



Notice of Meeting

Notice is hereby given that the **Ordinary Meeting** of the **Whitsunday Regional Council** will be held at Mantra Club Croc, 240 Shute Harbour Road, Cannonvale on **Wednesday 12 August 2020** commencing at **9:00 a.m.** and the Agenda is attached.

Councillors: Andrew Willcox, Jan Clifford, Al Grundy, John Collins, Michelle Wright, Gary Simpson and Michael Bruncker.

Local Government Regulation 2012

258.(1) Written notice of each meeting or adjourned meeting of a local government must be given to each councillor at least 2 days before the day of the meeting unless it is impracticable to give the notice.

(2) The written notice must state:

- (a) the day and time of the meeting; and
- (b) for a special meeting – the business to be conducted at the meeting

(3) A **special meeting** is a meeting at which the only business that may be conducted is the business stated in the notice of meeting.

Rodney Ferguson

CHIEF EXECUTIVE OFFICER





Agenda of the Ordinary Meeting to be held at
Mantra Club Croc, 240 Shute Harbour Road, Cannonvale
on Wednesday 12 August 2020 commencing at **9:00am**

Council acknowledges and shows respect to the Traditional Custodian/owners in whose country we hold this meeting.

9:00 am

- Formal Meeting Commences

10:00 am - 10.30 am

- Morning Tea

Agenda of the Ordinary Meeting to be held at
Mantra Club Croc, 240 Shute Harbour Road, Cannonvale
on Wednesday 12 August 2020 commencing at **9:00am**

1.	APOLOGIES	5
2.	CONDOLENCES	6
2.1	Condolences Report	6
3.1	MAYORAL MINUTE	7
3.2	MAYORAL UPDATE	8
4.	CONFIRMATION OF MINUTES	9
4.1	Confirmation of Minutes Report	9
4.2	Unconfirmed Audit & Risk Committee Meeting Minutes - 21 July 2020	12
4.3	Unconfirmed Audit & Risk Committee Meeting Minutes - 28 July 2020	37
5.	DELEGATIONS	46
6.	PETITIONS	47
7.	NOTICE OF MOTION	48
7.1	Notice Of Motion – Free Parking In The Lagoon And Broadwater Carparks	48
8.	QUESTIONS ON NOTICE	51
9.	QUESTIONS FROM PUBLIC GALLERY	52
10.	OFFICE OF THE MAYOR AND CEO	53
11.	CORPORATE SERVICES	54
11.1	Valuation of Rateable Land by Valuer-General	54
11.2	Amendment To Revenue Statement 2020/21	57
12.	DEVELOPMENT SERVICES	60
12.1	Funding Opportunity - Queensland Government Reef Assist Program	60
12.2	Funding Opportunity - Spaces & Places Activation	63
12.3	Funding Opportunity - BlackSpot Program	67
12.4	20190698 - Other Change To Development Permit For Material Change Of Use - Office & Ancillary Car Parking (Proserpine Administration, Innovation Hub And Local Disaster Coordination Centre) - 83 Main Street And 7 Chapman Street, Proserpine - Whitsunday Regional Council	70
12.5	20200545 – Queensland Development Code Siting Variation - Open Carport within Front Boundary Setback - 16 Rodney Street Bowen - 9RP716265 - G W Hockings C/- Justin Daley Consulting	93
12.6	20200544 - Development Application for Material Change of Use - Dwelling House (Siting Variation + Site Coverage relaxation) - 1 Cullen Close BOWEN - L: 1SP225053 - I P Elphinstone	102
12.7	20200338 - Development Application for Development Permit for Reconfiguring A Lot - One (1) Lot into Two (2) Lots; and Boundary Realignment - 583 Molongle Beach Road, Upstart Bay - Whitsunday Regional Council	110

12.8	Policy - Extension of Time Requests for Development Permits	127
12.9	Development Services Monthly Report - July 2020	131
13.	COMMUNITY SERVICES	145
13.1	Donations and In-Kind Support Requests up to \$2,000.00 - July 2020	145
13.2	2020 Whitsunday Schoolies	151
13.3	Approved Inspection Program 2020 - Dog & Cat Registration Audit	153
13.4	Sport & Recreation Club Grants - August 2020	158
13.5	Request for Donation - To Provide Free Wi-Fi for the Local Community - Collinsville Connect Telecentre	169
13.6	Council Membership Renewal - North Queensland Sports Foundation 2020-2023	173
13.7	Community Services - Monthly Report - July 2020	188
14.	INFRASTRUCTURE SERVICES	209
14.1	Business Unit Activity Report - Foxdale Quarry - June 2020	209
14.2	Business Unit Activity Report - Waste Management - June 2020	217
14.3	Business Unit Activity Report - Whitsunday Water - June 2020	223
14.4	Infrastructure Services Capital Progress Report - June 2020	230
15.	GENERAL BUSINESS.....	238
16.1	CONFIDENTIAL MATTERS – OFFICE OF THE MAYOR AND CEO	
16.1.1	Whitsunday Coast Airport Monthly Report - June 2020	
16.1.2	Shute Harbour Marine Terminal Monthly Report - June 2020	
16.2	CONFIDENTIAL MATTERS – CORPORATE SERVICES	
16.2.1	500.2020.0029 EOI Whitsunday Coast Airport Cafe/Retail Lease Opportunity	
16.2.2	Tender Evaluation - 500.2019.0077 - Pre-qualified Suppliers for trade Services	
16.2.3	Community Loans (Interest Free) - Bowen Golf Club	
16.3.	CONFIDENTIAL MATTERS – DEVELOPMENT SERVICES	
16.3.1	20130972 - Collinsville Workers Camp - Request to Enter into Infrastructure Agreement - Sodexo Remote Sites Australia Pty Ltd	
16.4	CONFIDENTIAL MATTERS – COMMUNITY SERVICES	
16.5	CONFIDENTIAL MATTERS – INFRASTRUCTURE SERVICES	
16.5.1	Foxdale Quarry – Disaster Recovery Funding – Supply Of Quarry Product	

1. Apologies

No Agenda items for this section.

2. Condolences

2.1 CONDOLENCES REPORT

AUTHOR: Tailah Jensen – Governance Administration Officer

RESPONSIBLE OFFICER: Rodney Ferguson – Chief Executive Officer

RECOMMENDATION

Council observes one (1) minutes silence for the recently deceased.

The following report has been submitted for inclusion into Council's Ordinary Council Meeting to be held 12 August 2020.

SUMMARY

Council has received advice of the passing of community members within the Whitsunday Region.

PURPOSE

To acknowledge and observe a minute silence for the recently deceased throughout the Whitsunday Region.

BACKGROUND

Bereavement cards have been forwarded to the families of the deceased by the Mayor and Chief Executive Officer on behalf of the Whitsunday Regional Council.

STATUTORY MATTERS

N/A

ANALYSIS

N/A

STRATEGIC IMPACTS

N/A

CONSULTATION

Andrew Willcox – Mayor

DISCLOSURE OF OFFICER'S INTERESTS

N/A

CONCLUSION

Councillors, committee members, staff, general public and anyone participating in the meeting are to stand and observe a minute silence for the recently deceased.

ATTACHMENTS

N/A

3.1 Mayoral Minute

No Agenda items for this section.

3.2 Mayoral Update

Verbal update will be provided at the meeting.

4. Confirmation of Minutes

4.1 CONFIRMATION OF MINUTES REPORT

AUTHOR: Tailah Jensen – Governance Administration Officer

RESPONSIBLE OFFICER: Rodney Ferguson – Chief Executive Officer

RECOMMENDATION

That Council confirms the Minutes of the Ordinary Meeting held on 22 July 2020.

The following report has been submitted for inclusion into Council's Ordinary Council Meeting to be held 12 August 2020.

SUMMARY

Council is required to confirm the minutes of the Ordinary Council Meeting Minutes held on 22 July 2020.

PURPOSE

At each Council meeting, the minutes of the previous meeting must be confirmed by the councillors present and signed by the person presiding at the later meeting. The Minutes of Council's Ordinary Meeting held on 22 July 2020 are provided for Councils review and confirmation.

BACKGROUND

In accordance with s272 of the Local Government Regulation 2012, minutes were taken at Council's Ordinary meeting held on 22 July 2020 under the supervision of the person presiding at the meeting. These unconfirmed minutes once drafted were submitted to the Chief Executive Officer for review and are available on Council's website for public inspection.

STATUTORY MATTERS

In accordance with the Act, Council must record specified information in the minutes of a meeting regarding any declared material personal interests or conflicts of interest. At the Ordinary Meeting held on 22 July 2020, the following interests were declared and recorded in the minutes:

Councillor	MPI/COI	Report No.	Particulars of the interest
Cr Jan Clifford	COI	11.3	<i>Cr Jan Clifford declared that a perceived conflict of interest in this matter could exist (as per section 175E of the Local Government Act 2009), due to her involvement in a weekly radio show however receives no financial support in doing so, therefore she had considered her position and was firmly of the opinion she could participate in debate and vote on this matter in the public interest. Cr Clifford left the meeting at 9.50am to allow for Councillors to decide whether she may remain in the meeting to participate in the discussion and decision making on this matter.</i>

			<i>Councillors voted 6/0 that Councillor Clifford does not have a Conflict of Interest and that she may participate in the discussion and decision making on this matter.</i>
--	--	--	---

All required information regarding declarations of interest under the Act is recorded in the minutes and consolidated in Council's Councillor COI and MPI Public Register, which is available on Council's website at the following link:

<https://www.whitsunday.qld.gov.au/DocumentCenter/View/5358>

Additionally, the chairperson of a local government meeting must also ensure that details of an order made against a Councillor for unsuitable meeting conduct at a Council meeting are recording in the minutes of the meeting. At the Ordinary Meeting held on 22 July 2020, the following orders were made:

Councillor	Order Made
<i>None for the meeting of 22 July 2020</i>	

All required information regarding orders made about the unsuitable meeting conduct of councillors at Council meetings under the Act is recorded in the minutes and consolidated in Council's Councillor Conduct Register. This register is available on Council's website at the following link: <https://www.whitsunday.qld.gov.au/DocumentCenter/View/5302>

Local Government Regulation 2012

Section 272 of the Regulation stipulates that the Chief Executive Officer must ensure that minutes of each meeting of a local government are taken under the supervision of the person presiding at the meeting.

Minutes of each meeting must include the names of councillors present at the meeting and if a division is called on a question, the names of all persons voting on the question and how they voted.

At each meeting, the minutes of the previous meeting must be confirmed by the councillors present and signed by the person presiding at the later meeting.

A copy of the minutes of each meeting must be available for inspection by the public, at a local government's public office and on its website, within 10 days after the end of the meeting. Once confirmed, the minutes must also be available for purchase at the local government's public office(s).

ANALYSIS

Council's options are:

Confirm the Minutes of the Ordinary Meeting held on 22 July 2020

If Council is satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 22 July 2020 and comply with legislative requirements outlined in this report, no further action is required other than to confirm the minutes as per the recommendation.

Confirm the Minutes of the Ordinary Meeting held on 22 July 2020 with amendments

If Council is not satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 22 July 2020 and comply with legislative requirements outlined in this report, then they move a motion that they be confirmed but with a list of amendments to ensure they are correct and compliant.

STRATEGIC IMPACTS

Alignment to Corporate Plan

Outcome 1.1: Our Leadership engages with the community and provides open, accountable and transparent local government.

Alignment to Operational Plan

KPI: Council agendas and business papers are delivered to Councillors within required timeframes.

Financial Implications

The price for a member of the public to purchase a copy of the minutes must not be more than the cost to the local government of having the copy printed and made available for purchase, and if the copy is supplied to the purchaser by post, the cost of the postage.

Risk Management Implications

Council risks non-compliance with the local government legislation by not confirming minutes of the previous meeting.

CONSULTATION

Jason Bradshaw – Director Corporate Services

DISCLOSURE OF OFFICER'S INTERESTS

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

CONCLUSION

These minutes from the 22 July 2020 are therefore submitted for adoption of their accuracy by the Councillors at this meeting of Council.

ATTACHMENTS

Attachment 1 - Copy of the minutes from Ordinary Meeting held on 22 July 2020.

Attached separately

4. Confirmation of Minutes

4.2 UNCONFIRMED AUDIT & RISK COMMITTEE MEETING MINUTES - 21 JULY 2020

AUTHOR: Tailah Jensen – Governance Administration Officer

RESPONSIBLE OFFICER: Jason Bradshaw – Director Corporate Services

OFFICER'S RECOMMENDATION

That Council:

- 1. Receive the unconfirmed minutes of the Audit & Risk Committee Meeting held on 21 July 2020 and;**
 - 2. Endorse the actions arising from the Audit & Risk Committee Meeting as per the table included at point 10 of the minutes from the meeting.**
-

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

SUMMARY

Council are required to review and consider the recommendations of the Audit & Risk Committee. The minutes will also be confirmed by this Committee at the next available meeting.

PURPOSE

The Audit & Risk Committee does not have decision-making authority and any recommendations it makes must be adopted by Council resolution prior to implementation or action.

BACKGROUND

Whitsunday Regional Council's Audit & Risk Committee met on 21 July 2020.

Minutes were recorded from this meeting and are provided to Council to consider and review the Committee's recommendations, in accordance with section 211(1)(c) of the Local Government Regulation 2012.

The primary objective of the Audit & Risk Committee is to promote good corporate governance through the provision of independent assurance, oversight and advice to Council on matters relating to:

- Internal Audit
- External Audit
- Financial Statements and Reporting
- Risk Management
- Internal Controls
- Legislative and Organisational Compliance

STATUTORY/COMPLIANCE MATTERS

The Audit & Risk Committee operates in accordance with the requirements of s105 of the Local Government Act 2009 and s210 of the Local Government Regulation 2012, as well as the Audit & Risk Committee Constitution adopted by Council on 26 June 2019.

ANALYSIS

A number of actions arise from the Audit and Risk Committee that require confirmation by the Council and in this instance, this includes the market testing the internal audit services.

Council's options are:

Support the recommendation

Council can adopt the officer's recommendation and thereby receive the minutes of the Audit & Risk Committee Meeting of 21 July 2020 meeting, adopt the recommendations therein and endorse any actions arising from that meeting.

Amend the recommendation

If on review, Council require clarification on any of the recommendations or actions arising and wishes to amend them, then this is the appropriate opportunity to address any concerns or issues with the minutes and the recommendations and actions arising therein.

STRATEGIC IMPACTS

Alignment to Corporate Plan

Outcome 1.1: Our Leadership engages with the community and provides open, accountable and transparent local government.

Alignment to Operational Plan KPI:

The Mayor and Councillors are provided with relevant, accurate and timely advice and support in accordance with approved levels of service.

Financial Implications

The committee recommendation on matters 3.4 & 3.5 will have a direct financial implication on Council, as the recommendation is that the Committee endorses a new quotation/tender process be called regarding the Internal Audit Services for a period of 4 years and extend the term of two Independent members (Mr Graham Webb and John Finlay). This process and eventual selection will have a financial implication which is not yet fully known. Budget allocations have been made for the internal audit services and will be addressed at the next Budget Review.

Risk Management Implications

Council risks non-compliance with the Audit & Risk Committee Constitution if they do not consider and review the recommendations of the Committee.

CONSULTATION

Audit & Risk Committee

DISCLOSURE OF OFFICER'S INTERESTS

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

CONCLUSION

Given the expertise of the members of the Audit & Risk Committee, it is the Officer's recommendation that Council receive the minutes, adopt the recommendations and endorse the actions arising from the meeting of 21 July 2020.

ATTACHMENTS

Attachment 1 – Unconfirmed Audit & Risk Committee Minutes – 21 July 2020



Minutes of the Audit & Risk Committee Meeting 21 July 2020



U
N
C
O
N
F
I
R
M
E
D

Whitsunday Regional Council
Audit & Risk Committee Meeting
21 July 2020 commencing at 9.00am

Committee Members Present:

Graham Carpenter (Chair) - via teleconference; Mayor Andrew Willcox; Cr John Collins; John Finlay; Graham Webb

Council Officers Present:

Rod Ferguson (Chief Executive Officer – WRC); Jason Bradshaw (Director Corporate Services - WRC); Stephen Fernando (Chief Financial Officer - WRC); Julie Moller (Senior Management Accountant - WRC) – via teleconference; David Royston-Jennings (Governance and Legislation Advisor - WRC);

Guests Present:

Donna Sinanian (Crowe Horwath) – via teleconference; Cynthia Iafano (Crowe Horwath) - via teleconference; Matthew Monaghan (William Buck) – via teleconference; Raechel Filler (QAO) – via teleconference; Lisha Belbin (Information Management & GIS Coordinator - WRC) Norman Garsden (Acting Manager, Governance and Administration – WRC)

Other Details:

The meeting commenced at 9.03am
The meeting closed at 12.16pm

Graham Webb declared an indirect conflict of Interest on items 3.3, 3.2 and 3.4.



Whitsunday Regional Council
Minutes of the Audit & Risk Committee Meeting held on
21 July 2020 commencing at 9.00am

U
N
C
O
N
F
I
R
M
E
D

1. APOLOGIES	4
2. MINUTES OF PREVIOUS MEETING	4
2.1 2020/07/21.01 Confirmation Of Minutes	4
2.2 2020/07/21.02 Actions Arising from Previous Meeting	5
3. AUDIT & RISK COMMITTEE OPERATIONS	5
3.1 CEO Briefing	5
3.2 2020/07/21.03 Audit & Risk Committee Priorities Guide Review	6
3.3 2020/07/21.04 Audit Recommendations Update	7
3.4 2020/07/21.05 Audit & Risk Committee Membership	8
3.5 2020/07/21.06 Independent Review of Audit And Risk Committee	9
4. FINANCIAL REPORTING	10
4.1 2020/07/21.07 Financial Report - Fy 19/20 - Period Ending May 2020	10
4.2 2020/07/21.08 Business Activities Reports	11
4.3 2020/07/21.09 2020/21 Budget	11
6. EXTERNAL AUDIT	12
6.1 2020/07/21.10 Briefing Paper – External Audit	12
7. INTERNAL CONTROLS/RISK & COMPLIANCE	13
7.1 2020/07/21.11 Records And Information Management Audit 2019	13
7.2 2020/07/21.12 Risk Management	14
7.3 2020/07/21.13 Compliance Review	14
7.4 2020/07/21.14 Council Policies Review	15
7.5 2020/07/21.15 Conflict of Interest for Employees	15
7.6 2020/07/21.16 LGM Outstanding Claims Against Council	16
7.7 2020/07/21.17 Corporate and Operational Plans	17
5. INTERNAL AUDIT	18
5.1 2020/07/21.18 Internal Audit Report	18
7. INTERNAL CONTROLS/RISK & COMPLIANCE	19
7.8 2020/07/21.19 Local Buy Strategic Procurement Review	19
7.9 2020/07/21.20 Referrals to the Crime and Corruption Commission	20
8. GENERAL BUSINESS	21
9. EVALUATION OF MEETING	21
10. ACTIONS ARISING FROM THIS AUDIT & RISK COMMITTEE MEETING.....	21



U
N
C
O
N
F
I
R
M
E
D

1. Apologies

No Apologies for this meeting.

~~~~~

**2. Minutes of Previous Meeting**

**2.1 2020/07/21.01 CONFIRMATION OF MINUTES**

**SUMMARY**

The Audit Committee is required to confirm the minutes of the Audit & Risk Committee Meeting held on 12 May 2020.

**RECOMMENDATION**

That the Audit and Risk Committee confirms the Minutes from the meeting held on 12 May 2020.

**RESOLUTION**

Moved by: **J FINLAY**

Seconded by: **J COLLINS**

That the Audit and Risk Committee confirms the Minutes from the meeting held on 12 May 2020.

**MEETING DETAILS:**

The motion was Carried 5/0

~~~~~

CARRIED



U
N
C
O
N
F
I
R
M
E
D

2. Minutes of Previous Meeting

2.2 2020/07/21.02 ACTIONS ARISING FROM PREVIOUS MEETING

SUMMARY

The actions arising from the previous meeting are submitted for inclusion into this meeting for the Audit & Risk Committees review.

RECOMMENDATION

The Audit & Risk Committee receive the update on the status of Actions Arising from the meeting held on 12 May 2020 and any outstanding action items.

RESOLUTION

Moved by: **G CARPENTER**

Seconded by: **G WEBB**

The Audit & Risk Committee receive the update on the status of Actions Arising from the meeting held on 12 May 2020 and any outstanding action items.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~

## **3. Audit & Risk Committee Operations**

### **3.1 CEO BRIEFING**

**CEO provided and update on the following matters:**

- Has been with Council for 6 weeks.
- Provided an update on the BCP and work from home numbers.
- Has talked to most staff within Council by way of introduction and shared his values and approach.
- Commented on staff turnover and corporate knowledge – and the importance of communications.
- Commented on COVID19 and challenges that lie ahead.
- Saw a focus needed on long term financial sustainability, the need for good asset management, project management and procurement.
- Commented on the organisation's culture and the need to align values to our work behaviours – accountability being a key value of Council.
- Commented on the need for clear direction – and the recent change to the organisational structure to focus on four departments – and to work with the Directors. at the ELT and Managers in MMG to improve communication and collaboration across the organisation.



U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D

**3. Audit & Risk Committee Operations**

**3.2 2020/07/21.03 AUDIT & RISK COMMITTEE PRIORITIES GUIDE REVIEW**

**SUMMARY**

The Audit & Risk Committee Priorities Guide is provided to the committee for an opportunity to propose additional items for an updated guide.

**RECOMMENDATION**

That the Audit and Risk Committee note the current Priorities Guide.

**RESOLUTION**

Moved by: **G WEBB**

Seconded by: **J COLLINS**

That the Audit and Risk Committee note the current Priorities Guide and defer matters from the 11 August 2020 meeting to the 8 September meeting other than those associated with the annual financial statements.

**MEETING DETAILS:**

*Jason Bradshaw mentioned that the item on the priorities guide regarding the Proposed annual infrastructure valuation methodology report is not included in this Agenda and will be included in the next meeting Agenda along with the financial statements.*

The motion was Carried 5/0

**CARRIED**

~~~~~



U
N
C
O
N
F
I
R
M
E
D

3. Audit & Risk Committee Operations

3.3 2020/07/21.04 AUDIT RECOMMENDATIONS UPDATE

SUMMARY

The Audit & Risk Committee regularly receive updates on Council's progress towards the completion and implementation of recommendations received by Council's internal and external auditors.

RECOMMENDATION

That the Audit & Risk Committee receives an update on Council's progress towards the completion and implementation of recommendations received by Council's internal and external auditors.

RESOLUTION

Moved by: **MAYOR A WILLCOX**

Seconded by: **J FINLAY**

That the Audit & Risk Committee receives an update on Council's progress towards the completion and implementation of recommendations received by Council's internal and external auditors.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~



U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D

**3. Audit & Risk Committee Operations**

**3.4 2020/07/21.05 AUDIT & RISK COMMITTEE MEMBERSHIP**

**SUMMARY**

This report presents the Committee with the opportunity to consider and discuss recommending to Council that the tenure of the independent members be extended to ensure continuity of membership during the initial period of the new term of Council to maintain consistent oversight and assurance.

**RECOMMENDATION**

That the Audit and Risk Committee recommend to Council that the tenure of the independent members of the Committee be extended until April 2022.

**RESOLUTION**

Moved by: **J COLLINS**

Seconded by: **MAYOR A WILLCOX**

That the Audit and Risk Committee recommend to Council that the tenure of the independent members of the Committee be extended until April 2022.

**MEETING DETAILS:**

The motion was Carried 5/0

**CARRIED**

~~~~~



U
N
C
O
N
F
I
R
M
E
D

3. Audit & Risk Committee Operations

3.5 2020/07/21.06 INDEPENDENT REVIEW OF AUDIT AND RISK COMMITTEE

SUMMARY

The May Audit and Risk Committee meeting sought a report be prepared assessing the Committees Operations and activities.

RECOMMENDATION

That Council:

- 1) Note that a review of the Audit and Risk Committee has been undertaken;
- 2) The following KPIs be established for implementing agreed management actions:
 - a) 0% High Risk actions overdue;
 - b) <5% Medium Risk actions overdue;
 - c) <10% Low Risk actions overdue; and
 - d) <10% of all Risk actions overdue.
- 3) Extend the term of the two independent members (Mr Graham Webb and Mr John Finlay) for an additional two years, to stagger the rotation of members and mitigate the risk of losing significant corporate knowledge;
- 4) Call tenders for Internal Audit Services for a period of 4 years; and
- 5) executive sessions be scheduled in the committee agenda to enable questions to be asked of the external or internal auditors without the presence of management.

RESOLUTION

Moved by: G CARPENTER

Seconded by: J FINLAY

That Council:

- 1) **Note that a review of the Audit and Risk Committee has been undertaken;**
- 2) **Extend the term of the two independent members (Mr Graham Webb and Mr John Finlay) for an additional two years, to stagger the rotation of members and mitigate the risk of losing significant corporate knowledge;**
- 3) **Call tenders for Internal Audit Services for a period of 4 years; and**
- 4) **executive sessions be scheduled in the committee agenda to enable questions to be asked of the external or internal auditors without the presence of management.**

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~



*Donna Sinanian & Cynthia Iafano left the meeting at 9.57am.*

~~~~~

4. Financial Reporting

4.1 2020/07/21.07 FINANCIAL REPORT - FY 19/20 - PERIOD ENDING MAY 2020

SUMMARY

The report presents the financial position of Council for the period ended 31 May 2020.

RECOMMENDATION

That the Audit & Risk Committee receive the financial statements for the period ended 31 May 2020 of the Financial Year 2019/20.

RESOLUTION

Moved by: **J FINLAY**

Seconded by: **G WEBB**

That the Audit & Risk Committee receive the financial statements for the period ended 31 May 2020 of the Financial Year 2019/20.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~

U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D



U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D

4. Financial Reporting

4.2 2020/07/21.08 BUSINESS ACTIVITIES REPORTS

**SUMMARY**

Business Activities Reports for May 2020.

**RECOMMENDATION**

That the Audit and Risk Committee receive the Business Activities Reports for May 2020.

**RESOLUTION**

Moved by: J COLLINS

Seconded by: G WEBB

That the Audit and Risk Committee receive the Business Activities Reports for May 2020.

**MEETING DETAILS:**

The motion was Carried 5/0

**CARRIED**

~~~~~

4. Financial Reporting

4.3 2020/07/21.09 2020/21 BUDGET

SUMMARY

The budget for the 2020/21 financial year adopted at the Special Meeting of Council held on 15 July 2020.

RECOMMENDATION

That the Audit & Risk Committee receive the budget for the 2020/21 financial year together with the Long-Term Financial Forecast.

RESOLUTION

Moved by: J FINLAY

Seconded by: G WEBB

That the Audit & Risk Committee receive the budget for the 2020/21 financial year together with the Long-Term Financial Forecast, subject to noting that the Work-in-Progress figure be adjusted in future years to reflect the Capital investment into the relevant asset class for the forward years.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~



*The Committee adjourned for the purpose of Morning Tea at 10.33am and reconvened at 10.45am.*

*Julie Moller left the meeting at 10.33am.*

*The matters for internal audit were deferred for discussion until later in the meeting – when the internal audit staff re-join the meeting pending a prior commitment concluding.*

~~~~~

6. External Audit

6.1 2020/07/21.10 BRIEFING PAPER – EXTERNAL AUDIT

SUMMARY

External Audit have completed their audit planning processes and two interim testing procedures. The 2nd interim work was completed remotely through the use of a dedicated Microsoft Teams page between Council and Audit. The final visit is scheduled to commence on 27 July 2020, the audit team will be on-site in Proserpine with the lifting of the social distancing restrictions.

RECOMMENDATION

That the Committee note the current status of key financial reporting and audit deliverables milestones as at 8 July 2020.

RESOLUTION

Moved by: **MAYOR A WILLCOX**

Seconded by: **J COLLINS**

That the Committee note the current status of key financial reporting and audit deliverables milestones as at 8 July 2020.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~

*Lisha Belbin joined the meeting at 10.50am for discussion on item 7.1 Records and Information Management Audit 2019.*

~~~~~

U
N
C
O
N
F
I
R
M
E
D



U
N
C
O
N
F
I
R
M
E
D

7. Internal Controls/Risk & Compliance

7.1 2020/07/21.11 RECORDS AND INFORMATION MANAGEMENT AUDIT 2019

SUMMARY

Council continues to monitor its approach and resourcing to ensure ongoing compliance and work toward better practice. The aim is to reach an information management and records maturity level of 24 out of 30 in two years at the next external audit scheduled for August 2021. Implementing the recommendations provided in the report will require support for adequate resourcing of the projects. Once Council reaches a maturity level of 24 or better, then external auditing to be reduced to every 4 years to ensure the level of recordkeeping is being maintained.

RECOMMENDATION

That the Audit and Risk Committee receive the report and note the actions proposed.

RESOLUTION

Moved by: G CARPENTER

Seconded by: G WEBB

That the Audit and Risk Committee receive the report and note the actions proposed.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~  
*Lisha Belbin left the meeting at 11.05am.*  
~~~~~



U
N
C
O
N
F
I
R
M
E
D

7. Internal Controls/Risk & Compliance

7.2 2020/07/21.12 RISK MANAGEMENT

SUMMARY

In accordance with the actions arising from the 18 February 2020 Audit & Risk Committee Meeting, the Committee are provided with an update on Council's risk management.

RECOMMENDATION

That the Audit and Risk Committee note the update on Council's Risk Management.

RESOLUTION

Moved by: **J FINLAY**

Seconded by: **J COLLINS**

That the Audit and Risk Committee note the update on Council's Risk Management.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~

**7. Internal Controls/Risk & Compliance**

**7.3 2020/07/21.13 COMPLIANCE REVIEW**

**SUMMARY**

In accordance with the Audit & Risk Committee's Priorities Guide 2020, the Committee is to review Council's compliance with legislation.

**RECOMMENDATION**

That the Audit and Risk Committee note the update regarding Council's compliance with the Local Government Act 2009 and Local Government Regulation 2012.

**RESOLUTION**

Moved by: **G CARPENTER**

Seconded by: **G WEBB**

That the Audit and Risk Committee note the update regarding Council's compliance with the Local Government Act 2009 and Local Government Regulation 2012.

**MEETING DETAILS:**

The motion was Carried 5/0

**CARRIED**

~~~~~



U
N
C
O
N
F
I
R
M
E
D

7. Internal Controls/Risk & Compliance

7.4 2020/07/21.14 COUNCIL POLICIES REVIEW

SUMMARY

The Audit & Risk Committee 2020 Priorities Guide stipulates that the Committee shall consider if appropriate policies are in place and being upheld at Council at the 12 May 2020 Committee Meeting.

This report was not discussed at the aforementioned meeting and has been updated to reflect current status for consideration at the 21 July 2020 Committee Meeting.

RECOMMENDATION

That the Audit and Risk Committee note the status of Council policies.

RESOLUTION

Moved by: G CARPENTER

Seconded by: MAYOR A WILLCOX

That the Audit and Risk Committee note the status of Council policies.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~

**7. Internal Controls/Risk & Compliance**

**7.5 2020/07/21.15 CONFLICT OF INTEREST FOR EMPLOYEES**

**SUMMARY**

The Audit & Risk Committee is presented with Council's Conflict of Interest for Employees Policy and accompanying documents for noting.

**RECOMMENDATION**

That the Audit and Risk Committee note Council's Conflicts of Interest for Employees Policy.

**RESOLUTION**

**Moved by: J FINLAY**

**Seconded by: G WEBB**

**That the Audit and Risk Committee note Council's Conflicts of Interest for Employees Policy.**

**MEETING DETAILS:**

The motion was Carried 5/0

**CARRIED**

~~~~~



Donna Sinanian returned to the meeting at 11.16am.

~~~~~

**7. Internal Controls/Risk & Compliance**

**7.6 2020/07/21.16 LGM OUTSTANDING CLAIMS AGAINST COUNCIL**

**SUMMARY**

In accordance with the Audit & Risk Committee's Constitution, the Committee is responsible for providing independent assurance, oversight and advice to Council on matters relating to risk management and internal controls. Reviewing insurance claims against Council provides an insight into the risks Council is subject to and controls put in place to address these risks.

**RECOMMENDATION**

That the Audit and Risk Committee note the update regarding outstanding insurance claims against Whitsunday Regional Council.

**RESOLUTION**

Moved by: **J FINLAY**

Seconded by: **G CARPENTER**

That the Audit and Risk Committee note the update regarding outstanding insurance claims against Whitsunday Regional Council and that future reports also include details on the settled matters.

Furthermore, that the Audit & Risk Committee include this as an item on the priorities guide to be included in the July meeting of 2021.

**MEETING DETAILS:**

The motion was Carried 5/0

**CARRIED**

~~~~~

U
N
C
O
N
F
I
R
M
E
D



U
N
C
O
N
F
I
R
M
E
D

7. Internal Controls/Risk & Compliance

7.7 2020/07/21.17 CORPORATE AND OPERATIONAL PLANS

SUMMARY

The Audit and Risk Committee are presented with Council's amended and newly adopted Corporate and Operational Plans for noting.

RECOMMENDATION

That the Audit and Risk Committee note Council's Corporate Plan 2016-21 and Operational Plan 2020-21.

RESOLUTION

Moved by: J COLLINS

Seconded by: MAYOR A WILLCOX

That the Audit and Risk Committee note Council's Corporate Plan 2016-21 and Operational Plan 2020-21.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~

*Karen Lavering joined the meeting at 11.25am for discussion on item 5.1 – Internal Audit Report.*

*Cynthia returned to the meeting at 11.39am.*

~~~~~



U
N
C
O
N
F
I
R
M
E
D

5. Internal Audit

5.1 2020/07/21.18

INTERNAL AUDIT REPORT

SUMMARY

This report presents the Committee with reports prepared by Council's internal auditors Crowe Horwath in accordance with the Internal Audit Plan.

RECOMMENDATION

That the Audit and Risk Committee:

1. Receive the internal audit report regarding reviews of Payroll; and
2. Requests management to implement the agreed management actions made in the reports.

RESOLUTION

Moved by: **J FINLAY**

Seconded by: **J COLLINS**

That the Audit and Risk Committee:

1. Receive the internal audit report regarding reviews of Payroll; and
2. Requests management to implement the agreed management actions made in the reports.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~

*Karen Lavering left the meeting at 11.45am.*

*Peter Shuttlewood joined the meeting 11.46am.*

~~~~~



U
N
C
O
N
F
I
R
M
E
D

7. Internal Controls/Risk & Compliance

7.8 2020/07/21.19 LOCAL BUY STRATEGIC PROCUREMENT REVIEW

SUMMARY

In accordance with the Audit & Risk Committee's Constitution, the Committee is responsible for providing independent assurance, oversight and advice to Council relating to audit, risk, internal controls and legislative compliance. The attached report prepared by Local Buy addresses all of these areas with regards to Council's procurement function.

RECOMMENDATION

That the Audit and Risk Committee receive the Strategic Procurement Review Report prepared by Local Buy.

RESOLUTION

Moved by: MAYOR A WILLCOX

Seconded by: G WEBB

That the Audit and Risk Committee receive the Strategic Procurement Review Report prepared by Local Buy and note that a progress report will be provided to the Committee meeting on the 8th September 2020.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~  
*Peter Shuttlewood left the meeting 12.05pm.*  
~~~~~



U
N
C
O
N
F
I
R
M
E
D

7. Internal Controls/Risk & Compliance

7.9 2020/07/21.20 REFERRALS TO THE CRIME AND CORRUPTION COMMISSION

SUMMARY

The Audit & Risk Committee is tasked with providing independent assurance, advice and oversight to Council regarding matters relating to risk management, internal controls and compliance (amongst other things). To meet this objective, regular reports regarding matters referred by Council to the Crime and Corruption Commission (CCC) are of importance to the Committee.

RECOMMENDATION

That the Audit and Risk Committee note the update of matters Council reported to the Crime and Corruption Commission during the 2019-20 financial year.

RESOLUTION

Moved by: **G WEBB**

Seconded by: **J FINLAY**

That the Audit and Risk Committee note the update of matters Council reported to the Crime and Corruption Commission during the 2019-20 financial year and furthermore that an annual update will be included into priorities guide each year for the July meeting.

MEETING DETAILS:

The motion was Carried 5/0

CARRIED

~~~~~



## 8. General Business

That Director of Corporate Services, Jason Bradshaw provide a report back to the committee regarding public attendance at the Whitsunday Regional Council, Audit & Risk Committee Meeting.

## 9. Evaluation of Meeting

Chair G Carpenter noted that the committee ran over time – all items were discussed although some went over time and the next meeting is to be set to consider the unaudited financial statements.

## 10. Actions Arising from this Audit & Risk Committee Meeting

| Minute Item # | Description                                                                                                                                | Person Responsible                  | Due Date         |
|---------------|--------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|------------------|
| 3.5           | Include item on the Agenda Schedule by including into the priorities guide.                                                                | Governance & Administration Officer | 11 August 2020   |
| 3.5           | A report be brought back to the meeting regarding further consideration on the KPI's.                                                      | Director Corporate Services         | 11 August 2020   |
| 4.3           | Work-in-Progress figure be adjusted in future years to reflect the Capital investment into the relevant asset class for the forward years. | Chief Financial Officer             | N/A              |
| 7.6           | Furthermore, that the Audit & Risk Committee include this as an item on the priorities guide to be included in the July meeting of 2021.   | Governance & Administration Officer | 11 August 2020   |
| 7.8           | Progress report to be brought back to September Meeting.                                                                                   | Director Corporate Services         | 8 September 2020 |
| 7.9           | Annual Report of the Crime and Corruption Commission will be included on the priorities guide for the July meeting.                        | Governance & Administration Officer | 11 August 2020   |
| 8.            | General Business – That a report be brought back to the committee regarding public attendance at Audit & Risk Committee Meetings.          | Director Corporate Services         | 8 September 2020 |



U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D

~~~~~

The meeting closed at 12.16pm.

~~~~~

Confirmed as a true and correct recording this 11 August 2020.

---

**Graham Carpenter**  
**CHAIRPERSON**

#### **4. Confirmation of Minutes**

##### **4.3 UNCONFIRMED AUDIT & RISK COMMITTEE MEETING MINUTES - 28 JULY 2020**

---

**AUTHOR:** Tailah Jensen – Governance Administration Officer

---

**RESPONSIBLE OFFICER:** Jason Bradshaw – Director Corporate Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council:**

- 1. Receive the unconfirmed minutes of the Audit & Risk Committee Meeting held on 28 July 2020 and;**
  - 2. Endorse the actions arising from the Audit & Risk Committee Meeting as per the table included at point 3 of the minutes from the meeting.**
- 

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

Council are required to review and consider the recommendations of the Audit & Risk Committee. The minutes will also be confirmed by this Committee at the next available meeting.

#### **PURPOSE**

The Audit & Risk Committee does not have decision-making authority and any recommendations it makes must be adopted by Council resolution prior to implementation or action.

#### **BACKGROUND**

Whitsunday Regional Council's Audit & Risk Committee met on 28 July 2020.

Minutes were recorded from this meeting and are provided to Council to consider and review the Committee's recommendations, in accordance with section 211(1)(c) of the Local Government Regulation 2012.

The primary objective of the Audit & Risk Committee is to promote good corporate governance through the provision of independent assurance, oversight and advice to Council on matters relating to:

- Internal Audit
- External Audit
- Financial Statements and Reporting
- Risk Management
- Internal Controls
- Legislative and Organisational Compliance

## **STATUTORY/COMPLIANCE MATTERS**

The Audit & Risk Committee operates in accordance with the requirements of s105 of the Local Government Act 2009 and s210 of the Local Government Regulation 2012, as well as the Audit & Risk Committee Constitution adopted by Council on 26 June 2019.

## **ANALYSIS**

A number of actions arise from the Audit and Risk Committee that require confirmation by the Council and in this instance, this includes the market testing the internal audit services.

Council's options are:

### Support the recommendation

Council can adopt the officer's recommendation and thereby receive the minutes of the Audit & Risk Committee Meeting of 28 July 2020 meeting, adopt the recommendations therein and endorse any actions arising from that meeting.

### Amend the recommendation

If on review, Council require clarification on any of the recommendations or actions arising and wishes to amend them, then this is the appropriate opportunity to address any concerns or issues with the minutes and the recommendations and actions arising therein.

## **STRATEGIC IMPACTS**

Alignment to Corporate Plan

Outcome 1.1: Our Leadership engages with the community and provides open, accountable and transparent local government.

### Alignment to Operational Plan KPI:

The Mayor and Councillors are provided with relevant, accurate and timely advice and support in accordance with approved levels of service.

### Financial Implications

The financial implications will be managed within the existing budgets.

### Risk Management Implications

Council risks non-compliance with the Audit & Risk Committee Constitution if they do not consider and review the recommendations of the Committee.

## **CONSULTATION**

Audit & Risk Committee

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

Given the expertise of the members of the Audit & Risk Committee, it is the Officer's recommendation that Council receive the minutes, adopt the recommendations and endorse the actions arising from the meeting of 28 July 2020.

## **ATTACHMENTS**

Attachment 1 – Unconfirmed Audit & Risk Committee Minutes – 28 July 2020

[illegible]



**Whitsunday Regional Council**  
**Audit & Risk Committee Meeting**  
**28 July 2020 commencing at 8.03am**

U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D

**Committee Members Present:**

Graham Carpenter (Chair) - via teleconference; Cr John Collins - via teleconference; John Finlay; Graham Webb - via teleconference

**Council Officers Present:**

Rod Ferguson (Chief Executive Officer – WRC); Jason Bradshaw (Director Corporate Services - WRC) - via teleconference; Stephen Fernando (Chief Financial Officer - WRC) - via teleconference; Katie Coates (Management Accountant) - via teleconference; Norman Garsden (Acting Manager, Governance and Administration – WRC); Tailah Jensen (Governance Administration Officer/Minute Taker – WRC)

**Guests Present:**

Donna Sinanian (Crowe Horwath) – via teleconference; Matthew Monaghan (William Buck) – via teleconference; Raechel Filler (QAO) – via teleconference

**Apologies:**

Mayor Andrew Willcox

**Other Details:**

The meeting commenced at 8.03am

The meeting closed at 8.58am



U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D

Whitsunday Regional Council  
Minutes of the Audit & Risk Committee Meeting held on  
28 July 2020 commencing at 8.03am

|     |                                                                                                                                                   |          |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------|----------|
| 1.  | <b>ASSET VALUATION REPORT .....</b>                                                                                                               | <b>4</b> |
| 1.1 | 2020/07/28.01 Asset Valuation Report For The Financial Year 2019/20                                                                               | 4        |
| 2.  | <b>FINANCIAL STATEMENT REPORT .....</b>                                                                                                           | <b>5</b> |
| 2.1 | 2020/07/28.02 Draft (Unaudited) General Purpose Financial Statements And The<br>Financial Sustainability Statement For The Financial Year 2019/20 | 5        |
| 3.  | <b>ACTIONS ARISING FROM THIS AUDIT &amp; RISK COMMITTEE MEETING.....</b>                                                                          | <b>6</b> |



*The Audit & Risk Committee note the apology from Mayor Andrew Willcox.*

U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D

**1. Asset Valuation Report**

**1.1 2020/07/28.01 ASSET VALUATION REPORT FOR THE FINANCIAL YEAR 2019/20**

**SUMMARY**

To present the Asset Valuation Report for the financial year 2019/20 in accordance with audit requirements. There were no valuations required this financial year and the report presents indexation across asset classes, none of which require changes to the asset valuations as the movements do not meet the thresholds for change, and are not considered material to impact the valuations.

**RECOMMENDATION**

That the Audit & Risk Committee receive the Asset Valuation Report for the financial year 2019/20.

**RESOLUTION**

**Moved by: J FINLAY**

**Seconded by: G WEBB**

**That the Audit & Risk Committee receive the Asset Valuation Report for the financial year 2019/20.**

**MEETING DETAILS:**

The motion was Carried 4/0

**CARRIED**

~~~~~



U
N
C
O
N
F
I
R
M
E
D

2. Financial Statement Report

**2.1 2020/07/28.02 DRAFT (UNAUDITED) GENERAL PURPOSE
FINANCIAL STATEMENTS AND THE FINANCIAL
SUSTAINABILITY STATEMENT FOR THE FINANCIAL
YEAR 2019/20**

SUMMARY

The Draft 2019/20 Financial Statements have been compiled in accordance with the relevant Accounting Standards and legislative requirements. The Audit Committee must review the financial statements before they are passed to the external auditors for audit.

RECOMMENDATION

That the Audit & Risk Committee endorse the draft General Purpose Financial Statements and the Financial Sustainability Statement for the financial year 2019/20 (2019/20 Financial Statements), for submission to the Auditor-General of Queensland for audit as required by Section 212 of the Local Government Regulation 2012 (Qld).

RESOLUTION

Moved by: J COLLINS

Seconded by: J FINLAY

That the Audit & Risk Committee endorse the draft General Purpose Financial Statements and the Financial Sustainability Statement for the financial year 2019/20 (2019/20 Financial Statements), for submission to the Auditor-General of Queensland for audit as required by Section 212 of the Local Government Regulation 2012 (Qld) subject to changes within the reports as detailed in the actions arising.

MEETING DETAILS:

The motion was Carried 4/0

CARRIED

~~~~~

*Chair Mr Graham Carpenter would like to commend all those involved with the preparation of the financial statements for their work.*



U  
N  
C  
O  
N  
F  
I  
R  
M  
E  
D

### 3. Actions Arising from this Audit & Risk Committee Meeting

| Minute Item # | Description                                                                                                                                                      | Person Responsible      | Due Date         |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|------------------|
| 1.1           | Asset Valuation Report to be changed to delete the 'Segment/Group Name' column as it is not a relevant descriptor.                                               | Chief Financial Officer | 11 August 2020   |
| 2.1           | Need to make a change on page 52 (Note 26 – Liabilities) for the brackets to be contained around the word 'decrease' for the four liability items.               | Chief Financial Officer | 11 August 2020   |
| 2.1           | That a report be bought back to the next Audit & Risk Committee Meeting detailing the restricted and unrestricted cash position.                                 | Chief Financial Officer | 8 September 2020 |
| 2.1           | Need to make a change to page 55, Note 30 – under 'c) <i>Transactions with other relates Parties</i> ' for the date to be changed to 9 June 2019 - 21 July 2019. | Chief Financial Officer | 11 August 2020   |

~~~~~  
The meeting closed at 8.58am.
~~~~~

Confirmed as a true and correct recording this 11 August 2020.

---

Graham Carpenter  
CHAIRPERSON

## **5. Delegations**

---

No agenda items for this section.

## **6. Petitions**

---

No agenda items for this section.

## **7. Notice of Motion**

### **7.1 NOTICE OF MOTION – FREE PARKING IN THE LAGOON AND BROADWATER CARPARKS**

---

**AUTHOR:** Norm Garsden – Acting Manager Governance and Administration

---

**RESPONSIBLE OFFICER:** Jason Bradshaw – Director Corporate Services

---

#### **COUNCILLOR MOTION**

**That free parking in the Lagoon and Broadwater Carparks be re-instated immediately and that the matter be reassessed at the Ordinary Council Meeting to be held on 23 September 2020.**

#### **OFFICERS RECOMMENDATION**

**That Council consider free parking in the Lagoon and Broadwater Carparks at the meeting held on 12 August 2020.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

Cr Clifford has submitted a Notice of Motion to Council regarding parking in the Lagoon and Broadwater carparks.

#### **PURPOSE**

To consider the notice of motion on the matter raised by Cr Clifford.

#### **COUNCILLOR'S SUPPORTING INFORMATION:**

The hospitality and retail industries in Airlie Beach are very dependant in the on the tourism industry which has been severely impacted by the Covid-19 pandemic.

Firstly, by the "Lockdown" and again by the closures of our Queensland borders. This has meant that the vast majority of visitors to Airlie are part of our Drive Market visitation and we should do whatever is possible to encourage them.

In order to support these struggling Airlie Beach businesses, Free Parking for their customers would provide a psychological boost to them in these unprecedented times. It should be noted that all other parking restrictions remain in force and that they will be enforced.

#### **ANALYSIS**

Cr Clifford's motion is self-explanatory however, it is noted that no analysis of the impact on parking revenue and the budget has been undertaken.

#### **STATUTORY/COMPLIANCE MATTERS**

Local Government Act 2009

Local Government Regulation 2012

## **STRATEGIC IMPACTS**

Potential loss of revenue and consequential impact on Council's budget.

## **CONSULTATION**

Jason Bradshaw – Director, Corporate Services

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

Charging for carparking is a matter for Council.

## **ATTACHMENTS**

Attachment 1 – Signed Notice of Motion request

## Notice of Motion

Pursuant to the Council Meeting Standing Orders, I give notice that, at Council's ordinary meeting scheduled for Wednesday 12 August 2020, I intend to move the following motion:

**That free parking in the Lagoon and Broadwater Carparks be re-instated immediately and that the matter be reassessed at the Ordinary Council Meeting to be held on September 23<sup>rd</sup> 2020.**

Background:

The hospitality and retail industries in Airlie Beach are very dependant in the on the tourism industry which has been severely impacted by the Covit-19 pandemic.

Firstly by the "Lockdown" and again by the closures of our Queensland borders. This has meant that the vast majority of visitors to Airlie are part of our Drive Market visitation and we should do whatever is possible to encourage them.

In order to support these struggling Airlie Beach businesses, Free Parking for their customers would provide a psychological boost to them in these unprecedented times.

It should be noted that all other parking restrictions remain in force and that they will be enforced.



Cr Jan Clifford  
Councillor Division 1  
6 August 2020

## **8. Questions on Notice**

---

No agenda items for this section.

## **9. Questions from Public Gallery**

---

### **PUBLIC QUESTION TIME**

As per Council's Standing Orders:

1. Questions from the Public Gallery must be submitted in writing to Council prior to the Council Meeting.
2. The time allocated shall not exceed fifteen (15) minutes (and no more than three (3) speakers shall be permitted to speak at any one (1) meeting).
2. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
3. Any person addressing the Council shall stand, state their name and address, act and speak with decorum and frame any remarks in respectful and courteous language.

## **10. Office of the Mayor and CEO**

---

No Agenda Items for this section.

## **11. Corporate Services**

### **11.1 VALUATION OF RATEABLE LAND BY VALUER-GENERAL**

---

**AUTHOR:** Stephen Fernando – Chief Financial Officer/Manager Financial Services

---

**RESPONSIBLE OFFICER:** Jason Bradshaw – Director Corporate Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council resolve to request the Valuer-General to conduct a Comprehensive Land Revaluation in 2020/21 for all rateable land within the Whitsunday Regional Council area.**

---

The following report has been submitted for inclusion into Whitsunday Regional Council's (Council) Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

Correspondence has been received from the Valuer-General seeking Council's view on whether an annual valuation for the whole of the local government area should be undertaken for period commencing 30 June 2021. Council is to advise of its decision by 21 August 2020.

#### **PURPOSE**

To discuss the need for an annual valuation to be conducted and to obtain a Council resolution to respond to the Valuer-General with a decision on the annual valuation.

#### **BACKGROUND**

The Valuer-General undertakes a periodic (usually around every three or four years) comprehensive land revaluation process on all rateable land, which serves as the basis for calculation of rates for local governments. The last valuation undertaken for the Whitsunday region was in 2016. The Valuer-General undertakes a desktop exercise (based on known land transactions) on an annual basis.

#### **STATUTORY/COMPLIANCE MATTERS**

The Land Valuation Act 2010 (the Act) requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances.

Th valuations provided are then managed and rated under the Local Government Act 2009 and the Local Government Regulation 2012. The valuations are maintained each year under an arrangement with the State Government.

#### **ANALYSIS**

In line with the consultation requirements of the *Land Valuation Act 2010*, (the Act), the Valuer-General has written to each local government seeking their opinion on whether the annual valuation should be undertaken. The valuations undertaken would be effective from 30 June 2021, i.e. for the financial year 2021/22. Consultation responses to the Valuer-General are due by the Friday 21 August 2020.

With property values being subject to fluctuation across the region, a revaluation offers an opportunity for rates equity.

Whitsunday Region has not had a whole-of-region revaluation since October 2016, with the effective date being 30<sup>th</sup> June 2017. There is likely to be movements in both increases and decreases across the region.

## **STRATEGIC IMPACTS**

The primary implication will be a re-adjustment of the rates borne by individual properties within the region. A review of the Rate-in-the-Dollar, applicable to each category may be required, post revaluation.

While current economic conditions are not conducive to implementing significant changes, given that the results of the valuations will not be applicable for some time, conditions will hopefully have settled down by the time the changes are incorporated into the rating process.

## **CONSULTATION**

- Patricia Jago, Rates Co-ordinator
- Jason Bradshaw, Director Corporate Services

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

Given the period of time since the last comprehensive valuation of rateable land, having a whole-of-region revaluation undertaken by the Valuer-General for incorporation into our rating process would further the objective of equity in the rating process.

## **ATTACHMENTS**

Attachment 1 - Request from the Department of Natural Resources Mines & Energy

## Attachment 1 - Request from the Department of Natural Resources Mines & Energy

21 July 2020

Mr Rodney Ferguson  
Chief Executive Officer  
Whitsunday Regional Council  
PO Box 104  
PROSERPINE QLD 4800



Department of  
Natural Resources,  
Mines and Energy

Dear Mr Ferguson

### Consultation – annual valuation effective 30 June 2021

The *Land Valuation Act 2010* (the Act) requires the Valuer-General to undertake an annual statutory valuation of all rateable land in Queensland except in unusual circumstances or after consideration of:

- a market survey report of the Local Government Area which reviews sales of land since the last valuation and the probable impact of the sales on the value of land since the last annual valuation; and
- the results of consultation with the local government for the area, and appropriate local and industry groups.

Under the Act, annual valuations are required to be issued prior to 31 March in the year the valuation is to take effect.

In line with the requirements of the Act, I seek your local government's opinion on whether a valuation of your local government should be undertaken to be effective on 30 June 2021.

Please provide your response in writing by Friday, 21 August 2020 to the Office of the Valuer-General via the email or postal address details below.

When deciding if an annual valuation will be undertaken in your Local Government Area, I will consider the opinion of your local government, together with the other criteria as specified in this letter, and will advise you in due course.

Should you have any further enquiries, please do not hesitate to contact David Hobbs, Area Manager of the department on telephone 4987 9330.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Neil Bray'.

Neil Bray  
Valuer-General

Level 8  
1 William Street, Brisbane  
PO Box 15216 City East, Brisbane  
Queensland 4002 Australia  
Telephone +61 7 3199 7770  
valuation.enquiries@dnrme.qld.gov.au  
www.qld.gov.au/landvaluation  
ABN 59 020 847 551

11. Corporate Services  
11.2 AMENDMENT TO REVENUE STATEMENT 2020/21

---

**AUTHOR:** Stephen Fernando – Chief Financial Officer

---

**RESPONSIBLE OFFICER:** Jason Bradshaw - Director Corporate Services

---

**OFFICER'S RECOMMENDATION**

That Council resolve to amend section 8 of the Revenue Statement 2020/21, adopted at the Special Meeting held on 15 July 2020, by amending the number of days for eligibility for the Prompt Payment Discount, from 30 days from the date of the Rates Notice to 40 days from the date of the Rates Notice, to align with the resolution adopted under Item 4.15 d) of the Agenda of the said Special Meeting relating to discounts for prompt payment of rates and charges.

---

The following report has been submitted for inclusion into Whitsunday Regional Council's (Council) Ordinary Meeting to be held on 12 August 2020.

**SUMMARY**

By resolution, Council can amend the Revenue Statement 2020/21 so that the Due Date for Payment for eligibility for the Prompt Payment Discount aligns with the resolution adopted by Councillors relating to the discount for prompt payment of rates and charges.

**PURPOSE**

To ensure that the Due Date for Payment for eligibility for the Prompt Payment Discount specified in the Revenue Statement 2020/21 aligns with the resolution adopted by Councillors relating to the discount for prompt payment of rates and charges.

**BACKGROUND**

At the Special Meeting of Council held on 15 July 2020 (**Special Meeting**), Councillors adopted the budget for 2020/21 financial year. Several other related resolutions, as well as the 2020/21 Revenue Statement, were also adopted at this meeting.

**STATUTORY/COMPLIANCE MATTERS**

Local Government Act 2009 (Qld) (LGA)  
Local Government Regulation 2012 (Qld) (LGR)

**ANALYSIS**

Item 4.15 on the Agenda of the **Special Meeting** consisted of a resolution that addressed several matters relating to the administration of rates and charges. Section (d) of that resolution dealt with the discount for prompt payment of rates and charges, and stated as follows:

***“d) in accordance with Section 130 of the Local Government Regulation 2012 (Qld), in respect of each of the following rates and charges, to allow a discount, for the prompt payment of such rates and charges on or before forty (40) days after the Issue Date as specified in the Rate Notice, of five percent (5%) of the rates or***

***charges otherwise payable, subject to, in keeping with Sections 130(5)(d) and 130(11) of the Local Government Regulation 2012 (Qld), all other rates and charges and other amounts levied on the property, including any interest charged thereon, being paid in full:***

- ***General Rates and Charges,***
- ***Water Access Charge or Water Allocation Charge,***
- ***Sewerage Utility Charge,***
- ***Domestic Garbage Charge,***
- ***Domestic Recyclable Waste Charge, and***
- ***Refuse Facility Charge;”***

The Revenue Statement 2020/21 was also adopted at the Special Meeting through the resolution in Item 4.2. The report related to Item 4.2 contained the Revenue Statement 2020/21 as Attachment 1. Section 8 of the Revenue Statement 2020/21 stated as follows:

#### **“8. PROMPT PAYMENT DISCOUNTS**

***Council has determined that all Rates and Charges will fall due for payment forty (40) days from the date of issue of the notice relating to the Rate or Charge (Due Date). Council has also determined that in keeping with Section 130 of the Regulation, ratepayers making payments on or before 30 days from the date of the Rates Notice will be eligible for a discount of five percent (5%) on the General Rates, Water Access Charge (or Water Allocation Charge), Waste Water Access Charge, Domestic Garbage Charge, Domestic Recyclable Waste Charge, and the Refuse Facility Charge.***

*The discount is available only if all other Rates & Charges and other amounts levied on the property, including any interest charges have been paid in full.*

***No discounts are available for the Water Consumption Charge, Water Excess Charge, the Special Charge or any other charges or levies.”***

A comparison of the highlighted section of the resolution with the highlighted section from the Revenue Statement 2020/21 indicates that while the resolution identified the payment to be within 40 days of the Rates Notice as a condition of eligibility for the prompt payment discount, the Revenue Statement 2020/21 inadvertently lists that same condition for the prompt payment discount with a time period of 30 days.

#### **STRATEGIC IMPACTS**

The amendment will ensure that the Revenue Statement 2020/21 aligns with the resolution which adopts the discount for prompt payment of rates and charges.

Notably, correcting this administrative inconsistency does not prejudice any resident as it ensures the longer period of 40 days (not 30) as per the local government resolution as adopted.

#### **CONSULTATION**

Patricia Jago - Rates Co-ordinator

#### **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Councillors adopt the amendment as proposed so that the Due Date for Payment appearing in the 2020/21 Revenue Statement aligns with the resolution adopted by Councillors which relates to the discount for prompt payment of rates and charges.

## **ATTACHMENTS**

N/A

## **12. Development Services**

### **12.1 FUNDING OPPORTUNITY - QUEENSLAND GOVERNMENT REEF ASSIST PROGRAM**

---

**AUTHOR:** Elouise Lamb - Project Officer Grants

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Development Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council endorse the submission of the following projects:**

- **Feral Animal Aerial Shooting Expansion \$80,850**
  - **Declared Weed Removal and Spread Reduction Program \$299,504; and**
  - **Whitsundays Green Streets \$308,000**
- 

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

The \$10m Queensland Government Reef Assist Program provides the opportunity for Council to attain funds to support regional job creation and deliver projects that improve our natural environment. Three (3) projects have been developed as recommendations for Council to submit for a total funding request of \$688k which is estimated to create approximately 13 jobs.

#### **PURPOSE**

To advise Council of the Reef Assist funding opportunity and recommend eligible Council projects to be submitted.

#### **BACKGROUND**

The Reef Assist program is a key part of the Queensland Government's economic response to the impact of the Coronavirus (COVID-19) pandemic and is looking to fund projects that will create nature-based employment opportunities while delivering positive environmental and economic outcomes.

The program will provide \$10 million in total to local governments, regional natural resource management (NRM) groups and other on-ground providers to deliver priority land management projects in Great Barrier Reef catchments.

The funding is for three (3) NRM catchment areas:

- Burdekin– NQ Dry Tropics Catchment
- Mackay/Whitsundays – Reef Catchments
- Wet Tropics – North QLD Catchment

The maximum amount for an individual project is \$2M.

#### **STATUTORY/COMPLIANCE MATTERS**

N/A

## ANALYSIS

Approved funding can be used for plant, labour, materials, project design and monitoring and evaluation costs associated with the following types of works and activities:

- restoration and revegetation of habitat for biodiversity including threatened species
- restoration of landscapes, including rehabilitating and repairing gullies, riparian, wetland and coastal areas
- improving water quality through works to reduce erosion and sediment loss
- improving the condition and extent of native woody and non-woody vegetation
- projects to minimise the risk of further spread of high priority invasive species
- activities to control and minimise proliferation of weeds and feral pests from affected lands.

Projects will need to demonstrate that they will generate jobs and local economic activity.

The following projects have been recommended by ELT for Council to independently apply for to deliver programs in line with our current operational priorities. However only the first three (3) projects are ready for submission.

| Project name                                        | Description                                                                                                                                                                                                                                                                                                                     | Funding requested |
|-----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| Feral Animal Aerial Shooting Expansion              | The impact of feral pigs cost the Whitsundays agricultural sector as estimated \$12 million per year with flow on impacts to lost economic opportunity and jobs. Building on recent effectiveness of aerial shooting programs this project will reduce feral pig numbers to improve farm profitability and economic growth.     | \$80,850.00       |
| Declared Weed Removal and Spread Reduction Program  | The project will target 20ha of woody weeds such as leucaena, lantana, prickly, acacia and chinee apple. The removal of wood weeds on public land and road reserves will reduce fire hazard, increase biodiversity, improve amenity and increase tourism potential.                                                             | \$299,504.00      |
| Whitsundays Green Streets                           | This program will look at increasing tree cover of the Whitsunday town areas, reducing erosion, improving stormwater quality, providing improved shading and cooling and creating more walkable towns. This project would see a Master Plan designed for Greening Bowen and at least 1000 trees installed in the region.        | \$308,000.00      |
| Urban Waterway Restoration                          | This project will include a rapid assessment of past works sites and degraded riparian areas to form work plans to restore, maintain and monitor sites to Oct 2021 to improve condition and stabilise streambanks. The project will aim to deliver 1.5ha of revegetation.                                                       | \$75,000.00       |
| Whitsunday Revegetation Site Audit.                 | The audit will target 100 sites of past revegetation initiatives from 1995 to 2015 to gauge effectiveness and document lessons learnt from previous successful revegetation sites. Sites will be maintained as part of the project to remove weeds and plant additional plants where required to improve biodiversity outcomes. | \$150,000.00      |
| Monitoring Rural Roadside Erosion and Sediment Loss | This project will deliver an assessment program on the environmental values of converting roadside drainage from "V" Shaped drains to flat-bottom drains.                                                                                                                                                                       | \$60,000.00       |

## **STRATEGIC IMPACTS**

Economic & Social Impacts - The funding provides an opportunity for Council to stimulate economic recovery through nature-based employment opportunities while delivering positive environmental outcomes.

Corporate Plan –

Outcome 3.2: Our natural environment is valued and sustainable.

Outcome 4.5: Our region provides strong education, employment and training pathways

Financial Implications - The funding program does not require a co-contribution.

## **CONSULTATION**

Neil McGaffin - Director Development Services

Julie Wright – Director Community Services

Adam Hagy – Deputy Director Infrastructure Services

Scott Hardy - Coordinator Natural Resources Management

Olivia Brodhurst - Climate Change Innovation Hub Coordinator

Reef Catchments

North Queensland Dry Tropics

ELT – 24 July 2020

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Council develop and submit the three (3) identified projects for a total funding request amount of \$688k as an opportunity to support jobs and deliver positive environmental outcomes.

## **ATTACHMENTS**

N/A

## **12. Development Services**

### **12.2 FUNDING OPPORTUNITY - SPACES & PLACES ACTIVATION**

---

**AUTHOR:** Elouise Lamb – Project Officer Grants

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Development Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council support the development of a submission of up to \$250k to the Spaces and Places Activation program to incorporate:**

- a) Commissioning of a new sculpture(s) in the Proserpine CBD that showcases the towns heritage; and**
  - b) Delivery of a regional sculpture promotional program to encourage drive tourism visitors to explore the Whitsunday regions sculptures.**
- 

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

The Queensland Government have made funds available with the intent to see arts projects delivered that can aid in economic recovery. The funding provides the opportunity for Council to deliver priority projects for Regional Art Development Fund (RADF) and Tourism Whitsundays (TW). The proposed project will see a new sculpture developed in Proserpine and a promotional program undertaken to assist in increasing visitation to the Whitsunday regions sculptures.

#### **PURPOSE**

To advise Council of the opportunity to attain funds from the Queensland Government's Spaces & Places Funding program to deliver a sculpture in Proserpine and a wider promotional program for the region's sculptures.

#### **BACKGROUND**

As part of the Queensland Government's Covid-19 Recovery Package funds are available for arts and cultural projects that can stimulate regional recovery through activations that attract cultural tourism, address local resilience and place-making, support regional venues, drive local employment and engage audiences.

Funding is available up to \$250,000 for project activities that include:

- commissioning vibrant, high-quality new works for presentation at regional festivals and events, across all art forms
- public art installations and initiatives that activate spaces in, and between, regional places
- performing arts and live music touring that create destination events in regional Queensland

The Whitsunday RADF committee have previously sought assistance in attaining funds for a sculpture in Proserpine.

Tourism Whitsundays are also seeking to develop opportunities to showcase the growing numbers of sculptures across the region to attract new tourism markets, encourage drive tourism and support greater lengths of stay in region.

## **STATUTORY/COMPLIANCE MATTERS**

N/A

## **ANALYSIS**

The funding opportunity was identified by ELT as an opportunity for Council to support and deliver a priority project for the Whitsunday RADF committee.

The Whitsunday RADF committee have been seeking opportunities to install a statue in Proserpine that represents the towns history and can be interactive for tourists. This statue project would be the first in a series to be delivered across the region. Suggested locations for the installation include in proximity of Pioneer park, the Proserpine Entertainment Centre or the Council Administration building. To connect and represent the towns cane industry, they propose to construct a bench seat with a statue of a traditional Cane Cutter (see samples in attachment 1).

The funding can additionally assist with developing resources to showcase the region's growing number of sculptures. With the recent under water sculpture installations and regional sculptures such as the Pit Pony complete, there is an opportunity to develop a drive and dive program for visitors to the region.

This supports Tourism Whitsundays priorities to develop new tourism programs and directly aligns with the Whitsundays Brand Strategy recommendations to develop storytelling opportunities to showcase the unique history of our local townships and the Destination Tourism Plan's strategy three to support the development of new products that encourage distribution of visitors and tourist dollars throughout the region. N/A

## **STRATEGIC IMPACTS**

Corporate Plan Alignment –

Strategy 1.2.1: Build and maintain strong, collaborative and cooperative relationships across all levels of government, industry, business and community.

Strategy 3.1.2: Develop and implement strategies to preserve the unique character of our community and heritage places. Strategy 4.4.7: Promote the continued development of the tourism sector.

Financial Implications – The project does not require contribution from Council.

Economic Development Implications – The project delivers against Action 1.11: Work with Tourism Whitsundays to develop and resource a joint program to facilitate land-based tourism product development across the Whitsunday Region.

## **CONSULTATION**

Julie Wright – Director Community Services

Neil McGaffin - Director Development Services

Jacqueline Neave – Arts & Community Programs Officer  
Tourism Whitsundays

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

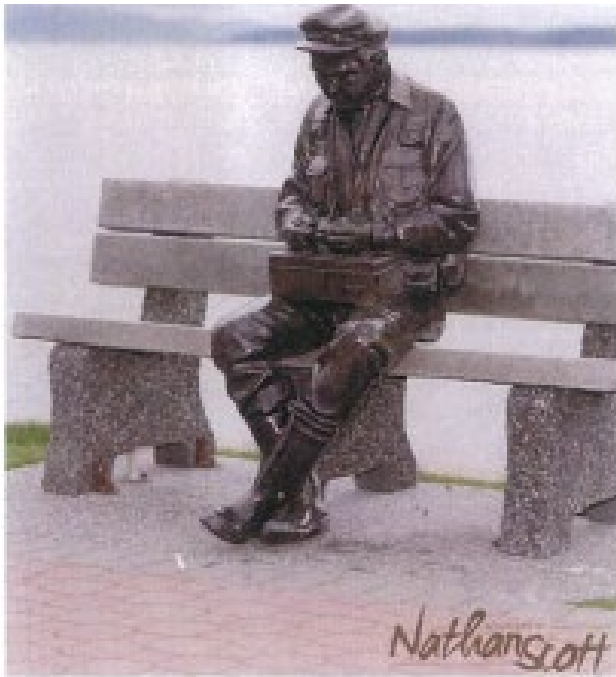
## **CONCLUSION**

Council to submit an application for funds to deliver a project in partnership with Whitsunday RADF and Tourism Whitsundays to construct an interactive sculpture(s) that embodies Proserpine heritage and a undertake a promotional program to encourage visitors to travel to see statues across the region.

## **ATTACHMENTS**

Attachment 1 – Statue Examples

## Attachment 1 – Statue Examples



## **12. Development Services**

### **12.3 FUNDING OPPORTUNITY - BLACKSPOT PROGRAM**

---

**AUTHOR:** Elouise Lamb – Project Officer Grants

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Development Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council acknowledge and support the submission to the Department of Transport and Main Roads' Black Spot Program to attain \$274,000 in funds for the Gregory St & Williams St Intersection, Bowen Project.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

To advise of the submission to the Department of Transport and Main Road's Black Spot Program to attain \$274,000 in funds to address the identified hot spot of Gregory Street and William Street intersection (Bowen).

Funding has been requested to install a single-lane roundabout to clarify and simplify vehicle movements and improve visibility, which includes reducing the number of lanes to just one per leg when approaching the intersection to reduce conflicts.

#### **PURPOSE**

To advise of the submission to the Department of Transport and Main Roads' Black Spot Program to attain \$274,000 in funds for the Gregory St & Williams St Intersection, Bowen project.

#### **BACKGROUND**

The Black Spot Program is an Australian Government funded program that provides funding for low-cost high-benefit improvements on the road network to address actual or potential crashes that lead to high severity outcomes (fatals and hospitalisations).

In July 2020 the TMR Queensland Black Spot Program requested nominations for delivery in 2021-22. Approximately, \$22.5 million in funding is available with a maximum funding amount of \$2 million per project.

Both reactive (based on crash history) and proactive (based on identified safety deficiencies in the road environment) project proposals may be nominated for the Black Spot Program.

#### **STATUTORY/COMPLIANCE MATTERS**

Works will need to comply with Australian Standards and Austroads specifications.

#### **ANALYSIS**

Several projects have been reviewed for eligibility and urgency for Black Spot funding across the Whitsunday LGA. The intersection at Gregory Street and William Street in Bowen has been identified as a project that best fits the funding criteria.

The nominated intersection is within the top 10 crash locations in the Bowen area for the years 2014 to 2018 as per the crash statistic data provided by the Whitsunday Regional Roads Group (WRRG). Other locations identified using crash data have had improvements constructed in recent years, whereas this intersection has not been improved.

TMR requested that Council submit an application with the solution put forward that a roundabout be established. A project plan has been developed and a project cost estimate of \$274,000 identified.

The application was submitted as requested by TMR on 22 July 2020 and elected not to provide a financial contribution as this project is not identified in our current LTTP. The provision of a financial contribution is optional under the program.

## **STRATEGIC IMPACTS**

Corporate Plan Alignment –

Strategy 1.2.2: Identify opportunities for alignment between Council's interests and objectives with those of Federal and State Governments.

Strategy 3.3.2: Partner with Federal and State Governments to develop and maintain a high-quality transport and road network.

Strategy 3.4.1: Develop and maintain effective roads and drainage infrastructure, networks and facilities.

## **CONSULTATION**

Matthew Fanning – Director Infrastructure Services

Neil McGaffin – Director Planning & Development

Adam Hagy – Director Customer Experience

John Gwydir – Executive Manager Roads and Drainage

Jessica Cristaudo – Coordinator Transport Planning & Assets

Carlos Barrero – Civil Engineer

Department of Transport & Main Roads

ELT – 17 July 2020

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Council's submission to the Department of Transport and Main Roads' Black Spot Program to attain \$274,000 in funds for the Gregory St & Williams St Intersection, Bowen Project be supported.

## **ATTACHMENTS**

Attachment 1 – Project Concept Image

## Attachment 1 – Project Concept Image



## **12. Development Services**

### **12.4 20190698 - OTHER CHANGE TO DEVELOPMENT PERMIT FOR MATERIAL CHANGE OF USE - OFFICE & ANCILLARY CAR PARKING (PROSERPINE ADMINISTRATION, INNOVATION HUB AND LOCAL DISASTER COORDINATION CENTRE) - 83 MAIN STREET AND 7 CHAPMAN STREET, PROSERPINE - WHITSUNDAY REGIONAL COUNCIL**

---

**AUTHOR:** Matthew Twomey – Senior Development Assessment Officer

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Development Services

---

#### **OFFICER'S RECOMMENDATION**

That Council approve the application for Other Change to Development Permit for Material Change of Use - Office & Ancillary Car Parking (Proserpine Administration, Innovation Hub and Local Disaster Coordination Centre), made by Whitsunday Regional Council, on L: 2 RP: 718842 T: N0643/247, L: 3 RP: 718842 T: N0643/247, L: 33 RP: 702840 T: N0187/043 and located at 83 Main Street Proserpine, 7 Chapman Street Proserpine, subject to the conditions outlined in Attachment 1.

---

The following report has been submitted for inclusion into Council's Ordinary Council Meeting to be held on 12 August 2020.

#### **SUMMARY**

The proposal is to obtain approval for an 'Other Change' request to Decision Notice 20190698 to facilitate an alternative car parking location associated with the re-development of Council's Proserpine administration building. A submission opposing the development application was received during the period of public notification. Grounds for approval have been established and the Other Change request is therefore recommended for approval subject to the imposition of reasonable and relevant conditions.

#### **PURPOSE**

Development Applications requiring decisions which are outside the Council officer delegated authority require Council consideration. As a submission has been made against the development application the matter requires further Council consideration.

#### **BACKGROUND**

At its Ordinary Meeting on 11 September 2019 (2019/09/11.08), Council approved the Proserpine Administration Building redevelopment with carparking located at 102 Main Street (the old Fire Station premises). Unfortunately, there are issues associated with 102 Main Street which has resulted in Council not taking possession of the site.

Consequently, as its Ordinary Meeting on 13 May 2020 (2020/05/13.9), Council resolved to purchase 7 Chapman Street for car parking purposes associated with the Proserpine Administration Building. The Sale and transfer of this land to Council is in process.

To accommodate this change, the current application needs to be determined.

#### **STATUTORY/COMPLIANCE MATTERS**

Planning Act 2016

## ANALYSIS

Council has received the following Development Application, which has been assessed against the provisions of the relevant legislation as reported below.

### 1. Application Summary

|                         |                                                                                                                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Proposal:               | Other Change to Development Permit for Material Change of Use - Office & Ancillary Car Parking (Proserpine Administration, Innovation Hub and Local Disaster Coordination Centre) |
| Landowner               | Whitsunday Regional Council and David Warming                                                                                                                                     |
| Property Address:       | 83 Main Street and 7 Chapman Street, Proserpine                                                                                                                                   |
| Property Description:   | L: 2 RP: 718842 T: N0643/247, L: 3 RP: 718842 T: N0643/247, L: 33 RP: 702840 T: N0187/043                                                                                         |
| Area of Site:           | Lot 2 – 1,867m2<br>Lot 3 – 1,642m2<br>Lot 33 – 1,545m2                                                                                                                            |
| Planning Scheme Zone:   | Lot 2 – Major Centre<br>Lot 3 – Major Centre<br>Lot 33 – Low Density Residential                                                                                                  |
| Level of assessment     | Impact Assessable                                                                                                                                                                 |
| Overlays:               | Acid Sulfate Soils<br>Flood<br>Infrastructure                                                                                                                                     |
| Existing Use:           | Lot 2 – Demolished Council Administration Building<br>Lot 3 – Demolished Council Administration Building<br>Lot 33 – Dwelling                                                     |
| Existing Approvals:     | N/A                                                                                                                                                                               |
| Public Notification:    | 6 July 2020 – 24 July 2020                                                                                                                                                        |
| Submissions received:   | One (1)                                                                                                                                                                           |
| State referrals:        | State Transport corridor– Schedule 10, Part 9, Div 4, Sub 2, Table 4                                                                                                              |
| Infrastructure charges: | \$14,934.51                                                                                                                                                                       |

### 2. Site Details

#### 2.1. Location

The subject land is located at 83 Main Street and 7 Chapman Street, Proserpine.

#### 2.2. Zoning

83 Main Street is zoned Major Centre, whilst 7 Chapman Street is zoned Low Density Residential.

#### 2.3. Site description

The subject site for the administration building encompasses a total land area of 3,509m2. The subject site for the ancillary car parking area has an area of 1,545m2 and contains an existing dwelling house. The parcels of land are generally level and clear of vegetation.

## 2.4. Access

Vehicle access to the administration building site will continue to be via Sarah Crompton Lane, with a small car parking and service vehicle area provided behind the rear of the administration building. Access to the ancillary car parking will be via a commercial crossover on Chapman Street.

## 2.5. Surrounding uses

83 Main Street is located within the Proserpine town centre and bordered by retail and commercial uses, Proserpine Hospital and community uses. 7 Chapman Street is located on town centre frame adjoining residential uses, the Proserpine Hospital and the old Proserpine Ambulance Station.

## 3. Proposal Details

The proposal is to obtain approval for an 'Other Change' request to Decision Notice 20190698 to facilitate an alternative car parking location associated with the re-development of Council's Proserpine Administration Building. As the application is for an Other Change to an existing approval the planning assessment report has been prepared for the matters related to the change.

The existing approval requires the construction of the ancillary carparking on 102 Main Street. Council has not been able to take possession of the site, and so an alternative carparking location has now been sourced. For this reason, the applicant requests to remove 102 Main Street from the approval and apply for the ancillary car park at 7 Chapman Street.

The approved office has a GFA of 1946.8m<sup>2</sup>, which equates to a total of 49 car parking spaces. The proposed alternative car parking consists of 47 car parks and is reflected on the Concept Layout Plan. There are 5 on-site car parking spaces, including disability car parking, approved at the rear of the administration building with access from Sarah Compton Lane. The proposed change will result in a total of 52 car parks, which results in an overall surplus of 3 spaces.

## 4. Planning Assessment

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017* (the Scheme). Whilst the proposal is considered to be an inconsistent use within the Low-density residential zone, it is supported by the Strategic Framework of the Scheme and other relevant matters which support approval per section 45(5)(b) of the *Planning Act* 2016, as follows:

1. No availability of more suitably zoned land within walking vicinity of the administration building site.
2. The negligible impact of the site being developed for non-resident purposes on the supply of residential zoned land in the Proserpine township.

Therefore, the application is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions (Attachment 1).

### 4.1. State Assessment and Referral Agency (SARA)

The Application was referred to SARA for its proximity to a state-controlled road. Conditions of approval issued by SARA have been included as Attachment 5 to this report.

### 4.2. State Planning Policy – July 2017

The additional development on 7 Chapman Street does not trigger the SPP.

#### 4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

The Mackay, Isaac and Whitsunday Regional Plan was established to provide the vision and direction for the region to 2031. The plan provides certainty about where the region is heading in the future and provides the framework to respond to the challenges and opportunities which may arise. The proposal is generally consistent with the provisions of the plan as it facilitates the redevelopment of a key community asset without unreasonably impacting upon key regional features.

#### 4.4. Whitsunday Regional Council Planning Scheme, 2017

##### 4.4.1. Strategic Framework

The proposed development generally supports the key elements of the strategic framework as described below:

##### Liveable communities and housing

The proposal supports the region's settlement pattern and hierarchy of centres through the delivery of a key community asset. The site subject to the change application is located directly adjacent to the highest order centre which is appropriate for the development proposed.

##### Economic growth

The proposal supports the economic resilience, wealth creating and employment generating capacities of the Region. The development on the subject site supports a significant investment into the regions community assets which will build upon and improve service delivery.

##### Environment and heritage

The proposal is responsive of the environment in which the development is located.

##### Safety and resilience to hazards

The subject site has been developed to respond to the identified flood hazard. Suitable conditions of approval will be imposed to manage the potential adverse impacts of the development upon adjoining premises.

##### Infrastructure

The proposal is supported by existing infrastructure networks.

##### 4.4.2. Overlay Codes

##### Acid sulfate soils overlay code

The subject site is located on land identified being subject to acid sulfate soils. A condition of approval has been imposed requiring acid sulfate soils to be managed during operational works.

##### Flood hazard overlay code

The subject site is located on land subject to flood hazard. Conditions of approval have been imposed requiring there to be no increase in flooding caused to neighbouring properties up to a Q100 event. Further conditions of approval have been provided requiring stormwater infrastructure to be designed and installed under operational works.

##### 4.4.3. Zone Code

##### Major centre zone

The approval of uses located in the major centre zone has provided.

#### Low density residential zone

The introduction of a carpark in the low-density residential zone is considered present conflicts with the purpose of the zone on the basis it is development for a non-residential purpose in a manner which is outside of the established amenity of the immediate area. Per section 45(5)(b) of the Planning Act 2016, the applicant has sought to identify other relevant matters which support approval of application which are as follows:

- 1. The site adjoins the Major Centre Zone to the south and south west. The proposed car parking (Office) is a consistent use within the Major Centre Zone and therefore the proposed development could be considered a logical and orderly extension of the Major Centre Zone / Proserpine CBD;*
- 2. The site adjoins the Proserpine Hospital to the east. The hospital has sporadic areas of car parking throughout the entire site, including along the rear (eastern) boundary of the proposed car parking site. Therefore, the residential amenity of the surrounding area has already been somewhat compromised as a result of the nearby hospital car parking. Furthermore, sirens from ambulances entering / exiting the hospital site compromise the residential amenity of the area far in excess of any impacts created from the proposed car parking;*
- 3. The only residential uses that are directly adjacent to the proposed car parking site are located to the north on Lots 1 and 2 on RP719354. Potential land uses conflicts that may arise from incompatible land uses are partially buffered through the proposed landscaping, fence and natural separation provided by the 'battle-axe' driveway within lot 2. Furthermore, the amenity of these adjoining residential uses can be preserved through the implementation of conditions of approval restricting light spillage into their premises. Such mitigation measures to control light spillage include solid fencing and dense landscaping to screen car headlights;*
- 4. Overall Outcome (d) of the Low Density Residential Zone Code allows for some non-residential uses to be located within the Low Density Residential Zone such as Business, Community and other activities. The proposed Office use is a Business Activity and therefore can occur in the Low Density Residential Zone in certain circumstances. One circumstance where non-residential uses can occur within the Low Density Residential Zone is when the proposed use directly supports the day to day needs of the immediate residential community. It could be considered that the proposed use (Office) supports the needs of the local community through the introduction of additional Council car parks, which will aid in alleviating demand on public car parking spaces with the Proserpine CBD. This reduction in demand on car parks results in improved access to local business and services through more convenient parking options for the local community;*
- 5. There is a lack of suitably zoned vacant land within close proximity to the administration building development that could be utilised to accommodate required car parking. Therefore, it could be considered that there is a planning need for the car parking to be located within an alternative zoning as a result no alternate viable options; and*
- 6. The Proserpine area has surplus zoned residential land, both developed and undeveloped. Historically, land sales within the Proserpine area have been slow and well below projected population growth. Therefore, the removal of a single residential lot will not compromise the ability for the currently zoned residential land to accommodate population growth in the future.*

Points 1 – 4 are not considered to constitute 'other relevant matters' as described under the Act. Points 5 and 6 are considered to warrant consideration as other relevant matters. A review of suitably zoned vacant land within a reasonable walking vicinity of the subject site confirms

a lack of available land. The QFES site adjacent to the administration building site is not suitable for redevelopment. The development of the subject site for a non-residential use is not considered to place pressure on the Proserpine township for land for future residential development with a significant surplus available in the Lagoon Gardens development. On this basis, Points 5 and 6 are accepted as other relevant matters.

An assessment of the overall outcomes of the zone code identifies support for limited business, community and other activities where the following applies:

- i. directly support the day to day needs of the immediate residential community;*
- ii. are a small-scale and low intensity;*
- iii. are compatible with the local residential character and amenity of the area;*
- iv. wherever possible, are co-located with similar activities within the zone;*
- v. are accessible to the population they serve and are located on the major road network rather than local residential streets; and*
- vi. do not have a significant detrimental impact on the amenity of surrounding residents, having regard to hours of operation, generation of odours, noise, waste products, dust, traffic, electrical interference, lighting and visual impacts;*

The proposed change is considered to achieve the outcome of supporting the day to day needs of the community, however it is acknowledged to introduce a use of the land and built form generally not considered compatible with the local residential character of the zone. The subject site borders three premises, all of which involve varying uses. The rear boundary of the premises borders the Proserpine Hospital with the proposal adjoining a section of carparking for the site. The southern side boundary adjoins major centre zoned land which currently consists of the vacant former Queensland Ambulance facility. Conditions of approval have been imposed to ensure the proposed development does not create a significant detrimental impact on the amenity of surrounding residents during construction and operation which will involve environmental management conditions (noise, dust, odour), boundary landscaping and fencing and the restriction of the car park for staff of the administration building. On the balance of the conflicts identified, the other relevant matters which exist and the mitigation of likely impacts via conditions the use of the land for an ancillary staff car park is supported.

#### 4.4.4. Development Codes

##### Infrastructure code

The provision of necessary infrastructure to the site has been conditioned to be designed and construction under operational works.

##### Landscaping code

A landscaping concept has been included on the proposal plan supplied by the applicant. The landscaping is considered appropriate to support the proposed use of the land and will offer a buffer between the land and adjoining sensitive land uses. A condition of approval will be provided to provide boundary fencing with detailed drawings to be provided at operational works stage.

##### Transport and parking code

The approved office has a GFA of 1946.8m<sup>2</sup>, which equates to a total of 49 car parking spaces required to meet the planning scheme rate of 1 space per 40m<sup>2</sup>. The proposed alternative car parking consists of 47 car parks and is reflected on the Concept Layout Plan provided by the

applicant. There are 5 on-site car parking spaces, including disability car parking, approved at the rear of the administration building with access from Sarah Compton Lane. The proposed change will result in a total of 52 car parks, which results in an overall surplus of 3 spaces.

## 5. Public Submissions

The development application was placed on public notification between 6 July 2020 and 24 July 2020 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 27 July 2020. One (1) submission was received during this period of Public Notification.

Submissions have been received and summarised in the below table:

| Issue                                                                                                                                                                                                                  | Comment/Condition Number                                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. The application material was not available on Council's website.                                                                                                                                                    | The availability of the application material on Council's website is not a matter to suggest refusal of the application. It is acknowledged an IT issue arose during public notification which was corrected prior to the close of public notification. Public notification was carried out in accordance with the legislative requirements.         |
| 2. The proposal is inconsistent with the Planning Scheme.                                                                                                                                                              | An assessment of the Planning Scheme has been provided within this report.                                                                                                                                                                                                                                                                           |
| 3. The proposal will significantly detract from the areas visual and residential amenity as a result of increased noise, traffic and afterhours activities.                                                            | It is acknowledged the built form of a car park on the subject site is generally not compatible with the local residential amenity, however on the basis suitable conditions of approval can be imposed to soften the visual impact and mitigate the impact of noise and traffic through restricting the users of the carpark approval is supported. |
| 4. The boundary fencing adjoining 5A Chapman Street is too high and will detract from the residential amenity. The adjoining property owners does objects to the original proposal to have 1.8-metre-high solid fence. | After consultation, the proposal plan for the site has been amended illustrating a boundary fencing typology acceptable to the submitter. The proposal plan now indicates a 1.2-metre-high timbre paling fence along the property boundary adjoining the submitter.                                                                                  |
| 5. Surface water from 5A Chapman Street must not be interrupted by the boundary retaining wall.                                                                                                                        | The proposal plan has been amended to illustrate the drainage system.                                                                                                                                                                                                                                                                                |
| 6. The car park will be used as a community overflow car park.                                                                                                                                                         | Conditions of approval have been provided which restrict the use of the carpark for ancillary car parking for the administration building only.                                                                                                                                                                                                      |

## 6. Infrastructure Charges

### 6.1. Adopted Infrastructure Charges Resolution

The following is a breakdown on the Infrastructure Charges for the development:

| Type of Development  | Development Category                           | Demand Unit & Qty                                      | Charge Rate            | Adopted Charge |              |
|----------------------|------------------------------------------------|--------------------------------------------------------|------------------------|----------------|--------------|
| MCU                  | Commercial (office)                            | 1946.8m2                                               | \$146.70 per m2 of GFA | \$285,595.56   |              |
| Total Adopted Charge |                                                |                                                        |                        | \$285,595.56   |              |
|                      | Credit                                         |                                                        |                        |                |              |
| Type of Development  | Development Category                           | Demand Unit & Qty                                      | Charge Rate            | Discount       | Total Credit |
| MCU                  | Commercial (office)                            | 1,645m2                                                | \$146.70 per m2 of GFA | 100%           | \$241,321.50 |
| MCU                  | Residential – 3 or more bedroom dwelling house | \$29,339.55 for each dwelling with 3 or more bedrooms. | 1                      | 100%           | \$29,339.55  |
| Total Credit         |                                                |                                                        |                        |                | \$270,661.05 |
| Total Levied Charge  |                                                |                                                        |                        |                | \$14,934.51  |

|                                 |             |
|---------------------------------|-------------|
| Current Amount of Levied Charge | \$14,934.51 |
|---------------------------------|-------------|

## STRATEGIC IMPACTS

### Alignment to Corporate Plan

Outcome 3.1: Our built environment is well planned, effectively managed and protects our region's heritage and character

Outcome 3.2: Our Natural environment is valued and sustainable

Outcome 3.3: Our infrastructure supports our region's current and future needs

### Alignment to Operational Plan

KPI: Development Applications are decided within statutory timeframes

Financial Implications – The infrastructure charge payable totals \$14,934.51.

Risk Management Implications – N/A

Strategic Impacts – N/A

## CONSULTATION

Neil McGaffin – Director Development Services

Doug Mackay – Manager Development Assessment

Public Notification 15 business days per Planning Act 2016 requirements

## DISCLOSURE OF OFFICER'S INTERESTS

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## CONCLUSION

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017* (the Scheme). Whilst the proposal is considered to be an inconsistent use within the Low-density residential zone it is supported by the Strategic Framework of the Scheme and other relevant matters which support approval per section 45(5)(b) of the *Planning Act 2016*, as follows:

1. The availability of more suitably zoned land within walking vicinity of the administration building site.
2. The negligible impact of the site being developed for non-resident purposes on the supply of residential zoned land in the Proserpine township.

Therefore, the application is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions (Attachment 1).

## ATTACHMENTS

- Attachment 1 – Conditions of Approval
- Attachment 2 – Locality Plan
- Attachment 3 – Zoning Plan
- Attachment 4 – Proposal Plan
- Attachment 5 – State Agency Referral Agency (SARA) Response

## Attachment 1 – Conditions of Approval

### 1.0 ADMINISTRATION

- 1.1 The approved development must be completed and maintained generally in accordance with the approved drawings and documents:

| Plan/Document Name                                           | Prepared By                 | Plan Number         | Dated      |
|--------------------------------------------------------------|-----------------------------|---------------------|------------|
| Cover Sheet                                                  | Conrad Gargett              | DD-DR-AR-0000 Rev B | 17/05/2019 |
| Site Plan                                                    | Conrad Gargett              | DD-DR-AR-1001 Rev F | 17/05/2019 |
| Sections – Grid F                                            | Conrad Gargett              | DD-DR-AR-3503 Rev C | 17/05/2019 |
| Sections – Grid C                                            | Conrad Gargett              | DD-DR-AR-3502 Rev C | 17/05/2019 |
| Sections – Grid 6, Grid 8, grid 10, Grid A, Grid A(-4300)    | Conrad Gargett              | DD-DR-AR-3501 Rev F | 17/05/2019 |
| West Elevations                                              | Conrad Gargett              | DD-DR-AR-3003 Rev C | 17/05/2019 |
| East Elevations                                              | Conrad Gargett              | DD-DR-AR-3002 Rev F | 17/05/2019 |
| South and North Elevations                                   | Conrad Gargett              | DD-DR-AR-3001 Rev F | 17/05/2019 |
| Roof Plan - South                                            | Conrad Gargett              | DD-DR-AR-2802 Rev C | 17/05/2019 |
| Roof Plan – North                                            | Conrad Gargett              | DD-DR-AR-2801 Rev C | 17/05/2019 |
| Roof Plan – Overall                                          | Conrad Gargett              | DD-DR-AR-2800 Rev F | 17/05/2019 |
| FFE Plan – South                                             | Conrad Gargett              | DD-DR-AR-2602 Rev B | 17/05/2019 |
| FFE Plan – North                                             | Conrad Gargett              | DD-DR-AR-2601 Rev B | 17/05/2019 |
| FFE Plan                                                     | Conrad Gargett              | DD-DR-AR-2600 Rev B | 17/05/2019 |
| Landscaping Design Report                                    | RPS                         | Issue B             | 08/05/2019 |
| Drawing Index and Locality Plan                              | Whitsunday Regional Council | 20009-C001 Rev B    | 24/07/2020 |
| Demolition Plan and General Notes                            | Whitsunday Regional Council | 20009-C002 Rev B    | 24/07/2020 |
| Layout Plan, Longitudinal Section and Typical Cross Sections | Whitsunday Regional Council | 20009-C003 Rev B    | 24/07/2020 |
| Pavement Plan and Structural Details                         | Whitsunday Regional Council | 20009-C004 Rev B    | 24/07/2020 |
| Stormwater Layout Plan and Details                           | Whitsunday Regional Council | 20009-C005 Rev B    | 24/07/2020 |
| Stormwater Longitudinal Sections Sheet 1 of 2                | Whitsunday Regional Council | 20009-C006 Rev C    | 24/07/2020 |

|                                                   |                             |                  |            |
|---------------------------------------------------|-----------------------------|------------------|------------|
| Stormwater Longitudinal Sections Sheet 2 of 2     | Whitsunday Regional Council | 20009-C007 Rev B | 24/07/2020 |
| Sewer and Water Layout Plan                       | Whitsunday Regional Council | 20009-C008 Rev B | 24/07/2020 |
| Setout, Signage and Pavement Marking Plan         | Whitsunday Regional Council | 20009-C009 Rev C | 24/07/2020 |
| Cross Sections                                    | Whitsunday Regional Council | 20009-C010 Rev B | 24/07/2020 |
| Landscaping and Erosion and Sediment Control Plan | Whitsunday Regional Council | 20009-C011 Rev B | 24/07/2020 |
| Risks                                             | Whitsunday Regional Council | 20009-C012 Rev B | 24/07/2020 |

1.2 The applicant is to comply with the Department of State Development, Manufacturing, Infrastructure and Planning's conditions as outlined in the Department's correspondence dated 16 July 2019.

1.3 The following further development permits are required prior to commencement of work on site or commencement of the use:

- Operational Works:
  - Access and Parking
  - Stormwater;
  - Erosion Prevention and Sediment Control.
  - Water Infrastructure; and
  - Sewerage Infrastructure.
- Plumbing and Drainage Works;
- Building Works;

All Operational Works, Plumbing and Drainage Works Development Permits must be obtained prior to the issue of a Building Works Development Permit.

1.4 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.

1.5 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.

1.6 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of commencement of the use.

1.7 A copy of this decision notice, stamped approved plans/drawings must be retained on site at all times. This decision notice must be read in conjunction with the stamped approved plans to ensure consistency in construction, establishment and maintenance of approved works.

1.8 The use of the car park on Lot 33 RP: 702840 is approved only for the ancillary car parking for the use of land on Lots 2 & 3 RP: 718842.

## **2.0 CLEARING, LANDSCAPING AND FENCING**

2.1 Prior to the commencement of the use of the car park on Lot 33 RP: 702840 the applicant is to provide fencing along the side and rear boundaries as indicated on approved plan 20009-C003 Rev B dated 24/07/2020.

2.2 Landscaping for Lot 2 & 3 RP: 718842 is to be generally in accordance with the Landscaping Design Report Rev B prepared by RPS dated 8 May 2019.

2.3 With the lodgment of first operational works application a landscaping plan is to be provided for Lot 33 RP:702840. The plan is to be in accordance with Planning Scheme Policy SC6.4 -

Landscaping planning scheme policy and is to provide for landscaping at the frontage of the premises and side boundaries as indicated in green on approved plan 1902-01 Rev A.

### **3.0 BUILDING**

- 3.1 Ventilation and mechanical plant must be located and designed so that prevailing breezes do not direct undesirable noise and odours towards nearby residential accommodation.
- 3.2 All air-conditioning units are not to be visible from the street or adjoining properties and are to be aesthetically screened.

### **4.0 CRIME PREVENTION THROUGH ENVIRONMENTAL DESIGN**

- 4.1 The development, including all buildings, access ways, car parks, and driveways must be designed and managed to incorporate the principles and recommendations of the Crime Prevention through Environmental Design – Guidelines for Queensland.

### **5.0 LIGHTING**

- 5.1 Lighting along all internal access driveways and parking areas, is to be directed downwards so as to minimise any adverse effects of glare or direct light nuisance on all surrounding allotments, including allotments within, but must achieve a minimum level of illumination consistent with the safety of pedestrians and vehicles.

### **6.0 WATER INFRASTRUCTURE**

- 6.1 A Development Permit for Operational Works (Water Infrastructure) must be obtained prior to commencement of work on site.
- 6.2 Any application for Operational Works (Water Infrastructure) must be accompanied by engineering design drawings, and certifications of the design, demonstrating compliance with Council's Development Manual and this Decision Notice.
- 6.3 The development must be connected to Council's water network prior to commencement of the use.
- 6.4 All existing water service connections must be disconnected and sealed at the time of removal of the existing structure.
- 6.5 All water infrastructure must be designed and constructed in accordance with Whitsunday Regional Council Development Manual, prior to commencement of the use on the site.
- 6.6 The applicant must lodge with Council a civil engineer's design and construction certification (by an experienced and qualified engineer) prior to commencement of use on the site. The certification must be addressed to Council and must certify that all Water Infrastructure works have been designed and constructed according to the conditions of this Decision Notice and Council's Development Manual.

### **7.0 SEWERAGE INFRASTRUCTURE**

- 7.1 The development must be connected to Council's sewerage network prior to commencement of the use.
- 7.2 A Development Permit for Operational Works (Sewer Infrastructure) must be obtained prior to commencement of work on site.
- 7.3 Any application for Operational Works (Sewer Infrastructure) must be accompanied by engineering design drawings, and certifications of the design, demonstrating compliance with Whitsunday regional Council's Development Manual and this Decision Notice.
- 7.4 Sewerage infrastructure must be constructed to comply with S6 "Sewer Reticulation" of Council's Development Manual and Council's Standard Drawings. Where a discrepancy or conflict exists between Council's Development Manual and the Sewerage Code, the requirements of Council's Development Manual will prevail.
- 7.5 Prior to commencement of use on the, the applicant must lodge with Council, a civil engineer's design and construction certification (by an RPEQ engineer). The certification must be addressed to Council and must certify that all Sewer Infrastructure works have been designed and constructed according to the conditions of this Decision Notice and Council's Development Manual.

### **8.0 ACCESS AND PARKING**

- 8.1 Prior to commencement of any work on site an Operational Works development permit must be obtained in relation to Access and Parking.
- 8.2 Any application for Operational Works (Access and Parking) must be accompanied by detailed engineering drawings demonstrating compliance with Council's Development Manual, Australian Standard AS2890, AS1428 and this Decision Notice.
- 8.3 The external access must include provision for all drainage from within the property to be collected at or inside the property boundary and discharged by way of a pipe or other approved means to Council's drainage system.

- 8.4 Shared Zone signage and line marking must be included in the Operational Works application.
- 8.5 All accesses, driveways, circulation roads, aisles, parking bays and manoeuvring areas must be designed and constructed so as to comply with the criteria described in AS2890 and AS1428.
- 8.6 Accesses must be located so as to achieve Safe Intersection Sight Distance in accordance with Section 3 of Austroads Guide to Road Design – Part 4A: Unsignalised and Signalised Intersections.
- 8.7 Prior to commencement of use on the site, the applicant must lodge with Council, a civil engineer's design and construction certification (by an experienced and qualified engineer). The certification must be addressed to Council and must certify that External Access, Internal Access, onsite parking and manoeuvring areas have been designed and constructed according to the conditions of this Decision Notice and achieves compliance with Whitsunday Regional Planning Scheme, Council's Development Manual, AS2890 and AS 1428.
- 8.8 A minimum of 49 spaces must be provided prior to the commencement of the use.

## **9.0 STORMWATER AND FLOODING**

- 9.1 Prior to commencement of any work on site an Operational Works development permit must be obtained in relation to Stormwater Drainage.
- 9.2 Any application for Operational Works (Stormwater) must be accompanied by a Stormwater Quality Management Plan (SQMP), engineering design drawings, including calculations and certifications of the design, demonstrating compliance with Queensland Urban Drainage Manual, Whitsunday Regional Council's Development Manual, Whitsunday Regional Council Stormwater Quality Guideline and this Decision Notice.
- 9.3 The applicant shall submit with an application for Operational Works, a Stormwater Quality Management Plan (SQMP) that:
  - (a) is prepared in accordance with the recommendations and requirements outlined in the Whitsunday Regional Council Stormwater Quality Guide; and
  - (b) demonstrates how the proposed development reduces any water quality impact from the proposed development; and
  - (c) includes the information outlined in Table 5 of the Whitsunday Regional Council Stormwater Quality Guide; and
  - (d) includes all the stormwater models and calculations used in the creation of the SQMP; and
  - (e) complies with Council's Development Manual (current version at the time of development); and
  - (f) includes a suitably qualified person certification (see Section 1.4 of the Whitsunday Regional Council Stormwater Quality Guide).
- 9.4 The applicant shall submit, with the Stormwater Management Plan submitted as part of any future Operational Works application, working versions of all stormwater modelling files (e.g. working copy of .sqz MUSIC files).
- 9.5 The applicant shall submit, with any future Operational Works application, a Stormwater Management Plan that demonstrates how the proposed development limits the peak 1-year ARI event discharge within the receiving waterway.
- 9.6 The Stormwater Quality Management Plan shall include a site plan showing the location, type, dimensions and engineered drawings for all proposed stormwater quality devices. The Plan shall be to a suitable scale and identify the distances to site boundaries from the constructed stormwater quality devices.
- 9.7 The Plan shall also confirm all stormwater quality devices have been located within the development property boundaries.
- 9.8 Any proposed stormwater quality devices installed under this approval must be commissioned by a suitably qualified person and a certificate supplied to Council prior to their use. This Commissioning Certificate is used to initiate the required servicing period in accordance with the manufactures requirements and to advise Council the system is ready to accept stormwater.
- 9.9 Prior to commencement of the use a maintenance plan is to be prepared containing details of the maintenance intervals and costs.
- 9.10 Prior to the commencement of the use on the site any proposed stormwater quality devices and supporting infrastructure shall be inspected by the applicants' RPEQ engineer and Council's Officers. Should any stormwater quality devices or supporting infrastructure not be in an acceptable condition, the defects shall be rectified by the applicant.
- 9.11 The developed flows from the land must be drained to a lawful point of discharge prior to commencement of the use on the site.

- 9.12 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100.
- 9.13 Prior to the commencement of the use, the applicant must lodge with Council an RPEQ engineer's design and construction certification. The certification must be addressed to Council and must certify that all works have been constructed in accordance with the requirements of Queensland Urban Drainage Manual, Council's Development Manual and this Decision Notice and will not cause adverse effects to adjoining or downstream properties or infrastructure.

#### **10.0 ELECTRICITY AND TELECOMMUNICATIONS**

- 10.1 The development must be provided with electricity and telecommunications connections to the requirements of the relevant authority. The application must submit to Council, either:
- (a) a certificate of supply demonstrating that existing low-voltage electricity supply is available to the newly created development; or
  - (b) a certificate of supply that the applicant has entered into an agreement with the authorized electricity supplier, Ergon, to provide electricity services to the newly created lots, payment has been received and the connection will be completed at a date in the future.

If low-voltage electricity supply is unavailable to the newly created development then the applicant must provide a certificate of supply of the proposed electricity connection date to all future property owners prior to entering into a contract of sale for the newly created development prior to the commencement of the use.

#### **11.0 ENVIRONMENTAL MANAGEMENT PLAN (EMP)**

- 11.1 A Development Permit for Operational Works (Erosion Prevention and Sediment Control) must be obtained prior to commencement of work on site.
- 11.2 Prior to commencement of any work on the site, the applicant must submit to Council for approval, a site-based Erosion Prevention and Sediment Control Plan for the site
- 11.3 The plan must be prepared in accordance with Council's Development Manual (current at the time of the development), and the Best Practice Erosion & Sediment Control – November 2008 (IECA White Book).
- 11.4 The strategy of the plan must be implemented and maintained for the duration of the operational and building works, and until exposed soil areas are permanently stabilised (e.g. turfed, concreted).
- 11.5 Discharges of water pollutants, wastewater or stormwater from the site must not cause measurable levels of water pollutants in the receiving waters to fall outside the acceptable ranges specified in the 'Australian Water Quality Guidelines for Fresh and Marine Waters', ANZECC 2000.
- 11.6 No visible emissions of dust must occur beyond the boundaries of the site during earthworks and construction activities on the site. If, at any time during the earthworks and construction activities the dust emissions exceed the levels specified above, all dust generating activities must cease until the corrective actions have been implemented to reduce dust emissions to acceptable levels or wind conditions are such that acceptable levels are achieved.

#### **12.0 WASTE**

- 12.1 Waste and recycling facilities must be provided in accordance with the following provisions:
- a) Adequate waste containers must be provided to contain the volume and type of waste and recyclable matter generated by the development;
  - b) Waste storage areas for waste containers must be constructed of a solid concrete base or acceptable equivalent; and
  - c) Waste storage areas must be designed and constructed so it can be easily cleaned whilst ensuring that no waste or recyclable matter is released to the stormwater system or any waterway.
- 12.2 Maintenance and cleaning of waste containers must be carried out by a cleaning contractor or in an area where contaminants cannot be released into stormwater drainage, a roadside gutter, water or onto unsealed road.
- 12.3 Ensure that all reasonable and practicable measures are taken to ensure that waste storage area is kept to a standard of cleanliness where there is no accumulation of:
- a) Waste, except in waste containers;

- b) Recycled matter, except in containers;
- c) Grease; or
- d) Other visible matter.

### **13.0 CONSTRUCTION MANAGEMENT**

- 13.1 At time of lodgment of the first operational works application the applicant is to provide a Construction Management Plan (CMP). The CMP is to address at a minimum:
- a) Public safety, amenity and site security;
  - b) Construction hours;
  - c) Noise control;
  - d) Air and dust management;
  - e) Waste management; and
  - f) Traffic management.
- 13.2 During the transportation of soil and other fill/excavated material:
- a) All trucks hauling soil, or fill/excavated material must have their loads secured and covered;
  - b) Any spillage that falls from the trucks or their wheels must be collected and removed from the site and streets along which the trucks travel, on a daily basis; and
  - c) Prior to vehicles exiting the site, measures must be taken to remove soil from the wheels of the vehicles to prevent soil and mud being deposited on public roads.
- 13.3 Acid Sulfate Soils are to be managed in accordance with the Queensland Acid Sulfate Soils Technical manual (Queensland Government, 2014)

### **14.0 WORKPLACE HEALTH AND SAFETY**

- 14.1 The applicant must ensure that all reasonable safeguards in and around the works are undertaken and maintained at all times to ensure the safety of the public. Such safeguards include, but are not limited to, erecting and maintaining barricades, guards, fencing and signs (and ensuring removal after completion of works) and watching and flagging traffic.

### **15.0 MISCELLANEOUS**

- 15.1 If any item of cultural heritage is identified during site works, all work must cease and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.
- 15.2 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the developer.
- 15.3 Any building materials, equipment and the like must be appropriately tied down, placed indoors and secured on site at the time of preparation for cyclone events. The onsite supervisor is to ensure that all contractors/employees take the necessary steps to secure the construction site in the event of a cyclone.
- 15.4 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Main Street or adjoining land unless written permission from the owner of that land and Council is provided.
- 15.5 It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.

### **16.0 CONSOLIDATION OF TITLES**

- 16.1 Lots 2 and 3 on RP 718842 must be consolidated in title prior to the issuing of a Building permit.

### **17.0 ADVISORY NOTES**

#### **17.1 Hours of work**

It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994, which prohibits any construction, building and earthworks activities likely to cause nuisance noise (including the entry and departure of heavy vehicles) between the hours of 6.30 pm and 6.30 am from Monday to Saturday and at all times on Sundays or Public Holidays.

#### **17.2 Dust Control**

It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994 which prohibits unlawful environmental nuisance caused by dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks and construction.

#### **17.3 Sedimentation Control**

It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994 and Schedule 9 of the Environmental Protection Regulation 2008 to prevent soil erosion and contamination of the stormwater drainage system and waterways.

17.4 Noise During Construction and Noise in General

It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994.

17.5 General Safety of Public During Construction

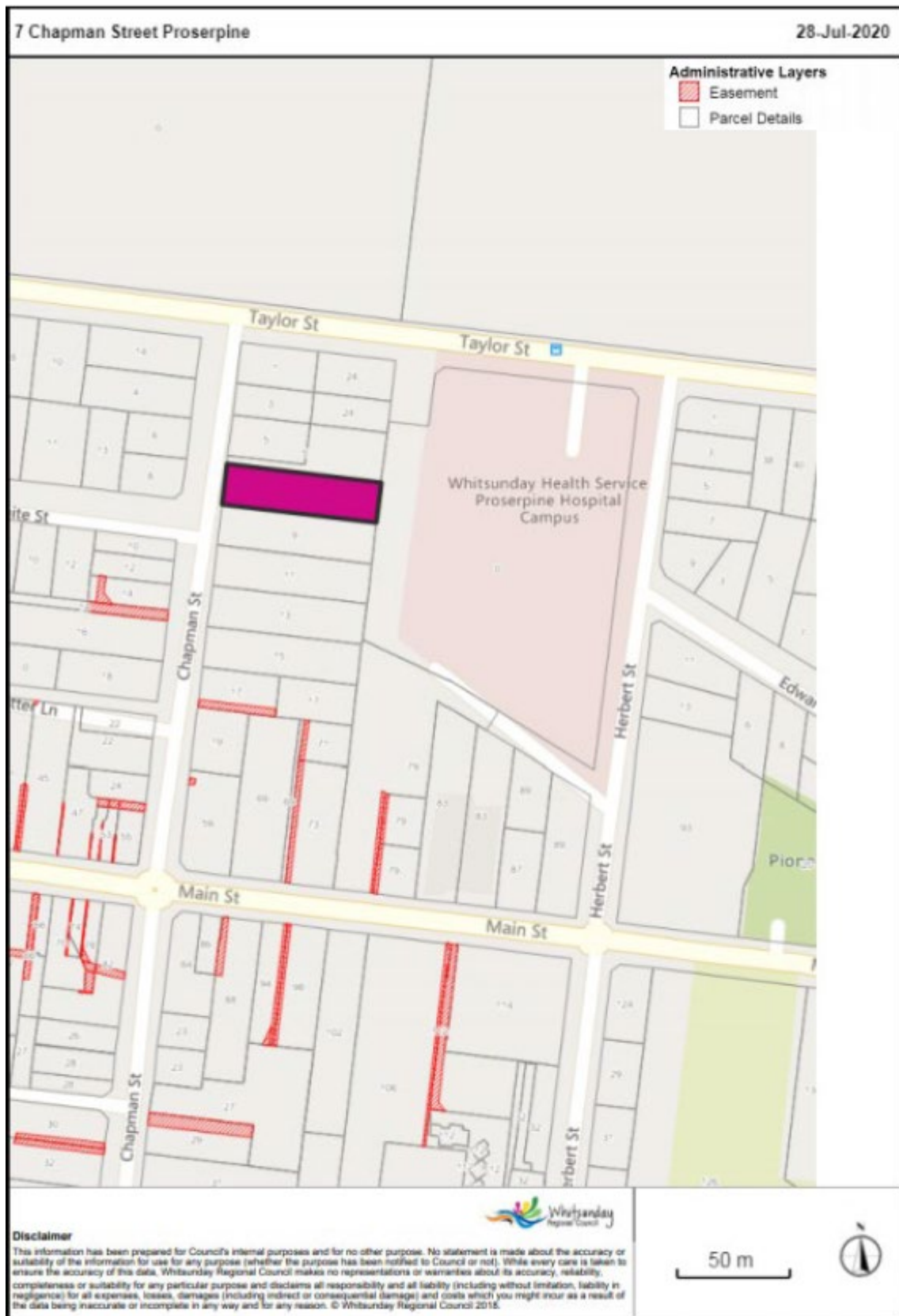
It is the project manager's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the project manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work.

It is the principal contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work.

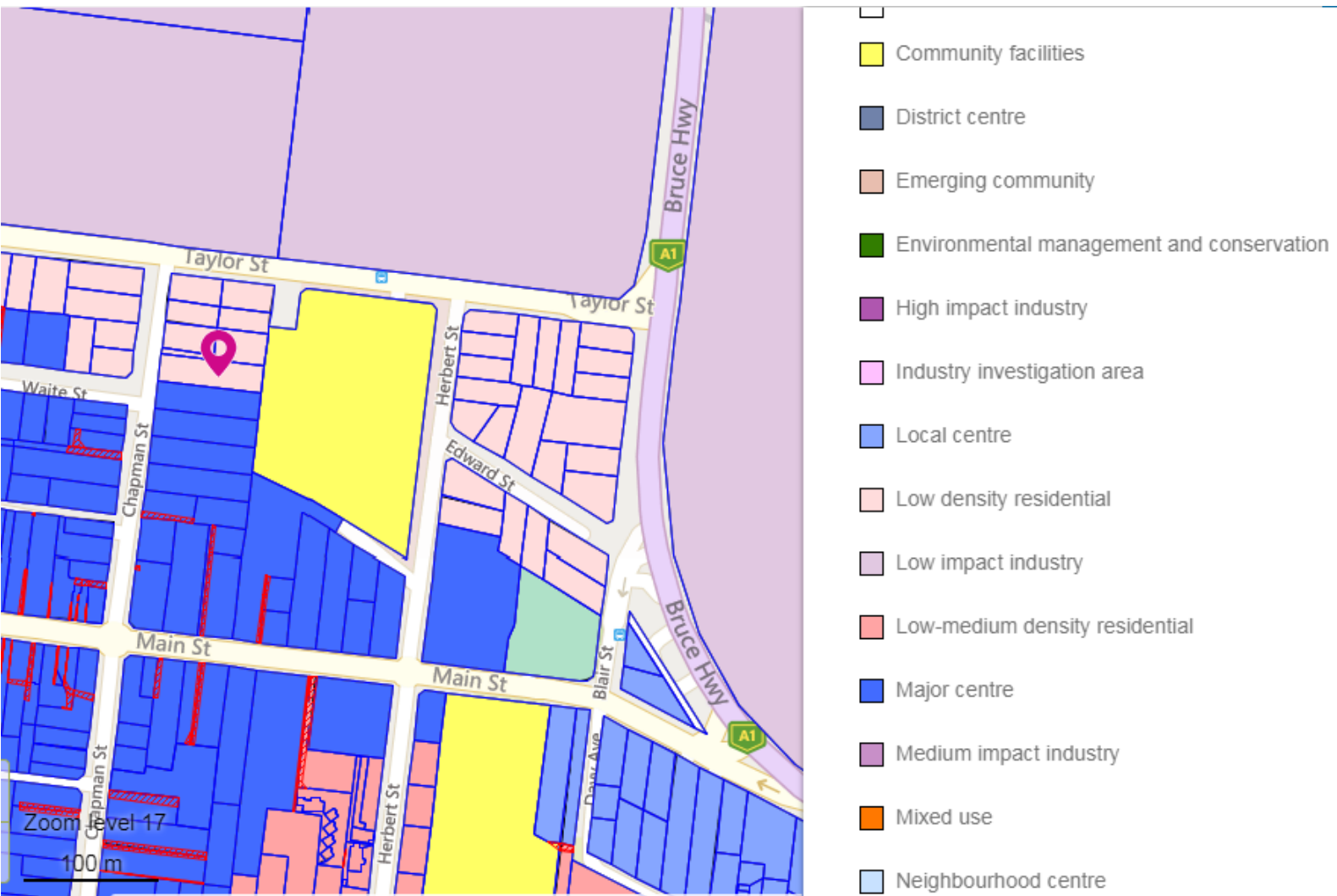
It is the responsibility of the person in control of the workplace to ensure compliance with the Work Health and Safety Act 2011. It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.

17.6 Enquiries relating to the aforementioned conditions should be directed to the Planning and Development Directorate who will direct the enquiry to the relevant officer.

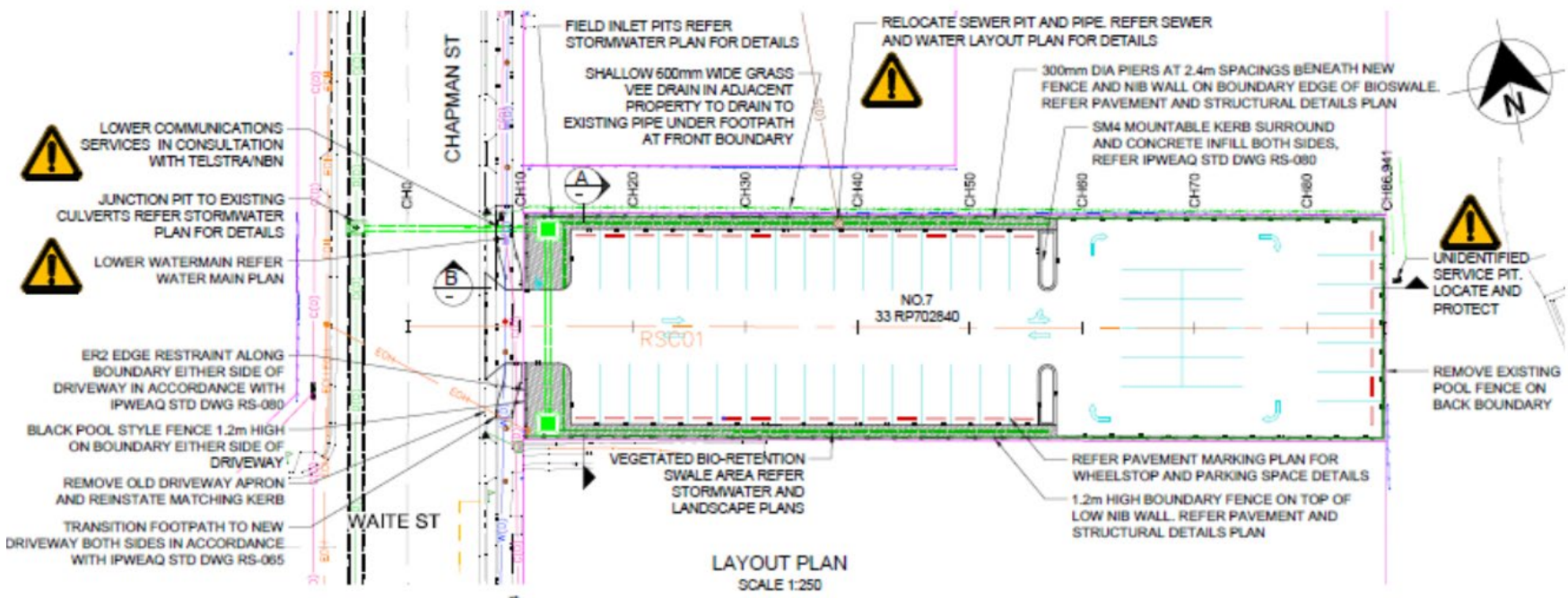
## Attachment 2 – Locality Plan



## Attachment 3 – Zoning Plan



## Attachment 4 – Proposal Plan



## Attachment 5 – State Agency Referral Agency (SARA) Response

RA9-N



Queensland Treasury

SARA reference: 2006-17351 SRA  
Council reference: 20190688  
Applicant reference: 401014

16 July 2020

Chief Executive Officer  
Whitsunday Regional Council  
PO Box 104  
PROSERPINE QLD 4800  
info@whitsundayrc.qld.gov.au

Attention: Mr Matthew Twomey

Dear Mr Twomey

### SARA response—83 Main Street and 7 Chapman Street, Proserpine

(Referral agency response given under section 56 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 23 June 2020.

### Response

|                   |                                                                                                                                                                         |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Outcome:          | Referral agency response - No requirements<br>Under section 56(1)(a) of the <i>Planning Act 2016</i> , SARA advises it has no requirements relating to the application. |
| Date of response: | 16 July 2020                                                                                                                                                            |
| Advice:           | Advice to the applicant is in Attachment 1.                                                                                                                             |
| Reasons:          | The reasons for the referral agency response are in Attachment 2.                                                                                                       |

### Development details

|                 |                                                                                                                                                     |                                                                                                                                                                                      |
|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Description:    | Development permit                                                                                                                                  | Other Change to Development Permit for Material Change of Use - Office and Ancillary Car Parking (Proserpine Administration, Innovation Hub and Local Disaster Coordination Centre). |
| SARA role:      | Referral Agency.                                                                                                                                    |                                                                                                                                                                                      |
| SARA trigger:   | Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 (Planning Regulation 2017) – State transport corridors and future State transport corridors |                                                                                                                                                                                      |
| SARA reference: | 2006-17351 SRA                                                                                                                                      |                                                                                                                                                                                      |

Page 1 of 5

Mackay Isaac Whitsunday regional office  
Level 4, 44 Nelson Street, Mackay  
PO Box 257, Mackay QLD 4740

Assessment Manager: Whitsunday Regional Council  
Street address: 83 Main Street and 7 Chapman Street, Proserpine  
Real property description: Lots 2 and 3 on RP718842 and Lot 33 on RP702840  
Applicant name: Whitsunday Regional Council  
Applicant contact details: c/- Veris  
PO Box 177  
PROSERPINE QLD 4800  
Email: [planning.whitsundays@veris.com.au](mailto:planning.whitsundays@veris.com.au)

### Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section 30 Development Assessment Rules).

Copies of the relevant provisions are in **Attachment 3**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Felicity Laub, Senior Planning Officer, on (07) 4898 6814 or via email [MIWSARA@dsdmip.qld.gov.au](mailto:MIWSARA@dsdmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Patrick Ruettjes  
Manager (Planning)  
Mackay Isaac Whitsunday Regional Office

cc Whitsunday Regional Council, [planning.whitsundays@veris.com.au](mailto:planning.whitsundays@veris.com.au)

enc Attachment 1 - Advice to the applicant  
Attachment 2 - Reasons for referral agency response  
Attachment 3 - Change representation provisions

**Attachment 1— Advice to the applicant**

---

| General advice |                                                                                                                                                                                                                             |
|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.             | Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) [v2.6]. If a word remains undefined it has its ordinary meaning. |

## **Attachment 2— Reasons for referral agency response**

(Given under section 56(7) of the *Planning Act 2016*)

---

### **The reasons for SARA's decision are:**

- Direct access to the State-controlled road is not proposed. As such, conditions are not required to ensure the safety and efficiency of the State-controlled road network is maintained.

### **Material used in the assessment of the application:**

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version 2.6), as published by SARA
- The Development Assessment Rules
- SARA DA Mapping system

## **12. Development Services**

### **12.5 20200545 – QUEENSLAND DEVELOPMENT CODE SITING VARIATION - OPEN CARPORT WITHIN FRONT BOUNDARY SETBACK - 16 RODNEY STREET BOWEN - 9RP716265 - G W HOCKINGS C/- JUSTIN DALEY CONSULTING**

---

**AUTHOR:** James McEvoy-Bowe – Planner

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Development Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council refuse the application for Queensland Development Code Siting Variation Application for an Open Carport within the Front Boundary Setback, made by Justin Daley Consulting, on L: 9 RP: 716265 and located at 16 Rodney Street Bowen.**

---

The following report has been submitted for inclusion into Council's Ordinary Council Meeting to be held on 12 August 2020.

#### **SUMMARY**

The proposal is for a Queensland Development Code (QDC) Siting Variation for an 8m x 6m Open Carport capable of accommodating three (3) cars within the front boundary setback and providing for a 200mm setback to the front boundary of 16 Rodney Street, Bowen.

The Private Certifier is unable to undertake the QDC Variation as there is another possible location for the Open Carport to be located, which is along the side boundary in front of an existing enclosed garage.

#### **PURPOSE**

Development Applications requiring decisions which are outside the Council officer delegated authority require Council consideration.

#### **BACKGROUND**

There is no previous Council decision relating to this matter.

#### **STATUTORY/COMPLIANCE MATTERS**

Queensland Development Code MP 1.2  
*Planning Regulation 2017*

#### **ANALYSIS**

Council has received the following Development Application, which has been assessed against the provisions of the relevant legislation as reported below.

##### **1. Application Summary**

|                       |                                                                 |
|-----------------------|-----------------------------------------------------------------|
| Proposal:             | QDC Siting Variation for Open Carport in Front Boundary Setback |
| Landowner             | G W Hockings & L M Hockings                                     |
| Property Address:     | 16 Rodney Street Bowen                                          |
| Property Description: | L: 9 RP: 716265                                                 |

|                         |                         |
|-------------------------|-------------------------|
| Area of Site:           | 607                     |
| Planning Scheme Zone:   | Low density residential |
| Level of assessment     | Code Assessable         |
| Overlays:               | Nil                     |
| Existing Use:           | Dwelling House          |
| Existing Approvals:     | Nil                     |
| Public Notification:    | N/A                     |
| Submissions received:   | N/A                     |
| State referrals:        | N/A                     |
| Infrastructure charges: | N/A                     |

## 2. Site Details

2.1. Location (refer to plan in attachment)

2.2. Zoning

Low Density Residential

2.3. Site description – topography, vegetation, drainage

Flat site, standard dwelling house allotment.

2.4. Access

Gained via single crossover from Rodney St, at Eastern end of property.

2.5. Surrounding uses

Dwelling Houses.

## 3. Proposal Details

The proposal is for a Queensland Development Code (QDC) Siting Variation for an 8m x 6m Open Carport capable of accommodating three (3) cars within the front boundary setback and providing for a 200mm setback to the front boundary of 16 Rodney Street, Bowen.

The Private Certifier is unable to undertake the QDC Variation under their own assessment provisions as there is another possible location for the Open Carport to be located, which is along the side boundary in front of an existing enclosed garage.

The applicant has declared that the existing enclosed double garage is filled with storage items and therefore cannot be used for the vehicles required by the household. Furthermore, the household requires a car port large enough to contain the three vehicles of the household.

The Development Manual permits only one vehicle access driveway per lot. The proposal will result in vehicles driving across the footpath, effectively creating 4 driveways. This is a safety issue and will damage the footpath grass and may create hazardous conditions in the wet season. Furthermore, the development does not meet the Performance Criteria

P1 for minimum road setback. It is for these reasons that Council officers are unable to support the application and are therefore recommending refusal.

Council officers deem that there are more appropriate alternatives than this proposal which would not create the issue identified above. Possible alternative are:

- a) Build a new shed at the back for storage items and use the garage again.
- b) Build the car port at the side of the house large enough to accommodate the vehicles required.
- c) Build the carport inside the property, but in line with the existing driveway.

#### **4. Planning Assessment**

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017*.

The proposal is recommended for refusal due to the following inconsistencies with the Planning Scheme, which cannot be satisfactorily conditioned to comply:

- The proposal does not comply with the QDC Performance Criteria or Acceptable Solutions; and
- The proposal creates a conflict with Council's Development Manual, effectively creating 4 access driveways in the frontage of 16 Rodney Street.

##### **4.1. State Assessment and Referral Agency (SARA)**

Not applicable.

##### **4.2. State Planning Policy – July 2017**

The Whitsunday Regional Council Planning Scheme, 2017 has been assessed by the State government to adequately reflect state interests included in the State Planning Policy 2017.

##### **4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012**

The Mackay, Isaac and Whitsunday Regional Plan was established to provide the vision and direction for the region to 2031. The plan provides certainty about where the region is heading in the future and provides the framework to respond to the challenges and opportunities which may arise. The proposal is generally consistent with the provisions of the plan.

Not applicable.

##### **4.4. Whitsunday Regional Council Planning Scheme, 2017**

Not applicable.

##### **4.5. Queensland Development Code (QDC)**

The proposed open car port can be placed elsewhere on the premises, therefore meaning that the Private Certifier must submit a Concurrence Agency referral to Council in the form of a Siting Variation.

18-20 Rodney St has a front boundary setback of 1m. 14 Rodney St has a setback of 4m. In accordance with the Acceptable Solutions of QDC MP1.2, the maximum front setback for 16 Rodney St is the equidistance between 4m and 1m, equating to a maximum allowed setback of 2.5m.

However, the assessing authority (Council) does have the ability to assess the proposal against the Performance Criteria of QDC MP1.2 P1, which is:

*The location of a building or structure facilitates an acceptable streetscape, appropriate for –*

- (a) the bulk of the building or structure; and*
- (b) the road boundary setbacks of neighbouring buildings or structures; and*
- (c) the outlook and views of neighbouring residents; and*
- (d) nuisance and safety to the public.*

An assessment against the above criteria reveals that the development can comply with (a), (b) and (c), however is unable to comply with (d), as the outcome will create a hazard to the footpath area for pedestrians.

## **5. Public Submissions**

Not applicable.

## **6. Infrastructure Charges**

### **6.1. Adopted Infrastructure Charges Resolution**

Not applicable.

## **STRATEGIC IMPACTS**

### Alignment to Corporate Plan

Outcome 3.1: Our built environment is well planned, effectively managed and protects our region's heritage and character

Outcome 3.2: Our Natural environment is valued and sustainable

Outcome 3.3: Our infrastructure supports our region's current and future needs

### Alignment to Operational Plan

KPI: Development Applications are decided within statutory timeframes

Financial Implications – N/A

Risk Management Implications – N/A

Strategic Impacts – N/A

## **CONSULTATION**

Doug Mackay – Manager Development Assessment

Neil McGaffin – Director Development Services

Statutory Consultation requirements – N/A

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017*.

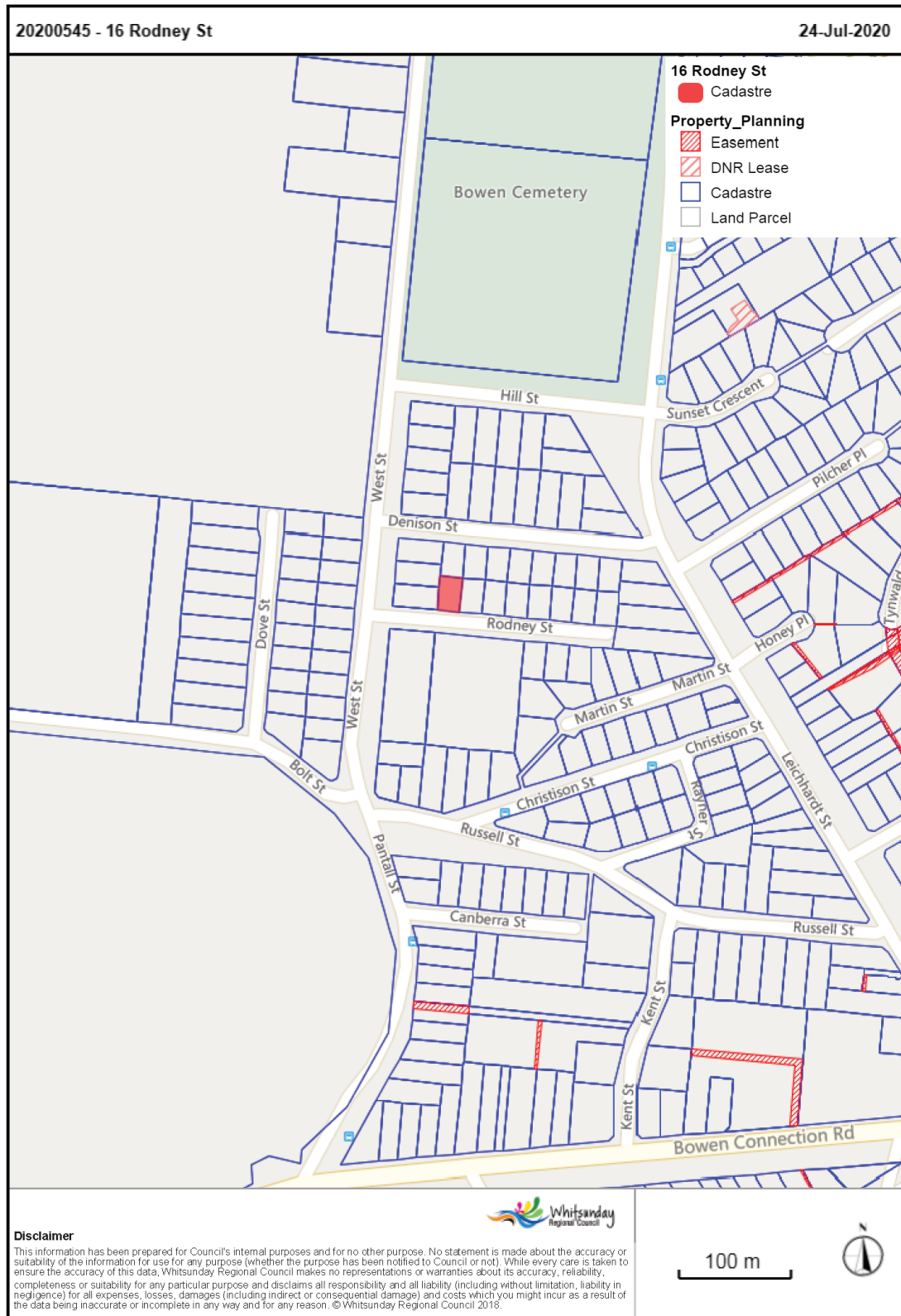
The proposal is recommended for refusal due to the following inconsistencies with the Planning Scheme, which cannot be satisfactorily conditioned to comply:

- The proposal does not comply with the QDC Performance Criteria or Acceptable Solutions; and
- The proposal creates a conflict with Council's Development Manual, effectively creating 4 access driveways in the frontage of 16 Rodney Street.

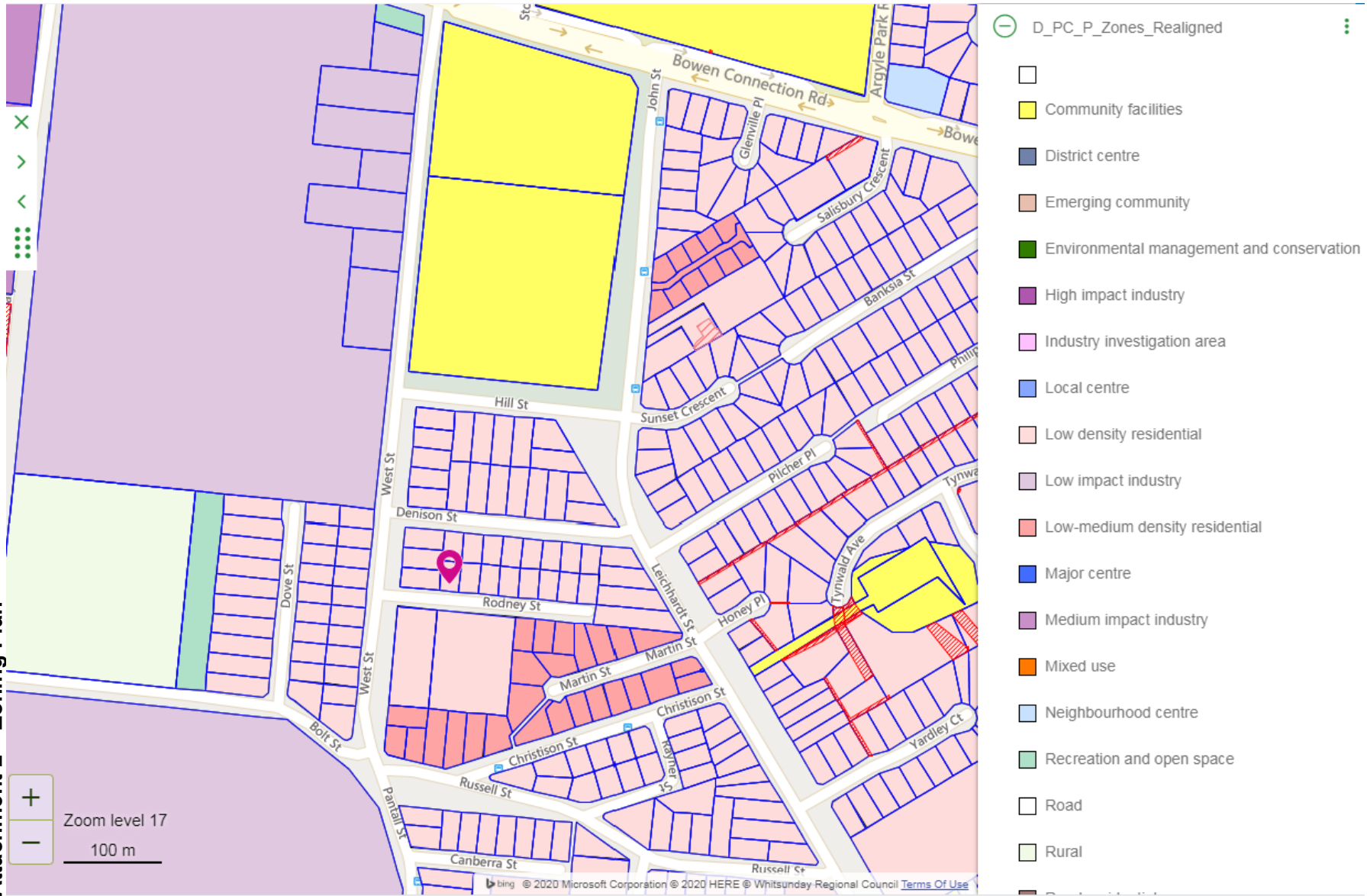
## **ATTACHMENTS**

Attachment 1 – Locality Plan  
Attachment 2 – Zoning Plan  
Attachment 3 – Proposal Plan

## Attachment 1 – Locality Plan



## Attachment 2 – Zoning Plan



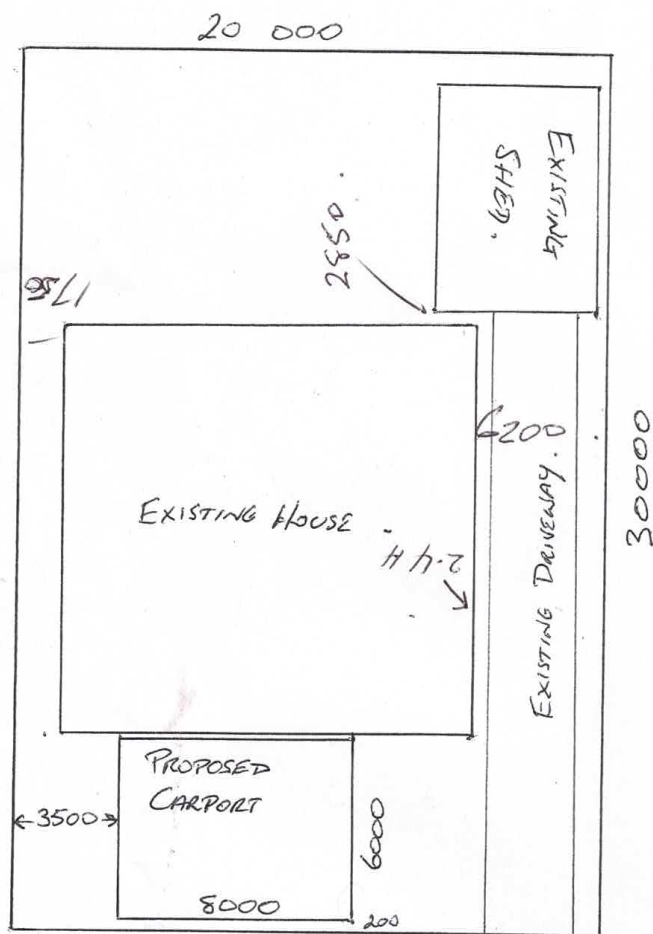
### Attachment 3 – Proposal Plan

GARY HOCKINGS

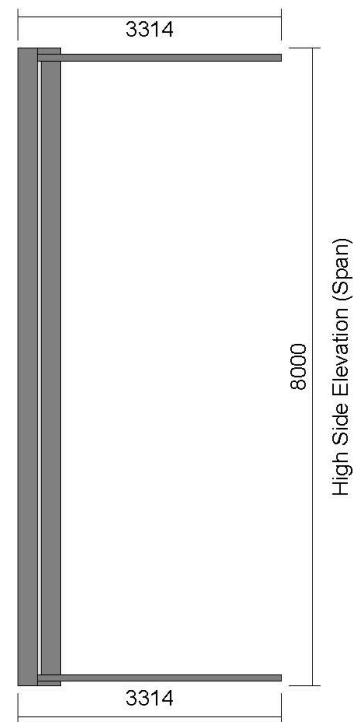
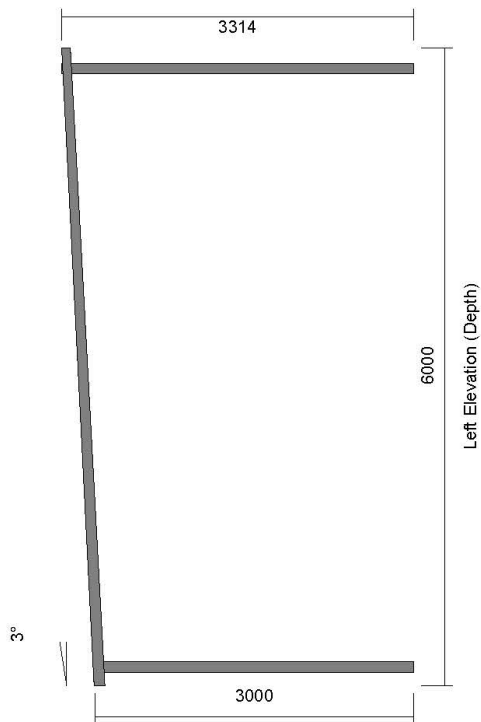
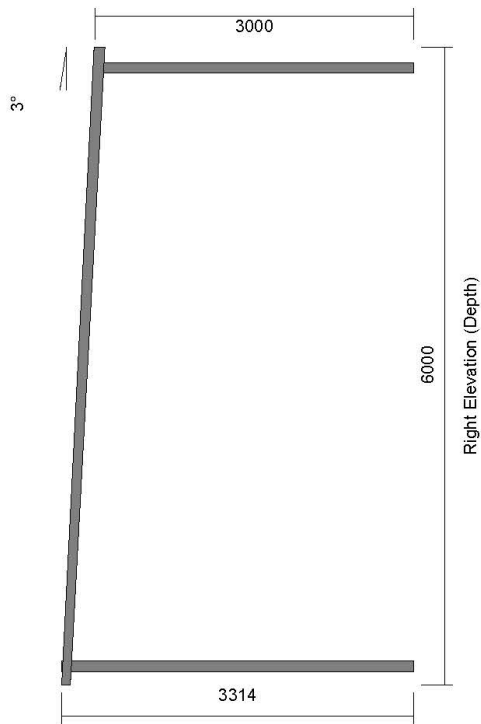
16 RODNEY ST, BOWEN 4805

lindahockings@yahoo.com

0407 743 793



← RODNEY ST. →



| Customer Signed | Date | Management Signed | Date |
|-----------------|------|-------------------|------|
|                 |      |                   |      |

|                   |                 |                                               |                                 |
|-------------------|-----------------|-----------------------------------------------|---------------------------------|
| <b>Elevations</b> | Austeel Sheds   | Client: Gary Hockings                         | Building Type: Skillion Carport |
|                   | Job#: DGBOW0113 | Client Address: 16 Rodney St, Bowen QLD, 4805 |                                 |

(copyright © 2012-2020 ConkSteel, Building Created: 18/05/2020 Printing Date: 22/05/2020 Version: 2.5.15.0) All designs and or intellectual material on this page is the property of Austeel Sheds Network (www.austeelshedsnetwork.com.au)

## **12. Development Services**

### **12.6 20200544 - DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE - DWELLING HOUSE (SITING VARIATION + SITE COVERAGE RELAXATION) - 1 CULLEN CLOSE BOWEN - L: 1SP225053 - I P ELPHINSTONE**

---

**AUTHOR:** Blake Coulston - Planner

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Development Services

---

#### **OFFICER'S RECOMMENDATION**

That Council refuse the application for Development Application for Material Change of Use (Site Coverage & Side Boundary Setback), made by Justin Daley Consulting, on L: 1 SP: 225053 and located at 1 Cullen Close BOWEN, on the basis of the following inconsistencies with the Planning Scheme, which cannot be satisfactorily conditioned to comply:

- Dwelling House Code AO3.2: *Where on a lot greater to or equal to 450m<sup>2</sup> the maximum site cover of the dwelling house is provided in accordance with MP1.2 A3 of the QDC.*
- Queensland Development Code, MP 1.2, A3: *The maximum area covered by all buildings and structure roofed with impervious materials, does not exceed 50% of the lot area.*
- Dwelling House Code PO3: *Adequate open space is provided for recreation, service facilities and landscaping.*

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

The proposal is for a side boundary setback relaxation and a site coverage relaxation to enable the construction of a roofed patio area. The lot is only 472m<sup>2</sup> in size and the proposed structure will exceed the 50% building site cover of the lot. The proposed development will result in a 55% building cover.

#### **PURPOSE**

Development Applications requiring decisions which are outside the Council officer delegated authority require Council consideration.

#### **BACKGROUND**

There is no previous Council decision relating to this matter.

#### **STATUTORY/COMPLIANCE MATTERS**

Planning Act 2016  
Planning Regulations 2017

#### **ANALYSIS**

Council has received the following Development Application, which has been assessed against the provisions of the relevant legislation as reported below.

## 1. Application Summary

|                         |                                                                                       |
|-------------------------|---------------------------------------------------------------------------------------|
| Proposal:               | Dwelling House (Siting Variation + Site Coverage Relaxation)                          |
| Landowner               | I P Elphinstone                                                                       |
| Property Address:       | 1 Cullen Close, BOWEN                                                                 |
| Property Description:   | L: 1 SP: 225053                                                                       |
| Area of Site:           | 472m <sup>2</sup>                                                                     |
| Planning Scheme Zone:   | Low density residential zone                                                          |
| Level of assessment     | Code Assessment                                                                       |
| Overlays:               | Acid Sulfate Soils;<br>Climatic Regions<br>Coastal Protection – Storm Tide Inundation |
| Existing Use:           | Dwelling House                                                                        |
| Existing Approvals:     | Nil                                                                                   |
| Public Notification:    | Not Applicable                                                                        |
| Submissions received:   | Not Applicable                                                                        |
| State referrals:        | Nil                                                                                   |
| Infrastructure charges: | Nil                                                                                   |

## 2. Site Details

### 2.1. Location

The site is located at 1 Cullen Close, Bowen.

### 2.2. Zoning

The site is located in the Low Density Residential Zone.

### 2.3. Site description – topography, vegetation, drainage

The lot is 472m<sup>2</sup> and is rectangle shape. The lot is generally flat with little landscaping.

### 2.4. Access

Access is gained via a full sealed road (Mullers lane) and has an existing concrete driveway.

### 2.5. Surrounding uses

Dwelling Houses

## 3. Proposal Details

The proposal is for a covered patio area which requires a siting variation of 1.265m from the side boundary and a site coverage relaxation for 55% building cover.

## 4. Planning Assessment

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017*.

The proposal is recommended for refusal due to the following inconsistencies with the Planning Scheme, which cannot be satisfactorily conditioned to comply:

- Dwelling House Code AO3.2: *Where on a lot greater to or equal to 450m<sup>2</sup> the maximum site cover of the dwelling house is provided in accordance with MP1.2 A3 of the QDC.*
- Queensland Development Code, MP 1.2, A3: *The maximum **area** covered by all buildings and structure roofed with impervious materials, does not exceed 50% of the lot area.*
- Dwelling House Code PO3: *Adequate open space is provided for recreation, service facilities and landscaping.*

#### 4.1. State Assessment and Referral Agency (SARA)

The application did not require referral to any State Agencies

#### 4.2. State Planning Policy – July 2017

The Whitsunday Regional Council Planning Scheme, 2017 has been assessed by the State government to adequately reflect state interests included in the State Planning Policy 2017.

#### 4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

Not Applicable to code assessable development.

#### 4.4. Whitsunday Regional Council Planning Scheme, 2017

##### 4.4.1. Strategic Framework

Not Applicable to code assessable development.

##### 4.4.2. Strategic Intent

Not Applicable to code assessable development.

##### 4.4.3. Overlay Codes

The development generally complies with the overlay codes.

##### 4.4.4. Zone Code

- 4.4.4.1. The proposal is generally in compliance with the Low-Density Residential Code

##### 4.4.5. Development Codes

###### 4.4.5.1. Dwelling House Code:

The siting variation component would generally be supported as it would generally match the remaining of the Dwelling House's siting distance from the side boundary. The proposed site cover will exceed the permitted 50% site coverage. This would limit the amount of open space that should be provided on Dwelling House lots.

## 5. Public Submissions

Not Applicable

**6. Infrastructure**  
Nil

**Charges**

**STRATEGIC IMPACTS**

Alignment to Corporate Plan

Outcome 3.1: Our built environment is well planned, effectively managed and protects our region's heritage and character

Outcome 3.2: Our Natural environment is valued and sustainable

Outcome 3.3: Our infrastructure supports our region's current and future needs

Alignment to Operational Plan

KPI: Development Applications are decided within statutory timeframes

Financial Implications – N/A

Risk Management Implications – N/A

Strategic Impacts – N/A

**CONSULTATION**

Neil McGaffin – Director Development Services  
Blake Coulston – Planner / Para Planner

**DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

**CONCLUSION**

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017*.

The proposal is recommended for refusal due to the following inconsistencies with the Planning Scheme, which cannot be satisfactorily conditioned to comply:

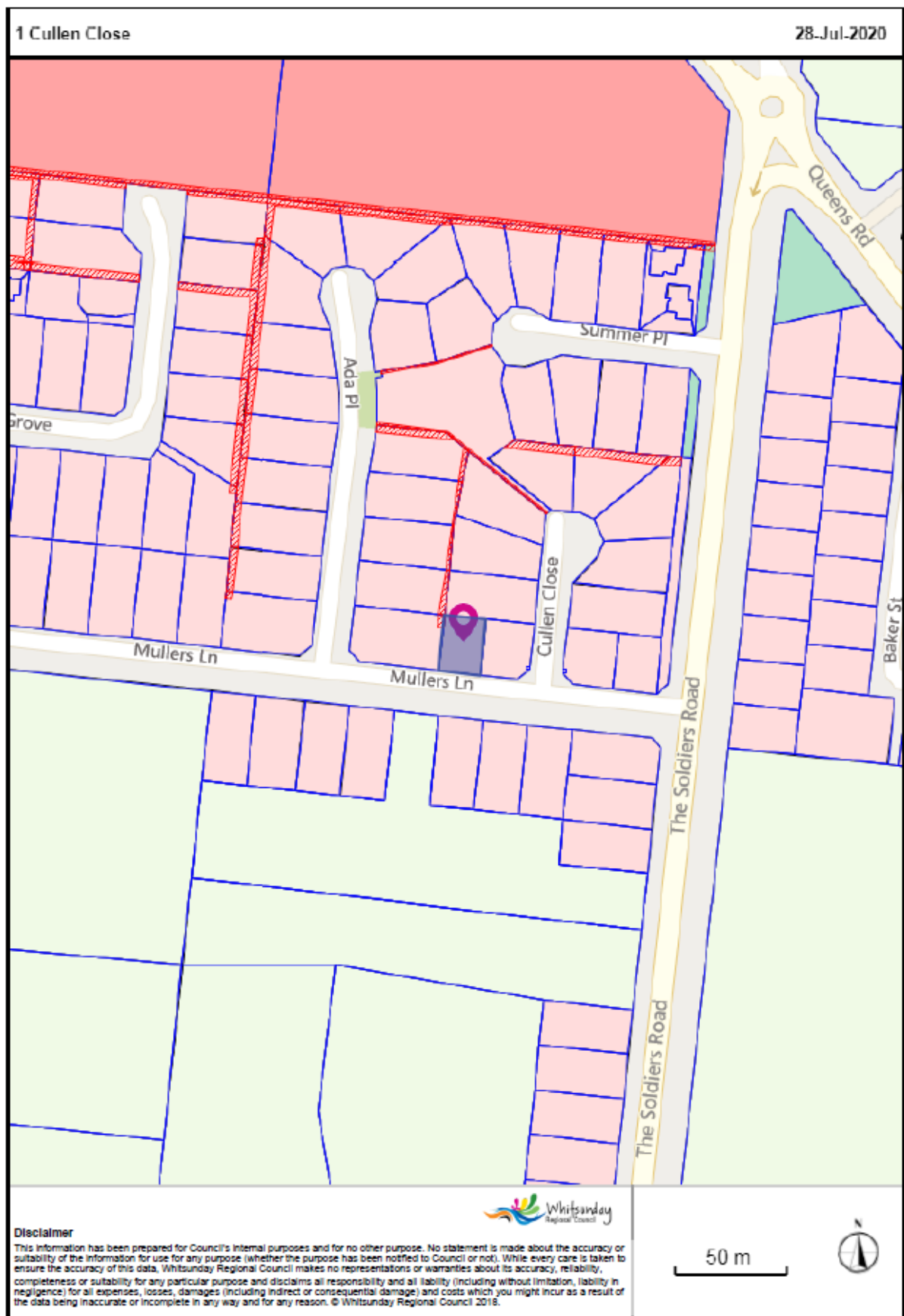
- Dwelling House Code AO3.2: *Where on a lot greater to or equal to 450m<sup>2</sup> the maximum site cover of the dwelling house is provided in accordance with MP1.2 A3 of the QDC.*
- Queensland Development Code, MP 1.2, A3: *The maximum area covered by all buildings and structure roofed with impervious materials, does not exceed 50% of the lot area.*

Dwelling House Code PO3: *Adequate open space is provided for recreation*

**ATTACHMENTS**

Attachment 1 – Locality Plan  
Attachment 2 – Proposal Plan

## Attachment 1 – Locality Plan



REFER TO  
SHEET ?? FOR  
SITE & SITE  
DRAINAGE NOTES

NOTE: CONTRACTOR TO ENSURE  
ANY EXISTING FOOTINGS OR  
ADJOINING STRUCTURES ARE NOT  
UNDERMINED BY ANY EXCAVATION

NOTE: ALL S/W PITS TO BE CONNECTED TO  
UPVC SUB-SURFACE STORMWATER DRAINS  
(BY OTHERS) WITH DISCHARGE TO APPROVED  
COLLECTION POINT AS PER LOCAL AUTHORITY  
REQUIREMENTS. VERIFY LEVELS ON SITE  
BEFORE STARTING CONSTRUCTION.

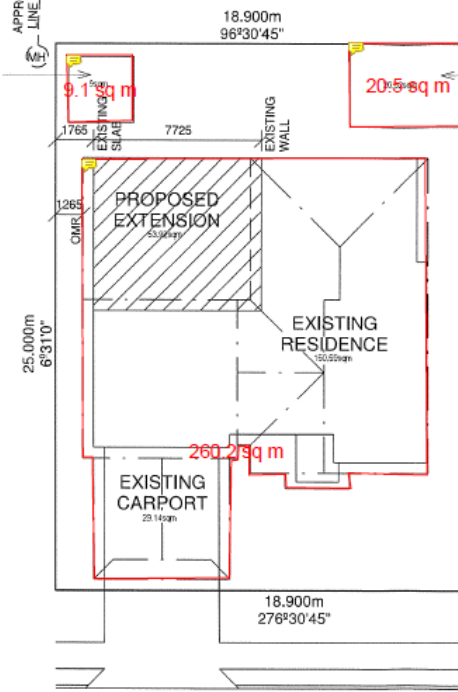
NOTE: FLOOR LEVELS TO  
BE VERIFIED ON SITE BEFORE  
STARTING CONSTRUCTION

NOTE: CONTRACTOR TO CONFIRM  
LOCATION OF INCOMING POWER  
SUPPLY WITH CLIENT BEFORE  
STARTING ANY EXCAVATIONS

APPROX. SEWER  
LINE LOCATION

NOTE: NO SEWER LINE  
ON THIS ALLOTMENT

EXISTING SHED  
EXISTING SLAB  
EXISTING WALL



EXISTING SHED



LOT NUMBER: 1  
REGISTERED PLAN NUMBER: SP225053  
PARISH: PRING  
COUNTY: HERBERT  
AREA: 472.50SQ.METRES  
**SITE COVER: 55.70%**  
ZONE: LOW DENSITY RESIDENTIAL  
LOCAL AUTHORITY: WHITSUNDAY REGIONAL COUNCIL

NOTE: REFER TO GEOTECHNICAL  
REPORT FOR SITE PREPARATION  
NOTES, PRIOR TO CONSTRUCTION

NOTE: WATER METER LOCATION  
TO BE VERIFIED ON SITE

NOTE: CONTRACTOR TO ACCURATELY  
LOCATE SEWER LINE/JUMP-UP CONNECTION  
& CONFIRM SEWER DEPTH BEFORE  
STARTING CONSTRUCTION. IF ANY DAMAGE  
TO THE SEWER OCCURS, RECTIFICATION  
COSTS WILL BE PAID BY CONTRACTOR

MULLERS LANE

1 Site Plan  
1 : 200

THESE DRAWINGS ARE NOT FOR CONSTRUCTION  
UNTIL THEY ARE APPROVED BY A BUILDING CERTIFIER

|            |             |          |     |
|------------|-------------|----------|-----|
|            |             |          |     |
|            |             |          |     |
|            |             |          |     |
|            |             |          |     |
| P1         | PRELIMINARY | 17/03/19 | TRM |
| AMENDMENTS |             |          |     |

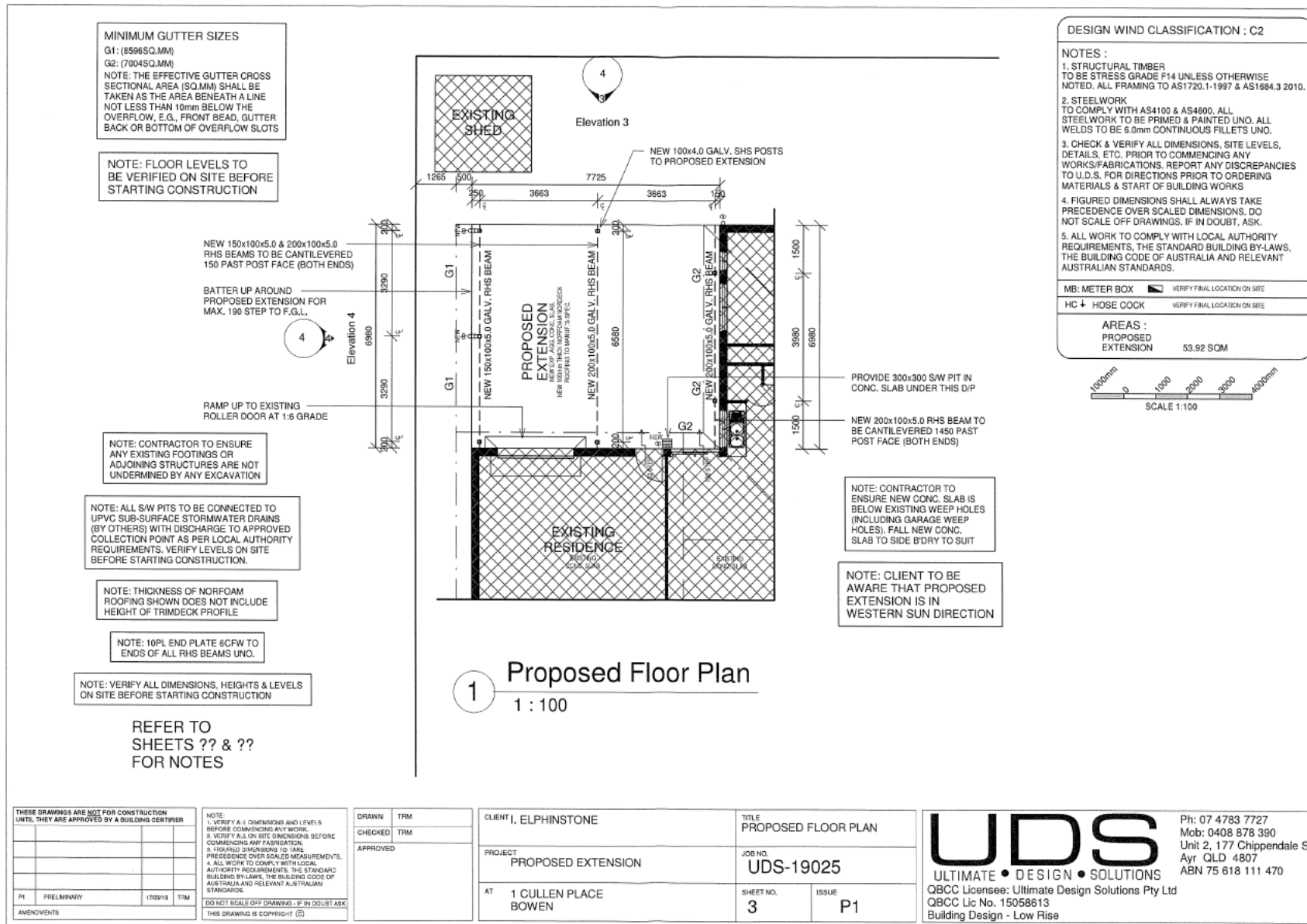
NOTE:  
1. VERIFY ALL DIMENSIONS AND LEVELS  
BEFORE COMMENCING ANY WORK.  
2. VERIFY ALL ON SITE DIMENSIONS BEFORE  
COMMENCING ANY FABRICATION.  
3. FIELDED DIMENSIONS TO TAKE  
PRECEDENCE OVER SCALED MEASUREMENTS.  
4. ALL WORK TO COMPLY WITH LOCAL  
AUTHORITY REQUIREMENTS. THE STANDARD  
BUILDING BY LAWS, THE BUILDING CODE OF  
AUSTRALIA AND RELEVANT AUSTRALIAN  
STANDARDS.  
DO NOT SCALE OFF DRAWING - IF IN DOUBT ASK  
THIS DRAWING IS COPYRIGHT ©

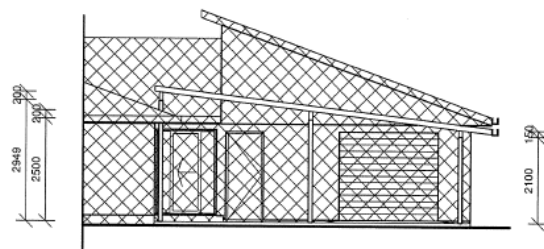
|          |     |
|----------|-----|
| DRAWN    | TRM |
| CHECKED  | TRM |
| APPROVED |     |

|           |                         |
|-----------|-------------------------|
| CLIENT    | J. ELPHINSTONE          |
| PROJECT   | PROPOSED EXTENSION      |
| AT        | 1 CULLEN PLACE<br>BOWEN |
| TITLE     | SITE PLAN               |
| JOB NO.   | UDS-19025               |
| SHEET NO. | 1                       |
| ISSUE     | P1                      |

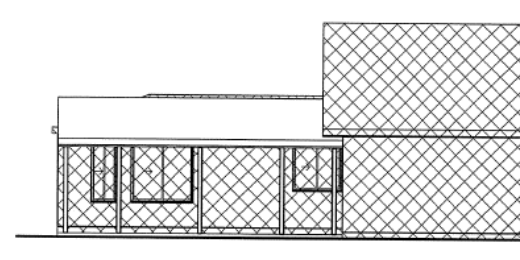
**UDS**  
ULTIMATE • DESIGN • SOLUTIONS  
QBCC Licensee: Ultimate Design Solutions Pty Ltd  
QBCC Lic No. 15058613  
Building Design - Low Rise

Ph: 07 4783 7727  
Mob: 0408 878 390  
Unit 2, 177 Chippendale St.  
Ayr QLD 4807  
ABN 75 618 111 470





3 Elevation 3  
1 : 100



4 Elevation 4  
1 : 100

NOTE: FLOOR LEVELS TO  
BE VERIFIED ON SITE BEFORE  
STARTING CONSTRUCTION

NOTE: CONTRACTOR TO ENSURE  
ANY EXISTING FOOTINGS OR  
ADJOINING STRUCTURES ARE NOT  
UNDERMINED BY ANY EXCAVATION

NOTE: THICKNESS OF NORFOAM  
ROOFING SHOWN DOES NOT INCLUDE  
HEIGHT OF TRIMDECK PROFILE

NOTE: VERIFY ALL DIMENSIONS, HEIGHTS & LEVELS  
ON SITE BEFORE STARTING CONSTRUCTION

REFER TO  
SHEETS ?? & ??  
FOR NOTES

THESE DRAWINGS ARE NOT FOR CONSTRUCTION  
UNTIL THEY ARE APPROVED BY A BUILDING CERTIFIER

|            |             |          |     |
|------------|-------------|----------|-----|
|            |             |          |     |
|            |             |          |     |
|            |             |          |     |
|            |             |          |     |
| P1         | PRELIMINARY | 17/09/19 | TRM |
| AMENDMENTS |             |          |     |

NOTE:  
1. VERIFY ALL DIMENSIONS AND LEVELS  
BEFORE COMMENCING ANY WORK.  
2. VERIFY ALL ON SITE DIMENSIONS BEFORE  
COMMENCING ANY FABRICATION.  
3. FIGURED DIMENSIONS TO FACE.  
4. ALL WORK TO COMPLY WITH LOCAL  
AUTHORITY REQUIREMENTS, THE STANDARD  
BUILDING BY LAWS, THE BUILDING CODE OF  
AUSTRALIA AND RELEVANT AUSTRALIAN  
STANDARDS.  
DO NOT SCALE OFF DRAWINGS - IF IN DOUBT ASK  
THIS DRAWING IS COPYRIGHT (C)

|          |     |
|----------|-----|
| DRAWN    | TRM |
| CHECKED  | TRM |
| APPROVED |     |

|         |                         |
|---------|-------------------------|
| CLIENT  | ELPHINSTONE             |
| PROJECT | PROPOSED EXTENSION      |
| AT      | 1 CULLEN PLACE<br>BOWEN |

|           |            |
|-----------|------------|
| TITLE     | ELEVATIONS |
| JOB NO.   | UDS-19025  |
| SHEET NO. | 4          |
| ISSUE     | P1         |

**UDS**  
ULTIMATE • DESIGN • SOLUTIONS  
QBCC Licensee: Ultimate Design Solutions Pty Ltd  
QBCC Lic No. 15058613  
Building Design - Low Rise

Ph: 07 4783 7727  
Mob: 0408 878 390  
Unit 2, 177 Chippendale St.  
Ayr QLD 4807  
ABN 75 618 111 470

## **12. Development Services**

### **12.7 20200338 - DEVELOPMENT APPLICATION FOR DEVELOPMENT PERMIT FOR RECONFIGURING A LOT - ONE (1) LOT INTO TWO (2) LOTS; AND BOUNDARY REALIGNMENT - 583 MOLONGLE BEACH ROAD, UPSTART BAY - WHITSUNDAY REGIONAL COUNCIL**

---

**AUTHOR:** Matthew Twomey – Senior Development Assessment Officer

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Development Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council approve the Development Application for Development Permit for reconfiguring a lot one (1) lot into two (2) Lots; and boundary realignment, made by Whitsunday Regional Council, on L: 64 CP: 860288 T: R195 and located at 583 Molongle Beach Road, Upstart Bay, subject to the conditions outlined in Attachment 1.**

---

The following report has been submitted for inclusion into Council's Ordinary Council Meeting to be held on 12 August 2020.

#### **SUMMARY**

The Whitsunday Regional Council, Queensland Department of Transport and Main Roads (QTMR) and Molongle Creek Boat Club (MCBC) have a Tri-party agreement concerning the management and operation of the Molongle Creek boat club reserve. The proposed boundary re-alignment and subdivision of the Molongle Creek reserve will better reflect the current infrastructure, its long-term planning and management. The application is submitted to Council because submissions were received. It is recommended for approval subject to reasonable and relevant conditions.

#### **PURPOSE**

To seek Council decision on a development application.

#### **BACKGROUND**

There is no previous Council decision relating to this matter.

#### **STATUTORY/COMPLIANCE MATTERS**

Planning Act 2016

#### **ANALYSIS**

Council has received the following Development Application, which has been assessed against the provisions of the relevant legislation as reported below.

##### **1. Application Summary**

|                       |                                                                                                    |
|-----------------------|----------------------------------------------------------------------------------------------------|
| Proposal:             | Development Permit for Reconfiguring a Lot One (1) Lot into Two (2) Lots; and Boundary Realignment |
| Landowner             | The State of Queensland                                                                            |
| Property Address:     | 583 Molongle Beach Road, Upstart Bay                                                               |
| Property Description: | L: 64 CP: 860288 T: R195                                                                           |

|                         |                                                                                                                                   |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
| Area of Site:           | 29.5ha                                                                                                                            |
| Planning Scheme Zone:   | Rural zone                                                                                                                        |
| Level of assessment     | Impact Assessable                                                                                                                 |
| Overlays:               | Acid sulfate soil code<br>Coastal environment overlay<br>Environmental significance overlay<br>Wetland and waterway overlay codes |
| Existing Use:           | Molongle Creek Caravan Park and Boat Ramp                                                                                         |
| Existing Approvals:     | Nil.                                                                                                                              |
| Public Notification:    | 5 June 2020 – 1 July 2020                                                                                                         |
| Submissions received:   | Two (2)                                                                                                                           |
| State referrals:        | Tidal works or work in a coastal management district                                                                              |
| Infrastructure charges: | Nil.                                                                                                                              |

## 2. Site Details

### 2.1. Location

The Molongle Creek Caravan Park is located near the mouth of Molongle Creek approximately 70 Kilometres north of Bowen. The Molongle Creek boat club is located on lot 64 on CP860288 which was created in 1994 and covers 29.5ha. The lot is owned by the State of Queensland and is a reserve for camping and recreation. The Whitsunday Regional Council is the trustee for the reserve. Council leases the lot to the Molongle Creek Boat Club.

The subject site is zoned Rural under the Whitsunday Regional Council Planning Scheme.

### 2.2. Site description

The site is generally flat and developed with caravan park and ancillary uses.

### 2.3. Access

The site is accessed via Molongle Beach Road.

### 2.4. Surrounding uses

The western side of Cape Upstart has approximately 300 residential lots. Access to these lots is gained via the Molongle Creek boat ramp.

## 3. Proposal Details

The Whitsunday Regional Council, Queensland Department of Transport and Main Roads (QTMR) and Molongle Creek Boat Club (MCBC) have a Tri-party agreement concerning the management and operation of the Molongle Creek boat club reserve (Lot 64 on CP860288). The current lot 64 covers 29.5ha. The Council, QTMR and MCBC want to realign the current Molongle Creek reserve to better represent the current infrastructure to make it easier to manage.

The external boat channel is not actually located within Lot 64 but is physically located approximately 15 – 200m to the west. The current lease with the Boat Club covers the entire 29.5ha of Lot 64.

The boundary re-alignment and subdivision will create two new lots:

- Lot 1 (22.35ha) – water lot, area below Highest Astronomical Tide (HAT). This lot will encompass the boat ramp and boat channel.
- Lot 2 (3.49ha) – land lot, area above HAT. This lot will also encompass a small area of closed road reserve and the caravan park.

The combined area of the two new lots will be 25.84ha, a reduction in area of 3.66ha.

#### **4. Planning Assessment**

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017*.

##### **4.1. State Assessment and Referral Agency (SARA)**

The Application was referred for being tidal works in a coastal management district and maritime safety matters.

Conditions of approval issued by the State Assessment Referral Agency (SARA) have been included as Attachment 5 to this report. Conditions are straight forward and reflect the proposal.

##### **4.2. State Planning Policy – July 2017**

The proposal is consistent with the applicable elements of the State Planning Policy (SPP) noting the minor and corrective nature of the application.

##### **4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012**

The Mackay, Isaac and Whitsunday Regional Plan was established to provide the vision and direction for the region to 2031. The plan provides certainty about where the region is heading in the future and provides the framework to respond to the challenges and opportunities which may arise. The proposal is generally consistent with the provisions of the plan

##### **4.4. Whitsunday Regional Council Planning Scheme, 2017**

###### **4.4.1. Strategic Intent**

The proposal supports and does not conflict with the five themes of the strategic intent.

###### **4.4.2. Overlay Codes**

###### **Acid sulfate soil code**

The proposal will not result in the disturbance of acid sulfate soils.

###### **Coastal environment overlay**

The proposal does not result in a worsening of the coastal environment hazards which impact upon the locality. Future development involving the intensification of the site will require approval which considers amongst other things the interface of the site with the coastal zone.

###### **Environmental significance overlay**

The proposal does not conflict with the applicable acceptable outcomes. The development will not result in the clearing of any sensitive vegetation. Future dredging activities will require separate approval.

#### Wetland and waterway overlay codes

The proposal does not conflict with the applicable acceptable outcomes.

#### 4.4.3. Zone Code

##### Rural zone

The proposal is considered to be consistent with the purpose and overall outcomes of the Rural zone code. The proposal does not result in the intensification of any uses on site and is corrective insofar as it more suitably defines the land and maritime areas of the site.

#### 4.4.4. Development Codes

##### Reconfiguring a Lot Code

The proposal is considered to uphold the performance outcomes of the reconfiguring a lot code. Whilst it is acknowledged the proposed lot sizes fall below that listed for the Rural zone the size, dimensions and orientation of the proposed lots are appropriate for the intended use and does not impact upon productive rural lands or further intensify the amenity impact on the locality. The realignment of boundaries proposed will result in the improvement of the existing situation and provide for the better management of the land.

##### Transport and parking code

The proposal does not impact upon the current transport and parking arrangements at the site. Access to the site will remain from Molongle Beach Road and the car parking areas for the site will be located within Proposed Lot 2.

##### Infrastructure Code

The proposal will not impact upon the provision of relevant infrastructure to the site. Proposed Lot 2 will contain all on land facilities which will include potable water storage and onsite effluent disposal.

## 5. Public Submissions

The development application was placed on public notification between 5 June 2020 and 1 July 2020. The Notice of Compliance was received on 8 July 2020. Two (2) submissions were received during this period of Public Notification.

Submissions have been received and summarised in the below table:

| Issue                                                                       | Comment/Condition Number                                                                                   |
|-----------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. Positive support towards most boundary changes.                          | Noted.                                                                                                     |
| 2. Suggestion of partial Boundary change.                                   | Suggestion noted and will be considered as part of future works.                                           |
| 3. Clarification of Future agreement to Altered Club Lease.                 | Lease discussions are separate to the subject development application.                                     |
| 4. Club enthusiasm to continue to expand community services and facilities. | Noted.                                                                                                     |
| 5. Suggestions on future needs of the club.                                 | Lease discussions and future development applications are separate to the subject development application. |

|                                                        |                                                                                                                                                  |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. Plans of Proposed Boundaries changes to Club lease. | Lease discussions are separate to the subject development application.                                                                           |
| 7. Budget allocation                                   | The allocation of a budget for maintenance of the internal road network, wildlife management and fresh water supply is a separate consideration. |

## 6. Infrastructure Charges

### Adopted Infrastructure Charges Resolution

The following is a breakdown on the Infrastructure Charges for the development:

|                                 | Demand                       |                   |                                       |                |              |
|---------------------------------|------------------------------|-------------------|---------------------------------------|----------------|--------------|
| Type of Development             | Development Category         | Demand Unit & Qty | Charge Rate                           | Adopted Charge |              |
| ROL*                            | Accommodation (short term) * | 45/15 groups of 3 | \$14,669.75 for each group of 3 sites | \$220,046.25   |              |
| Total Adopted Charge            |                              |                   |                                       | \$220,056.25   |              |
|                                 | Credit                       |                   |                                       |                |              |
| Type of Development             | Development Category         | Demand Unit & Qty | Charge Rate                           | Discount       | Total Credit |
| ROL                             | Accommodation (short term)   | 45/15 groups of 3 | \$14,669.75 for each group of 3 sites | 100%           | \$220,056.25 |
| Total Credit                    |                              |                   |                                       |                | \$220,056.25 |
| Total Levied Charge             |                              |                   |                                       |                | \$Nil.       |
| Current Amount of Levied Charge |                              | \$Nil.            |                                       |                |              |

**\*Proposed Lot 1 forms the existing Tourist Park. Proposed Lot 2 is a maritime lot which cannot be subject to future development.**

## STRATEGIC IMPACTS

### Alignment to Corporate Plan

Outcome 3.1: Our built environment is well planned, effectively managed and protects our region's heritage and character

Outcome 3.2: Our Natural environment is valued and sustainable

Outcome 3.3: Our infrastructure supports our region's current and future needs

### Alignment to Operational Plan

KPI: Development Applications are decided within statutory timeframes

Financial Implications – N/A

Risk Management Implications – N/A

Strategic Impacts – N/A

## CONSULTATION

Doug Mackay – Manager Development Assessment

Neil McGaffin – Director Development Services  
Scott Hardy – Coordinator Natural Resources Management  
Public Notification 15 business days per Planning Act 2016 requirements

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017*. The proposal is considered to be generally in accordance with the Planning Scheme and is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions (Attachment 1).

## **ATTACHMENTS**

Attachment 1 – Conditions of Approval  
Attachment 2 – Locality Plan  
Attachment 3 – Zoning Plan  
Attachment 4 – Proposal Plan  
Attachment 5 – State Agency Referral Agency (SARA) Response

## Attachment 1 – Conditions of Approval

### 1.0 **ADMINISTRATION**

- 1.1 The approved development must be completed and maintained generally in accordance with the approved drawings and documents:

| Plan/Document Name        | Prepared By    | Plan Number                                | Dated      |
|---------------------------|----------------|--------------------------------------------|------------|
| Preliminary Proposal Plan | Vision Surveys | 19028-PP-01<br>Revision P2<br>Sheet 1 of 2 | 16/09/2019 |
| Preliminary Proposal Plan | Vision Surveys | 19028-PP-01<br>Revision P2<br>Sheet 2 of 2 | 16/09/2019 |

- 1.2 The applicant is to comply with the Department of Queensland Treasury conditions as outlined in the Department's correspondence dated 28 May 2020.
- 1.3 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.4 All conditions of this approval must be complied with in full to Council's satisfaction prior to the release of the survey plan.
- 1.5 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of sealing the survey plan.

### 2.0 **MAINTENANCE VALUATION**

- 2.1 The applicant must pay to Council a maintenance valuation fee per lot at the time of sealing of the survey plan at the rate applicable at the time of payment. The current rate is \$37.50 per lot.

### 3.0 **MISCELLANEOUS**

- 3.1 If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained. The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)
- 3.2 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the developer.
- 3.3 It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.

### 4.0 **ADVISORY NOTES**

#### 4.1 Hours of work

It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994, which prohibits any construction, building and earthworks activities likely to cause nuisance noise (including the entry and departure of heavy vehicles) between the hours of 6.30 pm and 6.30 am from Monday to Saturday and at all times on Sundays or Public Holidays.

#### 4.2 Dust Control

It is the developer's responsibility to ensure compliance with the Environmental Nuisance of the Environmental Protection Act 1994 which prohibits unlawful environmental nuisance caused by dust, ash, fumes, light, odour or smoke beyond the boundaries of the property during all stages of the development including earthworks and construction.

#### 4.3 Sedimentation Control

It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994 and Schedule 9 of the Environmental Protection Regulation 2008 to prevent soil erosion and contamination of the stormwater drainage system and waterways.

#### 4.4 Noise During Construction and Noise in General

It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994.

#### 4.5 General Safety of Public During Construction

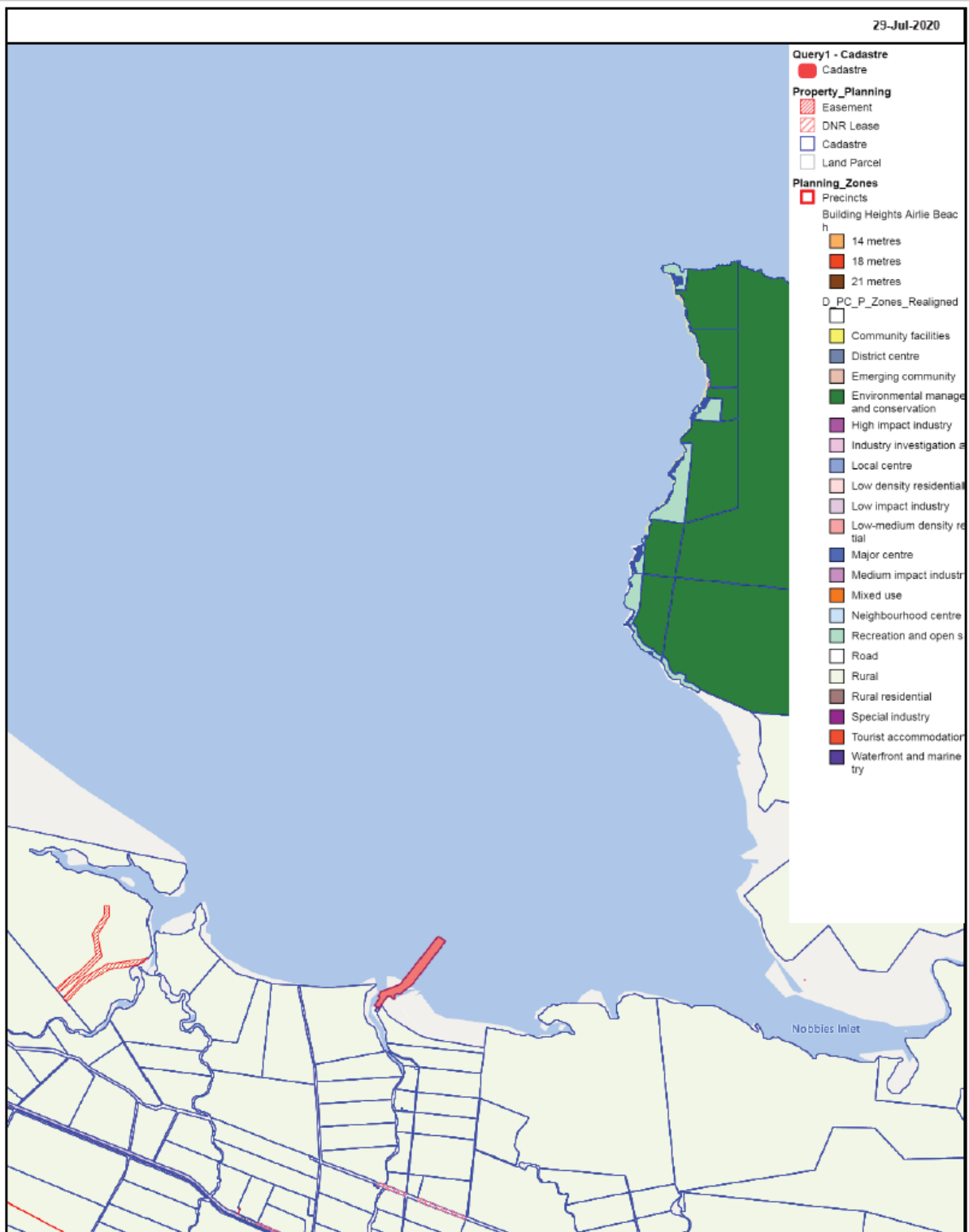
It is the project manager's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the project manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work.

It is the principal contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public at or near the workplace during the work.

It is the responsibility of the person in control of the workplace to ensure compliance with the Work Health and Safety Act 2011. It states that the person in control of the workplace is obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.

#### 4.6 Enquiries relating to the aforementioned conditions should be directed to the Planning and Development Directorate who will direct the enquiry to the relevant officer.

## Attachment 2 – Locality Plan



## Attachment 3 – Zoning Plan

### Zones and Zone Precincts

#### Applicable Zone

Rural i

Min. permitted lot size: 100ha

Max. building height: 8.5m above natural ground level or 10m where on slope exceeding 15%

#### More Information

[Application](#)

[Purpose and Overall Outcomes](#)

[Assessment Criteria](#)



  Selected Property

  Easement

  Precincts

#### Zones

Community facilities

High impact industry

Low impact industry

Mixed use

Rural

Waterfront and marine industry

District centre

Industry investigation area

Low-medium density residential

Neighbourhood centre

Rural residential

Emerging community

Local centre

Major centre

Recreation and open space

Special industry

Environmental management and conservation

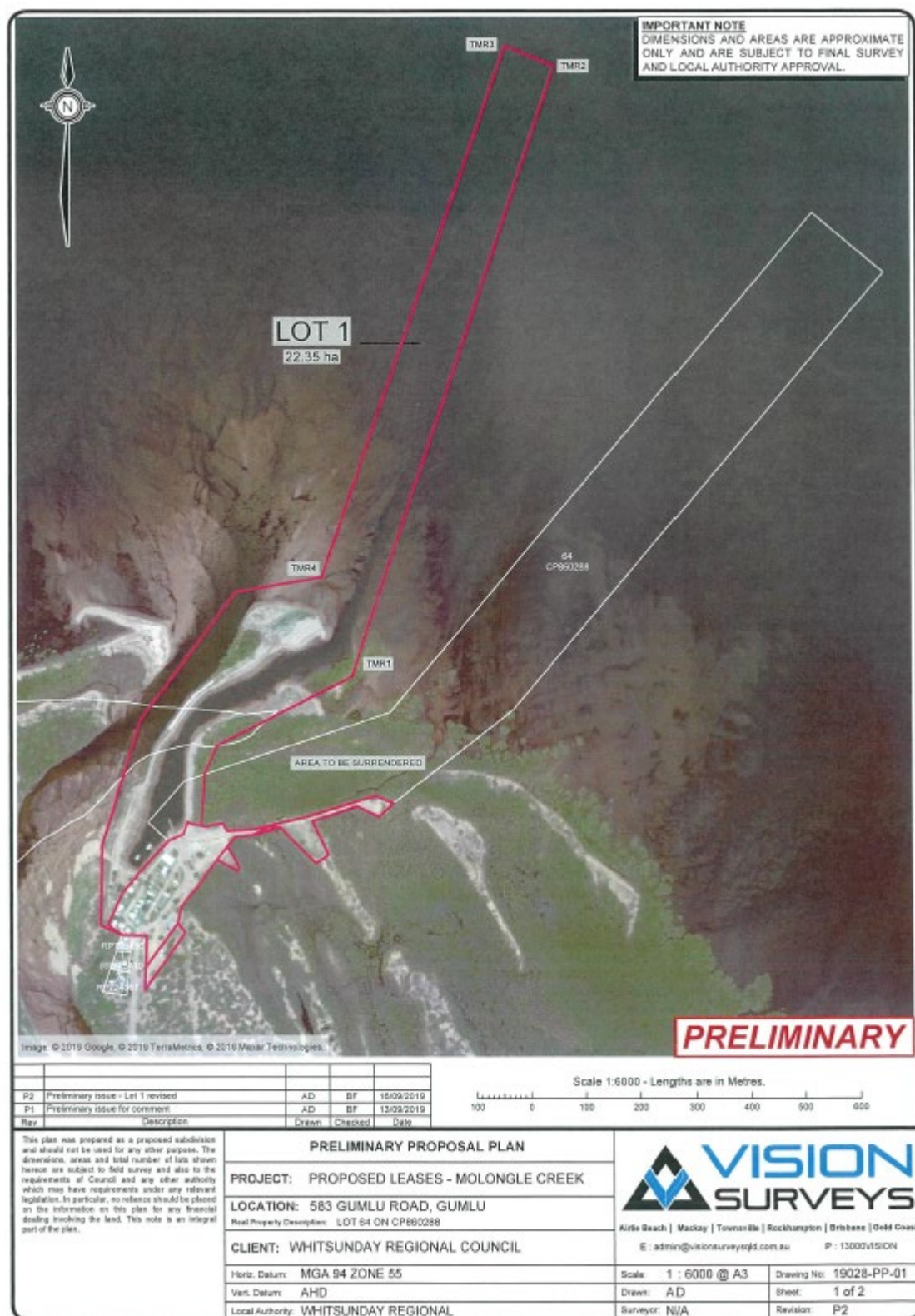
Low density residential

Medium impact industry

Road

Tourist accommodation

## Attachment 4 – Proposal Plan





## Attachment 5 – State Agency Referral Agency (SARA) Response



Queensland Treasury

RA6-N  
SARA reference: 2004-16430 SRA  
Council reference: 20200338

28 May 2020

Chief Executive Officer  
Whitsunday Regional Council  
PO Box 104  
PROSERPINE QLD 4800  
info@whitsundayrc.qld.gov.au

Attention: Matthew Twomey

Dear Mr. Twomey

**SARA response—583 Gumlu Road, Gumlu QLD 4805 (Molongle Creek)**  
(Referral agency response given under section 58 of the *Planning Act 2016*)

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency on 5 May 2020.

### Response

|                   |                                                                                     |
|-------------------|-------------------------------------------------------------------------------------|
| Outcome:          | Referral agency response – with conditions.                                         |
| Date of response: | 28 May 2020                                                                         |
| Conditions:       | The conditions in <b>Attachment 1</b> must be attached to any development approval. |
| Advice:           | Advice to the applicant is in <b>Attachment 2</b> .                                 |
| Reasons:          | The reasons for the referral agency response are in <b>Attachment 3</b> .           |

### Development details

|                 |                                                                                                                               |                                                                                 |
|-----------------|-------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|
| Description:    | Development permit                                                                                                            | Reconfiguring a Lot – one (1) lot into two (2) lots and a boundary realignment. |
| SARA role:      | Referral Agency.                                                                                                              |                                                                                 |
| SARA trigger:   | Schedule 10, Part 17, Division 3, Table 5 (Planning Regulation 2017)<br>Reconfiguring a lot in a coastal management district. |                                                                                 |
| SARA reference: | 2004-16430 SRA                                                                                                                |                                                                                 |

Page 1 of 7

Mackay Isaac Whitsunday regional office  
Level 4, 44 Nelson Street, Mackay  
PO Box 257, Mackay QLD 4740

Assessment Manager: Whitsunday Regional Council  
Street address: 583 Gumlu Road, Gumlu QLD 4805  
Real property description: Lot 64 on CP860288  
Applicant name: Mr Scott Hardy (on behalf of Whitsunday Regional Council)  
Applicant contact details: PO Box 104  
PROSERPINE QLD 4800  
scott.hardy@whitsundayrc.qld.gov.au

### Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (section 30 Development Assessment Rules).

Copies of the relevant provisions are in **Attachment 4**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Odette Langham, Principal Planning Officer, on (07) 4898 6816 or via email [MIWSARA@dsdmip.qld.gov.au](mailto:MIWSARA@dsdmip.qld.gov.au) who will be pleased to assist.

Yours sincerely



Patrick Ruettjes  
Manager (Planning)  
Mackay Isaac Whitsunday Regional Office

cc Mr Scott Hardy, [scott.hardy@whitsundayrc.qld.gov.au](mailto:scott.hardy@whitsundayrc.qld.gov.au)

enc Attachment 1 - Referral agency conditions  
Attachment 2 - Advice to the applicant  
Attachment 3 - Reasons for referral agency response  
Attachment 4 - Representations provisions  
Attachment 5 - Referral Agency Plans

### Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application.)

(Copies of the plans and specifications referenced below are found at Attachment 5.)

| No.                                                                                                                                                                                                                                                                                                                                                                                                            | Conditions                                                                                                                                                                                                                                                                                                                                                                                                                                              | Condition timing                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|
| <b>Reconfiguring a lot</b>                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                              |
| 10.17.3.5.1 (Reconfiguring a lot within a coastal management district) —The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Environment and Science to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s): |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                              |
| 1.                                                                                                                                                                                                                                                                                                                                                                                                             | <p>The reconfiguration and boundary realignment must be undertaken generally in accordance with the following plans:</p> <ul style="list-style-type: none"> <li>Preliminary Proposal Plan, prepared by Vision Surveys, dated 27/03/2020, Drawing Number 19028-PP-01, Revision A, Sheet: 1 of 2; and</li> <li>Preliminary Proposal Plan, prepared by Vision Surveys, dated 27/03/2020, Drawing Number 19028-PP-01, Revision A, Sheet: 2 of 2.</li> </ul> | Prior to submitting the Plan of Survey to the local government for approval. |

**Attachment 2—Advice to the applicant**

---

| General advice |                                                                                                                                                                                                                           |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.             | Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) v2.6. If a word remains undefined it has its ordinary meaning. |

### **Attachment 3—Reasons for referral agency response**

(Given under section 58(7) of the *Planning Act 2016*)

---

**The reasons for the State Assessment and Referral Agency's decision are:**

- The development application is for reconfiguring a lot and boundary realignment associated with the Molongle Creek boat ramp and access channel, carpark and caravan park. The application seeks to re-align Lot 64 on CP860288 to within the existing infrastructure footprint.
- The reconfiguring of Lot 64 is proposed within the coastal management district.
- The proposed development complies with the relevant performance outcomes of State Development Assessment Provisions (version 2.6) State code 8: Coastal development and tidal works.
- One (1) condition has been imposed on the referral agency response to ensure the development is carried out in the location and to the extent specified on the approved plans of development.

**Material used in the assessment of the application:**

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The State Development Assessment Provisions (version 2.6), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system.

## **12. Development Services**

### **12.8 POLICY - EXTENSION OF TIME REQUESTS FOR DEVELOPMENT PERMITS**

---

**AUTHOR:** Doug Mackay – Manager Development Assessment

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Planning and Development

---

#### **OFFICER'S RECOMMENDATION**

**That Council resolve to adopt a revised Policy for determining requests to extend the currency period of development permits.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

Council's policy in determining requests to extend the currency period of development applications has changed over time. Requests have been received from applicants and consultants for greater consistency and equity in Council's decisions. A draft policy is put forward for Council discussion and adoption.

#### **PURPOSE**

This report proposes that Council adopt a revised policy for determining requests to extend the currency period of Development Permits.

#### **BACKGROUND**

The planning legislation has for many years established time-limited currency periods for development permits. At the same time an ability to seek an extension of a development period has been provided.

The superseded *Sustainable Planning Act, 2009* included criteria for applicants to meet in order to gain an extension of time approval. The current *Planning Act, 2016* removed these criteria and Councils *may consider any matter that the assessment manager considers relevant, even if the matter was not relevant to assessing the development application*.

Council has amended its policy four times since 2009, largely in response to changing economic circumstances. The most recent change was in February 2019, where all applications were required to be submitted to Council for determination. In the absence of guidelines, decision making has been inconsistent, drawing requests from applicants and consultants for greater consistency and equity.

#### **STATUTORY/COMPLIANCE MATTERS**

*Sustainable Planning Act, 2009*

*Planning Act, 2016*

Whitsunday Regional Council Planning Scheme, 2017

## ANALYSIS

Included as **Attachment 1** is a draft Policy statement to improve consistency in decision making and enable the majority of requests to be dealt with under delegation, reducing timeframes and costs for applicants.

In summary the draft policy provides that:

- currency periods for development permits issued under the superseded planning legislation, will be automatically brought in line with the currency periods in the *Planning Act, 2016* under delegated authority (i.e. total 6 years);
- second extensions (i.e. 2 more years) will also be approved under delegation, but subject to demonstration that the planning regulations haven't changed, or that any changes would not result in new or changed conditions of development. In addition, applicants will be required to demonstrate that the development has reasonable prospects of being completed within the extended time;
- applications which cannot demonstrate the above, or for a third or further extension will not be supported. In all cases, applications which will result in a total currency period of more than 10 years will not be supported. These applications will be determined by Council.

## STRATEGIC IMPACTS

### Alignment to Corporate Plan

Outcome 3.1: Our built environment is well planned, effectively managed and protects our region's heritage and character

Outcome 3.2: Our Natural environment is valued and sustainable

Outcome 3.3: Our infrastructure supports our region's current and future needs

Financial Implications – N/A

Risk Management Implications - N/A

Strategic Impacts – N/A

## CONSULTATION

Neil McGaffin – Director Development Services

Jason Bradshaw – Director Corporate Services

Patty Jago – Coordinator Rates

ELT 12 June 2020

Local development consultants

## DISCLOSURE OF OFFICER'S INTERESTS

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## CONCLUSION

In order to create greater consistency and equity in determining requests to extend the currency period of development permits a draft Policy is proposed.

## ATTACHMENTS

Attachment 1 – Draft Policy 'Requests for Extension of Time – Development Permits'



## Requests for Extension of Time – Development Permits

Planning and Development  
[Policy Number]

| COUNCIL POLICY          |  |                    |  |
|-------------------------|--|--------------------|--|
| Date Adopted by Council |  | Council Resolution |  |
| Effective Date          |  | Next Review Date   |  |
| Responsible Officer(s)  |  | Revokes            |  |

### Purpose

The purpose of this policy is to establish a consistent basis for deciding requests to Council for extension of time of development permits

### Scope

This policy is applicable to all development permits for material change of use, reconfiguration of a lot and operational works.

### Applicable Legislation

This policy is in reference to the *Sustainable Planning Act, 2009* and the *Planning Act 2016*.

### Policy Statement

When determining a request to extend the currency period of a development permit granted under the *Sustainable Planning Act, 2009* or the *Planning Act, 2016* Council will assess the circumstances of each request on its merits, but will be guided by the following principles:

- 1 Where the original application was decided under the superseded *Sustainable Planning Act, 2009*, a first extension request will automatically be approved to match the new currency periods in the *Planning Act, 2009*. This decision will be made under delegated authority (i.e. 6 years total).
- 2 For applications decided under the superseded *Sustainable Planning Act, 2009* seeking a second extension or for applications decided under *Planning Act, 2016* seeking a first extension, a 2-year extension will be approved, provided the following circumstances can be demonstrated to Council's satisfaction:
  - a) there are no changes to the approved development apart from Minor or Other Changes approved by Council; and
  - b) the relevant level of assessment for the use has not changed to Impact Assessment; and
  - c) where there have been changes to the zone or overlays affecting the site, the applicant can demonstrate that no more onerous requirements apply to the site (e.g. increased flood immunity levels)

These decisions will be made under delegated authority.



## Requests for Extension of Time – Development Permits

Planning and Development  
[Policy Number]

- 3 Requests for further extensions beyond those listed above will be required to demonstrate that:
  - a) for a material change of use application, building plans have been lodged for approval with a certifier;
  - b) for a reconfiguration of a lot application, a subsequent operational works application has been lodged with Council; and
  - c) for an operational works application, the work has substantially commenced and is expected to be finalised within 6 months.These applications will be determined by Council.
- 4 Generally, currency periods will not exceed a total of 10 years unless exceptional circumstances can be demonstrated, or for stage developments.

### Definitions

**Council** refers to the Whitsunday Regional Council

## **12. Development Services**

### **12.9 DEVELOPMENT SERVICES MONTHLY REPORT - JULY 2020**

---

**AUTHOR:** Neil McGaffin – Director Development Services

---

**RESPONSIBLE OFFICER:** Neil McGaffin – Director Development Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council receive the Development Services Monthly Report for July 2020.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

Development Services Monthly Report – July 2020

#### **PURPOSE**

To provide an overview of Whitsunday Regional Council's Development Services Directorate for the 2020/2021 Financial Year, with focus on the month of July 2020.

#### **BACKGROUND**

The Development Services Directorate has a departmental vision of a prosperous, liveable and sustainable Whitsundays.

The Directorates purpose is to lead the delivery of economic, social and environmental outcomes for the Whitsundays through services in partnership with stakeholders.

The Directorates vision is delivered by bringing together the functions of Economic Development, Strategic Land Use and Infrastructure Planning, Development Assessment, Building and Plumbing Assessment and Compliance.

#### **STATUTORY/COMPLIANCE MATTERS**

N/A

#### **ANALYSIS**

This report represents the activity within the Directorate for the month of July 2020.

#### **STRATEGIC IMPACTS**

##### Alignment to Corporate Plan

Outcome 1.1: Our leadership engages with the community and provides open, accountable and transparent local government.

##### Alignment to Operational Plan

Strategy 1.1.1: Provide sound, competent leadership as to maximise the organisation's operational performance, productivity and efficiency.

Financial Implications N/A

Risk Management Implications Regular reporting on the Directorate's progress and achievements ensures accountability and fosters a positive culture.

## **CONSULTATION**

Doug Mackay – Manager Development Assessment  
Shane Neville – Manager Strategic Planning  
Ry Collins – Project Coordinator Regional Skills Investment Strategy  
Emily Reck – Cadet Building Certifier

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Council receives the Development Services Monthly Report for July 2020.

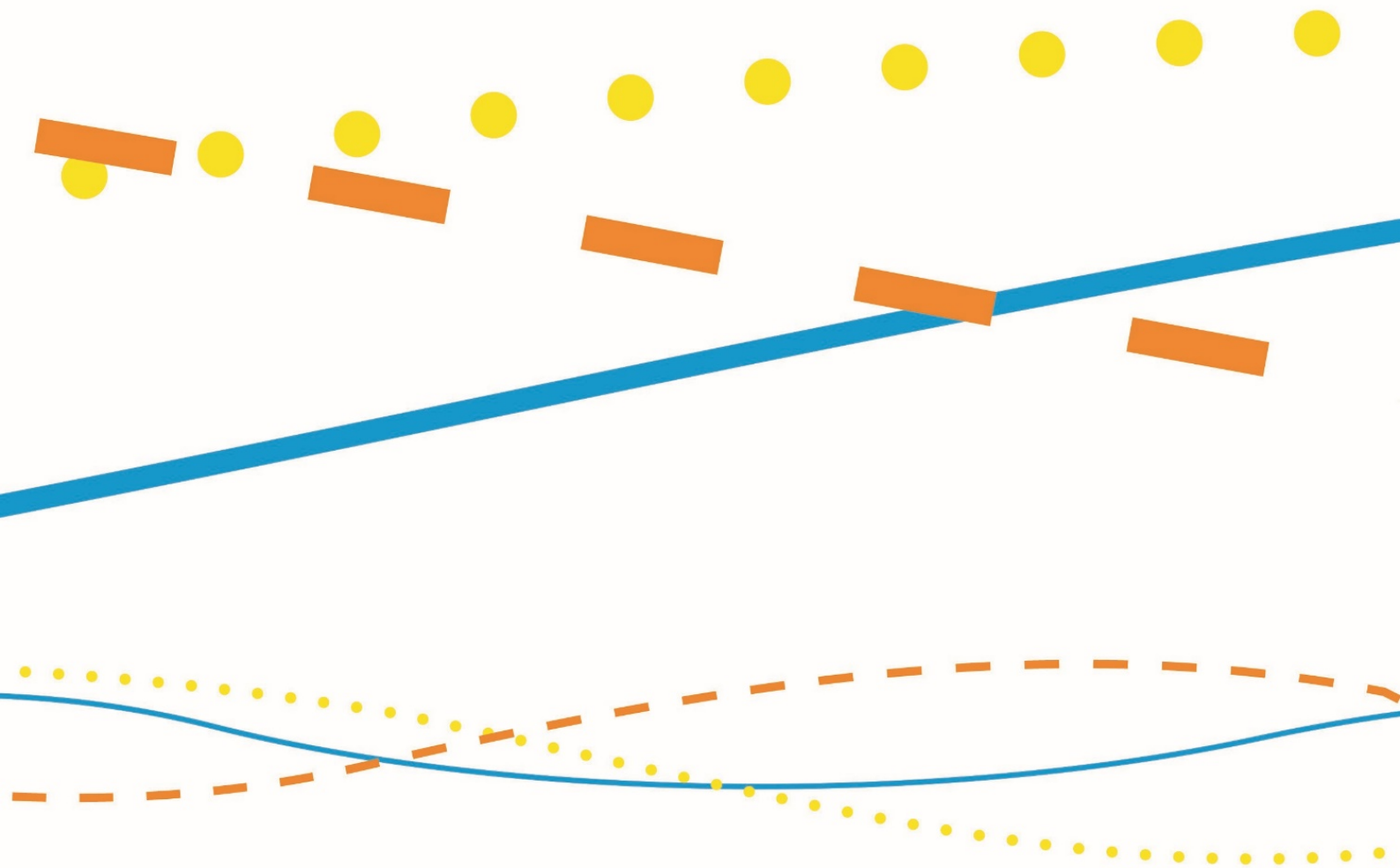
## **ATTACHMENTS**

Attachment 1 – Development Services Monthly Report – July 2020

## Development Services

Strategic Planning  
Development Assessment  
Building, Plumbing & Compliance  
Economic Development

Monthly Report – July 2020



## TABLE OF CONTENTS

|                                                                 |          |
|-----------------------------------------------------------------|----------|
| <b>Directors Report .....</b>                                   | <b>3</b> |
| Strategic Planning .....                                        | 4        |
| Operational Activities .....                                    | 4        |
| Development Assessment.....                                     | 5        |
| Development Statistics .....                                    | 5        |
| Summary of Applications approved under Delegated Authority..... | 6        |
| Building, Plumbing & Compliance .....                           | 8        |
| Economic Development .....                                      | 11       |

# Directors Report

## Strategic Planning

The month of July saw Strategic Planning dedicate substantial resources to supporting Development Assessment in the preparation of Development Conditions for the Whitsunday Paradise Application. All Strategic Planning Officers completed their Performance and Development Plan and moved from home to downstairs in the Cannonvale Business Centre and observed appropriate distancing within the office. The Bowen Local Plan and Bowen Masterplan were completed in draft and will be submitted to Council for consideration in August. The draft Hemp Strategy was handed over to Economic Development to become project champion. Multiple reviews were undertaken with Infrastructure on the Masterplans, Whitsunday Paradise conditions and Strategic Floodplain Management Plan. The Strategic Planning Manager also joined the Project TAG, ICT Committee, Proserpine Heat Study Advisory Group and Digital Infrastructure Working Group, to provide strategic advice on these projects.

## Development Assessment

Development applications lodged for the month of July were the second lowest level for the 2020 calendar year. This may be an indication of the COVID-19 pandemic beginning to have an impact upon development industry, particularly 'mum and dad' applicants who are wary of investing at this time. The number of survey plans sealed for the month of July was at a twelve-month high and the number of inspections carried out was at the second highest level for 2020 demonstrating the team remained busy during the month. The number of meetings with private sector builders, consultants and contractors occurred during the month remained high indicating a commitment for ongoing projects to complete works. A significant number of meetings were also held regarding the several complex applications currently under assessment. Most notably, the Whitsunday Paradise project has been absorbing significant resources.

## Building, Plumbing & Compliance

Building and Plumbing applications remain steady for the month of July, ranging from dwellings, sheds, retaining walls and commercial works involving Queensland Fire referrals.

Both Building and Plumbing inspections have been consistent in July.

Compliance continues to receive complaints ranging from retaining walls to enquiries regarding occupants in sheds. Two Show Cause Notices have been issued this month and one enforcement notice was issued for unlawful structures on the Bruce Highway. Council is currently working with the property owner to organise either demolition or approval for the unlawful structures. The Building team is working to gain entry to the dangerous and dilapidated hotel (O'Duinns Irish Pub) in Proserpine. Once access has been permitted, Council can enter to determine the extent of the danger of the building and work towards a solution to make the building safe.

## Economic Development

For July, activity focused on supporting the local economy as COVID-19 related restrictions have eased and attention has turned toward business resuming normal operations. Further work has continued on existing projects and the identification of new economic priorities and opportunities for the region as it continues to recover. Interactions with stakeholders, particularly those from state government has increased as they seek to understand the needs of the region in the next round of recovery planning. Crisis and resilience related funding stimulus opportunities continue to come through and it is expected further work will be required in the months ahead to address these and support the development of new local projects in target areas.

## Strategic Planning

The Strategic Planning Branch is responsible for developing and maintaining land use and infrastructure plans and policies, such as the Planning Scheme, as well as reviewing various planning related State planning instruments and legislation, including the Mackay, Isaac, Whitsunday Region Plan.

## Operational Activities

The Strategic Planning Branch is undertaking several projects, including;

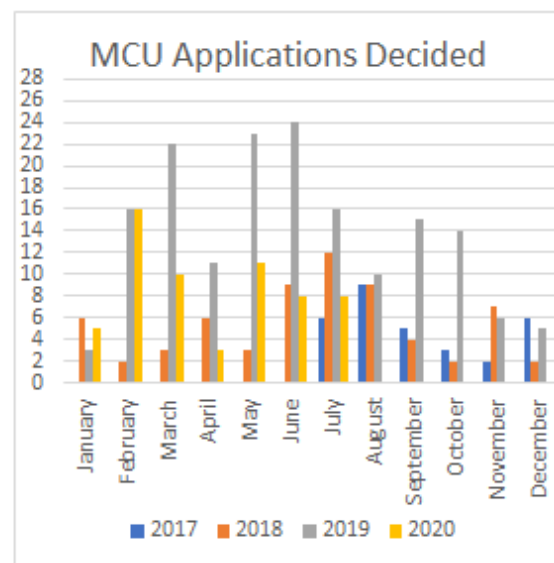
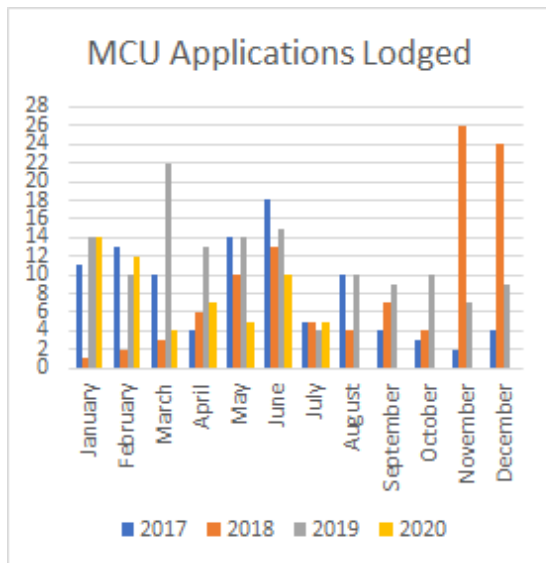
- Continuing Planning Scheme Integration and Review
- Finalisation of the Collinsville Master Plan
- Finalisation of the Bowen Master Plan
- Preparation of the Greater Airlie Beach Area Master Plan
- Peer Review of the Airlie Beach Local Plan
- Review and amendments to the Airlie Beach Land Management Plan
- Review of the Cannon Valley Growth Strategy
- Review of the Local Heritage Register
- Present the Land Register Lot Review
- Preparation of the Open Space Standards (Development Manual) – Community and Stakeholder Surveys
- Research Affordable Housing Strategy
- Research Smart City Strategy; and
- Assessment of Façade Improvement Policy Applications.

## Development Assessment

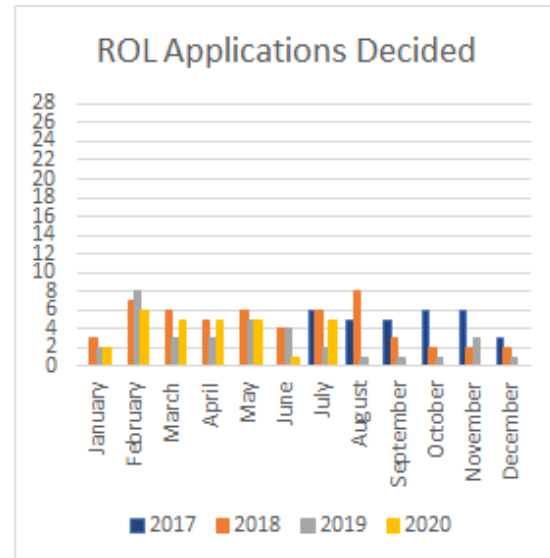
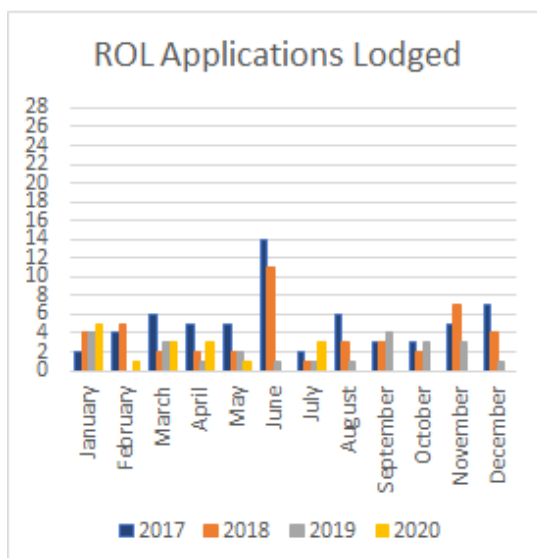
The Development Assessment Unit is responsible for assessing development applications, reviewing referrals for state land, environmental impact statements and other material for coordinated projects, activities, preparing planning and development certificates and inspecting developments for compliance with development approvals and other planning requirements.

### Development Statistics

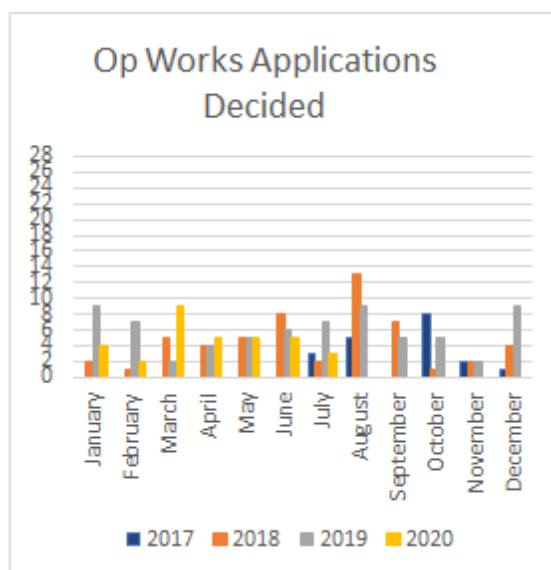
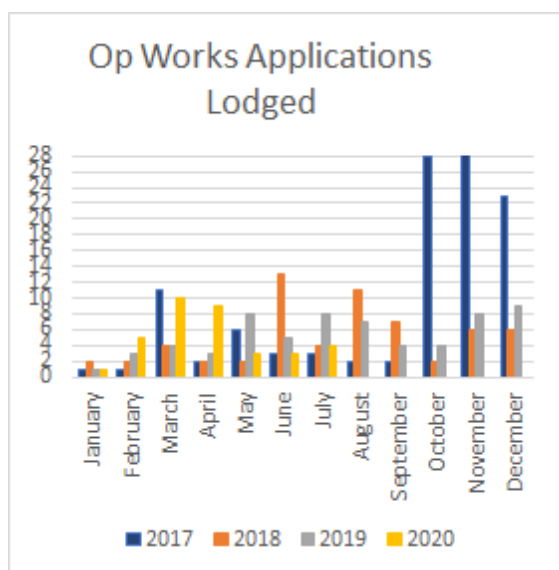
New MCU applications fell below the yearly average, however the number of MCU applications decided remained on average. This is consistent with previous years trends where number in drop below the highs of June being the end of financial year.



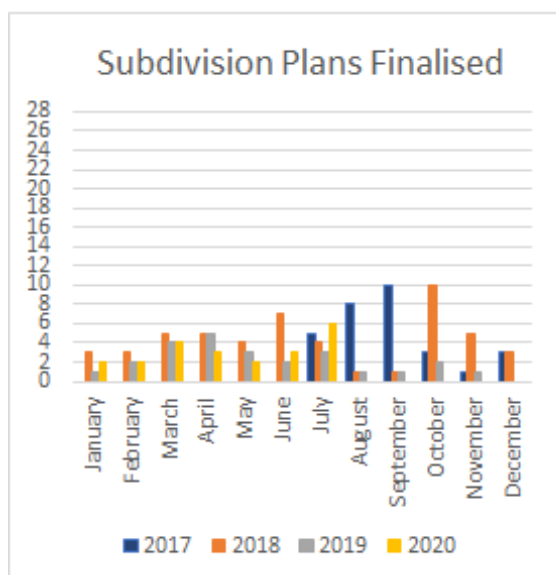
The number of ROL applications lodged rebounded to the monthly yearly average for June. ROL applications decided remained consistent with yearly trends.



Increase of Op Works applications lodged, up from the month of June.



The number of subdivision plans finalised was at a 18 month high.



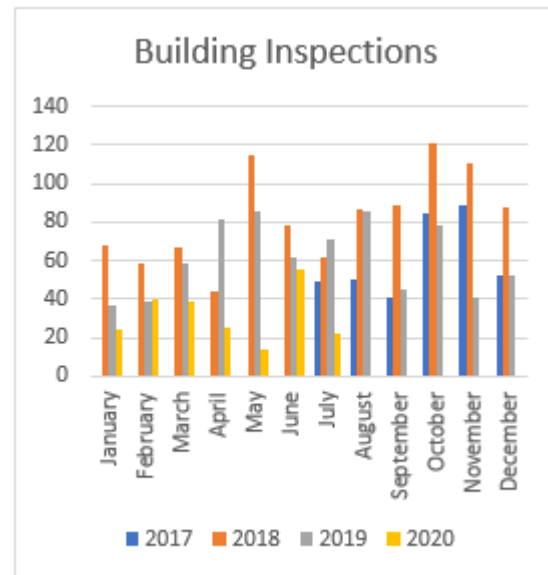
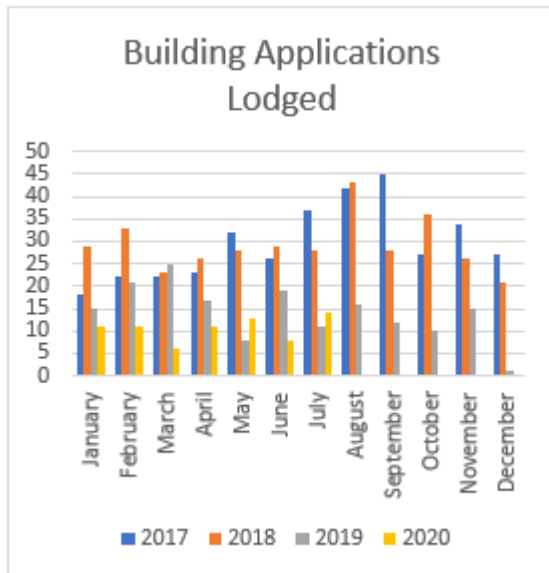
## Summary of Applications approved under Delegated Authority

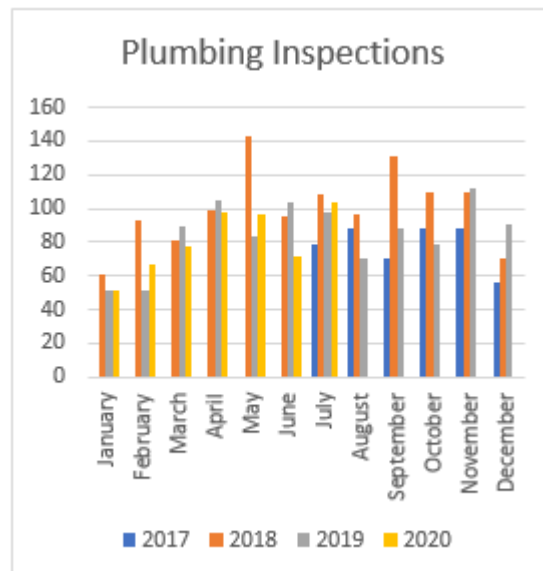
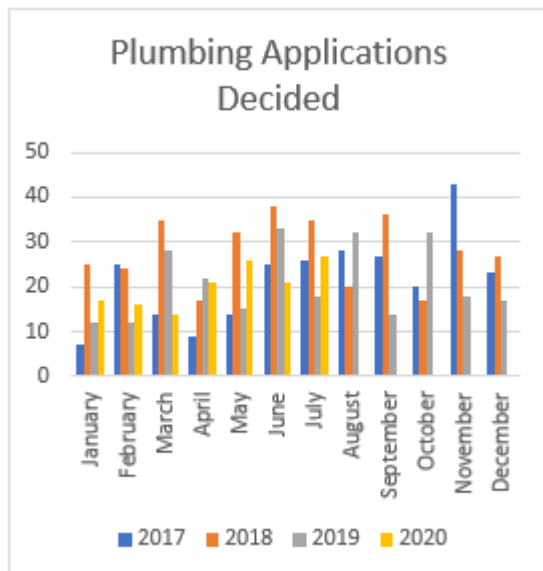
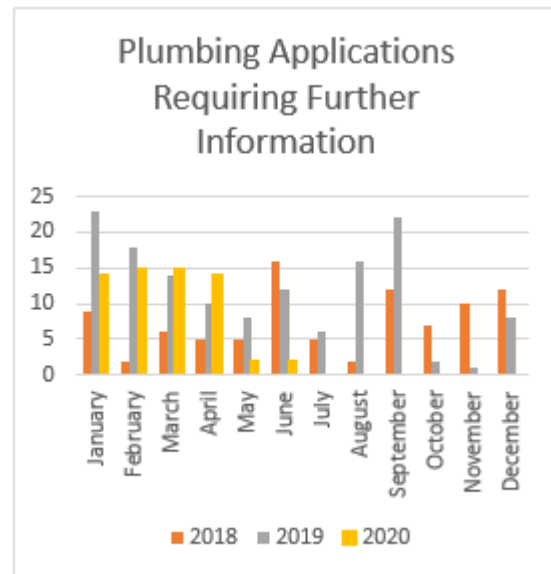
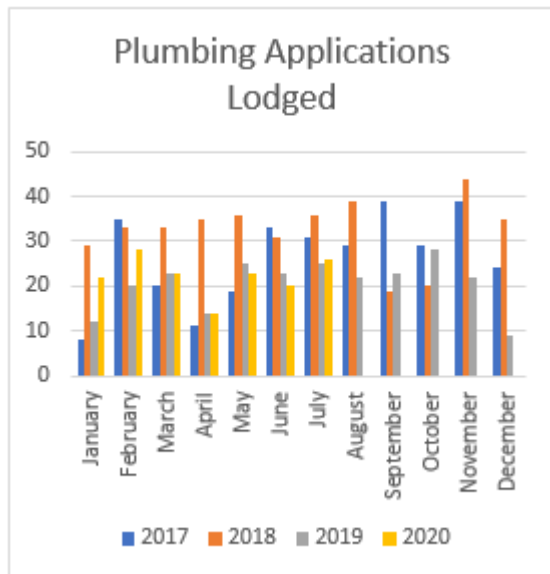
| Application No. | Applicant & Location                                                                 | Approval Details                                                         |
|-----------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| 20181532        | AC Cini<br>20 Altman Ave, Cannonvale<br>28 SP276385                                  | Development Permit for Material Change of Use (Short Term Accommodation) |
| 20190005        | Miller Kelly Maree As TTE<br>20 Altman Ave, Cannonvale<br>22 SP276385                | Development Permit for Material Change of Use (Short Term Accommodation) |
| 20190543        | Queensland Parks & Wildlife Service<br>Whitsunday Island National Park<br>428 NPW621 | Development Permit for Operational Works (Prescribed Tidal Works)        |

|          |                                                                                          |                                                                                                                                               |
|----------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 20191050 | De Costi Seafoods Pty Ltd<br>15050 Bruce Highway, Gregory River<br>2 SP241760            | Development Permit for Request for Minor Change of Development Permit Material Change of Use (Aquaculture)                                    |
| 20200238 | Sanctuary Living Investments Pty Ltd<br>1-15 Regatta Blvd, Cannon Valley<br>131 SP318469 | Development Permit for Operational Works (Carpark & Water Quality Treatment Device)                                                           |
| 20200375 | M V Drabsch<br>31 Chapman St, Proserpine<br>12 RP706142                                  | Development Permit for Material Change of Use (Low Impact Industry Shop)                                                                      |
| 20200394 | B E Penhallurick<br>355 Saltwater Creek Rd, Palm Grove<br>1 RP706866, 4 RP741846         | Development Permit for Reconfiguration of a Lot (Boundary Adjustment)                                                                         |
| 20200429 | The Trust Company (Pta) Limited<br>Hamilton Island, Whitsundays<br>1SP 253593, 8 HR1875  | Development Permit for Material Change of Use & Operational Works (Prescribed Tidal Works)                                                    |
| 20200432 | M W Deckie<br>Dingo Beach Rd, Cape Gloucester<br>103 HR293                               | Development Permit for Reconfiguration of a Lot (Boundary Realignment)                                                                        |
| 20200558 | B G Willmington<br>20 Jubilee Pocket Rd, Jubilee Pocket<br>1 SP253593                    | Development Permit for Material Change of Use (Siting Variation Shed)                                                                         |
| 20200570 | R M Johnston<br>9 Woodward Crs, Cannonvale<br>11 RP734590                                | Development Permit for Material Change of Use (Siting Variation Garage Extension)                                                             |
| 20200629 | De Costi Seafoods Pty Ltd<br>15050 Bruce Highway, Gregory River<br>2 SP241760            | Development Permit for Material Change of Use (Aquaculture) & Operational Works (Access, Car Parking, Earthworks, Erosion & Sediment Control) |
| 20200637 | H J Hodgman<br>73 Windemere Dr, Strathdickie<br>10 SP167809                              | Development Permit for Reconfiguration of a Lot One (1) Lot into Two (2) Lots & Access Easement                                               |
| 20200638 | E T Cathie<br>1185 Gregory River Cannon Valley Rd, Strathdickie - 114 SP164924           | Development Permit for Operational Works (Driveway, Access, Parking, Stormwater, Erosion & Sediment Control)                                  |
| 20200644 | A M Rodgers<br>71 Hibiscus Rd, Cannon Valley<br>71 SP718676                              | Development Permit for Reconfiguration of a Lot One (1) Lot into Two (2) Lots & Access Easement                                               |
| 20191165 | Meridien AB Pty Ltd<br>2-10 Coconut Grove, Airlie Beach<br>105 SP232115                  | Development Permit for Reconfiguration of a Lot Two (2) Lots into Ten (10) Lots                                                               |

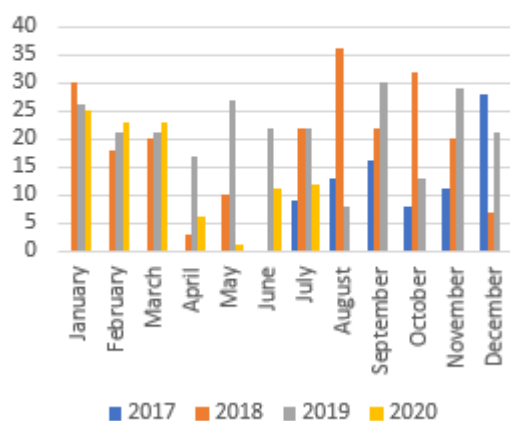
## Building, Plumbing & Compliance

The Building, Plumbing & Compliance branch is responsible for assessing/reviewing building and plumbing applications, developing and maintaining various building and plumbing related policies and registers; carrying out Building regulatory functions; and manage and regulate enforcement and compliance procedures.

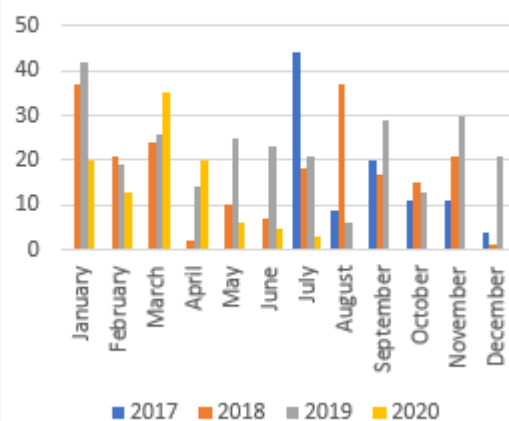




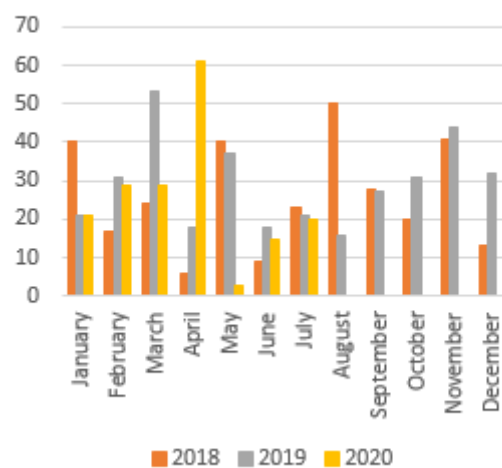
### Compliance Complaints Received



### Compliance Complaints Investigated



### Compliance Inspections



## Economic Development

The Economic development branch undertakes actions that progress the growth and overall prosperity of the region. This includes the provision of support to local businesses, delivery of actions contained within the Economic Development Strategy, stakeholder engagement, facilitation and development of investment enquiries and business cases for targeted investment, advocacy towards issues of regional economic and social importance, and development of research and reports on the economy.

### Monthly Highlights

- Assisted the Mayor with Coordination of the Whitsunday Economic Taskforce and collation of input from regional stakeholders toward the Regional Priorities plan.
- Completed analysis and engagement to provide periodic Economic Update to council highlighting current COVID19 related impacts and an overview of the state of small business sector.
- Submitted over \$2 million in new grant funding applications to support 6 council projects across all directorates.
- Initiated the Whitsunday Digital Infrastructure working group's first meeting to address the future digital and technology infrastructure needs of council, key industry sectors and the community.
- Worked with Tourism partners to deliver marketing initiatives and profile key tourism experiences in the region to maximise domestic visitation following restrictions easing from early July.
- Worked with QTIC to finalise Destination check Audit, with recommendations highlighting the regions path toward best practice Tourism standards and opportunity to promote this as a key point of difference to prospective visitors.
- Provided assistance to new business looking to establish in the region in the segments of adventure sports, hotel and conference centre development, new business centre/office space, agricultural feed, aged care facility and civil construction.

### Current Projects

- Regional Skills investment strategy
- ASBAS Digital Skills program
- Blueprint
- Whitsunday Jobs Board
- **Whitsunday Trails Concept Design**
- **Small Business Start-up program**
- **Regional Priorities Plan**
- **Food Branding and promotion project**

### Stakeholder Meetings

- Participated in periodic collaborative meetings with key industry partners and government organisations including Bowen Collinsville Enterprise, Tourism Whitsundays, RDA MIW, LGAQ, GW3, Whitsunday Chamber, Proserpine Chamber and Bowen Chamber.
- Met with the Great Barrier Reef foundation regarding funding opportunities to deliver a regional energy strategy and a number of potential projects utilising clean energy technologies.
- Assisted stakeholder consultation between the Queensland government's QCN Fibre and key local opportunities including new developments, farms and Collinsville mines.
- Met with Glencore and Qcoal to discuss current economic and workforce challenges and potential funding opportunities available to council led initiatives.
- Attended meetings with NQBP and BCE toward new consulting work initiated for the future development of Bowen Harbour.
- Worked with Regional Director of DSDTI to identify appropriate regional stakeholders to meet in forthcoming premiers' and ministerial roadshows.
- Participated in an information session with Austrade and the Indonesian trade office to discuss opportunities for goods and services under the recently announced Free-trade agreement with Indonesia.

## Funding Submissions

| Program                                        | Project                                                                           | Amount Requested      |
|------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------|
| Saluting Their Service                         | Commemorations Relocation, Preservation and Reestablishment – Proserpine Cenotaph | \$67,000.00           |
| Queensland Resilience & Risk Reduction Fund    | Floodway Resilience Program                                                       | \$301,690.00          |
| Queensland Resilience & Risk Reduction Fund    | Flood Cameras & Intelligent Systems Project                                       | \$105,000.00          |
| Queensland Resilience & Risk Reduction Fund    | Strategic Floodplain Management Plan Project                                      | \$300,000.00          |
| Local Roads & Community Infrastructure Program | Car Park at 7 Chapman Street (Proserpine Admin Building)                          | \$1,050,537.00        |
| Black Spot                                     | Gregory St & Williams St Intersection, Bowen                                      | \$274,000.00          |
| <b>TOTAL</b>                                   |                                                                                   | <b>\$2,098,227.00</b> |

## Funding Attained

| Program                   | Project                                                                                                  | Amount Requested      |
|---------------------------|----------------------------------------------------------------------------------------------------------|-----------------------|
| Queensland Bushfire Cat C | Bushfire Resilience                                                                                      | \$42,000.00           |
| Works 4 QLD – Covid       | Compilation of priority infrastructure projects derived from LGAQ Battle Plan submission and budget bids | \$2,720,000.00        |
| <b>TOTAL</b>              |                                                                                                          | <b>\$2,762,000.00</b> |

## Denied Applications

Growing Tourism Infrastructure Fund EOI – Council submitted four (4) projects related to the Destination Tourism Plan. No projects invited to progress to Business Case.

**13. Community Services**  
**13.1 DONATIONS AND IN-KIND SUPPORT REQUESTS UP TO \$2,000.00 - JULY 2020**

---

**AUTHOR:** Erin Finau – Community Development Officer

---

**RESPONSIBLE OFFICER:** Julie Wright – Director Community Services

---

**OFFICER'S RECOMMENDATION**

That Council endorse the Donations and In-kind support provided for the month of July 2020, from budget code JC: 2967.11074 – Community Donations (2967) / Donations (11074), to the following recipients:

- Proserpine Golf Club - \$500.00 in kind donation
  - Collinsville Community Association - \$200.00 donation
  - NQ Speedway Riders and Supporters Club - \$2,000.00 donation
- 

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

**SUMMARY**

Council is approached by Community groups for donations and in-kind support. Assistance is provided where possible and funds are available.

**PURPOSE**

To advise Council of the Donations and In-Kind support up to \$2,000.00 provided for the month of July 2020.

**BACKGROUND**

**13. Community Services**  
**13.2 2020/05/13.13 DONATION ON COUNCIL FEES - APRIL 2020**

**Moved by:** CR J CLIFFORD  
**Seconded by:** CR M WRIGHT

**That Council:**

- donate the value of the fees, from budget code JC: 2967.11074 – Community Donations (2967) / Donations (11074), to the Proserpine Lions Club for Waste Disposal Fees of \$63.75;*
- Furthermore, authorise the Chief Executive Officer to approve:*
  - *Request for Donation on Council Fee applications, and*
  - *Request for Donations, Sponsorships and In-Kind Support applications up to the value of \$2,000.00, and*
- approve the submission of a monthly report listing the applications processed.*

**MEETING DETAILS:**

***The motion was Carried 7/0***

## **STATUTORY/COMPLIANCE MATTERS**

*Local Government Act 2009*

*Local Government Regulation 2012*

## **ANALYSIS**

Council receives requests for assistance from community and sporting groups with a majority of requests for amounts not exceeding \$2,000.00. In the month of July 2020, the following donations were provided:

| <b>Organisation Name</b>               | <b>Description</b>                             | <b>Donation Amount</b> | <b>In-Kind Support Amount</b> |
|----------------------------------------|------------------------------------------------|------------------------|-------------------------------|
| Proserpine Golf Club                   | Cane Road Base                                 | N/A                    | \$500.00                      |
| Collinsville Community Association     | Collinsville's Biggest Morning Tea Event       | \$200.00               | N/A                           |
| NQ Speedway Riders and Supporters Club | NQ Solo Masters Venue Hire – Bowen Showgrounds | \$2,000.00             | N/A                           |
| <b>Total for July 2020</b>             |                                                | <b>\$2,200.00</b>      | <b>\$500.00</b>               |

Council has the following options:

Option 1 – That Council endorses the donations and/or in-kind support up to \$2,000.00 for July 2020.

Option 2 – That Council does not endorse the donations and/or in-kind support for July 2020.

## **STRATEGIC IMPACTS**

### Corporate Plan

*Outcome 2.2* – Our region is inclusive and motivated by a range of social, cultural and recreation opportunities.

*Strategy 2.2.3* – Develop systems and promote the funding of local sport and recreation facilities.

### Operational Plan

*Action 2.2.3.2* – Support the Whitsunday community through the facilitation of community and RADF grants.

*Measure* – Community & RADF Grant Applications are decided within corporate timeframes.

Financial Implications – The funds will be taken from JC: 2967.11074 – Community Donations (2967) / Donations (11074). There is currently \$80,000.00 in this budget line item.

Risk Management Implications – There is a financial cost to Council, however the financial assistance provided will support the activities of community and sporting groups in the Whitsunday Region.

## **CONSULTATION**

Julie Wright – Director Community Services

Rod Cousins – Manager Community Development & Libraries

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Council endorse the Donations and In-kind support provided, from budget code JC: 2967.11074 – Community Donations (2967) / Donations (11074), for the month of July 2020.

## **ATTACHMENTS**

Attachment 1 – Request for In Kind Support - Proserpine Golf Club

Attachment 2 – Request for Donation - Collinsville Community Association

Attachment 3 – Request for Donation - NQ Speedway Riders and Supporters Club

### Attachment 1 – Request for In Kind Support - Proserpine Golf Club

**From:** Proserpine Golf Club <[golf@proserpinegolfclub.com.au](mailto:golf@proserpinegolfclub.com.au)>

**Sent:** Tuesday, 21 July 2020 9:41 AM

**To:** Whitsunday Regional Council <[ElectronicMail@whitsundayrc.qld.gov.au](mailto:ElectronicMail@whitsundayrc.qld.gov.au)>

**Subject:** General Manager

Dear sir,

I am writing on behalf of the Proserpine Golf Club Inc, the club is about to hold their Open Golf Championships and are currently preparing the course .in previous years the council has generously donated Cane Road base to help with the ongoing repairs to cart paths on the course, we asking if the Council could again please help us with this.

Look forward to your reply.

Kind Regards

[REDACTED]

Secretary

**PROSERPINE GOLF CLUB INC.**



**Phone: 07 4945 1337**

[www.proserpinegolfclub.com.au](http://www.proserpinegolfclub.com.au)

[www.facebook.com/proserpinegolfclub](https://www.facebook.com/proserpinegolfclub)

## Attachment 2 – Request for Donation - Collinsville Community Association



Collinsville Community Association Inc.

ABN: 81 549 329 088

81 Garrick St Collinsville Qld 4804 - PO Box 197

Ph: 0747855 965 - Fax: 0747855 578

Email: [ccainc1@bigpond.com](mailto:ccainc1@bigpond.com) - [admincca@bigpond.com](mailto:admincca@bigpond.com)



Wednesday 29<sup>th</sup> July 2020,

Whitsunday Regional Council

Collinsville Community Association will be holding a morning tea on the 14<sup>th</sup> August 2020 at 11am at the Pit Pony tavern to tie in with Australia's Biggest morning Tea to raise funds for the Cancer Council Australia.

We have created the event to be Collinsville's Biggest Morning Tea Party inspired by everything Vintage, there will be prizes for best costume, lucky door prize & games throughout the morning.

We are expecting approximately 50 guests at our event & hope to raise some much-needed funds for The Cancer Council.

We are asking if Whitsunday Regional Council would be interested in jumping on board & funding the food for our event. We are asking for \$500 to cater for the event.

A grant application was submitted in March but due to the COVID restrictions we had to postpone the event & had not set a new date.

We would like to take this opportunity in thanking the Whitsunday Regional Council for their ongoing support for the Collinsville Community Association & continual assistance with all our community projects.

Thank you & we look forward to hearing from you with a favourable outcome & working together in future events & activities.

Yours truly

HJB

Service Coordinator

### Attachment 3 – Request for Donation - NQ Speedway Riders and Supporters Club



N.Q.S.R.A.S.C.  
PO Box 7440  
Garbutt Qld. 4814  
nqsrasc.secretary@gmail.com  
ABN: 52821179225  
Like us on Facebook

30/07/2020

Hi Julie,

My name is Ashleigh Smith and I am the Secretary and Public Relations officer for the North Queensland Speedway Riders and Supporters Club.

We are a small not for profit club that has been given the opportunity to host speedway events at the Bowen Showgrounds. In 2019, our club spent \$18,000 in order to get the showgrounds to the level where racing was approved by our governing body. This mammoth task was done over a 6 week period with our committee staying in Bowen each weekend along with a group of amazing volunteers from the Bowen region. Without donations and help from the local community, it wouldn't have been possible.

It was a huge success when we hosted the 2019 Queensland Sidecar Titles at the venue in December, it brought many spectators (1500) to the region and it was great to see the local region benefiting from our event through food venues, hotels and caravan parks.

Since the lifting of the Covid-19 restrictions, we are now able to host events again at the showgrounds. On August 22<sup>nd</sup> 2020 we have scheduled in our annual North Queensland Solo Masters and are expecting a healthy crowd of approx. 1000-1500 spectators. This is an exciting few weeks in the lead up to the event but as you would know, events like this have a lot of costs associated. Due to this, I am wondering if the council would consider a donation of \$2000 to help us pay for the hire of the venue for our use.

The club have been asked to host another Queensland Championship at this venue in November 2020 so we look forward to bringing more riders, families and fans to the region again in November. The volunteers from Bowen have been a huge help to us, so we hope that by hosting big events like these that we are also helping Bowen's economy in return.

I am incredibly grateful that you would even consider this donation and appreciate your time in taking this to the Council meeting.

|

Kind Regards,

[Redacted Signature]

### **13. Community Services**

#### **13.2 2020 WHITSUNDAY SCHOOLIES**

---

**AUTHOR:** Elizabeth Youd – Community Grants Support & Events Officer

---

**RESPONSIBLE OFFICER:** Julie Wright – Director Community Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council approve the cancellation of the 2020 Whitsunday Schoolies 7-Day Safety Response Program due to the ongoing issues and risks relating to COVID-19 pandemic.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

Whitsunday Schoolies Safety Response Program is held in Airlie Beach each November specifically for high school graduates celebrating the completion of high school years.

#### **PURPOSE**

To advise Council of the issues regarding the hosting of the 2020 Whitsunday Schoolies Safety Response Program.

#### **BACKGROUND**

There is no previous Council decision relating to this matter.

#### **STATUTORY/COMPLIANCE MATTERS**

Roadmap to easing Queensland's Restrictions  
Industry Framework for COVID Safe Events in Queensland

#### **ANALYSIS**

The program involves well-planned supervised diversionary activities (including mosh-pit style dance parties) in a safe environment known as "Schoolies Central" and attracts up to 1,200 participants per year from across Queensland and also interstate.

Due to the current COVID-19 pandemic, major events and festivals across the country have been hugely impacted, with a significant number having to be either cancelled or postponed.

The Whitsunday Schoolies Advisory Committee have met on several occasions and it has been agreed unanimously that it would be a too high a risk to the community to run the program this year.

#### **STRATEGIC IMPACTS**

Corporate Plan

*Outcome 2.2* – Our region is inclusive and motivated by a range of social, cultural and recreation opportunities.

*Strategy 2.2.7* – Promote volunteerism and encourage the participation of volunteers in community activities.

Operational Plan

*Action 2.2.7.2* – Facilitate annual Whitsunday Schoolies event.

*Measure* – Whitsunday Schoolies is completed on time and within budget.

Financial Implications – The overall costs for services and supplies to host the program is approximately \$215,000.00 (*based on 2019 figures*). Should the program continue for 2020 and, a positive COVID case be detected early in the program, it would result in ceasing the program and a potentially significant financial loss to Council.

Risk Management Implications – Should a positive COVID case occur whilst attending Whitsunday Schoolies, the likelihood is the reputation of Airlie Beach as a tourist destination would be significantly impacted thereby affecting the local business providers and the broader economy of the region.

## **CONSULTATION**

Julie Wright – Director Community Services

Rod Cousins – Manager Community Development & Libraries

Whitsunday Schoolies Advisory Committee

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

It is recommended that Council approve the cancellation of the 2020 Whitsunday Schoolies 7-Day Safety Response Program due to the ongoing issues and risks relating to COVID-19.

## **ATTACHMENTS**

N/A

### 13. Community Services

#### 13.3 APPROVED INSPECTION PROGRAM 2020 - DOG & CAT REGISTRATION AUDIT

---

**AUTHOR:** Milton Morsch – Coordinator Health Environment & Local Laws

---

**RESPONSIBLE OFFICER:** Julie Wright – Director Community Services

---

#### OFFICER'S RECOMMENDATION

That Council approves:

- a) to conduct a Selective Inspection Program in accordance with the *Local Government Act 2009*, from Monday, 14 September 2020 to Friday, 11 December 2020 for the purposes of:
  - Inspecting residential properties to ensure animals or multiple animals requiring registration or approval to be kept are registered with and approved by the local government;
  - Upgrading of the dog and cat registration register in accordance with the *Animal Management (Cats & Dogs) Act 2008* and *Whitsunday Regional Council Local Law No. 2 (Animal Management) 2014*;
  - Identifying compliance and non-compliance with the *Animal Management (Cats & Dogs) Act 2008* regarding registration of dogs;
- b) the public notification of the program in accordance with the *Local Government Act 2009*.

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### SUMMARY

Council Local Law Officers undertake an annual approved selective inspection program involving the inspection of properties for animals (dogs and cats) including multiple animals not currently registered with or approved to be kept by Council.

#### PURPOSE

The purpose of the program is to inspect residential properties in the Whitsunday Regional Council area to identify the number and registration of dogs and cats kept at each property to determine compliance with the *Animal Management (Cats and Dogs) Act 2008* and *Whitsunday Regional Council Local Law No. 2 (Animal Management) 2014*.

#### BACKGROUND

Approved Inspection Programs - Dog and Cat Registration Audits have been conducted by Council in the past. The program generally assists in increasing the number of dogs and cats registered in the Council region as the figures below indicate:

| Animal/Year | 2015/2016 | 2016/2017 | 2017/2018 | 2018/2019 | 2019/2020 |
|-------------|-----------|-----------|-----------|-----------|-----------|
| Dogs        | 4,490     | 4,530     | 4,786     | 4,619     | 4,733     |

|             |     |     |     |     |     |
|-------------|-----|-----|-----|-----|-----|
| <b>Cats</b> | 773 | 585 | 581 | 552 | 550 |
|-------------|-----|-----|-----|-----|-----|

As of 4 August 2020, Council has received 3,476 dog and 429 cat registrations for the current financial year.

## **STATUTORY/COMPLIANCE MATTERS**

*Local Government Act 2009 Sections 133 & 134*

*Animal Management (Cats and Dogs) Act 2008*

*Whitsunday Regional Council Local Law No. 2 (Animal Management) 2014*

## **ANALYSIS**

The registration of a cat or dog with the local government is required in accordance with the *Animal Management (Cats & Dogs) Act 2008* and *Whitsunday Regional Council Local Law No. 2 (Animal Management) 2014*. The number of animals, including dogs and cats, permitted to be kept on a property is also regulated by Council.

Animal registration makes identification of an animal and their owner readily available, when investigating animal related incidents/complaints eg. wandering animals, attacks, dog barking etc. Council approval for multiple animals is also necessary to reduce impacts on community health and safety.

Animal registration and approval to keep multiple animals are vital in ensuring animal related matters are resolved in an effective and efficient manner.

Option 1 – Council approves the Inspection Program for 2020.

Option 2 – Council declines the Inspection Program for 2020.

## **STRATEGIC IMPACTS**

### Corporate Plan

*Outcome 2.1* – Our region is active, healthy, safe and resilient.

*Strategy 2.1.3* – Implement, enforce and review community health regulations and standards and deliver a timely and effective response to emerging health issues.

### Operational Plan

*Action 2.1.3.2* – Ensure Prescribed Activities under the Local Law are audited annually.

*Measure* – Annual audit complete.

Financial Implications – There is potential for a decrease in revenue from unregistered animals in the region. The animal registration and renewal funds will be placed into: GL: 01580.0105.0079 – Local Law Revenue (01580) / Statutory Fees & Charges (0105) / Dog Registration & Renewal (0079).

Risk Management Implications – It is difficult for Local Law Officers to identify unregistered dog owners, should there be an attack in a public place or wandering at large. A Council registration tag or microchip enables Council Officers to locate animal owners to ensure compliance is undertaken in an effective and efficient manner.

## **CONSULTATION**

Julie Wright – Director Community Services

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

It is recommended that Council approves:

- a) to conduct a Selective Inspection Program in accordance with the Local Government Act 2009, from 14 September 2020 to 11 December 2020 for the purposes of:
  - Inspecting residential properties to ensure animals or multiple animals requiring registration or approval to be kept are registered with and approved by the local government;
  - Upgrading of the dog and cat registration register in accordance with the Animal Management (Cats & Dogs) Act 2008 and Whitsunday Regional Council Local Law No. 2 (Animal Management) 2014;
  - Identifying compliance and non-compliance with the Animal Management (Cats & Dogs) Act 2008 regarding registration of dogs;
- b) the public notification of the program in accordance with the Local Government Act 2009.

## **ATTACHMENTS**

Attachment 1 – Approved Inspection Program - Dog & Cat Registration Audit

Attachment 2 – Proposed Advertisement

## Attachment 1 – Approved Inspection Program - Dog & Cat Registration Audit

---

***Selective Inspection Program  
Dog/Cat Registration Audit  
Local Government Act 2009  
Part 2 Division 1 Subdivision 3 Section 134–  
Approved Inspection Programs***

Whitsunday Regional Council program for inspection of properties for compliance with:

- (i) *Animal Management (Cats and Dogs) Act 2008*
- (ii) *Local Law No. 2 (Animal Management) 2014*

### Purpose of Program

The purpose of the program is to inspect selected residential properties in the Whitsunday Regional Council area to identify registration and the number of dogs and cats kept at each property to determine compliance with the *Animal Management (Cats and Dogs) Act 2008* and *Whitsunday Regional Council Local Law No. 2 (Animal Management) 2014*.

### Premises to be Inspected

Residential properties within the Whitsunday Regional Council Local Government area.

### Start of Program

The approved inspection program will commence on Monday, 14 September 2020 and conclude on Friday, 11 December 2020.

### Additional Information

Inspections will be carried out between 8:00am and 4:00pm Monday to Friday.

Inspections will be carried out by Council's Local Law Officers.

The Authorised Officers will be carrying identification badges at all times.

---

## Attachment 2 – Proposed Advertisement

---

***Whitsunday Regional Council Approved Inspection Program  
Part 2 Division 1 Subdivision 3 Section 134–  
Approved Inspection Program  
Local Government Act 2009  
Animal Management (Cats and Dogs) Act 2008  
Whitsunday Regional Council Local Law No. 2 (Animal Management) 2014***

Whitsunday Regional Council will be carrying out an approved inspection program in accordance with *Part 2 Division 1 Subdivision 3 Section 134 Local Government Act 2009*. The purpose of the program is to inspect selected residential properties in the Whitsunday Regional Council area to identify registration and the number of dogs and cats kept at each property to determine compliance with the *Animal Management (Cats and Dogs) Act 2008* and *Whitsunday Regional Council Local Law No. 2 (Animal Management) 2014*, and

The program will be conducted for a period of three (3) months commencing Monday, 14 September 2020 and conclude on Friday, 11 December 2020.

Council Local Law Officers will be clearly identified by way of Whitsunday Regional Council's Uniform and Identification Badge.

A copy of the program is available for inspection at the following Whitsunday Regional Council Offices:

- Bowen – 67 Herbert Street, Bowen
- Cannonvale – Whitsunday Plaza, Cannonvale
- Collinsville – Corner Stanley & Conway Street, Collinsville
- Proserpine – 52 Main Street, Proserpine

Copies of the program may be purchased from Whitsunday Regional Council.

---

### **13. Community Services**

#### **13.4 SPORT & RECREATION CLUB GRANTS - AUGUST 2020**

---

**AUTHOR:** Jacqueline Neave – Arts & Community Programs Officer

---

**RESPONSIBLE OFFICER:** Julie Wright – Director Community Services

---

#### **OFFICER'S RECOMMENDATION**

That Council approve the payment of a Sport & Recreation Club Grant, from budget code JC: 2967.10250 – Community Donations (2967) / Club Grants (10250), to the following recipients:

- Airlie Beach Bridge Club Inc. – Band 4 - \$1,000.00
- Gloucester Sports & Recreation Association Inc. – Band 2 - \$3,000.00
- Whitsunday Triathlon Club Inc. – Band 4 - \$1,000.00
- Whitsunday Swimming Club Inc. – Band 4 - \$1,000.00
- Proserpine Veteran Golfers Association Inc. – Band 3 - \$1,500.00
- Whitsunday Kyokushin Karate Club Proserpine – Band 3 - \$1,500.00
- Whitsunday Running Club Inc. – Band 3 - \$1,500.00
- Proserpine Golf Club Inc. – Band 1 - \$5,500.00

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

Council offers annual funding to grass roots sport & recreation clubs across the region to support the general functions of the club.

#### **PURPOSE**

Council to consider the payment of the Sport & Recreation Club Grants for August 2020 in accordance with Council's Sport & Recreation Club Grants Guidelines.

#### **BACKGROUND**

To be eligible for the sport & recreation grant a club must meet the following criteria;

- Is incorporated and meets its obligations with the Office of Fair Trading;
- Is covered with the appropriate level of public liability insurance (\$20 million); and
- Provides membership data (as defined by Council) to the Council on an annual basis.

The level of funding available to clubs will be based on a progressive scale, the larger the participation rate, the larger the support to the club. Participation is defined as being the total number of active members within the club.

The Sport & Recreation Club Grants are allocated based on the following:

| Band Level | No. of Active Participants | Grant Allocation (\$) |
|------------|----------------------------|-----------------------|
|------------|----------------------------|-----------------------|

|        |           |            |
|--------|-----------|------------|
| Band 1 | > 250     | \$5,500.00 |
| Band 2 | 101 - 250 | \$3,000.00 |
| Band 3 | 51 - 100  | \$1,500.00 |
| Band 4 | 4 - 50    | \$1,000.00 |

## STATUTORY/COMPLIANCE MATTERS

*Local Government Act 2009*

*Local Government Regulation 2012*

*LSP\_C&ENV\_03 – Community Grants Policy*

## ANALYSIS

| Organisation Name                               | Junior Members | Senior Members | Total Members | Grant Type/<br>Band | Amount Requested   |
|-------------------------------------------------|----------------|----------------|---------------|---------------------|--------------------|
| Airlie Beach Bridge Club Inc.                   | 0              | 20             | 20            | Club / 4            | \$1,000.00         |
| Gloucester Sports & Recreation Association Inc. | 8              | 110            | 118           | Club / 2            | \$3,000.00         |
| Whitsunday Triathlon Inc.                       | 3              | 24             | 27            | Club / 4            | \$1,000.00         |
| Whitsunday Swimming Club Inc.                   | 35             | 10             | 45            | Club / 4            | \$1,000.00         |
| Proserpine Veteran Golfers Association Inc.     | 0              | 80             | 80            | Club / 3            | \$1,500.00         |
| Whitsunday Kyokushin Karate Club Proserpine     | 28             | 25             | 53            | Club / 3            | \$1,500.00         |
| Whitsunday Running Club Inc.                    | 1              | 54             | 55            | Club / 3            | \$1,500.00         |
| Proserpine Golf Club Inc.                       | 15             | 292            | 307           | Club / 1            | \$5,500.00         |
| <b>Total</b>                                    |                |                |               |                     | <b>\$16,000.00</b> |

Council has the following options:

Option 1 – That Council approve the payment of the Sport & Recreation Club Grants.

Option 2 – That Council decline the Sport & Recreation Club Grants and defer the decision to a later date.

## STRATEGIC IMPACTS

### Corporate Plan

*Outcome 2.2* – Our region is inclusive and motivated by a range of social, cultural and recreation opportunities.

*Strategy 2.2.3* – Develop systems and promote the funding of local sport and recreation facilities.

### Operational Plan

*Action 2.2.3.2* – Support the Whitsunday community through the facilitation of community and RADF grants.

*Measure* – Community & RADF Grant Applications are decided within corporate timeframes.

Financial Implications – The funds will be taken from budget code JC: 2967.10250 - Community Donations (2967) / Club Grants (10250). There is currently \$137,000.00 in this budget line item.

Risk Management Implications – Reputational Risk - Providing funding support to the community and recognising the efforts of local Sport & Recreational Clubs would be perceived as positive.

## **CONSULTATION**

Julie Wright – Director Community Services

Rod Cousins – Manager Community Development & Libraries

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Council approve the payment of a Sport & Recreation Club Grant, from budget code JC: 2967.10250 – Community Donations (2967) / Club Grants (10250).

## **ATTACHMENTS**

Attachment 1 – Sport & Recreation Club Grant Application - Airlie Beach Bridge Club Inc.

Attachment 2 – Sport & Recreation Club Grant Application - Gloucester Sports & Recreation Association Inc.

Attachment 3 – Sport & Recreation Club Grant Application - Whitsunday Triathlon Inc.

Attachment 4 – Sport & Recreation Club Grant Application - Whitsunday Swimming Club Inc.

Attachment 5 – Sport & Recreation Club Grant Application - Proserpine Veteran Golfers Association Inc.

Attachment 6 – Sport & Recreation Club Grant Application - Whitsunday Kyokushin Karate Club Inc.

Attachment 7 – Sport & Recreation Club Grant Application - Whitsunday Running Club Inc.

Attachment 8 – Sport & Recreation Club Grant Application - Proserpine Golf Club Inc.

**Attachment 1 – Sport & Recreation Club Grant Application - Airlie Beach Bridge Club Inc.**



## Sport & Recreation Clubs Grant Application

### Sport & Recreation Clubs Grant Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

Clear Form

#### Section 1 – Applicant Details

|                                                                  |                                                                          |                                 |                                 |                                            |
|------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------|---------------------------------|--------------------------------------------|
| Application Band Level<br><small>(please see guidelines)</small> | <input type="checkbox"/> Band 1                                          | <input type="checkbox"/> Band 2 | <input type="checkbox"/> Band 3 | <input checked="" type="checkbox"/> Band 4 |
| Club/Entity Name                                                 | AIRLIE BEACH BRIDGE CLUB INC                                             |                                 |                                 |                                            |
| Club/Entity Address                                              | 12 MAEVA STREET JUBILEE POCKET 4802<br>PO BOX 1552 AIRLIE BEACH QLD 4802 |                                 |                                 |                                            |
| Application Contact                                              | [REDACTED]                                                               |                                 |                                 |                                            |
| Contact Phone (B)                                                | [REDACTED]                                                               | Contact Phone (M)               | [REDACTED]                      |                                            |
| Email Address                                                    | [REDACTED]                                                               |                                 |                                 |                                            |

#### Section 2 – Club/Entity Details

|                                               |                                                  |                                          |                                     |                                       |                                        |
|-----------------------------------------------|--------------------------------------------------|------------------------------------------|-------------------------------------|---------------------------------------|----------------------------------------|
| Club Location                                 | <input checked="" type="checkbox"/> Airlie Beach | <input type="checkbox"/> Bowen           | <input type="checkbox"/> Cannonvale | <input type="checkbox"/> Collinsville | <input type="checkbox"/> Proserpine    |
| Incorporation No.                             | 1A 55063                                         | Public Liability Insurance Limit (\$)    |                                     |                                       |                                        |
| Certificate of Currency Attached?             | <input checked="" type="checkbox"/> Yes          | <input type="checkbox"/> No              | GST Registered?                     | <input type="checkbox"/> Yes          | <input checked="" type="checkbox"/> No |
| No. of Active Junior Participant Members      | 0                                                | No. of Active Senior Participant Members | 20                                  |                                       |                                        |
| Name of State/National Governing Organisation | AUSTRALIAN BRIDGE FEDERATION                     |                                          |                                     |                                       |                                        |

#### Section 3 – Applicant Declaration

|           |            |      |           |
|-----------|------------|------|-----------|
| Name      | [REDACTED] |      |           |
| Signature | [REDACTED] | Date | 11/6/2020 |

#### Section 4 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

Bowen  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

Proserpine  
83-85 Main Street  
Proserpine QLD 4800

Collinsville  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

Cannonvale  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

**Attachment 2 – Sport & Recreation Club Grant Application - Gloucester Sports & Recreation Association Inc.**



## Sport & Recreation Clubs Grant Application

### Sport & Recreation Clubs Grant Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

#### Section 1 – Applicant Details

Clear Form

|                                                   |                                                        |                                            |                                 |                                 |
|---------------------------------------------------|--------------------------------------------------------|--------------------------------------------|---------------------------------|---------------------------------|
| Application Band Level<br>(please see guidelines) | <input type="checkbox"/> Band 1                        | <input checked="" type="checkbox"/> Band 2 | <input type="checkbox"/> Band 3 | <input type="checkbox"/> Band 4 |
| Club/Entity Name                                  | Gloucester Sports and Recreation Association Inc       |                                            |                                 |                                 |
| Club/Entity Address                               | 417 Hydeaway Bay Drive, Hydeaway Bay, Queensland, 4800 |                                            |                                 |                                 |
| Application Contact                               | [REDACTED]                                             |                                            |                                 |                                 |
| Contact Phone (B)                                 | [REDACTED]                                             | Contact Phone (M)                          | [REDACTED]                      |                                 |
| Email Address                                     |                                                        |                                            |                                 |                                 |

#### Section 2 – Club/Entity Details

|                                               |                                                                             |                                          |                                       |                                                                     |
|-----------------------------------------------|-----------------------------------------------------------------------------|------------------------------------------|---------------------------------------|---------------------------------------------------------------------|
| Club Location                                 | <input checked="" type="checkbox"/> Hydeaway Bay                            | <input type="checkbox"/> Cannonvale      | <input type="checkbox"/> Collinsville | <input type="checkbox"/> Proserpine                                 |
| Incorporation No.                             | IA32868                                                                     | Public Liability Insurance Limit (\$)    | \$ 20,000,000.00                      |                                                                     |
| Certificate of Currency Attached?             | <input checked="" type="checkbox"/> Yes                                     | <input type="checkbox"/> No              | GST Registered?                       | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No |
| No. of Active Junior Participant Members      | 8                                                                           | No. of Active Senior Participant Members | 110                                   |                                                                     |
| Name of State/National Governing Organisation | None but members are associated with Bowls Queensland and Tennis Queensland |                                          |                                       |                                                                     |

#### Section 3 – Applicant Declaration

|           |            |      |           |
|-----------|------------|------|-----------|
| Name      | [REDACTED] | Date | 16-6-2020 |
| Signature | [REDACTED] |      |           |

#### Section 4 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

Bowen  
Cnr Herbert & Powell Streets  
Bowen QLD 4809

Proserpine  
83-85 Main Street  
Proserpine QLD 4800

Collinsville  
Cnr Kennedy & Conarty Streets  
Collinsville QLD 4804

Cannonvale  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

## Attachment 3 – Sport & Recreation Club Grant Application - Whitsunday Triathlon Inc.



# Sport & Recreation Clubs Grant Application

## Sport & Recreation Clubs Grant Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

### Section 1 – Applicant Details

Clear Form

|                                                   |                                  |                                 |                                 |                                            |
|---------------------------------------------------|----------------------------------|---------------------------------|---------------------------------|--------------------------------------------|
| Application Band Level<br>(please see guidelines) | <input type="checkbox"/> Band 1  | <input type="checkbox"/> Band 2 | <input type="checkbox"/> Band 3 | <input checked="" type="checkbox"/> Band 4 |
| Club/Entity Name                                  | Whitsunday Triathlon Club Inc    |                                 |                                 |                                            |
| Club/Entity Address                               | [REDACTED]                       |                                 |                                 |                                            |
|                                                   | PO Box 2950, Cannonvale QLD 4802 |                                 |                                 |                                            |
| Application Contact                               | [REDACTED]                       |                                 |                                 |                                            |
| Contact Phone (B)                                 | [REDACTED]                       |                                 | Contact Phone (M)               | [REDACTED]                                 |
| Email Address                                     | [REDACTED]                       |                                 |                                 |                                            |

### Section 2 – Club/Entity Details

|                                               |                                                  |                                |                                          |                                       |                                        |
|-----------------------------------------------|--------------------------------------------------|--------------------------------|------------------------------------------|---------------------------------------|----------------------------------------|
| Club Location                                 | <input checked="" type="checkbox"/> Airlie Beach | <input type="checkbox"/> Bowen | <input type="checkbox"/> Cannonvale      | <input type="checkbox"/> Collinsville | <input type="checkbox"/> Proserpine    |
| Incorporation No.                             | IA20430                                          |                                | Public Liability Insurance Limit (\$)    | 20,000,000                            |                                        |
| Certificate of Currency Attached?             | <input checked="" type="checkbox"/> Yes          | <input type="checkbox"/> No    | GST Registered?                          | <input type="checkbox"/> Yes          | <input checked="" type="checkbox"/> No |
| No. of Active Junior Participant Members      | 3                                                |                                | No. of Active Senior Participant Members | 24                                    |                                        |
| Name of State/National Governing Organisation | Triathlon Queensland                             |                                |                                          |                                       |                                        |

### Section 3 – Applicant Declaration

|           |            |      |              |
|-----------|------------|------|--------------|
| Name      | [REDACTED] |      |              |
| Signature | [REDACTED] | Date | 30 June 2020 |

### Section 4 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

Bowen  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

Proserpine  
83-85 Main Street  
Proserpine QLD 4800

Collinsville  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

Cannonvale  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

## Attachment 4 – Sport & Recreation Club Grant Application - Whitsunday Swimming Club Inc.



# Sport & Recreation Clubs Grant Application

## Sport & Recreation Clubs Grant Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

### Section 1 – Applicant Details

Clear Form

|                                                   |                                                                |                                 |                                 |                                            |
|---------------------------------------------------|----------------------------------------------------------------|---------------------------------|---------------------------------|--------------------------------------------|
| Application Band Level<br>(please see guidelines) | <input type="checkbox"/> Band 1                                | <input type="checkbox"/> Band 2 | <input type="checkbox"/> Band 3 | <input checked="" type="checkbox"/> Band 4 |
| Club/Entity Name                                  | WHITSUNDAY SWIMMING CLUB INCORPORATED                          |                                 |                                 |                                            |
| Club/Entity Address                               | PROSERPINE SWIMMING POOL, 55 ANZAC ROAD<br>PROSERPINE QLD 4800 |                                 |                                 |                                            |
| Application Contact                               | [REDACTED]                                                     |                                 |                                 |                                            |
| Contact Phone (B)                                 |                                                                | Contact Phone (M)               | [REDACTED]                      |                                            |
| Email Address                                     | [REDACTED]                                                     |                                 |                                 |                                            |

### Section 2 – Club/Entity Details

|                                               |                                         |                                          |                                     |                                       |                                                |
|-----------------------------------------------|-----------------------------------------|------------------------------------------|-------------------------------------|---------------------------------------|------------------------------------------------|
| Club Location                                 | <input type="checkbox"/> Airlie Beach   | <input type="checkbox"/> Bowen           | <input type="checkbox"/> Cannonvale | <input type="checkbox"/> Collinsville | <input checked="" type="checkbox"/> Proserpine |
| Incorporation No.                             | IA4723                                  | Public Liability Insurance Limit (\$)    | \$ 20,000,000.00                    |                                       |                                                |
| Certificate of Currency Attached?             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No              | GST Registered?                     | <input type="checkbox"/> Yes          | <input checked="" type="checkbox"/> No         |
| No. of Active Junior Participant Members      | 35                                      | No. of Active Senior Participant Members | 10                                  |                                       |                                                |
| Name of State/National Governing Organisation | QUEENSLAND SWIMMING ASSOCIATION INC.    |                                          |                                     |                                       |                                                |

### Section 3 – Applicant Declaration

|           |            |      |            |
|-----------|------------|------|------------|
| Name      | [REDACTED] |      |            |
| Signature | [REDACTED] | Date | 01/07/2020 |

### Section 4 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

Bowen  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

Proserpine  
83-85 Main Street  
Proserpine QLD 4800

Collinsville  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

Cannonvale  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

## Attachment 5 – Sport & Recreation Club Grant Application - Proserpine Veteran Golfers Association Inc.



# Sport & Recreation Clubs Grant Application

## Sport & Recreation Clubs Grant Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

### Section 1 – Applicant Details

Clear Form

|                                                   |                                                     |                                 |                                 |                                 |
|---------------------------------------------------|-----------------------------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Application Band Level<br>(please see guidelines) | <input type="checkbox"/> Band 1                     | <input type="checkbox"/> Band 2 | <input type="checkbox"/> Band 3 | <input type="checkbox"/> Band 4 |
| Club/Entity Name                                  | Proserpine Veteran Golfers Association Incorporated |                                 |                                 |                                 |
| Club/Entity Address                               | Anzac Road, Proserpine                              |                                 |                                 |                                 |
| Application Contact                               | [REDACTED]                                          |                                 |                                 |                                 |
| Contact Phone (B)                                 |                                                     | Contact Phone (M)               | [REDACTED]                      |                                 |
| Email Address                                     | [REDACTED]                                          |                                 |                                 |                                 |

### Section 2 – Club/Entity Details

|                                               |                                         |                                |                                          |                                       |                                                |
|-----------------------------------------------|-----------------------------------------|--------------------------------|------------------------------------------|---------------------------------------|------------------------------------------------|
| Club Location                                 | <input type="checkbox"/> Airlie Beach   | <input type="checkbox"/> Bowen | <input type="checkbox"/> Cannonvale      | <input type="checkbox"/> Collinsville | <input checked="" type="checkbox"/> Proserpine |
| Incorporation No.                             | IA19792                                 |                                | Public Liability Insurance Limit (\$)    | \$ 20,000,000.00                      |                                                |
| Certificate of Currency Attached?             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No    | GST Registered?                          | <input type="checkbox"/> Yes          | <input checked="" type="checkbox"/> No         |
| No. of Active Junior Participant Members      |                                         |                                | No. of Active Senior Participant Members | 80                                    |                                                |
| Name of State/National Governing Organisation | Qld Veteran Golf Union                  |                                |                                          |                                       |                                                |

### Section 3 – Applicant Declaration

|           |            |      |            |
|-----------|------------|------|------------|
| Name      | [REDACTED] |      |            |
| Signature | [REDACTED] | Date | 02/07/2020 |

### Section 4 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

Bowen  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

Proserpine  
83-85 Main Street  
Proserpine QLD 4800

Collinsville  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

Cannonvale  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

**Attachment 6 – Sport & Recreation Club Grant Application - Whitsunday Kyokushin Karate Club Inc.**



## Sport & Recreation Clubs Grant Application

### Sport & Recreation Clubs Grant Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

Clear Form

#### Section 1 – Applicant Details

|                                                                  |                                             |                                 |                                            |                                 |
|------------------------------------------------------------------|---------------------------------------------|---------------------------------|--------------------------------------------|---------------------------------|
| Application Band Level<br><small>(please see guidelines)</small> | <input type="checkbox"/> Band 1             | <input type="checkbox"/> Band 2 | <input checked="" type="checkbox"/> Band 3 | <input type="checkbox"/> Band 4 |
| Club/Entity Name                                                 | Whitsunday Kyokushin Karate Club Proserpine |                                 |                                            |                                 |
| Club/Entity Address                                              | PO Box 439<br>Proserpine QLD 4800           |                                 |                                            |                                 |
| Application Contact                                              | [REDACTED]                                  |                                 |                                            |                                 |
| Contact Phone (B)                                                | [REDACTED]                                  |                                 | Contact Phone (M)                          | [REDACTED]                      |
| Email Address                                                    | [REDACTED]                                  |                                 |                                            |                                 |

#### Section 2 – Club/Entity Details

|                                               |                                         |                                          |                                     |                                       |                                                |
|-----------------------------------------------|-----------------------------------------|------------------------------------------|-------------------------------------|---------------------------------------|------------------------------------------------|
| Club Location                                 | <input type="checkbox"/> Airie Beach    | <input type="checkbox"/> Bowen           | <input type="checkbox"/> Cannonvale | <input type="checkbox"/> Collinsville | <input checked="" type="checkbox"/> Proserpine |
| Incorporation No.                             | IA57030                                 | Public Liability Insurance Limit (\$)    | \$ 20,000,000.00                    |                                       |                                                |
| Certificate of Currency Attached?             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No              | GST Registered?                     | <input type="checkbox"/> Yes          | <input checked="" type="checkbox"/> No         |
| No. of Active Junior Participant Members      | 28                                      | No. of Active Senior Participant Members | 25                                  |                                       |                                                |
| Name of State/National Governing Organisation | [REDACTED]                              |                                          |                                     |                                       |                                                |

#### Section 3 – Applicant Declaration

|           |            |      |            |
|-----------|------------|------|------------|
| Name      | [REDACTED] |      |            |
| Signature | [REDACTED] | Date | 18/07/2020 |

#### Section 4 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

**Cannonvale**  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

## Attachment 7 – Sport & Recreation Club Grant Application - Whitsunday Running Club Inc.



# Sport & Recreation Clubs Grant Application

## Sport & Recreation Clubs Grant Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

### Section 1 – Applicant Details

Clear Form

|                                                   |                                                 |                                 |                                            |                                 |
|---------------------------------------------------|-------------------------------------------------|---------------------------------|--------------------------------------------|---------------------------------|
| Application Band Level<br>(please see guidelines) | <input type="checkbox"/> Band 1                 | <input type="checkbox"/> Band 2 | <input checked="" type="checkbox"/> Band 3 | <input type="checkbox"/> Band 4 |
| Club/Entity Name                                  | Whitsunday Running Club Inc.                    |                                 |                                            |                                 |
| Club/Entity Address                               | 64 Galbraith Park Drive<br>Cannon Valley Q 4800 |                                 |                                            |                                 |
| Application Contact                               | [REDACTED]                                      |                                 |                                            |                                 |
| Contact Phone (B)                                 |                                                 | Contact Phone (M)               | [REDACTED]                                 |                                 |
| Email Address                                     | [REDACTED]                                      |                                 |                                            |                                 |

### Section 2 – Club/Entity Details

|                                               |                                                                          |                                           |                                                |                                       |                                                |
|-----------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------|------------------------------------------------|---------------------------------------|------------------------------------------------|
| Club Location                                 | <input checked="" type="checkbox"/> Airlie Beach                         | <input checked="" type="checkbox"/> Bowen | <input checked="" type="checkbox"/> Cannonvale | <input type="checkbox"/> Collinsville | <input checked="" type="checkbox"/> Proserpine |
| Incorporation No.                             | IA40176                                                                  | Public Liability Insurance Limit (\$)     | \$30,000,000                                   |                                       |                                                |
| Certificate of Currency Attached?             | <input checked="" type="checkbox"/> Yes                                  | <input type="checkbox"/> No               | GST Registered?                                | <input type="checkbox"/> Yes          | <input checked="" type="checkbox"/> No         |
| No. of Active Junior Participant Members      | 1                                                                        | No. of Active Senior Participant Members  | 54                                             |                                       |                                                |
| Name of State/National Governing Organisation | Athletics North Queensland, Queensland Athletics and Athletics Australia |                                           |                                                |                                       |                                                |

### Section 3 – Applicant Declaration

|           |            |      |              |
|-----------|------------|------|--------------|
| Name      | [REDACTED] |      |              |
| Signature | [REDACTED] | Date | 20 July 2020 |

### Section 4 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

Bowen  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

Proserpine  
83-85 Main Street  
Proserpine QLD 4800

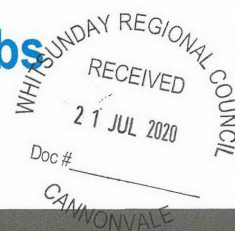
Collinsville  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

Cannonvale  
Shop Z3, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

## Attachment 8 – Sport & Recreation Club Grant Application - Proserpine Golf Club Inc.



### Sport & Recreation Clubs Grant Application



## Sport & Recreation Clubs Grant Application

Please complete this application in BLOCK LETTERS and tick or fill in boxes where applicable. If a question does not apply, please indicate 'N/A'.

### Section 1 – Applicant Details

Clear Form

|                                                   |                                            |                                 |                                 |                                 |
|---------------------------------------------------|--------------------------------------------|---------------------------------|---------------------------------|---------------------------------|
| Application Band Level<br>(please see guidelines) | <input checked="" type="checkbox"/> Band 1 | <input type="checkbox"/> Band 2 | <input type="checkbox"/> Band 3 | <input type="checkbox"/> Band 4 |
| Club/Entity Name                                  | Proserpine Golf Club inc                   |                                 |                                 |                                 |
| Club/Entity Address                               | Anzac Rd Proserpine                        |                                 |                                 |                                 |
| Application Contact                               | [REDACTED]                                 |                                 |                                 |                                 |
| Contact Phone (B)                                 | [REDACTED]                                 | Contact Phone (M)               | [REDACTED]                      |                                 |
| Email Address                                     | [REDACTED]                                 |                                 |                                 |                                 |

### Section 2 – Club/Entity Details

|                                               |                                         |                                |                                          |                                         |                                                |
|-----------------------------------------------|-----------------------------------------|--------------------------------|------------------------------------------|-----------------------------------------|------------------------------------------------|
| Club Location                                 | <input type="checkbox"/> Airlie Beach   | <input type="checkbox"/> Bowen | <input type="checkbox"/> Cannonvale      | <input type="checkbox"/> Collinsville   | <input checked="" type="checkbox"/> Proserpine |
| Incorporation No.                             | IA 19792                                |                                | Public Liability Insurance Limit (\$)    | \$ 20,000,000.00                        |                                                |
| Certificate of Currency Attached?             | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No    | GST Registered?                          | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No                    |
| No. of Active Junior Participant Members      | 15                                      |                                | No. of Active Senior Participant Members | 292                                     |                                                |
| Name of State/National Governing Organisation | Golf Australia                          |                                |                                          |                                         |                                                |

### Section 3 – Applicant Declaration

|           |            |      |            |
|-----------|------------|------|------------|
| Name      | [REDACTED] |      |            |
| Signature | [REDACTED] | Date | 17/07/2020 |

### Section 4 – Privacy Statement

Privacy Statement: Your information is being collected for the purpose of processing your application. Your information is handled in accordance with the Information Privacy Act 2009 and will be accessed by persons who have been authorised to do so. Your information will not be given to any other person or agency unless you have given Council permission to or the disclosure is required by law.

**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

**Cannonvale**  
Shop 23, Whitsunday Plaza  
Shute Harbour Road, Cannonvale QLD 4802

### **13. Community Services**

#### **13.5 REQUEST FOR DONATION - TO PROVIDE FREE WI-FI FOR THE LOCAL COMMUNITY - COLLINSVILLE CONNECT TELECENTRE**

---

**AUTHOR:** Erin Finau – Community Development Officer

---

**RESPONSIBLE OFFICER:** Julie Wright – Director Community Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council approve a donation of \$2,000.00, from budget code JC: 2967.11074 – Community Donations (2967) / Donations (11074), to the Collinsville Connect Telecentre for the provision of free Wi-Fi in the 2020/21 financial year only.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

Council is approached by Community groups for donations and attempts to assist where possible and funding is available.

#### **PURPOSE**

For Council to consider a request from the Collinsville Connect Telecentre for financial assistance to support the provision of free Wi-Fi to the community.

#### **BACKGROUND**

The Collinsville Connect Telecentre is a not for profit organisation that provides a number of services to the Collinsville and Scottville communities.

In 2019, Council resolved the following:

|             |                      |                                                                                                                                      |
|-------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>13.1</b> | <b>2019/06/26.17</b> | <b>REQUEST FOR DONATION - PROVIDE FREE WI-FI FOR THE COLLINSVILLE &amp; SCOTTVILLE COMMUNITIES - COLLINSVILLE CONNECT TELECENTRE</b> |
|-------------|----------------------|--------------------------------------------------------------------------------------------------------------------------------------|

**Moved by:** N GRIEGER  
**Seconded by:** J CLIFFORD

**Council provide a single donation of \$3,000.00 to the Collinsville Connect Telecentre to fund the provision of free Wi-Fi for the Collinsville and Scottville communities for the first year only.**

#### **MEETING DETAILS:**

The motion was Carried 7/0

#### **STATUTORY/COMPLIANCE MATTERS**

*Local Government Act 2009*

*Local Government Regulation 2012*

## ANALYSIS

The Collinsville Connect Telecentre has submitted a request for Council to provide a donation of \$3,000.00 to cover the costs of providing free Wi-Fi to the Collinsville and Scottville communities.

The Telecentre currently houses ten computers that are used daily by residents, providing them with access to sites including Medicare, Centrelink and job search webpages that they would otherwise be unable to access. Providing free Wi-Fi allows residents to bring their own devices with them, freeing up the computer terminals.

Council has the following options:

Option 1 – That Council approve the recommendation of a \$2,000.00 donation.

Option 2 – That Council approve a donation of \$3,000.00 as requested.

Option 3 – That Council declines the application for a donation.

## STRATEGIC IMPACTS

### Corporate Plan

*Outcome 2.2* – Our region is inclusive and motivated by a range of social, cultural and recreation opportunities.

*Strategy 2.2.3* – Develop systems and promote the funding of local sport and recreation facilities.

### Operational Plan

*Action 2.2.3.2* – Support the Whitsunday community through the facilitation of community and RADF grants.

*Measure* – Community & RADF Grant Applications are decided within corporate timeframes.

Financial Implications – The funds will be taken from JC: 2967.11074 – Community Donations (2967) / Donations (11074). There is \$80,000.00 remaining in this budget line item.

Risk Management Implications – There is a financial cost to Council, however the financial assistance provided for this project will position Council in a positive light by providing the communities of Collinsville and Scottville free internet access.

## CONSULTATION

Julie Wright – Director Community Services

Rod Cousins – Manager Community Development & Libraries

## DISCLOSURE OF OFFICER'S INTERESTS

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Council approve a donation of \$2,000.00, from budget code JC: 2967.11074 – Community Donations (2967) / Donations (11074), to the Collinsville Connect Telecentre for the provision of free Wi-Fi in the 2020/21 financial year only.

## **ATTACHMENTS**

Attachment 1 – Request for Donation - Collinsville Connect Telecentre

## Attachment 1 – Request for Donation - Collinsville Connect Telecentre

**From:** Collinsville Connect Telecentre <[cvilleconnect@gmail.com](mailto:cvilleconnect@gmail.com)>  
**Sent:** Monday, 27 April 2020 4:11 PM  
**To:** Whitsunday Regional Council <[Electronic.Mail@whitsundayrc.qld.gov.au](mailto:Electronic.Mail@whitsundayrc.qld.gov.au)>; Julie Wright <[Julie.Wright@whitsundayrc.qld.gov.au](mailto:Julie.Wright@whitsundayrc.qld.gov.au)>  
**Subject:** Collinsville Connect Telecentre Community WiFi support

Hi everyone,  
just a quick email to once again seek support for the Collinsville Connect Telecentre's Free Community WiFi access project.  
This project was supported by the WRC last year with a donation of \$3,000, at the time we were asked to apply again before this budget year ;)

Your support of this project has provided many beneficial support services including free computer and Internet access to all in the Collinsville & Scottville communities and especially support for our Seniors, youth/students and the unemployed with this community.

In the last 12 months this initiative has also proven to assist the Collinsville library provide their clients with extended tech service options and more computer access.

thanks for your time.. i look forward to hearing from you soon

PS - Please find attached 2019 documentation

--

Cheers - [REDACTED]

"Act as if what you do makes a difference because it generally does."  
- William James

[REDACTED]  
**Collinsville Connect Telecentre**  
PO Box 201 Collinsville Qld 4804  
P: [REDACTED] / M: [REDACTED]  
E: [cvilleconnect@gmail.com](mailto:cvilleconnect@gmail.com)

**Website:** [www.collinsvilleconnect.com.au](http://www.collinsvilleconnect.com.au)  
**Facebook:** <https://www.facebook.com/Collinsville-Connect-Telecentre-280307405623/>  
**Twitter:** <https://twitter.com/cvilleconnect>  
**Archive:** [www.memoirs-online.com.au](http://www.memoirs-online.com.au)  
**Vimeo:** <https://vimeo.com/collinsvilleconnect/videos>  
**YouTube:** [www.youtube.com/user/cvilleconnect](http://www.youtube.com/user/cvilleconnect)

**13. Community Services**  
**13.6 COUNCIL MEMBERSHIP RENEWAL - NORTH QUEENSLAND SPORTS FOUNDATION 2020-2023**

---

**AUTHOR:** Rod Cousins – Manager Community Development & Libraries

---

**RESPONSIBLE OFFICER:** Julie Wright – Director Community Services

---

**OFFICER'S RECOMMENDATION**

**That Council approves membership renewal with the North Queensland Sports Foundation for the next three financial years:**

- Year 1 - \$8,518.46
- Year 2 - \$8,774.01 + 3% indexation
- Year 3 - \$9,037.23 + 3% indexation

**at a total cost of \$26,329.70, from budget code JC: 4695.11688 – Community Programs & Events (4695) / North Queensland Sports Foundation (11688).**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

**SUMMARY**

Council's membership with the North Queensland Sports Foundation is due for renewal.

**PURPOSE**

Council to consider renewing its membership of the North Queensland Sports Foundation for the period from July 2020 to June 2023.

**BACKGROUND**

The North Queensland Sports Foundation (NQSF) is a not for profit agency tasked to assist local government with the development of sport in regional and remote North Queensland. The Foundation's primary purpose is to provide advocacy, sporting events and support for member Councils and their sporting communities. Council agreed to continue its membership in 2017:

**13.1 2017/11/08.19 COUNCIL MEMBERSHIP WITH THE NORTH QUEENSLAND SPORTS FOUNDATION (NQSF)**

**Moved by:** J CLIFFORD  
**Seconded by:** R PETTERSON

***Council resolves to agree to a three year membership with the North Queensland Sports Foundation (NQSF) and that Councillor Dave Clark be confirmed as a Whitsunday Regional Council representative.***

**MEETING DETAILS:**

***The motion was Carried 6/0***

**CARRIED**



## STATUTORY/COMPLIANCE MATTERS

*Local Government Act 2009*

*Local Government Regulation 2012*

## ANALYSIS

Council has received a proposed three-year membership agreement from the NQSF for the period 1 July 2020 to 30 June 2023. The purpose of the membership fee is to cover the administration and operational costs of NQSF to provide the services mentioned above. An invoice for the 2020/21 membership fee of \$8,518.46 excluding GST was attached.

Council has the following options:

Option 1 – Council approves the three year membership renewal and agrees to pay the year one membership fee of \$8,518.46.

Option 2 – Council declines the offer to renew membership with the NQSF.

## STRATEGIC IMPACTS

### Corporate Plan

*Outcome 2.1* – Our region is active, healthy, safe and resilient.

*Strategy 2.1.4* – Promote healthy and balanced lifestyles and encourage physical activity.

Operational Plan – N/A

Financial Implications – The funding for the support will be taken from budget code JC: 4695.11688 - Community Programs & Events (4695) / North Queensland Sports Foundation (11688). There is currently \$11,000.00 in this budget line item.

Risk Management Implications – Reputational Risk – Council has been an active member of the NQSF for over 15 years, providing opportunities for local athletes to participate in NQSF events.

## CONSULTATION

Julie Wright – Director Community Services

## DISCLOSURE OF OFFICER'S INTERESTS

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## CONCLUSION

That Council approves membership renewal with the North Queensland Sports Foundation for the next three financial years, at a total cost of \$26,329.69, from budget code JC: 4695.11688 – Community Programs & Events-Community Department (4695) / North Queensland Sports Foundation (11688).

## ATTACHMENTS

Attachment 1 – Membership Renewal Agreement - North Queensland Sports Foundation

# WHITSUNDAY REGIONAL COUNCIL

## Resource and Performance Agreement

---

WHITSUNDAY REGIONAL Council  
("Council")  
and North Queensland Sports Foundation  
("NQSF")

## Contents

|                                         | Page No. |
|-----------------------------------------|----------|
| 1. REFERENCE DATA.....                  | 3        |
| 2. DEFINITIONS AND INTERPRETATION ..... | 4        |
| 3. FUNDING .....                        | 5        |
| 4. REPORTING.....                       | 6        |
| 5. COUNCIL REPRESENTATIVE.....          | 7        |
| 6. PUBLICITY .....                      | 7        |
| 7. INSURANCE AND LIABILITIES .....      | 7        |
| 8. DEFAULT AND TERMINATION .....        | 7        |
| 9. NOT CAPABLE OF TRANSFER .....        | 8        |
| 10. FORCE MAJEURE.....                  | 8        |
| 11. APPLICABLE LAW .....                | 8        |
| 12. NOTICES .....                       | 8        |
| 13. ENTIRE AGREEMENT.....               | 8        |
| 14. FURTHER ASSURANCES .....            | 8        |
| 15. LEGAL FEES .....                    | 8        |
| 16. DISPUTE RESOLUTION.....             | 9        |
| 17. RELATIONSHIP OF PARTIES .....       | 9        |
| 18. TIME OF THE ESSENCE.....            | 9        |
| 19. GOODS AND SERVICES TAX .....        | 9        |
| 20. DISCLOSURE OF INFORMATION.....      | 9        |
| SCHEDULE 1 .....                        | 11       |
| ANNEXURE A.....                         | 12       |

© All rights reserved. The copyright of this Agreement is the property of Cairns Regional Council. Neither this document nor any part of it may be used or reproduced by any method whatsoever or incorporated by reference in any manner whatsoever in any other document without the prior written consent of Cairns Regional Council.

**THIS AGREEMENT is made the 1<sup>st</sup> day of July 2020.**

## Parties

|                                                                                        |             |
|----------------------------------------------------------------------------------------|-------------|
| <b>WHITSUNDAY REGIONAL Council</b>                                                     | ("Council") |
| <b>North Queensland Sports Foundation</b><br>PO Box 347<br>Belgian Gardens<br>QLD 4810 | ("NQSF")    |

## Background

- A. The parties intend to work together to facilitate the promotion, development, management and encouragement of sport throughout North Queensland..
- B. The parties intend to carry out their obligations in accordance with the terms of this agreement.
- C. At the <<insert date>> Ordinary Meeting, it was confirmed that Council:
  1. approves the renewal of the Resource and Performance Agreement with North Queensland Sports Foundation for a further three (3) years, expiring 30 June 2023, for a total contribution of approximately \$ 26,329.69 (ex GST) for financial assistance; and
  2. delegate's authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to negotiate and finalise any and all matters relating to the Resource and Performance Agreement.

## The Parties Agree:

### 1. REFERENCE DATA

| ITEM NO. | DATA                 | DETAILS                                   |
|----------|----------------------|-------------------------------------------|
| Item 1   | Recipient:           | North Queensland Sports Foundation        |
|          | Address for Notices: | PO Box 347<br>Belgian Gardens<br>QLD 4810 |

|        |                                                                                               |                                                                                                                                                                                                                                                                                                                                                                                                             |
|--------|-----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|        | Email:                                                                                        | <a href="mailto:ceo@nqsports.com.au">ceo@nqsports.com.au</a><br><a href="mailto:admin@nqsports.com.au">admin@nqsports.com.au</a>                                                                                                                                                                                                                                                                            |
|        | Telephone:                                                                                    | 0419 681 053                                                                                                                                                                                                                                                                                                                                                                                                |
| Item 2 | Commencement Date:                                                                            | 1/07/2020                                                                                                                                                                                                                                                                                                                                                                                                   |
|        | Expiry Date:                                                                                  | 30/06/2023                                                                                                                                                                                                                                                                                                                                                                                                  |
| Item 3 | Annual Funding:                                                                               | Year 1 (2020/2021) – \$ 8,518.46 (GST excl)<br>If available, the cash payment amount payable in years 2 and 3 will be recalculated in accordance with updated Census data of the Member's population (plus 3% indexation). If not provided, the amount payable in years 2 and 3 are as per the below figures:<br>Year 2 (2021/2022) – \$ 8,774.01 (GST excl)<br>Year 3 (2022/2023) – \$ 9,037.23 (GST excl) |
| Item 4 | Description of the Event or Project to be organised, promoted and delivered by the Recipient: | North Queensland Sports Foundation Annual Membership contribution.                                                                                                                                                                                                                                                                                                                                          |
|        | Description of how the funds will be used:                                                    | Annual membership contribution covers administration and operational costs associated with the Foundation's activities.                                                                                                                                                                                                                                                                                     |

## 2. DEFINITIONS AND INTERPRETATION

2.1 In this Agreement unless inconsistent with the context or subject matter:-

**"Address for Service"** means the address of each party appearing in this Agreement or any other address nominated in writing by a party to the other party as its new address for notices or service;

**"Agreement"** means this Agreement and amendments to this agreement;

**"Annual Report"** means the NQSF Annual Report;

**"Board of Directors"** means the board of directors of the NQSF;

**"Commencement Date"** means the date specified in Item 2;

**"Council"** means WHITSUNDAY REGIONAL

Council;

**"Council Representative"** means the person's nominated by Council under clause 5.1 to represent Council on the Board of Directors;

**"Council Logo"** means Council's corporate logo or any logo Council substitutes in its place from time to time;

**"Event or Project"** means the Event or Project referred to in Item 4;

**"Event or Project Milestones"** means the Event or Project Milestones set out in Schedule 1;

|                                                      |                                                                                                                                                                                                                                                                         |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>"Expiry Date"</b>                                 | means the date specified in Item 2;                                                                                                                                                                                                                                     |
| <b>"Force Majeure"</b>                               | means an act, omission or circumstance over which Council could not reasonably have exercised control, including without limitation, cyclone, employee strike, terrorist incident, floods and the like;                                                                 |
| <b>"Funding"</b>                                     | means the payment and/or other consideration to be provided by Council to the NQSF under this Agreement, as specified in Item 3;                                                                                                                                        |
| <b>"GST", "Supply", "Supplier" and "Tax Invoice"</b> | have the same meaning as given to these terms in <i>A New Tax System (Goods and Services Tax) Act 1999 (Cth)</i> ;                                                                                                                                                      |
| <b>"Insolvency Event"</b>                            | occurs if the NQSF becomes the subject of bankruptcy proceedings, winding up proceedings, is declared bankrupt, has a winding up order made against it, has a receiver and/or manager or administrator appointed or enters into a scheme of arrangement with creditors; |
| <b>"Item"</b>                                        | means the item number in the Reference Data;                                                                                                                                                                                                                            |
| <b>"Large Local Authority"</b>                       | means each of the Mackay Regional Council, Cairns Regional Council and Townsville City Council.                                                                                                                                                                         |
| <b>"Laws"</b>                                        | means any statute, regulation or ordinance made by any Authority and where appropriate, includes the applicable common law;                                                                                                                                             |
| <b>"Medium Local Authority"</b>                      | means any Local Authority, not being a Large Local Authority, that exceeds 9000 residents in population.                                                                                                                                                                |
| <b>"NQSF"</b>                                        | means the North Queensland Sports Foundation;                                                                                                                                                                                                                           |
| <b>"Reference Data"</b>                              | means the Reference Data table in clause 1 of this Agreement; and                                                                                                                                                                                                       |
| <b>"Small Local Authority"</b>                       | means any Local Authority with a population no larger than 9000 residents.                                                                                                                                                                                              |
| <b>"Term"</b>                                        | means the term of this Agreement as specified in Item 2, calculated from and including the Commencement Date to and including the Expiry Date.                                                                                                                          |

2.2 This Agreement is to be construed as follows unless the context requires otherwise:

|     |                                                                              |
|-----|------------------------------------------------------------------------------|
| (a) | Reference to one gender includes all genders;                                |
| (b) | Reference to the singular includes the plural and vice versa;                |
| (c) | Reference to a person includes a corporation or other entity and vice versa; |
| (d) | Reference to a schedule means a schedule to this Agreement;                  |
| (e) | Reference to money is to Australian dollars.                                 |
| 3.  | <b>FUNDING</b>                                                               |

- 3.1 Council will provide the Funding to the NQSF, and in consideration, the NQSF will comply with the conditions imposed by Council under this Agreement.
- 3.2 Council will pay to the NQSF, at the times and in the manner stated in clause 3.3, the following amounts ("the Funding"):
- (a) For the 2020/2021 financial year, an amount of \$ 8,518.46 (GST excl); and
  - (b) For subsequent financial years within the term of this agreement, the amount listed in in 3.2 (a) will increase annually by 3% unless new Census of Population and Housing data is released, in which case the amounts will be adjusted.

- (c) The adjusted amounts will be based on calculation of 24.86 cents per person in the Member local government region.
- 3.3 The relevant the Funding will be provided in a single instalment in each year of the Term as follows:
  - (a) The first payment to be made no earlier than 1 July of the relevant financial year and no later than 30 days' after of a valid tax invoice for the payment is received by Council.
- 3.4 Council may, in its absolute discretion, agree to provide additional funding for specific NQSF initiatives upon written request from the Board of Directors, or otherwise determined by Council. Such funding will be provided at the times and in the manner determined by Council in its absolute discretion. For the purposes of this Agreement, any additional funding approved and paid by Council will form part of the Funding.
- 3.5 The Funding must be deposited into a bank account nominated by NQSF and agreed to by Council.
- 3.6 The NQSF must only use the Funding towards the promotion, development, management and encouragement of sport throughout North Queensland including the member council regions and be for related administrative purposes.

#### 4. REPORTING

- 4.1 The NQSF will use its best endeavours to promote and support Council's principles in a positive and appropriate manner, and encourage, promote, represent, develop, manage and communicate sport to local, national and international persons;
- 4.2 The NQSF must prepare;
  - (a) a 3 year business plan; and
  - (b) an annual budget,

which comply with the NQSF's obligations under this Agreement. The NQSF will comply with all reasonable requests and directions of Council in preparing these documents.

- 4.3 The NQSF will provide Council with a copy of the documents referred to in clause 4.2, within one (1) month of the date of this agreement. NQSF will provide copies of the documents referred to in clause 4.2 (b) for each year of the Term, no later than 30 September of each year of the Term.
- 4.4 NQSF will comply with all relevant laws, notices, orders, local laws, regulations, requirements or requisitions of any government department or agency and will give all notices and pay all fees, levies and taxes payable under or in connection with this Agreement.
- 4.5 The NQSF will ensure its Board of Directors have the requisite skills and abilities to comply with its obligations under the NQSF's constitution and the terms of this Agreement.
- 4.6 The NQSF will provide Council with a quarterly report in a form satisfactory to Council, detailing the financial status and dealings of the NQSF and the major initiatives undertaken in the previous quarter and with sufficient information to enable full and proper assessment of the NQSF's financial capacity and liquidity. This report will, at a minimum, contain the following information:
  - (a) Latest financial statements (including trading account profit and loss statement, balance sheet, statement of cash flows, signed director's report and notes to the accounts) and details of any material changes since the last financial statement;
  - (b) Any actual or threatened legal proceedings, details of any contract defaults and any present or pending claims under any Professional Indemnity Policy;

- and
- (c) Any assignment of assets and any fixed and/or floating charges over the NQSF's assets.

- 4.7 The NQSF will provide Council with a copy of its Annual Report within two (2) months of the Board of Directors adopting the audited financial statements. The NQSF will, within a reasonable time after a request by Council to do so, provide a formal briefing to Council on its Annual Report, or any other matters arising out of or in connection with this Agreement.
- 4.8 The NQSF will, within 21 days (or such a longer period as may be agreed between the Parties) of receipt of a written request by Council provide to Council detailed advice on any matters arising out of or in connection with this Agreement, which Council considers to be relevant to Council policy, planning and strategy.

## **5. COUNCIL REPRESENTATIVE**

- 5.1 Large Local Authority Member Council will nominate one (1) Council representatives' to represent each Large Local Authority Member Council on the Board of Directors (including one Elected Member, and one Council Officer). The NQSF must, within 28 days of receiving written notice of the nomination, appoint the Council representative to the Board of Directors. The Council Representatives will have powers no less than any other member of the Board of Directors, other than the Chairman of the Board.
- 5.2 Medium Local Authority Member Council will nominate two (2) Council representatives' to represent all Medium Local Authority Council on the Board of Directors (including one Elected Member, and one Council Officer). The NQSF must, within 28 days of receiving written notice of the nomination, appoint the Council representative to the Board of Directors. The Council Representatives will have powers no less than any other member of the Board of Directors, other than the Chairman of the Board.
- 5.3 Small Local Authority Member Council will nominate one (1) Council representatives' to represent all Small Local Authority Council on the Board of Directors (including one Elected Member, and one Council Officer). The NQSF must, within 28 days of receiving written notice of the nomination, appoint the Council representative to the Board of Directors. The Council Representatives will have powers no less than any other member of the Board of Directors, other than the Chairman of the Board.

## **6. PUBLICITY**

- 6.1 Council may use the NQSF's reporting information and any other details in respect to Council's membership to the Foundation for any promotional and other purposes as Council considers appropriate.
- 6.2 The NQSF will promptly provide Council with copies of all promotional brochures, media material, notice of any awards and any other promotional information in respect to their membership.

## **7. INSURANCE AND LIABILITIES**

7.1 The NQSF must, prior to the Commencement Date, take out and maintain insurance for the Term for public liability to the value of \$20,000,000.00 per incidence and otherwise in respect of the NQSF's activities and potential liabilities to Council and third parties under this Agreement and the NQSF must cause Council's interests to be noted on its relevant insurance policies. The NQSF must provide Council with evidence of these insurances prior to the Commencement Date.

7.2 The parties acknowledge that Council is self-insured.

7.3 Council will not in any way be liable to the NQSF for any loss or damage the NQSF suffers in connection with this Agreement.

7.4 The NQSF indemnifies Council against all losses, claims or damages Council incurs as a result of the NQSF's negligence or failure to comply with the terms of this Agreement.

## **8. DEFAULT AND TERMINATION**

8.1 The obligations set out in clauses 3 (Funding), 4 (Reporting), 7.1 (Insurance) and 9 (Not Capable of Transfer) are essential terms of this Agreement. The failure to label a clause as being essential does not in itself preclude that clause from being an essential term.

8.2 Where a party ("defaulting party") fails to:-

- (a) comply with an essential term of this Agreement; or
- (b) comply with any other term of this Agreement and fails to remedy that non-compliance within 48 hours of receiving notice from the other party ("non-defaulting party") to do so,

then the non-defaulting party may terminate this Agreement by giving written notice to the defaulting party.

8.3 Where:-

- (a) Council considers, acting reasonably, that this Agreement is no longer desirable having regard to adverse publicity relating to or associated with the Recipient;
- (b) the control or beneficial ownership of the NQSF changes; or
- (c) the NQSF becomes subject to any Insolvency Event during the Term,

then Council may terminate this Agreement by giving written notice to the defaulting party.

8.4 Upon termination of this Agreement, Council will not be required to provide any further Funding to the NQSF and not entitled to any refund for the balance of the year.

8.5 The parties' rights under this clause are in addition to that at Law.

## **9. NOT CAPABLE OF TRANSFER**

9.1 The NQSF acknowledges and agrees with Council that this agreement is personal to it and is not capable of being transferred or assigned.

## **10. FORCE MAJEURE**

10.1 If Council is rendered unable, wholly or in part, by Force Majeure to carry out or observe any of its obligations under this Agreement, it shall give to the NQSF prompt written notice providing full details of the Force Majeure.

10.2 Subject to sub-clause 10.1, the obligations of the parties under this Agreement, to the extent affected by Force Majeure, will be suspended and no claim by either of the parties against the other party will avail by reason of such Force Majeure provided that Council must, to the extent practicable, take all reasonable steps to remove the Force Majeure as soon as possible. Such reasonable steps will not require Council to settle any reasons for the Force Majeure on unfavourable terms.

## **11. APPLICABLE LAW**

11.1 This Agreement is governed by, and is to be construed in accordance with, the law of the State of Queensland, Australia.

11.2 The parties agree that the courts of the State of Queensland will have exclusive jurisdiction to hear disputes arising out of or relating to either this Agreement or the formation of this Agreement.

## **12. NOTICES**

A notice will be deemed to be served on a party if it is addressed to that party at its Address for Service (and if the notice is to be served on the NQSF, marked to the attention of the Manager) and it is delivered by hand to that address or sent by registered mail to that address.

## **13. ENTIRE AGREEMENT**

This Agreement contains the entire Agreement between the parties in relation to the Funding.

## **14. FURTHER ASSURANCES**

Each party must promptly execute all documents and do all things necessary or desirable to give full effect to the arrangements set out in this Agreement.

## **15. LEGAL FEES**

15.1 Each party is responsible for its own legal fees in relation to the negotiation, preparation and execution of this Agreement.

15.2 Unless specified otherwise, the NQSF must comply with its obligations under this Agreement at its own cost.

## **16. DISPUTE RESOLUTION**

### **16.1 Resolution Process**

If at any time during the Term any dispute doubt or question ("the issue") arises between the Club and the Council relating to this Agreement then the issue must be dealt with according to this clause.

### **16.2 Council Officers**

In the first instance, either party may refer the issue by issuing a dispute notice to Council's Sport and Recreation unit who must then meet the parties within seven (7) days.

### **16.3 Council Senior Managers**

In the event no resolution is reached pursuant to Clause 16.2 either party may refer the issue to Council Senior Managers which must then meet within fourteen (14) days to discuss and endeavour to resolve the issue.

## **17. RELATIONSHIP OF PARTIES**

Unless otherwise stated:

- (a) nothing in this Agreement creates a joint venture, partnership, or the relationship of principal and agent, or employee and employer between the parties; and
- (b) no party has the authority to bind any other party by any representation, declaration or admission, or to make any contract or commitment on behalf of any other party or to pledge any other party's credit.

## **18. TIME OF THE ESSENCE**

Time shall be of the essence of this Agreement.

## **19. GOODS AND SERVICES TAX**

- 19.1 The amounts payable by Council under this Agreement are inclusive of GST unless otherwise provided. If GST is to be assessed on the provision of goods, services or any other Supply under this Agreement, then the Supplier must provide the NQSF with a Tax Invoice.

**20. DISCLOSURE OF INFORMATION**

- 20.1 Other than as provided in this Agreement, the NQSF must not disclose the terms of this Agreement to any third party without Council's written consent.
- 20.2 Council may disclose the terms of this Agreement as it sees fit.
- 20.3 This clause survives the termination of this Agreement.

## Executed as an Agreement

SIGNED for and on behalf of **WHITSUNDAY REGIONAL COUNCIL** by its duly authorised representative,

in the presence of:

### Witness

\_\_\_\_\_  
(Please Print Full Name)

.....  
Delegated Officer - Director Community Services

Signature Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
) Witness Signature Signature Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

EXECUTED by the **NORTH QUEENSLAND SPORTS FOUNDATION** by its Chief Executive Officer and Secretary.

in the presence of:

### Witness

\_\_\_\_\_  
(Please Print Full Name)

.....  
Chief Executive Officer Signature Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

.....  
Witness Signature Signature Dated: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Schedule 1

### Event or Project Milestones

|    | Event or Project Milestone                                           | Due Date   | Cash Assistance<br>(ex GST) |
|----|----------------------------------------------------------------------|------------|-----------------------------|
| 1  | Funding Agreement Executed                                           | July 2020  |                             |
| 2  | 3 Year Business Plan                                                 | 30/09/2020 |                             |
| 3  | Annual Budget                                                        | 30/09/2020 |                             |
| 4  | Purchase Order Issued by Council                                     | July 2020  |                             |
| 5  | Recipient raises Invoice to BS Council quoting Purchase Order Number | July 2020  |                             |
| 6  | Invoice Received by Council                                          | July 2020  |                             |
| 7  | Payment made by Council                                              | 01/08/2020 | \$ 8,518.46                 |
| 8  | Quarterly Financial Report                                           | 15/10/2020 |                             |
| 9  | Quarterly Financial Report                                           | 15/01/2021 |                             |
| 10 | Quarterly Financial Report                                           | 15/04/2021 |                             |
| 11 | Purchase Order Issued by Council                                     | 01/07/2021 |                             |
| 12 | Recipient raises Invoice to BS Council quoting Purchase Order Number | 01/07/2021 |                             |
| 13 | Invoice Received by Council                                          | July 2021  |                             |
| 14 | Payment made by Council                                              | 01/08/2021 | \$ 8,774.01                 |
| 15 | Annual Budget                                                        | 30/09/2021 |                             |
| 16 | Quarterly Financial Report                                           | 15/10/2021 |                             |
| 17 | Quarterly Financial Report                                           | 15/01/2022 |                             |
| 18 | Quarterly Financial Report                                           | 15/04/2022 |                             |
| 19 | Quarterly Financial Report                                           | 15/07/2022 |                             |
| 20 | Purchase Order Issued by Council                                     | 01/07/2022 |                             |
| 21 | Recipient raises Invoice to BS Council quoting Purchase Order Number | 01/07/2022 |                             |
| 22 | Invoice Received by Council                                          | July 2022  |                             |
| 23 | Payment made by Council                                              | 1/08/2022  | \$ 9,037.23                 |
| 24 | Annual Budget                                                        | 30/09/2022 |                             |
| 25 | Quarterly Financial Report                                           | 15/10/2022 |                             |
| 26 | Quarterly Financial Report                                           | 15/01/2023 |                             |
| 27 | Quarterly Financial Report                                           | 15/04/2023 |                             |
| 28 | Quarterly Financial Report                                           | 15/07/2023 |                             |

## Annexure A

### Acquittal Requirements Guidelines

#### Acquittal Requirements may include:

- Proof that Council's membership contribution was used in accordance with the intended purpose of this Agreement (as per clause 3.6)
- Proof of expenditure (eg audited financial statements)
- Proof of the acknowledgement of Council assistance (eg. Council's logo on website, annual calendar, newsletter)

**13. Community Services**  
**13.7 COMMUNITY SERVICES - MONTHLY REPORT - JULY 2020**

---

**AUTHOR:** Julie Wright – Director Community Services

---

**RESPONSIBLE OFFICER:** Julie Wright – Director Community Services

---

**OFFICER'S RECOMMENDATION**

**That Council receive the Community Services Monthly Report for July 2020.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

**SUMMARY**

To provide an overview of the Community Services Directorate for the month of July 2020.

**PURPOSE**

The purpose of the report is to set out an account of statistics pertaining to the functions of each branch within Community Services.

**BACKGROUND**

The Community Services Directorate has a departmental vision of a prosperous, liveable and sustainable Whitsundays. The directorate's purpose is to lead the delivery of economic, social, environmental and recreational outcomes for the Whitsundays through services in partnership with stakeholders.

The directorate's vision is delivered by bringing together the functions of Community Development & Libraries, Aquatic Facilities & Caravan Parks, Environmental Health & Local Laws, Natural Resource Management & Climate, Customer Service, Cultural Heritage & Collinsville Independent Living Facility.

**STATUTORY/COMPLIANCE MATTERS**

N/A

**ANALYSIS**

This report provides an overview of Whitsunday Regional Council's Community Services Directorate for the 2020/2021 financial year with particular focus on the month of July 2020.

Option 1 – Receive the Community Services Monthly Report.

Option 2 – Decline the Community Services Monthly Report.

**STRATEGIC IMPACTS**

Corporate Plan

*Outcome 1.1* – Our leadership engages with the community and provides open, accountable and transparent local government.

*Strategy 1.1.1* – Provide sound, competent leadership as to maximise the organisation's operational performance, productivity and efficiency.

Operational Plan – N/A

Financial Implications – N/A

Risk Management Implications – Regular reporting on the Directorate's progress and achievements ensures accountability and fosters a positive culture.

## **CONSULTATION**

Rod Cousins – Manager Community Development & Libraries  
Shane Douglas – Manager Customer Service  
Scott Hardy – Coordinator Natural Resource Management  
Milton Morsch – Coordinator Health, Environment & Local Laws  
Monique Stevens – Administration Coordinator Community Services

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

It is recommended that Council receive the Community Services Monthly Report for July 2020.

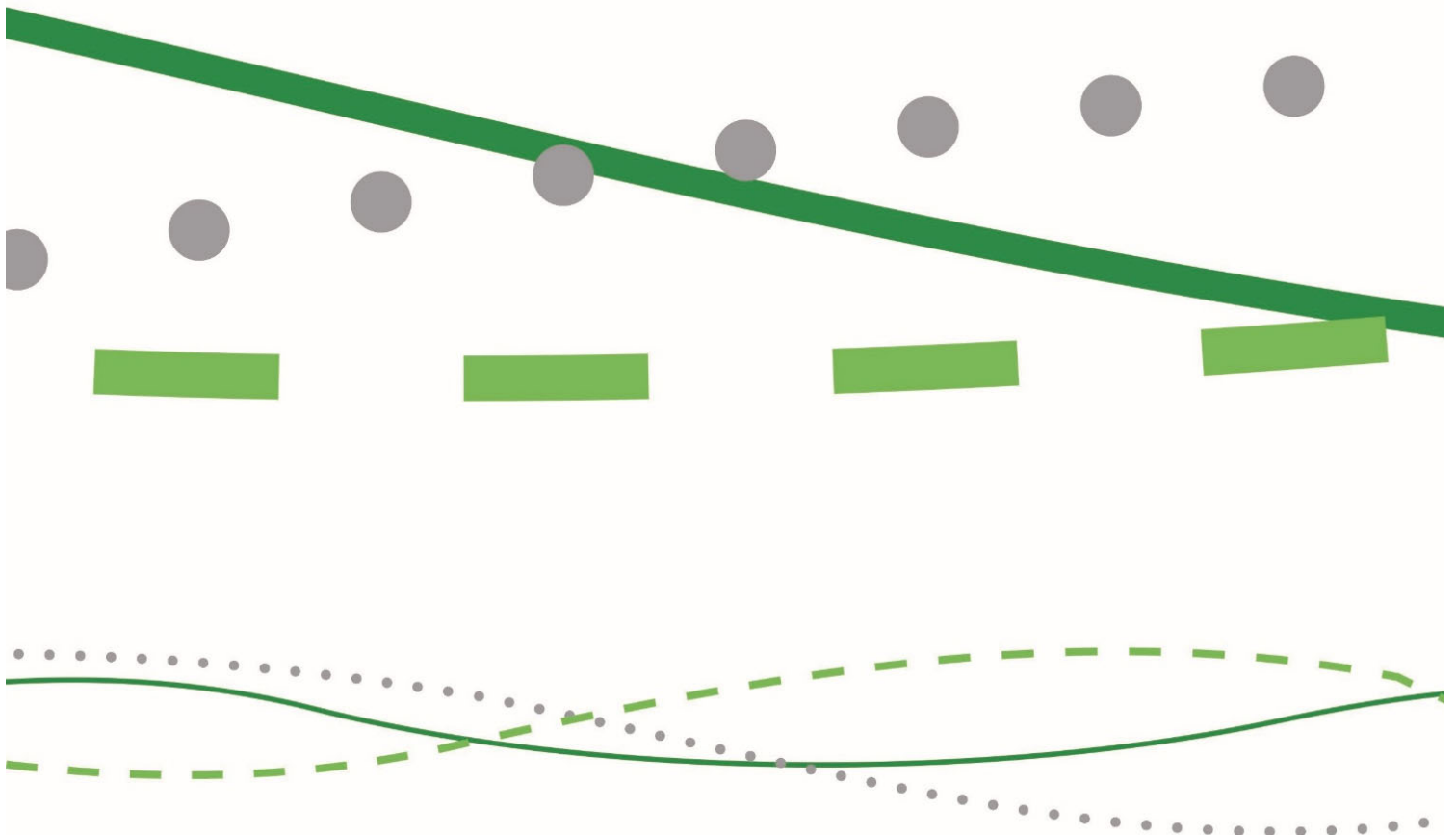
## **ATTACHMENTS**

Attachment 1 – Community Services Monthly Report - July 2020

## Community Services

Community Development & Libraries  
Aquatic Facilities & Caravan Parks  
Environmental Health & Local Laws  
Natural Resource Management & Climate  
Customer Service  
Cultural Heritage  
Collinsville Independent Living Facility

### Monthly Report | July 2020



# Director's Report

July 2020 saw the Community Services Team involved in a diverse range of tasks and activities.

The Region's Libraries monthly attendance decreased whilst borrowings have increased from July 2019 due to a significant increase in e-Library - 370% from 1,307 to 6,146.

- Attendance decreased – 50.8% (8,375)
- Borrowings increased – 19.8% (22,242) includes e-Library.

July saw the recommencement of the Library's First 5 Forever children's programs, with Storytime and Baby Bounce sessions taking place in the libraries across the region. With numbers limited due to the COVID-19 restrictions, some branches ran additional sessions to ensure families did not miss out.



**Photo 1: Baby Bounce Session - Cannonvale Library**

Also recommenced was the "My Community Playgroup" - a joint initiative with the Whitsunday PCYC, Whitsunday Neighbourhood Centre, Proserpine Indigenous Reference Group and the Proserpine Community Centre. The playgroup offers opportunities for local families to connect with each other and local service providers.

4,603 Dog renewals + 552 Cat renewals were issued for 2020/2021 period with 3,905 Animal Registrations processed for the month – 3,476 dogs and 429 cats.

The Health, Environment & Climate Branch issued 384 Food License Renewal Applications whilst Environmental Health Officers continue with food businesses audits.

NRM projects for July included:

- Developing the Whitsunday Pest Surveillance Program
- Draft project plans for the Merinda, Guthalungra & Bowen River Hotel Weed Washdown Locations
- Planning for the 2020-21 feral Animal Aerial Shooting Program (commencing 4/08/2020).
- Commencing ground baiting for the Yellow Crazy Ant Infestation at Funnel Bay.
- Developing Prescribed Burn Plans for Hospital Hill and Cape Gloucester.
- Gaining a permit to relocate the freshwater crocodile from Bowen Golf Course.
- Whitsundays "Healthy Heart" Carbon Neutral Tourism - Sustainable Destination Project – 4 -year project.
- 87 Property Visits/Inspections conducted – Property Pest Management Plans & Compliance Notices/Letters.

The Local Laws and Environmental Health Officers conducted 1,121 COVID-19 inspections including restaurants, pubs/hotels, hairdressers, nail technicians and tattooists + over 400 letters/advice pertaining to COVID-19 restrictions were also generated.

Proserpine RV Park & Proserpine Lake saw a total of 615 vehicles set up for camping. The largest daily stats for the month was 49 - Prossie Lake and 19 - RV Park

An abandoned vehicle auction was held in July with 32 vehicles up for auction. Four vehicles were not sold. Vehicles sold for a total of \$4,473.00 with two vehicles selling for over \$1,500 each.



**Photo 2: Abandoned Vehicle Auction - Cannonvale**

All COVID-19 restrictions were adhered to with a total of 112 persons through the gate - no more than approximately 80 on site at any time.

The Community Services Administration Officers statistics for July 2019 include the following:

- Correspondence Generated 1,595 items
- Civica & ECM Registrations 2,213 tasks
- 1,434 Telephone Calls (internal & external)

The Community Services Team received 363 CRM's for July with the Health, Environment & Climate Branch investigating and completing 260 complaints/requests for the month.

Due to the COVID-19 gathering restrictions, three separate Citizenship Ceremonies were conducted in the month of July where 35 new Australians were welcomed. Ceremonies were held at Case Park in Bowen and the Airlie Beach Foreshore.



**Photo 3: Citizenship Ceremony - Airlie Beach Foreshore**

Collinsville Independent Living Facility occupancy remains at 100% for the month.

The Bowen Work Camp Ladies returned on 10 July 2020 however with reduced numbers to seven (7).

Both Caravan Parks show an increase in the occupancy rates in comparison to June 2020.

- Proserpine Tourist Park up by 16.53% to 47.73%
- Wangaratta Caravan Park up by 21% to 53.21%

Aquatic Facility User statistics for July 2020 in comparison to June 2020 are listed below:

- Airlie Beach Lagoon ↓ by 44.1% to 4,601
- Bowen Pool ↑ by 20.75% to 541
- Proserpine Pool ↑ by 21.5% to 764
- Collinsville Closed for Winter - Reopen 1 Sept 2020

Customer Service saw 2,848 visitors through the service centres, an increase of 167.7% from June 2020. The main enquiries were Animal Registrations, Parking and Water Allocation v Tariff forms being returned.

Telephone calls received increased by 57.9% from the previous month to 5,220 calls with 83.6% resolved at the first point of contact. The After Hours Call Centre fielded 252 calls for the month an increase of 7.23% from the previous month.

Customer Requests submitted for July totalled 1,114 across the organisation with 95.9% completed, an increase of 234 CRM's (26.6%) from the previous month.

**Julie Wright**  
**Director Community Service**

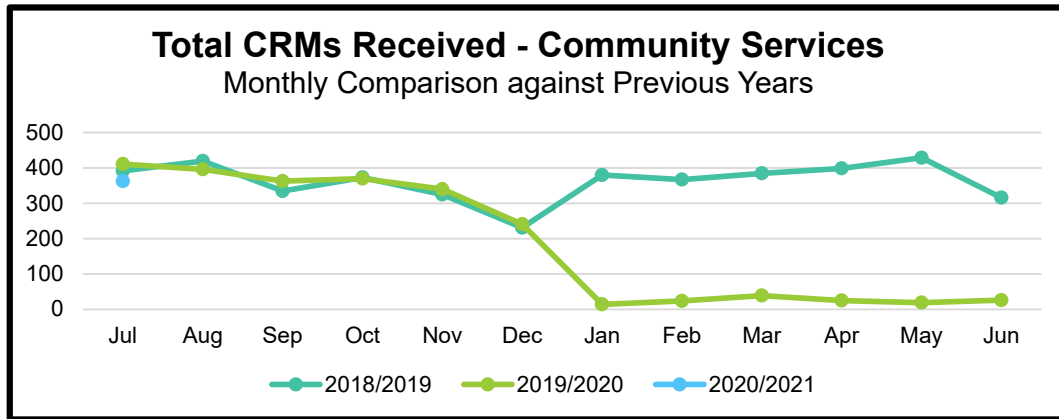
# General

The Community Services Directorate has a departmental vision of a prosperous, liveable and sustainable Whitsundays. The directorate's purpose is to lead the delivery of economic, social, environmental and recreational outcomes for the Whitsundays through services in partnership with stakeholders.

The directorate's vision is delivered by bringing together the functions of Community Development & Libraries, Aquatic Facilities & Caravan Parks, Environmental Health & Local Laws, Natural Resource Management & Climate, Customer Service, Cultural Heritage & Collinsville Independent Living Facility.

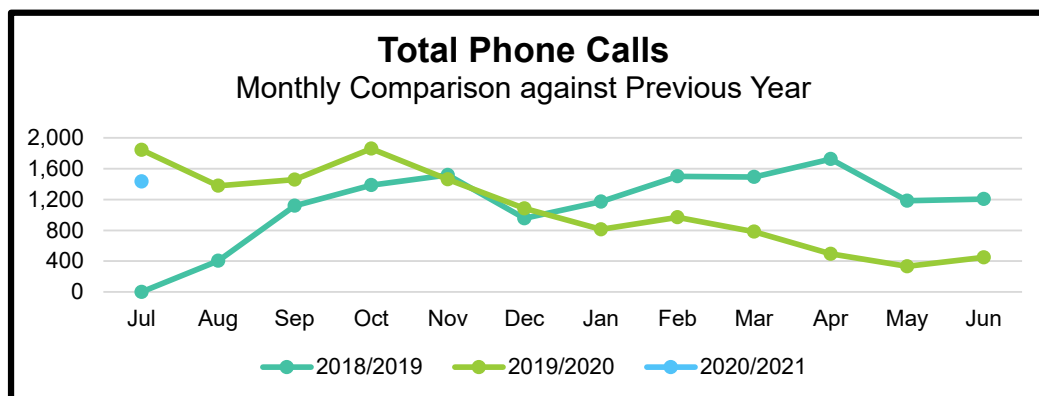
## Customer Request Management (CRM)

| Service                                      | YTD | Jul | Aug | Sep | Monthly Trend |
|----------------------------------------------|-----|-----|-----|-----|---------------|
| <b>Community Development</b>                 |     |     |     |     |               |
| CRM Received                                 | 9   | 9   |     |     | –             |
| CRM Completed                                | 7   | 7   |     |     | –             |
| <b>Library Services</b>                      |     |     |     |     |               |
| CRM Received                                 | 1   | 1   |     |     | –             |
| CRM Completed                                | 1   | 1   |     |     | –             |
| <b>Aquatic Facilities</b>                    |     |     |     |     |               |
| CRM Received                                 | 1   | 1   |     |     | –             |
| CRM Completed                                | 0   | 0   |     |     | –             |
| <b>Caravan Parks</b>                         |     |     |     |     |               |
| CRM Received                                 | 1   | 1   |     |     | –             |
| CRM Completed                                | 1   | 1   |     |     | –             |
| <b>Environmental Health &amp; Local Laws</b> |     |     |     |     |               |
| CRM Received                                 | 319 | 319 |     |     | –             |
| CRM Completed                                | 260 | 260 |     |     | –             |
| <b>Parking</b>                               |     |     |     |     |               |
| CRM Received                                 | 0   | 0   |     |     | –             |
| CRM Completed                                | 0   | 0   |     |     | –             |
| <b>NRM &amp; Climate</b>                     |     |     |     |     |               |
| CRM Received                                 | 16  | 16  |     |     | –             |
| CRM Completed                                | 10  | 10  |     |     | –             |
| <b>Customer Service / E-Services</b>         |     |     |     |     |               |
| CRM Received                                 | 16  | 16  |     |     | –             |
| CRM Completed                                | 12  | 12  |     |     | –             |
| <b>Total CRMs for Community Services</b>     |     |     |     |     |               |
| CRM Received                                 | 363 | 363 |     |     | –             |
| CRM Completed                                | 291 | 291 |     |     | –             |



## Administration Officers

| Service                  | YTD   | Jul   | Aug | Sep | Monthly Trend |
|--------------------------|-------|-------|-----|-----|---------------|
| Correspondence Generated | 668   | 668   |     |     | –             |
| ECM Task List            | 927   | 927   |     |     | –             |
|                          |       |       |     |     |               |
| Civica Registers         | 1,194 | 1,194 |     |     | –             |
| Data Input               | 464   | 464   |     |     | –             |
|                          |       |       |     |     |               |
| CRMs Generated           | 39    | 39    |     |     | –             |
| CRMs Closed              | 52    | 52    |     |     | –             |
|                          |       |       |     |     |               |
| Phone Calls - Internal   | 1,125 | 1,125 |     |     | –             |
| Phone Calls - External   | 309   | 309   |     |     | –             |
| Phone Calls - Total      | 1,434 | 1,434 |     |     | –             |
|                          |       |       |     |     |               |
| ECM Registering          | 555   | 555   |     |     | –             |
|                          |       |       |     |     |               |
| Purchase Orders          | 66    | 66    |     |     | –             |
| Receipt Invoices         | 65    | 65    |     |     | –             |
|                          |       |       |     |     |               |
| Reports                  | 41    | 41    |     |     | –             |



# Community Development

The Community Development branch is responsible for assessing and acquitting community grants, developing and maintaining various community development related policies and registers, developing and implementing various community programs such as cultural and recreational programs as well as maintaining various community facilities.

## Operations

| Service                                    | YTD    | Jul    | Aug | Sep | Monthly Trend |
|--------------------------------------------|--------|--------|-----|-----|---------------|
| <b>Grant Applications</b>                  |        |        |     |     |               |
| Facility Management - Approved             | 0      | 0      |     |     | –             |
| Facility Management - Approved (\$)        | 0      | 0      |     |     | –             |
| Junior Elite Athlete - Approved            | 0      | 0      |     |     | –             |
| Junior Elite Athlete - Approved (\$)       | 0      | 0      |     |     | –             |
| RADF - Received                            | 0      | 0      |     |     | –             |
| RADF - Approved                            | 0      | 0      |     |     | –             |
| RADF - Approved (\$)                       | 0      | 0      |     |     | –             |
| RADF - Acquittals                          | 1      | 1      |     |     | –             |
| Special Projects - Received                | 2      | 2      |     |     | –             |
| Special Projects - Approved                | 0      | 0      |     |     | –             |
| Special Projects - Approved (\$)           | 0      | 0      |     |     | –             |
| Special Projects - Acquittals              | 0      | 0      |     |     | –             |
| Sport & Rec Club - Received                | 7      | 7      |     |     | –             |
| Sport & Rec Club - Approved                | 2      | 2      |     |     | –             |
| Sport & Rec Club - Approved (\$)           | 6,000  | 6,000  |     |     | –             |
| <b>Donation &amp; Sponsorship Requests</b> |        |        |     |     |               |
| Donation Requests - Received               | 4      | 4      |     |     | –             |
| Donation Requests - Approved               | 4      | 4      |     |     | –             |
| Donation Requests - Approved (\$)          | 22,700 | 22,700 |     |     | –             |
| Fee Waivers - Approved                     | 0      | 0      |     |     | –             |
| Fee Waivers - Approved (\$)                | 0      | 0      |     |     | –             |
| Sponsorships - Received                    | 1      | 1      |     |     | –             |
| Sponsorships - Approved                    | 1      | 1      |     |     | –             |
| Sponsorships - Approved (\$)               | 7,500  | 7,500  |     |     | –             |
| Sponsorships - Approved (in kind)          | 10,000 | 10,000 |     |     | –             |
| Sponsorships - Acquittals                  | 0      | 0      |     |     | –             |
| <b>Events</b>                              |        |        |     |     |               |
| Council Events - External - Completed      | 3      | 3      |     |     | –             |
| Council Events - External - Participants   | 56     | 56     |     |     | –             |
| Council Events - Internal - Completed      | 0      | 0      |     |     | –             |
| Council Events - Internal - Participants   | 0      | 0      |     |     | –             |

### Competition Results for Junior Elite Athlete Recipients:

- No competitions held in this month due to COVID-19.

### Events:

#### External:

- Due to the COVID-19 gathering restrictions, three separate Citizenship Ceremonies were conducted in the month of July. Ceremonies were held at Case Park in Bowen and the Airlie Beach Foreshore.

#### Internal:

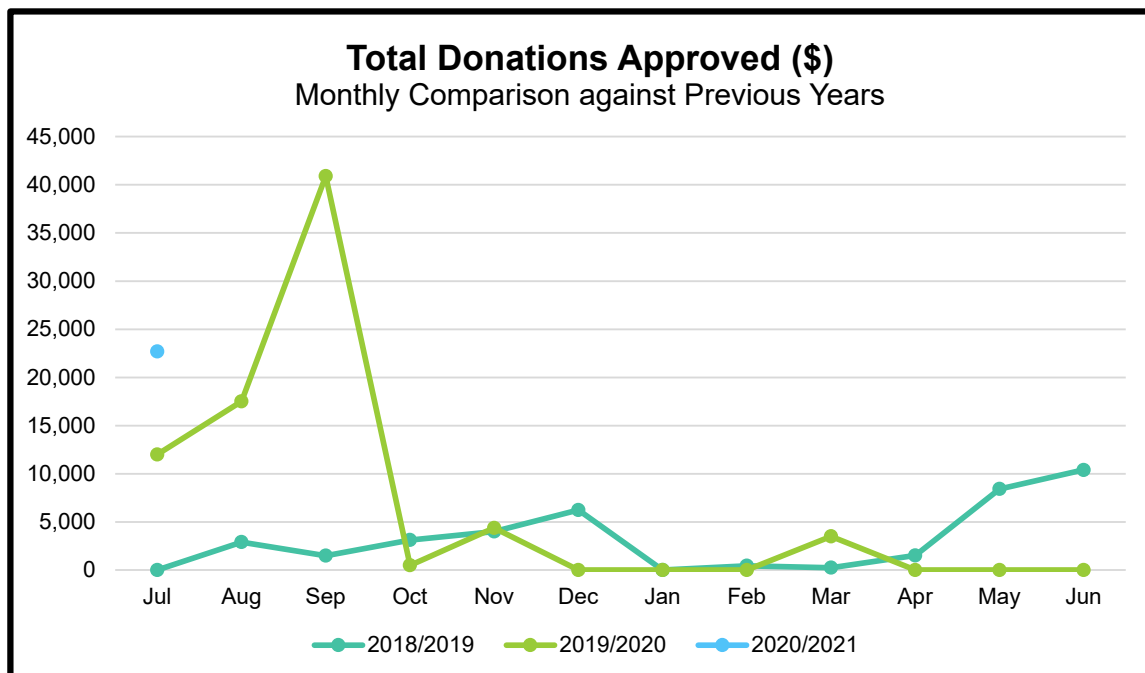
- Nil

### Special Project Grants Successful Recipients:

- Round 1 currently open, closes 16 October 2020.

### Projects

| Project        | Status      | % Complete | Budget | Time |
|----------------|-------------|------------|--------|------|
| Schoolies 2020 | In Progress | 30%        | ✓      | ✓    |

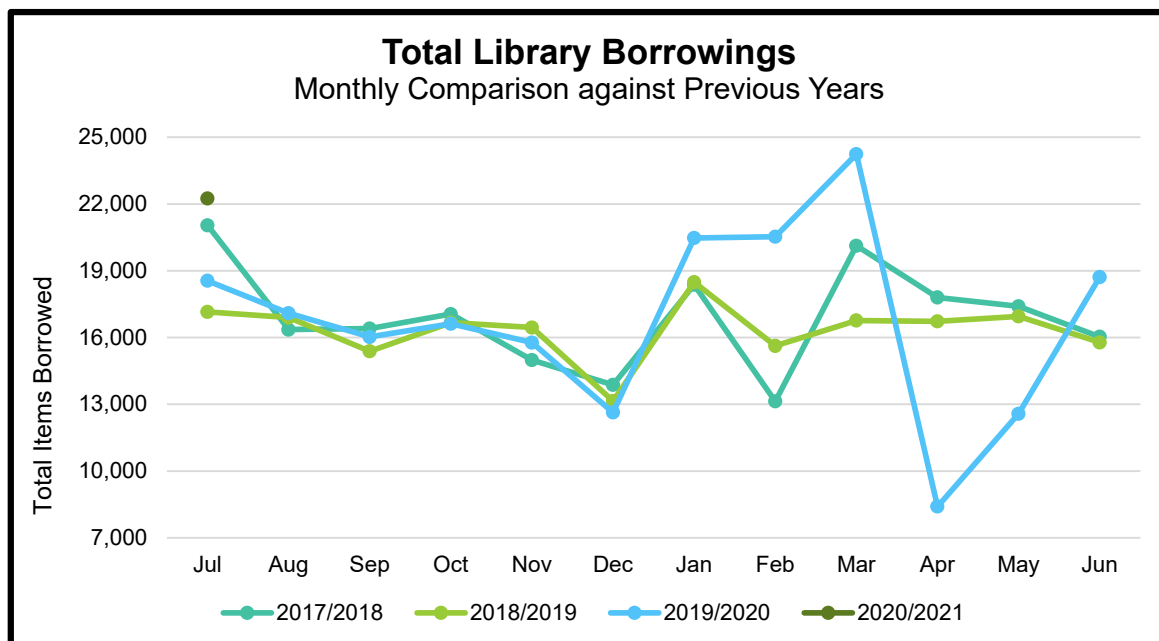


# Library Services

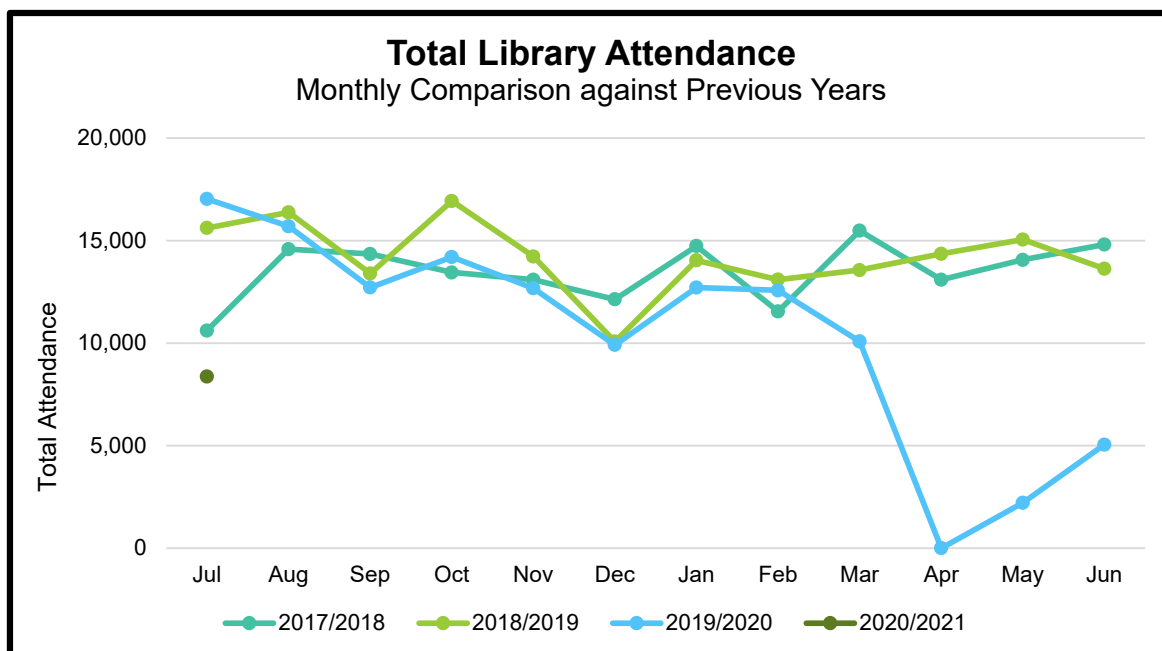
The Library Services branch is responsible for the provision of customer-centric services and resources to meet the information, recreation, cultural and lifelong learning needs of individuals and groups within the Whitsundays. The branch responsibilities include the design and delivery of library programs, promotion and marketing, collection development and maintenance, information/digital literacy opportunities, outreach and service extension.

## Operations

| Service                           | YTD   | Jul   | Aug | Sep | Monthly Trend |
|-----------------------------------|-------|-------|-----|-----|---------------|
| <b>Library Resources Acquired</b> |       |       |     |     |               |
| Bowen & Collinsville Libraries    | 212   | 212   |     |     | –             |
| Cannonvale Library                | 487   | 487   |     |     | –             |
| Proserpine Library                | 276   | 276   |     |     | –             |
| e-Library                         | 40    | 40    |     |     | –             |
| <b>Library Resources Borrowed</b> |       |       |     |     |               |
| Bowen Library                     | 3,902 | 3,902 |     |     | –             |
| Cannonvale Library                | 7,518 | 7,518 |     |     | –             |
| Collinsville Library              | 342   | 342   |     |     | –             |
| Proserpine Library                | 4,334 | 4,334 |     |     | –             |
| e-Library                         | 6,146 | 6,146 |     |     | –             |
| Mobile Library                    | 0     | 0     |     |     | –             |
| <b>Library Attendance</b>         |       |       |     |     |               |
| Bowen Library                     | 2,343 | 2,343 |     |     | –             |
| Cannonvale Library                | 3,405 | 3,405 |     |     | –             |
| Collinsville Library              | 976   | 976   |     |     | –             |
| Proserpine Library                | 1,651 | 1,651 |     |     | –             |



| Service                                           | YTD | Jul | Aug | Sep | Monthly Trend |
|---------------------------------------------------|-----|-----|-----|-----|---------------|
| <b>First 5 Forever (F5F)</b>                      |     |     |     |     |               |
| Resources - Acquired                              | 303 | 303 |     |     | –             |
| Resources - Borrowed by Branches                  | 12  | 12  |     |     | –             |
| Community Partnership Interactions                | 10  | 10  |     |     | –             |
| Toolkits Distributed                              | 8   | 8   |     |     | –             |
| <b>F5F In Library - Activities Held</b>           |     |     |     |     |               |
| Bowen Library                                     | 8   | 8   |     |     | –             |
| Cannonvale Library                                | 8   | 8   |     |     | –             |
| Collinsville Library                              | 3   | 3   |     |     | –             |
| Proserpine Library                                | 3   | 3   |     |     | –             |
| <b>F5F In Library - Activities Attendance</b>     |     |     |     |     |               |
| Bowen Library                                     | 25  | 25  |     |     | –             |
| Cannonvale Library                                | 90  | 90  |     |     | –             |
| Collinsville Library                              | 15  | 15  |     |     | –             |
| Proserpine Library                                | 26  | 26  |     |     | –             |
| <b>F5F Community Outreach - Events Held</b>       |     |     |     |     |               |
| Bowen Library                                     | 1   | 1   |     |     | –             |
| Cannonvale Library                                | 1   | 1   |     |     | –             |
| Collinsville Library                              | 0   | 0   |     |     | –             |
| Proserpine Library                                | 1   | 1   |     |     | –             |
| <b>F5F Community Outreach - Events Attendance</b> |     |     |     |     |               |
| Bowen Library                                     | 46  | 46  |     |     | –             |
| Cannonvale Library                                | 12  | 12  |     |     | –             |
| Collinsville Library                              | 0   | 0   |     |     | –             |
| Proserpine Library                                | 8   | 8   |     |     | –             |



| Service                                        | YTD | Jul | Aug | Sep | Monthly Trend |
|------------------------------------------------|-----|-----|-----|-----|---------------|
| <b>In Library Programs - Events Held</b>       |     |     |     |     |               |
| Bowen Library - Adults                         | 0   | 0   |     |     | –             |
| Bowen Library - Children                       | 0   | 0   |     |     | –             |
| Cannonvale Library - Adults                    | 2   | 2   |     |     | –             |
| Cannonvale Library - Children                  | 0   | 0   |     |     | –             |
| Collinsville Library - Adults                  | 0   | 0   |     |     | –             |
| Collinsville Library - Children                | 0   | 0   |     |     | –             |
| Proserpine Library - Adults                    | 2   | 2   |     |     | –             |
| Proserpine Library - Children                  | 0   | 0   |     |     | –             |
| <b>In Library Programs - Events Attendance</b> |     |     |     |     |               |
| Bowen Library - Adults                         | 0   | 0   |     |     | –             |
| Bowen Library - Children                       | 0   | 0   |     |     | –             |
| Cannonvale Library - Adults                    | 11  | 11  |     |     | –             |
| Cannonvale Library - Children                  | 0   | 0   |     |     | –             |
| Collinsville Library - Adults                  | 0   | 0   |     |     | –             |
| Collinsville Library - Children                | 0   | 0   |     |     | –             |
| Proserpine Library - Adults                    | 8   | 8   |     |     | –             |
| Proserpine Library - Children                  | 0   | 0   |     |     | –             |
| <b>Community Outreach - Events Held</b>        |     |     |     |     |               |
| Bowen Library - Adults                         | 4   | 4   |     |     | –             |
| Bowen Library - Children                       | 0   | 0   |     |     | –             |
| Cannonvale Library - Adults                    | 4   | 4   |     |     | –             |
| Cannonvale Library - Children                  | 0   | 0   |     |     | –             |
| Collinsville Library - Adults                  | 0   | 0   |     |     | –             |
| Collinsville Library - Children                | 0   | 0   |     |     | –             |
| Proserpine Library - Adults                    | 5   | 5   |     |     | –             |
| Proserpine Library - Children                  | 0   | 0   |     |     | –             |
| <b>Community Outreach - Events Attendance</b>  |     |     |     |     |               |
| Bowen Library - Adults                         | 20  | 20  |     |     | –             |
| Bowen Library - Children                       | 0   | 0   |     |     | –             |
| Cannonvale Library - Adults                    | 26  | 26  |     |     | –             |
| Cannonvale Library - Children                  | 0   | 0   |     |     | –             |
| Collinsville Library - Adults                  | 0   | 0   |     |     | –             |
| Collinsville Library - Children                | 0   | 0   |     |     | –             |
| Proserpine Library - Adults                    | 57  | 57  |     |     | –             |
| Proserpine Library - Children                  | 0   | 0   |     |     | –             |
| <b>Public Computer Usage</b>                   |     |     |     |     |               |
| Bowen Library                                  | 462 | 462 |     |     | –             |
| Cannonvale Library                             | 555 | 555 |     |     | –             |
| Collinsville Library                           | 10  | 10  |     |     | –             |
| Proserpine Library                             | 312 | 312 |     |     | –             |

# Bowen Work Camp

Council partners with Queensland Corrective Services to provide beneficial works projects for the community and rehabilitate offenders with their return to society. They perform a multitude of tasks including maintenance of fences, cemeteries, sportsgrounds and showgrounds, propagation of plants and they also participate in many restoration and general maintenance projects.

## Operations

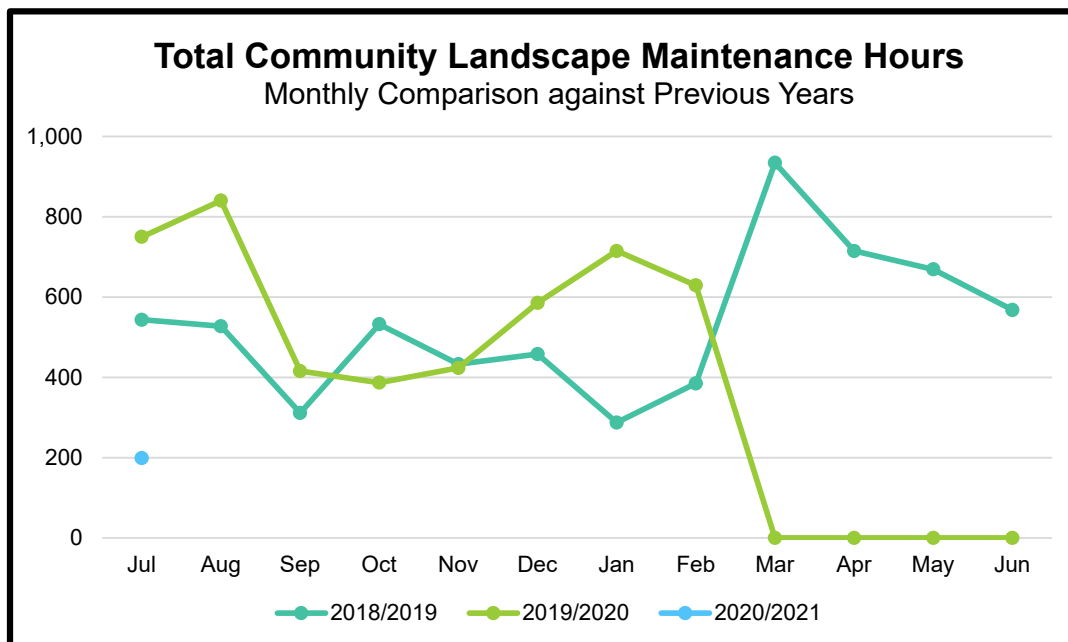
| Service                                   | YTD | Jul | Aug | Sep | Monthly Trend |
|-------------------------------------------|-----|-----|-----|-----|---------------|
| Community Landscape Maintenance Hours     | 199 | 199 |     |     | –             |
| Community Indoor Tasks Hours              | 21  | 21  |     |     | –             |
| New Project Assessment Hours              | 5   | 5   |     |     | –             |
| WRC Landscape Maintenance Hours           | 13  | 13  |     |     | –             |
| WRC Nursery Maintenance/Propagation Hours | 15  | 15  |     |     | –             |
| WRC Indoor Tasks Hours                    | 0   | 0   |     |     | –             |
| QCS Compound Duties Hours                 | 61  | 61  |     |     |               |

## Projects

| Project                                                               | Status      | % Complete | Budget |
|-----------------------------------------------------------------------|-------------|------------|--------|
| Echo Park Speedway – Clearing of Site/Assistance with Fence Erection* | In Progress | 90%        | ✓      |

\*Community Group to organise resources before tasks can be completed.

**Note:** On 28 March 2020, the Bowen Work Camp was closed by the Queensland Corrective Services due to COVID-19. The inmates returned from the Townsville Correctional Centre on 10 July 2020.



# Aquatic Facilities & Caravan Parks

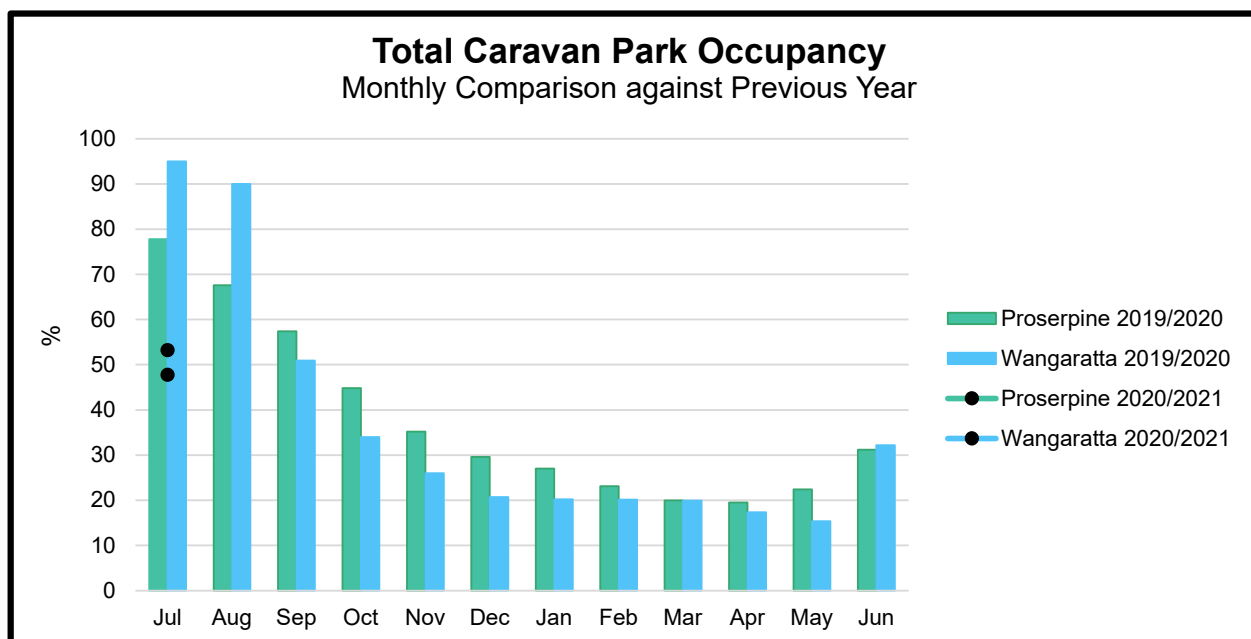
The Recreation Services branch is responsible for delivering recreation and youth programs that activate our public and open spaces, supporting recreation groups to secure funding for projects, maintaining Council's caravan parks and aquatic facilities, and master planning for future sport and recreation assets.

## Aquatic Facilities – Operations

| Service                              | YTD   | Jul   | Aug | Sep | Monthly Trend |
|--------------------------------------|-------|-------|-----|-----|---------------|
| Airlie Beach Lagoon – Total Users    | 4,601 | 4,601 |     |     | –             |
| Airlie Beach Lagoon – Total Offences | 1,011 | 1,011 |     |     | –             |
| Pool Attendance – Bowen              | 541   | 541   |     |     | –             |
| Pool Attendance – Collinsville       | 0     | 0     |     |     | –             |
| Pool Attendance – Proserpine         | 764   | 764   |     |     | –             |

## Caravan Parks – Operations

| Service                                    | YTD    | Jul    | Aug | Sep | Monthly Trend |
|--------------------------------------------|--------|--------|-----|-----|---------------|
| Proserpine Tourist Park                    |        |        |     |     |               |
| Occupancy (%)                              | 47.73  | 47.73  |     |     | –             |
| Revenue (\$)                               | 32,902 | 32,902 |     |     | –             |
| Accumulated Revenue - Laundry Service (\$) | 545    | 545    |     |     | –             |
| Wangaratta Caravan Park                    |        |        |     |     |               |
| Occupancy (%)                              | 53.21  | 53.21  |     |     | –             |
| Revenue (\$)                               | 61,372 | 61,372 |     |     | –             |
| Accumulated Revenue - Laundry Service (\$) | 342    | 342    |     |     | –             |



# Environmental Health & Local Laws

The Environmental Health & Local Laws branch is responsible for assessing food and local law applications, developing and maintaining various related policies and registers, including the Local Laws, reviewing referrals for liquor licences, and regulating various activities with compliance action and approvals. The branch is also responsible for maintaining the animal impoundment facility, on/off-street car parking compliance and commercial parking operations.

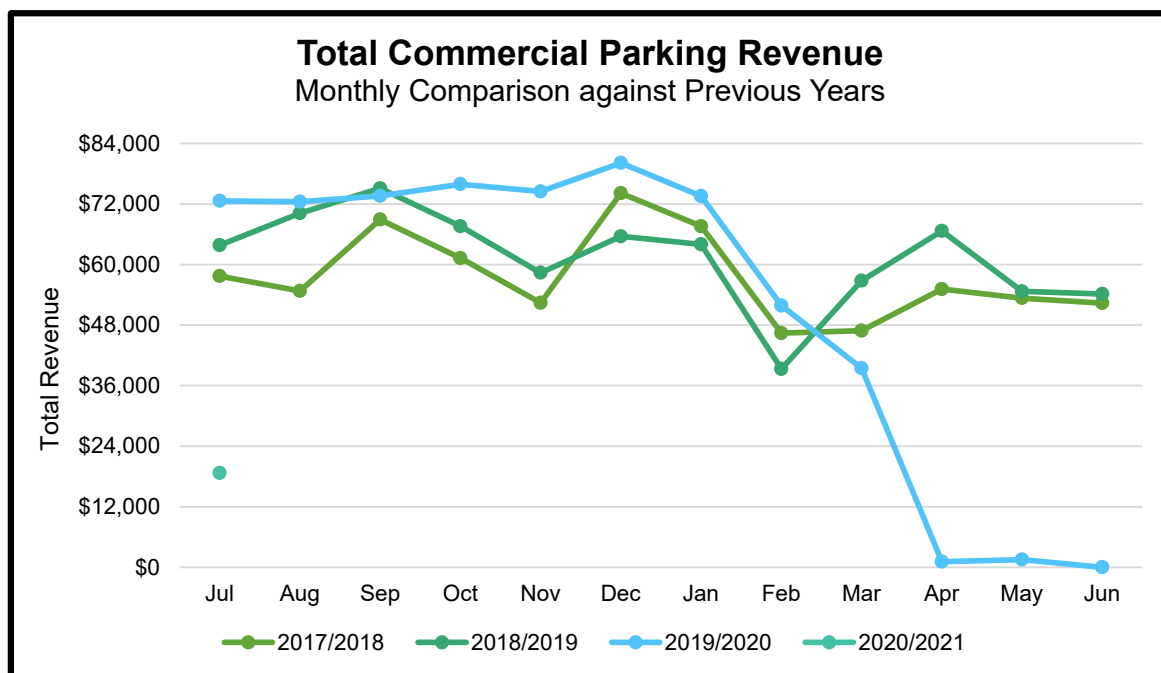
## Environmental Health & Local Laws – Operations

| Service                                                    | YTD   | Jul   | Aug | Sep | Monthly Trend |
|------------------------------------------------------------|-------|-------|-----|-----|---------------|
| <b>Environmental Health</b>                                |       |       |     |     |               |
| Environmental Health – Plan Approval Applications Received | 4     | 4     |     |     | –             |
| Environmental Health Applications Received                 | 5     | 5     |     |     | –             |
| Food Safety Programs Received                              | 0     | 0     |     |     | –             |
| Liquor Licence Referrals Received                          | 0     | 0     |     |     | –             |
| Food Business - Inspections                                | 36    | 36    |     |     | –             |
| Food Business - Re-Inspections                             | 11    | 11    |     |     | –             |
| Food Safety Programs Audit Reports Reviewed                | 1     | 1     |     |     | –             |
| Personal Appearance Services - Inspections                 | 0     | 0     |     |     | –             |
| ERAs - Inspections                                         | 1     | 1     |     |     | –             |
| Development Applications Referrals Received                | 1     | 1     |     |     | –             |
| Accommodation - Inspections                                | 1     | 1     |     |     | –             |
| Accommodation - Re-inspections                             | 0     | 0     |     |     | –             |
| Erosion Sediment Control - Inspections                     | 0     | 0     |     |     | –             |
| Complaints Received - Asbestos                             | 0     | 0     |     |     | –             |
| Complaints Received - Litter & Dumping                     | 0     | 0     |     |     | –             |
| Complaints Received - EH General                           | 12    | 12    |     |     | –             |
| Event Application Assessment                               | 1     | 1     |     |     |               |
| <b>Local Laws</b>                                          |       |       |     |     |               |
| Local Law Applications Received                            | 9     | 9     |     |     | –             |
| Complaints Received - Animal Management                    | 119   | 119   |     |     | –             |
| Complaints Received - Other Local Law                      | 134   | 134   |     |     | –             |
| Compliance Notices Issued                                  | 13    | 13    |     |     | –             |
| Renewal/Reminder/Final Notices                             | 15    | 15    |     |     | –             |
| Infringement Responses                                     | 325   | 325   |     |     | –             |
| Dog Registrations                                          | 3,476 | 3,476 |     |     | –             |
| Cat Registrations                                          | 429   | 429   |     |     | –             |
| Parking Infringements - Issued                             | 178   | 178   |     |     | –             |
| Parking Infringements - Waived                             | 17    | 17    |     |     | –             |
| Other Infringements - Issued                               | 147   | 147   |     |     | –             |
| Other Infringements - Waived                               | 5     | 5     |     |     | –             |
| Infringement Reminder Notices Sent                         | 80    | 80    |     |     | –             |
| COVID-19 Inspections                                       | 1,121 | 1,121 |     |     |               |
| Lake Proserpine & RV Park Inspections                      | 615   | 615   |     |     |               |

## Commercial Parking – Operations

| Car Parks                                 | YTD         | Jul         | Aug | Sep | Monthly Trend |
|-------------------------------------------|-------------|-------------|-----|-----|---------------|
| <b>Heart of the Reef Transit Facility</b> |             |             |     |     |               |
| Occupancy (no.)                           | 0           | 0           |     |     | –             |
| Revenue (\$)                              | 0           | 0           |     |     | –             |
| <b>Port of Airlie</b>                     |             |             |     |     |               |
| Average Spend (\$)                        | 10.35       | 10.35       |     |     | –             |
| Tariff (most selected)                    | 24hr (\$10) | 24hr (\$10) |     |     | –             |
| No. of tickets purchased                  | 919         | 919         |     |     | –             |
| Revenue (\$)                              | 9,513       | 9,513       |     |     | –             |
| <b>Airlie Lagoon Precinct</b>             |             |             |     |     |               |
| Average Spend (\$)                        | 0.00        | 0.00        |     |     | –             |
| Tariff (most selected)                    | -           | -           |     |     | –             |
| No. of tickets purchased                  | 0           | 0           |     |     | –             |
| Revenue (\$)                              | 0.00        | 0.00        |     |     | –             |
| <b>Abell Point Marina</b>                 |             |             |     |     |               |
| Average Spend (\$)                        | 8.30        | 8.30        |     |     | –             |
| Tariff (most selected)                    | 0-2hr (\$3) | 0-2hr (\$3) |     |     | –             |
| No. of tickets purchased                  | 1,107       | 1,107       |     |     | –             |
| Revenue (\$)                              | 9,194       | 9,194       |     |     | –             |

| Parking Machines                 | YTD   | Jul   | Aug | Sep | Monthly Trend |
|----------------------------------|-------|-------|-----|-----|---------------|
| Parking Machine Availability (%) | 58.3% | 58.3% |     |     | –             |



# Natural Resource Management & Climate

The Natural Resource Management & Climate branch is responsible for developing and implementing various environmental and community health and safety programs such as pest, weed and water quality programs as well as maintaining stock routes and implementing the Biosecurity Plan.

## Natural Resource Management – Operations

| Service                                                   | YTD | Jul | Aug | Sep | Monthly Trend |
|-----------------------------------------------------------|-----|-----|-----|-----|---------------|
| Complaints Received - Pest & Weed                         | 13  | 13  |     |     | –             |
| Complaints Received - Environmental                       | 3   | 3   |     |     | –             |
| Property Pest Management Plan (PPMP) Implemented/Reviewed | 5   | 5   |     |     | –             |
| Notices Issued - Biosecurity                              | 7   | 7   |     |     | –             |
| Notices Issued - Penalty Infringement                     | 0   | 0   |     |     | –             |
| Landholder Access - Herbicide Rebate                      | 0   | 0   |     |     | –             |
| Landholder Access - Mechanical Rebate                     | 5   | 5   |     |     | –             |
| Letters/Emails to Landholders - Weeds                     | 0   | 0   |     |     | –             |
| Property Visit/Inspections - Weeds                        | 63  | 63  |     |     | –             |
| Property Visit/Inspections - Feral Animals                | 87  | 87  |     |     | –             |
| Feral Animals - Traps Set                                 | 0   | 0   |     |     | –             |
| Feral Animals - Trapped                                   | 0   | 0   |     |     | –             |
| Aerial Shooting - Flights                                 | 0   | 0   |     |     | –             |
| Aerial Shooting - Feral Animals Shot                      | 0   | 0   |     |     | –             |
| Properties Baited                                         | 0   | 0   |     |     | –             |
| Baits Laid (kg)                                           | 0   | 0   |     |     | –             |
| Length of Road Reserve Sprayed (km)                       | 0.0 | 0.0 |     |     | –             |
| No. of Council Lots Sprayed/Inspected                     | 117 | 117 |     |     | –             |
| Mixed Chemicals Used (L)                                  | 18  | 18  |     |     | –             |
| Pest Workshops                                            | 400 | 400 |     |     | –             |
| Field Days Run/Involved                                   | 0   | 0   |     |     | –             |
| Landholder Contacts                                       | 0   | 0   |     |     | –             |
| Project Reports - not to Council                          | 0   | 0   |     |     | –             |
| Briefing Reports                                          | 5   | 5   |     |     | –             |
| Bushfire Hazard Reduction Burns                           | 1   | 1   |     |     | –             |

## Projects

| Project                           | Status      | % Complete | Budget | Time |
|-----------------------------------|-------------|------------|--------|------|
| Bushfire Management Program       | In Progress | 10%        | ✓      | ✓    |
| Reef Guardian Council Action Plan | In Progress | 10%        | ✓      | ✓    |

## Climate Hub – Operations

| Service                 | YTD | Jul | Aug | Sep | Monthly Trend |
|-------------------------|-----|-----|-----|-----|---------------|
| Media Releases          | 2   | 2   |     |     | –             |
| Facebook Post Reach     | 0   | 0   |     |     | –             |
| Facebook Followers      | 0   | 0   |     |     | –             |
| Website Unique Visitors | 0   | 0   |     |     | –             |

### Update:

- **Pest Management Projects:**
  - Developing the Whitsunday Weed Washdown Strategy
  - Developing the Whitsunday Pest Surveillance Program
  - Draft project plans for the following Weed Washdown Locations
    - Merinda
    - Guthalungra
    - Bowen River Hotel
  - Planning for the 2020/21 Feral Animal Aerial Shooting Program
  - Commencing ground baiting for the Yellow Crazy Ant Infestation at Funnel Bay.
- **Other Natural Resource Management Projects:**
  - Continuing to work on the Community Bushfire Management Plans
  - Developing Prescribed Burn Plans for Hospital Hill and Cape Gloucester.
- **Environment Projects:**
  - Reviewing Carbon and Biodiversity Offset Programs and their suitability for Council.
  - Review of micro-plastics in biosolids
  - Investigation of marine plants at Whisper Bay proposed bridge site.
  - Gaining a permit to relocate the freshwater crocodile from Bowen Golf Course.
- **Climate Hub Projects:**
  - Funding approved: Monsoon Trough Funding of \$39.8k for Enabling Mitigation to Reduce Losses from Disasters and Quicken Community Recovery Project with JCU.
  - Funding and financing Climate Change Adaptation – Case Study
  - Proserpine Heat Reduction Feasibility Project
  - Understanding the Benefits of Macroalgae in Aquaculture Treatment Ponds and Optimisation of Treatment System Design
  - Whitsundays “Healthy Heart” Carbon Neutral Tourism - Sustainable Destination Project - 4 year project. Total project value approx. \$500k. Applied for GBRF Funding of approx. \$315K.
  - The “Whitsunday Water Treatment and Pumping Optimisation Project” looks to further optimise the system at Bowen utilising the solar array and reservoir space to further reduce electricity use.

# Customer Service

The Customer Service branch is responsible for providing excellence to Council's customers and stakeholders in their interactions with Council.

## Call Centre – Operations

| Service                           | YTD      | Jul      | Aug | Sep | Monthly Trend |
|-----------------------------------|----------|----------|-----|-----|---------------|
| <b>Business Hours Call Centre</b> |          |          |     |     |               |
| Calls Received – Total            | 5,220    | 5,220    |     |     | –             |
| Calls Received – 1300 WRC QLD     | 3,541    | 3,541    |     |     | –             |
| Calls Answered                    | 3,145    | 3,145    |     |     | –             |
| Calls Overflowed                  | 195      | 195      |     |     | –             |
| Calls Abandoned                   | 97       | 97       |     |     | –             |
| Calls Abandoned (%)               | 2.94%    | 2.94%    |     |     | –             |
| Untracked Calls                   | 104      | 104      |     |     | –             |
| *ASL - Average Service Level (%)  | 79.8%    | 79.8%    |     |     | –             |
| *ASA - Average Speed of Answer    | 21       | 21       |     |     | –             |
| *AHT - Average Handle Time/Secs   | 177      | 177      |     |     | –             |
| <b>After Hours Call Centre</b>    |          |          |     |     |               |
| Calls Received– Total             | 252      | 252      |     |     | –             |
| Calls Answered– (Charged)         | 228(102) | 228(102) |     |     | –             |
| Calls Abandoned (%)               | 9.52%    | 9.52%    |     |     | –             |
| *ASL - Average Service Level (%)  | 84.5%    | 84.5%    |     |     | –             |
| *ASA - Average Speed of Answer    | -        | 17       |     |     | –             |
| *AHT - Average Handle Time/Secs   | -        | 100      |     |     | –             |

## Customer Transactions

| Service                | YTD    | Jul    | Aug | Sep | Monthly Trend |
|------------------------|--------|--------|-----|-----|---------------|
| <b>Receipts</b>        | 11,310 | 11,310 |     |     | –             |
| eServices Receipts     | 190    | 190    |     |     | –             |
| eServices Receipts (%) | 1.68%  | 1.68%  |     |     | –             |
| <b>CRMs</b>            | 1,114  | 1,114  |     |     | –             |
| eServices CRMs         | 9      | 9      |     |     | –             |
| eServices CRMs (%)     | 0.81%  | 0.81%  |     |     | –             |

### Payments:

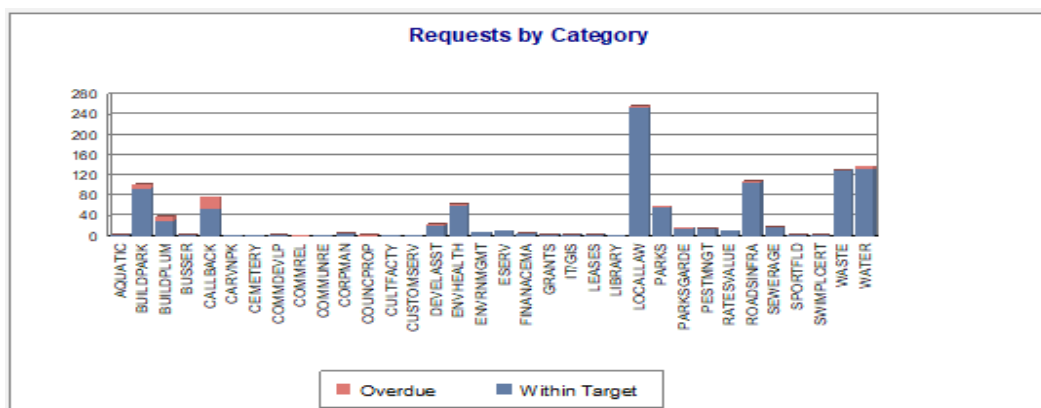
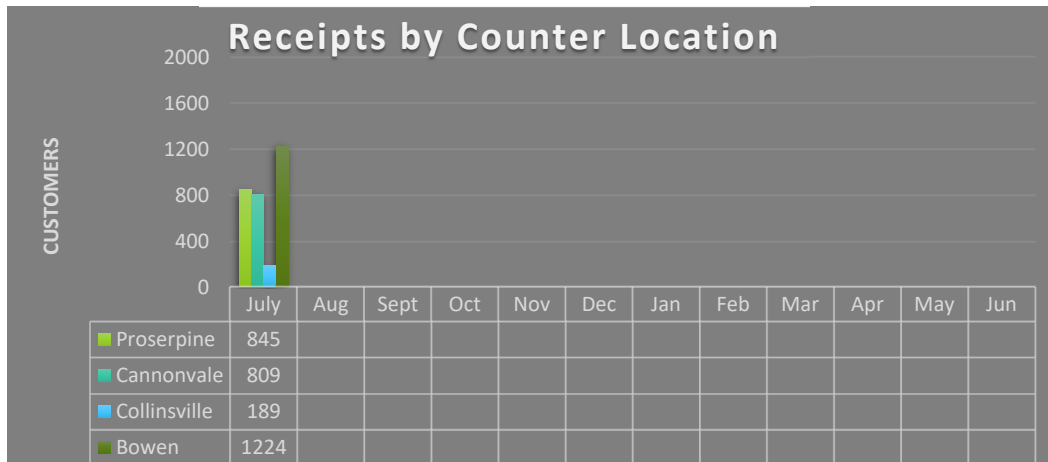
- Total bPay, Austpost, Direct Deposits & eServices payments at **52.86%** of total payments.

### Incoming Calls & Requests:

- CRM completion was **95.9%** (**94.0%** including call backs).
- Total of **2,848** visitors through the service centres.
- WRC Call Statistics at **79.8%** of calls answered in **25** seconds.
- First Point of Contact (FPOC) resolution was at **83.6%** for **July**.

## Top Issues

| Service                                   | YTD   | Jul   | Aug | Sep | Monthly Trend |
|-------------------------------------------|-------|-------|-----|-----|---------------|
| <b>Counter</b>                            |       |       |     |     |               |
| Animal Tag Renewal                        | 1,627 | 1,627 |     |     | —             |
| New Animal Registration                   | 287   | 287   |     |     | —             |
| Rates Receipt                             | 190   | 190   |     |     | —             |
| Rates Search                              | 109   | 109   |     |     | —             |
| Infringements                             | 69    | 69    |     |     | —             |
| <b>Telephone (First Point of Contact)</b> |       |       |     |     | —             |
| Rates/Water Billing                       | 357   | 357   |     |     | —             |
| General                                   | 212   | 212   |     |     | —             |
| Local Laws/Compliance and Environment     | 201   | 201   |     |     | —             |
| Building/Plumbing/Planning & Develop.     | 88    | 88    |     |     | —             |
| Payments                                  | 68    | 68    |     |     | —             |
| <b>After Hours</b>                        |       |       |     |     | —             |
| Water Supply Issue                        | 18    | 18    |     |     | —             |
| Wandering Animals                         | 6     | 6     |     |     | —             |
| Security                                  | 6     | 6     |     |     | —             |
| Roaming Stock                             | 4     | 4     |     |     | —             |
| Illegal Camping                           | 4     | 4     |     |     | —             |



## Cultural Heritage

Our Cultural Heritage includes all the elements of our cultural way of life which have gone before us, and which exist now. Cultural Heritage is an expression of the ways of living developed by a community and passed on from generation to generation, including customs, practices, places, objects, artistic expressions and values.

Cultural Heritage includes the Reconciliation Act Plan (RAP) for increased recognition of the Indigenous People in the Whitsunday Region and the Indigenous Land Use Agreement (ILUA) sets out activities and communications with all Traditional Owners in the region. The ILUA will ensure Council is compliant and provide the community with knowledge on the Traditional Owners within our region.

### Operations

| Service                          | YTD | Jul | Aug | Sep | Monthly Trend |
|----------------------------------|-----|-----|-----|-----|---------------|
| Meetings with Traditional Owners | 0   | 0   |     |     | –             |

### Projects

| Project                               | Status      | % Complete | Budget | Time |
|---------------------------------------|-------------|------------|--------|------|
| Reconciliation Action Plan (RAP)      | In Progress | 85%        | ✓      | ✓    |
| Indigenous Land Use Agreements (ILUA) | In Progress | 80%        | ✓      | ✓    |

## Collinsville Independent Living Facility

The Collinsville Independent Living Facility consists of 12 individual, furnished one-bedroom units for short-term and long-term occupancy for retired persons over 55 years or self-managed disabled and residents; along with executive members who require accommodation in Collinsville.

### Operations

| Service                  | YTD | Jul | Aug | Sep | Monthly Trend |
|--------------------------|-----|-----|-----|-----|---------------|
| Permanent Tenants        | 1   | 1   |     |     | –             |
| Short-Term Room Bookings | 13  | 13  |     |     | –             |

## **14. Infrastructure Services**

### **14.1 BUSINESS UNIT ACTIVITY REPORT - FOXDALE QUARRY - JUNE 2020**

---

**AUTHOR:** Quentin Prince – Quarry Manager

---

**RESPONSIBLE OFFICER:** Quentin Prince – Quarry Manager

---

#### **OFFICER'S RECOMMENDATION**

**That Council receive the Business Unit Activity Report for the Foxdale Quarry for the month of June 2020.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

The Business Unit Activity Report is provided to Council detailing the Quarry's operational performance over a one-month period. This report focuses on the month ending 30 June 2020.

#### **PURPOSE**

These reports are for Council's perusal to ensure that thorough understanding of financial and operational performance is relayed in a comprehensive and informative manner.

#### **BACKGROUND**

Reports have been prepared for each of the business activities of Council. Included in these reports are:

- 1) a financial report including Actuals and Original Budget in an Income & Expenditure Statement and a Statement of Financial Position format;
- 2) performance data based on the activity of the business.

#### **STATUTORY/COMPLIANCE MATTERS**

Local Government Regulation Section 204.

#### **ANALYSIS**

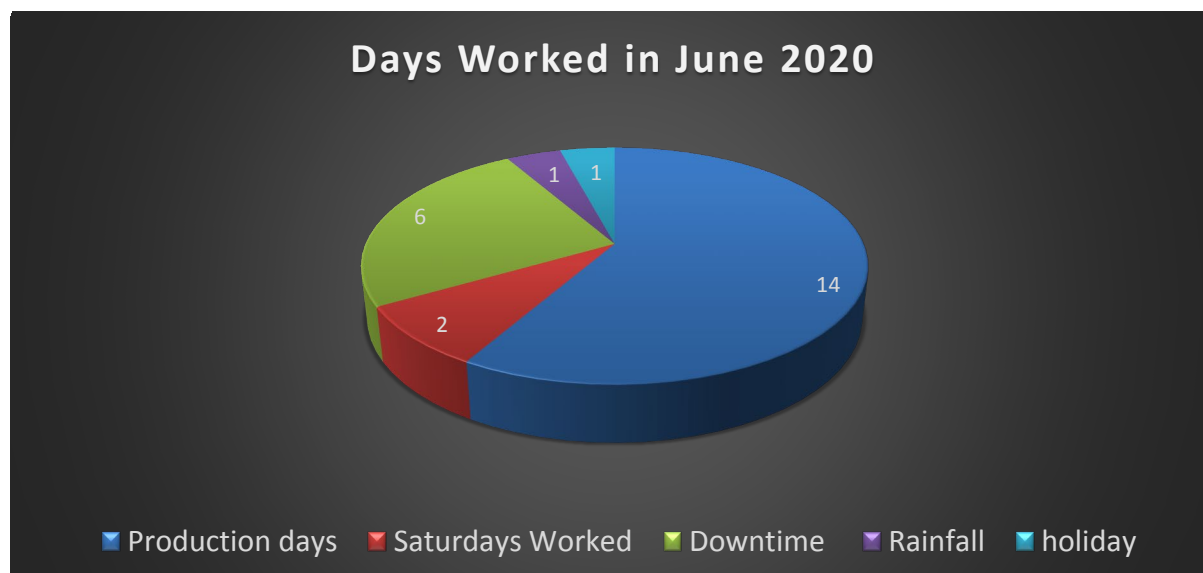
The Quarry started scheduled maintenance of the crushing plant on June 1, 2020 as the crushing plant has worked for three months consistently. The maintenance took 4 1/2 days to perform as there was significant wear and tear found.

As of Friday 5 June, through to 18 June, the quarry crushed concrete aggregates to maintain stock pile supply for the local concrete batch plants. Friday 19 June was Proserpine show day public holiday.

June 22nd was utilised to undertake servicing and maintenance of the crusher with a jaw plate rotation undertaken.

The quarry then produced Type 2.1 road base material from the 23 to 30 June in order to complete one 5,000 tonne stock pile lot for use on TMR works on the Bruce Highway. On 29 June production was hampered by rain.

Production volumes were hampered between the 18 and 22 June with a wet week where the quarry received 69mm of rainfall.



#### Quarry Production Summary – June 2020

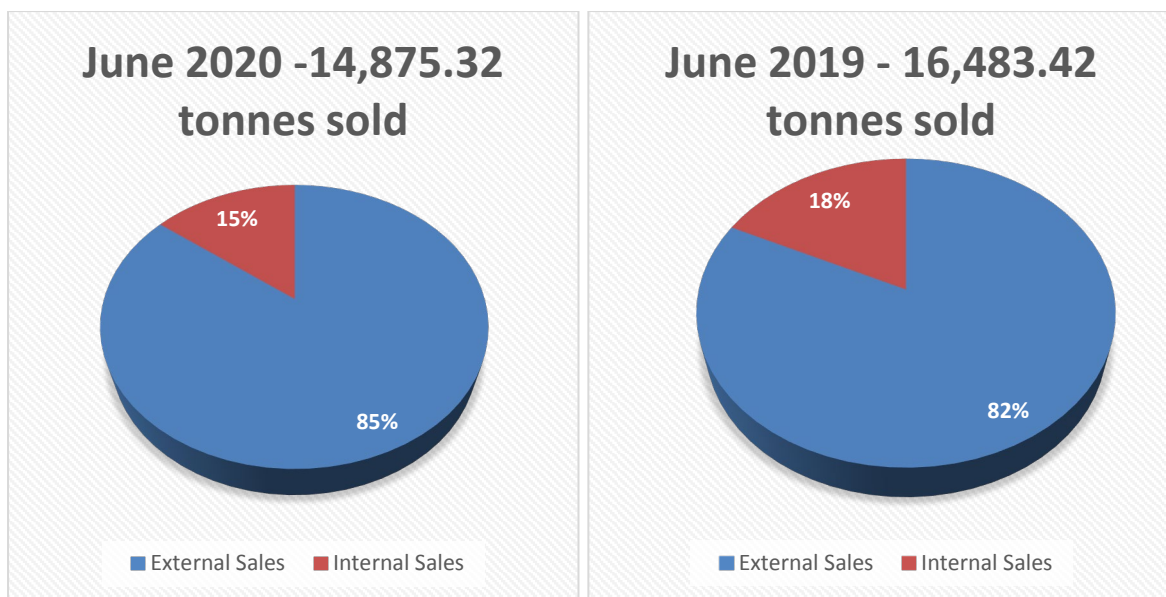
| Material Description      | Quantity in Tonnes |
|---------------------------|--------------------|
| Aggregates                | 6,253.52           |
| Road Bases                | 3,576.69           |
| Select Fill               | 744.98             |
| Armour Rock and Shot Rock | 2,870.52           |
| <b>Total</b>              | <b>13,442.71</b>   |

#### Quarry Sales Summary – June 2020

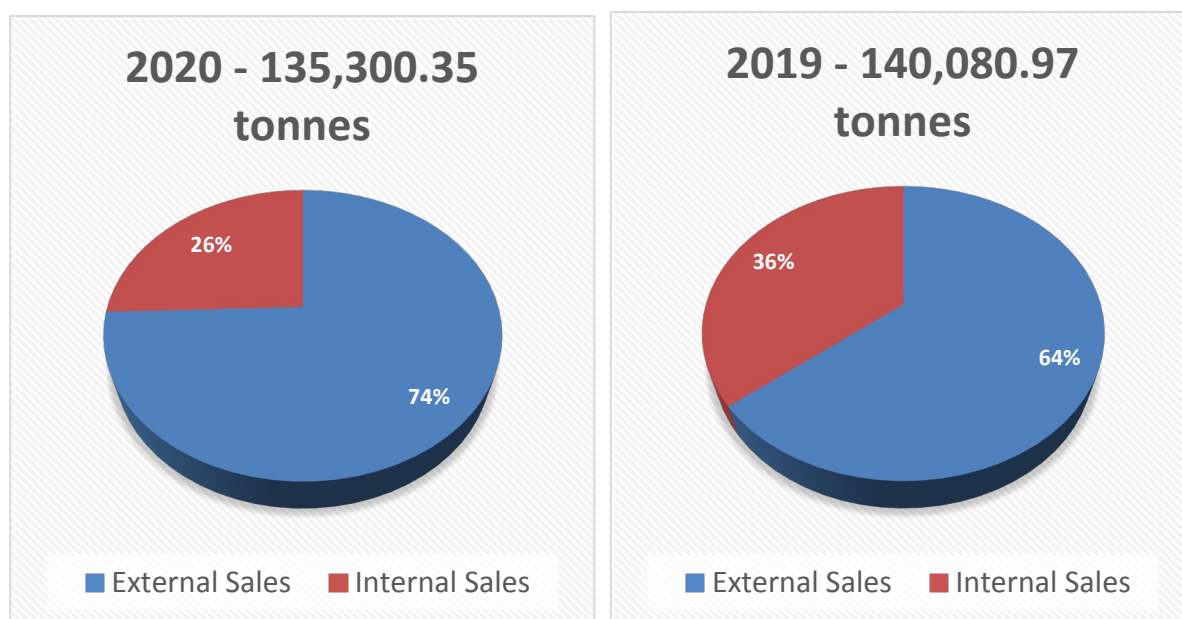
| Material Description                   | Quantity in Tonnes |
|----------------------------------------|--------------------|
| Aggregates                             | 2,491.70           |
| Road Bases                             | 9,669.60           |
| Day Cover/ General Fill and Overburden | 332.08             |
| Armour Rock and Shot Rock              | 2,381.94           |
| <b>Total</b>                           | <b>14,875.32</b>   |

There was strong demand for road base materials during the month of June as construction project contractors attempted to complete their projects before the end of the financial year.

For the first time in three months the demand for concrete aggregates supplied to local batch plants did not increase and supply has plateaued.



**Fig 1. Overall Quarry sales for the month of June 2019/20 in Comparison to June 2018/19 financial years.**



**Fig 2. Overall Quarry sales for Financial Years 2019/20 and 2018/19.**

Total sales volumes for this financial fell short of last financial year by 4,780.62 tonnes or 3.41%.

Overall the quarry sales exceeded the 5 year average of 122,499 tonnes by 12,801 tonnes or 10.45%.

TMR overtaking works on the Bruce Highway project has been delayed by continued localised wet weather events. The quarry has stock piled a large proportion of the construction material (25,000 tonne) and expects to move the material now in the new financial year.

There is a large stock of armour rock (33,833 tonnes) held on ground at Foxdale Quarry in anticipation for construction of the main sea wall at Shute Harbour.

The quarry has received additional external orders of road base rural cover materials totalling 43,500 tonnes for the 20-21 financial year which is NDRRA funded.

### **Plant and Machinery Performance**

#### **Crusher**

Scheduled major maintenance was undertaken during the month of June by the quarry staff. After three months of consistent production, major maintenance of all rock drop points was required though out the plant. New wear plates were welded into 4 of the conveyor drop shutes and a new under pan constructed for the primary screen. New wear liners were fabricated and welded into the sides and floor of one dump truck as the armour rock has worn out the existing floor.

The swing jaw liner and cheek plates were replaced in the jaw crusher. General lubrication, filters and oils were replaced on the secondary gyratory crushing unit. Two screen media changes were also undertaken during the month.



**Photo – Production of small armour rock**

#### **Mobile Plant**

The WA480 front end loader is in fair working order. An issue developed with the ride control system in the loader making it very difficult to tram material to stockpile as the machine had no suspension.

The Komatsu WA470 front end loader is in fair working order. There are continued issues with a faulty automatic greasing unit. A mechanical assessment of the entire machine and service report is scheduled to be undertaken in July.

The ZX350 Hitachi excavator is in poor working order with multiple oil leaks, and engine oil samples indicating the presence of sodium which means there is a fair possibility the cylinder head of the engine is developing a leaking head gasket or crack.

There have been no major plant breakdowns during the month of June.

### **Capital Works Project**

All current capital works projects for the quarry are complete.

### **STRATEGIC IMPACTS**

Financial Implications – see attached performance report year to 30<sup>th</sup> June 2020 and the Balance Sheet as at 30<sup>th</sup> June 2020.

As at the end of June the financial performance of the Foxdale Quarry shows an operating deficit of \$233,983.00

Quarry sales have been hampered by wet weather events and project construction delays on the TMR Bruce Highway Overtaking lanes. The quarry is currently holding above average stock levels in anticipation of supply of existing orders and wearing the cost of production until the stock is sold. The quarry currently holds 20,208 tonnes of road base produced to supply the DTMR Collingvale Overtaking lane project on the Bruce Highway.

The quarry has produced 29,465 tonnes of armour rock and 15,085 tonnes of cane roads during the 2019-20 financial year. This material demand is funded under NDRRA and therefore only direct cost recovery is allowed. During 2019-20 the quarry produced 175,896 tonnes of material of which 25.32% of the material was NDRRA cost recovery only.

In terms of the size of the Quarry and the internal overheads required to support operations, is \$841,620. This overhead will need to be reviewed as it has an impact on the performance of the business and DRFA guidelines which will be the subject of a separate report.

Risk Management Implications – N/A

### **CONSULTATION**

Julie Moller – Manager Strategic Finance  
Katie Coates – Management Accountant

### **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

### **CONCLUSION**

The information within this report indicates the status the Quarry has achieved within the month of June 2020.

## **ATTACHMENTS**

Attachment 1 - Foxdale Quarry's Performance Report year to 30 June 2020 and the Balance Sheet as at 30 June 2020.

## Foxdale Quarry

### Monthly performance report year to 30th June 2020



|                                                           | 2019/20            |                    |                    | 2018/19            |
|-----------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|
|                                                           | Actual             | Current Budget     | Original Budget    | Actual             |
| <b>Operating revenue</b>                                  |                    |                    |                    |                    |
| Rates and utility charges                                 | -                  | -                  | -                  | -                  |
| Statutory fees and charges, rental and levies &           | -                  | -                  | -                  | -                  |
| Sale of goods and major services                          | 3,324,035          | 3,634,564          | 3,831,132          | 3,547,477          |
| Other operating revenue                                   | 28,604             | 30,160             | 13,273             | 13,448             |
| <b>Total operating revenue</b>                            | <b>3,352,639</b>   | <b>3,664,724</b>   | <b>3,844,405</b>   | <b>3,560,925</b>   |
| <b>Operating Expenses</b>                                 |                    |                    |                    |                    |
| Employee benefits                                         | (998,028)          | (1,059,341)        | (1,016,737)        | (842,207)          |
| Materials and services                                    | (1,647,488)        | (1,770,207)        | (1,279,495)        | (2,015,034)        |
| Internal service provider expenditure                     | (841,620)          | (846,155)          | (855,204)          | (608,615)          |
| Depreciation                                              | (109,138)          | (94,512)           | (78,352)           | (74,597)           |
| External Finance Costs                                    | (10,227)           | (15,000)           | (15,000)           | (18,429)           |
| <b>Total operating costs</b>                              | <b>(3,606,501)</b> | <b>(3,785,215)</b> | <b>(3,244,788)</b> | <b>(3,558,942)</b> |
| <b>Surplus (deficit) from operations</b>                  | <b>(253,862)</b>   | <b>(120,491)</b>   | <b>599,617</b>     | <b>1,982</b>       |
| Other capital income/(expenses)                           | 19,879             | -                  | -                  | -                  |
| <b>Net result for the period</b>                          | <b>(233,983)</b>   | <b>(120,491)</b>   | <b>599,617</b>     | <b>(134,780)</b>   |
| Retained surplus (deficit) brought fwd from prior year    | -                  | (3,037,358)        | -                  | (732,334)          |
| Net result from above                                     | (233,983)          | (120,491)          | 599,617            | (134,780)          |
| Transfer from capital for unfunded depreciation           | 109,138            | 94,512             | 85,213             | 74,597             |
| From (to) capital - items of capital income & expense     | (19,879)           | (60,946)           | -                  | 136,762            |
| Transfer (to) capital general revenue expended            | (24,582)           | -                  | 78,352             | (469,106)          |
| Internal Program Contributions                            | -                  | 3,124,283          | -                  | 1,342,798          |
| Surplus/(deficit) available for transfer to reserves      | -                  | -                  | (20,000)           | -                  |
| Net transfers from (to) capital reserves                  | -                  | -                  | -                  | -                  |
| <b>Retained surplus (deficit) funds at period end</b>     | <b>(164,469)</b>   | <b>0</b>           | <b>743,182</b>     | <b>0</b>           |
| <b>Capital Funding Sources</b>                            |                    |                    |                    |                    |
| General revenue used (excess funds provided)              | 24,582             | 24,582             | -                  | 469,106            |
| Capital Reserves                                          | -                  | -                  | 20,000             | 69,248             |
| Funded depreciation & amortisation expended               | -                  | -                  | -                  | -                  |
| <b>Total capital funding sources</b>                      | <b>60,945</b>      | <b>60,946</b>      | <b>20,000</b>      | <b>538,354</b>     |
| <b>Capital Funding Applications</b>                       |                    |                    |                    |                    |
| Non-current assets                                        | 60,946             | 60,946             | -                  | 519,453            |
| Total capital asset acquisitions                          | 60,946             | 60,946             | -                  | 519,453            |
| Loan redemptions                                          | -                  | -                  | -                  | -                  |
| <b>Total capital applications</b>                         | <b>60,946</b>      | <b>60,946</b>      | <b>-</b>           | <b>519,453</b>     |
| <b>Reserve balances held at beginning of period</b>       |                    |                    |                    |                    |
| Capital reserve balances                                  | -                  | -                  | -                  | 69,248             |
| Unspent loan and depreciation cash held                   | -                  | -                  | -                  | -                  |
| Recurrent reserve balances                                | -                  | -                  | -                  | -                  |
| <b>Total reserve cash held at beginning of the period</b> | <b>-</b>           | <b>-</b>           | <b>-</b>           | <b>69,248</b>      |
| <b>Reserve balances held at the end of period</b>         |                    |                    |                    |                    |
| Capital reserve balances                                  | -                  | -                  | -                  | -                  |
| Unspent loan and depreciation cash held                   | -                  | -                  | -                  | -                  |
| Retained Surplus (Deficit)                                | -                  | -                  | -                  | -                  |
| <b>Total reserve cash held at the end of the period</b>   | <b>-</b>           | <b>-</b>           | <b>657,969</b>     | <b>-</b>           |

## Foxdale Quarry

### Balance Sheet as at 30th June 2020

|                                         | 2019/20<br>Actual | 2018/19<br>Actual |
|-----------------------------------------|-------------------|-------------------|
| <b>Current Assets</b>                   |                   |                   |
| Cash and cash equivalents               | (164,469)         | 1                 |
| Trade and other receivables             | 306,096           | 374,635           |
| Inventory                               | 772,465           | 603,935           |
| Prepayments                             | -                 | -                 |
| <b>Total Current Assets</b>             | <b>914,092</b>    | <b>978,571</b>    |
| <b>Non-current Assets</b>               |                   |                   |
| Property, plant and equipment           | 2,748,912         | 1,551,635         |
| Closing WIP Balance                     | -                 | 1,264,863         |
| <b>Total Non-current Assets</b>         | <b>2,748,912</b>  | <b>2,816,498</b>  |
| <b>TOTAL ASSETS</b>                     | <b>3,663,004</b>  | <b>3,795,069</b>  |
| <b>Current Liabilities</b>              |                   |                   |
| Trade and other payables                | 306,440           | 118,119           |
| <b>Total Current Liabilities</b>        | <b>306,440</b>    | <b>118,119</b>    |
| <b>Non-current Liabilities</b>          |                   |                   |
| Other Provisions                        | 636,361           | 628,514           |
| <b>Total Non-current Liabilities</b>    | <b>636,361</b>    | <b>628,514</b>    |
| <b>TOTAL LIABILITIES</b>                | <b>942,801</b>    | <b>746,633</b>    |
| <b>NET COMMUNITY ASSETS</b>             | <b>2,720,203</b>  | <b>3,048,436</b>  |
| <b>Community Equity</b>                 |                   |                   |
| Capital                                 | 2,850,352         | 3,014,115         |
| Asset revaluation surplus               | 34,320            | 34,320            |
| Capital reserve balances                | -                 | 0                 |
| Unspent loan and depreciation cash held | -                 | -                 |
| Retained surplus (deficiency)           | (164,469)         | 0                 |
| <b>TOTAL COMMUNITY EQUITY</b>           | <b>2,720,203</b>  | <b>3,048,436</b>  |

## **14. Infrastructure Services**

### **14.2 BUSINESS UNIT ACTIVITY REPORT - WASTE MANAGEMENT - JUNE 2020**

---

**AUTHOR:** David de Jager - Manager Waste Services

---

**RESPONSIBLE OFFICER:** Troy Pettiford – Chief Operating Officer Whitsunday Water

---

#### **OFFICER'S RECOMMENDATION**

**That Council receive the Waste Business Unit Activity Report for June 2020.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

The report details the monthly financial performance for the Waste Business Unit.

#### **PURPOSE**

To present Council with the Waste Business Unit Activity Report for June 2020.

#### **BACKGROUND**

Reports have been prepared for each of the business activities of Council. Included in these reports are:

- 1) a financial report including Actuals and Original Budget in an Income & Expenditure Statement and a Statement of Financial Position format;
- 2) performance data based on the activity of the business; and
- 3) commentary from each of the business managers regarding current activities.

#### **STATUTORY/COMPLIANCE MATTERS**

*Local Government Regulation Section 204*

#### **ANALYSIS**

##### Operating Revenue:

- Total actual operating revenue is **\$7,998,668** (after internal sales adjustment).
- Which obtained a revenue level achievement of **100.58%**; against the Current Revised Budget of **\$7,951,897**.
- The target for this period was 100%; therefore, operational revenue is confirmed at a positive **0.58% (\$46,771)** above current budget expectation to the end of the **19/20** financial year.
- Firstly, for context, it is to be noted; the Waste business unit did not achieve original budgets due to downward trends experienced in landfill earnings. Initial budgets were

projected using waste income based on previous year trends. The previous year tonnages included demolition waste from Cyclone Debbie event. Furthermore, In this 19/20 financial period, the Waste business unit experienced a continued downward trend in tonnages received to landfill facilities, which has largely been attributed to external business activity impacts borne from COVID-19.

#### Operating Expenses:

- Total operating costs Year to Date (YTD) is **\$7,700,815**.
- Which demonstrates **96.45%** expenditure completion of the Current Revised Budget of **\$7,983,567**.
- The target for this period was **100%**; therefore, operational expenditure is **3.55%** (**\$282,752**) below budgeted expectations for the **19/20** financial year.
- Additionally, it is important to note that the Bowen Landfill Concrete Crushing project, budgeted for 19/20 did not proceed to schedule. The project was unable to commence in the final quarter due to delayed funding approval and contractor availability. This Grant project will still achieve the 20/21 required completion milestone date. However, the project will require Quarter 1 adjustment, to correctly represent council financial contribution timing.

In June 2020, Total tonnage of waste handled in the region was **4,571.77** tonnes.

- **3,271.35** tonnes were landfilled at Kelsey Creek & Bowen Landfills.
- **1,300.42** tonnes of waste was diverted from landfills (**28%** diversion achieved from Operational plan target of **20%**).
- **127** tonnes kerbside recycling collection – (disposed at Merchant Recycling Facilities - MRFs).

#### **STRATEGIC IMPACTS**

- Financial Implications – Individual Business Activity Budgets
- Risk Management Implications – N/A

#### **- CONSULTATION**

- Matthew Fanning – Director Infrastructure Services
- Troy Pettiford – Chief Operating Officer
- Stephen Fernando – Chief Financial Officer
- Julie Moller – Manager Strategic Finance
- Linda McEwan – Management Accountant
- David de Jager – Manager Waste Services
- Tatiana Samuel – Waste and Recycling Management Officer
- Heather French – Waste and Recycling Management Officer

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Council receives the Waste Business Unit Activity Report for June 2020.

## **ATTACHMENTS**

Attachment 1 – Business Unity Activity Report – June 2020.

| <b>Whitsunday Waste Facilities</b>                        |                    |                       |                        |                    |
|-----------------------------------------------------------|--------------------|-----------------------|------------------------|--------------------|
| <b>Monthly performance report year to 30th June 2020</b>  |                    |                       |                        |                    |
|                                                           | <b>2019/20</b>     |                       |                        | <b>2018/19</b>     |
|                                                           | <b>Actual YTD</b>  | <b>Current Budget</b> | <b>Original Budget</b> | <b>Actual</b>      |
| <b>Operating revenue</b>                                  |                    |                       |                        |                    |
| Rates and utility charges                                 | 5,461,729          | 5,428,054             | 5,388,950              | 5,271,853          |
| Less: Discounts & pensioner remissions                    | (266,726)          | (256,000)             | (298,300)              | (292,087)          |
| Statutory fees and charges, rental and levies             | 49,511             | 48,000                | 37,000                 | 47,154             |
| Sale of goods and major services                          | 2,714,353          | 2,701,656             | 3,880,950              | 3,932,058          |
| Interest                                                  | 31,895             | 28,577                | 19,600                 | 22,810             |
| Other operating revenue                                   | 7,906              | 1,610                 | 28,500                 | -                  |
|                                                           | <b>7,998,668</b>   | <b>7,951,897</b>      | <b>9,056,700</b>       | <b>8,981,787</b>   |
| <b>Operating Expenses</b>                                 |                    |                       |                        |                    |
| Employee benefits                                         | (428,620)          | (444,796)             | (421,332)              | (300,653)          |
| Materials and services                                    | (6,065,815)        | (6,459,527)           | (6,429,150)            | (6,033,810)        |
| Internal service provider expenditure                     | (785,367)          | (780,879)             | (778,616)              | (451,251)          |
| Depreciation                                              | (431,520)          | (298,365)             | (112,015)              | (115,611)          |
| External finance costs                                    | 10,507             | -                     | (51,017)               | (8,673)            |
| <b>Total operating costs</b>                              | <b>(7,700,815)</b> | <b>(7,983,567)</b>    | <b>(7,792,130)</b>     | <b>(6,909,998)</b> |
| <b>Surplus (deficit) from operations</b>                  | <b>297,853</b>     | <b>(31,670)</b>       | <b>1,264,570</b>       | <b>2,086,259</b>   |
| Other capital income/(expenses)                           | (3,238,302)        |                       |                        | -                  |
| <b>Net result for the period</b>                          | <b>(2,940,449)</b> | <b>65,598</b>         | <b>1,264,570</b>       | <b>(1,347,742)</b> |
| Retained surplus (deficit) brought fwd from prior year    | -                  | (959,791)             | (1,257,446)            | -                  |
| Net result from above                                     | (2,940,449)        | 65,598                | 1,264,570              | (1,347,742)        |
| Transfer from capital for unfunded depreciation           | -                  | -                     | -                      | -                  |
| From (to) capital - items of capital income & expenses    | 3,375,487          | (682,000)             | (682,000)              | 3,579,902          |
| Transfer (to) capital general revenue expended            | 2,249,459          | 276,208               | (222,590)              | (3,518,609)        |
| Internal Program Contributions                            | -                  | 1,299,985             | -                      | 959,791            |
| Surplus/(deficit) available for transfer to reserves      | -                  | -                     | -                      | -                  |
| Net transfers from (to) capital reserves                  | (1,920,543)        | -                     | (22,500)               | 1,326,658          |
| <b>Retained surplus (deficit) funds at period end</b>     | <b>763,953</b>     | <b>0</b>              | <b>(919,966)</b>       | <b>0</b>           |
| <b>Capital Funding Sources</b>                            |                    |                       |                        |                    |
| General revenue used (excess funds provided)              | (2,249,459)        | (373,476)             | 222,590                | 3,518,609          |
| Loans for capital purposes                                | 2,500,000          | 2,500,000             | -                      | -                  |
| Funds held in capital reserves                            | 498,364            | (1,186,900)           | 874,515                | 1,630,692          |
| Funded depreciation & amortisation expended               | 431,520            | 298,365               | -                      | 115,611            |
| <b>Total capital funding sources</b>                      | <b>1,352,522</b>   | <b>1,370,169</b>      | <b>1,097,105</b>       | <b>5,375,901</b>   |
| <b>Capital Funding Applications</b>                       |                    |                       |                        |                    |
| Non-current assets                                        | 1,352,522          | 1,370,169             | 762,500                | 5,375,901          |
| Total capital asset acquisitions                          | <b>1,352,522</b>   | <b>1,370,169</b>      | <b>762,500</b>         | <b>5,375,901</b>   |
| Loan redemptions                                          | -                  | -                     | 334,605                | -                  |
| <b>Total capital applications</b>                         | <b>1,352,522</b>   | <b>1,370,169</b>      | <b>1,097,105</b>       | <b>5,375,901</b>   |
| <b>Reserve balances held at beginning of period</b>       |                    |                       |                        |                    |
| Capital reserve balances                                  | (150,519)          | 1,370,169             | -                      | 2,917,820          |
| Unspent loan and depreciation cash held                   | -                  | -                     | -                      | -                  |
| Recurrent reserve balances                                | -                  | -                     | -                      | -                  |
| <b>Total reserve cash held at beginning of the period</b> | <b>(150,519)</b>   | <b>1,370,169</b>      | <b>-</b>               | <b>2,917,820</b>   |
| <b>Reserve balances held at the end of period</b>         |                    |                       |                        |                    |
| Capital reserve balances                                  | 1,099,563          | 1,001,469             | 983,309                | (150,519)          |
| Unspent loan and depreciation cash held                   | -                  | -                     | -                      | -                  |
| Retained Surplus (Deficit)                                | -                  | -                     | -                      | -                  |
| <b>Total reserve cash held at the end of the period</b>   | <b>1,099,563</b>   | <b>1,001,469</b>      | <b>63,343</b>          | <b>(150,519)</b>   |

## Whitsunday Waste Facilities



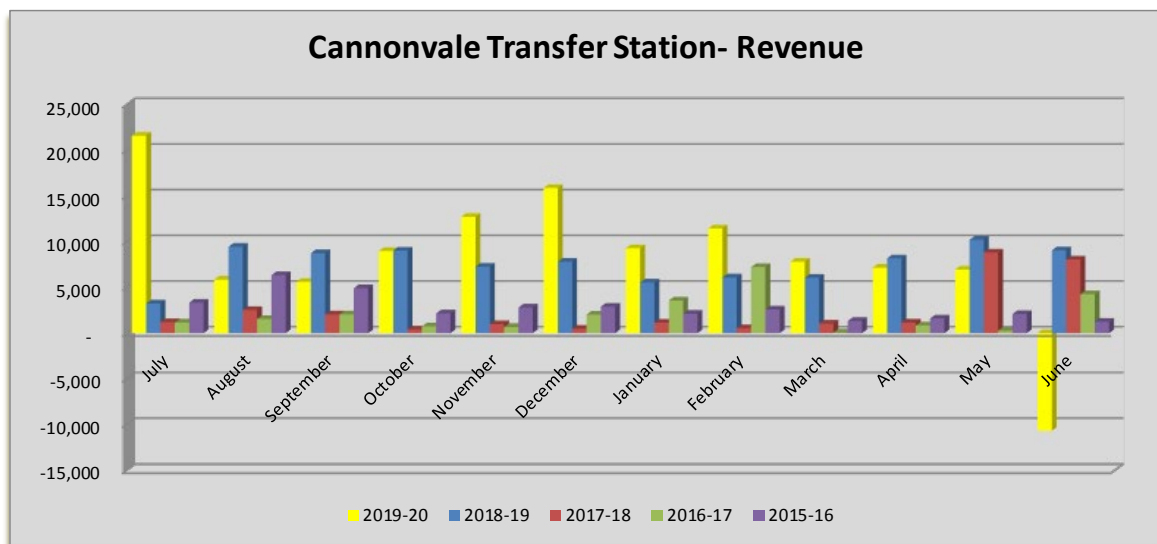
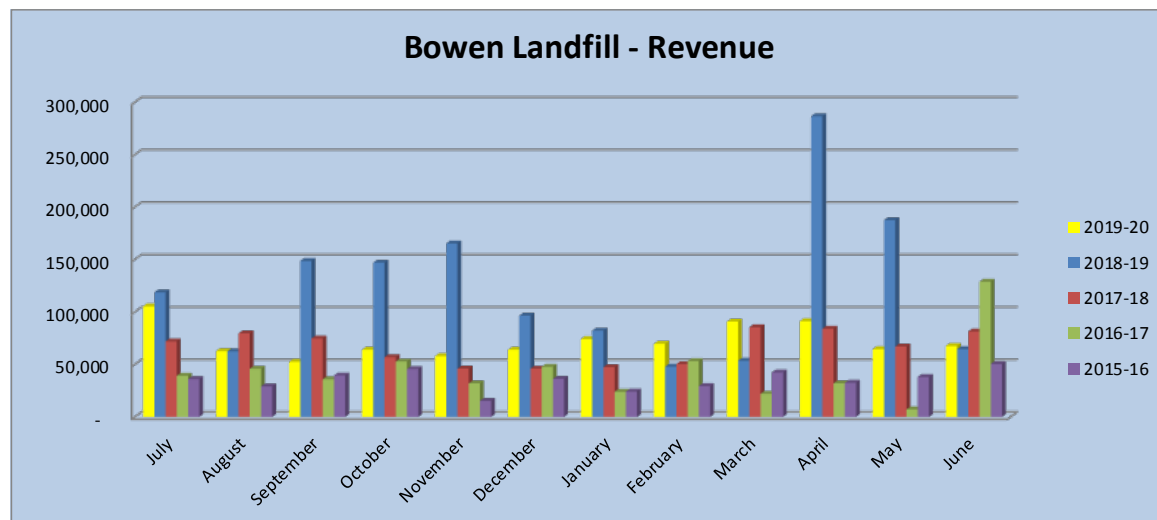
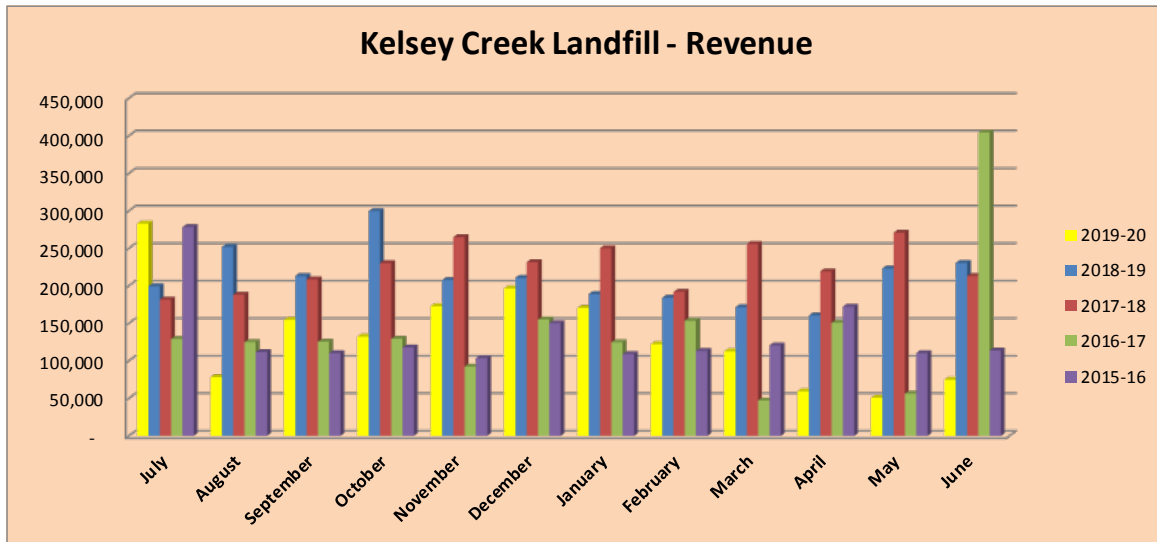
### Balance Sheet as at 30th June 2020

|                                         | 2019/20<br>Actual | 2018/19<br>Actual |
|-----------------------------------------|-------------------|-------------------|
| <b>Current Assets</b>                   |                   |                   |
| Cash and cash equivalents               | 1,363,516         | 150,519           |
| Trade and other receivables             | 644,945           | 865,556           |
| <b>Total Current Assets</b>             | <b>2,008,462</b>  | <b>715,037</b>    |
| <b>Non-current Assets</b>               |                   |                   |
| Property, plant and equipment           | 8,543,006         | 2,178,361         |
| Closing WIP Balance                     | -                 | 5,554,258         |
| <b>Total Non-current Assets</b>         | <b>8,543,006</b>  | <b>7,732,619</b>  |
| <b>TOTAL ASSETS</b>                     | <b>10,551,467</b> | <b>8,447,656</b>  |
| <b>Current Liabilities</b>              |                   |                   |
| Trade and other payables                | 600,819           | 3,345,458         |
| <b>Total Current Liabilities</b>        | <b>600,819</b>    | <b>3,345,458</b>  |
| <b>Non-current Liabilities</b>          |                   |                   |
| Other Provisions                        | 6,888,082         | 3,579,902         |
| <b>Total Non-current Liabilities</b>    | <b>6,888,082</b>  | <b>3,579,902</b>  |
| <b>TOTAL LIABILITIES</b>                | <b>7,488,901</b>  | <b>6,925,360</b>  |
| <b>NET COMMUNITY ASSETS</b>             | <b>3,062,566</b>  | <b>1,522,296</b>  |
| <b>Community Equity</b>                 |                   |                   |
| Capital                                 | 1,652,723         | 1,626,488         |
| Asset revaluation surplus               | 46,327            | 46,327            |
| Capital reserve balances                | 1,099,563         | 150,519           |
| Unspent loan and depreciation cash held | -                 | -                 |
| Retained surplus (deficiency)           | 263,953           | 0                 |
| <b>TOTAL COMMUNITY EQUITY</b>           | <b>3,062,566</b>  | <b>1,522,296</b>  |



## Whitsunday Waste Facilities

Performance Data for the year to date to 30th June 2020



## **14. Infrastructure Services**

### **14.3 BUSINESS UNIT ACTIVITY REPORT - WHITSUNDAY WATER - JUNE 2020**

---

**AUTHOR:** Linda McEwan – Management Accountant

---

**RESPONSIBLE OFFICER:** Troy Pettiford – Chief Operating Officer Whitsunday Water

---

#### **OFFICER'S RECOMMENDATION**

**That Council receive the Whitsunday Water Business Unit Activity Report for June 2020.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

The report details the monthly financial performance of the Whitsunday Water Business Unit.

#### **PURPOSE**

To present Council with the Whitsunday Water Business Unit Activity Report for June 2020.

#### **BACKGROUND**

Reports have been prepared for each of the business activities of Council. Included in these reports are:

- a financial report including Actuals and Original Budget in an Income & Expenditure Statement and a Statement of Financial Position format;
- performance data based on the activity of the business.

#### **STATUTORY/COMPLIANCE MATTERS**

Local Government Regulation Section 204

#### **ANALYSIS**

In general budget expectation at the end of June 2020 equals 100%

##### Operating Revenue:

- Total actual operating revenue is **\$33,976,153** (after internal sales adjustment)
- Which projects a revenue level achievement of **102.26%**; Current Revised Budget projection of **\$33,225,754**.
- The target for this period was 100%; therefore, operational revenue is confirmed at positive **2.26 % (\$750,399)** above current budget expectation to the end of the **19/20** financial year.

##### Operating Expenses:

- Total operating costs Year to Date (YTD) is **\$33,613,308**.

- Which is demonstrates a **96.92%** expenditure of the Current Revised Budget of **\$34,682,046**.
- The target expenditure for this period was **100%**; therefore, this operational expenditure is **3.08% (\$1,068,737)** below budgeted expectations to the end of the **19/20** financial year.
- Firstly, for context, it is to be noted; that Whitsunday Water's materials and services maintenance spend slowed throughout Jan & Feb 2020 period. Totalling a confirmed in June 2020, a material's and services reduction of YTD **\$475,000**.
- This underspend trend can be attributed to a combination of factors; wet weather impacts; staff leave taken due to pandemic impacts; vacant positions not filled; and the tapering back of non-essential training and team number attendance (limitations due to COVID-19 restrictions).
- Secondly, efficiencies realised in Biosolids dewatering, and handling charges led to a budget saving of **\$123,143**.
- Thirdly, the business units strategy to further maximise raw-water intake through opportunities via WRC bores that are not linked to Sunwater allocations; has also contributed to the Water Supply budget with savings of **\$130,500** realised.
- Fourthly, by activating Power Tariff changes for assets in Councils water scheme, electricity cost reductions have resulted. This action has realised a further under-budget saving of **\$42,099** confirmed, at the end of the reporting period.
- Additionally, in the Quarter 2 period, Whitsunday Water allocated **\$150,000** for temporary contract Treatment Plant operator due to position staff shortages. This budgeted spend projection has not been fully expended due to COVID impacts (pandemic/contractor availability). Operator positions were instead filled at the time by Council's Treatment Manager, Treatment Team Leader and other sections (Plumbing staff). This needed requirement had a knock-on effect delay on other planned maintenance programs spend.
- Finally, the planned non-urgent Water Reservoir Inspection Program was rescheduled for the 20/21 FY, saving **\$12,000** (due to COVID-19 disruption relating to contractor self-imposed travel restrictions). In the 20-21 budget, the inspections will be now be undertaken in-house; with a view to instead, further develop internal staff capabilities (continual improvement).
- A planned benefit impacting on WRC employee costs was also observed. The operational underspend for Water and Sewer operational staff was experienced due to those staff being assigned to undertake selected capital works projects

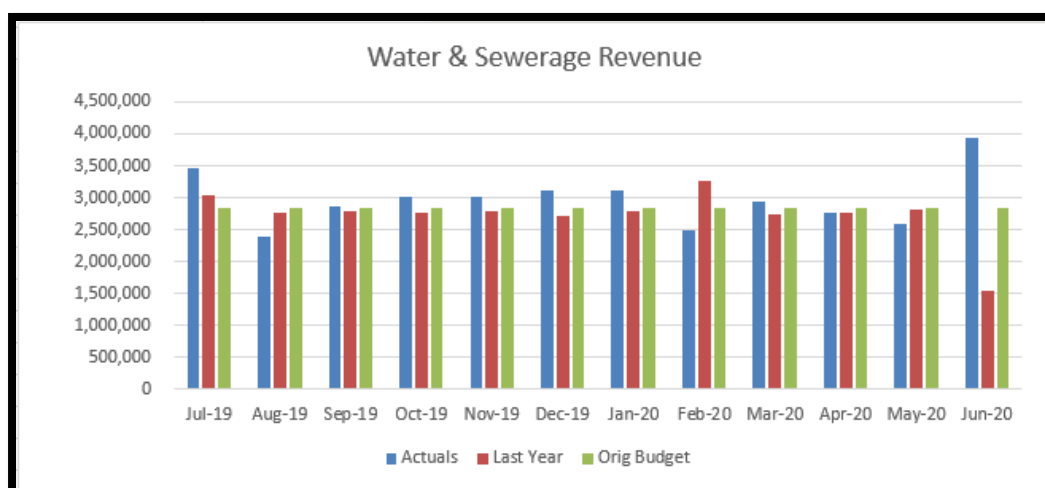
originally budgeted for contractor assignment. Savings totalled against operational budgets were observed at **\$226,000**. This underspend has been partially absorbed by allocating **\$107,419** of budget to other WRC department staff, instead of utilising contractors. This will also positively impact budgeted expenditure outcomes in those areas of Council.

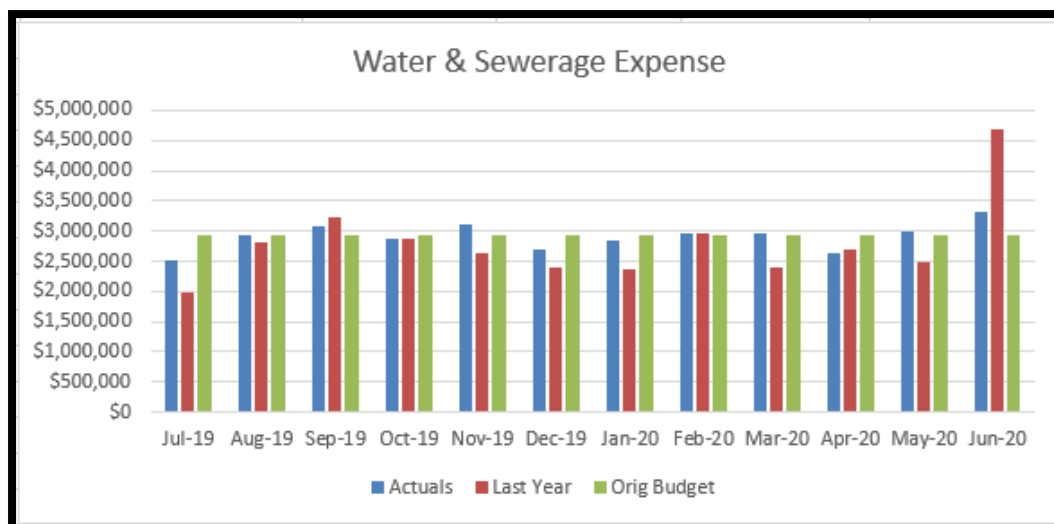
#### Operating Profit and Loss In Summary:

| <b>Whitsunday Regional Water and Sewerage</b><br><b>Monthly performance report year to 30th June 2020</b> |              |                |                 |              |
|-----------------------------------------------------------------------------------------------------------|--------------|----------------|-----------------|--------------|
|                                                                                                           | 2019/20      |                |                 | 2018/19      |
| Operating revenue                                                                                         | Actual       | Current Budget | Original Budget | Actual       |
| Total operating revenue                                                                                   | 33,976,153   | 33,225,754     | 34,243,173      | 32,511,381   |
| Operating Expenses                                                                                        |              |                |                 |              |
| Total operating costs                                                                                     | (33,613,308) | (34,682,046)   | (33,618,678)    | (33,130,480) |
| Surplus (deficit) from operations                                                                         | 362,844      | (1,456,292)    | 624,495         | (619,099)    |
| Capital cash contributions received                                                                       | 748,768      | 1,000,000      | 1,000,000       | 632,268      |
| Capital cash revenue from government sources                                                              | 4,580,499    | 5,924,752      | 4,534,032       | 1,315,600    |
| Physical assets contributed                                                                               | 326,641      | -              | -               | 778,532      |
| Other capital expenses                                                                                    | (1,805,562)  | (2,690,657)    | (5,298,319)     | (3,441,285)  |
| Net result for the period                                                                                 | 4,213,190    | 2,777,803      | 860,208         | (1,333,984)  |

*Finance Department Disclaimer : Please note the figures used in the business reports have not been officially signed off by the Auditors.*

#### Revenue & Expenditure Graphs





## KPI Reports

### Local Government Regulation Section 204

| D & M Cost Budget, Last Year and Actual against KPI - Network by Scheme/Treatment by Plant |                 |                      |                              |                              |                                  |                   |                                |                                       |  |
|--------------------------------------------------------------------------------------------|-----------------|----------------------|------------------------------|------------------------------|----------------------------------|-------------------|--------------------------------|---------------------------------------|--|
| Jun-20                                                                                     |                 |                      |                              |                              |                                  |                   |                                |                                       |  |
| Water Network by Scheme                                                                    | Length          |                      | Av O&M 18/19 Cost per KLM    | Av Budgeted O&M Cost per KLM | Av 19/20 Proj Actual per KLM     | No of Connections | No of Staff Per Connection     |                                       |  |
| Cannonvale                                                                                 | 101.05          |                      | \$ 10,968.98                 | \$ 11,980.99                 | \$ 11,233.01                     | 6656              | 0.00181                        |                                       |  |
| Proserpine                                                                                 | 103.951         |                      | \$ 6,216.31                  | \$ 7,628.78                  | \$ 6,290.38                      | 1893              | 0.00631                        |                                       |  |
| Collinsville                                                                               | 49.634          |                      | \$ 3,499.27                  | \$ 4,988.28                  | \$ 4,594.39                      | 1316              | 0.00265                        |                                       |  |
| Bowen                                                                                      | 217.887         |                      | \$ 4,311.78                  | \$ 4,550.90                  | \$ 4,823.87                      | 5418              | 0.00313                        |                                       |  |
| Total                                                                                      | 472.522         |                      | \$ 24,995.34                 | \$ 29,148.94                 | \$ 26,941.65                     | 15283             |                                |                                       |  |
| Waste Water Network by Scheme                                                              | Length          |                      | Av O&M 18/19 Cost per KLM    | Av Budgeted O&M Cost per KLM | Av O&M 19/20 Proj Actual per KLM | No of Connections | No of Staff Per Connection     |                                       |  |
| Cannonvale                                                                                 | 120.601         |                      | \$ 5,658.07                  | \$ 5,838.26                  | \$ 4,947.30                      | 6259              | 0.00191                        |                                       |  |
| Proserpine                                                                                 | 50.802          |                      | \$ 6,212.73                  | \$ 5,135.11                  | \$ 5,000.70                      | 1653              | 0.00322                        |                                       |  |
| Collinsville                                                                               | 39.689          |                      | \$ 2,100.53                  | \$ 2,952.40                  | \$ 3,017.69                      | 1180              | 0.00295                        |                                       |  |
| Bowen                                                                                      | 129.081         |                      | \$ 6,304.13                  | \$ 6,539.35                  | \$ 6,636.27                      | 4390              | 0.00386                        |                                       |  |
| Total                                                                                      | 340.173         |                      | \$ 20,275.46                 | \$ 20,565.11                 | \$ 19,603.96                     | 13482             |                                |                                       |  |
| Water Treatment by Plant                                                                   | Intake ML 18/19 | 19/20 ML mth to date | Av Last 5 Yr O&M Cost per ML | Av Budgeted Cost per ML      | Av Actual Cost per ML YTD        | No of Connections | Treated Supply per ML month    | Proj Treated Supply KL per Connection |  |
| Cannonvale                                                                                 | 1749.00         | 1733.85              | \$ 181.78                    | \$ 291.98                    | \$ 213.42                        | 6802              | 2836.09                        | 416.95                                |  |
| Proserpine                                                                                 | 1919.00         | 1844.29              | \$ 247.23                    | \$ 284.09                    | \$ 273.40                        | 1895              | 543.44                         | 286.78                                |  |
| Collinsville                                                                               | 771.00          | 885.24               | \$ 489.22                    | \$ 651.27                    | \$ 528.53                        | 1302              | 907.74                         | 697.19                                |  |
| Bowen                                                                                      | 2838.00         | 3059.01              | \$ 259.89                    | \$ 307.70                    | \$ 233.17                        | 5429              | 2909.69                        | 535.95                                |  |
| Total                                                                                      | 7277.00         | 7522.39              |                              | \$ 1,535.04                  | \$ 1,248.53                      | 15428             | 7196.96                        | 1936.87                               |  |
| Waste Water Treatment by Plant                                                             | Inflow ML 18/19 | 19/20 ML mth to date | Av Last 5 Yr O&M Cost per ML | Av Budgeted Cost per ML      | Av Actual Cost per ML YTD        | No of Connections | 18/19 Inflow KL per Connection | Proj 19/20 Intake KL per Connection   |  |
| Cannonvale                                                                                 | 1419.00         | 1246.49              | \$ 1,101.36                  | \$ 1,271.47                  | \$ 1,286.28                      | 6374              | 222.62                         | 195.56                                |  |
| Proserpine                                                                                 | 571.96          | 468.75               | \$ 2,105.45                  | \$ 1,852.46                  | \$ 1,963.02                      | 1658              | 344.97                         | 282.72                                |  |
| Collinsville                                                                               | 175.29          | 175.89               | \$ 1,930.19                  | \$ 1,907.94                  | \$ 1,576.04                      | 1182              | 148.30                         | 148.81                                |  |
| Bowen                                                                                      | 1048.91         | 903.18               | \$ 896.51                    | \$ 1,183.88                  | \$ 1,273.55                      | 4397              | 238.55                         | 205.41                                |  |
| Total                                                                                      | 3215.16         | 2794.31              |                              | \$ 6,215.75                  | \$ 6,098.88                      | 13611             | 954.44                         | 832.49                                |  |

## STRATEGIC IMPACTS

Financial Implications – Individual Business Activity Budgets

## CONSULTATION

Matthew Fanning – Director Infrastructure Services

Troy Pettiford – Chief Operating Officer

Stephen Fernando – Chief Financial Officer

Julie Moller – Manager Strategic Finance

Linda McEwan – Management Accountant

## **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

## **CONCLUSION**

That Council receives the Whitsunday Water Business Unit Activity report for June 2020.

## **ATTACHMENTS**

Attachment 1 – Monthly Performance Report and Balance Sheet as at 30<sup>th</sup> June 2020

## Whitsunday Regional Water and Sewerage

Monthly performance report year to 30th June 2020



|                                                           | 2019/20             |                     |                     | 2018/19             |
|-----------------------------------------------------------|---------------------|---------------------|---------------------|---------------------|
|                                                           | Actual              | Current Budget      | Original Budget     | Actual              |
| <b>Operating revenue</b>                                  |                     |                     |                     |                     |
| Rates and utility charges                                 | 33,940,682          | 33,495,409          | 33,541,400          | 32,696,338          |
| Less: Discounts & pensioner remissions                    | (1,260,166)         | (1,259,460)         | (1,338,640)         | (1,290,128)         |
| Statutory fees and charges, rental and levies             | 189,722             | 226,742             | 31,000              | 29,168              |
| Sale of goods and major services                          | 466,946             | 188,213             | (264,530)           | 378,141             |
| Interest                                                  | 241,094             | 211,489             | 165,000             | 171,475             |
| Operational Government grants and subsidies               | -                   | 2,841               | -                   | -                   |
| Internal service provider revenue                         | -                   | -                   | -                   | -                   |
| Other operating revenue                                   | 397,875             | 363,361             | 2,108,943           | 495,089             |
| <b>Total operating revenue</b>                            | <b>33,976,153</b>   | <b>33,225,754</b>   | <b>34,243,173</b>   | <b>32,511,381</b>   |
| <b>Operating Expenses</b>                                 |                     |                     |                     |                     |
| Employee benefits                                         | (6,314,646)         | (6,459,692)         | (6,104,633)         | (5,655,997)         |
| Materials and services                                    | (9,449,956)         | (10,774,000)        | (10,385,023)        | (11,372,974)        |
| Internal service provider expenditure                     | (5,858,281)         | (5,877,290)         | (5,734,766)         | (4,848,518)         |
| Depreciation                                              | (10,116,554)        | (9,591,156)         | (9,428,348)         | (9,515,053)         |
| External finance costs                                    | (1,873,872)         | (1,979,908)         | (1,965,908)         | (1,737,938)         |
| <b>Total operating costs</b>                              | <b>(33,613,308)</b> | <b>(34,682,046)</b> | <b>(33,618,678)</b> | <b>(33,130,480)</b> |
| <b>Surplus (deficit) from operations</b>                  | <b>362,844</b>      | <b>(1,456,292)</b>  | <b>624,495</b>      | <b>(619,099)</b>    |
| Capital cash contributions received                       | 748,768             | 1,000,000           | 1,000,000           | 632,268             |
| Capital cash revenue from government sources              | 4,580,499           | 5,924,752           | 4,534,032           | 1,315,600           |
| Physical assets contributed                               | 326,641             | -                   | -                   | 778,532             |
| Other capital expenses                                    | (1,805,562)         | (2,690,657)         | (5,298,319)         | (3,441,285)         |
| <b>Net result for the period</b>                          | <b>4,213,190</b>    | <b>2,777,803</b>    | <b>860,208</b>      | <b>(1,333,984)</b>  |
| Retained surplus (deficit) brought fwd from prior year    | -                   | (150,096)           | -                   | -                   |
| Net result from above                                     | 4,213,190           | 2,777,803           | 860,208             | (1,333,984)         |
| From (to) capital - items of capital income & expense     | 1,478,921           | 2,690,657           | 5,298,319           | 2,662,753           |
| Transfer (to) capital general revenue expended            | -                   | (281,889)           | (2,105,322)         | 1,413,689           |
| Internal Program Contributions                            | -                   | -                   | -                   | 150,095             |
| Surplus/(deficit) available for transfer to reserves      | -                   | -                   | -                   | -                   |
| Net transfers from (to) capital reserves                  | (11,846,681)        | (9,511,457)         | (15,243,976)        | (3,945,194)         |
| <b>Retained surplus (deficit) funds at period end</b>     | <b>461,265</b>      | <b>637,417</b>      | <b>(5,597,008)</b>  | <b>0</b>            |
| <b>Capital Funding Sources</b>                            |                     |                     |                     |                     |
| General revenue used (excess funds provided)              | -                   | 281,889             | 2,105,322           | (1,413,689)         |
| Government Grants and Subsidies                           | 4,700,498           | 6,044,752           | 4,534,032           | 2,181,788           |
| Loans for capital purposes                                | 5,665,636           | 5,665,636           | 5,665,636           | 10,000,000          |
| Physical assets contributed                               | 7,668,123           | -                   | -                   | 1,021,342           |
| Movement in Inter-functions capital loans                 | -                   | -                   | -                   | -                   |
| Funds Held in Capital Reserves                            | 7,334,909           | 15,125,752          | 20,325,705          | 2,780,143           |
| Funded depreciation & amortisation expended               | 3,500,717           | 3,913,776           | -                   | 8,462,411           |
| <b>Total capital funding sources</b>                      | <b>28,869,883</b>   | <b>31,031,805</b>   | <b>32,630,695</b>   | <b>23,031,996</b>   |
| <b>Capital Funding Applications</b>                       |                     |                     |                     |                     |
| Non-current assets                                        | 26,664,585          | 28,846,898          | 30,445,788          | 21,312,265          |
| Loan redemptions                                          | 2,205,298           | 2,184,907           | 2,184,907           | 1,719,730           |
| <b>Total capital applications</b>                         | <b>28,869,883</b>   | <b>31,031,805</b>   | <b>32,630,695</b>   | <b>23,031,996</b>   |
| <b>Reserve balances held at beginning of period</b>       |                     |                     |                     |                     |
| Capital reserve balances                                  | 16,894,652          | 3,491,783           | -                   | 18,154,199          |
| <b>Total reserve cash held at beginning of the period</b> | <b>16,894,652</b>   | <b>3,491,783</b>    | <b>-</b>            | <b>18,154,199</b>   |
| <b>Reserve balances held at the end of period</b>         |                     |                     |                     |                     |
| Capital reserve balances                                  | 9,364,444           | 5,800,586           | 7,145,217           | 16,894,652          |
| Unspent loan and depreciation cash held                   | -                   | -                   | -                   | -                   |
| Retained Surplus (Deficit)                                | -                   | -                   | -                   | -                   |
| <b>Total reserve cash held at the end of the period</b>   | <b>9,364,444</b>    | <b>6,438,003</b>    | <b>1,548,209</b>    | <b>16,894,652</b>   |

## Whitsunday Regional Water and Sewerage

### Balance Sheet as at 30th June 2020



|                                         | 2019/20<br>Actual  | 2018/19<br>Actual  |
|-----------------------------------------|--------------------|--------------------|
| <b>Current Assets</b>                   |                    |                    |
| Cash and cash equivalents               | 14,738,312         | 16,894,652         |
| Trade and other receivables             | 3,945,654          | 5,404,133          |
| <b>Total Current Assets</b>             | <b>18,683,966</b>  | <b>22,298,785</b>  |
| <b>Non-current Assets</b>               |                    |                    |
| Property, plant and equipment           | 287,676,478        | 285,786,780        |
| Closing WIP Balance                     | 40,582,191         | 28,021,394         |
| <b>Total Non-current Assets</b>         | <b>328,258,669</b> | <b>313,808,174</b> |
| <b>TOTAL ASSETS</b>                     | <b>346,942,635</b> | <b>336,106,959</b> |
| <b>Current Liabilities</b>              |                    |                    |
| Trade and other payables                | 5,256,777          | 4,481,626          |
| Borrowings                              | 2,760,409          | 2,279,178          |
| Inter-function Capital Loan payable     | 24,934,018         | 24,934,018         |
| <b>Total Current Liabilities</b>        | <b>32,951,204</b>  | <b>31,694,822</b>  |
| <b>Non-current Liabilities</b>          |                    |                    |
| Borrowings                              | 42,927,154         | 39,945,804         |
| <b>Total Non-current Liabilities</b>    | <b>42,927,154</b>  | <b>39,945,804</b>  |
| <b>TOTAL LIABILITIES</b>                | <b>75,878,358</b>  | <b>71,640,626</b>  |
| <b>NET COMMUNITY ASSETS</b>             | <b>271,064,277</b> | <b>264,466,334</b> |
| <b>Community Equity</b>                 |                    |                    |
| Capital                                 | 176,835,113        | 168,080,829        |
| Asset revaluation surplus               | 79,490,853         | 79,490,853         |
| Capital reserve balances                | 14,277,045         | 16,894,652         |
| Unspent loan and depreciation cash held | -                  | -                  |
| Retained surplus (deficiency)           | 461,266            | 0                  |
| <b>TOTAL COMMUNITY EQUITY</b>           | <b>271,064,277</b> | <b>264,466,334</b> |

## **14. Infrastructure Services**

### **14.4 INFRASTRUCTURE SERVICES CAPITAL PROGRESS REPORT - JUNE 2020**

---

**AUTHOR:** Adam Hagy – Deputy Director Infrastructure Services

---

**RESPONSIBLE OFFICER:** Matt Fanning – Director Infrastructure Services

---

#### **OFFICER'S RECOMMENDATION**

**That Council receive the Infrastructure Services Capital Progress Report for the financial year to 30 June 2020.**

---

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 12 August 2020.

#### **SUMMARY**

The report provides a summary of key Capital projects completed during the 2019-2020 Financial year. The report also includes multi-year projects that remain active and carry over to the 2020/2021 financial year.

Current Financial Progress:

Roads & Drainage, W4Q, and Disaster Management Capital – Actual Spend v. Current Budget 91% Completed works to a value of \$10.3 million from a \$11.3 million budget. Remaining budget carried over to 2020/2021 financial year to complete multi-year projects such as Lake Proserpine, Proserpine Main Street, Thurso Rd culverts, and the Works for Queensland Program.

Parks / Gardens and Waste – 100% of total program completed for Parks and Waste. All projects are now capitalised.

Major Projects - (Proserpine Entertainment Centre, Flagstaff Hill, Proserpine Administration Building, Lake Proserpine, Beautiful Bowen,) – Actual Spend v. Current Budget 92%. Completed \$15.5 million in projects from a budget of \$16.9million.

Water and Wastewater – Actual Spend v. Current Budget 92% Completed works to a value of \$26.6 million from a \$28.8 million budget.

#### **PURPOSE**

To inform Council on progress of Capital Projects being undertaken during the 2019-2020 Financial Year up to 20 June 2020.

#### **BACKGROUND**

Council Resolution 2019/06/13.17 Budget for Financial Year 2019/20 (Including A Two-Year Forward Estimate)

Council Resolution 2020/02/26.07 2019/20 Budget – 2nd Revision – December 2019 .

#### **STATUTORY/COMPLIANCE MATTERS**

N/A

## ANALYSIS

### Project Delivery Status

#### Infrastructure Services Capital Program

##### **Proserpine Main Street Upgrade**

The Main Street upgrade continues to progress along the northern side of the street with new footpath completed outside the Post Office and Court House, works are ongoing outside the Reject Shop with a solution to the drainage problem on Mill Street being completed at the same time. All major works are complete on the southern side. Signage is expected to be delivered in early August. Asphalt works are complete and street print is expected to commence mid-August.



##### **Lake Proserpine**

- The project has moved closer to completion with the signage works now underway. Additional minor aspects of the project continue to be completed and explored to allow for an overall better experience to visitors.
- Sunwater reviewed lease agreement with Telstra for the installation of a tower to boost mobile coverage. The draft licensing agreement is under review by WRC representative, and works should move forward.
- Works yet to be complete are the installation of the third jetty, this has been fabricated however, awaiting a response from Sunwater on the proposed set area.
- Works awaiting final pricing is the installation of grey water treatment systems, due to the popularity of the camping grounds a significant amount of wastewater is being created and a solution is being sought to deal with this.



### **Proserpine Entertainment Centre (PEC)**

- Demolition works are complete with practical completion (PC) granted.
- The tender for the construction works has closed with assessment of the tender proceeding. The forecast date for completion of the evaluation and submission to council of the evaluation reports being the next Ordinary Council Meeting. Current funding grants total \$18.725M.

### **Proserpine Administration Building (PAB)**

- Works on-site continue to progress well with approx. 95% of works complete.
- Defects and certification inspection requirements will be the focus until handover of the facility to Council takes place.
- The communications, security and HVAC contractors are the last remaining contractors to complete their works.
- The interior fit-out continues to progress, with much of the furniture, fittings and expenditure (FFE) now installed.
- Practical Completion (PC) date of 5 August 2020 is still on track to be achieved.

### **Flagstaff Hill**

- The successful tenderer has withdrawn from the project and Council has instructed to proceed with a Design and Construct (D&C) tender for the works, currently the documentation is being prepared for the tender release for a total project value of \$3m.
- Pre tender meeting was held 23 July with significant numbers of prospective tenderers attending.
- It is expected the tender will be released Friday the 14th August with a 4 week tender period.

### **Works for Queensland Projects**

Total expenditure including commitments to 30 June 2020 for all projects is 29% or \$1,108,527 from a budget of \$3,766,102.

### **Bridge Upgrade Bicentennial Boardwalk**

Council officers met with State departments to discuss the planning requirements as the intent had been misunderstood. Documents have now been submitted to show the minimal impact on marine plants and rock wall structures. Approval to continue is expected to follow in the coming weeks. An RFQ has been prepared for design and install of the bridge and awaits release to the market.

### **Bicentennial Park Fencing & Softfall**

Reached practical completion 2<sup>nd</sup> June 2020. In capitalisation process.



### **Cannonvale Lakes Stage 3 and Boardwalk Upgrade**

RFQ issued to market for construction, closed 24<sup>th</sup> June 2020. Construction commences 3 August 2020 and will be ongoing for a six week period.

### **Gloucester Sports and Rec Retaining Wall**

RFQ for retaining wall has closed currently in quote evaluation process.

### **Keith Johns Park**

Keith Johns new picnic shelter is due for completion on 12 August. Furniture to be installed by end of August.



### **Rotary Park Proserpine**

RFQ for new soft fall and playground restoration has closed currently in quote evaluation process.

### **Thomas Street Footpath**

Works have achieved practical completion, with minor defects being rectified by the contractor in July.

### **Hansen Park Sound System**

RFQ for electrical and sound system awarded to Abell Point Electrical on 16<sup>th</sup> June 2020. Project is 95% complete. Awaiting sound technician from Sydney to formally train market organisers in the full capabilities of the new system. Delays in technician arriving from Sydney due to COVID-19 restrictions.

### **Lions Park Bowen**

Reconstruction of the car park commences on 27 July 2020 and is expected to finish in early September 2020.

### **Water and Wastewater Capital Projects**

Of the 50 Water and wastewater projected approved, 46 have been completed. A summary of the main projects are below:

#### **Bowen Sewerage Treatment Plant Upgrade**

Principal Contractor Aquatec Maxcon are currently in the commissioning stage. The progress to date is as follows:

- 100% Final Design Report Completion
- Bioreactor Civil Construction – 100%
- Recycled Water Balance Tank – 100%
- Underground pipework and conduit – 100%
- Building Works (Electrical Room, admin building etc.) – 100%
- Concreting Works (Site Slabs, bunds etc.) - 100%
- Switchboard Fabrication – 100%
- PTA (Primary Treatment Area) Fabrication – 98%
- Pipe Fabrication – 100%
- Stairwell and access platform fabrication – 100%
- Major equipment delivery -100%
- Odour Treatment Facility – 100%
- Mechanical Installation – 100%
- Electrical Installation – 100%
- Site Shed installation – 100%
- Sludge Aerobic Digester Tank Conversion – 100%
- GDD Platform Fabrication- 100%
- Demolishing of redundant infrastructure – 95%
- Roadworks – 100%
- Site Landscaping and Footpaths – 80%
- PLC Programming – 100%
- Commissioning – 90%

#### **Cannonvale Water Network Augmentation**

The Contract has been awarded to Roebuck Civil, the Contractor has commenced construction in late June.

## **Cannonvale Bulk Potable Water Project**

Has been split into three separate tenders

- Pipeline Materials Supply – Deliveries to site are now complete
- Pump Station and Generator Facility Construction – Contractors Dowden's are progressing with construction onsite. Construction undertaken to date is as follows:
  - i. Earthworks and Stripping
  - ii. Foundations for the two buildings
  - iii. Structural steel construction onsite for both buildings.
- Pipeline Construction – Contractors Newlands have continued with construction of the 560mm Mild Steel Pipeline from the Coastal Water Treatment Plant towards the Proserpine Water Treatment Plant, they are currently located on the eastern side of Palm Tree Creek on Jorgensen Road.



## **Cannonvale SPS1 Upgrade**

Contractors Precision Civil Infrastructure are progressing construction on site. Works that have been undertaken onsite to date are:

- Installation of Diesel Bypass System
- Rebuilding of Manhole 2/1;
- Demolition of old dual wet wells;
- Removal of redundant infrastructure in the dry well;
- Installation of the emergency overflow tanks and building of interconnection manhole
- Rebuilding of the receiving manhole 1/1 and gravity sewer main.

### **Proserpine to Bowen Water Valves Renewal**

- The project is complete.

### **Cannon Valley Reservoir Project**

The Project has been split into three separate tenders:

- Pipeline Materials Supply – Deliveries are now complete;
- Pipeline Construction – Contractors Newlands have commenced construction on the pipeline from the CWTP to the PWTP, once complete they will commence works on the inlet and outlet mains to the new Cannon Valley Reservoir. They are scheduled to undertake this work in October – December;
- Reservoir Design and Construct Tender, this is scheduled for release in August of 2020.

### **Miller St Reservoir Roof Replacement**

- This project is complete.



### **Insurance Works Projects**

- BWTP High Lift Pump Station Roof Repair – Complete.
- PWTP Chemical Storage Shed Roof Repair – Complete.
- CSTP Stormwater Gutters and Downpipes – Complete.

### **Pump Replacements Project**

- The project is complete.

### **Sewer Pump Capacity Upgrades JSPS 1**

- RFT documents have been drafted and are ready for release;
- The ergon electrical connection offer has been accepted at \$0 fee to Council. Works are required to occur prior to the new connection being installed, that being old pipeline removal and fence realignment, the ETA for the connection is December;
- The Pumps and Switchboard have been ordered.

### **Proserpine, Bowen and Airlie Beach Sewer Relining**

- The works are now complete.

### **STP Emergent Works – the scope and progress for the project is as follows:**

- Downer - Temporary Inlet Works installed and commissioned – 100%
- Downer – CSTP Inlet Works Relining – 100%
- Downer – Defect Rectification – 90%
- WRC – CSTP RAS Re-screening – 100%
- WRC – PSTP Filter Replacement – 100%
- WRC – Critical Spares Purchase – 100%
- WRC – PSTP Blower Replacement – 100%
- WRC – PSTP Air Compressor Replacement – 100%
- WRC - CSTP & PSTP Minor Emergent Works (Works less than \$15k) – 100%

### **STRATEGIC IMPACTS**

#### Alignment to Corporate Plan

Strategy 3.2.2: Develop water and wastewater services and systems that ensure the integrity of the Whitsundays natural environment.

Strategy 3.4.1: Develop and maintain effective roads and drainage infrastructure, networks and facilities.

Strategy 3.4.2: Develop and maintain effective water and waste water infrastructure, networks and facilities.

### **CONSULTATION**

Matt Fanning – Director Infrastructure Services

Troy Pettiford – Chief Operating Officer Whitsunday Water

### **DISCLOSURE OF OFFICER'S INTERESTS**

No officer involved in the preparation of this report has an interest to declare in accordance with the provisions of the Local Government Act 2009 or the Staff Code of Conduct.

### **CONCLUSION**

Council receive and note the progress on Capital Projects up to 30 June 2020.

### **ATTACHMENTS**

N/A

## **15. General Business**

---

No agenda items for this section.