



Notice of Meeting

Notice is hereby given that the **Ordinary Meeting** of the **Whitsunday Regional Council** will be held at the Council Chambers, 83 Main St, Proserpine on **Wednesday 14 October 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 Brunker.

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
the Council Chambers, 83 Main St Proserpine
on Wednesday 14 October 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
the Council Chambers, 83 Main St Proserpine
on Wednesday 14 October 2020 commencing at **9:00am**

1.	APOLOGIES	4
1.1	Leave of Absence - Cr Michael Bruner	4
2.	CONDOLENCES	7
2.1	Condolences Report	7
3.1	MAYORAL MINUTE	8
3.2	MAYORAL UPDATE	9
4.	CONFIRMATION OF MINUTES	10
4.1	Confirmation of Minutes Report	10
5.	DELEGATIONS	14
6.	PETITIONS	15
7.	NOTICE OF MOTION	16
8.	QUESTIONS ON NOTICE	17
9.	QUESTIONS FROM PUBLIC GALLERY	18
10.	OFFICE OF THE MAYOR AND CEO	19
10.1	Holiday Closure 2020	19
11.	CORPORATE SERVICES	21
11.1	Public Interest Disclosure Policy and Procedure	21
11.2	Council Meeting Dates 2021	40
11.3	Mutual Access Agreement	44
11.4	Lease – Mirthill Pty Ltd – Part Of Land Lot 237 Bowen Airport	52
11.5	Tender Evaluation – 500.2020.0063 Provision Of Internal Audit Services	78
12.	DEVELOPMENT SERVICES	83
12.1	Amendments to Part 5 of the Whitsunday Planning Scheme 2017 - Tables of Assessment and subsequent Code Amendments	83
12.2	Interim Local Government Infrastructure Plan (LGIP) Amendment	104
12.3	20200597 - Bowen Palms Caravan Park - Request for waiver of Infrastructure Charges	171
12.4	Development Services Monthly Report - September 2020	176
13.	COMMUNITY SERVICES	189
13.1	Donations and In Kind Support Requests up to \$2,000.00 - August & September 2020	189
13.2	Sport & Recreation Club Grants - September 2020	194
13.3	Community Services - Monthly Report - September 2020	201
14.	INFRASTRUCTURE SERVICES	222
15.	GENERAL BUSINESS	223

1. Apologies

1.1 LEAVE OF ABSENCE - CR MICHAEL BRUNKER

AUTHOR: Norm Garsden – Manager, Governance and Administration

RESPONSIBLE OFFICER: Jason Bradshaw – Director, Corporate Services

OFFICER'S RECOMMENDATION

That Council grant a 'Leave of Absence' to Cr Michael Brunker from Monday 12 October 2020 until the result of the 2020 Queensland State Election for the seat of Burdekin is declared.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

Cr Brunker has advised that he has been nominated to contest the upcoming election and has sought a leave of absence from Council. Council will need to make a decision on this matter as it cannot be delegated.

PURPOSE

This report provides some background information on the implications relating to the Councillor's request.

BACKGROUND

Councillors who are candidates in the state election are required to take leave without pay for the period of the election (from the date nominations close until the date the election result is declared). Further, if a Councillor is absent without leave for 2 or more consecutive ordinary meetings over a period of at least 2 months, their office becomes vacant.

STATUTORY/COMPLIANCE MATTERS

Section 160B of the *Local Government Act 2009* provides that a councillor must take leave without pay for the duration of the period for which the councillor is a candidate as a member of the Queensland Legislative Assembly.

Section 162 of the *Local Government Act 2009* provides that a councillor's office will become vacant if they are absent from 2 or more consecutive ordinary meetings of the local government over a period of at least 2 months, unless the councillor is absent with the local government's leave.

ANALYSIS

Council has two options to deal with Cr Brunker's request:

- Council can resolve to grant leave for Cr Michael Brunker for the election period: Should Cr Brunker be successful, he will cease to be a Councillor; if unsuccessful he will be able to return to his role as Councillor when the election is declared;
- If Council does not grant Cr Brunker a leave of absence, there may be an argument that his position as Councillor will become vacant and result in a forced byelection,

however, this situation is unclear and may become the subject of legal dispute / Judicial Review (if Cr Brunker misses the meetings of 14 and 28 October and 11 November, it would be arguable that he was absent for more than 2 consecutive meetings over a two month period – but whether that would constitute a period of at least 2 months would be arguable).

On balance, given some uncertainty in the interpretation of section 162, it is considered that the best action would be to grant the leave of absence.

STRATEGIC IMPACTS

Irrespective of whether a leave of absence was given, it appears that Council will operate with only 6 councillors for at least 3 meetings, meaning that a vote may require a casting vote of the Mayor where the normal vote is split 3 / 3.

Council may also wish to consider how the residents of Division 6 will be represented while Cr Brunker is absent, so that they are not disenfranchised.

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

The request for a leave of absence triggers some strategic issues for Council to consider, including how the residents of Division 6 will be represented at Council meetings.

ATTACHMENTS

Attachment 1 – Letter from Cr Brunker.

Attachment 1 – Letter from Cr Brunker.

Cr Mike Brunker

Division 6

Mayor Andrew Willcox
Whitsunday Regional Council
PO Box 104
PROSERPINE QLD 4800

Dear Andrew,

Re: Leave of Absence

As you are aware, I have been nominated to contest the upcoming State Election and must take leave without pay for the duration of the period for which I am a candidate, within the meaning of the Electoral Act.

Having regard to section 162 of the *Local Government Act 2009* and to be open and transparent, I am also formally seeking a 'Leave of Absence' from Council for that period.

Warm regards



Cr Mike Brunker

Division 6

2. Condolences

2.1 CONDOLENCES REPORT

AUTHOR: Tailah Jensen – Governance Administration Officer

RESPONSIBLE OFFICER: Rod 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 14 October 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 23 September 2020.

The following report has been submitted for inclusion into Council's Ordinary Council Meeting to be held 14 October 2020.

SUMMARY

Council is required to confirm the minutes of the Ordinary Council Meeting Minutes held on 23 September 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 23 September 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 23 September 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 Local Government 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 23 September 2020, the following interests were declared and recorded in the minutes:

Councillor	MPI/COI	Report No.	Particulars of the interest
Cr Jan Clifford	COI	11.1	<i>Cr Clifford declared that a perceived conflict of interest in item 11.1 could exist (as per section 175E of the Local Government Act 2009), due to her position on the Whitsunday PCYC committee as a Council representative although she does not hold an executive position, but she had considered her position and was firmly of the opinion that she could participate in the debate and vote on this matter in the public interest. Cr Clifford left the meeting room at 9.06am whilst the remaining Councillors voted whether</i>

			<i>Cr Clifford could participate in the discussion and decision making on this matter.</i>
Cr Michelle Wright	COI	11.2 & public question	<i>Cr Wright declared that a perceived conflict of interest in the Echo Park Speedway matter could exist (as per section 175E of the Local Government Act 2009), due to certain persons believing that Cr Wright has a perceived Conflict of Interest, but she had considered her position and was firmly of the opinion that she could participate in the debate and vote on this matter in the public interest. Cr Wright left the meeting room at 9.12am whilst the remaining Councillors voted whether Cr Wright could participate in the discussion and decision making of this matter.</i>

All required information regarding declarations of interest under the Act is recorded in the minutes and consolidated in Council's Councillor Conflict Of Interest and Material Personal Interests 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 23 September 2020, the following orders were made:

Councillor	Order Made
<i>None for the 23 September 2020 meeting.</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 23 September 2020

If Council is satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 23 September 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 23 September 2020 with amendments

If Council is not satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 23 September 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.

TABLED MATTERS

Unresolved Tabled Matters			
Date of Meeting	Resolution Number	Summary	Resolved
13 May 2020	2020/05/13.07	That the application lie on the table as the applicant has 'Stopped the Clock' for a period of 60 days, to 8 July 2020.	Not Resolved - The 'Stop the Clock' period originally expired in July 2020, however the applicant has requested a further 'Stop the clock' through to 10 October 2020.
13 May 2020	2020/05/13.08	That the application lie on the table until the application is properly made.	Not Resolved - The associated application fee has still not been paid, and therefore the application is still not properly made.
12 August 2020	Not Applicable	Public Question - Inconsistency inconsistency in applying the Planning Scheme.	Resolved – response provided at the 12 August 2020 Council Meeting.
26 August 2020	2020/08/26.04	That the item lay on the table pending further advice on the ability of Council to individually lease agistment properties to former lessees and the existing agistment arrangements remain in place until the matter is resolved.	Not Resolved – to be further discussed on 14/10/2020 – seeking to confirm a resolution.
23 September 2020	2020/09/23.08	That the item lie on the table pending further information from the Echo Park Speedway and Sporting Association Inc.in regards to their membership, meeting arrangements and financial auditing arrangements as required by the incorporation's legislation.	Not Resolved – to be covered in the discussion on the 14/10/2020.

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 23 September 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 23 September 2020

Attached separately

5. Delegations

No agenda items for this section.

6. Petitions

No agenda items for this section.

7. Notice of Motion

No agenda items for this section.

8. Questions on Notice

No agenda items for this section.

9. Questions from Public Gallery

PUBLIC QUESTION TIME

Excerpt of 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 for each speaker (and no more than three (3) speakers shall be permitted to speak at any one (1) meeting).
3. If any address or comment is irrelevant, offensive, or unduly long, the Chairperson may require the person to cease making the submission or comment.
4. 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
10.1 HOLIDAY CLOSURE 2020

AUTHOR: Lyndal O'Neill - Manager Human Resources

RESPONSIBLE OFFICER: Rodney Ferguson - Chief Executive Officer

OFFICER'S RECOMMENDATION

That Council:

- 1. Approve Council business closure for the end of year holiday period from close of business Wednesday 23rd December 2020 and resume normal operating hours from Monday 4 January 2021; and**
 - 2. Approve Council Depots to operate skeleton crews and/or on-call arrangements for further periods in addition to the approved Council closure as determined by the Chief Executive Officer.**
-

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

This report recommends the business closure period for Council for the Christmas 2020 break to commence close of business Wednesday 23rd December 2020 and resume normal operating hours from Monday 4 January 2021.

PURPOSE

This item is to seek the endorsement of Council for the dates of the holiday shut down over the Christmas / New Year period for 2020.

BACKGROUND

Each year the Whitsunday Regional Council shuts down over the end of year holiday period (December/January). The community is advised of these changes to Council operations through media releases, notices on Facebook and Council website, and notices in each Council public locations such as customer service areas.

The main office buildings and libraries phones are diverted to the after-hours call centre who have a list of emergency contacts in any matter/event requiring immediate action, otherwise basic enquiries are handled, and the more complicated ones are logged for action upon the office reopening.

Historically the Council Depots close for up to a 4-week period commencing the week before Christmas and returning late January dependent on scheduled and emergent works.

A skeleton crew and/or on-call arrangements are scheduled for the Works, Whitsunday Water, Parks, Local Laws/Security services, Airports, and IT and Property teams to ensure that any urgent matters that may arise are addressed.

STATUTORY/COMPLIANCE MATTERS

Whitsunday Regional Council Certified Agreement 2017, Clause 6.5 Annual Christmas Closure.

ANALYSIS

The public holidays and proposed Council closure for the December 2020/January 2021 period are as follows:

Thursday	24/12/20 - Council Closure
Friday	25/12/20 - Public Holiday
Saturday	26/12/20 - Council Closure
Monday	28/12/20 - Public Holiday
Tuesday	29/12/20 - Council Closure
Wednesday	30/12/20 - Council Closure
Thursday	31/12/20 - Council Closure
Friday	01/01/21 - Public Holiday
Saturday	02/01/21 - Council Closure

Employees will be required to take leave for the periods identified in the holiday closure and this will normally come from accrued leave, TOIL or banked RDOs'. Councillors and employees will continue to be paid as per normal arrangements with the timing of the payroll accommodated to ensure pays occur in line with the normal scheduled pay dates.

STRATEGIC IMPACTS

Alignment to Corporate Plan

Outcome 1.4 - Our workforce is skilled, valued, and productive

Strategy 1.4.4 - Provide for the safety, security, health and well-being of Council employees and contractors.

CONSULTATION

Executive Leadership Team
Human Resources Operations Coordinator

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:

1. Council's business close for the end of year holiday period be from close of business Wednesday 23rd December 2020 and resume normal operating hours from Monday 4 January 2021; and
2. Council Depots are approved to operate skeleton crews and/or on-call arrangements for further periods in addition to the standard Council closure as determined by the Chief Executive Officer.

ATTACHMENTS

N/A

11. Corporate Services

11.1 PUBLIC INTEREST DISCLOSURE POLICY AND PROCEDURE

AUTHOR: Norm Garsden – Manager, Governance and Administration

RESPONSIBLE OFFICER: Jason Bradshaw – Director, Corporate Services

OFFICER'S RECOMMENDATION

That Council adopt the revised Public Interest Disclosure Policy.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

The proposed policy provides a framework to manage Public Interest Disclosures and will be supported by an Administrative Guideline to be approved by the Chief Executive Officer.

PURPOSE

The current Public Interest Disclosures Policy has been reviewed following the release of three Public Interest Disclosure Standards by the Queensland Ombudsman.

BACKGROUND

The Ombudsman released three Public Interest Disclosure Standards on 1 March 2019 that establish requirements for the management of Public Interest Disclosures. The new standards are intended to:

- Reflect best practice developments in the management of Public Interest Disclosures since the previous standard was issued;
- Provide clearer guidelines on implementing the Public Interest Disclosure Act 2010;
- Focus on key areas for agencies to manage:
 - organisational systems and procedures;
 - assessment and management of PIDS; and
 - record keeping and reporting.

Council's current Policy was approved in February 2018 and has been re-written to achieve compliance with the *Public Interest Disclosure Act 2010* and *Standards*. The associated Administrative Guidelines will be considered by the CEO.

STATUTORY/COMPLIANCE MATTERS

Section 28 of the Public Interest Disclosure Act 2010 requires Local Governments to establish reasonable procedures to ensure that:

- employees who make public interest disclosures are given appropriate support;
- public interest disclosures are properly assessed and where appropriate, investigated;
- appropriate action is taken in relation to any wrongdoing;
- a management program for public interest disclosures is developed and implemented; and
- employees are offered protection from reprisals.

ANALYSIS

The Ombudsman has been assisting public sector entities to understand and implement their obligations under the PID Act and Standards over the past 18 months. Following a recent self-assessment, it was identified that the current policy was deficient and that the proposed Administrative Guidelines were required to satisfy Council's obligations.

STRATEGIC IMPACTS

A robust framework is required to manage public interest disclosures and give effect to an accountable and transparent local government (Outcome 1.1).

CONSULTATION

Lyndal O'Neill – Manager Human Resources
Karen Lavaring – Coordinator Human Resources Operations
Queensland Ombudsman

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 revised Policy and new Administrative Guidelines provide a robust framework to manage public interest disclosures and satisfy the requirement of section 28 of the *Public Interest Disclosure Act 2010*.

ATTACHMENTS

Attachment 1 – Public Interest Disclosure Policy
Attachment 2 – Public Interest Administrative Guideline

Public Interest Disclosure Policy

Corporate Services

[Policy Number]

COUNCIL POLICY			
Date Adopted by Council		Council Resolution	
Effective Date	30 October 2020	Next Review Date	
Responsible Officer(s)	Manager, Governance and Administration	Revokes	LSP_OMCEO_12 (29 June 2016)

Purpose

The purpose of this policy is:

- to create a positive reporting environment that encourages the making of public interest disclosures and provides support and protection to those who make public interest disclosures;
- to establish Council's commitment to the promotion and proper management of public interest disclosures; and
- to ensure Council fulfils its responsibility under the Public Interest Disclosure Act 2010 ('the Act').

Scope

This policy is applicable to all employees, elected members, contractor and volunteers.

Applicable Legislation

This policy responds to the obligations established by section 28(1) of the PID Act.

Policy Statement

1. Council recognises the important role Councillors, employees and members of the public can play in the identification of cases of maladministration, corrupt conduct and the misuse of public resources or contraventions giving rise to dangers to public health, safety or the environment.
2. Council supports an organisational culture where all Councillors and employees feel comfortable about reporting wrongdoing.
3. The CEO shall ensure Council has reasonable procedures in place to deal with public interest disclosures in compliance with s28 of the Act.
4. Council recognises the sensitivities associated with public interest disclosures and the need to maintain public confidence in its process for managing public interest disclosures. To that end, Council is committed to:
 - 4.1 promoting the public interest by facilitating public interest disclosures of wrongdoing in the public sector;
 - 4.2 ensuring that public interest disclosures are properly made, assessed and, when appropriate, investigated and dealt with in a timely manner;
 - 4.3 affording support and protection from reprisals to any person making a public interest disclosure and appropriately dealing with employees who take reprisal action;
 - 4.4 ensuring that appropriate consideration is given to the interests of persons who are the subject of a public interest disclosure; and
 - 4.5 ensuring that the proper records of public interest disclosures are maintained and ensuring the confidentiality of all records created during the investigation and reporting of public interest disclosures, noting that Council may be legally required to disclose details of public interest disclosures.

- 5 An Administrative Guideline will describe the procedures for the management of Public Interest Disclosures (PIDs).

Definitions

CEO refers to the Chief Executive Officer of the Whitsunday Regional Council appointed in accordance with the *Local Government Act 2009*.

Council refers to the Whitsunday Regional Council

Employee refers to any employee, contractor, volunteer etc. of the Council

Public interest disclosure refers to a disclosure made under Chapter 2 of the Public Interest Disclosure Act 2010 and includes all information and help given by the discloser to the proper authority for disclosure.

Related Documents

- Administrative Action Complaint Policy
- Code of Conduct for Employees
- Fraud and Corruption Control Policy
- Managing a Public Interest Disclosure Program – A Guide for Public Sector Organisations (Queensland Ombudsman)
- Making a Public Interest Disclosure: A guide for individuals working in the public sector (Queensland Ombudsman)
- Handling a Public Interest Disclosure: A guide for public sector managers and supervisors (Queensland Ombudsman)

Administrative Guideline – Public Interest Disclosures

Corporate Services
[Directive Number]

Administrative Guideline			
Effective Date	30 October 2020	Next Review Date	30 October 2021
Responsible Officer(s)	Manager, Governance and Administration	Revokes	

Purpose

The purpose of this Administrative Guideline is to describe the procedures for the management of Public Interest Disclosures (PIDs).

Scope

This Administrative Directive is applicable to all employees, elected members, contractor and volunteers.

Applicable Legislation

This policy responds to the obligations established by section 28(1) of the PID Act.

1. Policy Commitment

Whitsunday Regional Council is committed to fostering an ethical, transparent culture. In pursuit of this, Council values the disclosure of information about suspected wrongdoing in the public sector so that it can be properly assessed and, if necessary, appropriately investigated. Council will provide support to an employee or others who make disclosures about matters in the public interest. This Procedure demonstrates and documents this commitment to ensure that practical and effective procedures are implemented which comply with the requirements of the *Public Interest Disclosure Act 2010* (PID Act).

Employees who are prepared to speak up about public sector misconduct, wastage of public funds, suspected unlawful activity or danger to health, safety or the environment can be the most important sources of information to identify and address problems in public sector administration. Council supports the disclosure of information about wrongdoing because:

- implementing systems for reporting and dealing with wrongdoing contributes to the integrity of Whitsunday Regional Council;
- the outcomes of PIDs can include improvements to systems that prevent fraud and other economic loss to Council; and
- the community's trust in public administration is strengthened by having strong processes in place for reporting wrongdoing.

When making a PID the discloser receives the protections provided under the PID Act, including:

- confidentiality – the discloser's name and other identifying information will be protected to the greatest extent possible;
- protection against reprisal – the discloser is protected from unfair treatment by Council, Councillors and Council employees as a result of making the PID;
- immunity from liability – the discloser cannot be prosecuted for disclosing the information but is not exempt from action if they have engaged in wrongdoing; and

- protection from defamation – the discloser has a defence against an accusation of defamation by any subject officer.

Where reasonable evidence of potential wrongdoing is suspected, Council encourages and expects staff to make a disclosure and will commit to manage the PIDs and disclosers in accordance with the PID Act. Council acknowledges the value to the entity of receiving reports of wrongdoing, investigating and acting on those reports.

2. Objective/Purpose

In complying with the PID Act, Council will:

- promote the public interest by facilitating public interest disclosures (PIDs) of wrongdoing;
- ensure that PIDs are properly assessed and, where appropriate, properly investigated and appropriate action taken;
- ensure appropriate consideration is given to the interests of persons who are the subject of a PID; and
- ensure protection from reprisal is afforded to persons making PIDs.

As required under the PID Act, the Chief Executive Officer will implement procedures to ensure that:

- any public officer who makes a PID is given appropriate support;
- PIDs made to Whitsunday Regional Council are properly assessed and, where appropriate, properly investigated;
- appropriate action is taken in relation to any wrongdoing which is the subject of a PID;
- a management program for PIDs made to Council, consistent with the standards issued by the Queensland Ombudsman, is developed and implemented; and
- public officers who make PIDs are offered protection from reprisal by Whitsunday Regional Council or other officers.

Whitsunday Regional Council's Public Interest Disclosure Procedure is available for public viewing at Council's website. The Public Interest Disclosure Procedure will be reviewed annually and updated as required to ensure it meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman.

3. Management Program

The Chief Executive Officer has overall responsibility for ensuring that Whitsunday Regional Council develops, implements and maintains a PID management program. The Council's PID management program encompasses:

- commitment to encouraging the internal reporting of wrongdoing;
- senior management endorsement of the value and the proper management of PIDs;
- a communication strategy to raise awareness among employees about PIDs and Council's PID procedure;
- a training strategy to give employees access to training about how to make a PID, information on the support available to a discloser, and advice on how PIDs will be managed;
- specialist training and awareness about PIDs for senior management and other staff who may receive or manage PIDs, disclosers or workplace issues relating to PIDs;
- the appointment of the Governance Branch to be responsible for issues related to the management of PIDs;

Administrative Guideline – Public Interest Disclosures

Corporate Services [Directive Number]

- ensuring effective systems and procedures are in place so that issues and outcomes from PIDs inform improvements to service delivery, business processes and internal controls; and
- regular (annual) review of the Public Interest Disclosure Procedure and evaluation of the effectiveness of the PID management program.

The Chief Executive Officer has designated the following roles and responsibilities for managing PIDs within Council:

Role:	Responsibilities:	Officer:
PID Coordinator	- principal contact for PID issues within Whitsunday Regional Council - document and manage implementation of PID management program - review and update PID procedure annually - maintain and update internal records of PIDs received - report data on PIDs to Queensland Ombudsman - assess PIDs received - provide acknowledgment of receipt of PID to discloser - undertake risk assessments in consultation with disclosers and other relevant officers - liaise with other agencies about referral of PIDs - allocate Investigator and Support Officer to PID matter	Proposed: Norm Garsden: Manager, Governance and Administration ph. 4945 0644 / 0439 541 847
PID Support Officer	- provide advice and information to discloser on Whitsunday Regional Council PID procedure - provide personal support and referral to other sources of advice or support as required - facilitate updates on progress of investigation - proactively contact discloser throughout PID management process	Proposed: Lyndal O'Neil: Manager, Human Resources ph. 4761 3617 / 0436 910 925 and Karen Lavaring: Human Resources Operations Coordinator ph. 4761 3615
Investigator	- conduct investigation of information in PID in accordance with terms of reference - prepare report for delegated decision-maker	An appropriate internal or external investigator will be appointed for each PID investigated depending upon the type of disclosure and other relevant considerations.
Delegated decision-maker	review investigation report and determine whether alleged wrongdoing is substantiated	An appropriate decision-maker will be appointed for each PID investigated (typically a Director of the Council).

4. Publication of PID procedures

Council will publish these procedures and associated policies on the entity's website that is readily accessible to staff and the public and meets minimum web accessibility standards, i.e.:

- Located in a logical, easy to find page on the website so that users can readily navigate to it;

Administrative Guideline – Public Interest Disclosures

Corporate Services
[Directive Number]

- Include the title of the document (and/or the term 'Public Interest Disclosure') to the relevant webpage metadata so the PID procedure is readily located using a search engine or the search function within the website;

The procedures will also be published on Council's internal website (intranet) that is readily accessible to all officers

The procedures will also be made available in other media (for example, hard copy) upon request, if reasonably practicable to do so.

The footer of the document will include the date approved and uploaded to the web page.

5. PID responsibilities

All Council officers (supervisors) who directly or indirectly supervise or manage other officers may receive a PID in accordance with section 17(3)(d) of the PID Act.

Supervisors who receive PIDs and shall follow written guidance in dealing with such disclosures.

6. Communication Strategy

All new officers will be provided with information about PIDs at induction, including:

- a clear explanation of how to make a PID; and
- Where to find information about Council's PID management program on the internal website (intranet).

Regular communication will be distributed to all officers to raise their awareness about PIDs, the Council's PID management program and the e PID procedures, including communications that target the specific information needs of officers of the entity who directly or indirectly supervise or manage other officers

7. Training Strategy

All officers will be provided access to regular training about:

- the identification of wrongdoing, how to make a PID, the protection and support afforded to disclosers and how the Council deals with PIDs;
- Council's obligations under the PID Act;
- Council's PID procedures;
- Protection of confidentiality; and
- Prevention of reprisal.

The PID Coordinator and PID Support Officers will be provided access to specialised training related to their roles. Training may be provided in conjunction with other relevant training, for example, corruption prevention, ethics, investigations or Code of Conduct training.

8. Public Interest Disclosure Matters

Any person can make a disclosure about a:

- substantial and specific danger to the health or safety of a person with a disability;
- the commission of an offence, or contravention of a condition imposed under a provision of legislation mentioned in Schedule 2 of the PID Act, if the offence or contravention would be a substantial and specific danger to the environment;
- reprisal because of a belief that a person has made, or intends to make a disclosure.

In addition, public sector officers can make a disclosure about the following public interest matters:

- corrupt conduct
- maladministration that adversely affects a person's interests in a substantial and specific way
- a substantial misuse of public resources
- a substantial and specific danger to public health or safety
- substantial and specific danger to the environment.

A discloser can have either a 'reasonable belief' that wrongdoing has occurred, or provide evidence which tends to show the wrongdoing has occurred. A disclosure amounts to a PID and is covered by the PID Act even if the:

- discloser reports the information as part of their duties – such as an auditor reporting a fraud or an occupational health and safety officer reporting a safety breach;
- disclosure is made anonymously – the discloser is not required to give their name or any identifying information;
- discloser has not identified the material as a PID – it is up to Council to assess information received and decide if it is a PID; or
- disclosure is unsubstantiated following investigation – the discloser is protected when the information they provide is assessed as a PID, whether or not it is subsequently investigated or found to be substantiated.

9. The Proper Authority

A PID must be made to the 'proper authority' to receive disclosures of the type being made. Disclosers are encouraged to make a disclosure to an appropriate officer of Council first. If the matter is not resolved, or the discloser is concerned about confidentiality, the disclosure may be made to another appropriate agency as described below.

Who to contact within Whitsunday Regional Council	Other agencies that can receive PIDs:
Any person (including employees) can make a disclosure to: • any person in a supervisory or management position; • the human resources unit; or • the Chief Executive Officer.	Disclosures can be made to an agency that has a responsibility for investigating the information disclosed: • Crime and Corruption Commission (CCC) for disclosures about corrupt conduct including reprisal; • Queensland Ombudsman for disclosures about maladministration; • Queensland Audit Office for disclosures about a substantial misuse of resources; • Department of Child Safety, Youth and Women for disclosures about danger to the health and safety of a child or young person with a disability;

Administrative Guideline – Public Interest Disclosures

Corporate Services

[Directive Number]

	• Department of Communities, Disability Services and Seniors for disclosures about danger to the health and safety of a person with a disability; • Office of the Public Guardian for disclosures about danger to the health and safety of a person with a disability • Department of Environment and Science disclosures about danger to the environment; • A Member of the Legislative Assembly (MP) for any wrongdoing or danger; or • The Chief Judicial Officer of a court or tribunal in relation to a disclosure about wrongdoing by a judicial officer.
--	---

A disclosure can also be made to a journalist if a valid PID was initially made to a proper authority, and the proper authority:

- decided not to investigate or deal with the disclosure;
- investigated the disclosure but did not recommend taking any action; or
- failed to notify the discloser within six months of making the disclosure whether or not the disclosure was to be investigated or otherwise dealt with.

A person who makes a disclosure to a journalist in these circumstances is protected under the PID Act. However, disclosers should be aware that journalists are not bound under the confidentiality provisions of section 65 of the PID Act.

10. How to make a PID

A discloser can make a PID in any way, including anonymously, either verbally or in writing. To assist in the assessment, and any subsequent investigation of a PID, disclosers are requested to:

- provide contact details (this could be an email address that is created for the purpose of making the disclosure or a telephone number);
- provide as much information as possible about the suspected wrongdoing, including:
 - who was involved;
 - what happened;
 - when it happened;
 - where it happened;
 - whether there were any witnesses, and if so who they are;
 - any evidence that supports the PID, and where the evidence is located; and
 - any further information that could help investigate the PID;
- provide this information in writing.

11. Deciding whether a matter is a PID

If there is any doubt as to whether a matter is a PID, further information may be obtained to inform the decision. If doubt still remains, the matter will be considered and managed as a PID.

Note:

- disagreements over policy do not meet the threshold for a PID under the PID Act;

- it is an offence under the PID Act to intentionally give false or misleading information intending it be acted on as a PID. Employees may be subject to disciplinary action for intentionally giving false or misleading information in a PID, or during an investigation into a PID;
- where a discloser states they are making a PID, but it is assessed that the matter is not a PID Council will advise the discloser:
 - that their information has been received but was not assessed as a PID;
 - the reasons for the decision;
 - the review rights available if the discloser is dissatisfied with the decision and how to request review;
 - any action Council proposes to take in relation to the matter; and
 - any other options the discloser has in relation to the matter.

12. Assessing a PID

The disclosure will be assessed in accordance with the PID Act, the PID standards, Council's Public Interest Disclosure Procedure and any other relevant procedure(s). Once the matter has been assessed as a PID, Council will advise the discloser:

- that their information has been received and assessed as a PID;
- the action to be taken by Council in relation to the disclosure, which could include referring the matter to an external agency, or investigating;
- the likely timeframe involved;
- the name and contact details of the Council support officer they can contact for updates or advice;
- of the discloser's obligations regarding confidentiality;
- the protections the discloser has under the PID Act;
- the commitment of Council to keep appropriate records and maintain confidentiality, except where permitted under the PID Act;
- how updates regarding intended actions and outcomes will be provided to the discloser;
- contact details for Council's Employee Assistance Program.

If the PID has been made anonymously and the discloser has not provided any contact details, Council will not be able to acknowledge the PID or provide any updates.

13. Referring a PID

If Council decides there is another proper authority that is better able to deal with the PID, the PID may be referred to that agency. This may be because:

- the PID concerns wrongdoing by that agency or an employee of that agency; or
- that agency has the power to investigate or remedy the matter.

Before referring the PID to another agency, Council will conduct a risk assessment, and will not proceed with the referral if there is an unacceptable risk of reprisal.

It may also be necessary to refer the PID to another agency because of a legislative obligation, for example:

- refer a matter to the Crime and Corruption Commission where there is a reasonable suspicion that the matter involves or may involve corrupt conduct (as required by section 38 of the *Crime and Corruption Act 2001*);
- refer the matter to the Queensland Police Service where the matter is a crime;
- refer the matter to the Minister and Auditor-General where the matter is a reportable loss (as required by s 307A of the Local Government Regulation 2012).

The confidentiality obligations of the PID Act permit appropriate officers of Council to communicate with another agency about the referral of a PID. Officers will exercise discretion in their contacts with any other agency and the discloser will be advised of the action taken.

14. Risk assessment and protection from reprisal

Disclosers should not suffer any form of detriment as a result of making a PID. Upon receiving a PID, [Agency name] will conduct a risk assessment to assess the likelihood of the discloser (or witnesses or affected third parties) suffering reprisal action as a result of having made the disclosure. This assessment will take into account the actual and reasonably perceived risk of the discloser (or witnesses or affected third parties) suffering detriment and will include consultation with the discloser.

A risk assessment will be undertaken if the discloser is anonymous on the basis of information available in the PID. The risk assessment will also take into account the risk to persons who may be suspected of making the PID. Consistent with the assessed level of risk, Council will develop and implement a risk management plan and arrange any reasonably necessary support or protection for the discloser (or witnesses or affected third parties).

Whitsunday Regional Council will regularly reassess the risk of reprisal while the PID is being managed, in consultation with the discloser, and review the risk management plan if required. In the event of reprisal action being alleged or suspected, Council will:

- attend to the safety of the discloser (or witnesses or affected third parties) as a matter of priority;
- review its risk assessment, risk management plan and any protective measures needed to mitigate any further risk of reprisal; and
- manage any allegation of a reprisal as a PID in its own right.

15. Declining to take action on a PID

Council may decide not to investigate or deal with a PID in various circumstances, including:

- the information disclosed has already been investigated or dealt with by another process;
- the information disclosed should be dealt with by another process;
- the age of the information makes it impractical to investigate;
- the information disclosed is too trivial and dealing with it would substantially and unreasonably divert Council from the performance of its functions;
- another agency with jurisdiction to investigate the information has informed Council that an investigation is not warranted.

If a decision is made not to investigate or deal with a PID Council will give the discloser written reasons for that decision.

If the discloser is dissatisfied with the decision they can request a review by writing to the Chief Executive Officer within 28 days of receiving the written reasons for decision.

16 Communication with disclosers

Council shall give reasonable information to a discloser and acknowledge receipt of the PID in writing as soon as practicable. The discloser will be provided with information that meets the requirements of the PID Act and the standards issued by the Queensland Ombudsman, including:

- the action that will be taken in response to the PID;
- the protections under the PID Act;
- confidentiality obligations of the discloser and Council; and
- support arrangements.

Council will maintain contact with the discloser and provide regular updates during the management of the PID.

In accordance with the PID Act, after finalising action in response to the PID, Council will advise the discloser in writing of the action taken and the results of the action.

16. Confidentiality

While Council will make every attempt to protect confidentiality, a discloser's identity may need to be disclosed to:

- provide natural justice to subject officers
- respond to a court order, legal directive or court proceedings.

Council will ensure that communication with all parties involved will be arranged discreetly to avoid identifying the discloser wherever possible.

Disclosers should be aware that while Council will make every attempt to keep their details confidential, it cannot guarantee that others will not try to deduce their identity.

17. Support for disclosers

Council recognises that providing appropriate support to a discloser is an important feature of effective PID management.

An assessment will be undertaken to identify the support needs of the discloser. Where appropriate, a PID Support Officer will be assigned to the discloser. The PID Support Officer will assist the discloser to access information about PIDs, protections available under the PID Act and the PID management process. The PID Support Officer will proactively contact the discloser to offer support.

Information and support will be provided to the discloser until the matter is finalised.

Making a PID does not prevent reasonable management action. That means that the discloser will continue to be managed in accordance with normal, fair and reasonable management practices during and after the handling of the PID.

18. Investigating a PID

If a decision is made to investigate a PID, this will be done with consideration for the:

- principles of natural justice;
- obligation under the PID Act to protect confidential information;
- obligation under the PID Act to protect officers from reprisal; and
- interests of subject officers.

If as a result of investigation, the information about wrongdoing provided in the PID is substantiated, appropriate action will be taken. Where the investigation does not substantiate wrongdoing, Council will review systems, policies and procedures to identify whether there are improvements that can be made and consider if staff training is required.

20. Rights of subject officers

Council also acknowledges that for officers who are the subject of a PID the experience may be stressful. Council will protect their rights by:

- assuring them that the PID will be dealt with impartially, fairly and reasonably in accordance with the principles of natural justice;
- confirming that the PID is an allegation only until information or evidence obtained through an investigation substantiates the allegation;
- providing them with information about their rights and the progress and outcome of any investigation; and
- referring them to the Employee Assistance Program for support.

Information and support will be provided to a subject officer until the matter is finalised.

21. Record-keeping

In accordance with its obligations under the PID Act and the [Public Records Act 2002](#), **Council** will ensure that:

- accurate data is collected about the receipt and management of PIDs; and
- anonymised data is reported to the Office of the Queensland Ombudsman in their role as the oversight agency, through the PID reporting database.

Records about disclosures, investigations, and related decisions will be kept secure and accessible only to appropriately authorised people involved in the management of the PID.

Definitions

Term	Definition
Administrative action	(a) means any action about a matter of administration, including, for example: (i) a decision and an act; and (ii) a failure to make a decision or do an act, including a failure to provide a written statement of reasons for a decision; and (iii) the formulation of a proposal or intention; and (iv) the making of a recommendation, including a recommendation made to a Minister; and (v) an action taken because of a recommendation made to a Minister; and (b) does not include an operational action of a police officer or of an officer of the Crime and Corruption Commission.
Chief Executive Officer (CEO)	means the Chief Executive Officer of the Whitsunday Regional Council appointed in accordance with the <i>Local Government Act 2009</i> .
Confidential information	(a) includes — (i) information about the identity, occupation, residential or work address or whereabouts of a person — (A) who makes a public interest disclosure; or (B) against whom a public interest disclosure has been made; and (ii) information disclosed by a public interest disclosure; and (iii) information about an individual's personal affairs; and (iv) information that, if disclosed, may cause detriment to a person; and (b) does not include information publicly disclosed in a public interest disclosure made to a court, tribunal or other entity that may receive evidence under oath, unless further disclosure of the information is prohibited by law.
Corrupt conduct	As defined in section 15 of the <i>Crime and Corruption Act 2001</i> (1) <i>Corrupt conduct</i> means conduct of a person, regardless of whether the person holds or held an appointment, that— (a) adversely affects, or could adversely affect, directly or indirectly, the performance of functions or the exercise of powers of— (i) a unit of public administration; or (ii) a person holding an appointment; and (b) results, or could result, directly or indirectly, in the performance of functions or the exercise of powers mentioned in paragraph (a) in a way that— (i) is not honest or is not impartial; or (ii) involves a breach of the trust placed in a person holding an appointment, either knowingly or recklessly; or (iii) involves a misuse of information or material acquired in or in connection with the performance of functions or the exercise of powers of a person holding an appointment; and (c) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment. (2) <i>Corrupt conduct</i> also means conduct of a person, regardless of whether the person holds or held an appointment, that—

Administrative Guideline – Public Interest Disclosures

Corporate Services

[Directive Number]

	(a) impairs, or could impair, public confidence in public administration; and (b) involves, or could involve, any of the following— (i) collusive tendering; (ii) fraud relating to an application for a licence, permit or other authority under an Act with a purpose or object of any of the following (however described)— (A) protecting health or safety of persons; (B) protecting the environment; (C) protecting or managing the use of the State's natural, cultural, mining or energy resources; (iii) dishonestly obtaining, or helping someone to dishonestly obtain, a benefit from the payment or application of public funds or the disposition of State assets; (iv) evading a State tax, levy or duty or otherwise fraudulently causing a loss of State revenue; (v) fraudulently obtaining or retaining an appointment; and (c) would, if proved, be— (i) a criminal offence; or (ii) a disciplinary breach providing reasonable grounds for terminating the person's services, if the person is or were the holder of an appointment.
Council	the Whitsunday Regional Council
Detriment	includes – (a) personal injury or prejudice to safety; and (b) property damage or loss; and (c) intimidation or harassment; and (d) adverse discrimination, disadvantage or adverse treatment about career, profession, employment, trade or business; and (e) financial loss; and (f) damage to reputation, including, for example, personal, professional or business reputation.
Disability	As defined in section 11 of the <i>Disability Services Act 2006</i>, for the purposes of this procedure: (1) A disability is a person's condition that— (a) is attributable to— (i) an intellectual, psychiatric, cognitive, neurological, sensory or physical impairment; or (ii) a combination of impairments mentioned in subparagraph (i); - and (b) results in— (i) a substantial reduction of the person's capacity for communication, social interaction, learning, mobility or self care or management; and (ii) the person needing support. (2) For subsection (1), the impairment may result from an acquired brain injury. (3) The disability must be permanent or likely to be permanent. (4) The disability may be, but need not be, of a chronic episodic nature.
Discloser	A person who makes a disclosure in accordance with the <i>Public Interest Disclosure Act 2010</i> .
Employee	includes any employee, elected member, contractor, volunteer etc. of the Council.

Administrative Guideline – Public Interest Disclosures

Corporate Services

[Directive Number]

Investigation	For the purposes of this procedure, investigation includes any enquiry undertaken to establish whether the information provided in a PID can be substantiated, including a review or audit.
Journalist	a person engaged in the occupation of writing or editing material intended for publication in the print or electronic news media.
Maladministration	As defined in schedule 4 of the <i>Public Interest Disclosure Act 2010</i> , maladministration is administrative action that— (a) was taken contrary to law; or (b) was unreasonable, unjust, oppressive, or improperly discriminatory; or (c) was in accordance with a rule of law or a provision of an Act or a practice that is or may be unreasonable, unjust, oppressive, or improperly discriminatory in the particular circumstances; or (d) was taken— (i) for an improper purpose; or (ii) on irrelevant grounds; or (iii) having regard to irrelevant considerations; or (e) was an action for which reasons should have been given, but were not given; or (f) was based wholly or partly on a mistake of law or fact; or (g) was wrong.
Natural justice	Natural justice, also referred to as 'procedural fairness' applies to any decision that can affect the rights, interests or expectations of individuals in a direct or immediate way. Natural justice is at law a safeguard applying to an individual whose rights or interests are being affected. The rules of natural justice, which have been developed to ensure that decision-making is fair and reasonable, are: • avoid bias; and • give a fair hearing. • act only on the basis of logically probative evidence.
Organisational support	For the purposes of this procedure, organisational support means actions such as, but not limited to: • providing moral and emotional support • advising disclosers about agency resources available to handle any concerns they have as a result of making their disclosure • appointing a mentor, confidante or other support officer to assist the discloser through the process • referring the discloser to the agency's Employee Assistance Program or arranging for other professional counselling • generating support for the discloser in their work unit where appropriate • ensuring that any suspicions of victimisation or harassment are dealt with • maintaining contact with the discloser • negotiating with the discloser and their support officer a formal end to their involvement with the support program when it is agreed that they no longer need assistance.
Proper authority	A person or organisation that is authorised under the <i>Public Interest Disclosure Act 2010</i> to receive disclosures.
Public officer	A public officer of a public sector entity, is an employee, member or officer of the entity.
Reasonable belief	A view which is objectively fair or sensible.

Administrative Guideline – Public Interest Disclosures

Corporate Services

[Directive Number]

Reasonable management action	Action taken by a manager in relation to an employee, includes any of the following taken by the manager— (a) a reasonable appraisal of the employee's work performance; (b) a reasonable requirement that the employee undertake counselling; (c) a reasonable suspension of the employee from the employment workplace; (d) a reasonable disciplinary action; (e) a reasonable action to transfer or deploy the employee; (f) a reasonable action to end the employee's employment by way of redundancy or retrenchment; (g) a reasonable action in relation to an action mentioned in paragraphs (a) to (f); (h) a reasonable action in relation to the employee's failure to obtain a promotion, reclassification, transfer or benefit, or to retain a benefit, in relation to the employee's employment.
Reprisal	The term 'reprisal' is defined under the <i>Public Interest Disclosure Act 2010</i> as causing, attempting to cause or conspiring to cause detriment to another person in the belief that they or someone else: • has made or intends to make a disclosure; or • has been or intends to be involved in a proceeding under the disclosure Act against any person. Reprisal under the <i>Public Interest Disclosure Act 2010</i> is a criminal offence and investigations may be undertaken by the Queensland Police Service.
Subject officer	An officer who is the subject of allegations of wrongdoing made in a disclosure.
Substantial and specific	Substantial means 'of a significant or considerable degree'. It must be more than trivial or minimal and have some weight or importance. Specific means "precise or particular". This refers to conduct or detriment that is able to be identified or particularised as opposed to broad or general concerns or criticisms.

Relevant Legislation and Policies

Administrative Action Complaints Process

Crime and Corruption Act 2001

Local Government Act 2009

Ombudsman Act 2001

Public Interest Disclosure Act 2010

Public Records Act 2002

Public Sector Ethics Act 1994

Risk Management Policy

Related Documents

Administrative Action Complaint Policy

Fraud and Corruption Control Policy

Code of Conduct for Employees

Code of Conduct for Elected Members

Public Interest Disclosure Standard No. 1/2019

Public Interest Disclosure Standard No. 2/2019

Public Interest Disclosure Standard No. 3/2019

Administrative Guideline – Public Interest Disclosures

Corporate Services
[Directive Number]

Chief Executive Officer Approval

Rodney Ferguson
Chief Executive Officer

Subject to CEO review and approval

11. Corporate Services
11.2 COUNCIL MEETING DATES 2021

AUTHOR: Tailah Jensen – Governance Administration Officer

RESPONSIBLE OFFICER: Jason Bradshaw – Director Corporate Services

OFFICER'S RECOMMENDATION

That Council adopt the schedule of Ordinary Council Meeting Dates and Venues for the 2021 calendar year.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

Council determines the dates and locations for the scheduled Ordinary Council meetings and Briefing sessions each year.

PURPOSE

To propose the dates and locations for the scheduled Ordinary Council Meetings and Briefing Sessions for the 2021 calendar year.

BACKGROUND

Briefing Sessions are scheduled on the first and third Wednesday of the month with the objective to provide an opportunity for Councillors to ask questions, clarify any ambiguity and seek clarification on issues prior to Council meetings, to enhance the formal decision-making process. The Briefing Sessions are also an opportunity to workshop strategic issues and contribute to policy development and review.

Ordinary Council Meetings are the principal decision-making forum for local governments and are currently held on the second and fourth Wednesday of each month.

Council adopts a meeting schedule for the calendar year ahead that covers a variety of locations within the region to enable opportunities for all residents to attend meetings and raise issues of concern.

STATUTORY/COMPLIANCE MATTERS

Local Government Regulation 2012

257 Frequency and place of meetings

- (1) A local government must meet at least once in each month.
- (2) However, the Minister may, after written application by a local government, vary the requirement under subsection (1) for the local government.
- (3) All meetings of a local government are to be held—
 - (a) at 1 of the local government's public offices; or
 - (b) for a particular meeting—at another place fixed by the local government, by resolution, for the meeting.

ANALYSIS

Regular meetings enable Council to set clear policy and direction and provide open channels of communication between Councillors, staff, residents and ratepayers of the Region. Council's Ordinary Meetings are the decision making forums and where opportunities are provided to ask questions and observe the decision making processes.

In 2021, no public holiday directly clashes with the proposed meeting schedule, however the proximity of public holidays may result in some agenda deadlines being brought forward. It is noted however that only one set of meetings are proposed for December 2021 and January 2021, because of the proximity of public holidays and the Council 'close-down'.

STRATEGIC IMPACTS

Ordinary Council Meetings are the principal decision-making forum for local governments and as such have a significant strategic impact. Two meetings are scheduled for Collinsville and another two in the Cannonvale / Airlie Beach areas recognising the large geographical coverage of the Council and to give persons who live a long way from the public office a practical opportunity to attend and participate in at least some Council meetings.

CONSULTATION

Council Briefing Session – 7 October 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

By law, Council must be held at least monthly, either in the Council's public offices, or other locations fixed by Council.

ATTACHMENTS

Attachment 1 – Council Ordinary Meeting Dates and Locations for 2021

Attachment 1 – Council Ordinary Meeting Dates and Locations for 2021

Council Meeting Dates and Locations 2021

<u>Date</u>	<u>Day</u>	<u>Meeting</u>	<u>Location</u>
20-Jan-21	Wednesday	Briefing Session	Bowen
27-Jan-21	Wednesday	Ordinary Council Meeting	Bowen
03-Feb-21	Wednesday	Briefing Session	Proserpine
10-Feb-21	Wednesday	Ordinary Council Meeting	Proserpine
17-Feb-21	Wednesday	Briefing Session	Bowen
24-Feb-21	Wednesday	Ordinary Council Meeting	Bowen
03-Mar-21	Wednesday	Briefing Session	Proserpine
10-Mar-21	Wednesday	Ordinary Council Meeting	Proserpine
17-Mar-21	Wednesday	Briefing Session	Bowen
24-Mar-21	Wednesday	Ordinary Council Meeting	Bowen
07-Apr-21	Wednesday	Briefing Session	Proserpine
14-Apr-21	Wednesday	Ordinary Council Meeting	Airlie Beach/Cannonvale
21-Apr-21	Wednesday	Briefing Session	Bowen
28-Apr-21	Wednesday	Ordinary Council Meeting	Bowen
05-May-21	Wednesday	Briefing Session	Proserpine
12-May-21	Wednesday	Ordinary Council Meeting	Proserpine
19-May-21	Wednesday	Briefing Session	Bowen
26-May-21	Wednesday	Ordinary Council Meeting	Collinsville
02-Jun-21	Wednesday	Briefing Session	Proserpine
09-Jun-21	Wednesday	Ordinary Council Meeting	Proserpine
16-Jun-21	Wednesday	Briefing Session	Bowen
23-Jun-21	Wednesday	Ordinary Council Meeting	Bowen
07-Jul-21	Wednesday	Briefing Session	Proserpine
14-Jul-21	Wednesday	Ordinary Council Meeting	Proserpine
21-Jul-21	Wednesday	Briefing Session	Bowen
28-Jul-21	Wednesday	Ordinary Council Meeting	Bowen
04-Aug-21	Wednesday	Briefing Session	Proserpine
11-Aug-21	Wednesday	Ordinary Council Meeting	Airlie Beach/Cannonvale
18-Aug-21	Wednesday	Briefing Session	Bowen
25-Aug-21	Wednesday	Ordinary Council Meeting	Bowen
01-Sep-21	Wednesday	Briefing Session	Proserpine
08-Sep-21	Wednesday	Ordinary Council Meeting	Proserpine
15-Sep-21	Wednesday	Briefing Session	Bowen
22-Sep-21	Wednesday	Ordinary Council Meeting	Collinsville
06-Oct-21	Wednesday	Briefing Session	Proserpine
13-Oct-21	Wednesday	Ordinary Council Meeting	Proserpine
20-Oct-21	Wednesday	Briefing Session	Bowen
27-Oct-21	Wednesday	Ordinary Council Meeting	Bowen
03-Nov-21	Wednesday	Briefing Session	Proserpine
10-Nov-21	Wednesday	Ordinary Council Meeting	Proserpine
17-Nov-21	Wednesday	Briefing Session	Bowen

24-Nov-21	Wednesday	Ordinary Council Meeting	Bowen
01-Dec-21	Wednesday	Briefing Session	Proserpine
08-Dec-21	Wednesday	Ordinary Council Meeting	Proserpine

11. Corporate Services

11.3 MUTUAL ACCESS AGREEMENT

AUTHOR: Norm Garsden – Manager, Governance and Administration

RESPONSIBLE OFFICER: Jason Bradshaw – Director, Corporate Services

OFFICER'S RECOMMENDATION

That Council resolve to opt into the Mutual Access Agreement with the Queensland Parliament to allow Mayors, Councillors and Council CEOs access to the Parliamentary Precinct, while Members of Parliament will be able to access council premises.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

Council have been requested to consider opting into a formal mutual access arrangement with the Queensland Parliament.

In June 2020, Council decided that it would be likely to opt into the proposed Mutual Access Agreement with the Queensland Parliament subject to sighting the final agreement. The final agreement has now been signed by the Hon Curtis Pitt MP, Speaker of the Queensland Parliament, and Greg Hallam AM Chief Executive Officer, on behalf of the LGAQ, on 10 September 2020.

The agreement will be on an "opt in" basis for councils and will allow Mayors, Councillors and Council CEOs access to the Parliamentary Precinct, while Members of Parliament will be able to access council premises.

PURPOSE

To advise Council of a proposed formal access arrangement between the Queensland Parliament and local government.

BACKGROUND

On 27 May 2020 Council received correspondence from Greg Hallam AM, Chief Executive Officer of the Local Government Association of Queensland (LGAQ), regarding a proposal by the Hon Curtis Pitt MP, Speaker of the Queensland Parliament, for a formal mutual access arrangement between the Parliament and local government. Such an arrangement would allow Mayors and Councillors to access the Parliamentary Precinct, while Members of Parliament could access council premises. Council agreed, subject to sighting the final agreement.

The final agreement has now been signed and available for review.

STATUTORY/COMPLIANCE MATTERS

N/A

ANALYSIS

The agreement sets out a framework where access to meeting areas is allowed. This would permit Mayors, Councillors and MPs who are on the road to have access to facilities to host their own meetings. The draft agreement also sets out exceptions to ensure that the Parliamentary Service and local governments are not overburdened with obligations which detract from their core business. Importantly the draft agreement allows for local governments who do not want to participate to opt out. Council's options are:

1. Advise LGAQ that Council would enter into the proposed agreement; or
2. Advise LGAQ that Council would not enter into the agreement.

STRATEGIC IMPACTS

This matter aligns to Outcome 1.2 of Council's Corporate Plan: Our leadership partners with government, industry, business and community to deliver positive outcomes and will be beneficial when delegations go to Parliament to meet with Ministers and Opposition spokespersons.

CONSULTATION

This matter was previously considered by Council on 10 June 2020 where Council decided:

Moved by: CR J CLIFFORD

Seconded by: CR A GRUNDY

That Council advise LGAQ that it would be likely to opt into the proposed Mutual Access Agreement with the Queensland Parliament subject to sighting the final agreement.

MEETING DETAILS:

The motion was Carried 6/1

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 agreement presents mutual advantage in participation.

ATTACHMENTS

Attachment 1 – Mutual Access Agreement

Attachment 1 – Mutual Access Agreement

Mutual Access Agreement

Parties

Parliament of Queensland "Parliament"

Local Government Association of Queensland "LGAQ"

Preamble

Queensland is the most decentralised state in Australia, which poses challenges in providing access to democratic representation to all Queenslanders wherever they live.

Decentralisation poses challenges to Local Governments in accessing State Government decision makers in Brisbane to represent their communities.

Decentralisation poses challenges for State Members of Parliament to represent electors across large distances.

Parliament and the LGAQ acknowledge that by allowing reasonable access to:

- facilities within the Parliamentary Precinct in Brisbane for Mayors, Councillors and CEOs,
- facilities of consenting Local Governments for local Members of Parliament,

together the Parliament and the LGAQ can improve the quality of representation delivered to Queenslanders.

Definitions

Applicable LG Persons means Mayors, Councillors and CEOs of Local Governments who have issued a notice under Clause 31 of this Agreement.

Clerk means Clerk of the Legislative Assembly of Queensland.

CEO means Chief Executive Officer of a Local Government.

Council Chambers means the room where a Mayor and Councillor meet to conduct the business of a Local Government.

Councillor means a person who currently holds the office of Councillor in Local Government.

Electorate Officer means a person employed in the role of the same name by the Queensland Parliamentary Service.

Facility means either or both of the Parliamentary Precinct and Local Government Facilities.

Legislative Assembly means the chamber where Members sit and conduct the business of the aforesaid body as established under Section 1 of the *Constitution Act (Qld) 1867*.

Local Government means an elected body that is responsible for the good rule and local government of a part of Queensland under the *Local Government Act (Qld) 2009* and is a member of the LGAQ.

Local Government Caretaker Period means Caretaker Period as defined under the *Local Government Act (Qld) 2009*.

Local Government Premises means any structure which is used by a Local Government for the purposes of the administration of Local Government which a Local Government has a legal right to use and enjoy and is suitable for use for meetings and/or contains office facilities.

LGAQ means Local Government Association of Queensland.

Mayor means a person who currently holds the Office of Mayor in Local Government.

Member means a current Member of the Queensland Legislative Assembly.

Member's Electorate means the electoral district which a Member represents.

Meeting Rooms means the meeting rooms situated on level 5 of the Parliamentary Annexe and any other rooms nominated by the Speaker or Clerk.

Parliament means Parliament of Queensland

Parliamentary Annexe means the building on the Parliamentary Precinct titled as such.

Parliamentary Precinct means;

- (a) all land and improvements within the land reserved for House of Parliament in the county of Stanley, parish of North Brisbane, city of Brisbane described as lot 414 on plan SL8740, lot 437 on plan SL8601 and lot 704 on plan SL12303 registered in the department in which the *Land Act (Qld) 1994* is administered; or
- (b) any land or premises declared by the Governor in Council by gazette notice to be part of the parliamentary precinct for a stated period

The Parties means jointly and severally Parliament and the LGAQ.

Speaker means the Speaker of the Legislative Assembly of Queensland.

State Parliament Election Period means the period between the dissolution of the Legislative Assembly and the following election day.

Third Party means any person or entity that is not a party to this Agreement

Clauses

Authority

1. The Speaker's authority to enter this agreement is Section 5 & 50 of the *Parliamentary Service Act (Qld) 1988*.

2. The LGAQ represents its members through its Constitution. However, nothing in this agreement shall bind Local Governments unless a notice is lodged by a Local Government under clause 31.

Term

3. This agreement shall remain effective and in force for a period of 5 years from the date of execution of this Agreement.
4. The Parties shall each have the right to terminate this Agreement by written notice.
5. Such written notice shall indicate a termination date which is no earlier than 28 calendar days after the date the notice is received from the other party.
6. Amendments to this Agreement may be effected by mutual agreement of the Parties at any time during the term of the Agreement.
7. A suspension of the application of this Agreement may be made by mutual agreement of the Parties.

Rules around Access

8. The Parties in granting access under this agreement acknowledge that such access is only granted on a reasonable basis.

The Parties agree that the following requests for access are unreasonable:

- a. any request for access that requires the provision of resources by the host organisation that would otherwise not be made available in the normal operation of their Facility.
- b. any request for access that requires a restriction in the normal operation of the Parliamentary Precinct or the relevant Local Government Building.
- c. any request that would be contrary to provisions of the *Parliamentary Service Act (Qld) 1988*; the *Parliamentary Service By-Law 2013* and any other directions of the Speaker.

Access granted to Applicable LG Persons

9. The Parliament undertakes to grant access for Applicable LG Persons to the Parliamentary Precinct as guests of the Speaker.

Such access is granted only for the following purposes relating to the duties of Applicable LG Persons:

- a. Conduct meetings in Meeting Rooms in relation to their duties as Mayors, Councillors and CEOs
- b. Use of facilities for events relating to their Local Government, subject to the Local Government meeting standard costs for such an event that would be levied to third parties for the use of the facilities. (*e.g function room and equipment hire & catering costs*)

10. Access of Applicable LG Persons under Clause 9 is subject to any guidelines or policies as authorised by the Speaker or the Clerk.
11. No access will be granted to Applicable LG Persons to Level 8 and above of the Parliamentary Annexe, or any other personal offices of Members unless expressly invited by the Member who occupies the office.
12. Nothing in this agreement shall be construed as providing access for Applicable LG Persons to;
 - a. accommodation facilities in the Parliamentary Annexe.
 - b. access to the services of the Parliamentary Library.
13. Nothing in this agreement shall be construed as positive obligation on the Parliament to provide office facilities to Applicable LG Persons.

However, subject to availability, Applicable LG Persons may use Meeting Rooms outside of Parliament sitting weeks, using Local Government supplied and personal electronic devices, for work relating to their duties as Applicable LG Persons.
14. No access will be granted to Applicable LG Persons to any offices within the Parliamentary Precinct where the administration of Parliament takes place constantly during business hours.
15. Applicable LG Persons with access granted to the Parliamentary Precinct shall be entitled to use the guest Wi-Fi network on the Parliamentary Precinct.
16. Applicable LG Persons may access the Parliamentary Service Visitor Car Park in Car Park B on Gardens Point Road, subject to availability, and by complying with the regular booking process.
17. Applicable LG Persons shall be entitled to use the Parliamentary cafeteria.
18. Applicable LG Persons shall be entitled to be accompanied by a reasonable number of pre-approved support staff employed by the relevant Local Government on the Parliamentary Precinct.
19. Nothing in this agreement shall be construed as granting a right of access to the Legislative Assembly Chamber or the galleries thereof to Applicable LG Persons whilst the Legislative Assembly is sitting.
20. Notwithstanding any other term of this agreement, access shall not be granted to Applicable LG Persons during the Local Government Caretaker Period.

Access granted to Members

21. Subject to availability, the LGAQ warrants that Local Governments that have issued a notice under Clause 31 will grant access to Members to the Local Government Premises within the Member's electorate, for the following purposes relating to the duties of their offices;
 - a. Conduct meetings in relation to their duties as Members; and
 - b. Use of facilities for events relating to their duties as a Member subject to the Member meeting normal costs for such an event that would be levied to third parties for the use of the facilities. *(e.g function room and equipment hire & catering costs)*

22. Access of Members under Clause 21 is subject to any guidelines or policies as authorised by the relevant Local Government.

23. No access will be granted to a Member for any offices within a Local Government Premises where the administration of Local Government takes place constantly during business hours.

24. Nothing in this agreement shall be construed as providing access for Members to;

- a. Engaging accommodation facilities in Local Government Buildings; or
- b. access to any administrative or research services undertaken by staff of Local Government.

25. Nothing in this agreement shall be construed as a positive obligation on Local Government to provide office facilities to Members.

However, Members may use Local Government meeting rooms using Parliament and personal electronic devices for work relating to their duties as Members.

26. Members may access, where available, on site car parking when attending Local Government Premises under this agreement. Members must comply with the regular booking process for such car parking, where applicable.

27. Members with access granted to the Local Government Premises shall be entitled to use the guest Wi-Fi network, if present, on the said Local Government Premises.

This clause shall not in any way be construed for Local Government to ensure guest Wi-Fi facilities are present in Local Government Premises accessed by Members under this agreement.

28. Members shall be entitled to be accompanied by Electorate Officers when accessing Local Government Buildings.

29. Nothing in this agreement shall be construed as granting a right of access to Council Chambers or the galleries thereof to Members whilst a meeting of Mayor and Councillors is occurring.

30. Notwithstanding any other term of this agreement, access shall not be granted to Members during the State Parliament Election Period.

Local Government Opt In

31. A Local Government may elect to participate in the terms of this Agreement by sending written notice authorised by the relevant Mayor to the LGAQ Chief Executive Officer who will forward the notice to the Speaker.

32. A notice under Clause 31 becomes effective on the date it is received by the Office of the Speaker. Such notice will remain effective until revocation.

33. A notice under Clause 31 can be revoked by sending a written notice authorised by the Relevant Mayor to the LGAQ Chief Executive Officer who will forward to the Speaker. Such revocation will take effect on the date it is received by the Office of the Speaker.

34. For any given Local Government, when no notice is provided under Clause 31 the relevant Local Government shall not be entitled to any benefit from this agreement.

35. Members will not have any right under this agreement to access the Local Government Premises of a Local Government that has not provided notice under Clause 31 of this Agreement.

Review

36. The Parties agree to review the operation of this agreement 2 years after commencement of this agreement.

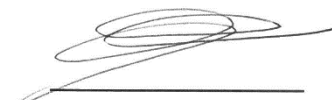
Costs of The Parties

37. Subject to clauses 9 (b) and 21 (b) the Parties agree that;

- a. no cost will be levied to the Parties for the rights and permissions of access to facilities granted under this agreement.
- b. no cost will be levied personally to Members or Applicable LG Persons for the rights and permissions of access to facilities granted under this agreement.

For the Local Government Association of Queensland

For the Parliament of Queensland



Mr Greg Hallam AM
Chief Executive Officer

DATE

10 September 2020



Hon Curtis Pitt MP
Speaker

DATE

10/09/2020

11. Corporate Services

11.4 LEASE – MIRTHILL PTY LTD – PART OF LAND LOT 237 BOWEN AIRPORT

AUTHOR: Matt Fanning – Director Infrastructure Services

RESPONSIBLE OFFICER: Matt Fanning – Director Infrastructure Services
Jason Bradshaw – Director, Corporate Services

OFFICER'S RECOMMENDATION

That Council resolves to authorise the Chief Executive Officer to enter into negotiations and execute a lease with Mirthill Pty Ltd, ACN 011071033 for the lease of Part of Lot 237 Crown Plan HR1027 up to a maximum lease area of 64,260 m² for a minimum term of three (3) years at a value equal to or greater than the valuation received in accordance with Section 236 (c)(iv) and Section 236(3) of the Local Government Regulation 2012.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

BACKGROUND

Mirthill Pty Ltd currently occupy the land under an expired lease part of lot 237/HR1027 being the Bowen Aerodrome. This arrangement was established 1 July 2013 for a period of 3 years with an option to extend by a single two-year period meaning the lease expired on 30 June 2018. The purpose of the lease was for the storage of sand and gravels. No lease renewal has been undertaken and the land has continued to be occupied.

The initial lease fee established at the time was \$1,500 per annum, inclusive of GST of which Mirthill Pty Ltd has continued to pay to this date. The existing lease area was for an area of 1.908 ha or 19,080 m².

Mirthill Pty Ltd have expressed an interest in re-newing the lease over original lease area and in addition including more land immediately adjacent making the total proposed land area 64,260m².

Planning Considerations

The permitted use for this parcel of the land is for Community Facilities Use. The existing use being Aerodrome.

The purpose of the Community facilities zone code is to provide for community related activities and facilities whether under public or private ownership. These may include the provision of municipal services, public utilities, government installations, hospitals, schools, transport and telecommunications networks and community infrastructure of an artistic, social or cultural nature.

As such the proposed use for the storage of sand and gravel will require Council Development Approval.

In addition, it should be noted that the land is constrained and has no access other than internally. As such the only practical access is through the neighbouring allotment owned by the current occupier Mirthill PL.

REPORT

As previously discussed, the previous lease held by the applicant Mirthill Pty Ltd expired 30 June 2018 and had been operating for a period of 5 years with an annual rental amount of \$1,500 (inclusive of GST) with no provision for a CPI adjustment.

The Lessee has advised Council that they wish to renew their lease for this parcel and include an additional area of 4.518Ha or 45,180m² bringing the total proposed lease area to 64,260m² or 6.426Ha.

As no previous valuation had been undertaken to establish the original lease and in order to comply with section 236(3) and 236(5) of the Local Government Regulation a valuation was commissioned for the land sought.

Rental evidence listed in the valuation report (Attachment 1) shows a broad range of land and hardstand rental of industrial land in Central Queensland ranging from \$0.32/sqm - \$11.25/sqm, and a tighter range of \$5.0 /sqm - \$11.25 /sqm for tenancies leased with superior levels of development including hardstand, security fencing and direct access.

This valuation in considering the proposed use, site restrictions and other similar market leases established a rate of \$0.30/m² or \$19,278 per annum exclusive of GST if the total area of 64,260sqm were to be leased.

As Mirthill Pty Ltd are a long-term tenant and the proposed part lot is land locked preventing the Council from going to the market, it is recommended to enter into negotiations and execute a lease with the current Lessee for a period of three (3) years at a rental amount of \$0.30 per square metre per annum (excluding GST and outgoings) with a CPI increase on each anniversary date of the lease. The rental amount has been formulated based on the commissioned market valuation.

STATUTORY/COMPLIANCE MATTERS

In accordance with Section 236 (c)(iii) of the Local Government Regulation 2012, Council may dispose of the land, if the disposal is for the purpose of renewing the lease of land to the existing tenant of the land. As the lease is currently expired it is unlikely the clause can be used, however, Council can furthermore rely on Section 236(c)(iv) of the Local Government Regulation 2012, Council may dispose of the land, if the land is disposed of to a person who owns adjoining land if—

- (A) the land is not suitable to be offered for disposal by tender or auction for a particular reason, including, for example, the size of the land or the existence of particular infrastructure on the land; and

Comment: The land in question only has access from the previous lessee's land making the parcel land locked with no alternative access. As such it is not foreseeable that any other persons would be in a position tender for the land.

- (B) there is not another person who owns other adjoining land who wishes to acquire the land; and

Comment: Only one adjoining land holder exists which is the previous lessee.

- (C) it is in the public interest to dispose of the land without a tender or auction; and

Comment: The Council has no use for the land and as such it is in the public interest to receive revenue sources from such land.

(D) the disposal is otherwise in accordance with sound contracting principles.

Comment: A professional market valuation has been sought and is the basis for the lease fee.

In addition, it is important to understand that section 236(3) and 236(5) must also be followed when leasing land. In summary where the Council is using an exemption as per Section 236(c)(iv) as above (i.e. the exemption is required where it is decided not to go to public tender or auction), the Council must obtain a market valuation from a registered valuer and the lease amount cannot be less than this market value.

S236(3) A local government may only dispose of land or an interest in land under this section if the consideration for the disposal would be equal to, or more than, the market value of the land or the interest in land, including the market value of any improvements on the land.

S236(5) For subsection (3), a written report about the market value of land or an interest in land from a valuer registered under the Valuers Registration Act 1992 who is not an employee of the local government is evidence of the market value of the land or the interest in land. The valuation has been completed and is provided in Attachment 1.

STRATEGIC IMPACTS

Financial Implications – Revenue will be generated from this lease agreement and as this land is currently in the majority not required for the Airport operators it is a good opportunity for the Council and promotes local businesses and employment.

Risk Management Implications – Clauses will be incorporated within the lease to prevent any interference with airport operations and to mitigate Council's risk including ensuring that the Lessee holds appropriate insurances to operate a business of this nature, provisions for maintenance and termination.

CONSULTATION

Billie Davis – Senior Commercial Officer

Peter Shuttlewood – Executive Manager Procurement, Property & Fleet

Craig Turner - Chief Operating Officer – Aviation and Tourism

Jason Bradshaw – Director Corporate Services

Neil McGaffin – Director Development Services

ATTACHMENTS

Attachment 1 – Valuation Report



SOLUTIONS WITH EXCELLENCE

www.opteonsolutions.com

Valuation Report

Bowen Airport, Lot 237, 18793 Bruce
Highway
Bowen, Queensland 4805

File Ref: 10728404

VALUATION REPORT



Bowen Airport, Lot 237, 18793 Bruce Highway Bowen, Queensland 4805

Prepared For	Whitsunday Regional Council.
Report Purpose	Lease negotiation purposes.
Valuation Date	28 May 2020.
Our Reference	10728404.
Inspection Type	Full Inspection.

Opteon Property Group Pty Ltd
ABN 78 144 732 589
P.O. Box 969, Mackay Queensland 4740
P 07 4726 6964 E info@opteonsolutions.com
F 07 4960 4891 W www.opteonsolutions.com

SOLUTIONS WITH EXCELLENCE

Liability limited by a scheme approved under Professional Standards Legislation

Table of Contents

1.0	Executive Summary	4
1.1	Scope of Work and Instructions	4
1.2	Property Details.....	5
1.3	Property Profile	5
1.4	Key Valuation Outputs	5
1.5	Valuation	6
2.0	Basis of Valuation & Definitions	7
3.0	Date of Valuation	7
4.0	Location	8
5.0	Tenure	9
5.1	Title Particulars:	9
6.0	Planning.....	10
7.0	Site	11
7.1	Site Details.....	11
7.2	Services.....	11
7.3	Leased Area.....	12
7.4	Condition and Repairs	12
8.0	Photography.....	12
9.0	Occupancy and Lease Details	14
10.0	Leasing Analysis	14
10.1	Market	14
11.0	Market Commentary.....	14
12.0	Market Evidence	15
12.1	Rental Evidence	15
13.0	Valuation Methodology	18
13.1	Adopted Valuation Approach and Method	18
13.2	Valuation Calculations	18
13.3	Conclusion.....	18
14.0	Rental Value	19
15.0	Assumptions, Conditions & Limitations	20

Appendices

1. Leased area diagram

1.0 Executive Summary

1.1 Scope of Work and Instructions

Identity of Valuer	Opteon Property Group Pty Ltd.
Independence of Valuer/Disclosure	Unless otherwise disclosed, the valuer does not have any material connection or involvement with the subject property or the parties to the valuation that could limit the valuer's ability to provide an unbiased and objective valuation. The valuation has been assessed independently by the valuer without material assistance from others.
Instructing Party	Billie Davis, Whitsunday Regional Council.
Client	Whitsunday Regional Council.
Other Authorised Users/Additional Client Information	Nil.
Property Address /Asset Valued	Bowen Airport, Lot 237, 18793 Bruce Highway, Bowen, Queensland 4805.
Valuation Currency	This valuation has been assessed in Australian dollars (\$AUD).
Valuation Purpose and Restrictions on Use	Lease negotiation purposes. This report has been prepared for the private and confidential use of our client, Whitsunday Regional Council and the nominated other authorised users, for the specified purpose and it should not be relied upon by any other party for any purpose and the valuer shall not have any liability to any party who does so. The report should not be reproduced in whole or part without the express written authority of Opteon Property Group Pty Ltd. Our warning is registered here, that any party, other than those specifically named in this report as our client or authorised user should obtain their own valuation before acting in any way in respect of the subject property.
Inspection	In order to complete the valuation a sufficiently comprehensive inspection of the property has been completed.
Basis of Value	Market Rent.
Extent of Valuers' Work and Limitations	The extent of investigation undertaken by the valuer in completing the valuation has included: • collation of information from relevant parties regarding the subject property; • undertaking our own research regarding the subject property; • an inspection of the property and measurement of buildings where required; • undertaking market research in terms of values and/or costs of similar properties; • preparation of valuation calculations, and; • preparation of this report. This valuation has been based on information supplied which is assumed to have been provided in good faith and contain a full and frank disclosure of all information that is relevant to the valuation of the property. The valuer has not undertaken due diligence or verification of the information supplied.
Nature and Source of Information	Information we have been provided with and relied upon in undertaking our valuation includes: - Copy of site plan of proposed lease area.
Compliance/Departures with Valuation Standards	This valuation has been prepared in accordance with the International Valuation Standards and other applicable Valuation Standards.

1.2 Property Details

Property Description	The subject property comprises a vacant 'Community Facilities' zoned parcel of land with an area of approximately 6.426 hectares. It is proposed to lease the parcel of land to an adjoining owner for storage of sand and gravel. The land forms part of the Bowen Aerodrome / air strip and is located in the western boundary of the aerodrome adjoining the Bruce Highway to the northern boundary and light industrial uses adjoining the property to the rear south western boundary. The land receives reasonable exposure to passing traffic from the Bruce Highway. The property has no direct access from the Highway with a garden bed constructed on the Highway corridor adjoining the boundary of the land. Access to the proposed parcel of land is considered poor.
Demised Premises	The proposed tenancy has an area of approximately 6.426 hectares (64,260 sqm) and is mainly uncleared coastal scrub that is partly fenced with rural style post and barb wire fencing. The land area is near level and presents poorly being overgrown with weeds and regrowth.
RPD/ Title Reference	Part of Lot 237 Crown Plan HR1027.
Tenure Type	Freehold.
Registered Proprietor	Bowen Shire Council.
Total Site Area	64,260 sqm.
Lettable Area	64,260 sqm.
Zoning	Community Facilities.

1.3 Property Profile

Market

Reletting	Re-letting prospects are difficult/hard with few potential tenants in the current market.
Stock Levels	Limited stock levels.
Leasing Volumes	There are comparatively few lease transactions of comparable premises.
Leasing Demand	Leasing demand for the property is currently soft/weak.

Assumptions & Recommendations:

Significant and Verifiable Assumptions	The instructions and information supplied contain a full disclosure of all information that is relevant.
Assumptions Requiring Further Consultancy	Nil.

1.4 Key Valuation Outputs

Estimated Market Rental	\$19,278
Market Rate	\$0.30 per sqm

1.5 Valuation

Market Rent

Market Gross Rent:**\$19,278 pa**

This valuation is exclusive of GST

Date of Inspection	28 May 2020.
Date of Valuation	28 May 2020.
Expiry of Valuation	This valuation is current as at the Date of Valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value.

Signatories



Tim Adams AAPI CPV
Senior Valuer
API No: 66172 QVRB No: 1870
Primary Valuer
PH 0400 843 695
tim.adams@opteonsolutions.com

Important	<i>This Executive Summary must be read in conjunction with the remainder of this report. The Executive Summary is only a synopsis designed to provide a brief overview and must not be acted upon in isolation to the contents of the valuation report.</i>
Digital Copies of Reports	<i>Where a report has been provided in digital copy and has not been received directly via our firm, the report contents, especially the valuations and critical assumptions, should be verified by contacting the issuing office to ensure the contents are bona fide. In particular if the reader of this report has suspicions that the report appears to be tampered or altered then we recommend the reader contact the issuing office.</i>
Reliance on Whole Report	<i>This valuation should be read in its entirety, inclusive of any summary and annexures. The valuer and valuation firm does not accept any responsibility where part of this report has been relied upon without reference to the full context of the valuation report.</i>

2.0 Basis of Valuation & Definitions

Market Rent	The estimated amount for which an interest in real property should be leased on the valuation date between a willing lessor and a willing lessee on appropriate lease terms in an arm's length transaction, after proper marketing and where the parties had each acted knowledgeably, prudently and without compulsion.
Face Rent	<i>"The rent shown on a lease document which may include incentives."</i>
Effective Rent	<i>"The actual liability for rent after adjustments for any incentives and costs to the face rent are taken into account."</i>

3.0 Date of Valuation

Valuation Date	28 May 2020.
Date of Inspection	28 May 2020.
Expiry of Valuation	This valuation is current as at the Date of Valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value.

4.0 Location

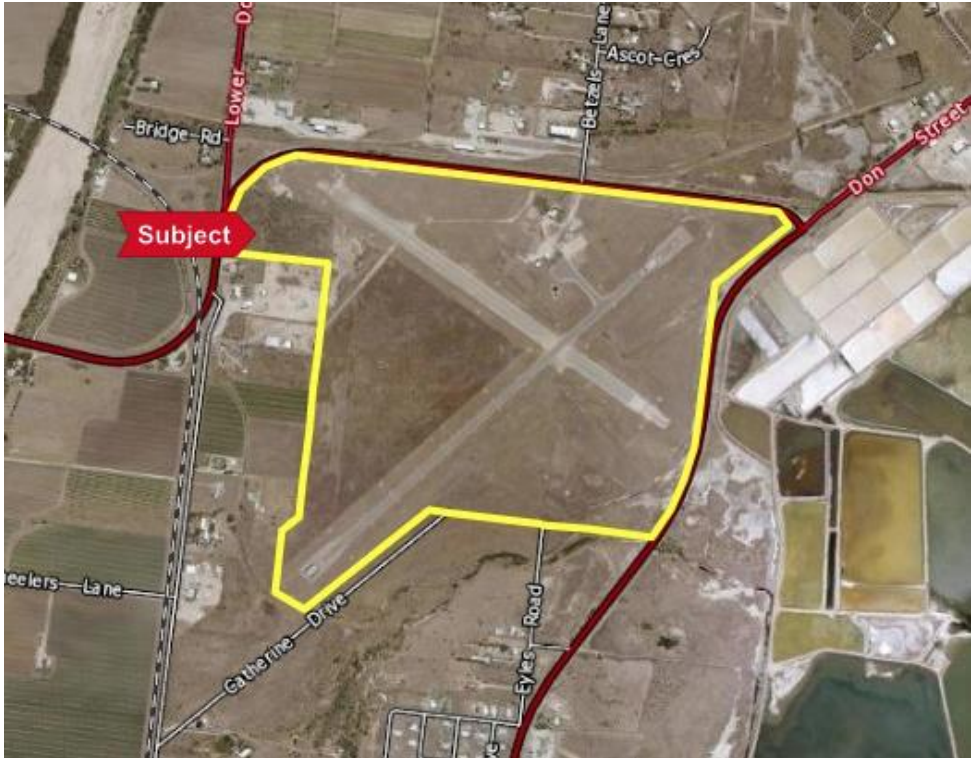
Location	The subject property is situated on the southern side of the Bruce Highway within the coastal township of Bowen in Central Queensland. Surrounding properties are utilised predominantly for mixed use purposes. The Bowen main street and shopping precinct is about 4.0 kilometres to the east. Townsville is the nearest regional city 200 kilometres north.
Neighbourhood	The subject property is located on the north western portion of Bowen Airport on the western outskirts of the town. Properties in the immediate vicinity include Bowen Sand & Gravel adjoining to the south west, light industrial uses located opposite and small crops properties adjacent.
Access	The subject is located on the southern side of the Bruce Highway, with a wide frontage. No directly formed access or driveway is available to the subject property.
Transport & Infrastructure	The property has frontage to the Bruce Highway however the proposed tenancy has no direct formed access from the Bruce Highway. The leased area is landlocked with no road access.

Location Map



Sourced from maps.googleapis.com

Specific Location Map



Sourced from qldglobe.information.qld.gov.au

5.0 Tenure

5.1 Title Particulars:

Title Reference	Tenure	Registered Proprietor	Lettable Area
Part of Lot 237 Crown Plan HR1027	Freehold	Bowen Shire Council	64,260 sqm
Total Lease Area			64,260 sqm

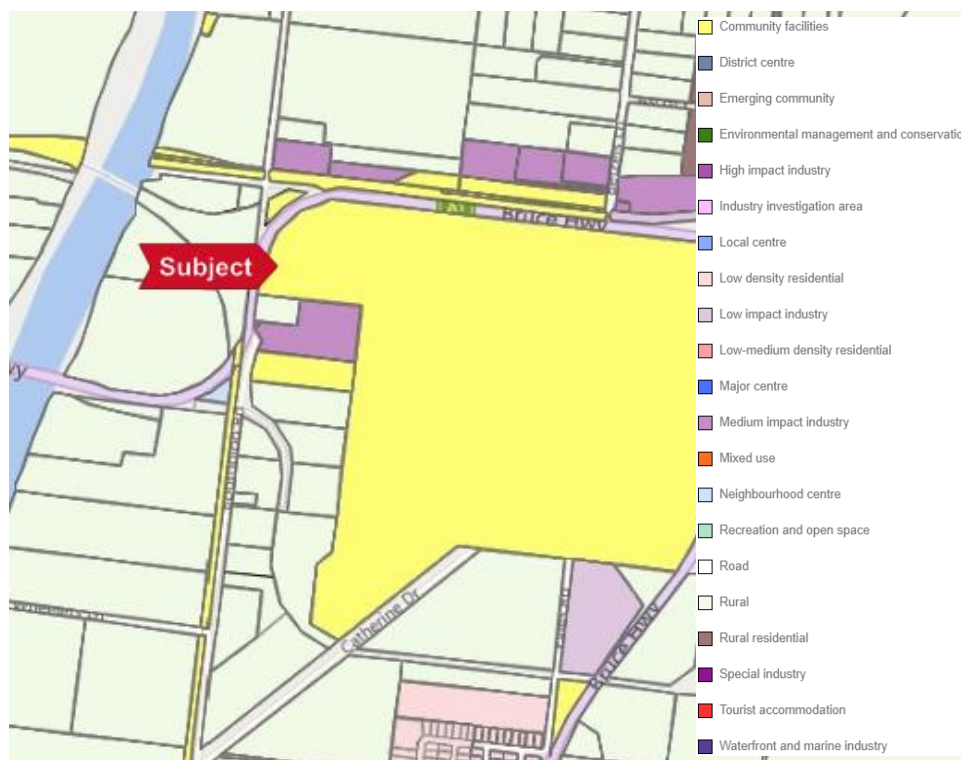
Recommendation (Recent Title Search)

A recent title search of the property has not been undertaken or sighted. We recommend a recent title search be obtained to confirm title to the property, the title plan, and any encumbrances have not changed. We reserve the right to review our valuation in the event a recent title search reveals any information or discrepancies which may affect the value of the property.

6.0 Planning

Local Government Area	Whitsunday Regional.
Planning Scheme	Whitsunday Planning Scheme.
Current Zoning	Community Facilities.
Overlays	• Acid Sulphate Soils • Flood - Predicted 1% AEP flood event • Infrastructure - Road Noise Corridor - Category 1
Existing Use	Aerodrome.
Permitted Uses	Permitted uses within this zoning classification include Community Uses.
Zoning Effect	The proposed use for storage of sand and gravel will require Council Approval. We assume that the development complies with all zoning requirements.
Heritage Issues	Not applicable.
Zoning Comment	The purpose of the Community facilities zone code is to provide for community related activities and facilities whether under public or private ownership. These may include the provision of municipal services, public utilities, government installations, hospitals, schools, transport and telecommunications networks and community infrastructure of an artistic, social or cultural nature.

Zoning Map



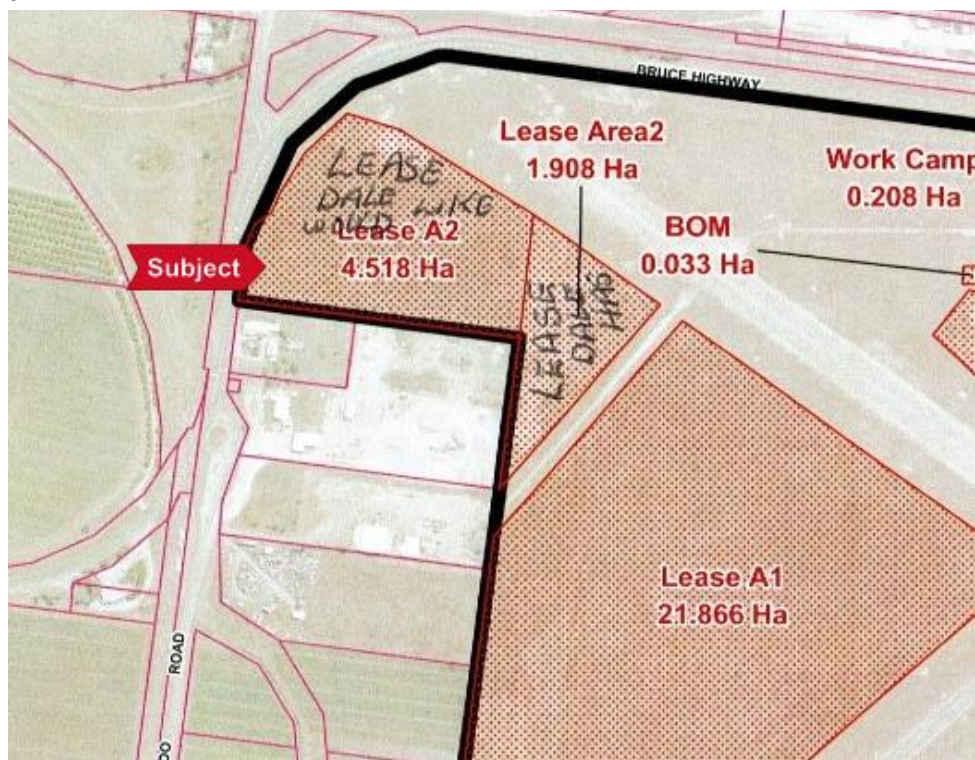
Sourced from mapping.whitsundayrc.qld.gov.au

7.0 Site

7.1 Site Details

Site Description	The proposed area to lease comprises an irregular shaped internal allotment that is generally level throughout.
Dimensions	The shape and dimensions of the property are shown on the plan below.
Source of Site Area	Derived by calculation from cadastral map and/or boundary dimensions noted on the map and should be confirmed by survey should this be considered necessary.
Site Area	64,260 sqm.
Identification	Street number in conjunction with online Cadastral Plan, Plan of Subdivision.
Aspect/Views	The property provides a northerly aspect with no significant views.

Cadastral Map



Sourced from Whitsunday Regional Council

7.2 Services

Services	The proposed tenancy is not currently connected to services.
-----------------	--

7.3 Leased Area

Total Lettable Area	64,260 sqm.
Building Area Measurement Basis	Gross Lettable Area.
Source of Areas	The building areas have been calculated from plans of the property, together with check measurements taken via an online cadastral map.

Accommodation:	Measurement Basis:	Lettable Area:
Whole of Land	Gross Lettable Area	64,260 sqm
Total Lettable Area:		64,260 sqm

7.4 Condition and Repairs

Condition	The proposed tenancy area was overgrown with vegetation and lacked presentation at the date of inspection.
------------------	--

8.0 Photography



Current occupied area



Current occupied area



Current occupied area



Highway frontage



Highway Frontage



Adjoins airport



Balance area to be leased



Typical land area to be leased



Highway end of site

9.0 Occupancy and Lease Details

Occupancy Status	The property is currently vacant land
-------------------------	---------------------------------------

10.0 Leasing Analysis

10.1 Market

Reletting	Re-letting prospects are difficult/hard with few potential tenants in the current market.
Stock Levels	Limited stock levels.
Leasing Volumes	There are comparatively few lease transactions of comparable premises.
Leasing Demand	Leasing demand for the property is currently soft/weak.

11.0 Market Commentary

Bowen is a coastal town located midway between the major Northern Queensland of Mackay and Townsville and 75 kilometres north of the main Whitsunday Resort town of Airlie Beach. Bowen is located in the Whitsunday Regional Council boundaries. At the 2016 census Bowen had a population of 10,377 an increase from the 2011 census population of 10,260 persons. The town sits on a peninsula surrounded by Port Dennison, the Coral Sea and the Don River.

The economy of Bowen includes small crops, fishing, tourism, grazing and mining. The alluvial soils of the Don River and dry climate allow winter growing of tomatoes, capsicum, beans, corn, melons and summer mango crops. The wider inland area has extensive grazing areas suitable for breeder properties. Port Dennison has a marina and fishing fleet of prawn trawlers and fin fish boats and practises live and frozen export of fin fish and crustaceans from the processors.

The mining service town of Collinsville is located 85 km south west of the Bowen and services three coal mines – Collinsville coal mine, Sonoma coal mine and Jax mine. The Abbot Point coal port is situated 26 kilometres north of the town. The port is located on a 5,350 hectare State Industry Development site, has two coal loading terminals and has an export capacity of 50 million tonnes of coal per year. The port exported a total of 28.7 million tonnes of coal in 2014/2015 financial year, 27,053,965 tonnes in 2015/2016 financial year, 25,407,736 in 2016/2017 financial year and 27,992,820 tonnes in the 2017/2018 financial year.

The market for commercial property in Bowen is currently slow and values have declined heavily since 2013 in line with investor uncertainty over future expansions to the coal port and a large quantity of vacant residential property listed for sale or for rent in the town. Mortgagee sales of commercial property were common in Bowen from 2014 - 2017. The slow economy is placing downward pressure on property values. Mortgagee sales of property in Bowen have resulted in heavily discounted sale prices given the limited buyers in the market. Most buyers in the market are

bargain hunters and or owner occupiers.

The property market in Bowen rose steadily from 2006 to 2012 due to speculative demand from investors due to expansion plans of the Abbot Point coal terminal. At various stages up to 6 coal companies had plans to develop export terminals at the port under the State Governments 12 port multi cargo facility development however the declining coal price from 2012 has seen the majority of these companies cancel their projects including the State Government's export terminal. Environmental delays due to dredging in the Great Barrier Reef marine park have caused further environmental delays with the coal port expansion.

The Indian energy firm Adani has plans to commence construction of a new terminal at the coal port in 2021. The terminal expansion has been delayed for a number of years due to environmental legal challenges. Expansion of the coal port may enhance the Bowen economy in 2021. Should the project not commence due to further legal, government, or environmental issues associated with the port expansion, the Bowen economy will continue to decline.

The property market is expected to be affected by the COVID-19 pandemic although it is too early to quantify the extent of the impact on the economy and property market. There is likely to have been a change in market sentiment. Property markets are less volatile than other markets (such as finance and equity markets). Past cycles indicate there is a lag for when property markets react to economic events. In the short-term there may be reduced buyer demand, and reluctance by vendors to reduce prices, resulting in lower sales volumes and longer selling periods. The extent of any decline in values is presently uncertain and may depend on whether this is a short term event or has longer term consequences.

12.0 Market Evidence

12.1 Rental Evidence

Market Rents:

In forming our opinion of the Market Rental Value of the subject property, we have had regard to various lease transactions, as limited rental evidence was available in Bowen we have had regard to a wide variety of hardstand rentals and land rentals in Central Queensland.

Premises	65-75 Spencer Street, Roma, QLD
Rent	\$90,000 pa
Net or Gross	Gross
Date Rent Set	Jun 2018
Tenancy Area	8,000 sqm
Initial Term	3 yrs
Comments	A lease over 8,000 sqm of industrial land part of a 12,000 sqm holding situated at 65-75 Spencer Street. The property is improved with full gravel hardstand and chain wire and barb security fencing. The tenancy had previously leased at some \$120,000 pa. The gross rental equates to \$11.25/sqm
Comparability	Smaller land area, superior location, superior exposure and superior provision of services. Shows a higher rate per square metre due to smaller land area and superior access and onsite development.

Premises	27 Heinemann Road, Wellcamp, QLD
Rent	\$210,000 pa
Net or Gross	Gross
Date Rent Set	Jul 2016
Tenancy Area	21,000 sqm
Initial Term	5 yrs
Comments	2.1ha of heavy duty hardstand designed for 100 Tonne container loader, balance part of site adjoining a transport depot with secured access and perimeter fencing. The gross rental equates to \$10.00/sqm
Comparability	Smaller land area, superior location and access, superior exposure, superior provision of services and superior improved site. Shows a higher rate per square metre due to smaller land area and superior adjoining infrastructure.

Premises	Linfox, LICENCE B/1 Brookhouse Street, Stuart, QLD
Rent	\$135,000 pa
Net or Gross	Gross
Date Rent Set	Feb 2019
Tenancy Area	21,080 sqm
Initial Term	5 yrs
Options	5 yrs
Rent Review Method	Fixed 2.75% annual increases.
Comments	The property is located in an establishing industrial area in the suburb of Stuart, approximately 9 kilometres south of the Townsville CBD. The property comprises an additional licenced area attached to a head lease that adjoins a railway siding. The property is identified as the "rail access route" with the licence area of 2.108 hectares being full concrete hardstand. The property is currently zoned "Special Purpose". The gross rental equates to \$6/sqm
Comparability	Smaller land area, superior location and access and superior improved site being full concrete hardstand. Shows a higher rate per square metre due to smaller land area and superior level of development.

Premises	Lot 59 Peak Downs Highway, Nebo, QLD
Rent	\$65,400 pa
Net or Gross	Gross
Date Rent Set	Mar 2018
Tenancy Area	10,900 sqm
Initial Term	2 yrs
Options	2 yrs
Comments	Comprises a vacant site within a larger rural holding (approx 130 hectares) with good access to the highway. The licenced area is 10,900sqm and includes full gravel hardstand and security entry into the parent parcel. The gross rental equates to \$6/sqm
Comparability	Smaller land area, superior access and superior level of development. Shows a higher rate per square metre due to smaller land area and superior level of development.

Premises	19 Reward Court, Bohle, QLD
Rent	\$50,200 pa
Net or Gross	Gross
Date Rent Set	Nov 2017
Tenancy Area	10,200 sqm
Initial Term	4 mths
Options	nil
Comments	The tenancy comprises of a 10,200 sqm parcel of land which is fully fenced with concrete driveway. The property has fair exposure and good access to Reward Court. The gross rental equates to \$5/sqm.
Comparability	Shows a higher rate per square metre due to smaller land area, superior access and superior level of development.

Premises	Lots 301-305 Richmond Road, Bowen, QLD
Rent	\$10,670 pa
Net or Gross	Gross
Date Rent Set	Jan 2017
Tenancy Area	33,000 sqm
Term	1 yr
Rent Review Method	6% of three year average site value
Comments	The property is situated on the southern side of Richmond Road in the coastal town of Bowen in Central Qld approximately 4 kilometres from the town centre. Properties in the immediate vicinity are utilised predominantly for industrial purposes or agricultural uses. The tenancy comprises two adjoining Medium Impact Industry zoned parcel of land with Main Road frontage situated in the coastal township of Bowen in Central Queensland. The lots are near level, with a slight fall to the rear boundary and adjoin low lying land to the rear southern boundary. The land is leased under a permit to occupy on a yearly basis at a gross annual rental of \$10,670 ex GST or \$0.32/sqm.
Comparability	Smaller land area, superior location and access. Comparable attributes with respect to land use. Shows a higher rate per square metre due to smaller land area and superior access.

Rental Analysis Summary

Address	Date	Term & Options	Total Rent	Net or Gross	Lettable Area	Overall Rental Rate
65-75 Spencer Street, Roma	Jun-18	3 yrs	\$90,000	Gross	8,000 sqm	\$11
27 Heinemann Road, Wellcamp	Jul-16	5 yrs	\$210,000	Gross	21,000 sqm	\$10
Linfox, LICENCE B/1 Brookhouse Street, Stuart	Feb-19	5 yrs	\$135,000	Gross	21,080 sqm	\$6
Lot 59 Peak Downs Highway, Nebo	Mar-18	2 yrs	\$65,400	Gross	10,900 sqm	\$6
19 Reward Court, Bohle	Nov-17	2 yrs				
		4 mths	\$50,200	Gross	10,200 sqm	\$5
		nil				
Lots 301-305 Richmond Road, Bowen	Jan-17	1 yr	\$10,670	Gross	33,000 sqm	\$0.32
Subject Property (Valuation)	May-20		\$19,278	Gross	64,260 sqm	\$0.30

Market Rent Conclusions:

Rental evidence listed shows a broad range of land and hardstand rental of industrial land in Central Queensland ranging from \$0.32/sqm - \$11.25/sqm, and a tighter range of \$5.0 /sqm - \$11.25 /sqm for tenancies leased with superior levels of development including hardstand, security fencing and direct access. The most comparable rental is considered to be Lease no. 6 being a ground rental of \$0.32/sqm for a State Government Permit to Occupy. Whilst this site is overall considered superior with respect to access having a 114 metre frontage to Richmond Road, it has similar attributes with respect to land use, and occupancy from the adjoining land owner.

When comparing the attributes of the subject property with the rental evidence listed we consider the property's rental value would be lower than rental range given the limited level of development, poor access and substantially larger land area of the subject property compared to the rentals listed.

From our analysis of the market evidence we consider the subject property has a current market gross rental of Thirty Cents (\$0.30) per square metre per annum.

Rental no. 4 was for a 4 month period and showed a gross monthly rental rate of \$4,183/month. Considering the size and access of the subject property to rental no.4 and on the basis of the larger site areas showing a lower rate, we consider the property would have a monthly rental value in the order of \$1,500 - \$1,800 per month ex GST. The market rental derived from our primary approach (\$19,278) equates to \$1607 per month ex GST and is inline with the monthly rental range and on this basis is supportive of a market value of \$19,278 per annum ex GST.

13.0 Valuation Methodology

13.1 Adopted Valuation Approach and Method

The most appropriate valuation approach for a rental valuation of premises of this nature is the market approach whereby the subject premises are compared with rentals of comparable properties.

13.2 Valuation Calculations

Rental Valuation - Lettable Area Basis (and Sensitivity Analysis)			
			Market Rent
Lettable Area:	64,260 sqm	@ \$0.25	\$16,065
	64,260 sqm	@ \$0.30	\$19,278
	64,260 sqm	@ \$0.35	\$22,491
Indicates Market Rent:			\$19,278

13.3 Conclusion

Having regard to the market evidence and the above calculations, from an objective and balanced point of view, we are of the opinion that the Market Rent of the premises is **\$19,278.00 pa ex GST**.

14.0 Rental Value

Market Rent

Market Gross Rent:	\$19,278 pa
---------------------------	--------------------

This valuation is exclusive of GST

Date of Inspection	28 May 2020.
---------------------------	--------------

Date of Valuation	28 May 2020.
--------------------------	--------------

Signatories



Tim Adams AAPI CPV
Senior Valuer
API No: 66172 QVRB No: 1870
Primary Valuer
PH 0400 843 695
tim.adams@opteonsolutions.com

Important

This valuation is subject to the definitions, qualifications and disclaimers and other comments contained within this report.

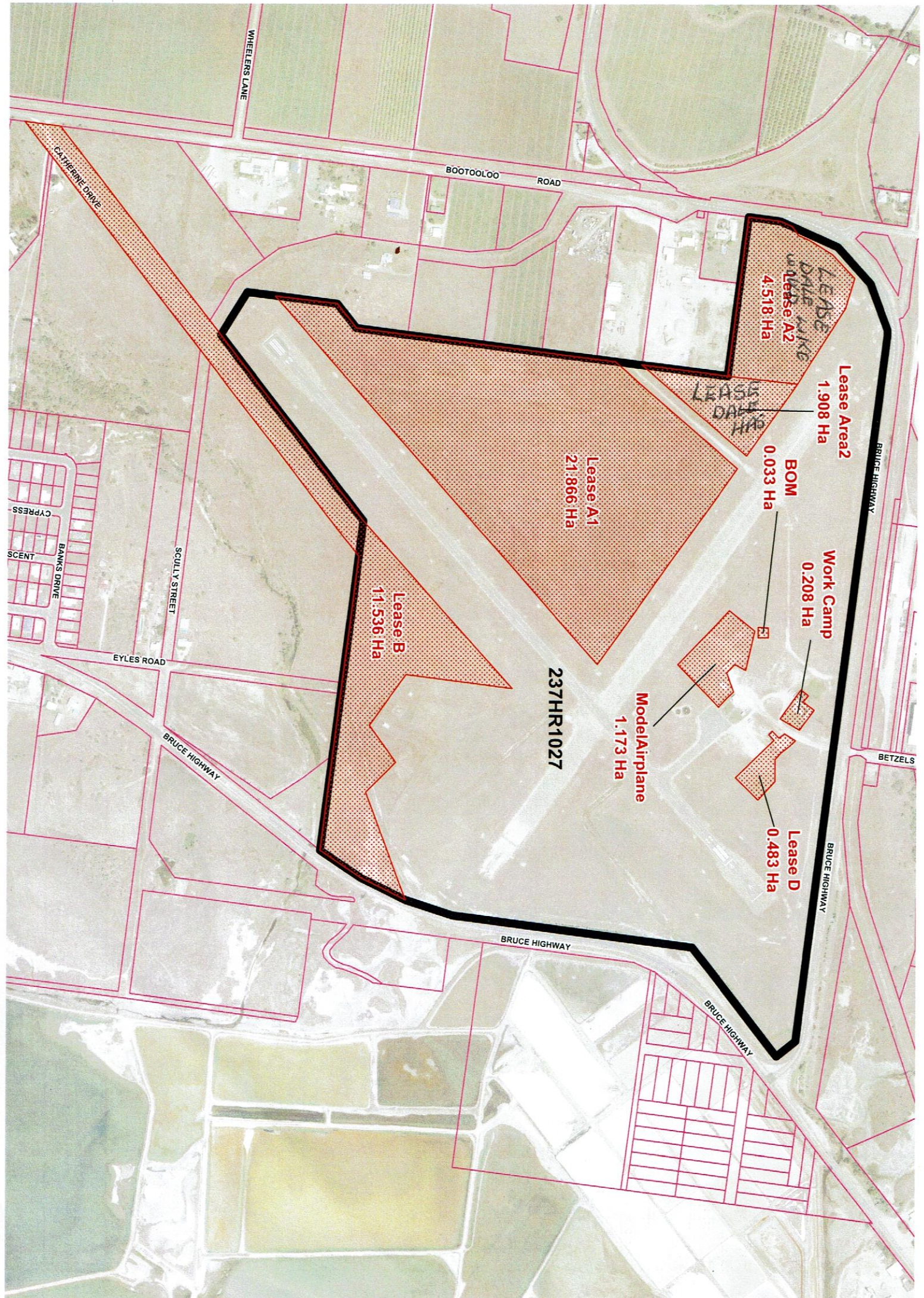
15.0 Assumptions, Conditions & Limitations

Area Disclaimer	<i>In the event actual surveyed areas of the property are different to the areas adopted in this valuation the survey should be referred to the valuer for comment on any valuation implications. We reserve the right to amend our valuation in the event that a formal survey of areas differs from those detailed in this report.</i>
Asbestos Disclaimer	<i>We are not experts in the identification of Asbestos and therefore, in the absence of an environmental consultant's report concerning the presence of any asbestos fibre within the subject property, this valuation is made on the assumption that there is no: asbestos material present; health risk from asbestos within the property; or there is any material expense relating to the repair, management or replacement of asbestos materials in the foreseeable future. Should an expert's report establish that there is an asbestos related health risk or a requirement to undertake asbestos remediation works then we reserve the right to review this valuation.</i>
Building Services Disclaimer	<i>No documentation or certification has been sighted to verify the condition of building services, and we have assumed that all building services are: adequate in specification; in good operational condition; and satisfactorily maintained.</i>
Environmental Disclaimer	<i>This report is not an environmental audit and no advice is given in any way relating to environmental or pollution matters. Any comments given as to environmental or pollution factors in relation to the property are not given in the capacity as an expert. This assessment of value is on basis that the property is free of contamination or environmental issues affecting the property not made known to the valuer. In the event the property is found to contain contamination the matter should be referred to this office for comment. Given contamination issues can have an impact on the Market Value of the property, we reserve the right to review and if necessary vary our valuation if any contamination or other environmental hazard is found to exist.</i>
Full Disclosure Disclaimer	<i>Whilst we have attempted to confirm the veracity of information supplied, the scope of work did not extend to verification of all information supplied or due diligence. Our valuation and report has been prepared on the assumption the instructions and information supplied has been provided in good faith, is not in any way misleading or deceptive, contains a full disclosure of all information that is relevant, there are no undisclosed agreements in place that affect the property. The valuer and valuation firm does not accept any responsibility or liability whatsoever in the event the valuer has been provided with insufficient, false or misleading information.</i>
Geotechnical	<i>We have not sighted a geotechnical engineers' survey of the property. We are not experts in the field of civil or geotechnical engineering and we are therefore unable to comment as to the geotechnical integrity of the ground and soil conditions. It is specifically assumed that there are no adverse geotechnical conditions that compromise the utility of the property for the current or highest and best use. In the event there is found to be adverse ground conditions we recommend the matter be referred to this Company for comment.</i>
GST	<i>All amounts and values in this report are exclusive of GST unless otherwise specified. If there is any uncertainty as to the treatment of GST we recommend you seek advice from a qualified accountant.</i>
Identification	<i>The property has been identified as per details provided within this report. The identification comments are not provided in the capacity of an expert, and a surveyor (not a valuer) would be able to confirm the identification of the property and/or any encroachments by way of undertaking a site survey.</i>
Leases and Rents	<i>This valuation is based on the lease terms and conditions summarised within this report sourced from a review of the available lease documentation and tenancy schedules made available. This valuation is made on the basis that the tenants are paying rent in accordance with the lease agreements and there are no undisclosed rental subsidies, or other incentives that have been provided by the lessor. Our valuation assumes there are no material breaches of the essential terms of existing Leases by the existing Lessees and no material rental arrears at the date of Valuation.</i>
Market Change	<i>This valuation is current as at the Date of Valuation only. The value assessed herein may change significantly and unexpectedly over a relatively short period (including as a result of general market movements or factors specific to the particular property). We do not accept liability for losses arising from such subsequent changes in value. Where the valuation is being relied upon for mortgage purposes, without limiting the generality of the above comment, we do not assume any responsibility or accept any liability where this valuation is relied upon after the expiration of 90 days from the date of the valuation, or such earlier date if you become aware of any factors that have any effect on the valuation. We recommend the valuation be reviewed at regular intervals.</i>
Market Evidence Information Availability	<i>In preparing this valuation we have undertaken those investigations reasonably expected of a professional valuer having regard to normal industry practice so as to obtain the most relevant, available, comparable market evidence. Whilst we believe the market information obtained to be accurate, all details may not have been formally verified.</i>

Photographs	<i>The photos used in this valuation report may not have been taken by Opteon (Third Party Photos). Where possible, a photo that has been sourced from a third party (other than the property contact who has not been attributed) has been attributed in the valuation report to the source from which Opteon obtained the photo. Opteon makes no warranties or representations in respect of, and is unable to assign to the Client, any intellectual property rights subsisting in the Third Party Photos.</i>
Planning Disclaimer	<i>Town planning and zoning information was informally obtained from the relevant local and State Government authorities and is assumed to be correct. Should the addressee require formal confirmation of planning issues then we recommend formal application be made to the relevant authorities to confirm planning details.</i>
Publication of Report	<i>The publication of the valuation or report in whole or any part, or any reference thereto, or the names and professional affiliations of the valuers is prohibited without the prior written approval of the valuer as to the form and context in which it is to appear.</i>
Site Survey Disclaimer	<i>This report is not a site survey and no advice is given in any way relating to survey matters. Any comments given in relation to the property are not given in the capacity as an expert, however, are based on our inspection (where relevant) of the property and review of the Certificate of Title plans. Should the addressee require absolute certainty in relation to the site area, dimensions or possible encroachments we recommend that a surveyor be engaged to provide appropriate advice and a survey of the property if considered necessary. In the event there are any fundamental inconsistencies between any site survey undertaken and site detail adopted in this valuation, the survey should be referred to the valuer for comment on any valuation implications (including amendment of our valuation if considered necessary).</i>
Structural Disclaimer	<i>This report is not a structural survey and no advice is given in any way relating to structural matters. Any opinion given as to the condition of the improvements on the property is not given in the capacity as an expert. A structural report on the building and/or its plant and equipment has not been sighted, and nor have we inspected unexposed or inaccessible portions of the premises. Therefore we cannot comment on the structural integrity, any defects, rot or pest infestation (or damage from pest infestation) of the improvements, any use of asbestos or other materials now considered hazardous or areas of non-compliance with the Building Code of Australia, other than matters which are obvious and which are noted within this report. This valuation assumes the building is structurally sound; that building services are adequate and appropriately maintained; the building complies with applicable Council, building, health, safety and fire regulations, laws, bylaws, rules, licences, permits and directives; and is free of asbestos or other defects, unless specified otherwise. Should an expert's report establish that there is any damage of the varieties noted above then we reserve the right to review this valuation.</i>
Third Party Disclaimer	<i>This report has been prepared for the private and confidential use of our client, Whitsunday Regional Council and the nominated other authorised users, for the specified purpose and it should not be relied upon by any other party for any purpose and the valuer shall not have any liability to any party who does so. The report should not be reproduced in whole or part without the express written authority of Opteon Property Group Pty Ltd. Our warning is registered here, that any party, other than those specifically named in this report as our client or authorised user should obtain their own valuation before acting in any way in respect of the subject property.</i>
Third Party Information	<i>In preparing the valuation report the valuer may have relied on information, documents and data provided by third parties (Third Party Information). Whilst the valuer has taken reasonable steps to verify the accuracy and completeness of the Third Party Information, the valuer does not make any warranties or representations about the accuracy or completeness of that Third Party Information and will not be liable for any loss that may arise as a direct or indirect consequence of any Third Party Information being incomplete, inaccurate or misleading due to the fraud or recklessness of a provider of the Third Party Information.</i>

APPENDIX 1

LEASED AREA DIAGRAM



WHEELERS LANE

BOOTOOLOO ROAD

CATHERINE DRIVE

CYPRESS SCENT
BANKS DRIVE

SCULLY STREET

EYLES ROAD

BRUCE HIGHWAY

BRUCE HIGHWAY

BRUCE HIGHWAY

BRUCE HIGHWAY

BETZELS

Lease Area2
1.908 Ha

LEASE DATE A2
4.518 Ha

LEASE DATE B2

BOM
0.033 Ha

Work Camp
0.208 Ha

Lease D
0.483 Ha

Model Airplane
1.173 Ha

237HR1027

Lease A1
21.866 Ha

Lease B
11.536 Ha

11. Corporate Services

11.5 TENDER EVALUATION – 500.2020.0063 PROVISION OF INTERNAL AUDIT SERVICES

AUTHOR: Peter Shuttlewood – Executive Manager Procurement, Property & Fleet

RESPONSIBLE OFFICER: Jason Bradshaw – Director Corporate Services

OFFICER'S RECOMMENDATION

That Council award contract 500.2020.0063 Provision of Internal Audit Services to O'Connor Marsden & Associates Pty Limited for a schedule of rates contract to the estimated amount of \$165,120.00 (excluding GST) for the three year contract period and an additional \$110,080.00 (excluding GST) for the two additional twelve month extensions at Council's discretion.

The following report has been submitted for inclusion into Council's Ordinary Council Meeting to be held on 14 October 2020.

SUMMARY

Whitsunday Regional Council (Council) require an experienced Supplier from accounting, advisory and audit services firms for the supply and delivery of Internal Audit Services, to compliment the work undertaken by Council's external auditors, in accordance with Section 207 of the Local Government Regulations 2012. The existing internal audit contract had not been reviewed for some time.

PURPOSE

To present to Council for consideration the Evaluation Panel's Recommendation to award the contract for 500.2020.0063 Provision of Internal Audit Services.

BACKGROUND

Section 105 of the Local Government Act 2009 requires Council to establish an efficient and effective internal audit function. The objective of this function is to enhance and protect organisational value by providing risk-based and objective assurance, advice, and insight on:

- a) reliability and integrity of information;
- b) efficiency, effectiveness, economy and ethics of operations;
- c) effectiveness and efficiency of resource usage;
- d) safeguarding of assets;
- e) compliance with laws, regulations, policies, procedures and contracts;
- f) opportunities for fraud and corruption;
- g) adequacy and effectiveness of the risk management framework; and
- h) opportunities for organisational improvement.

The Contract will be non-exclusive, and Council reserves the right to engage related service providers outside of this Contract.

The existing internal auditor's (Crowe) have been working with Council for about seven years and it has been deemed appropriate to go back to the market to identify the best value for Council and to ensure ongoing independence and integrity of the audit function. The Audit Committee meets about 6 times each year to oversight the reports of internal and external

audit and provide advice to Council on the overall effectiveness of the control environment and financial reporting and compliance, including risk management.

STATUTORY/COMPLIANCE MATTERS

The Local Government Act 2009 and Local Government Regulation 2012 will apply as will Australian Accounting and Auditing Standards. Council has an obligation to maintain an internal audit function in accordance with the above standards.

The procurement process has been conducted in accordance with Council's policy and legislative obligations.

ANALYSIS

A Request for Tender (RFT) was released on 29th July 2020 and as advertised as follows:

- a) LG Tenderbox;
- b) Newspapers:
 - i. Whitsunday News; and
 - ii. Townsville Bulletin.

The Evaluation Panel for this tender comprised of:

Name	Position/Role
Norman Garsden	Manager - Governance and Administration
Stephen Fernando	CFO/Manager Financial Services
Jason Bradshaw	Director Corporate Services

Table 1 – Evaluation Panel Members

There were thirteen (13) submissions received by 2.00 pm on Thursday 20th August 2020 as follows:

- a) AMW (Audit) Pty Ltd T/As Anderson Munro & Wyllie;
- b) Brown and Bird Consulting Pty Ltd;
- c) Findex (Aust) Pty Ltd T/As Crowe Australasia;
- d) Deloitte Risk Advisory Pty Limited;
- e) Grant Thornton Australia Ltd;
- f) KPMG;
- g) Mead Perry Group Pty Ltd;
- h) National Audits Group Pty Ltd;
- i) O'Connor Marsden & Associates Pty Limited;
- j) P.A Camenzuli & Others T/As Pitcher Partners;
- k) Cameron Arthur Bradley & S Lindemann & L.J Murphy T/As PKF Brisbane Audit;
- l) RSM Australia Pty Ltd As The Trustee For Birdanco Practice Trust;
- m) Allara Vca Trust & Others T/As Vincents Chartered Accountants.

An initial compliance check was conducted on the tender submissions to identify if the responses were non-conforming with the requirements of the RFT. This included compliance with contractual requirements and provision of requested information.

All tenderers were marked as conforming and progressed to the qualitative criteria assessment on the basis that all the terms, conditions and mandatory requirements of the RFT had been met.

The Qualitative Criteria of each submission was assessed with the following weightings applied:

- | | | |
|----|---------------------------------------|-----|
| a) | Relevant Experience and Key Personnel | 20% |
| b) | Pricing | 40% |
| c) | Demonstrated Understanding | 20% |
| d) | Tenderers Resources & Availability | 10% |
| e) | Local Supplier | 10% |

Below is a summary of the final assessment:

Respondents	Evaluation panel averaged Score	Total rank
AMW (Audit) Pty Ltd T/As Anderson Munro & Wyllie	65.0%	7
Brown And Bird Consulting Pty Ltd	56.0%	10
Findex (Aust) Pty Ltd T/As Crowe Australasia	49.0%	11
Deloitte Risk Advisory Pty Limited	75.5%	5
Grant Thornton Australia Ltd	56.3%	9
KPMG	76.9%	2
Mead Perry Group Pty Ltd	27.0%	13
National Audits Group Pty Ltd	69.2%	6
O'Connor Marsden & Associates Pty Limited	77.3%	1
P.A Camenzuli & Others T/As Pitcher Partners	47.4%	12
Cameron Arthur Bradley & S Lindemann & L.J Murphy T/As PKF Brisbane Audit	62.7%	8
RSM Australia Pty Ltd As The Trustee For Birdanco Practice Trust	76.3%	3
Allara Vca Trust & Others T/As Vincents Chartered Accountants	75.8%	4

Table 2 – Final Results

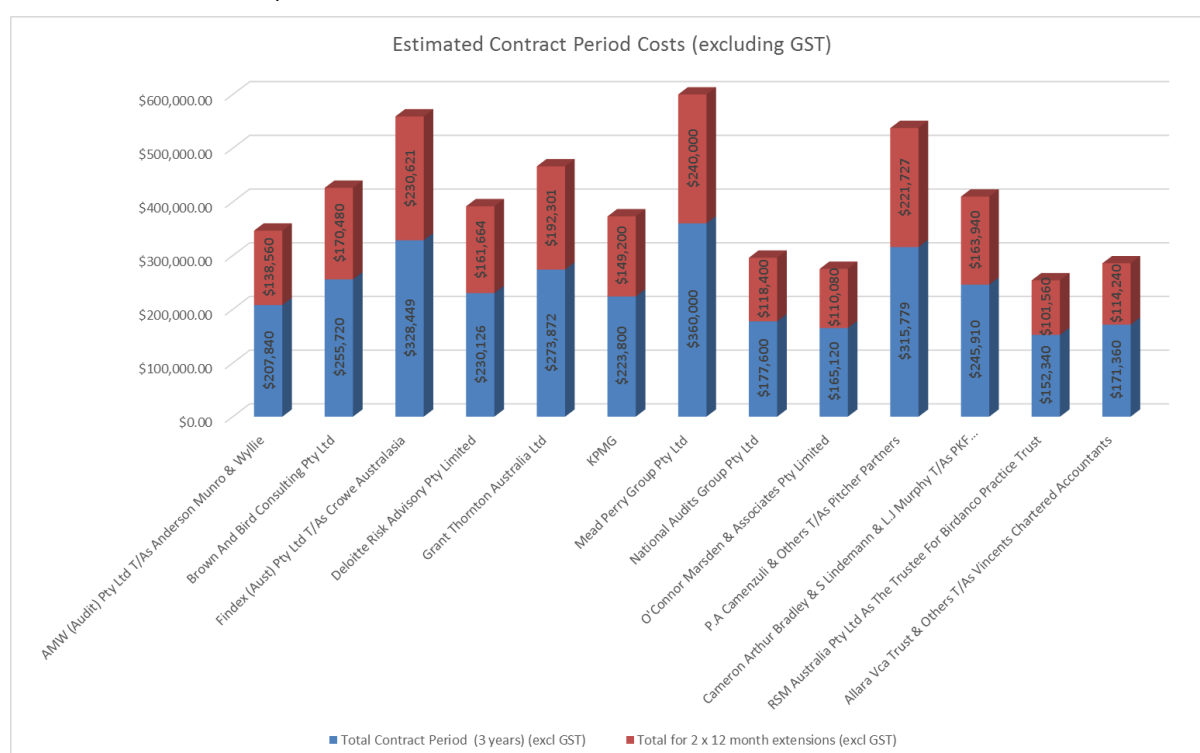
To accurately compare the Tenderers' pricing, calculations were based on the following assumptions over the period of the contract:

- a) Eight (8) Audits per year with approximately five (5) days to complete each Audit (based on an eight (8) hour day);

- b) With the following percentages for each of the key personnel's involvement per Audit:
- Partner's 10%,
 - Snr Manager (Associate) 15%,
 - Manager 25%,
 - Senior Analyst 30%; and
 - Analyst 20%.

Based on the above, the most competitive Tenderer was RSM Australia Pty Ltd as The Trustee for Birdanco Practice Trust by 8% (\$21,300.00) compared to O'Connor Marsden & Associates Pty Limited.

The below graph displays the pricing difference between the thirteen (13) Tenderers based on the total contract term of three (3) years with an additional two x twelve-month extensions at Council discretion):



Graph 1 – Pricing Comparison

STRATEGIC IMPACTS

Theme 1 - Governance and Leadership

1.1.1 Provide open, accountable and transparent leadership that ensures community confidence in Council and achieves positive outcomes for the Whitsunday region.

1.1.2 Maintain and enhance Council's Governance Framework to ensure the provision of best practice, accountable and transparent decision-making, which supports Council in meeting its legislative responsibilities

The Budget for Internal Audit is allocated annually and will be managed within the existing budget allocation.

Risk management is an important component of the internal audit function and will be part of the initial work in this service, to conduct an environment audit and identify key aspects for further audit and investigation.

CONSULTATION

Brenda Tengbom – Contract Coordinator – Corporate Service
Norm Garsden – Manager Governance and Administration
Stephen Fernando – Manager Financial Services/CFO
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

Based on the scores from the evaluation, O'Connor Marsden & Associates Pty Limited scored the highest percentage overall with 77.3% and have demonstrated they:

- a) Understand Council's requirements and expectations for this service;
- b) Have nominated an experienced and specialised project team; and
- c) Have competitive rates as referred to in Clause 6.2.2.

The Evaluation Panel recommends that O'Connor Marsden & Associates Pty Limited be awarded the Contract for 500.2020.0063 Provision of Internal Audit Services for the estimated amount of \$165,120.00 (excluding GST) for the three year contract period and an additional \$110,080.00 (excluding GST) for the two additional twelve month extensions at Council's discretion, as it represents the most advantageous outcome to Whitsunday Regional Council.

ATTACHMENTS

N/A

12. Development Services

12.1 AMENDMENTS TO PART 5 OF THE WHITSUNDAY PLANNING SCHEME 2017 - TABLES OF ASSESSMENT AND SUBSEQUENT CODE AMENDMENTS

AUTHOR: Mary Partridge – Strategic Planner

RESPONSIBLE OFFICER: Neil McGaffin – Director of Planning and Development

OFFICER'S RECOMMENDATION

That Council adopt the amendments outlined in attachment 1 for inclusion in the Major Amendment to the Whitsunday Planning Scheme 2017, including any necessary administrative amendments, to reduce red tape and to make application processing more efficient.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

Proposed amendments to the Tables of Assessment and subsequent amendments to the Business Activities Code for inclusion in the Major Amendment to the Whitsunday Planning Scheme 2017.

PURPOSE

The purpose of this report is for Council to consider the proposed amendments to the Whitsunday Planning Scheme 2017.

BACKGROUND

At the Ordinary Meeting of Council on 11 October 2017 Resolution number 2017/10/11.11:

"Council resolves to make a Major amendment to the *Whitsunday Regional Council Planning Scheme 2017*".

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016;
Planning Regulation 2017; and
Ministers Guidelines and Rules 2017.

ANALYSIS

In Part 5 of the Planning Scheme – Tables of Assessment, several uses are categorised "*Code assessment if complying with the acceptable outcomes of the applicable code(s). Otherwise Impact Assessment*".

Access easements are categorised as – "*Code assessment (where for an access easement) if compliant with the acceptable outcomes of the Reconfiguring a lot code, including the minimum lot size set out in Table 9.4.6.3.2 (Minimum lot sizes and dimensions).*"

To accurately determine if an application complies with all the nominated benchmarks would necessitate an entire assessment of the application. The amendments to the tables of

assessment, as per **Attachment 1**, will enable assessment officers to determine the level of assessment of an application more efficiently. The amendments proposed in **Attachment 1** are supported by the amendments to the Business Activities Code, as per **Attachment 2**, which will put limitations on Shop and Food and drink outlet uses, to ensure an appropriate scale is maintained. These amendments will provide applicants with a greater level of clarity regarding the level of assessment required for the nominated uses in the identified zones. **Attachment 3** – Technical Memo 106 identifies the reasoning for each of the proposed amendments.

It is noted that any adopted amendments will be reflected in the Airlie Beach Local Plan and Bowen Local Plan as required for consistency.

STRATEGIC IMPACTS

The proposed amendments will enable a more efficient processing of the relevant development applications, which will optimise officer time resourcing. If the proposed amendments are not included in the Major Amendment package, there will be continued risks to Service Delivery and associated Financial losses.

CONSULTATION

Shane Neville – Manager Strategic Planning
Doug Mackay – Acting Manager Development Assessment
Neil McGaffin - Director Planning & Development
Jonathan Cutting – Strategic Planning

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 proposed amendments will improve the functionality and usability of the Planning Scheme, which will benefit both applicants and assessing officers. It is recommended the amendments be included in the Major Amendment package to the Whitsunday Planning Scheme 2017.

ATTACHMENTS

Attachment 1 – Proposed Planning Scheme amendments – Tables of Assessment
Attachment 2 – Proposed Planning Scheme amendments – Business Activities Code
Attachment 3 – Technical Memo 106

Attachment 1 – Proposed Planning Scheme amendments – Tables of Assessment

Additions in red text. Deletions in ~~red/strikethrough~~ text.

Table 5.5.1 Community facilities zone

Community facilities		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Accommodation activities		
Community residence	Code assessment if complying with the acceptable outcomes of the applicable code(s): (a) for the reuse of an existing building used for a residential purpose; and (b) involving no building work; or (c) only minor building work.	Dwelling house code Community facilities zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme

Table 5.5.2 District centre zone

District centre		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Business activities		
Agricultural supplies store	Code assessment if complying with the acceptable outcome of the applicable code(s). AO4.1 of the Business activities code.	Business activities code District centre zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme

Table 5.5.5 High impact industry zone

High impact industry		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Business activities		
Office	Code assessment if complying with the acceptable outcomes of the applicable code(s) ancillary to an Industry activity on the site.	Business activities code High impact industry zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme

Table 5.5.8 Low density residential zone

Low density residential		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Business activities		
Shop	Code assessment if for a corner store. complying with the acceptable outcomes of the applicable codes(s).	Business activities code Low density residential zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme

Table 5.5.9 Low impact industry zone

Low impact industry		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Business activities		
Office	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Low impact industry zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Other activities		
Telecommunications facility	Code assessment if complying with AO1.1 of the Telecommunications facilities code. complying with the acceptable outcomes of the applicable code(s)	Telecommunications facility code Low impact industry zone code Infrastructure code
	Otherwise impact assessment	The Planning Scheme

Table 5.5.10 Low-medium density residential zone

Low-medium density residential		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Business activities		
Shop	Code assessment if for a corner store. complying with the acceptable outcomes of the applicable codes(s).	Business activities code Low density residential zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme

Table 5.5.11 Major centre zone

Major centre		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Business activities		

Major centre		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Shopping centre	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Entertainment activities		
Bar	Accepted development if: (a) complying with the acceptable outcomes of the applicable code(s); and (b) involving no building work; or (c) only minor building work.	Business activities code Transport and parking code
	Otherwise Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Club	Accepted development if: (a) complying with the acceptable outcomes of the applicable code(s); and (b) involving no building work; or (c) only minor building work.	Business activities code Transport and parking code
	Otherwise Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Function facility	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Hotel	Accepted development if: (a) complying with the acceptable outcomes of the applicable code(s); and (b) involving no building work; or (c) only minor building work.	Business activities code Transport and parking code
	Otherwise Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Theatre	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code

Major centre		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
	Otherwise impact assessment	The Planning Scheme

Table 5.5.12 Medium impact industry zone

Medium impact industry		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Business activities		
Office	Code assessment if complying with the acceptable outcomes of the applicable code(s) ancillary to an Industry activity on the site.	Business activities code Medium impact industry zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Community activities		
Funeral Parlour	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Medium impact industry zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Other activities		
Telecommunications facility	Code assessment if complying with AO1.1 of the Telecommunications facilities code. complying with the acceptable outcomes of the applicable code(s)	Telecommunications facility code Medium impact industry zone code Infrastructure code
	Otherwise impact assessment	The Planning Scheme

Table 5.5.19 Tourist Accommodation zone

Tourist accommodation		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Business activities		
Food and drink outlet	Code assessment if complying with AO12.1 and AO12.3 of the Business Activities Code. the acceptable outcomes of the applicable code(s)	Business activities code Tourist accommodation zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme
Shop	Code assessment if complying with AO12.2 and AO12.3 of the Business Activities Code. the acceptable outcomes of the applicable code(s)	Business activities code Tourist accommodation zone code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme

Table 5.5.20 Waterfront and marine industry zone

Waterfront and marine industry		
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
Other activities		
Telecommunications facility	Code assessment if complying with AO1.1 of the Telecommunications facilities code. complying with the acceptable outcomes of the applicable code(s)	Telecommunications facility code Waterfront and marine industry zone code Infrastructure code
	Otherwise impact assessment	The Planning Scheme

Table.1 Reconfiguring a lot

Reconfiguration of a lot		
Zone	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development
All other zones	Code assessment (where for an access easement) if compliant with the acceptable outcomes of the Reconfiguring a lot code, including the minimum lot size set out in Table 9.4.6.3.2 (Minimum lot sizes and dimensions)	Relevant zone code Reconfiguring a lot code Excavation and filling code Infrastructure code Landscaping code Transport and parking code
	Otherwise impact assessment	The Planning Scheme

Attachment 2 – Proposed Planning Scheme amendments – Business Activities Code

Additions in red text. Deletions in ~~red/strikethrough~~ text.

Requirements for a Business activity in the Tourist Accommodation Zone			
PO12	A Business activity in the tourist accommodation zone is: (a) appropriately located, taking into account the size and configuration of the area and the location of other existing or approved business activities; and (b) compatible with the scale and intensity of development in the neighbourhood.	AO12.1	The Food and drink outlet is located more than 400m radial distance from any: (a) existing Food and drink outlet; (b) site with a current approval for a Food and drink outlet; or (c) land included in a centre zone.
		AO12.2	The Shop is located more than 400m radial distance from any: (a) existing shop; (b) site with a current approval for a shop; or (c) land included in a centre zone.
		AO12.3	The building in which the business activity is located does not exceed a gross floor area of 150m ² .

Memorandum

DATE:	24 March 2020
TO:	Shane Neville, Manager Strategic Planning
FROM:	Mary Partridge, Strategic Planner
SUBJECT:	MEMO 106 – Tables of Assessment – Trigger from Code Assessment to Impact Assessment being compliance with Acceptable Outcomes of numerous Codes

ISSUE

In Part 5 of the Planning Scheme – Tables of Assessment, several uses are categorised “*Code assessment if complying with the acceptable outcomes of the applicable code(s). Otherwise Impact Assessment*”.

Access easements are subject to similar categorising wording – “*Code assessment (where for an access easement) if compliant with the acceptable outcomes of the Reconfiguring a lot code, including the minimum lot size set out in Table 9.4.6.3.2 (Minimum lot sizes and dimensions).*”

To accurately determine if an application complies with all the nominated benchmarks would necessitate an entire assessment of the application. This is an inefficient and impractical requirement to ascertain the appropriate level of assessment for an application.

DISCUSSION

The above tables of assessment have been replicated below with recommended amendments to the category of development and assessment in red or ~~red/strikethrough~~ text and an additional column with comments regarding the proposed amendment.

Table 5.5.1 Community facilities zone

Community facilities			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Accommodation activities			
Community residence	Code assessment if complying with the acceptable outcomes of the applicable code(s):	Dwelling house code Community facilities zone code Infrastructure code Landscaping code	If an existing residential building is within a Community facilities zone, then the reuse of that building as a Community

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

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

Memorandum

Community facilities			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
	(a) for the reuse of an existing building used for a residential purpose; and (b) involving no building work; or (c) only minor building work.	Transport and parking code	residence is considered an appropriate activity. Accommodation activities are not particularly consistent with the intent of the Community facilities zone, therefore, new buildings intended for this purpose should not be supported in this zone. Furthermore, Community residences, by the use definition, are small scale. Therefore, is it considered that this use, where in an existing residential building, would be of a scale that would not prejudice the development in the area of uses more consistent with the intent of the zone.
	Otherwise impact assessment	The Planning Scheme	

Table 5.5.2 District centre zone

District centre			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Business activities			
Agricultural supplies store	Code assessment if complying with the acceptable outcome of the applicable code(s). AO4.1 of the Business activities code.	Business activities code District centre zone code Infrastructure code Landscaping code Transport and parking code	This use can often result in bulky buildings which negatively impact the amenity of an area. A key acceptable outcome mitigating building mass and composition is AO4.1 which reads as follows: <i>Except where otherwise provided for in a zone or local plan code:</i>
	Otherwise impact assessment	The Planning Scheme	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) **F:** (07) 4945 0222 **E:** info@whitsundayrc.qld.gov.au **www:** www.whitsundayrc.qld.gov.au

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

Memorandum

District centre			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
			(a) site cover of a building does not exceed: (i) 70% for that part of a building not exceeding 8.5m in height; and (ii) 50% for that part of a building exceeding 8.5m in height; (b) buildings are set back from street frontages: (i) not more than 3m for that part of a building not exceeding 8.5m in height; and (ii) at least 6m for that part of a building exceeding 8.5m in height; and (c) buildings are set back from other site boundaries: (i) 0m, if not exceeding 8.5m in height and adjoining an existing blank wall or vacant land on an adjoining site; (ii) at least 3m, if not exceeding 8.5m in height and adjoining an existing wall with openings on an adjoining site; and (iii) at least 6m for that part of a building exceeding 8.5m in height. There are no specific provisions in the District centre zone which would vary these requirements. It

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) **F:** (07) 4945 0222 **E:** info@whitsundayrc.qld.gov.au **www:** www.whitsundayrc.qld.gov.au

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

Memorandum

District centre			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
			is considered more efficient to reference the specific outcome rather than replicate its provisions in the TOA.

Table 5.5.5 High impact industry zone

High impact industry			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Business activities			
Office	Code assessment if complying with the acceptable outcomes of the applicable code(s) ancillary to an Industry activity on the site	Business activities code High impact industry zone code Infrastructure code Landscaping code Transport and parking code	Office uses in the High impact industry zone are only supported by the intent of the zone code where they are ancillary to the industry uses on the same site. Identifying this in the TOA improves clarity.
	Otherwise impact assessment	The Planning Scheme	

Table 5.5.8 Low density residential zone

Low density residential			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Business activities			
Shop	Code assessment if for a corner store. complying with the acceptable outcomes of the applicable codes(s).	Business activities code Low density residential zone code Infrastructure code Landscaping code Transport and parking code	A Business activity is not consistent with the intent of a residential zone and should therefore only be Code assessable where it will integrate with the amenity of a residential area. There are specific provisions in the Business activities code relating to corner stores (Maximum 150m ²) and the
	Otherwise impact assessment	The Planning Scheme	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222

E: info@whitsundayrc.qld.gov.au

www.whitsundayrc.qld.gov.au

Memorandum

Low density residential			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
			definition also requires a maximum of 150m ² .

Table 5.5.9 Low impact industry zone

Low impact industry			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Business activities			
Office	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Low impact industry zone code Infrastructure code Landscaping code Transport and parking code	Office uses in the Low impact industry zone are supported by the intent of the zone code where they do not compromise the function of, or ability to establish, industry activities. This control is determined and achieved through the assessment process and there are adequate requirements in the applicable assessment benchmarks that it is not considered necessary to identify further stipulation in the TOA or to have the trigger to Impact assessment.
	Otherwise impact assessment	The Planning Scheme	
Other activities			
Telecommunications facility	Code assessment if complying with AO1.1 of the Telecommunications facilities code. complying with the acceptable outcomes of the applicable code(s)	Telecommunications facility code Low impact industry zone code Infrastructure code	AO1.1 from the Telecommunication facilities code is the primary quantifiable outcome relating to Telecommunications facilities where non-compliance would warrant Impact assessment – primarily public notification.
	Otherwise impact assessment	The Planning Scheme	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) **F:** (07) 4945 0222

E: info@whitsundayrc.qld.gov.au

www.whitsundayrc.qld.gov.au

Memorandum

Low impact industry			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
			AO1.1 - The telecommunications facility is located at least: (a) 400m from any residential activity; (b) 500m from any childcare centre, community care centre, educational establishment or park; (c) 20m from any public pathway; and (d) 1km from any other existing or approved telecommunications facility, except where a co-located telecommunications tower uses a single structure

Table 5.5.10 Low-medium density residential zone

Low-medium density residential			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Business activities			
Shop	Code assessment if for a corner store. complying with the acceptable outcomes of the applicable codes(s).	Business activities code Low density residential zone code Infrastructure code Landscaping code Transport and parking code	A Business activity is not consistent with the intent of a residential zone and should therefore only be Code assessable where it will integrate with the amenity of a residential area. There are specific provisions in the Business activities code relating to corner stores (Maximum 150m ²) and the definition also requires a maximum of 150m ² .
	Otherwise impact assessment	The Planning Scheme	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) **F:** (07) 4945 0222 **E:** info@whitsundayrc.qld.gov.au **www:** www.whitsundayrc.qld.gov.au

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

Memorandum

Table 5.5.11 Major centre zone

Major centre			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Business activities			
Shopping centre	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code	Shopping centre is a consistent with the intent of the Major centre zone code. It is unlikely that there is a scenario where Impact Assessment would be considered necessary.
	Otherwise impact assessment	The Planning Scheme	
Entertainment activities			
Bar	Accepted development if: (a) complying with the acceptable outcomes of the applicable code(s); and (b) involving no building work; or (c) only minor building work.	Business activities code Transport and parking code	Amendment 105 identifies the amendment for this use in the Major centre zone.
	Otherwise Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code	
	Otherwise impact assessment	The Planning Scheme	
Club	Accepted development if: (a) complying with the acceptable outcomes of the applicable code(s); and (b) involving no building work; or (c) only minor building work.	Business activities code Transport and parking code	Amendment 105 identifies the amendment for this use in the Major centre zone.
	Otherwise Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code	
	Otherwise impact assessment	The Planning Scheme	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

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

Memorandum

Major centre			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Function facility	Code assessment if complying with the if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code	Code assessment against the identified codes provides adequate scope to ensure development is appropriately designed and located. It is considered that Impact assessment is not reasonable for this use in this zone.
	Otherwise impact assessment	The Planning Scheme	
Hotel	Accepted development if: (a) complying with the acceptable outcomes of the applicable code(s); and (b) involving no building work; or (c) only minor building work.	Business activities code Transport and parking code	Amendment 105 identifies the amendment for this use in the Major centre zone.
	Otherwise Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code	
	Otherwise impact assessment	The Planning Scheme	
Theatre	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Business activities code Major centre zone code Infrastructure code Landscaping code Transport and parking code	A Theatre use is consistent with the intent of the zone. Code assessment against the identified codes provides adequate scope to ensure development is appropriately designed and located. It is considered that Impact assessment is not reasonable for this use in this zone.
	Otherwise impact assessment	The Planning Scheme	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

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

Table 5.5.12 Medium impact industry zone

Medium impact industry			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Business activities			
Office	Code assessment if ancillary to an Industry activity on the site. if complying with the acceptable outcomes of the applicable code(s)	Business activities code Medium impact industry zone code Infrastructure code Landscaping code Transport and parking code	Office uses in the Medium impact industry zone are only supported by the intent of the zone code where they are ancillary to the industry uses on the same site. Identifying this in the TOA improves clarity.
	Otherwise impact assessment	The Planning Scheme	
Community activities			
Funeral Parlour	Code assessment if complying with the acceptable outcomes of the applicable code(s)	Medium impact industry zone code Infrastructure code Landscaping code Transport and parking code	Funeral parlours in the Medium impact industry zone are supported by the intent of the zone code where they do not compromise the function of, or ability to establish, industry activities. This control is determined and achieved through the assessment process and there are adequate requirements in the applicable assessment benchmarks that it is not considered necessary to identify further stipulation in the TOA or to have the trigger to Impact assessment.
	Otherwise impact assessment	The Planning Scheme	
Other activities			
Telecommunications facility	Code assessment if complying with AO1.1 of the Telecommunications facilities code. complying with the acceptable outcomes of the applicable code(s)	Telecommunications facility code Medium impact industry zone code Infrastructure code	AO1.1 from the Telecommunication facilities code is the primary quantifiable outcome relating to Telecommunications facilities where non-compliance would warrant

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) **F:** (07) 4945 0222

E: info@whitsundayrc.qld.gov.au

www.whitsundayrc.qld.gov.au

Memorandum

Medium impact industry			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
	Otherwise impact assessment	The Planning Scheme	Impact assessment – primarily public notification. <i>AO1.1 - The telecommunications facility is located at least: (a) 400m from any residential activity; (b) 500m from any childcare centre, community care centre, educational establishment or park; (c) 20m from any public pathway; and (d) 1km from any other existing or approved telecommunications facility, except where a co-located telecommunications tower uses a single structure</i>

Table 5.5.19 Tourist Accommodation zone

Tourist accommodation			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Business activities			
Food and drink outlet	Code assessment if complying with AO12.1 and AO12.3 of the Business Activities Code. the acceptable outcomes of the applicable code(s)	Business activities code Tourist accommodation zone code Infrastructure code Landscaping code Transport and parking code	Business activities are supported by the intent of the Tourist Accommodation zone code where they are small scale, low intensity and appropriately co-located with similar activities. It is considered that Business activities in the Tourist Accommodation Zone should be limited similar to Business activities in residential zones to ensure they are of an appropriate scale and
	Otherwise impact assessment	The Planning Scheme	
Shop	Code assessment if complying with AO12.2 and AO12.3 of the Business Activities Code. the acceptable outcomes of the applicable code(s)	Business activities code Tourist accommodation zone code Infrastructure code Landscaping code Transport and parking code	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) **F:** (07) 4945 0222

E: info@whitsundayrc.qld.gov.au

www.whitsundayrc.qld.gov.au

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

Memorandum

Tourist accommodation			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
	Otherwise impact assessment	The Planning Scheme	intensity to be compatible with the surrounding land uses. To facilitate this, additional outcomes are required in the Business activities code specific to Business activities in the Tourist Accommodation Zone.

As discussed above, additions to the Business activities code are required to ensure Business activities are Code assessable in the Tourist Accommodation Zone only when they are of a scale and intensity compatible with the intent of the zone. The following additions to the Business activities code are recommended:

Requirements for a Business activity in the Tourist Accommodation Zone			
PO12	A Business activity in the tourist accommodation zone is: (a) appropriately located, taking into account the size and configuration of the area and the location of other existing or approved business activities; and (b) compatible with the scale and intensity of development in the neighbourhood.	AO12.1	The Food and drink outlet is located more than 400m radial distance from any: (a) existing Food and drink outlet; (b) site with a current approval for a Food and drink outlet; or (c) land included in a centre zone.
		AO12.2	The Shop is located more than 400m radial distance from any: (a) existing shop; (b) site with a current approval for a shop; or (c) land included in a centre zone.
		AO12.3	The building in which the business activity is located does not exceed a gross floor area of 150m ² .

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) **F:** (07) 4945 0222 **E:** info@whitsundayrc.qld.gov.au **www:** www.whitsundayrc.qld.gov.au

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

Table 5.5.20 Waterfront and marine industry zone

Waterfront and marine industry			
Use	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
Other activities			
Telecommunications facility	Code assessment if complying with AO1.1 of the Telecommunications facilities code. complying with the acceptable outcomes of the applicable code(s)	Telecommunications facility code Waterfront and marine industry zone code Infrastructure code	AO1.1 from the Telecommunication facilities code is the primary quantifiable outcome relating to Telecommunications facilities where non-compliance would warrant Impact assessment – primarily public notification. Refusal of Telecommunications facilities which are incompatible with the intent of the Waterfront and marine industry zone is achievable through the assessment process if necessary. <i>AO1.1 - The telecommunications facility is located at least: (a) 400m from any residential activity; (b) 500m from any childcare centre, community care centre, educational establishment or park; (c) 20m from any public pathway; and (d) 1km from any other existing or approved telecommunications facility, except where a co-located telecommunications tower uses a single structure</i>
	Otherwise impact assessment	The Planning Scheme	

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

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

Table 5.6.1 Reconfiguring a lot

Reconfiguration of a lot			
Zone	Categories of development and assessment	Assessment benchmarks for assessable development and requirements for accepted development	Comments regarding amendments
All other zones	Code assessment (where for an access easement) if compliant with the acceptable outcomes of the Reconfiguring a lot code, including the minimum lot size set out in Table 9.4.6.3.2 (Minimum lot sizes and dimensions)	Relevant zone code Reconfiguring a lot code Excavation and filling code Infrastructure code Landscaping code Transport and parking code	There are no acceptable outcomes specific to access easements in the Reconfiguring a lot code or the Transport and parking code. The outcomes within these codes provide sufficient scope and grounds to ensure any access easement is located and sized to adequately provide access in a manner which will not have a detrimental impact on the surrounds. Triggering impact assessment for an access easement is considered excessive.
	Otherwise impact assessment	The Planning Scheme	

RECOMMENDATION

Amend Part 5 - Tables of Assessment of the Whitsunday Regional Planning Scheme as per the amendments identified above.

Mary Partridge
Strategic Planner

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine, QLD 4800

P: 1300 WRC QLD (1300 972 753) **F:** (07) 4945 0222 **E:** info@whitsundayrc.qld.gov.au **www:** www.whitsundayrc.qld.gov.au

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

12. Development Services

12.2 INTERIM LOCAL GOVERNMENT INFRASTRUCTURE PLAN (LGIP) AMENDMENT

AUTHOR: Jonathan Cutting – Strategic Planner

RESPONSIBLE OFFICER: Neil McGaffin – Director of Development Services

OFFICER'S RECOMMENDATION

That Council resolve to undertake an Interim Local Government Infrastructure Plan Amendment to remove the W8 Reservoir and undertake public consultation on the proposed amendments in accordance with Chapter 5, Part 2 of the *Ministers Guidelines and Rules 2020*.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

Defines the recommended Interim Local Government Infrastructure Plan (LGIP) Amendment for consideration and the consultation process in accordance with the *Ministers Guidelines and Rules 2020*.

PURPOSE

The proposed Interim LGIP Amendment will update the LGIP's Schedule of Works to remove W8 Water reservoir in Bowen South as it is no longer required to provide capacity and pressure to the Bowen area following other upgrades to the network, such as the Bowen Recycled Water Network.

BACKGROUND

On the 29 June 2018, Council adopted the Local Government Infrastructure Plan (LGIP), which forms part of the Whitsunday Regional Council Planning Scheme 2017.

STATUTORY/COMPLIANCE MATTERS

Chapter 5, Part 2 of the *Ministers Guidelines and Rules 2020* defines the process for undertaking an Interim LGIP amendment, pursuant to the *Planning Act 2016* and *Planning Regulation 2017*.

ANALYSIS

The W8 Reservoir was to be located within the Bowen South Projection Area and provide capacity and pressure to the LGIP Catchment 2 – Bowen area.

Excerpt from the LGIP Schedule of Works:

W8	One new 12ML Reservoir, including two new DN500 Mains 1050m long from new Reservoirs to existing trunk Main at Bruce Highway and 60mx100m Land (6000m ²) on Lot 900 SP225370 Mount Bramston, Bowen.	2022-2026	\$14,684,350
----	---	-----------	--------------

The proposed Interim LGIP amendment recommends the removal of the W8 Reservoir from the Schedule of Works, as the infrastructure is no longer required to secure the Bowen water network within the lifetime of the LGIP, being 2018-2031.

The *Minister's Guidelines and Rules* (MGR) allows for an Interim LGIP Amendment, which does not require Independent Reviews or State Interest Reviews and only requires 15 days of Public Consultation. This allows the amendments completion by the end of the year, whereas the LGIP V2 Amendment will not be completed until the end of 2021, due to the comprehensive review process.

The *Removal Justification Report* (**Attachment 1**) identifies improvements to the recycled water network, which have significantly increased the potable water network's capacity by using the recycled water to service Council's park assets. The extra capacity that this has created in the potable water network allows Council to delay the W8 Reservoir construction beyond the lifetime of the LGIP, as identified in the *Draft Whitsunday Regional Council Sewer and Water Network Modelling 2020* (SWNM) (**Attachment 2**). Future improvements to Bowen's water network, identified in the Removal Justification Report, may ensure that construction of the Reservoir is never required.

The removal of the W8 Reservoir will improve the LGIP's financial sustainability, identified in the Schedule of Works cost and contingency values, saving Council approximately \$15M. While the SWNM identifies numerous amendments to the LGIP Schedule of Works, the amendments are all inclusions of new infrastructure that require a more comprehensive review and justification, which will be undertaken in the LGIP V2 Amendment in 2021.

STRATEGIC IMPACTS

The recommendation to remove the W8 Reservoir in the Interim LGIP Amendment expedites the Reservoir's removal to reduce Council's short-term risk of potentially paying for or receiving an asset that is no longer required. The W8 Reservoir would otherwise be removed from the LGIP in the upcoming LGIP V2 Amendment in 2021.

CONSULTATION

Yestin Hughes - Principal Engineer – Civil & Environmental Whitsunday Water;
Troy Pettiford - Chief Operating Officer Whitsunday Water;
Neil McGaffin – Director of Development Services;
Shane Neville – Manager of Strategic Planning;
Joanne Vlismas - Engagement & Marketing Coordinator;
Stephen Fernando – Chief Financial Officer;

Public consultation will be undertaken for 15 business days in October-November, in accordance with Chapter 5, Part 2 of the *Ministers Guidelines and Rules 2020*. The consultation process is summarised within **Attachment 3** and is integrated with the Community Engagement Plan in **Attachment 4**.

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 W8 Water reservoir is no longer required within the Bowen Water Network, therefore, it should be removed to reduce Council's short-term risk.

ATTACHMENTS

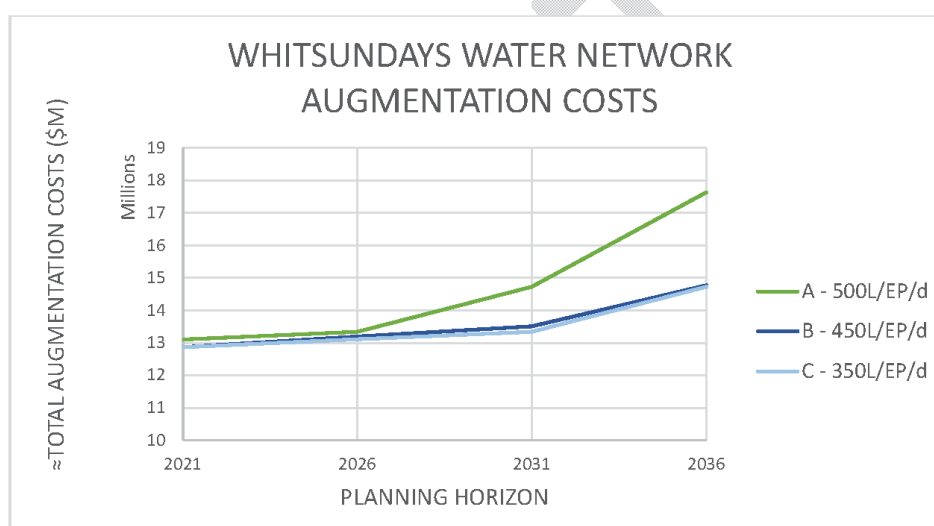
- Attachment 1 – Removal Justification Report;
- Attachment 2 – Draft Whitsundays Regional Council Sewer and Water Network Modelling (Page 33 and Table 9-6 specifies sufficient capacity from existing Bowen Reservoirs);
- Attachment 3 – Summary of Process for Interim LGIP Amendment;
- Attachment 4 – Proposed amendment to LGIP Mapping (Water);
- Attachment 5 – Community Engagement Plan
- Attachment 6 – Proposed amendment to Part 4 - LGIP
- Attachment 7 – Proposed amendment to SC3 – Schedule of Works;
- Attachment 8 – Amended Schedule of Works Model;
- Attachment 9 – Interim LGIP Amendment Review Checklist

Attachment 1 – Removal Justification report

Map ID	Asset Cost	Asset Description	Proposed Development Year
W8	Nil	Water Reservoir within Bowen South not required	N/A
Asset Justification and Timing			
<i>A Draft Whitsundays Regional Council Sewer and Water Network Modelling Report for the Whitsunday Region, based on Council's Desired Standards of Service (DSS), was completed in February 2020, which identified that Bowen's potable water demand no longer triggers the construction of the W8 Reservoir during the period of the Local Government Infrastructure Plan (LGIP), being 2018 to 2031.</i> <i>Since the LGIP's previous demand model in May 2014, Council secured funding to upgrade the water reticulation pipelines throughout Bowen, delivered between 2015 and 2020, and transferred most of Bowen's considerable parklands' water demand to high quality recycled water network, significantly reducing demand on the potable water network.</i> <i>Since the LGIP's previous Economic and Population Study (EPS), in November 2013, Council has undertaken an updated EPS in 2018, which identifies a reduction in projected population growth in Bowen by 260 people at 2031 (adopted medium growth scenarios) and, therefore, a reduction in demand.</i> <i>Council has further improvements planned for Bowen's water network, subject to funding, including extending the recycled water network, Heronvale Reservoir augmentations (increase capacity and pressure), additional smart water meters and community demand management program, which will reduce network demands, reduce network losses and increase capacity over the coming decades at significantly less cost than the W8 Reservoir.</i> <i>The improvements that have been implemented are included in the 2020 water demand model, which identifies that the W8 Reservoir is not required during the period of the LGIP to meet Council's DSS.</i> <i>Given the improvements to the water network since the previous demand model in 2014 and the asset cost of \$14,684,350, the W8 Reservoir can no longer be considered the least cost option to meet Council's DSS and must be removed from the LGIP Schedule of Works at the earliest possible opportunity.</i>			
Cost			
<i>The W8 Reservoir is not required in the period of the LGIP, consequently this item and establishment cost will be removed from the LGIP Schedule of Works.</i>			

Attachment 2 - Draft Whitsundays Regional Council Sewer and Water Network Modelling (excerpt Bowen Water Network Page 33-35)

	2021	2026	2031	2036
Pipe Augmentations	126 pipes ≈18,027m total pipe length ≈\$12,867,797	131 pipes ≈18,584m total pipe length ≈\$13,111,315	137 pipes ≈19,070m total pipe length ≈\$13,340,207	148 pipes ≈21,374m total pipe length ≈\$14,730,410
Pump Augmentations				



9.2 BOWEN WATER NETWORK

9.2.1 RESERVOIR IMPACTS

The service catchment of all active reservoirs within the Bowen catchment have been isolated in the 2021 horizon and factored accordingly based on Norling 2018 population projections to determine reservoir requirements across the 2021-2036 planning cycle. The service catchment demand of each reservoir is summarised in Table 9-5 below, with a summary of the total spare capacity available within the Bowen network included in Table 9-6 based on total reservoir volumes.

Refer to the detailed reservoir calculation summary located in Appendix B for further information.

Table 9-5 Bowen Network Reservoir Summary

Reservoir	Total Volume (ML)	15%-95% Operational Storage Volume (ML)	Service Catchment Demand (EPs) ^{N1}			
			2021	2026	2031	2036
Bowen Central Res	17.091	13.673	9019.32	9513.51	10265.41	10790.84
Heronvale (NEW)	0.884	0.707	197.10	199.96	207.77	210.72

^{N1} Some reservoir supply areas vary depending on loading scenario, above factored based on 2021 supply catchments

Table 9-6 Bowen Network Reservoir Assessment Summary

Demand Scenario	Total Volume (ML)	15%-95% Operational Storage Volume (ML)	Spare Capacity (ML) ^{N1}			
			2021	2026	2031	2036
500L/EP/d	17.091	13.673	5.817	5.199	4.259	3.602
450L/EP/d			6.944	6.388	5.542	4.951
350L/EP/d			9.199	8.767	8.109	7.649

^{N1} Spare overall network storage capacity based on total reservoir volumes

^{N2} New Heronvale reservoir omitted from above summary

9.2.2 NETWORK AUGMENTATION SUMMARY

Refer to Appendix A for detailed breakdown of pipe & pump augmentations required for network performance to WRC DSS for the Bowen potable water network.

Option A – 500L/EP/d

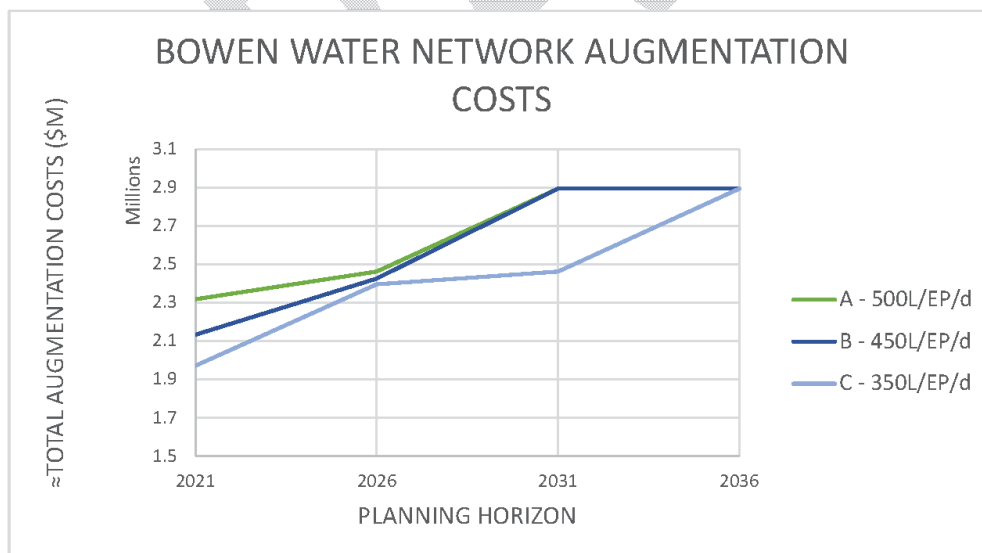
	2021	2026	2031	2036
Pipe Augmentations	31 pipes	34 pipes	43 pipes	43 pipes
	≈4,843m total pipe length	≈5,210m total pipe length	≈6,123m total pipe length	≈6,123m total pipe length
	≈\$2,318,354	≈\$2,461,970	≈\$2,894,765	≈\$2,894,765
Pump Augmentations				

Option B – 450L/EP/d

	2021	2026	2031	2036
Pipe Augmentations	28 pipes ≈4,433m total pipe length ≈\$2,133,198	33 pipes ≈5,129m total pipe length ≈\$2,425,393	43 pipes ≈6,123m total pipe length ≈\$2,894,765	43 pipes ≈6,123m total pipe length ≈\$2,894,765
Pump Augmentations				

Option C – 350L/EP/d

	2021	2026	2031	2036
Pipe Augmentations	26 pipes ≈4,119m total pipe length ≈\$1,971,431	32 pipes ≈5,058m total pipe length ≈\$2,396,101	34 pipes ≈5,210m total pipe length ≈\$2,461,970	43 pipes ≈6,123m total pipe length ≈\$2,894,765
Pump Augmentations				



9.3 COLLINSVILLE WATER NETWORK

Attachment 3 - Summary of Process for Interim LGIP Amendment

The process for an Interim LGIP Amendment is defined by the *Ministers Guidelines and Rules 2020*, including the following key steps:

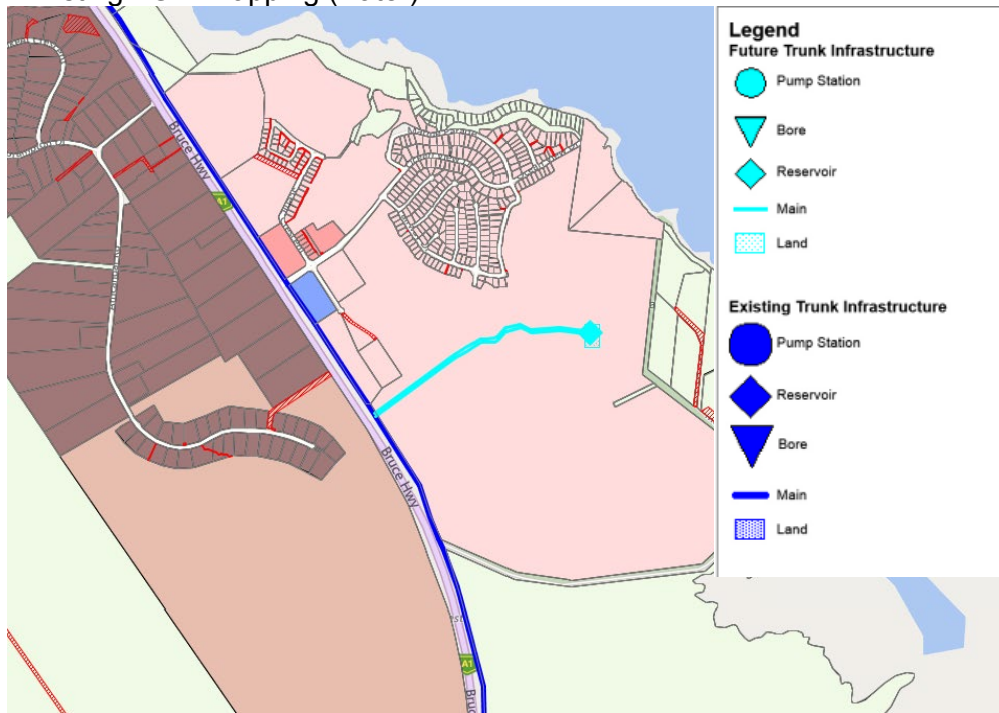
1. Council decide to amend the LGIP – *Council resolution*;
2. Complete LGIP Review checklist;
3. Public consultation – 15 business days, which may be limited to only the proposed changes;
4. Council consider all submissions – *Council receive Submission analysis report*;
 - a. if any changes made, update Review checklist and undertake public consultation again if LGIP becomes 'significantly different';
5. Council decide to adopt the LGIP and publish a public notice – *Council resolution*;
6. Include adopted amendment, Review checklist and extrinsic material on the website,
7. Notify Chief Executive (State) of adoption, providing LGIP amendment and copy of public notice.

The minimum requirements for public consultation include:

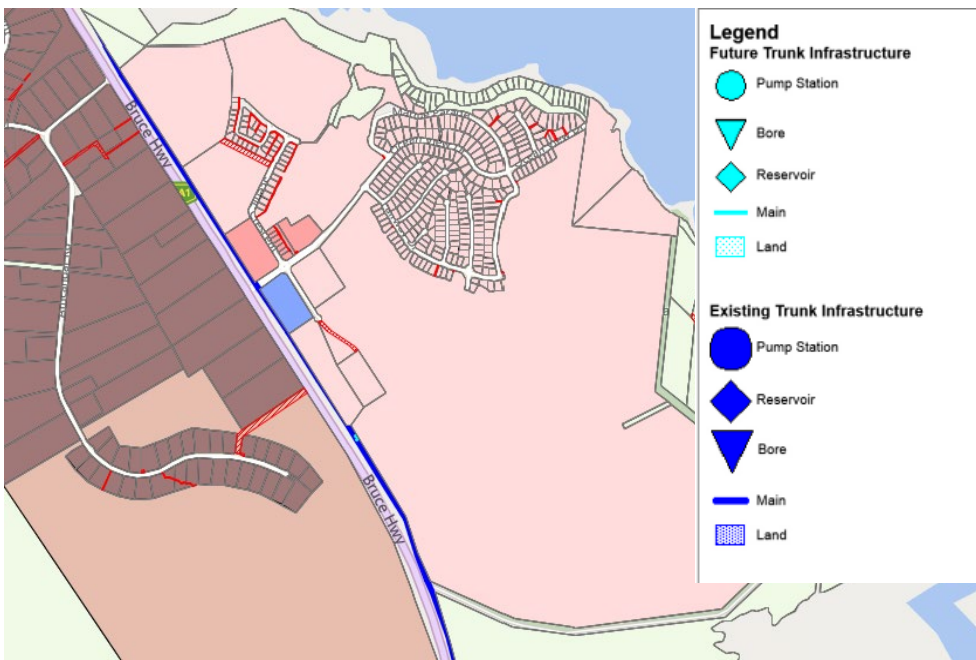
- Placing a public notice in a newspaper within the LGA, including key information about the amendment;
- Displaying a copy of the public notice in each of Council's offices, visible to the public;
- Displaying the revised Schedule of Works model, Interim LGIP amendment, extrinsic material referenced and completed review checklist on Council's website, and make the material available at Local Government offices for inspection or purchase; and
- Advertising the amendment for a period of 15 business days.

Attachment 4 – Proposed amendment to LGIP Mapping (Water)

Existing LGIP Mapping (water)



Future LGIP Mapping (water)





LGIP Interim Amendment

Community Engagement Plan

Date: 30/09/2020

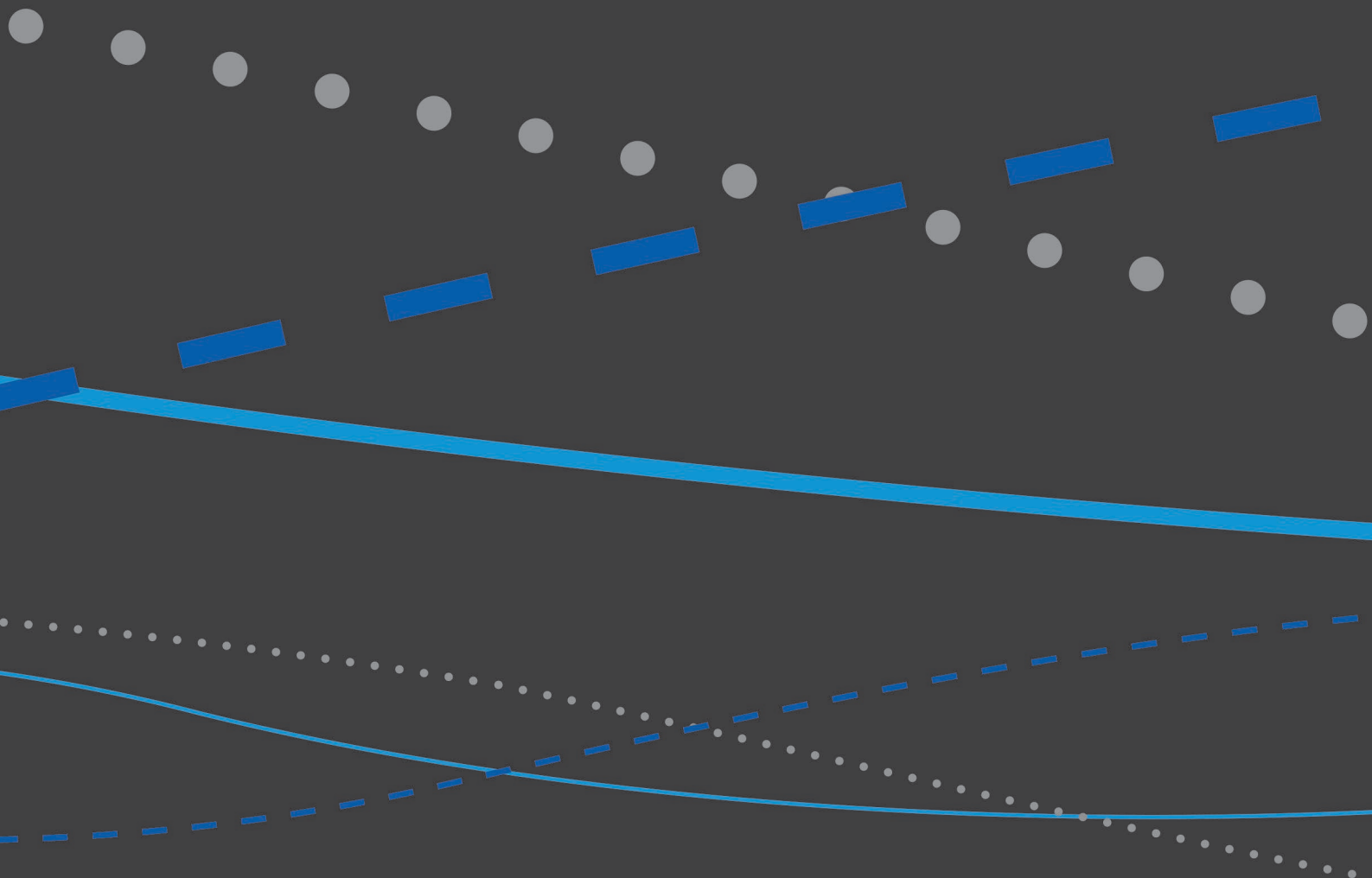


Table of Contents

1. Introduction.....	3
1.1 Background.....	3
1.2 Purpose and Aim of the Communication Plan	3
1.3 Communication Objectives	3
1.4 Communication Objectives by Project Phase.....	4
1.5 Communication Principles.....	4
2. Stakeholder Identification	5
2.1 Level of Stakeholder Participation	5
2.2 Stakeholder Analysis	6
3. Roles and Responsibilities.....	6
4. Identify Risks of Poor Communication.....	6
5. Communication Strategy.....	7
5.1 Communication Management	8
5.1.1 <i>Communication Protocol and Media Spokesperson</i>	8
5.2 Internal Communication Tools	8
5.3 External Communication Tools	8
5.3.1 <i>Whitsunday Regional Council websites</i>	8
5.3.2 <i>Media Releases</i>	8
5.3.3 <i>Social Media</i>	9
5.3.4 <i>Newspaper Public Notice</i>	9
5.3.5 <i>Fact sheets</i>	9
5.4 Key Messages	9
6. Action Plan	10
7. Feedback and Integration.....	11
7.1 Next steps.....	11
7.2 Feedback.....	11
Appendix 1 – Public notice.....	12
Appendix 2 – Submission template	13

Document History

Title	Version No.	Date	Author	Reviewer	Approved by
Report	1.0	30/09/2020	Jonathan Cutting	Shane Neville Joanne Vlismas; Greg Martin;	TBC

1. Introduction

1.1 Background

Whitsunday Regional Council will be undertaking an Interim Local Government Infrastructure Plan Amendment (Amendment). The Amendment is required to update the Schedule of Works within the Local Government Infrastructure Plan (LGIP), in light of recent infrastructure developments, updated growth projections and new network studies that identify the Water Reservoir in Bowen South, identified as W8 within the Schedule of Works (SOW) is no longer required. The change is minor and does not significantly affect any key stakeholders in the Region or State Government Departments.

Public consultation for a period of 15 business days in October – November will occur with residents in the Region, as per the *Ministers Guidelines and Rules 2020* Chapter 5, Part 2, for the Amendment.

This Communication Plan outlines the communication processes, methods and action plan to engage with the community during the Amendment.

1.2 Purpose and Aim of the Communication Plan

This Communication Plan (The Plan) will support the project to ensure all communication activities are appropriate, consistent and delivered in a timely manner. It outlines key messages and objectives and aims to increase participation by the community during the engagement process. This Plan identifies and defines the roles of persons involved in this project, formally defining who should be given specific information, when information will be delivered and what communication channels will be used to deliver the information.

This Plan sets the communications framework for this project and will serve as a guide for internal and external communications throughout the life of the project. This will be a live document and will be reviewed and updated as required.

1.3 Communication Objectives

Open and transparent communication and stakeholder management plays a key role in enabling effective engagement. The key objectives of this Plan are to:

- Ensure a transparent and open process where all affected residents and key stakeholders are provided with information in a consistent and timely manner;
- Identify and manage communication issues and risks throughout the project; and
- Enhance stakeholder and community awareness, understanding and confidence by following best-practice communication and engagement principles.

1.4 Communication Objectives by Project Phase

The Amendment project will have several clear phases and communication objectives, outlined below:

Table 1 Communication Objectives

Project Milestones	Indicative Timing	Level of Engagement	Communication Objectives
1. Community Engagement Plan developed	September	Involve	To engage with internal stakeholders during the planning process and develop a communications and engagement strategy.
2. Prepare Consultation materials	October	Involve	To prepare materials for the consultation and/or engagement process, and gain approvals from the Project Manager and relevant Director.
3. Launch Community Consultation	October - November	Consult	To inform and engage with all directly affected residents and key stakeholders and undertake engagement activities.
4. Close Community Consultation and prepare Consultation Report	November - December	Inform	To inform the community that consultation has closed and prepare the Consultation Report and Summary.
5. Close the Loop – Report back to the community	December - January	Inform	To provide all participants with a copy of the Consultation Summary and publish this document on the website.

1.5 Communication Principles

Several key consultation principles have been developed, summarised in Table 2 below:

Table 2 - Summary of Consultation Principles

Principles
1. Integrity and transparency – Engagement involves trust and transparency. Council will carefully consider and accurately portray the community's role in decision-making and will ensure staff are aware of the scope of their influence on the decisions made.
2. Respect – Council will facilitate a safe and respectful consultation environment that values individual opinions and input. Council values the contributions made and time given and will facilitate consultation processes that respect the all participants and their contributions.
3. Inclusive – Council will use a range of opportunities and techniques to encourage the participation and awareness of all people who may be affected by the outcome of this process.
4. Informative – Effective engagement will ensure all parties understand the relevant legal, statutory, strategic and local context of this project and the process being undertaken.
5. Well planned – Engagement requires informed judgement and planning in its approach and implementation in order to be effective, practical and suitably resourced.
6. Meaningful – The community will have opportunities to participate in engagement processes in relation to project constraints, the scope of influence, and Council's decision-making process.

- 7. Closing the loop** – Providing feedback is important in maintaining an open and transparent process. Council needs to ensure the community understand the reasons for the final decision.

2. Stakeholder Identification

A stakeholder is defined as any individual, group of individuals, organisation or political entity with an interest in the outcome of a decision. They may be, or perceive that they may be, affected directly or indirectly by the outcome of a decision. To ensure the best outcome when communicating, stakeholders must be identified and level of engagement determined.

2.1 Level of Stakeholder Participation

To ensure the best results from this engagement process, a series of participation levels has been determined, based on the International Association of Public Participation (IAP2) guidelines. Based on the levels of engagement, outlined below in Table 3, Council will:

- **Inform** the wider community throughout every phase of the project; and
- **Consult** key stakeholders.

Table 3 – IAP2 Public Participation Spectrum

IAP2'S PUBLIC PARTICIPATION SPECTRUM



The IAP2 Federation has developed the Spectrum to help groups define the public's role in any public participation process. The IAP2 Spectrum is quickly becoming an international standard.

INCREASING IMPACT ON THE DECISION 					
	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

© IAP2 International Federation 2014. All rights reserved.

2.2 Stakeholder Analysis

A summary list of potential stakeholders has been developed below, demonstrating the level of consultation and communication methods best suited to each stakeholder group.

Table 4 - Project stakeholders and level of consultation

Stakeholder Category	Representative/Member	Level of consultation
Local Government		
Whitsunday Regional Council executive leadership	Mayor, CEO & Councillors Major Projects Customer Experience Roads & Drainage Economic Development Planning & Development Corporate Services Communications & Marketing	Consult
General Community		
Wider public	All Whitsunday Region residents and landowners	Inform

3. Roles and Responsibilities

The project team's roles and responsibilities have been outlined below in Table 5:

Table 5 – Roles and Responsibilities

Project Team Roles	Responsibilities
Whitsunday Regional Council	
Project Manager (Shane Neville)	Manage and coordinate the project's deliverables, keep project phases on track and budget, and approve all communications materials.
Project Support Officer (Jonathan Cutting)	Support Project Team with administration tasks and assist Project Manager in reporting.
Executive Project Director (Neil McGaffin)	Approve all major planning and communications strategies prior to implementation. Act as media spokesperson when the Mayor is unavailable.
Communications & Marketing Support (Joanne Vlismas)	Assist Project Team by preparing strategy to communicate with key stakeholders and residents, draft and review communications and marketing materials, coordinate engagement activities, prepare reporting.
Communications & Marketing Manager (Greg Martin)	Manage all media enquiries and issues which may arise during the project, act as liaison between Councillors and the Project Team, approve all media communications and external communications.

4. Identify Risks of Poor Communication

A communication risk or issue is any aspect, impact or result of a project that has potential to raise concerns or objections from stakeholders and adversely affect the progress and effectiveness of the project. Several potential risks may be associated with this project due to existing community concerns. These potential risks will require management throughout the communication process, and have been identified below in a risk assessment table:

Table 6 – Risk Assessment

Identified Risk	Level of Impact (High, Medium, Low)	Mitigation Method
Communities understanding of what the LGIP is may impact upon constructive submission feedback.	Medium – the LGIP and how it fits within the Planning Scheme can be confusing.	Reference existing fact sheets and explanatory information on Council's website, within public consultation material on Yoursay Whitsunday.
Community understanding of the proposed amendment and the need for the proposed amendment, may impact upon constructive submission feedback.	Low – the amendment is minor and will not impact any residents or key stakeholders.	- Outline what the amendment is and that it will not impact on residents or key stakeholders; and - Key messaging of the reasons behind the amendment.
Stakeholders may use media platforms, such as Facebook, to oppose the consultation process for the LGIP.	Medium – the amendment is not controversial and unlikely to create community concern, albeit the owner of the development premises subject to the amendment may oppose the changes.	- Display information about the consultation process and involved communication tools online, at all Council customer contact centres and local libraries to provide accurate information to stakeholders; - Monitor media platforms to quickly ascertain any additional issues of concern that are raised by the community and act proactively to resolve where possible; and - Key messaging which confirms consultation is in accordance with legislative requirements.
Identification of other infrastructure in the LGIP that are perceived as not required or impacting upon land values.	Low – few submissions were received in the first consultation for the LGIP.	- Focus messaging upon the proposed change; - Reference existing fact sheets and explanatory information on Council's website, within public consultation material on Yoursay Whitsunday; and - Identify that Council intends to review the LGIP in full in 2021.
Confusion over whether a person may make a submission on only the amendment or all of the LGIP.	Low - few submissions were received in the first consultation for the LGIP	- Focus messaging upon the proposed amendment to focus submissions on it; and - Communicate within submission template that persons may make submissions on any part of the LGIP, which will inform future reviews of the LGIP in 2021, but not the Interim LGIP Amendment.

5. Communication Strategy

The Plan has been broken down into several different elements, enabling Council to appropriately inform and engage with the regional community. The key elements of this section include communication management, communication tools and an Action Plan.

5.1 Communication Management

5.1.1 Communication Protocol and Media Spokesperson

The following protocols will be followed throughout the consultation process:

- All media enquiries will be directed through Council's Communications & Marketing Manager and the Project Director.
- The Whitsunday Regional Council Mayor will be the key spokesperson for any media statements or releases; if the Mayor is not available, the Project Director will be media spokesperson for the project.
- All other enquiries will be directed to the Project Manager who will notify the Communications & Marketing Manager, if necessary.
- All formal external communication materials will be reviewed and approved by the Project Manager, Project Director, and the Communications & Marketing Manager.
- All incoming communication to Council from external stakeholders and the responses to these enquiries will be recorded and tracked using Enterprise Content Management (ECM) and Customer Request Management (CRM). Key information to be recorded will include name of person, contact details, query, action required, response and any other comments required.

5.2 Internal Communication Tools

Please note a separate Internal Communications Plan has been developed, which outlines the strategy for communicating with staff.

The following tools will be used to facilitate effective communication within the project team to respond to and manage potential issues with the community:

- Email/phone;
- Meetings/briefings;
- Progress reports; and
- Project meetings.

5.3 External Communication Tools

The following engagement tools may be used during the consultation process:

- Key messages;
- Media releases and Facebook Postings;
- Newspaper public notice;
- Online submissions to [Yoursay.whitsunday.qld.gov.au](https://yoursay.whitsunday.qld.gov.au); and
- Fact sheets.

5.3.1 Whitsunday Regional Council websites

A dedicated page will be available on the WRC website and Your Say Whitsunday with project updates, links to public notices and existing fact sheets. The Q&A tool online will also permit the general public to make comments or ask questions for response by Council Officers.

5.3.2 Media Releases

Media releases may be used at strategic points throughout the project stages, announcing important milestones and information. Any media releases to be newsworthy and relevant.

5.3.3 Social Media

Council's social media platforms, Facebook, Twitter and Youtube, may be used to distribute information to the public throughout the duration of the project. Each of these platforms requires a different approach to content, so all content will be drafted and released strategically to ensure it is relevant to each platform's audience. Social media can be a great tool for engaging with the wider community and encourages sharing of information.

5.3.4 Newspaper Public Notice

A Public notice will be placed in local newspapers to notify of the proposed consultation at consultation start and one week prior to consultation end. The Public notice will be in accordance with the requirements stipulated within the *Ministers Guidelines and Rules 2020*. The public notice is also required to be placed in a location visible to the public at all Council Customer Service Offices in Bowen, Collinsville, Cannonvale and Proserpine. The Public notice may be viewed in **Appendix 1**.

5.3.5 Fact sheets

Existing Fact sheets and explanatory information on [Councils website](#) will be linked to from Yoursay consultation website and offered to customers making inquiries about the Amendment. How to make a 'properly made' submission template within **Appendix 2** will be added to Yoursay consultation website.

5.4 Key Messages

The following key messages have been drafted to communicate about the project, and will be updated regularly with new information, as required:

- The Interim LGIP Amendment will remove Water Reservoir W8 from the Schedule of Works. The reservoir, that was proposed to be constructed in Bowen South between 2022-2026 to support the water network into the future is no longer required to meet desired standards of service, saving Council over \$14M.
- The W8 Reservoir being removed from the LGIP through this amendment is no longer required to support the future network due to Council reductions in demand on the potable water network.
- Demand reductions negating the need for the Reservoir are a result of network improvements over the past 5 years, including the expansion of Bowen's recycled water network and smart meters, which reduced network losses.
- Public consultation on the Interim LGIP Amendment will occur in accordance with the requirements defined by the *Ministers Guidelines and Rules 2020*, for a period of 15 business days between xx date and xx date.
- Council intends to undertake a full review of the LGIP in 2021, following the completion of updated network studies and revised Council priorities for infrastructure spending.
- A submission may be in regard to the proposed Interim LGIP Amendment or other components of the LGIP. Although Council is only required to consider submissions regarding the Interim LGIP Amendment as part of this process, all other submissions will be considered in the development of the 2021 LGIP Amendment.

6. Action Plan

An Action Plan has been developed to provide a consistent structure to developing and implementing the communication strategy (**Table 7** below). This Action Plan will continue to be reviewed and updated as the project progresses.

Table 7 – Communications Action Plan

Step		Timing	Aim	Objective	How
1	Community Engagement Plan developed	September	Develop a Community Engagement plan	To engage with internal stakeholders during the planning process	▪ Direct contact by email and phone with key stakeholders ▪ Face-to-face meetings with project team
2	Prepare Communications / Consultation Materials	October	Prepare engaging, easy-to-understand key messages and materials for distribution	To provide clear, consistent and engaging communications	▪ Council websites updates ▪ Media materials ▪ Newspaper Public notice ▪ 'Properly made' Submission templates
3	Launch Community Consultation (15 B.D)	October - November	Engage and inform the community	To provide opportunities for affected stakeholders and residents to get involved and give feedback	▪ Media release ▪ Social Media ▪ Website updates ▪ Newspaper public notice ▪ Public notice in Council offices
4	Close Consultation and prepare Consultation Report	November - December	Analyse feedback results and prepare the Consultation Report and one-page Summary	To advise affected stakeholders and residents that consultation has closed, and reporting is underway	▪ Website updates ▪ Media Release ▪ Social media
5	Close the Loop – report back to the community	December - January	Report back to the community by publishing the Consultation Summary	To inform participants and key stakeholders about the key results and outcomes of the consultation process	▪ Website updates ▪ Social media update ▪ Direct emails to Participants

7. Feedback and Integration

7.1 Next steps

Community Engagement materials will now be developed in preparation for the consultation activities to commence in October – November, for a period of 15 business days.

At each phase of community engagement, the public will be advised of the project milestones and next steps by web update, media release and newspaper ad.

It is recommended that stakeholder and community engagement continue throughout each project phase. This Plan will continue to be updated to reflect ongoing community engagement.

7.2 Feedback

Key Stakeholders and consultation participants will be contacted after the project is completed to advise them of the outcome and confirm their feedback, by distributing a copy of the Consultation Summary by email. The Consultation Summary is a one-page document, which outlines the key results of the engagement process and indicates the next steps for the project.

Closing the loop with participants is one of the most important steps of an effective community engagement process. Once the community sees an outcome from the engagement process, they become more engaged and involved in future decision-making.

Appendix 1 – Public notice

Local Government Infrastructure Plan

Newspaper advertisement mandatory information

The information provided in the box below is the mandatory information for advertising in the Region's local newspapers in accordance with *Ministers Guidelines and Rules 2020*.

Whitsunday Regional Council

Public Consultation for an Interim Local Government Infrastructure Plan (LGIP) Amendment (The Amendment) to the *Whitsunday Planning Scheme 2017*. The purpose of the proposed Amendment is to remove Water Reservoir (W8), located in Bowen South and applying to Catchment 2 - Bowen, by amending Part 4 - LGIP, Schedule 3.2.1 - *Schedule of Works – Water* and LGIP Review Checklist, including any necessary administrative amendments. The General effect of The Amendment is to comply with requirement 30 of the LGIP Review Checklist and improve Council's cost and contingency values in the Schedule of Works.

The Public Consultation period will open at 8am on **xxx October 2020** and will close at **5pm on xxx November 2020**.

The proposed Amendment and supporting information are available for inspection at <http://yoursay.whitsundayrc.qld.gov.au/>

The proposed Amendment and supporting information are also available for inspection and purchase at Council's Customer Centres:

- Cannonvale** Shop 23, Whitsunday Plaza
- Bowen** 67 Herbert Street
- Collinsville** Corner of Stanley & Conway Streets
- Proserpine** 83 Main Street

Written submissions about any aspect of the proposed Interim LGIP Amendment or the LGIP as a whole may be made to the Whitsunday Regional Council by any person. A properly made submission must include your name, address, signature and be received in the public consultation period. For further information on making submissions please refer to the LGIP Project Page at <http://yoursay.whitsundayrc.qld.gov.au/>

If you have any enquiries about the proposed Interim LGIP Amendment, please contact Council's Strategic Planning Branch on (07) 4945 0263 or email us at submissions@whitsundayrc.qld.gov.au

Appendix 2 – Submission template

HAVE YOUR SAY ON THE LOCAL GOVERNMENT INFRASTRUCTURE PLAN

Whitsunday Regional Council is undertaking public consultation on the Interim Local Government Infrastructure Plan (LGIP) Amendment. Public consultation begins on **xxx October 2020** and will close at **5pm on xxx November 2020**. On completion of the consultation period Council will consider and respond to all submissions. Submissions and submission responses will be placed online and submitters will be notified by mail by January 2021.

Council encourages your review and submission on the LGIP by mail, online or in person to Council Customer Centre. Please lodge your submission by **5pm, xx November 2020**. The attached template has been prepared for your convenience.

Making a Submission – Hints and Tips

- Properly made submissions must include your name, address, signature and be received in the Consultation period closing at **5pm, xx November 2020**.
- A submission may be in regard to the proposed Interim LGIP Amendment or other components of the LGIP. Although Council is only required to consider submissions regarding the Interim LGIP Amendment as part of this process, all other submissions will be considered in the development of the 2021 LGIP Amendment.
- If the submission is regarding a specific property, include the street address and property details, being the property number and lot on plan description (ie. lot 12 on SP345678), both of these can be found on your rates notice. Specify how the property is affected by the LGIP, your grounds for concern, the information and examples grounding that concern and any alternate outcome you are seeking.
- If the submission is more generally about the LGIP, include each section of the LGIP you wish to address, consider using the headings in the document then your grounds for concern, the information and examples grounding that concern and any alternate outcomes you are seeking.
- Focus on the contents of the LGIP (such as the Desired Standards of Service, Schedule of Works, Maps or a specific infrastructure project).
- To assist Council in understanding your views include evidence, documentation, photographs and maps to assist in justifying specific points in the submission.
- The submission should be easy to read, using dot points, short sentences and plain English.

Submitter Details

Your details (Required)	Title:	First name:	Last name:
	Postal address:		
	Suburb:	State:	Postcode:
	Email address:		
(Optional)	Are you completing this survey as a private individual or as a representative of an organisation? ☐ Individual ☐ Organisation – Please specify the name of the organisation below.		
(Required)	Organisation: Submitting your comments Your completed submission must be received by 5pm, xx November 2020 via: Mail: Whitsunday Regional Council, PO Box 104, Proserpine, QLD, 4800; Email: submissions@whitsundayrc.qld.gov.au ; Online portal: yoursay.whitsundayrc.qld.gov.au ; or In person: to a Customer Centre: Cannonvale Shop 23, Whitsunday Plaza Bowen 67 Herbert Street Collinsville Corner of Stanley & Conway Streets Proserpine 83 Main Street If you require more space than this form provides, please attach additional pages. Thank you for your submission.		
	Signature: _____ Date: _____		

This image shows a full page of blank white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for writing or drawing. There are no margins, text, or other markings present.

Contents of Part 4

Part 4 Local government infrastructure plan

4.1	Preliminary	2
4.2	Planning assumptions	3
4.2.1	Population and employment growth	5
4.2.2	Development	5
4.2.3	Infrastructure demand	6
4.3	Priority infrastructure area	6
4.4	Desired standards of service	6
4.4.1	Water supply network	7
4.4.2	Sewerage network	8
4.4.3	Stormwater network	9
4.4.4	Transport network	10
4.4.5	Public parks and land for community facilities network	11
4.5	Plans for trunk infrastructure	13
4.5.1	Plans for trunk infrastructure maps	13
4.5.2	Schedules of works	13

Tables in Part 4

Table 4.2.1 Relationship between LGIP development categories, LGIP development types and uses

Table 4.2.1.1 Population and employment growth assumptions summary

Table 4.2.2.1 Residential dwellings and non-residential floor space assumptions summary

Table 4.4.1.1 Water and sewerage equivalent demands

Table 4.4.2.1 Key design parameters for the sewerage network

Table 4.4.3.1 Minimum reductions in mean annual loads from unmitigated development

Table 4.4.4.1.1 Maximum volume to capacity ratios for the road network

Table 4.4.4.1.2 Maximum degree of saturation for road intersections

Table 4.4.5.1 Rate of land provision for public parks and community facilities

Table 4.4.5.2 Accessibility standards for public parks and land for community facilities

Table 4.4.5.3 Size of public parks for community facilities

Table 4.4.5.4 Standard facilities/embellishments for public parks

Part 4 Local government infrastructure plan

4.1 Preliminary

- (1) This local government infrastructure plan (LGIP) has been prepared in accordance with the requirements of the *Planning Act 2016*.
- (2) The purpose of the local government infrastructure plan is to:
 - (a) integrate infrastructure planning with the land use planning identified in the Planning Scheme;
 - (b) provide transparency regarding a local government's intentions for the provision of trunk infrastructure;
 - (c) enable a local government to estimate the cost of infrastructure provision to assist its long term financial planning;
 - (d) ensure that trunk infrastructure is planned and provided in an efficient and orderly manner; and
 - (e) provide a basis for the imposition of conditions about infrastructure on development approvals.
- (3) The local government infrastructure plan:
 - (a) states in Section 4.2 (Planning assumptions) the assumptions about future growth and urban development including the assumptions of demand for each trunk infrastructure network;
 - (b) identifies in Section 4.3 (Priority infrastructure area) the prioritised area to accommodate urban growth up to 2031;
 - (c) states in Section 4.4 (Desired standards of service) for each trunk infrastructure network the desired standard of performance;
 - (d) identifies in Section 4.5 (Plans for trunk infrastructure) the existing and future trunk infrastructure for the following networks:
 - (i) water supply;
 - (ii) sewerage;
 - (iii) stormwater;
 - (iv) transport; and
 - (v) parks and land for community facilities.
 - (e) provides a list of supporting documents that assist in the interpretation of the local government infrastructure plan in the Editor's note – Extrinsic material at the end of Section 4.

4.2 Planning assumptions

- (1) The planning assumptions state the assumptions about:
 - (a) population and employment growth; and
 - (b) the type, scale, location and timing of development including the demand for each trunk infrastructure network.
- (2) The planning assumptions together with the desired standards of service form a basis for the planning of the trunk infrastructure networks and the determination of the priority infrastructure area.
- (3) The planning assumptions have been prepared for:
 - (a) the base date 2016 and the following projection years to accord with future Australian Bureau of Statistics census years:
 - (i) mid 2021;
 - (ii) mid 2026;
 - (iii) mid 2031; and
 - (iv) Ultimate development.
 - (b) the LGIP development types in column 2 that include the uses in column 3 of Table 4.2.1; and
 - (c) the projection areas identified on Local government infrastructure map – PAM – 01:06 (Projection area map) in Schedule 3—Local government infrastructure plan mapping and tables.

Table 4.2.1 Relationship between LGIP development categories, LGIP development types and uses

Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Uses
Residential development	Single dwellings	Caretaker's accommodation Community residence Dwelling house Dwelling unit Home-based business
	Multiple dwellings	Dual occupancy Multiple dwelling Relocatable home park Residential care facility Retirement facility Rooming accommodation Rural workers' accommodation Short-term accommodation
	Other dwellings	Nature-based tourism Non-resident workforce accommodation Resort complex Tourist park
Non-residential development	Retail	Adult store Agricultural supplies store Bulk landscape supplies Car wash

Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Uses
		Food and drink outlet Garden centre Hardware and trade supplies Hotel Outdoor sales Service station Shop Shopping centre
	Commercial	Bar Brothel Club Function facility Health care services Indoor sport and recreation Nightclub entertainment facility Office Sales office Showroom Theatre Tourist attraction Veterinary services
	Community purpose	Cemetery Child care centre Community care centre Community use Crematorium Detention facility Educational establishment Emergency services Funeral parlour Hospital Landing Major sport, recreation and entertainment facility Market Motor sport facility Outdoor sport and recreation Outstation Park Place of worship
	Industry	Air services Extractive industry High impact industry Low impact industry Marine industry Medium impact industry Research and technology industry Rural industry Service industry Special Industry Warehouse
	Other	Animal husbandry Animal keeping Aquaculture Cropping Environment facility Intensive animal industry

Column 1 LGIP development category	Column 2 LGIP development type	Column 3 Uses
		Intensive horticulture Major electrical infrastructure Parking station Permanent plantation Port services Renewable energy facility Roadside stall Substation Telecommunications facility Transport depot Utility installation Wholesale nursery Winery

- (4) Details of the methodology used to prepare the planning assumptions are stated in the extrinsic material.

4.2.1 Population and employment growth

- (1) A summary of the assumptions about population and employment growth for the Planning Scheme area is stated in Table 4.2.1.1 Population and employment assumptions summary.

Table 4.2.1.1 Population and employment growth assumptions summary

Column 1 Description	Column 2 Assumptions				
	Base date 2016	2021	2026	2031	Ultimate development
Population	36,380	38,380	41,680	44,970	66,460
Employment	16,959	18,246	19,534	20,821	22,109

- (2) Detailed assumptions about growth for each projection area and LGIP development type category are identified in the following tables in Schedule 3 Local government infrastructure plan mapping and tables:
- (a) for population, Table SC3.1.1—Existing and projected population; and
 - (b) for employment, Table SC3.1.2—Existing and projected employees.

4.2.2 Development

- (1) The developable area is represented by zones relating to urban uses excluding the Environmental zones category identified on Zone maps ZM – 01:29 and not affected by the protected areas identified on Environmental significance overlay maps ES– 01:29.
- (2) The planned density for future development is stated in Table SC3.1.3 in Schedule 3—Local government infrastructure plan mapping and tables.
- (3) A summary of the assumptions about future residential and non-residential development for the Planning Scheme area is stated in Table 4.2.2.1 Residential dwellings and non-residential floor space assumptions summary.

Table 4.2.2.1 Residential dwellings and non-residential floor space assumptions summary

Column 1 Description	Column 2 Assumptions				
	Base date 2016	2021	2026	2031	Ultimate development
Residential dwellings	16,995	17,958	19,556	21,164	30,378
Non-residential floor space (m ² GFA)	622,199	674,471	726,735	779,003	831,274

- (4) Detailed assumptions about future development for each projection area and LGIP development type are identified in the following tables in Schedule 3 Local government infrastructure plan mapping and tables:
- (a) for residential development, Table SC3.1.4; and
 - (b) for non-residential development, Table SC3.1.5.

4.2.3 Infrastructure demand

- (1) The demand generation rate for a trunk infrastructure network is stated in Column 4 of Table SC3.1.3 in Schedule 3 Local government infrastructure plan mapping and tables.
- (2) A summary of the projected infrastructure demand for each service catchment is stated in:
- (a) for the water supply network, Table SC3.1.6;
 - (b) for the sewerage network, Table SC3.1.7;
 - (c) for the stormwater network, Table SC3.1.8;
 - (d) for the transport network Table SC3.1.9; and
 - (e) for the parks and land for community facilities network, Table SC3.1.10.

4.3 Priority infrastructure area

- (1) The priority infrastructure area identifies the area prioritised for the provision of trunk infrastructure to service the existing and assumed future urban development up to 2031.
- (2) The priority infrastructure area is identified on Local government infrastructure plan map – PAM – 01:06 (Projection area map).

4.4 Desired standards of service

- (1) This section states the key standards of performance for a trunk infrastructure network.
- (2) Details of the standard of service for each trunk infrastructure network is identified in the extrinsic material.

4.4.1 Water supply network

- (1) Ensure drinking water complies with the National Health and Medical Research Council (NHMRC) Australian Drinking Water Guidelines and Whitsunday Regional Council's Drinking Water Quality Management Plan.
- (2) Collect, store, treat and convey potable water from source to consumers in accordance with the *Water Act 2000*.
- (3) Minimise non-revenue water loss.
- (4) Design the water supply network in accordance with Council's adopted standards identified in the Planning Scheme, including the Equivalent Demands detailed in SC6.8 Whitsunday Regional Council development manual Planning Scheme policy, to provide:
 - (a) average day consumption (AD) – 500 l/EP/day;
 - (b) Mean Day max Month (MDMM) 1.5 x AD;
 - (c) Peak Day (PD) 2.25 x AD;
 - (d) Peak Hour (PH) 1/12 x PD;
 - (e) minimum and maximum supply pressure of 220 kPa and 800 kPa at each property boundary; and
 - (f) fire flow for residential (15 l/s for 2 hours), industrial and commercial (30 l/s for 4 hours) development.
- (5) Design water systems to meet the requirements of the *Water Supply (Safety and Reliability) Act 2008* and Water Services Association of Australia (WSAA) guidelines.

4.4.2 Sewerage network

- (1) Provide a reliable network that collects, stores, transports, treats and releases sewerage from premises.
- (2) Design the sewerage network in accordance with:
 - (a) Council's adopted standards identified in the Planning Scheme;
 - (b) WSAA guidelines;
 - (c) the *Water Act 2000*;
 - (d) all Environmental Protection Agency (EPA) licence conditions;
 - (e) key design parameters identified in Table 4.4.2.1; and
 - (f) Equivalent Demands detailed in SC6.8 Whitsunday Regional Council development manual Planning Scheme policy.

Table 4.4.2.1 Key design parameters for the sewerage network

Column 1 Infrastructure item	Column 2 Design parameters
All (network)	Average dry weather flow (ADWF) 270l/EP/day Peak wet weather flow (PWWF) 5 x ADWF OR $C_1 \times \text{ADWF}$ (whichever is greater) $C_1 = 15 \times (\text{EP})^{-0.1587}$ Peak dry weather flow (PDWF) $C_2 \times \text{ADWF}$ $C_2 = 4.7 (\text{EP})^{-0.105}$
Pump stations	Emergency storage of 4 hours @ ADWF Installed pump capacity $\geq$ PWWF
Gravity sewers	Air space of at least 75% of pipe diameter at design flow Slope to achieve self-cleansing velocity
Rising mains	Minimum velocity: 0.75 m/s (Preferred 1.5 m/s) Maximum velocity: 2.5 m/s
Sewerage treatment / release	Existing and future DEHP licence conditions

4.4.3 Stormwater network¹

- (1) Collect and convey stormwater flows for both major 100 year flood events and minor low flow year flood events as per the specific land use requirements from existing and future land use in a manner that protects life and does not cause nuisance or inundation of property.
- (2) Design the stormwater network to comply with Council's adopted standards identified in the Planning Scheme, which generally accord with the Queensland Urban Drainage Manual or the Transport and Main Roads Road Drainage Design Manual.
- (3) Design road crossing structures to provide an appropriate level of flood immunity for a 50 and 10 year flood events for major and minor roads respectively in accordance with Council's adopted standards identified in the Planning Scheme.
- (4) Meet water quality objectives for receiving waters at all times.
- (5) Design the water quality system to achieve the minimum reductions in mean annual loads from unmitigated development identified in Table 4.4.3.1 in accordance with Department of State Development, Infrastructure and Planning State Planning Policy – April 2016.

Table 4.4.3.1 Minimum reductions in mean annual loads from unmitigated development

Column 1 Region	Column 2 Pollutant reduction (%)			
	Total suspended solids	Total Phosphorus	Total Nitrogen	Gross pollutants >5mm
Central QLD (north) ¹	75	60	40	90
Western QLD ²	85	60	45	90
Notes: 1. Applies to development for urban purposes with population centres greater than 3000 persons. 2. Applies to development for urban purposes with population centres greater than 25,000 persons. 3. Excludes development that is less than 25% impervious. 4. In lieu of modelling, the default bio-retention treatment area to comply with load reduction targets for all Queensland regions is 1.5% of the contributing catchment area. 5. Regions defined by State Planning Policy mapping.				

¹ Drainage elements that form an inherent part of road infrastructure such as culverts and bridge structures can be included with road infrastructure planning.

4.4.4 Transport network

4.4.4.1 Roads

- (1) Provide a functional urban hierarchy that supports settlement patterns, commercial and economic activities, and freight movement.
- (2) Design the road network to comply with the following:
 - (a) adopted standards identified in the Planning Scheme;
 - (b) AUSTROADS guides;
 - (c) the Department of Transport and Main Roads Interim Guide to Road Planning and Design Practice;
 - (d) maximum road volume to capacity ratios identified in Table 4.4.4.1.1; and
 - (e) maximum degree of saturation for intersections identified in Table 4.4.4.1.2.

Table 4.4.4.1.1 Maximum volume to capacity ratios for the road network

Column 1 Infrastructure item	Column 2 Design parameters	
	Residential	Non-residential
Arterial	0.8	0.8
Sub-arterial	0.8	0.8
Major collector	0.8	0.8
Arterial (state-controlled)	0.8	0.8

Table 4.4.4.1.2 Maximum degree of saturation for road intersections

Column 1 Road network item	Column 2 Maximum degree of saturation
Traffic signals	0.9
Roundabout	0.9
Priority controlled	0.8

4.4.4.2 Footpaths and cycle ways

- (1) Plan cycle ways and footpaths to provide a safe, attractive and convenient network that links residential areas to major activity nodes and public transport interchanges, thereby encouraging walking and cycling as acceptable travel alternatives.
- (2) Design cycle ways (including on-road cycle ways) and footpaths to comply with council's adopted standards identified in the Planning Scheme.

4.4.4.3 Public transport

- (1) Ensure development accommodates the integration of public transport services.
- (2) Provide bus stops including bus bays, shelters, seating and bus information systems in accordance with adopted standards identified in the Planning Scheme

4.4.5 Public parks and land for community facilities network

- (1) Provide an accessible network of parks, open space, and community facilities that meets the needs of residents and visitors in accordance with the rate of provision identified in Table 4.4.5.1 and accessibility standards outlined in Table 4.4.5.2.
- (2) Ensure land for public parks and community facilities has:
 - (a) minimum land size as identified in Table 4.4.5.3;
 - (b) configuration, slope, and acceptable level of flood immunity in accordance with Table 4.4.5.3 and adopted standards identified in the Planning Scheme; and
 - (c) embellishments to complement the type and purpose of the public park as identified in Table 4.4.5.4.

Table 4.4.5.1 Rate of land provision for public parks and community facilities

Column 1 Infrastructure item	Column 2 Rate of provision (Ha/1000 people)	
	District	Regional
Recreation park	0.5	0.8
Sport park	1.2	1.0

Table 4.4.5.2 Accessibility standards for public parks and land for community facilities

Column 1 Infrastructure item	Column 2 Accessibility standard (km) ¹	
	District	Regional
Recreation park	2	25
Sport park	5	10
Notes:		
1. 90% of population should be within this distance of a facility		

Table 4.4.5.3 Size of public parks for community facilities

Column 1 Characteristic	Column 2 Recreation park		Column 3 Sports park	
	District	Regional	District	Regional
Average (desired) size (Ha)	4	13	6	18
Shape of land	Preferred square to rectangular aspect ratio no greater than 2:1		Square or rectangle to maximise playing field area	
Minimum desired flood immunity (area)	20% > Q50 10% > Q100	50% > Q50 20% > Q100	Fields and courts > Q50 Built facilities > Q100	
Minimum desired grade	Max grade 1:10 for 80% of park, 1:14 where possible	Average grade 1:20, 1:50 for kick-about areas	Max grade of 1:80 for all playing surfaces	Laser levelling to a maximum gradient of 1:100 for all playing surfaces
Road frontage	30-50% of park perimeter to have direct road frontage, preferably on a collector road		25-50% of the park perimeter to have direct road frontage	

Table 4.4.5.4 Standard facilities/embellishments for public parks

Column 1 Embellishment	Column 2 Recreation park		Column 3 Sports park	
	District	Regional	District	Regional
Playground (activity node)	X	X	X	X
Other activity nodes (half court, rebound wall, skate facility, exercise equipment, etc.)	5 - 7	13	-	-
Fencing – bollards or log and rail to prohibit car access	X	X	X	X
Shade trees clustered near activity area	X	X	X	X
Turf	X	X	X	X
Landscaped garden beds	X	X	X	X
Irrigation	X	X	X	X
Internal pathways and paving	X	X	X	X
Bicycle racks	X	X	X	X
Signage	X	X	X	X
Shade structures	X	X	X ¹	X ¹
Tap / bubbler	X	X	X	X
Bench seating	X	X	X	X
Electric barbeque	X	X	-	-
Picnic shelters	X	X	-	-
Bins	X	X	X	X
Dog off leash area	X	X	-	-
Toilets	X ²	X	X	X
Internal roads and car parking	-	X	X	X
Public recreation centre	-	-	X	X
Spectator facilities (grandstand)	-	-	X	X
Sports fields	-	-	X	X
Sports courts	-	-	X	X
1. Shade structures should be structures teams can stand under, not shade sails. 2. Only to be provided in certain district recreation parks based on popularity, location and type of use.				

4.5 Plans for trunk infrastructure

- (1) The plans for trunk infrastructure identify the trunk infrastructure networks intended to service the existing and assumed future urban development at the desired standard of service up to 2031.

4.5.1 Plans for trunk infrastructure maps

- (1) The existing and future trunk infrastructure networks are shown on the following maps in Schedule 3—Local government infrastructure plan mapping and tables:
 - (a) Local government infrastructure plan map – PFTI WN – 01:06 (Water network plans for trunk infrastructure map);
 - (b) Local government infrastructure plan map – PFTI SN – 01:05 (Sewerage network plans for trunk infrastructure map);
 - (c) Local government infrastructure plan map – PFTI SWN – 01:05 (Stormwater network plans for trunk infrastructure map);
 - (d) Local government infrastructure plan map – PFTI TN – 01:05 (Transport network plans for trunk infrastructure map); and
 - (e) Local government infrastructure plan map – PFTI PCFN – 01:06 (Parks and land for community facilities network plans for trunk infrastructure map).
- (2) The State infrastructure forming part of transport trunk infrastructure network has been identified using information provided by the relevant State infrastructure supplier.

4.5.2 Schedules of works

- (1) Details of the existing and future trunk infrastructure networks are identified in the electronic Excel schedule of works model which can be viewed here:
<http://www.whitsunday.qld.gov.au/390/Infrastructure-Planning-and-Charges>
- (2) The future trunk infrastructure is identified in the following tables in Schedule 3—Local government infrastructure plan mapping and tables:
 - (a) for the water supply network, Table SC3.2.1;
 - (b) for the sewerage network, Table SC3.2.2;
 - (c) for the stormwater network, Table SC3.2.3;
 - (d) for the transport network, Table SC3.2.4; and
 - (e) for the parks and land for community facilities network, Table SC3.2.5.

Editor's note – Extrinsic material

The below table identifies the documents that assist in the interpretation of the Local government infrastructure plan and are extrinsic material under the *Statutory Instruments Act 1992*.

List of Extrinsic material

Column 1 Title of document	Column 2 Date	Column 3 Author
Whitsunday Region Economic Analysis: Economic and Population Study	November 2013	Norling Consulting Pty Ltd
Whitsunday Regional Council Urban Growth Study	May 2014	Whitsunday Regional Council
Whitsunday Regional Council Development Manual	28 June 2016	Whitsunday Regional Council
Trunk Infrastructure Definitions	May 2017	Whitsunday Regional Council
Local Government Infrastructure Plan (LGIP) and Schedule of Works Model (SOW) explanatory notes	October 2017	Whitsunday Regional Council
Local Government Infrastructure Plan LGIP Checklist	May 2017	Whitsunday Regional Council
Department of Transport and Main Roads Consultation Letter	May 2017	Department of Transport and Main Roads
Whitsunday Regional Council Priority Infrastructure Plan Water and Sewerage Network Model Updates	May 2014	Hyder Consulting
<u>LGIP Interim Review Checklist</u>	<u>October 2020</u>	<u>Whitsunday Regional Council</u>
<u>Whitsunday Regional Council Sewer and Water Network Modelling</u>	<u>March 2020</u>	<u>ARCADIS</u>
<u>W8 Removal Justification Report</u>	<u>October 2020</u>	<u>Whitsunday Regional Council</u>

Contents of Schedule 3

Schedule 3 – Local government infrastructure plan mapping and tables

SC3.1 Planning assumption tables.....	SC3.2
SC3.2 Schedules of works.....	SC3:16
SC3.3 Local government infrastructure plan maps	SC3:23

Tables in Schedule 3

Table SC3.1.1 Existing and projected population
Table SC3.1.2 Existing and projected employees
Table SC3.1.3 Planned density and demand generation rate for a trunk infrastructure network
Table SC3.1.4 Existing and projected residential dwellings
Table SC3.1.5 Existing and projected non-residential floor space
Table SC3.1.6 Existing and projected demand for the water supply network
Table SC3.1.7 Existing and projected demand for the sewerage network
Table SC3.1.8 Existing and projected demand for the stormwater network
Table SC3.1.9 Existing and projected demand for the transport network
Table SC3.1.10 Existing and projected demand for the parks and land for community facilities network
Table SC3.2.1 Water supply network schedule of works
Table SC3.2.2 Sewerage network schedule of works
Table SC3.2.3 Stormwater network schedule of works
Table SC3.2.4 Transport network schedule of works
Table SC3.2.5 Parks and land for community facilities schedule of works

Maps in Schedule 3

Local government infrastructure plan map – PAM – 01:06 (Projection area map)
Local government infrastructure plan map – PFTI WN – 01:06 (Water network plans for trunk infrastructure map)
Local government infrastructure plan map – PFTI SN – 01:05 (Sewerage network plans for trunk infrastructure map)
Local government infrastructure plan map – PFTI SWN – 01:05 (Stormwater network plans for trunk infrastructure map)
Local government infrastructure plan map – PFTI TN – 01:05 (Transport network plans for trunk infrastructure map)
Local government infrastructure plan map – PFTI PCFN – 01:06 (Parks and land for community facilities network plans for trunk infrastructure map)

Schedule 3 Local government infrastructure plan mapping and tables

SC3.1 Planning assumption tables

Table SC 3.1.1 Existing and projected population

Column 1	Column 2	Column 3				
Projection area	LGIP development type	Existing and projected population				
		2016	2021	2026	2031	Ultimate development
Abbot Point	Single dwellings	1,491	801	801	801	809
	Multiple dwellings	92	50	50	50	51
	Other dwellings	277	149	149	149	157
	Total	1,860	1,000	1,000	1,000	1,017
Bowen North	Single dwellings	6,113	6,109	6,152	6,171	6,617
	Multiple dwellings	2,136	2,254	2,395	2,531	2,762
	Other dwellings	21	27	33	38	45
	Total	8,270	8,390	8,580	8,740	9,425
Bowen South	Single dwellings	828	1,124	1,452	1,769	7,211
	Multiple dwellings	287	399	526	654	770
	Other dwellings	5	8	12	17	110
	Total	1,120	1,530	1,990	2,440	8,091
Collinsville	Single dwellings	1,345	1,324	1,352	1,362	2,914
	Multiple dwellings	816	820	854	878	901
	Other dwellings	799	796	824	841	858
	Total	2,960	2,940	3,030	3,080	4,673
Balance former Bowen Shire	Single dwellings	1,021	1,020	1,004	1,003	994
	Multiple dwellings	194	196	194	196	196
	Other dwellings	214	214	211	211	210
	Total	1,430	1,430	1,410	1,410	1,400
Whitsunday Islands	Single dwellings	127	128	129	130	132
	Multiple dwellings	622	612	603	593	586
	Other dwellings	1,091	1,109	1,128	1,147	1,172
	Total	1,840	1,850	1,860	1,870	1,890
Jubilee Pocket / Shute Harbour	Single dwellings	1,817	2,219	2,639	3,116	4,792
	Multiple dwellings	785	1,002	1,246	1,537	1,843
	Other dwellings	8	19	35	57	100
	Total	2,610	3,240	3,920	4,710	6,735
Cannonvale / Airlie Beach	Single dwellings	4,384	5,161	6,024	6,859	15,059
	Multiple dwellings	2,869	3,365	3,913	4,438	7,102
	Other dwellings	27	34	43	53	81
	Total	7,280	8,560	9,980	11,350	22,242

Column 1	Column 2	Column 3				
Projection area	LGIP development type	Existing and projected population				
		2016	2021	2026	2031	Ultimate development
Proserpine	Single dwellings	2,985	3,056	3,124	3,197	3,260
	Multiple dwellings	647	703	761	823	886
	Other dwellings	18	22	25	29	231
	Total	3,650	3,780	3,910	4,050	4,377
Balance former Whitsunday Shire	Single dwellings	4,893	5,157	5,457	5,737	5,989
	Multiple dwellings	454	485	521	556	588
	Other dwellings	13	17	22	28	33
	Total	5,360	5,660	6,000	6,320	6,610
Inside priority infrastructure area (total)	Single dwellings	17,151	18,646	20,438	22,205	39,853
	Multiple dwellings	6,107	7,062	8,037	9,028	14,265
	Other dwellings	1,696	1,712	1,804	1,893	1,425
	Total	24,953	27,420	30,279	33,127	55,542
Outside priority infrastructure area (total)	Single dwellings	7,853	7,452	7,695	7,939	7,924
	Multiple dwellings	2,796	2,823	3,026	3,228	1,421
	Other dwellings	777	684	679	677	1,572
	Total	11,426	10,960	11,400	11,844	10,917
Whitsunday Region	Single dwellings	25,005	26,098	28,134	30,144	47,777
	Multiple dwellings	8,903	9,885	11,063	12,256	15,686
	Other dwellings	2,473	2,396	2,483	2,570	2,997
	Total	36,380	38,380	41,680	44,970	66,460

Table SC 3.1.2 Existing and projected employees

Column 1	Column 2	Column 3				
Projection area	LGIP development type	Existing and projected employees				
		2016	2021	2026	2031	Ultimate development
Abbot Point	Retail	20	21	22	22	23
	Commercial	75	78	80	83	85
	Industrial	131	166	200	234	269
	Community	38	40	41	43	44
	Other	161	182	203	224	245
	Total	425	486	546	607	667
Bowen North	Retail	624	634	643	653	663
	Commercial	1,030	1,075	1,120	1,165	1,210
	Industrial	798	816	834	852	870
	Community	529	563	596	629	662
	Other	923	914	905	896	887
	Total	3,903	4,000	4,097	4,194	4,291
Bowen South	Retail	45	50	55	59	64
	Commercial	87	91	94	97	100
	Industrial	61	63	64	66	68
	Community	41	45	49	53	57
	Other	92	100	108	116	124
	Total	327	348	369	391	412
Collinsville	Retail	101	103	105	108	110
	Commercial	194	198	202	206	210
	Industrial	125	153	181	209	238
	Community	123	124	126	127	129
	Other	146	160	174	188	202
	Total	689	739	788	838	888
Balance former Bowen Shire	Retail	57	58	59	59	60
	Commercial	93	92	92	91	90
	Industrial	37	32	27	22	18
	Community	39	37	35	33	31
	Other	1,442	1,567	1,692	1,817	1,941
	Total	1,668	1,786	1,904	2,022	2,140
Whitsunday Islands	Retail	166	174	181	189	197
	Commercial	701	740	778	817	855
	Industrial	9	9	9	9	10
	Community	31	34	36	38	40
	Other	33	36	39	43	46
	Total	940	992	1,044	1,096	1,148
Jubilee Pocket / Shute Harbour	Retail	235	247	259	270	282
	Commercial	378	401	424	447	470
	Industrial	116	118	119	121	123

Column 1	Column 2	Column 3				
Projection area	LGIP development type	Existing and projected employees				
		2016	2021	2026	2031	Ultimate development
	Community	77	91	104	117	130
	Other	149	153	156	160	164
	Total	955	1,008	1,061	1,115	1,168
Cannonvale / Airlie Beach	Retail	785	906	1,027	1,148	1,269
	Commercial	1,565	1,924	2,283	2,643	3,002
	Industrial	575	685	795	905	1,015
	Community	580	674	768	863	957
	Other	542	596	649	702	755
	Total	4,047	4,785	5,522	6,260	6,998
Proserpine	Retail	233	235	238	240	243
	Commercial	556	576	596	617	637
	Industrial	393	404	415	426	437
	Community	301	319	337	355	374
	Other	305	311	317	323	329
	Total	1,787	1,845	1,903	1,961	2,019
Balance former Whitsunday Shire	Retail	162	168	174	180	186
	Commercial	454	480	506	532	559
	Industrial	245	245	245	245	245
	Community	286	298	310	323	335
	Other	1,072	1,067	1,063	1,058	1,054
	Total	2,218	2,258	2,298	2,338	2,378
Inside priority infrastructure area (total)	Retail	1,680	1,819	1,956	2,095	2,233
	Commercial	3,551	3,962	4,374	4,788	5,205
	Industrial	1,722	1,884	2,047	2,210	2,373
	Community	1,415	1,558	1,701	1,845	1,989
	Other	3,365	3,564	3,759	3,952	4,145
	Total	11,731	12,787	13,837	14,889	15,945
Outside priority infrastructure area (total)	Retail	749	777	806	835	864
	Commercial	1,583	1,694	1,801	1,908	2,014
	Industrial	768	806	843	881	918
	Community	631	666	700	735	770
	Other	1,500	1,523	1,548	1,575	1,604
	Total	5,230	5,466	5,698	5,934	6,169
Whitsunday Region	Retail	2,428	2,595	2,762	2,929	3,096
	Commercial	5,133	5,654	6,175	6,696	7,217
	Industrial	2,489	2,689	2,890	3,090	3,290
	Community	2,045	2,223	2,401	2,580	2,758
	Other	4,864	5,085	5,306	5,527	5,748
	Total	16,959	18,246	19,534	20,821	22,109

Table SC 3.1.3 Planned density and demand generation rate for a trunk infrastructure network

Column 1 Area classification	Column 2 LGIP development type	Column 3 Planned density	Column 4 Demand generation rate for a trunk infrastructure network				
		Non-residential plot ratio (m ² of GFA/dev ha)	Residential density (dwellings/dev ha)	Water supply network (EP/dev ha)	Sewerage network (EP/dev ha)	Transport network (vpd/dev ha)	Parks and land for community facilities network (ha/1000 persons)
Residential development							
Low density	Single dwellings	Not applicable	10	28	28	90	3.5
Low medium density	Single dwellings Multiple dwellings	Not applicable	20	48	48	110	3.5
Mixed use ¹	Multiple dwellings	Not applicable	30	57	57	87	3.5
Tourist Accommodation ¹	Multiple dwellings Other dwellings	Not applicable	8	38	38	58	3.5
Country living	Single dwellings Multiple dwellings Other dwellings	Not applicable	2	Not applicable	Not applicable	18	3.5
Non-residential development and mixed development							
Centre zones	Retail Commercial	4000	Not applicable	88	52	4840	Not applicable
Industrial zones	Industry	2500	Not applicable	32.5	17.5	112.5	Not applicable
Community facilities	Community purpose	2000	Not applicable	22	14	90	Not applicable
Mixed use ¹	Retail Commercial	4000	Not applicable	88	52	4840	Not applicable
Tourist accommodation ¹	Retail Commercial	100	Not applicable	33	27	1800	Not applicable

Note—1. Table SC 3.1.3 Column 1 Mixed use and Tourist accommodation development may generate residential or non-residential demand or both. Where development has elements of both residential and non-residential demand generation rates must be applied accumulatively considering the nature of all uses.

Table SC 3.1.4 Existing and projected residential dwellings

Column 1	Column 2	Column 3				
Projection area	LGIP development type	Existing and projected residential dwellings				
		2016	2021	2026	2031	Ultimate development
Abbot Point	Single dwellings	537	292	294	297	303
	Multiple dwellings	59	32	32	32	32
	Other dwellings	277	149	149	149	157
	Total	873	473	475	478	492
Bowen North	Single dwellings	2,416	2,434	2,471	2,498	2,701
	Multiple dwellings	1,180	1,246	1,323	1,398	1,526
	Other dwellings	21	27	33	38	45
	Total	3,617	3,707	3,827	3,934	4,271
Bowen South	Single dwellings	279	382	499	613	2,519
	Multiple dwellings	172	237	311	385	450
	Other dwellings	5	8	12	17	110
	Total	456	627	822	1,015	3,079
Collinsville	Single dwellings	587	581	596	603	1,294
	Multiple dwellings	396	398	415	426	438
	Other dwellings	799	796	824	841	858
	Total	1,782	1,775	1,835	1,870	2,590
Balance former Bowen Shire	Single dwellings	404	406	403	406	406
	Multiple dwellings	92	93	93	93	93
	Other dwellings	214	214	211	211	210
	Total	710	713	707	710	709
Whitsunday Islands	Single dwellings	50	51	52	52	54
	Multiple dwellings	295	290	286	281	278
	Other dwellings	1,091	1,109	1,128	1,147	1,172
	Total	1,436	1,450	1,466	1,480	1,504
Jubilee Pocket / Shute Harbour	Single dwellings	721	887	1,064	1,267	1,964
	Multiple dwellings	429	548	681	840	1,007
	Other dwellings	8	19	35	57	100
	Total	1,158	1,454	1,780	2,164	3,071
Cannonvale / Airlie Beach	Single dwellings	1,713	2,032	2,391	2,744	6,073
	Multiple dwellings	1,479	1,734	2,017	2,288	3,661
	Other dwellings	27	34	43	53	81
	Total	3,219	3,800	4,451	5,085	9,815
Proserpine	Single dwellings	1,166	1,203	1,240	1,279	1,315
	Multiple dwellings	412	448	485	524	564
	Other dwellings	18	22	25	29	231
	Total	1,596	1,673	1,750	1,832	2,110
Balance former Whitsunday Shire	Single dwellings	1,897	2,015	2,148	2,277	2,395
	Multiple dwellings	238	254	273	291	308
	Other dwellings	13	17	22	28	33

Column 1		Column 2		Column 3		
Projection area		LGIP development type		Existing and projected residential dwellings		
		2016	2021	2026	2031	Ultimate development
	Total	2,148	2,286	2,443	2,596	2,736
Inside priority infrastructure area (total)	Single dwellings	6,513	7,154	7,910	8,663	15,866
	Multiple dwellings	3,168	3,674	4,193	4,721	7,645
	Other dwellings	1,649	1,667	1,760	1,850	1,425
	Total	11,330	12,496	13,864	15,234	24,936
Outside priority infrastructure area (total)	Single dwellings	3,257	3,128	3,248	3,372	3,158
	Multiple dwellings	1,584	1,606	1,722	1,838	711
	Other dwellings	824	729	723	720	1,572
	Total	5,665	5,463	5,692	5,930	5,441
Whitsunday Region	Single dwellings	9,770	10,282	11,157	12,035	19,024
	Multiple dwellings	4,752	5,280	5,914	6,559	8,357
	Other dwellings	2,473	2,396	2,483	2,570	2,997
	Total	16,995	17,958	19,554	21,164	30,378

Table SC 3.1.5 Existing and projected non-residential floor space

Column 1		Column 2		Column 3		
Projection area		LGIP development type		Existing and projected non-residential floor space (m² GFA)		
		2016	2021	2026	2031	Ultimate development
Abbot Point	Retail	629	659	688	718	747
	Commercial	1,501	1,552	1,602	1,653	1,703
	Industrial	15,779	19,899	24,018	28,137	32,256
	Community	2,671	2,778	2,884	2,991	3,098
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	20,580	24,888	29,192	33,499	37,804
Bowen North	Retail	19,963	20,275	20,586	20,898	21,210
	Commercial	20,592	21,493	22,394	23,294	24,195
	Industrial	95,724	97,884	100,044	102,204	104,364
	Community	37,057	39,378	41,699	44,019	46,340
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	173,337	179,030	184,723	190,416	196,109
Bowen South	Retail	1,441	1,593	1,745	1,896	2,048
	Commercial	1,749	1,810	1,871	1,931	1,992
	Industrial	7,319	7,517	7,715	7,914	8,112
	Community	2,890	3,157	3,424	3,691	3,959
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	13,400	14,078	14,755	15,433	16,111
Collinsville	Retail	3,231	3,303	3,375	3,448	3,520
	Commercial	3,889	3,965	4,042	4,118	4,195
	Industrial	15,008	18,381	21,754	25,127	28,500
	Community	8,575	8,680	8,785	8,890	8,995
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	30,702	34,329	37,956	41,583	45,210
Balance former Bowen Shire	Retail	1,836	1,855	1,875	1,894	1,914
	Commercial	1,858	1,844	1,830	1,817	1,803
	Industrial	4,408	3,834	3,260	2,686	2,112
	Community	2,709	2,574	2,439	2,305	2,170
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	10,810	10,107	9,404	8,701	7,999
Whitsunday Islands	Retail	5,310	5,556	5,803	6,049	6,296
	Commercial	14,020	14,792	15,564	16,335	17,107
	Industrial	1,100	1,113	1,126	1,139	1,152
	Community	2,196	2,351	2,505	2,660	2,814
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	22,626	23,811	24,997	26,183	27,369
Jubilee Pocket / Shute Harbour	Retail	7,531	7,906	8,280	8,655	9,030
	Commercial	7,551	8,011	8,471	8,931	9,391
	Industrial	13,907	14,105	14,303	14,502	14,700

Column 1	Column 2	Column 3				
Projection area	LGIP development type	Existing and projected non-residential floor space (m ² GFA)				
		2016	2021	2026	2031	Ultimate development
Cannonvale / Airlie Beach	Community	5,417	6,338	7,259	8,179	9,100
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	34,406	36,360	38,314	40,268	42,221
	Retail	25,126	28,993	32,859	36,726	40,592
	Commercial	31,294	38,482	45,669	52,857	60,044
	Industrial	68,970	82,181	95,391	108,602	121,812
	Community	40,571	47,173	53,775	60,377	66,980
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Proserpine	Total	165,962	196,829	227,695	258,561	289,428
	Retail	7,448	7,530	7,612	7,694	7,776
	Commercial	11,119	11,523	11,927	12,331	12,735
	Industrial	47,121	48,436	49,750	51,065	52,380
	Community	21,062	22,333	23,604	24,874	26,145
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	86,750	89,822	92,893	95,965	99,036
	Retail	5,182	5,370	5,559	5,747	5,936
Balance former Whitsunday Shire	Commercial	9,078	9,601	10,124	10,647	11,170
	Industrial	29,344	29,370	29,396	29,422	29,448
	Community	20,024	20,876	21,728	22,580	23,433
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	63,627	65,217	66,807	68,397	69,987
	Retail	63,065	67,927	72,775	77,614	82,445
	Commercial	83,321	92,495	101,687	110,894	120,115
	Industrial	242,434	263,988	285,527	307,057	328,582
Inside priority infrastructure area (total)	Community	116,213	127,314	138,419	149,528	160,641
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	505,033	551,723	598,407	645,094	691,784
	Retail	14,631	15,112	15,607	16,111	16,624
	Commercial	19,330	20,578	21,807	23,020	24,220
	Industrial	56,244	58,732	61,231	63,739	66,255
	Community	26,961	28,325	29,684	31,039	32,392
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
Outside priority infrastructure area (total)	Total	117,166	122,748	128,328	133,909	139,491
	Retail	77,696	83,039	88,382	93,725	99,069
	Commercial	102,652	113,073	123,494	133,914	144,336
	Industrial	298,678	322,720	346,758	370,797	394,837
	Community	143,174	155,638	168,103	180,567	193,033
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	622,199	674,471	726,735	779,003	831,275
	Retail	77,696	83,039	88,382	93,725	99,069
Whitsunday Region	Commercial	102,652	113,073	123,494	133,914	144,336
	Industrial	298,678	322,720	346,758	370,797	394,837
	Community	143,174	155,638	168,103	180,567	193,033
	Other	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable
	Total	622,199	674,471	726,735	779,003	831,275

Table 3.1.6 Existing and projected demand for the water supply network

Column 1	Column 2	Column 3				
Service catchment ¹	LGIP development category	Existing and projected demand (EP)				
		2016	2021	2026	2031	Ultimate development
Catchment 1- Town of Whitsunday	Residential	10,847	13,021	15,440	17,962	31,853
	Non-residential	3,166	3,700	4,234	4,769	5,302
	Total	14,012	16,721	19,674	22,730	37,155
Catchment 2 - Bowen	Residential	10,124	10,789	11,590	12,353	18,513
	Non-residential	2,743	2,835	2,927	3,020	3,112
	Total	12,866	13,624	14,518	15,373	21,625
Catchment 3 - Collinsville	Residential	4,157	4,140	4,279	4,360	6,262
	Non-residential	446	494	543	591	639
	Total	4,603	4,635	4,822	4,950	6,901
Catchment 4 - Proserpine	Residential	4,227	4,425	4,623	4,834	5,414
	Non-residential	1,253	1,294	1,336	1,378	1,420
	Total	5,480	5,719	5,959	6,212	6,834
Inside priority infrastructure area (total)	Residential	29,355	32,375	35,933	39,508	62,042
	Non-residential	7,607	8,324	9,040	9,757	10,473
	Total	36,962	40,699	44,973	49,265	72,515
Outside priority infrastructure area (total)	Residential	3,418	3,218	3,279	3,347	3,623
	Non-residential	1,818	1,898	1,978	2,058	2,138
	Total	5,236	5,116	5,257	5,404	5,761
Whitsunday Region	Residential	32,773	35,593	39,212	42,855	65,665
	Non-residential	9,425	10,222	11,018	11,815	12,611
	Total	42,198	45,815	50,230	54,669	78,276

Note—2. Table SC 3.1.6 Column 1 The service catchments for the water supply network are identified on Local government infrastructure plan maps – PFTI WN – 01A:01E (LGIP Plans for Trunk Infrastructure Water Network Catchment Map) in Schedule 3 (local government infrastructure mapping and tables).

Table 3.1.7 Existing and projected demand for the sewerage network

Column 1 Service catchment ²	Column 2 LGIP development category	Column 3 Existing and projected demand (EP)				
		2016	2021	2026	2031	Ultimate development
Catchment 1 - Town of Whitsunday	Residential	10,847	13,021	15,440	17,962	31,853
	Non-residential	1,837	2,147	2,458	2,768	3,078
	Total	12,684	15,168	17,898	20,730	34,931
Catchment 2 - Bowen	Residential	10,124	10,789	11,590	12,353	18,513
	Non-residential	1,570	1,625	1,679	1,733	1,787
	Total	11,694	12,413	13,269	14,086	20,300
Catchment 3 - Collinsville	Residential	4,157	4,140	4,279	4,360	6,262
	Non-residential	258	284	310	336	363
	Total	4,415	4,424	4,589	4,696	6,625
Catchment 4 - Proserpine	Residential	4,227	4,425	4,623	4,834	5,414
	Non-residential	719	743	767	792	816
	Total	4,946	5,168	5,391	5,625	6,231
Inside priority infrastructure area (total)	Residential	29,355	32,375	35,933	39,508	62,042
	Non-residential	4,384	4,799	5,214	5,630	6,045
	Total	33,739	37,174	41,147	45,137	68,087
Outside priority infrastructure area (total)	Residential	3,418	3,218	3,279	3,347	3,623
	Non-residential	1,054	1,099	1,144	1,189	1,234
	Total	4,472	4,317	4,424	4,536	4,857
Whitsunday Region	Residential	32,773	35,593	39,212	42,855	65,665
	Non-residential	5,437	5,898	6,358	6,819	7,279
	Total	38,211	41,491	45,570	49,674	72,945

Note—3. Table SC 3.1.7 Column 1 The service catchments for the sewer network are identified on Local government infrastructure plan maps – PFTI SN – 01A:01E (LGIP Plans for Trunk Infrastructure Sewer Network Catchment Map) in Schedule 3 (local government infrastructure mapping and tables).

Table 3.1.8 Existing and projected demand for the stormwater network

Column 1	Column 2	Column 3				
Service catchment ³	LGIP development category	Existing and projected demand (imp ha)				
		2016	2021	2026	2031	Ultimate development
Catchment 1 - Town of Whitsunday	Residential					
	Non-residential					
	Total					
Catchment 2 - Bowen	Residential					
	Non-residential					
	Total					
Catchment 3 - Collinsville	Residential					
	Non-residential					
	Total					
Catchment 4 - Proserpine	Residential					
	Non-residential					
	Total					
Inside priority infrastructure area (total)	Residential					
	Non-residential					
	Total					
Outside priority infrastructure area (total)	Residential					
	Non-residential					
	Total					
Whitsunday Region	Residential					
	Non-residential					
	Total					

Due to incomplete network information, a table of existing and projected demand for the stormwater network is unable to be included.

Recommendations identified as a result of future network planning is anticipated to be incorporated into future amendments to the LGIP.

Note—4. Table SC 3.1.8 Column 1 The service catchments for the stormwater network are identified on Local government infrastructure plan maps – PFTI SWN – 01A:01E (LGIP Plans for Trunk Infrastructure Stormwater Network Catchment Map) in Schedule 3 (local government infrastructure mapping and tables).

Table SC 3.1.9 Existing and projected demand for the transport network

Column 1	Column 2	Column 3				
Service catchment ⁴	LGIP development category	Existing and projected demand (vpd)				
		2016	2021	2026	2031	Ultimate development
Catchment 1 - Town of Whitsunday	Residential	29,645	35,567	42,130	48,960	88,532
	Non-residential	111,458	130,694	149,928	169,163	188,398
	Total	141,103	166,261	192,058	218,123	276,930
Catchment 2 - Bowen	Residential	28,068	30,004	32,335	34,554	53,733
	Non-residential	75,608	78,708	81,805	84,903	88,002
	Total	103,676	108,712	114,140	119,457	141,735
Catchment 3 - Collinsville	Residential	12,307	12,251	12,655	12,886	18,975
	Non-residential	13,149	13,527	13,907	14,286	14,667
	Total	25,456	25,778	26,562	27,172	33,642
Catchment 4 - Proserpine	Residential	12,284	12,826	13,372	13,949	15,081
	Non-residential	34,063	35,284	36,503	37,721	38,939
	Total	46,347	48,110	49,875	51,670	54,020
Catchment 5 – Non-urban Balance	Residential	42,938	41,524	43,378	45,252	50,323
	Non-residential	61,809	63,644	65,477	67,310	69,145
	Total	104,747	105,168	108,855	112,562	119,468
Inside priority infrastructure area (total)	Residential	82,303	90,647	100,491	110,350	176,321
	Non-residential	234,278	258,213	282,143	306,073	330,006
	Total	316,581	348,860	382,634	416,423	506,327
Outside priority infrastructure area (total)	Residential	42,938	41,524	43,378	45,252	50,323
	Non-residential	61,809	63,644	65,477	67,310	69,145
	Total	104,747	105,168	108,855	112,562	119,468
Whitsunday Region	Residential	125,241	132,171	143,869	155,601	226,644
	Non-residential	296,087	321,857	347,620	373,383	399,151
	Total	421,328	454,028	491,489	528,984	625,795

Note—5. Table SC 3.1.9 Column 1 The service catchments for the transport network are identified on Local government infrastructure plan map – PFTI TN – 01A:1E (LGIP Plans for Trunk Infrastructure Transport Network Catchment Map) in Schedule 3 (local government infrastructure mapping and tables).

Table SC 3.1.10 Existing and projected demand for the parks and land for community facilities network

Column 1 Service catchment ⁵	Column 2 LGIP development category	Column 3 Existing and projected demand (ha/1000 persons)				
		2016	2021	2026	2031	Ultimate development
Catchment 1 - Town of Whitsunday	Residential	33.3	39.9	47.1	54.5	99.0
	Non-residential	0	0	0	0	0
	Total	33.3	39.9	47.1	54.5	99.0
Catchment 2 - Bowen	Residential	31.6	33.4	35.6	37.7	58.7
	Non-residential	0	0	0	0	0
	Total	31.6	33.4	35.6	37.7	58.7
Catchment 3 - Collinsville	Residential	9.6	9.4	9.6	9.6	13.7
	Non-residential	0	0	0	0	0
	Total	9.6	9.4	9.6	9.6	13.7
Catchment 4 - Proserpine	Residential	12.8	13.2	13.7	14.2	15.3
	Non-residential	0	0	0	0	0
	Total	12.8	13.2	13.7	14.2	15.3
Catchment 5 – Non-urban Balance	Residential	40.0	38.4	39.9	41.5	46.0
	Non-residential	0	0	0	0	0
	Total	40.0	38.4	39.9	41.5	46.0
Inside priority infrastructure area (total)	Residential	87.3	96.0	106.0	115.9	186.7
	Non-residential	0	0	0	0	0
	Total	87.3	96.0	106.0	115.9	186.7
Outside priority infrastructure area (total)	Residential	40.0	38.4	39.9	41.5	46.0
	Non-residential	0.0	0.0	0.0	0.0	0.0
	Total	40.0	38.4	39.9	41.5	46.0
Whitsunday Region	Residential	127.3	134.3	145.9	157.4	232.6
	Non-residential	0	0	0	0	0
	Total	127.3	134.3	145.9	157.4	232.6

Note—6. Table SC 3.1.10 Column 1 The service catchments for the parks and land for community facilities network are identified on Local government infrastructure plan map – PFTI PCFN – 01A:1E (LGIP Plans for Trunk Infrastructure Parks and Land for Community Facilities Network Catchment Map) in Schedule 3 (local government infrastructure mapping and tables).

SC3.2 Schedules of works

Table SC3.2.1 Water supply network schedule of works

Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost ⁷
W1	New DN500 Main 9050m long from Lot 104 N25576 Proserpine Water Treatment Plant to Lot 22 RP882994 Coastal Water Treatment Plant, Proserpine to Mount Marlow	2017	\$15,542,325
W2	Upgrade DN450 Main 333m long from Proserpine high level tank to existing DN250 in Faust St, Proserpine (replacing WM_P_964; WM_P_981; WM_P_1078; WM_P_971; & WM_P_852)	2017	\$408,156
W3	New DN250 Main 130m long from Faust Street to Ann Street, Proserpine (joining WM_P_971 to WM_P_837)	2017	\$111,644
W4	New Water Intake System for Bowen Water Treatment Plant at Proserpine River - Up River Road, Crystal Brook	2017	\$1,130,000
W5	Upgrade Booster Pump Station No.2 capacity to 200L/s at Lot 1 RP739344 Coastal Water Treatment Plant, Mount Marlow (WCGR20)	2017/2018	\$581,950
W6	New DN200 Main 100m long connecting Anzac Road to Hinschen Street (joining WM_P_844 to WM_P_1346 under railway line), Proserpine	2022-2026	\$200,688
W7	One new 12ML Reservoir including two new DN500 Mains 790m long each from new Reservoir to existing trunk Main at Shute Harbour Road and 60mx100m Land (6000m ²) on Lot 9 SP218209, Cannonvale	2022-2026	\$13,288,800
W8	LGIP ID W8 has been left intentionally blank		
W9a	Upgrade DN200 Main 164m long in Bruce Highway from Main Street to Fuljames Street, Proserpine (replacing WM_P_925)	2022-2026	\$151,951
W9b	New DN200 Main 186m long from Bruce Highway to Horsford Place, Proserpine (joining WM_P_925 to WM_P_1048)	2022-2026	\$160,889
W10	Upgrade DN200 Main 190m long in Stanbury Street from Holmes Street to Ruge Street, Proserpine (replacing WM_P_872; & WM_P_874)	2022-2026	\$171,331
W11	Upgrade DN200 Main 368m long in Ridge View Road, Cannonvale (replacing WM_P_346; WM_P_487; & WM_P_504 - first 42m only)	2022-2026	\$331,840
W12	Upgrade Reservoir capacity to 90kL at Pepperberry Lane, Lot 990 SP178725, Cannon Valley (WCGR14)	2022-2026	\$714,725
W13	Two new Bores including associated new DN300 Main 157m long at Foxdale Road, Foxdale and new DN300 Main 10m long at Bruce Highway, Foxdale	2027-2031	\$655,400
W14	Two new Bores including two associated new DN300 Mains 100m long each at Proserpine Water Treatment Plant Crystalbrook Road, Proserpine	2027-2031	\$655,400

⁷ The establishment cost is expressed in current cost terms as at the base date.

Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost ⁸
W15	Upgrade DN250 Main 1124m long in Jubilee Pocket Road, Jubilee Pocket (replacing WM_P_616; WM_P_726; WM_P_727; WM_P_729; & WM_P_730)	2027-2031	\$1,115,753
W16	Upgrade DN200 Main 731m long in Erromango Drive, Jubilee Pocket (replacing WM_P_668; WM_P_748; WM_P_707; WM_P_710; WM_P_712; & WM_P_714)	2027-2031	\$669,819
W17	Upgrade Reservoir capacity to 100kL at Lot 94 RP748476 Moonlight Drive, Jubilee Pocket (WCGR01)	2027-2031	\$991,575
W18	Upgrade Reservoir capacity to 160kL at Lot 103 RP743876 Macona Crescent, Cannonvale (WCGR07)	2027-2031	\$413,354
W19	Upgrade Reservoir capacity to 110kL at Lot 163 HR1525 Parkwood Terrace, Cannonvale (WCGR06)	2027-2031	\$346,684
W20	Upgrade Booster Pump Station No.2 capacity to 260L/s at Lot 1 RP739344 Coastal Water Treatment Plant, Mount Marlow (WCGR20)	2027-2031	\$1,115,753
TOTAL			\$38,314,634

⁸ The establishment cost is expressed in current cost terms as at the base date.

Table SC3.2.2 Sewerage network schedule of works

Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost⁹
S1	Upgrade Sewer Pump Station 1 capacity to 88L/s @ 62m at Lot 1 RP742660 Shute Harbour Road, Jubilee Pocket (JUB11-PS1), including bypass of Cannonvale Sewer Pump Station 6	2018	\$151,307
S2	Upgrade Sewer Pump Station 12 capacity to 64L/s @ 24m at Lot 61 RP800716 Carlo Drive, Cannonvale (CANN12-PS12)	2018	\$104,751
S3	Upgrade Bowen Sewer Treatment Plant capacity at Lot 207 RP800719 Elphinstone Street, Bowen, inclusive of a recycled local water system	2021	\$44,748,000
S4	Upgrade Sewer Pump Station 3 capacity to 62L/s @ 57m at Lot 1 RP725974 Dalrymple Street, Bowen (PS3)	2022-2026	\$140,459
S5	Upgrade DN225 Rising Main 925m long from Cannonvale Pump Station 12 (CANN12-PS12) to Cannonvale Sewer Treatment Plant (CANN1-STP at Lot 164 HR1551), Cannonvale (replacing SM_P_3076)	2022-2026	\$778,717
S6	New DN375 Combined Rising Main 870m long from SM_P_3428 at Edwards Street to Proserpine Sewer Treatment Plant Lot 1 SP241784 Bruce Highway, Proserpine, incorporating an aerial crossing at Proserpine River and a DN200 Main 40m long micro-tunnelled under Bruce Highway	2022-2026	\$908,915
S7	Upgrade Sewer Pump Station Z capacity to 92L/s @ 21m (Bowen Z)	2022-2026	\$115,938
TOTAL			\$46,984,087

⁹ The establishment cost is expressed in current cost terms as at the base date.

Table SC3.2.3 Stormwater network schedule of works

Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost
	Due to incomplete network information, a schedule of works for the stormwater network is unable to be included. Recommendations identified as a result of future network planning is anticipated to be incorporated into future amendments to the LGIP.		
TOTAL			

Table SC3.2.4 Transport network schedule of works

Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost¹⁰
T1	Upgrade Beach Road to Minor Collector 200m from Herring Lane to Schnapper Street, Cannonvale (21085) including road upgrade, widening and drainage	2017	\$581,700
T2	Upgrade Dalrymple Street to Minor Collector 245m from Brisbane Street to Hay Street, Bowen (10185) including road upgrade, widening and drainage	2017/2018	\$811,112
T3	Upgrade Leichhardt Street to Minor Collector 705m from Don Street to Sunset Crescent, Bowen (10345) including road upgrade, widening, drainage and footpath	2017/2018	\$1,001,804
T4	Upgrade West Street to Minor Collector 760m from Richmond Road to Russell Street, Bowen (10585) including road upgrade, widening and drainage	2017/2018	\$759,223
T5	Upgrade Abell Road to Major Collector 180m from Hamilton Avenue to Parker Road, Cannonvale (21005) including road upgrade, widening and drainage	2019	\$549,707
T6	Upgrade Erromango Drive to Major Collector 695m from Shute Harbour Road to end, Jubilee Pocket (21275) including road upgrade, widening and drainage	2019	\$2,122,478
T7	New road part Erromango Drive to Major Collector 640m from Erromango Drive end to St Bees Boulevard, Jubilee Pocket (new part 21275) including road resumption and new road construction to Major Collector standard	2020	\$2,001,048
T8	Upgrade Bootooloo Road to Minor Collector 1000m from Bruce Highway to Catherine Drive, Bowen (10095) including road upgrade, widening and drainage	2020	\$1,720,892
T9	Upgrade Dalrymple Street to Minor Collector 245m from Herbert Street to Brisbane Street, Bowen (10185) including road upgrade, widening and drainage	2021	\$653,672
T10	Upgrade Golf Links Road to Minor Collector 1300m from Tollington Road to Mt Nutt Road, Bowen (11165) including road upgrade, widening and drainage	2022-2026	\$3,499,997
T11	Upgrade Jasinique Drive to Rural Collector 889m from Shute Harbour Road to end, Flametree (21425) including road upgrade, widening and drainage	2022-2026	\$1,521,710
T12	Upgrade Mt Nutt Road to Major Collector 2000m from Richmond Road to Golf Links Road, Bowen (11285) including road upgrade, widening and drainage	2022-2026	\$6,631,380
T13	LGIP ID T13 has been left intentionally blank		
T14	Upgrade Riordanvale Road to Sub-Arterial 1650m from Dunning Road to Cutuli Road, Cannon Valley/Cannonvale (21730) including road upgrade, widening and drainage	2027-2031	\$6,832,980
T15	Upgrade Tollington Road to Major Collector 980m from Soldiers Road to Argyle Park Road, Bowen (11435) including road upgrade, widening and drainage	2027-2031	\$3,306,383

Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost ¹⁰
T16	Upgrade Country Road to Minor Collector 545m from Links Drive to Tropic Road, Cannonvale (21215) including road upgrade, widening and drainage	2027-2031	\$1,533,401
T17	New road part Parker Road to Major Collector 200m from end Parker Road to start new Quarry Road, Cannonvale (new part 21645) including new road construction to Major Collector standard	2027-2031	\$680,589
T18	Upgrade Argyle Park Road to Major Collector 1400m from Hillview Road to Golflinks Road, Bowen (11005) including road upgrade, widening and drainage	2027-2031	\$4,764,123
T19	New road Quarry Road to Major Collector 1200m from Shute Harbour Road to new part Parker Road, Cannonvale including road resumption and new road construction to Major Collector standard	2027-2031	\$4,083,534
T20	Upgrade Riordanvale Road to Rural Collector 1350m from Dunning Road to Sugarloaf Road, Cannonvale (21730) including road upgrade, widening and drainage	2027-2031	\$2,391,890
T21	Upgrade Queens Road to Major Collector 960m from Powell Street to Avoca Road, Bowen (10463) including road upgrade, widening and drainage	2027-2031	\$3,322,670
T22	Upgrade Queens Road to Major Collector 1100m from Avoca Road to Tollington Road, Bowen (10463) including road upgrade, widening and drainage	2027-2031	\$3,807,227
T23	Upgrade Richardson Road to Sub-Arterial 3310m from Gregory-Cannon Valley Road to Riordanvale Road, Cannon Valley (21725) including part new road, part road resumption, road upgrade, widening and drainage	2027-2031	\$14,180,040
T24	Upgrade Chapman Street to Major Collector 500m from Taylor Street to Marathon Street, Proserpine (20085) including road upgrade, widening and drainage	2027-2031	\$1,745,100
T25	Upgrade Links Drive to Minor Collector 310m from Valley Drive to Country Road, Cannonvale (21500) including road upgrade, widening and drainage	2027-2031	\$902,286
TOTAL			\$69,404,945

¹⁰ The establishment cost is expressed in current cost terms as at the base date.

Table SC3.2.5 Parks and land for community facilities schedule of works

Column 1 Map reference	Column 2 Trunk infrastructure	Column 3 Estimated timing	Column 4 Establishment cost¹¹
P1	New Regional Sports Park 10-18Ha, Cannon Valley area	2027-2031	\$5,327,700
TOTAL			\$5,327,700

¹¹ The establishment cost is expressed in current cost terms as at the base date.

SC3.3 Local government infrastructure plan maps

Local government infrastructure plan map – PAM – 01:06 Projection area, priority infrastructure area and zone map

Local government infrastructure plan map – PFTI WN – 01:06 Water network plans for trunk infrastructure map

Local government infrastructure plan map – PFTI SN – 01:05 Sewerage network plans for trunk infrastructure map

Local government infrastructure plan map – PFTI SWN – 01:05 Stormwater network plans for trunk infrastructure map

Local government infrastructure plan map – PFTI TN – 01:05 Transport network plans for trunk infrastructure map

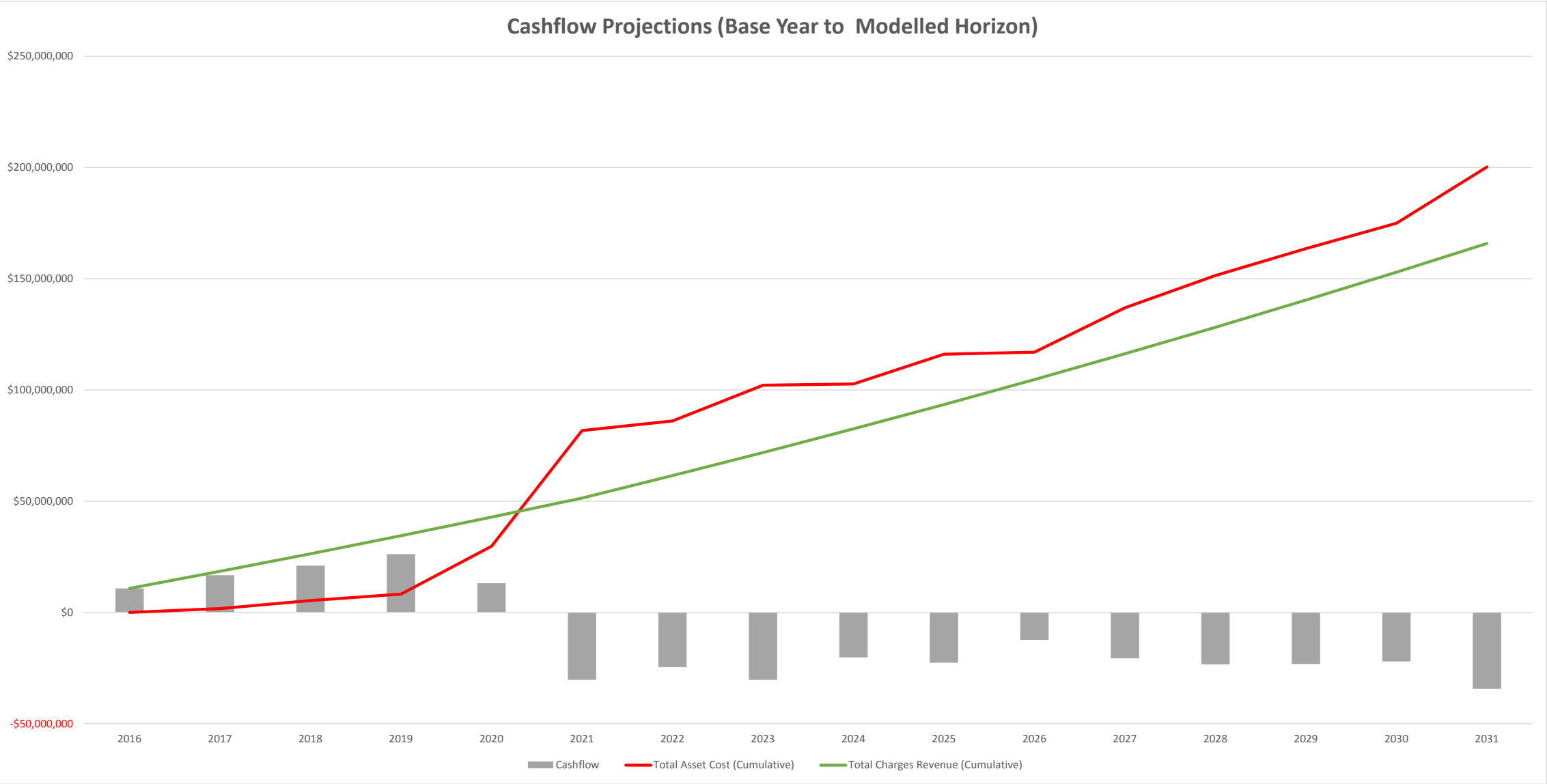
Local government infrastructure plan map – PFTI PCFN – 01:06 Parks and land for community facilities network plans for trunk infrastructure map

Cashflow Projection Table - Anticipated Capital Expenditure & Charges Revenues

Cashflow	Network	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031
Anticipated Capital Expenditure	Water	\$0	\$1,161,075	\$614,397	\$0	\$17,323,806	\$0	\$236,163	\$16,067,880	\$388,667	\$642,321	\$937,470	\$4,173,047	\$1,373,117	\$1,081,432	\$982,972	\$0
	Sewer	\$0	\$0	\$270,335	\$0	\$0	\$51,248,692	\$0	\$0	\$174,504	\$2,302,340	\$0	\$0	\$0	\$0	\$0	\$0
	Stormwater	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Transport	\$0	\$597,697	\$2,715,552	\$2,898,758	\$4,148,554	\$748,633	\$4,118,685	\$0	\$0	\$10,407,795	\$0	\$15,731,634	\$13,194,560	\$3,403,337	\$10,423,867	\$25,278,142
	Parks & Land for Community Facilities	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	Total Asset Cost	\$0	\$1,758,772	\$3,600,284	\$2,898,758	\$21,472,360	\$51,997,325	\$4,354,848	\$16,067,880	\$563,170	\$13,352,456	\$937,470	\$19,904,681	\$14,567,677	\$12,065,368	\$11,406,839	\$25,278,142
Total Asset Cost (Cumulative)		\$0	\$1,758,772	\$5,359,055	\$8,257,813	\$29,730,173	\$81,727,498	\$86,082,346	\$102,150,226	\$102,713,397	\$116,065,853	\$117,003,322	\$136,908,003	\$151,475,681	\$163,541,048	\$174,947,888	\$200,226,030
Anticipated Charges Revenue	Residential Charges	\$10,802,779	\$6,521,748	\$6,701,096	\$6,885,376	\$7,074,724	\$7,269,279	\$8,749,508	\$8,990,120	\$9,237,348	\$9,491,375	\$9,752,388	\$10,050,498	\$10,326,887	\$10,610,876	\$10,902,675	\$11,202,499
	Non-Residential Charges	\$0	\$1,165,254	\$1,197,299	\$1,230,225	\$1,264,056	\$1,298,817	\$1,334,352	\$1,371,047	\$1,408,751	\$1,447,491	\$1,487,297	\$1,528,199	\$1,570,224	\$1,613,405	\$1,657,774	\$1,703,363
	Total Charges Revenue	\$10,802,779	\$7,687,002	\$7,898,395	\$8,115,601	\$8,338,780	\$8,568,096	\$10,083,860	\$10,361,167	\$10,646,099	\$10,938,866	\$11,239,685	\$11,578,696	\$11,897,111	\$12,224,281	\$12,560,449	\$12,905,861
	Total Charges Revenue (Cumulative)	\$10,802,779	\$18,489,781	\$26,388,176	\$34,503,777	\$42,842,557	\$51,410,653	\$61,494,514	\$71,855,680	\$82,501,779	\$93,440,645	\$104,680,330	\$116,259,027	\$128,156,137	\$140,380,418	\$152,940,867	\$165,846,728
Cashflow (Annual / Incremental)		\$10,802,779	\$5,928,231	\$4,298,111	\$5,216,843	-\$13,133,580	-\$43,429,229	\$5,729,012	-\$5,706,713	\$10,082,928	-\$2,413,590	\$10,302,215	-\$8,325,984	-\$2,670,567	\$158,913	\$1,153,610	-\$12,372,281
Cashflow (Cumulative)		\$10,802,779	\$16,731,009	\$21,029,121	\$26,245,964	\$13,112,384	-\$30,316,845	-\$24,587,833	-\$30,294,546	-\$20,211,618	-\$22,625,208	-\$12,322,992	-\$20,648,977	-\$23,319,543	-\$23,160,630	-\$22,007,021	-\$34,379,301

NPV Assessment (15 years)	NPV of Total Asset Cost	\$111,891,719
	NPV of Total Charges Revenue	\$97,182,645
	NPV of Annual Cashflow	-\$14,709,074
	Financial Sustainability Ratio (Rev vs Exp)	0.8685
Note: A range between 0.9 and 1.0 is considered acceptable (IPWEA Guidelines for LTFF - Part 4)		

NPV Assessment (10 years)	NPV of Total Asset Cost	\$79,508,772
	NPV of Total Charges Revenue	\$73,348,175
	NPV of Annual Cashflow	-\$6,160,597
	Financial Sustainability Ratio (Rev vs Exp)	0.9225
Note: A range between 0.9 and 1.0 is considered acceptable (IPWEA Guidelines for LTFF - Part 4)		



LGIP review checklist

Approved form MGR5.1 under the Planning Act 2016

Review principles:

- A reference in the checklist to the LGIP is taken to include a relevant reference to the *Planning Act 2016* and chapter 5 of the Minister's Guidelines and Rules.
- Terms in this checklist that are defined in the *Planning Act 2016* or the Minister's Guidelines and Rules.

The checklist must not be taken to cover all requirements of the *Planning Act 2016* and the Minister's Guidelines and Rules. Local governments must still have regard to the requirements as set out in the *Planning Act 2016* and the Minister's Guidelines and Rules when preparing or amending an LGIP.

Local government infrastructure plan (LGIP) checklist				To be completed by local government		To be completed by appointed reviewer			
LGIP outcome	LGIP component	Number	Requirement	Requirement met (yes/no)	Local government comments	Compliant (yes/no)	Justification	Corrective action description	Recommendation
The LGIP is consistent with the legislation for LGIPs and the Minister's Guidelines and Rules	All	1.	The LGIP sections are ordered in accordance with the LGIP template.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	The engagement of an appointed reviewer is not a requirement of <i>Ministers Guidelines and Rules Chapter 5, Part 2</i> under the <i>Planning Act 2016</i> . The LGIP sections are correctly amending local planning instruments for an interim LGIP amendment.			
		2.	The LGIP sections are correctly located in the planning scheme.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
		3.	The content and text complies with the mandatory components of the LGIP template.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
		4.	Text references to numbered paragraphs, tables and maps are correct.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
	Definitions	5.	Additional definitions do not conflict with statutory requirements.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
	Preliminary section	6.	The drafting of the Preliminary section is consistent with the LGIP template.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
		7.	All five trunk networks are included in the LGIP. (If not, which of the networks are excluded and why have they been excluded?)	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
	Planning assumptions - structure	8.	The drafting of the Planning assumptions section is consistent with the LGIP template.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
		9.	All the projection areas listed in the tables of projections are shown on the relevant maps and vice versa.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
		10.	All the service catchments listed in the tables of projected infrastructure demand are identified on the relevant plans for trunk infrastructure (PFTI) maps and vice versa.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.				
	Planning assumptions - methodology	11.	The population and dwelling projections are based on those prepared by the Queensland Government Statistician (as available at the time of preparation) and refined to reflect development trends in the local government area.	Yes	Projections were refined by Norling Consulting Pty Ltd within the Whitsunday Region Economic and Population Study 2013 (EPS 2013). The most recently completed Whitsunday Region Economic and				

					Population Study 2018 (EPS 2018) is considered in the proposed Interim LGIP Amendment. The EPS 2018 will be included in full within the next LGIP amendment.	
		12.	The employment and non-residential development projections align with the available economic development studies, other reports about employment or historical rates for the area.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this. EPS 2018 will be included in full within the next LGIP amendment.	
		13.	The developable area excludes all areas affected by absolute constraints such as steep slopes, conservation and flooding.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		14.	The planned densities reflect realistic levels and types of development having regard to the planning scheme provisions and current development trends.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		15.	The planned densities account for land required for local roads and other infrastructure.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		16.	The population and employment projection tables identify "ultimate development" in accordance with the defined term.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		17.	Based on the information in the projection tables and other available material, it is possible to verify the remaining capacity to accommodate growth, for each projection area.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		18.	The determination of planning assumptions about the type, scale, timing and location of development, reflect an efficient, sequential pattern of development.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		19.	The relevant state agency for transport matters and the distributor-retailer responsible for providing water and wastewater services for the area (if applicable), has been consulted in the preparation of the LGIP (What was the outcome of the consultation?)	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
	Planning assumptions - demand	20.	The infrastructure demand projections are based on the projections of population and employment growth.	Yes	EPS 2013 informed infrastructure modelling. Updated EPS 2018 informed the proposed Interim LGIP Amendment to remove Water Reservoir W8 but the removal of W8 is primarily attributed to network improvements. The EPS 2018 will be included in full within the next LGIP amendment.	

		21.	The infrastructure units of demand align with those identified in the Minister's Guidelines and Rules, or where alternative demand units are used, their numerical relationship to the standard units of demand is identified and explained.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		22.	The demand generation rates align with accepted rates and/or historical data.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		23.	The service catchments used for infrastructure demand projections are identified on relevant PFTI maps and demand tables.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		24.	The service catchments for each network cover, at a minimum, the urban areas, and enable urban development costs to be compared.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		25.	The asset management plan (AMP) and Long Term Financial Forecast (LTFF) align with the LGIP projections of growth and demand. (If not, what process is underway to achieve this?)	Yes	Council is working towards improved alignment between AMP, LTFF documents and the LGIP, projections and growth demand. However, this alignment will be in the next LGIP amendment, as this Interim LGIP Amendment is for the removal of infrastructure only.	
	Priority infrastructure area (PIA)	26.	The drafting of the PIA section is consistent with the LGIP template.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		27.	Text references to PIA map(s) are correct.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		28.	The PIA boundary shown on the PIA map is legible at a lot level and the planning scheme zoning is also shown on the map.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		29.	The PIA includes all areas of existing urban development serviced by all relevant trunk infrastructure networks at the time the LGIP was prepared.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		30.	The PIA accommodates growth for at least 10 years but no more than 15 years.	Yes	The removal of Water Reservoir W8 in this Interim LGIP Amendment is necessary to meet this requirement. Network improvements and detailed network analysis identified that W8 will not be required in the trunk water network within the next 15 years.	
		31.	The PIA achieves an efficient, sequential pattern of development.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	

		32.	If there is an area outside the PIA that the planning assumptions show is needed for urban growth in the next 10 to 15 years, why has the area been excluded from the PIA?	No	Changes proposed in the Interim LGIP Amendment do not impact this.	
Desired standards of service (DSS)		33.	The drafting of the DSS section is consistent with the LGIP template.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		34.	The DSS section states the key planning and design standards for each network.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		35.	The DSS reflects the key, high level industry standards, regulations and codes, and planning scheme policies about infrastructure.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		36.	There is alignment between the relevant levels of service stated in the local government's AMP and the LGIP. (If not, what process is underway to achieve this?)	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
Plans for trunk infrastructure (PFTI) – structure and text		37.	The drafting of the PFTI section is consistent with the LGIP template.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		38.	PFTI maps are identified for all networks listed in the Preliminary section.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		39.	PFTI schedule of works summary tables for future infrastructure are included for all networks listed in the Preliminary section.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
PFTI – Maps <i>[Add rows to the checklist to address these items for each of the networks]</i>		40.	The maps clearly differentiate between existing and future trunk infrastructure networks.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		41.	The service catchments referenced in the schedule of works (SOW) model and infrastructure demand summary tables are shown clearly on the maps.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		42.	Future trunk infrastructure components are identified (at summary project level) clearly on the maps including a legible map reference.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		43.	The infrastructure map reference is shown in the SOW model and summary schedule of works table in the LGIP.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
Schedules of works <i>[Add rows to the checklist to address these items for each of the networks]</i>		44.	The schedule of works tables in the LGIP comply with the LGIP template.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		45.	The identified trunk infrastructure is consistent with the <i>Planning Act 2016</i> and the Minister's Guidelines and Rules.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		46.	The existing and future trunk infrastructure identified in the LGIP is adequate to service at least the area of the PIA.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		47.	Future urban areas outside the PIA and the demand that will be generated at ultimate development for the relevant network catchments have been considered when	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	

			determining the trunk infrastructure included in the SOW model.			
		48.	There is alignment of the scope, estimated cost and planned timing of proposed trunk capital works contained in the SOW model and the relevant inputs of the AMP and LTFF. (If not, what process is underway to achieve this?)	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		49.	The cost of trunk infrastructure identified in the SOW model and schedule of work tables is consistent with legislative requirements.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
	SOW model	50.	The submitted SOW model is consistent with the SOW model included in the Minister's Guidelines and Rules.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		51.	The SOW model has been prepared and populated consistent with the Minister's Guidelines and Rules.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
		52.	Project owner's cost and contingency values in the SOW model do not exceed the ranges outlined in the Minister's Guidelines and Rules.	Yes	The Interim LGIP Amendment removes Water Reservoir W8 and reduces trunk infrastructure spending by \$14,684,350, improving Council's cost and contingency values in the Schedule of Works.	
		53.	Infrastructure items included in the SOW model, SOW tables and the PFTI maps are consistent.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	
	Extrinsic material	54.	All relevant material including background studies, reports and supporting information that informed the preparation of the proposed LGIP is available and identified in the list of extrinsic material.	Yes	Additional reports, including the Water Reservoir W8 removal Justification Report, Whitsunday Regional Council Sewer and Water Network Modelling 2020 and Interim LGIP Amendment Review Checklist have been included as extrinsic material within Part 4.	
		55.	The extrinsic material explains the methodology and inter-relationships between the components and assumptions of the LGIP.	Yes	Changes proposed in the Interim LGIP Amendment do not impact this.	

12. Development Services

12.3 20200597 - BOWEN PALMS CARAVAN PARK - REQUEST FOR WAIVER OF INFRASTRUCTURE CHARGES

AUTHOR: Doug Mackay - Manager Development Assessment

RESPONSIBLE OFFICER: Neil McGaffin - Director Development Services

OFFICER'S RECOMMENDATION

That Council does not approve the request to waive or reduce infrastructure charges for 8 cabins at Bowen Caravan Park – Lot 2 RP 728969 as the request is not eligible under the Economic Development Incentives Policy and any reduction will be inconsistent with Council's Infrastructure Charges Resolution.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

On 14 August 2020 Council approved a Minor Change application to convert 8 caravan sites to cabins at Bowen Palms Caravan Park. The change triggered new infrastructure charges. The applicant has written to Council requesting that charges be waived or reduced. The development does not qualify for dispensation under Council's Economic Development Incentives Policy.

PURPOSE

To consider a request to waive or reduce infrastructure charges contributions.

BACKGROUND

Bowen Palms Caravan Park was originally established in 2002. The caravan park has its own on-site sewerage but is connected to town water. A locality Plan is included as **Attachment 1**.

In June 2020 Council received a request for a Minor Change application to convert 8 existing caravan/tent sites to permanent cabins. Development approval was given under delegation on 14 August 2020 as a Minor Change to existing approval. A site plan showing the converted sites is included as **Attachment 2**.

On 1 September 2020 the Mayor and 2 Councillors received a letter requesting a waiver or reduction in infrastructure charges contributions in respect of 8 new cabins. The request from the applicant is included as **Attachment 3**.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

ANALYSIS

In terms of the infrastructure charging mechanism, one permanent cabin with up to 2 bedrooms equates to 3 caravan/tent sites. In order to achieve zero additional charges, the applicant would have to convert 24 caravan/tent sites to 8 cabins. Council officers worked with

the applicant to maximise the credits available for existing water and on-site sewer provision. The resulting payable amount is \$36,716 in charges.

The applicant has requested that the charges be reduced or waived. The request has been assessed against Council's Economic Development Incentives Policy and does not qualify. Additionally, the budget for this policy has been re-directed to broader Covid-19 recovery incentives. On this basis it is recommended that the request not be approved.

As an aside, the request states that prefabricated structures would not attract infrastructure charges in the same way that permanent structures will. This is not correct – charges are based on the use, not the method of construction.

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

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 request for waiver or reduction of infrastructure charges application has been assessed against the relevant provisions of the Economic Development Incentives Policy and does not qualify for dispensation.

It is recommended that the request be refused.

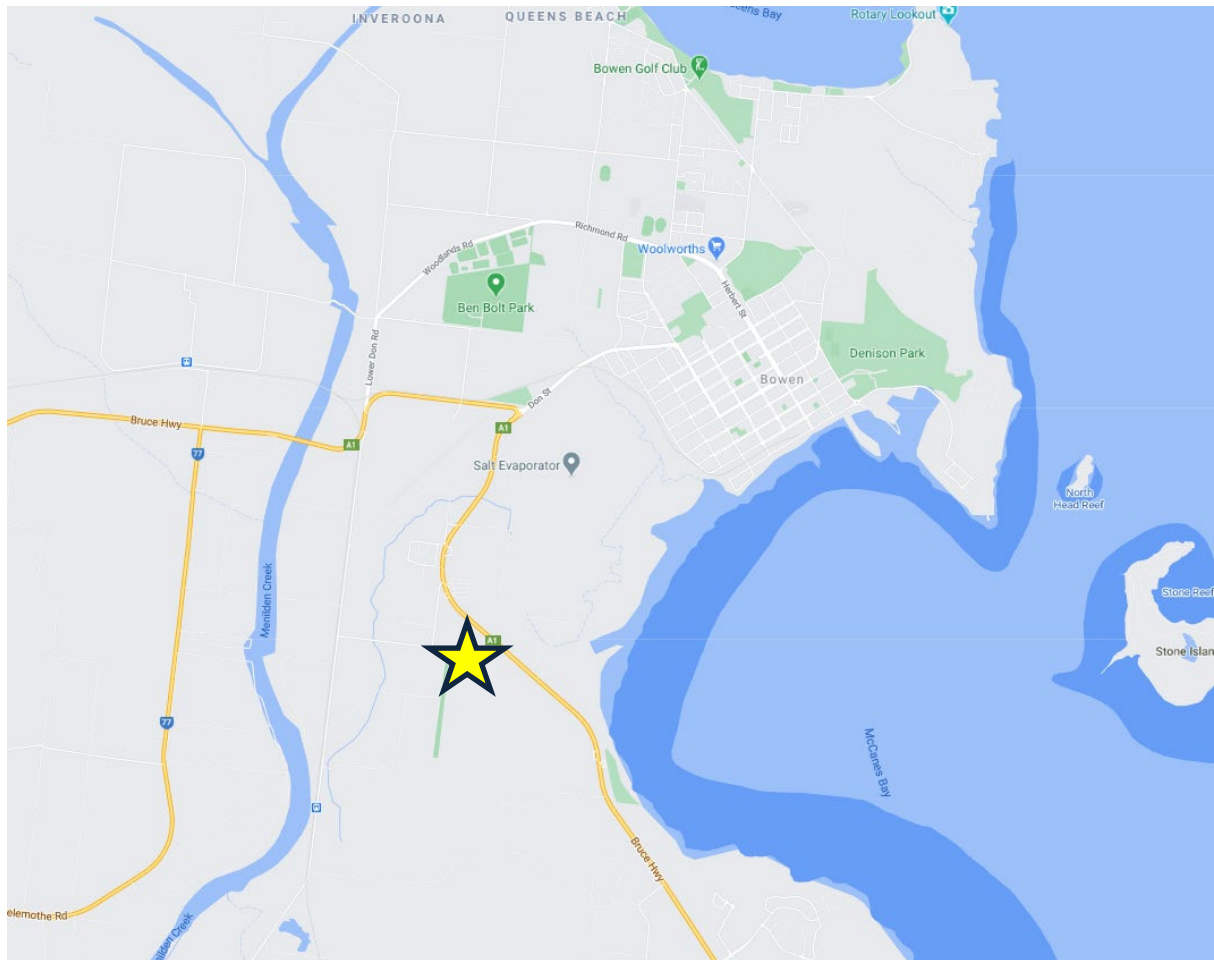
ATTACHMENTS

Attachment 1 – Locality Plan

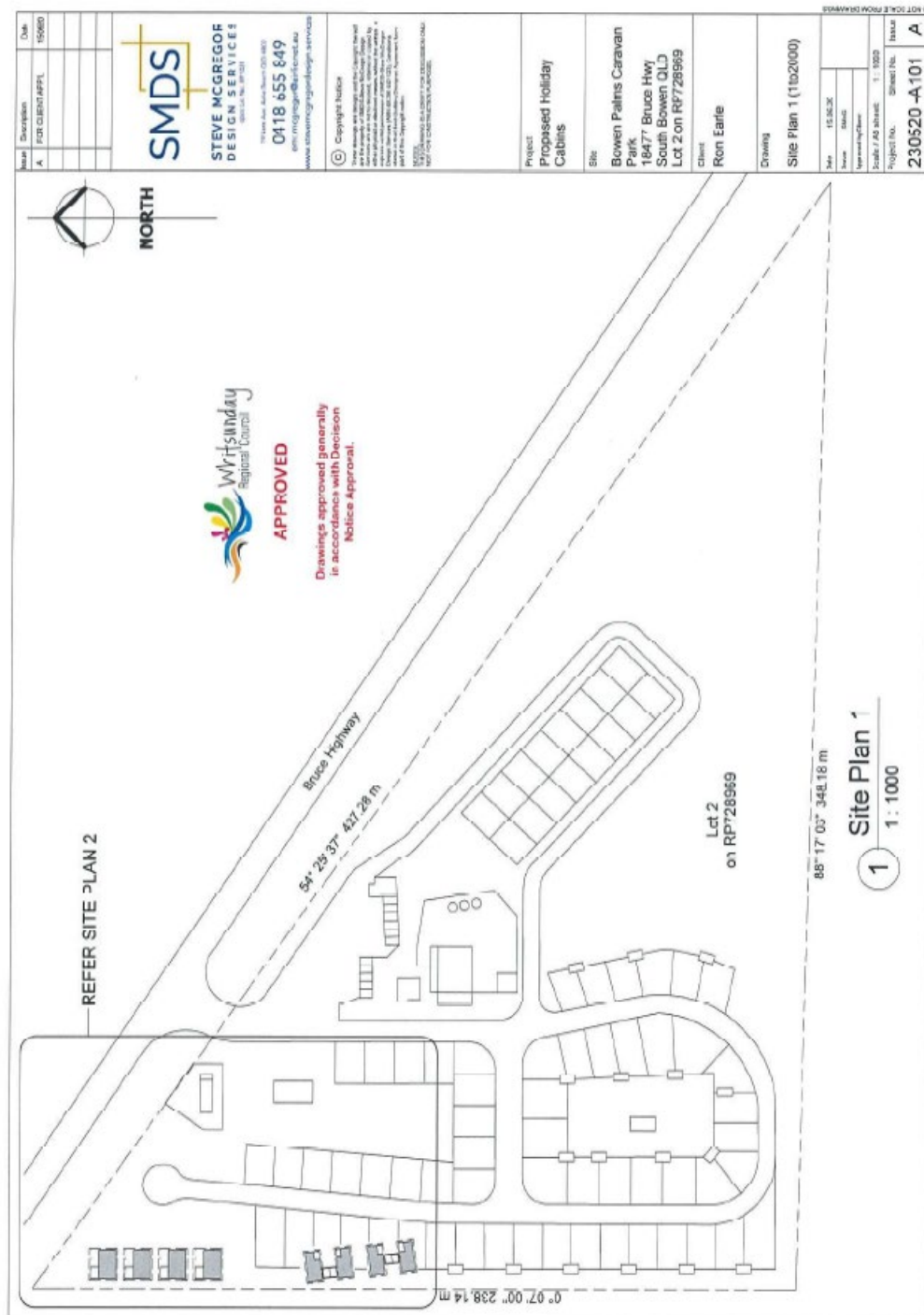
Attachment 2 – Site Plan

Attachment 3 – Applicant's letter of request

Attachment 1 – Locality Plan



Attachment 2 – Site Plan



Attachment 3 – Letter of Request



Bowen Palms Caravan Park
18477 Bruce Highway
BOWEN QLD 4805

1st September 2020

Whitsunday Shire Council
Main Street
PROSERPINE QLD 4800

RE: INFRASTRUCTURE CHARGES FOR 8 UNIT DEVELOPMENTS, BOWEN PALMS CARAVAN PARK

To Whom it May Concern,

ATTENTION: MAYOR MR WILLCOX, COUNCILLOR MR BRUNKER AND COUNCILLOR MR SIMPSON

For the past 12 months we have been following the Council process to convert 8 caravan sites at Bowen Palms Caravan Park into permanent unit developments, for the purpose of renting to short and long term working and homeless people that arrive at Bowen. These will replace the old style Onsite Van rentals that used to take place.

The sites that we are converting are a mix of existing ensuite overnight caravan sites and powered overnight caravan sites.

During the approval process we have been told that we will be charged an amount of \$36,716 for an infrastructure charge. I am understanding and accepting of a building approval charge however is seems extortion that a charge of such magnitude be served, especially when a caravan park is already given the right to such a change of use. It has been brought to my attention that council have discretion as to whether this charge is levied at all, or is discounted.

I find this a total disgrace and hard to take paying this fee, given I could purchase fold out units on wheels from China, place them on site, and it needs no approvals and no additional cash outlay to do so. It all seems wrong when we want to create local employment and use local materials to build, but then we get penalised to do so.

It is no secret that highway caravan parks and many others are doing it tough with the now attitude of many, that free overnight parking is a right, and many Councils including the Whitsundays, panders to this view.

This is grossly unfair that you take business away from Parks such as ours, and at the same time you make us pay for things we have an as an "of right" to do.

I seek your understanding to this matter and ask you to have this fee waived.

Yours faithfully

Ron Earle

12. Development Services

12.4 DEVELOPMENT SERVICES MONTHLY REPORT - SEPTEMBER 2020

AUTHOR: Neil McGaffin – Director Development Services

RESPONSIBLE OFFICER: Neil McGaffin – Director Development Services

OFFICER'S RECOMMENDATION

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

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

Development Services Monthly Report – September 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 September 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 September 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 September 2020.

ATTACHMENTS

Attachment 1 – Development Services Monthly Report – September 2020

Development Services

Strategic Planning
Development Assessment
Building, Plumbing & Compliance
Economic Development

Monthly Report – September 2020

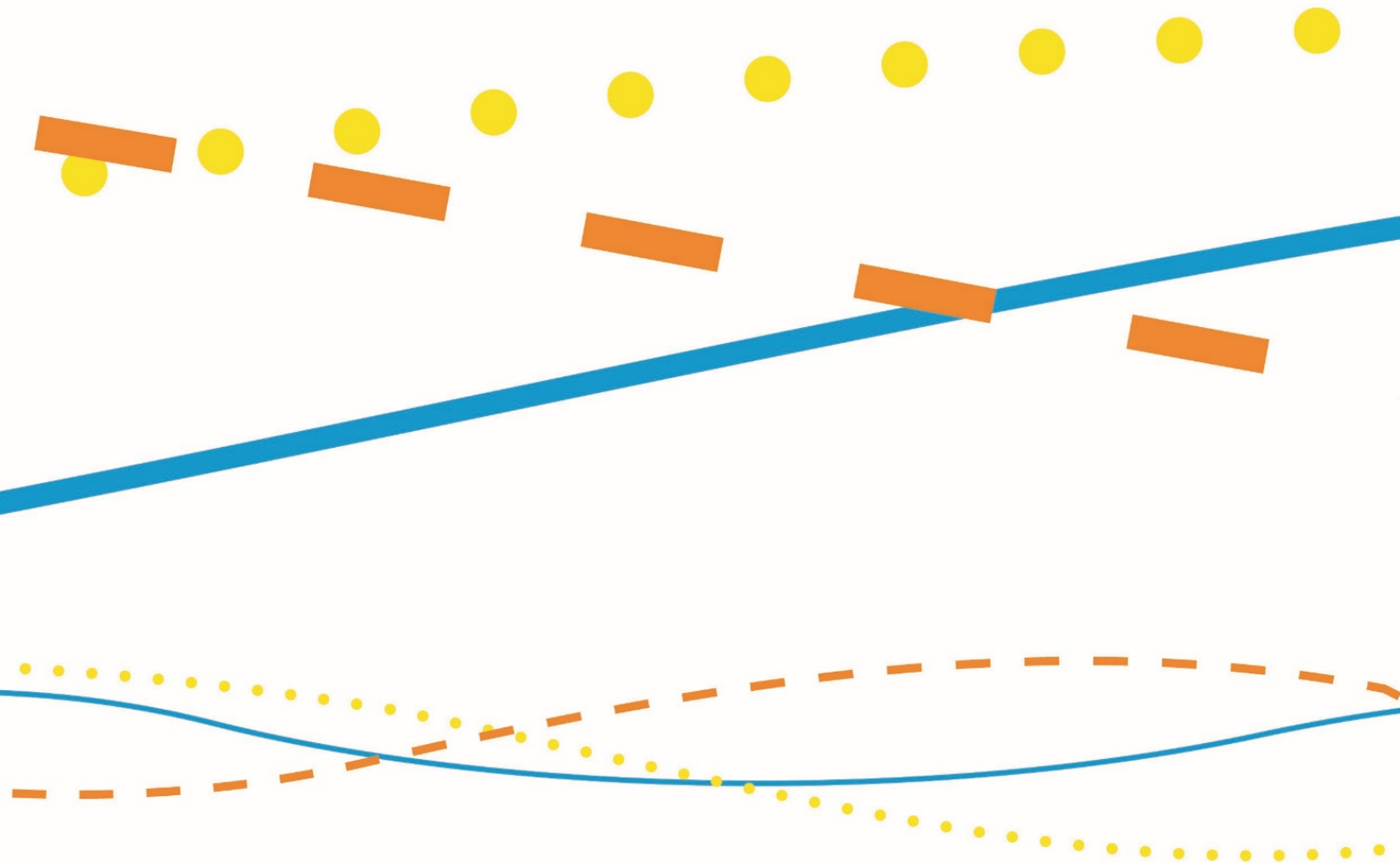


TABLE OF CONTENTS

Directors Report	3
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	10

Directors Report

Strategic Planning

The month of September saw Council resolving to include the updated Bowen Local Plan and Round 6 of the Zone Amendment Requests in the Planning Scheme 2017 Major Amendment. Strategic Planning provided continued support to the Development Assessment Branch in the preparation of Infrastructure Conditions for the Whitsunday Paradise Application. The Proserpine V2, Collinsville Masterplans and Code to Impact Assessment Triggers memo have been completed in draft and presented to ELT. The Façade Improvement Policy continues to attract applications. Strategic Planning met with the State Planning Department to discuss a range of issues, including the development of an Interim LGIP Amendment, which has been completed in draft and presented to ELT.

Development Assessment

During September, Development Assessment saw an increase in Development Applications for Reconfiguration of a Lot, being the highest number received so far this year. The number of Survey Plans being sealed and released remain steady each month showing consistency within the development of the area. The number of inspections carried out by Technical Officers were at the highest level for the calendar year with Officers conducting almost double the amount of inspections compared to last month. This is due to several large projects currently being under construction, which include the Tassal aquaculture farm, Hidden Valley rural residential development, Parkside Estate and the new Ergon Energy Depot in Cannonvale.

Assessment of the Whitsunday Paradise development in Bowen continues with the Development Assessment Team working with the Strategic Planning Team, Environment Team and Engineering Services Directorate to prepare a draft conditions package. Briefing of the application with Councillors commenced at the last briefing session of the month and will continue into October. A second complex application continued its assessment in the month of September with the Port of Airlie Resort Complex development responding to Council's request for further information. The development application will now proceed to the public notification stage of the assessment process.

Building, Plumbing & Compliance

September saw the first month of Council not providing Building Certification Services. Council's Building Department is now finalising the remaining 368 active items on the building registers. Leslie Amos (Snow) has been given the all clear to come back and complete inspections after badly injuring his neck a few months ago.

Council's Plumbing Department has been steady with approvals and inspections this month. The Decmil plumbing approvals for Adani Camp 4 and Camp 5 were finalised this month.

Economic Development

Key activities for September centred around the continuation of work toward ongoing projects and the initiation of scoping and other development activities toward projects that may be able to attract future investment stimulus such as Tourism Infrastructure, upgrades to Whitsunday Coast Airport and the Whitsunday Marine Centre of Excellence. Highlight for the month was the delivery and council endorsement of the Whitsunday Region Priorities 2020 document which will assist in shaping short-medium term advocacy efforts, targeted community and business stakeholder support and future business case development. Volume of new funding opportunities was slightly subdued however it is expected to increase through October with the impending release of the Federal Budget measures. Engagement with stakeholders in the Whitsundays and greater region was high with a number of projects at the stage of consultation to understand stakeholder thoughts and challenges before progressing further (Whitsunday Trails and Skills gap in Tourism and Industry Sectors).

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

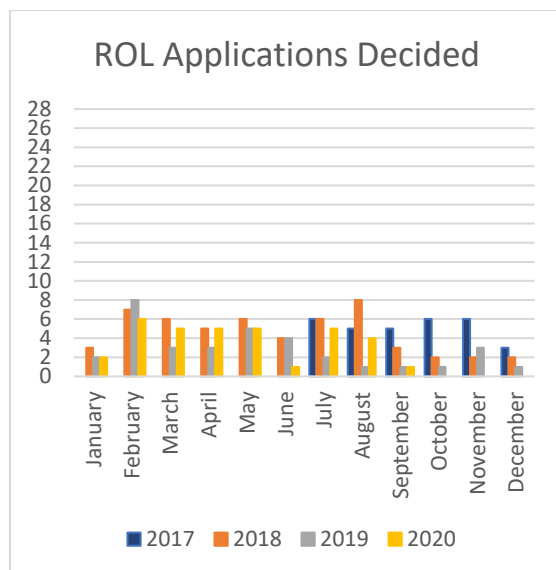
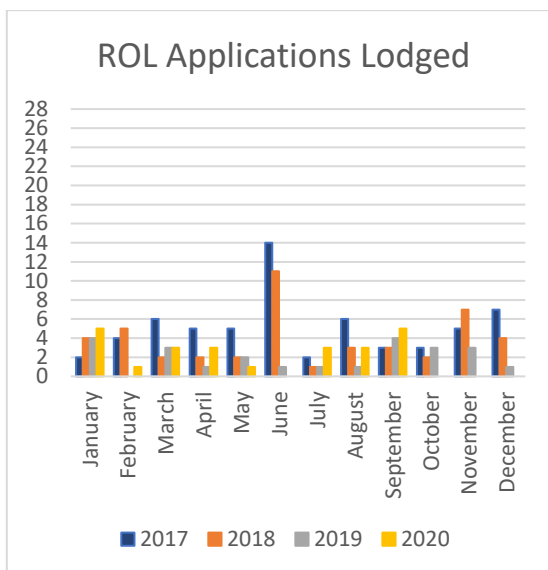
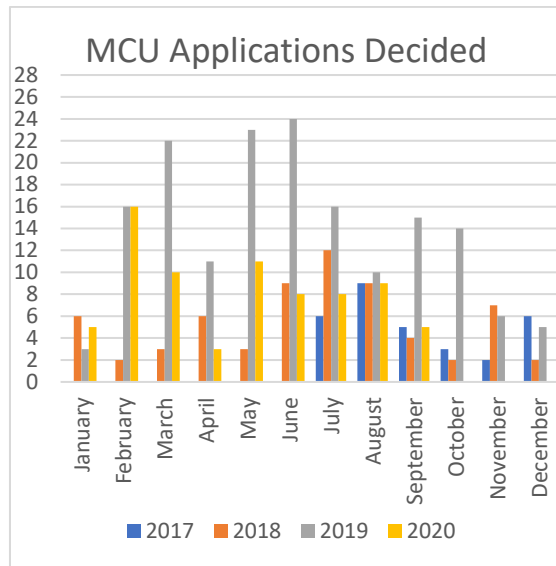
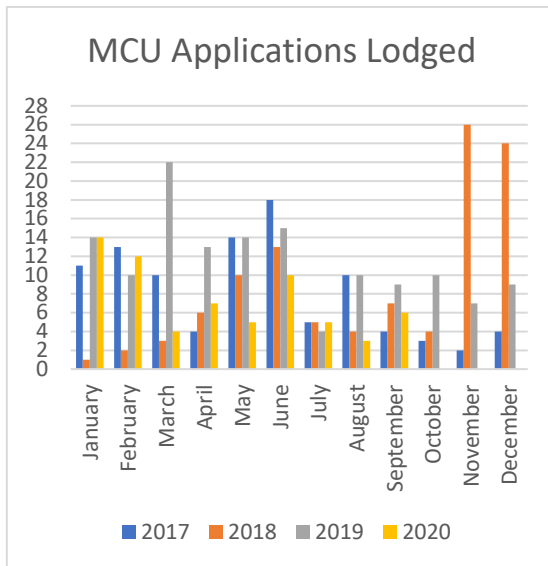
The Strategic Planning Branch is undertaking several projects, including;

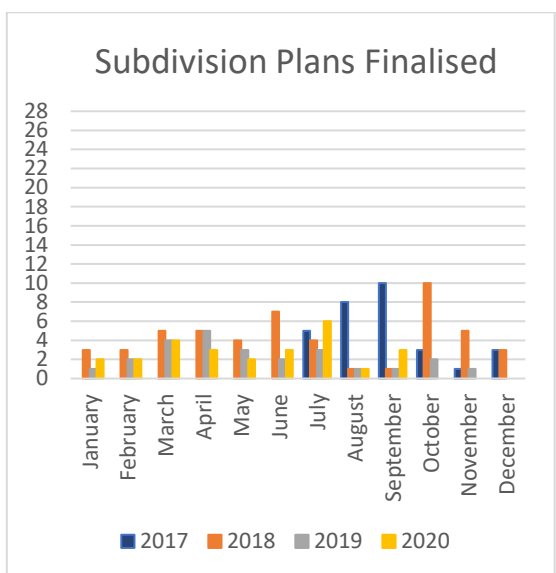
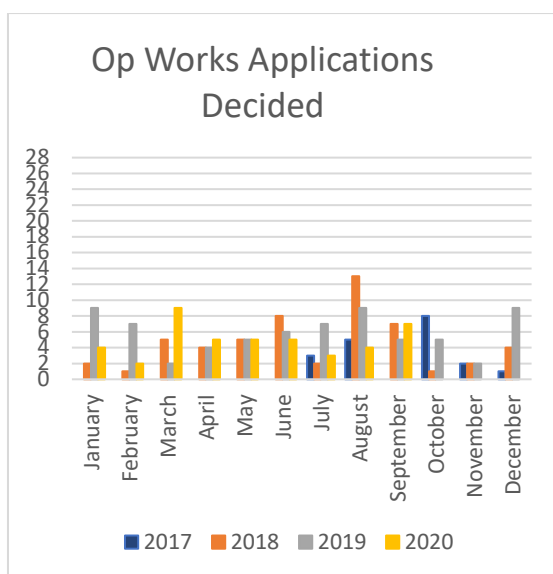
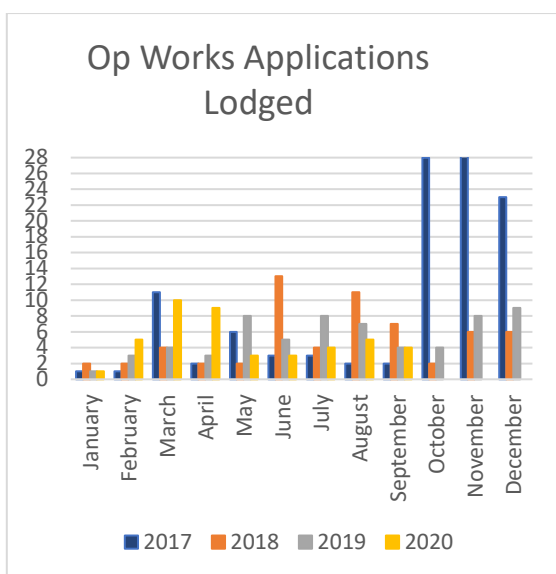
- Continuing Planning Scheme Integration and Review
- Council resolution and Consultation of the Collinsville Master Plan
- Council resolution and Consultation of the Proserpine Master Plan V2
- Finalisation of the Land Register Lot Review
- Finalisation of the Bowen Master Plan
- Finalisation of the Interim LGIP Amendment
- Finalisation of the Airlie Beach Local Plan
- Review of the amended Airlie Beach Land Management Plan
- Review of the Cannon Valley Growth Strategy
- Review of the Local Heritage Register
- Preparation of the Greater Airlie Beach Area Master Plan
- 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





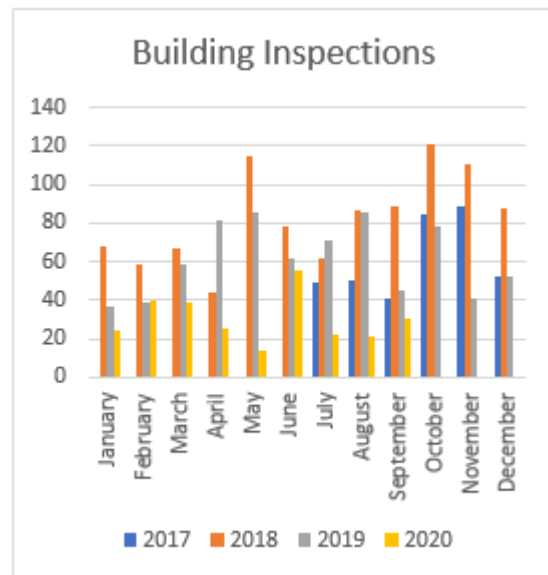
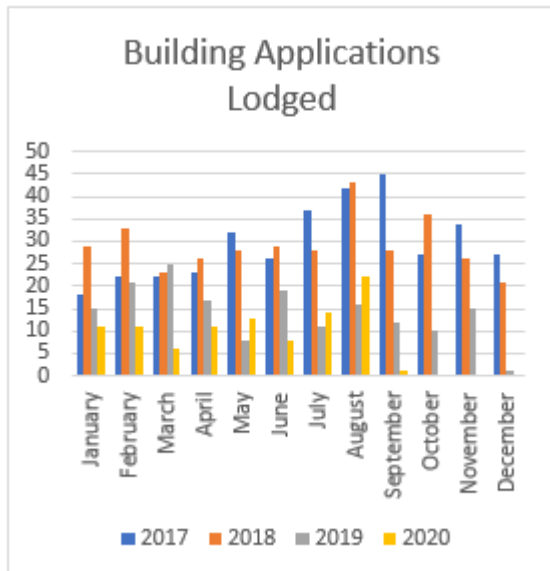
Summary of Applications approved under Delegated Authority

Application No.	Applicant & Location	Approval Details
20171304	Blue Jeep Investments Pty Ltd Duval Road, Preston	Minor Change & Request to Extend a Development Permit for Operational Works
20190944	Blue Jeep Investments Pty Ltd Duval Road, Preston	Development Permit for Operational Works (Roadworks, drainage and earthworks associated with 27 lot subdivision)
20191222	Ezsteps Pty Ltd as TTE Gloucester Ave, Cape Gloucester	Development Permit for Material Change of Use (Dwelling House)
20150654	Carmichael Rail Network Pty Ltd Bowen Developmental Road, Bowen	State Development Application for Material Change of Use for Rail Infrastructure and Non-Resident Workforce Accommodation
20171292	Carlisle Family Pty Ltd as TTE 7 Rattray Ave, Hydeaway Bay	Development Permit for Preliminary Approval – Building Works and Material Change of Use (Height Relaxation)

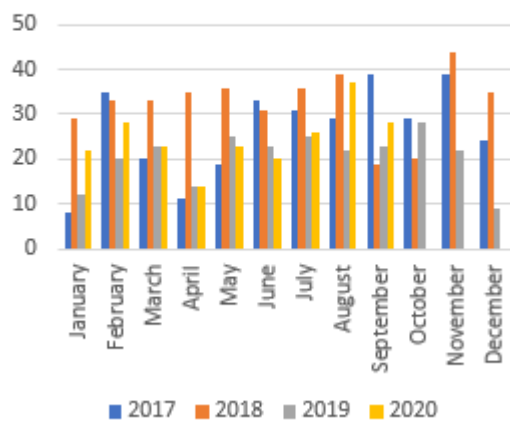
20200727	AD Tween 150 Rifle Range Road, Mount Marlow	Development Application for Reconfiguration of a Lot – One (1) Lot into Two (2) Lots
20200783	Oakbaye Pty Ltd 8-16 Ulysses Drive, Cannon Valley	Development Permit for Operational Works (Road work, Drainage, Landscaping, Stormwater, Water Infrastructure & Sewerage Infrastructure)
20200822	Whitsunday Regional Council 7 Chapman Street, Proserpine	Development Permit for Operational Works (Access & parking, Stormwater, Erosion Prevention, Water Infrastructure & Sewerage Infrastructure)
20200229	Algona Developments Pty Ltd 275 Shute Harbour Road, Airlie Beach	Development Permit for Operational Works (Rock Protection Works)
20200301	Department of Transport & Main Roads Days Road, Gumlu	Development Permit for Operational Works Dredged Material Handling Facility (Prescribed tidal works, erosion & removal, destruction or damage of marine plants)
20200561	SL Mayne 12 Gloucester Ave, Hydeaway Bay	Existing Use Rights (Short Term Accommodation)
20200825	Oakbaye Pty Ltd 8-16 Ulysses Drive, Cannon Valley	Development Permit for Operational Works (Road work, Drainage, Landscaping, Stormwater, Water Infrastructure & Sewerage Infrastructure)
20200844	ID Bishop 886 Gloucester Ave, Cape Gloucester	Development Permit for Material Change of Use (Dwelling House)

Building, Plumbing & Compliance

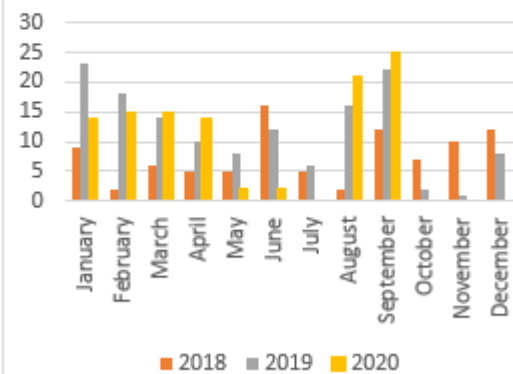
The Building, Plumbing & Compliance branch is responsible for assessing/reviewing building and plumbing applications, developing and maintaining various building and plumbing related policies and registers; carrying out Building regulatory functions; and manage and regulate enforcement and compliance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



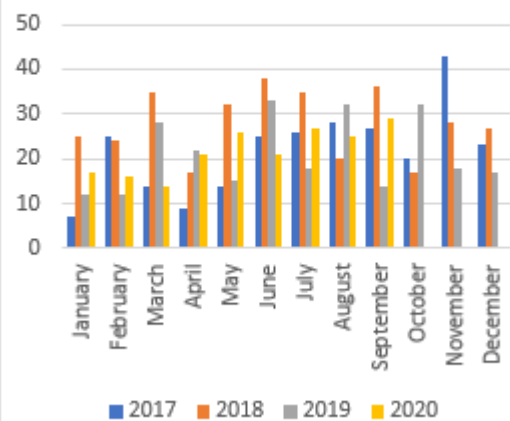
Plumbing Applications Lodged



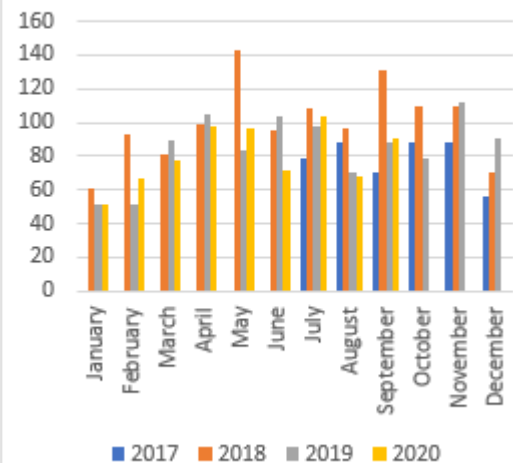
Plumbing Applications Requiring Further Information



Plumbing Applications Decided



Plumbing 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

- Delivered the Whitsunday Regional Priorities plan and commenced promotion of objectives.
- Provided council representation to the inaugural RSDC socio-economic forum.
- Submitted over \$497K in new grant funding applications to support two council projects across all directorates. Received notification of successful grant application for three projects worth \$178K.
- Represented council at a ministerial roundtable with the minister for Northern Australia to discuss regional economic recovery priorities, projects of significance and improved access to the NAIF.
- Provided support to Reef Catchments in developing marketing collateral to support the release of the Provenance volume 2 publication which will highlight regional food and agritourism businesses.
- Advised and provided supporting evidence to four significant local projects on economic benefits in their application to the recently closed Building acceleration fund.
- Developed a Whitsunday region investor profile to provide summary of the regions advantages and opportunities to be used for an investment attraction program being led by LGAQ and TIQ.
- Provided assistance to new business looking to establish in the region in the segments of hotel and conference centre development, indigenous marine tourism, boat building, café business and Electric commuter devices.

Current Projects

- Regional Skills investment strategy
- ASBAS Digital Skills program
- Whitsunday Jobs Board
- Adani CBF – Options Analysis
- Whitsunday Trails Concept Design
- Small Business Start-up program
- Regional Priorities Plan
- Food Branding and Agritourism mapping

Stakeholder Meetings

- Participated in periodic collaborative meetings with industry partners and organisations including Bowen Collinsville Enterprise, Collinsville DIG AGM, Tourism Whitsundays and the Whitsunday Economic recovery sub-group.
- Chaired two industry meetings of the RSIS project reference group to address current workforce development challenges emerging in the Agricultural and Tourism industry.
- Attended the Bowen Business breakfast forum and provided a project overview and update on the Marine Centre of Excellence project concept.
- Met with the Deputy Director General of State Development to further regional interest in relation to the Abbot Point Satellite launch site and council involvement in Abbot Point Master Planning.
- Participated in a review of key local events with Tourism and Events Queensland to improve the planning, future benefits and promote investment in events such as the Whitsunday Reef festival and White on Whitehaven.
- Undertook a stakeholder engagement workshop with representatives from QLD Parks and Wildlife services regarding the opportunities and challenges associated with the Whitsunday Trails project.
- Participated in the Future Anything trade show at Bowen SHS to encourage opportunities for innovation and entrepreneurship by students.

Funding Submissions

Program	Project	Amount Requested
Australia Council – Arts Projects for Organisations	Whitsunday Sculptures Drive and Dive Project (2)	\$100,000
Advanced Pest Animal and Control Solutions	Investigation and application of biocontrol for Chinee Apple	\$397,000
TOTAL		\$497,000

Funding Attained

Program	Project	Amount Requested
Get Ready Queensland	Human Social Recovery Implementation Program	\$18,420
Queensland Feral Pest Initiative Round 4	Whitsunday Yellow Crazy Ant Baiting and Surveillance Program	\$138,000
Queensland Veterans Memorial Grants	Relocation, Preservation and Reestablishment-Proserpine Cenotaph	\$21,687
TOTAL		\$178,107

Unsuccessful Applications -

Reef Assist Program:

- Expanding of the Whitsunday Aerial Feral Animal Control Program \$80,850
- Bowen and Collinsville Wood Weed Management Project \$299,504
- Whitsundays Green Streets \$308,000

Spaces & Places

- Whitsunday Sculpture Drive & Dive Project \$250,000

13. Community Services
13.1 DONATIONS AND IN KIND SUPPORT REQUESTS UP TO \$2,000.00 - AUGUST & SEPTEMBER 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 months of August & September 2020, from budget code JC: 2967.11074 – Community Donations (2967) / Donations (11074), to the following recipients:

- Bowen Neighbourhood Centre - \$1,000.00 donation
 - Cannonvale State School - \$260.00 in kind donation
-

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 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 months of August & September 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:

- a) 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;
- b) 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
- c) 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 months of August and September 2020, the following donations were provided:

Organisation Name	Description	Donation Amount	In-Kind Support Amount
Bowen Neighbourhood Centre	R U OK Day Event Resources (Shirts, Caps, Bucket Hats and Wrist Bands)	\$1,000.00	
Cannonvale State School	Donation of Mulch for Garden Project		\$260.00
Total for August & September 2020		\$1,000.00	\$260.00

Council has the following options:

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

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

STRATEGIC IMPACTS

Corporate Plan

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

Strategy 2.2.6 – Support community groups in facilitating a variety of cultural, community, sporting and recreation activities, events and programs.

Operational Plan

Action 2.2.6.1 – Support the Whitsunday community through the facilitation of the community grants and donations programs.

Measure – 175 community and sporting groups are funded.

Financial Implications – The funds will be taken from JC: 2967.11074 – Community Donations (2967) / Donations (11074). There is currently \$71,600.00 in this budget line item.

Risk Management Implications – There is a financial cost to Council, however the 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 months of August & September 2020.

ATTACHMENTS

Attachment 1 – Request for Donation - Bowen Neighbourhood Centre

Attachment 2 – Request for In Kind Support - Cannonvale State School

Attachment 1 – Request for Donation - Bowen Neighbourhood Centre



Bowen Community Council
ABN 74 116 939 538
20 Williams Street, PO Box 1035
Ph: (07) 4786 2111



26th of August 2020

Erin Howard
Acting Community Development Worker
Whitsunday Regional Council
Bowen Qld 4805

Dear Erin,

The Bowen Neighbourhood Centre wish to apply for \$2,000.00 for the event "R U OK." This will be run on the 10th of Sept 2020. This money will allow us to run a one-day COVID SAFE event from the Bowen Neighbourhood Centre. At this event we would like to hand out local cards of services around Bowen that can assist in moderate mental health assessments and counselling needs all for free. Whilst doing this we can offer free coffees and general conversations about these services and what programs they and the Bowen Neighbourhood Centre Offer.

As this Event will happen in the next few weeks, we understand that this is a late notice but in these times we want the Bowen Community to be aware of services in our region that can assist with help.

Budget Breakdown

15 staff shirt "r u ok"	\$300.00
Local coffee van	\$700.00
Resources to community	\$1000.00
Total	\$2,000.00

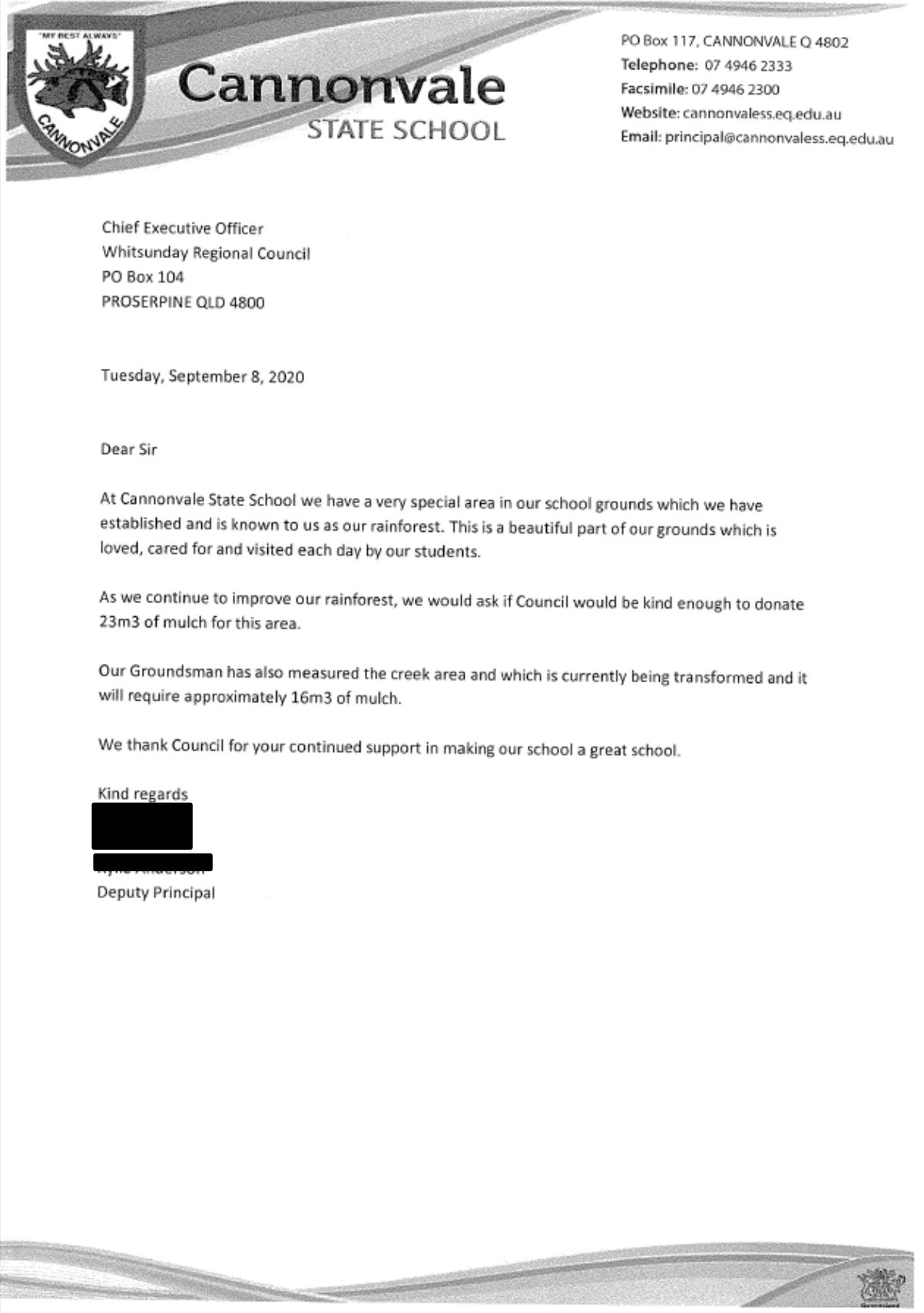
If you have any further inquiries, please do not hesitate to contact me on the above phone number.

Yours Sincerely

[Redacted signature]

Coordinator

Attachment 2 – Request for In Kind Support - Cannonvale State School



13. Community Services

13.2 SPORT & RECREATION CLUB GRANTS - SEPTEMBER 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:

- Bowen Golf Club Inc. – Band 1 - \$5,500.00
 - Whitsunday and Proserpine RC Models Inc. – Band 2 - \$3,000.00
 - Airlie Beach Football Club Inc. – Band 2 - \$3,000.00
 - Collinsville Sports Inc. – Band 3 - \$1,500.00
-

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 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 September 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/ Band	Amount Requested
Bowen Golf Club Inc.	16	246	262	Club / 1	\$5,500.00
Whitsunday and Proserpine RC Models Inc.	25	139	164	Club / 2	\$3,000.00
Airlie Beach Football Club Inc.	120	16	136	Club / 2	\$3,000.00
Collinsville Sports Inc.	15	75	90	Club / 3	\$1,500.00
Total					\$13,000.00

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 2.2.6 – Support community groups in facilitating a variety of cultural, community, sporting and recreation activities, events and programs.

Operational Plan

Action 2.2.6.1 – Support the Whitsunday community through the facilitation of the community grants and donations programs.

Measure – 175 community and sporting groups are funded.

Financial Implications – The funds will be taken from budget code JC: 2967.10250 - Community Donations (2967) / Club Grants (10250). There is currently \$99,272.00 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 - Bowen Golf Club Inc.
- Attachment 2 – Sport & Recreation Club Grant Application - Whitsunday and Proserpine RC Models Inc.
- Attachment 3 – Sport & Recreation Club Grant Application - Airlie Beach Football Club Inc.
- Attachment 4 – Sport & Recreation Club Grant Application - Collinsville Sports Inc.

Attachment 1 – Sport & Recreation Club Grant Application - Bowen 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 (please see guidelines)	☒ Band 1	☐ Band 2	☐ Band 3	☐ Band 4
Club/Entity Name	BOWEN GOLF CLUB			
Club/Entity Address	P.O. BOX 387 BOWEN. 4805			
Application Contact	[REDACTED]			
Contact Phone (B)	[REDACTED]	Contact Phone (M)	[REDACTED]	
Email Address	[REDACTED]			

Section 2 – Club/Entity Details

Club Location	☐ Airlie Beach	☒ Bowen	☐ Cannonvale	☐ Collinsville	☐ Proserpine
Incorporation No.	1A05194		Public Liability Insurance Limit (\$)	\$10,000,000	
Certificate of Currency Attached?	☒ Yes	☐ No	GST Registered?	☒ Yes	☐ No
No. of Active Junior Participant Members	16		No. of Active Senior Participant Members	246	
Name of State/National Governing Organisation	GNQld. (PGA)				

Section 3 – Applicant Declaration

Name	[REDACTED]		
Signature	[REDACTED]	Date	27/08/2020

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.

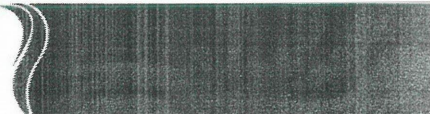
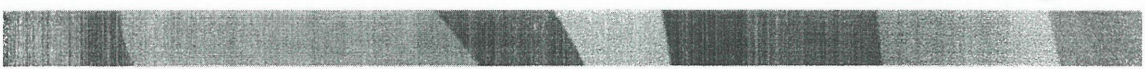
Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

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 2 – Sport & Recreation Club Grant Application - Whitsunday and Proserpine RC Models Inc.

		
OFFICE USE ONLY		
Date Received: _____		
DOC: _____		
REG: _____		
A/O: _____		
Whitsunday Regional Council		
Sport & Recreation Clubs Grant Application		
		
Date of Application: <u>02 - 09 - 2020</u>		
Club/Entity Name: <u>WHITSUNDAY AND PROSERPINE RC MODELS INC</u>		
Application Contact: 		
Contact Number: 		
Contact Email Address: 		
Club Location (Please Circle One): <u>Proserpine</u> Collinsville Bowen Cannonvale Airlie Beach		
Incorporation Number: <u>1A57154</u>		
Public Liability Insurance Limit (\$): <u>20 MIL</u>		
Certificate of Currency Attached? ☒ Yes ☐ No		
GST Registered? Yes ☐ No ☒		
Application Band Level (Please see page 2): <u>BAND 2 101-250 \$3000</u>		
Number of Junior Members: <u>25</u>		
Number of Senior Members: <u>139</u> <u>TOTAL 164</u>		
Name of State/National Governing Organisation (if applicable): <u>MODE AERONAUTICAL ASS OF QLD</u> <u>MODEL AERONAUTICAL ASS OF AUST INC.</u>		
Privacy Statement: Whitsunday Regional Council is collecting your name, address, contact phone number, details of the matter that could be deemed as your personal information and signature for declaration. This information will be used for the purpose of assessing your application and ensuring that we are able to remain in contact with you regarding the status of your application. This information will only be accessed by employees, contractors and/or Councillors of Whitsunday Regional Council. Subject to the above disclosures, your personal information will not be given to any other agency unless you have given us permission or we are authorised or required by law to do so.		
		
		

Attachment 3 – Sport & Recreation Club Grant Application - Airlie Beach Football Club Inc.



Whitsunday Regional Council

Sport & Recreation Clubs Grant Application

Date of Application: 19/8/2020

Club/Entity Name: Airlie Beach Football Club Inc

Application Contact: [REDACTED]

Contact Number: [REDACTED]

Contact Email Address: [REDACTED]

Club Location (please circle one): Airlie Beach Bowen Cannonvale Collinsville Proserpine

Incorporation Number: IA59242

Public Liability Insurance Limit (\$): 25,000,000

Certificate of Currency Attached? ☒ Yes ☐ No

GST Registered? Yes ☐ No ☒

Application Band Level (please see guidelines): 2

Number of Junior Members: 120

Number of Senior Members: 16

Name of State/National Governing Organisation (if applicable):

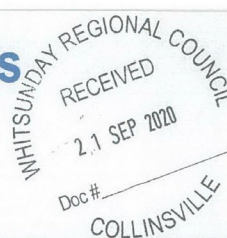
Football Queensland and Football Federation of Australia

Privacy Statement: Whitsunday Regional Council is collecting your name, address, contact phone number, details of the matter that could be deemed as your personal information and signature for declaration. This information will be used for the purpose of assessing your application and ensuring that we are able to remain in contact with you regarding the status of your application. This information will only be accessed by employees, contractors and/or Councillors of Whitsunday Regional Council. Subject to the above disclosures, your personal information will not be given to any other agency unless you have given us permission, or we are authorised or required by law to do so.

Attachment 4 – Sport & Recreation Club Grant Application - Collinsville Sports Inc.



Sport & Recreation Clubs Grant Application 2020/2021



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 (please see guidelines)	☐ Band 1	☐ Band 2	☒ Band 3	☐ Band 4
Club/Entity Name	Collinsville Sports Inc			
Club/Entity Address	52 Ninth ave scottville Qld 4804			
Application Contact	[REDACTED] club secretary			
Contact Phone (B)	[REDACTED]	Contact Phone (M)		
Email Address	[REDACTED]			

Section 2 – Club/Entity Details

Club Location	☐ Airlie Beach	☐ Bowen	☐ Cannonvale	☒ Collinsville	☐ Proserpine
Incorporation No.	IA58139		Public Liability Insurance Limit (\$)	\$ 20,000,000.00	
Certificate of Currency Attached?	☒ Yes	☐ No	GST Registered?	☐ Yes	☐ No
No. of Active Junior Participant Members	15		No. of Active Senior Participant Members	75	
Name of State/National Governing Organisation	Touch Football ASustralia				

Section 3 – Applicant Declaration

Name	[REDACTED]		
Signature	[REDACTED]	Date	07/09/2020

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.

13. Community Services

13.3 COMMUNITY SERVICES - MONTHLY REPORT - SEPTEMBER 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 September 2020.

The following report has been submitted for inclusion into Council's Ordinary Meeting to be held on 14 October 2020.

SUMMARY

To provide an overview of the Community Services Directorate for the month of September 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 September 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 & Climate
Milton Morsch – Coordinator Environmental Health & 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 September 2020.

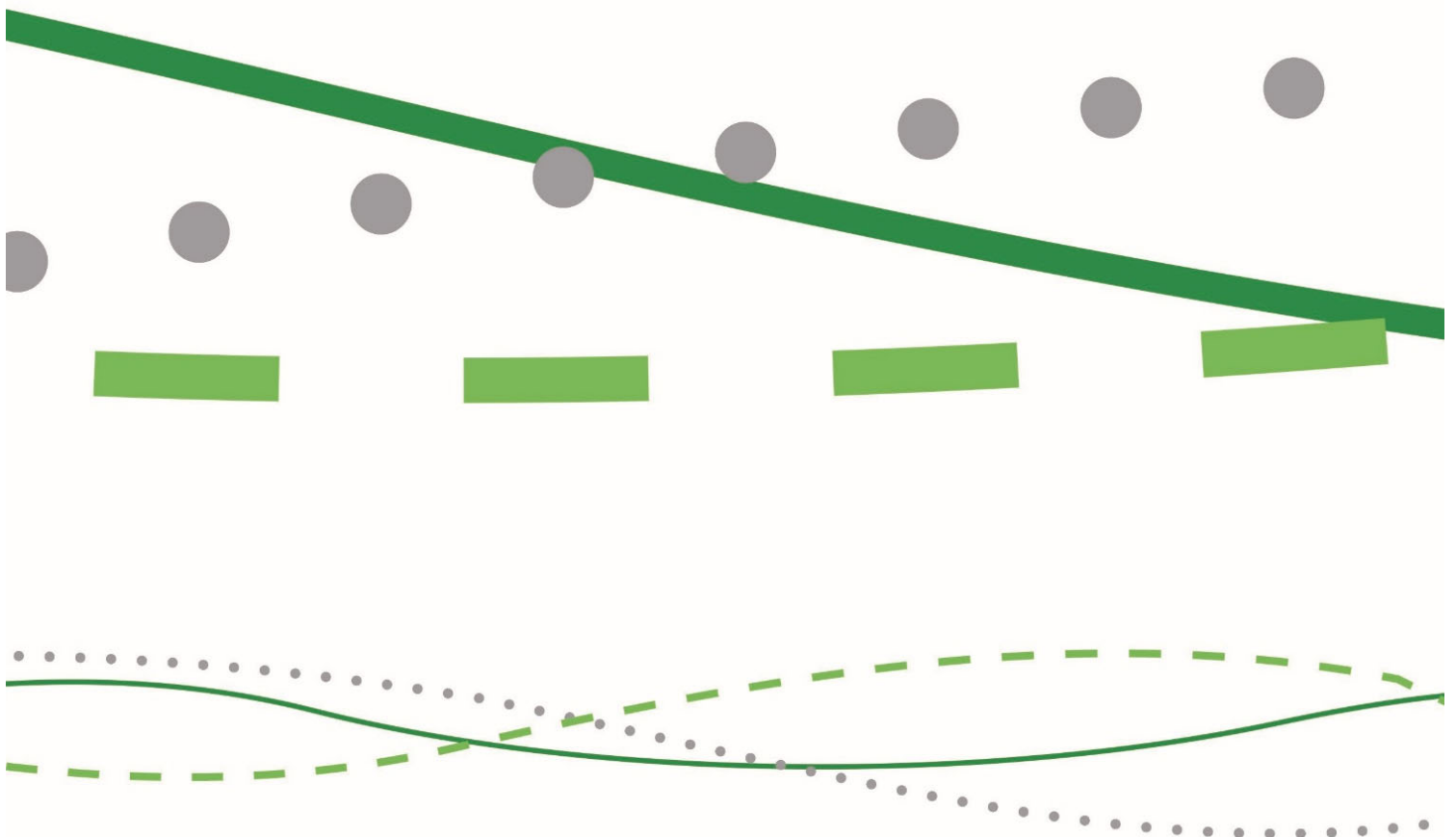
ATTACHMENTS

Attachment 1 – Community Services Monthly Report - September 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 | September 2020



Director's Report

Community Services engaged in a range of projects and activities across the region in September 2020.

A Citizenship Ceremony was held on Thursday, 17 September (National Citizenship Day) at the Airlie Foreshore in which five people became Australian Citizens.



Photo 1: Citizenship Ceremony - Airlie Beach Foreshore

The newly inducted Citizens were joined by family and friends along with Mayor Willcox, Councillors Clifford and Grundy and the Friends of the Whitsundays singing group led the National Anthem.

The end of September is the end of peak season for the Council's Caravan Parks with the following occupancies registered:

- Proserpine Tourist Park – 53.2% a 1.4% decrease from September 2019.
- Wangaratta Caravan Park – 66.1% a 15.2% increase from September 2019.

Proserpine RV Park & Proserpine Lake saw a total of 1,746 vehicles set up for camping.

- Proserpine RV Park 555 – decrease of 35%
- Lake Proserpine 1,101 – decrease of 42%

The C & E Administration Officers' statistics for September 2020 include the following:

- Correspondence Generated – 1,208 items
- Civica & ECM Registrations – 1,809 tasks
- 1,127 Telephone Calls (internal & external)

Council's Off-Street Carparks generated \$95,254.00 for the month, with 13,365 Pay & Display tickets purchased, an increase of 9.5% from September 2019.

The Airlie Lagoon Precinct Carparks generated the highest number of P & D tickets at 8,262 for the month with an average spend of \$4.21.

The Community Services Team received 328 CRM's for September with Environmental Health & Local Laws investigating and completing 236 complaints/requests for the month.

The Environmental Health and Local Law Officers also conducted 1,144 COVID-19 inspections including restaurants, pubs/hotels, hairdressers, nail technicians and tattooists.

The Local Law team held an Abandon Vehicle Auction in Bowen on Tuesday, 15 September 2020. There were 16 vehicles up for sale, with all sold on the day totalling \$2,220.00.

September saw the NRM Branch continue with the Feral Animal Aerial Control Project with 886km of flight distance travelled, resulting in 191 feral pigs and 2 wild dogs being destroyed in the Burdekin Dam, Cape River and Burdekin Dalbeg/Millaroo area.

2,276kg of baits were also processed and laid throughout the region with 64 property inspections in relation to pest weeds conducted.

Further ground and aerial baiting was carried out in early September. Council has been successful in receiving grant funding to the value of \$138,000 over three years towards Yellow Crazy Ant eradication works.

The Climate Hub had a Facebook Post reach of 1,493 for September + 36 Website Unique Visitors.

Customer Service saw 3,105 visitors through the service centres, an increase of 73% from August 2020. The main enquiries were Rates Receipting, Water Charges, Infringements and Rates Searches.

Telephone calls received increased by 9% from the previous month to 5,670 calls, with 87% resolved at the first point of contact. The After Hours Call Centre fielded 286 calls for the month a decrease of 13% from the previous month.

Customer Requests submitted for September totalled 928 across the organisation with 98.1% completed, a decrease of 67 CRM's (6.7%) from the previous month.

Aquatic Facility user statistics for September 2020 in comparison to August 2020 are listed below:

- Airlie Beach Lagoon increased by 57% to 11,383
- Bowen Pool increase by 245% to 2,818
- Proserpine Pool increase by 190% to 4,108
- Collinsville Pool opened 1 September 2020 – 951 attendees.

Airlie Lagoon Offences including smoking and/or illegal drinking in the lagoon precinct, persons swimming after hours plus dogs, skateboards and bikes in the lagoon totalled 226 for September 2020 noting Lifeguards are no longer assisting with Local Law duties. The statistics captured are from Security Services from the night patrols.

The Region's Libraries monthly attendance have decreased however, borrowings have increased from September 2019.

- Attendance 8,020 – 37% decrease
- Borrowings 19,423 – 21% increase

Cannonvale Library Staff filmed Virtual Maker Moments with the Comms Team to engage with junior community members during September school holidays.



Photo 2: Cannonvale Library Virtual Maker Moments - Sharon Lam & Anita Lichos

September also saw the start of school holidays and whilst the staff have not held any activities in the library due to the COVID-19 restrictions, 49 craft packs have been distributed to the children who have visited the library.

The First 5 Forever Library Resource Station at the Bowen PCYC is nearing completion. As with the Whitsunday's PCYC, the First 5 Forever team has produced a fun and welcoming space that can be used by families with young children whilst they are enjoying the facilities and programs at the PCYC. Both resource stations have been funded by a grant from the State Library of Queensland for the Early Literacy Champions Program.



Photo 3: Bowen PCYC First 5 Forever Library Resource Station - Before



Photo 4: Bowen PCYC First 5 Forever Library Resource Station - After

Julie Wright
Director Community Services

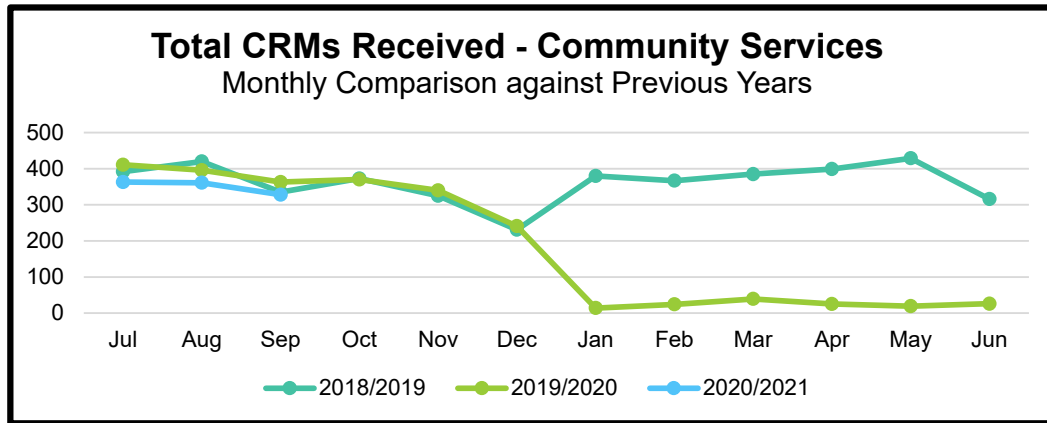
General

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.

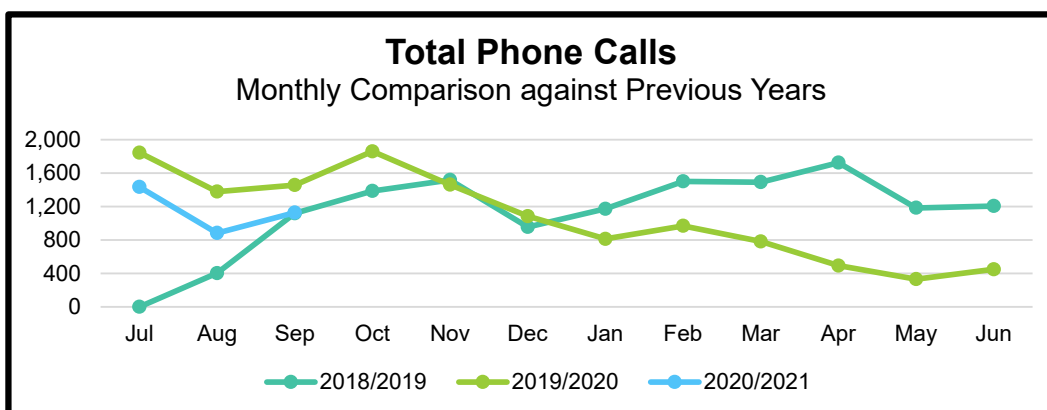
Customer Request Management (CRM)

Service	YTD	Jul	Aug	Sep	Monthly Trend
Community Development					
CRM Received	26	9	1	7	↑
CRM Completed	20	7	0	6	↑
Library Services					
CRM Received	1	1	0	0	–
CRM Completed	1	1	0	0	–
Aquatic Facilities					
CRM Received	5	1	1	3	↑
CRM Completed	2	0	1	1	–
Caravan Parks					
CRM Received	5	1	3	1	↓
CRM Completed	3	1	2	0	↓
Environmental Health & Local Laws					
CRM Received	913	319	303	291	↓
CRM Completed	744	260	248	236	↓
Parking					
CRM Received	5	0	3	2	↓
CRM Completed	4	0	3	1	↓
NRM & Climate					
CRM Received	48	16	20	12	↓
CRM Completed	24	10	9	5	↓
Customer Service / E-Services					
CRM Received	49	16	21	12	↓
CRM Completed	41	12	18	11	↓
Total CRMs for Community Services					
CRM Received	1,052	363	361	328	↓
CRM Completed	839	291	288	260	↓



Administration Officers

Service	YTD	Jul	Aug	Sep	Monthly Trend
Correspondence Generated	2,636	668	726	1,242	↑
ECM Task List	2,295	927	675	693	↑
Civica Registers	3,476	1,194	1,166	1,116	↓
Data Input	1,325	464	417	444	↑
CRMs Generated	158	39	52	67	↑
CRMs Closed	153	52	56	45	↓
Phone Calls - Internal	2,534	1,125	640	769	↑
Phone Calls - External	910	309	243	358	↑
Phone Calls - Total	3,444	1,434	883	1,127	↑
ECM Registering	1,982	555	712	715	↑
Purchase Orders	128	66	27	35	↑
Receipt Invoices	179	65	48	66	↑
Reports	149	41	62	46	↓



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
Grant Applications					
Facility Management - Approved	0	0	0	0	–
Facility Management - Approved (\$)	0	0	0	0	–
Junior Elite Athlete - Approved	0	0	0	0	–
Junior Elite Athlete - Approved (\$)	0	0	0	0	–
RADF - Received	0	0	0	0	–
RADF - Approved	0	0	0	0	–
RADF - Approved (\$)	0	0	0	0	–
RADF - Acquittals	2	1	1	0	–
Special Projects - Received	3	2	0	1	↑
Special Projects - Approved	0	0	0	0	–
Special Projects - Approved (\$)	0	0	0	0	–
Special Projects - Acquittals	0	0	0	0	–
Sport & Rec Club - Received	17	7	6	4	↓
Sport & Rec Club - Approved	16	2	8	6	↓
Sport & Rec Club - Approved (\$)	45,000	6,000	16,000	23,000	↑
Donation & Sponsorship Requests					
Donation Requests - Received	13	4	5	4	↓
Donation Requests - Approved	8	4	2	2	–
Donation Requests - Approved (\$)	44,030	22,700	4,000	17,330	↑
Fee Waivers - Approved	4	0	4	0	↓
Fee Waivers - Approved (\$)	1,598	0	1,598	0	↓
Sponsorships - Received	1	1	0	0	–
Sponsorships - Approved	1	1	0	0	–
Sponsorships - Approved (\$)	7,500	7,500	0	0	–
Sponsorships - Approved (in kind)	10,000	10,000	0	0	–
Sponsorships - Acquittals	1	0	0	1	↑
Events					
Council Events - External - Completed	4	3	0	1	↑
Council Events - External - Participants	86	56	0	30	↑
Council Events - Internal - Completed	2	0	2	0	↓
Council Events - Internal - Participants	59	0	59	0	↓

Competition Results for Junior Elite Athlete Recipients:

- No competitions held this month.

Events:

External:

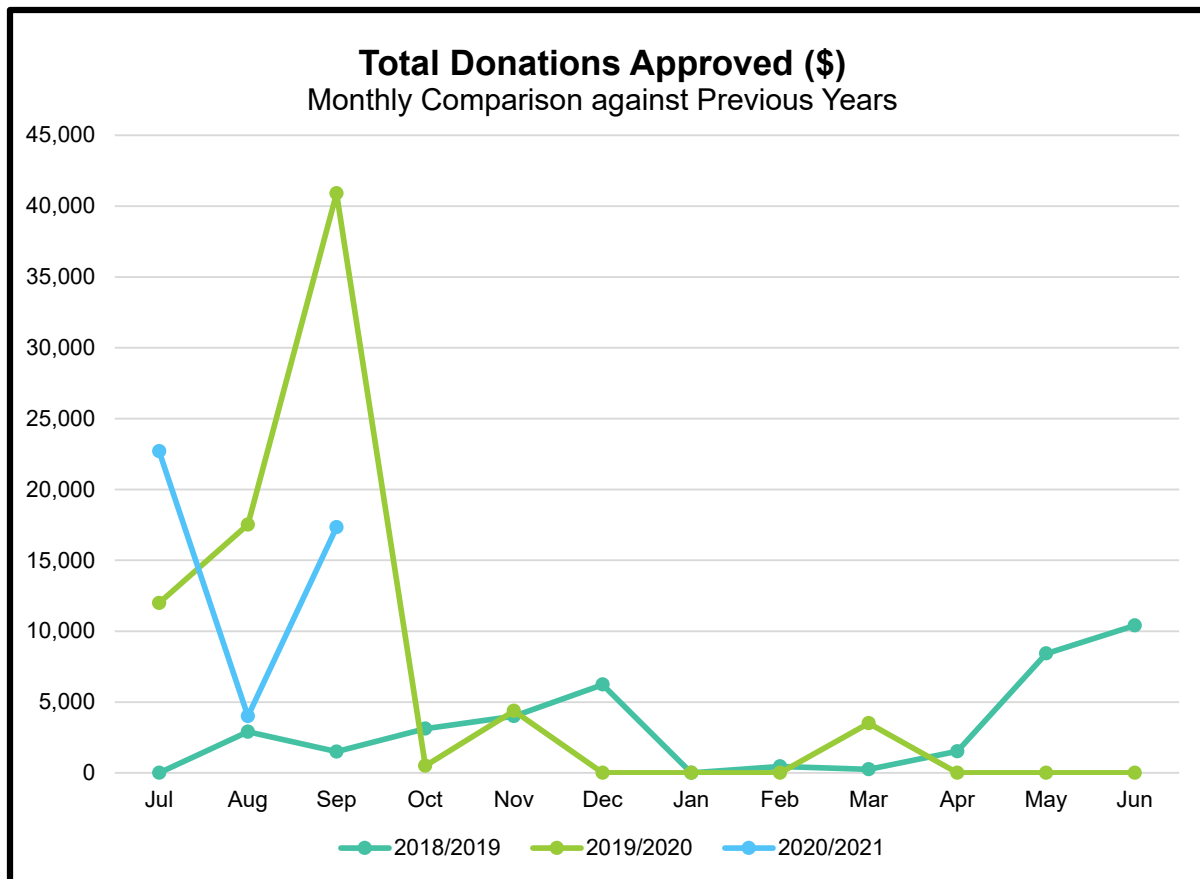
- Citizenship Ceremony – 17 September 2020

Internal:

- Nil

Special Project Grants Successful Recipients:

- Round 1 currently open, closes 16 October 2020.

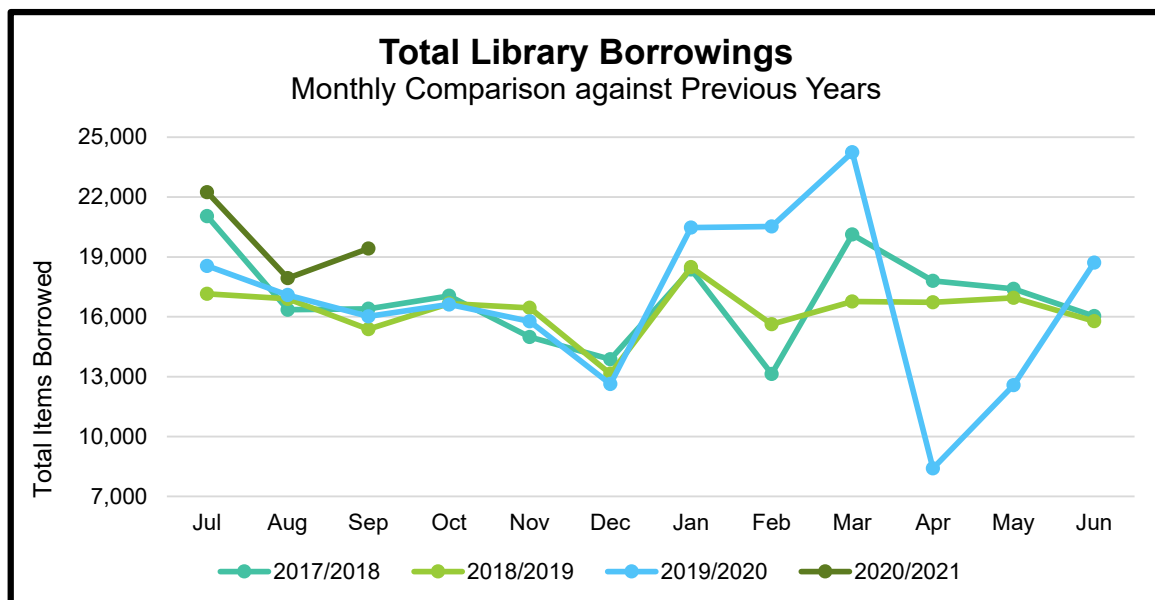


Library Services

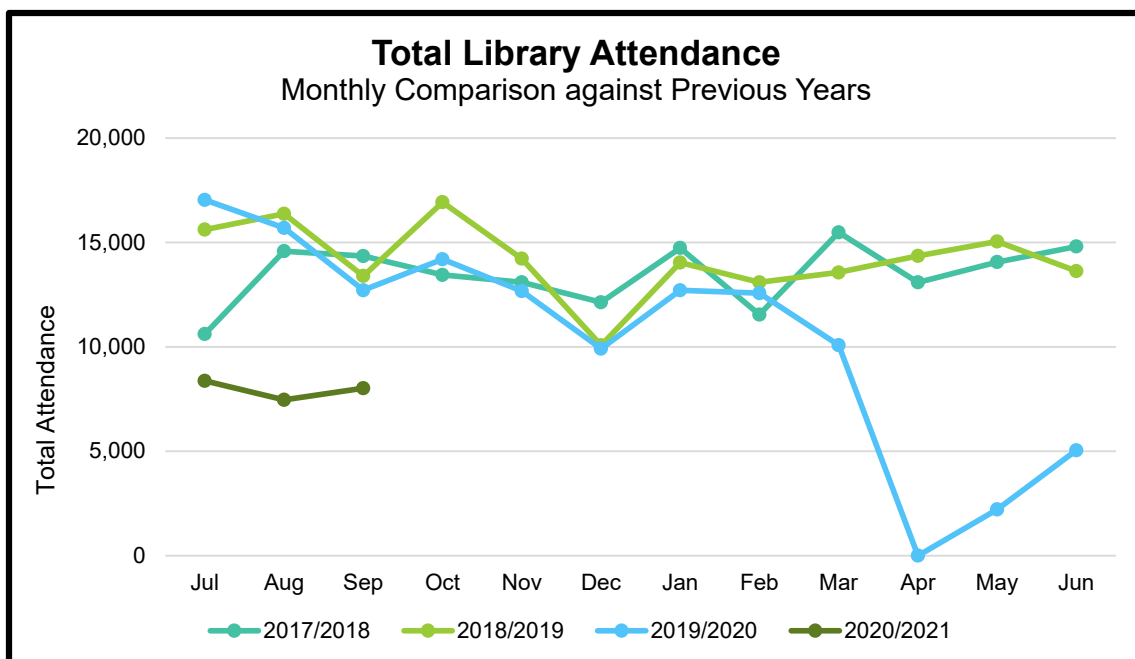
The Library Services branch is responsible for the provision of customer-centric services and resources to meet the information, recreation, cultural and lifelong learning needs of individuals and groups within the Whitsundays. The branch responsibilities include the design and delivery of library programs, promotion and marketing, collection development and maintenance, information/digital literacy opportunities, outreach and service extension.

Operations

Service	YTD	Jul	Aug	Sep	Monthly Trend
Library Resources Acquired					
Bowen & Collinsville Libraries	687	212	265	210	↓
Cannonvale Library	1,386	487	504	395	↓
Proserpine Library	669	276	190	203	↑
e-Library	129	40	34	55	↑
Library Resources Borrowed					
Bowen Library	10,288	3,902	3,097	3,289	↑
Cannonvale Library	19,688	7,518	6,058	6,112	↑
Collinsville Library	1,021	342	301	378	↑
Proserpine Library	12,270	4,334	4,066	3,870	↓
e-Library	16,335	6,146	4,415	5,774	↑
Mobile Library	0	0	0	0	–
Library Attendance					
Bowen Library	6,569	2,343	2,061	2,165	↑
Cannonvale Library	9,984	3,405	3,150	3,429	↑
Collinsville Library	2,229	976	610	643	↑
Proserpine Library	5,077	1,651	1,643	1,783	↑



Service	YTD	Jul	Aug	Sep	Monthly Trend
First 5 Forever (F5F)					
Resources - Acquired	327	303	3	21	↑
Resources - Borrowed by Branches	28	12	11	5	↓
Community Partnership Interactions	80	10	54	16	↓
Toolkits Distributed	15	8	6	1	↓
F5F In Library - Activities Held					
Bowen Library	22	8	8	6	↓
Cannonvale Library	29	8	12	9	↓
Collinsville Library	10	3	4	3	↓
Proserpine Library	10	3	4	3	↓
F5F In Library - Activities Attendance					
Bowen Library	73	25	23	25	↑
Cannonvale Library	316	90	124	102	↓
Collinsville Library	69	15	20	34	↑
Proserpine Library	90	26	34	30	↓
F5F Community Outreach - Events Held					
Bowen Library	2	1	1	0	↓
Cannonvale Library	3	1	1	1	–
Collinsville Library	0	0	0	0	–
Proserpine Library	8	1	4	3	↓
F5F Community Outreach - Events Attendance					
Bowen Library	69	46	23	0	↓
Cannonvale Library	34	12	11	11	–
Collinsville Library	0	0	0	0	–
Proserpine Library	96	8	42	46	↑



Service	YTD	Jul	Aug	Sep	Monthly Trend
In Library Programs - Events Held					
Bowen Library - Adults	0	0	0	0	–
Bowen Library - Children	0	0	0	0	–
Cannonvale Library - Adults	6	2	2	2	–
Cannonvale Library - Children	0	0	0	0	–
Collinsville Library - Adults	0	0	0	0	–
Collinsville Library - Children	0	0	0	0	–
Proserpine Library - Adults	11	2	5	4	↓
Proserpine Library - Children	0	0	0	0	–
In Library Programs - Events Attendance					
Bowen Library - Adults	0	0	0	0	–
Bowen Library - Children	0	0	0	0	–
Cannonvale Library - Adults	34	11	11	12	↑
Cannonvale Library - Children	0	0	0	0	–
Collinsville Library - Adults	0	0	0	0	–
Collinsville Library - Children	0	0	0	0	–
Proserpine Library - Adults	38	8	17	13	↓
Proserpine Library - Children	4	0	0	4	↑
Community Outreach - Events Held					
Bowen Library - Adults	12	4	4	4	–
Bowen Library - Children	0	0	0	0	–
Cannonvale Library - Adults	13	4	4	5	↑
Cannonvale Library - Children	0	0	0	0	–
Collinsville Library - Adults	0	0	0	0	–
Collinsville Library - Children	0	0	0	0	–
Proserpine Library - Adults	14	5	4	5	↑
Proserpine Library - Children	80	0	0	80	↑
Community Outreach - Events Attendance					
Bowen Library - Adults	66	20	24	22	↓
Bowen Library - Children	0	0	0	0	–
Cannonvale Library - Adults	89	26	32	31	↓
Cannonvale Library - Children	0	0	0	0	–
Collinsville Library - Adults	0	0	0	0	–
Collinsville Library - Children	0	0	0	0	–
Proserpine Library - Adults	163	57	51	55	↑
Proserpine Library - Children	0	0	0	0	–
Public Computer Usage					
Bowen Library	1,286	462	411	413	↑
Cannonvale Library	1,799	555	585	659	↑
Collinsville Library	31	10	8	13	↑
Proserpine Library	916	312	279	325	↑

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.

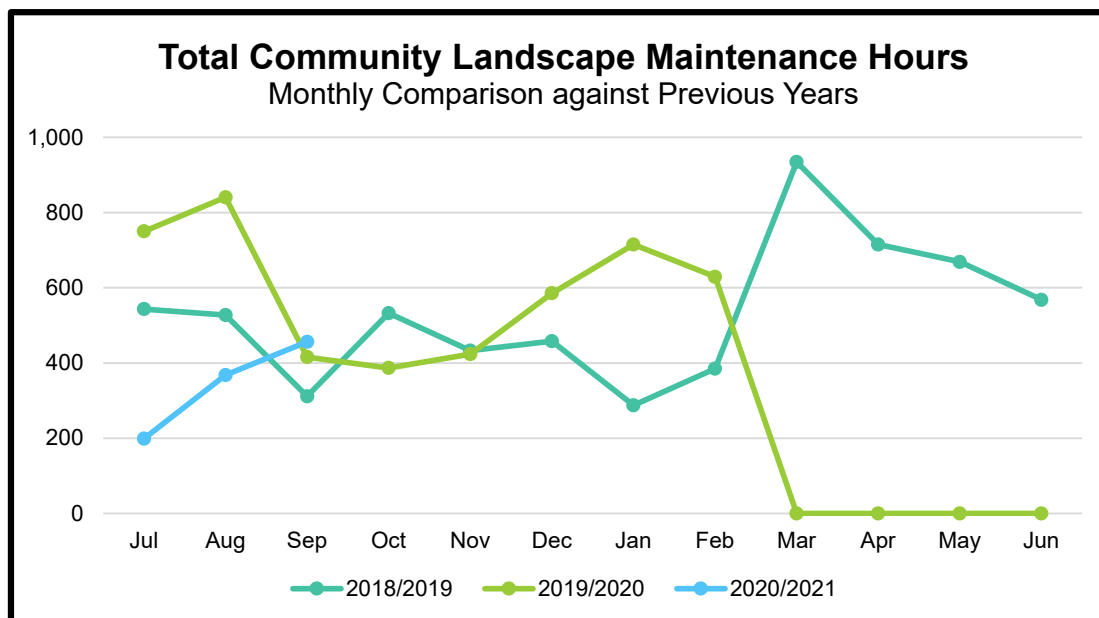
Operations

Service	YTD	Jul	Aug	Sep	Monthly Trend
Community Landscape Maintenance Hours	1,023	199	368	456	↑
Community Indoor Tasks Hours	137	21	26	90	↑
New Project Assessment Hours	9	5	0	4	↑
WRC Landscape Maintenance Hours	106	13	48	45	↓
WRC Nursery Maintenance/Propagation Hours	114	15	19	80	↑
WRC Indoor Tasks Hours	32	0	11	21	↑
QCS Compound Duties Hours	470	61	207	202	↓

Projects

Project	Status	% Complete	Budget
Echo Park Speedway – Clearing of Site/Assistance with Fence Erection*	In Progress	90%	✓
Bowen River Rodeo – Site Maintenance	Scheduled	0%	✓

*Community Group to organise resources before tasks can be completed.



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.

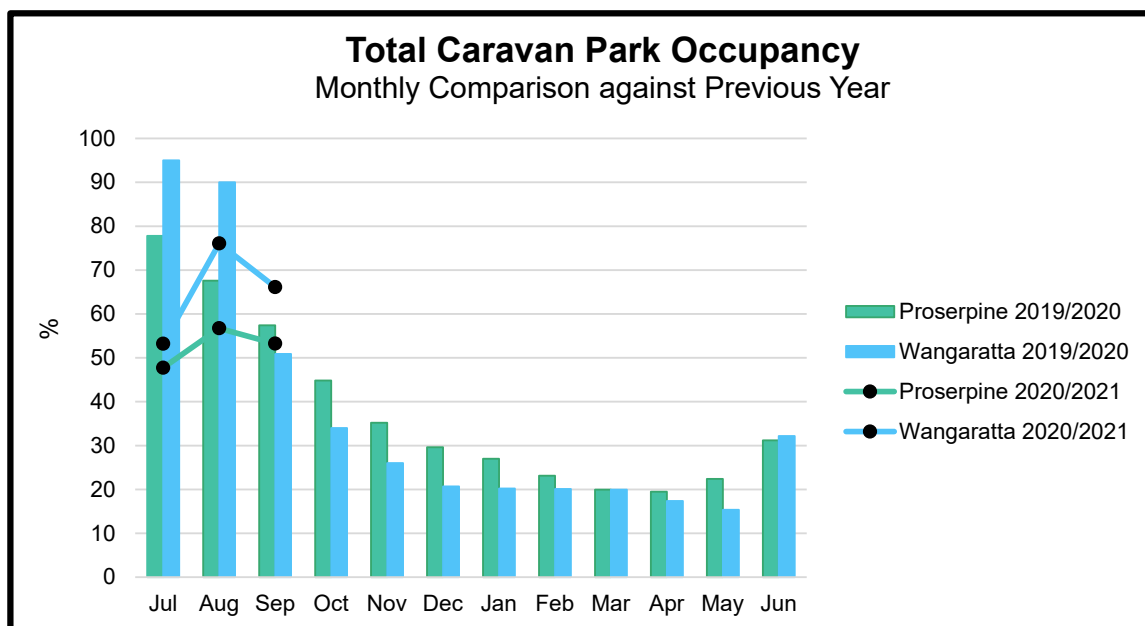
Aquatic Facilities – Operations

Service	YTD	Jul	Aug	Sep	Monthly Trend
Airlie Beach Lagoon – Total Users	23,243	4,601	7,259	11,383	↑
Airlie Beach Lagoon – Total Offences	2,311	1,011	1,074	226*	↓
Pool Attendance – Bowen	4,175	541	816	2818	↑
Pool Attendance – Collinsville	951	0	0	951	↑
Pool Attendance – Proserpine	6,284	764	1,412	4,108	↑

* Lifeguards are no longer assisting with Local Law duties. The statistics captured are from Security Services from the night patrols.

Caravan Parks – Operations

Service	YTD	Jul	Aug	Sep	Monthly Trend
Proserpine Tourist Park					
Occupancy (%)	52.6	47.7	56.7	53.2	↓
Revenue (\$)	94,591	32,902	32,587	29,102	↓
Accumulated Revenue - Laundry Service (\$)	1,418	545	745	128	↓
Wangaratta Caravan Park					
Occupancy (%)	65.1	53.2	76.1	66.1	↓
Revenue (\$)	193,288	61,372	72,962	58,954	↓
Accumulated Revenue - Laundry Service (\$)	2,181	342	1,112	727	↓



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.

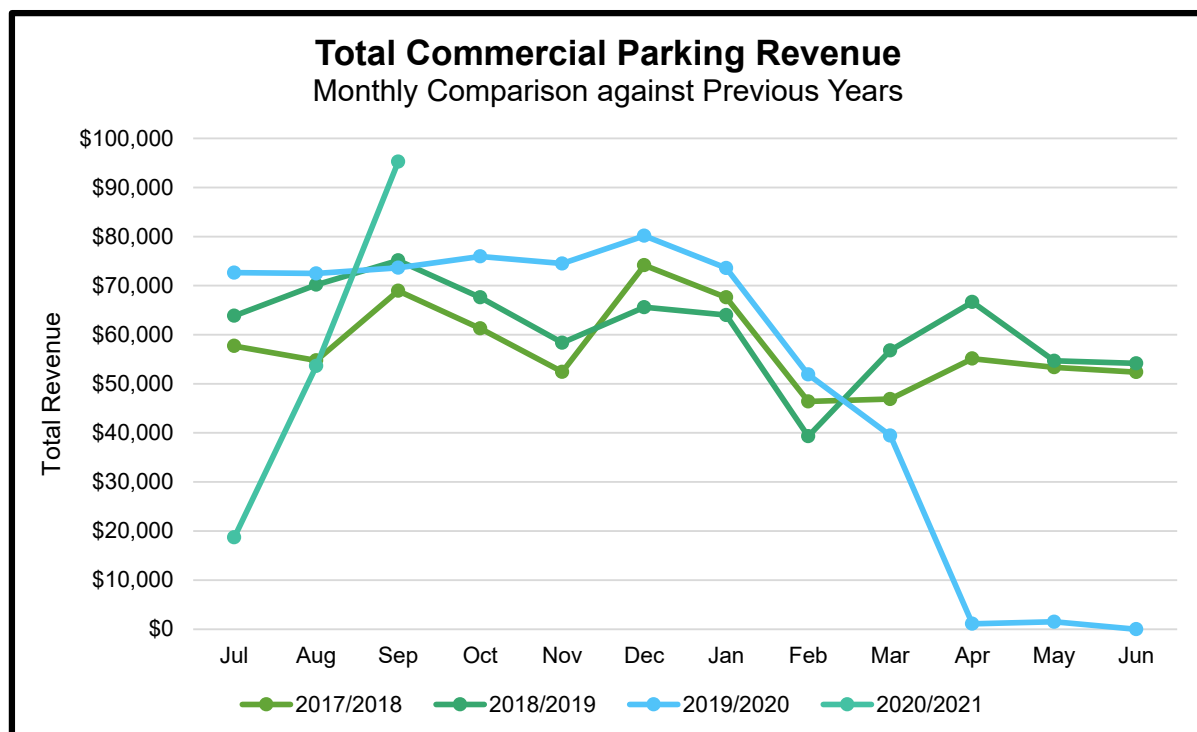
Environmental Health & Local Laws – Operations

Service	YTD	Jul	Aug	Sep	Monthly Trend
Environmental Health					
Environmental Health – Plan Approval Applications Received	12	4	3	5	↑
Environmental Health Applications Received	12	5	4	3	↓
Food Safety Programs Received	0	0	0	0	–
Liquor Licence Referrals Received	3	0	1	2	↑
Food Business - Inspections	87	36	18	33	↑
Food Business - Re-Inspections	24	11	8	5	↓
Food Safety Programs Audit Reports Reviewed	4	1	1	2	↑
Personal Appearance Services - Inspections	1	0	0	1	↑
ERAs - Inspections	1	1	0	0	–
Development Applications Referrals Received	3	1	1	1	–
Accommodation - Inspections	10	1	9	0	↓
Accommodation - Re-inspections	23	0	0	23	↑
Erosion Sediment Control - Inspections	0	0	0	0	–
Complaints Received - Asbestos	3	0	2	1	↓
Complaints Received - Litter & Dumping	0	0	0	0	–
Complaints Received - EH General	29	12	16	1	↓
Event Application Assessment	2	1	1	0	↓
Local Laws					
Local Law Applications Received	16	9	4	3	↓
Complaints Received - Animal Management	329	119	107	103	↓
Complaints Received - Other Local Law	385	134	121	130	↑
Compliance Notices Issued	64	13	21	30	↑
Renewal/Reminder/Final Notices	249	15	41	193	↑
Infringement Responses	564	325	120	119	↓
Dog Registrations	4,194	3,476	577	141	↓
Cat Registrations	520	429	77	14	↓
Parking Infringements - Issued	665	178	227	260	↑
Parking Infringements - Waived	94	17	51	26	↓
Other Infringements - Issued	397	147	149	101	↓
Other Infringements - Waived	38	5	19	14	↓
Infringement Reminder Notices Sent	158	80	78	0	↓
COVID-19 Inspections	3,527	1,121	660	1,746	↑
Lake Proserpine & RV Park Inspections	4,483	615	2,929	939	↓

Commercial Parking – Operations

Car Parks	YTD	Jul	Aug	Sep	Monthly Trend
Heart of the Reef Transit Facility					
Occupancy (no.)	0	0	0	0	–
Revenue (\$)	0	0	0	0	–
Port of Airlie					
Average Spend (\$)	12.04	10.35	12.47	13.30	↑
Tariff (most selected)	24hr (\$10)	24hr (\$10)	24hr (\$10)	24hr (\$10)	–
No. of tickets purchased	6,308	919	2,573	2,816	↑
Revenue (\$)	79,065	9,513	32,098	37,454	↑
Airlie Lagoon Precinct					
Average Spend (\$)	2.73	0.00	3.98	4.21	↑
Tariff (most selected)	0-2hr (\$3)	-	0-2hr (\$3)	0-2hr (\$3)	–
No. of tickets purchased	8,828	0	566	8,262	↑
Revenue (\$)	37,040	0.00	2,252	34,788	↑
Abell Point Marina					
Average Spend (\$)	9.13	8.30	9.02	10.06	↑
Tariff (most selected)	0-2hr (\$3)	0-2hr (\$3)	0-2hr (\$3)	0-2hr (\$3)	–
No. of tickets purchased	5,534	1,107	2,140	2,287	↑
Revenue (\$)	51,500	9,194	19,294	23,012	↑

Parking Machines	YTD	Jul	Aug	Sep	Monthly Trend
Parking Machine Availability (%)	75%	58.3%	91.7%	75%	↓



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	34	13	13	8	↓
Complaints Received - Environmental	16	3	8	5	↓
Property Pest Management Plan (PPMP) Implemented/Reviewed	13	5	3	5	↑
PPMP Annual Reviews Completed	13	7	4	2	↓
Notices Issued - Biosecurity	9	7	2	0	↓
Notices Issued - Penalty Infringement	0	0	0	0	–
Landholder Access - Herbicide Rebate	17	5	6	6	–
Landholder Access - Mechanical Rebate	1	1	0	0	–
Letters/Emails to Landholders - Weeds	141	63	34	44	↑
Property Visit/Inspections - Weeds	200	87	49	64	↑
Property Visit/Inspections - Feral Animals	3	0	3	0	↓
Feral Animals - Traps Set	2	0	1	1	–
Feral Animals - Trapped	0	0	0	0	–
Aerial Shooting - Flights	8	0	6	2	↓
Aerial Shooting - Feral Animals Shot	1,074	0	766	308	↓
Properties Baited	15	0	1	14	↑
Baits Laid (kg)	2,486	0	210	2,276	↑
Length of Road Reserve Sprayed (km)	129.7	117	12.68	0	↓
No. of Council Lots Sprayed/Inspected	55	18	13	24	↑
Mixed Chemicals Used (L)	2,750	400	900	1,450	↑
Pest Workshops	0	0	0	0	–
Field Days Run/Involved	0	0	0	0	–
Landholder Contacts	4	0	0	4	↓
Project Reports - not to Council	24	5	10	9	↓
Briefing Reports	3	0	3	0	↓
Bushfire Hazard Reduction Burns	2	0	0	2	↑
Environmental Planning Projects Completed	7	3	3	1	↓
DA's Assessed (including RFI & Conditions & Advice) Completed	29	10	9	10	↑

Projects

Project	Status	% Complete	Budget	Time
Bushfire Management Program	In Progress	25%	✓	✓
Reef Guardian Council Action Plan	In Progress	75%	✓	✓

Climate Hub – Operations

Service	YTD	Jul	Aug	Sep	Monthly Trend
Media Releases	2	2	-	0	↓
Facebook Post Reach	1,522	29	-	1,493	↑
Facebook Followers	13	7	-	6	↓
Website Unique Visitors	68	32	-	36	↑
Projects Underway	15	8	-	7	↓
Projects in Developments	21	11	-	10	↓

Update:

- **Pest Management Projects:**
 - Draft Whitsunday Weed Washdown Strategy is out on community consultation.
 - Whitsunday Pest Surveillance Program is out on public consultation.
 - The RMPC Declared Weeds Project and contract is continuing.
 - One Staff member attended the Leucaena Management conference in Townsville
 - Mimosa Pigra plants were found at Lake Proserpine.
 - WRC annual pest report completed.
 - Aerial shooting program continuing.
 - Ground and aerial baiting for Yellow Crazy Ants occurred on 4 September.
- **Other Natural Resource Management Projects:**
 - Community Bushfire Plans (5) are out on community consultation.
 - Bowen Hospital Hill planned burn is on hold.
 - Cape Edgecumbe planned burn is on hold.
 - Dingo Beach planned burn behind Pioneer Drive occurred.
- **Environment Projects:**
 - A review of Carbon Offset Programs and their applicability for Whitsunday Council has been completed.
 - Climate Change and Sustainability Committee met earlier in September.
- **Climate Hub Projects:**
 - Whitsunday Industry Resilience Project
 - Funding & Financing Adaptation – A Case Study
 - Proserpine Heat Reduction Feasibility Study
 - Enabling mitigation to reduce losses from disasters
 - Whitsunday Water treatment and pumping optimisation (seeking Uni student)

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
Business Hours Call Centre					
Calls Received – Total	16,507	5,220	5,617	5,670	↑
Calls Received – 1300 WRC QLD	10,930	3,541	3,787	3,602	↓
Calls Answered	9,811	3,145	3,418	3,248	↓
Calls Overflowed	631	195	249	187	↓
Calls Abandoned	277	97	91	89	↓
Calls Abandoned (%)	2.54%	2.94%	2.40%	2.47%	↑
Untracked Calls	211	104	29	78	↑
*ASL - Average Service Level (%)	79.5%	79.8%	80.7%	78.6%	↓
*ASA - Average Speed of Answer	22	21	22	22	–
*AHT - Average Handle Time/Secs	180	177	178	183	↑
After Hours Call Centre					
Calls Received– Total	867	252	329	286	↓
Calls Answered– (Charged)	763(364)	228(102)	289(154)	246(108)	↓
Calls Abandoned (%)	11.19%	9.52%	9.97%	13.99%	↑
*ASL - Average Service Level (%)	82.1%	84.5%	80.7%	81.6%	↑
*ASA - Average Speed of Answer	-	17	19	16	↓
*AHT - Average Handle Time/Secs	-	100	117	117	–

Customer Transactions

Service	YTD	Jul	Aug	Sep	Monthly Trend
Receipts	45,881	11,310	9,708	24,863	↑
eServices Receipts	1,193	190	144	859	↑
eServices Receipts (%)	2.60%	1.68%	1.48%	3.46%	↑
CRMs	3,017	1,114	985	918	↓
eServices CRMs	27	9	9	9	–
eServices CRMs (%)	0.90%	0.81%	0.91%	0.98%	↑

Payments:

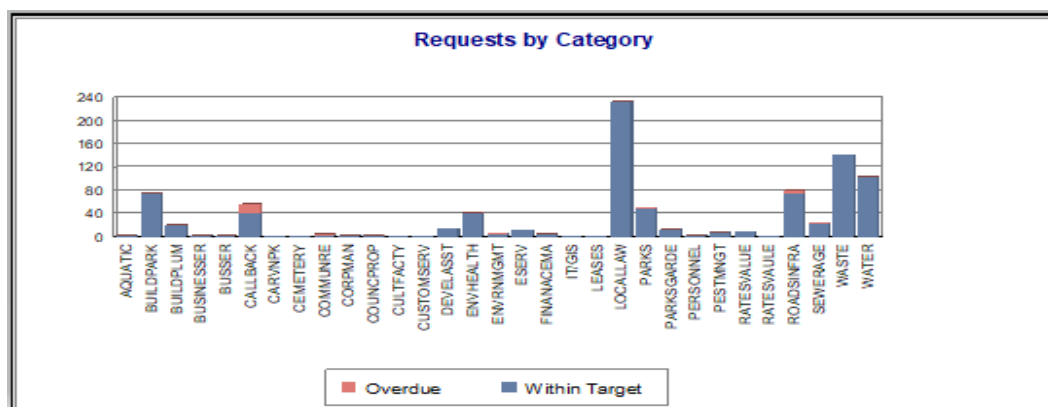
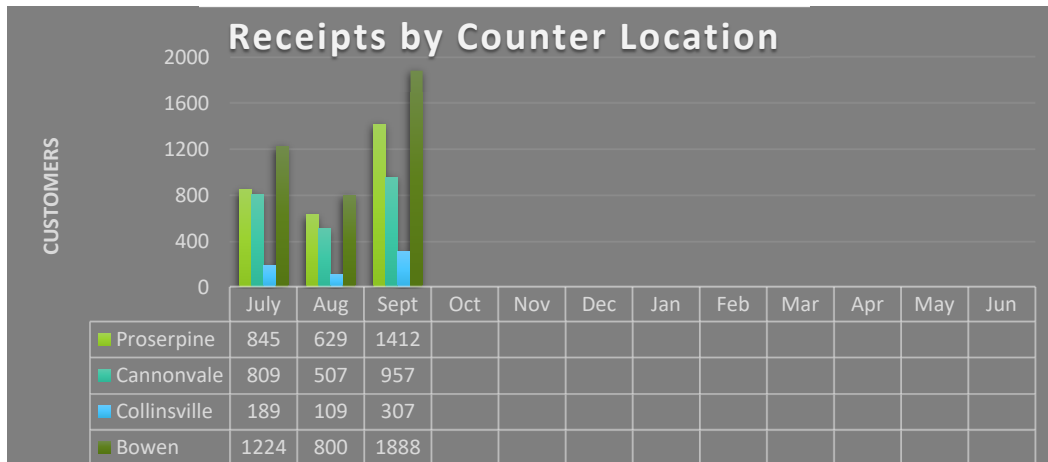
- Total bPay, Austpost, Direct Deposits & eServices payments at **73.48%** of total payments.

Incoming Calls & Requests:

- CRM completion was **96.6%** (**98.1%** including call backs).
- Total of **3,098** visitors through the service centres.
- WRC Call Statistics at **78.6%** of calls answered in 25 seconds.
- First Point of Contact (FPOC) resolution was at **87.0%** for **September**.

Top Issues

Service	YTD	Jul	Aug	Sep	Monthly Trend
Counter					
Rates Receipt	2,488	190	459	1,841	↑
Water Charges	1,032	30	35	967	↑
Rates Search	348	109	118	121	↑
Infringements	326	69	141	116	↓
New Animal Registration	431	287	84	60	↓
Telephone (First Point of Contact)					
Rates/Water Billing	1,371	357	569	445	↓
Local Laws/Compliance and Environment	743	201	295	247	↓
General	603	212	212	179	↓
Payments	327	68	120	139	↑
Waste	227	61	95	71	↓
After Hours					
Water Supply Issue	65	18	28	19	↓
Wandering Animals	24	6	10	8	↓
General Information	20	4	8	8	–
Security	14	6	1	7	↑
Parking	18	3	9	6	↓



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	1	0	1	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	3	1	1	1	–
Short-Term Room Bookings	39	13	13	13	–

September:

- On Wednesday, 16 September the permanent tenant vacated the Collinsville Independent Living Facility.

14. Infrastructure Services

No agenda items for this section.

15. General Business

No agenda items for this section.