of financial years only if it decides, by resolution, to do so.   |
| 81 – Categorisation of land for differential general rates                  | Council must decide the different categories of rateable land in its local government area by resolution at its budget meeting, before Council levies differential general rates.   |
| 94 – Levying special rates or charges                                       | Council may, by resolution, decide to levy special rates and charges.<br>Council may amend an overall plan or an annual implementation plan regarding the special rates or charges at any time by resolution.   |
| 97 – Surplus special rates or charges after plan is cancelled               | Where:<br>(a) Council decides to cancel an overall plan before it is carried out; and<br>(b) Council has not spent all the special rates or charges; and<br>(c) the overall plan identifies the beneficiaries of the plan,<br>Council may decide, by resolution, the proportions that it must pay the current owners of the land on which the special rates or charges were levied. |
| 102 – Reading meters for utility charges                                    | Council may, by resolution, decide a meter is taken to have been read during the period that starts 2 weeks before, and ends 2 weeks after, the day on which the meter is actually read.  |
| 116 – Limitation of increase in rates or charges levied                     | Council may resolve to limit the increase in rates or charges when it resolves to levy rates or charges.  |
| 118 – When rates or charges must be paid                                    | Council must decide, by resolution at its budget meeting, the date by which, or the period within which, rates or charges must be paid.   |
| 122 – Resolutions for granting concession                                   | Council may only grant a ratepayer a concession for rates or charges for land by resolution.  |

| <b>Local Government Regulation 2012 (Qld) (Local Government Regulation)</b> |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 129 – Paying rates or charges by instalments                                | Council may decide, by resolution at its budget meeting, to allow ratepayers to pay rates or charges by instalments.  |
| 130 – Discount for prompt payment of rates or charges                       | Council may decide, by resolution at its budget meeting, to allow a discount for payment of rates or charges before the due date for payment.<br>Council may change the due date for payment and the discount period to end on a later day by resolution.                             |
| 133 - Interest on overdue rates or charges                                  | Decision about the rate of interest payable on overdue rates or charges under 133 (3)(b)  |
| 140 – Notice of intention to sell land for overdue rates or charges         | Council may, by resolution, decide to sell land on which there are overdue rates or charges in the circumstances set out in section 140 of the Local Government Regulation.   |
| 149 – Requirements for notice of intention to acquire land                  | Council may decide to acquire land by resolution for overdue rates or charges.  |
| 165 – Preparation of 5-year corporate plan                                  | Council must prepare a 5-year Corporate Plan and must adopt its 5-year Corporate Plan. Council may also amend its 5-year corporate plan at any time by resolution.  |
| 167 – Preparation of long term asset management plan                        | Council must prepare and adopt a long-term asset management plan.   |
| 170 – Adoption and amendment of budget                                      | Council must adopt a budget and may amend the budget for a financial year by resolution any time before the end of the financial year.  |
| 173 – Unauthorised spending   | Adopting an annual budget amended in compliance with Sect 173A.<br><br>Council may spend money which is not authorised in its budget for genuine emergency or hardship if it makes a resolution about spending the money before, or as soon as practicable after, the money is spent. |
| 174 – Preparation and adoption of annual operational plan                   | Council must adopt an annual operational plan and may, by resolution, amend its annual operational plan at any time before the end of the financial year.   |
| 182 – Preparation of annual report  | Council must adopt its annual report within one month after the day the auditor-general gives their report about the local government's financial statement.  |
| 191- Investment policy  | Council must adopt an investment policy.  |
| 192 – Debt policy   | Council must adopt a debt policy for a financial year.  |
| 195 – Community grants policy   | Council must adopt a policy about local government grants to community organisations (including eligibility criteria).  |
| 196 – Entertainment and hospitality   | Council must adopt a policy about the local government's spending on entertainment or hospitality.  |
| 197 – Advertising spending  | Council must adopt a policy about the local government's spending on advertising.   |
| 198 – Procurement policy  | Council must adopt a policy about procurement.  |
| 201- Transferring money to or from a trust fund                             | Council may, by resolution, transfer money from the trust fund if the purpose for which it was credited to the fund no longer exists.   |

| <b>Local Government Regulation 2012 (Qld) (Local Government Regulation)</b> |  |
|---|--|
| <b>Section</b>  | <b>Cannot be delegated</b>   |
| 206 – Valuation of non-current physical assets                              | Council must, by resolution, set an amount for each different type of non-current physical asset below which the value of an asset of the same type must be treated as an expense.   |
| 218 – Power to choose strategic approach                                    | Council may decide to apply Strategic contracting procedures to its contracts by resolution.<br>Council may also decide that Chapter 6, Part 2 no longer applies to its contracts by a later resolution.   |
| 219 - Effect of choice  | Decision that Chapter 6 Part 2 (strategic contracting procedures) no longer applies to local government contracts.   |
| 220 – Contracting plans   | Council must make and adopt a contracting plan each financial year by resolution, but must not do so before it adopts an annual budget for a financial year.<br>Council may, by resolution, amend a contracting plan at any time before the end of the financial year to which the plan relates.   |
| 221 – Significant contracting plans   | Council may, by resolution, amend a significant contracting plan at any time before the end of the financial year to which the plan relates.   |
| 222 – Contracting manual  | Council must make and adopt a contract manual.   |
| 228 – Tender process  | Council may invite expressions of interest under section 228(5) only if it decides by resolution that it would be in the public interest to invite expressions of interest before inviting written tenders.  |
| 230 – Exception if quote or tender consideration plan prepared              | Council may enter into a medium-sized or large-sized contractual arrangement without first inviting written quotes or tenders if it decides, by resolution, to prepare a quote or tender consideration plan and prepares and adopts the plan.  |
| 235 – Other exceptions  | Council may enter into a medium-sized or large-sized contractual arrangement without first inviting written quotes or tenders if it decides, by resolution, that:<br>(a) there is only one supplier who is reasonably available; or<br>(b) because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders. |
| 236 – Exceptions for valuable non-current asset contracts                   | Before disposing of a valuable non-current asset other than by tender or auction in accordance with section 236, Council must decide by resolution that the exceptions allowing such disposal apply to Council.  |
| 247 – Remuneration payable to councillors                                   | Council may decide, by resolution, that the maximum amount of remuneration payable to a councillor under the remuneration schedule is not payable to the councillor.<br>If this occurs, Council must also decide, by resolution, the amount of remuneration payable to the councillor.   |
| 250 – Requirement to adopt expenses reimbursement policy or amendment       | Council must adopt and may amend its expenses reimbursement policy at any time by resolution.  |
| 254 - Exemption of minutes and close a meeting                              | Council may exempt an advisory committee from the requirement to take minutes of its proceedings by resolution.<br>Council or a committee may decide by resolution that a meeting be closed to the public if the councillors or members of the committee consider it necessary to close the meeting to discuss certain matters.  |



| <b>Local Government Regulation 2012 (Qld) (Local Government Regulation)</b> |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 257 – Frequency and place of meetings                                       | Council must meet at least once in each month either at one of its public offices or at another place fixed by Council by resolution for the meeting. |
| 306 – Process for resolving administrative actions complaints               | Council must adopt a complaints management process and written policies and procedures supporting the process.  |

| <b>Minister's Guidelines and Rules for amending a planning scheme for section 20 of the Planning Act 2016</b> |  |
|---|--|
| <b>Section</b>  | <b>Cannot be delegated</b>   |
| Chapter 2, Part 1, 3.1  | For the purposes of section 20 of the Planning Act (amending planning schemes under Minister's rules), adoption of a proposed administrative amendment to a planning scheme.   |
| Chapter 2, Part 2, 6.1  | For the purposes of section 20 of the Planning Act (amending planning schemes under Minister's rules), adoption of a proposed minor amendment to a planning scheme.  |
| Chapter 2, Part 3, 14.1   | For the purposes of section 20 of the Planning Act (amending planning schemes under Minister's rules), adoption of a proposed qualified state interest amendment to a planning scheme approved and notified by the Minister under section 13.5.                                    |
| Chapter 2, Part 4, 22.1   | For the purposes of section 20 of the Planning Act (amending planning schemes under the Minister's rules), adoption of a proposed major amendment to a planning scheme approved and notified by the Minister under section 21.5.   |
| Chapter 3, Part 1, 5.1  | For the purposes of section 22 of the Planning Act (making or amending planning scheme policies), adoption of a proposed planning scheme policy or amendment.  |
| Chapter 3, Part 2, 9.1  | For the purposes of section 23 of the Planning Act (making or amending temporary local planning instruments), adoption of a proposed temporary local planning instrument or temporary local planning instrument amendment approved and notified by the Minister under section 8.5. |
| Chapter 5, Part 2, 6.1  | For the purposes of section 25(3) of the Planning Act (reviewing a local government infrastructure plan) and making or amending an LGIP, or making an interim LGIP amendment, adoption of a proposed LGIP or amendment approved and notified by the Minister under section 7.9     |

| <b>Planning Act 2016</b>                               |   |
|--|---|
| <b>Section</b>   | <b>Cannot be delegated</b>  |
| 9 – Temporary local planning instruments               | Resolution that the local government give a temporary local planning instrument or amendment, and the request for an earlier effective day, to the Minister for approval.   |
| 24 – Repealing TLPIs or planning scheme policies       | Council may repeal a TLPI, or planning scheme policy, by resolution.  |
| 113 – Adopting Charges by Resolution                   | Council may by resolution (a charges resolution) adopt charges (each an adopted charge) for providing trunk infrastructure for development.   |
| 175 – Proceedings brought in a representative capacity | A person may bring offence proceedings in a representative capacity if the person has the consent of the members of its controlling or governing body where the proceedings are being brought on behalf of a body of persons or a corporation (e.g. Council). |
| Schedule 2 – Required fee                              | Fixing of a fee for an application or referral to a local government.   |

| <b>Planning Regulation 2017</b>  |   |
|--|---|
| <b>Section</b>   | <b>Cannot be delegated</b>  |
| Part 1 - Division 3 – Superseded Planning Schemes – s 11(3)                                | Council may, by resolution, set a fee for considering a superseded planning scheme request.   |
| Schedule 6 Part 2 – Material change of use for particular buildings or structures – s 3(b) | For a class 1(a) building made up of not more than 2 attached dwellings – the local government for the local government area in which the premises are located may decide by resolution that this subsection will apply to that class of building.  |
| Schedule 9 - Division 2 – Local Government as referral agency (Table 1)                    | Council may declare in its planning scheme, or by resolution, that building work for a building or structure is in a locality and of a form that may: <ul style="list-style-type: none"> <li>(a) have an extremely adverse effect on the amenity or likely amenity of the locality;</li> <li>(b) or be in extreme conflict with the character of the locality.</li> </ul> |
| 68D - Provisions in relation to economic support instruments                               | Adopt an economic support instrument for its local government area  |
| 68G - Provisions in relation to economic support instruments                               | Revoke an economic support instrument for its local government area   |

| <b>Plumbing and Drainage Regulation 2019 (Qld)</b>            |  |
|---|--|
| <b>Section</b>  | <b>Cannot be delegated</b>   |
| 39 – Fast-track work declaration for a local government area  | Council may decide, by resolution, to declare permit work of a stated type to be fast-track permit work for its local government area (a fast-track work declaration).   |
| 40 – Fast-track opt-out declaration for local government area | Council may decide, by resolution, to declare that it will not deal with any applications relating to permits for work to be carried out in its local government area as fast-track applications (a fast-track opt-out declaration). |

| <b>Plumbing and Drainage Regulation 2019 (Qld)</b>                      |  |
|---|--|
| <b>Section</b>  | <b>Cannot be delegated</b>   |
| 71 - Local government declarations about remote areas and eligible work | Council may decide, by resolution to declare part of its local government area to be a remote area because of the area's remoteness from the local government's public office (a remote area declaration).   |
| 71 - Local government declarations about remote areas and eligible work | Council may decide, by resolution, to declare particular permit work carried out in a remote area to be eligible work if the local government considers the work is of a type that, even if not inspected, will not be likely to adversely affect public health or safety, or the environment. |

| <b>Public Health (Infection Control for Personal Appearance Services) Act 2003 (Qld) (PHICPASA)</b> |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 9 – Local government to administer Act  | Council may make a resolution about the fees payable to it for providing a service or taking action under the PHICPASA. |

| <b>Queensland Heritage Act 1992 (Qld)</b>  |  |
|--|--|
| <b>Section</b>   | <b>Cannot be delegated</b>   |
| 119 – Local government resolution to enter place in, or remove place from, local heritage register | Council may, by resolution, add or remove a place from its local heritage register in certain circumstances. |

| <b>Residential Services (Accreditation) Act 2002 (Qld)</b>      |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 29 – Notice of compliance with prescribed building requirements | Council may, by resolution, prescribe a fixed fee for a written application to Council by a person conducting, or who proposes to conduct, a residential service for a notice stating whether the relevant premises comply with the prescribed building requirements. |

| <b>South-East Queensland Water (Distribution and Retail Restructuring) Act 2009 (Qld)</b> |  |
|---|--|
| <b>Section</b>  | <b>Cannot be delegated</b>   |
| 28 – Power to amend by agreement  | If Council is a participant in a participation agreement for a distributor-retailer, Council may agree to an amendment of the agreement only if it has passed a resolution to that effect. |
| 34 – Councillor members   | A councillor-member's appointment to the board of a distributor-retailer ends if Council (and all other participating local governments) have agreed as such by resolution.                |

| <b>Stock Route Management Act 2002</b>               |  |
|--|--|
| <b>Section</b>                                       | <b>Cannot be delegated</b>   |
| 110 – Adopting a stock route network management plan | If the Minister is satisfied of the matters mentioned in section 109(2), the Minister must advise the local government that it may, by resolution, adopt the plan. |
| 114 – Amending a stock route management plan         | After considering the amended plan the Minister must advise the local government that the local government may by resolution amend the plan.                       |

| <b>Sunshine Coast Regional Council Local Law No. 1 (Administration) 2011</b> |   |
|--|---|
| <b>Section</b>   | <b>Cannot be delegated</b>  |
| 35 – Rewards   | The amount of any reward offered for information leading to the conviction of a person for an offence and the conditions on which the reward is payable must be decided by resolution of Council.   |
| 42 – Fees  | If a local law provides for payment of a fee, and does not itself fix the amount of the fee, the fee is to be fixed by resolution under Chapter 4, Part 2 of the Local Government Act. Such resolution may provide for the reimbursement of the fee in certain circumstances. |

| <b>Sunshine Coast Regional Council Local Law No. 2 (Animal Management) 2011</b> |  |
|---|--|
| <b>Section</b>  | <b>Cannot be delegated</b>   |
| 4A – Registration device  | Council must decide, by resolution, registration devices to be used to assist in identifying a cat (e.g. collar tags). |
| 4H – Duration of registration   | Council must prescribe a fixed period, by resolution, for the registration of cats.                                    |

| <b>Sunshine Coast Regional Council Local Law No. 3 (Community Health and Environmental Management) 2011</b> |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 7 – Emergency declarations  | Council may, by resolution, declare an animal or plant to be a local pest if it is satisfied that urgent action is needed to avoid or minimise an immediate risk of environmental harm posed by the relevant plant or animal. |

| <b>Sunshine Coast Regional Council Local Law No. 4 (Local Government Controlled Areas, Facilities, Infrastructure and Roads) 2011</b> |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 9 – Power to close a local government controlled area, facility or infrastructure   | Council may, by resolution, temporarily (and for a maximum of 6 months) close a Council controlled area or road to public access in certain circumstances.                            |
| 11 – Protected areas  | Council may, by resolution, delegate a Council controlled area or road or any part thereof as a protected area for the cultivation of vegetation or the protection of fauna or flora. |

| <b>Sustainable Planning Act 2009</b>                  |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 92 – Action local government may take after review    | After reviewing its planning scheme, Council may, by resolution: <ul style="list-style-type: none"> <li>(a) propose to prepare a new scheme; or</li> <li>(b) propose to amend the scheme; or</li> <li>(c) if Council is satisfied that the scheme is suitable to continue without amendment, decide to take no further action.</li> </ul> |
| 123 – Repealing temporary local planning instruments  | Council may, by resolution, repeal a temporary local planning instrument.   |
| 124 – Repealing planning scheme policies              | Council may, by resolution, repeal a planning scheme policy, other than a planning scheme policy that is replaced by another planning scheme policy.  |
| 399 – Who may carry out compliance assessment         | Council may nominate, by resolution, a suitable qualified entity to carry out compliance assessment for Council.  |
| 590 – Giving enforcement notices                      | If Council is the assessing authority, it may not delegate its power to give an enforcement notice ordering the demolition of a building.   |
| 598 – Proceeding brought in a representative capacity | Where a proceeding is brought in the Magistrates Court to prosecute a person on behalf of Council, Council must first provide its consent by resolution to the commencement of proceedings on its behalf.   |
| 602 – Proceeding brought in a representative capacity | Where a proceeding is brought in the court in relation to an enforcement order or interim enforcement order on behalf of Council, Council must first provide its consent by resolution to the commencement of proceedings on its behalf.  |
| 630 – Power to adopt charges by resolution            | Council may, by resolution, adopt charges for providing trunk infrastructure for development. This is defined as a 'charges resolution'.  |

| <b>Sustainable Planning Regulation 2009</b>                                     |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| Schedule 7 (Item 17) – Amenity and aesthetic impact of particular building work | Council may declare in its planning scheme or by resolution that building work for a building or structure is in a locality and of a form that may: <ul style="list-style-type: none"> <li>(a) have an extremely adverse effect on the amenity, or likely amenity, of the locality; or</li> <li>(b) be in extreme conflict with the character of the locality.</li> </ul> |

| <b>Transport Operations (Road Use Management) Act 1995 (Qld)</b> |  |
|--|--|
| <b>Section</b>   | <b>Cannot be delegated</b>   |
| 103 – Examples of how parking may be regulated                   | Council may, by local law or resolution, specify parking fees for a place or traffic area of the fee for: <ul style="list-style-type: none"> <li>(a) a disabled or other parking permit issued by Council; and</li> <li>(b) a commercial vehicle identification label allowing a vehicle to park in a loading zone.</li> </ul> |

| <b>Waste Reduction and Recycling Act 2011 (Qld)</b>                        |   |
|--|---|
| <b>Section</b>   | <b>Cannot be delegated</b>  |
| 125 – Adoption of plan following consultation<br>127 – Amendment of a plan | Council must adopt, by resolution, a waste reduction and recycling plan, or an amendment of a waste reduction and recycling plan, before the plan or amendment is implemented in its local government area. |

| <b>Waste Reduction and Recycling Regulation 2023 (Qld)</b> |  |
|--|--|
| <b>Section</b>   | <b>Cannot be delegated</b>   |
| 5 – Designation of areas                                   | Council may, by resolution, designate areas within its local government area in which Council may conduct general waste or green waste collection. |

| <b>Water Supply (Safety and Reliability) Act 2008 (Qld) (Water Supply Act)</b>  |   |
|---|---|
| <b>Section</b>  | <b>Cannot be delegated</b>  |
| 161 – Declaration of service area if Council supplies a reticulated water service or sewerage service in all or part of the local government area | Council may declare by resolution:<br>(a) all or part of its local government area to be a service area for a retail water service or a sewerage service; and<br>(b) the service provider for the service area.<br>Council may also amend the declaration, by resolution, to add an area to, or remove an area from, the service area (with the written agreement of the service provider). |
| 476 – Proceeding started in a representative capacity   | Where a proceeding for an enforcement order is commenced by a person on behalf of Council, Council must first provide its consent by resolution to the commencement of proceedings on its behalf.   |
| 498 – Proceeding brought in a representative capacity   | Where a proceeding for an offence against the Water Supply Act is commenced by a person on behalf of Council, Council must first provide its consent by resolution to the commencement of proceedings on its behalf.  |

APPENDIX A

Council Portfolio Responsibilities

Sunshine Coast Council's 2025 Portfolio Responsibilities are aligned with the goals of the Sunshine Coast Council Corporate Plan 2025–30. This document includes the portfolio name, Councillor designation, portfolio components and responsibilities and alignment to Council's key strategies.

| Portfolio Name              | Councillor Designation   | Portfolio Components   | Portfolio Responsibilities   | Key Strategy Alignment  |
|-----------------------------|--|--|--|---|
| Regional                    | <ul style="list-style-type: none"><li>Mayor Rosanna Natoli</li></ul>                                     | <ul style="list-style-type: none"><li>Region Shaping Projects and Regional Advocacy</li><li>Intergovernmental Relations</li></ul>  | <ul style="list-style-type: none"><li>Project oversight of region shaping projects, including the Brisbane 2032 Olympic and Paralympic Games; Maroochydore City Centre and the management of the commercial partnership associated with the operation of the Sunshine Coast Airport.</li><li>Advocacy and representation to other levels of government on policy and program matters; regional planning; and financing and funding of region shaping and other major projects.</li><li>Regional representation and engagement with the Prime Minister, Premier and Federal and State Government Ministers and other governments (including all aspects of international relations).</li></ul>  | <ul style="list-style-type: none"><li>All</li></ul>   |
| Strong Community            | <ul style="list-style-type: none"><li>Councillor David Law</li><li>Councillor Taylor Bunnag</li></ul>    | <ul style="list-style-type: none"><li>Community Development</li><li>Community support services and facilities</li><li>Community Sports and recreation</li><li>Arts and Heritage</li></ul>  | <ul style="list-style-type: none"><li>Community development policy, strategy and program development and delivery</li><li>Community grant programs</li><li>Community events including Horizon Festival</li><li>Libraries</li><li>Community facilities planning, management and development</li><li>Community sport and recreation facilities planning, management and development (excluding sport industry investment and development)</li><li>Relationship management with local sport and recreation organisations</li><li>Relationship management with representatives of the First Nations peoples</li><li>Reconciliation action planning and coordination of implementation</li><li>Multiculturalism</li><li>Sunshine Coast Arts Advisory Board</li><li>Arts and Heritage Levy</li><li>Arts and heritage program development and delivery</li><li>Arts and heritage facilities planning, management and development.</li></ul> | <ul style="list-style-type: none"><li>Sunshine Coast Community Strategy 2019-2041 (2024 refresh)</li></ul>  |
| Environment and Liveability | <ul style="list-style-type: none"><li>Councillor Maria Suarez</li><li>Councillor Tim Burns</li></ul>     | <ul style="list-style-type: none"><li>Environment and Liveability</li><li>Place development and design</li></ul>   | <ul style="list-style-type: none"><li>Environment and Liveability policy and strategy</li><li>Environment Levy</li><li>Conservation estate (acquisitions and management), environmental operations, coastal canals and waterways management and monitoring</li><li>Urban centres master planning and place making</li><li>Centres activation and revitalisation (excluding priority development areas)</li><li>Coordination of place making methodology and project reporting</li><li>Waste and resource management.</li></ul>   | <ul style="list-style-type: none"><li>Sunshine Coast Environment and Liveability Strategy (2023 edition)</li><li>Sunshine Coast Resource Recovery Strategy 2023</li><li>Coastal Hazard Adaptation Strategy 2021</li></ul> |
| Resilient Economy           | <ul style="list-style-type: none"><li>Councillor Terry Landsberg</li><li>Councillor Joe Natoli</li></ul> | <ul style="list-style-type: none"><li>Economic Development</li><li>Industry and local business development</li><li>Investment attraction and facilitation</li><li>Innovation (regional)</li><li>Tourism and Major Events</li></ul> | <ul style="list-style-type: none"><li>Economic development policy and strategy</li><li>Industry development</li><li>Investment attraction</li><li>Local business support services</li><li>Trade and export development programs</li><li>Collaborative Research and Digital Disruption</li><li>Economic Innovation initiatives</li><li>Relationship management with Visit Sunshine Coast and management of Funding Deed.</li><li>Sunshine Coast Major Events strategy implementation</li><li>Management of the Sunshine Coast Events Board and major events sponsorship and support.</li><li>Council programming and support arrangements for major events.</li></ul>   | <ul style="list-style-type: none"><li>Sunshine Coast Regional Economic Development Strategy 2013 - 2033 (2023 refresh)</li><li>Sunshine Coast Major Events Strategy 2018-2028 (2023 refresh)</li></ul>                    |

| APPENDIX A                       |  |  |   |   |
|----------------------------------|--|--|---|---|
|                                  |  |  | <ul style="list-style-type: none"><li>Holiday Parks.</li></ul>  |   |
| <b>Managing for Growth</b>       | <ul style="list-style-type: none"><li>Councillor Winston Johnston</li><li>Councillor Christian Dickson</li></ul> | <ul style="list-style-type: none"><li>Integrated Transport Planning and Delivery</li><li>Strategic Asset Management</li><li>Local Law Implementation</li><li>Strategic Land Use Planning and Development Assessment</li><li>Capital works Delivery</li></ul>   | <ul style="list-style-type: none"><li>Development assessment services and standards monitoring</li><li>Management, development and review of the Sunshine Coast Council Planning Scheme and input to regional planning instruments</li><li>Stormwater systems, network planning and operations</li><li>Development, delivery and monitoring of the annual core capital works program</li><li>Development, delivery and monitoring arrangements for Council's asset maintenance program</li><li>Local Laws implementation</li><li>Transport policy and strategy</li><li>Transport Levy</li><li>Transport corridor and network planning</li><li>Parking and traffic management strategies, solutions and service monitoring.</li></ul>  | <ul style="list-style-type: none"><li>Integrated Transport Strategy</li><li>Stormwater Management Strategy</li><li>Sunshine Coast Planning Scheme</li></ul> |
| <b>Organisational Excellence</b> | <ul style="list-style-type: none"><li>Councillor Ted Hungerford</li><li>Councillor Jenny Broderick</li></ul>     | <ul style="list-style-type: none"><li>Finance and Procurement</li><li>Civic Governance</li><li>Digital Information and Communication Services</li><li>Corporate Strategy and Policy</li><li>Audit, assurance and risk</li><li>Property Management</li><li>Councillor advisory</li><li>Customer Service</li></ul> | <ul style="list-style-type: none"><li>Council revenue policies and financing arrangements</li><li>Budget development and budget review arrangements.</li><li>Long term financial plan</li><li>Council's participation in Unitywater</li><li>Development, monitoring and review of the People Plan</li><li>Safety Management System and standards</li><li>Development and implementation of the Digital Plan and Information systems, standards and cybersecurity monitoring</li><li>Procurement policy and implementation</li><li>Property acquisitions, management and disposals</li><li>Council communication planning and delivery</li><li>Meeting Management services</li><li>Advisory and operational support to the Mayor and Councillors</li><li>Corporate Governance framework, corporate policy review process and monitoring</li><li>Audit Committee – support, management and monitoring performance</li><li>Corporate and Operational Plan development, monitoring and reporting</li><li>Performance monitoring systems and reporting, including service review program</li><li>Integration of strategies and Council input to external legislative and policy development processes and reviews</li><li>Insurance and Risk advisory services</li><li>Ethical standards and integrity reporting and compliance</li><li>Customer service standards and response</li><li>Monitoring Customer and community satisfaction levels.</li></ul> | <ul style="list-style-type: none"><li>Organisational Excellence Strategy</li></ul>  |



# Sunshine Coast Council 2025 Portfolio System and Protocols

## Introduction

### 1.0 Introduction

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

## Background

### 2.0 Relevant Statutory Provisions

- 2.1 Various provisions of the *Local Government Act 2009* are relevant to the portfolio system and its protocols, including:
  - (a) section 12 provides for the functions and responsibilities of Councillors and the additional responsibilities of the Mayor
  - (b) section 170 (1) and (2) provides that the Mayor may give directions to the Chief Executive Officer under limited circumstances and within specific parameters and
  - (c) section 170 (3) provides that no Councillor (including the Mayor) may give directions to any other council employee.

### 3.0 Role of Portfolio Councillors

- 3.1 In addition to their responsibilities as a Councillor under the *Local Government Act 2009*, Councillors as portfolio holders are required to:
  - (a) keep abreast of Council proposals, issues and activities which are relevant to their portfolio;
  - (b) act as the official Council spokesperson or representative on portfolio relevant matters; and
  - (c) provide input and advice to Council officers (but not direct Council officers) on portfolio relevant matters.
- 3.2 To this end, Portfolio Councillors should:
  - (a) be a key point of contact and engage with industry and community groups and associations on portfolio matters;
  - (b) ensure there is consistent communication and messaging on portfolio matters;
  - (c) participate in and, where approved or appropriate, lead any Council working groups or meetings formed in relation to relevant portfolio issues;
  - (d) provide advice and guidance to Council and the organisation on portfolio matters through participation, discussion and debate at Council meetings;
  - (e) keep the Mayor and the relevant Divisional Councillor (as appropriate)

fully informed on portfolio matters;

- (f) provide an elected representative's viewpoint and act as a sounding board for Executive Leadership Team Members and Managers on issues relating to the portfolio; and
- (g) generally champion the advancement of Council's key priorities and decisions relevant to their portfolio responsibilities.

**3.3** Portfolio Councillors do not hold any specific statutory or governance responsibilities related to their portfolio beyond those which they ordinarily hold as an elected Councillor.

**3.4** In discharging their responsibilities as Portfolio Councillors and consistent with their role under the *Local Government Act 2009*, Councillors should maintain a focus on strategic issues relevant to their portfolio, rather than the day to day operational matters.

**3.5** A Portfolio Councillor does not assume any of the roles, powers and functions assigned to the Mayor under the *Local Government Act 2009* unless delegated by the Mayor. This includes the portfolio responsibilities exclusively assigned to the Mayor, including Regional Advocacy and Intergovernmental Relations.

#### **4.0 Role of the Mayor in the Portfolio System**

**4.1** Specific responsibilities are assigned to the Mayor under section 12 (4) of the *Local Government Act 2009*. These are:

- (a) leading and managing meetings of the local government at which the Mayor is the chairperson, including managing the conduct of the participants at the meetings;
- (b) leading, managing, and providing strategic direction to, the Chief Executive Officer in order to achieve the high quality administration of the local government;
- (c) directing the chief executive officer in accordance with section 170 of the *Local Government Act 2009*;
- (d) conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);
- (e) ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;
- (f) being a member of each standing committee of the local government;
- (g) representing the local government at ceremonial or civic functions.

- 4.2 The Mayor undertakes a regional leadership and representational role consistent with the functions of that office. To this end, the Mayor assumes responsibilities (including as media spokesperson) for region shaping projects, regional advocacy and inter-governmental relations.
- 4.3 The Mayor's portfolio responsibilities for region shaping projects primarily focus on advocacy and representation to other levels of government and the community and investment sourcing.
- 4.4 Regional advocacy and inter-governmental relations (including all aspects of international relations) are the sole responsibility of the Mayor. Engagement with other levels of government at Ministerial level is to be managed at all times by the Mayor, consistent with the leadership and advocacy responsibilities of that role on behalf of the region. Relevant Portfolio Councillors should participate with the Mayor (where appropriate) in any advocacy and/or engagement activities with Federal and State Ministers on matters relating to specific portfolios.
- 4.5 The Mayor is typically the spokesperson on regional issues, which include but are not necessarily limited to:
  - (a) Matters of emergency (eg. floods, fires, cyclones, pandemics etc)
  - (b) Major reputation management
  - (c) State and/or Federal Government matters, policies, plans, initiatives and relationships
  - (d) Opening of major facilities
  - (e) Initiatives and projects of major regional significance
  - (f) Region wide planning matters
  - (g) Major events
  - (h) Major region-wide promotions
  - (i) National and international charity appeals
  - (j) General commentary on matters impacting on or relevant to, the community generally; matters of regional environmental significance; and the performance of the regional economy.

#### 5.0 Role of the Deputy Mayor in the Portfolio System

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

- 5.3** This aspect of the role of the Deputy Mayor is additional to any portfolio responsibilities assigned to the Deputy Mayor.

**6.0 Operating Protocols for the Portfolio System**

- 6.1** Portfolio Councillors will be appropriately supported by the organisation to enable them to:
- (a) be across the details of portfolio relevant proposals coming before Council;
  - (b) be well placed to present and advocate portfolio issues within the community;
  - (c) remain abreast of research and other developments relevant to their portfolio; and
  - (d) understand and communicate the implications of decisions by Council and other levels of government on portfolio matters.
- 6.2** Portfolio Councillors should be engaged by Executive Leadership Team members and Managers at the earliest opportunity:
- (a) on all portfolio relevant matters where there is an intention to develop a Council report;
  - (b) where it is proposed to conduct community engagement activities on a portfolio relevant matter; and/or
  - (c) on portfolio relevant matters which are likely to generate media or strong community interest.
- 6.3** In support of inclusive teamwork and co-operation between Portfolio Councillors and Council employees, Executive Leadership Team members should establish clear, open and regular communication with their Portfolio Councillors and involve key staff in these interactions as considered appropriate. Executive Leadership Team members should meet regularly with their Portfolio Councillors to ensure they remain abreast of current information, service issues and proposed response strategies.
- 6.4** Portfolio Councillors should be briefed by the relevant Executive Leadership Team member(s) and their managers on all portfolio relevant reports proposed to be considered by Council. A Portfolio Councillor should not seek to delay the progress of a report and must not direct the advice and recommendations in a report. The Portfolio Councillor does not have to support the recommendations in a report but should be aware a report is proposed for the Council Agenda and is fully briefed on the content, direction and proposals in the report.
- 6.5** Where a matter spans the responsibilities of more than one Portfolio Councillor, the relevant Portfolio Councillors shall engage with each other at the earliest opportunity on issues and matters which span their portfolio responsibilities.

## 7.0 Authorities and Limitations

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

## 8.0 Communication

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

# Minutes

## Audit Committee

**Monday, 19 May 2025**

**Sunshine Coast City Hall, 54 First Avenue, Maroochydore, Level 1, Eudlo Rooms**

### **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

19 MAY 2025

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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

19 MAY 2025

### 1 DECLARATION OF OPENING

The Chair declared the meeting open at 9:30am.

Councillor J 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             |
| Ms S Tindal             | External Member (Via Teams) |

#### COUNCIL OFFICERS

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  
 Coordinator Financial Accounting  
 Manager Asset Management  
 Manager Ethical Standards  
 Coordinator Corporate Risk & Insurance

#### APOLOGIES

Group Executive Customer and Planning Services

#### ATTENDEES

|                    |                         |
|--------------------|-------------------------|
| Engagement Manager | Queensland Audit Office |
| Engagement Leader  | Queensland Audit Office |

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

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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.

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**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

---

**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 Group**

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**EXECUTIVE SUMMARY**

**Audit Committee Meeting Minutes**

The items of business considered by the Committee at its 10 February 2025 meeting are summarised in agenda sequence and minutes. The Minutes of this meeting were presented to Council for consideration at its Ordinary Meeting on 27 February 2025.

**Audit Committee Resolutions and Action Items**

Recommendations and action items recorded at Audit Committee meetings refer to specific approvals, tasks, actions, or responsibilities assigned to individuals or teams.

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

**Committee Recommendation** (AC25/12)

**Moved:**            **P McCallum**

**Seconded:**       **S Tindal**

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

**Carried unanimously.**

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**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

---

**4.2      CHIEF EXECUTIVE OFFICERS UPDATE**

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

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**EXECUTIVE SUMMARY**

The Audit Committee receives a regular report from the Chief Executive Officer outlining Council's performance in progressing implementation of the Corporate Plan and associated annual Operational Plan.

This report is current as of 31 March 2025 and provides an overview of Council's:

- Financial performance.
- Capital Works Program.
- Operational Plan performance by exception.

**Committee Recommendation** (AC25/13)

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

*That the Audit Committee:*

- (a) *receive and note the report titled "Chief Executive Officers Update" and*
- (b) *note the Exception Report to the Audit Committee Operational Plan Activities, Quarter 3 2024-25.*

**Carried unanimously.**

---

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

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**4.3      FINANCE: ANNUAL FINANCIAL STATEMENT RISK AND PLANNING  
ASSESSMENT**

**File No:**                      **Audit Committee**  
**Author:**                    **Coordinator Financial Accounting**  
                                     **Business Performance Group**

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**EXECUTIVE SUMMARY**

Council has a statutory obligation to prepare General Purpose Financial Statements on an annual basis, culminating in audit certification in late October, before publication in Council's Annual Report.

In conjunction with Queensland Audit Office, Council endeavours each year to strengthen the quality control surrounding this process.

**Committee Recommendation** (AC25/14)

**Moved:**            **P McCallum**  
**Seconded:**      **Councillor E Hungerford**

*That the Audit Committee receive and note the report titled "Finance: Annual Financial Statement Risk and Planning Assessment."*

**Carried unanimously.**

---

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

**4.4 QUEENSLAND AUDIT OFFICE: FIRST INTERIM REPORT FOR 2024-25**

**File No:** Audit Committee

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

**EXECUTIVE SUMMARY**

The Queensland Audit Office conducted the First Interim Audit for the 2024-25 financial statement process during March 2025, and the First Interim Report.

In this phase, Queensland Audit Office assessed the design and implementation of Council's internal controls relevant to the financial report, and whether they are operating effectively. They assessed the key controls they intend to rely on in auditing Council's financial statements.

One new issue relating to payroll Masterfile changes was identified during the interim audit.

There is one (1) significant deficiency and eight (8) deficiencies outstanding from prior year(s).

Based on the results of Queensland Audit Office testing completed to date and the resolution of prior year issues, the auditors have determined Council's internal control environment supports an audit strategy where they can rely on Council's controls.

**Committee Recommendation** (AC25/15)

**Moved:** S Tindal

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the report titled "Queensland Audit Office: First Interim Report for 2024-25".*

**Carried unanimously.**



**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

**4.5 BUILT INFRASTRUCTURE/BUSINESS PERFORMANCE: ASSET MANAGEMENT PROGRAM UPDATE**

**File No:** Audit Committee  
**Author:** IT PMO Manager  
 Business Performance Group

**EXECUTIVE SUMMARY**

The Audit Committee has received progressive updates in relation to Council's asset management activities on a regular basis, with the last update in February 2025.

Previous update in February provided the Audit Committee with an overview of the re-set of the Asset Management program which outlined the transition to the Digital and Information Services IT Program Management Office to include the program as a deliverable within the capital program. Also to identify the key scope and review the existing progress of the previous program outcomes.

Key activities in progress since the February update are:

- Project Control Group meetings with Group Executives and key stakeholders has been established and held monthly.
- Budget is on track.
- Scope review and analysis has commenced on the following:
  - As-is processes review, asset delay recognition, fleet optimisation work, identification of the data sources - standardisation and cleansing and Inventory - First Phase on Properties.
- Pulse Action Items (79 individual identified) sourced from the previous asset external reports have been uploaded and will be progressively reviewed by the program team.
- High-level proposed approach and schedule has been developed based on the various phases to deliver the program over the next two to three years.

It is recommended that the Audit Committee endorse the proposed program phases as indicated in the asset management program update.

This update report will outline the activities to date including responses to the Audit Committee action items raised: Implementation plan including costs to date, proposed timelines, responsibility, and project governance processes.

**Committee Recommendation** (AC25/16)

**Moved:** Councillor J Broderick  
**Seconded:** P McCallum

*That the Audit Committee receive and note the report titled "Built Infrastructure/Business Performance: Asset Management Program Update".*

**Carried unanimously.**

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**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

---

**4.6      GOVERNANCE: INTEGRITY REPORT**

**File No:**                      **Audit Committee**  
**Author:**                    **Coordinator Integrity Management**  
                                     **Civic Governance Group**

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**EXECUTIVE SUMMARY**

Good governance 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 November 2024 include:

- Established a confidential reporting service, replacing the Faircall Hotline, offering staff the opportunity to escalate concerns relating to conduct matters to the Ethical Standards Branch for independent review.
- The Complaints Management Policy (Administrative Actions) considered and approved by Council.
- Continued the major review of the Employee Code of Conduct.
- Continued to progress with the implementation of the changes associated with the *Information Privacy and other Legislation Act 2023* (IPOLA).
- Development and implementation of Council's Artificial Intelligence Policy.

**Committee Recommendation** (AC25/17)

**Moved:**                    **S Tindal**  
**Seconded:**               **P McCallum**

*That the Audit Committee receive and note the report titled "Governance: Integrity Report".*

**Carried unanimously.**

---

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

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**4.7 GOVERNANCE: INTERNAL AUDIT PROGRAM OF WORK UPDATE**

**File No:** Audit Committee

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

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**EXECUTIVE SUMMARY**

**Summary of Reviews being undertaken in the Financial Year (FY) 2025**

- 1 review is in reporting
- 1 review is in fieldwork
- 2 reviews are in planning
- 2 Reviews are not started
- 5 Reviews are completed

**Reporting**

- 1 Report was reported at the 10 February 2025 Audit Committee Meeting
- 3 Reports are reported at the 19 May 2025 Audit Committee Meeting

**Committee Recommendation** (AC25/18)

**Moved:** Councillor E Hungerford

**Seconded:** P McCallum

*That the Audit Committee receive and note the report titled "Governance: Internal Audit Program of Work Update".*

**Carried unanimously.**

---

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**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

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**4.8      GOVERNANCE: PROPOSED INTERNAL AUDIT 2025-26 PROGRAM OF WORK**

**File No:**                      **Audit Committee**

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

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**EXECUTIVE SUMMARY**

Contemporary audit planning requires the head of internal audit to identify annually, audit topics on a strategic, cross-organisational and functional basis, drawing on risk management information.

The proposed 2025-2026 Internal Audit Program of Work has been developed in consultation with the Chief Executive Officer, Group Executives and business areas and aims to provide risk-based coverage for aspects of the operations of Council.

Whilst most audit topics in the proposed Program of Work are focused on assurance, there is provision for advisory services.

The format for the proposed Program of Work has been expanded this year to provide a more holistic view of the activities with which the Audit, Assurance and Risk Advisory Services Branch is involved.

Once considered by the Audit Committee and endorsed by Council, the Program of Work will become the operating plan for the Internal Audit team in the Audit, Assurance and Risk Advisory Services Branch.

**Committee Recommendation** (AC25/19)

**Moved:**                    **Councillor J Broderick**

**Seconded:**              **P McCallum**

*That the Audit Committee:*

- (a) *receive and note the report titled "Governance: Proposed Internal Audit 2025-26 Program of Work" and*
- (b) *recommend to Council that the Proposed FY2026 Program of Work be endorsed.*

**Carried unanimously.**

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

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**4.9 GOVERNANCE: RECOMMENDATION MONITORING**

**File No:** Audit Committee

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

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**EXECUTIVE SUMMARY**

At the start of Quarter 3, FY2025 (1 January 2025), there were 68 active audit recommendations.

**Committee Recommendation** (AC25/20)

**Moved:** Councillor E Hungerford

**Seconded:** S Tindal

*That the Audit Committee receive and note the report titled "Governance: Recommendation Monitoring".*

**Carried unanimously.**

---

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

**4.10 GOVERNANCE: INTERNAL AUDIT REPORT: GRANTS**

**File No:** Audit Committee

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

**EXECUTIVE SUMMARY**

The main focus of the audit was the overall governance framework and compliance with policy and guidelines across three signature grant programs administered by the Community Development Branch.

The following Grants programs were reviewed:

1. Community Grants Program
2. Community Partnership Funding Program
3. Sports Field maintenance Program.

**Committee Recommendation** (AC25/21)

**Moved:** Councillor J Broderick

**Seconded:** Councillor E Hungerford

*That the Audit Committee receive and note the report titled "Governance: Internal Audit Report: Grants".*

**Carried unanimously.**

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

**4.11 GOVERNANCE: INTERNAL AUDIT REPORT: CONTRACT MANAGEMENT AND DELEGATIONS REPORT**

**File No:** Audit Committee

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

**EXECUTIVE SUMMARY**

The audit focused on the corporate framework and contract management activities within 3 Groups: Liveability and Natural Assets, Built Infrastructure and Business Performance where contract values represent over 80% of the total spend on contracts.

Sunshine Coast Council has adopted the strategic contracting procedures in accordance with the *Local Government Regulation 2012*. Whilst procurement activities are substantially centralised, post award contract management activities are largely de-centralised and undertaken within each Group and Branch across Council.

**Committee Recommendation** (AC25/22)

**Moved:** S Tindal

**Seconded:** P McCallum

*That the Audit Committee receive and note the report titled "Governance: Internal Audit Report: Contract Management and Delegations Report".*

**Carried unanimously.**

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

**4.12 GOVERNANCE: INTERNAL AUDIT REPORT: CASH HANDLING REVIEW**

**File No:** Audit Committee

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

**EXECUTIVE SUMMARY**

There are thirteen counter staff across three central locations in Caloundra, Maroochydore and Nambour. Counter transactions are recorded in the cash receipting module of the T1 Property system and reconciled daily.

The control environment was reviewed including second line activities that ensure all cash is accounted for and banked intact and all cash balances and floats are maintained securely. The review also looked at cash handling activities in the context of the safety of staff involved.

**Committee Recommendation** (AC25/23)

**Moved:** Councillor E Hungerford

**Seconded:** Councillor J Broderick

*That the Audit Committee receive and note the report titled "Governance: Internal Audit Report: Cash Handling Review".*

**Carried unanimously.**



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**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

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**4.13      GOVERNANCE: STRATEGIC RISK UPDATE REPORT**

**File No:**                      **Audit Committee**  
**Author:**                    **Corporate Risk & Insurance Officer**  
                                     **Civic Governance Group**

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**EXECUTIVE SUMMARY**

Currently there are eleven strategic risks in Council's corporate risk register. Since December, the Risk team and the Acting Group Executive have been updating these risks with input from the Group Executives and Chief Executive Officer. To date, eight of the eleven risks have been circulated for review.

The format has been simplified and grouped in sets of two or three for review. Feedback from the Group Executives is incorporated with the risk updated before sending to the CEO for final review.

**Committee Recommendation** (AC25/24)

**Moved:**            **S Tindal**  
**Seconded:**      **Councillor J Broderick**

*That the Audit Committee receive and note the report titled "Governance: Strategic Risk Update Report".*

**Carried unanimously.**

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**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

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**4.14 STRATEGIC RISK DISCUSSION - FINANCIAL SUSTAINABILITY**

**File No:** Audit Committee

**Author:** Chief Executive Officer  
Office of the Chief Executive Officer

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**EXECUTIVE SUMMARY**

The strategic risk discussion on financial sustainability was a high-level dialogue aimed at identifying, assessing, and mitigating risks that could threaten an organisation's long-term financial health.

**Committee Recommendation** (AC25/25)

**Moved:** M Petrie

**Seconded:** P McCallum

*That the Audit Committee note the discussion held in relation to "Strategic Risk Discussion - Financial Sustainability".*

**Carried unanimously.**

---

**AUDIT COMMITTEE MINUTES**

**19 MAY 2025**

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**5 NEXT MEETING**

The next Audit Committee will be held on 1 September 2025.

**6 MEETING CLOSURE**

The meeting closed at 12:55pm.

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# FY2026 PROGRAM OF WORK

## FINAL DRAFT

### INTERNAL AUDIT

01 July 2025 to 30 June 2026

|             |                             |
|-------------|-----------------------------|
| Version     | FY2026 Program of Work v0.1 |
| Status      | FINAL DRAFT                 |
| Last update | 2025-05-08                  |
| Author      | Audit & Assurance           |

## Internal Audit FY2026 Program of Work

### Introduction

#### Context

The International Standards for the Professional Practice of Internal Auditing (the standard) define that a risk-based plan is to be established to determine the priorities of the internal audit activity, consistent with the council's goals.

Internal Audit team (IA) provides independent and objective, audit services and advice to management, and the Audit Committee (AC) over the operations, projects, initiatives, and activities that underpin the Sunshine Coast Council's delivery of its corporate plan and strategies.

Looking to increase the role and impact of IA, the Branch will:

|        |   |
|--------|---|
| FY2024 | <ul style="list-style-type: none"><li>• Encourage business to engage Audit &amp; Assurance for assurance activities</li><li>• Provide advisory internal audit services to add value</li></ul>   |
|        | <ul style="list-style-type: none"><li>• Continuing the use of external internal audit providers</li><li>• Working together with business to assess and manage risks, controls, and compliance obligations to enhance and protect the Council</li></ul>                            |
|        | <ul style="list-style-type: none"><li>• Leverage off internal audit reviews undertaken in FY2024</li><li>• Fully move to manage action plans as business area response</li></ul>  |
|        | <ul style="list-style-type: none"><li>• Continuing the use of external internal audit providers</li><li>• Working together with business to assess and manage risks, controls, and compliance obligations to enhance and protect the Council</li></ul>                            |
| FY2025 | <ul style="list-style-type: none"><li>• Ensure internal audit review have value and are impactful</li><li>• Ensure key risks of the organisation are being addressed</li></ul>  |
|        | <ul style="list-style-type: none"><li>• Continue to provide advisory internal audit services, when requested, to add value</li><li>• Working together with business to assess and manage risks, controls, and compliance obligations to enhance and protect the Council</li></ul> |
| FY2026 | <ul style="list-style-type: none"><li>• Ensure internal audit review have value and are impactful</li><li>• Ensure key risks of the organisation are being addressed</li></ul>  |
|        | <ul style="list-style-type: none"><li>• Continue to provide advisory internal audit services, when requested, to add value</li><li>• Working together with business to assess and manage risks, controls, and compliance obligations to enhance and protect the Council</li></ul> |

IA is looking to increase the insights provided to the CEO across the council, and to increase the value and impact of our work within the business areas.

In this context IA seeks to provide advice and support for business processes and internal controls to strengthen the control environment. There will be opportunities to:

- deliver real time "audit" insights over key projects/reforms, focus reviews in areas of higher risk, leveraging on the work undertaken by the risk management team
- complete key compliance audit reviews
- respond to business needs for audit, process, and internal control advice
- drive an improved internal control environment through education, self-assessment, and advice.

#### How the internal audit topics are chosen

To identify the areas of focus for audit, the following activities were performed:

- Continuing with themed, Council wide and auditing service enabler areas
- Discussion on the audit universe within the team and insights provided
- Formal discussions with the Chief Executive Officer and Group Executives (and Branch Managers if required)

## Internal Audit FY2026 Program of Work

Internal Audit team (IA) will for FY2028 continue our system of **Substitutions, Deferrals, Additions and Reallocations** needing to be documented for any changes to the FY2026 Program of Work. If a program change is required during the year and IA/Senior Management assessment agrees it is to be added to the Program; capacity will be reviewed, and a current review assessed as being of lower risk or importance will be substituted/replaced.

### What are the internal audit topics?

Each audit review topic has been overlaid against the Strategic Risk Register to provide the risk context for the audit. Further, initial scoping considerations are outlined to provide the context of the high-level objectives for the audit. The detail of the audit area will be defined at the time of detailed audit planning.

Not all individual audit topics are directly reflected in the strategic risk register or the group/branch risk registers. This is due to the difference in the risk levels being assessed.

IA activity may be separated into six (6) types being:

- **Insights** – mini-reviews to perform a quick health-check, take the pulse of any project, process or activity and deliver an insight report(s) to SCC Council, CEO and ELT.
- **IA Reviews** - Base level compliance reviews focused on core elements of the internal control environment. Conduct end-to end process walkthrough; then testing or sampling of transactions. Identify opportunities for process or control improvement.
- **IA Services** – Audit and/or advisory based services over initiatives/business processes designed to add value by assessing the effectiveness and efficiency of the project/process. Engagement through a variety of methods such as up-front advice, health checks or on-going monitoring and real time feedback (i.e. following along & acting as a touch point).
- **Program and Project Audit** – reviewing that major projects are managed to deliver the intended benefits, are on time and on budget.
- **Control Environment Initiatives** – continuous improvement program of activities, tasks, events, and actions that should be undertaken and reviewed at regular intervals to ensure progress is being made and that standards are increasing.
- **Audit Administration and IA projects** – activity or project work that is internally focused to the IA function, it is not performed with a "client" focus.

### ***Three lines of defence***

## Internal Audit FY2026 Program of Work

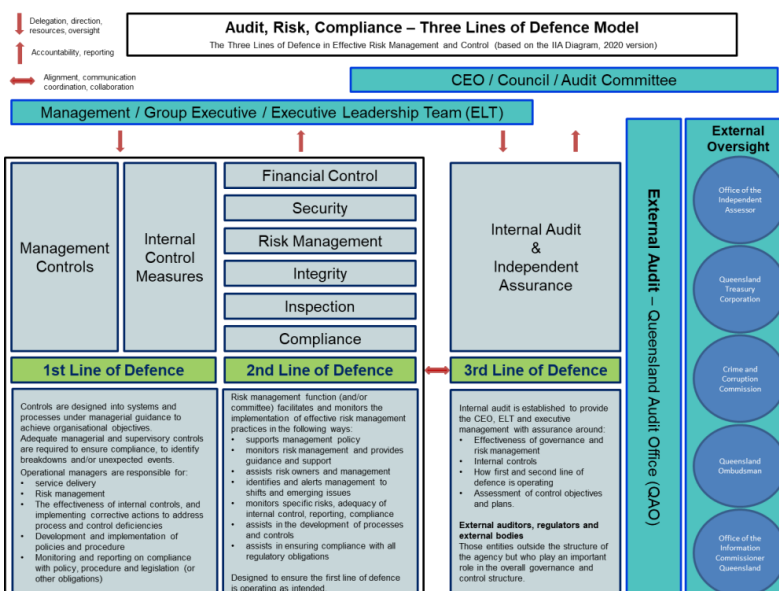
The program of work linkage with the three lines of defence provides line of sight to the Audit Committee (AC) and management of the ways in which key process areas are controlled and risks mitigated.

**First Line of Defence** is by the business units. Control assurance at this level is primarily obtained through segregation of duties, control self-assessment, monitoring and reporting.

**Second Line of Defence** includes management and internal oversight functions.

**Third Line of Defence** is independent assurance.

This relates to a third-party evaluation of the effectiveness of management systems and/or specific controls. It also includes the activities performed by IA, independent specialist auditors, other IA functions and external audit.



### Connecting with Risk Management (RM)

IA uses the RM strategic risk register as a key input into defining its focus and activities. This input is influenced by the maturity of the council's risk management framework.

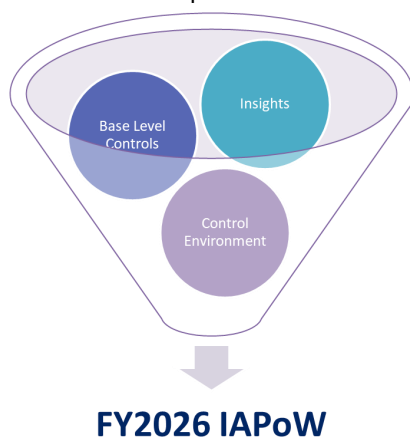
Group/branch risk registers will also be reviewed, where available.



## Internal Audit FY2026 Program of Work

### Value of Internal Audit Activities

**Base Level Controls** – compliance reviews focused on providing fundamental audit review over



core elements, activities, and functions. Audit will assess the baseline of internal controls for both financial and non-financial.

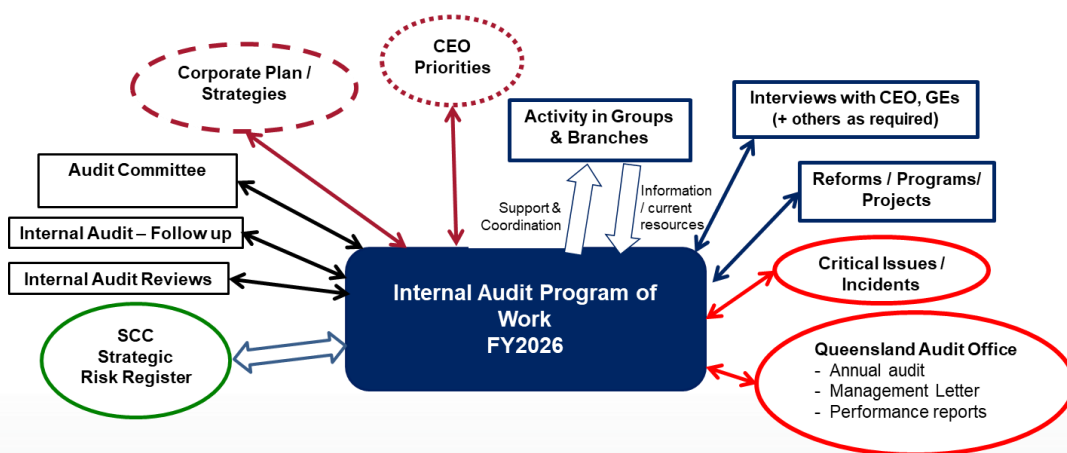
**Insight** – formative reviews designed to be more forward-looking and aware, briefer and more layered, more visual and dynamic. Forward-looking, insightful reports focus on the risks and issues of most concern to stakeholders.

**Control Environment** – Internal audit will assess the set of standards, processes, and structures that provide the basis for carrying out internal control across the council.

### Key Drivers and Inputs

To develop the full year program of work for FY2024 a robust process was undertaken to consider various drivers, inputs, and sources to define the program of work.

#### Inputs into the Financial Year 2026 (FY26) Program



List of Key Inputs

Final Draft

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## Internal Audit FY2026 Program of Work

- **Core** – systems, processes, functions, and compliance coverage – ensure that the program of work includes coverage/assurance across the SCC's core activities and processes
- **Governance, Risk and Compliance (GRC)** – good practice to meet requirements of good governance, risk, and compliance.
- **Risks** and risk management – stakeholders require adequate and effective mitigation strategies over strategic and operational risks to reduce both the likelihood of these risks occurring and the consequences. Reviews on the associated business operations, projects and activities are considered.
- **CEO Priorities (CEO)** – key priorities that will make council even better and enhance living on the Sunshine Coast.
- **Projects, Programs and Reforms (PPR)** – Assurance that key initiatives are managed and on track to deliver quality, on time and on budget outcomes. It is important for audit to engage with the projects, programs and/or reforms from the early stages of business case, through benefits identification, mobilisation, execution and closure.
- **Requests SCC & AC (RMA)** – we meet with all members of SCC ELT to understand the key objectives which they rely on and areas where they would value audit. Interviews will be used to validate the inclusion in the program of reviews driven by risks and coverage of key process areas, plus identified additional potential reviews. Together with the SCC corporate plan and strategies
- **Internal Audit Analysis (IA)** –IA uses its professional judgement and understanding of SCC, its risks, good practice expectations and other relevant information to identify areas for internal audits. Plus, may be for follow-up audit requirements.
- **Statutory Obligation and/or Requirement (SOR)**– Statutory or right to access/use obligation or requirement. I.e. Annual access review for or rates.

Audit requirements identified through the above drivers were considered for inclusion in the program. Audit then discusses the proposed program with the CEO, ELT and the AC to balance audit needs with available resources.

## Internal Audit FY2026 Program of Work

### PROPOSED FY2026 REVIEWS

| Ref                      | Review title  | Key Input#           | Provider            | Description  | Work Days | Start Quarter |
|--------------------------|---|----------------------|---------------------|--|-----------|---------------|
| <b>2025-2026 Reviews</b> |   |                      |                     |  |           |               |
| 26-01                    | <b>External</b> - Cherbourg Aboriginal Shire Council  | Special              | Internal            | AUDIT TBC, to be discussed and agreed with Cherbourg management  | 30        | TBC           |
| 26-02                    | <b>Built Infrastructure</b> - Tree Mgmt. review follow-up   | SR6/SR7              | Internal            | Follow up to the Tree management review in December 2022   | 15        | TBC           |
| 26-03                    | <b>Council Wide</b> - Compliance Chain of Responsibility (Heavy Vehicle National Law)                                     | SR7, SOR, Risk       | Internal/ Co-source | Key areas including Safety & Regulatory Compliance, - Driver & Vehicle Safety, Training & Competency, and Emergency Response Preparedness  | 35        | TBC           |
| 26-04                    | <b>Business Performance</b> - Supplier Arrangements (Procurement) i.e. Trade and General Maintenance Supplier arrangement | Core, GRC, SR1       | Internal            | Procurement and contract management. Multiple panels of suppliers. To be discussed and scoped through discussion with Procurement Team. look at a specific arrangement (e.g. Property Maintenance) in terms of how the contract was being managed - economy, efficiency and effectiveness. | 30        | Q3-Q4         |
| 26-05                    | <b>Business Performance</b> - Accounts payable  | Core, GRC, SR1       | Internal            | Creditor payment system, creation and changes. May look at accuracy and reliability, compliance with regulations, fraud risk, etcetera.  | 30        | TBC           |
| 26-06                    | <b>Economic &amp; Community Development</b> - Holiday Parks   | SR1, Core, GRC, Risk | Internal            | Holiday parks are managed under separate management agreements and earn commission on revenue collected. Materiality of revenue (\$20M+)   | 40        | TBC           |
| 26-07                    | <b>Customer &amp; Planning Services</b> - Infrastructure charges  | Core, GRC, SR1       | Internal            | Infrastructure charges are raised against development applications for the provision of trunk infrastructure which supports growth across large neighbourhoods and catchments specifically around transport, stormwater, park and community networks.                                      | 30        | TBC           |
| <b>FY2026 Reviews</b>    |   |                      |                     |  | Sub-Total | 210           |

## Internal Audit FY2026 Program of Work

| Ref  | Review title   | Key Input#           | Provider            | Description   | Work Days | Start Quarter |
|--|--|----------------------|---------------------|---|-----------|---------------|
| Possible Alternative Reviews (may be substituted into program if their risk profile changes) |  |                      |                     |   |           |               |
| 25-alt   | <b>Economic &amp; Community Development</b><br><b>Liveability &amp; Natural Assets</b><br>Rates – Compliance, where required either revenue, or expenditure, or both | Core, GRC            | Outsource           | Review each year on an area relating to council rates:<br>• Environment Levy (\$12.6M) - FY2026<br>• Special and Heritage (\$3M) - FY2026   | 30        | FY27          |
| 25-alt   | <b>Business Performance</b><br><b>Built Infrastructure</b><br>Asset Management Discovery Project   | Core, GRC            | Internal            | Project Health Check of the project reviewing the enterprise asset management process.  | 20        | FY27          |
| 25-alt   | <b>Built Infrastructure</b><br>Paid parking or Carpark operations (e.g. Brisbane Road)   | Core, GRC, SR1       | Internal            | Operations of the council carparks. Policy and procedures and operational controls in place and operating effectively. Revenue collection processes, etc<br>Encompasses all paid parking machines. QAO has raised a deficiency, their review of the reconciliations between parking revenue (per the TechOne general ledger) and the parking meter management system identified unreconciled amounts. | 35        | FY27          |
| 25-alt   | <b>Liveability &amp; Natural Assets</b><br>Waste management continuity of services   | Core, GRC, SR1       | Internal            | Review adequacy of business continuity for waste services. Contract review and associated controls to ensure continuity of services   | 35        | FY27          |
| 25-alt   | <b>Economic &amp; Community Development</b><br>Aquatic Centres   | SR1, Core, GRC, Risk | Internal /Outsource | Lease management, asset management & safety aspects.  | 35        | FY27          |
| 25-alt   | <b>Customer &amp; Planning Services</b><br>Development Compliance  | Core, Risk           | Internal            | Development Compliance communications, processes procedures, record keeping, response management, stakeholder engagement, KPIs, and closure criteria.   | 35        | FY27          |

## Internal Audit FY2026 Program of Work

| Ref  | Review title  | Key Input | Provider | Description  | Work Days | Start Quarter |
|--|---|-----------|----------|--|-----------|---------------|
| <b>Internal Audit - Control Environment Initiatives / Administrative Tasks</b> |   |           |          |  |           |               |
| 26-80  | IA Quality Assurance and Continuous Improvement Program (QAIP)              | Core      | Internal | Independent assurance for compliance   | 10        | 1-4           |
| 26-81  | Fraud Prevention/Control Program  | Core      | Internal | Support and advisory assistance.   | 10        | 1-4           |
| 26-82  | Management Initiated Services   | Core      | Internal | Services provided or reviews undertaken by Internal Audit specifically at the request of management. | 20        | 1-4           |
| 26-90  | Audit Committee attendance, paper preparation, issues reporting & follow-up | Core      | Internal |  | 25        | 1-4           |
| 26-91  | Preparation Planning for FY2025   | Core      | Internal |  | 20        | Q3-4          |
| 26-92  | Quality Assurance Reviews   | Core      | Internal |  | 10        | Q1-4          |
|  | <b>Internal Audit Activities</b>  |           |          | <b>Sub Total</b>   | <b>95</b> |               |

### SUMMARY for FY2026

|                                  |            |  |
|----------------------------------|------------|--|
| <b>FY2026 Reviews</b>            | <b>210</b> |  |
| <b>Internal Audit Activities</b> | <b>95</b>  |  |
| <b>Total for Year</b>            | <b>355</b> |  |

## Internal Audit FY2026 Program of Work

### Resources available

The combined co-sourced IA function has the following resources available to deliver the reviews (total available time less estimated leave, training and other non-review time).

| Resources   | Days Planned | FY2026 Days Available    |
|---|--------------|--------------------------|
| Estimated/Planned Work Effort in Days   | 355          |                          |
| <i>A: Audit and Assurance – Internal Days</i>                                   |              | 251                      |
| <i>B: Internal Audit and Risk Service Provider – External Days<sup>++</sup></i> |              | 85 <sup>&amp;&amp;</sup> |
| <b>Total Available Days = A + B</b>   |              | 336                      |
| <b>FY2026 Days Available</b>  | 336          | 336                      |
| <b>Additional Days Available (surplus)</b>                                      | 0            |                          |
| <b>Additional Days Required<sup>\$\$</sup> (shortage)</b>                       | 19           |                          |

<sup>++</sup> Service provider days based on average daily rate of \$1,500 approximately.

### Notes:

- If a management request is received or if a business change occurs during the year and IA assessment deems it to be required to be added to the Program; capacity will be reviewed, and a current review assessed as being of lower risk or importance will be substituted/replaced.
- <sup>++</sup> If additional external days were required would need budgetary approval
- <sup>\$\$</sup> Days required will be found within current available work-days and from savings (plus any under and over estimations)
- <sup>&&</sup> provided an estimated equivalent amount of work days (3 reviews by 25-28 days)

## Internal Audit FY2026 Program of Work

### 3-Year indicative audit program

| Group  | FY2026   | FY2027  | FY2028   | FY2029  |
|--|--|---|--|---|
| Council Wide                                       | Compliance Chain of Responsibility (Heavy Vehicle National Law)  | Rates Compliance - General Rates/ Arts & Heritage/Special Levies      |  | Secondary Employment Policy and Compliance Review               |
| Civic Governance                                   |  |   |  |   |
|  | Account payable<br>Supplier Arrangements (Procurement) i.e. Trade and General Maintenance Supplier arrangement |   | Useful asset lives & depreciation  | Procurement Controls – end to end<br>P-Card controls follow-up  |
| Built Infrastructure                               | Tree Mgmt. review follow-up  | Asset Management Discovery Project<br>Paid parking/Parking Operations | Capitalisation of the road reseal program<br>Asset handover and recognition of Constructed Assets (Capitalisation) |   |
| Liveability & Natural Assets                       |  | Waste management continuity of services                               | Enterprise WHS Contractor Services - Safety Management System  |   |
| Economic and Community Development                 | Holiday Parks  | Aquatic Centres   |  |   |
| Customer & Planning Services                       | Infrastructure charges   | Development Compliance  |  | Disaster Recovery and Business Continuity of DA computer system |
| External Support                                   | Cherbourg Aboriginal Shire Council   | Cherbourg Aboriginal Shire Council                                    | Cherbourg Aboriginal Shire Council   | Cherbourg Aboriginal Shire Council                              |
| Audit Activities & Control Environment Initiatives | As per program of work (time permitting)   | As per program of work (time permitting)                              | As per program of work (time permitting)   | As per program of work (time permitting)                        |
|  | 7<br>(other Reviews to be considered)<br>Max = 6 to 8  | 7<br>(other Reviews to be considered)<br>Max = 6 to 8                 | 5<br>(other Reviews to be considered)<br>Max = 6 to 8  | 5<br>(other Reviews to be considered)<br>Max = 6 to 8           |

#### Legend: (Current Group)

LaNA = Liveability & Natural Assets  
ECD = Economic & Community Development  
SCC = Council Wide  
CG = Civic Governance

BI = Built Infrastructure  
BP = Business Performance  
CPS = Customer & Planning Services

**NOTE:** names will change post structural realignment

## Internal Audit FY2026 Program of Work

### Strategic Risks

| Strategic Risk (SR) Register |   |
|------------------------------|---|
| SR Ref                       | Risk  |
| 1                            | Inability to achieve and maintain financially sustainable operations, asset management and service delivery to the community into the future                                    |
| 2                            | Inability to reduce emissions, adapt and respond to extreme weather conditions, climate impacts   |
| 3                            | Failure to provide and maintain infrastructure to agreed standards and to meet population growth  |
| 4                            | Failure to plan and manage the impacts of rapid population growth on livability and natural environment   |
| 5                            | Failure to deliver on key community and economic strategies and projects  |
| 6                            | Inadequate corporate governance and internal controls to support a culture that effectively manages fraud prevention or ethical conduct, compliance, and performance            |
| 7                            | Oversight in processes to ensure the safety and wellbeing of our community, staff and contractors that result in fatality, damages, and reputational loss                       |
| 8                            | Culture not aligned to values which lead to inappropriate behaviours and adverse performance  |
| 9                            | Lack of preparedness for significant disruptions to the ability to service the needs of the community, including through an act of terrorism and or natural disasters/pandemics |
| 10                           | Inability to maintain sufficient and ongoing protection against unauthorised or erroneous access to computer systems and data   |
| 11                           | Major projects fail to deliver desired outcomes and value for money due to oversight and capability   |



## Internal Audit FY2026 Program of Work

### Control Environment Initiatives:

We would like to begin to introduce a conceptual framework to enhance IA, its role, performance, and value to the business. The goal is to lift the impact and effect of IA on the business and establish a program of continuous improvement.

To achieve this, proposed initiatives for FY2025 are run alongside the Program of Work.

Time permitting these are the activities and initiatives that we would like to start and progress:

| Initiative:<br><i>Led by Internal Audit</i>               | Outputs/outcomes   |
|---|--|
| Baseline controls education                               | <ul style="list-style-type: none"> <li>Series of training sessions with financial and other teams across council.</li> <li>Increased awareness of risk and controls and an improvement in the control environment (together with Risk Management Team)</li> </ul>  |
| Connectivity with Executive                               | <ul style="list-style-type: none"> <li>Feedback to Internal Audit team on issues, challenges, concerns and areas where Internal Audit can assist the business</li> <li>Influence of Executive to seek Internal Audit opinion, views and audit</li> <li>Flexibility in Internal Audit Program demonstrated through changes made to respond to business needs</li> </ul> |
| Internal Audit methodology and reporting templates review | <ul style="list-style-type: none"> <li>Regular review and update for continuous improvement opportunities, resulting in more effective Internal Audit delivery</li> </ul>  |
| Trend/maturity analysis                                   | <ul style="list-style-type: none"> <li>Analysis of Internal Audit reports and other intelligence gained through interaction with the business, to identify themes and issues that require consideration by Internal Audit.</li> </ul>  |
| Client satisfaction questionnaire (CSQ) feedback          | <ul style="list-style-type: none"> <li>Feedback obtained from auditee/sponsor on Internal Audit reviews, summarised and considered by the Internal Audit team for action where required; reported to Audit Committee 6 monthly</li> </ul>  |
| Develop assurance maps/audit universe                     | <ul style="list-style-type: none"> <li>Robust set of assurance maps for business units, providing effective overview of sources of assurance over key risks, controls, processes</li> </ul>  |
| Auditors from the business                                | <ul style="list-style-type: none"> <li>Identified &amp; use guest auditors from the business in review teams</li> <li>Improved awareness of risks and controls within the business</li> </ul>  |
| Controls self-assessment (CSA) process                    | <ul style="list-style-type: none"> <li>Introduce entry-level CSAs into selected areas of the business.</li> </ul>  |
| Project implementation audit framework                    | <ul style="list-style-type: none"> <li>Develop as part of the Project/Program Management Framework</li> <li>Greater level of timely audit over key projects</li> </ul>   |
| Develop partnership with our IARSPs                       | <ul style="list-style-type: none"> <li>Using our Internal Audit and Risk Service providers (IARSPs) to support IA services to the SCC</li> <li>Utilise IARSPs range of skills to extend the range of reviews IA</li> </ul>   |
| Quality assurance of Audit engagements                    | <ul style="list-style-type: none"> <li>More robust application of internal audit methodology, higher quality delivery of results, compliance with good practice standards</li> </ul>   |

## Internal Audit FY2026 Program of Work

## FULL LIST OF INTERNAL AUDITS UNDER CONSIDERATION

| Ref                 | Review title  | Key Input#      | Provider            | Description   | Days | Year |
|---------------------|---|-----------------|---------------------|---|------|------|
| <b>Council Wide</b> |   |                 |                     |   |      |      |
|                     | Leave and Allowance Recording and Processes                           | Core, GRC       | Internal            | Related to payroll review and work PEAK may be doing  | 40   | FY26 |
|                     | Gifts and Benefits policy and procedures                              | Core, GRC       | Internal            | To assess the design adequacy and operating effectiveness of key controls in relation to Gifts and Benefits policy and procedures   | 40   | FY27 |
|                     | Asset handover and recognition of Constructed Assets (Capitalisation) | SR11, SR1, Risk | Internal            | Look at a completed major project/projects, asset handover process/commissioning, physical verification and reconciliation to Confirm and Financial Asset Register.<br>Continued problems with accuracy and completeness of asset registers. Impact on financial sustainability | 35   | FY25 |
|                     | Asset handover and recognition of Contributed Assets (Capitalisation) | SR11, SR1, Risk | Internal            | Look at a completed major project/projects, asset handover process/commissioning, physical verification and reconciliation to Confirm and Financial Asset Register. Accuracy and completeness of asset register, financial sustainability                                       | 35   | FY25 |
|                     | Asset Management Discovery Project                                    | Core, GRC       | Internal            | Project Health Check of the project reviewing the enterprise asset management process.  | 20   | New  |
|                     | Councillor discretionary spend  | Core, GRC, Risk | Internal            | Review policies, procedures, Allocation, usage and acquittal of this spend  | 30   | New  |
|                     | Compliance Chain of Responsibility (Heavy Vehicle National Law)       | SR7, SOR, Risk  | Internal /Co-source | Key areas:<br>- Safety & Regulatory Compliance<br>- Driver & Vehicle Safety, Training & Competency<br>- Emergency Response Preparedness   | 30   |      |
|                     | Compliance with Electrical Safety testing                             | SOR, Risk       | Internal /Co-source | Review of compliance, flagged to ELT. Changes to Community leases, and inspection/condition assessments. Key areas:<br>- Legal and Regulatory Compliance, Risk<br>- Workplace Safety<br>- Equipment Reliability, Preventive Maintenance   | 30   | FY28 |
|                     |   |                 |                     |   |      |      |

## Internal Audit FY2026 Program of Work

| Ref                         | Review title  | Key Input       | Provider | Description   | Days | Year |
|-----------------------------|---|-----------------|----------|---|------|------|
| <b>Built Infrastructure</b> |   |                 |          |   |      |      |
|                             | Tree Mgmt. review follow-up                         | SR6, SR7        | Internal | Follow up the Tree management review (Dec 2022)   | 15   | FY25 |
|                             | Plant Hire Processes and procedures                 | GRC, Risk       | Internal | . Provide assurance that processes, procedures, and controls surrounding Council plant hire.  | 30   | FY27 |
|                             | Other areas of Fleet Vehicle Processes and procures | Core, GRC, Risk | Internal | Review of SCC owned vehicle management (vehicle booking and return, logbook maintenance, compliance with policies, fuel card and general maintenance of vehicles). Operational items: driver training fatigue management and infringements.   | 35   | FY27 |
|                             | Carpark operations (e.g. Brisbane Road)             | SR1, Core       | Internal | Operations of the council carparks. Policy and procedures and operational controls in place and operating effectively. Revenue collection, etc  | 30   | FY26 |
|                             | Capitalisation of the road reseal program           | SR11, SR1, Risk | Internal | Review completed projects, asset process, physical verification and reconciliation (accuracy & completeness) to Confirm and Financial Asset Registers. Impact on financial sustainability   | 35   | FY28 |
|                             | Paid parking  | Core, GRC, SR1  | Internal | Encompasses all paid parking machines. This includes machines that accept various payment methods (cash, cards, and mobile phone apps), their operational functionality, the backend systems that support these operations, and the reconciliation processes for financial transactions.<br><br>QAO has raised a deficiency, their review of the reconciliations between parking revenue (per the TechOne general ledger) and the parking meter management system identified unreconciled amounts. While management are aware of the reconciliation variances, the cause of the discrepancy is unknown. | 40   | New  |
|                             |   |                 |          |   |      |      |

## Internal Audit FY2026 Program of Work

| Ref                         | Review title  | Key Input      | Provider | Description   | Days | Year                                 |
|-----------------------------|---|----------------|----------|---|------|--------------------------------------|
| <b>Business Performance</b> |   |                |          |   |      |                                      |
|                             | Payroll Process Audit   | Core, GRC, SR1 | Internal | May be a series of reviews?<br>Can be a placeholder in case a review is required.<br>May be useful to undertake a project health check on the HRIS replacement system.<br>To assess the design adequacy and operating effectiveness of key controls in relation to Payroll<br>To be defined based in conjunction with third Party reviews being undertake (i.e. PEAK) | 60   | FY24<br>FY25<br>FY26<br>FY27<br>FY28 |
|                             | Procurement Controls – end to end   | Core, GRC, SR1 | Internal | Effectiveness of controls in managing procurement. Compliance with procurement policy (e.g. Vendor selection, shortlisting ad etc.)<br>Follow on from past reviews to look at imbedding changes work.   | 45   | FY28                                 |
|                             | Useful asset lives & depreciation   | Core, GRC, SR1 | Internal | Review of recent exercise in Finance and asset custodians (depends on what QAO are doing)?<br>Determine what QAO will look at to avoid duplication  | 40   | FY26                                 |
|                             | Facilities management 10 years since last audit   | Core, GRC, SR1 | Internal | Facilities management helps ensure the functionality, comfort, safety and efficiency of buildings and grounds, infrastructure and real estate.  | 35   | FY26                                 |
|                             | Supplier Arrangements (Procurement) i.e. Trade and General Maintenance Supplier arrangement                         | Core, GRC, SR1 | Internal | Procurement and contract management. Multiple panels of suppliers. To be discussed and scoped through discussion with Procurement Team  | 30   | New                                  |
|                             | Accounts payable  | Core, GRC, SR1 | Internal | Creditor payment system, creation and changes. May look at accuracy and reliability, compliance with regulations, fraud risk, etcetera.   | 30   | New                                  |
|                             | Payroll Discovery Project   | Core, GRC      | Internal | Project Health Check of the project, including HRIS system search   | 20   | New                                  |
|                             | Purchase-Card controls follow-up  | Core, GRC      | Internal | Review of the controls, policy, procedural changes resulting from the recent fraud.   | 20   | New                                  |
|                             | Business Performance – DIS Project Management Methodology & Delivery - (include OPEX Projects and Council Programs) | SR11, SR6, GRC | Internal | Management of projects is key to providing value for money and demonstrating sound stewardship in program delivery. The objective of the audit is to assess the effectiveness of the project management framework and controls to support the delivery of projects, including governance, risk and compliance with the policy and procedures.                         | 35   |                                      |
|                             |   |                |          |   |      |                                      |

## Internal Audit FY2026 Program of Work

| Ref                                     | Review title  | Key Input       | Provider | Description   | Days | Year |
|---|---|-----------------|----------|---|------|------|
| <b>Customer &amp; Planning Services</b> |   |                 |          |   |      |      |
|   | Secondary Employment Policy and Compliance Review               | Core, GRC       | Internal | With tougher economic times staff are seeking secondary employment more often. COI and risks to business need to be assessed to support staff to economically   | 30   | FY28 |
|   | Disaster Recovery and Business Continuity of DA computer system | Core, GRC, Risk | Internal | To assess the effectiveness and efficiency of systems, processes and controls surrounding the DA computer system. Requirements for high availability.   | 30   | FY26 |
|   | Pest and Vector Management                                      | Core, Risk      | Internal | Mosquito and vermin control. Efficiency of program delivery, legislative compliance, safety and associated contract management activities.  | 35   | FY27 |
|   | Development Compliance  | Core, Risk      | Internal | Development Compliance communications, processes procedures, record keeping, response management, stakeholder engagement, KPIs, and management criteria.  | 35   | New  |
|   | Infrastructure charges  | Core, GRC, SR1  | Internal | Infrastructure charges are raised against development applications for the provision of trunk infrastructure which supports growth across large neighbourhoods and catchments specifically around transport, stormwater, park and community networks.<br>Materiality of capital revenue (\$29M) | 30   | New  |
|   |   |                 |          |   |      |      |

| Ref                     | Review title                                 | Key Input | Provider | Description   | Days | Year |
|-------------------------|--|-----------|----------|---|------|------|
| <b>Civic Governance</b> |  |           |          |   |      |      |
|                         | Fraud and Corruption Control Self-Assessment |           |          | Determine the organisation's overall position in relation to fraud control and compliance with better practice and standards using the QAO's (Nov 2023) self-assessment tool.<br><br>New QAO tool developed to assess overall fraud control environment in Local Councils. Would be useful exercise for the new Manager Ethical Standards | 30   | FY?? |
|                         |  |           |          |   |      |      |

## Internal Audit FY2026 Program of Work

| Ref                                     | Review title   | Key Input       | Provider            | Description   | Days | Year |
|---|--|-----------------|---------------------|---|------|------|
| <b>Liveability &amp; Natural Assets</b> |  |                 |                     |   |      |      |
|   | Waste management continuity of services  | Core, GRC, SR1  | Internal            | Review adequacy of business continuity for waste services. Contract review and associated controls to ensure continuity of services   | 35   | FY26 |
|   | Environmental/sustainability claims  | SR2, Risk       | TBC                 | Post-scoping exercise in FY2025.<br>Challenge the commitments being made by management. Meeting the right protocols and adjusting those commitments as new protocols that are announced e.g. by the UN, or others.<br>Check to see that progress and performance are being reported accurately and consistently internally, and that appropriate metrics are being fully, accurately and honestly reported externally with appropriate context. | 30   | FY?? |
|   | Capital projects management and contracting  | SR11, SR1, Risk | Internal            | Policy, procedure, criteria, and methodology used to manage and source contracts for major projects. The objective of the audit is to assess the effectiveness of the project management framework and controls to support the delivery of projects, including governance, risk and compliance with the policy and procedures.  | 35   | FY?? |
|   | Capital Works Prioritisation Methodology   | SR1, SR11, Risk | Internal /Co-source | Criteria and methodology used to identify and prioritise major projects into the capital works program.<br>High \$s and efficacy issues. Deferred in 2022 by Mgt  | 30   | FY?? |
|   | Waste recycling  | SR2, Risk       | TBC                 | Elements of procurement and contract management and performance (WH&S?)<br>Not reviewed in over 10 years, sustainability is a strategic objective. QAO performance audit.   | 35   | FY28 |
|   | WHS Contractor Services - Safety Management System (based on FY25 audit work, this should become a Health Check) | SR7, SOR, Risk  | Internal /Co-source | Project Health Check of the roll-out or post-implementation review of the new Contractor Safety Management System.<br>Provide assurance that processes, procedures, and controls surrounding Council WHS program are in place and operating with evidence contractors. How does contractor acquit their WHS to Council  | 20   | New  |
|   | Waste Contract Evaluation & Tender Award   | SOR, Risk       | Internal /Co-source | Waste Collection Contract - Evaluation and award of tender in accordance  | 30   | FY27 |
|   |  |                 |                     |   |      |      |

## Internal Audit FY2026 Program of Work

| Ref                                       | Review title               | Key Input            | Provider | Description   | Days | Year |
|---|----------------------------|----------------------|----------|---|------|------|
| <b>Economic and Community Development</b> |                            |                      |          |   |      |      |
|   | Review of HORIZON Festival | Core, GRC            | Internal | <p>Provide assurance that processes, procedures and controls surrounding the program are in place and operating.</p> <p>Ranges of areas could be cover:</p> <ul style="list-style-type: none"> <li>• Procurement</li> <li>• Contracts</li> <li>• Venues</li> <li>• Security and WHS</li> <li>• Revenue and Accounting Controls... Etc.</li> </ul> | 35   | FY?? |
|   | Staff Retention            | Core, GRC            | Internal | Framework to improve Staff Retention is operational and working effectively   | 30   | FY27 |
|   | Aquatic Centres            | SR1, Core, GRC, Risk | Internal | Lease management, asset management and safety aspects.  | 40   | FY26 |
|   | Holiday Parks              | SR1, Core, GRC, Risk | Internal | <p>Holiday parks are managed under separate management agreements and earn commission on revenue collected.</p> <p>Materiality of revenue (\$20M+)</p>  | 45   | New  |
|   |                            |                      |          |   |      |      |

## Internal Audit FY2026 Program of Work

## FY2025 YEAR's RESULT

| Ref                         | Review title / Description   | Key Input#                | Provider       | Group            | Comment   |
|-----------------------------|--|---------------------------|----------------|------------------|---|
| COMPLETED 2024-2025 Reviews |  |                           |                |                  |   |
| 24-03                       | <b>RPEQ review</b> / Assess that the Sunshine Coast Council has the key components, obligations, regulations, and requirements of a framework governing engineering practices  | SR3/<br>SR6               | Minter Ellison | Council wide     | Stage 2 reporting underway. Will be complete by 30 June.  |
| 24-05                       | <b>Council Wide Contract management</b> / Key controls and processes are working to ensure appropriate and compliant contract management. Plus, Contract delegations   | SR3<br>SR6<br>SR9<br>Core | Internal       | Council wide     | COMPLETED   |
| 25-01                       | <b>Rates</b> / Transport Levy - Compliance with levy requirements, where required revenue, expenditure, or both.   | GRC,<br>Risk              | BDO            | BP               | COMPLETED   |
| 25-02                       | <b>External - Cherbourg Aboriginal Shire Council / AUDIT REVIEW 2025</b>   | CEO                       | Internal       | External Council | COMPLETED   |
| 25-03                       | <b>Environmental/sustainability claims</b> / <u>Scoping exercise</u> looking at reporting and measurement criteria frameworks.   | SR2,<br>Risk              | Internal       | Council wide     | Will be complete by 30 June.                              |
| 24-05                       | <b>Capital Works Program Development</b> / To be scoped with management input. Key areas: - Model Check / Case Study - Evaluation Check - Methodology and Business Case process - Prioritisation   | SR1,<br>SR11,<br>Risk     | External       | LaNA             | Will be complete by 30 June.                              |
| 25-08                       | <b>Cash Handling Review</b> / cash handling activities within the three Customer Contact Centres in the Customer Response Branch. To ensure all cash is accounted for and banked intact, etc.  | SR6,<br>SR7               | Internal       | CPS              | COMPLETED   |
| 25-09                       | <b>Grants review</b> / Review Grant processes and acquittals. Follow-up of CCC review recommendations  | SR5,<br>GRC               | Internal       | ECD              | COMPLETED   |
| 25-09                       | <b>Sponsorships review</b> / Review Sponsorship processes and acquittals.  | SR5,<br>GRC               | Internal       | ECD              | Will be complete by 30 June.                              |
| 25-10                       | <b>Compliance Chain of Responsibility (Heavy Vehicle National Law)</b> / Key areas: - Safety & Regulatory Compliance: - Driver & Vehicle Safety, Training & Competency: - Emergency Response Preparedness  | SR7,<br>SOR,<br>Risk      | Internal       | BI               | Will be started by 30 June. And completed in early FY2026 |
| 25-11                       | <b>DIS Project Management Methodology &amp; Delivery</b> / Assess the effectiveness of the project management framework and controls to support the delivery of projects, including governance, risk and compliance with the policy and procedures | SR11,<br>SR6,<br>GRC      | Internal       | BP               | May not have time to complete, may need to be DEFERRED.   |



## Internal Audit FY2026 Program of Work

## REMOVED – FY2025

| Ref   | Review title / Description  | Key Input#                  | Provider               | Group | Comment   |
|-------|---|-----------------------------|------------------------|-------|---|
| 24-09 | Asset management process and systems Follow along the project for Asset Management Transformation.  | SR1/<br>SR3/<br>SR6/<br>PPR | Internal               | BI    | Superseded by Asset Management Program Review currently underway  |
| 25-04 | Payroll Audit / placeholder if needed to assess the design adequacy and operating effectiveness of key controls in relation to Payroll. May be a follow-up review of prior audits | SR6/<br>Core,<br>SOR        | Internal/<br>Co-source | BP    | Was a placeholder audit.<br>Given Payroll Discovery Project, with possible changes it would be better to review after implementation. |

## DEFERRED – FY2025

| Ref   | Review title / Description  | Key Input#            | Provider               | Group   | Comment   |
|-------|---|-----------------------|------------------------|---------|---|
| 24-08 | Tree Management Follow-up / Follow up to the Tree management review in December 2022  | SR6/<br>SR7           | Internal               | BI      | Deferred until June 2025. Review will start in FY26 to allow Parks & Gardens to complete work as scheduled for 30 June 2025   |
| 25-06 | Asset handover and recognition of Constructed/Contributed Assets (Capitalisation) / Look at a completed major project/projects, asset handover process/commissioning, physical verification, and reconciliation to Confirm and Financial Asset Register | SR11,<br>SR1,<br>Risk | Internal               | LaNA/BI | Management review currently underway will define new process and procedures. It would be better to review them after they have been implemented. Will review need to undertake an audit.                                    |
| 25-07 | WHS of Contractor Services / Provide assurance that processes, procedures, and controls surrounding Council WHS program are in place and operating with evidence contractors  | SR7,<br>SOR,<br>Risk  | Internal/<br>Co-source | LaNA    | Review covered by work during Contract Management review - reviewed WHS advisor's work, Contractor's SMS pilot work and contract management of Contractor WHS. Maybe undertake a Project Health Check of pilot and rollout. |