



# **AGENDA**

## **Planning & Organisation Committee Meeting**

**Tuesday, 18 August 2015**

**commencing at 1.30pm**

**Committee Room, 9 Pelican Street, Tewantin**

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**Committee: Crs Joe Jurisevic (Chair), Noel Playford, Tony Wellington, Frank Wilkie**

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*“Engagement with our community to protect and enhance our lifestyle”*

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**PLANNING & INFRASTRUCTURE DEPARTMENT REPORTS***(Planning & Development Sections only)***Building and Plumbing Services****1 BUILDING STATISTICS JANUARY TO JUNE 2015**

**Author** Building and Plumbing Officer, Paul Riley  
Planning & Infrastructure Department

**Index** ECM /Subject /Building and Plumbing Management /Building Relaxations

**Attachments** Nil

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**EXECUTIVE SUMMARY**

Not applicable.

**RECOMMENDATION**

That Council note the report by the Building and Plumbing Officer to the Planning & Organisation Committee Meeting dated 18 August 2015 providing the quarterly statistics on decisions in relation to building relaxations and comparisons with the previous quarter statistics.

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**REPORT**

The purpose of this report is to provide Council with statistics with regard to building relaxation applications. The statistics provided within this report cover the period from 1 January 2015 to 30 June 2015.

**Background**

Council's Building and Plumbing Services area has the responsibility for the management and assessment of building applications as the referral agency assessor. The decision process for these applications is undertaken with the intent to meet the requirements within the Noosa Planning Scheme, and includes assessment against the Detached House Code and Building Works Code and in some circumstances Queensland Development Code - MP1.2.

**Referral Agency Building Activities (RAB)**

Council's Building and Plumbing Team review RAB applications on behalf of Council. These activities include the assessment requirements for design and siting which covers boundary encroachments and site cover provisions for single dwellings and associated buildings on all residential land.

**Process Review**

The Building and Plumbing Branch has implemented a more consistent approach across all activities and functions. This includes a revised assessment approach using new templates in reviewing RAB applications.

This new approach has resulted in a greater number of applications being issued with conditions, as shown in the table below. Conditions are placed on applications to ensure any development design reflects all the applicable performance provisions of the relevant Code for the life of the development.

The table below provides details on the applications received and reviewed during the previous two quarterly periods. Key statistics are highlighted as follows.

**Quarterly Referral Agency (RAB) Statistics**

<b>Quarterly Referral Agency (RAB) Statistics</b>	<b>1 July to 30 Sept 2014</b>	<b>1 Oct to 31 Dec 2014</b>	<b>1 Jan to 31 March 2015</b>	<b>1 Apr 1 to 30 June 2015</b>
<b>Total applications received</b>	46	44	44	60
<b>Application Stage</b> Applications received waiting assessment.	2	0	0	0
<b>Undecided applications</b> Applications which are still at information request stage: Application lodged and information request sent by Council to applicant and waiting reply.	5	3	3	5
<b>Cancelled Applications</b> Applications cancelled at the request of the Applicant.	1	3	3	3
<b>Approved without conditions:</b> Properly made applications with only minor issues (e.g.; landscaping, balustrading, dual road frontage), all of which are in line with the performance outcomes of Planning Scheme.	28	6	0	0
<b>Approved with conditions</b> Applications approved which require advice and monitoring to ensure particular outcomes of the Planning Scheme are met.	10	31	38	50
<b>Refused applications</b> Application refused: Application does not meet the requirements of the Planning Scheme, e.g. detached house code, Queensland development code and building works code.	1	1	0	2
<b>Appealed applications</b> Council's decision process called up at the State Government Building Development Dispute Resolution Tribunal.	0	0	0	0

**Finance**

Nil.



**Consultation**

**Internal Consultation**

Nil.

**External Consultation**

Nil.

Departments/Sections Consulted:

- Community Services**  
 Disaster Management & Public Order  
 Waste & Environmental Health  
 Community Facilities  
 Cultural Facilities

- Planning & Infrastructure**  
 Building & Plumbing Services  
 DA Planning  
 Strategic Land Use Planning  
 Asset Design & Investigations  
 Asset Planning  
 Civil Operations  
 Environment

- Executive Office**  
 Community Engagement  
 Customer Service  
 Executive Support  
 Governance  
 Human Resources

- Corporate Services**  
 Finance  
 ICT  
 Procurement & Fleet  
 Property & Facilities  
 Revenue Services

**DA Planning & Environment**

**2 APPLICATION FOR MATERIAL CHANGE OF USE OF USE FOR A COMMERCIAL BUSINESS TYPE 1 OFFICE AND OPERATIONAL WORKS FOR LANDS FOR LANDSCAPING SITUATED AT 168 NOOSA PARADE, NOOSAVILLE MCU15/0038 & OPW15/0072**

**Author** Development Planner, Jack Lewis  
 Planning & Infrastructure Department

**Index** ECM / Application / MCU15/0038 & OPW15/0072

**Attachments** 1. Proposal Plan  
 2. Existing Layout Plans

<b>APPLICATION DETAILS</b>	
Applicant	Dowling & Neylan Real Estate C/- Martoo Consulting
Proposal	Development Permit for Material Change of Use for a Commercial Business Type 1 – Office; and Development Permit for Operational Works – Landscaping
Properly Made Date	13 May 2015
Information Request Date	27 May 2015
Information Response Date	26 June 2015
Decision Due Date	21 September 2015
Number of Submissions	Nil
<b>PROPERTY DETAILS</b>	
Property Address	168 Noosa Parade, Noosaville
RP Description	Lot 1 on BUP13572
Land Area	Tenancy 1 - 202m <sup>2</sup> Total site - 1,085m <sup>2</sup>
Existing Use of Land	Medical Centre
<b>STATUTORY DETAILS</b>	
SEQRP Designation	Urban Footprint
Locality	Noosaville
Zone	Attached Housing
Overlays	Natural Hazards (Flooding & Acid Sulfate Soils)
Assessment Type	Impact

**RECOMMENDATION**

That Council note the report by the Development Planner to the Planning & Organisation Committee Meeting dated 18 August 2015 regarding Application No. MCU15/0038 & OPW15/0072 for a Development Permit for Commercial Business Type 1 - Office & Operational Works for Landscaping situated at 168 Noosa Parade, Noosaville and

- A. Approve the application in accordance with the following conditions:

**Development Permit for Material Change of Use****When Conditions must be Complied With**

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

**Approved Plans**

2. Development undertaken in accordance with this approval must generally comply with the approved plans of development. The approved plans are listed in the following table unless otherwise amended by these conditions.

Plan No.	Rev.	Plan/Document Name	Date
1 of 10	I	3D Views drawn by <i>Mandy's Design &amp; Drafting</i>	June 2015
7 of 10	I	Proposed Site Plan 2 drawn by <i>Mandy's Design &amp; Drafting</i>	June 2015
8 of 10	I	Proposed Ground Floor drawn by <i>Mandy's Design &amp; Drafting</i>	June 2015
9 of 10	I	Proposed Upper Floor drawn by <i>Mandy's Design &amp; Drafting</i>	June 2015
10 of 10	I	Elevations drawn by <i>Mandy's Design &amp; Drafting</i>	June 2015

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

**Amenity**

4. The development must not create detrimental impacts on the amenity of the area due to the creation of excessive noise, odour nuisance or other emissions.

**Approved Use**

5. The approved use must not operate outside the hours of 7:00am to 7:00pm.

**Performance Bond**

6. Security in the form of a cash bond or trading bank guarantee to the sum of **\$5,000** must be submitted to Council, to secure performance of all conditions of the Material Change of Use and associated Operational Works approvals, prior to the issue of a Development Permit for Building Works. The cash bond or trading bank guarantee will be returned on performance of the conditions of approval less any costs incurred by Council in respect of enforcing performance of this permit. Council reserves the right to call upon the bond or guaranteed sum to effect compliance with conditions.

**Building Appearance**

7. All mechanical equipment and other service infrastructure located on the site must be fully enclosed or screened such that they are not visible from the street frontages nor adjoining properties.
8. All signage shall comply with the relevant provisions of the Advertising Devices Code, with the total signage area not exceeding 10m<sup>2</sup>.

**Development Permit for Operational Works (Landscaping)****Approved Plans**

1. Development undertaken in accordance with this approval must generally comply with the approved plans of development. The approved plans are listed in the following table unless otherwise amended by these conditions.

Plan No.	Rev.	Plan/Document Name	Date
1 of 4	A	Landscape Plan drawn by <i>Outside Noosa</i>	19/06/2015
2 of 4	A	Landscape General Notes drawn by <i>Outside Noosa</i>	19/06/2015
3 of 4	A	Planting Schedule and Images drawn by <i>Outside Noosa</i>	19/06/2015
4 of 4	A	Landscape Softscape Details drawn by <i>Outside Noosa</i>	19/06/2015

**Landscaping**

2. Landscaping must be located in a position that will not adversely affect Council infrastructure or access to the infrastructure. Landscape works must not interfere with vehicle and pedestrian sight distances.
3. All landscaping to be planted and maintained in accordance with Planning Scheme Policy 3 – *Landscaping Plants and Guidelines*.
4. Grassed areas must be:
- rolled, top dressed and joined smoothly with adjoining surfaces.
  - of species sustainable for local and design conditions and do not require irrigation.
  - free of disease, pest, weeds, rock and debris.
5. New street tree planting must:
- meet *NATSPEC Guidelines: Specifying Trees* requirements for quality.
  - be pruned in accordance with *AS 4373, Pruning of Amenity Trees*.
  - be of the approved plan species.
  - be pest and disease free.
6. Prior to felling or pruning, all trees are to be checked for wildlife. If wildlife is present, the tree must not be felled or pruned until the wildlife has left the tree.
7. Vegetation removal or pruning must be undertaken in an environmentally sensitive manner to avoid damaging surrounding vegetation, trees and habitat. Removed vegetation is to be processed by one of the following methods:
- Processing through a wood-chipper.
  - Disposed of in a council approved refuse tip.
  - Used for landscaping purposes.
- B. Find the following are sufficient grounds to justify the decision despite the conflict with the Planning Scheme:
- The development involves the reuse of an existing commercial building approved for a medical centre fronting a major road; and
  - The development will not result in any significant additional impacts on the residential amenity of the area.

REPORT

1. PROPOSAL

The application seeks approval to convert a tenancy within an existing medical centre at 168 Noosa Parade, Noosaville to a Commercial Business Type 1 – Office. The subject tenancy is located within a standalone building in the western part of the site and is proposed to be used as a real estate agency. The eastern building is to remain as a medical centre.

The proposal will involve internal renovations to the 190m<sup>2</sup> gross floor area building including new reception, offices, meeting and training rooms. External renovations include extending an awning over the pathway along the southern side of the building, as well as updating the façade and windows to a more contemporary design. No additional gross floor area is proposed.

The applicant indicates the tenancy to be used by the support staff (administration, accounts, reception and property manager) as well as a base for sales staff and will operate Monday to Friday at normal business hours (9am – 5pm) with reduced hours and staff numbers on Saturdays. The applicant also seeks approval to alter the existing landscaping on site, however does not propose any additional signage.

The application is before Council, because an office use is inconsistent within the Attached Housing zone. The locality and proposed site plan is included below as **Figures 1 & 2**, with further plans included as **Attachment 1**.



Figure 1 Locality Plan of 168 Noosa Parade, Noosaville, with zoning overlaid.

## NOOSA PARADE

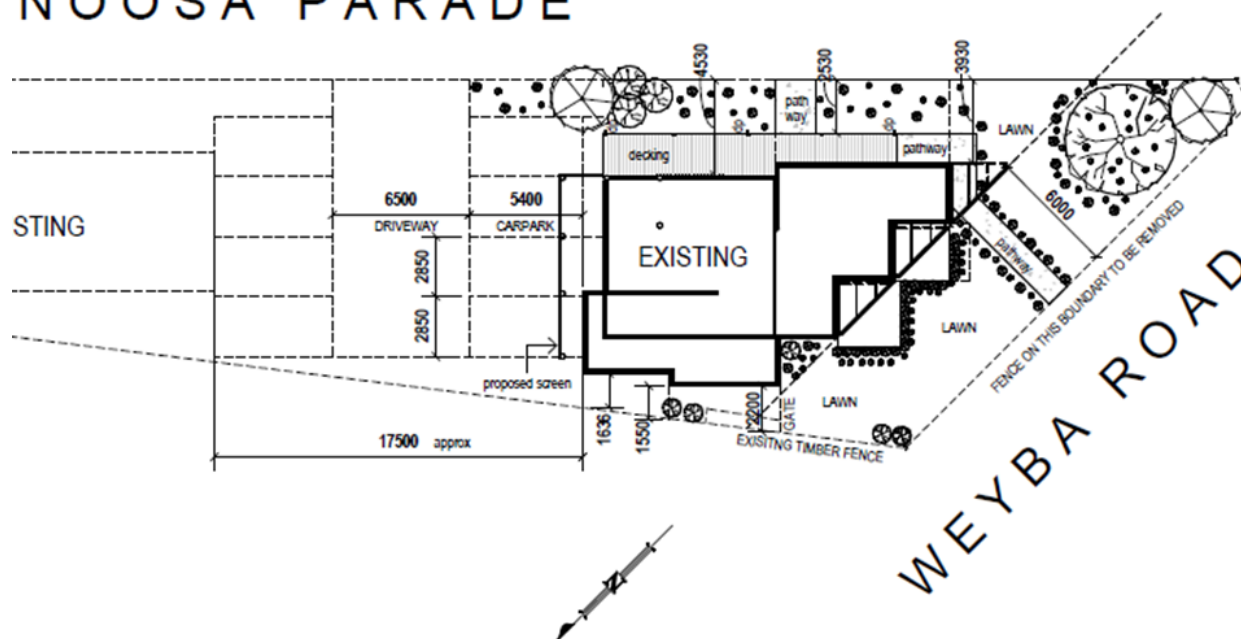


Figure 2 Proposed Site Plan

## 2. SITE DETAILS

### 2.1. Background

On the 30 January 1992, Council approved a Medical Centre on the 1,085m<sup>2</sup> site (TPC 2404). The development is constructed of rendered masonry block with areas of timber cladding and glass blocks. The development utilises several curved colourbond roof forms across the building and two car parking areas are provided on site. The western building has been used by a number of health care professionals since the original approval and the eastern building is currently occupied by a dentist.

On the 27 November 2012, Council issued a Show Cause Notice for illegal building works to the subject tenancy. The works included an additional 20m<sup>2</sup> of gross floor area and filled in existing terraces and parts of the carparking area creating additional medical consultation rooms. The previous owners subsequently removed the illegal works, complying with the orders of the Show Cause Notice.

A copy of the existing approved layout of the building is included as **Attachment 2**.

### 2.2. Site Description

The site is situated on the eastern side of the Noosa Parade and Weyba Road roundabout intersection. There is substantial existing vegetation within the south western corner of the site, which screens much of the existing building.

There are 2 driveway accesses from the Noosa Drive frontage to the site. The most western access and car park is located between the two buildings and provides car parking for 8 vehicles. The eastern access and car park is located on the eastern portion of the site and provides car parking for 4 vehicles.

### 2.3. Surrounding Land Uses

The site is located in the Noosaville locality and the surrounding area is characterised by a mix of larger unit developments. The existing uses that immediately surround the subject site comprise the following:

To the north:	'Noosa Place' 21 unit residential complex
To the south (across the road):	Weyba Creek
To the west (opposite the site):	'Coco Bay' 23 unit residential complex.
To the east:	'Noosa Keys' 15 unit residential complex.

## 3. ASSESSMENT

### 3.1. Instruments for Statutory Assessment

Under the *Sustainable Planning Act 2009* the application must be assessed against each of the following statutory planning instruments to the extent they are relevant to the development:

- State Planning Policies;
- The South East Queensland Regional Plan;
- State Planning Regulatory Provisions; and
- The Noosa Plan.

Of these, the statutory planning instruments relevant to this application are discussed in the sections that follow.

### 3.2. State and Other Statutory Instruments

#### State Planning Policies

The change of use does not trigger separate assessment against the State Planning Policy.

#### South East Queensland (SEQ) Regional Plan 2009 - 2031

The site is located within the Urban Footprint area the SEQ Regional Plan. The proposal is consistent with the regional policies and regulatory provisions of the SEQ Regional Plan.

### 3.3. Statutory Instruments – Planning Scheme

The subject site is located in the Noosaville Locality and is zoned Attached Housing. The proposed use is identified as inconsistent within the zone and is required to follow an impact assessable application process.

#### Locality Provisions

The proposed office raises conflicts with the Noosaville Locality Code as it is identified as an inconsistent use within the Attached Housing zone. The Outcomes of the Code seek to ensure new uses avoid impacts on the residential amenity of the area. Given the conflict, the applicant must demonstrate sufficient grounds to support the development in accordance with Section 329 of the *Sustainable Planning Act 2009*. The applicant provides the following grounds in support of the proposal:

- *The proposal involves the reuse of an existing building that was approved for use as a medical centre.*
- *An office is a similar use to that of a medical centre;*
- *No significant new building works are required to accommodate the use on the site;*
- *The proposed transfer of one business use to another will not result in further impacts on adjoining neighbours; and*



- *The use will be generally limited to day time operations and will not be reliant on passing traffic for business. Clients will generally attend the site by appointment and the use will not generate high volumes of traffic.*

The applicant's grounds are noted and generally agreed to. The site has been used continuously as a medical centre since the 1990s and part of the site will continue to be used for this purpose. The proposed office will operate with similar impacts to that of a medical centre and will not adversely affect the surrounding residential amenity as the use is contained in the existing building fronting Noosa Parade.

#### Land Use & Works Provisions

The following codes which regulate land use and design are most applicable to this application:

- Noosaville Locality Code;
- Business Uses Code;
- Landscaping Code; and
- *Engineering Works Codes*

The application has been assessed against each of the above applicable codes and generally complies with each code. Further discussion is provided below in respect to carparking and landscaping.

#### *Carparking*

Carparking is shared between both buildings on the site, with the existing approval providing 12 carparking spaces for the medical centre, with 6 carparking spaces generally attributed to each building. The Noosa Plan now requires carparking for both medical centres and offices at the rate of 1 space per 20m<sup>2</sup> for a development of this size.

Given the proposal is for a similar intensity commercial use within an existing building and does not increase the area of the tenancy, the onsite carparking area is considered adequate for this land use. There are also a number of on-street carparking spaces in the Noosa Parade frontage to accommodate any overflow carparking without impacting on the road network, consistent with the Outcomes of the Driveways and Carparking Code.

#### *Landscaping*

The applicant intends to rejuvenate the existing landscaping on site and has prepared a detailed landscape plan for the site, including:

- Removal of the existing fence along Weyba Road;
- New pedestrian pathway connecting Noosa Parade to Weyba Road through the site;
- Reinforcement plantings along Noosa Parade frontage with a mixture of trees and shrub species; and
- Retention of existing native feature trees.

An additional 12 x 45L native tree species are proposed within the street frontages to assist in lessening the building's bulk. The proposed landscaping will supplement and enhance the existing significant trees on site consistent with the Outcomes of the Landscaping Code.

#### Overlay Provisions

The site is mapped as being affected by the Natural Hazards (Flooding and Acid Sulfate Soils) Overlay. The proposal is for the re-use of the existing building with no significant earthworks or the existing floor levels altered. The proposal will not compromise the safety of users to the site and meets the relevant Outcomes of the Overlay Codes.



**4. CONSULTATION**

**4.1. IDAS Referral Agencies**

Not Applicable.

**4.2. Public Notification**

The application was publicly notified for 15 business days in accordance with the *Sustainable Planning Act 2009*. No submissions were received.

**5. CONCLUSION**

The proposed office use within an existing medical centre tenancy raises conflicts with the consistent uses identified for the Attached Housing residential zone. However, the reuse of the building will have similar impacts to the existing approved medical centre and does not raise any significant planning concerns.

No significant new building works are required to accommodate the use and the proposal will be generally limited to day time operations, resulting in no further impacts on adjoining neighbours. The application is therefore recommended for approval, with grounds identified to overcome the planning conflict included in the recommendation.

Departments/Sections Consulted:

- Community Services**
- Disaster Management & Public Order
- Waste & Environmental Health
- Community Facilities
- Cultural Facilities

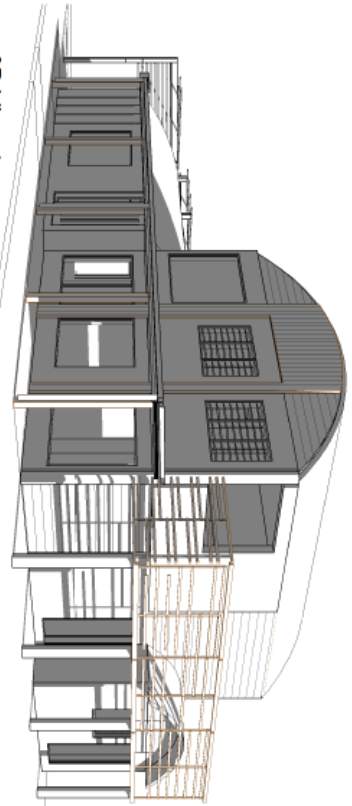
- Planning & Infrastructure**
- Building & Plumbing Services
- X DA Planning
- X Strategic Land Use Planning
- Asset Design & Investigations
- Asset Planning
- Civil Operations
- Environment

- Executive Office**
- Community Engagement
- Customer Service
- Executive Support
- Governance
- Human Resources

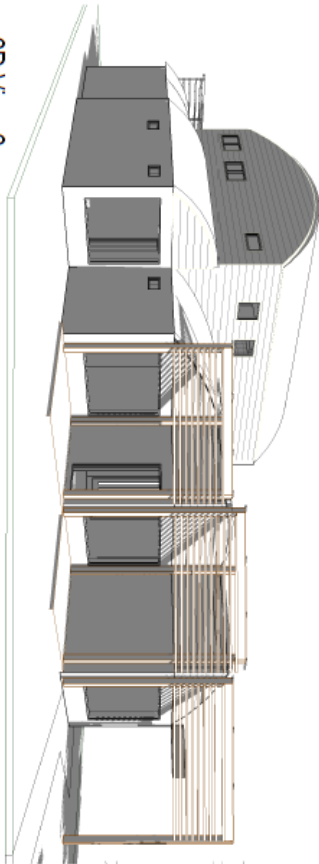
- Corporate Services**
- Finance
- ICT
- Procurement & Fleet
- Property & Facilities
- Revenue Services

# Attachment 1 – Proposal Plans

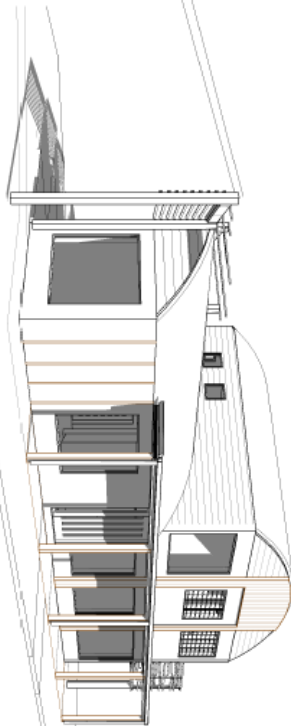
168 noosa parade, noosa heads



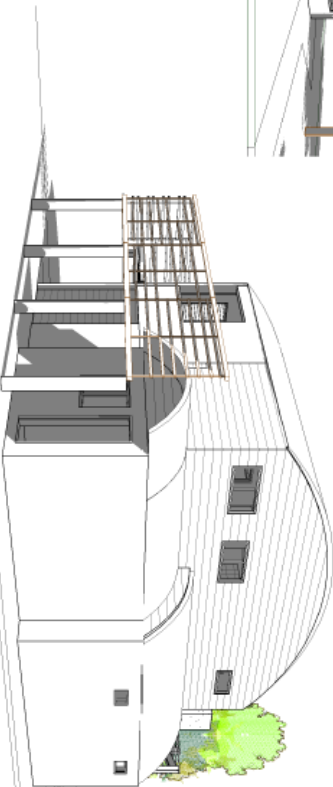
3D View 1



3D View 3



3D View 2



3D View 4

concept drawings only  
not for construction



PROPOSED:  
OFFICE LAYOUT  
NOTE: THESE DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEERS DRAWINGS

CLIENT:  
DOWLING & NEYLAN  
NOTE: BUILDER TO CONFIRM SITING AND DIMENSIONS BEFORE CONSTRUCTION RESPONSIBILITY LIES THERE WITH

BUILDER:  
TBC

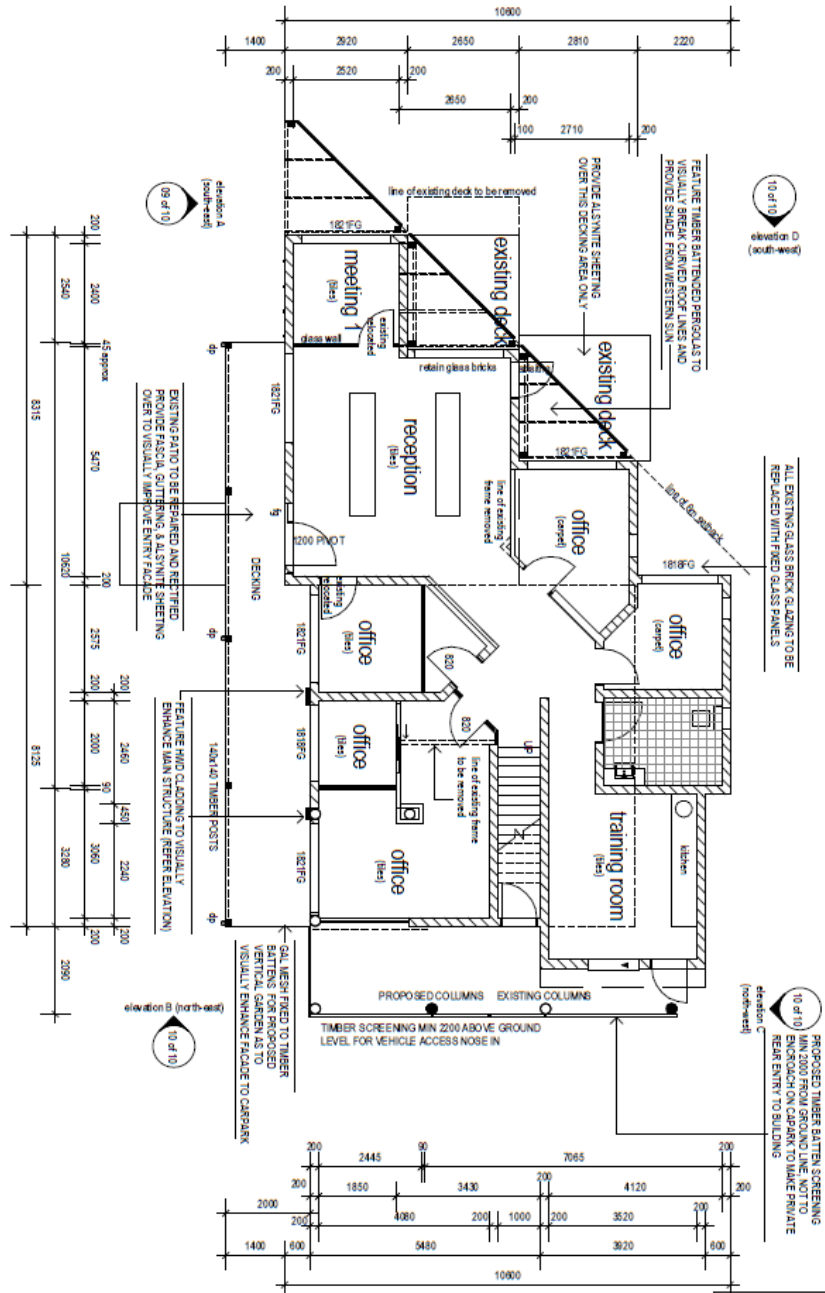
MANDY'S DESIGN & DRAFTING  
PH: 0403 481 474

SHEET: 1 of 10  
SCALE: mts  
DATE: JUNE 15  
ISSUE NO: 1

3D Views

168 noosa parade, noosa heads

Name	Area
Upper floor	44.81 m <sup>2</sup>
lower mc	5.83 m <sup>2</sup>
living room	15.14 m <sup>2</sup>
upper mc	1.91 m <sup>2</sup>
ground floor	93.20 m <sup>2</sup>
Grand total	161.89 m <sup>2</sup>



- NOTES:
1. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE AUSTRALIAN DOMESTIC BUILDING CODE.
  2. ALL TIMBER FRAMING TO BE IN ACCORDANCE WITH AS 1842.2:2010 RESIDENTIAL TIMBER FRAMING. MANUFACTURER'S GRADE U3P 100/SP12.
  3. ALL CONCRETE TO BE IN ACCORDANCE WITH AS 3600.2013.
  4. HANDWOOD FRAMING TO BE MINIMUM STRESS GRADE F14.8 MINIMUM JOINT GROUP 2.
  5. TIMBER FLOOR TRUSSES TO BE MINIMUM JOINT GROUP 2C.
  6. TRUSSES TO BE FIXED IN ACCORDANCE WITH MANUF. SPECIFICATIONS. ALL OTHER FRAMES TO BE IN ACCORDANCE WITH MANUFACTURERS SPECIFICATIONS.
  7. MANUFACTURED BEAM SIZES BASED ON UNIVERSAL SPAN TABLES WHERE OTHER BEAMS ARE USED, SIZES TO BE CONFIRMED WITH MANUFACTURERS SPECIFICATIONS.
  8. ALL DIMENSIONS TAKE PRECEDENCE OVER SCALES.
  9. BUILDER AND TRADERS ARE TO CONFIRM ALL MEASUREMENTS. DETAILS TO BE CONFIRMED WITH MANUFACTURERS SPECIFICATIONS.
  10. ANY ERRORS ARE TO BE ADDED TO THE DESIGNER AS HIS RESPONSIBILITY WILL BE TAKEN AFTER CONSTRUCTION HAS COMMENCED.
  11. ALL TRADERS ARE TO CONFORM WITH THE CURRENT AUSTRALIAN STANDARDS RELATING TO HIS OR HER OWN WORK.
  12. TENANT PROTECTION TO BE PROVIDED AS PER AS 3600.1:2000.



PROPOSED:  
OFFICE LAYOUT  
NOTE THESE DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEERS DRAWINGS

CLIENT: DOWLING & NEYLAN  
BLINDER: TBC

MANDY'S DESIGN & DRAFTING  
PH: 0403 481 474

SHEET: 8 of 10  
SCALE: 1:100  
DATE: JUNE 15  
ISSUE NO: 1

concept drawings only  
not for construction

proposed ground floor

168 noosa parade, noosa heads



**PROPOSED:**  
OFFICE LAYOUT  
NOTE: THESE DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEERS DRAWINGS

**CLIENT:**  
DOWLING & NEYLAN  
NOTE: BUILDER TO CONFIRM SIZING AND DIMENSIONS BEFORE CONSTRUCTION RESPONSIBILITY LIES THERE WITH

**BUILDER:**  
TBC

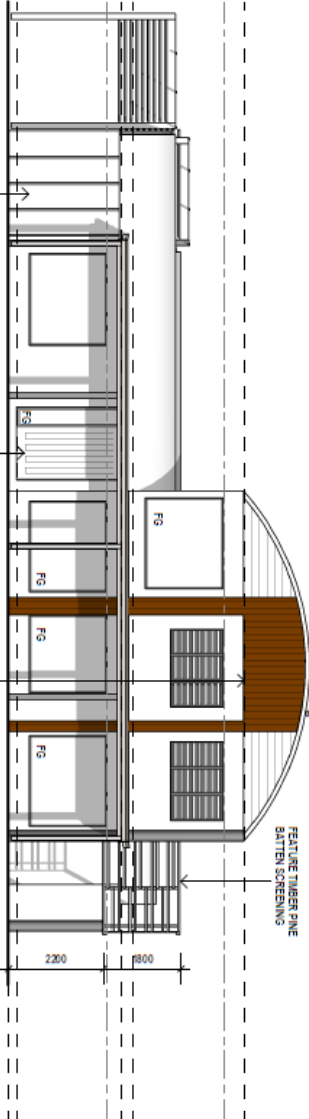
**MANDY'S DESIGN & DRAFTING**  
PH: 0403 481 474

**SHEET:** 9 of 10  
**SCALE:** 1:100  
**DATE:** JUNE 15  
**ISSUE NO.:** 1

concept drawings only  
not for construction

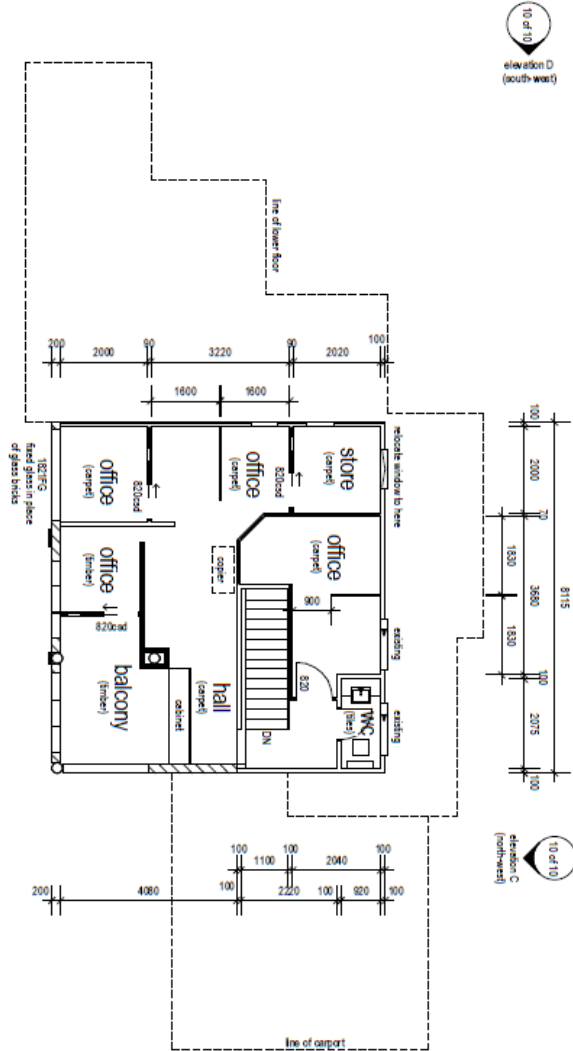
elevation A (south-east)

elevation B (north-east)



elevation A (south-east)  
10 of 10

elevation B (north-east)  
10 of 10

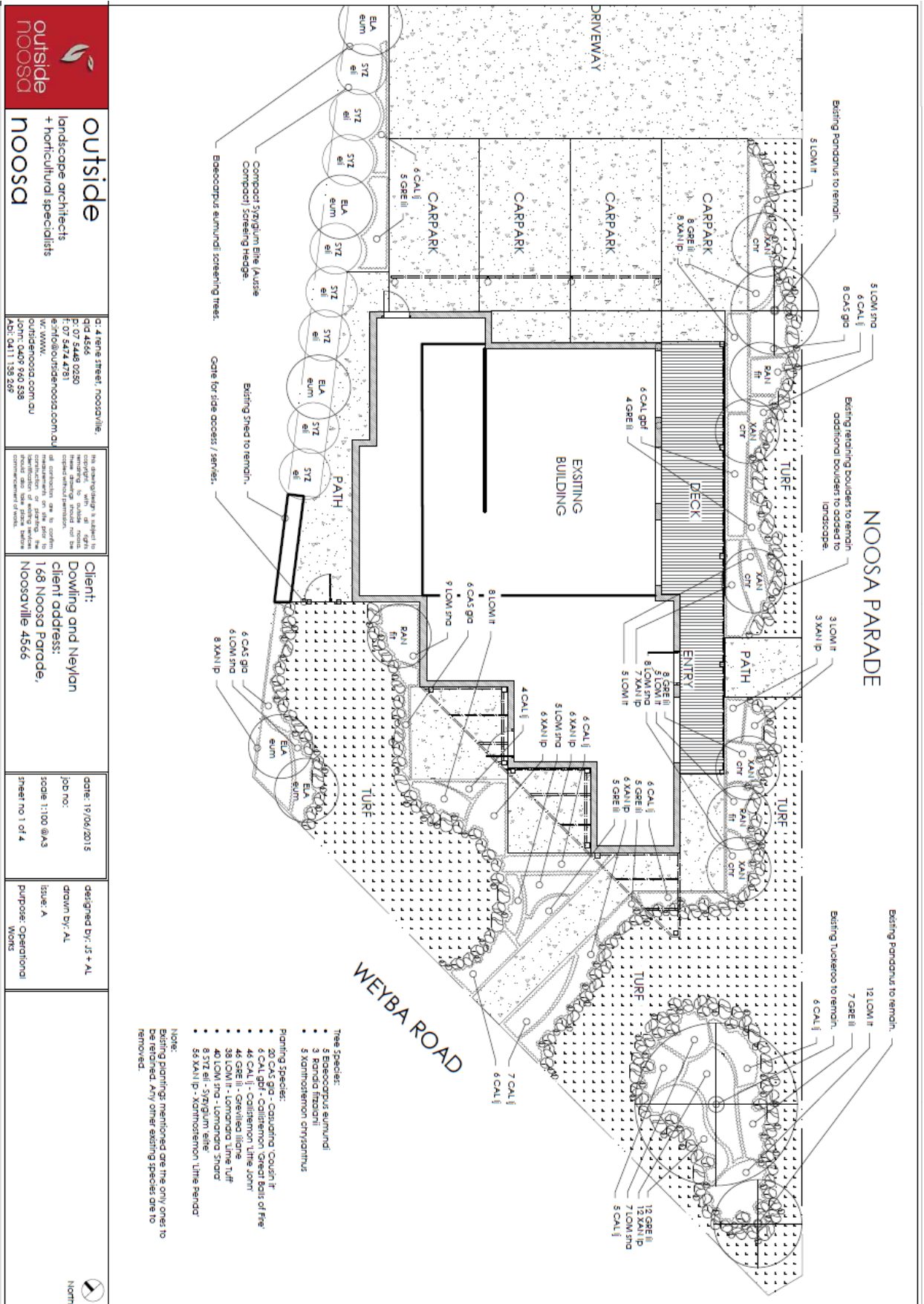


elevation D (south-west)  
10 of 10

elevation C (north-west)  
10 of 10

- NOTES:
1. ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE AUSTRALIAN DOMESTIC BUILDING CODE.
  2. ALL TIMBER FRAMING TO BE IN ACCORDANCE WITH AS 1684.2:2010 RESIDENTIAL TIMBER FRAMING MANUAL.
  3. PINE FRAMING TO BE MINIMUM STRESS GRADE MGP 10M/SP12 LARCHWOOD OR PINE FRAMING TO BE MINIMUM STRESS GRADE F14 & MINIMUM SPECIFICATIONS TO BE IN ACCORDANCE WITH MANUF.
  4. TRUSSES TO BE FIRED IN ACCORDANCE WITH MANUF.
  5. TRUSSES FOR TRUSSES TO BE IN ACCORDANCE WITH AS 1684.2:2010.
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  8. ALL DIMENSIONS TAKE PRECEDENCE OVER SCALES.
  9. BUILDER AND TRADERS ARE TO CONFIRM ALL MEASUREMENTS, DETAILS AND SPECIFICATIONS PRIOR TO SETOUT AND ORDERING OF MATERIALS.
  10. ANY ERRORS ARE TO BE ADDRESSED TO THE DESIGNER AS NO RESPONSIBILITY WILL BE TAKEN AFTER CONSTRUCTION HAS COMMENCED.
  11. ALL TRUSSES ARE TO CONFORM WITH THE CURRENT AUSTRALIAN STANDARD FOR TRUSSES.
  12. TERNITE PROTECTION TO BE PROVIDED AS PER AS 3690.1:2000

proposed upper floor



- Tree Species:**
- 6 Eucalyptus eumundi
  - 3 Xanthorrhoea
  - 3 Xanthorrhoea ornithopus
- Planting Species:**
- 20 CAS qp - Callistemon 'Cousin It'
  - 6 CAL qpt - Callistemon 'Great Bois de Fer'
  - 48 CAL I - Callistemon 'Little John'
  - 48 GRE II - Grevillea 'Ilana'
  - 38 LOM II - Lomandra 'Ilana Turf'
  - 40 LOM sp - Lomandra 'Short'
  - 8 STZ ell - Stygium 'Ilana'
  - 56 XAN II p - Xanthorrhoea 'Ilana Pend'
- NOTE:**  
 Shaded planting mentioned are the only ones to be removed. Any other existing species are to remain.

**outside**  
 landscape architects  
 + horticultural specialists

outside  
 noosca

c: 4 rene street, noosville  
 qld 4556  
 phone: 07 5448 0250  
 f: 07 5474 4781  
 e: info@outsidenosca.com.au  
 w: www.outsidenosca.com.au  
 phone: 0407 960 528  
 fax: 0411 158 289

The client/contractor is advised to ensure that all works are completed without permission of construction or to confirm the construction of existing services. The contractor is responsible for the commencement of work.

**Client:** Dowling and Neylan  
**client address:** 168 Noosa Parade, Noosville 4566

date: 19/06/2015  
 job no:  
 scale 1:100 @A3  
 sheet no. 1 of 4

designed by: JS + AL  
 drawn by: AL  
 issue: A  
 purpose: Operational Works

North

**Attachment 2 – Existing Layout Plans**

168 noosa parade, noosa heads



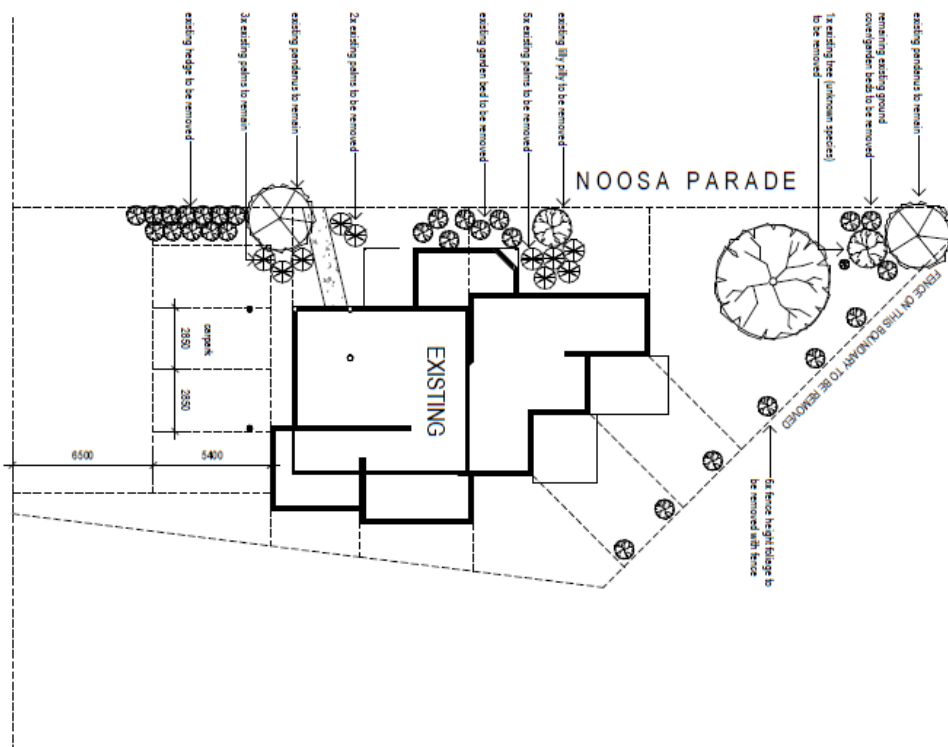
concept drawings only  
not for construction

**PROPOSED:**  
OFFICE LAYOUT  
NOTE: THESE DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEER'S DRAWINGS

**CLIENT:**  
DOWLING & NEYLAN  
NOTE: BUILDER TO CONFIRM SITING AND DIMENSIONS BEFORE CONSTRUCTION RESPONSIBILITY LIES THERE WITH

**BUILDER:**  
TBC  
**MANDY'S DESIGN & DRAFTING**  
PH: 0403 481 474

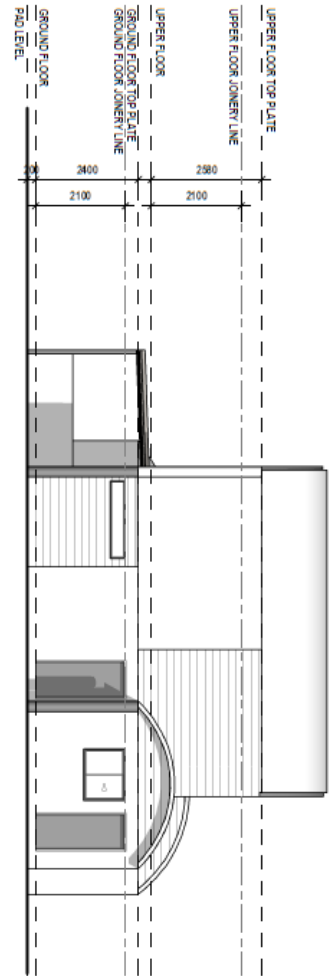
**SHEET:** 2 of 10  
**SCALE:** 1:200  
**DATE:** JUNE 15  
**ISSUE NO.:** 1



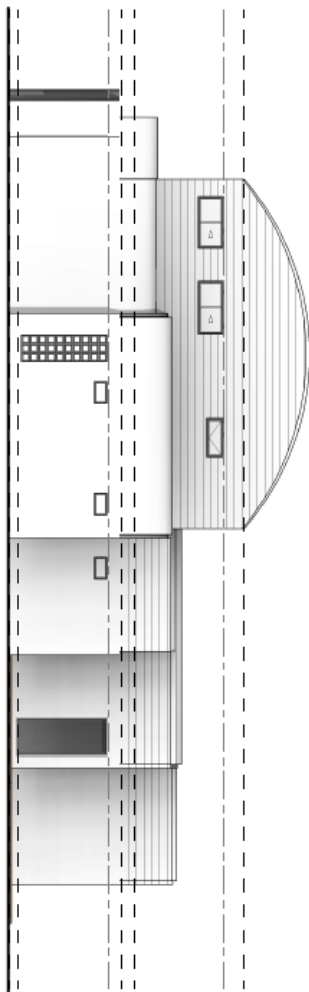
existing site plan



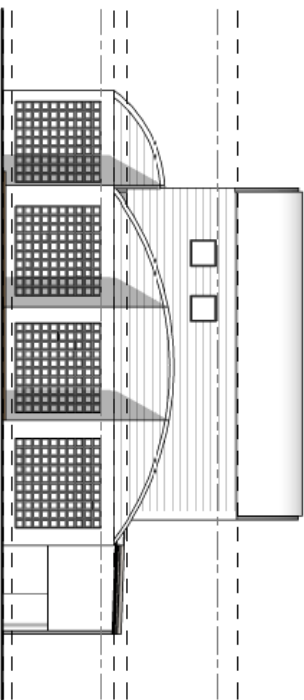
168 noosa parade, noosa heads



elevation B (north-east)



elevation C (north-west)



elevation D (south-west)

concept drawings only  
not for construction



PROPOSED:  
OFFICE LAYOUT  
NOTE: THESE DRAWINGS TO BE READ IN CONJUNCTION WITH ENGINEERS DRAWINGS

CLIENT:  
DOWLING & NEVLAN  
NOTE: BUILDER TO CONFER STING AND DIMENSIONS BEFORE CONSTRUCTION RESPONSIBILITY LIES THERE WITH

BUILDER:  
TBC  
MANDY'S DESIGN & DRAFTING  
PH: 0403 481 474

SHEET: 5 of 10  
SCALE: 1:100  
DATE: JUNE 15  
ISSUE NO: 1

existing elevations

**3 APPLICATION FOR SIGNAGE SITUATED AT 1/25 HASTINGS STREET, NOOSA HEADS OPW15/0118**

**Author** Development Planner, Glen Conforti  
Planning & Infrastructure Department

**Index** ECM / Application / OPW15/0118

**Attachments:** Nil

<b>APPLICATION DETAILS</b>	
Applicant	Dowling & Neylan Real Estate
Proposal	Development Permit for Operational Work (Signage)
Properly Made Date	09/07/2015
Information Request Date	Not Applicable
Information Response Date	Not Applicable
Decision Due Date	27 August 2015
<b>PROPERTY DETAILS</b>	
Property Address	Tingirana Commercial 1/25 Hastings Street, Noosa Heads
RP Description	SP 133504 Lot 1 SP 133504
Land Area	119m <sup>2</sup>
Existing Use of Land	Shop
<b>STATUTORY DETAILS</b>	
SEQRP Designation	Urban Footprint
Locality	Noosa Heads
Zone	Visitor Mixed Use
Assessment Type	Code



## RECOMMENDATION

That Council note the report by the Development Planner to the Planning & Organisation Committee Meeting dated 18 August 2015 and refuse Application No. OPW15/0118 for a Development Permit for Operational Works (Signage), situated at 25 Hastings Street, Noosa Heads for the following reasons:

1. The proposed signage is inconsistent with the overall outcomes sought by The Noosa Plan's Advertising Devices Code, because it:
  - a. involves a sign exceeding the maximum sign face area for a single sign;
  - b. involves a total sign face area exceeding the Code's limit;
  - c. will result in a proliferation of signage and visual clutter; and
  - d. involves signage that detracts from the desirable characteristics of Hastings Street.
2. The proposed signage will adversely impact on the character and amenity of Hastings Street.

## REPORT

### 1. PROPOSAL

The applicant seeks approval for various signs to a shop front and stairwell at 25 Hastings Street. In summary the proposed signs are:

Sign type	Location	Sign dimensions (m <sup>2</sup> )	Size face area (m <sup>2</sup> )
Wall sign	Continuous display boxes fixed to a stairwell	4.3 x 2.1	9.03
Wall sign	logo on column	1 x 1	1 (approx.)
Wall sign	logo above entry door	1.2 x 0.3	0.36 (approx.)
Window sign	window display boxes beside the entry door	1.3 x 2.1	2.73
<b>Total sign face area</b>			<b>13.12m<sup>2</sup></b>

The largest wall sign, an area of continuous display boxes, is proposed to be wrapped around one of three columns/stairwells of the development. The total sign face area for the display boxes is 4.3m x 2.1m, being 9.03m<sup>2</sup>.

Two additional wall signs (Dowling Neylan logos) and a window sign (as display boxes) are included on the artist's impressions which have not been included on the architectural plans. All signs on the premises must be considered for assessment of signage. The two wall signs are approximately 1m<sup>2</sup> and 0.36m<sup>2</sup> and the window sign is 2.73m<sup>2</sup> (1.3m x 2.1m) adding an additional area of 4.09m<sup>2</sup> to the total sign face area for the premises.

The signs, as proposed, do not comply with the Probable Solutions of the Advertising Devices Code in regard to total sign face area of 10m<sup>2</sup> and the maximum sign face area of 4m<sup>2</sup> permitted on a premises. An artist's impression of the proposed signage is shown below in Figure 1.

The application is before Council as the signage is recommended for refusal.



Figure 1 – Artists impression of the proposed signage.

**2. SITE DETAILS**

**2.1. Site Description**

The shop is at street level at the western end of the Tingirana complex adjacent the walkway connecting Hastings Street to the beach. The signs are placed on the stairwell wall (part of common property) and the shop front. Figure 2 below identifies the shop’s location.

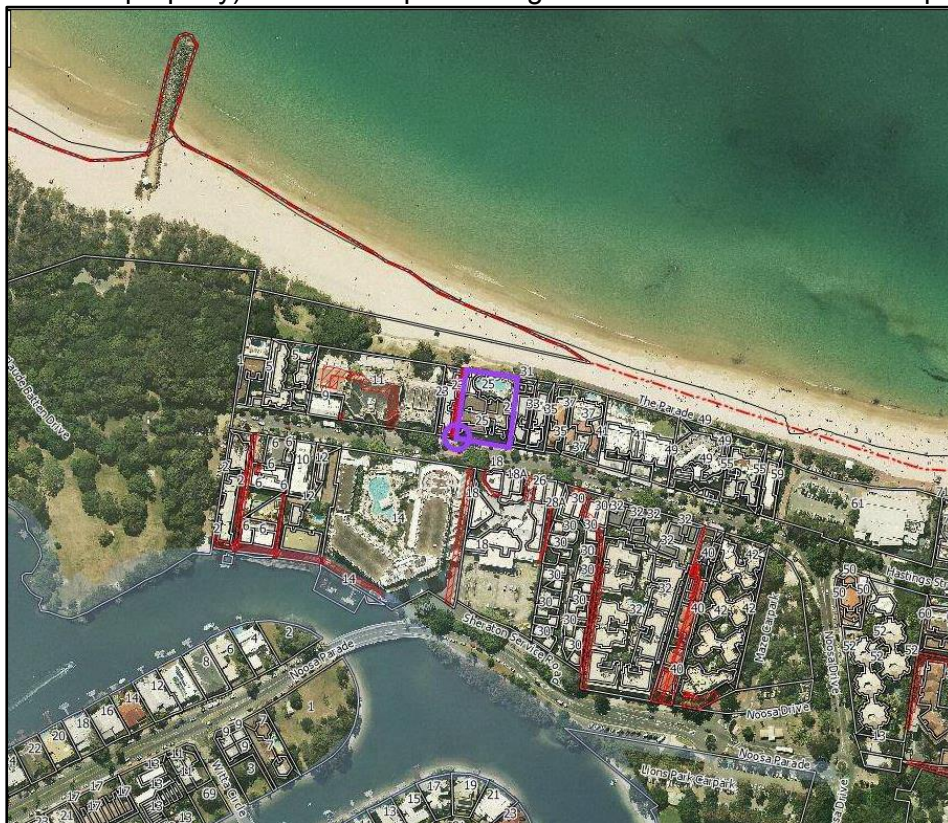


Figure 2 – Tingirana highlighted in purple and the location of the shop within the complex is circled.



Figure 3 – The existing shop front

## **2.2. Surrounding Land Uses**

The shop is located on Hastings Street where a variety of commercial and residential uses exist. The site is located adjoining a walkway to the beach.

## **3. ASSESSMENT**

### **3.1. Instruments for Statutory Assessment**

Under the *Sustainable Planning Act 2009* the application must be assessed against each of the following statutory planning instruments to the extent they are relevant to the development:

- State Planning Policies;
- the South East Queensland Regional Plan;
- State Planning Regulatory Provisions;
- any Structure Plan or Master Plan in place for declared areas;
- any Preliminary Approval Overriding the Planning Scheme for the land;
- the Planning Scheme for the local government area; and
- any Temporary Local Planning Instrument in place for the local government area.

Of these, the statutory planning instruments relevant to this application are discussed in the sections that follow.

### **3.2. Statutory Instruments – Planning Scheme**

The subject site is located in the Noosa Heads Locality and is zoned Visitor Mixed Use. The proposed signs are identified as inconsistent and are required to follow a code assessable application process.

### Signage Provisions

The Advertising Devices Code regulates signage and is applicable to this application. The pertinent issues arising out of the assessment against the code are discussed below.

#### **Definition of Sign face area**

The applicant suggests the sign face area of the wall sign (continuous display boxes) is 1.512m<sup>2</sup> and has calculated the size of 1 x 'display sheet' that is placed within each display box and multiplied it by the number of display boxes. This method of calculation is not agreed with as it is not per the Planning Scheme definition which states:

*Sign face area means—*

- a) *the area of the smallest rectangle that can wholly contain the advertising device, inclusive of any decorative lines, stripes, borders and architectural trims that immediately surround the device;*

It is considered the whole display case fixed to the wall is calculated as sign face area which includes a border and architectural trim.

#### **Non-compliance with Probable Solutions**

The wall sign face area (continuous display boxes) of 9.03m<sup>2</sup>, located around a masonry stairwell, does not comply with Probable Solution S2.6 which limits the sign face area of a wall sign to a maximum of 4m<sup>2</sup>.

The total sign face area (the combined area of all signs on the premises) of 13.12m<sup>2</sup> does not comply with Probable Solution S2.7 which limits the total face area for the premises to a maximum of 10m<sup>2</sup>.

Given the non-compliance with the above Probable Solutions, the signs must be assessed against Specific Outcome O1 g) & j) and Specific Outcome O2 of the Advertising Devices Code as follows:

*Specific Outcome O1 The following advertising devices are inconsistent with the overall outcomes sought by this Code and are not located in the former Noosa Shire —*

- a) *Balloons or other gas filled advertising devices;*
- b) *Blind signs;*
- c) *Attached Flagpole signs;*
- d) *Moving signs;*
- e) *Roof signs;*
- f) *Signs illuminated by, or incorporating, neon lighting;*
- g) *Signs with a sign face area exceeding 4m<sup>2</sup>;*
- h) *Sky signs;*
- i) *3-Dimensional sign;*
- j) *any combination of signs on one premise with a combined sign face area of more than 10m<sup>2</sup>.*

Specific Outcome O1 g) & j) states the proposed signage is inconsistent with the outcomes sought by the Advertising Devices Code.

*Specific Outcome O2 Advertising devices—*

- f) *are compatible with the human-scale and character of the locality in which they are situated;*
- g) *are compatible with the scale, proportion, bulk and other characteristics of buildings, structures and landscaping; and*
- h) *are designed, sited and integrated so as not to contribute to the proliferation of visual clutter.*



**Sign Face Area**

The 9m<sup>2</sup> wall sign is out of character with existing signage in Hastings Street where small shop frontages provide for limited small scale signage. The applicant has provided examples of some larger window signs (greater than 4m<sup>2</sup>) in Hastings Street but this is not the established character of the street signage overall. Given the small scale of shops in Hastings Street and the narrow shop front of the subject premises, the 9m<sup>2</sup> sign is not compatible with the scale and proportion of the premises or the developed character of Hastings Street.

Furthermore, the 9m<sup>2</sup> sign is proposed on the stairwell which protrudes nearly 2m forward of the building alignment making the large sign more prominent to the street and adding to the proliferation of visual clutter.

**Total sign face area**

The total sign face area proposed is 13.12m<sup>2</sup> exceeding the maximum permissible sign face area of 10m<sup>2</sup>.

The shop front is approximately 3m wide but the use of the adjoining common property (the stairwell) creates approximately 6m of frontage to Hasting Street; a narrow street frontage.

The total signage on the subject premises of 13.12m<sup>2</sup> is considered incompatible with the character of the small scale signage in Hastings Street and out of proportion with the narrow subject site’s frontage and the surrounding developments. The majority of the 13.12m<sup>2</sup> will protrude forward of the building alignment creating a prominent (both in size and location) signage display adding to the proliferation of visual clutter.

**4. CONCLUSION**

The 9m<sup>2</sup> sign is more than double the size permitted by The Noosa Plan. The total signage to the 6m frontage is not in proportion to the premises or consistent with the developed character of Hastings Street and will therefore contribute to the proliferation of visual clutter. The proposed size and quantity of signs are inconsistent with the overall outcomes sought by the Advertising Devices Code and are recommended for refusal.

Departments/Sections Consulted:

**Community Services**  
 Disaster Management & Public Order  
 Waste & Environmental Health  
 Community Facilities  
 Cultural Facilities

**Planning & Infrastructure**  
 Building & Plumbing Services  
 DA Planning  
 Strategic Land Use Planning  
 Asset Design & Investigations  
 Asset Planning  
 Civil Operations  
 Environment

**Executive Office**  
 Community Engagement  
 Customer Service  
 Executive Support  
 Governance  
 Human Resources

**Corporate Services**  
 Finance  
 ICT  
 Procurement & Fleet  
 Property & Facilities  
 Revenue Services

**4 DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE FOR ADDITIONS TO AN EXISTING MULTIPLE DWELLING - TYPE 4 CONVENTIONAL AT 41 BELMORE TERRACE SUNSHINE BEACH (MCU15/0025)**

**Author**                    **Coordinator Planning, Denis Wallace  
Planning & Infrastructure Department**

**Index**                    **ECM / Application / MCU15/0025**

**Attachments**        **1. Proposal Plans  
2. View Assessment Plans**

<b>APPLICATION DETAILS</b>	
Applicant	PI Home Pty Ltd
Proposal	Development Permit for Material Change of Use of Premises - Multiple Dwelling Type 4 (Alterations and Additions to an Existing Unit)
Properly Made Date	22 April 2015
Information Request Date	11 May 2015
Information Response Date	19 June 2015
Decision Due Date	01 September 2015
Number of Submissions	Two (2)
<b>PROPERTY DETAILS</b>	
Property Address	41 Belmore Terrace Sunshine Beach QLD 4567
RP Description	Lots 0,1&2 GTP141
Land Area	607m <sup>2</sup>
Existing Use of Land	Multiple Dwelling (3 Units)
<b>STATUTORY DETAILS</b>	
SEQRP Designation	Urban Footprint
Locality	Eastern Beaches
Zone	Semi-Attached Housing
Overlays	Landslide Hazard Area
<b>Assessment Type</b>	<b>Impact</b>

## RECOMMENDATION

That Council note the report by the Coordinator Planning to the Planning & Organisation Committee Meeting dated 18 August 2015 regarding Application No. MCU15/0025 for a Development Permit for Material Change of Use for a Multiple Dwelling Type 4 (Alterations and Additions to an Existing Unit) situated at 41 Belmore Terrace, Sunshine Beach and:

- A. Approve the application in accordance with the following conditions:

### PLANNING

#### When Conditions must be Complied With

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

#### Approved Plans

2. Development undertaken in accordance with this approval must generally comply with the approved plans of development. The approved plans are listed in the following table unless otherwise amended by these conditions.

Plan No.	Rev.	Plan/Document Name	Date
CALC 01	C	Floor Plans and Calculations by	04/06/2015
1	D	Northwest Elevation by <i>Robin Spencer Architects Pty Ltd</i>	05/06/2015
2	C	Northwest Elevation by <i>Robin Spencer Architects Pty Ltd</i>	05/06/2015
3	D	Entry Level by <i>Robin Spencer Architects Pty Ltd</i>	19/05/2015
4	B	Upper Entry Level by <i>Robin Spencer Architects Pty Ltd</i>	19/03/2015
5	D	Kitchen Level by <i>Robin Spencer Architects Pty Ltd</i>	05/06/2015
6	D	Master Bed Level by <i>Robin Spencer Architects Pty Ltd</i>	05/06/2015
7	B	Northwest Elevation by <i>Robin Spencer Architects Pty Ltd</i>	19/03/2015
8	C	Sect AA by <i>Robin Spencer Architects Pty Ltd</i>	05/06/2015
9	C	Northwest Elevation/ Southwest Elevation by <i>Robin Spencer Architects Pty Ltd</i>	05/06/2015
10	C	Southeast Elevation by <i>Robin Spencer Architects Pty Ltd</i>	05/06/2015
-	-	Plan of Detail Survey of Lots 1,2 and Common Property on GTP 141 by <i>Murray &amp; Associates (QLD) Pty Ltd</i>	10/06/15

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

#### Building Height

3. The maximum height of the development must not exceed Reduced Levels indicated on the approved plan titled "Plan of Detail Survey of Lots 1, 2 and Common Property on GTP141" by *Murray & Associates (QLD) Pty Ltd*.
4. Certification must be submitted to Council from a Licensed Surveyor which certifies the building does not exceed the Reduced Levels shown on the approved plan referenced in Condition 3.

5. Certification must be submitted to Council from a Licensed Surveyor which certifies the building will not exceed the Reduced Levels shown on the approved plan referenced in Condition 3, based on construction progress at the time of completion of framing (i.e. top plates) to the roof level of the approved atrium.

#### **Performance Bond**

6. Security in the form of a cash bond or trading bank guarantee to the sum of \$10,000 must be submitted to Council, to secure performance of all conditions of this approval, prior to the pre-start meeting. The cash bond or trading bank guarantee will be returned on performance of the conditions of approval less any costs incurred by Council in respect of enforcing performance of this permit. Council reserves the right to call upon the bond or guaranteed sum to effect compliance with condition.

#### **Building Appearance**

7. All air conditioning units or other mechanical equipment must be 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 paneling or the like.
9. The approved lift shaft must be glazed and predominantly transparent, as indicated on the approved plans.
10. External finishes to the approved lift shaft, including any metal cladding or flashings, must have low reflectivity to avoid glare nuisance to neighbouring premises.

#### **Landscaping**

11. Existing trees on the site and within road reserves must be retained, except where required to be removed to accommodate the approved dwelling.
12. Trees to be retained must be protected from clearing or construction activities by:
  - 12.1.1. clearly marking vegetation to be retained with flagging tape
  - 12.1.2. installing protective fencing around the drip line of the vegetation
  - 12.1.3. restricting stockpiling, storage and vehicle parking to those areas which are already cleared
  - 12.1.4. using low impact construction techniques around vegetation.
13. The development site must be landscaped prior to the commencement of use. All open space areas disturbed by the construction and/or within the site's rear setback must be planted with dense native screening vegetation of suitable coastal shrub and tree species up to a mature height of 5m.
14. All landscape works must be established and maintained in accordance with horticultural best practice with construction techniques that allow for healthy, sustained and vigorous plant growth. All plant material must be allowed to grow to full form.

#### **WASTE**

##### **Refuse Management**

15. Where the development involves the removal, relocation or demolition of a building, a Waste Management Plan (construction and demolition) shall be submitted and approved by Council prior to issue of a development permit for



operational works. Waste Management Plans (construction and demolition) are required to be submitted in accordance with *Planning Scheme Policy 11, Waste Management Plans* see table below. Waste storage areas are to provide for adequate separation of all reusable, recyclable and waste materials. These shall be located so that they are convenient and safe to use. (Refer to Noosa Council Waste Management Code). The Plan shall contain the following information:

- The site area for the storage and separation of waste is to be shown on the plan drawings accompanying the application.
- A waste management table as indicated below is to be completed showing how waste material is to be segregated - recycled – reused or disposed.

MATERIALS ON-SITE		DESTINATION		
		Re-use and Recycling		Disposal
Expected waste materials	Estimated volume(m <sup>3</sup> )	On-site *specify proposed re-use or on-site recycling methods	Off-site *specify contractor and recycling outlet	*specify contractor and landfill site or other disposal site
Excavation material				
Green waste				
Bricks				
Concrete				
Timber-please specify				
Plasterboard				
Metals - please specify				
Asbestos				
Other - please specify				

Note\* If a demolition contractor is undertaking works, then the Waste Management table is to be completed by the demolition contractor.

16. The developer must provide waste storage and disposal facilities in accordance with Planning Scheme Policy “Waste Management Multi-Dwellings and Commercial and Industrial Premises”, including an external imperviously paved area correctly sized for all refuse and recycling containers and suitably screened from public places and neighbouring properties.

**ENVIRONMENTAL HEALTH**

**Noise Nuisance**

17. Noise emission from any new mechanical equipment shall comply with the following requirements:
  - 17.1. Air-conditioning and Refrigeration
    - 7am to 10pm: Maximum background + 5dB(A)
    - 10pm to 7am: Maximum background + 3dB(A)
  - 17.2. Pumps
    - 7am to 7pm: Maximum background + 5dB(A)
    - 7pm to 10pm: Maximum background + 3dB(A)
    - 10pm to 7am: No audible noise.

18. Submission of written certification from a suitably qualified person confirming that the noise levels from all mechanical equipment comply when measured at either the residential boundary or outside the most exposed part of an affected building, whichever is the closest to the equipment. The assessment and certification is required immediately after installation of the equipment and prior to any occupation of the building, and in a format approved by Council. All equipment should be operating at the same time to test the overall noise level created.

*Advice: It is highly recommended that the person you engage to certify the installation is involved at the plan development stage so they can recommend where this equipment is best located. They can also advise about noise enclosures and can make other suggestions to avoid noise problems. It is a lot more costly to try and deal with noise problems after everything is built.*

19. Noise from residential building works shall comply with the following –
  - 19.1. Limited to between 7:00am to 6:30pm Monday to Saturday.
  - 19.2. All reasonable measures are taken to minimise noise emissions.
  - 19.3. Not permitted on Sunday or public holidays.

## **ENGINEERING**

### **Geotechnical Stability**

20. A Geotechnical Engineer or similar qualified person must assess the soil condition on site, determine the soil classification, establish whether any measures are required to protect the stability of adjoining buildings and/or structures and/or land, and make recommendations on the type of foundation system(s) best suited for the proposed development. The recommendations of this report must be incorporated into the design and construction of the proposed development.
21. Earthworks required on site must be carried out in accordance with Council's Planning Scheme Policy PSP5 – Engineering Design Standards so as not to cause the additional ponding of water on any adjoining lands or the blockage of, or interference with, any natural watercourses.
22. A Condition Survey must be carried out on adjoining buildings, structures and services prior to any demolition, excavation or construction works taking place on site. If distress already exists, a photographic survey should be undertaken, the distress measured and a plan to monitor changes to distress must be implemented. Copies of these surveys must be submitted to Council for its records
23. The use of vibratory equipment of any kind is not permitted to be used (including vibrating rollers and the use of vibrating installation techniques for sheet piling and other construction vibrations caused by excavating, earthmoving or demolition machinery or other similar construction techniques) unless approved and supervised by a Certified Geotechnical Engineer. Under such circumstances the operator of such equipment must at all times comply with the directions of the Geotechnical Engineer.
24. The excavation of the site and the construction of the proposed works must not have any adverse effects on the stability of adjoining buildings and/or structures and/or services and/or lands. In this respect, a Registered Professional Engineer Queensland must supervise the excavation of the site and the construction of the new works to determine whether any additional measures are required to protect the stability of adjoining buildings and/or structures and/or services and/or lands.

25. At the completion of the development a suitably qualified and accredited consultant must provide certification to Council that states that:

25.1. the development has been undertaken in accordance with the design

25.2. the development will not have any long term effects on the stability of the subject site or any adjoining properties

25.3. the site has a minimum factor of safety against landslip of 1.5.

#### **Advisory Notes**

#### **Compliance Inspection**

1. Prior to the commencement of the use, please contact Council's DA Planning Section to arrange a Development Compliance Inspection.

#### **Qualified Person**

2. For the purpose of preparing a Geotechnical Report, and for certifying geotechnical stability for the development, a qualified person is considered to be a person who:

2.1. is a Registered Professional Engineer of Queensland (RPEQ); and

2.2. has a degree in civil engineering or engineering geology; and

2.3. has a minimum of 5 years' experience in the field of geotechnical engineering or engineering geology.

B. Find the following sufficient grounds to justify the decision despite the conflict with the Planning Scheme:

1. The multiple dwelling use is existing on the site and the development does not involve intensification of the use in regard to the number of units or population density.

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## **REPORT**

### **1. PROPOSAL**

The application seeks a Development Permit for renovations and additions to a unit within an existing unit development of 3 units on the site. The land is steeply sloping and the existing units are configured with 2 units at the front of the site and 1 at the rear. Substantial additions are proposed to the rear unit, comprising:

- Enclosure of an existing roof deck to create a new storey containing a bedroom, ensuite, study and deck.
- New basement board storage room.
- Renovation and extensions to the existing ground and first floor levels, including additional decks and atrium area.
- Addition of a new passenger lift.

While the multiple dwelling use on the site is existing, the works are considered to constitute a Material Change of Use due to the increase in scale of the building proposed. In particular, portions of the works will exceed maximum building height of either 8m or 2-storeys, including:

- A new lift shaft to approx. 9.4m
- A section of exterior feature timbers/battening to approximately 8.6m
- A portion of the building constitutes 3 storeys

The proposal plans are included as **Attachment 1**.

## 2. SITE DETAILS

### 2.1. Background

The existing units on the site were approved via Town Planning Consent (TPC230) in 1972. At the time the site contained an existing house at the rear of the block and the Consent allowed the construction of 2 additional units toward the street frontage.

### 2.2. Site Description

The site is rectangular in shape and 607m<sup>2</sup> in size. A large dune is apparent between Bryan Street and Belmore Terrace, with the crest line running through the Bryan Street properties to the rear of the subject site. The land slopes steeply toward the Belmore Street frontage and has an overall fall of approximately 11m across the site's 40.2m depth, representing an average slope of 27%. The land toward the rear of the site where the new works are proposed is particularly steep, with slopes exceeding 40%.

The open space areas on the site contain a mix of native and exotic trees, shrubs and palms and existing vegetation is reasonably dense at the rear of the development.

### 2.3. Surrounding Land Uses

The site is directly adjacent detached houses and duplexes within the Semi-Attached Housing zone along the northern end of Belmore Terrace. A number of larger unit developments are further to the south on Belmore Terrace within the Attached Housing zone. Properties off Bryan Street directly at the rear of the site are within the Detached Housing zone and contain single houses. Figures 1-3 below show an aerial photograph, zone map and street view.



Figure 1 – Aerial Photograph





Figure 2 – Zone Map



Figure 3 – Street View

### 3. ASSESSMENT

#### 3.1. Instruments for Statutory Assessment

Under the *Sustainable Planning Act 2009* the application must be assessed against each of the following statutory planning instruments to the extent they are relevant to the development:

- State Planning Policies;
- the South East Queensland Regional Plan;
- State Planning Regulatory Provisions;
- the Planning Scheme for the local government area; and
- any Temporary Local Planning Instrument in place for the local government area.

Of these, the statutory planning instruments relevant to this application are discussed in the sections that follow.

#### 3.2. State and Other Statutory Instruments

##### South East Queensland (SEQ) Regional Plan 2009 - 2031

The site is located within the Urban Footprint area of the SEQ Regional Plan. The proposal is consistent with the regional policies and regulatory provisions of the SEQ Regional Plan.

#### 3.3. Statutory Instruments – Planning Scheme

The subject site is located in the Eastern Beaches Locality and is zoned Semi-Attached Housing. The existing multiple dwelling use of 3 units on the site is identified as inconsistent within the zone and the application is therefore required to follow an impact assessable application process.

##### Locality Provisions

The code seeks to limit development within the Semi-Attached Housing zone to detached houses and duplexes, however, the 3 units on the site lawfully exists. The applications seeks to maintain the existing population density for the site (i.e. number of units/bedrooms) and make additions to the rear unit that remain generally within the built form limits provided by the code, though some relaxations are sought. The table below outlines the development’s level of compliance with the built form provisions for a duplex dwelling on the site.

Criteria	Planning Scheme (or “existing” where applicable)	Proposal	Complies?
Site Area	500m <sup>2</sup>	607m <sup>2</sup>	✓
Population density	6.7 persons max (existing approved) (1 x 3bd, 2 x 1bd)	6.7 persons (no change)	✓
Gross floor area or Plot ratio	273m <sup>2</sup> max 0.45:1 max.	261.6 m <sup>2</sup> 0.43:1	✓ ✓
Site cover	45% max	40 %	✓
Landscaped open space Soft landscaping	268 m <sup>2</sup> min min 60% of total	295 m <sup>2</sup> >60%	✓ ✓
Building height			
• storeys	2 storeys max	3 storeys	X
• metres	8 metres	9.4 metres	X



Criteria	Planning Scheme (or "existing" where applicable)	Proposal	Complies?
Boundary setbacks			
• Frontage	6 metres min	7 metres	✓
• Side	2 metres min	2 metres	✓
• Rear	6 metres min	2.5-3.0 metres	X
Length of wall	15 metres max	12 metres approx. (for new works)	✓

The new works require relaxations to the maximum building height in metres and storeys and the rear boundary setback.

• *Building Height in Metres*

The proposal plans indicate 2 portions of the building additions will exceed maximum building height in metres above Natural Ground Level, being the top of the new passenger lift shaft (to approx. 9.4m) and external timber cladding features to the new atrium area (to approx. 8.6m). These are indicated as penetrating the height envelope in the perspective view in Figure 4 below.



Figure 4 – Architectural Perspective Showing Height Envelope

The lift shaft is only 2m x 2m in area and sits within the middle of the site, behind the existing units at the front of the lot and in front/below the rear unit it provides access to. The primary concern with the lift is its effect on the views of the neighbouring property to the north (43 Belmore Terrace). A joint inspection was undertaken with these neighbours and photographs of the existing view provided to the project architect for further consideration. **Attachment 2** shows plans provided to assess the impact on the view in detail. **Figure 5** below shows an extract of that plan and indicates only a minor loss of sky view.



Figure 5 – Superimposed View to South from Neighbouring House

The height incursion of the top of the 2m x 2m lift shaft does not significantly add to the building's bulk or unduly impact on the views or visual amenity from the neighbouring property. Conditions are recommended requiring the lift shaft to be predominantly glazed/transparent, as indicated on the proposal plans, and for all external finishes to have low reflectivity to avoid glare nuisance.

In regard to the 0.6m relaxation required for the timber architectural features extending above the roofline (shown in Figure 4), this relaxation is considered minor and will have negligible impacts. The proposed relaxations for building height in metres are therefore supported.

- *Building Height in Storeys*

The addition of the new upper level results in a portion of the building constituting 3 storeys, as shown in the plan extract in Figure 6 below.



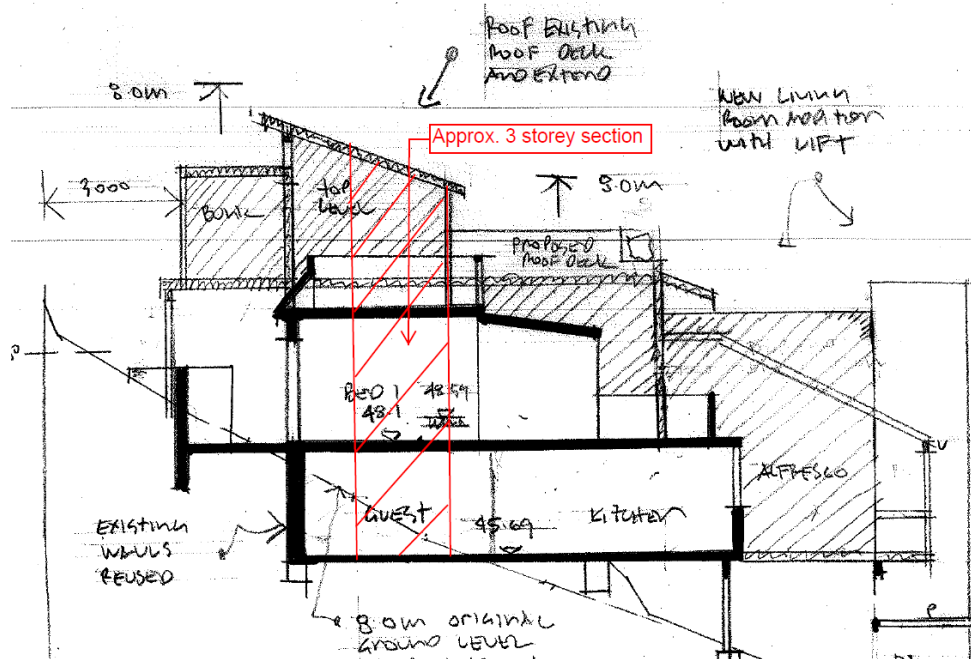


Figure 6 – Section Plan Extract (Annotation Added)

The full section plan is included in **Attachment 1**. The unit’s existing lower level, shown as “Guest” above, is excavated into the hillside and partly constitutes a basement. The portion more than a metre out of the ground constitutes a storey under planning scheme definitions and results in the 3-storey portion. Overall, the building steps up the hill in 2-storey portions and the lower-partial basement is not visible. The lower level of the rear unit is also screened from view from the street by the front units.

The building could be made to comply by demolishing the lower guest area to become a sub-floor area but this would have no real effect on the building’s bulk. The relaxation generally relates to the site’s steep slope and is considered relatively minor, with no significant impacts on building bulk or the visual amenity of the development.

- *Rear Setback*

The proposal plans seek to convert the existing terrace area at the rear of the building to an open-air outdoor shower area with a new suspended-floor bunk room and bathroom above. The existing terrace area is shown in Figure 7 below.

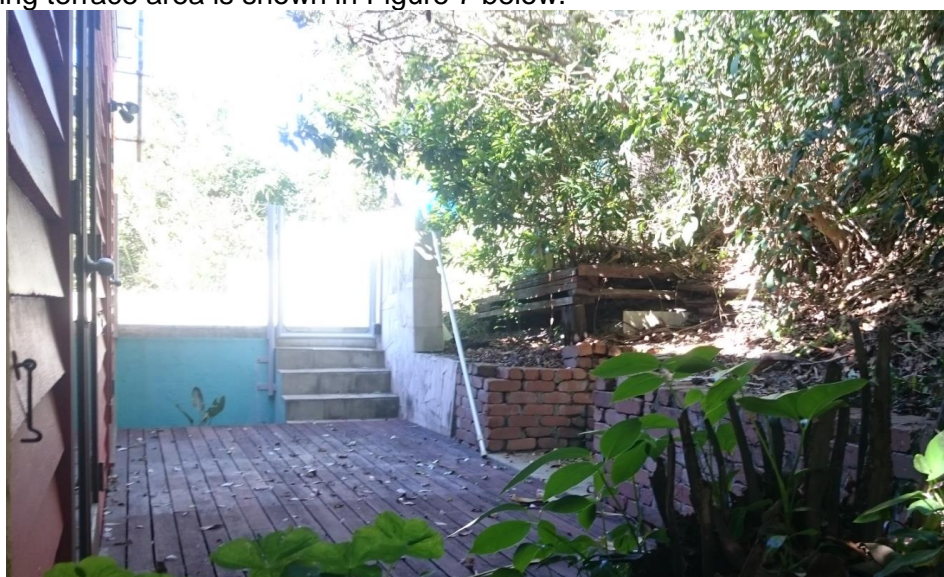


Figure 7 – Existing Rear Terrace

The terrace conversion and bunk room addition encroaches into the rear setback, with the rear wall of the bunk room set back 3m from the rear boundary and the lower supporting framework set back approximately 2.5m, as shown clouded in red in Figure 8 below.

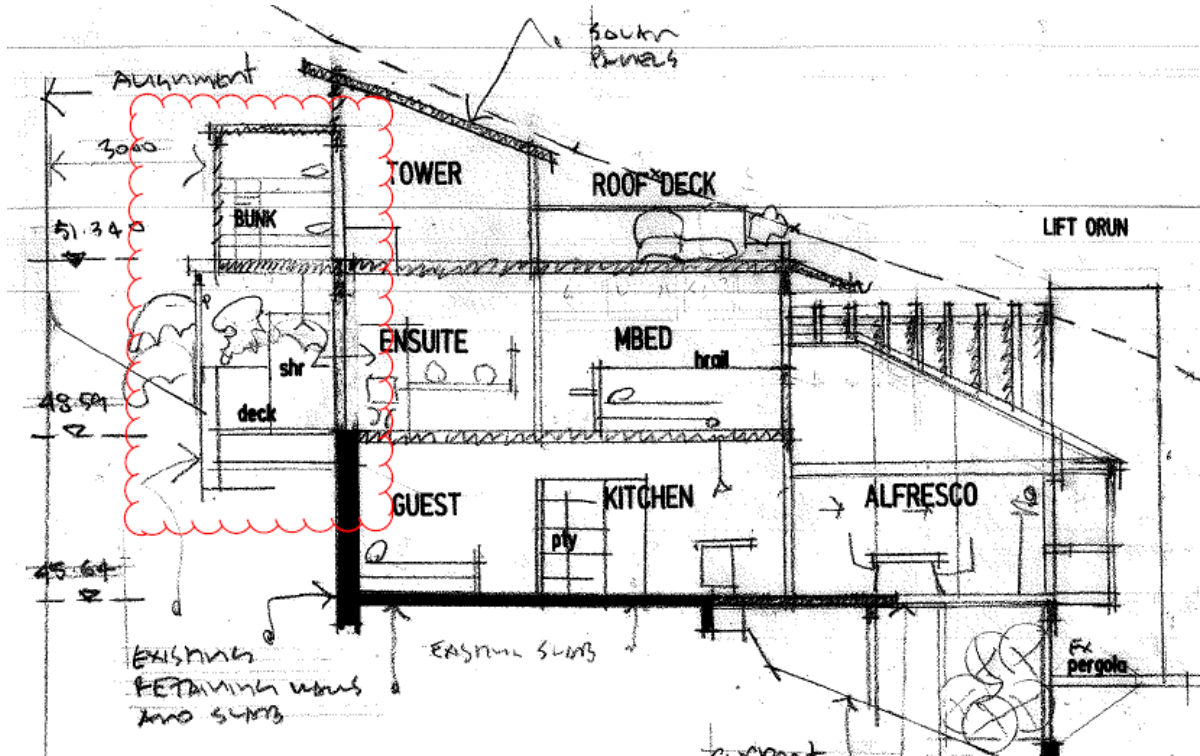


Figure 8 – Section Plan Extract

The rear encroachment is approximately 4.2m wide and is less than 1/3 of the site's width, as indicated in the plan extract below.

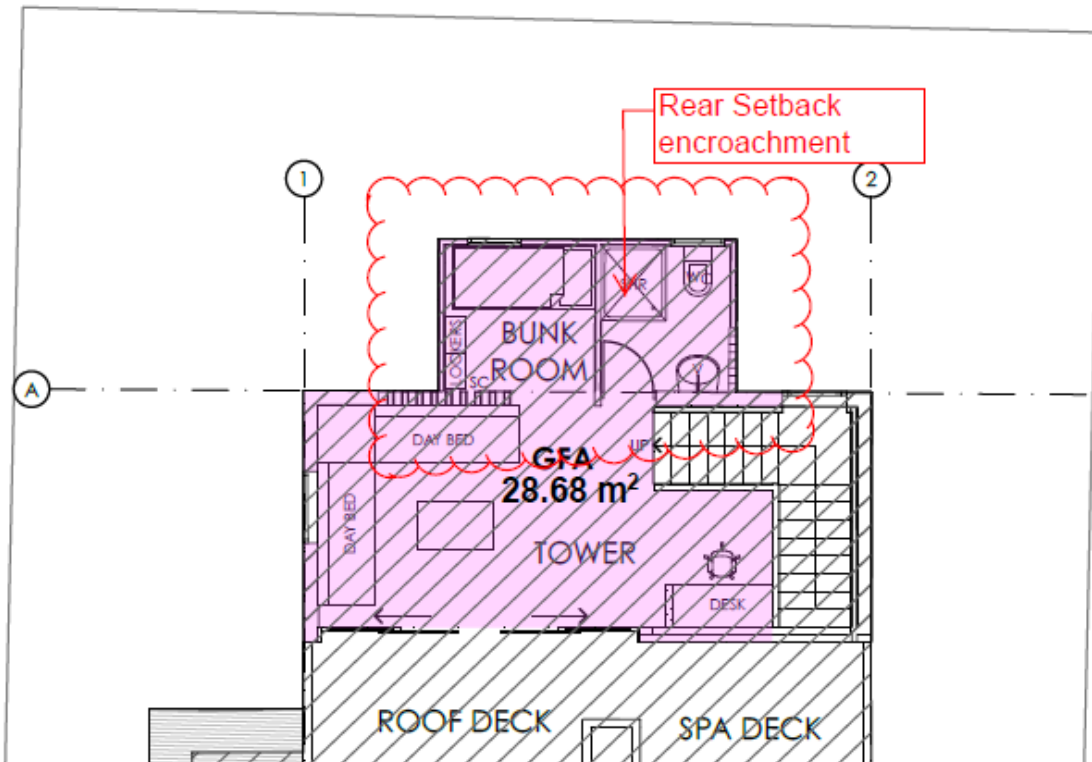


Figure 9 – Upper Level Floor Plan extract (annotation added)

Construction of these rooms above the existing terrace should require minimal vegetation disturbance, with existing dense screening vegetation able to be maintained and enhanced with new plantings. As indicated in the section drawings in Figures 5 & 8, the encroachment sits below the height of the roofline at the complying setback and does not result in the loss of views for residents at the rear. The reduced rear setback is supported, with conditions recommended relating to the existing vegetation and new landscaping requirements.

Land Use, Works and Overlay Provisions

The following codes which regulate land use and design are most applicable to this application:

- Residential Uses Code
- Landscaping Code
- *Engineering Works Codes*
- Natural Hazards Overlay Code

The application has been assessed against each of the above applicable codes and complies, or can be conditioned to comply with each. The critical issue of slope stability is discussed further below.

- *Slope Stability*

The site is within a Landslide Hazard Area identified on the Natural Hazards Overlay mapping. The soil is sand and slopes very steeply toward the rear of the block. Limited new excavation and groundwork is indicated on the proposal plans, however, a precautionary approach to any such work is important to avoid landslip or disturbance of existing structures. Council's Operational Works Coordinator recommends a number of conditions requiring a Geotechnical Engineer's design and supervision of the works, condition surveys of existing structures and prohibition of vibratory earthwork equipment.

**4. CONSULTATION**

**4.1. IDAS Referral Agencies**

Not applicable

**4.2. Other Referrals**

The application was forwarded to the following internal Council specialists:

- Development Engineer

Their comments form part of this report.

**4.3. Public Notification**

The application was publicly notified for 15 business days in accordance with the *Sustainable Planning Act 2009*. 2 properly made submissions were received. The following table provides a summary and assessment of the issues raised by submitters.

Issues	Comments
The height of the development doesn't comply and is a blight on the landscape. It will obstruct views and isn't in keeping with the surrounds.	The new additions mostly comply with the height limit, with only minor relaxations sought - the primary being a 2m x 2m lift shaft. The building is otherwise well articulated and its design responds to the site's steep slope.

Issues	Comments
Excavation Work has the potential to cause movement in the sand and weaken the foundations and footings of adjoining properties.	Agreed. Extensive geotechnical conditions are recommended to address this issue.
Previous excavation work at the rear of the property has not been stabilised with a retaining wall of any kind or by any other method. Given the slip potential of the sand which comprises the hillside in the entire area, stabilisation remedial work needs to be undertaken before any further construction work or landscaping can be considered on the site.	The recommended conditions do not prescribe the type or extent of works to stabilise the site and works but require detailed assessment and supervision by a geotechnical engineer.
A privacy wall should therefore be constructed at the rear to screen views into the neighbouring property at the rear.	Existing and enhanced plantings at the rear of the site are preferred for this purpose rather than the construction of a wall or fencing that would require removal of vegetation. Conditions are recommended accordingly.
Are there any regulations regarding rooftop TV antennae?	No planning controls apply, however, any new antennae is only likely to be erected to the height of existing antennae on the site and adjacent properties.

**5. CONCLUSION**

The proposed additions and alterations to an existing unit on the site raise non-compliance issues relating to the planning scheme provisions for building height and the rear setback. The additions to the unit are substantial, however, the development otherwise generally accords with the built form provisions for a duplex building on the site. The height relaxations sought are relatively minor components of the works and result in part from the site’s steep slope. The areas of non-compliance for height are not considered to significantly add to building bulk, impact on views or detract from the visual amenity of the development. Similarly, the building’s encroachment into the rear setback is a small portion of the building, will be well screened by vegetation within the setback and does not impact on neighbours’ views. The application is therefore recommended for approval, subject to conditions.

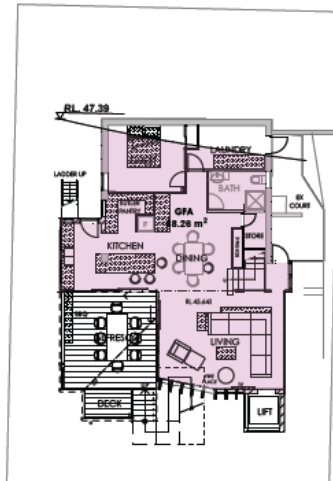
Departments/Sections Consulted:

- Community Services**  
Disaster Management & Public Order  
Waste & Environmental Health  
Community Facilities  
Cultural Facilities

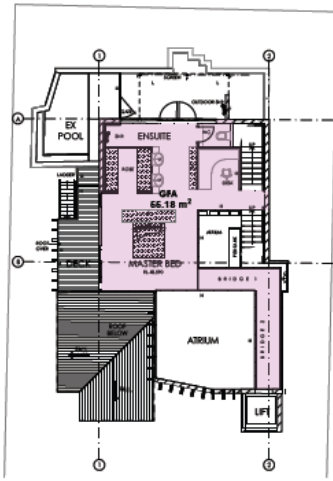
- Planning & Infrastructure**  
Building & Plumbing Services  
DA Planning  
X Strategic Land Use Planning  
Asset Design & Investigations  
Asset Planning  
Civil Operations  
Environment

- Executive Office**  
Community Engagement  
Customer Service  
Executive Support  
Governance  
Human Resources

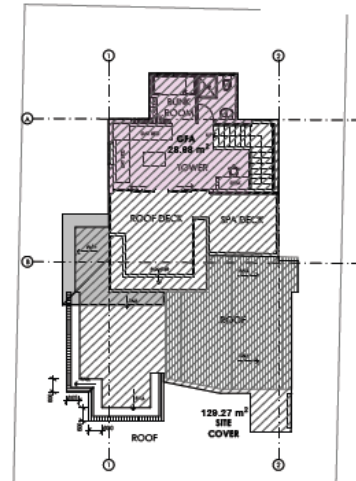
- Corporate Services**  
Finance  
ICT  
Procurement & Fleet  
Property & Facilities  
Revenue Services



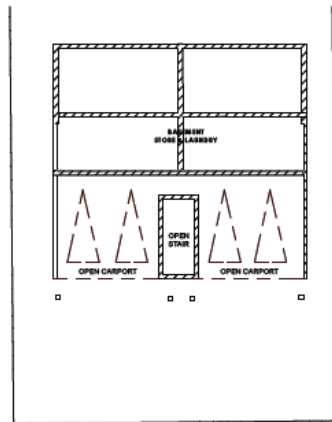
**FINNEY RESIDENCE**  
GROUND FLOOR PLAN  
SCALE 1:100 @ A1



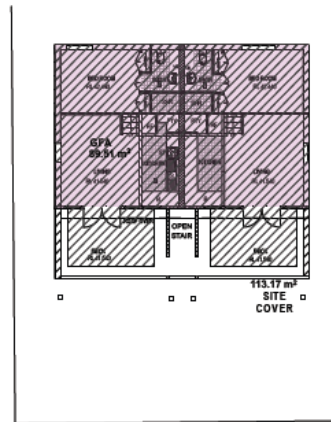
**FINNEY RESIDENCE**  
FIRST FLOOR PLAN  
SCALE 1:100 @ A1



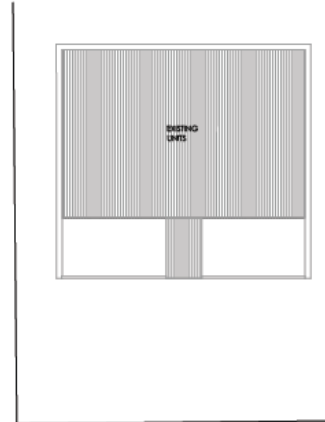
**FINNEY RESIDENCE**  
ROOF DECK PLAN  
SCALE 1:100 @ A1



**APARTMENTS**  
GROUND FLOOR PLAN  
SCALE 1:100 @ A1





**APARTMENTS**  
FIRST FLOOR PLAN  
SCALE 1:100 @ A1



**APARTMENTS**  
SECOND FLOOR PLAN  
SCALE 1:100 @ A1

**LEGEND:**

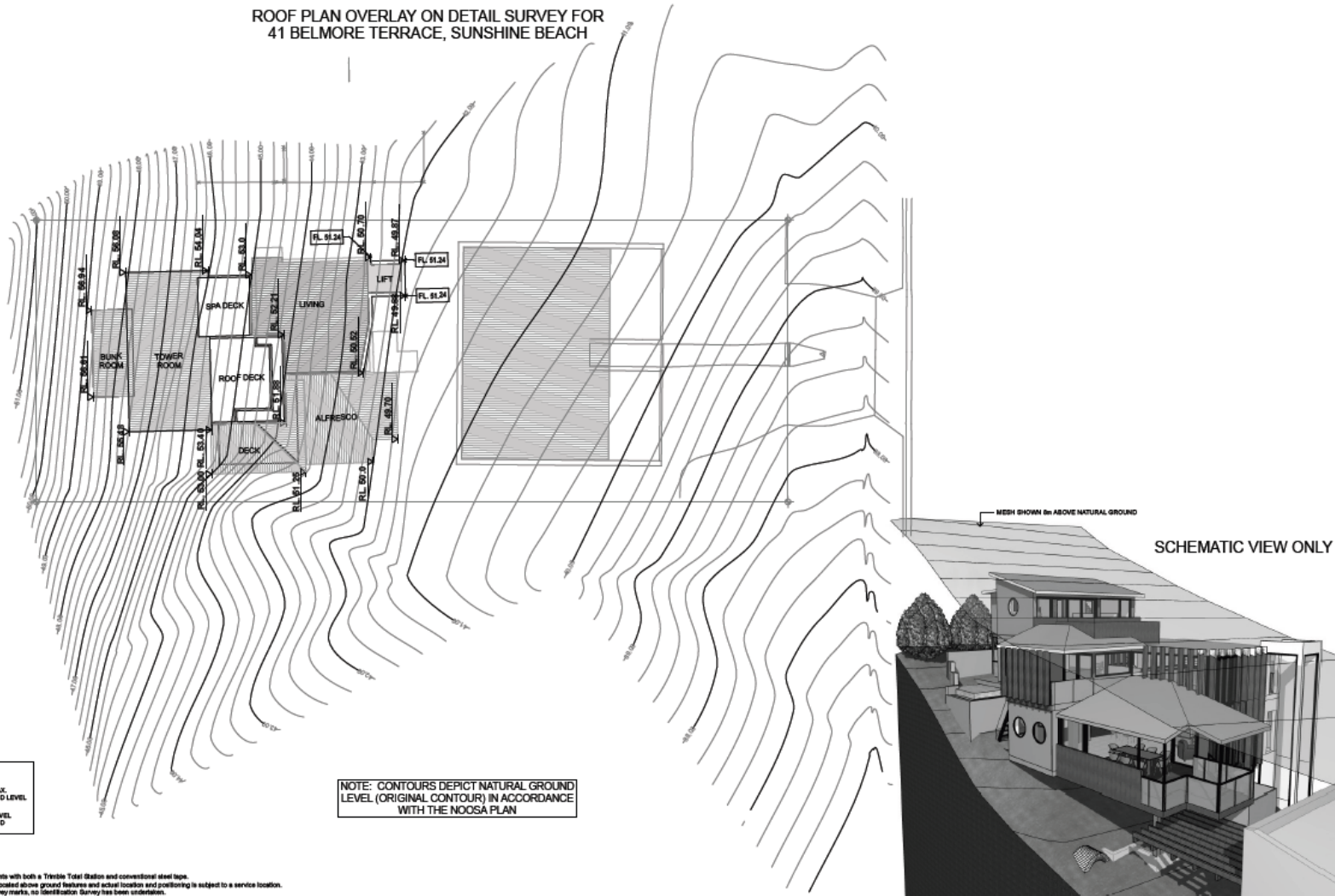
	GROSS FLOOR AREA INDICATED		SITE COVER INDICATED
GFA CALCULATION:		SITE COVER CALCULATION:	
FLATS:		FLAT:	113.17m <sup>2</sup>
FIRST FLOOR:	89.51m <sup>2</sup>	RESIDENCE:	129.31m <sup>2</sup>
RESIDENCE:		TOTAL SITE COVER:	242.48m <sup>2</sup>
GROUND FLOOR:	88.20m <sup>2</sup>	TOTAL SITE AREA:	607m <sup>2</sup>
FIRST FLOOR:	55.18m <sup>2</sup>	SITE COVER PERCENTAGE:	242.48 ÷ 607 = 40%
ROOF DECK:	28.88m <sup>2</sup>		
TOTAL GFA:	261.88m <sup>2</sup>		
TOTAL SITE AREA:	607m <sup>2</sup>		
GFA PERCENTAGE:	261.83 ÷ 607 = 43.10%		

scale AS SHOWN date 20.03.15  
 design PS drawn SA  
 job number 8079/13  
 drawing number CALC 01C  
 project: 41 BELMORE TERRACE, SUNSHINE BEACH, QLD  
 client: RICHARD FINNEY  
 architect: ROBIN SPENCER ARCHITECTS PTY. LTD.  
 amendments: A 25.03.15 TOWN PLANNING & SUB  
 B 20.05.15 SITE COVER AMENDMENT  
 C 04.08.15 SITE COVER AMENDMENT  
 The Lock  
 1/11  
 Brisbane QLD 4000  
 Australia  
 A.B.N. 11 010 24 106  
 E: info@rsarchitects.com  
 P: 3392 1065





ROOF PLAN OVERLAY ON DETAIL SURVEY FOR  
41 BELMORE TERRACE, SUNSHINE BEACH

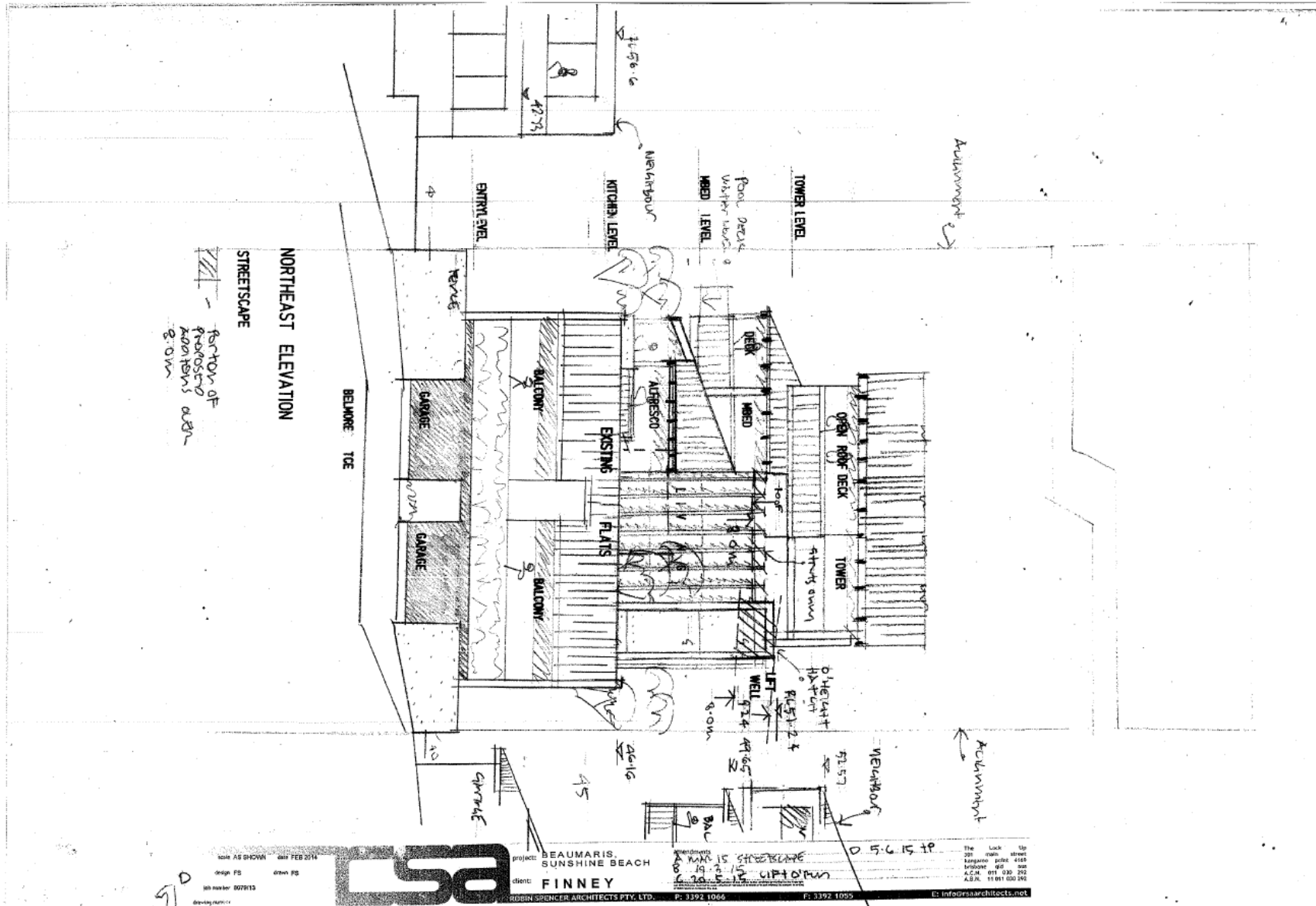


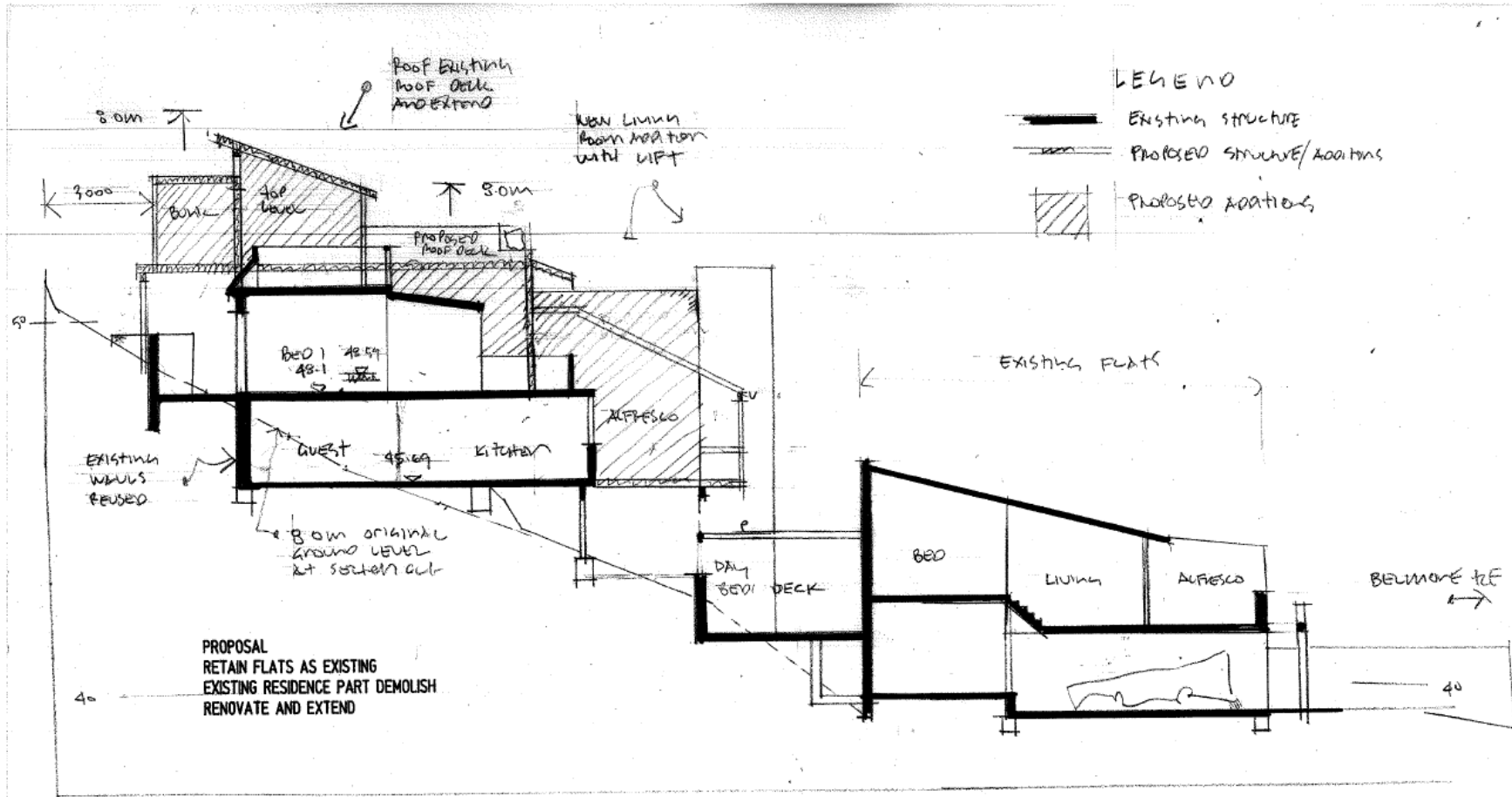
**Notes:**  
This detail survey has been compiled from measurements with both a Trimble Total Station and conventional steel tape.  
All underground services have only been plotted from located above ground features and actual location and profiling is subject to a service location.  
Boundaries have been approximated from minimal survey marks, no identification survey has been undertaken.

**MURRAY & ASSOCIATES**  
ACN 075 563 154 (GOLD) PTY. LTD.  
**CONSULTING SURVEYORS**  
LAND & ENGINEERING SURVEYORS, PLANNERS Established 1948  
ABOOLTURE King St. Ph. (07)54951478 Fax. (07)54951729  
HAMBROUR Currie St. Ph. (07) 54412188 Fax. (07) 54412801  
BARRFIELD Egmont St. Ph. (07) 49872045 Fax. (07) 49822048  
GYMPSE Reef St. Ph. (07) 54821484 Fax. (07) 54828206  
205A Bowen St. Ph. (07) 48221858 Fax. (07) 48221858

NO.	DESCRIPTION	DATE	REV.	PARISH: WEYBA	COUNTY: MARCH

<b>CLIENT</b> ROBIN SPENCER ARCHITECTS			
<b>NOTES:</b> Contours by Survey (existing surface) Contour Interval is 0.25m	<b>LEVEL DATUM</b> TVD1987 RL 49.288 AHD G.	<b>FW</b> E. Chalken	<b>DATE</b> 10.06.15
<b>DRAWN</b> SC	<b>MAP REF</b> 9845-53112	<b>PLC#</b> 33119 331119 BC	<b>CHECKED</b> SC
<b>CARTOGRAPH SURVEYOR</b>	<b>FOR</b> FOR 30	<b>LOCALITY</b> SUNSHINE BEACH	<b>JOB No</b> A11/52019_DTM
	<b>SCALE</b> 1:100		

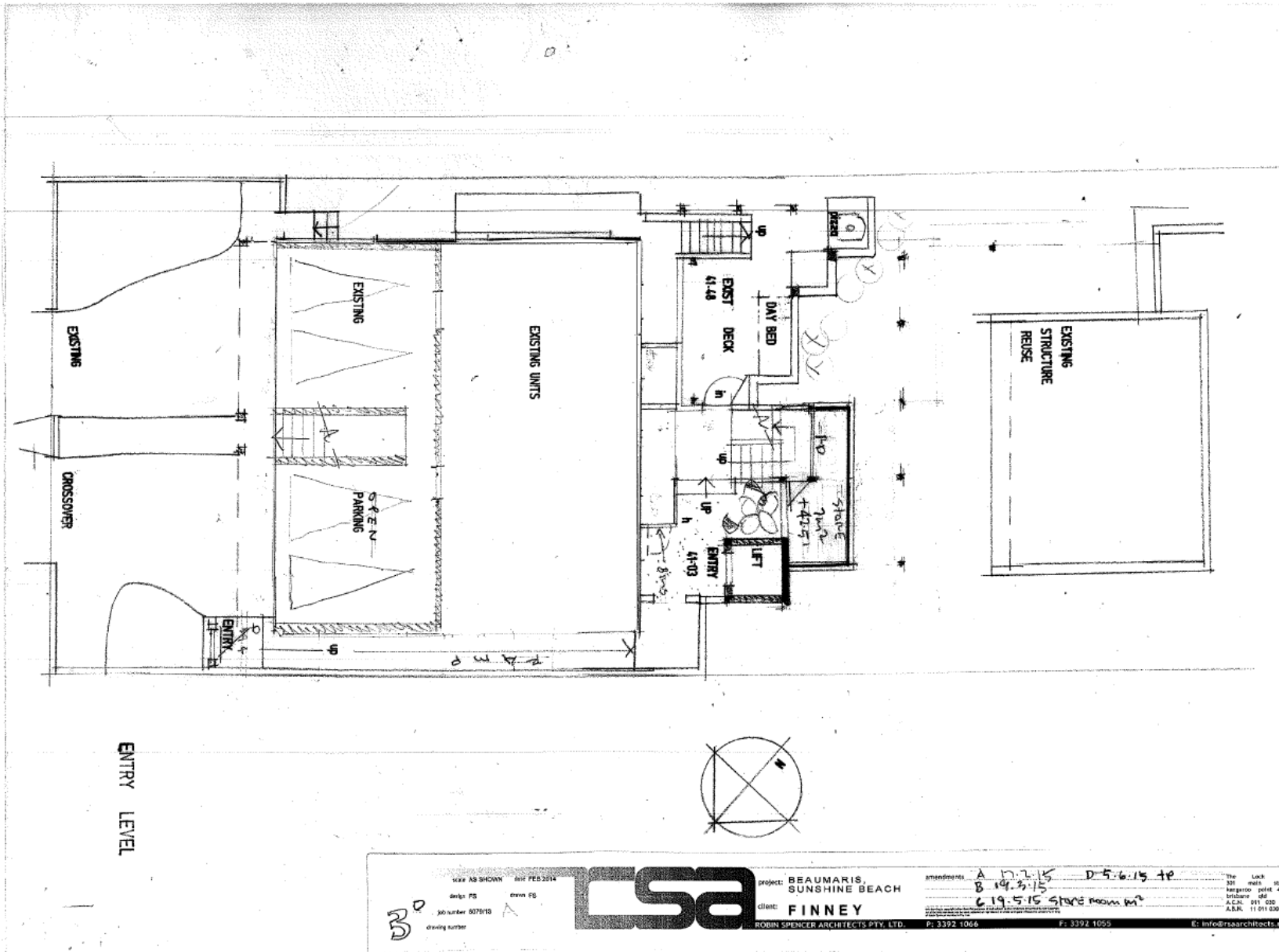





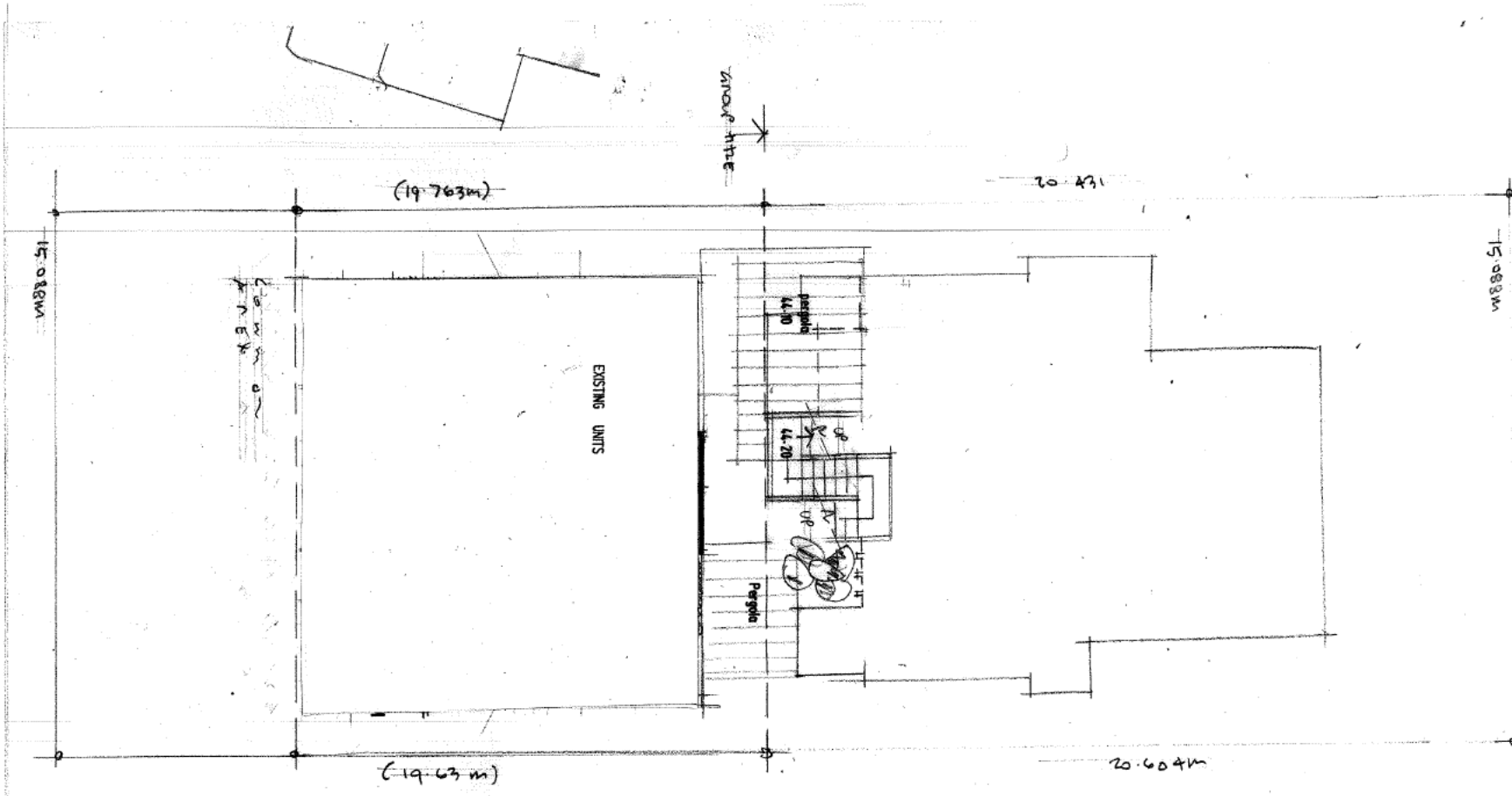
\* PROPOSED ADDITIONS TO EXISTING

<p>scale AS 15000 date FEB 2014</p> <p>design pg      draw pg</p> <p>job number 807813</p> <p>drawing number <b>2</b></p>		<p>project: BEAUMARIS, SUNSHINE BEACH</p> <p>client: FINNEY</p> <p>ROBIN SPENCER ARCHITECTS PTY. LTD. P: 3392 1066 F: 3392 1055 E: info@rsearchitects.net</p>	<p>amendments</p> <p>A 19.2.15</p> <p>B 18.7.15</p> <p>C 5.6.15 TP</p>	<p>The Lot Sp</p> <p>101 450 2000</p> <p>Langston 2096 4189</p> <p>Belmore 081 488</p> <p>A.C.N. 011 030 262</p> <p>A.B.N. 11 001 000 290</p>
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	scale AS SHOWN date FEB 2014 design FS drawn FG job number 507810 drawing number	<b>BSA</b> ROBIN SPENCER ARCHITECTS PTY. LTD. P: 3392 1066 F: 3392 1055 E: info@rsaarchitects.net	project: BEAUMARIS SUNSHINE BEACH client: FINNEY	amendments: A 17.2.15 D 5.6.15 TP B 19.3.15 C 19.5.15 STONE ROOFS RM	The Lock Up 331 Mallett Street Margaree WA 6148 Brisbane QLD 4000 A.C.N. 911 030 392 A.B.N. 11 011 030 392
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UPPER ENTRY LEVEL

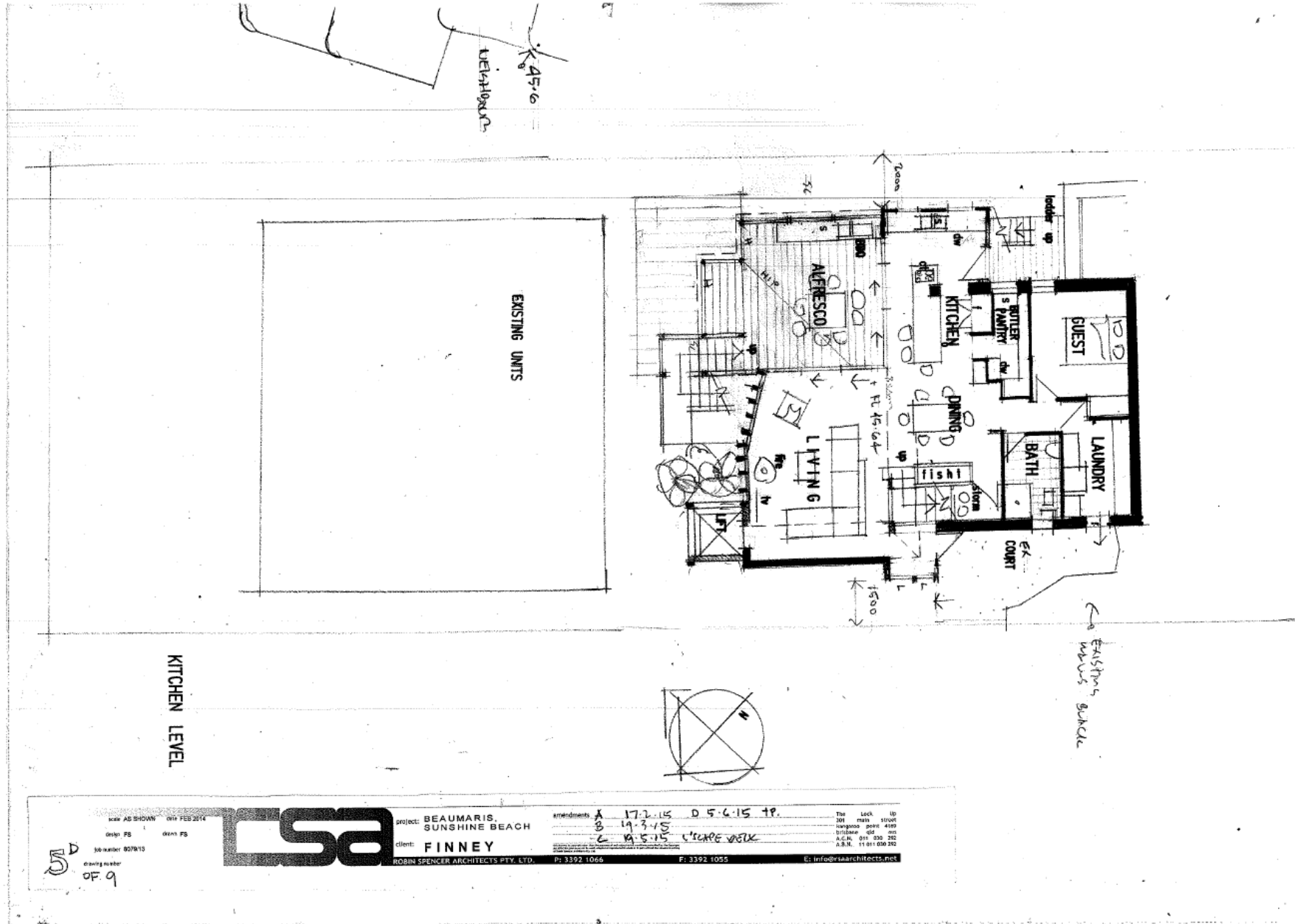
scale AS SHOWN date FEB 2014  
client FB dwnr FB  
job number 8276113 drawing number



project: BEAUMARIS SUNSHINE BEACH  
client: FINNEY  
ROBIN SPENCER ARCHITECTS PTY. LTD. P: 3392 1066 F: 3392 1055 E: info@rsarchitects.net

amarcnms  
17.2.15  
19.3.15

The lock up  
201 m<sup>2</sup> plot  
language code 0100  
brackene d/c 000  
A.C.N. 011 000 200  
A.B.N. 11 911 850 200



KITCHEN LEVEL

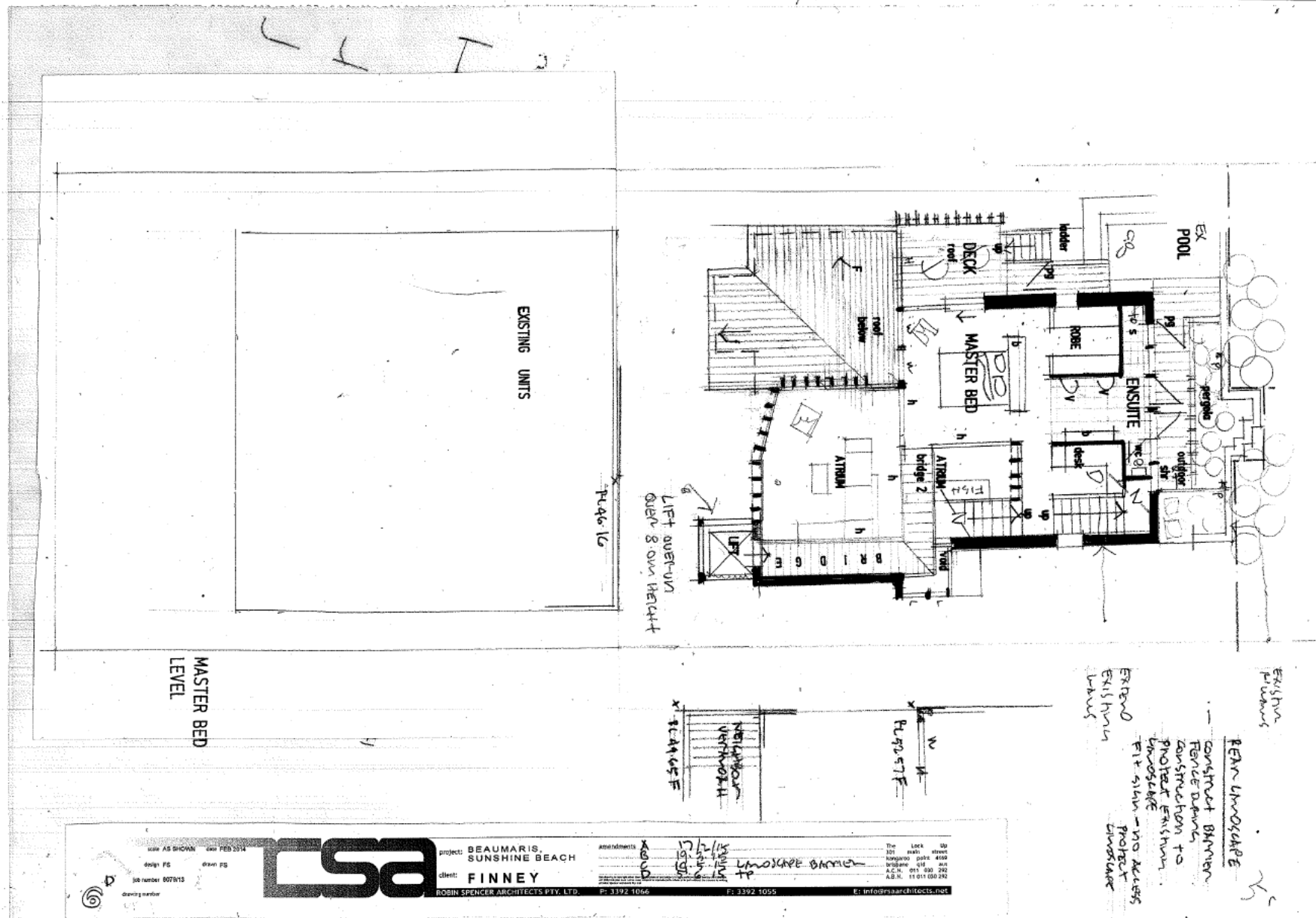
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0111 FS 0111 FS  
011111 027/15  
drawing number  
OF 9

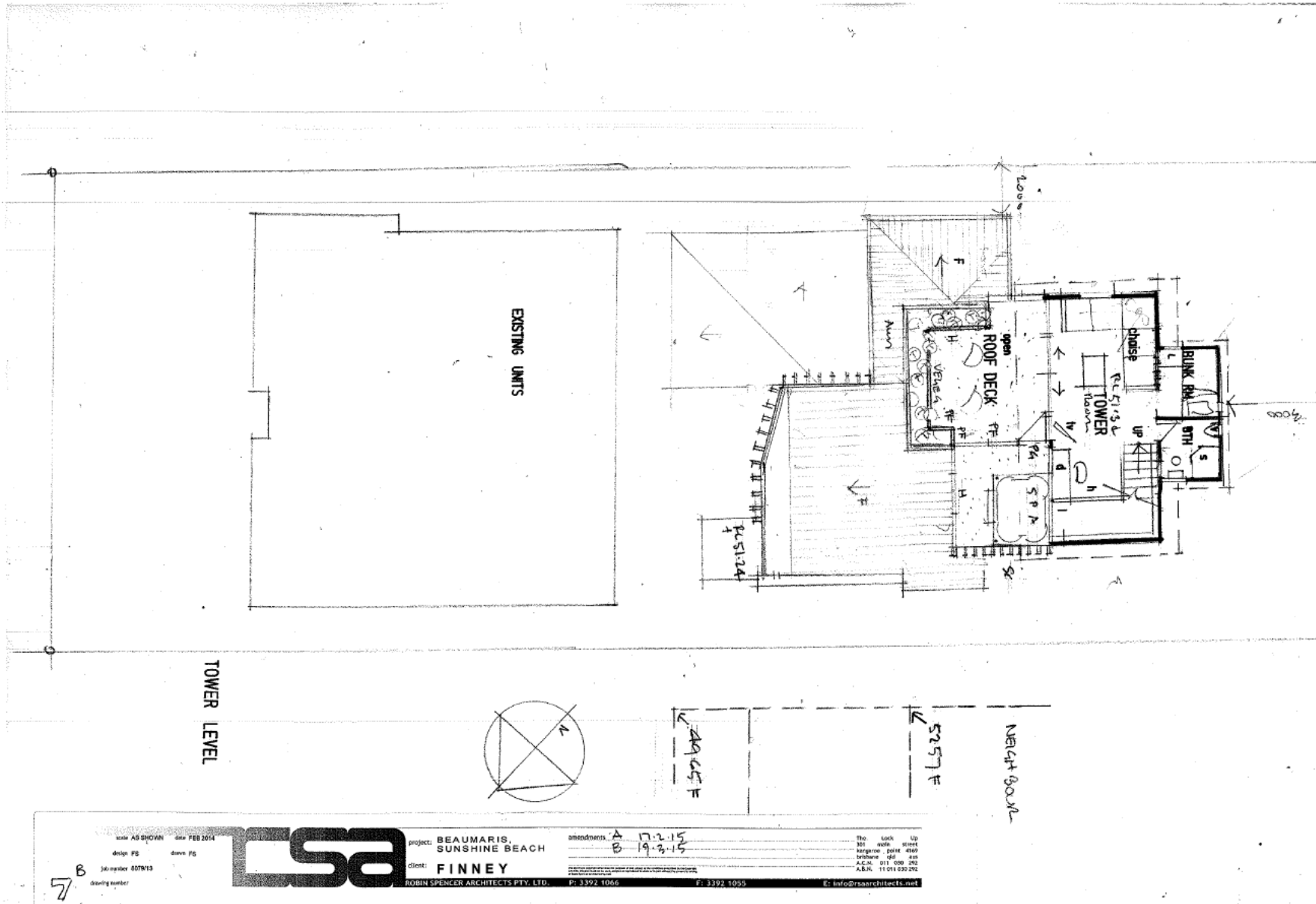
**BSA**

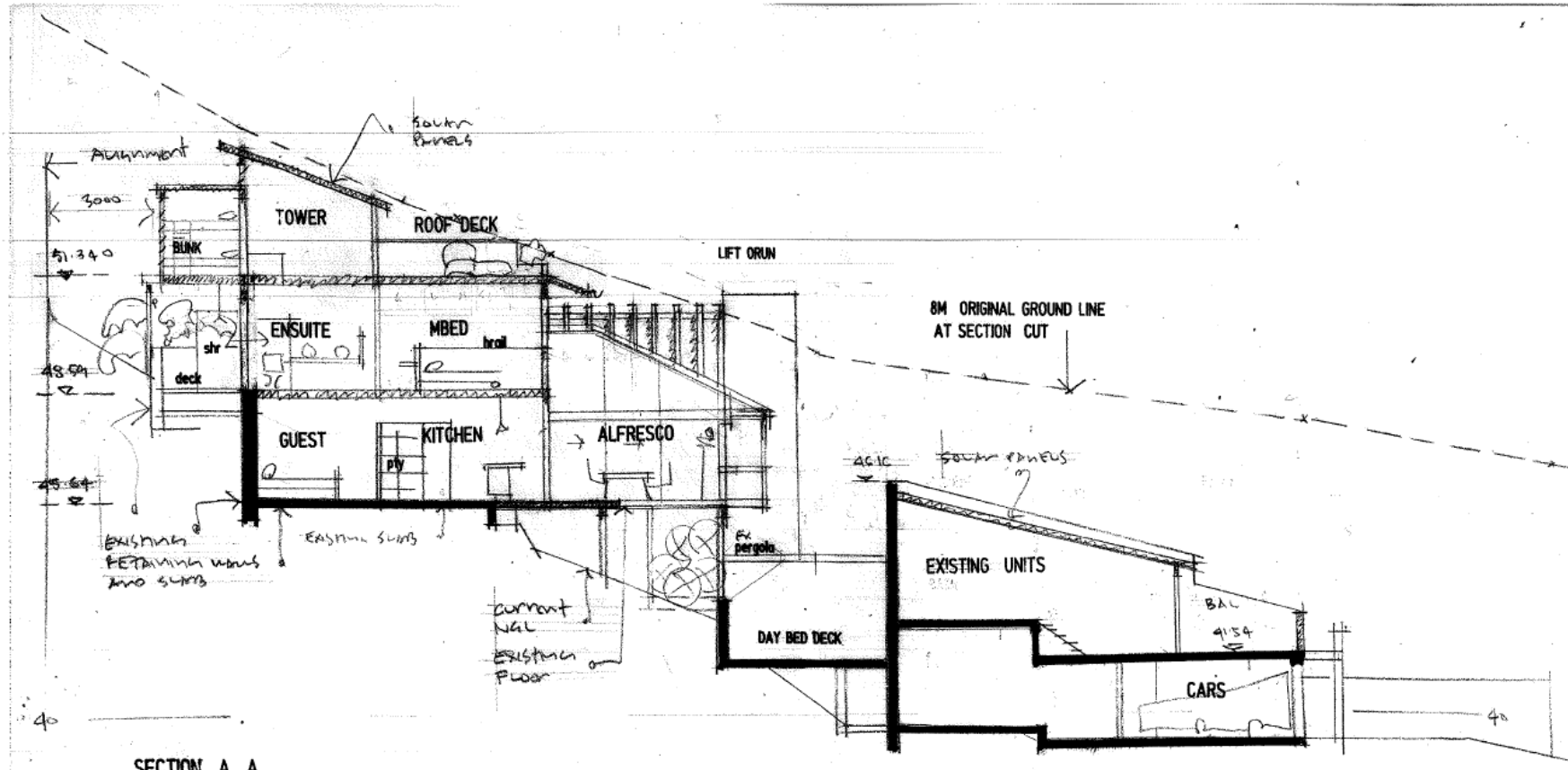
project: BEAUMARIS, SUNSHINE BEACH  
client: FINNEY  
ROBIN SPENCER ARCHITECTS PTY. LTD. P: 3392 1066 E: info@rsearchitects.net

amendment A 17.2.15 D 5.6.15 TP.  
B 19.3.15  
C 19.5.15 L'KAPPE WALK

The Lot 10  
201 m<sup>2</sup> street  
Langston park 4100  
Brisbane qld 4000  
A.C.N. 098 550 295  
A.B.N. 11 098 550 292



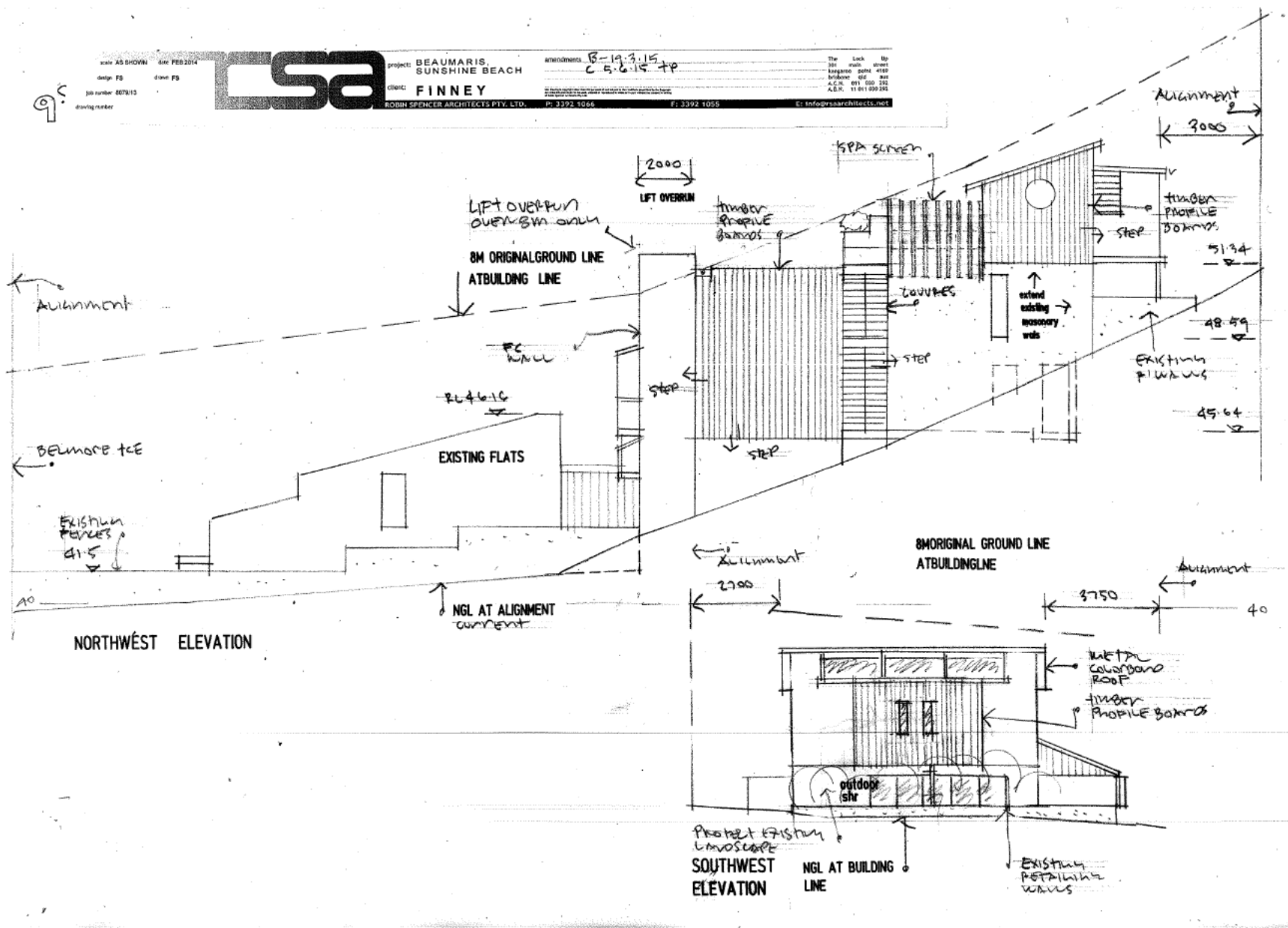


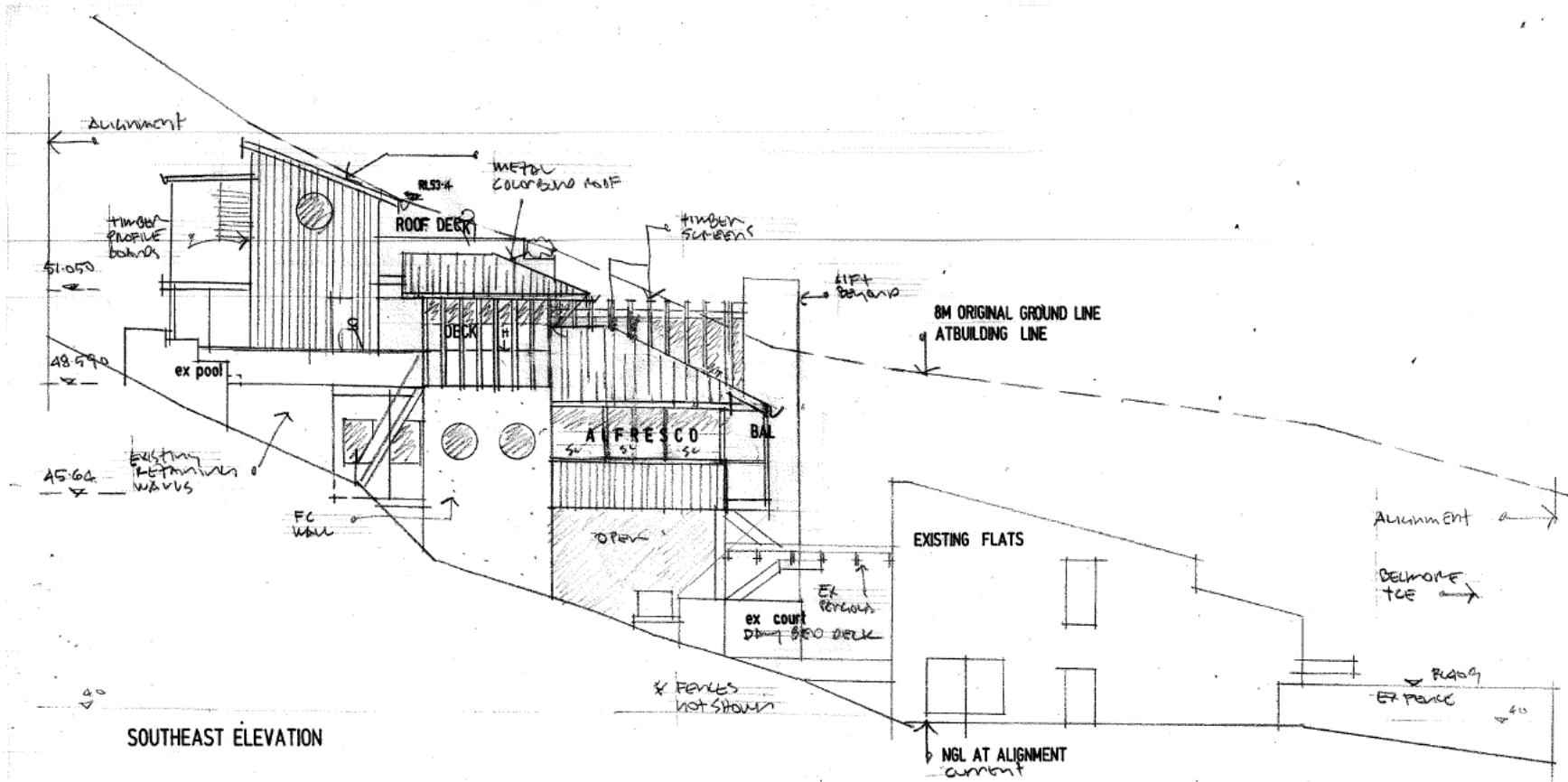


SECTION A A

- Note all original levels taken from Murray and Assoc surveys  
 BW 52.519 = 0.1m


	scale AS SHOWN date FEB 2014 sheet PS draw PS job number 907819 drawing title	<b>CSA</b>	project: BEAUMARIS, SUNSHINE BEACH client: FINNEY ROBIN SPENCER ARCHITECTS PTY. LTD. P: 3392 1066 F: 3392 1055 E: info@rsarchitects.net	amendments A 17.15 B 19.1.15 C 16.15 TP	The Lock Up 301 main street Kangaroo point 4164 Brisbane QLD 4015 A.C.N. 011 030 292 A.B.N. 11 011 030 292
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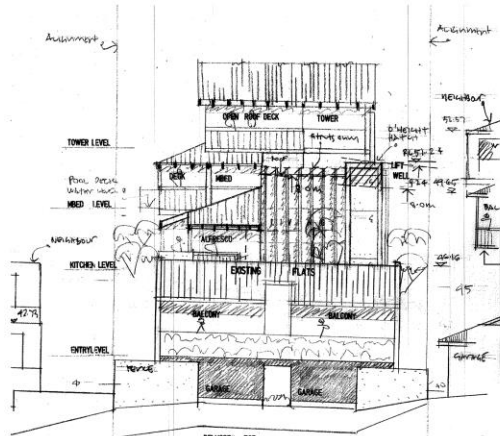
SOUTHEAST ELEVATION

10<sup>5</sup>

<p>DATE AS SHOWN: 08 FEB 2015</p> <p>DESIGN: FS</p> <p>JOB NUMBER: 827012</p> <p>DRAWN: FS</p> <p>DRAWING NUMBER:</p>		<p>PROJECT: BEAUMARIS SUNSHINE BEACH</p> <p>CLIENT: FINNEY</p> <p>ROBIN SPENCER ARCHITECTS PTY. LTD.</p>	<p>AMENDMENTS: 8-19-3-15</p> <p>2-9-6-15 TP</p>	<p>THE LICK 331</p> <p>301 MADU STREET</p> <p>LONGCREST QLD 4109</p> <p>TEL: 07 3392 1055</p> <p>FAX: 07 3392 1055</p> <p>EMAIL: info@rsaarchitects.net</p>
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ATTACHMENT 2

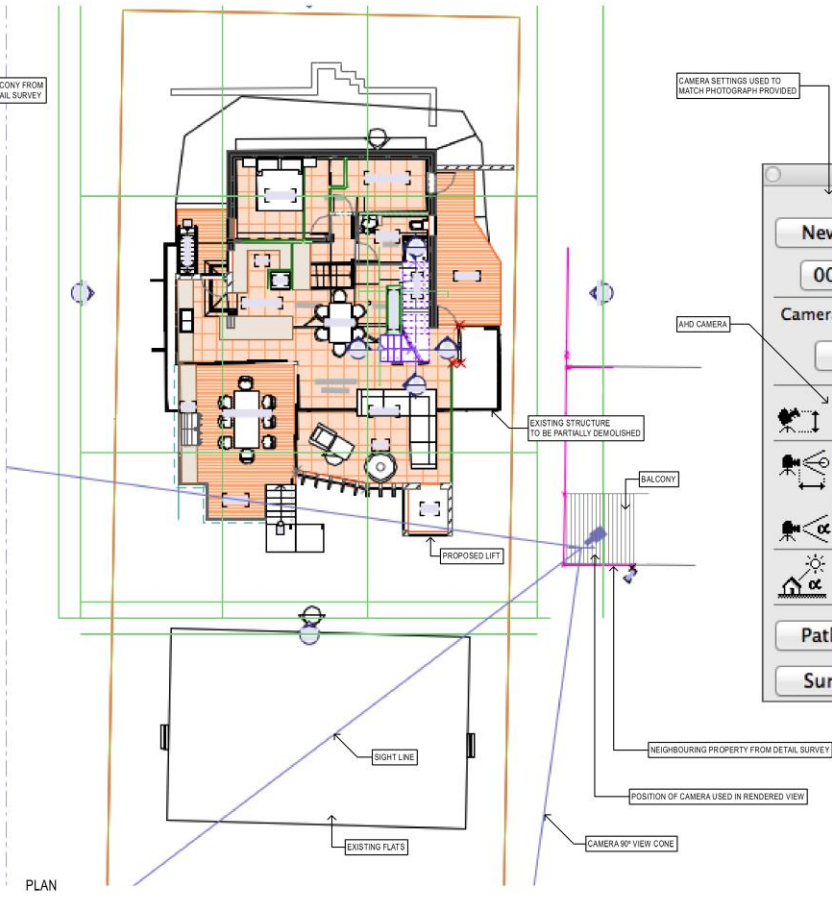


NORTHEAST ELEVATION  
STREETSCAPE  
ELEVATION - DWG DA-01

CALCULATION DETAILS OF CAMERA POSITIONING

HEIGHT OF FASCIA FROM DETAIL SURVEY	49.65
LESS DISTANCE TO BALCONY FLOOR	2.40
PLUS EYE HEIGHT	1.50
<b>CAMERA HEIGHT USED:</b>	<b>48.75</b>

REFER TO SHEET 9011 FOR 3D IMAGES



CAMERA SETTINGS USED TO MATCH PHOTOGRAPH PROVIDED

Camera Settings  
Selected: 1 Editable: 1

New... Rename Delete

00 Presentation 01

Camera: 1 Wait here: 0 frames

Smooth Path at Cameras

Camera Z	Target Z
48750.0	48750.0
Distance	Azimuth
53771.7	38.2°
View Cone	Roll Angle
90.0°	0.0°
Sun Altitude	Sun Azimuth
26.1°	350.0°

Path... Sun... Apply

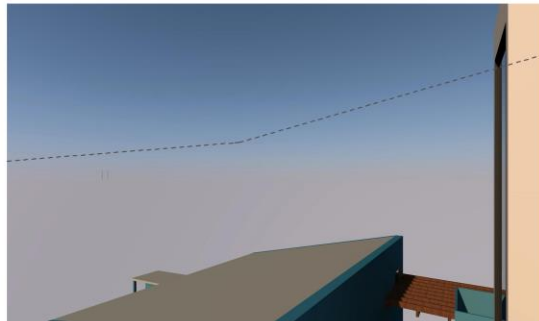


scale 1:1, 1:2, @ A3 date 10/08/2015	<b>CSA</b>	project: Renovate Existing Residence 41 Belmore Terrace, Sunshine Beach Q	amendments	The Lock Up 301 main street kangaroo point 4169 brisbane qld aus A.C.N. 011 030 292 A.B.N. 11 011 030 292	DRAWING TITLE <b>VIEWS</b> NEIGHBOURING PERSPECTIVE	6556 PRELIMINARY REVISION Do not scale this drawing
design PAS drawn TS		client: RICHARD FINNEY	ROBIN SPENCER ARCHITECTS PTY. LTD. P: 3392 1046 F: 3392 1055 E: info@rsaarchitects.net			



PHOTOGRAPH FROM NEIGHBOURING DECK AS SUPPLIED BY OTHERS

REFER TO SHEET 9010 FOR PERSPECTIVE CALCULATIONS



RENDER TAKEN FROM SURVEYED LEVELS OF NEIGHBOURING DECK  
REFER TO DWG 9010



SUPERIMPOSED VIEW FROM NEIGHBOURING DECK AFTER NEW CONSTRUCTION

scale @ A3 date 10/08/2015  
design FAS drawn TS  
job number 8079/13  
drawing number VIEW 2



project: Renovate Existing Residence  
41 Belmore Terrace, Sunnyside Beach Q  
client: RICHARD FINNEY  
ROBIN SPENCER ARCHITECTS PTY. LTD. P: 3392 1066 F: 3392 1055 E: info@rsaarchitects.net

amendments

The Lock Up  
301 main street  
kangaroo point 4169  
brisbane QLD 4000  
A.C.N. 011 030 292  
A.B.N. 11 011 030 292

DRAWING TITLE  
VIEWS  
NEIGHBOURING PERSPECTIVE

DATE PRELIMINARY REVISION  
Drawn and Issued By

**5 PROPOSED EXPENDITURE OF KOALA OFFSET CONTRIBUTION - SETTLERS COVE**

**Author** Environment Officer, Conor Neville  
Planning & Infrastructure Department

**Index** ECM/Application/132008.176 (08/0176)

**Attachments** 1. Koala Offset Settlers Cove

---

**EXECUTIVE SUMMARY**

Not Applicable

**RECOMMENDATION**

That Council note the report by the Environment Officer to the Planning & Organisation Committee Meeting dated 18 August 2015 and;

- A. Approve the planting and maintenance of 300 koala habitat trees in the Girraween Nature Refuge using the koala offset financial contribution paid by CBD Settlers Cove Pty Ltd pursuant to *Offsets for Net Gain of Koala Habitat in SEQ*; and
  - B. Approve the remaining koala habitat offset contribution paid by CBD Settlers Cove Pty Ltd to be expended in accordance with Option 1 as outlined in the report.
- 

**REPORT**

The purpose of this report is to provide information regarding the proposed expenditure of the koala offset financial contribution paid by CBD Settlers Cove Pty Ltd to meet their statutory obligations under the State government's previous koala policy *Offsets for Net Gain of Koala Habitat in SEQ*. The contribution was required to be paid as a condition of a development approval for a resort development of 109 dwelling units and 90 accommodation units at Settlers Cove. The development was approved by Sunshine Coast Regional Council on 8 April 2010 with the relevant period subsequently extended in 2013 to April 2017. The condition requires a monetary contribution to be paid to offset the removal of 48 mature koala habitat trees which would be impacted by the approved development and was imposed pursuant to the requirements of the *Offsets for Net Gain of Koala Habitat in SEQ*.

106. *A monetary contribution of \$44,160 (\$920 x 48 trees) must be made to Council for the off-set of 48 koala habitat trees in accordance with the Policy for Offsets for New Gain of Koala Habitat in South East Queensland. The monetary contribution must be paid within 12 months of this approval taking effect pursuant to the Offsets for Net Gain of Koala Habitat in South East Queensland*

The Offset for Net Gain of Koala Habitat in SEQ provided the option of paying \$920 per mature koala habitat tree required to be removed to facilitate the development as a koala offset. This financial option includes the cost of acquiring land outside the urban footprint in South East Queensland.

**1. Koala Habitat Offset Site Investigations**

The *Offsets for Net Gain of Koala Habitat in SEQ* policy net gain objective is said to be met if an offset contributes the equivalent of five new koala habitat trees for every non-juvenile koala habitat tree removed. The policy requires the offset to be provided in an area identified

as high value or medium value suitable for rehabilitation habitat on the regulatory maps. All offset plantings are required to be permanently secured for conservation purposes.

A total of 300 new koala habitat trees are proposed to be planted to meet the required 5:1 offset ratio for each tree cleared. This also includes approximately 20% extra planting contingency to account for potential tree failures.

The land surrounding the Settlers Cove resort site was investigated for the purpose of providing the offsets as close as possible to where the koala habitat is to be cleared. This area was determined to be unsuitable as there is insufficient area to plant 300 koala trees and the current land tenure does not provide suitable conservation protection. It is also preferable to ensure koala habitat trees immediately adjacent to the area of impact are protected and retained with the additional provision of successional koala habitat trees by planting. However, the area around the Settlers Cove development could not successfully accommodate the required planting due to the previously mentioned constraints.

The closest and most suitable offset planting site has been identified in Girraween Nature Refuge (Attachment 1). The selection of the site has been made in consultation with Environmental Services and the Natural Areas team and is located east of the sewerage treatment plant. The site is used by koalas and the proposed plantings will augment and expand upon existing koala habitat as well as providing additional biodiversity values. The Girraween Nature Refuge is a legally secured site by virtue of its Nature Refuge status under the *Nature Conservation Act 1992* and the provision of koala habitat trees aligns with the management intent of the refuge.

The proposed planting area meets the requirements of the State's *Offsets for Net Gain of Koala Habitat in SEQ* policy. The proposed plantings are in an area identified as medium value suitable for rehabilitation habitat on the regulatory maps, provide a minimum offset ratio of 5:1 and the land is legally secured by virtue of its Nature Refuge status.

The planting of koala habitat also accords with the recently adopted Council Policy *Koala Conservation* by identifying public land suitable for offsets and through the protection and conservation of koala populations and habitat.

## **2. Koala Habitat Offset Site Costing**

The Natural Areas team has obtained an estimate of the costs associated with the provision of the koala offset plantings, which include the site preparation, planting and a 5 year maintenance period. The estimate is \$30,000 which averages out to \$100/tree.

A residual amount of approximately \$14,000 remains, noting the \$920/tree offset contribution amount includes a land cost component. A number of options are available to Council which can be used to advance koala conservation in the shire. These options include, but are not limited to;

1. Increasing the amount of tree plantings in the Girraween Nature Refuge by 140 trees and maintaining them for a minimum period of 5 years; or
2. Implementing an enhanced program of bushland rehabilitation on public lands that surround the impact site, Serenity Close, Noosa Heads to ensure continued availability of Koala food trees through weed control and supplementary plantings; or
3. Engaging a researcher to assess the health of the koala population(s) of Noosa Heads/Weyba Creek; or
4. Improving koala road crossing safety by addressing koala mortality hotspots through the provision of additional fencing, speed reduction, and/or provision of koala furniture to culverts.

The provision of the additional trees and funds to the Girraween Nature Refuge area (Option 1) is recommended as this increases the amount of available koala habitat area, provides additional biodiversity values to the Nature Refuge Area, reduces general maintenance costs of the area over time, and reduces weed mass and spread.

The planting of the koala offset habitat trees is proposed to commence in the 2015 growing season (spring-summer) subject to Council approval.

**Previous Council Consideration**

**Ordinary Meeting 2 July 2015, Item 2, Page 5**

*That Council note the report by the Environment Officer to the Planning & Organisation Committee Meeting dated 23 June 2015 and;*

- A. *Note the Department of Transport and Main Road’s agreement to enter into discussions with Noosa Council in regard to finding a suitable koala habitat offset location within Noosa Shire and request staff to investigate suitable offset locations and report the matter back to a future Council meeting; and*
- B. *Request the Environmental staff:*
  - 1. *Identify potential Strategic Offset Investment Corridors in Noosa Shire for inclusion into the new planning scheme;*
  - 2. *Develop a register of landholder interest;*
  - 3. *Investigate options for securing land for the purpose of providing advanced offsets in conjunction with the Environment Levy Working Group;*
  - 4. *Investigate incorporating Matters of Local Environmental Significance into the new planning scheme; and*
  - 5. *Present recommendations to a future meeting of Council.*

**Finance & Risk**

This report considers the expenditure of koala offset funds in line with the original policy intent. The offset plantings are fully funded by the development approval condition. There are no other risks associated with the koala offset plantings.

**Consultation**

**External Consultation - Community & Stakeholder**

Nil

**Internal Consultation**

Natural Areas, Planning, Environmental Health and Environmental Services.

Departments/Sections Consulted:

- Community Services**
  - Disaster Management & Public Order
  - x Waste & Environmental Health
  - Community Facilities
  - Cultural Facilities

- Planning & Infrastructure**
  - Building & Plumbing Services
  - DA Planning
  - Strategic Land Use Planning
  - Asset Design & Investigations
  - Asset Planning
  - x Civil Operations
  - x Environment

- Executive Office**
  - Community Engagement
  - Customer Service
  - Executive Support
  - Governance
  - Human Resources

- Corporate Services**
  - x Finance
  - ICT
  - Procurement & Fleet
  - Property & Facilities
  - Revenue Services







**6 SURVEY & REGISTER OF NOOSAVILLE INDUSTRIAL AREA BUSINESSES**

<b>Author</b>	<b>Manager, Planning &amp; Environment, Kerri Coyle Department of Planning &amp; Infrastructure</b>
<b>Index</b>	<b>ECM/Subject/Industrial Zone Survey/Audit (Noosaville)</b>
<b>Attachments</b>	<b>1. Summary of Survey Results 2. Map of Noosaville Industrial Businesses</b>

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**EXECUTIVE SUMMARY**

Not Applicable

**RECOMMENDATION**

That Council note the report by the Manager, Planning & Environment to the Planning & Organisation Committee Meeting dated 18 August 2015 and

- A. Use the results of the survey of the Noosaville Industrial area to inform decisions on industrial and broader business land allocation and mix of uses in the next planning scheme; and
  - B. Request officers to regularly monitor the area to ensure that any new businesses are compliant with the industrial zoning.
- 

**REPORT**

A survey was undertaken of all Noosaville industrial area businesses during May and June this year. The audit was undertaken for a number of reasons:

- To develop a register of existing businesses in the industrial area, with the register intended to assist in monitoring the area to ensure that any new businesses are compliant with the industrial zoning;
- To provide information to owners and tenants on the purpose of the industrial area as the number of non-industrial businesses that had established in the industrial area without approval was thought to have increased; and
- To provide useful background data for future planning purposes, including the development of a new planning scheme for Noosa Shire.

The Noosaville Industrial estate is Noosa's principle industrial centre and the only industrial area in the coastal part of the Shire. The Noosa Plan seeks to protect the area for industrial functions to the exclusion of incompatible uses including residential, community, commercial business, retail business and most sport and recreation uses. The area provides important industries and service-related businesses to the whole of Noosa, but particularly the coastal area of the Shire.

The Noosa Plan defines industrial business as follows:

*Industrial business means the conduct of an industrial business activity, where goods or products are produced, manufactured, dismantled, altered, repacked, repaired or stored at a scale greater than defined by retail business. Any space dedicated for administration or accounting work in connection with such operations does not exceed 20% of the use area.*

The establishment of retail or commercial office type business in the Noosaville industrial area has the potential to reduce the availability of industrial land for industrial uses and detract from the role of the business centres over time. It is important that sufficient land is maintained for industrial businesses as uses of an industrial nature generally require larger floor plates that are generally not able to be accommodated in the business centres. Many industrial uses are also generally not compatible with other business uses due to their potential to impact on the users of surrounding premises, and conflicts can arise when industrial uses are located adjacent other business uses such as commercial business offices. For example a medical or solicitor's office requires generally a quiet business address and their operations are likely to be impacted upon by a mechanic working on vehicles next door.

Prior to undertaking the survey all owners and local real estate agents were sent a letter advising of the proposed survey and its purpose. Property owners were reminded that they are responsible for ensuring that any leases are for uses that are consistent with the planning scheme. Local real estate agents were sent a similar letter reminding them of their responsibilities in offering properties for sale or lease. The letters included information on the purpose of the Noosaville Industrial area and the definition of an industrial business. Owners and real estate agents were also advised that once the audit was completed any new businesses established after that time found to be non-compliant, and therefore unlawful, would face action by Council to remedy the breach of The Noosa Plan.

An officer then undertook a site inspection of each business in the Noosaville Industrial area to determine whether the business operations constituted an industrial business or was otherwise defined by The Noosa Plan. As provided to the owners and real estate agents, similar information was provided to the operators, including the range of planning scheme definitions for industrial, retail and commercial businesses and zoning details for the area.

From these inspections a register has been developed identifying each business operating in the Noosaville industrial estate. The register records each business name, the type of operation currently being conducted, contact details of the operators, and identifies whether the business has an appropriate development approval or not, date inspected etc.

In the future, it is proposed on a 6 monthly basis to review the Noosaville industrial area and identify any new non-compliant businesses and request either that they make application for a development approval or relocate within a reasonable time frame.

The survey showed that of the 632 tenancies in the Noosaville industrial area, there are currently 89 tenancies (14%) not complying, some of which have been operating in the area for some time. There were 100 vacant tenancies at the time of the survey. Many of the non-industrial uses are concentrated in areas along Gateway Drive, Eumundi Noosa Road and Eenie Creek Road. Some of the non-industrial business uses established such as the showroom type uses along Eumundi Noosa Road have established there due to the requirements for larger floor plates, to attract passing trade and are both retail and warehouse in nature and so are not necessarily suited to the existing business centres. Other uses, such as along Gateway Drive, appear to be start up type businesses, many of which may be more suited to this area than the current uses intended by the area's industrial zoning given the adjoining residential housing. There are also a limited number of small retail type businesses which have established in the industrial area, in tenancies with very limited floor plates. A number of these tenancies given their small floor plate are unlikely to be suitable for many industrial type businesses.



This information is likely to be useful in informing land use decisions for the next planning scheme and until this review is undertaken any further breach action against existing unlawful businesses established prior to the survey should be put on hold. However, the industrial area should be regularly monitored to ensure that further businesses (not industrial in nature) do not establish in the area in breach of The Noosa Plan.

**Previous Council Consideration**

Nil

**Finance & Risk**

The establishment of retail, commercial office type business in the Noosaville industrial area has the potential to reduce the availability of industrial land for industrial uses and detract from the role of the business centres over time.

**Consultation**

**External Consultation - Community & Stakeholder**

Owners and tenants of the Noosaville Industrial Estate and local real estate agents were contacted during the time of the survey.

**Internal Consultation**

Departments/Sections Consulted:

- Community Services**  
 Disaster Management & Public Order  
 Waste & Environmental Health  
 Community Facilities  
 Cultural Facilities

- Planning & Infrastructure**  
 Building & Plumbing Services  
 DA Planning  
 x Strategic Land Use Planning  
 Asset Design & Investigations  
 Asset Planning  
 Civil Operations  
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- Executive Office**  
 Community Engagement  
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- Corporate Services**  
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 Procurement & Fleet  
 Property & Facilities  
 Revenue Services

ATTACHMENT 1

STREET NAMES	Industrial Use Compliant	Percentage of Business Used for Retail								Non Industrial Uses	Vacant	TOTAL
		100%	90%	80%	70%	60%	50%	40%	30%			
TRADERS LANE	14	0	0	0	0	0	0	0	0	0	2	16
PROJECT AVE	53	11	1	0	2	1	0	2	0	17	8	78
VENTURE DRIVE	37	2	2	0	0	0	1	0	0	5	4	46
GATEWAY DRIVE	42	5	1	3	0	0	0	3	0	12	16	70
EENIE CREEK RD	4	0	0	6	0	1	1	0	0	8	0	12
RENE STREET	97	9	3	1	0	4	1	0	0	18	21	136
COMMERCE COURT	31	2	0	0	0	0	0	0	0	2	10	43
SANDERS STREET	1	0	0	0	0	0	0	0	0	0	0	1
LEO ALLEY ROAD	15	0	0	0	1	0	0	0	0	1	3	19
ACTION STREET	31	0	0	0	0	0	0	0	0	0	3	34
PRODUCTION AVENUE	23	1	0	1	0	0	0	0	0	2	5	30
BARTLETT ROAD	18	1	0	0	0	0	0	0	0	1	2	21
NOOSA EUMUNDI ROAD	40	3	1	5	0	4	3	0	0	16	9	65
LIONEL DONOVAN DRIVE	26	2	0	0	0	0	0	0	0	2	9	37
SELKIRK DRIVE	11	2	0	1	1	1	0	0	0	5	8	24
<b>TOTALS</b>	<b>443</b>	<b>38</b>	<b>8</b>	<b>17</b>	<b>4</b>	<b>11</b>	<b>6</b>	<b>5</b>	<b>0</b>	<b>89</b>	<b>100</b>	<b>632</b>



ATTACHMENT 2





**CORPORATE SERVICES DEPARTMENT REPORTS**

**Finance**

**7 FINANCIAL PERFORMANCE REPORT JULY 2015**

**Author**                    **Manager Financial Services, Wayne Jensen**  
**Corporate Services Department**

**Index**                    **ECM / Subject / 22.09 – Monthly Exception Report**

- Attachments**    1.    **Statement of Comprehensive Income**  
                          2.    **Statement of Financial Position**  
                          3.    **Capital Works Schedule**

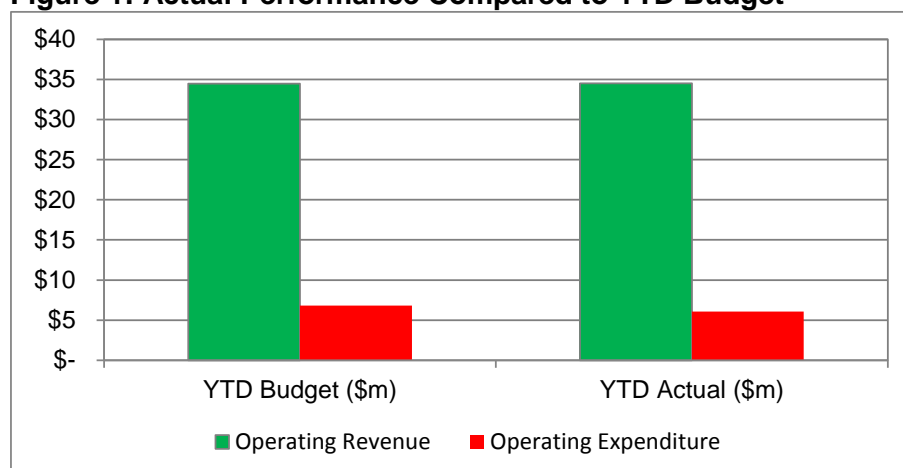
**EXECUTIVE SUMMARY**

Financial performance for July is generally in accordance with budget forecasts, with only moderate variances in some areas, though it is difficult to draw conclusions with only one month having passed. End of year accounting adjustments have been completed apart from information relating to Unitywater final results, and will be reviewed by the Audit and Risk Committee prior to presentation to Queensland Audit Office for their audit. Projects still under construction within the capital works program will be carried forward into the 2015/16 financial year for completion, and will be the subject of a separate report to the General Committee.

<b>Financial Performance Summary</b>					
	<b>Current YTD Budget \$m</b>	<b>YTD Actual \$m</b>	<b>Variance \$m</b>	<b>Variance YTD %</b>	<b>Status</b>
Recurrent Revenue	\$34.5	\$34.5	\$0.0	0.0%	<b>On track</b>
Recurrent Expense	\$6.8	\$6.1	\$0.7	10.8%	<b>On track</b>
Net Capital Revenue	\$0.1	\$0.1	\$0.0	12.5%	<b>On track</b>
Capital Expenditure	\$0.0	\$0.1	\$0.0	0%	<b>Watch</b>

Financial statements including Statement of Comprehensive Income and Statement of Financial Position are included as attachments for information of Council.

**Figure 1: Actual Performance Compared to YTD Budget**



**RECOMMENDATION**

That Council note the report by the Manager Financial Services to the Planning & Organisation Committee Meeting dated 18 August 2015 providing the July 2015 monthly financial performance report for the 2015/16 financial year.

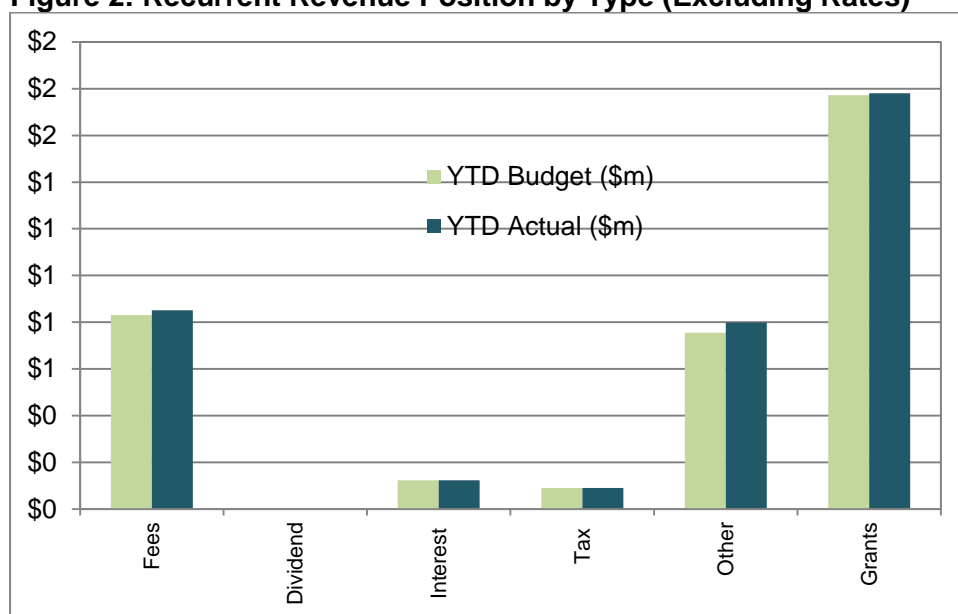
**REPORT**

**Recurrent Revenue**

Council has received 40% (\$34.5 million) of its recurrent revenue budget of \$87.3 million as at the end of July 2015, with the majority of income related to the first half-yearly levy of rates and utility charges. Commentary on each recurrent revenue type is provided below:

- Rates and Levies – \$30.9m (51%) of the annual budget of \$60.5m has been recorded.
- Fees and Charges – Fees and charges earned (\$0.9m) totals 18% of the full year budget. There are a number of fee areas that are marginally above budget forecasts, but being only one month into the financial year it is not prudent to be making any predictions for revised forecasts.
- Interest Received – Generally in accordance with forecast levels.
- Dividend and Tax – Dividends and the payment of tax equivalent from Unitywater are in line with budget forecasts.
- Other Revenue – Generally in accordance with budget predictions.
- Grants and Subsidies – Overall receipts for operational grants are in accordance with budgeted levels.

**Figure 2: Recurrent Revenue Position by Type (Excluding Rates)**



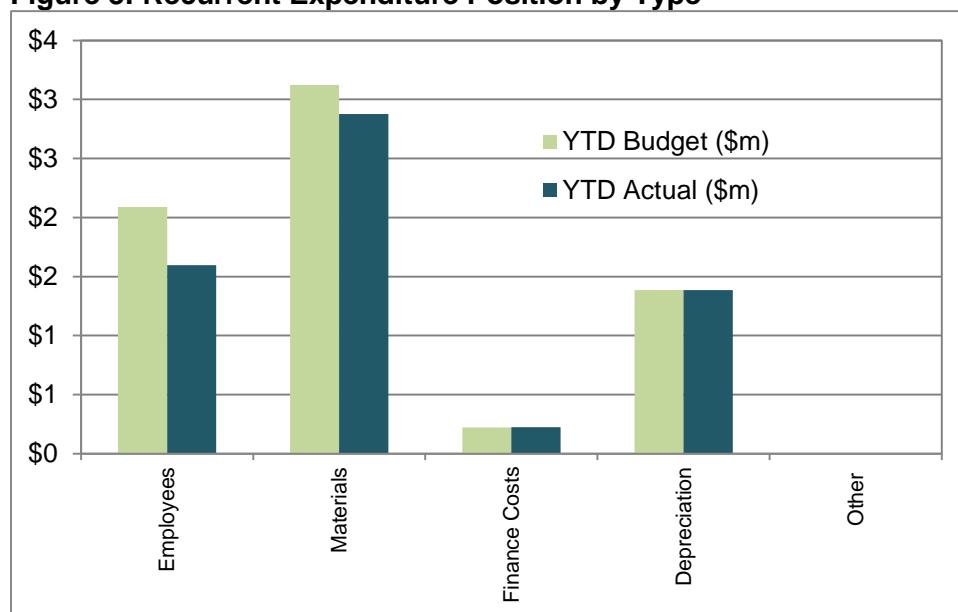
**Recurrent Expenditure**

Operating expenditure is currently 7% of the full year budget spend. The favourable budget variance generally relates to accounting adjustments for the end-of-year. Detailed commentary for significant items appears below.

- Employee Costs – Actuals of \$1.6m against a YTD budget of \$2.1m equates to 6% of the full year budget. The variances can be attributed to the overlap of the pay period with 2014/15 financial year.

- Materials and Services – 7% of budget (\$2.9m) has been expended compared to the budget of \$3.1m. Being only 1 month into the financial year means it is too early to identify any specific trends in expenditure against budget.
- Finance Costs – generally in accordance with budget.
- Depreciation expenses are currently running in accordance with budget forecasts.
- Other Expenses – currently below budget, but it is too early to identify any potential budget adjustment.

**Figure 3: Recurrent Expenditure Position by Type**



**Capital Revenue and Expenses**

Included in these reporting lines are cash contributions from developers (\$0.1 million), plus a minor amount from the sale of plant and equipment (not originally budgeted).

**Capital Works Program**

Capital expenditure (excluding commitments) is \$0.1 million. It is noted that actual expenditure has been incurred against projects carried forward from the 2014/15 program and that budgets will only be added once approved by Council. Works scheduling is currently being finalised and will result in detailed monthly budgets against which future budget performance can be measured.

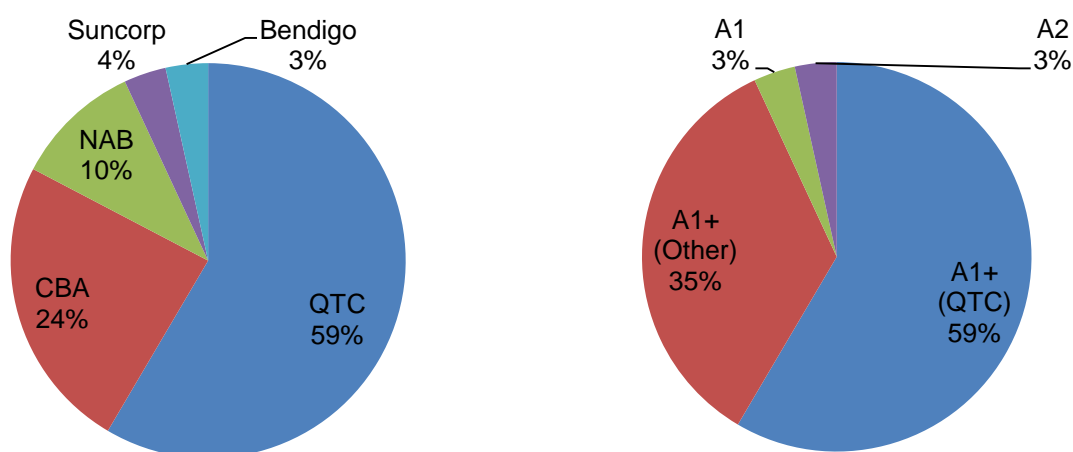
Detailed discussion of progress in the delivery of the capital works program is provided periodically to the Infrastructure and Services Committee.

**Cash Management and Investment Performance**

Council funds are invested in accordance with the adopted Investment Policy. Total cash on hand as at 31 July 2015 was \$57.7 million. The cash balance includes funding to be carried forward for capital projects still under construction, plus unspent funds from special rates and levies.

Council’s investment portfolio is balanced across a number of agencies, as shown in the graph on the left. The graph on the right shows the current risk profile using industry credit ratings.





The actual interest revenue for the month was \$122,967 with a weighted average yield of 2.62% against the industry benchmark (Bloomberg AusBond Bank Bill Index) of 2.16%.

**Previous Council Consideration**

Nil

**Finance & Risk**

Final figures as at 30 June are still to be completed, awaiting information related to the movement in value for Council’s shareholding in Unitywater. As such, figures shown in the Statement of Financial Position are interim only. Unexpended grants and uncompleted capital works will be the subject of a separate report to the General Committee on 24 August 2015 for carryover into 2015/16 and there may be some changes to the budgeted operating result as a consequence.

Draft financial statements will be presented to the Audit Committee in late August prior to submission for Audit.

**Consultation**

**External Consultation - Community & Stakeholder**

Nil

**Internal Consultation**

All areas of Council are consulted as part of the regular monitoring of budget performance.

Departments/Sections Consulted:

- Community Services**  
 Disaster Management & Public Order  
 Waste & Environmental Health  
 Community Facilities  
 Cultural Facilities

- Planning & Infrastructure**  
 Building & Plumbing Services  
 DA Planning  
 Strategic Land Use Planning  
 Asset Design & Investigations  
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ATTACHMENT 1

**Noosa Council**

**Statement of Comprehensive Income**

For the Year Ended 30 June 2016

As at 31-Jul-2015

	Current Budget 2016 \$	Current Budget YTD \$	Actual YTD \$	Percentage Annual Budget %
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Rates, levies and charges	60,463,174	30,896,587	30,878,216	51%
Fees and charges	4,807,279	831,011	851,253	18%
Dividend income	1,925,140	-	-	0%
Interest received	4,568,059	123,003	122,967	3%
Tax equivalents	1,088,812	90,734	90,734	8%
Sale of Goods and Major Services	7,274,896	587,079	615,028	8%
Sale of Contract & Recoverable Works	15,364	1,280	46	0%
Rental & Lease Income	1,173,953	103,727	114,536	10%
Other income	598,950	63,198	69,871	12%
Grants, subsidies, contributions and donations	5,394,440	1,771,643	1,780,122	33%
	<b>87,310,066</b>	<b>34,468,262</b>	<b>34,522,772</b>	<b>40%</b>
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee benefits	27,656,844	2,088,132	1,597,475	6%
Materials and services	38,854,938	3,123,744	2,876,294	7%
Finance costs	2,686,315	221,776	224,900	8%
Depreciation and amortisation	16,630,163	1,385,847	1,385,847	8%
Other expenses	121,828	4,758	750	1%
	<b>85,950,088</b>	<b>6,824,257</b>	<b>6,085,266</b>	<b>7%</b>
<b>Operating Result</b>	<b>1,359,978</b>	<b>27,644,005</b>	<b>28,437,506</b>	
<b>Capital Revenue</b>				
Capital contributions and donations	1,606,029	102,028	88,746	6%
Grants, subsidies, contributions and donations	2,072,221	-	-	0%
Other capital revenue	-	-	3,601	
<b>Capital Expenses</b>				
Capital Expenses	-	-	-	
<b>Net Result</b>	<b>5,038,228</b>	<b>27,746,032</b>	<b>28,529,853</b>	
<b>Other Comprehensive Income</b>				
Increase / (decrease) in asset revaluation surplus	-	-	-	
Other Comprehensive Income	-	-	-	
<b>Total Other Comprehensive Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>Total Comprehensive Income</b>	<b>5,038,228</b>	<b>27,746,032</b>	<b>28,529,853</b>	

## ATTACHMENT 2

**Noosa Council****Statement of Financial Position**

For the Year Ended 30 June 2016

	Note	Consolidated	
		2016 \$	2015 \$
<b>Current Assets</b>			
Cash and cash equivalents		55,183,793	50,891,174
Trade and other receivables		32,410,696	5,929,247
Inventories		101,214	104,038
Other current assets		1,627,078	3,097,262
		<u>89,322,781</u>	<u>60,021,721</u>
Non Current Assets held for sale		-	-
<b>Total Current Assets</b>		<u>89,322,781</u>	<u>60,021,721</u>
<b>Non Current Assets</b>			
Trade and other receivables		49,217,517	49,217,517
Other non current Assets		-	-
Investments		60,978,225	60,978,225
Investment property		3,831,234	3,831,234
Property, plant and equipment		885,846,282	887,078,579
Intangible assets		2,679,780	2,701,457
		<u>1,002,553,038</u>	<u>1,003,807,012</u>
<b>Total Non Current Assets</b>		<u>1,002,553,038</u>	<u>1,003,807,012</u>
<b>Total Assets</b>		<u>1,091,875,819</u>	<u>1,063,828,732</u>
<b>Current Liabilities</b>			
Trade and other payables		7,359,193	8,100,893
Borrowings		2,838,309	2,633,065
Provisions		4,848,730	4,891,033
Other		1,178,489	1,082,497
		<u>16,224,722</u>	<u>16,707,488</u>
<b>Total Current Liabilities</b>		<u>16,224,722</u>	<u>16,707,488</u>
<b>Non Current Liabilities</b>			
Trade and other payables		-	-
Borrowings		36,747,480	36,747,480
Provisions		8,011,604	8,011,604
		<u>44,759,084</u>	<u>44,759,084</u>
<b>Total Non Current Liabilities</b>		<u>44,759,084</u>	<u>44,759,084</u>
<b>Total Liabilities</b>		<u>60,983,806</u>	<u>61,466,572</u>
<b>Net Community Assets</b>		<u>1,030,892,013</u>	<u>1,002,362,161</u>
<b>Community Equity</b>			
Asset Revaluation Surplus		14,334,106	14,334,106
Retained Surplus / (Deficiency)		-	-
Shire Capital		973,986,708	973,986,708
Current Year Net Earnings		42,571,199	14,041,346
		<u>1,030,892,013</u>	<u>1,002,362,161</u>
<b>Total Community Equity</b>		<u>1,030,892,013</u>	<u>1,002,362,161</u>

**Noosa Council  
Capital Works Schedule**

As at: 31-Jul-2015

**ATTACHMENT 3**

<i>Project</i>	<i>Original Budget</i>	<i>Current Budget</i>	<i>Year To Date Actual</i>	<i>% of Annual Budget Spent</i>
<b>Bridges</b>				
500003 - Noosaville - Munna Point Bridge Stage 2	1,627,005	1,627,005	0	0.00%
500500 - Cooroy Mary River Road Timber Bridge Rehabilitation	50,000	50,000	0	0.00%
500501 - Cooroy, Cooroy- Belli Creek Road Timber Bridge deck resurfac	10,000	10,000	0	0.00%
500502 - Whole of Shire Annual Level 3 Bridge inspection program 2016	30,000	30,000	0	0.00%
500503 - Whole of Shire Bridge replacement program - Planning and des	200,000	200,000	0	0.00%
<b>Total Bridges</b>	<b>1,917,005</b>	<b>1,917,005</b>	<b>0</b>	<b>0.00%</b>
<b>Coastal Canals and Waterways</b>				
500109 - Munna Point Foreshore Stabilisation	0	0	1,449	0.00%
500504 - Noosa Heads Ravenswood Park Public Jetty Rehabilitation	35,000	35,000	0	0.00%
500505 - Tewantin Doonella Street Public Jetty Rehabilitation	28,000	28,000	0	0.00%
500506 - Sunshine Beach - Beach Access 30	45,000	45,000	286	0.64%
500507 - Sunrise Beach - Beach Access 34 Replace stairs adjacent road	50,000	50,000	0	0.00%
500508 - Castaways Beach - Beach Access 42	70,000	70,000	0	0.00%
500509 - Noosaville Noosa Waters - navigational lock renewals	13,000	13,000	0	0.00%
500510 - Noosa Heads Main Beach - Sand pumping pipe replacement progr	50,000	50,000	0	0.00%
<b>Total Coastal Canals and Waterways</b>	<b>291,000</b>	<b>291,000</b>	<b>1,735</b>	<b>0.60%</b>
<b>Commerical Land and &amp; Property</b>				
500111 - Rufous St Precinct Redevelopment	0	0	1,810	0.00%
500207 - Rufous St Design & Development Phase	300,000	300,000	0	0.00%
500511 - Sunrise Beach Shopping Centre Refurbishment	60,000	60,000	0	0.00%
<b>Total Commerical Land and &amp; Property</b>	<b>360,000</b>	<b>360,000</b>	<b>1,810</b>	<b>0.50%</b>
<b>Community Facilities</b>				
500073 - Tait Duke House - relocation	0	0	63	0.00%
500512 - Sunshine Beach NAC - Hydraulics Report 50mtr pool filtration	10,000	10,000	0	0.00%
500513 - Cooroy Library - Roof drainage repair and replacement	11,500	11,500	0	0.00%
500514 - Sunshine Beach NAC - Regrout & recaulk of the Program Pool	30,000	30,000	0	0.00%
500515 - Noosa Heads Surf Club Public Amenities Refurbishment	85,000	85,000	0	0.00%
500516 - Sunshine Beach NAC - Replacement of Program Pool heat pump	55,000	55,000	0	0.00%
500538 - NLC - Stage 2 Construction of redesigned reception area	45,000	45,000	0	0.00%
500539 - Noosa Heads Demolition of Lifeguard Service/ SLSQ operations	21,000	21,000	0	0.00%
<b>Total Community Facilities</b>	<b>257,500</b>	<b>257,500</b>	<b>63</b>	<b>0.02%</b>
<b>Corporate Buildings</b>				
500517 - Noosaville Depot Fire protection system and panel renewal	17,000	17,000	0	0.00%
<b>Total Corporate Buildings</b>	<b>17,000</b>	<b>17,000</b>	<b>0</b>	<b>0.00%</b>
<b>Environmental Assets, Bushland, Tracks and Trails</b>				
500540 - Noosa Heads Weyba Creek Bank Erosion rehab and access	100,000	100,000	0	0.00%
<b>Total Environmental Assets, Bushland, Tracks and Trails</b>	<b>100,000</b>	<b>100,000</b>	<b>0</b>	<b>0.00%</b>
<b>Fleet - Plant Replacement</b>				
500518 - Plant and fleet replacement program 2015-2016	1,854,000	1,854,000	0	0.00%
<b>Total Fleet - Plant Replacement</b>	<b>1,854,000</b>	<b>1,854,000</b>	<b>0</b>	<b>0.00%</b>
<b>Gravel Road Network</b>				
500519 - Whole of Shire Gravel Resheeting - Annual Program 2015/16	350,000	350,000	0	0.00%
<b>Total Gravel Road Network</b>	<b>350,000</b>	<b>350,000</b>	<b>0</b>	<b>0.00%</b>
<b>Holiday Parks</b>				
500030 - Noosa River Holiday Pk- Internal refurb	0	0	2,085	0.00%
500113 - Cooroy RV Stopover	0	0	6,351	0.00%
<b>Total Holiday Parks</b>	<b>0</b>	<b>0</b>	<b>8,435</b>	<b>0.00%</b>
<b>Information Technology</b>				
500078 - Whole of Shire - replace failed UPS	0	0	111	0.00%
500520 - Replacement of off-support and off-lease computers at Noosa	34,600	34,600	0	0.00%
500541 - Whole of Shire Mobile Mapping Stage 2 - Hardware & Configura	80,000	80,000	0	0.00%

## Noosa Council Capital Works Schedule

As at: 31-Jul-2015

Project	Original Budget	Current Budget	Year To Date Actual	% of Annual Budget Spent
500542 - Implementation of CI Anywhere Functionality for TechnologyOn	80,000	80,000	0	0.00%
<b>Total Information Technology</b>	<b>194,600</b>	<b>194,600</b>	<b>111</b>	<b>0.06%</b>
<b>Parks &amp; Playgrounds</b>				
500521 - Peregian Beach Skate park Shade Sail renewal	80,000	80,000	0	0.00%
500522 - Sunshine Beach Skate park renewal - Design	36,000	36,000	0	0.00%
500523 - Whole of Shire Park shelter - Renewal Park shelters 2015/16	45,000	45,000	0	0.00%
500524 - Whole of Shire Playground refurbishments 2015/2016	100,000	100,000	0	0.00%
500525 - Whole of Shire Park Furniture Renewal 2015/2016	50,000	50,000	0	0.00%
500551 - Noosa Hinterland Priority Playground - Planning & Design	50,000	50,000	0	0.00%
<b>Total Parks &amp; Playgrounds</b>	<b>361,000</b>	<b>361,000</b>	<b>0</b>	<b>0.00%</b>
<b>Pathways &amp; Enabling Facilities</b>				
100737 - Gibson Road (Eumindi Noosa Rd to Thomas St) - On road cycle	0	0	1,717	0.00%
500099 - Eenie Creek Pathway Stage 1 Signage	0	0	2,808	0.00%
500100 - Wallace Park Shared Path Construction	0	0	512	0.00%
500103 - Cooroy Noosa Road Corridor Improvement	0	0	19,649	0.00%
500115 - Tewantin State School Precinct Pathways	0	0	275	0.00%
500526 - Noosa Heads Park Road, Boardwalk Design and consultation	200,000	200,000	0	0.00%
500527 - Noosa Heads Sheraton Boardwalk rehabilitation	63,000	63,000	0	0.00%
<b>Total Pathways &amp; Enabling Facilities</b>	<b>263,000</b>	<b>263,000</b>	<b>24,960</b>	<b>9.49%</b>
<b>Planning Scheme</b>				
500079 - Noosa Design Manual	0	0	79	0.00%
500543 - Whole of Shire Planning Scheme Development Projects 2016	400,000	400,000	0	0.00%
<b>Total Planning Scheme</b>	<b>400,000</b>	<b>400,000</b>	<b>79</b>	<b>0.02%</b>
<b>Public Transport Infrastructure</b>				
500001 - Electric Bus Feasibility Study	0	0	2,750	0.00%
500053 - Whole of Shire - bus shelter DDA	0	0	400	0.00%
500528 - Whole of Shire Bus Shelter Disabled Compliant Program: 2016	1,500,000	1,500,000	0	0.00%
<b>Total Public Transport Infrastructure</b>	<b>1,500,000</b>	<b>1,500,000</b>	<b>3,150</b>	<b>0.21%</b>
<b>Sealed Roads Network</b>				
100742 - Sealed Road Pavement surveys and Investigations	0	0	584	0.00%
500055 - Whole of Shire - reseal and rehab	0	0	46,580	0.00%
500062 - Noosaville - Eumundi Noosa Road corridor	0	0	415	0.00%
500065 - Emergent all infrastructure renewal	0	0	965	0.00%
500118 - Dr Pages - Kinmond Creek Rd Initial Planning & Design	0	0	2,684	0.00%
500529 - Whole of Shire Other Emergent Works Program 2015-2016	3,933,895	3,933,895	0	0.00%
500530 - Whole of Shire Reseal & Rehabilitation Program 2015/2016	4,750,000	4,750,000	0	0.00%
500531 - Whole of Shire Pavement surveys and Investigations 2015/2016	60,000	60,000	0	0.00%
500544 - Cootharaba - Dr Pages Road & Kinmond Creek Rd - Construction	4,700,000	4,700,000	5,184	0.11%
<b>Total Sealed Roads Network</b>	<b>13,443,895</b>	<b>13,443,895</b>	<b>56,412</b>	<b>0.42%</b>
<b>Sports Ground and Facilities</b>				
500545 - Tewantin Noosa District Sports Complex - Internal roadway pl	30,000	30,000	0	0.00%
<b>Total Sports Ground and Facilities</b>	<b>30,000</b>	<b>30,000</b>	<b>0</b>	<b>0.00%</b>
<b>Stormwater Drainage</b>				
500057 - Gympie Terrace pipe rehabilitation	0	0	258	0.00%
500060 - Whole of Shire - stormwater structures	0	0	2,003	0.00%
500084 - Whole of Shire - Flood mitigation stage	0	0	1,203	0.00%
500532 - Whole of Shire CCTV Drainage program 2015/2016	50,000	50,000	0	0.00%
500533 - Whole of Shire Pipe re-lining/ rehabilitation program 2016	250,000	250,000	0	0.00%
500534 - Whole of Shire Stormwater Pit Structure renewal program 2016	200,000	200,000	0	0.00%
500535 - Whole of Shire Kerb & Channel Renewal Program 2015/2016	50,000	50,000	0	0.00%
<b>Total Stormwater Drainage</b>	<b>550,000</b>	<b>550,000</b>	<b>3,464</b>	<b>0.63%</b>
<b>Streetscapes and Road Corridors</b>				
500085 - Peregian Beach - precinct planning	0	0	468	0.00%
<b>Total Streetscapes and Road Corridors</b>	<b>0</b>	<b>0</b>	<b>468</b>	<b>0.00%</b>

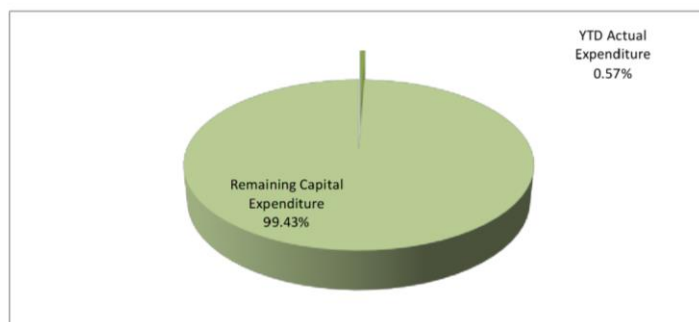
## Noosa Council Capital Works Schedule

As at: 31-Jul-2015

Project	Original Budget	Current Budget	Year To Date Actual	% of Annual Budget Spent
<b>Transport and Infrastructure Management</b>				
100751 - Eenie Creek Road / Walter Hay Drive Intersection safety upgr	0	0	30,475	0.00%
100752 - Weyba Road Reef Street Intersection Improvements - PIP	0	0	84	0.00%
500536 - Tewantin Cooroy Noosa Rd Traffic Management Construction - A	160,000	160,000	0	0.00%
500546 - Whole of Shire Forward Planning & Design Program - Construct	300,000	300,000	0	0.00%
500547 - Sunrise Beach Ben Lexcen Drive School Crossing Improvement-c	430,000	430,000	0	0.00%
500548 - Road directional signage (incl Noosa Entrance sign)	50,000	50,000	0	0.00%
500552 - Noosa Transport Strategy	150,000	150,000	0	0.00%
500553 - Whole of Shire Street lighting program 2015/2016	15,000	15,000	0	0.00%
<b>Total Transport and Infrastructure Management</b>	<b>1,105,000</b>	<b>1,105,000</b>	<b>30,559</b>	<b>2.77%</b>
<b>Waste Management</b>				
100967 - Noosaville Landfill Sedimentation Pond	0	0	591	0.00%
500537 - Noosaville Eumundi Rd Landfill Concrete Approaches to Weighb	200,000	200,000	0	0.00%
500549 - Noosaville Eumundi Rd Landfill Prepare Cell 2.2	80,000	80,000	0	0.00%
500550 - Noosaville Eumundi Rd Landfill Relocate Concrete Processing	30,000	30,000	0	0.00%
<b>Total Waste Management</b>	<b>310,000</b>	<b>310,000</b>	<b>591</b>	<b>0.19%</b>
<b>Grand Total</b>	<b>23,304,000</b>	<b>23,304,000</b>	<b>131,837</b>	<b>0.57%</b>

### Capital Works Program

YTD Actual Expenditure	\$131,837
Remaining Capital Expenditure	\$23,172,163
Full Year Budgeted Expenditure	\$23,304,000



**EXECUTIVE OFFICE REPORTS****8 NOOSA ECONOMIC PROFILE**

**Author** Senior Economic Development Officer, Carolyn Bullen  
Executive Office

**Index** ECM/Subject/ 45 – Project Management

**Attachments** 1. **Economic Profile, Noosa Shire Prepared by AEC Group Ltd**  
*(58 page attachment – supplied separately to this agenda  
2 hard copies available for viewing in the Councillors' Room)*

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**EXECUTIVE SUMMARY**

The AEC Group was engaged to prepare an economic profile for the Noosa Shire. Information in the profile will inform the development of a local Economic Plan for Noosa, form a baseline from which to monitor and measure the economy overtime and assist in decision making within business and industry.

The purpose of this report is to provide Council with an overview of the key indicators within the Economic Profile and seek approval to use the information in the future policy and planning.

**RECOMMENDATION**

That Council note the report by the Senior Economic Development Officer to the Planning & Organisation Committee Meeting dated 18 August 2015 and note the Economic Profile prepared by AEC Group Ltd.

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**REPORT****1. Background**

There are a number of government agencies that provide a range of economic data and statistics however base information can be obtained from a variety of sources and differing methodologies applied. Additionally in many instances information is only published at a higher level and needs to be filtered to a lower level to be applicable or relevant. Therefore specialist skills are needed to apply a robust framework and methodology when constructing economic data and subsequently, the AEC Group was engaged to provide an economic profile for the Noosa Shire region.

The Economic Profile (refer Attachment 1) will be used to inform the development of Council policy and plans and to monitor economic activity overtime. It will also be made available to the public to, among other things, inform and assist in decision making within business and industry.

**2. Key Points**

The Noosa Economy is strong and growing. It reflects many national trends such as an ageing population and growth in the health care and social services, and professional, scientific and technical services.



However the Noosa economy is reliant on tourism and population driven industry sectors, and could benefit from a more diversified economic base that is geared more towards smart/knowledge based industry sectors.

- The Noosa economy is geared towards tourism and population driven industry sectors.
- Forecast population growth is expected to average 0.7% per annum reaching a population of approximately 62,000 people by 2036.
- Noosa's population is ageing, and a little faster than most. In 2011 the average age was 46 years compared to 36years for Queensland and 38 years for the SEQ region.
- Accommodation and foods services, retail and construction are among our top 5 employment sectors which also include healthcare and social assistance and education and training.
- Top 5 employment sectors make up over 60% of total jobs but only deliver 38% of value to the economy (GRP).
- Gross Regional Product in 2013-2014 was just under \$2.6 Billion, growing at an average rate of 2.5% over the previous 5 years.
- Noosa's three main industries by contribution to gross regional product are construction, health care & social assistance and retail.
- Unemployment is at 7.3% just under 1% above Queensland with approximately 1,970 people looking for work.
- Approximately 7,400 businesses operate from Noosa.
- 89.6% of Noosa businesses employ less than five people compared to 88.2% of SEQ region businesses and 87.5% of Queensland businesses.
- Significant occupations of employment in Noosa are professionals at 18.5% of all employment, technicians and trades at 15.5% of all employment and managers at 15.5% of all employment.

### **3. Tables and Graphs**

The following tables and graphs provide an overview of the key economic indicators for Noosa.

#### **3.1 Population**

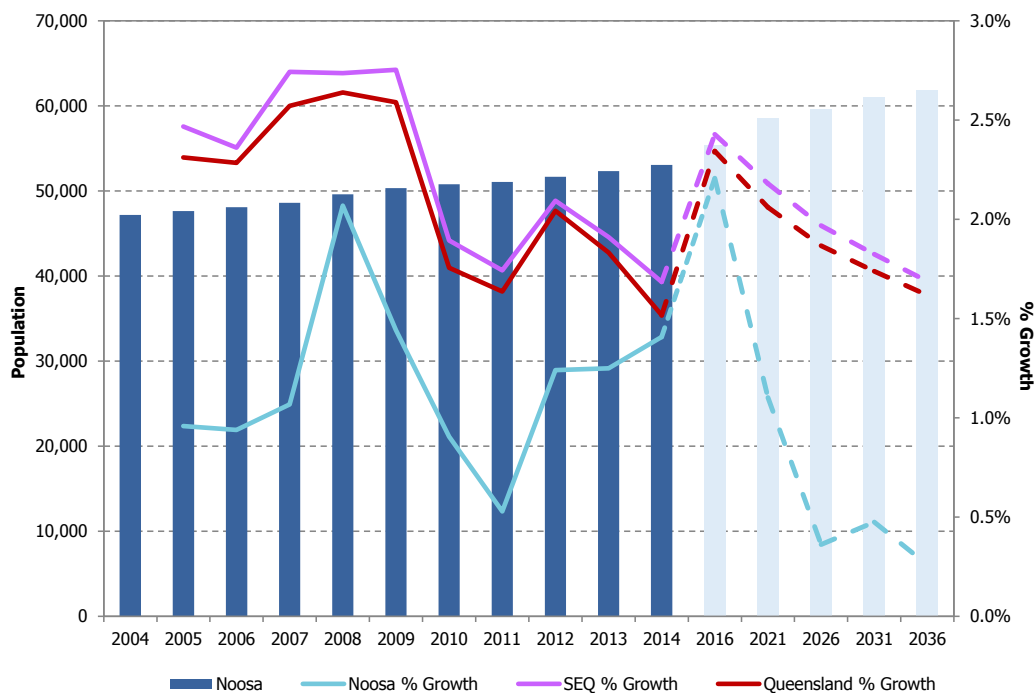
The Noosa economy is not dissimilar to other lifestyle destinations in that the economy is geared towards population driven industry sectors.

The Noosa economy experienced particularly high levels of population growth in the period between 1981 and 1996, ranging between 16.5% and 5.1%. This, Noosa's high tourism profile and people's ability and desire to live in destinations like Noosa that offer such an enviable lifestyle, have been key economic drivers.

While population growth began to slow in the early 2000's, Noosa's reputation as a world class tourism destination continued to grow strongly, deepening our economic reliance on tourism, hospitality and retail as key employing industry sectors.

Since 2004 population growth in Noosa Shire averaged 1.2% per annum compared to 2.2% for SEQ region and 2.1% for Queensland, however forecast population growth is expected to average only 0.7% per annum in Noosa Shire reaching a population of approximately 62,000 by 2036.

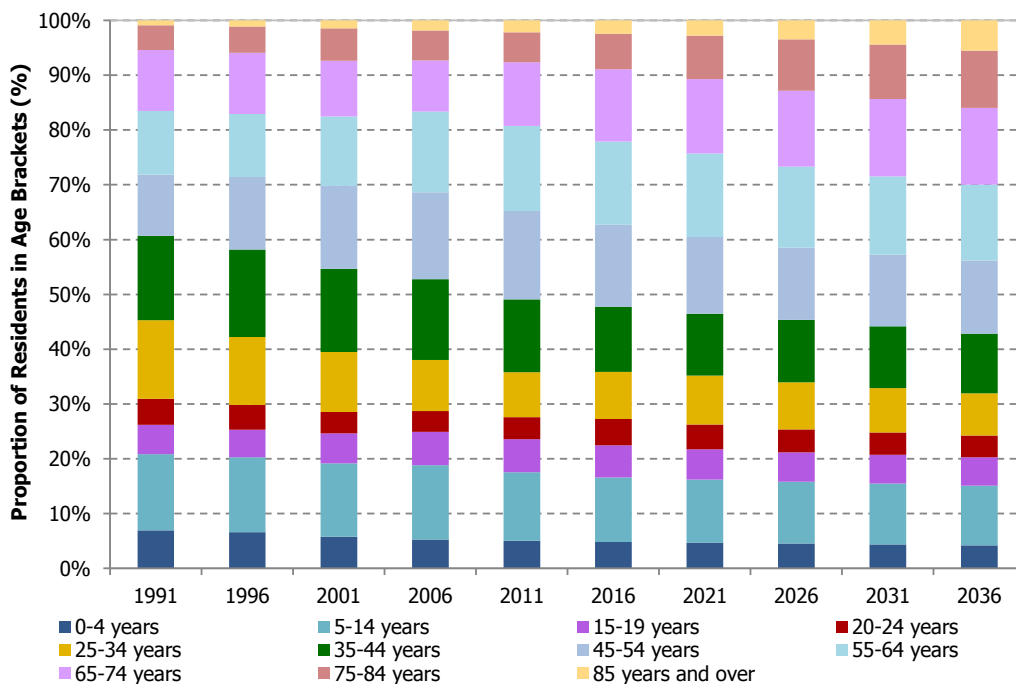
Noosa LGA Historical and Projected Population



On trend with the rest of Australia, Noosa’s population is ageing, albeit faster than many locations. In 2011, the median age for the shire was 46 years compared to 38 and 36 years in the SEQ region and Queensland respectively. Residents aged 45 years and over accounted for 39.3% of the population in 1991 and 50.9% at the 2011 census.

While the aging population going forward implies a smaller workforce will produce less in economic terms, it also indicates there will be demand for a range of goods and services specific to an older demographic.

Residents by Age Bracket, Noosa Shire LGA, 1991-2036



Source: Noosa Shire Council (unpublished)

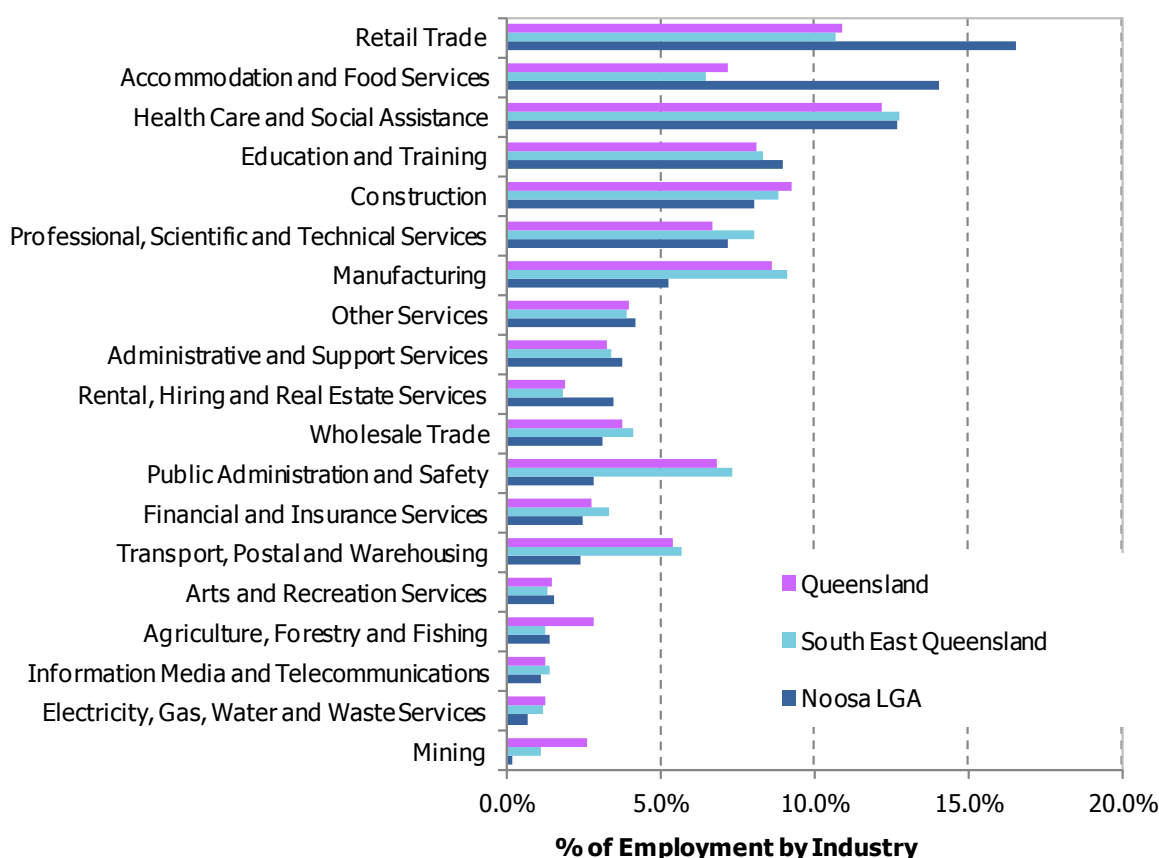
### 3.2 Employment

Employment trends in Noosa reflect our ageing population, national trends in health care, and a strong tourism sector. Increased employment in professional, scientific and technical services signals growth in 'smart' - high value industry sectors. This is also a national trend that could be exploited.

Three of the top five employment sectors in Noosa are primarily geared towards population and tourism driven industry sectors. These five sectors provide 60% of all local jobs:

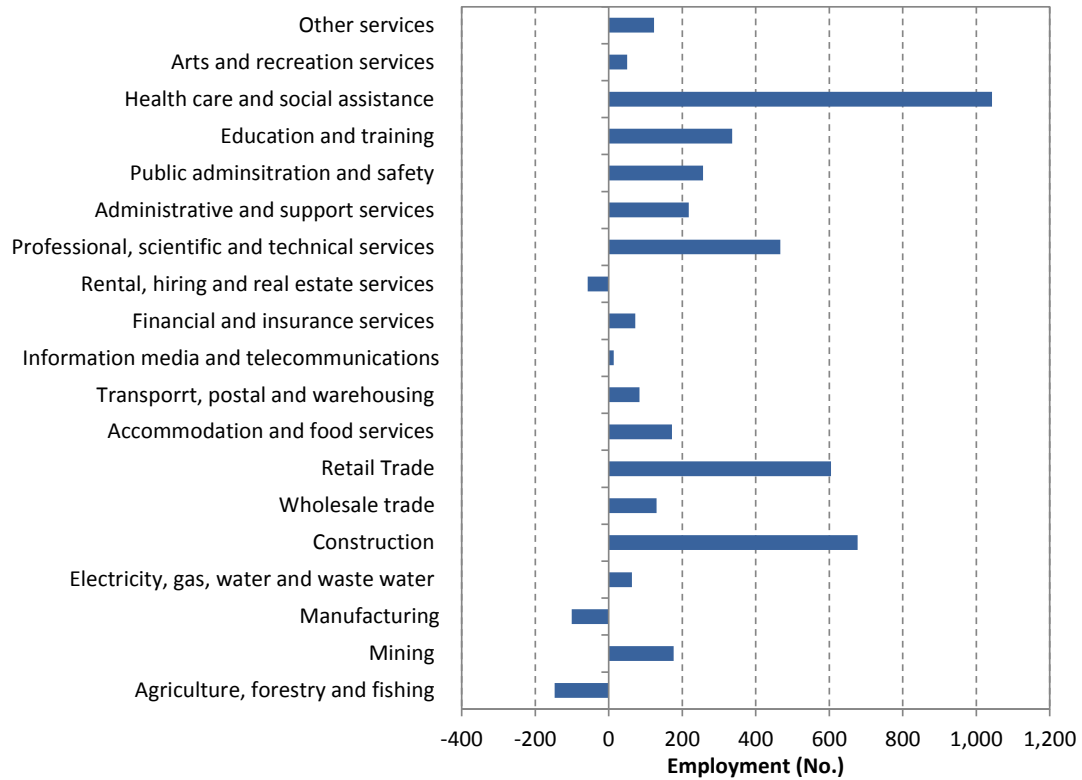
- Retail trade employs 16% of the total workforce, which is 50% higher than the Australian average.
- Accommodation and foods services employ 14% of the total workforce which is double the Australian average.
- Health care and social assistance employs 12% of the total workforce.
- Education and training employs 9% of the total workforce, and
- Construction employs 8% of the total workforce.

#### Employment by Industry, 2011



Note: Place of work.  
Source: ABS (2011)

Change in Employment, Noosa Shire, 2001-11

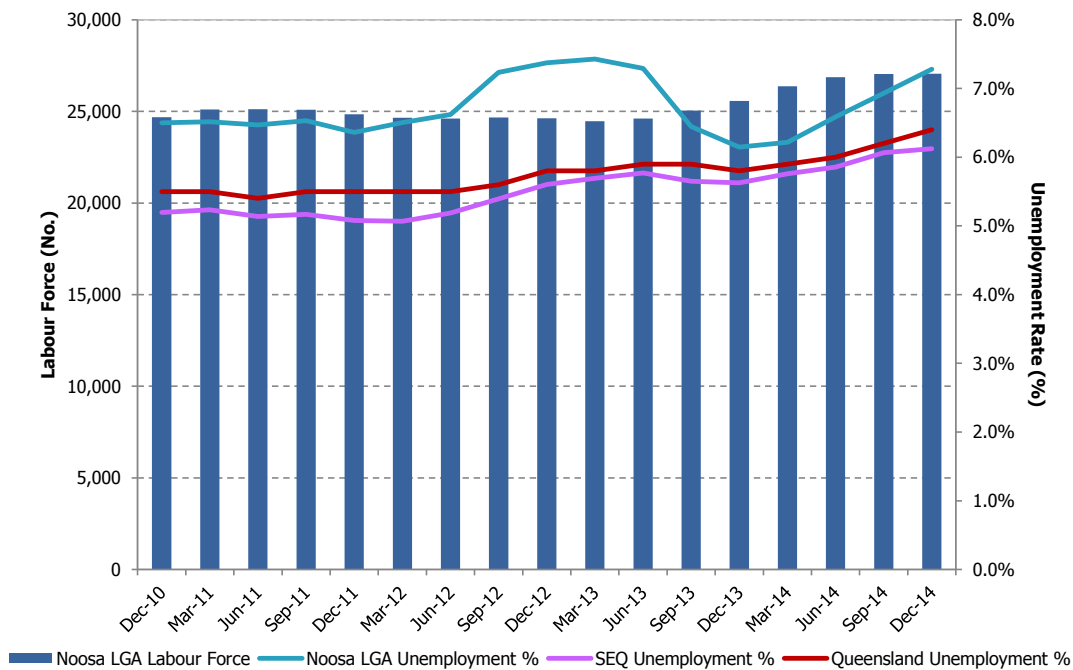


Source: ABS (2001, 2011)

Noosa Shire has a labour force of some 27,055 people of which 25,085 are currently employed and 1,970 are not, reflecting an unemployment rate of 7.3%. Unemployment in Noosa Shire is generally higher than the SEQ Region and the State.

Noosa LGA Unemployment and Labour Force

Source: QGSO (2015)



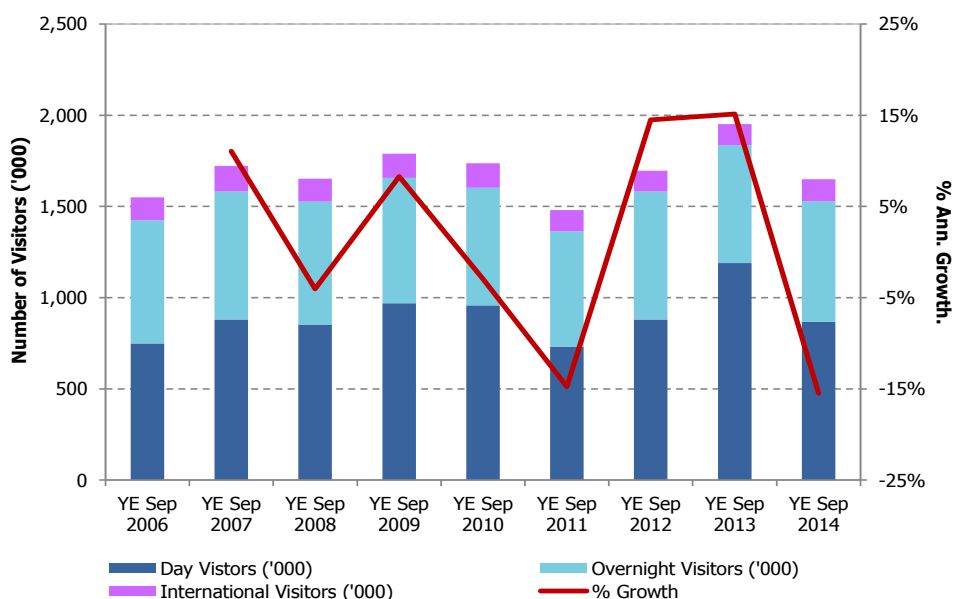
Across all occupations, professionals are the most prominent accounting for 18.5% of all employed Noosa residents. This was followed by technicians and trades 15.5%, managers 13.7% and sales workers 12.4%.

### 3.3 Tourism

Noosa has a world class tourism sector and notable brand awareness and equity. The tourism sector is strong and active and as a result experienced strong increases in visitation during 2012 and 2013 (15% year on year). In the year ending September 2014 the sector injected \$600 million into the local economy, and visitation grew in the higher yield international and overnight markets while the lower yielding day trip visitor market saw numbers drop considerably (27%).

#### Tourism Visitation, Noosa Shire LGA, 2006 to 2014

Source: TRA (2014c)



### 3.4 Gross Regional Product

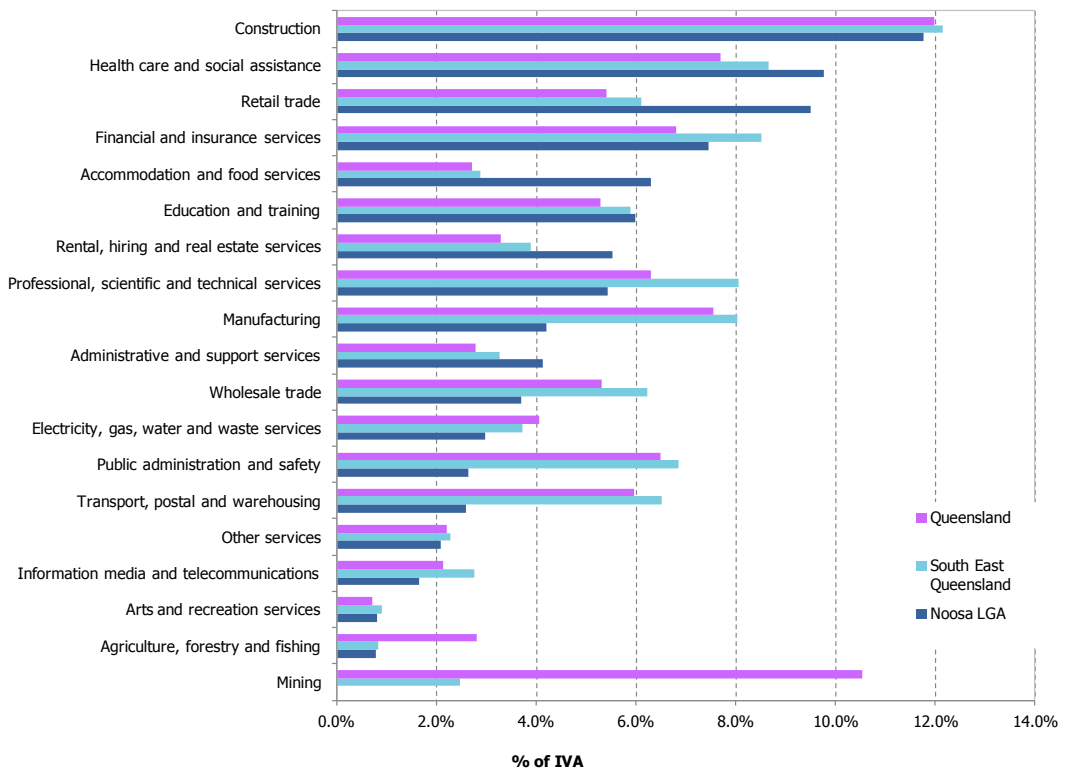
Noosa Shire produced just under \$2.6 billion in gross regional product (GRP) in 2013-14; this was up an impressive 5.6% on the previous year, compared to 1.8% and 2.3% increases for SEQ Region and the State respectively. GRP averaged a creditable 2.5% per annum growth over the last five years compared to 2.2% for SEQ Region and 2.1% for Queensland as a whole. Industry sector contribution to the economy in terms of industry value add to gross regional product, again clearly reflects the structure of the economy with health care, retail and construction being the fastest growing sectors.

Electricity, gas, water and waste services generated the highest GRP per employee at \$429,461 per employee, followed by financial and insurance services at \$291,199 per employee, and rental, hiring and real estate services (\$151,638 per employee).

Conversely the major Noosa Shire industries of retail trade and accommodation and food services generate lower GRP per employee \$54,806 and \$42,788 per employee respectively.

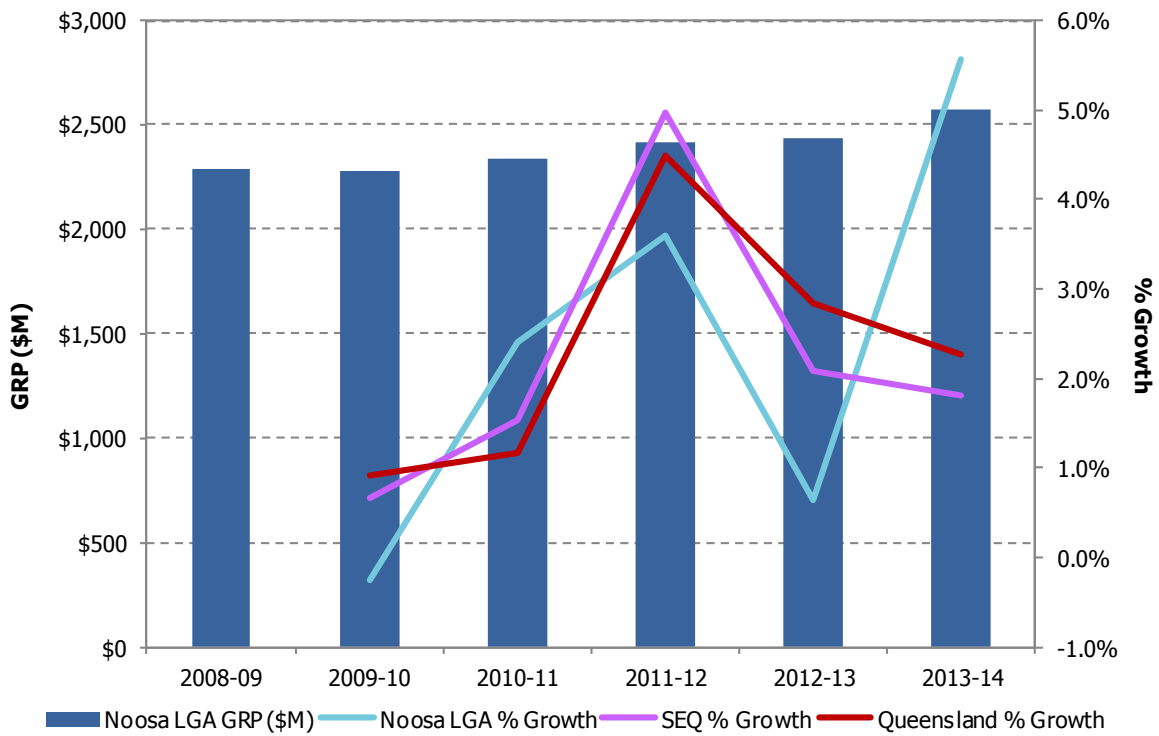
Noosa Shire IVA Breakdown (2013-14)

Source: AEC (unpublished)



Noosa Shire Historical GRP and Growth Rate

Source: AEC (unpublished)





### 3.5 Income

The highest average income for people living in Noosa was achieved in the mining sector at \$1,953.40 per week inflation adjusted to November 2014. This was followed by electricity, gas, water and waste services at \$1,531.80 per week, and financial and insurance services \$1,317.10 per week.

Industries most closely associated with the tourism sector such as retail, accommodation and food services and transport, postal and warehousing; offered the lowest wages. This included arts and recreation services at \$698.50 per week, accommodation and food services \$612.70 per week, and retail trade \$607.20 per week.

#### Noosa Incomes by Industry (Inflation Adjusted to November 2014) Source: ABS (2011, 2015c)

Industry	Noosa
Mining	\$1,953.4
Electricity, Gas, Water and Waste Services	\$1,531.8
Financial and Insurance Services	\$1,317.1
Public Administration and Safety	\$1,268.4
Professional, Scientific and Technical Services	\$1,204.1
Construction	\$1,142.5
Education and Training	\$1,135.5
Information Media and Telecommunications	\$1,085.8
Transport, Postal and Warehousing	\$1,068.7
Health Care and Social Assistance	\$1,058.6
Wholesale Trade	\$1,045.8
Rental, Hiring and Real Estate Services	\$1,032.6
Manufacturing	\$1,015.8
Administrative and Support Services	\$854.3
Agriculture, Forestry and Fishing	\$841.9
Arts and Recreation Services	\$782.9
Other Services	\$767.8
Accommodation and Food Services	\$686.7
Retail Trade	\$680.5

Noosa Shire reported a median household income almost \$200 below the SEQ Region and almost \$300 below the State in 2011 (\$953.5, \$1,150.7 and \$1,235.0 per week respectively).

This could be partly attributed to the high proportion of part-time work in the region. Part time work accounts for around 35%-40% of total employment within the broader Sunshine Coast Statistical Area Level 4 (SA4), compared to around 25%-30% in other benchmark regions. (See full report at Attachment 1).

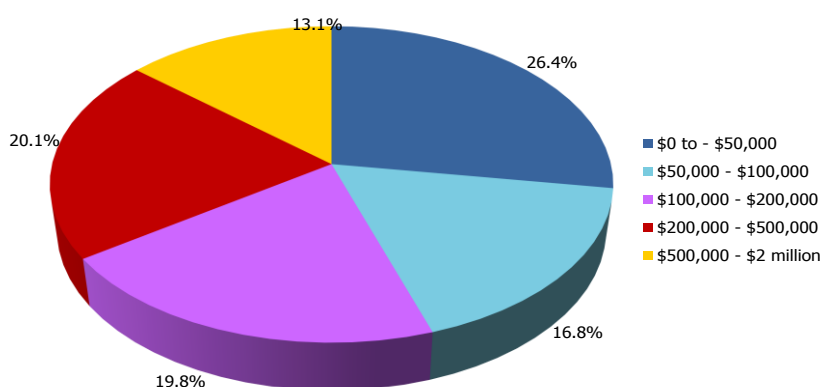
### 3.6 Business Counts

Noosa Shire is home to some 7,400 businesses. 62.1% of those are non-employing micro businesses and 27.5% are also micro but employ between 1-4 people. At the other end of the scale .01% employ 200 plus people. By turnover, 26.4% of businesses sit between \$0 and \$50,000 with 13.1% turning over between \$500,000 and \$2 million.

Noosa is also home to a range of very successful entrepreneurs and business people with expertise across multiple industry sectors. Many of these same people are active within the community and business organisations such as Tourism Noosa, Noosa Biosphere Foundation Ltd, Noosa Community Biosphere Association Inc, The Chamber of Commerce and Industry Queensland – Noosa Business Mentors and the Project Focus Group established to contribute the development of this Plan.

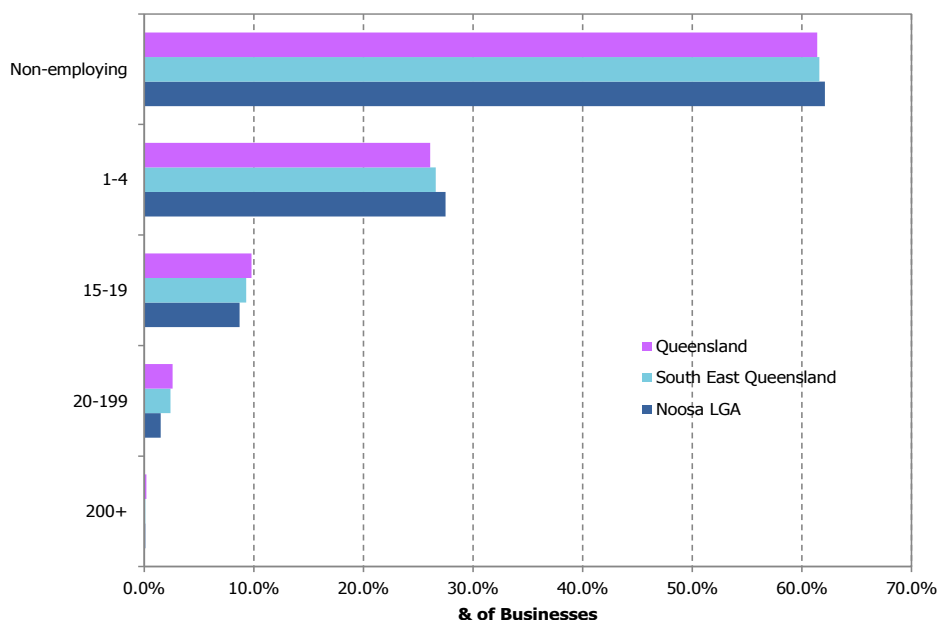
Noosa LGA Business Counts by Turnover Range

Source: ABS (2015d)



Business Counts by Employment Size

Source: ABS (2015d)



3.7 Industry Clusters

Cluster mapping portrays regional location quotients (LQs) against benchmark industry employment growth over time. By doing this, growth opportunities in specific industry sectors can be identified.

The cluster maps highlight where Noosa has an existing natural competitive advantage against the national industry backdrop.

Well represented, high growth industry sectors for Noosa Shire include:

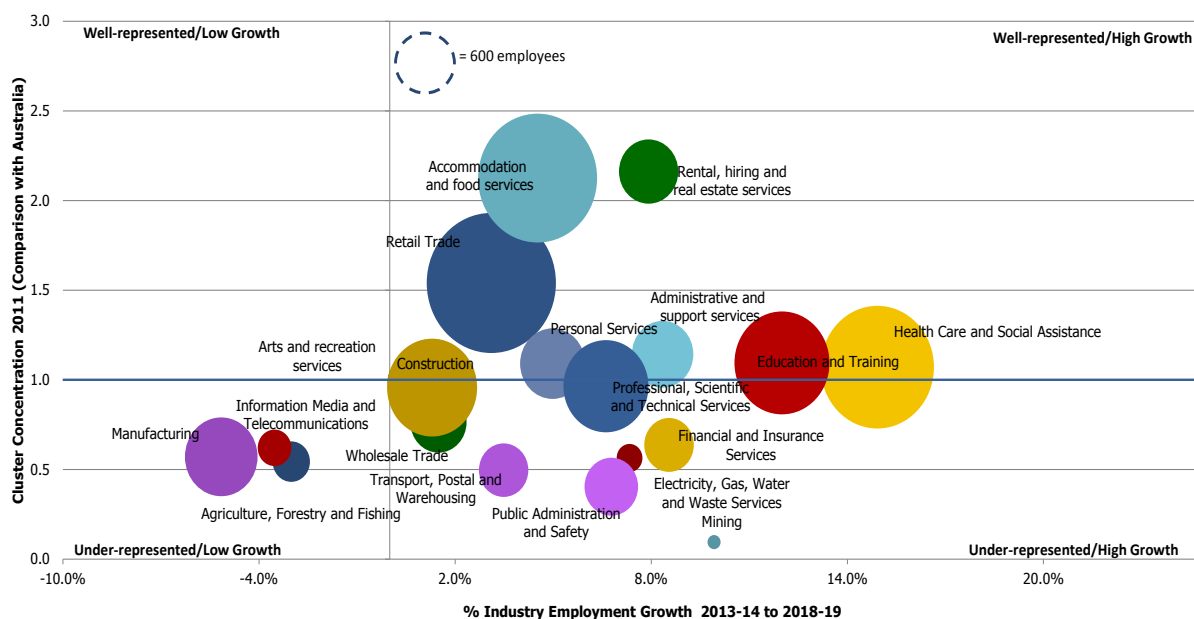
- Rental, hiring and real estate services (LQ 2.2).
- Accommodation and food services (LQ 2.1).
- Retail trade (LQ 1.5).

Future high growth sectors in which Noosa Shire is underrepresented include:

- Financial and insurance services (LQ 0.6).
- Electricity, gas, water and waste services (LQ 0.6).
- Public administration and safety (LQ 0.4).

Cluster Map (ANZSIC 1 Digit)

Source: ABS (2011), IbisWorld (2015)



Previous Council Consideration

Nil

Finance & Risk

Nil

Consultation

External Consultation - Community & Stakeholder

Local Economic Plan Project Focus Group

Internal Consultation

CEO

Executive Manager

Strategic Land Use Planning

Departments/Sections Consulted:

- Community Services**
- Disaster Management & Public Order
- Waste & Environmental Health
- Community Facilities
- Cultural Facilities

- Planning & Infrastructure**
- Building & Plumbing Services
- DA Planning
- x Strategic Land Use Planning
- Asset Design & Investigations
- Asset Planning
- Civil Operations
- Environment

- Executive Office**
- Community Engagement
- Customer Service
- Executive Support
- Governance
- Human Resources

- Corporate Services**
- Finance
- ICT
- Procurement & Fleet
- Property & Facilities
- Revenue Services

**9 APPOINTMENT OF 2016 SHOW HOLIDAY**

**Author**                **Personal Assistant to the CEO, Kylie Harris**  
                                 **Executive Office**

**Index**                 **ECM/ Subject/ Governance & Executive/ Noosa Show Day**

**Attachments**      **Nil.**

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**EXECUTIVE SUMMARY**

Not applicable.

**RECOMMENDATION**

That Council note the report by the Personal Assistant to the CEO to the Planning & Organisation Committee Meeting dated 18 August 2015 and request the Chief Executive Officer to write to the Office of Industrial Relations, Queensland Treasury requesting the appointment of Friday, 9 September 2016 as a Show Holiday for the Noosa Shire.

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**REPORT**

Under the *Holidays Act 1983*, the Treasurer and Minister for Employment and Industrial Relations is empowered to appoint, upon request by the Chief Executive Officer of the local government for the district concerned, a special holiday within a district. Holidays of this nature are usually appointed for an annual agricultural, horticultural or industrial show. Requests for the appointment of a special holiday for 2016 must be submitted no later than 4 September 2015.

The Noosa Country Show has traditionally been held annually on the second Friday and Saturday in September. For 2016, the Noosa Country Show is proposed for 9 – 10 September. It is therefore proposed that an application be made to the Minister to appoint Friday, 9 September 2016 as the Show Holiday for Noosa Shire for 2016.

**Previous Council Consideration**

Nil.

**Finance & Risk**

Nil.

**Consultation****External Consultation - Community & Stakeholder**

The Noosa Show Society.

**Internal Consultation**

Nil.

Departments/Sections Consulted:

- Community Services**  
 Disaster Management & Public Order  
 Waste & Environmental Health  
 Community Facilities  
 Cultural Facilities

- Planning & Infrastructure**  
 Building & Plumbing Services  
 DA Planning  
 Strategic Land Use Planning  
 Asset Design & Investigations  
 Asset Planning  
 Civil Operations  
 Environment

- Executive Office**  
 Community Engagement  
 Customer Service  
 Executive Support  
 Governance  
 Human Resources

- Corporate Services**  
 Finance  
 ICT  
 Procurement & Fleet  
 Property & Facilities  
 Revenue Services

**10 OPERATIONAL PLAN PROGRESS REPORT - 4TH QUARTER 2014-2015**

**Author** Chief Executive Officer, Brett de Chastel  
Executive Office

**Index** ECM/ Subject/ Corporate Planning

**Attachments** 1. Key Performance Indicators

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**EXECUTIVE SUMMARY**

Not applicable.

**RECOMMENDATION**

That Council note the report by the Chief Executive Officer to the Planning & Organisation Committee Meeting dated 18 August 2015 providing an update on progress with the implementation of the Operational Plan to 30 June 2015 and details of Council's Key Performance Indicators.

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**REPORT**

This report is in two parts. The first part provides Council with an overview of progress in implementing the annual Operational Plan. The second part focuses on the KPIs which are reported to Council on a quarterly basis.

This report relates to the final quarter of the 2014/15 financial year but can be read in conjunction with the CEO's report on the 2014/15 year in review.

**1. OPERATIONAL PLAN UPDATE**

At previous Council Committee meetings, Councillors indicated that they did not wish to have the entire Operational Plan attached to these quarterly progress reports but rather, to receive a general overview of progress which also highlights key projects. This report extracts some of the key issues in the Operational Plan and updates Councillors on progress for the fourth quarter.

A hard copy of the full Operational Plan update has been provided in the Councillors' Room if any further detail is required. Councillors have also been provided with copies of briefing notes used by the Leadership Team to monitor progress with signature projects.

Details of a number of significant or high profile Operational Plan projects and their status (by Department) is set out below. For each Department, 3 or 4 key projects have been identified from the Operational Plan.



Initiative	Comment
<b>Community Services</b>	
<ul style="list-style-type: none"> <li>• <b>Pest and Vector Control</b> – Develop a vector control plan for Noosa and liaise with representatives from State and Commonwealth Government.</li> </ul>	<ul style="list-style-type: none"> <li>• Draft Pest Management Plan went out to public consultation on 4 March and closed 7 April. The Plan was adopted by Council on 7 May 2015.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Local Laws</b> – Undertake a review of Council’s local laws</li> </ul>	<ul style="list-style-type: none"> <li>• Proposed new Subordinate Local Laws went out to public consultation and community responses were incorporated into the new suite of Noosa Local Laws which were adopted by Council on 7 May 2015. The new Local Laws came into force on 1 July 2015.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Social Plan</b> – Review Noosa Social Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Demographic data and community profiles have been completed.</li> <li>• The Social Plan Reference Group continues to meet regularly.</li> <li>• Workshop with Councillors has been held and Community Services staff are developing the draft Social Plan.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Kerbside Collection</b> – continue kerbside clean up</li> </ul>	<ul style="list-style-type: none"> <li>• Planning for the 2015 kerbside clean-up is complete with the rollout of the program to begin in August</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Disaster Management</b> – Continue to establish and refine Disaster Management &amp; response arrangements for the Noosa local government area</li> </ul>	<ul style="list-style-type: none"> <li>• The Noosa Local Disaster Management Plan 2015/16 and the Noosa Local Disaster Recovery Plan were adopted by Council on 2 July 2015</li> </ul>
<b>Corporate Services</b>	
<ul style="list-style-type: none"> <li>• <b>Credit Review</b> – Undertake a QTC Credit Review to confirm Council’s long term financial sustainability</li> </ul>	<ul style="list-style-type: none"> <li>• The updated 10 year financial model was provided to Queensland Treasury Corporation (QTC) in January 2015, and meetings were held through February / March to facilitate the review.</li> <li>• The outcomes of the review were presented to Council by QTC in May 2015.</li> <li>• Council received an upgraded credit rating which was an excellent result.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Council buildings</b> – physical risk and condition assessment of all Council buildings</li> </ul>	<ul style="list-style-type: none"> <li>• All large Council buildings (e.g. administration building, library etc) have had detailed condition assessments completed as priority projects</li> <li>• The remainder of Council buildings (e.g. toilet blocks, community halls etc) are being progressively assessed and an inspection program developed to complete those assessments.</li> </ul>

Initiative	Comment
<b>Planning &amp; Infrastructure</b>	
<ul style="list-style-type: none"> <li>• <b>Planning Scheme Review</b> – Complete proposed amendment to the Noosa Planning Scheme including the Temporary Local Planning Instrument (Vegetation Protection Overlay) for the Noosa area</li> </ul>	<ul style="list-style-type: none"> <li>• Ministerial sign off for public consultation was been received in the June quarter.</li> <li>• Community consultation planned to occur between August and October 2015 developed.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Noosa Design Manual</b> – Development of a design manual for private and public infrastructure elements that contribute to the look and feel of Noosa</li> </ul>	<ul style="list-style-type: none"> <li>• Noosa Design Manual adopted by Council on 2 July 2015.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Noosa Traffic Study</b> – New study to identify road hierarchy and guide intersection priorities</li> </ul>	<ul style="list-style-type: none"> <li>• The Noosa Traffic Study is nearing completion with all traffic count analysis being completed.</li> <li>• Noosa Council is also participating in the NORSCATS Study which is being undertaken by DTMR and due for completion in November of this year.</li> </ul>
<b>Executive</b>	
<ul style="list-style-type: none"> <li>• <b>Enterprise Bargaining Agreement</b> -Coordination of agreement (subject to State Legislative changes)</li> </ul>	<ul style="list-style-type: none"> <li>• CA negotiations have been put on hold due to legislative and award changes.</li> <li>• It is unlikely that new local government awards will be resolved until the end of October at the earliest.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Economic Development – Economic Development Strategy</b></li> </ul>	<ul style="list-style-type: none"> <li>• Noosa Economic profile has been completed and published</li> <li>• Consultation has been undertaken via the Economic Project Focus Group and public meetings.</li> <li>• Key themes and sectors have been identified and drafting of Noosa Local Economic Plan has commenced</li> </ul>

**2. KPIS**

The key issues arising from an assessment of the KPIs for the fourth quarter are as follows:

**Our People**

- In relation to WH&S, while the number of incident free days remains at or just below the benchmark during this period, the average duration of time lost due to injury is very high compared to other like Councils. This is probably reflective of an older workforce where injuries can sometimes take longer to recover. Our WH&S practices, policies and procedures are still a work in progress. We intend to shortly seek another independent review of our WH&S performance.
- Our WH&S scheme rate is lower than other Councils in category D (similar Councils to Noosa Council). The best performing Council in that category has a scheme rate of 0.905% while the worst is 2.083%. Our scheme rate was 1.242%.
- Sick leave taken is continued to be monitored closely and has shown significant improvement since this time last year. It is more than 50% lower than 12 months ago. April was the lowest level of sick leave since our re-establishment but May and June were a little higher as historically, sick leave is higher in winter months.
- Excess annual leave weeks accumulated continue to be at high levels. While there has been a slight decline in the number of staff with over 8 weeks annual leave since Christmas, it has not been as significant as hoped. It is lower than 12 months ago but still too many staff have more than 8 weeks of annual leave owing.

**Our Systems and Processes**

- We monitor the organisation's ability to implement the projects approved by the Council in the Operational Plan. The key operational plan projects have been highlighted in Part 1 of this report and a full copy of the Operational Plan report is available in the Councillors' Room.
- We have a focus on improving our systems to allow more online transactions to enable our community to have 24/7 access to services for which the KPI shows an increasing trend in online requests. However, as a percentage of total requests, it is still quite low. Recently, the Leadership Team spent some time focusing on how we can make online service requests more customer friendly, thus encouraging more usage. Online payments tend to spike during rate periods, dog registration renewals etc.
- ICT system uptime remains strong.

**Our Finances**

- Our financial KPIs measure solvency, investment performance and outstanding rates. All of these KPIs continue to be on track.
- Council receives a financial performance report at the end of each month which provides a more detailed analysis of Council's financial position.

**Our Customers**

- The total number of customer requests received by Council remains on a slight upward trend in the long term but fewer customer requests were recorded in the last 3 month period – approximately 1,250 per month. The number of requests is expected to increase again in the next 3 month period as we enter a rates period, annual dog registration and our kerbside waste collection.
- Conversely, the level of sign off of completed CRMs (customer request management system) is still historically low. Both the Director Planning and Infrastructure and Director Community Services have reported to Council recently about actions to improve the timing of responses to CRMs particularly in relation to dogs, waste bins, road/traffic issues and trees. More work is being done at the management level in "drilling down" within the overall statistics.

- The average wait time for our customers when phoning Council continues to improve over time, however there continues to be some months where the target of an average of 1 minute is exceeded. The month of June saw our best phone performance since we began keeping statistics.
- Customer indicators for processing times for various types of development applications have remained constant over the 3 month period with MCUs being the type of application which generally has the lowest percentage of completion times.
- The KPIs for building information requests and plumbing application processing times performed extremely well during the 4<sup>th</sup> quarter.

As part of continuous improvement, work has been done on refining our management and Council KPIs to more provide more valuable data. KPIs will continue to be reported to Council on a quarterly basis and are also analysed by the Leadership Team on a monthly basis. To provide continuity, the attached KPIs are the same as have been reported during the 2014/15 financial year. The refined KPIs will commence from 1 July 2015.

**Previous Council Consideration**

Nil.

**Finance & Risk**

Nil.

**Consultation**

**External Consultation - Community & Stakeholder**

Nil.

**Internal Consultation**

The details of each of the Operational Plan activities have been provided by relevant Departments.

Departments/Sections Consulted:

- Community Services**  
 Disaster Management & Public Order  
 Waste & Environmental Health  
 Community Facilities  
 Cultural Facilities

- Planning & Infrastructure**  
 Building & Plumbing Services  
 DA Planning  
 Strategic Land Use Planning  
 Asset Design & Investigations  
 Asset Planning  
 Civil Operations  
 Environment

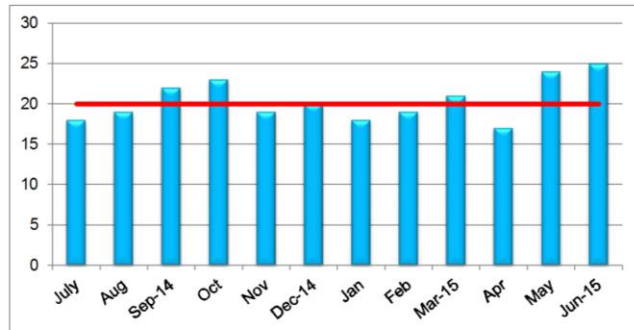
- Executive Office**  
 Community Engagement  
 Customer Service  
 X Executive Support  
 X Governance  
 Human Resources

- Corporate Services**  
 Finance  
 ICT  
 Procurement & Fleet  
 Property & Facilities  
 Revenue Services

### QUARTERLY ORGANISATIONAL PERFORMANCE REPORTING

#### OUR PEOPLE

<b>Measure</b>
Number of incident free days
<b>Purpose</b>
Safety of the workplace



**Comment**  
 Figures provided as per 5 day working week.

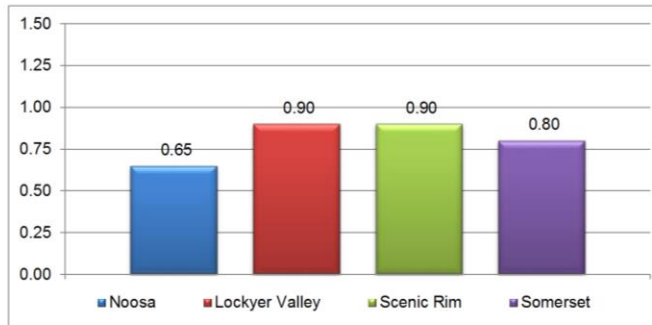
<b>Measure</b>
Council % of LGW
<b>Purpose</b>
Safety of the workplace



**Comment**  
 2014/ 2015 rate for Noosa Council. Noosa Council falls in the Group D category, the lowest rate in that category was 0.905%, the highest rate was 2.083%

Benchmark is shown by red line, Trend is shown by black line

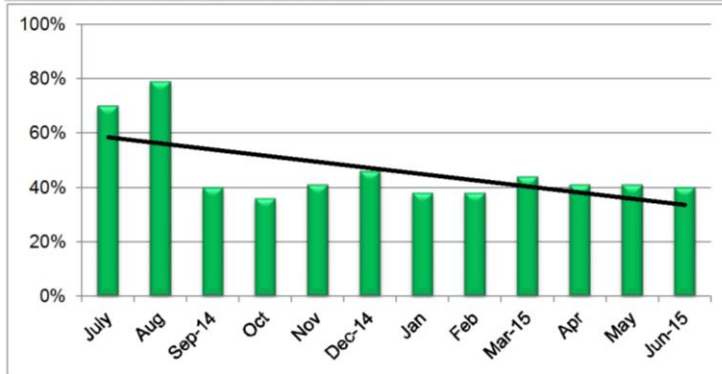
<b>Measure</b>
FTE x 100 head population
<b>Purpose</b>
Benchmark with category 4 local governments (excluding w&s)



**Comment**  
 Annual Measure  
 Comparisons have been made with other like category 4 Councils (without an internal water & sewerage function). Comparative data has been sourced from 2013/14 Qld Local Government Comparative Data

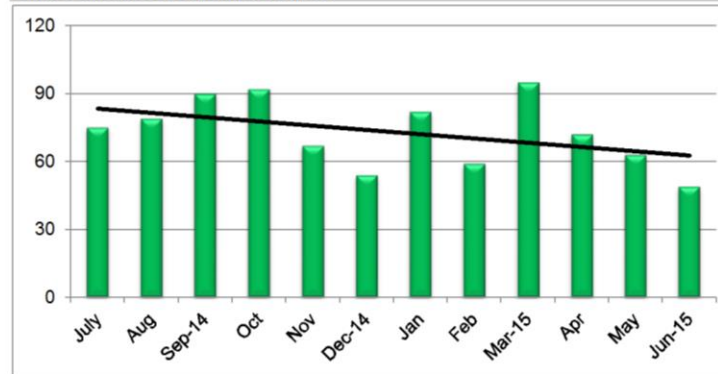
**OUR CUSTOMERS**

**Measure**  
% of requests completed within target date x month  
**Purpose**  
Indicator of whether service levels are satisfactory



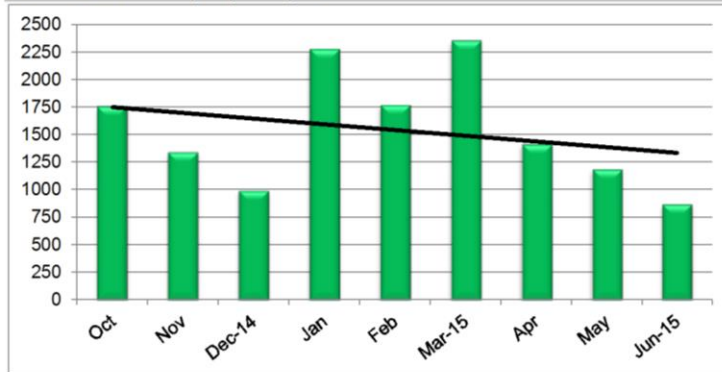
Comment

**Measure**  
Call volumes x Average seconds of "wait" time in phone queue  
**Purpose**  
Service timeliness / capacity to respond



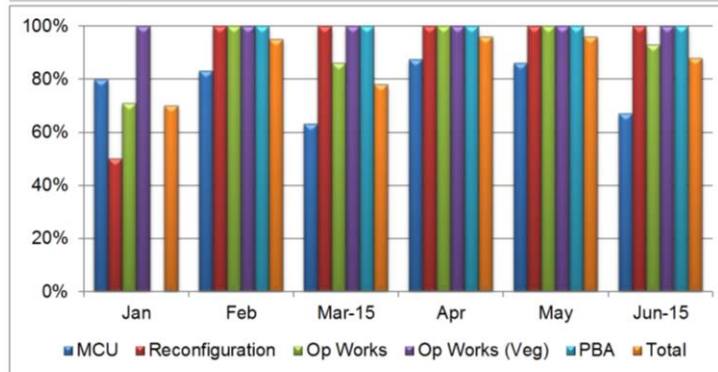
Comment

**Measure**  
Number of calls exceeding target wait time (1 minute)  
**Purpose**  
Service timeliness / capacity to respond



Comment

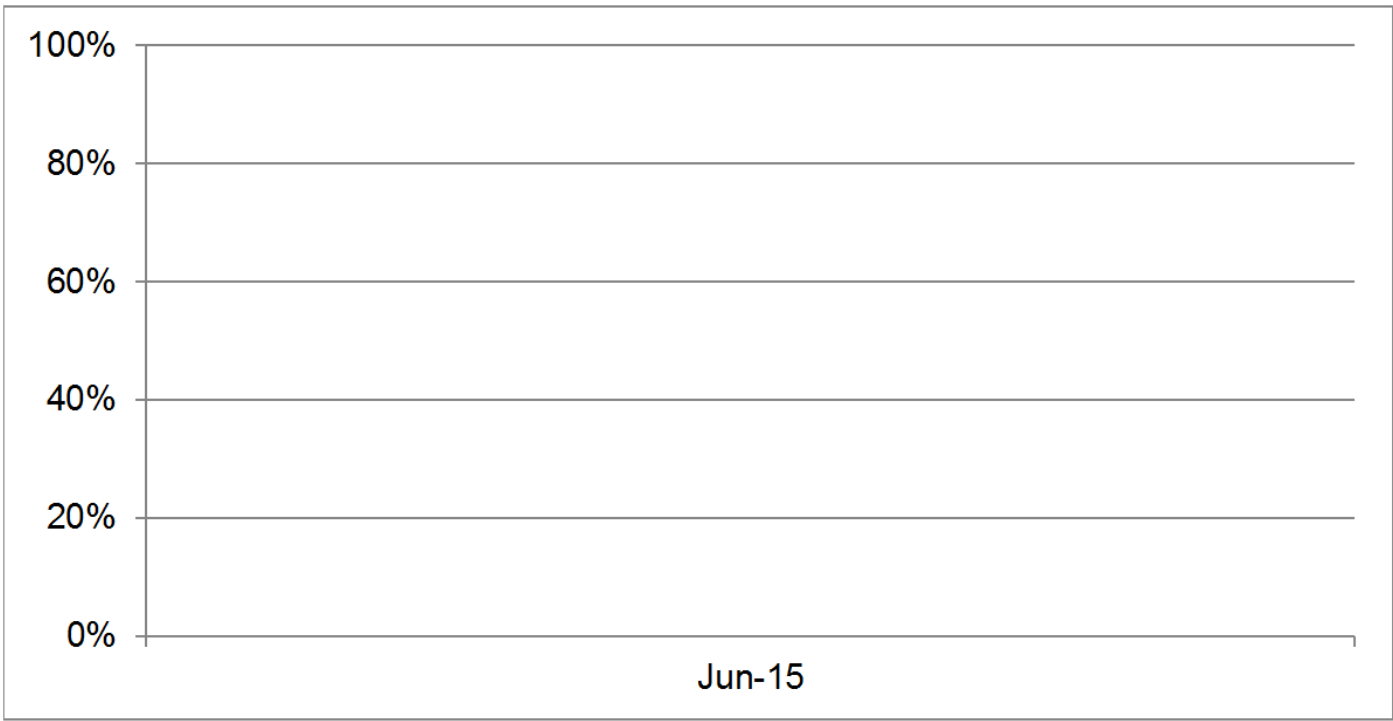
**Measure**  
% of planning applications decided within 20 business days  
**Purpose**  
Service timeliness



Comment



<b>Measure</b>
Customer satisfaction rating
<b>Purpose</b>
Level of customer satisfaction with Council services

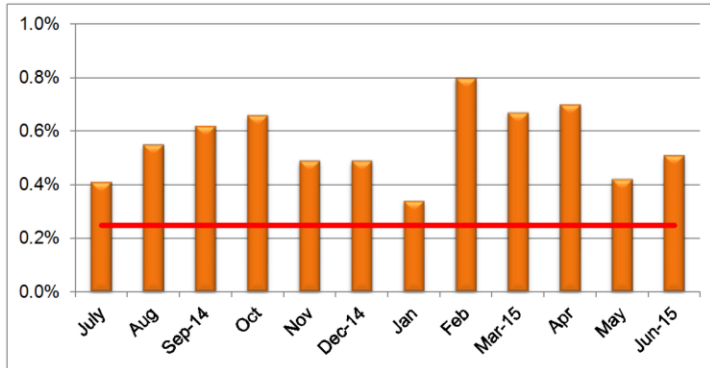


**Comment**

No data provided - currently researching appropriate customer exit survey tool

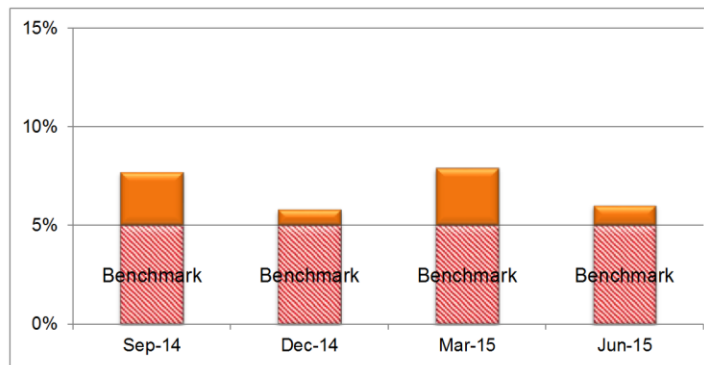
**OUR FINANCES**

<b>Measure</b>	Investment return 0.25% above benchmark (UBS Bank Bill index)
<b>Purpose</b>	Performance of invested ratepayer funds



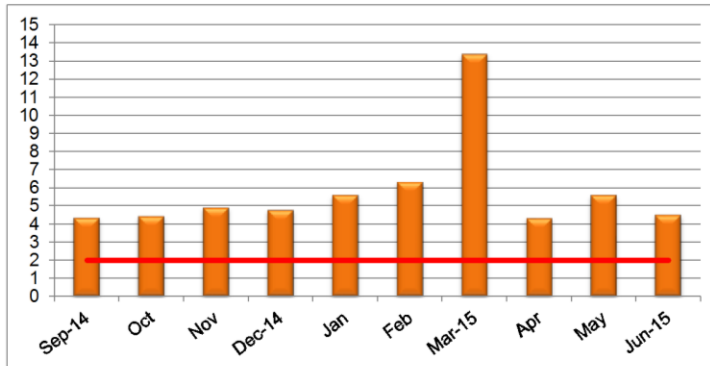
**Comment**

<b>Measure</b>	Rate arrears ratio <5%
<b>Purpose</b>	Measures the efficiency of Council's collection of rates and charges



**Comment**

<b>Measure</b>	Working capital ratio > 2 (times)
<b>Purpose</b>	Measures Council's ongoing solvency



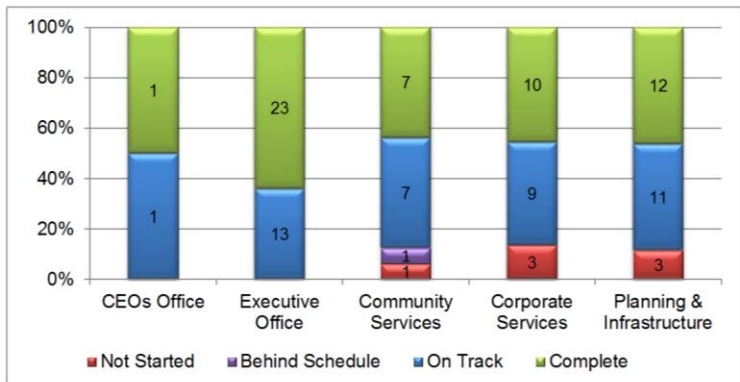
**Comment**

March ratio higher due to increase in cash balance collected from January rates levy

**OUR SYSTEMS & PROCESSES**

**Measure**  
Operational Plan (progress of initiatives)

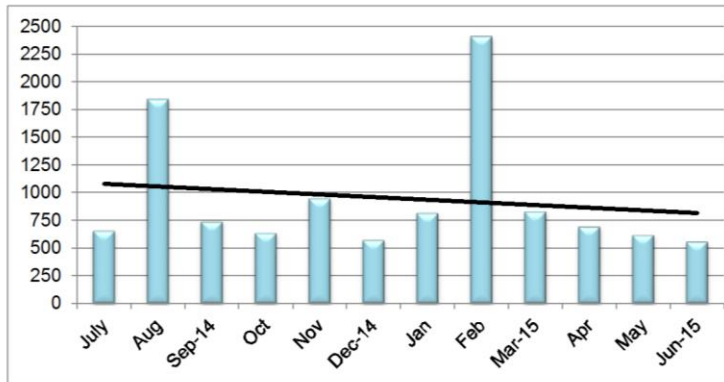
**Purpose**  
Indicate level of delivery of adopted initiatives



**Comment**  
As at 3rd quarter

**Measure**  
Number of online payments made via Council's website

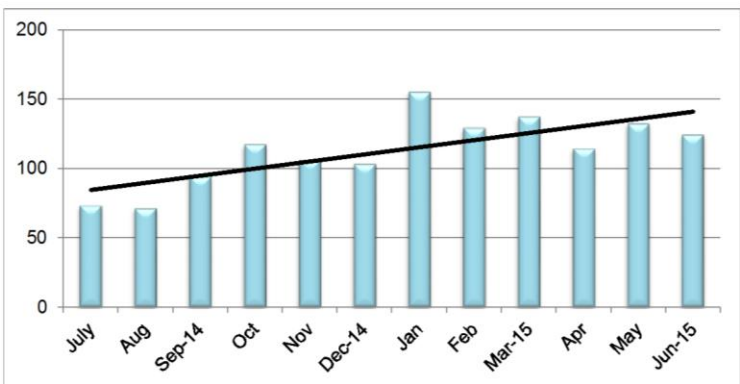
**Purpose**  
Identify growth of online services



**Comment**

**Measure**  
Number of online requests for service lodged via Council's website

**Purpose**  
Identify growth of online services



**Comment**

**11 YEAR IN REVIEW - 2014-2015**

**Author** Chief Executive Officer, Brett de Chastel  
Executive Office

**Index** ECM/ Subject/ Corporate Planning

**Attachments** 1. Corporate Plan strategic goals

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**EXECUTIVE SUMMARY**

Not applicable.

**RECOMMENDATION**

That Council note the report by the Chief Executive Officer to the Planning & Organisation Committee Meeting dated 18 August 2015 providing a review of Council's activities and progress in the 2014/15 financial year.

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**REPORT**

It is timely to review Council's progress following the completion of our first full financial year (2014/15). The CEO provides the Council with quarterly reports looking at progress with the Operational Plan and details of Key Performance Indicators (KPIs). This report is designed to look at longer term progress at a Corporate Plan level. It provides an opportunity to pause from the day to day minutia and to consider what we have achieved in the last 12 months.

Council will recall that at the time we developed our first Corporate Plan, we set out a number of strategic goals and also identified seven clear priorities for our Council (refer to **Attachment 1**). The key priorities identified were:

1. A financially sustainable Council
2. Great customer service
3. Community engagement and communication
4. Focus on community assets
5. Establishing new policies and strategies
6. Custodianship of Noosa's environment
7. Diversification of our economy

Accordingly, it makes sense to review the progress in the last 12 months against those key priorities.

**2014/15 – A YEAR IN REVIEW****Corporate Plan Priority 1 - A financially sustainable Council**

*We will make sure that our Council is financially sustainable in both the short and long term. This will entail a focus on strong budget control and good long term planning.*

Key achievements include:

- Developing the 2014/15 budget based on a zero based budget methodology which examines every cost on its merits. The same methodology was used during the year

to develop the 2015/16 budget. The use of the zero based budget methodology allowed Council to apply a 0% general rate increase in 2014/15 and a 1.3% general rate increase in 2015/16.

- The finalisation of the 2014/15 financial statements is still underway but we will exceed our budget projections. Revenue is above budget and expenditure is below budget resulting in a positive financial result for Council. Details of the financial year result will be reported to Council in due course.
- Council adopted its Financial Sustainability Policy on 29 June 2015. This sets the scene for Council to continue to apply good financial discipline and long term financial strategies to ensure that our early success in meeting prescribed financial ratios is maintained in the longer term.
- Council received a credit assessment from the Queensland Treasury Corporation in April 2015 which assessed Noosa Council as “sound” with a positive outlook. “Sound” is a 5 on a 7 point scale. At the time of assessment of the de-amalgamation proposal in 2012, QTC had assessed a new Noosa Council as having a “moderate” outlook (4 on a 7 point scale). This 2015 QTC assessment was a significant achievement. QTC identified a number of key reasons why Noosa Council achieved a sound assessment including:
  - Forecast of surpluses in all future years
  - Council on track to achieve its 2014/15 budget
  - Low level of borrowings with adequate debt servicing capacity
  - High levels of forecast liquidity
  - High level of Council controlled revenue and fiscal flexibility
  - Capacity to increase net rates and charges
  - Council forecasts adequate investment in its asset base
  - Zero based budgeting process

QTC also noted that Asset Management Plans had not been adopted to date and that this was an issue that needed to be managed.

- Reporting formats for monthly and quarterly financial reports to Council have been reviewed with improved performance graphs. Monthly capital works reports were also provided towards the end of the financial year to keep a focus on progress with the Capital Works Program.
- Adoption of a range of financial policies to improve financial management practices including an Investment of Council Funds Policy and a Restricted Cash Policy.

### **Corporate Plan Priority 2 – Great Customer Service**

*It goes without saying that our community expects and deserves great customer service. We aim to increase the number of online services available to our community. We also aim to respond to our customers as quickly as possible and to provide personal friendly service.*

Key achievements include:

- There has been a significant improvement in the management of our front line phone interface with our customers. At the beginning of 2014/15, too many customers were waiting too long on hold to have their phone calls answered. The introduction of “call back” facilities, better training for frontline customer service staff, the introduction of better information on answering queries, dedicated staff and good management of the customer service branch has seen a significant improvement in 2014/15. In July 2014, average wait times were above 75 seconds but by June 2015, they were below 45 seconds.

- There continued to be high levels of CRMs (Customer Requests) during the year with peaks in October 2014 (dog registration) and January/February/March (rates and trees requests following storms). In total, there were 16,158 CRMs lodged in 2014/15. The level of complaints about Council's service to customers remains very low. This belies the fact that our KPIs show that our completion rate of responding to CRMs can be improved. During 2014/15, Council received reports outlining details of customer requests for some of our most frequent customer requests (animals, garbage bins, tree requests and roads).
- Council continued to receive outstanding feedback from the community about customer service and services provided to the community generally. The two areas that received the most positive feedback were parks and gardens and frontline customer service.

*"I just wanted to give thanks to the staff who answer the phones at the council. I've only called a couple of times with queries, but both times the women answering were direct and helpful. Large companies could learn a lot from them."*

*"A Customer called as he wanted Council to know how "nice" it is to be connected to a human being and not an automated message service and for his enquiry to be dealt with within the call time."*

*"A Customer was impressed with Council's quick response to a blocked drain. Request was acknowledged at 6.29am and staff were knocking on the customer's door at 8am"*
- Our internal staff survey included details of our staff attitude to customer service. Pleasingly, that question received the highest score in the internal staff survey with 83% of staff identifying that they can resolve a customer's issue to the customer's satisfaction.

### **Corporate Plan Priority 3 – Community engagement and communication**

*We know that our community wants to be kept informed and we need to provide as much information as possible via local media and to develop a better online presence. We will involve the community in decision making on key issues affecting the future of Noosa.*

Key achievements include:

- Council commenced a Queensland first for local government with a trial of a Community Jury. The first Jury has finished its deliberations and provided its report to Council on the topic – *"What is the best option for minimising organic waste sent to landfill?"* The second Community Jury is about to commence with a focus on river management.
- Council has undertaken a number of meetings across our region to engage with our community. Formal Council meetings have been held at Peregian Beach and Cooran during 2014/15. Councillors and the CEO have also held community information night meetings at Kin Kin, Pomona, Tewantin and Sunshine Beach.
- A survey of our community was undertaken to assess how they obtain access to information about Council. This survey was responded to by over 1,700 people and provided Council with valuable feedback on how our community wants to be engaged.
- The Project News updates were refined and published on a regular basis to provide information on capital works projects occurring in neighbourhoods.
- An e-newsletter format was developed and published. There is more to do with this publication and there is an opportunity to improve this in 2015/16. More frequent, more topical and a broader reach should be the focus in 2015/16. The Libraries and Galleries have continued their excellent e-news publication which has a wide reach.



- Council's website is still a work in progress. A decision was made late in 2014 not to establish a completely new website but to re-focus the existing website. While some work has been done in that regard and the website is mobile enabled, the structure and presentation of information is still not particularly user friendly. The online services component (including online payments) is enabled but while usage is growing, it is still relatively low as a percentage of overall transactions.
- Council's social media presence significantly improved in the 2014/15 year. Council's Facebook followers have increased to nearly 2,500 and this medium has been particularly useful during our minor flooding events. The Noosa Library Service and The J also have developed strong social media presences which assist in the promotion of their services.
- Council has been very active in liaising with various community organisations across the Shire. Regular meetings are held by Councillors and senior staff with a variety of community based organisations including CCIQ (Noosa and Cooroy), Noosa Junction Association, Noosa and District Landcare, Noosa Waters Association, Hastings Street Association, Noosa Residents and Ratepayers Association etc.
- Consultation with the community on a range of issues took place throughout the year. While too numerous to list all of these, some examples include:
  - consultation on changing the names of streets – e.g. Sunshine Beach Road
  - consultation on proposed amendments to the Noosa Plan
  - consultation on proposed new Local Laws
  - future of Cooroy Butter FactoryThe Your Say Noosa portal on our website became fully operational.

#### **Corporate Plan Priority 4 – Focus on community assets**

*The Council's focus will be on maintaining and renewing existing assets rather than building new assets. In the short term, there will be a strong focus on undertaking condition assessment and developing long term asset management plans.*

Key achievements include:

- The rollout of the 2014/15 Capital Works Program took longer to establish than planned. There were initial delays in finalising detailed designs after the capital program was adopted as part of the 2014/15 budget. This was probably not unexpected given that we were only 6 months old at the time with no historic designs / plans available but it did take some time to gather traction in the delivery of the 2014/15 Capital Works Program. By year end, there were two major projects not commenced and another which had commenced but not been finalised:
  - Rifle Street, Pomona flood works which is programmed for the latter half of the 2015 calendar year;
  - Munna Pont bridge remediation which had a tender awarded in July 2015; and
  - Finalisation of the re-seal program.By year end, when taking into account completed capital works and committals, the Capital Works Program was 68% complete or, if the three major projects outlined above are excluded as they are carried forward into 2015/16, then the completion rate was 82%.
- Some of the significant Capital Works projects achieved in 2014/15 included:
  - reseal of Walter Hay Drive;
  - work on the Daintree Estate, Tewantin flood mitigation project (substantially underway);

- bus stop design and stage 1 rollout;
- other road reseals including Gibson Road, Noosaville and David Low Way, Sunrise Beach; and
- Cooran sports field lights.
- Looking ahead, substantial work was undertaken in 2014/15 to prepare for the 2015/16 Capital Works Program. A longer term Capital Works Program has been developed to enable better forward planning and design. Forward planning in 2014/15 included
  - Dr Pages Road;
  - Noosa Heads Boardwalk;
  - Rifle Street, Pomona flood mitigation project;
  - Munna Point erosion remediation; and
  - Munna Point Bridge tenders and assessment.
- As noted by QTC, Council has still not finalised its Asset Management Plans (AMPs). During 2014/15, there was a focus on condition assessment of various asset classes (eg roads, drainage and Council buildings). It was anticipated to have a high level AMP adopted by Council by 30 June but this is not yet quite complete. It should be finalised in the next few weeks. Council adopted an Asset Management Policy in 2104/15.
- Council has developed a plant and fleet program to enable it to better plan and manage its future requirements. This plan includes a three year injection of funding to bring Council's fleet and plant up to standard following the transfer of older items of plant following the de-amalgamation. Innovation was also evident in November 2015 when Council was able to secure a good quality second hand John Deere 670 GP Grader by being able to move quickly to secure this item of plant with significant saving to Council. Other significant items of plant have also been replaced including a new beach cleaner.
- The management of some Council community facilities was reviewed during 2014/15 to optimise utilisation. For example, negotiations with community groups saw some community organisations move from the Bicentennial Centre to either The J or the Noosa Leisure Centre and a lease of the Bicentennial Centre was entered into with the Gymnastics Club. This improved utilisation and provided a better financial and community facility use outcome. Similarly, Council staff were centralised at either the Depot or Pelican Street offices with Doonella House (leased to the Biosphere) and the former Plumbing Office (leased to the RSL) no longer used for staff accommodation.
- A service review was undertaken of The J which included some additional funding being provided in the 2015/16 for some entrepreneurial activity. A service review and strategy for our Library Services is yet to be completed. Similarly, while the Council made a decision in relation to the future management model for the Butter Factory, that management model is still to be finalised due to ongoing discussions between the Cooroy Lower Mill Board and U3A.
- Some site specific asset management issues have involved significant liaison with relevant community organisations. Examples include:
  - liaison with the Noosa Waters Residents Association in relation to the completion of the revetment wall project and changeover of the Lock and Weir key access system; and
  - Hastings Street Association regarding street lighting, security and the sand recycling system.

- Council has adopted a number of policies and actions to assist in better managing community assets. These include
  - Asset Management Policy; and
  - Community Purpose Land and Infrastructure Tenure Policy.

The focus in 2015/16 will be on adopting the high level AMP, finalising condition assessments and starting to roll out more detailed AMPs by asset class.

### **Corporate Plan Priority 5 – Establishing new policies and strategies**

*As a Council, we will need to develop a range of policies and strategies that set the path for future Councils. There are a number of strategies and policies to be reviewed and developed that will set the strategic direction for the future.*

Key achievements include:

- Council established a new set of local laws and subordinate local laws after undertaking an extensive community consultation campaign. The new local laws came into effect on 1 July 2015 with a smooth transition.
- The vast majority of policies required to be reviewed following the de-amalgamation process have been completed during 2014/15. Many of these were governance type policies which while not necessarily the most exciting policies, are important from a governance and compliance perspective. These include
  - Public Interest Disclosure Policy;
  - Contact with Lobbyists Policy; and
  - Public Officials Complaints Policy.

At the same time, all of Council's delegations were reviewed and updated.

- A number of background studies and assessments have been undertaken in preparation for the development of the next Town Planning Scheme. This includes the Noosa Demographic Profile which was undertaken by AEC. This demographic profile was published in the first half of 2015.
- Council undertook a review of its Community Grants Policy and established a process for assessing community grant applications. Council also adopted a Festive Season Grants Policy and a Street Performance Policy. Still to be completed is a Library Strategy which is behind schedule.
- During 2014/15, substantial progress was made on establishing a new Social Plan for Noosa. This included the establishment of a community reference group and using the outcomes of the Noosa Demographic Profile. The Social Plan is on track for completion by the end of 2015.
- Council undertook its first social procurement project resulting in the awarding of a tender to United Synergies for the operation of the coffee outlet at the Cooroy Library.
- Although still a work in progress, work was undertaken in 2014/15 to develop a series of sustainability principles which will guide the development of numerous strategies. The intention is that all Council strategies will incorporate a focus on long term sustainability.
- The Noosa Design Principles Document was finalised in 2014/15. This document will help guide future design in Noosa (both public and private infrastructure) and sets out key principles to guide the future of Noosa.

**Corporate Plan Priority 6 – Custodianship of Noosa’s environment**

*Noosa has a long and proud environmental record. Our Council will continue to apply best practice to its custodianship of Noosa’s natural environment aiming to enhance local biodiversity for the benefit of future generations.*

Key achievements include:

- Establishment of the new management arrangements for the Noosa Biosphere Reserve. The NBR Board has been appointed and the necessary MOU and funding arrangements put in place including the lease of Doonella House and employment of the NBR Executive Officer. The community based Association has been established.
- Council established a significant number of environmental policies in 2014/15. These included:
  - Noosa Shire Koala Policy; and
  - Tree Management on Public Land Policy.

The Council also adopted an Environment Levy Policy and established an Environment Levy Working Group to review potential land purchases under the Environment Levy.

- Following community consultation, the Council adopted a number of plans to manage environmental issues. These included:
  - Noosa Pest Management Plan; and
  - Noosa Bushland Reserve Fire Management Plan.

Council also made a number of submissions on issues such as the review of Queensland Fisheries Management and also made submissions on proposed changes to planning and environment legislation.

- Council commenced its first Green Army project in 2015 with a focus on weed removal in bushland reserve areas.
- The Noosa River was the subject of research and consideration of management options during 2014/15. Options of the future management of the Noosa River have been referred to the second Community Jury. Council also commenced a study to develop a new Noosa Hydrodynamic Model. Council undertook planning on a number of erosion projects including Weyba Creek and Munna Point.
- Council began a program to audit bio-retention basins – both Council owned and privately owned bio-retention basins. This audit will be completed in the 2015/16 financial year.
- Council invested in the installation of power correction equipment to reduce electricity consumption at five major Council sites. As well as saving costs, the equipment reduces electricity consumption resulting in carbon reduction.
- The ongoing impact of the bat colony at Wallace Park has continued to be monitored with the number of bats increasing substantially at times during the year. There has been considerable impact on local residents but no easy solution appears to be available based on experience elsewhere and scientific evidence. Consultants will be presenting options under a management plan in due course.
- Council jointly funded a number of research projects on the Noosa River with The Thomas Foundation. The projects are being undertaken by The Nature Conservancy and include an analysis of historic fishing records and a trial of oyster sites for future oyster regeneration.

**Corporate Plan Priority 7 – Diversification of our economy**

*While recognising our world class tourism industry, the Council will also focus on diversifying the economy with an emphasis on “smart economy” businesses and rural futures.*

Key achievements include:

- Council commenced the development of the Noosa Local Economic Plan. Public workshops have been held and a Project Focus Group established which has been meeting to provide input into the process. A report by AEC analysing the Noosa Economic Profile has been published.
- Council has entered into a two year funding agreement with Tourism Noosa to guide the management of the Tourism Levy and to outline roles and responsibilities. During the 2014/15, Council continued to have a very close working relationship with Tourism Noosa.
- Council purchased the former Peregrin Beach Bowls Club site at Peregrin Beach in November 2014. The site has subsequently been cleared and community consultation undertaken on its future use including the option of a digital hub. A design charrette has been completed.
- Council has worked through a process to establish an RV park at Cooroy. Planning is complete and the development approval in place. The management arrangements are currently being put in place.
- During 2014/15, support has been provided to encourage the ongoing development of the ICT sector in Noosa. Council was a partner in an innovation networking event and a sponsor of the GovHack event. We also provided data sets to the GovHack event.
- A significant amount of work was undertaken during 2014/15 to establish the Electric Bus Trial agreement. A MOU was entered into with Translink following a feasibility study and development of the trial program. The trial will be undertaken in 2015/16. The Council continued its free holiday bus program in 2014/15.
- During 2014/15, the Council approved 99% of development applications with the number of applications showing a steady increase in activity – in the 6 months to 30 June 2015, there were 193 development applications. We met or exceeded statutory assessment timeframes for most types of applications except for MCUs and to a much lesser extent, Op Works applications. The complexity and issues involved in MCU applications meant that statutory timeframes were met between 60% and 80% of the time. Building and Plumbing approval timeframes remained significantly better than statutory requirements. While plumbing assessment times have historically been excellent, there was a significant improvement in building approval times in 2014/15.
- A considerable amount of time has been spent on building strong working relationships with key business groups. This includes:
  - Councillors working closely with the Country Noosa Group;
  - Support for the Noosa Junction Association (and ongoing funding via the levy); and
  - Liaison with CCIQ Cooroy and CCIQ Noosa etc.

**OTHER ACTIVITIES**

Of course, not everything that the Council has done in the last 12 months falls neatly into the seven key priorities outlined above. In no particular order, some other key issues during 2014/15 included:

- *Finalisation of the financial separation from SCRC*

As Council will recall, we did not get the result that we believe reflected the agreed transfer methodology. Following the finalisation of the cash split dispute, we had a QTC assessment undertaken which showed Noosa Council in a Sound position. All aspects of the separation from SCRC are complete other than the finalisation of certain policies or agreements that transferred across but have not been converted to a Noosa Council format (e.g. SCRC Certified Agreement 2011 which is awaiting finalisation of new local government awards).
- *Establishment of Audit structures*

An Audit Committee was established in 2014/15 with two external members (appointed following an advertising process). Expressions of Interest were also called for an internal audit function and an appointment made. An internal audit was undertaken of the payroll function. The Council received an unqualified audit from the Queensland Audit office for its financial statements and during that external audit process, no major issues of concern were raised by the QAO.
- *Establishment of Enterprise Risk Management*

A program commenced to introduce risk management practices into Council operations. An Enterprise Risk Management Policy and Framework was adopted by Council and risk registers established. The Leadership Team began to review the strategic risk register on a quarterly basis and operational risk registers are being established at a Departmental level. Not yet complete is a comprehensive Business Continuity Plan. This is a priority for the coming year.
- *Disaster Management*

A new Noosa Disaster Management Plan and Disaster Recovery Plan has been developed in the last 12 months and adopted by Council. Our disaster preparedness was tested early in 2015 with a minor flooding event. Fortunately, we were spared major flooding compared to Moreton Bay Regional Council and our systems and processes worked well for that scale of event. We have more to do in training for our staff to ensure that we are ready for the next disaster event.
- *Workplace Health and Safety*

At the request of the CEO, an audit of our WH&S compliance was undertaken in 2014/15. Although we received the highest score of the four de-amalgamated Councils, we are a long way off being at an acceptable standard in terms of our WH&S compliance. This will need to be a major focus of management in 2015/16.
- *Noosa North Shore*

The Council negotiated leases and permits for low scale use of the North Shore Landing Ground by the Model Flyers and the Sunshine Coast Sport Aviators. Council also supported the National Heritage listing for the North Shore area and is examining tenure options for the North Shore (including the camp ground).
- *KPI Reporting*

Management developed a range of Key Performance Indicators (KPIs) which assist in managing the organisation. About 30 detailed KPIs were developed and these are reviewed monthly by the Leadership Team. 10 to 12 KPIs are reported to Council on a quarterly basis. This was a new initiative for 2014/15 and will be enhanced in the 2015/16 year. There is an opportunity to develop a range of community indicators in 2015/16.
- *Dog Inspection Program*

A door to door inspection program was undertaken to check on dog registrations. This went smoothly and approximately 1,785 additional dogs are now registered.

- *EDV*  
Council formalised its position in relation to the proposal by the EDV Association to have the boundary between Noosa and SCRC moved to include the Eumundi, Doonan and Verrierdale area within Noosa Shire.
- *Electrician*  
After undertaking a business case, the Council employed its own electrician to make savings on electrical planning (e.g. depot generator) and operational costs.
- *Planning Scheme*  
Council staff worked through the process to seek Ministerial approval to make amendments to the existing Planning Scheme. This process was delayed due to the change of State Government but approval to undertake public advertising has now been received. At the same time, background studies to enable the development of a new town plan have begun.
- *Tender savings*  
Through a close affiliation with Local Buy, Council has been able to achieve some significant savings with its procurement practices in 2014/15. This was particularly evident with electricity pricing resulting in significant savings for ratepayers.

## REFLECTIONS AND ACKNOWLEDGEMENTS

Clearly, 2014/15 was a busy year and there is every possibility that I have missed some key activities in this “year in review”. The list is long nonetheless and doesn’t include all of the day to day services provided like lending library books, cleaning drainage, learn to swim classes, issuing rates notices etc.

The finalisation of the separation from SCRC was achieved as well as a major focus on service delivery and establishing new policies and strategies. It was while preparing this report that it became evident exactly how much we have achieved in the past 12 months. We have certainly taken major steps towards our key priority areas as set out in the Corporate Plan.

This could not have been achieved without an incredible amount of hard work and commitment by Councillors and all of our staff. We should all look back on 2014/15 with a sense of pride of what we have achieved.

However, it would also be fair to say that not everything went perfectly in 2014/15. Nothing is ever perfect and we will need to focus on some key areas in 2015/16 to continue our journey. The key areas of focus in 2015/16 include:

- Asset Management Plans;
- Delivery of the Capital Works Program including unfinished projects from 2014/15;
- Ongoing development of our organisational capability and Council organisational culture;
- Delivery of high profile projects (e.g. Electric Bus trial, Rufous Street project, second Community Jury etc); and
- Finalisation of a number of key strategies (e.g. Social Plan, Local Economic Plan and Library Strategy).

## Previous Council Consideration

Nil.



**Finance & Risk**

Nil.

**Consultation**

**External Consultation - Community & Stakeholder**

Nil.

**Internal Consultation**

Nil.

Departments/Sections Consulted:

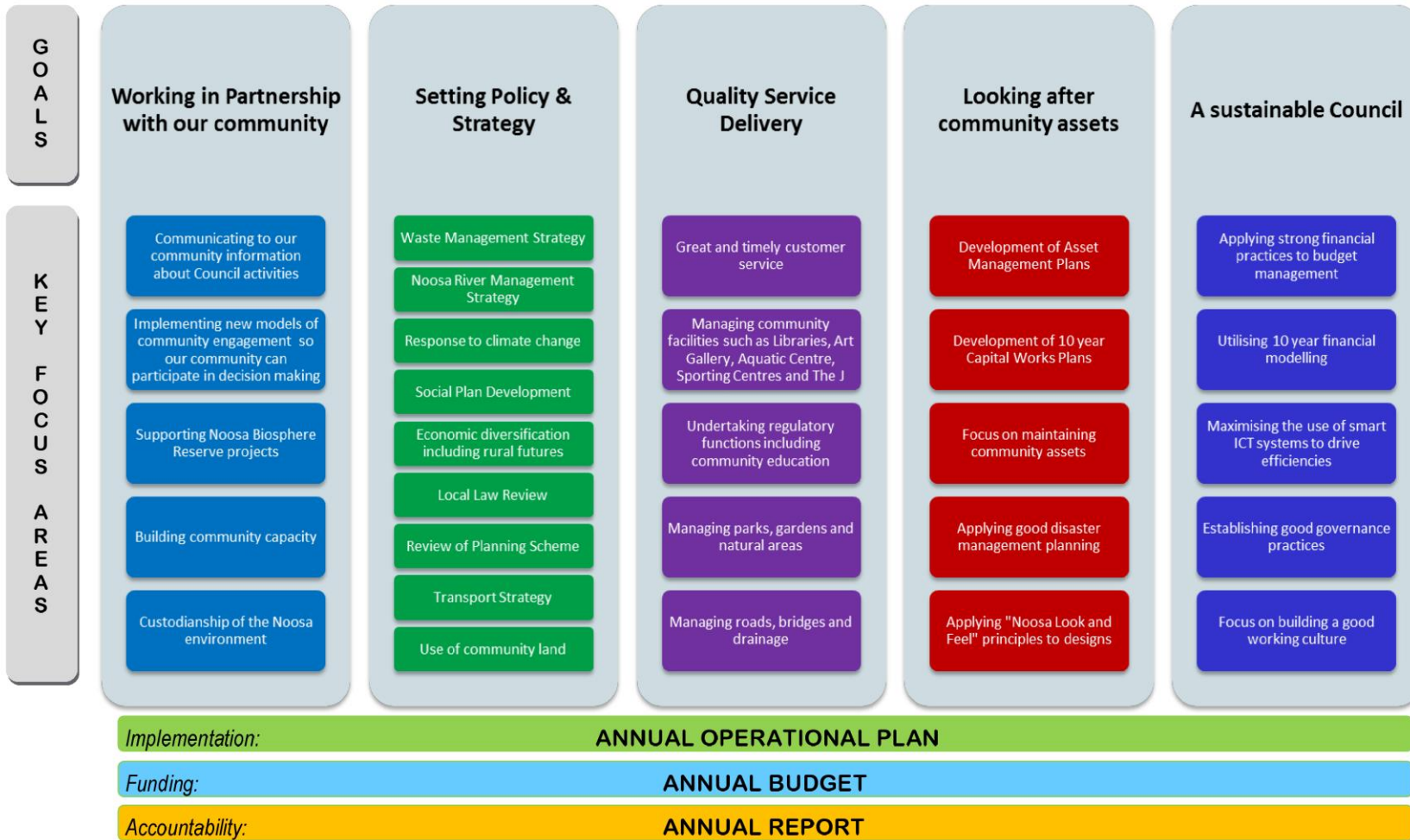
- Community Services**  
 Disaster Management & Public Order  
 Waste & Environmental Health  
 Community Facilities  
 Cultural Facilities

- Planning & Infrastructure**  
 Building & Plumbing Services  
 DA Planning  
 Strategic Land Use Planning  
 Asset Design & Investigations  
 Asset Planning  
 Civil Operations  
 Environment

- Executive Office**  
 Community Engagement  
 Customer Service
- X Executive Support  
 Governance  
 Human Resources

- Corporate Services**  
 Finance  
 ICT  
 Procurement & Fleet  
 Property & Facilities  
 Revenue Services

# Strategic goals

**Community Engagement****12 COMMUNITY JURY 1 PROCESS**

**Author**                **Community Engagement Manager, Debra Bambrook  
Executive Office**

**Index**                **ECM/Subject/Community Jury**

**Attachments**      **Nil**

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**EXECUTIVE SUMMARY**

Noosa's first Community Jury process has been a success in many respects: the Jury reached a consensus on a difficult and complex topic and delivered a report with a full set of recommendations to Council that all Jury members stand by. Jury meetings were consistently covered by the local media and feedback from jurors was overwhelmingly positive.

Feedback from our first process suggests that there is room for improvement and that there are actions that Council can take to improve the process for subsequent juries and to engage the community to a greater degree. These improvements are mainly required in certain areas of communications such as:

- increased communication with the community to deliver more information about the topic itself early in the process;
- more information delivered through the media and online about major, specific items discussed at each Jury meeting in a manner that engages the community; and
- providing more channels through which the community can have their say to inform the Jury could result in greater community engagement with both the topic and the Jury process.

This is Noosa's and Queensland's first Community Jury. Council has learned a great deal about deliberative public participation processes from its first Community Jury. The benefits for the community will be realised more fully when the Jury's recommendations are considered by Council.

**RECOMMENDATION**

That Council note the report by the Community Engagement Manager to the Planning & Organisation Committee Meeting dated 18 August 2015 providing an update on the first Community Jury process.

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**REPORT****Background**

Noosa's Community Jury Pilot Project is a project in partnership with newDemocracy Foundation (nDF) comprising two successive community juries designed to assist Council achieve its strategic goal of *working in partnership with our community* in support of Council's "*As one with our community*" value (as identified in the Noosa Council Corporate Plan 2014-2019).

A community jury is one of a range of community engagement tools Council has employed to increase and encourage the community's involvement in Council decision-making. A community jury maximises the level of public participation in decision-making and has the potential to empower citizens.

Noosa Council is the first in Queensland to use a Community Jury and one of only a handful of councils Australia-wide to have chosen to involve its residents in a collaborative way. It should be made clear that by legislation, it is the Council that makes the final decision about the Jury's recommendation.

Noosa's first Community Jury deliberated upon on the question, "*What is the best option for minimising organic waste sent to landfill?*" Using the Community Jury tool is in keeping with Council's key priority of *involving the community in decision-making on key issues affecting the future of Noosa (Noosa Council Corporate Plan 2014-2019)*.

The Community Jury was supported in the following ways:

- CE Branch worked with the Waste department and nDF to provide the Jury with information; and
- speakers and research including a comprehensive background document about the organic waste issue and potential options for future management.

Representatives from nDF attended each Jury meeting and co-facilitated with the external facilitator engaged for the process, when required. nDF managed jury selection, all submissions to the jury directly, and all communications with jurors throughout the jury process ensuring that Council remained at arm's length. nDF reviewed the external facilitator's planning for each meeting and was vigilant to ensure that the process would unfold in a timely and effective manner.

During the period the Noosa Community Jury deliberated, the Community Engagement Manager attended a Community Jury Symposium at Bond University and was able to form a comparison between the Noosa Community Jury and other community juries operating around Australia.

This report is an evaluation of Noosa's first Community Jury from a process perspective and centres on feedback from key stakeholders.

### **Feedback from Jurors**

A survey of Juror's experiences towards the end of deliberations (full study results not yet available) conducted by a PHD research candidate from University of the Sunshine Coast showed, amongst a host of other findings:

- An overwhelming majority of jurors felt that their participation in the Jury had increased their trust in Noosa Council as a collaborative and engaged Council;
- An overwhelming majority of jurors thought that they were provided with comprehensive information about the topic and Council processes to inform decision-making about the topic;
- An overwhelming majority of jurors thought that the Jury was a positive initiative for the community and Council to deliberate and make decisions together.

Individual jurors provided the following feedback to Council:

- “I feel very lucky to live in Noosa. We have a Council who actually wants to listen to its residents and find out what they think are the best ways of disposing of their organic waste.”
- “I would sum up the experience as rewarding; despite dealing with many different personalities we were able to reach recommendations that were accepted by all which is no small achievement!”
- “I commend Noosa Council for this initiative. I have to admit I was apprehensive In February but over the months I was astonished in how I gained confidence and enjoyed being with a diverse group of people and contributing to such a worthwhile project. I am proud of the final product and my input and many ways I feel sad that it is all over.”
- “I found it a most enjoyable and rewarding experience although a little frustrating and confusing along the way. The question itself was much more complex than I first anticipated, and I was very proud with the quality of our final report, and so grateful to that small band of co-jurors who so skilfully initiated that task. I would certainly commend the process for the future where appropriate.”
- “I found being a member of the first Noosa Jury an interesting and learning experience. The guest speakers were informative and the whole process was very well organised.”
- “newDemocracy did a great job guiding the jury and providing whatever information we asked for! Thanks to Noosa Council for the opportunity to be involved in an environmentally important decision for our area!”
- “I was amazed that 24 people from all walks of life could arrive at a sensible conclusion that would benefit future generations to come.”
- “I'm confident the community will support the Council heading in the direction we have outlined. Very valuable exercise in democracy in action and learning about organic waste.”
- “The final document was worth the effort; getting it to that stage of consensus was difficult and frustrating at times. It was tempting for some to micro manage the answer and to lose sight of the question. Would fewer jurors reach an earlier conclusion I wonder...and would it be the same conclusion? To be fair it was/is a difficult and involved subject.”

### **Feedback from Councillors**

Councillors were invited to supply feedback and they reported comments from their constituents and from their own experiences as witnesses of the Community Jury in action. Generally Councillors were impressed with the nDF model including: the jury process; how seriously the jurors took their responsibility in being involved; the depth of understanding of the issue from submitters; the willingness of those that were approached to provide further input and jurors who had expressed delight at being involved.

Councillors felt that more could have been done to educate the community about the organic waste issue; encourage greater community interest in the topic and more widely communicate the Jury's findings as a ground-breaking and worth sharing process. Feedback also included that the Jury was a Queensland first and an extension of Council's commitment to improve transparency and community engagement, which has provided a broader understanding of the challenges this community faces and possible solutions.

### **Feedback from the facilitator**

The facilitator employed for Noosa's first Community Jury, from the second meeting forward, was an independent innovation and change specialist with a focus on partnerships and engagement. Her feedback was:

*"When I first met the Noosa Community Jury I was delighted to see that it was indeed a diverse group of people with different views. Over time the Jury learned how to disagree respectfully and take time to understand their different points of view. They also grew into their role as community members considering a complex issue and stopped thinking they had to be experts, or that experts had all the answers. New Democracy and Council staff did a great job of sourcing 'experts' the Jury sought to hear from to inform its deliberations and then stepping back to give the Jury the space to consider what it had heard. Jurors expressed excitement (and I think some surprise) at having reached agreement about the priority areas for recommendations."*

### **Feedback from newDemocracy Foundation**

The Executive Director of newDemocracay Foundation attended almost all Jury meetings and co-facilitated when required. He said that the final measure of success was the report and he was impressed by the willingness of participants to share both the good and bad of the decision they were asking Council to take and said that citizens felt a high level of ownership around their decision.

In addition, he commented:

*"The fundamentals were right: we secured a diverse group from the local community, empowered them with detailed information and a gently facilitated space for discussion and sharing of views. We had people from all walks of life, all ages and from different parts of the area, weighing tradeoffs rather than simply approaching Council with a wish list."*

Additional feedback included:

- Jurors freely shared differences of opinion in a constructive way and thinking long term for the community.
- The Jury formed a strong consensus on recommendations.
- The Jury was given an appropriate amount of time by Council to deliberate on this complex issue.
- It was important that there was no decision made by Council about organic waste management prior to the Jury commencing its deliberations.
- That Council has begun to establish a group of facilitators who understand the specific conditions of Community Jury facilitation for future community juries.

### **Feedback from Council Staff Involved**

The newDemocracy model seeks to maintain the integrity of each community jury by protecting the jurors from being steered or influenced. This includes being influenced or steered by Council. The model also protects Council from being accused by the community of trying to steer or influence the jury. It is up to the jury to request further information and call for speakers.

In practice, this model can be challenging to work with. This was particularly true in the first two meetings while the Jury was in the information-gathering phase and digesting a large volume of information about a complex topic. The feedback received from departments

suggested that had Council officers been able to speak directly to the Jury during the initial few meetings, time could have been saved as issues were explained.

Investigating best practice for organic waste management from across Australia as requested by the Jury was viewed as a positive, although this did require significant time in reporting. Reporting time to brief the Jury was viewed as significant from all departments concerned. Feedback from staff was that the Jury process resulted in considerable media coverage and discussion of organic waste issues which would likely not otherwise have occurred which was a positive.

More could be done to engage staff in the process so that they could have more ownership of outcomes. A Council officer did request a supplementary presentation to the Jury to clarify items and was granted permission at a subsequent jury meeting. Council was also able to provide a supplementary submission to its original background document via nDF to the Jury, which it did. Staff and Councillors were kept informed of the process throughout through regular media releases and internal communications. Improved levels of collaboration between departments were also viewed as positive and Council officers developed skills that they otherwise may not have as a direct result of the Community Jury process.

Council staff believe that it could improve in how it communicated the Jury process to the community. Because consideration was given to the potential for publicising individual Jurors, the Jury appeared as a collective body in the media. Early in the process a few individual jurors were identified by nDF as willing to be interviewed by the media. While photos of the whole Jury and smaller groups did appear in the press and individual jurors were interviewed and appeared in videos, more could have been done to tell the Jury's story through the words of individual jurors which may have encouraged greater public interest.

Council officers agree that more could have been done to educate the community about the organic waste issue. Although all research data was made available to the public and the jurors simultaneously on Your Say Noosa, much of it was complex and could have been better interpreted for the community. While Council's Your Say Noosa website provided an online portal for public submissions, a repository for all documents, regular news updates were posted and 35 submissions were received from the community. Your Say Noosa has a variety of engagement tools and could have been employed to a fuller extent. However, there was uncertainty about the Jury process at that stage and also lack of experience in using Your Say Noosa as a community engagement tool.

The Jury appreciated catered meetings and there was a very low absentee rate at Jury meetings.

The low numbers of observers at the open Jury meetings may be a reflection of the community interest in the topic, or the time the meetings were held.

### **Community Jury Symposium**

Some elements that became evident when the Community Engagement manager attended and presented at a Community Jury Symposium Bond University in June included:

- Noosa's Community Jury is ground-breaking for councils in Queensland.
- Noosa's Community Jury is a very good example of true collaboration with residents using a community jury model.
- Noosa is now "on the map" in the realms of people interested in social capital / democracy/ community empowerment in Australia.



- Noosa Council's two Jury videos were shown at the Symposium. The first was filmed prior to the first Jury meeting and the second was filmed near the end of the deliberations highlighting jurors' experiences of the process. People in the symposium were moved to tears.

Noosa Council now belongs to a network of community jury experts and academics that are scheduled to meet again in the future to help arrive at best practice models.

### **How we can improve the Community Jury Process**

Overall the feedback received suggests that Noosa's first Community Jury process has so far been a success. The Jury reached a consensus and supplied a report with recommendations that all jury members could stand by. However, as is evidenced by the contents of this report, there are some areas where the process could be improved. In broad terms, these are:

- Communicate and reinforce a clear understanding with the relevant Council staff that it takes several months for Jurors to understand and digest the large amount of information they have received and have requested, and that different jurors absorb information at different rates. Advise that patience is required.
- Emphasise to all internal parties that not allowing the jury process to flow using the nDF model will reduce the integrity of the process, however the nDF model does allow for supplementary information to be supplied to the jury in a controlled manner through either nDF or the independent facilitator.
- Encourage Jury members more in bringing their background documents to all meetings so that they can refer to it to reduce the "knowledge gaps" in the first few meetings.
- Involve Councillors more in the process by providing them with detailed run sheets prior to each meeting so that they can see how the process is planned to unfold and encourage them to attend the Jury meetings more.
- Communicate with and educate the community more about the magnitude and scale of the issue from the outset and take them "on the journey" with the Jury through more details about each meeting and the major points of discussion - communicated through the media and online channels.
- Identify Jury members who are willing to appear in the media, actively seek their comments to ensure that Noosa's Jury is "humanised" so that the community can relate to the jury and the issue when they see that jurors are everyday members of this community.
- Do more to encourage the community to attend Jury meetings through media releases and other communications.
- Broaden the use of Your Say Noosa tools to allow for more opportunities for the community to get involved and have their say.
- Bring the Community Jury issue to the people using live "pop-ups" at libraries where Council officers can explain the issue to interested members of the community and ensure that the pop-ups are well advertised.
- Encourage other facilitators from the community to observe the Community Jury process in order to help build a pool of local facilitators.

**Previous Council Consideration**

**Ordinary Meeting, 12 March, 2015, Item 9, page 128**

*That Council note the report by the Community Engagement Manager to the Planning & Organisation Committee Meeting dated 3 March 2015 detailing community engagement activities and a review of projects.*

**Finance & Risk**

Noosa’s first Community Jury was budgeted for in the 2014-2015 budgets and the second Community Jury budget has been approved for the 2015-2016 financial year.

**Consultation**

**External Consultation - Community & Stakeholder**

newDemocracy Foundation – Director, Iain Walker  
 Creativma – Director, Marcia Dwonczyk  
 Noosa Community Jury members  
 Community Jury Symposium – Bond University, June 2015  
 University of the Sunshine Coast – PHD candidate, Caroline Osborne

**Internal Consultation**

Community Services Department – Director  
 Community Services – Waste and Environmental Health Manager  
 Community Engagement Branch staff

- Community Services**
- Disaster Management & Public Order
- Waste & Environmental Health
- Community Facilities
- Cultural Facilities

- Planning & Infrastructure**
- Building & Plumbing Services
- DA Planning
- Strategic Land Use Planning
- Asset Design & Investigations
- Asset Planning
- Civil Operations
- Environment

- Executive Office**
- Community Engagement
- Customer Service
- Executive Support
- Governance
- Human Resources

- Corporate Services**
- Finance
- ICT
- Procurement & Fleet
- Property & Facilities
- Revenue Services

**Governance****13 ANNUAL REVIEW OF COUNCIL DELEGATIONS OF AUTHORITY**

<b>Author</b>	<b>Governance Advisor, Paul Bright Executive Office</b>
<b>Index</b>	<b>ECM/ Governance &amp; Executive/ Delegation of Authority</b>
<b>Attachments</b>	<b>1. Updated Delegations of Authority: Council to Chief Executive Officer 2015/16 (53 page attachment – supplied separately to this agenda 2 hard copies available for viewing in the Councillors' Room)</b>
	<b>2. New Delegations of Authority: Council to Chief Executive Officer 2015/16</b>

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**EXECUTIVE SUMMARY**

This report provides a brief background of Council Delegations of Authority and summarises the annual review of Delegations of Authority recently undertaken by the Governance Branch.

**RECOMMENDATION**

That Council note the report by the Governance Advisor to the Planning & Organisation Committee Meeting dated 18 August 2015 and:

- A. Pursuant to section 257 of the Local Government Act 2009, update the current Delegations of Authority by the Council to the Chief Executive Officer (CEO) as detailed in Table 1 of this report and provided at Attachment 1; and
  - B. Pursuant to section 257 of the Local Government Act 2009, agree to delegate the new powers detailed in Table 2 of this report and provided at Attachment 2.
- 

**BACKGROUND**

Local Governments are required to make numerous decisions every day in order to properly discharge their powers and responsibilities for the communities they serve.

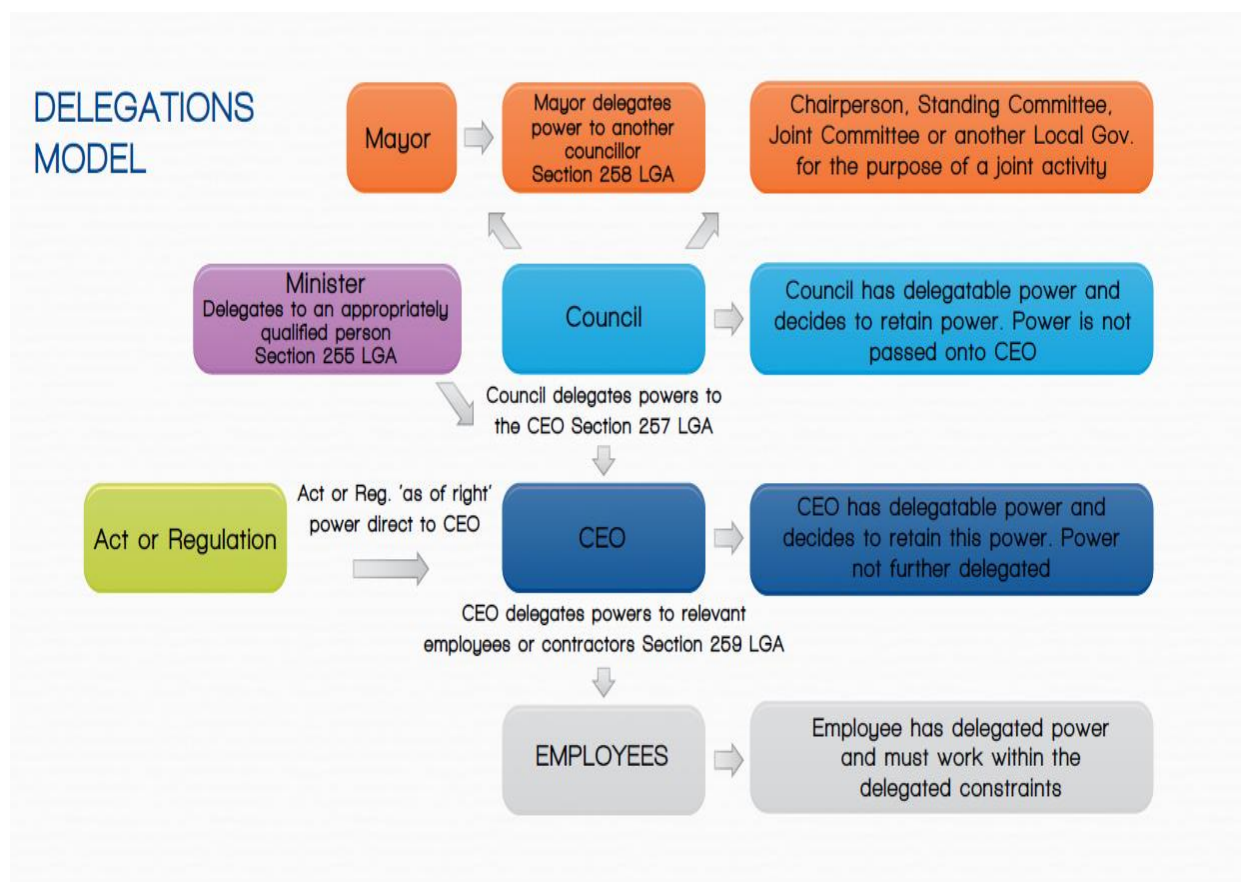
To streamline operations, in accordance with section 257 of the *Local Government Act 2009* (LGA), a Local Government may, by resolution, delegate a power of the Local Government under the LGA or another Act to:

- The Mayor; or
- The Chief Executive Officer (CEO).

Pursuant to section 259 of the LGA, a CEO may delegate the CEO's direct powers to an appropriately qualified employee or contractor of the Local Government. The CEO is also able to on-delegate powers that have been delegated to CEO from Council.

The diagram below obtained from the Local Government Association of Queensland's (LGAQ) publication titled '*Local Government Delegations*' provides an illustrative overview of the Queensland delegations model.

**Queensland Delegations Model<sup>1</sup>**



As a general guide, where a legislative instrument refers to a particular power of a ‘Local Government’ this is a power of Council and therefore, that power is only able to be exercised by Council unless that power has been appropriately delegated the CEO and then on delegated to employees (where appropriate).

In some instances, the CEO will have particular powers provided by legislation by virtue of holding the position of CEO within the Local Government. Such powers can be identified where the legislative instrument refers to a particular power of a “Chief Executive Officer” as opposed to a ‘Local Government’.

It is important to note that if the CEO or Local Government delegates a particular power, they can still utilise this power and if required, retract a delegated power from a person to whom they have delegated the power, or amend or condition the delegation as desired.

**REPORT**

**Council’s Delegations Register**

In accordance with the LGA, Council has in place a Register of Delegations recording all delegations made by the Council to the CEO, and delegations which the CEO has on delegated to various employees and contractors. The Register of Delegations must be made available to the public for review upon request.

<sup>1</sup> Local Government Association of Queensland ‘Local Government Delegations Guideline’.

Pending adoption by Council, the updated Delegations of Authority (summarised in Table 1 below) and new Delegations (summarised in Table 2 below) will be entered into Council's Delegations Register. The CEO will then where appropriate, on-delegate various powers to relevant positions within the organisation to ensure efficient operations.

### **Delegations Review Process**

Pursuant to section 257(4) of the LGA, Delegations to the CEO by Council must be reviewed annually by the local government. This ensures that the Delegations align with any relevant legislative changes and new legislation enacted during the previous year. Council previously adopted the majority of its current delegations at its Ordinary Meeting of 31 July 2014.

LGAQ provides local governments with a 'Delegations Register Service'. This service outlines all possible delegations within the list of local government related legislation in the following two documents:

1. The Register of Delegations – Council to CEO; and
2. The Register of Delegations – CEO to Employee or Contractor.

The Governance Branch uses the content of the registers provided by LGAQ to review Council's Delegation of Authority documents and put forward changes to current delegations and new delegations for Council to consider for adoption.

LGAQ engages King & Company Solicitors to provide assurance that its Delegations Register Service are up to date and can be relied upon by local governments.

LGAQ advises that it is unlikely that all of the powers identified in the King & Company documents will be applicable to any one Council, and it is up to Council to decide the powers that are relevant to its operations and are required to be delegated. In not delegating a particular power of a local government, Council alone (not the CEO) may exercise the power in the event that it is required to be exercised by the organisation.

### **2015 Annual Review**

The Governance Officer recently completed the annual review of delegations for the 2015/16 period, which has identified (via the LGAQ service) a number of required amendments to the current Council to CEO delegations relating to the following Acts:

- *Disaster Management Act 2003 and Disaster Management Regulation 2014;*
- *Building Act 1975;*
- *Environmental Protection Act 1994;*
- *Land Act 1994;*
- *Plumbing and Drainage Act 2002;*
- *Transport Operations Road Use Management Act 1995;*
- *Sustainable Planning Act 2009;*
- *Waste Reduction and Recycling Act 2011;*
- *Fire and Rescue Service Act 1990;*
- *Work Health and Safety Regulation 2011; and*
- *Workers' Compensation and Rehabilitation Regulation 2014.*

A summary of the changes required to the delegations relating to the above acts is outlined in Table 1 below. Copies of the complete updated delegations (which include powers previously delegated by Council to CEO under the relevant Act that do not require amendment), are provided for at Attachment 1.

In addition to the above amendments, LGAQ has generated a number of new delegations. Consultation by the Governance Officer with relevant operational areas across Council and the CEO has confirmed a number of these new delegations may be required for Council operations and therefore, it is appropriate for Council to consider delegating the powers in the delegations to the CEO should it wish to do so.

By having these new delegations in place, official approval by Council is not required in the event that the CEO or an appropriate on delegate is required to exercise the relevant power referred to in the delegation.

The new delegations relate to the Acts listed below:

- *Environmental Offsets Act 2014 and Environmental Offsets Regulation 2014;*
- *Heavy Vehicle National Law (Qld); Heavy Vehicle (Mass, Dimension and Loading) National Regulation; Heavy Vehicle National Law Regulation 2014;*
- *Land Valuation Act 2010;*
- *Public Records Act 2002, and*
- *Statutory Bodies Financial Arrangements Act 1982.*

A summary of the new powers to be delegated relating to the above Acts is outlined in Table 2 below. Copies of the new delegations are provided at Attachment 2.

To avoid any doubt, the current delegated powers, which do not require amendment, remain in force.

**Table 1: Updated Council to CEO Delegations**

<b>Disaster Management Delegation under the <i>Disaster Management Act 2003 and Disaster Management Regulation 2014</i></b>
<b>Removed powers</b>
<p>The following provisions have been removed from the Act, and are therefore the associated powers have removed in the updated delegation entirely:</p> <p><b>Section 84A:</b> Power to consult with the CEO regarding the CEO establishing an SES unit for the local government area.</p> <p><b>Section 85:</b> Power to nominate a member to be appointed the local controller of an SES unit by the CEO.</p> <p><b>Section 88A:</b> Power to enter into an agreement with the CEO that sets out the responsibilities of each party in relation to the SES in the local government’s area.</p> <p><b>Section 89(2):</b> Power to consult with the CEO regarding the EO establishing an ES unit in the Local Government Area.</p> <p><b>Section 90(3):</b> Power to consult with the CEO regarding the functions of an ES unit in the Local Government Area.</p> <p><b>Section 94:</b> Power to nominate a member to be appointed as an ES unit coordinator by the CEO</p>

**New powers**

The following provisions and associated powers have been removed from the Act and replaced with the following provisions in the new 2014 Regulation:

**Section 5(6)** Power to inform the CEO of the Department, and the chairperson of the District Group, of an appointment under section 5(1).

**Section 7(1)** Power to nominate a person to a temporary district disaster management group.

**Section 9(1)** Power to appoint a person as a member of a local disaster management group.

**Building Act Delegation under the *Building Act 1975*****Updated power**

**Section 245F** Power to give the QBCC Commissioner the notices required by sections 245F(1) and 245F(2).

**New powers**

The following powers have been added to the delegation in line with changes to the *Building Act 1975* and transition from the Building Services Authority to the Queensland Building and Construction Commission:

**Section 245FA(2)** Power to make copy of exemption available for inspection and purchase as if it were a document that chapter 9, part 6 of SPA must be available for inspection and purchase.

**Section 239** Power to give notice of each exemption granted under Chapter 8, Part 2, Division 3 to the QBCC commissioner.

**Section 243** Power to give to the QBCC commissioner notice of each revocation notice given.

**Section 246AF** Power to cancel pool safety certificate for a regulated pool. Power to give the QBCC commissioner notice of the cancellation of the pool safety certificate for a regulated pool.

**Section 246AIB** Power to comply with a request for information from the QBCC commissioner

**Section 246AQ** Power to give the QBCC commissioner notice of each existing regulated pool in Council's local government area of which it has a record.

**Section 246ACT** Power to give the swimming pool safety advisory information to the owner of each non-certificate regulated pool in its local government area.

**Environmental Protection Delegation under the *Environmental Protection Act 1994*****Updated powers**

**Section 282** Power, as an administrating authority, to decide or suspend or cancel an environmental authority has been removed in this delegation and updated to be combined with powers contained in section 278, 282, 283 as follows:



**Section 278, 282 and 283** Power, as an administering authority, to cancel or suspend an environmental authority if an event mentioned in section 278(2) has occurred and to give notice of the decision.

The powers contained in the following sections have also been updated on account of legislative changes:

**Section 213** Power, as an administering authority, to amend an existing environmental authority issued subject to conditions to replace the existing standard conditions with new standard conditions issued by the chief executive and to give written notice of the amendment to the environmental authority holder.

**Section 240 and section 242** Power, as an administering authority, to:-

- (a) decide to approve or refuse an amendment application;
- (b) if the amendment is approved, to make other amendments to the conditions of the environmental authority;
- (c) give notice of the decision to the applicant; and
- (d) include a copy of any amended environmental authority in the register.

**Section 357E** Power, as administering authority, to –

- Grant an application for a temporary emissions licence, with or without conditions, as submitted or on different terms than have been requested in the application; or
- Refuse to grant the application for a temporary emissions licence.

#### **New powers**

The following powers have been added to the delegation in line with changes to the *Environmental Protection Act 1994*:

**Section 136** Power, as an administering authority, to determine satisfaction that the requirements under the application stage have been complied with.

**Section 148** Power, as an administering authority, to determine not to make an information request.

**Section 227A** Power, as an administering authority, to refuse an amendment application to which section 227A(1) applies, to require the environmental authority holder to make a site specific application and to give written notice of the refusal to the applicant.

**Section 280** Power, as an administering authority, to give written notice to the environmental authority holder of a proposed action to cancel or suspend the environmental authority.

**Section 540, 541, 542** Power, as an administering authority, keep the registers listed in section 540(1) and keep them available for inspection.

**Section 699** Power, as an administering authority, to amend an environmental authority to which a requirement applies to impose a condition about the financial assurance and to give written notice of the amendment to the authority holder.

#### **Environmental Protection Delegation under the *Environmental Protection Regulation 2008***

The following powers have been added to the delegation in line with changes to the Regulation. Whilst the powers are new under the *Environmental Protection Regulation 2008* they have been transferred across to this Regulation from the now repealed (as of May 2014) *Environmental Protection (Waste Management) Regulation 2000*:

**Section 81I** Power, as a generator, to give the transporter the prescribed information about the waste in the prescribed form and to record the prescribed information about the waste.

**Section 81J(2)** Power, as a transporter, to give the receiver the prescribed information about the waste in the prescribed form and to record the prescribed information about the waste.

**Section 81J(3)** Power, as a transporter, to give the administering authority notice of a discrepancy in information received from the generator.

**Section 81K(1)** Power, as a receiver, to record the prescribed information about the waste.

**Section 81K(2)** Power, as a receiver, to give a copy of the prescribed information about the waste to the administering authority.

**Section 81K(3)** Power, as a receiver, to give the administering authority notice of a discrepancy in information received from the transporter.

**Section 81O(1)** Power, as a receiver, to record the prescribed information about the waste.

**Section 81O(2)** Power, as a receiver, to give a copy of the prescribed information about the waste to the administering authority.

**Section 81O(3)** Power, as a receiver, to give the administering authority notice of a discrepancy in information received from the transporter.

**Section 81R(1)** Power, as a generator, to give the transporter the prescribed information about the waste and to record the prescribed information about the waste.

**Section 81R(2)** Power, as a generator, to give the prescribed information about the waste to the administering authority.

**Section 81S(2)** Power, as a transporter, to give the administering authority notice of a discrepancy in information received from the generator.

**Section 81W** Power to apply to the administering executive for approval of a particular way of giving prescribed information to the administering authority under division 3 and to take all steps necessary to advance the application.

**Section 81X** Power to apply to the administering executive for a consignment number for loads of trackable waste to be transported into Queensland and to take all steps necessary to advance the application.

**Section 81Y** Power to apply to the administering executive for an exemption for the transportation of trackable waste to which Chapter 5, Part 9 applies and to take all steps necessary to advance the application.

**Section 81ZB** Power to apply to the administering executive for a generator identification number.

**Section 81ZF(1)(b)** Power to require an owner or occupier of relevant premises to supply waste containers other than standard general waste containers.

**Section 81ZF(2)** Power to require an owner or occupier of relevant premises to supply waste containers other than standard general waste containers.

**Section 81ZH(1)(a)** Power to require a waste container to be kept at a particular place at premises

**Section 81ZI(2)** Power to require a prescribed person of serviced premises, other than a detached dwelling, to supply:

- (a) an elevated stand; or
- (b) an imperviously paved and drained area for the waste containers, and
- (c) a hose cock and hose in the vicinity of the stand or paved area; and
- (d) a suitable enclosure for the waste containers

**Section 81ZJ** Power to give a written notice about the removal of general waste.

**Section 81ZK** Power to give written approval to the owner or occupier of relevant premises for depositing and disposing of general waste and to impose conditions on the approval.

**Section 81ZL** Power to require the occupier of relevant premises where there is industrial waste to:

- (a) supply industrial waste containers;
- (b) keep the waste containers in a specified location; and
- (c) keep the waste containers clean and in good repair.

**Section 81ZM** Power to require occupier of relevant premises, where there is industrial waste, to treat the waste to the standard required by Council for disposal of the waste at a waste facility.

**Section 135** Power, as an administering authority, to recover as a debt from the holder of an environmental authority any shortfall in the annual fee which results from a major amendment to the environmental authority

**Section 136** Power, as an administering authority, to refund the holder of an environmental authority any overpayment of the annual fee which results from a major amendment to the environmental authority.

#### **Land Act Delegation under the *Land Act 1994***

##### **Removed powers**

The following provisions have been removed from the Act, and are therefore the associated powers have removed in the updated delegation entirely:

**Section 182** Power, as a lessee, licensee or permittee, to appeal against the inclusion of the lease, licence or permit in a particular category for rent assessment.

**Section 192** Power, as a lessee or licensee, to apply to the Minister to defer, wholly or partly, the payment of rent or instalments for the lessee's lease or licensee's licence.

##### **New powers**

The following powers have been added to the delegation in line with changes to the Act:

**Section 176K(3)(b)** Power, as a local government, to prepare a statement of Council's views on the amalgamation of 2 or more leases.

**Section 431T** Power to make a local law stating use conditions that apply to a declared beach area.

**Section 431U(2)** Power to consult with the Minister about whether Council wishes to be the manager of a declared beach area.

**Section 431U(3)** Power to consult with the public and the owner of the lot about the use conditions to be contained in a local law applying to a declared beach area.

### **Plumbing and Drainage Delegation under the *Plumbing and Drainage Act 2002***

#### **New powers**

The following provisions provide new powers, which can be delegated under the Act.

**Section 86(10)** Power to give a copy of a compliance assessable certificate to:

- (a) The owner of premises to which a permit relates; and
- (b) The water services provided, where Council is not the provider, and the work involves the installation of water meters.

**Section 86(12)** Power upon refusal to give a compliance certificate to give the person who made the request an information notice about the decision.

**Section 107(1)** Power to appoint those individuals that have the qualifications and experience prescribed under the *Standard Plumbing and Drainage Regulation 2003* as an inspector for the purposes of the *Plumbing and Drainage Act 2002*.

**Section 107(2)** Power to notify the QBCC commissioner of the appointment of an inspector and to give the commissioner a list of Council's inspectors.

### **TORUMS Delegation under the *Transport Operations Road Use Management Act 1995***

#### **Updated powers**

The following power has been updated in accordance with a minor change in the legislation as follows.

**Section 100** Power to remove and detain at a place for safe keeping any vehicles, trams and animals and any good, equipment or thing contained in, on or about the vehicle, tram or animal, where the requirements of section 100((1) are satisfied.

### **Sustainable Planning Delegation under *Sustainable Planning Act 2009***

#### **Removed powers**

The following powers have been removed from the delegation on account of changes to the Act resulting in the powers no longer being contained within those provisions:

**Section 626** Power, as a local government, to impose a condition in relation to non-trunk infrastructure.

**Section 626A** Power, as a local government, to impose a condition for supplying development infrastructure for 1 or more of the following:

- (a) Networks internal to a premises;
- (b) Connecting a premises to external infrastructure networks;
- (c) Protecting or maintaining the safety or efficiency of the infrastructure network of which the development infrastructure is a component.

**Section 629** Power, as a local government, to levy a charge for supplying trunk infrastructure.

**Section 632** Power, as a local government, to agree in writing, with the owner of the land to which an infrastructure charge relates, regarding to a charge to be levied.

**Section 635** Power, as a local government, to agree with the State Infrastructure provider for State-Controlled roads that the infrastructure charge may be used to provide works for the Council Road network.

**Section 637(1)** Power, as an infrastructure provider, to enter into a written agreement with a person to whom an infrastructure charges notice or a negotiated infrastructure charges notice has been given.

**Section 637(2)** Power, as a local government, to give the applicant a notice, in addition to, or instead of, the notice given under section 633 for development of infrastructure that is land.

**Section 638** Power, as a local government, to supply different trunk infrastructure to that detailed in the priority infrastructure plan.

**Section 639** Power, as a local government, to enter into a written agreement with the applicant that an infrastructure charge is a debt.

**Section 647** Power, as an infrastructure provider, to enter into a written agreement with a person to whom a regulated infrastructure charges notice or negotiated regulated infrastructure charges notice has been given.

**Section 648(2)** Power, as a local government, to enter into a written agreement with the applicant that a regulated infrastructure charge is a debt.

**Section 648D(3)** Power, as a local government and following Council making an adopted infrastructure charge resolution, to publish in a newspaper circulating generally in Council's area a notice stating:

- (a) name of Council;
- (b) the day the resolution was made; and
- (c) the details of the resolution, or how a person can obtain the details.

**Section 648D(4)** Power, as a local government, on the day a notice is published under section 648D(3), to give the chief executive:-

- a) a copy of the notice; and
- b) 3 certified copies of a document stating the details of the resolution.

**Section 648F** Power, as a local government, to give an adopted infrastructure charges notice.

**Section 648K(1)** Power, as a local government, to enter into a written agreement with a person to whom an adopted infrastructure charges notice or negotiated adopted infrastructure charges notice has been given, about:-

- a) whether the charge may be paid at a different time from that stated in the notice and whether it may be paid by instalments; and/or
- b) whether infrastructure may be supplied instead of paying all or part of the charge.

**Section 648K(3)** Power, as a local government, for development infrastructure that is land, to give the applicant or person who requested compliance assessment a notice, in addition to, or instead of, the notice given under section 648F, requiring the applicant or person to give Council, in fee simple, part of the land the subject of the development application or request for compliance assessment.

**Section 648(K)(5)** Power, as a local government, where Council's adopted infrastructure charges resolution provides for the charge to increase under section 648D and where a notice under section 648K(3) has been given, to increase part of the adopted infrastructure charge payable in combination with land.

**Section 648L(2)** Power, as a local government, to enter into a written agreement with an applicant or person who requested compliance assessment stating that the charge is a debt owing to Council by the applicant or person and section 648L(1) does not apply.

**Section 649** Power, as a local government, to impose conditions requiring the applicant or person who requested compliance assessment to supply different trunk infrastructure to that identified in the priority infrastructure plan.

**Section 653(5)** Power, as a local government, to enter into an agreement with the State infrastructure provider and the person required to comply with a conditions imposed by a State infrastructure provider about when payment of the amount collected will be made.

**Section 656(2)** Power, as a local government, to enter an agreement with an applicant and the State infrastructure provider for the refund of the proportion of the establishment cost of the infrastructure

**Section 658** Power, as a public sector entity, to enter into a written agreement with a person about supplying or funding infrastructure, or refunding payments made towards the cost of supplying or funding infrastructure.

**Section 659** Power, as a local government, to sell land held on trust in fee simple by Council.

#### Updated powers

**Section 408** Power, as a compliance assessor, to decide a request, give an action notice, give a compliance permit with conditions (if any) and give a compliance certificate with conditions (if any).

**Section 632** Power, as a participating local government for a distributor-retailer, to agree with a distributor-retailer about the breakup of adopted charges.

**Section 635** Power, as a local government giving a development approval where there is an adopted charge that applies for providing trunk infrastructure for the development, to give an infrastructure charges notice.

**Section 626(1)(d)** and Section 635 Power, as a local government giving a change approval or an extension approval where there is an adopted charge that applies for providing trunk infrastructure for the development, to give a new infrastructure charges notice.

**Section 651(2)** Power, as a local government, to agree with an applicant about the payment time for an additional payment condition imposed under section 650(1).

**Section 679** Power, as a local government where trunk infrastructure is not identified because paragraphs (a), (b) and (c) of the definition of trunk infrastructure in section 627 do not apply, to impose a condition on a development approval for the supply of development infrastructure for a purpose mentioned in section 665(2).

### New Powers under the Act

**Section 643** Power, as a local government, to consider submissions made on an infrastructure charges notice and, if the submissions are agreed, issue a new infrastructure charges notice.

**Section 646** Power, as a local government with a LGIP that identifies adequate trunk infrastructure to service the subject premises, to impose a condition on a development approval requiring either or both of the following to be provided at a stated time:

- a) the identified infrastructure; and/or
- b) different trunk infrastructure delivering the same desired standard of service.

**Section 647** Power, as a local government with a LGIP that does not identify adequate trunk infrastructure to service the subject premises, to impose a condition on a development approval requiring development infrastructure necessary to service the premises to be provided at a stated time.

**Section 660** Power, as a local government that has received a conversion application, to give a notice to the applicant requiring the applicant to give information reasonably needed to decide the conversion application.

**Section 662** Power, as a local government within 20 business days of deciding, on a conversion application, to convert non-trunk infrastructure to trunk infrastructure, to amend the development approval by imposing a necessary infrastructure condition for the trunk infrastructure

**Section 664** Power, as a local government, to agree with an applicant that a levied charge, for the purpose of its recovery, is not taken to be rates.

**Section 665** Power, as a local government, to impose a condition on a development approval about non-trunk infrastructure.

**Section 976A** Power, as a local government that has started the process for preparing a PIP under section 627 as it was before the SPICOLAA came into effect, to continue to prepare and make the PIP as if the SPICOLAA had not commenced.

**Section 977** Power, as a local government that has given a notice mentioned in section 977(1) in relation to a development approval (e.g. an adopted infrastructure charges notice), to, where a request to change the development approval under section 369 is made, amend the notice.

### Sustainable Planning Regulation 2009

#### New powers

#### Schedule 4, table 5, item 11(3)(b)

Power, as a local government, to give written notice to a school that Council does not agree to the exemption.

#### Schedule 4, table 5, item 12A(3)(b)

Power, as a local government, to give written notice to a school that

- (a) A matter mentioned in schedule 4, table 5, item 12A(3)(a) applies to the development; and



- (b) Council is satisfied that the development may affect the local heritage place, place of cultural heritage significance or protected vegetation; or be affected by subsidence.

### **Waste Reduction and Recycling Delegation under the *Waste Reduction and Recycling Act 2011***

#### **Updated items**

**Section 110** Power, as delegate of the chief executive administering the Act, to give a notice to an adult person. As this power relates to Chapter 5, Part 2 of the Act.

**Section 111** Power, as delegate of the chief executive administering the Act, to give a notice to an adult person. As this power relates to Chapter 5, Part 2 of the Act.

**Section 112** Power, as delegate of the chief executive administering the Act, to direct a responsible entity to collect material from premises. As this power relates to Chapter 5, Part 2 of the Act.

**Section 175** Power to, as delegate of the chief executive administering the Act, apply for an internal review of the decision. As this power relates to sections 248(2) and 253(3) of the Act.

**Section 176(2)** Power to, as delegate of the chief executive administering the Act, extend the time for making an internal review application. As this power relates to sections 248(2) and 253(3) of the Act.

**Section 178** Power to, as delegate of the chief executive administering the Act, conduct an internal review of the original decision and decide the internal review application. As this power relates to sections 248(2) and 253(3) of the Act.

**Section 179** Power to, as delegate of the chief executive administering the Act, give notice of an internal review decision. As this power relates to sections 248(2) and 253(3) of the Act.

**Section 183** Power, as delegate of the chief executive administering the Act, to appoint a person as an authorised person. Any appointment of an authorised person must be subject to the limitation that an authorised person can only exercise the powers in section 117 and Chapter 10 of the Act in relation to the following offences:

- Chapter 5, Parts 1, 2 and 3, Division 1 and 2 of the Act;
- Section 251(a);
- Section 251(c);
- Section 254; and
- Section 264

**Section 248 and Section 249** Power, as delegate of the chief executive administering the Act, to give a compliance notice. As this power relates to sections 103(1), 104(1), 107(1), 108, 109(1) or (2) and 112(2) of the Act.

**Section 253** Power, as delegate of the chief executive administering the Act, to give a notice requiring the person to commission a waste audit and to provide a waste report on the audit. As this power relates to section 104 of the Act

### **Waste Reduction and Recycling Regulation 2011**

#### **New items**

**Section 41ZL** Power to give the information required by sections 41ZL(1) and 41ZL(2) to the Chief Executive.

<p><b>Section 41ZM</b> Power to prepare an emergency plan and keep it up to date.</p>
<p><b>Fire and Rescue Services Delegations under the <i>Fire and Emergency Services Act 1990</i></b></p>
<p><b>Updated item</b></p>
<p><b>Section 126</b> Power to engage a debt collector (authorised to perform a debt collection activity under the <i>Debt Collectors (Field Agents and Collection Agents) Act 2014</i>) to collect any arrears of annual contribution payable by an owner of prescribed property, and to require by notice in writing the owner to pay an amount by way of a collection fee.</p>
<p><b>Workers' Compensation, Rehabilitation and Work Health and Safety Delegation under Work Health and Safety Act 2011 and Workers Compensation Rehabilitation Act</b></p>
<p><b>New items – Work Health and Safety Regulation 2011</b></p>
<p><b>Section 43</b> Power, as a person conducting a business or undertaking at a workplace, to prepare, maintain and implement an emergency plan.</p> <p><b>Section 85(4)</b> Power, as a person conducting a business or undertaking at a workplace, to maintain a written record of the evidence provided under subsections (1), (2) and (3).</p> <p><b>Section 422</b> Power to ensure that all asbestos or asbestos contaminated material at a workplace is identified by a competent person.</p> <p><b>Section 425 and 426</b> Power to prepare, maintain and review an asbestos register for each workplace.</p> <p><b>Section 429 and 430</b> Power to prepare, maintain and review an asbestos management plan for each workplace.</p>
<p><b>Workers Compensation and Rehabilitation Act 2003, and Workers Compensation and Rehabilitation Regulation 2014</b></p>
<p><b>Removed items</b></p>
<p>This delegation can be shortened significantly by removing the powers relating specifically to WorkCover as Council is not in an arrangement with WorkCover Queensland.</p> <p>The Regulation delegation has also been updated to reflect the recent commencement of the <i>Workers Compensation Rehabilitation Regulation 2014</i>.</p>

**Table 2: New Council to CEO Delegations of Authority 2015-16**

The table below provides a summary of the new listed delegations provided by LGAQ for the 2015/16 period, which Council has not previously delegated.

<p><b>Environmental Offset Delegation under the <i>Environmental Offsets Act 2014</i> and <i>Environmental Offsets Regulation 2014</i></b></p>
<p>The Local Government powers under the following provisions can be delegated to the CEO, if desired:</p> <p><b><i>Environmental Offsets Act 2014</i></b></p>

**Section 12(3)** - Power to make an environmental offsets policy available for inspection.

**Section 19(1)** - Power to consider a notice of election and any offset delivery plan.

**Section 90** - Power, as an administering agency, to keep a register of the matters listed in subsection one, make the register available for inspection and give information held on the register to the chief executive.

***Heavy Vehicle Delegation under the Heavy Vehicle (Mass, Dimension and Loading) National Regulation Heavy Vehicle National Law (Qld) and Heavy Vehicle National Law Regulation 2014***

The Local Government powers under the following provisions can be delegated to the CEO, if desired:

***Heavy Vehicle Delegation under the Heavy Vehicle (Mass, Dimension and Loading)***

**Section 7A** - Power, as a road manager, to consult with the road authority about the making of a map showing an area or route to which the one tonne tri-axle mass transfer allowance applies.

**Section 14(3)** - Power, as a road manager, to consent to the making of an HML declaration subject to conditions.

**Section 14(4)** - Power, as a road manager for a HML declaration, to request the regulator to amend or cancel the declaration.

**Sections 22(1)(b) and 23** - Power, as a road manager, to consent to the granting of an HML permit.

**Section 24(1)(a)** - Power, as a road manager, to consent to the granting of an HML permit subject to conditions.

**Section 29(4)** - Power, as a road manager, to consent to amendment of an HML.

**Section 31(2)** - Power, as a road manager for a HML permit, to request the regulator to amend or cancel the permit.

**Section 41(1)** - Power, as a road manager, to consent to a declaration of the regulator pursuant to section 40.

***National Regulation Heavy Vehicle National Law (Qld)***

**Section 156(1)** - Power, as a road manager, to consent to the grant of a mass or dimension authority.

**Section 156(2)** - Power, as a road manager, to ask the regulator for a longer period of time under section 156(1)(b).

**Section 156(6)** - Power, as a road manager, to give the regulator a written statement that explains the road manager's decision and complies with section 172.

**Section 159(2)** - Power, as a road manager, to notify the regulator:-

- (a) that a route assessment is required for the road manager deciding whether to give or not to give the consent;
- (b) the fee payable (if any) for the route assessment under a law of the jurisdiction in which the road is situated.

**Sections 160(1), 161(1) and 162(1)** - Power, as a road manager, to grant a mass or dimension authority subject to conditions.

**Sections 160(2), 161(2) and 162(2)** - Power, as a road manager for a mass or dimension authority, to give the regulator a written statement that explains the road manager's decision and complies with section 172.

**Section 167(2)(b)** - Power, as a road manager for a mass or dimension authority, to give the regulator a notice objecting to the application of section 167 to the proposed replacement authority.

**Section 167(2)(b)** - Power, as a road manager for a mass or dimension authority, to give the regulator a notice objecting to the application of section 167 to the proposed replacement authority.

**167(2)(b)(ii)** - Power, as a road manager for a mass or dimension authority, to seek an extension of time to give a notice under section 167(2)(b).

**Section 169(1)** – Power, as a road manager for a mass or dimension authority, to give consent to the grant of a mass or dimension authority for a trial period of no more than 3 months.

**Section 170(3)** - Power, as a road manager for a mass or dimension authority, to object to the renewal of the authority for a further trial period.

**Section 174(2)** - Power, as a road manager for a mass or dimension authority granted by Commonwealth gazette notice, to request the regulator to amend or cancel the authority.

**Section 178(2)** - Power, as a road manager for a mass or dimension authority granted by permit, to request the regulator to amend or cancel the authority.

**Section 611(2)** - Power, as a road manager, to apply to the Court for a compensation order.

**Section 612(2)(c)** - Power, as a public authority, to sign a certificate.

**Section 645(6)** - Power, as a road manager, to agree to a longer prescribed period for a review of a reviewable decision.

#### ***Heavy Vehicle National Law Regulation 2014***

**Section 4 (2)** - Power, as a road manager, to set the fee payable for a route assessment

#### **Land Valuation Delegation under the *Land Valuation Act 2010***

The Local Government powers under the following provisions can be delegated to the CEO, if desired:

**Section 74** - Power to consult with the valuer-general about a proposed decision not to make an annual valuation of land.

**Section 244** - Power to give the valuer-general valuation-related documents, information about a sale or proposed sale of land for unpaid rates and information about all land Council acquires or disposes of.

#### **Public Records Delegation under the *Public Records Act 2002***

The Local Government powers under the following provisions can be delegated to the CEO, if desired:

**Section 7(1)(a)** - Power to make and keep records of Council's activities.

**Section 7(2)** - Power to have regard to any relevant policy, standards and guidelines made by the archivist about the making and keeping of public records.

**Section 8(1)** - Power to ensure the safe custody and preservation of Council's records

**Section 10(1)(a)** - Power to give written notice to the State archivist of the existence of a public record in Council's possession which is more than 25 years old.

**Section 10(1)(b)** - Power to give a public record in Council's possession, which is more than 25 years old, to the State archivist.

**Section 11(2)** - Power to give a public record in Council's possession, which is 25 years old or less, to the State archivist.

**Section 14(2)** - Power to take action to ensure that a public record remains able to be produced or made available.

**Section 16** - Power to give written notice to the State archivist of a restricted access period for a public record.

**Section 18(2)(b)** - Power as a responsible public authority to give the State archivist a written notice stating—

- (i) the public authority has classified a record which has a restricted access period as a record to which unrestricted access is allowed; or
- (ii) access to a record which has a restricted access period may be given on conditions stated in the notice.

**Section 19(2)** - Power as a responsible public authority to give the State archivist written notice of a change to the restricted access notice for a record.

**Section 19(4)** - Power as a responsible public authority to refer a dispute about a restricted access notice for a public record to the committee.

**Section 26(1)** - Power to apply to the State archivist for, or consent to, an authorisation for the disposal of particular public records or classes of public records.

**Section 28** - Power to make an arrangement with the State archivist for the storage of public records.

**Section 39(1)** - Power as a public authority to make a written application to the committee for a review of a decision by made by the archivist refusing to authorise the disposal of particular public records or classes of public records.

#### **Statutory Bodies Financial Arrangements Delegation under the *Statutory Bodies Financial Arrangements Act 1982***

The Local Government powers under the following provisions can be delegated to the CEO, if desired:

**Section 31(1)** - Power, as a statutory body, to operate a deposit and withdrawal account with a financial institution.

**Section 47(2)** – Power, as a statutory body, to keep records that show Council has invested in the way most appropriate in all the circumstances.

**Section 62(1)** – Power, as a statutory body, to sign documents for a financial arrangement under the Act.

**Section 74** - Power, as a statutory body, to keep a register of the Treasurer's approvals under Part 9, Division 3 of the Act for Council's exercise of a power.

#### **Previous Council Consideration**

The majority of Council's current delegations were adopted by Council at the Ordinary Meeting held on 31 July 2014 with the exception of the Delegation of Authority: Procurement & Contracting and Delegation of Authority: Local Laws, which were updated and adopted earlier this year.

At the Audit Committee meeting held on 25 May 2015, the Committee noted a report by the Governance Advisor providing an overview of Council's Annual Delegations Review Process.

**Finance & Risk**

Operationally, if delegations are not current or officers operate outside of their delegated authority, relevant decisions made and action taken may be considered unauthorised and subject to legal challenge. This may expose Council to the risk of unnecessary and expensive legal action by third parties and reputational damage.

All of Council’s delegations contain the following conditions to manage the risk of Officers acting beyond the appropriate delegated authority:

- “1. *The delegated officer must exercise this delegation in accordance with Council resolutions, policies, guidelines, procedures, industrial instruments and agreements.*
- 2. *If the CEO delegates any of these powers the delegated officer must exercise any delegated power in accordance with the scope and limitations of the subject officer’s letter of appointment and/or, position description, qualifications, technical knowledge and legislative requirements.”*

Officers and Contractors with delegated powers are provided with a memorandum outlining the powers delegated to them and the abovementioned conditions.

**Consultation**

**External Consultation - Community & Stakeholder**

The Governance Branch consults with the Mark Leyland, Principal Advisor of LGAQ in relation to delegation matters as required.

**Internal Consultation**

The Governance Branch has consulted with the CEO and relevant Directors, Managers and Officers across the organisation in order to identify and confirm which powers from an operational viewpoint should be delegated to ensure efficient and effective operations.

Departments/Sections Consulted:

- Community Services**  
 Disaster Management & Public Order  
 Waste & Environmental Health  
 Community Facilities  
 Cultural Facilities

- Planning & Infrastructure**  
 Building & Plumbing Services  
 DA Planning  
 Strategic Land Use Planning  
 Asset Design & Investigations  
 Asset Planning  
 Civil Operations  
 Environment

- Executive Office**  
 Community Engagement  
 Customer Service  
 Executive Support  
 Governance  
 Human Resources

- Corporate Services**  
 Finance  
 ICT  
 Procurement & Fleet  
 Property & Facilities  
 Revenue Services



New Council to CEO Delegations 15/16

Attachment 2

Delegation No: 2015-05

<b>DELEGATION OF AUTHORITY</b>	
<b>TITLE: ENVIRONMENTAL OFFSET</b>	
<b>Delegation by the Council to:</b> Chief Executive Officer	<b>Date:</b>
<b>Delegation by the Chief Executive Officer to:</b>	<b>Date approved:</b>
<b>Source of Authority:</b> <i>Local Government Act 2009 – Section 259</i> <i>Environmental Offsets Act 2014</i>	

**Delegated Power:**

1. To exercise the powers of council pursuant to the *Environmental Offset Act 2014*.

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power to make an environmental offsets policy available for inspection	Section 12(3)
Power to consider a notice of election and any offset delivery plan.	Section 19(1)
Power, as an administering agency, to keep a register of the matters listed in subsection one, make the register available for inspection and give information held on the register to the chief executive.	Section 90

**Conditions of Delegation:**

1. The delegated officer must exercise this delegation in accordance with council; resolutions, policies, guidelines, procedures, industrial instruments and agreements.
2. If the Chief Executive Officer on delegates any of these powers the delegated officer must exercise any delegated power in accordance with the scope and limitations of the subject officer's letter of appointment and/or, position description, qualifications, technical knowledge and legislative requirements.





New Council to CEO Delegations 15/16

Attachment 2

Delegation No: 2015-06

<b>DELEGATION OF AUTHORITY</b>	
<b>TITLE: HEAVY VEHICLE</b>	
<b>Delegation by the Council to:</b> Chief Executive Officer	<b>Date:</b>
<b>Delegation by the Chief Executive Officer to:</b>	<b>Date approved:</b>
<b>Source of Authority:</b> Local Government Act 2009 – Section 257 Heavy Vehicle (Mass, Dimension and Loading) National Regulation Heavy Vehicle National Law (Qld) Heavy Vehicle National Law Regulation 2014	

**Delegated Power:**

1. To exercise the powers of council pursuant to the *Heavy Vehicle (Mass, Dimension and Loading) National Regulation*.

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power, as a road manager, to consult with the road authority about the making of a map showing an area or route to which the one tonne tri-axle mass transfer allowance applies.	Section 7A
Power, as a road manager, to consent to the making of an HML declaration subject to conditions	Section 14(3)
Power, as a road manager for a HML declaration, to request the regulator to amend or cancel the declaration.	Section 14(4)
Power, as a road manager, to consent to the granting of an HML permit.	Sections 22(1)(b) and 23
Power, as a road manager, to consent to the granting of an HML permit subject to conditions	Section 24(1)(a)
Power, as a road manager, to consent to amendment of an HML.	Section 29(4)
Power, as a road manager for a HML permit, to request the regulator to amend or cancel the permit.	Section 31(2)
Power, as a road manager, to consent to a declaration of the regulator pursuant to section 40.	Section 41(1)

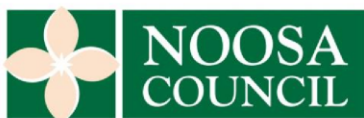
2. To exercise the powers of council pursuant to the *Heavy Vehicle National Law (Qld)*.



Delegation No: 2015-06

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power, as a road manager, to consent to the grant of a mass or dimension authority.	Section 156(1)
Power, as a road manager, to ask the regulator for a longer period of time under section 156(1)(b).	Section 156(2)
Power, as a road manager, to give the regulator a written statement that explains the road manager's decision and complies with section 172.	Section 156(6)
Power, as a road manager, to notify the regulator:- (a) that a route assessment is required for the road manager deciding whether to give or not to give the consent; (b) the fee payable (if any) for the route assessment under a law of the jurisdiction in which the road is situated.	Section 159(2)
Power, as a road manager, to grant a mass or dimension authority subject to conditions.	Sections 160(1), 161(1) and 162(1)
Power, as a road manager for a mass or dimension authority, to give the regulator a written statement that explains the road manager's decision and complies with section 172.	Sections 160(2), 161(2) and 162(2)
Power, as a road manager for a mass or dimension authority, to give the regulator a notice objecting to the application of section 167 to the proposed replacement authority.	Section 167(2)(b)
Power, as a road manager for a mass or dimension authority, to seek an extension of time to give a notice under section 167(2)(b).	167(2)(b)(ii)
Power, as a road manager for a mass or dimension authority, to give consent to the grant of a mass or dimension authority for a trial period of no more than 3 months.	Section 169(1)
Power, as a road manager for a mass or dimension authority, to object to the renewal of the authority for a further trial period.	Section 170(3)
Power, as a road manager for a mass or dimension authority granted by Commonwealth gazette notice, to request the regulator to amend or cancel the authority.	Section 174(2)
Power, as a road manager for a mass or dimension authority granted by permit, to request the regulator to amend or cancel the authority.	Section 178(2)
Power, as a road manager, to apply to the Court for a compensation order.	Section 611(2)
Power, as a public authority, to sign a certificate.	Section 612(2)(c)
Power, as a road manager, to agree to a longer prescribed period for a review of a reviewable decision.	Section 645(6)

3. To exercise the powers of council pursuant to the *Heavy Vehicle National Law (Qld) and Heavy Vehicle National Law Regulation*.



New Council to CEO Delegations 15/16

Attachment 2

Delegation No: 2015-06

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power, as a road manager, to agree to a longer prescribed period for a review of a reviewable decision..	Section 645 (6)

4. *To exercise the powers of council pursuant to the Heavy Vehicle National Law Regulation 2014.*

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power, as a road manager, to set the fee payable for a route assessment.	Section 4 (2)

**Conditions of Delegation:**

1. The delegated officer must exercise this delegation in accordance with council; resolutions, policies, guidelines, procedures, industrial instruments and agreements.
2. If the Chief Executive Officer on delegates any of these powers the delegated officer must exercise any delegated power in accordance with the scope and limitations of the subject officer's letter of appointment and/or, position description, qualifications, technical knowledge and legislative requirements.



New Council to CEO Delegations 15/16

Attachment 2

Delegation No: 2015-10

<b>DELEGATION OF AUTHORITY</b>	
<b>TITLE: Land Valuations Act</b>	
<b>Delegation by the Council to:</b> Chief Executive Officer	<b>Date:</b>
<b>Delegation by the Chief Executive Officer to:</b>	<b>Date approved:</b>
<b>Source of Authority:</b> <i>Local Government Act 2009 – Section 259</i> <i>Land Valuations Act 2010</i>	

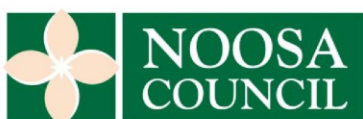
**Delegated Power:**

To exercise the powers of council pursuant to the *Land Valuations Act 2010*.

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power to consult with the valuer-general about a proposed decision not to make an annual valuation of land.	Section 74
Power to give the valuer-general valuation-related documents, information about a sale or proposed sale of land for unpaid rates and information about all land Council acquires or disposes of.	Section 244

**Conditions of Delegation:**

1. The delegated officer must exercise this delegation in accordance with council; resolutions, policies, guidelines, procedures, industrial instruments and agreements.
2. If the Chief Executive Officer on delegates any of these powers the delegated officer must exercise any delegated power in accordance with the scope and limitations of the subject officer's letter of appointment and/or, position description, qualifications, technical knowledge and legislative requirements.



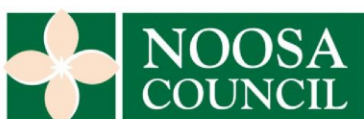
Delegation No: 2015-25

<b>DELEGATION OF AUTHORITY</b>	
<b>TITLE: Public Records</b>	
<b>Delegation by the Council to:</b> Chief Executive Officer	<b>Date:</b>
<b>Delegation by the Chief Executive Officer to:</b>	<b>Date approved:</b>
<b>Source of Authority:</b> <i>Public Records Act 2002</i>	

**Delegated Power:**

1. To exercise powers of the council pursuant to the *Public Records Act 2002*.

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power to make and keep records of Council's activities.	Section 7(1)(a)
Power to have regard to any relevant policy, standards and guidelines made by the archivist about the making and keeping of public records.	Section 7(2)
Power to ensure the safe custody and preservation of Council's records	Section 8(1)
Power to give written notice to the State archivist of the existence of a public record in Council's possession which is more than 25 years old.	Section 10(1)(a)
Power to give a public record in Council's possession, which is more than 25 years old, to the State archivist.	Section 10(1)(b)
Power to give a public record in Council's possession, which is 25 years old or less, to the State archivist.	Section 11(2)
Power to take action to ensure that a public record remains able to be produced or made available.	Section 14(2)
Power to give written notice to the State archivist of a restricted access period for a public record.	Section 16
Power as a responsible public authority to give the State archivist a written notice stating— (i) the public authority has classified a record which has a restricted access period as a record to which unrestricted access is allowed; or (ii) access to a record which has a restricted access period may be given on conditions stated in the notice.	Section 18(2)(b)
Power as a responsible public authority to give the State archivist written notice of a change to the restricted access notice for a record.	Section 19(2)
Power as a responsible public authority to refer a dispute about a restricted access notice for a public record to the committee.	Section 19(4)



New Council to CEO Delegations 15/16

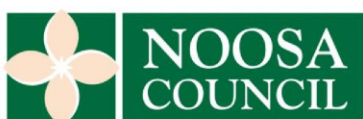
Attachment 2

Delegation No: 2015-25

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power to apply to the State archivist for, or consent to, an authorisation for the disposal of particular public records or classes of public records.	Section 26(1)
Power to make an arrangement with the State archivist for the storage of public records.	Section 28
Power as a public authority to make a written application to the committee for a review of a decision by made by the archivist refusing to authorise the disposal of particular public records or classes of public records.	Section 39(1)

**Any Conditions of Delegation:**

1. The delegated officer must exercise this delegation in accordance with council; resolutions, policies, guidelines, procedures, industrial instruments and agreements.
2. If the CEO on delegates any of these powers the delegated officer must exercise any delegated power in accordance with the scope and limitations of the subject officer's letter of appointment and/or, position description, qualifications, technical knowledge and legislative requirements.



New Council to CEO Delegations 15/16

Attachment 2

Delegation No: 2015-25

<b>DELEGATION OF AUTHORITY</b>	
<b>TITLE: STATUTORY BODIES FINANCIAL ARRANGEMENTS</b>	
<b>Delegation by the Council to:</b> Chief Executive Officer	<b>Date:</b>
<b>Delegation by the Chief Executive Officer to:</b>	<b>Date approved:</b>
<b>Source of Authority:</b> <i>Statutory Bodies Financial Arrangements Act 1982</i>	

**Delegated Power:**

To exercise powers of the council pursuant to the *Statutory Bodies Financial Arrangements Act 1982*.

DESCRIPTION OF POWER DELEGATED	LEGISLATION
Power, as a statutory body, to operate a deposit and withdrawal account with a financial institution.	Section 31(1)
Power, as a statutory body, to keep records that show Council has invested in the way most appropriate in all the circumstances	Section 47(2)
Power, as a statutory body, to sign documents for a financial arrangement under the Act.	Section 62 (1)
Power, as a statutory body, to keep a register of the Treasurer's approvals under Part 9, Division 3 of the Act for Council's exercise of a power.	Section 74

**Any Conditions of Delegation:**

1. The delegated officer must exercise this delegation in accordance with council; resolutions, policies, guidelines, procedures, industrial instruments and agreements.
2. If the CEO on delegates any of these powers the delegated officer must exercise any delegated power in accordance with the scope and limitations of the subject officer's letter of appointment and/or, position description, qualifications, technical knowledge and legislative requirements.