



SUPPORTING INFORMATION

for respective items considered at

Coordination Committee Meeting

13 March 2018

SUPPORTING INFORMATION

Ref: A16649051

The following list of supporting information is provided for:

ITEM 1.1

REVISED COORDINATION COMMITTEE TERMS OF REFERENCE - ADOPTION - REGIONAL

#1 Revised Terms of Reference

#1 Revised Terms of Reference



Terms of Reference

Coordination Committee

COORDINATION COMMITTEE

TERMS OF REFERENCE

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TOR / SC-01 Document Status

Version	Committee Consideration	Council Adoption
V1	Coordination – 22 April 2008 (P.CO-08/126)	General Meeting – 6 May 2008 (P.GM-08/33)
V2	Coordination – 27 January 2009 (P.09/95)	General Meeting – 27 January 2009 (P.09/146)
V2 Note:	<i>New Committee structure adopted rescinding all other Standing Committees (CO 27/1/09 P.09/95) and Notice of Motion adopted General Meeting 24 February 2009 (pp.09/406-09/411)</i>	
V3	Post-election Meeting – 14 May 2012 (P.12/600)	General Meeting – 22 May 2012 (P. 12/609)
V4	Coordination – 21 May 2013 (P. 13/818)	General Meeting – 21 May 2013 (P. 13/815)
V5	Post-election Meeting - 18 April 2016	General Meeting - 26 April 2016 (P. 16/550)
V6	13 March 2018 (TBC)	

ITEM 1.1 REVISED COORDINATION COMMITTEE TERMS OF REFERENCE - ADOPTION - REGIONAL - A16649046 (Cont.)

COORDINATION COMMITTEE

TERMS OF REFERENCE

1. Establishment

The Coordination Committee ("The Committee") is established as a Standing Committee in accordance with s.264 of the Local Government Regulation 2012.

2. Objective

The objective of the Committee is to advise Council on matters within the scope of the Committee's duties and responsibilities and, where powers have been delegated to the Committee, make decisions about such matters.

3. Duties and Responsibilities

The duties and responsibilities of the Committee are:

1. Governance

- a. Corporate governance and policies
- b. Strategic direction
- c. Organisational Structure
- d. Legal matters
- e. Major Projects
- f. Other matters that may be referred by the Mayor or Chief Executive Officer

2. Planning & Development

- a. Development Services
- b. Strategic Planning
- c. Trunk infrastructure network planning
- d. Planning scheme development and administration

3. Corporate Services

- a. Finance
- b. Internal Information technology (IT)
- c. Human resources
- d. Insurance
- e. Procurement

4. Asset Construction & Maintenance

- a. Roads and Pathways
- b. Stormwater and Drainage
- c. Waterways, Canals and Foreshores
- d. Fleet
- e. Traffic and Public Transport
- f. Disaster Management
- g. Waste Operations

5. Parks, Recreation & Sport

- a. Parks, Reserves and Open Spaces
- b. Sports Fields and Recreational Facilities
- c. Swimming Pools
- d. Recreation
- e. Club Organisation and Support
- f. Buildings and Facilities

COORDINATION COMMITTEE

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6. Lifestyle & Amenity

- a. Art galleries, Libraries and Museums
- b. Community Development and support
- c. Local Laws
- d. Public Health
- e. Environment
- f. Disability Access
- g. Customer Service

7. Economic Development, Events & Tourism

- a. Economic Development
- b. Tourism
- c. Events and ceremonies
- d. Moreton Bay Region Industry and Tourism Limited (MBRIT)
- e. Caravan Parks

8. Commercial Opportunities & Services

- a. Commercial Opportunities
- b. Aerodromes
- c. Commercial Assets
- d. Regional Initiatives & Partnerships
- e. Smart Innovations
- f. Waste Innovations

4. Composition

The Committee shall consist of the Mayor and all Councillors.

5. Structure of Meetings

Meetings of the Committee will comprise of sessions relative to certain functions of Council business:

- 1 Governance
- 2 Planning & Development
- 3 Corporate Services
- 4 Asset Construction & Maintenance
- 5 Parks, Recreation & Sport
- 6 Lifestyle & Amenity
- 7 Economic Development, Events & Tourism
- 8 Commercial Opportunities & Services
- 9 General Business

The agenda for this meeting is prepared in line with the adopted session order and the respective duties and responsibilities of each of the Coordination Committee Sessions as outlined in 3 above.

COORDINATION COMMITTEE

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6. Chairperson & Spokesperson

The Mayor is the Chairperson of the Coordination Committee meeting and Councillors are appointed as Spokespersons for the abovementioned portfolios.

Spokespersons act as Chairperson of the Coordination Committee meeting session relevant to their portfolio.

For clarification, the Mayor as Chairperson of the Coordination Committee will have the casting vote for all sessions of the meeting.

The Chairperson of each Session and Council's designated Spokesperson for the respective function, shall be as follows:

Session	Spokesperson
1 Governance	Cr Allan Sutherland (Mayor)
2 Planning & Development	Cr Mick Gillam
3 Corporate Services	Cr Matt Constance
4 Asset Construction & Maintenance	Cr Adam Hain
5 Parks, Recreation & Sport	Cr Koliانا Winchester
6 Lifestyle & Amenity	Cr Denise Sims
7 Economic Development, Events & Tourism	Cr Peter Flannery
8 Commercial Opportunities & Services	Cr Darren Grimwade
9 General Business	Cr Allan Sutherland (Mayor)

In the absence of the Mayor from the meeting, the Deputy Mayor will be the Acting Chairperson.

In the absence of the Session Chairperson, the Mayor will be the Acting Session Chairperson.

7. Quorum

The quorum for this Committee is a majority of the members.

8. Meetings

The dates and times of regular meetings of this Committee will be fixed by resolution of Council and may be amended from time to time by resolution (meeting schedule is adopted for a twelve-month period).

COORDINATION COMMITTEE

TERMS OF REFERENCE

9. Agenda Preparation

The Chief Executive Officer, in conjunction with the Executive Management Team, shall be responsible for the preparation of the Committee meeting agenda.

Where considered necessary, the Chief Executive Officer, in conjunction with the Executive Management Team, may liaise with the Mayor and/or Chairperson in relation to relevant matters.

10. Administrative Support

The Chief Executive Officer shall provide administrative support to the Coordination Committee.

This support shall include:

10.1 Preparation and distribution of the Notice of the meeting as well as the agenda, including supporting information, and other material to the Committee Members and Executive Management Team prior to the meeting, in accordance with s.258 of the Local Government Regulation 2012.

10.2 A report of recommendations will be maintained for the Committee in accordance with s.272 of the Local Government Regulation 2012, and presented to the full Council for adoption.

11. Access by Committee

11.1 The Committee shall be supplied with information it requires from any Council employee.

11.2 Requests for Council employees and independent experts to attend a Committee meeting to provide information shall be approved by the Chief Executive Officer in consultation with the relevant Director.

12. Reporting Requirements

The Committee must report to Council as directed by s.272 of the Local Government Regulation 2012.

13. Evaluating Committee Performance

13.1 The Committee may conduct a self-evaluation of its performance.

13.2 The evaluation criteria should address key performance indicators that support the duties and responsibilities as set out in the Terms of Reference.

13.3 Council may approve of an external independent evaluation of the committee's performance if deemed necessary.

14. Legislation referenced in the Terms of Reference

Local Government Act 2009
Local Government Regulation 2012

Moreton Bay Regional Council

EVALUATION OF THE OPERATION OF COORDINATION COMMITTEE

Name of Coordination Committee member: _____
(optional)

Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree
1	2	3	4	5

Please circle your response in accordance with the above range.

1. Do members of the Coordination Committee maintain a workable relationship with other members of the Coordination Committee?

1	2	3	4	5
---	---	---	---	---

2. Does a relationship of respect exist between each member of the Coordination Committee?

1	2	3	4	5
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3. Are the views of all members respected during discussions at Coordination Committee Meetings?

1	2	3	4	5
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4. Do all members arrive on time for the commencement of Coordination Committee Meetings?

1	2	3	4	5
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5. Is the involvement of all Coordination Committee members sought by the Chairperson?

1	2	3	4	5
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6. Are differences of opinion on issues resolved to the satisfaction of the Committee?

1	2	3	4	5
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7. Do the members challenge the Chair as appropriate?

1	2	3	4	5
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8. Does the Committee engage outside experts as appropriate?

1	2	3	4	5
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9. Is sufficient time allowed for members to prepare for meetings?

1	2	3	4	5
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10. Do Committee members allocate sufficient time in the day to dedicate to Committee business?

1	2	3	4	5
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Moreton Bay Regional Council

ITEM 1.1 REVISED COORDINATION COMMITTEE TERMS OF REFERENCE - ADOPTION - REGIONAL - A16649046 (Cont.)

COORDINATION COMMITTEE

TERMS OF REFERENCE

EVALUATION OF THE OPERATION OF COORDINATION COMMITTEE

Page 2

11. Is sufficient information supplied to members prior to the Meeting?

1	2	3	4	5
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12. Do agendas, presentations and format of papers suit the needs of the members?

1	2	3	4	5
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13. Are the outcomes of meetings clear and concise?

1	2	3	4	5
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14. Are meetings productive and effective?

1	2	3	4	5
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15. Has the Coordination Committee adequate and ready access to appropriate resources?

1	2	3	4	5
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16. Are all reports thoroughly reviewed, including enquiry into financial and risk management?

1	2	3	4	5
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17. I am satisfied with my commitment and contribution to the Coordination Committee's deliberations.

1	2	3	4	5
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18. Other comments / suggestions (Please detail)

19. The strengths of the Coordination Committee are: (Please specify)

20. Improvement opportunities of the Coordination Committee are: (Please specify)

Date _____

SUPPORTING INFORMATION

Ref: [A16594221](#)

The following list of supporting information is provided for:

ITEM 2.1

DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY - 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1

#1 Locality Plan

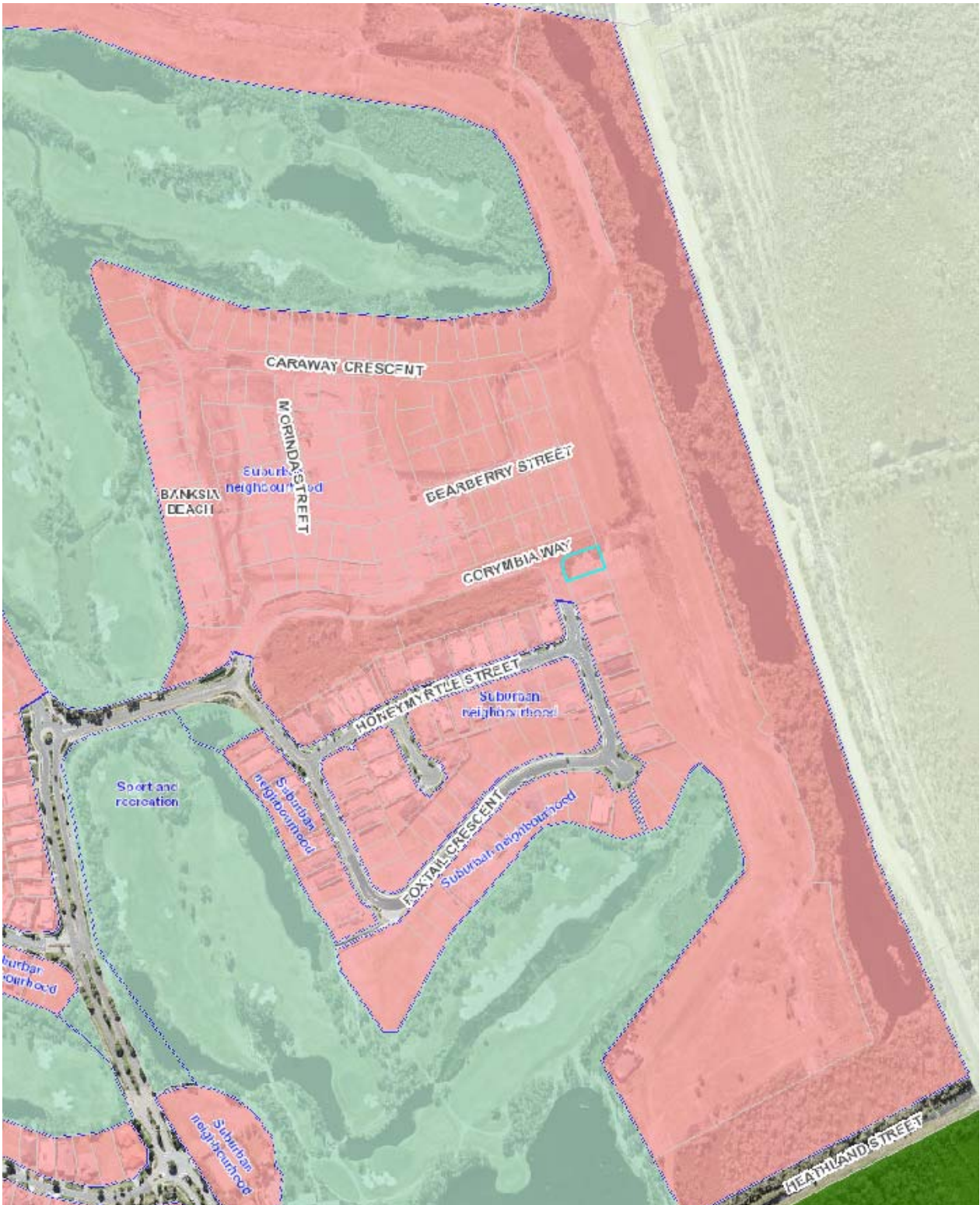
#2 Zoning Map

#3 Proposed Material Change of Use

#4 Existing and Properly Made Dual Occupancies

ITEM 2.1 DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY
- 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1 (Cont.)

#1 Locality Plan



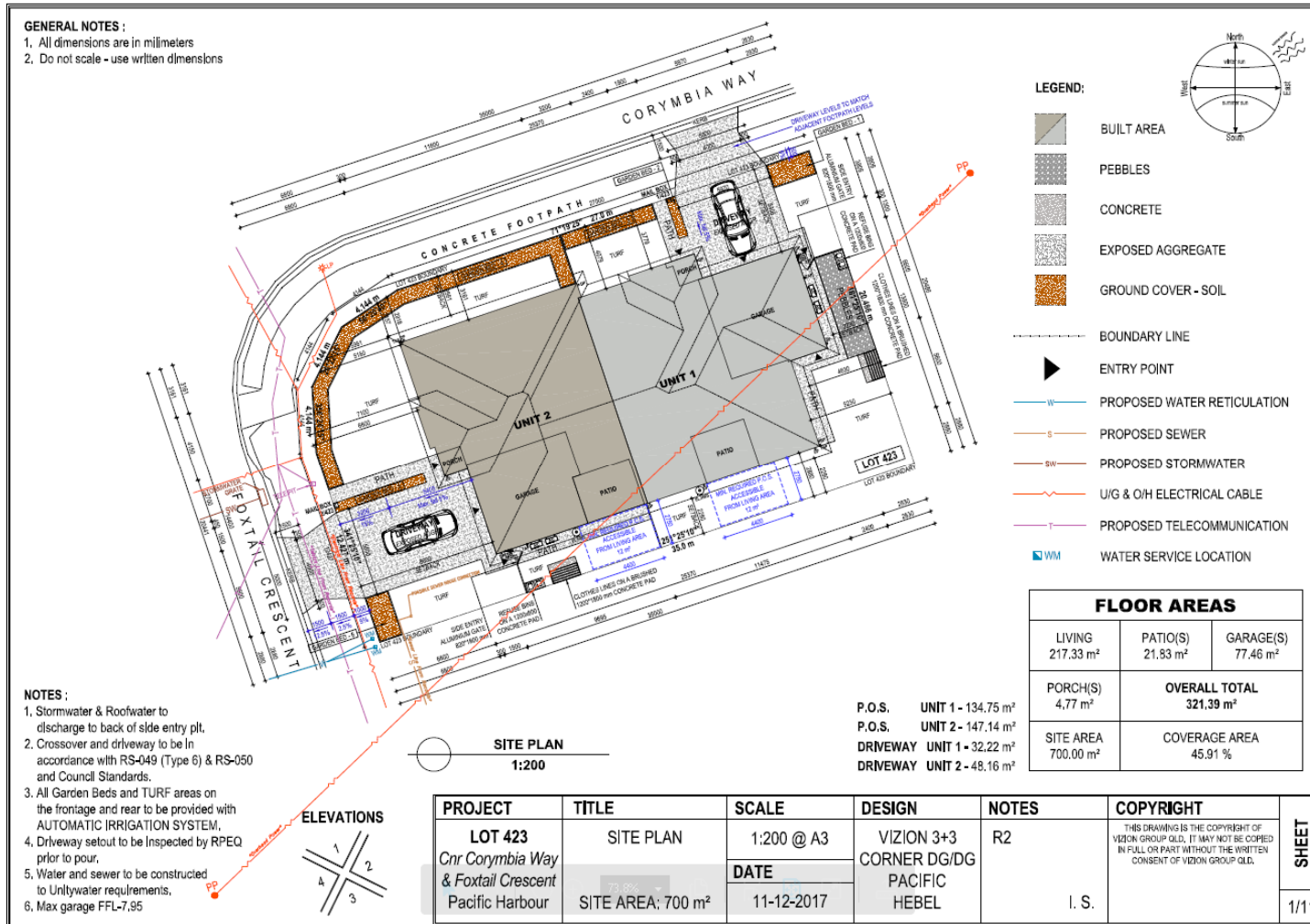
ITEM 2.1 DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY
- 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1 (Cont.)

#2 Zoning Map

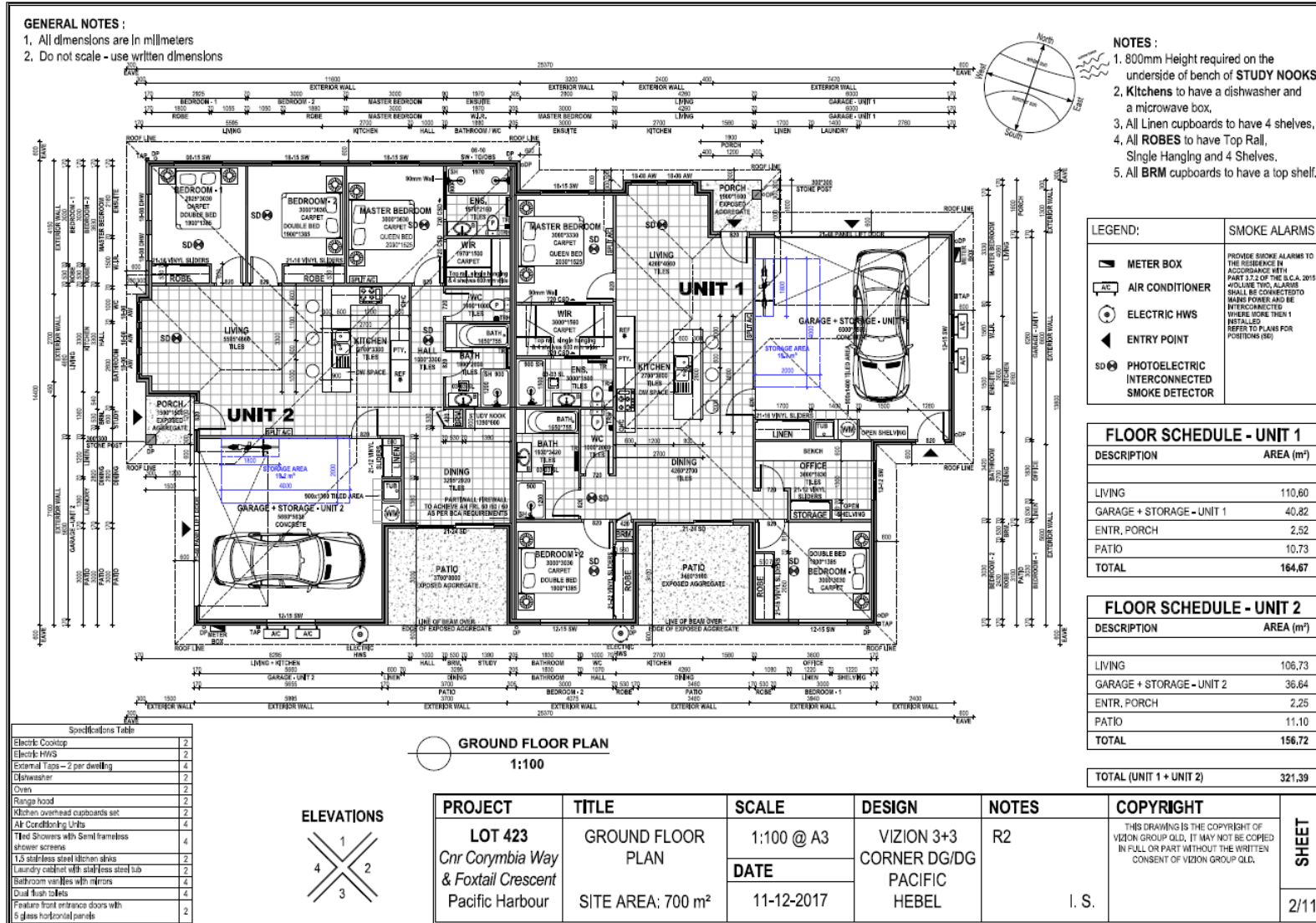


ITEM 2.1 DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY - 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1 (Cont.)

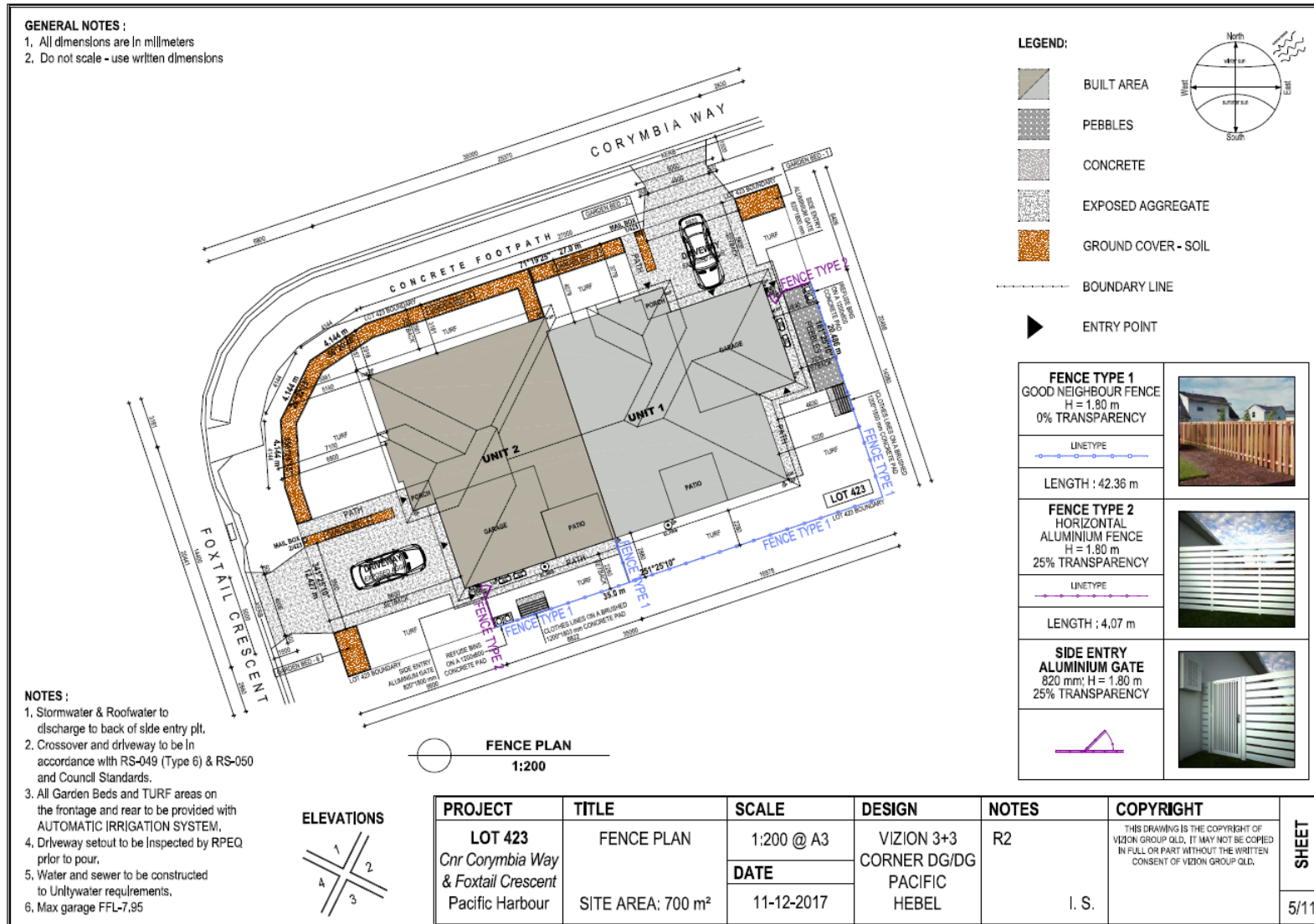
#3 Proposed Material Change of Use



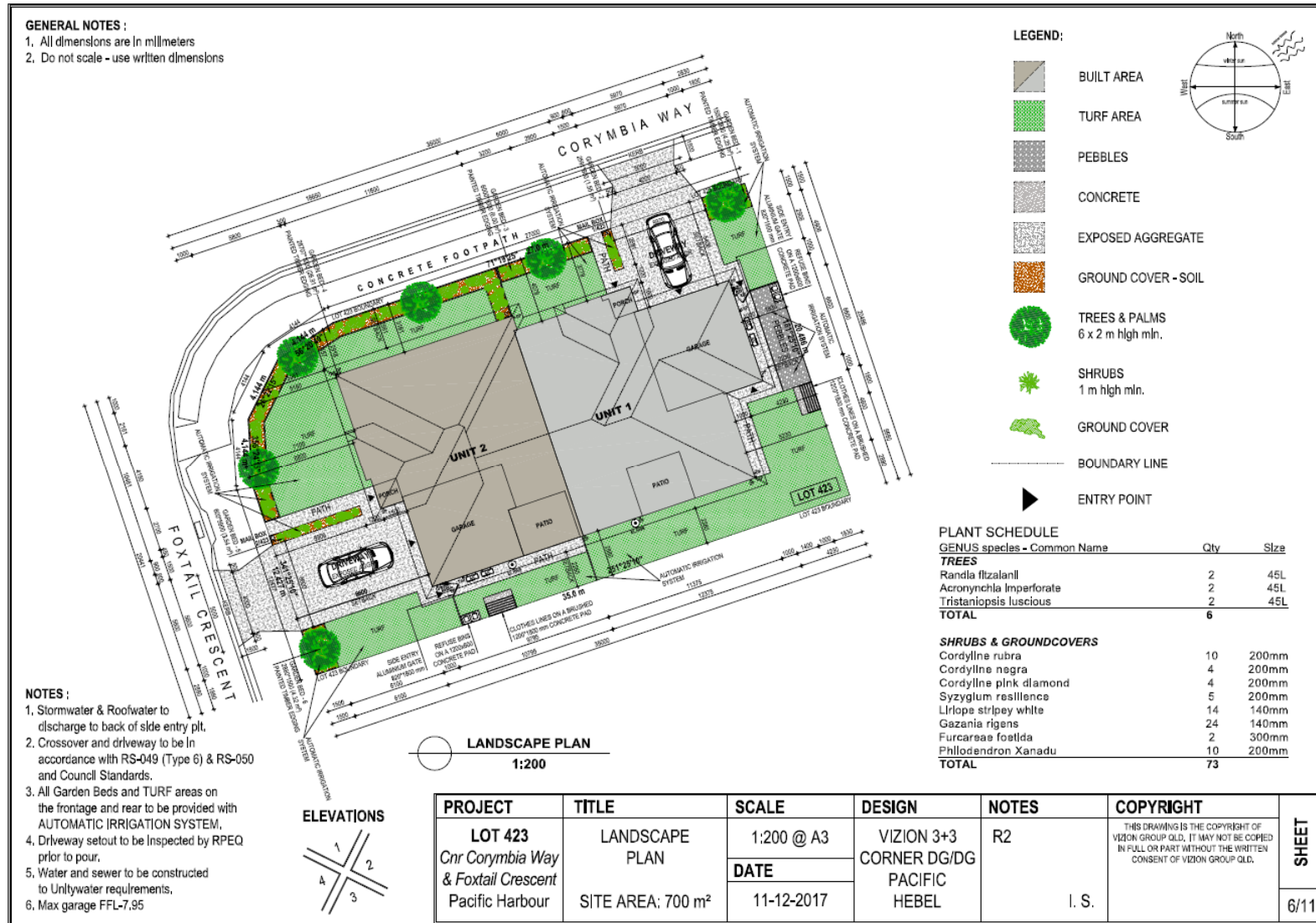
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ITEM 2.1 DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY - 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1 (Cont.)



ITEM 2.1 DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY - 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1 (Cont.)

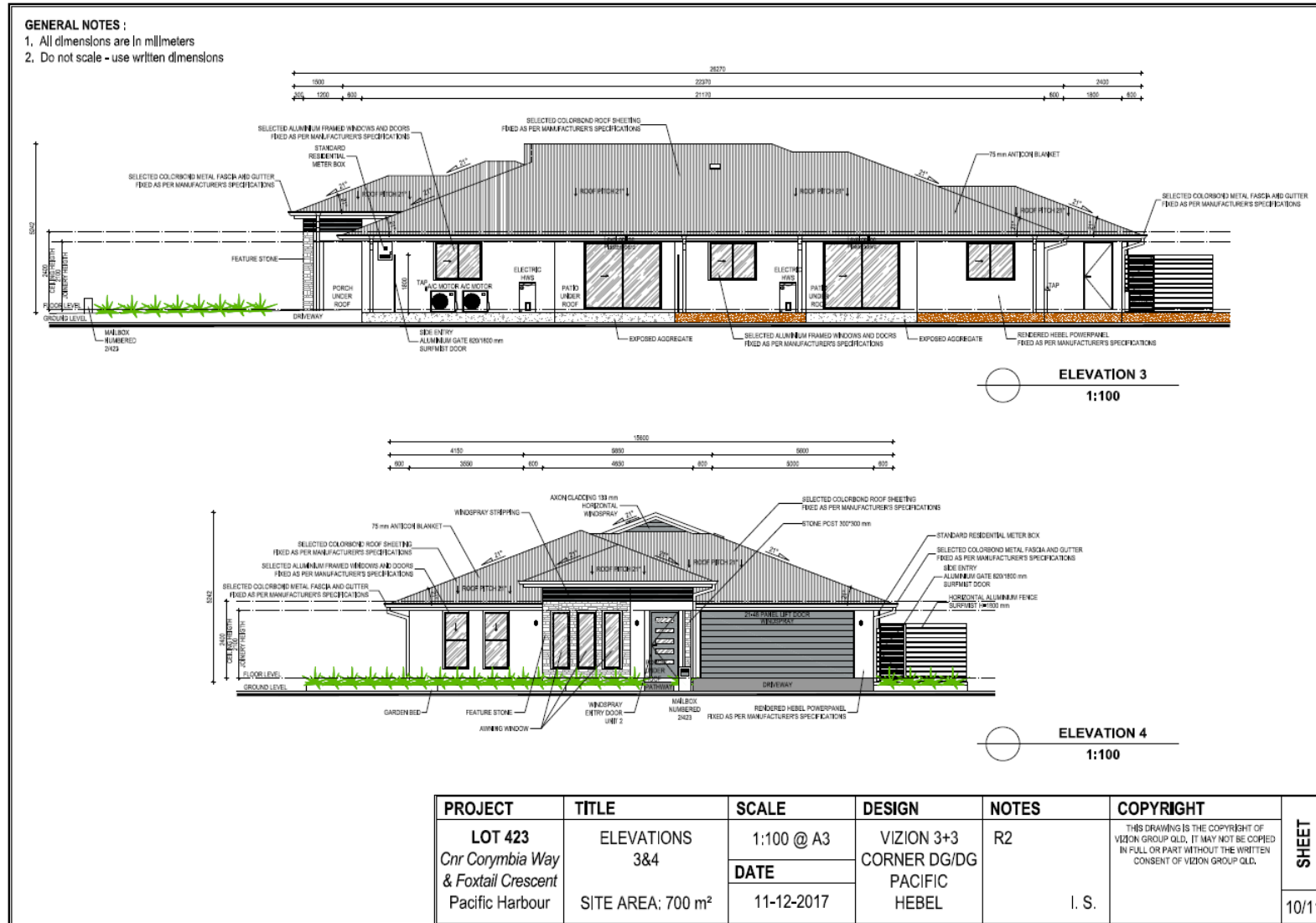


ITEM 2.1 DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY - 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1 (Cont.)



Moreton Bay Regional Council

ITEM 2.1 DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY - 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1 (Cont.)



ITEM 2.1 DA/35497/2017/V2D - MATERIAL CHANGE OF USE - DEVELOPMENT PERMIT FOR DUAL OCCUPANCY - 110 FOXTAIL CRESCENT, BANKSIA BEACH (LOT 423 SP 291531) - DIVISION 1 (Cont.)

#4 Existing and Properly Made Dual Occupancies



Green = Approved

Red = This Application

3 CORPORATE SERVICES SESSION

(Cr Adrian Raedel)

No items for consideration.

4 ASSET CONSTRUCTION & MAINTENANCE SESSION

(Cr Peter Flannery)

No items for consideration.

SUPPORTING INFORMATION

Ref: A16208804

The following list of supporting information is provided for:

ITEM 5.1

**PERMITS FOR MARITIME SAFETY MILITARY CADETS INC AND BRIBIE ISLAND BOATING CLUB
INC - MARINE PARADE, BELLARA - DIVISION 1**

#1 Site Aerial Photograph

#2 Proposed Fenced Compounds

ITEM 5.1 PERMITS FOR MARITIME SAFETY MILITARY CADETS INC. AND BRIBIE ISLAND BOATING CLUB INC - MARINE PARADE, BELLARA - DIVISION 1 (Cont.)

#1 Site Aerial Photograph



ITEM 5.1 PERMITS FOR MARITIME SAFETY MILITARY CADETS INC. AND BRIBIE ISLAND BOATING CLUB INC - MARINE PARADE, BELLARA - DIVISION 1 (Cont.)

#2 Proposed Fenced Compounds

