



Notice of Meeting

Notice is hereby given that the **Ordinary Council Meeting** of the **Whitsunday Regional Council** will be held at the Council Chambers, 67 Herbert Street, Bowen on **Wednesday 23 March 2022**, commencing at **9:00 AM** and the Agenda is attached.

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

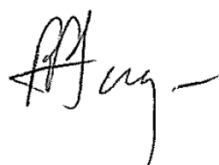
Local Government Regulation 2012

254.(C) (1) Notice of each local government meeting or adjourned local government meeting must be given to each councillor or committee member at least 2 days before the day of the meeting, unless it is impracticable to give the notice before that time.

(2) The written notice must state:

- (a) state the day and time of the local government meeting; and
- (b) for a special meeting—state the business to be conducted at the meeting; and
- (c) include the agenda for the local government 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 Council Meeting to be held at
Council Chambers, 67 Herbert Street, Bowen on Wednesday 23 March 2022
commencing at **9:00 AM**

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

Whitsunday Regional Council
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Council Chambers, 67 Herbert Street, Bowen on
Wednesday 23 March 2022 commencing at 9:00 AM

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1 APOLOGIES/LEAVE OF ABSENCE

This item on the agenda allows Council the opportunity to receive apologies/leave of absence from Councillors unable to attend the meeting.

2.1 - Condolences Report

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Tailah Jensen - Governance and Administration Officer

RESPONSIBLE OFFICER: Rodney Ferguson - Chief Executive Officer

PRESENTED FOR: Information

ATTACHMENTS

Nil

PURPOSE

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

OFFICER'S RECOMMENDATION

That Council observe one (1) minute's silence for the recently deceased.

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.

3 DECLARATIONS OF INTEREST

This item on the agenda allows Councillors the opportunity to declare a conflict of interest, in accordance with section the *Local Government Act 2009* (the Act), in a matter that is to be discussed at this meeting of Council that is not an ordinary business matter.

Any such declarations will be managed during the meeting as required in accordance with the relevant sections of the Act.

4 MAYORAL MINUTE

This item on the agenda allows the Mayor to introduce, by a signed minute, a matter for consideration at the meeting. In accordance with Council's Standing Orders, such a matter takes precedence over all other matters for consideration at the meeting and may be adopted by a motion moved by the Mayor without the need for the motion to be seconded.

5 MAYORAL UPDATE

A verbal update will be provided.

6.1 - Confirmation of Minutes

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Tailah Jensen – Governance Administration Officer

AUTHORISING OFFICER: Rodney Ferguson - Chief Executive Officer

PRESENTED FOR: Decision

ATTACHMENTS

Nil

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 Council Meeting held on 9 March 2022 are provided for Councils review and confirmation.

OFFICER'S RECOMMENDATION

That Council confirms the minutes of the Ordinary Meeting held on 9 March 2022.

BACKGROUND

In accordance with s272 of the Local Government Regulation 2012, minutes were taken at Council's Ordinary Council Meeting held on 9 March 2022 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.

DISCUSSION/CURRENT ISSUE

Council's options are:

Confirm the Minutes of the Ordinary Council Meeting held on 9 March 2022.

If Council is satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 9 March 2022 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 Council Meeting held on 9 March 2022 with amendments.

If Council is not satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 9 March 2022 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.

STATUTORY/COMPLIANCE MATTERS

In accordance with the Act, Council must record specified information in the minutes of a meeting regarding any declared material personal interests or conflicts of interest. At the Ordinary Council Meeting held on 9 March 2022, the following interests were declared and recorded in the minutes:

Councillor/Officer	Prescribed or Declarable	Report No.	Particulars of the interest
Cr Michelle Wright	Prescribed	13.4.3	Cr Wright declared a prescribed conflict of interest in item 13.4.3 regarding Sport & Recreation Club Grants - Bowen Swimming Pool, in accordance with section 150EL of the <i>Local Government Act 2009</i> , due to the following: The name of any entity, other than the councillor, that has an interest in the matter: Wal Wright. The nature of the councillor's relationship with the entity: Husband Details of the councillor's, and any other entity's, interest in the matter: Wal is the president of the Bowen Swimming Club, therefore holding an executive position on the committee as a close relation to Cr Wright.

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 Council Meeting held on 9 March 2022, the following orders were made:

Councillor	Order Made
<i>No orders were made during this meeting.</i>	

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).

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.

TABLED MATTERS

Unresolved Tabled Matters			
Date of Meeting	Resolution Number	Summary	Resolved
13/05/2020	20191416 - Development Permit for Material Change of Use - Showroom - 2-12 Central Avenue Cannonvale – Yoogalu Pty Ltd 2020/05/13.07	That the application lie On the table as the Applicant has 'Stopped the Clock'.	On hold pending the outcome of the intersection funding and discussion with DTMR – Corner Galbraith Park Road and Shute Harbour Road.
25/11/2020	Cantamessa Road Bridge 2020/11/25.27	That the item be Tabled pending further investigations for temporary access, replacement, or closure of the bridge and to seek further information regarding funding.	The Cantamessa Bridge project has been submitted for \$500,000 in grant funding from QRRRF (Queensland Risk Reduction and Resilience Fund). Resolution OM2022/02/09.4
09/02/2022	13.2.3 - Live stream Policy OM2022/02/09.7	That the item be Tabled pending further development of the policy.	Investigations ongoing to confirm other councils operations & policy is to be refined.
09/03/2022	13.2.3 - Electoral Boundaries Structure Review	That the matter lie on the table and a report be brought back regarding Community Consultation on Electoral Divisions.	Community engagement has commenced.

CONSULTATION

Director Corporate Services
Manager Governance & Administration

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 Ordinary Council Meeting held on 9 March 2022 are therefore submitted for adoption of their accuracy by the Councillors at this meeting of Council.

7 BUSINESS ARISING

This item on the agenda allows Councillors the opportunity to seek clarification or updates on business arising from the minutes of the previous meeting.

8 DEPUTATIONS

This item on the agenda allows persons to make a deputation to Council. Deputations are managed in accordance with Council's adopted Standing Orders.

9 PETITIONS

This item on the agenda allows for the Mayor, Councillors or Council's Chief Executive Officer to present a petition to the meeting. In accordance with Council's Standing Orders, no debate on or in relation to the tabled petition shall be allowed and the only motion which may be moved is that the petition either be received, referred to a Committee or Council officer for consideration and report back to Council, or not be received because it is deemed invalid.

10 NOTICES OF MOTION

In accordance with Council's Standing Orders, Councillors may give notice of any business they wish to be discussed at an Ordinary Meeting by way of a Notice of Motion. This item on the agenda allows Councillors to introduce and move any motions they have submitted to the Chief Executive Officer for inclusion in the agenda.

11 QUESTIONS ON NOTICE

This item on the agenda is for the inclusion of any responses prepared by officers in response to questions taken on notice at previous meetings of Council.

Excerpt from Council's Standing Orders:

1. In each Meeting, time shall be set aside to permit members of the public to address the Council on matters of public interest related to local government.
2. Questions from the Public Gallery will be taken on notice and may or may not be responded to at the Meeting.
3. The time allotted shall not exceed fifteen (15) minutes and no more than three (3) speakers shall be permitted to speak at any one (1) meeting.
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.

13 OFFICERS REPORTS

13.1 Corporate Services

13.1.1 - ICT and Information Management Policy Review

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Scott Wilkinson - Manager Innovation & Technology

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Closed Circuit Television Policy [13.1.1.1 - 5 pages]
2. ICT Facilities User Policy IS38 [13.1.1.2 - 14 pages]
3. Information Security Policy IS18 [13.1.1.3 - 10 pages]
4. Remotely Piloted Aircraft Drone Policy [13.1.1.4 - 4 pages]
5. Information Management Policy [13.1.1.5 - 13 pages]

PURPOSE

This report summaries seven updated Information and Communication Technology (ICT) and Information Management (IM) policies for review and adoption by Council.

OFFICER'S RECOMMENDATION

That Council adopts the updated Information and Communication, and Technology and Information Management policies:

1. Closed Circuit Television Policy
2. ICT Facilities User Policy
3. Information Security Policy (IS18)
4. Remotely Piloted Aircraft (Drone) Policy
5. Information Management Policy

BACKGROUND

ICT and IM policies have been updated with state and federal policy changes, and to address changes in technology and council use cases (i.e., online document collaboration, teams video conferencing, working from home, and security threats).

These policies have been reviewed by:

19th August 2021: Joint Consultative Committee

9th November 2021: Council Policy Briefing Session

DISCUSSION/CURRENT ISSUE

ICT and IM policies are due for review to maintain adherence with current legislation, advances in business use, security requirements and technologies. The following policies are tabled for Council review and adoption.

1. Closed Circuit Television Policy

The purpose of this policy is to guide the application and operation of Council's Closed-Circuit Television (CCTV) system and the collection and management of associated personal information.

2. ICT Facilities User Policy

The purpose of this Policy is to set the parameters and standards of use for the council's computer equipment.

3. Information Security Policy (IS18)

The purpose of this policy is to describe the Whitsunday Regional Councils approach to protecting its information assets and to inform those impacted by the policy of their respective obligations and responsibilities.

4. Remotely Piloted Aircraft (Drone) Policy

The purpose of this policy is to ensure that all legislated requirements for the use of Whitsunday Regional Council owned or managed drone technology, also known as remotely piloted aircraft (RPA) technology, is applied, and adhered to by WRC staff and contractors. The intent of these requirements is to protect people, property and other aircraft from injury or damage that could result from drone use. This policy provides clear guidelines for the internal use of drone technology for WRC's operations.

5. Information Management Policy

The purpose of this policy is to aid efficient organisational processes through structured records and information governance practises, while complying with legislative requirements.

STATUTORY/COMPLIANCE MATTERS

As stated within each policy.

1. Closed Circuit Television Policy

Information Privacy Act 2009 'the IPA',
The Public Records Act 2002 'the PRA'
Right to Information Act 2009 'the RTI Act'
Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice
Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines; and
Information Standards IS40 – Recordkeeping

2. ICT Facilities User Policy

Anti-Discrimination Act 1991 Queensland
Classification (Publications, Films and Computer Games) Act 1995 Australia
Copyright Act 1968 Australia
Information Privacy Act 2009 Queensland
Judicial Review Act 1991 Queensland
Local Government Act 2009 Queensland
Public Records Act 2002 Queensland
Public Sector Ethics Act 1994 Queensland
Right to Information Act 2009 Queensland
Work Health and Safety Act 2011 Queensland
Acceptable Use of ICT Services, Facilities, and Devices (IS38)

3. Information Security Policy (IS18)

Information Security Standards AS/NZS ISO/IEC 27001:2013
Information Security Standards AS/NZS ISO/IEC27002:2013

Queensland Government Information Standards IS18:2018
Queensland Government Information MGNT Policy Framework v2.0 (2017)
Information Privacy Act 2009
Queensland Financial and Performance Management Standard
Controlled Objectives for Information Technology (COBIL) 5
Queensland Public Records Act 2002
Commonwealth Privacy Act 1998

4. Remotely Piloted Aircraft (Drone) Policy

Civil Aviation Safety Regulations Part 101
Air Navigation Act 1937
Information Privacy Act 2009
Public Records Act 2002

5. Information Management Policy

Information Standard 18: Information Security (IS18)
Information Standard 44: Custodianship (IS44)
Australian Standard AS ISO 15489, Records Management
Australian Standard AS ISO 16175, Principles, and functional requirements for records in electronic office environments
Australian Standard AS/NZS 5478:2015, Recordkeeping metadata property reference set
ISO 15076, Image technology colour management - Architecture, profile format and data structure
ISO 19005, Document Management – Electronic Document File Format for Long-Term Preservation
Payment Card Industry Data Security Standard (PCI DSS)

STRATEGIC IMPACTS

Lead the organisation's Information Technology, Communication, Geospatial Information Systems (GIS) and Records Management functions, providing strategic and operational direction to ensure optimal community outcomes.
Seek and develop business solutions through engaging with the organisation and external stakeholders to provide ICT solutions that are fit for purpose, durable and ensure the best use of limited resources.

FINANCIAL IMPLICATIONS

The policy changes will be managed within existing budget allocations. There are no additional direct cost impacts from the changes made to the policies.

CONSULTATION/ENGAGEMENT

Director Corporate Services
Director Community Services
Director Infrastructure Services
Director Development Services
Chief Executive Officer
Manager Governance & Administration
Manager Innovation & Technology
Manager Human Resources

RISK ASSESSMENT

The policies are part of the ICT and IM risk mitigation strategy to ensure Council systems and data are protected.

TIMINGS/DEADLINES

The timing for these policies to be updated for renewal by 1 April 2022.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

Section 58 of the Human Rights Act 2019 specifies required conduct for public entities when acting or making a decision. Sections 15-37 of the Human Rights Act 2019 identifies the human rights a public entity must consider in making a decision. The human rights relevant to this decision are as follows:

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, racial, or linguistic background have the right to enjoy their culture, to declare and practice their religion and use their language.
- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

ALTERNATIVES CONSIDERED

N/A



Closed Circuit Television Policy

Corporate Services

COUNCIL POLICY			
Date Adopted by Council		Council Resolution	
Effective Date	23 March 2022	Next Review Date	23 March 2025
Responsible Officer(s)	Manager Innovation and Technology	Revokes	LSP_CORP_04

Purpose

The purpose of this policy is to guide the application and operation of Council's Closed-Circuit Television (CCTV) system and the collection and management of associated personal information.

Council strives to provide a safe and secure environment for residents, visitors, and employees. To achieve this, Council has installed several 'CCTV' for security, public safety, and crime prevention. To achieve this, Council has carefully and strategically selected locations within the Council local government area in which to place its CCTV cameras so that they can achieve the purposes identified with the least amount of intrusion.

Council also understands that there are competing needs between the need for security and public safety and the right to privacy. This policy will seek to outline how information and images from CCTV will be collected, stored, retained, disclosed, and disposed of.

The purpose of the CCTV Program is to:

- Identify, manage, deter and/or reduce anti-social criminal or unlawful behaviour.
- Provide Police and law enforcement agencies with appropriate evidence and information to both prosecute criminal offences and to reduce and manage unlawful behaviour, both having had occurred or that might occur.
- Contribute to an integrated multi agency approach to crime prevention and community safety.
- Contribute to an increased feeling of community safety and security.
- Protect Council assets.
- Provide monitoring to and reaction by Emergency Service Providers during extreme weather events; and
- Enhance future community safety through the analysis of trends and patterns of unlawful behaviour, behaviour disadvantageous to community safety and environmental or other impacts on community safety.
- Outline the efficient, economical, and ethical use of CCTV devices and data by Council.
- This policy can/will be reviewed in accordance with changes in the IPA, changes in legislation regarding the securing of data and data loss reporting requirements.

Scope

This policy is applicable to Council controlled CCTV, whether fixed or mobile within the Council local government area.





Closed Circuit Television Policy

Corporate Services

Applicable Legislation

This policy is in reference to the Information Privacy Act 2009 'the IPA', the Public Records Act 2002 'the PRA' and the Right to Information Act 2009 'the RTI Act'; and

- Australian Standard 4806.1 – Closed Circuit Television (CCTV) Management and Operation – Code of Practice
- Australian Standard 4806.2 – Closed Circuit Television (CCTV) Application Guidelines
- Information Standards IS40 – Recordkeeping

Policy Statement

Personal Information and Collection

1. Under the IPA, personal information is any information or opinion, whether true or not, and whether recorded in material form or not, about an individual whose identity is apparent, or can reasonably be ascertained from the information or opinion.
2. When the CCTV cameras record an image, they are recording personal information. Pursuant to the IPA, Council as a government body must ensure that it complies with the Information Privacy Principles (IPP). In accordance with IPP 1-3, Council will only collect information where it is for a lawful purpose, and it is relevant to the purpose of collection. Council will advise the public both on its website and on collection notices attached to the CCTV cameras, why it is collecting information and to whom it intends to provide the information to.
3. Members of the public can access information about why information is being collected and who it is intended to disclose it to, through the placement of collection notices at the CCTV site. Each CCTV site has been selected based on criteria that ensure collection of information is not unnecessarily intrusive and will best achieve the purpose of the collection.
4. The collection of any personal information will be undertaken by authorised personnel. These personnel will be engaged in monitoring the CCTV footage, and where required, accessing and downloading personal information (i.e., video images). The monitoring of CCTV footage is undertaken by authorised persons in a secure environment. Monitoring, accessing, and downloading information is secured with full audit log recording details of the identity of the person, the time and date which the information was accessed. Further the CCTV system is protected with appropriate technology to prevent corruption or unauthorised access.
5. Council will make best endeavours to ensure the accuracy of the personal information with accurate meta data, recorded with the footage (AEST with the date/time stamps accurate to within 1 minute of network time protocol).

Management of Personal Information

6. The Director of Corporate Services is responsible for the CCTV system. This includes the maintenance and operation of the CCTV system, compliance with this Policy and compliance with relevant legislation. This also includes the management of the people and software involved in the collection, storage, retention, disclosure, and disposal of information. The Director of Corporate Service will take steps to ensure that all authorised persons dealing with personal information are trained or otherwise informed of their obligations under the relevant legislation.





Closed Circuit Television Policy

Corporate Services

Storage of Personal Information

7. IPP4 requires Council to protect any personal information against: loss; unauthorised access, use, modification, or disclosure; and any other misuse.
8. The information collected by the CCTV system is stored digitally as per IPP4 standards and is stored as confidential. Any footage or information that is released will be stored in Council's Records Management system under a specified subject file path. Such file path will be confidential and will only be accessible by authorised persons in Council's record management section.

Retention of Personal Information

9. All CCTV recordings, whether they contain personal information or not, will be retained by Council for a minimum of 30 days.
10. Any recordings or images downloaded from the CCTV system for disclosure will be retained for a minimum of seven (7) years.

Disposal of Personal Information

11. Any CCTV recordings that have not been downloaded and are subject to the 30 days retention, will be automatically overwritten and the information will be consequently disposed.
12. Any recordings of images downloaded from the CCTV system and subsequently retained in Council's record management system, will be disposed of in accordance with Information Standard 40 – retention and disposal of public records.

Disclosure of Personal Information

13. Council will only disclose personal information in accordance with the purpose for which it was obtained.
14. Council may disclose personal information in the following circumstances:
 - a) To the Queensland Police Service for law enforcement services.
 - b) Where required to or compelled by law.
 - c) Under an Information Privacy Act request.
 - d) Under a Right to Information request. Where a Right to Information request has been made, any personal information, that is not the personal information of the person making the Right to Information Act request, will be redacted, or removed; and
 - e) In case of emergency or serious threat to the life, health, safety, or welfare of an individual or to the public, Council may provide CCTV footage which may include personal information to agencies other than the Queensland Police Services. Such agencies however will be limited to those agencies responding to or assisting with disaster management, such as the Queensland Fire and Rescue Service or State Emergency Services.
15. Any authorised personnel requiring access to recover (whether that is to capture, copy or download) CCTV recordings will be required to obtain written approval from the Director of Corporate Services of



Closed Circuit Television Policy

Corporate Services

the Council. To grant approval, the Director of Corporate Services must be satisfied that the appropriate documentation has been completed, that the request falls within the policy and that the disclosure or dealing will not be contrary to the IPA.

16. A record will be kept of any disclosure that is made, including a copy of the document requesting disclosure and the disclosed images or recordings. Such record will be securely and confidentially stored within Council's Records Management system.

Accessing Personal Information

17. IPP5 requires Council to take all reasonable steps to ensure that a person can find out whether the Council has documents containing personal information, the types of information contained in the documents and what the person should do to obtain access. IPP6 provides that the Council must give access to personal information unless the Council is authorised not to. The CCTV system is designed to achieve the purposes outlined in the Background and Principles. In fulfilling this purpose, the camera may also collect personal information.
18. Any person has the right to make a request for information under the IPA, if the information requested contains only personal information of the person making the request. If you wish to make a request for information under IPA, you can make the appropriate application to Council's Right to Information Decision Maker. If the information does not exclusively contain the personal information of the person requesting the information, that person may make an application for disclosure under the RTI Act.

Complaints

19. Complaints should be directed in writing to Council, Attention Director of Corporate Services. Council will manage any complaints in accordance with its policies and procedures. Further, any person may make a privacy complaint to the Office of the Information Commissioner.

Definitions

Closed circuit television (CCTV) refers to the use of closed-circuit television cameras to capture and transmit a signal to a specific place using a limited number of monitors. These monitors may be fixed or may be mobile.

Council refers to the Whitsunday Regional Council

Councillor – refers to an elected member of Council

Emergency Service Providers refers to the Queensland Police Service, Queensland Fire and Rescue Service, Queensland Ambulance Service and the State Emergency Service.

Employee refers to all council employees, contractors, volunteers, temporary, and casual workers.

Right to Information Decision Maker refers to the Council officer trained and authorised to approve and release information to the public under the Right to Information Act and the Information Privacy Act.

Related Documents





Closed Circuit Television Policy

Corporate Services

ICT Facility Users Policy
ICT Security System Management Administration Guideline
Information Security Policy
Information Management Policy
WRC Data Breach Response Plan

Human Rights Compatibility Statement

This Policy has been assessed as compatible with the Human Rights protected under the *Human Rights Act 2019*.



IT Facilities User Policy (IS38)

Corporate Services

COUNCIL POLICY			
Date Adopted by Council		Council Resolution	
Effective Date	23 March 2022	Next Review Date	23 March 2025
Responsible Officer(s)	Manager Innovation & Technology	Revokes	ICT Facilities User Policy AP-Corp_09 and Email Security Policy No 90

Purpose

The purpose of this Policy is to set the parameters and standards of use for the council's computer equipment. Council is committed to providing and maintaining a secure, fit for purpose and operational IT resources to relevant stakeholders.

Scope

This Policy is applicable to all council employees, contractors, volunteers, temporary, casual workers, and councillors. This guideline is applicable to all computer equipment provided by and/or supported by council.

Applicable Legislation

Anti-Discrimination Act 1991 Queensland
Classification (Publications, Films and Computer Games) Act 1995 Australia
Copyright Act 1968 Australia
Information Privacy Act 2009 Queensland
Judicial Review Act 1991 Queensland
Local Government Act 2009 Queensland
Public Records Act 2002 Queensland
Public Sector Ethics Act 1994 Queensland
Right to Information Act 2009 Queensland
Work Health and Safety Act 2011 Queensland
Acceptable Use of ICT services, facilities, and devices (IS38)

Policy Statement

1. Requirements

IT Facilities Users are required to:

- 1.1. Accept full responsibility for their use of IT facilities in accordance with this, and all other, relevant Council policies.





IT Facilities User Policy (IS38)

Corporate Services

- 1.2. Only access IT facilities for which they are authorised.
- 1.3. Report any IT facility issues (including damage and potential security breaches) to the IT Team via the IT Service Desk.
- 1.4. Be responsible for all activities originating from their logged in accounts, and
- 1.5. Comply with the terms and conditions of any licensed third-party applications.

2. Authorised and unauthorised use

Managers need to ensure that use of council-owned ICT services, facilities and devices is closely linked to business but strikes a balance between official and limited personal use.

2.1. Authorised Use

The following examples of authorised use of ICT services, facilities and devices have been broken down into the following primary categories:

- official
- professional
- personal
- other

Managers should convey to employees that council-owned ICT services, facilities and devices should be primarily used according to a business need to help carry out the work of the department and for employees to be well informed.

2.2. Official use

Examples of official use may include, but are not limited to:

- using ICT services, facilities, and devices for work-related purposes.
- using the internet to access work-related information.
- sending emails to colleagues on work-related matters.
- sending emails outside of the work environment on work-related matters.
- any use of a council social media accounts by an authorised employee to engage with the community for approved purposes.

2.3. Professional use

Managers may wish to make council-owned ICT services, facilities, and devices available to staff for professional development. Professional use may occur during work hours or in an officer's own time. Approval is at the discretion of manager, provided such use does not interfere with the activities of the department or affects the productivity of other employees and always complies with relevant council policy regarding acceptable behaviour.

Examples of professional use may include, but are not limited to:

- using the internet (including social media) for professional development such as the Study and Research Assistance Scheme or other approved study, research, or professional forums.
- using computers, email and other ICT services, facilities, and devices to support study.
- supporting employees to engage with professional associations or discuss professional issues via forums.





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- networking with colleagues and peers provided this does not breach confidentiality or privacy obligations (e.g., maintaining an up-to-date profile on LinkedIn).

2.4. Personal use

Limited personal use of council-owned ICT services, facilities and devices should be seen as a privilege and not as a right and is generally expected to:

- take place during the employee's non-work time (e.g., during an employee's lunch break or after hours) and not be counted when accruing banked time or TOIL.
- incur no additional expense to council.
- be infrequent and brief, not delay official business and should be for non-commercial purposes.
- not interfere with the operation of council and does not violate any state/ departmental policy or related state legislation and regulation.
- be able to survive public scrutiny and disclosure.

Managers should also ensure that employees and regulatory bodies would perceive any restrictions to be sufficiently justifiable.

Managers should ensure that employees understand that they are expected to continue to follow department principles, guidelines, and codes of conduct.

Where limited personal use is permitted (for example internet banking) managers must ensure that employees are aware that the council accepts no liability for any loss or damage suffered by the employee because of this personal use.

Examples of personal use may include, but are not limited to:

- completing internal job applications
- accessing sensis' White and Yellow Pages.
- limited personal emails and internet searches that are not unauthorised, unlawful, or criminal.
- limited personal use of social media (e.g., Facebook) to contact family and friends.
- limited personal use of telecommunications applications (e.g., MS Teams) to chat with colleagues.
- limited updating of personal blogs or micro-blogs (e.g., Twitter).
- keeping up to date with news and current events.
- using a printer or photocopier to print a few pages of personal information.
- making occasional brief local telephone calls (landline, mobile or internet (e.g., Teams)).
- sending emails collecting for charities, school raffles and similar activities (this may be subject to approval on a case-by-case basis depending on departmental policy).
- making financial transactions including bill paying or home banking.
- using a work supplied personal identifier (such as an email address or mobile number) to support personal account recovery or two factor authentication provided the use of the related service (e.g., web mail) would be within limited personal use policies and is not associated with or could lead to unauthorised use.

2.5. Unauthorised use

Because a wide variety of materials may be considered offensive by colleagues, clients or suppliers, individual departments should define what constitutes unauthorised use for their department and ensure policies reflect both the departments and employee's legislative, ethical and policy obligations.





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The examples within the table below should be considered unauthorised by all departments.

Theme	Unauthorised use examples
Offensive or obscene material	Uploading, downloading, storing, forwarding or in any way registering for, subscribing to, distributing, or communicating: • Pornography • Inappropriate pictures, graphics, jokes or messages (particularly any material of sexually explicit, racist, sexist, discriminatory or otherwise potentially offensive behaviour, including the use of inflammatory, obscene, vulgar, insulting, abusive, threatening, harassing or provocative language) • Any other material which is likely to cause offence, or which would be considered socially unacceptable. • Participating in sites that run the risk that they could lead to the above examples of offensive or obscene material (e.g., dating sites).
Unlawful, criminal, defamatory, fraudulent material and use	• Unlawful or criminal material. • Uploading, downloading, storing, forwarding or in any way distributing or communicating information that the employee knows or reasonably suspects or ought to know is untrue, defamatory, libellous, misleading, or deceptive. • Impersonating other people or falsely claiming to represent other people whether alive or dead, real, or fictional.
Commercial purposes	• Using ICT services, facilities, and devices to conduct personal business for personal gain or profit, including fee-based or subscription services or stock trading. • Uploading, forwarding, or communicating any commercial advertising material or any commercial websites for personal gain.
Productivity and use of workplace resources	• Overseas or other expensive personal phone calls (e.g., toll numbers) • Registering or subscribing with a government identity for non-work approved purposes. • Downloading and/or playing any inappropriate or time-consuming games or software (e.g., Farmville on Facebook) or for inappropriate periods. • Registering or subscribing with a government identity or accessing dating or inappropriate services online. • Downloading or storage of files and records, such as MP3 files or like files in other file sharing formats, which are not for officially approved purposes. • Downloading material such as chain letters or letters relating to pyramid schemes unless authorised to do so for official purposes. • Performing any act which the employee knows, reasonably suspects or reasonably ought to know degrades or otherwise negatively impacts the performance of council ICT or external party ICT (e.g., downloading excessive amounts of internet data, spamming, transmitting files that may place an unnecessary burden on department resources or external parties). • Downloading material from the internet or email that the employee knows, reasonably suspects or reasonably ought to know contains viruses, worms, Trojan horses, spyware or any other contaminating or destructive features. • Creating or maintaining personal websites (except during authorised use of social media).



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Theme	Unauthorised use examples
Participation in external organisations	- Advocating religious or political opinions. - Participating in any lobbying or political activity or endorsing political parties or candidates.
Privacy and confidentiality	- Taking photographs or recording of people without their consent, where consent is required by law. - Uploading personal information, including photographs or personal details (such as names, private addresses or home or mobile telephone numbers) of third parties (including colleagues) without their prior consent, where consent is required by law.
Intellectual property	Providing third party information or material without obtaining the appropriate intellectual property permissions.
Intellectual property	- Using work personal identifiers (e.g., email address) when creating personal accounts or profiles on social media. - Making comments or disclosures concerning your official roles and duties (this includes disclosing work-related contact information, documents, images, etc.) or work-related activities and events unless the information is in the public domain. - Citing or referencing the council clients, partners, suppliers, or employees without prior approval, except where such information is in the public domain. - Engaging in attacks or insults of any kind including: - online arguments or flame wars by participating in repeated hostile and insulting interactions with other users of social media - trolling behaviour by posting inflammatory, extraneous or off-topic comments on social media with the primary intent of provoking other users of the social media - cyber-bullying, cyber-stalking or cyber-harassment by posting content with the intention to torment, threaten, intimidate, humiliate, embarrass or otherwise target other users of social media. - Engaging in any other action which could harm the goodwill or reputation of council.

3. Internet and Email

- 3.1. Internet and email are important resources that assist the council in the effective and efficient provision of services to the community.
- 3.2. Use of council provided internet and email must predominantly be for official purposes.
- 3.3. Managers may authorise personal use on such terms and conditions as is appropriate to the department, taking into consideration obligations to ensure the effective and efficient use of public resources.
- 3.4. Any personal use remains subject to applicable legislation and policy, including but not limited to the Local Government Act 2009 (or other employing legislation), Council's Code of Conduct for the and all other council IT policies.
- 3.5. Inappropriate use (whether personal or official) may result in:
 - 3.5.1. disciplinary action in accordance with applicable legislation and/or policy.
 - 3.5.2. referral to a relevant law enforcement and/or oversight body (such as the Crime and Corruption Commission).





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- 3.6. While council has systems in place to attempt to filter Internet access to sites that are considered appropriate and work related, it is possible that some sites accessible by IT users are not appropriate for the workplace. As such, it is the responsibility of users to ensure the material being accessed fits the requirements of this policy.
- 3.7. All users' computer, mobile device and internet and email use is monitored and checked regularly. Users found violating the guidelines set out in this policy may be subject to disciplinary actions.
- 3.8. Often, emails (sent and received) are considered council records and are subject to appropriate Records Management actions. It is the emailer's responsibility to ensure Records Management actions are undertaken appropriately and in a timely manner with all sent and received email. Business related emails must **not** be deleted until a copy has been placed on the appropriate file folder in the Records Management system. This includes emails between staff about a business matter.
- 3.9. Users should be aware that all electronic mail would be regarded as being "in writing" and taken as "signed".
- 3.10. All sent emails from council email system will automatically attach a signature block to the base of the email. The signature block includes the contact details of the sender, information regarding council and an email disclaimer. The council IT Team and Marketing and Communications Team are responsible for maintaining the signature block.
- 3.11. Electronic mail messages are an electronic form of correspondence. All provisions regarding correspondence, including adherence to all delegations and authorities, etiquette and professionalism and customer services standards apply to electronic mail. All staff should ensure that they are fully conversant with the limits of their authority/delegations to conduct external correspondence and ensure all normal protocols are followed.
- 3.12. Email must be checked regularly and responded to promptly.
- 3.13. Any security breaches through the internet or received emails are to be reported immediately to council's IT Team.
- 3.14. The sharing of email inboxes, sent items, archives, and calendars is subject to the following restrictions:
 - 3.14.1. Users can setup sharing of calendars to other council authorised users.
 - 3.14.2. Mailboxes can only be shared with permission in writing from the user or manager through a request to IT support. All requests should have an end date applied.

4. Use of Private Computers, Private Email and Social and Messaging Apps

- 4.1. Council employees, councillors, contractors, and volunteers who are representing council must ensure that all council business is conducted through their council supplied equipment, systems, and applications.
- 4.2. The use of private email accounts or systems (such as Gmail, Hotmail or similar) and messaging applications (such as Facebook Messenger, Snap Chat, and WhatsApp), for council related business poses a security risk, prevents the proper management of records, and is prohibited.





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- 4.3. Where a communication is received through a private email account that relates to council business it must be treated as a public record under the Act and the obligations under the Act including the safe custody and preservation of the record must be complied with.
- 4.4. If a record relating to council business is received in a private email account, the email must be forwarded from the private email account to the employee's agency email account within 20 days of receipt of the email. If a response is required to an email received in a private email account, an agency email account must be used to respond.
- 4.5. The disposal of public records within a private email account (that are not captured elsewhere) can be a breach of the Act. Public records can only be disposed of or destroyed in accordance with the Act.

Limited exception approved by Chief Executive Officer.

- 4.6. The chief executive officer may allow use a private email account in certain situations (e.g., in emergency, disaster, IT systems limitations, or specific communications) provided adequate systems and processes are in place to ensure that resulting records are captured by agency record keeping systems.

5. Use of work identifiers (e.g., email addresses, position, and job title)

- 5.1. The limited personal use of work supplied personal identifiers (e.g., email addresses, position, and job title) is no different to other council provided ICT services, facilities and devices. The same general principles apply. Where limited personal use of work identifiers is allowed, this use must be within limited personal use policies. That is, it should not be associated with services that are unauthorised or could lead to unauthorised use.
- 5.2. Council recommends that staff do not use personal identifiers within private social media and messaging profiles to reduce any personal risk of association being created from content within these sites.

6. Collaboration Services

- 6.1. Council provides access to internal and external collaboration services (Microsoft Teams Chat and Video Conferencing, One Drive and SharePoint Document Drives etc). All messages being sent and received from the council collaboration tools are monitored for compliance with this policy. Employees should have no expectation of privacy for collaboration services communication.
- 6.2. Council collaboration tools should not be considered a secure communication mechanism therefore no confidential information should be shared. Users should never send any information via a collaboration tool that cannot become public knowledge.
- 6.3. Often, collaboration chats (sent and received messages) or recorded meetings are considered Council records and are subject to appropriate Records Management actions. It's the user's responsibility to ensure Records Management actions are undertaken appropriately and in a timely manner with all collaboration messages. Business related messages must not be deleted until a copy has been placed on the appropriate file folder in the Records Management system. This includes chats between staff about a business matter.
- 6.4. Users are responsible for the chat messages sent from their accounts, both formal and informal, and will be subject to disciplinary procedures for failure to observe appropriate chat behaviours.





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- 6.5. Users are responsible to adhere to record management policies when sharing Council information/data using collaboration channels.
- 6.6. Users MUST never access another officers' password or identity to undertake collaboration.
- 6.7. Users should be aware that all collaboration services chat would be regarded as being "in writing" and taken as "signed".
- 6.8. Users are reminded to be mindful when using available desktop sharing functionality not to expose sensitive or confidential council information.
- 6.9. Do not use offensive, discriminatory, or defamatory language when collaborating. There are laws relating to written communication that apply equally to collaboration services. The laws relating to defamation, racial discrimination, fraud, sexual harassment and obscenity apply.
- 6.10. Users must never attempt to read, delete, modify or forward collaboration messages belonging to other users unless the appropriate authority has been granted.
- 6.11. Council employees should have no expectation of privacy in anything they store, send or receive on the collaboration systems. Council may monitor collaboration tools without prior notice.
- 6.12. The council collaboration systems system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair colour, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin.
- 6.13. Employees who receive any collaboration messages with this content from any Council employee should report the matter to their manager or to the council IT Team.
- 6.14. The following collaboration activities are strictly prohibited, with no exceptions:
 - 6.14.1. Sending unsolicited collaboration messages, including the sending of "junk comments" or other advertising material to individuals who did not specifically request such material.
 - 6.14.2. Any form of harassment whether through language, frequency, or size of messages.
 - 6.14.3. Unauthorized use, or forging, of collaboration header information.
 - 6.14.4. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type, and
 - 6.14.5. Posting the same or similar non-business-related messages to large numbers of newsgroups (newsgroup spam).
- 6.15. Collaboration messages are an electronic form of correspondence. All provisions regarding correspondence, including adherence to all delegations and authorities, etiquette and professionalism and customer services standards apply to collaboration services. All staff should ensure that they are fully conversant with the limits of their authority/delegations to conduct external correspondence and ensure all normal protocols are followed.



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6.16. The following is a guideline when considering publishing any messages or communications.

Question	Do Not Post	Post
Will the reputation of council be harmed?	Y	N
Will your personal or professional reputation be harmed?	Y	N
Will the personal or professional reputation of a colleague be harmed?	Y	N
If the posting contains the personal information of another person, do you have their consent to post that information?	N	Y
In posting the material, are you behaving with integrity, honesty, respect, and accountability?	N	Y
Is it clear to others that you are making the posting as a private individual and not as an authorised representative of council?	N	Y
Does the posting contain inappropriate or offensive material?	Y	N
Does the posting contain confidential information that is not already in the public domain?	Y	N
Does the posting contain information about your official role and duties, or work-related activities or events, that are not already in the public domain?	Y	N
Does the posting give the impression that you are the authorised representative of council or that your opinion is the opinion or position of council?	Y	N
Are you willing to accept the posting as a permanent and public record of your opinion?	N	Y
Would you be willing for the content of your posting to be viewed by a stranger on the street or your supervisor?	N	Y
Does the posting otherwise constitute an unauthorised use of council ICT services, facilities, and devices?	Y	N

7. Telephone and Mobile Phone Use

- 7.1. Council's telephone services (mobile, SMS and fixed line) are provided to staff for Council purposes and may be monitored for compliance with this policy. Employees should have no expectation of privacy when using council phones, and SMS services. Devices used can be monitored using system monitoring technologies.
- 7.2. Often, phone conversations result in an action or decision which is required to be recorded as a file note and is subject to appropriate Records Management actions. It is the user's





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responsibility to ensure Records Management actions are undertaken appropriately and in a timely manner with all phone conversations resulting in a decision or action which would be deemed a council Record.

- 7.3. Users are responsible for all calls, SMS and application use made from their council mobile phones, both formal and informal, and will be subject to disciplinary procedures for failure to observe appropriate council communication behaviours.
- 7.4. Do not use offensive, discriminatory, or defamatory language when speaking on the phone. The laws regarding defamation, racial discrimination, fraud, sexual harassment and obscenity apply to all Council employees.
- 7.5. Users must never attempt to read, delete, modify, or forward telephone, SMS messages belonging to other users unless the appropriate authority has been granted.
- 7.6. The Council telephone or SMS system shall not to be used for the creation or distribution of any disruptive or offensive messages, including offensive comments about race, gender, hair colour, disabilities, age, sexual orientation, pornography, religious beliefs and practice, political beliefs, or national origin(s).
- 7.7. Employees who receive any telephone and SMS messages with this content from any Council employee should report the matter to their manager to the council IT Team.
- 7.8. The following telephone activities are strictly prohibited, with no exceptions:
 - 7.8.1. Making unsolicited calls and SMS messages, including telemarketing, to individuals who did not specifically request such material.
 - 7.8.2. Calls to premium telephone numbers or telephone subscription services are not permitted.
 - 7.8.3. Calls to international numbers are not permitted unless approved by a manager.
 - 7.8.4. Providing mobile phones to another person other than the device owner or the IT Team to make calls or provide any form of support or device administration.
 - 7.8.5. Any form of harassment whether through language or frequency of messages, and
 - 7.8.6. Unauthorized use or impersonating another person while making a telephone call.
- 7.9. Telephone calls and SMS messages are a form of communication and as such, all provisions regarding communication, including adherence to all delegations and authorities, etiquette and professionalism and customer services standards apply to telephone calls and SMS messages. All staff should ensure that they are fully conversant with the limits of their authority/delegations to conduct external communication and ensure all normal protocols are followed.

8. Security – Passwords

Passwords are an important aspect of computer security. They are the front line of protection for user accounts and access to confidential council information. An unsecured or shared password, or a poorly chosen password may result in the compromise of council's entire corporate network. All council employees are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords.

8.1. Administrative Password Management Requirements

- 8.1.1. All users must have a unique user account assigned to them.





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- 8.1.1.1. The only exception to this requirement is for customer service receipting computers, library front counter, IT service accounts, council meeting room computers, disaster centre computers that utilise generic, but secure logons.
- 8.1.2. Password generation must enforce the following controls:
 - 8.1.2.1. Be at least 14 characters in length.
 - 8.1.2.2. Not contain the user's account name, or part of the users' full name that exceed two consecutive characters.
 - 8.1.2.3. Not contain personal information (e.g., children names, phone numbers, addresses) that can be easily sourced by others through viewing social media accounts or another internet information sites;
 - 8.1.2.4. We recommend using a pass phrase (for example – Thebestnightoftheweekisfriday!)
 - 8.1.2.5. Where possible contain both upper- and lower-case characters (E.g. a-z, A-Z).
 - 8.1.2.6. Where possible contain non-alphanumeric characters (E.g. !@#\$\$%^&*()_+|~-=\`{}[]:"';<>?.,/)
 - 8.1.2.7. Are **not** based on personal information such as names, dates, addresses, phone numbers, pets, companies, employee details or any relatable item.
 - 8.1.2.8. Are **not** based on patterns. (E.g. aaabbbb, qwerty, zyxwvuts, 123321, passwordpassword etc.)
- 8.1.3. Passwords will be required to be changed upon request by IT.
- 8.1.4. Where staff are required to access council systems/application remotely, two factor authentication (2FA) will be enabled by ICT. 2FA is mandatory for staff to access council systems outside of the network (i.e., remote working). This solution requires a mobile phone to receive the two-factor authentication verification code generated by the application.

For those staff without a council supplied mobile device, we ask that you send the push notification (message) to your private mobile phone. If this is not acceptable, please contact ICT support 07 4946-0603 who will organise for a physical token to be supplied that you will need to carry.
- 8.1.5. IT system administrators will be provided with a hardware security key that must be used for all administration server access tasks.

8.2. IT Facilities End User Password Management Requirements

- 8.2.1. All passwords must be treated as sensitive, confidential information. Passwords must not be shared amongst employees. The only exception to this is the provision of the password to IT Support Staff when requested for IT administration purposes after which the user may be required to reset their password.
- 8.2.2. When using council computer equipment or mobile devices, end users must only do so when logged in using their own unique accounts, not under somebody else's account or under a generic account.
- 8.2.3. Passwords must never be inserted into email messages or any other form of electronic or written communication.





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- 8.2.4. Passwords must never be written down or stored in any unsecured location (such as the office). Do not store passwords on any computer systems or electronic hardware.
- 8.2.5. If someone demands a password, refer them to this document or have them contact their manager, your manager, or the council IT Team.
- 8.2.6. If an account or password is suspected to have been compromised, report the incident to the council IT Team immediately to change all passwords.

9. Clear Computer Screens

All logged in, unattended equipment must be appropriately protected by all screens being clear and locked when the user is not present at the equipment.

9.1. Administrative Clear Screen Requirements

- 9.1.1. All mobile devices connected to council email will have an enforced PIN with automatic log out with a minimum of 2 inactive minutes.
- 9.1.2. All logged in computers will automatically go into locked screen mode when left unattended and active for 8 minutes.

9.2. IT Facilities End User Clear Screen Requirements

- 9.2.1. The user must lock their workstation when walking away from their desk for meetings or breaks. To lock a workstation, press Alt + Ctrl + Delete and choose "Lock this computer" or Windows key + L.
 - 9.2.2. Users must be aware to hide/minimise sensitive information on screen, particularly in open plan offices.
- 9.3. The exception to these requirements is the Customer Service and Quarry/Transfer station staff who are required to frequently leave PC's inactive but be within a reasonable, secure distance.

10. Lost or Stolen Devices

- 10.1. Users are to report lost or stolen IT equipment/devices to IT immediately the issue is identified. This enables the IT team to act to disable or wipe the device remotely.

11. User Profiles

- 11.1. When a user logs onto a computer, a roaming user profile is created on that computer. At logoff the roaming profile is saved back to the network. If a user logs onto a different computer, the roaming profile is loaded to the new computer from the network. However, some elements of the profile are **not** backed up and copied to the new computer. These include documents saved directly to the computers 'C' drive or windows desktop, documents, downloads, video and music folders. This is because users are required to manage documents within council supplied record management systems.

12. Working from Home

Please review the following policies:

- Flexible Working Arrangements Policy





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- Bring Your Own Device Policy

The use of personal computers when working from home is not permitted. The use of such equipment to connect to council network using the Virtual Private Network (VPN) and Two Factor Authentication (2FA) can expose council's network to security vulnerabilities that may exist on the personal device. Most staff have council laptops, or one can be loaned for periods where someone is required to work from home. Please discuss with your manager or contact IT support for assistance.

13. IT Facilities Support

- 13.1. IT Facilities are supported by the Council's IT Team. Technical support is provided between 08:00am and 05:00pm workdays (Monday to Friday excluding public holidays). Out of hours support is also available when the matter is urgent. To access IT Support, call the council's Service Desk number 07 4945 0603 or email support@wrc.qld.gov.au. The call will transfer to the out of hours support person automatically as appropriate.

14. IT Training

- 14.1. Induction and general systems training (i.e. Computer and mobile device use, Office 365, printing etc) will be provided by ICT, please book a time with ICT through the support desk to receive "one on one" training.
- 14.2. All staff will be required to complete councils Online Security Awareness Training program.

15. IT Facilities User Acknowledgement & Disclaimer Form

- 15.1. Any clarifications on this policy, should be referred to the Manager of Innovation and Technology.
- 15.2. Upon review of this policy all users are required to download, sign and submit the IT Facilities user acknowledgement and disclaimer form to support@wrc.qld.gov.au to confirm understanding and acceptance of the policy terms and conditions prior or within 10 working days of network and system access being granted by IT.

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 users.

Collaboration Services refers to all computer software and hardware designed to make it easier for IT facilities users to work together. Tools includes screen sharing, video conferences, teleconference, instant messages, document sharing, document change tracking, commenting on articles, webchat, SMS and videocalls etc. Collaboration services can occur intra or extra organisationally.





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Computer Equipment refers to all computer hardware, mobile devices, software, networks, platforms, data, information, internet, Wi-Fi, cloud technologies, technology subscriptions and infrastructure provided by and/or supported by council.

Elected Members/Councillor – refers to an elected member of Council

Internet refers to the global computer network providing a variety of information and communication facilities, consisting of interconnected networks using standardized communication protocols.

IT Facilities refers to Computer Equipment. See Computer Equipment.

IT Team refers to the Innovation and Technology branch of council responsible for managing IT services and facilities.

Manager/s refers to the head of a department within council.

Officer refer to users.

Staff refer to users.

Users refers to all council employees, contractors, volunteers, temporary, casual workers and councillors.

Related Documents

Bring Your Own Devices (BOYD) Policy
Code of Conduct for Employees
Code of Conduct for Councillors
Data Breach Response Plan
Flexible Working Arrangements Policy
Information & Records Management Policy
Information Security Policy
IT Facilities User Acknowledgement & Disclaimer Form

Human Rights Compatibility Statement

This Guideline has been assessed as compatible with the Human Rights protected under the *Human Rights Act 2019*.





Information Security Policy (IS18)

Corporate Services

COUNCIL POLICY			
Date Adopted by Council		Council Resolution	
Effective Date	23 March 2021	Next Review Date	23 March 2025
Responsible Officer(s)	Manager Innovation and Technology	Revokes	AP_CORP_02

Purpose

The purpose of this policy is to describe the Whitsunday Regional Councils approach to protecting its information assets and to inform those impacted by the policy of their respective obligations and responsibilities.

The Whitsunday Regional Council recognises the requirement to provide guidance, governance, and operational artefacts in relation to information security including.

- Development, maintenance and implementation of an Information Security Policy, Information Security Management System (ISMS), and ICT Facilities User Policy that is appropriate relative to Council's functions and the risks that it faces.
- The identification of Council's information assets and their custodians.
- The identification and management of risks associated with information assets relative to infrastructure, platforms, data, and applications while information is in storage, in transit and in use.
- Regular independent audit of information security controls and measures to determine their effectiveness and to identify opportunities for improvement.
- Establishing and maintaining information resources, including IT systems, to be appropriately protected from compromise and misuse (both intentional and otherwise).
- Establishing and maintaining suitable Information Security training tools to ensure Council employees understand their role in protecting information assets; and
- Remaining accountable for the secure performance of outsourced services and functions.

The Whitsunday Regional Council recognises that information is a valuable strategic asset that supports the achievement of the Councils mission. The value derived for information assets is dependent upon the achievement of three objectives:

1. Observing the appropriate confidentiality obligations associated with each kind of information asset.
2. Maintaining the integrity of the information asset used by the Council; and
3. Enabling the availability of the information assets in the formats required at the times needed.

Information and Communication Technologies (ICT) are critical components in achieving the above objectives for all information assets owned or managed by Council.



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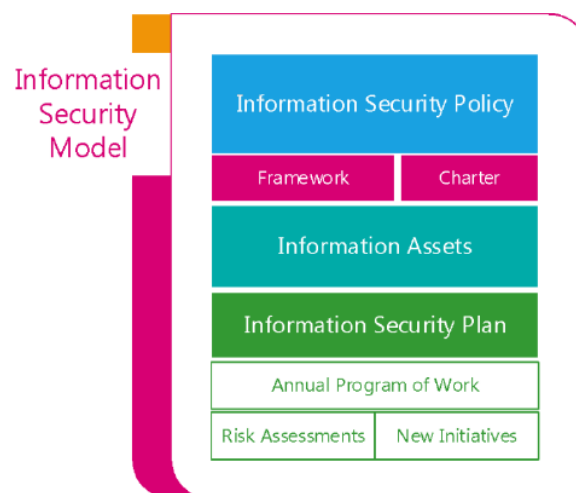
Corporate Services

Scope

This policy is applicable to all council employees, contractors, volunteers, temporary, casual workers, councillors, controlled entities and associated third parties who have reason to access any of Council's information assets owned or controlled by Whitsunday Regional Council.

This policy governs access to and use of Council's information assets and any information and communication technology assets which create, process, store, view or transmit information.

This policy is part of an integrated model of information security artefacts used by the Whitsundays Regional Council.



Applicable Legislation

Information Security Standards AS/NZS ISO/IEC 27001:2013

Information Security Standards AS/NZS ISO/IEC27002:2013

Queensland Government Information Standards IS18:2018

Queensland Government Information MGNT Policy Framework v2.0 (2017)

Information Privacy Act 2009

Queensland Financial and Performance Management Standard

Controlled Objectives for Information Technology (COBIL) 5

Queensland Public Records Act 2002

Commonwealth Privacy Act 1998



Information Security Policy (IS18)

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Policy Statement

The Whitsundays Regional Council is committed to provide a secure information environment for residents, visitors, and employees.

Confidentiality, integrity, and availability of Councils information assets are required for Council to maintain both its services and its legal obligations.

This policy is written to be consistent with the Information Security Standards AS/NZS ISO/IEC 27001:2013, AS/NZS ISO/IEC27002:2013, and the Commonwealth Privacy Act (1988) requirements relating to the protection and secure disposal of personal information.

Furthermore, Councils entire information security model is developed in reference to the Queensland Government Information Security Framework and association Information Standard on Information Security (IS18:2018).

1. Information Security Management Framework

Council will maintain a formal Information Security Management System (ISMS) that includes, but is not limited to, the following elements:

- A formal Information Security Governance Framework.
- A risk-based approach to digital informs asset protection.
- The defined approach for the documentation and ongoing maintenance of information assets and IT system assets, owners, risks, and controls.
- Identification of applicable legislation and organisational compliance strategies.
- Security audit approach.
- Establishment of metrics to formally measure policy compliance and ISMS effectiveness.

The Manager Innovation and Technology is responsible for:

- Day-to-day management of the Councils information security management programs, including all information security audits and reviews.
- Forming necessary working groups and/or reference groups that are representative of the Council to review and, where appropriate, approve policies, procedures, and standards.
- Communicating policy responsibilities to all Council stakeholders and advising on compliance; and
- Authoring and maintaining the additional information security artefacts that support the achievement of the Councils information security objectives.
- Assessing the effectiveness of the Councils information security management program; and
- Reporting on the effectiveness of the Council information security management to the Director Corporate Services and to the relevant IT governance Committee.





Information Security Policy (IS18)

Corporate Services

The Director Corporate Services is responsible for reporting on the effectiveness of the Councils information security management to the Senior Executive and the Council.

2. Information Asset Classification

Council will maintain a formal Information Classification Framework that includes, but is not limited to, the following elements:

- A series of classification categories that reflect the sensitivity and criticality of the information or IT system asset in question.
- Guidelines for the effective selection and usage of classification categories; and
- The identification of nominated owners for all information and system assets.

The Information Owners are responsible for:

- Assigning a security classification to their respective assets, to reflect the sensitivity and criticality of the information or IT system asset in question; and
- Ensuring asset description and classification are formally documented and maintained.
- The Manager Innovation and Technology is responsible for:
 - Authoring and maintaining the Information Classification Framework.
 - Day-to-day management of the Councils Information Classification Framework.
 - Assessing the effectiveness of the Councils Information Classification Framework.
- Reporting on the effectiveness of the Council Information Classification Framework to the Director Corporate Services and to the relevant IT governance Committee.

The Director Corporate Services is responsible for reporting on the effectiveness of the Councils Information Classification Framework to the Senior Executive and the Council.

3. Access to Information Assets

Access to information assets must be restricted to authorised users and mechanisms must be in place to prevent unauthorised access.

All individuals requiring access or a change in access to Councils IT resources must submit a written request via the New User Form approval by the Manager. The user's identity will be recorded in Councils Active Directory as a user account and in relevant business systems as a user with appropriate permissions to enable control and auditing of access and usage. This excludes guests and visitors that only have limited access to wireless, community-based technologies, audio visual or telephony resources.





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Active Directory and the Human Resources system are the two sources of truth for staff and user information.

When creating user accounts on Active Directory, the following principles are to be applied:

- All identities must be assigned a unique name in Active Directory and have a unique number recorded against the account based on the employee identifier generated by the Human Resources system.
- Staff identities in Active Directory are to be made up of the staff members First Name and Surname separated by a full stop (.). Where duplicate names exist, the second and subsequent names will also contain the staff members middle initial also separated by a full stop (.).
- Guest/visitor identities in Active Directory and associated applications are only to be active for the minimum time required for the guest/visitor to achieve their objective using a Council Support Account.
- Guest access is provided based on approved support access requests to ICT for the agreed period and only to the required system/device.
- Guest access passwords generated for this access are one-time use only.
- All accounts created in Active Directory will require the end user to authenticate to access the network. Where possible, when authenticating to Councils network from within Council buildings, single factor authentication only will be required (password). When authenticating from outside of Councils physical buildings, two factor authentications (password plus another factor) will be established as the standard.
- Access privileges assigned to users will be designed on a least-privilege basis relative to requirement.
- All generated system passwords must adhere to standards outlined in the ICT Facilities User Policy.
- All server access requires two factor authentication from within and outside the network.

Whitsunday Regional Council reserves the right to grant, limit or withdraw access to some or all its IT resources either temporarily or permanently at any time.

In addition to Councils corporate network, Council also operates secondary networks to allow guest and community wireless access. These networks will operate in isolation to Councils corporate network and not require identity or authentication processes.

The Information Owners are responsible for reviewing user accounts and access privileges on an annual basis to confirm that application users are still authorised for access appropriately.

The Manager Innovation and Technology is responsible for:

- Reviewing and approving requests for access.
- Reviewing user accounts and access privileges on an annual basis to confirm that network users are still authorised for access appropriately.
- Maintaining audit logs of application access details.
- Day-to-day management of the Councils information access tools.
- Assessing the effectiveness of the Councils information access tools.





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- Reporting any information access breaches (attempted or succeeded) to the Director Corporate Services and to the relevant IT governance Committee; and
- Reporting on the effectiveness of the Council information access tools to the Director Corporate Services and to the relevant IT governance Committee.

The Director Corporate Services is responsible for reporting on the effectiveness of the Councils information access tools and any information access breaches (attempted or succeeded) to the Senior Executive and the Council.

4. Network and Communications

The Council's IT network infrastructure must be configured and maintained to protect information assets according to the following requirements:

- Incoming internet traffic must access only approved IT resources and services.
- All internet traffic must enter and exit Council's network either via Firewall security or via a Demilitarized Zone.
- Network traffic will be monitored for signs of malicious activity.
- All Council owned IT assets connected to the Council network will maintain a basic level of security as recommended by the Manager Innovation and Technology. This must include:
 - o Anti-virus software that is up to date and actively running; and
 - o Appropriate and available operating system security updates are installed.

The Manager Innovation and Technology is responsible for:

- Day-to-day management of the Councils network security tools.
- Assessing the effectiveness of the Councils network security tools.
- Reporting any network security breaches (attempted or succeeded) to the Director Corporate Services and to the relevant IT governance Committee; and
- Reporting on the effectiveness of the Council network security tools to the Director Corporate Services and to the relevant IT governance Committee.

The Director Corporate Services is responsible for reporting on the effectiveness of the Councils network security tools and any network access breaches (attempted or succeeded) to the Senior Executive and the Council.

5. Mobile Computing

Council owned mobile computing devices must be protected from physical theft and/or damage and configured in such a way that prevents unauthorised access to the data stored on device.

Mobile computing devices in the context of this policy refers to devices such as:

- Notebook and laptop computer equipment.
- Tablet and mobile devices; and
- IoT or data collection devices.





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Mobile device users must ensure that mobile computing devices are never left unattended in a public place or unattended and visible in a vehicle. Furthermore, all mobile devices must be physically secured when not in the user's possession.

All mobile computing devices must:

- Require password/passcode for device access.
- Utilise, where possible, up-to-date anti-malware software; and
- Where supported, allow remote erase functionality.

In the event of a lost or stolen device, a security breach or unacceptable usage (as per the IT Facilities User Policy) being detected, Council may remotely wipe the mobile device, returning it to factory setting.

The Council will take no responsibility for the loss of any personal information stored or downloaded onto a Council owned mobile device (data, photos, music, apps etc.) in the event of damage or loss.

Mobile device users must:

- Abide by Councils IT Acceptable Use Policy.
- Not rely on mobile computing devices as the sole repository for their data.
- Ensure data stored primarily on mobile devices is backed up to the Council's network storage systems.
- Not alter the configuration or Councils mobile computing devices, including the mobile phone carrier arrangements, without written approval from the Manager Innovation and Technology; and
- Immediately report any lost or stolen mobile computing devices to their supervisor and the Manager Innovation and Technology.

The Manager Innovation and Technology is responsible for:

- Day-to-day management of the Councils mobile computing management tools.
- Assessing the effectiveness of the Councils mobile computing management tools.
- Reporting any mobile computing breaches (attempted or succeeded) to the Director Corporate Services and to the relevant IT governance Committee; and
- Reporting on the effectiveness of the Council mobile computing management to the Director Corporate Services and to the relevant IT governance Committee.

The Director Corporate Services is responsible for reporting on the effectiveness of the Councils mobile computing management tools and any mobile computing access breaches (attempted or succeeded) to the Senior Executive and the Council.

6. Physical and Environmental

Physical security and environmental controls protecting Council's information assets will meet the following requirements:





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- Physical information assets deemed critical to the Council must be housed in an approved location with sufficient access controls, barriers, and perimeter defences.
- All users with physical access to locations housing critical information assets must be documented, monitored, and recorded.
- Sufficient environmental controls must be implemented including power backup and air-conditioning to protect critical information assets from damage and to ensure its reliable operation; and
- Access to IT facilities must be restricted to authorised users only.

The Manager Innovation and Technology is responsible for:

- Day-to-day management of the Councils information asset physical security approvals.
- Reporting any information assets physical security breaches (attempted or succeeded) to the Director Corporate Services and to the relevant IT governance Committee; and
- Reporting on the effectiveness of the Council information assets physical security management to the Director Corporate Services and to the relevant IT governance Committee.

The Director Corporate Services is responsible for reporting on the effectiveness of the Councils information assets physical security management and any information assets physical security access breaches (attempted or succeeded) to the Senior Executive and the Council.

7. Disaster Recovery

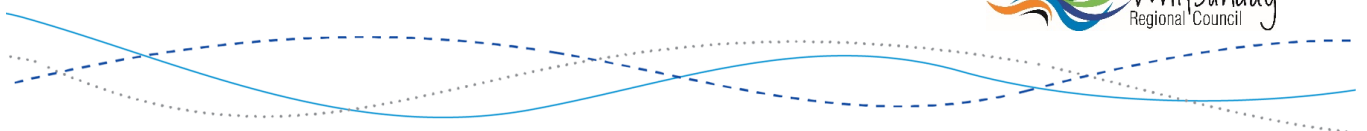
Council will aim to ensure critical information assets are recoverable in the event of a disaster.

The Council must develop and maintain a Disaster Recovery Framework that enables:

- Risk reduction in the event of a disaster or serious incident.
- Availability of information assets required to support critical Council processes to agreed levels.
- Compliance with regulatory requirements; and
- Integrated with Councils Business Continuity policies and processes.

The Council will develop and maintain a disaster recovery plan that is:

- In alignment with the organisations.
 - Disaster Recovery Framework.
 - Business Continuity Plan.
 - Risk Management Framework; and
 - Emergency Management Plan.
- Periodically tested (at a minimum on an annual basis).
- Communicated to all relevant stakeholders; and





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- Aligned to business/operational needs.

The Manager Innovation and Technology is responsible for:

- Overseeing the development and maintenance of the IT Disaster Recovery Framework and Plan.
- Ensuring that the IT Disaster Recovery controls are adequate and tested.
- Assessing the effectiveness of the Councils IT Disaster Recovery Framework and Plan; and
- Reporting on the effectiveness of the Council IT Disaster Recovery Framework and Plan to the Director Corporate Services and to the relevant ICT Governance Committee.

The Director Corporate Services is responsible for reporting on the effectiveness of the Councils IT Disaster Recovery Framework and Plan to the Senior Executive and the Council.

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.

Councillor – refers to an elected member of Council.

Employee refers to all council employees, contractors, volunteers, temporary, and casual workers.

ICT refers to Information Communication and Technology functions.

IT refers to the Innovation and Technology Branch of Whitsunday Regional Council. It can also be used interchangeably with Information Technology.

Related Documents

ICT Disaster Recovery Framework and Plan

Network Access Request Form

IT Acceptable Use Policy

Australian Government Information Security Manual (ISM) - <https://www.cyber.gov.au/acsc/view-all-content/ism>

Self-Assessment Tool - <https://www.qgcio.qld.gov.au/reporting-app/pages/assessment-tools>





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Human Rights Compatibility Statement

This Policy has been assessed as compatible with the Human Rights protected under the *Human Rights Act 2019*.



Remotely Piloted Aircraft (Drone) Policy

Corporate Services

[Policy Number]

COUNCIL POLICY			
Date Adopted by Council		Council Resolution	
Effective Date	23 March 2022	Next Review Date	23 March 2025
Responsible Officer(s)	Manager Innovation and Technology	Revokes	[AP_CORP_09]

Purpose

The purpose of this policy is to ensure that all legislated requirements for the use of Whitsunday Regional Council owned or managed drone technology, also known as remotely piloted aircraft (RPA) technology, is applied, and adhered to by WRC staff and contractors. The intent of these requirements is to protect people, property and other aircraft from injury or damage that could result from drone use. This policy provides clear guidelines for the internal use of drone technology for WRC's operations.

Scope

This policy is applicable to all employees of WRC; all WRC owned or managed drone systems and technology, and any data and information collected by them, including geospatial data.

Applicable Legislation

This policy is in reference to:

- **Civil Aviation Safety Regulations Part 101 (Commonwealth)** which outlines the rules governing all unmanned aeronautical activities into one body of legislation. It prescribes the rules for the use of unmanned moored balloons and kits, unmanned free balloons, unmanned rockets, remote piloted aircraft, model aircraft and pyrotechnic displays.
- **Air Navigation Act 1937 (Queensland)** which provides for the application of the air navigation regulations and civil aviation regulations of the Commonwealth to and in relation to air navigation within the State, and to provide in relation to liability for certain injury, loss, damage or destruction by aircraft.
- **Information Privacy Act 2009 (Queensland)** which provides for the fair collection and handling in the public-sector environment of personal information and a right of access to and amendment of personal information in the government's possession or under the government's control, unless, on balance, it is contrary to the public interest to give the access or allow the information to be amended; and
- **Public Records Act 2002 (Queensland)** which ensures that the public records of Queensland are made, managed, kept, and, if appropriate, preserved in a useable form for the benefit of present and future generations, and public access to records under this Act is consistent with the principles of the *Right to Information Act 2009* and the *Information Privacy Act 2009*

Policy Statement

Background

1. The operation of drones, also referred to as remotely piloted aircraft, is governed by the Civil Aviation Safety Authority (CASA) and determined by the Civil Aviation Safety Regulations 101 (CASR 101). At all times, use of drone technology by employees of WRC must adhere to the requirements of CASR 101.





Remotely Piloted Aircraft (Drone) Policy

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2. This Policy and the Remote Operators Manual will provide a framework to ensure the following objectives are achieved:
 - a) RPA are operated in a manner consistent with CASR 101.
 - b) RPA use has a clearly defined purpose to ensure the information is complete and relevant and minimize potential drone intrusions.
 - c) WRC's use of RPA is in alignment with public interest and governing legislation, and is in accordance with relevant policies, directives and procedures of WRC including, but not limited to WRC's Information Privacy Policy.
 - d) WRC's use of RPA occurs in a financially responsible and safe manner.
 - e) Risks to WRC and the wider community from RPA operations is minimized.
 - f) Engage with the community via a clear and comprehensive communication strategy to inform the community about the RPA use event where deemed applicable by the Chief Remote Pilot.
 - g) Take all steps to safeguard the personal information captured by the drone in the air and on the land.
 - h) Ensure contracted service providers are contractually bound to comply with these same privacy obligations; and
 - i) Enable the community to exercise their right to access information held by government.

RPA Use

3. The use of drone technology will only be approved when operational efficiencies or benefits are identified, and adherence to CASA regulations is demonstrated.
4. All staff who are employed by WRC to use drones can be classified by CASA as using them commercially, as they are being paid for their work. Drone flights may therefore only be undertaken by an operator who holds the appropriate Remote Pilot License for the class of drone being flown.
5. The primary purpose of WRC owned drones is to support authorised officers in the conduct of their duties. This may include, but is not limited to,
 - a) Asset management and inspections.
 - b) Water and waste infrastructure management.
 - c) Disaster response and management.
 - d) Tourism, community services and events.
 - e) Compliance management.
 - f) Urban planning – aerial surveys of proposed development sites.
 - g) Land surveying, mapping and 3D terrain modelling.
 - h) Environmental monitoring.
 - i) Pest and weed management.
 - j) Aerial photography (eliminating risks associated with cherry picker type photography); and
 - k) Coastline management.

Legislative compliance

6. As an organisation operating drones commercially, WRC will hold an ARN, and maintain and update a CASA authorised Remotely Piloted Aircraft Operators Certificate (ReOC). The ReOC mandates the following:
 - a) WRC nominate a Chief Remote Pilot and a Maintenance Controller according to the requirements of the Certificate.





Remotely Piloted Aircraft (Drone) Policy

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[Policy Number]

- b) The Chief Remote Pilot is responsible for ensuring that all operations under the ReOC are conducted safely and legally.
- c) All drone operators and drone operations must adhere to the practices and procedures contained in the Remotely Piloted Aircraft Operators Certificate. These are set out in the Remote Operations Manual, which provides procedures to comply with the CASR 101 requirements; and
- d) Any proposed drone operations must be logged sufficiently in advance to allow time for approval by the Chief Remote Pilot and must not commence until this approval has been received.

Data Collection and Management

- 7. All data collected or recorded by WRC managed RPA or from contractors engaged to undertake RPA projects, including geospatial data, is owned by WRC and is subject to WRC Information Security Policy, the *Information Privacy Act 2009* and *Public Records Act 2009*.
- 8. The data collected will be for specific purposes in support of WRC functions. The data will be stored in accordance with WRC Information and Records Management Policy.

Access to Information

- 9. Requests by the public to access WRC collected RPA data will be assessed and managed in line with WRC's Information and Records Management Policy, Information Security Policy, and relevant legislation.
- 10. All requests must be in writing addressed to the Chief Executive Officer, Whitsunday Regional Council.

Complaints

- 11. Any complaints regarding the use of RPA or breaches of privacy by WRC officers or contractors will be managed in accordance with WRC's Administrative Action Complaints Policy.

Review of Policy

- 12. This Policy will be reviewed when any of the following occur:
 - a) The related documents are amended or replaced; and
 - b) Other circumstances as determined from time to time by a resolution of Council.
- 13. Notwithstanding the above, this policy is to be reviewed at intervals of no more than three (3) years.

Definitions

ARN shall mean Aviation Reference Number

CASA shall mean Civil Aviation Safety Australia





Remotely Piloted Aircraft (Drone) Policy

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CASR 101 shall mean Civil Aviation Safety Regulations

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.

Drone shall mean an unmanned/remotely operated/autonomously operated vehicle that operates on land, in the air, or in water. For the purposes of this document, this term is used interchangeably with 'remotely piloted aircraft'.

Employee refers to all council employees, contractors, volunteers, temporary, and casual workers.

ReOC shall mean remotely piloted aircraft operator's certificate.

RePL shall mean Remote Pilot Licence.

RPA shall mean 'Remotely piloted aircraft.' This is the term used by CASA in reference to an unmanned aircraft. This term is used interchangeably with 'drone' in this document.

RPA Pilot shall mean the operator of an RPA and holder of a RePL.

RPAS shall mean 'remotely piloted aircraft system.' This is a term used by CASA to refer to a set of configurable elements consisting of a remotely piloted aircraft, its associated remote pilot station (or stations), the required command and control links and any other system elements as may be required at any point during the operation of the aircraft.

UAV shall mean unmanned aerial vehicles. This term is used interchangeably with "drone" and "remotely piloted aircraft" in this document.

Related Documents

Whitsunday Regional Council Remote Operations Manual
WRC Information Security Policy
WRC Information and Records Management Policy

Human Rights Compatibility Statement

This Policy has been assessed as compatible with the Human Rights protected under the *Human Rights Act 2019*.





Information Management Policy

Corporate Services

COUNCIL POLICY			
Date Adopted by Council		Council Resolution	
Effective Date	23 March 2022	Next Review Date	23 March 2025
Responsible Officer(s)	Information Management & GIS Coordinator	Revokes	LSP_CORP_38

Purpose

The purpose of this policy is to aid efficient organisational processes through structured records and information governance practises, while complying with legislative requirements.

Reliable, structured data and recordkeeping practices support council to:

- be transparent and efficient in business transactions with clients.
- make informed decisions based on all available evidence.
- meet legislative responsibilities; and
- protect the interests of elected members, staff, and clients.

Scope

This Policy is applicable to all council employees, contractors, volunteers, temporary, casual workers, and councillors.

A public record is any form of recorded information, either received or created, that provides evidence of the decisions and actions of a public authority in carrying out legislative, administrative, or other public responsibilities. Records can take the form of paper or electronic, such as documents, email, audio recordings, video recordings, CCTV footage, social media posts, websites, text messages, business applications, photos, diaries, publications, file notes, drawings, and plans.

This policy covers public records created, commissioned, received by Whitsunday Regional Council or which council has a legislative responsibility.

This policy provides the overarching framework for any other corporate recordkeeping plans, practices, or procedures.

Applicable Legislation

All public records, including electronic records, are subject to legislation and to legal processes such as discovery and subpoenas. This Policy is in reference to the *Public Records Act 2002* and the Queensland Information Governance Policy released in 2018.

Other key pieces of legislation and standards relating to information and recordkeeping are:



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Acts	Standards
- Local Government Act 2009 - Right to Information Act 2009 - Information Privacy Act 2009 - Copyright Act 1968 - Electronic Transactions (Qld) Act 2001 - Evidence Act 1977 - Judicial Review Act 1991 - Public Service Act 2008 - Intellectual Property Laws Amendment Act 2015	- Information Standard 18: Information Security (IS18) - Information Standard 44: Custodianship (IS44) - Australian Standard AS ISO 15489, Records Management - Australian Standard AS ISO 16175, Principles, and functional requirements for records in electronic office environments - Australian Standard AS/NZS 5478:2015, Recordkeeping metadata property reference set - ISO 15076, Image technology colour management - Architecture, profile format and data structure - ISO 19005, Document Management – Electronic Document File Format for Long-Term Preservation - Payment Card Industry Data Security Standard (PCI DSS)
There are other Acts which explicitly state specific recordkeeping requirements. They include: - Business Names Registration Act 2011 - Land Act 1994	

Policy Statement

Records are a corporate asset and this policy outlines and directs the practices of council in relation to the management of information and records.

Records of council are created and received because of interactions with residents, other agencies, government departments and businesses. Reliable, accurate data is critical for council to be able to make informed decisions, take appropriate actions and interact with stakeholders in a transparent, consistent, efficient, and professional manner. To meet these requirements the following principles must be followed:

- Compliance with the Public Records Act 2002 and associated framework.
- Compliance with Information Privacy Act 2009 & Right to Information Act 2009.
- Processes are in place to systematically and effectively manage complete and reliable records.
- Council employees, contractors elected members and volunteers are aware of their recordkeeping obligations.
- Recorded Information can be retrieved efficiently, in a cost-effective manner when required.
- Full and accurate records must be created and maintained for as long as required for legislative, business and accountability purposes.
- Records must be captured in council's electronic document and records management system.
- Records must only be disposed of with authorisation from the CEO or nominated delegate (Director of Corporate Services).
- Physical archived records prior to the document management system are to be stored in a secure location with environmental controls in place to preserve the records for the required time, with long term, high value and high-risk documents progressively digitised over time; and
- Assigned key roles and education in relation to record creation and recordkeeping.

Whitsunday Regional Council will implement and maintain appropriate strategies, processes, applications, and tools to ensure records of business activities are made and kept meeting operational business needs and recordkeeping obligations.



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Ensure that records management is integrated into core and operational functions and will develop performance metrics that align with the intent and objective of this policy with the strategic objectives of the Council.

Ensure that records are retained and disposed of in a planned and authorised way in consultation with the Queensland State Archives, bearing in mind that the CEO is ultimately accountable for the creation, management, appraisal, and retention of Council's public records.

1. Responsibilities and Accountabilities

The creation, capture, integrity, access, and retention of Whitsunday Regional Council's records under the *Public Records Act 2002* and the *Local Government Act 2009*.

Key roles and services are integral to support Councils' record management objectives and transform Councils' information management maturity for efficient utilisation and verification of information to serve our community. Broadly these include:

CEO	Technology & Innovation Manager	Information Management Team (Enable the business to be effective by):
- Council complies with responsibilities under the <i>Public Records Act 2002</i>. - Delegates authority for various authorisations related to records management.	Ensure information systems are maintained for the required length of time and audited for compliance.	- Ensuring compliant recordkeeping processes are in place across the business. - Auditing and educating the business in sound records creation and records management practices.

2. Record Creation, Capture, and Integrity

2.1 Creation and Capture of Records

Full accurate records must be created and saved in a format, media and location that is readable and accessible for the life of the record. Records created by council must comply with the provisions of the *Copyright Act 1968* and the intellectual property rights will remain Council's property, except where a Council has a contract with a supplier stating otherwise.

For records to be authentic, complete, and accurate they need to identify and capture the following metadata standards into council's record management system:

- what took place, where and when something was done, or why a decision was made. Also, who was involved and under what authority.
- author.
- date the record was created and received.
- document type (e.g., inward, outward, and internal).
- security classification (who can view the document).
- version number.
- subject (to determine information retention).



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Final records must be captured that contain signatures and attachments for records to be considered complete. When scanning either historical or current records the digitisation and disposal of records process must be followed.

2.2 Identifying Public Records

This table is adapted from *What records do I need to keep?* Queensland State Archives

What is a public record? <i>Note: This list is not exhaustive</i>	What is not a public record or does not need to be stored? <i>Note: This list is not exhaustive</i>
- Any data within a database or document that records business processes or actions (e.g., rates payments, license applications and approvals, salary payments) of council - Information published on a webpage or website that relates to the business functions of council - All agendas, minutes and papers that were presented at meetings within council - Financial statements, corporate and operational plans - Audit reports, analysis reports, business cases, proposals - Legal agreements, contracts and leases - Records required for legal proceedings or right to information requests - Draft documents containing significant annotations or submitted for comment or approval by others - Handwritten notes documenting a decision or action - Recruitment and selection documentation - New and updated policies and procedures - Work diaries / Appointment Books / Outlook calendars related to local government executive, statutory or administrative function - Visitor books - Letter or emails from customers requesting information or action and the response/s sent back - Records generated from a project, including plans, estimates and costing, re-sourcing requirements, background research material - A work-related email that documents an action or decision (e.g., an email that approves the purchase of new signage) - Workplace health and safety risk assessments, incident reports, take 5s, etc - Correspondence or petitions relating to lobbying matters such as improving road conditions - Surveys and evaluations (e.g. Customer service, training, procurement, tenders)	- Drafts of reports, correspondence and / or routine calculations that were not circulated internally or externally or finalised - An external database that was used for reference purposes only - Drafts of information prepared for a webpage or website that were never circulated for comment or approved as a final version or published - Information downloaded from the internet - Agendas and minute from a staff social club meeting - An external publication - Advertising or training brochures from an external provider - Informational material that includes lists of suppliers, catalogues, directories, address and contact lists - Unsolicited letters or emails advertising products or services - An email about an afternoon tea for a work colleague who is leaving - Election materials created or received by a Councillor in regard to electioneering are private records of the Councillor - Credit cards and associated card data must not be stored or must be rendered unreadable (redacted) if contained within a document that needs to be registered



Information Management Policy

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- | | |
|---|--|
| <ul style="list-style-type: none"> • Building information modelling (BIM) records • Preparation of elections such as nominations, etc | |
|---|--|

2.3 Information Security Classification

a. Identifying information holdings.

The department or individual (originator) must determine whether information being generated is official information (intended for use as an official record) and whether that information is sensitive or security classified.

b. Assessing sensitive and security classified information.

To decide which security classification to apply, the originator must:

- I. assess the value, importance, or sensitivity of official information by considering the potential damage to Council, organisations, or individuals, that would arise if the information's confidentiality was compromised (refer to the following classification table), and
- II. set the security classification at the lowest reasonable level.

If the originator does apply classification the document, it will be deemed classified as ALLSTAF.

ALLSTAF (INTERNAL ACCESS ONLY)	Most documents and information is classified as viewable by all staff. As an employee you are obligated by confidentiality in the Code of Conduct handbook to keep information you view and create to within WRC unless it carries a higher security classification which restricts who else in the organisation you can discuss certain matters with.
PRIVATE	Personal information must not be used for a purpose other than the particular purpose for which it was obtained and must not be disclosed to a third party, except for: • an individual has agreed to the use / disclosure. • reducing or preventing a serious threat to the life, health, safety, or welfare of an individual or the public. • a requirement or authorisation under law or necessary for law enforcement. • research or statistical purposes. When records containing personal information is going to be used, we must only use those parts that are directly relevant to fulfilling the particular purpose.



Information Management Policy

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CONFIDENTIAL	Information marked as confidential to the CEO and some support staff, often relating to high level investigations, such as Crime and Misconduct Commission.
HR (Personnel Files)	Information relating to employment of individual staff including personnel plans, training, recruitment and employment lifecycle, payroll paperwork, etc are only visible to the People and Culture team and CEO.
ICT	Information containing passwords or sensitive information in Information Technology are only visible to Information Technology team.
LEGAL	Information containing sensitive legal matters are only visible to the Legal and Governance team and CEO.
PROCUREMENT CONFIDENTIAL	Information containing high value or sensitive procurement matters are only visible to the Procurement team and CEO.
PUBLIC	Documents or information that is available in the public domain. This information may be published on external sites / website.
WORK COVER	Information relating to work cover claims are only visible to the Workplace Health and Safety team.
YOUTH CASE MANAGEMENT	Information relating to case management involving young people. These documents are only viewable by the Legal team.

c. Declassification.

The originator remains responsible for controlling the sanitisation, reclassification, or declassification of the information.

d. Marking information.

The originator must use Council records management process and tools (digital or manual) to set the classification.

e. Using metadata to mark information.

Originator must apply Council's endorsed metadata standard to protectively mark information, using the 'Security Classification' property.

f. Storage.

Originator must ensure sensitive, and security classified information is stored securely in an appropriate secure container for the approved zone in accordance with the minimum protection requirements defined in Council's Information Management Procedures.

g. Transfer.

Originator or Information Management must ensure sensitive, and security classified information is transferred and transmitted by means that deter and detect compromise and that meet the minimum protection requirements define in Council's Information Management Procedures.

h. Disposal.



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Originator or Information Management must ensure sensitive, and security classified information is disposed of securely in accordance with the minimum protection requirements define in Council's Information Management Procedures.

2.4 Electronic File Formats

Information on preferred and acceptable file formats for long-term storage and accessibility is available on the National Archives of Australia website at <https://www.naa.gov.au/information-management/storing-and-preserving-information/preserving-information/preserving-digital-information/long-term-file-formats>

2.5 Auditing

Auditing is an important final step in the record creation process to ensure records are complete, accurate and can be discovered easily in the future. Auditing encompasses security and system changes, individual document auditing, and system utilisation.

The officer creating / registering the records into the EDRMS system is responsible for ensuring the final records are complete, preserved in a readable format for future use, and the correct metadata and indexes applied for easy retrieval.

Records specialists will complete checks on registered documents to ensure quality standards are maintained. Annual audits on a portion of electronic records will be analysed to ensure records are able to be opened in current systems.

2.6 Information Asset Custodianship

A custodian of an information asset is responsible for ensuring corporate information is collected and maintained according to specifications and priorities determined by consultation with stakeholders and made available to the wider organisation and public as appropriate and in a format that conforms with Council's standards and policies. Custodianship is assigned to a directorate or cross-directorate work units using the following criteria:

- Have sole statutory responsibility for the capture and maintenance of the information.
- Have the greatest operational need for the information.
- Are the first to record changes to the information.
- Are the most competent to capture and / or maintain the information.
- Are in the best economic position to justify collection of the source information.
- Requires the highest integrity of the information.

Information asset custodianship is documented in the Information Assets register. The Queensland Government has published *Information Standard: Custodianship (IS44)*.

3. Access and Security

3.1 Availability

All records shall be available to staff to efficiently perform their role with the exception of investigations, personnel and payroll files, protective custody, confidential meetings, and commercial in confidence documents.

Access to council records will be governed by the Right to Information Act, Public Records Act, Information Privacy Act and the Protocols for dealing with RTI and IP applications AG_2/20_CS,



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with a view to provide openness and transparency of public documents by displaying these on Council's website or at customer service centres.

3.2 Information Security

Council officers must take all reasonable steps to ensure that information is adequately safeguarded in accordance with the ICT Facility Users Policy and Information Security Policy.

Council officers must not intentionally access files, registers or any other document that contains personal information unless it is necessary for their duties. Where access is necessary for work purposes, council officers must not disclose personal information to an unauthorised person.

Electronic devices and physical documents containing personal information must be kept secure from unauthorised access. The Information Technology department enforces security of council devices through technology policies, such as passwords, automatic screen locks when inactive, and permissions based on an officer's role to corporate systems. Corporate systems also provide auditing and control mechanisms to ensure the integrity of information.

Solutions hosted on servers and infrastructure outside of Australia do not need to comply with Australia's Information Privacy laws, therefore personal information must not be entered into these systems.

4. Archiving and Disposal

4.1 Retention

Records retention is the term applied to the safeguarding of important records that document decisions, evidence, financial activities, and internal controls. Retention of record types is determined based on the value of those records to council, the state of Queensland, the community, and/or Australia as a whole.

All Local Governments agencies in Queensland utilise the authorised retention and disposal schedules issued by Queensland State Archives. This schedule must be applied to the records of council when determining how long records should be retained or destroyed. The schedules identify the retention periods for records based on an appraisal of the records' value including their cultural, historical, fiscal, business, social and legal value.

Vital records are identified using a risk-based approach and are considered to be those that are:

- Permanent archival records based on the retention schedules (such as Council meeting minutes and various registers relating to properties, burials, applications, etc).
- Processes and information required to operate during a disaster.
- Council data not available from external sources that is essential for the ongoing business operations and that Council council could not function without.
- Council policies and procedures.
- Council owned properties and buildings.
- Projects, decisions, or events that caused major public controversy or had legal implications.

Such records may be considered vital only in the short term or may retain this status indefinitely.

4.2 Sentencing

Sentencing is the process of appraising records based on Queensland State Archives authorised retention and disposal schedules. The Information Management staff appraise council's records



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using a combination of the General Retention and Disposal Schedule (GRDS) and the Local Government Sector Retention and Disposal Schedule (QDAN 480).

4.3 Disposal of Records

No business records are to be destroyed, deleted, sold, donated, abandoned, damaged or the original amended without approval of the CEO or Director of Corporate Services. Records must only be disposed of in accordance with authorised disposal schedules as prescribed by the *Public Records Act 2002*, with the exception of a disposal freeze when certain types of records must not be destroyed until the disposal freeze is lifted. Disposal freezes are issued when it is necessary to temporarily stop the destruction of records (e.g., when records are required for legal proceedings or commissions of inquiry). They are issued for a set period of time, although they may be open ended if an end date can't be determined.

Prior to the destruction of temporary value records, (where the retention period has elapsed), approval must be given by the State Archivist, which is the correct use of the current retention schedules and signed endorsement by the CEO or authorised delegate. All documentation relating to the disposal process, must be maintained to validate the legal disposal of records. This validation may be required for an application under the *Right to Information Act 2009* or for legal discovery.

Before records can be destroyed, the following checks must be completed.

- The records are no longer needed for ongoing business.
- The records are not required for any right to information requests.
- Ensure records are not required as evidence for any current or pending legal action.
- No disposal freezes have been issued for the records.
- Consider other potential reasons to retain records, e.g., high-profile issue such as asbestos.

Permanent (archive value) records cannot be destroyed, even if the original physical records have been successfully digitised. Original records with a permanent retention period must be provided to the Information Management team for transfer to Queensland State Archives following digitisation.

4.4 Destruction Methods

Expired or digitised temporary records (following authorisation), or copies of records that contain confidential, personal, or sensitive information must be shredded or placed in the locked commercial shredding bins provided. Records to be destroyed are transported off-site in a secure manner and disposed of by either pulping or shredding.

5. Secure Storage

5.1 Storage - Electronic

Electronic records must be stored within Council's EDRMS system for compliance, discovery, integrity, and correct retention. Other information must be maintained in an approved Council corporate database or system for compliance, integrity, and security, and to ensure backups are kept for the retention period of the information.

The EDRMS system ensures Council's records are preserved, versions remain unaltered, history regarding tasking and notes are attached to documents, standard metadata is applied for ease of retrieval, and duplicates are controlled. Documents attached in other corporate systems must be added into the EDRMS system for preservation.



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Whitsunday Regional Council non-public domain information must be stored on-shore within an Australian located data centre to minimise the risk of personal and confidential information breaches, as Council is subject to the *Information Privacy Act 2009* and the Australian Privacy Principles as an Australian Government agency. Overseas suppliers and contractors may be subject to different legislative rules regarding privacy and security.

5.2 Storage – Physical Records

All Council records shall be stored in conditions appropriate to their format and use in accordance with the Australian Standards on Records Storage, to minimise their deterioration.

5.3 Non-recordkeeping Systems

The following systems or tools do not provide adequate recordkeeping functionality and must not be used to store Council (public) records:

- Personal drawers, folders and filing cabinets.
- Email (Outlook).
- Local computer drives (e.g., My documents or Desktop).
- Portable devices and storage devices (e.g., Mobile phones, tablets, USB sticks, hard drives).
- Shared (network) drives.

6. Strategy and Implementation

6.1 Strategic Recordkeeping Implementation Plan (SRIP)

Council maintains and works to a strategic recordkeeping plan that provides long term direction and governance with the plan and goals being reviewed every four years. The plan is designed to provide tangible projects and outcomes to improve and maintain recordkeeping maturity across Council in all aspects of records management functions.

6.2 Compliance

Information Governance is the umbrella recordkeeping policy for State and Local Government in Queensland. It is technology-neutral and provides policy requirements for recordkeeping regardless of the administrative environment in which public records are created, managed or disposed. The policy sets out the foundational principles of recordkeeping for public authorities to meet minimum recordkeeping requirements now and into the future.

There are six policy requirements:

1. Agencies must ensure records management is supported at all levels of the business.
2. Agencies must systematically manage records using governance practices that are integrated and consistent with broader agency frameworks.
3. Agencies must create complete and reliable records.
4. Agencies must actively manage permanent, high-value and high-risk records and information as a priority.
5. Agencies must make records discoverable and accessible for use and re-use.
6. Agencies must dispose of records in a planned and authorised way.

6.3 Communication and Training

The communication plan provides a strategy for ensuring council staff are kept abreast of initiatives, policies, procedures, changes, and responsibilities for compliant recordkeeping practises.



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6.4 Disaster Recovery

The disaster recovery plan covers disaster prevention, preparation, response, and recovery operations for Council's record holdings. The purpose of the plan is to assess the risks associated with council records, provide instruction on actions to take place at various stages, identify vital records, set roles and responsibilities, and document the full recovery process back to normal operations.

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

Council Business includes the provision of services, delivery of programs, development of policies, making of decisions, performance of Council functions and other similar types of transactions.

Councillor – refers to an elected member of Council

Current Retention and Disposal Schedule is one that has been approved by the State Archives and has not been superseded by another Retention and Disposal Schedule. At the time of disposal, public records must be sentenced under a current Retention and Disposal Schedule.

Data exchange is the process of sharing data from Council with another agency or contractor or vice versa.

Data migration is ensuring information from a legacy system is converted into the new system or exported in a readable format and saved into Council's EDRMS system for the required retention period.

Data sharing agreement is a signed agreement authorising the exchange of data for only the purpose and time specified, after which the data must be destroyed securely.

Digitisation is the creation of digital images from paper documents by such means as scanning or digital photography.

Digitised Records are digital images, created through the digitisation of physical records, which are then managed and used as official records of business activity in accordance with Information Standard 40: Recordkeeping.

Disposal refers to the final stage of record management. Under the Archives Act 1983, this means either, the destruction, the transfer of custody or ownership, damage or alteration of records. Public records cannot be disposed of without authorisation and must not be destroyed if a disposal freeze is in place. Disposal of records must be documented.

Disposal Freeze is an authority that temporarily freezes the disposal of public records relating to a specific topic or event, including records that have a temporary disposal status under an approved Retention and Disposal Schedule. Generally, these freezes relate to a particular issue that has created significant or substantial public interest. Original paper records to which a disposal freeze applies must not be destroyed while the freeze is in place.



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Early Disposal refers to the practice of destroying original paper records after digitisation and before the authorised retention period for that class of record has expired. The digitised copy of the record must be retained for the same length of time that the paper original would have needed to be kept.

EDRMS refers to Council's Electronic Document and Records Management System.

ELT is the abbreviation for the Executive Leadership Team at Whitsunday Regional Council.

Employee refers to all council employees, contractors, volunteers, temporary, and casual workers.

Environmental controls are controls used in a records storage environment that assist in the long-term preservation of records, such as air conditioning, fireproof / fire control equipment and vermin control.

Ephemeral material is information relating to personal activities, drafts, reference material, duplicates etc, which have no value to the business and do not add value to another record (working document).

File formats encode information into a form which is intended for processing and use by specific combinations of hardware and software.

Full and accurate records are those records that provide reliable, complete and authentic evidence of business activities and decisions.

Official record is a record made or received by Council in the conduct of its business. This includes records made or received by a Council member in the conduct of the business of their office (i.e., Mayor or Councillor) but does not include records that are merely transitory or ephemeral in nature or that are personal or private in nature.

Personal information means "information or an opinion, whether true or not true, (including information or an opinion forming part of a database) relating to a natural person or the affairs of a natural person, whose identity is apparent, or can reasonably be ascertained, from the information or opinion including a photograph or other pictorial representation."

Originator – refers to the receiver of the information to be classified.

Outsourcing is the process of contracting a portion of a Council's activities to third-party providers.

QSA refers to Queensland State Archives as the regulatory body for Queensland record-keeping standards.

Record means recorded information created or received by an entity in the transaction of business or the conduct of affairs that provides evidence of the business or affairs and includes:

- (a) anything on which there is writing; or
- (b) anything on which there are marks, figures, symbols or perforations having meaning for persons, including persons qualified to interpret them; or
- (c) anything from which sounds, images or writings can be reproduced with or without the aid of anything else; or
- (d) a map, plan, drawing or photograph.

Redaction is the process of censoring or obscuring of part of a text for legal or security purposes, usually in the form of blacking out portions of a document that contain personal information.



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Retention of a record is the period determined by the National Archives of Australia and the Queensland State Archives for document groups that each record must be kept, based on the information's archival value.

Secure Location is a place to securely store records in a controlled access environment to prevent unauthorised access to certain records and ensure records do not go missing.

Sentencing is the process of appraising records based on Queensland State Archives authorised retention and disposal schedules.

Standing endorsement arrangement is where the CEO or authorised delegate authorises a specific set or group of records over a certain time to be destroyed efficiently without seeking approval each time.

USB storage device is a peripheral device that plugs into a computer via the USB port and has the capability of storing large files for easy transportation.

Relating Documents

Code of Conduct
Elected Members Records & Information Management Policy
Digitisation and Disposal of Records Process
Electronic Signatures Policy
Information Security Policy
IT Facilities User Policy
Risk Management Policy

Human Rights Compatibility Statement

This policy has been assessed as compatible with the Human Rights protected under the *Human Rights Act 2019*.

13.1.2 - Australian Local Government Association (ALGA) National General Assembly 2022 - Motions

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: James Ngoroyemoto - Manager - Governance and Administration Services

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Discussion- Paper-2022 [**13.1.2.1** - 9 pages]

PURPOSE

To present a motion for submission to the Australian Local Government Association's for potential inclusion in the National General Assembly 2022 Business Papers.

OFFICER'S RECOMMENDATION

That Council submit the following motion to the Australian Local Government Association to be considered for inclusion in the National General Assembly 2022 Business Papers:

That this National General Assembly call on the Federal Government to host a national affordable housing summit to identify the regional, state and national issues to be addressed to deliver housing solutions to communities through local, state and federal government in a whole of government response to be tailored for respective community needs.

BACKGROUND

The Australian Local Government Association (ALGA) advocates on behalf of Australia's 537 councils for funding and policy outcomes that support local governments to deliver better results for their communities. An annual National General Assembly (NGA) is held in Canberra where councils discuss current and emerging challenges and opportunities and advocate to the Federal Government on critical issues facing our sector.

The motions passed at the NGA inform ALGA's strategic direction and national advocacy objectives. This year's NGA will be held in Canberra from 19-22 June. Motions have been called for this year's NGA, and a discussion paper which covers some of the critical national policy areas. This includes affordable housing as a key area for discussion.

A motion has been drafted for Council's consideration in relation to the ongoing demand and needs associated with housing and accommodation across the regions of Australia including the Whitsundays.

At a local level the need for affordable housing has only increased since the matter was raised and submitted last year. With interstate and other migration north, we have seen significant increases in property transfers, either for occupation or investment and this has increased pressure at the local level with record occupancy and very low vacancy rates in the rental market. This has an impact on Council also in its ability to attract and retain skilled and professional staff to the region.

DISCUSSION/CURRENT ISSUE

All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of Council by way

This is page 69 of the Agenda of Council's Ordinary Council Meeting - 23 March 2022



of resolution. To assist in identifying motions which address the theme of the NGA, the ALGA Secretariat has prepared a Call for Motions Discussion Paper (attached).

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs. This NGA will focus on working together for our communities and how local governments can achieve success through partnerships. It will consider how strategic partnerships can assist councils to address the challenges and opportunities we are facing Australia today and tomorrow.

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e., call on the Australian Government to do something
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Last year Council submitted the following motion to the LGAQ State Conference:

That the LGAQ call on the Federal Government to implement initiatives to increase new housing numbers through a range of legislative changes, taxation benefits and other incentives that will support increased housing investment in regional areas.

This was intended to commence discussions across the levels of government to identify mechanisms that could support further investment in accommodation solutions throughout the regions, given the growing national shortage of housing throughout regional Australia.

To date there has been limited feedback on how this motion has progressed.

In building on what was sent last year and to facilitate a whole of government approach, Council has previously discussed the need for a broader conversation on the housing/accommodation crisis that is now becoming visible across the nation. It is proposed that Council raise the issue as a motion for ALGA – seeking a summit from across Australia of all levels of government to discuss the current demands for housing/accommodation and what can be achieved through states and regions to provide solutions towards a whole of government response.

The housing issues are of such a magnitude now that it will require all levels of government working together to make a difference in delivering solutions to communities across Australia. One starting point would be to gather a significant forum together to identify current impediments and challenges, then seek to formulate solutions from a whole of government approach across Australia, acknowledging the unique needs of communities at the local level.

An outcome of the summit would be to draft a roadmap which each level of government actions to ensure outcomes are delivered at the local level, and who takes responsibility for individual actions.

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009 and Local Government Regulation 2012

STRATEGIC IMPACTS

Advocate for the community on issues of regional importance.

FINANCIAL IMPLICATIONS

Financial costs to attend the conference as when a council submits a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required. This will be funded from the existing conference budgets for Councillors.

CONSULTATION/ENGAGEMENT

Chief Executive Officer
Councillors

RISK ASSESSMENT

Council risks not submitting any motions for consideration at the assembly if it does not resolve on what motions to submit at this Ordinary Meeting.

TIMINGS/DEADLINES

Motions should be received no later than 11.59pm (AEST) on Friday 25 March 2022 and should be submitted electronically using the online form available on the NGA website.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

Section 58 of the Human Rights Act 2019 specifies required conduct for public entities when acting or making a decision. Sections 15-37 of the Human Rights Act 2019 identifies the human rights a public entity must consider in making a decision. The human rights relevant to this decision are as follows:

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, racial or linguistic background have the right to enjoy their culture, to declare and practice their religion and use their language.
- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

ALTERNATIVES CONSIDERED

Council can choose what motions they wish to submit to the ALGA

In reference to the prepared motion, Council have the option to resolve on which motions they wish to submit to the Australian Local Government Association to be considered for inclusion in the National General Assembly 2022 Business Papers.

Do nothing

If there are no issues Council would like to submit a motion on, then there is the option to do nothing.



AUSTRALIAN
LOCAL GOVERNMENT
ASSOCIATION

PARTNERS IN PROGRESS

2022

NATIONAL GENERAL ASSEMBLY

19 - 22 JUNE 2022

CALL FOR MOTIONS

DISCUSSION PAPER



NGA22.COM.AU

SUBMITTING MOTIONS

This discussion paper is a call for councils to submit motions for debate at the 2022 National General Assembly (NGA) to be held in Canberra 19 – 22 June 2022.

It has been prepared to assist you and your council in developing your motions. You are encouraged to read all the sections of the paper but are not expected to respond to every issue or question. Your council's motion/s can address one or more of the issues identified in the discussion paper.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au and received no later than 11:59pm AEST on Friday 25 March 2022.

The theme of the 2022 NGA is – Partners in Progress.

The NGA aims to focus on how partnerships, particularly between the Australian Government and Local Governments, can tackle immediate challenges facing communities as well as confidently facing the future.

In submitting your council's motion/s you are encouraged to focus on how partnership can address national issues at the local level, and new ways the Australia Government could partner to strengthen the local government sector to advance community well-being, local economic development, create jobs, address environmental challenges, climate change and complex social issues such as housing affordability.

The National General Assembly of Local Government (NGA) is an important opportunity for you and your council to influence the national policy agenda and promote new ways of strengthening the local government sector and our communities.

Note: If your council does submit a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.



To submit your motion go to:
alga.asn.au/

KEY DATES

CRITERIA FOR MOTIONS

To be eligible for inclusion in the NGA Business Papers, and subsequent debate on the floor of the NGA, motions must meet the following criteria:

1. be relevant to the work of local government nationally
2. not be focussed on a specific location or region – unless the project has national implications. You will be asked to justify why your motion has strategic importance and should be discussed at a national conference
3. be consistent with the themes of the NGA
4. complement or build on the policy objectives of your state and territory local government association
5. be submitted by a council which is a financial member of their state or territory local government association
6. propose a clear action and outcome i.e. call on the Australian Government to do something; and
7. not be advanced on behalf of external third parties that may seek to use the NGA to apply pressure to Board members, or to gain national political exposure for positions that are not directly relevant to the work of, or in the national interests of, local government.

Motions should generally be in a form that seeks the NGA's support for a particular action or policy change at the Federal level which will assist local governments to meet local community needs.

Motions should commence as follows - *This National General Assembly calls on the Australian Government to*

Example

This National General Assembly calls on the Australian Government to restore Local Government Financial Assistance Grants to a level equal to at least 1% of Commonwealth taxation revenue.

OTHER THINGS TO CONSIDER

Please note that it is important to complete the background section on the form. Submitters of motions should not assume that NGA delegates will have background knowledge of the issue. The background section helps all delegates, including those with no previous knowledge of the issue, in their consideration of the motion. Please note that motions should not be prescriptive in directing how the matter should be pursued.

Try to keep motions practical, focussed and relatively simple. Complex motions with multiple dot point can be difficult to implement and to advance.

All motions submitted will be reviewed by the ALGA Board's NGA Sub-Committee, in consultation with state and territory local government associations, to determine their eligibility for inclusion in the NGA Business Papers. When reviewing motions, the Sub-Committee considers the criteria, clarity of the motion and the importance and relevance of the issue to local government. If there are any questions about the substance or intent of a motion, ALGA will raise these with the nominated contact officer. With the agreement of the submitting council, these motions may be edited before inclusion in the NGA Business Papers.

To ensure an efficient and effective debate where there are numerous motions on a similar issue, the ALGA Board NGA Subcommittee will group the motions together under an overarching strategic motion. The strategic motions have either been drafted by ALGA or are based on a motion submitted by a council which best summarises the subject matter. Debate will focus on the strategic motions. Associated sub-motions will be debated by exception only or in accordance with the debating rules.

Any motion deemed to be primarily concerned with local or state issues will be referred to the relevant state or territory local government association and will not be included in the NGA Business Papers.

Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au. All motions require, among other things, a contact officer, a clear national objective, a summary of the key arguments in support of the motion, and endorsement of your council. Motions should be received no later than 11:59pm AEST on Friday 25 March 2022.



Introduction

As Australia emerges from the crisis management phase of the COVID-19 global pandemic, attention now turns to rebuilding and to the future.

By the time of the NGA in June 2022, the next federal government and 47th Parliament of Australia, will almost certainly have been elected.

Prior to the election the major political parties will have campaigned on priorities and made numerous policy and programs commitments that will help shape our nation's future.

Invariably, in government, these policies and programs will need to be refined, developed and implemented. Almost certainly they will need to be adapted to meet changing circumstances, emerging issues and local and regional needs.

We know from previous elections that governments will not be able to achieve their policy agenda alone. They need reliable partners committed to playing their part in taking the nation forward, working together on mutual goals and advancing national prosperity for all.

During the election campaign, ALGA will be working extensively with state and territory local government association members, and many of you, to advance the national priorities highlighted in the Federal Election manifesto 'Don't' Leave Local Communities Behind'.

These priorities were significantly influenced by many of the resolutions of past NGAs.

Whether the Coalition Government is returned or a new Government formed, the 2022 NGA provides the first major opportunity to engage with relevant portfolio Ministers and key members of the new Government.

Most importantly, it provides you - the elected representatives of Australia's local councils and communities - with the opportunity to reaffirm our national priorities and to place new ideas on the national policy agenda.



The Immediate Recovery Challenges

Government at all levels have collaborated to avert the worst possible health and economic outcomes of the COVID-19 pandemic across Australia.

By November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold.

Every community was affected, some more than others, and local government has been at the forefront of developing local solutions to local challenges.

Given the economic and social impacts of the COVID pandemic on communities over the past 2 years, are there issues that need to be addressed by a new partnership between the Commonwealth Government and local governments?

Given the impacts of the COVID pandemic on your council and other councils around the country, are their issues that a partnership between the Commonwealth Government and local government should address?

Jobs

In September 2021 the national, seasonally adjusted unemployment rate, was 5.2% (ABS). The underemployment rate was 9.5% with monthly hours worked decreasing by 1 million hours. Roy Morgan's survey work suggests Australian unemployment (unadjusted) was 9.2% in October with underemployment at 8.6%.

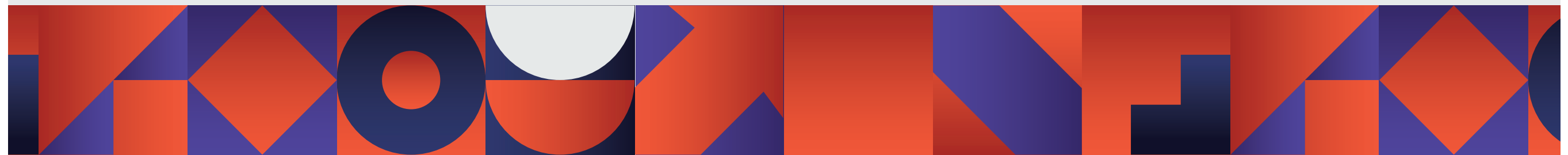
National statistics however mask variations at the state, regional and local level. State and Territory unemployment ranged from 3.9% in Western Australia and the Northern Territory, 5.1% in Queensland and Tasmania, 5.3% in South Australia, NSW 5.4%, Victoria 5.6% and the Australian Capital Territory 6.6%. Similarly, regional and local community unemployment vary from the national average reflecting local circumstances and the different impact of the COVID-19 pandemic, lockdowns and their flow-on effects have on the local economy. Youth unemployment and Aboriginal and Torres Strait Islander unemployment is also consistently higher.

As an employer of staff and of contractors, as well as a facilitator of local economic development, local government can play a key role in addressing unemployment and underemployment.

In keeping with the ALGA Federal election manifesto, 'Don't' Leave Local Communities Behind' local solutions are required for local circumstances.

What new partnership program could the Australian Government develop to take advantage of local government's knowledge of the local economy, geographic spread across the country and its ability to create jobs?

As an employer, what are the pre-requisites for councils to create more good quality, secure local jobs that build community capacity and address local workforce skills shortages?



Building Back Better Businesses

The economic shock of the past 2 years has caused unprecedented disruption to local businesses and communities. While many businesses have adapted to difficult circumstances, some have not survived. The current vacant shop fronts and offices of the streetscapes in our cities and towns is evidence of the challenges that our local businesses, local industry and communities have faced.

The capacity of the private sector, and small business in particular, to bounce back is untested.

What new partnership programs could the Australian Government introduce to take advantage of local government's role in economic development, including to support local businesses?

Opening Australia's Borders

As previously mentioned, by November 2021 most states had reached or made significant progress in reaching the 80% or more vaccination threshold. At this point, under the National Plan to Transition Australian National COVID-19 Response, governments were committed to introducing new measures such as opening international borders, minimising cases in the community without ongoing restrictions or lockdowns, Covid vaccination boosters encouraged and provided as necessary, and allowing uncapped inbound arrivals for all vaccinated persons, without quarantine.

As Australia opens-up its international borders economic recovery is expected to accelerate. The return of expats, international students, overseas migration and international tourism will increase population, supply of labour and demand for goods and services including for accommodation.

In the first instance, economic activity can be expected to return to pre-Covid levels. Over time, with appropriate support, it will grow.

The closure of borders and particularly international borders affected many parts of the tourism industry and the economies of many local communities. While domestic visitors helped fill a gap, recovery of many parts of the industry and the economy of communities that depend heavily on tourism will depend on the return of international travel.

To do this Australia must position itself to compete in international markets. This comes through offering high quality destinations, services and experiences that highlight the quality and value available in Australia. In addition to delivering a better visitor experience, this should also increase productivity, efficiency and innovation.

In the short term, what new partnership programs could the Australian Government introduce to assist local government meet the return of international students and stronger migration now and into the future?

What new programs could the Australian Government develop to partner with local government to facilitate tourism and the traveller economy?

Workforce Shortages and Re-engineering Work

In November 2021 business representatives report significant labour shortages particularly in the agriculture and hospitality sectors. The lack of backpackers, overseas students and migrant workers, combined with people not wanting to return to the workforce, are just some of the reasons attributed to these shortages.

While opening borders may increase the supply of labour, some argue that there is a more fundamental change in Australia's workforce and workplaces.

Although not reported in Australia yet, in the United States the post Covid workforce has been associated with what some have called the 'Great Resignation' as employees have adjusted their expectations, work life balance and priorities and simply not returned to their old jobs.

Many workers have been required to work from home for extended periods during the pandemic, including working remotely and now look for greater flexibility in their work. Technology and automation are transforming work and the workplace.

Many are prepared to change jobs to maximise this flexibility and the benefits derived from it. Traditionally this has led to wage pressure but coupled with demand for greater workplace flexibility employers need to be innovative to attract and retain employees. As an employer, councils are not immune and will also need to develop these strategies.

What new programs could the Australian Government develop to partner with local government to help support an influx of skilled migrants?

What new programs could the Australian Government develop to partner with local government to help councils attract and retain appropriately trained workers and employees?



Climate change

The United Nations Conference (COP) of Parties 26 held in Glasgow 2021 focused global attention on climate change and global and national efforts to achieve net zero emissions by 2050 and limit global warming to 1.5 degrees.

For decades local governments have played an important leadership role in addressing climate change. Councils have supported the adoption of a wide range of community-based programs and initiatives to lower the carbon footprint of local communities. As a sector, local government has led the debate for lowering carbon emissions, sourcing renewable energy, responded creatively to reduce greenhouse gas emissions from landfills, facilitated the construction of green buildings and water sensitive design of cities and towns.

Pragmatically, local government has been at the forefront to address the impacts of climate change and adaptation to climate change. These impacts include an increased number of days with high temperatures, less rainfall and more droughts in southern Australia, less snow, more intense rainfall and fire weather, stronger cyclones, and sea level rise. These changes will increase stress on Australia’s infrastructure and physical assets and natural ecosystems that are already threatened, and significantly affect agriculture, forestry, fisheries, transport, health, tourism, finance and disaster risk management.

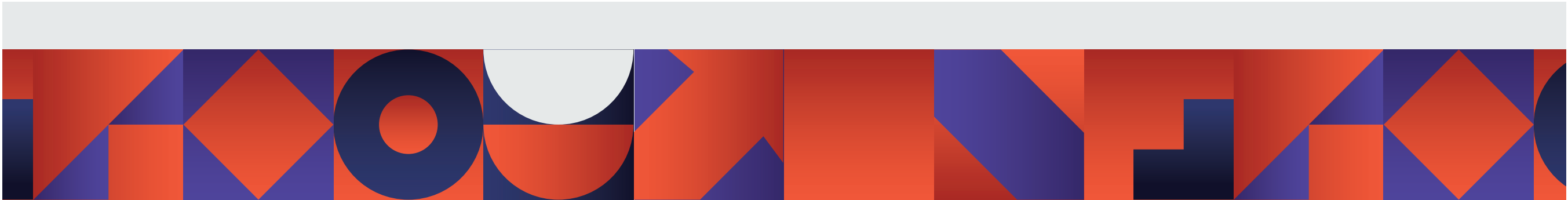
*How do we work together to ensure that there is local adaptation to climate change and climate extremes?
What partnerships are available to achieve climate neutrality?*

Natural Disasters

With the high-risk weather season commencing, many councils will be engaging with their communities about disaster preparedness, resilience and recovery. Not only have we experienced one of Australia’s worst bushfire seasons in 2019-20, but some councils also had to deal with multiple disaster events within a 12 month period. Some councils have had to deal with bushfires, followed by storms, flooding, hailstorms, more flooding and COVID-19. These multiple disasters have had a devastating effect on many councils’ financial sustainability and their ability to fund mitigation measures for the upcoming high risk weather season. Smaller rural and regional councils are further financially challenged and require help with preparedness and mitigation, as they currently have zero capacity to fund major mitigation projects.

The Royal Commission into National Natural Disaster Arrangements recognised that councils need help. It concluded that without assistance many local governments cannot undertake the roles and responsibilities allocated to them by their State/ Territory Governments.

What new programs could the Australian Government develop to partner with local government to help to address natural disasters to assist in recovery and build resilience?



Environment

Local government plays a critical role in environmental management including environment protection.

“Australia’s Strategy for Nature 2019 – 2030” recognises that we all have a role in securing nature as the foundation of our existence. It is an overarching framework for all national, state and territory and local strategies, legislation, policies and actions that target nature. It has 3 goals:

- 1. Connecting all Australians with nature:
- 2. Care for nature in all its diversity, and
- 3. Share and Build knowledge.

To achieve these goals there are a variety of options for joint action to reduce threats and their impacts include ensuring the design and management of the protected area network considers and accommodates future threat scenarios and establishes robust mechanisms to respond effectively to new and emerging threats. The strategy suggests there are opportunities to ‘... improve planning, regulation, environmental impact assessment and approvals processes. In addition, threat abatement activities could include targeted pest management, ecosystem restoration (integrated fire management, revegetation), pollution control, greenhouse gas emissions management and climate change adaptation’.

How could the Australian Government partner with local government to help support the implementation of the Australian Strategy for Nature 2019 – 2030 and take advantage of local knowledge?

What new programs could the Australian Government develop to partner with local government to help to reduce threats and risks to nature and build resilience?

The Circular Economy

The 2019 National Waste Policy Action Plan applies principles of a circular economy to waste management to support better and repeated use of our resources. The circular economy principles for waste are:

- 1. Avoid waste
- 2. Improve resource recovery
- 3. Increase use of recycled material and build demand and markets for recycled products
- 4. Better manage material flows to benefit human health, the environment and the economy
- 5. Improve information to support innovation, guide investment and enable informed consumer decisions.

Councils play a major role in the management of household and domestic waste. Therefore, local government has a critical role to play in further developing the circular economy.

How could the Australian Government partner with local government to advance the circular economy?

What new programs could the Australian Government partner with local government to progress these objectives?



Affordable Housing

The shortage and costs of rental properties and affordable home ownership is causing significant social and economic impacts in cities and towns across Australia, including rural and regional communities. This is due to a range of factors such as changes in recent migration patterns, cheap finance and labour and material shortages in the construction sector.

The impacts on local governments and communities includes housing stress for individuals and families, difficulty in attracting and housing key workers and an increase in homelessness.

The House of Representatives Standing Committee on Tax and Revenue 2021 is leading an inquiry into the contribution of tax and regulation on housing affordability and supply in Australia. Whilst the provision of affordable housing is not a local government responsibility, local governments often facilitate affordable housing within their communities, operating within state/territory planning, financial and other legislation requirements. The housing challenge is different in each community and the council response is dependent on its financial resources and priorities.

How could the Australian Government partner with local government address housing affordability?

What new programs could the Australian Government partner with local government to progress this objective?

Conclusion

Thank you for taking the time to read this discussion paper and support for the 2022 National General Assembly of Local Government.

A reminder:

- Motions should be lodged electronically using the online form available on the NGA website at: www.alga.asn.au and received no later than 11:59pm AEST on Friday 25 March 2022.
- It is important to complete the background section on the form.
- Motions should not be prescriptive in directing how the matter should be pursued.
- Motions should be practical, focussed and relatively simple.
- Motions must meet the criteria published at the front of this paper.
- When your council submits a motion there is an expectation that a council representative will be present at the National General Assembly to move and speak to that motion if required.

We look forward to hearing from you and seeing you at the 2022 NGA.



NGA22.COM.AU

13.1.3 - Finance Report - FY 2021/22 - Period ending February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Julie Moller - Manager Strategic Finance

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Information

ATTACHMENTS

1. Monthly Financial Report February 2022 [13.1.3.1 - 6 pages]
2. Financial Statement for the period ending 28 February 2022 [13.1.3.2 - 17 pages]
3. Capital Delivery Report as at 28 February 2022 [13.1.3.3 - 4 pages]

PURPOSE

To inform Council of the current financial performance and position for the period to 28 February 2022.

OFFICER'S RECOMMENDATION

That Council receive the unaudited financial statements for the period ended 28 February 2022.

BACKGROUND

The Chief Executive Officer is required by Section 204(2) of the *Local Government Regulation 2012* to present the financial report at a meeting of the Local Government once a month. The financial report must state the progress that has been made in relation to the Local Government's budget for the period for the financial year up to a day as near as practicable to the end of the month before the meeting is held.

Council adopted the 2021/2022 Quarter 2 Budget on the 23 February 2022 which is reflect in this report.

DISCUSSION/CURRENT ISSUE

Year to Date Results

This report and attachments provide the estimated financial performance and position for the relevant period in the current financial year.

The following highlights some of the key results for the period ending 28 February 2022:

- Key financial sustainability indicators (ratios) are within acceptable and expected parameters (see Attachment 1)
- The end of month cash balance is \$79.8M, which is more than the minimum required levels. The higher level of cash can be attributed to the timing of revenue collections and reduced expenditure for materials and services.
- Council has delivered 83% of the capital budget (year to date) for 2021/22, totalling \$48.4M. This underspend will be influenced by changes in the programming of works and scheduled maintenance.
- Outstanding Rates & charges has increased from \$10.2M in January to \$39.6M in February due to the issuing of the second half rates notices and water notices as well as the timing of the discount periods.

- General Debtors balance is \$7.3M compared to \$7.9M the previous month. This balance varies depending on when invoices have been issued within the month. Recovery measures are currently in progress through a debt recovery agency for both Rates debtors and General debtors.

Budget Process Update:

- The Quarter 3 Budget review is currently underway with the 10-year long term budget in review. It is expected this will be presented to Council on the 11 May 2022.
- 2022/23 Draft Schedule of Fees & Charges is currently under review
- 2022/23 Capital bids are almost finalised for review against Council's decision-making framework in preparation for budget workshops with Councillors.

Rates and Charges Update:

- Rates Water meter reading for the period ending December have been completed and water accounts were issued late January 2022.
- Second half Rates and Charges accounts were issued 9 February with a discount close date 29 March.

Attachments:

- Attachment 1 contains a summary of the financial performance with commentary around key features.
- Attachment 2 contains the full set of financial statements, including notes thereto
- Attachment 3 details the capital delivery for the period.

STATUTORY/COMPLIANCE MATTERS

Local Government Regulation 2012

204 Financial Report

- (1) The local government must prepare a financial report.
- (2) The chief executive officer must present the financial report -
 - (a) if the local government meets less frequently than monthly - at each meeting of the local government; or
 - (b) Otherwise - at a meeting of the local government once a month.
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

STRATEGIC IMPACTS

Maximise the organisation's financial performance, achieving a high level of customer service, productivity and efficiency through strategic direction, expert advice and leadership.

FINANCIAL IMPLICATIONS

Maintaining a balanced budget throughout the financial year and remaining financially sustainable remain key objectives. Budget risks identified throughout the year are to be mitigated as part of Council's ongoing budget reviews.

CONSULTATION/ENGAGEMENT

Manager Financial Services
Management Accountant

RISK ASSESSMENT

If actuals exceeded budget, financial risk may apply. These risks will either be managed on a project basis or mitigated through the operational budgets of Council.

TIMINGS/DEADLINES

Mandatory each month as per Section 204 of the *Local Government Regulation 2012*.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No

ALTERNATIVES CONSIDERED

N/A

FINANCIAL REPORT

Financial Year: 2021/22

Period Ending: 28 February 2022



BACKGROUND

This report provides the estimated financial performance and position of Whitsunday Regional Council for the relevant period in the current financial year.

INCOME & EXPENDITURE

What was charged to our ratepayers/customers compared to what was spent in delivering our services.

For the period under review, Council's operating surplus stood at \$28.4M, after charging depreciation (What We Set-aside for Asset Renewals) of \$17.4M.

Rates and Charges has been recognised at time of invoice as per the new revenue standards, which shows a larger than normal operation surplus for the period. The changes in accounting treatment will now recognise rates revenue when the rate notices are issued, which is a change from past practice.

Table 1 : Statement of Income & Expenditure

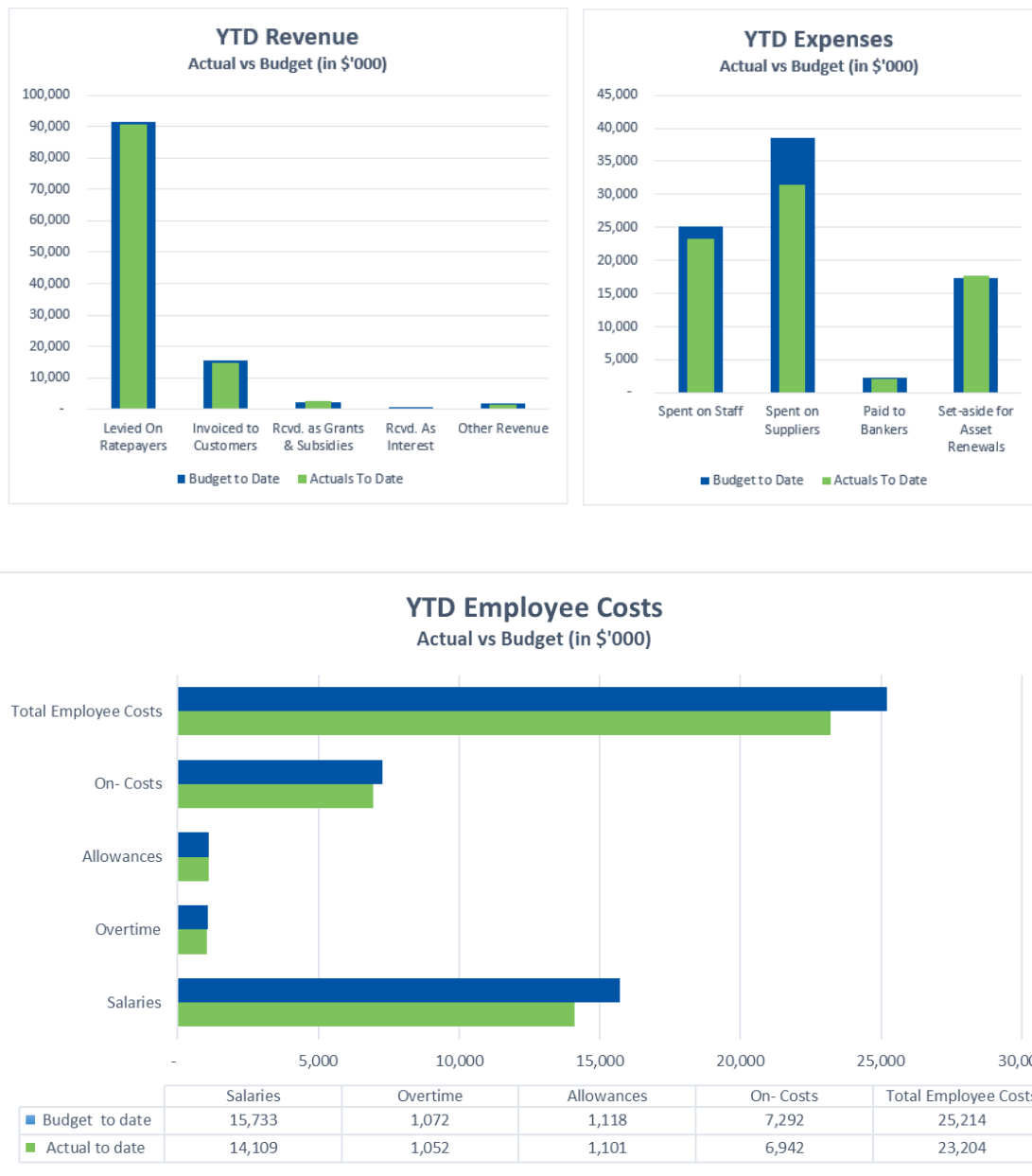
	Prev. Yr. Audited	Current Budget to date	Actual to date	% Var Current Bud v Act
What We Levied Our Ratepayers	87,947,002	91,339,562	90,705,354	99%
What We Invoiced Our Customers	19,746,087	15,748,504	14,717,254	93%
What We Rcvd. as Grants & Subsidies	12,728,063	2,239,966	2,518,204	112%
What We Rcvd. As Interest from Investment	1,144,928	728,133	544,461	75%
Our Other Revenue	2,319,937	1,834,756	1,484,439	81%
Our Total Recurrent Earnings	123,886,017	111,890,921	109,969,711	98%
What We Spent on Our Staff	35,450,186	25,214,290	23,203,722	92%
What We Spent on Our Suppliers	49,479,806	38,566,853	31,555,991	82%
Our Total Direct Spend	84,929,992	63,781,144	54,759,713	86%
What We Paid Our Bankers	4,309,478	2,315,887	2,176,024	94%
What We Set-aside for Asset Renewals	28,627,639	17,412,864	17,728,248	102%
Our Operating Surplus/(Deficit)	6,018,908	28,381,026	35,305,726	124%
Our Capital Revenue	75,015,560	44,835,151	40,705,050	91%
Our Capital Expenses	21,839,062	16,596,091	10,837,349	65%
Our Capital Surplus/(Deficit)	53,176,498	28,239,059	29,867,700	106%
Our Net Earnings	59,195,406	56,620,086	65,173,426	115%

- Total Recurrent Earnings is on target to meet budget, currently sitting at 98%.
- Total direct spend is below YTD budget due to current vacancies and under spend in materials and services (\$7M). This has improved from last month due to the Q2 Budget Review reductions and re-alignment of monthly phasing.

Attachment 13.1.3.1 Monthly Financial Report February 2022

Additional details of revenue and expenditure and their comparison to budget are graphically presented below:

Noting further that supplementary rates and charges will issue prior to the end of financial year.



Wages continue to be monitored monthly and with Certified Agreement negotiations yet to be finalised, there are no adjustments shown in the wages to date. The current Certified Agreement expired in February 2022, and discussions have been ongoing since September 2021.

COMMUNITY WEALTH

The value of resources Council has, to service our community. Net Community wealth at the end of the period stood marginally over \$1.23B.

Table 2 : Statement of Financial Position

	Prev. Yr. Audited	Annual Budget	Actual to date
What We Own	1,172,319,478	1,240,493,321	1,200,467,030
Inventory We Hold	4,317,036	4,017,036	4,315,520
What We are Owed	28,084,097	19,487,682	61,756,912
What We Have in Bank	78,617,064	62,606,519	79,870,833
Our Total Assets	1,283,337,675	1,326,604,559	1,346,410,296
What We Owe Our Suppliers	43,056,429	32,896,986	41,584,571
What We Owe Our Lenders	81,676,718	76,472,960	78,230,451
Our Total Liabilities	124,733,147	109,369,945	119,815,022
Our Community Wealth	1,158,604,528	1,217,234,614	1,226,595,273

- Cash balances (what we have in bank) remains at healthy levels and well above minimum requirements.
- Net Community Wealth is approaching \$1.23B. with further capitalisation and close out of major projects due.

Debtors & Borrowings

What We Are Owed	
Category	Amount
Rates & Charges	39,639,915
General Debtors	7,331,339
GST Receivable/(Payable)	529,785
Advances to Community	1,040,500
SUB-TOTAL	48,541,538

Contract Assets	11,470,202
Water Charges not yet levied	1,330,167
Prepayments	1,285,527
Provision for Bad Debts	(870,521)
SUB-TOTAL	13,215,374

GRAND TOTAL	61,756,912
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What We Have Borrowed		
Loan	Rate	Balance
81091 Gen5 05/06	7.08%	1,608,013
81092 Gen7 08/09	6.82%	3,996,328
81090 Gen8 09/10	6.33%	2,670,285
81089 Gen8 AMSU	5.07%	2,703,903
81093 STP Projects	5.25%	18,261,703
81094 WTP Projects	4.86%	8,911,458
Bowen STP 19/20	2.20%	8,926,484
WCA Run 19/20	2.20%	21,869,887
Bowen Cell 3 19/20	0.91%	1,996,767
Bowen STP 20/21	1.80%	5,275,937
TOTAL		76,220,765

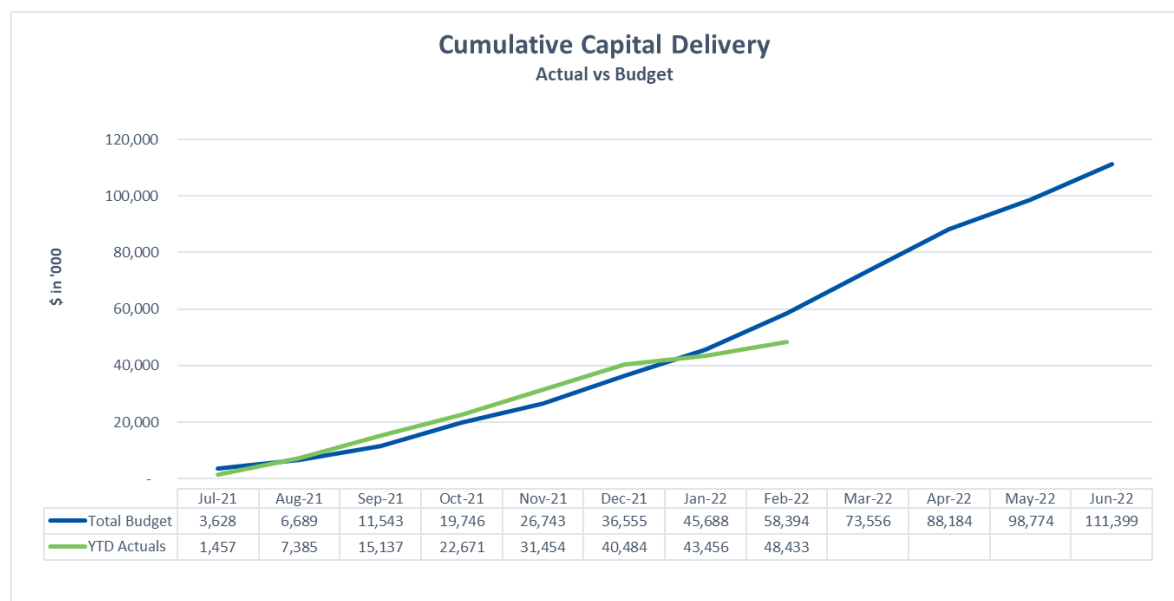
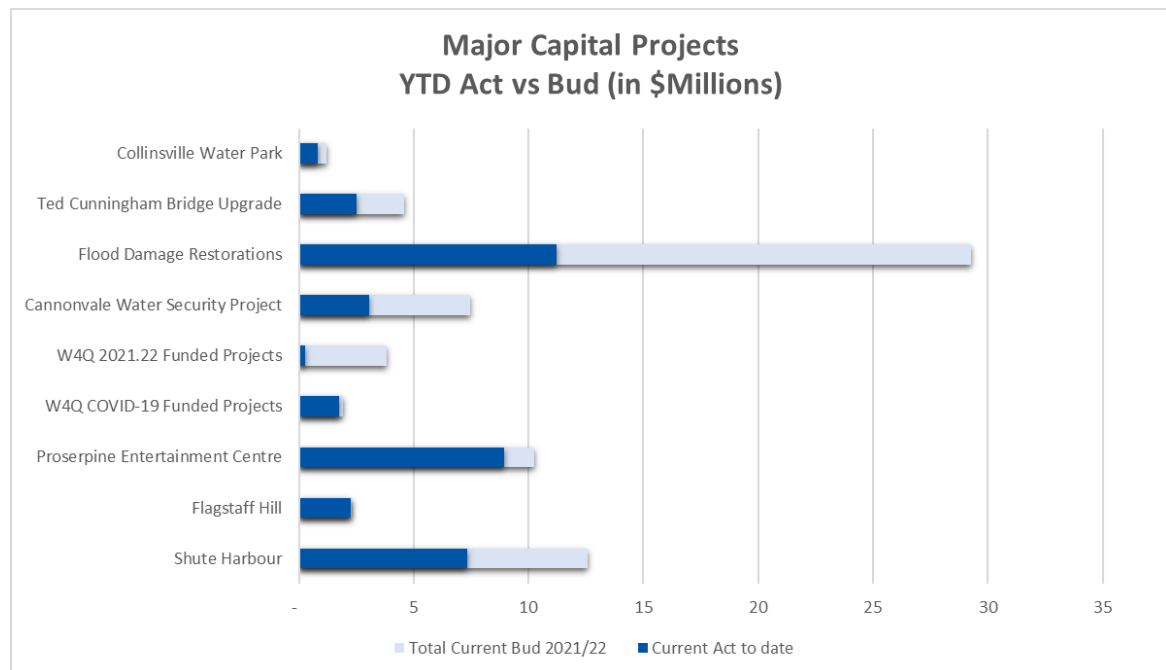
What We Have Available to Borrow		
Facility	Rate	Limit
Working Capital Facility	0.10%	20,000,000
Term Loans		-
TOTAL		20,000,000

- Rates & charges owed has increased from \$10.2M in January to \$39.6M in February. This is due to the issuing of the second half rates notices. Rates notices were issued 9 February, with discount closing 29 March
- General Debtors balance is \$7.3M compared to \$7.9M the previous month. General Debtors vary depending upon when invoices have been issued within the month. Recovery measures are currently in progress through a professional debt recovery agency for both Rates debtors and General debtors.

Investments

	Prev. Yr	Current
Queensland Treasury Corporation	78,617,064	79,870,833

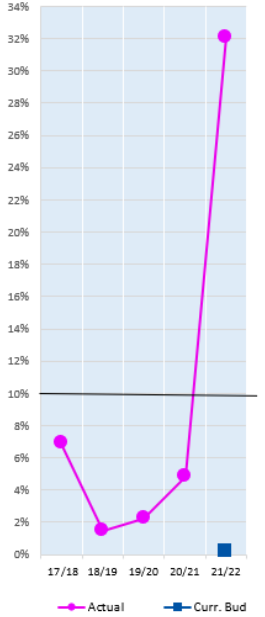
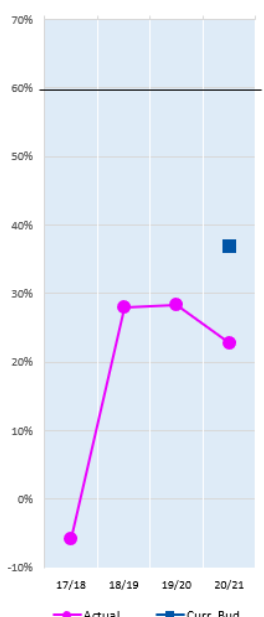
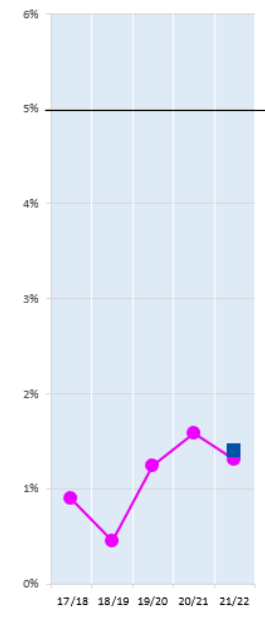
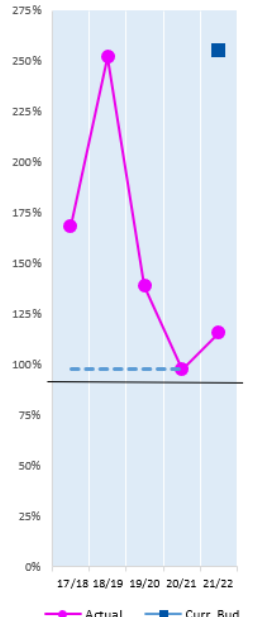
- All excess cash is invested with Queensland Treasury Corporation (QTC), as QTC has been providing the best returns among the acceptable counterparty institutions.

CAPITAL DELIVERY

- \$48.4M or 83% of the planned YTD capital budget of \$58.4M has been delivered up to 28 February 2022. The timing of projects has been reviewed in Budget Review for Quarter Two.

FINANCIAL CAPACITY

These Ratios indicate Council's financial capacity to fund operations and repay debt obligations, in the short to the medium term.

OPERATING SURPLUS RATIO 	NET FINANCIAL LIABILITIES RATIO (ADJUSTED) 	INTEREST COVERAGE RATIO 	ASSET SUSTAINABILITY RATIO 
<i>Net Operating Surplus/(Deficit) divided by Total Operating Revenue</i>	<i>Total Liabilities less Current Assets divided by Total Operating Revenue</i>	<i>Net Interest Expense divided by Total Operating Revenue</i>	<i>Expenditure on Replacement Assets divided by Depreciation Expense</i>
Target: 0 - 10% Feb Act: 32.10% Budget: 0.21%	Target: < 60% Feb Act: -21.27% Budget: 17.82%	Target: < 5% Feb Act: 1.30% Budget: 1.40%	Target: Avg. 90% Feb Act: 115.84% Budget: 255.22%
Above target % due to timing of revenue recognition – Rates & Charges.	Above budget and maintained at a steady level below the maximum recommended levels.	Well below the recommended maximum threshold and in line with budget.	Will continue to remain above target levels due to continuing substantial reconstruction work.

The State Government are reviewing additional measure for local government, and the details of these whilst discussed with Council are yet to be finalised.

BUDGET ACHIEVEMENT

Council's ability to meet annual budgeted revenue, contain costs within budgeted expenditure parameters and manage cash flows.

Item	Prev. Yr Act vs Bud	Curr. Yr. to date	Flag
Our Earnings	103%	84%	
Our Expenditure	98%	57%	
Our Capital Delivery	97%	83%	
Our Cash on Hand	100%	128%	

- All critical indicators are within expected levels as of 28 February 2022, Capital delivery is 17% below projected monthly spend and this is set to improve as major projects are completed.

- Q3 Budget – 10 - year long term budget is currently being reviewed; it is expected this will be presented to Council on the 11 May 2022.
- 2022/23 Capital bids and Fees & Charges have been opened in preparation for the 2022/23 annual budget workings.
- Rates Water meter reading for the period ending December have been completed and water account were issued late January 2022.
- Second half Rates and Charges notices were issued 9 February with a discount close date 29 March.
- Council was also notified by the Queensland Grants Commission following its most recent review that it will likely see a reduction in the Financial Assistance Grant allocation for the coming years because of the changed methodology and the phasing in of those changes. No further information to date has been received from the Queensland Grants Commission.
- Changes in the world economy over recent weeks will likely see impacts at the local level with increasing costs and supply chain delays likely to be ongoing.

WHITSUNDAY REGIONAL COUNCIL

Financial Statements

For the period ending 28 February 2022

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Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Statement of Comprehensive Income For the period ending 28 February 2022

		2022	2021	Budget	PTD Budget	Variance
		YTD	30 June	2021/22	2021/22	to Budget
	Note	\$	\$	\$	\$	%
Income						
Recurrent revenue						
Rates, levies and utility charges	3 (a)	90,705,354	87,138,236	91,339,562	91,339,562	99%
Sale of goods and major services	3 (b)	8,895,139	11,674,873	16,880,617	10,305,821	86%
Fees and charges	3 (c)	3,017,079	3,787,654	3,709,726	2,426,993	124%
Lease, rental and levies		243,929	357,555	292,334	196,056	124%
Interest received		544,461	1,163,865	1,104,700	728,133	75%
Sales of contract and recoverable works		2,561,107	4,715,833	6,376,423	2,819,634	91%
Other recurrent income		1,484,439	2,319,937	2,745,097	1,834,756	81%
Grants, subsidies and contributions	4 (i)	2,518,204	12,728,063	8,044,804	2,239,966	112%
Total recurrent revenue		109,969,711	123,886,017	130,493,263	111,890,921	98%
Capital revenue						
Grants, subsidies and contributions	4 (ii)	40,437,641	75,076,789	74,733,246	44,405,716	91%
		40,437,641	75,076,789	74,733,246	44,405,716	
Total revenue		150,407,352	198,962,805	205,226,510	156,296,637	
Capital income		267,409	122,615	644,152	429,435	62%
Total income	2 (b)	150,674,761	199,085,421	205,870,662	156,726,071	
Expenses						
Recurrent expenses						
Employee benefits	5	(23,203,722)	(35,450,186)	(38,499,334)	(25,214,290)	92%
Materials and services	6	(31,555,991)	(49,479,806)	(62,043,343)	(38,566,853)	82%
Finance costs	7	(2,176,024)	(4,309,478)	(3,473,830)	(2,315,887)	94%
Depreciation and amortisation		(17,728,248)	(28,627,639)	(26,200,000)	(17,412,864)	102%
Total operating expenses		(74,663,985)	(117,867,109)	(130,216,507)	(83,509,895)	89%
Capital expenses						
Other capital expenses	8	(10,837,349)	(22,022,907)	(17,025,526)	(16,596,091)	65%
Total expenses	2 (b)	(85,501,334)	(139,890,016)	(147,242,033)	(100,105,986)	85%
Net result		65,173,426	59,195,405	58,628,628	56,620,086	
Other comprehensive income						
Items that will not be reclassified to net result						
Decrease in asset revaluation surplus		-	(3,030,028)	-	-	
Total other comprehensive income for the year		-	(3,030,028)	-	-	
Total comprehensive income for the year		65,173,426	56,165,377	58,628,628	56,620,086	

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Statement of Appropriations

For the period ending 28 February 2022

	Note	2022 \$	2021 \$	Budget 2021/22 \$
Retained surplus (deficiency) from prior years		7,351,640	6,626,153	7,351,640
Net result for the year		65,173,426	59,195,405	58,628,628
		72,525,066	65,821,557	65,980,269
Transfers (to) from capital account				
Transfer of capital income		(267,409)	(122,615)	(644,152)
Funds (utilised for) created from - capital funding				(1,694,776)
Transfer of capital expenses		10,837,349	22,022,907	17,025,526
Non-monetary capital revenue		(5,478,723)	-	-
Unspent capital revenue transferred from capital		2,600,377	12,377,555	-
Adjustment for unfunded depreciation		996,173	3,533,949	2,391,353
Transfer to adjust the working capital cash		-	(1,813,180)	-
Net capital account transfers		8,687,767	35,998,615	17,077,951
Transfers (to) from restricted reserves				
Constrained grants and subsidy reserve		(20,185,652)	(24,232,789)	(40,173,025)
Constrained NDRRA grants reserve		(14,773,266)	(50,257,410)	(34,560,221)
Retained surplus (deficiency) available for transfer to reserves		46,253,915	27,329,974	8,324,973
Transfers (to) from reserves for future capital funding:				
Capital works reserve		(5,595,642)	(20,033,683)	(5,595,642)
Transfers (to) from reserves for future recurrent funding purposes:				
Operational projects reserve		-	55,349	-
Retained surplus (deficit) at end of year		40,658,273	7,351,640	2,729,331

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Statement of Financial Position

As at 28 February 2022

	Note	2022 \$	2021 \$	Budget 2021/22 \$
Current assets				
Cash and cash equivalents	9	79,870,833	78,617,063	62,606,519
Receivables	10 (a)	47,104,234	13,517,398	14,505,398
Inventories	11	1,619,120	1,620,636	1,320,636
Contract assets		11,470,202	9,547,416	-
Other assets		3,145,476	4,982,284	4,982,284
		143,209,865	108,284,797	83,414,837
Non-current assets held for sale		2,696,400	2,696,400	2,696,400
Total current assets		145,906,265	110,981,197	86,111,237
Non-current assets				
Receivables	10 (b)	37,000	37,000	-
Investment properties	12	1,930,000	1,930,000	1,930,000
Property, plant and equipment	13	1,193,826,891	1,165,473,364	1,230,218,394
Right of use assets	13	2,024,299	2,024,299	2,024,299
Intangible assets		2,685,839	2,891,816	6,320,629
Total non-current assets		1,200,504,029	1,172,356,478	1,240,493,321
TOTAL ASSETS		1,346,410,294	1,283,337,675	1,326,604,559
Current liabilities				
Trade and other payables	14	9,706,971	17,987,224	16,487,224
Provisions	15	8,570,763	8,974,563	8,974,563
Borrowings	16	5,618,137	5,618,137	5,432,000
Contract liabilities		14,539,617	7,008,824	-
Total current liabilities		38,435,488	39,588,748	30,893,787
Non-current liabilities				
Provisions	15	8,767,220	9,085,820	7,435,199
Borrowings	16	72,612,314	76,058,581	71,040,960
Total non-current liabilities		81,379,534	85,144,401	78,476,159
TOTAL LIABILITIES		119,815,022	124,733,148	109,369,945
NET COMMUNITY ASSETS		1,226,595,272	1,158,604,527	1,217,234,614
Community equity				
Investment in capital assets		769,075,417	737,481,599	810,859,202
Asset revaluation surplus		357,433,194	357,433,194	357,433,193
Retained surplus		45,778,522	7,351,640	2,729,331
Reserves	17	59,428,389	56,338,095	46,212,887
TOTAL COMMUNITY EQUITY		1,226,595,273	1,158,604,527	1,217,234,614

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Statement of Changes in Equity For the period ending 28 February 2022

	Note	Total		Retained surplus		Reserves Note 17		Asset revaluation surplus	
		2022 \$	2021 \$	2022 \$	2021 \$	2022 \$	2021 \$	2022 \$	2021 \$
Balance at beginning of the year		1,158,604,527	1,101,778,212	744,833,239	696,978,746	56,338,095	44,336,244	357,433,194	360,463,221
Error correction to opening balance		2,817,319	660,939	2,817,319	660,939			-	
Restated opening balances		1,161,421,846	1,102,439,150	747,650,558	697,639,685	56,338,095	44,336,244	357,433,194	360,463,221
Net result		65,173,426	59,195,405	65,173,426	59,195,405	-	-	-	-
Other comprehensive income for the year									
Revaluations:									
Property, plant & equipment	13	-	(3,046,287)	-	-	-	-	-	(3,046,287)
Change in value of future rehabilitation costs		-	16,259	-	-	-	-	-	16,259
Total comprehensive income for the year		65,173,426	56,165,377	65,173,426	59,195,405	-	-	-	(3,030,028)
Transfers (to) from retained earnings and recurrent reserves		-	-	-	55,349	-	(55,349)	-	-
Transfers (to) from retained earnings and capital reserves		-	-	2,029,955	(12,057,199)	(2,029,955)	12,057,199	-	-
Balance at end of the year		1,226,595,273	1,158,604,527	814,853,939	744,833,239	54,308,140	56,338,095	357,433,194	357,433,194

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Statement of Cash Flows

For the period ending 28 February 2022

	Note	2022 \$	2021 \$	Budget 2021/22 \$
Cash flows from operating activities				
Receipts				
General rates and utility charges		58,670,885	87,881,816	89,339,562
Sale of goods and major services		8,895,139	11,674,873	16,880,617
Lease, rental and levies, fees and charges		3,261,008	3,347,578	3,802,060
Other income		2,368,684	5,298,586	9,121,520
GST received		(703,289)	14,553,307	-
Receipts from customers		72,492,426	122,756,161	119,143,759
Operating grants, subsidies and contributions		6,912,392	10,329,201	8,256,746
Interest received		544,461	1,163,865	1,104,700
Payments				
Payment to employees		(23,392,866)	(34,963,836)	(38,499,334)
Payments for materials and services		(37,912,192)	(55,233,919)	(63,243,343)
GST paid		-	(13,215,188)	-
Payments to suppliers and employees		(61,305,059)	(103,412,943)	(101,742,677)
Interest expense		(1,975,723)	(3,176,818)	(3,258,830)
Net cash inflow (outflow) from operating activities		16,668,497	27,659,465	23,503,698
Cash flows from investing activities				
Commonwealth government grants		87,575	1,790,616	-
State government subsidies and grants arising from contract assets and liabilities		1,213,819	2,310,127	-
State government subsidies and grants		33,351,200	70,032,648	69,205,562
Capital contributions		1,520,142	3,253,525	7,854,334
Payments for property, plant and equipment		(48,433,325)	(87,612,965)	(107,658,624)
Payments for intangible assets		-	(3,045,239)	(3,740,745)
Payments for investment property		-	(178,926)	-
Proceeds from sale of property, plant and equipment		283,628	1,063,772	644,152
Payments for rehabilitation work		-	-	(1,665,621)
Net movement in loans to community organisations		8,500	(22,000)	1,049,000
Net cash inflow (outflow) from investing activities		(11,968,460)	(12,408,443)	(34,311,942)
Cash flows from financing activities				
Repayment of borrowings	16	(3,446,267)	(4,988,108)	(5,202,300)
Repayments made on finance leases		-	(421,351)	-
Net cash inflow (outflow) from financing activities		(3,446,267)	(5,409,459)	(5,202,300)
Net increase (decrease) in cash and cash equivalents held		1,253,770	9,841,563	(16,010,544)
Cash and cash equivalents at beginning of the financial year		78,617,063	68,775,500	78,617,063
Cash and cash equivalents at end of the financial year	9	79,870,833	78,617,063	62,606,519

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Statement of Capital Funding

For the period ending 28 February 2022

	Note	2022	2021	Budget 2021/22
		\$	\$	\$
Sources of capital funding				
Excess capital revenue provided in year		(2,600,377)	(12,377,555)	1,694,776
Finance leases for right of use assets		-	578,960	-
Funded depreciation and amortisation		11,611,827	25,093,690	23,808,645
Proceeds from the sale of capital assets	0	283,628	1,063,772	644,152
Donated and contributed physical assets		5,478,723	-	-
Constrained grants, subsidies and contributions		18,806,705	23,385,289	39,285,456
Insurance reimbursed reserve and		-	2,807,221	-
Capital Works reserve		9,004,543	5,989,399	16,605,534
Insurance Restoration reserve		-	27,363	2,885
Constrained NDRRA grants reserve		14,773,266	50,257,410	34,560,221
		57,358,315	96,825,549	116,601,669
Application of capital funding				
Non-current capital assets				
Land and Improvements		-	40,955	-
Buildings and Other Structures		370,487	10,676,229	110,245,795
Plant and equipment		1,388,065	6,262,362	6,315,138
Transport Infrastructure		18,092,554	33,573,030	77,015,783
Water		872,401	1,056,963	28,156,388
Sewerage		569,912	3,162,483	28,728,515
Right of use - Land		-	75,643	-
Right of use - Plant		-	503,317	-
Movement in capital work in progress		32,618,629	32,840,943	(142,802,995)
Investment property		-	178,926	-
Intangible assets		-	3,045,239	3,740,745
		53,912,048	91,416,090	111,399,369
Principal loan redemptions				
Queensland Treasury Corporation		3,446,267	4,988,108	5,202,300
Finance leases for right of use assets		-	421,351	-
		3,446,267	5,409,459	5,202,300
		57,358,315	96,825,549	116,601,669

The above statement should be read in conjunction with the accompanying notes and Summary of Significant Accounting Policies.

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements
For the period ending 28 February 2022

2 Analysis of results by program

(b) Income and expenses defined between recurring and capital, and assets are attributed to the following programs:

(b) Income and expenses defined between recurring and capital, and assets are attributed to the following programs.											
Programs	Gross program income				Total income	Gross program expenses		Total expenses	Operating surplus/(deficit) from recurrent operations	Net result for year	Assets
	Recurrent revenue		Capital revenue			Recurrent	Capital				
	Grants	Other	Grants	Other							
	2022 \$	2022 \$	2022 \$	2022 \$							
Office of the Chief Executive	206,101	172,940	-	-	379,042	(3,490,145)	-	(3,490,145)	(3,111,103)	(3,111,103)	-
Corporate Services	1,246,899	52,738,239	11,411,670	411,480	65,808,287	(2,184,346)	(97,323)	(2,281,668)	51,800,792	63,526,619	222,066,954
Community Environmental Services	285,560	2,200,196	802,462	57,410	3,345,628	(10,281,752)	(16,920)	(10,298,672)	(7,795,996)	(6,953,044)	14,470,524
Engineering	666,146	1,868,246	14,139,846	5,190,620	21,864,859	(22,896,528)	(10,211,619)	(33,108,146)	(20,362,135)	(11,243,287)	610,616,463
Waste Management	8,137	8,344,702	-	-	8,352,839	(5,166,902)	-	(5,166,902)	3,185,937	3,185,937	15,857,665
Planning & Development Assessment	-	1,273,321	-	671,795	1,945,116	(2,046,081)	-	(2,046,081)	(772,760)	(100,965)	-
Airport Operations	-	3,671,761	87,575	-	3,759,336	(3,826,012)	(170,926)	(3,996,937)	(154,251)	(237,601)	63,689,663
Quarries & Pitts	-	2,369,656	-	-	2,369,656	(2,597,480)	-	(2,597,480)	(227,824)	(227,824)	4,055,975
Shute Harbour Operations	-	342,945	5,007,437	-	5,350,382	(818,853)	-	(818,853)	(475,908)	4,531,529	60,307,841
Water Services	1,102	17,619,309	1,989,785	378,206	19,988,402	(13,156,252)	(338,772)	(13,495,025)	4,464,159	6,493,377	171,865,755
Sewerage Services	48,602	16,905,849	-	556,763	17,511,213	(8,199,636)	(1,789)	(8,201,425)	8,754,814	9,309,788	182,980,391
Total	2,462,547	107,507,165	33,438,775	7,266,274	150,674,761	(74,663,985)	(10,837,349)	(85,501,334)	35,305,726	65,173,426	1,345,911,231

For the year ended 30 June 2021

For the year ended 30 June 2021											
Programs	Gross program income				Total income	Gross program expenses		Total expenses	Operating surplus/(deficit) from recurrent operations	Net result for year	Assets
	Recurrent revenue		Capital revenue			Recurrent	Capital				
	Grants	Other	Grants	Other							
	2021 \$	2021 \$	2021 \$	2021 \$							
Office of the Chief Executive	135,150	129,705	-	-	264,855	(3,517,929)	-	(3,517,929)	(3,253,074)	(3,253,074)	-
Corporate Services	4,695,870	50,589,381	10,025,617	-	65,310,868	3,718,781	(816,995)	2,901,786	59,004,032	68,212,654	186,225,631
Community Environmental Services	495,851	3,024,729	532,117	72,711	4,125,408	(16,842,158)	(59,818)	(16,901,976)	(13,321,578)	(12,776,568)	12,567,983
Engineering	6,291,671	3,836,918	29,475,992	-	39,604,581	(42,779,014)	(20,245,176)	(63,024,190)	(32,650,425)	(23,419,610)	602,580,224
Waste Management	218,054	8,229,915	134,565	713,400	9,295,933	(8,081,856)	(13,408)	(8,095,264)	366,112	1,200,669	10,105,853
Planning & Development Assessment	155,264	1,632,967	(91,519)	-	1,696,712	(5,621,041)	-	(5,621,041)	(3,832,810)	(3,924,329)	-
Airport Operations	714,000	4,762,099	789,944	-	6,266,043	(7,039,202)	-	(7,039,202)	(1,563,104)	(773,159)	63,081,360
Quarries & Pits	-	3,418,167	-	69,316	3,487,483	(3,817,299)	-	(3,817,299)	(399,132)	(329,816)	3,748,695
Shute Harbour Operations	-	173,334	27,869,502	-	28,042,836	(264,349)	-	(264,349)	(91,015)	27,778,487	60,148,313
Water Services	1,102	19,819,802	5,961,025	-	25,781,929	(19,525,542)	(170,228)	(19,695,770)	295,362	6,086,160	170,320,343
Sewerage Services	21,102	15,929,729	379,547	-	16,330,377	(14,097,500)	(533,437)	(14,630,937)	1,853,331	1,699,440	174,948,064
Total	12,728,062	111,546,745	75,076,789	855,427	200,207,024	(117,867,109)	(21,839,062)	(139,706,171)	6,407,698	60,500,853	1,283,726,466

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements For the period ending 28 February 2022

	Note	2022 \$	2021 \$
3 Revenue			
(a) Rates, levies and utility charges			
General rates		53,752,349	51,157,752
Water		11,290,881	8,775,045
Water consumption, rental and sundries		4,815,633	8,158,301
Sewerage		17,627,034	17,179,128
Waste management		6,557,437	5,973,172
Rates and utility charge revenue		94,043,333	91,243,398
Less: Discounts		(2,643,166)	(3,415,919)
Less: Pensioner remissions		(694,813)	(689,243)
		<u>90,705,354</u>	<u>87,138,236</u>
(b) Sale of goods and major services			
Lake Proserpine Commercial services		103,967	-
Parking and other ranger services		930,971	1,065,369
Refuse tips and transfer station charges		1,596,504	2,044,612
Aerodrome charges		2,627,422	3,190,260
Quarry charges		2,290,958	3,297,578
Shute harbour commercial activities		325,161	184,171
Caravan parks fees and charges		669,503	788,614
Water and sewerage fees and charges		350,652	1,104,269
		<u>8,895,139</u>	<u>11,674,873</u>
(c) Fees and Charges			
Statutory fees and charges include			
Lodgement fees		1,169,220	1,412,678
Dog registrations		228,222	244,265
Inspection fees		53,946	87,857
Licences and permits		555,744	605,412
Fines and infringements		-	(218,808)
Other statutory fees		796,740	1,301,122
User fees and charges		213,206	355,128
		<u>3,017,079</u>	<u>3,787,654</u>
4 Grants, subsidies and contributions			
(i) Recurrent			
General purpose grants		1,519,085	5,915,106
State government subsidies and grants		786,679	2,049,605
NDRRA flood damage grants for operational repairs		156,783	4,686,684
Cash contributions		55,657	76,668
Total recurrent revenue		<u>2,518,204</u>	<u>12,728,063</u>
(ii) Capital			
(a) Monetary revenue designated for capital funding purposes:			
Commonwealth government grants		87,575	1,790,616
State government subsidies and grants		18,577,934	19,775,238
NDRRA flood damage grants for capitalised repairs		14,773,266	50,257,410
Cash contributions		1,520,142	3,253,525
		<u>34,958,918</u>	<u>75,076,789</u>
(b) Non-monetary revenue received:			
Developer and other contributions of physical assets at fair value		5,478,723	-
		<u>5,478,723</u>	<u>-</u>
Total capital revenue		<u>40,437,641</u>	<u>75,076,789</u>

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements For the period ending 28 February 2022

	Note	2022 \$	2021 \$
5 Employee benefits			
Employee benefit expenses are recorded when the service has been provided by the employee.			
Total staff wages and salaries		17,192,423	25,336,918
Councillors' remuneration		379,428	570,200
Annual, sick and long service leave entitlements		3,391,270	4,992,569
Superannuation		2,308,710	3,441,786
		<u>23,271,830</u>	<u>34,341,473</u>
Other employee related expenses		998,984	3,113,764
		<u>24,270,814</u>	<u>37,455,237</u>
Less capitalised employee expenses		<u>(1,067,092)</u>	<u>(2,005,051)</u>
		<u>23,203,722</u>	<u>35,450,186</u>
6 Materials and services			
Expenses are recorded on an accruals basis as Council receives the goods or services.			
Audit of annual financial statements by the Auditor-General of Queensland		123,143	125,000
Community Donations, grants, subsidies & contributions		1,729,227	2,334,216
Legal services		417,240	638,899
Insurance		1,532,369	2,084,612
Consultants & Services		486,699	1,120,007
Contractors		10,708,394	20,024,088
Plant & Equipment		2,562,622	4,331,389
Advertising & Marketing		468,237	1,023,245
Cost of inventories		273,629	392,607
Communications & IT		2,665,504	3,213,601
Raw materials & consumables		3,969,278	5,338,109
Registrations & subscriptions		74,250	287,830
Safety		582,170	-
Other material and services		3,873,335	4,873,194
		<u>31,555,991</u>	<u>49,479,806</u>
7 Finance costs			
Finance costs charged by the Queensland Treasury Corporation		1,975,723	3,136,149
Interest on finance leases		-	40,670
Bank charges		200,301	324,783
Impairment of receivables and bad debts written-off		-	797,631
Refuse sites - unwinding of discount rate on provision		-	0
Refuse sites - unwinding of discount rate on provision		-	10,246
		<u>2,176,024</u>	<u>4,309,478</u>
8 Capital expenses			
Loss on the sale of capital assets		-	19,906
Loss on write-off of capital assets		10,837,349	21,819,157
Change arising from revision of the future restoration expenditure		-	183,845
Total capital expenses		<u>10,837,349</u>	<u>22,022,907</u>
9 Cash and cash equivalents			
Cash at bank and on hand		2,702,677	212,355
Deposits at call		77,168,156	78,404,708
Balance per Statement of Financial Position		<u>79,870,833</u>	<u>78,617,063</u>
Balance per Statement of Financial Position		<u>79,870,833</u>	<u>78,617,063</u>
Council's cash and cash equivalents are subject to a number of external restrictions that limit amounts available for discretionary or future use. These include externally imposed expenditure restrictions:			
Contract liabilities - revenue received in advance		14,539,617	7,008,824
Unspent government grants and subsidies		(0)	(0)
Unspent developer contributions		11,373,609	9,994,662
Total unspent external restricted cash held in reserves		<u>25,913,226</u>	<u>17,003,486</u>
Council has resolved to set aside revenue to provide funding for specific future projects that will be required to meet delivery of essential services and meet day to day operational requirements.			
Funds set aside by Council to meet specific future funding requirements		7,919,455	54,261,937
Total cash held to contribute to identified funding commitments		<u>33,832,682</u>	<u>71,265,424</u>

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements For the period ending 28 February 2022

	Note	2022 \$	2021 \$
10 Receivables			
(a) Current			
Rateable revenue and utility charges		39,639,915	7,721,441
Other debtors		7,331,340	6,191,928
Less allowance for expected credit loss		(870,521)	(1,407,971)
Loans and advances to community organisations		1,003,500	1,012,000
		<u>47,104,234</u>	<u>13,517,398</u>
(b) Non-current			
Loans and advances to community organisations		37,000	37,000
		<u>37,000</u>	<u>37,000</u>
11 Inventories			
Inventories for internal use-			
Quarry and road materials		712,829	1,026,085
Stores and materials		906,291	594,551
		<u>1,619,120</u>	<u>1,620,636</u>
Valued at cost, adjusted when applicable for any loss of service potential.			
12 Investment properties			
Property held for rental income and capital growth			
Gross value at beginning of the financial year		1,930,000	1,800,000
Acquisitions		-	178,926
Value of the asset written-off		-	(121,638)
Revaluation adjustment to income statement		-	72,711
Balance at end of the year		<u>1,930,000</u>	<u>1,930,000</u>
Net carrying value at end of the financial year		<u>1,930,000</u>	<u>1,930,000</u>

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements For the period ending 28 February 2022

13 Property, plant and equipment

Note	Land and Improvements	Buildings and Other Structures	Plant and equipment	Transport Infrastructure	Water	Sewerage	Works in progress	Total plant and equipment	Right of use - Land	Right of use - Buildings	Right of use - Plant	Total right of use assets
Basis of measurement	Valuation	Valuation	Cost	Valuation	Valuation	Valuation	Cost		Cost	Cost	Cost	
Fair value category	Level 2 & 3	Level 2 & 3		Level 3	Level 3	Level 3						
2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening gross value as at 1 July 2021	43,238,095	129,272,917	60,273,652	686,551,958	298,224,877	202,529,888	150,893,946	1,570,985,334	1,698,923	457,258	503,317	2,659,497
Minor correction to opening balance	-	-	-	2,966,184	203,518	24,099	-	3,193,801	-	-	-	-
Addition of renewal assets	-	-	-	-	-	-	20,535,798	20,535,798	-	-	-	-
Addition of other assets	-	-	-	-	-	-	27,897,527	27,897,527	-	-	-	-
Contributed assets at valuation	-	149,040	25,355	4,369,360	378,206	556,763	-	5,478,723	-	-	-	-
Internal transfers from work in progress	-	221,447	1,362,710	13,723,194	494,195	13,149	(15,814,695)	-	-	-	-	-
Disposals	-	-	(133,432)	-	-	-	-	(133,432)	-	-	-	-
Write-offs	-	(206,529)	-	(11,596,426)	(642,926)	(2,088)	-	(12,447,969)	-	-	-	-
Revaluation adjustment to other comprehensive income	-	-	-	-	-	-	-	-	-	-	-	-
Internal transfers between asset classes	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to investment properties	-	-	-	-	-	-	-	-	-	-	-	-
Closing gross value as at 30 June 2022	43,238,095	129,436,875	61,528,285	696,014,270	298,657,870	203,121,811	183,512,575	1,615,509,781	1,698,923	457,258	503,317	2,659,497
Accumulated depreciation and impairment												
Opening balance as at 1 July 2021	24,909	43,234,494	30,634,448	106,981,743	162,377,931	62,258,446	-	405,511,970	114,340	381,048	139,810	635,198
Minor correction to opening balance	-	-	-	337,452	38,460	570	-	376,482	-	-	-	-
Depreciation expense	-	2,652,598	2,406,506	5,720,999	4,016,210	2,725,958	-	17,522,271	-	-	-	-
Depreciation on disposals	-	-	(117,213)	-	-	-	-	(117,213)	-	-	-	-
Depreciation on write-offs	-	(74,771)	-	(1,231,397)	(304,154)	(299)	-	(1,610,620)	-	-	-	-
Revaluation adjustment to other comprehensive income	-	-	-	-	-	-	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2022	24,909	45,812,321	32,923,741	111,808,797	166,128,447	64,984,675	-	421,682,890	114,340	381,048	139,810	635,198
Total written down value as at 30 June 2022	43,213,186	83,624,554	28,604,544	584,205,473	132,529,423	138,137,136	183,512,575	1,193,826,891	1,584,583	76,210	363,507	2,024,299
Range of estimated useful life in years	0 - 50	0 - 120	0 - 60	0 - 500	0 - 100	5 - 100			7 - 100	7 - 100	7 - 100	
Total additions in this year	86,501,099	304,850,029	157,234,943	1,510,333,465	763,673,662	471,796,120	399,643,780	27,897,527	3,512,186	1,295,563	1,146,444	5,954,193

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements
For the period ending 28 February 2022

13 Property, plant and equipment - prior year

Note	Land and Improvements	Buildings and Other Structures	Plant and equipment	Transport Infrastructure	Water	Sewerage	Works in progress	Total plant and equipment	Right of use - Land	Right of use - Buildings	Right of use - Plant	Total right of use assets
	Valuation	Valuation	Cost	Valuation	Valuation	Valuation	Cost		Cost	Cost	Cost	
Basis of measurement	Level 2 & 3	Level 2 & 3		Level 3	Level 3	Level 3			Level 3	Level 3	Level 3	
Fair value category	2021 \$	2021 \$	2021 \$	2021 \$	2021 \$	2021 \$	2021 \$	2021 \$	2021 \$	2021 \$	2021 \$	2021 \$
Asset Values												
Opening gross value as at 1 July 2020	45,618,540	120,405,777	55,968,801	714,241,938	277,885,046	229,060,073	118,665,929	1,561,846,103	1,560,888	457,258	8,290	2,026,435
Minor correction to opening balance	-	-	259,600	251,920	-	192,058	-	703,578	-	-	-	-
Additions at cost	-	-	-	-	-	-	87,970,818	87,970,818	-	-	-	-
Addition to right of use assets	-	-	-	-	-	-	-	-	75,643	-	503,317	578,960
Internal transfers from work in progress	40,955	10,676,229	6,262,362	33,573,030	1,056,963	3,162,483	(54,950,948)	(178,926)	-	-	-	-
Disposals	(40,000)	(345,816)	(2,104,950)	-	-	-	-	(2,490,766)	-	-	-	-
Write-offs	-	(1,395,220)	(112,161)	(25,788,467)	(430,185)	(1,305,418)	(612,927)	(29,644,378)	(5,661)	-	(8,290)	(13,951)
Revaluation adjustment to other comprehensive income	-	-	-	(35,726,462)	19,713,054	(28,579,307)	-	(44,592,715)	-	-	-	-
Internal transfers between asset classes	(2,381,400)	(68,053)	-	-	-	-	-	(2,449,453)	68,053	-	-	68,053
Transfer to investment properties	-	-	-	-	-	-	(178,926)	(178,926)	-	-	-	-
Closing gross value as at 30 June 2021	43,238,095	129,272,917	60,273,652	686,551,958	298,224,877	202,529,888	150,893,946	1,570,985,334	1,698,923	457,258	503,317	2,659,497
Accumulated depreciation and impairment												
Opening balance as at 1 July 2020	23,664	39,971,387	28,423,185	140,474,866	146,230,294	73,228,161	-	428,351,557	36,051	152,419	4,613	193,084
Minor correction to opening balance	-	-	6,000	36,083	-	556	-	42,639	-	-	-	-
Depreciation expense	1,245	3,893,832	3,663,170	10,332,671	5,868,802	4,258,430	-	28,018,151	83,950	228,629	143,486	456,065
Depreciation on disposals	-	(27,914)	(1,379,175)	-	-	-	-	(1,407,089)	-	-	-	-
Depreciation on write-offs	-	(602,812)	(78,733)	(6,237,196)	(259,957)	(768,163)	-	(7,946,860)	(5,661)	-	(8,290)	(13,951)
Revaluation adjustment to other comprehensive income	-	-	-	(37,624,682)	10,538,792	(14,460,539)	-	(41,546,428)	-	-	-	-
Accumulated depreciation as at 30 June 2021	24,909	43,234,494	30,634,448	106,981,743	162,377,931	62,258,446	-	405,511,970	114,340	381,048	139,810	635,198
Total written down value as at 30 June 2021	43,213,186	86,038,423	29,639,205	579,570,215	135,846,946	140,271,443	150,893,946	1,165,473,364	1,584,583	76,210	363,507	2,024,299
Range of estimated useful life in years	0 - 50	0 - 120	0 - 60	0 - 500	0 - 100	5 - 100			7 - 100	7 - 100	7 - 100	

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements For the period ending 28 February 2022

	Note	2022 \$	2021 \$
14 Trade and other payables			
Current			
Accrued Expenses		322,800	-
Creditors		7,646,132	13,876,439
Rates received in advance		1,022,639	3,319,676
Accrued wages and salaries		561,219	428,558
GST payable		-	173,506
Other employee entitlements		154,183	189,044
		<u>9,706,971</u>	<u>17,987,224</u>
15 Provisions			
Current			
Annual leave		3,740,303	4,088,081
Long service leave		4,438,014	4,494,037
Property restoration -			
(i) Refuse sites		392,445	392,445
		<u>8,570,763</u>	<u>8,974,563</u>
Non-Current			
Long service leave		1,942,750	1,825,894
Property restoration			
(i) Refuse sites		6,263,438	6,698,894
(ii) Quarry rehabilitation		561,032	561,032
		<u>8,767,220</u>	<u>9,085,820</u>
Details of movements in provisions			
(i) Refuse sites			
Balance at beginning of the year		7,091,339	6,888,082
Increase due to change in time		-	0
Amount expended in year		(435,456)	-
Increase (decrease) in estimate of future cost		-	203,257
Balance at end of the year		<u>6,655,883</u>	<u>7,091,339</u>
Current portion		392,445	392,445
Non-current portion		<u>6,263,438</u>	<u>6,698,894</u>
		<u>6,655,883</u>	<u>7,091,339</u>
Cash funds committed to meet this liability at the reporting date are		<u>2,964,544</u>	<u>3,400,000</u>
(ii) Quarry rehabilitation			
Balance at beginning of the year		561,032	636,361
Increase due to change in time		-	10,246
Increase (decrease) due to change in discount rate		-	(61,610)
Increase (decrease) in estimate of future cost		-	(23,965)
Balance at end of the year		<u>561,032</u>	<u>561,032</u>
Current portion		-	-
Non-current portion		<u>561,032</u>	<u>561,032</u>
		<u>561,032</u>	<u>561,032</u>
Cash funds committed to meet this liability at the reporting date are		<u>561,032</u>	<u>561,032</u>

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements For the period ending 28 February 2022

	Note	2022 \$	2021 \$
16 Borrowings			
(a) Current			
(i) Queensland Treasury Corporation		5,328,316	5,328,316
(ii) Finance leases for right of use assets		289,821	289,821
		<u>5,618,137</u>	<u>5,618,137</u>
(b) Non-current			
(i) Queensland Treasury Corporation		70,892,448	74,338,715
(ii) Finance leases for right of use assets		1,719,866	1,719,866
		<u>72,612,314</u>	<u>76,058,581</u>
Movements in borrowings			
(i) Queensland Treasury Corporation			
Balance at beginning of the year		79,667,031	84,655,139
Principal repayments - cash movement		(3,446,267)	(4,988,108)
Balance at end of the year		<u>76,220,764</u>	<u>79,667,031</u>
Classified as			
Current		5,328,316	5,328,316
Non-current		70,892,448	74,338,715
		<u>76,220,764</u>	<u>79,667,031</u>
Movements in lease liabilities			
Balance at beginning of the year		2,009,686	1,852,078
Additions to right-of-use assets		-	578,960
Principal repayments		-	(421,351)
Balance at end of the year		<u>2,009,686</u>	<u>2,009,686</u>
Classified as:			
Current		289,821	289,821
Non-Current		1,719,866	1,719,866
		<u>2,009,686</u>	<u>2,009,686</u>
		-	-
Lease liability recognised in the financial statements		<u>2,009,686</u>	<u>2,009,686</u>
(iii) Reconciliation of liabilities arising from finance activities			
Loans			
Balance at beginning of the year		79,667,031	84,655,139
Cash flows during the period		(3,446,267)	(4,988,108)
Non cash flows changes in the period		-	-
Balance at end of the year		<u>76,220,764</u>	<u>79,667,031</u>
Lease liabilities			
Balance at beginning of the year		2,009,686	1,852,078
Cash flows during the period		-	(421,351)
Non cash flows changes in the period		-	-
Balance at end of the year		<u>2,009,686</u>	<u>1,430,726</u>
Total		<u>78,230,451</u>	<u>81,097,758</u>

Council does not believe that any of the leases in place are individually material.

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements For the period ending 28 February 2022

	Note	2022 \$	2021 \$
17 Reserves			
(a) Restricted capital reserves			
(i) Future capital asset sustainability reserve			
Balance at beginning of the year		-	-
Funded depreciation on capital assets in year		16,732,076	25,093,690
Less: Funds utilised in the year		(11,611,827)	(25,093,690)
Balance at end of the year		5,120,249	-
(ii) Constrained grants and subsidy reserve			
Balance at beginning of the year		9,994,662	9,147,163
Transfer from retained earnings non reciprocal grants, subsidies and contributions received and allocated to specific capital projects		20,185,652	24,819,379
Transfer to retained earnings funds expended		(18,806,705)	(23,971,879)
Balance at end of the year		11,373,609	9,994,662
(ii)(b) Constrained NDRRA grants reserve			
Balance at beginning of the year		(0)	-
Transfer from retained earnings for future expenditure		14,773,266	50,257,410
Transfer to retained earnings funds expended		(14,773,266)	(50,257,410)
Balance at end of the year		(0)	(0)
Total other reserves		42,934,531	46,343,433
Total reserves		59,428,389	56,338,095
18 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities			
Net result		65,173,426	59,195,405
Non-cash operating items			
Impairment of receivables and bad debts written-off		-	797,631
Depreciation and amortisation		17,728,248	28,627,639
Change in restoration provisions expensed to finance costs		-	10,246
		17,728,248	29,435,516
Investing and development activities			
Capital grants, subsidies and contributions		(40,437,641)	(75,076,789)
Capital income		(267,409)	(122,615)
Capital expenses		10,837,349	22,022,907
		(29,867,700)	(53,176,497)
Changes in operating assets and liabilities			
(Increase) decrease in receivables		(33,595,336)	(2,408,273)
(Increase) decrease in inventories (excluding land)		1,516	(290,050)
(Increase) decrease in other operating assets		1,663,301	(290,832)
(Increase) decrease in operating contract assets		721,268	(660,816)
Increase (decrease) in payables		(8,106,746)	(4,074,035)
Increase (decrease) in provisions		(286,944)	328,974
Increase (decrease) in other liabilities		-	991,107
Increase (decrease) in operating contract liabilities		3,672,920	(1,738,046)
		(35,930,021)	(8,141,971)
Net cash inflow from operating activities		17,103,953	27,312,453

Attachment 13.1.3.2 Financial Statement for the period ending 28 February 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements

For the period ending 28 February 2022

	2022	2021
Financial indicators and ratios of the accounts	\$	\$
Maintenance of Council's physical operating capability		
This indicates whether the opening capital value of the Council has been maintained by operational activities during the year.		
A continual decline in capital value will lead ultimately to a decline in services to the provided to the community.		
Opening capital value	1,131,628,860	1,094,914,793
Operating surplus/(deficit) in year	35,305,726	6,018,908
Transfers from operating reserves to retained earnings in year	-	55,349
Retained surplus/(deficit) brought forward from prior year	7,351,640	6,626,153
Closing balance of the opening capital value	1,174,286,225	1,107,615,202
Change in the opening capital value	42,657,366	12,700,409
	%	%
Asset sustainability ratio		
Expenditure on replacement infrastructure assets divided by depreciation expense	115.8%	97.8%
Target range >90%		
Operating surplus ratio		
Net operating surplus/(deficit) divided by total operating revenue	32.1%	4.9%
Guidance range is between 0% and 10%		
Net financial liability		
Total liabilities less current assets divided by total operating revenue	-21.3%	13.3%
Guidance range is not greater than 60%		
Asset consumption ratio		
Book value of infrastructure assets divided by there gross value		
Target range is between 40% and 80%	71.4%	72.1%
Interest cover ratio		
Net interest expense divided by total operating revenue	1.3%	1.6%
Target range is between 0% and 5%		
Working capital ratio		
Unrestricted current assets available to meet current liabilities	3.4 : 1	2.5 : 1
Guidance range 1:1 to 4:1		
Change in community equity ratio		
The percentage change in the net wealth of the Council.	5.9%	5.2%
Debt servicing ratio		
The percentage that the Council's total recurrent revenue that is used to service loan interest and principal repayments	4.9%	6.9%
General rate revenue ratio		
The Council's dependence on general rate revenue as a percentage of total recurrent revenue	48.9%	41.3%
Revenue ratio		
The Council's dependence on net rates and utility charges as a percentage of total recurrent revenue	82.5%	70.3%
Debt exposure ratio:		
The percentage of Council's capital debt to total community equity	6.4%	7.0%

Attachment 13.1.3.3 Capital Delivery Report as at 28 February 2022

Job	Description	a. Actuals to Period	b. Commitments	(a.+b.) Actuals + Commitments	d. Budget to Period	e. Total Annual Current Budget	(a./d.) % YTD Act to YTD Bud	a./e. % YTD Act to Ann Bud	e.-a. Remaining Bud \$
10000 - Office of the CEO									
14100 - AT - Airports - Operations									
4829	Whitsunday Coast Airport - Terminal Extensions - C/W 17-18 -	48,075	-	48,075	-	-			(48,075)
7033	WCA Airport Fitout	-	-	-	-	40,000			40,000
8573	Whitsunday Airport - Roof Rectification Works	269,640	272	269,912	269,640	269,640	100%	100%	0
8594	Bowen Aerodrome Runway Repairs	175,150	745,684	920,834	554,832	554,832	32%	32%	379,682
8857	Airport & Shute Harbour Parking Improvements	1,724	599,747	601,471	-	300,000		1%	298,276
8863	Welcome to Whitsundays Signage Proserpine Airport	-	-	-	-	50,000			50,000
Sub Total AT - Airports - Operations		494,589	1,345,703	1,840,292	824,472	1,214,472	60%	41%	719,883
Total Office of the CEO		494,589	1,345,703	1,840,292	824,472	1,214,472	60%	41%	719,883
30000 - Infrastructure Services									
32200 - EM - SES									
8860	SES Shed extension Cannonvale	65,615	15,046	80,661	76,734	76,734	86%	86%	11,119
Sub Total EM - SES		65,615	15,046	80,661	76,734	76,734	86%	86%	11,119
33100 - Disaster Recovery									
Sub Total Disaster Recovery		18,542,424	38,823,214	57,365,637	22,388,637	41,842,036	83%	44%	23,299,612
34400 - R&D - Roads Maintenance									
8661	Chapman Street Carpark (Proserpine Admin)	58,625	3,000	61,625	90,689	90,689	65%	65%	32,064
9901	Roads Capital (Wages & Plant) BUDGETS	-	-	-	(21,505)	0			0
Sub Total R&D - Roads Maintenance		58,625	3,000	61,625	69,184	90,689	85%	65%	32,064
34600 - R&D - Marine Assets Maintenance									
5643	Whisper Bay Fishing Pontoon - C/W 18-19	(6,961)	-	(6,961)	-	-			6,961
Sub Total R&D - Marine Assets Maintenance		(6,961)	-	(6,961)	-	-	0%	0%	6,961
34900 - R&D - Assets									
5575	Proserpine Main Street Upgrade - C/W 18-19	-	1,825	1,825	2,738	2,738			2,738
5586	Collinsville Heavy Vehicle Parking - C/W 18-19	(49,962)	-	(49,962)	-	-			49,962
7979	Design & Construction Airlie Beach Parking Facility	(90,846)	-	(90,846)	(90,846)	(90,846)	100%	100%	(0)
8103	Muroona Street Drainage - Stage 2	(15,302)	-	(15,302)	-	-			15,302
8299	Thurso Road Euri Crossing Drainage Upgrade	64,093	-	64,093	64,093	64,093	100%	100%	0
8622	Betterment Reshaping table drains	(765)	-	(765)	(765)	(765)	100%	100%	(0)
8626	Construction of Lagoon Deck and Shared Cycle Path	743,778	25,512	769,289	791,018	791,018	94%	94%	47,240
8628	Dodd Street Shared Footpath	4,727	-	4,727	4,727	4,727	100%	100%	(0)
8630	Forestry Road	179,997	15,043	195,040	175,000	926,038	103%	19%	746,041
8631	Gloucester Avenue Culvert	64,228	(0)	64,228	64,298	64,298	100%	100%	70
8632	Hillview Road Kerb and Channel	350	-	350	350	350	100%	100%	0
8635	Port of Airlie Transit Terminal Upgrade	6,037	4,519	10,555	11,000	60,000	55%	10%	53,963
8637	Reseal Program	588,658	11,214	599,873	641,137	641,137	92%	92%	52,479
8639	Unsealed Roads Creek Crossing Upgrade Program	544,254	523,356	1,067,610	460,000	895,042	118%	61%	350,788
8640	Unsealed Roads Resheeting Program	633,979	1,181,345	1,815,324	909,154	2,606,526	70%	24%	1,972,547
8645	Ted Cunningham Bridge Upgrade	2,520,004	3,674,759	6,194,763	2,600,000	4,584,039	97%	55%	2,064,035
8763	Roma Peak Road Floodways (QRA 90% WRC 10%)	200,670	-	200,670	200,670	200,670	100%	100%	(0)
8792	Jasinique Drive Culvert Remedial Works	1,342	-	1,342	1,342	1,342	100%	100%	(0)
8793	Adina/Wambiri intersection repair	27,613	43,860	71,473	100,000	150,000	28%	18%	122,387
8817	TMR early works - Paluma Rd to Tropic Rd	1,145,478	804,860	1,950,338	1,600,000	4,886,588	72%	23%	3,741,110
8861	Bus stop Shelter Program	-	-	-	-	96,050			96,050
8904	Reseal Program	492	-	492	150,000	809,947	0%	0%	809,455
8905	Catalina shared path	66,067	61,721	127,788	50,000	95,000	132%	70%	28,933
8906	Heavy Formation Grading	69,909	-	69,909	133,334	400,000	52%	17%	330,091
8911	Waterson Way car park construction and seal	102,580	16,590	119,170	215,000	215,000	48%	48%	112,420
8912	Calista Court Footpath	7,148	-	7,148	8,000	8,000	89%	89%	852
8913	Harbour Avenue Remedial Stormwater Works	-	-	-	-	51,503			51,503
8938	Construction of Roundabout at intersection of Gregory and	36,061	-	36,061	-	468,500		8%	432,439
9106	Renew/upgrade Floodway Nr Mt Nutt Road (TIDS)	1,945	-	1,945	-	50,000		4%	48,055
9107	Scottville Road (TIDS)	-	-	-	-	50,000			50,000
9108	Tondara Road Seal Project	46,481	36,248	82,729	150,000	2,000,000	31%	2%	1,953,519
9109	Queens Beach Path renewal	28,159	-	28,159	-	25,000		113%	(3,159)
9110	Bowen Drain wall renewal	160	41,172	41,332	-	25,000		1%	24,840
Sub Total R&D - Assets		6,927,334	6,442,021	13,369,355	8,240,250	20,080,995	84%	34%	13,153,661
36100 - OS - Parks									
5632	Lake Proserpine Recreation Hub - Stage 1 - C/W 18-19	61,510	81,028	142,539	36,500	423,506	169%	15%	361,996
8625	Assets Renewal Parks and Gardens	184,397	195,810	380,207	218,239	458,874	84%	40%	274,477
8627	Continuation of Pedestrian Path Lighting Airlie Foreshore	28,181	478,972	507,153	37,844	113,535	74%	25%	85,354
8825	LRCI - Cannonvale Skate Bowl Upgrade	36,225	518,688	554,912	128,696	328,696	28%	11%	292,471
8865	Barker Park (Tracks Design) - Bowen	16,733	16,797	33,529	68,250	193,000	25%	9%	176,267
8871	Front Beach Main Irrigation Line Renewal - Bowen	2,412	-	2,412	30,666	46,000	8%	5%	43,588
8872	Queensbeach basketball lighting - Bowen	1,825	-	1,825	-	20,000		9%	18,175
8873	Choose Collinsville Project	-	-	-	-	1,000,000			1,000,000
9908	Parks Capital (Wages & Plant) BUDGETS	-	-	-	(1,060)	-			-
Sub Total OS - Parks		331,282	1,291,295	1,622,577	519,135	2,583,611	64%	13%	2,252,329

Attachment 13.1.3.3 Capital Delivery Report as at 28 February 2022

Job	Description	a. Actuals to Period	b. Commitments	(a.+b.) Actuals + Commitments	d. Budget to Period	e. Total Annual Current Budget	(a./d.) % YTD Act to YTD Bud	a./e. % YTD Act to Ann Bud	e.- a. Remaining Bud \$
37200 - Works for Queensland									
7048	W4Q - Cannonvale Lakes Stage 3 (part 2)	376,839	-	376,839	379,100	379,100	99%	99%	2,261
7911	W4Q - Gloucester Rainwater Tank - CW 1920	-	(21)	(21)	21	21			21
7914	W4Q - Henry Darwen Park Stage 2 - CW 1920	223,371	-	223,371	221,203	221,203	101%	101%	(2,168)
7916	W4Q - Lions Park, Bowen - CW 1920 - 19013	69,008	135	69,143	68,514	68,514	101%	101%	(494)
7918	W4Q - Movie Screen - Airlie Lagoon - CW 1920	249,528	51,203	300,731	285,472	285,472	87%	87%	35,944
7921	W4Q - Railway Road Stage 1 - CW 1920	(50,602)	-	(50,602)	(50,602)	(50,602)	100%	100%	-
8062	W4Q - Improving Beach Communities - Region Wide 19-21	(487)	-	(487)	-	-			487
8784	W4Q - Scottville - Playground Upgrade	17,206	-	17,206	16,933	16,933	102%	102%	(273)
8785	W4Q - Darcy Munro & Pelican Park, Collinsville - Playground	17,206	-	17,206	16,933	16,933	102%	102%	(273)
8786	W4Q - Collinsville Tennis Court Upgrade	142,217	-	142,217	139,184	139,184	102%	102%	(3,033)
8830	W4Q - Collinsville Aquatic Facility - pool retiling renewal	49	-	49	-	140,400		0%	140,351
8831	W4Q - Airlie lagoon lighting improvements	9,996	330,364	340,360	325,000	325,000	3%	3%	315,004
8832	W4Q - Collinsville Community Centre - Exterior painting	49	-	49	-	68,000		0%	67,951
8833	W4Q - Case Park Walking Track Bowen	14,542	-	14,542	98,336	383,500	15%	4%	368,958
8834	W4Q - Brandy Creek - New Amenities	387	-	387	-	140,332		0%	139,945
8835	W4Q - Dingo Beach Bollards	73,642	-	73,642	71,664	107,500	103%	69%	33,858
8836	W4Q - Front Beach Skate Bowl Timber Replacement - Bowen	4,942	141,677	146,619	37,360	172,000	13%	3%	167,058
8837	W4Q - Hydro Therapy Rehabilitation Above Ground Pool	49	-	49	-	75,000		0%	74,951
8838	W4Q - Astro Turfing of the Airlie Beach Lagoon 'Beach Area'	327	-	327	1,500	125,711	22%	0%	125,384
8839	W4Q - Mullers Lagoon bridge x 2 upgrade - Bowen	5,621	569,950	575,571	53,000	299,057	11%	2%	293,436
8840	W4Q - Gloucester sports park access and car park recon	25,578	-	25,578	60,000	300,000	43%	9%	274,422
8841	W4Q - Lions Lookout & Carpark Upgrade - Shute Harbour	34,366	88,946	123,312	28,000	468,209	123%	7%	433,843
8842	W4Q - Greening & Growing Bowen 3 - recycled water network ext	2,409	-	2,409	16,403	428,000	15%	1%	425,591
8843	W4Q - Sewer Relining - Regional P1 Zone	119,394	15,584	134,977	-	500,000		24%	380,606
8844	W4Q - Bowen WTP Intake, Switchboard and Structure	81	-	81	15,500	300,500	1%	0%	300,420
Sub Total Works for Queensland		1,335,716	1,197,837	2,533,553	1,783,521	4,909,967	75%	27%	3,574,251
38200 - WSW - Water Operations									
5549	Water - New 12ML Reservoir including 2 DN500 Mains 790m long	2,857,177	7,132,470	9,989,647	3,356,626	6,813,752	85%	42%	3,956,575
5552	Water - Upgrade to Automated Control System - C/W 18-19	(6,821)	-	(6,821)	-	-			6,821
5609	Airlie Beach Sustainable Water Project BoR R05	213,646	42,988	256,634	229,352	629,352	93%	34%	415,706
7925	Water - BWTP Low Lift Pump Renewals - CW 1920	-	11,800	11,800	-	-			-
8080	LGGSP Grant Project - Delivery of CWNA Stage 1B, Coyne Road	5,376	1,041	6,417	6,417	6,417	84%	84%	1,041
8081	Cannonvale Water Network Augmentation - Stage 1A New	1,311	-	1,311	1,311	1,311	100%	100%	1
8599	Emergent Works - Water C/W 20-21	4,786	-	4,786	4,786	4,786	100%	100%	-
8895	New Initiative - Disaster Resilience - Extend Fibre Infrastr	33,101	48,101	81,202	5,100	61,200	64%	54%	28,099
8921	Bowen Small Reservoir Pressure Zone	-	-	-	20,000	181,000			181,000
8922	Collinsville WTP Emergent works	-	-	-	-	78,000			78,000
8923	Facilities Instrumentation, Electrical and Control Renewals	6,810	71,323	78,133	15,110	66,998	45%	10%	60,188
8924	Pentocost St Area Renewal	-	-	-	-	218,475			218,475
8925	Proserpine Bore 10 supplementary Funding for Bore moving (TM	-	-	-	-	45,000			45,000
8926	New Initiative - W&WW - SCADA - 16 Quick Wins - (2 Year Proj	-	-	-	25,000	94,860			94,860
8927	Collinsville Efficient Resilient Solar Program	-	-	-	350,000	770,000			770,000
8928	Emergent Works - Water	85,868	38,944	124,812	80,652	171,507	106%	50%	85,639
8929	Water Meter Renewals - Regional	-	-	-	-	206,000			206,000
8930	Water Main Renewal - Eglington / Storey St / harrison Ct Bo	20,430	33,924	54,355	100,691	186,000	20%	11%	165,570
8931	Additional Bores - Proserpine WTP	-	-	-	-	95,000			95,000
8932	Network Instrumentation, Electrical and Control Renewals - W	-	-	-	24,785	24,785			24,785
8933	Regional Valve Replacement Project	11,719	-	11,719	17,000	72,300	69%	16%	60,581
9101	W&S Lab - Equipment	4,133	8,900	13,033	-	104,000		4%	99,867
9902	Water Capital (Wages & Plant) BUDGETS	-	-	-	(5,407)	-			-
Sub Total WSW - Water Operations		3,237,536	7,389,491	10,627,027	4,231,423	9,830,743	77%	33%	6,593,207
38300 - WSW - Sewerage Operations									
4931	New Bowen Sewerage Treatment Plant & Upgrades - C/W 17-18-C/	-	21,258	21,258	-	14,629			14,629
5539	Sewer Pump Capacity Upgrades - Combined Rising Main - C/W 18	-	141,157	141,157	-	382,325			382,325
5603	Cannonvale PS1 Renewal - C/W 18-19	25,430	14,071	39,501	34,456	34,456	74%	74%	9,026
7043	Whitsunday South Sewer Pump Well Covers	-	69,028	69,028	-	115,000			115,000
7932	Sewer - Emergent Works - STP - CW 1920	(11,369)	14,287	2,917	42,919	50,062	-26%	-23%	61,432
8597	Emergent Works - Sewer C/W 20-21	2,660	-	2,660	2,660	2,660	100%	100%	(0)
8914	Facilities Instrumentation, Electrical and Control Renewals	-	24,951	24,951	25,000	25,000			25,000
8915	Sewer Relining - Regional P2 Zone	3,562	-	3,562	1,882	280,000	189%	1%	276,438
8916	STP Odour containment Panel replacement	-	-	-	-	104,000			104,000
8917	Chapman St Sewer Rising Main Replacement	10,616	9,500	20,116	10,616	150,000	100%	7%	139,384
8918	Emergent Works - Sewer	26,525	-	26,525	26,525	105,896	100%	25%	79,371
8919	Sewer Pump Replacement Program - Regional	9,178	169,531	178,710	70,000	220,000	13%	4%	210,822
8920	Network Instrumentation, Electrical and Control Renewals - S	1,025	-	1,025	1,025	20,486	100%	5%	19,461
8935	Waste reuse to Agriculture (biosolids) Project	31,323	1,818	33,142	31,323	296,000	100%	11%	264,677
9903	Sewerage Capital (Wages & Plant) BUDGETS	-	-	-	(5,019)	0			0
Sub Total WSW - Sewerage Operations		98,950	465,600	564,551	241,387	1,800,514	41%	5%	1,701,564
38400 - WSW - Waste & Recycling Services									
7031	CCTV upgrade - Cannonvale Transfer Station	-	-	-	-	60,000			60,000
8596	Leachate and storm water management - Kelsey Creek	(68,172)	32,075	(36,097)	(52,982)	(52,982)	129%	129%	15,190
8643	Leachate and storm water management - Bowen	(10,741)	-	(10,741)	(10,741)	(10,741)	100%	100%	(0)
8797	Mt Coolon Waste Services Improvement Program	3,277	-	3,277	3,277	3,277	100%	100%	(0)
8820	Cannonvale Waste Transfer Station	207,588	60,407	267,995	212,778	212,778	98%	98%	5,190
9142	Kelsey Creek Landfill Cell 5 - Access Road, Leachate and	106,898	3,547	110,444	-	117,000		91%	10,102
9157	Bowen Landfill - Culvert Upgrades	4,883	47,295	52,178	-	100,000		5%	95,118
Sub Total WSW - Waste & Recycling Services		243,733	143,324	387,056	152,332	429,332	160%	57%	185,599

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39100 - Quarry - Operations									
8790	Quarry Purchase of a Pugmill	377,299	-	377,299	377,299	377,299	100%	100%	(0)
9102	Cement Hopper for Pug Mill	-	-	-	-	35,000			35,000
Sub Total Quarry - Operations		377,299	-	377,299	377,299	412,299	100%	92%	35,000
Total Infrastructure Services									
		31,211,554	55,770,828	86,982,382	38,079,901	82,056,920	82%	38%	50,845,367
40000 - Corporate Services									
42200 - IT - Records & GIS									
4850	Whitsunday Regional Council - ERP Replacement Project - C/W	(12,160)	-	(12,160)	(12,160)	(12,160)	100%	100%	-
8574	Software Implementation (Meetings Solutions)	22,496	34,992	57,488	24,496	24,496	92%	92%	2,000
8615	Records 365	256,501	184,400	440,901	388,000	680,600	66%	38%	424,099
8616	Enterprise Management System (EMS)	-	-	-	-	100,504			100,504
8619	Tech 1 ERP Annual Software Upgrade - Version 2020B	-	-	-	10,000	20,000			20,000
8620	Technology One - ERP Project Phase 1a	473,603	656,240	1,129,844	561,000	1,811,485	84%	26%	1,337,882
8688	Website Upgrade & Content Management System	-	10,281	10,281	-	43,198			43,198
8821	CCTV, Radio links, Video conferencing and Wireless Access	4	-	4	3,360	3,360	0%	0%	3,356
8823	Bowen Board Room Video Conferencing Upgrade	96,756	-	96,756	100,000	100,000	97%	97%	3,244
8877	Disaster Resilience: Comms Infrastructure Replacement Program	38,804	30,317	69,121	22,928	68,778	169%	56%	29,974
8878	Replacement Program - Desktop PC's and Laptop Computers	47,075	-	47,075	90,000	120,000	52%	39%	72,925
8879	Replacement Program: Local Print and File Servers x 5	8,372	8,141	16,513	-	10,000		84%	1,628
8880	Corporate Reporting Software	-	-	-	3,333	40,000			40,000
8881	New Initiative - BNE DC Hardware Design Modification for Add	46,506	56,424	102,930	-	52,428		89%	5,922
8882	New Initiative - Data Warehouse for Improved BI & Reporting	-	-	-	7,600	38,000			38,000
8883	New Initiative - Disaster Resilience - NADI - Radio Network	37,501	-	37,501	28,776	43,169	130%	87%	5,668
8884	Replacement Program - CCTV Network Hardware Upgrade	6,528	128,982	135,510	66,000	136,000	10%	5%	129,472
8885	Replacement Program - CIRP - Communications Infrastructure R	24,513	27,888	52,401	20,912	31,363	117%	78%	6,850
8886	Replacement Program - CISP - Communications Infrastructure S	8,058	-	8,058	29,908	117,300	27%	7%	109,242
8887	Replacement Program - Upgrade FME to workflow ADAC files thr	22,673	22,673	45,346	-	22,673		100%	(0)
8888	Replacement Program: Aerial Photography & LIDAR capture	-	-	-	-	120,000			120,000
8889	TechnologyOne Application Managed Services (AMS)	49,478	-	49,478	50,000	120,000	99%	41%	70,522
8890	Replacement Program: Bridging the Recordkeeping Divide	2,200	-	2,200	-	-			(2,200)
8892	New Initiative - Disaster Resilience - NBN ? Design, Install	-	-	-	-	150,262			150,262
8893	New Initiative ? IoT Program of Works ? Design, Install Hard	10,287	-	10,287	-	58,140		18%	47,853
8894	New Initiative - Disaster Resilience - CCTV Radio Link Vale	-	12,584	12,584	2,610	31,314			31,314
8896	New Initiative - Disaster Resilience - NADI - Virtualis & Ce	530	-	530	4,000	17,340	13%	3%	16,810
8897	New Initiative - NSIP - Network Security Improvement Program	1,440	-	1,440	-	52,480		3%	51,040
8898	Backflow - QR code identification and compliance reporting	-	-	-	10,000	40,000			40,000
9104	Ransomware Protection Solution	-	-	-	-	354,420			354,420
9105	ITRON Installation of Water Meter System & Meters	-	-	-	60,000	135,000			135,000
9907	IT Capital (Wages & Plant) BUDGETS	-	-	-	(3,401)	0			0
9909	IT/Records Capital (Wages & Plant) BUDGETS	-	-	-	(775)	-			-
Sub Total IT - Records & GIS		1,141,165	1,172,922	2,314,087	1,466,587	4,530,150	78%	25%	3,388,985
42300 - IT - Services									
8563	Authority (Civica) 7.1 Upgrade 20200417091425	110,114	122,739	232,853	139,861	139,861	79%	79%	29,747
8794	Website sub-site - Shute Harbour	23,764	15,000	38,764	15,000	15,000	158%	158%	(8,764)
8795	Website sub-sites - Proserpine Entertainment Centre	0	-	0	-	15,000		0%	15,000
8796	Mt Devlin Communications Tower Replacement	0	-	0	-	103,000			103,000
8809	WHS System	-	-	-	-	260,000			260,000
Sub Total IT - Services		133,877	137,739	271,616	154,861	532,861	86%	25%	398,984
43300 - Finance - Insurance									
7886	Insurance - Bowen Reservoir - CW 1920	-	-	-	100,000	552,931			552,931
7895	Insurance - Collinsville Council Depot - CW 1920	435	2,609	3,044	2,886	2,886	15%	15%	2,451
7896	Insurance - Collinsville Reservoir High Level	5,891	-	5,891	14,488	531,622	41%	1%	525,731
7897	Insurance - Collinsville Reservoir - CW 1920	1,792	-	1,792	1,792	1,792	100%	100%	0
7960	Insurance (Operational) - Bowen Basketball Courts - Demolish	435	2,609	3,044	2,886	2,886	15%	15%	2,451
Sub Total Finance - Insurance		8,553	5,218	13,771	122,052	1,092,117	7%	1%	1,083,564
44400 - PPF - Fleet Management									
2089	Plant Purchases	1,485,067	3,368,483	4,853,550	1,720,757	3,502,055	86%	42%	2,016,988
Sub Total PPF - Fleet Management		1,485,067	3,368,483	4,853,550	1,720,757	3,502,055	86%	42%	2,016,988
44700 - PPF - Property & Facilities									
4926	Proserpine Entertainment Centre - Building Works in addition	8,936,546	1,635,606	10,572,152	10,231,309	10,231,309	87%	87%	1,294,763
5617	Flagstaff Redevelopment (Grant + Insurance) - C/W 18-19	2,265,429	82,984	2,348,412	2,283,440	2,283,440	99%	99%	18,011
5640	Proserpine Administration Building Replacement - Stage 1 - C	20,995	1,500	22,495	21,745	21,745	97%	97%	750
5642	Cannonvale/Proserpine Depot Beach Pit/Wash down bay	85,937	37,431	123,368	120,187	120,187	72%	72%	34,250
8608	Bowen Aerodrome Work Camp Dwelling - Superstructure Renewal	84,354	1,545	85,899	85,127	85,127	99%	99%	773
8612	Collinsville Youth Coalition - Amenities Renewal	1,850	-	1,850	1,850	1,850	100%	100%	-
8613	Demolish 58-60 Horseshoe Bay Road Residences	200	-	200	25,460	25,460	1%	1%	25,260
8617	Les Stagg Oval - Grandstand Renewal	160	-	160	160	160	100%	100%	(0)
8761	21 Station Street	435	324	759	2,886	2,886	15%	15%	2,451
8789	Merinda Herb Murray Park - New Amenities Building	7,392	200,953	208,345	18,334	107,845	40%	7%	100,453
8808	Denison Park - Bowen Seagulls Sports Park	140,078	-	140,078	140,095	140,095	100%	100%	17
8852	Airlie Beach Lagoon Amenities Fitout and Fittings Renewal	-	-	-	-	99,000			99,000
8853	Bowen Depot Boundary Fence Renewal	1,311	124,264	125,575	34,000	65,500	4%	2%	64,190
8854	Cannonvale Mens Shed Roof + Stair Renewal	-	-	-	-	49,000			49,000

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8856	Bowen Library Mechanical Plant Renewal	-	-	-	-	52,500			52,500
8858	Solar Power Generation	100	-	100	80,000	700,000	0%	0%	699,900
8859	Collinsville Football Club Roof Renewal	121,292	-	121,292	100,000	100,000	121%	121%	(21,292)
8866	Denison Park Clubhouse Roof Renewal	76,494	0	76,494	76,500	76,500	100%	100%	6
8867	Buildings - Floor Covering Replacement Program	4,682	-	4,682	80,000	80,000	6%	6%	75,318
8868	Relocation of Cannonvale Depot - Demountable Buildings	3,050	155,354	158,404	16,500	99,000	18%	3%	95,950
8869	Mt Coolon Community Centre - Internal / External Paint Renew	-	-	-	-	30,500			30,500
9043	Collinsville Community Centre Place Of Refuge - QBF	5,795	125,880	131,675	40,756	81,513	14%	7%	75,718
9103	Marine Centre Of Excellence Design	-	-	-	50,000	200,000			200,000
Sub Total PPF - Property & Facilities		11,756,100	2,365,840	14,121,941	13,408,349	14,653,617	88%	80%	2,897,517
Total Corporate Services		14,524,762	7,050,202	21,574,964	16,872,606	24,310,800	86%	60%	9,786,038
60000 - Community Services									
62200 - CDL - Libraries									
8902	Cannonvale Customer Service & Library fit out	-	16,500	16,500	-	298,680			298,680
Sub Total CDL - Libraries		-	16,500	16,500	-	298,680	0%	0%	298,680
62300 - CDL - Function Centres									
8901	Flagstaff Hill Cultural & Conference Centre - Capark Lightin	-	-	-	76,000	114,000			114,000
Sub Total CDL - Function Centres		-	-	-	76,000	114,000	0%	0%	114,000
65200 - RS - Caravan Parks									
8604	Wangaratta Caravan Park entrance upgrade	778	-	778	778	778	100%	100%	(0)
8605	Wangaratta Caravan Park Swimming Pool refurbishment	2,397	-	2,397	2,492	2,492	96%	96%	95
8864	Replacement of Cabin on Site 72 Wangaratta Caravan Park	1,737	-	1,737	7,000	50,000	25%	3%	48,263
Sub Total RS - Caravan Parks		4,912	-	4,912	10,270	53,270	48%	9%	48,358
65300 - RS - Pools, Lagoons & Enclosures									
8600	Bowen Aquatic Facility - town pool amenity upgrade	634,712	62,734	697,446	590,300	590,300	108%	108%	(44,412)
8601	Bowen Water Park renewal	83,733	1,560	85,293	88,414	88,414	95%	95%	4,681
8602	Collinsville Aquatic Facility - town pool amenity and kiosk	173,223	7,686	180,909	253,360	253,360	68%	68%	80,137
8603	Proserpine Aquatic Facility - residence demolition and kiosk	465,833	113,769	579,602	535,123	535,123	87%	87%	69,290
8787	Construction of new Collinsville Water Park	800,537	809,372	1,609,909	905,258	1,205,258	88%	66%	404,721
8874	Proserpine Pool/Waterpark Electrical Switchboard Upgrade	-	-	-	-	25,000			25,000
8899	Bowen Aquatic Facility - town pool heater replacement	-	-	-	-	145,000			145,000
8900	Proserpine Aquatic Facility - town pool heater replacement	-	-	-	-	150,000			150,000
Sub Total RS - Pools, Lagoons & Enclosures		2,158,038	995,122	3,153,159	2,372,455	2,992,455	91%	72%	834,417
65400 - RS - Entertainment & Conference Centres									
8532	PEC Fit out and Setup Capital	-	-	-	100,000	300,000			300,000
Sub Total RS - Entertainment & Conference Centres		-	-	-	100,000	300,000	0%	0%	300,000
67150 - HEC - Natural Resource Management									
8846	NQ Dry Tropics - Purchase of Vehicle Weed Washdown Facility	27,366	-	27,366	27,366	27,366	100%	100%	0
Sub Total HEC - Natural Resource Management		27,366	-	27,366	27,366	27,366	100%	100%	0
67350 - HEC - Environmental Health									
8571	Litter & Illegal Dumping Program - Hot Spot Program	1,900	-	1,900	3,399	3,399	56%	56%	1,499
Sub Total HEC - Environmental Health		1,900	-	1,900	3,399	3,399	56%	56%	1,499
67500 - HEC - Parking Management									
7821	Installation of Pay & Display Parking Machines - Airlie Bech	10,205	5,937	16,142	28,007	28,007	36%	36%	17,802
Sub Total HEC - Parking Management		10,205	5,937	16,142	28,007	28,007	36%	36%	17,802
Total Community Services		2,202,421	1,017,559	3,219,979	2,617,497	3,817,177	84%	58%	1,614,756
Grand Total for Period ending 28 February 2022									
		48,433,325	65,184,291	113,617,616	58,394,476	111,399,369	83%	43%	62,966,044
Percentage Actuals v YTD Budget						82.94%			
Percentage YTD Actuals + Commitments v Annual Current Budget						101.99%			

13.1.4 - Corporate Services Monthly Report - February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Stacie Thomas - Administration Coordinator - Corporate Services

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Information

ATTACHMENTS

1. Corporate Services Monthly Report February 2022 (1) [13.1.4.1 - 25 pages]

PURPOSE

To provide an overview the Corporate Services Directorate for the month of February 2022.

OFFICER'S RECOMMENDATION

That Council receive the Corporate Services Monthly Report for February 2022.

BACKGROUND

The Corporate Services Directorate provides leadership to support the service delivery arms of Council through organisational support to the functions of Finance and Asset Management, Procurement, Fleet, Property and Facilities, Information, Communications and Technology, Information Management and Governance and Administration.

DISCUSSION/CURRENT ISSUE

The month of February 2022 sees the Department start of the budgeting and reporting cycle as we head towards the close out of the second quarter budget and financials and the reporting of status on the operational plan and its achievements to date. The progress remains constant but with only four months left in the financial year we will see how the overall performance changes in the completion of key activities and deliverables from throughout the financial year.

The Innovation and Technology Team continue to deliver on the program of work that is monitored through the ICT Steering Committee. Key projects completed included the flood camera upgrades and the introduction of the Temetra water meter reading solution following the issue of the water accounts and integration with existing property-based software, along with the introduction of the LG Hub portal. Significant background work has been ongoing in the development of the Records365 information management solution with mapping of information needs and file structures developed through consultation with each branch across Council. This project will be ongoing throughout this calendar year with a phased implementation based on business need and process.

Budgeting has taken a central focus within finance, with Budget review two completed and input underway for the 2022/23 budget and forward years. The capital projects have been input and are currently under assessment through a prioritisation process to determine urgency and timing across the three years forward budget. This draft of this work will come back to Council for moderation and review. Asset management remains a key focus with work advancing the strategic elements of asset planning and the introduction of governance practices to monitor the progress of the asset and service manager model being implemented.

Procurement continues to work across the departments to deliver ongoing outcomes through tender evaluation and contract management for goods and services throughout all of Council. The team is performing significant work through the evaluation and awarding of key contracts. Process improvement is also ongoing through the implementation of additional software to support the procurement to contract process. Fleet purchases remain on track acknowledging the delays in supply chain throughout the world. It is anticipated that the majority of large fleet items being all be committed and awaiting delivery by end of April 2022. Capital works across the properties and facilities area remains on track for completion this financial year.

The Governance branch continues to work on process improvements across Council with report writing training commenced during the month with an aim to present the information for decision making more concisely and professionally. Risk management continues to be a focus in the development of an operational risk register to cover the daily operations and functions across Council. The first Audit and Risk Committee meeting was also held for the year. The governance framework is nearing completion along with a revised policy framework and approach. These will be presented to Council in the coming months.

The development of the next Operational Plan has commenced with drafting of business plan also commencing as a template for both risks and planning for the upcoming 2022/23 year. The new Operational Plan is being developed in parallel with the budget to ensure resourcing of functions and outcomes for the key focus areas.

STATUTORY/COMPLIANCE MATTERS

This report is provided to support enhanced transparency and accountability in accordance with the local government principles outlined in the Local Government Act 2009.

STRATEGIC IMPACTS

Maximise the organisation's financial performance, achieving a high level of customer service, productivity and efficiency through strategic direction, expert advice and leadership.

FINANCIAL IMPLICATIONS

Managed within existing budget allocations as amended.

CONSULTATION/ENGAGEMENT

Executive Manager of Procurement & Assets
Team Leader Operational Accounting
Rates Coordinator
Assets and Project Management Coordinator
Information Technology Manager
Manager Governance & Administration
Manager Strategic Finance

RISK ASSESSMENT

Regular reporting on the Department's progress and achievements ensures accountability and fosters a positive culture, whilst managing identified corporate risks.

TIMINGS/DEADLINES

Activities are reported for the month but most have an ongoing focus over the coming months in working to the statutory deadlines on budgeting and reporting.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No

ALTERNATIVES CONSIDERED

N/A



CORPORATE SERVICES

Information Technology
Information Management
Strategic Finance
Project and Asset Management
Procurement
Property & Facilities
Fleet Management
Governance and Administration

Monthly Report | February 2022

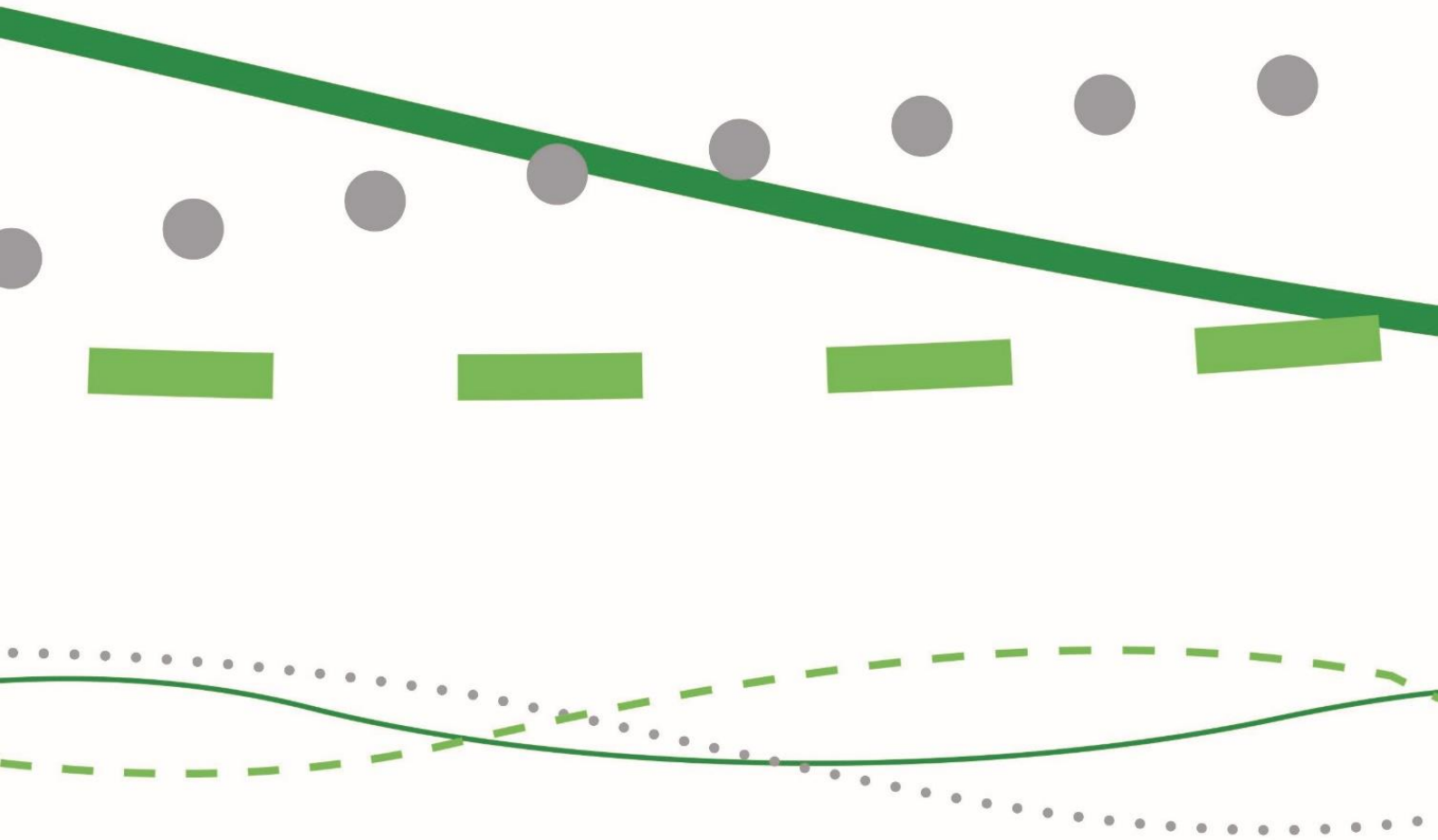


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Directors Report

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The Department continues to work towards delivering better solutions to ensure efficient and effective support to the operational and service delivery departments of Council.

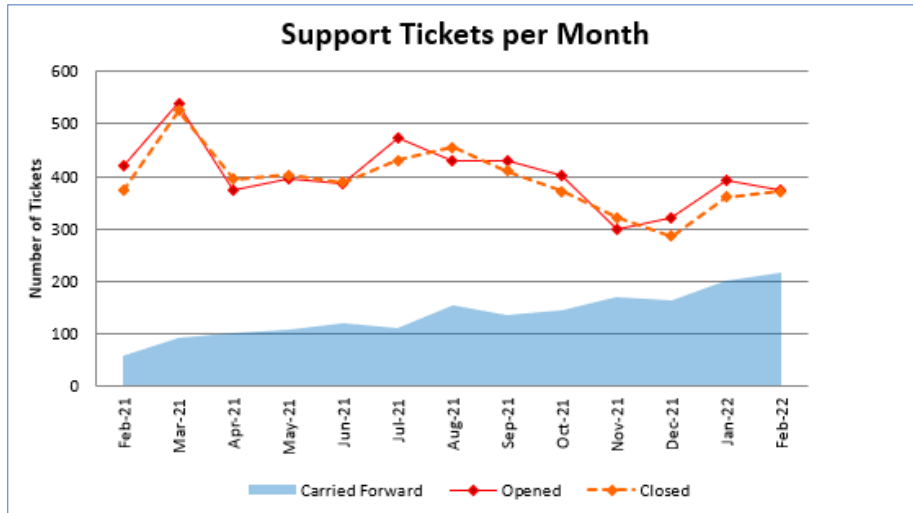
Jason Bradshaw

Director Corporate Services

Information Technology

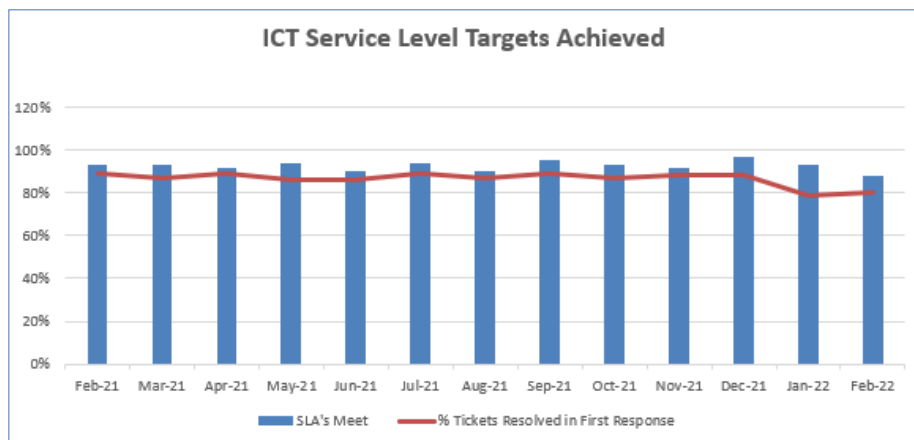
Statistics for the period of January will be provided with February's report.

Support Tickets

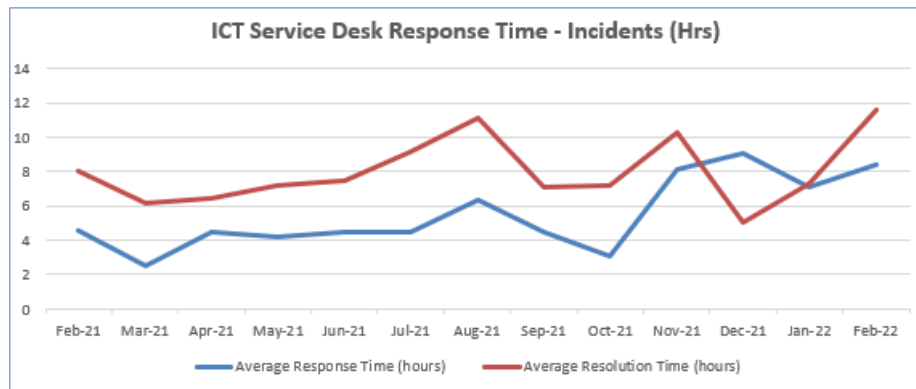


373 support requests for the month of Feb 2022, with 371 resolved.

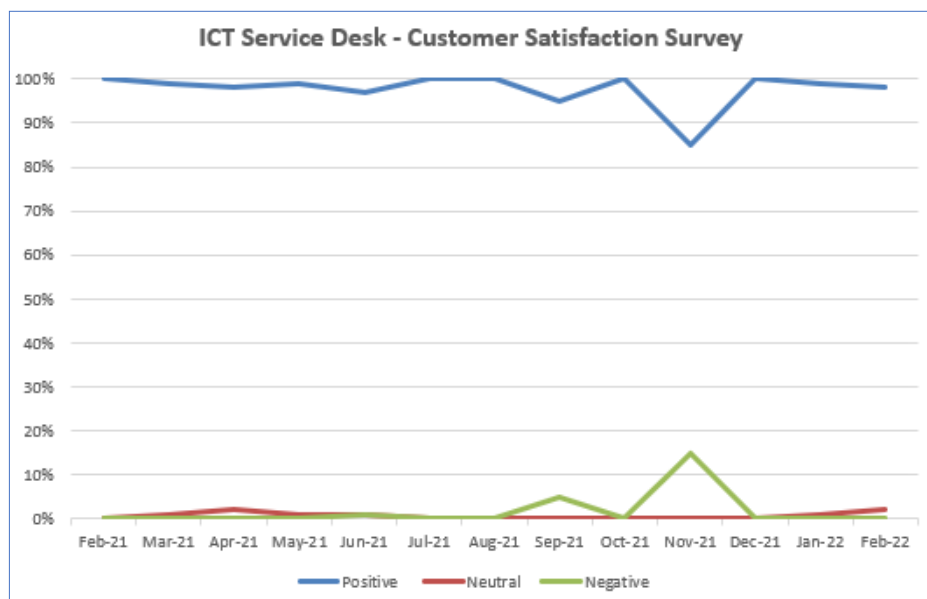
218 support tickets are open from the previous months. The backlog comprises of 79 staffing changes (new starter, changes and terminations), with the balance vendor assigned support tickets or hardware on backorder due to supply issues.



SLA's 88%, with tickets resolved in first response 80%.



Availability of support officers impacted response and resolutions times in February



Customer satisfaction 98% positive for the month of February.

Project Activities

Active Projects - Progress Made						
Project	Status: Overall	Start Date	Baseline Due Date	Due Date	% Complete	External Progress Comments
SP2.1 - Develop "fit for purpose" ICT Policy Framework	●	30/08/21	28/10/21	30/04/22	90%	Progress in Feb '22: - Project still waiting for Council endorsement. New Policy Framework will be going to Council at the next opportunity.
SP4.5 - Implement a Supply Chain (Sourcing) system. Open Windows. Procurements and Contract Management Solution	●	02/12/21	13/06/22	13/06/22	15%	Progress in Feb '22: - Project resourcing and roles and responsibilities being sorted between ICT and Business Unit.
Implement LG Hub	●	03/12/21	29/04/22	29/04/22	95%	Progress in Feb 2022: - Training completed, system in use by all users. - Still in trial phase, awaiting feedback from users. Also still using the old platform.
Temetra Manual Water Meter Reading Solution	●	02/12/21	31/01/22	31/03/22	90%	Progress in Feb '22: - SSO (single sign-on) still to be rolled out.
Accounts Payable Automation	●	03/03/22			0%	Progress in Feb '22: - ICT SC approved project implementation to proceed.
AdobeSign Replacement	●	05/04/22	27/05/22	27/05/22	0%	Progress in Feb '22: - ICT SC approved project implementation to proceed.
AM3.2 - Project Management Framework and Governance	●	21/10/21	31/03/22	31/03/22	75%	Progress in Feb '22: - Findings Report presented to Council-wide stakeholder group, feedback incorporated. - Recommendations Report presentation completed on 1/3/22.
Small Cell Site Proserpine Dam	●	02/05/22	31/05/22	31/05/22	60%	Progress in Feb 2022: - All parties now in agreement and legal documentation being finalised. - Slight delay caused as telecommunications provider incurred legal expenses which Council needed to pay for. - Development Application (DA) exemption expired and has been renewed. - Construction should commence within 8 weeks (Easter), weather permitting.
W4Q Movie Screen CW1920	●	01/07/20	30/06/21	31/03/22	95%	Progress in Feb 2022: - Supply issues have impacted completion of defect rectification but anticipate that this should be resolved within the next few weeks. - Vendor staff sent to rectify most issues successfully. - Product liability issues around remote operation of screen being discussed with vendor.
WRC NADI (Network Architecture Design Improvements)	●	04/05/20	31/05/21	29/04/22	95%	Progress in Feb '22: - No update.
WRC Website: Subsites	●	04/01/21	31/07/21	31/03/22	85%	Progress in Feb 2022: - PEC (Proserpine Entertainment Centre): Scheduled to go live 2/3/22. - WCA (Whitsunday Coast Airport): Needed to resolve problems around displaying aircraft arrival and departure information on website. ICT has set up webserver to resolve this issue but this delayed progress for a few weeks. - Still waiting on BookEasy to complete final work.
SP4.8 - Provide an encompassing Human Resources Management system (Application Roadmap) - Phase 1 (March go-live)	●	12/07/21	31/05/22	31/05/22	57%	Progress in Feb 2022: - Discussed the release and rollout plan and Business Unit requires Phase 1 to be broken into 2 releases. This will mean a change to the Go-live date. New date is subject to the completion of certain actions.
ICT Building Fitouts	●	01/07/21	31/12/21	30/04/22	40%	Progress in Feb '22: - No update.
New Parking Solution: Shute Harbour	●	18/10/21	30/11/21	31/03/22	95%	Progress in Feb 2022: - Software issue occurred during Christmas break impacting ability to infringe public due to payment information not updating correctly. Required considerable work to resolve, still not fully rectified. Anticipate complete rectification soon. - Shute Harbour Manager has stopped infringements until resolved.
New Parking Solution: Whitsunday Coast Airport	●	05/11/21	31/01/22	31/03/22	20%	Progress in Feb '22: Supplier completed site visit and ordered the parking solution equipment. It is planned to be installed prior to the end of March.
Flood Warning Infrastructure Network Project (FWINP)	●	04/08/21	31/01/22	31/03/22	80%	Progress in Feb 2022: - Airlie Creek, Gregory Cannon Valley (GCV), and Palm Creek cameras successfully installed and images available on website. - Crofton Creek signs installed and operational but still need survey completed to finalise accuracy of water levels. - Brandy Creek could not be installed as heavy rain raised water table too high to dig foundations. Being rescheduled.
Communication Towers Rationalisation (PART 1)	●	02/09/19	31/12/20	28/02/22	87%	Progress in Feb 2022: - Woodwark: Approval received to further investigate Woodwark location. - Mt Lucas: Agreement completed. - Bowen: Lease agreement conditions agreed. New equipment shelter has been installed, some equipment transferred to new shelter and concrete pole. Council and other equipment could not be transferred at the same time due to supply shortages. Awaiting arrival of parts prior to rescheduling move. Pole loading needs to be reassessed to accommodate additional equipment belonging to external parties. Currently preparing an RFQ (request for quotation) to determine pole loading and move remainder of equipment. - Gem FM: The large, heavy Gem FM antenna currently located on a water reservoir, is proving complex to relocate to concrete pole. - Blacks Road: No further progress, currently with procurement to establish agreement. - Mandalay Tower: Process to renew agreed commenced, was due in July. In discussion with current owner to relocate equipment to new Tower and Building on-site as old Tower is leaning badly. Owner is currently obtaining quotes to refurbish new location and pole. Awaiting approval to move equipment. - Dingo Beach: Awaiting comment on new agreement. - MarchNet Tower: Installed and completed (Millar Street Collinsville). - Radio frequency electromagnetic emissions: Need to be determined for all Council-owned towers and appropriate signage and safety procedures put in place ASAP (particularly important for Proserpine Water Tower and Bowen Reservoir - RFEME Information for these sites incomplete). Have purchased device for monitoring RFEME exposure levels. Completed training to use device. RFEME safety awareness training completed successfully (18 staff).
Communication Towers Rationalisation - PART 2, Mt Devil	●				0%	Progress in Feb 2022: - No further progress

Information Management

Statistics for the month are as follows:

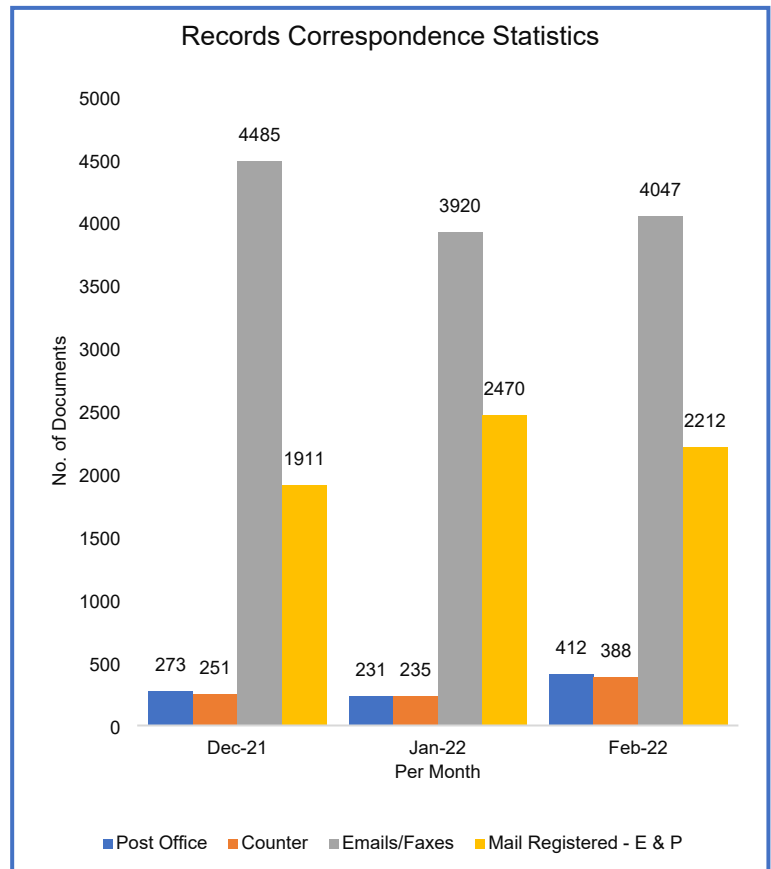
AUDIT / COMPLIANCE REQUIREMENTS		
Type	Frequency	Qtr. 3
Sentencing and disposal	Quarterly	

DOCUMENTATION / PUBLICATIONS REVIEW		
Type	Frequency	Qtr. 3
WRC Information Standards	Annual	95% dev
Physical Records Register	Quarterly	✓
Process & Sys Training	Bi-annually	80% dev
Enterprise Info Architect	Annual	50% dev
Information Asset Register	Annual	50% dev
IM & GIS Procedures	Annual	80% dev
Bus Info Continuity Plan	Annual	
Road Register	Two yearly	99%
Map layer data register	Quarterly	97% dev

GIS ACTIVITIES	FEB	JAN	DEC
Asset Data Mtce (Hrs)	26	22	44
SSA Changes (Hrs)	29	32	24
GIS requests (No.)	18	21	16
DBYD enquiries & referrals	211	227	166
Map layers mtce (no.)	44	180	16
New layers approved (no.)	2	-	-
Training (staff attended)	3	1	3

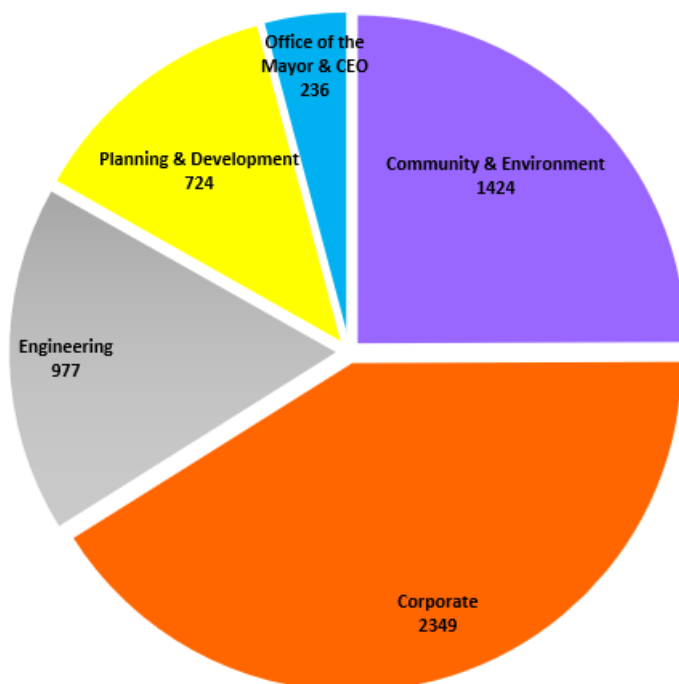
GIS STATISTICS	
Total Mapping Layers	8070 (revised based on layer register)

RECORDS ACTIVITIES			
Searches	34	31	42
Record Dept Tasks	53	42	51
Training (staff attended)	1	-	2
NAR adjustments	988	846	738

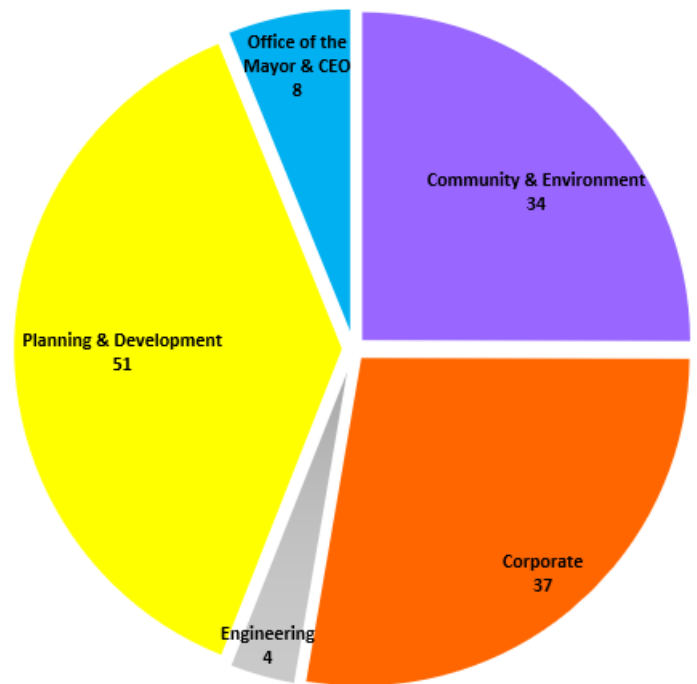


Projects

Document Management Tasks Completed by Department (February)



Average Documents Registered per Person by Department (February)



Records System Review Project

This project aims to modernise the recordkeeping systems to improve usability and compliance across the organisation.

Review and recommendation

Investigation of available systems against Council's current applications architecture and functionality. A business requirements specification report has been reviewed by the ICT Governance committee and progressed to undertaking a proof of concept of the preferred solution. Proof of concept is complete with findings and recommendation to go to the January ICT Governance/Steering Committee. Approval provided to commence project. Procurement is finalised with the Records365 implementation, existing records data extraction and migration planning underway.

February – Exchange, OneDrive and File Share connections to Records365 are underway and are at testing and rules refinement stage. ECM records extraction and transformation has commenced. Initial consultation with key staff on the Teams site structures has been undertaken and developing the full task breakdown structure of the records improvement project and developing the business file plan is well underway in preparation for the SharePoint connector configuration and rules definition in Records365.

Name and Address Data Improvement Project

This project aims to implement software that will improve the quality of customer and address data captured and maintained in Council's systems. It does this by forcing validation on addresses when they are entered, running processes to identify duplicate records, and facilitating merging, standardizing the method of data presentation, and adding addition checks to prevent duplicate data entry. This will improve customer experience as we will have better quality information available for communication and reduce administrative overhead as we will spend less time fixing incorrect address details.

NAR data formatting cleanse

Data format cleanse	✓	27852 records fixed / 82075 total records
Audit data changes	70% complete	
NAR record duplication		
Identify no. of duplicate records	700 records	
Research duplicates and merge	700 unique records merged	
Delete records (no docs / ephemeral / infringement docs attached)	126 deleted	24600 records have no link in Authority, potentially half of these can be deleted if no significant documentation recorded in ECM

Physical Storage / Scanning	Feb-22	Jan-22	Dec-21	Nov-21	Oct-21	Sep-21	Aug-21	Jul-21
Boxes Scanned / Sentenced and Destroyed	-	-	-	31	551	-	-	-
Boxes at Council	195	195	195	195	226	257	257	257
Boxes at Remote Storage	1098	1098	1098	1098	1098	1618	1618	1618
Discs reviewed and registered	-	-	-	-	-	-	-	-
Scanned files for registration	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files
Plans scanned and registered	-	-	-	-	-	-	-	13

The month the GIS team welcomed the first trainee offering in this field. The GIS team has also updated the Council land register, cemetery mapping updated, assist with planning amendment updates, provided specific asset mapping training, and worked through administrative clean-up tasks removing 224GB of duplicate files. The Records team has focused on further clean-up on the name and address register where customers have no further links or correspondence with Council, working on mapping customer request to add additional functionality and the records improvement project.

Financial Services

Financial Reporting

Financial Reporting KPIs:

KPI	Status	Comment
Manage end of year financial year audits within the agreed time frames set with Queensland Audit Office and achieve an unmodified audit opinion,	N/A	Currently underway.
Monthly Financial Statement presented at an Ordinary Meeting within 30 days from end of month	✓	Ordinary Meeting of 25 January 2022 (Draft, Unaudited Statements)
Manage capital and operational actuals to achieve the following local government financial sustainability ratios: ☐ Operating surplus target 0 -10% ☐ Net Financial liabilities target < 60% ☐ Interest coverage target < 5% ☐ Asset sustainability target average 90%	✓	All ratios within tolerance and reported as part of Council's monthly January report
Quarterly Budget Review adopted at an Ordinary Meeting within 60 days of end of quarter	✓	Quarter 1 review adopted at Ordinary Meeting of 10 November 2021. Quarter 2 is completed awaiting adoption on the 23 February 2022.
Update Queensland Treasury Corporation (QTC) Financial Forecast Model to ensure Council maintains its 2020 credit rating of Moderate with a Neutral outlook.		QTC financial forecast model updated September 2021.

The annual financial statements audit plan setting key milestones for the 2021/22 audit was approved by the Audit Committee Meeting on 21 February 2022. The interim audit will commence on Monday 14 March 2022.

Budgeting

2021/22 Budget

Q2 Budget – Council adopted the Budget review changes across Directorates and the 10-year Long Term Financial Forecast (LTFF) for the period ending December 2021 at Council's Ordinary meeting on the 23 February 2022.

Q3 Budget – Has been released to the organisation to make the required adjustments for consideration by Council.

2022/23 Budget

Next financial year's budget packs have been released to responsible officers to commence their budget creation and preparation of budget bids for the 2022/23 financial year for their respective areas.

Borrowings & Treasury Management

All non-operating cash is currently invested with the Queensland Treasury Corporation (QTC).

QTC has completed the review of Council's Credit Review and Council has retained its rating of "Moderate" with a "Neutral" outlook. QTC financial forecast model was completed by Council in October 2021.

Systems

In keeping with the action identified in the Operational Plan, automation of the Accounts Payable function to align with the federal government's Digital Business Plan, and the ATO requirements of being compliant with the PEPOL e-invoicing standard will be progressed during the first half of the financial year.

Debtor Management

New Credit Applications

Name	Approved Limit
DJS Fork N Truck	\$2000

Rates & Charges Debtors

Month	2021/22	2020/21		2019/20		2018/19
		Outstanding	%	Outstanding	%	Outstanding
June		3,966,010	7.06%	4,509,658	10%	3,844,767
May		4,524,316	10%	5,739,965	13%	5,151,143
April		5,566,736	11.74%	6,676,360	14%	6,368,476
March		7,696,368	16.23%	8,782,286	20%	8,297,513
February	36,212,224	30,185,445	68%	28,950,351	67%	14,745,314
January	2,217,666	46,515,003	95%	44,476,445	96%	44,828,908
December	3,117,376	3,974,938	9.29%	2,774,538	6%	3,905,999
November	4,584,424	4,909,318	10.39%	5,085,705	12%	4,692,691
October	9,176,980	6,205,134	14%	5,833,001	12%	5,798,615
September	31,470,321	9,841,158	20%	7,601,554	16%	7,791,985
August	46,853,689	40,432,288	83%	13,344,529	29%	9,778,676
July	2,105,221	3,440,135	8%	41,728,111	92%	43,825,116
Gross Revenue Budget		88,656,616		88,669,880		89,276,298

Note: The above amounts are net of rates credits.

Council will continue to receive and assess any payment arrangements that are proposed by ratepayers. Water meters were read in December and accounts issued on the 25 January 2022. Second half of the annual rates notices were issued in early February 2022 with a 40-day discount period ending the 28 March 2022.

Infringement Debtors

Collection of overdue infringement debtors is a long-drawn-out process through the State Penalties Enforcement Register (SPER). Director of Communities and Environment submitted a report to Council where Council have approved the write-off of the long outstanding SPER accounts held in the register. Most of the write-offs have been completed in the registers which was funded out of the provisions taken up through the audit process.

General Debtors

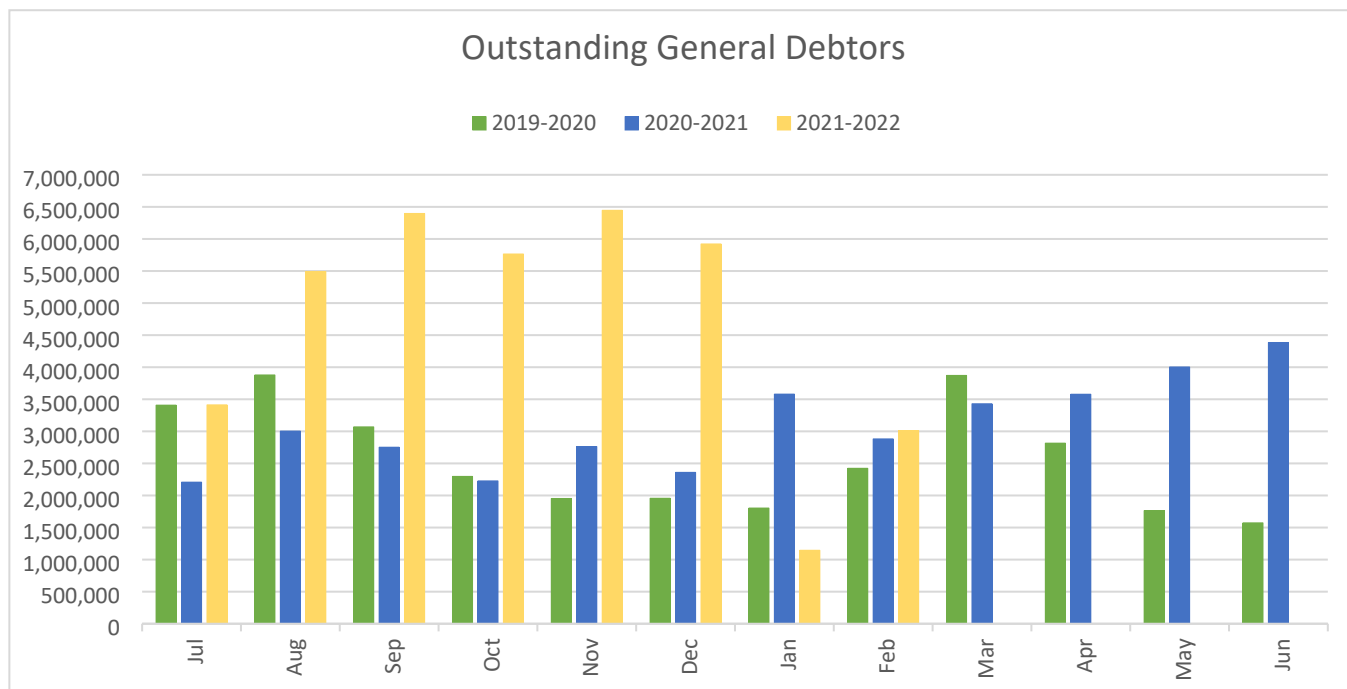
Full provision was made in the financial statements of 2020-21 for the debts owed to Council from the Virgin Australia Group (including Tiger Airways), prior to the organisation going into receivership. Council continues to liaise with the administrators on these debts, but no specific information has been received from the administrators (Deloitte Touche Tohmatsu Limited) to date on the likely payout to unsecured creditors.

A hearing will be held in March 2022 to resolve the formal appeals against the New South Wales Supreme Court adjudications.

Council has seen an increase in the total outstanding general debt from previous financial years, predominantly due to the changes in accounting treatment for timing of revenue recognition. There are invoices raised in 2021/22 for RMPC works undertaken in the previous financial year, Council officers are continuing to progress through these claims to ensure revenue is recognised in a timely manner.

Outstanding General Debtors

Month/Period	Current	30 Days	60 Days	90 Days	>90 Days	TOTAL
2021/2022						
February 2022	3,011,940	315,961	102,810	-2073	1,847,360	5,275,998
January 2022	1,145,539	1,188,774	69,552	5,179	3,599,465	6,008,509
December 2021	1,742,139	540,528	45,187	25,226	3,568,875	5,921,956
November 2021	1,677,841	577,519	632,729	1,241,394	2,316,990	6,446,473
October 2021	1,281,980	801,423	1,281,089	286,751	2,113,953	5,765,196
September 2021	1,708,070	2,219,781	318,692	1,284,866	866,053	6,397,462
August 2021	2,887,137	432,304	1,310,611	34,482	826,172	5,490,706
July 2021	804,197	1,615,983	161,874	2,974	827,978	3,413,006
Prior Financial Years						
June 2020/21	3,117,893	307,329	45,360	10,457	904,325	4,385,364
June 2019/20	912,558	370,906	79,621	40,848	169,202	1,573,135
June 2018/19	5,408,713	1,549,732	90,492	19,341	56,372	7,124,650
June 2017/18	4,825,162	549,066	63,996	5,154	158,649	5,602,027



Insurance

Current claims and processing status

Insurance Claims	Pub. Liability & Professional Indemnity	Third Party Damages	Motor Vehicle	Property	Theft	Total
2021/2022						
July 2021	1	4	0	0	0	5
August 2021	1	4	2	0	0	7
September 2021	1	3	0	0	0	4
October 2021	2	6	0	0	0	8
November 2021	1	4	0	1	0	6
December 2021	0	4	0	0	0	4
January 2022	2	1	2	3	0	8
February 2022	1	1	1	1	0	4
2020/2021	14	23	7	4	0	48
2019/2020	12	30	25	8	0	75
2018/2019	18	36	19	7	0	80
2017/2018	19	0	71	13	1	104

Current Claims not Finalised	
Public Liability	17
Professional Indemnity	3
Property	4
Motor Vehicle	2
Total	26

Asset Management

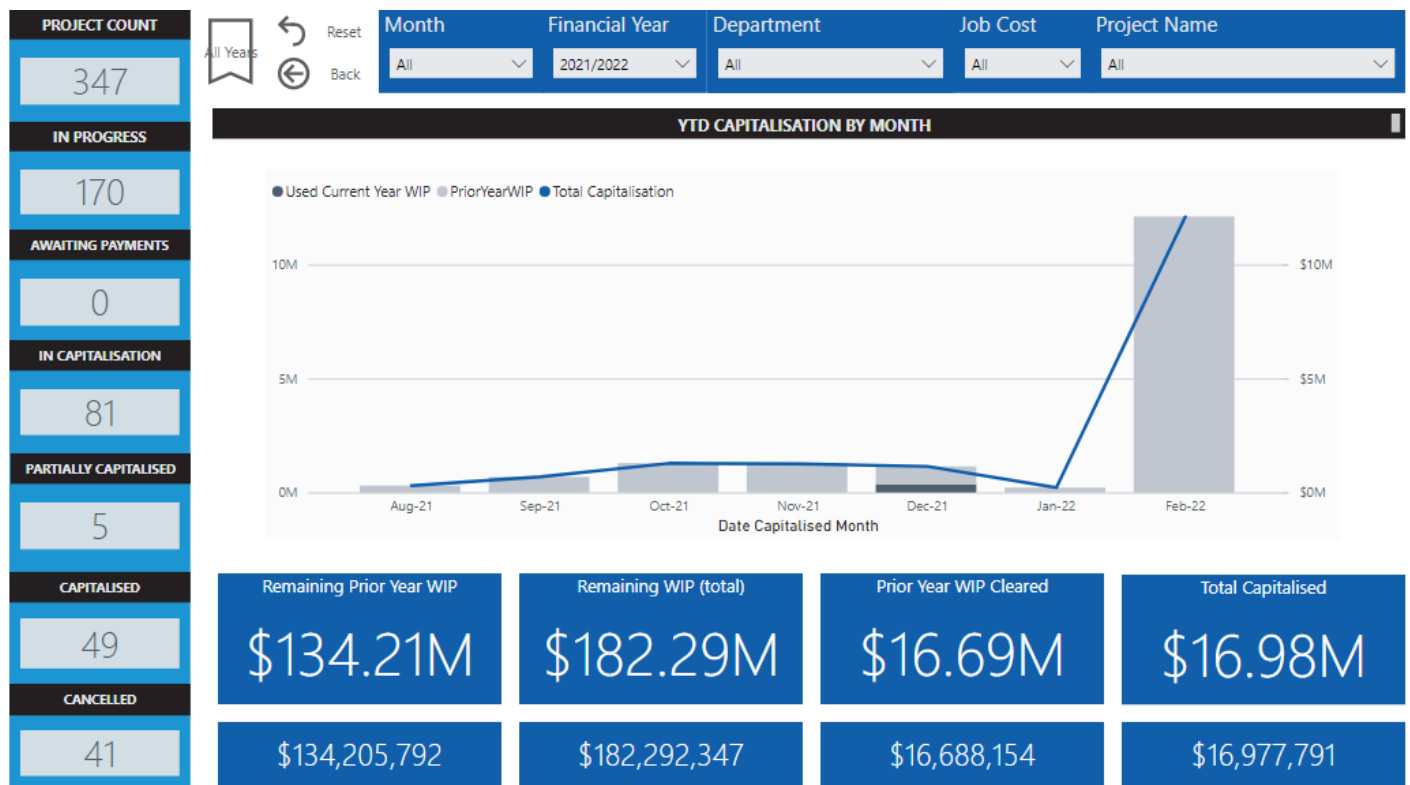
Capitalisation

Capitalisations, including contributed and found assets, of \$25,650,155 have been recognised in the Asset Register to date, and of that, Capital Projects contributed \$16,977,791 of new and renewed assets. The February total consisted of:

- \$153,715 new assets recognised
- 11,942,834 renewed assets recognised

Recognition Type	Capital Value
New Assets*	2,971,378.77
Renewals*	14,006,412.21
Found	3,173,787.34
Contributed	5,498,576.31
Total	25,650,154.63

*Total Capitalised below



Please note that Project Count includes works in Progress which have been capitalised.

Capital Project Delivery

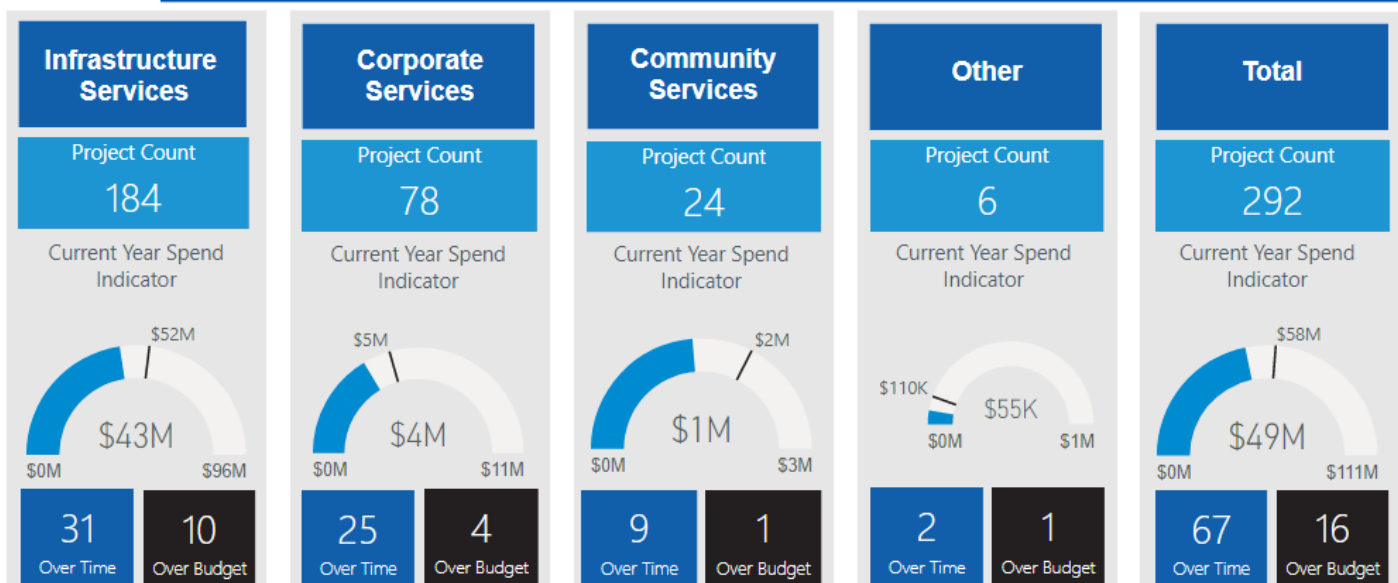
As at end February 2022, capital delivery progress was as follows:

2022 Current Budget	111,399,369
Current Budget Deliverable YTD	58,394,476
Value of Capital Delivered *	48,433,432
% Of YTD Budget	82.94%

**Actual expenditure excludes commitments.*



Capital Project Summary 2021/2022 by Directorate



Asset Management Improvement Program

The Asset Management Improvement Program (AMIP) is based on three separate studies undertaken by external consultants (as below). Each study involved extensive engagement with stakeholders.

- AM Maturity Assessment - G7 Asset management
- GIS Systems - Insight GIS
- AM Systems Review - Strategic Directions

AMIP constitutes a program of work of 26 action items covering the five key areas of Governance, Process, Data, Staffing, & Technology. The program has been divided into three phases (the last phase may see further sub-division) stretching over two financial years.

Phase	Gov.	Process	Data	Staffing	Tech.	Total	Broad Timeframes
1A	2	2	0.5	-	-	5	3 Months (Jul - Sep 21)
1B	1	2	2.5	2	-	7	9 Months (Oct 21 - Jun 22)
Subsequent	3	4	3	2	2	14	12 Months (FY 2022-23)
Total	6	8	6	4	2	26	

Progress on the above actions will be reported through this report, over the next 2 years.

AMIP Progress to Date

AM Maturity Assessment - G7 Asset management

G7 is currently engaged to work on the Strategic Asset Management Plan (SAMP) which is currently being merged with works from Strategic Directions. Profiling of Asset Management Risks has now been undertaken across all asset classes in collaboration with Asset Managers. This information is still being collated and reviewed for inclusion in Council's SAMP.

Valuation Plans

Council is currently reviewing a four-year rolling valuation plan, which encompasses condition ratings, and valuations on Council assets over a four-year period to meet requirements from Local Government Regulations 2012, and Australian Accounting Standards.

This plan also is also beneficial due to provide:

- Pre-cyclone evidence for Disaster Relief Funding Arrangement Claims,
- Asset Conditions for renewal and upgrade budgets,
- Valuations.

Property Plant & Equipment			
Timing of Valuation	Last Comprehensive Valuation	Next Comprehensive Valuation Due*	Next Comprehensive Valuation Proposed*
Financial Class			
Land & Improvements	01/07/2018	01/07/2023	01/07/2022
Buildings & Other Structures	01/07/2019	01/07/2024	01/07/2023
Transport Infrastructure	30/12/2020	01/07/2025	01/07/2024
Water Infrastructure	30/12/2020	01/07/2025	01/07/2025
Sewer Infrastructure	30/12/2020	01/07/2025	01/07/2025

*Indexation reviewed on Financial Classes on outer years.

Land and Improvements Valuations are currently with the contractor and is on track for the draft Valuation Report due by 31 March 2022.

Procurement

Procurement Activity (Tenders and Significant Quotations)

Corporate Services

Contract Number	Details	Type	Status
500.2021.0081	Supply and Delivery of Three (3) 10 m Trucks & Dog Trailers	RFQ	Currently being evaluated
500.2021.0084	Supply One (1) x 18,000 Litre Steer Water Truck	RFQ	Currently being evaluated
500.2021.0088	Supply and Delivery of One 15000L Water Truck	RFQ	Currently being evaluated
500.2021.0097	Supply and Delivery of Three (3) Space Cab Utilities	RFQ	Currently being evaluated
500.2021.0104	Supply & Delivery of Three (3) Service Trucks	RFQ	In Draft
500.2021.0109	Supply and Delivery of Four (4) x 4WD Dual Cab Utilities	RFQ	Currently being evaluated
500.2021.0129	Supply & Delivery of Two (2) x 48" Cut Zero-Turn Mower	RFQ	Currently being re-specified for release
500.2021.0138	Provision of Project Management Services - Airlie Beach/Cannonvale Community Facilities Assessment	RFQ	Closed on 10 December 2021 and currently being evaluated
500.2021.0141	Collinsville Community Centre – Generator and IT Installation	RFQ	Closed on 4 January 2022 and currently being evaluated
500.2021.0144	Land Sales – Whitsunday Region	RFT	Currently being evaluated
500.2022.0004	Regional Solar Installation Project	RFT	Closed on 23 February 2022 and currently being evaluated
500.2022.0015	Installation of CCTV Cameras – Whitsunday Coast Airport (WCA)	RFQ	In draft
500.2021.0091	Preferred Suppliers for Supply of Professional Legal Services	RFT	Currently being evaluated

Community Services

Contract Number	Details	Type	Status
500.2021.0135	Developing a Whitsundays Carbon Offset Project	RFQ	Currently being evaluated.
500.2022.0005	Flagstaff Hill Café and Conference Centre – Commercial Opportunity	EOI	Released on 8 February 2022 and due to close on 2 March 2022
500.2022.0006	Provision of Management Services for Proserpine Tourist Park	RFT	Released on 23 February 2022 and due to close 16 March 2022
500.2022.0007	Provision of Management Services for Wangaratta Caravan Park	RFT	Released on 23 February 2022 and due to close 16 March 2022
500.2022.0011	Airlie Beach Movie Screen – Technical Operations	RFQ	Released on 16 February 2022 and due to close on 2 March 2022

Infrastructure Services

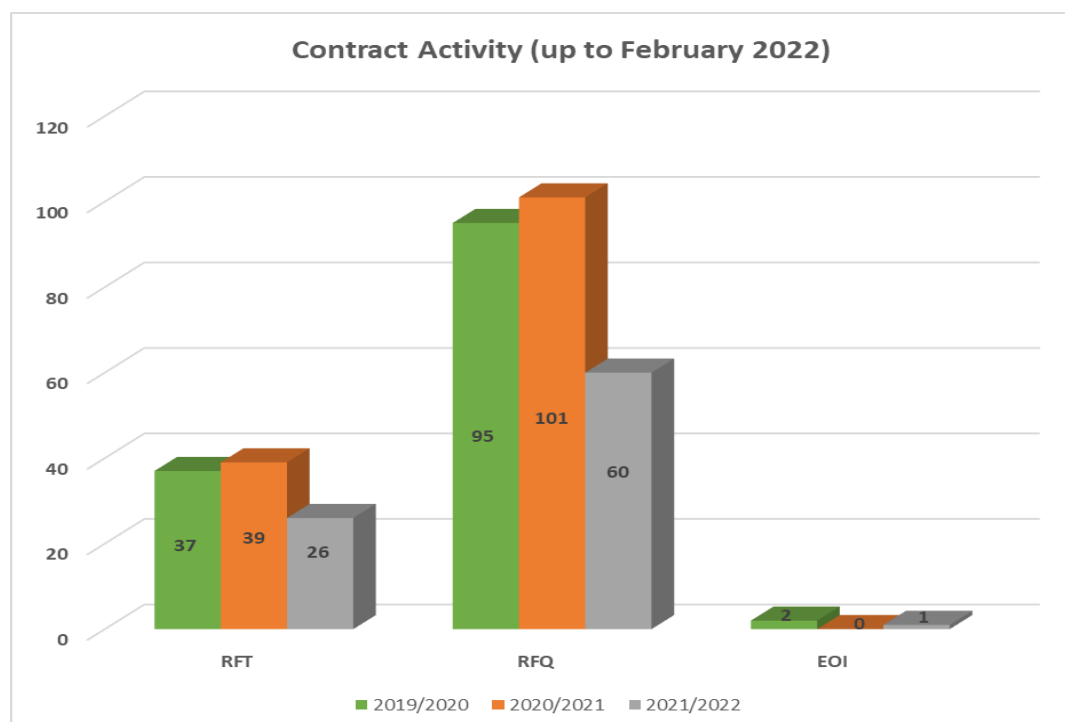
Contract Number	Details	Type	Status
500.2021.0103	Design and Construct - Water and Sewage Relocation Paluma to Tropic Road	RFT	Currently being evaluated
500.2021.0111	GPS Survey of Stormwater Pits across Whitsunday Region	RFT	Cancelled on 23 February 2022 due to Tenders not meeting budget estimates
500.2021.0140	Sealing of Tondara Road	RFQ	Released on 23 February 2022 and due to close on 9 March 2022
500.2022.0001	Design & Construct of Sewage Treatment Plant at Lake Proserpine	RFT	Closed on 16 th February 2022 and currently being evaluated
500.2022.0002	Kelsey Creek Landfill – Preliminary Clay Capping	RFT	Closed on 10 February and currently being evaluated
500.2022.0003	Waste Material Processing	RFT	Released on 9 February 2022 and due to close on 2 March 2022
500.2022.0008	Development of Floodplain Management Plan for the Whitsunday Region	RFT	Released on 16 February 2022 and due to close on 9 March 2022
500.2022.0009	Proserpine Bio-Solid Storage Facility Earthworks	RFT	Closed on 25 February 2022 and currently being evaluated
500.2022.0010	Provision of Supply for Bulk Gravel Materials – Preferred Supplier Arrangement (PSA)	RFT	Released on 16 February 2022 and due to close on 9 March 2022

Contract Number	Details	Type	Status
500.2022.0012	Bowen Landfill – Intermediate Capping Supply	RFQ	Released on 18 February 2022 and due to close 2 March 2022
500.2022.0013	Sealing of Tondara Road – Preferred Panel Arrangement	RFQ	Released on 23 February 2022 and due to close 9 March 2022
500.2022.0014	Provision of Design Services for Richmond Road Floodway	RFQ	Released on 24 February 2022 and due to close on 10 March 2022
Disaster Recovery			
500.2021.0130	Shute Harbour Redevelopment - Construction of Tourism and Storage Facility (TSF)	RFT	Cancelled on 18 February 2022 and will be reissuing a separate tender with a revised scope of works

Office of the Mayor & CEO

Contract Number	Details	Type	Status
500.2021.0034	Implementation of an Integrated Management System	RFT	Currently being evaluated.
500.2021.0132	Shute Harbour Marine Terminal Advertising	RFT	Awarded on 7 February 2022
500.2021.0139	Provision of Drug and Alcohol Testing	RFQ	Currently being evaluated

Contract Activity



Property & Facilities

Covid19 Works for Queensland Projects

During the Month of February 2022, the following Covid19 Works for Queensland Projects have progressed:

Project	Time	Cost	% Complete
Proserpine Aquatic Facility Residence Demo & Kiosk	×	×	95%
Bowen Aquatic Facility Town Pool Amenity Upgrade	×	×	100%
Collinsville Pool Amenity & Kiosk Upgrade	×	✓	100%

Round 4 Works for Queensland Projects

During the month of February 2022, the following Round 4 Works for Queensland Projects have progressed:

Project	Time	Cost	% Complete
Brandy Creek – New Amenities	✓	✓	0%
Collinsville Community Centre – Exterior Painting	✓	✓	0%
Airlie Lagoon Lighting Improvements	✓	✓	50%

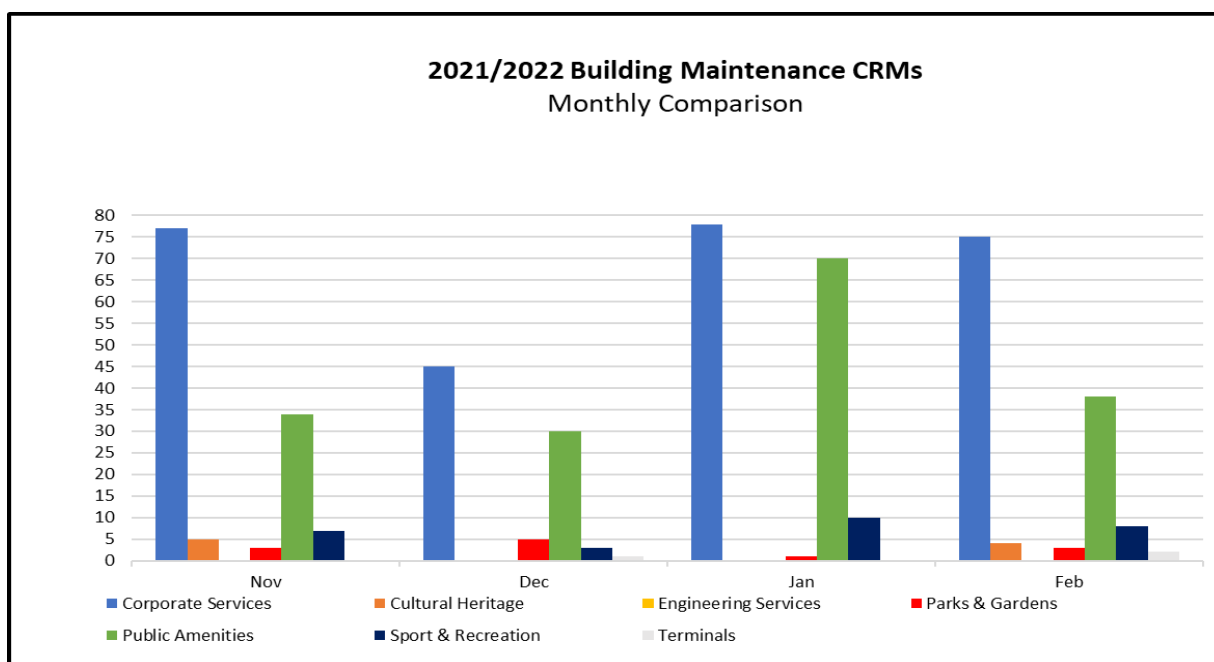
2021/22 Capital Works

During the month of February 2021, the following Capital Works Projects have progressed:

Project	Time	Cost	% Complete
Collinsville Football Club – Roof Renewal	✓	✓	100%
Denison Park Clubhouse - Roof Renewal	✓	✓	100%
Cannonvale SES Shed Extension	✓	✓	100%
Airlie Beach Lagoon Amenities – Fit Out Renewal	✓	✓	0%
Bowen Depot – Boundary Fence Renewal	✓	✓	20%
Bowen Library – Mechanical Plant Renewal	✓	✓	20%
Buildings Floor Coverings Renewal Program	✓	✓	20%
Relocation Of Cannonvale Depot Demountable Buildings	✓	✓	30%
Solar Power Generation Project	✓	✓	25%
Collinsville Community Centre – Generator and IT installations	✓	✓	25%
Installation Of CCTV, Door Access, and Security Gates to Council Facilities	✓	✓	95%
Merinda Herb Murray Amenities Installation	✓	✓	95%

Operational works

Building Maintenance CRMs	YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Monthly Trend
Corporate Services										
CRM Received	425	50	31	57	87	77	45	78	75	↓
CRM Completed	331	40	23	43	62	67	38	58	52	↓
Cultural Heritage										
CRM Received	34	7	9	9	4	5	0	0	4	↑
CRM Completed	26	6	6	8	2	4	0	0	3	↑
Engineering Services										
CRM Received	8	0	6	1	1	0	0	0	0	-
CRM Completed	7	0	6	0	1	0	0	0	0	-
Parks & Gardens										
CRM Received	12	0	0	1	2	3	5	4	3	↓
CRM Completed	9	0	0	1	1	3	3	3	2	↓
Public Amenities										
CRM Received	290	41	41	58	16	34	30	70	38	↓
CRM Completed	267	36	38	53	15	31	25	69	31	↓
Sport & Recreation										
CRM Received	53	12	7	8	6	7	3	10	8	↓
CRM Completed	39	8	6	4	5	7	3	6	6	-
Terminals										
CRM Received	2	0	1	0	0	0	1	0	2	↓
CRM Completed	1	0	1	0	0	0	0	0	2	↑
Total CRMs - Building Maintenance										
CRM Received	824	110	95	134	116	126	85	162	130	↓
CRM Completed	680	90	80	109	86	112	70	137	96	↓



Lease Update

During the month of February, Council resolved to renew the lease with Bowen Meals on Wheels and a draft lease has been issued for their review.

The Collinsville Pony Club finalised their lease which has now been executed by the CEO and awaiting lodgement with the Department of Titles.

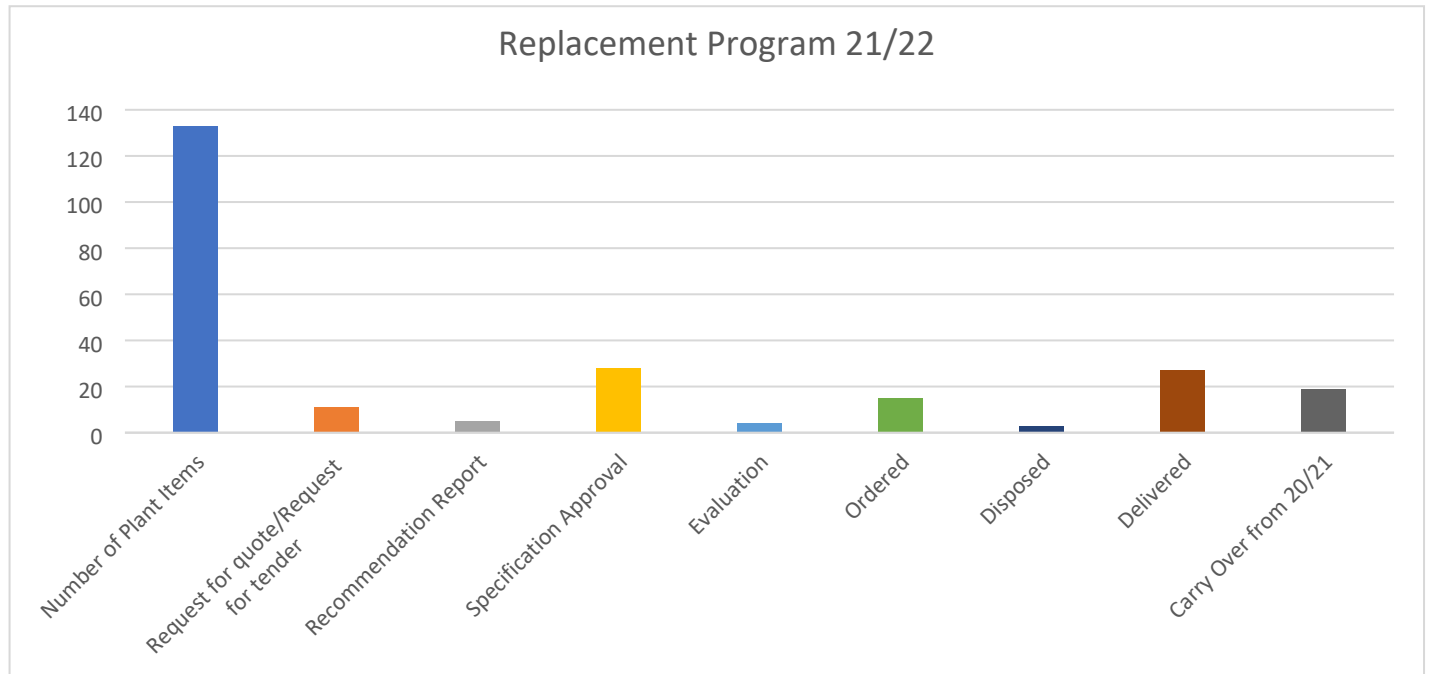
Renewal of car hire booth agreements at the Whitsunday Coast Airport have begun with the current tenants.

Letters of support and landowners consent have been provided to the Bowen Seagulls Rugby League Club in relation to the erection of a shed and to obtain a grant for kitchen renovations under the condition that they enter into a trustee lease with Council that was provided to them in November 2019.

Lease in action	Under Negotiation	Out for execution	Lease awaiting lodgment	Due to expire in 6 months	Comments
Cannonvalley Pony Club		•			Draft lease issued for review.
Bowen Seagulls Rugby League	•				A draft lease has been issued for review.
Collinsville Pony Club			•		Final lease has been received and executed by all parties. Lease will be lodged with Department of Titles.
Collinsville Rodeo Association		•			Final lease with Rodeo Association for execution.

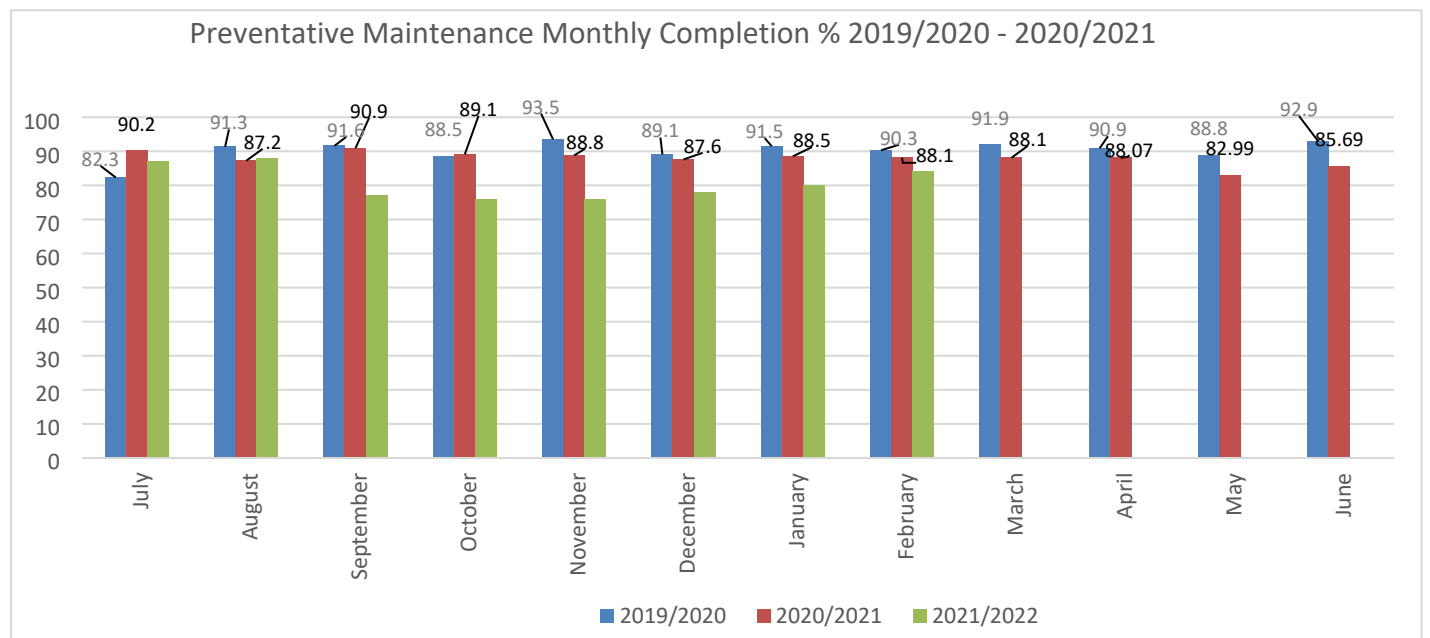
Fleet Management

Fleet Replacement Program



It is anticipated that the majority of large fleet will be processed by end of April.

Preventative Maintenance



Governance & Administration

The Governance team has been working with the Institute for Communication, Management and Leadership (ICML) in organising training on council report writing. This training is aimed to achieve a consistent and high level of reports and briefs that go to council. The aim is to refresh staff skills to apply best practice in writing council reports. This program demonstrates strategies and skills to write succinct and high-level reports written for councillors that:

- limit internal rewriting to a minimum
- enable fast decision making.

Outcomes

- Report writers have been learning how to:
- Understand the purpose of a council report
- Identify the objectives of council reports
- Understand what information councillors need in reports to make their decisions
- Define the structure and purpose of the headings in the council reports and briefing papers
- Populate the council templates with appropriate information
- Capture key information and write it succinctly with a logical flow
- Effectively construct sentences and paragraphs to increase readability
- Eliminate 20 to 30 per cent of wasted words in a report.

ALGA Federal Elections Priorities and Call for Motions

As the national voice of local government, the Australian Local Government Association (ALGA) advocates on behalf of Australia's 537 councils for funding and policy outcomes that support local governments to deliver better results for their communities.

Each year a National General Assembly (NGA) is held in Canberra where councils from around our nation discuss current and emerging challenges and opportunities and advocate to the Federal Government on critical issues facing our sector. The motions passed at our NGA inform ALGA's strategic direction and national advocacy objectives. This year's NGA will be held in Canberra from 19-22 June and will be an opportunity for us to clearly set and articulate our agenda to a new or returning Federal Government.

The theme for this event will be Partners in Progress, focusing on how partnerships, particularly between the Australian Government and local governments, can tackle the immediate challenges facing communities and help us confidently prepare for the future.

Motions have been called for this year's NGA, and a discussion paper prepared which covers some of the critical national policy areas that our sector needs to consider now and into the future and will help prepare councils motions. Motions can be lodged online at alga.asn.au until 11:59pm on Friday 25 March 2022.

ALGA's 2022 Federal Election Priorities.

The 17 national priorities have been outlined that have been informed by motions passed at last year's NGA, and unanimously endorsed by ALGA's Board in conjunction with our member state and territory local government associations.

They cover the key priority portfolios of economic recovery, transport, and community infrastructure, building resilience, circular economy and intergovernmental relations, and outline what local government could achieve, if formally recognised and adequately funded. They have been assessed by independent economists, and if implemented by the next Federal Government they would create at least 42,975 new jobs and add \$6.39 billion per annum to Australia's GDP.

In the lead up to the next election, ALGA and state and territory local government associations will be calling on all parties and candidates to support these national priorities, empowering local government to play a meaningful role in Australia's recovery.

Council can support this national campaign by endorsing ALGA's priority asks, identifying local projects and programs that could be delivered with better funding partnerships, writing to local members and candidates, and highlighting the value strong funding partnerships can deliver for your local community.

CCC Audit - Misuse of public resources

The Crime and Corruption Commission (CCC) has completed an audit examining how public sector agencies are reducing the incidences of corruption in relation to the use of public resources. The audit had three objectives:

1. Assess how agencies appropriately dealt with allegations of corrupt conduct relating to misuse of public resources.
1. Assess how agencies appropriately reducing the incidences of misuse of public resources.
2. Assess how councils effectively undertake monitoring activities on bulk fuels to detect fuel theft.

The audit involved three departments, three councils and one Government Owned Corporation: The selection of these agencies was based on the trends in corruption allegations as an indicator of prevalence and as a measurement of risk, which presented a variety of misuse of resource types, and the nature of the agencies' businesses. Council was one of the Local Governments selected. A draft report has been released, and Council was provided with an opportunity to respond before publication of the final report. Council has responded accordingly and is now awaiting finalisations of the report.

Meeting – Livestreaming

The number of people livestreaming Council's meetings and the meeting duration are shown below:

- 28 July 2021 - 47 viewers
- 11 August 2021- 51 viewers
- 25 August 202 - 56 viewers
- 8 September 2021 - 56 viewers
- 15 September 2021 - 6 viewers
- 22 September 2021 - 84 viewers
- 13 October 2021 - 71 viewers
- 28 October 2021 - 80 viewers
- 10 November 2021 -57 views
- 24 November 2021 - 680 views
- 8 December 2021 - 169 views
- 25 January 2022 - 119 views
- 9 February 2022 – 53 Views
- 23 February 2022 – 116 views

Council is currently considering the development of a policy for the live-streaming of meetings and that has been workshopped with the draft policy yet to be finalised.

Councillor Requests 2021/22

Month	Received (New)	Resolved	Carry Forward - Unresolved
Year to Date	283	237	46
July 2021	20	20	0
August 2021	17	17	0
September 2021	31	31	0
October 2021	28	28	0
November 2021	28	28	0
December 2021	43	41	2
January 2022	55	48	7
February 2022	61	24	37

Registers of Interest

Councillor	Date Register of Interest updated
Andrew Willcox	17 November 2021
Jan Clifford	18 February 2022
Al Grundy	30 July 2021
John Collins	30 July 2021
Michelle Wright	30 July 2021
Gary Simpson	30 July 2021
Mike Bruner	01 December 2021

13.2.1 - Infrastructure Charges Resolution No.1 2020 - Amendment to Increase Infrastructure Charges

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Jonathan Cutting - Strategic Planner

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Proposed infrastructure charges increases [**13.2.1.1** - 2 pages]
2. ICR No 1 2022 [**13.2.1.2** - 16 pages]

PURPOSE

For Council to consider adopting an increase in infrastructure charges, equivalent to the maximum charges identified in the Planning Regulation 2017.

OFFICER'S RECOMMENDATION

That Council:

1. revoke Infrastructure Charges Resolution (No.1) 2020 to cease having effect on 5pm Friday 26 March 2022.
2. adopt Infrastructure Charges Resolution (No.1) 2022 to commence having effect on Monday 28 March 2022.

BACKGROUND

At the 25 November 2020 Council Meeting, Council resolved to update and replace the Whitsunday Regional Council Infrastructure Charges Resolution (No.1) 2019 with the Whitsunday Regional Council Infrastructure Charges Resolution (No.1) 2020, which included an increase in infrastructure charges in line with the Planning Regulation 2017.

DISCUSSION/CURRENT ISSUE

On the 1 July 2021, the State Government amended the Regulation, increasing the maximum infrastructure charges that Council may adopt. Charges were increased generally in accordance with the 'Producer Price Index for construction 6427.0, index number 3101 - Road and Bridge construction index for Queensland' published by the Australia Bureau of Statistics (PPI). Across all development categories, charges were increased by approximately 1.5%.

Council's infrastructure construction costs are influenced by inflation, which is most accurately reflected in the PPI. The development industry expect that trunk infrastructure charges are also revised to reflect inflation/PPI.

The increases are identified in Attachment 1 - Proposed Infrastructure Charges Resolution Amendments with the draft Infrastructure Charges Resolution No.1 2022 annexed in Attachment 2.

It is anticipated that the State Government will further amend the Regulation to increase prescribed infrastructure charges in July 2022, as PPI has increased 3.7% annually (December 2020 to December 2021). A further report will come to Council to discuss any increases post July 2022. If Council's infrastructure charges are not raised in line with PPI the impact would effectively be 1.5% losses in 2021/22 income.

Council has a projected shortfall in infrastructure charges revenue for the life of the Local Government Infrastructure Plan (2031). Council can improve its financial sustainability of building necessary trunk infrastructure to service the community by adopting the increased charges. If any shortfall in infrastructure charges revenue occurs, it will need to be subsidised by alternate revenue sources.

STATUTORY/COMPLIANCE MATTERS

The increase in infrastructure charges aligns with the *Planning Act 2016* and *Planning Regulation 2017*.

STRATEGIC IMPACTS

Develop and maintain a local government infrastructure plan that aligns with Council's Asset Management Plans and long-term Financial Forecast in compliance with State Interests.

FINANCIAL IMPLICATIONS

Increasing infrastructure charges contributes to Council's long-term financial sustainability, compensating for increasing infrastructure construction costs.

CONSULTATION/ENGAGEMENT

Manager Strategic Planning
Manager Financial Services

RISK ASSESSMENT

The risk of adopting an increase in infrastructure charges is concern from the development industry due to an increased cost of development however, the increase is aligned with State Government increases and less than increasing construction costs, so is considered reasonable.

The risk of not increasing infrastructure charges is the impact on Council's financial sustainability and ability to pay for trunk infrastructure due to increases in construction costs not being compensated by an increase in income.

The Local Government Infrastructure Plan (LGIP) identifies a small deficit in Council's ability to finance future trunk infrastructure with infrastructure charges to 2036, which anticipates this proposed increase in charges. The LGIP may become non-compliant by the States assessment standards if charges are not increased over time.

TIMINGS/DEADLINES

N/A

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No.

ALTERNATIVES CONSIDERED

Options	Description	Positives	Negatives
Option 2	Not increase infrastructure charges in line with the Regulation.	Applicants pay lower infrastructure charges.	Infrastructure charges revenue falls short of expenditure, impacting upon Council's financial sustainability by 1.5% in the short-term, which will compound over time and need to be subsidised by another revenue source.
Option 3	Wait till July 2022 to increase charges in line with the Regulation.	Applicants pay lower infrastructure charges in the short-term and experience one increase during the year rather than two.	Increase will appear more dramatic than incremental increases, up to 5.2%.

Attachment 1 – Infrastructure Charges Resolution proposed amendments**Table 2 (of ICR) – Adopted infrastructure charges for residential development.**

Column 1 Development category	Column 2 Adopted infrastructure charge
Residential – 1 or 2 bedroom dwelling house	\$21,590.50 \$21,912.60 for each dwelling with 2 or less bedrooms.
Residential – 3 or more bedroom dwelling house	\$30,226.70 \$30,677.65 for each dwelling with 3 or more bedrooms.
Accommodation (short term)	For tent or caravan sites in a tourist park: \$10,795.20 \$10,956.25 for each group of 2 sites or less; or \$15,113.30 \$15,338.75 for each group of 3 sites.
	For cabins in a tourist park: \$10,795.20 \$10,956.25 for each cabin with 2 or less bedrooms; or \$15,113.30 \$15,338.75 for each cabin with 3 or more bedrooms
	For a hotel, short-term accommodation or resort complex: \$10,795.20 \$10,956.25 for each suite with 2 or less bedrooms; or \$15,113.30 \$15,338.75 for each suite with 3 or more bedrooms; or \$10,795.20 \$10,956.25 for each bedroom that is not part of a suite.
Accommodation (long term)	For a relocatable home park: \$21,590.50 \$21,912.60 for each relocatable dwelling site for 2 or less bedrooms; or \$30,226.70 \$30,677.65 for each relocatable dwelling site for 3 or more bedrooms.
	For a community residence, rooming accommodation or retirement facility: \$21,590.50 \$21,912.60 for each suite with 2 or less bedrooms; or \$30,226.70 \$30,677.65 for each suite with 3 or more bedrooms; or \$21,590.50 \$21,912.60 for each bedroom that is not part of a suite.

Table 3 (of ICR) – Adopted infrastructure charges for non-residential development.

Column 1 Development category	Column 2 Adopted infrastructure charge for the water supply, sewerage, transport, public parks and land for community facilities networks (\$/m² of GFA)
Places of assembly	\$75.60 \$76.75
Commercial (bulk goods)	\$151.15 \$153.40
Commercial (office)	\$151.15 \$153.40
Commercial (retail)	\$194.30 \$197.20
Educational facility	\$151.15 \$153.40

Attachment 13.2.1.1 Proposed infrastructure charges increases

(other than an educational establishment for the Flying Start for Queensland Children program)	
Educational facility (for the Flying Start for Queensland Children program)	\$0
Entertainment	\$215.90 \$219.10
Essential services	\$151.15 \$153.40
High impact industry	\$75.60 \$76.75
High impact rural	\$21.55 \$21.85
Indoor sport and recreational facility	\$21.55 \$21.85 for court areas; or \$215.90 \$219.10 for areas which are not court areas.
Industry	\$54.00 \$54.80
Low impact rural	\$0
Minor uses	\$0
Other uses	The adopted charge is the charge for another use within another Development Category that Council determines should apply based on that other use having a similar demand for infrastructure.

Whitsunday Regional Council

Infrastructure Charges Resolution (No. 1) 2022

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Whitsunday Regional Council

Infrastructure Charges Resolution (No. 1) 2022

1. SHORT TITLE

This resolution may be cited as Infrastructure Charges Resolution (No. 1) 2022.

2. APPLICATION TO LOCAL GOVERNMENT AREA

This resolution applies to the entire Whitsunday Regional Council local government area.

3. WHEN RESOLUTION HAS EFFECT

This resolution has effect on and from **24 March 2022**.

4. PURPOSE

- (1) The purpose of this resolution is to assist with the implementation of the Whitsunday Regional Council Planning Scheme 2017 (Planning Scheme) in accordance with Chapter 4, Part 2 of the Planning Act 2016 (the Planning Act).
- (2) The infrastructure charges adopted in the resolution when levied, will help fund the establishment cost of trunk infrastructure identified in Council's Local Government Infrastructure Plan (LGIP).

5. CATEGORISATION OF DEVELOPMENT

- (1) To assist with the levying of infrastructure charges, this resolution categorises development defined in the Planning Scheme (as stated in Column 2 of Table 1) into Development Categories (provided in Column 1 of Table 1).
- (2) Where development is not listed in Column 2 of Table 1 (including where a use is unknown because the development application does not specify a proposed use or where a use is undefined in the Planning Scheme), Council will allocate that development an applicable Development Category based on that other use having a similar demand for infrastructure.
- (3) For development comprising multiple uses, Council will allocate an applicable Development Category to each portion of the development having a separate use.

Table 1 – Development Categories and Development

Column 1 Development Category	Column 2 Development under the Planning Scheme
Residential	Caretaker's accommodation; Dual occupancy; Dwelling house; and Multiple dwelling.
Accommodation (short term)	Hotel (accommodation component); Resort complex (accommodation component); Short term accommodation; and Tourist park (accommodation component).
Accommodation (long term)	Community residence; Relocatable home park; Retirement facility; and Rooming accommodation.
Places of assembly	Club; Community use; Function facility; Funeral parlour; and Place of worship.
Commercial (bulk goods)	Agricultural supplies store; Bulk landscape supplies; Garden centre; Hardware and trade supplies; Outdoor sales; and Showroom.
Commercial (retail)	Adult store; Food and drink outlet; Service industry; Service station; Shop; and Shopping centre.
Commercial (office)	Office; and Sales office.
Educational facility	Child care centre; Community care centre; and Educational establishment.
Entertainment	Hotel (non-residential component); Nightclub entertainment facility; Resort complex (excluding accommodation component); and Theatre.
Indoor sport and recreational facility	Indoor sport and recreation.
Industry	Low impact industry; Marine industry; Medium impact industry; Research and technology industry; Rural industry; and Warehouse.
High impact industry	High impact industry; and Special industry
Low impact rural	Animal husbandry; Cropping; Permanent plantation; and Wind farm.
High impact rural	Aquaculture (cultivating in a confined area aquatic animals or plants for sale); Intensive animal industry; Intensive horticulture; Wholesale nursery; and Winery.
Essential services	Detention facility (correctional facility); Emergency services; Health care services; Hospital; Residential care facility; and Veterinary services.
Minor uses	Advertising device; Cemetery; Home based business; Landing; Market; Outdoor lighting; Park; Roadside stall; Telecommunications facility; Temporary use.
Other uses	Air service; Animal keeping; Bar; Brothel; Car wash; Crematorium; Dwelling unit; Environment facility; Extractive industry; Major electricity infrastructure; Major sport recreation and entertainment facility; Motor sport facility; Nature-based tourism; Non-resident workforce accommodation; Outdoor sport and recreation; Outstation; Parking station (car park); Port services; Renewable energy facility; Rural workers accommodation; Substation; Tourist attraction; Transport depot; and Utility installation.

6. ADOPTED INFRASTRUCTURE CHARGES

6.1 Development types

- (1) Adopted charges apply for:
 - (a) reconfiguring a lot - see section 6.2;
 - (b) material change of use of premises - see section 6.3; and
 - (c) carrying out of building work - see section 6.3.
 - (d) carrying out of operational works involving Engineering work - see section 6.4.

6.2 Adopted infrastructure charges for reconfiguring a lot

- (1) The adopted charges for reconfiguring a lot, for each lot created:
 - (a) in a zone within Zone Group A are the adopted charges for the development category 'Residential – three or more Bedroom dwelling' stated in Table 2;
 - (b) in a zone within Zone Group B are the adopted charges for the development category 'Minor Uses' stated in Table 3;
 - (c) within the Low impact industry and Medium impact industry zones are the adopted charges for the development category 'Commercial (bulk goods)' stated in Table 3 and calculated using a plot ratio of 0.6;
 - (d) within the High impact industry zone are the adopted charges for the development category 'Industry' stated in Table 3 and calculated using a plot ratio of 0.6.
- (2) If a reconfiguration of a lot for residential development is not planned to be serviced by any of the following trunk infrastructure networks, the adopted charge is to be reduced by the following amount for each network that will not service the development:
 - (a) water - 30%
 - (b) sewer - 27%
 - (c) transport – 40%
 - (d) public parks and land for community facilities – 3%
- (3) If a reconfiguration of a lot for non-residential purposes is not planned to be serviced by any of the following trunk infrastructure networks, the adopted charge for that development is to be reduced by the following amount for each network that will not service the development:
 - (a) water – 30%
 - (b) sewer – 27%
 - (c) transport – 40%
 - (d) public parks and land for community facilities – 3%

6.3 Adopted infrastructure charges for material change of use of premises or building work

- (1) The adopted charges for a material change of use or building work for residential development are the adopted charges stated in Table 2.
- (2) The adopted charges for a material change of use or building work for non-residential development are the adopted charges stated in Table 3.
- (3) If residential development is not planned to be serviced by any of the following trunk infrastructure networks, the adopted charge for that development stated in Column 2 of Table 2 is to be reduced by the following amount for each network that will not service the development:
 - (a) water - 30%
 - (b) sewer - 27%
 - (c) transport – 40%
 - (d) public parks and land for community facilities – 3%
- (4) If non-residential development is not planned to be serviced by any of the following trunk infrastructure networks, the adopted charge for that development stated in Column 2 of Table 3 is to be reduced by the following amount for each network that will not service the development:
 - (a) water supply – 30%
 - (b) sewerage – 27%
 - (c) transport – 40%
 - (d) public parks and land for community facilities – 3%

6.4 Adopted infrastructure charges for operational works involving engineering work

- (1) The adopted charges for operational work involving engineering work connecting a premise to water or sewer infrastructure outside of the PIA for residential development are the adopted charges stated in Table 2.
- (2) The adopted charges for operational work involving engineering work connecting a premise to water or sewer infrastructure outside of the PIA for non-residential development are the adopted charges stated in Table 3.
- (3) If residential development is planned to be serviced by any of the following trunk infrastructure networks, the adopted charge for that development stated in Column 2 of Table 2 is calculated in accordance with the following apportionment for each network that will service the development:
 - (a) water - 30%
 - (b) sewer - 27%
- (4) If non-residential development is planned to be serviced by any of the following trunk infrastructure networks, the adopted charge for that development stated in Column 2 of

Table 3 is calculated in accordance with the following apportionment for each network that will service the development:

(a) water supply – 30%

(b) sewerage – 27%

Table 2 – Adopted infrastructure charges for residential development

Column 1 Development category	Column 2 Adopted infrastructure charge
Residential – 1 or 2 bedroom dwelling house	\$21,912.60 for each dwelling with 2 or less bedrooms.
Residential – 3 or more bedroom dwelling house	\$30,677.65 for each dwelling with 3 or more bedrooms.
Accommodation (short term)	For tent or caravan sites in a tourist park: \$10,956.25 for each group of 2 sites or less; or \$15,338.75 for each group of 3 sites.
	For cabins in a tourist park: \$10,956.25 for each cabin with 2 or less bedrooms; or \$15,338.75 for each cabin with 3 or more bedrooms
	For a hotel, short-term accommodation or resort complex: \$10,956.25 for each suite with 2 or less bedrooms; or \$15,338.75 for each suite with 3 or more bedrooms; or \$10,956.25 for each bedroom that is not part of a suite.
Accommodation (long term)	For a relocatable home park: \$21,912.60 for each relocatable dwelling site for 2 or less bedrooms; or \$30,677.65 for each relocatable dwelling site for 3 or more bedrooms.
	For a community residence, rooming accommodation or retirement facility: \$21,912.60 for each suite with 2 or less bedrooms; or \$30,677.65 for each suite with 3 or more bedrooms; or \$21,912.60 for each bedroom that is not part of a suite.

Table 3 – Adopted infrastructure charges for non-residential development

Column 1 Development category	Column 2 Adopted infrastructure charge for the water supply, sewerage, transport, public parks and land for community facilities networks (\$/m² of GFA)
Places of assembly	\$76.75
Commercial (bulk goods)	\$153.40
Commercial (office)	\$153.40
Commercial (retail)	\$197.20
Educational facility (other than an educational establishment for the Flying Start for Queensland Children program)	\$153.40

Educational facility (for the Flying Start for Queensland Children program)	\$0
Entertainment	\$219.10
Essential services	\$153.40
High impact industry	\$76.75
High impact rural	\$21.85
Indoor sport and recreational facility	\$21.85 for court areas; or \$219.10 for areas which are not court areas.
Industry	\$54.80
Low impact rural	\$0
Minor uses	\$0
Other uses	The adopted charge is the charge for another use within another Development Category that Council determines should apply based on that other use having a similar demand for infrastructure.

7. CREDIT

- (1) A credit is an amount which is the greatest allowable under the following instances:
 - (a) if the premises is subject to a continuing existing lawful use, the adopted charge for the existing lawful use, calculated in accordance with Section 6.3.
 - (b) if the premises is located in a Mixed use, Low-medium density residential or Low density residential zone and is not subject to a continuing existing lawful use, the adopted infrastructure charge for Residential (3 or more Bedroom dwelling), calculated in accordance with Section 6.3.
 - (c) if the premises is subject to a previous use that is no longer taking place but which was lawful at the time it was carried out, the adopted charge for the previous lawful use calculated in accordance with Section 6.3.
 - (d) if the premises is subject to other development that may be lawfully carried out without the need for a further development permit, the adopted charge for the development not requiring a further development permit calculated in accordance with Section 6.3
- (2) A Credit for a use or development mentioned in subsection (1) will not apply to the premises if an infrastructure requirement that applies or applied to the use or development has not been complied with.
- (3) An applicant seeking a Credit for a use or development mentioned in subsection (1)(a) or (c) must provide evidence of the continuing existing lawful use or previous lawful use.
- (4) For avoidance of doubt:
 - (a) a Credit does not apply to development which is not the subject of an adopted charge; and
 - (b) a Credit for the premises cannot exceed the adopted charge for the development.

8. CALCULATING THE CHARGE TO BE LEVIED

- (1) The charge to be levied will be calculated by determining the adopted charges for the development, and then subtracting from it, the greatest applicable Credit. If Council has agreed to waive infrastructure charges in part or full under an applicable policy, the applicable Discount will also be subtracted.
- (2) The amount of the levied charge will be recalculated at time of payment using the adopted infrastructure charges stated in the resolution in use at that time.

9. WORKING OUT THE COST OF INFRASTRUCTURE FOR AN OFFSET OR REFUND

9.1 Obligations to offset

- (1) The obligation to offset the cost of infrastructure required to be provided under a necessary infrastructure condition is contained in section 129(2) of the Planning Act.
- (2) That obligation applies where the elements of section 129(1) of the Planning Act are satisfied.

9.2 Obligations to refund

- (1) There are three instances under Chapter 4, Part 2 of the Planning Act where there is an obligation falling to Council, to provide a refund, namely:
 - (a) in section 129(3) of the Planning Act – which arises where a condition about necessary trunk infrastructure has been imposed, and where the elements of section 129(1) of the Planning Act are satisfied;
 - (b) in section 134(2) of the Planning Act – which arises where an extra payment condition has been imposed on development completely within the PIA; and
 - (c) in section 135 of the Planning Act – which arises where a development approval subject to an extra payment condition stops, and where the elements of section 135(1) of the Planning Act are satisfied.
- (2) The resolution does not specify a method in terms of the obligation to refund where a development approval subject to an extra payment condition stops under section 135 of the Planning Act.

9.3 Method for working out the establishment cost of infrastructure the subject of an offset or refund

- (1) The amount of an Infrastructure Offset is equal to the establishment cost of the trunk infrastructure contribution the subject of the offset.
- (2) If the Infrastructure Offset is more than the levied infrastructure charges, the Infrastructure Refund is the difference between the Infrastructure Offset and the levied infrastructure charges.
- (3) Council must work out the establishment cost of the trunk infrastructure contribution by using either:
 - (a) the establishment cost stated for that item of trunk infrastructure identified in Column 4 of the schedule of works table in Schedule 3 of the Planning Scheme; or

- (b) the establishment cost of the trunk infrastructure calculated in accordance with section 9.4.
- (4) If the applicant has given notice to the Council that it requires it to use the methodology under this charges resolution to recalculate the establishment cost of a trunk infrastructure contribution stated in an infrastructure charges notice, Council must recalculate the establishment cost in accordance with section 9.4.

9.4 Method for recalculating the establishment cost of a trunk infrastructure contribution

- (1) The establishment cost of a trunk infrastructure contribution that is works (trunk infrastructure other than land) is to be calculated using a first principles estimating approach in accordance with section 9.5.
- (2) The establishment cost of a trunk infrastructure contribution that is land is to be determined using the before and after method for estimating the market value of land (the before and after method of valuation) in accordance with section 9.6.

9.5 First principles estimating approach

- (1) The first principles estimating approach is to be implemented through the following procedure:
 - (a) The Council is to provide the applicant the scope of works including the standard to which the trunk infrastructure contribution is to be provided and the location of the trunk infrastructure contribution.
 - (b) The applicant, at its cost, is to provide to the Council:
 - (i) a bill of quantities for the design and construction of the specified trunk infrastructure contribution in accordance with the scope of works (the bill of quantities); and
 - (ii) a first principles estimate for the cost of designing, constructing and commissioning the trunk infrastructure contribution specified in the bill of quantities (the cost estimate).
 - (c) The Council must decide to:
 - (i) accept the bill of quantities and the cost estimate provided by the applicant;
 - (ii) reject the bill of quantities and the cost estimate provided by the applicant.
 - (d) If the Council accepts the bill of quantities and the cost estimate it must:
 - (i) provide written notice to the applicant that it has agreed to its bill of quantities and the cost estimate;
 - (ii) calculate the establishment cost of the trunk infrastructure contribution by indexing the cost estimate to the date it is stated in the infrastructure charges notice or amended infrastructure charges notice using the Producer Price Index; and
 - (iii) provide an infrastructure charges notice or amended infrastructure charges notice to the applicant stating the establishment cost of the trunk infrastructure contribution.

- (e) If the Council rejects the bill of quantities and/or the cost estimate it must provide written notice to the applicant that:
 - (i) it rejects the bill of quantities and/or the cost estimate;
 - (ii) it proposes to use an amended bill of quantities and/or cost estimate; and
 - (iii) its reasons for doing so.
- (f) Following receipt of the Council's written notice proposing an amended bill of quantities and/or amended cost estimate, the applicant must provide written notice to Council that it:
 - (i) accepts the amended bill of quantities and/or amended cost estimate; or
 - (ii) rejects the amended bill of quantities and/or amended cost estimate.
- (g) If the applicant accepts the amended bill of quantities and/or amended cost estimate, the Council must:
 - (i) calculate the establishment cost of the trunk infrastructure contribution by indexing the cost estimate to the date it is stated in the infrastructure charges notice or amended infrastructure charges notice using the Producer Price Index; and
 - (ii) provide an infrastructure charges notice or amended infrastructure charges notice to the applicant stating the establishment cost of the trunk infrastructure contribution.
- (h) If the applicant rejects the amended bill of quantities and/or amended cost estimate, the Council must refer the applicant's bill of quantities and cost estimate to an independent certified quantity surveyor (the independent assessor) to:
 - (i) assess whether the bill of quantities reflects an appropriate scope of works;
 - (ii) assess whether the cost estimate is consistent with current market costs by applying a first principles approach to the bill of quantities; and
 - (iii) determine a new bill of quantities and/or a new cost estimate using a first principles estimating approach.
- (i) The new cost estimate determined by the independent assessor is the establishment cost of the trunk infrastructure contribution.
- (j) Following receipt of the independent assessor's new bill of quantities and/or new cost estimate, the Council must:
 - (i) provide written notice to the applicant about the independent assessor's first principles cost estimate;
 - (ii) calculate the establishment cost of the trunk infrastructure contribution by indexing the independent assessor's first principles cost estimate to the date it is stated in the infrastructure charges notice or amended infrastructure charges notice using the Producer Price Index; and

- (iii) provide an infrastructure charges notice or amended infrastructure charges notice to the applicant stating the establishment cost of the trunk infrastructure contribution.
- (k) The independent assessor is to be appointed by agreement between the Council and applicant. The cost of the independent assessment is to be shared equally between Council and the applicant.

9.6 The before and after method of valuation

- (1) The before and after method of valuation is to be used to determine the market value of land.
- (2) The market value of land is to be determined at the following date:
 - (a) if the land is identified in the LGIP – the market value that would have applied on the day the development application, which is the subject of a condition to provide trunk infrastructure, first became properly made; or
 - (b) if the land is not identified in the LGIP – the market value that would have applied on the day the development application that resulted in a condition to provide trunk infrastructure was approved.
- (3) The before and after method of valuation is to be implemented through the following procedure:
 - (a) The applicant, at their own cost, is to provide Council a valuation of the specified land undertaken by a certified practicing valuer using the before and after method of valuation (the valuation).
 - (b) The Council is to decide to:
 - (i) accept the valuation provided by the applicant; or
 - (ii) reject the valuation provided by the applicant.
 - (c) If the Council accepts the valuation, it is to:
 - (i) provide written notice to the applicant that it has agreed to the valuation; and
 - (ii) provide an infrastructure charges notice or amended infrastructure charges notice to the applicant stating the establishment cost of the trunk infrastructure contribution.
 - (d) If the Council rejects the valuation it must provide written notice to the applicant that:
 - (i) it rejects the valuation;
 - (ii) it proposes an amended valuation; and
 - (iii) its reasons for doing so.
 - (e) Following receipt of the Council's written notice proposing an amended valuation, the applicant must provide written notice to Council that it:
 - (i) accepts the amended valuation; or

- (ii) rejects the amended valuation.
- (f) If the applicant accepts the amended valuation, the Council must provide an infrastructure charges notice or amended infrastructure charges notice to the applicant stating the establishment cost of the trunk infrastructure contribution.
- (g) If the applicant rejects the amended valuation, the Council must refer the applicant's valuation to an independent certified practicing valuer to:
 - (i) assess whether the valuation is consistent with the market value; and
 - (ii) provide a new valuation using the before and after method of valuation.
- (h) The valuation determined by the independent certified practicing valuer is the establishment cost of the trunk infrastructure contribution.
- (i) Following receipt of the independent certified practicing valuer's valuation, the Council is to:
 - (i) provide written notice to the applicant about the independent certified practicing valuer's valuation; and
 - (ii) provide an infrastructure charges notice or amended infrastructure charges notice to the applicant stating the establishment cost of the trunk infrastructure contribution.
- (j) The independent certified practicing valuer is to be appointed by agreement between the Council and applicant. The cost of the independent certified practicing valuer is to be shared equally between Council and the applicant.

10. CRITERIA FOR DECIDING CONVERSION APPLICATIONS

- (1) Each of the following criteria must be met for non-trunk infrastructure to be converted to trunk infrastructure:
 - (a) The premises the subject of the relevant development approval must be within the PIA (**subject premises**);
 - (b) The development must service the following:
 - (i) the development the subject of the relevant development approval, strategic plan, master plan or preliminary approval that includes the subject premises; and
 - (ii) additional development in the area (**other premises**); and
 - (iii) demand that is consistent with the assumptions about the type, scale, location and timing of future development stated in the LGIP, including extrinsic material;
 - (c) The development infrastructure is not consistent with the requirements for non-trunk infrastructure stated in section 145 of the Planning Act;
 - (d) The development infrastructure is owned or will be owned by the Council;
 - (e) The development infrastructure is not temporary in nature;

- (f) The development infrastructure will service unconstrained land;
- (g) The type, size, function and capacity of development infrastructure is consistent with trunk infrastructure in the LGIP Schedule of Works;
- (h) The type, size, function, capacity and location of the development infrastructure is the most cost-effective option for servicing the anticipated future demand of other premises in the PIA in the locality, in accordance with desired standards of service within the LGIP; and

Note: *The most cost-effective option for trunk infrastructure provision means the least cost option based upon the life cycle cost of the infrastructure required to service unconstrained land at the desired standard of service, in accordance with methodologies informing the LGIP and Extrinsic material.*

- (i) The development infrastructure could have been planned by Council without knowing the detailed layout of lot reconfigurations or the design details for material change of use applications in the locality. That is, the infrastructure could have been planned during preparation of the LGIP using only the planned density assumptions stated in the LGIP and Extrinsic material.
- (j) The development infrastructure must not be about the stormwater network.

Note: *All stormwater should be managed on the subject premises, or other premises in accordance with QUDM. Council does not identify Trunk stormwater within the Schedule of Works nor charge for stormwater within Section 6 Adopted Infrastructure Charges.*

11. INTERPRETATION

- (1) Words and terms defined in the Planning Act, the Planning Regulation 2017 (the Planning Regulation) or the Planning Scheme and used in the resolution, have the meaning given in the Planning Act, the Planning Regulation or the Planning Scheme.
- (2) Otherwise, the words used in the resolution are defined in Table 5.
- (3) If a word or term used in this resolution is not defined in the Planning Act, the Planning Regulation, the Planning Scheme or Table 5 of this resolution, it has the ordinary meaning.
- (4) A reference in this resolution to any act includes any regulation or instrument made under it, and where amended or replaced, if the context permits, means the amended or replaced act.
- (5) A reference in this resolution to a specific resource document or standard means the latest version of that resource document or standard.

Table 5 – Definitions of words used in the resolution

Column 1 Word	Column 2 Definition
Bedroom	means an area of a building or structure which: • is used, designed or intended for use for sleeping but excludes a lounge room, dining room, living room, kitchen, water closet, bathroom, laundry, garage or plant room; or • can be used for sleeping, such as a den, library, study, loft, media or home entertainment room, family or rumpus room or other similar space.
Council	means the Whitsunday Regional Council.
Credit	means the monetary amount used in the calculation of the levied charge, which is determined in accordance with section 7 of the resolution.
Development category	means the development category stated in Column 1 of Table 1 of the resolution.
Discount	means the monetary amount used in the calculation of the levied charge, which has been determined by Council in accordance with an applicable policy.
Engineering work	means all works associated with communal private or public car parking, footpath, sewer, water or stormwater infrastructure, excluding: (a) building work; or (b) plumbing or drainage work conducted internally on a premise.
GFA	means the total floor area of all storeys of a building (measured from the outside of the external walls or the centre of a common wall), other than areas used for the following: • building services, plant and equipment; or • access between levels; or • ground floor public lobby; or • a mall; or • the parking, loading and manoeuvring of motor vehicles; or • unenclosed private balconies whether roofed or not.
Infrastructure Offset	means an infrastructure offset referred to in section 9 of this Resolution.
Infrastructure Refund	means an infrastructure refund referred to in section 9 of this Resolution.
Local Government Infrastructure Plan or LGIP	means the Whitsunday Regional Council Local Government Infrastructure Plan, which is Part 4 of the Planning Scheme.
Planning Scheme	means the Whitsunday Regional Council Planning Scheme 2017, which commenced on 30 June 2017.
Priority Infrastructure Area or PIA	means the priority infrastructure area identified in the LGIP.
Producer Price Index or PPI	means the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Statistician.

Column 1 Word	Column 2 Definition
3-yearly PPI Average	has the meaning given to that term in section 114 of the Planning Act 2016.
Zone Group A	includes the following Zones: Community facilities (excluding Hamilton Island); District centre; Emerging Communities; Local centre; Low density residential; Low-medium density residential; Major centre; Mixed use; Neighbourhood centre; Recreation and open space (excluding Hamilton Island); Rural residential; Special industry; Tourist accommodation (excluding Hamilton Island); and Waterfront and marine industry.
Zone Group B	includes the following Zones: Community facilities (Hamilton Island only); Environmental management and conservation; Industry investigation; Recreation and open space (Hamilton Island only); Tourist accommodation (Hamilton Island only).

13.2.2 - 20210929 - Development Application for Material Change of Use (Short-term Accommodation) - 5 Mazlin St, Airlie Beach

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: James McEvoy-Bowe - Planner

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Planning Assessment Report [**13.2.2.1** - 3 pages]
2. Conditions of Approval [**13.2.2.2** - 2 pages]
3. Locality Plan [**13.2.2.3** - 1 page]
4. Zoning Plan [**13.2.2.4** - 1 page]
5. Proposal Plans [**13.2.2.5** - 3 pages]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the application for Development Permit for Material Change of Use for Short Term Accommodation, made by Carats Development Pty Ltd C/- Wynne Planning & Development Pty Ltd, on L: 507 A: 8593 and located at 5 Mazlin Street, Airlie Beach subject to the conditions outlined in Attachment 1.

BACKGROUND

There is no previous Council decision relating to this matter.

APPLICATION SUMMARY

The proposal is for Short-term Accommodation of an existing dwelling house located at 5 Mazlin Street, Airlie Beach. The premises is zoned Low Density Residential triggering an impact assessable development application. The premises has been used as a lawful Bed and Breakfast since 2001 and is formally known as Airlie Waterfront Bed & Breakfast.

The applicant has provided all necessary information required by the Short-term Accommodation Guideline. The development application attracted a total of one (1) submission during the Public Notification period. All necessary information has been provided for assessment, which has demonstrated compliance with the relevant planning provisions. It is recommended the development application is given approval subject to reasonable and relevant conditions.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION

Manager Development Assessment
Senior Technical Officer Development Assessment

RISK ASSESSMENT

Council's decision may be appealed in the Planning & Environment Court of Queensland.

TIMINGS/DEADLINES

A decision is required by **30 March 2022**.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

Section 58 of the Human Rights Act 2019 specifies required conduct for public entities when acting or making a decision. Sections 15-37 of the Human Rights Act 2019 identifies the human rights a public entity must consider in making a decision. The human rights relevant to this decision are as follows:

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, racial or linguistic background have the right to enjoy their culture, to declare and practice their religion and use their language.
- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

ANALYSIS

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

1. Application Summary

Proposal:	Material Change of Use – Short-Term Accommodation
Landowner	Carats Development Pty Ltd
Property Address:	5 Mazlin Street AIRLIE BEACH
Property Description:	L: 507 A: 8593 T: N818/81
Area of Site:	607
Planning Scheme Zone:	Low density residential
Level of assessment	Impact Assessable
Overlays:	Acid Sulfate Soils Infrastructure
Existing Use:	Airlie Waterfront Bed & Breakfast (20000005)
Existing Approvals:	20000005 – Material Change of Use – Bed & Breakfast
Public Notification:	27/01/2022 - 21/02/2022
Submissions received:	One (1)
State referrals:	Nil
Infrastructure charges:	Nil

2. Site Details

2.1. Location (refer to plan in attachment)

2.2. Zoning (refer to plan in attachment) Low density residential zone

2.3. Site description – Corner residential site with gentle incline to the North.

2.4. Access

Access is gained via 8 m wide concrete driveway connection to Mazlin Street. The driveway is flat and capable of accommodating four vehicles. In addition, there is a double garage to park vehicles under cover.

2.5. Surrounding uses

Residential uses on all sides. Airlie Beach foreshore car park directly to the South.

3. Proposal Details

The proposal is for Short-term Accommodation of an existing two-storey dwelling house that contains four bedrooms, 2 large decks, double carport and a spa pool. The site is connected to Council reticulated services and access is gained via Mazlin Street.

The applicant has provided documentation demonstrating compliance with the Short-term Accommodation Guideline, being a Code of Conduct, Property Management Plan, Statutory Declaration and Fire and Evacuation Plan for the proposed use.

The premises has a Material Change of Use Approval for Bed and Breakfast Accommodation (20000005) approved on 7 March 2000 and no complaints have been received by Council regarding the existing on-site use.

One submission was received during the Public notification period from an adjoining landowner.

4. Planning Assessment

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

4.1. State Assessment and Referral Agency (SARA)

The application did not require referral to any State Agencies.

4.2. State Planning Policy – July 2017

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

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

The proposal is generally consistent with the provisions of the plan.

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The proposal complies with the relevant items of the Strategic Framework.

4.4.2. Overlay Codes

Overlays are not applicable to this development application and were dealt with at the construction of the dwelling.

4.4.3. Low Density Residential Zone Code

The proposal is Impact Assessable due as it is in the Low Density Residential Zone. The proposal generally complies with the relevant Overall Outcomes of the Low Density Residential Zone Code and is compatible with the prevailing residential character and amenity of the locality.

4.4.4. Development Codes (Short-term Accommodation Guideline)

- Site plan provided.

- Property management plan provided.
- Code of Conduct provided.
- Fire and emergency plan provided.
- Statutory declaration has been provided.
- Large double Garage and double driveway for parking.

5. Public Submissions

The development application was placed on public notification between 27/01/2022 and 21/02/2022. The Notice of Compliance was received on 23/02/2022. One submission was received during this period of Public Notification.

The submission is summarised in the below table:

Issue	Comment/Condition Number
1. Noise	The applicant will be conditioned to have a Code of Conduct for the operational use of the development that includes the prevention of excessive noise after 9pm, in accordance with Schedule 1 or Environment Protection (noise) Policy 2019.
2. Minimum Stay and Guest Vetting	Imposing a minimum stay is an operational procedure of the property manager and the owner - not for Council's consideration. This is the same for vetting guests.
3. Damaged Boundary Fence	Fence issues are a matter for neighbours to resolve.

6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

The development does not attract an Infrastructure Charge.

Attachment 13.2.2.2 Conditions of Approval

1.0 ADMINISTRATION

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	Applicant	N/A	N/A
Floor Plan	Applicant	N/A	N/A
Code of Conduct	Applicant	N/A	N/A
Property Management Plan	Applicant	N/A	N/A
Fire and Emergency Plan	Applicant	N/A	N/A

- 1.2 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.3 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.
- 1.4 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of commencement of the use.

2.0 BUILDING

- 2.1 The applicant is to upgrade fire safety measures to the equivalent requirement of a long-term rental property.

3.0 ACCESS AND PARKING

- 3.1 A minimum of three (3) car parking spaces must be provided on site prior to commencement of the use.
- 3.2 On-site parking spaces must be located entirely on the site, be safe and practical to use, and enable cars to enter and exit the site without endangering pedestrians or vehicles.

4.0 OPERATING PROCEDURES

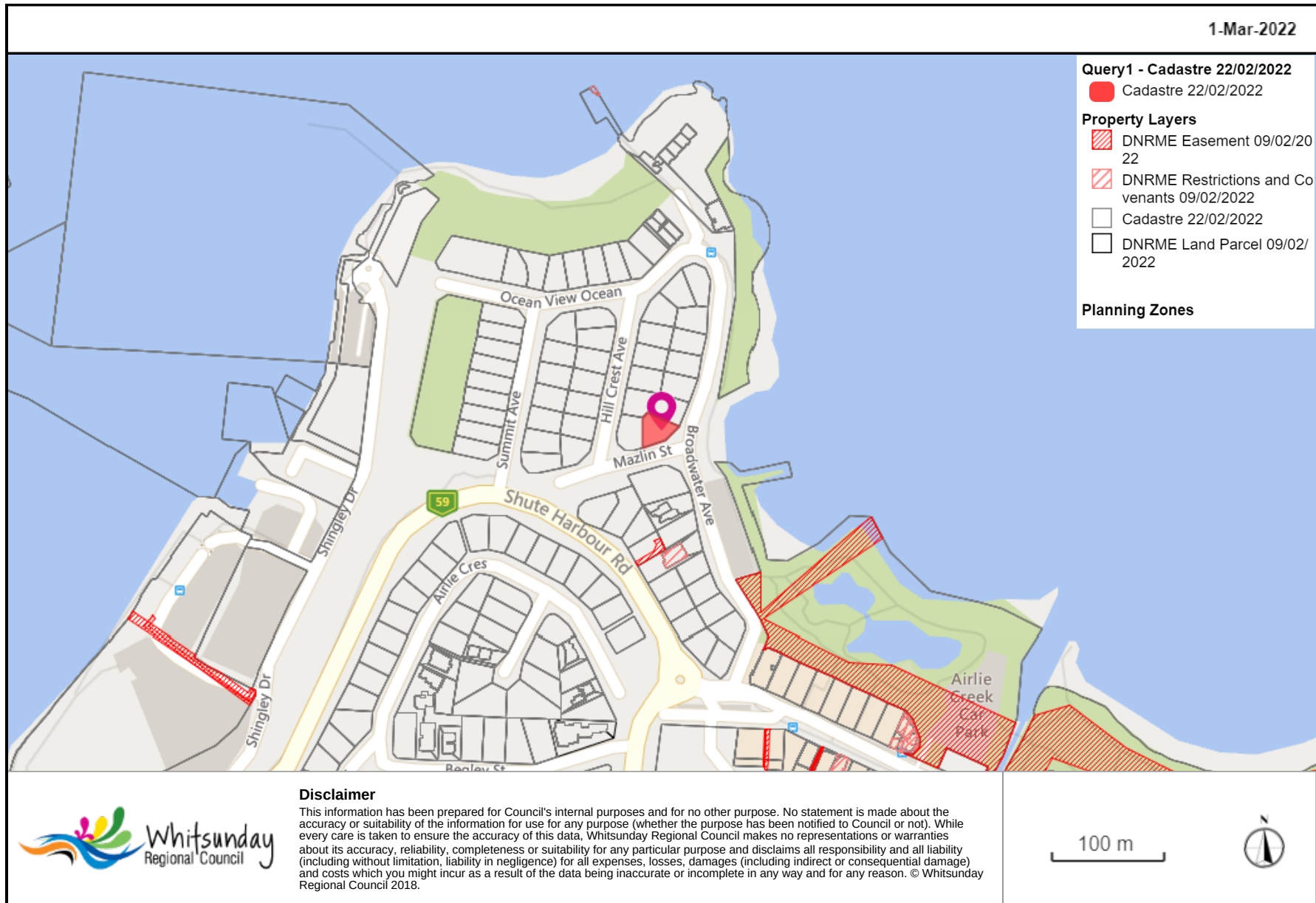
- 4.1 Prior to commencement of the use, the applicant must advise Council of the name and contact details of the appointed local property manager who will manage the operations of the development.
- 4.2 The nominated property manager must sign and provide to Council, a Statutory Declaration affirming that at all times during the operation of the Short-term accommodation, the property manager will undertake the following actions:
- a) Display a sign including the name of the property manager and their all-hours contact phone number. The sign is to be no larger than 0.3 square meter in sign face area, professionally made and weather-proof. For a unit, this sign can be displayed on the door of the unit. For a dwelling house, the sign must be displayed where it can be clearly read by the public.
 - b) Prior to the commencement of the use, inform in writing, the occupants of every neighbouring dwelling that the property has been approved for short-term accommodation

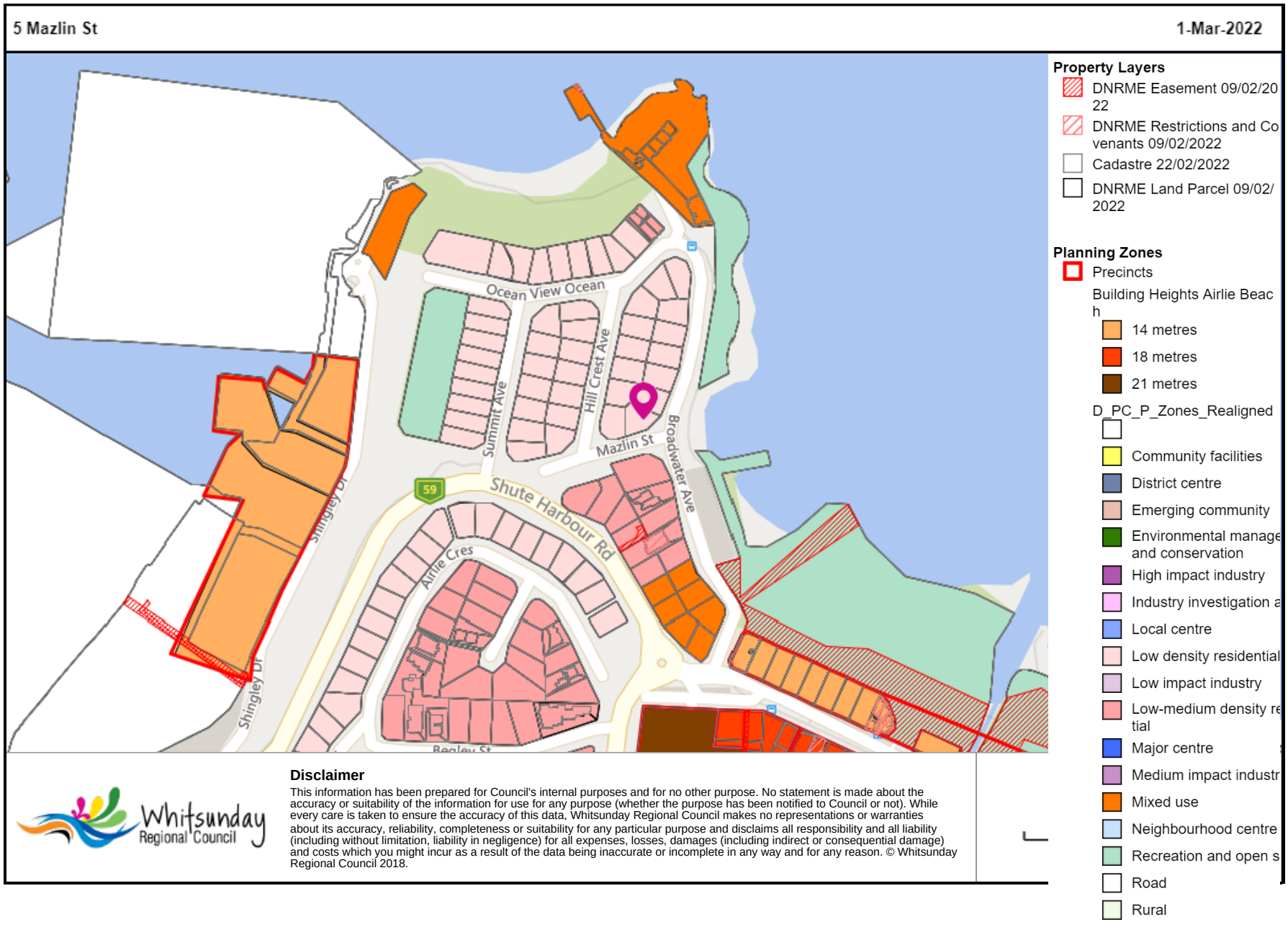
Attachment 13.2.2.2 Conditions of Approval

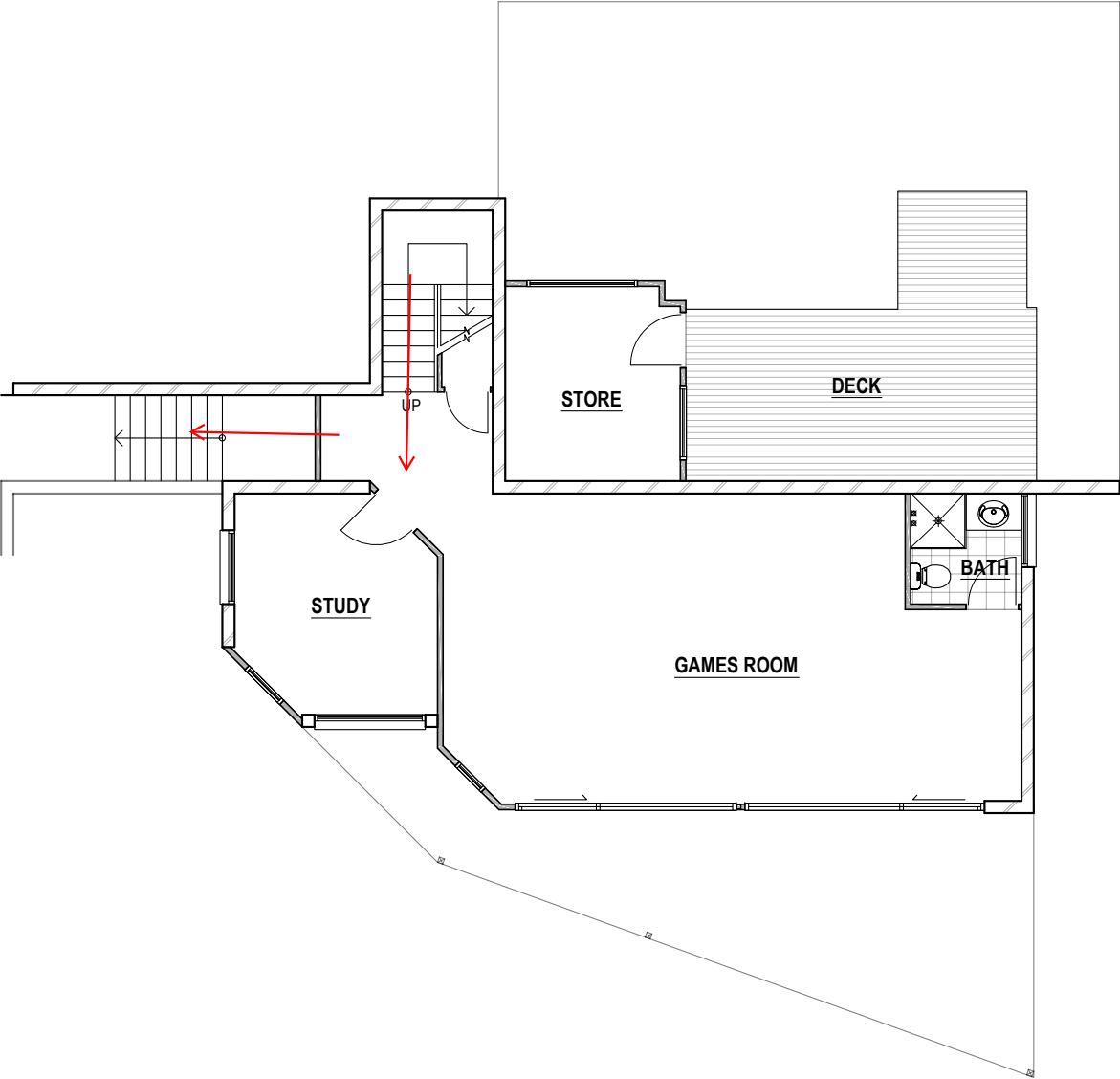
- and provide contact details including a 24-hour contact number.
- c) Establish and maintain an accommodation register, recording names and contact details of all guests and duration of stay. The register must also include details of any complaints received and a copy of the signed acceptance of the Code of Conduct document. This register is to be provided to Council on request.
 - d) Prepare a Code of Conduct which must be provided to and agreed-to in writing by all adult guests prior to occupation. The Code of Conduct must include as a minimum:
 - i. The maximum permitted number of overnight guests on any one day.
 - ii. A set of 'good neighbour' rules, to prevent anti-social behaviour and excessive noise after 9pm, in accordance with Schedule 1 of Environmental Protection (Noise) Policy 2019.
 - iii. Information for guests, including the 24-hour contact details of the nominated property manager, on-site carparking and waste bin arrangements.
 - iv. Rules requiring eviction or forfeiture of money in the event of a significant breach of the Code of Conduct.
 - e) To meet and greet every guest prior to occupation (in person or electronically) to explain the Code of Conduct and other applicable rules.
 - f) To have two (2) 24-hour contact number that must be answered, not with a recorded message.
 - g) To attend to any complaint about anti-social guest behaviour reported to the contact number, within 20 minutes. Agent response may include attendance by a private security firm.
 - h) To immediately evict any guests whose behaviour repeatedly breaches the Code of Conduct.
- 4.3 A maximum of eight (8) overnight guests (two guests per bedroom) will be permitted to stay in short-term accommodation at any one time.

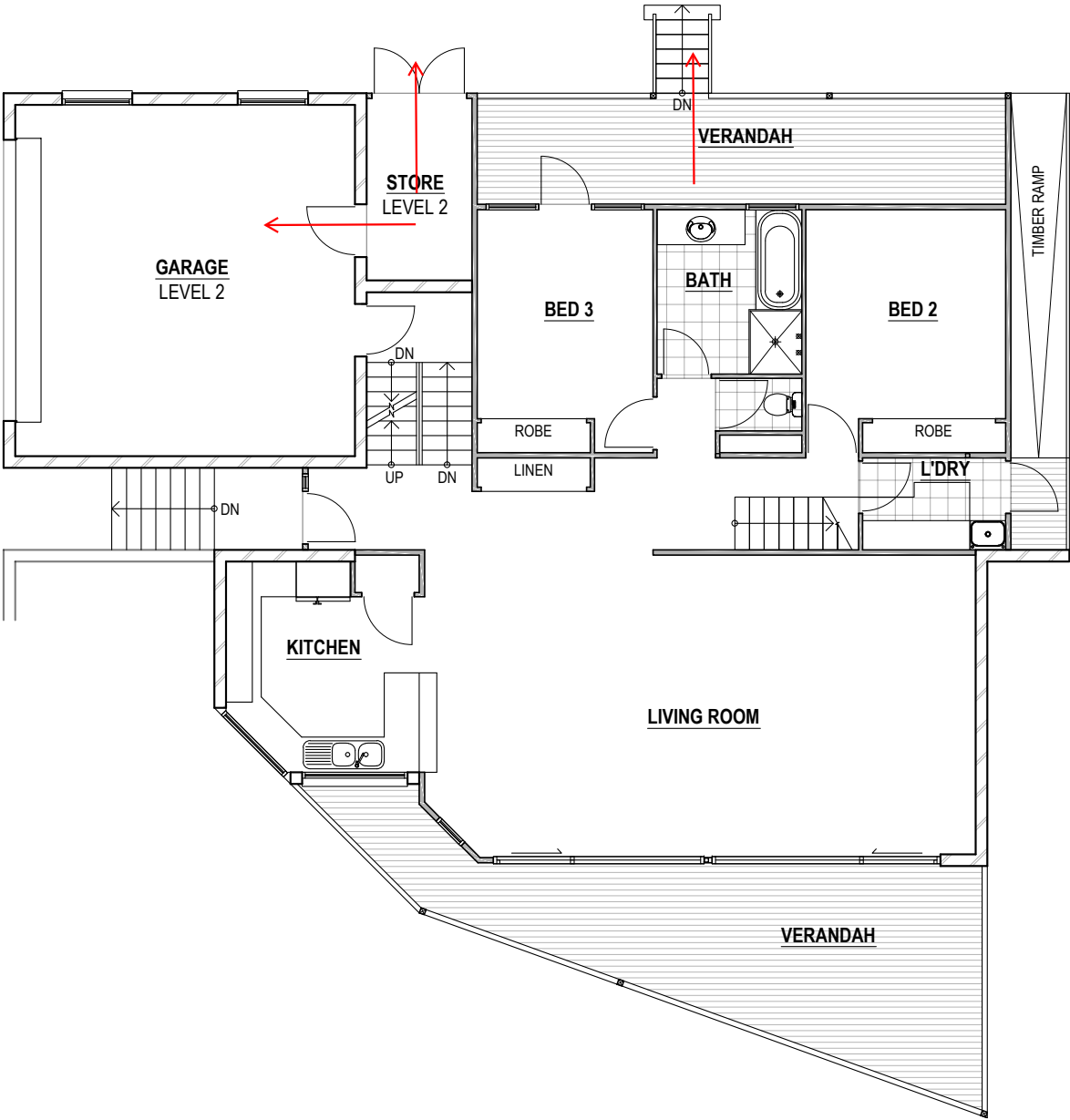
5.0 ADVISORY NOTES

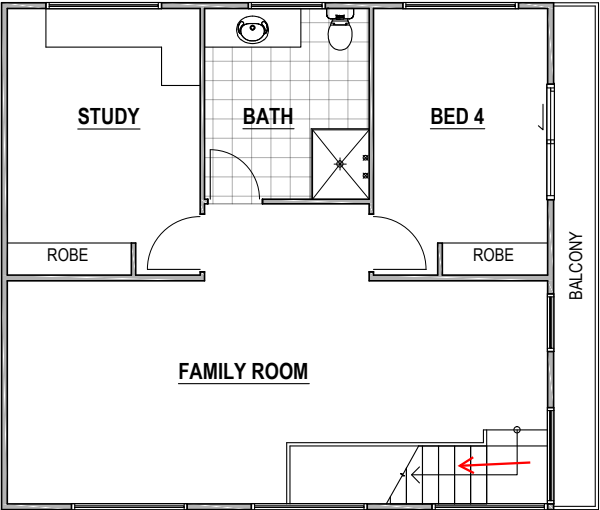
- 5.1 This Development Permit does not provide any explicit or implied confirmation that the premises meets the requirements of relevant fire safety legislation, building classification, body corporate rules or insurance policies. The applicant and/or operator of the Short-term Accommodation business is to conduct their own investigations and make the necessary applications and undertake required building modifications to meet their obligations under all relevant legislation
- 5.2 The applicant will lose any Owner/Occupier rating concession attached to a dwelling house or unit approved.
- 5.3 The applicant is to ensure that the Pool Safety Certificate for the premises is current and in compliance with legislation.











13.2.3 - 20211048 - Development Application for Preliminary Approval (Variation Request) & Development Permit for Material Change of Use of Premises for a Dwelling House - Lot 8, 10 Kara Crescent, Airlie Beach

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: James McEvoy-Bowe - Planner

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Conditions of Approval [13.2.3.1 - 4 pages]
2. Planning Assessment Report [13.2.3.2 - 4 pages]
3. Locality Plan [13.2.3.3 - 1 page]
4. Zoning Plan [13.2.3.4 - 1 page]
5. Proposal Plans [13.2.3.5 - 19 pages]

PURPOSE

To provide the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the Development Application for Preliminary Approval (Variation Request) & Development Application for Material Change of Use for a Dwelling House, made by P & L Hamilton C/- Wynne Planning & Development Pty Ltd, on L: 8 SP: 176330 and located at Lot 8, 10 Kara Crescent Airlie Beach, subject to the conditions outlined in Attachment 1.

BACKGROUND

There is no previous Council decision relating to this matter.

APPLICATION SUMMARY

Council is in receipt of a Development Application for Preliminary Approval (to vary the Building Works Tables of Assessment) and a Development Permit for Material Change of Use of premises for a Dwelling House that has non-compliances with the front and side setbacks. The proposal exceeds the 10m building height for the zone, by 1.5m, having a total height of 11.5m at the rear of the structure facing Shute Harbour Road. The development seeks a front and side setback dispensations due to the 40% slope of the site. One (1) submission was made during the public notification period. The application is recommended for approval, subject to reasonable and relevant conditions.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION

Manager Development Assessment
Assets Technical Officer – Roads & Drainage
Technical Officer Engineering Assessment

RISK ASSESSMENT

Council's decision may be appealed in the Planning & Environment Court of Queensland.

TIMINGS/DEADLINES

Council's decision is due by **1 April 2022**.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

Section 58 of the Human Rights Act 2019 specifies required conduct for public entities when acting or making a decision. Sections 15-37 of the Human Rights Act 2019 identifies the human rights a public entity must consider in making a decision. The human rights relevant to this decision are as follows:

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, racial or linguistic background have the right to enjoy their culture, to declare and practice their religion and use their language.
- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

Attachment 13.2.3.1 Conditions of Approval

1.0 ADMINISTRATION

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	Hamilton Real Homes	CD01 Rev. F	02/03/2022
Sub Floor Plan	Hamilton Real Homes	CD02 Rev. F	02/03/2022
Ground Floor Plan	Hamilton Real Homes	CD03 Rev. F	02/03/2022
Upper Floor Plan	Hamilton Real Homes	CD04 Rev. F	02/03/2022
Top Floor Plan	Hamilton Real Homes	CD05 Rev. F	02/03/2022
Roof Plan	Hamilton Real Homes	CD06 Rev. F	02/03/2022
Ground Wall Setout Plan	Hamilton Real Homes	CD07 Rev. F	02/03/2022
Upper Wall Setout Plan	Hamilton Real Homes	CD08 Rev. F	02/03/2022
Top Wall Setout Plan	Hamilton Real Homes	CD09 Rev. F	02/03/2022
Elevation 1	Hamilton Real Homes	CD10 Rev. F	02/03/2022
Elevation 2	Hamilton Real Homes	CD11 Rev. F	02/03/2022
Elevation 3	Hamilton Real Homes	CD12 Rev. F	02/03/2022
Elevation 4	Hamilton Real Homes	CD13 Rev. F	02/03/2022
Section 1	Hamilton Real Homes	CD14 Rev. F	02/03/2022
Section 2	Hamilton Real Homes	CD15 Rev. F	02/03/2022
Ground Floor Lighting Plan	Hamilton Real Homes	CD16 Rev. F	02/03/2022
Upper Floor Lighting Plan	Hamilton Real Homes	CD17 Rev. F	02/03/2022
Top Floor Lighting Plan	Hamilton Real Homes	CD18 Rev. F	02/03/2022
3d Views 1	Hamilton Real Homes	CD19 Rev. F	02/03/2022
3d Views 2	Hamilton Real Homes	CD20 Rev. F	02/03/2022
Geotechnical Investigation and Stability Assessment	SMEC	Lot 8, Kara Crescent, Airlie Beach	May 2017

- 1.2 The following further development permits are required prior to commencement of work on site or commencement of the use:
- Plumbing and Drainage Works; and
 - Building Works;
- 1.3 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.4 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.

Attachment 13.2.3.1 Conditions of Approval

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

2.0 CLEARING, LANDSCAPING AND FENCING

- 2.1 Any vegetation removed must be disposed of to the requirements of the Council. Transplanting, chipping or removal from site are the preferred solutions.
- 2.2 All vegetative waste cleared as part of the development of the site is to be either:
- a) stored neatly on site and shredded within sixty (60) days of clearing; or
 - b) removed off the site to an approved disposal location.
- 2.3 Any pruning works must be in accordance with AS 4373-1996 – Pruning of Amenity Tree.

3.0 BUILDING

- 3.1 Building and landscaping materials are not to be highly reflective, or likely to create glare, or slippery or otherwise hazardous conditions.
- 3.2 Building and landscaping materials are not to be highly reflective, or likely to create glare, or slippery or otherwise hazardous conditions.
- 3.3 Buildings are to be finished with external building materials and colours to reduce scale and bulk.
- 3.4 The maximum permissible building height of the dwelling is 11.5m.

4.0 EARTHWORKS

- 4.1 All site works must be designed by an experienced and qualified Geotechnical Engineer and undertaken in accordance with the recommendations of the Geotechnical Investigation and Slope Stability Assessment Report by SMEC dated May 2017.
- 4.2 All cut/fill batter slopes are to be protected and retained in a visually acceptable manner prior to commencement of the use. Any retaining structures must be designed in accordance with the recommendations of the Geotechnical Investigation and Slope Stability Assessment Report by SMEC dated May 2017 and are stable and will remain so over the long term.
- 4.3 Prior to commencement of use on the site, the owner must lodge with Council, a geotechnical engineer's certification (by an experienced and qualified geotechnical engineer). The certification must be addressed to Council and must certify that the works have been constructed according to the geotechnical engineer's recommendations of the Geotechnical Investigation and Slope Stability report by SMEC dated May 2017 and are stable and will remain so over the long term.
- 4.4 Any application must be accompanied by engineering design drawings demonstrating compliance with the recommendations of the slope stability Assessment report by SMEC dated May 2017.

5.0 STORMWATER AND FLOODING

- 5.1 All stormwater drainage works must be designed and constructed in accordance with the Queensland Urban Drainage Manual current at the time of development and Council's Development Manual (or equivalent replacement document current at the time of development).
- 5.2 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100.

6.0 ENVIRONMENTAL MANAGEMENT PLAN (EMP)

- 6.1 Prior to commencement of any work on the site, the applicant must submit to Council for approval, a site-based Erosion Prevention and Sediment Control Plan for the site. The Erosion Prevention and Sediment Control Plan must comply with the requirements of the Whitsunday Regional Council Development Manual and the Best Practice Erosion & Sediment Control – November 2008 (IECA White Book) and the requirements of the Environmental Protection Act. The strategy of the plan must be implemented and maintained for the duration of the operational and building works, and until exposed soil areas are permanently stabilised (e.g., turfed, concreted).

7.0 GEOTECHNICAL

- 7.1 All site works must be designed by an experienced and qualified Geotechnical Engineer and undertaken in accordance with the recommendations of the Geotechnical Investigation and Slope Stability Assessment Report by SMEC dated May 2017.
- 7.2 All cut/fill batter slopes are to be protected and retained in a visually acceptable manner prior to commencement of the use. Any retaining structures must be designed in accordance with the recommendations of the Geotechnical Investigation and Slope Stability Assessment Report by SMEC dated May 2017 and are stable and will remain so over the long term.
- 7.3 Prior to commencement of use on the site, the owner must lodge with Council, a geotechnical engineer's certification (by an experienced and qualified geotechnical engineer). The certification must be addressed to Council and must certify that the works have been constructed according to the geotechnical engineer's recommendations of the Geotechnical Investigation and Slope Stability report by SMEC dated May 2017 and are stable and will remain so over the long term.
- 7.4 Any application must be accompanied by engineering design drawings demonstrating compliance with the recommendations of the slope stability Assessment report by SMEC dated May 2017.

8.0 MISCELLANEOUS

- 8.1 If any item of cultural heritage is identified during site works, all work must cease and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.

The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: www.datsip.qld.gov.au

- 8.2 Any building materials, equipment and the like must be appropriately tied down, placed indoors and secured on site at the time of preparation for cyclone events. The on-site supervisor is to ensure that all contractors/employees take the necessary steps to secure the construction site in the event of a cyclone.
- 8.3 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Kara Crescent or adjoining land unless written permission from the owner of that land and Council is provided.
- 8.4 It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.

9.0 ADVISORY NOTES

9.1 Hours of work

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

9.2 Dust Control

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

9.3 Sedimentation Control

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

9.4 Noise During Construction and Noise in General

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

9.5 General Safety of Public During Construction

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

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

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

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

ANALYSIS

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

1. Application Summary

Proposal:	Development Application for Preliminary Approval for Building Works and Development Application for Material Change of Use - Dwelling House
Landowner	L A Hamilton
Property Address:	Lot 8, 10 Kara Crescent Airlie Beach
Property Description:	L: 8 SP: 176330
Area of Site:	689
Planning Scheme Zone:	Low density residential
Level of assessment	Impact
Overlays:	Landslide Infrastructure
Existing Use:	Vacant
Existing Approvals:	Nil
Public Notification:	25/11/2021 / 01/02/2022
Submissions received:	One (1)
State referrals:	Nil
Infrastructure charges:	Nil

2. Site Details

2.1. Location (refer to plan in attachment)

2.2. Zoning The site is within the Low-density residential zone.

2.3. Site description

The subject site is in a private estate above Shute Harbour Road. The site is steeply sloping from the edge of the pavement of the private driveway down to a retaining wall that separates the lot from the Shute Harbour Road reserve. No vegetation exists on the property.

2.4. Access

Access is gained via a narrow private concrete driveway from Kara Crescent

2.5. Surrounding uses

The land is surrounded by residential uses.

3. Proposal Details

The proposed dwelling does not meet acceptable outcomes of the relevant code and the application seeks the following relaxations:

Planning Scheme Benchmark	Requirement	Proposed Dwelling House
Building Height	10m	11.5m
Front Setback	6m	0m to the garage and 4.78m to dwelling
Side Setback where under 7.5m height	1.5m	0m
Side Setback at 11.5m height	3m	2.8m
Rear Setback	6m	6m+
Site Cover	50%	47.1%

A Preliminary Approval for a Variation Approval has been applied for to vary the Whitsunday Regional Council Planning Scheme 2017 to assess the height relaxation requested and to permit the future building works application to be assessed as code assessable.

Unapproved Building Works

Upon inspection of the property, it was identified that a significant portion of the Eastern side of the house had been constructed. Council records reveal no Notice of Engagement by a Private Certifier. Council's Building Department sent an Advice Letter on 18 February 2022 to the landowner. A response was received on 8 March 2022 identifying that a Private Certifier was engaged to certify retaining walls and preliminary pool works. No Notice of Engagement for paperwork of any kind has been received by Council.

4. Planning Assessment

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

4.1. State Assessment and Referral Agency (SARA)

The application was not referable.

4.2. State Planning Policy – July 2017

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

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

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

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

Liveable communities and housing

The proposal supports the settlement pattern of the region and the hierarchy of centres.

Economic growth

The proposal upholds the strategic intent for economic growth.

Environment and heritage

The proposal has not been identified as significantly impacting upon any cultural heritage or ecological features. Impacts to air, soil and water are to be managed by conditions of approval.

Safety and resilience to hazards

The proposal is not considered to compromise the safety of the region's community, property, and infrastructure.

Infrastructure

The proposal supports the coordinated, efficient and orderly provision of the region's infrastructure.

4.4.2. Overlay Codes

Landslide Hazard Overlay

The applicant has provided a Geotechnical Investigation and Stability Assessment prepared by SMEC engineers, which advises that development is suitable subject to conditions.

Infrastructure Overlay Code (Transport Corridor)

The development triggers the Infrastructure Overlay due to proximity to the State-controlled Road. The benchmarks for this code will be dealt with by the Private Certifier at building works stage.

4.4.3. Zone Code

Low Density Residential

The proposal is for a residential dwelling house which aligns with the purpose and overall outcomes of the zone.

4.4.4. Development Codes

Dwelling House Code

The house presents as a single storey dwelling to the driveway. The proposed dwelling provides for a front boundary setback of 0m to the garage and 4.78m to the outermost projection of the dwelling. On steep land, this is only way to achieve site access.

The garage complies with the side boundary Acceptable Solutions as it is less than 9m in length. The front setback meets the Performance Outcomes of the QDC MP1.2 P1.

A 3m side setback is required where the dwelling is 11.5m high. The setback achieved is 2.8m, a non-compliance of 200mm. The dwelling meets the performance criteria as it still provides adequate daylight and ventilation to its own rooms, will not block daylight and ventilation to the adjoining properties and will not adversely impact on the amenity and privacy of residents on adjoining lots.

The proposal will not unreasonably overshadow adjoining properties, unreasonably obstruct views or dominate the streetscape. All remaining requirements of the Code are met by the development including site cover, access, private open space and services.

Infrastructure Code

The proposed dwelling house will be connected to all essential services.

Landscaping Code

The dwelling house will be provided with landscaping by the owner.

5. Public Submissions

The development application was placed on public notification between 25/11/2021 and 31/01/2022. The Notice of Compliance was received on 03/02/2022. One (1) submission was received during this period of Public Notification.

Submissions have been received and summarised in the below table:

Issue	Comment/Condition Number
1. Built to Boundary Wall	Garage wall no longer built directly on boundary and has now been offset.
2. Building Height	The excess height is acceptable on the basis it will not unreasonably overshadow adjoining properties, unreasonably obstruct views or dominate the streetscape.
3. Site Cover	Dwelling has compliant site coverage at 47.1%.
4. Easement	Noted. There is no easement in Lot 9. A sewer easement runs along the boundary of Lot 10.
5. Front Setback	Proposed front setbacks meet the QDC MP1.2 performance criteria and achieves an acceptable streetscape by providing the appearance of a single storey dwelling house from the street.

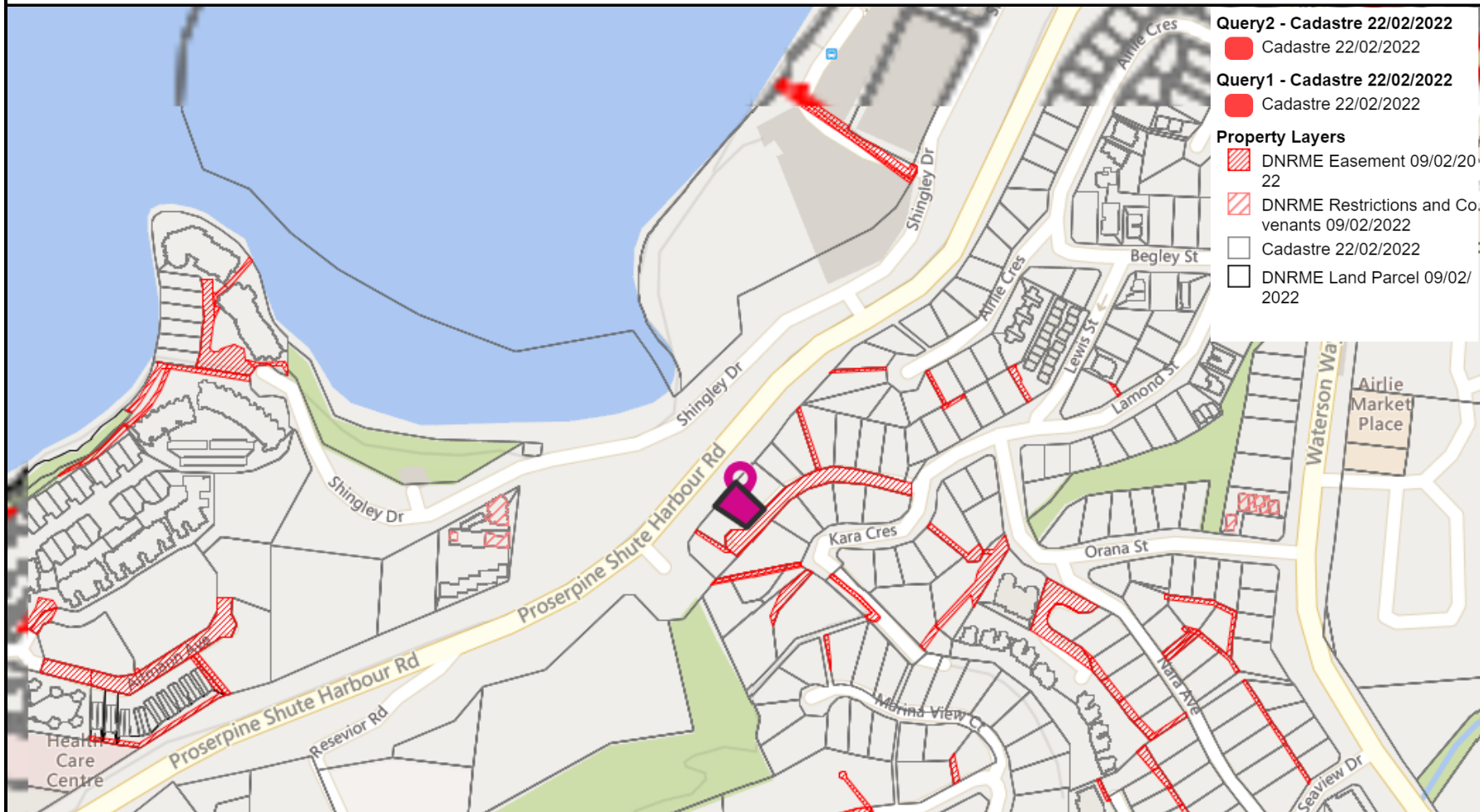
6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

The development does not attract an infrastructure charge.

20211048 Locality Plan

2-Mar-2022



Disclaimer

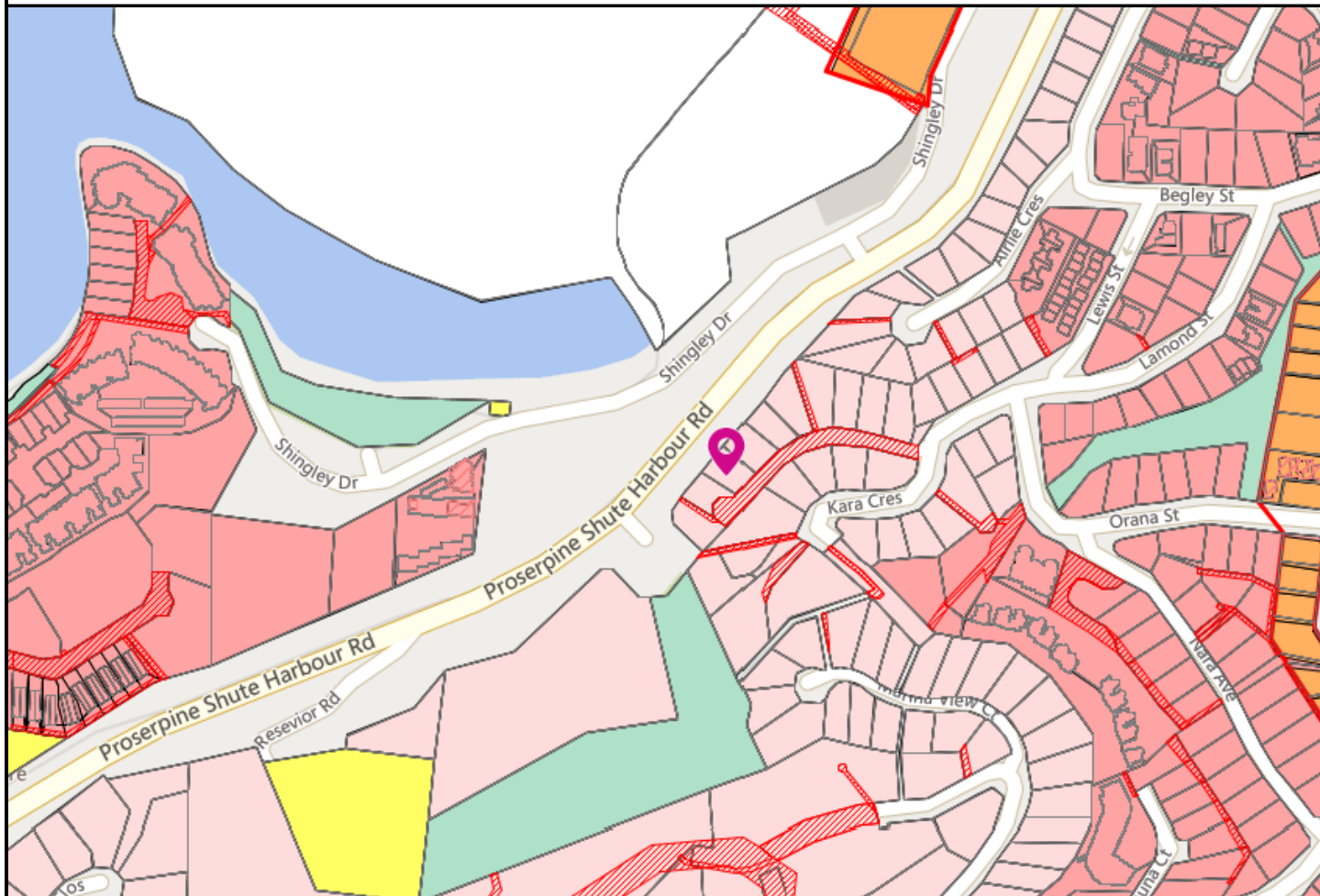
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100 m



20211048 Zoning Plan

9-Mar-2022



Property Layers

- DNRME Easement 09/02/2022
- DNRME Restrictions and Covenants 09/02/2022
- Cadastre 22/02/2022
- DNRME Land Parcel 09/02/2022

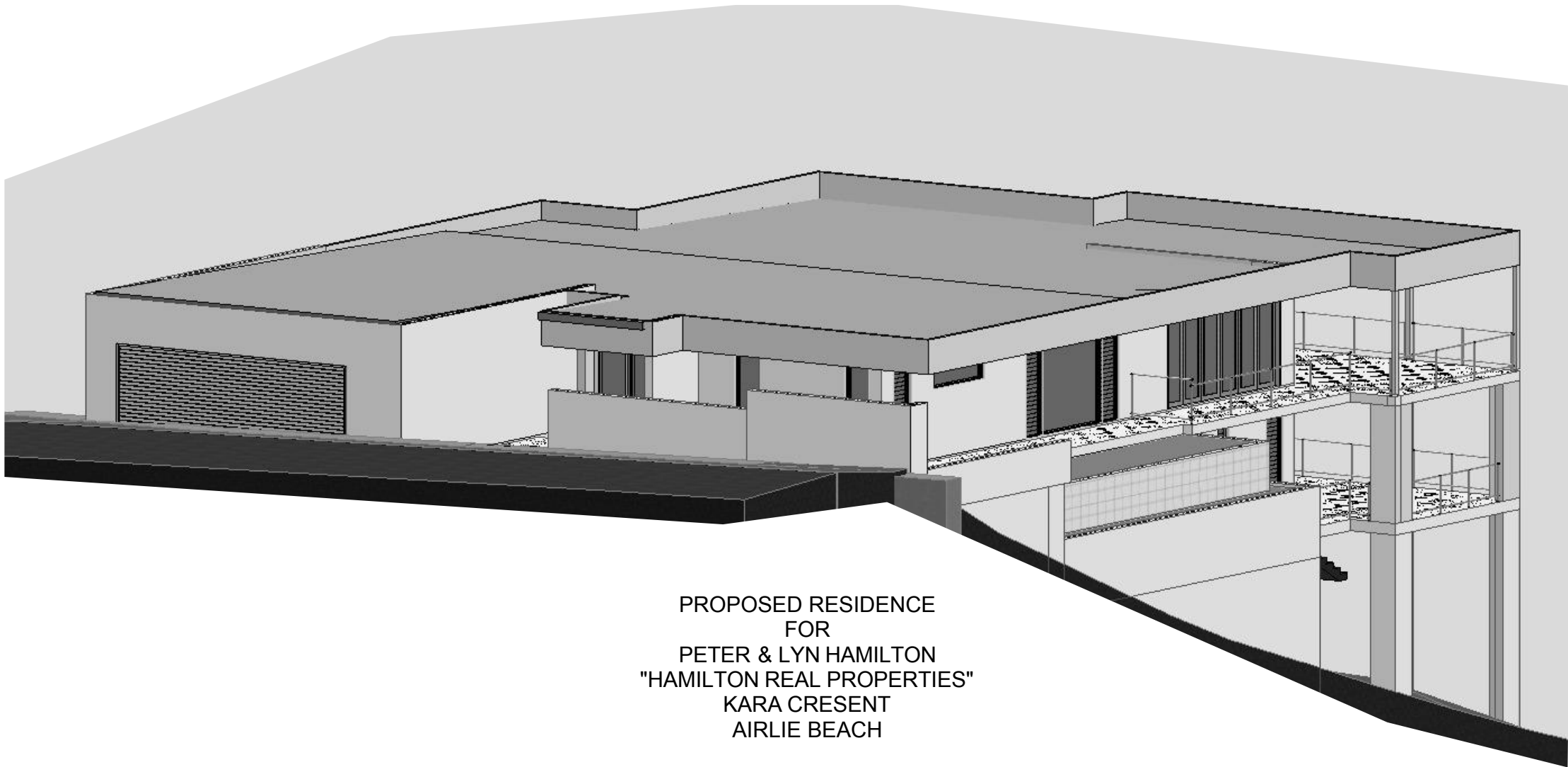
Planning Zones

- Precincts
- Building Heights Airlie Beach
 - 14 metres
 - 18 metres
 - 21 metres
- D_PC_P_Zones_Realigned
 - Community facilities
 - District centre
 - Emerging community
 - Environmental management and conservation
 - High impact industry
 - Industry investigation and development
 - Local centre
 - Low density residential
 - Low impact industry
 - Low-medium density residential
 - Major centre
 - Medium impact industry
 - Mixed use
 - Neighbourhood centre
 - Recreation and open spaces
 - Road
 - Rural



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PROPOSED RESIDENCE
FOR
PETER & LYN HAMILTON
"HAMILTON REAL PROPERTIES"
KARA CRESENT
AIRLIE BEACH

DRAWING REGISTER

- CD01 - SITE PLAN
- CD02 - SUB FLOOR PLAN
- CD03 - GROUND FLOOR PLAN
- CD04 - UPPER FLOOR PLAN
- CD05 - TOP FLOOR PLAN
- CD06 - ROOF PLAN
- CD07 - GROUND WALL SETOUT PLAN
- CD08 - UPPER WALL SETOUT PLAN
- CD09 - TOP WALL SETOUT PLAN
- CD10 - ELEVATION 1
- CD11 - ELEVATION 2
- CD12 - ELEVATION 3
- CD13 - ELEVATION 2
- CD14 - SECTION 1
- CD15 - SECTION 2
- CD16 - GROUND FLOOR LIGHTING PLAN
- CD17 - UPPER FLOOR LIGHTING PLAN
- CD18 - TOP FLOOR LIGHTING PLAN
- CD19 - 3D VIEWS
- CD20 - 3D VIEWS (CON'T)



F	02/03/22	REVISED FIRST FLOOR PLAN
E	24/02/22	REVISED FIRST FLOOR PLAN
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A	24/07/17	ENGINEER ISSUE
PS	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description
Project		
PROPOSED NEW RESIDENCE		
For		
PETER & LYN HAMILTON		
Location		
KARA CRESENT		
AIRLIE BEACH		
Drawing		
COVER SHEET		
Date DEC 16 Drawn PH Scale		
Sheet No. 16069 CD00 Revision F		
Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.		

GENERAL NOTES

(Read in conjunction with all drawings)

DRAWINGS

Do not scale off drawings. Dimensions take precedence

SET OUT

Builder to confirm the set out and all levels and dimensions on site prior to the commencement of the building works

CONSTRUCTION

All construction shall comply with the requirements of the Building Code of Australia 2007 Volume 2 for Class 1 building.

DRIVEWAY CROSSOVER

Provide new concrete kerb and channel to crossover in accordance with the local Authority requirements

ENGINEERING

To be read in conjunction with Engineers drawings and soil report. Refer to engineering drawings for structural design, footing and slab, tie down, bracing and all structural details

GLASS AND GLAZING

All glazing shall be in accordance with part 3.6 of the BCA 2007 and AS1288-1990

POOL FENCING

All fences & balustrades enclosing swimming pool to comply with BCA 2007 & AS1926.1-1993 & AS1926.2-1995

POWER CONNECTION

Connect mains supply to meter box via underground connection.

SEWER CONNECTION

All plumbing points to be connected to sewer connection point as per council requirements.

SMOKE ALARMS

Provide hard wired smoke alarms in accordance with part 3.7.2 of the BCA 2007 and AS3786

STAIRS AND HANDRAILS

All stairs and handrailings shall be in accordance with part 3.9.1 and 3.9.2 of the BCA 2007

STORMWATER

All storm water shall discharge with in accordance with council requirements.

TERMITE PROTECTION

Provide an approved proprietary type termite protection barrier to concrete slab and retaining walls as per manufacturers specification. Part 3.1.3 of the BCA 2007 and AS3660. Provide timber floor separation/clearances in accordance with Part 3.4.1 of BCA 2007

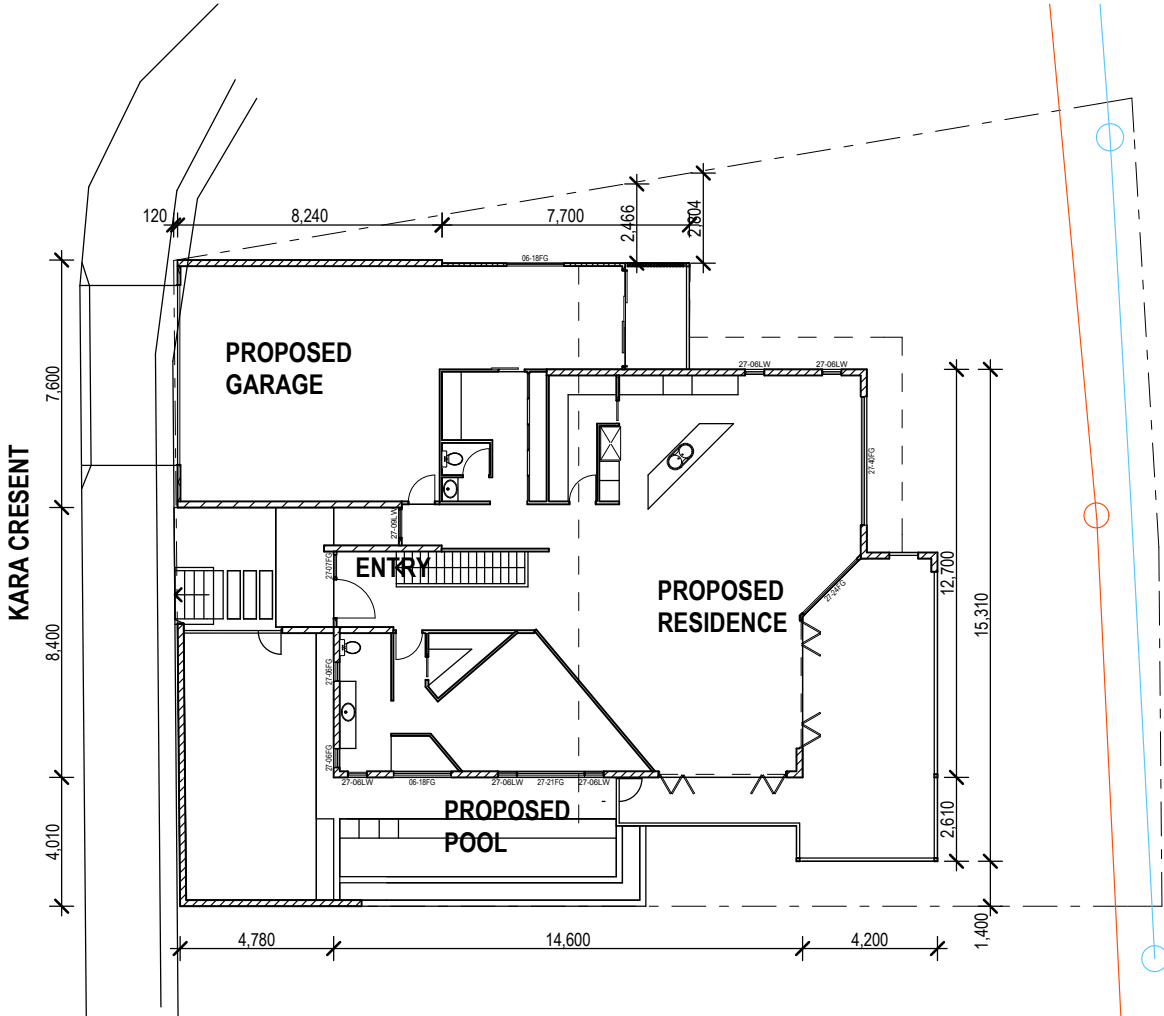
TIMBER

All timber to be in accordance with the BCA, Standards Australia AS1684.1-1999 Engineers Drawings. Provide minimum clearance to underside of bearer to finished ground level to BCA 3.4.3

WATERPROOFING

Waterproofing of internal wet areas shall comply with part 3.8.1 of the BCA 2007

on.



SITE PLAN

Scale 1:200

OVERALL BUILDING AREAS

GROUND LEVEL	= 150.2m ²
FIRST FLOOR LEVEL	= 264.9m ²
TOTAL BUILDING	= 415.1m ²

GROUND DECK	= 49.1m ²
DRYING DECK	= 6.4m ²
FIRST FLOOR DECK	= 46.8m ²
TOTAL	= 102.3m ²

SITE COVER

DRYING DECK	= 6.4m ²
FIRST FLOOR DECK	= 46.8m ²
FIRST FLOOR LEVEL	= 264.9m ²
TOTAL SITE COVER	= 318.1m ²
(PREVIOUS SITE COVER	= 341.0m ²)

46.1% SITE COVER
(PREVIOUS SITE COVER = 49.5%)
LOT SIZE - 689m²

LEGEND

A/C	AIR CONDITIONER
B	BASIN AS SPECIFIED
CPB	CUPBOARD
DP	RAINWATER DOWNPIPE
DRY	DRYER AS SPECIFIED
DW	DISHWASHER AS SPECIFIED
FG	FIXED GLASS PANEL
HC	HOSE COCK
HP	HOT PLATE AS SPECIFIED
HWS	INSTANT HOT WATER SYSTEM
MW	MICROWAVE AS SPECIFIED
OV	OVEN AS SPECIFIED
PTY	PANTRY
REF	REFRIGERATOR BY OTHERS
RH	RANGE HOOD AS SPECIFIED
S	SINK AS SPECIFIED
SH	SHELF
SHR	SHOWER
ST	STOVE AS SPECIFIED
T	LAUNDRY TUB AS SPECIFIED
WC	WATER CLOSET AS SPECIFIED
WIR	WALK IN ROBE
WM	WASHING MACHINE BY OTHERS
WO	WALL OVEN AS SPECIFIED



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Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

For
PETER & LYN HAMILTON

Location
**KARA CRESENT
AIRLIE BEACH**

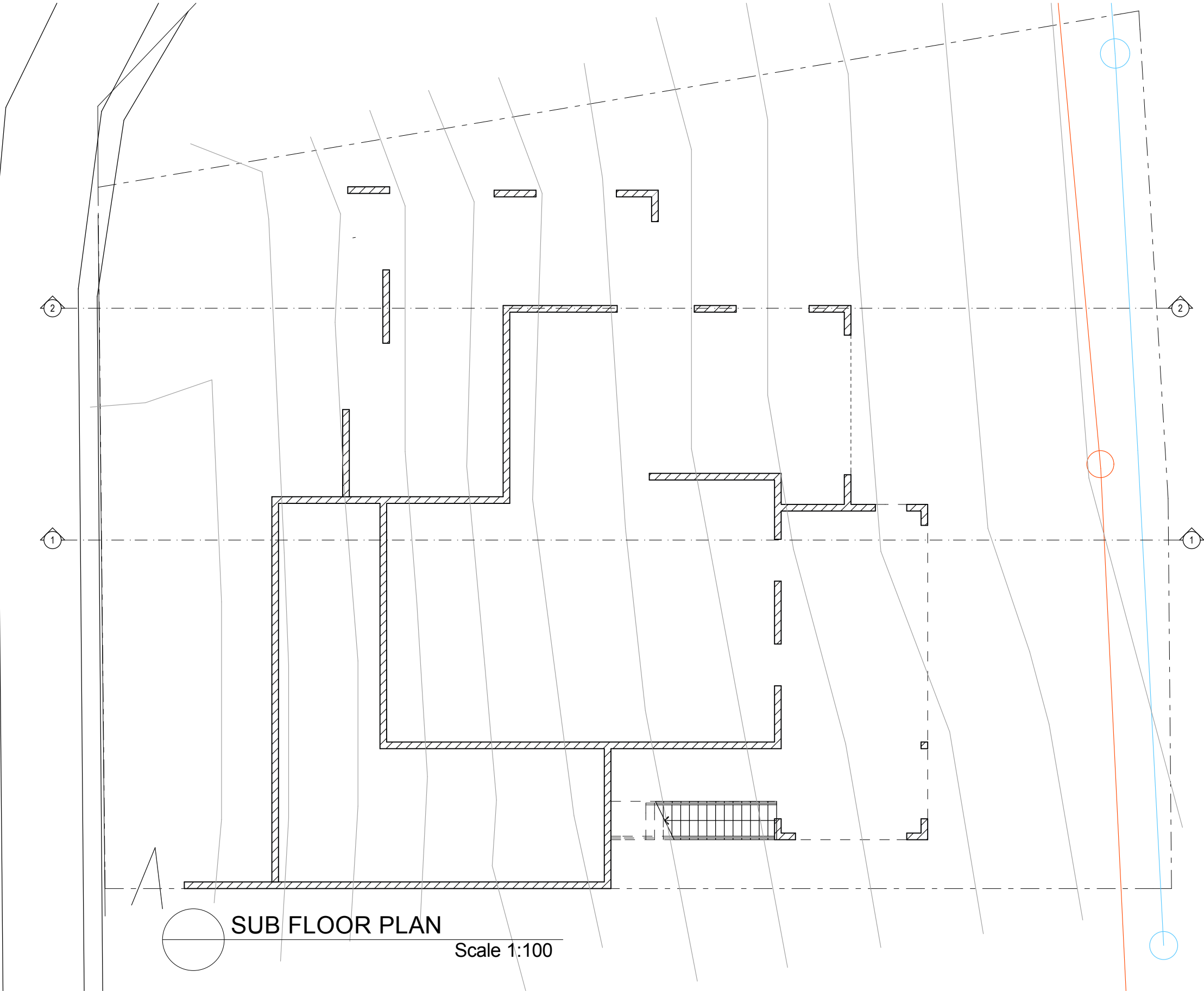
Drawing
SITE PLAN

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD01** Revision **F**



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Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

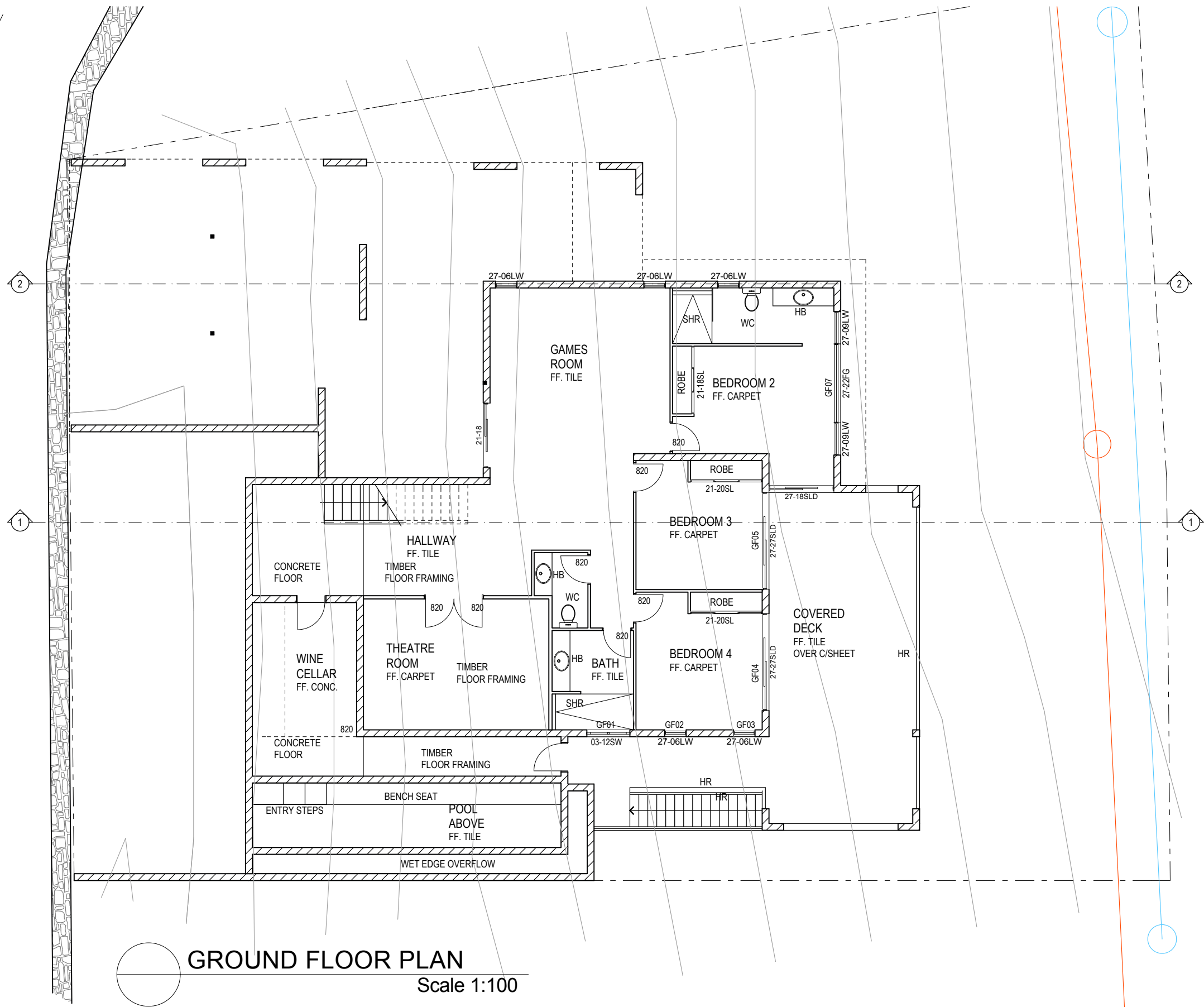
For
PETER & LYN HAMILTON

Location
**KARA CRESENT
AIRLIE BEACH**

Drawing
SUB FLOOR PLAN

Date **DEC 16** Drawn **PH** Scale
Sheet No. **16069** **CD02** Revision **F**

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Project
PROPOSED NEW RESIDENCE

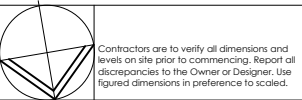
For
PETER & LYN HAMILTON

Location
**KARA CRESENT
AIRLIE BEACH**

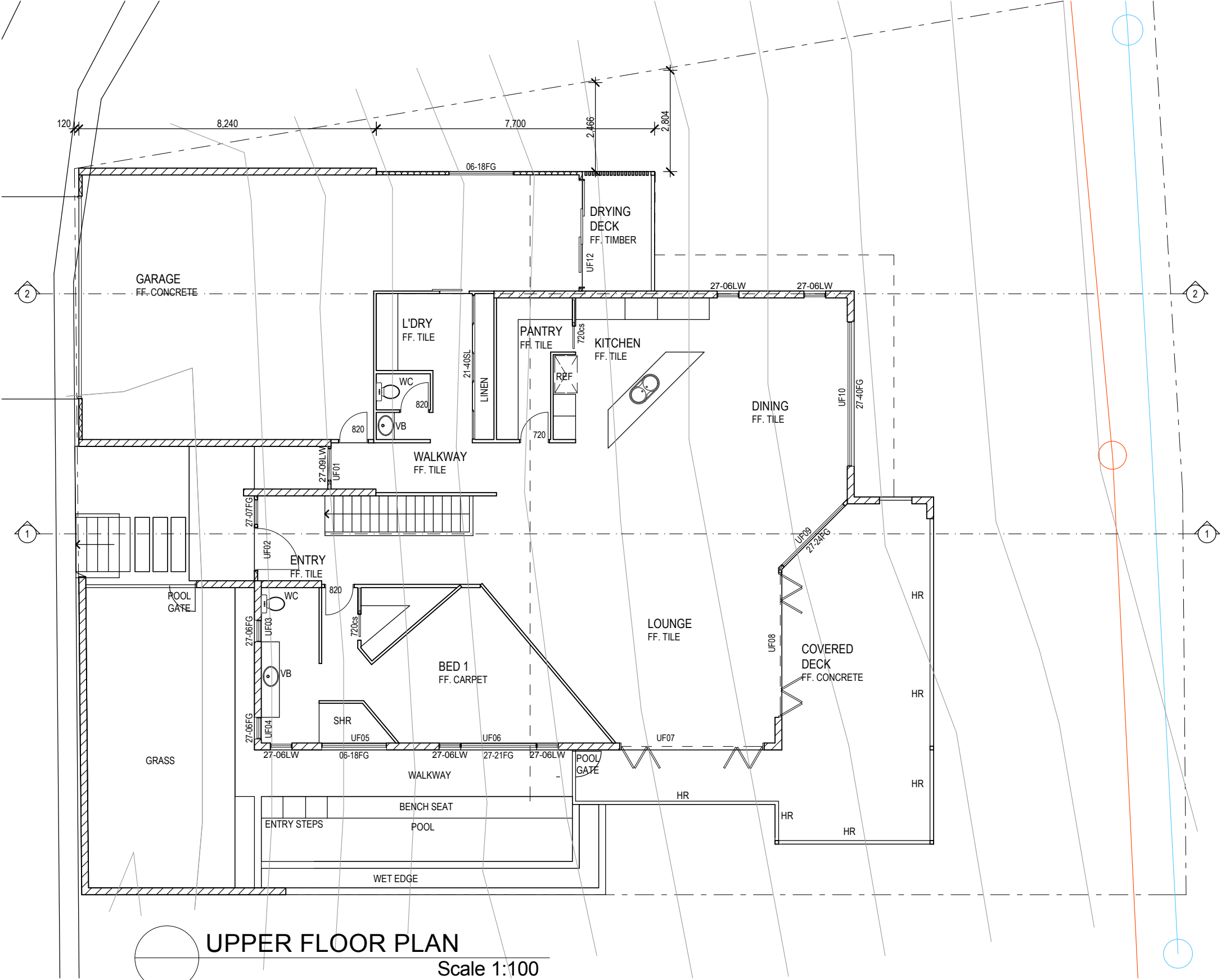
Drawing
GROUND FLOOR PLAN

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD03** Revision **F**



Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.



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Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

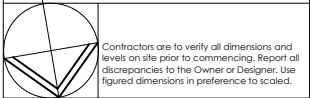
For
PETER & LYN HAMILTON

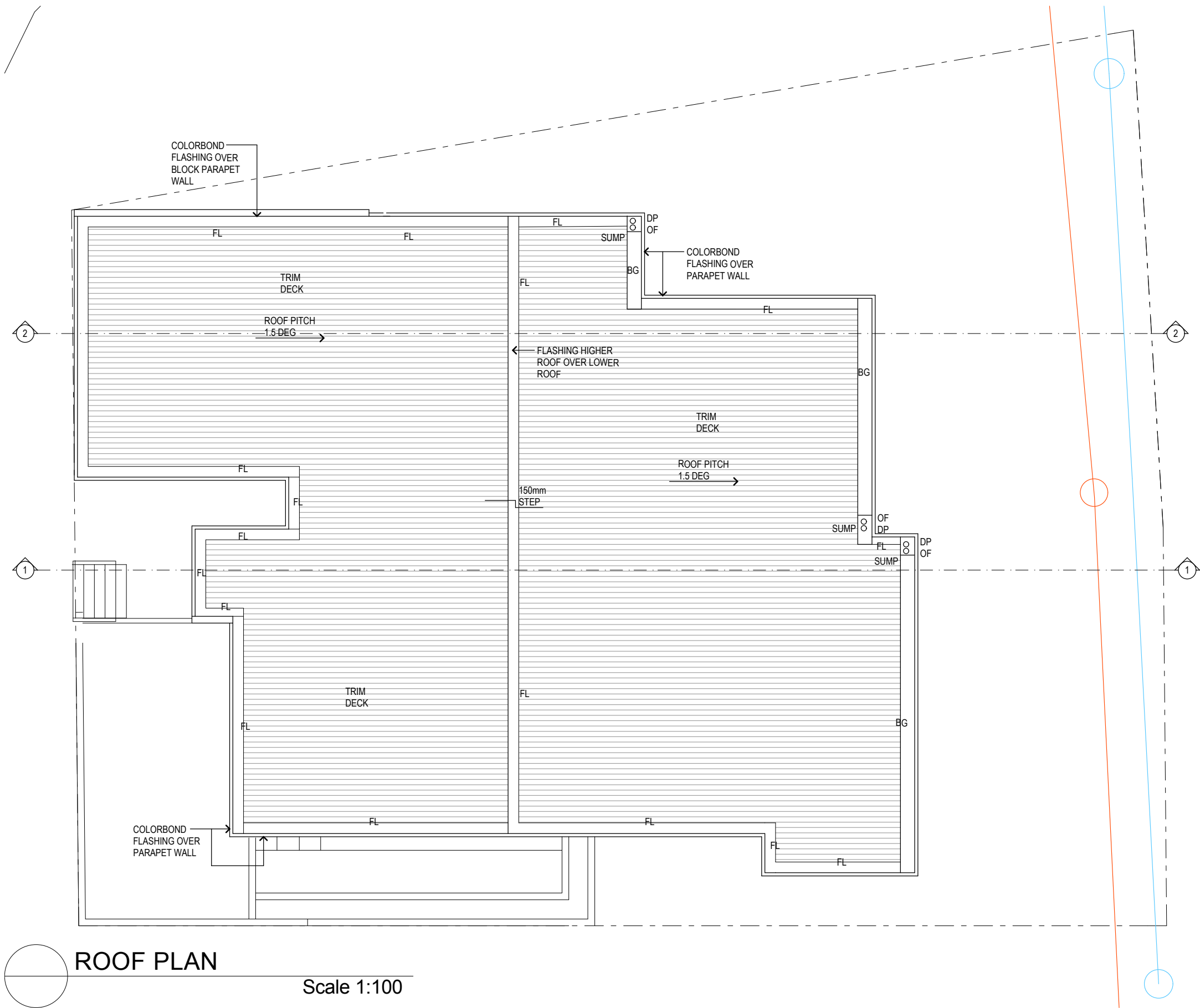
Location
**KARA CRESENT
AIRLIE BEACH**

Drawing
UPPER FLOOR PLAN

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD04** Revision **F**





ROOF PLAN

Scale 1:100



F	02/03/22	REVISED FIRST FLOOR PLAN
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Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

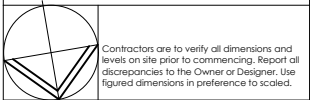
For
PETER & LYN HAMILTON

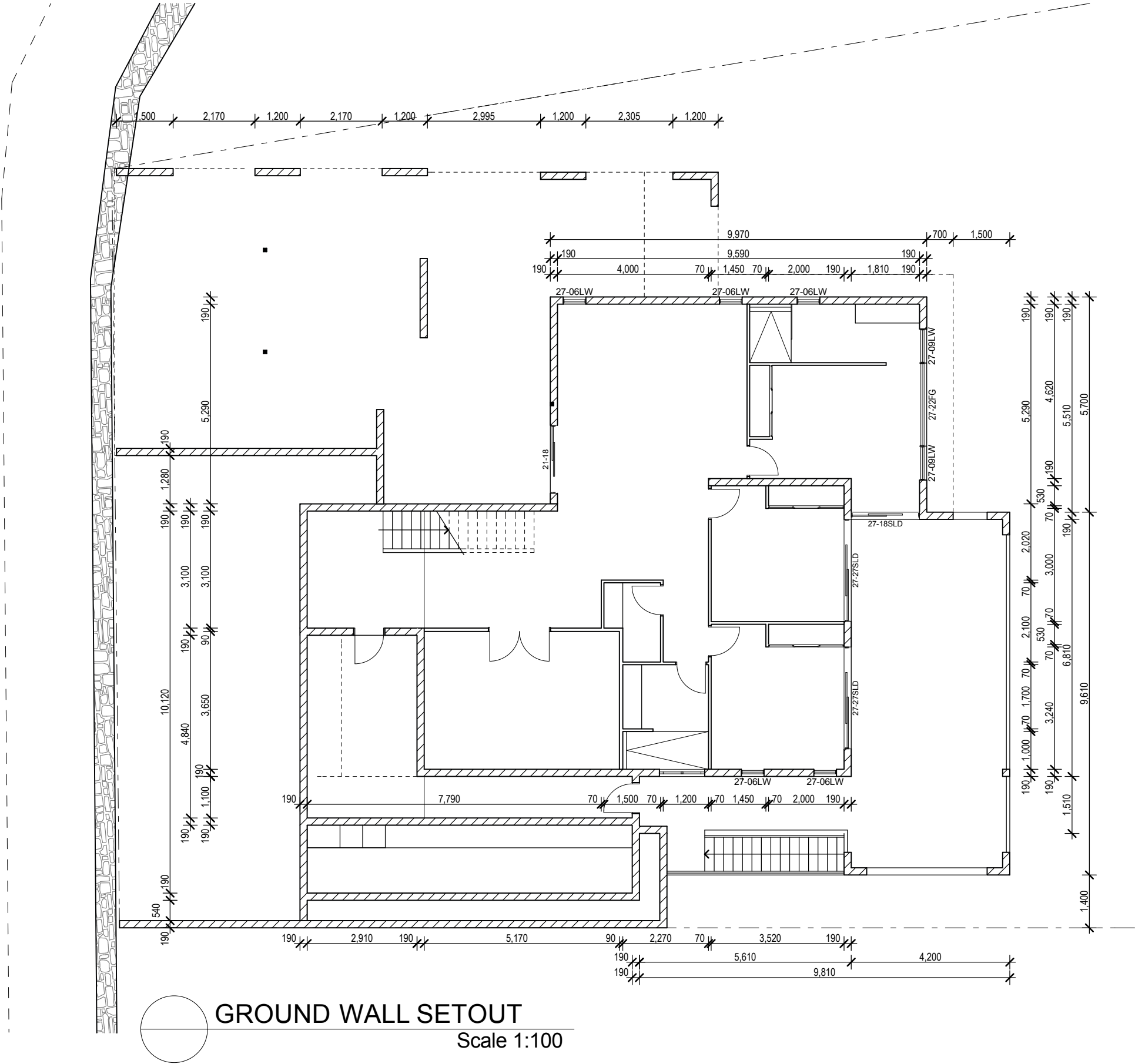
Location
**KARA CRESENT
AIRLIE BEACH**

Drawing
ROOF PLAN

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD05** Revision **F**





F	02/03/22	REVISED FIRST FLOOR PLAN
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B	18/01/21	REVISED FLOOR PLAN LAYOUTS
A	24/07/17	ENGINEER ISSUE
P5	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

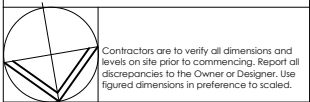
For
PETER & LYN HAMILTON

Location
**KARA CRESENT
AIRLIE BEACH**

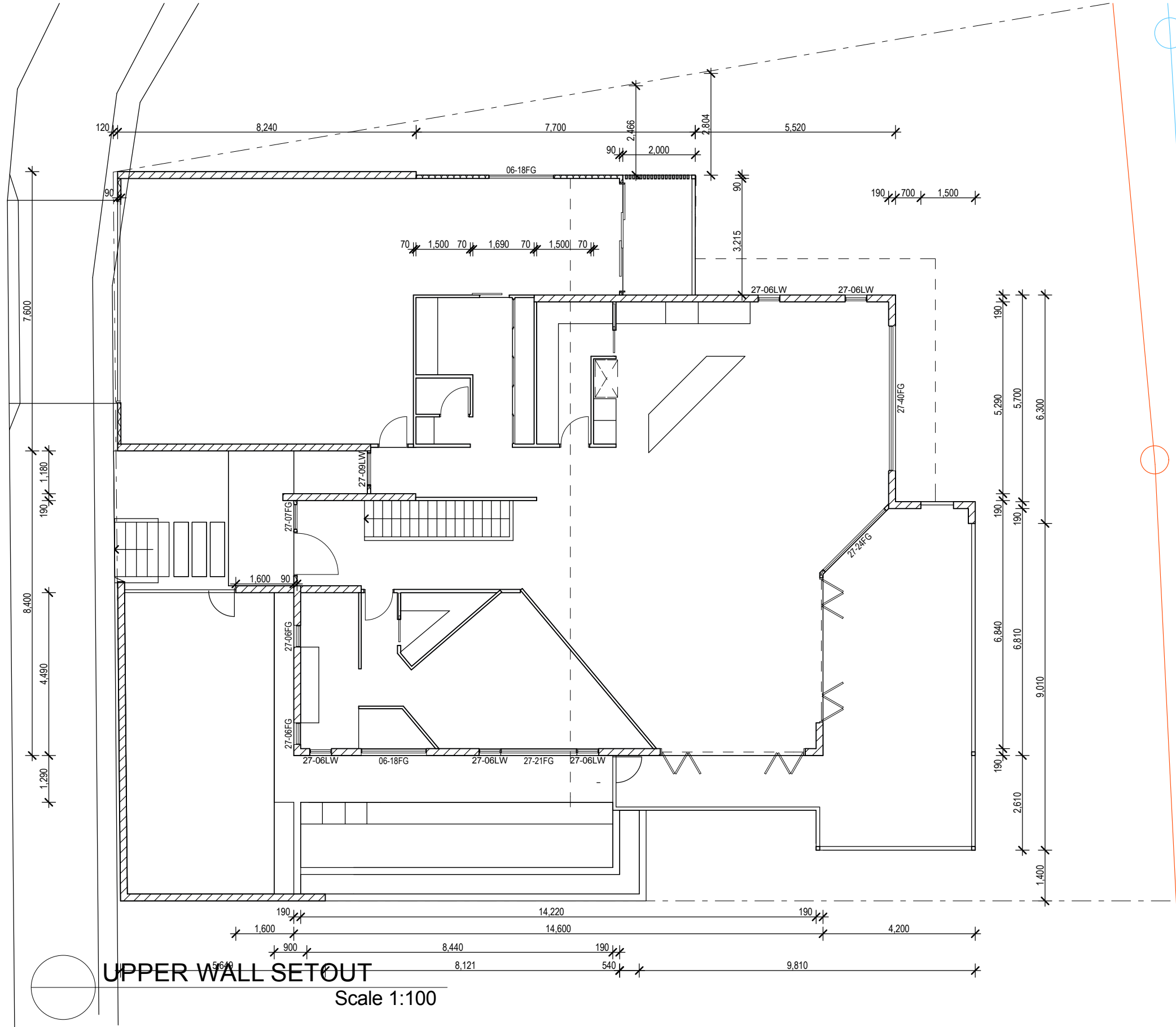
Drawing
GROUND WALL SETOUT PLANS

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD06** Revision **F**



Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.



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Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

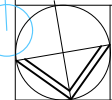
For
PETER & LYN HAMILTON

Location
**KARA CRESENT
AIRLIE BEACH**

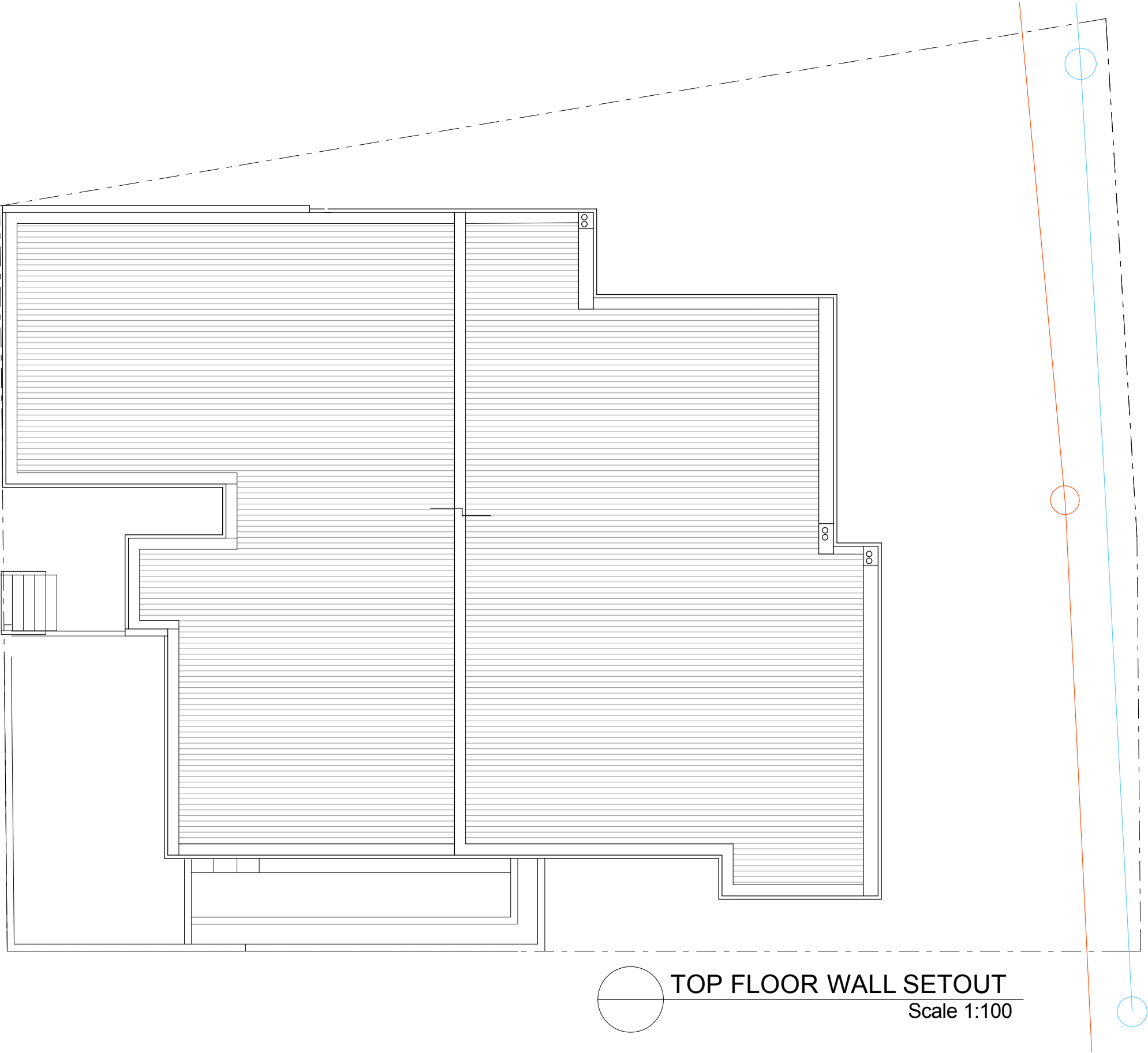
Drawing
UPPER FLOOR WALL SETOUT

Date **DEC 16** Drawn **PH** Scale

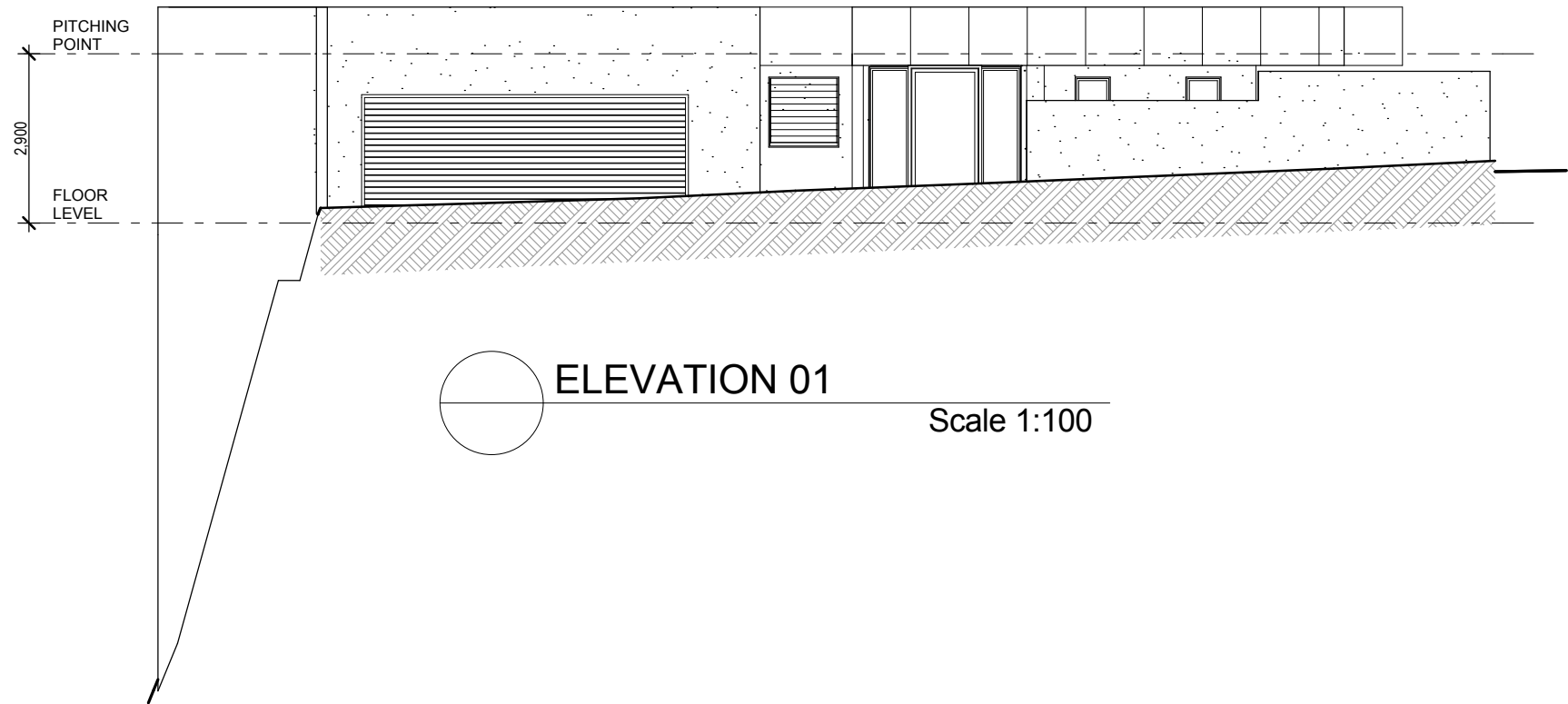
Sheet No. **16069** **CD07** Revision **F**



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A	24/07/17	ENGINEER ISSUE
PS	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description
Project		
PROPOSED NEW RESIDENCE		
For		
PETER & LYN HAMILTON		
Location		
KARA CRESENT AIRLIE BEACH		
Drawing		
ROOF PLAN SETOUT		
Date	DEC 16	Drawn PH Scale
Sheet No.	16069	CD08 Revision F
Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.		



ELEVATION LEGEND

- BC COLORBOND BARGE CAPPING. COLOUR TO MATCH ROOF SHEETING
- CB COLORBOND ROOF SHEETING AS SPECIFIED
- DP RAINWATER DOWNPIPE
- EG EAVES GUTTER AS SPECIFIED
- FL COLORBOND FLASHING. COLOUR TO MATCH ROOFING
- RB RENDERED BLOCKWORK WALL
- RBB RENDERED BLUEBOARD WALL CLADDING
- RC RIDGE CAPPING. COLOUR TO MATCH ROOF SHEETING
- TP 150x150 HWD TIMBER POST
- VP VENT PIPE
- WB WEATHERBOARD WALL CLADDING



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B	18/01/21	REVISED FLOOR PLAN LAYOUTS
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PS	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

For
PETER & LYN HAMILTON

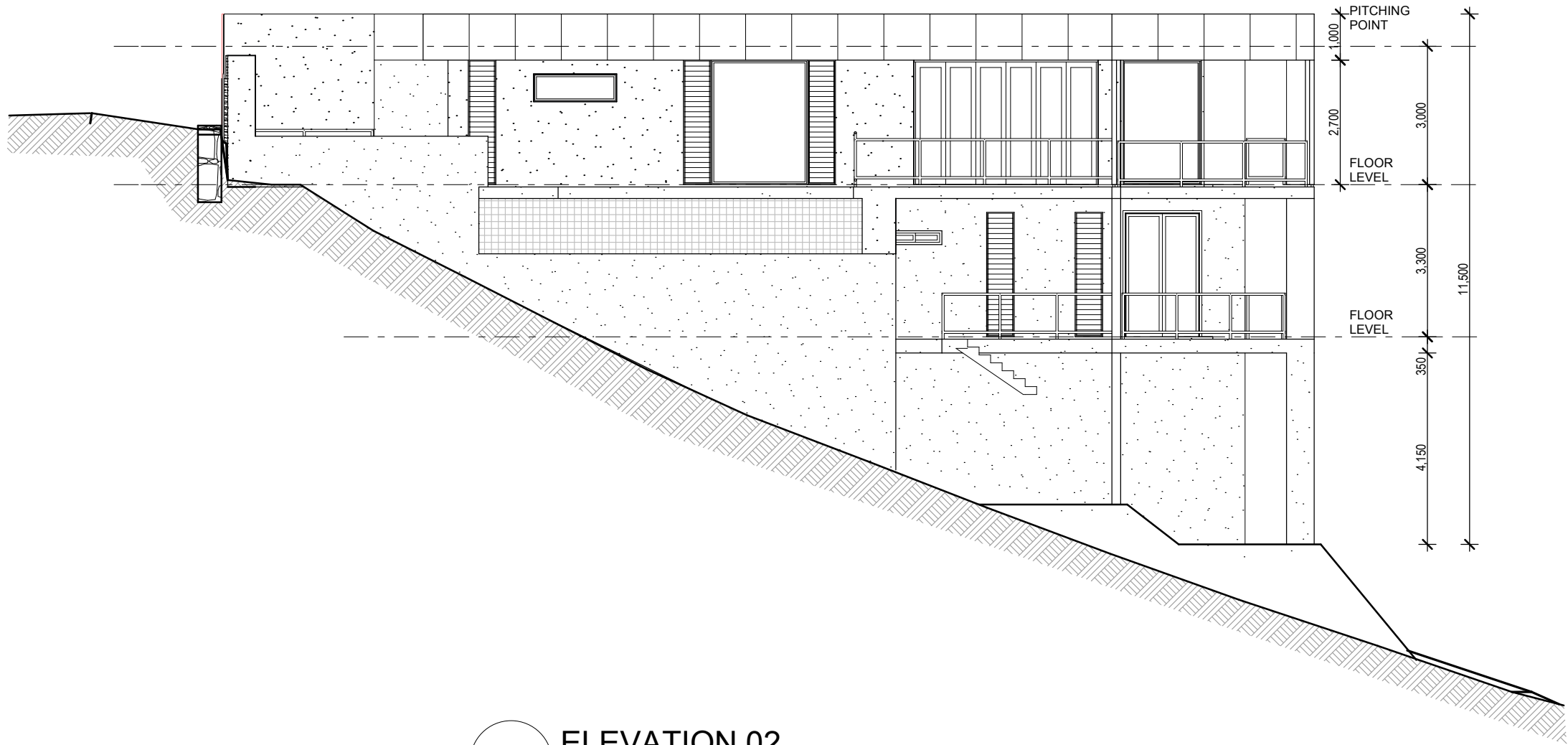
Location
**KARA CRESENT
AIRLIE BEACH**

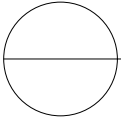
Drawing
ELEVATION 1

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD09** Revision **F**

Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.



 **ELEVATION 02** Scale 1:100



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PS	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

For
PETER & LYN HAMILTON

Location
**KARA CRESENT
AIRLIE BEACH**

Drawing
ELEVATION 2

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD10** Revision **F**

Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.



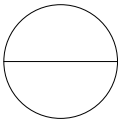
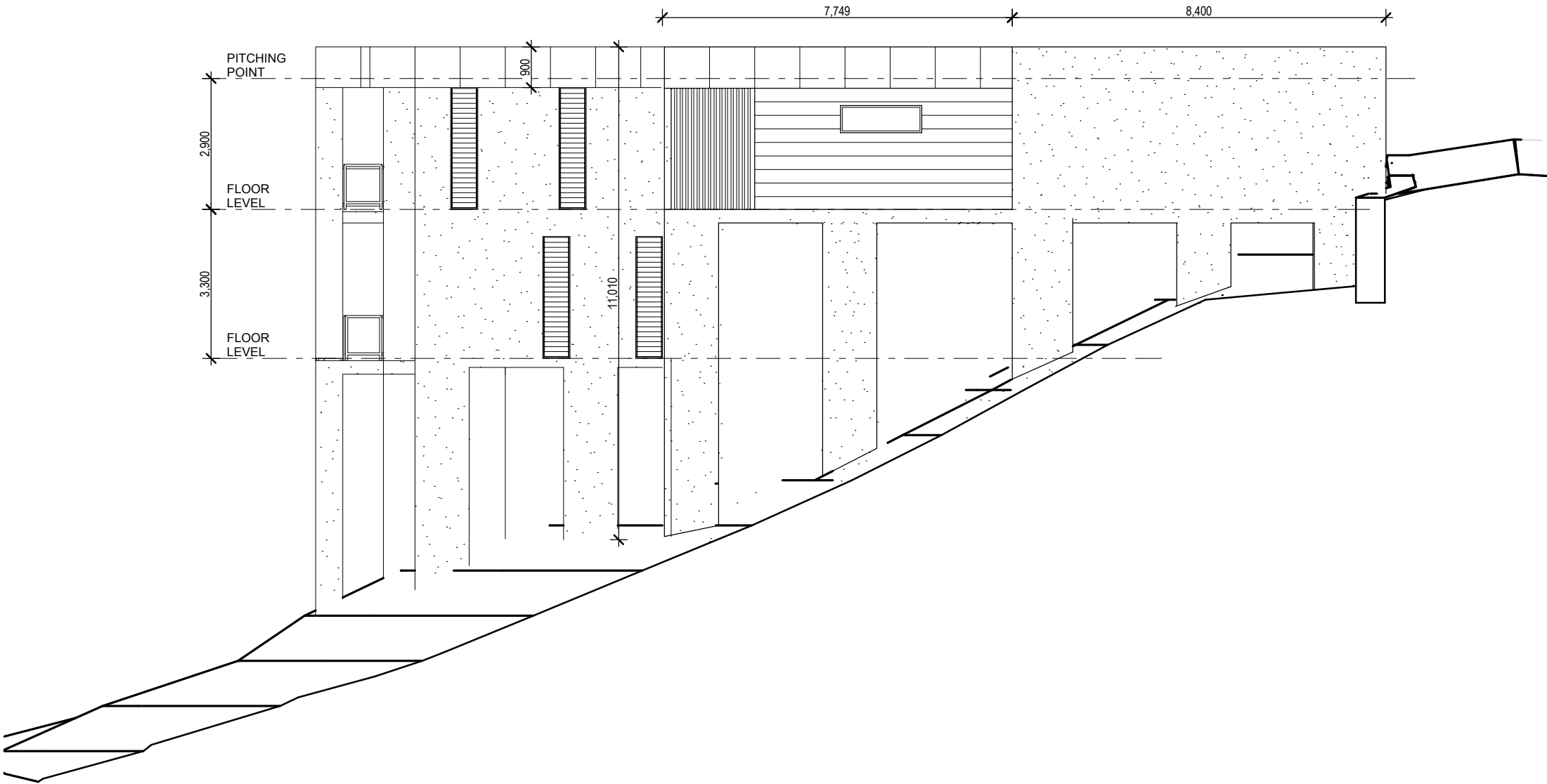
ELEVATION 04
Scale 1:100

ELEVATION LEGEND

- BC COLORBOND BARGE CAPPING. COLOUR TO MATCH ROOF SHEETING
- CB COLORBOND ROOF SHEETING AS SPECIFIED
- DP RAINWATER DOWNPIPE
- EG EAVES GUTTER AS SPECIFIED
- FL COLORBOND FLASHING. COLOUR TO MATCH ROOFING
- RB RENDERED BLOCKWORK WALL
- RBB RENDERED BLUEBOARD WALL CLADDING
- RC RIDGE CAPPING. COLOUR TO MATCH ROOF SHEETING
- TP 150x150 HWD TIMBER POST
- VP VENT PIPE
- WB WEATHERBOARD WALL CLADDING



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A	24/07/17	ENGINEER ISSUE
P5	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description
Project		
PROPOSED NEW RESIDENCE		
For		
PETER & LYN HAMILTON		
Location		
KARA CRESENT		
AIRLIE BEACH		
Drawing		
ELEVATION 3		
Date	DEC 16	Drawn PH Scale
Sheet No.	16069	CD11 Revision F
Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.		



ELEVATION 03

Scale 1:100



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PS	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

For
PETER & LYN HAMILTON

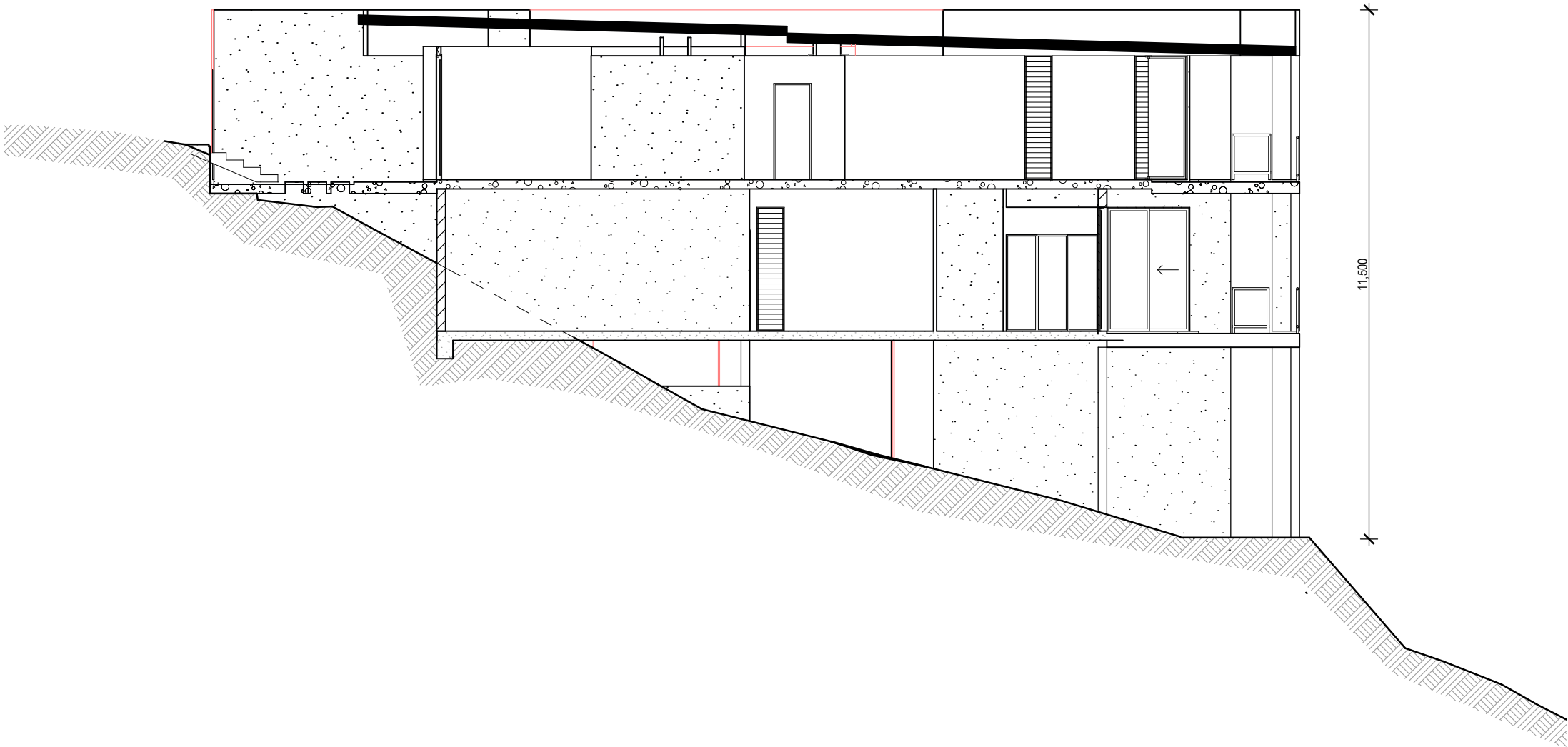
Location
**KARA CRESENT
AIRLIE BEACH**

Drawing
ELEVATION 4

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** CD12 Revision **F**

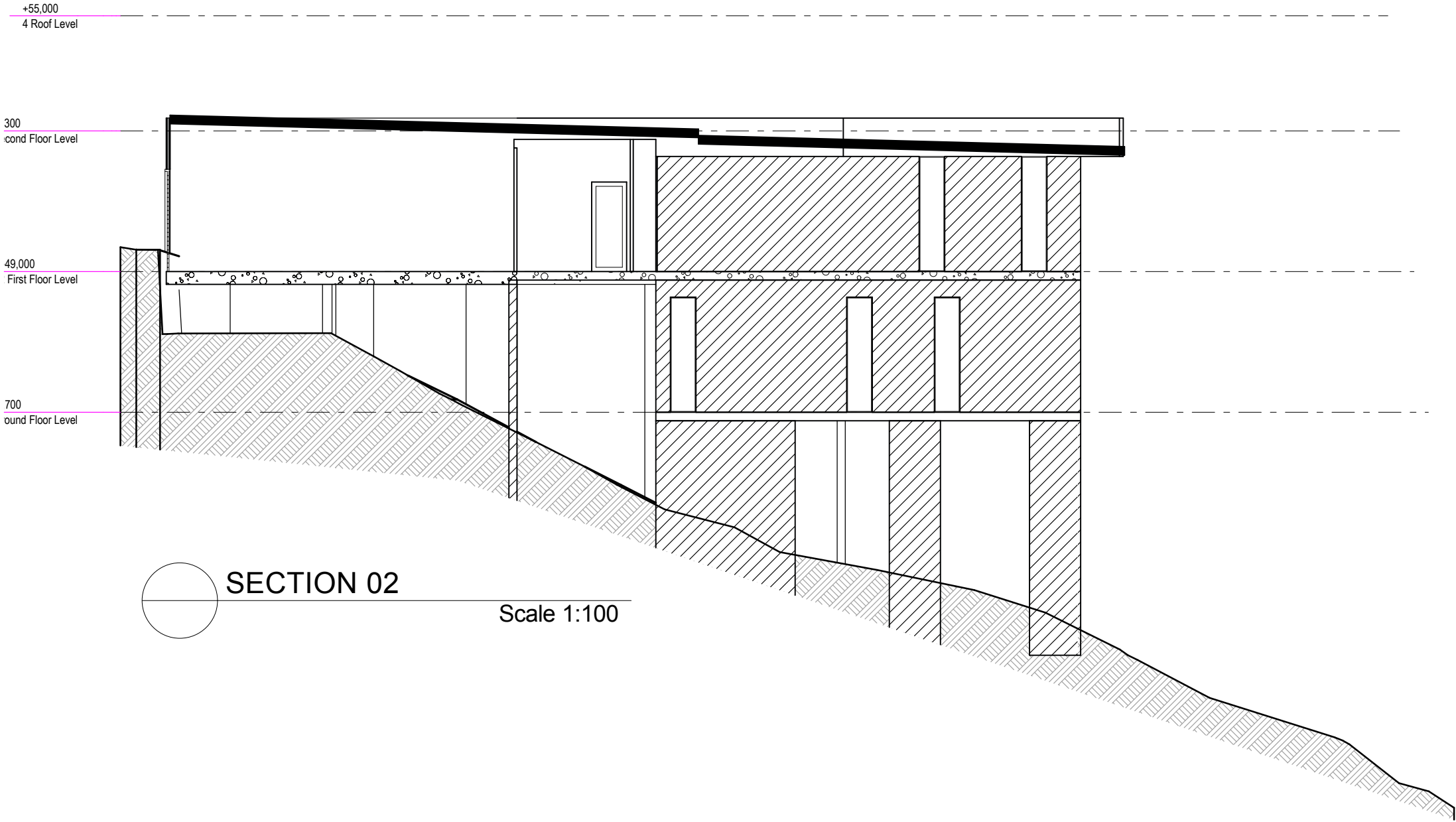
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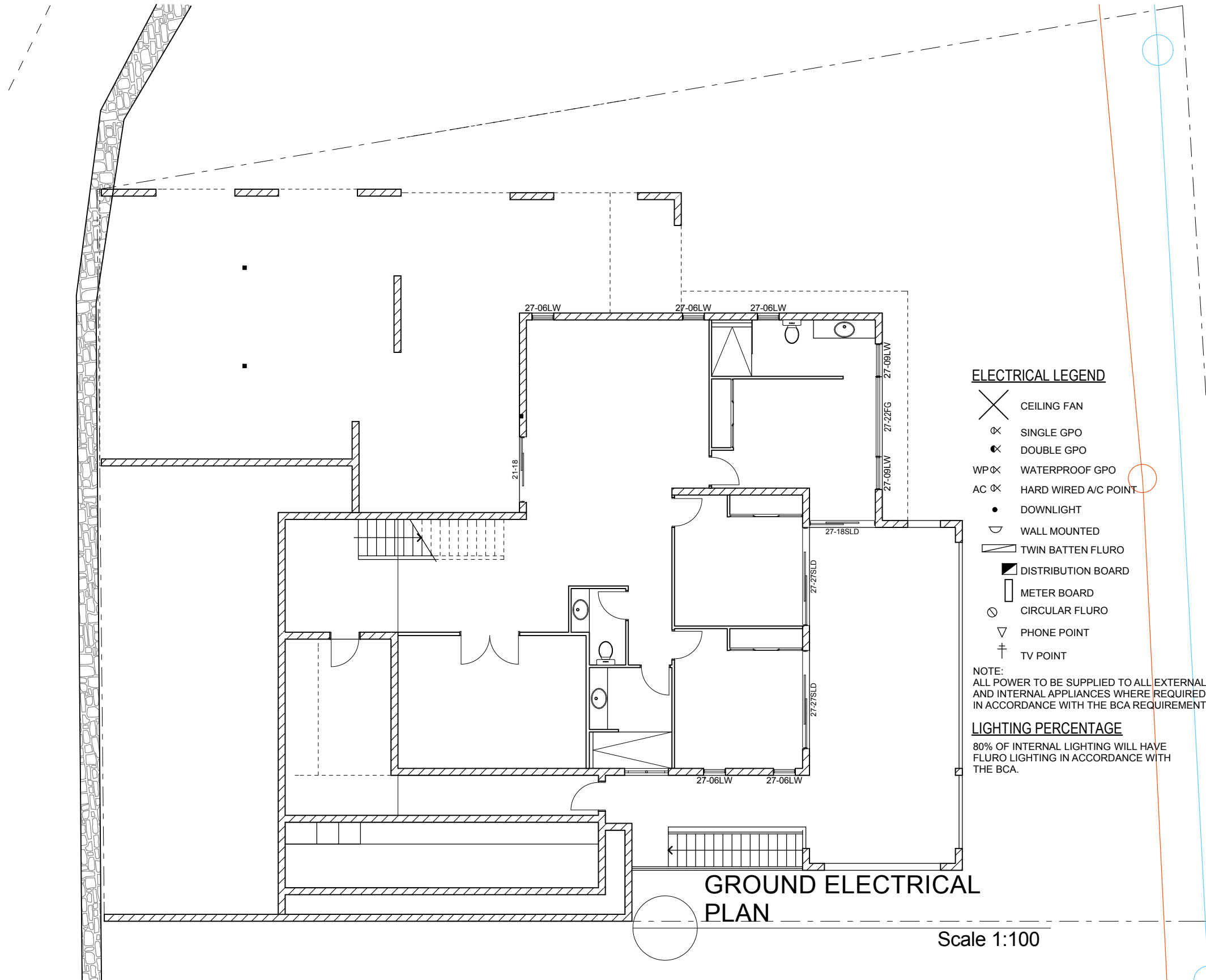
SECTION 01
Scale 1:100



F	02/03/22	REVISED FIRST FLOOR PLAN
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Iss.	Date	Description
Project		
PROPOSED NEW RESIDENCE		
For		
PETER & LYN HAMILTON		
Location		
KARA CRESENT		
AIRLIE BEACH		
Drawing		
SECTION 1		
Date DEC 16		
Drawn PH		
Scale		
Sheet No. 16069		
CD13		
Revision F		
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Iss.	Date	Description
Project		
PROPOSED NEW RESIDENCE		
For		
PETER & LYN HAMILTON		
Location		
KARA CRESENT AIRLIE BEACH		
Drawing		
SECTION 2		
Date	DEC 16	Drawn PH
Sheet No.	16069	CD14
Revision	F	
Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.		



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Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

For
PETER & LYN HAMILTON

Location
KARA CRESENT
AIRLIE BEACH

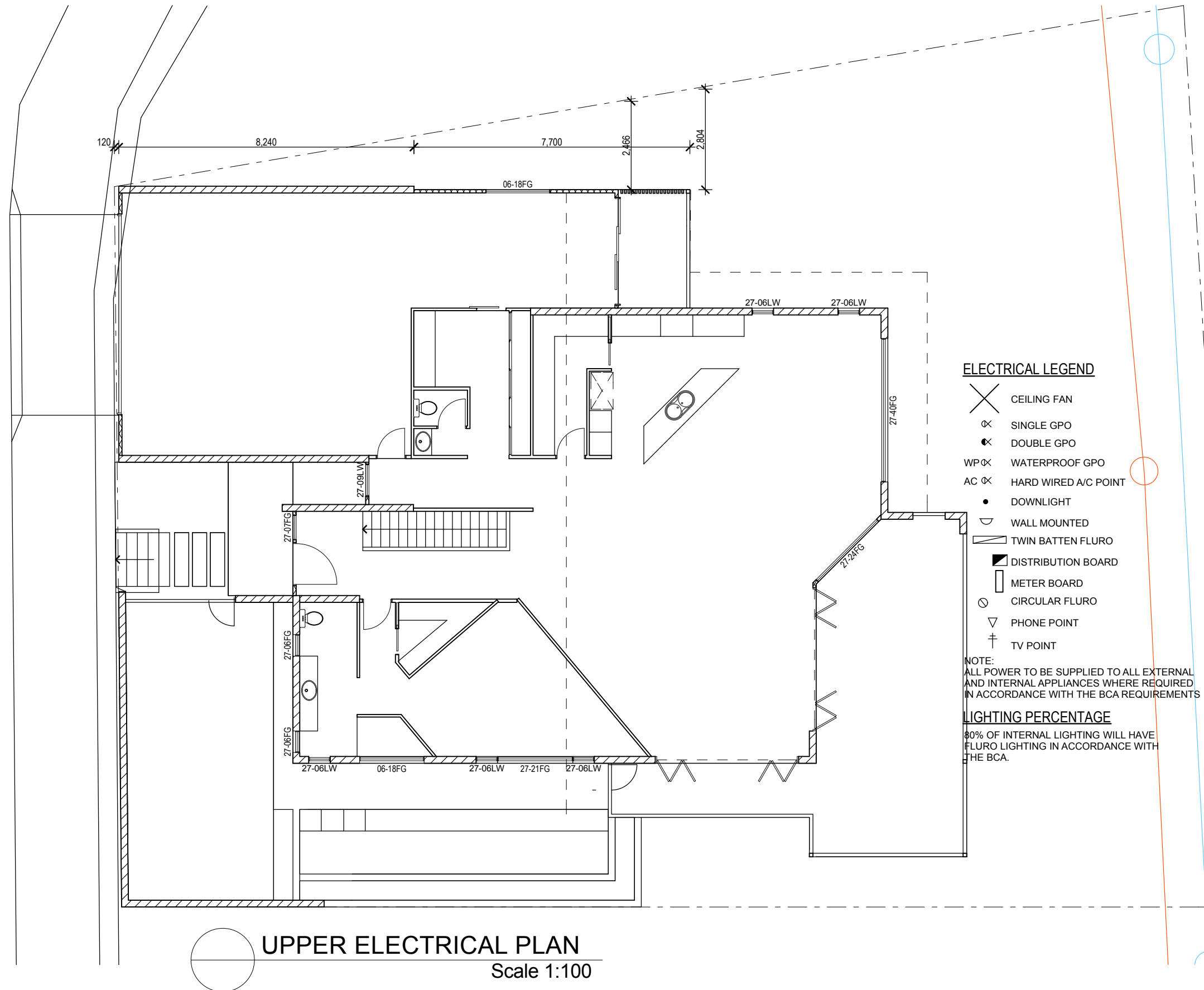
Drawing

GROUND FLOOR LIGHTING PLAN

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD15** Revision **F**

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P	24/07/17	ENGINEER ISSUE	
PS	21/06/17	PRELIMINARY ISSUE	
Iss.	Date	Description	

Project

PROPOSED NEW RESIDENCE

For

PETER & LYN HAMILTON

Location

KARA CRESENT AIRLIE BEACH

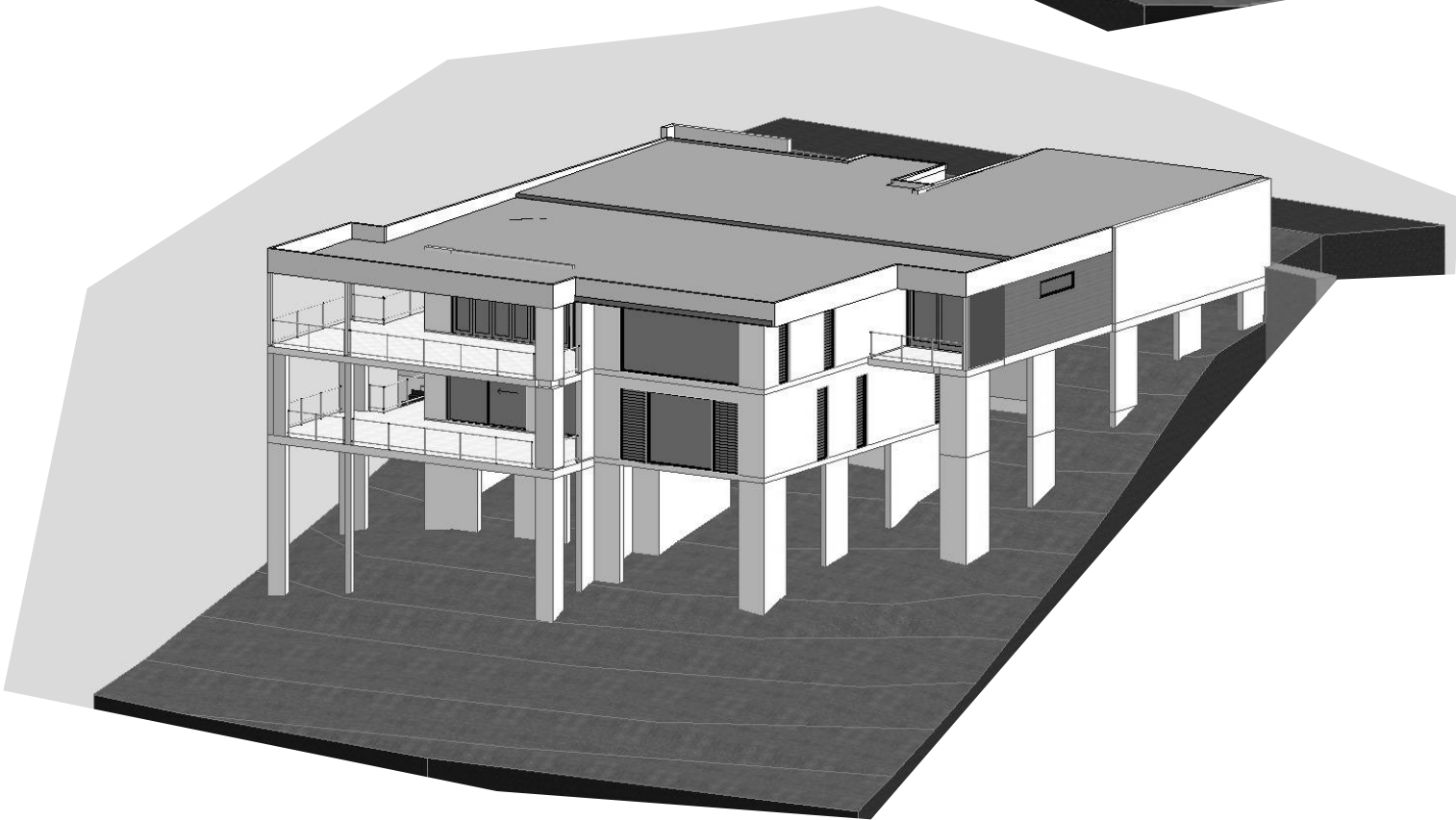
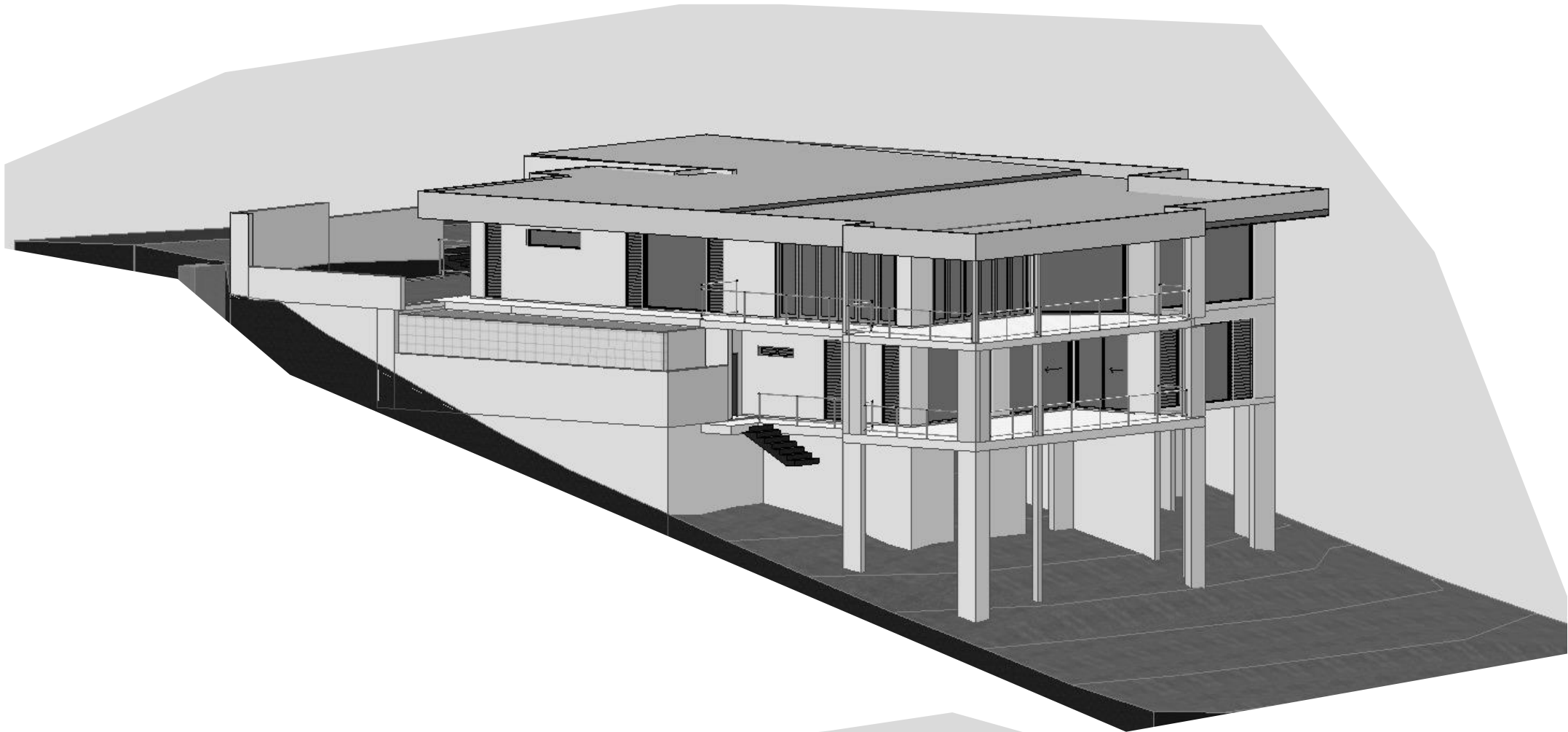
Drawing

UPPER FLOOR LIGHTING PLAN

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD16** Revision **F**

	Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.
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F	02/03/22	REVISED FIRST FLOOR PLAN
E	24/02/22	REVISED FIRST FLOOR PLAN
D	25/08/21	DIMENSIONS ADDED
C	27/01/21	CLIENT CHANGES
B	18/01/21	REVISED FLOOR PLAN LAYOUTS
A	24/07/17	ENGINEER ISSUE
PS	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description

Project
PROPOSED NEW RESIDENCE

For
PETER & LYN HAMILTON

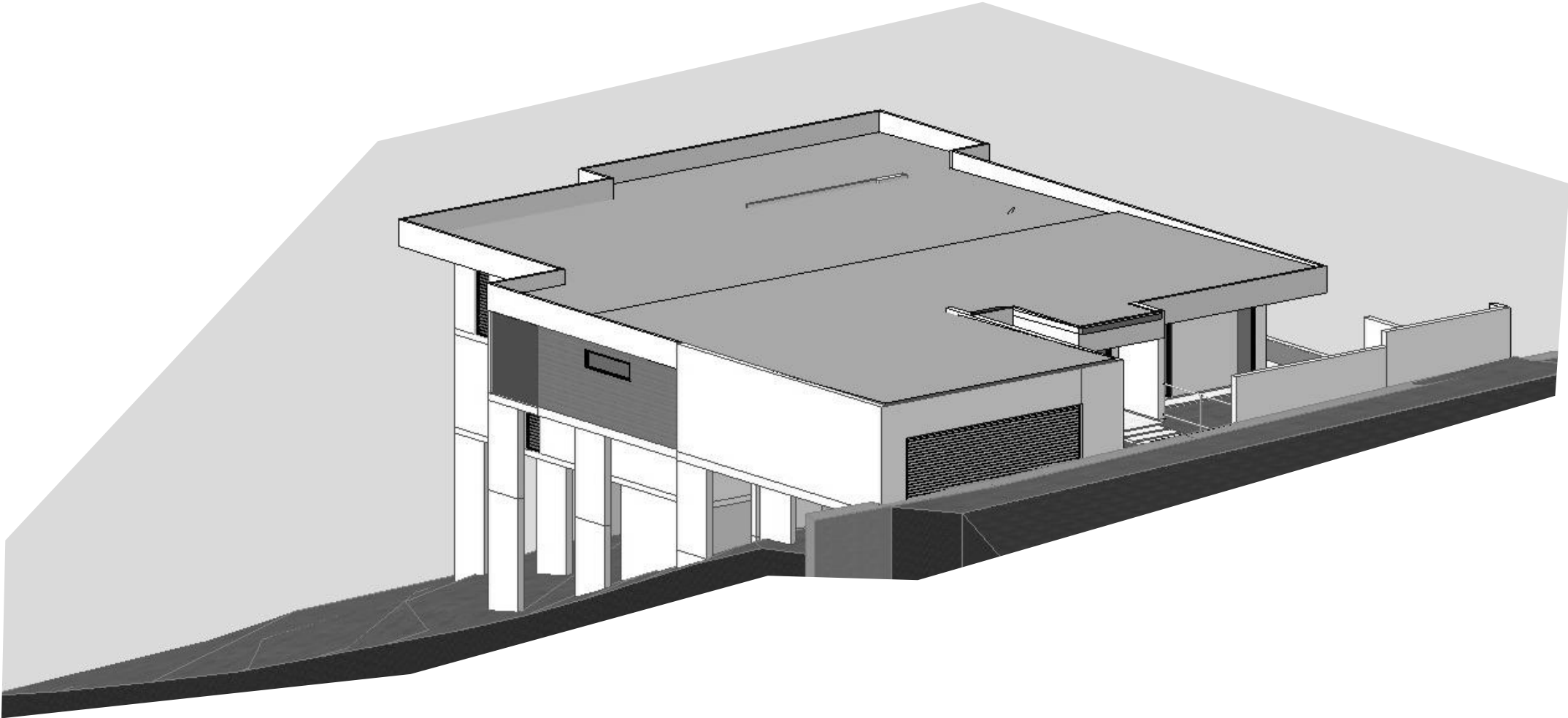
Location
**KARA CRESENT
AIRLIE BEACH**

Drawing
3D VIEWS

Date **DEC 16** Drawn **PH** Scale

Sheet No. **16069** **CD17** Revision **F**

Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.



F	02/03/22	REVISED FIRST FLOOR PLAN
E	24/02/22	REVISED FIRST FLOOR PLAN
D	25/08/21	DIMENSIONS ADDED
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PS	21/06/17	PRELIMINARY ISSUE
Iss.	Date	Description
Project		
PROPOSED NEW RESIDENCE		
For		
PETER & LYN HAMILTON		
Location		
KARA CRESENT AIRLIE BEACH		
Drawing		
3D VIEW CONT		
Date DEC 16 Drawn PH Scale		
Sheet No. 16069 CD18 Revision F		
Contractors are to verify all dimensions and levels on site prior to commencing. Report all discrepancies to the Owner or Designer. Use figured dimensions in preference to scaled.		

13.2.4 - 20220039 – Development Application for Material Change of Use (Short-term Accommodation) 14 Erromango Drive, Jubilee Pocket - 44 RP744923

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Artiqua Harrison - Planner

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Conditions of Approval [**13.2.4.1** - 2 pages]
2. Planning Assessment Report [**13.2.4.2** - 3 pages]
3. Locality Plan [**13.2.4.3** - 1 page]
4. Zoning Plan [**13.2.4.4** - 1 page]
5. Proposal Plan [**13.2.4.5** - 1 page]
6. Submission Map [**13.2.4.6** - 1 page]

PURPOSE

To provide the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the application for Material Change of Use (Short-term Accommodation), made by B Kehr, on L: 44 RP: 744923 and located at 14 Erromango Drive Jubilee Pocket, subject to the conditions outlined in Attachment 1.

BACKGROUND

The site was issued a Development Permit for Material Change of Use of Premises for a Dual Occupancy in 2007 (application reference number 20070544).

APPLICATION SUMMARY

The proposal is for Short-term Accommodation of an existing dual occupancy located at 14 Erromango Drive, Jubilee Pocket (44RP744923).

The premises is zoned Low Density Residential, triggering an impact assessable development application. The applicant has provided all necessary information required by the Short-term Accommodation Guideline.

The development application attracted one (1) submission during the Public Notification period. All necessary information has been provided for assessment, which has demonstrated compliance with the relevant planning provisions. It is recommended the development application is given approval subject to reasonable and relevant conditions.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION

Manager Development Assessment

RISK ASSESSMENT

The decision may be appealed in the Planning & Environment Court of Queensland.

TIMINGS/DEADLINES

A decision is required by 22 April 2022.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

Section 58 of the Human Rights Act 2019 specifies required conduct for public entities when acting or making a decision. Sections 15-37 of the Human Rights Act 2019 identifies the human rights a public entity must consider in making a decision. The human rights relevant to this decision are as follows:

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, racial or linguistic background have the right to enjoy their culture, to declare and practice their religion and use their language.
- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

Attachment 13.2.4.1 Conditions of Approval

1.0 ADMINISTRATION

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

Plan/Document Name	Prepared By	Plan Number	Dated
Floor Plan	Applicant	N/A	N/A
Emergency Exit Plan	Applicant	N/A	N/A
Property Management Plan	Applicant	N/A	N/A
Code of Conduct	Applicant	N/A	N/A
House Rules	Applicant	B/A	N/A

- 1.2 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.3 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.
- 1.4 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of the commencement of the use.

2.0 BUILDING

- 2.1 The applicant is to upgrade fire safety measures to the equivalent requirement of a long-term rental property.
- 2.2 The applicant is to construct a 1.8m high screen fence along the northern boundary of the site from the rear corner to a point 20m from the front boundary.

3.0 ACCESS AND PARKING

- 3.1 A minimum of four (4) car parking spaces must be provided on site prior to commencement of the use.
- 3.2 On-site parking spaces must be located entirely on the site, be safe and practical to use, and enable cars to enter and exit the site without endangering pedestrians or vehicles.

4.0 OPERATING PROCEDURES

- 4.1 Prior to commencement of the use, the applicant must advise Council of the name and contact details of the appointed local property manager who will manage the operations of the development.
- 4.2 The nominated property manager must sign and provide to Council, a Statutory Declaration affirming that at all times during the operation of the Short-term accommodation, the property manager will undertake the following actions:
- a) Display a sign including the name of the property manager and their all-hours contact phone number. The sign is to be no larger than 0.3 square meter in sign face area, professionally made and weather-proof. For a unit, this sign can be displayed on the door of the unit. For a dwelling house, the sign must be displayed where it can be clearly read by the public.

Attachment 13.2.4.1 Conditions of Approval

- b) Prior to the commencement of the use, inform in writing, the occupants of every neighbouring dwelling that the property has been approved for short-term accommodation and provide contact details including a 24-hour contact number.
 - c) Establish and maintain an accommodation register, recording names and contact details of all guests and duration of stay. The register must also include details of any complaints received and a copy of the signed acceptance of the Code of Conduct document. This register is to be provided to Council on request.
 - d) Prepare a Code of Conduct which must be provided to and agreed-to in writing by all adult guests prior to occupation. The Code of Conduct must include as a minimum:
 - i. The maximum permitted number of overnight guests on any one day.
 - ii. A set of 'good neighbour' rules, to prevent anti-social behaviour and excessive noise after 9pm, in accordance with Schedule 1 of Environmental Protection (Noise) Policy 2019.
 - iii. Information for guests, including the 24-hour contact details of the nominated property manager, on-site carparking and waste bin arrangements.
 - iv. Rules requiring eviction or forfeiture of money in the event of a significant breach of the Code of Conduct.
 - e) To meet and greet every guest prior to occupation (in person or electronically) to explain the Code of Conduct and other applicable rules.
 - f) To have two (2) 24-hour contact number that must be answered, not with a recorded message.
 - g) To attend to any complaint about anti-social guest behaviour reported to the contact number, within 20 minutes. Agent response may include attendance by a private security firm.
 - h) To immediately evict any guests whose behaviour repeatedly breaches the Code of Conduct.
- 4.3 A maximum of four (4) overnight guests (two guests per bedroom) will be permitted to stay in each of the dwellings at any one time.

5.0 ADVISORY NOTES

- 5.1 This Development Permit does not provide any explicit or implied confirmation that the premises meets the requirements of relevant fire safety legislation, building classification, body corporate rules or insurance policies. The applicant and/or operator of the Short-term Accommodation business is to conduct their own investigations and make the necessary applications and undertake required building modifications to meet their obligations under all relevant legislation
- 5.2 The applicant will lose any Owner/Occupier rating concession attached to a dwelling house or unit approved.

20220039 – DEVELOPMENT APPLICATION FOR MATERIAL CHANGE OF USE FOR SHORT-TERM ACCOMMODATION, 14 ERROMANGO DRIVE JUBILEE POCKET – B KEHR C/- VISION SURVEYS (QLD) PTY LTD

ANALYSIS

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

1. Application Summary

Proposal:	Material Change of Use for Short-term Accommodation
Landowner	Bernard Kehr
Property Address:	14 Erromango Drive JUBILEE POCKET
Property Description:	L: 44 RP: 744923 T: N1379/79
Area of Site:	978
Planning Scheme Zone:	Low density residential
Level of assessment	Impact Assessable
Overlays:	Acid Sulfate Soil Environmental Significance Flood Hazard
Existing Use:	Dual Occupancy
Existing Approvals:	20070544 – Material Change of Use for a Dual Occupancy
Public Notification:	03/02/2022 / 23/02/2022
Submissions received:	One (1)
State referrals:	Nil.
Infrastructure charges:	Nil.

2. Site Details

2.1. Location

14 Erromango Drive, Jubilee Pocket / L: 44 RP: 744823

2.2. Zoning

Low Density Residential

2.3. Site description

Predominantly flat and rectangular allotment consisting of a dual occupancy in the form of two detached dwellings, each with two bedrooms.

2.4. Access

Both dwellings gain access via a their own fully constructed driveway from Erromango Drive.

2.5. Surrounding uses

North: Medium density residential development (units).

East: Mixture of medium and low density residential development (dwellings and units).

South: Residential dwellings

West: Campbell Creek and parkland, and a mixture of medium and low density residential development.

3. Proposal Details

The proposal is for Short-term Accommodation of an existing dual occupancy, in stages. Each of the dwellings contain two (2) bedrooms.

The site is connected to Council reticulated services. Access is currently gained via a concrete driveway from Erromango Drive.

The applicant has provided documentation demonstrating compliance with the Short-term Accommodation Guideline, being a Code of Conduct, Property Management Plan and Fire and Evacuation Plan for the proposed use.

4. Planning Assessment

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

The proposal is generally in accordance with the Planning Scheme and is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions (Attachment 1).

4.1. State Assessment and Referral Agency (SARA)

The Application did not require referral to any State Agencies.

4.2. State Planning Policy – July 2017

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

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

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

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The proposal complies with the relevant items of the Strategic Framework.

4.4.2. Strategic Intent

The proposal complies with the relevant items of the Strategic Intent.

4.4.3. Overlay Codes

4.4.3.1. No overlays affect the proposed development.

4.4.4. Low Density Residential Zone Code

The proposal is an Impact Assessable use in the Low Density Residential Zone. The proposal generally complies with the relevant Overall Outcomes of the Low Density Residential Zone Code and can be conditioned appropriately to be compatible with the prevailing residential character and amenity of the locality.

4.4.5. Development Codes

4.4.5.1. Short-term Accommodation

- Site plan provided.
- Property Management Plan provided.
- Code of Conduct provided.
- Fire and emergency plan provided.
- Statutory declaration has been provided.
- The site is capable of containing four carparking spaces as required by the Short-term Accommodation Guideline. Unit 1 has a double carport along with ample driveway space. Unit 2 has a single carport and ample driveway space to contain additional onsite parking.

5. Public Submissions

The development application was placed on public notification between 03/02/2022 and 23/02/2022 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received 03/04/2022. One (1) submission was received during this period of Public Notification.

Submissions have been received and summarised in the below table:

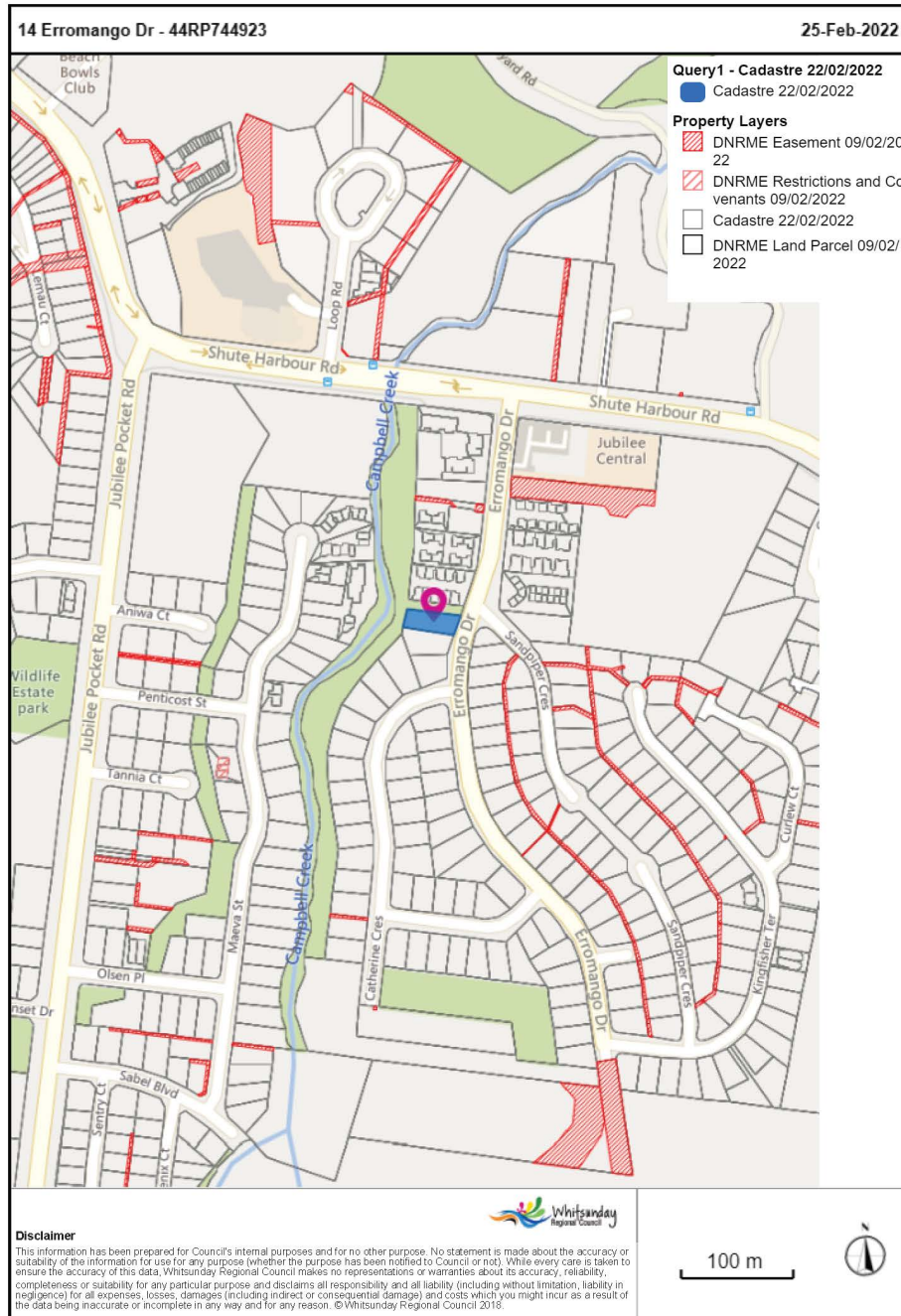
Issue	Comment/Condition Number
1. Past instances of large gatherings resulting in excessive noise and antisocial behaviour at the premises and potential for this to increase with introduction of short-term accommodation.	If approved, the applicant will be conditioned to have a Code of Conduct for the operational use of the development that includes the prevention of excessive noise after 9pm, in accordance with Schedule 1 or Environmental Protection (noise) Policy 2019. Compliance actions will be taken against the premises if found to have breached any conditions of the development permit. The applicant has suggested that he construct a 1.8 metre solid fence along the boundary abutting Lot 910 to aid in minimising any potential nuisance.
2. Devalue surrounding properties	Not a planning consideration.

6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

The development does not attract an infrastructure charge.

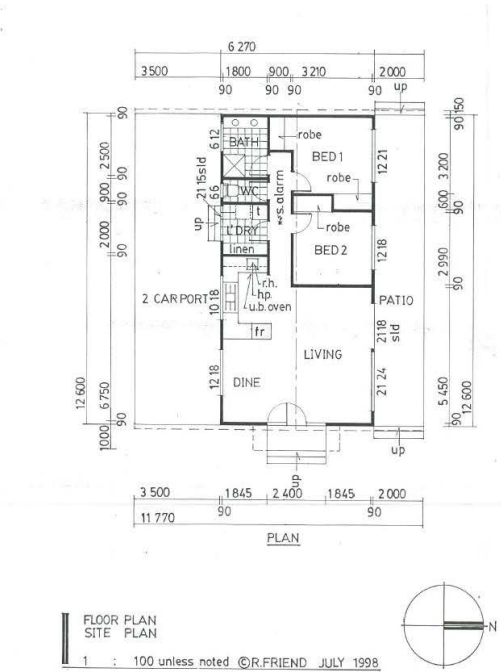
Attachment 13.2.4.3 Locality Plan



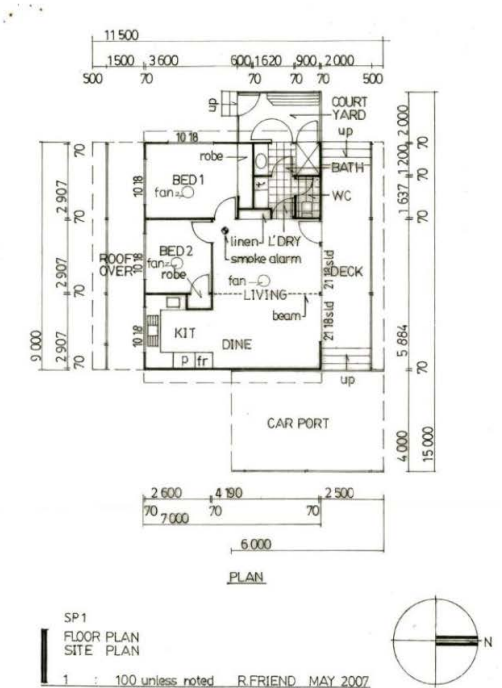
Attachment 13.2.4.4 Zoning Map



Proposed Short-term Accommodation at 14 Erromango Drive, Jubilee Pocket

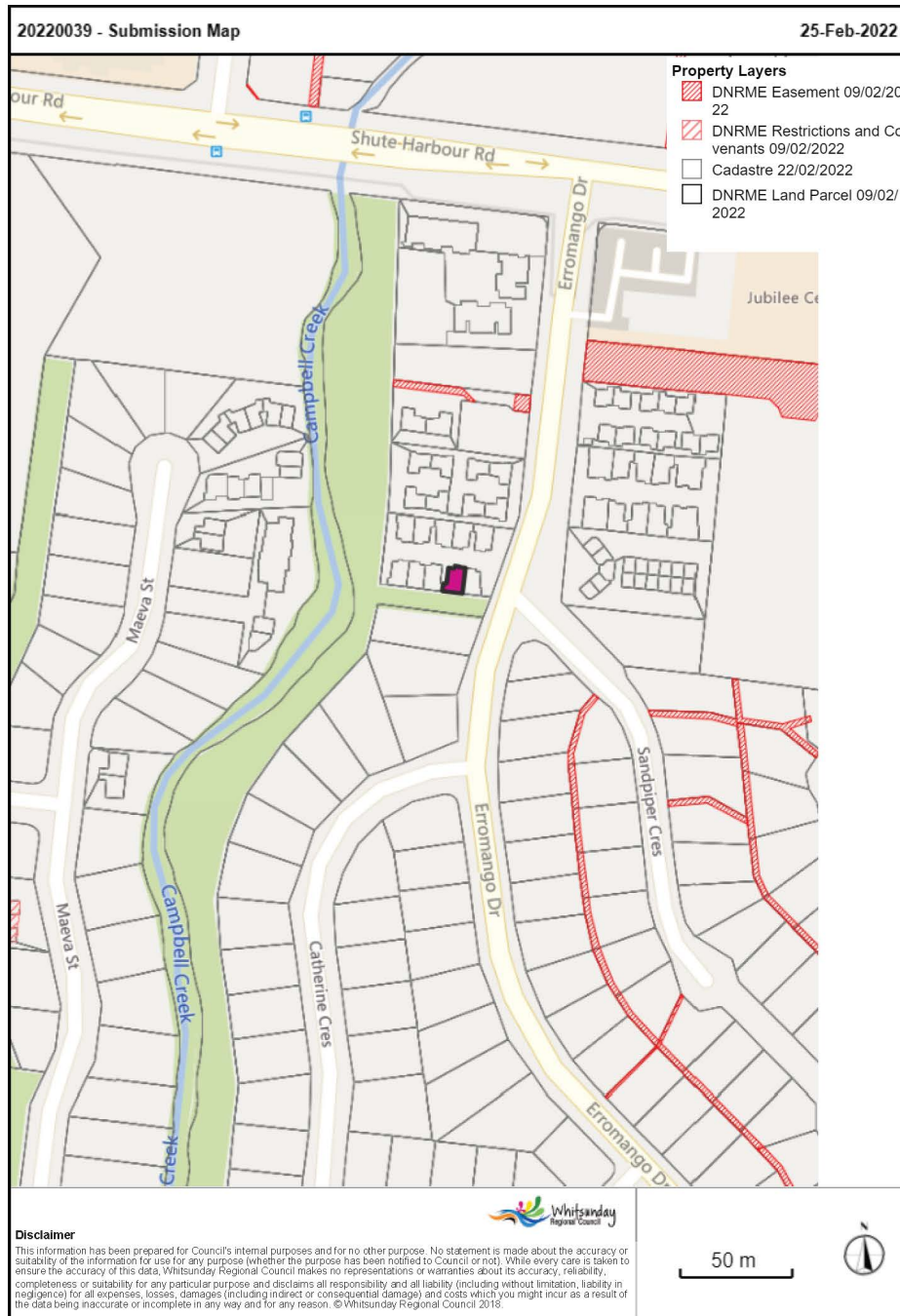


Unit 1 – 14 Erromango Drive



Unit 2 – Erromango Drive

Attachment 13.2.4.6 Submission Map



13.2.5 - 20211188 - Development Application for Preliminary Approval (Variation Request) & Development Application for Material Change of Use (Dwelling House) - 11 Warrain Street, Shute Harbour

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: James McEvoy-Bowe - Planner

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Conditions of Approval [13.2.5.1 - 4 pages]
2. Planning Assessment Report [13.2.5.2 - 5 pages]
3. Locality Plan [13.2.5.3 - 1 page]
4. Zoning Plan [13.2.5.4 - 1 page]
5. Proposal Plans [13.2.5.5 - 15 pages]
6. Warrain Ave [13.2.5.6 - 1 page]
7. 2101 Osborne Residence Setback Plan 11.03.22 [13.2.5.7 - 1 page]

PURPOSE

To provide the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the Development Application for Preliminary Approval (Variation Request) & Development Application for Material Change of Use for a Dwelling House, made by M Osborne C/- Vision Surveys QLD, located at 11 Warrain Street Shute Harbour, subject to the conditions outlined in Attachment 1.

BACKGROUND

There is no previous Council decision relating to this matter.

APPLICATION SUMMARY

Council is in receipt of a Development Application for Preliminary Approval (to vary the Building Works Tables of Assessment) and a Development Application for Material Change of Use of premises for a Dwelling House that has non-compliances with the front and side setbacks, site cover and building height. The proposed dwelling is 12.1m but the variation has allowed for a height of 12.5m to cater for any changes to the roof design that may be required at building works stage. The applicant has positioned the dwelling to cater for the 30% slope over the site. Eight (8) submissions and a community petition with 50 signatures were received during the public notification period. The application is recommended for approval, subject to reasonable and relevant conditions.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION

Manager Development Assessment
Assets Technical Officer – Roads & Drainage
Technical Officer Engineering Assessment

RISK ASSESSMENT

Council's decision may be appealed in the Planning & Environment Court of Queensland.

TIMINGS/DEADLINES

Council's decision is due by **21 April 2022**.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

Section 58 of the Human Rights Act 2019 specifies required conduct for public entities when acting or making a decision. Sections 15-37 of the Human Rights Act 2019 identifies the human rights a public entity must consider in making a decision. The human rights relevant to this decision are as follows:

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, racial or linguistic background have the right to enjoy their culture, to declare and practice their religion and use their language.
- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

Attachment 13.2.5.1 Conditions of Approval

1.0 ADMINISTRATION

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	Louis Jackson Design	2101.02.1 Rev 2	10/01/2022
Landscaping Plan	Louis Jackson Design	2101.02.2 Rev 2	10/01/2022
Floor Plan Level 1	Louis Jackson Design	2101.03.1 Rev 2	10/01/2022
Floor Plan Level 2	Louis Jackson Design	2101.03.2 Rev 2	10/01/2022
Elevations	Louis Jackson Design	2101.04.2 Rev 2	10/01/2022
Elevations	Louis Jackson Design	2101.04.3 Rev 2	10/01/2022
Height Encroachment	Louis Jackson Design	2101.15.0 Rev 2	10/01/2022
3D Views	Louis Jackson Design	2101.15.1 Rev 2	10/01/2022
3D Views	Louis Jackson Design	2101.15.2 Rev 2	10/01/2022
External Perspective View	Louis Jackson Design	2101.15.3 Rev 2	10/01/2022
Internal Perspective View	Louis Jackson Design	2101.15.4 Rev 2	10/01/2022
Internal Perspective View	Louis Jackson Design	2101.15.5 Rev 2	10/01/2022
Perspective Section Level 1	Louis Jackson Design	2101.15.6 Rev 2	10/01/2022
Perspective Section Level 2	Louis Jackson Design	2101.15.7 Rev 2	10/01/2022
Street Scape Elevation	Louis Jackson Design	2101.15.8 Rev 3	04/02/2022
Report on Landslide Hazard Risk Assessment	PGI Ground Engineering Services	PGC1819454	09/12/2020
Bore Hole location plan	-	-	-
Bore Hole 1 data	PGI Ground Engineering Services	PGC1819454	30/10/2020
Bore Hole 2 data	PGI Ground Engineering Services	PGC1819454	30/10/2020
Contour and detail plan	Vision Surveys (QLD)	20634-CD-01 A	04/11/2020

- 1.2 The following further development permits are required prior to commencement of work on site or commencement of the use:
- Plumbing and Drainage Works; and
 - Building Works;
- 1.3 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.

Attachment 13.2.5.1 Conditions of Approval

- 1.4 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.
- 1.5 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of the commencement of the use.

2.0 CLEARING, LANDSCAPING AND FENCING

- 2.1 Any vegetation removed must be disposed of to the requirements of the Council. Transplanting, chipping or removal from site are the preferred solutions.
- 2.2 All vegetative waste cleared as part of the development of the site is to be either:
 - a) stored neatly on site and shredded within sixty (60) days of clearing; or
 - b) removed off the site to an approved disposal location.
- 2.3 Any pruning works must be in accordance with AS 4373-1996 – Pruning of Amenity Tree.

3.0 BUILDING

- 3.1 Building and landscaping materials are not to be highly reflective, or likely to create glare, or slippery or otherwise hazardous conditions.
- 3.2 Building and landscaping materials are not to be highly reflective, or likely to create glare, or slippery or otherwise hazardous conditions.
- 3.3 Buildings are to be finished with external building materials and colours to reduce scale and bulk.
- 3.4 The maximum permissible building height of the dwelling is 12.5m.

4.0 EARTHWORKS

- 4.1 All site works must be designed by an experienced and qualified Geotechnical Engineer and undertaken in accordance with the recommendations of the Geotechnical Investigation and Slope Stability Assessment Report by PGI dated December 2020.
- 4.2 All cut/fill batter slopes are to be protected and retained in a visually acceptable manner prior to commencement of the use. Any retaining structures must be designed in accordance with the recommendations of the Geotechnical Investigation and Slope Stability Assessment Report by PGI dated December 2020 and are stable and will remain so over the long term.
- 4.3 Prior to commencement of use on the site, the owner must lodge with Council, a geotechnical engineer's certification (by an experienced and qualified geotechnical engineer). The certification must be addressed to Council and must certify that the works have been constructed according to the geotechnical engineer's recommendations of the Geotechnical Investigation and Slope Stability report by PGI dated December 2020 and are stable and will remain so over the long term.
- 4.4 Any application must be accompanied by engineering design drawings demonstrating compliance with the recommendations of the slope stability Assessment report by PGI dated December 2020.

5.0 STORMWATER AND FLOODING

- 5.1 All stormwater drainage works must be designed and constructed in accordance with the Queensland Urban Drainage Manual current at the time of development and Council's Development Manual (or equivalent replacement document current at the time of development).

- 5.2 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100.

6.0 ENVIRONMENTAL MANAGEMENT PLAN (EMP)

- 6.1 Prior to commencement of any work on the site, the applicant must submit to Council for approval, a site-based Erosion Prevention and Sediment Control Plan for the site. The Erosion Prevention and Sediment Control Plan must comply with the requirements of the Whitsunday Regional Council Development Manual and the Best Practice Erosion & Sediment Control – November 2008 (IECA White Book) and the requirements of the Environmental Protection Act. The strategy of the plan must be implemented and maintained for the duration of the operational and building works, and until exposed soil areas are permanently stabilised (e.g., turfed, concreted).

7.0 GEOTECHNICAL

- 7.1 All site works must be designed and supervised by an experienced and qualified Geotechnical Engineer and undertaken in accordance with the recommendations of the Geotechnical Investigation and Stability Assessment by PGI dated December 2020.
- 7.2 All cut/fill batter slopes are to be protected and retained in a visually acceptable manner prior to commencement of the use. Any retaining structures must be designed in accordance with the recommendations of the Geotechnical Investigation and Stability Assessment by PGI dated December 2020 and are stable and will remain so over the long term.
- 7.3 Prior to commencement of use on the site, the owner must lodge with Council, an engineer's certification (by an experienced and qualified RPEQ Geotechnical Engineer). The certification must be addressed to Council and must certify that the works have been constructed according to the geotechnical engineer's recommendations of the Geotechnical Investigation and Stability Assessment by PGI dated December 2020 and are stable and will remain so over the long term.
- 7.4 Any application must be accompanied by engineering design drawings demonstrating compliance with the recommendations of the Geotechnical Investigation and Stability Assessment by PGI dated December 2020.

8.0 MISCELLANEOUS

- 8.1 If any item of cultural heritage is identified during site works, all work must cease and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.

The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: www.datsip.qld.gov.au

- 8.2 Any building materials, equipment and the like must be appropriately tied down, placed indoors and secured on site at the time of preparation for cyclone events. The on-site supervisor is to ensure that all contractors/employees take the necessary steps to secure the construction site in the event of a cyclone.
- 8.3 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Warrain Street or adjoining land unless written permission from the owner of that land and Council is provided.
- 8.4 It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.
- 8.5 Ownership and maintenance of private sewerage infrastructure is the responsibility of the owner.

9.0 ADVISORY NOTES

9.1 Hours of work

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

9.2 Dust Control

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

9.3 Sedimentation Control

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

9.4 Noise During Construction and Noise in General

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

9.5 General Safety of Public During Construction

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

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

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

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

ANALYSIS

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

1. Application Summary

Proposal:	Development Application for Preliminary Approval for Building Works and Development Application for Material Change of Use - Dwelling House
Landowner	S J Lawrence
Property Address:	11 Warrain Street Shute Harbour
Property Description:	L: 3 S: 9466 T: N1008/17
Area of Site:	640
Planning Scheme Zone:	Low density residential
Level of assessment	Impact Assessable
Overlays:	Landslide Hazard
Existing Use:	Vacant
Existing Approvals:	Nil
Public Notification:	20/02/2022 / 04/03/2022
Submissions received:	Eight (8) plus Community Petition with 50 signatures against
State referrals:	Nil
Infrastructure charges:	Nil

2. Site Details

2.1. Location (refer to plan in attachment)

2.2. Zoning (refer to plan in attachment)

The land is zoned Low-density residential.

2.3. Site description

The subject site is located at 11 Warrain Street Shute Harbour. The site has an average slope of 30% with the steepest area to the rear of the site. The site has direct views of Gunn Island. Minimal vegetation is on-site, however there is State foreshore reserve adjoining the rear boundary.

2.4. Access

Access is proposed from Warrain Street via a standard concrete driveway connection.

2.5. Surrounding uses

The premises is surrounded by predominantly residential uses and a few short-term accommodation premises.

3. Proposal Details

Council is in receipt of a development application to enable the construction of a dwelling house. The dwelling house is non-compliant with the Planning Scheme's building height and setback requirements. The following table demonstrates the non-compliances:

Planning Scheme Benchmark	Requirement	Proposed Dwelling House
Building Height	10m	12.1m (12.5m)
Front Setback	6m	2m
Eastern Setback	3m	2m
Western Setback	3m	900mm
Rear Setback	1.5m	1.5m+ to dwelling
Site Cover	50%	61%

The applicant acknowledges that the proposed dwelling does not meet the Acceptable Outcomes of the Planning Scheme, however the development complies with the Performance Outcomes of the Scheme (refer 4.4.4).

A Preliminary Approval for a Variation Approval has been applied for to vary the Whitsunday Regional Council Planning Scheme 2017 to assess the height relaxation requested and to permit the future building works application to be assessed as code assessable.

4. Planning Assessment

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

4.1. State Assessment and Referral Agency (SARA)

The application was not referable.

4.2. State Planning Policy – July 2017

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

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

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

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

Liveable communities and housing

The proposal supports the settlement pattern of the region and the hierarchy of centres.

Economic growth

The proposal upholds the strategic intent for economic growth.

Environment and heritage

The proposal has not been identified as significantly impacting upon any cultural heritage or ecological features. Impacts to air, soil and water are to be managed by conditions of approval.

Safety and resilience to hazards

The proposal is not considered to compromise the safety of the region's community, property, and infrastructure.

Infrastructure

The proposal supports the coordinated, efficient and orderly provision of the region's infrastructure.

4.4.2. Overlay Codes

Landslide Hazard Overlay

The applicant has provided a Geotechnical Investigation and Stability Assessment by PGI meeting the requirements of the Code. Development conditions can be implemented to ensure compliance with the recommendations of the report at building works stage.

4.4.3. Zone Code

Low Density Residential

The proposal is for a residential dwelling house which aligns with the purpose and overall outcomes of the zone.

4.4.4. Development Codes

Dwelling House Code

The application proposes that the Performance Outcomes have been achieved, where the relevant Acceptable Outcomes have not been met, as discussed below.

Front setback

- The Acceptable Outcome is a 6.0m setback. The proposed dwelling is setback 2m to the garage wall and 0m to the entrance portico.
- **Attachment 13.3.6.6** shows that every dwelling in the street has been built on a reduced front setback, ranging from 0m to 3.0m. The proposed building is a single storey dwelling when viewed from the street and will not adversely affect the streetscape. It is standard Council practice to permit a reduced road setback for very steep sites. The Performance Outcome has been achieved.

Side

The primary purpose of side setbacks is to achieve light and air between buildings on adjoining lots. Setback requirements vary with building height. The building requires a varying side setback of between 1.5m for the upper parts of the building and 3.0m for the lower parts. (refer **Attachment 13.3.6.7**).

- The western site boundary adjoins a road reserve (drainage) 4.0m wide. This road reserve ensures adequate separation from the adjoining dwelling, above the minimum requirement and meets the Performance Outcomes.

- The building is set back 2m from the eastern boundary, seeking a relaxation of up to 1.0m. The adjoining dwelling at 13 Warrain Street is set back 3m to the boundary resulting in a 5m separation between the buildings. The proposed dwelling at its most northern part, where the setback relaxation is the greatest, is where the deck and pool area of 13 Warrain Street is located. The performance measure relates to the internal privacy of the neighbour, which will not be unreasonably impacted.

Site coverage

The proposed site cover is 61% which exceeds the 50% prescribed for a single dwelling on a lot larger than 450sqm. The relevant performance measure in the Queensland Development Code relates site coverage to the provision of open and outdoor recreation areas. The application provides adequate private open space in the form of landscaped deck and walkway areas, two balconies and a pool.

Height The plans indicate a building height of 12.1m, but the applicant has requested a 12.5m maximum building height to cater for any changes to the roof design. The supplied Height Encroachment Plan (**Attachment 13.3.6.5**) shows the parts of the roof which will exceed the 10m height Acceptable Outcome. These are located towards the rear of the site, where the building is the highest because of the slope. These parts of the dwelling will not overshadow adjoining detached dwellings, will not obstruct the outlook from adjoining lots and will not dominate the intended streetscape character. The development plans include landscaping and plantings along the side and rear boundaries to break up the bulk of the structure and provide visual privacy for neighbours. On this basis, the Performance Outcome is achieved.

Infrastructure Code

The proposed dwelling house will be connected to all essential services.

Landscaping Code

The dwelling house will be provided with landscaping by the owner as per the Development Plans.

5. Public Submissions

The development application was placed on public notification between 20/01/2022 and 04/03/2022 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 04/03/2022. Eight (8) submissions were received during this period of Public Notification.

Submissions have been received and summarised in the below table:

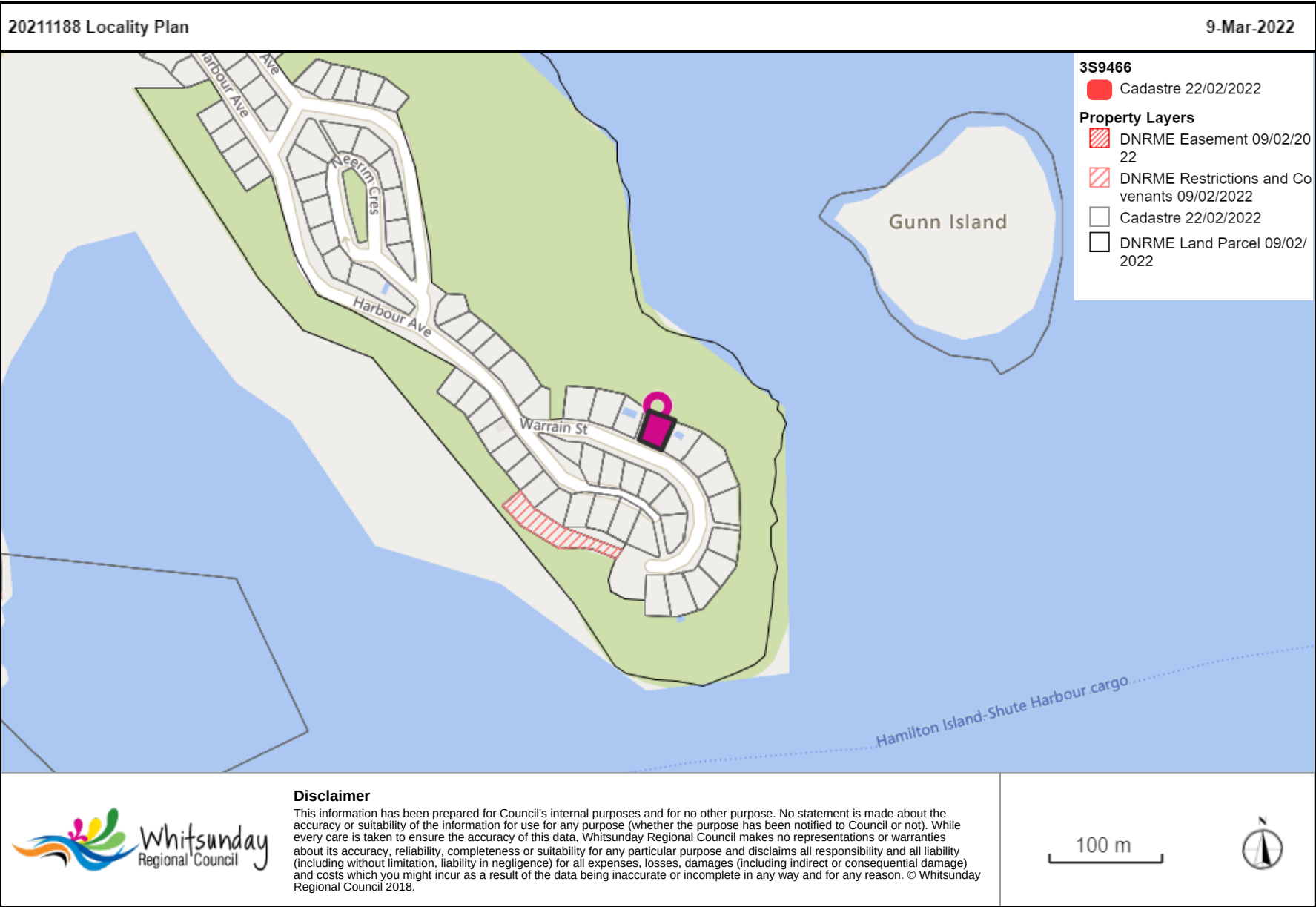
Issue	Comment/Condition Number
1. Height	The dwelling complies with PO4 of the Dwelling House Code. An assessment of the performance criteria has demonstrated that the dwelling: (a) Will not overshadow adjoining detached dwellings as there is no adjoining detached dwellings where the structure exceeds the height limit. (b) Will not obstruct the outlook from adjoining lots as both adjoining lots will continue to have their current views to the North.

	(c) Will not dominate the intended streetscape character as the dwelling height along the Warrain Street frontage does not exceed the maximum building height and is a single storey dwelling.
2. Strategic Framework and Low Density Zone conflicts	The proposal is for a residential dwelling house in the Low Density Residential Zone which aligns with both the Strategic Intent and the purpose and overall outcomes of the zone.
3. Conflicts with Dwelling House Code	The dwelling complies with the Performance Outcomes of the Dwelling House code where an Acceptable Outcome has not been met.
4. Conflicts with character of Shute Harbour	There are dwellings in the Shute Harbour area that have similar scale and bulk. All dwellings in the street have reduced frontage setbacks.
5. Will affect wildlife corridors	There is no wildlife corridor through the premises from the State Reserve to the north. The block has just been vacant for a long time.
6. Not enough landscaping proposed.	Adequate landscaping has been provided as demonstrated in the proposal plans.
7. The roof design is not attractive	Not a relevant planning matter.
8. Blocking natural light and ventilation to adjoining properties	A building separation of 11 metres to 9 Warrain Street and 5 metres to 13 Warrain Street is of sufficient distance to avoid any negative impact on natural light and ventilation of the adjoining properties.
9. Site Cover exceedance	Constructed open space areas and the swimming pool deck provide suitable areas for open space. Landscaping is proposed along the side and rear boundaries of the proposed dwelling to screen the external building walls and retaining walls from adjoining properties.
10. Not enough Parking has been provided	The dwelling achieves the Planning Scheme requirement of two (2) parking spaces.

6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

The development does not attract an infrastructure charge.

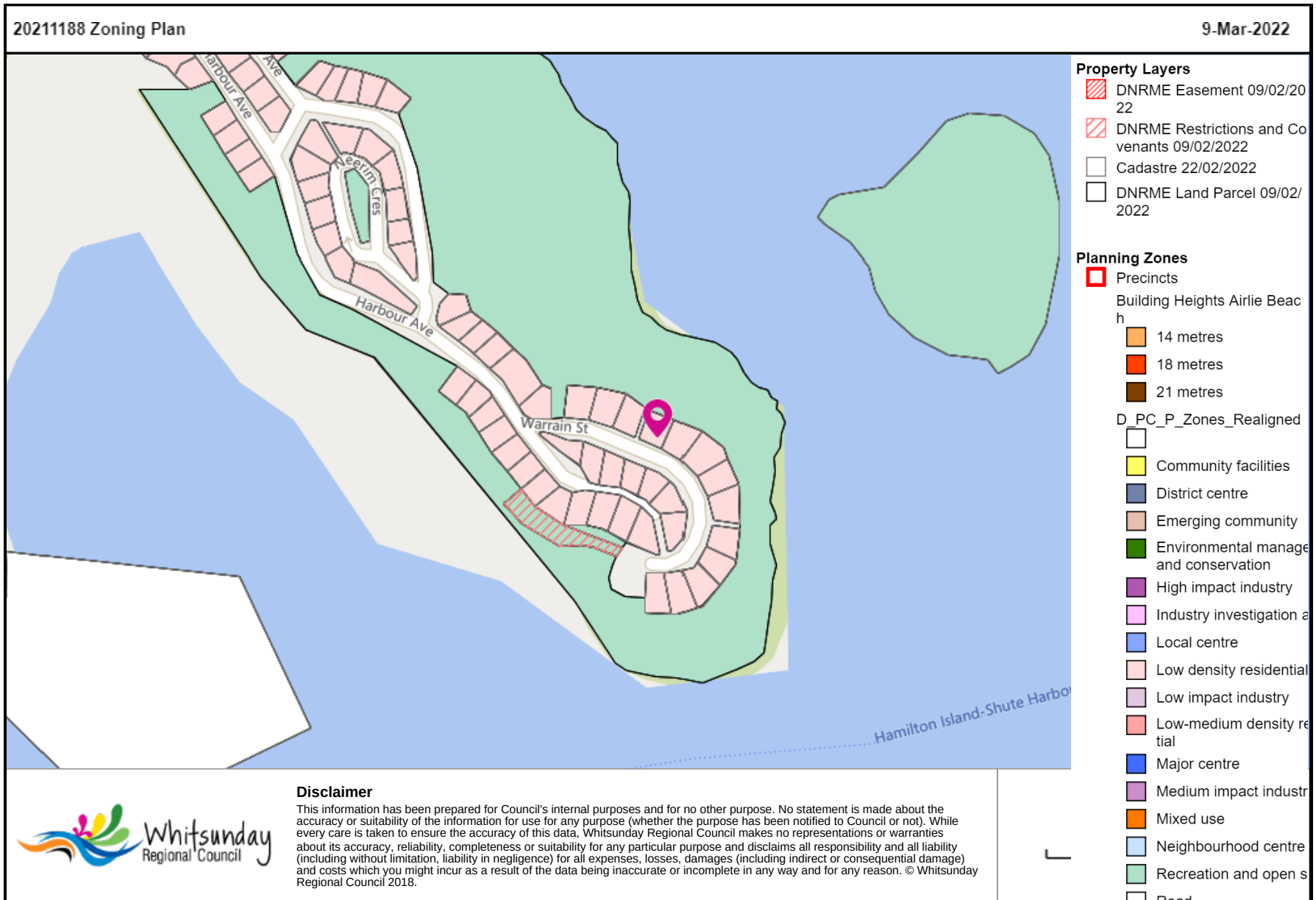


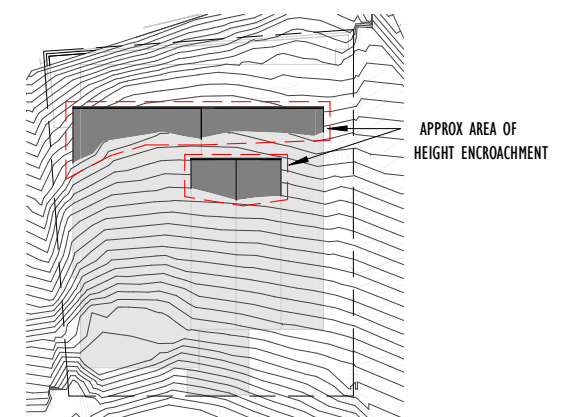
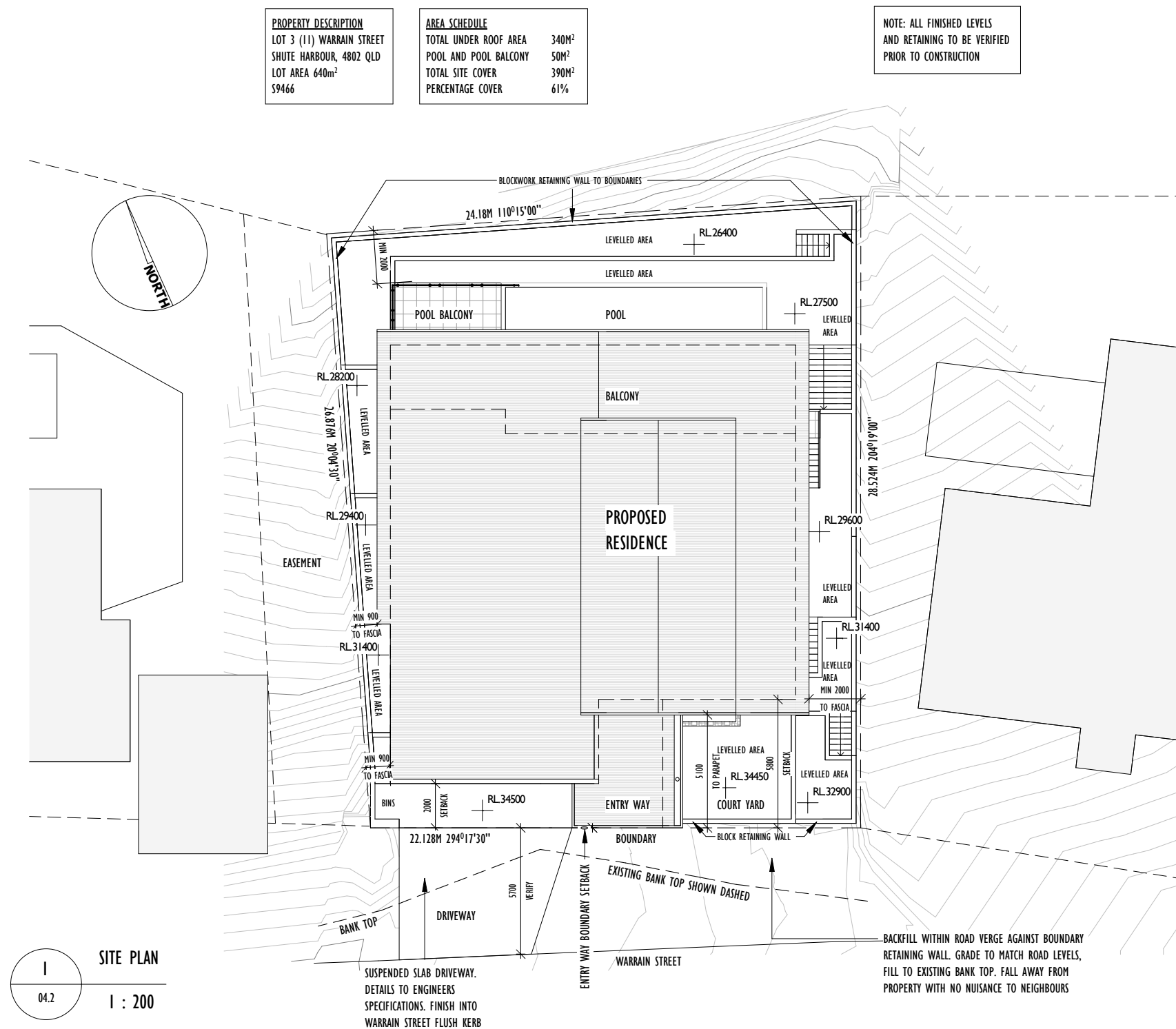
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Disclaimer

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HEIGHT ENCROACHMENT PLAN

1 : 500

PLANNING APPLICATION

REVISIONS		
NO.	DESCRIPTION	DATE
1	INITIAL MCU SUB.	29.11.21
2	RFI RESPONSE	10.01.21

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING.
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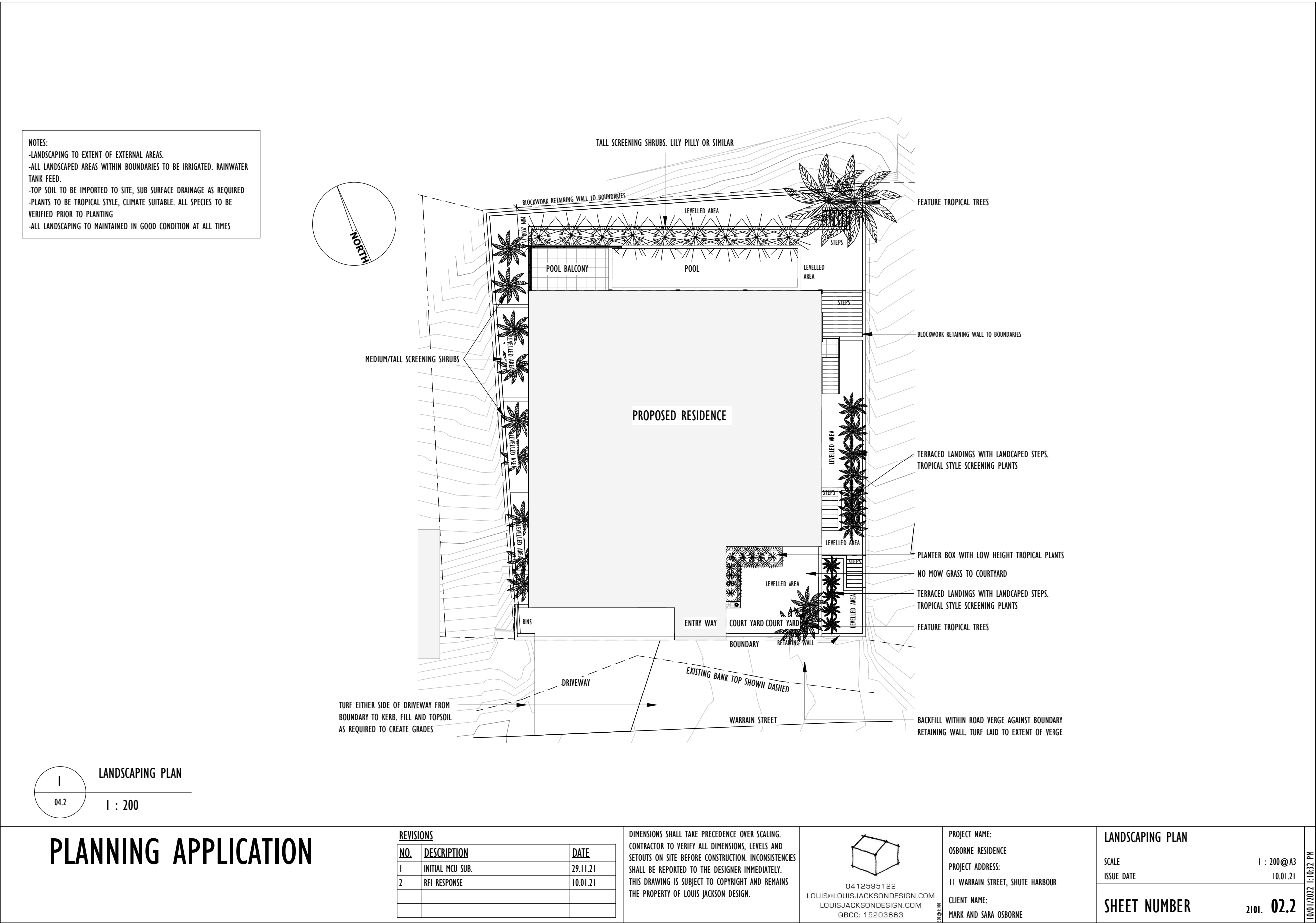
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OSBORNE RESIDENCE
PROJECT ADDRESS:
11 WARRAIN STREET, SHUTE HARBOUR
CLIENT NAME:
MARK AND SARA OSBORNE

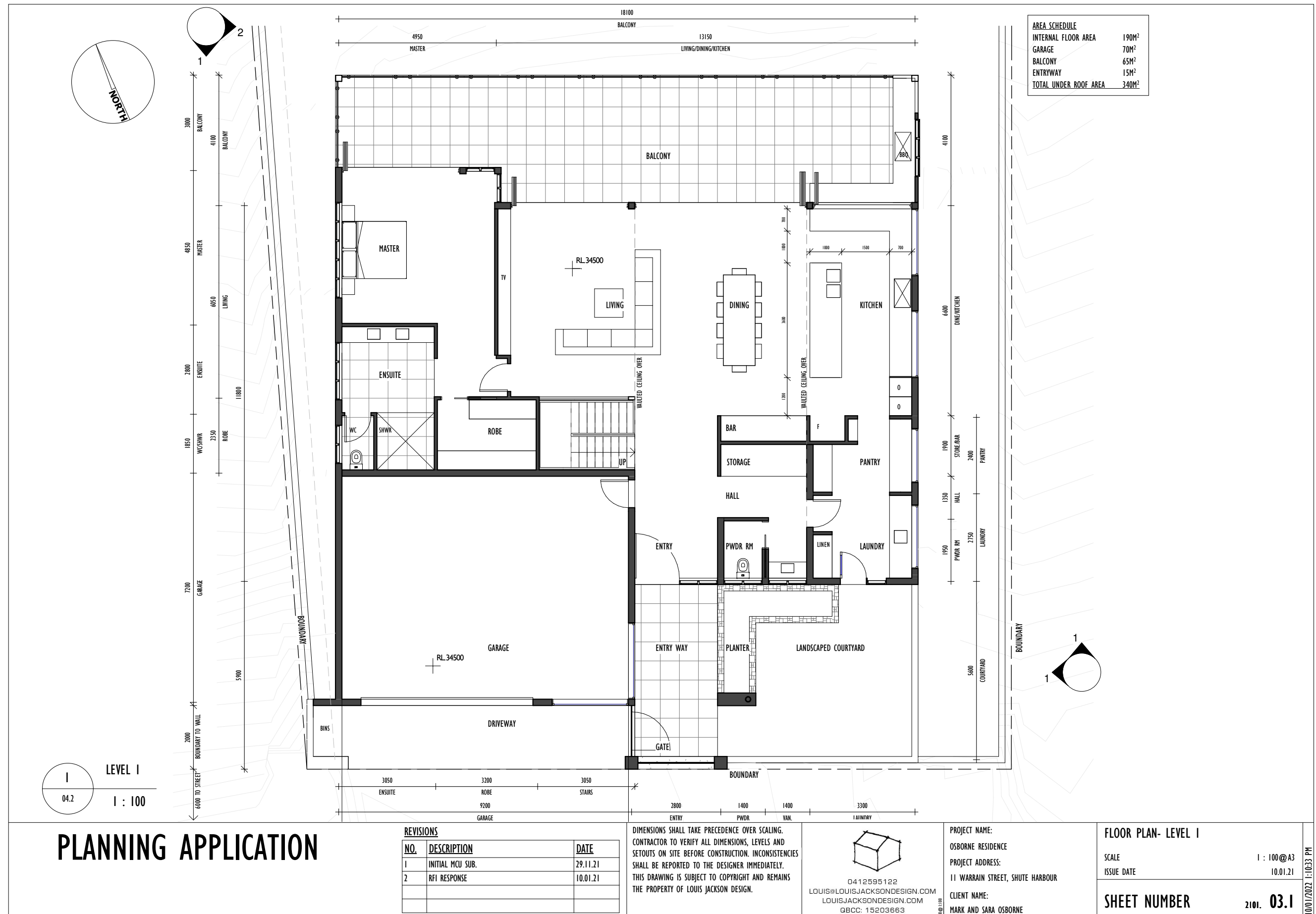
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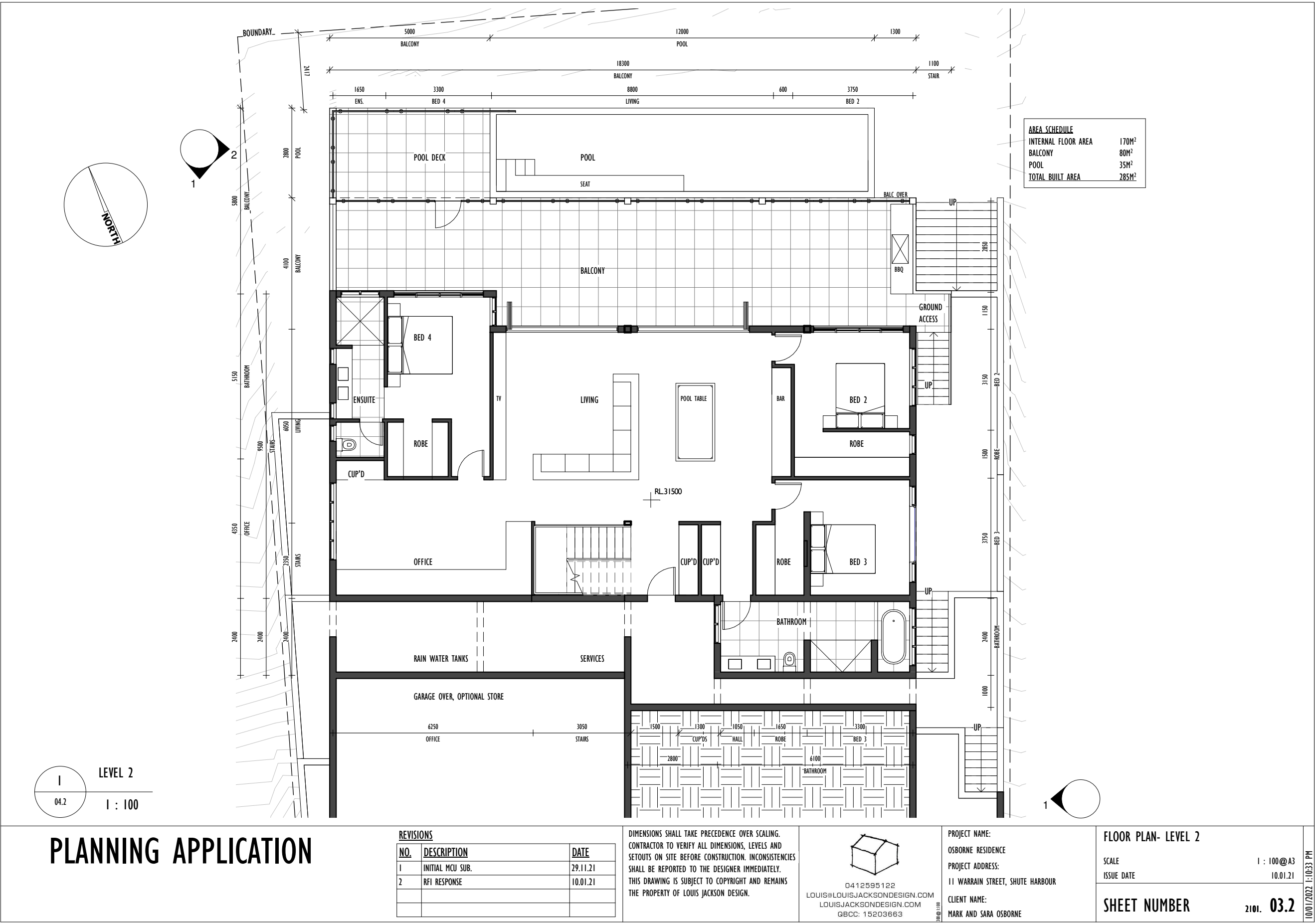
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ISSUE DATE	10.01.21

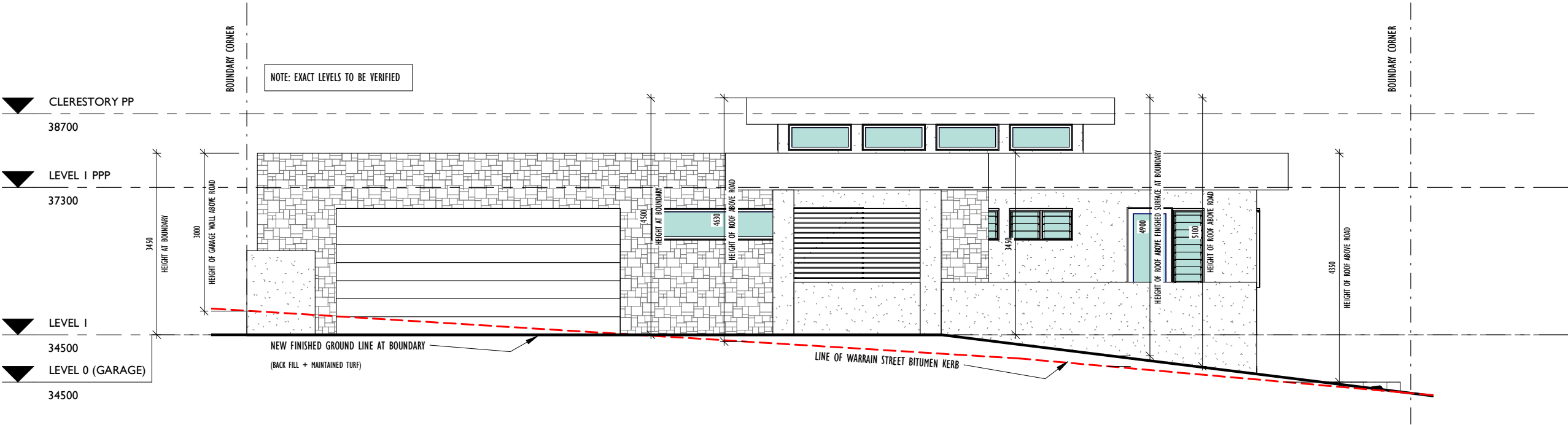
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02.1
STREETSCAPE
1 : 75

PLANNING APPLICATION

REVISIONS		
NO.	DESCRIPTION	DATE
3	RFI RESPONSE	04.02.22

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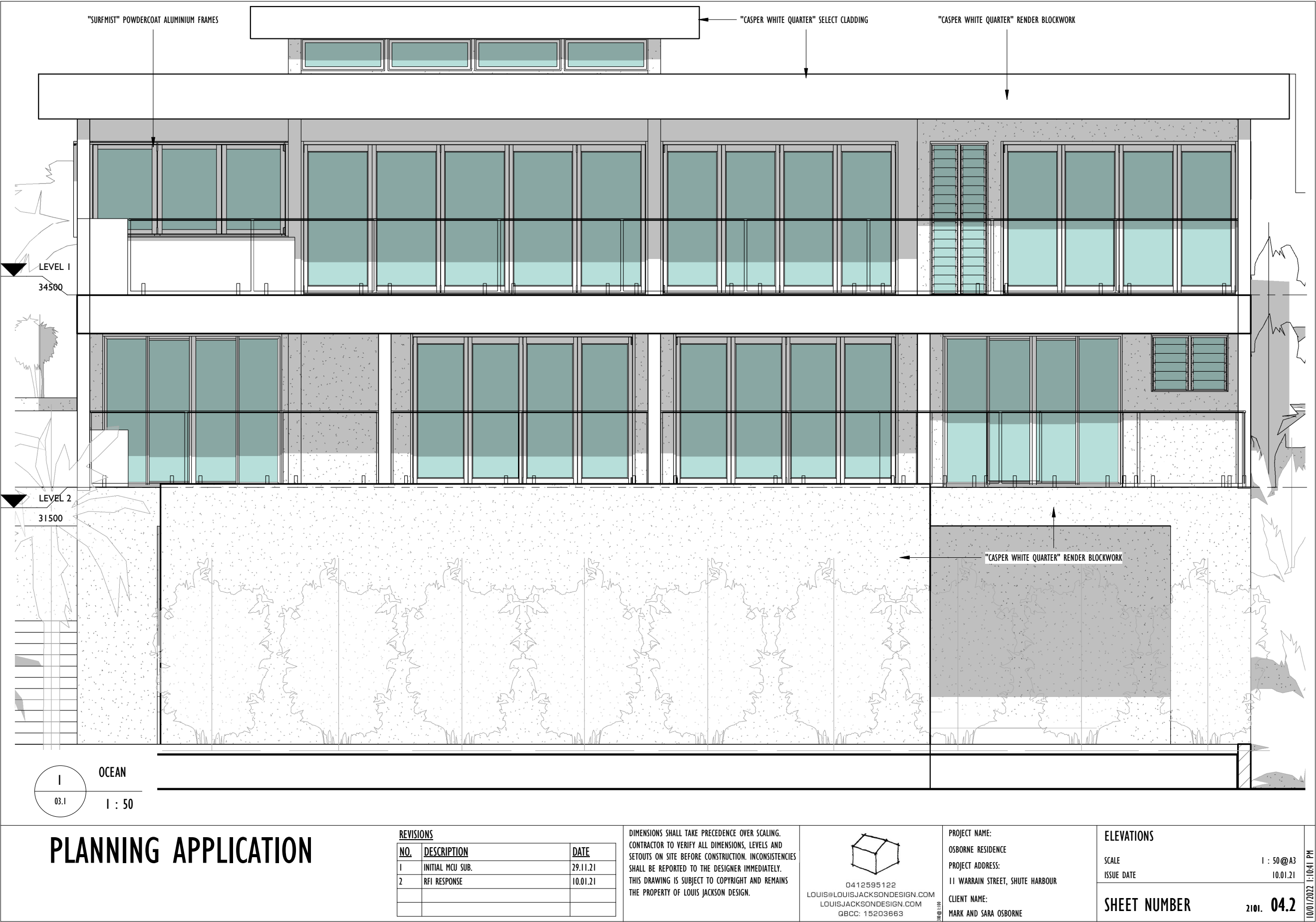
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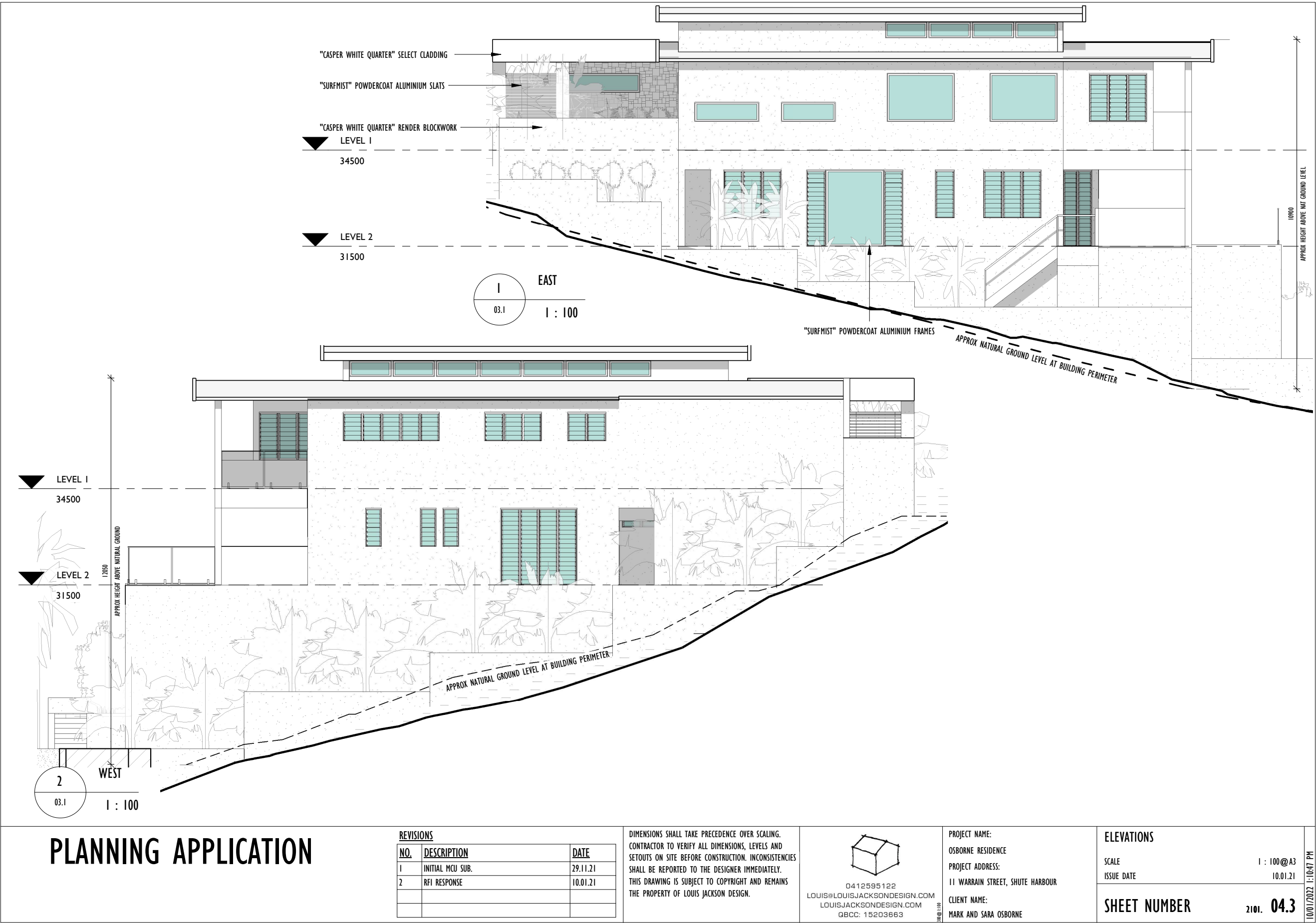
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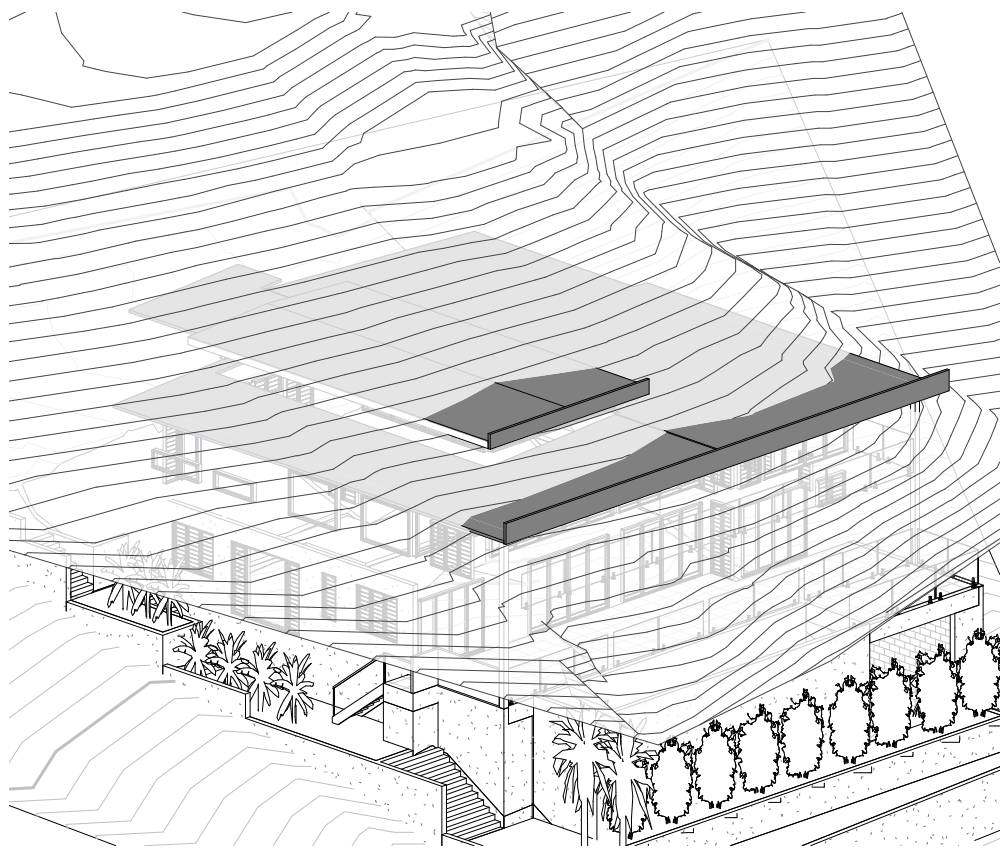
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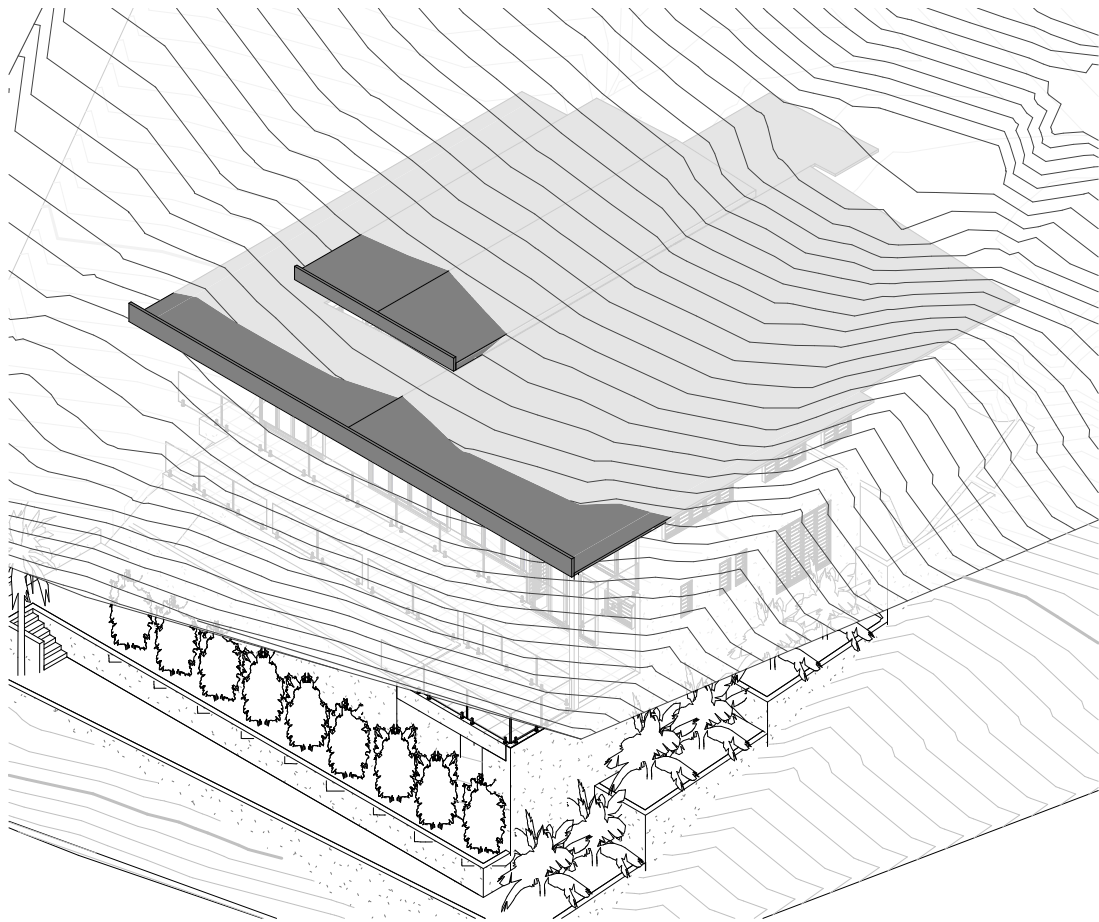




NOTE: APPROX AREA OF ROOF EXCEEDING 10M ABOVE
NATURAL GROUND LEVEL SHOWN IN GREY. FULL
EXTENT TBC UPON RESOLUTION OF ROOF DESIGN.



1 HEIGHT ENCROACHMENT VIEW

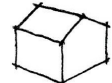


2 HEIGHT ENCROACHMENT VIEW 2

PLANNING APPLICATION

REVISIONS		
NO.	DESCRIPTION	DATE
1	INITIAL MCU SUB.	29.11.21
2	RFI RESPONSE	10.01.21

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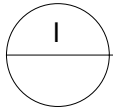
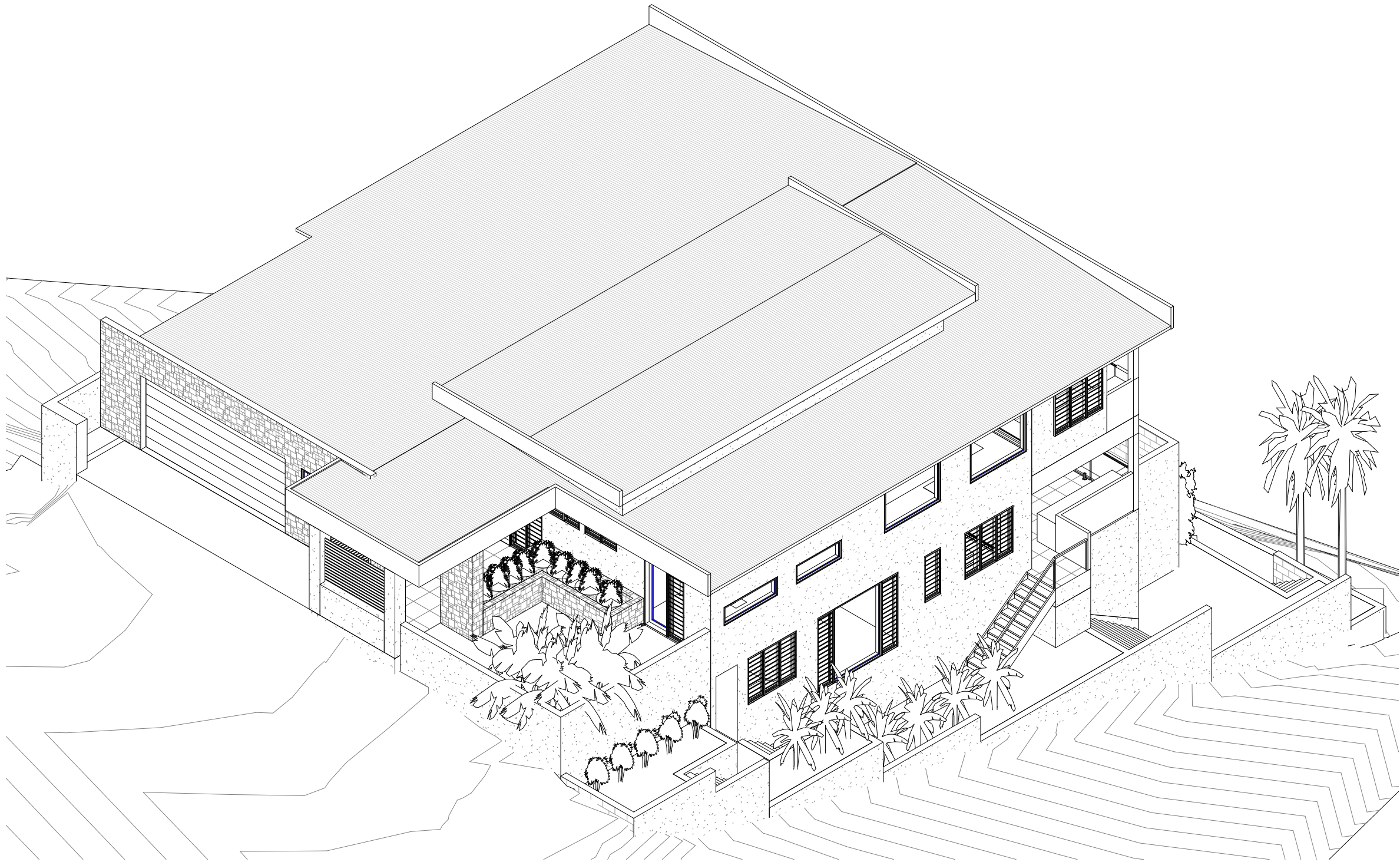


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HEIGHT ENCROACHMENT	
SCALE	@ A3
ISSUE DATE	10.01.21
SHEET NUMBER	2101. 15.0

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ISOMETRIC VIEW

PLANNING APPLICATION

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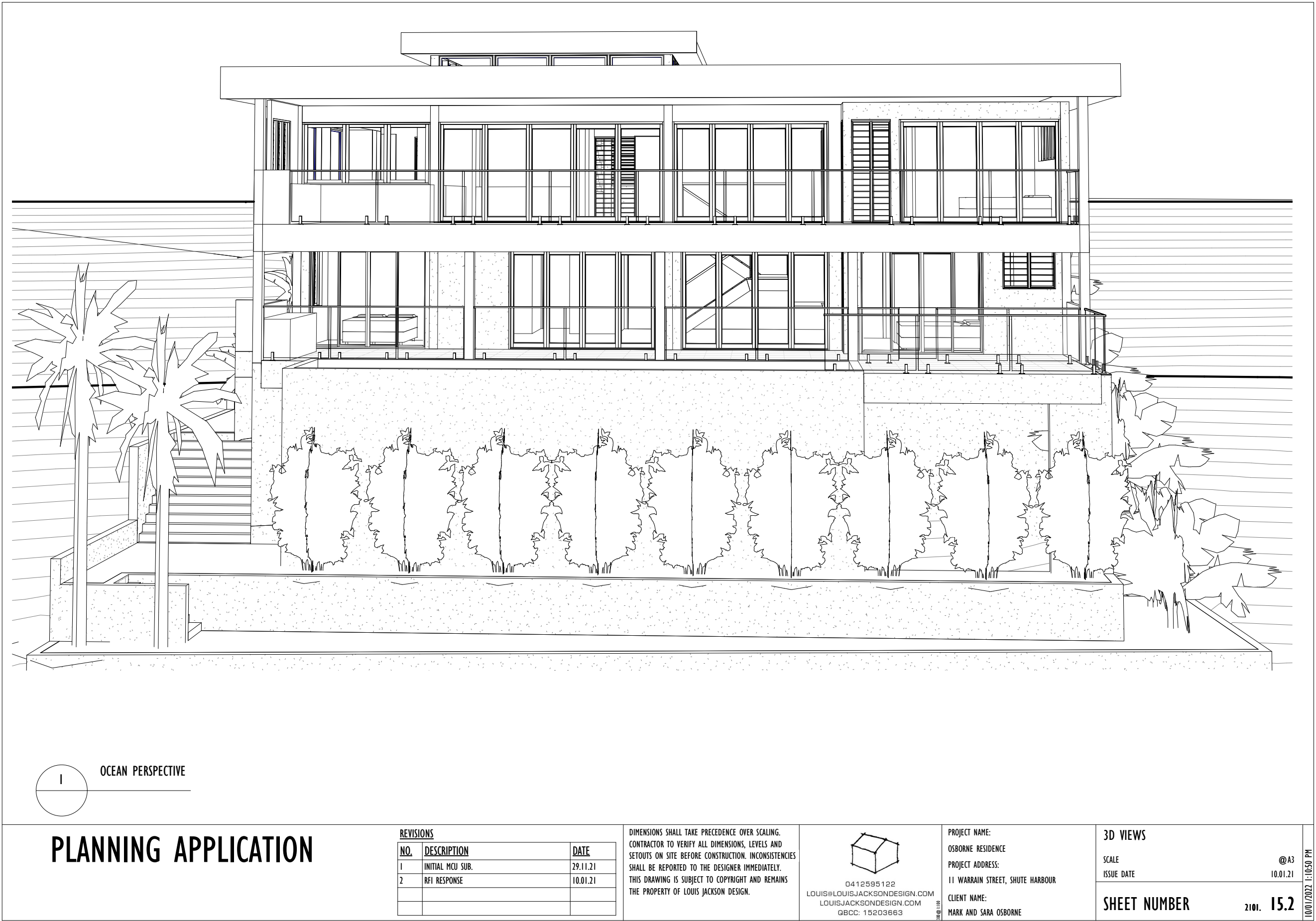
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PROJECT ADDRESS:
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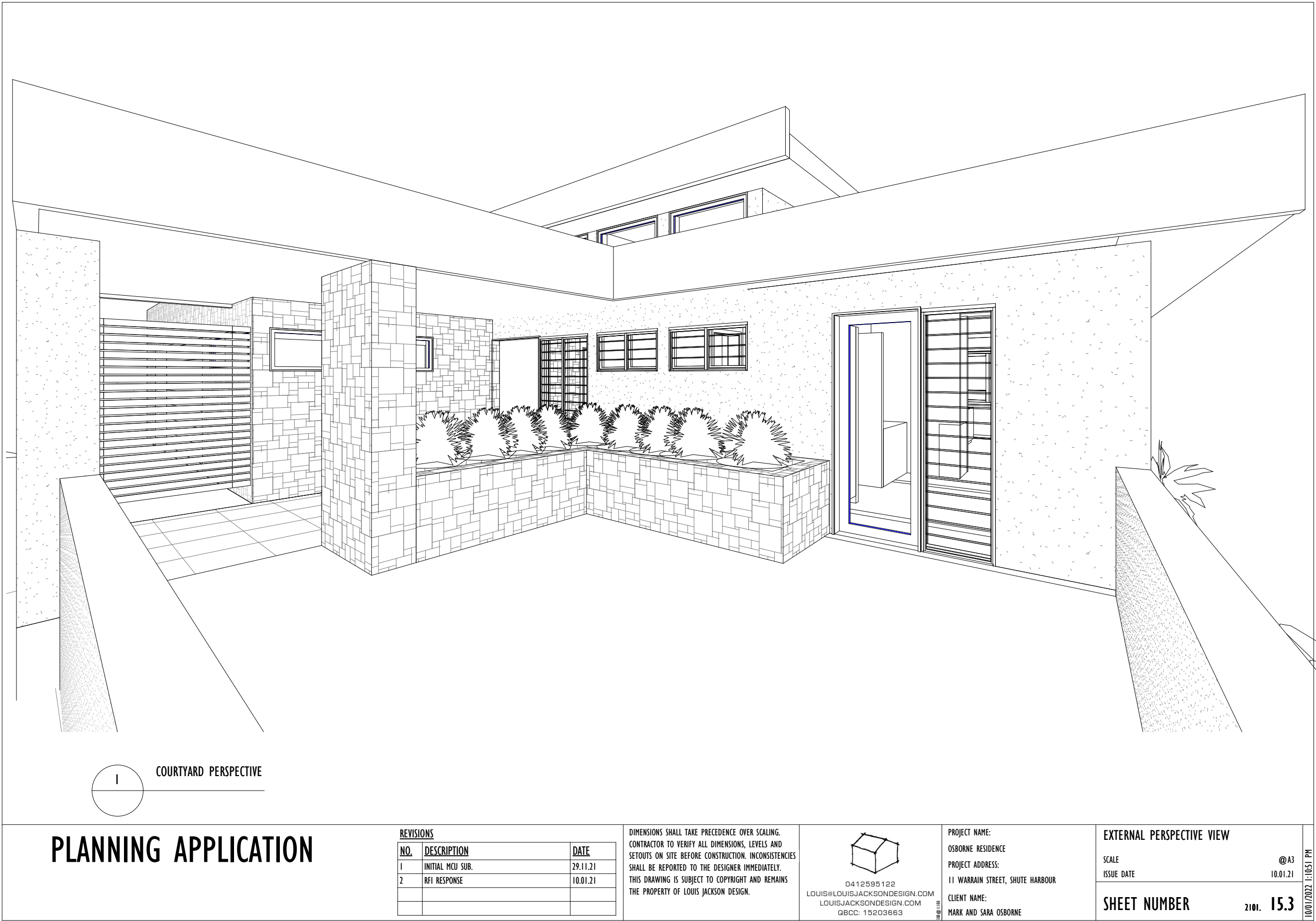
3D VIEWS

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ISSUE DATE 10.01.21

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PLANNING APPLICATION

REVISIONS		
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2	RFI RESPONSE	10.01.21

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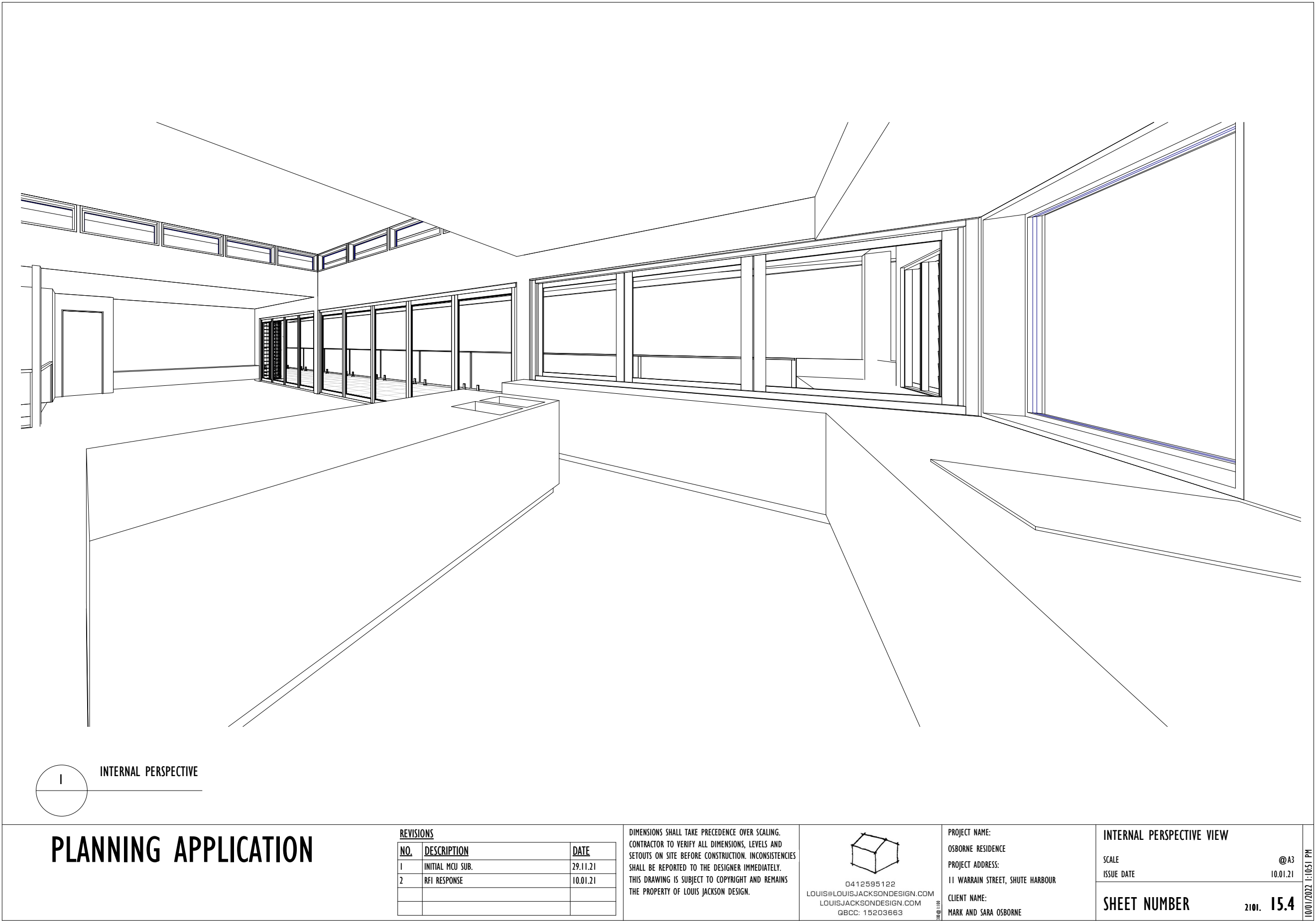
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PROJECT ADDRESS:
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CLIENT NAME:
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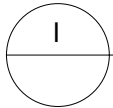
EXTERNAL PERSPECTIVE VIEW

SCALE @A3
ISSUE DATE 10.01.21

SHEET NUMBER 2101. 15.3

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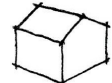


INTERNAL PERSPECTIVE 2

PLANNING APPLICATION

REVISIONS		
NO.	DESCRIPTION	DATE
1	INITIAL MCU SUB.	29.11.21
2	RFI RESPONSE	10.01.21

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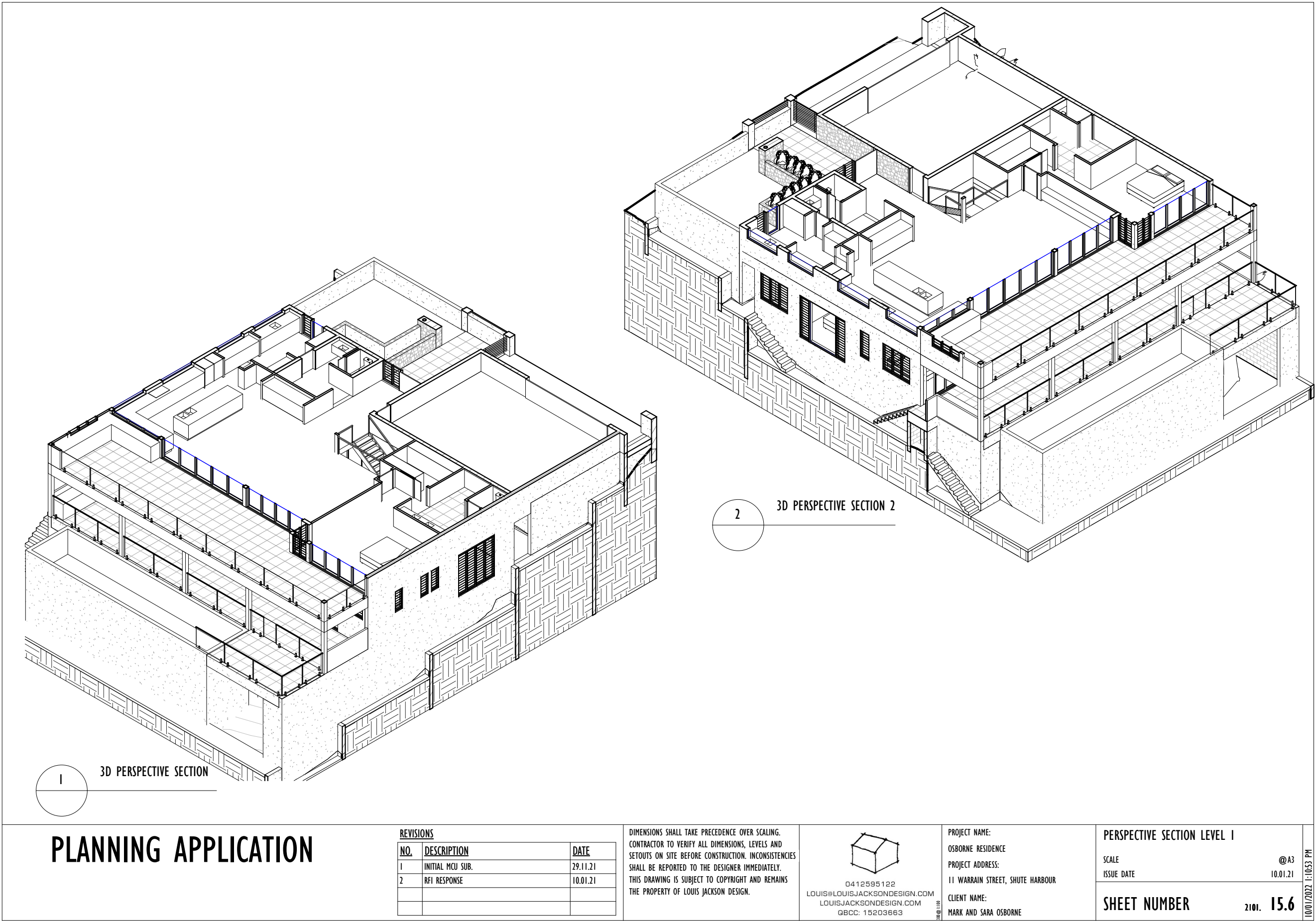


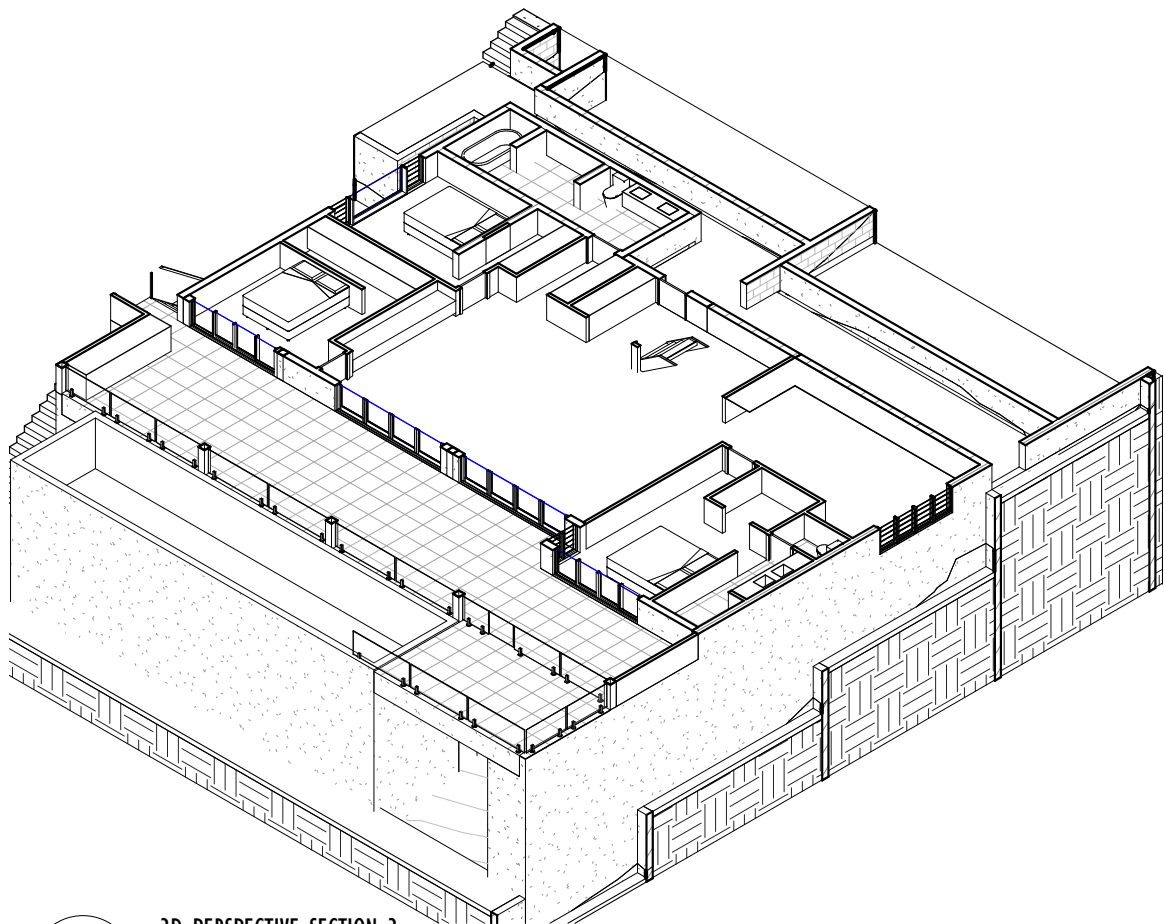
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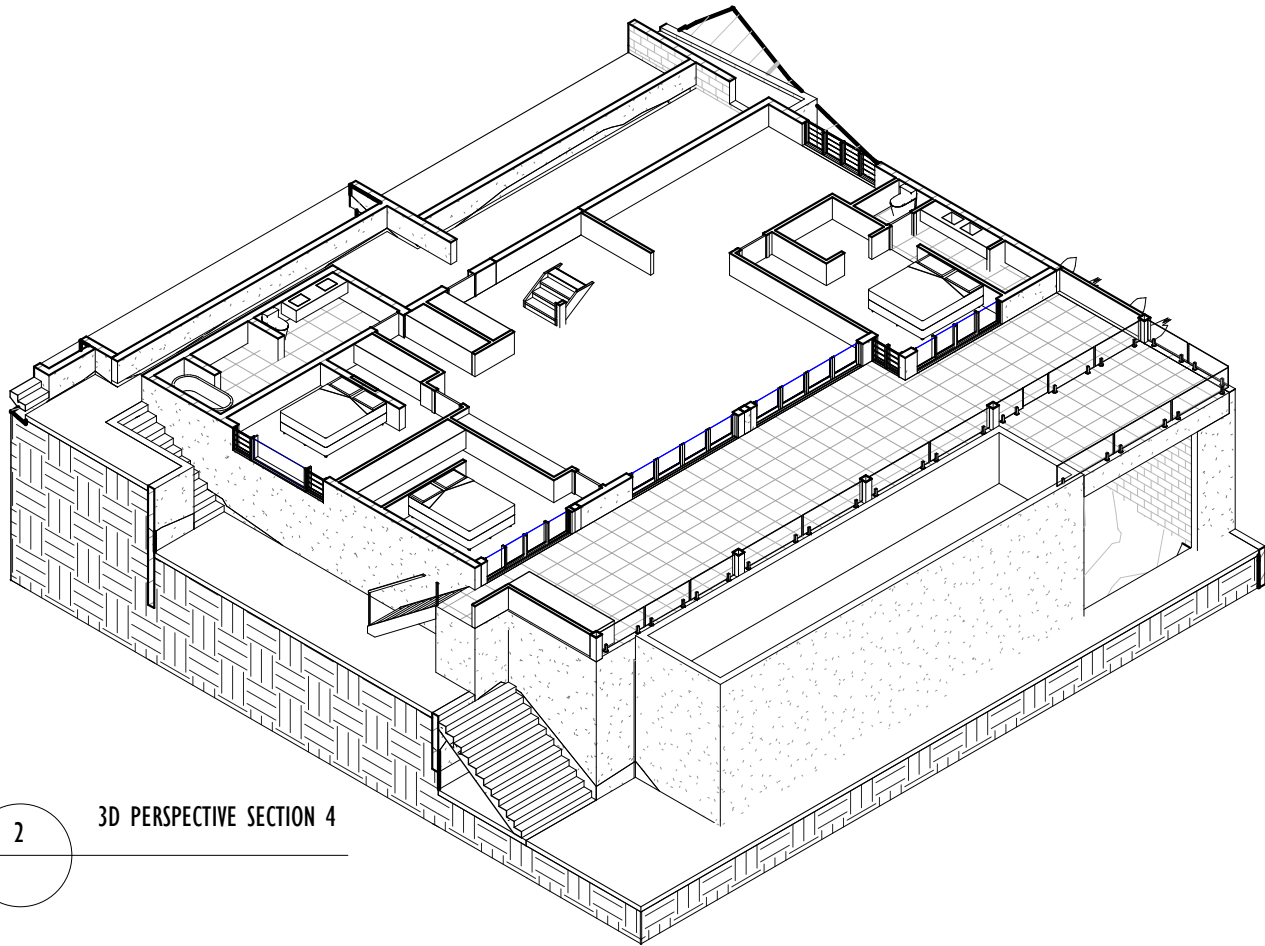
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INTERNAL PERSPECTIVE VIEW 2	
SCALE	@ A3
ISSUE DATE	10.01.21
SHEET NUMBER	2101. 15.5





1 3D PERSPECTIVE SECTION 3



2 3D PERSPECTIVE SECTION 4

PLANNING APPLICATION

REVISIONS		
NO.	DESCRIPTION	DATE
1	INITIAL MCU SUB.	29.11.21
2	RFI RESPONSE	10.01.21

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PERSPECTIVE SECTION LEVEL 2

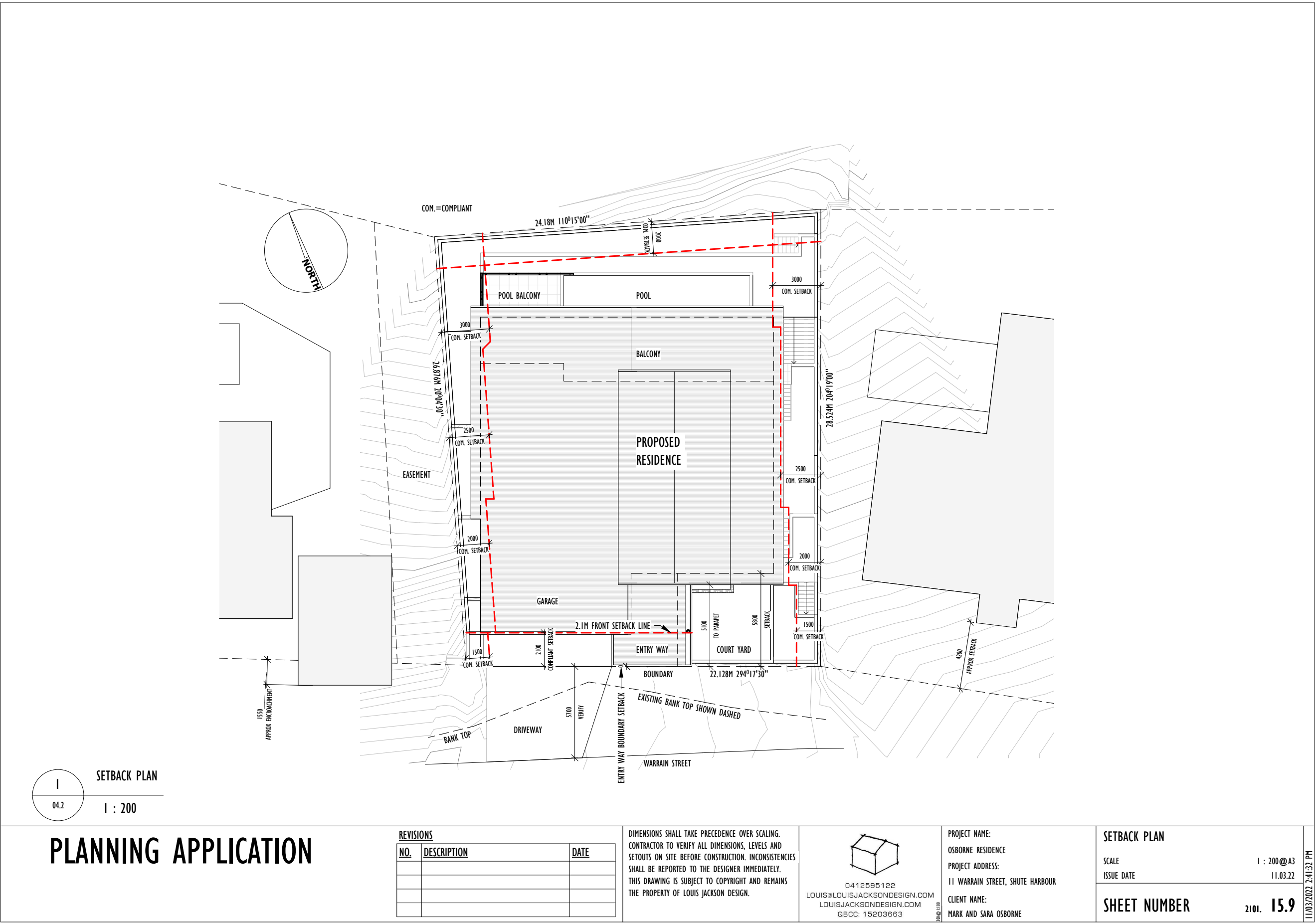
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ISSUE DATE 10.01.21

SHEET NUMBER 2101. 15.7

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Plan showing front setback relaxations in Warrain Street

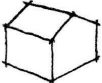




PLANNING APPLICATION

REVISIONS		
NO.	DESCRIPTION	DATE

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SETBACK PLAN	
SCALE	1 : 200@A3
ISSUE DATE	11.03.22
SHEET NUMBER	2101. 15.9

11/03/2022 2:41:32 PM

13.2.6 - 20210921 - Development Application for Material Change of Use (Short-Term Accommodation) - 18/21-23 The Cove Road, Airlie Beach

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: James McEvoy-Bowe - Planner

AUTHORISING OFFICER: Rodney Ferguson - Chief Executive Officer

PRESENTED FOR: Decision

ATTACHMENTS

1. Conditions of Approval [**13.2.6.1** - 2 pages]
2. Planning Assessment Report [**13.2.6.2** - 4 pages]
3. Locality Plan [**13.2.6.3** - 1 page]
4. Zoning Plan [**13.2.6.4** - 1 page]
5. Proposal Plans [**13.2.6.5** - 3 pages]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the application for Development Application for Material Change of Use for Short Term Accommodation, made by D & C Crossley C/- Wynne Planning & Development Pty Ltd and located at 18/21-23 The Cove Road Airlie Beach, subject to the conditions outlined in Attachment 1.

BACKGROUND

There is no previous Council decision relating to this matter.

APPLICATION SUMMARY

The proposal is for Short-term Accommodation of a house under construction at lot 18, 21-23 The Cove Road, Airlie Beach. The premise is zoned Low-medium Density Residential, however the site is subject to an overriding Preliminary Approval for The Cove (DA 20120313), which sets the level of assessment to Impact Assessable, as Short-term Accommodation is not listed as a permitted use within the PA Tables of Assessment. The applicant has provided all necessary information required by the Short-term Accommodation Guideline.

The development application attracted a total of three (3) submissions during the Public Notification period all from residents within The Cove Estate. Currently there are six (6) other dwellings within The Cove approved for Short-term Accommodation, being lot 3, 7, 14, 17, 20 and 23, with another one pending for lot 10

All necessary information has been provided for assessment, which has demonstrated compliance with the relevant planning provisions. It is recommended the development application is given approval subject to reasonable and relevant conditions.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION

Manager Development Assessment

Senior Technical Officer Development Assessment

RISK ASSESSMENT

N/A

TIMINGS/DEADLINES

Council's decision may be appealed in the Planning & Environment Court of Queensland.

CONFLICT OF INTEREST DECLARATION

Director Development Services Mr Neil McGaffin declared a conflict of interest could exist (as per the Staff Code of Conduct and Part 3 section 6 of the Public Sector Ethics Act 1994) as he owns property in the Port of Airlie precinct.

No other 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.

HUMAN RIGHTS IMPACT

Section 58 of the Human Rights Act 2019 specifies required conduct for public entities when acting or making a decision. Sections 15-37 of the Human Rights Act 2019 identifies the human rights a public entity must consider in making a decision. The human rights relevant to this decision are as follows:

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, racial or linguistic background have the right to enjoy their culture, to declare and practice their religion and use their language.
- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

Attachment 13.2.6.1 Conditions of Approval

1.0 ADMINISTRATION

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	Applicant	N/A	N/A
Floor Plan	Applicant	N/A	N/A
Code of Conduct	Applicant	N/A	N/A
Property Management Plan	Applicant	N/A	N/A
Fire and Emergency Plan	Applicant	N/A	N/A

- 1.2 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.3 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.
- 1.4 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of commencement of the use.

2.0 BUILDING

- 2.1 The applicant is to upgrade fire safety measures to the equivalent requirement of a long-term rental property.

3.0 ACCESS AND PARKING

- 3.1 A minimum of three (3) car parking spaces must be provided on site prior to commencement of the use.
- 3.2 On-site parking spaces must be located entirely on the site, be safe and practical to use, and enable cars to enter and exit the site without endangering pedestrians or vehicles.

4.0 OPERATING PROCEDURES

- 4.1 Prior to commencement of the use, the applicant must advise Council of the name and contact details of the appointed local property manager who will manage the operations of the development.
- 4.2 The nominated property manager must sign and provide to Council, a Statutory Declaration affirming that at all times during the operation of the Short-term accommodation, the property manager will undertake the following actions:
- Display a sign including the name of the property manager and their all-hours contact phone number. The sign is to be no larger than 0.3 square meter in sign face area, professionally made and weather-proof. For a unit, this sign can be displayed on the door of the unit. For a dwelling house, the sign must be displayed where it can be clearly read by the public.
 - Prior to the commencement of the use, inform in writing, the occupants of every neighbouring dwelling that the property has been approved for short-term accommodation

Attachment 13.2.6.1 Conditions of Approval

- and provide contact details including a 24-hour contact number.
- c) Establish and maintain an accommodation register, recording names and contact details of all guests and duration of stay. The register must also include details of any complaints received and a copy of the signed acceptance of the Code of Conduct document. This register is to be provided to Council on request.
 - d) Prepare a Code of Conduct which must be provided to and agreed-to in writing by all adult guests prior to occupation. The Code of Conduct must include as a minimum:
 - i. The maximum permitted number of overnight guests on any one day.
 - ii. A set of 'good neighbour' rules, to prevent anti-social behaviour and excessive noise after 9pm, in accordance with Schedule 1 of Environmental Protection (Noise) Policy 2019.
 - iii. Information for guests, including the 24-hour contact details of the nominated property manager, on-site carparking and waste bin arrangements.
 - iv. Rules requiring eviction or forfeiture of money in the event of a significant breach of the Code of Conduct.
 - e) To meet and greet every guest prior to occupation (in person or electronically) to explain the Code of Conduct and other applicable rules.
 - f) To have two (2) 24-hour contact number that must be answered, not with a recorded message.
 - g) To attend to any complaint about anti-social guest behaviour reported to the contact number, within 20 minutes. Agent response may include attendance by a private security firm.
 - h) To immediately evict any guests whose behaviour repeatedly breaches the Code of Conduct.
- 4.3 A maximum of eight (8) overnight guests (two guests per bedroom) will be permitted to stay in short-term accommodation at any one time.

5.0 ADVISORY NOTES

- 5.1 This Development Permit does not provide any explicit or implied confirmation that the premises meets the requirements of relevant fire safety legislation, building classification, body corporate rules or insurance policies. The applicant and/or operator of the Short-term Accommodation business is to conduct their own investigations and make the necessary applications and undertake required building modifications to meet their obligations under all relevant legislation
- 5.2 The applicant will lose any Owner/Occupier rating concession attached to a dwelling house or unit approved.
- 5.3 The applicant is to ensure that the Pool Safety Certificate for the premises is current and in compliance with legislation.

ANALYSIS

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

1. Application Summary

Proposal:	Development Application for Short-term Accommodation
Landowner	D L Crossley & C E Crossley
Property Address:	18/21-23 The Cove Road Airlie Beach
Property Description:	L: 18 SP: 260220
Area of Site:	404
Planning Scheme Zone:	Low-medium density residential
Level of assessment	Impact
Overlays:	Coastal protection overlay Infrastructure overlay
Existing Use:	Dwelling House
Existing Approvals:	20201092 - Development Permit for Material Change of Use (Dwelling House)
Public Notification:	27/01/2022 - 21/02/2022
Submissions received:	Three (3)
State referrals:	NIL
Infrastructure charges:	NIL

2. Site Details

2.1. Location

Lot 18, 21-23 The Cove, Airlie Beach

2.2. Zoning

Low-medium Density Residential

2.3. Site description

Flat and rectangular allotment with a house under construction.

2.4. Access

Access is gained via a fully constructed driveway from The Cove Road.

2.5. Surrounding uses

- To the north – The Port of Airlie Marina;
- to the east –Residential houses;
- to the south – Residential houses and the Port of Airlie transit terminal; and
- to the west – Residential houses

3. Proposal Details

The proposal is for Short-term Accommodation of a 4 bedroom two-storey dwelling house that is under construction. The site is connected to Council reticulated services and access is gained via a crossover to The Cove Road body corporate area.

The applicant has provided documentation demonstrating compliance with the Short-term Accommodation Guideline, being a Code of Conduct, Property Management Plan, Statutory Declaration and Fire and Evacuation Plan for the proposed use.

Three (3) submissions were received from residents within The Cove.

A Material Change of Use for the original Dwelling House was approved on 17 November 2020 due to a setback non-compliance with The Cove Preliminary Approval development code.

Currently there are six (6) other dwellings within The Cove approved for Short-term Accommodation, being Lot 3, 7, 14, 17, 20 and 23, with another application with Council for Lot 10. Submissions indicate that the property manager responsible for short-term accommodation properties within The Cove has been regularly notified of issues that have occurred there.

4. Planning Assessment

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

4.1. State Assessment and Referral Agency (SARA)

The application did not require referral to any State Agencies.

4.2. State Planning Policy – July 2017

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

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

The proposal is generally consistent with the provisions of the plan.

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The proposal complies with the relevant items of the Strategic Framework.

4.4.2. Overlay Codes

Overlays are not relevant to this development application and were dealt with at the construction of the dwelling.

4.4.3. Low-medium Density Zone Code

The proposal is a Code Assessable use in the Low-medium density Residential Zone. The development triggers Impact Assessment due to the Short-term Accommodation use not being listed in the Tables of Assessment of the Development Code for The Cove, Port of Airlie Preliminary Approval.

The proposal generally complies with the relevant Overall Outcomes of the Low-medium Density Residential Zone Code and the Development Code for The Cove and can be conditioned appropriately to be compatible with the prevailing residential character and amenity of the locality.

4.4.4. Development Codes

- Site plan and floor plans provided.
- Property Management Plan provided.
- Code of Conduct provided.
- Fire and emergency plan provided.
- Statutory declaration has been provided.
- Large double Garage and space for two additional vehicles in the driveway.

5. Public Submissions

The development application was placed on public notification between 27/01/2022 and 21/02/2022. The Notice of Compliance was received on 23/02/2022. Three (3) submissions were received during this period of Public Notification and are summarised below:

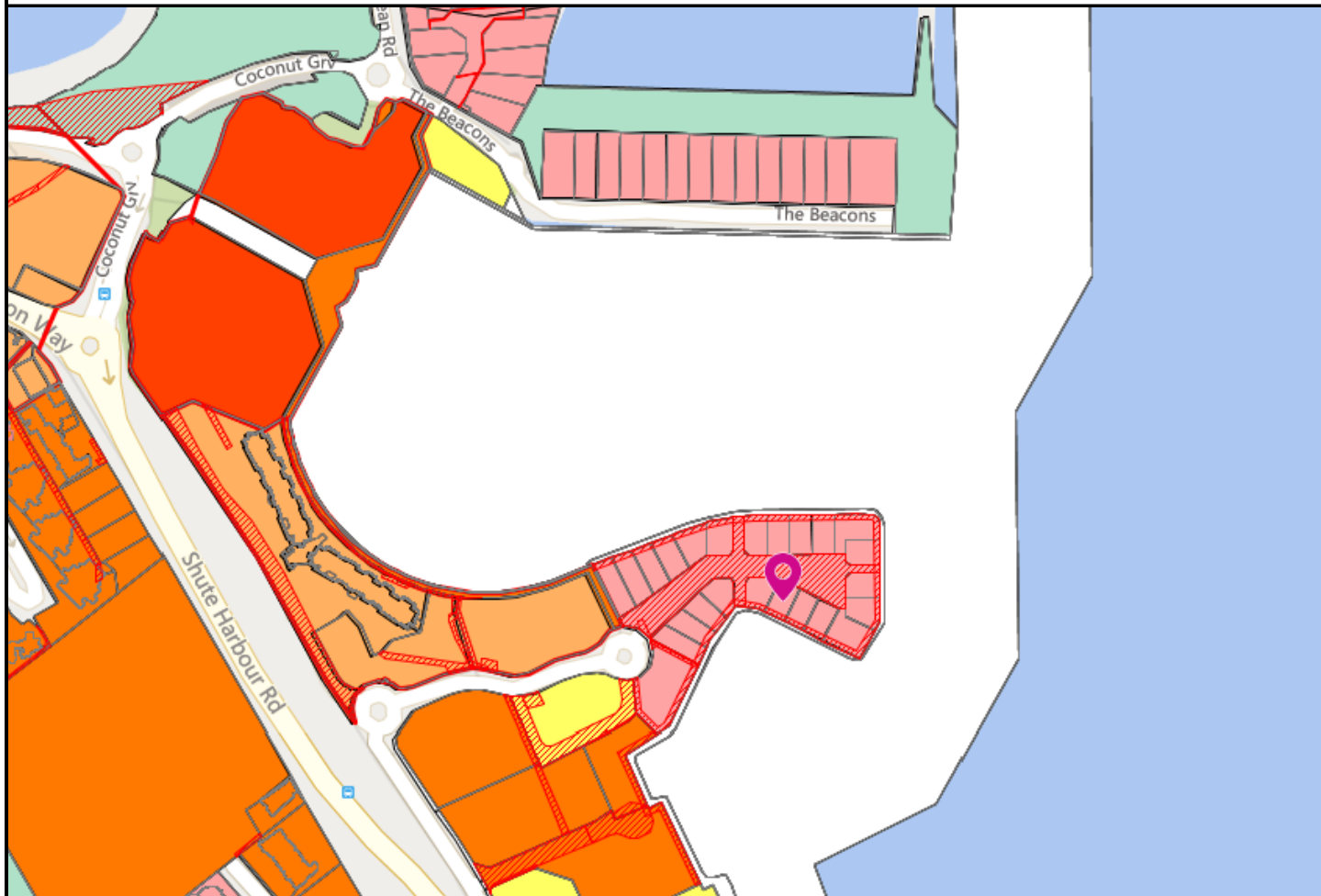
Issue	Comment/Condition Number
1. No on-site manager to enforce the Code of Conduct	The applicant has nominated a property manager who will initiate the process of the resolving the amenity issue. A sign with the property manager's number will be at the front of the premises if an approval is given. . If the property manager fails to undertake their duties, Council can be notified by the affected party and compliance will then be undertaken.
2. Noise	If approved, the applicant will be conditioned to have a Code of Conduct for the operational use of the development that includes the prevention of excessive noise after 9pm, in accordance with Schedule 1 or Environment Protection (noise) Policy 2019.
3. Large groups arriving after initial meet and greet	The development will be conditioned to have a maximum of eight (8) persons. The duty of the property manager will be to ensure this is adhered to. The property manager must enforce this requirement in the first place and Council may take enforcement action is required.
4. Marina shores has 50 apartments and is less noisy than The Cove	Not a relevant planning consideration.
5. Recent purchaser in The Cove now selling due to the	Not a relevant planning consideration.

amount of STA in The Cove	
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6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

The development does not attract an infrastructure charge.



Property Layers

-  DNRME Easement 09/02/2022
-  DNRME Restrictions and Covenants 09/02/2022
-  Cadastre 22/02/2022
-  DNRME Land Parcel 09/02/2022

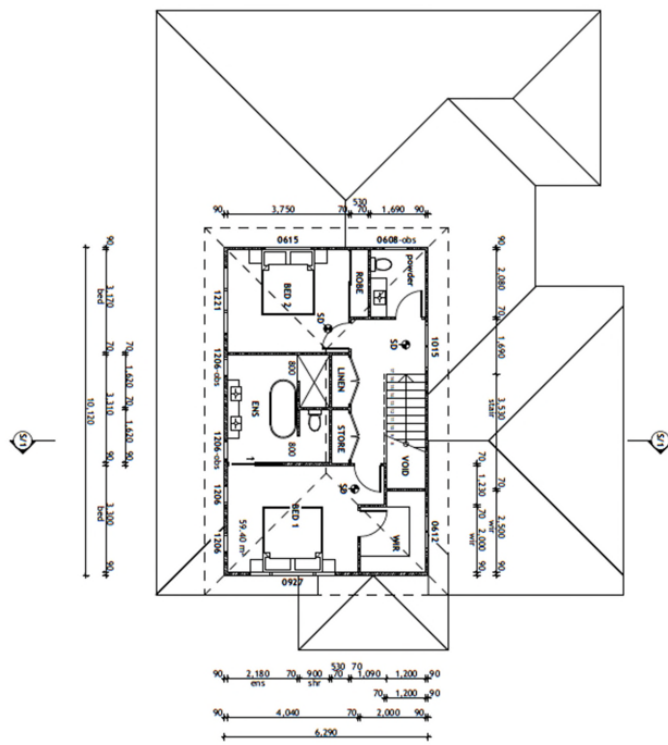
Planning Zones

-  Precincts
- Building Heights Airlie Beach
 -  14 metres
 -  18 metres
 -  21 metres
- D_PC_P_Zones_Realigned
 -  Community facilities
 -  District centre
 -  Emerging community
 -  Environmental management and conservation
 -  High impact industry
 -  Industry investigation and development
 -  Local centre
 -  Low density residential
 -  Low impact industry
 -  Low-medium density residential
 -  Major centre
 -  Medium impact industry
 -  Mixed use
 -  Neighbourhood centre
 -  Recreation and open spaces
 -  Road
 -  Rural



Disclaimer

This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, Whitsunday Regional Council makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. © Whitsunday Regional Council 2018.



13.3.1 - Donation and In-Kind Requests up to \$2,000.00 - February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Emily Hart - Community Development Officer

AUTHORISING OFFICER: Julie Wright - Director Community Services

PRESENTED FOR: Decision

ATTACHMENTS

Nil

PURPOSE

To advise Council of the donations and in-kind support up to \$2,000 provided for the month of February 2022.

OFFICER'S RECOMMENDATION

That Council note the donations and in-kind support provided for the month of February 2022 to the following recipients:

- a) Bowen Netball Association – Soil Fill for New Netball Courts - \$2,000
- b) Bowen Cancer & Ostomy Support Group – Room Hire Fee's & Bus Hire - \$1,000
- c) St Paul's Anglican Op Shop Proserpine – Landfill Dumping Fee's for Illegally Dumped Mattresses - \$1,000

BACKGROUND

As per resolution 2020/05/13.13, Council resolved to:

- a) 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, and
- b) Approve the submission of a monthly report listing the applications processed.

DISCUSSION/CURRENT ISSUE

Council receives requests for assistance from community and sporting groups with most requests for amounts not exceeding \$2,000. In the month of February 2022, the following donations were provided:

Organisation Name	Description	Donation Amount (\$)	In-Kind Support (\$)
Bowen Netball Association	Soil Fill for New Netball Courts	2,000	
Bowen Cancer & Ostomy Support Group	Room Hire Fee's & Bus Hire	1,000	
St Paul's Anglican Op Shop Proserpine	Landfill Dumping Fee's for Illegally Dumped Mattresses	1,000	
Total for February 2022		4,000	0

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_08 - Community Donations Policy

STRATEGIC IMPACTS

Facilitate, foster and encourage region wide activities and programs that engage our community.

FINANCIAL IMPLICATIONS

The funds were taken from JC: 2967.11074 – Community Donations (2967) / Donations (11074).

Description	Amount (\$)
2021/22 Budget	100,000.00
Actual + Commitment Spend	50,598.36
YTD Remaining Budget	49,401.64

CONSULTATION/ENGAGEMENT

Manager Community Development & Libraries

RISK ASSESSMENT

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

TIMINGS/DEADLINES

To be completed within the current financial year to 30 June 2022.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No

ALTERNATIVES CONSIDERED

N/A

13.3.2 - Financial Support for a Junior Elite Athlete - March 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Emily Hart - Community Development Officer

AUTHORISING OFFICER: Julie Wright - Director Community Services

PRESENTED FOR: Decision

ATTACHMENTS

Nil

PURPOSE

For Council to consider the application for Financial Support for a Junior Elite Athlete.

OFFICER'S RECOMMENDATION

That Council approve financial support for the following Junior Elite Athletes:

- a) Maxwell O'Keefe – Representing Queensland at the Futsal Elite Fiji Tour - \$1,000
- b) Reef Peel - Representing Queensland at the Futsal Elite Fiji Tour - \$1,000

BACKGROUND

At the Ordinary Council Meeting held on 28 July 2021, Council resolved to adopt a policy to provide Financial Support for a Junior Elite Athlete. The level of funding available to individual Junior Elite Athletes is calculated on a progressive scale, the higher the level of representation the greater the financial support, as outlined below:

Level of Representation	Allocation (\$)
Representing North Queensland in State level competition	250
Representing Queensland within Queensland	500
Representing Queensland Interstate	1,000
Representing Australia Overseas	up to 2,000

DISCUSSION/CURRENT ISSUE

Name	Age	Competition	Competition Level	Sport	Amount (\$)
Maxwell O'Keefe	13	Queensland Futsal Elite Fiji Tour	Queensland	Futsal	1,000
Reef Peel	13	Queensland Futsal Elite Fiji Tour	Queensland	Futsal	1,000
Total					2,000

Maxwell O'Keefe and Reef Peel have been invited to play in the Queensland Futsal Elite Fiji Tour after their outstanding performance at the 2021 QLD Invitational Futsal Championships. Maxwell and Reef will travel to Fiji to compete in a futsal tournament from 27 June to 7 July 2022.

While Maxwell and Reef will be travelling overseas, the level of representation for this tournament is limited to Queensland, rather than being selected to represent Australia. It is for this reason it is recommended to approve the same amount of funding in line with representing Queensland interstate.

Neither Maxwell nor Reef have received funding through the Junior Elite Athlete program previously.

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_05 – Financial Support for a Junior Elite Athlete Policy

STRATEGIC IMPACTS

Facilitate, foster and encourage region wide activities and programs that engage our community.

FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.11074 – Community Donations (2967) / Donations (11074).

Description	Amount (\$)
2021/22 Budget	100,000.00
Actual + Commitment Spend	50,598.36
YTD Remaining Budget	49,401.64

CONSULTATION/ENGAGEMENT

Manager Community Development & Libraries

RISK ASSESSMENT

The financial assistance shows Council's commitment to providing support to local junior elite athletes competing in a regional, state or national level competition.

TIMINGS/DEADLINES

To be paid within one month of approval.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No

ALTERNATIVES CONSIDERED

N/A

13.3.3 - RADF 2021/22 Funding Round 3 - November 2021 - February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Jacqueline Neave - Arts & Community Programs Officer

AUTHORISING OFFICER: Julie Wright - Director Community Services

PRESENTED FOR: Decision

ATTACHMENTS

1. RADF Minutes Round 3 1 March 2022 [**13.3.3.1** - 2 pages]

PURPOSE

For Council to consider the funding for the Regional Arts Development Fund (RADF) grant applications for Round 3 of the 2021/22 Program, as recommended by the RADF Advisory Committee.

OFFICER'S RECOMMENDATION

That Council approve the following:

1. The payment of Regional Arts Development Fund (RADF) grants (subject to conditions) - Round 3, to assist the following recipients:
 - a) Karen Jacobsen – Regional Tourism Music & Film Project - \$9,121
 - b) QCWA Collinsville – Whitsunday Dance Workshops - \$5,000
2. Notification be sent to the applicant, Made in Airlie Beach Pty Ltd, advising their submission for the 2022 Arts Exhibitions 'Made in Airlie Beach' project was unsuccessful on this occasion.

BACKGROUND

RADF invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

Local Arts and Cultural workers submit applications to Council for funding grants. Applications are assessed by an elected committee against criteria based on program guidelines and priorities identified in Council's Arts and Cultural Policy.

All projects and activities receiving RADF funding are required to report on their contribution associated with RADF 2021/22 Key Performance Outcomes (KPOs) in accordance with the RADF guidelines.

The 2021/22 funding Round 3 closed on Friday 11 February 2022 for projects commencing after Monday 14 March 2022.

DISCUSSION/CURRENT ISSUE

The following applications were received:

Karen Jacobsen – Regional Tourism Music & Film Project

Requested \$9,121 – Recommendation \$9,121

The objective of the project is to develop and produce a series of videos promoting the Whitsundays to a local, national, and international audience. Assembling a local creative

team, Karen will produce the videos to showcase different qualities of the Whitsundays Region.

The innovative approach will:

- Employ, promote, and develop local creative professionals
- Bring visitors to the region through regional, national, and international tourism
- Raise the profile of artists choosing to live in regional areas
- Create employment for artists within the current limitations in a covid-safe way

The RADF committee's recommendation is to fully fund the application. Commentary from the committee notes that the project would be great for the region by strengthening cultural tourism and assisting the visibility of local artists through videos promoting the Whitsundays. Other comments were:

- The music film clips to be displayed through Whitsunday Tourism and Bowen Tourism offices plus other commercial businesses i.e., tour companies
- Video film clips to be kept up to date and in line with the ongoing changes within the tourism sector of the region.

QCWA Collinsville – Whitsunday Dance Workshops

Requested \$5,000 – Recommended \$5,000

The objective of the project is to give rural and remote students the opportunity to develop their dance and musical theatre skills with experienced dance teachers. The QCWA branch hopes this opportunity could set students on their chosen career path. These workshops are open to all youth members of the Whitsunday region.

Commentary from the committee notes that it is a fantastic opportunity for youth to enhance their skills, particularly given that access to this type of workshop is limited for small and remote communities.

Other comments were:

- Should workshops be successful, workshops are then held in other townships in the region.

Unsuccessful Applicant

Made in Airlie Beach Pty Ltd – Anabel Curphey – 2022 Art Exhibitions 'Made in Airlie Beach'

Requested \$50,000

The objective of the project was to provide a series of monthly art exhibition over one year in Airlie Beach for locals and tourists. The project proposed to promote the Whitsundays and encourage tourism and industry in the region through the sale of artwork and other products to grow the 'Made in Airlie Beach' brand.

The RADF Committee's recommendation is to decline the application due to the excess amount requested.

Other comments were:

- Apply for one art exhibition inclusive of project costs in the next round.
- If the project is not just based on 'Airlie' artists, and includes other locations to consider a name change to 'Made in the Whitsundays'.

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_02 – Arts & Culture Policy

STRATEGIC IMPACTS

Facilitate, foster and encourage region wide activities and programs that engage our community.

FINANCIAL IMPLICATIONS

The funding for the support will be taken from budget code GL: 3640.6405 – Arts & Culture Development (3640) / Donations (6405).

Description	Amount
2021/22 Budget	\$60,000
Actual + Commitment	\$17,485
YTD Remaining Budget	\$42,515

CONSULTATION/ENGAGEMENT

Manager Community Development & Libraries

RISK ASSESSMENT

The assistance that RADF provides will ensure Council is portrayed in a positive manner by way of supporting the local community in their pursuit of developing skills, engaging in projects and activities that contribute to the value of arts and culture.

TIMINGS/DEADLINES

To be paid within one month of approval.

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No

ALTERNATIVES CONSIDERED

N/A

**WHITSUNDAY REGIONAL ARTS DEVELOPMENT FUND (RADF)
ADVISORY COMMITTEE**
Meeting Minutes– Tuesday 1 March 2022


Chair:	Cr Michelle Wright
Present:	Ruth Morton, Janice Germain, Liaison Officer Jacqui Neave
Apologies:	Jess Begun, Marg Tawse, Shauna O'Shannessy, Julie Wright - Director Community Services - Comments were received via email

Meeting commenced: 11am

1	Minutes of previous meeting
	Accepted
2	Business arising from minutes
	N/A
3	Correspondence and news
	N/A
4	Promotion and advertising
	Ongoing – RADF strategies, promotions, activities, and resources
5	Presentations
	No presentations held
6	Applications
	Karen Jacobsen – Regional Tourism Music & Film Project Requested \$9,121.00 – Recommendation \$9,121.00 The RADF Committee's recommendation is to fully fund the application. Commentary from the committee notes that the project would be great for the region by strengthening cultural tourism and local artists by providing increased visibility via a series of video film clips promoting the Whitsundays. Other comments were: - For the music video clips to be displayed through Whitsunday Tourism & Bowen Tourism offices and other commercial businesses i.e., tour companies - The possibility of keeping the video film clips up to date and in line with the ongoing changes within the tourism sector of the region QCWA Collinsville – Whitsunday Dance Workshops Requested \$5,000.00 – Recommended \$5,000.00 The RADF Committee's recommendation is to fund the application. Commentary from the committee notes that it is a fantastic opportunity for youth to enhance their skills in dance, social skills, discipline, and communication who are unable to have access to these workshops being a small and remote community. This workshop is open to all youth members of the region. - If workshop is successful to future spread to other towns in the region

	 Made in Airlie Beach Pty Ltd - Anabel Curphey – 2022 Art Exhibitions 'Made in Airlie Beach' Requested \$50,000.00 – Unsuccessful The RADF Committee's recommendation was to decline the application due to the excess amount requested. The objective of the project was to provide a continuous monthly art exhibition over one year in Airlie Beach for locals & tourists to promote the Whitsundays & encourage tourism & industry in the region. To sell artwork & other products to grow 'Made in Airlie Beach', to be able to employ people & continue to provide art exhibitions monthly. Other committee comments were that the idea was good and to: • Apply for one art exhibition inclusive of project costs etc in the next round • Hope the project is not just based on 'Airlie' artists, if it includes other locations maybe change to 'Made in the Whitsundays' Total approved for round 3: \$14,121.00
7	General business
	 Original RADF Banner – needed to find a new home for this banner as it is currently stored in a container, which is being cleaned out for other storage matters and did not want it to be tip material. Ruth and Janice tabled that the banner can be stored in their Ladies Lions shed, so can be utilised for workshops and exhibitions they hold.  Overview of RADF Guidelines and Application – tabled the idea of updating both documents, which can be discussed at a meeting as soon as practical.  RADF Liaison tabled that Council's application to Arts Qld will be due for submission in April. Once received a copy of the application and guidelines will be sent to all committee members for input on the RADF funding objectives, along with last year's application. The committee discussed contacting organisations they feel should apply to RADF for an activity or project. For example:  QCWA Bowen – Eileen Crouch  Bowen Mural Society – Heather Skinner  Mel - art workshops

Meeting Closed: 12.30pm

Next meeting: May 2022

Location: TBA

7	Actions for next meeting		
1			
2			

13.4.1 - Whitsunday Water and Waste Business Activity Report - February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Shannon Lorroway - Admin Coordinator Whitsunday Water

AUTHORISING OFFICER: Adam Hagy - Director Infrastructure Services

PRESENTED FOR: Information

ATTACHMENTS

1. Business Activity Report - Whitsunday Water & Waste - February 2022 [13.4.1.1 - 18 pages]

PURPOSE

To provide Council with information on the operational performance of the Whitsunday Water and Waste business activity.

OFFICER'S RECOMMENDATION

That Council receive the Whitsunday Water and Waste Business Activity Report for February 2022.

BACKGROUND

The previous report for the Whitsunday Water and Waste business activity was submitted to Ordinary Council Meeting held 23 February 2022 detailing the month of January 2022. Resolution 2022/02/23.27.

DISCUSSION/CURRENT ISSUE

The Whitsunday Water and Waste business activity report provides a high-level overview of the operational undertakings of the water, sewer and waste business activity for the month of February 2022. Refer Attachment 1.

STATUTORY/COMPLIANCE MATTERS

N/A

STRATEGIC IMPACTS

Provide reliable, safe, secure, environmentally responsible, and affordable water and waste services.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION/ENGAGEMENT

Chief Operating Officer Whitsunday Water
Administration Coordinator Whitsunday Water
Management Accountant Whitsunday Water
Capital Works Project Manager

This is page 267 of the Agenda of Council's Ordinary Council Meeting - 23 March 2022

Manager Waste and Recycling Services
Manager Network Operations
Principal Engineer Waste and Wastewater Treatment Operations
Principal Engineer Civil and Environmental

RISK ASSESSMENT

N/A

TIMINGS/DEADLINES

N/A

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

Section 58 of the Human Rights Act 2019 specifies required conduct for public entities when acting or making a decision. Sections 15-37 of the Human Rights Act 2019 identifies the human rights a public entity must consider in making a decision. The human rights relevant to this decision are as follows:

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, racial or linguistic background have the right to enjoy their culture, to declare and practice their religion and use their language.
- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

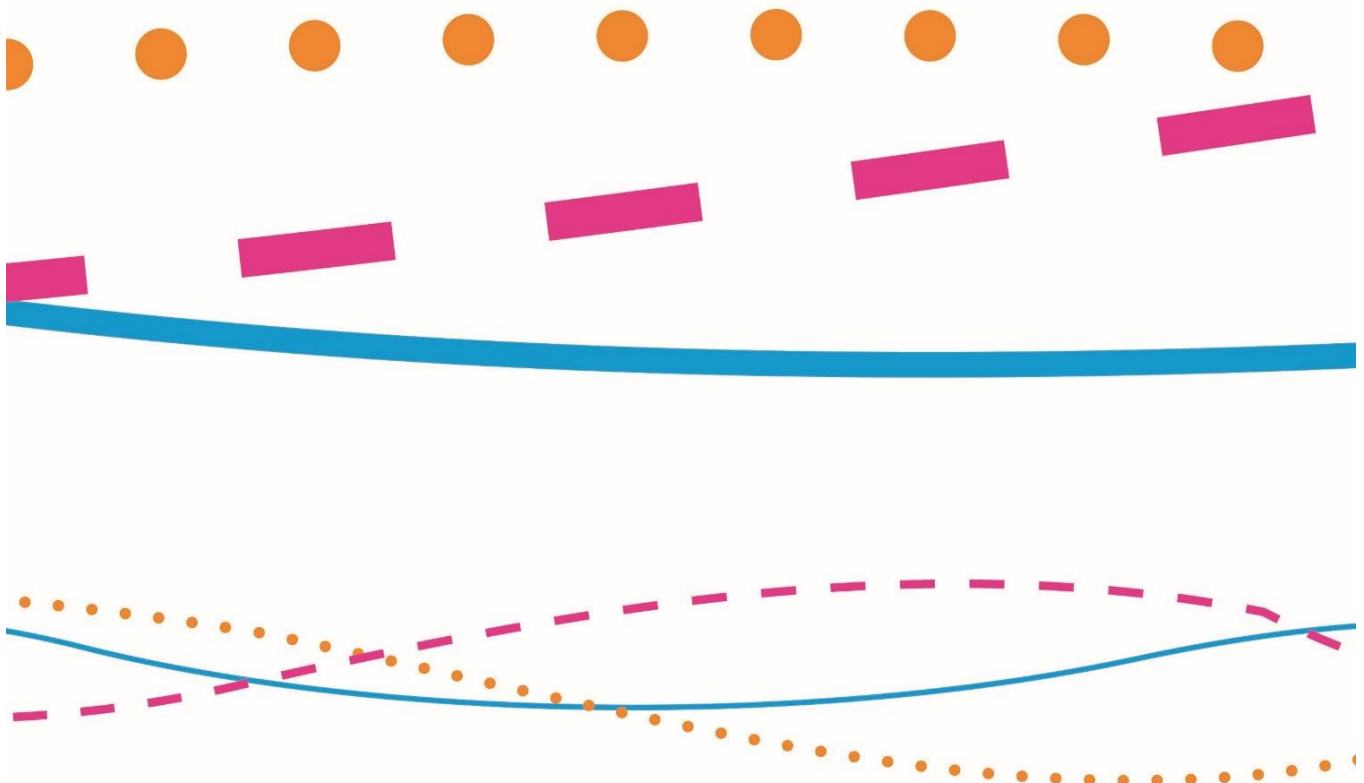
ALTERNATIVES CONSIDERED

N/A



Whitsunday Water & Waste

Business Activity Report | February 2022



Overview of Operational Undertakings

The following information provides a high-level overview of operational undertakings of the water, sewer and waste business activity for the month of February 2022.

A total of 273 requests were received in February 2022.

The tables below display the contribution of each customer request category to the total.

	Scheme			
Category Water	Bowen	Coastal	Collinsville	Proserpine
Low water pressure	1	2	-	1
Water planned interruption	-	-	-	-
No water	3	1	-	1
Fire Hydrants	-	-	-	-
Water unplanned interruption	-	1	-	1
Dirty Water/Quality	-	2	-	1
Water Main Broken/Leaking	2	-	2	2
Water other	7	12	1	-
Water Meter Damaged/Leaking	2	1	-	6
Water Service Broken/Leaking	12	32	4	8
Water Connections	4	2	1	1

	Scheme			
Category Sewer	Bowen	Coastal	Collinsville	Proserpine
House pump alarm	-	2	-	1
Manholes	-	-	-	-
Pump stations	-	-	-	-
Sewer mains	-	-	-	-
Sewer odour	5	-	-	-
Sewer overflows and blockages	2	-	-	3
Sewer other	-	-	-	-

	Scheme			
Category Waste	Bowen	Coastal	Collinsville	Proserpine
Additional Bin Service - Recycling	-	-	-	-
Additional Bin Service - Waste	-	-	-	-
Missed Bin Service - Recycling	3	4	-	1
Missed Bin Service - Waste	3	6	2	3
New Bin Service - Waste & Recycling	14	8	1	5
Repair Replacement Bin - Recycling	3	6	1	-
Repair Replacement Bin - Waste	49	22	7	14

The following **Top 3** prioritised current projects for each work section in the WW business unit is summarised below:

Asset Management

- Review planning and development applications
 - support Shingley Beach Hotel application modelling
 - assess proposed major retail building over trunk sewer - Bowen
- Design for 2022/23 capital program
 - finalise Chapman St Sewer Rising Main Drawings
 - Managed service locations for Jubilee Pocket Rising main
 - supported concept design for bringing forward the Cannonvale network reconfiguration works
- Waste Management capital project support
 - Bowen exploratory earthworks – old waste cell compaction/capping investigation

Management Accountant

- Financials – finalise fees and charges review.
- Capital bids – participate in the team review and assist with the submissions process.
- Receive queries from external price path consultant for water, sewer and waste and complete data analysis.

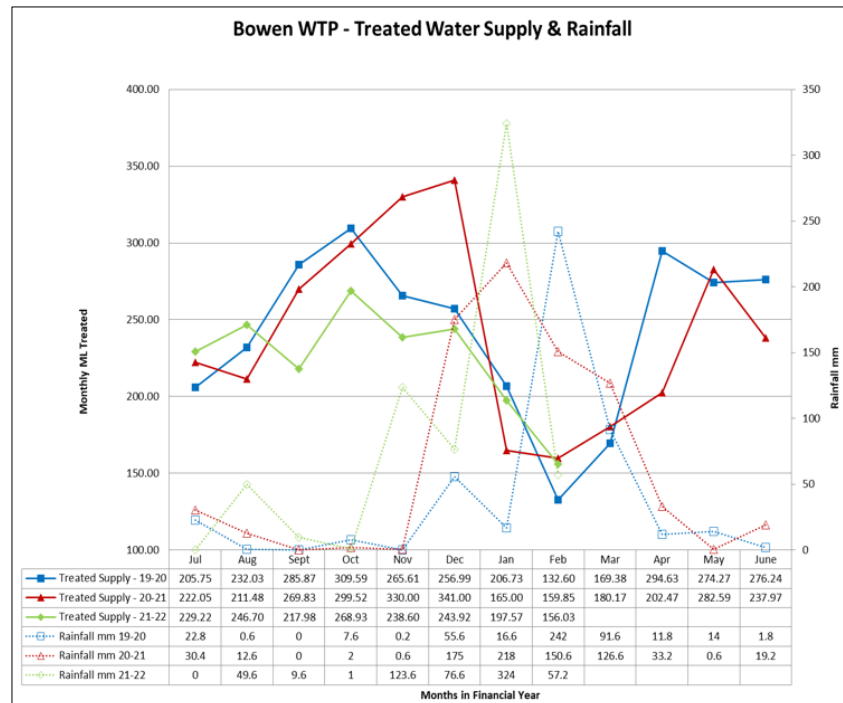
Network Operations

- Assisted with the 2022-2023 Fees and Charges and the 2022-2023 Network Operations Budget.
- Ordered materials/scheduled works for the Eglington Street water main capital works project, and the Herbert Street valve replacement capital works project.
- Undertook a planning workshop with fitting services teams relating to the sewerage pump replacement program.

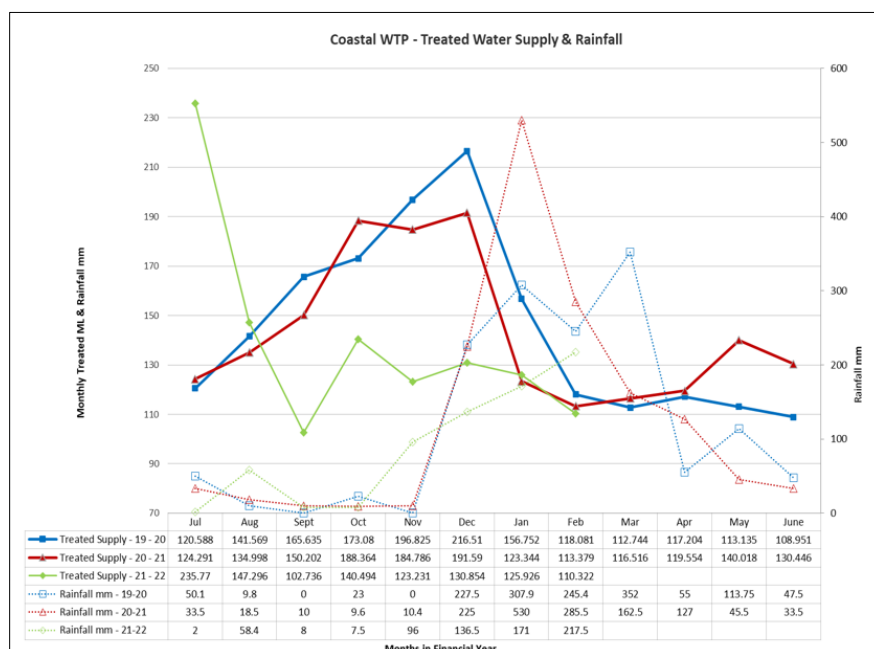
Principal Engineer

- Trade Waste Policy and Environmental Management Plan briefing and council paper preparation.
- BID developments for Capital and maintenance planning for water and wastewater treatment plants.
- Oversight of 16 Quick wins and Telemetry (SCADA) projects.

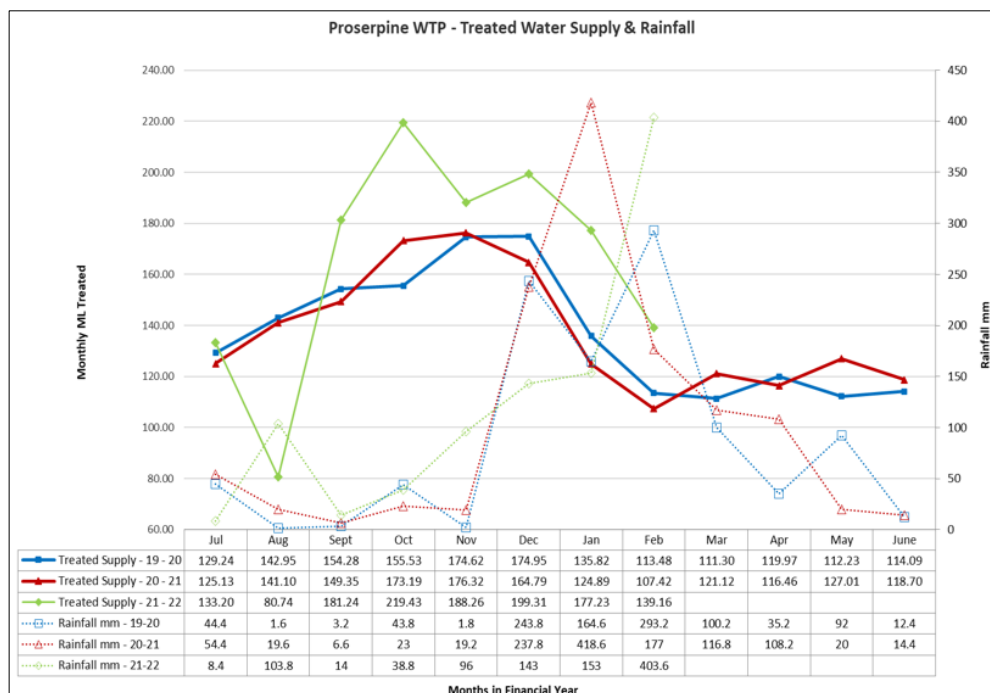
Water Demand Statistics February 2022



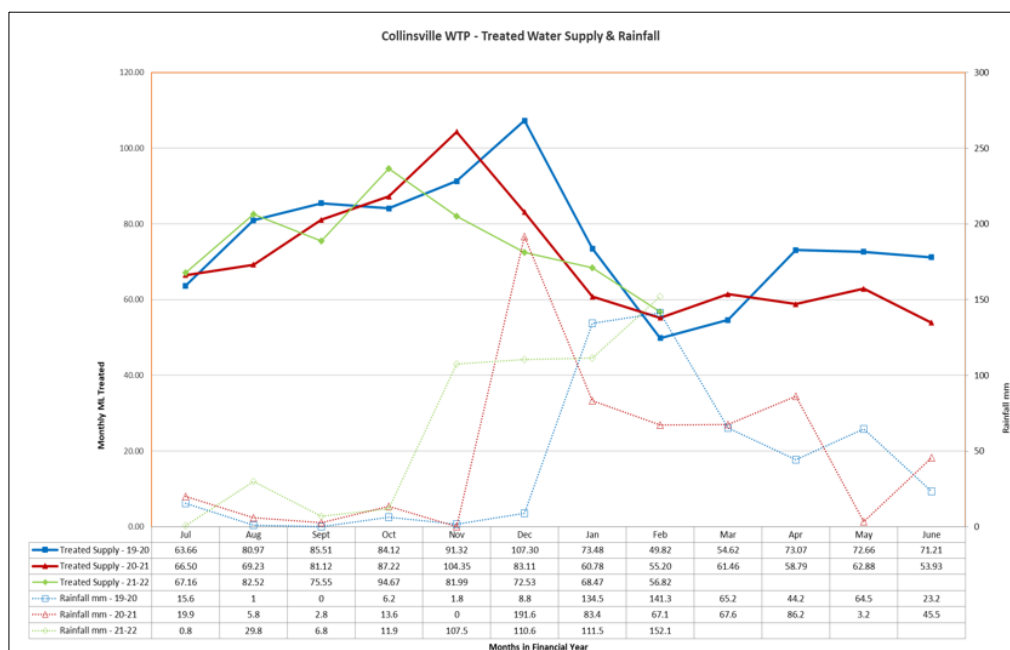
The Bowen WTP has produced an average of **5.57 ML/day** of treated water during February 2022.



The Coastal WTP has produced an average of **3.94 ML/day** of treated water during February 2022.



The Proserpine WTP has produced an average of **4.97 ML/day** of treated water during February 2022.



The Collinsville WTP has produced an average of **2.03 ML/day** of treated water during February 2022.

Waste Management

In February 2022, total waste handled in the region was **4,206** tonnes.

- **3,014** tonnes were landfilled at Kelsey Creek & Bowen Landfills.
- **1,082** tonnes of waste were diverted from landfills (26% diversion achieved from Operational Plan target of 20%).
- **110** tonnes kerbside recycling collection - (disposed at Materials Recycling Facilities - MRFs).

Waste Top 3:

- Kerbside waste and recycling services delivered to East Euri and surrounds with first service date on 28 February 2022. Closure of the East Euri Satellite Waste Transfer Station scheduled for 7 March 2022.
- Waste strategy review commenced on 18 October 2021 and project inception completed. Preparation of vision statements and briefing to Executive Leadership Team in progress. Program delivery aimed to align with Mackay Regional Council waste strategy review, to enable efficient cross-council collaboration.
- The Great Barrier Reef Foundation grant funding project [Waste Education] was awarded to Envirocom with an expected completion date of 28 November 2022. The project is underway with school engagement and program development due by 31 March 2022. The project aims to help assist Council with the development of a future school-based, waste education strategy to reduce the local resident and business carbon footprint through re-educating the community on Food and Garden Organics (FOGO) waste reduction and landfill diversion.

Capital Works Projects – WS&W

5549 Cannon Valley Reservoir

Bulk earthworks have been completed on site.

The reservoir access track has been completed.

Construction of the base for tank 1 and tank 2 is complete

Tank 1 wall stitch joints completed, inlet/outlet pipework and scour/overflow pipework works commenced

Tank 2 wall panel beds have been poured, wet cut and a ready for placement in early March.

Tank 1 completion date – end of April 2022

Tank 2/project completion date 27 May 2022. Delays were generally related to COVID. Contractor did underestimate time for certain activities.

Total expenditure to date \$5,411,435.76 being 58.5% of the project budget \$9,251,486.04. Project expenditure is tracking under budget.



Cannon Valley Reservoir Site – Scour pipe installation + aerial

8842 Greening and Growing Bowen – Recycled water network extension

Site walk has occurred, and alignment changes are being confirmed. Drawings to be updated to For Construction by end of February 2022 for delivery by in house capital works team starting in March 2022. Construction is expected to take 6-8 weeks to complete.

Project start delayed to accommodate relocation of watermain as part of the Shute Harbour parking extension.

Material quotes have been sought.

Total expenditure to date \$2,409.48 being 4.3% of the project budget \$428,000.

8830 Eglington St Water Main Renewal

Eglington St water main is being delivered in house. Installation of a new water main tee piece on Eglington Street and new sluice valve on Story Street has been completed.

Deed for access to Queensland Department of Education land has been executed.

Works have commenced on site.

Total expenditure to date \$17,751.18 being 9.54% of the project budget \$186,000.00.

7886 Insurance - Bowen Reservoir

Tender documents currently being developed. RFQs for specific engineered technical documentation has been developed. Request for Tender (RFT) is still to be issued. Material lead time may slow project completion.

Total expenditure to date \$24,835.29 being 4.3% of the project budget \$577,766.78.

Collinsville reservoir roof renewal and Collinsville Solar Project

Request for tender to be issued. Completion date has been revised to June 2022 to accommodate additional required works at Collinsville WTP.

Total expenditure to date \$21,862.47 being 3.92% of the project budget \$557,206.12.

5539 Sewer Pump Capacity Upgrades Combined Rising Main

This project has been rescheduled to be delivered in the 22/23 financial year. This timing adjustment is required due to external delays from COVID and power upgrade installation schedule timeframes with Ergon. These external events required critical dates to be adjusted and completion dates re-scheduled.

The electrical and civil designs have been completed with only the tender documentation creation task outstanding.

Total expenditure to date \$148,915.93 being 27.91% of the project budget \$533,560.90.

8843 + 8915 W4Q Sewer relining – Proserpine area

The project has commenced and is part of the annual sewer relining program and targets catchments within the Proserpine urban area, to reduce stormwater infiltration into the sewer network.

Relining of the sewer mains are to be undertaken after the wet season.

The Request for Tender has been issued

Total expenditure to date \$121,275.7 being 24.26% of the project budget \$500,000.

Financials - Operational

Water and Sewerage

Operating Revenue:

- Total actual operating revenue Year to Date (YTD) is **\$34,574,681**.
- Which demonstrates a revenue level achievement of **94.43%**; Current Budget projection of **\$36,613,499**.
- Water billing and rates cycles for the financial year are now completed. To meet 21/22 budget expectation, further operational revenue of **5.57% or \$2,038,818** is required.

Operating Expenses:

In general budget expectation at the end of February 2022 equals **66.67%** of the total budget.

- Total operating costs Year to Date (YTD) is **\$21,355,888** (including corporate overhead expenditure).
- Which demonstrates a **63.54%** expenditure of the Current Budget of **\$33,607,896**.
- The target expenditure for this period was **66.67%**; therefore, this operational expenditure is **3.13% or \$1,049,375 below** budgeted expectations to the end of February 22 of the **21/22** financial year.

Operating Profit and Loss in Summary:

Whitsunday Regional Water and Sewerage			
Monthly performance report year to 28 February 2022			
	2021/22		2020/21
	Actual	Current Budget	Actual
Operating revenue			
Total operating revenue	34,574,861	36,613,499	35,382,943
Operating Expenses			
Total operating costs	(19,010,880)	(30,090,389)	(27,713,398)
Surplus (deficit) from operations Exl.Overheads	15,563,981	6,523,111	7,669,545
<i>Internal Corporate Overheads</i>	(2,345,008)	(3,517,507)	(5,909,643)
Surplus (deficit) from operations	13,218,973	3,005,603	1,759,902
Capital cash contributions received	1,989,785	-	571,656
Capital cash revenue from government sources	-	5,883,557	5,768,916
Physical assets contributed	934,969	-	-
Other capital income	-	-	-
Other capital expenses	(340,562)	(1,093,205)	(703,665)
Net result for the period	15,803,165	7,795,955	7,396,809
Competitive Neutrality Adjustments			
Income Tax Equivalent (30%)	4,740,950	2,338,787	2,219,043
Return on Capital (6.57%)	9,284,805	9,284,805	9,284,805
Other NCP Adjustments	39,000	39,000	39,000
Adjusted Net Result	1,738,411	(3,866,636)	(4,146,039)
Retained surplus (deficit) brought fwd from prior year	5,254,334	5,254,334	461,266
Net result from above	15,803,165	7,795,955	7,396,809
Transfer from capital for unfunded depreciation	-	1,289,110	1,376,512
From (to) capital - items of capital income & expense	(554,974)	1,093,205	703,665
Adj From (to) capital to adjust working capital cash	(39,434)	-	-
Transfer (to) capital general revenue expended	-	3,559,956	7,891,585
Internal Program Contributions	-	(8,000,000)	-
Surplus/(deficit) available for transfer to reserves	-	-	-
Net transfers from (to) capital reserves	(2,130,723)	(6,620,988)	(12,575,502)
Retained surplus (deficit) funds at period end	18,332,368	4,371,572	5,254,334

Waste

Operating Revenue:

- Total actual operating revenue Year to Date (YTD) is **\$ 8,352,839**.
- Which demonstrates a revenue level achievement of **93.99%**; against the Current Budget of **\$8,887,168**.
- Rates cycles for the financial year are now completed. To meet 21/22 budget expectation, further operational revenue of **6.01% or \$534,329** to meet the 21/22 budget expectation.

Operating Expenses:

- Total operating costs Year to Date (YTD) is **\$ 5,166,902** (including corporate overhead expenditure).
- Which demonstrates **54.96%** expenditure of the current 21/22 Budget of **\$9,400,459**.
- The target expenditure for this period was **66.67%**; therefore, operational expenditure is **11.71%** or **\$1,100,384 below** budgeted expectations to end of February 22 of the **21/22** financial year.

Operating Profit and Loss in Summary:

Whitsunday Waste Facilities			
Monthly performance report year to 28 February 2022			
	2021/22		2020/21
	Actual YTD	Current Budget	Actual
Operating revenue	8,352,839	8,887,168	8,447,968
Operating Expenses			
Total operating costs	(4,500,862)	(8,401,400)	(7,426,626)
Surplus (deficit) from operations Exl.Overheads	3,851,977	485,768	1,021,342
<i>Internal Corporate Overheads</i>	<i>(666,040)</i>	<i>(999,060)</i>	<i>(655,230)</i>
Surplus (deficit) from operations	3,185,937	(513,291)	366,112
Other capital income/(expenses)	-	-	(82,100)
Net result for the period	3,185,937	(513,291)	284,012
Retained surplus (deficit) brought fwd from prior year	68,993	68,993	263,954
Net result from above	3,185,937	(513,291)	284,012
Transfer from capital for unfunded depreciation	-	-	-
From (to) capital - items of capital income & expense	-	-	216,665
Adj From (to) capital to adjust working capital cash			(1,900,000)
Transfer (to) capital general revenue expended	279,645	72,830	214,665
Internal Program Contributions	-	-	1,900,000
Surplus/(deficit) available for transfer to reserves	-	-	-
Net transfers from (to) capital reserves	(588,000)	(588,000)	(910,302)
Retained surplus (deficit) funds at period end	2,946,575	(959,468)	68,993

Monthly Performance Report and Balance Sheet as of 28 February 2022

Whitsunday Regional Water and Sewerage			
Monthly performance report year to 28 February 2022			
	2021/22		2020/21
Operating revenue	Actual	Current Budget	Actual
Rates and utility charges	34,835,050	37,173,659	35,418,717
Less: Discounts & pensioner remissions	(1,028,009)	(1,485,100)	(1,420,203)
Statutory fees and charges, rental and levies	303,269	377,310	305,111
Sale of goods and major services	94,379	59,986	463,988
Interest	78,023	220,000	260,489
Operational Government grants and subsidies	49,703	22,204	22,203
Internal service provider revenue	-	-	-
Other operating revenue	242,446	265,441	332,638
Total operating revenue	34,574,861	36,613,499	35,382,943
Operating Expenses			
Employee benefits	(4,119,185)	(6,470,999)	(6,064,759)
Materials and services	(6,346,851)	(10,944,024)	(8,639,456)
Internal service provider expenditure (Exl.Overheads)	(616,696)	(844,546)	(960,546)
Depreciation	(6,742,463)	(10,065,920)	(10,140,452)
External finance costs	(1,185,686)	(1,764,900)	(1,908,184)
Total operating costs	(19,010,880)	(30,090,389)	(27,713,398)
Surplus (deficit) from operations Exl.Overheads	15,563,981	6,523,111	7,669,545
<i>Internal Corporate Overheads</i>	<i>(2,345,008)</i>	<i>(3,517,507)</i>	<i>(5,909,643)</i>
Surplus (deficit) from operations	13,218,973	3,005,603	1,759,902
Capital cash contributions received	1,989,785	-	571,656
Capital cash revenue from government sources	-	5,883,557	5,768,916
Physical assets contributed	934,969	-	-
Other capital income	-	-	-
Other capital expenses	(340,562)	(1,093,205)	(703,665)
Net result for the period	15,803,165	7,795,955	7,396,809
Competitive Neutrality Adjustments			
Income Tax Equivalent (30%)	4,740,950	2,338,787	2,219,043
Return on Capital (6.57%)	9,284,805	9,284,805	9,284,805
Other NCP Adjustments	39,000	39,000	39,000
Adjusted Net Result	1,738,411	(3,866,636)	(4,146,039)
Retained surplus (deficit) brought fwd from prior year	5,254,334	5,254,334	461,266
Net result from above	15,803,165	7,795,955	7,396,809
Transfer from capital for unfunded depreciation	-	1,289,110	1,376,512
From (to) capital - items of capital income & expense	(554,974)	1,093,205	703,665
Adj From (to) capital to adjust working capital cash	(39,434)	-	-
Transfer (to) capital general revenue expended	-	3,559,956	7,891,585
Internal Program Contributions	-	(8,000,000)	-
Surplus/(deficit) available for transfer to reserves	-	-	-
Net transfers from (to) capital reserves	(2,130,723)	(6,620,988)	(12,575,502)
Retained surplus (deficit) funds at period end	18,332,368	4,371,572	5,254,334

Whitsunday Regional Water and Sewerage			
Monthly performance report year to 28 February 2022			
	2021/22		2020/21
Continued	Actual	Current Budget	Actual
Capital Funding Sources			
General revenue used (excess funds provided)	-	(3,559,956)	(7,502,794)
Government Grants and Subsidies	1,989,785	5,883,557	5,768,916
Loans for capital purposes	-	-	-
Physical assets contributed	1,076,165	587,431	2,406,025
Disposal proceeds of capital assets	-	150,000	3,818
Movement in Inter-functions capital loans	-	-	-
Funds Held in Capital Reserves	1,524,376	4,771,961	2,811,155
Funded depreciation & amortisation expended	1,622,214	8,776,810	8,375,150
Total capital funding sources	6,212,540	16,609,803	11,862,270
Capital Funding Applications			
Non-current assets	4,448,462	13,946,103	9,310,889
Loan redemptions	1,764,077	2,663,700	2,551,381
Total capital applications	6,212,539	16,609,803	11,862,270
Reserve balances held at beginning of period			
Capital reserve balances	10,953,851	-	9,364,444
Total reserve cash held at beginning of the period	10,953,851	-	9,364,444
Reserve balances held at the end of period			
Capital reserve balances	9,429,474	6,181,889	10,953,851
Unspent loan and depreciation cash held	5,120,249	-	-
Retained Surplus (Deficit)	18,332,369	4,371,572	5,254,334
Total reserve cash held at the end of the period	32,882,092	10,553,462	16,208,185

Whitsunday Regional Water and Sewerage



Balance Sheet as at 28 February 2022

	2021/22 Actual	2020/21 Actual
Current Assets		
Cash and cash equivalents	32,882,092	16,208,185
Trade and other receivables	14,903,250	2,635,645
Prepayments	2,728,485	1,950,010
Inventories	163,893	85,868
Other Assets	2,589,401	2,589,401
Total Current Assets	53,267,122	24,390,918
Non-current Assets		
Property, plant and equipment	270,832,811	276,294,983
Closing WIP Balance	48,679,784	45,673,635
Total Non-current Assets	319,512,595	321,968,618
TOTAL ASSETS	372,779,717	346,359,536
Current Liabilities		
Trade and other payables	200,656	637,332
Borrowings	2,885,281	2,885,281
Inter-function Capital Loan payable	24,934,018	24,934,018
Other Liabilities	-	-
Total Current Liabilities	28,019,955	28,456,631
Non-current Liabilities		
Borrowings	38,664,662	40,253,199
Total Non-current Liabilities	38,664,662	40,253,199
TOTAL LIABILITIES	66,684,616	68,709,829
NET COMMUNITY ASSETS	306,095,102	277,649,706
Community Equity		
Capital	198,666,662	186,895,175
Asset revaluation surplus	74,546,347	74,546,347
Capital reserve balances	14,549,723	10,953,851
Unspent loan and depreciation cash held	-	-
Retained surplus (deficiency)	18,332,369	5,254,334
TOTAL COMMUNITY EQUITY	306,095,101	277,649,707

Whitsunday Waste Facilities			
Monthly performance report year to 28 February 2022			
	2021/22		2020/21
Operating revenue	Actual YTD	Current Budget	Actual
Rates and utility charges	6,557,240	6,561,310	5,731,053
Less: Discounts & pensioner remissions	(246,483)	(342,900)	(311,716)
Statutory fees and charges, rental and levies	26,853	53,000	51,987
Sale of goods and major services	1,888,130	2,440,163	2,515,443
Interest	19,189	30,700	34,123
Operational Government grants and subsidies	8,137	8,136	218,054
Other operating revenue	99,774	136,759	209,024
	8,352,839	8,887,168	8,447,968
Operating Expenses			
Employee benefits	(473,167)	(679,263)	(617,632)
Materials and services	(3,481,847)	(6,945,030)	(6,012,804)
Internal service provider expenditure	(24,039)	-	(4,919)
Depreciation	(507,284)	(755,707)	(761,922)
External finance costs	(14,525)	(21,400)	(29,350)
Total operating costs	(4,500,862)	(8,401,400)	(7,426,626)
Surplus (deficit) from operations Exl.Overheads	3,851,977	485,768	1,021,342
<i>Internal Corporate Overheads</i>	<i>(666,040)</i>	<i>(999,060)</i>	<i>(655,230)</i>
Surplus (deficit) from operations	3,185,937	(513,291)	366,112
Other capital income/(expenses)	-	-	(82,100)
Net result for the period	3,185,937	(513,291)	284,012
Retained surplus (deficit) brought fwd from prior year	68,993	68,993	263,954
Net result from above	3,185,937	(513,291)	284,012
Transfer from capital for unfunded depreciation	-	-	-
From (to) capital - items of capital income & expense	-	-	216,665
Adj From (to) capital to adjust working capital cash	-	-	(1,900,000)
Transfer (to) capital general revenue expended	279,645	72,830	214,665
Internal Program Contributions	-	-	1,900,000
Surplus/(deficit) available for transfer to reserves	-	-	-
Net transfers from (to) capital reserves	(588,000)	(588,000)	(910,302)
Retained surplus (deficit) funds at period end	2,946,575	(959,468)	68,993

Whitsunday Waste Facilities



Monthly performance report year to 28 February 2022

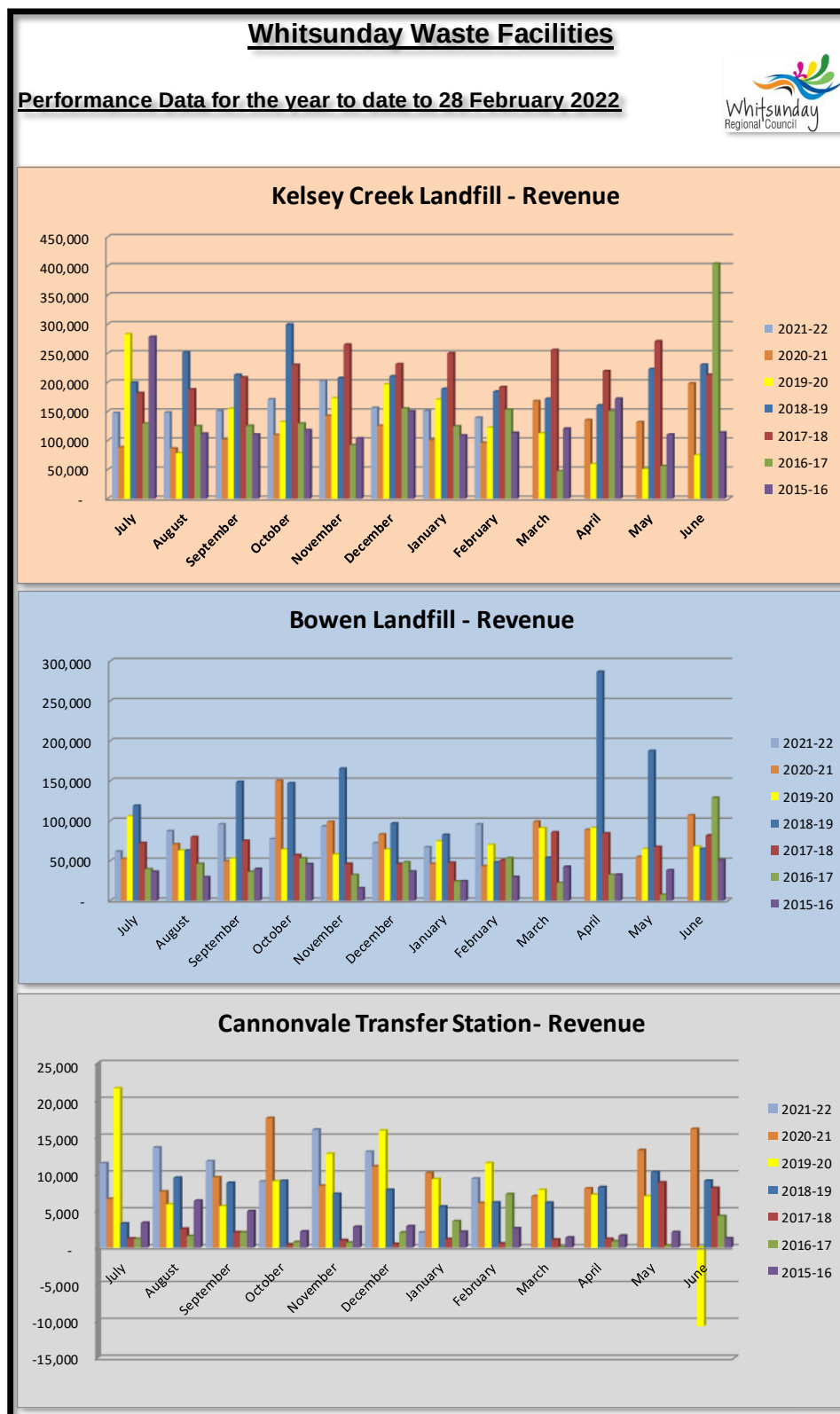
	2021/22		2020/21
	Actual YTD	Current Budget	Actual
Continued			
Capital Funding Sources			
General revenue used (excess funds provided)	(279,645)	(72,830)	(214,665)
Government Grants and Subsidies	-	-	134,565
Loans for capital purposes	-	-	-
Physical assets contributed	-	-	-
Disposal proceeds of capital assets	-	-	-
Funds held in capital reserves	218,827	51,055	32,795
Funded depreciation & amortisation expended	507,284	755,707	761,922
Total capital funding sources	446,466	733,932	714,617
Capital Funding Applications			
Non-current assets	243,733	429,332	413,839
Total capital asset acquisitions	243,733	429,332	413,839
Loan redemptions	202,733	304,600	300,779
Total capital applications	446,466	733,932	714,617
Reserve balances held at beginning of period			
Capital reserve balances	1,842,505	-	1,099,563
Unspent loan and depreciation cash held	-	-	-
Recurrent reserve balances	-	-	-
Total reserve cash held at beginning of the period	1,842,505	-	1,099,563
Reserve balances held at the end of period			
Capital reserve balances	2,211,678	2,379,450	1,842,505
Unspent loan and depreciation cash held	-	-	-
Retained Surplus (Deficit)	2,946,575	(959,468)	68,993
Total reserve cash held at the end of the period	5,158,253	1,419,982	1,911,498

Whitsunday Waste Facilities



Balance Sheet as at 28 February 2022

	2021/22 Actual	2020/21 Actual
Current Assets		
Cash and cash equivalents	8,558,253	5,311,498
Trade and other receivables	2,636,146	540,532
Prepayments	16,163	16,163
Total Current Assets	11,210,562	5,868,193
Non-current Assets		
Property, plant and equipment	7,282,165	7,789,450
Closing WIP Balance	639,925	396,193
Total Non-current Assets	7,922,090	8,185,642
TOTAL ASSETS	19,132,652	14,053,835
Current Liabilities		
Trade and other payables	377,743	885,779
Borrowings	147,108	147,108
Other Liabilities	-	-
Total Current Liabilities	524,850	1,032,887
Non-current Liabilities		
Borrowings	1,849,381	2,052,392
Other Provisions	6,655,883	7,091,339
Total Non-current Liabilities	8,505,263	9,143,731
TOTAL LIABILITIES	9,030,114	10,176,618
NET COMMUNITY ASSETS	10,102,539	3,877,217
Community Equity		
Capital	1,493,830	(1,484,736)
Asset revaluation surplus	50,455	50,455
Capital reserve balances	2,211,678	1,842,505
Provision Cash	3,400,000	3,400,000
Unspent loan and depreciation cash held	-	-
Retained surplus (deficiency)	2,946,575	68,993
TOTAL COMMUNITY EQUITY	10,102,538	3,877,217



Capital Delivery Financials up to 28 February 2022

Capital Projects as at 28th February 2022		a.	b.	(a. - b.)
		12,321,839	3,487,620	8,834,219
Grouping	Description	Total Annual Current Budget	Actuals to Date	Remaining Budget
Water & Waste Water	Cannon Valley Reservoir	6,813,752	2,857,177	3,956,575
Water & Waste Water	Cannonvale PS1 Renewal - CW 18-19	34,456	25,430	9,026
Water & Waste Water	Cannonvale Water Network Augmentation - Stage 1A New	1,311	1,311	1
Water & Waste Water	Emergent Works - Sewer	2,660	2,660	-0
Water & Waste Water	Emergent Works - Sewer	105,896	26,525	79,371
Water & Waste Water	Emergent Works - STP	50,062	(11,369)	61,431
Water & Waste Water	Emergent Works - Water	4,786	4,786	0
Water & Waste Water	Emergent Works - Water	171,507	85,868	85,639
Water & Waste Water	Insurance - Bowen Reservoir- CW 1920	552,931	-	552,931
Water & Waste Water	Insurance - Collinsville Reservoir - CW 1920	1,792	1,792	0
Water & Waste Water	LGGSP Grant Project - Delivery of CWNA Stage 1B, Coyne Road	6,417	5,376	1,041
Water & Waste Water	New Bowen Sewerage Treatment Plant & Upgrades - CW 17-18-CW 18-19-CW 19-	14,629	-	14,629
Water & Waste Water	Sewer Pump Capacity Upgrades - Combined Rising Main - CW 18-19	382,325	-	382,325
Water & Waste Water	Thomas St Drain Sewer Replacement	-	-	0
Water & Waste Water	CVilleResHL Oldins W&STPlant	531,622	5,891	525,731
Water & Waste Water	Facilities Instrumentation, Electrical and Control Renewals - Sewer	25,000	-	25,000
Water & Waste Water	STP Odour containment Panel replacement	104,000	-	104,000
Water & Waste Water	Chapman St Sewer Rising Main Replacement and Water main Project	150,000	10,616	139,384
Water & Waste Water	Bowen Small Reservoir Pressure Zone	181,000	-	181,000
Water & Waste Water	Collinsville WTP Emergent works	78,000	-	78,000
Water & Waste Water	Penticost St Area Renewal	218,475	-	218,475
Water & Waste Water	Proserpine Bore 10 supplementary Funding for Bore moving (TMR)	45,000	-	45,000
Water & Waste Water	New Initiative - W&WW - SCADA - 16 Quick Wins - (2 Year Project)	94,860	-	94,860
Water & Waste Water	Water Meter Renewals - Regional	206,000	-	206,000
Water & Waste Water	Additional Bores - Proserpine WTP	95,000	-	95,000
Water & Waste Water	Network Instrumentation, Electrical and Control Renewals - Water	24,785	-	24,785
Water & Waste Water	Regional Valve Replacement Project	72,300	11,719	60,581
Water & Waste Water	Cannonvale Waste Transfer Station - build green-waste hardstand and stormw	212,778	207,588	5,190
Water & Waste Water	Mt Coolon Transfer Station Access Road	-	-	0
Water & Waste Water	Sewer Relining - Regional non-PFAS Infiltration	280,000	3,562	276,438
Water & Waste Water	Collinsville Efficient Resilient Solar Program	770,000	-	770,000
Water & Waste Water	Water Main Renewal - Eglington / Storey St / Harrison Ct Bowen	186,000	20,430	165,570
Water & Waste Water	Network Instrumentation, Electrical and Control Renewals - Sewer	20,486	1,025	19,461
Water & Waste Water	SES Shed extension Cannonvale	76,734	65,615	11,119
Water & Waste Water	Sewer Pump Replacement Program - Regional	220,000	9,178	210,822
Water & Waste Water	Facilities Instrumentation, Electrical and Control Renewals - Water	66,998	6,810	60,188
Water & Waste Water	Waste reuse to Agriculture (biosolids) Project	296,000	31,323	264,677
Water & Waste Water	W&S Lab Equipment	104,000	4,133	99,867
Water & Waste Water Total		12,201,562	3,377,445	8,824,117
Waste	Mt Coolon Waste Services Improvement Program [Levy Ready Grant Program]	3,277	3,277	-0
Waste	Kelsey Creek Landfill Cell 5 - Access Road, Leachate and	117,000	106,898	10,102
Waste Total		120,277	110,175	10,102
Grand Total		12,321,839	3,487,620	8,834,219

13.4.2 - Foxdale Quarry Business Activity Report - February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Quentin Prince - Manager Quarry

AUTHORISING OFFICER: Adam Hagy - Director Infrastructure Services

PRESENTED FOR: Information

ATTACHMENTS

1. Business Activity Report - Foxdale Quarry - February 2022 [**13.4.2.1** - 7 pages]

PURPOSE

This report presents the financial and operational performance of the Foxdale Quarry.

OFFICER'S RECOMMENDATION

That Council receive the Foxdale Quarry Business Activity report for February 2022.

BACKGROUND

Monthly reports are presented for each of the business activities of Council detailing the financial and operational performance.

DISCUSSION/CURRENT ISSUE

The attached Business Activity report provides a high-level overview of the financial and operational performance of the Foxdale Quarry for February 2022.

STATUTORY/COMPLIANCE MATTERS

Local Government Regulation Section 204

STRATEGIC IMPACTS

Maximise the organisation's financial performance, achieving a high level of customer service, productivity and efficiency through strategic direction, expert advice and leadership. Improve our transport network with a focus on meeting the economic needs for the region including road safety, road building, maintenance processes, and renewal of aging infrastructure.

FINANCIAL IMPLICATIONS

Please refer to the performance reports within the attached Business Activity Report

CONSULTATION/ENGAGEMENT

Management Accountant

RISK ASSESSMENT

Regular reporting on the progress and achievements ensures accountability and transparency.

TIMINGS/DEADLINES

N/A

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No.

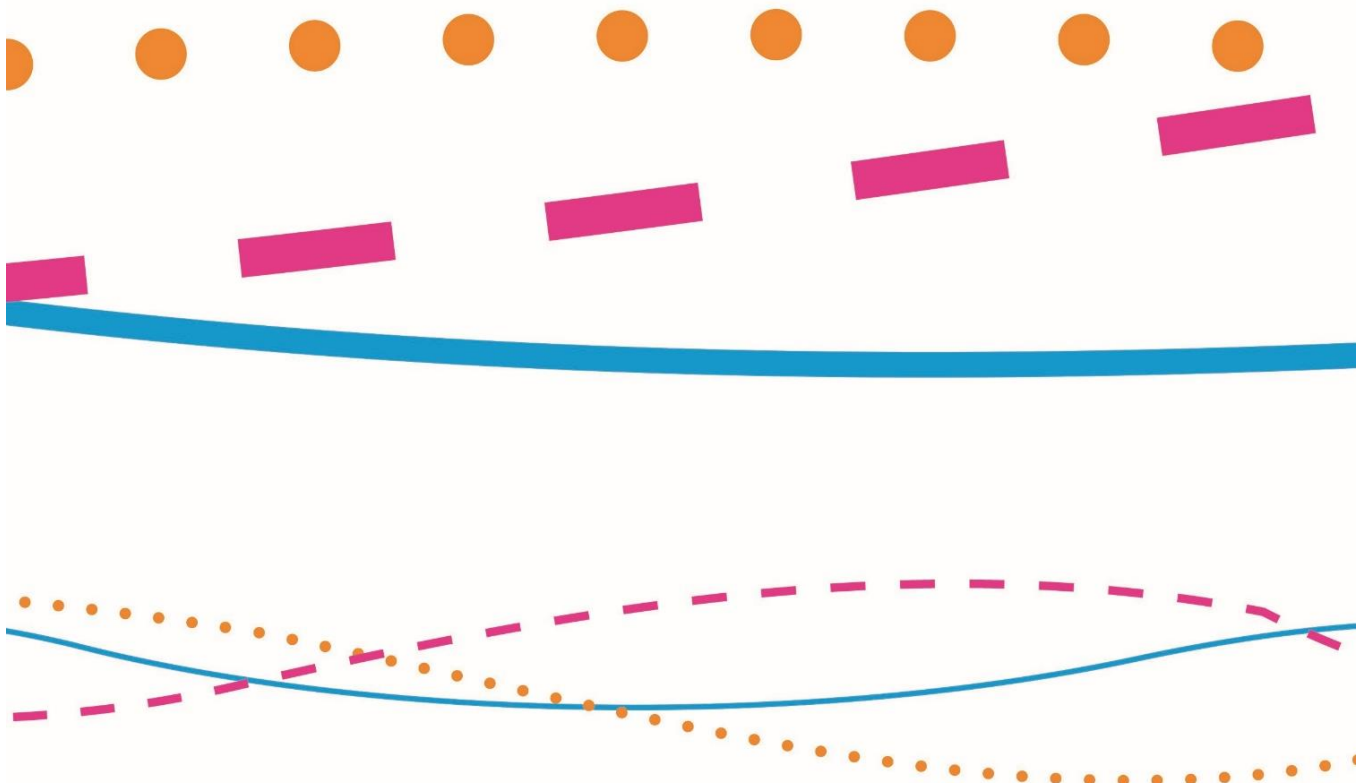
ALTERNATIVES CONSIDERED

N/A



Foxdale Quarry

Business Activity Report | February 2022

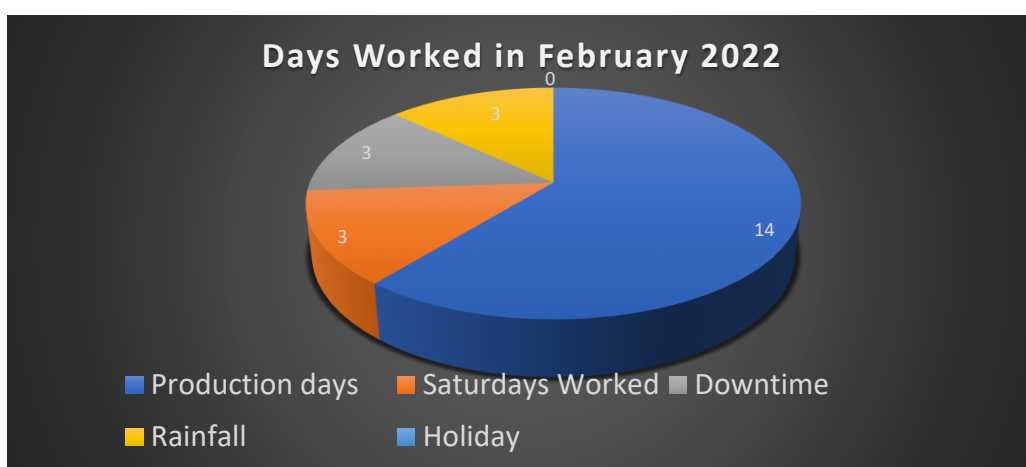


Overview of Operational Undertakings

February 2022

The following information provides a high-level overview of operational undertakings of the Foxdale Quarry for February 2022.

- 1st to 9th production of 20 - 40mm ballast
- 10th – 11th Repairs and crusher maintenance
- 14th – 16th Rain event and causeway flooded
- 17th – 21st Ran reclaimer making select fill and gabion
- 22nd to 28th Production of 2.1 Road base



Quarry Production Summary – February 2022

Material Description	Quantity in Tonnes
Aggregates	4404.4
Road Bases	4371.5
Overburden Fill Materials	3665.62
Armour Rock and Shot Rock	1041.42
Total	13482.92

Quarry Sales Summary – February 2022

Material Description	Quantity in Tonnes
Aggregates	3152.26
Road Bases	6569.08
Overburden Fill Materials	1420.80
Armour Rock and Shot Rock	268.66
Total	11410.80

February was a short month which was further affected by three days of heavy rainfall. Considering this the quarry achieved a high volume of production given the wet feed material and short days.

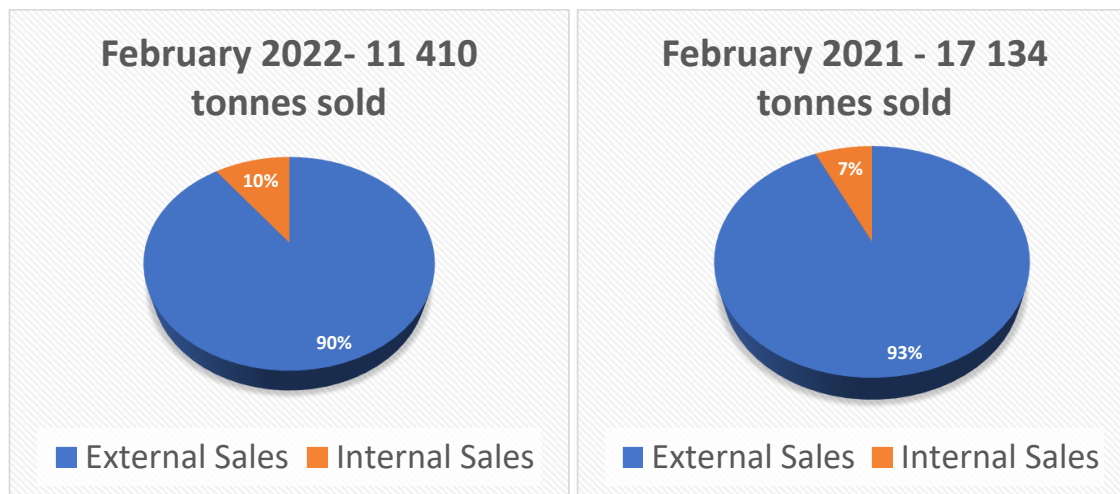


Fig 1. Overall Quarry sales for the month of February 2022 in Comparison to February 2021.

The bulk orders the quarry have received are for cane road gravel. The cane road gravel has a high clay content in order to bind the material together and reduce unravelling of the material in high rainfall and traffic areas. Unfortunately, this characteristic makes the material extremely difficult to crush and screen during the wet season. Quarry sales were therefore reduced in comparison to last year when orders on hand were mainly for armour rock and Type 2.1 road base which are easy to crush in wet conditions.

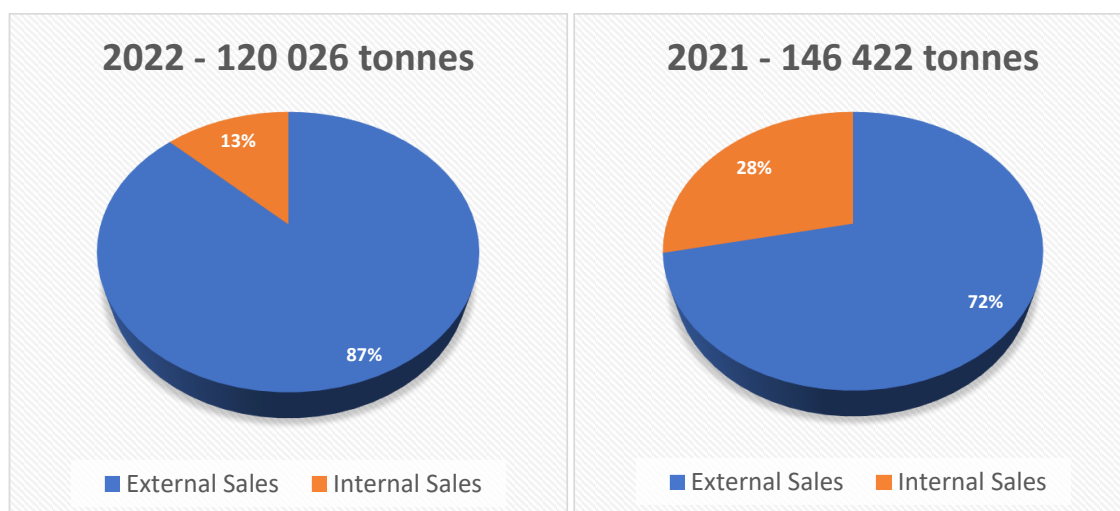


Fig 2. Financial Year Comparison Models for 2021 - 22 and 2020 - 21

The overall sales volumes for financial year 21/22 are following the quarry's 10-year average. The previous years sales figures were above average and buoyed by major projects such as Shute Harbour.

Plant and Machinery Performance

Crusher

The crushing plant performed well considering wet feed material slowing down the through put rate. Two days were lost when the splice on the additive bin conveyor failed, and a new hot splice was undertaken the following day

Mobile Plant

No breakdowns were experienced within the quarry's hired mobile fleet and the quarry had 100% availability of machinery.

STRATEGIC IMPACTS

Financial Implications – see attached performance report year to 28 February 2022 and the Balance Sheet as of 28 February 2022.

As at the end of January the financial performance of the Foxdale Quarry shows an operating deficit of \$227,824 after corporate overheads.

Foxdale Quarry**Monthly performance report year to 28 February 2022**

	2021/22		2020/21	PTD Budget	%PTD
	Actual	Current Budget	Actual		
Operating revenue					
Rates and utility charges	-	-	(2,874)	-	0%
Statutory fees and charges, rental and levies &	-	-	-	-	0%
Sale of goods and major services	2,355,041	3,479,317	3,376,287	2,319,544	102%
Other operating revenue	14,615	280,000	44,753	186,667	8%
Total operating revenue	2,369,656	3,759,317	3,418,167	2,506,211	95%
Operating Expenses					
Employee benefits	(547,754)	(1,028,450)	(1,014,723)	(685,634)	80%
Materials and services	(1,714,463)	(2,156,641)	(1,955,573)	(1,437,761)	119%
Internal service provider expenditure (Excl.Overheads)	(7,672)	(11,439)	(168,072)	(7,626)	101%
Depreciation	(75,368)	(112,494)	(114,672)	(74,996)	100%
External Finance Costs	-	(15,000)	(6,904)	(10,000)	0%
Total operating costs	(2,345,256)	(3,324,025)	(3,259,944)	(2,216,017)	106%
Surplus (deficit) from operations Excl.Overheads	24,400	435,291	158,223	290,194	8%
<i>Internal Corporate Overheads</i>	<i>(252,224)</i>	<i>(378,339)</i>	<i>(557,355)</i>	<i>(252,226)</i>	<i>100%</i>
Surplus (deficit) from operations	(227,824)	56,952	(399,132)	37,968	-600%
Other capital income/(expenses)	-	-	69,316		
Net result for the period	(227,824)	56,952	(329,816)		
Retained surplus (deficit) brought fwd from prior year	(763,354)	(763,354)	(164,469)		
Net result from above	(227,824)	56,952	(329,816)		
Transfer from capital for unfunded depreciation	75,368	112,494	114,672		
From (to) capital - items of capital income & expense	-	(12,399)	(69,316)		
Adj From (to) capital to adjust working capital cash	-	-	86,820		
Transfer (to) capital general revenue expended	-	-	(1,245)		
Internal Program Contributions	-	-	-		
Surplus/(deficit) available for transfer to reserves	-	-	-		
Net transfers from (to) capital reserves	-	-	(400,000)		
Retained surplus (deficit) funds at period end	(915,810)	(606,307)	(763,354)		
Capital Funding Sources					
General revenue used (excess funds provided)	-	12,399	1,245		
Government Grants and Subsidies	-	-	-		
Capital Reserves	377,299	399,900	100		
Funded depreciation & amortisation expended	-	-	(1,245)		
Total capital funding sources	377,299	412,299	100		
Capital Funding Applications					
Non-current assets	377,299	412,299	100		
Total capital asset acquisitions	377,299	412,299	100		
Loan redemptions	-	-	-		
Total capital applications	377,299	412,299	100		
Reserve balances held at beginning of period					
Capital reserve balances	399,900	-	-		
Unspent loan and depreciation cash held	-	-	-		
Recurrent reserve balances	-	-	-		
Total reserve cash held at beginning of the period	399,900	-	-		
Reserve balances held at the end of period					
Capital reserve balances	22,601	-	399,900		
Unspent loan and depreciation cash held	-	-	-		
Retained Surplus (Deficit)	(915,810)	(606,307)	(763,354)		
Total reserve cash held at the end of the period	(893,208)	(606,307)	(363,453)		

Foxdale Quarry**Balance Sheet as at 28 February 2022**

	2021/22 Actual	2020/21 Actual
Current Assets		
Cash and cash equivalents	(332,176)	197,579
Trade and other receivables	223,563	252,740
Inventory	712,829	1,026,085
Prepayments	-	-
Total Current Assets	604,215	1,476,403
Non-current Assets		
Property, plant and equipment	2,558,871	2,634,240
Closing WIP Balance	377,399	100
Total Non-current Assets	2,936,270	2,634,340
TOTAL ASSETS	3,540,486	4,110,743
Current Liabilities		
Trade and other payables	12,282	186,645
Total Current Liabilities	12,282	186,645
Non-current Liabilities		
Other Provisions	561,032	561,032
Total Non-current Liabilities	561,032	561,032
TOTAL LIABILITIES	573,314	747,677
NET COMMUNITY ASSETS	2,967,172	3,363,066
Community Equity		
Capital	3,248,087	3,114,226
Asset revaluation surplus	51,262	51,262
Capital reserve balances	22,601	399,900
Provision Cash	561,032	561,032
Unspent loan and depreciation cash held	-	-
Retained surplus (deficiency)	(915,810)	(763,354)
TOTAL COMMUNITY EQUITY	2,967,172	3,363,066

Foxdale Quarry**Performance Data for the year to date to 28 February 2022**

Production and Sales data by product	Opening 01/07/2021	Production /Adjustments 2021/22	Sales 2021/22	Closing 28/02/2022
AGGREGATES				
7 MM SCREENINGS	1,723	0	557	1,166
10 MM SCREENINGS	560	213	697	76
14 MM SCREENINGS	1,496	0	515	981
16 MM SCREENINGS	297	0	0	297
CONC AGGREGATE (RUN)	2,394	6,905	12,318	(3,019)
20 MM DRAINAGE	668	651	1,482	(163)
20-24 MM SCREENING	0	0	0	0
20-40mm DRAINAGE/BALLAST	1,729	4,937	3,604	3,062
CRUSHER DUST	18,710	8,472	19,947	7,235
ROAD BASES				
RIBASE 2.1/2.3	25,502	27,854	29,634	23,723
RIBASE 2.5	0	0	0	0
CANE ROADS	7,777	29,793	37,014	556
IRONSTONE SHOULDER MATERIALS	0	0	0	0
OVERBURDEN/FILL MATERIALS				
SELECT FILL	455	3,549	1,687	2,317
OVERBURDEN/FILL	0	2,369	2,382	(12)
DAY COVER	0	589	599	(10)
ROCK PRODUCTS				
SHOT ROCK	0	190	200	(10)
ARMOUR ROCK SORTED	0	1,789	1,849	(60)
ARMOUR ROCK 200-400-700 etc	0	684	788	(104)
SHUTE HARBOUR ARMOUR ROCK	0	0	0	0
SHUTE HARBOUR ARMOUR ROCK	0	0	0	0
SHUTE HARBOUR CORE ROCK	0	0	0	0
20 -40 -70MM GRAVEL	1,262	904	1,393	773
50 MM - 200 MM Rip Rap	0	0	0	0
150 MINUS ROCK	0	0	0	0
MATERIAL RECEIVED				
IRONSTONE MATERIALS	0	0	0	0
BINDER	0	0	0	0
TOTALS	62,572	88,899	114,665	36,806

13.4.3 - Infrastructure Services Capital Progress Report - February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Michael Downing - Coordinator Capital Project Delivery

AUTHORISING OFFICER: Adam Hagy - Director Infrastructure Services

PRESENTED FOR: Information

ATTACHMENTS

1. Infrastructure Services Capital Report - February 2022 [13.4.3.1 - 11 pages]

PURPOSE

This report presents the progress of 2021/2022 Capital Projects up until 28 February 2022.

OFFICER'S RECOMMENDATION

That Council receives the Infrastructure Services Capital Progress Report for February 2022.

BACKGROUND

Resolution 2021/06/28.26 Budget for Financial Year 2021/2022 (including a two year forward estimate).

Resolution 2021/03/24.28 WRC Delivery of Works Shute Harbour Road to Tropic Road.

DISCUSSION/CURRENT ISSUE

This report presents the progress of 2021/2022 Capital projects.

The report also includes multi-year projects that remain active and carry over to the 2021/2022 financial year. Current financial progress of Major Projects, W4Q programs, Infrastructure Capital Delivery is \$22,525,713 actual out of a \$41,082,878 million overall budget.

Other Capital Projects such as Shute Harbour, DRFA works, and Water & Wastewater are the subject of separate reports.

STATUTORY/COMPLIANCE MATTERS

N/A

STRATEGIC IMPACTS

Meet Capital Works Delivery targets and ensure budget, time, and quality is maintained.

FINANCIAL IMPLICATIONS

Refer to expenditure summary attached to the progress report.

CONSULTATION/ENGAGEMENT

Project Control Group

RISK ASSESSMENT

Regular reporting on the progress and achievements ensures accountability and transparency.

TIMINGS/DEADLINES

N/A

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No.

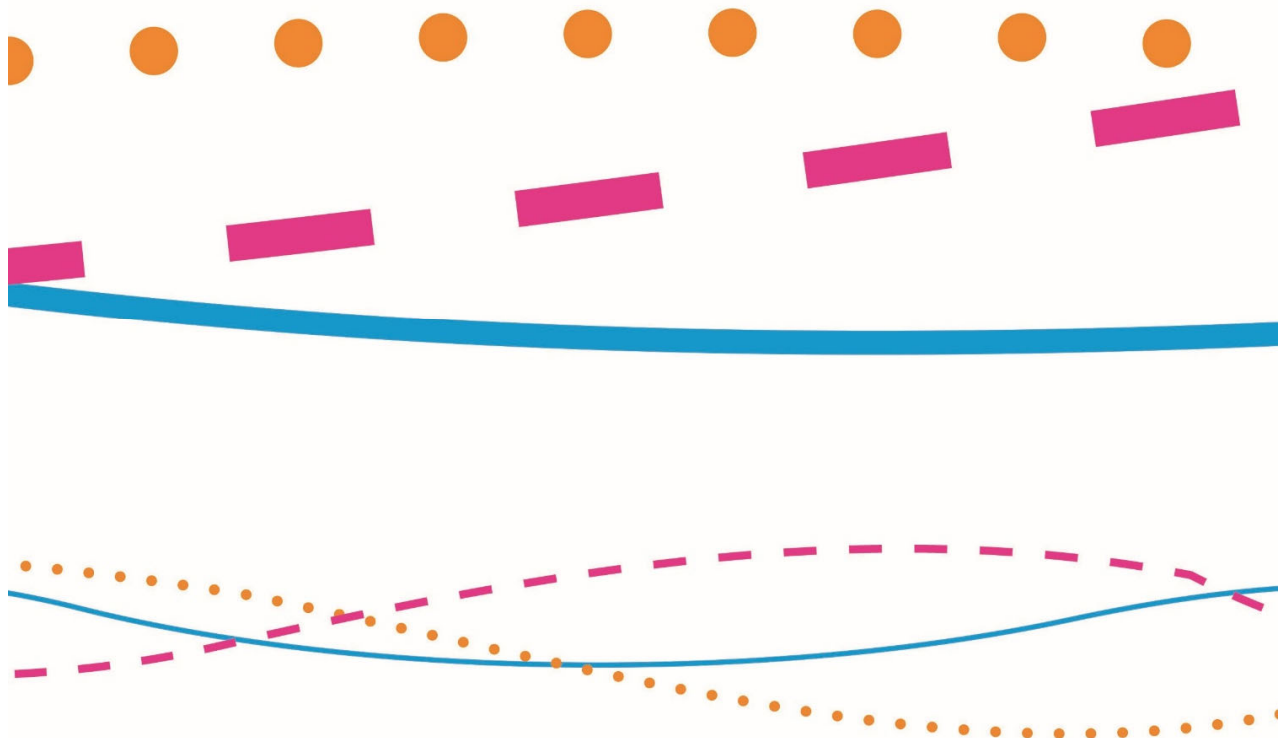
ALTERNATIVES CONSIDERED

N/A



Infrastructure Services Capital Delivery

Monthly Report | February 2022



Project Delivery Status

The following provides an overview of the capital project progress for February 2022.

Major Projects

Projects Completed

Flagstaff Hill:				Status
Budget	\$4,000,000.	Projected Spend	\$3,980,988	✓
Completion Expected	Oct 2021	Completion Actual	Oct 2021	✓
PAB - 7 Chapman Street – Carpark:				Status
Budget	\$1,050,538	Projected Spend	\$1,018,473	✓
Completion Expected	Feb 2021	Completion Actual	Jan 2022	✗

Projects Currently Underway

Proserpine Entertainment Centre:				Status
Budget	\$18,813,687	Projected Spend	\$18,552,515	✓
Completion Expected	Dec 2021	Completion Actual	Ongoing	✗
Project reached practical completion on 28 th February 2022.				
Lake Proserpine:				Status
Budget	\$3,153,007	Projected Spend	\$3,153,000	✓
Completion Expected	June 2020	Completion Actual	Ongoing	✗

Works for Queensland | Covid 2020/2021 \$2.72 million

Projects Completed

Bowen Aerodrome Work Camp Superstructure Renewal				Status
Budget	\$95,865	Projected Spend	\$87,978	✓
Completion Expected	June 2021	Completion Actual	July 2021	✗
Bowen Water Park Renewal				Status
Budget	\$100,000	Projected Spend	\$86,619	✓
Completion Expected	June 2021	Completion Actual	Sept 2021	✗
Proserpine Aquatic Facility Residence Demolition and Kiosk Renewal				Status
Budget	\$313,800	Projected Spend	\$560,474	✗
Completion Expected	June 2021	Completion Actual	Nov 2021	✗
Bowen Aquatic Facility Town Pool Amenity Upgrade				Status
Budget	\$367,235	Projected Spend	\$644,046	✗
Completion Expected	June 2021	Completion Actual	Dec 2021	✗
Collinsville Pool Amenities and Kiosk Upgrade				Status
Budget	\$142,610	Projected Spend	\$206,461	✗
Completion Expected	June 2021	Completion Actual	Nov 2021	✗

Projects Currently Underway

Continuation of Pedestrian Path Lighting Airlie Foreshore				Status
Budget	\$100,000	Projected Spend	\$160,000	✗
Completion Expected	June 2021	Completion Actual	Ongoing	✗

The contractor was expected to mobilise at the end of February however the Brisbane flooding has caused the light poles to be delayed following powder coating. Works should still progress in March and complete shortly after mobilising to site

Works for Queensland | Round 4 2021/2024 \$3.84 million

Projects Completed

Dingo Beach Bollards				Status
Budget	\$107,500	Projected Spend	\$73,642	✓
Completion Expected	Dec 2021	Completion Actual	Dec 2021	✓

Projects Currently Underway

Airlie Lagoon Lighting Improvements				Status
Budget	\$500,000	Projected Spend	\$176,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓
The contractor awaits delivery of fittings for the upgraded lighting. It is expected that they commence the main lighting upgrade later in March, finishing shortly after.				
Astroturfing of the Airlie Beach Lagoon 'Beach Area'				Status
Budget	\$125,711	Projected Spend	\$125,711	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓
Works are to be planned for a quieter time at the lagoon to reduce complaints and disruption. Design will progress early in 2022.				
Bowen WTP Intake, Switchboard and Structure				Status
Budget	\$300,500	Projected Spend	\$300,500	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓
An issue was found with the intake pumps that will push the switchboard upgrade to the new financial year however there are a further two years to complete this round of projects. The building works are on track to complete prior to end of June.				
Brandy Creek – New Amenities				Status
Budget	\$140,332	Projected Spend	\$140,332	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓
A new officer has commenced in the Property team who will be progressing this project over the coming months.				
Case Park Walking Track Bowen				Status
Budget	\$383,500	Projected Spend	\$383,500	✓
Completion Expected	Apr 2022	Completion Actual	Ongoing	✓
Approval for the new concrete path is expected by mid-March at the latest. The works are being estimated and planned as minimal conditions are expected from State government to affect the design. The design of the irrigation is being progressed to allow it to be installed in conjunction with the path.				
Collinsville Aquatic Facility – Pool Retiling Renewal				Status
Budget	\$140,400	Projected Spend	\$140,400	✓
Completion Expected	Sept 2022	Completion Actual	Ongoing	✓
The retiling of the pool has been delayed and is to be carried out during the 2023 winter closure. This will allow for comprehensive scoping of the other requirements including the swimming club's wishes for a new bulkhead and some known issues with the pipes and valves. A meeting with stakeholders is planned				

for 22 March to go over the project plan and get all items on the table for consideration with current or future budgets.

Collinsville Community Centre – Exterior Painting Program				Status
Budget	\$68,000	Projected Spend	\$68,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓

A new officer has commenced in the Property team who will be progressing this project over the coming months.

Front Beach Skate Bowl Timber Replacement Bowen				Status
Budget	\$172,000	Projected Spend	\$146,323	✓
Completion Expected	Dec 2021	Completion Actual	Feb 2022	✗

The works were completed early in February and opened to the public. A recycled plastic material has been used that will provide a lengthy product life.



Gloucester Sports Park Access and Car Park Reconstruction and Seal				Status
Budget	\$300,000	Projected Spend	\$300,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓

Works are planned to commence after the car park construction at Shute Harbour.

Greening & Growing Bowen 3 – Recycled Water Network Extension				Status
Budget	\$428,000	Projected Spend	\$428,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓

Potholing of existing services is to be carried out late March to allow the design to be finalised. Construction is planned to commence early in April and complete by the end of May.

Hydrotherapy Rehabilitation Above Ground Pool				Status
Budget	\$75,000	Projected Spend	\$75,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓

Progress on the hydrotherapy pool has been paused to allow further discussion with stakeholders to be carried out to understand the requirements, and further research into what other councils are providing. It is expected that works will move into 2023 and be planned in the off-peak season to reduce disruption.

Lions Lookout & Carpark Upgrade – Shute Harbour				Status
Budget	\$475,000	Projected Spend	\$475,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓

Construction of the new parking areas commenced in February. A significant volume of material has been sorted and recompact to bring the car park close to level. Several Whitsunday bottle trees have been successfully relocated nearby. Works will continue through March, approaching completion near Easter.				
Mullers Lagoon Bridge x 2 Upgrade - Bowen				Status
Budget	\$124,057	Projected Spend	\$290,000	✗
Completion Expected	Dec 2021	Completion Actual	Ongoing	✗
The contractors have been finalising design of the bridges ahead of manufacture off-site. Works are to commence in March with demolition of the bridges followed by testing of existing piers. The new bridges are expected on site early in April and completion ahead of the Easter weekend.				
Sewer Relining - Regional				Status
Budget	\$500,000	Projected Spend	\$500,000	✓
Completion Expected	Dec 2021	Completion Actual	Ongoing	✗
Tender documents have been put to the market for approximately 3km of sewer to be relined and 40 house connections. It is anticipated that these works will complete in June				

Infrastructure Services Capital Delivery Program 2020/2021

Projects Completed

Calista Ct Footpath				Status
Budget	\$22,000	Projected Spend	\$7,148	✓
Completion Expected	Aug 2021	Completion Actual	Jul 2021	✓
Waterson Way Temporary Car Park				Status
Budget	\$375,000	Projected Spend	\$120,000	✓
Completion Expected	Sept 2021	Completion Actual	Aug 2021	✓
Roma Peak Road Floodway's				Status
Budget	\$151,690	Projected Spend	\$221,691	✗
Completion Expected	Oct 2021	Completion Actual	Sept 2021	✓
Gloucester Avenue Floodway's				Status
Budget	\$150,000	Projected Spend	\$69,977	✓
Completion Expected	Oct 2021	Completion Actual	Sept 2021	✓
Construction of Lagoon Deck and Shared Cycle Path:				Status
Budget	\$500,000	Projected Spend	\$816,000	✓
Completion Expected	June 2021	Completion Actual	Dec 2021	✗

Projects Currently Underway

Assets Renewal Parks & Gardens				Status
Budget	\$352,150	Projected Spend	\$340,962	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓
Sand replenishment has been completed throughout the region for softfall around playgrounds. The Hydeaway Bay playground has been ordered and installation will be put to market.				
Unsealed Roads Re-sheeting Program 20/21:				Status
Budget	\$1,300,000	Projected Spend	\$1,388,000	✗
Completion Expected	June 2021	Completion Actual	Ongoing	✗

Strathalbyn Road will finish in March after numerous delays. This will finalise the 2020/2021 resheeting program.

Ted Cunningham Bridge Upgrade:				Status
Budget	\$4,600,000	Projected Spend	\$4,325,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓

All 6 spans of the Ted Cunningham Bridge have been completed with minor works to the main structure to continue for the next month. The road embankments have been progressing with relieving slabs from the road to the bridge to be poured early in March. Completion is expected at the end of April.



Reseal Program 2020/2021				Status
Budget	\$789,603	Projected Spend	\$741,983	✓
Completion Expected	June 2021	Completion Actual	Ongoing	✗

Following the cancellation of works on the Bruce Highway the contractor was planning to complete rectifications on Horseshoe Bay Road early in March to finalise the 2020/2021 reseal program.

Regional Floodway Program 2021/2022				Status
Budget	\$900,000	Projected Spend	\$900,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓

Two floodways were completed south of Bravo crossing in February despite the rain in the region. The team will continue to work back towards Strathalbyn Road over the coming months with more efficiency expected as the crossing are nearer to each other and in simpler locations.

Forestry Road Upgrade				Status
Budget	\$1,000,000	Projected Spend	\$1,000,000	✓
Completion Expected	June 2021	Completion Actual	Ongoing	✗

This project is on hold while our team works on the TMR project.

Port of Airlie Terminal Upgrade				Status
Budget	\$55,423	Projected Spend	\$55,423	✓
Completion Expected	May 2022	Completion Actual	Ongoing	✓

Works were planned to commence in February; however, this is now planned to commence mid-March.

Collinsville Water Park				Status
Budget	\$1,200,000	Projected Spend	\$1,200,000	✓
Completion Expected	Dec 2021	Completion Actual	Ongoing	✗

The water park approaches completion with much of the site work at advanced stages, however, delivery of the spray features has been affected by the Brisbane flooding. It is expected that the park is complete late in March ahead of a grand opening on the 29th March.



Cannonvale Skate Bowl Reconstruction				Status
Budget	\$300,000	Projected Spend	\$300,000	✓
Completion Expected	Dec 2021	Completion Actual	Ongoing	✗

Following briefing to council the 2nd stage of the skate bowl design has been accepted. This will be put to tender and planned to follow completion of stage 1. The first stage has been delayed due to the contractor's availability and will commence around the end of the financial year.

TMR early works				Status
Budget	\$5,000,000	Projected Spend	\$2,600,000	✓
Completion Expected	Nov 2021	Completion Actual	Ongoing	✗

Works continued in Waite Creek despite the rain earlier in the month. The deck of the major culvert being extended was prepared for pouring on March 1. Further discussions have been ongoing regarding the scope of works to be achieved by WRC considering the various delays and challenges. Council will be updated once further information is available.



Reseal Program 2021/2022				Status
Budget	\$809,947	Projected Spend	\$809,947	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓

As briefed last month, it is considered combining the 21/22 and 22/23 reseal programs together for delivery early in the 2022/2023 financial year. This will allow to better rates to be sought and better efficiency of the works. This will be put up for consideration at the Q3 budget review.

Catalina Shared Path				Status
Budget	\$30,000	Projected Spend	\$85,000*	✓
Completion Expected	Dec 2021	Completion Actual	Ongoing	✗
The Catalina shared path approached completion in February with the line marking and bollard installation carried out. Delivery of a single solar light has been delayed by the Brisbane floods, however this will not cause any issue with claiming the funding upon completion. 				
Gregory/Williams Roundabout Bowen				Status
Budget	\$469,000	Projected Spend	\$469,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓
Design has been finalised late in February for comment by other council teams and planning/estimation by our capital works crew. Works are expected to commence after Easter and be finalised prior to the end of the financial year.				
Unsealed Roads Re-sheeting Program 2021/2022:				Status
Budget	\$1,200,000	Projected Spend	\$1,200,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✓
Resheeting has been carried out on various roads throughout the region in February despite the wet weather experienced. Further works are subject to the award of the gravel tender for supply in Bowen and Collinsville.				
Barker Park Upgrade				Status
Budget	\$193,000	Projected Spend	\$193,000	✓
Completion Expected	Mar 2022	Completion Actual	Ongoing	✓
Top dressing at Barker Park has been completed. Further works are currently out to the market for quoting and should be awarded for commencement later in March.				
Bowen Front Beach Irrigation Upgrade				Status
Budget	\$46,000	Projected Spend	\$46,000	✓
Completion Expected	Dec 2021	Completion Actual	Ongoing	✗
Quotes were received to replace the main line irrigation feed and were not considered good value for money. The works have been requested to be carried out by internal plumbers which will meet budget. These works will be completed towards the end of the financial year.				
Queens Beach Basketball Lighting				Status
Budget	\$20,000	Projected Spend	\$20,000	✓
Completion Expected	Mar 2022	Completion Actual	Ongoing	✓
Quotes were received for powered lighting which did not offer good value for money. Quotes are being sought for solar lights to meet the budget.				

Capital Projects as at 28th February 2022		41,082,878	22,525,713	18,557,165
Grouping	Description	Total Annual Current Budget	Actuals to Date	Remaining Budget \$
W4Q COVID19	Bowen Aerodrome Work Camp Dwelling - Superstructure Renewal	85,127	84,354	773
W4Q COVID19	Bowen Aquatic Facility - town pool amenity upgrade	590,300	634,712	(44,412)
W4Q COVID19	Bowen Water Park renewal	88,414	83,733	4,681
W4Q COVID19	Collinsville Aquatic Facility - town pool amenity and kiosk upgrade	253,360	173,223	80,137
W4Q COVID19	Continuation of Pedestrian Path Lighting Airlie Foreshore	113,535	28,181	85,354
W4Q COVID19	Proserpine Aquatic Facility - residence demolition and kiosk renewal	535,123	465,833	69,290
W4Q COVID19	Wangaratta Caravan Park Swimming Pool refurbishment	2,492	2,397	95
W4Q COVID19	Whitsunday Coast Airport - Roof rectification Works	269,640	269,640	0
W4Q COVID19 Total		1,937,991	1,742,072	195,919
W4Q 2019.20	W4Q - Bridge Upgrade on Bicentennial Boardwalk - CW 1920	-	-	-
W4Q 2019.20	W4Q - Henry Darwen Park Stage 2 - CW 1920	221,203	223,371	(2,168)
W4Q 2019.20	W4Q - Lions Park, Bowen - CW 1920	68,514	69,008	(494)
W4Q 2019.20	W4Q - Movie Screen - CW 1920	285,472	249,528	35,944
W4Q 2019.20	W4Q - Railway Road Stage 1 - CW 1920	(50,602)	(50,602)	-
W4Q 2019.20	W4Q - Cannonvale Lakes Stage 3 (part 2)	379,100	376,839	2,261
W4Q 2019.20	W4Q - Darcy Munro & Pelican Park, Collinsville - Playground	16,933	17,206	(273)
W4Q 2019.20	W4Q - Scottville - Playground Upgrade	16,933	17,206	(273)
W4Q 2019.20	W4Q - Collinsville Tennis Court Upgrade	139,184	142,217	(3,033)
W4Q 2019.20 Total		1,076,737	1,044,774	31,963
Major Projects : Proserpine Entertainment Centre	Proserpine Entertainment Centre (PEC) - JC#4926	10,231,309	8,936,546	1,294,763
Major Projects : Proserpine Entertainment Centre Total		10,231,309	8,936,546	1,294,763
Major Projects : Lake Proserpine	Lake Proserpine Recreation Hub - Stage 1 - CW 18-19	423,506	61,510	361,996
Major Projects : Lake Proserpine Total		423,506	61,510	361,996
Major Projects : Flagstaff Hill	Flagstaff Hill Cultural and Conference Centre - JC#5617	2,283,440	2,265,429	18,011
Major Projects : Flagstaff Hill Total		2,283,440	2,265,429	18,011

Attachment 13.4.3.1 Infrastructure Services Capital Report - February 2022

Grouping	Description	Total Annual Current Budget	Actuals to Date	Remaining Budget \$
Infrastructure Services	Assets Renewal Parks and Gardens	458,874	184,397	274,477
Infrastructure Services	Construction of Lagoon Deck and Shared Cycle Path	791,018	743,778	47,240
Infrastructure Services	Dodd Street Shared Footpath	4,727	4,727	(0)
Infrastructure Services	Edgecumbe Heights Walking Tracks Upgrade	-	-	-
Infrastructure Services	Forestry Road	926,038	179,997	746,041
Infrastructure Services	Hillview Road Kerb and Channel	350	350	0
Infrastructure Services	Reflect Application Redesign and Reimplementation	-	-	-
Infrastructure Services	Ted Cunningham Bridge Upgrade	4,584,039	2,520,004	2,064,035
Infrastructure Services	Unsealed Roads Creek Crossing Upgrade Program	895,042	544,254	350,788
Infrastructure Services	Unsealed Roads Resheeting Program	2,606,526	633,979	1,972,547
Infrastructure Services	Wilson Beach Swimming Enclosure Refurbishment	-	-	-
Infrastructure Services	Bowen Aerodrome Runway Reseal Project	554,832	175,150	379,682
Infrastructure Services	Flagstaff Hill Roadworks	-	-	-
Infrastructure Services	Gloucester Avenue Floodways	64,298	64,228	70
Infrastructure Services	Thurso Road culvert replacement	64,093	64,093	0
Infrastructure Services	Roma Peak Road floodways	200,670	200,670	(0)
Infrastructure Services	Collinsville Water Park	1,205,258	800,537	404,721
Infrastructure Services	TMR early works - Paluma Rd to Tropic Rd	4,886,588	1,145,478	3,741,110
Infrastructure Services	Barker Park (Tracks Design) - Bowen	193,000	16,733	176,267
Infrastructure Services	Front Beach Main Irrigation Line Renewal - Bowen	46,000	2,412	43,588
Infrastructure Services	Queensbeach basketball lighting - Bowen	20,000	1,825	18,175
Infrastructure Services	New Cannonvale Skate Bowl	328,696	36,225	292,471
Infrastructure Services	Catalina shared path	95,000	66,067	28,933
Infrastructure Services	Heavy Formation Grading	400,000	69,909	330,091
Infrastructure Services	Gumlu School Bus Stop	-	-	-
Infrastructure Services	Scottville Road shared path missing link	-	-	-
Infrastructure Services	Waterson Way car park construction and seal	215,000	102,580	112,420
Infrastructure Services	Calista Court Footpath	8,000	7,148	852
Infrastructure Services	Up River Road Culvert Upgrade	-	-	-

Attachment 13.4.3.1 Infrastructure Services Capital Report - February 2022

Grouping	Description	Total Annual Current Budget	Actuals to Date	Remaining Budget \$
Infrastructure Services	Harbour Avenue Remedial Stormwater Works	51,503	-	51,503
Infrastructure Services	Bus Stop Shelter Program	96,050	-	96,050
Infrastructure Services	Passenger Transport Accessible Infrastructure Program	-	-	-
Infrastructure Services	Choose Collinsville Project	1,000,000	-	1,000,000
Infrastructure Services	Collinsville RV Roads Improvements	-	-	-
Infrastructure Services	Reseal Program 2020/2021	641,137	588,658	52,479
Infrastructure Services	Reseal Program 2021/2022	809,947	492	809,455
Infrastructure Services	Renew/upgrade Floodway Nr Mt Nutt Road (TIDS)	50,000	1,945	48,055
Infrastructure Services	Scottville Road (TIDS)	50,000	-	50,000
Infrastructure Services	Queens Beach Path renewal	25,000	28,159	(3,159)
Infrastructure Services	Bowen car wash wall renewal	25,000	160	24,840
Infrastructure Services Total		21,296,686	8,183,953	13,112,733
W4Q Round 4 2021.22	Airlie lagoon lighting improvements	325,000	9,996	315,004
W4Q Round 4 2021.22	Collinsville Community Centre - Exterior painting program	68,000	49	67,951
W4Q Round 4 2021.22	Case Park Walking Track Bowen	383,500	14,542	368,958
W4Q Round 4 2021.22	Dingo Beach Bollards	107,500	73,642	33,858
W4Q Round 4 2021.22	Front Beach Skate Bowl Timber Replacement Bowen	172,000	4,942	167,058
W4Q Round 4 2021.22	Hydro Therapy Rehabilitation Above Ground Pool	75,000	49	74,951
W4Q Round 4 2021.22	Turfing of the Airlie Beach Lagoon 'Beach Area'	125,711	327	125,384
W4Q Round 4 2021.22	Mullers Lagoon bridge x 2 upgrade - Bowen	299,057	5,621	293,436
W4Q Round 4 2021.22	Gloucester sports park access and car park reconstruction and seal	300,000	25,578	274,422
W4Q Round 4 2021.22	Lions Lookout & Carpark Upgrade - Shute Harbour	468,209	34,366	433,843
W4Q Round 4 2021.22	Greening and Growing Bowen 3 - recycled water network extension	428,000	2,409	425,591
W4Q Round 4 2021.22	Sewer Relining - Regional possible PFAS Infiltration	500,000	119,394	380,606
W4Q Round 4 2021.22	Collinsville Aquatic Facility - pool retiling renewal	140,400	49	140,351
W4Q Round 4 2021.22	Brandy Creek - New Amenities	140,332	387	139,945
W4Q Round 4 2021.22	Bowen WTP Intake, Switchboard and Structure	300,500	81	300,420
W4Q Round 4 2021.22 Total		3,833,209	291,429	3,541,780
Grand Total		41,082,878	22,525,713	18,557,165

13.4.4 - Disaster Recovery Funding Arrangements (DRFA) and Shute Harbour Project - February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Adam Hagy - Director Infrastructure Services

AUTHORISING OFFICER: Adam Hagy - Director Infrastructure Services

PRESENTED FOR: Information

ATTACHMENTS

1. Capital Progress Report - DRFA & Shute Harbour - February 2022 [**13.4.4.1** - 8 pages]

PURPOSE

This report presents the progress of 2021/2022 Capital Projects for February 2022.

OFFICER'S RECOMMENDATION

That Council receive the Disaster Recovery Funding Arrangements (DRFA) and Shute Harbour Project Capital Progress Report for February 2022.

BACKGROUND

Previous report regarding the Disaster Recovery Funding Arrangements (DRFA) and Shute Harbour project submitted to Council 23 February 2022 which detailed November/December 2021 and January 2022 (2022/02/23.23 and 2022/02/23.24).

DISCUSSION/CURRENT ISSUE

The attached report provides a high-level overview of capital progress of the Disaster Recovery Funding Arrangements (DRFA) & Shute Harbour Project for February 2022.

STATUTORY/COMPLIANCE MATTERS

N/A

STRATEGIC IMPACTS

Meet Capital Works Delivery targets and ensure budget, time, and quality is maintained. Maintain a high level of preparedness, capability, and responsiveness to respond to and recover from natural disasters that impact on our local communities and infrastructure.

FINANCIAL IMPLICATIONS

Refer to expenditure overview in the attached report.

CONSULTATION/ENGAGEMENT

Financial Officer Disaster Recovery
Disaster Recovery Project Officer
PDM Project Manager DRFA
PDM Project Manager Shute Harbour

RISK ASSESSMENT

Regular reporting on the progress and achievements ensures accountability and transparency.

TIMINGS/DEADLINES

N/A

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No

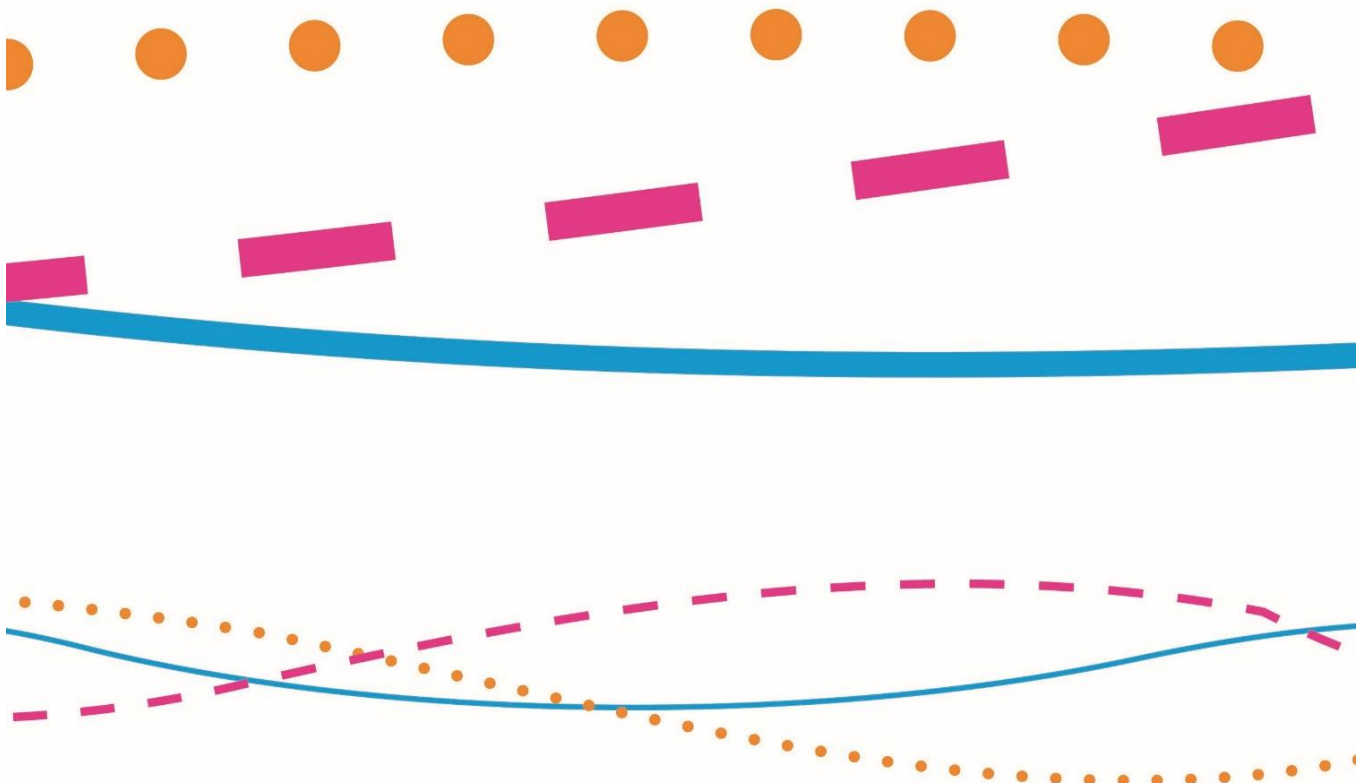
ALTERNATIVES CONSIDERED

N/A



Disaster Recovery Funding Arrangements (DRFA) & Shute Harbour Project

Capital Progress Report | February 2022



Overview of Capital Progress

The following information provides a high-level overview of capital progress of the Disaster Recovery Funding Arrangements (DRFA) & Shute Harbour Project for February 2022.

The report provides a summary of key Capital projects underway during the 19/20, 20/21 & 21/22 financial years. The attachments include multi-year projects that remain active or have been completed during this financial year. This month's report lists the DRFA Flood Event 2019, the Qld Monsoonal Event 2020, the 2021 Ex TC Imogen & Monsoon Event and the Shute Harbour Project.

Current Financial Progress:

DRFA – Flood Event 2019

Expenditure of \$42,662,455.60 to date, including emergency works of \$176,781.94. Seventeen submissions have been closed and reimbursed 100% with three now waiting for final 10% payment from QRA.

2019 February Flood Event			
Contract Number	Contract Name	Contractor	Stage
500.2019.0063	Road Package V2 - Gumlu / Bowen	Mirthill Pty Ltd	Completed
500.2019.0061	Road Package C2 - Collinsville, Mt Coolon	LD & LJ Hillery Pty Ltd	Completed
500.2019.0062	Road Package Q2 - Collinsville, Strathalbyn Rd	LD & LJ Hillery Pty Ltd	Completed
500.2019.0082	Road Package U2 - Bowen	Brazil Tipper & Dog Hire	Completed
500.2019.0098	Road Package W2 - Bowen Central	Mirthill Pty Ltd	Completed
500.2019.0100	Road Package G2 - Gloucester Avenue	Copp & Co	Completed
500.2019.0099	Road Package X2 - Proserpine	Copp & Co	Completed
500.2019.0105	Road Package F2 - Collinsville, Rutherford Rd	Searles Transport	Completed
500.2019.0097	Road Package A2 - Collinsville East	Searles Transport	Completed
500.2019.0119	Road Package Y2 - Collinsville West	LD & LJ Hillery Pty Ltd	Completed
500.2019.0118	Road Package Z2 - Collinsville	LD & LJ Hillery Pty Ltd	Completed
500.2020.0011	Roads Package K2 - Collinsville Airport & Rds	LD & LJ Hillery Pty Ltd	Completed
500.2020.0014 & 500.2020.0015	Culvert Package O2 & P2 - North & South	Adam Stroud	Completed
500.2020.0010	Roads Package H2 - Proserpine Gravel Roads	Copp & Co	Completed
500.2020.0012	Roads Package S2 - Bowen Sealed Roads	Seaforth Civil Pty Ltd	Completed

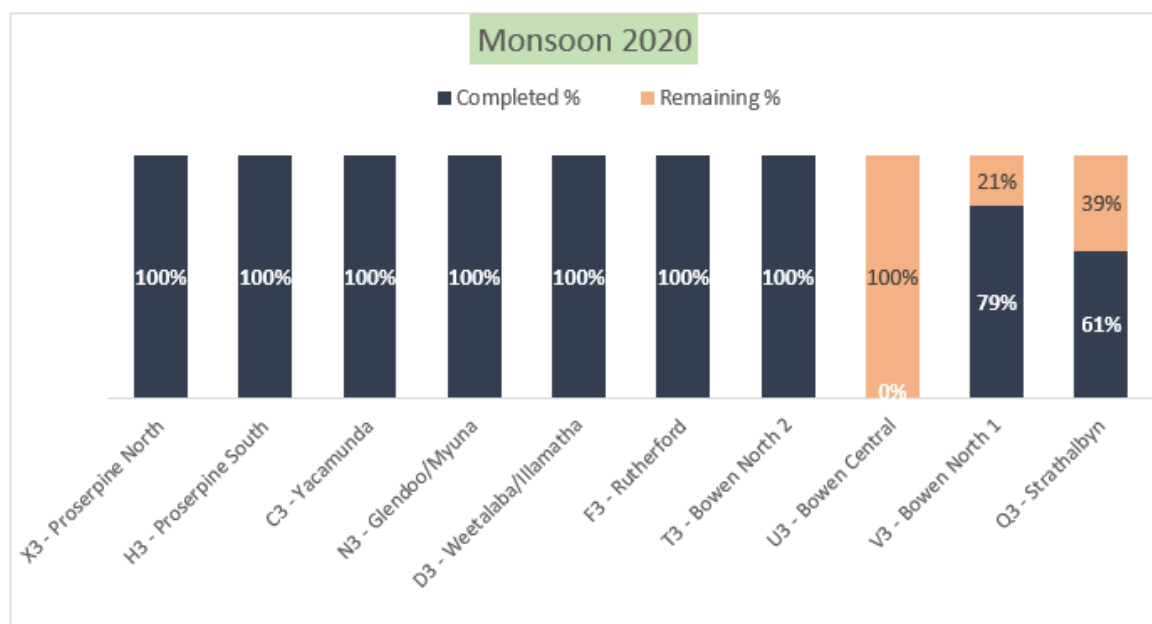
500.2020.0012	Roads Package R2 - Proserpine Sealed Roads	Copp & Co	Completed
500.2020.0038	Forestry Road Landslip	East Coast Civil Pty Ltd	Completed

Old Monsoonal Flood Event 2020

Expenditure of \$12,121,511 to date with a forecast of a further \$6,814,317 budgeted by the end of 21/22 Financial Year. Proserpine Roads submission has been completed. All submissions have been awarded, with work proceeding on three packages.

All submissions have been approved by the QRA and tenders awarded for all works. The Proserpine gravel works packages are all complete. Searles Transport have commenced construction on Package Q3. DJ Brazil have commenced construction on Package V3.

The Trigger Point for this event is \$349,118.00.



Monsoon 2020				
Supplier	Package	Contract \$	Completed %	Remaining %
Copp & Co	X3 - Proserpine North	\$ 396,760.04	100%	0%
Copp & Co	H3 - Proserpine South	\$ 386,332.46	100%	0%
Hillery	C3 - Yacamunda	\$ 1,292,951.88	100%	0%
Brazil	N3 - Glendoo/Myuna	\$ 1,594,362.83	100%	0%
Hillery	D3 - Weetalaba/Illamatha	\$ 872,251.73	100%	0%
Hillery	F3 - Rutherford	\$ 2,191,041.89	100%	0%
Brazil	T3 - Bowen North 2	\$ 1,658,048.95	100%	0%
Brazil	U3 - Bowen Central	\$ 1,017,323.91	0%	100%
Brazil	V3 - Bowen North 1	\$ 1,634,942.75	79%	21%
Searles	Q3 - Strathalbyn	\$ 1,729,105.38	61%	39%
		\$ 12,773,121.82	84%	16%

Key Project Milestones 2020						
Status	Activity	% Complete Last period	% Complete This Period	Original Due Date	Act/F'cast Due Date	Comment
●	Road Package N3 - Collinsville Gravel Roads - Myuna Rd	100%	0%	23-Apr-22	01-Jun-22	Works Completed 13/07/2021.
●	Road Package B3 - Bowen Gravel Roads - Thurso Rd	100%	0%	30-Jun-22	30-Jun-22	Works Completed 23/06/2021.
●	Road Package D3 - Collinsville Gravel Roads - Weetalaba Rd	100%	0%	30-Jun-22	30-Jun-22	Works Completed 22/07/2021.
●	Road Package T3 - Bowen Gravel Roads - Tondara Rd	100%	0%	30-Jun-22	30-Jun-22	Works Completed 17/10/2021.
●	Road Package C3 - Collinsville Gravel Roads - Yacamunda Rd	100%	0%	30-Jun-22	30-Jun-22	Works Completed 08/09/2021

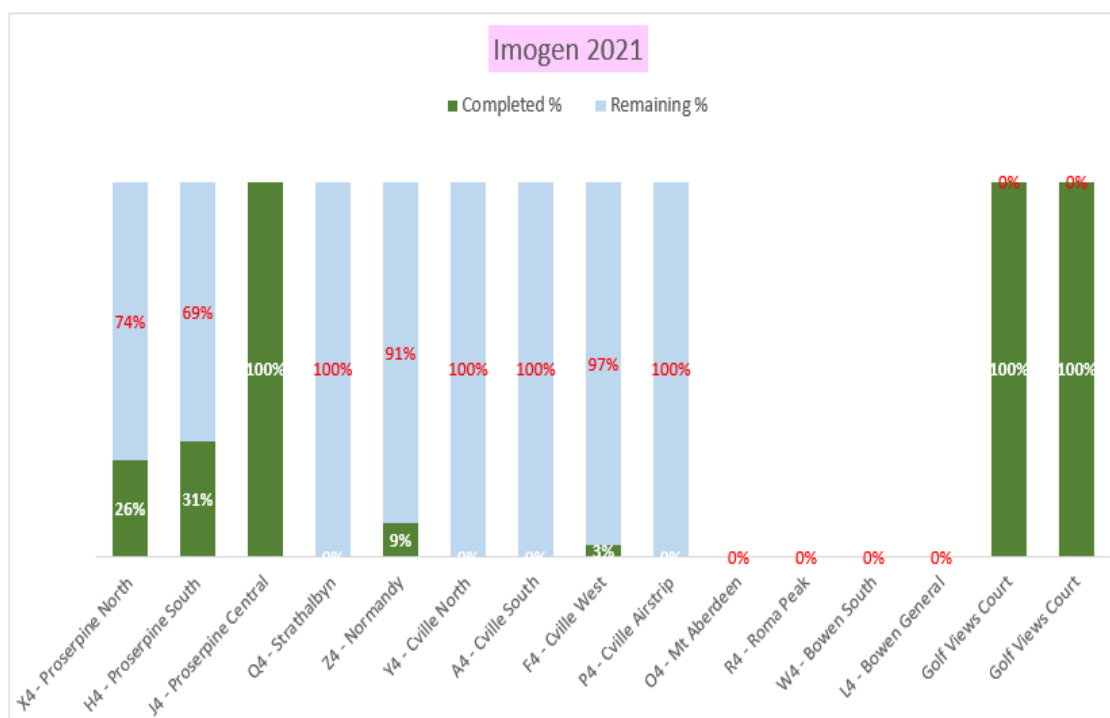
●	Road Package Q3 - Collinsville Gravel - Strathalbyn Rd	90%	5%	30-Jun-22	30-Jun-22	Works Commenced 11/08/2021
●	Road Package F3 - Collinsville Gravel - Rutherford Rd	100%	0%	30-Jun-22	30-Jun-22	Works Completed 09/11/2021
●	Road Package U3 – Bowen Gravel	0%	0%	30-Jun-22	30-Jun-22	Program to start 28/01/2022
●	Road Package V3 - Bowen Gravel North	75%	10%	30-June-22	30-Jun-22	Works Commenced 18/10/2021

DRFA - Qld Monsoonal Event 20	
Project Commencement Date	31-January-2020
Project Budget	\$ 19,202,632.10
Project Contingency	\$ 1,290,894.02
Variations to Date	\$ 66,254.74
Contingency Remaining	\$ 1,224,639.28
Total Expenditure to: 08-Mar-22	\$ 13,465,922.74
Project Management not disbursed	-\$ 0.01
Feb 22 - Exp	\$ 763,446.53
Project forecast completion date	Mar-2022

2021 Ex TC Imogen & Monsoon Event

Adams Earthworks have completed works on Golf Views Court. Copp and Co have commenced works on Proserpine Road Packages X4 and J4. Adams Earthworks programmed to commence construction on Proserpine Road Package H4 on 11 January 2022. Council have completed works on Station North Road.

The Trigger Point for this event is \$357,788. There has been \$217,462 emergency works expenditure, of which \$5,024 is not eligible for claim. Emergency works claim of \$222,486 was lodged to QRA in June. Proserpine Roads submission with value of \$4,873,517 has been approved and awarded. Collinsville Roads submission with value of \$17,921,601 has been approved. Golf Views Court submission with value of \$421,884 has been approved. Bowen Roads submission with value of \$2,712,874 has been approved. Sealed Roads submission with value of \$589,742 has been approved.



Key Project Milestones 2021

Status	Activity	% Complete Last period	% Complete This Period	Original Due Date	Act/F'cast Due Date	Comment
●	Road Package X4 – Proserpine Gravel North	45%	5%	30-Jun-23		Parts of the package to be completed in conjunction with package J4 as per program
●	Road Package H4 – Proserpine Gravel South	15%	5%	30-Jun-23		Works Commenced 11/01/2022
●	Road Package J4 - Proserpine Gravel Central	55%	15%	30-Jun-23	30-Jun-23	Works Commenced 05/10/2021
●	Golf Views Court – Stormwater Reconstruction	100%	0%	30-Jun-23	30-Jun-23	Works Completed 17/12/2021
●	Road Package S4 - Station Rd - WRC	100%	0%	30-Jun-23	30-Jun-23	Council have completed works

	Road Package C4 - Glen Avon Rd - WRC	0%	0%	30-Jun-23	30-Jun-23	This package was awarded 8/12/2021
	Road Package A4 - South	0%	0%	30-Jun-23	30-Jun-23	This package was awarded 8/12/2021
	Road Package F4 - West	0%	5%	30-Jun-23	30-Jun-23	This package was awarded 8/12/2021
	Road Package P4 - Collinsville Airstrip	0%	0%	30-Jun-23	30-Jun-23	This package was awarded 8/12/2021
	Road Package Q4 - Strathalbyn Rd	0%	0%	30-Jun-23	30-Jun-23	This package was awarded 8/12/2021
	Road Package Y4 - North	0%	0%	30-Jun-23	30-Jun-23	This package was awarded 8/12/2021
	Road Package Z4 - Normanby Rd	5%	5%	30-Jun-23	30-Jun-23	Works commenced 21/01/2022
	Road Package K4 - Collinsville Central - WRC	0%	0%	30-Jun-23	30-Jun-23	This package was awarded 8/12/2021

DRFA - 2021 Ex TC Imogen & Monsoon Event	
Project Commencement Date	12-January-2021
Project Budget	\$ 26,737,083.38
Project Contingency	\$ 1,829,853.88
Variations to Date	\$ -
Contingency Remaining	\$ 1,829,853.88
Total Expenditure to: 08-Mar-22	\$ 3,180,355.01
Project Management not disbursed	\$ 420,031.31
Feb 22 - Expenditure	\$ 707,321.09
Project forecast completion date	Jun-2023

Shute Harbour Project

Expenditure to date is \$60,151,735 with a forecast of a further \$3,474,461 budgeted for completion of the project. This result in a total project expenditure of 63.6M.

Below table relates to Shute Harbour current Dashboard Report on the status of the Shute Harbour Project.

Key Project Milestones						
Status	Activity	% Complete at end of last Period	% Complete To Date	Original Due Date	Act/F'cast Due Date	Comment
●	Seawall and carpark reconstruction	99.8%	99.8%	30/09/2018	28/02/2022	Defects to be completed.
●	Terminal and Pontoon Reconstruction Works	99.5%	99.5%	30/06/2019	28/02/2022	Defects to be completed.

Shute Harbour	
Project Commencement Date	30-March-2018
Project Budget	\$63,626,196.92
Project Contingency	\$ 2,143,724.47
Variations to Date	\$ 4,727,261.08
Contingency Remaining	-\$ 2,583,536.61
Total Expenditure to: 08-Mar-22	\$60,151,735.59
Feb 22 - Expenditure	\$ 718,653.08
Project completion date	Nov-2021
Revised Forecast to Completion	\$ 3,474,461.33

13.4.5 - Operational Report - Infrastructure Services - February 2022

DATE: Wednesday 23 March 2022

TO: Ordinary Council Meeting

AUTHOR: Barbara Von Pein - Administration Coordinator Roads and Drainage

AUTHORISING OFFICER: Adam Hagy - Director Infrastructure Services

PRESENTED FOR: Information

ATTACHMENTS

1. Operational Report - Infrastructure Services - February 2022 [**13.4.5.1** - 14 pages]

PURPOSE

The report is to provide Council with information on Council's performance in relation to services supplied by Council's Roads & Drainage, Mechanical Workshops and Parks & Gardens Teams.

OFFICER'S RECOMMENDATION

That Council receive the Infrastructure Services Operational Report for February 2022.

BACKGROUND

Previous report regarding Operational performance submitted to Council 23 February 2022 which detailed January 2022 (Resolution 2022/02/23.22).

DISCUSSION/CURRENT ISSUE

The Infrastructure Operational Report provided a high-level overview of operational undertakings of the Roads & Drainage, Mechanical Workshops and Parks & Gardens for February 2022.

STATUTORY/COMPLIANCE MATTERS

Local Government Regulations Section 204.

STRATEGIC IMPACTS

Improve Council's Asset Management Planning maturity and develop Long Term Financial Plans for all asset classes which are financially affordable over the long term. Meet Capital Works Delivery targets and ensure budget, time, and quality is maintained. Provide great customer experience and service by utilizing a customer-facing mind set, meeting response time frames, researching our customers well and eliminating duplication. Improve our transport network with a focus on meeting the economic needs for the region including road safety, road building, maintenance processes, and renewal of aging infrastructure.

Maintain a high level of preparedness, capability, and responsiveness to respond to and recover from natural disasters that impact on our local communities and infrastructure.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION/ENGAGEMENT

Executive Manager Roads and Drainage
Manager Parks & Gardens
Manager Fleet Services

RISK ASSESSMENT

Regular reporting on the progress and achievements ensures accountability and transparency.

TIMINGS/DEADLINES

N/A

CONFLICT OF INTEREST DECLARATION

Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No.

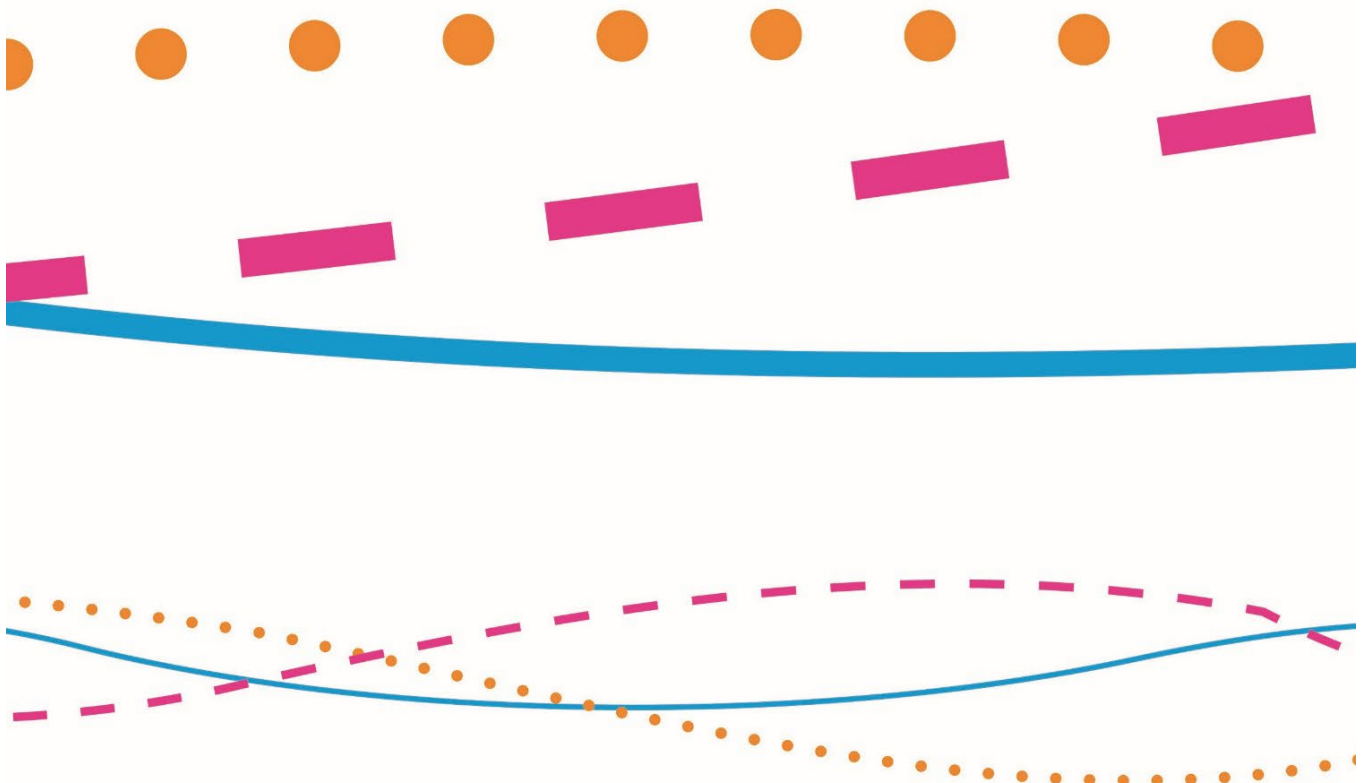
ALTERNATIVES CONSIDERED

N/A



Infrastructure Services

Operational Report | February 2022



Overview of Operational Undertakings

The following information provides a high-level overview of operational undertakings of the Roads & Drainage, Mechanical Workshops and Parks & Gardens teams for the month of February 2022.

Roads & Drainage

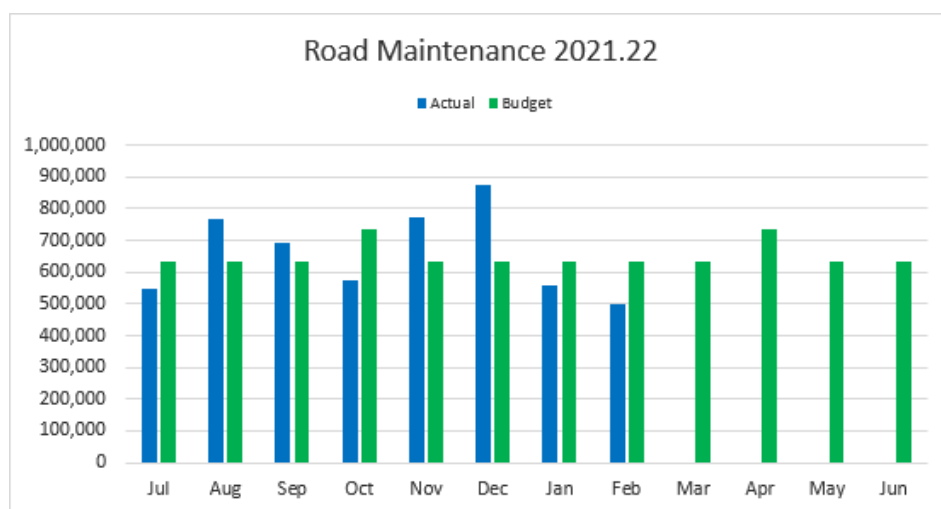
Below are the accomplishments by the Roads & Drainage team for February 2022 and may also include proposed works for March 2022.

Local Roads Maintenance - Summary

General maintenance activities carried out on the local road network over February were largely routine in nature including road inspections, pothole patching, grading and signage repairs.

During February 1064 separate maintenance tasks were undertaken (accomplished) and at the end of February there were 1889 active defects (known issues) on the Local Road network.

Financial Position



Total expenditure against overall budget for Roads & Drainage Maintenance.

Maintenance Works - February

Bowen area:

- Tollington Road/Bowen Golf Course – Drainage works
- Thomas Street – Drainage works
- Tondara Road – Grading
- Tractor Slashing – Africandar Road
- Scour Repair – Roma Peak Road
- Footpath Repair/Leveling – Gordon Street



Tollington Road Drain



Thomas Street Drain





Tondara Road Grading

Roma Peak Road – Scouring Repair

Collinsville area:

Maintenance

- Rural Maintenance Crew predominately undertaking scour repairs Mt Wyatt, Blue Valley and Normanby Roads
- Medium Formation Grade on Scartwater Road has commenced



Rural Maintenance Mount Wyatt Road

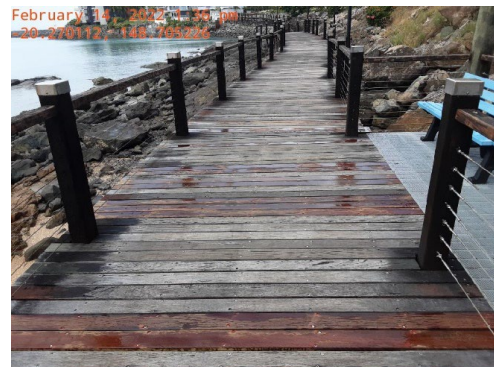
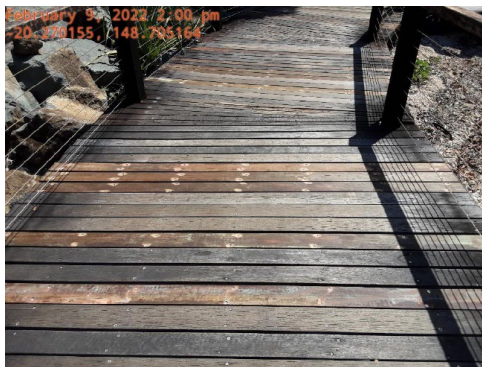
Proserpine Area:

Maintenance

- Adina Street Asphalt works to rectify service trench failures in the intersection.
- Eckers Road Maintenance Grading works
- Maintenance of Bicentennial Boardwalk



Eckers Road –Grading Works – Maintenance

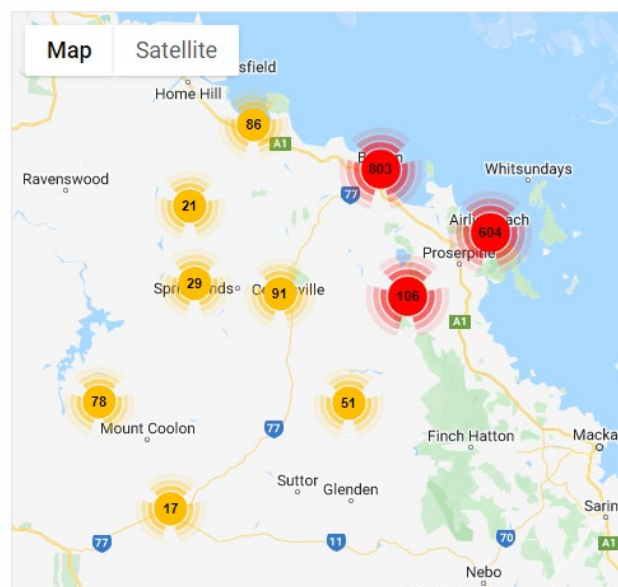


Bicentennial Boardwalk – Tread replacement works - Maintenance

WRC Local Road Network – Reactive/Risk Based Defects

DEFECTS MAP VIEW

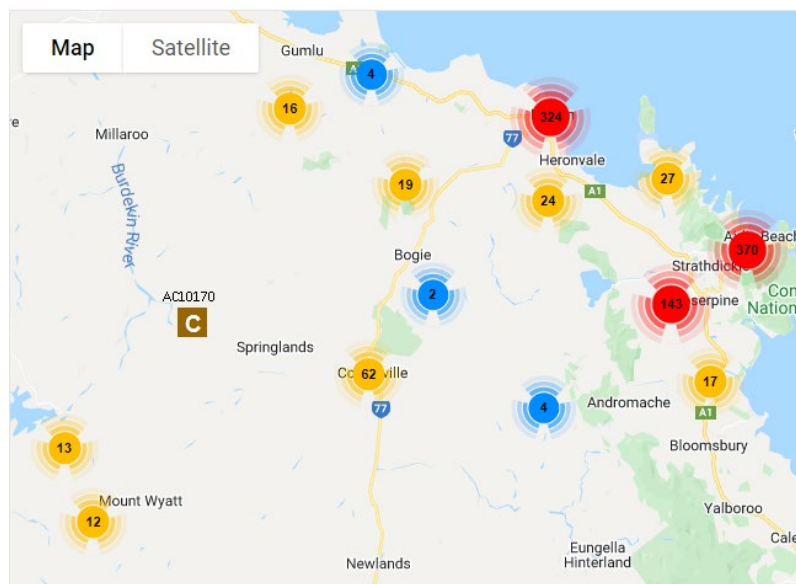
Showing 1886 items on map and 4 with no Lat/Long.



Current known active Defects on WRC Road Network as at 28 February 2022

ACCOMPLISHMENT MAP VIEW

Showing 1055 items on map and 9 with no Lat/Long.



Defects Accomplished during the month of February 2022

At the end of February, there were 1888 known defects on the local road network. They are spread across the following risk profiles:

Risk Level	Number of Defects
Extreme	3
High	18
Moderate	900
Low	967
Grand Total	1888

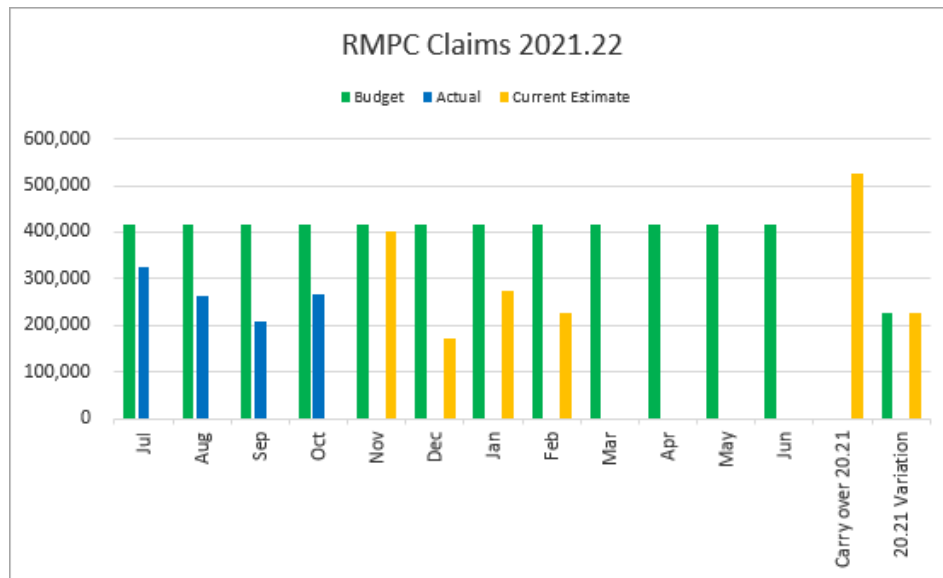
The 3 Extreme and 18 High Risk locations have been effectively barricaded off pending works to address the issues. The balance of the works are being scheduled based on relative risk and available resources.

A summary of all works undertaken (accomplished) during February is shown below:

Maintenance Activity	Number of Instances	Total Qty of Activity Performed	Unit of Measure
Asset & Defect Inspections	371		Each
Boardwalk Oil/Repair	10		Each
Bus Stop Clean/Repair	1		Each
Crack Seal Treatment	1		Each
Culvert Clear/Repair	45		Each
Edge Repair	2	0.2	Tonnes
Floodways Clear/Repair	25		Each
Footpath Maintenance	9		Each
Guide Markers Repair/Replace	95		Each
Heavy Formation Grading	7	35.05	Km
Herbicide Spraying	64	9590	Litres
Kerb & Channel Maintenance	4		Each
Medium Formation Grading	7	10.76	Km
Other Formation Work	7		Each
Pavement Repairs	2	2	Sq Metres
Pothole Patching	214	43.39	Tonnes
Roadside Object Removal	4		Each
Scour Repairs	29		Each
Shoulder Grading	2	2.36	Km.side
Signs Repair/Replace	51		Each
Surface Drains Clear/Repair	27		Each
Surface Sweeping	27		Each
Tractor Slashing	39	93.66	Hectares
Vegetation Clearing	21		Each

Summary of the activities undertaken (accomplished) during this period on the Local Road Network.

Road Maintenance Performance Contract (RMPC) with TMR



The 2021-22 RMPC Contract with a value of \$4,989,000 was signed in December 2021. Council continues to undertake routine maintenance on the National & State Highways within the Whitsunday Region as well as two (2) roads in a neighbouring region.

TMR have also agreed to accept an additional / variation claim up to the value of \$790,000 for expenses / work orders not claimed in the 2020-21 financial year.

In addition to this, the contract has been extended by a further \$110,000 to enable management of declared weeds and bushfire management within the National and State highway network.

At the end of February there were 549 known defects on the RMPC network with 399 defects being rectified (accomplished) during the month.

Example activities undertaken under the RMPC.

- Heavy Formation Grading on Suttor Development Road
- Medium Formation Grading on Bowen Development Road
- Routine activities including network inspections, pothole patching, guide post installation and slashing.

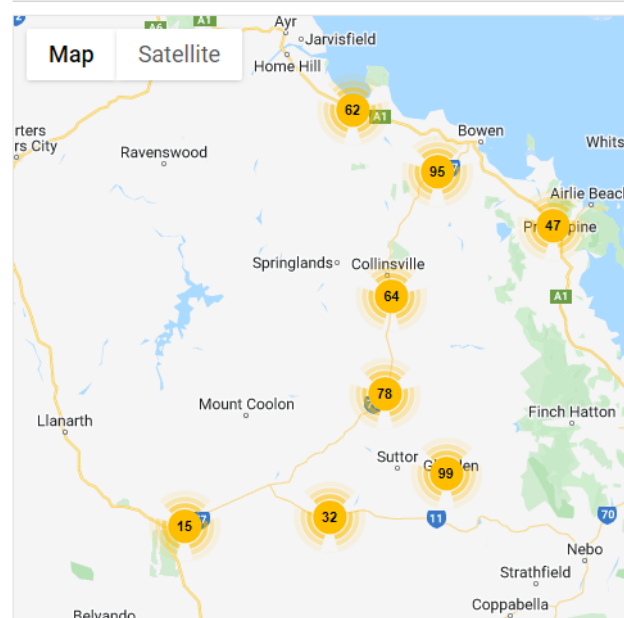


Suttor Development Road, east of Mount Coolon

RMPC Road Network - Defects – February 2022

DEFECTS MAP VIEW

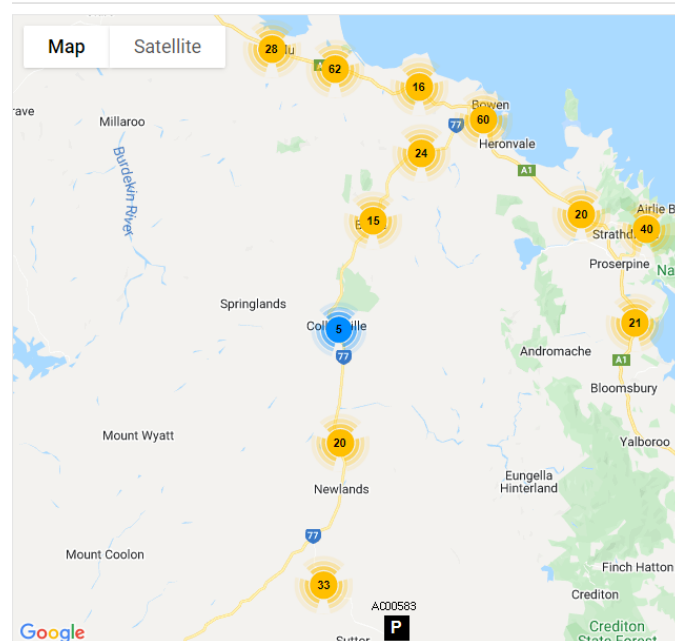
Showing 492 items on map and 62 with no Lat/Long.



RMPC Road Network – Accomplishments – February 2022

ACCOMPLISHMENT MAP VIEW

Showing 354 items on map and 45 with no Lat/Long.



Customer Request Management

Throughout the month of February, Roads & Drainage received 156 requests for assistance. Of these 113 (94%) were actioned within Council's nominated service standards.

Area	New	Closed	C/F Open	Within Target	%	Outside Target	%
Call Back - Roads & Drainage	15	9	6	9	60%	6	40%
Upgrades to Roads & Drainage	7	3	4	6	86%	1	14%
General - Roads & Drainage	64	47	17	64	100%	0	0%
Routine Roads & Drainage	51	42	9	48	94%	3	6%
Urgent Roads & Drainage	8	3	5	8	100%	0	0%
Unsealed Roads	11	9	2	11	100%	0	0%
Overall Total	156	113	43	146	94%	10	6%

Mechanical Workshops

Routine (scheduled services):

- Scheduled and routine servicing of plant and fleet vehicles.
- Small plant repairs as requested by stores and work teams.
- General repairs to plant as requested and prioritised.
- Plant inspections on hired and contractor's machinery as requested.

Servicing, repairs, and breakdowns for February 2022 grouped by both vehicle type and nature of workshop activity:

Plant Type	Preventative Maintenance	Unscheduled Maintenance	Grand Total
Backhoe		5	5
Grader	1		1
Light Vehicle	7	14	21
Loader		2	2
Misc	2	1	3
Mower	10	13	23
Tractor / Slasher	2	9	11
Trailer	5	5	10
Truck		9	9
Grand Total	27	58	85

Parks & Gardens

Levels of Service monthly percentages:

Service	Dec	Jan	Feb	Trend
Public Parks Available as advertised:	100%	100%	100%	-
Levels of Service Regional Overview - Mowing				
High Profile Parks:	97%	80%	100%	↑
Medium Profile Parks & Road Reserves:	76%	73%	86%	↑
Low Profile Parks:	100%	90%	100%	↑
Levels of Service Regional Overview - Landscaping				
High Profile Parks:	49%	67%	68%	↑
Medium Profile Parks & Road Reserves:	33%	26%	86%	↑
Low Profile Parks:	67%	7%	0%	↓
Scheduled Inspections Completed: - Parks:	120	120	120	-
Playground Equipment Components:	156	156	156	-
Exercise Equipment Components:	35	35	35	-

The above total figures for 2021/2022 are current as at the end of February 2022.

Manager's Update:

The month of February continued to put strain on the Parks and Gardens Teams region wide working hard to ensure LOS were met, the teams were still short staffed due to Covid related issues, and the weather certainly affected operations. Contractors were engaged throughout the region to assist with the mowing maintenance of Low-Level Parks and a selection of Road Reserves. All Parks staff have been offered overtime to keep up with the workload.

The teams did improve from the month of January reaching overall 95% for mowing and 51% for Landscaping. Mowing has been priority to ensure safe and presentable parks whilst the Landscaping consisted of weed removal and pruning of plants.

CRMs for February were extreme, Parks and Gardens recorded 93 compared to 56 this time last year. With staff trying to meet their weekly schedules and these extra CRM tasks, the Parks Team were still able to close off 59 of the CRM's.



Blue represents previous financial year 2020/2021. Green represents current financial year 2021/2022

Projects undertaken in February 2022:

- There has been continued work with the playground inspections where it was found that the Hydeaway Bay playground required minor works to ensure safety.
- Irrigation has undergone some repairs in Airlie beach to keep the grounds looking healthy and welcoming.
- The Bowen team has been hard at work whipper snipper and mowing in this wet season.
- Further repairs have occurred in Hydeaway Bay for the timber bollards to protect the vegetation in the area.
- Proserpine has been pruning and tidying up trees and plants that have grown in the wet season.



Hydeaway Bay



14 MATTERS OF IMPORTANCE

This item on the agenda allows Councillors the opportunity to raise an item not included on the agenda for discussion as a matter of importance.

15 LATE REPORT ITEMS

No late agenda items for this meeting.