



Notice of Meeting

Notice is hereby given that the Ordinary Council Meeting of the Whitsunday Regional Council will be held at the Council Chambers, 83-85 Main Street, Proserpine on Wednesday 22 November 2023, commencing at 9:00 AM and the Agenda is attached.

Councillors: Julie Hall (Mayor), Gary Simpson (Deputy Mayor), Jan Clifford, Clay Bauman, John Collins, Michelle Wright, and Michael Brunker.



Warren Bunker

CHIEF EXECUTIVE OFFICER

Agenda of the Ordinary Council Meeting to be held at
Council Chambers, 83-85 Main Street, Proserpine on Wednesday 22 November 2023
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

10:30 AM

- Morning Tea – Elite Athlete Presentations

Whitsunday Regional Council
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Council Chambers, 83-85 Main Street, Proserpine on
Wednesday 22 November 2023 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 CONDOLENCES

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

3.1 - Confirmation of Minutes

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Tailah Jensen – Governance Administration Officer

AUTHORISING OFFICER: Peter Shuttlewood - Acting Director Corporate Services

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 25 October 2023 are provided for Councils review and confirmation.

OFFICER'S RECOMMENDATION

That Council confirms the Minutes of the Ordinary Meeting held on 25 October 2023.

BACKGROUND

In accordance with s254F of the Local Government Regulation 2012, minutes were taken at Council's Ordinary Council Meeting held on 25 October 2023 under the supervision of the person presiding at the meeting. These unconfirmed minutes were reviewed 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 25 October 2023.

If Council is satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 25 October 2023 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 25 October 2023 with amendments.

If Council is not satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 25 October 2023 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 conflicts of interest. At the Ordinary Council Meeting held on

25 October 2023, the following conflicts of interests were declared and recorded in the minutes:

Councillor/Officer	Prescribed or Declarable	Report No.	Particulars of the interest
Cr Gary Simpson	Declarable	11.4	Cr Simpson declared a conflict of interest in item 11.4 regarding Trustee Lease - Part of Land 2489 Shute Harbour Road Jubilee Pocket - Whitsunday Sports Park as defined by section 150EQ of the Local Government Act 2009, due to the following: Nature of the Conflict of Interest: The Chairperson of the SportsPark Committee has another business (Eclipse Financial Planning) that Cr Simpson is a client of. The name of the party: Eclipse Financial Planning The nature of the relationship of the party to the Councillor: Cr Simpson is a client of Eclipse Financial Planning. The nature of the party's interests in the matter: Chairperson of the Sportspark Committee is requesting to lease the land. As a result of this conflict of interest, Cr Simpson advised that he would like the remaining Councillors to decide whether he leaves the meeting and takes no part in the discussion or decision making of this matter. Cr Simpson remained in the meeting room for item 11.4, as per the remaining Councillors decision.
Cr Gary Simpson	Declarable	11.6	Cr Simpson declared conflict of interest in item 11.6 regarding Development Application 20230800 as defined by section 150EQ of the Local Government Act 2009, due to the following: Nature of the Conflict of Interest: Cr Simpson previously had a commercial arrangement with Paradise Outdoor Advertising. The name of the party: Paradise Outdoor Advertising. The nature of the relationship of the party to the Councillor: Business had a commercial arrangement with Councillor. The nature of the party's interests in the matter: Paradise Outdoor Advertising have submitted a Development Application to Council. As a result of this conflict of interest, Cr Simpson advised that he would like the remaining Councillors to decide whether he leaves the meeting and takes no part in the discussion or decision making of this matter. Cr Brunker advised that on this issue Cr Simpson is leaving himself open and would suggest Cr Simpson step out on this item. Cr Simpson advised that he would voluntarily leave the room based on the advice provided by Cr Brunker and therefore will not participate in the discussion and voting on item 11.6.

<i>Cr Simpson</i>	<i>Declarable</i>	<i>11.7</i>	<i>Cr Simpson declared a conflict of interest in item 11.7 regarding Development Application 20230970 as defined by section 150EQ of the Local Government Act 2009, due to the following:</i> <i>Nature of the Conflict of Interest: Cr Simpson previously had a commercial arrangement with Paradise Outdoor Advertising.</i> <i>The name of the party: Paradise Outdoor Advertising.</i> <i>The nature of the relationship of the party to the Councillor: Business had a commercial arrangement with Councillor.</i> <i>The nature of the party's interests in the matter: Paradise Outdoor Advertising have submitted a Development Application to Council.</i> <i>As a result of this conflict of interest, Cr Simpson advised that he will leave the meeting and take no part in the discussion or decision making of this matter.</i>
<i>Cr Clifford</i>	<i>Prescribed</i>	<i>11.10</i>	<i>Cr Clifford declared a prescribed conflict of interest in item 11.10 regarding Donation Request - Rates & Charges - Whitsunday Housing Company Limited as defined by section 150EL of the Local Government Act 2009, due to the following:</i> <i>The name of any entity, other than the councillor, that has an interest in the matter: Whitsunday Housing Company Limited</i> <i>The nature of the councillor's relationship with the entity: Appointed on the Committee by Council and does hold an executive position.</i> <i>Details of the councillor's, and any other entity's, interest in the matter: Councillor Clifford is the chairperson of the Whitsunday Housing Company Limited Committee.</i> <i>As a result of this conflict of interest, Clifford advised that she will leave the meeting and take no part in the discussion or decision making of this matter.</i> <i>Cr Clifford left the meeting at 10.07am.</i>
<i>Cr Simpsom</i>	<i>Prescribed</i>	<i>11.13</i>	<i>Cr Simpson declared a prescribed conflict of interest in item 11.13 regarding Sponsorship Request - Cut out Party as defined by section 150EL of the Local Government Act 2009, due to the following:</i> <i>The name of any entity, other than the councillor, that has an interest in the matter: Debbie Legge and the Cut out Party Committee.</i> <i>The nature of the councillor's relationship with the entity: Debbie Legge is Cr Simpsons wife who is a member of the Cut out Party Committee.</i> <i>Details of the councillor's, and any other entity's, interest in the matter: Councillor Simpsons wife, Debbie Legge is a member of the Cut out Party Committee, who are seeking sponsorship from Council.</i> <i>As a result of this conflict of interest, Cr Simpson</i>

			<i>advised that he will leave the meeting and take no part in the discussion or decision making of this matter.</i>
Mayor Hall	Prescribed	12.2	<i>During Closed session Mayor Hall declared a prescribed conflict of interest in item 12.2 regarding Trustee Lease - Shop 1, 67 Herbert Street, Bowen - Health Cravers as defined by section 150EL of the Local Government Act 2009, due to the following:</i> <i>For a gift, loan or contract—the value of the gift, loan or contract; \$100</i> <i>The name of any entity, other than the councillor, that has an interest in the matter: Meg Hogan</i> <i>The nature of the councillor's relationship with the entity: Political Donation only</i> <i>Details of the councillor's, and any other entity's, interest in the matter: A political donation was made by Meg Hogan to Mayor Hall. Meg Hogan is the owner of Health Cravers.</i> <i>As a result of this conflict of interest, Mayor Hall advised that she will leave the meeting and take no part in the discussion or decision making of this matter.</i> <i>Mayor Hall left the meeting at 11.18am.</i> <i>Cr Simpson Chaired the meeting in Mayor Halls absence.</i> <i>*Note Mayor Hall declared this COI during closed session and open session.</i>

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 25 October 2023, the following orders were made:

Councillor	Order Made
No orders made for this meeting.	

Local Government Regulation 2012

Section 254F of the Local Government 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
22/02/2023	13.5.2 - Tondara Road Seal	That the item lie on the table pending further investigations and costings.	Tondara road resheeting Tender has been awarded and report to come back to December meeting.

CONSULTATION

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 25 October 2023 are therefore submitted for adoption of their accuracy by the Councillors at this meeting of Council.

4.1 - Public Question Response

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Information

There was one public question submitted for the Ordinary Council Meeting held on 25 October 2023 by Leah Lach.

A response has been provided and is attached.

ATTACHMENTS

1. Public Question Response Letter [4.1.1 - 1 page]

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ABN 63 291 580 128

3 November 2023

L Lach

BOWEN QLD 4805

Dear Leah,

RE: Public Question Response – Ordinary Council Meeting – 25 October 2023

Council writes in response to your questions raised at the Ordinary Council Meeting held 25 October 2023.

Council refers to a letter sent to you on 19 October 2023 in relation to your objection to the location of the Bowen Community Markets. As mentioned in this letter, Whitsunday Regional Council issued a Use of Local Government Controlled Areas, Facilities and Roads 2022/2023 Local Law Approval on 22 January 2023 to the Bowen Community Market Group Inc. to conduct market activities each Sunday. The approval included a number of conditions considered appropriate to protect the health and safety of persons using the market area.

It should be reiterated that the Bowen Markets have operated in the Hansen Park area for approximately the past 20 years and will continue to operate in the location in accordance with Councils relevant Local Laws.

Further to the above, Council maintains that upgrades to current public amenities are consistent with the current usage of the facility, Councils Levels of Service requirements and Asset Management Framework.

Yours faithfully



Scott Hardy
Acting Director Community Services and Facilitation

Bowen
Cnr Herbert & Powell Streets
Bowen QLD 4805

Proserpine
83-85 Main Street
Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets
Collinsville QLD 4804

Cannonvale
Shop 23, Whitsunday Plaza
Shute Harbour Road Cannonvale QLD 4802

5 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.

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.

7 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.

This item on the agenda allows for the following two options:

1. Councillors 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.
2. 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, act and speak with decorum and frame any remarks in respectful and courteous language.

10 COMMITTEES REPORTS

This item on the agenda is for consideration of any Council Committee's business.

11.1 - 2023/24 Operational Plan Quarter 1 Report

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: James Ngoroyemoto - Manager - Governance and Administration Services

AUTHORISING OFFICER: Peter Shuttlewood - Acting Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Quarterly Reportv 4 [11.1.1 - 29 pages]

PURPOSE

The purpose of this report is to present a written assessment of Council's progress towards implementing the annual Operational Plan 2023/24 for the period ending 30th September 2023 (Quarter One review).

OFFICER'S RECOMMENDATION

That Council receive the Operational Plan 2023/24 Quarter One Report as shown in attachment 1.

BACKGROUND

Local Governments must prepare and adopt an annual operational plan for each financial year, must discharge its responsibilities in a way that is consistent with its annual operational plan and report on Council's progress on a quarterly basis as an accountability and performance measure.

Council adopted its 2023/24 Operational Plan in June 2023. The Operational Plan outlines activities proposed to be undertaken during the 2023/24 financial year which will contribute to the achievement of the strategies outlined in Council's Corporate Plan.

Monitoring of the delivery of the Operational Plan provides Council with oversight of the performance of the organisation in delivering Council's objectives and longer-term goals under the Corporate Plan.

Council have identified ten focus areas for the operational plan with an aim of improving our region and our community.

1. ASSET MANAGEMENT & PROJECT MANAGEMENT
2. CUSTOMER EXPERIENCE AND COMMUNITY ENGAGEMENT
3. CYBER SECURITY & INFORMATION MANAGEMENT
4. 2024 QUEENSLAND LOCAL GOVERNMENT ELECTION
5. FINANCIAL SUSTAINABILITY
6. INTEGRATED TRANSPORT PLANNING
7. PLANNING SCHEME AND MASTER PLANNING
8. WASTE MANAGEMENT
9. WORKFORCE AND SAFETY MANAGEMENT
10. SHORT TERM ACCOMMODATION

DISCUSSION/CURRENT ISSUE

The Operational Plan provides the basis for reporting to Council on the quarterly progress towards achieving the Corporate Plan outcomes through the implementation of the annual Operational Plan. This includes measuring performance and managing risk.

Actions have been identified that are linked to Key Focus Areas identified in the Corporate Plan. Reporting on these actions in the attached report is based on progress against time, budget spend, or other applicable milestones as outlined in reports to Council.

A summary of Quarter One (Q1) progress for all actions against the 2023/24 Operational Plan is provided below:

Action Status	Number of Actions
Not Started	2
Progressing	35
Not Progressing	0
Completed	1
On Hold	3
Total	41

The details of progress on each action are included within the attached report.

STATUTORY/COMPLIANCE MATTERS

This report for Q1 is presented to Council in accordance with section 174(3) of the Local Government Regulation 2012 that requires the Chief Executive Officer to present a written assessment of the local government's progress towards implementing the annual operational plan.

STRATEGIC IMPACTS

Support the organisation in ensuring appropriate compliance with legislation and to support the elected council in its decision-making processes and obligations as a local government.

FINANCIAL IMPLICATIONS

The Operational Plan has been structured within the bounds of the resources available to Council and is consistent with the 2023/24 Budget.

CONSULTATION/ENGAGEMENT

Executive Leadership Team
All Managers and designated Responsible Officers

RISK ASSESSMENT

Failure to present and adopt the quarterly performance report on the Operational plan, presents a non-compliance risk under the *Local Government Act 2009*. As well an opportunity being lost to inform the community on the implementation of the Operational Plan 2023-2024 which may result in reputational risks for Council for not being seen as transparent and accountable in its delivery of the Operational Plan.

TIMINGS/DEADLINES

Under the Local Government Regulation 2012, the Chief Executive Officer must present a written assessment of the local government's progress towards implementing the annual operational plan at meetings of the local government held at regular intervals of not more than 3 months. The reporting for September Quarter is presented for review.

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



QUARTER ONE REPORT ON 2023/24 OPERATIONAL PLAN

November 2023

ACKNOWLEDGEMENT OF COUNTRY

Whitsunday Regional Council acknowledges the traditional owners and custodians of the lands in our region. We pay our respects to Elders past, present and emerging and acknowledge their ongoing relationship and connection to country.

Whitsunday Regional Council endorses the vision of a nation which values First Nations People, cultures and heritage and recognises their distinct position as the original custodians of Australia.

Council's aim to make a sustainable future possible by building stronger relationships, mutual respect and encouraging cultural practices that strengthen and support harmony between First Nations People and the broader community within the Whitsunday Region.



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CEO'S MESSAGE



I am pleased to present the Whitsunday Regional Council Organisational Quarterly Report for the period ending 30 September 2023.

Following a period of consultation, the realignment of the organisational structure is now in effect.

Adam Hagy has been appointed to the role of Director Capital Program and Network Planning.

Michael Downing is acting in the role of Director Infrastructure while this position is currently out for recruitment.

Craig Turner has been appointed to the role of Director Commercial Business.

Neil McGaffin's position title has changed to Director Regional Strategy and Planning and Julie Wright's position title has changed to Director Community Services and Facilitation.

It has been a busy start to the 2023-24 Financial Year, and it has been a focus of this council to ensure our residents are engaged and at the core of our decision-making process.

Via a series of Community Catchups, Mayor, Councillors, and our Executive team have had a focus on reaching out to the community to truly understand the challenges and likewise, find out what our community values about our region.

In addition, we've conducted a range of public consultations and surveys both face to face and through our online engagement portal, Your Say Whitsunday. We have over 1600 registered participants on this platform now and I encourage everyone to check it out and keep up to date with Council activities across the region.

Once again, it's been a record start to the 2023-24 year for our Whitsunday Coast Airport recording its busiest day, week, and month in October with a remarkable 2409 passengers passing through the terminal in one day.

Lake Proserpine has experienced significant growth over the past 12 months welcoming visitors from all over Australia.

By working collaboratively, I know our organisation can create a region that not only thrives economically but also nurtures its natural beauty, enhances quality of life, and preserves our unique sense of community.

Warren Bunker
Chief Executive Officer

ORGANISATIONAL ACHIEVEMENTS

2023 Mayor's Charity Ball

320 guests enjoyed a night under the stars as the Shute Harbour Marine Terminal transformed into a Winter Wonderland for the 2023 Mayors Charity Ball held Saturday 22 July 2023. The night was a huge success with a total of \$105,000 raised.

This year's funds have been split equally between RACQ CQ Rescue and Whitsunday Housing Company Limited, with each receiving \$52,914.29. The funds were announced and officially presented to the beneficiaries at a special presentation and morning tea held in Proserpine on Thursday 24 August 2023.



Pictured: Mayor Hall donating the proceeds of the Mayor's Charity Ball to the Whitsunday Housing Company Limited and RACQ CQ Rescue.

Australian Citizenship Day

A total of 35 conferees from 17 countries, including New Zealand, Philippines, Scotland, Spain, Turkey, Malaysia, South Africa, Italy and Zimbabwe became Australian Citizens as part of a ceremony held on Thursday 14 September 2023. This ceremony is one of the key events in Whitsunday Regional Council's Citizenship Day celebrations.

Whitsunday Regional Libraries App

Accessing library resources and information just became easier with the launch of our first ever Library App. The free App is available on smart phones and tablets and provides a one stop shop for all library services eliminating the need to have multiple apps on your device.

It can be downloaded from Google Play or the App Store by searching Whitsunday Regional Libraries and allows you to use your smartphone as your library card, locate and reserve items, manage your reservations and renew items, borrow library items in your local branch using your own device, access eBooks, eAudiobooks, eMagazines, music and films and see the latest library news, events and activities.

Yellow Crazy Ants

Council together with Queensland Parks & Wildlife, Marine Parks, Wet Tropics Management Authority and Biosecurity Queensland conducted the Yellow Crazy Ant land survey from 11-15 September 2023 in the Shute Harbour, Woodwark and Mandalay areas. The four-day survey gathered detailed information on the YCA which will determine if the infestation has reduced in size and if Council can cut back on baiting and helicopter costs.



Pictured: Agencies conducting the Yellow Crazy Ant Survey.

Bowen Swimming Pool Kiosk

Council has recently completed their first Capital Works Program for 23/24. The Bowen Swimming Pool has received a shopfront renewal.

The renewal project was conducted by Bowen's local supplier Pilchers Industries. The project saw the demolition and disposal of the aged and worn cabinetry and floor covering.

Bowen Swimming Pool Contract Manager said the response from the visitors, swimmers and



ORGANISATIONAL ACHIEVEMENTS

patrons has been an overwhelming sense of great appearance, value adding and a welcoming entry point. The staff sharing a sense of pride and comfort including a safer and secured operating platform and workspace.

The Project was completed within the allocated time frame and budget.



Pictured: The Bowen Swimming Pool shopfront renewal.

Roads and Drainage

Council has been taking advantage of the drier weather to carry out formation grading throughout the region in line with a new level of service document that is being trialled ahead of implementation. Additional resources have been brought in to combine all grading activities, including Disaster Recovery Funded Arrangements (DRFA), onto a single grading program to provide more accurate information to customers and improve efficiency between the various programs.

Capital Works

The \$2 million second stage of the Bicentennial boardwalk renewal commenced between Whisper Bay and Shingley Beach.

The project will deliver a wider, longer lasting asset on the largest section of the boardwalk. A temporary detour has been provided that is being well utilised and appreciation is extended to Mirage Whitsundays for allowing the use of their property for the detour.



Pictured: Work progressing on Stage 2 of the Airlie Beach Boardwalk Upgrade.

The project is expected to complete early in December 2023.

Significant progress has been made on the Scottville Road upgrade and the first stage of Choose Collinsville in the west of our region. Both projects expect to complete prior to Christmas providing a more aesthetic appeal to locals and visitors in the centre of Collinsville, and a safer road and active transport network for those heading to Scottville.

Works completed on the replacement of membranes at the Cannonvale Sewage Treatment Plant. The membranes had reached end of life and following the award of a contract of almost \$2 million the plant will have increased capacity and efficiency providing protection to the Great Barrier Reef.

A number of projects are being carried out at our Kelsey Creek and Bowen refuse centres. In preparation for future cells and to increase compliance the Kelsey Creek site has had a new pad created for the refuse and recovery area (RRA).

Once complete the new site will allow for storage of scrap metals, waste concrete products and others, creating room for cell 6 to progress later in the financial year. In Bowen the RRA has also been relocated to assist with matters such as leachate management, stormwater drainage and improved access through the site.

ORGANISATIONAL ACHIEVEMENTS

Council's newly formed Emergency Planning Committee held their inaugural meeting in August. Evacuation exercises were successfully held at the Proserpine Entertainment Centre with further training planned across all high occupancy facilities over the balance of the financial year.

Council awarded a contract for renovations to the Bowen Administration Office. Installation of fuel tanks, bowzers and fuel management systems to the Foxdale Quarry, Proserpine Depot, Cannonvale Depot and Bowen Depots commenced.

Works on upgrades and installation of new amenities at Cedar Ck, Brandy Ck, Proserpine and Bowen Cemeteries were progressed with the Bowen Cemetery amenities reaching completion at the end of September.



Pictured: New amenities at Bowen Cemetery

Collinsville Football Club renovations and new field lighting were also completed in this quarter as well as a major extension to the Grandstand at Denison Park Sporting Complex. (Pictured below)



Council carried out the replacement of a decanter arm at the Proserpine Sewage Treatment Plant which involved a number of risky manoeuvres and utilised new permit systems that are being tested throughout council. The replacement works showcased the in-house capability of the team and excellent pre-planning which meant a shutdown or bypass event was avoided.

This quarter Council finalised a program to enhance NBN communications when natural disasters strike.

By leveraging a grant from the Black Summer Bushfire Recovery program Hybrid Cubes known as HPC's were installed at five sites in Whitsundays selected by NBN in Brisk Bay, Collinsville, Intaburra, Merinda and Woodward.

The HPC provides power to ensure customers reliant on the towers can stay connected. During the day, solar panels on the HPC generate power and recharge their batteries.

When solar power is insufficient, the HPC relies on backup battery, and if the backup battery is depleted then the cube can switch to a diesel generator. The cube can be powered for an estimated 9 months without the need to refuel.

Over the coming quarters the Innovation and Technology team will be working with Telstra to further strengthen our communication backbone with upgrades and improved capacity across the council network.

Pictured: A Hybrid Cube or HPC





ORGANISATIONAL ACHIEVEMENTS

Parks and Gardens

Council participated in World Tree Day late in July in collaboration with various groups in the region. Over 300 trees were planted between Bowen, Collinsville, Cannonvale and Proserpine. Planting of these trees is not only environmentally friendly, but also can help with reducing scour on creek banks or reducing our mowing by strategically planting out areas of parkland.

A condition rating of all playgrounds was completed in August. This information will allow the team to strategically plan renewals in our parks throughout the region over the coming years.

Disaster Management

Council is pleased to announce a significant enhancement in communication capabilities with the introduction of Notification Subscriptions (Opt-In) for Whitsunday residents.

To promote this initiative a targeted Facebook advertising campaign is being launched during Get Ready Week ahead of the November storm season.

In September, the Disaster Management (DM) team successfully concluded a comprehensive review of the Whitsunday Disaster Management Plan, currently under submission to the Mackay District Disaster Management Group for further review and eventual submission to Inspector-General Emergency Management (IGEM).

Throughout the quarter various training exercises have been carried out with internal and external stakeholders to increased preparedness for the upcoming storm season.

Planning

Council has contributed feedback to Greater Whitsunday Housing Project Research Report developed by Greater Whitsunday Communities (GWC) and Regional Development Australia (RDA). This report included baseline data that informed conversations at the Housing

Summit on the 15 August. The summit brought together representatives from Mackay, Isaac and Whitsunday together to identify and discuss potential solutions to the housing issues faced in the region.

A Local Housing Action Plan is now being prepared in an attempt to alleviate the current housing pressures in the region. This Plan is being prepared and delivered under the Queensland Housing and Homelessness Action Plan 2021-2025 to support local housing outcomes. It is expected this will be finalised by late 2023 and with the State for endorsement by early 2024.

The Planning Scheme Major Amendment was signed off by the Minister and adopted by Council on the 27th of September and commenced on the 3 October 2023.

This has been a significant effort for the team over the period 2018 to 2023 and has involved various staff at council, past and present, to reach this milestone.

The Major Amendment introduces several large changes including:

- » Cultural Heritage and Climate Change being referred to in the Strategic Framework
- » Inclusion of a Building Heights Overlay Code and Mapping to replace the Building Works Table of Assessment. Building heights have only been increased in Bowen.
- » Amendments to Heritage, Bushfire, Landslide, Acid Sulfate Soils, Coastal Hazard and Flood Hazard Overlay Codes and Mapping.
- » Addition of Airlie Beach and Bowen Local Plans to help guide future development.
- » Zone changes to various properties.
- » We have been heavily involved in undertaking several pre-lodgement discussions with prospective applicants. Significant applications include a major subdivision and retirement type complex in Jubilee Pocket.

ORGANISATIONAL ACHIEVEMENTS

Works on the ground included the Carlo Drive Industrial Park, Central Avenue Commercial Estate, subdivision at Mandara Rise and the Whitsunday Lakes Stage 7 residential estate.

Plumbing applications continue to show a healthy local building industry with no signs of softening in the short term.

Development compliance continued to be a busy area for work with several fines being issued and a conviction occurring in the first quarter.

Fleet Services

Council is continuing with programmed replacement of Council's plant and vehicles to aid in safe and efficient provision of continued services to the community.

This most recent quarter has seen a number of vehicle deliveries throughout the region:

- » Two Zero Turn Mowers for Proserpine Parks & Gardens
- » One Kubota Zero Turn Mower for the Parks & Gardens Communities Team (Dingo Beach)
- » One 1000L fire control trailer for the Natural Resources Bushfire Control Officer
- » One 1500L water trailer for the Roads & Drainage Team Bowen
- » One Backhoe Loader at Bowen Depot
- » Two safety sign variable message board trailers for the Roads & Drainage team.

Delivery of new fleet is still plagued by delivery issues particularly due to supply of vehicles and raw materials from overseas, but this outlook is slowly improving.

Community Catch-Ups

Council has continued hosting community catch-up information sessions, with four being held between July and September 2023 at Conway & Wilson Beach, Proserpine, Bowen and Scottville.

Much like the community catch up sessions held earlier in the year at Dingo Beach, Cannonvale, Mt Coolon and Collinsville earlier in the year, these sessions give community members the opportunity to speak directly with councillors and Council staff in an informal setting.

Everyone is welcome to attend and receive updates on topical Council projects.

More Community Catch - up sessions are planned to continue to connect with local communities, build relationships, share information, and gather feedback on local issues.

Whitsunday Coast Airport

The airport set a new annual passenger record of 477,000 last financial year but we are on track for over 600,000 passengers in 2023/24.

It is exciting that the Council owned and operated WCA as a business directly generates a total economic impact of \$14.3 million for our region and supports 124 local jobs.

During the first quarter Whitsunday Coast Airport together with Bonza announced a new route with Gold Coast commencing flights 7 December 2023, this gives 1.2 million people the opportunity to travel to the Whitsundays conveniently and cost effectively.



Pictured: Launch of Bonza Holidays on Daydream Island

The celebrations continued with the launch of Bonza Holidays on Daydream Island, where the Whitsundays were featured, nationally across all media platforms.



ORGANISATIONAL ACHIEVEMENTS

This was another first for the Whitsundays, where the region was highlighted on their app exclusively throughout Australia for two weeks.

These achievements drive direct economic benefit to the whole of the Whitsunday Region. Bowen Aerodrome welcomed the installation of an aviation fuel facility which allows greater use of the community asset and supports agriculture sprayers along with general aviation users, this provides additional diversified revenue.

Shute Harbour Marine Terminal

Shute Harbour Marine Terminal was proud to host the recording breaking Mayors 2023 Charity Ball, this allowed the facility to be showcased to businesses both local and regional as well as residents. The ball also featured in the Local Government Association Queensland publication – Council Leader Magazine.

Finance

Council's issued rates and water Notices with the assistance of Whitsunday Water in July with an August due date and saw a considerable number of ratepayers benefit from the early payment discount.

The finance team have been undertaking a post-implementation review of a software solution to streamline how supplier invoices are received and processed. This has highlighted improvement opportunities which will commence implementation through to the end of this financial year.

Council has been focused on capitalising a large portion of Council's work in progress and has been facilitating the annual revaluation of Council's largest asset classes - Transport and Marine Assets. This is being undertaken through the stand up of the Revaluation Working Group with Asset Managers involved across all classes of assets and will ensure we deliver on our Operational Plan and Audit requirements.

During the quarter, Council has focused on finalising the now adopted Annual Audited

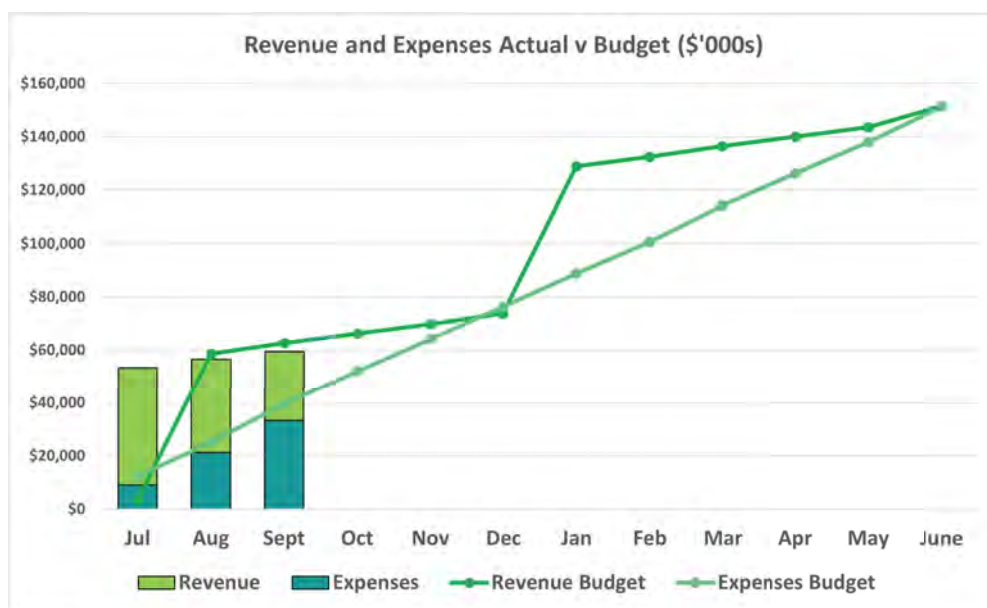
Financial Statements for 2022/23 and also on the upcoming Budget Review 1. Council's Annual Financial Statements were reviewed and endorsed by the Audit & Risk Committee and received an unmodified audit opinion from the Queensland Audit Office which is an exceptional result for Council noting disruptions throughout the year.

Council's financial sustainability ratios are all within the targeted range at the end of the first quarter with budget risks being captured in the Budget Risk Register as the year progresses for assessment in budget reviews.

FINANCIAL REPORTING

Operational Budget

Throughout the year, revenue and expenditure are consumed at different rates depending on timing of deliverables. The below graph presents where we are at the end of the quarter against the budgeted position. The below budget is based on the original budget adopted by Council in June.



Financial Sustainability Ratios

Type	Measure	Target (Tier 4)	As at 30 September 2023	30 June 2023
Financial Capacity	Council-controlled revenue	N/A	94.24% ✓	84.04% ✓
Operating Performance	Operating Surplus Ratio	Greater than 0%	44.02% ✓	6.04% ✓
	Operating Cash Ratio*	Greater than 0%	58.36% ✓	30.15% ✓
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	65.83% ✓	14.59% ✓
Asset Management	Asset Sustainability Ratio	Greater than 80%	103.46% ✓	79.97% ✓
	Asset Consumption Ratio	Greater than 60%	73% ✓	73% ✓
Debt Service Capacity	Leverage Ratio	0 to 3 times	1.99 ✓	1.76 ✓

* Yet to be averaged over the 5 year period for this report.

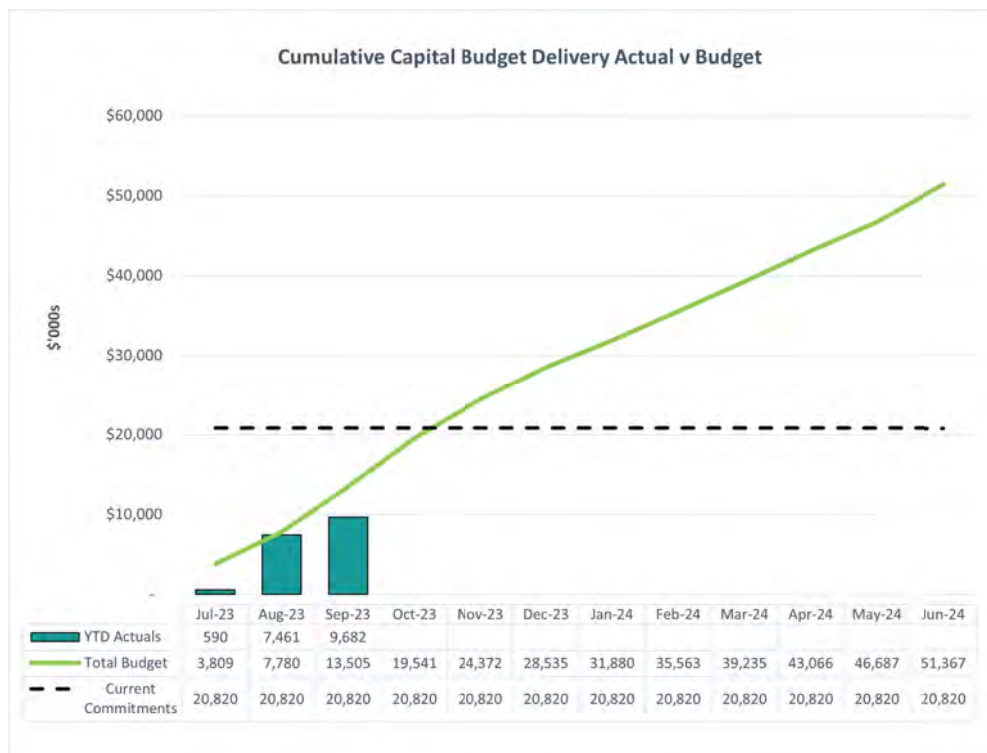


FINANCIAL REPORTING

Capital Budget

The capital budget is delivered throughout the financial year and is highly dependent on weather and procurement of materials and services. The budget is based on the original budget adopted by Council in June and the forecasted timing of works at that point in time.

Commitments represent what is currently committed to spend by way of a contract or purchase order that has been issued with the expense not yet recognised until works are complete.



Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 1: ASSET MANAGEMENT AND PROJECT MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 1.1	Asset Management Strategy	Deliver Phase 1 objectives within Council's 2022 - 2026 Asset Management Strategy.	Director Corporate Services		10%	Progress has commenced across a range of outcome measures identified in Council's Asset Management Strategy Implementation Plan. Once the organisational structure changes have been fully embedded, deliverables will be allocated across the organisation to ensure success.
FA1.2	Asset Management Improvement Project (AMI)	Implementation of phase 1 whole of Council asset management solution.	Director Corporate Services		10%	This project has commenced with a software provider contract being negotiated and signed in late September. The project team is developing a timeline of activities with the service provider. In the meantime, the team have been revising the project documentation and preparedness, to better understand the needs of stakeholders across the organisation. Work has also commenced to review data quality and to develop an appropriate internal engagement strategy.
		Increase maturity and capacity of Asset Managers and the Executive Leadership Team in asset management principles.	Director Corporate Services		75%	The first group of 10 Asset Managers and Service Managers have completed the first tier of training in Asset Management with a further 7 staff scheduled for various courses throughout the remaining financial year. In addition a two day workshop has been scheduled for Asset Managers and the Executive Leadership Team later in the financial year.

STATUS

 Not Started

 Completed

 On Hold

 Progressing

 Not Progressing

2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 1: ASSET MANAGEMENT AND PROJECT MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 1.3	Asset Management Plans	Develop renewal programs based on outputs from the asset management plan for both asset classes.	Director Infrastructure Services		0%	This action is on hold until AMPs can be progressed once data capture is completed.
		Review and update asset management plans for the Transport and Stormwater asset classes.	Director Infrastructure Services		0%	With the focus being on the delivery of the comprehensive Condition Assessments within FY2023/24, which is a key input for the renewal model and the Asset Management Plan FY2024/25, this has not yet been resourced. Once data is gathered in 2023/24, progress can be made on the Asset Management Systems (AMPs).
FA 1.4	Asset Management Capacity Building	Provide Asset Management accreditation to Asset Managers and development of Council's Asset Management Plans (AMPs) across asset classes.	Director Corporate Services		15%	The first group of 10 Asset Managers and Service Managers have completed the first tier of training in Asset Management with a further 7 staff scheduled for various courses throughout the remaining financial year. An Asset Management Plan (AMP) template has been finalised to assist with the delivery and quotes have been received for some of the AMP's being developed with the support of external resources.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing



2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 1: ASSET MANAGEMENT AND PROJECT MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 1.5	Stormwater Management Plan	Develop a Stormwater Management Strategy to provide guidance on the acceptable standard of infrastructure for the region.	Acting Director Capital Program and Network Planning		30%	The Stormwater Management Strategy has 3 crucial steps before the draft strategy is compiled for review. 1. The gathering of current built stormwater infrastructure data (AS-IS), including their current condition and performance. 2. The project identifies where the deficiencies exists in the current network and identifies priorities for improvement. 3. The outcome is a sustainable plan to manage our long-term investment in stormwater improvements. The outcome leads to better water quality in the environment, lessened flooding impacts, improved emergency management. Public facing Stormwater Strategy expected June 2024.
		Identify the capacity and quality issues across the network and detail an action plan with mitigation measures to be included into the Long-Term Financial Planning.	Acting Director Capital Program and Network Planning		30%	This is an outcome of the Stormwater Strategy with a public facing document expected June 2024.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing

2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 1: ASSET MANAGEMENT AND PROJECT MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 1.6	Road, Footpath and Curb Condition Assessments	Undertake condition assessment for road surface, flood ways, kerb and channel and carpark assets to inform renewal and maintenance planning.	Acting Director Infrastructure Services		25%	The project on track, with minor delays experienced in terms of resources available at the procurement stage and for the consolidation of various data sources (i.e. Geographical Information System (GIS), Asset Register) within the revaluation working group. The contract specifications have been established and extensively reviewed by Finance and GIS teams to ensure the expectations are communicated to these key stakeholders. The project contract has been awarded with expectations set to complete the project on or before the end of January 2024. GIS/Information Management Team has been made aware of the importance of this project with regard to managing corporate risk and meeting legislative requirements. GIS/Information Management understand the importance of these actions and will work with Asset Engineer to implement the related actions.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing



2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 1: ASSET MANAGEMENT AND PROJECT MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 1.7	Bridge Condition Assessment	Perform Level 2 inspection of bridges to condition rate existing structures, providing structural report on maintenance and renewal activities that need to be undertaken.	Acting Director Infrastructure Services		50%	The project scope has been adjusted to be delivered by internal staff rather than going through the tendering process. Customised assessment forms have been uploaded into the Reflect system for field assessment data storage. Level 1 field data collection in progress. Due to limited resources, the project team has initiated the assessment at Level 1. The decision to conduct a Level 2 inspection will be contingent upon the findings of the Level 1 assessment. The current inspection process will allow for the scope for inspections of each asset to be understood for future budgeting as specialist equipment is required in many locations. This will better inform the AMPs future inspection regimes.
FA 1.8	Marine Infrastructure Condition Assessment	Undertake asset condition assessment of all marine and coastal infrastructure to inform renewal and maintenance planning.	Acting Director Infrastructure Services		20%	The project remains on track, with delay experienced in terms of resources available at the procurement stage. The contract specifications have been established and reviewed by the working group. Tenders have been invited to progress the project.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing

2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 1: ASSET MANAGEMENT AND PROJECT MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 1.9	Water & Sewerage Condition Assessment	Condition assessment of all water & sewerage infrastructure to inform renewal and maintenance planning, along with asset valuation.	Acting Director Infrastructure Services		80%	Asset Technical Officers - Condition Assessments 100% complete Asset Valuation Control Document Preparation Stage 60% Asset Condition Rating External RFQ Civil, Electrical, Instrumentation and Controllers is out to market.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing



2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 2: CUSTOMER EXPERIENCE AND COMMUNITY ENGAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 2.1	Customer Request Management Improvements	Improve the current Customer Request Management process.	Director Community Services and Facilitation		40%	Hierarchy and category changes completed. Workshops and training delivered throughout the organisation. Workflows and automated messaging work completion Q3/Q4.
		Investigate Customer Request Management options for long term solution.	Director Community Services and Facilitation		20%	ERP has been signed off therefore work with project consultants on Customer Request Management module will commence following other working groups (Asset/Finance) completion.
FA 2.2	Implement Customer Service Strategy	Implement, communicate, and deliver Strategy year 1 objectives to Council and Community.	Director Community Services and Facilitation		25%	Draft Customer Request Strategy commenced. ETA - Implementation of Strategy 2024.
FA 2.3	Community Engagement Strategy	Update and consult on Community Engagement Strategy.	Communications and Marketing Manager		60%	Target is to have completed update ready to present back to Council for consideration at January 2024 meeting.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing

2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 3: CYBER SECURITY AND INFORMATION MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 3.1	Cyber Security Audit on Operational Technologies (OT)	Conduct a cyber security audit on all operational technologies across Council critical services infrastructure.	Director Corporate Services		0%	Given changes to the current security environment we are reassessing the value in undertaking any additional exercises. The risk of cyber-attack has been classed as low on current SCADA (Supervisory Control and Data Acquisition) type technologies within our current environment. Other aspects of cyber security improvements continue to be implemented to retain appropriate security.
		Review and implement priority recommendations from the Cyber Security Audit.	Director Corporate Services		95%	The recommended changes and improvements for Microsoft have been implemented; with additional security tools applied, and a managed cyber security service vendor selected with contract negotiations still to be finalised.
FA 3.2	ICT Network & Infrastructure as a Service analysis	Implement priority recommendations to ensure best value for service and lowest risk.	Director Corporate Services		100%	Recommended changes and improvements for Microsoft implemented.
		Review Council's current network and infrastructure environment and long-term strategic design.	Director Corporate Services		20%	Following market analysis, we have commenced implementing Software Defined Wide Area Network (SDWAN) technology to significantly improve network speed, redundancy and security. A further contract has been signed with Telstra and the project changes commenced in September 2023.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing



2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 3: CYBER SECURITY AND INFORMATION MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 3.3	Records Improvement Project	Enhance employee skills in good record keeping practices to meet the standards of the Public Records Act 2002.	Director Corporate Services		0%	Recent changes to the Privacy Act will impact the general disposal schedules for State Archives with these changes expected to be finalised into 2024. Training and change management will be finalised once changes are confirmed.
		Implement SharePoint and Records365 to consolidate all Council document locations, applying good governance.	Director Corporate Services		15%	In order to consolidate information management, some changes are required. With modern SharePoint file structures being setup for some areas of Council as a priority. This will be expanded across the operations of Council over the coming years. This improved functionality of SharePoint negates the need for Records 365 as a long term solution.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing

2023/24 Q1 OPERATIONAL PLAN REVIEW

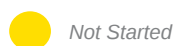
FOCUS AREA 4: 2024 LOCAL GOVERNMENT ELECTION

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 4.1	Ensure Efficient & Effective Council Quadrennial Elections and Councillor Onboarding	Coordination and implementation of the 2024 Queensland local government elections and Councillor Election induction and onboarding program.	Director Corporate Services		10%	Preparation is underway in developing the content for an induction and onboarding program in consultation with Local Government Association Queensland. The Caretaker Policy is under review. The induction and onboarding will commence following the Declaration of the Poll for 2024 Local Government Elections.

FOCUS AREA 5: FINANCIAL SUSTAINABILITY

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 5.1	Financial Sustainability Strategy	Finalise of Council's Financial Sustainability Strategy.	Director Corporate Services		20%	A preliminary draft Financial Sustainability Strategy has been drafted and is currently under review internally.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing



2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 5: FINANCIAL SUSTAINABILITY

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 5.2	Financial Sustainability Reporting	Develop a draft framework to enable data capture and a reporting mechanism to measure Council's Financial Sustainability and commence implementation of recommendations.	Director Corporate Services	●	0%	This is partly dependent on the draft Financial Sustainability Strategy that is currently in development and will be used to establish an effective reporting mechanism. Further work is also required to be undertaken to investigate the future requirements of Environmental/Social/Governance (ESG) Reporting across the Local Government sector.
FA 5.3	Review of Commercial Business Operations	Undertake a full review of priority Commercial Business Operations.	Director Corporate Services	●	15%	A draft framework has been developed identifying the activities required for each Commercial Business Operation. All teams are working collectively to ensure a consistent. As a starting point a high level review is currently being undertaken by the Director Commercial Businesses.
FA 5.4	Whitsunday Coast Airport Strategy	Develop a 5-year Strategy to set the strategic plan.	Director Commercial Businesses	●	15%	Whitsunday Coast Airport Master Planning is currently in progress. The 5 year strategy / strategic plan will be produced in line with Master planning and is set to be completed at end of Q4.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing

2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 6: INTEGRATED TRANSPORT PLANNING

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 6.1	Integrated Transport Strategy	Commence the development of a transport strategy that informs the needs of the network for all modes of transport catering for growth and function of the region.	Acting Director Capital Program and Network Planning		5%	Project planning for the Transport Strategy is in its early stages.

FOCUS AREA 7: PLANNING SCHEME AND MASTER PLANNING

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 7.1	Planning Scheme Amendments	Progress the next round of amendments to the Planning Scheme to address key priorities.	Director Regional Strategy and Planning		10%	Developing Project Plan and inclusions for next amendments . Draft list includes: Interim LGIP, Zoning Changes, Flood Mapping, Proserpine Master Plan, Housing Action Plan. Schedule under development.

STATUS

 Not Started

 Completed

 On Hold

 Progressing

 Not Progressing



2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 7: PLANNING SCHEME AND MASTER PLANNING

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 7.2	Masterplan Project	Complete Master Planning for Key Priorities.	Director Regional Strategy and Planning	●	10%	Confirming key priorities underway and new to commence .
FA 7.3	Prepare for growth	Complete Economic Population Study, Land Supply Analysis, Housing Needs Assessment.	Director Regional Strategy and Planning	●	40%	Working documents received. Review being undertaken with documents to be circulated to internal stakeholders. For consideration of Council in 2024.
FA 7.4	Local Government Infrastructure Plan	Complete public consultation for Local Government Infrastructure Plan.	Director Regional Strategy and Planning	●	20%	Changes to Local Government Infrastructure Plan to be further considered after consultation with State Agency..

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing

2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 8: WASTE MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 8.1	Waste Strategy	Continue the development of Council's Waste Strategy to link to Regional Waste Strategy.	Acting Director Infrastructure Services		90%	Draft Waste Management Strategy completed. Further stakeholder input required. Due to Regional Waste Strategy (WIM) critical linkage, the WRC waste strategy cannot be finalised until the regional strategy draft (WIM) is finalised. This will then allow the final draft to be presented to Council for consideration after March 2024. Therefore, the KFA completion is on hold (temporary) until regional waste strategy direction is confirmed.

STATUS

 Not Started

 Completed

 On Hold

 Progressing

 Not Progressing



2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 9: WORKFORCE AND SAFETY MANAGEMENT

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 9.1	Health Surveillance - exposure to hazards	Assess and validate current health surveillance requirements to ensure baseline monitoring of occupational hazards.	Manager Human Resources	Progressing	20%	Position has been established and filled to support the delivery of this work, currently defining the scope and agenda to enable implementation with a whole of council approach.
FA 9.2	Workplace Health & Safety Monitor System	Implementation of an online safety management system for improved incident reporting, data collection, information management and reporting.	Manager Human Resources	Progressing	15%	In the analysis phase with a focus on process and business mapping to ensure a comprehensive and contemporary safety management system that is easily accessible and user friendly.
FA 9.3	HRP Improvement Project	Extend functionality of the Human Resources (HRP) modules.	Manager Human Resources	Progressing	40%	Team established to implement the HRP modules within Techone, scope and program has been developed with the implementation in the initial phase.
FA 9.4	Certified Agreement	Finalisation and certification of new Certified Agreement.	Manager Human Resources	Progressing	35%	Preliminary discussions and meetings have commenced between Council, Employees and their relevant Unions.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing

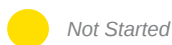


2023/24 Q1 OPERATIONAL PLAN REVIEW

FOCUS AREA 10: SHORT TERM ACCOMMODATION

Reference	Operational Initiative	Action Name	Authorising Officer Name	Status	Progress	Comments
FA 10.1	Short Term Accommodation Framework	Investigate future revenue streams strategies in alignment with Council resources and user pay principles.	Director Corporate Services		10%	A Strategy session was held with the Executive Leadership team and Councillors in September to identify what options were to be investigated further for implementation across future budgets. These investigations will reported to Council through upcoming budget preparation.
		Review of a Short-Term Accommodation Planning Guidelines.	Director Regional Strategy and Planning		50%	A workshop has been held with the Executive Leadership Team and Councillors.
		Undertake compliance in accordance with the operation of short-term accommodation.	Director Community Services and Facilitation		60%	Staff being on-boarded plus documentation finalised. Compliance commencement to begin to begin Q2.

STATUS



Not Started



Completed



On Hold



Progressing



Not Progressing



Connecting with Council

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To receive Council news and information, please follow our updates via the following platforms:

Website: www.whitsundayrc.qld.gov.au

Social Media: Instagram, Facebook, LinkedIn

Online Engagement Portal: Your Say Whitsunday

11.2 - 20230708 – Development Permit for Material Change Of Use – Short Term Accommodation – 16 Olden Court, Hydeaway Bay – Coral Sea & Co Property Pty Ltd C/-Wynne Planning & Development

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Ted Yong - Planner

AUTHORISING OFFICER: Neil McGaffin - Director Regional Strategy and Planning

PRESENTED FOR: Decision

ATTACHMENTS

1. Planning Assessment Report [**11.2.1** - 6 pages]
2. Conditions of Approval [**11.2.2** - 2 pages]
3. Zoning Plan and STA Approved by Council [**11.2.3** - 1 page]
4. 200m Radius from Submitter's House [**11.2.4** - 1 page]
5. Plans of Development [**11.2.5** - 7 pages]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the Development Application for Development Permit for Material Change of Use – Short Term Accommodation, made by Coral Sea & Co Property Pty Ltd on L: 278 RP: 746320 T: N1364/92 and located at 16 Olden Court, Hydeaway Bay, subject to the conditions outlined in Attachment 2.

BACKGROUND

The application was not lodged following any compliance action from Council.

APPLICATION SUMMARY

The proposal is for the Short-Term Accommodation of an existing two-storey dwelling house that contains three bedrooms on the ground level and one bedroom on the first floor. Two parking spaces are provided in the carport/garage. Additional vehicle parking space is available onsite for two extra cars and room for a small boat/jetski. The dwelling is connected to approved effluent disposal system for 4-bedrooms.

No physical changes to the existing dwelling are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape. Stringent conditions of approval are imposed to address the potential undesirable amenity impacts.

The following documents have been supplied in support of the proposal:

- Site plan & floor plan;
- Property management plan;
- Code of Conduct;
- Fire and emergency plan;
- Statutory declaration to confirm that the premises will not be operated or used as a Party House.

Four submissions were received during the public notification period from adjoining and nearby landowners. The submission raises concern primarily with potential amenity impacts,

specifically car parking and noise nuisance. A detailed assessment of the submissions and assessment benchmarks is provided in Attachment 11.2.1.

The development is supported by the Strategic Intent for the Whitsunday Region which contemplates providing limited accommodation activities within the settlement of Hydeaway Bay. The proposal complies with the Planning Scheme and is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions which include compliance with a property management plan and limiting the use of the premises to a maximum of eight persons (2 per bedroom).

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

The application fee has been paid in full. The development does not attract an infrastructure charge.

CONSULTATION

Manager Development Assessment

Technical Officer Engineer Assessment

Team Leader Plumbing Services

RISK ASSESSMENT

The decision may be appealed in the Planning & Environment Court of Queensland.

TIMINGS/DEADLINES

A decision is required by 30 November 2023.

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:	Development Application for Development Permit for Material Change of Use – Short Term Accommodation
Landowner	Coral Sea & Co Property Pty Ltd
Property Address:	16 Olden Court HYDEAWAY BAY
Property Description:	L: 278 RP: 746320 T: N1364/92
Area of Site:	1133m ²
Planning Scheme Zone:	Low density residential zone
Level of assessment	Impact Assessable
Overlays:	Bushfire Hazard
Existing Use:	Dwelling House
Existing Approvals:	None
Public Notification:	14 September 2023 / 9 October 2023
Submissions received:	Four
State referrals:	None
Infrastructure charges:	None

2. Site Details

2.1. Location

The property is located at 16 Olden Court, Hydeaway Bay.

2.2. Zoning

The land is zoned Low Density Residential under the *Whitsunday Regional Council Planning Scheme 2017 (V3.9)*.

2.3. Site description

The site has been developed as a residential premise.

2.4. Access

The driveway is sealed and accessed via Olden Court.

2.5. Surrounding uses

Surrounding uses include dwelling houses and vacant land for residential purposes.

3. Proposal Details

The proposal is for Short Term Accommodation of an existing two-storey dwelling house that contains three bedrooms on the ground level and one bedroom on the first floor.

Carparking is provided in the carport/garage for two vehicles. Additional vehicle parking is available onsite with room for a small boat/jet ski.

The dwelling is connected to approved effluent disposal system for 4-bedrooms.

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.

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 2).

4.1. State Assessment and Referral Agency (SARA)

The application was not referable.

4.2. State Planning Policy – July 2017

The State Planning Policy (SPP) includes interim development assessment requirements to ensure that State interests are appropriately considered by local government when assessing development applications where the local government Planning Scheme has not yet appropriately integrated all of the State's interests in the SPP. As the most recent SPP (July 2017) has not been reflected in the Whitsunday Regional Council Planning Scheme, Part B of the SPP confirms that it applies to the assessment of the development application. The proposal does not conflict with the SPP and particularly strengthens the State's interest in Planning for economic growth in supporting the nature-based tourism attractions in the Whitsunday region.

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 Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs in the Planning Scheme area for the life of the Planning Scheme.

4.4.2. Strategic Intent

The Planning Scheme sets the policy direction to ensure that to 2036 and beyond, the Whitsundays is a prosperous, liveable, and sustainable region which will be achieved through the integration of the unique attributes and competitive advantages of each township. The region's townships and communities have a

strong and proud social identity. The promotion and protection of the region's environmental values is significant to the expressed identities, including the unique scenic values, which consist of key urban gateways, views, and vistas.

The proposal is supported by the Strategic Intent of the Whitsunday region which contemplates providing limited accommodation activities in Hydeaway Bay.

4.4.3. Overlay Codes

4.4.3.1. Bushfire Hazard

No new structures proposed, therefore the requirements of the code are not applicable to the proposal.

4.4.4. Zone Code

4.4.4.1. Low Density Residential Zone Code

The proposal complies with the zone code. The purpose and overall outcomes of the zone provide for other accommodation activities, in this case short-term accommodation, being established within the zone where compatible with the prevailing residential character and amenity of the zone.

No physical changes to the existing dwelling are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape. To address the potential for the development to cause undesirable amenity impacts stringent conditions of approval have been imposed. Importantly, the approved use shall not be run as a party-house and strict noise and operating conditions have been imposed which are monitored by a property manager 24/7.

4.4.5. Development Codes

4.4.5.1. Multi-unit Uses Code

No additions or changes to the built form of the dwelling house are required to support the development.

4.4.5.2. Infrastructure Code

No additional infrastructure is required to support the development. The existing onsite effluent disposal system is sufficient to meet the demands of the use.

4.4.5.3. Landscaping Code

No additional landscaping is required to support the development. Sufficient landscaping placements exist within the premises.

4.4.5.4. Transport and Parking Code

The proposal triggers the requirement for two parking spaces. There is a carport/garage which provides three car parking spaces, meeting the requirements of the code. Additional space is available for further vehicles in the driveway for two cars and a small boat/jet ski. A condition of approval has been imposed requiring a minimum of two car parking spaces to be made available onsite. The proposal is not considered to add additional vehicle movements to Olden Court from those already generated as a dwelling house.

4.4.5.5. 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;
- Two dedicated on-site car parking spaces provided, and additional space is available for further vehicles in the driveway in front of the house.

5. Public Submissions

The development application was placed on public notification between 14 September 2023 and 9 October 2023 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 10 October 2023. Four submissions were received during this period of Public Notification.

Submissions have been received and summarised in the below table:

Issue	Comment/Condition Number
1. Parking availability	Submissions have raised that due to the location of the property being on a cul-de-sac and its driveway being on a slope, there are concerns about on-site parking availability for cars connected to boat, trailer, jet ski and caravan. A submission by adjoining property advises that the driveway design results in parking spaces close to their dwelling. Vehicle parking in the concrete apron is not considered to be an unreasonable expectation. The property has a large driveway that can accommodate more than two vehicles. The development is conditioned so that parking spaces are provided entirely on the site. The property manager will ensure vehicles are parked on-site, adhering to the Code of Conduct. A property manager is available to answer phone calls 24/7 and respond to any complaints immediately.
2. Privacy concerns	A submission by adjoining property advises of balcony facing their bedrooms and front yard immediately next to their property boundary.

	The onlooking from the balcony is the result of the premises being a two-storey structure. The change from long term occupants to short term occupants using the balcony is not a matter which the application should be refused upon. However, if any anti-social behaviour does occur, the property manager must be available to address the concern. The front yard facing the rear of the adjoining property is provided with vegetation to provide screening.
3. Noise and disruption concerns	Submitters have raised a concern about potential noise and disruption which will be generated by the proposed use for 8 guests. Conditions require a property manager to explain the Code of Conduct and applicable rules. A property manager must attend to any complaint about anti-social behaviour and excessive noise within 20 minutes. Conditions also require reduce/cease noise from the premises after 9pm. No complaints regarding disruptive behaviour from the premise have been received prior to lodgement of the application.
4. Number of STA Properties in Hydeaway Bay	A submission has raised concern regarding the number of STA premises within 200m of the submitters' house, which has caused disruptions to their residential amenity. The submitter lives in Roseric Crescent. The submitter is located more than 200m to the North of the proposal. There are 8 STAs within the 200m vicinity of the submitters' house whereby 5 STAs are approved by Council and 3 STAs are currently under assessment. Within Roseric Crescent itself there is 1 operating STA's which is not considered to be a saturation (Attachment 4).

5. Security concerns from increased number of tourists	A submission has raised concern that due to the number of additional STA premises in Hydeaway Bay, during peak season there is an increase in tourists to the area which may have caused additional security issues in the area. Any criminal activity must be directed to the Queensland Police Service. There is no evidence that holiday makers lead to an increase in law infringements.
6. Increasing unapproved land use for short term rental	A submission has raised a concern that the continued use of Hydeaway Bay as a tourist accommodation venue is promoting and encouraging unapproved use of vacant land for short term rental like hip camp. Any unlawful land use will be subject to compliance action accordingly.
7. Property Manager availability	A submission raised a concern about the availability of property manager after 10pm on a weekend. Conditions require property manager to monitor the property and must be within 20 minutes from the site to react to any complaints received.
8. STA signage not displayed	A submission has informed that not all STAs in Hydeaway Bay display the Property Managers contact details. Any non-compliances will be followed up to seek compliance.

6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

There are no infrastructure charges applicable.

1. 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
Holiday Home - Code of Conduct	Applicant
Holiday Home - Property Management Plan	Applicant
Holiday Home - Fire and Emergency Plan	Applicant

- 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 release of the survey plan or the commencement of the use, whichever is the sooner.
- 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 sealing the survey plan or commencement of the use, whichever is the sooner.

2. BUILDING

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

3. ACCESS AND PARKING

- 3.1 A minimum of two (2) car parking spaces must be maintained 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.

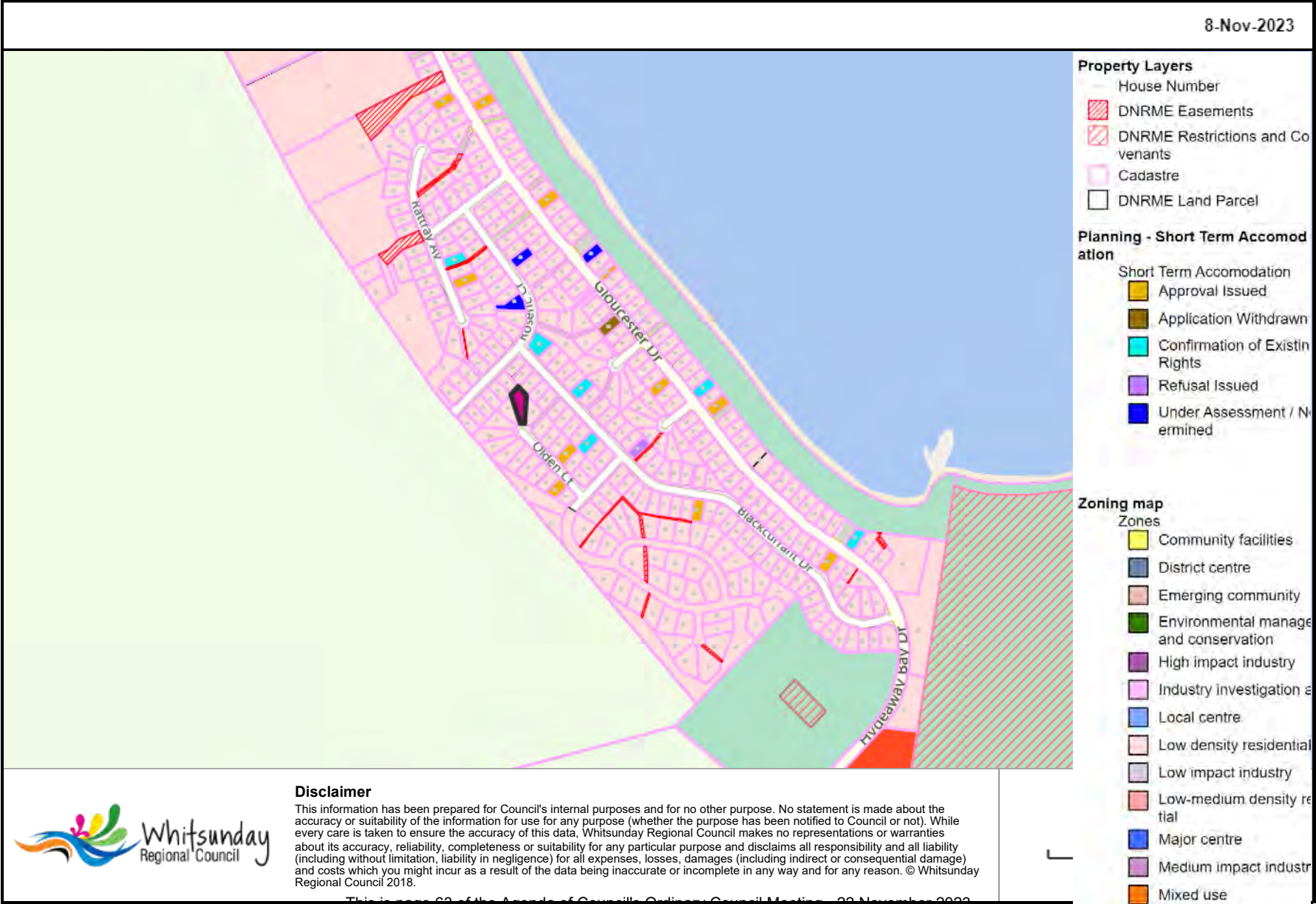
4. OPERATING PROCEDURES

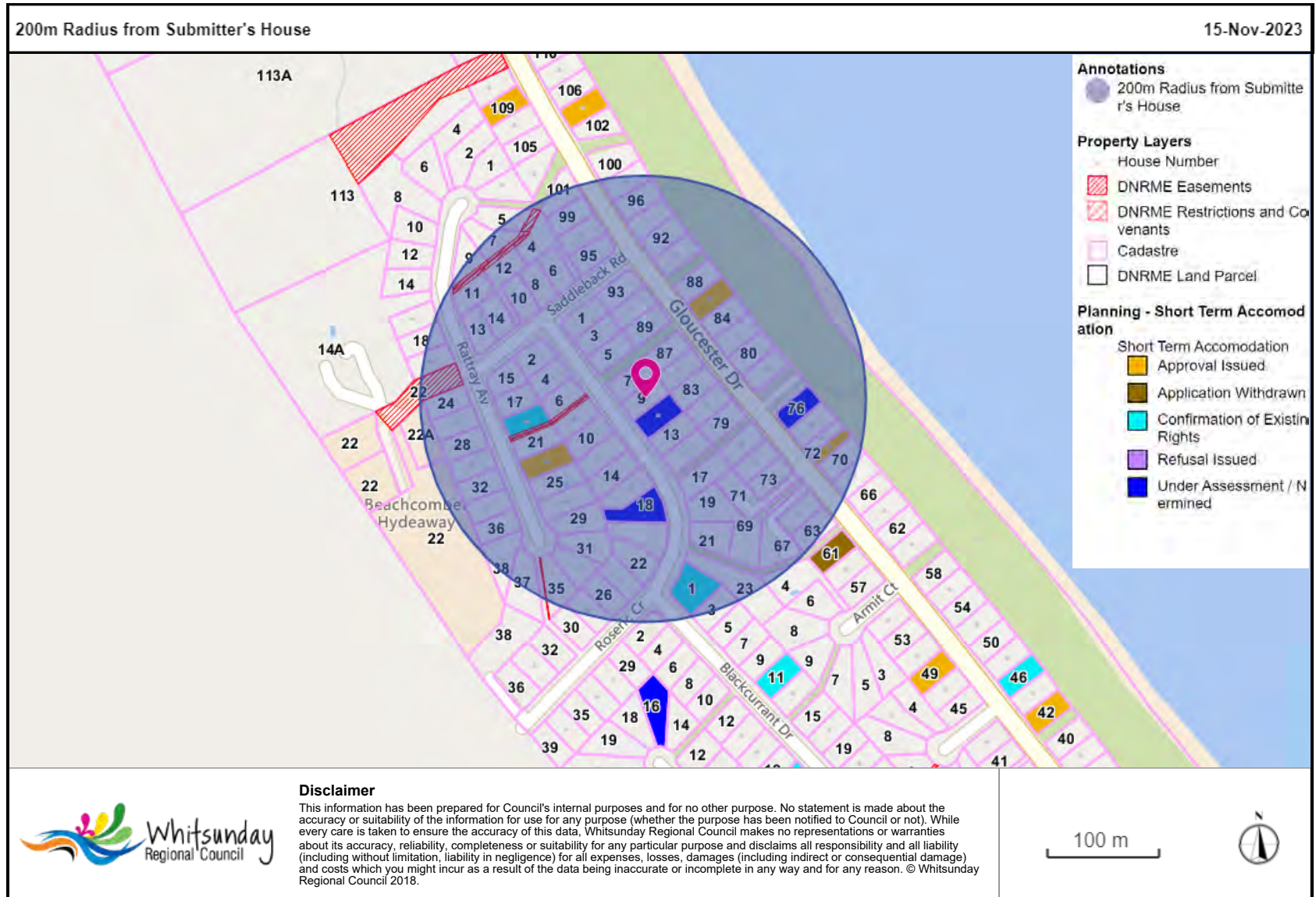
- 4.1 Prior to commencement of the use, the applicant must advise Council of the name and contact details of the appointed local property manager who will manage the operations of the development.
- 4.2 The nominated property manager must sign and provide to Council, a Statutory Declaration affirming 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 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. 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.





HOLIDAY HOME - PROPERTY MANAGEMENT PLAN

PROPERTY ADDRESS: 16 Olden Court, Hydeaway Bay

PROPERTY MANAGER DETAILS:

Name: Greg Gilbert
Address: 13 De Boni Road, Gregory River
Telephone Number: 0410 611 228
Email: greg.gilbert@jameshomeservices.com.au

The nominated Property Manager will:

*Have day-to-day management of the holiday home;
Specifically respond to complaints pertaining to guest behavior made by neighbours immediately.*

DETAILS OF RESERVATIONS ARRANGEMENTS :

Internet: All major booking portals including, Stayz/HomeAway, Trip Advisor, Airbnb, Expedia, Booking.com, Wotif websites.

DUTIES OF PROPERTY MANAGER

Supply, readily visible in the kitchen or living area of the home, the Terms & Conditions, Code of Conduct, Body Corporate By Laws (if applicable) the Property Management Plan, the Fire and Emergency Plan & Guest Compendium.

Liaise with guests for the occupancy and vacation of the premises;

Ensure the correct maximum number of people are staying overnight in accordance with planning approval conditions.

Ensure guests are aware of the Code of Conduct, Terms & Conditions, House Rules, Body Corp By Laws.

Ensure guests are aware of the Fire and Emergency Plan;

Ensure the premises are clean and maintained to a high standard;

Ensure bed linen is clean and replaced upon tenant vacation; and

Ensure rubbish and recycling bins are put out and collected as required.

16 Olden Court, Hydeaway Bay QLD 4802

HOLIDAY HOME - CODE OF CONDUCT

PROPERTY ADDRESS: 16 Olden Court, Hydeaway Bay

The following Code of Conduct governs tenant behavior and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

NOISE AND NUISANCE: The guests agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

SMOKING: No smoking is permitted within the dwelling house at any time.

VEHICLE PARKING: The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

COUNCIL REGULATIONS: The tenants agree to all Council regulations, including noise and fire limitations.

PREMISE CONDITION AND CLEANLINESS: The guests agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Guests are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the guests stay will be paid for by the guests.

FIRES: The guests agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Guests can dispose of rubbish at the dump station which is free and located on the road to Dingo Beach.

WASTEWATER SYSTEM: The house is connected to a septic tank – please do not flush wipes or sanitary items down the toilet or use bleach products as the septic system will not cope with these items.

KEYS: At the end of the agreed tenancy, guests agree to lock the premise, close all windows and return the keys to the Property Manager or secured into the lockbox provided. Any lost or damaged keys will be replaced at the guests expense. Check in time is anytime after 2pm. Check out time is 10am. Please leave beds you have used unmade, wash the dishes and take the rubbish outside to the wheely bins near the shed.

TERMINATION OF ACCOMMODATION: If guests are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion. No refunds will be made.

HOLIDAY HOME - FIRE AND EMERGENCY PLAN

PROPERTY ADDRESS: 16 Olden Court, Hydeaway Bay

EMERGENCY CONTACT DETAILS

FOR ALL EMERGENCIES DIAL 000

Property Manager: Rachel Drover

Whitsunday Police: 4948 8888

Whitsunday Regional Council: 4945 0200

Proserpine Hospital: 4813 9400

DIASTER MANAGEMENT INFORMATION

DISASTER MANAGEMENT

The Whitsunday Disaster Coordination Centre number is **1300 972 006**.

This number is only operational when the Centre has been officially opened by the Whitsunday Disaster Management Group. Whitsunday Regional Council will advise the public when this has occurred.

For the most up to date information in a disaster event 'Like' the [Whitsunday Disaster and Emergency Information Facebook page](#)

Other important disaster information can be found by navigating the left hand menu on Council's webpage at <https://www.whitsunday.qld.gov.au/140/Disaster-Management>.

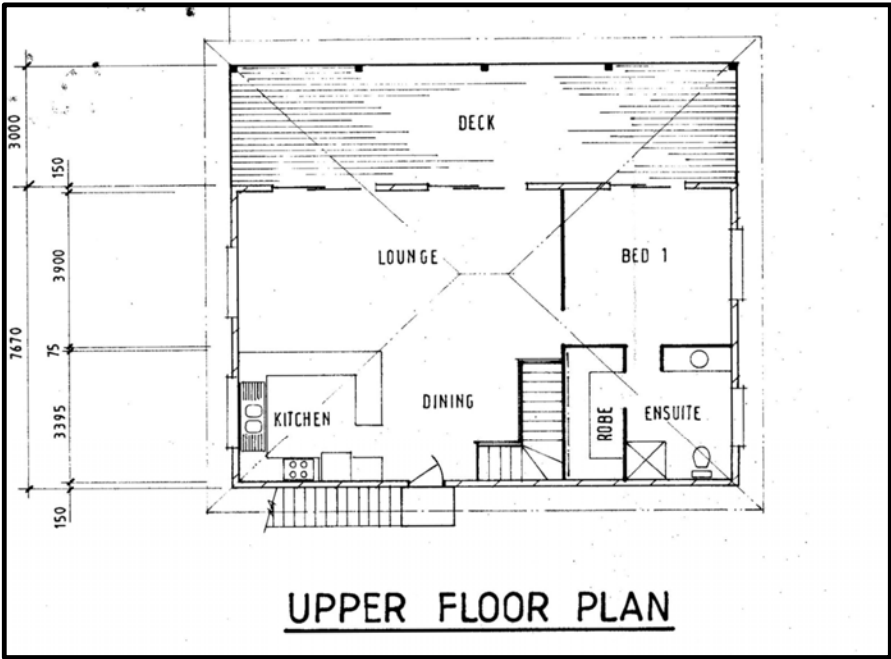
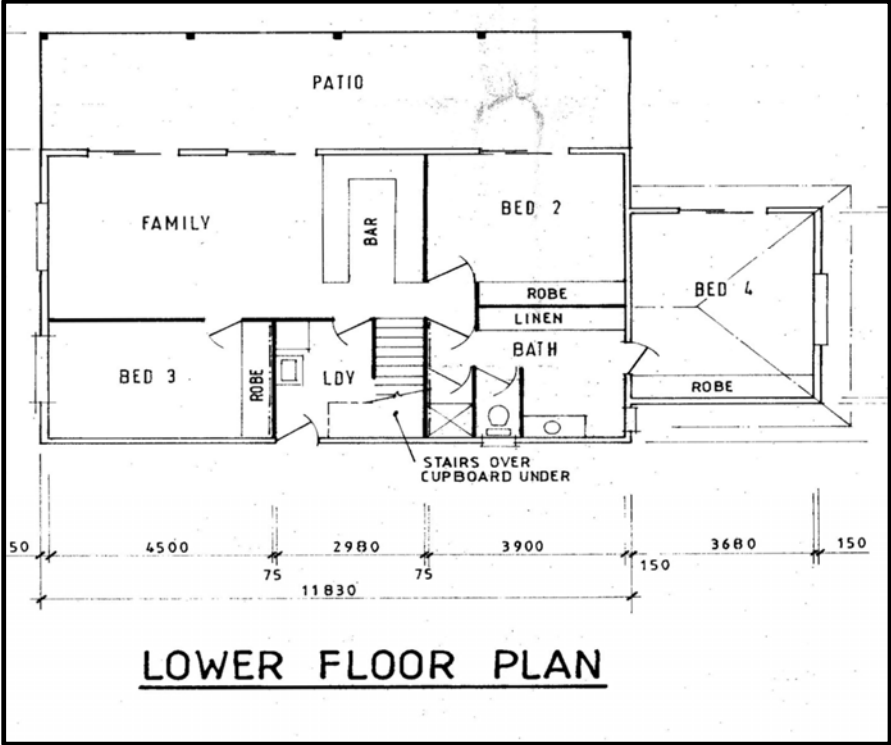
16 Olden Court, Hydeaway Bay QLD 4802

HOLIDAY HOME – SITE PLAN



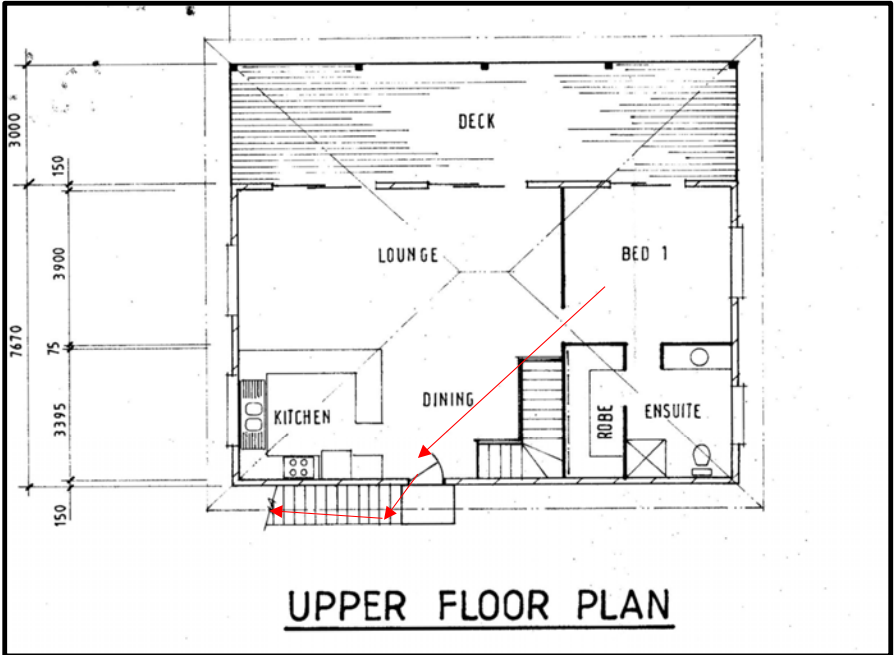
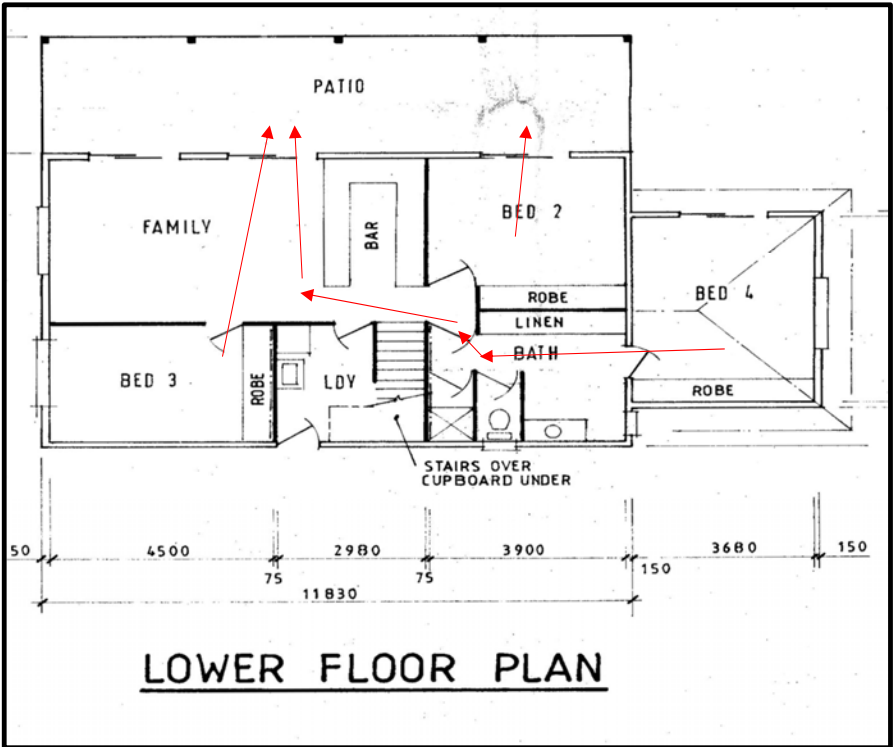
16 Olden Court, Hydeaway Bay QLD 4802

HOLIDAY HOME – FLOOR PLAN



16 Olden Court, Hydeaway Bay QLD 4802

HOLIDAY HOME – FIRE EVACUATION PLAN



16 Olden Court, Hydeaway Bay QLD 4802

In the event of a fire, please assemble near the front of the property and take directions from emergency services.

16 Olden Court, Hydeaway Bay QLD 4802

11.3 - 20230547 - Development Permit for Material Change of Use for Short-Term Accommodation - 11 Roseric Crescent, Hydeaway Bay - 207RP747094 - RM & M Marjanovic C/- Wynne Planning &

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: James McEvoy-Bowe - Senior Planner

AUTHORISING OFFICER: Neil McGaffin - Director Regional Strategy and Planning

PRESENTED FOR: Decision

ATTACHMENTS

1. Planning Assessment Report [**11.3.1** - 5 pages]
2. Conditions of Approval [**11.3.2** - 2 pages]
3. Locality Plan & Short-term Accommodation Map - Hydeaway Bay [**11.3.3** - 1 page]
4. Proposal Plans [**11.3.4** - 6 pages]
5. 300m Radius from Submitter Dwelling [**11.3.5** - 1 page]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the Development Application for Development Permit for Material Change of Use for Short-Term Accommodation, made by RM & M Marjanovic C/- Wynne Planning & Development, on L: 207 on RP:747094 and located at 11 Roseric Crescent, Hydeaway Bay, subject to the conditions outlined in Attachment 2.

BACKGROUND

The application has not been received because of compliance actions. No complaints are recorded against the premises.

APPLICATION SUMMARY

The proposal is for the Short-term Accommodation of an existing two-storey dwelling house that contains two bedrooms on the ground level and one on the first floor. Carparking is provided in a single carport with an additional two spaces available in the driveway.

A review of Council's record keeping system has identified that the dwelling's approved effluent disposal system is sized for three bedrooms and the application seeks approval for the use of three bedrooms for Short-term Accommodation.

Two (2) submissions were received during the Public Notification Period, both from directly adjoining landowners. The submitters primary concerns were the increasing number of Short-term Accommodation premises in Hydeaway Bay, noise impacts, privacy, security and potential impacts to long-term accommodation supply.

The Liveable Communities and Housing theme of the Strategic Intent and the Low Density Residential Zone Code allows for limited accommodation activities within the Hydeaway Bay township provided they are compatible with the prevailing residential character and amenity of the area. The proposal for Short-term Accommodation does not propose any external changes to the dwelling ensuring a consistent residential character and conditions of approval will ensure that surrounding residential amenity is protected.

The applicant has provided all documentation demonstrating compliance with the Short-term Accommodation Guideline, being a Code of Conduct, Property Management Plan, a Statutory Declaration advising the house will not be used as a 'Party House' and Fire and Evacuation Plan for the proposed use. A detailed assessment of the submissions and assessment benchmarks is provided in Attachment 11.3.1.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016
Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

The application fee has been paid. No infrastructure charges are applicable in accordance with the Infrastructure Charges Resolution (No. 1) 2023.

CONSULTATION

Manager Development Assessment
Technical Officer Engineering Assessment
Civil Engineer (Network Planning)

RISK ASSESSMENT

The decision may be appealed in the Planning & Environment Court of Queensland.

TIMINGS/DEADLINES

A decision is required by 30 November 2023.

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:	Development Permit for Material Change of Use - Short Term Accommodation
Landowner	M Marjanovic & R M Marjanovic
Property Address:	11 Roseric Crescent Hydeaway Bay
Property Description:	L: 207 RP: 747094 T: N1390/191
Area of Site:	844m2
Planning Scheme Zone:	Low Density Residential Zone
Level of assessment	Impact Assessable
Overlays:	Acid Sulfate Soils
Existing Use:	Dwelling House
Existing Approvals:	Nil
Public Notification:	31 August 2023 / 21 September 2023
Submissions received:	Two (2)
State referrals:	Nil
Infrastructure charges:	Nil

2. Site Details

2.1. Location

The property is located at 11 Roseric Crescent, Hydeaway Bay.

2.2. Zoning

The land is zoned Low Density Residential under the *Whitsunday Regional Council Planning Scheme 2017 (v3.9)*.

2.3. Site description

The site has been developed as a house and includes a driveway leading to a single carport.

2.4. Access

Access to the premises is achieved via a fully sealed concrete driveway to Roseric Crescent.

2.5. Surrounding uses

Surrounding uses are residential characterised by single detached dwellings.

3. Proposal Details

The proposal is for Short-term Accommodation of an existing two-storey dwelling house that contains two bedrooms on the ground level and one on the first floor. Carparking is provided in the single carport and an additional space is available in tandem.

A review of Council's record keeping system has identified that the dwelling's approved effluent disposal system is sized for 3-bedrooms.

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.

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 2).

4.1. State Assessment and Referral Agency (SARA)

The Application was not referable.

4.2. State Planning Policy – July 2017

The State Planning Policy (SPP) includes interim development assessment requirements to ensure that State interests are appropriately considered by local government when assessing development applications where the local government Planning Scheme has not yet appropriately integrated all of the State's interests in the SPP. As the most recent SPP (July 2017) has not been reflected in the Whitsunday Regional Council Planning Scheme, Part B of the SPP confirms that it applies to the assessment of the development application. The proposal does not conflict with the SPP.

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

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

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs in the Planning Scheme area for the life of the Planning Scheme.

4.4.2. Strategic Intent

The Planning Scheme sets the policy direction to ensure that to 2036 and beyond, the Whitsundays is a prosperous, liveable and sustainable region which will be achieved through the integration of the unique attributes and competitive advantages of each township. The region's townships and communities have a strong and proud social identity. The promotion and protection of the region's environmental values is significant to the expressed identities, including the unique scenic values, which consist of key urban gateways, views and vistas.

The Liveable Communities and Housing theme of the Strategic Intent and the Low Density Residential Zone Code allows for limited accommodation activities within the Hydeaway Bay township provided they are compatible with the prevailing residential character and amenity of the area. The proposal for Short-term Accommodation does not propose any external changes to the dwelling ensuring a consistent residential character and conditions of approval will ensure that surrounding residential amenity is protected.

4.4.3. Overlay Codes

Acid Sulfate Soils Overlay Code

There are no site works required, therefore the requirements of the code are not applicable to the proposal.

4.4.4. Low Density Zone Code

The purpose and overall outcomes of the zone provide for other accommodation activities, in this case short-term accommodation, being established within the zone where compatible with the prevailing residential character and amenity of the zone. No physical changes to the existing dwelling are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape. Therefore, it is considered that the proposal complies with the Low Density Residential Zone Code.

To address the potential for the development to cause undesirable amenity impacts stringent conditions of approval have been imposed. Importantly, the approved use shall not be run as a party-house and strict noise and operating conditions have been imposed which are monitored by a managing agent 24/7.

4.4.5. Development Codes

Multi-unit uses code

No additions or changes to the built form of the dwelling house are required to support the development.

Infrastructure code

No additional infrastructure is required to support the development. The approved effluent disposal system is sized for a three-bedroom dwelling which aligns with the number of rooms being applied to be short-term let. The dwelling contains 3 large water tanks for water supply.

Landscaping code

No additional landscaping is required to support the development. Sufficient landscaping placements exist within the premises.

Transport and parking code

The dwelling contains a single covered carport and space for two additional parking spaces in tandem within the boundary of the premises. A condition of approval has been imposed requiring a minimum of two car parking spaces to be made available onsite at all times. The proposal is not considered to add additional vehicle movements to Roseric Crescent from those already generated as a dwelling house.

Short-term Accommodation Guideline

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

5. Public Submissions

The development application was placed on public notification between 29 August 2023 and 21 September 2023 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 25 September 2023. Two submissions were received during this period of Public Notification.

Submissions have been received and summarised in the below table:

Issue	Comment/Condition Number
1. Number of STA Properties in Hydeaway Bay	A submission has raised concern regarding the number of STA premises within 300m of the submitters house, which has caused disruptions to their residential amenity. The submission advises that there are 11 STA premises within 300m of their dwelling. The submitter is an adjoining landowner to the site. Within 300m of the submitters residence there are 8 approved (development approval/existing use rights) STA premises and 4 currently under assessment, see Attachment 5. It is acknowledged that there is a concentration of STA premises within Hydeaway Bay, which can be seen on Attachment 4. There are only three proposed and existing STA sites on Roseric Crescent itself. The current numbers of STA do not constitute predominance of the use.
2. Privacy Concerns from elevated dwelling	Submitters have raised concern regarding privacy issues due to being downslope of the site. Conditions of approval will address amenity concerns regarding noise. If anti-social behaviour with onlooking is occurring, the property manager must be available to address the concern.
3. Noise from Maintenance of the premises	A submission has raised concern with the infrequency of garden maintenance which leads to large 2-3 day garden maintenance jobs prior to being let, which impacts the ability of the submitter to conduct their home-based business. Council's Local Law Department is to be notified once a property becomes overgrown. Should the premises not be overgrown, the infrequency of yard maintenance is a matter for the landowner.
4. Security concerns from increased number of tourists	A submission has raised concern that due to the number of additional STA premises in Hydeaway Bay, during peak season there is an increase in tourists to the area which may have caused additional security issues in the area.

	Any criminal activity must be directed to the Queensland Police Service. There is no evidence that holiday makers lead to an increase in property theft.
5. Noise generated from elevated dwelling with deck	Submissions have raised that the house is elevated and has a large rear deck that has the potential to cause a lot of noise which can reach many dwellings due to the site's elevated nature. A property manager is appointed to manage the property in accordance with the approved Property Management Plan. A property manager must monitor the property and must be within 20 minutes from the site to react to any complaints received. A property management sign will be located on the front gate of the site to ensure the community is able to contact the property manager for the issue to be resolved. Development conditions are also included to reduce/cease noise from the premises after 9pm.
6. Impacts to long-term accommodation supply	A submission has raised concerns regarding the increased number of STA premises may be impacting long-term rental supply. While the current housing pressures are well documented, there is no evidence that refusing STA will result in the properties reverting to the long-term rental pool.

6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

There are no infrastructure charges applicable in accordance with the Infrastructure Charges Resolution (No. 1) 2023.

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
Site Plan	Wynne Planning & Development
Floor Plans	Wynne Planning & Development
Property Management Plan	Applicant
Code of Conduct	Applicant
Fire & Evacuation Plan	Applicant

- 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 two (2) 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

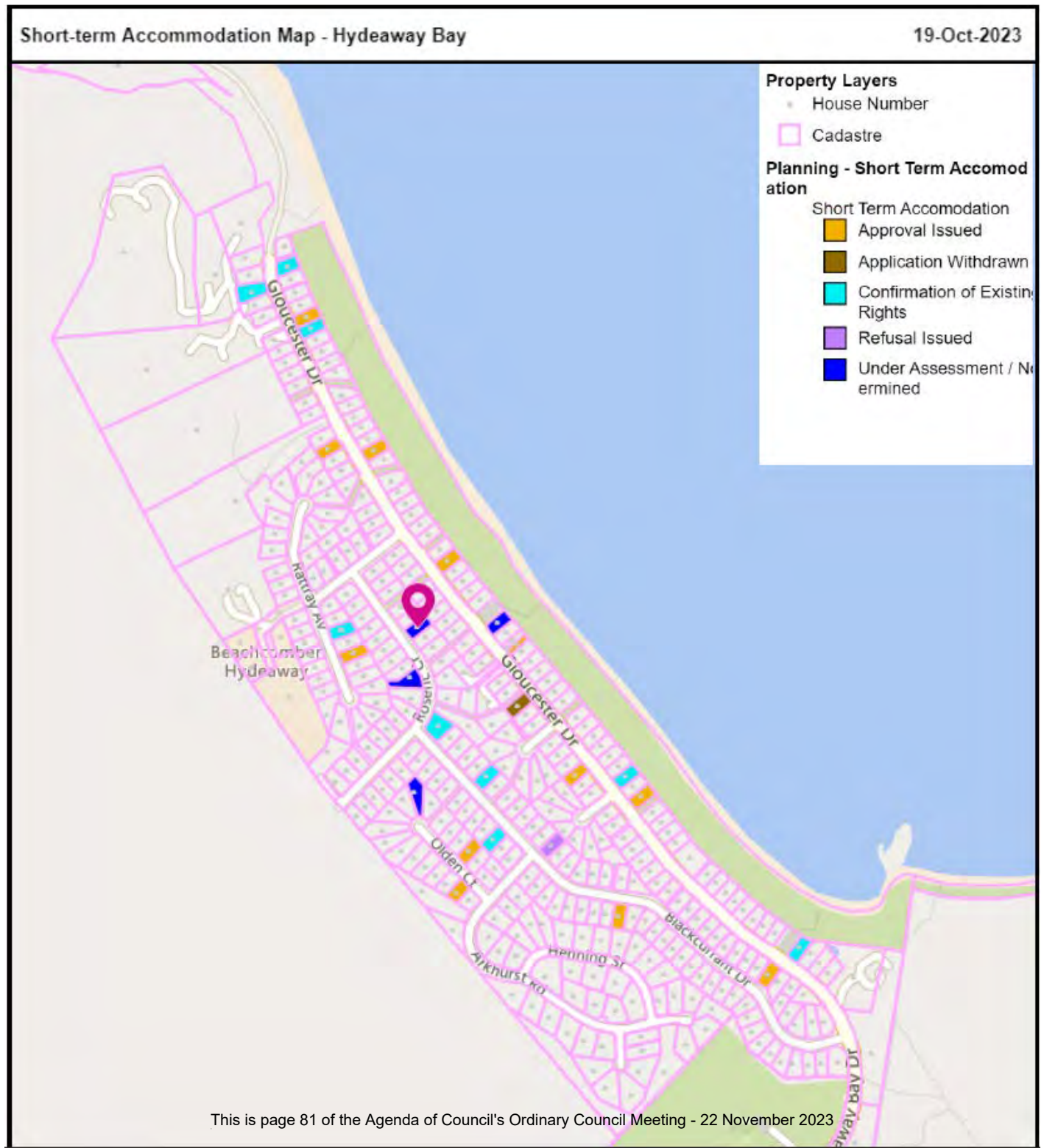
- 4.1 Prior to commencement of the use, the applicant must advise Council of the name and contact details of the appointed local property manager who will manage the operations of the development.
- 4.2 The nominated property manager must sign and provide to Council, a Statutory Declaration affirming 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 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 six (6) overnight guests 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.



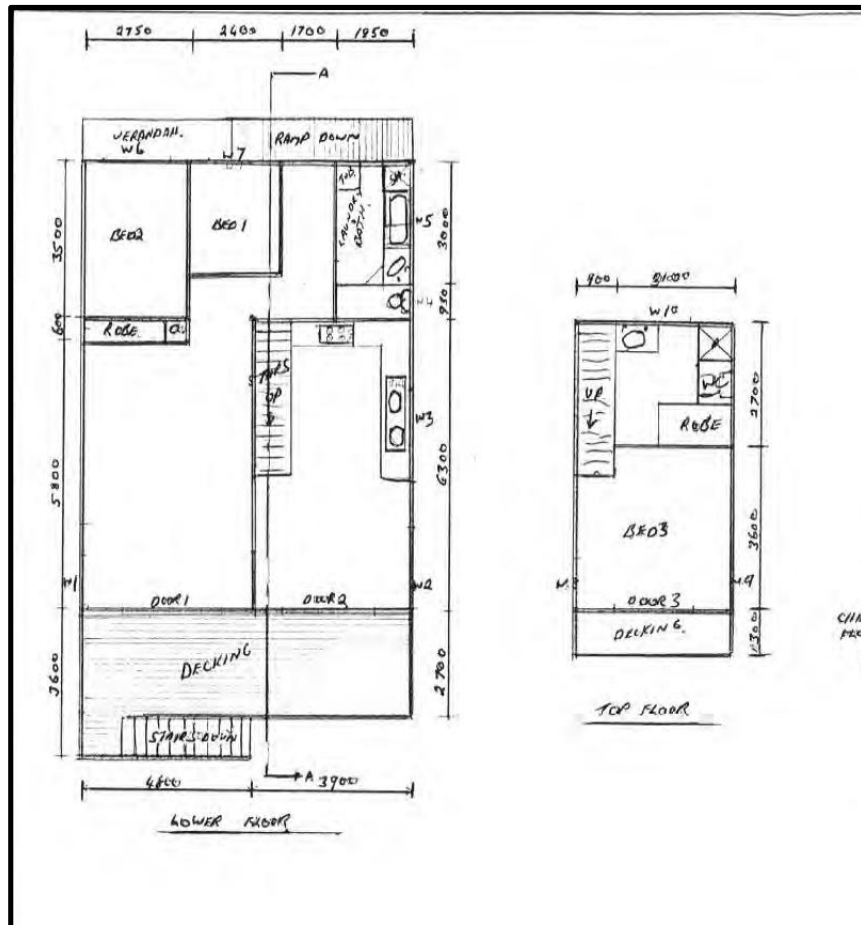
HOLIDAY HOME – SITE PLAN

PROPERTY ADDRESS: 11 Roseric Crescent, HYDEAWAY BAY



HOLIDAY HOME - BUILDING FLOOR PLAN

PROPERTY ADDRESS: 11 Roseric Crescent, HYDEAWAY BAY



HOLIDAY HOME - PROPERTY MANAGEMENT PLAN

PROPERTY ADDRESS: 11 Roseric Crescent, HYDEAWAY BAY

PROPERTY MANAGER DETAILS:

Name: Robyn Gorlick

Address: 124 Gloucester Avenue, Hydeaway Bay

Telephone Number: 0439 782 818

Email: hydeawaybayholidays@gmail.com

The nominated Property Manager will:

- *Have day-to-day management of the holiday home;*
- *Specifically respond to complaints pertaining to guest behavior made before 1am, within a two hour timeframe;*
- *In relation to any other complaints, respond within a reasonable timeframe but within 24 hours;*

DETAILS OF RESERVATIONS ARRANGEMENTS (please tick all applicable):

Internet (please specify) Email and B&B Applications

Property Manger: Robyn Gorlick 0439782818 hydeawaybayholidays@gmail.com

DUTIES OF PROPERTY MANAGER

- *Supply, readily visible in the kitchen or living area of the home, the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan;*
- *Liaise with tenants for the occupancy and vacation of the premises;*
- *Ensure the correct maximum number of people are staying overnight in accordance with planning approval conditions;*
- *Ensure guests are aware of the Code of Conduct;*
- *Ensure guests are aware of the Fire and Emergency Plan;*
- *Ensure the premises are clean and maintained to a high standard;*
- *Ensure bed linen is clean and replaced upon tenant vacation; and*
- *Ensure rubbish and recycling bins are put out and collected as required.*
- *Maintain a record keeping procedure for details of each booking (guests contact names etc), copy of signed acceptance of the terms and conditions (Code of Conduct); and details of any complaints received, time, date and nature of complaint and actions taken. These documents are to be available for Council inspection as required.*

HOLIDAY HOME - CODE OF CONDUCT

PROPERTY ADDRESS: 11 Roseric Crescent, HYDEAWAY BAY

The following Code of Conduct governs tenant behavior and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

NOISE AND NUISANCE: The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

VEHICLE PARKING: The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

COUNCIL REGULATIONS: The tenants agree to all Council regulations, including noise and fire limitations.

PREMISE CONDITION AND CLEANLINESS: The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the tenants stay will be paid for by the tenants.

FIRES: The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where their stay coincides with collection days.

KEYS: At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the tenant's expense.

TERMINATION OF ACCOMMODATION: If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion. No refunds will be made.

HOLIDAY HOME - FIRE AND EMERGENCY PLAN

PROPERTY ADDRESS: 11 Roseric Crescent, HYDEAWAY BAY

EMERGENCY CONTACT DETAILS

FOR ALL EMERGENCIES DIAL 000

Property Manager: 0439 782 818

Whitsunday Police: 4948 8888

Whitsunday Regional Council: 4945 0200

Proserpine Hospital: 4813 9400

DISASTER MANAGEMENT INFORMATION

DISASTER MANAGEMENT

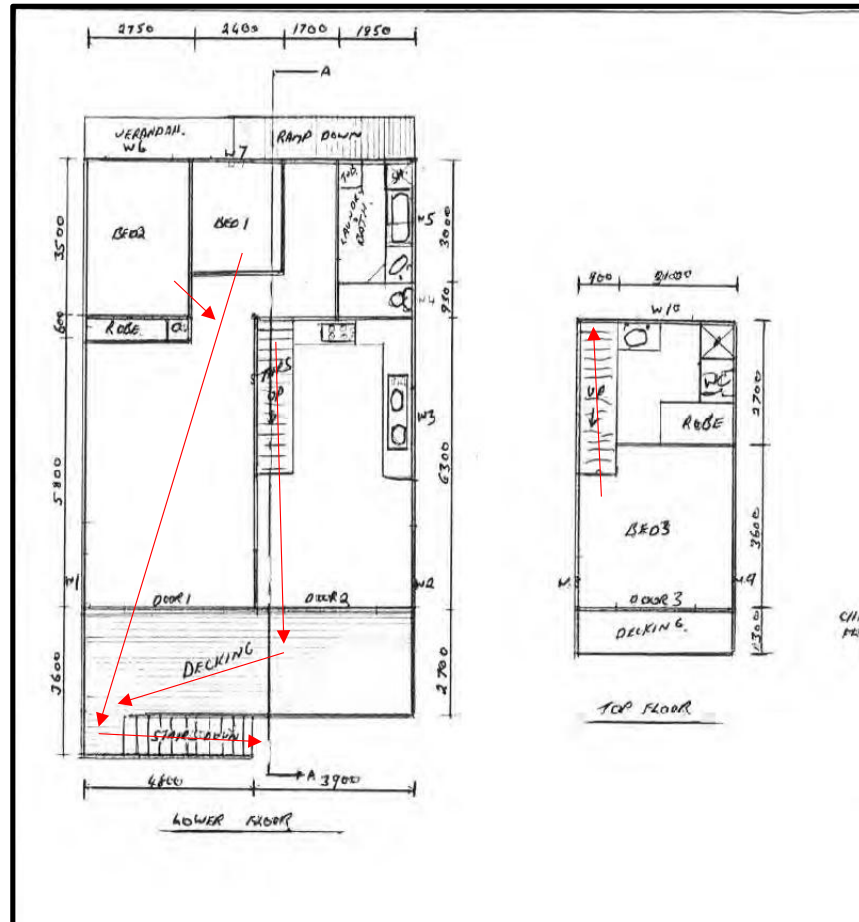
The Whitsunday Disaster Coordination Centre number is **1300 972 006**.

This number is only operational when the Centre has been officially opened by the Whitsunday Disaster Management Group. Whitsunday Regional Council will advise the public when this has occurred.

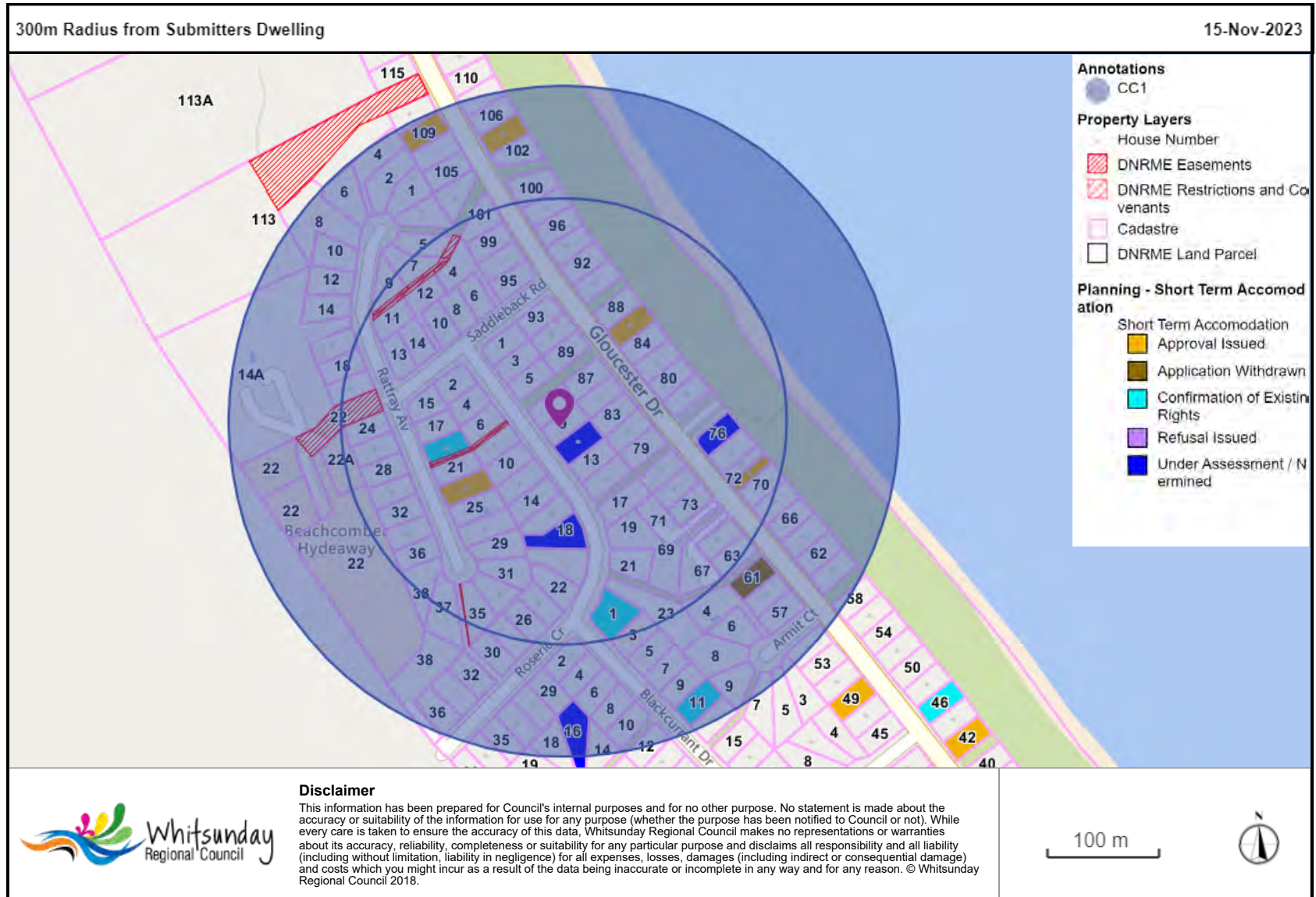
For the most up to date information in a disaster event 'Like' the

Other important disaster information can be found by navigating the left hand menu on Council's webpage at <https://www.whitsunday.qld.gov.au/140/Disaster-Management>.

HOLIDAY HOME - FIRE EVACUATION ROUTE



**IN THE EVENT OF A FIRE, PLEASE ASSEMBLE IN THE STREET AND
TAKE DIRECTIONS FROM EMERGENCY SERVICES**



11.4 - 20230673 – Development Permit for Material Change Of Use – Short Term Accommodation, 7 Shutehaven Close, Shute Harbour – Josper Pty Ltd

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Justin Arile - Planner

AUTHORISING OFFICER: Neil McGaffin - Director Regional Strategy and Planning

PRESENTED FOR: Decision

ATTACHMENTS

1. Planning Assessment Report [**11.4.1** - 6 pages]
2. Conditions of Approval [**11.4.2** - 2 pages]
3. Short- Term Accommodation Map- Shute Harbour(7 Shutehaven Close) [**11.4.3** - 1 page]
4. Development Plans [**11.4.4** - 5 pages]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the application for Development Application for Development Permit for Material Change of Use for Short Term Accommodation, made by Josper Pty Ltd As TTE, on L: 36 S: 9464 T: 21013076 and located at 7 Shutehaven Close Shute Harbour, subject to the conditions outlined in Attachment 2.

BACKGROUND

The proposal was lodged due to compliance action from Council. The advice letter was sent 22 June 2023 to the current owner of the property. The Development Application for Development Permit for Material Change of Use – Short Term Accommodation was received 10 July 2023.

APPLICATION SUMMARY

The application is for the Short Term Accommodation (STA) of an existing two-storey residential dwelling house. It consists of 5-bedrooms and two carparking spaces (open carport) in the Low-Density Residential Zone and is connected to reticulated water and sewer. Despite having 5-bedrooms, only a maximum of 8 guests is recommended, consistent with previous decisions of Council to limit the number of persons at a STA.

No physical changes to the existing dwelling house are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape. To address the potential for the development to cause undesirable amenity impacts stringent conditions of approval have been recommended.

The following documents have been supplied in support of the proposal:

- Site plan & floor;
- Property management;
- Code of Conduct;

- Fire and emergency plan; and
- Statutory declaration states that the premises will not be operated as a 'party house'.

Four submissions were received during public notification. The submissions centre around the number of people staying in the premises which was said to have been more than 10 people and in turn affects the parking allotment, garbage overflow and disrupts the peaceful and quiet environment of the neighbourhood. A detailed assessment of the submissions and assessment benchmarks is provided in Attachment 11.4.1.

On balance, the application is consistent with the purpose of the zone and is recommended for approval.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

The application fee has been paid in full. The development does not incur an infrastructure charge.

CONSULTATION

Manager Development Assessment

Senior Technical Officer Engineer Assessment

RISK ASSESSMENT

The decision may be appealed in the Planning & Environment Court of Queensland.

TIMINGS/DEADLINES

A decision is required by 27 November 2023

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:	Development Permit for Material Change of Use - Short Term Accommodation
Landowner	Josper Pty Ltd
Property Address:	7 Shutehaven Close SHUTE HARBOUR
Property Description:	L: 36 S: 9464 T: 21013076
Area of Site:	549
Planning Scheme Zone:	Low density residential,
Level of assessment	Impact Assessable
Overlays:	Landslide Hazard
Existing Use:	Dwelling House
Existing Approvals:	Nil
Public Notification:	14.09.2023 to 9.10.2023
Submissions received:	Four (4)
State referrals:	Nil
Infrastructure charges:	Nil

2. Site Details

2.1. Location

The property is located at 7 Shutehaven Close, Shute Harbour

2.2. Zoning

The land is zoned Low Density Residential under the Whitsunday Regional Council Planning Scheme 2017 (v3.9).

2.3. Site description

The site has been developed for a residential dwelling and includes driveway access and ancillary structures.

2.4. Access

The entire Shute Haven close is a narrow single-lane access to/from Shute Harbour Ave. Because of this, driveways on each residential property are used to manoeuvre in/out of Shute Haven close.

Access to the premises is achieved via a fully sealed concrete driveway to Shutehaven Close.

2.5. Surrounding uses

Surrounding uses include dwelling houses with Short-term Accommodation uses within the immediate vicinity of Shute Harbour

3. Proposal Details

The proposal was lodged due to a compliance action from Council. The advice letter was sent 22 June 2023 to the current owner of the property. The Development Application for Development Permit for Material Change of Use – Short Term Accommodation was received 10 July 2023.

The proposal is for Short-term Accommodation of an existing two-storey dwelling house that contains three bedrooms, a rumpus, storage, and shared bathroom in the lower level and master bedroom, dining, kitchen, lounge, guest room and shared bathroom in the upper level. A total of five bedrooms are in the dwelling house. Carparking is provided in the double carport.

The applicant has provided documentation in response to 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 Statutory Declaration submitted states that the premises will not be operated as a 'party house'.

Four submissions were received during the Public Notification Period.

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 2).

4.1. State Assessment and Referral Agency (SARA)

The application was not referrable.

4.2. State Planning Policy – July 2017

The State Planning Policy (SPP) includes interim development assessment requirements to ensure that State interests are appropriately considered by local government when assessing development applications where the local government Planning Scheme has not yet appropriately integrated all of the State's interests in the SPP. As the most recent SPP (July 2017) has not been reflected in the Whitsunday Regional Council Planning Scheme, Part B of the SPP confirms that it applies to the assessment of the development application. The proposal does not conflict with the SPP.

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

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

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs in the Planning Scheme area for the life of the Planning Scheme.

4.4.2. Strategic Intent

The Planning Scheme sets the policy direction to ensure that to 2036 and beyond, the Whitsundays is a prosperous, liveable, and sustainable region which will be achieved through the integration of the unique attributes and competitive advantages of each township. The region's townships and communities have a strong and proud social identity. The promotion and protection of the region's environmental values is significant to the expressed identities, including the unique scenic values, which consist of key urban gateways, views and vistas.

The proposal does not conflict with the strategic intent to any degree which warrants refusal.

4.4.3. Overlay Codes

4.4.3.1. Landslide

Dwelling house is existing and landslide overlay was considered during the construction of the building. No further assessment required.

4.4.4. Zone Code

4.4.4.1. Low Density Zone Code

The proposal complies with the zone code. The purpose and overall outcomes of the zone provide for other accommodation activities, in this case short-term accommodation, being established within the zone where compatible with the prevailing residential character and amenity of the zone.

No physical changes to the existing dwelling house are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape. To address the potential for the development to cause undesirable amenity impacts stringent conditions of approval have been imposed. Importantly, the approved use shall not be run as a party-house and strict noise and operating conditions have been imposed which are monitored by a property manager 24/7.

4.4.5. Development Codes

Multi-unit uses code

No additions or changes to the built form of the dwelling house are required to support the development.

Infrastructure code

No additional infrastructure is required to support the development.

Landscaping code

No additional landscaping is required to support the development. Sufficient landscaping placements exist within the premises.

Transport and parking code

The proposal complies with the requirements of the code. The proposal has a requirement of two parking spaces as required by Table 9.4.7.3.3 Minimum on-site parking requirements and the dwelling has an existing two-car parking space (Carport) with direct access to Shutehaven Close. No additional parking space within the property.

Even though Shutehaven Close is narrower than normal, it is currently used by garbage trucks in addition to providing adequate access to the existing dwelling.

Short-term Accommodation Guideline

- Site plan;
- Property management plan;
- Code of Conduct;
- Fire and emergency plan;
- Statutory declaration;
- Two on-site car parking spaces.

5. Public Submissions

The development application was placed on public notification between 14 September 2023 and 9 October 2023 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 10 October 2023. Four submissions were received during this period of Public Notification.

Submissions have been received and summarised in the below table:

Issue	Comment/Condition Number
1. Operation without Approval	A submission has raised concern regarding the operation of a short-term accommodation in the property without approval from the Council. The owner of the premises is seeking approval.
2. Noise Disruption/Inappropriate Behaviour	Submitters have raised a concern about potential noise and disruption which will be generated by the proposed use for 10 guests. Due to the current operation without approval, numerous parties in the premises have generated noise disruptions and inappropriate behaviour from guests. Conditions require a property manager to explain the Code of Conduct and applicable rules. A property manager must attend to any complaint about anti-social behaviour and excessive noise

	within 20 minutes. Conditions also require reduce/cease noise from the premises after 9pm. The premises is conditioned to a maximum of eight persons.
3. Parking Issues	Submitters raised parking issues due to the influx of multiple guests (mostly families with multiple cars), making access difficult for residents because of the narrow road of Shutehaven Close. The premises provides two car parking spaces compliant with the Planning Scheme. The development is conditioned so that parking spaces are provided entirely on the site. The property manager will ensure vehicles are parked on-site, adhering to the Code of Conduct. A property manager is available to answer phone calls 24/7 and respond to any complaints immediately.
4. Garbage Overflow	Submitters have raised concerns about guests consistently leaving excessive amount of garbage leading to garbage overflow issues. Garbage collection was also raised in line with the parking and access issue to Shutehaven Close. Conditions require the property manager to impose garbage disposal rules and property manager must be available to address the concern.
5. Demographics and Lifestyle	A submission has raised concern regarding the demographics and lifestyle of Shute Harbour, having a peaceful and respectful community away from the livelier Airlie Beach. A property manager is appointed to manage the property in accordance with the approved Property Management Plan. A property manager must monitor the property and must be within 20 minutes from the site to react to any complaints received. A property management sign will be located on the front gate of the site to ensure the community is able to contact the

	property manager for the issue to be resolved. Development conditions are also included to reduce/cease noise from the premises after 9pm. The conditions are considered to prevent the development from unreasonably impacting the amenity of the Shute Harbour.
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6. Infrastructure Charges

- 6.1. Adopted Infrastructure Charges Resolution
There are no infrastructure charges applicable.

1. 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
Site Plan	Applicant
Floor Plan	Applicant
Code of Conduct	Applicant
Property Management Plan	Applicant
Fire and Emergency Plan	Applicant

- 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 release of the survey plan or the commencement of the use, whichever is the sooner.
- 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 sealing the survey plan or commencement of the use, whichever is the sooner.

2. BUILDING

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

3. ACCESS AND PARKING

- 3.1 A minimum of two (2) car parking spaces must be maintained on site, prior to commencement of 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.

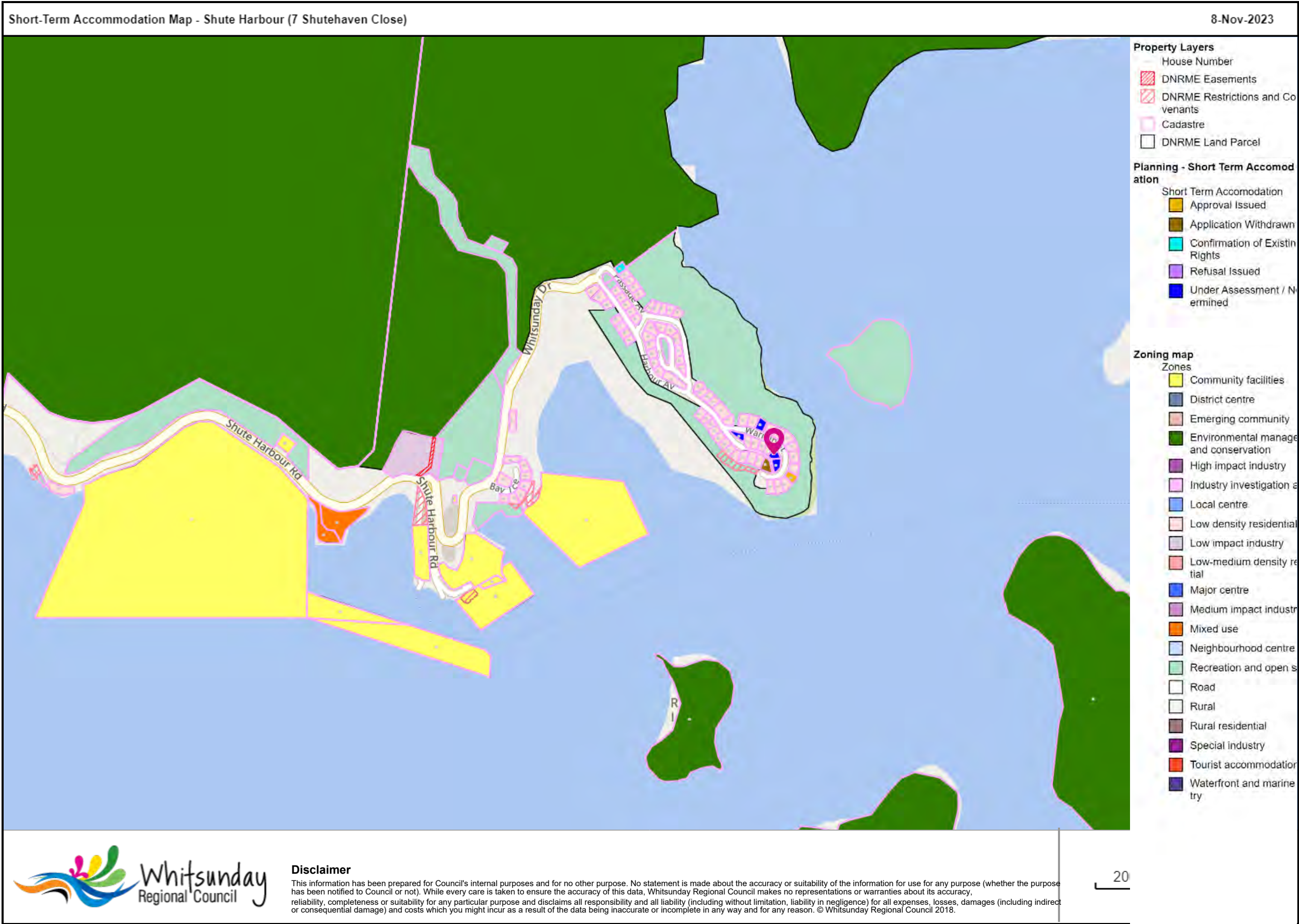
4. OPERATING PROCEDURES

- 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 always affirming that 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 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.
- i) A maximum of eight (8) overnight guests (two (2) guests per bedroom, up to four (4) bedrooms) will be permitted to stay in short-term accommodation at any one time.

5. 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.



HOLIDAY HOME - PROPERTY MANAGEMENT PLAN

PROPERTY ADDRESS: 7 Shutehaven Close, Shute Harbour

PROPERTY MANAGER DETAILS:

Name: Ray White, Whitsunday Vacations

Address: Shop 2B, Reef Plaza, 5/16 Paluma Road, Cannonvale Qld 4802

Telephone Number: 4948 8500

Email: whitsundayvacations@raywhite.com

The nominated Property Manager will:

- Have day-to-day management of the holiday home;
- Specifically respond to complaints pertaining to guest behavior made before 1am, within a two hour timeframe;
- In relation to any other complaints, respond within a reasonable timeframe but within 24 hours;

DETAILS OF RESERVATIONS ARRANGEMENTS (please tick all applicable):

Internet (please specify) Whitsunday Vacations and others from time to time

Property Manager: Ray White, Whitsunday Vacations

Other (please specify) Whitsunday Vacations

DUTIES OF PROPERTY MANAGER

- Supply, readily visible in the kitchen or living area of the home, the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan;
- Liaise with tenants for the occupancy and vacation of the premises;
- Ensure the correct maximum number of people are staying overnight in accordance with planning approval conditions;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Ensure the premises are clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon tenant vacation; and
- Ensure rubbish and recycling bins are put out and collected as required.
- Maintain a record keeping procedure for details of each booking (guests contact names etc), copy of signed acceptance of the terms and conditions (Code of Conduct); and details of any complaints received, time, date and nature of complaint and actions taken. These documents are to be available for Council inspection as required.

HOLIDAY HOME - CODE OF CONDUCT

PROPERTY ADDRESS: 7 Shutehaven Close, Shute Harbour

The following Code of Conduct governs tenant behavior and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight.

NOISE AND NUISANCE: The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm Sunday through Thursday and 10pm Friday and Saturday.

VEHICLE PARKING: The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

COUNCIL REGULATIONS: The tenants agree to all Council regulations, including noise and fire limitations.

PREMISE CONDITION AND CLEANLINESS: The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the tenants stay will be paid for by the tenants.

FIRES: The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where their stay coincides with collection days.

KEYS: At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the tenant's expense.

TERMINATION OF ACCOMMODATION: If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion. No refunds will be made.

HOLIDAY HOME – SITE PLAN

PROPERTY ADDRESS: 7 Shutehaven Close, Shute Harbour



HOLIDAY HOME - FIRE AND EMERGENCY PLAN

PROPERTY ADDRESS: 7 Shutehaven Close, Shute Harbour

EMERGENCY CONTACT DETAILS

FOR ALL EMERGENCIES DIAL 000

Property Manager: Whitsunday Vacations: 4948 8500

Whitsunday Police: 4948 8888

Whitsunday Regional Council: 4945 0200

Proserpine Hospital: 4813 9400

DIASER MANAGEMENT INFORMATION

DISASTER MANAGEMENT

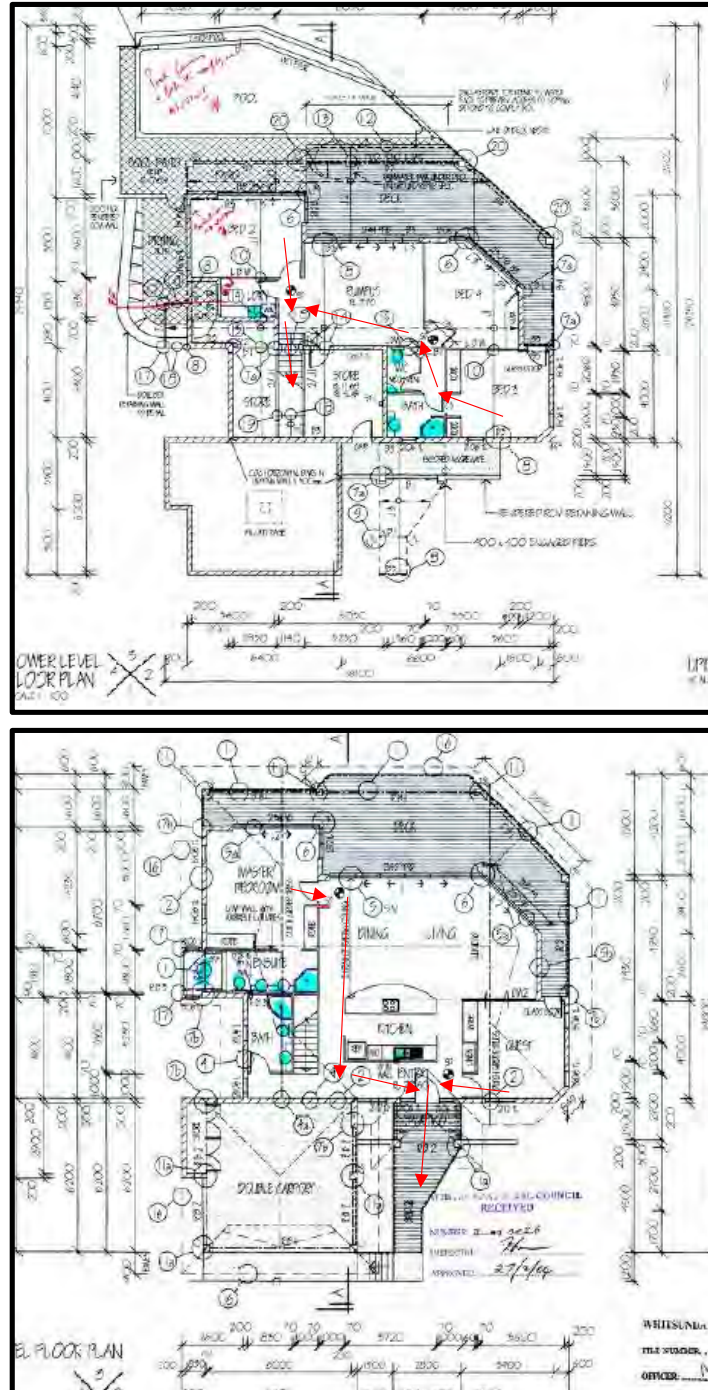
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Other important disaster information can be found by navigating the left hand menu on Council's webpage at <https://www.whitsunday.qld.gov.au/140/Disaster-Management>.

HOLIDAY HOME - FIRE EVACUATION ROUTE



**IN THE EVENT OF A FIRE, PLEASE ASSEMBLE IN THE STREET AND
TAKE DIRECTIONS FROM EMERGENCY SERVICES**

11.5 - 20230345 – Development Permit For Material Change Of Use – Short Term Accommodation, 9 Shutehaven Close, Shute Harbour – S J Kelly And J M Hall

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Justin Arile - Planner

AUTHORISING OFFICER: Neil McGaffin - Director Regional Strategy and Planning

PRESENTED FOR: Decision

ATTACHMENTS

1. Planning Assessment Report [**11.5.1** - 5 pages]
2. Conditions of Approval [**11.5.2** - 2 pages]
3. Short- Term Accommodation Map- Shute Harbour(9 Shutehaven Close) [**11.5.3** - 1 page]
4. Development Plans [**11.5.4** - 6 pages]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the application for Development Application for Development Permit for Material Change of Use for Short Term Accommodation, made by S J Kelly & J M Hall, on L: 37 S: 9464 T: N1013/077 and located at 9 Shutehaven Close Shute Harbour, subject to the conditions outlined in Attachment 2.

BACKGROUND

The application is not in response to compliance action of Council.

APPLICATION SUMMARY

The application is for the Short Term Accommodation (STA) of an existing two-storey house. It consists of 3-bedrooms and two carparking spaces (open parking space in front) in the Low-Density Residential Zone, connected to reticulated water and sewer. Having 3 bedrooms, the development is conditioned to a maximum of 6 guests (2 per bedroom). Additional vehicle parking is available on the driveway.

No physical changes to the existing dwelling house are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape. To address the potential for the development to cause undesirable amenity impacts stringent conditions of approval have been recommended.

The following documents have been supplied in support of the proposal:

- Site plan & floor;
- Property management;
- Code of Conduct;
- Fire and emergency plan; and
- Statutory declaration states that the premises will not be operated as a 'party house'.

Four submissions were received during public notification. The submissions centre around the number of people staying in the premises which was said to have been more than 10 people and in turn affects the parking allotment, garbage overflow and disrupts the peaceful and quiet environment of the neighbourhood. A detailed assessment of the submissions and assessment benchmarks is provided in Attachment 11.5.1.

On balance, the application is consistent with the purpose of the zone and is recommended for approval.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016
Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

The application fee has been paid in full. The development does not incur an infrastructure charge.

CONSULTATION

Manager Development Assessment
Senior Technical Officer Engineer Assessment

RISK ASSESSMENT

The decision may be appealed in the Planning & Environment Court of Queensland.

TIMINGS/DEADLINES

A decision is required by 27 November 2023

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 is page 107 of the Agenda of Council's Ordinary Council Meeting - 22 November 2023



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:	Development Permit for Material Change of Use - Short Term Accommodation
Landowner	S J Kelly and J M Hall
Property Address:	9 Shutehaven Close SHUTE HARBOUR
Property Description:	L: 37 S: 9464 T: N1013/077
Area of Site:	574m2
Planning Scheme Zone:	Low density residential
Level of assessment	Impact Assessable
Overlays:	Landslide Hazard
Existing Use:	Dwelling House
Existing Approvals:	Nil
Public Notification:	14.09.2023 to 9.10.2023
Submissions received:	Four
State referrals:	Nil
Infrastructure charges:	Nil

2. Site Details

2.1. Location

The property is located at 9 Shutehaven Close, Shute Harbour

2.1. Zoning

The land is zoned Low Density Residential under the Whitsunday Regional Council Planning Scheme 2017 (v3.9).

2.2. Site description

The site has been developed for a residential dwelling and includes driveway access and ancillary structures.

2.3. Access

The entire Shute Haven close is a narrow single-lane access to/from Shute Harbour Ave. Because of this, driveways on each residential property are used to manoeuvre in/out of Shute Haven close.

Access to the premises is achieved via a fully sealed concrete driveway to Shutehaven Close.

2.5 Surrounding uses

Surrounding uses include dwelling houses with Short-term Accommodation uses within the immediate vicinity of Shute Harbour

3. Proposal Details

The Development Application for Development Permit for Material Change of Use – Short Term Accommodation was received 5 April 2023.

The proposal is for Short-term Accommodation of an existing two-storey house that contains two bedrooms, an entertainment area, shared bathroom, laundry and drying court, deck, pool on the ground floor and one bedroom, kitchen, living, balcony and shared bathroom on the first floor. Open carparking is provided in front of the house.

The applicant has provided documentation responding to 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 Statutory Declaration submitted states that the premises will not be operated as a 'party house'.

Four submissions were received during the Public Notification Period.

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 2).

4.1. State Assessment and Referral Agency (SARA)

The application was not referrable.

4.2. State Planning Policy – July 2017

The State Planning Policy (SPP) includes interim development assessment requirements to ensure that State interests are appropriately considered by local government when assessing development applications where the local government Planning Scheme has not yet appropriately integrated all of the State's interests in the SPP. As the most recent SPP (July 2017) has not been reflected in the Whitsunday Regional Council Planning Scheme, Part B of the SPP confirms that it applies to the assessment of the development application. The proposal does not conflict with the SPP.

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

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

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The Strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs in the Planning Scheme area for the life of the Planning Scheme.

4.4.2. Strategic Intent

The Planning Scheme sets the policy direction to ensure that to 2036 and beyond, the Whitsundays is a prosperous, liveable, and sustainable region which will be achieved through the integration of the unique attributes and competitive advantages of each township. The region's townships and communities have a strong and proud social identity. The promotion and protection of the region's environmental values is significant to the expressed identities, including the unique scenic values, which consist of key urban gateways, views and vistas.

The proposal does not conflict with the strategic intent to any degree which warrants refusal.

4.4.3. Overlay Codes

4.4.3.1. Landslide

Dwelling house is existing and landslide overlay was considered during the construction of the building. No further assessment required.

4.4.4. Low Density Zone Code

The purpose and overall outcomes of the zone provide for other accommodation activities, in this case short-term accommodation, being established within the zone where compatible with the prevailing residential character and amenity of the zone. The proposal complies with the zone code.

No physical changes to the existing dual occupancy are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape. To address the potential for the development to cause undesirable amenity impacts stringent conditions of approval have been imposed. Importantly, the approved use shall not be run as a party-house and strict noise and operating conditions have been imposed which are monitored by a property manager 24/7.

4.4.5. Development Codes

Multi-unit uses code

No additions or changes to the built form of the dwelling house are required to support the development.

Infrastructure code

No additional infrastructure is required to support the development.

Landscaping code

No additional landscaping is required to support the development. Sufficient landscaping placements exist within the premises.

Transport and parking code

The proposal complies with the requirements of the code. The proposal has a requirement of two parking spaces as required by Table 9.4.7.3.3 Minimum on-site parking requirements and the dwelling has an existing two-car parking space in front of the dwelling house. Room for an additional vehicle parking space is available at the end of the private driveway.

While Shutehaven Close is a narrow road, it currently provides access to several houses with no known complaints being received from residents. A garbage truck utilises Shutehaven Close for rubbish collection.

Short-term Accommodation Guideline

- Site plan;
- Property management plan;
- Code of Conduct;
- Fire and emergency plan;
- Statutory declaration;
- Two on-site car parking spaces.

5. Public Submissions

The development application was placed on public notification between 14 September 2023 and 9 October 2023 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 10 October 2023. Four submissions were received during this period of Public Notification.

Submissions have been received and summarised in the below table:

Issue	Comment/Condition Number
1. Noise Disruption/Inappropriate Behaviour	Concern about potential noise and disruption which will be generated by the proposed use for 10 guests. Due to the current operation without approval, numerous parties in the premises have generated noise disruptions and inappropriate behaviour from guests. Conditions require a property manager to explain the Code of Conduct and applicable rules. A property manager must attend to any complaint about anti-social behaviour and excessive noise within 20 minutes. Conditions also require reduce/cease noise from the premises after 9pm. A maximum of six persons are permitted at the property. There are no complaints on Councils' records regarding disruptive behaviour emanating from the subject land.
2. Parking Issues	Submitters raised parking issues due to the influx of multiple guests (mostly families with multiple cars), making access difficult for residents because of the narrow road of Shutehaven Close. Two parking spaces are provided which complies with the Planning Scheme.

	The development is conditioned so that parking spaces are provided entirely on the site. The property manager will ensure vehicles are parked on-site, adhering to the Code of Conduct. A property manager is available to answer phone calls 24/7 and respond to any complaints.
3. Garbage Overflow	Submitters have raised concerns about guests consistently leaving excessive amount of garbage leading to garbage overflow issues. Garbage collection was also raised in line with the parking and access issue to Shutehaven Close. Conditions require the property manager to impose garbage disposal rules and property manager must be available to address the concern.
4. Demographics and Lifestyle	A submission has raised concern regarding the demographics and lifestyle of Shute Harbour, having a peaceful and respectful community away from the livelier Airlie Beach. A property manager is appointed to manage the property in accordance with the approved Property Management Plan. A property manager must monitor the property and must be within 20 minutes from the site to react to any complaints received. A property management sign will be located on the front gate of the site to ensure the community is able to contact the property manager for the issue to be resolved. Development conditions are also included to reduce/cease noise from the premises after 9pm. The conditions are considered to ensure the amenity impact on Shute Harbour is not unreasonably impacted.

6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

There are no infrastructure charges applicable.

1. 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
Site Plan	Applicant
Floor Plan	Applicant
Code of Conduct	Applicant
Property Management Plan	Applicant
Fire and Emergency Plan	Applicant

- 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 release of the survey plan or the commencement of the use, whichever is the sooner.
- 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 sealing the survey plan or commencement of the use, whichever is the sooner.

2. BUILDING

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

3. ACCESS AND PARKING

- 3.1 A minimum of two (2) car parking spaces must be maintained on site, prior to commencement of 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.

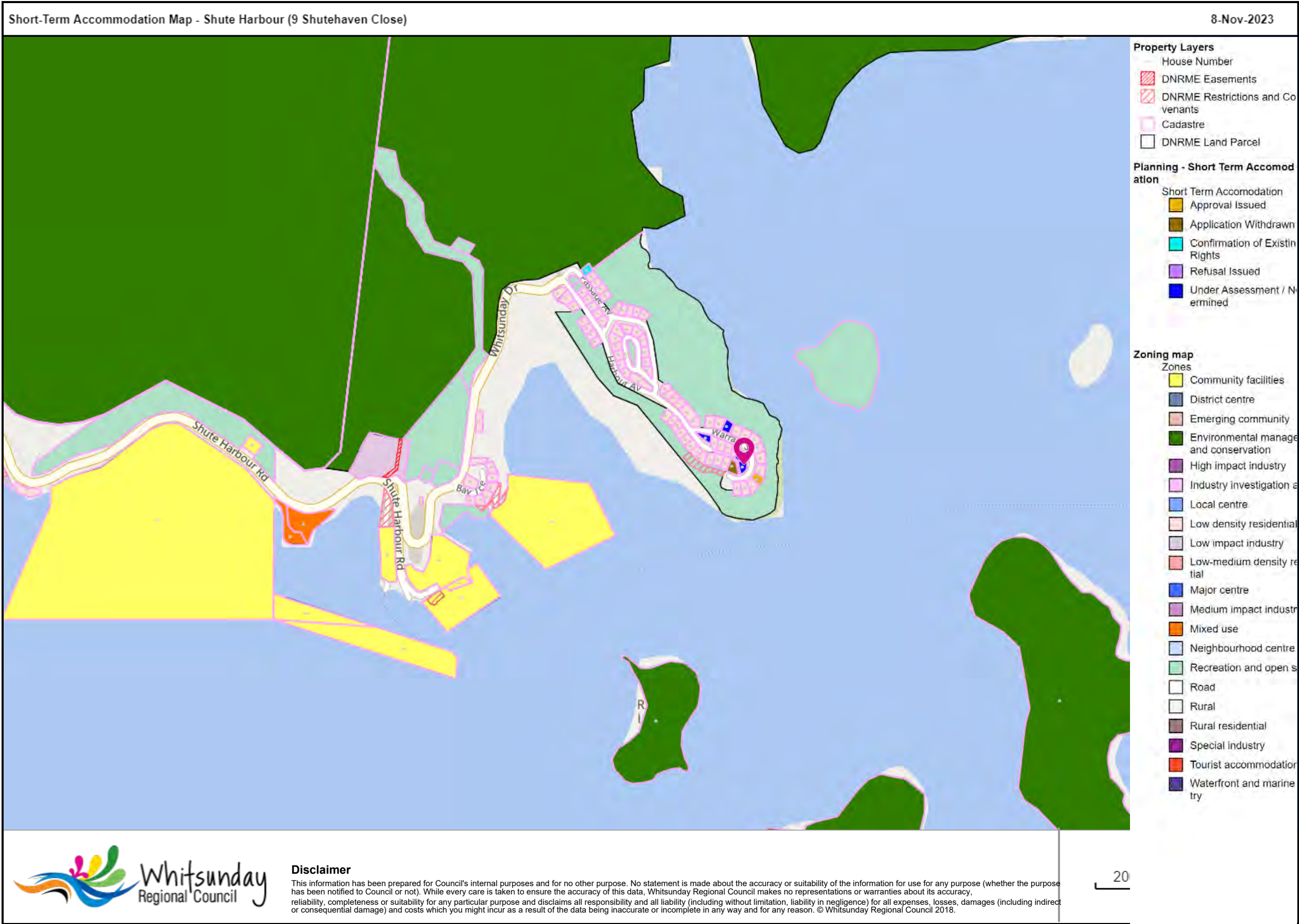
4. OPERATING PROCEDURES

- 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 always affirming that 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 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.
- i) A maximum of six (6) overnight guests (two guests per bedroom) will be permitted to stay in short-term accommodation at any one time.

5. 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.



HOLIDAY HOME - PROPERTY MANAGEMENT PLAN

PROPERTY ADDRESS: **9 Shutehaven Close, Shute Harbour**

PROPERTY MANAGER DETAILS:

Name: Ray White, Whitsunday Vacations

Address: Shop 5 Reef Plaza, Building 2B, 16 Paluma Road, Cannonvale Qld 4802

Telephone Number: 4948 8500 and 0482 797 767

Email: whitsundayvacations@raywhite.com

The nominated Property Manager will:

- Have day-to-day management of the holiday home;*
- Specifically respond to complaints pertaining to guest behavior made before 1am, within a two hour timeframe;*
- In relation to any other complaints, respond within a reasonable timeframe but within 24 hours;*

DETAILS OF RESERVATIONS ARRANGEMENTS (please tick all applicable):

Internet (please specify) Whitsunday Vacations and others from time to time

Property Manager: Ray White, Whitsunday Vacations

Other (please specify) Whitsunday Vacations

DUTIES OF PROPERTY MANAGER

- Supply, readily visible in the kitchen or living area of the home, the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan;*
- Liaise with tenants for the occupancy and vacation of the premises;*
- Ensure the correct maximum number of people (6 persons) are staying overnight in accordance with planning approval conditions;*
- Ensure guests are aware of the Code of Conduct;*
- Ensure guests are aware of the Fire and Emergency Plan;*
- Ensure the premises are clean and maintained to a high standard;*
- Ensure bed linen is clean and replaced upon tenant vacation; and*
- Ensure rubbish and recycling bins are put out and collected as required.*
- Maintain a record keeping procedure for details of each booking (guests contact names etc), copy of signed acceptance of the terms and conditions (Code of Conduct); and details of any complaints received, time, date and nature of complaint and actions taken. These documents are to be available for Council inspection as required.*

HOLIDAY HOME - CODE OF CONDUCT

PROPERTY ADDRESS: **9 Shutehaven Close, Shute Harbour**

The following Code of Conduct governs tenant behavior and use of the property. The tenant agrees to follow the guidelines below, for themselves and any visitors they allow at the property:

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight. A maximum of six (6) guests are permitted at any one time.

NOISE AND NUISANCE: The tenants agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease after 9pm each day.

VEHICLE PARKING: The tenants agree to use the parking spaces provided and not to park on lawn or garden areas on the property, or on the street verge or street itself outside the property. The guests agree not to park any additional vehicles on the property in excess of the parking spaces provided.

COUNCIL REGULATIONS: The tenants agree to all Council regulations, including noise and fire limitations.

PREMISE CONDITION AND CLEANLINESS: The tenants agree to leave the premise in a clean and tidy condition upon vacating, with all fittings and chattels in their original condition and position at the beginning of stay. Tenants are to advise the Property Manager of any damage or disrepair within 24 hours of this occurring. Any damage repairs or excessive cleaning that is attributable to the tenants stay will be paid for by the tenants.

FIRES: The tenants agree not to allow any candles, open fires or similar burn unsupervised within the premise. No open fires are permitted outside at any time. Barbeque facilities may be provided and used in a safe manner.

RUBBISH DISPOSAL: The guests agree to contain all their rubbish in the bins provided. Tenants are responsible for the putting out and collection of the bins where their stay coincides with collection days.

KEYS: At the end of the agreed tenancy, tenants agree to lock the premise, close all windows and return the keys to the Property Manager. Any lost or damaged keys will be replaced at the tenant's expense.

TERMINATION OF ACCOMMODATION: If tenants are found to have contravened any of the above Code of Conduct responsibilities a verbal warning will be issued. If the contravention is not rectified immediately the accommodation booking may be terminated with 2 hours' notice at the Property Manager's discretion. No refunds will be made.

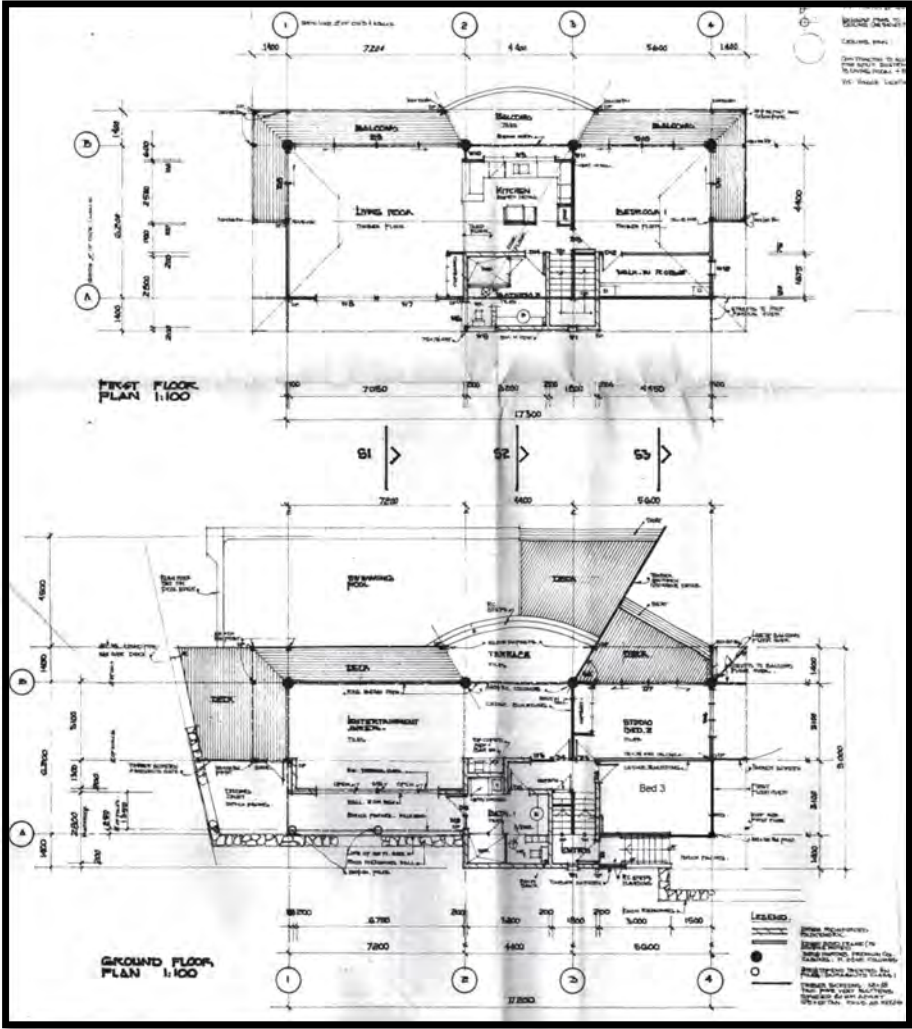
HOLIDAY HOME – SITE PLAN

PROPERTY ADDRESS: 9 Shutehaven Close, Shute Harbour



HOLIDAY HOME - BUILDING FLOOR PLAN

PROPERTY ADDRESS: 9 Shutehaven Close, Shute Harbour



HOLIDAY HOME - FIRE AND EMERGENCY PLAN

PROPERTY ADDRESS: 9 Shutehaven Close, Shute Harbour

EMERGENCY CONTACT DETAILS

FOR ALL EMERGENCIES DIAL 000

Property Manager: Whitsunday Vacations

Whitsunday Police: 4948 8888

Whitsunday Regional Council: 4945 0200

Proserpine Hospital: 4813 9400

DIASSTER MANAGEMENT INFORMATION

DISASTER MANAGEMENT

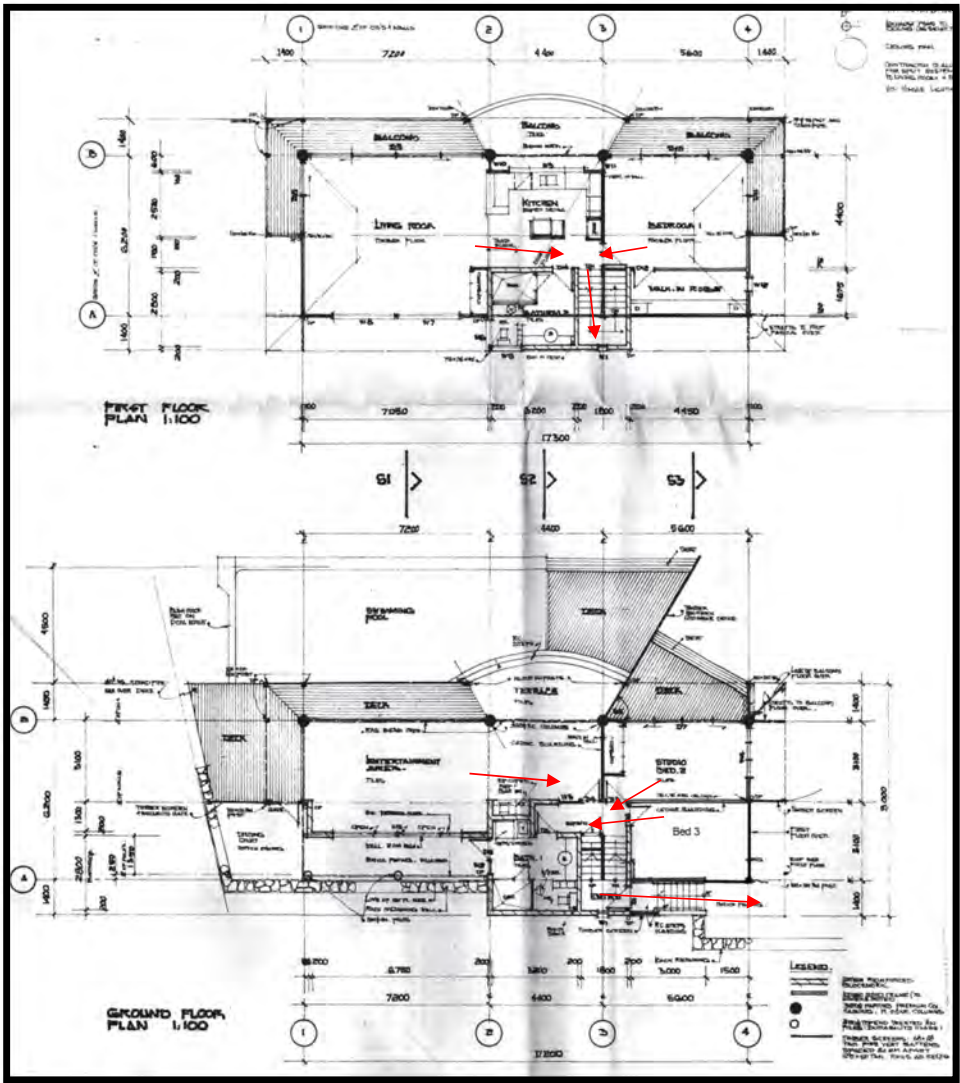
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HOLIDAY HOME - FIRE EVACUATION ROUTE



**IN THE EVENT OF A FIRE, PLEASE ASSEMBLE IN THE STREET AND
TAKE DIRECTIONS FROM EMERGENCY SERVICES**

11.6 - Sub-Lease - Garrick Street, Collinsville - Collinsville Community Association

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Billie Davis – Senior Commercial Officer

AUTHORISING OFFICER: Peter Shuttlewood - Acting Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Site Plan- Old Hospital Building Collinsville [**11.6.1** - 1 page]
2. 510 2018 0013 - Lease Plan - S P 241790 - Collinsville Community Association [**11.6.2** - 1 page]

PURPOSE

To seek Council approval for the renewal of a sub-lease following the request to renew received by the Collinsville Community Association.

OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to enter into negotiations and execute a peppercorn sub-lease with the Collinsville Community Association Inc. for a part of land lease at 87 Garrick Street, Collinsville (Lot 25 on CPC74042) for a 10-year term in accordance with Section 236(1)(b)(ii) of the Local Government Regulation 2012.

BACKGROUND

Council entered into a part of land lease for the old Outpatients and Administration Building located at the Collinsville Hospital Building 87 Garrick Street, Collinsville (Lease W on Lot 25 on CP 74042) in 2012 with the State of Queensland (Represented by Department of Health). The Collinsville Community Association have operated for over twenty years and currently hold a sub-lease with Council for the use of the building as they currently provide a range of community services to Collinsville such as but not limited to crisis counselling, family support services, job search assistance and Centrelink functions.

DISCUSSION/CURRENT ISSUE

Collinsville Community Association's sub-lease expires on the 31 December 2023. They have requested to enter into a new sub-lease agreement with Council.

Collinsville Community Association is a registered not-for-profit organisation. To bring this lease in line with Council's other not-for-profit organisation leases it is recommended to offer the lease at a peppercorn rate for a term of 10 years to allow them to continue providing vital services to Collinsville.

STATUTORY/COMPLIANCE MATTERS

Section 236 1(b)(ii) of the Local Government Regulation 2012 allows Council to enter into a leasing agreement with a Community Organisation without the requirement of going to a public tender.

STRATEGIC IMPACTS

Lead and improve the organisation's procurement, property and fleet functions across the organisation, including managing the centralised and specialised services to enable and achieve the operational and long-term objectives of Council.

FINANCIAL IMPLICATIONS

The sub-lease will be at a peppercorn rate, therefore will not be providing Council with revenue. Taking this cost away from the community organisations allow them to invest it back into the Association allowing them to focus on the services they are providing to the community.

CONSULTATION/ENGAGEMENT

Coordinator Property & Facilities

RISK ASSESSMENT

Council's community leases have provisions to mitigate Council's risk in relation to land and building condition management, pest management, sub-leasing, and public liability.

TIMINGS/DEADLINES

The current sub-lease expires 31 December 2023.

CONFLICT OF INTEREST DECLARATION

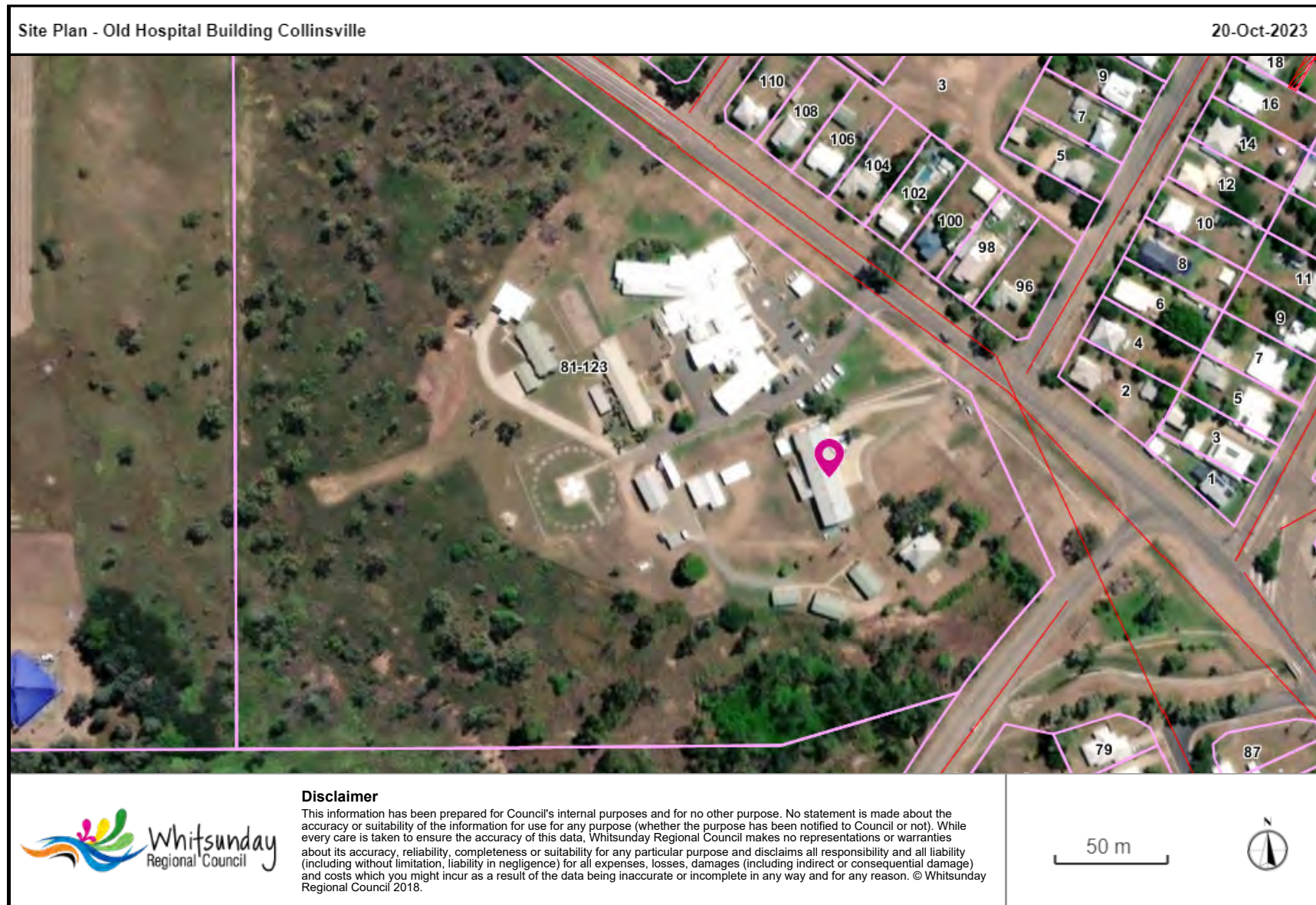
Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

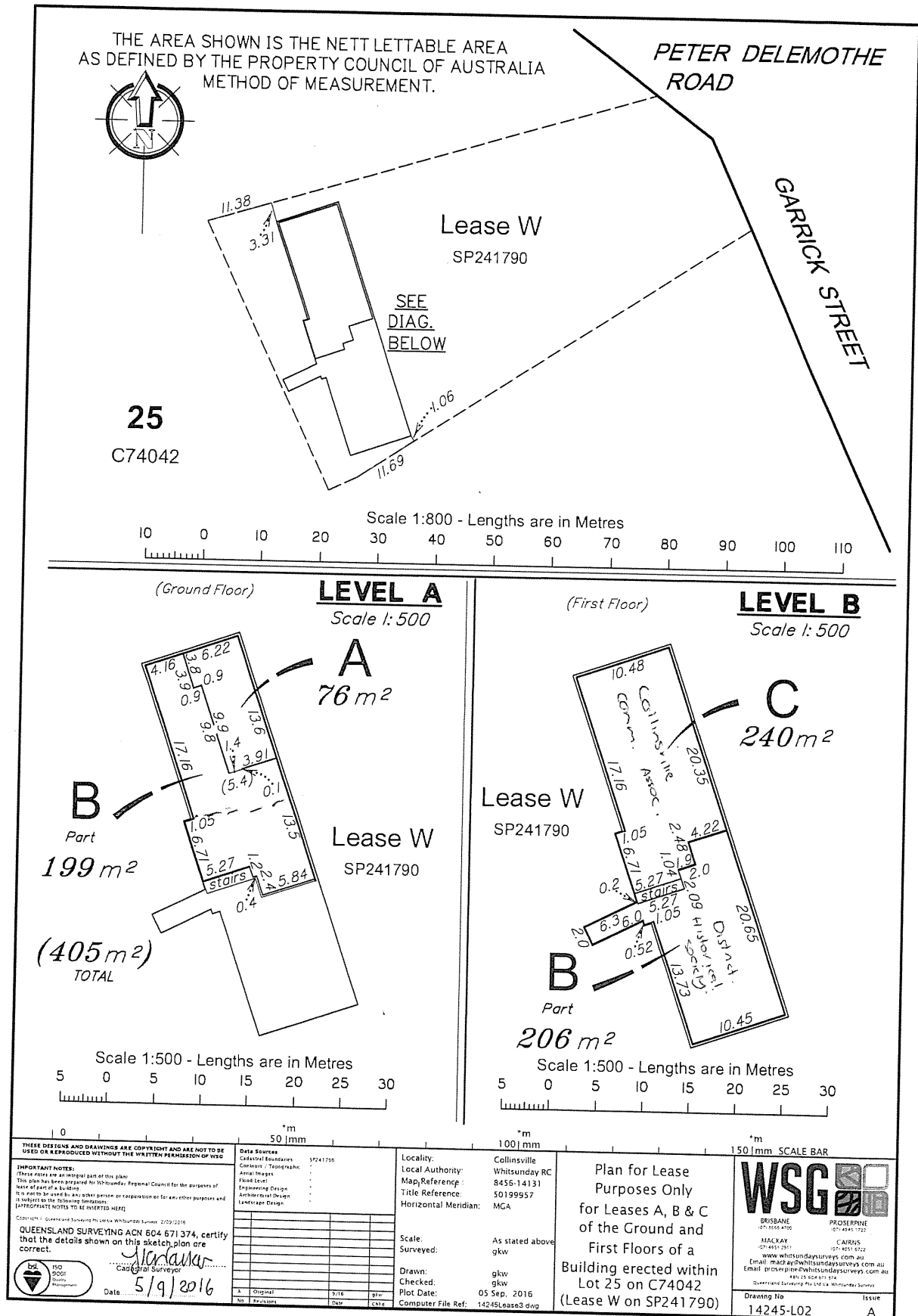
HUMAN RIGHTS IMPACT

No

ALTERNATIVES CONSIDERED

N/A





11.7 - Lease - Part of Land Bowen Skate Rink - Bowen PCYC

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Billie Davis – Senior Commercial Officer

AUTHORISING OFFICER: Peter Shuttlewood - Acting Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Site Plan-5 Dalrymple Street, Bowen [**11.7.1** - 1 page]
2. Proposed lease area- PCYC Skaterink [**11.7.2** - 1 page]

PURPOSE

To advise Council of an upcoming lease expiry and request to renew received by the Bowen Police Citizens Youth Club (PCYC).

OFFICER'S RECOMMENDATION

That Council authorise the Chief Executive Officer to enter into negotiations and execute a peppercorn lease with the Queensland Police Citizens Youth Welfare Association (Bowen PCYC) for a part of land lease at 5 Dalrymple Street, Bowen (Lot 5 on RP714287), also known as the Bowen Skate Rink for a 10-year term in accordance with Section 236(1)(b)(ii) of the Local Government Regulation 2012.

BACKGROUND

Council owns 5 Dalrymple Street, Bowen. The land is occupied by parkland, a skate rink and housing associated with the Bowen Swimming Pool operations.

The Bowen PCYC currently leases from Council part of the land at 5 Dalrymple Street, Bowen, known as the Bowen Skate Rink.

The lease is due to expire on 30 November 2023.

DISCUSSION/CURRENT ISSUE

Council has received a request to renew the lease over the Bowen Skate Rink to allow the Bowen PCYC to continue providing community activities for the youth of Bowen.

Discussions have been had between the PCYC's head office and Council regarding the jumping pillow that is on the site as the PCYC's insurance will no longer provide cover for this activity. It has been agreed between both parties, after consultation with Council's Insurer that their new lease area may exclude the jumping pillow equipment and will remain under the control of Council. This area is to be further negotiated pending the future use of that part of the site.

It is recommended to enter into a peppercorn lease with the Bowen PCYC for a 10-year term which is in line with other Council community leases.

STATUTORY/COMPLIANCE MATTERS

Section 236 (1)(b)(ii) of the Local Government Regulation 2012 allows Council to enter into a leasing agreement with a community organisation without inviting public tenders.

STRATEGIC IMPACTS

Lead and improve the organisation's procurement, property, and fleet functions across the organisation, including managing the centralised and specialised services to enable and achieve the operational and long-term objectives of Council.

FINANCIAL IMPLICATIONS

The lease will be at a peppercorn rate, therefore will not be providing Council with revenue. Taking this cost away from the community organisations allow them to invest it back into the association (PCYC) allowing them to focus on the services they are providing to the community.

CONSULTATION/ENGAGEMENT

Coordinator Property & Facilities

RISK ASSESSMENT

Council's community leases have provisions to mitigate Council's risk in relation to land and building condition management, pest management, sub-leasing, and public liability.

TIMINGS/DEADLINES

The current lease expires 30 November 2023.

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



11.8 - Donation of Land - 34 Gardenia Street Proserpine - Whitsunday Housing Company

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Billie Davis – Senior Commercial Officer

AUTHORISING OFFICER: Peter Shuttlewood - Acting Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Site Plan - 34 Gardenia Street, Proserpine [11.8.1 - 1 page]

PURPOSE

Council has received a request for a donation of land for the purpose of building affordable housing in Proserpine.

OFFICER'S RECOMMENDATION

That Council provide in-principle support for the Chief Executive Officer to negotiate the donation of land in accordance with Section 236 (1)(b)(ii) of the Local Government Regulation 2012 to the Whitsunday Housing Company Ltd for 34 Gardenia Street, Proserpine (Lot 117 on SP204647) with the following conditions:

- a) The Whitsunday Housing Company Ltd. has the funds available through either a grant funding opportunity or through funding from a financial institution;
- b) The use of the land is for homeless and women experiencing difficulties;
- c) The project's in-principle support shall expire two (2) years after the date of the Council resolution;
- d) All relevant planning and development permits and approvals are obtained.
- e) Should the Whitsunday Housing Company Ltd seek to dispose of the land, that the proceeds of sale of the land (land component) be returned to the Council.

BACKGROUND

In March 2021, the Whitsunday Housing Company sought the donation of a parcel of land to support a grant application for the construction of four single dwellings for homeless women over the age of 55.

On 10th March 2021 Council resolved:

RESOLUTION

Moved by: GRUNDY
Seconded by: BRUNKER

That Council:

- a) Confirm that the Whitsunday Housing Company Ltd is a Community Organisation for the purposes of the Local Government Act 2009;**
- b) Indicate its in-principle agreement to donate or enter into a long-term lease with the Whitsunday Housing Company Ltd (WHCL) over the land situated at 34 Gardenia Street Proserpine (described as Lot 117 on SP 204647) for the purposes of developing accommodation for homeless women over 55, subject to the WHCL successfully gaining a grant to construct the housing; and**
- c) Advise the WHCL that the proposed use may trigger a development application and a decision will be made based on the planning merits of the application.**

MEETING DETAILS:

The motion was Carried 6/0

CARRIED

DISCUSSION/CURRENT ISSUE

Under the umbrella of the Whitsunday Housing Company a pilot project was commenced known as the Tiny Homes Project. The Tiny Homes Project seeks to build four tiny homes to house women aged 55 years and over who are homeless in the Whitsunday Region.

Evidence has been provided by the Whitsunday Housing Company of their financial capacity to deliver the project, where funds have been raised through various sources. Given the previous in-principle support provided the donation of the land was subject to receiving grant funding, this did not allow for funding from sources other than grant funding, and as a result Council was unable to continue with the transfer of land since that time.

To enable the transfer of land to occur and the project to continue an amended approval is now required, to confirm that Council is still committed to providing that support to the Whitsunday Housing Company.

STATUTORY/COMPLIANCE MATTERS

In accordance with Section 236(1)(b)(ii) Local Government Regulation 2012, Council may dispose of an asset without inviting tenders if it is to a community organisation.

The Whitsunday Housing Company is registered with the Australian Charities and Not-for-profits Commission (ACNC).

Given the above statements, Council is able transfer the land to the Whitsunday Housing Company.

STRATEGIC IMPACTS

Lead and improve the organisation's procurement, property, and fleet functions across the organisation, including managing the centralised and specialised services to enable and achieve the operational and long-term objectives of Council.

FINANCIAL IMPLICATIONS

This proposed transfer of land will result in a reduction of value in Council land assets of \$125,000 based upon land valuation 30 June 2022. This adjustment will be made in the financial statements when the transaction has been completed. The transfer costs associated with the transaction will be funded by Council when transferred.

CONSULTATION/ENGAGEMENT

Director Corporate Services

RISK ASSESSMENT

The housing crisis is continuing to be an issue within Queensland and the Whitsunday Region. Additional housing no matter how limited will assist in filling the market need.

TIMINGS/DEADLINES

The approval requested by the Whitsunday Housing Company Ltd is required to address the current housing crisis in the region. The in-principle support has an expiry of two (2) years from the date of Council resolution.

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	Offer the land for sale at the assessed market value for purchase	Return of revenue to ratepayers	Funding required by the club to purchase in addition which is included in the funding guidelines.
Option 3	Lease the land for a long-term lease	Council retains ownership of the land	May not be suitable for funding agreement or operating arrangements in the future

34 Gardenia Street, Proserpine

20°24'19"S 148°35'31"E

20°24'19"S 148°35'39"E



20°24'26"S 148°35'31"E

20°24'26"S 148°35'39"E



A product of

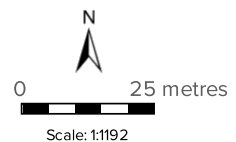
Queensland Globe

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11.9 - Special Projects Grant Applications - Round 1 - Monday 7 August to Friday 6 October 2023

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Jacqueline Neave - Arts & Community Programs Officer

AUTHORISING OFFICER: Julie Wright - Director Community Services

PRESENTED FOR: Decision

ATTACHMENTS

1. August Round 1 - 2023-24- CAG Special Projects Grant Summary [**11.9.1** - 1 page]

PURPOSE

For Council to consider the funding for the Special Projects Grant Applications for Round 1 of the 2023 -24 Program.

OFFICER'S RECOMMENDATION

That Council:

1. Approve the payment of Special Projects Grants – Round 1, to assist the following recipients:
 - a) Bowen Shire Festival of Murals Society Inc. - \$10,000
 - b) Bowen Tennis Association Inc. - \$10,000

BACKGROUND

The Special Projects Grant is open to all incorporated not for profit clubs/organisations in the region wishing to undertake one off projects or events that fall outside of the normal operations of the club.

To be eligible for the Special Projects Grant a club/organisation must meet the following criteria:

- Is incorporated and meets its obligations with the Office of Fair Trading
- Supplies a copy of the applicant organisation audited Financial Statement for the past year.
- Supplies at least two (2) letters of support (excluding Council and Councillors)
- Letters from other organisations that may be impacted by the project, detailing their support of the project (where applicable)
- At least two (2) written quotations for any external services or purchases required to deliver this project.
- Completed Project Plan (as per the Special Projects Application Form)

DISCUSSION/CURRENT ISSUE

The first round of the Special Projects Grant Program for 2023/24 closed on Friday, 6 October 2023.

The following applications were received:

Organisation Name	Project Details	Amount Requested (\$)	Amount Recommended (\$)	Assessment Comments
Bowen				
Bowen Shire Festival of Murals Inc.	Costs towards employing an artist to paint a mural on the wall adjoining the information centre on Front Beach.	13,450	10,000	Quotes and CV for the artist submitted. It is suggested that the project would be an excellent addition to the front beach area.
Bowen Tennis Association Inc.	Costs of the purchase and installation of an LED lighting system.	10,000	10,000	Being a benefit to the health & wellbeing of the community, it is proposed to fully fund the application request.
Sub-Total		23,450	20,000	
Cannonvale				
No submissions received				
Sub-Total		0	0	
Proserpine				
No submissions received				
Sub-Total		0	0	
Collinsville				
No submissions received				
Sub-Total		0	0	
Combined Total		23,450	20,000	

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_03 – Community Grants Policy

STRATEGIC IMPACTS

Facilitate, foster, and encourage region wide activities and programs that engage our community.

FINANCIAL IMPLICATIONS

The proposed total cost to Council for this group of applications is \$20,000, which will be budgeted against JC:2967.10081 – Community Donations (2967) / Projects Grants (10081).

Description	Amount (\$)
2023/24 Budget	160,000
Actual + Commitment	0
YTD Remaining Budget	160,000

Special Projects Grants - Previous Funding Rounds

Round 2 October 2022 to February 2023	Number of Applications	Approved (\$)	Declined (\$)
Bowen	2	5,335	13,450
Proserpine	2	23,270	0
Cannonvale	1	5,135	0
Collinsville	0	0	0
Total	5	33,740	13,450

CONSULTATION/ENGAGEMENT

Director Community Services

RISK ASSESSMENT

Reputational Risk - Providing financial support for projects undertaken by community groups will reinforce the message that Council is committed to investing in worthwhile community activities while recognising the work done by our local community groups.

TIMINGS/DEADLINES

Payment to be made 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

This decision does not limit the identified human rights.

ALTERNATIVES CONSIDERED

Options	Description	Positives	Negatives
Option 2	Not approved	Save money in the budget	Negative impact for Council not showing support to clubs and organisations

**Community Assistance Grants – Special Projects Proposal Report
Round 1 - 7 August to 6 October 2023**

Round 1 - 7 August to 6 October 2023

Organisation	Description/Benefit	Application Assessment Notes	GST	Amount Requested	Amount Recommended		
Bowen Shire Festival of Murals 250.2023.23 ECM #7228361	Towards the costs of painting a mural adjoining the Information Centre on Front Beach Bowen Total Cost of Project - \$14,000 The Bowen Mural Society would like to employ Artist Glen Gillard to paint a mural on the wall adjoining the information centre on Front Beach. These will be two scenes of Herbert St in the late 1800s & early 1900s. Also, two of the very early buildings that are now gone. The benefits of this project will allow the community and tourists to view past history of the area. Increase Community pride, teaching local history to locals & newcomers alike. Honours past achievements.	It is proposed to contribute towards the costs of: • Artist’s Fees • Accommodation • Travel from Brisbane return • Project Materials Bowen Mural Society will be contributing \$550 towards the project and will source other areas for the additional funding. Comments: Quotes and CV for the Artist submitted. Re-submitted into first round August. Agreed as an Excellent project for the front beach area.	Yes	\$13,450	\$10,000		
Bowen Tennis Association Inc. 250.2023.145 ECM#7626829	Towards the costs of the supply and install of LED lighting system to 8 courts Total cost of project \$110,000 Bowen Tennis would like to replace the lights on all 8 courts from Metal Halide to LED. LED lights are economical to run compared with the Metal Halide lights, which are failing requiring constant maintenance.	It is proposed to contribute towards the costs of: • Lighting design • Installation, testing and Commissioning of LED Flood Lights • Training of Staff to operate system. • 10yr warranty for the lights • 5yr warranty for the drivers • 2yr warranty for the Lighting Control Products Bowen Tennis will be contributing \$12,000 towards the project, with additional grant funding applied for from QLD Sport & Recreation for \$88,000, awaiting outcome. Comments: Proposed project is essential to the ongoing use of the tennis courts.	No	\$10,000	\$10,000		
TOTAL REQUESTED	\$20,000	CURRENT BUDGET	\$160,000	BALANCE REMAINING	\$140,000	TOTAL RECOMMENDED	\$20,000

11.10 - Sport & Recreation Club Grants - November 2023

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Jacqueline Neave - Arts & Community Programs Officer

AUTHORISING OFFICER: Julie Wright - Director Community Services

PRESENTED FOR: Decision

ATTACHMENTS

Nil

PURPOSE

For Council to consider the payment of the Sport & Recreation Club Grants for November 2023 in accordance with Council's Sport & Recreation Grant Guidelines.

OFFICER'S RECOMMENDATION

That Council approve the payment of a Sport & Recreation Club Grant to the following recipient:

1. Bowen & Collinsville Lapidary Club Inc. – Band 1 - \$1,000

BACKGROUND

To be eligible for the Sport & Recreation Grant a club must meet the following criteria:

- Is incorporated and meets the obligations with the Office of Fair Trading
- Is covered with the appropriate level of public liability insurance (20 million)
- Provides membership data (as defined by Council) to Council on an annual basis.

The level of funding available to clubs will be based on a progressive scale, the larger the participation rate, the larger the support to the club. Participation is defined as being the total number of active members within the club.

The Sport & Recreation Clubs Grants are allocated based on the following:

Band Level	No. of Active Participants	Grant Allocation (\$)
Band 1	>250	5,500
Band 2	101 – 250	3,000
Band 3	51 – 100	1,500
Band 4	4 - 50	1,000

DISCUSSION/CURRENT ISSUE

The following applications were submitted:

Organisation Name	Junior Members	Senior Members	Total Members	Band	Public Liability	Amount Requested (\$)
Bowen & Collinsville Lapidary Club Inc.	0	27	27	4	Yes	1,000
					Total	1,000

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_ - Community Grants Policy

STRATEGIC IMPACTS

Facilitate, foster, and encourage region wide activities and programs that engage our community.

FINANCIAL IMPLICATIONS

The funds will be taken from budget code: JC:2967.10250 – Community Donations (2967) / Club Grants (10250).

Description	Amount (\$)
2023/2024 Budget	150,000
Actual + Commitment	76,000
YTD Remaining Budget	74,000

CONSULTATION/ENGAGEMENT

Director Community Services

RISK ASSESSMENT

Reputational Risk – Providing funding support to the community and recognising the efforts of local Sport & Recreational Clubs is a positive outcome for Council.

TIMINGS/DEADLINES

Payment will be made 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

This decision does not limit the identified human rights.

ALTERNATIVES CONSIDERED

Options	Description	Positives	Negatives
Option 2	Not approved	Save money in the budget	Negative impact for Council not showing support to clubs

11.11 - Donation Request - Rates and Service Charges - Rotary Club of Airlie Beach

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Emily Hart - Community Development Officer

AUTHORISING OFFICER: Julie Wright - Director Community Services and Facilitation

PRESENTED FOR: Decision

ATTACHMENTS

1. Rates Donation Request - Rotary Club of Airlie Beach [**11.11.1** - 1 page]

PURPOSE

For Council to consider a request from Rotary Club of Airlie Beach for a donation on their Rates and Service Charges for the period of 1 July 2023 to 31 December 2023 and for the organisation to be included on Council's Rates and Service Charges Donations Register for future donations.

OFFICER'S RECOMMENDATION

That Council approve:

- a) A donation of \$996.50 to the Rotary Club of Airlie Beach which is equivalent to 100% of the nett Rates Charges and 75% of the nett Service Charges for the period of 1 July 2023 to 31 December 2023 and;
- b) The inclusion of the Rotary Club of Airlie Beach on Council's Rates and Service Charges Donations Register for future donations.

BACKGROUND

Airlie Beach Rotary is a not-for-profit organisation that owns a property at Lot 2/6 William Murray Drive, Cannonvale which is used as a storage facility. As per Council's Donations on Rates and Service Charges for Not-for-Profit Organisations policy, Airlie Beach Rotary have requested Council's consideration for a donation on their Rates and Service Charges.

DISCUSSION/CURRENT ISSUE

Rates and Service Charges – 1 July 2023 to 31 December 2023			
Item	Net Rates (\$)	Donation (%)	Donation (\$)
Net Rates Charges	861	100	861.00
Net Service Charges	180.70	75	135.50
Total			996.50

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

LSP_C&ENV_06 - Donation on Rates & Services Charges for Not-for-Profit Organisations 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: 2967.10086.63150 – Community Donations (2967) / Rates and Service Charges Donations (10086) / Donations & Sponsorships - Other

Description	Amount
2023/24 Budget	\$750,000
Actual + Commitment Spend	\$347,091
YTD Remaining Budget	\$402,900

CONSULTATION/ENGAGEMENT

Director Community Services

RISK ASSESSMENT

There is a financial cost to Council, however the assistance provided will support the activities of this local community group.

TIMINGS/DEADLINES

To be completed within one month of approval date.

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

Options	Description	Positives	Negatives
Option 2	Decline all support.	No financial impact to Council.	Receive negative public comment from community group.
Option 3	Provide a lesser donation.	Less financial impact to Council.	Receive negative public comment from community group.

Rotary Airlie Beach

[Redacted]

[Redacted]



28 September 2023

Attention – Mr Jason Bradshaw

Re Lot 2, 6 William Murray Drive, Cannonvale. [Lego Units CTS 616]

Dear Sir,

The Rotary Club of Airlie Beach Inc is the owner of the above property.

The property is a storage facility-

Cr J Clifford suggested that as Rotary is a not-for-profit organisation, that we should make an approach to WRC to ascertain if any form of Rate relief maybe available to the Club.

Naturally any assistance in this regard would be much appreciated.

Trusting we may receive a favourable response.

Yours sincerely,

[Redacted signature block]

11.12 - Sponsorship Request - 2024 Queensland Social Enterprise Conference - Bowen and Whitsunday Neighbourhood Centres

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Emily Hart - Community Development Officer

AUTHORISING OFFICER: Julie Wright - Director Community Services and Facilitation

PRESENTED FOR: Decision

ATTACHMENTS

1. Email - Sponsorship Qld Social Enterprise Conference Proposal [**11.12.1** - 1 page]
2. Qld Social Enterprise Conference Proposal [**11.12.2** - 3 pages]

PURPOSE

For Council to consider a sponsorship request from the Bowen Neighbourhood Centre (BNC) and Whitsunday Neighbourhood Centre (WNC) for their combined effort in hosting the inaugural 2024 Queensland Social Enterprise Conference from 22-24 May 2024.

OFFICER'S RECOMMENDATION

That Council approve a sponsorship of \$5,000 to the Bowen Neighbourhood Centre and Whitsunday Neighbourhood Centre to support them in hosting the inaugural 2024 Queensland Social Enterprise Conference.

BACKGROUND

The BNC and WNC have a close working relationship and together seek opportunities to invest in professional development to continue to enhance the growth and sustainability of their organisations, which allows them to provide vital resources to the community.

Currently both Centres partake in online conferencing and networking opportunities, as major conferences are often held in Southeast Queensland, making in person attendance difficult. The BNC and WNC found this true for many regional and remote social enterprise incorporations and so decided to create an event hosted in North Queensland to allow northern colleagues to attend a conference in person.

DISCUSSION/CURRENT ISSUE

Representatives from BNC and WNC recently travelled to 7 other Neighbourhood/Community Centres across Northern and Western Queensland, which ignited the idea of hosting an inaugural networking event in the Whitsundays. The event aims to share education and development strategies for regional and remote Centres, ultimately strengthening their capacity and resilience and improving the wellbeing of communities across Northern and Western Queensland.

The conference will be held over two days in Bowen and Cannonvale and will feature guest speakers who are experts in the field of social impact and economic enterprise, with the objective of:

- Providing professional development and in-person networking opportunities.
- Demonstrating the workforce quality and pioneering Centres that exist in regional and remote Queensland.

- Showcasing the resilience of the community services sector that exists in regional and remote Queensland.
- Fostering inclusivity and strengthen networks across the sector.
- Celebrating Queensland Neighbourhood and Community Centres.

Initial correspondence from the BNC and WNC requested \$10,000.00 sponsorship from Council, however recent conversations confirmed that a second sponsor has been secured and so now the Centres are requesting \$5,000.00 sponsorship only.

Should this inaugural event not proceed, the approved sponsorship will be returned to Council.

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 fund will be taken from JC:2967.11074.63150 – Community Donations (2967) / Donations (11074) / Donations & Sponsorship (63150)

Description	Amount (\$)
2023/24 Budget	120,000
Actual + Spend Commitment	55,985
YTD Remaining Budget	64,015

CONSULTATION/ENGAGEMENT

Director Community Services

RISK ASSESSMENT

There is a financial cost to Council, however the assistance provided will support the activities of not for profit community groups in the Whitsunday region.

TIMINGS/DEADLINES

To be completed 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

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

Options	Description	Positives	Negatives
Option 2	Provide a lesser sponsorship amount.	Lower financial impact to Council.	Receive negative public comment and possibility of proposed event not going ahead.
Option 3	Decline all support.	No financial impact to Council.	Receive negative public comment and possibility of proposed event not going ahead.

Fwd: Sponsorship Qld Social Enterprise Conference proposal



Cr Michelle Wright

To Scott Hardy, Erin Finau

Cc: Julie Wright

Follow up. Completed on Thursday, 17 August 2023.
You forwarded this message on 25/10/2023 8:41 AM.



Qld Social Enterprise Conference Proposal.pdf 3 MB

I am writing to humbly request your sponsorship for an upcoming community event that holds significant promise for the future development of organisations and social enterprises in Qld.

The Queensland social enterprise conference aims to bring together Neighbourhood Centres and various community-based organisations from across Queensland to foster collaborations, share best practices and explore innovative strategies to enhance the viability and sustainability of social enterprises in our region. The conference seeks to create a platform for dialogue, knowledge exchange, and skill building, all of which are crucial for the growth and success of organisations like ours.

Request for Sponsorship

In order to make this conference a resounding success and provide a meaningful experience for all participants, we are seeking sponsorship of \$10,000.00. Your generous contribution will play a pivotal role in covering essential expenses such as venue hire, insurances, resources as well as logistical arrangements.

Benefits of Sponsorship

As a sponsor, your business will receive prominent recognition and exposure before, during and after the conference. Our sponsorship packages are designed to showcase your commitment to community development, social entrepreneurship, and local empowerment.

Benefits may include

1. Logo placement on all event promotional materials, including website, social media, and printed material
2. Verbal acknowledgment during the opening and closing remarks
3. Opportunity to showcase your products/services with an exhibition booth at the conference
4. Inclusion in press releases and media coverage related to the event

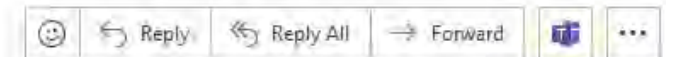
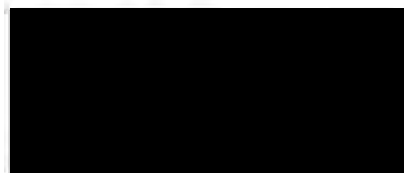
We believe that your support for the QJd Social Enterprise Conference will not only contribute to the success of this event but will also have a lasting positive impact on the growth and sustainability of community organisations across Queensland.

I would also like to bring to your attention that our centres hold DRG status so all donations and sponsorship will allow you to claim this as a tax write off.

If you require further information or have any specific preference for sponsorship recognition, we would be more than happy to accommodate your request.

Please feel free to contact me on the below email or phone to discuss this opportunity further.

Kind Regards,



Wed 16/08/2023 7:01 PM

Queensland Social Enterprise Conference *"The business of Neighbourhood Centres"*

2024

May 22-24



**Whitsunday
Neighbourhood
Centre**



Queensland Social Enterprise Conference “The Business of Neighbourhood Centres”

A collaboration by Bowen & Whitsunday Neighbourhood Centres.

PROJECT PROPOSAL

Proposed Date: May 22-24, 2024

Background

The Whitsunday Neighbourhood Centre (WNC) and Bowen Neighbourhood Centre (BNC) have a close working relationship and together seek opportunities to invest in professional development. Progress has been made using technology to access Professional Development more regularly and its budget friendly.

Both are familiar with online conferencing and networking opportunities, but also see the value in face-to-face networking and in-person learning. There are opportunities for Social Enterprise learning offered through online workshops and self-paced programs for and by the sector, however the major event/ conferences are often held in South East Queensland (SEQ).

In May 2023, both Executive Officers took a road trip visiting centres as far as 350km west and 400km north; with 7 centres visited over 4 days. The trip provided learning opportunities that wouldn't have been presented using remote technology and spurred the Officers to derive a solution.

They acknowledge that geographically it is practical, to host PD events in SEQ, given the number of sector personnel in that region. However, the issue remains that for personnel north of Rockhampton attendance is burdened by accommodation and travel expenses. This incurs additional funds which weighs into any decision regarding PD investment. Ultimately this can prevent face to face networking in North Queensland.

The concept

North Queensland Neighbourhood and Community centres produce some of Queensland's best service delivery. There are centre Coordinators and EO's that have developed pioneering initiatives to their communities. The rural, remote and regional geography of their service delivery often requires a unique approach that is not required in SEQ. Northern centres are also some of the most resilient having experienced natural disasters and business interruption events more often than their SEQ colleagues.

With this in mind and BNC and WNC search for a face-to-face networking opportunities, a solution was proposed. The solution: to host the Queensland Social Enterprise conference.

Benefits of Hosting a conference

In addition to the opportunity to participate in face-to-face professional development and networking with colleagues, BNC and WNC will cement their reputation as they present this project to the state. Within their own communities, the conference provides invaluable promotion and advertising of these two amazing centres. Other benefits include:

- ☒ Augment our brand reputation
- ☒ Promotion of the region and respective communities
- ☒ Stimulate the local economy
- ☒ Strengthen network relationships
- ☒ Reinforce collaboration

Conference Theme

The conference theme will focus on *The businesses of neighbourhood [and community] centres, exploring social enterprise*. Networking with colleagues in NQ has demonstrated that there are few centres that diversify their income streams and thereby are less resilient. We know that diversifying incomes assists to plan for future strategic development from social enterprise. Social enterprise also focusses on the advancement of the community beyond the funded programs and helps to deliver social impact.

Educating and developing colleagues' skills to deliver social enterprise in their community will strengthen capacity, resilience and ultimately improve the wellbeing of many communities in NQ. Securing social enterprise for the investment of developing our communities, not only improves the centre's sustainability, it augments the local economy and strengthens relationships between NGO's.

Conference Overview

We plan to host a conference over an evening and two full days. The conference will feature guest speakers' expert in the field of social impact and economic enterprise. We are planning to secure partnerships with peak bodies like NCQ, to ensure that we deliver a quality Social Enterprise opportunity strengthening networks across the state.

We plan to coordinate the conference across various locations in Cannonvale and Bowen. Not only do we plan to showcase the stunning environment and community where we live and work; but also shed light on the challenges that NQ centres face. The locations include Whitsunday Marine Club, Mantra Club Croc, Hansen Park adjacent Queens Beach and Flagstaff Hill Conference centre (all TBC).

Objectives:

- ☒ To bring Professional Development and in-person networking opportunities to North Queensland
- ☒ To demonstrate the workforce quality and pioneering centres [and colleagues] that exist in remote, rural & regional Queensland
- ☒ To showcase the resilience of the community services sector that exists in remote, rural & regional Queensland
- ☒ To foster inclusivity and strengthen networks across the sector state-wide
- ☒ To give the Northern sector a sense of agency
- ☒ To celebrate Queensland Neighbourhood and Community centres

Project Scope:

Guest Speakers:

Committed

- ☒ Tiffany Hopkins (Chief Executive Officer) & Tracy Maff (Business Development & Marketing Manager)
Prospect Community Services - Charters Towers #1
- ☒ Dr Narayan Gopalkrishnan (Chair) Social Enterprise Network for the Tropics [SENT]
& (Director) Queensland Social Enterprise Council [QSEC] #2
- ☒ Tanya Stevensen Chief Executive Officer,
Hervey Bay Neighbourhood Centre #3

Invited/ TBC

Community Praxis Co-op #4
Nundah Community Enterprise Cooperative #5

11.13 - Sponsorship Request - Bowen Fishing Classic

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Hayley Borg - Events and Community Sponsorship Officer

AUTHORISING OFFICER: Scott Hardy - Acting Director Community Services and Facilitation

PRESENTED FOR: Decision

ATTACHMENTS

1. Bowen Fishing Classic [11.13.1 - 4 pages]
2. Traffic Management Plan [11.13.2 - 2 pages]

PURPOSE

Council to consider a request for sponsorship from the Bowen Family Fishing Classic and Wet Weekend to assist with the return of the annual event to be held Saturday 9 to Sunday 10 December 2023.

OFFICER'S RECOMMENDATION

That Council approve a sponsorship of up to \$5,000 in-kind support only to assist the Bowen Family Fishing Classic and Wet Weekend organisers with the return of their annual event to be held Saturday 9 to Sunday 10 December 2023. The In-kind support will cover the following logistics:

- a. Fee waiver for Event Application including Bowen Soundshell hire costs.
- b. Traffic Management Plan, development, and submission.
- c. Equipment only required for road closure.
- d. Assistance to set up and pack down the event to a maximum of 3 Council staff members for 4 hours on Friday 8 December 2023 and Monday 11 December 2023.
- e. Place Fishing Classic banner on Councils Bowen Administration Building.
- f. Supply and removal of 20 additional Sulo bins.

BACKGROUND

The Bowen Family Fishing Classic and Wet Weekend event returns after a 3-year hiatus due to COVID-19 restrictions. It will be the 29th time this event has been held in Bowen. This event in previous years has been classed as Australia's biggest family fishing classic attracting up to 10,000 visitors across the 2-day event.

Council has supported the Bowen Fishing Classic and Wet Weekend since 2004 through in-kind support and fee waivers.

DISCUSSION/CURRENT ISSUE

In 2023, the all-ages event aims to connect the local community and visitors with family friendly entertainment, fishing competition and land-based activities across 2 full days. The event aims to promote the outdoor sport of fishing and educate guests on marine safety and environmental conservation.

Council has received a request for in-kind support from the organisers of the Bowen Family Fishing Classic and Wet weekend to assist with event logistics such as:

- Use of Council Land

- Traffic Management Plan, development, and submission.
- Road closure and additional manpower required for pre-event set up and post event pack down.
- Supply of additional bins and toilets.

The request for sponsorship is for Gold Level Sponsorship consisting of \$5,000 - \$15,000 through in-kind support for event logistics.

Given this event is returning after a 3 year break it is recommended that Council provide support for the event in 2023 through in-kind support of up to \$5,000 only.

In return for sponsorship, Council may receive the following:

- Council logo on advertising and promotional materials, including the event program and TV.
- Opportunity to sponsor a range of entertainment or prize sections.
- Display of Council signage.
- Verbal acknowledgement throughout the event.
- Opportunity for Mayor or Council representative to give brief address at event opening.

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_11 - Council Sponsorship 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: 2967.10249.63150 – Community Donations (2967) / Sponsorship (10249).

Description	Amount (\$)
2023/24 Budget	50,000
Actual + Commitment	29,232
YTD Remaining Budget	20,767

CONSULTATION/ENGAGEMENT

Acting Director Community Services

RISK ASSESSMENT

Reputational - Providing financial assistance to support local residents in pursuing endeavours while promoting the region reinforces Council's commitment to supporting the local community.

TIMINGS/DEADLINES

Sponsorship 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

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

Options	Description	Positives	Negatives
Option 1	Not provide support	Save up to \$5,000	Negative public comment from organisers and community.



[REDACTED]
Bowen Qld 4805
[REDACTED]

30/09/2023

[REDACTED] Whitsunday Regional Council,
Herbert Street,
Bowen Qld 4805

Dear [REDACTED]

RE; BOWEN FAMILY FISHING CLASSIC AND WET WEEKEND

Our association, Bowen Family Fishing Classic and Wet Weekend, is planning this year's 29th Fishing Classic on the 9th and 10th December 2023. We would like to sincerely thank the Council for their support of the 2019 Classic, and we look forward to this year's pre Christmas community event after a three year break due to Covid restrictions. We envisage a great event to celebrate the return of the Bowen Family Fishing Classic and a well-earned community celebration which should attract even more visitors to town.

As with our previous year's requests to Council in relation to our event, the Classic Crew would like to request Council's approval of the following:

- Permission for the placement of promotional signage for the Classic on the Council Chambers and throughout the Region
- Relevant barricading materials and additional equipment, as in portable electrical sub boards as required per previous years and to provide 12 portable toilets and to have them pumped out early on the Sunday morning and again on Monday morning. We will engage a cleaner throughout the weekend to maintain them, (Bowen Hire have suitable toilets with lights) We also require an extra 12 wheelie bins and 4 bulk bins and for them to be emptied on Monday.
- Also would like to request Council turn off sprinkler systems in Festival Park on 8th to 12th December to enable us to hold the event without water problems for patrons and equipment.
- Waiver of hire/application fees of Bowen Sound Shell
- Rock wall tidy up and at bottom of it, and on sand flats [removal of smaller scattered rocks - to prevent little feet from getting cuts]
- Clean up of beach area that follows path along to jetty, including removal of debris.
- Help by parks and gardens staff and electrician in setting up the site on Fri 8th Dec and dismantling on the 11th Dec. Erection of wind breaks and to ensure all lighting in the park is working, including; path lights, garden lighting, flood lights, barbeque area and street lights in that area (quite a few of all of these lights are not working at the moment including street lights right along Santa Barbara Parade). Also repairs to Soundshell

including power outlets in the ceiling, of which only 50% were working at Classic 2019.

- o The use of council vacant land opposite the Soundshell and Festival Park for extra parking which will offset the lost parking due to the road closure.
- o The use of vacant council land beside the motel on the eastern side for a childrens amusement area where the circus is normally held.

In the interests of safety, we approach the police to help with the expected traffic with extra patrols and monitoring in the area. With the introduction of the road closure in previous years,- it has provided safety for personnel and the public, and we would like to request the same road closure procedure for 2023 [Council has a generic format and event traffic management plan]

We trust that these normal items of 'in kind' assistance should be forthcoming and we are happy to organise the usual delivery and pick-up procedures for the equipment closer to the Weekend.

Many Thanks,

[Redacted Signature]

The Classic Crew



ABOUT THE EVENT

The Bowen Family Fishing Classic is a large event in the small coastal town of Bowen that injects a much-needed increase to the region's economy by bringing competitors and families to the town for the weekend. 2023 will mark the event's 29th year in operation, bringing excitement, competition and an opportunity to connect to the Bowen community once again.

The event consists of a fishing competition and land-based activities for two full days and evenings, offering the community the opportunity to gather and connect over a shared passion for the water and local marine environment.

The event provides a platform to educate visitors and the local community on marine safety and environmental conservation.

Promoting the healthy outdoor sport of competitive recreational fishing, the event caters for all age groups with an emphasis on families and provides a boost in visitor numbers to the short winter tourist season.

The Bowen Family Fishing Classic has run for 28 years, with a three year break during the COVID pandemic. Previous events have attracted over 10,000 attendees making it one of Australia's favourite family fishing competitions. This influx in visitors provides an enormous boost to the economy, financially benefiting every business from accommodation to boat repairs, restaurants and cafes to fuel providers.

In 2023 the decision was made to change the event date to December, coinciding with the beginning of the school holidays. We envisage a great Christmas event to celebrate the return of the Bowen Family Fishing Classic and a well-earned community celebration.



SPONSORSHIP OPPORTUNITIES

The Bowen Family Fishing Classic committee is currently seeking interested sponsors to support the 2023 event. A number of levels of sponsorship are available and we welcome all support for the event.

PLATINUM LEVEL - \$15,000 +

Platinum Level offers sponsors the opportunity to naming rights for a large component of the event, for example **your name** Beach Party. Your logo will be displayed on the front and page 3 of our flyer and on TV and other print advertising and radio promotions. The Platinum Level offers a larger stall site and the opportunity to display your signage at the event, including the mainstage and weigh-in stage. Over the weekend your business will feature on our live PA system. Platinum Sponsors are exclusive to only one representing an industry.

GOLD LEVEL - \$5,000 to \$15,000

Gold level sponsors have the opportunity to sponsor Entertainment or Prize sections, such as the Senior Lucky Entrant Prize Boat, Motor and Trailer, or Tagged Fish or Junior Lucky Nomination Prize, Casting Competition or Weigh-in with Guest Celebrity. Your logo will be printed on the front and inside page of our flyer. Your business logo will display on our TV and print advertising, as well as stall site and your banner or sign on site. Recognition of your support will also feature on the live PA system over the weekend. Gold Sponsors are exclusive to only one representing an industry.

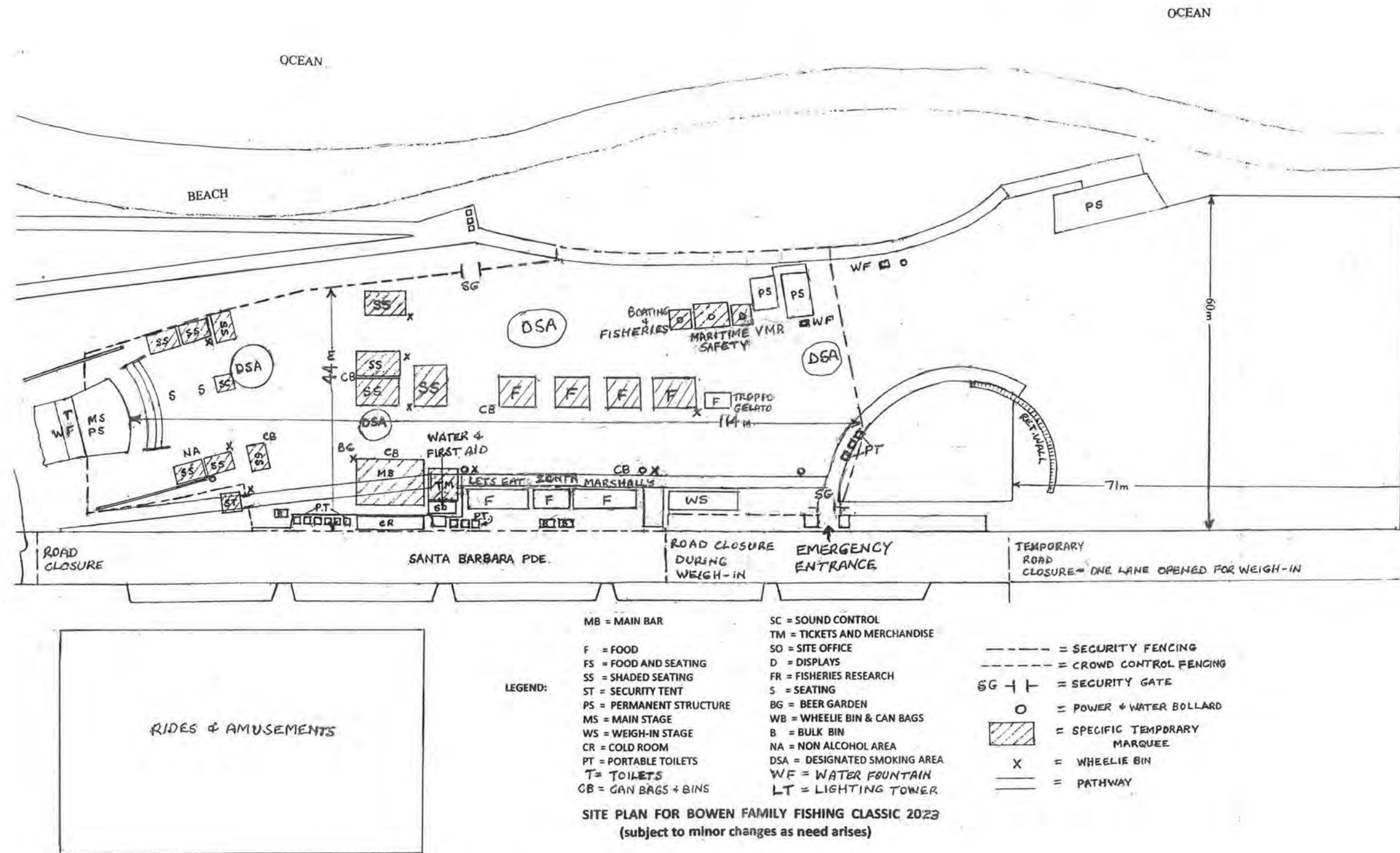
MAJOR LEVEL- \$1,500 to \$5,000

Major level sponsors can participate through extra Lucky Nomination Draws of goods and services or provide funding for one of the many activities over the weekend, such as the Dash for Cash, Sand Sculpting Competition or Lolly Drop. Your business logo will also feature in our flyer and you can display your sign on site.





APPLICATION	
Term	Long. See Note 8
Road Type	Two-way
Traffic Volume	All
Travelled Path (a) Direction	Past
(b) Width	3 m min. in each direction. See Note 7
Control	Nil
Operation	Detour all traffic
D	Table 4.2



11.14 - Monthly Finance Report

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Julie Moller - Manager Strategic Finance

AUTHORISING OFFICER: Peter Shuttlewood - Acting Director Corporate Services

PRESENTED FOR: Information

ATTACHMENTS

1. Monthly Financial Report October 2023 [**11.14.1** - 6 pages]
2. Financial Statement for the period ending 31 October 2023 [**11.14.2** - 5 pages]
3. Capital Expenditure Report as at 31 October 2023 [**11.14.3** - 5 pages]

PURPOSE

To inform Council of the current unaudited financial performance and position for the reporting period.

OFFICER'S RECOMMENDATION

That Council receive the Financial Report, Capital Expenditure Report and the Unaudited Financial Statements 2023/24 for the period ended 31 October 2023.

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 on a monthly basis. 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.

DISCUSSION/CURRENT ISSUE

Year to Date Results

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

- Attachment 1 contains a summary of the financial performance with commentary around significant items.
- Attachment 2 contains unaudited financial statements.
- Attachment 3 details the capital budget expenditure for the period.

Council remains in a stable financial position at the point in the financial year.

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.

CONSULTATION/ENGAGEMENT

Manager Financial Services
Manager Strategic Finance
Management Accountant

RISK ASSESSMENT

If actual revenue or expenditure exceeds budget, financial risks may apply. These risks will either be managed on a project basis or mitigated through the operational budgets of Council.

A budget risk register is maintained to collate any identified budget risks as they arise during the financial year to be mitigated in quarterly budget reviews.

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

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

FINANCIAL REPORT

Financial Year: 2023/24

Period Ending: 31 October 2023



BACKGROUND

This report provides the unaudited estimated financial performance and position of Whitsunday Regional Council for the relevant period in the current financial year against the 2023/24 Budget.

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 \$17.9M after charging depreciation (What We Set-aside for Asset Renewals) of \$10.4M. Council's operating surplus is higher due to the first half rates levy being raised in July.

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	97,493,607	50,958,789	49,558,267	97%
What We Invoiced Our Customers	29,324,608	11,308,315	10,211,064	90%
What We Rcvd. as Grants & Subsidies	9,833,430	1,546,666	687,606	44%
What We Rcvd. As Interest from Investment	4,480,093	1,514,917	1,992,890	132%
Our Other Revenue	2,184,583	914,126	1,029,740	113%
Our Total Recurrent Earnings	143,316,321	66,242,812	63,479,568	96%
What We Spent on Our Staff	39,701,137	15,392,520	13,502,486	88%
What We Spent on Our Suppliers	60,402,208	25,050,628	20,736,414	83%
Our Total Direct Spend	100,103,345	40,443,149	34,238,900	85%
What We Paid Our Bankers	4,102,773	1,049,937	954,556	91%
What We Set-aside for Asset Renewals	30,458,822	10,580,280	10,427,085	99%
Our Operating Surplus/(Deficit)	8,651,381	14,169,446	17,859,027	126%
Our Capital Revenue	28,844,816	3,607,002	8,344,696	231%
Our Capital Expenses	13,756,280	1,781,330	3,382,640	190%
Our Capital Surplus/(Deficit)	15,088,536	1,825,672	4,962,057	272%
Our Net Earnings	23,739,917	15,995,118	22,821,083	143%

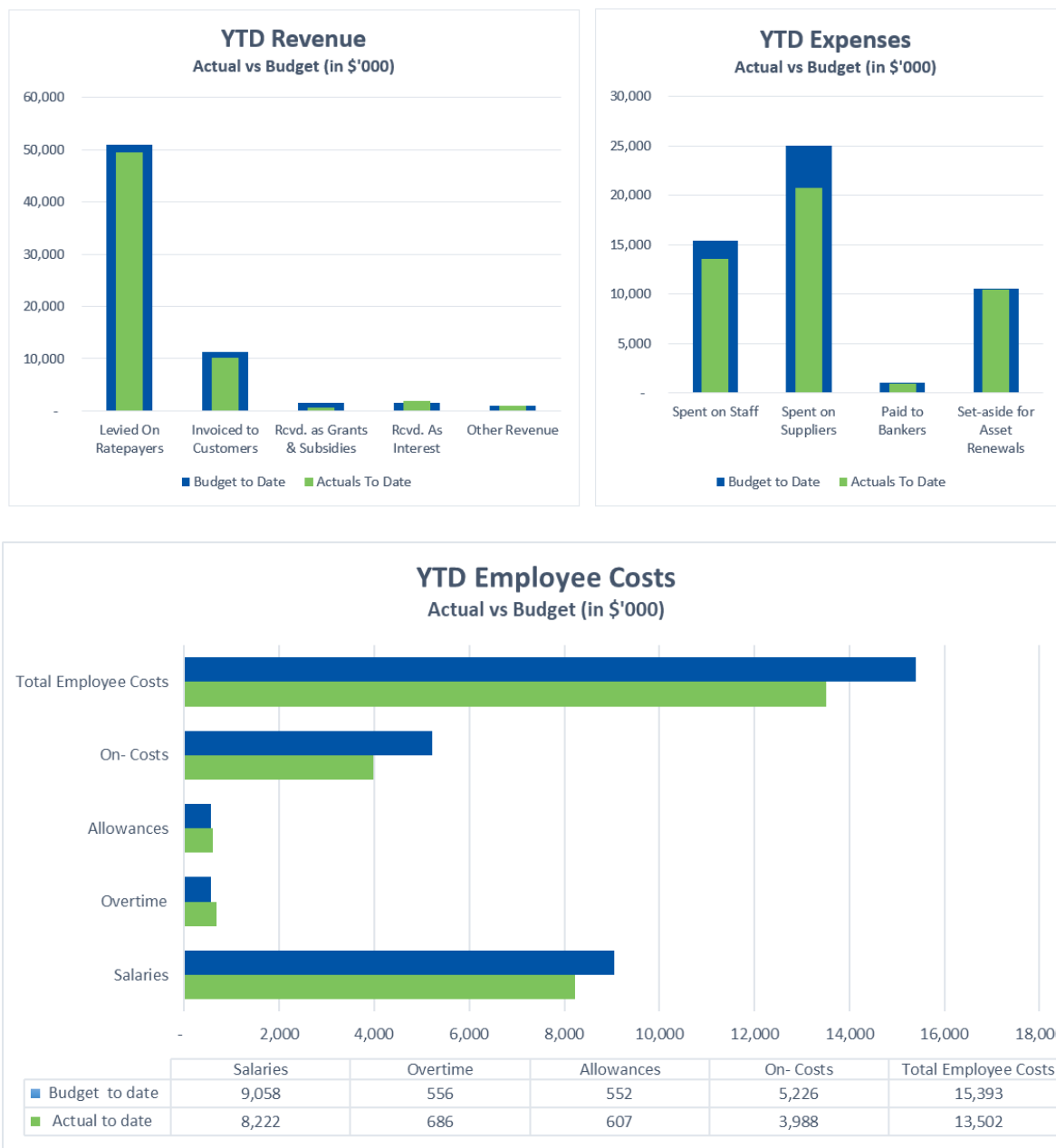
Revenue

- Total Recurrent Earnings is on target to meet budget, currently sitting at 96%.
- Interest from Investments is tracking ahead of budget due to further interest rate increases and the ability to maximise Council's return on investment.
- Grants & subsidies is tracking under budget predominately due to budget phasing to be rectified in Budget Review 1 and timing of the Financial Assistance Grant quarterly payment.
- What we have levied our ratepayers on target to meet budget at 97%. Rates and Water notices have been issued for the first 6 months period. The second 6 months notices will be issued in January/February 2024.

Expenditure

- Total direct spend is below YTD budget, currently sitting at 85%.
- Total spent on our staff is currently 88% of the YTD 2023/24 Budget. This is currently trending lower than budget due to staff vacancies.
- Total spent on suppliers is currently under budget at 83%, an increase from the previous month of 78% mainly due to budget phasing.
- Total depreciation set aside for asset renewals is on target to meet budget.

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



COMMUNITY WEALTH

The value of resources Council has, to service our community. Net Community wealth at the end of the period stood at \$1.32B.

Table 2 : Statement of Financial Position

	Prev. Yr. Audited	Annual Budget	Actual to date
What We Own	1,275,481,455	1,221,744,037	1,280,339,697
Inventory We Hold	3,320,933	2,050,000	3,386,120
What We are Owed	19,996,084	17,381,145	22,307,355
What We Have in Bank	128,898,729	79,017,612	144,232,172
Our Total Assets	1,427,697,201	1,320,192,794	1,450,265,343
What We Owe Our Suppliers	61,928,430	47,130,881	59,953,550
What We Owe Our Lenders	71,313,905	65,331,835	69,451,873
Our Total Liabilities	133,242,336	112,462,716	129,405,424
Our Community Wealth	1,294,454,866	1,207,730,078	1,320,859,920

- What we are Owed has reduced from the previous month from \$24.2M to \$22.3M due to recovery efforts for collecting outstanding debt.
- Cash balances (what we have in bank) remain at healthy levels and well above minimum requirements due to advance payments received in 2022/23 for the Commonwealth Financial Assistance Grant, carry over capital projects to be completed in 2023/24 and Waste Levy 2026/27 advanced payment.

Debtors & Borrowings

What We Are Owed	
Category	Amount
Rates & Charges	7,499,625
General Debtors	6,291,536
GST Receivable/(Payable)	205,685
Advances to Community	1,015,000
SUB-TOTAL	15,011,847
Contract Assets	3,432,287
Water Charges not yet levied	2,890,667
Prepayments	2,743,386
Provision for Bad Debts	(1,770,832)
SUB-TOTAL	7,295,508
GRAND TOTAL	22,307,355

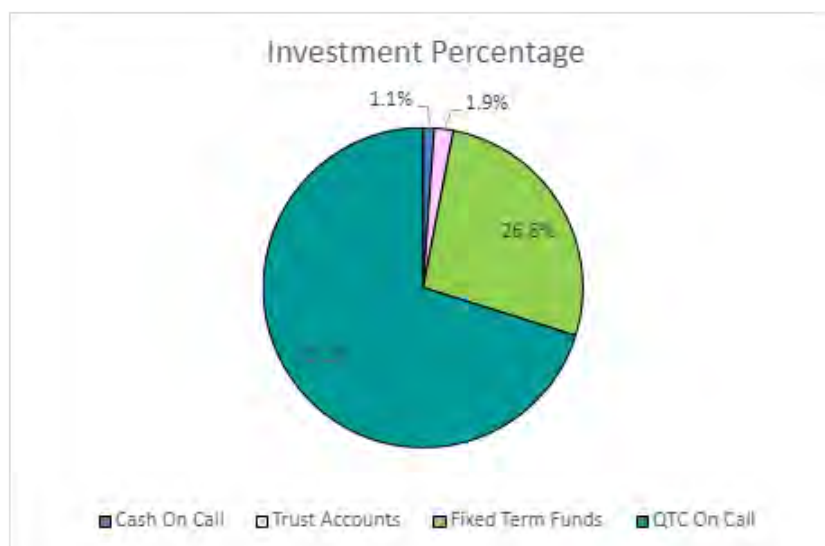
What We Have Borrowed		
Loan	Rate	Balance
81091 Gen5 05/06	7.08%	1,047,537
81092 Gen7 08/09	6.82%	3,256,472
81090 Gen8 09/10	6.33%	2,243,767
81089 Gen8 AMSU	5.07%	2,268,061
81093 STP Projects	5.25%	15,878,343
81094 WTP Projects	4.86%	7,763,663
Bowen STP 19/20	2.20%	8,215,085
WCA Run 19/20	2.20%	20,126,958
Bowen Cell 3 19/20	0.91%	1,483,798
Bowen STP 20/21	1.80%	4,869,075
Lease Liabilities		2,299,114
TOTAL		69,451,873

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 decreased from \$9.6M in September to \$7.5M in October. This has decreased due to payments being received for the first rates levy raised in July.
- General Debtors balance is \$6.3M compared to \$6.2M 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 to ensure outstanding debt remains at acceptable levels.

Investments

	Prev. Yr	Current
Queensland Treasury Corporation	98,898,730	104,232,172
Term Deposit < 3 Months	-	20,000,000
Term Deposit > 3 Months	30,000,000	20,000,000
Total	128,898,730	144,232,172



- \$40M is currently invested in term deposits at competitive interest rates to maximise Council's return on investment.
 - o \$20M maturity date 08/12/2023
 - o \$20M maturity date 11/03/2024
- The balance of excess cash is invested with Queensland Treasury Corporation (QTC), as QTC has been providing the best returns among the acceptable counterparty institutions.
- The weighted average return on investments has reduced to 4.69% from 4.88% the previous month for the months due to RBA's cash rate decision to remain at 4.10% up until October. This has resulted in QTC's interest rate reducing over the three-month period which has brought the weighted average return on investment down.

CAPITAL DELIVERY (Excluding remediation)

- \$14.6M or 28% of the full year capital budget of \$51.4M has been delivered up to 31 October excluding commitments. Capital budget phasing was reviewed in August/September with substantial work being undertaken on forward planning.
- \$20.2M has been committed to date.
- Competition continues to put pressure on access to materials, and resources in delivery of works which requires further consideration into future planning.

**SUSTAINABILITY RATIOS**

- The new financial sustainability ratios are for the month of September and will vary throughout the financial year as Council completes its operational and capital budgets.

As at 31 October 2023

Type	Measure	Target (Tier4)	As at 31 October 2023	30 June 2023
Financial Capacity	Council-Controlled Revenue	N/A	93.54% ✓	84.04% ✓
Operating Performance	Operating Surplus Ratio	Greater than 0%	28.13% ✓	6.04% ✓
	Operating Cash Ratio *	Greater than 0%	46.06% ✓	30.15% ✓
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	45.71 ✓	14.59 ✓
Asset Management	Asset Sustainability Ratio	Greater than 80%	104.84% ✓	79.97% ✗
	Asset Consumption Ratio	Greater than 60%	73% ✓	73% ✓
Debt Servicing Capacity	Leverage Ratio	0 to 3 times	2.37 ✓	1.76 ✓

* Yet to be averaged over the 5 year period for this report.

BUDGET ACHIEVEMENT – FULL YEAR BUDGET

Council's ability to meet annual budgeted revenue, contain costs within budgeted expenditure parameters and manage cash flows is presented below. Delivery on budget will change as we progress through the 2023/24 financial year.

Item	Prev. Yr Act vs Bud	Curr. Yr. to date	Flag
Our Earnings	101%	42%	
Our Expenditure	96%	30%	
Our Capital Delivery	77%	28%	
Our Cash on Hand	125%	183%	

- Earnings and Cash on Hand indicators are within expected levels as of 31 October due to timing of rates and charges being issued.
- Our Expenditure is at 30% and this will increase as we progress through out the financial year.
- Capital delivery is at 28% of the full year budget delivered, which is below the target level. It is expected that this will increase as we progress through the year. The capital program will be reviewed through the financial year to manage expected timeframe for delivery and availability of goods and services.

- Rates and Charges half yearly rates notices were raised in July and issued on the 2 August, with discount for prompt payment closed on 4 September.
- Water accounts were issued mid-August.
- Water meter reading date will be declared to commence the 6 December 2023.
- 2023/24 Budget was adopted by Council on the 30 June 2023.
- Budget Review 1 is completed and is being tabled at Council's Ordinary Council Meeting in November 2023.
- Budget risks are being monitored as the year progresses and will be discussed during the budget review deliberations.

WHITSUNDAY REGIONAL COUNCIL

Financial Statements

For the period ending 31 October 2023

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Attachment 11.14.2 Financial Statement for the period ending 31 October 2023

WHITSUNDAY REGIONAL COUNCIL

Statement of Comprehensive Income

For the period ending 31 October 2023

	2024	2023	Budget	PTD Budget	Variance
	YTD	30 June	2023/24	2023/24	to Budget
	\$	\$	\$	\$	%
Income					
Recurrent revenue					
Rates, levies and utility charges	49,558,267	97,493,607	101,372,667	50,958,789	97%
Sale of goods and major services	8,136,874	18,847,784	23,859,653	7,932,311	103%
Fees and charges	1,681,576	4,108,132	3,971,210	1,323,737	127%
Lease, rental and levies	147,009	326,371	356,124	118,708	124%
Interest received	1,992,890	4,480,093	4,551,500	1,514,917	132%
Sales of contract and recoverable works	245,605	6,042,321	5,800,676	1,933,559	13%
Other recurrent income	1,029,740	2,184,583	2,748,077	914,126	113%
Grants, subsidies and contributions	687,606	9,833,430	8,904,565	1,546,666	44%
Total recurrent revenue	63,479,568	143,316,321	151,564,472	66,242,812	96%
Capital revenue					
Grants, subsidies and contributions	7,950,630	26,354,278	7,223,594	3,607,002	220%
Total Capital revenue	7,950,630	26,354,278	7,223,594	3,607,002	220%
Total revenue	71,430,198	169,670,599	158,788,066	69,849,814	102%
Capital income	394,066	2,490,538	-	-	
Total income	71,824,264	172,161,137	158,788,066	69,849,814	103%
Expenses					
Recurrent expenses					
Employee benefits	(13,502,486)	(39,701,137)	(44,714,056)	(15,392,520)	88%
Materials and services	(20,736,414)	(60,402,208)	(71,630,931)	(25,050,628)	83%
Finance costs	(954,556)	(4,102,773)	(3,149,811)	(1,049,937)	91%
Depreciation and amortisation	(10,427,085)	(30,458,822)	(31,740,841)	(10,580,280)	99%
Total operating expenses	(45,620,541)	(134,664,940)	(151,235,639)	(52,073,366)	88%
Capital expenses					
Other capital expenses	(3,382,640)	(13,756,280)	(5,343,990)	(1,781,330)	190%
Total expenses	(49,003,181)	(148,421,220)	(156,579,629)	(53,854,696)	91%
Net result	22,821,083	23,739,917	2,208,437	15,995,118	143%
Other comprehensive income					
Items that will not be reclassified to net result					
Increase / (decrease) in asset revaluation surplus	-	71,126,730	-	-	
Total other comprehensive income for the year	-	71,126,730	-	-	
Total comprehensive income for the year	22,821,083	94,866,647	2,208,437	15,995,118	143%

Attachment 11.14.2 Financial Statement for the period ending 31 October 2023

WHITSUNDAY REGIONAL COUNCIL

Statement of Financial Position

As at 31 October 2023

	2024	2023	Budget 2023/24
	\$	\$	\$
Current assets			
Cash and cash equivalents	124,232,172	98,898,729	49,017,612
Cash investments	20,000,000	30,000,000	30,000,000
Receivables	13,022,330	10,603,952	12,541,145
Inventories	1,731,120	1,665,933	2,050,000
Contract assets	3,432,287	2,867,685	-
Other assets	5,839,738	6,524,446	4,840,000
	168,257,646	150,560,745	98,448,757
Non-current assets held for sale	1,655,000	1,655,000	-
Total current assets	169,912,647	152,215,746	98,448,757
Non-current assets			
Receivables	13,000	13,000	-
Investment properties	2,100,000	2,100,000	2,040,000
Property, plant and equipment	1,275,999,977	1,271,128,736	1,217,806,358
Right of use assets	2,239,719	2,239,719	1,897,678
Total non-current assets	1,280,352,697	1,275,481,455	1,221,744,037
TOTAL ASSETS	1,450,265,343	1,427,697,201	1,320,192,794
Current liabilities			
Trade and other payables	9,909,689	16,826,723	13,002,545
Provisions	8,786,751	10,336,866	16,185,656
Borrowings	6,184,916	6,184,916	6,237,987
Contract liabilities	12,623,522	7,400,254	-
Total current liabilities	37,504,877	40,748,759	35,426,188
Non-current liabilities			
Trade and other payables	4,498,279	4,498,279	1,509,143
Provisions	24,135,311	22,866,308	16,433,537
Borrowings	63,266,957	65,128,989	59,093,848
Total non-current liabilities	91,900,547	92,493,576	77,036,528
TOTAL LIABILITIES	129,405,424	133,242,336	112,462,716
NET COMMUNITY ASSETS	1,320,859,920	1,294,454,866	1,207,730,078
Community equity			
Investment in capital assets	765,976,810	758,361,731	782,045,209
Asset revaluation surplus	433,807,358	433,807,358	362,680,628
Retained surplus	32,291,917	11,211,635	12,918,333
Reserves	88,783,836	91,074,142	50,085,909
			-
TOTAL COMMUNITY EQUITY	1,320,859,920	1,294,454,866	1,207,730,078

Attachment 11.14.2 Financial Statement for the period ending 31 October 2023

WHITSUNDAY REGIONAL COUNCIL

Statement of Changes in Equity

For the period ending 31 October 2023

	Total		Retained surplus		Reserves		Asset revaluation surplus	
	2024	2023	2024	2023	2024	2023	2024	2023
	\$	\$	\$	\$	\$	\$	\$	\$
Balance at beginning of the year	1,294,454,866	1,198,972,178	769,573,366	768,309,990	91,074,142	67,981,560	433,807,358	362,680,628
Error correction to opening balance	3,583,971	616,041	3,583,971	616,041			-	
Restated opening balances	1,298,038,837	1,199,588,219	773,157,337	768,926,031	91,074,142	67,981,560	433,807,358	362,680,628
Net result	22,821,083	23,739,917	22,821,083	23,739,917	-	-	-	-
Other comprehensive income for the year								
Revaluations:								
Property, plant & equipment	-	71,126,654	-	-	-	-	-	71,126,654
Change in value of future rehabilitation costs	-	76	-	-	-	-	-	76
Total comprehensive income for the year	22,821,083	94,866,647	22,821,083	23,739,917	-	-	-	71,126,730
Transfers (to) from retained earnings and recurrent reserves	-	-	-	(7,596,209)	-	7,596,209	-	-
Transfers (to) from retained earnings and capital reserves	-	-	2,290,306	(15,496,373)	(2,290,306)	15,496,373	-	-
Balance at end of the year	1,320,859,920	1,294,454,866	798,268,726	769,573,366	88,783,836	91,074,142	433,807,358	433,807,358

Attachment 11.14.2 Financial Statement for the period ending 31 October 2023

WHITSUNDAY REGIONAL COUNCIL

Statement of Cash Flows

For the period ending 31 October 2023

	2024	2023	Budget 2023/24
	\$	\$	\$
Cash flows from operating activities			
Receipts			
General rates and utility charges	48,015,683	97,473,013	98,182,667
Sale of goods and major services	8,136,874	18,847,784	23,859,653
Lease, rental and levies, fees and charges	1,828,583	4,213,670	4,127,334
Other income	615,581	9,565,958	9,023,753
GST received	315,230	9,153,638	(12,200)
Receipts from customers	58,911,952	139,254,064	135,181,207
Operating grants, subsidies and contributions	1,752,985	10,133,235	8,904,565
Interest received	1,992,890	4,480,093	4,551,500
Payments			
Payment to employees	(14,483,079)	(38,692,415)	(44,746,056)
Payments for materials and services	(26,972,650)	(60,175,985)	(73,782,278)
GST paid	-	(8,890,610)	-
Payments to suppliers and employees	(41,455,729)	(107,759,010)	(118,528,334)
Interest expense	(852,610)	(2,742,616)	(2,934,811)
Net cash inflow (outflow) from operating activities	20,349,487	43,365,766	27,174,127
Cash flows from investing activities			
Government subsidies and grants	9,458,360	33,621,465	7,223,594
Capital contributions	1,449,832	4,147,787	-
Payments for property, plant and equipment	(14,590,400)	(34,767,023)	(51,367,007)
Payments for investment property	-	(161,566)	-
Net transfer (to) from cash investments	10,000,000	(30,000,000)	-
Proceeds from sale of property, plant and equipment	13,000	375,684	412,276
Payments for rehabilitation work	-	-	(1,140,654)
Non-current assets held for sale - Proceeds from sale	510,196	1,482,855	-
Net movement in loans to community organisations	5,000	17,000	-
Net cash inflow (outflow) from investing activities	6,845,988	(25,283,799)	(44,871,792)
Cash flows from financing activities			
Repayment of borrowings	(1,862,032)	(5,441,297)	(5,674,100)
Repayments made on finance leases	-	(466,763)	(311,742)
Net cash inflow (outflow) from financing activities	(1,862,032)	(5,908,060)	(5,985,842)
Net increase (decrease) in cash and cash equivalents held	25,333,442	12,173,907	(23,683,507)
Cash and cash equivalents at beginning of the financial year	98,898,729	86,724,822	102,701,119
Cash and cash equivalents at end of the financial year	124,232,172	98,898,729	79,017,612

Attachment 11.14.3 Capital Expenditure Report as at 31 October 2023

Job	Description	a.	b.	(a+b)	d.	e.	(a/d.)	a/e.	e.- a.
		Actuals to Period	Commitments	Actuals + Commitments	Budget to Period	Total Annual Current Budget	% YTD Act to YTD Bud	% YTD Act to Ann Bud	Remaining Bud \$
30000 - Infrastructure Services									
32200 - EM - SES									
4243	Cannonvale SES Communications room	-	-	-	21,000	63,000			63,000
Sub Total EM - SES		-	-	-	21,000	63,000	0%	0%	63,000
33100 - Disaster Recovery									
Sub Total Disaster Recovery		5,278,269	1,750,036	7,028,305	476,868	1,430,602	1107%	369%	(3,847,667)
34900 - R&D - Assets									
4024	Bus Stop DDA Compliance	30,585	1,103	31,688	10,000	100,000	306%	31%	69,415
4025	Coconut Grove Disabled Parking Bays	651	-	651	-	-			(651)
4028	Blake St Disabled parking bay and footpath	(3,057)	205	(2,853)	-	-			3,057
4029	Stewart Drive Kerb and Channel	458	-	458	-	-			(458)
4031	Mill Street Kerb and Channel	25,892	-	25,892	-	-			(25,892)
4033	Collinsville Pump Track	4,478	274,900	279,378	98,868	296,604	5%	2%	292,126
4035	LRCI - Bicentennial Boardwalk refurbishment	2,995	45,483	48,478	-	-			(2,995)
4036	Neerim Crescent Stormwater Renewal	566	-	566	-	-			(566)
4038	Homestead Place Stormwater Upgrade	18,329	51,860	70,189	70,000	100,000	26%	18%	81,671
4083	Stormwater Renewals	35,732	76,361	112,093	100,000	475,000	36%	8%	439,268
4084	Eshelby Drive Footpath - Stage 1 (300m)	76,508	41,036	117,543	-	-			(76,508)
4085	Balaam Road Floodway Upgrade	8,015	-	8,015	-	280,000		3%	271,985
4102	Renwick Road shared path	15,369	-	15,369	-	-			(15,369)
4103	Cantamessa Road Culvert	1,634	-	1,634	5,000	70,000	33%	2%	68,366
4255	Design Program	-	-	-	25,000	230,000			230,000
4256	Renwick Rd Intersection (TIDS)	16,689	-	16,689	200,000	500,000	8%	3%	483,311
4257	Reseal Program	21,831	1,362,925	1,384,757	400,000	800,000	5%	3%	778,169
4258	Unsealed Roads Resheeting Program	2,957	-	2,957	750,000	1,192,176	0%	0%	1,189,219
4259	Design of Mandalay Road Footpath	7,382	-	7,382	5,000	10,000	148%	74%	2,618
4260	Design of Erromango Solar Street Lighting	1,677	-	1,677	-	10,000		17%	8,323
4261	LRCI - Bicentennial Boardwalk Upgrade - Stage 2	734,413	1,270,107	2,004,520	1,250,000	2,000,000	59%	37%	1,265,587
4262	Mackenzie Street Kerb and Channel	-	-	-	-	22,500			22,500
4263	Pandanus Street Kerb and Channel	2,015	-	2,015	-	25,000		8%	22,985
4264	Strickland Street Kerb and Channel	-	-	-	-	25,000			25,000
4265	Gumlu State School Bus Stop	-	-	-	78,500	78,500			78,500
4266	Stormwater Renewals	17,003	-	17,003	-	500,000		3%	482,997
4267	Valley Drive Open Drain Renewals	622	1,500	2,122	-	101,385		1%	100,763
4268	Paluma Rd to Carlo Dr Stormwater Project Planning	-	-	-	150,000	267,000			267,000
8099	Molongie Creek Boat Ramp	4,061	2,158	6,219	-	-			(4,061)
8629	LRCI - Edgecumbe Heights Walking Tracks Upgrade	14,670	866,038	880,709	166,856	500,569	9%	3%	485,899
8630	Forestry Road	43,899	89,104	133,003	-	-			(43,899)
8639	Unsealed Roads Creek Crossing Upgrade Program	61,488	2,800	64,288	-	236,946		26%	175,458
8640	Unsealed Roads Resheeting Program	320,960	76,134	397,094	-	-			(320,960)
8641	Wilsons Beach Rockwall	(219)	-	(219)	-	-			219
8817	TMR early works - Paluma Rd to Tropic Rd	656	15,717	16,373	-	-			(656)
8904	Reseal Program	4,205	-	4,205	-	-			(4,205)
8911	Waterson Way car park construction and seal	533	-	533	-	-			(533)
9106	Richmond Road Floodway Upgrade (TIDS)	3,723	-	3,723	-	-			(3,723)
9107	Scottville Road (TIDS)	633,720	922,241	1,555,960	1,380,261	1,380,261	46%	46%	746,541
9108	Tondara Road Seal Project	531,364	1,322,616	1,853,979	2,000,000	3,035,981	27%	18%	2,504,617
9456	Proserpine Main Street Footpath - Palace Hotel	19,884	468	20,352	-	-			(19,884)
9458	Airlie Beach Main Street Upgrade	193,934	50,533	244,467	-	-			(193,934)
Sub Total R&D - Assets		2,855,619	6,473,288	9,328,907	6,689,485	12,236,922	43%	23%	9,381,303
36100 - OS - Parks									
1039	Airlie Foreshore Main Street Bin Enclosures	-	327,295	327,295	-	-			-
4249	Bowen Grey's Bay Shelter supply and installation	25,039	14,013	39,052	28,332	85,000	88%	29%	59,961
4250	Bowen Lions Shelters Stage 2	266	37,570	37,835	45,000	135,000	1%	0%	134,734
4251	Cemetery Lowering Devices	35,481	32,869	68,350	21,668	65,000	164%	55%	29,519
4252	Dingo Beach Bollards Stage 2	290	-	290	41,900	125,700	1%	0%	125,410
4253	Shute Harbour - Snows Beach Asset upgrades	585	-	585	96,668	290,000	1%	0%	289,415
4254	New Basketball Court - Halpannel Park	1,169	-	1,169	120,000	360,000	1%	0%	358,831
5632	Lake Proserpine Recreation Hub - Stage 1 - C/W 18-19	730	69,670	70,400	-	-			(730)
8625	Assets Renewal Parks and Gardens	-	-	-	122,816	368,450			368,450
8627	Continuation of Pedestrian Path Lighting Airlie Foreshore	(5,292)	-	(5,292)	-	-			5,292
8873	Choose Collinsville Project	448,235	203,245	651,480	276,012	828,030	162%	54%	379,795
9249	LRCI - Cannonvale Skate Bowl Upgrade - Stage 2	55,226	364,580	419,806	175,408	526,220	31%	10%	470,994
Sub Total OS - Parks		561,729	1,049,242	1,610,971	927,804	2,783,400	61%	20%	2,221,671
37200 - Works for Queensland									
4094	Regional Sewer Relining P1 22/23	-	-	-	60,668	182,000			182,000
8830	W4Q - Collinsville Aquatic Facility - pool retilling renewal	422	-	422	-	-			(422)
8834	W4Q - Brandy Creek - New Amenities	7,908	66,825	74,733	31,016	93,042	25%	8%	85,134
8840	W4Q - Gloucester sports park access and car park recon	760	-	760	-	-			(760)
8842	W4Q - Greening & Growing Bowen 3 - recycled water network ext	40,367	2,646	43,013	-	-			(40,367)
8843	W4Q - Sewer Relining - Regional P1 Zone	359,358	-	359,358	-	-			(359,358)
8844	W4Q - Bowen WTP Intake, Switchboard and Structure	228,800	277,150	505,950	422,668	1,268,000	54%	18%	1,039,200
Sub Total Works for Queensland		637,614	346,621	984,235	514,352	1,543,042	124%	41%	905,428
38200 - WSW - Water Operations									
4052	Mt Julian Network Reconfig	1,317	4,790	6,107	61,032	183,100	2%	1%	181,783
4053	Network Reconfig Island Dr WPS	2,929	4,870	7,799	57,552	172,650	5%	2%	169,721

Attachment 11.14.3 Capital Expenditure Report as at 31 October 2023

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 \$
4054	Jubilee Pocket Trunk Watermain	9,439	17,800	27,239	55,088	165,268	17%	6%	155,829
4055	Bore1 Replacement	-	-	-	86,160	258,475			258,475
4056	Kara Crescent Pumped Zone	3,374	6,870	10,244	2,332	7,000	145%	48%	3,626
4057	Cannon Valley Res to Parker Rd	2,573	4,320	6,893	100,708	302,125	3%	1%	299,552
4058	Cannonvale Reservoir Reconfig	9,005	16,113	25,118	107,000	321,000	8%	3%	311,995
4059	Coyne Rd Reservoir & PS Works	5,484	6,181	11,665	12,668	38,000	43%	14%	32,516
4060	Proserpine PRV Cross Connect	704	13,430	14,134	69,776	209,328	1%	0%	208,624
4061	Stanley Dr PS Reconfiguration	3,345	4,790	8,135	22,480	67,444	15%	5%	64,099
4064	Coastal WTP - Pump and Switchb	2,211	43,850	46,061	241,668	725,000	1%	0%	722,789
4066	CSTWTP Compressor replacement	590	-	590	-	-			(590)
4067	Renwick Rd Trunk Watermain	3,089	-	3,089	5,000	15,000	62%	21%	11,911
4082	Water Main Renewals 22/23 - Stewart Drive, Cannonvale	8,068	24,000	32,068	-	-			(8,068)
4273	Emergent Works Water	31,712	24,075	55,787	96,668	290,000	33%	11%	258,288
4274	Minor New & Replacements Water	19,476	1,270	20,746	83,332	250,000	23%	8%	230,524
4275	Water Capital Design	-	-	-	60,224	180,675			180,675
8895	New Initiative - Disaster Resilience - Extend Fibre Infrastr	-	-	-	21,000	63,000			63,000
8921	Bowen Small Reservoir Pressure Zone	-	7,480	7,480	4,168	12,500			12,500
8922	Collinsville WTP Emergent works	9,443	2,100	11,543	-	-			(9,443)
8923	Facilities Instrumentation, Electrical and Control Renewals	4,634	-	4,634	-	-			(4,634)
8924	Pentcost St Area Renewal	-	-	-	23,536	70,607			70,607
8925	Proserpine Bore 10 supplementary Funding for Bore moving (TM	3,998	7,858	11,857	18,332	55,000	22%	7%	51,002
8927	Collinsville Efficient Resilient Solar Program	204,331	739,885	944,216	236,332	708,993	86%	29%	504,662
8931	Additional Bores - Proserpine WTP	53,027	75,471	128,498	293,764	881,296	18%	6%	828,269
8932	Network Instrumentation, Electrical and Control Renewals - W	349	16,260	16,609	-	-			(349)
9101	W&S Lab - Equipment	(15,898)	-	(15,898)	-	-			15,898
Sub Total WSW - Water Operations		363,200	1,021,413	1,384,613	1,658,820	4,976,461	22%	7%	4,613,261
38300 - WSW - Sewerage Operations									
4040	Ammonia/ Nitrate Optimisation	-	137,557	137,557	51,668	155,000			155,000
4043	BOWSTP Spirobin biosolids	-	96,210	96,210	-	-			-
4044	PROSTP Spirobin	-	81,600	81,600	-	-			-
4045	Carlo Drive Sewer Rising Main	82,517	163,822	246,339	58,332	175,000	141%	47%	92,483
4092	Emergent Works Sewer 22/23	300,280	1,350	301,630	-	-			(300,280)
4112	Cannonvale STP Membrane Replacement	24,532	144,346	168,879	70,000	210,000	35%	12%	185,468
4204	Equipment - Sewer Camera	35,056	-	35,056	-	-			(35,056)
4269	Emergent Works Sewer	41,876	7,445	49,321	122,600	367,800	34%	11%	325,924
4270	Minor New & Replacements Sewer	464	-	464	38,000	114,000	1%	0%	113,537
4271	Sewer Capital Design	867	-	867	60,224	180,675	1%	0%	179,808
4272	Regional Sewer Pump Replacement Program	-	38,916	38,916	15,000	45,000			45,000
4931	New Bowen Sewerage Treatment Plant & Upgrades - C/W 17-18-C/	8,123	-	8,123	-	-			(8,123)
5539	Sewer Pump Capacity Upgrades - Combined Rising Main - C/W 18	2,238	156,854	159,091	120,000	360,000	2%	1%	357,762
8915	Sewer Relining – Regional P2 Zone	30,387	-	30,387	-	-			(30,387)
8916	STP Odour containment Panel replacement	-	67,241	67,241	-	-			-
8917	Chapman St Sewer Rising Main Replacement	1,492	148,243	149,734	203,768	611,300	1%	0%	609,808
8920	Network Instrumentation, Electrical and Control Renewals - S	1,367	15,674	17,040	-	-			(1,367)
8935	Waste reuse to Agriculture (biosolids) Project	-	12,196	12,196	-	-			-
Sub Total WSW - Sewerage Operations		529,199	1,071,453	1,600,651	739,592	2,218,775	72%	24%	1,689,576
38400 - WSW - Waste & Recycling Services									
4046	Cell 6 Kelsey Creek Landfill	43,927	158,195	202,122	1,148,776	3,446,333	4%	1%	3,402,406
4048	Cvle Tfr Station Drainage	746	-	746	100,000	300,000	1%	0%	299,254
4049	KCL Landfill RRA and Transfer	341,533	98,231	439,764	36,668	110,000	931%	310%	(231,533)
4050	Stormwater Bowen Landfill	-	-	-	25,000	75,000			75,000
4051	Upgrade Sediment Pond 1-Kelsey	873	17,880	18,753	111,668	335,000	1%	0%	334,127
4203	Fencing- Renewal	21,694	17,700	39,394	-	-			(21,694)
4276	Transfer Station Cannonvale Stormwater Drainage	-	-	-	55,000	165,000			165,000
4277	Transfer Station Collinsville Upgrades	-	-	-	51,668	155,000			155,000
4278	Landfill Bowen Leachate Evaporation Pond	707	84,473	85,179	61,668	185,000	1%	0%	184,293
4279	Purchase New Waste Oil Sheds	-	-	-	16,668	50,000			50,000
4280	Landfill Bowen Upgrade Sed Pond 3	-	-	-	100,000	300,000			300,000
8820	Cannonvale Waste Transfer Station	37,697	8,257	45,954	-	-			(37,697)
9157	Bowen Landfill - Culvert, Stormwater Drain, Leachate Pump	707	37,800	38,507	36,304	108,914	2%	1%	108,207
Sub Total WSW - Waste & Recycling Services		447,885	422,535	870,419	1,743,420	5,230,247	26%	9%	4,782,362
Total Infrastructure Services		10,673,514	12,134,588	22,808,102	12,771,341	30,482,449	84%	35%	19,808,935
40000 - Corporate Services									
42200 - IT – Projects - Information Management									
4091	NBN 5x Hybrid Cubes to Fixed wireless towers	27,419	-	27,419	-	-			(27,419)
4246	Replacement - Meeting Room AV Equipment Upgrades	-	-	-	23,332	70,000			70,000
4247	Replacement - Waste Transfer Stn Point of Sale System Upgrad	8,658	600	9,258	9,168	27,500	94%	31%	18,842
4248	Replacement - Water and Waste Scada Servers	-	-	-	13,332	40,000			40,000
8821	CCTV, Radio links, Video conferencing and Wireless Access	453	-	453	-	-			(453)
8876	Disaster Resilience - VHF Radio Network Replacement	664,026	363,638	1,027,663	338,496	1,015,484	196%	65%	351,458
8878	Replacement Program - Desktop PCs and Laptop Computers	(12,619)	81,211	68,592	47,000	141,000	-27%	-9%	153,619
8884	Replacement Program - CCTV Network Hardware Upgrade	22,464	-	22,464	45,332	136,000	50%	17%	113,536
8885	Replacement Program - CIRP - Communications Infrastructure R	10,690	-	10,690	75,000	225,000	14%	5%	214,310
8892	New Initiative - Disaster Resilience - NBN ? Design, Install	9,035	63,355	72,390	50,000	150,000	18%	6%	140,965
8893	New Initiative ? IoT Program of Works ? Design, Install Hard	-	-	-	16,668	50,000			50,000
Sub Total IT – Projects - Information Management		730,124	508,804	1,238,927	618,328	1,854,984	118%	39%	1,124,860
42300 - IT – Operational - Technical Services									

Attachment 11.14.3 Capital Expenditure Report as at 31 October 2023

Job	Description	a.	b.	(a+b.)	d.	e.	(a/d.)	a/e.	e.- a.
		Actuals to Period	Commitments	Actuals + Commitments	Budget to Period	Total Annual Current Budget	% YTD Act to YTD Bud	% YTD Act to Ann Bud	Remaining Bud \$
4074	Mobility Solutions and Integrations	(3,901)	-	(3,901)	-	-			3,901
Sub Total IT – Operational - Technical Services		(3,901)	-	(3,901)	-	-	0%	0%	3,901
43300 - Finance - Insurance									
7886	Insurance - Bowen Reservoir- CW 1920	2,149	50,485	52,634	179,312	537,931	1%	0%	535,782
7896	Insurance - Collinsville Reservoir High Level	6,519	51,595	58,114	159,312	477,939	4%	1%	471,420
Sub Total Finance - Insurance		8,668	102,080	110,748	338,624	1,015,870	3%	1%	1,007,202
44400 - PPF - Fleet Management									
2089	Plant Purchases	15,771	2,267,387	2,283,158	-	-			(15,771)
4020	Fleet and Plant Replacement Program	343,136	1,795,898	2,139,034	-	-			(343,136)
4090	Backhoe Loader Proserpine	-	-	-	73,332	220,000			220,000
4244	Fleet and Plant Replacement Program	502,625	251,875	754,500	2,251,272	6,753,818	22%	7%	6,251,193
4245	Infrastructure Services - Trailers	-	-	-	73,832	221,500			221,500
Sub Total PPF - Fleet Management		861,533	4,315,160	5,176,693	2,398,436	7,195,318	36%	12%	6,333,785
44700 - PPF - Property & Facilities									
1000	Denison Park Fencing - Bowen Seagulls 2023	-	10,228	10,228	-	-			-
4008	Bowen Admin Ground Floor - Mech Plant Renewal	12,656	1,013,328	1,025,983	366,668	1,100,000	3%	1%	1,087,344
4012	Bowen Cemetery Amenities Renewal	99,868	17,574	117,442	39,956	119,864	250%	83%	19,996
4013	Bowen Workcamp Dwelling Restumping	87,820	2,500	90,320	-	-			(87,820)
4015	Denison Park Grandstand Renewal	217,403	325	217,728	68,812	206,438	316%	105%	(10,965)
4016	Fuel Bowser Replacement Program	44,004	100,784	144,788	94,368	283,098	47%	16%	239,094
4017	Proserpine Depot Masterplan	-	-	-	50,000	150,000			150,000
4019	PEC - Storage Structure and Fit out	135,919	75,556	211,475	61,272	183,818	222%	74%	47,899
4069	Cedar Creek Amenities - Renewal	5,718	167,576	173,295	76,468	229,403	7%	2%	223,685
4070	Hansen Case Park - New Amenities	82,868	85,960	168,828	48,332	145,000	171%	57%	62,132
4071	Proserpine Cemetery - Disabled amenities upgrades	49,871	4,925	54,795	27,940	83,822	178%	59%	33,951
4106	Bowen Workcamp STP Renewal	46,182	-	46,182	-	-			(46,182)
4202	Digital Screens	3,387	2,048	5,435	-	-			(3,387)
4227	Aircon Replacement Program	14,747	1,061	15,808	45,900	137,700	32%	11%	122,953
4228	Amenities CCTV Installation Project	1,438	-	1,438	46,668	140,000	3%	1%	138,562
4229	Bowen Admin Solar Installation	37,945	-	37,945	19,332	58,000	196%	65%	20,055
4230	Bowen Depot Auto Gate	-	-	-	13,332	40,000			40,000
4231	Bowen Depot Cement Shed Roof Renewal	270	-	270	10,400	31,200	3%	1%	30,930
4232	Bowen PCYC -OSHC Floor Covering Replacement	-	-	-	10,000	30,000			30,000
4233	Buildings Painting Program	4,334	44,840	49,174	27,000	81,000	16%	5%	76,666
4234	Collinsville Depot Boundary Fence	1,893	-	1,893	45,320	135,960	4%	1%	134,067
4235	Collinsville Football Club Field Lighting Renewal	138,271	-	138,271	50,400	151,200	274%	91%	12,929
4236	Demolition Of Kent St Clubhouse and Structures	-	-	-	9,900	29,700			29,700
4237	Demolition Of Powerhouse Road Structures	-	-	-	60,456	181,368			181,368
4239	Proserpine Depot Stores Racking	9,638	53,776	63,414	18,332	55,000	53%	18%	45,362
4240	Shingley Beach Amenities Reroof	234	-	234	10,920	32,760	2%	1%	32,526
4241	Strategic Asset Reserve	-	1,200	1,200	731,332	2,194,000			2,194,000
4242	Cannonvale Customer Service & Library project	68,372	367,988	436,361	94,060	282,180	73%	24%	213,808
4926	Proserpine Entertainment Centre - Building Works in addition	6,856	-	6,856	-	-			(6,856)
5021	Collinsville Football Club Field Lighting Renewal	3,925	761	4,685	-	-			(3,925)
5640	Proserpine Administration Building Replacement - Stage 1 - C	(18,399)	-	(18,399)	-	-			18,399
8852	Airlie Beach Lagoon Amenities Fitout and Fittings Renewal	2,496	191,673	194,169	31,408	94,225	8%	3%	91,729
8853	Bowen Depot Boundary Fence Renewal	214	-	214	-	-			(214)
8856	Bowen Library Mechanical Plant Renewal	-	115,060	115,060	17,500	52,500			52,500
8858	Solar Power Generation	-	53,904	53,904	-	-			-
8859	Collinsville Football Club Roof Renewal	207,213	1,903	209,116	-	-			(207,213)
8868	Relocation of Cannonvale Depot - Demountable Buildings	-	7,070	7,070	-	-			-
Sub Total PPF - Property & Facilities		1,265,141	2,320,040	3,585,181	2,076,076	6,228,236	61%	20%	4,963,095
Total Corporate Services		2,861,564	7,246,084	10,107,648	5,431,464	16,294,408	53%	18%	13,432,844
50000 - Regional Strategy & Planning									
53100 - SP - Strategic Planning									
1008	Airlie Beach Carpark / Multi Storey / Place of Refuge	-	17,155	17,155	-	-			-
4226	LGIP Cutuli Road Investigations and Design	-	-	-	133,332	400,000			400,000
Sub Total SP - Strategic Planning		-	17,155	17,155	133,332	400,000	0%	0%	400,000
Total Regional Strategy & Planning		-	17,155	17,155	133,332	400,000	0%	0%	400,000
60000 - Community Services & Facilitation									
62200 - CDL - Libraries									
4005	Bowen Library Refurbishment	(2,175)	509	(1,665)	-	-			2,175
Sub Total CDL - Libraries		(2,175)	509	(1,665)	-	-	0%	0%	2,175
65100 - RS - Sport & Recreational									
4220	BSP Shop Front Refurbishment	-	-	-	8,332	25,000			25,000
8903	Lake Proserpine Commercialisation Project	-	-	-	25,000	75,000			75,000
Sub Total RS - Sport & Recreational		-	-	-	33,332	100,000	0%	0%	100,000
65300 - RS - Pools, Lagoons & Enclosures									
4223	Collinsville Pool Design & Construct Bulk Head and Retime	585	-	585	79,916	239,750	1%	0%	239,165
8606	Wilson Beach Swimming Enclosure Refurbishment	21,470	-	21,470	100,000	300,000	21%	7%	278,530
8787	LRCI - Construction of new Collinsville Water Park	471	-	471	-	-			(471)
8874	Proserpine Pool/Waterpark Electrical Switchboard Upgrade	292	-	292	-	-			(292)

Attachment 11.14.3 Capital Expenditure Report as at 31 October 2023

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 \$
8899	Bowen Aquatic Facility - town pool heater replacement	-	420	420	-	-			-
8900	Proserpine Aquatic Facility - town pool heater replacement	-	420	420	-	-			-
Sub Total RS - Pools, Lagoons & Enclosures		22,817	840	23,657	179,916	539,750	13%	4%	516,933
65400 - RS - Entertainment & Conference Centres									
8532	PEC Fit out and Setup Capital	18,700	-	18,700	-	-			(18,700)
Sub Total RS - Entertainment & Conference Centres		18,700	-	18,700	-	-	0%	0%	(18,700)
67150 - HEC - Natural Resource Management									
4006	Frog Rock foreshore	1,545	1,545	3,091	-	-			(1,545)
4221	Merinda washdown facility	-	14,127	14,127	15,000	45,000			45,000
Sub Total HEC - Natural Resource Management		1,545	15,673	17,218	15,000	45,000	10%	3%	43,455
67300 - HEC - Water Quality									
4224	Mullers lagoon aeration	-	-	-	10,000	30,000			30,000
4225	Cannonvale lakes aeration	-	-	-	10,000	30,000			30,000
Sub Total HEC - Water Quality		-	-	-	20,000	60,000	0%	0%	60,000
67350 - HEC - Environmental Health									
4200	Litter & Illegal Dumping Partnership Program 2B	30,892	-	30,892	-	-			(30,892)
Sub Total HEC - Environmental Health		30,892	-	30,892	-	-	0%	0%	(30,892)
67500 - HEC - Parking Management									
7821	Installation of Pay & Display Parking Machines - Airlie Bech	(2,045)	-	(2,045)	-	-			2,045
Sub Total HEC - Parking Management		(2,045)	-	(2,045)	-	-	0%	0%	2,045
67550 - HEC - Local Laws									
4222	Proserpine Pound Security System upgrades	-	-	-	12,668	38,000			38,000
Sub Total HEC - Local Laws		-	-	-	12,668	38,000	0%	0%	38,000
Total Community Services & Facilitation		69,735	17,022	86,757	260,916	782,750	27%	9%	713,015
70000 - Commercial Businesses									
14100 - COM - Airports - Operations									
4002	Upgrade Airport Admin Office	24,983	-	24,983	-	-			(24,983)
4004	Whitsunday Coast Airport Fence	-	-	-	31,776	95,324			95,324
4087	Collinsville Airport Runway Re-seal	-	90,528	90,528	116,668	350,000			350,000
4122	WCA Freight Hub Implementation	2,892	310	3,202	-	-			(2,892)
4206	Whitsunday Coast Airport - Undercover solar car parking	-	-	-	50,000	150,000			150,000
4207	Whitsunday Coast Airport - GA Terminal	-	-	-	-	300,000			300,000
4209	Whitsunday Coast Airport - Furniture purchase	3,117	-	3,117	50,000	50,000	6%	6%	46,883
4211	Whitsunday Coast Airport - Replace checked bag screening ser	-	35,300	35,300	50,000	50,000			50,000
4212	Whitsunday Coast Airport - 100KVA Field Generator	32,778	10,926	43,704	-	100,000		33%	67,222
4213	Whitsunday Coast Airport - Airconditioning upgrade	-	10,671	10,671	-	500,000			500,000
4214	Whitsunday Coast Airport - Replace end of life Explosive Tra	-	122,100	122,100	85,000	120,000			120,000
4215	Whitsunday Coast Airport - Freight Distribution Centre CCTV	-	-	-	16,668	50,000			50,000
4216	Whitsunday Coast Airport - Apron Upgrade/Second Taxiway	-	-	-	66,668	200,000			200,000
4217	Whitsunday Coast Airport - front terminal roadway	-	-	-	33,332	100,000			100,000
4218	Whitsunday Coast Airport - Access Gate 5 Road	-	-	-	16,668	50,000			50,000
4219	Whitsunday Coast Airport - Sewerage Treatment Plant Upgrade	-	63,434	63,434	50,000	100,000			100,000
7033	WCA Airport Fitout	24,983	-	24,983	-	-			(24,983)
8594	Bowen Aerodrome Runway Repairs	47,324	11,318	58,642	-	-			(47,324)
8863	Welcome to Whitsundays Signage Proserpine Airport	-	6,058	6,058	-	-			-
Sub Total COM - Airports - Operations		136,076	350,645	486,721	566,780	2,215,324	24%	6%	2,079,248
14500 - COM - Shute Harbour - Operations									
4001	Refurbish Shute Harbour Fishing Pontoon	-	4,500	4,500	166,668	500,000			500,000
4100	Small Tourism Office (STO)	833,010	414,595	1,247,605	-	-			(833,010)
4205	Shute Harbour - Under Cover Carpark with Solar Shute Harbour	-	-	-	87,360	262,076			262,076
4208	Shute Harbour - Replacement flooring	16,427	9,125	25,552	-	60,000		27%	43,573
Sub Total COM - Shute Harbour - Operations		849,437	428,220	1,277,657	254,028	822,076	334%	103%	(27,361)
14700 - COM - Airstrips									
4210	Bowen Airstrip - lighting upgrade to MOS Specifications	-	-	-	83,332	250,000			250,000
Sub Total COM - Airstrips		-	-	-	83,332	250,000	0%	0%	250,000
39100 - COMM - Quarry - Operations									
4180	Quarry Crushing Plant Renewals	-	-	-	40,001	120,003			120,003
Sub Total COMM - Quarry - Operations		-	-	-	40,001	120,003	0%	0%	120,003
Total Commercial Businesses		985,514	778,865	1,764,378	944,141	3,407,403	104%	29%	2,421,890
Capital Grand Total for Period ending 31 October 2023									
		14,590,327	20,193,713	34,784,040	19,541,194	51,367,010	75%	28%	36,776,683
Percentage Actuals v YTD Budget						74.66%			
Percentage YTD Actuals + Commitments v Annual Current Budget						67.72%			

Attachment 11.14.3 Capital Expenditure Report as at 31 October 2023

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 \$
Remediation Works 30000 - Infrastructure Services									
Remediation Works 38400 - WSW - Waste & Recycling Services									
4068	Kelsey Creek-Capping Cell 1-4	719	43,320	44,039	83,332	250,000	1%	0%	249,281
4078	Bowen Landfill - legacy Landfill cell capping (stage 2)	-	43,320	43,320	100,000	300,000			300,000
4281	Landfill Kelsey Closed Cell 1 to 4 Fence Replacement	-	-	-	89,548	268,648			268,648
9099	Landfill - Kelsey Creek - Legacy Cell 1 - 4	-	-	-	17,980	53,934			53,934
9100	Landfill - Bowen- Legacy Cell 1	101,746	-	101,746	22,692	68,072	448%	149%	(33,674)
9156	Bowen Landfill - Capping Stage 1, Stormwater Drain, Ground	2,226	121,011	123,237	66,668	200,000	3%	1%	197,774
Sub Total Remediation Works WSW - Waste & Recycling Services		104,692	207,651	312,343	380,220	1,140,654	28%	9%	1,035,962
Capital & Remediation Grant Total for period ending 31 October 2023		14,695,019	20,401,364	35,096,383	19,921,414	52,507,664	74%	28%	37,812,646

11.15 - Budget Review 1

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Julie Moller - Manager Strategic Finance

AUTHORISING OFFICER: Peter Shuttlewood - Acting Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Att 1 Revised Budget Summary - Updated 09.11.23 JB [**11.15.1** - 6 pages]
2. Att 2 Revised Budgeted Financial Statement 2023-24 (plus 9 years forecast to 2032-33) [**11.15.2** - 9 pages]
3. Att 3 Revised Capital Works Program 2023-24 plus 2 years [**11.15.3** - 4 pages]
4. Att 4 10 Year Financial Sustainability Ratios [**11.15.4** - 1 page]

PURPOSE

To review the current budget and make amendments to better reflect the current and forecast financial position of Council and to confirm priorities for capital projects to be delivered in the 2023/24 financial year.

OFFICER'S RECOMMENDATION

That Council resolve:

- A. In accordance with section 170(3) of the *Local Government Regulation 2012*, to revise the Whitsunday Regional Council Budget adopted for the financial year 2023/24, as presented in the following statements prepared in accordance with section 169 of the *Local Government Regulation 2012*:
 - 1) Revised Statement of Comprehensive Income,
 - 2) Revised Statement of Financial Position,
 - 3) Revised Statement of Cash Flows,
 - 4) Revised Statement of Changes in Equity for the financial year 2023/24,
 - 5) The resulting Revised Long-Term Financial Forecast for the financial years 2023/24 through 2032/33, inclusive,
 - 6) The Revised Measures of Financial Sustainability; and
- B. To make the following transfers to and from reserves for the financial year 2023/24:
 - 1) \$2,238,452 from the Infrastructure Reserve to fund capital works projects, and
 - 2) A net transfer of \$19,390,516 from the Capital Works Reserve, as follows:
 - a) \$3,257,803 to the Capital Works Reserve, and
 - b) \$22,648,319 from the Capital Works Reserve to fund capital works projects.
 - 3) A net transfer of \$2,194,000 from the Strategic Asset Reserve, as follows:
 - c) \$300,000 to the Strategic Asset Reserve, and
 - d) \$2,494,000 from the Strategic Asset Reserve to fund capital works projects.

BACKGROUND

Council reviews the budget as required throughout the year against its adopted budget to make appropriate adjustments for changes and to promote transparent financial

management. It is a legislated requirement for an amended budget to include all items identified in section 169 of the *Local Government Regulation 2012*.

Council has reviewed its financial performance up to 30 September 2023, both operational and capital, and identified several budget risks, both positive and negative, which have been incorporated into the revised budgeted financial statements for 2023/24.

The original budget for the financial year 2023/24 was adopted by Council on 30 June 2023. It is proposed that the budget will be reviewed twice this financial year due to the timing of the local government election. The next review will be presented to Council in May 2024.

This report addresses the proposed Budget Review One and is tabled for adoption by Council on the 22 November 2023.

DISCUSSION/CURRENT ISSUE

This report and attachments provide the revised budget including estimated financial performance and position for the 2023/24 financial year plus 9 years to 2032/33.

- Attachment 1 – Revised Budget Summary
- Attachment 2 – Revised Budgeted Financial Statements 2023-24 (plus 9 years forward forecast to 2032-33)
- Attachment 3 – Revised Capital Works Program 2023-24 + 2 years
- Attachment 4 – 10 Year Financial Sustainability Ratios

Overall, the budget review maintains an operating surplus, with a marginal increase to \$368,727 forecast for the 2023/24 financial year.

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009 (Act)

Local Government Regulation 2012 (Regulation)

Section 170(3) of the *Local Government Regulation 2012* provides for a local government to amend its budget by resolution, at any time before the end of the financial year. s170(4) further dictates that any revisions must be made in accordance with the budget requirements as set out in s169 and should not involve any changes to the rates and charges set in the original budget.

STRATEGIC IMPACTS

Integrate asset management practices into the long-term financial planning to ensure sustainable service delivery for current and future generations.

FINANCIAL IMPLICATIONS

Maintaining a balanced revised budget throughout the financial year and remain financially sustainable. Budget risks must be reviewed and considered throughout the year.

CONSULTATION/ENGAGEMENT

Members of the Executive Leadership Team/Management Team (as the revisions relate to their areas of responsibility)

Manager Financial Services

Management Accountants

RISK ASSESSMENT

Non-compliance risk in accordance with: s170(3) of the Regulation provides for a local government to amend its budget by resolution, at any time before the end of the financial year. s170(4) further dictates that any revisions must be made in accordance with the budget requirements as set out in s169 and should not involve any changes to the rates and charges set in the original budget.

TIMINGS/DEADLINES

Revisions must be made in accordance with the budget requirements as set out in s169 of the Local Government Regulation and should not involve any changes to the rates and charges set in the original budget.

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

BR1 REVISED BUDGET SUMMARY

Financial Year: 2023/24

Period ending: 30 September 2023



BACKGROUND

Council reviews quarterly, its adopted budget to make appropriate adjustments for changes and to promote transparent financial management. It is a legislated requirement for an amended budget to include all items identified in section 169 of the Local Government Regulation 2012.

Council has reviewed its financial performance up to 30 September 2023, both operational and capital, and identified several revisions, both positive and negative, which have been incorporated into the revised budgeted financial statements for 2023/24.

The original budget for the financial year 2023/24 was adopted by Council on 30 June 2023.

This report addresses:

- Budget Review 1 tabled for adoption by Council on the 22 November 2023.

DISCUSSION/CURRENT ISSUE

The revised budget was facilitated through detailed discussions and workshops, with each Department to understand operational and capital budget impacts and deliverability across the organisation.

Operational Budget

The operating budget changes are summarised below with Table 1 with details on changes in Financial Statements provided in Attachment 2 – Revised Budgeted Financial Statements.

Operating revenues and expenses are proposed to be amended as follows:

Table 1: Summary Budget Revisions

	Current Budget	Q1 Revised Budget	Net Change
Revenue	151,564,472	154,539,930	2,975,458
Expenses	151,235,639	154,171,203	(2,935,564)
Operating Surplus	328,833	368,727	39,894

Note: A positive figure (in black) in the "Net Change" column indicates an increase in revenues or a decrease in expenses, with negative figures (in red and within brackets) flagging a decrease in revenues or an increase in expenses.

The net result of the changes in revenue and expenses is a revised budgeted surplus of \$368,727 for the financial year 2023/24, an increase of \$40K from the original adopted budget. Included in this movement is \$2.98M increase in revenue and \$2.94M increase in expenses that relate to budget risks that have been mitigated during the Budget Review 1.

As detailed in Table 2, proposed revenue revisions amount to an increase of over \$2.98M. The primary contributors to the increase in budgeted revenues include:

- Increase in Sales of Goods and Services by \$500K - Increased lease fees and contract revenue.
- Increase in Operational Grants by \$880K – Increased allocation of the Financial Assistance Grant (\$1.17M) offset by NRM Bushfire subsidy moved to capital (\$285K).
- Increase in Interest Income by \$1.5M – Increased interest rates being recognised due to change by the RBA in the cash rate, increased cash as well as a targeted investment strategy.
- Increase in Other Income by \$95K – Increase in Airport operations recoupment of revenue.

Table 2: Details of Revenue Revisions

Revenue	Current Budget	Q1 Revised Budget	Change
Rates & Charges	101,372,667	101,372,667	0
Sale of Goods & Services	33,992,663	34,492,663	500,000
Grants	8,904,565	9,785,023	880,458
Interest Income	4,551,500	6,051,500	1,500,000
Other Income	2,743,077	2,838,077	95,000
Grand Total	151,564,472	154,539,930	2,975,458

Additional details of the proposed revisions to Expenses are contained in Table 3.

- An increase in Employee expenses by \$1.3M primarily due to movement of positions from capital to operational, new positions (partially offset by reduced external resources/consultancies) position reclassifications/ level changes, increases in overtime due to vacant positions, offset by a reduction of the vacancy rate that was applied to the original budget.
- Materials and services have increased by \$1.6M which has been affected by increases in software licencing fees, Waste contract negotiations, legal fees, flying fox program, external resources to assist with Network Planning and Assets Condition Assessment Reviews to support Council's annual revaluation of major asset classes.

Table 3: Details of Expense Revisions

Expenses	Current Budget	Q1 Revised Budget	Change
Employees	44,714,056	46,003,138	1,289,082
Materials & Services	71,627,930	73,274,412	1,646,482
Depreciation	31,398,487	31,398,487	-
Finance	3,149,812	3,149,812	-
Depn - ROU assets	342,354	342,354	-
Grand Total	151,232,639	154,168,203	2,935,564

A comparison of current and revised budgets for revenue and expenses are shown graphically in Figure 1 through to Figure 3.

Figure 1: Summary Revisions

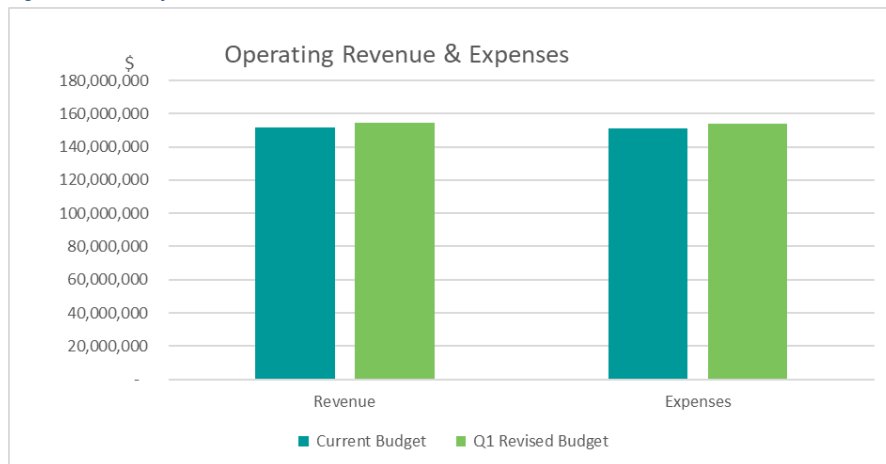


Figure 2: Revenue Revisions

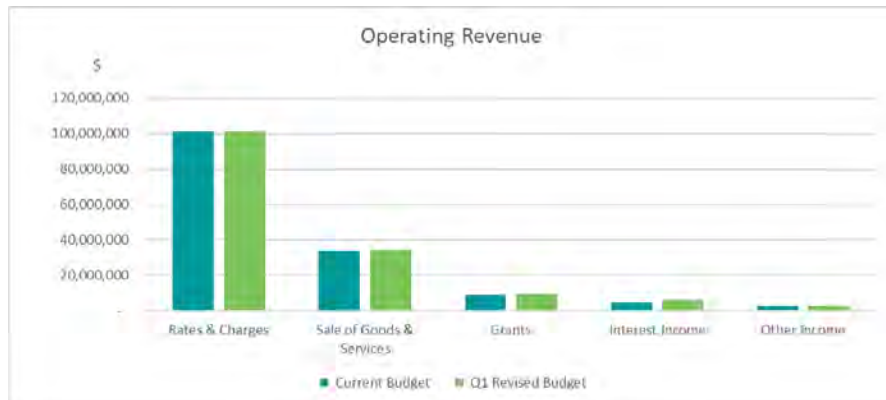
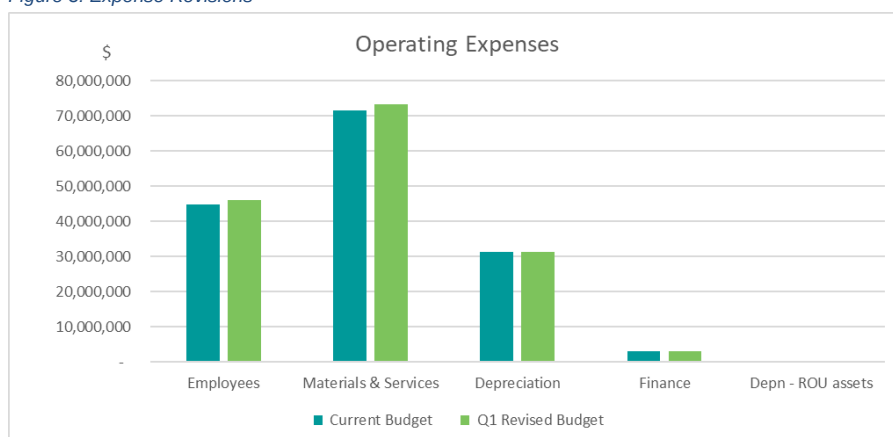


Figure 3: Expense Revisions



A summary of the proposed Operational revisions at the Directorate level appears in Table 4 below.

Table 4: Revisions by Directorate

Directorate	Current Budget	Q3 Revised Budget	Change
Office of the CEO	(2,653,104)	(3,126,332)	(473,228)
Infrastructure Services	(26,278,930)	(25,237,628)	1,041,301
Corporate Services	50,994,856	51,894,964	900,108
Community Services & Facilitation	(17,257,337)	(17,552,957)	(295,620)
Capital Program & Network Planning	(1,545,443)	(2,857,947)	(1,312,503)
Commercial Businesses	(1,327,689)	(1,055,845)	271,844
Regional Strategy & Planning	(1,603,520)	(1,695,528)	(92,008)
Grand Total	328,833	368,727	39,894

The revised budgeted financial statements for 2023/24 and as well as the nine years to 2032/33 are shown in Attachment 2.

Capital Budget

A detailed review and project health check by project managers has been undertaken across all capital projects. The proposed amendments to the capital budget are based on the capacity to deliver considering both supply chain issues and project milestones.

In total, the capital works program excluding remediation works(waste), has been increased from \$51.4M to \$64.7M, with an increase of \$13.3M.

There are a number of capital projects changes (both increases and decreases) that have been carried over from the 2022/23 financial year for delivery this 2023/24 financial year, and a further portion of the original adopted budgets being deferred to later years due to changes in delivery priorities and resourcing. One of the major movements to occur relates to the inclusion of \$8.6M of Disaster Recovery Funding Arrangements (DRFA) works from the 2023 rain event into this financial year, and some of which (an additional \$2.8M) will be delivered into 2024/25 financial year. The other major movement relates to the increase in costs for water and sewerage capital works, which provides for an additional \$3M in the current financial year (including \$1.5M for the Collinsville Reservoir).

There has also been increases in the cost of the capital program due to the competition for limited resources, materials, and external services in a tightening market.

The movements are summarised in Table 5 below:

Table 5: Capital Budget Movements

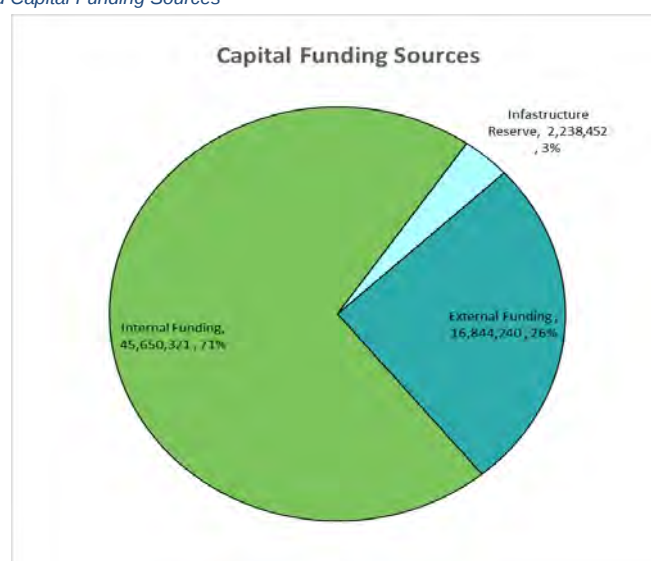
Item	Amount	Amount
Current Capital Budget		51,367,007
Carried over from 2022.23	8,218,960	
Reductions in Capital Projects	(1,772,032)	
Increases in Capital Projects	12,419,649	
Movements between years	(5,500,571)	
Net Increase/(Decrease)		13,366,006
Revised Capital Budget		64,733,013

The remediation budget has remained fairly consistent with the original budget adopted in June 2023, with a minor variation as presented below:

Item	Amount	Amount
Current Remediation Budget		1,140,654
Movements between years	17,460	
Net Increase/(Decrease)		17,460
Revised Remediation Budget		1,158,114

The revised funding position for the updated capital program excluding remediation is as follows:

Figure 4: Revised Capital Funding Sources



The detailed capital program, incorporating the proposed changes is provided in Attachment 3.

Long Term Financial Forecast (LTFF)

The long-term forecast has been reviewed with assumptions made in the forward years based on current operations and economic conditions. The forward year forecasts are presented in Attachment 1.

The ratios forecast in the LTFF indicate an improved position in the longer term, following some immediate pressures to address short term impacts in the operational budget.

The financial ratios over the ten year financial forecast period, that signifies the long term financial health of the organisation, are given in Attachment 4. Council is aware of the risk associated with the Asset Sustainability Ratio in forward years which is why Council is continuing to focus on increasing its asset management maturity, development of Asset Management Plans, Network Planning, and continued implementation of Asset Management as a priority.

FINANCIAL IMPLICATIONS

The current ratios are based on underlying assumptions for growth and revenue which have been estimated on a conservative basis, and these are forecast where possible to mitigate the risks identified from unforeseen shocks that could impact the short term and long-term multi-year impacts. Financial risks continue to be addressed on current projections and these will be managed at the operational level by each Directorate.

The proposed budget review provides the current year sustainability ratios and are detailed in Table 5. Even though some ratios have trended slightly upwards from the Original Budget, all ratios are well within recommended ranges, indicating a stable financial position.

Table 5: Financial Sustainability Indicators

Type	Measure	Target (Tier4)	Audited Actuals 30 June 2023	Original Budget 30 June 2024	Amended Budget 30 June 2024
Financial Capacity	Council-Controlled Revenue	N/A	84% ✓	85% ✓	84% ✓
Operating Performance	Operating Surplus Ratio	Greater than 0%	6.04% ✓	0.22% ✓	0.24% ✓
	Operating Cash Ratio	Greater than 0%	30% ✓	23% ✓	23% ✓
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	14.59 ✓	8.87 ✓	10.33 ✓
Asset Management	Asset Sustainability Ratio	Greater than 80%	79.97% ✓	91.40% ✓	124.79% ✓
	Asset Consumption Ratio	Greater than 60%	72% ✓	71% ✓	72% ✓
Debt Servicing Capacity	Leverage Ratio	0 to 3 times	1.78 ✓	1.98 ✓	1.97 ✓

The further 10-year Financial Sustainability Ratios are included in Attachment 4 of this report.

WHITSUNDAY REGIONAL COUNCIL

Budgeted Statement of Comprehensive Income
For the periods ending 30 June -

	Audit Act 2023	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Revenue												
Rates and utility charges	102,245,804	106,380,267	106,380,267	112,025,225	117,428,813	120,948,673	124,574,051	128,308,176	132,154,258	136,115,653	140,195,805	144,398,291
Less Discounts	(4,752,197)	(5,007,600)	(5,007,600)	(5,207,904)	(5,364,141)	(5,525,065)	(5,690,816)	(5,861,540)	(6,037,386)	(6,218,508)	(6,405,063)	(6,597,214)
Net rates and utility charges	97,493,607	101,372,667	101,372,667	106,817,321	112,064,672	115,423,608	118,883,235	122,446,636	126,116,872	129,897,145	133,790,742	137,801,077
Sale of goods and major services	18,847,784	23,859,653	24,059,653	24,929,509	25,720,902	26,320,321	26,934,280	27,563,148	28,207,292	28,867,108	29,542,996	30,235,356
Statutory fees and charges	3,756,841	3,635,383	3,635,383	3,779,813	3,893,206	3,971,069	4,050,494	4,131,508	4,214,137	4,298,422	4,384,391	4,472,081
User fees and charges	351,291	335,827	335,827	349,287	359,765	369,143	378,776	388,667	398,827	409,262	419,980	430,988
Rental and levies	326,371	356,124	356,124	370,369	381,481	389,111	396,893	404,831	412,927	421,186	429,610	438,203
Operating grants, subsidies and contributions	9,833,430	8,904,565	9,785,023	7,539,769	7,460,521	7,646,696	7,774,536	7,904,932	8,037,937	8,173,602	8,311,980	8,453,126
Interest revenue	4,480,093	4,551,500	6,051,500	5,960,560	5,867,428	5,776,941	5,689,070	5,603,785	5,521,062	5,440,872	5,363,195	5,288,003
Total sales of contract and recoverable works	6,042,321	5,800,676	6,100,676	5,744,943	5,917,291	6,035,637	6,156,350	6,279,477	6,405,067	6,533,169	6,663,832	6,797,108
Other Income	2,184,583	2,748,077	2,843,077	2,854,040	2,939,559	2,998,351	3,058,320	3,119,484	3,181,871	3,245,511	3,310,416	3,376,623
TOTAL OPERATING REVENUES	143,316,321	151,564,472	154,539,930	158,345,611	164,604,825	168,930,877	173,321,954	177,842,468	182,495,992	187,286,277	192,217,142	197,292,565
Expenses												
Employee benefits	(39,701,137)	(44,714,056)	(46,003,138)	(47,835,659)	(49,646,674)	(51,610,159)	(53,153,495)	(54,763,583)	(55,448,098)	(57,125,791)	(58,853,224)	(60,631,892)
Materials and services	(60,402,208)	(71,630,931)	(73,277,412)	(74,081,987)	(76,773,079)	(77,848,929)	(80,490,491)	(82,839,589)	(85,421,119)	(87,987,060)	(90,906,571)	(93,436,083)
Depreciation and Amortisation	(30,458,822)	(31,740,841)	(31,740,841)	(32,555,344)	(34,385,442)	(35,934,064)	(36,612,248)	(37,308,803)	(38,788,076)	(39,718,576)	(40,490,653)	(41,278,171)
Depreciation Right of Use Assets												
Finance Costs	(4,102,773)	(3,149,811)	(3,149,812)	(2,905,255)	(2,643,556)	(2,387,994)	(2,141,190)	(1,882,506)	(1,630,356)	(1,409,457)	(1,206,624)	(1,101,477)
TOTAL OPERATING EXPENSES	(134,664,940)	(151,235,639)	(154,171,203)	(157,378,245)	(163,448,751)	(167,781,146)	(172,397,424)	(176,794,481)	(181,287,649)	(186,240,884)	(191,457,072)	(196,447,623)
Operating surplus (deficit)	8,651,381	328,833	368,727	967,366	1,156,074	1,149,731	924,530	1,047,987	1,208,343	1,045,393	760,070	844,942
Capital income and expenditure:												
Cash capital grants, subsidies and contributions	25,677,563	7,223,594	17,879,150	16,915,714	38,007,109	7,536,559	7,508,538	3,688,701	14,681,614	13,885,304	3,799,402	3,860,284
Contributed physical capital assets	676,715											
Other capital income	2,490,538		630,715	536,923	305,254	903,682	557,647	707,835	490,570	462,787	703,656	531,057
Other capital expense	(13,756,280)	(5,343,990)	(6,950,577)	(6,472,852)	(6,632,099)	(4,831,950)	(4,973,638)	(4,692,103)	(4,500,496)	(4,835,469)	(4,452,837)	(5,044,885)
Net income/(loss) for period before equity adjustments	23,739,917	2,208,437	11,928,015	11,947,151	32,836,338	4,758,022	4,017,077	752,420	11,880,031	10,558,015	810,291	191,398
Asset revaluations direct to equity	71,126,730											
Total Comprehensive Income	94,866,646	2,208,437	11,928,015	11,947,151	32,836,338	4,758,022	4,017,077	752,420	11,880,031	10,558,015	810,291	191,398

WHITSUNDAY REGIONAL COUNCIL

Budgeted Statement of Financial Position

As at the periods ending 30 June -

	Audit Act 2023	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$		\$	\$	\$	\$	\$	\$	\$	\$	\$
Current Assets												
Cash and deposits	98,898,730	49,017,612	80,476,169	56,463,025	56,738,294	60,426,140	61,560,598	59,510,624	62,102,300	65,390,554	65,509,264	70,774,594
Cash investments	30,000,000	30,000,000	20,000,000	20,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000	10,000,000
Receivables	11,124,868	12,541,145	11,484,168	11,718,168	11,956,848	12,200,296	12,448,613	12,701,895	12,960,244	13,223,759	13,492,547	13,766,708
Inventories	1,665,934	2,050,000	1,730,000	1,764,600	1,799,892	1,835,888	1,872,603	1,910,053	1,948,253	1,987,216	2,026,958	2,067,496
Contract assets	2,867,685											
Other assets	6,003,530	4,840,000	6,000,000	6,120,000	6,242,400	6,367,248	6,494,592	6,624,483	6,756,972	6,892,110	7,029,951	7,170,549
	150,560,748	98,448,757	119,690,337	96,065,793	86,737,434	90,829,572	92,376,406	90,747,055	93,767,769	97,493,639	98,058,720	103,779,347
Non-current - Assets classsified as held for sale	1,655,000		1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000	1,655,000
Total Current Assets	152,215,748	98,448,757	121,345,337	97,720,793	88,392,434	92,484,572	94,031,406	92,402,055	95,422,769	99,148,639	99,713,720	105,434,347
Non-Current Assets												
Receivables	13,000		13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000	13,000
Investment properties	2,100,000	2,040,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000	2,100,000
Property, plant and equipment	1,196,956,337	1,215,446,159	1,260,953,289	1,310,255,250	1,332,642,935	1,346,606,607	1,335,080,072	1,332,127,793	1,318,798,978	1,314,419,560	1,327,391,090	1,324,242,996
Right of use assets	2,239,719	1,897,678	1,927,755	1,613,362	1,368,735	1,333,426	1,303,035	1,272,644	1,242,253	1,211,862	1,181,471	1,151,080
Capital Work in Progress	74,172,397	2,360,199	36,529,004	7,856,348	19,904,235	1,186,746	8,993,977	5,744,996	21,671,996	26,536,742	4,243,629	0
	1,275,481,453	1,221,744,037	1,301,523,048	1,321,837,960	1,356,028,905	1,351,239,779	1,347,490,084	1,341,258,433	1,343,826,227	1,344,281,164	1,334,929,190	1,327,507,076
TOTAL ASSETS	1,427,697,201	1,320,192,794	1,422,868,385	1,419,558,753	1,444,421,339	1,443,724,351	1,441,521,490	1,433,660,488	1,439,248,996	1,443,429,803	1,434,642,910	1,432,941,423
Current Liabilities												
Payables	16,826,723	13,002,545	15,867,545	15,908,286	16,164,364	16,392,514	16,625,278	16,862,748	17,105,023	17,352,198	17,604,375	17,861,653
Provisions	10,336,866	16,185,656	10,500,000	9,373,000	9,654,190	9,943,815	10,242,128	10,549,391	10,865,872	11,191,847	11,527,602	11,873,429
Contract liabilities	7,400,254											
Interest bearing liabilities	6,184,916	6,237,987	5,929,200	6,451,337	6,054,621	6,320,476	6,596,668	6,169,859	5,730,562	5,378,515	3,709,756	3,709,756
	40,748,759	35,426,188	32,296,745	31,732,623	31,873,175	32,656,805	33,464,074	33,581,998	33,701,457	33,922,560	32,841,733	33,444,838
Non-Current Liabilities												
Payables	4,498,279	1,509,143	3,050,734	1,541,591								
Provisions	22,866,309	16,433,537	21,739,163	15,315,769	14,797,677	14,879,513	14,448,974	11,563,513	10,560,433	9,016,663	3,761,715	3,437,810
Interest bearing liabilities	65,128,989	59,093,848	59,398,863	52,638,739	46,584,118	40,263,642	33,666,974	27,821,089	22,413,187	17,358,646	14,097,237	11,925,152
	92,493,577	77,036,528	84,188,761	69,496,100	61,381,796	55,143,156	48,115,949	39,384,603	32,973,621	26,375,310	17,858,953	15,362,963
TOTAL LIABILITIES	133,242,336	112,462,716	116,485,506	101,228,723	93,254,971	87,799,961	81,580,023	72,966,601	66,675,078	60,297,870	50,700,686	48,807,801
NET COMMUNITY ASSETS	1,294,454,865	1,207,730,078	1,306,382,879	1,318,330,031	1,351,166,368	1,355,924,391	1,359,941,468	1,360,693,888	1,372,573,919	1,383,131,934	1,383,942,225	1,384,133,623
Community Equity												
Capital account	759,243,537	782,045,208	792,429,090	826,883,383	868,123,647	870,229,061	873,314,222	876,326,633	885,832,740	893,328,260	890,546,709	885,296,680
Asset revaluation reserve	433,807,357	362,680,628	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357
Restricted capital reserves	13,856,049	10,031,613	13,283,222	4,825,425	3,051,058	2,928,340	2,889,986	4,774,487	6,706,101	8,008,086	10,037,488	12,127,772
Other capital reserves	64,895,371	35,327,782	43,310,855	34,220,593	30,361,436	30,361,436	30,361,436	30,361,436	30,361,436	30,361,436	30,361,436	30,361,436
Recurrent reserves	12,322,723	4,726,514	12,322,723	12,322,723	12,322,723	12,322,723	12,322,723	12,322,723	12,322,723	12,322,723	12,322,723	12,322,723
Accumulated surplus/(deficiency)	10,329,829	12,918,333	11,229,634	6,270,550	3,500,148	6,275,474	7,245,744	3,101,252	3,543,562	5,304,072	6,866,512	10,217,655
TOTAL COMMUNITY EQUITY	1,294,454,865	1,207,730,077	1,306,382,880	1,318,330,031	1,351,166,368	1,355,924,391	1,359,941,468	1,360,693,888	1,372,573,919	1,383,131,934	1,383,942,225	1,384,133,623

WHITSUNDAY REGIONAL COUNCIL

Budgeted Statement of Cash Flows

For the periods ending 30 June -

	Audit Act 2023	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Cash Flows from Operating Activities												
Receipts												
Net rates and utility charges	97,473,013	98,182,667	101,179,080	106,617,321	111,860,672	115,215,530	118,670,997	122,230,152	125,896,060	129,671,917	133,561,007	137,566,749
Sale of goods and major services	18,847,784	23,859,653	24,059,653	24,929,509	25,720,902	26,320,321	26,934,280	27,563,148	28,207,292	28,867,108	29,542,996	30,235,356
Fees and charges	3,887,299	3,771,210	3,771,210	4,129,100	4,252,971	4,340,212	4,429,270	4,520,175	4,612,964	4,707,684	4,804,371	4,903,069
Rentals and levies	326,371	356,124	356,124	370,369	381,481	389,111	396,893	404,831	412,927	421,186	429,610	438,203
Interest revenue	4,480,093	4,551,500	6,051,500	5,960,560	5,867,428	5,776,941	5,689,070	5,603,785	5,521,062	5,440,872	5,363,195	5,288,003
Contributions and donations	74,464	26,760	26,760	26,760	26,760	26,760	26,760	26,760	26,760	26,760	26,760	26,760
Government subsidies and grants	11,272,762	8,877,805	8,245,598	7,513,009	7,433,761	7,619,936	7,747,776	7,878,172	8,011,177	8,146,842	8,285,220	8,426,366
Total sales of contract and recoverable works	6,042,321	5,800,676	6,100,676	5,744,943	5,917,291	6,035,637	6,156,350	6,279,477	6,405,067	6,533,169	6,663,832	6,797,108
Other Income	3,523,637	3,223,077	2,774,850	2,740,040	2,823,279	2,879,749	2,937,345	2,996,092	3,056,008	3,117,132	3,179,469	3,243,058
GST received for the year	263,028	(12,200)	(40,084)									
	146,190,773	148,637,272	152,525,367	158,031,611	164,284,545	168,604,197	172,988,741	177,502,592	182,149,317	186,932,670	191,856,460	196,924,672
Payments												
Employee benefits	(38,692,415)	(44,746,056)	(46,628,647)	(47,494,859)	(49,295,650)	(51,248,606)	(52,781,096)	(54,380,011)	(55,053,019)	(56,718,860)	(58,434,085)	(60,200,179)
Materials and services	(59,439,820)	(73,782,278)	(75,010,461)	(75,629,789)	(78,139,628)	(77,703,483)	(80,342,135)	(82,688,268)	(85,266,771)	(87,829,625)	(90,745,986)	(93,272,289)
Finance costs	(3,117,507)	(2,934,811)	(2,934,812)	(2,890,255)	(2,628,556)	(2,372,994)	(2,126,190)	(1,867,506)	(1,615,356)	(1,394,457)	(1,191,624)	(1,086,477)
	(101,249,743)	(121,463,145)	(124,573,920)	(126,014,903)	(130,063,834)	(131,325,083)	(135,249,421)	(138,935,785)	(141,935,146)	(145,942,942)	(150,371,695)	(154,558,945)
Cash provided by / (used in) operational activities	44,941,031	27,174,127	27,951,447	32,016,708	34,220,711	37,279,114	37,739,320	38,566,807	40,214,171	40,989,728	41,484,765	42,365,727
Cash Flow from Investing Activities :												
Proceeds from sale of capital assets	1,858,539	412,275	630,715	536,923	305,254	903,682	557,647	707,835	490,570	462,787	703,656	531,057
Contributions	2,933,796		1,665,625	1,707,265	1,849,266	2,553,696	4,838,538	1,884,501	1,931,614	1,979,904	2,029,402	2,090,284
Government grants and subsidies	33,621,465	7,223,594	13,193,620	15,208,449	36,157,843	4,982,863	2,670,000	1,804,200	12,750,000	11,905,400	1,770,000	1,770,000
Payments for property investments	(161,566)											
Payments for property, plant and equipment	(58,587,359)	(51,367,007)	(102,376,405)	(88,015,764)	(63,160,599)	(54,694,377)	(30,028,960)	(39,018,236)	(29,929,366)	(40,144,236)	(57,884,629)	(43,144,571)
Movement in work in progress	23,820,335	0	37,643,393	28,672,656	(12,047,887)	18,717,489	(7,807,231)	3,248,981	(15,927,000)	(4,864,746)	22,293,113	4,243,629
Payments for rehabilitation work	(361,274)	(1,140,654)	(1,158,114)	(7,901,394)	(597,982)		(514,380)	(2,971,368)	(1,091,114)	(1,633,995)	(5,347,429)	(418,711)
Net proceeds (cost) from advances and cash investments	(29,983,000)		10,013,000		10,000,000							
Net cash provided by investing activities	(26,859,063)	(44,871,792)	(40,388,166)	(49,791,865)	(27,494,105)	(27,536,647)	(30,284,386)	(34,344,087)	(31,775,296)	(32,294,886)	(36,435,887)	(34,928,312)
Cash Flow from Financing Activities :												
Repayment of borrowings	(5,441,297)	(5,674,100)	(5,674,100)	(5,929,200)	(6,197,500)	(6,034,800)	(6,300,174)	(6,251,900)	(5,825,900)	(5,384,773)	(4,907,824)	(2,149,200)
Repayment of finance lease borrowings	(466,763)	(311,742)	(311,742)	(308,787)	(253,837)	(19,821)	(20,302)	(20,794)	(21,299)	(21,815)	(22,344)	(22,885)
Net cash provided by financing activities	(5,908,060)	(5,985,842)	(5,985,842)	(6,237,987)	(6,451,337)	(6,054,621)	(6,320,476)	(6,272,694)	(5,847,199)	(5,406,588)	(4,930,168)	(2,172,085)
Net Increase (Decrease) in Cash Held	12,173,908	(23,683,507)	(18,422,561)	(24,013,144)	275,269	3,687,846	1,134,458	(2,049,974)	2,591,676	3,288,254	118,710	5,265,330
Cash at beginning of reporting period	86,724,823	72,701,119	98,898,730	80,476,169	56,463,025	56,738,294	60,426,140	61,560,598	59,510,624	62,102,300	65,390,554	65,509,264
Cash at end of Reporting Period	98,898,730	49,017,612	80,476,169	56,463,025	56,738,294	60,426,140	61,560,598	59,510,624	62,102,300	65,390,554	65,509,264	70,774,594

WHITSUNDAY REGIONAL COUNCIL

Budgeted Statement of Changes in Equity
For the periods ending 30 June -

	Total											
	Audit Act 2023	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at the beginning of period	1,198,972,177	1,205,521,641	1,294,454,865	1,306,382,880	1,318,330,030	1,351,166,368	1,355,924,390	1,359,941,467	1,360,693,887	1,372,573,918	1,383,131,933	1,383,942,224
Adjustments direct to equity												
Change in accounting standards	616,041	-	-	-	-	-	-	-	-	-	-	-
Asset revaluations direct to reserve	71,126,730	-	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in net result	23,739,917	2,208,437	11,928,015	11,947,151	32,836,338	4,758,022	4,017,077	752,420	11,880,031	10,558,015	810,291	191,398
Other transfers to Capital and reserves	-	-	-	-	-	-	-	-	-	-	-	-
Transfers from capital and reserves	-	-	-	-	-	-	-	-	-	-	-	-
Transfers between capital and reserves	-	-	-	-	-	-	-	-	-	-	-	-
Balance at the end of period	1,294,454,865	1,207,730,077	1,306,382,880	1,318,330,030	1,351,166,368	1,355,924,390	1,359,941,467	1,360,693,887	1,372,573,918	1,383,131,933	1,383,942,224	1,384,133,622

	Retained Surplus /Deficit											
	Audit Act 2023	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at the beginning of period	8,495,808	9,373,549	10,329,829	11,229,634	6,270,550	3,500,148	6,275,474	7,245,744	3,101,252	3,543,562	5,304,072	6,866,512
Adjustments direct to equity												
Change in accounting standards	-		-									
Asset revaluations direct to reserve												
Increase (decrease) in net result	23,739,917	2,208,437	11,928,015	11,947,151	32,836,338	4,758,022	4,017,077	752,420	11,880,031	10,558,015	810,291	191,398
Other transfers to Capital and reserves	(33,654,780)	(5,728,500)	(18,917,430)	(26,544,347)	(44,152,859)	(8,788,560)	(10,033,531)	(11,642,057)	(18,081,582)	(15,808,258)	(5,919,171)	(4,147,686)
Transfers from capital and reserves	11,748,884	7,064,847	7,889,221	9,638,113	8,546,119	6,805,864	6,986,724	6,745,145	6,643,861	7,010,753	6,671,320	7,307,431
Transfers between capital and reserves												
Balance at the end of period	10,329,829	12,918,333	11,229,634	6,270,550	3,500,148	6,275,474	7,245,744	3,101,252	3,543,562	5,304,072	6,866,512	10,217,655

	Capital											
	Audit Act 2023	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Balance at the beginning of period	759,814,182	761,033,810	759,243,537	792,429,090	826,883,383	868,123,647	870,229,061	873,314,222	876,326,633	885,832,740	893,328,260	890,546,709
Adjustments direct to equity												
Change in accounting standards	616,041	-	-	-	-	-	-	-	-	-	-	-
Asset revaluations direct to reserve												
Increase (decrease) in net result				-	-	-	-		-	-	-	-
Other transfers to Capital and reserves	(15,376,167)	(3,889,093)	(2,519,522)	9,628,633	6,145,750	1,252,001	2,524,993	7,953,356	3,399,968	1,922,954	2,119,769	287,402
Transfers from capital and reserves	(15,029,194)	(7,064,847)	(7,889,221)	(9,638,113)	(8,546,119)	(6,805,864)	(6,986,724)	(6,745,145)	(6,643,861)	(7,010,753)	(6,671,320)	(7,307,431)
Transfers between capital and reserves	29,218,675	31,965,339	43,594,296	34,463,773	43,640,633	7,659,277	7,546,892	1,804,200	12,750,000	12,583,319	1,770,000	1,770,000
Balance at the end of period	759,243,537	782,045,208	792,429,090	826,883,383	868,123,647	870,229,061	873,314,222	876,326,633	885,832,740	893,328,260	890,546,709	885,296,680

WHITSUNDAY REGIONAL COUNCIL

Budgeted Statement of Changes in Equity
For the periods ending 30 June -

	Asset Revaluation Surplus											
	Audit Act 2023 \$	Orig Bud 2024 \$	AmendBud 2024 \$	2024/25 \$	2025/26 \$	2026/27 \$	2027/28 \$	2028/29 \$	2029/30 \$	2030/31 \$	2031/32 \$	2032/33 \$
Balance at the beginning of period	362,680,628	362,680,628	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357
Adjustments direct to equity												
Change in accounting standards												
Asset revaluations direct to reserve	71,126,730	-	-	-	-	-	-	-	-	-	-	-
Increase (decrease) in net result												
Other transfers to Capital and reserves												
Transfers from capital and reserves	-											
Transfers between capital and reserves	-											
Balance at the end of period	433,807,357	362,680,628	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357	433,807,357

	Reserves											
	Audit Act 2023 \$	Orig Bud 2024 \$	AmendBud 2024 \$	2024/25 \$	2025/26 \$	2026/27 \$	2027/28 \$	2028/29 \$	2029/30 \$	2030/31 \$	2031/32 \$	2032/33 \$
Balance at the beginning of period	67,981,560	72,433,654	91,074,142	68,916,799	51,368,740	45,735,216	45,612,498	45,574,144	47,458,645	49,390,259	50,692,244	52,721,646
Adjustments direct to equity												
Change in accounting standards												
Asset revaluations direct to reserve							-					-
Increase (decrease) in net result												
Other transfers to Capital and reserves	49,030,947	9,617,594	21,436,953	16,915,714	38,007,109	7,536,559	7,508,538	3,688,701	14,681,614	13,885,304	3,799,402	3,860,284
Transfers from capital and reserves	3,280,310	-	-	-	-	-	-	-	-	-	-	-
Transfers between capital and reserves	(29,218,675)	(31,965,339)	(43,594,296)	(34,463,773)	(43,640,633)	(7,659,277)	(7,546,892)	(1,804,200)	(12,750,000)	(12,583,319)	(1,770,000)	(1,770,000)
Balance at the end of period	91,074,142	50,085,909	68,916,799	51,368,740	45,735,216	45,612,498	45,574,144	47,458,645	49,390,259	50,692,244	52,721,646	54,811,930

WHITSUNDAY REGIONAL COUNCIL

[illegible]

nt and equipment	Buildings and other structures											
	Audit Act	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Asset Values	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening balance	147,189,569	220,851,344	181,610,076	204,527,102	221,396,051	246,817,242	255,495,811	262,812,480	274,261,080	290,906,080	309,097,080	325,201,193
Correction to opening balance	55,948	-	-									
Additions at cost	21,803,568	17,853,677	22,917,026	16,868,949	25,421,191	8,678,569	7,316,669	11,448,600	16,645,000	18,191,000	16,104,113	12,625,000
Contributed assets at valuation	-	-	-	-	-	-	-	-	-	-	-	-
Disposals and write-offs	(4,581,782)	-	-	-	-	-	-	-	-	-	-	-
Revaluations in period	17,364,726	-	-	-	-	-	-	-	-	-	-	-
Total Assets	181,610,076	238,705,021	204,527,102	221,396,051	246,817,242	255,495,811	262,812,480	274,261,080	290,906,080	309,097,080	325,201,193	337,826,193
Accumulated Depreciation												
Opening balance	44,931,709	51,133,309	51,314,694	57,563,890	64,064,279	71,069,699	78,735,536	86,546,811	94,506,355	102,824,079	111,626,568	120,597,907
Depreciation provided in period	5,104,855	6,249,196	6,249,196	6,500,389	7,005,420	7,665,837	7,811,275	7,959,544	8,317,724	8,802,489	8,971,339	9,143,566
Write-off on djsposal	(2,748,273)	-	-	-	-	-	-	-	-	-	-	-
Adjustment on asset revaluation	4,033,194	-	-	-	-	-	-	-	-	-	-	-
Total Accumulated Depreciation	51,314,694	57,382,504	57,563,890	64,064,279	71,069,699	78,735,536	86,546,811	94,506,355	102,824,079	111,626,568	120,597,907	129,741,473
Written down value at period end	130,295,382	181,322,517	146,963,212	157,331,772	175,747,543	176,760,275	176,265,669	179,754,725	188,082,001	197,470,512	204,603,286	208,084,720

nt and equipment	Plant and equipment											
	Audit Act	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
Asset Values	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Opening balance	66,340,933	72,295,864	74,383,969	83,688,689	91,526,297	94,988,689	100,789,307	105,083,762	109,337,252	112,404,082	116,003,738	119,492,902
Correction to opening balance	42,205	-	-									
Additions at cost	8,994,260	10,418,302	9,304,720	7,837,608	3,462,392	5,800,618	4,294,455	4,253,490	3,066,830	3,599,656	3,489,164	2,996,402
Contributed assets at valuation	-	-	-	-	-	-	-	-	-	-	-	-
Disposals and write-offs	(1,085,381)	-	-	-	-	-	-	-	-	-	-	-
Revaluations in period	-	-	-	-	-	-	-	-	-	-	-	-
Total Assets	74,383,969	82,714,166	83,688,689	91,526,297	94,988,689	100,789,307	105,083,762	109,337,252	112,404,082	116,003,738	119,492,902	122,489,304
Accumulated Depreciation												
Opening balance	33,210,506	37,800,968	37,453,571	42,272,846	47,403,136	52,729,575	58,174,278	63,721,092	69,372,002	75,079,420	80,871,618	86,778,548
Depreciation provided in period	5,074,320	4,819,275	4,819,275	5,130,290	5,326,439	5,444,703	5,546,814	5,650,910	5,707,418	5,792,198	5,906,930	6,023,958
Write-off on djsposal	(836,777)	-	-	-	-	-	-	-	-	-	-	-
Adjustment on asset revaluation	-	-	-	-	-	-	-	-	-	-	-	-
Total Accumulated Depreciation	37,453,571	42,620,242	42,272,846	47,403,136	52,729,575	58,174,278	63,721,092	69,372,002	75,079,420	80,871,618	86,778,548	92,802,506
Written down value at period end	36,930,398	40,093,924	41,415,843	44,123,161	42,259,114	42,615,029	41,362,670	39,965,250	37,324,662	35,132,120	32,714,354	29,686,798

WHITSUNDAY REGIONAL COUNCIL

nt and equipment	Transport infrastructure											
	Audit Act	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	694,873,237	757,574,384	772,126,305	813,312,687	845,273,218	859,715,181	883,882,741	887,488,600	898,546,591	894,630,017	899,702,771	924,152,771
	422,754	-	-									
	26,097,370	13,396,922	45,934,072	35,695,539	18,525,651	26,239,330	5,957,812	13,244,327	(1,996,432)	7,435,254	27,000,000	16,243,629
	676,715	-	-	-	-	-	-	-	-	-	-	-
	(16,590,598)	(2,323,863)	(4,747,690)	(3,735,008)	(4,083,688)	(2,071,770)	(2,351,953)	(2,186,336)	(1,920,142)	(2,362,500)	(2,550,000)	(2,500,000)
	69,348,633	-	-	-	-	-	-	-	-	-	-	-
	772,126,305	768,647,443	813,312,687	845,273,218	859,715,181	883,882,741	887,488,600	898,546,591	894,630,017	899,702,771	924,152,771	937,896,400
	Accumulated Depreciation											
	113,519,310	123,006,560	128,962,068	138,845,447	148,899,651	159,588,011	171,086,381	182,794,843	194,717,529	207,176,262	219,811,844	232,686,762
	8,872,850	9,883,379	9,883,379	10,054,204	10,688,360	11,498,370	11,708,462	11,922,686	12,458,733	12,635,582	12,874,918	13,119,040
(4,889,718)	-	-	-	-	-	-	-	-	-	-	-	
11,553,510	-	-	-	-	-	-	-	-	-	-	-	
Total Accumulated Depreciation	128,962,068	132,889,939	138,845,447	148,899,651	159,588,011	171,086,381	182,794,843	194,717,529	207,176,262	219,811,844	232,686,762	245,805,802
Written down value at period end	643,164,237	635,757,504	674,467,240	696,373,567	700,127,170	712,796,360	704,693,757	703,829,062	687,453,755	679,890,927	691,466,009	692,090,598
nt and equipment	Water											
	Audit Act	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	311,326,884	320,865,312	311,769,349	326,869,149	343,553,094	350,244,236	356,823,597	361,942,915	364,083,602	369,067,102	372,303,257	374,698,388
	71,622	-	-									
	380,735	7,197,331	16,720,123	18,530,779	8,325,604	8,120,854	6,304,579	2,837,999	6,013,816	4,149,784	3,093,507	4,146,540
	-	-	-	-	-	-	-	-	-	-	-	-
	(9,892)	(1,006,852)	(1,620,323)	(1,846,834)	(1,634,462)	(1,541,493)	(1,185,261)	(697,312)	(1,030,316)	(913,629)	(698,376)	(911,635)
	-	-	-	-	-	-	-	-	-	-	-	-
	311,769,349	327,055,791	326,869,149	343,553,094	350,244,236	356,823,597	361,942,915	364,083,602	369,067,102	372,303,257	374,698,388	377,933,293
	Accumulated Depreciation											
	167,527,642	173,184,517	173,169,038	178,957,550	184,804,502	190,993,907	197,248,658	203,628,503	210,135,944	216,936,220	223,838,500	230,878,826
	5,649,483	5,788,512	5,788,512	5,846,952	6,189,405	6,254,751	6,379,845	6,507,441	6,800,276	6,902,280	7,040,326	7,181,132
(8,086)	-	-	-	-	-	-	-	-	-	-	-	
-	-	-	-	-	-	-	-	-	-	-	-	
Total Accumulated Depreciation	173,169,038	178,973,029	178,957,550	184,804,502	190,993,907	197,248,658	203,628,503	210,135,944	216,936,220	223,838,500	230,878,826	238,059,958
Written down value at period end	138,600,311	148,082,762	147,911,599	15								

WHITSUNDAY REGIONAL COUNCIL

Notes to and forming part of the Budgeted Accounts
For the periods ending 30 June -

nt and equipment	Marine Infrastructure											
	Audit Act	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Asset Values											
	Opening balance	40,340,570	-	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369
	Correction to opening balance	-	-	-								
	Additions at cost	505,995	-	-	-	-	-	-	-	-	-	-
	Contributed assets at valuation	-	-	-	-	-	-	-	-	-	-	-
	Disposals and write-offs	-	-	-	-	-	-	-	-	-	-	-
	Revaluations in period	-	-	-	-	-	-	-	-	-	-	-
	Total Assets	43,678,369	-	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369	43,678,369
	Accumulated Depreciation											
	Opening balance	1,014,049	-	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233
	Depreciation provided in period	632,030	-	-	-	-	-	-	-	-	-	-
	Write-off on djsposal	-	-	-	-	-	-	-	-	-	-	-
	Adjustment on asset revaluation	-	-	-	-	-	-	-	-	-	-	-
	Total Accumulated Depreciation	1,741,233	-	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233	1,741,233
Written down value at period end		41,937,136	-	41,937,136	41,937,136	41,937,136	41,937,136	41,937,136	41,937,136	41,937,136	41,937,136	41,937,136
nt and equipment	Total											
	Audit Act	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	Asset Values											
	Opening balance	1,536,542,709	1,655,340,512	1,660,409,372	1,755,835,201	1,837,378,113	1,893,906,613	1,943,769,040	1,968,824,362	2,003,150,495	2,028,579,365	2,117,319,924
	Correction to opening balance	616,041	-	-	-	-	-	-	-	-	-	-
	Additions at cost	58,587,359	51,367,007	102,376,405	88,015,764	63,160,599	54,694,377	30,028,960	39,018,236	29,929,366	40,144,236	57,884,629
	Contributed assets at valuation	676,715	-	-	-	-	-	-	-	-	-	-
	Disposals and write-offs	(22,726,809)	(3,646,265)	(6,950,577)	(6,472,852)	(6,632,099)	(4,831,950)	(4,973,638)	(4,692,103)	(4,500,496)	(4,835,469)	(5,044,885)
	Revaluations in period	86,713,358	-	-	-	-	-	-	-	-	-	-
	Total Assets	1,660,409,372	1,703,061,254	1,755,835,201	1,837,378,113	1,893,906,613	1,943,769,040	1,968,824,362	2,003,150,495	2,028,579,365	2,063,888,132	2,117,319,924
	Accumulated Depreciation											
	Opening balance	426,650,203	456,216,608	463,453,035	494,881,912	527,122,863	561,263,678	597,162,433	633,744,290	671,022,702	709,780,387	749,468,572
	Depreciation provided in period	29,953,973	31,398,487	31,428,877	32,240,951	34,140,815	35,898,755	36,581,857	37,278,412	38,757,685	39,688,185	40,460,262
	Write-off on djsposal	(8,737,846)	-	-	-	-	-	-	-	-	-	-
	Adjustment on asset revaluation	15,586,704	-	-	-	-	-	-	-	-	-	-
	Total Accumulated Depreciation	463,453,035	487,615,095	494,881,912	527,122,863	561,263,678	597,162,433	633,744,290	671,022,702	709,780,387	749,468,572	789,928,834
	Written down value at period end	1,196,956,337	1,215,446,159	1,260,953,289	1,310,255,250	1,332,642,935	1,346,606,607	1,335,080,072	1,332,127,793	1,318,798,978	1,314,419,560	1,324,242,996
Capital Work in Progress		74,172,397	2,360,199	36,529,004	7,856,348	19,904,235	1,186,746	8,993,977	5,744,996	21,671,996	26,536,742	4,243,629
												0

WHITSUNDAY REGIONAL COUNCIL

Financial Ratios of the Budget

For the year ended 30 June :

	Audit Act 2023	Orig Bud 2024	AmendBud 2024	2024/25	2025/26	2026/27	2027/28	2028/29	2029/30	2030/31	2031/32	2032/33
	%	%	%	%	%	%	%	%	%	%	%	%
Financial Ratios for Revised Budget												
Operating Performance												
An operating surplus ratio above 0% indicates Council is managing its finances within its existing funding ability and maintaining its capacity to deliver services and maintain infrastructure. A ratio below 0% indicates Council's operating expenses exceeds the revenue generated. Sustained deficits over the long term will affect Council's ability to maintain the current service levels from internal funding sources.												
<u>Operating result</u>												
Total operating revenue	6.04%	0.22%	0.24%	0.61%	0.70%	0.68%	0.53%	0.59%	0.66%	0.56%	0.40%	0.43%
Asset sustainability ratio												
This is an approximation of the extent to which the infrastructure assests managed by Council are being replaced as their service potential is used up.												
<u>Capital expenditure on Replacement Assets</u>												
Depreciation expense	79.97%	91.40%	124.79%	111.30%	100.78%	82.11%	78.92%	83.22%	81.18%	83.97%	67.57%	79.66%
Indicator suggests percentage should be >90% (2022/23) >80% (2023/24)												
This indicator should be averaged over at least 10 years. Not an annual expectation.												
Net Financial Liabilities Ratio												
Indicates that net financial debt can be services by operating revenues.												
<u>Total liabilities-Current Assets</u>												
Operating revenue	(13.24%)	9.25%	(3.14%)	2.22%	2.95%	(2.77%)	(7.18%)	(10.93%)	(15.75%)	(20.74%)	(25.50%)	(28.70%)
A positive percentage <60% indicates a capacity to increase borrowings.												
A positive percentage >60% indicates a limited capacity to increase borrowings.												
Interest coverage ratio												
Indicator range is between 0% and 5%												
<u>Net interest expense</u>												
Operating Revenue	(1.24%)	(1.37%)	(2.32%)	(2.36%)	(2.37%)	(2.41%)	(2.45%)	(2.49%)	(2.53%)	(2.55%)	(2.55%)	(2.51%)
This shows the council's capicity to fund additional borrowings.												
A negative percentage indicates interest income exceeds the interest expense.												
% of Rates & utility charges movoment												
Net rates & utility charges original budget prior year		96,780,574	97,493,607	101,372,667	106,817,321	112,064,672	115,423,608	118,883,235	122,446,636	126,116,872	129,897,145	133,790,742
Net rates & utility charges budgeted for current year		101,372,667	101,372,667	106,817,321	112,064,672	115,423,608	118,883,235	122,446,636	126,116,872	129,897,145	133,790,742	137,801,077
Change rates and utility chages net of discounts		4,592,093	3,879,060	5,444,654	5,247,351	3,358,936	3,459,627	3,563,401	3,670,236	3,780,273	3,893,597	4,010,335
Percentage change		4.74%	3.98%	5.37%	4.91%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%	3.00%

* Asterisk indicates that a project is subject to grant funding approval

Program	Category	Job Number	Description	\$ Original Budget 2023.24	\$ Budget Review Movement	\$ Revised Budget 2023.24	\$ YR2 Budget 2024.25	\$ YR3 Budget 2025.26
Commercial	Airport	4004	Whitsunday Coast Airport - Airport Fence	95,324	(60,000)	35,324	-	-
* Commercial	Airport	4087	Collinsville Airstrip - Collinsville Airport Runway Re-seal	350,000	(100,000)	250,000	1,700,000	-
* Commercial	Airport	4206	Whitsunday Coast Airport - Undercover solar car parking Airport	150,000	-	150,000	781,494	-
Commercial	Airport	4207	Whitsunday Coast Airport - GA Terminal	300,000	-	300,000	-	-
Commercial	Airport	4209	Whitsunday Coast Airport - Furniture purchase (Replacement of broken/damaged)	50,000	-	50,000	-	-
* Commercial	Airport	4210	Bowen Airstrip - lighting upgrade to MOS Specifications	250,000	-	250,000	1,250,000	-
Commercial	Airport	4211	Whitsunday Coast Airport - Replace end of life checked bagged screening server	50,000	-	50,000	-	-
Commercial	Airport	4212	Whitsunday Coast Airport - 100KVA Field Generator	100,000	-	100,000	-	-
Commercial	Airport	4213	Whitsunday Coast Airport - Airconditioning upgrade	500,000	-	500,000	-	-
Commercial	Airport	4214	Whitsunday Coast Airport - Replace end of life Explosive Trace Detection machine	120,000	-	120,000	-	-
Commercial	Airport	4215	Whitsunday Coast Airport - General Aviation Area and Freight Distribution Centre	50,000	-	50,000	-	-
* Commercial	Airport	4216	Whitsunday Coast Airport - Apron Upgrade/Second Taxiway	200,000	(200,000)	-	500,000	14,500,000
Commercial	Airport	4217	Whitsunday Coast Airport - front terminal roadway	100,000	-	100,000	200,000	-
Commercial	Airport	4218	Whitsunday Coast Airport - Access Gate 5 Road	50,000	-	50,000	-	-
Commercial	Airport	4219	Whitsunday Coast Airport - Sewerage Treatment Plant Upgrade	100,000	-	100,000	-	-
Commercial	Airport	4122	Whitsunday Coast Airport Freight Hub Implementation	-	3,202	3,202	-	-
Commercial	Airport	4002	Upgrade Airport Admin Office	-	25,053	25,053	-	-
Commercial	Airport	7033	Whitsunday Coast Airport - Airport Fitout	-	25,053	25,053	-	-
* Commercial	Airport	8594	Bowen Aerodrome Runway Reseal Project	-	56,451	56,451	-	-
Commercial	Airport	8863	Welcome to Whitsundays Signage Proserpine Airport	-	5,237	5,237	-	-
Commercial	Airport	Starts Yr 2	Whitsunday Coast Airport - Runway Overlay	-	-	-	125,000	4,875,000
* Commercial	Airport	Starts Yr 2	Collinsville Airstrip - Wildlife proof fence	-	300,000	300,000	-	-
* Commercial	Airport	Starts Yr 2	Whitsunday Coast Airport - Bravo Taxiway Overlay	-	-	-	250,000	-
Commercial	Airport	Starts Yr 3	Whitsunday Coast Airport - Runway lighting system upgrade	-	-	-	-	100,000
* Commercial	Airport	Starts Yr 3	Mt Coolon Wildlife proof fence	-	-	-	-	200,000
Commercial	Airport	Starts Yr 3	Whitsunday Coast Airport - Access Road from Railway line to Terminal	-	-	-	-	300,000
Commercial	Airport	Starts Yr 3	Whitsunday Coast Airport - Replace end of life Explosive Trace Detection machine	-	-	-	-	500,000
Commercial	Shute Harbour	4001	Shute Harbour - Refurbish Shute Harbour Fishing Pontoon	500,000	(400,000)	100,000	400,000	
Commercial	Shute Harbour	4909	Shute Harbour - Shute Harbour Reconstruction All JCs	1,430,602	566,163	1,996,765	-	
* Commercial	Shute Harbour	4205	Shute Harbour - Under Cover Carpark with Solar Shute Harbour	262,076	-	262,076	-	
Commercial	Shute Harbour	4208	Shute Harbour - Replacement flooring	60,000	-	60,000	-	
Commercial	Shute Harbour	4100	Small Tourism Office (STO) and Works in Addition	-	1,633,787	1,633,787	-	
* Commercial	Lake Proserpine	8903	Lake Proserpine - Commercialisation Project	75,000	-	75,000	200,000	2,225,000
* Commercial	Lake Proserpine	Starts Yr 2	Lake Proserpine - Campground Playground	-	-	-	60,000	-
* Commercial	Lake Proserpine	Starts Yr 2	Lake Proserpine - Communal Shade Shelters	-	-	-	100,000	-
Commercial	Lake Proserpine	Starts Yr 2	Lake Proserpine - Powered Camping sites	-	-	-	40,000	-
Commercial	Quarry	4180	Quarry Plant Program	120,000	-	120,000	122,000	125,000
Commercial Total				4,913,002	1,854,946	6,767,948	5,728,494	22,825,000
Corporate	Facilities	8852	Airlie Beach Lagoon Amenities Fitout and Fittings Renewal	94,225	108,257	202,482	-	-
Corporate	Facilities	4008	Bowen Admin - Mech Plant Renew	1,100,000	-	1,100,000	-	-
Corporate	Facilities	4012	Bowen Cemetery Amenities Renewal	119,864	8,173	128,037	-	-
Corporate	Facilities	8856	Bowen Library Mechanical Plant Renewal	52,500	65,000	117,500	-	-
Corporate	Facilities	4069	Cedar Creek Amenities - Renewal	229,403	208	229,611	-	-
* Corporate	Facilities	4015	Denison Park Grandstand Renewal	206,438	5,772	212,210	-	-
Corporate	Facilities	4017	Depot Masterplan	150,000	(100,000)	50,000	100,000	-
Corporate	Facilities	4016	Fuel Bowser Replacement Program	283,098	(129,218)	153,880	-	-
Corporate	Facilities	4070	Hansen Park - New Amenities	145,000	84,856	229,856	-	-
Corporate	Facilities	4019	PEC - Storage Structure and Fit out	183,818	39,570	223,388	-	-
Corporate	Facilities	4071	Proserpine Cemetery - Disabled amenities upgrades	83,822	(25,000)	58,822	-	-
* Corporate	Facilities	8834	W4Q Brandy Creek - New Amenities	93,042	8,781	101,823	-	-
Corporate	Facilities	4227	Aircon Replacement Program	137,700	-	137,700	81,000	81,000
Corporate	Facilities	4228	Amenities CCTV Installation Project	140,000	-	140,000	-	-
Corporate	Facilities	4229	Bowen Admin Solar installation	58,000	-	58,000	-	-
Corporate	Facilities	4230	Bowen Depot Auto Gate	40,000	50,000	90,000	-	-
Corporate	Facilities	4231	Bowen Depot Cement Shed Roof Renewal	31,200	-	31,200	-	-
Corporate	Facilities	4232	Bowen PCYC -OSHC Floor Covering Replacement	30,000	-	30,000	-	-
Corporate	Facilities	4233	Buildings Painting Program	81,000	25,000	106,000	-	-
Corporate	Facilities	4234	Collinsville Depot Boundary Fence	135,960	75,000	210,960	-	-
Corporate	Facilities	4235	Collinsville Football Club Field Lighting Renewal	151,200	-	151,200	-	-
Corporate	Facilities	4236	Demolition Of Kent St Clubhouse and Structures	29,700	-	29,700	-	-
Corporate	Facilities	4237	Demolition Of Powerhouse Road Structures	181,368	-	181,368	-	-
Corporate	Facilities	4239	Proserpine Depot Stores Racking	55,000	-	55,000	-	-
Corporate	Facilities	4240	Shingley Beach Amenities Reroof	32,760	-	32,760	-	-
Corporate	Facilities	4241	Strategic Asset Reserve	2,194,000	(1,000,000)	1,194,000	-	-
* Corporate	Facilities	4242	Cannonvale Customer Service & Library project	282,180	1,000,000	1,282,180	2,500,000	17,023,820
* Corporate	Facilities	4243	Cannonvale SES Communications room	63,000	-	63,000	-	-
Corporate	Facilities	4106	Bowen Workcamp STP Renewal	-	47,817	47,817	-	-
Corporate	Facilities	4926	Proserpine Entertainment Centre - Building Works in addition	-	6,856	6,856	-	-
Corporate	Facilities	4013	Bowen Workcamp Dwelling Restump	-	91,253	91,253	-	-
* Corporate	Facilities	8858	Solar Power Generation	-	42,148	42,148	-	-
* Corporate	Facilities	8859	Collinsville Football Club	-	209,116	209,116	-	-
Corporate	Facilities	8868	Relocation of Cannonvale Depot - Demountable Buildings	-	9,395	9,395	-	-
Corporate	Facilities	4202	Digital Screens	-	5,435	5,435	-	-
Corporate	Facilities	Starts Yr 2	Collinsville Depot Plumbers Shed Roof Renewal	-	-	-	72,000	-
Corporate	Facilities	Starts Yr 2	Collinsville Community Centre Internal fitout + AV Renewal	-	-	-	485,000	-
Corporate	Facilities	Starts Yr 2	Collinsville Depot Sign Shed Renewal	-	-	-	661,000	-
Corporate	Facilities	Starts Yr 2	Bowen Sporting Complex Lighting Renewal	-	-	-	350,000	-
Corporate	Facilities	Starts Yr 2	Asset Renewals - Buildings	-	-	-	750,000	750,000
Corporate	Facilities	Starts Yr 3	Collinsville Cemetery Amenities Renewal	-	-	-	-	167,000
Corporate	Facilities	Starts Yr 3	Bowen PCYC - Roof Renewal	-	-	-	-	746,000
Corporate	Facilities	5021	Collinsville Football Club Field Lighting Renewal	-	141,604	141,604	-	-
Corporate	Fleet	4090	Bachoe Loader Proserpine	220,000	-	220,000	-	-
Corporate	Fleet	4244	Fleet and Plant Replacement Program	2,645,193	(1,890,693)	754,500	5,074,692	1,502,507
Corporate	Fleet	4245	Infrastructure Services - Trailers	221,500	-	221,500	-	-
Corporate	Fleet	2089	Plant Purchases	1,720,155	202,003	1,922,158	225,164	-
Corporate	Fleet	4020	Fleet and Plant Replacement Program	2,388,470	(250,347)	2,138,123	650,177	-
Corporate	Fleet	4021	Workshop equipment 22-23	-	5,756	5,756	-	-
* Corporate	IT	8876	DR - VHF Radio Network Replacement	1,015,484	306,636	1,322,120	-	-
Corporate	IT	8893	IoT Program of Works Design, Install Hardware & Platform	50,000	-	50,000	51,940	-
Corporate	IT	8884	Replacement - CCTV Network Hardware Upgrade	136,000	(5,447)	130,553	136,000	136,000
Corporate	IT	8892	Upgrade - NBN , Satellite, Mobile Design, Install, Test & Cutover Back	150,000	-	150,000	-	-
* Corporate	IT	8895	New Fibre - Proserpine Water Tower to WTP	63,000	2,672	65,672	-	-
Corporate	IT	8878	Replacement - Desktop PC's and Laptop Computers	141,000	(14,177)	126,823	120,000	120,000
Corporate	IT	4246	Replacement - Meeting Room AV Equipment Upgrades	70,000	-	70,000	-	107,000
Corporate	IT	8885	Replacement - Switches, Routers, WAPs, Radio links, UPS, Cabinets hardware	225,000	-	225,000	-	-
Corporate	IT	4247	Replacement - Waste Transfer Stn Point of Sale System Upgrade x 5	27,500	-	27,500	-	-

* Asterisk indicates that a project is subject to grant funding approval

Program	Category	Job Number	Description	\$ Original Budget 2023.24	\$ Budget Review Movement	\$ Revised Budget 2023.24	\$ YR2 Budget 2024.25	\$ YR3 Budget 2025.26
Corporate	IT	4248	Replacement - Water and Waste Scada Servers	40,000	-	40,000	-	-
Corporate	IT	8821	CCTV, Radio links, Video conferencing and Wireless Access	-	453	453	-	-
* Corporate	IT	4091	NBN 5x Hybrid Cubes to Fixed wireless towers	-	67,100	67,100	-	-
Corporate	IT	Starts Yr 2	Replacement Program - CIRP - Communications Infrastructure Replacement Program	-	-	-	16,006	16,885
Corporate	IT	Starts Yr 2	Replacement - Flight Information Display Hardware Upgrade	-	-	-	51,629	-
* Corporate	IT	Starts Yr 2	Replacement Program: BOM hardware - rain gauges replacement	-	-	-	30,000	-
* Corporate	IT	Starts Yr 2	New Initiative - Disaster Resilience - Extend Fibre Infrastructure	-	-	-	100,000	90,000
Corporate	IT	Starts Yr 2	Disaster Resilience: Comms Infrastructure Replacement Program - Purchase of Criti	-	-	-	10,000	30,000
* Corporate	IT	Starts Yr 3	Disaster Resilience - Audio Visual System - 83 Main Street Proserpine	-	-	-	-	125,000
Corporate	IT	Starts Yr 3	Replacement Program: Local Print and File Servers x 5	-	-	-	-	10,000
Corporate Total				15,497,580	(806,021)	14,691,559	11,464,608	20,905,212
Community	Community	8606	Wilson Beach Swimming Enclosure Refurbishment	300,000	50,000	350,000	-	-
Community	Community	4220	BSP Shop Front Refurbishment	25,000	-	25,000	-	-
Community	Community	4221	Merinda washdown facility	45,000	-	45,000	-	-
Community	Community	4222	Proserpine Pound Security System upgrades	38,000	-	38,000	-	-
Community	Community	4223	Collinsville Pool Design & Construct Bulk Head and Retile	239,750	-	239,750	-	-
Community	Community	4224	Mullers lagoon aeration	30,000	-	30,000	-	-
Community	Community	4225	Cannonvale lakes aeration	30,000	-	30,000	-	-
Community	Community	4200	Litter & Illegal Dumping Partnership Program 28	-	30,558	30,558	-	-
Community	Community	4006	Frog Rock foreshore	-	48,000	48,000	-	-
Community	Community	4007	Dingo beach walking track	-	90,000	90,000	-	-
Community	Community	4005	Bowen Library Refurbishment	-	24,713	24,713	-	-
Community	Community	8532	PEC Fit out and Setup Capital	-	85,594	85,594	-	-
Community	Community	8874	Proserpine Pool/Waterpark Electrical Switchboard Upgrade	-	25,000	25,000	-	-
Community	Community	8900	Proserpine Aquatic Facility - town pool heater replacement	-	19,350	19,350	-	-
Community	Community	4154	Bushfire Resilience Program - Tanks Installation	-	190,000	190,000	-	-
Community	Community	Starts Yr 2	Collinsville Pool Design & Construct Bulk Head and Retile	-	-	-	394,250	-
Community	Community	Starts Yr 2	Wangaratta WCP Management residence replacement	-	-	-	150,000	-
Community	Community	Starts Yr 2	Airlie Beach Lagoon Security Fence	-	-	-	232,000	-
* Community	Community	Starts Yr 2	Re-Utilise Empty WRC Space	-	-	-	500,000	-
Community	Community	Starts Yr 3	Water park Bowen	-	-	-	-	100,000
Community	Community	Starts Yr 3	Water park Proserpine	-	-	-	-	100,000
Community	Community	Starts Yr 3	Airlie Lagoon Pool Plant Room	-	-	-	-	200,000
Community	Community	Starts Yr 3	Collinsville Customer Service / Library	-	-	-	-	150,000
Community	Community	Starts Yr 3	Proserpine Pool Plant/ Chemical Shed	-	-	-	-	200,000
Community	Community	Starts Yr 3	Whitsunday Paradise parkland	-	-	-	-	120,000
* Community	Community	Starts Yr 3	Cultural & Exhibition Precinct	-	-	-	-	300,000
Community Total				707,750	563,215	1,270,965	1,276,250	1,170,000
* Engineering	Roads & Drainage	4226	LGIP Cutuli Road Investigations and Design	400,000	(200,000)	200,000	200,000	-
Engineering	Roads & Drainage	4033	Collinsville Pump Track	296,604	(3,182)	293,422	-	-
* Engineering	Roads & Drainage	8629	Edgecumbe Heights Walking Tracks Upgrade	500,569	150,073	650,642	-	-
* Engineering	Roads & Drainage	9107	Scottville Road Upgrade (TIDS)	1,380,261	53,753	1,434,014	-	-
Engineering	Roads & Drainage	9108	Tondara Road resheeting	3,035,981	-	3,035,981	1,300,000	-
Engineering	Roads & Drainage	8639	Unsealed Roads Creek Crossing Program - Emergent	-	236,946	236,946	-	-
Engineering	Roads & Drainage	4024	Bus Stop DDA Compliance	100,000	25,000	125,000	-	-
Engineering	Roads & Drainage	4085	Balaam Road Floodway Upgrade	280,000	(230,000)	50,000	-	-
* Engineering	Roads & Drainage	4103	Cantamessa Road Culvert QRRRF 2022-23	70,000	14,201	84,201	70,000	-
Engineering	Roads & Drainage	4038	Homestead Place Stormwater Upgrade planning	100,000	(2,561)	97,439	100,000	-
Engineering	Roads & Drainage	4083	Stormwater Renewals - Replacement and Emergent	475,000	23,463	498,463	-	-
Engineering	Roads & Drainage	4255	Design Program	230,000	-	230,000	250,000	250,000
* Engineering	Roads & Drainage	4256	Renwick Rd Intersection (TIDS)	500,000	(200,000)	300,000	200,000	-
Engineering	Roads & Drainage	4257	Reseal Program	800,000	-	800,000	805,690	792,369
Engineering	Roads & Drainage	4258	Unsealed Roads Resheeting Program	1,192,176	-	1,192,176	1,091,757	1,311,312
Engineering	Roads & Drainage	4259	Design of Mandalay Road Footpath	10,000	(566)	9,434	-	-
Engineering	Roads & Drainage	4260	Design of Erromango Solar Street Lighting	10,000	-	10,000	-	-
* Engineering	Roads & Drainage	4261	Bicentennial Boardwalk Upgrade - Stage 2	2,000,000	-	2,000,000	-	-
Engineering	Roads & Drainage	4262	Mackenzie Street Kerb and Channel	22,500	-	22,500	-	-
Engineering	Roads & Drainage	4263	Pandanus Street Kerb and Channel	25,000	-	25,000	-	-
Engineering	Roads & Drainage	4264	Strickland Street Kerb and Channel	25,000	-	25,000	-	-
* Engineering	Roads & Drainage	4265	Gumlu State School Bus Stop	78,500	(78,500)	-	-	-
Engineering	Roads & Drainage	4266	Stormwater Renewals	500,000	-	500,000	2,000,000	2,000,000
Engineering	Roads & Drainage	4267	Valley Drive Open Drain Renewals	101,385	-	101,385	101,385	-
Engineering	Roads & Drainage	4268	Paluma Rd to Carlo Dr Stormwater Project Planning	267,000	-	267,000	600,000	-
Engineering	Roads & Drainage	8084	Pros. Main Street Upgrade - Dobbins Lane C/W	-	290	290	-	-
Engineering	Roads & Drainage	8911	Waterson Way car park construction and seal	-	533	533	-	-
Engineering	Roads & Drainage	9456	Proserpine Main Street Footpath - Palace Hotel	-	20,785	20,785	-	-
Engineering	Roads & Drainage	4025	Coconut Grove Disabled Parking Bays	-	651	651	-	-
Engineering	Roads & Drainage	4029	Stewart Drive Kerb and Channel	-	63,227	63,227	-	-
Engineering	Roads & Drainage	4031	Mill Street Kerb and Channel	-	24,223	24,223	-	-
* Engineering	Roads & Drainage	4035	Bicentennial Boardwalk refurbishment	-	48,478	48,478	-	-
Engineering	Roads & Drainage	4036	Neerim Crescent Stormwater Renewal	-	566	566	-	-
Engineering	Roads & Drainage	4084	Eshelby Drive Footpath - Stage 1 (300m)	-	151,406	151,406	-	-
* Engineering	Roads & Drainage	4102	Renwick Road shared path	-	12,789	12,789	2,200,000	-
* Engineering	Roads & Drainage	8630	Forestry Road	-	128,470	128,470	-	-
Engineering	Roads & Drainage	8640	Unsealed Roads Resheeting Program	-	729,604	729,604	-	-
Engineering	Roads & Drainage	8817	TMR early works - Paluma Rd to Tropic Rd	-	31,473	31,473	-	-
Engineering	Roads & Drainage	8904	Reseal Program	-	4,955	4,955	-	-
Engineering	Roads & Drainage	9106	Richmond Road Floodway	-	1,733	1,733	-	-
Engineering	Roads & Drainage	8099	8099 - Molongie Creek	-	5,000	5,000	-	-
Engineering	Roads & Drainage	9458	Airlie Beach Main Street Upgrade	-	250,000	250,000	-	-
Engineering	Roads & Drainage	Starts Yr 2	Bicentennial Boardwalk Upgrade - Stage 3	-	-	-	600,000	-
* Engineering	Roads & Drainage	Starts Yr 2	Up River Rd Culvert Upgrade	-	-	-	385,000	-
* Engineering	Roads & Drainage	Starts Yr 2	Strathmore Road Seal	-	-	-	2,000,000	-
Engineering	Roads & Drainage	Starts Yr 2	Rehabilitation Program (Sealed Roads)	-	-	-	554,453	612,290
Engineering	Roads & Drainage	Starts Yr 2	Unsealed Roads Creek Crossing Program	-	-	-	300,000	300,000
* Engineering	Roads & Drainage	Starts Yr 2	Paluma Rd upgrade (TIDS)	-	-	-	1,285,974	-
Engineering	Roads & Drainage	Starts Yr 2	Windemere Drive Swale Drain Restoration	-	-	-	20,000	-
Engineering	Roads & Drainage	Starts Yr 2	Mullers Lagoon Footpath Upgrade	-	-	-	300,000	-
Engineering	Roads & Drainage	Starts Yr 2	Mount Dangar Road Seal	-	-	-	225,000	-
Engineering	Roads & Drainage	Starts Yr 2	Lighting of Collinsville Heavy Vehicle Parking	-	-	-	60,000	-
* Engineering	Roads & Drainage	Starts Yr 3	Airlie Main Street - Stage 2 Upgrade (TIDS)	-	-	-	-	2,012,567
Engineering	Roads & Drainage	Starts Yr 3	Tollington Road Shared Pathway	-	-	-	-	500,000
Engineering	Roads & Drainage	Starts Yr 3	Molongie Creek Road upgrade	-	-	-	-	1,000,000
* Engineering	Parks & Gardens	8873	Choose Collinsville Project	828,030	7,519	835,549	-	-
* Engineering	Parks & Gardens	9249	LRCI - Cannonvale Skate Bowl Upgrade - Stage 2	526,220	(45,025)	481,195	-	-

* Asterisk indicates that a project is subject to grant funding approval

Program	Category	Job Number	Description	\$ Original Budget 2023.24	\$ Budget Review Movement	\$ Revised Budget 2023.24	\$ YR2 Budget 2024.25	\$ YR3 Budget 2025.26
Engineering	Parks & Gardens	8625	Asset Renewals Parks and Gardens	368,450	155,822	524,272	-	-
Engineering	Parks & Gardens	4249	Bowen Grey's Bay Shelter supply and installation	85,000	-	85,000	-	-
Engineering	Parks & Gardens	4250	Bowen Lions Shelters Stage 2	135,000	-	135,000	-	-
Engineering	Parks & Gardens	4251	Cemetery Lowering Devices	65,000	-	65,000	-	-
Engineering	Parks & Gardens	4252	Dingo Beach Bollards Stage 2	125,700	(113,130)	12,570	113,130	-
Engineering	Parks & Gardens	4253	Shute Harbour - Snows Beach Asset upgrades	290,000	(261,000)	29,000	261,000	-
* Engineering	Parks & Gardens	4254	New Basketball Court - Halpannel Park	360,000	-	360,000	-	-
* Engineering	Parks & Gardens	5632	Lake Proserpine Recreation Hub - Stage 1 - C/W 18-19	-	105,031	105,031	-	-
Engineering	Parks & Gardens	Starts Yr 2	Cannonvale Waite Creek Park Bollards	-	5,000	5,000	35,000	-
Engineering	Parks & Gardens	Starts Yr 2	Assets Renewal Parks and Gardens	-	-	-	439,900	2,154,800
Engineering	Parks & Gardens	Starts Yr 2	Cemetery Shelter, Bowen	-	-	-	70,500	-
Engineering	Parks & Gardens	Starts Yr 2	Tennis Courts Shelter	-	-	-	63,200	-
Engineering	Parks & Gardens	Starts Yr 2	Proserpine Cemetery Fence Upgrade	-	-	-	50,000	-
Engineering	Parks & Gardens	Starts Yr 2	Collinsville Cemetery Bollards	-	-	-	67,000	-
Engineering	Parks & Gardens	Starts Yr 2	Herbert Street Seating Upgrade	-	-	-	75,000	-
Engineering	Parks & Gardens	Starts Yr 2	Bowen Queens Beach Basketball Court Lighting	-	-	-	85,000	-
Engineering	Parks & Gardens	Starts Yr 3	Cannonvale Lakes Stage 4	-	50,000	50,000	100,000	338,571
Engineering Total				15,420,322	930,081	16,350,403	16,008,989	11,271,909
Water & Waste Water	Sewer	4040	Proserpine STP Ammonia / Nitrate Optimisation	155,000	10,000	165,000	-	-
Water & Waste Water	Sewer	4112	Cannonvale STP Membrane Replacement	210,000	(38,821)	171,179	-	-
Water & Waste Water	Sewer	4045	Carlo Drive Trunk Mains Project	175,000	75,032	250,032	1,235,000	-
Water & Waste Water	Sewer	8917	Chapman St Sewer Rising Main	611,300	(211,300)	400,000	242,717	-
Water & Waste Water	Sewer	4094	Regional Sewer Relining P1	182,000	-	182,000	594,000	-
Water & Waste Water	Sewer	5539	Jubilee Pocket 1 Sewer Pump Station Upgrade	360,000	280,000	640,000	-	-
Water & Waste Water	Sewer	4269	Emergent Works Sewer	367,800	-	367,800	263,000	269,600
Water & Waste Water	Sewer	4270	Minor New & Replacements Sewer	114,000	-	114,000	125,000	125,000
Water & Waste Water	Sewer	4271	Sewer Capital Design	180,675	-	180,675	125,000	125,000
Water & Waste Water	Sewer	4272	Regional Sewer Pump Replacement Program	45,000	-	45,000	198,000	255,000
* Water & Waste Water	Sewer	8842	Greening and Growing Bowen 3 - recycled water network extension	-	137,767	137,767	-	-
* Water & Waste Water	Sewer	8843	Sewer Relining - Regional P1	-	359,358	359,358	-	-
Water & Waste Water	Sewer	4076	Manhole Renewal - Budget Allocation	-	2,588	2,588	-	-
Water & Waste Water	Sewer	4092	Emergent Works Sewer 22/23	-	307,522	307,522	-	-
Water & Waste Water	Sewer	8915	Sewer Relining - Regional P2	-	272,719	272,719	675,000	-
Water & Waste Water	Sewer	8920	Network Instrumentation, Electrical and Control Renewals - Sewer	-	30,701	30,701	51,215	89,626
Water & Waste Water	Sewer	4931	New Bowen Sewerage Treatment Plant & Upgrades - C/W 17-18-C/	-	8,123	8,123	-	-
Water & Waste Water	Sewer	8935	Waste reuse to Agriculture (biosolids) Project	-	20,000	20,000	210,000	-
Water & Waste Water	Sewer	4041	Carlo Drive Recycled Water Main	-	-	-	650,000	-
Water & Waste Water	Sewer	4042	Trade Waste Submetering program	-	20,000	20,000	-	-
Water & Waste Water	Sewer	4043	BOWSTP Spirobin biosolids	-	95,000	95,000	-	-
Water & Waste Water	Sewer	4044	PROSTP Spirobin	-	95,000	95,000	-	-
Water & Waste Water	Sewer	4204	Equipment - Sewer Camera	-	36,000	36,000	-	-
Water & Waste Water	Sewer	Starts Yr 2	*Bowen SPS 3 Rising Main Upgrades - Budget Allocation	-	-	-	650,000	-
Water & Waste Water	Sewer	Starts Yr 2	Trunk Sewer Reef Plaza - LGIP	-	-	-	307,283	-
* Water & Waste Water	Sewer	Starts Yr 2	Solar arrays for Cannonvale and Proserpine STPs	-	-	-	360,000	942,000
Water & Waste Water	Sewer	Starts Yr 2	Facilities Instrumentation, Electrical and Control Renewals - Sewer	-	-	-	42,391	104,162
Water & Waste Water	Sewer	Starts Yr 2	Manhole Renewal - Budget Allocation	-	-	-	70,000	728,000
Water & Waste Water	Sewer	Starts Yr 2	Regional Sewer Relining P2 22/23	-	-	-	252,000	-
Water & Waste Water	Sewer	Starts Yr 2	CANSTP Horizontal drum sceens	-	-	-	100,000	990,000
Water & Waste Water	Sewer	Starts Yr 2	Sewer Network Structural renewals	-	-	-	175,000	-
Water & Waste Water	Sewer	Starts Yr 3	Whitsunday South Sewer Budget	-	-	-	-	2,296,373
Water & Waste Water	Sewer	Starts Yr 3	Sewer Relining - Regional	-	-	-	-	1,281,000
Water & Waste Water	Sewer	Starts Yr 3	STP Odour Containment Panels	-	-	-	-	104,000
Water & Waste Water	Sewer	Starts Yr 3	Cannonvale STP - Fence Extension and Renewal (CANN STP solar)	-	-	-	-	46,000
Water & Waste Water	Sewer	Starts Yr 3	BOWSTP Erosion Protection	-	-	-	-	50,000
Water & Waste Water	Sewer	Starts Yr 3	PROSTP Storage Shed	-	-	-	-	20,000
Water & Waste Water	Water	8931	Proserpine WTP Additional Raw Water Supply	881,296	71,366	952,662	1,156,670	-
Water & Waste Water	Water	4055	Borefield Test Drilling and Design Program	258,475	-	258,475	-	-
Water & Waste Water	Water	8921	Bowen Small Reservoir Pressure Zone	12,500	10,988	23,488	156,000	-
* Water & Waste Water	Water	4057	Network Reconfiguration Parker Rd Twin Creek Crt Trader Crt	302,125	(152,125)	150,000	655,022	-
* Water & Waste Water	Water	4058	Network Reconfiguration Cannonvale Reservoir	321,000	(171,000)	150,000	897,746	-
Water & Waste Water	Water	4064	Coastal WTP Pump & Switchboard Upgrade	725,000	42,301	767,301	-	-
* Water & Waste Water	Water	8927	Collinsville Efficient Resilient Solar Program	708,993	210,794	919,787	-	-
* Water & Waste Water	Water	4059	Network Reconfiguration Coyne Rd Reservoir	38,000	10,000	48,000	429,000	-
Water & Waste Water	Water	4054	Jubilee Pocket Trunk Water Main	165,268	21,180	186,448	1,401,610	-
Water & Waste Water	Water	4056	Kara Crescent Pumped Zone	7,000	7,864	14,864	265,000	-
* Water & Waste Water	Water	4052	Network Reconfiguration Mount Julian	183,100	1,207	184,307	-	-
* Water & Waste Water	Water	4053	Network Reconfiguration Island Dr WPS	172,650	14,520	187,170	104,030	-
* Water & Waste Water	Water	4060	Network Reconfiguration Proserpine PRV	209,328	19,790	229,118	100,000	1,445,000
Water & Waste Water	Water	4067	Renwick Rd Trunk Water Main	15,000	7,421	22,421	2,351,000	-
* Water & Waste Water	Water	4061	Network Reconfiguration Stanley Dr	67,444	110,329	177,773	-	-
Water & Waste Water	Water	8924	Penticost St Area Water Main Renewal	70,607	69,947	140,554	-	-
Water & Waste Water	Water	8925	Bore 10 TMR Supplementary Funding	55,000	(43,143)	11,857	-	-
* Water & Waste Water	Water	8844	Bowen WTP Intake Switchboard and Structure	1,268,000	(18,000)	1,250,000	500,000	903,157
Water & Waste Water	Water	4273	Emergent Works Water	290,000	-	290,000	151,000	151,000
Water & Waste Water	Water	7896	Insurance Collinsville HL Res Roof Renewal	477,939	1,522,061	2,000,000	-	-
Water & Waste Water	Water	4274	Minor New & Replacements Water	250,000	-	250,000	125,000	125,000
Water & Waste Water	Water	4275	Water Capital Design	180,675	-	180,675	125,000	125,000
Water & Waste Water	Water	7886	Insurance Bowen Reservoir Roof Renewal	537,931	(535,782)	2,149	-	-
Water & Waste Water	Water	8932	Network Instrumentation, Electrical and Control Renewals - Water	-	23,301	23,301	60,000	105,000
Water & Waste Water	Water	8923	Facilities Instrumentation, Electrical and Control Renewals - Water	-	15,552	15,552	-	-
Water & Waste Water	Water	8922	Collinsville WTP Emergent works	-	133,631	133,631	-	-
Water & Waste Water	Water	4066	CSTWTP Compressor replacement	-	590	590	-	-
Water & Waste Water	Water	4082	Regional Watermain Renewals - (Stewart Drive)	-	150,000	150,000	318,000	-
Water & Waste Water	Water	4063	Safety Rail Replacement and Clarifier Collinsville	-	-	-	25,000	185,000
Water & Waste Water	Water	Starts Yr 2	Proserpine Water Tower, Ground Level Reservoir and Pump System Renewal / Upgrade	-	-	-	1,207,500	1,267,875
Water & Waste Water	Water	Starts Yr 2	LGIP Trunk Watermain Upgrades - Whitsunday South	-	-	-	1,491,841	518,745
Water & Waste Water	Water	Starts Yr 2	Proserpine HL Res Trunk 375	-	-	-	1,846,244	-
Water & Waste Water	Water	Starts Yr 2	Regional Watermain Renewals	-	-	-	-	506,189
Water & Waste Water	Water	Starts Yr 2	Facilities Instrumentation, Electrical and Control Renewals - Water	-	-	-	191,437	470,388
Water & Waste Water	Water	Starts Yr 2	Regional Valve Replacement Project	-	-	-	21,000	22,000
Water & Waste Water	Water	Starts Yr 2	Collinsville WTP Filter Automation and SCADA Computer Installation	-	-	-	90,000	230,000
Water & Waste Water	Water	Starts Yr 2	Proserpine To Bowen Pipeline - Asset Renewal and Access works	-	-	-	100,000	225,000
Water & Waste Water	Water	Starts Yr 2	Mandalay WPS Land & Fencing	-	-	-	120,000	-
Water & Waste Water	Water	Starts Yr 2	Non - LGIP Renewals - Whitsunday South	-	-	-	188,700	331,250
Water & Waste Water	Water	Starts Yr 2	Collinsville Chemical Dosing and Filter Automation for later integration into SC	-	-	-	250,000	-
* Water & Waste Water	Water	Starts Yr 2	Regional Community Hydrants	-	-	-	352,000	-

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Program	Category	Job Number	Description	\$ Original Budget 2023.24	\$ Budget Review Movement	\$ Revised Budget 2023.24	\$ YR2 Budget 2024.25	\$ YR3 Budget 2025.26
Water & Waste Water	Water	Starts Yr 3	Water Meter Renewals - Regional	-	-	-	-	412,000
Water & Waste Water	Water	Starts Yr 3	Collinsville District Meters	-	-	-	-	68,000
Water & Waste Water	Water	Starts Yr 3	Bowen Small Reservoir - Reseal and Roof repair - Budget Allocation	-	-	-	-	660,000
Water & Waste Water	Water	Starts Yr 3	Non - LGIP Renewals - Bowen	-	-	-	-	349,000
Water & Waste Water	Water	Starts Yr 3	Non - LGIP Renewals - Collinsville	-	-	-	-	226,000
Water & Waste Water Total				9,598,106	3,022,481	12,620,587	21,004,406	15,751,365
Waste	Waste	9157	Landfill Bowen Culvert, Leachate Storage & Pumping Upgrades	108,914	152,000	260,914	-	-
Waste	Waste	4048	Transfer Station Cannonvale Tipping Shed Drainage	300,000	(250,000)	50,000	250,000	-
Waste	Waste	4051	Landfill Kelsey Upgrade Sediment Pond	335,000	(185,000)	150,000	200,000	-
Waste	Waste	4046	Landfill Kelsey Cell 6	3,446,333	(446,333)	3,000,000	484,317	-
Waste	Waste	4050	Landfill Bowen Stormwater Remediation Stage 2	75,000	(75,000)	-	-	-
Waste	Waste	4276	Transfer Station Cannonvale Stormwater Drainage	165,000	(165,000)	-	25,000	140,000
Waste	Waste	4277	Transfer Station Collinsville Upgrades	155,000	(125,000)	30,000	125,000	-
Waste	Waste	4049	Landfill Kelsey RRA and Transfer Site	110,000	292,555	402,555	-	700,000
Waste	Waste	4278	Landfill Bowen Leachate Evaporation Pond	185,000	-	185,000	-	1,850,000
Waste	Waste	4279	Purchase New Waste Oil Sheds	50,000	-	50,000	-	-
Waste	Waste	4280	Landfill Bowen Upgrade Sed Pond 3	300,000	(150,000)	150,000	150,000	-
Waste	Waste	8820	Cannonvale Waste Transfer Station	-	45,954	45,954	-	-
Waste	Waste	4203	Fencing - Renewals	-	90,293	90,293	25,000	25,000
Waste	Waste	Starts Yr 3	BL-Resource Recovery Area_AP	-	-	-	-	250,000
Waste	Waste	Starts Yr 3	Transfer Station - Kelsey Creek - Waste Changes	-	-	-	-	300,000
Waste	Waste	Starts Yr 3	Fence_gate and key system (Dingo Beach)	-	-	-	-	20,000
Waste Total				5,230,247	(815,531)	4,414,716	1,259,317	3,285,000
Flood Damage	Disaster Recovery	DRFA 2021	DRFA 2021.22 Event	-	15,267	15,267	-	-
Flood Damage	Disaster Recovery	DRFA 2023	DRFA 2022.23 Event	-	8,601,568	8,601,568	2,843,763	-
Flood Damage Total				-	8,616,835	8,616,835	2,843,763	-
Total Capital Budget				51,367,007	13,366,006	64,733,013	59,585,828	75,208,486
Waste Remediation	Waste Remediation	9156	Landfill Bowen Clean Water Diversion Stage 1	200,000	169,765	369,765	-	-
Waste Remediation	Waste Remediation	4078	Landfill Bowen Closed Cell 1 Capping Stage 2	300,000	10,000	310,000	3,490,000	-
Waste Remediation	Waste Remediation	4068	Landfill Kelsey Closed Cell 1 to 4 Capping Stage 2	250,000	(100,000)	150,000	4,050,000	-
Waste Remediation	Waste Remediation	4281	Landfill Kelsey Closed Cell 1 to 4 Fence Replacement	268,648	-	268,648	-	-
Waste Remediation	Waste Remediation	9100	Landfill Bowen Closed Cell 1	68,072	(8,371)	59,701	234,196	176,324
Waste Remediation	Waste Remediation	9099	Landfill Kelsey Closed Cell 1 to 4	53,934	(53,934)	-	129,021	94,568
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Merinda	-	-	-	-	32,473
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Wilson Beach	-	-	-	-	4,871
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Walker Street Collinsville	-	-	-	-	29,226
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Dingo Beach	-	-	-	-	12,773
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Gumlu	-	-	-	-	3,247
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Hay Street	-	-	-	-	28,143
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Heronvale	-	-	-	-	3,247
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Jubilee Pocket	-	-	-	-	54,122
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Corduroy Creek Scottsville	-	-	-	-	15,154
Waste Remediation	Waste Remediation	Starts Yr 3	Legacy Landfill - Guthalungra	-	-	-	-	8,118
Waste Remediation	Waste Remediation	Starts Yr 3	Fence-Dingo Beach (Legacy)	-	-	-	-	140,000
Total Remediation Budget				1,140,654	17,460	1,158,114	7,903,217	602,266
Total Capital and Remediation Budget 2023.24 plus 2 years				52,507,661	13,383,466	65,891,127	67,489,045	75,810,752

10 Year Financial Sustainability Ratios

Type	Measure	Target (Tier4)	Audited Actuals 30 June 2023	Original Budget 30 June 2024	Amended Budget 30 June 2024	30 June 2025	30 June 2026	30 June 2027	30 June 2028	30 June 2029	30 June 2030	30 June 2031	30 June 2032	30 June 2033
Financial Capacity	Council-Controlled Revenue	N/A	84% ✓	85% ✓	84% ✓	86% ✓	86% ✓	86% ✓	87% ✓	87% ✓	87% ✓	87% ✓	87% ✓	88% ✓
Operating Performance	Operating Surplus Ratio	Greater than 0%	6.04% ✓	0.22% ✓	0.24% ✓	0.61% ✓	0.70% ✓	0.68% ✓	0.53% ✓	0.59% ✓	0.66% ✓	0.56% ✓	0.40% ✓	0.43% ✓
	Operating Cash Ratio	Greater than 0%	30% ✓	23% ✓	23% ✓	23% ✓	23% ✓	23% ✓	23% ✓	23% ✓	23% ✓	23% ✓	22% ✓	22% ✓
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	14.59 ✓	8.87 ✓	10.33 ✓	8.72 ✓	7.65 ✓	7.97 ✓	7.96 ✓	7.39 ✓	7.27 ✓	7.23 ✓	6.85 ✓	6.90 ✓
Asset Management	Asset Sustainability Ratio	Greater than 80%	79.97% ✓	91.40% ✓	124.79% ✓	111.30% ✓	100.78% ✓	82.11% ✓	78.92% ✗	83.22% ✓	81.18% ✓	83.97% ✓	67.57% ✗	79.66% ✗
	Asset Consumption Ratio	Greater than 60%	72% ✓	71% ✓	72% ✓	71% ✓	70% ✓	69% ✓	68% ✓	67% ✓	65% ✓	64% ✓	63% ✓	61% ✓
Debt Servicing Capacity	Leverage Ratio	0 to 3 times	1.78 ✓	1.98 ✓	1.97 ✓	1.71 ✓	1.44 ✓	1.22 ✓	1.04 ✓	0.85 ✓	0.67 ✓	0.53 ✓	0.40 ✓	0.34 ✓

11.16 - Policies Review

DATE: Wednesday 22 November 2023

TO: Ordinary Council Meeting

AUTHOR: Rebekah Sinclair - Governance and Legal Coordinator

AUTHORISING OFFICER: Warren Bunker - Chief Executive Officer

PRESENTED FOR: Decision

ATTACHMENTS

1. Confidentiality for Councillors Policy [11.16.1 - 5 pages]
2. Gifts and Benefits Policy [11.16.2 - 9 pages]
3. Councillor Roles in Development Matters [11.16.3 - 8 pages]
4. Council Caretaker Period Policy (To Be Revoked) [11.16.4 - 8 pages]
5. caretaker-period-factsheet [11.16.5 - 3 pages]

PURPOSE

The purpose of this report is to review the following Councillor related policies:

1. Councillor Confidentiality Policy
2. Gifts and Benefits Policy
3. Councillor Contact with Developers, Consultants, Lobbyists, and Submitters Policy
4. Councillor Caretaker Period Policy

OFFICER'S RECOMMENDATION

That Council:

1. Adopt the proposed amendments to the following policies, as shown in attachments 1 to 3:
 - a. Councillor Confidentiality Policy
 - b. Gifts and Benefits Policy
 - c. Councillor Contact with Developers, Consultants, Lobbyists, and Submitters Policy
2. Revoke the Councillor Caretaker Policy, as shown in attachment 4.

BACKGROUND

A review of the attached policies in consultation with Councillors has been completed, and the proposed amended policies are presented for adoption. Councillors feedback has been received and has been collated into the policies.

DISCUSSION/CURRENT ISSUE

A summary of the proposed changes is as follows:

1. Councillor Confidentiality Policy

Head of Power

Section 171 (3) *Local Government Act 2009*

Purpose

To assist Council in determining what might be considered confidential information and how this information should be handled.

Elements

- Public interest, public trust, confidence, and integrity, commercial in confidence, Confidential classification – marked 'private and confidential,' Briefing meetings, Investigations, Financial analysis, Legal advice, Clients of Council.

Proposed Changes

- Correct references to legislation
- Inclusion of Breach section – misconduct
- Complaint process – to CEO
- Referral to the Office of the Independent Assessor (OIA) – dismiss, take no further action, inappropriate conduct, councillor conduct tribunal.
- Tribunal determination – public admission order, reprimand, monetary value, reimburse, suspend or resignation.
- Review of definitions

2. Gifts and Benefits Policy

Head of Power

Public Sector Ethics 1991, section 4

Purpose

To provide guidance to Councillors and employees surrounding gifts, rewards, or benefits, including principles to consider in determining the appropriateness of accepting a gift, reward, or benefit; a process to be followed where acceptance of a gift, reward or benefit is appropriate.

Elements

- Soliciting gifts or benefits, Bribery, Acceptance of gifts or benefits, Gifts register

Proposed Changes

- Refined purpose to align with Local Government Regulation 2012, Council's Employee Code of Conduct, and Code of Conduct for Councillors in Queensland
- Scope expanded to include contractors/sub-contractors and exclusions.
- Policy statement expanded to include principles of impartiality, integrity, and conflict of interest.
- Gifts register – clarity provided on tracking cumulative value of gifts and benefits.
- Prizes section added.
- Individual Awards section added.
- Sponsorship and General Invitations section added.
- Small tokens section added.
- Gifts and/or Benefits of Nominal Value (less than \$150) section added.
- Gifts and/or Benefits with a Value of \$150-\$500 section added.
- Exclusions section added to provide specific examples out of scope.
- Gifts/benefits definition expanded to provide examples.
- Related documents – addition of legislation to provide linkage.
- Addition of 'Nominal value', 'Non token items', and 'token' definitions

3. Councillor Contact with Developers, Consultants, Lobbyists, and Submitters Policy

Head of Power

This is page 203 of the Agenda of Council's Ordinary Council Meeting - 22 November 2023



Purpose

To provide Councillors with ethical guidance when interacting with developers, consultants, lobbyists and submitters; to assist Councillors with better decision making in relation to development applications by avoiding conflicts of interest; to promote transparency, equity and public accountability in relation to interaction between Councillors and developers, consultants, lobbyists and submitters; and to ensure that all decisions are legal, ethical and impartial and, just as importantly, to ensure that all decisions are seen to be legal, ethical and impartial.

Elements

- Procedure during contact with a developer, consultant, lobbyist, or submitter
- Councillors not to provide personal opinions or advice.
- Keeping and maintaining of appropriate records (*Public Records Act 2002* and *Integrity Act 2009*)

Proposed Changes

- Transferred to the Councillor roles in development matters template provided by Office of Independent Assessor
- Purpose – simplification of purpose to provide clear concise statement of intent.

4. Councillor Caretaker Period Policy

Head of Power

Chapter 3, Part 5 of both the *Local Government Act 2009*

Purpose

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions.

Since the introduction of the local government reforms in 2019, Caretaker provisions have been included and embedded into legislation (*Local Government Act 2009*). The legislation covers major policy decisions, election material, media, candidates, information requests, councillor correspondence, use of council resources, websites and social media, advertising, civic & community events, community engagements, grants, sponsorships, councillor complaints.

Council's current Caretaker policy was adopted in January 2020, and since then the Department of State Development, Infrastructure, Local Government and Planning has developed guidelines to provide clarity. In August 2023, the Department of State Development, Infrastructure, Local Government and Planning published a fact sheet, please refer to attachment 5. The guideline has been amended to clarify the following:

- Incorporation of – introduction of new limitations to improve accountability and ensure that council resources are not used to promote current councillors standing for re-election.
- Addition of Caretaker Timing period section
- Addition of Planning instruments and approvals section
- Addition of Leave for candidates and councillors section
- Change of definition of Election material
- Addition of Term of office definition

It is recommended to revoke the Council's current Caretaker policy, as it is a duplication of the provisions now covered in legislation and replicates information now covered in the Caretaker period for local government elections Factsheet.

STATUTORY/COMPLIANCE MATTERS

To ensure policies remain up to date with legislation and in line with organisational changes.

STRATEGIC IMPACTS

Support the organisation in ensuring appropriate compliance with legislation and to support the elected council in its decision-making processes and obligations as a local government.

FINANCIAL IMPLICATIONS

The implications for any policy changes will be covered by existing budget allocations.

CONSULTATION/ENGAGEMENT

Director Corporate Services
Chief Executive Officer
Manager Governance & Administration
Councillors

RISK ASSESSMENT

Failure to review the policies will result in Council being exposed to compliance and reputational risks as the current policies will not align with legislative changes and changes to Council's operational requirements and purposes.

TIMINGS/DEADLINES

Policies are reviewed on a periodic basis and generally at least once throughout the term of Council.

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.



Confidentiality for Councillors Policy

Office of the Mayor & CEO

OMCEO_02

Purpose

The purpose of this policy is to:

- provide guidance to Councillors in complying with Section 171(3) of the *Local Government Act 2009* 'the Act' regarding the proper handling of confidential information;
- support Councillors in balancing the right and duty to inform the public and consult with constituents about Council business with the interest Council has in preventing disclosure of confidential information; and
- assist Councillors in determining what confidential information is and how to deal with such information.

A Councillors role requires them to be in receipt of confidential information that may or may not be part of a formal Council meeting. Councillors must use Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.

Note: A contravention of subsection (3) is misconduct.

Scope

This policy is applicable to all Councillors including Councillors of past administrations.

This policy does not override an individual Councillor's statutory obligation in respect of the use of information, nor does it override Council's obligations under the Act or any other legislation or subordinate legislation to disclose or publish information where this is required by law.

Applicable Legislation

This policy is in reference to section 171(3) of the Act and the *Right to Information Act 2009* and the *Information Privacy Act 2009*.

Policy Statement

- 1.1 Council acknowledges that it is custodian of extensive confidential information, the improper use or disclosure of which may affect individuals, organisations or Council or give an unfair advantage to someone.
- 1.2 Council shall operate in an environment of public accountability that seeks to inform the public of issues under consideration and the nature of decisions made by Council.
- 1.3 Council believes in the principle that information should be released to the public unless there are compelling reasons which indicate that this is not in the public interest.
- 1.4 Council is conscious of the need to handle Council information in a way that promotes and maintains the public's trust and confidence in the integrity of the local government.
- 1.5 Council shall endeavour, in the interests of public accountability, to limit the number of matters that are considered in closed sessions although Council acknowledges that it is appropriate to consider certain matters in closed meetings.





Confidentiality for Councillors Policy

Office of the Mayor & CEO

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Confidential Information

2. The following types of information shall be deemed to be confidential to Council unless or until Council resolves to the contrary in a particular instance:
 - 2.1 commercial in confidence information - including where the release of information would affect a company's competitive advantage; this is particularly relevant in a competitive tender situation;
 - 2.2 information derived from government departments or ministers that has been classified as confidential;
 - 2.3 information of a personal nature or about personal affairs, for example the personal details of Councillors or Council employees;
 - 2.4 information relating to a property disposal or acquisition process where release of the information may prejudice Council;
 - 2.5 information relating to a matter which is under investigation by the CEO or another agency;
 - 2.6 financial and legal analysis where the disclosure of that information may compromise Council or another person or organisation;
 - 2.7 information contained in correspondence to or from Council marked "private and confidential" or featuring like words;
 - 2.8 information relating to clients of Council;
 - 2.9 information not owned or controlled by Council;
 - 2.10 information that could result in any legal action being taken against Council, including for defamation;
 - 2.11 information involving legal advice to Council or a legal issue or a matter before the courts;
 - 2.12 information that is expressly given to Councillors in confidence; and
 - 2.13 information examined or discussed at Councillor briefing sessions, unless the Chief Executive Officer declares that such information (or part thereof) is not confidential;
3. Council acknowledges that some of the above classes of information may need to be disclosed from time to time for legal proceedings or in accordance with the *Right to Information Act 2009* and *Information Privacy Act 2009*.
4. The CEO may make a declaration that information concerning a specific matter is to be treated as confidential to Council, and the information will remain confidential unless or until Council resolves to the contrary.
5. If Council exercises its powers under the Act to close its meeting to members of the public, all information in relation to the matters discussed during that closed meeting or the closed portion of the meeting is confidential, unless and until the Council resolves to the contrary.
6. If a Councillor has any doubt as to whether Council considers information to be confidential, the Councillor is to act on the assumption that Council does consider the information confidential until the doubt is resolved by the CEO or at a subsequent meeting of Council.

Responsibilities of Councillors





Confidentiality for Councillors Policy

Office of the Mayor & CEO

OMCEO_02

7. Councillors shall:

- 7.1. exercise due care when handling or using information acquired in their role as a Councillor;
- 7.2. acknowledge that there will be information that must be treated as confidential because to release it would reduce public trust and confidence in the integrity of Council;
- 7.3. acknowledge that disclosure of confidential information constitutes a breach of the Act and the Code of Conduct for Councillors, and that Council may take legal action for any damages caused and refer the breach to the relevant State Government agency;
- 7.4. if uncertain, presume information is confidential, and seek advice from the CEO prior to any release of it;
- 7.5. not disclose, and use their best endeavours to prevent disclosure of, confidential information to any person or organisation, specifically:
 - 7.5.1 avoid discussing confidential Council information with family, friends, business associates and/or the media; and
 - 7.5.2 ensure documents containing confidential information are properly safeguarded at all times - including materials stored at private or business residences.
- 7.6. not use confidential information (or any information acquired as a Councillor) to gain improper advantage for themselves or any other person or body;
- 7.7. not use confidential information (or any information acquired as a Councillor) to cause harm or detriment to Council or any other person or body;
- 7.8. ensure that information that may harm, prejudice or compromise the interests of Council, or any individual or organisation, is treated confidentially; and
- 7.9. ensure that sensitive information of an individual or business shares with another party in confidence, is treated confidentially.
- 7.10 appropriately declare conflicts of interest and/or material personal interests in a way which will avoid them becoming aware of confidential information relevant to their interest.
- 7.11 use IT facilities in accordance with the Reimbursement of Expenses and Provision of Facilities for Councillors Policy, protecting confidential information on any IT device they use, including not storing Council information on a device that is not owned by Council.

Release of Confidential Information

8. The release of confidential information includes, but is not limited to:

- 8.1 orally telling any person about the information or any part of the information;
- 8.2 providing the original or a copy of documentation or any part of the documentation that is marked confidential; or
- 8.3 paraphrasing, in writing or orally, any confidential information.

Breach of this Policy

9. A person may make a complaint about a breach by a Councillor of section 171(3) by giving notice of the complaint to the Council's Chief Executive Officer. A breach of section 171(3) is considered "misconduct".





Confidentiality for Councillors Policy

Office of the Mayor & CEO

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10. Allegations of misconduct must be referred by the Chief Executive Officer to the Office of the Independent Assessor in accordance with *Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018*.
11. If the assessor decides that a Councillor has breached section 171(3) of the Act, the assessor may make any one or more of the following orders or recommendations:
 - 11.1 Dismiss the complaint about the conduct of the Councillor;
 - 11.2 If the assessor reasonably suspects the Councillor's conduct is inappropriate conduct – refer the suspected inappropriate conduct to the local government to deal with; or
 - 11.3 If the assessor is reasonably satisfied the Councillor's conduct is misconduct – make an application to the conduct tribunal about the conduct; or
 - 11.4 Take no further action in relation to the conduct.
12. If the tribunal decides that a Councillor has breached the Act, the tribunal may make any one or more of the following orders or recommendations:
 - 12.1 An Order that the Councillor make a public admission that the council has engaged in misconduct or inappropriate conduct;
 - 12.2 An Order reprimanding the Councillor;
 - 12.3 An Order that the Councillor attend training or counselling to address the Councillor's conduct;
 - 12.4 An Order that the Councillor pay to the local government an amount that is not more than the monetary value of 50 penalty units;
 - 12.5 An Order that the Councillor reimburse the local government for all or some of the costs arising from the councillor's misconduct;
 - 12.6 An Order that the Councillor is not to attend a stated number of local government meetings, up to a maximum of three meetings;
 - 12.7 An Order that the Councillor is removed, or must resign, from a position representing the local government, other than the office of Councillor; or
 - 12.8 A recommendation to the Minister that the Councillor be suspended from office for a stated period or from performing particular functions of the office.

Applicable Legislation

This policy is in reference to section 171(3) of the *Local Government Act 2009* and the *Right to Information Act 2009* and the *Information Privacy Act 2009*.





Confidentiality for Councillors Policy

Office of the Mayor & CEO

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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 the elected Mayor and Councillors of the Whitsunday Region

Information refers to any material including but not limited to letters, reports, documents, facsimiles, attachments, tapes, emails, electronic media and other forms of information including discussions during meetings.

Related Documents

Acceptable Request Guidelines

Councillor Code of Conduct

Standing Orders - Meeting Policy

Human Rights Compatibility Statement

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

COUNCIL POLICY			
Date Adopted by Council	22 November 2022	Council Resolution	OM2022/11/23.6
Effective Date	22 November 2022	Next Review Date	
Responsible Officer(s)	Manager Governance and Administration	Revokes	LSP_OMCEO_03
Public Consultation: Yes / No	No		





Gifts and Benefits Policy

Office of the Mayor and CEO

OMCEO_16

Purpose

The purpose of this policy is to provide a framework for the management of gifts and benefits received by Councillors and Council employees, in accordance with the parameters and requirements of the Local Government Regulation 2012, Council Employee Code of Conduct and Code of Conduct for Councillors in Queensland.

This policy is intended to support Councillors and Council employees to maintain high levels of integrity and public trust, and to display behaviours which are consistent with the Code of Conduct for Staff, the Code of Conduct for Councillors in Queensland and the Local Government Act principles of transparent and effective processes, and decision-making in the public interest, good governance of, and by, local government, and ethical and legal behaviour of Councillors and local government employees.

Scope

This policy applies to all Councillors, employees and contractors working for Council regardless of whether they are permanent, temporary, full-time, part-time, or casual. For the purposes of this policy, the term contractor includes on-hired temporary labour services (agency staff) and sub-contractors.

This policy applies to all gifts, benefits or hospitality offered to, or received by, Councillors and Council employees from external sources.

This policy does not apply to electoral gifts to Councillors as defined in the *Local Government Electoral Act 2011*, gifts, benefits, and hospitality offered to Council employees or Councillors as a result of Council policies or management directives, such as recognition of service awards.

Discounts that are commonly available to any individual who meets the general requirements and are received by Council employees or Councillors but do not specifically relate to Council business or related activities. Examples may include corporate discounts offered for leisure centres or health fund membership, discounts available to local ratepayers or residents, bulk purchase discounts etc.

Applicable Legislation

This Policy is in reference to *Local Government Act 2009* ('the Act').

Policy Statement

Councillors and Council employees hold positions of public trust and must carry out their duties impartially and with integrity. The provision of gifts and benefits to Councillors and Council employees

Correspondence: Chief Executive Officer, Whitsunday Regional Council, PO Box 104, Proserpine QLD 4800
P: 1300 WRC QLD (1300 972 753) F: (07) 4945 0222 E: info@whitsundayrc.qld.gov.au www.whitsundayrc.qld.gov.au

Bowen
Cnr Herbert & Powell Streets, Bowen QLD 4805

Proserpine
83-85 Main Street, Proserpine QLD 4800

Collinsville
Cnr Stanley & Conway Streets, Collinsville QLD 4804



Gifts and Benefits Policy

Office of the Mayor and CEO

OMCEO_16

can create perceptions of a conflict of interest. Council is committed to and will uphold the following principles applying to gifts, benefits, and hospitality.

Principles

Impartiality - Councillors and Council employees have a duty to place the public interest above their private interests when carrying out their official functions. They must not accept gifts, benefits or hospitality that could raise a reasonable perception of bias or preferential treatment. Councillors and Council employees must not accept gifts, benefits, or hospitality from external sources about whom they are likely to make business decisions.

Accountability and Transparency - Councillors and Council employees are accountable for declaring all non-token offers of gifts, benefits and hospitality including those offers that were subsequently declined, and declining non-token offers of gifts, benefits and hospitality that do not relate to a legitimate business benefit. Council employees with direct reports are accountable for overseeing management of their direct reports' acceptance or refusal of non-token gifts, benefits, and hospitality; and are expected to model good practice.

Integrity - Councillors and Council employees strive to earn and sustain public trust through providing or responding to offers of gifts, benefits and hospitality in a manner that is consistent with community expectations. Individuals must refuse any offer that may lead to an actual, perceived, or potential conflict of interest.

Risk Management - Council - through its policies and processes - will ensure gifts, benefits and hospitality risks are appropriately assessed and managed. Council employees with direct reports will ensure they are aware of the risks inherent in their team's work and functions and monitor the risks to which their staff are exposed.

Soliciting Gifts or Benefits

5. Soliciting gifts or benefits is strictly prohibited under all circumstances.
6. If a Councillor or employee becomes aware of a situation of soliciting gifts or benefits, they must report it to the CEO immediately.
7. The CEO must notify the Crime and Corruption Commission of any soliciting of gifts or benefits by Councillors or employees.

Bribery

8. Acceptance of money or any other gifts perceived as bribery is strictly prohibited in all cases and must be reported immediately to the CEO.
9. An offer of money perceived as bribery must be reported immediately to the CEO.
10. The CEO must notify the Crime and Corruption Commission of any offer of money as soon as practicable after the offer has been made.

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Gifts and Benefits Policy

Office of the Mayor and CEO

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Prizes (i.e., lucky door prizes, gifts from conferences or functions, raffles)

On occasions Councillors and staff may enter a competition while representing WRC on official business, for example a door prize at a community event or a business card prize draw at a conference.

If the winning of such a prize does not influence or compromise the integrity and impartiality of the recipient, create a conflict of interest or compromises WRC's position in any way, it is deemed reasonable for such prize to be retained by the prize winner.

Raffle winnings from tickets that a Councillor or staff have paid for privately during an official function are not considered a gift or benefit and will not need to be declared.

Individual Awards received in an official capacity.

If an employee or a Councillor receives an individual award in recognition of work undertaken in an official capacity which includes components that could be deemed a gift or benefit, then the award must be declared. Generally, it is deemed reasonable for such a gift or benefit to be retained by the award recipient if it does not compromise the integrity or impartiality of the recipient, create a conflict of interest, or comprises WRC in any way.

If the award is received in a personal capacity for work unrelated to their employment with WRC, then the award does not need to be declared.

Sponsorship and General Invitations (i.e., Corporate Box and event invitations)

Sponsorship-there may be occasions when WRC is offered entry tickets as a result of WRC sponsoring an event or Agreement with a third party.

Tickets which have been gifted because of some form of WRC sponsorship will become the property of WRC and are not required to be declared.

Note: for clarity sponsorship gifts are not required to be entered into the Waiving of Fees and Charges Register.

For consistency in the distribution of bulk sponsorship tickets and invitations offered and received by WRC these must be distributed as follows:

1. Mayor (then Deputy Mayor); then 2. Councillors; then 3. ELT members; then 4. Managers; then 5. Coordinators and Officers.

General invitations

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Gifts and Benefits Policy

Office of the Mayor and CEO

OMCEO_16

Any invitations in relation to corporate box, sporting events, concerts or other events issued to a Councillor or staff personally must be declared, even when the invitation appears to be issued on a personal basis, this includes personal invitations for events which WRC sponsors.

Small Tokens of Thanks

These types of gifts (i.e., bottles of wine, box of chocolates) can normally be accepted as a matter of social convention, however the value of the gift, sensitivity of the recipient's position and perception should be considered and declared.

Acceptance of gifts and benefits

11. The CEO and Directors are the only persons with authority to grant approval to employees accepting and/or retaining gifts or benefits.
12. If an offer of a benefit involves payment of a subscription to attend a function or event, the offer must be refused unless the relevant Authorised Officer is satisfied that the employee's attendance in an official capacity representing Council is of benefit to Council for networking or other transparently beneficial reasons.
13. Each type of gift or benefit carries a level of risk that Councillors and employees should consider when deciding whether the gift or benefit should be accepted or declined.
14. In determining whether acceptance of a gift is appropriate, the three major considerations are:
 - 14.1. the intent in which the gift or benefit is given;
 - 14.2. the public perception of acceptance of the gift or benefit; and
 - 14.3. the value of the gift or benefit.
15. Acceptance of a gift or benefit may be considered only if it complies with the following principles:
 - 15.1 it does not influence, or have the potential or perceived potential, to influence, in any way so as to compromise, or appear to compromise, the integrity and impartiality of the Councillor or employee, or to create a conflict of interest, or perception of conflict of interest; and
 - 15.2. it is not related to advice or decisions about (but not limited to):
 - 15.1.1 granting licences;
 - 15.1.2 inspecting and regulating businesses;
 - 15.1.3 giving approvals; or
 - 15.2.4. letting contracts; and

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15.3 it does not incur any cost to Council; and

15.4 it must not involve money, or anything easily converted to money such as shares.

16 If a gift or benefit has been received in the circumstances that Council has provided sponsorship or grant, CEO approval is required before acceptance of the gift or benefit occurs.

Acceptance of gifts or benefits

17. A gift or benefit must not be accepted if any of the following principles apply:

17.1 it is considered as a gift of influence;

17.2 it affects, or could be perceived to affect, the performance of the recipient's official duties or influences, or could be seen to influence, the decision-making or behaviour of the recipient;

17.3 the gift giver or any reasonable observer would conclude that the recipient may be under obligation to the gift giver;

17.4 it is not offered openly; or

17.5 it is an offer of money or anything readily convertible to money, for example, shares.

Gifts and/or Benefits of Nominal Value (less than \$150)

Where a Councillor or employee are offered a gift and/or benefit of nominal value (less than \$150) WRC deems it reasonable for the recipient to accept and keep the gift and/or benefit, provided that doing so does not breach any part of this Policy or the Act.

This gift and/or benefit is not required to be recorded in the Gifts Register, however, may need to be recorded in the Register of Interest in accordance with the *Local Government Act 2009* and the Local Government Regulation 2012.

Note: Cash is excluded and should not be accepted under any circumstances.

Any gift and/or benefit received by a Councillor or staff as appreciation of a task or service carried out by a group of Staff members or Councillors should be shared with the members of that respective team.

Cumulative gifts and/or benefits received from the same giver which when combined exceed the nominal value threshold of \$150 in a twelve-month period (financial year) must be disclosed to the CEO. In the case of the CEO and Councillors, disclosure will be to the Mayor. In the case of the Mayor, disclosure will be to the Deputy Mayor. The offer of cumulative gifts and/or benefits which exceed the threshold of \$150 over a period of 12 months must also be entered on the Gifts Register.

Gifts and/or Benefits with a Value of \$150 - \$500

Any gift and/or benefit received by a Councillor or staff with a value between \$150 - \$500 will become the property of WRC in the first instance. The gift and/or benefit must be entered in the Gifts Register

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or in the Register of Interest in accordance with the *Local Government Act 2009* and the Local Government Regulation 2012.

Retention of a gift and/or benefit by the recipient will be at the discretion of either the CEO, Mayor, or Deputy Mayor.

Should the decision be that the gifts and/or benefits will not be retained by the recipient, it must be disposed of in an appropriate and transparent manner. For example:

- return the gifts and/or benefits to the giver;
- share the gifts and/or benefits amongst the recipient's team and/or department;
- auction the gifts and/or benefits with the proceeds being donated to charity;
- donate the gifts and/or benefits to a charitable or community facility; and
- ownership passed to WRC allowing the gifts and/or benefits to go on public display where appropriate.

Gifts and/or Benefits with a Value of Greater than \$500

Any gift and/or benefit received by a Councillor or Staff with a value greater than \$500 must be reported, and acceptance of the gifts and/or benefits by the recipient will be at the discretion of the CEO, Mayor, or Deputy Mayor.

Unless there are specific reasons to support acceptance, approval is unlikely to be given for gift and/or benefit with a value greater than \$500 to be retained by the individual. Retention will only be granted in exceptional circumstances.

Should the decision be that the gifts and/or benefits will not be retained by the recipient, it must be disposed of in an appropriate and transparent manner. For example:

- return the gifts or benefits to the giver;
- share the gifts or benefits amongst the recipient's team and/or department;
- auction the gifts or benefits with the proceeds being donated to charity;
- donate the gifts or benefits to a charitable or community facility;
- ownership passed to WRC allowing the gifts or benefits to go on public display where appropriate.

Gifts and/or benefits with a value greater than \$500 (whether retained or not) must be entered in the Gifts Register. There may still be a requirement to include receipt of the gifts and/or benefits on an individual Register of Interest in accordance with the *Local Government Act 2009* and the Local Government Regulation 2012.

Ceremonial Gifts

All ceremonial gifts presented to a Councillor or staff on behalf of WRC will be the property of WRC and must be passed to the CEO.

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Gifts Register

18. The Office of the CEO shall keep a register of all gifts and benefits ("gifts register"), and offers of gifts or benefits, received by Councillors and employees.
19. The gifts register shall include the following information:
 - 19.1 date of the offer;
 - 19.2 details of the person and/or organisation offering the gift;
 - 19.3 the name of the recipient;
 - 19.4 description of the gift or benefit;
 - 19.5 estimated value of the gift or benefit;
 - 19.6 decision regarding whether the gift should be retained by the recipient or otherwise; and
 - 19.7 name of the Authorised Officer who made the decision.
20. Any employee who receives a gift or benefit is required to fill out the appropriate form and provide the completed form to the Office of the CEO within ten (10) business days of receiving the gift or benefit.
21. Any Councillor who receives a gift or benefit that has a retail value of more than \$150.00 is required to fill out the appropriate form and provide the completed form to the Office of the CEO within ten (10) business days of receiving the gift or benefit.
22. If Councillors receive multiple gifts or benefits from the same donor, or associates of that donor, in any financial year and the cumulative value is more than \$150.00, each gift or benefit must be reported as per clause 21. Councillors should keep a record of gifts or benefits of value under \$150.00 to track the cumulative value.

Exclusions

23. Items which can be regarded as mementos such as ties, cufflinks, pens, stationery or the like, the fair market price of which would not exceed gift declaration guidelines at the time of purchase and at the place of purchase.
24. Items provided to employees or Councillors under an approved reward program e.g., years of service recognition.
25. Gifts received from family members or personal friends (except where they are a Council employee and/or Councillor) offered in a purely personal capacity.

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26. If a gift over the Gift Declaration Limit does not need to be disclosed under this policy, but the gift may give rise to an actual or perceived conflict of interest it must be disclosed via the Council's "conflicts of interest disclosure" process.

Definitions

CEO refers to the Chief Executive Officer of the Whitsunday Regional Council appointed in accordance with the *Local Government Act 2009*. This includes a person acting in this position.

Council refers to the Whitsunday Regional Council.

Councillor means the Mayor and Councillors of the Whitsunday Regional Council.

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

Gifts or Benefits refers to the transfer of a property or other benefit without recompense or for a consideration substantially less than full consideration or a loan of property made on a permanent or an indefinite basis received by a Councillor or employee when they are acting in their official capacity. For the purpose of this policy, gifts and/or benefits include tangible items and intangible items (including hospitality). It does not include gifts or benefits given or received under an appropriately approved employee health and well-being program or an appropriately approved rewards and recognition programs.

The receipt of a benefit or item and includes:

- Loans of money, including provision of overdraft facilities (e.g., credit card or guarantor for a loan).
- The sale of virtual property with a sale price below proper valuation.
- Hospitality, including meals, entertainment, and accommodation.
- Conferences (not paid by Council or personally), sporting and cultural activities.
- All travel (not paid by Council or personally).
- Associations, organisations, and memberships (not paid by Council or personally).
- The transfer of money or property.

The provision of use of property, equipment, or services free of charge, at a reduced rate, for a period of time or an unspecified period (e.g., use of a holiday unit).

Nominal value is the monetary limit of the value of gifts or benefits that may be accepted (i.e. total value of gift or benefit received). A gift or benefit is of nominal value when it has no significant or lasting value.

Non token items are of a more individual nature, with a value above the nominal value limit. Items may include free or discounted travel; use of holiday homes; corporate hospitality at major sporting events; free training excursions; tickets to major events and access to confidential information.

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Token is often mass produced (i.e., pens, calendars, ties, or items with a company logo on them), offered in business situations to individuals. They usually have a value under the nominal value limit.

Relating Documents

Councillor Code of Conduct
Employee Code of Conduct
Entertainment and Hospitality Policy
Local Government Act 2009
Local Government Regulation 2012
Code of Conduct for Councillors in Queensland

Human Rights Compatibility Statement

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

COUNCIL POLICY			
Date Adopted by Council	11 July 2018	Council Resolution	
Effective Date		Next Review Date	
Responsible Officer(s)		Revokes	
Public Consultation: Yes / No			

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Councillor Roles in Development Matters

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Objective

The objectives of this policy are to:

- clarify how councillors may engage with developers in the current and future interest of the local government area, particularly where there is no matter before the council,
- provide a framework for how councillors should engage with developers and or submitters once a matter is being prepared for lodgement or has been lodged with the council, and
- provide further guidance on where a councillor has, or is likely to have, a prescribed or declarable conflict of interest in relation to a particular development application.

This policy will assist councillors when interacting with these stakeholders and promotes decision making in the public interest, good governance, and enhanced community confidence in the local government.

Application

This policy applies to Councillors and is consistent with the legislative requirements relating to Councillors in the *Local Government Act 2009* (the LG Act), the *Planning Act 2016* and the *Integrity Act 2009*.

This policy does not apply to unanticipated or social engagements that occur from time to time between Councillors, developers or submitters. However, Councillors should carefully consider the implications of social engagements with these persons and be mindful at all times of their obligations under the *Local Government Act 2009* and the Code of Conduct for Councillors in Queensland

This policy does not apply to councillor interactions with the community related to the making of planning instruments such as planning scheme amendments, new planning scheme preparation, neighbourhood/local area plans or the like.

Policy Statement

Council is committed to representing the overall public interest of the local government area. Council must ensure that all decisions are legal, ethical, and impartial in accordance with the local government principles, and the responsibilities of councillors identified in the *Local Government Act 2009*.

Councillors engage with many people in the community in relation to a broad range of matters. Open access to Councillors and Council itself is vital to efficient and effective local government.

Developers and submitters seek access to Councillors to discuss potential and existing development applications and other projects. The community has a clear expectation that interactions with these stakeholders are undertaken transparently and in the public interest.

As prescribed in legislation, it is an offence for councillors to accept gifts, benefits, or donations from property developers at any time. The Electoral Commission of Queensland (ECQ) administers this legislation under the [prohibited donors scheme](#).





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COUNCILLOR ROLES IN DEVELOPMENT APPLICATIONS

The *Planning Act 2016* and *Economic Development Act 2012* prescribe the circumstances in which a local government decides a development application. In some circumstances, a local government delegates this power to certain Council officers.

When the local government is deciding an application, the provisions of the *Planning Act 2016*, particularly the Development Assessment Rules, require that Councillors individually and the local government collectively, must not pre-determine an application and cannot consider matters that are irrelevant or unrelated to a development assessment process.

GUIDELINES FOR COUNCILLOR INTERACTIONS WITH DEVELOPERS, LOBBYISTS AND SUBMITTERS

Adopting a structured approach to Councillors' interactions with developers and submitters will allow Councillors to engage appropriately in the public interest and reduce their risk of engaging in misconduct or corrupt conduct.

1. If a developer or lobbyist wants to discuss a development matter with a Councillor this should be referred to the Office of the CEO or other nominated Council officer, to co-ordinate and diarise a meeting appointment. A meeting in this context may be face-to-face, virtual or by telephone.
2. When meeting with a developer or submitter about a development application, a Councillor must conduct the meeting in the presence of an appropriate third party. Some examples of an appropriate third party are the Mayor, the Deputy Mayor, the CEO, the Director of Planning, or other appropriate senior officer.
3. All meetings with a developer or submitter, including public meetings, must either be electronically recorded with the knowledge of the developer or submitter, *or* a contemporaneous written record prepared. At a minimum this record should include:
 - the date of the interaction
 - the format of the interaction
 - all parties or persons involved in the interaction
 - a summary of the matter/s raised with the Councillor
 - a summary of the Councillor's response/s.

Note 1: Records of meetings are to be kept in accordance with the Public Records Act 2002

Note 2: An audio recording is a document under the Right to Information Act

Note 3: Any commercial-in-confidence information may be the subject of an exemption to disclosure on the basis that it would not be in the public interest for the business affairs and future plans of private business entities to be disclosed.





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4. When interacting with a developer or submitter about a development application, Councillors should:
 - state that any opinions expressed by the Councillor are personal to the Councillor and do not in any way represent a formal council view,
 - make it clear that a final decision can only be made after all relevant material has been prepared and considered,
 - make clear that they can provide general information on the application process but cannot give definitive advice about a proposed development's prospects of success,
 - maintain the confidentiality of any information, records, briefings, and discussions that, if released at a particular point in time, could prejudice the interests of council, the public at large, or another party, and
 - suggest that the developer or submitter seeks independent professional advice where relevant.
5. While Councillors are entitled to express a personal opinion about a development application, they should be aware that the expression of a personal opinion whether positive or negative, may impact on the perception of their impartiality as a decision-maker should they be required to decide the matter.
6. Under the *Integrity Act 2009*, lobbyists are required to inform Councillors that they are a lobbyist when making initial contact (for example, when seeking to arrange a meeting). In addition to the record keeping requirements detailed above, interactions between Councillors and lobbyists must be recorded in Council's *Register of Contact with Lobbyists*. Nothing in this policy requires a councillor to meet with a lobbyist at any time.

STAGES OF THE DEVELOPMENT ASSESSMENT PROCESS

Under this policy, councillors have additional obligations in relation to their interactions with developers and submitters at each of the following stages in the development assessment process:

Pre-application (when there is no application before Council or in the process of being drafted)

Councillors may interact with developers in the pre-application stage to promote the benefits of developing in their local government area and encourage responsible and appropriate development.

Councillors can also discuss what is publicly known about a potential development with the general public.

However, if a Councillor is likely to have a conflict of interest should a particular development application be lodged with Council, it is recommended that the councillor refrain from interacting with the developer in relation to that matter.

Pre-lodgement (when there is no application before council, but an application is being prepared for lodgement)

Reports on pre-lodgement requests and scheduled pre-lodgment meetings are provided to councillors.

A Councillor's requests for advice or information relating to a pre-lodgment meeting must be made in accordance with Council's *Acceptable Request Guidelines*.

Councillors may attend a pre-lodgement meeting in order to gain a more detailed understanding of a project or development proposal but should listen only and not contribute to any discussion.





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Post-lodgement and assessment of development applications (after an application is lodged)

Councils may have an internal process to make councillors aware of incoming applications to enable participation in the development assessment process, depending on development activity and Council resources.

Councillors must not direct, or attempt to direct, a council officer in the course of their duties to assess and report on a development application.

Councillor requests for advice or information relating to a development application must be made in accordance with council's *Acceptable Request Guidelines*.

Once a development application is lodged and is being assessed by Council officers, Councillors should not initiate or seek to be involved in internal meetings or meetings with the developer about the application under assessment.

If a Councillor is invited, and agrees, to engage in an interaction with a developer or submitter at this stage those interactions must occur having regard to the guidelines for Councillor interactions with developers and submitters (see pages 3 and 4).

If it becomes necessary for a Councillor to provide feedback on issues of concern to the community, the Councillor may initiate a meeting with a developer or submitter having regard to the guidelines for Councillor interactions with developers and submitters (see pages 3 and 4).

If a Councillor has a prescribed or a declarable conflict of interest in relation to a development application which is under assessment, they must not:

- discuss the matter with any other Councillor or Council officer or who is or may be a participant in deciding that matter and
- interact with a developer or submitter in relation to that matter.

Development application decision (when an application is being decided)

A. If the development application is being decided by Council officers under delegation

It is generally not appropriate for Councillors to interact with a developer or submitter about a development application particularly where the developer or submitter is aggrieved by the Council officers' assessment of the application or is seeking the Councillor's intervention in the Council officers' assessment or decision.

Councillors should advise the developer or submitter to speak directly to the Council CEO or other appropriate senior officer (i.e., Director of Planning). Similarly, if Councillors receive any information from a developer, or submitter, they should provide it to the CEO or other appropriate senior officer.

If a Councillor has either a prescribed or a declarable conflict of interest in relation to the application, they must not direct, influence, attempt to influence or discuss the matter with any Council employee who is a participant in deciding that matter.





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B. If the application is to be decided by Council, and not by officers under delegation

While Councillors are not obligated to do so, it is acceptable for Councillors to interact/meet with developers and submitters leading up to the meeting where the decision is to be made.

In these instances, councillors must follow the guidelines for Councillor interactions with developers, lobbyists, and submitters (see pages 3-4).

Councillors should convey any key information arising from such meetings to the council CEO, Director of Planning or equivalent, if they are not present at that meeting.

Councillors must disclose to other Councillors who were not at the meeting, the recording or other record made of the meeting, so that all decision makers have access to the same information.

After Council officers have prepared a report and made a recommendation, and that report has been listed on a council meeting agenda, Councillors may seek additional information from officers to ensure their duties are properly discharged when deciding the application. Information may be provided through a council briefing, general meeting (or delegated decision committee) or through a request in accordance with Council's *Acceptable Request Guidelines*.

As required under the *Planning Act 2016*, councillors must ensure they genuinely consider the development application, any submissions to the application, Council's report, including the assessment and recommendations by council officers, prior to them making a decision on the proposed development.

If a councillor has a prescribed or a declarable conflict of interest in the development application, they must declare the interest to the CEO and at any council meeting at which the matter is being considered and they must not:

- interact with developers or submitters in relation to that matter; and
- influence attempt to influence or discuss the matter with another Councillor or Council officer who is wholly or partly responsible for deciding the matter.

Post-development decision and appeal (after an application has been decided)

Once a decision has been made by Council, councillors are required to respect that decision.

The post-decision phase of any development application is particularly sensitive and can involve negotiations between parties having an interest in the outcome of the application. Under the *Planning Act 2016*, every applicant has the right to negotiate with Council on conditions and the scope of any approval issued by Council. All such negotiations must be attended by Council officers or representatives, and Councillors should not be involved.

From the time a decision has been made until the end of the appeal period, Councillors must not engage with the relevant developer or submitter in relation to the matter.

It is acknowledged however, that a development approval may also be part of a broader staged development and may therefore have other relevant development applications or associated requests before council (i.e., plan sealing requests for subdivisions).

If an appeal is lodged, Councillors must also refrain from interactions with the appellants or co-respondents and should avoid commenting publicly about matters before the Planning and Environment Court.





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Council officers and Council's legal representatives manage the conduct of an appeal. During the course of an appeal 'without prejudice' meetings may be held between the parties to try to reach an agreement or limit the issues in dispute. Councillors do not attend 'without prejudice' meetings. Council officers will advise council:

- when an appeal is lodged;
- when something significant occurs in relation to an appeal; and
- when an appeal is resolved.

Councillors must not seek to influence the manner in which conditions of development approval are implemented by council officers.

Applicable Legislation

Economic Development Act 2012

Integrity Act 2009

Local Government Act 2009

Planning Act 2016

Public Records Act 2020

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 officer means all employees of Council, whether employed on a permanent, temporary, or part-time basis.

Councillor means the mayor and Councillors of the Whitsunday Regional Council.

Development application means an application for development that requires assessment against the provisions of the planning scheme, other local planning instrument or Priority Development Area Development Scheme.

Developer means an applicant for a development approval or a prospective applicant for a development approval, their advisors, and representatives. It includes any lobbyist acting on behalf of a developer. If the applicant is a body corporate, the term includes office holders and employees of the applicant. If the applicant is a partnership, the term includes partners and employees of the applicant.

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

Interaction means a pre-arranged engagement in relation to a development matter (including face-to-face, virtual or by telephone).





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Lobbyist has the same meaning as defined in the *Integrity Act 2009*, that is, a person or entity who carries out lobbying for a third-party client.

Submitter is a person who has made a submission, or expressed an intention to make a submission, about a development application as provided under the *Planning Act 2016*. It includes any lobbyist or consultant acting on behalf of a submitter.

Related Documents

This Policy complements and is to be implemented in conjunction with other Council Policies, Directives and relevant documents published by other agencies including, but not limited to:

1. Code of Conduct for Councillors in Queensland
2. Acceptable Requests Guidelines
3. Whitsunday Regional Council planning scheme, policies and documentation, and other relevant planning instruments
4. Register of Contact with Lobbyists

Monitoring and Review

Councillors will be provided with training on the requirements of this policy at the commencement of each council term. This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, council resolutions, and other Council documents. Reviews of this policy will occur as required, or at least every four years.

Human Rights Compatibility Statement

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





Councillor Roles in Development Matters

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COUNCIL POLICY			
Date Adopted by Council		Council Resolution	
Effective Date		Next Review Date	
Responsible Officer(s)		Revokes	
Public Consultation: Yes / No			





Council Caretaker Period Policy

Corporate Services - Governance & Administration
CORP_27

Purpose

Prior to an election, Councillors and Council officers enter into a caretaker period, avoiding actions and decision making which could be perceived as influencing voters or having a significant impact on the incoming Council. During this period, Councillors and Council officers must ensure that the ordinary business of Council continues in a responsible, transparent and legally-compliant manner.

Scope

This policy is applicable to all Whitsunday Regional Council Councillors and to all Council officers, whether permanent, temporary, casual or part-time employees or contractors. This policy applies to quadrennial elections but not fresh elections or by-elections.

Policy Statement

Principles

1. Council affirms its commitment during the caretaker period to:
 - a) the efficient and transparent continuation of Council's day to day business for the benefit of residents;
 - b) transparent actions and decision-making;
 - c) the suspension of major policy decisions;
 - d) maintaining the neutrality and independence of Council officers; and
 - e) the principle that the use of public funds for electoral purposes is unacceptable.
2. Council acknowledges that during the caretaker period, Councillors who are also candidates may make election commitments which they intend to honour if they are re-elected. Councillors making such commitments should make it clear that these commitments are being made in their role as a candidate, rather than any kind of commitment being made on behalf of the Council or which reflects the majority view of Council.
3. Councillors should take particular care in any campaign activity to ensure that there can be no possible perception of use of Council provided resources for activity that could be perceived as being in relation to the Councillors campaign.
4. Council shall continue to meet during the caretaker period for the purpose of making appropriate and compliant decisions in the public interest.
5. Councillors shall not use information gained during the course of the role as Councillors to disparage or discredit Council.

Councillors disparaging or discrediting Council may be in breach of the Code of Conduct for Councillors.





Council Caretaker Period Policy

Corporate Services - Governance & Administration
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Major policy decision

6. Council shall not make major policy decisions during a caretaker period except with permission of the Minister.
7. If Council considers that, having regard to exceptional circumstances that apply, it is necessary to make a major policy decision in the public interest, Council shall apply to the Minister for approval to make the decision.
8. If the Minister is satisfied that it is necessary for Council to make the major policy decision in the public interest, Council shall abide by any conditions which the Minister sets in relation to the policy decision.
9. A major policy decision made by Council during a caretaker period without the approval of the Minister is invalid. A contract is void if it is the subject of a major policy decision that is invalid.
10. A person who acts in good faith in relation to a major policy decision of Council, or in relation to a contract that is the subject of a major policy decision, but who suffers loss or damage because of the invalidity of the decision or because the contract is void, has a right to be compensated by Council for the loss or damage.

Council officers

11. Council officers shall maintain the normal business activities of Council during the caretaker period.
12. Council officers shall execute their official duties and responsibilities as a Council employee in accordance with the Local Government Act 2009, Council's Code of Conduct for Employees and Council's corporate values, and take all reasonable steps to avoid any real or perceived partisanship when acting in an official capacity in order to protect the organisation's integrity and ability to impartially serve any incoming Council following an election.
13. Council officers may in a personal or private capacity provide support or assistance to a Councillor or a candidate in their own time, providing that any support or assistance provided does not breach legislation or Council's Code of Conduct for Employees, and the Council officer takes all reasonable steps to ensure that in providing any support or assistance they are acting as a private citizen and not perceived as acting in an official capacity as a Whitsunday Regional Council Officer.
14. Councillor support officers shall continue to provide support for Council endorsed activities and core Council business but not election or politically related matters.
15. Any Council officer proposing to stand as a candidate for the election must complete an Election Management Plan in collaboration with the CEO, so as to ensure compliance with s203 of the Local Government Electoral Act 2011 and prevent any perceived or actual conflict of interest.
16. As per section 203 of the Local Government Electoral Act 2011, a Council officer who nominates as a candidate is entitled to a leave of absence from their appointment for a period of not more than two (2) months in order to contest the election.

Election material

17. In accordance with section 90D of the Act, Council shall not publish or distribute election material intending to influence an elector about voting at an election or affect the result of an election.





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Use of Council resources during caretaker period

18. Councillors are entitled to use Council resources and facilities as outlined in Council's Reimbursement of Expenses and Provision of Facilities for Councillors Policy for routine activities in the fulfilment of their roles and responsibilities at Councillors, until their term of office comes to an end.
19. Councillors and Council officers shall not use Council equipment or resources for election purposes.
20. Where a Councillor has a Council vehicle for which private usage is approved, the Councillor may continue to use that vehicle until their term of office comes to an end provided that they do not affix or allow to be affixed or remain affixed any sticker, poster, decal or other magnetic or adhesive device that promotes the Councillor as an actual or potential candidate for any election.

Requests for information by Councillors

21. All requests for information or advice from Councillors shall continue to be responded to in accordance with the Councillors Acceptable Requests Policy.
22. During the caretaker period, Councillors shall limit information requests to those essential to continue Council's operations.
23. Requests for reports on substantive matters shall not be processed during the caretaker period unless they involve a matter of public safety or are requested by a resolution of the full Council.
24. To increase transparency during the caretaker period, any information request from a Councillor must be made by email.

Provision of information to candidates

25. To increase transparency during the caretaker period, requests for information by candidates during the caretaker period should be made by email.
26. Requests from a candidate shall be dealt with as per the process for a member of the public. The process for providing and refusing information shall be the same as for a member of the public.

Councillor correspondence

27. Councillors may continue to correspond with constituents on matters related to Council business during the caretaker period. In responding to such correspondence, the Councillors shall not purport to make policy commitments binding the incoming Council.

Media

28. The CEO shall be the official spokesperson of Council during the caretaker period.
29. Media releases released by the organisation during the caretaker period must be of public interest, relate to day-to-day Council business, rather than policy and/or major projects and must not be reasonably construed as being for political purposes.
30. During the caretaker period, Council shall respond to media enquiries that relate to operational matters only.





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31. Media releases shall not be attributed to individual Councillors during the caretaker period.
32. Media events may continue to be held during the caretaker period provided the media event relates to core Council business and is not used for political purposes.
33. If a Councillor is at a media event and is asked a political question, the Councillor, if seeking re-election, shall respond in their capacity as a candidate or, if not seeking re-election, shall respond as an individual. Councillors should ensure to distinguish their individual opinion from the majority view of the elected Council. Under no circumstances should a response be attributed to Council.
34. Councillors shall not seek media notes from Council officers for the purpose of assisting them with their campaign.
35. Council officers (including Communications officers) shall not provide media advice to Councillors who have nominated as candidates regarding public comment on elections.

Council's website and social media platforms

36. Updates of Council's website shall be limited to the following:
 - a) uploading of essential operational media releases, restricted to administrative or operational information of public interest and of a time-sensitive nature;
 - b) road work updates or road closures;
 - c) health or emergency warnings;
 - d) material that is purely factual regarding Council's decisions or operations;
 - e) updates to existing forms;
 - f) aesthetic changes;
 - g) fixing broken links or repairing web issues; and
 - h) compliance with legislative requirements.
37. Social media hosted or published by Council shall carry a notice to exclude political comment. No response shall be made to any political comments posted and any such comments shall be removed.

Advertising

38. In accordance with Council's Advertising Spending Policy advertising shall be limited in the three month period immediately before a quadrennial election.
39. During the election advertising period, and, in particular, during the caretaker period, Council shall restrict its advertising to that required to maintain the necessary, customary and routine operations of Council and day to day Council business.
40. Individual Councillors shall not be featured in any paid advertising during the caretaker period.
41. Care will be taken during the election advertising period to ensure that advertising is not construed to be of a political nature.





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Civic and community events

42. Councillors may continue to represent Council at civic events and community events during the caretaker period, provided the event meets one or more of the following criteria:
 - a) it is a planned event endorsed by the full Council;
 - b) it is, or plans to be, routinely held at the same time each year;
 - c) it is a commemorative or anniversary event held on or near the anniversary date;
 - d) it is an event to be hosted by or on behalf of the Mayor in fulfilling his or her statutory responsibilities for ceremonial and civic functions, for example citizenship ceremonies or hosting VIP guests to the Whitsunday region.
43. There shall be no community awards, recognition and civic receptions during the caretaker period with the exception of citizenship ceremonies, which shall continue as normal.

Community engagement

44. Community engagement activities, including but not limited to surveys, polls - either formal or informal and invitations to put forward submissions, should be avoided during the caretaker period except where the community engagement is part of an ongoing project that requires the engagement as part of a program approved prior to the caretaker period or is a legislative requirement.
45. Where community engagement has occurred prior to the caretaker period but the results have not yet been presented to Council - either formally or informally, results of the engagement shall not be provided to Council until the caretaker period has concluded.

Community grants

46. Activities approved under Council's Community Grants Policy prior to the commencement of the caretaker period may continue during a caretaker period in accordance the policy.
47. Any funding round for community grants that is open during the caretaker period shall remain open but applications received during this time shall not be determined until after the election.
48. Council shall not approve community grants, either in or out of round, during the caretaker period.

Sponsorship

49. No new sponsorship shall be approved or entered into during the caretaker period. This includes sponsorship where Council gives sponsorship, including in-kind sponsorship, or seeks sponsorship from external entities.
50. Any sponsorship approved prior to the commencement of the caretaker period may continue in accordance with Council's Community Grants Policy.
51. Sponsorship applications may continue to be received during the caretaker period however no decisions on sponsorships shall be made until after the election.

Councillor conduct complaints

52. Complaints about Councillor conduct made during the caretaker period shall continue to be assessed and where appropriate forwarded for assessment to the relevant authority.





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53. If the Councillor about whom the complaint was made is seeking re-election and is not successful, the complaint shall continue to be heard in accordance with legislative requirements.

Councillor training and development

54. During the caretaker period, Council will not fund or conduct any training or professional development activities for Councillors.

Applicable Legislation

Local Government Act 2009
Local Government Regulations 2012
Local Government Electoral Act 2011

Definitions

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

Council refers to the Whitsunday Regional Council

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

Advertising refers to the definition in s197(3) in the Local Government Regulation 2012 - promoting, for the payment of a fee, an idea, goods or services to the public.

Caretaker period is defined in s90A of the Local Government Act 2009 the period during an election for the Council that starts on the day when the public notice of the holding of the election is given under s25(1) of the Local Government Electoral Act 2011 and ends at the conclusion of the election, namely the day on which the last declaration of a poll conducted in the election is displayed in the office of the returning officer.

CEO refers a person who holds an appointment as Chief Executive Officer of the Whitsunday Regional Council under section 194 of the Local Government Act 2009. This includes a person acting in this position.

Civic events means a public event that Council initiates, manages or has full responsibility for.

Community events means events including but not limited to media launches, promotional events, community engagement events, workshops, dinners, receptions, Mayoral events, awards, invitations to make submissions and local fairs.

Community grants includes but is not limited to direct financial assistance, indirect financial assistance and in-kind support.

Councillor/s is a reference to all Councillors, including the Mayor, of the Whitsunday Regional Council.

Council officers means staff employed by Council on a permanent, temporary, casual or part-time basis and includes contractors employed by Council.





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Council resources include but are not limited to officers, services, information, equipment, printing, photographs, graphic design, public funds, grants, media services, materials published by Council, hospitality, stationery, property, facilities, website, vehicles, administrative tools and telecommunication devices.

Election advertising period is the three months immediately before a quadrennial election.

Election material includes but is not limited to anything able to, or intended to, influence an elector about voting at an election or affect the result of the election.

Fresh election means an election of all the Councillors of Council that is not a quadrennial election.

Major policy decision means a decision -

- a) about the appointment of a chief executive officer of the local government; or
- b) about the remuneration of the chief executive officer of the local government; or
- c) to terminate the employment of the chief executive officer of the local government; or
- d) to enter into a contract the total value of which is more than the greater of the following –
 - i. \$200,000;
 - ii. 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report, or
- e) Relating to making or preparing an arrangement, list, plan or register in the way provided under a regulation made under this Act that can be used to establish an exception to obtaining quotes or tenders when entering into a contract; or
- f) To make, amend or repeal a local law; or
- g) To make, amend or repeal a local planning instrument under the Planning Act; or
- h) Under the Planning Act, chapter 3, part 3, division 2 on a development application that includes a variation request under that Act if the application proposes to –
 - i. Vary the category of development or category of assessment of development, or
 - ii. Vary the assessment benchmarks or criteria for accepted development that would apply to the development, or
 - iii. Facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan; or
- i) Under the Planning Act, chapter 3, part 5, division 2, subdivision 2 on a change application under that Act that includes a change to a variation approval if the application is being assessed under section 82 of that Act and the application proposes to –
 - i. Further vary the category of development or category of assessment of development; or
 - ii. Further vary the assessment benchmarks or criteria for accepted development that would apply to development; or
 - iii. Facilitate development that would result in a greater demand on infrastructure than the demand anticipated in the local government's local government infrastructure plan.





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Quadrennial election means the election for local governments that is held in 2020, and every fourth year after 2020.

Term of office is prescribed in s159 and s160 of the Local Government Act 2009 and for a Councillor starts on the day after the conclusion of the election (if elected) or the day on which the Council is appointed and ends:

- a) if election at a quadrennial election or fresh election - at the conclusion of the next quadrennial election;
- b) if elected at a fresh election and a declaration is made under regulation - at the conclusion of the next quadrennial election;
- c) if elected or appointed to fill a vacancy in the office of another Councillor - at the end of the other Councillor's term;
- d) when the Legislative Assembly ratifies the dissolution of the local government under section 123 of the Local Government Act 2009; or
- e) when the Councillor's office otherwise becomes vacant.

The Act refers to the Local Government Act 2009.

The Minister refers to the Minister for Local Government or successor Minister.

Related Documents

Advertising Spending Policy

Acceptable Requests Guidelines

Code of Conduct for Councillors

Community Grants Policy

Reimbursement of Expenses and Provision of Facilities for Councillors Policy

Human Rights Compatibility Statement

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

COUNCIL POLICY			
Date Adopted by Council	29 January 2020	Council Resolution	2020/01/29.06
Effective Date	29 January 2020	Next Review Date	29 January 2022
Responsible Officer(s)	Director Corporate Services	Revokes	Council Caretaker Period Policy LSP_OMCEO_25 adopted 13 March 2019
Public Consultation: Yes / No			



Caretaker period for local government elections

Factsheet

Legislation places limits during the caretaker period before quadrennial local government elections on publishing election material and making major policy decisions. This ensures that there are no significant policy decisions made near the end of a council term that bind future elected councils.

Local government reforms in 2019 have also introduced new limitations to improve accountability and ensure that council resources are not used (or perceived to be used) to promote current councillors standing for re-election.

Timing

The caretaker period starts on the day when the Electoral Commission of Queensland publishes the public notice about holding the election. The ECQ will also advise when the election has ended for each local government.

Caretaker periods do not apply to by-elections.

Election material

During the caretaker period, a local government or controlled entity must not publish or distribute election material. Election material is anything that could influence an elector about their vote or affect the election result. For example, fact sheets or newsletters that raise the profile of a councillor are prohibited during the caretaker period.

Major policy decisions

During the caretaker period, councillors are prohibited from making decisions:

- about the appointment, remuneration or termination of a chief executive officer
- to enter into a contract greater than \$200,000 or 1% (whichever is greater) of the local government's net rate and utility charges (as stated in the local government's audited financial statements included in the local government's most recently adopted annual report)
- significant procurement activities, such as establishing preferred supplier arrangements, or establishing exceptions to obtaining quotes or tenders when entering into a contract
- to make, amend or repeal local laws
- to make, amend or repeal a local planning instrument under the *Planning Act 2016* (i.e. a planning scheme, a temporary local planning instrument or a planning scheme policy).

A prohibited policy decision made during a caretaker period will be invalid, unless the Minister's approval has been given prior to making the decision (see below). A person who suffers loss or damage because of the invalidity of a major policy decision during the caretaker period has a right to be compensated by the local government for the loss or damage.

Planning instruments and approvals

During the caretaker period, councils cannot make, amend or repeal local planning instruments.

Last updated: August 2023

Councils cannot approve development variation requests or change variation approvals that involve:

- varying the category of development or category of assessment of consequential development
- varying the assessment benchmarks or criteria for accepted development that would apply to consequential development
- facilitating development that would result in a greater demand on infrastructure than the demand anticipated in the council's infrastructure plan.

The amended Development Application Rules, summary of changes and accompanying guidance material are now available on the Department of State Development, Infrastructure, Local Government and Planning website at [Planning \(statedevelopment.qld.gov.au\)](https://planning.statedevelopment.qld.gov.au)

Ministerial approval for decisions in exceptional circumstances

Local governments should prepare for the caretaker period by planning to make major policy decisions before or after the election period.

However, unforeseeable events can result in a local government having to make major policy decisions during the caretaker period. In exceptional circumstances local governments can apply to the Minister for approval if:

- the need for the decision was unforeseeable
- the decision is essential to the functioning of the local government
- the decision cannot wait until the end of the caretaker period
- the decision is in the public interest.

The Minister will decide on a case-by-case basis whether the decision meets the exceptional circumstances requirement of the Local Government Act 2009 or the City of Brisbane Act 2010. To enable this to happen, all applications should be addressed to the Regional Director (Northern Region) or Regional Director (Southern Region) of the Department of State Development, Infrastructure, Local Government and Planning.

Each application should include:

- details of the proposed major policy decision
- an explanation of why the decision was unforeseeable
- an explanation of why the decision cannot wait until the end of the caretaker period
- an explanation of how the decision is in the public interest.

Discretionary funds

During the period starting on 1 January 2024 and ending at the conclusion of the local government quadrennial election, councillors must not allocate money from a councillor discretionary fund to a community organisation for a community purpose, or for another community purpose.

Councillors can, however, allocate their discretionary funds for capital works of the local government that are for a community purpose in the period starting on 1 January 2024 to the conclusion of the 2024 election.

Discretionary funds that were allocated before 1 January 2024 in accordance with legislative requirements may be distributed during the caretaker period.



Leave for candidates and councillors

Local government employees may take paid leave (e.g. accrued annual leave) or unpaid leave for up to eight weeks to contest a local government election.

There is no legal requirement under the *Local Government Electoral Act 2011* for either local government employees or elected councillors to take leave during the caretaker period. However, individual councils may have election period policies covering election leave.

More information

Caretaker provisions are outlined in Chapter 3, Part 5 of both the *Local Government Act 2009* and the *City of Brisbane Act 2010*. For more information about the caretaker period or your council's circumstances contact your nearest regional office of the Department of State Development, Infrastructure, Local Government and Planning.

Southern office:

Phone: (07) 3452 6762

Email: southern@dsdilgp.qld.gov.au

Northern office:

Phone: (07) 4758 3472

Email: northernl@dsdilgp.qld.gov.au

For further information about major policy decisions related to the *Planning Act 2016*, contact the Department of State Development, Infrastructure, Local Government and Planning by email to bestplanning@dsdilgp.qld.gov.au or phone 3452 7662.

For information about local government elections, contact the Electoral Commission of Queensland by email to ecq@ecq.qld.gov.au or phone 1300 881 665.

12.1 - Provision of Banking and Financial Services**CONFIDENTIAL*****S254J Local Government Regulation 2012 - Closed Meetings***

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.*
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—*
 - (c) the local Government's budget.*
 - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

13 LATE REPORT ITEMS

No late report items for this meeting.

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.