



Notice of Meeting

Notice is hereby given that the **Ordinary Council Meeting** of the **Whitsunday Regional Council** will be held at the Council Chambers, 67 Herbert Street, Bowen on **Wednesday 23 August 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.

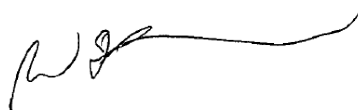
Local Government Regulation 2012

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

(2) The written notice must state:

- (a) state the day and time of the local government meeting; and
- (b) for a special meeting—state the business to be conducted at the meeting; and
- (c) include the agenda for the local government meeting.

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



Warren Bunker

CHIEF EXECUTIVE OFFICER

Agenda of the Ordinary Council Meeting to be held at
Council Chambers, 67 Herbert Street, Bowen on Wednesday 23 August 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

10:00 am - 10.30 am

- Morning Tea

Whitsunday Regional Council
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Council Chambers, 67 Herbert Street, Bowen on
Wednesday 23 August 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.

2.1 - Condolences Report

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Tailah Jensen - Governance and Administration Officer

RESPONSIBLE OFFICER: Warren Bunker - Chief Executive Officer

PRESENTED FOR: Information

ATTACHMENTS

Nil

PURPOSE

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

OFFICER'S RECOMMENDATION

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

CONCLUSION

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

3 DECLARATIONS OF INTEREST

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

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

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

5 MAYORAL UPDATE

A verbal update will be provided.

6.1 - Confirmation of Minutes

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Tailah Jensen – Governance Administration Officer

AUTHORISING OFFICER: Warren Bunker - Chief Executive Officer

PRESENTED FOR: Decision

ATTACHMENTS

Nil

PURPOSE

At each Council meeting, the minutes of the previous meeting must be confirmed by the councillors present and signed by the person presiding at the later meeting. The Minutes of Council's Ordinary Council Meeting held on 9 August 2023 are provided for Council's review and confirmation.

OFFICER'S RECOMMENDATION

That Council confirms the Minutes of the Ordinary Meeting held on 9 August 2023.

BACKGROUND

In accordance with s272 of the Local Government Regulation 2012, minutes were taken at Council's Ordinary Council Meeting held on 9 August 2023 under the supervision of the person presiding at the meeting. These unconfirmed minutes once drafted were submitted to the Chief Executive Officer for review and are available on Council's website for public inspection.

DISCUSSION/CURRENT ISSUE

Council's options are:

Confirm the Minutes of the Ordinary Council Meeting held on 9 August 2023.

If Council is satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 9 August 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 9 August 2023 with amendments.

If Council is not satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 9 August 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 material personal interests or conflicts of interest. At the Ordinary Council Meeting held on 9 August 2023, the following interests were declared and recorded in the minutes:

Councillor/Officer	Prescribed or Declarable	Report No.	Particulars of the interest
<i>No declarations of interest for this meeting.</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 9 August 2023, the following orders were made:

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

Local Government Regulation 2012

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

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

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

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

FINANCIAL IMPLICATIONS

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

TABLED MATTERS

Unresolved Tabled Matters			
Date of Meeting	Resolution Number	Summary	Resolved
25/05/2022	13.1.3 Council Meetings Live Stream Policy	That the item be tabled until we have a full Council.	To be addressed at the 23 August 2023 meeting.
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 closed late July – currently under evaluation

CONSULTATION

Director Corporate Services
Manager Governance & Administration

DISCLOSURE OF OFFICER'S INTERESTS

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

CONCLUSION

These minutes from the Ordinary Council Meeting held on 9 August 2023 are therefore submitted for adoption of their accuracy by the Councillors at this meeting of Council.

7 BUSINESS ARISING

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

8 DEPUTATIONS

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

9 PETITIONS

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

10 NOTICES OF MOTION

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

11 QUESTIONS ON NOTICE

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

Excerpt from Council's Standing Orders:

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

13 OFFICERS REPORTS

13.1 Office of the Mayor and CEO

13.1.1 - Annual Christmas Closure 2023

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Lyndal O'Neill - Manager Human Resources

AUTHORISING OFFICER: Warren Bunker - Chief Executive Officer

PRESENTED FOR: Information

ATTACHMENTS

Nil

PURPOSE

This report seeks the endorsement of Council for the annual Christmas closure of Council buildings, offices, and depots for 2023.

OFFICER'S RECOMMENDATION

That Council:

1. Endorse the closure of Council offices and libraries, customer service centres and depots during the Christmas/New Year period commencing from Monday 25 December 2023 and resuming normal operating hours on Tuesday 2 January 2024
2. Note that other facilities will be operating throughout this period including after-hours service, skeleton works crews and waste services.

BACKGROUND

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

The administration centres and library phones are diverted to the call centre who are provided with emergency contacts to respond to any events requiring immediate action, otherwise basic enquiries are handled, and the more complex enquiries are logged for action upon return to the office.

DISCUSSION/CURRENT ISSUE

It is proposed that the annual Christmas closure for Council commences from Monday 25 December 2023, resuming normal operating hours on Tuesday 2 January 2024.

The public holidays during this period are Monday 25 December 2023, Christmas Day; Tuesday 26 December 2023, Boxing Day; and Monday 1 January 2024, New Years Day.

During the closure skeleton crews and /or on-call arrangements will be scheduled for Infrastructure Services, Aviation and Tourism, Local Laws and Innovation and Technology teams to address any urgent matters that may arise.

STATUTORY/COMPLIANCE MATTERS

Whitsunday Regional Council Certified Agreement 2022, Clause 6.5 Annual Christmas Closure

Whitsunday Regional Council Local Law No.4 (Local Government Controlled Areas, Facilities and Roads) 2014.

STRATEGIC IMPACTS

Through strong and open leadership, develop an organisation with a culture of respect, accountability, and community service.

Manage the human resource function in a fair and consistent manner and ensure safety is a key pillar of the organisation's culture.

FINANCIAL IMPLICATIONS

Associated costs are funded from the approved salaries & wages budget and staff use leave allocations during the closure period.

CONSULTATION/ENGAGEMENT

Director Corporate Services

Director Community Services

Director Infrastructure Services

Director Development Services

Chief Executive Officer

RISK ASSESSMENT

Managed within existing risk management guidelines.

TIMINGS/DEADLINES

The *Whitsunday Regional Council Certified Agreement 2022*, Clause 6.5.1 Annual Christmas Closure, states that *Council will provide notice of closure dates to affected staff by 1 September each year.*

CONFLICT OF INTEREST DECLARATION

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

HUMAN RIGHTS IMPACT

No

ALTERNATIVES CONSIDERED

N/A

13.2.1 - Council Standing Orders and Meeting Dates Schedule

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Rebekah Sinclair - Governance and Legal Coordinator

AUTHORISING OFFICER: Warren Bunker - Chief Executive Officer

PRESENTED FOR: Decision

ATTACHMENTS

1. Proposed Council Standing Orders (Meetings) 2023 [**13.2.1.1** - 23 pages]
2. Proposed Changes to Council Standing Orders justification [**13.2.1.2** - 2 pages]

PURPOSE

The purpose of this report is to adopt the standard/model policies related to the ordinary meeting procedures [best practice example standing orders for local government and standing committee meetings] and to modify the Council meetings schedule.

OFFICER'S RECOMMENDATION

That Council:

1. Revoke the current Standing Orders and Meeting Procedures CORP_45
2. Adopt the Proposed Council Standing Orders (Meetings) 2023 (Attachment 1);
3. Change the Ordinary Council Meetings cycle from two meetings a month to one meeting per month, commencing in September 2023; and set the ordinary council meeting dates for the rest of the Financial Year ending 30/06/2024 as follows:
 - a. 27 September 2023
 - b. 25 October 2023
 - c. 22 November 2023
 - d. 13 December 2023
 - e. 24 January 2024
 - f. 28 February 2024
 - g. 06 March 2024
 - h. 24 April 2024
 - i. 22 May 2024
 - j. 26 June 2024

BACKGROUND

Council meetings are the linchpin of local government democracy. They are where the key decisions are made, local governments set their policies, adopt their corporate plans, approve, and adopt budgets, and make their local laws in meetings. Most decisions are taken in full local government meetings. Council meetings are the most visible activity of the work of local governments and their principal decision-making forum. They are the prime example of accountable and transparent decision-making by local governments.

Standing orders help Council meetings run more smoothly. Everyone on the council should know of and understand their council's standing orders. Standing orders set out how council meetings should be run. They can include:

- How to vote and make decisions

- Ways council agrees to deal with difficult conversations.
- Expected standards of behaviour
- How non-members can be involved in council meetings.

Council reviews policies to ensure they are relevant and up to date. Council policies are required to be formally adopted by Council.

The Council adopted the current Standing Orders and Meeting Procedures on 28 October 2020. A recent review has been completed of the Standing Orders with the proposed standing orders attached (refer to Attachment 1).

To assist local governments, the Department of State Development, Infrastructure, Local Government and Planning ('DSDILGP') provides best practice standing orders that local governments can choose to adopt to provide written rules for the orderly conduct of local government meetings. These best practice standing orders incorporate the DSDILGP model meeting procedures that deal with matters during council meetings that must be adhered to under the *Local Government Act 2009* ('LGA') including the model meeting procedures and the Local Government Regulation 2012 ('LGR'). Local governments can revise their standing orders to incorporate the model meeting procedures or adopt the templated model meeting procedures.

In reviewing the proposed Standing Orders (Meetings), many of the changes that most Local Governments have implemented with the model standing orders have been incorporated to provide consistency and to cover identified areas of custom and practice within the Local Government industry.

DISCUSSION/CURRENT ISSUE

The proposed standing orders changes are detailed in Attachment 2.

In addition, it is proposed that Ordinary Meetings ('OM') of Council be held once a month, from September 2023. Switching to monthly council meetings is part of a strategic focus on becoming more streamlined and efficient. This monthly format will still allow Council to make the decisions it needs to in a timely manner and will provide an extra Wednesday to consider strategic, policy and future planning items. Council also has the ability to call special meetings in addition to the once-a-month cycle if needed for urgent matters. Consideration needs to be given to development applications and financial reporting requirements deadlines and to that effect it is proposed to conduct the Ordinary Council meeting later in the month on a Wednesday.

It is also recommended to change the monthly departmental reporting at the council meeting to have more of a forward-looking and strategic focus, which will assist with preparing the region for the future. It is proposed to change to a quarterly reporting cycle for whole of organisation reports in alignment with the operational plan and legislative reporting. This will change the Departmental Monthly Reports from a monthly cycle to a quarterly cycle in alignment with other Local Government legislative reporting requirements. The briefing sessions will continue to be held on Wednesdays, one session with an operational focus and the other with a strategic focus. A briefing session and workshop guideline is also being developed.

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

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.

CONSULTATION/ENGAGEMENT

Chief Executive Officer
Councillors
Executive Leadership Team
Manager Governance & Administration

RISK ASSESSMENT

Well prepared agendas, orderly meetings and minutes that accurately reflect the proceedings of local government meetings contribute to an efficient, effective, and accountable system of Council. Agendas, minutes, and the actual decisions of council are arguably some of the most important records of Council. Risks associated with the changes to the processes proposed will be managed through the risk management frameworks of Council.

TIMINGS/DEADLINES

A decision is to be made at the Ordinary Meeting scheduled for 23rd August 2023 to allow for time to prepare for the changes in the following meeting cycle in September 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.



Council Standing Orders (Meetings) 2023

Scope

These Standing Orders apply to all Ordinary and Standing Committee meetings of Council. These standing orders do not apply to meetings of the audit committee.

Any provision of these Standing Orders may be suspended by resolution of any Ordinary or Standing Committee meeting of Council. A separate resolution is required for any such suspension and must specify the application and duration of each suspension.

Where at a Council meeting a matter arises which is not provided for in these Standing Orders, such matters shall be determined by resolution of Council upon a motion which may be put without notice but otherwise in conforming with these Standing Orders.

Purpose

The purpose of these standing orders is to set out the procedures that govern the conduct of business and proceedings at Council and standing committee meetings.

These standing orders supplement the statutory requirements by providing standing processes to be observed at such meetings. In accordance with this policy, these standing orders may be suspended at any time by resolution.

Policy Statement

Policy Statement Chapter 8 Part 2 of the Local Government Regulation 2012 provides core requirements for the conduct of meetings of the local government and the committees of the local government.

Council considers that to the extent this policy engages and limits, or potentially limits, any human rights, that limitation is reasonable in that it is proportionate and justified.





Council Standing Orders (Meetings) 2023

Procedures for Meetings

1. Time of Meetings

- 1.1 The local government may, by resolution, fix dates and times for its ordinary meetings.

Note: The local government must meet at least once in each month and a post-election meeting must be held within 14 days after the conclusion of the quadrennial elections.

- 1.2 If there is no resolution fixing the date and time for its ordinary, the Chief Executive Officer must fix the date and time for the meeting in consultation with the Mayor.

2. Special Meetings

- 2.1 The Chief Executive Officer must call a special meeting of the local government if—
(a) the special meeting is required by a resolution of the local government; or
(b) a written request for the special meeting is lodged with the Chief Executive Officer under section 1.2.2.
- 2.2 A written request for a special meeting of the local government must:
(a) be signed by the Mayor or three (3) or more Councillors; and
(b) specify the business to be conducted at the special meeting; and
(c) propose a day and time for the holding of the special meeting.
- 2.3 The Chief Executive Officer calls a special meeting by giving written notice of the day and time of the meeting, and the business to be conducted at the meeting, to each Councillor, at least two (2) days before the day of the meeting unless it is impracticable to give the notice. The only business that may be conducted at a special meeting is the business stated in the notice of meeting.

3. Conduct of Meetings – Presiding Officer

- 3.1 The mayor will preside at a meeting of local government.
- 3.2 If the mayor is absent or unavailable to preside, the deputy mayor will preside.
- 3.3 If both the mayor and the deputy mayor, or the mayor's delegate, are absent or unavailable to preside a councillor chosen by the councillors present at the meeting will preside at the meeting.
- 3.4 The local government will choose the chairperson for a committee meeting. This chairperson will normally preside over meetings of the committee.
- 3.5 If the chairperson of a committee is absent or unavailable to preside, a councillor chosen by the councillors present will preside over the committee meeting.
- 3.6 Before proceeding with the business of the local government meeting, the person presiding at the meeting will undertake the acknowledgement and/or greetings deemed appropriate by the local government.





Council Standing Orders (Meetings) 2023

4. Agendas for ordinary meeting

- 4.1 The agenda may contain:
- (a) notice of meeting
 - (b) minutes of the previous meetings
 - (c) business arising out of previous meetings.
 - (d) business which the mayor wishes to have considered at that meeting without notice.
 - (e) matters of which notice has been given.
 - (f) committees' reports referred to the meeting by the Chief Executive Officer (CEO)
 - (g) officers' reports referred to the meeting by the Chief Executive Officer
 - (h) deputations and delegations from the community that are approved to attend.
 - (i) any other business the council determines by resolution be included in the agenda.
- 4.2 The agenda must include:
- (a) items required under the standing orders to be included on the agenda.
 - (b) items that are, by resolution of the local government to be included on the agenda and
 - (c) items whose inclusion on the agenda is requested by a Councillor as notified motions.
- 4.3 A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the Chief Executive Officer at least seven days before the date nominated for the meeting.
- 4.4 The Chief Executive Officer may include in the agenda any matter the Chief Executive Officer considers should be brought before the meeting.
- 4.5 Business not on the agenda, or not fairly arising from the agenda, will not be considered at any council meeting unless permission for that purpose is given by the local government at the meeting. Business must be in accordance with the adopted terms of reference for each committee.
- 4.6 Matters on the agenda that will require the meeting to be in a closed session consistent with the provisions under section 254J LGR, will be clearly identified on the agenda including the reasons why the session will be closed.

5. Notice of meeting and agenda circulation

- 5.1 Notice of each meeting or adjourned meetings of the local government must be given to each Councillor at least 2 days before the meeting unless it is impractical to give the notice.
- 5.2 The notice must state –
- (a) the day and time of the meeting and
 - (b) for a special meeting – the business to be conducted at the meeting.
- 5.3 The Chief Executive Officer shall prepare an agenda for each local government meeting.
- (a) Agendas will be made publicly available in accordance with the requirements of the Local Government Regulation 2012.





Council Standing Orders (Meetings) 2023

6. Order of business

- 6.1 The order of business will be determined by resolution of the local government from time to time. The order of business may be altered for a particular meeting where the councillors at that meeting pass a procedural motion to that effect. A motion to alter the order of business may be moved without notice.
- 6.2 Unless otherwise altered, the order of business will be as follows:
- (a) Attendances,
 - (b) apologies and granting of leaves of absence.
 - (c) confirmation of minutes
 - (d) business arising out of previous meetings.
 - (e) officers' reports.

Note: *The minutes of a preceding meeting, whether an ordinary or a special meeting, not previously confirmed will be taken into consideration, at every ordinary meeting of the local government, in order that the minutes may be confirmed. No discussion will be permitted about these minutes except with respect to their accuracy as a record of the proceedings. Amendments to the minutes may be made prior to confirming the minutes. This must be done by moving a motion to amend the minutes that must be voted on and carried. Once the resolution is passed the minutes can be amended. All councillors present at the meeting can vote to confirm the minutes including those who were absent at the previous meeting and those who had a conflict of interest at the previous meeting. Once the minutes are confirmed by resolution of the meeting they cannot be changed.*

7. Quorum

- 7.1 A quorum at a local government meeting is a majority of its councillors. If the number of councillors is even, then one half of the number is a quorum.
- 7.2 If a quorum is not present within 15 minutes after the time set for the meeting to begin, it may be adjourned to a later hour or a later day within 14 days after the day of the adjournment. The meeting may be adjourned by a majority of councillors present, or if only one councillor is present, then that councillor, or if no councillors are present then the chief executive officer.





Council Standing Orders (Meetings) 2023

8. Petitions

- 8.1 Any petition presented to a meeting of the local government will:
- (a) be in legible writing or typewritten and contain a minimum of ten (10) signatures.
 - (b) include the name and contact details of the principal petitioner (i.e., the key contact).
 - (c) include the postcode of all petitioners; and
 - (d) have the details of the specific request/matter appear on each page of the petition.
- 8.2 Where a councillor presents a petition to a meeting of the local government, no debate in relation to it will be allowed, and the only motion which may be moved is:
- (a) that the petition be received
 - (b) received and referred to the Chief Executive Officer for consideration and a report to the council, or
 - (c) received and referred to the Chief Executive Officer to determine appropriate action, or
 - (d) not be received because it is deemed invalid.
- 8.3 The local government will respond to the principal petitioner in relation to all petitions deemed valid.

9. Deputations

- 9.1 A deputation wishing to attend and address a meeting of the council shall apply in writing to the CEO not less than seven (7) business days before the meeting.
- 9.2 The CEO, on receiving an application for a deputation, shall notify the chairperson who will determine whether the deputation may be heard. The CEO will inform the deputation of the determination in writing. Where it has been determined the deputation will be heard, a convenient time will be arranged for that purpose, and an appropriate time period allowed.
- 9.3 For deputations comprising three or more persons, only three persons shall be at liberty to address the council meeting unless the councillors at the meeting determine otherwise by resolution. A deputation shall be given adequate opportunity to explain the purpose of the deputation.
- 9.4 If a member of the deputation other than the appointed speakers interjects or attempts to address the council meeting, the chairperson may terminate the deputation.
- 9.5 The chairperson may terminate an address by a person in a deputation at any time where:
- (a) the chairperson is satisfied that the purpose of the deputation has been sufficiently explained to the councillors at the meeting.
 - (b) the time period allowed for a deputation has expired; or
 - (c) the person uses insulting or offensive language or is derogatory towards councillors or others.
- 9.6 The CEO is responsible for the deputation including that the appointed speaker/s are notified in writing of developments or future actions as appropriate.





Council Standing Orders (Meetings) 2023

10. Public Participation at Meetings

- 10.1 A member of the public may take part in the proceeding of a meeting only when invited to do so by the chairperson.
- 10.2 In each local government meeting, time may be required to permit members of the public to address the local government on matters of public interest related to local government. An appropriate period shall not exceed 15 minutes and no more than three (3) speakers shall be permitted to speak at one meeting. The right of any individual to address the local government during this period shall be at the absolute discretion of the local government.
- 10.3 If any address or comment is irrelevant, offensive, or unduly long, the chairperson may require the person to cease making the submission or comment.
- 10.4 For any matter arising from such an address, the local government may take the following actions:
 - (a) refer the matter to a committee.
 - (b) deal with the matter immediately
 - (c) place the matter on notice for discussion at a future meeting.
 - (d) note the matter and take no further action.
- 10.5 Any person addressing the local government shall stand, and act and speak with decorum and frame any remarks in respectful and courteous language.
- 10.6 Any person who is considered by the local government or the chairperson to be inappropriately presenting may be directed by the chairperson to immediately withdraw from the meeting. Failure to comply with such a request may be considered an act of disorder.

11. Prescribed Conflict of Interest

- 11.1 Councillors are ultimately responsible for informing of any prescribed conflict of interest on matters to be discussed at a council or committee meeting (other than ordinary business matters as prescribed under 150EF of the LGA). When dealing with a prescribed conflict of interest, councillors must abide by the following procedures:
 - (a) A councillor who has notified the chief executive officer in writing, including all the particulars, of a prescribed conflict of interest in a matter to be discussed in a council meeting must also give notice during the meeting.
 - (b) A councillor who first becomes aware of a prescribed conflict of interest in a matter during a council meeting must immediately inform the meeting of the conflict of interest and the particulars.
- 11.2 When notifying the meeting of a prescribed conflict of interest, the following particulars must be provided:
 - (a) for a gift, loan, or contract—the value of the gift, loan, or contract
 - (b) for an application for which a submission has been made—the matters the subject of the application and submission:
 - (c) the name of the entity, other than the councillor, that has an interest in the matter.
 - (d) the nature of the councillor's relationship to the other entity
 - (e) details of the councillor's, and any other entity's, interest in the matter.
- 11.3 The councillor must then leave the place of the meeting, including any area set aside for the public, and stay away while the matter is being discussed and voted on, unless the subject





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councillor has written notice of approval from the Minister to participate in deciding the matter in a meeting including participating in the discussion and the vote.

Note: Ministerial approval may be obtained when a quorum is lost due to the number of councillors with a conflict of interest in the matter, and the matter cannot be delegated. The councillor with the conflict of interest must apply to the Minister for approval to participate. The Minister may give the approval subject to the conditions stated in the notice of approval.

- 11.4 Once the councillor has either left the area where the meeting is being conducted or remains in the meeting under ministerial approval, the council can continue discussing and deciding on the matter at hand. However, if the prescribed conflict of interest was reported to the meeting by a councillor other than the subject councillor, then the councillor must disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. If the councillor with the suspected COI considers there is no conflict of interest, then the eligible councillors must make a decision whether or not the subject councillor has a prescribed conflict of interest under 150EX (2) of the LGA.

12. Declarable Conflict of Interest

- 12.1 Councillors are ultimately responsible for informing of any declarable conflict of interest on matters to be discussed at council or committee meetings that might lead to a decision that is contrary to the public interest (other than the interests that are not declarable conflicts of interest prescribed under section 150EO of the LGA and ordinary business matters prescribed under 150EF of the LGA.
- 12.2 A councillor may raise their personal interests in a matter at the meeting to canvas the view of the other councillors prior to deciding to declare a conflict of interest. If the other councillors suspect the personal interest might be a conflict of interest, the councillor or councillors may disclose their belief or suspicion to the chairperson and the processes, duty to report another councillor's conflict of interest under section 150EW of the LGA, will apply. The eligible councillors must then make a decision under 150EX (2) of the LGA.
- 12.3 When dealing with a declarable conflict of interest, councillors must abide by the following procedures:
- (a) A councillor who has notified the chief executive officer of a declarable conflict of interest in a matter to be discussed at a council meeting must also give notice during the meeting.
 - (b) A councillor who first becomes aware of a declarable conflict of interest in a matter during a council meeting must stop participating in the decision on the matter and must inform the meeting of the conflict of interest including the particulars.
- 12.4 When notifying the meeting of a declarable conflict of interest, councillors should provide sufficient detail to allow the other councillors to make an informed decision about how best to manage the declarable conflict of interest in the public interest. The following details must be provided:





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- 12.4.1 the nature of the declarable conflict of interest.
- 12.4.2 if it arises because of the councillor's relationship with a related party:
 - (a) the name of the related party to the councillor; and
 - (b) the nature of the relationship of the related party to the councillor; and
 - (c) the nature of the related party's interest in the matter.
- 12.4.3 if it arises because of a gift or loan from another person to the councillor or a related party:
 - (a) the name of the other person; and
 - (b) the nature of the relationship of the other person to the councillor or related party; and
 - (c) the nature of the other person's interest in the matter; and
 - (d) the value of the gift or loan and the date the gift or loan was made.
- 12.5 After a councillor has declared a conflict of interest, the councillor should consider leaving the meeting while the matter is discussed unless they have ministerial approval to participate, or they have reasons why their participation would improve making the decision in the public interest.
- 12.6 If the councillor chooses not to leave the meeting, the councillor may advise the other councillors of their reasons for seeking permission to participate in making the decision as prescribed in section 150ES of the LGA. In deciding on a councillor's declarable conflict of interest in a matter, only councillors who do not themselves have a prescribed or declarable conflict of interest in the matter are eligible to participate in the decision making. The decision may be made even if the number of eligible councillors is less than a majority or do not form a quorum for the meeting or is a single eligible councillor consistent with section 150ET of the LGA. If there is a single eligible councillor deciding, then a seconder for the resolution is not required.

Note: The ability to make a resolution without a seconder applies when making a resolution under 150ES of the LGA.
- 12.7 The other eligible councillors or councillor at the meeting must then decide, by resolution, whether the councillor can participate in the decision making in relation to the matter, including voting on the matter, or whether they should not participate in the decision and leave the place of the meeting while the matter is decided by the eligible councillors. The eligible councillors may impose conditions on the councillor under a decision to either participate or leave the meeting e.g., may stay for the debate but must leave for the vote. The councillor must comply with any decision or condition imposed by the eligible councillors.
- 12.8 The councillor who is the subject of the decision may remain in the meeting while the debate is occurring and can participate by answering questions from the chairperson to assist the eligible councillors in making their decision. The subject councillor must not vote or otherwise participate in making the decision but may remain in the meeting while the vote on the matter takes place and the decision is declared by the chairperson, on whether the councillor may remain in the meeting and participate in deciding the matter in which the councillor has a declarable conflict of interest.





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- 12.9 When deciding whether a councillor may participate in the decision making on a matter in which they have a declarable conflict of interest, the eligible councillors should consider the particular circumstances of the matter including, but not limited to:
- (a) how does the inclusion of the councillor in the deliberation affect public trust.
 - (b) how close or remote is the councillor's relationship to the related party.
 - (c) if the declarable conflict of interest relates to a gift or other benefit, how long ago was the gift or benefit received.
 - (d) will the benefit or detriment the subject councillor or their related party stands to receive from the decision have major or minor impact on them.
 - (e) how the benefit or detriment the subject councillor stands to receive compares to others in the community.
 - (f) how this compares with similar matters that council has decided and have other councillors with the same or similar interests decided to leave the meeting.
 - (g) whether the subject councillor has unique skills, knowledge or expertise that might help make the best decision in the public interest.
- 12.10 If the eligible councillors cannot decide about the declarable conflict of interest of a councillor, they are taken to have decided that the councillor must leave and stay away from the meeting while the eligible councillors discuss and vote on the matter as prescribed in 150ET (3) of the LGA.
- 12.11 A decision about a councillor who has a declarable conflict of interest in a matter will apply to participating in the decision and all subsequent decisions about the same matter as prescribed in 150ET (4) of the LGA, unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide the councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g., briefing sessions or workshops.
- 12.12 In making the decision, it is irrelevant how the subject councillor intended to vote on the issue or any other issue (if known or suspected).
- 12.13 A councillor does not contravene the above procedures if the councillor participates in a decision under written approval from the Minister as prescribed in 150EV of the LGA.

13. Reporting Conflict of Interest

- 13.1 If a councillor at a meeting reasonably believes or suspects that another councillor has a personal interest in a matter that may be a prescribed or a declarable conflict of interest, and that councillor is participating in a decision on that matter, the informing councillor who believes that a conflict of interest exists must immediately inform the chairperson of the meeting of their belief or suspicion and the facts and circumstances that led to their belief or suspicion.
- 13.2 The chairperson then should ask the relevant councillor with the suspected personal interest whether they have any prescribed or declarable conflict of interest in the matter. If the relevant councillor agrees they have a conflict of interest, the councillor must follow the relevant meeting procedures above for prescribed and declarable conflicts of interest.





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- 13.3 If the councillor believes they do not have a conflict of interest, they must inform the meeting of that belief and their reasons for that belief.
- 13.4 The eligible councillors must then decide whether the relevant councillor has a prescribed conflict of interest, a declarable conflict of interest or that the councillor does not have any conflict of interest in the matter. If the meeting decides the councillor has a conflict of interest, the councillor must follow the relevant meeting procedures above. If a councillor with a declarable conflict of interest wants to participate in the decision despite the declarable conflict of interest, then the eligible councillors must make a decision about the councillor's participation.
- 13.5 If the eligible councillors at the meeting cannot make a decision about, whether a councillor has a declarable conflict of interest under 150ER of the LGA, or whether the councillor may or may not participate in the decision despite the subject councillor's declarable conflict of interest under 150ES of the LGA, then they are taken to have determined that the councillor must leave the meeting and stay away while the matter is being decided under 150ET(3) of the LGA. A decision under these provisions about a councillor participating in the meeting applies to the matter and subsequent decisions, about the same matter unless there is a change to the councillor's personal interests and/or the nature of the matter being discussed. If the eligible councillors decide that the subject councillor can act in the public interest on the matter, then the councillor may participate in the meeting and be involved in processes occurring outside of a council meeting about the same matter e.g. workshops.
- 13.6 When a councillor informs a meeting that they or another councillor have a prescribed or declarable conflict of interest in a matter, the minutes of the meeting must record all the relevant details of how the conflict of interest was dealt with, being (section 150FA of the LGA):
- 13.6.1 The name of any councillor and any other councillor who may have a prescribed or declarable conflict of interest.
 - 13.6.2 The particulars of the prescribed or declarable conflict of interest provided by the councillor.
 - 13.6.3 The actions taken by a councillor after informing the meeting that they have, or they reasonably suspect another councillor has a prescribed or declarable conflict of interest.
 - 13.6.4 Any decision then made by the eligible councillors.
 - 13.6.5 Whether the councillor with a prescribed or declarable conflict of interest participated in or was present for the decision under ministerial approval
 - 13.6.6 The council's decision on what actions the councillor with a declarable conflict of interest must take and the reasons for the decision.
 - 13.6.7 The name of each eligible councillor who voted on the matter and how each voted.
- 13.7 If the councillor has a declarable conflict of interest the following additional information must be recorded in the minutes of the meeting when the meeting is informed of a councillor's personal interest by someone other than the councillor:
- 13.7.1 The name of each councillor who voted in relation to whether the councillor has a declarable conflict of interest, and how each of the councillors voted.
- 13.8 Where a decision has been made under section 150ES of the LGA – the minutes must include:
- 13.8.1 The decision and reasons for the decision, and
 - 13.8.2 The name of each eligible councillor who voted, and how each eligible councillor voted.





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14. Loss of Quorum

- 14.1 In the event where one or more councillors leave a meeting due to a prescribed or declarable conflict of interest in a matter that results in a loss of a quorum for deciding the matter, the council must resolve to:
 - 14.1.1 delegate the consideration and decision on the matter, as described in 257 of the LGA unless the matter cannot be delegated under this section.
 - 14.1.2 decide by resolution to defer the matter to a later meeting.
 - 14.1.3 decide by resolution not to decide the matter and take no further action in relation to the matter.
- 14.2 All councillors including the conflicted councillors, may participate in deciding to delegate or defer a matter.
- 14.3 The council must not delegate a decision to an entity if the entity, or a majority being at least half of its members, has a prescribed or declarable conflict of interest in the matter.
- 14.4 If the matter cannot be delegated under an Act, the councillors with a conflict of interest should seek ministerial approval to be able to consider and vote on the matter, subject to any conditions the Minister may impose.
- 14.5 The council may by resolution delegate a power under section 257 of the LGA to:
 - 14.5.1 The mayor or chief executive officer, or
 - 14.5.2 A standing committee, or joint committee of council, or
 - 14.5.3 The chairperson of a standing committee or joint standing committee of council – does not apply to Brisbane City Council, or
 - 14.5.4 Another local government for a joint government activity.
- 14.6 The council may only delegate a power to make a decision about a councillors conduct under section 150AG of the LGA pursuant to section 257(2) of the LGA, to:
 - 14.6.1 The mayor or
 - 14.6.2 A standing committee.

Motions

15. Motions to be moved

- 15.1 A councillor is required to 'move' a motion and then another councillor is required to 'second' the motion.
- 15.2 When a motion has been moved and seconded, it will become subject to the control of the council and cannot be withdrawn without the consent of the council meeting.
- 15.3 Other councillors can propose amendments to the motion, which must be voted on before voting on the final motion:
 - 15.3.1 A motion brought before a meeting of the local government in accordance with the LGA or these standing orders will be received and put to the meeting by the chairperson.
 - 15.3.2 The chairperson may require a motion or amendment to a motion to be stated in full or be in writing before permitting it to be received.
 - 15.3.3 The chairperson may refuse to accept a motion if it is not within the meeting's jurisdiction and rule a motion out of order if necessary. Any motion that is vague, proposes an unlawful action, is outside the scope of the meeting, is defamatory, vexatious or is unnecessary, may be ruled out of order.





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- 15.4 The chairperson may call the notices of motion in the order in which they appear on the agenda. Where no objection is raised to a motion being taken as a formal motion, and the motion is then seconded, the chairperson may put the motion to the vote without discussion and the vote can occur.
- 15.5 No more than one motion or one proposed amendment to a motion may be put before a meeting of a local government at any one time.

16. Absence of mover of motion

- 16.1 Where a councillor who has given notice of a motion is absent from the meeting of the local government at which the motion is to be considered, the motion may be:
- 16.1.1 moved by another councillor at the meeting; or
 - 16.1.2 deferred to the next meeting.

17. Motion to be seconded

- 17.1 A motion or an amendment to a motion shall not be debated at a meeting of the local government unless or until the motion or the amendment is seconded.
- 17.2 Procedural motions are an exception to this rule and do not need to be seconded.

18. Amendment of motion

- 18.1 An amendment to a motion should maintain or further clarify the intent of the original motion and does not contradict the motion.
- 18.2 Where an amendment to a motion is before a meeting of the local government, no other amendment to the motion will be considered until after the first amendment has been voted on.
- 18.3 Where a motion is amended, the original motion cannot be re-introduced as a subsequent amendment to the first amended motion.

19. Speaking to motions and amendments

- 19.1 The mover of a motion or amendment will read it and state that it is so moved but will not speak to it until it is seconded.
- 19.2 The chairperson will manage the debate by allowing the councillor who proposed the motion the option of speaking first on the motion. The chairperson will then call on any other councillors who wish to speak against the motion and then alternatively for and against the motion as available, until all councillors who wish to speak have had the opportunity.
- 19.3 A councillor may make a request to the chairperson for further information before or after the motion or amendment is seconded.





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- 19.4 The mover of a motion or amendment has the right to reply. Each councillor will speak no more than once to the same motion or same amendment except as a right of reply. Once the right of reply has been delivered the debate ends.
- 19.5 Each speaker will be restricted to not more than five (5) minutes unless the chairperson rules otherwise.
- 19.6 Where two or more councillors indicate they may wish to speak at the same time, the chairperson will determine who is entitled to priority.
- 19.7 In accordance with section 254H of the LGR, if a decision made at the council meeting is inconsistent with a recommendation or advice given to the council by an advisor, the minutes of the meeting must include a statement of the reasons for not adopting the recommendation or advice.

Note: If a report contains distinct recommendations, the decision of the council may be taken separately on each recommendation. If a decision by the meeting is contra to a recommendation in a report the minutes must give the reasons for the decision.

20. Method of taking vote

- 20.1 The chairperson will call for all councillors in favour of the motion to indicate their support. The chairperson will then call for all councillors against the motion to indicate their objection.
- 20.2 A councillor may call for a 'division' to ensure their objection to the motion is recorded in the minutes. If a division is taken, the minutes of the meeting will record the names of councillors voting in the affirmative and of those voting in the negative. The chairperson will declare the result of a vote or a division as soon as it has been determined.
- 20.3 Councillors have the right to request that their names and how they voted be recorded in the minutes if they request it when voting other than by division.
- 20.4 Except upon a motion to repeal or amend it, the resolution will not be discussed after the vote has been declared.

21. Withdrawing a motion

- 21.1 A motion or amendment may be withdrawn by the mover with the consent of the council, which will be without debate, and a councillor will not speak to the motion or amendment after the mover has been granted permission by the council meeting for its withdrawal.





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22. Repealing or amending resolutions

- 22.1 A resolution of the local government may not be amended or repealed unless notice of motion is given in accordance with the requirements of the legislation.
- 22.2 Councillors present at the meeting at which a motion to repeal or amend a resolution is put may defer consideration of that motion. The deferral may not be longer than three (3) months.

23. Procedural motions

- 23.1 A councillor at a meeting of the local government may, during the debate of a matter at the meeting, move the following motions, as a procedural motion without the need for a seconder:
 - 21.1.1 that the question/motion be now put before the meeting.
 - 23.1.1 that the motion or amendment now before the meeting be adjourned.
 - 23.1.2 that the meeting proceeds to the next item of business.
 - 23.1.3 that the question lies on the table.
 - 23.1.4 a point of order.
 - 23.1.5 a motion of dissent against the chairperson's decision.
 - 23.1.6 that this report/document be tabled.
 - 23.1.7 to suspend the rule requiring that (insert requirement).
 - 23.1.8 that the meeting stands adjourned.
- 23.2 A procedural motion that 'the question be put' may be moved and, where the procedural motion is carried, the chairperson will immediately 'put the question to the motion' or amendment to that motion under consideration. Where the procedural motion is lost, debate on the motion or amendment to that motion will resume.
- 23.3 A procedural motion that the motion or amendment now before the meeting be adjourned, may specify a time or date to which the debate will be adjourned. Where no date or time is specified:
 - 21.3.1 a further motion may be moved to specify a time or date; or
 - 21.3.2 the matter about which the debate is to be adjourned, will be included in the business papers for the next meeting.
- 23.4 Where a procedural motion that the meeting proceed to the next item is carried, debate on the matter that is the subject of the motion will cease and may be considered again by the local government on the giving of notice in accordance with the standing orders.
- 23.5 A procedural motion that the question lie on the table will only be moved where the chairperson or a councillor requires additional information on the matter before the meeting (or the result of some other action of the council or person is required) before the matter may be concluded at the meeting. Where such a procedural motion is passed, the council will proceed with the next matter on the business paper. A motion that the matter be taken from the table, may be moved at the meeting at which the procedural motion was carried or at any later meeting.





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23.6 Any councillor may ask the chairperson to decide on a point of order where it is believed that another councillor:

- 23.6.1 has failed to comply with proper procedures.
- 23.6.2 is in contravention of the legislation; or
- 23.6.3 is beyond the jurisdiction power of the council meeting.

Note: *Points of order cannot be used as a means of contradicting a statement made by the councillor speaking. Where a point of order is moved, consideration of the matter to which the motion was moved will be suspended. The chairperson will determine whether the point of order is upheld.*

- 23.7 Upon the question of 'point of order' suddenly arising during the process of a debate, a councillor may raise a point of order, and then the councillor against whom the 'point of order' is raised, will immediately cease speaking. Notwithstanding anything contained in these standing orders to the contrary, all questions or 'points of order' at any time arising will, until decided, suspend the consideration and decision of every other question.
- 23.8 A councillor may move a motion of dissent in relation to a ruling of the chairperson on a point of order. Where such motion is moved, further consideration of any matter will be suspended until after a ruling is made. For example:
- 23.9 Where a motion of dissent is carried, the matter to which the ruling of the chairperson was made will proceed as though that ruling had not been made. Where the opposite ruling is made, that the matter was discharged as out of order, it will be restored to the business paper and be dealt with in the normal course of business.
- 23.10 The motion that a report/document be tabled may be used by a councillor to introduce a report or other document to the meeting only if the report or other document is not otherwise protected under confidentiality or information privacy laws. On tabling the document, it ceases to be a confidential document and is available for public scrutiny.
- 23.11 A procedural motion 'to suspend the rule requiring that.', may be made by any councillor in order to permit some action that otherwise would be prevented by a procedural rule. A motion to suspend a rule will specify the duration of the suspension.
- 23.12 A procedural motion that the meeting stands adjourned, may be moved by a councillor at the conclusion of debate on any matter on the business paper or at the conclusion of a councillor's time for speaking to the matter, and will be put without debate. Such a procedural motion will specify a time for the resumption of the meeting and on resumption of the meeting, the council meeting will continue with the business before the meeting at the point where it was discontinued on the adjournment.





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24. Questions

- 24.1 At a local government meeting, a councillor may ask a question for reply by another councillor or an officer regarding any matter under consideration at the meeting.
- 24.2 Questions will be asked categorically and without argument and no discussion will be permitted at the council meeting in relation to a reply or a refusal to reply to the question.
- 24.3 A councillor or officer to whom a question is asked without notice may request that the question be taken on notice for the next meeting.
- 24.4 A councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 24.5 The chairperson may disallow a question which is considered inconsistent with an acceptable request or good order, provided that a councillor may move a motion that the chairperson's ruling be disagreed with, and if carried the chairperson will allow the question.

Meeting Conduct

25. Process for dealing with Unsuitable Meeting Conduct

The conduct of a councillor is unsuitable meeting conduct if the conduct happens during a council meeting and contravenes a behavioural standard of the code of conduct for councillors. When dealing with an instance of unsuitable conduct by a councillor in a meeting, the following process must be followed:

- 25.1 The chairperson must reasonably believe that unsuitable meeting conduct has been displayed by a councillor at a meeting.
- 25.2 If the chairperson decides the unsuitable meeting conduct has occurred, the chairperson may consider the severity of the conduct and whether the councillor has been issued with any previous warnings for unsuitable meeting conduct. If the chairperson decides the conduct is of a serious nature or another warning is unwarranted, proceed to step 23.7.
- 25.3 If the chairperson decides unsuitable meeting conduct has occurred but is of a less serious nature, the chairperson may request the councillor take remedial actions such as:
 - 23.3.1 ceasing the unsuitable meeting conduct and refraining from exhibiting the conduct.
 - 23.3.2 apologising for their conduct; and/or
 - 23.3.3 withdrawing their comments.
- 25.4 If the councillor complies with the chairperson's request for remedial action, no further action is required.
- 25.5 If the councillor fails to comply with the chairperson's request for remedial action, the chairperson may warn the councillor that failing to comply with the request could result in an order for unsuitable meeting conduct being issued.





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- 25.6 If the councillor complies with the chairperson's warning and request for remedial action, no further action is required.
- 25.7 If the councillor still continues to fail to comply with the chairperson's request for remedial action or the chairperson decided a warning was not appropriate under 23.2 the chairperson may make one or more of the orders below:
- 23.7.1 an order reprimanding the councillor for the conduct; and/or
 - 23.7.2 an order requiring the councillor to leave the meeting, including any area set aside for the public and stay out for the duration of the meeting.
- 25.8 If the councillor fails to comply with an order to leave and stay away from the meeting, the chairperson can issue an order that the councillor be removed from the meeting.
- 25.9 Following the completion of the meeting, the chairperson must ensure:
- 25.9.1 details of any order issued is recorded in the minutes of the meeting.
 - 25.9.2 if it is the third or more order made within a 12-month period against a councillor, or the councillor has refused to comply with an order issued to leave the meeting, these matters are dealt with at the next meeting of the council and treated as inappropriate conduct.
 - 25.9.3 the council's chief executive officer (CEO) is advised to ensure details of any order made is updated in the council's councillor conduct register.
 - 25.9.4 If the conduct of a councillor at the meeting becomes inappropriate conduct; in accordance with section 150J of the LGA, it is not required to be notified to the independent assessor and may be dealt with under section 150AG of the LGA at the next council meeting.
- 25.10 Any councillor aggrieved with an order issued by the chairperson can move a motion of dissent for parts 23.2, 23.3, 23.7 and 23.8 above.

Note: Chairpersons of a meeting are carrying out a statutory responsibility under the LGA to manage and lead the meeting. As such, where a chairperson behaves inappropriately in a meeting this involves a serious breach of the trust placed in them as the chairperson of the meeting and may be dealt with as misconduct. The breach can be referred to the Office of the Independent Assessor (OIA) to be dealt with. However, breaches of trust don't arise because councillors disagree with the chairperson's decision or ruling during the meeting.





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26. General conduct during meetings

- 26.1 After a meeting of the council has been formally constituted and the business commenced, a councillor will not enter or leave from the meeting without first notifying the chairperson.
- 26.2 Councillors will speak to each other or about each other during the local government meeting by their respective titles ('mayor' or 'councillor'), and when speaking of or addressing officers will call them by their respective official or departmental title and will confine their remarks to the matter under consideration.
- 26.3 No councillor who is speaking will be interrupted except upon a point of order being raised either by the chairperson or by another councillor.
- 26.4 When the chairperson speaks during the process of a debate, the councillor speaking or offering to speak will immediately cease speaking, and each councillor present will observe strict silence so that the chairperson may be heard without interruption.

27. Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)

Pursuant to Chapter 5A, Division 5 of the LGA (Referral of conduct to a local government) a referral from the Independent Assessor (IA) of inappropriate conduct or an instance of suspected inappropriate conduct may arise from circumstances under paragraph 25.9 dot point two of this document.

- 27.1 The investigation must be conducted in a way that is consistent with the local government's investigation policy including:
 - 27.1.1 consistent with any recommendations from the IA, or
 - 27.1.2 In another way decided by resolution of the council.
- 27.2 After the completion of the investigation, the council must decide in a council meeting, whether the councillor has engaged in inappropriate conduct. Unless in accordance with section 150AG of the LGA, it has delegated responsibility for this decision to the mayor under section 257(2)(a) or to a standing committee section 257(2)(b) of the LGA.
- 27.3 When dealing with an instance of suspected inappropriate conduct which has been referred to a local government by the IA:
 - 27.3.1 Consistent with the local government principle of transparent and accountable decision making in the public interest, a local government must deal with suspected inappropriate conduct in an open meeting of the council. However, where the matter may directly affect the health and safety of the complainant due to the nature of the complaint, the council may resolve to go into closed session under section 254J(f) of the LGR to discuss the allegation.
 - 27.3.2 The subject councillor has a declarable conflict of interest in the matter but is permitted to remain in the meeting during the debate about whether the councillor engaged in the inappropriate conduct and answer questions from the chairperson to assist the other councillors in making a decision. This permission to remain in the meeting for





Council Standing Orders (Meetings) 2023

the debate is conditional on the subject councillor leaving the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed inappropriate conduct and what, if any, penalty to impose if the councillor is found to have committed inappropriate conduct.

- 27.3.3 If the complainant is a councillor, that councillor also has a declarable conflict of interest in the matter and must follow the declarable conflict of interest meeting procedures in section 10. If the complainant councillor wishes to remain in the meeting during the debate and vote on the matter, the other councillors must decide how to deal with the conflict of interest under section 10. The complainant councillor can be ordered to leave the meeting place or conditions may be applied to allow that councillor to participate in either the debate, the vote, or the decision on any disciplinary action to be applied.
- 27.3.4 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA or deferred to another date when a quorum will be present.
- 27.3.5 The council must debate the issue and decide whether the subject councillor engaged in inappropriate conduct. If the council has lost quorum due to the number of conflicted councillors or another reason, the local government must do one of the following:
- 27.3.5.1 delegate deciding the matter under section 257 of the LGA to the mayor or a standing committee, to the mayor, or a standing committee, whichever is the most appropriate in the circumstances or
 - 27.3.5.2 decide, by resolution, to defer the matter to a later meeting when a quorum will be present, or
 - 27.3.5.3 decide, by resolution, not to decide the matter and take no further action in relation to the matter.
- 27.3.6 If a decision is reached that the subject councillor has engaged in inappropriate conduct, then the councillors must decide what penalty or penalties from the orders detailed below, if any, to impose on the councillor. In deciding what penalty to impose, the council may consider any previous inappropriate conduct of the councillor and any allegation made in the investigation that was admitted, or not challenged, and that the council is reasonably satisfied is true.
- 27.3 The council may order that no action be taken against the councillor or make one or more of the following:
- 27.4.1 an order that the councillor make a public admission that the councillor has engaged in inappropriate conduct.
 - 27.4.2 an order reprimanding the councillor for the conduct.
 - 27.4.3 an order that the councillor attend training or counselling to address the councillor's conduct, including at the councillor's expense.
 - 27.4.4 an order that the councillor be excluded from a stated council meeting.
 - 27.4.5 an order that the councillor is removed, or must resign, from a position representing the local government, other than the office of councillor, (e.g., that the councillor is ordered to resign from an appointment representing the local government on a state board or committee).
 - 27.4.6 an order that if the councillor engages in the same type of conduct again, it will be treated as misconduct:





Council Standing Orders (Meetings) 2023

- 27.4.7 an order that the councillor reimburse the council for all or some of the costs arising from the councillor's inappropriate conduct.
- 27.5 In relation to a person who is no longer a councillor, a local government may not make an order that the former councillor attend training/counselling, be suspended from a meeting, be removed, or resign from a position or that the same conduct will be treated as misconduct in future.
- 27.6 The subject councillor, and where relevant, the complainant councillor, must be invited back into the place where the meeting is being held once a decision has been made, and the chairperson must advise them of the details of the decision.
- 27.7 The chairperson must ensure the meeting minutes reflect the resolution made.

28. Disorder

- 28.1 The chairperson may adjourn the meeting of the local government, where disorder arises at a meeting other than by a councillor.
- 28.2 On resumption of the meeting, the chairperson will move a motion, to be put without debate, to determine whether the meeting will proceed. Where the motion is lost, the chairperson shall declare the meeting closed, and any outstanding matters referred to a future meeting.

Attendance and non-attendance

29. Attendance of public and the media at meeting

- 29.1 An area shall be made available at the place where any meeting of the local government is to take place for members of the public and representatives of the media to attend the meeting and as many members of the public as reasonably can be accommodated in that area will be permitted to attend the meeting.
- 29.2 When the local government is sitting in closed session, the public and representatives of the media will be excluded from the meeting.

30. Closed session

- 30.1 A local government council meeting, standing committee meeting and advisory committee meeting may resolve that a meeting be closed to the public if its councillors and members consider it necessary to discuss any of the following matters pursuant to section 254J (3) of the LGR:
- 30.1.1 appointment, dismissal, or discipline of the CEO.
 - 30.1.2 industrial matters affecting employees.
 - 30.1.3 the council's budget which does not include the monthly financial statements.
 - 30.1.4 rating concessions.
 - 30.1.5 legal advice obtained by the council, including legal proceedings that may be taken by or against the council.





Council Standing Orders (Meetings) 2023

- 30.1.6 matters that may directly affect the health and safety of an individual or a group of individuals.
 - 30.1.7 negotiations relating to a commercial matter involving the council for which a public discussion could prejudice the interests of the council.
 - 30.1.8 negotiations relating to the taking of land by the council under the *Acquisition of Land Act 1967*.
 - 30.1.9 a matter that the council is required to keep confidential under a law of, or a formal agreement with, the Commonwealth or State.
 - 30.2 A council meeting cannot resolve that a meeting be closed where the meeting is informed of a councillor's personal interest in the matter by another person and the eligible councillors at the meeting must decide whether the councillor has a declarable conflict of interest in the matter.
 - 30.3 Further, the meeting must not be closed if a quorum is lost due to the number of conflicted councillors who leave the meeting, and the council must.
 - 28.3.1 delegate the matter.
 - 28.3.2 decide by resolution to defer to a later meeting.
 - 28.3.3 decide by resolution to take no further action on the matter.
- Note:** *None of the above will be voted on during a closed session. If a closed session includes attendance by teleconference, the councillor/s attending by teleconference must maintain confidentiality by ensuring no other person can hear their conversation while in the closed meeting.*
- 30.4 To take a matter into a closed session the council must abide by the following process:
 - 30.4.1 pass a resolution to close the meeting.
 - 30.4.2 the resolution must state the matter to be discussed, an overview of what is to be discussed and why the meeting should be closed while the matter is considered.
 - 30.4.3 if the matter is known in advance, the agenda should clearly identify that the matter will be considered in closed session, and an explanation of why it is deemed necessary to take the issue into closed session must be stated.
 - 30.4.4 no resolution can be made while in a closed meeting (other than a procedural resolution).





Council Standing Orders (Meetings) 2023

31. Teleconferencing of meetings

- 31.1 If a councillor wishes to be absent from a council meeting place during a meeting, the councillor must apply to the local government to participate by teleconference, at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence. The local government may allow a councillor to participate in a council by teleconference of the LGR.

Note: *There is no legislative requirement for a resolution by council to allow a councillor to participate by audio link or audio-visual link. This means the council may delegate the matter. For example, council may delegate to the chairperson of the council or a committee meeting the ability to decide whether a councillor can attend a meeting by audio link or audio-visual link.*

- 31.2 The councillor taking part by teleconference is taken to be present at the meeting if the councillor was simultaneously in audio contact with each other person at the meeting. The attendance of the councillor must be recorded in the minutes as present at the meeting.

Note: *Teleconferencing includes the use of a telephone, video conferencing equipment or other means of instant communication that allows a person to take part in a discussion as it happens.*

32 Recording of Meetings

- 32.1 The Chief Executive Officer must ensure minutes of each meeting of the local government are taken under the supervision of the person presiding at the meeting.

32.2 **Recording of Meetings**

- 32.2.1 Whitsunday Regional Council will record, in both audio and video, its ordinary and special meetings for the periods that they are open to the public. The recordings will be made available to the public live during the meeting and online at the earliest opportunity after the meeting has concluded. The recordings will also be used to assist in the accurate preparation of the official minutes.

- 32.2.2 All participants at the meetings are reminded that parliamentary privileges do not apply to local government. Individuals must take responsibility for their own words and actions. Council may, at the discretion of the CEO, remove any part of a recording for publication only where there is real concern that not to do so would expose Council to a risk of an action for publishing defamatory material or releasing personal information contrary to legislation.

- 32.2.3 Right to Information (RTI) procedures should not be used to release copies of recordings of meetings as these will be freely available on Council's website. RTI or Information Privacy procedures may be used to seek material withheld from public release in accordance with paragraph 32.2.2.

- 32.2.3 All participants will be made aware by way of signage that the meeting will be recorded and that anyone attending a public meeting of council will consent to their image, voice and comments being recorded and published.

- 32.2.4 No other audio or video recording of a meeting of the local government may be made without the express and prior permission of the Chairperson of the meeting. Any person publishing part or all of a recording of a meeting assumes full responsibility for the release of the





Council Standing Orders (Meetings) 2023

information, including the risks associated with the publication of potentially defamatory material or personal information.

32.2.5 If a person fails to comply with section 32.2.4 the person may be directed by the Chairperson of the meeting to immediately withdraw from the meeting.

32.2.6 A person who fails to comply with a direction given under section 32.2.5 at a meeting may be removed from the meeting.

32.2.7 Recordings will be retained for a period no shorter than the statutory minimum for the retention of official records.

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



STANDING ORDERS REVIEW

Proposed Changes	Justification
Scope and Purpose	Clarification of policy Intent and scope in accordance with Policy Statement Chapter 8 Part 2 of the Local Government Regulation 2012 provides core requirements for the conduct of meetings of the local government and the committees of the local government
1.1 Time of Meetings	Proposal for 1 meeting per month for Ordinary Council meeting to align with LGA
1.2 Special Meetings	Current standing orders require mayor or 2 Councillors to call a special meeting giving to the mayor. Propose that special council meetings are to be called by the CEO rather than by the Mayor and 2 Councillors. The Mayor may request a special Council meeting, or 3 other Councillors can request a special council meeting by giving notice to the mayor to consider urgent and important matters. The CEO may call a special Council meeting which is done by public notice. Section 254C (1) and (2) of the <i>Local Government Regulation 2012</i> (Qld) provides for the timing of the provision of notice and its content, suggested changes provide a cross-reference.
Audit and Risk Committee	Section removed, to be covered in Council Committee policy
Briefing Sessions	Section removed, will be covered in the Council Briefing Session and Workshops CEO guideline
Public Forums	Section removed, not covered by legislation regarding Council formal meetings
Public Forums	LGA does not include 'public forums' in Standing orders model
Presiding Officer	No changes
Agendas	• notice of meeting • minutes of the previous meetings • business arising out of previous meetings. • business which the mayor wishes to have considered at that meeting without notice. • matters of which notice has been given. • committees' reports referred to the meeting by the chief executive officer (CEO) • officers' reports referred to the meeting by the CEO. • deputations and delegations from the community that are approved to attend. • any other business the council determines by resolution be included in the agenda. A Councillor who wants an item of business included on the agenda for a particular meeting must give written notice of the nature of the business to the Chief Executive Officer at least seven days before the date nominated for the meeting.
Notice of meeting and agenda circulation	The notice of the meeting and the agenda must be given to each councillor at least 2 days before the meeting unless it is impracticable to give the notice before that time.

STANDING ORDERS REVIEW

	The agenda for the local government must be made publicly available by 5pm on the business day after the notice of meeting is given to the councillors.
Order of business	1 Attendances, 2 apologies and granting of leaves of absence 3 confirmation of minutes 4 business arising out of previous meetings 5 officers' reports.
Quorum	Change of adjournment requirements where quorum is not present. Current standing orders state 30 minutes, proposed from the model is 15 minutes after the designated commencement time of the meeting
Modes of Meetings	Section removed; relaxed approach preferred as per practice
Petitions	No changes
Deputations	7 days deadline
Public participation at Meetings	Replaces Questions from the public gallery section.
Prescribed and declarable Conflict of Interest	No Changes aligned to Model
Loss of Quorum	No Changes aligned to Model
Motions sections	No Changes aligned to Model
Questions	No Changes aligned to Model
Meeting Conduct	No Changes aligned to Model
General conduct during meetings	New section from model
Meeting process for dealing with suspected inappropriate conduct which has been referred to a local government by the Independent Assessor (IA)	New section from model
Disorder	No Changes aligned to Model
Attendance of public and the media at meeting	No Changes aligned to Model
Closed Session	No Changes aligned to Model
Teleconferencing of meetings	at least three (3) business days prior to the meeting or as soon as practicable once the councillor becomes aware of their intended absence.
Recording of minutes	New section extracted from draft Livestream policy laying on table - WRC will record, in both audio and video, its ordinary, special and committee meetings for the periods that they are open to the public. The recordings will be made available to the public live during the meeting and online at the earliest opportunity after the meeting has concluded. The recordings will also be used to assist in the accurate preparations of the official minute documents.

13.2.2 - Deputy Mayor Appointment

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: James Ngoroyemoto - Manager - Governance and Administration Services

AUTHORISING OFFICER: Warren Bunker - Chief Executive Officer

PRESENTED FOR: Decision

ATTACHMENTS

Nil

PURPOSE

This report serves to appoint a new Deputy Mayor on the basis that the current Deputy Mayor's 12-month term, that was appointed on 14 September 2022 concludes on 13 September 2023.

OFFICER'S RECOMMENDATION

That Council resolve to appoint Councillor xxxx as Deputy Mayor for the remaining Council term (to 2024), in accordance with Section 165 of the *Local Government Act 2009*.

BACKGROUND

Recent History – Council at its meeting of 12 September 2022 resolved:

'That Council resolve to appoint Councillor Gary Simpson as Deputy Mayor for a period of 12 months until 13 September 2023, in accordance with Section 165 of the Local Government Act 2009.'

Previously Cr Collins was the deputy mayor from April 2020 to April 2021. Cr Brunker was the deputy mayor from April 2021, and his term was extended in April 2022 and became Acting Mayor, after the resignation of former Mayor Mr Andrew Willcox, Cr Brunker became Acting Mayor for the period beginning 24 June 2022.

Subsequently with Cr Brunkers' intention to be involved in the Mayoral Election, Cr John Collins was appointed in June 2022 as the Acting Mayor until the conclusion of 2022 Mayoral Election in September 2022.

DISCUSSION/CURRENT ISSUE

Council's standing arrangement is to declare the office of Deputy Mayor vacant after each twelve-month period of the remaining Council term (to 2024), and appoint a Deputy Mayor, in accordance with Section 165 of the Local Government Act 2009.

It is suggested that formal resolutions are required to appoint a Deputy Mayor for the remainder of the Council term. Previous legal advice has been sought on the process and appointment of the Deputy Mayor for clarity, all Councillors are able to be nominated for the role of Deputy Mayor, including those that have in the past undertaken the role during this term.

Council should consider that this appointment will be for the remainder of the Council term until the appointment of a new Council after the 2024 Local Government Election.

STATUTORY/COMPLIANCE MATTERS

Section 165 of the *Local Government Act 2009*.

STRATEGIC IMPACTS

Through strong and open leadership, develop an organisation with a culture of respect, accountability, and community service.

FINANCIAL IMPLICATIONS

In accordance with section 247 of the Local Government Regulation 2012, the maximum amount of remuneration payable to a Councillor under the remuneration schedule must be paid to the Councillor, unless Council decides by resolution that the maximum amount is not payable to the Councillor. The Remuneration Schedule for the 2023-24 financial year has determined that Whitsunday Regional Council is Category 3 for Deputy Mayor is at \$88,308.

Remuneration determined by the tribunal does not include the reimbursement of expenses incurred by Councillors or the provision of facilities, as these are provided for in Council's Reimbursement of Expenses and Provision of Facilities for Councillors Policy

CONSULTATION/ENGAGEMENT

Director Corporate Services

RISK ASSESSMENT

As the leader of the executive arm of the Council, the Mayor has a number of additional responsibilities (see section 12 of the Local Government Act 2009) and is the sole day to day link between the executive and the administration in terms of directing the activities of the CEO in conformity with executive decisions.

Section 165 of the Act provides that the Deputy Mayor acts for the Mayor during the absence or temporary incapacity of the Mayor, or a vacancy in the Office of Mayor. Where the Office of Deputy Mayor becomes vacant, Council must immediately appoint another Deputy Mayor from its Councillors.

No procedure is established for selecting the Deputy Mayor, so all the standard meeting rules apply (see section 260 (2) of the Local Government Regulation 2012) requiring:

- voting is to be in open forum;
- a question is decided by a majority of the votes of the Councillors present;
- each Councillor present has a vote on each question to be decided and, if the votes are equal, the Councillor presiding also has a casting vote; and
- if a Councillor present fails to vote, the Councillor is taken to have voted in the negative.

TIMINGS/DEADLINES

Cr Simpson's tenure as Deputy Mayor ceases on 13 September 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.

ALTERNATIVES CONSIDERED

It is important strategically to appoint a Deputy Mayor, to act as Mayor during the absence or temporary incapacity of the Mayor.

However, there are a number of options available to appoint the Deputy Mayor:

Option 1:

A Councillor nominates another Councillor as Deputy Mayor and if the motion is seconded, it is debated before being put to the vote.

Should a Councillor disagree with that nomination, they would speak against the motion and foreshadow moving an alternative motion (nominating another Councillor as Deputy Mayor), should the original motion not be carried.

This process would be repeated until a motion is carried, and Deputy Mayor appointed.

Option 2:

Alternately, Council could suspend standing orders and adjourn the meeting for the purpose of conducting an informal discussion and/or ballot for the role of Deputy Mayor. Nominations could be called, and each nominee confirm that they accept the nomination – then a ballot could be conducted, and an agreement reached that the Councillor with highest number of votes become the nominee for Deputy Mayor. This is less transparent but is in effect a democratic process where votes are cast and counted. When the ballot is completed, the meeting resumes and the motion to appoint the Deputy Mayor is put and formally voted upon.

It is noted that Cr Collins, Cr Brunner and Cr Simpson “are not disqualified” from being Deputy Mayor for subsequent vacancies in the position, or for the remainder of the term as the Local Government Act 2009 provides the power for Council to appoint a Deputy Mayor from its Councillors – which would include Cr Collins, Cr Brunner and Cr Simpson.

13.2.3 - Fuel Services - Whitsunday Coast Airport - Lease Extension

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

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

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. LEASE PLAN - 510 2013 00000115 - Lease AX on SP 256312 in Lot 50 on Hr 808298_ [13.2.3.1 - 2 pages]

PURPOSE

To provide a report for consideration by Council for the approval of a six-month extension to the existing lessee to enable sufficient timeframe for the competitive tender process to proceed.

OFFICER'S RECOMMENDATION

That Council resolves to authorise the Chief Executive Officer to enter into negotiations and execute a six-month lease extension with Viva Energy Australia Pty Ltd for Part of land Lease AX on SP256312 also known as the Whitsunday Coast Airport in accordance Section 236(1)(c)(vii)(A) and (B) of the Local Government Regulation 2012.

BACKGROUND

The Whitsunday Coast Airport lease for the provision of Jet A1 fuel management services commenced 16 August 2013 and expired on 15 August 2023. Council has commenced the request for tender process and the lease is in a holding over period until the extension is approved.

DISCUSSION/CURRENT ISSUE

Council has invited tenders for the provision of Jet A1 services at the Whitsunday Coast Airport with a closing date of 23 August 2023. To enable the tender evaluation process and change-over of facilities should the incumbent not be successful an extension of six months is proposed.

STATUTORY/COMPLIANCE MATTERS

Local Government Regulation 2012

Local Government Act 2009

STRATEGIC IMPACTS

Manage the aviation and tourism activities of the region as the gateway to the Whitsundays. 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 extension of the lease will be in accordance with the existing lease terms and conditions.

CONSULTATION/ENGAGEMENT

Chief Operating Officer Aviation & Tourism
Senior Commercial Officer

RISK ASSESSMENT

The execution of the Deed will be in accordance with previously negotiated and agreed terms.

TIMINGS/DEADLINES

Subject to the approval of Council the execution of the Deed will be required to issued immediately to provide formal coverage between the expiry term and Council meeting.

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

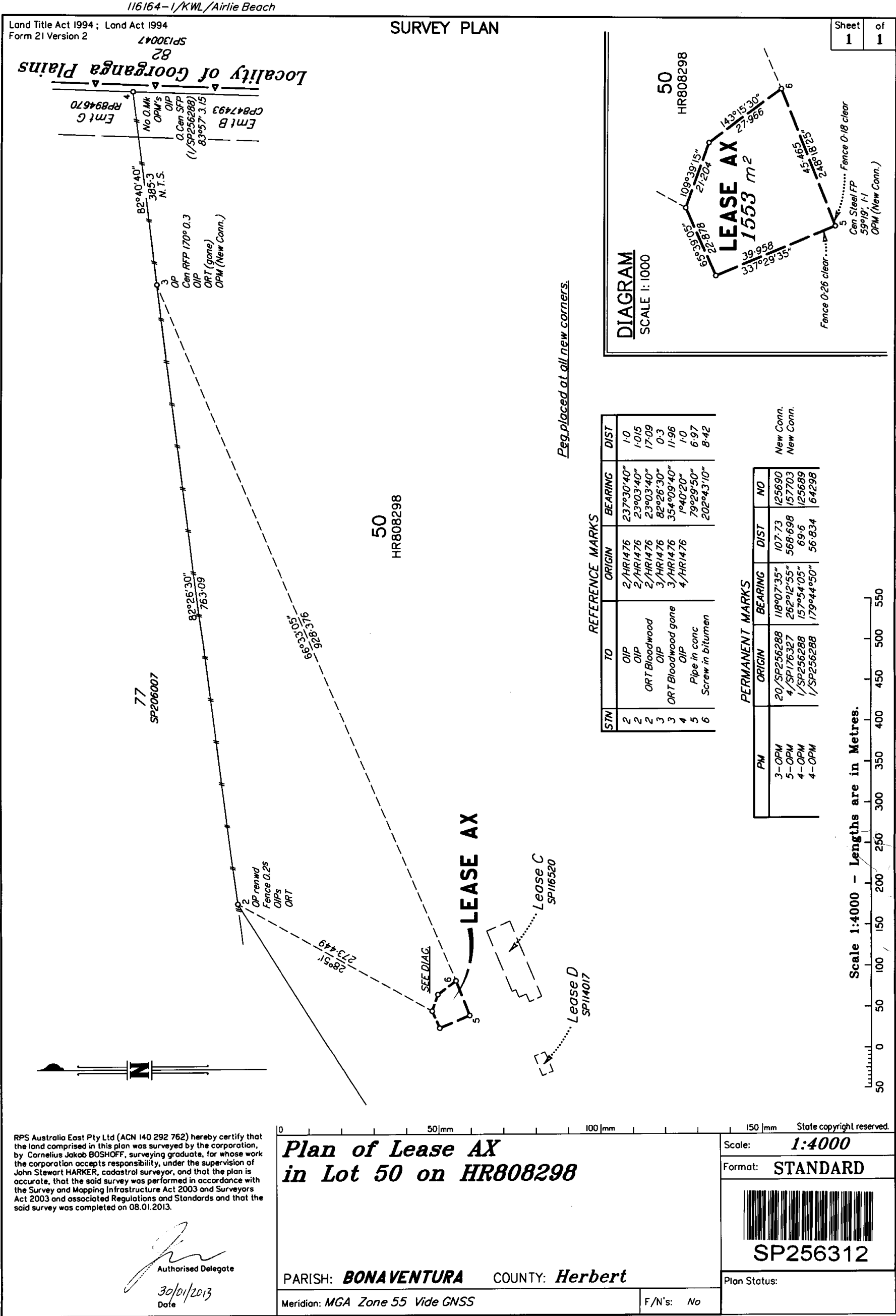
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- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.
- Section 24 – Right to own property and not be arbitrarily deprived of property.
- Section 27 – Cultural rights – generally – all persons with a particular cultural, religious, 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



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Registered		5. Lodged by MACROSSAN & AMIET, SOLICITORS 55 GORDON STREET MACKAY 4740 PHONE: 4944 2000 EMAIL: mac@macamiet.com.au (Include address, phone number, reference, and Lodger Code)	

1. Certificate of Registered Owners or Lessees. I/We <u>WHITSUNDAY REGIONAL COUNCIL AS TRUSTEE</u> (Names in full) * as Registered Owners of this land agree to this plan and dedicate the Public Use Land as shown hereon in accordance with Section 50 of the Land Title Act 1994. * as Lessees of this land agree to this plan. Signature of *Registered Owners *Lessees CHIEF EXECUTIVE OFFICER					<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="2">6. Existing</th> <th colspan="5">Created</th> </tr> <tr> <th>Title Reference</th> <th>Description</th> <th>New Leases</th> <th>Road</th> <th>Emts</th> <th>Cov.</th> <th>Profit or Prendre</th> </tr> <tr> <td>49023183</td> <td>Lot 50 on HR808298</td> <td>AX</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <u>Lease AX does not affect Leases 602826290, 703655658, 704169382, 709224397, 713097083 and 714352653. Dated 30.01.2013.</u>					6. Existing		Created					Title Reference	Description	New Leases	Road	Emts	Cov.	Profit or Prendre	49023183	Lot 50 on HR808298	AX				
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Title Reference	Description	New Leases	Road	Emts	Cov.	Profit or Prendre																								
49023183	Lot 50 on HR808298	AX																												

2. Local Government Approval. * hereby approves this plan in accordance with the : % Dated this day of # # * Insert the name of the Local Government. % Insert Integrated Planning Act 1997 or # Insert designation of signatory or delegation Local Government (Planning & Environment) Act 1990		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th>Lots</th> <th>Orig</th> </tr> </table>		Lots	Orig	12. Building Format Plans only. I certify that : * As far as it is practical to determine, no part of the building shown on this plan encroaches onto adjoining lots or road. * Part of the building shown on this plan encroaches onto adjoining * lots and road Authorised Delegate * Date * delete words not required	
Lots	Orig						
3. Plans with Community Management Statement : CMS Number : Name :		4. References : Dept File : Local Govt : Surveyor : 116164-1		7. Portion Allocation : 8. Map Reference : 8657-33322 9. Locality : Gungaharra 10. Local Government : Whitsunday Regional 11. Passed & Endorsed : By: RPS Australia East Pty Ltd Date: 30/01/13 Signed: Designation: Cadastral Surveyor			
13. Lodgement Fees : Survey Deposit \$ Lodgement \$ New Titles \$ Photocopy \$ Postage \$ TOTAL \$		14. Insert Plan Number SP256312					

13.2.4 - Lease - Bureau of Meteorology

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

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

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Lease Plan [13.2.4.1 - 1 page]
2. BOM Leased Area [13.2.4.2 - 1 page]

PURPOSE

To advise Council of a request to renew and formalise a lease that has recently been received for the purpose of installing infrastructure to deliver reliable and responsive weather, water, climate, and ocean services to Australia.

OFFICER'S RECOMMENDATION

That Council resolves to authorise the Chief Executive Officer to enter into negotiations and execute a 10-year peppercorn lease with the Commonwealth of Australia represented as The Bureau of Meteorology for the lease of part of the land at Lot 50 on CPHR 808298, also known as the Whitsunday Coast Airport in accordance Section 236(1)(b)(i) of the Local Government Regulation 2012.

BACKGROUND

The Bureau of Meteorology is Australia's national weather, climate, and water agency. Its expertise and services assist Australians in dealing with the harsh realities of their natural environment, including drought, floods, fires, storms, tsunamis, and tropical cyclones. Through regular forecasts, warnings, monitoring, and advice spanning the Australian region and Antarctic territory, the Bureau provides one of the most fundamental and widely used services of government.

The Bureau contributes to national social, economic, cultural, and environmental goals by providing observational, meteorological, hydrological, and oceanographic services and by undertaking research into science and environment related issues in support of its operations and services.

The Bureau has occupied part of the land at the Whitsunday Coast Airport since 1996.

DISCUSSION/CURRENT ISSUE

The Bureau's lease expired on 28 May 2017, and they have requested a new 10-year peppercorn lease. The lease has continued to operate on an ongoing basis informally, until a further lease could be negotiated. That request has now been received.

It is recommended to enter into a 10-year peppercorn lease with the Bureau of Meteorology to allow them to continue conducting operations regarding weather forecasting for our region and Australia.

This proposed lease creates an opportunity to ensure consistency in approach and terms with other leases undertaken across the Council area.

STATUTORY/COMPLIANCE MATTERS

In accordance with Section 236(1)(b)(i) and (c)(iii) of the Local Government Regulation 2012, Council may enter into a lease without the requirement to invite tenders when it is for the purpose of leasing to a government agency such as the Bureau and leasing to an existing tenant.

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

It is recommended to provide the lease at a peppercorn rate as the use of this land by the lessee is to allow for vital research and to supply information to improve our Region's weather forecasting. By Council providing a peppercorn lease will ensure any funds received by the lessee are put back into their services.

CONSULTATION/ENGAGEMENT

Executive Manager Procurement, Property & Fleet
Chief Operating Officer Aviation & Tourism

RISK ASSESSMENT

The lease negotiated as a result of this report will provide Council with an indemnity for any infrastructure installed on Council land, access management and mitigation of risk to disruption to the Whitsunday Coast Airport's operations.

TIMINGS/DEADLINES

The current lease is in a holding over period since 2017 and a new lease should be entered into as soon as possible.

CONFLICT OF INTEREST DECLARATION

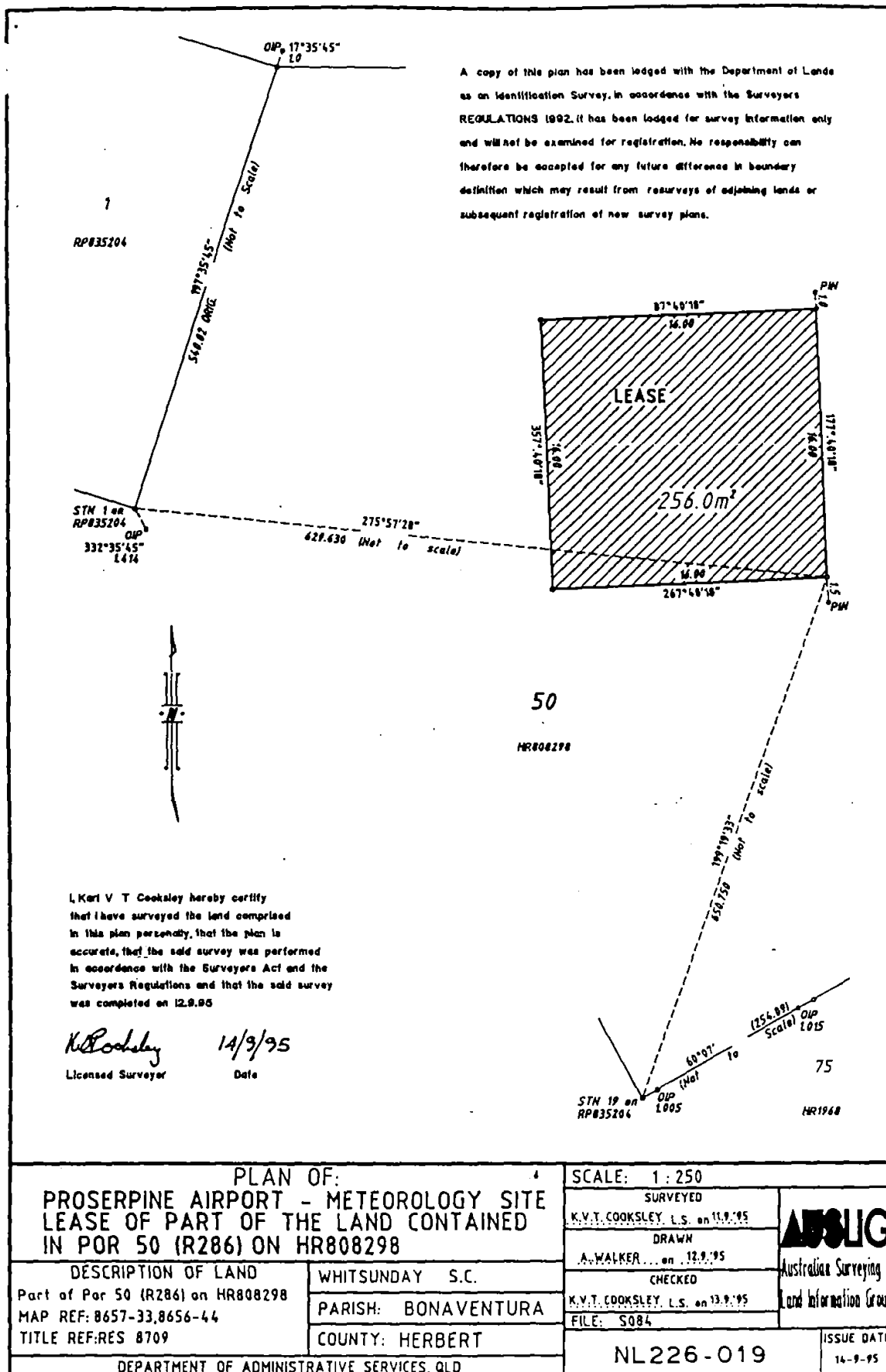
Council officers contributing to the preparation and approval of this report have no conflicts of interest to declare.

HUMAN RIGHTS IMPACT

No

ALTERNATIVES CONSIDERED

N/A





13.2.5 - Audit & Risk Committee Meeting Minutes - 25 July 2023 and 14 August 2023

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: James Ngoroyemoto - Manager - Governance and Administration Services

AUTHORISING OFFICER: Warren Bunker - Chief Executive Officer

PRESENTED FOR: Decision

ATTACHMENTS

1. 25 July 2023 - Final Unconfirmed Audit and Risk Committee Meeting Minutes [13.2.5.1 - 18 pages]
2. 14 August 2023 - Final Unconfirmed Audit and Risk Committee Meeting Minutes [13.2.5.2 - 7 pages]

PURPOSE

Council is required to review and consider the recommendations of the Audit & Risk Committee. The Audit & Risk Committee does not have decision-making authority and any recommendations it makes must be endorsed and approved by Council resolution prior to implementation or action.

OFFICER'S RECOMMENDATION

That Council:

1. endorse the Unconfirmed Minutes of the Audit & Risk Committee Meeting held on 25 July 2023.
2. Endorse the Unconfirmed Minutes of the Audit & Risk Committee Meeting held on 14 August 2023.

BACKGROUND

Whitsunday Regional's Council's Audit & Risk Committee met on 25 July 2023 and on 14 August 2023 (via teleconference). Minutes were recorded from these meetings and are provided to Council to consider and review the Committee's recommendations, in accordance with Section 211(1)(c) of the Local Government Regulation 2012.

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

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

DISCUSSION/CURRENT ISSUE

The following reports were presented at the meeting of the 25 July 2023 and voted in support by the Committee;

- Chief Executive Officer Briefing Update

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- Audit and Risk Meeting Priorities Guide 2023 – for July meeting
- Audit Recommendations Update
- Business Activities and Monthly Financial Report
- Position Paper - Close out 2022/23 Revaluation, Impairment and Indexation
- Draft (Unaudited) General Purpose Financial Statements and the Financial Sustainability Statement for the Financial year 2022-23
- 2023/24 Asset Valuation Plan
- 2023/24 Annual Budget
- Internal Audit - Compliance Review
- QAO Briefing Paper
- Queensland Audit Office Report - Local Government 2022
- Risk Management Update
- WH&S Report
- Cyber Security Update

The following reports were presented at the meeting held on 14 August 2023:

- Audited Financial Statements 2022/23
- Queensland Audit Office – Closing Report 2023

STATUTORY/COMPLIANCE MATTERS

Audit and Risk Committee Charter clause 3.9.
Local Government Regulation 2012

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

Financial Implications are managed within the existing budgets and delegations.

CONSULTATION/ENGAGEMENT

Manager Governance & Administration
Audit & Risk Committee

RISK ASSESSMENT

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

TIMINGS/DEADLINES

Minutes are to be presented to the next available Council Meeting.

CONFLICT OF INTEREST DECLARATION

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

HUMAN RIGHTS IMPACT

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

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

This decision does not limit the above identified human rights.

ALTERNATIVES CONSIDERED

Council has the following options:

- Support the recommendations. Council can endorse the Committee's recommendations, receive the minutes of the Audit & Risk Committee's 25 July 2023 and 14 August 2023 meeting, and approve actions arising from that meeting; or
- Seek to amend the recommendations. If on review, Council require clarification on any of the recommendations or actions arising and wishes to amend them, then this is the appropriate opportunity to address any concerns or issues with the minutes and the recommendations and actions arising therein.



UNCONFIRMED

Minutes of the Audit & Risk Committee Meeting held on Tuesday 25 July 2023 at Council Chambers, 67 Herbert Street, Bowen

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

Members Present:

Mr Graham Webb (Chair), Cr Julie Hall (Mayor), Cr Gary Simpson (Deputy Mayor) and Mr John Finlay

Internal/Externals Present:

Warren Bunker (Chief Executive Officer - WRC); James Ngoroyemoto (Manager Governance and Administration); Lyndal O'Neill (Manager Human Resources); Matthew Monaghan (William Buck); Tailah Jensen - Secretary (Governance Administration Officer - WRC); Katie Coates (Management Accountant); Julie Moller (Manager Strategic Finance); Leah Bradley (Manager Financial Services); Lisha Belbin (Information Management & GIS Coordinator)

Via teleconference:

Sabrina Frank (Queensland Audit Office); Wayne Gorrie (O'Connor Marsden)

Observers:

Cr Michelle Wright, Cr Clay Bauman and Cr Jan Clifford

Meeting Schedule:

The meeting commenced at 9.00am

The meeting adjourned for morning tea at 10.15am

The meeting reconvened from morning tea at 10.37am

The meeting closed at 12.04pm

Whitsunday Regional Council
Minutes of the Audit & Risk Committee Meeting held at
Council Chambers, 67 Herbert Street, Bowen on
Tuesday 25 July 2023 commencing at **9:00 AM**

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1 APOLOGIES/LEAVE OF ABSENCE

There was one apology from Director Corporate Services, Mr Jason Bradshaw.

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**2 DECLARATIONS OF INTEREST**

There were no declarations made for the meeting, however the Chairman advised the Committee of his previous declaration made for transparency:

"I wish to declare a conflict of interest, in that my son works for McCullough Robertson Lawyers, who do work for Whitsunday Regional Council as part of the legal services panel adopted by Council.

This interest will not impact my role as Chair of the Audit & Risk Committee, but I make the disclosures for openness and completeness."

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UNCONFIRMED

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3 CONFIRMATION OF MINUTES

3.1 - Confirmation of Minutes

PURPOSE

The minutes of the previous meeting must be confirmed by the committee members present. The minutes of Council's Audit & Risk Committee Meeting held on 16 May 2023 are provided for the committee's review and confirmation.

OFFICER'S RECOMMENDATION

That the Committee confirms the Minutes of the Audit and Risk Committee Meeting held on 16 May 2023.

RESOLUTION AR2023/07/25.1

Moved By: MR J FINLAY

Seconded By: CR G SIMPSON

That the Committee confirms the Minutes of the Audit and Risk Committee Meeting held on 16 May 2023.

MEETING DETAILS

The motion was Carried 4 / 0.

CARRIED

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#### 4 AUDIT & RISK COMMITTEE REPORTS

##### 4.1 Audit & Risk Committee Operations

###### 4.1.1 - Chief Executive Officer Briefing Update

###### RESOLUTION AR2023/07/25.2

Moved By: CR J HALL (MAYOR)

Seconded By: MR G WEBB

That the Audit & Risk Committee receive the verbal update from the Chief Executive Officer.

###### MEETING DETAILS

*Discussions were held regarding 100-day report and Whitsunday Paradise.*

The motion was Carried 4 / 0.

CARRIED

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4.1.2 - Audit and Risk Committee Priorities Guide

PURPOSE

The purpose of this report is to provide the Committee with the current Priorities Guide and an opportunity to request additional items be included on the guide to be endorsed at the following meeting.

OFFICER'S RECOMMENDATION

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

RESOLUTION AR2023/07/25.3

Moved By: MR J FINLAY

Seconded By: CR G SIMPSON

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

MEETING DETAILS

The motion was Carried 4 / 0.

CARRIED

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This is page 6 of the Minutes of Council's Audit & Risk Committee Meeting - 25 July 2023

#### 4.1.3 - Audit Recommendations Update

##### PURPOSE

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

The purpose of follow up is to ensure that management has implemented the action, and that it has addressed the issue.

##### OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive the internal audit recommendations update.

##### RESOLUTION AR2023/07/25.4

Moved By: CR J HALL (MAYOR)

Seconded By: CR G SIMPSON

That the Audit and Risk Committee receive the internal audit recommendations update.

##### MEETING DETAILS

*Discussion around old outstanding items (2021) and the need to progress these forward. Chief Executive Officer advised he will prioritise a review and close out of old outstanding items.*

The motion was Carried 4 / 0.

**CARRIED**

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4.2 Financial Reporting

4.2.1 - Business Activities and Monthly Financial Report

PURPOSE

To inform the committee of the current financial performance and position for the period to 31 May 2023.

To inform the committee of Council's financial performance and position for the relevant period of Council's Business Units.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive the following reports:

1. Monthly Financial Report to 31 May 2023;
2. Capital Delivery Report to 31 May 2023;
3. Unaudited Financial Statements 2022/23 for the period ended 31 May 2023;
and
4. Quarterly Financial Business Activities Report to March 2023

RESOLUTION AR2023/07/25.5

Moved By: MR J FINLAY

Seconded By: CR G SIMPSON

That the Audit and Risk Committee receive the following reports:

1. Monthly Financial Report to 31 May 2023;
2. Capital Delivery Report to 31 May 2023;
3. Unaudited Financial Statements 2022/23 for the period ended
31 May 2023; and
4. Quarterly Financial Business Activities Report to March 2023.

MEETING DETAILS

Chairman provided positive comments on business activities and health cash balance in monthly financial reporting. He noted debt recovery levels at an all time low which demonstrates Council managing outstanding debts effectively. Chief Executive Officer mentioned capital delivery lower than expected with an emphasis on delivery of 85% minimum in 23/24. Mr John Finlay requested that Cost of Goods sold be reported in future statements. Manager Strategic Finance advised that she will work on delivering this.

The motion was Carried 4 / 0.

CARRIED

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#### 4.2.2 - Position Paper - Close out 2022/23 Revaluation, Impairment and Indexation

##### PURPOSE

The purpose of this report is to provide the close out position paper for the 2022/23 Revaluation of Building and Other Structures as well as the Annual Impairment review and Indexation review of Non-Current Assets.

##### OFFICER'S RECOMMENDATION

That the Audit and Risk Committee endorse the position paper for the 2022/23 Revaluation of Building and Other Structures, Annual Impairment review and Indexation review of all Non-Current Assets.

##### RESOLUTION AR2023/07/25.6

Moved By: MR J FINLAY

Seconded By: CR G SIMPSON

That the Audit and Risk Committee endorse the position paper for the 2022/23 Revaluation of Building and Other Structures, Annual Impairment review and Indexation review of all Non-Current Assets.

##### MEETING DETAILS

*Audit committee supported the applied approach for indexation in 22/23. Committee discussed Ted Cunningham bridge impairment assessment and Clay raised that the re-work would not be completed before December. Chief Executive Officer mentioned an ongoing legal matter that needed to be resolved for this progress forward. Still not considered sufficient info to impair in 22/23.*

The motion was Carried 4 / 0.

**CARRIED**

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4.2.3 - Draft (Unaudited) General Purpose Financial Statements and the Financial Sustainability Statement for the Financial year 2022-23

PURPOSE

To seek Audit Committee endorsement for submission of the Draft 2022/23 Financial Statements to the Auditor-General of Queensland for audit.

OFFICER'S RECOMMENDATION

That the Audit & Risk Committee endorse the draft (unaudited) General Purpose Financial Statements and the Financial Sustainability Statement for the financial year 2022/23 (2022/23 Financial Statements), for submission to the Auditor-General of Queensland for audit as required by Section 212 of the Local Government Regulation 2012 (Qld).

RESOLUTION AR2023/07/25.7

Moved By: MR J FINLAY

Seconded By: CR J HALL (MAYOR)

That the Audit & Risk Committee endorse the draft (unaudited) General Purpose Financial Statements and the Financial Sustainability Statement for the financial year 2022/23 (2022/23 Financial Statements), for submission to the Auditor-General of Queensland for audit as required by Section 212 of the Local Government Regulation 2012 (Qld).

MEETING DETAILS

Manager Financial Services recognised the considerable effort put into developing these statements by Manager Strategic Finance, Management Accountant and the wider finance team as they have three weeks to complete after they have finished budget Manager Strategic Finance provided an overview of the draft financial statements and variances to the previous financial year. Manager Financial Services discussed business activities contributions to the net operating result with a need to focus on Quarry profitability moving forward as well as the impacts of indexation and the revaluation on the statements.

John Finlay raised the large cash balance held at the end of the year and questioned why this was the case. Manager Financial Services advised the due to the deferral of the capital program from the original budget to the Quarter 3 budget accounted for majority of the cash on hand.

John Finlay raised his concern that investments were reported separately from cash and cash equivalents and therefore the cashflow statement presented incorrectly in the financial statements.

Matthew Monaghan advised that term deposits are held for over 3 months from the reporting date are treated as investments and not cash and cash equivalents.

John Finlay raised the need to ensure the messaging around the cash balance was clear.

Manager Financial Services advised that this can be addressed in the Community Financial Report section of the Annual report. Matthew Monaghan advised his audit team have been reviewing workpapers as they have come through from the finance team.

The motion was Carried 4 / 0.

CARRIED

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The meeting adjourned for morning tea at 10.15am.

The meeting reconvened from morning tea at 10.37am.

#### 4.2.4 - 2023/24 Asset Valuation Plan

##### PURPOSE

The purpose of this report is to provide the Asset Valuation Plan for 2023/24.

##### OFFICER'S RECOMMENDATION

That the Audit and Risk Committee endorse the 2023/24 Asset Valuation Plan.

##### RESOLUTION AR2023/07/25.8

Moved By: MR J FINLAY

Seconded By: CR J HALL (MAYOR)

**That the Audit and Risk Committee endorse the 2023/24 Asset Valuation Plan.**

##### MEETING DETAILS

*Management Accountant discussed the scope and approach for the 23/24 valuation of Transport, Marine, Water & Sewerage asset classes. The risks were discussed as well as the mitigation strategies implemented to address to ensure a successful outcome. Manager Financial Services mentioned the 11 stakeholders involved in this project and ensuring each team had back-up team members to assist throughout the project.*

The motion was Carried 4 / 0.

**CARRIED**

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4.2.5 - 2023/24 Annual Budget

PURPOSE

To inform the committee of the adopted 2023/24 Budget, 2023/24 Operational Plan and Long Term Financial Forecast.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive the:

1. 2023/24 Budget Summary;
2. 2023/24 Operational Plan; and
3. 2023/24 Budget and Long-Term Financial Forecast.

RESOLUTION AR2023/07/25.9

Moved By: CR J HALL (MAYOR)

Seconded By: MR G WEBB

That the Audit and Risk Committee receive the:

1. 2023/24 Budget Summary;
2. 2023/24 Operational Plan; and
3. 2023/24 Budget and Long-Term Financial Forecast.

MEETING DETAILS

Manager Financial Services provided an overview of the time, effort and energy that Councillors, Strategic Finance, ELT and MMG put in to accomplishing a balanced budget for the community.

Manager Financial Services discussed long-term sustainability in the long-term financial forecast indicating that Asset Sustainability Ratio was the only ratio that Council is currently not meeting in the long term. This is why developing Asset Management Plans and the organisational focus on increasing asset management maturity is essential to keep progressing.

Manager Financial Services discussed the new financial sustainability measures that Manager Strategic Finance was able to calculate and include in the budget summary indicating all ratios meet the new Financial Sustainability Guideline to be effective 1 July 2023.

The motion was Carried 4 / 0.

CARRIED

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4.3 Internal Audit

**4.3.1 - Internal Audit - Compliance Review**

**PURPOSE**

To present the Committee with the progress reports on Council's internal audits prepared by O'Connor Marsden Associates (OCM).

**OFFICER'S RECOMMENDATION**

That the Audit and Risk Committee:

1. Receive the Internal Audit Activity Report for July 2023 from O'Connor Marsden Associates.
2. Receive the Compliance Review Internal Audit from O'Connor Marsden Associates and note the findings and improvement opportunities for action.

**RESOLUTION AR2023/07/25.10**

**Moved By: MR J FINLAY**

**Seconded By: MR G WEBB**

**That the Audit and Risk Committee:**

1. **Receive the Internal Audit Activity Report for July 2023 from O'Connor Marsden Associates.**
2. **Receive the Compliance Review Internal Audit from O'Connor Marsden Associates and note the findings and improvement opportunities for action.**

**MEETING DETAILS**

Wayne Gorrie provide an update on Internal audits progress against the Strategic Internal Audit plan, noting that current progress is on target to meet 2023-24 calendar year program. Wayne Gorrie summarised the overview findings on the need for Council to align with the International Standard ISO 37301 :2021 Compliance Management Systems, to develop, maintain and promote a compliance culture at all levels within the organisation. CEO emphasised on the importance of demonstrating an active, visible, consistent, and sustained commitment towards a common standard of behaviour and conduct that is required throughout the organisation. Manager Governance and administration discussed the plan and focus priority on Councillor related policies review to ensure compliance.

The motion was Carried 4 / 0.

**CARRIED**

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4.4 External Audit

4.4.1 - QAO Briefing Paper

PURPOSE

To present Queensland Audit Office's Audit Committee Briefing paper, including learnings from tabled reports to parliament, newly published resources, relevant blog posts, and an update on the audit that is in progress.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive the Briefing Paper from the Queensland Audit Office dated 14 July 2023.

RESOLUTION AR2023/07/25.11

Moved By: CR J HALL (MAYOR)

Seconded By: CR G SIMPSON

That the Audit and Risk Committee receive the Briefing Paper from the Queensland Audit Office dated 14 July 2023.

MEETING DETAILS

The motion was Carried 4 / 0.

CARRIED

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#### 4.4.2 - Queensland Audit Office Report - Local Government 2022

##### PURPOSE

To present the Queensland Audit Office Report on Local Government Audits for 2022.

##### OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive the Queensland Audit Office Report - Local Government 2022 and note the outcomes and assessment from the Annual Audit Report for Council.

##### RESOLUTION AR2023/07/25.12

Moved By: CR J HALL (MAYOR)

Seconded By: MR J FINLAY

That the Audit and Risk Committee receive the Queensland Audit Office Report - Local Government 2022 and note the outcomes and assessment from the Annual Audit Report for Council.

##### MEETING DETAILS

The motion was Carried 4 / 0.

CARRIED

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4.5 Internal Controls/Risk Compliance

4.5.1 - Risk Management Update

PURPOSE

The purpose of this report is to provide an overview of the current and planned risk management activities. This report focuses on the period from May 2023 to July 2023, and in particular the implementation of the Risk Management Continuous Improvement Plan.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee:

1. Receive the Risk Management Update Report for the period May 2023 to July 2023.
2. Receive the Strategic risk register July 2023 update
3. Endorse the Whitsunday Regional Council Crisis Management Plan (Internal and Confidential)

RESOLUTION AR2023/07/25.13

Moved By: CR G SIMPSON

Seconded By: MR J FINLAY

That the Audit and Risk Committee:

1. **Receive the Risk Management Update Report for the period May 2023 to July 2023.**
2. **Receive the Strategic risk register July 2023 update**
3. **Endorse the Whitsunday Regional Council Crisis Management Plan (Internal and Confidential)**

MEETING DETAILS

Manager Governance and administration provided an overview on the implementation of Council's risk management continuous improvement road map, highlighting activities in Strategic risks, Operational risks and Business Continuity and presented the Crisis management Plan.

Chairman commended Council is a well written Crisis Management plan and highlighted the difference from Disaster recover management as well as importance for Council to have plans to ensure resilience in Council business and functions.

The motion was Carried 4 / 0.

CARRIED

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#### 4.5.2 - WH&S Report

##### PURPOSE

This report provides the Audit and Risk Committee with information on Council's workplace health and safety actions and performance for the period January 2023 to June 2023, and reports on the Local Government WorkCare (LGW) Mutual Obligations Health and Safety Management System Audit that was conducted in May 2023.

##### OFFICER'S RECOMMENDATION

That the Audit and Risk Committee note the Workplace Health and Safety update and report for the period January 2023 – June 2023.

##### RESOLUTION AR2023/07/25.14

Moved By: CR J HALL (MAYOR)

Seconded By: MR G WEBB

That the Audit and Risk Committee note the Workplace Health and Safety update and report for the period January 2023 – June 2023.

##### MEETING DETAILS

The motion was Carried 4 / 0.

**CARRIED**

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4.5.3 - Cyber Security Update

PURPOSE

To update the Committee on the progress of the ICT Security Improvement Review and Internal Audit recommendations.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee receive this update report.

RESOLUTION AR2023/07/25.15

Moved By: CR G SIMPSON

Seconded By: MR J FINLAY

That the Audit and Risk Committee receive this update report.

MEETING DETAILS

The motion was Carried 4 / 0.

CARRIED

5 GENERAL BUSINESS

Gary Simpson - request to consider the timing between Audit & Risk meetings and Ordinary Council Meetings in future to allow time to read agendas.

The Meeting closed at 12.04pm.

Confirmed as a true and correct recording this 14 August 2023

Graham Webb
CHAIRPERSON

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UNCONFIRMED

Minutes of the Audit & Risk Committee Meeting held via teleconference on Monday 14 August 2023

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

Members Present:

Mr Graham Webb (Chair), Cr Julie Hall (Mayor), Cr Gary Simpson (Deputy Mayor) and Mr John Finlay

Internal/Externals Present:

Warren Bunker (Chief Executive Officer); Jason Bradshaw (Director Corporate Services - WRC); James Ngoroyemoto (Manager Governance and Administration); Leah Bradley (Manager Financial Services); Katie Coates (Management Accountant); Julie Moller (Manager Strategic Finance); Matthew Monaghan (William Buck); Megan Manuel (QAO)

Observers:

Clay Bauman (Councillor); Jan Clifford (Councillor)

Meeting Schedule:

The meeting commenced at 9.04am

The meeting closed at 9.41am

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Whitsunday Regional Council
Minutes of the Audit & Risk Committee Meeting held via teleconference on
Monday 14 August 2023 commencing at **9:00 AM**

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UNCONFIRMED

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1 APOLOGIES/LEAVE OF ABSENCE

There were no apologies/leaves of absence requests for this meeting.

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**2 DECLARATIONS OF INTEREST**

There were no declarations made during this meeting.

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RESOLUTION AR2023/08/14.1

Moved By: MR J FINLAY

Seconded By: CR J HALL (MAYOR)

That the Audit and Risk Committee change the order of business to deal with item 13.2.1 Queensland Audit Office - 2023 Closing Audit Report first and then deal with item 3.1.1 Audit Financial Statements 2021/22.

MEETING DETAILS

The motion was Carried 4 / 0.

CARRIED

~~~~~

UNCONFIRMED

This is page 4 of the Minutes of Council's Audit & Risk Committee Meeting - 14 August 2023

3.2 External Audit

**3.2.1 - Queensland Audit Office - 2023 Closing Audit Report**

**PURPOSE**

This report presents the closing audit report for the 2022/23 financial year and for the financial statements for the year ended 30 June 2023. It presents any audit findings and issues and a final audit opinion on the financial statements.

**OFFICER'S RECOMMENDATION**

That the Audit and Risk Committee receive the 2023 Closing Audit Report from the Queensland Audit Office dated 9 August 2023.

**RESOLUTION AR2023/08/14.2**

**Moved By: MR J FINLAY**

**Seconded By: CR G SIMPSON**

That the Audit and Risk Committee receive the 2023 Closing Audit Report from the Queensland Audit Office dated 9 August 2023.

**MEETING DETAILS**

*Director Corporate Services thanked Matthew Monaghan from William Buck for working with Council to meet the milestone deadlines as one of the early finishers around Queensland. Matthew Monaghan highlighted the completeness of the Audit report and recommended for Council to sign off the report, noting the key focus areas. Chairman congratulated the whole team on their efforts and timeliness.*

The motion was Carried 4 / 0.

**CARRIED**

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3 AUDIT & RISK COMMITTEE REPORTS

3.1 Financial Reporting

3.1.1 - Audited Financial Statements - 2021/22

PURPOSE

To seek the endorsement of the Audit and Risk Committee for the signing of the Audited Financial Statements for the 2022/23 Financial Year by the Mayor and Chief Executive Officer.

OFFICER'S RECOMMENDATION

That the Audit and Risk Committee endorse the signing of the Audited Financial Statements for the 2022/23 Financial Year by the Mayor and Chief Executive Officer.

RESOLUTION AR2023/08/14.3

Moved By: MR J FINLAY

Seconded By: MR G WEBB

That the Audit and Risk Committee endorse the signing of the Audited Financial Statements for the 2022/23 Financial Year by the Mayor and Chief Executive Officer.

MEETING DETAILS

Director Corporate Services discussed how Council received an Unmodified Audit opinion for the annual financial statements and although there were 3 changes, these were not significant changes and had been incorporated into the final version of the financial Statements.

Manager Financial Services commended the Queensland Audit Office, contract auditors and Council finance team on meeting all deadlines.

The motion was Carried 4 / 0.

CARRIED

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**RESOLUTION AR2023/08/14.4**

**Moved By: MR G WEBB**

**Seconded By: CR J HALL (MAYOR)**

That the Committee place on record its appreciation to the Whitsunday Regional Council; the CEO and members of Council's Finance Department, the Queensland Audit Office and External Auditors for their cooperation which resulted in the thorough and timely compliance with legislation following Council's adoption of the Council's Budget on 30<sup>th</sup> June 2023, the endorsing for the signing of the Audited Financial Statements for 2022/23 by the Mayor and CEO and receiving the 2023 Closing Audit Report from the Queensland Audit Office, noting that the reports and advice to Council and this Committee's is that the Council is financially sound with a large closing balance at the 30<sup>th</sup> June 2023, a low risk financial assessment and an unmodified external audit report.

**MEETING DETAILS**

The motion was Carried 4 / 0.

**CARRIED**

~~~~~

General Business:

- Matthew Monaghan requested a copy of the signed financial statements.
- John Finlay advised the meeting that he will be an apology for the 5 September 2023 Audit & Risk Committee Meeting.

The Meeting closed at 9.41am

Confirmed as a true and correct recording this 5 September 2023

Graham Webb
CHAIRPERSON

This is page 7 of the Minutes of Council's Audit & Risk Committee Meeting - 14 August 2023

This is page 87 of the Agenda of Council's Ordinary Council Meeting - 23 August 2023

13.2.6 - Audited Financial Statement 2022/23 and Closing Audit Report

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Jason Bradshaw - Director Corporate Services

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Information

ATTACHMENTS

1. 2023 Whitsunday Regional Council Financial Statement - signed [13.2.6.1 - 44 pages]
2. WRC Closing Report 2023 F - FINAL [13.2.6.2 - 16 pages]

PURPOSE

To present the Audited Financial Statements for the 2022/23 Financial Year and to present the closing audit report and opinion from the Queensland Audit Office.

OFFICER'S RECOMMENDATION

That Council receive the Audited Financial Statements for the 2022/23 Financial Year and the 2023 Closing Audit Report from the Queensland Audit Office.

BACKGROUND

The *Local Government Act 2009* and Local Government Regulation 2012 requires Council to compile annual financial statements in accordance with the Australian Accounting Standards and have them audited by the Queensland Audit Office (QAO) and signed off by the Auditor-General of Queensland.

DISCUSSION/CURRENT ISSUE

The 2022/23 financial statements and the analysis and comments of the Queensland Audit Office are contained in the attachments to this report. Council has reported a Net Result for the year of \$23.74M and a total written down value of assets of \$1.294B.

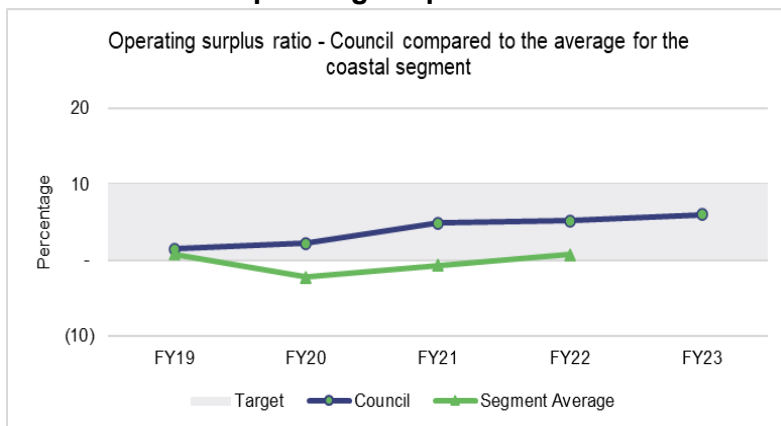
Council has received an Unmodified Audit Opinion for the Annual Financial Statements and although there were minor changes identified to the unaudited financial statements, these were not considered significant changes.

Council's 'Financial Sustainability' has again been assessed at a low risk as all three five-year averaged ratios are within the target range. The Operating Surplus ratio is averaged at 3.96% (target 0%-5%), the Net Financial Liabilities Ratio is averaged at 13.24% (target < 60%) and the Asset Sustainability Ratio is averaged at 133.53% (target >90%).

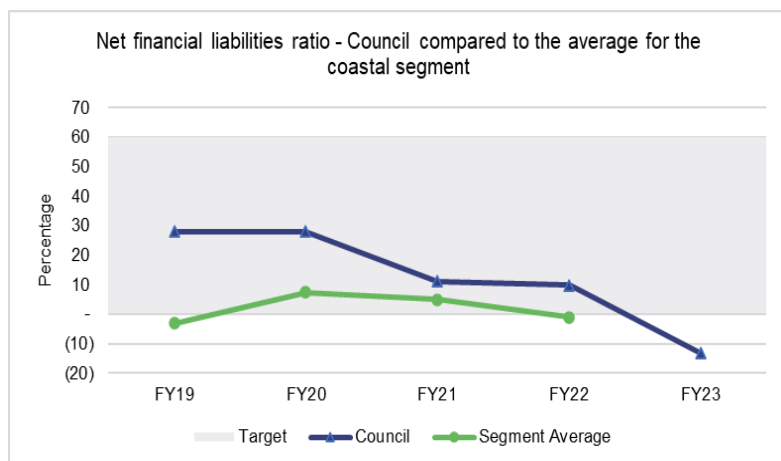
The overall result is a positive one for Council and highlights the improvements being made to the financial management within Council are realising results and this is reflected in the audit receiving an unmodified opinion and, in the timeliness, and presentation of the financial statements. There are improvements over last year, which is pleasing, and the Council remains in a stable financial position.

The graphs below show the trends of financial performance over recent years.

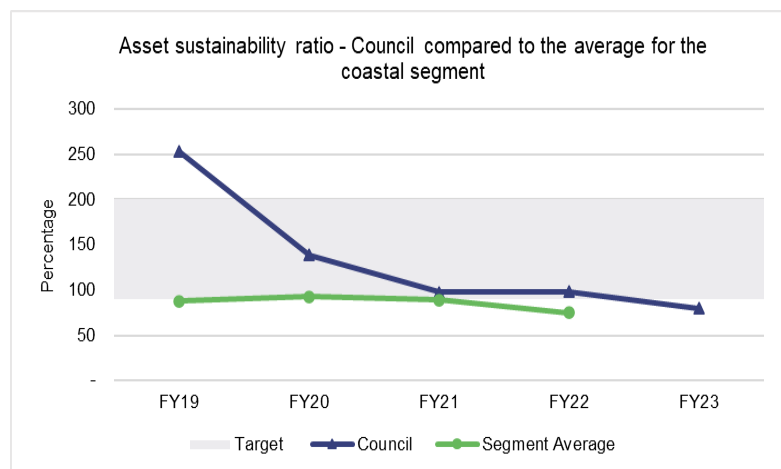
Operating Surplus Ratio



Net Financial Liabilities Ratio



Asset Sustainability Ratio



QAO have reported one Low Risk financial reporting issue raised in relation to the timing of capitalisation of work in progress and one Internal Control deficiency. Management

responses have been provided in the Closing Report and the Audit and Risk Committee accepts and considers the recommendations appropriate.

Council will continue to prioritise achieving the sustainability measures, ensuring the Financial Statement maturity levels remain strong whilst reviewing opportunities for further improvement and refinement as well as ensuring the internal control environment across the organisation remains strong. A copy of the closing report is attached which provides additional information.

All audit timeframes have been met and the final statements will be published into the Annual Report. The financial statements were endorsed by the Audit and Risk Committee on the 14th of August 2023, and signed off by the Queensland Audit Office on the 15th of August 2023.

STATUTORY/COMPLIANCE MATTERS

The finalisation of the audited financial statements for the 2022/23 financial year will ensure that Council complies with the requirements of the local government legislation and the relevant accounting and auditing standards.

The financial sustainability assessment that is referenced in section four of the Closing Report rates Council's sustainability risk as low with all key financial ratios within the accepted guidelines.

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. 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 financial sustainability is addressed through the audit report and the financial performance of Council is visible in the financial reports that have been audited against accounting standards. There are no further financial impacts and Council remains in a financially sustainable position.

CONSULTATION/ENGAGEMENT

Director Corporate Services
Manager Financial Services
Manager Strategic Finance
Management Accountant
WRC Audit and Risk Committee
Queensland Audit Office through contract Auditors - William Buck – Matthew Monaghan

RISK ASSESSMENT

This Audit Report references Council's financial sustainability as a low risk indicating that Council will continue to operate and manage any unforeseen financial impacts at this time.

TIMINGS/DEADLINES

Under the provisions of Section 213 of the Local Government Regulation 2012 the annual financial statements and the closing audit report also known as the auditor-general's observation report, must be presented to the next ordinary meeting 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.

ALTERNATIVES CONSIDERED

N/A

Whitsunday Regional Council
Financial Statements
For the year ended 30 June 2023



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Whitsunday Regional Council

Statement of Comprehensive Income For the year ended 30 June 2023

	Note	2023 \$	2022 \$
Income			
Revenue			
Recurrent revenue			
Rates and levies	3 (a)	97,493,607	91,390,581
Sale of goods and major services	3 (b)	18,847,784	14,675,788
Fees and charges	3 (c)	4,108,132	4,201,420
Interest received		4,480,093	910,236
Sales of contract and recoverable works		6,042,321	7,229,938
Rental income		326,371	288,188
Grants, subsidies, contributions and donations	3 (d) (i)	9,833,430	9,829,633
Other recurrent income	3 (e)	2,184,583	2,473,962
Total recurrent revenue		143,316,321	130,999,746
Capital revenue			
Grants, subsidies, contributions and donations	3 (d) (ii)	26,354,278	62,299,790
Other capital income	4	2,490,538	754,400
Total capital revenue		28,844,816	63,054,190
Total income	2 (b)	172,161,137	194,053,936
Expenses			
Recurrent expenses			
Employee benefits	5	(39,701,137)	(36,155,112)
Materials and services	6	(60,402,208)	(54,446,386)
Finance costs	7	(4,102,773)	(4,403,786)
Depreciation and amortisation			
Property, plant and equipment	15	(29,953,973)	(28,711,961)
Right of use assets	17	(504,849)	(490,710)
Total recurrent expenses		(134,664,940)	(124,207,955)
Capital expenses	8	(13,756,280)	(35,953,228)
Total expenses	2 (b)	(148,421,220)	(160,161,183)
Net result		23,739,917	33,892,753
Other comprehensive income			
Items that will not be reclassified to net result			
Increase/(decrease) in asset revaluation surplus	21	71,126,729	5,247,434
Total other comprehensive income for the year		71,126,729	5,247,434
Total comprehensive income for the year		94,866,646	39,140,187

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

Whitsunday Regional Council

Statement of Financial Position As at 30 June 2023

	Note	2023 \$	2022 \$
Current assets			
Cash and cash equivalents	9	98,898,730	86,724,823
Investments	10	30,000,000	-
Trade and other receivables	11 (a)	10,603,952	12,343,398
Inventories	12	1,665,934	1,633,523
Contract assets	16 (a)	2,867,685	13,473,912
Other assets	13	6,524,445	5,337,327
		150,560,746	119,512,983
Non-current assets held for sale		1,655,000	2,910,000
Total current assets		152,215,746	122,422,983
Non-current assets			
Trade and other receivables	11 (b)	13,000	25,000
Investment property	14	2,100,000	2,040,000
Property, plant and equipment	15	1,271,128,735	1,207,885,238
Right of use assets	17 (a)	2,239,719	1,905,661
Total non-current assets		1,275,481,454	1,211,855,899
Total assets	2 (b)	1,427,697,200	1,334,278,882
Current liabilities			
Trade and other payables	18	16,826,723	14,856,998
Contract liabilities	16 (b)	7,400,254	5,614,986
Provisions	19	10,336,866	11,536,892
Borrowings	20	5,781,353	5,548,994
Lease liabilities	17 (b)	403,563	403,872
Total current liabilities		40,748,759	37,961,742
Non-current liabilities			
Trade and other payables	18	4,498,279	4,358,035
Provisions	19	22,866,308	22,556,735
Borrowings	20	63,233,438	68,907,094
Lease liabilities	17 (b)	1,895,551	1,523,099
Total non-current liabilities		92,493,576	97,344,963
Total liabilities		133,242,335	135,306,705
Net community assets		1,294,454,865	1,198,972,177
Community equity			
Asset revaluation surplus	21	433,807,357	362,680,627
Retained surplus		860,647,508	836,291,550
Total community equity		1,294,454,865	1,198,972,177

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

Whitsunday Regional Council

Statement of Changes in Equity For the year ended 30 June 2023

	Note	Total		Retained surplus		Asset revaluation surplus Note 21	
		2023	2022	2023	2022	2023	2022
		\$	\$	\$	\$	\$	\$
Balance at beginning of year		1,198,972,177	1,155,016,109	836,291,550	797,582,916	362,680,627	357,433,193
Assets not previously recognised	15	616,041	4,815,881	616,041	4,815,881	-	-
Restated opening balances		1,199,588,218	1,159,831,990	836,907,591	802,398,797	362,680,627	357,433,193
Net result		23,739,917	33,892,753	23,739,917	33,892,753	-	-
Other comprehensive income for the year							
Revaluations:							
Property, plant & equipment	15	71,126,654	5,274,934	-	-	71,126,654	5,274,934
Change in value of future rehabilitation costs	21	76	(27,500)	-	-	76	(27,500)
Total comprehensive income for year		94,866,647	39,140,187	23,739,917	33,892,753	71,126,730	5,247,434
Balance at end of year		1,294,454,865	1,198,972,177	860,647,508	836,291,550	433,807,357	362,680,627

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

Whitsunday Regional Council

Statement of Cash Flows For the year ended 30 June 2023

	Note	2023 \$	2022 \$
Cash flows from operating activities			
Receipts from customers		138,927,692	131,755,391
Payments to suppliers and employees		(107,397,736)	(101,960,069)
Interest received		4,480,093	910,236
Rental income		326,371	288,188
Non capital grants and contributions		10,133,235	11,254,434
Borrowing costs		(2,742,616)	(2,962,173)
Net cash inflow from operating activities	26	43,727,039	39,286,007
Cash flows from investing activities			
Payments for property, plant and equipment	15	(34,767,023)	(73,039,140)
Payments for investment property	14 & 15	(161,566)	(30,603)
Repayments from (advances of) loans to community organisations		17,000	12,000
Proceeds from sale of property, plant and equipment		375,684	537,617
Non-current assets held for sale - Proceeds from sale		1,482,855	-
Grants, subsidies, contributions and donations		37,769,252	48,000,207
Payments for rehabilitation work	19	(361,274)	(992,599)
Net transfer (to) from cash investments	10	(30,000,000)	-
Net cash outflow from investing activities		(25,645,072)	(25,512,518)
Cash flows from financing activities:			
Repayment of borrowings	20	(5,441,297)	(5,210,943)
Repayments made on leases (principal only)	17	(466,763)	(454,787)
Net cash inflow (outflow) from financing activities		(5,908,060)	(5,665,730)
Net increase in cash and cash equivalents held		12,173,907	8,107,759
Cash and cash equivalents at beginning of the financial year		86,724,823	78,617,064
Cash and cash equivalents at end of the financial year	9	98,898,730	86,724,823

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

Whitsunday Regional Council

Notes to the Financial Statements

For the year ended 30 June 2023

1 Information about these financial statements

1.1 Basis of preparation

These general purpose financial statements are for the period 1 July 2022 to 30 June 2023 and have been prepared in compliance with the requirements of the *Local Government Act 2009* and the *Local Government Regulation 2012*.

Council is a not-for-profit entity for financial reporting purposes and these financial statements comply with Australian Accounting Standards and interpretations as applicable to not-for-profit entities.

These financial statements have been prepared under the historical cost convention except for the revaluation of certain classes of property, plant and equipment and investment property.

1.2 Constitution

The Whitsunday Regional Council (Council) is constituted under the *Queensland Local Government Act 2009* and is domiciled in Australia.

1.3 New and revised Accounting Standards adopted during the year

Council adopted all standards which became mandatorily effective for annual reporting period beginning on 1 July 2022, none of the standards had a material impact on reported positions, performance and cash flows.

1.4 Standards issued by the AASB not yet effective

The AASB has issued Australian Accounting Standards and Interpretations which are not effective at 30 June 2023, these standards have not been adopted by Council and will be included in the financial statements on their effective date. None of these standards are expected to have a material impact on reported positions, performance and cash flows.

1.5 Estimates and judgements

In the application of Council's accounting policies, management is required to make judgements, estimates and assumptions about carrying values of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates. The estimates and ongoing assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised and in future periods as relevant.

Judgements, estimates and assumptions that have a potential significant effect are outlined in the following financial statement notes:

Valuation of Investment Property - note 14
Valuation and depreciation of property, plant and equipment - note 15
Provisions - note 19
Contingent liabilities - note 24
Financial liabilities - note 27
Revenue recognition - note 3
Leases - note 17

1.6 Rounding and comparatives

The financial statements are in Australian dollars and have been rounded to the nearest \$1, unless otherwise stated.

Comparative information has been restated where necessary to be consistent with disclosures in the current reporting period and the introduction of a new financial class of assets in note 15.

1.7 Volunteer services

Council is in receipt of volunteer services provided by Townsville Correctional Centre's Bowen Women's Work Camp. The Work Camp team supports the performance of tasks such as maintenance of fences, cemeteries, playgrounds & showground and participates in restoration & general maintenance projects. Although the fair value of these volunteer services can be reliably measured, as these services would not be purchased if they were not donated, they have not been recognised as per AASB 1058. Council partners with Queensland Corrective Services to provide beneficial works projects for the community, and rehabilitate offenders to assist with their return to society.

1.8 Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax (GST). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

The Council pays payroll tax to the Queensland Government on certain activities.



Notes to the Financial Statements For the year ended 30 June 2023

2 Analysis of Results by Function

(a) Components of council functions

The activities relating to the Council's components reported on in Note 2 (b) are as follows :

Office of the Chief Executive

Incorporates Human Resources, Communications, the offices of the Mayor, Councillors and the Chief Executive Officer to set and achieve Council's goals and objectives for the citizens of the Whitsunday region by providing direction, support, co-ordination, sound resource management policy and achieve effective and efficient management of Council's assets and resources.

Corporate Services

Corporate Services is responsible for the provision of efficient, effective and accountable financial and administrative services to Council and the community it serves. The core branches include Governance and Administration, Asset Management, Financial Services, Procurement, Property & Fleet, and Information Services.

Development Services

Planning and Development Services caters for Council's aim to achieve sustainable development in the region's communities through Planning Strategies, Development Assessment, Building Certification and Plumbing Certification.

Community Services

Community and Environmental Services caters for Council's aim to achieve sustainability by maintaining a healthy economy, vibrant communities and a thriving biophysical environment. This includes environmental health, natural resource management, local laws, libraries and function centres. This area also manages Council's customer contact centres.

Infrastructure Services

To provide well-constructed, safe & efficient transport infrastructure networks, engineering services, quarry operations, cemetery and public open space management to meet the community's current and future needs.

Waste Management

To protect public health, safety and the environment by the provision of an efficient system for safe collection, transportation, recycling and disposal of waste products.

Airport, Port Operations and Tourism

To maintain public airports and ports that provide air and sea transportation for the community, tourist and industry as well as smaller airstrips within the region, economic development and tourism, to support a strong and diverse economy.

Water Services

To meet the community needs for potable water by the efficient purchase, treatment, storage and distribution of water to consumers.

Sewerage Services

To protect public health, safety and the environment by the provision of an efficient system for safe collection, transportation, treatment and disposal of sewage waste.

Attachment 13.2.6.1 2023 Whitsunday Regional Council Financial Statement - signed

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

2 Analysis of results by function

(b) Revenue, expenses and assets have been attributed to the following functions :

b) Revenue, expenses and assets have been attributed to the following functions :													
Programs	Gross program income				Elimination of Inter-function transactions	Total income	Gross program expenses		Elimination of Inter-function transactions	Total expenses	Operating surplus/(deficit) from recurrent operations	Net result for year	Total Assets
	Recurrent revenue		Capital revenue				Recurrent	Capital					
	Grants	Other	Grants	Other									
	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	as at 30/6/23
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Office of the Chief Executive	148,295	123,909	-	-	-	272,204	(4,339,236)	(104,707)	173,251	(4,270,692)	(4,067,032)	(3,998,488)	6,610,993
Corporate Services	4,291,539	77,126,450	863,310	269,337	(18,330,603)	64,220,033	(11,341,208)	(913,905)	796,758	(11,458,355)	70,076,781	52,761,678	234,448,833
Development Services	-	1,825,916	3,029,512	-	-	4,855,428	(5,015,938)	-	789,209	(4,226,729)	(3,190,022)	628,699	-
Community Services	1,054,569	3,487,362	32,540	-	-	4,574,471	(20,856,465)	(404,543)	2,763,604	(18,497,404)	(16,314,534)	(13,922,933)	39,617,195
Infrastructure Services	4,252,535	7,180,374	18,894,291	323	(94,382)	30,233,141	(50,232,645)	(12,123,964)	8,274,403	(54,082,206)	(38,799,736)	(23,849,065)	684,713,482
Waste Management	6,617	12,216,774	-	2,220,925	(905,952)	13,538,364	(10,748,328)	(1,774)	1,235,555	(9,514,547)	1,475,063	4,023,817	13,830,347
Airport, Port Operations and Tourism	78,000	12,181,143	3,344,704	(47)	-	15,603,800	(16,069,329)	(1,416)	1,023,645	(15,047,100)	(3,810,186)	556,700	110,692,149
Water Services	6,875	22,164,301	189,921	-	(626,551)	21,734,546	(20,379,204)	(1,806)	2,826,319	(17,554,691)	1,791,972	4,179,855	162,589,304
Sewerage Services	(5,000)	17,641,901	-	-	(507,751)	17,129,150	(16,147,826)	(204,165)	2,582,495	(13,769,496)	1,489,075	3,359,654	175,194,897
Total	9,833,430	153,948,130	26,354,278	2,490,538	(20,465,239)	172,161,137	(155,130,179)	(13,756,280)	20,465,239	(148,421,220)	8,651,381	23,739,917	1,427,697,200

Programs	Restated												
	Gross program income				Elimination of Inter-function transactions	Total income	Gross program expenses		Elimination of Inter-function transactions	Total expenses	Operating surplus/(deficit) from recurrent operations	Net result for year	Total Assets
	Recurrent revenue		Capital revenue				Recurrent	Capital					
	Grants	Other	Grants	Other									
	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	as at 30/6/22
\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	
Office of the Chief Executive	309,915	156,255	-	-	-	466,170	(3,347,809)	-	185,326	(3,162,483)	(2,881,639)	(2,696,313)	-
Corporate Services	5,876,520	72,768,524	12,320,704	106,323	(20,202,603)	70,869,468	(6,898,018)	(549,406)	388,407	(7,059,017)	71,747,026	63,810,451	211,641,506
Development Services	-	1,889,063	1,392,366	-	-	3,281,429	(4,188,323)	-	897,288	(3,291,035)	(2,299,260)	(9,606)	-
Community Services	575,993	3,074,094	1,360,701	-	-	5,010,788	(19,486,995)	(43,847)	3,124,200	(16,406,642)	(15,836,908)	(11,395,854)	14,955,142
Infrastructure Services	2,156,442	9,692,309	36,681,672	127,427	(102,239)	48,555,611	(52,631,648)	(12,276,922)	10,146,246	(54,762,324)	(40,782,897)	(6,206,713)	629,934,596
Waste Management	(5,403)	10,456,381	-	520,650	(801,997)	10,169,631	(9,863,070)	(17,568,890)	1,271,227	(26,160,733)	587,908	(15,991,102)	13,584,145
Airport, Port Operations and Tourism	913,962	7,632,829	5,725,819	-	-	14,272,610	(12,568,936)	(2,869,121)	1,078,796	(14,359,261)	(4,022,145)	(86,651)	121,224,535
Water Services	1,102	21,751,700	3,974,851	-	(1,703,387)	24,024,266	(22,241,400)	(1,082,464)	3,166,145	(20,157,719)	(488,598)	3,866,547	169,231,633
Sewerage Services	1,102	16,679,264	843,677	-	(120,080)	17,403,963	(15,912,062)	(1,562,578)	2,672,671	(14,801,969)	768,304	2,601,994	173,707,321
Total	9,829,633	144,100,419	62,299,790	754,400	(22,930,306)	194,053,936	(147,138,261)	(35,953,228)	22,930,306	(160,161,183)	6,791,791	33,892,753	1,334,278,882

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
3 Revenue			
(a) Rates, levies and charges			
Rates, levies and charges are recognised as revenue when Council obtains control over the assets comprising these receipts which is the beginning of the rating period to which they relate. Prepaid rates are recognised as a financial liability until the beginning of the rating period.			
General rates		56,831,218	53,731,316
Water		11,923,978	11,186,249
Water consumption, rental and sundries		7,959,531	7,022,545
Sewerage		18,015,273	17,461,001
Waste management		7,515,803	6,577,269
Rates and utility charge revenue		102,245,803	95,978,380
Less: Discounts		(4,034,918)	(3,884,682)
Less: Pensioner remissions		(717,278)	(703,117)
Net rates, levies and charges		97,493,607	91,390,581
(b) Sale of goods and major services			
Sale of goods is recognised at the point in time when the performance obligation is completed or when the service is rendered.			
Council generates revenues from a number of services. The performance obligation relates to the specific services which are provided to the customers and generally the payment terms are within 30 days of the provision of the service or in some cases, the customer is required to pay on arrival, for example caravan parks. There is no material obligation for Council in relation to refunds or returns. Contract revenue and associated costs are recognised by reference to the stage of completion of the contract activity based on costs incurred at the reporting date. Revenue is measured at the fair value of consideration received or receivable in relation to that activity. Where consideration is received for the service in advance it is included in other liabilities and is recognised as revenue in the period when the service is performed.			
Lake Proserpine Commercial services		279,130	166,778
Parking and other ranger services		1,813,316	1,500,441
Refuse tips and transfer station charges		2,886,758	2,690,859
Aerodrome charges		6,180,220	4,506,407
Quarry charges		2,383,066	3,160,805
Shute Harbour commercial activities		3,365,156	1,071,841
Caravan parks fees and charges		1,057,642	1,012,510
Water and sewerage fees and charges		585,494	566,147
Entertainment & community centres		297,002	-
		18,847,784	14,675,788
(c) Fees and charges			
Revenue arising from fees and charges is recognised at the point in time when the performance obligation is completed and the customer receives the benefit of the goods / services being provided.			
Licences granted by Council are all either short-term or low value and all revenue from licences is recognised at the time that the licence is granted rather than the term of the licence.			
Revenue from infringements is recognised on issue of infringement notice after applying the expected credit loss model relating to impairment of receivables for initial recognition of statutory receivables.			
Lodgement fees		1,699,466	1,732,469
Dog registrations		234,200	234,420
Inspection fees		87,363	75,839
Licences and permits		706,096	677,358
Fines and infringements		601,345	500,919
Search Fees		317,050	422,413
Other statutory fees		111,321	179,324
User fees and charges		351,291	378,678
		4,108,132	4,201,420

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
3 Revenue (continued)			
(d) Grants, subsidies, contributions and donations			
<u>Grant income under AASB 15</u>			
Where grant income arises from an agreement which is enforceable and contains sufficiently specific performance obligations, then the revenue is recognised when conformance to each performance obligations is satisfied.			
The performance obligations are varied based on the agreement but include delivery of services and events. Payment terms vary depending on the terms of the grant, cash is received upfront for some grants and on the achievement of certain milestones for others.			
Each performance obligation is considered to ensure that the revenue recognition reflects the transfer of control. Within grant agreements there may be some performance obligations where control transfers at a point in time and others which have continuous transfer of control over the life of the contract.			
Where control is transferred over time, generally the input methods being either costs incurred or time elapsed are deemed to be the most appropriate methods to reflect the transfer of benefit.			
<u>Grant income under AASB 1058</u>			
Assets arising from grants in the scope of AASB 1058 are recognised at the assets fair value when the asset is received. Council considers whether there are any related liability or equity items associated with the assets which are recognised.			
Once the assets and liabilities have been recognised, then income is recognised for any remaining asset value at the time that the asset is received.			
<u>Capital grants</u>			
Capital grants received to enable Council to acquire or construct an item of property, plant and equipment to identified specifications, which will be under Council's control and which is enforceable, are recognised as revenue as and when the obligation to construct or purchase is completed. For construction projects, this is generally as the construction progresses in accordance with costs incurred, since this is deemed to be the most appropriate measure of the completeness of the construction project as there is no profit margin.			
Where assets are donated or purchased for significantly below fair value, the revenue is recognised when the asset is acquired and controlled by Council.			
(i) Operating			
General purpose grants		7,042,252	7,764,684
State Government subsidies & grants		2,057,449	1,904,117
State Government grant for flood damage		659,265	72,466
Contributions		74,464	88,366
Total recurrent revenue		9,833,430	9,829,633
Council has not spent all recurrent grants in the year received and therefore Council has established an internal reserve for this purpose.			
Developers pay infrastructure charges for trunk infrastructure, such as pump stations, treatment works, water & sewer mains, and water pollution control works. These infrastructure charges are not within the scope of AASB 1058 because there is no performance obligation associated with them. Consequently, the infrastructure charges are recognised as income when received.			
(ii) Capital			
(a) Monetary revenue designated for capital funding purposes:			
Commonwealth government grants		1,832,699	5,235,848
State Government subsidies & grants		3,653,028	20,149,353
NDRRA flood damage grants for capitalised repairs		16,044,049	26,704,325
Infrastructure charges		4,147,787	2,655,816
		25,677,563	54,745,342

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
3 Revenue (continued)			
Physical assets contributed to Council by developers in the form of road works, stormwater, water & wastewater infrastructure, and park equipment are recognised as revenue when the development becomes "off maintenance" (i.e. the Council obtains control of the assets and becomes liable for any ongoing maintenance) and there is sufficient data in the form of drawings and plans to determine the approximate specifications and values of such assets. All non-cash contributions in excess of the recognition threshold are recognised at the fair value of the contribution received on the date of acquisition. A non-current asset is also recognised if the value is in excess of the recognition threshold.			
(b) Non-monetary revenue received is analysed as follows:			
Developer assets contributed by developers at fair value	15	676,715	7,554,448
Total capital revenue		26,354,278	62,299,790
Total grants, subsidies, contributions and donations		36,187,708	72,129,423
(iii) Timing of revenue recognition for grants, subsidies, contributions and donations			
Grants and subsidies			
Revenue recognised at a point in time		7,384,347	9,567,558
Revenue recognised over time		23,904,395	52,263,235
Contributions			
Revenue recognised at a point in time		4,898,966	10,298,630
Revenue recognised over time		-	-
		36,187,708	72,129,423
(e) Other recurrent income			
Government reimbursements		1,350,797	1,312,910
Other recurrent		833,786	1,161,052
		2,184,583	2,473,962
4 Other capital income			
Revaluation of investment property	14	-	106,323
Gain on sale of non-current assets		269,290	-
Changes arising from revisions of future restoration expenditure - Quarry rehabilitation	19	45,202	127,427
Reduction in rehabilitation provision on land not controlled by Council	19	752,296	520,650
Changes arising from future restoration provision costs	19	1,423,750	-
		2,490,538	754,400
5 Employee benefits			
Total staff wages and salaries		28,979,085	26,781,354
Councillors' remuneration		547,460	551,808
Annual, sick and long service leave entitlements		6,603,153	5,215,591
Termination benefits		77,490	195,923
Superannuation	25	3,713,360	3,507,493
		39,920,548	36,252,169
Other employee related expenses		1,569,422	1,652,269
		41,489,970	37,904,438
Less: Capitalised employee expenses		(1,788,833)	(1,749,326)
		39,701,137	36,155,112
Councillor remuneration represents salary paid as per the Local Government Remuneration Commission report 2021.			
Total Council employees at the reporting date:			
		2023 Number	2022 Number
Elected members		7	6
Administration staff		188	187
Depot and outdoors staff		192	182
Total full time equivalent employees		387	375

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
6 Materials and services			
Audit of annual financial statements by the Auditor-General of Queensland		135,000	126,040
Community donations, grants, subsidies & contributions		2,429,320	2,265,428
Legal services		1,973,363	815,410
Insurance		2,797,616	2,385,749
Consultants & services		1,599,412	2,276,742
Contractors		20,851,731	19,225,844
Plant & equipment		5,306,677	4,502,636
Advertising & marketing		783,063	783,903
Cost of inventories		497,722	402,941
Communications & IT		4,524,771	4,361,413
Repairs & maintenance & utility charges		3,650,664	3,084,500
Raw materials & consumables		9,142,370	8,373,344
Registrations & subscriptions		112,935	140,736
Safety		911,545	889,106
Purchase of water		2,708,126	2,604,327
Low-value leases	17	67,732	68,824
Other material and services		2,209,097	1,492,993
Direct expenses in investment properties		701,064	646,450
		60,402,208	54,446,386
7 Finance costs			
Finance costs charged by the Queensland Treasury Corporation		2,698,894	2,923,156
Bank charges		374,891	331,895
Impairment of receivables and bad debts written off		220,833	962,025
Quarry rehabilitation - change in present value	19	27,701	11,894
Landfill rehabilitation - change in present value	19	736,732	135,799
Interest on leases	17	43,722	39,017
		4,102,773	4,403,786
8 Capital expenses			
Loss on sale of capital assets		-	106,760
Loss on write-off of capital assets	15	13,654,714	18,005,987
Loss on write-off of investment properties	14	12,913	26,926
Revaluation down of investment properties	14	88,653	-
Increase in the rehabilitation provision, due to recognition of new sites or a change in the estimated future cost - Landfill remediation	19	-	17,568,890
Change in future cost for the Quarry rehabilitation	19	-	244,665
Total capital expenses		13,756,280	35,953,228
9 Cash and cash equivalents			
Cash and cash equivalents in the Statement of Cash Flows includes cash at bank and on hand, all cash and cheques receipted but not banked at the year end and deposits held at call with the Queensland Treasury Corporation.			
Cash at bank and on hand		2,345,231	244,219
Deposits at call		96,553,499	86,480,604
Balance per Statement of Cash Flows		98,898,730	86,724,823
Councils cash and cash equivalents are subject to a number of external restrictions that limit amounts available for discretionary or future use.			
Externally imposed expenditure restrictions at the reporting date relate to the following cash assets:			
Restricted government grants and subsidies		7,400,254	5,614,986
Restricted developer contributions		13,856,048	11,171,134
Waste levy refund received in advance	18	5,899,626	5,828,035
Cash at bank and on hand at 30 June 2023 includes a lump sum received from the State government for the future years of the State Waste Levy. Council received this advance in the 2021/22 and 2022/23 financial years and there are currently only four years remaining. This payment is to mitigate the direct impacts on households.			
Total externally restricted cash		27,155,928	22,614,155
Unrestricted cash		71,742,802	64,110,668

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
9 Cash and cash equivalents continued			
Cash and deposits at call are held in the National Australia Bank (NAB) and Queensland Treasury Corporation in normal term deposits and business cheque accounts.			
Trust funds held for outside parties			
Funds held in the trust account on behalf of outside parties include those funds from the sale of land for arrears in rates, deposits for the contracted sale of land, security deposits lodged to guarantee performance and unclaimed monies (e.g. wages) paid into the trust account by Council. Council performs only a custodian role in respect of these monies and because the monies cannot be used for Council purposes, they are not considered revenue nor brought to account in the financial statements since Council has no control over the assets.			
Trust funds held for outside parties			
Monies collected or held on behalf of other entities yet to be paid out to or on behalf of those entities		33,591	33,572
Security deposits		2,879,984	2,381,699
		2,913,575	2,415,271
10 Investments			
Term deposits in excess of 3 months are reported as Investments. Investments are held with financial institutions, which are rated A-1+ and A-2 based on rating agency Standard and Poor's ratings. Whilst not capital guaranteed, the likelihood of a credit failure is assessed as low.			
Total investments		30,000,000	-
11 Trade and other receivables			
Trade receivables are recognised at the amounts due at the time of sale or service delivery i.e. the agreed purchase price or contract price. Settlement of these amounts is required within 30 days from invoice date.			
Council applies normal business credit protection procedures prior to providing goods or services to minimise credit risk.			
Council has undertaken a comprehensive review of past records to determine an appropriate level of provision for debts that may be potentially uncollectible in the future. Based on this analysis, Council has determined the following as an appropriate basis for calculating the provision for doubtful debts.			
• Rates & Utility Charges Debtors - 0.025% of amounts outstanding past the due date • Infringement Debtors - 30% of amounts outstanding past the due date • Infringement Debtors - 100% of amounts outstanding > 12 months with SPER • Other General Debtors - 7.5% of amounts outstanding past the due date			
The collectability of receivables is assessed periodically and if there is objective evidence that Council will not be able to collect all amounts due, the carrying amount is impaired for potentially unrecoverable amounts, prior to the calculation of the provision.			
The provision for Rates & Utility Charges is low because Council is empowered under the provisions of the <i>Local Government Act 2009</i> to sell an owner's property to recover outstanding rates and utility charges.			

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
11 Trade and other receivables (continued)			
Loans and advances are recognised at the amount due at the time of the advance. Terms are usually a maximum of five years with interest charged at negotiated rates. Security is not normally obtained.			
(a) Current			
Rateable revenue		5,736,012	6,131,403
Other debtors		5,631,772	6,995,050
Less: Impairment		(775,832)	(795,055)
		10,591,952	12,331,398
Loans and advances to community organisations		1,007,000	1,012,000
Less: Impairment		(995,000)	(1,000,000)
		10,603,952	12,343,398
(b) Non-current			
Loans and advances to community organisations		13,000	25,000
Interest is charged on outstanding rates and levies at a rate of 8.17% per annum, compounded daily. No interest is charged on other debtors. There is no concentration of credit risk for rates and utility charges, fees and other debtors receivable.			
Loans relate to advances made to various sporting bodies. These loans arise from time to time and are subject to negotiated interest rates. The credit risk on these loans is considered medium to high.			
Movement in accumulated impairment losses (trade and other receivables) is as follows:			
Opening balance		1,795,055	1,407,971
Less: Debts written off during the year		(245,055)	(574,941)
Impairment adjustment in period		250,390	1,454,246
Less: Impairments reversed		(29,558)	(492,221)
Closing balance		1,770,832	1,795,055
Ageing of past due receivables and the amount of any impairment is disclosed in the following table:			
Not past due		5,236,396	6,439,645
Past due 31-60 days		305,548	949,440
Past due 61-90 days		56,775	70,187
More than 90 days		6,789,065	6,704,181
Impaired		(1,770,832)	(1,795,055)
Total		10,616,952	12,368,398
12 Inventories			
Stores, raw materials and quarry inventory held are valued at cost and include where applicable direct material, direct labour and other indirect costs.			
Inventories held for distribution (internal consumption) are:			
• goods to be supplied at no, or nominal charge, and			
• goods to be used for the provision of services at no or nominal charge.			
Inventory held for distribution is valued at cost, adjusted, when applicable, for any loss of service potential.			
Inventories for internal use			
Quarry and road materials		660,761	683,788
Stores and materials		926,823	784,160
Shute Harbour fuel		78,350	165,575
Closing Balance		1,665,934	1,633,523
13 Other assets			
Water charges not yet levied		4,050,000	3,500,000
GST recoverable		520,916	783,944
Prepayments		1,953,529	1,053,383
		6,524,445	5,337,327

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
14 Investment property			
Investment properties are properties held for the primary purpose of earning rentals and/or capital appreciation.			
Investment properties are measured using the fair value model. This means all investment properties are initially recognised at cost (including transaction costs) and then subsequently revalued annually at the balance date by a registered valuer. Where investment property is acquired at no or nominal cost it is recognised at fair value on initial recognition.			
Gains or losses arising from changes in the fair value of investment properties are recognised as income or expenses respectively for the period in which they arise. Investment property is not depreciated and is not tested for impairment.			
Owned investment property			
Fair value at beginning of financial year		2,040,000	1,930,000
Revaluation adjustment to income statement	4 & 8	(88,653)	106,323
Acquisitions	15	161,566	30,603
Assets written-off in the period	8	(12,913)	(26,926)
Fair value at end of financial year		2,100,000	2,040,000
Investment properties comprises of:			
Proserpine Caravan Park			
Wangaratta Caravan Park			
Investment properties were valued at fair value by Gregory Williams API No: 66044, QVRB No: 2004 from Herron Todd White, an independent professionally qualified valuation firm, as at 30 June 2023. Herron Todd White valuers have extensive experience in valuing properties of this nature in the Whitsunday Regional Council and surrounding areas.			
Further information about the valuation techniques used to derive fair value are included in note 15.			
Income from the investment properties are shown in note 3(b).			
Operating expenses in respect of investment properties are shown in note 6.			



Notes to the Financial Statements
For the year ended 30 June 2023

15 Property, plant and equipment

Note	Land and Improvements	Buildings and Other Structures	Plant and Equipment	Transport Infrastructure	Water Infrastructure	Sewerage Infrastructure	Marine Infrastructure	Works in progress	Total
	Fair Value 2023	Fair Value 2023	Cost 2023	Fair Value 2023	Fair Value 2023	Fair Value 2023	Fair Value 2023	Cost 2023	2023
	\$	\$	\$	\$	\$	\$		\$	\$
Basis of measurement									
Asset Values									
Opening gross value as at 1 July 2022	48,299,430	147,189,569	66,340,930	694,873,237	311,326,886	228,172,085	40,340,570	97,992,733	1,634,535,440
Found assets first recognised	-	55,948	42,205	422,753	71,622	23,514	-	-	616,042
Additions at cost	-	-	-	-	-	-	-	34,928,589	34,928,589
Internal transfers from work in progress	431,153	21,803,568	8,994,260	26,097,370	380,735	374,278	505,995	(58,587,359)	-
Contributed assets at valuation	-	-	-	676,715	-	-	-	-	676,715
Disposals	-	(205,818)	(896,296)	-	-	-	-	-	(1,102,114)
Write-offs	-	(4,375,964)	(189,085)	(16,590,598)	(9,892)	(459,156)	-	-	(21,624,695)
Revaluation adjustment to other comprehensive income	-	17,364,725	-	69,348,633	-	-	-	-	86,713,358
Internal transfers between asset classes	-	(221,953)	91,953	(2,701,804)	-	-	2,831,804	-	-
Transfer to investment properties	-	-	-	-	-	-	-	(161,566)	(161,566)
Closing gross value as at 30 June 2023	48,730,583	181,610,075	74,383,967	772,126,306	311,769,351	228,110,721	43,678,369	74,172,397	1,734,581,769
Accumulated depreciation and impairment									
Opening balance as at 1 July 2022	26,155	44,931,709	33,210,503	113,519,310	167,527,642	66,420,834	1,014,049	-	426,650,202
Internal transfers between asset classes	-	(6,791)	5,522	(93,885)	-	-	95,154	-	-
Depreciation provided in period	1,246	5,104,855	5,074,320	8,872,850	5,649,483	4,619,189	632,030	-	29,953,973
Depreciation on disposals	-	(93,935)	(673,929)	-	-	-	-	-	(767,864)
Depreciation on write-offs	-	(2,654,337)	(162,848)	(4,889,718)	(8,086)	(254,992)	-	-	(7,969,981)
Revaluation adjustment to other comprehensive income	-	4,033,194	-	11,553,510	-	-	-	-	15,586,704
Accumulated depreciation as at 30 June 2023	27,401	51,314,695	37,453,568	128,962,067	173,169,039	70,785,031	1,741,233	-	463,453,034
Total written down value as at 30 June 2023	48,703,182	130,295,380	36,930,399	643,164,239	138,600,312	157,325,690	41,937,136	74,172,397	1,271,128,735
Range of estimated useful life in years	Land: Not depreciated. Improvements: 0 - 50	3 - 100	1 - 60	10 - 400	3 - 240	5 - 240	40 - 80	n/a	n/a
Addition of renewal assets	-	-	-	-	-	-	-	23,955,631	23,955,631
Addition of other assets	-	-	-	-	-	-	-	10,972,958	10,972,958
Total additions in period	-	-	-	-	-	-	-	34,928,589	34,928,589

Whitsunday Regional Council

Notes to the financial statements
For the year ended 30 June 2023

15 Property, plant and equipment		Restated							
	Note	Land and Improvements	Buildings and Other Structures	Plant and Equipment	Transport Infrastructure	Water Infrastructure	Sewerage Infrastructure	Marine Infrastructure	Works in progress
		Fair Value 2022	Fair Value 2022	Cost 2022	Fair Value 2022	Fair Value 2022	Fair Value 2022	Fair Value 2022	Cost 2022
		\$	\$	\$	\$	\$	\$	\$	\$
Asset Values									
Opening gross value as at 1 July 2021		43,238,096	129,058,141	60,273,649	680,629,832	298,224,879	202,529,887	6,136,903	150,197,343
Found assets first recognised		-	130,000	-	4,402,154	620,371	39,838	-	-
Additions at cost		-	-	-	-	-	-	-	73,069,743
Internal transfers from work in progress		-	23,131,551	8,642,174	20,525,019	14,048,486	24,692,853	34,203,667	(125,243,750)
Contributed assets at valuation	3	-	149,040	25,354	5,921,218	615,159	843,677	-	7,554,448
Disposals		-	-	(2,426,838)	-	-	-	-	(2,426,838)
Write-offs	8	-	(5,279,163)	(25,472)	(14,612,694)	(2,211,255)	(2,045,153)	-	(24,173,737)
Revaluation adjustment to other comprehensive income		5,274,934	-	-	-	-	-	-	5,274,934
Internal transfers between asset classes		-	-	(147,937)	(1,992,292)	29,246	2,110,983	-	-
Transfer to Non-current assets held for sale		(213,600)	-	-	-	-	-	-	(213,600)
Transfer to investment properties	14	-	-	-	-	-	-	-	(30,603)
Closing gross value as at 30 June 2022		48,299,430	147,189,569	66,340,930	694,873,237	311,326,886	228,172,085	40,340,570	97,992,733
Accumulated depreciation and impairment									
Opening balance as at 1 July 2021		24,909	43,019,717	30,634,446	106,420,916	162,377,931	62,258,447	775,604	-
Found assets first recognised		-	-	-	337,452	38,460	570	-	-
Internal transfers between asset classes		-	-	(3,668)	(9,879)	181	13,366	-	-
Depreciation provided in period		1,246	4,416,558	4,383,587	8,801,238	6,239,860	4,631,027	238,445	-
Depreciation on disposals		-	-	(1,782,461)	-	-	-	-	-
Depreciation on write-offs	8	-	(2,504,566)	(21,401)	(2,030,417)	(1,128,790)	(482,576)	-	-
Accumulated depreciation as at 30 June 2022		26,155	44,931,709	33,210,503	113,519,310	167,527,642	66,420,834	1,014,049	-
Total written down value as at 30 June 2022		48,273,275	102,257,860	33,130,427	581,353,927	143,799,244	161,751,251	39,326,521	97,992,733
Range of estimated useful life in years		Land: Not depreciated. Improvements: 0 - 50	0 - 120	0 - 60	0 - 400	0 - 240	5 - 240	0-120	n/a
Addition of renewal assets		-	-	-	-	-	-	-	28,132,808
Addition of other assets		-	-	-	-	-	-	-	44,936,935
Total additions in period		-	-	-	-	-	-	-	73,069,743

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

15 Property, plant and equipment

(a) Recognition

Each class of property, plant and equipment is stated at cost or fair value less, where applicable, any accumulated depreciation and accumulated impairment loss. Individual items of plant and equipment with a value of less than \$7,500 are treated as an expense in the year of acquisition. All other items of property, plant and equipment (including assets which are treated as network assets) are capitalised.

Expenditure necessarily incurred in either maintaining the operational capacity of assets or ensuring that their original life estimates are achieved, is considered maintenance and is treated as an expense as incurred. Pre-feasibility project costs (which may involve research and development) are also treated as an expense in the year they are incurred.

Expenditure incurred in accordance with Disaster Recovery Funding Arrangements, on road assets is analysed to determine whether the expenditure is capital in nature or not. The analysis of the expenditure involves Council engineers reviewing the nature and extent of expenditure on a given asset. For example, expenditure that patches a road is generally maintenance in nature, whereas a kerb to kerb rebuild is treated as capital. Material expenditure that extends the useful life or renews the service potential of the asset is capitalised.

(b) Measurement

Acquisitions of assets are initially recorded at cost. Cost is determined as the fair value of the assets given as consideration plus costs incidental to the acquisition, including freight in, architect's fees and engineering design fees and all other establishment costs.

Property, plant and equipment received in the form of contributions, are recognised as assets and revenues at fair value.

Direct labour and materials and an appropriate proportion of overheads expenditure incurred in the purchase or construction of assets is treated as capital expenditure and is included in capital work in progress. Assets under construction are not depreciated until they are completed and commissioned, at which time they are capitalised to the appropriate property, plant and equipment asset class.

(c) Capital work in progress

The cost of property, plant and equipment being constructed by the Council includes the cost of purchased services, materials, direct labour and an appropriate proportion of labour on-costs.

(d) Depreciation

Land is not depreciated as it has an unlimited useful life. Depreciation on other property, plant and equipment assets is calculated on a straight-line basis so as to write-off the net cost or revalued amount of each depreciable asset, progressively over its estimated useful life to the Council. Management believes that the straight-line basis appropriately reflects the pattern of consumption of all Council assets.

Assets are depreciated from the date of acquisition or, in respect of internally constructed assets, from the time an asset is completed and commissioned ready for use.

Where assets have separately identifiable components that are subject to regular replacement, these components are assigned useful lives distinct from the asset to which they relate. Any expenditure that increases the originally assessed capacity or service potential of an asset is capitalised and the new depreciable amount is depreciated over the remaining useful life of the asset.

The depreciable amount of improvements to or on leasehold land is allocated progressively over the estimated useful lives of the improvements to the Council or the unexpired period of the lease, whichever is the shorter.

Depreciation methods and estimated useful lives of property, plant and equipment are reviewed at the end of each reporting period and adjusted where necessary to reflect any changes in the pattern of consumption, physical wear and tear, technical or commercial obsolescence, or management intentions. The condition assessments performed as part of the annual valuation process for assets measured at current replacement cost are used to estimate the useful lives of these assets at each reporting date.

(e) Land under roads

Land under the road network within the Council area that has been dedicated and opened for public use under the *Land Act 1994* or the *Land Title Act 1994* is not controlled by Council but is controlled by the state pursuant to the relevant legislation. Therefore, this land is not recognised in these financial statements.

(f) Impairment of non-current assets

Each non-current physical and intangible asset and group of assets is assessed for indicators of impairment annually.

(g) Valuation

(i) Valuation Processes

Council's valuation policies and procedures are set by Council, based on advice of the Asset Management Steering Committee which comprises the Director of Corporate Services, Manager Financial Services, Director of Infrastructure and Asset Custodians. Revaluations are undertaken by the revaluation working group with procedures reviewed annually taking into consideration an analysis of movements in fair value and other relevant information.

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

15 Property, plant and equipment (continued)

Land and improvements are measured at market value. Buildings and all infrastructure assets are measured on the revaluation basis, at fair value, in accordance with AASB 116 Property, Plant & Equipment and AASB 13 Fair Value Measurement. Other plant and equipment and work in progress are measured at cost.

Non-current physical assets measured at fair value are revalued, where required, so that the carrying amount of each class of asset does not materially differ from its fair value at the reporting date. This is achieved by engaging independent, professionally qualified condition assessors and valuers to determine the condition of the assets and the fair value (with the assets condition being one input) for each class of property, plant and equipment assets at least once every 5 years. This comprehensive valuation process involves the condition assessor/valuer making their own assessments of the condition of the assets at the date of inspection by either physically sighting a representative sample of Council assets across all asset classes or by referring to condition inspection information provided by another suitably qualified party.

In the intervening years between comprehensive valuations, Council reviews the asset categories for impairment, while checking against industry cost indexes for material changes in the fair value of Council's asset portfolio.

An analysis performed by management has indicated that, on average, the variance between an indexed asset value and the valuation by an independent valuer when performed is not significant and the indices used by Council are appropriate. This year, as in the past five years, Council has used the Local Government Association of Queensland Council Cost index (LGAQ CCI) which is an indicator of cost increases across the range of services and infrastructure delivered by local government.

Any revaluation increment arising on the revaluation of an asset is credited to the appropriate class of the asset revaluation surplus, except to the extent it reverses a revaluation decrement for the class previously recognised as an expense. A decrease in the carrying amount on revaluation is charged as an expense to the extent it exceeds the balance, if any, in the revaluation surplus of that asset class.

On revaluation, accumulated depreciation is restated with the change in the carrying amount of the asset and any change in the estimate of remaining useful life.

Separately identified components of assets are measured on the same basis as the assets to which they relate.

Recognised fair value measurements

Council measures and recognises the following assets at fair value on a recurring basis:

Investment properties

Property, plant and equipment

- Land and Improvements
- Buildings and Other Structures
- Transport Infrastructure
- Water Infrastructure
- Sewer Infrastructure
- Marine Infrastructure

In accordance with AASB 13 fair value measurements are categorised on the following basis:

- Fair value based on quoted prices (unadjusted) in active markets for identical assets or liabilities (Level 1)
- Fair value based on inputs that are directly or indirectly observable for the asset or liability (Level 2)
- Fair value based on unobservable inputs for the asset and liability (Level 3)

The following table categorises fair value measurements as either level 2 or level 3 in accordance with AASB 13. Council does not have any assets or liabilities measured at fair value which meet the criteria for categorisation as level 1.

The fair values of the assets are determined using valuation techniques which maximise the use of observable data, where it is available, and minimise the use of entity specific estimates. If all significant inputs required to fair value of an asset are observable, the asset is included in level 2. If one or more of the significant inputs is not based on observable market data, the asset is included in level 3. This is the case for Council infrastructure assets, which are of a specialist nature for which there is no active market for similar or identical assets. These assets are valued using a combination of observable and unobservable inputs.

The table presents Council's assets and liabilities measured and recognised at fair value at 30 June 2023.

	Note	Level 2 (Significant other observable inputs)	Level 2 (Significant other observable inputs)	Level 3 (Significant unobservable inputs)	Level 3 (Significant unobservable inputs)	Total	Total
		2023 \$	2022 \$	2023 \$	2022 \$	2023 \$	2022 \$
Recurring fair value measurements							
Investment Property							
- Investment property - Land and Buildings	14	2,100,000	2,040,000	-	-	2,100,000	2,040,000
Property, plant and equipment							
- Land and Improvements	15	48,703,182	48,273,275	-	-	48,703,182	48,273,275
- Buildings and Other Structures		-	-	130,295,380	102,257,860	130,295,380	102,257,860
- Transport Infrastructure		-	-	643,164,239	581,353,927	643,164,239	581,353,927
- Water Infrastructure		-	-	138,600,312	143,799,244	138,600,312	143,799,244
- Sewerage Infrastructure		-	-	157,325,690	161,751,251	157,325,690	161,751,251
- Marine Infrastructure		-	-	41,937,136	39,326,521	41,937,136	39,326,521
		50,803,182	50,313,275	1,111,322,757	1,028,488,803	1,162,125,939	1,078,802,078
Non-recurring fair value measurements							
Non-current assets held for sale		1,655,000	2,910,000	-	-	1,655,000	2,910,000

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

15 Property, plant and equipment (continued)

There were no transfers between levels of the asset hierarchy during the year.
Council's policy is to recognise transfers in and out of the fair value hierarchy levels as at the end of the reporting period.

(ii) Specific valuation techniques used to value Council assets comprise:

Investment Property

Investment property - Land and Buildings (Level 2)

Council obtains independent valuations every year for all investment properties. The last valuation was undertaken as at 30 June 2023.

Council's investment properties are caravan parks in areas with regular sales of comparable properties. Therefore they were valued using the sales comparison approach. Sales prices of comparable properties in close proximity are adjusted for differences in key attributes such as property size (Level 2).

Land and Improvements (Level 2)

In 2022, as per Local Government Regulation (2012), a comprehensive valuation revalued Land and Improvement Assets at market value. Market values have been derived from Direct Comparison Method with local market trends. Investigations through multiple data sources have provided sufficient recent sales evidence to enable the majority of the subject properties to be assessed.

Valuation

In the year ending 2022, the Land and Improvements comprehensive valuation was recognised in the accounts and reported an overall movement of 12.36% with an increase of \$5.78M in Council's land assets from 2018 to 2022.

Buildings and Other Structures (Level 3)

A comprehensive revaluation of fair value of Buildings and Other Structures was determined by an independent third party valuer effective 30 June 2023 using the independent condition inspections performed by an independent third party.

Inputs to the valuation include the design and construction, average cost of construction, condition and consumption score for each component. As these are supported by observable evidence obtained via inspection and market evidence they have been classified as Level 2 inputs. The unobservable inputs used to assess the level of remaining service potential required extensive professional judgement and impacted significantly on the final determination of fair value. As such these assets were classified as having been valued using Level 3 valuation inputs.

This method is based on determining the Replacement Cost of the modern equivalent (or cost of reproduction where relevant) and then adjusting for the level of consumed future economic benefit and impairment. This approach estimated the replacement cost for each asset by componentising the assets into significant parts with different useful lives and taking into account a range of factors. As a result, the revaluation for Building and Other Structures are classified as having been valued using Level 3 valuation inputs.

Valuation

In the year ending 30 June 2023, the class of Building and Other Structures was comprehensively revalued. Through the assessment of independent condition inspections data, current useful lives, and asset componentisation the revaluation of Buildings and Other Structures has produced an overall movement of 12% with a increase of \$13.5M in Fair Value from 2018 to 2023.

Infrastructure Assets (Level 3)

Infrastructure assets are valued using written down current replacement cost (CRC). This valuation comprises the asset's current replacement cost less accumulated depreciation calculated on the basis of such cost to reflect the already consumed or expired future economic benefits of the asset. Council first determined the gross cost of replacing the full service potential of the asset and then adjusted this amount to take account of the expired service potential of the asset.

CRC was measured by reference to the lowest cost at which the gross future economic benefits of the asset could currently be obtained in the normal course of business. Where existing assets were over designed, had excess capacity, or were redundant an adjustment was made so that the resulting valuation reflected the cost of replacing the existing economic benefits based on an efficient set of modern equivalent assets to achieve the required level of service output within the Council's planning horizon.

The unit rates (labour and materials) and quantities applied to determine the CRC of an asset or asset component were based on a "Greenfield" assumption meaning that the CRC was determined as the full cost of replacement with a new asset including components that may not need to be replaced, such as earthworks. The CRC was determined using methods relevant to the asset class as described under individual asset categories below.

Site improvements are depreciated over their useful life to Council. The useful life of landfill cells and some other improvements extends until the site becomes available for another use, as they continue to provide benefits over this period (including the monitoring period) by facilitating the safe disposal of waste.

Roads (including Kerb & Channel, Footpaths, Carparks, Retaining Walls and Fences)

Current replacement cost

Council categorises its road infrastructure into sealed and unsealed roads. Sealed roads and unsealed roads are managed in segments. Unsealed Road components were reviewed and componentised into pavement base and formation, disposing the pavement subbase under advice from RPEQ Engineers and the Valuer G7 Asset Management. Sealed Roads retained original components of formation, pavement base, pavement sub-base and surface. Council assumes that environmental factor such as soil type, climate and topography are consistent across each segment. Council also assumes a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials.

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

15 Property, plant and equipment (continued)

In the 2021 financial year, Transport Infrastructure was conditioned assessed and valued using the CRC approach to determine fair value. Observable inputs such as condition, useful and remaining service potential index (SPI) were examined. The Gross Current Value of assets were assessed on the basis of determining the Replacement Cost of the modern equivalent (or cost of reproduction where relevant) and then adjusting for the level of consumed future economic benefit and impairment. For internal construction estimates, material and services prices were based on existing supplier contract rates or supplier price lists and labour rates were based on Council's Enterprise Agreement (EA). All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Remaining useful lives were determined by the Valuer taking into consideration the visual condition, construction date, evidence of recent repairs or capital works, and the surrounding environmental factors.

Council roads are inspected annually with higher order roads inspected more frequently. Council has a rolling road maintenance and renewal program to ensure road assets are maintained at a useable condition.

Accumulated depreciation

In determining the level of physical obsolescence, roads were disaggregated into significant components which exhibited different useful lives, that are applicable as observed for roads in this region of Queensland.

Remaining useful lives were determined by the valuer taking into consideration the visual condition, construction date, evidence of recent repairs or capital works and the surrounding environmental factors.

Valuation

In the year ending 30th June 2023 the class of Roads Infrastructure was reviewed as a desktop valuation for material changes in fair value of $\pm 10\%$ since the last comprehensive valuation in 2021. The Valuer applied the LGAQ CCI of +6.9% (2023) which indicated that the cumulative change in value since 30 June 2021 was +9.83%, just below the $\pm 10\%$ threshold. However, due to the volatile changes in the LGAQ CCI and the material impact of this asset class, indexation has been applied effective 30 June 2023. Transport Infrastructure will be comprehensively revalued effective as at 30 June 2024.

Bridges

Current replacement cost

In 2021, as part of the Transport Infrastructure valuation, Bridges were assessed for condition and subjected to valuation by the Valuers. CRC was calculated by reference to the linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. For internal construction estimates, material and services prices were based on existing supplier contract rates or supplier price lists and labour rates were based on Council's EA. All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, CRC was based on the average of completed similar projects over the last few years.

Accumulated depreciation

In determining the level of physical obsolescence, remaining useful lives were determined based on condition assessments. The condition assessments were made using an eleven point scale with zero being the lowest and ten the highest. A zero condition assessment indicates an asset with an extremely high level of remaining service potential and ten represents an asset at the end of life.

Remaining useful lives were determined by the Valuer taking into consideration the visual condition, construction date, evidence of recent repairs or capital works and the surrounding environmental factors.

Valuation

In the year ending 30th June 2023, Bridge Infrastructure was reviewed as a desktop valuation for material changes in fair value of $\pm 10\%$ since the last comprehensive valuation in 2021. The Valuer applied the LGAQ CCI of +6.9% (2023) which indicated that the cumulative change in value since 30 June 2021 was +9.83%, just below the $\pm 10\%$ threshold. However, due to the volatile changes in the LGAQ CCI and the material impact of this asset class, indexation has been applied effective 30 June 2023. Transport Infrastructure will be comprehensively revalued effective as at 30 June 2024.

Drainage

Current replacement cost (CRC)

In 2021 as part of the Transport Infrastructure valuation, Stormwater Drainage assets were assessed for condition and subjected to valuation by the Valuers. CRC was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. For internal construction estimates, material and services prices were based on existing supplier contract rates or supplier price lists and labour wage rates were based on Council's EA. All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, CRC was based on the average of completed similar projects over the last few years.

Consistent with roads, Council assumes that environmental factors such as soil type, climate and topography are consistent across each segment and that a segment is designed and constructed to the same standard and uses a consistent amount of labour and materials. Where drainage assets are located underground and physical inspection is not possible, the age, size and type of construction material, together with current and planned maintenance records are used to determine the fair value at reporting date. Construction estimates were determined on a similar basis to roads.

Accumulated depreciation

In determining the level of physical obsolescence, drainage assets were disaggregated into significant components which exhibited different useful lives.

Valuation

Estimates of expired service potential and remaining useful lives were determined on a straight line basis based on industry standard practices and past experience, supported by maintenance programs.

In the year ending 30th June 2023, Drainage Infrastructure was reviewed as a desktop valuation for material changes in fair value of $\pm 10\%$ since the last comprehensive valuation in 2021. The Valuer applied the LGAQ CCI of +6.9% (2023) which indicated that the cumulative change in value since 30 June 2021 was +9.83%, just below the $\pm 10\%$ threshold. However, due to the volatile changes in the LGAQ CCI and the material impact of this asset class, indexation has been applied effective 30 June 2023. Transport Infrastructure will be comprehensively revalued effective as at 30 June 2024.

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

15 Property, plant and equipment (continued)

Water and Sewer Infrastructure

Current replacement cost (CRC)

In 2021 Water and Sewer Infrastructure were reviewed under the Infrastructure valuation review. Each of the classes of both financial categories were reviewed. CRC was calculated by reference to asset linear and area specifications, estimated labour and material inputs, services costs, and overhead allocations. For internal construction estimates, material and services prices were based on existing supplier contract rates or supplier price lists and labour wage rates were based on Council's EA. All direct costs were allocated to assets at standard usage quantities according to recently completed similar projects. Where construction is outsourced, CRC was based on the average of completed similar projects over the last few years.

The asset inventory and condition data was independently assessed by the Valuer via onsite visual assessments. The condition data was assigned using Council's Water and Sewerage Conditions Assessment Manual.

As per Council policy, the Valuer was engaged to provide Valuation Indices to determine if a revaluation is required in the interim period between comprehensive valuations and whether the cumulative indices are material for recognition of a change in Fair Value.

Accumulated depreciation

In determining the estimated rate of depreciation and the estimate of depreciation expense for each component, consideration was given to useful life, pattern of consumption and current stage of the asset lifecycle (being age based).

For sewerage gravity mains the assumption adopted is that the pipes will be replaced at end of useful life by trench excavation.

Valuation

Sewer Infrastructure

As at 31 December 2020, Sewer Assets specification were comprehensively reviewed and revalued. Sewer Mains and Nodes were the only asset categories to be revalued. Remaining sewer assets such as treatment plants, pumps and storage facilities were indexed by an aggregated indexed calculation from the last Valuation of 7.13%. The valuer applied an aggregate indexation from the last valuation of 7.13% (LGAQ CCI 5.88% (2018-2020) plus Rawlinson's calculation indexation of 1.25% as at 31/12/2020) to the remaining assets classes. This was applied in the 2021 financial year.

In the year ending 30th June 2023, Sewer Infrastructure was reviewed as a desktop valuation for material changes in fair value of $\pm 10\%$ since the last comprehensive valuation in 2020. The Valuer calculated the cumulative LGAQ CCI since 30 June 2021 as +9.83% (2023) and indicated that the change in value was not material, and therefore indexation has not been applied. Sewer Infrastructure will be comprehensively revalued effective as at 30 June 2024.

Water Infrastructure

As at 31 December 2020, Water Assets specification were comprehensively reviewed and revalued. All Water Assets were reviewed by an independent valuer and were found to be with construction equivalents. All water assets were indexed by an aggregated indexed calculation from the last Valuation of 7.13% (LGAQ CCI 5.88% (2018-2020) plus Rawlinson's calculation indexation of 1.25% as at 31/12/2020) to the remaining assets classes. The valuer applied the aggregate of 7.13% to the Water Infrastructure category.

In the year ending 30th June 2023, Water Infrastructure was reviewed as a desktop valuation for material changes in fair value of $\pm 10\%$ since the last comprehensive valuation in 2020. The Valuer applied cumulative LGAQ CCI since 30 June 2021 as +9.83% (2023) and indicated that the change in value was not material, and therefore indexation has not been applied. Water Infrastructure will be comprehensively revalued effective as at 30 June 2024.

The Cannonvale Reservoir (Asset) suffered potential damage from Cyclone Debbie. The exact extent of the damage (or if there has been any damage) can only be determined after the reservoir has been taken offline. The reservoir will only be taken offline once the new Cannon Valley reservoir has been brought online to ensure continuity of services. While the Asset is insured whether any damages would be covered and to what extent cannot be determined until the existence and extent of the damage has been ascertained. The Asset written down value as at 30 June 2018 was \$1,165,816. As a result of the uncertainty the condition of the asset has been downgraded and as at 30 June 2023 it's written down value is \$210,645.

Marine Infrastructure

Marine Infrastructure includes Pontoons, Jetties, Boat Ramps and Sea Walls across the region. The addition of Shute Harbour coupled with the requirement for specialist asset management for Marine assets triggered the assessment of this class as distinct from the Buildings & Other Structures and Transport Infrastructure for recognition, reporting, condition rating and valuations. Identified Marine Infrastructure assets were restated effective 30 June 2022.

In the year ending 30th June 2023, Marine Infrastructure was reviewed as a desktop valuation for material changes in fair value of $\pm 10\%$ since the last comprehensive valuation in 2021. The Valuer calculated the cumulative LGAQ CCI since 30 June 2021 as +9.83% (2023) and indicated that the change in value was not material, and therefore indexation has not been applied. Marine Infrastructure will be comprehensively revalued effective as at 30 June 2024.

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

16 Contract balances

Where the amounts billed to customers are based on the achievement of various milestones established in the contract, the amounts recognised as revenue in a given period do not necessarily coincide with the amounts billed to or certified by the customer.

When a performance obligation is satisfied by transferring a promised good or service to the customer before the customer pays consideration or before payment is due, Council presents the work in progress as a contract asset, unless the rights to that amount of consideration are unconditional, in which case Council recognises a receivable.

When an amount of consideration is received from a customer / fund provider prior to Council transferring a good or service to the customer, Council presents the funds which exceed revenue recognised as a contract liability.

(a) Contract assets

2023 \$	2022 \$
2,867,685	13,473,912

(b) Contract liabilities

Funds received upfront to construct Council controlled assets

Deposits received in advance of services provided

5,887,590	4,400,995
1,512,664	1,213,991
7,400,254	5,614,986

Current contract liabilities

7,400,254	5,614,986
7,400,254	5,614,986

Revenue recognised that was included in the contract liability balance at the beginning of the year:

Funds to construct Council controlled assets

Deposits received in advance of services provided

2,882,886	5,667,315
881,624	256,050
3,764,510	5,923,365

17 Leases

Council as a lessee

Council has leases in place over land and buildings. Council has applied the exception to lease accounting for leases of low-value assets and short-term leases.

Where Council assesses that an agreement contains a lease, a right of use asset and lease liability is recognised on inception of the lease. Council does not separate lease and non-lease components for any class of assets and has accounted for lease payments as a single component.

The right-of-use asset is measured using the cost model where cost on initial recognition comprises: the lease liability, initial direct costs, prepaid lease payments, estimated cost of removal and restoration, less any lease incentives received. The right-of-use is depreciated over the lease term on a straight-line basis and assessed for impairment in accordance with the impairment of asset accounting policy.

The lease liability is initially recognised at the present value of the remaining lease payments at the commencement of the lease. The discount rate is the rate implicit in the lease, however where this cannot be readily determined then the Council's incremental borrowing rate for a similar term with similar security is used.

Exceptions to lease accounting

Council has applied the exceptions to lease accounting for both short-term leases (i.e. leases with a term of less than or equal to 12 months) and leases of low-value assets. Council recognises the payments associated with these leases as an expense on a straight-line basis over the lease term.

Leases at significantly below market value / Concessionary leases

Council has elected to measure the right of use asset arising from the concessionary leases at cost which is based on the associated lease liability at initial recognition.

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

17 Leases (continued)

Terms and conditions of leases

Buildings

Council has two building leases for the Cannonvale Library and the Cannonvale Customer Service Centre. These leases are each for 2 years and both leases include a fixed increase after the first year.

Equipment

Council leases numerous IT hardware assets from Telstra. Two of these leases are for high value items, the remaining 180 leases are for low value assets and therefore are not subject to lease accounting. The leases are generally for a term of 3 years.

Land

Council leases ten land assets from the Department of Natural Resources, Mining and Energy. Five of these land leases have terms of between 20 and 100 years, while five have no term i.e. can be cancelled with reasonable notice.

(a) Right of use assets

	Buildings \$	Equipment \$	Land \$	Total \$
Balance at 1 July 2022	183,960	215,408	1,506,293	1,905,661
Additions to right-of-use assets	838,907	-	-	838,907
Depreciation charge	(253,869)	(172,691)	(78,289)	(504,849)
Balance at 30 June 2023	768,997	42,717	1,428,004	2,239,719

	Buildings \$	Equipment \$	Land \$	Total \$
Balance at 1 July 2021	76,210	363,507	1,584,582	2,024,299
Additions to right-of-use assets	347,480	24,592	-	372,072
Depreciation charge	(239,730)	(172,691)	(78,289)	(490,710)
Balance at 30 June 2022	183,960	215,408	1,506,293	1,905,661

(b) Lease liabilities

The movement in lease liabilities during the year is as per the table below.

	2023 \$	2022 \$
Balance at start of the year	1,926,971	2,009,686
New leases during the year	838,906	372,072
Payments made in the year	(466,763)	(454,787)
Balance at end of the year	2,299,114	1,926,971

Classified as:

Current

Non-Current

	2023 \$	2022 \$
Current	403,563	403,872
Non-Current	1,895,551	1,523,099
	2,299,114	1,926,971

The table below shows the maturity analysis of the lease liabilities based on contractual cashflows and therefore the amounts will not be the same as the recognised lease liability in the statement of financial position.

	< 1 year \$	1-5 years \$	> 5 years \$	Total \$	Total per Statement of Financial Position \$
2023	370,855	753,495	2,651,428	3,775,778	2,299,114
2022	435,209	240,389	2,704,479	3,380,078	1,926,971

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

17 Leases (continued)

(c) Liabilities not recognised - extension options

For building leases, Council includes extension options which can be exercised at Council's discretion, at each reporting date Council assesses whether it is reasonably certain that the extension options will be exercised based on current operations and Council strategy.

There are no potential future lease payments which are not included in the lease liability as the exercise of the option has been assessed as not reasonably certain.

(d) Amounts included in the statement of comprehensive income related to leases

The following amounts have been recognised in the statement of comprehensive income for leases where Council is the lessee

Council

Interest on lease liabilities
Depreciation of right of use assets
Expenses relating to low-value assets

2023 \$	2022 \$
43,722	39,017
504,849	490,710
67,732	68,824
616,303	598,551
510,485	493,804

Total cash outflows for leases

(e) Leases at significantly below market value - Concessionary / peppercorn leases

Council has a number of leases at significantly below market for land and buildings which are used for:

Euri Creek Cattle Yards
Bowen Tourist Information Centre (Big Mango)
Dingo Beach Transfer Station
Mt Rooper Reservoir
Dingo Beach Telecommunication Facility
Lloyd Robert Jetty
High Tide Area
Water Licence No 577241
Shute Harbour Road, Hamilton Plains (Water Supply)
Black Street Riordanvale (Telecommunications)

The leases are generally between 2 and 100 years and require payments between \$100 and \$178,000 per annum. The use of the right-to-use asset is restricted by the lessors to specified community services which Council must provide, these services are detailed in the leases.

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

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
19 Provisions (continued)			
Quarry rehabilitation			
A provision is made for the cost of restoration in respect of the quarry where it is probable the Council will be liable, or required, to incur such a cost on the cessation of use of this facility. The provision is measured at the expected cost of the work required, discounted to current day values using the interest rates attaching to Commonwealth Government guaranteed securities with a maturity date corresponding to the anticipated date of the restoration.			
The provision represents the present value of the anticipated future costs associated with the closure of the quarry, reclamation and rehabilitation of these sites. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred. The provision recognised is reviewed annually and updated based on the facts and circumstances available at the time.			
Management estimates that the restoration will occur in 2042.			
The provision is the present value of the estimated cost of restoring the Foxdale Quarry site to a usable state at the end of its useful life. The projected cost is \$1,473,812 and this cost is expected to be incurred in 2042.			
Details of movements in provision:			
Balance at the beginning of financial year		717,664	561,032
Increase in provision - due to change in time	7	27,701	11,894
Increase/(decrease) in provision on Council held land - change in discount rate		(10,603)	(29,890)
Increase/(decrease) in provision on Council controlled land - change in discount rate	4	(45,202)	(127,427)
Increase/(decrease) in estimate of future cost on Council held land		10,527	57,390
Increase/(decrease) in estimate of future cost Council controlled land	4 & 8	44,879	244,665
Balance at end of financial year		744,966	717,664
Landfill remediation			
A provision is made for the monitoring and future remediation activities at currently operating as well as closed landfill sites, where it is probable that Council will be liable for undertaking such activities and incurring such costs at a future date. The provision is measured at the expected cost of the work required, discounted to current day values using an appropriate cost of capital figure.			
The provision represents the present value of the anticipated future costs associated with the monitoring and remediating the landfill sites within the region. The calculation of this provision requires assumptions such as application of environmental legislation, site closure dates, available technologies and engineering cost estimates. These uncertainties may result in future actual expenditure differing from amounts currently provided. Because of the long-term nature of the liability, the most significant uncertainty in estimating the provision is the costs that will be incurred in the future. Management estimates that costs will be incurred annually over future years between 2022 and 2042. The provision will be reviewed annually and updated based on the facts and circumstances available at the time.			
Details of movements in provision:			
Balance at the beginning of financial year		23,282,779	7,091,339
Increase/(decrease) due to change in estimate of costs of future obligations at landfill sites	4 & 8	(1,468,629)	17,568,890
Increase/(decrease) due to change in discount rate	4	(752,296)	(520,650)
Increase in provision - due to change in time	7	736,732	135,799
Amount expended in current year		(361,274)	(992,599)
Balance at end of financial year		21,437,312	23,282,779
Breakdown of provisions between current and non-current:			
Current			
Landfill remediation		1,392,806	3,158,513
Annual Leave		4,106,342	3,975,743
Long service leave		4,837,718	4,402,636
		10,336,866	11,536,892
Non-Current			
Landfill remediation		20,044,506	20,124,266
Long service leave		2,076,836	1,714,805
Quarry rehabilitation		744,966	717,664
		22,866,308	22,556,735

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
20 Borrowings			
Borrowings are initially recognised at fair value plus any directly attributable transaction costs. Subsequent to initial recognition these liabilities are measured at amortised cost.			
In accordance with the <i>Local Government Regulation 2012</i> council adopts an annual debt policy that sets out council's planned borrowings for the next nine years. Council's current policy is to only borrow for capital projects and for a term no longer than the expected life of the asset. Council also aims to comply with the Queensland Treasury Corporation's borrowing guidelines and ensure that sustainability indicators remain within acceptable levels at all times. All borrowing costs are expensed in the period in which they are incurred.			
Current			
Queensland Treasury Corporation		5,781,353	5,548,994
Non-Current			
Queensland Treasury Corporation		63,233,438	68,907,094
Total Borrowings	27	69,014,791	74,456,088
Movements in borrowings			
Queensland Treasury Corporation			
Balance at the beginning of financial year		74,456,088	79,667,031
Principal repayments		(5,441,297)	(5,210,943)
Balance at end of financial year	27	69,014,791	74,456,088
The QTC loan market value at the reporting date was \$63,982,779.			
This represents the value of the debt if Council repaid it at that date. As it is the intention of Council to hold the debt for its term, no provision is required to be made in these accounts.			
No assets have been pledged as security by the council for any liabilities.			
Borrowings are underwritten by the Queensland State Government.			
Unsecured borrowings are provided by the Queensland Treasury Corporation.			
No interest has been capitalised during the current or comparative reporting period. Expected final repayment dates vary from 15 June 2026 to 15 June 2040.			
There have been no defaults or breaches of the loan agreement during the period.			
Principal and interest repayments are made quarterly in arrears.			
21 Asset revaluation surplus			
The asset revaluation surplus comprises adjustments relating to changes in value of property, plant and equipment that do not result from the use of those assets. Net incremental changes in the carrying value of classes of non-current assets since their initial recognition are accumulated in the asset revaluation surplus.			
Increases and decreases on revaluation are offset within a class of assets.			
Where a class of assets is decreased on revaluation, that decrease is offset first against the amount remaining in the asset revaluation surplus in respect of that class. Any excess is treated as an expense.			
When an asset is disposed of, the amount reported in surplus in respect of that asset is retained in the asset revaluation surplus and not transferred to retained surplus.			
Movements in the Asset Revaluation Surplus were as follows:			
Balance at the beginning of financial year		362,680,627	357,433,193
Adjustments to property, plant and equipment through revaluations			
Land and Improvements		-	5,274,934
Buildings and other structures		13,331,531	-
Transport infrastructure		57,795,123	-
Change in value of future rehabilitation costs credited (charged) to the surplus		76	(27,500)
		71,126,730	5,247,434
Balance at end of financial year		433,807,357	362,680,627

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
21 Asset revaluation surplus continued			
Asset revaluation surplus analysis			
The closing balance of the asset revaluation surplus is comprised of the following asset categories:			
Land and improvements		9,171,362	9,171,286
Buildings and other structures		18,837,050	5,505,519
Transport infrastructure		331,410,206	273,615,083
Water infrastructure		31,757,802	31,757,802
Sewerage infrastructure		42,630,937	42,630,937
		433,807,357	362,680,627
22 Commitments for expenditure			
Capital commitments			
Commitment exclusive of GST for the construction of the following assets, contracted for at the reporting date, but not recognised as liabilities are as follows:			
Fleet Replacements		1,723,356	-
Regional Amenity Upgrades and New Installations		501,904	-
Edgecumbe Heights Walking Track Upgrade – Construction Works		864,845	-
Design and Construction of Shute Harbour Small Tourism Operators Building		1,033,700	-
LCRI - Design and Construction of Cannonvale Skate Bowl - Stage 2		583,710	-
Sewer Relining - Southern Region		-	665,096
Construction of Sewerage Treatment Plant - Lake Proserpine		57,370	265,405
Regional Solar Installation Project		-	540,475
Superintendency Services for Water and Sewer Projects		45,500	800,000
Design and Construction of Collinsville Water Park		-	37,873
Disaster Recovery DFRA		4,699,761	10,013,108
Other Assets		3,221,686	1,473,744
These expenditures are payable within one year		12,731,832	13,795,701
23 Events after reporting period			
There were no material adjusting or disclosing events after the balance date.			
24 Contingent liabilities			
Details and estimates of maximum amounts of contingencies are as follows			
Local Government Workcare			
The Whitsunday Regional Council is a member of the Queensland local government workers compensation self-insurance scheme, Local Government Workcare. Under this scheme the Council has provided a bank guarantee to cover bad debts which may remain should the self insurance licence be cancelled and there was insufficient funds available to cover outstanding liabilities. Only the Queensland Government's workers compensation authority may call on any part of the guarantee should the above circumstances arise.			
The Council's maximum exposure to the bank guarantee is:		938,962	905,576
Local Government Mutual			
The Council is a member of the local government mutual liability self-insurance pool, LGM Queensland. In the event of the pool being wound up or is unable to meet its debts as they fall due, the trust deed and rules provide that any accumulated deficit will be met by the individual pool members in the same proportion as their contribution to the total pool contributions in respect to any year that a deficit arises. At 30 June 2022 the Financial Statements reported an accumulated surplus and it is not anticipated any liability will arise.			
Accumulated surplus:		69,455,872	79,618,265

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
25 Superannuation			
Council contributes to the LGIA Super Regional Defined Benefits Fund (the scheme), at the rate of 12% for each permanent employee who is a defined benefit member. This rate is set in accordance with the LGIA Super trust deed and may be varied on the advice of an actuary. The Regional Defined Benefits Fund is a complying superannuation scheme for the purpose of the Commonwealth Superannuation Industry (Supervision) legislation and is also governed by the Local Government Act 2009. The scheme is managed by the LGIASuper trustee as trustee for LGIASuper trading as Brighter Super.			
The scheme is a pooled defined benefit plan and it is not in accordance with the deed to allocate obligations, plan assets and costs at the council level.			
Any amount by which the scheme is over or under funded may affect future benefits and result in a change to the contribution rate obligations, but has not been recognised as an asset or liability of the Council.			
Technically Whitsunday Regional Council can be liable to the scheme for a portion of another local governments' obligations should that local government be unable to meet them. However the risk of this occurring is extremely low and in accordance with the LGIASuper trust deed changes to council's obligations will only be made on the advice of an actuary.			
The last completed actuarial assessment of the scheme was undertaken as at 1 July 2021. The actuary indicated that "At the valuation date of 1 July 2021, the net assets of the scheme exceeded the vested benefits and the scheme was in a satisfactory financial position as at the valuation date." The measure of vested benefits represents the value of benefit entitlements should all participating employees voluntarily exit the scheme. The Council is not aware of anything that has happened since that time that indicates the assets of the scheme are not sufficient to meet the vested benefits, as at the reporting date.			
No changes have been made to prescribed employer contributions which remain at 12% of employee salary or wages and there are no known requirements to change the rate of contributions.			
The next triennial actuarial review is not due until 1 July 2024.			
The most significant risks that may result in LGIA super increasing the contribution rate, on the advice of the actuary, are:			
Investment risk - The risk that the scheme's investment returns will be lower than assumed and additional contributions are needed to fund the shortfall.			
Salary growth risk - The risk that wages or salaries will rise more rapidly than assumed, increasing vested benefits to be funded.			
Superannuation contributions made to the Regional Defined Benefits Fund		140,218	152,962
Other superannuation contributions for employees		3,573,142	3,354,531
Total superannuation contributions paid by Council for employees:	5	3,713,360	3,507,493
26 Reconciliation of net result for the year to net cash inflow from operating activities			
Net result		23,739,917	33,892,753
Non-cash operating items			
Impairment of receivables and bad debts written off	7	220,833	962,025
Depreciation		30,458,822	29,202,671
Change in restoration provisions expensed to finance costs	7	764,433	147,693
		31,444,088	30,312,389
Investing and development activities (non-cash)			
Capital grants, subsidies and contributions	3 (d) (ii)	(26,354,278)	(62,299,790)
Capital income	4	(2,490,538)	(754,400)
Capital expenses	8	13,756,280	35,953,228
		(15,088,536)	(27,100,962)
Changes in operating assets and liabilities			
(Increase)/ decrease in receivables		1,513,613	211,975
(Increase)/ decrease in other assets		(1,187,118)	(528,550)
(Increase)/ decrease in contract assets		1,132	878,920
(Increase)/ decrease in inventories		(32,411)	(12,887)
Increase/ (decrease) in payables		2,109,969	1,401,315
Increase/ (decrease) in contract liabilities		298,673	545,882
Increase/ (decrease) in provisions		927,712	(314,828)
		3,631,570	2,181,827
Net cash inflow from operating activities		43,727,039	39,286,007



Notes to the Financial Statements For the year ended 30 June 2023

27 Financial instruments and financial risk management

(a) Financial assets and financial liabilities

Council has exposure to the following risks arising from financial instruments:

- credit risk
- liquidity risk
- market risk

Risk management framework

Council is responsible for the establishment and oversight of the risk management framework, together with developing and monitoring risk management policies.

Council's Audit and Risk Committee approves policies for overall risk management, as well as providing oversight of Council's credit, liquidity and market risks.

Council's risk management policies are established to identify and analyse the risks faced, to set appropriate limits and controls and to monitor these risks and adherence against limits. Council aims to manage volatility to minimise potential adverse effects on the financial performance of Council.

Council's Audit and Risk Committee oversees how management monitors compliance with the Council's risk management policies and procedures, and reviews the adequacy of the risk management framework in relation to the risks faced by Council. The audit committee is assisted in its oversight role by the internal audit function. Internal audit undertakes both regular and ad hoc reviews of risk management controls and procedures, the results of which are reported to the audit committee.

Credit risk

Credit risk is the risk of financial loss if a counterparty to the financial instrument fails to meet its contractual obligations. These obligations arise principally from Council's investments and receivables from customers.

Exposure to credit risk is managed through regular analysis of credit counterparty ability to meet payment obligations.

Investments in financial instruments are required to be made with Queensland Treasury Corporation (QTC) or similar State and Commonwealth bodies or financial institutions in Australia, in line with the requirements of the *Statutory Bodies Financial Arrangements Act 1982*.

No collateral is held as security relating to the financial assets held by Council.

The carrying amounts of financial assets at the end of the reporting period represent the maximum exposure to credit risk for Council.

Liquidity risk

Liquidity risk is the risk that Council will encounter difficulty in meeting the obligations associated with its financial liabilities that are settled by delivering cash or another financial asset.

Council's approach to managing liquidity is to ensure, as far as possible, that it will have sufficient liquidity to meet its liabilities when they are due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to Council's reputation.

Exposure to liquidity risk

Council is exposed to liquidity risk through its normal course of business and through its borrowings with QTC.

The Council manages its exposure to liquidity risk by maintaining sufficient cash deposits and undrawn facilities, both short and long term, to cater for unexpected volatility in cash flows. These facilities are disclosed in note 20. The following lines of credit were available at the end of the reporting period:

	2023 \$	2022 \$
Overdraft - QTC working capital facility - limit	20,000,000	20,000,000
Available at 30 June	20,000,000	20,000,000



Notes to the Financial Statements For the year ended 30 June 2023

27 Financial instruments and financial risk management (continued)

(a) Financial assets and financial liabilities (continued)

The following table sets out the liquidity risk in relation to financial liabilities (excluding lease liabilities) held by the Council. It represents the remaining contractual cashflows (principal and interest) of financial liabilities at the end of the reporting period, excluding the impact of netting agreements:

	0-1 year \$	1 to 5 years \$	Over 5 years \$	Total contractual cash flows \$	Carrying amount \$
2023					
Trade and other payables	16,826,723	4,498,279	-	21,325,002	21,325,002
Loans - QTC	8,223,105	32,024,615	43,506,093	83,753,813	69,014,791
	25,049,828	36,522,894	43,506,093	105,078,815	90,339,793
2022					
Trade and other payables	14,856,998	4,358,035	-	19,215,033	19,215,033
Loans - QTC	8,223,105	32,458,517	51,295,296	91,976,917	74,456,088
	23,080,103	36,816,552	51,295,296	111,191,950	93,671,121

The outflows in the above table are not expected to occur significantly earlier or for significantly different amounts than indicated in the table.

Market risk

Market risk is the risk that changes in market indices, such as interest rates, will affect the Council's income or the value of its holdings of financial instruments.

Interest rate risk

Council is exposed to interest rate risk through investments with QTC and other financial institutions. The Council has access to a mix of variable and fixed rate funding options through these institutions so that interest rate risk exposure can be minimised.

Sensitivity

Sensitivity to interest rate movements is shown for variable financial assets and liabilities based on the carrying amount at reporting date.

The following interest rate sensitivity analysis depicts what effect a reasonably possible change in interest rates (assumed to be 1%) would have on the net profit and total community equity, based on the carrying values at the end of the reporting period. The calculation assumes that the change in interest rates would be held constant over the period.

	Effect on Net Result		Effect on Equity	
Net carrying amount \$	1% increase \$	1% decrease \$	1% increase \$	1% decrease \$
2023				
Cash and cash equivalents	98,898,730	988,987	988,987	(988,987)
Investments	30,000,000	300,000	300,000	(300,000)
Loans - QTC	(69,014,791)	-	-	-
	59,883,939	1,288,987	1,288,987	(1,288,987)
2022				
Cash and cash equivalents	86,724,823	867,248	867,248	(867,248)
Loans - QTC	(74,456,088)	-	-	-
	12,268,735	867,248	867,248	(867,248)

In relation to the QTC loans held by the Council, the following has been applied:

QTC Fixed Rate Loan - financial instruments with fixed interest rates which are carried at amortised cost are not subject to interest rate sensitivity.

(b) Fair value

The fair value of trade and other receivables and payables is assumed to approximate the value of the original transaction, less any allowance for impairment.

Measurement of fair value

The valuation technique used in measuring other financial liabilities is discounted cash flows. This valuation model considers the present value of expected payments, discounted using a risk-adjusted discount rate.



Notes to the Financial Statements For the year ended 30 June 2023

27 Financial instruments and financial risk management (continued)

(c) Reconciliation of liabilities arising from financing activities

2023	As at 30 June 2022	Cash flows	Non-cash changes	As at 30 June 2023
Loans	74,456,088	(5,441,297)	-	69,014,791
Lease liability	1,926,971	(466,763)	838,907	2,299,114
	76,383,059	(5,908,060)	838,907	71,313,905

2022	As at 30 June 2021	Cash flows	Non-cash changes	As at 30 June 2022
Loans	79,667,031	(5,210,943)	-	74,456,088
Lease liability	2,009,687	(454,787)	372,071	1,926,971
	81,676,718	(5,665,730)	372,071	76,383,059

28 National competition policy

A "business activity" of a local government is any activity that involves trading in goods or services.

The code of competitive conduct (CCC) must be applied to the following business activities

(a) A building certifying activity that

- (i) involves performing building certifying functions within the meaning of the Building Act, section 8; and
- (ii) is prescribed under a regulation*.

*Section 38 of the *Local Government Regulation 2012* lists the local government's whose activities are prescribed building certifying activities

(b) A roads activity, other than a roads activity for which business is conducted only through a sole supplier arrangement, that involves

- (i) the construction or maintenance of state controlled roads for which the local government submits an offer to carry out work in response to a tender invitation.
- (ii) construction or road maintenance on another local government's roads which the local government has put out to tender.

Each local government may elect to apply a Code of Competitive Conduct (CCC) to any other identified business activities. However, for any with current expenditure of \$340,000 or more, the local government must decide, by resolution each year, whether to apply the CCC to that activity.

In general, applying the competitive code of conduct means that the competitive neutrality principle is applied to the business activity.

Under the competitive neutrality principle, an entity that is conducting a business activity in competition with the private sector should not enjoy a net advantage over competitors only because the entity is in the public sector.

The competitive neutrality principle may be applied by commercialisation or full cost pricing. This includes removing any competitive advantage or disadvantage, where possible, and charging for goods and services at full cost.

In addition, the cost of performing community service obligations, less any revenue received from carrying out those obligations, must be treated as revenue for the business activity.

A community service obligation is an obligation the local government imposes on a business activity that is not in its commercial interest. For example, giving a concession to pensioners.

A local government's financial statements must contain an activity statement for each business activity to which the CCC applies.

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

28 National competition policy (continued)

The Council applies the competitive code of conduct to the following activities

Whitsunday Coast Airport
Foxdale Quarry
Shute Harbour Marine Terminal
Waste Services
Water Supply & Sewerage Services

This requires the application of full cost pricing, identifying the cost of community service obligations (CSO) and eliminating the advantages and disadvantages of public ownership within that activity.

The CSO value is determined by Council, and represents an activity's cost(s) which would not be incurred if the primary objective of the activities was to make a profit. The Council provides funding from general revenue to the business activity to cover the net cost of providing non-commercial community services.

The following table summarises the financial results for the business activities, including competitive neutrality adjustments if applicable.

The following activity statements are for activities subject to the competitive code of conduct:

For the year 2023 financial year	Whitsunday Coast Airport	Foxdale Quarry	Shute Harbour Marine Terminal	Waste Services	Water Supply & Sewerage Services
	2023 \$	2023 \$	2023 \$	2023 \$	2023 \$
Revenue for services provided to external clients	8,294,883	2,553,736	3,599,062	11,317,439	38,673,775
Community service obligations *	58,956	-	20,808	124,247	866,033
	8,353,839	2,553,736	3,619,870	11,441,686	39,539,808
Less : Expenditure	7,500,837	3,323,754	5,051,093	9,512,773	31,118,216
Surplus (deficiency)	853,002	(770,018)	(1,431,223)	1,928,913	8,421,592

For the year 2022 financial year	Whitsunday Coast Airport	Foxdale Quarry	Shute Harbour Marine Terminal	Waste Services	Water Supply & Sewerage Services
	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$
Revenue for services provided to external clients	6,400,336	3,278,820	1,720,610	9,648,981	36,609,701
Community service obligations *	57,800	-	20,400	134,243	937,791
	6,458,136	3,278,820	1,741,010	9,783,224	37,547,492
Less : Expenditure	6,517,640	3,900,182	2,863,820	8,591,844	32,314,646
Surplus (deficiency)	(59,504)	(621,362)	(1,122,810)	1,191,380	5,232,846

* CSO's provided to business activities during the period.

Activities	CSO description	2023 Actual \$	2022 Actual \$
Whitsunday Coast Airport	Landing fees to support essential services	58,956	57,800
Shute Harbour Marine Terminal	Berthing fees to support essential services	20,808	20,400
Waste Services	Pensioner concessions	75,601	69,541
Waste Services	Sporting/community organisation concessions	48,646	64,702
Water Supply & Sewerage Services	Pensioner concessions	277,973	272,423
Water Supply & Sewerage Services	Sporting/community organisation concessions	588,060	665,368
		1,070,044	1,150,234

Whitsunday Regional Council

Notes to the Financial Statements For the year ended 30 June 2023

	Note	2023 \$	2022 \$
29 Controlled entities that have not been consolidated			
<u>Whitsunday Coast Airport and Infrastructure Pty Ltd</u>			
On the tenth day of March 2016 Whitsunday Regional Council formed the Whitsunday Coast Airport and Infrastructure Pty Ltd (ACN 611242196) as a registered company under the Corporations Act 2001. This company, while being registered with the Australian Security and Investments Commission, is currently a dormant company. The Company's issued share capital is \$10.			
30 Transactions with Related Parties			
(a) River Improvement Trusts			
Council have councillors as representative on both the Don River Improvement Trust and the Whitsunday River Improvement Trust. They are represented in the membership of the trusts pursuant to the <i>River Improvement Act 1940</i> . Council pays a precept to each trust, which is determined by the Trusts, based on the amount of revenue estimated by the trust in their budget for the year.			
Don River Improvement Trust		182,450	178,865
Whitsunday River Improvement Trust		182,450	178,865
		364,900	357,730
(b) Transactions with key management personnel (KMP)			
KMP include the Mayor, Councillors, Council's Chief Executive Officer and some Executive Management. The compensation paid to KMP comprises:			
Short-term employee benefits		2,566,326	2,578,127
Post-employment benefits		275,829	289,183
Long-term benefits		200,643	26,231
Termination benefits		-	104,684
		3,042,798	2,998,225
Detailed remuneration disclosures are provided in the annual report.			
(c) Transactions with other related parties			
<i>(i) Employee expenses for close family members of key management personnel.</i>			
All close family members of key management personnel were employed through an arm's length process. They are paid in accordance with the Award and Council Enterprise Bargaining Agreement for the duties they perform.			
The council employs 387 staff of which only 7 are close family members of key management personnel (2021/22: 5 close family members). Total employee expenses applicable to these 7 employees are:-		455,655	367,656
Council have reviewed all other related party transactions and found that there were no materially relevant amounts to report. There are no loans or guarantees to/from related parties.			
(d) Transactions with related parties that have not been disclosed			
Most of the entities and people that are related parties of council live and operate within the Whitsunday Regional Council. Therefore, on a regular basis ordinary citizen transactions occur between Council and its related parties. Some examples include:			
- Payment of rates			
- Dog registration			
- Borrowing books from a council library			

Whitsunday Regional Council

FINANCIAL STATEMENTS For the year ended 30 June 2023

MANAGEMENT CERTIFICATE For the year ended 30 June 2023

These general purpose financial statements have been prepared pursuant to sections 176 and 177 of the *Local Government Regulation 2012* (the Regulation) and other prescribed requirements.

In accordance with section 212(5) of the Regulation we certify that:

- (i) the prescribed requirements of the *Local Government Act 2009* and *Local Government Regulation 2012* for the establishment and keeping of accounts have been complied with in all material respects; and
- (ii) the general purpose financial statements, as set out on pages 1 to 34, present a true and fair view, in accordance with Australian Accounting Standards, of the Council's transactions for the financial year and financial position at the end of the year.



Mayor

Cr Julie Hall

Date: 14/08/2023



Chief Executive Officer

Warren Bunker

Date: 14/08/2023



INDEPENDENT AUDITOR'S REPORT

To the councillors of Whitsunday Regional Council

Report on the audit of the financial report

Opinion

I have audited the financial report of Whitsunday Regional Council.

In my opinion, the financial report:

- a) gives a true and fair view of the council's financial position as at 30 June 2023, and of its financial performance and cash flows for the year then ended
- b) complies with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards.

The financial report comprises the statement of financial position as at 30 June 2023, the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, notes to the financial statements including material accounting policy information, and the certificate given by the Mayor and Chief Executive Officer.

Basis for opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial report section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the financial report in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Other information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report.

At the date of this auditor's report, the available other information in Whitsunday Regional Council's annual report for the year ended 30 June 2023 was the current year financial sustainability statement and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the financial report does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the current year financial sustainability statement.



In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact. I have nothing to report in this regard.

Responsibilities of the councillors for the financial report

The councillors are responsible for the preparation of the financial report that gives a true and fair view in accordance with the *Local Government Act 2009*, the Local Government Regulation 2012 and Australian Accounting Standards, and for such internal control as the councillors determine is necessary to enable the preparation of the financial report that is free from material misstatement, whether due to fraud or error.

The councillors are also responsible for assessing the council's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless it is intended to abolish the council or to otherwise cease operations of the council.

Auditor's responsibilities for the audit of the financial report

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for forming an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.



- Conclude on the appropriateness of the council's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the council's ability to continue as a going concern. If I conclude that a material uncertainty exists, I am required to draw attention in my auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify my opinion. I base my conclusions on the audit evidence obtained up to the date of my auditor's report. However, future events or conditions may cause the council to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

Report on other legal and regulatory requirements

In accordance with s. 40 of the *Auditor-General Act 2009*, for the year ended 30 June 2023:

- a) I received all the information and explanations I required
- b) I consider that, the prescribed requirements in relation to the establishment and keeping of accounts were complied with in all material respects.

Prescribed requirements scope

The prescribed requirements for the establishment and keeping of accounts are contained in the *Local Government Act 2009*, and the Local Government Regulation 2012. The applicable requirements include those for keeping financial records that correctly record and explain the council's transactions and account balances to enable the preparation of a true and fair financial report.

A handwritten signature in blue ink that reads 'Lisa Fraser'.

Lisa Fraser
as delegate of the Auditor-General

15 August 2023

Queensland Audit Office
Brisbane

Whitsunday Regional Council

CURRENT-YEAR FINANCIAL SUSTAINABILITY STATEMENT
For the year ended 30 June 2023

Measures of Financial Sustainability

- (i) **Operating surplus ratio**
Operating surplus (Net result excluding all capital items) divided by total operating revenue (excludes capital revenue)
- (ii) **Asset sustainability ratio**
Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.
- (iii) **Net financial liabilities ratio**
Total liabilities less current assets divided by total operating revenue (excluding capital items).

Council's performance at 30 June 2023 against key financial ratios:

Target

Operating surplus ratio	Asset sustainability ratio	Net financial liabilities ratio
between 0% and 10%	greater than 90%	not greater than 60%
6.04%	79.97%	(13.24%)

Note 1 - Basis of Preparation

The current year financial sustainability statement is a special purpose statement prepared in accordance with the requirements of the *Local Government Regulation 2012* and the *Financial Management (Sustainability) Guideline 2013*. The amounts used to calculate the three reported measures are prepared on an accrual basis and are drawn from the Council's audited general purpose financial statements for the year ended 30 June 2023.

Certificate of Accuracy
For the year ended 30 June 2023

This current-year financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

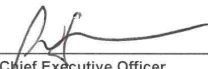
In accordance with Section 212(5) of the Regulation we certify that this current-year financial sustainability statement has been accurately calculated.



 Mayor

Cr Julie Hall

Date: 14 / 08 / 2023



 Chief Executive Officer

Warren Bunker

Date: 14 / 08 / 2023



INDEPENDENT AUDITOR'S REPORT

To the Councillors of Whitsunday Regional Council

Report on the Current-Year Financial Sustainability Statement

Opinion

I have audited the accompanying current year financial sustainability statement of Whitsunday Regional Council for the year ended 30 June 2023, comprising the statement, explanatory notes, and the certificate of accuracy given by the Mayor and the Chief Executive Officer.

In accordance with s.212 of the Local Government Regulation 2012, in my opinion, in all material respects, the current year financial sustainability statement of Whitsunday Regional Council for the year ended 30 June 2023 has been accurately calculated.

Basis of opinion

I conducted my audit in accordance with the *Auditor-General Auditing Standards*, which incorporate the Australian Auditing Standards. My responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the current year financial sustainability statement* section of my report.

I am independent of the council in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board APES 110 *Code of Ethics for Professional Accountants* (the Code) that are relevant to my audit of the statement in Australia. I have also fulfilled my other ethical responsibilities in accordance with the Code and the *Auditor-General Auditing Standards*.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my opinion.

Emphasis of matter – basis of accounting

I draw attention to Note 1 which describes the basis of accounting. The current year financial sustainability statement has been prepared in accordance with the Financial Management (Sustainability) Guideline 2013 for the purpose of fulfilling the council's reporting responsibilities under the Local Government Regulation 2012. As a result, the statement may not be suitable for another purpose. My opinion is not modified in respect of this matter.

Other Information

Other information comprises financial and non-financial information (other than the audited financial report) in an entity's annual report. At the date of this auditor's report, the available other information in Whitsunday Regional Council's annual report for the year ended 30 June 2023 was the general purpose financial statements and long-term financial sustainability statement.

The councillors are responsible for the other information.

My opinion on the current year financial sustainability statement does not cover the other information and accordingly I do not express any form of assurance conclusion thereon. However, as required by the Local Government Regulation 2012, I have formed a separate opinion on the general purpose financial report.



In connection with my audit of the financial report, my responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial report and my knowledge obtained in the audit or otherwise appears to be materially misstated.

If, based on the work I have performed, I conclude that there is a material misstatement of this information, I am required to report that fact.

I have nothing to report in this regard.

Responsibilities of the councillors for the current year financial sustainability statement

The councillors are responsible for the preparation and fair presentation of the current year financial sustainability statement in accordance with the Local Government Regulation 2012. The councillors responsibility also includes such internal control as the councillors determine is necessary to enable the preparation and fair presentation of the statement that is accurately calculated and is free from material misstatement, whether due to fraud or error.

Auditor's responsibilities for the audit of the current year financial sustainability statement

My objectives are to obtain reasonable assurance about whether the current year financial sustainability statement as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes my opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this statement.

My responsibility does not extend to forming an opinion on the appropriateness or relevance of the reported ratios, nor on the council's future sustainability.

As part of an audit in accordance with the Australian Auditing Standards, I exercise professional judgement and maintain professional scepticism throughout the audit. I also:

- Identify and assess the risks of material misstatement of the statement, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for my opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of forming an opinion on the effectiveness of the council's internal control.
- Evaluate the appropriateness of material accounting policy information used and the reasonableness of accounting estimates and related disclosures made by the council.
- Evaluate the overall presentation, structure and content of the statement, including the disclosures, and whether the statement represents the underlying transactions and events in a manner that achieves fair presentation.



I communicate with the council regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that I identify during my audit.

A handwritten signature in blue ink that reads "Lisa Fraser".

15 August 2023

Lisa Fraser
as delegate of the Auditor-General

Queensland Audit Office
Brisbane

Whitsunday Regional Council

UNAUDITED LONG-TERM FINANCIAL SUSTAINABILITY STATEMENT**Prepared as at 30 June 2023****Measures of Financial Sustainability**

- (i) **Operating surplus ratio**
Operating surplus (Net result excluding all capital items) divided by total operating revenue (excludes capital revenue)
- (ii) **Asset sustainability ratio**
Capital expenditure on the replacement of assets (renewals) divided by depreciation expense.
- (iii) **Net financial liabilities ratio**
Total liabilities less current assets divided by total operating revenue

Council's performance at 30 June 2023 against key financial ratios:

	Operating surplus ratio	Asset sustainability ratio	Net financial liabilities ratio
Target	between 0% and 10%	greater than 90%	not greater than 60%
Actuals at 30 June 2023	6.04%	79.97%	(13.24%)
Projected for the years ended:			
30 June 2024	0.22%	92.40%	9.25%
30 June 2025	0.64%	83.31%	12.57%
30 June 2026	0.71%	89.94%	11.58%
30 June 2027	0.68%	79.42%	4.96%
30 June 2028	0.54%	79.15%	0.33%
30 June 2029	0.61%	83.29%	(3.67%)
30 June 2030	0.70%	81.24%	(8.77%)
30 June 2031	0.58%	84.03%	(14.02%)
30 June 2032	0.40%	67.62%	(19.01%)

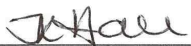
Financial Management Strategy

Council measures revenue and expenditure trends over time as a guide to future requirements and to make decisions about the efficient allocation of resources to ensure the most effective provision of services. Council ensures that its financial management strategy is prudent and that its long-term financial forecast shows a sound financial position whilst also being able to meet the community's current and future needs.

Certificate of Accuracy**For the long-term financial sustainability statement prepared as at 30 June 2023**

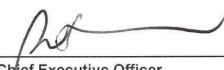
This long-term financial sustainability statement has been prepared pursuant to Section 178 of the *Local Government Regulation 2012* (the Regulation).

In accordance with Section 212(5) of the Regulation we certify that this long-term financial sustainability statement has been accurately calculated.


 Mayor

Cr Julie Hall

Date: 14/08/2023


 Chief Executive Officer

Warren Bunker

Date: 14/08/2023



2023 CLOSING REPORT

Whitsunday Regional Council

9 August 2023



SENSITIVE

Mr Warren Bunker
Chief Executive Officer
Whitsunday Regional Council

Dear Warren

2023 Closing Report

We present our closing report for Whitsunday Regional Council for the financial year ended 30 June 2023. It includes the results of our audit, identified audit misstatements, and other matters.

Our audit was conducted in accordance with our external audit plan issued. We confirm that up to the date of this report, we have maintained our independence obligations in relation to our conduct of this audit.

Expected opinion.

We expect to issue an unmodified opinion on the financial statements. Our audit opinion is subject to completion of our audit. We have included the key outstanding matters to be finalised below and will provide an update on these matters at the audit and risk committee meeting.

Financial statement maturity

We have rated your financial statement preparation maturity as between established and optimised. Please refer to section [5 Financial statement maturity](#) for further details.

Control environment

In our interim report, we assessed that your internal control environment does support an audit strategy where we can rely upon your entity's controls. We have confirmed that there has been no change to our initial assessment. Please refer to section [4 Status of issues](#) for further details.

Materiality \$1,450,000

Decrease of \$150,000 to planning materiality.

Estimated final fees.

\$131,500

Outstanding matters

Item	Responsibility
Financial statements review – quality check over final version	Audit
Subsequent events update – review of transactions and events to date of signing	Management and Audit
Management representation letter – to be signed with the financial statements	Management
Financial report certification – signing of the financial statements by management	Management and Audit

The Queensland Audit Office is keen to hear your views about the audit services provided and will seek your feedback via an online survey. This survey will help us understand what is working well and where there are opportunities for us to improve our engagement with you.

Thank you for your time this year, it has been a pleasure to work with you. If you have any questions or would like to discuss this report, please contact me on 07 3229 5100.



Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Monaghan'.

Matthew Monaghan
Director

Enc.

cc. Ms J Hall, Mayor
Mr G Webb, Chair of the Audit and Risk Committee

SENSITIVE

2023 Closing report.

1. Insights and financial statements overview

Statement of comprehensive income

Classes of transactions, account balances or disclosures	Change from prior year	Key drivers
Rates and levies \$97.5m	\$6.1million 7%	Increase as a result of budgetary increases applied on charges and valuation impacts.
Sales of goods and major services \$18.8m	\$4.1 million 28%	Increase as a result of growth in passenger numbers following lifting of travel restrictions and a full year of operating of Shute Harbour for commercial activities.
Interest received. \$4.5m	\$3.6 million 400%	Increase as a result of the additional cash invested and the higher interest rates on cash investments.
Grants, subsidies, contributions, and donations \$36.2m	(\$35.9 million) (50%)	Decrease for lower flood restoration works revenue as major works had been completed in a prior year, as well as lower developer contributed assets in the current year.
Employee benefits \$39.7m	\$3.5million 10%	Increase as a result of 3.75% EBA increases including backpay as well as additional staff including staff for the operations of the Proserpine Entertainment Centre.
Materials and services \$60.4m	\$5.9 million 11%	Increase due to legal costs involved from a number of planning appeals and inflationary increases across Council services.

Statement of financial position

Classes of transactions, account balances or disclosures	Change	Key drivers
Cash and cash equivalents and investments \$128.9m	\$42.2 million 49%	Increase for operating surplus, significant underspend on the capital program and early receipt of additional grant funds.
Property, plant, and equipment \$1.271b	\$63 million 5%	Increase as a result of capital additions for the year in excess of depreciation and disposals, along with revaluation of buildings and transport assets
Trade and other payables \$21.3m	\$2.1 million 11%	Increase as a result of additional creditors for expenditure and works at year end.
Provisions \$33.2m	(\$0.9 million) 88%	Decrease as a result of higher discount rates at 30 June 2023.

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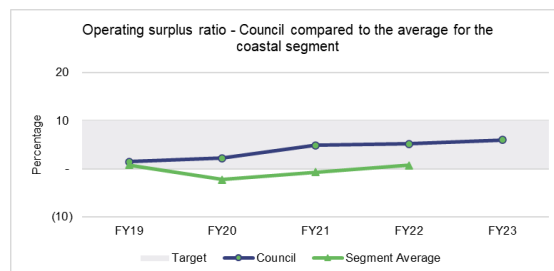
2023 Closing report.

2. Financial sustainability assessment

Below we detail our assessment of your financial sustainability, based on the 3 ratios that councils are required to report under the local government regulation. Our assessment of your council's overall financial sustainability risk is **low risk**.

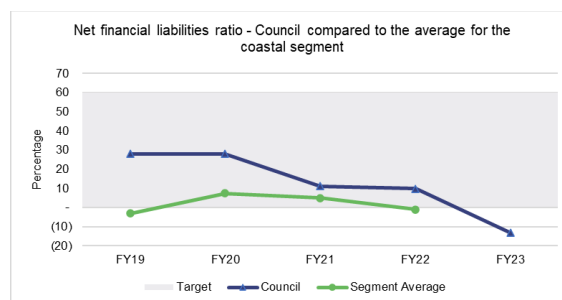
Refer to section [10 Assessment of financial sustainability](#) for guidance on how we calculate these ratios and our financial sustainability risk rating definitions.

Operating surplus ratio



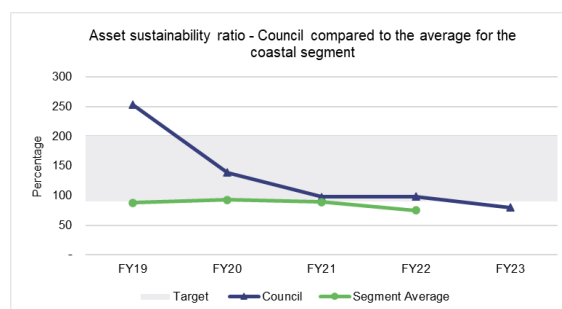
Whitsunday Regional Council's 5-year average operating ratio is 3.96 per cent. This is within the target range.

Net financial liabilities ratio



Whitsunday Regional Council's net financial liabilities ratio as at 30 June 2023 is (13.24) per cent. This is within the target range.

Asset sustainability ratio



Whitsunday Regional Council's average asset sustainability ratio is 133.53 per cent. This is within the target range.

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2023 Closing report.

3. Audit conclusions

Areas of audit focus

Our external audit plan identified items that present the greatest risk of material error to the financial statements.

This table below displays the inherent risk (risk the item will be misstated without the existence of appropriate internal controls) for the identified areas of audit focus. It also includes our assessment of whether we can rely on key internal controls. The effectiveness of the internal controls informs us of the residual risk (risk after considering the existence of key controls) and our audit response.

Our overall conclusions on these areas of audit focus are outlined in the table below.

Description of risk	IR	CR	RR	Audit conclusion
Property, plant, and equipment. Valuation and / or depreciation of assets is materially misstated. - Property plant and equipment is the most material balance in the financial statements at \$1.208 billion. - Valuations involve significant estimates and judgements. - There is no market-based evidence of fair value due to the specialised nature of the majority of the assets (comparable items are rarely sold). - Infrastructure assets generally have long lives which require significant estimation. - Comprehensive valuation to be performed for building and other structure assets for the 2023 year.	H	No	H	Testing performed: - We have performed procedures over additions, disposals, depreciation, revaluation, and work in progress. - We obtained explanations from management and made enquiries of the valuer who performed the assessment over buildings to provide additional explanations. - Performed an assessment of management's expert used in the valuation process. - Agreed indexation calculations and application to transport infrastructure assets. Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.
Provisions - risk of material misstatement with use of estimates and judgements - Judgement required by management to determine provision amounts. - Management's use of external consultants in the calculation of landfill provision. - Appropriateness of methodology used to calculate provision with regard to accounting standards.	M	No	M	Testing performed: - We have performed procedures over restoration and employee provisions, including tests of the completeness, existence and accuracy of the calculations and testing the key assumptions to supporting evidence such as bond rates. - Appropriateness of accounting and disclosures in respect of landfill sites. Results and conclusion Based on the results of the procedures performed, we have obtained sufficient appropriate evidence that the balance is not materially misstated.

SENSITIVE

2023 Closing report.

Description of risk	IR	CR	RR	Audit conclusion
Material accuracy of contract assets & liabilities, risk of incorrect calculation and recognition of revenue - Revenue associated with contracts should be recognised in accordance with the terms of the contract and the accounting standards. - The interpretation of the contract terms including milestones and performance obligations may result in revenue being incorrectly recognised. - Calculation of contract balances based on revenue received to date and the amount entitled to be recognised as revenue.	H	No	H	Testing performed: We have performed procedures over contract balances including: - Reviewing grant agreements to ensure appropriateness of revenue recognition treatment. - Tracing revenue received to funding agreements, bank statements and other supporting evidence. - Checking calculation of contract balances with reference to the percentage of work completed including capital work in progress as a proportion of total work expected. - Checking adjustment of revenue at year end for individual and total contract balances. Results and conclusion: Based on the results of the procedures performed, we obtained sufficient appropriate evidence to obtain reasonable evidence to conclude that the balance is not materially misstated.
Related parties – completeness and accuracy of related party disclosures - Appropriate disclosure of related parties - Completeness of related party transactions - Completeness and accuracy of key management personnel remuneration calculations including correct identification of KMP.	M	No	M	Testing performed: - Review of declarations completed by key management personnel for accuracy and completeness, including with reference to other public information. - Review of Council data for completeness of transactions and balances with related parties captured by Council. - Review of key management personnel (KMP) remuneration disclosures for completeness and accuracy. Results and conclusion: Based on the results of the procedures performed, we have not identified evidence of any material misstatements.
Legend: <i>IR – Inherent risk</i> <i>CR – Control reliance</i> <i>RR – Residual risk</i> <i>L – Low</i> <i>M – Moderate</i> <i>H – High</i>				

Other audit opinions

Work on the Roads to Recovery and LRCI acquittal will be performed following completion of the 2023 financial statements audit.

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2023 Closing report.

Materiality

We reassessed our audit materiality thresholds based on your year-end financial statement balances, and these have changed, as a result of the lower expenses for the 2023 financial year, since we communicated them in the external audit plan. We used these thresholds in finalising our audit and assessing misstatements.

Overall materiality	\$1.45m (per external audit plan \$1.60m)
Performance materiality	\$1.08m (per external audit plan \$1.2m)
Clearly trivial threshold	\$145,000 (per external audit plan \$160,000)
Specific – property, plant and equipment¹	\$63.55m (per external audit plan \$60.39m)
Specific clearly trivial threshold¹	\$6.35m (per external audit plan \$6.04m)

Note: ¹ Specific materiality is only applicable to the valuation assertion of property, plant, and equipment and to the associated asset revaluation surplus balances.

Evaluation of quantitative misstatements

At the date of this report, we have identified quantitative misstatements of \$842k. Management corrected these misstatements, resulting in a decrease in net assets and a decrease in the operating result.

At the date of this report, we have identified quantitative misstatements that remain uncorrected by management. If corrected, these would result in an increase in net assets and total comprehensive income of \$32.8m.

Details of these corrected and uncorrected misstatements are included in section [8 Misstatements](#).

Evaluation of disclosure misstatements

At the date of this report, we have identified misstatements in disclosures that required correction to the financial statements. Management have corrected these misstatements.

Details of these corrected and uncorrected disclosure misstatements are included in section [8 Misstatements](#).

SENSITIVE

2023 Closing report.

4. Status of issues

Internal control issues

The following table identifies the number of deficiencies in internal controls and other matters we have identified. There are no new control deficiencies and other matters identified since our last interim report dated 9 May 2023. Refer to section [7 Matters previously reported](#) for the status of previously raised issues.

Issues	Significant deficiencies	Deficiencies	Other matters*
Current year issues	-	1	-
Prior year issues – unresolved	-	-	-
Total issues	-	1	-

Note: *QAO only tracks resolution of other matters where management has committed to implementing action.

Financial reporting issues

This table identifies the number of financial reporting issues we raised. There are no new financial reporting issues identified since our interim report dated 9 May 2023. Refer to section [7 Matters previously reported](#) for the status of previously raised financial reporting issues.

Year and status	High risk	Moderate risk	Low risk
Current year issues	–	–	–
Prior year issues – unresolved	–	–	1

SENSITIVE

2023 Closing report.

5. Financial statement maturity

Financial statement preparation maturity assessment

In the 2021 financial year, management had self-assessed its financial statement process using the maturity model. Council had self-assessed its processes to be between established and optimised.

This year, we have reviewed the entity's assessment using a combination of inquiry, observation, and review of the internal processes. Our review identified that council's self-assessed scores required a change though did not change the overall maturity level.

The following table sets out the range and average responses for Council's financial statement preparation process for each component for the 2023 financial year. It also provides a comparison to the 2021 assessment.

Component	Financial year	Developing	Established	Integrated	Optimised
Quality month-end processes	2021				
	2023				
Early financial statement close process	2021				
	2023				
Skilled financial statement preparation and use of technology	2021				
	2023				
Resolution of financial reporting matters	2021				
	2023				

We identified the following key strengths and opportunities to improve based on the 2023 assessment:

Key strengths	Improvement opportunities
- Timely completion and processes setup in relation to asset valuations - Clear timetables for financial statement processes	- Month end processes to assist in the year end reconciliations. - Managing financial reporting teams hours of work through the financial reporting period.

SENSITIVE

2023 Closing report.

6. Other required information

We are required to report certain matters to those charged with governance. The table below provides a summary of the matters we usually communicate at the end of our audit.

Matters for QAO to consider	How these were addressed
Disagreements with management	During our audit, we received full cooperation from management and had no unresolved disagreements over the application of accounting principles and the scope of our audit.
Significant difficulties	We did not encounter any significant difficulties during the audit.
Compliance with laws and regulations	We did not identify any instances of non-compliance with laws and regulations having a material effect on the financial report.
Matters significant to related parties	We did not identify any significant matters relating to related parties during the audit.
Changes to accounting policies	We confirm there were no significant changes to accounting policies during the period.
Other matters significant to the oversight of the financial reporting process	We did not identify any significant matters relating to the financial reporting process during the audit.
Fraud and illegal acts	We enquired of management regarding: - knowledge of any fraud or suspected or alleged fraud affecting the entity involving management, employees who have significant roles in internal control, or others where fraud could have a material effect on the financial report. - knowledge of any allegations of fraud, or suspected fraud, affecting the financial information. In addition to the above enquiries, we have also undertaken certain testing that we had detailed in our external audit plan, and we are not aware of any fraud or illegal acts during our audit.
Written representations we are requesting	We are required to obtain written representations from management, and where appropriate, those charged with governance. Our requested written representations have been provided separate to this report. We have discussed these with management, and they are comfortable to make these representations. Those charged with governance should also make appropriate enquiries of management to be satisfied with the written representations made.
Other information in the entity's annual report	We have not yet performed audit procedures to verify the other information in the entity's annual report as required by Australian Auditing Standard ASA 720 <i>The Auditor's Responsibilities Relating to Other Information</i> . Our review will examine whether financial and non-financial information in the annual report are consistent with the financial report.

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2023 Closing report.

7. Matters previously reported.

The following table summarises control deficiencies, financial reporting issues and other matters that we previously reported this year in our interim report and unresolved issues we raised in prior years.

Our ratings are as follows. For more information and detail on our rating definitions, please see the webpage here: www.qao.qld.gov.au/information-internal-controls or scan the QR code.



Ref.	Rating	Issue	Status and comment
23-IR1	D	Terminated Employees still listed as active users in finance systems. Previously terminated staff were not removed from the user access list of Technology and Civica.	Work in progress The current process as outlined in the previous management response continues, where an email template is completed and sent to relevant officers to advise of termination of employees. The onboarding and offboarding process utilising the One Council systems is still under user testing. This process is expected to be implemented by November 2023. Further oversight by the Manager Innovation and Technology will be implemented to confirm all terminated employees have been removed from all systems. Responsible officer: Manager Human Resources Action date: 01/07/2023 Revised action date: 30/11/2023
22CR-1	L	Capitalisation of work in progress Council had \$13.3million in projects in work in progress at 30 June 2022 that were marked as completed but not capitalised. We understand that delays in mapping the assets are generally the cause of lengthy times to capitalise. An unadjusted audit difference for the impact of depreciation not yet calculated on these projects was noted arising from this issue (refer section 8).	Work in progress This audit item processed \$58.6M of capitalisation during the audit period. Closing balance of WIP on the 30 June 2023 was \$74.1M compared to \$98M for the prior financial year. Of the WIP balance, 77 projects totalling \$17M have been marked as complete and were not capitalised. Of these, 5 were completed in 2020/21 totalling \$3.1M (approx.\$46K in depreciation exp), 22 were completed in 2021/22 and total \$3.8M (approx.\$100K in depreciation exp) and 50 were completed during 2022/23 totalling \$10.1M (approx.\$230K in depreciation exp). All 77 completed projects will be capitalised as a priority during the first quarter of 2023/24. Financial year. The remainder of WIP totalling \$57.1M are still in progress as at 30 June 2023. Responsible officer: Manager Financial Services. Action date: 30/06/2023 Revised action date: 31/10/2023

SENSITIVE

2023 Closing report.

8. Misstatements

Summary of corrected quantitative misstatements

We identified the following quantitative misstatements during the audit. Management subsequently corrected them in the financial statements.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Materials and services expense	717	-	-	-
	Prepayments	-	(717)	-	-
	Being the reversal of a prepaid expense that had been duplicated (journalled twice).				
2	Provision for impaired debts	-	(125)	-	-
	Expense – impairments of receivables	125	-	-	-
	Being the correction of the doubtful debt provision following correction of a receipt from debtor.				
	Total	842	(842)	-	-

Summary of uncorrected quantitative misstatements

Our audit identified the following quantitative misstatements, which we reported to management. Management has assessed these misstatements as not material (either to the financial statements as a whole or to individual line-item presentations). We concur with management's assessment.

#	Details	Profit or loss Dr/(Cr)	Asset Dr/(Cr)	Liabilities Dr/(Cr)	Equity Dr/(Cr)
		\$'000	\$'000	\$'000	\$'000
1	Depreciation expense	376	-	-	-
	Property, plant, and equipment	-	(376)	-	-
	<i>Being estimated depreciation on assets completed but not yet capitalised.</i>				
2	Property, plant, and equipment	-	33,188	-	-
	Asset revaluation reserve	-	-	-	(33,188)
	<i>Being potential impact if indexation was booked on water, sewerage, and marine infrastructure assets</i>				
	Total	376	32,812	-	(33,188)

Summary of corrected disclosure misstatements

- Classification of waste levy funds in advance from contract liabilities to non-current trade and other payables (\$1.542m)
- Additional disclosures on the basis for provision for doubtful debts
- Include investments in note 27 disclosures for financial assets.

SENSITIVE

2023 Closing report.

9. Next year planning considerations

We identified the following matters during the current year audit for consideration in planning next year's audit.

Next year audit planning considerations	Potential effect on financial statements	Potential effect on audit
Revaluation of water, wastewater, and transport infrastructure assets to take place.	Increased property plant and equipment asset values, increased revaluation reserve.	Review of key revaluation assumptions and management expert.

10. Assessment of financial sustainability

Assessment of financial sustainability

Section 169(5) of the Local Government Regulation 2012 outlines the following relevant measures of financial sustainability that all Queensland local governments must report on.

Sustainability measure	Purpose	How is it measured?	Target
Operating surplus ratio	The operating surplus ratio indicates the extent to which operating revenues raised cover operating expenses.	<i>Net operating result/Total operating revenue (excluding capital items)</i>	Between 0% and 10% per annum
Net financial liabilities ratio	The net financial liabilities ratio indicates the extent to which operating revenues (including grants and subsidies) can cover net financial liabilities (usually loans and leases).	<i>(Total Liabilities–current assets)/Total operating revenue</i>	< 60% per annum
Asset sustainability ratio	The asset sustainability ratio indicates the extent to which assets are being replaced as they reach the end of their useful lives.	<i>Capital Expenditure on replacement of assets (renewals)/Depreciation</i>	> 90% per annum

We assigned a risk rating to each measure using the below criteria.

Risk rating measure for individual ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
Higher	Less than negative 10% (i.e., losses)	More than 80%	Less than 50%
	Insufficient revenue is being generated to fund operations and asset renewal	Potential long-term concern over ability to repay debt levels from operating revenue	Insufficient spending on asset replacement or renewal resulting in reduced service levels and increased burden on future ratepayers
Moderate	Negative 10% to zero	60% to 80%	50% to 90%
	A risk of long-term reduction in cash reserves and inability to fund asset renewals	Some concerns over the ability to repay debt from operating revenue	Irregular spending or insufficient asset management practices creating a backlog of maintenance/renewal work
Lower	More than zero	Less than 60%	More than 90%

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2023 Closing report.

Risk rating measure for individual ratios	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
	(i.e., surpluses)		
	Well positioned to fund operations and asset renewals	No concern over the ability to repay debt from operating revenue	Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives

Our assessment of financial sustainability risk factors does not take into account a council's long-term forecasts or credit assessments undertaken by Queensland Treasury Corporation. We calculate the overall financial sustainability risk assessment using the ratings determined for each measure using the criteria in the table below.

Risk level	Detail of risk
Higher risk	Higher risk of sustainability issues arising in the short to medium term if current operating income and expenditure policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk	Moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: • current net financial liabilities more than 80 per cent of operating revenue or • average asset sustainability ratio over the last 5 years is less than 50 per cent or • average operating deficits (losses) over the last 5 years of between 2 and 10 per cent of operating revenue or • realising 2 or more of the individual ratios for moderate risk assessments (per the table opposite).
Lower risk	Lower risk of financial sustainability concerns based on current income, expenditure, asset investment and debt financing policies.

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 **Queensland
Audit Office**
Better public services



13.2.7 - Financial Report - Unaudited FY 2023-24 Period ending July 2023

DATE: 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Julie Moller – Manager Strategic Finance

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Information

ATTACHMENTS

1. A 1 Monthly Financial Report July 2023 [**13.2.7.1** - 7 pages]
2. Financial Statement for the period ending 31 July 2023 [**13.2.7.2** - 5 pages]
3. Capital Expenditure Report as at 31 July 2023 [**13.2.7.3** - 4 pages]

PURPOSE

To inform Council of the current unaudited financial performance and position for the period to 31 July 2023.

OFFICER'S RECOMMENDATION

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

Council adopted the 2023/24 Annual Budget on the 30 June 2023, which is reflected in this report. Council has recently finalised the Audited Financial Statements for 2022/2023, which were received by the Audit and Risk Committee on 14th August.

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.

The following highlights some of the key results for the period ending 31 July 2023:

Focus	Details
Sustainability	Key financial sustainability indicators (ratios) are within acceptable and expected parameters (see Attachment 1).
Cash	The end of month cash balance was \$120M, which is more than the minimum required levels. The higher level of cash is attributed to the timing of revenue collections and reduced expenditure on capital delivery and materials and services in the previous financial year. Councils' investments including term deposits had a weighted average interest rate of 4.89% at the end of the month.
Capital	Capital delivery is at 1% of the full year budget as at 31 July. It is expected that this will increase as we progress the planning, design and delivery through the financial year. The capital program will be reviewed throughout the financial year to manage expected timeframe for delivery and availability of goods and services.
Rates & Charges	Outstanding Rates & Charges have increased from \$5.7M in June to \$56.6M in July 2023. This has increased due to the first rates levy issued in July 2023 which is due for payment in August/September 2023.
General Debtors	General Debtors balance is \$5.2M compared to \$4.8M the previous month. This balance varies depending on when invoices have been issued within the month. Recovery measures are currently in progress through a debt recovery agency for both Rates debtors and General debtors.

Budget Process Update:

- 2023/24 Budget was adopted by Council on the 30 June 2023.
- Quarter 1 Budget Review is expected to be tabled at Council's Ordinary Council Meeting in September 2023.

Rates and Charges Update:

- Rates and Charges half yearly rates notices were raised in July and issued on the 2 August, with discount for prompt payment closing on the 4 September.
- Water accounts are currently being finalised and will be issued mid-August.

Financial Statements:

- Financial statement for the 30 June 2023 will be signed off by Management on the 14 August 2023, and have been included as unaudited prior year actuals in the attached Financial Statements as at 31 July 2023.

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

Director Corporate Services
Manager Financial Services
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

No

ALTERNATIVES CONSIDERED

N/A

FINANCIAL REPORT

Financial Year: 2023/24

Period Ending: 31 July 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 \$44.3M after charging depreciation (What We Set-aside for Asset Renewals) of \$2.6M. Council's operating surplus is higher due to the first half rates levy being raised in July 2023.

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	50,686,334	50,097,340	99%
What We Invoiced Our Customers	29,324,608	2,814,579	2,239,614	80%
What We Rcvd. as Grants & Subsidies	9,833,430	303,121	62,962	21%
What We Rcvd. As Interest from Investment	4,480,093	380,417	578,817	152%
Our Other Revenue	2,184,583	228,531	368,822	161%
Our Total Recurrent Earnings	143,316,321	54,412,982	53,347,555	98%
What We Spent on Our Staff	39,701,137	3,460,010	2,886,979	83%
What We Spent on Our Suppliers	60,402,208	6,070,960	3,265,417	54%
Our Total Direct Spend	100,103,345	9,530,970	6,152,395	65%
What We Paid Our Bankers	4,102,773	262,484	236,722	90%
What We Set-aside for Asset Renewals	30,458,822	2,645,072	2,616,541	99%
Our Operating Surplus/(Deficit)	8,651,381	41,974,456	44,341,897	106%
Our Capital Revenue	28,844,816	601,966	702,389	117%
Our Capital Expenses	13,756,280	-	-	0%
Our Capital Surplus/(Deficit)	15,088,536	601,966	702,389	117%
Our Net Earnings	23,739,917	42,576,422	45,044,286	106%

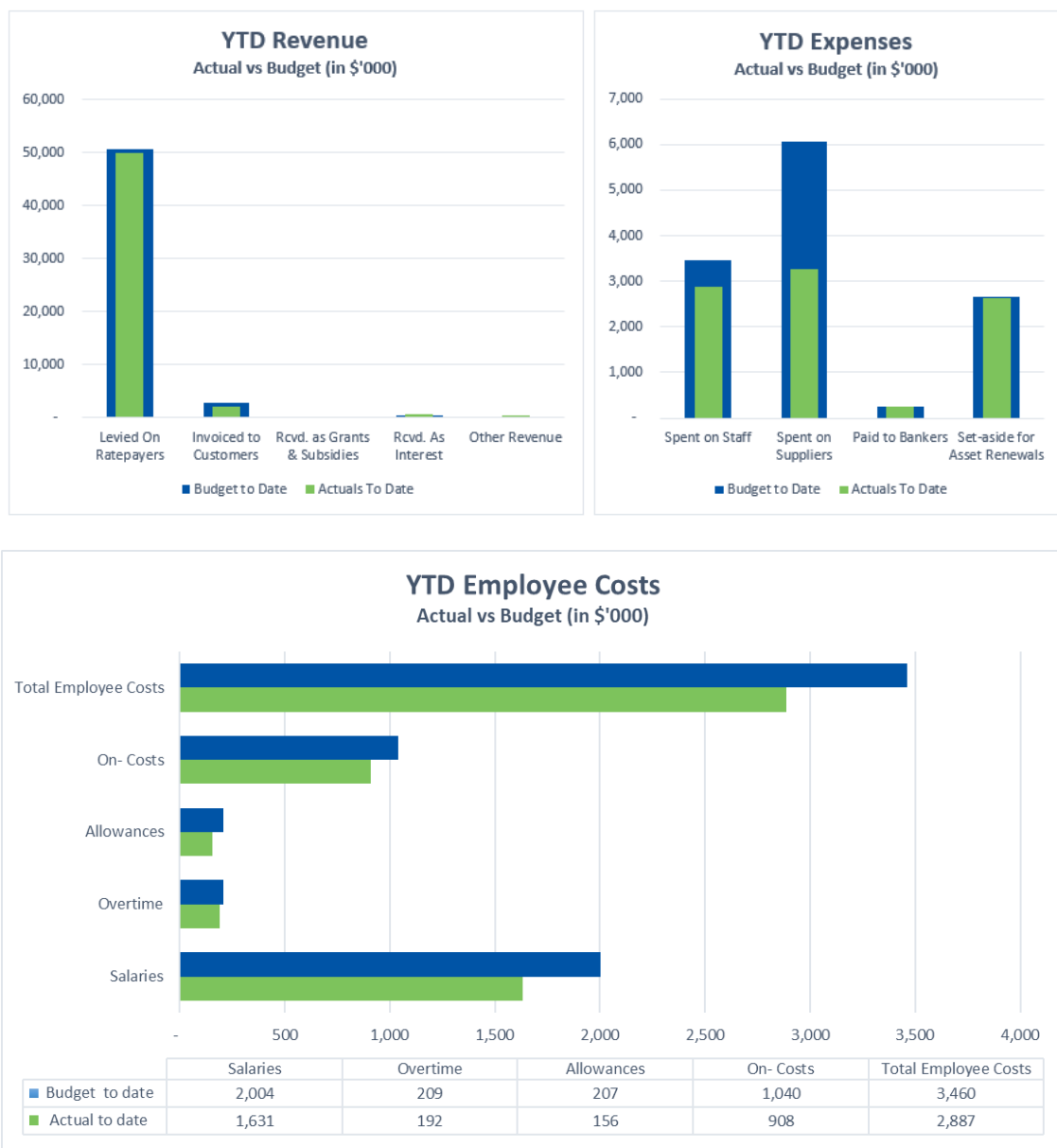
Revenue

- Total Recurrent Earnings is on target to meet budget, currently sitting at 98%.
- Interest from Investments is tracking ahead of budget due to further interest rate increases and the ability to maximise Council's return on investments.
- What we have levied our ratepayers on target to meet budget at 99%. Rates notices were levied in July with an issue date to ratepayers on the 2 August.

Expenditure

- Total direct spend is below YTD budget, currently sitting at 65%.
- Total spent on our staff is currently 83% of the 2023/24 Budget. This is currently trending lower than budget due to staff vacancies.
- Total spent on suppliers is currently under budget at 54%, 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 \$1.34B.

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	1,273,441,924
Inventory We Hold	3,320,933	2,050,000	3,272,482
What We are Owed	19,996,084	17,381,145	70,242,668
What We Have in Bank	128,898,729	79,017,612	120,616,727
Our Total Assets	1,427,697,201	1,320,192,794	1,467,573,801
What We Owe Our Suppliers	61,928,430	47,130,881	57,223,446
What We Owe Our Lenders	71,313,905	65,331,835	70,851,203
Our Total Liabilities	133,242,336	112,462,716	128,074,649
Our Community Wealth	1,294,454,866	1,207,730,078	1,339,499,152

- What we Own has seen a significant increase due to the impacts of the Council Cost Index applied to the Transport Infrastructure asset class at 30 June and the annual revaluation.
- Cash balances (what we have in bank) remains at healthy levels and well above minimum requirements due to advance payments received in 2022/23 for the FAGS grant, carry over capital projects to be completed in 2023/24 and the Waste Levy 2026/27 advanced payment.

Debtors & Borrowings

What We Are Owed	
Category	Amount
Rates & Charges	56,641,881
General Debtors	5,234,425
GST Receivable/(Payable)	590,955
Advances to Community	1,018,000
SUB-TOTAL	63,485,262
Contract Assets	2,867,685
Water Charges not yet levied	4,772,667
Prepayments	887,887
Provision for Bad Debts	(1,770,832)
SUB-TOTAL	6,757,407
GRAND TOTAL	70,242,669

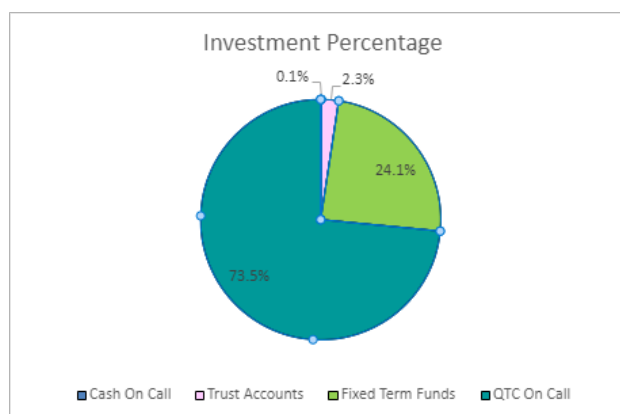
What We Have Borrowed		
Loan	Rate	Balance
81091 Gen5 05/06	7.08%	1,135,810
81092 Gen7 08/09	6.82%	3,372,647
81090 Gen8 09/10	6.33%	2,310,501
81089 Gen8 AMSU	5.07%	2,335,702
81093 STP Projects	5.25%	16,248,435
81094 WTP Projects	4.86%	7,941,445
Bowen STP 19/20	2.20%	8,323,320
WCA Run 19/20	2.20%	20,392,134
Bowen Cell 3 19/20	0.91%	1,561,273
Bowen STP 20/21	1.80%	4,930,821
TOTAL		68,552,089

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

- Rates & charges owed has increased from \$5.7M in June to \$56.6M in July. This has increased due to the first rates levy raised in July.
- General Debtors balance is \$5.2M compared to \$4.8M the previous month. General Debtors vary depending upon when invoices have been issued within the month.
- Recovery measures are currently in progress through a professional debt recovery agency for both Rates debtors and General debtors.

Investments

	Prev. Yr	Current
Queensland Treasury Corporation	98,898,730	90,616,727
Term Deposit	30,000,000	30,000,000
Total	128,898,730	120,616,727



- \$30M is currently invested in term deposits at competitive interest rates to maximise Council's return on investment.
- 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 was at 4.89% for the month of July due to RBA's cash rate decision.

CAPITAL DELIVERY (Excluding remediation)

- \$590K or 1% of the planned full year capital budget of \$51.4M has been delivered up to 31 July excluding commitments. Capital budget phasing will be reviewed in August with substantial work being undertaken on forward planning.
- \$17.2M has been committed to date which equates to 34.71% of the full year capital budget being spent or committed.



SUSTAINABILITY RATIOS

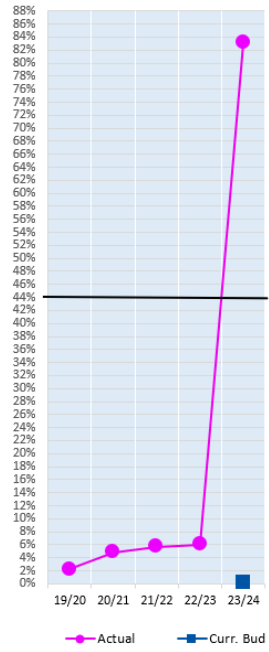
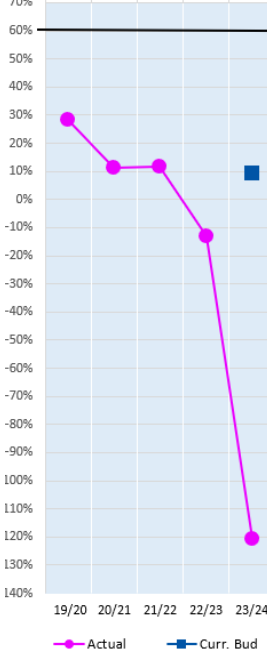
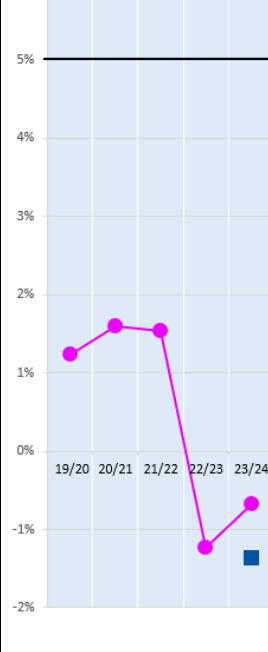
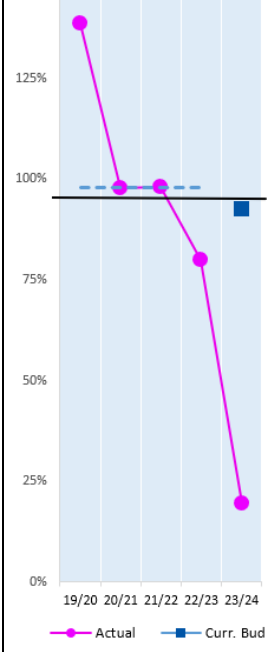
- The new financial sustainability ratios are no win place for the month of July 2023 and will vary throughout the financial year as Council completes its operational and capital budgets.

Type	Measure	Target (Tier4)	30 June 2024	30 June 2023
Financial Capacity	Council-Controlled Revenue	N/A	98.41% ✓	84.04% ✓
Operating Performance	Operating Surplus Ratio	Greater than 0%	83.12% ✓	6.04% ✓
	Operating Cash Ratio *	Greater than 0%	88.47% ✓	30.15% ✓
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	219.11 ✓	14.59 ✓
Asset Management	Asset Sustainability Ratio	Greater than 80%	19.60% ✓	79.97% ✓
	Asset Consumption Ratio	Greater than 60%	73% ✓	73% ✓
Debt Servicing Capacity	Leverage Ratio	0 to 3 times	1.46 ✓	1.76 ✓

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

FINANCIAL CAPACITY

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

OPERATING SURPLUS RATIO 	NET FINANCIAL LIABILITIES RATIO (ADJUSTED) 	INTEREST COVERAGE RATIO 	ASSET SUSTAINABILITY RATIO 
<i>Net Operating Surplus/(Deficit) divided by Total Operating Revenue</i>	<i>Total Liabilities less Current Assets divided by Total Operating Revenue</i>	<i>Net Interest Expense divided by Total Operating Revenue</i>	<i>Expenditure on Replacement Assets divided by Depreciation Expense</i>
Target: 0 - 10% YTD Act: 83.12% Budget: 0.22%	Target: < 60% YTD Act: -120.7% Budget: -9.25%	Target: < 5% YTD Act: -0.68% Budget: -1.37%	Target: Avg. 90% YTD Act: 19.60% Budget: 92.40%
Above target % due to timing of revenue recognition.	Above budget and maintained at a steady level below the maximum recommended levels.	Is below the recommended maximum threshold and in line with budget.	Is below target and budget due to timing of capitalisations.

BUDGET ACHIEVEMENT

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 YTD vs Full Year Budget	Flag
Our Earnings	101%	35%	
Our Expenditure	96%	6%	
Our Capital Delivery	77%	1%	
Our Cash on Hand	125%	153%	

- Earnings and Cash on Hand indicators are within expected levels as of 31 July due to timing of July accounts.
- Our Expenditure is at 6% and this will change as we progress through out the financial year.
- Capital delivery is at 1% of the full year budget delivered, this is below target. It is expected that this will increase as we progress through the year. The capital program will be reviewed through the financial 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 closing on 4 September.
- Water accounts are currently being finalised and will be issued by the mid-August.
- Quarter 1 Budget Review is expected to be tabled at Council's Ordinary Council Meeting in September 2023.
- 2023/24 Budget was adopted by Council on the 30 June 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 July 2023

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Note

Statement of Comprehensive Income

Statement of Financial Position

Statement of Changes in Equity

Statement of Cash Flows

Attachment 13.2.7.2 Financial Statement for the period ending 31 July 2023

WHITSUNDAY REGIONAL COUNCIL

Statement of Comprehensive Income

For the period ending 31 July 2023

	2024	2023	Budget	PTD Budget	Variance
	YTD	30 June	2023/24	2023/24	to Budget
Income	\$	\$	\$	\$	%
Recurrent revenue					
Rates, levies and utility charges	50,097,340	97,493,607	101,372,667	50,686,334	99%
Sale of goods and major services	1,941,083	18,847,784	23,859,653	1,970,578	99%
Fees and charges	460,582	4,108,132	3,971,210	330,934	139%
Lease, rental and levies	47,369	326,371	356,124	29,677	160%
Interest received	578,817	4,480,093	4,551,500	380,417	152%
Sales of contract and recoverable works	(209,419)	6,042,321	5,800,676	483,390	-43%
Other recurrent income	368,822	2,184,583	2,748,077	228,531	161%
Grants, subsidies and contributions	62,962	9,833,430	8,904,565	303,121	21%
Total recurrent revenue	53,347,555	143,316,321	151,564,472	54,412,982	98%
Capital revenue					
Grants, subsidies and contributions	689,389	26,354,278	7,223,594	601,966	115%
	689,389	26,354,278	7,223,594	601,966	115%
Total revenue	54,036,944	169,670,599	158,788,066	55,014,948	98%
Capital income	13,000	2,490,538	-	-	
Total income	54,049,944	172,161,137	158,788,066	55,014,948	98%
Expenses					
Recurrent expenses					
Employee benefits	(2,886,979)	(39,701,137)	(44,714,056)	(3,460,010)	83%
Materials and services	(3,265,417)	(60,402,208)	(71,630,931)	(6,070,960)	54%
Finance costs	(236,722)	(4,102,773)	(3,149,811)	(262,484)	90%
Depreciation and amortisation	(2,616,541)	(30,458,822)	(31,740,841)	(2,645,072)	99%
Total operating expenses	(9,005,658)	(134,664,940)	(151,235,639)	(12,438,526)	72%
Capital expenses					
Other capital expenses	-	(13,756,280)	(5,343,990)	-	
Total expenses	(9,005,658)	(148,421,220)	(156,579,629)	(12,438,526)	72%
Net result	45,044,286	23,739,917	2,208,437	42,576,422	106%
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	45,044,286	94,866,647	2,208,437	42,576,422	106%

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

Attachment 13.2.7.2 Financial Statement for the period ending 31 July 2023

WHITSUNDAY REGIONAL COUNCIL

Statement of Financial Position

As at 31 July 2023

	2024	2023	Budget 2023/24
	\$	\$	\$
Current assets			
Cash and cash equivalents	90,616,727	98,898,729	49,017,612
Cash investments	30,000,000	30,000,000	30,000,000
Receivables	61,110,475	10,603,952	12,541,145
Inventories	1,617,482	1,665,933	2,050,000
Contract assets	2,867,685	2,867,685	-
Other assets	6,251,508	6,524,446	4,840,000
	192,463,877	150,560,745	98,448,757
Non-current assets held for sale	1,655,000	1,655,000	-
Total current assets	194,118,877	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	1,269,102,204	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	1,273,454,924	1,275,481,455	1,221,744,037
TOTAL ASSETS	1,467,573,801	1,427,697,201	1,320,192,794
Current liabilities			
Trade and other payables	11,731,207	16,826,723	13,002,545
Provisions	8,911,348	10,336,866	16,185,656
Borrowings	6,184,916	6,184,916	6,237,987
Contract liabilities	7,841,028	7,400,254	-
Total current liabilities	34,668,499	40,748,759	35,426,188
Non-current liabilities			
Trade and other payables	4,498,279	4,498,279	1,509,143
Provisions	24,241,584	22,866,308	16,433,537
Borrowings	64,666,287	65,128,989	59,093,848
Total non-current liabilities	93,406,150	92,493,576	77,036,528
TOTAL LIABILITIES	128,074,649	133,242,336	112,462,716
NET COMMUNITY ASSETS	1,339,499,152	1,294,454,866	1,207,730,078
Community equity			
Investment in capital assets	756,797,901	758,361,731	782,045,209
Asset revaluation surplus	433,807,358	433,807,358	362,680,628
Retained surplus	57,341,073	11,211,635	12,918,333
Reserves	91,552,820	91,074,142	50,085,909
			-
TOTAL COMMUNITY EQUITY	1,339,499,152	1,294,454,866	1,207,730,078

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

Attachment 13.2.7.2 Financial Statement for the period ending 31 July 2023

WHITSUNDAY REGIONAL COUNCIL

Statement of Changes in Equity For the period ending 31 July 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	11,211,635	8,495,808	91,074,142	67,981,560	433,807,358	362,680,628
Error correction to opening balance	-	616,041	-	-	-	-	-	-
Restated opening balances	1,294,454,866	1,199,588,219	11,211,635	8,495,808	91,074,142	67,981,560	433,807,358	362,680,628
Net result	45,044,286	23,739,917	45,044,286	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	45,044,286	94,866,647	45,044,286	23,739,917	-	-	-	71,126,730
Transfers (to) from retained earnings and recurrent reserves	-	-	1,781,040	23,690,959	-	7,596,209	-	-
Transfers (to) from retained earnings and capital reserves	-	-	(695,888)	(44,715,048)	478,678	15,496,373	-	-
Balance at end of the year	1,339,499,152	1,294,454,866	57,341,073	11,211,635	91,552,820	91,074,142	433,807,358	433,807,358

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

Attachment 13.2.7.2 Financial Statement for the period ending 31 July 2023

WHITSUNDAY REGIONAL COUNCIL

Statement of Cash Flows

For the period ending 31 July 2023

	2024	2023	Budget 2023/24
	\$	\$	\$
Cash flows from operating activities			
Receipts			
General rates and utility charges	(1,086,669)	97,473,013	98,182,667
Sale of goods and major services	1,941,083	18,847,784	23,859,653
Lease, rental and levies, fees and charges	507,950	4,213,670	4,127,334
Other income	556,750	9,565,958	9,023,753
GST received	(70,039)	9,153,638	(12,200)
Receipts from customers	1,849,075	139,254,064	135,181,207
Operating grants, subsidies and contributions	503,736	10,133,235	8,904,565
Interest received	578,817	4,480,093	4,551,500
Payments			
Payment to employees	(3,153,972)	(38,692,415)	(44,746,056)
Payments for materials and services	(7,495,437)	(60,175,985)	(73,782,278)
GST paid	-	(8,890,610)	-
Payments to suppliers and employees	(10,649,409)	(107,759,010)	(118,528,334)
Interest expense	(215,899)	(2,742,616)	(2,934,811)
Net cash inflow (outflow) from operating activities	(7,933,680)	43,365,766	27,174,127
Cash flows from investing activities			
Government subsidies and grants	-	33,621,465	7,223,594
Capital contributions	689,389	4,147,787	-
Payments for property, plant and equipment	(590,009)	(34,767,023)	(51,367,007)
Movement in work in progress	-	-	-
Payments for investment property	-	(161,566)	-
Net transfer (to) from cash investments	-	(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	-	1,482,855	-
Net movement in loans to community organisations	2,000	17,000	-
Net cash inflow (outflow) from investing activities	114,380	(25,283,799)	(44,871,792)
Cash flows from financing activities			
Repayment of borrowings	(462,702)	(5,441,297)	(5,674,100)
Repayments made on finance leases	-	(466,763)	(311,742)
Net cash inflow (outflow) from financing activities	(462,702)	(5,908,060)	(5,985,842)
Net increase (decrease) in cash and cash equivalents held	(8,282,003)	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	90,616,727	98,898,729	79,017,612

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

Attachment 13.2.7.3 Capital Expenditure Report as at 31 July 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 \$
10000 - Office of the CEO									
14100 - AT - Airports - Operations									
4002	Upgrade Airport Admin Office	-	25,053	25,053	-	-			-
4004	Whitsunday Coast Airport Fence	-	-	-	7,944	95,324			95,324
4087	Collinsville Airport Runway Re-seal	-	-	-	29,167	350,000			350,000
4122	WCA Freight Hub Implementation	1,524	1,678	3,202	-	-			(1,524)
4206	Whitsunday Coast Airport - Undercover solar car parking	-	-	-	12,500	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
4211	Whitsunday Coast Airport - Replace checked bag screening ser	-	-	-	-	50,000			50,000
4212	Whitsunday Coast Airport - 100KVA Field Generator	-	-	-	-	100,000			100,000
4213	Whitsunday Coast Airport - Airconditioning upgrade	-	-	-	-	500,000			500,000
4214	Whitsunday Coast Airport - Replace end of life Explosive Tra	-	81,400	81,400	-	120,000			120,000
4215	Whitsunday Coast Airport - Freight Distribution Centre CCTV	-	-	-	4,167	50,000			50,000
4216	Whitsunday Coast Airport - Apron Upgrade/Second Taxiway	-	-	-	16,667	200,000			200,000
4217	Whitsunday Coast Airport - front terminal roadway	-	-	-	8,333	100,000			100,000
4218	Whitsunday Coast Airport - Access Gate 5 Road	-	-	-	4,167	50,000			50,000
4219	Whitsunday Coast Airport - Sewerage Treatment Plant Upgrade	-	-	-	-	100,000			100,000
7033	WCA Airport Fitout	-	25,053	25,053	-	-			-
8594	Bowen Aerodrome Runway Repairs	-	53,533	53,533	-	-			-
8863	Welcome to Whitsundays Signage Proserpine Airport	-	4,137	4,137	-	-			-
Sub Total AT - Airports - Operations		1,524	193,970	195,494	82,945	2,215,324	2%	0%	2,213,800
14500 - AT - Shute Harbour - Operations									
4001	Refurbish Shute Harbour Fishing Pontoon	-	4,500	4,500	41,667	500,000			500,000
4100	Small Tourism Office (STO) and Works in Addition	30,413	828,183	858,596	-	-			(30,413)
4205	Shute Harbour - Under Cover Carpark with Solar Shute Harbour	-	-	-	21,840	262,076			262,076
4208	Shute Harbour - Replacement flooring	-	-	-	-	60,000			60,000
Sub Total AT - Shute Harbour - Operations		30,413	832,683	863,096	63,507	822,076	48%	4%	791,663
14700 - AT - Airstrips									
4210	Bowen Airstrip - Lighting upgrade to MOS Specifications	-	-	-	20,833	250,000			250,000
Sub Total AT - Airstrips		-	-	-	20,833	250,000	0%	0%	250,000
Total Office of the CEO		31,937	1,026,653	1,058,590	167,285	3,287,400	19%	1%	3,255,463
30000 - Infrastructure Services									
32200 - EM - SES									
4243	Cannonvale SES Communications room	-	-	-	5,250	63,000			63,000
Sub Total EM - SES		-	-	-	5,250	63,000	0%	0%	63,000
33100 - Disaster Recovery									
Sub Total Disaster Recovery		15,542	3,738,953	3,754,496	119,217	1,430,602	13%	1%	1,415,060
34900 - R&D - Assets									
4024	Bus Stop DDA Compliance	825	-	825	-	100,000	-10%	1%	99,175
4025	Coconut Grove Disabled Parking Bays	227	-	227	-	-			(227)
4028	Blake St Disabled parking bay and footpath	-	205	205	-	-			-
4031	Mill Street Kerb and Channel	1,123	22,357	23,480	-	-			(1,123)
4033	Collinsville Pump Track	857	-	857	24,717	296,604	3%	0%	295,747
4035	LRCI - Bicentennial Boardwalk refurbishment	914	46,983	47,897	-	-			(914)
4038	Homestead Place Stormwater Upgrade	223	68,640	68,863	-	100,000	-3%	0%	99,777
4083	Stormwater Renewals	290	-	290	-	475,000	-1%	0%	474,710
4084	Eshelby Drive Footpath - Stage 1 (300m)	58,690	46,854	105,543	-	-			(58,690)
4085	Balaam Road Floodway Upgrade	223	-	223	-	280,000	-1%	0%	279,777
4102	Renwick Road shared path	8,764	-	8,764	-	-			(8,764)
4103	Cantamessa Road Culvert	-	-	-	-	70,000			70,000
4255	Design Program	-	-	-	-	230,000			230,000
4256	Renwick Rd Intersection (TIDS)	5,113	-	5,113	5,000	500,000	-16%	1%	494,887
4257	Reseal Program	5,441	-	5,441	-	800,000	-8%	1%	794,559
4258	Unsealed Roads Resheeting Program	94	-	94	-	1,192,176	0%	0%	1,192,082
4259	Design of Mandalay Road Footpath	3,512	-	3,512	5,000	10,000	38%	35%	6,488
4260	Design of Erromango Solar Street Lighting	-	-	-	-	10,000			10,000
4261	Bicentennial Boardwalk Upgrade - Stage 2	-	544,733	544,733	-	2,000,000			2,000,000
4262	Mackenzie Street Kerb and Channel	-	-	-	-	22,500			22,500
4263	Pandanus Street Kerb and Channel	-	-	-	-	25,000			25,000
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	1,433	-	1,433	-	500,000	-3%	0%	498,567
4267	Valley Drive Open Drain Renewals	-	-	-	-	101,385			101,385
4268	Paluma Rd to Carlo Dr Stormwater Project Planning	-	-	-	-	267,000			267,000
8084	Pros. Main Street Upgrade - Dobbins Lane C/W	290	-	290	-	-			(290)
8099	Molongie Creek Boat Ramp	3,479	2,172	5,650	-	-			(3,479)
8629	LRCI - Edgumbe Heights Walking Tracks Upgrade	506	875,863	876,369	41,714	500,569	1%	0%	500,063
8630	Forestry Road	-	128,470	128,470	-	-			-

Attachment 13.2.7.3 Capital Expenditure Report as at 31 July 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 \$
8639	Unsealed Roads Creek Crossing Upgrade Program	-	-	-	-	236,946			236,946
8640	Unsealed Roads Resheeting Program	62,842	65,970	128,812	-	-			(62,842)
8817	TMR early works - Paluma Rd to Tropic Rd	-	16,100	16,100	-	-			-
8904	Re Seal Program	447	-	447	-	-			(447)
9106	Richmond Road Floodway Upgrade (TIDS)	1,733	-	1,733	-	-			(1,733)
9107	Scottville Road (TIDS)	126,027	804,299	930,326	500,000	1,380,261	14%	9%	1,254,234
9108	Tondara Road Seal Project	-	18,960	18,960	-	3,035,981			3,035,981
Sub Total R&D - Assets		283,053	2,641,605	2,924,658	654,931	12,236,922	43%	2%	11,953,869
36100 - OS - Parks									
4249	Bowen Grey's Bay Shelter supply and installation	-	22,737	22,737	7,083	85,000			85,000
4250	Bowen Lions Shelters Stage 2	-	-	-	11,250	135,000			135,000
4251	Cemetery Lowering Devices	-	45,098	45,098	5,417	65,000			65,000
4252	Dingo Beach Bollards Stage 2	-	-	-	10,475	125,700			125,700
4253	Shute Harbour - Snows Beach Asset upgrades	-	-	-	24,167	290,000			290,000
4254	New Basketball Court - Halpannel Park	-	-	-	30,000	360,000			360,000
5632	Lake Proserpine Recreation Hub - Stage 1 - C/W 18-19	-	69,035	69,035	-	-			-
8625	Assets Renewal Parks and Gardens	-	-	-	30,704	368,450			368,450
8873	Choose Collinsville Project	38,387	339,290	377,677	69,003	828,030	56%	5%	789,643
9249	LRCI - Cannonvale Skate Bowl Upgrade - Stage 2	435	572,500	572,935	43,852	526,220	1%	0%	525,785
Sub Total OS - Parks		38,823	1,048,660	1,087,482	231,951	2,783,400	17%	1%	2,744,577
37200 - Works for Queensland									
4094	Regional Sewer Relining P1 22/23	-	-	-	15,167	182,000			182,000
8830	W4Q - Collinsville Aquatic Facility - pool retiling renewal	422	-	422	-	-			(422)
8834	W4Q - Brandy Creek - New Amenities	-	72,922	72,922	7,754	93,042			93,042
8842	W4Q -Greening & Growing Bowen 3 - recycled water network ext	5,901	32,123	38,024	-	-			(5,901)
8843	W4Q - Sewer Relining – Regional P1 Zone	-	247,048	247,048	-	-			-
8844	W4Q - Bowen WTP Intake, Switchboard and Structure	4,597	206,253	210,850	105,667	1,268,000	4%	0%	1,263,403
Sub Total Works for Queensland		10,921	558,346	569,267	128,588	1,543,042	8%	1%	1,532,121
38200 - WSW - Water Operations									
4052	Mt Julian Network Reconfig	680	-	680	15,258	183,100	4%	0%	182,420
4053	Network Reconfig Island Dr WPS	1,125	80	1,205	14,388	172,650	8%	1%	171,525
4054	Jubilee Pocket Trunk Watermain	2,513	-	2,513	13,772	165,268	18%	2%	162,755
4055	Bore1 Replacement	-	-	-	21,540	258,475			258,475
4056	Kara Crescent Pumped Zone	-	6,870	6,870	583	7,000			7,000
4057	Cannon Valley Res to Parker Rd	1,361	4,320	5,681	25,177	302,125	5%	0%	300,764
4058	Cannonvale Reservoir Reconfig	671	22,940	23,611	26,750	321,000	3%	0%	320,329
4059	Coyne Rd Reservoir & PS Works	851	4,080	4,931	3,167	38,000	27%	2%	37,150
4060	Proserpine PRV Cross Connect	383	8,640	9,023	17,444	209,328	2%	0%	208,945
4061	Stanley Dr PS Reconfiguration	1,999	-	1,999	5,620	67,444	36%	3%	65,445
4064	Coastal WTP - Pump and Switchb	-	-	-	60,417	725,000			725,000
4067	Renwick Rd Trunk Watermain	-	-	-	1,250	15,000			15,000
4082	Water Main Renewals 22/23 - Stewart Drive, Cannonvale	358	-	358	-	-			(358)
4273	Emergent Works Water	-	-	-	24,167	290,000			290,000
4274	Minor New & Replacements Water	-	-	-	20,833	250,000			250,000
4275	Water Capital Design	-	-	-	15,056	180,675			180,675
8895	New Initiative - Disaster Resilience - Extend Fibre Infrastr	-	-	-	5,250	63,000			63,000
8921	Bowen Small Reservoir Pressure Zone	-	7,480	7,480	1,042	12,500			12,500
8922	Collinsville WTP Emergent works	309	819	1,128	-	-			(309)
8923	Facilities Instrumentation, Electrical and Control Renewals	-	1,896	1,896	-	-			-
8924	Penticost St Area Renewal	-	-	-	5,884	70,607			70,607
8925	Proserpine Bore 10 supplementary Funding for Bore moving (TM	-	9,090	9,090	4,583	55,000			55,000
8927	Collinsville Efficient Resilient Solar Program	11,982	101,431	113,413	59,083	708,993	20%	2%	697,011
8931	Additional Bores - Proserpine WTP	950	48,460	49,410	73,441	881,296	1%	0%	880,346
Sub Total WSW - Water Operations		23,180	216,107	239,287	414,705	4,976,461	6%	0%	4,953,281
38300 - WSW - Sewerage Operations									
4040	Ammonia/ Nitrate Optimisation	-	137,557	137,557	12,917	155,000			155,000
4045	Carlo Drive Sewer Rising Main	510	234,270	234,780	14,583	175,000	3%	0%	174,490
4092	Emergent Works Sewer 22/23	-	6,460	6,460	-	-			-
4112	Cannonvale STP Membrane Replacement	1,078	149,827	150,906	17,500	210,000	6%	1%	208,922
4204	Equipment - Sewer Camera	-	35,056	35,056	-	-			-
4269	Emergent Works Sewer	-	-	-	30,650	367,800			367,800
4270	Minor New & Replacements Sewer	-	-	-	9,500	114,000			114,000
4271	Sewer Capital Design	-	-	-	15,056	180,675			180,675
4272	Regional Sewer Pump Replacement Program	-	34,166	34,166	3,750	45,000			45,000
4931	New Bowen Sewerage Treatment Plant & Upgrades - C/W 17-18-C/	-	10,629	10,629	-	-			-
5539	Sewer Pump Capacity Upgrades - Combined Rising Main - C/W 18	-	-	-	30,000	360,000			360,000
8915	Sewer Relining – Regional P2 Zone	-	255,725	255,725	-	-			-
8916	STP Odour containment Panel replacement	-	67,241	67,241	-	-			-
8917	Chapman St Sewer Rising Main Replacement	-	-	-	50,942	611,300			611,300
8920	Network Instrumentation, Electrical and Control Renewals - S	-	15,674	15,674	-	-			-
8935	Waste reuse to Agriculture (biosolids) Project	-	12,196	12,196	-	-			-
Sub Total WSW - Sewerage Operations		1,589	958,802	960,391	184,898	2,218,775	1%	0%	2,217,186
38400 - WSW - Waste & Recycling Services									

Attachment 13.2.7.3 Capital Expenditure Report as at 31 July 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 \$
4046	Cell 6 Kelsey Creek Landfill	-	32,590	32,590	287,194	3,446,333			3,446,333
4048	Cvle Tfr Station Drainage	-	-	-	25,000	300,000			300,000
4049	KCL Landfill RRA and Transfer	28,064	242,639	270,703	9,167	110,000	306%	26%	81,936
4050	Stormwater Bowen Landfill	-	-	-	6,250	75,000			75,000
4051	Upgrade Sediment Pond 1-Kelsey	-	-	-	27,917	335,000			335,000
4203	Fencing- Renewal	14,976	890	15,866	-	-			(14,976)
4276	Transfer Station Cannonvale Stormwater Drainage	-	-	-	13,750	165,000			165,000
4277	Transfer Station Collinsville Upgrades	-	-	-	12,917	155,000			155,000
4278	Landfill Bowen Leachate Evaporation Pond	-	-	-	15,417	185,000			185,000
4279	Purchase New Waste Oil Sheds	-	-	-	4,167	50,000			50,000
4280	Landfill Bowen Upgrade Sed Pond 3	-	-	-	25,000	300,000			300,000
8820	Cannonvale Waste Transfer Station	337	8,257	8,594	-	-			(337)
9157	Bowen Landfill - Culvert, Stormwater Drain, Leachate Pump	-	-	-	9,076	108,914			108,914
Sub Total WSW - Waste & Recycling Services		43,377	284,376	327,753	435,855	5,230,247	10%	1%	5,186,870
39100 - Quarry - Operations									
4180	Quarry Crushing Plant Renewals	-	-	-	10,000	120,003			120,003
Sub Total Quarry - Operations		-	-	-	10,000	120,003	0%	0%	120,003
Total Infrastructure Services		416,485	9,446,849	9,863,334	2,185,395	30,602,452	19%	1%	30,185,967
40000 - Corporate Services									
42200 - IT – Projects - Information Management									
4091	NBN 5x Hybrid Cubes to Fixed wireless towers	25,719	1,700	27,419	-	-			(25,719)
4246	Replacement - Meeting Room AV Equipment Upgrades	-	-	-	5,833	70,000			70,000
4247	Replacement - Waste Transfer Stn Point of Sale System Upgrad	-	9,258	9,258	2,292	27,500			27,500
4248	Replacement - Water and Waste Scada Servers	-	-	-	3,333	40,000			40,000
8821	CCTV, Radio links, Video conferencing and Wireless Access	-	453	453	-	-			-
8876	Disaster Resilience - VHF Radio Network Replacement	-	582,388	582,388	84,624	1,015,484			1,015,484
8878	Replacement Program - Desktop PC's and Laptop Computers	(12,619)	-	(12,619)	11,750	141,000	-107%	-9%	153,619
8884	Replacement Program - CCTV Network Hardware Upgrade	-	22,464	22,464	11,333	136,000			136,000
8885	Replacement Program - CIRP - Communications Infrastructure R	-	-	-	18,750	225,000			225,000
8892	New Initiative - Disaster Resilience - NBN ? Design, Install	-	-	-	12,500	150,000			150,000
8893	New Initiative ? IoT Program of Works ? Design, Install Hard	-	-	-	4,167	50,000			50,000
Sub Total IT – Projects - Information Management		13,099	616,262	629,361	154,582	1,854,984	8%	1%	1,841,885
42300 - IT – Operational - Technical Services									
4074	Mobility Solutions and Integrations	(10,491)	840	(9,651)	-	-			10,491
Sub Total IT – Operational - Technical Services		-	10,491	840	-	-	0%	0%	10,491
43300 - Finance - Insurance									
7886	Insurance - Bowen Reservoir- CW 1920	716	50,485	51,201	44,828	537,931	2%	0%	537,215
7896	Insurance - Collinsville Reservoir High Level	1,433	69,103	70,535	39,828	477,939	4%	0%	476,506
Sub Total Finance - Insurance		2,149	119,588	121,736	84,656	1,015,870	3%	0%	1,013,721
44400 - PPF - Fleet Management									
2089	Plant Purchases	953	1,921,187	1,922,140	-	-			(953)
4020	Fleet and Plant Replacement Program	-	1,670,123	1,670,123	-	-			-
4090	Backhoe Loader Proserpine	-	-	-	18,333	220,000			220,000
4244	Fleet and Plant Replacement Program	-	754,500	754,500	562,818	6,753,818			6,753,818
4245	Infrastructure Services - Trailers	-	-	-	18,458	221,500			221,500
Sub Total PPF - Fleet Management		953	4,345,810	4,346,762	599,609	7,195,318	0%	0%	7,194,365
44700 - PPF - Property & Facilities									
4008	Bowen Admin Ground Floor - Mech Plant Renewal	4,372	1,058	5,430	91,667	1,100,000	5%	0%	1,095,628
4012	Bowen Cemetery Amenities Renewal	-	116,369	116,369	9,989	119,864			119,864
4013	Bowen Workcamp Dwelling Restumping	-	87,773	87,773	-	-			-
4015	Denison Park Grandstand Renewal	270	129,084	129,354	17,203	206,438	2%	0%	206,168
4016	Fuel Bowser Replacement Program	-	136,430	136,430	23,592	283,098			283,098
4017	Proserpine Depot Masterplan	-	-	-	12,500	150,000			150,000
4019	PEC - Storage Structure and Fit out	-	150,458	150,458	15,318	183,818			183,818
4069	Cedar Creek Amenities - Renewal	-	170,525	170,525	19,117	229,403			229,403
4070	Hansen Case Park - New Amenities	78,581	89,243	167,824	12,083	145,000	650%	54%	66,419
4071	Proserpine Cemetery - Disabled amenities upgrades	-	54,795	54,795	6,985	83,822			83,822
4106	Bowen Workcamp STP Renewal	44,832	2,985	47,817	-	-			(44,832)
4202	Digital Screens	-	3,000	3,000	-	-			-
4227	Aircon Replacement Program	-	-	-	11,475	137,700			137,700
4228	Amenities CCTV Installation Project	-	-	-	11,667	140,000			140,000
4229	Bowen Admin Solar Installation	541	-	541	4,833	58,000	11%	1%	57,459
4230	Bowen Depot Auto Gate	-	-	-	3,333	40,000			40,000
4231	Bowen Depot Cement Shed Roof Renewal	-	-	-	2,600	31,200			31,200
4232	Bowen PCYC -OSHC Floor Covering Replacement	-	-	-	2,500	30,000			30,000
4233	Buildings Painting Program	-	-	-	6,750	81,000			81,000
4234	Collinsville Depot Boundary Fence	-	-	-	11,330	135,960			135,960
4235	Collinsville Football Club Field Lighting Renewal	270	-	270	12,600	151,200	2%	0%	150,930
4236	Demolition Of Kent St Clubhouse and Structures	-	-	-	2,475	29,700			29,700
4237	Demolition Of Powerhouse Road Structures	-	-	-	15,114	181,368			181,368

Attachment 13.2.7.3 Capital Expenditure Report as at 31 July 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 \$
4239	Proserpine Depot Stores Racking	270	-	270	4,583	55,000	6%	0%	54,730
4240	Shingley Beach Amenities Reroof	-	-	-	2,730	32,760			32,760
4241	Strategic Asset Reserve	-	-	-	182,833	2,194,000			2,194,000
4242	Cannonvale Customer Service & Library project	912	57,062	57,973	23,515	282,180	4%	0%	281,268
4926	Proserpine Entertainment Centre - Building Works in addition	-	58,038	58,038	-	-			-
5021	Collinsville Football Club Field Lighting Renewal	-	138,441	138,441	-	-			-
8852	Airlie Beach Lagoon Amenities Fitout and Fittings Renewal	-	152,855	152,855	7,852	94,225			94,225
8856	Bowen Library Mechanical Plant Renewal	-	-	-	4,375	52,500			52,500
8858	Solar Power Generation	-	53,904	53,904	-	-			-
8859	Collinsville Football Club Roof Renewal	1,914	146,787	148,701	-	-			(1,914)
8868	Relocation of Cannonvale Depot - Demountable Buildings	-	7,070	7,070	-	-			-
Sub Total PPF - Property & Facilities		131,964	1,555,876	1,687,839	519,019	6,228,236	25%	2%	6,096,272
Total Corporate Services		137,673	6,638,374	6,776,048	1,357,866	16,294,408	10%	1%	16,156,735
50000 - Development Services									
53100 - SP - Strategic Planning									
4226	LGIP Cuttuli Road Investigations and Design	-	-	-	33,333	400,000			400,000
Sub Total SP - Strategic Planning		-	-	-	33,333	400,000	0%	0%	400,000
Total Development Services		-	-	-	33,333	400,000	0%	0%	400,000
60000 - Community Services									
62200 - CDL - Libraries									
4005	Bowen Library Refurbishment	130	509	639	-	-			(130)
Sub Total CDL - Libraries		130	509	639	-	-	0%	0%	130
65100 - RS - Sport & Recreational									
4220	BSP Shop Front Refurbishment	-	-	-	2,083	25,000			25,000
8903	Lake Proserpine Commercialisation Project	-	-	-	6,250	75,000			75,000
Sub Total RS - Sport & Recreational		-	-	-	8,333	100,000	0%	0%	100,000
65300 - RS - Pools, Lagoons & Enclosures									
4223	Collinsville Pool Design & Construct Bulk Head and Retile	-	-	-	19,979	239,750			239,750
8606	Wilson Beach Swimming Enclosure Refurbishment	-	105,324	105,324	25,000	300,000			300,000
8787	LRCI - Construction of new Collinsville Water Park	-	471	471	-	-			-
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		-	106,635	106,635	44,979	539,750	0%	0%	539,750
65400 - RS - Entertainment & Conference Centres									
8532	PEC Fit out and Setup Capital	-	18,700	18,700	-	-			-
Sub Total RS - Entertainment & Conference Centres		-	18,700	18,700	-	-	0%	0%	-
67150 - HEC - Natural Resource Management									
4006	Frog Rock foreshore	1,545	1,545	3,091	-	-			(1,545)
4221	Merinda washdown facility	-	-	-	3,750	45,000			45,000
Sub Total HEC - Natural Resource Management		1,545	1,545	3,091	3,750	45,000	41%	3%	43,455
67300 - HEC - Water Quality									
4224	Mullers lagoon aeration	-	-	-	2,500	30,000			30,000
4225	Cannonvale lakes aeration	-	-	-	2,500	30,000			30,000
Sub Total HEC - Water Quality		-	-	-	5,000	60,000	0%	0%	60,000
67350 - HEC - Environmental Health									
4200	Litter & Illegal Dumping Partnership Program 28	2,239	1,625	3,864	-	-			(2,239)
Sub Total HEC - Environmental Health		2,239	1,625	3,864	-	-	0%	0%	2,239
67550 - HEC - Local Laws									
4222	Proserpine Pound Security System upgrades	-	-	-	3,167	38,000			38,000
Sub Total HEC - Local Laws		-	-	-	3,167	38,000	0%	0%	38,000
Total Community Services		3,913	129,014	132,928	65,229	782,750	6%	0%	778,837
Grand Total for Period ending 31 July 2023		590,009	17,240,891	17,830,899	3,809,108	51,367,010	15%	1%	50,777,002

Percentage Actuals v YTD Budget	15.49%
Percentage YTD Actuals v Annual Current Budget	34.71%

13.2.8 - Corporate Services Monthly Report - July 2023

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Hannah Neumann - PA to the Director for Corporate Services

AUTHORISING OFFICER: Jason Bradshaw - Director Corporate Services

PRESENTED FOR: Information

ATTACHMENTS

1. Corporate Services Monthly Report July 2023 [13.2.8.1 - 27 pages]

PURPOSE

To provide an overview the Corporate Services Directorate for the month of July 2023.

OFFICER'S RECOMMENDATION

That Council receive the Corporate Services Monthly Report for July 2023.

BACKGROUND

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

DISCUSSION/CURRENT ISSUE

The report details the work undertaken and key statistics for the month as well as commentary on the key initiatives being progressed across the organisation.

STATUTORY/COMPLIANCE MATTERS

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

STRATEGIC IMPACTS

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

FINANCIAL

Managed within existing budget allocations as amended.

CONSULTATION/ENGAGEMENT

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

RISK ASSESSMENT

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

TIMINGS/DEADLINES

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

CONFLICT OF INTEREST DECLARATION

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

HUMAN RIGHTS IMPACT

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



CORPORATE SERVICES

Information Technology
Information Management
Strategic Finance
Operational Finance
Asset Management
Rates
Procurement
Property & Facilities
Fleet Management
Governance and Administration
Monthly Report | July 2023

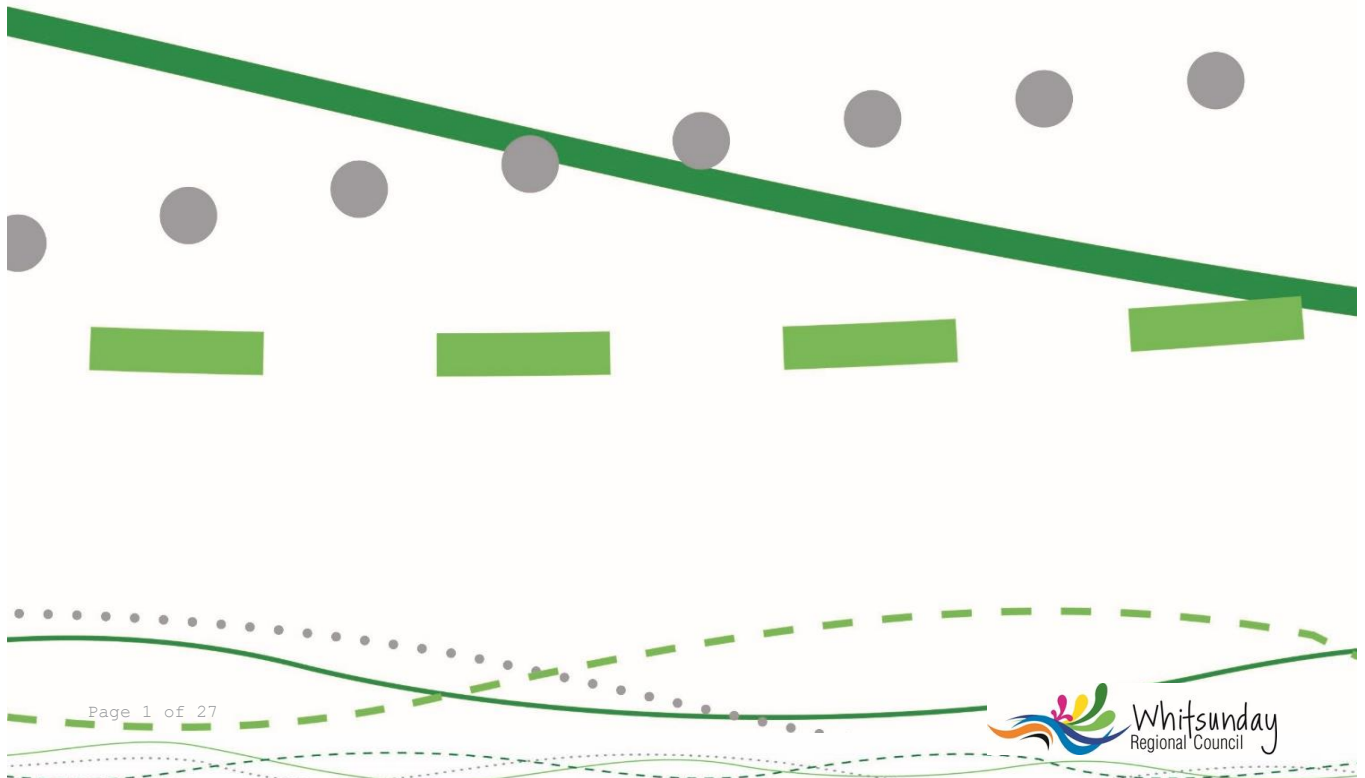


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Directors Report

The month of July continues to see a finance focus with the completion of the Annual Financial Statements and audit taking priority. This effort is to continue to push for an efficient year end and signoff, so that we can then focus on the year ahead, rather than the extending the backward-looking activities that close out the financial year. I would like to thank the broader finance team for their dedication in supporting the preparation of the financial statements.

For all section the focus is on the planning and execution of projects and programs of work that need to be delivered throughout the next financial year, to ensure that we can manage the time for delivery and ensure work remains on track for the year.

Due to an extended absence, I will refer to the details of the report for the activity during the month.

Otherwise, staff have been focussed on internal support and service delivery improvements.

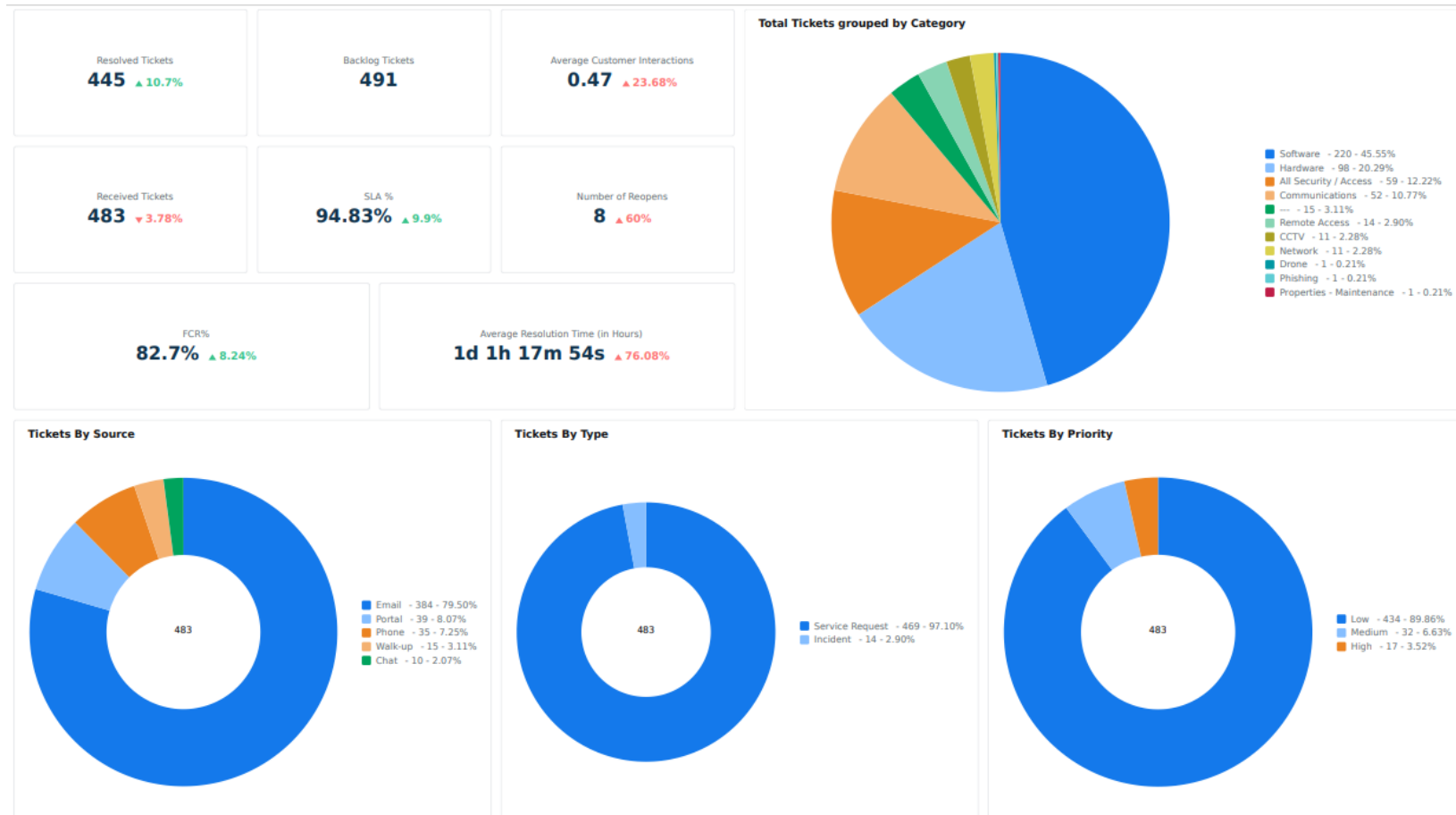
The Directorate continues to work towards delivering better solutions to ensure efficient and effective support to the operational and service delivery directorates of Council.

Jason Bradshaw

Director Corporate Services

Information Technology

Key Statistics for the Month from the ICT support desk:



Print Imaging As A Service Implementation

Follow me printing allows user to send to print or scan without being tied to a designated location offering flexibility of work and efficiency when scanning and printing. A key benefit is print jobs are not processed unless the individual releases the job at the printer eliminating the need for a paper tray for uncollected paper. The project has now deployed a wireless printing solution to Whitsunday Regional Council libraries significantly improving customer experience.

Savings in carbon and expense for July 2023 are displayed below.



Unreleased jobs, environmental impact - summary

01/07/2023 to 31/07/2023.

	Trees Saved	By not printing these jobs, the number of trees saved.
	CO2 Saved	By not printing these jobs, the amount of greenhouse gases not emitted due to reduced paper production.
	Equivalent Bulb Hours	The manufacturing energy saved from not producing paper, represented as the energy consumed by a standard light bulb in hours.

Sheets:	2,927
Total Printed Pages:	4,500
Color Pages:	2,031
Grayscale Pages:	2,469
Value Saved:	\$391.86
Jobs:	607
Trees Saved:	35.124% of a tree
CO2 Saved:	37.2 kg
Equivalent Bulb Hours:	2,327.5 hours

ICT Strategic Plan Objectives

ICT Operations		
Activity	Description	Status
Service Improvement	Develop improvements to ICT services/procedures and service management. Review ICT team skills and capabilities to align with ICT Strategic Plan initiatives.	Ongoing engagement and training with service desk vendor to improve quality of data and use of system.
Disaster Recovery	Develop a Disaster Recovery Plan & Capability	Business Continuity and Disaster Recovery processes and documentation in place but requires testing, simulation, and refinement. Under review July and August 2023 Currently reviewing Telstra proposal to reconfigure network using SD WAN technology and improve redundancy.
Mobility/Remote Working	Create a device agnostic environment supporting multiple platforms that delivers the same user experience.	"Follow me print" roll out complete allowing employees to print in any Whitsunday RC office. Mobile Data Management Project pilot planned to begin September 2023

ICT Governance		
Activity	Description	Status
Program & Strategic Plan Governance	Monitor Council's implementation of the Enterprise Project Support Office and adopt changes to governance and reporting requirements.	Regular engagement with EPSO.
Change Management	Develop and implement an appropriate Change Management Framework.	Change Approval Board processes in place. Utilising service desk software
Vendor Performance and Contract Management	Utilise the Vendor Management Framework to ensure accountability and performance by third parties supporting Councils ICT outcomes.	Vendor Management Framework available.

Information & Data		
Activity	Description	Status
Data Storage Analysis	Infrastructure to support Big Data, Artificial Intelligence and Robotic Process Control will be required.	Under consideration.
Information Management Strategy	Develop a strategy to govern information access, security, storage, retention, availability, and recoverability.	Draft in progress.

Business Systems		
Activity	Description	Status
Define business system architecture	Define the Enterprise Application Architecture (EAA) to assist Council in determining solution options.	Application Architecture Catalogue and Dashboard complete May 2023.
Application Roadmap	Refresh the Application Roadmap to analyse business systems, plan upgrades and migrations and align to EAA. The Application Roadmap will inform other Business System activities in this Strategic Plan.	Need development in light of ERP road map and utilising EAA.
Enterprise Resource Planning Strategy	Define ERP roadmap by reviewing short-, medium- and long-term system roadmaps and map to business needs.	Linked to ERP and Asset Management Improvement project.
Office 365 Enhancement	Release of enhanced functions and integrations within the Office365 suite including key security, integration, and productivity features	Security and integration features actively applied. Further investigation of productivity features needs investigation.
Deploy Document Management System	Release of enhanced functions and integrations within the Office365 suite including key security, integration, and productivity features.	SharePoint design underway; Records 365 80% configured; Intranet deployed; ECM upgrade to SaaS version under scope.
Executive Management System	Implement an Executive Management System to help the organisation plan and report on its goals and strategic plans.	Pulse application in use by Governance team.
Asset Management	Partner with the business to identify and implement systems that allow Council to meet its Asset Management goals and objectives.	Managed under Asset Management Improvement project.

Security		
Activity	Description	Status
Cyber Security	Incorporate the Cyber Security Strategy into the wider organisations strategy and operations to mitigate evolving cyber threats. Key focus is to ensure critical infrastructure is secure and managed.	Reviewing RFT for managed Cyber Security Service
Penetration Tests	Perform annual Penetration Tests and rectify identified issues.	Will use vendor for managed service to assist with facilitating. Planning August September 2023

Smart Regions, Digital Strategy, Community Engagement		
Activity	Description	Status
Enhance customer experience and collaboration	Implement key initiatives that are enabled by digital services to improve customer experience and engagement. Projects will include customer portals, social media, AI based tools, CRM, and business process improvements.	Under consideration in Enterprise Application Architecture.

Information Management

Statistics for the month of July are as follows:

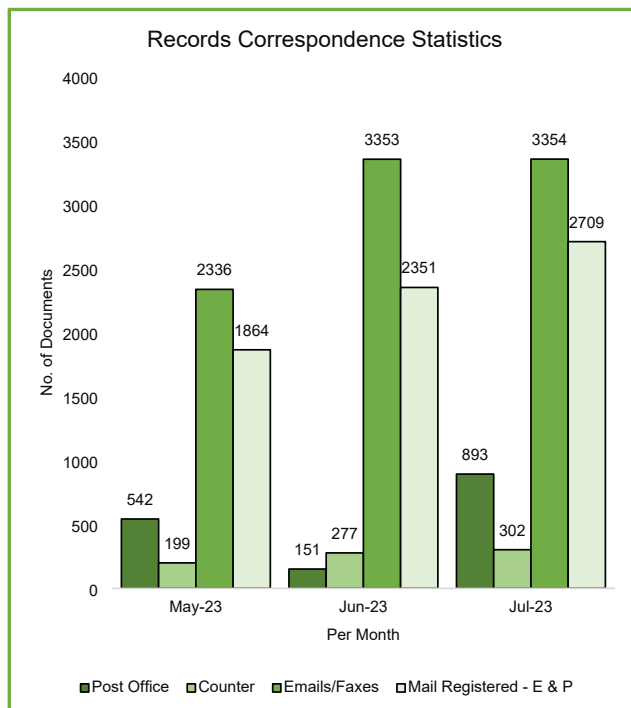
AUDIT / COMPLIANCE REQUIREMENTS		
Type	Frequency	Qtr. 1
Sentencing and disposal	Quarterly	10%

DOCUMENTATION / PUBLICATIONS REVIEW		
Type	Frequency	Qtr. 1
WRC Information Standards	Annual	95% dev
Physical Records Register	Quarterly	✓
Process & Sys Training	Bi-annually	80% dev
Enterprise Info Architect	Annual	60% dev
Information Asset Register	Annual	50% dev
IM & GIS Procedures	Annual	80% dev
Bus Info Continuity Plan	Annual	
Road Register	Two yearly	95%
Map layer data register	Quarterly	97% dev

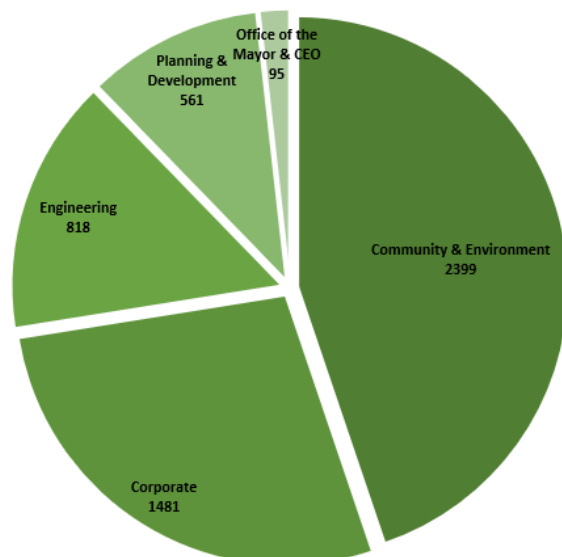
GIS ACTIVITIES	JUL	JUN	MAY
Asset Data Mtce (Hrs)	223	161	154
SSA Changes (Hrs)	18	52	41
GIS requests (No.)	54	26	38
BYDA enquiries & referrals	289	256	260
Map layers Mtce (no.)	120	141	16
New layers approved (no.)	-	-	1
Training (staff attended)	2	3	2

GIS STATISTICS			
Total Mapping Layers	8081		

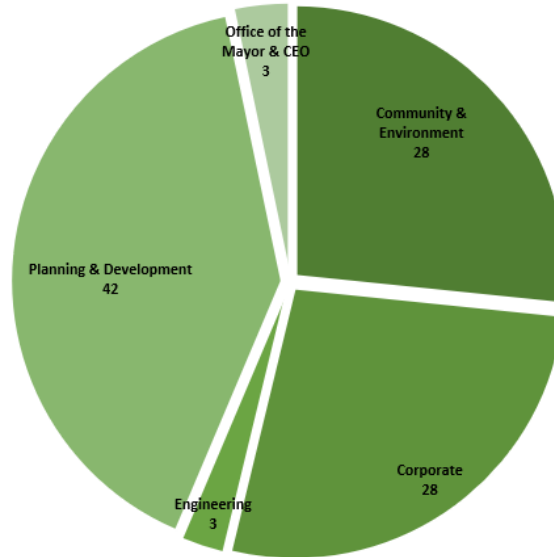
RECORDS ACTIVITIES			
Searches	29	41	45
Record Dept Tasks	54	61	64
Training (staff attended)	-	2	2
NAR adjustments	812	628	671



Document Management Tasks Completed by Department (July)



Average Documents Registered per Person by Department (July)



Projects

Records System Review Project	
This project aims to modernise the recordkeeping systems to improve usability and compliance across the organisation.	
Review and recommendations	Investigation of available systems against Council's current applications architecture and functionality. A business requirements specification report has been reviewed by the ICT Governance committee and progressed to undertaking a proof of concept of the preferred solution. Proof of concept is complete with findings and recommendation to go to the January ICT Governance/Steering Committee. Approval provided to commence project. Procurement is finalised with the Records365 implementation, existing records data extraction and migration planning underway. February 22 – Exchange, OneDrive, and File Share connections to Records365 are underway and are at testing and rules refinement stage. ECM records extraction and transformation has commenced. Initial consultation with key staff on the Teams site structures has been undertaken and developing the full task breakdown structure of the records improvement project and developing the business file plan is well underway in preparation for the SharePoint connector configuration and rules definition in Records365. March 22 – Business file plan detail at 50% and ECM document extract / transformation completed for all existing documents with new documents to be extracted and converted on a weekly basis until the ECM system is made read only. April 22 – Commenced engagement with business units to finalise file plan detail. May 22 – Continued engagement with business units to finalise file plan detail, currently sitting at 70% complete. CRM system being reviewed for streamlined functionality with customers. June 22 – ECM data test extract provided and tested on import. Some extract modifications being documented as part of testing. Records365 SharePoint rules created to apply the correct retention to documents. SharePoint template site being created to rollout for 50 sites. Review of CRM system and categories underway. July 22 – Validation of the ECM data test extract (30%). 30 out of 50 SharePoint sites created. CRM categories review (80%). Initial review and demo of CRM systems to build functionality requirements. August 22 - Validation of the ECM data test extract (75%). September 22 – Validation of the ECM data test extract completed. March 23 – Recommended project following a period of operational priorities. Information security design and configuration underway. June 23 – Continuation of configuring SharePoint and Teams sites based on business area priorities and critical records.

Physical Storage / Scanning	Jul-23	Jun-23	May-23	Apr-23	Mar-23	Feb-23	Jan-23	Dec-22
Boxes Scanned / Sentenced and Destroyed	-	-	-	-	256	44	-	-
Boxes at Council	190	190	190	190	190	190	234	234
Boxes at Remote Storage	831	831	831	831	831	1087	1087	1087
Discs reviewed and registered	-	-	-	-	-	-	-	-
Scanned files for registration	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files	58,000 Prep files

This month the GIS team focused on working with the relevant asset owners to extract information for the asset re-valuation process and parks and gardens maintenance. The information management team is working with departments to improve efficiencies in processes and streamlining information capture and commenced configuration and testing for the ECM upgrade project.

Financial Services

Financial Reporting

Financial Reporting KPIs:

KPI	Status	Comment
Manage end of year financial year audits within the agreed time frames set with Queensland Audit Office and achieve an unmodified audit opinion,	N/A	End of Financial year closed on the 30 th of June with substantial work being undertaken across the organisation in preparation for this period. Audit milestones are anticipated to be met with the early close visit taking place in June and no significant deficiencies being noted.
Monthly Financial Statement presented at an Ordinary Meeting within 30 days from end of month	On track	Draft Unaudited Statements presented monthly.
Manage capital and operational actuals to achieve the following local government financial sustainability ratios: Operating surplus target 0 -10% Net Financial liabilities target < 60% Interest coverage target < 5% Asset sustainability target average 90%	On track	All ratios within tolerance and reported as part of the Council's monthly report. Work has also been undertaken to assess the new ratios required to be measured during 2023/24 from the Financial Sustainability Framework.
Quarterly Budget Review adopted at an Ordinary Meeting within 60 days of end of quarter	Complete	Q1 (Quarter 1) Review budget was adopted by Council on the 9 November 2022. Q2 was adopted by Council on the 22 nd of February 2023. Q3 was adopted by Council on the 10 th of May 2023.
Update Queensland Treasury Corporation (QTC) Financial Forecast Model to ensure Council maintains its 2020 credit rating of Moderate with a Neutral outlook.	Complete	Council maintains a Moderate credit rating with a Neutral outlook from the 2022/23 QTC review.

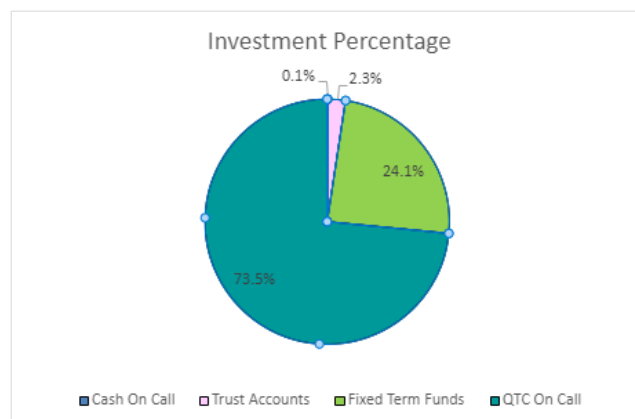
Budgeting

2023/24 Budget

The budget was successfully adopted on the 30th of June 2023 by Councillors.

Borrowings & Treasury Management

As of the 31 July 2023, Council held the below split of investments of its total cash balance:



Debtor ManagementNew Credit Applications

Name	Approved Limit
All types of Rubbish Removal	\$4,500
Serious Pty Ltd	\$10,000
PW Landscapes	\$3,000

Rates & Charges Debtors*

Month	2023/24		2022/23		2021/22		2020/21	
	Outstanding \$	%	Outstanding \$	%	Outstanding \$	%	Outstanding \$	%
June			2,152,770	4%	2,667,538	4%	3,966,010	7%
May			3,677,541	8%	4,103,114	9%	4,524,316	10%
April			4,776,021	10%	5,414,742	12%	5,566,736	12%
March			7,344,446	15%	8,680,758	24%	7,696,368	16%
February			37,242,789	75%	36,212,224	94%	30,185,445	68%
January			1,711,158	3%	2,217,666	5%	46,515,003	95%
December			2,559,757	5%	3,117,376	7%	3,974,938	9%
November			3,558,334	7%	4,584,424	10%	4,909,318	10%
October			4,388,616	9%	9,176,980	16%	6,205,134	14%
September			6,483,867	13%	31,470,321	92%	9,841,158	20%
August			31,439,736	36%	46,853,689	98%	40,432,288	83%
July	52,456,501	96%	50,317,256	94%	2,105,221	4.71%	3,440,135	8%
Gross Revenue Budget								
	51,812,450		96,780,574		90,550,910		88,656,616	

* Note: The above amounts are net of rates credits.

At the end of the month, Council had 153 arrangements in place for outstanding rates. Council will continue to receive and assess any payment arrangements that are proposed by ratepayers and manage outstanding arrears in accordance with policy and standard processes.

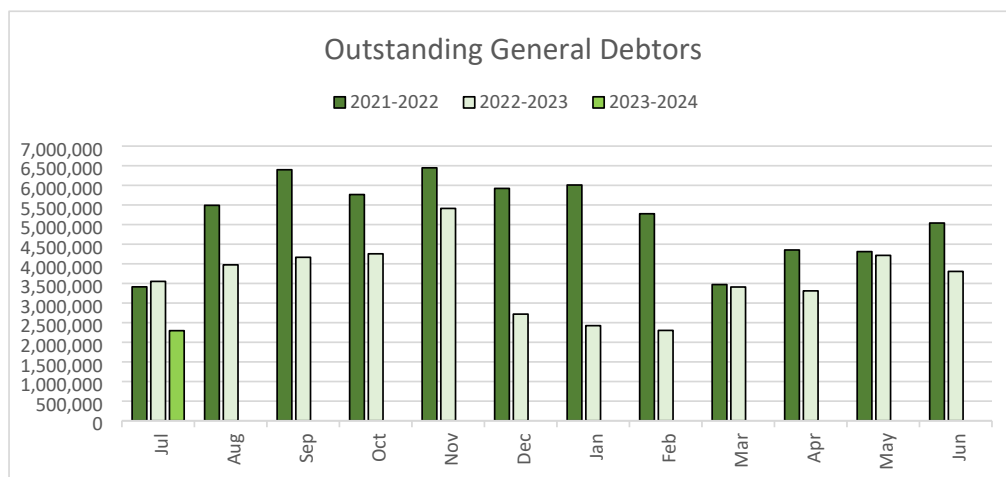
General Debtors

Council has seen a reduction in outstanding general debtors from the last period. General Debtors vary depending upon when invoices have been issued within the month and continue to recovery actions on outstanding invoices.

Outstanding General Debtors

Month/Period	Current	30 Days	60 Days	90 Days	>90 Days	TOTAL
2023/2024						
June 2024						
May 2024						
April 2024						
March 2024						
February 2024						
January 2024						
December 2023						
November 2023						
October 2023						
September 2023						
August 2023						
July 2023	969,205	725,707	37,738	13,304	550,020	2,295,975
Prior Financial Years						
June 2022/23	2,873,856	425,983	30,493	215,808	259,926	3,806,065
June 2021/22	2,535,408	1,605,359	278,446	23,441	596,871	5,039,525
June 2020/21	3,117,893	307,329	45,360	10,457	904,325	4,385,364
June 2019/20	912,558	370,906	79,621	40,848	169,202	1,573,135
June 2018/19	5,408,713	1,549,732	90,492	19,341	56,372	7,124,650
June 2017/18	4,825,162	549,066	63,996	5,154	158,649	5,602,027

Comparison with current and prior financial years:



Insurance

Current claims and processing status

Insurance Claims	Third party – Motor Vehicle	Third party – Property	Third party – Injury	Council – Motor Vehicle	Council – Property	Total
2023/2024						
June 2023						
May 2023						
April 2023						
March 2023						
February 2024						
January 2024						
December 2023						
November 2023						
October 2023						
September 2023						
August 2023						
July 2023	1	1	0	1	0	3
Total Historical Claims						
2022/2023	29	5	3	7	3	47
2021/2022	26	3	6	11	7	53
2020/2021	16	0	13	6	8	43

Current Claims not Finalised	
Public Liability	26
Professional Indemnity	0
Property	1
Motor Vehicle	2
Total	29

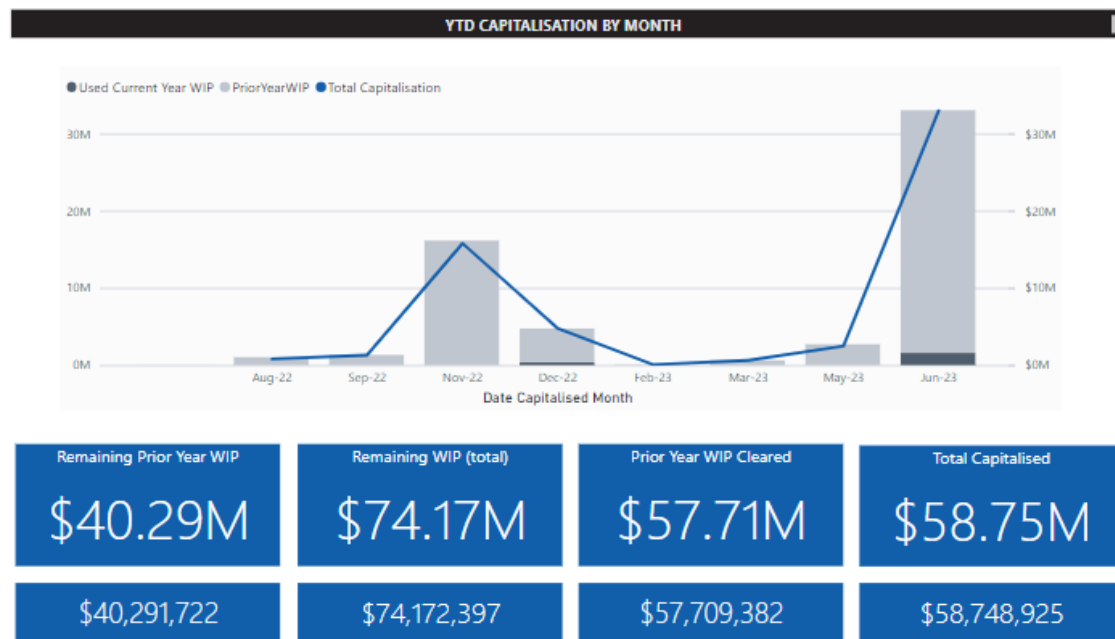
The outstanding claims will be monitored, and any irregularities reported to Council on a case-by-case basis.

Asset Management

Capitalisation

No capitalisations have been processed during July 2023 due to auditing and end of financial year processes for 2022/23 financial year. The work in progress balance at 31 July 2023 is \$74.7M of which \$17M is complete projects to be capitalised over the first quarter of 2023/24 financial year.

Below is the closing position at 30 June 2023.



Capital Project Delivery

As at 31 July 2023, capital delivery progress was as follows:

2023/24 Current Budget	\$51,367,010
Current Budget Deliverable YTD	\$3,809,108
Value of Capital Delivered *	\$590,009
% Of YTD Budget	15.49%

**Actual expenditure excludes commitments.*

Asset Management Maturity Project

The Asset Management Maturity Project (AMMP) is based on four separate studies undertaken by external consultants (as below). Each study involved extensive engagement with stakeholders.

- AM Maturity Assessment - G7 Asset management
- GIS and Mobility Systems - Insight GIS
- AM Systems Review - Strategic Directions
- Asset Management Governance Review – Strategic Directions

The Asset Management Plans for our two of our first three AMPs for Quarry and Waste have provided to the Asset Management Steering Committee for review. These will be workshopped with ELT and then Councillors in August 2023. Shute Harbour AMP is being finalised before following the same process.

Identified roles have been registered to undertake professional studies in line with the Asset Management Capacity Building approach Council has taken with some staff commencing studies in August 2023, April 2024, August 2024, and April 2025.

Priority AMPs have been identified in a position paper awaiting endorsement from the Asset Management Steering Committee.

Asset Management Improvement Project (AMI)

Council has been progressing the Asset Management Improvement Project (AMI).

Technology One has been selected as the software solution for Asset Management. This will include modules covering Enterprise Asset Management, Project Lifecycle Management and Strategic Asset Management. The project manager is consulting with Technology One and internal council stakeholders to determine the best approach for the software implementation and is also working on an updated project schedule and resource plan based on the proposed approach.

Resourcing for the project is continuing with a go-to market approach for a replacement Business Analyst (previous incumbent has resigned) and new Change Manager and System Administrator roles. The Project support officer commenced on the 3rd of July. A review of other roles required within the project team is underway with consideration for consulting roles for other key skillsets required.

Project attributes are being drafted (risk and issues registers, status reports etc) working in collaboration with the Project Management framework activity being undertaken by Council.

Valuation Plans and Reporting

The Building & Other Structures Revaluation was presented and endorsed by the Audit & Risk Committee in May 2023. The Revaluation has been applied and capitalisations completed for the 2023/24 financial year has closed. This will be reviewed by Council's external auditors during the end of year audit.

Stand up meetings were held with key stakeholders in June in preparation for the 2023/24 Revaluation for the below asset classes:

- Transport Infrastructure
- Marine Infrastructure
- Water Infrastructure
- Sewerage Infrastructure

The current timing of revaluations by Financial Asset Class is detailed below:

Property Plant & Equipment			
Timing of Valuation			
Financial Class	Last Comprehensive Valuation	Next Comprehensive Valuation Due*	Next Comprehensive Valuation Proposed*
Buildings & Other Structures	1/07/2019	01/07/2024	01/07/2023
Transport Infrastructure	30/12/2020	01/07/2025	01/07/2024
Marine Infrastructure	Various	Various	01/07/2024
Water Infrastructure	30/12/2020	01/07/2025	01/07/2024
Sewer Infrastructure	30/12/2020	01/07/2025	01/07/2024
Land & Improvements	01/07/2021	01/07/2026	01/07/2026
Buildings & Other Structures	30/06/2023	01/07/2028	01/07/2027

*Indexation reviewed on an annual basis for other Financial Classes in accordance with Policy.

Procurement

During the month of July, the Contract and Procurement team focused on the development and issue of large waste contracts and continued increased activity in the Water and Sewerage project areas.

In addition, the delivery plans for each asset category have been developed which are required to be reviewed to assist scheduling and potential for aggregation.

Councils Trade services panel compliance checking, and evaluations continued in July. Due to the considerable number of categories and tenderers the timing the timeframe to award is forecast to occur in August or early September.

Procurement Activity (Tenders and Significant Quotations)

Corporate Services

Contract Number	Details	Type	Status
500.2023.0015	Supply and Delivery of Various Mowers	RFT	Awarded in August 2023
500.2023.0019	Prequalified Supplier Panel Arrangement for Trade Services	RFT	Closed 29 th May 2023 and currently being evaluated
500.2023.0031	Regional Amenities Upgrades and New Installations	RFT	Awarded on 7 th July 2023
500.2023.0032	Amazon AWS Environment Review and Services	RFQ	Closed on 1 st June 2023 and currently being evaluated
500.2023.0037	Managed Cyber Security Services	RFQ	Closed on 24 th July 2023 and currently being evaluated
500.2023.0041	Pest Control Services	RFQ	Closed on 27 th July and currently being evaluated
500.2023.0046	Fire Systems Maintenance Services	RFT	Released on 12 th July 2023 and due to close on 9 th August 2023
500.2023.0050	Bowen Administration Office Ground Floor Refurbishment	RFT	Released on 25 th July 2023 and due to close on 16 th August 2023

Community Services

Contract Number	Details	Type	Status
500.2023.0036	Maintenance Services for Bowen Water Park	RFQ	Awarded on 12 th July 2023

Infrastructure Services

Contract Number	Details	Type	Status
500.2023.0025	Whitsunday Raw Water Supply - Bore Works	RFT	Cancelled on 12 th July 2023 due to a change in delivery approach. Tender to be re-released with an amended scope of works
500.2023.0033	Waste & Recyclables Collection Services	RFT	Released on 14 th June 2023 and due to close on 2 nd August 2023
500.2023.0035	Design & Construction of Collinsville Pump Track	RFT	Closed on 7 th July 2023 and currently being evaluated
500.2023.0038	Bowen Landfill Clean Water Diversion – Stormwater Pipe Supply	RFT	Closed on 28 th July 2023 and currently being evaluated
500.2023.0040	Water & Sewer Network Report Peer Review	RFQ	Closed on 3 rd July 2023 and currently being evaluated
500.2023.0042	Project Management Services – Water & Waste Capital Program	RFQ	Closed on 13 th July 2023 and currently being evaluated
500.2023.0044	Road Packages G5 Proserpine & T5 Bowen	RFQ	Closed on 28 th July 2023 and currently being evaluated
500.2023.0047	Collinsville and Bowen Reservoir Roof Replacement	RFT	Released on 24 th July 2023 and due to close on 23 rd August 2023
500.2023.0051	Collinsville Water Treatment Plant - Solar Project	RFT	Release on 24 th July 2023 and due to close on 23 rd August 2023
500.2023.0052	Proserpine STP Nutrient Analysers	RFQ	Awarded on 27 th July 2023

Office of the Mayor & CEO

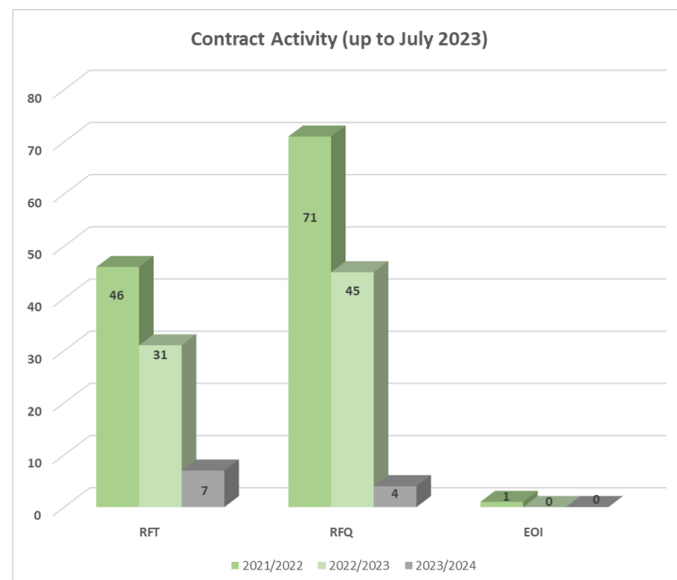
Contract Number	Details	Type	Status
500.2023.0027	Collinsville Airport Upgrade - Project Manager	RFQ	Closed on 18 th May 2023 and currently being evaluated
500.2023.0043	Shute Harbour - Offshore Maintenance Works Project	RFT	Closed on 27 th July 2023 and currently being evaluated
500.2023.0045	Supply of Corporate Uniforms	RFQ	Closed on 28 th July 2023 and currently being evaluated
500.2023.0048	Whitsunday Coast Airport (WCA) - Jet A1 Fuel Services Lease	RFT	Released on 26 th July 2023 and due to close on 23 rd August 2023
500.2023.0049	Whitsunday Coast Airport (WCA) - Retail Leases	RFT	Release on 26 th July 2023 and due to close on 23 rd August 2023

Contract Activity

The current sourcing activity is showing a slight trend downwards with many larger projects such as Disaster Recovery Funding Arrangements and major building works decreasing. This workload will now transition to the formation of new goods and services including Preferred Supplier Arrangements which require extensive stakeholder engagement with internal officers and public information sessions to suppliers and businesses.

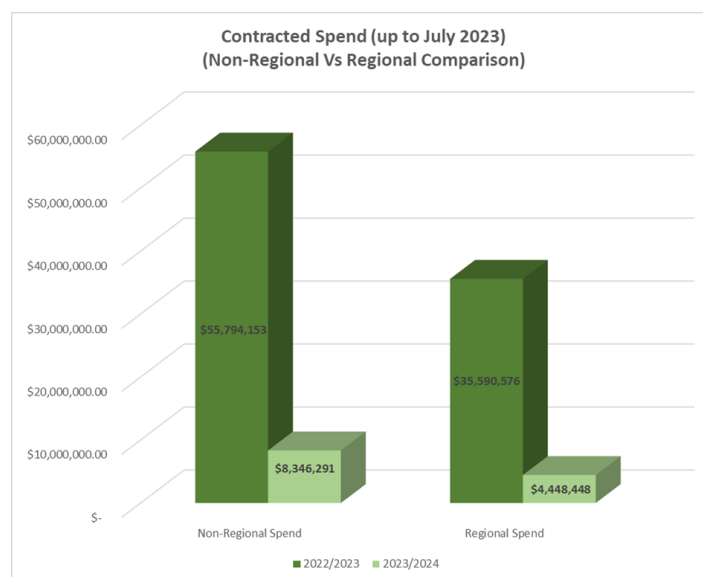
The formation of these arrangements will support local business operations, satisfy legislative requirements, and enable improved supply and logistics practices.

Yearly activity is shown below:



Contracted Spend

The below graph is the overall contracted spend for Council displaying Non-Regional vs Regional Suppliers comparison:



Property & Facilities

Round 4 Works for Queensland Projects

During the month of July 2023, the following Round 4 Works for Queensland Projects have progressed:

Project	Time	Cost	% Complete	Comments
Brandy Creek – New Amenities	x	✓	30%	Prefabricated Kit Amenities have been delivered to WRC depots in Cannonvale and Bowen ready for installation. Project was awarded on 7 th July 2023. This project was tendered as separable portions, 5 of the 6 in the tender were awarded to a single contractor who has provided a program with the first 2 amenities installs starting in Bowen early in August. Brandy ck, Cedar ck and Proserpine cemetery are to follow later in the program.
Denison Park - Grandstand Renewal	✓	✓	90%	This W4Q project was awarded on the 16 th of March 2023. Project was delayed due to procurement of long lead time items and is 90% complete by the end of July pending final handrail installation.

2023/24 Capital Works

During the Month of July 2023, the following Property & Facilities Capital Works Projects have progressed:

Project	Time	Cost	% Complete	Comments
Cedar Creek Amenities - Renewal	x	✓	30%	Prefabricated Kit Amenities have been delivered to WRC depots in Cannonvale and Bowen ready for installation. Project was awarded on 7 th July 2023. This project was tendered as separable portions, 5 of the 6 in the tender were awarded to a single contractor who has provided a program with the first 2 amenities installs starting in Bowen early in August. Brandy ck, Cedar ck and Proserpine cemetery are to follow later in the program.
Airlie Beach Lagoon Fit out and Fittings Renewal	x	✓	30%	This project was tendered with the Regional Amenity Upgrades and Installations and awarded to a single contractor as a separable portion on the 7 th of July 2023. This portion of the project is scheduled to start after the September school holidays to avoid conflict with the public during this period. Site meetings and discussions are being held regularly to make sure this project has a high amount of attention.
Bowen Administration Building – Solar Installation	✓	✓	90%	This tender was awarded on the 9 th of June 2023 and completed by the end of July. Practical completion forms have been issued pending final

				documentation to be provided by the contractor.
Bowen Workcamp Dwelling Restump	✓	✓	20%	Procurement of long lead time items has commenced. Property and Facilities have conducted site meetings with contractor. Due to limited suppliers and operation talisman sabre this project is experiencing significant delays. We expect to have contractors on site towards the end of August once the military operation is complete.
Bowen Cemetery Amenities Renewal	x	✓	30%	Prefabricated Kit Amenities have been delivered to WRC depots in Cannonvale and Bowen ready for installation. Project was awarded on 7 th July 2023. This project was tendered as separable portions, 5 of the 6 in the tender were awarded to a single contractor who has provided a program with the first 2 amenities installs starting in Bowen early in August. Brandy ck, Cedar ck and Proserpine cemetery are to follow later in the program.
Fuel Bowser Replacement Program	✓	✓	40%	Contract Awarded 12 th April 2023 with works expected to be completed by August 2023. All concrete slabs and new fuel management systems have been installed at each site. Fuel systems meetings and site inductions to follow with stakeholder engagement and staff training of operations.
Collinsville Football Club	✓	✓	70%	AC Portion is 90% complete with minor adjustments needed to finalise HVAC installation. Internal renovations are on track for completion by the end of July. Final painting touch ups and installation of new flooring throughout the clubhouse will be complete in the second week of August.
Collinsville Football Club Field Lighting Renewal	✓	✓	50%	This project was pushed forward due to an issue with the current lighting fixtures. The tender was awarded on the 16 th of May and has since progressed. Long lead time items have been ordered and will be delivered to site in the first week of August. In ground services have been installed. Poles and lights will be erected and commissioned in the second week of August.
Project	Time	Cost	% Complete	Comments
Proserpine Depot Masterplan	✓	✓	10%	Site investigations have been conducted with more planning and stakeholder engagement to be carried out to develop a project plan.
Aircon Replacement Program	✓	✓	10%	Works to be carried out throughout the financial year as replacements are required.
PEC - Storage Structure	✓	✓	30%	First separable portion of internal works has been completed with design of outside structure to be finalised in August. Installation will follow in the financial year.
Proserpine Cemetery - Disabled amenities upgrades	x	✓	30%	Prefabricated Kit Amenities have been delivered to WRC depots in Cannonvale and Bowen ready for installation. Project was awarded on 7 th July 2023. This project was tendered as separable portions, 5 of the 6 in the tender were awarded to a single contractor who has provided a program with the first 2

				amenities installs starting in Bowen early in August. Brandy ck, Cedar ck and Proserpine cemetery are to follow later in the program.
Hansen Park - New Amenities	x	✓	30%	Prefabricated Kit Amenities have been delivered to WRC depots in Cannonvale and Bowen ready for installation. Project was awarded on 7 th July 2023. This project was tendered as separable portions, 5 of the 6 in the tender were awarded to a single contractor who has provided a program with the first 2 amenities installs starting in Bowen early in August. Brandy ck, Cedar ck and Proserpine cemetery are to follow later in the program.
Bowen Library – Mechanical Plant Renewal	✓	✓	30%	Project has been combined with the Bowen Administration Office Refurb and has been tendered on 25 th July 2023 will be advertised for a minimum of 28 days and evaluated in September.
Bowen Administration Office – Mechanical Plant Renewal	✓	x	30%	Tender Documents were released on 25 th July 2023 and will be advertised for a minimum of 28 days. Site tender briefings held with contractors on the 31 st of July to discuss project. We are now awaiting submissions for this tender and will evaluate in September.

Operational works

Through the month of July 2023, the Property Team received 42 Customer requests for building maintenance with 19 of these being closed within the month. The following table and graphs outline the distribution of requests by category.

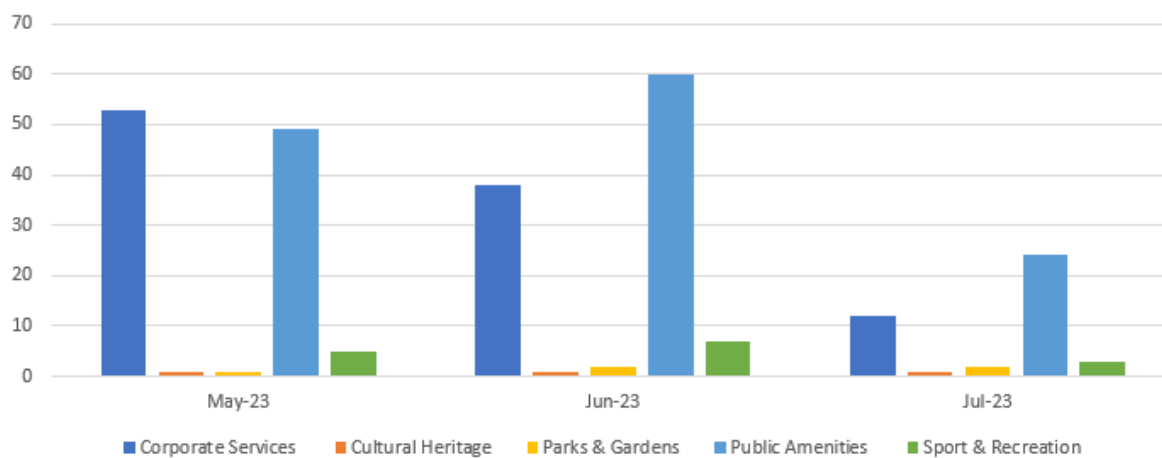
Reactive Works and Customer Requests

Service	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July
Corporate Services												
CRM Received	41	41	23	49	26	60	39	70	31	50	38	12
CRM Completed	30	23	16	37	17	50	33	55	20	34	28	6
Cultural Heritage												
CRM Received	0	1	1	2	1	0	2	0	1	2	1	1
CRM Completed	0	1	1	1	1	0	1	0	0	2	1	1
Engineering Services												
CRM Received	0	0	0	0	0	0	1	0	0	0	0	0
CRM Completed	0	0	0	0	0	0	1	0	0	0	0	0
Parks & Gardens												
CRM Received	2	1	2	3	0	5	2	2	0	1	2	2
CRM Completed	1	1	1	0	0	3	1	1	0	1	2	0
Public Amenities												
CRM Received	33	41	40	42	15	51	28	40	28	35	60	24
CRM Completed	31	35	37	40	13	51	26	38	26	33	51	10

Sport & Recreation												
CRM Received	0	4	2	0	0	6	2	7	3	2	7	3
CRM Completed	0	2	1	0	0	6	2	6	2	2	6	2
Terminals												
CRM Received	0	0	0	0	0	0	0	0	0	0	0	0
CRM Completed	0	0	0	0	0	0	0	0	0	0	0	0
Park Security												
CRM Received	1	0	0	0	2	1	1	2	1	2	0	0
CRM Completed	0	0	0	0	2	1	1	2	1	2	0	0
Total CRMs for Building Maintenance												
CRM Received	76	88	68	96	42	122	74	121	64	92	108	42
CRM Completed	62	62	56	78	33	111	65	102	49	74	88	19

This table shows the requests received by department and type of building to track progress and completion of maintenance requests.

2022/2023 Building Maintenance CRMs
Monthly Comparison



Lease Update

During the month of July 2023, following the onsite meeting with the Bowen Seagulls a draft lease document was issued with a view to execute.

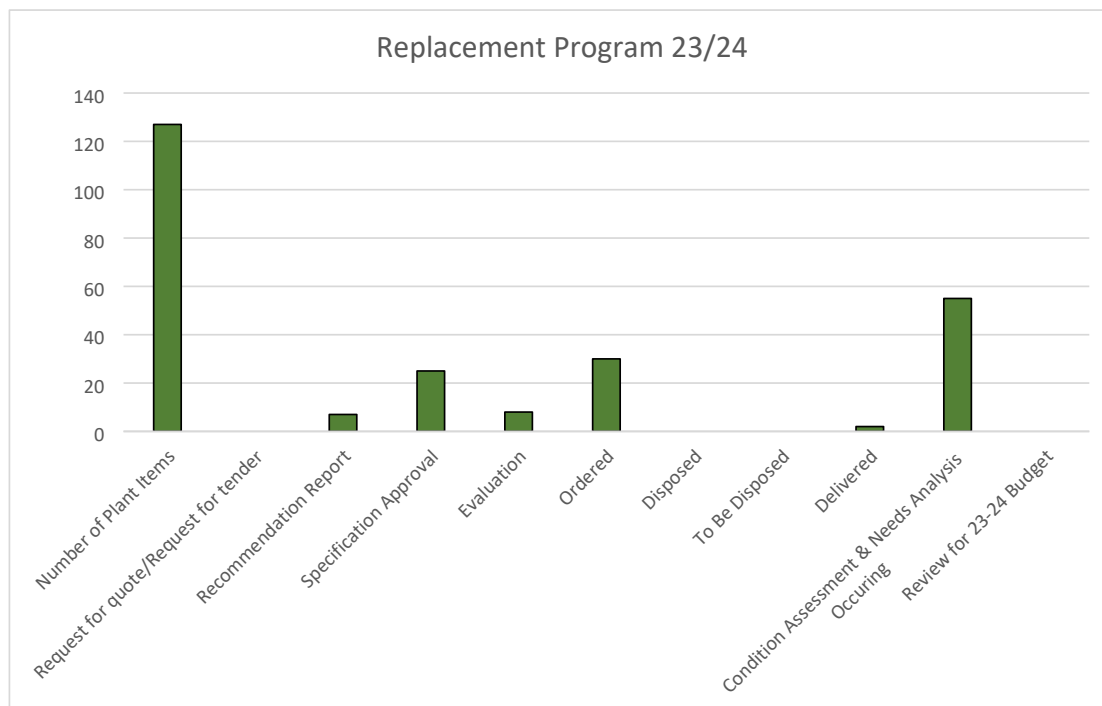
Council held additional meetings and discussions with the lessees at Flagstaff Hill Café and Convention Centre to develop a booking and hiring processes for the convention centre to allow for events to be held at the facility, to maximise its use.

Internal discussions were held regarding the Proserpine RV Park and Havengrand land lease to review the current agreements prior to providing a recommendation to Council.

Lease in action	Under Negotiation	Out for execution	Lease awaiting lodgment	Due to expire in 6 months	Comments
Gloucester Sports and Recreation Inc.	•				Draft lease issued to the lessee
The State of Qld (represented by the Department of Education) Proserpine State High School			•		Lease signed by all parties – awaiting execution,
Bowen Seagulls Rugby League		•			Lease issued; final lease plan established
Bowen Lions Club	•				Council resolved to enter into a new lease with the Bowen Lions Club
Collinsville Men's Shed				•	Notification of upcoming lease expiry to lessee

Fleet Management

Fleet Replacement Program



The commencement of the financial year work has initiated the consultation process with operational employees to finalise fleet and plant specifications prior to inviting quotes and/or tenders.

The current supply chain challenges for the fleet and plant sector will continue as the demand for new vehicles, components, raw materials, and labor is high. Current delivery lead times for the light fleet are for a minimum of six (6) Months and truck delivery timeframes of 12 to 18 months. Advice from some industry suppliers that this situation may continue for a further two years.

Preventative Maintenance

The maintenance benchmarks are generally in compliance with the manufacturer's guidelines and staff will continue to meet the timelines with the resources that are available to ensure that equipment is safe, fit for purpose and suitable for ongoing use. Further standards are being developed to support improved data and reporting to continuously improve preventative maintenance activities.

Governance & Administration

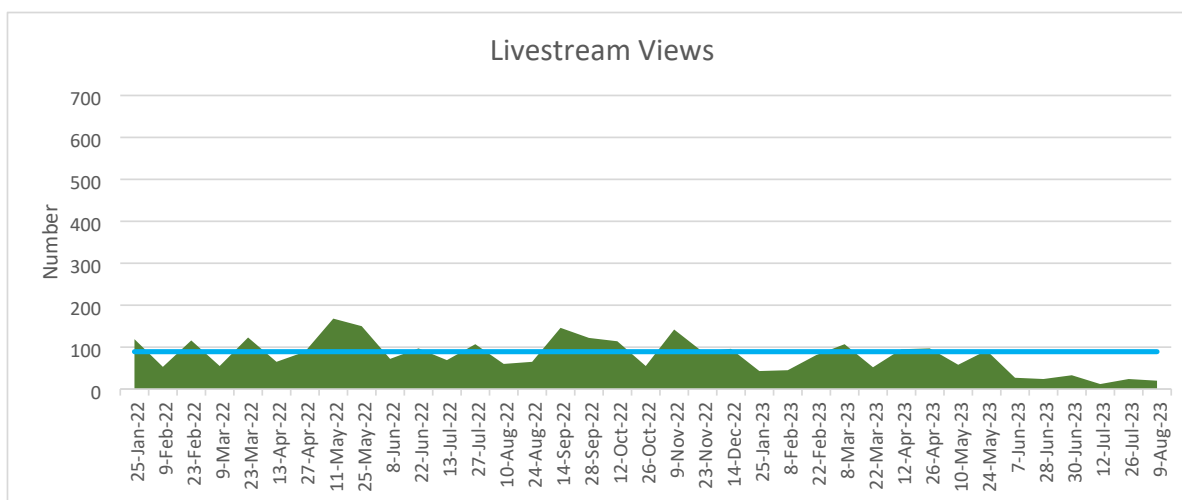
The Governance team has been focused on re-setting its governance framework to focus on the following:

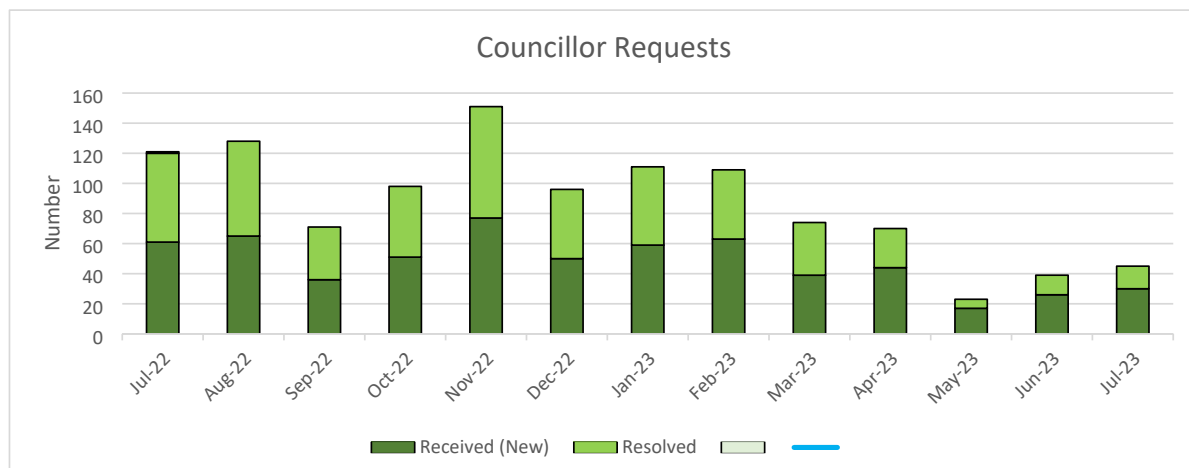
- ensure the ordinary meeting process is aligned with the standard approach for Queensland councils and ensures effective decision making.
- review the key policies [in particular relating to councillors] to ensure legislative compliance and consistency.
- identify and address key risks, both strategic and operational [enable understanding, active mitigation, and strategies for recovery].
- review delegations to ensure effective, efficient, accountable, and compliant operations of council [focus on value adding to decision making, checks and balances and accountability].
- review of the CRM process to ensure balance between core programmed works, safety, efficient use of resources, good communication, good governance, and community expectations.

The team has undertaken a review of the standard/model policies related to the ordinary meeting procedures [best practice example standing orders for local government and standing committee meetings] including revision of policies to ensure compliance with the current legislation and minimise confusion regarding meeting procedures, entertainment and hospitality, councillor roles in development matters and confidentiality, conduct in investigations and acceptable requests.

Meeting - Livestreaming

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



Councillor Requests 2022/23**Registers of Interest**

Councillor	Date Register of Interest updated
Julie Hall	4 July 2023
Jan Clifford	12 July 2023
Clay Bauman	13 January 2023
John Collins	13 July 2022
Michelle Wright	13 July 2022
Gary Simpson	9 June 2023
Mike Brunker	1 July 2022

Councillor Committee Attendance

Date	Committees attended in July 2023	Councillor Representative
6 July 2023	ALGWA National Board Meeting	Cr Jan Clifford
10 July 2023	Bowen Collinsville Enterprise Meeting	Cr Michelle Wright
11 July 2023	Sporting Complex Committee Meeting	Cr Michelle Wright
11 July 2023	Headspace Consortium Meeting	Cr Jan Clifford
12 July 2023	WHCL Meeting	Cr Jan Clifford
12 July 2023	Bowen Chamber of Commerce Monthly Meeting	Cr Michelle Wright
13 July 2023	WC Chamber of Commerce	Cr Jan Clifford Cr Clay Bauman
13 July 2023	Whitsunday Counselling & Support Committee Meeting	Cr Clay Bauman

14 July 2023	QCWA Annual General Meeting	Cr Clay Bauman Cr Jan Clifford
17 July 2023	Whitsunday Healthy Heart Project – Steering Group Meeting	Cr Gary Simpson
18 July 2023	GWC Meeting	Cr Jan Clifford
18 July 2023	Whitsunday LDMG Meeting	Mayor Julie Hall Cr John Collins Cr Gary Simpson
19 July 2023	WCL Committee Meeting	Cr Gary Simpson
20 July 2023	GWHP Social & Emergency Meeting	Cr Jan Clifford
20 July 2023	Greater Whitsunday Council of Mayors (GWCoM) Meeting	Mayor Julie Hall
24 July 2023	Economic Development Advisory Committee Meeting	Cr Mike Brunker
25 July 2023	BCCA Meeting	Cr Mike Brunker Cr Michelle Wright
25 July 2023	Audit and Risk Committee Meeting	Mayor Julie Hall Cr Gary Simpson Cr Clay Bauman Cr Jan Clifford
25 July 2023	Don River Improvement Trust (DRIT) Meeting	Mayor Julie Hall Cr Michelle Wright
27 July 2023	GW Housing Project Steering Meeting	Cr Jan Clifford
27 July 2023	Mackay District Disaster Management Meeting	Cr John Collins

Legal Advice matters

Matters	YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul
New	56	3	8	1	2	6	6	5	6	4	3	2	5	5
Active	40	1	2	1	1	3	6	3	6	3	2	2	5	5

13.3.1 - 20220452 - Development Application for Preliminary Approval for Material Change of Use of Premises – Short Term Accommodation (18 Villas) and Food and Drink Outlet (Including Viewing Area), Stone Island, Stone Island Holdings Pty Ltd

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Matthew Twomey - Manager Development Assessment

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Conditions of Approval [13.3.1.1 - 5 pages]
2. Planning Assessment [13.3.1.2 - 5 pages]
3. Locality Plan [13.3.1.3 - 1 page]
4. Proposal Plans [13.3.1.4 - 23 pages]
5. Energy and Sewerage Treatment Plan [13.3.1.5 - 1 page]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council approve the application for Development Application for Preliminary Approval for Material Change of Use for Short-Term Accommodation (18 Villas) and Food and Drink Outlet (Including Viewing Area), made by Stone Island Holdings Pty Ltd, on L: 246 SP: 329902 T: TL216310 and located at Stone Island Bowen, subject to the conditions outlined in Attachment 1.

BACKGROUND

There is no background to report.

APPLICATION SUMMARY

Council is in receipt of a development application for a preliminary approval to establish 18 villas and a separate viewing area with a food and drink outlet on Stone Island. The existing resort uses on the island will remain with the additional uses flanking the western peninsula. The 18 villas consist of a mix of 5 and 2 bedroom dwellings all 2 storeys in height. The food and drink outlet is a single storey structure.

Access to Stone Island is via boat, typically from Bowen marina. Movement on the island will be limited to personal devices such as e-bikes and e-scooters as well as resort service vehicles which are golf buggies. There will be no cars on the island, therefore, no roads or car parks with exception to an unsealed, movement network formed similar to a bush track.

Stone Island is not connected to reticulated infrastructure networks and therefore on island servicing is required. The proposal plans identified the intended locations for an on-site sewerage treatment plant and solar array panels. Water collection is proposed via rainwater tanks with the back up to ferry water from Bowen to the island if needed. The application

material demonstrates in principle that on island servicing can be achieved. Further details will be required at development permit stage.

The applicant has not nominated the mainland car parking area for guests and day visitors to Stone Island. Further details, including a car parking management plan, will be required to be submitted to Council at development permit stage. This application does not involve any subdivision of any part of Stone Island.

A detailed assessment of the assessment benchmarks for the development is provided in Attachment 2.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

Infrastructure charges will be levied on the future development permit required.

Application fees have been paid.

CONSULTATION

Technical Officer Engineering Assessment

RISK ASSESSMENT

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

TIMINGS/DEADLINES

A decision is required by 25 August 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.

13.3.2 - 20220693 - Development Application for Development Permit for Reconfiguration of Lot - Two (2) Lots into Five (5) Lots - 2RP723096 & 13RP706198 - Dray C/- Wynne Planning and Development Pty Ltd

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: James McEvoy-Bowe - Senior Planner

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Planning Assessment Report [**13.3.2.1** - 10 pages]
2. Locality Plan [**13.3.2.2** - 1 page]
3. Zoning Plan [**13.3.2.3** - 1 page]
4. Agricultural Land Classification Map [**13.3.2.4** - 1 page]
5. Proposal Plans [**13.3.2.5** - 28 pages]
6. SARA Response [**13.3.2.6** - 22 pages]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council refuse the Development Application for Development Permit for Reconfiguration of a Lot - Two (2) Lots into Five (5) Lots, made by M D Dray & G C Dray & I E Dray, on Crystal Brook Road, Crystal Brook and located at L: 2 RP: 723096 and L: 13 RP: 706198, for the following reasons:

- a) The proposal is not consistent with the State Planning Policy in respect of fragmentation of Agricultural Land Classification (ALC) Class A and Class B land.
- b) The proposal is not consistent with the Mackay, Isaac and Whitsunday Regional Plan in respect of rural residential development in an area which is not identified as a rural living area, compromising the intent of the regional plan to protect productive agricultural land.
- c) There has been no demonstration that an overriding need exists for the proposed development.
- d) The proposal conflicts with the Whitsunday Regional Council Planning Scheme 2017 and cannot be conditioned to comply. Specifically:
 - I. The Rural zone is the correct zone for this site, being the default zone for the majority of the planning scheme area which is not included in an urban zone.
 - II. The predicted demand and supply of rural residential land within the planning scheme area was modelled by the WRC Urban Growth Study and adequate land is zoned to accommodate predicted demand.
 - III. The proposal is not consistent with the Rural Zone Code and Reconfiguring a Lot Code, which specifies a minimum lot size of 100 hectares.
 - IV. The proposal is not consistent with the Agricultural Land Overlay Code, which does not support fragmentation of land.
 - V. The application material has not demonstrated compliance with the Flood Hazard Overlay Code.

- VI. The application material has not demonstrated compliance with the Infrastructure Code, whereby it is not known if the proposed residential allotments can be supplied with an on-site effluent treatment and disposal system that complies with the requirements of the *Plumbing and Drainage Act 2002*.
 - VII. The application conflicts with the Infrastructure Overlay Code (Waste management facility buffer) by intensifying accommodation activities within the Waste management facility buffer and no assessment of the acoustic quality design objectives specified in Environmental Protection (Noise) Policy 2008 has been provided that demonstrates the residential allotments can be located there without experiencing detrimental noise impacts.
- e) The proposal will detrimentally impact the operation and functionality of the adjoining agricultural land by creating contested land between future residential uses and existing cane farm operations.

BACKGROUND

There are no background matters to report.

APPLICATION SUMMARY

Council is in receipt of a development application to subdivide two lots into five lots. The site is within the Rural Zone for which the proposed allotments do not comply with the minimum lot size. The proposed allotment configuration is:

Proposed Lot	Size	Access arrangement
Proposed Lot 9	1.2 ha	Accessed from Crystalbrook Road
Proposed Lot 10	1.2 ha	Accessed from Crystalbrook Road
Proposed Lot 11	1.2 ha	Accessed from Crystakbrook Road
Proposed Lot 12	6.5 ha	Accessed from Kelsey Creek Road
Proposed Lot 13	14.7 ha	Accessed from Crystalbrook Road

The applicant has advised the purpose of Proposed Lot 12 is to be transferred to Council for future use by the Proserpine Pony Club. The Proserpine Pony Club is currently located at 145 Kelsey Creek Road adjoining the Kelsey Creek Landfill. The Kelsey Creek Landfill is required to expand and therefore the Proserpine Pony Club requires relocation. It is to be noted that the use of Rural zoned land for the Proserpine Pony Club would be dependent on receiving approval for an Outdoor Sport and Recreation use of the land.

The application includes Proposed Lots 9, 10 and 11 which at 1.2ha each will be used for rural residential uses. Proposed Lot 13 at 14.7ha will maintain the remainder of the existing cane farm. The inclusion of Proposed Lots 9, 10 and 11 gives rise to planning conflicts which are not offset by the delivery of land for a community use.

As the applicant has not demonstrated planning grounds to support the application the proposal is recommended for refusal due to non-compliances with the benchmarks set by the Planning Scheme, Regional Plan and the State Planning Policy which seek to protect agricultural land. Further reasons to refuse the proposal include the flood hazard over the land and on-site wastewater servicing requirements which have not been demonstrated by the applicant to meet the requirements of the Planning Scheme.

One submission was received against the development from a nearby landowner. The primarily concerns of the submission were the creation of the three rural residential

allotments adjacent a cane farm and the precedence it may set for the area in terms of rural subdivision of agricultural land, and health impacts to future residential owners from the nearby landfill and ongoing farming operations. A detailed planning assessment is contained within Attachment 1.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

If approved, infrastructure charges would be \$40,093.20.

The application fee has been paid.

CONSULTATION

Manager Development Assessment

Senior 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 August 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 Reconfiguration of Lot – Two (2) Lots into Five (5) Lots
Landowner	M D Dray & G C Dray & I E Dray
Property Address:	Crystal Brook Road, Crystal Brook
Property Description:	L: 2 RP: 723096, L: 13 RP: 706198
Area of Site:	10.876ha, 13.977ha
Planning Scheme Zone:	Rural zone
Level of assessment	Impact Assessable
Overlays:	Acid Sulfate Soils Agriculture Land Infrastructure Flood Hazard
Existing Use:	Agriculture – Cane Farm
Existing Approvals:	Nil
Public Notification:	16 February 2023 to 10 March 2023
Submissions received:	One (1)
State referrals:	One (1) – SARA / DTMR
Infrastructure charges:	\$40,093.20

2. Site Details

2.1. Location

The land is located on L: 2 RP: 723096 and L: 13 RP: 706198. The land is near the corner of Crystal Brook and Kelsey Creek Roads.

2.2. Zoning

The land is zoned Rural under the *Whitsunday Regional Council Planning Scheme 2017* (V3.7).

2.3. Site description

The subject lots are both irregular in shape formed between the boundaries of Kelsey Creek and Crystal Brook roads. A large drainage feature traverses the centre of Lot 13 and progresses into the western corner of Lot 2 and then under Kelsey Creek Road. Both allotments currently hold active cane farming operations and are planted with cane.

2.4. Access

Access to Lot 10 and 11 is proposed to be via a shared access driveway to Crystal Brook Road and the location and standard have been provided as conditions of approval on the

SARA Response. Access to proposed lot's Lot 9, 12 and 13 are proposed to be gained via three (3) new access driveways to Kelsey Creek Road.

2.5. Surrounding uses

North – Rural zone land used for rural purposes (cane farming).

East – Rural zone land used for rural purposes (cane farming).

South – Community Facilities zone of the Proserpine Waste Transfer Station and Recreation and Open Space zone of the Proserpine Junior Sporting Complex.

West – Rural zone land used for rural purposes (cane farming).

3. Proposal Details

Council is in receipt of a development application for the reconfiguration of two rural allotments into five, as described in the following table:

Proposed Lot	Size
Proposed Lot 9	1.2 ha
Proposed Lot 10	1.2 ha
Proposed Lot 11	1.2 ha
Proposed Lot 12	6.5 ha
Proposed Lot 13	14.7 ha

Proposed lots 9 – 11 will be used for future rural residential purposes. The applicant proposes to transfer Proposed lot 12 to Council to provide a new location for the Proserpine Pony Club and ancillary uses for the Proserpine Junior Sporting Complex. Proposed lot 13 will continue the existing cane farming operation undertaken by the applicant with a slight increase in the lot size as a result of a realignment of the boundary. The ability for proposed lot 12 to lawfully conduct the use of the Proserpine Pony Club will be subject to obtaining further development approvals.

The subdivision has not been supported by a Flood Hazard Assessment Report to address the Flood Hazard Overlay that is applicable over a large portion of the site, including the three proposed residential allotments. An effluent suitability report to support the residential aspects has also not been supplied, despite lots 9 – 11 being within the identified flood hazard area.

One submission was received against the development from a nearby landowner. The primary concerns of the submission were the creation of the three residential allotments in close proximity to a cane farm and the precedence it may set for the area in terms of rural subdivision of agricultural land. The submission also sites health impacts of the location of the three rural residential allotments due to its close proximity to the regional landfill and adjoining cane farms.

4. Planning Assessment

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

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

- a) The proposal is not consistent with the State Planning Policy in respect of fragmentation of Agricultural Land Classification (ALC) Class A and Class B land.
- b) The proposal is not consistent with the Mackay, Isaac and Whitsunday Regional Plan in respect of rural residential development in an area which is not identified as a rural living area, compromising the intent of the regional plan to protect productive agricultural land.
- c) There has been no demonstration that an overriding need exists for the proposed development.
- d) The proposal conflicts with the Whitsunday Regional Council Planning Scheme 2017 and cannot be conditioned to comply. Specifically:
 - I. The Rural zone is the correct zone for this site, being the default zone for the majority of the planning scheme area which is not included in an urban zone.
 - II. The predicted demand and supply of rural residential land within the planning scheme area was modelled by the WRC Urban Growth Study and adequate land is zoned to accommodate predicted demand.
 - III. The proposal is not consistent with the Rural Zone Code and Reconfiguring a Lot Code, which specifies a minimum lot size of 100 hectares.
 - IV. The proposal is not consistent with the Agricultural Land Overlay Code, which does not support fragmentation of land.
 - V. The application material has not demonstrated compliance with the Flood Hazard Overlay Code.
 - VI. The material submitted with the application has not demonstrated compliance with the Infrastructure Code, whereby it is not known if the proposed residential allotments can be supplied with an on-site effluent treatment and disposal system that complies with the requirements of the *Plumbing and Drainage Act 2002*.
 - VII. The application conflicts with the Infrastructure Overlay Code (Waste management facility buffer) by intensifying accommodation activities within the Waste management facility buffer and no assessment of the acoustic quality design objectives specified in Environmental Protection (Noise) Policy 2008 has been provided that demonstrates the residential allotments can be located there without experiencing detrimental noise impacts.
- e) The proposal will detrimentally impact the operation and functionality of the adjoining agricultural land by creating contested land between future residential uses and existing cane farm operations.

4.1. State Assessment and Referral Agency (SARA)

The Application was referred to SARA for the application being in proximity of a State-controlled Road. Conditions of approval issued by the SARA have been included as **Attachment 13.3.3.6** to this report. Notably, the road authority has restricted access to Crystal Brook Road for proposed lot 9 and 13, requiring access to be gained from Kelsey Creek Road.

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.

State Interest – Agriculture

The subject allotment is identified on the Scheme's Agricultural Land Overlay Map having Class A Agricultural Land Classification as well as being within the State Strategic Cropping Land overlay. Only 2.2% of Queensland is identified for cropping and the best of this percentage is identified as Strategic Cropping Land.

The State Planning Policy identifies that *"Agricultural Land Classification (ALC) Class A and Class B land is protected for sustainable agricultural use by:*

- a) avoiding fragmentation of ALC Class A or Class B land into lot sizes inconsistent with the current or potential use of the land for agriculture;*
- b) avoiding development that will have an irreversible impact on, or adjacent to, ALC Class A or Class B land; and*
- c) maintaining or enhancing land conditions and the biophysical resources underpinning ALC Class A or Class B land."*

The proposed development conflicts with this State Interest. The creation of permanent infrastructure that comes with a reconfiguration of a lot, will create fragmentation of agricultural land and impede using current Lot 2 for future rural uses. The proposal aims to provide rural residential living directly adjacent to existing cane farming operations and therefore conflicts with item b) above, creating contested land (i.e., land used for non-rural purposes). Contested land means it is not just the loss of the subject land but also the impact on the ability to farm adjacent land without conflict. The proposal also conflicts with item a) and c) above as the proposal intends to fragment Class A agricultural land and does not enhance land conditions for the adjoining rural operations. A map of the agricultural land classification for the site is presented in **Attachment 13.3.3.4**.

4.3. Mackay Isaac and Whitsunday (MIW) 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 conflicts with the following provision of the Regional Plan:

Strategic direction – Managing Growth

The proposal will create further rural residential development in an area which is not identified as a Rural Living Area in the MIW Regional Plan. The purpose of the Rural Living Area in the regional plan is to prevent further fragmentation of productive agricultural land, by concentrating rural residential development in the identified areas within the plan. The continued loss of good quality agricultural land and strategic cropping land has the

potential to reduce the future capacity and viability of the agricultural industry and associated rural support industries. The proposal does not demonstrate a planning need to compromise the intent of the regional plan to protect productive agricultural land. The trade-off to obtain the proposed community land is not accepted as a ground which supports approval.

Strategic direction – Natural Resource Management:

This strategic direction within the Regional Plan aims to provide guidance on protecting the regions natural resources, including agricultural production areas. In relation to those areas, it provides a framework of principles that protect the region's best agricultural lands by preventing inappropriate land uses in rural areas and further fragmentation of rural lands resulting in alienation and reduced agricultural productivity. The proposed development directly conflicts with this strategic direction as it will result in further fragmentation and alienation of rural land and will diminish the agricultural productivity of adjacent rural lands.

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The proposed development does not align with the Strategic Frameworks for the reasons identified in the Strategic Intent assessment.

4.4.2. Strategic Intent

Strategic Intent – Theme 1 – Liveable Communities and Housing

The predicted demand and supply of rural residential land within the planning scheme area was modelled by the WRC Urban Growth Study and adequate land is zoned to accommodate predicted demand. The land is proposed to be subdivided down to a size that is not considered efficient and productive rural land. The lot adjoins rural land and directly adjoins ongoing lawful cane farming operations on the eastern boundary of proposed lot 13.

Land use strategy (7) of the Liveable communities and housing theme advises that rural residential development occurs on the fringes of urban areas and will generally not expand into adjacent rural areas. The subject site is not directly adjacent any urban area but is approximately 1km from the outskirts of the Proserpine urban fringe. However, not only will future residential premises be subject to noise, spray drift, light and odour impacts from adjoining rural uses but also subject to noise and odour impacts due to the site being within the Waste management facility buffer of the Proserpine Landfill. Considering these issues, the development proposal conflicts directly with this theme.

The applicant's grounds the development will deliver land for a community use does not outweigh this conflict.

Strategic Intent – Theme 2 – Economic growth

The proposed subdivision fragments rural land and potentially constrains productive agricultural operations by way of creating contested land that results from agricultural practices causing issues like spray drift, noise and odour. The requirement of the theme is to protect and retain agricultural land for current and future uses, to ensure production

and food security into the future and ensure there is sufficient agricultural land for new facilities such as niche processing like fruits and vegetable production, e.g., finger limes.

The proposal does add some community, and by extension economic benefit, if proposed lot 12 does become the new location for the Proserpine Pony Club. However, the rural residential subdivision component of the proposal is a significant conflict and therefore outweighs the potential benefit of additional community land.

Strategic Intent – Theme 3 – Environment and Heritage

The development site has been historically cleared for farming purposes since approximately 1961 (source: QImagery). The proposal does not conflict with this theme.

Strategic Intent – Theme 4 – Safety and Resilience to Hazards

The development site is subject to the Flood Hazard Overlay. No flood hazard assessment has been supplied to support the residential allotments within the flood hazard area. The applicant therefore has not demonstrated the development addresses the safety of new occupants to a flood hazard area. This is a significant conflict and cannot be conditioned as the findings of a flood investigation must be considered by Council as to the suitability for the land to provide for the accommodation of persons.

Strategic Intent – Theme 5 – Infrastructure

The proposal is supported by the regions existing infrastructure networks and will not jeopardise their efficiency or delivery to the community.

4.4.3. Overlay Codes

Acid Sulfate Soils Overlay

No soils tests were undertaken for the development which are generally provided within an effluent disposal report. Nevertheless, minimal excavation will be required as part of the subdivision and if acid sulfates are identified, they can be managed by the supervising engineer or building certifier in accordance with the Queensland Acid Sulfate Soils Technical Manual.

Agriculture Land Overlay

The proposed development conflicts with the Agricultural Land Overlay. An agricultural land evaluation has not been undertaken for this proposal as per the requirements of the overlay code. The Agricultural Land Overlay protects the Strategic Framework requirement of Economic Growth 3.2.2. The Agricultural Land Overlay is separated into the following two layers:

- IAA State Important Agricultural Layer; and
- Agricultural land classification class A and B.

Important agricultural areas (IAAs) are areas identified in the Queensland Agricultural Land Audit 2013 as having all the requirements for agriculture to be successful and sustainable. ALC Class A and Class B land constitute the most productive agricultural land in Queensland, with soil and land characteristics that allow successful crop and pasture production. They are productive soils that have the capacity to sustain agricultural production with few limitations and cover just 2.5 per cent of Queensland. The site has been identified as containing Class A and B land (ALC Map **Attachment 13.3.3.4**). The

resulting development will lead to further alienation and fragmentation of agriculturally viable land and negatively impacting adjacent rural lands through created additional contested lands. This impact is a direct conflict with the overlay. The application therefore is unable to comply with the Agricultural Land Overlay and cannot be provided with development conditions to comply. The applicant's grounds that the development will deliver land for a community use does not outweigh this conflict.

Flood Hazard Overlay

The development has not been supported by a Flood Hazard Assessment Report as requested. The applicant has requested the report to be imposed as a development condition to be supplied at future operational works stage. Proposed rural residential lots 9 – 11 are located within a flood hazard area, as well as Proposed lot 12 and 13. The proposal has not demonstrated the development does not materially increase the number of people at risk of flood hazard. It is unknown what the Q100 flood level over the land is and what the velocity of water is. This presents an unacceptable risk to approve the development based on the later findings of these studies. The development is therefore in conflict with the code and cannot be conditioned to comply.

Infrastructure Overlay (Waste Management Facility Buffer)

The development proposes five new allotments within the Waste management facility buffer of the Proserpine Landfill. Proposed lots 12 and 13 are not proposed to be used for residential purposes, however proposed lots 9 – 11 are intended to be created for rural residential uses. The code requires that additional sensitive land uses (any accommodation activity) are not located within the buffer area or that an applicant must demonstrate that the location of accommodation activities can meet the acoustic quality design objectives specified in Environmental Protection (Noise) Policy 2008. No assessment of acoustic objectives has been provided.

4.4.4. Rural Zone Code

The proposed development conflicts in part with the Intent and Overall Outcomes of the Rural Zone. The purpose of the Rural Zone is to provide for a wide range of rural activities and a limited range of non-rural activities which complement or provide a service to rural areas, which includes community uses. The intention to create lot 12 and its transfer to Council for community use is not considered to conflict with the code nor the intent to increase the size of proposed lot 13 for the continued use of cane farming. These two allotments either provide for continued agricultural use of the site or for a community activity, rural in nature, on appropriately zoned land.

The fragmentation of existing Lot 2 will result the removal of approximately 10ha of active cane farming land and create contested land around the remaining cane farming land. Overall Outcome (h) requires that an overriding need for the development in terms of a public benefit is demonstrated and that there is no other site suitable for the development. It is noted that there has been no analysis of need presented for the subdivision of rural land and that there is still surplus rural residential land in the region capable of further subdivision. There is no public benefit from the creation of three additional rural residential allotments.

The proposal intends to provide land for the future use of the Proserpine Pony Club, a use which is reasonably expected to occur on rural land. A need for relocating the existing facility exists which has some public benefit. Notwithstanding the need to relocate the Proserpine Pony Club, the conflict with the inclusion of three rural residential allotments is significant.

The applicant has provided the two following grounds to support approval of the application which are responded to below:

1. The application provides an overriding community benefit in the form of Sport and Recreational Purposes.

The benefits of providing land for a community use does not outweigh the substantial conflicts with the zone code and other assessment benchmarks for the development, particularly flood hazard.

2. Lot 9, 10 and 11 will be used for Rural Residential purposes, providing smaller scale rural uses such as hobby farms.

There is no guarantee that these lots will have any additional farming practices due to the size of the proposed allotments and wants of future lot owners.

4.4.5. Development Codes

Reconfiguring a Lot Code

The proposed development is inconsistent with the code and is unable to protect the productive use of land. The three proposed rural residential allotments are inconsistent with the intended purpose of land within the zone and does not offer unique circumstances to justify approval despite the inconsistency. The proposed community use land for the Proserpine Pony Club is a reasonably expected use to occur within the rural zone and can be an intended use of the land.

Infrastructure Code

An effluent suitability report has not been supplied with the application material for the three residential lots. It is not known whether these allotments can be serviced with on-site effluent systems due to the flood hazard mapped over the lots. Overhead electrical lines are available for connection from both Crystal Brook Road and Kelsey Creek Road. An existing telecommunication line also runs along Crystal Brook Road and Kelsey Creek Road for future connections if required.

Excavation and Filling Code

Limited excavation would be required for construction of the new property accesses for each new lot, which would be covered under a future operational works application. No filling activity forms part of this application.

Landscaping Code

The site has been historically used for agricultural purposes since approximately 1961 and is unable to make use of existing natural vegetation buffer to the proposed residential lots. The applicant proposes three rural residential allotments that will directly adjoin ongoing

agricultural practices. No Landscaped Separation Buffer Plan in accordance with PSP SC6.4 has been supplied to support this aspect of the proposal. Buffer plans are necessary to ensure the proposed accommodation uses in proximity to the existing lawful agricultural activities do not adversely impact on the ongoing operational efficiency and productive use of agricultural land. Each residential lot has a depth of 108m which indicates sufficient space exists to provide a buffer in accordance with PSP SC6.4. This plan could be imposed as a development condition if required.

Transport and Parking Code

Currently there are no formal access crossovers to the existing land parcels as the lots can be accessed by farm machinery in various locations from the table drains on Kelsey Creek Road and Crystal Brook Road. The application has been supported by an Engineering Infrastructure Report by Mosaic which proposes to formalise new access locations for each new lot in the following configuration:

- Lots 9 – 11 – one shared access for Lot 9 and 10, and one standalone access for Lot 11 to Crystal Brook Road.
- Lot 12 & 13 via new property accesses (x2) to Kelsey Creek Road.

The application was referred to SARA / DTMR who has control over Crystal Brook Road. SARA has imposed development conditions restricting proposed lot 9 gaining access to Crystal Brook Road and has conditioned access to be gained from Kelsey Creek Road. Therefore, proposed lots 9, 12 and 13 will gain direct access to Kelsey Creek Road and proposed lots 9 and 10 will have one shared access location to Crystal Brook Road. Design details for the new property accesses to Kelsey Creek Road could be subject to a future operational works permit and SARA has conditioned the shared access to Crystal Brook Road to be supplied in accordance with Rural Property Access Standard Drawing No. 1807 prepared by TMR dated July 2020.

5. Public Submissions

The development application was placed on public notification between 16 February 2023 and 10 March 2023 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 13 March 2023. One (1) submission was received during this period of Public Notification.

Submissions have been received and summarised in the below table:

Issue	Comment/Condition Number
1. Rural Subdivision Precedence	The submitter raises concerns that this application if approved will 'open the flood gates' for rural subdivision of farms in the Crystal Brook locality. Each application is treated on its merits; however, it is acknowledged that introducing rural residential living into this area will see a change to the character.
2. Environmental Health Risks	The submitter raises concern that proposed lots 9, 10, and 11 pose potential environmental health risks to persons from an unhealthy stench from the Rubbish Tip/Landfill, unhealthy emissions from Wilmar Mill during the crushing season and ongoing

	farming operations in the area. It is accepted that in the right wind odour from the landfill will be experienced. During the crush dust and other matters will impact on any adjoining sensitive land use.
3. Proposed Pony Club Site	The submission does not accept the need for a new Pony Club site on proposed lot 12, stating there is already a site nearby. The submitter also questions whether Council will end up using the site for a Pony Club and instead use it for 'storing earthworks etc.' There is no Outdoor Sport & Recreation use aspect to the proposal and therefore speculation around the future use of Lot 12 is difficult to ascertain certainty around. Future uses that are not permissible in the Rural Zone will be subject to further development applications.

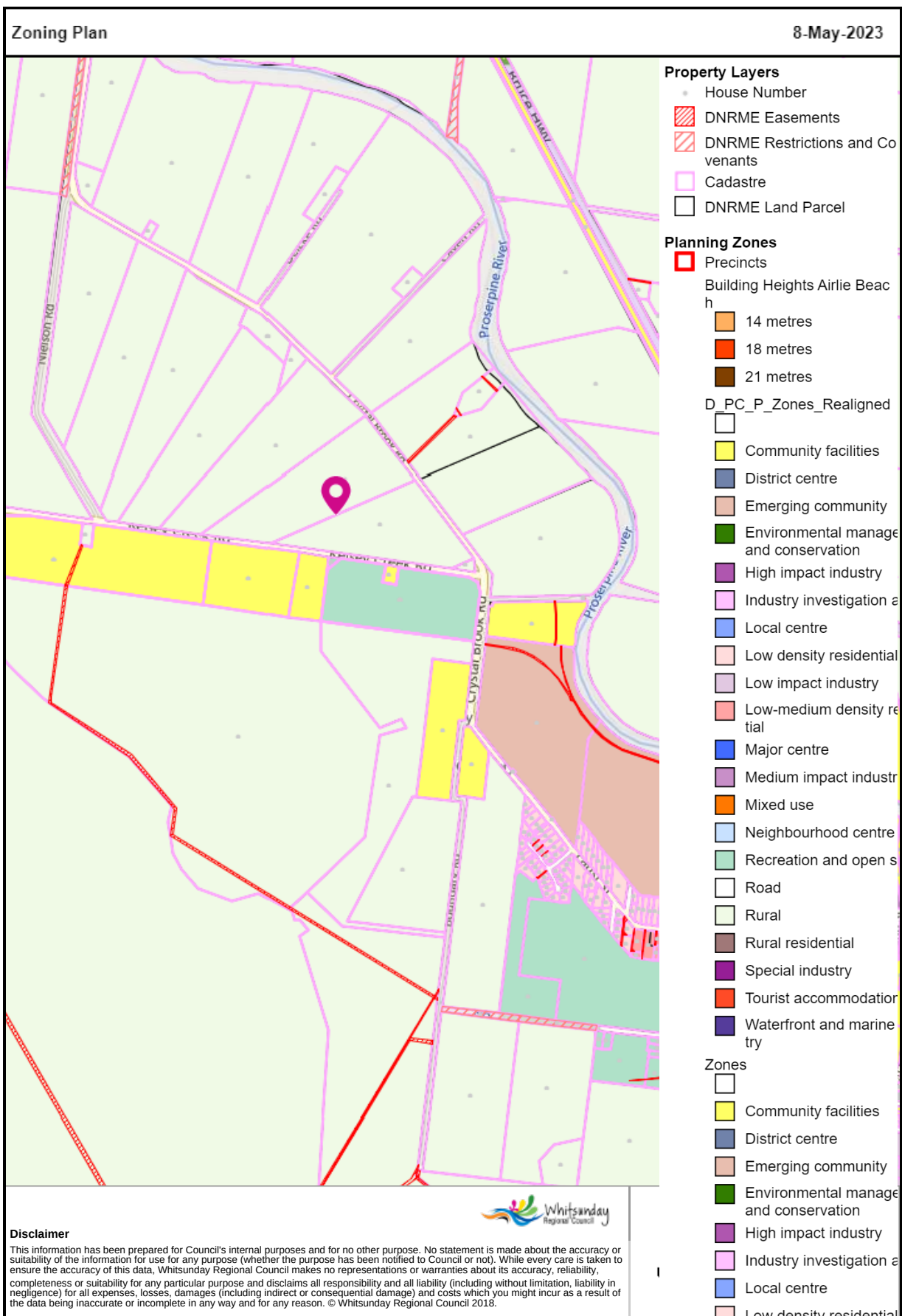
6. Infrastructure Charges

6.1. Adopted Infrastructure Charges Resolution

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

Adopted Charge					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate		Adopted Charge
ROL	Residential	5	\$31,080.00		\$155,400.00
Total Adopted Charge					\$155,400.00
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit
Existing	Residential	2	\$31,080.00	100%	\$62,160.00
ROL	Water	3	\$31,080.00	30%	\$27,972.00
ROL	Sewer	3	\$31,080.00	27%	\$25,174.80
Total Credit					\$115,306.80
Total Levied Charge					\$40,093.20

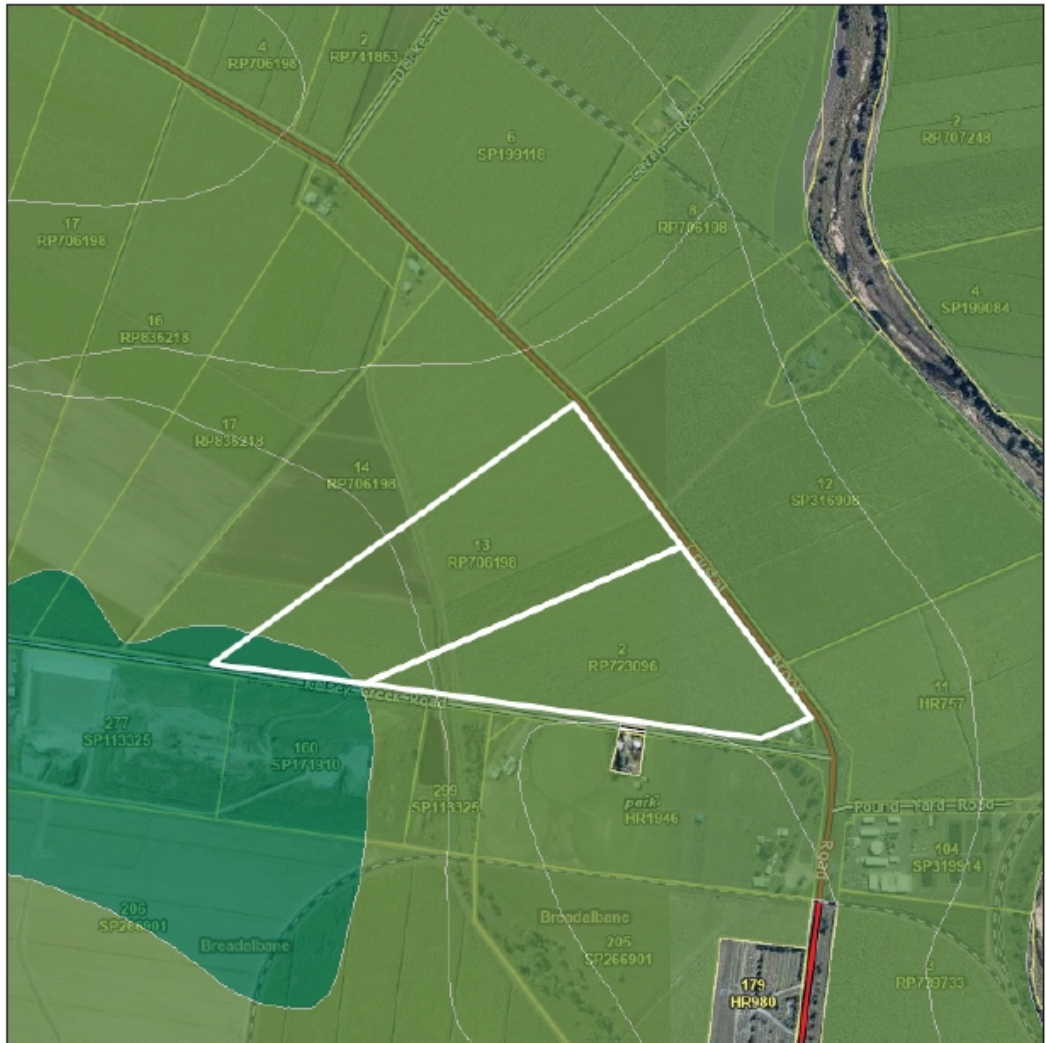




Attachment 13.3.2.4 Agricultural Land Classification Map

20°22'41"S 148°33'6"E

20°22'41"S 148°34'4"E



20°23'36"S 148°33'6"E

20°23'36"S 148°34'4"E

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Agricultural land class A and B

A

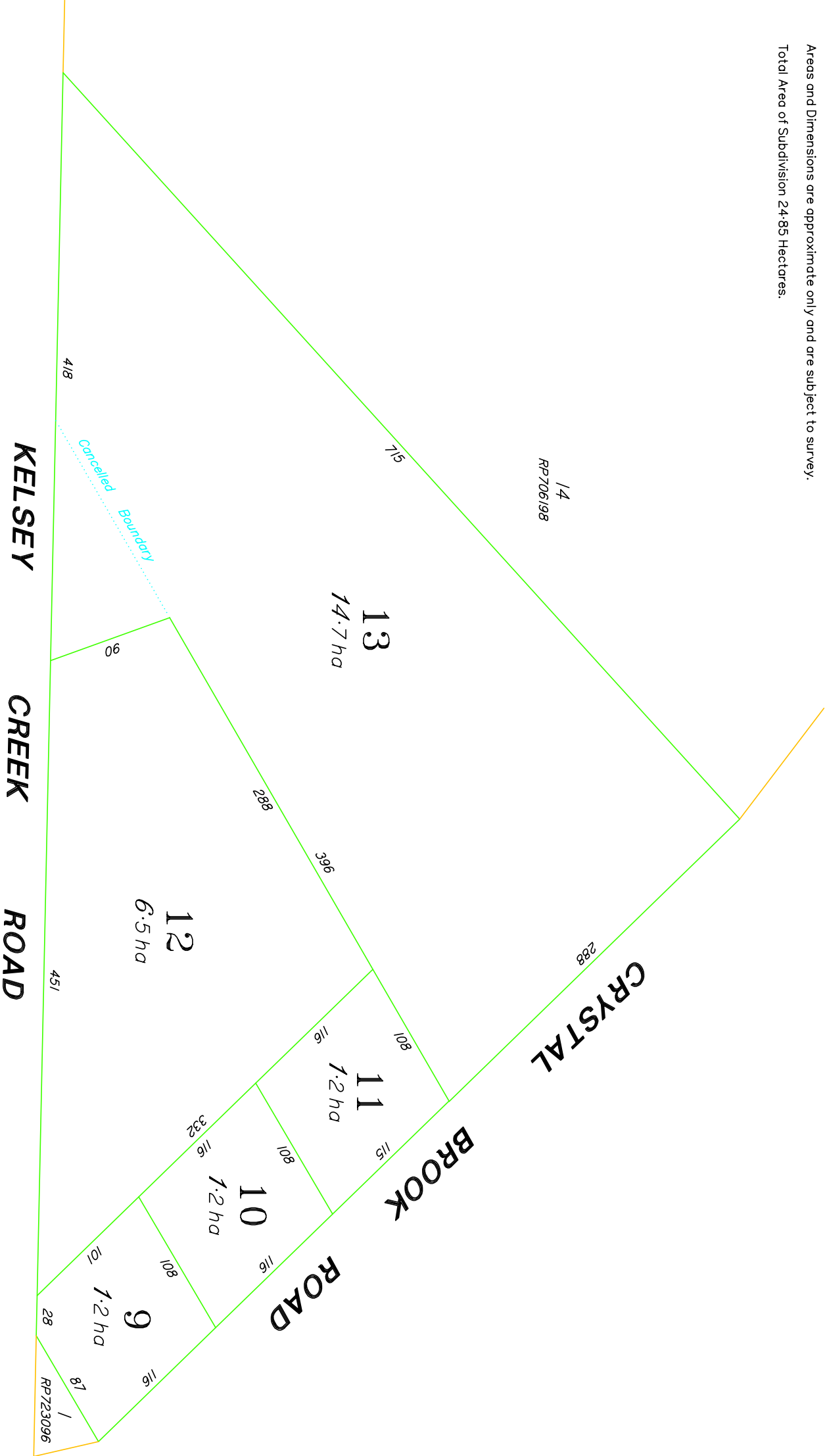
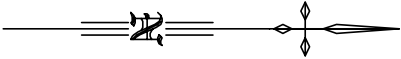
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Scale: 1:9028
Printed at: A4
Print date: 4/5/2023
Not suitable for accurate measurement.
Projection: Web Mercator EPSG: 3857

For more information, visit
<https://qldglobe.information.qld.gov.au/help-info/contact-us.html>

Queensland
Department of Resources

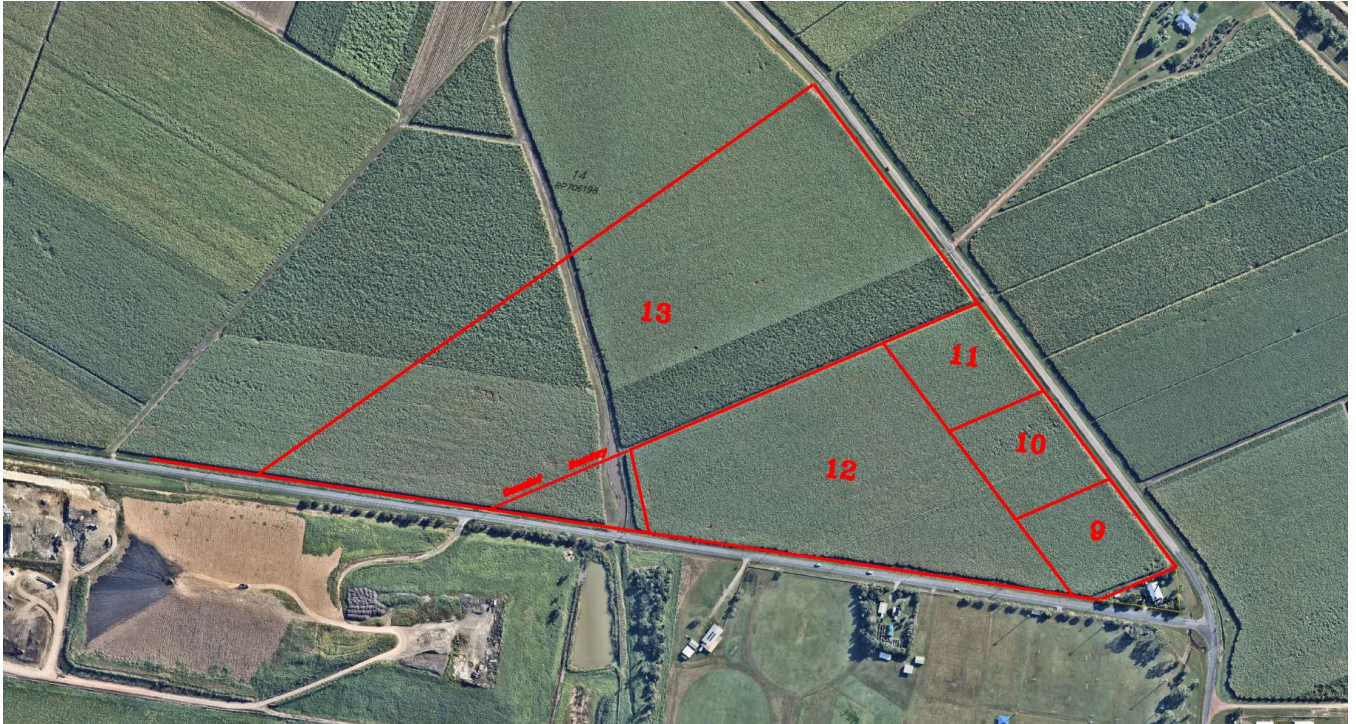
NOTE: –
Areas and Dimensions are approximate only and are subject to survey.
Total Area of Subdivision 24.85 Hectares.



PROJECT				
Proposed Subdivision – Lots 9 to 13				
Cancelling Lot 2 on RP723096 & Lot 13 on RP706198		LOCALITY	LOCAL GOVERNMENT	DATE
Crystal Brook Road, Crystal Brook		CRYSTAL BROOK	WHITSUNDAY REGIONAL	23/05/2022
		DRAWN by:	DRAFTING CHECK by:	SHEET No.
		JB	TG	1/1
		File Reference		
		Pony Club Site 015-04		
		SCALE 1:3000		
		(at A3 Page Size)		

Wynne Planning & Development PTY LTD

TOWN PLANNING SPECIALIST



Proposed 2 into 5 Lot Subdivision

Lot 2 on RP723096 & Lot 13 on RP706198, Crystal Brook Road, Crystal Brook

Engineering Infrastructure Report

for Wynne Planning & Development

25 Nov 2022
Rev: 2
Ref: 22-0012.R01



Proposed 2 into 5 Lot Subdivision

Lot 2 on RP723096 & Lot 13 on RP706198, Crystal Brook Road, Crystal Brook

Engineering Infrastructure Report

for Wynne Planning & Development

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Document Control		
Revision	Revision Date	Report Details
1	24/11/22	For DA Submission
2	25/11/22	For DA Submission - Revised

Approval			
Author signature		Author signature	
Name	Chris Porter	Name	Chris Porter
Title	Principal Engineer	Title	Principal Engineer



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Appendices

Appendix A	Wynne Planning & Development Proposal Plan
Appendix B	Preliminary Drawings
Appendix C	Lot 2 WRC Flood Report

1. Introduction

Mosaic Consultants Pty Ltd (Mosaic) have prepared this Engineering Infrastructure Report (EIR) in support of a Development Application (DA) for the proposed reconfiguration of lot (ROL) on behalf of our client, Wynne Planning and Development.

The proposed development site is within Lot 2 on RP723096 and Lot 13 on RP706198, Crystal Brook Road, Crystal Brook, approximately 3km north-west of the township of Proserpine (refer Figure 1 below). There are no current Development Approvals over the site.

The proposed reconfiguration consists of dividing the existing Lots 2 and 13 into five (5) rural lots.

The purpose of this report is to address the civil engineering infrastructure for the proposed reconfiguration, namely access and stormwater management, as well as advising on the existing electrical and telecommunications infrastructure in the vicinity of the subject site.

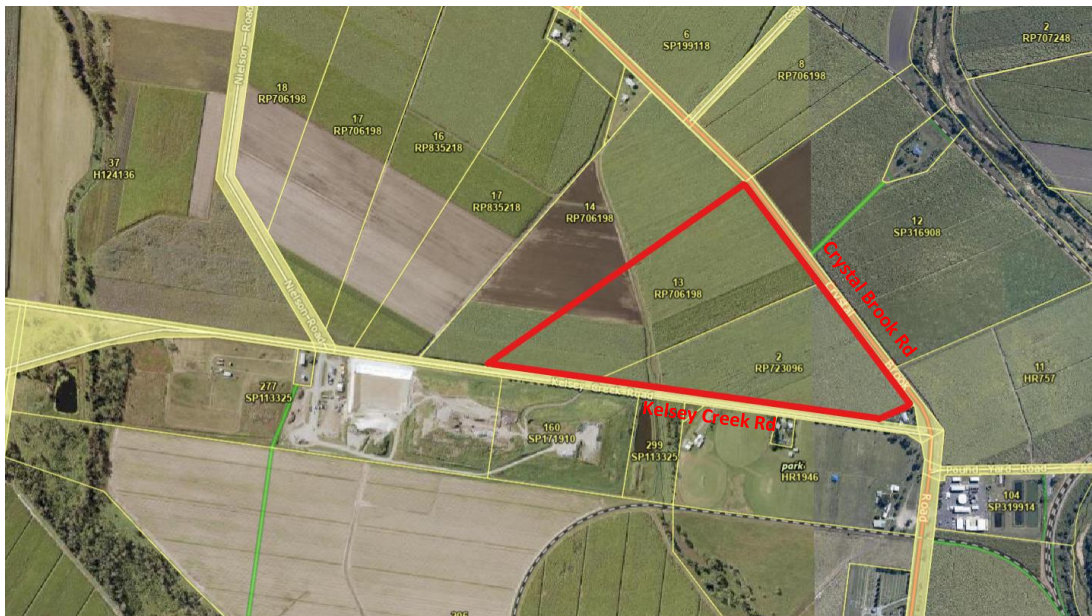


Figure 1 – Proposed Development Site (source: QLD Globe)

This report will describe the necessary engineering and infrastructure that must be carried out for the proposed development to minimise its impact to existing infrastructure and neighbouring properties.

2. Site Description

The subject site is of an 'triangular shape' and is currently used for sugar cane cropping, consistent with its 'rural' zoning under the Whitsunday Regional Council (WRC) 2017 Planning Scheme. An existing drainage gully dissects the site (running north to south) which eventually drains south into the Lagoon Creek catchment. The site is bounded by the sugar cane farms to the north and west, Crystal Brook Rd to the north-east and Kelsey Creek Rd to the south. An existing residence on an adjoining land parcel forms the site's south-east boundary. There are currently no formal property accesses constructed to Lot 2 or Lot 13.

The site is described as being extremely flat, with a very gentle slope towards the existing stormwater gully dissecting the site. Elevations range between ~RL13 to RL15m.



Detailed survey of the site was not made available to Mosaic, however 2009 'open source' LiDAR was sourced from ELVIS Foundation Spatial Data and verified on-site with an inspection on 28 September 2022.

A review of the subject site using WRC's online interactive mapping tools indicates the site is not mapped under the Acid Sulphate Soils, Bushfire Hazard, Coastal Erosion Prone Areas, Storm Tide Inundation, Environmental Significance, Local Heritage and Waterways and Wetlands overlays, however the site is mapped under the Flood (Flood Hazard Area), Agricultural Land overlays (Class A & B) and Waste Management Facility Buffer areas.

Clearing, design and development of the site will need to consider these matters, the scope of which is beyond this report.

Review of the Development Assessment Mapping Systems confirms referral to the Department of Transport and Main Roads for assessment as the site is located within 25m of a state-controlled road (Crystal Brook Rd).

The site is not mapped within Council's Priority Infrastructure Area, and review of the Local Government Infrastructure Plan confirms there is no planned infrastructure to be constructed in the vicinity of the site.

3. Proposed Development

The proposed reconfiguration consists of dividing the existing Lot 2 into three (3) rural house allotments, with proposed Lots 9-11 (1.2Ha each) and a balance lot (proposed Lot 12) with area of 6.5Ha. Lot 13 will benefit from a boundary cancellation which will see its overall area increase to 14.7Ha.

The net outcome of the development will be the creation of three (3) new rural house lots, and a 6.5Ha site which is intended to be further developed for the local pony club.

Refer to **Appendix A** for a copy of the Wynne Planning & Development proposal plan 015-04.

The proposed order of construction works is planned to generally follow this summary below:

- Clearing and grubbing
- Bulk Earthworks (for any new house pads, if required)
- Services installation
- Construction of property accesses
- Building works
 - Dwellings (proposed Lots 9-11)
 - Pony Club Facilities (Sport and Recreation) (proposed Lot 12)

It is anticipated that operational works shall be carried out over two (2) stages as follows:

- Stage 1 – creation of Lot 12
- Stage 2 – creation of Lot 9-11

4. Earthworks

Minimal earthworks are proposed over the site. Given its planned use, Lot 12 is unlikely to require any notable bulk earthworks or changes to the site's existing levels. Proposed Lots 9-11 may require the construction of house pads, which will be confirmed through a Flood Impact Assessment to be completed at the Operational Works phase for Stage 2. Overall, the intention is to maintain the pre-developed site profile.

Should it be determined that house pads are required for Lots 9-11, it is likely that fill will need to be imported to the site.

Subject to the ultimate location of the future dwellings, earthworks for house pads will need to include the removal of vegetation, topsoil (including chasing out of any roots that persist) and removal of any colluvial or unsuitable materials. All bulk earthworks should generally be carried out in accordance with AS3798-2007



Guidelines on Earthworks for Commercial and Residential Developments' and under the supervision of Geotechnical Registered Professional Engineer of Queensland. If required, any filling shall be with clean material compacted and tested in accordance with the requirements for 'Level 1' supervision under AS3798.

Prior to construction, a Sediment and Erosion Control plan shall be prepared to manage the disturbed areas in accordance with the recommendations of the International Erosion Control Association (IECA) *Best Practice Erosion and Sediment Control Guideline*.

Detailed design of bulk earthworks, retaining systems and building pads should be carried out by a qualified Civil RPEQ, and provided to the Geotechnical RPEQ for slope stability review prior to construction.

5. Access

Access to the newly created lots will be as follows:

- Lots 9-11 via new property accesses, one (1) shared for Lots 9 and 10, and one (1) for Lot 11
- Lot 12 & 13 via new property accesses (x2) to Kelsey Creek Road

5.1 Lots 9-11- Crystal Brook Road

Crystal Brook Road is constructed with a 6 – 6.5m wide seal with 1.5m unsealed shoulders. Crystal Brook Road is approximately straight for the full frontage of the subject site, with a 'tight' horizontal curve at the Kelsey Creek intersection south of the site. The sign posted speed limit along the site's frontage is 80kph.

It is proposed that the rural house lots will gain their access to Crystal Brook Rd via two (2) new property accesses, to be constructed generally in accordance with Department of Transport and Main Roads standard drawings 1807 (Type A).

The provision of appropriate sight distances is fundamental to road safety and as such Approach Sight Distance should be provided at every proposed intersection and property access. Due to the proximity of Lot 9 to the horizontal curve at Crystal Brook Rd/Kelsey Creek Rd intersection and consistent with the intention to reduce the overall number of access points off state-controlled road network, it is proposed that Lot 9 and 10's property access be combined into a single shared access ('Type A' G = 6m) to maximise Approach Site Distance.

Refer **Appendix B** drawing 22-0012-SKC001 for the indicative location of each proposed property access.

A check of the Lot 9 & 10 property access for sight distance was performed as required by the *Guide to Road Design Part 4A: Unsignalised and Signalised Intersections (AGRD4A)*. Based on a reaction time of 2.0 seconds (alerted driving situation in rural areas), design speed of 90km/h (being 10km/h above the posted speed limit), coefficient of deceleration of 0.36 (desirable value for most urban and rural road types) and approximately level grade, the minimum approach sight distance necessary was calculated to be 139m. From review of available aerial imagery and having verified on site (refer Figure 2), it would appear that by locating the property access at proposed Lot 9's northern most boundary, approximately 160m line of sight is achievable to the northbound lane. As such, sufficient Approach Sight Distance to the two (2) new property accesses can be achieved.



Figure 2 – Crystal Brook Rd (looking south)



Figure 3 – Crystal Brook Rd (looking north)



Attainment of Safe Intersection Sight Distance (214m) cannot be achieved to Lot 9 and 10's shared driveway, however since ASD has been achieved, the requirements of the *Guide to Traffic Impact Assessment (GTIA)* Appendix A CIA11 have still been met and are considered appropriate given the property accesses proximity to other existing property accesses and intersections.

Detailed design, including a review of the driveway's vertical and horizontal geometry to define passing bay locations and consideration of appropriate drainage should be carried out by a qualified Civil RPEQ.

5.2 Lots 12 and 13 – Kelsey Creek Road

Kelsey Creek Rd is constructed with a 6 – 6.5m wide seal with 1.0m unsealed shoulders which generally aligns with the requirements of a 'Rural Access' under Council's Rural Road Hierarchy (Development Manual Section DG1.27). During our inspection on 28 September 2022, the Kelsey Creek Rd seal presented as being in a 'fair' condition/serviceable state. Refer Figure 4 and 5 below. Kelsey Creek Road is approximately straight for the full frontage of the subject site. The sign posted speed limit along the site's frontage is 80kph.



Figure 4 – Kelsey Creek Rd (looking east)



Figure 5 – Kelsey Creek Rd (looking west)

It is proposed that Proposed Lots 12 and 13 will gain their access to Kelsey Creek Rd via two (2) new property accesses, to be constructed generally in accordance with IPWEA standard drawing RS-0056.

Refer **Appendix B** drawing 22-0012-SKC001 for the indicative location of each proposed property access.

Given the horizontal and vertical geometry of Kelsey Creek Rd (straight and flat), achieving ASD (139m) in accordance with the requirements of AGRD4A and the GTIA is not anticipated to be an issue for either of the proposed property accesses.

Given the two (2) existing Lots 9 and 13 already gain their access via Kelsey Creek Rd, it is anticipated that the formalisation of these two (2) accesses is unlikely to significantly increase trafficking of Kelsey Creek Rd.

Further investigation to quantify impacts to Kelsey Creek Rd as a result of future development of proposed Lot 12 into a Pony Club (Sports and Recreational Facility) may necessitate traffic studies with future development applications over that Lot.

Detailed design, including a review of the driveway's vertical and horizontal geometry to define passing bay locations and consideration of appropriate drainage should be carried out by a qualified Civil RPEQ.

6. Stormwater Drainage

6.1 Flooding

From review of the WRC interactive GIS mapping, the site is within the bounds of the Flood Hazard Area, as shown in Figure 6 below.

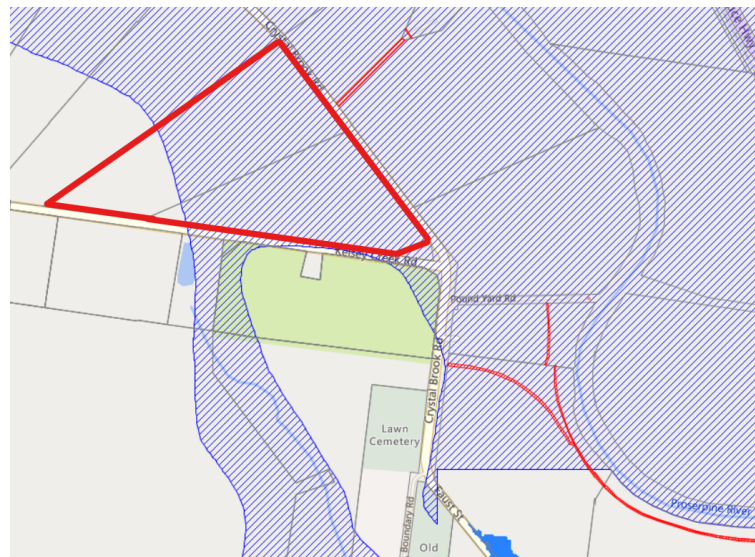


Figure 6 – Town of Whitsunday Flood Study

(Source: WRC interactive GIS Mapping)

Review of the Proserpine Flood and Drainage Study Update (AECOM, 2011) found that while the subject site was included within its hydraulic model extents, unfortunately as the site was outside the township catchment, output files over the site were not produced.

A flood report was also requested via Council's Online Mapping system (refer copy in **Appendix C**) which confirms there is no pre-existing flood study for the subject site.

Conversations with Council at the time of preparing this report found that Council is currently undertaking a further upgrade to its Proserpine Flood and Drainage Study, with a final report expected late in 2022/early 2023. It is envisaged this report being prepared by Council will shed light on the flood level over the proposed Rural House Lots and inform a decision as to whether filling for house pads is required.

While it is anticipated that filling for house pads on proposed Lots 9-11 is unlikely to significantly impact neighbouring properties and overall flood plan storage, a Flood Impact Assessment will need to be prepared at the Operational Works phase for Stage 2 to support any proposed earthworks and define a minimum floor level for habitable structures.

6.2 Lawful Point of Discharge

In accordance with Queensland Urban Drainage Manual (QUDM 2017) Section 3.9, a lawful point of discharge (LPD) is required. A Lawful Point of Discharge Test (LPD Test) is outlined in Section 3.9.1 to ensure the stormwater is discharged from the site lawfully and at a lawful location in addition to meeting other statutory requirements such as the SPP and Planning Act.

The test in Section 3.9.1 of QUDM is in sequential order. If a condition can be met, then subsequent items need not be tested. This should be read in full but is summarised here to provide context for this site. It can be summarised as:

- Test 1: Will the proposed development alter the site's stormwater discharge characteristics in a manner that may substantially damage a third-party property? (if yes go to Test 2, if not then LPD is satisfied)



Test 2: Is the location of the discharge from the development site under the lawful control of the local government or other statutory authority from whom permission to discharge has been received?

Test 3: An authority to discharge over affected properties will be necessary.

The 'lawful point of discharge' for the site has been identified as the existing culverts under Kelsey Creek Rd (refer Figure 7 below) where the existing gully dissecting the site crosses under Kelsey Creek Rd.



Figure 7 – Existing culverts under Kelsey Creek Rd (subject site's outlet)

Given the flat nature of the site and desire to minimise earthworks as much as practically possible, the subject site's 'practical point of discharge' is to the existing stormwater gully located within proposed Lot 13. As such an easement over the existing stormwater gully will be required to establish a Lawful Point of Discharge and connect/convey flow downstream to the existing culverts under Kelsey Creek Rd.

6.3 Stormwater Runoff

The objective of the quantity assessment in this report is to review and recommend mitigation options, if required, and to reflect the change from a cropping/undeveloped site to Rural House lots.

Peak discharges from the catchment were calculated using the 'Rational Method' for the pre-development scenario. The 'Rational Method' is considered appropriate given the catchments are rural in nature, largely undeveloped, and the absence of watercourses or significant drainage features within the site.

The Rational Method calculations were undertaken in accordance with the Queensland Urban Drainage Manual (QUDM 2017) assuming that the proposed works are carried out as planned, for the minor and major storm events (5 year and 100 year ARIs as set out in Table D4.1 of Council's *Development Manual* v3.6). Design rainfall intensities were updated using the 2016 IFDs from the Bureau of Meteorology, which replace the ARR87 IFDs.

Time of Concentration was calculated using the 'Bransby-Williams Equation' as outlined under QUDM in Sections 4.6.11.

A fraction impervious of 0.00 was adopted for all catchments and C_{10} value determined in accordance with Table 4.5.4 of QUDM.



6.4 Pre-Development Peak Discharges

For a summary of the 'Rational Method' calculations carried out, refer to **Appendix B** drawing 22-0012-SKC002.

Table 1: Pre-Development Peak Discharges from Subject Site

Annual Recurrence Interval (ARI)	Rational Method Peak Discharge (m ³ /s)
5 years	1.502
100 years	3.083

6.5 Post-Development Peak Discharges

Minor and major runoff will be conveyed via overland sheet flow and new swales / table drains in a generally south-west direction.

An 'inter-allotment' open drain is proposed along the rear (western) boundaries of proposed Lots 9-11, which will discharge to a new table drain running along proposed Lot 12's northern boundary.

As the proposed Rural House Lots drain away from Crystal Brook Rd in both the 'pre' and 'post' development scenarios, the development is not expected to have an impact on flows either directed to, or flowing parallel (in table drains) to Crystal Brook Rd.

Table 2 below shows the peak discharges under post-developed conditions for the catchments as experienced at the Kelsey Creek Rd culverts, post development. For a summary of the 'Rational Method' calculations carried out, refer to **Appendix B** drawing 22-0012-SKC003.

Table 2: Post-Development Peak Discharges from Subject Site

Annual Recurrence Interval (ARI)	Rational Method Peak Discharge (m ³ /s)
5 years	1.739
100 years	3.524

6.6 Discussion of Expected Peak Discharges

Peak discharges for pre and post-development catchments have been assessed and a comparison is shown in Table 3 below.

Table 3: Peak Discharge Summary – Pre and Post-Development

Annual Recurrence Interval (ARI)	Peak Discharge (m ³ /s)		
	Pre	Post	Diff. (m ³ /s)
5 years	1.502	1.739	0.237
100 years	3.083	3.524	0.441

It can be seen from the tables above that the proposed development results in an overall increase in discharges at the Kelsey Creek Rd culvert, albeit minor in contrast to the size of the larger catchment.



This is not unexpected when considering the size of the catchments, the very flat/limited fall across the site and the negligible increase in fraction impervious post development.

It is also noted that there is a high likelihood that any future dwelling on proposed Lots 9-11 will be accompanied by at least one (1) rainwater tank which will attenuate peak discharges from the impervious surface (future rooves).

The above is not intended as a comprehensive assessment of peak discharges downstream of the site, but purely as a means to assess the difference between pre- and post-development scenario and demonstrate that no 'actionable nuisance' will present as a result of development. As such, the gully/creek's wider (external) catchment/s has not been included in the analysis as there is no proposed changes to its profile, or the culvert arrangement beneath Kelsey Creek Rd as a part of the development.

Nevertheless, it is anticipated that Council will condition an easement over the existing creek/gully through Lot 13 with their approval. In order to define the extent of this easement, it will be necessary to conduct a more detailed hydrologic and hydraulic modelling for the gully/creek's entire catchment at the Operational Works phase.

The detailed design of all stormwater drainage infrastructure will be required to comply with the Whitsunday Regional Council Development Manual (for public assets), QUDM and AS3500 *Plumbing and drainage* (for roof water drainage etc).

6.7 Stormwater Quality

The development has been assessed against the State Planning Policy assessment benchmarks for water quality. Since it is a rural zoned development, the water quality reduction targets are not applicable as they specifically apply to developments used for an urban purpose.

Notwithstanding the above, various pollutants are generated during construction which can enter stormwater runoff. These pollutants can negatively affect the quality of the stormwater runoff and contaminate the downstream receiving environment if not managed appropriately. Major sources of construction phase pollutants include:

- Litter such as construction packaging, paper, food packaging and off cuts
- Sediment from erosion of exposed soils and stockpiles
- Hydrocarbons from spills and leaks of fuel and oil from construction equipment
- Toxic materials such as cement slurry, solvents, cleaning agents and wash waters
- pH altering substances such as cement slurry and wash waters

An erosion and sediment control measures, prepared in accordance with the International IECA *Best Practice Erosion & Sediment Control for building and construction sites (IECA 2008)* and WRC's Development Manual, shall be prepared by the Civil RPEQ at the detailed design phase, then implemented and regularly reviewed by the Contractor.

7. Services

7.1 Potable Water

The 'rural' nature of the site, and its location outside of Council's PIA means there is no reticulated water supply servicing the area. As a result, responsibility lies with individual landowner/s to make arrangements for their own potable water supply. Typically, this will be in the form of rainwater harvesting tanks and/or bore water.

Rainwater tank installations for each lot must be able to demonstrate compliance at the Building Works phase with Table 6.3 of the WRC Development Manual (i.e. a minimum of 108kL of water storage on site for the exclusive purpose of fire-fighting at 15L/s for 2hrs).



Further, it is recommended that each of the proposed lots have a minimum 75kL of water storage on site for domestic consumption.

7.2 Wastewater

The 'rural' nature of the site and its location outside of Council's PIA means there is no reticulated sewerage network in the vicinity of the site. As such wastewater management (on-site effluent disposal) will be the responsibility of the future landowner/s. System design will need to be determined by an appropriate qualified person as a part of the Building Works phase.

7.3 Electrical Supply

Overhead electrical are available from both Crystal Brook Rd and Kelsey Creek Rd. It is envisaged that proposed Lots 9-11 will gain their power supply from Crystal Brook Rd, and Lots 12 and 13 will gain their services from the overhead in Kelsey Creek Rd.

This will be assessed further as a part of the detailed design phase by an Electrical Engineer / Designer through the application for a Network Connection Application.

7.4 Telecommunications Connection

There is an existing telecommunications line running along both Crystal Brook Rd and Kelsey Creek Rd. Similar to the power, Lots 9-11 will likely gain their telecommunications connection via Crystal Brook Rd, and Lots 12 and 13 will gain their services from the existing underground cable in Kelsey Creek Rd.

Further a search of NBN Co's rollout mapping confirms the subject site is ready to connect to the NBN and is a fixed wireless service area.

The above will be assessed further as a part of the detailed design process, by an Electrical Engineer / Designer and in consultation with NBN Co.

8. Conclusions

Through the course of this Engineering Infrastructure Report, no significant challenges were identified that would prevent the proposed reconfiguration of Lot 2 on RP723096 and Lot 13 on RP706198, Crystal Brook Road, Crystal Brook.

The development can be adequately serviced by the existing electrical and telecommunications networks available within the vicinity of the site.

Post-development increases in peak discharges from the site has been considered and included in this report. It has not identified any notable issues which cannot be managed through 'best practice' engineering design at the future Operational Works and Building Works phases of the project.

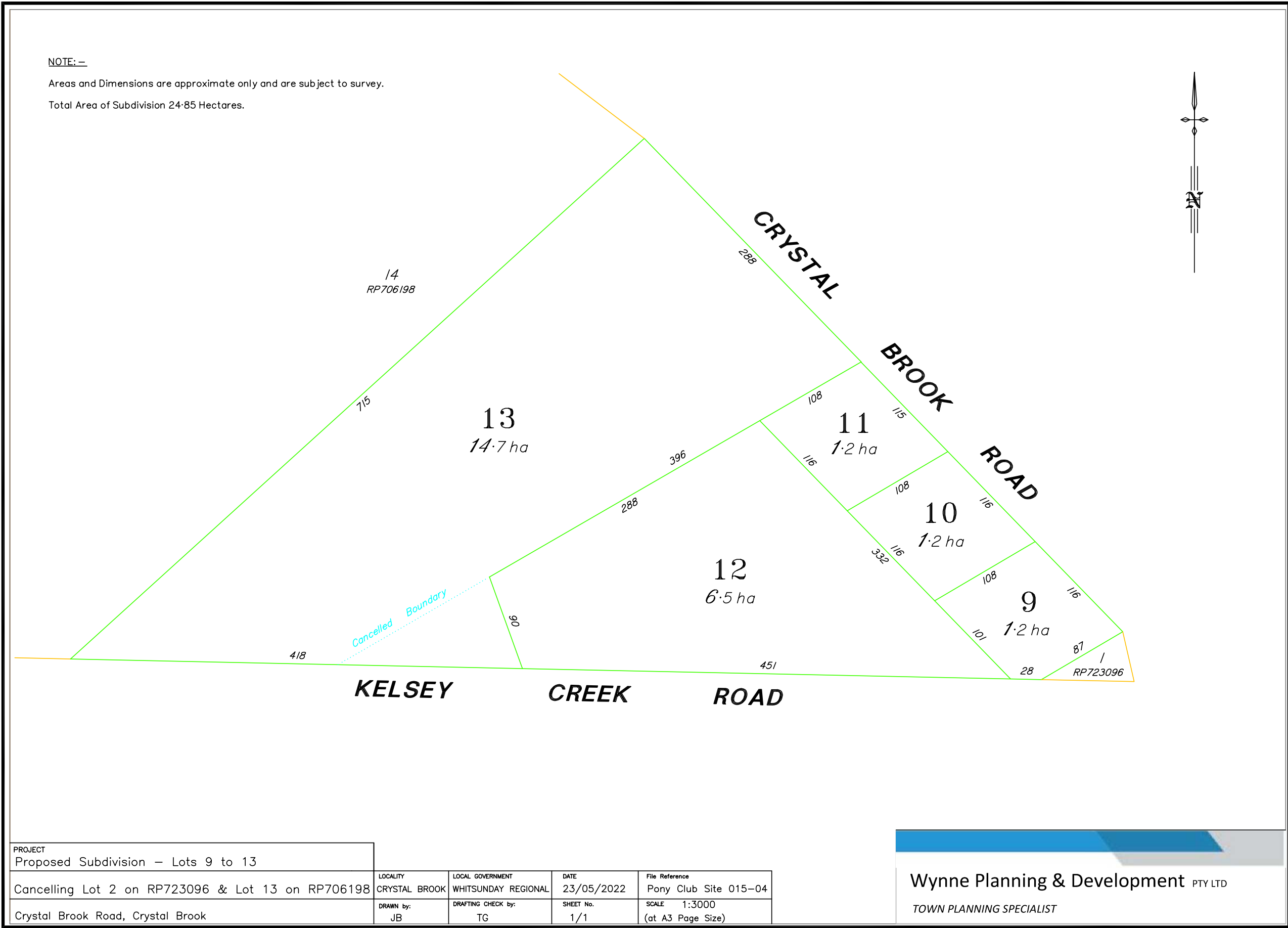
Further analysis of the regional flood event is necessary to confirm if elevated building pads are required for the proposed Rural House Lots, and if so, confirm their associated filling within the flood plain will not negatively impact neighbouring properties. Further, it is anticipated that Council will condition an easement over the existing creek/gully through Lot 13 with their approval, which will necessitate more detailed hydrologic and hydraulic modelling for the gully/creek's entire catchment in order to define the extent of the easement at the Operational Works phase.

Minor alterations in the design may eventuate from future applications, however the fundamentals of the design strategy outlined herein ensure that civil servicing requirements will not pose a hurdle for the development, nor shall the redevelopment of Lot 9 and 13 present an 'actionable nuisance' to adjoining property owners or Council's infrastructure.



Appendix A

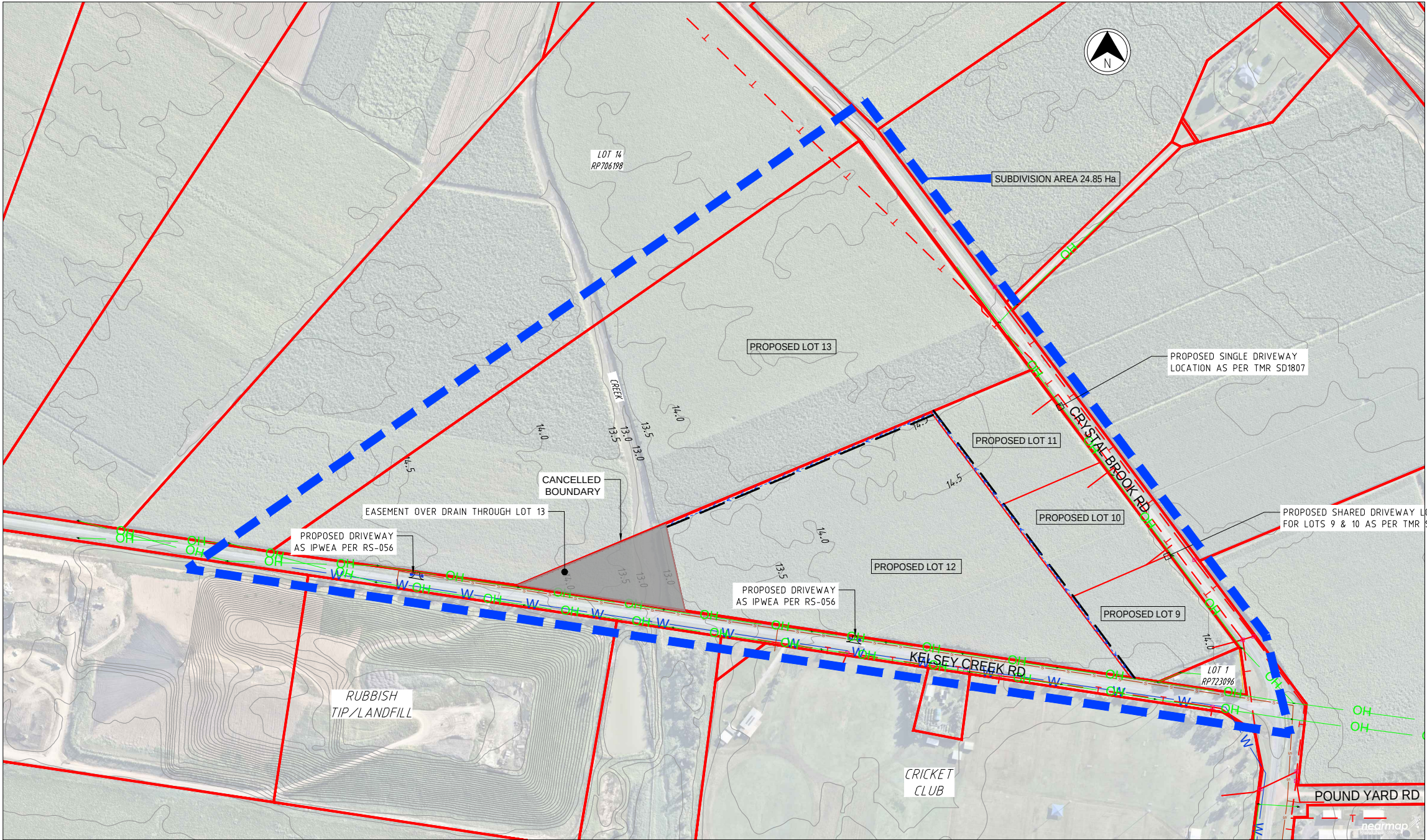
Wynne Planning & Development Proposal Plan





Appendix B

Preliminary Drawings



A	PRELIMINARY - NOT FOR CONSTRUCTION	CP	04.11.22
REV.	DESCRIPTION	APPR.	DATE

**MOSAIC**
engineer | advise | deliver

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Figured dimensions take precedence over scale. Do not scale from this drawing. Verify dimensions prior to commencing any works.

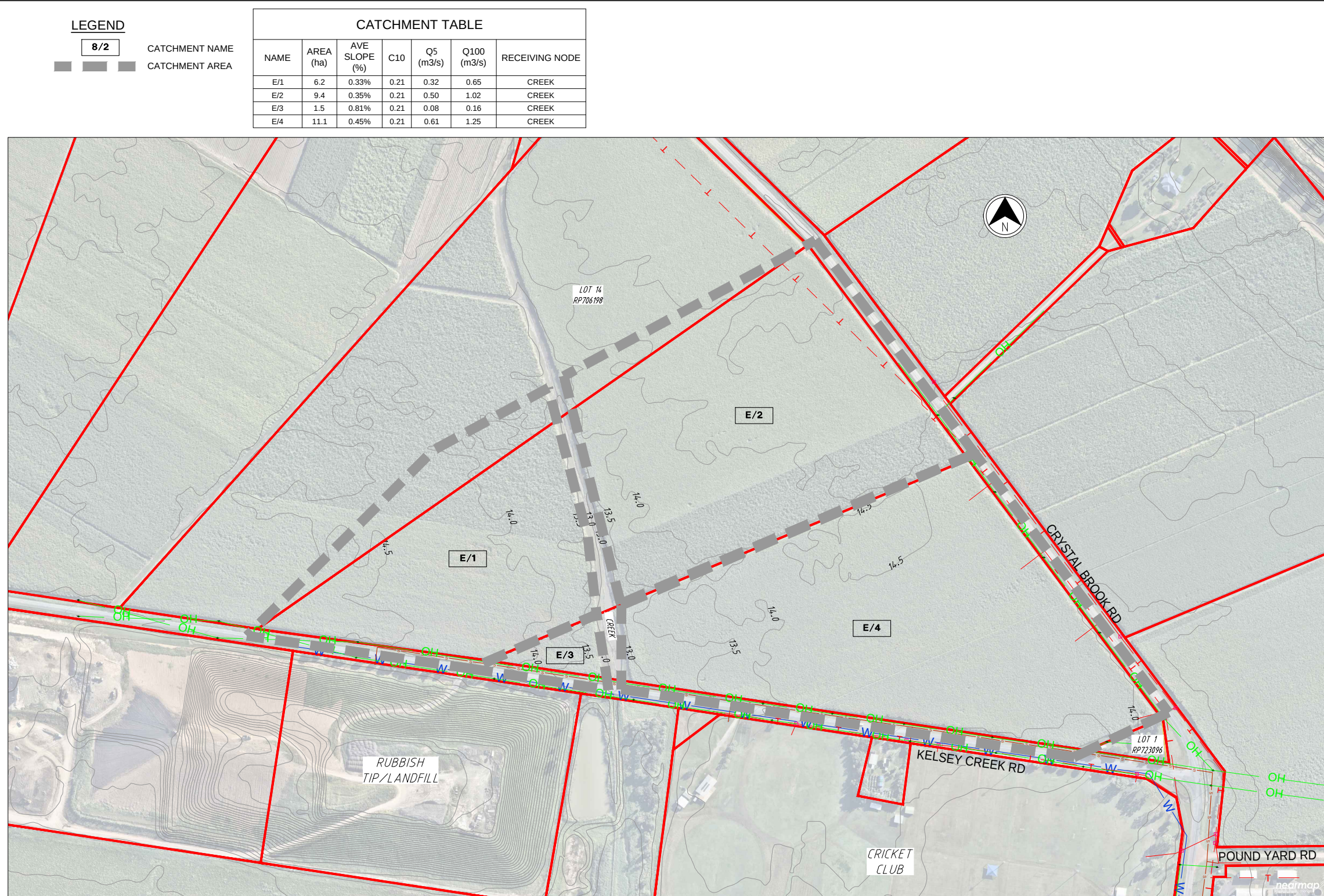
CLIENT:
WYNNE PLANNING & DEVELOPMENT PTY LTD

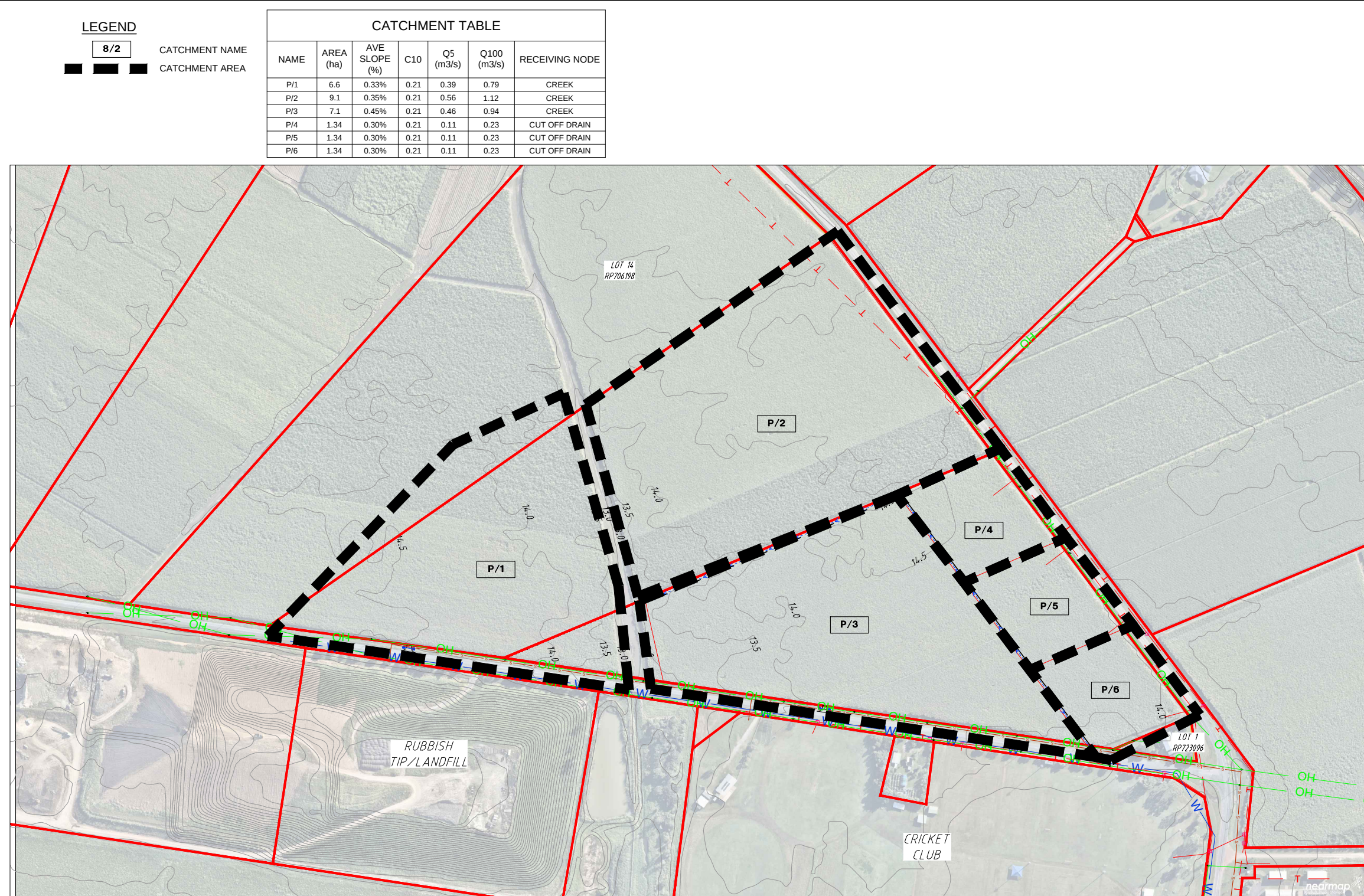
PROJECT:
PROPOSED SUBDIVISION LOTS 9-13

KELSEY CREEK ROAD

DRAWING TITLE:
PROPOSED OVERALL LAYOUT PLAN

DESIGNED : PJ	CHECKED : CP
APPROVED ON BEHALF OF MOSAIC CONSULTANTS PTY LTD ACN 659 630 823	
R.P.E.Q. No. :	
SCALE : AS SHOWN	FULL SIZE : A1
PROJECT No. : 22-0012	REVISION : PA
DRAWING No. : SKC001	

[illegible]

[illegible]



Appendix C

Lot 2 WRC Flood Report

THIS REPORT IS FOR BUILDING AND DEVELOPMENT PURPOSES ONLY

The FloodInform Property Report provides property or lot-based flood information for building and development requirements. This report provides information on estimated flood levels, habitable floor level requirements and more technical information on the four sources of flooding: river, creek / waterway, storm tide and overland flow. Refer to the Useful Definitions section for a glossary of terms.

To find out more about how the contents of this report may affect building or development on this property, please visit [Development Services](#). For more general information about understanding your flood risk and how to prepare your property, family or business for potential flooding visit [Council's Disaster Management site](#).

At a glance...

Property Information

Lot Plan(s): [2RP723096](#)
Address:
Lot size: 10.876ha
Zoning: Rural

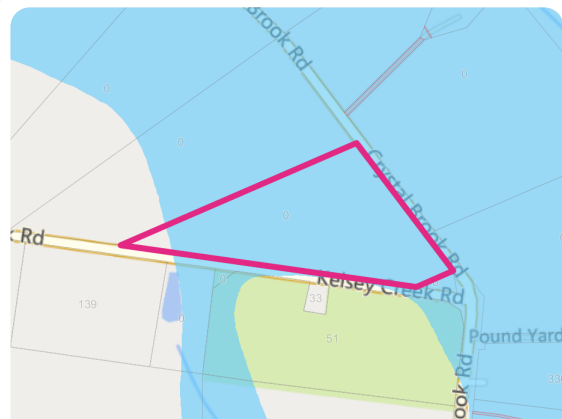
Flood and or Coastal hazard information

NOTE: A flood study has not been completed for this premises.

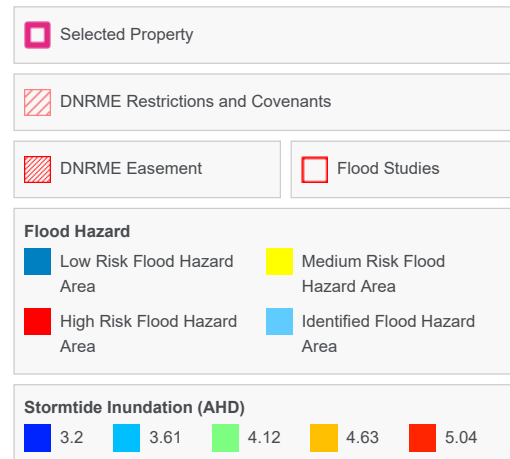
Risk rating(s): Identified Flood Hazard Area

Premises is within an Identified Flood Hazard area, but Council has not completed a detailed flood study for the site. If development occurring within the flood hazard extents shown, including new structures or extensions, change in level to the site, or, addition or removal of fill, applicant must address the Planning Scheme to determine if further assessment may be required. See:

- [Part 5 - Table 5.10.8 – Flood hazard overlay Tables of Assessment](#)
- [Part 8 – Table 8.2.8.3.1 – Flood hazard overlay Code](#)



Legend

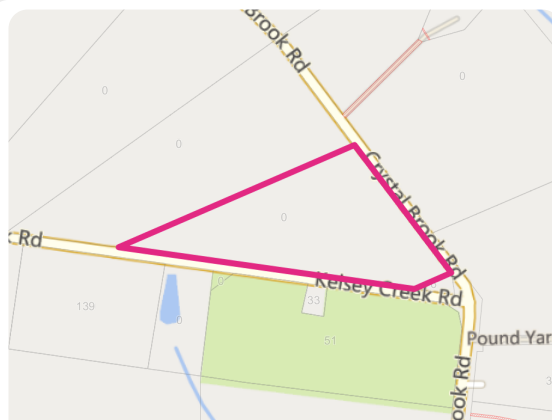


Elevation and Velocity

Elevation details not available for this property.

Ground Levels

NOTE: No Minimum Habitable Floor Level has been calculated for this property.



Legend



Selected Property



DNRME Restrictions and Covenants



DNRME Easement

Flood Velocity (m/s)



0



0.12



0.27



0.45



0.61



0.79



2.99



Whitsunday FloodInform Property Report

2RP723096

Produced: 24/11/2022

Flood and coastal hazard information

Explanation

m(AHD) - Metres Australia Height Datum. The level of 0.0m AHD is approximately mean sea level.

Flood Levels - The Flood level bar chart above shows the possible flooding level and percentage chance of that level being reached or exceeded in any year. Refer to 'Useful Definitions' for further information.

Minimum Habitable Floor Level - Applies to residential development only. Please refer to Council's planning scheme to learn how this may affect you. If a property is in an overland flow path, or a large allotment, a minimum habitable floor level cannot be provided. Refer flood and planning development flags below.

Ground Levels - The green line above shows this property's approximate lowest and highest ground levels based on latest available information to Council. If you are building, please confirm with a surveyor. For further information and definitions please refer to the Useful Definitions section.

Australian Height Datum (AHD) - The reference level for defining ground levels in Australia. The level of 0.0m AHD is approximately mean sea level.

Annual Exceedance Probability (AEP) - The probability of a flood event of a given size occurring in any one year, usually expressed as a percentage annual chance.

Maximum and Minimum Ground Level - Highest and lowest ground levels on the property based on available ground level information. A Registered Surveyor can confirm exact ground levels.

Minimum Habitable Floor Level - The minimum level in metres AHD at which habitable areas of development (generally including bedrooms, living rooms, kitchen, study, family and rumpus rooms) must be constructed.

Flood and Coastal hazard Planning information

Development within the Flood and Coastal hazard overlay codes

- Habitable buildings should be located out of hazard area, or habitable levels must be 300mm above the DFE or DSTE;
- Hazardous materials should be stored outside of the hazard area or at least 300mm above the DFE or DSTE;
- All new buildings located within a hazard area must be certified by a Registered Professional Engineer of Queensland (RPEQ) to ensure structural adequacy;
- Removal or addition of fill greater than 50m³ in a flood hazard area may require RPEQ certification;
- Riparian areas, watercourses, overland flow paths, coastal environment areas and drainage corridors should be protected in development or development is appropriately designed by an RPEQ;
- Creation of new lots must ensure safe evacuation routes can be provided;

The above principles are basic information to make an applicant aware of the Flood or Coastal hazard overlay code. Please refer to the Planning Scheme Part 5 Tables of Assessment to determine if development triggers further assessment against each of these codes located within Part 8 – overlays and ensure all relevant outcomes are addressed if required.

Whitsunday Planning Scheme 2017

The following overlays have been identified as being applicable to the selected property:

- [Zones and Zone Precincts](#)
- [Acid Sulfate Soils](#)
- [Agricultural Land](#)
- [Climatic Regions](#)
- [Flood Hazard](#)
- [Infrastructure](#)



Whitsunday FloodInform Property Report

2RP723096

Produced: 24/11/2022

Useful Definitions

Council's Planning Scheme - The Whitsunday Regional Council (planning scheme) has been prepared in accordance with the Planning Act as a framework for managing development in a way that advances the purpose of the Act. In seeking to achieve this purpose, the planning scheme sets out the Council's intention for future development in the planning scheme area, over the next 10 years.

Rateable Address - A Lot or Property may have more than one street address. The address shown on this report is the address used by Council for the Lot or property selected.

Habitable building - A room used for normal domestic activities, and:

- includes a bedroom, living room, lounge room, music room, television room, kitchen, dining room, sewing room, study, playroom, family room, and sunroom; but
- excludes a bathroom, laundry, water closet, pantry, walk-in wardrobe, corridor, hallway, lobby, photographic darkroom, clothes-drying room, and other spaces of a specialised nature occupied neither frequently nor for extended periods.

DFE - A defined flood event (DFE) is the flood event adopted by a local government for the management of development in a particular locality. For the purposes of the Planning Scheme, the DFE is the 1% Annual Exceedance Probability (AEP) event, equivalent to a 1 in 100 year average recurrence interval (ARI) event unless indicated otherwise.

DSTE - The event (measured in terms of the likelihood of reoccurrence) and associated inundation level adopted to manage the development of a particular area. The DSTE is the 1% annual exceedance probability (AEP) storm tide, equivalent to a 1 in 100 year average recurrence interval (ARI) storm event incorporating 2100 climate change projections, including:

- sea level rise; and
- an increase in cyclone intensity by 10 per cent relative to maximum potential intensity.

Whitsunday Regional Council's Online Planning and Development Flood & Storm tide tools

Council's online tools to supplement this Flood or Storm tide report for planning and development purposes include:

- Property Report
- Investors portal report
- Flood hazard overlay code
- Coastal hazard overlay code

For more information on Council's planning scheme and online flood tools for planning and development:

- Phone (07) 4945 0263 and talk to a Planning Services Officer or email info@whitsundayrc.qld.gov.au
- visit <https://www.whitsundayrc.qld.gov.au/economic-development-business-and-planning/building-and-development/planning/whitsunday-planning-scheme-2017>, or
- visit a [Council Customer Service Centre](#)



Whitsunday FloodInform Property Report

2RP723096

Produced: 24/11/2022

Disclaimer

1. Defined Flood Levels and Residential Flood Levels, and the Minimum Habitable Floor Levels are determined from the best available information to Council at the date of issue. These flood levels, for a particular property, may change if more detailed information becomes available or changes are made in the method of calculating flood levels.
2. Council makes no warranty or representation regarding the accuracy or completeness of a FloodInform Property report. Council disclaims any responsibility or liability in relation to the use or reliance by any person on a FloodInform Property Report.
3. It is the enquirer's responsibility to interpret the effects on particular properties using the information provided in the Flood Level Maps. Precise surveys of individual land parcels would be required to assess current property levels and vulnerability to flooding. Please note that this data is indicative only and is based on available coarse ground model data at the time of assessment (shown in the table below). Whitsunday Regional Council gives no warranty as to the accuracy, reliability, completeness or suitability of the data included in this website and accepts no liability for any loss, damage or costs including consequential damage relating to any use of the data.

Location	Flood / Storm Tide Study And Year
Town of Whitsunday	Town of Whitsunday Drainage Study 2017
Bowen	Bowen Local Catchment Study 2015 Don River Flood Risk and Mitigation Study 2014
Proserpine	Proserpine Flood and Drainage Study 2011
Gumlu and Guthalungra	Elliot River Flood Model; and Molongle Creek Catchment Flood Study 2006 (updated 2013)
All Region coastline (storm tide)	Coastal Hazard Mapping Refinement Study 2018

See online here - <https://www.whitsundayrc.qld.gov.au/economic-development-business-and-planning/building-and-development/planning/studies-and-superseded-planning-schemes>



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RA9-N



SARA reference: 2212-32541 SRA
Your reference: 2022WRC080
Council reference: 20220693

13 February 2023

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

Attention: James McEvoy-Bowe

Dear Mr McEvoy-Bowe

SARA response—Crystalbrook Road, Crystal Brook

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 6 January 2023.

Response

Outcome:	Referral agency response – with conditions
Date of response:	13 February 2023
Conditions:	The conditions in Attachment 1 must be attached to any development approval
Advice:	Advice to the applicant is in Attachment 2
Reasons:	The reasons for the referral agency response are in Attachment 3

Development details

Description:	Development Permit for Reconfiguring a Lot – 2 lots into 5 lots
SARA role:	Referral agency
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (10.9.4.2.1.1) – Reconfiguring a lot near a state transport corridor
SARA reference:	2212-32541 SRA
Assessment Manager:	Whitsunday Regional Council

Street address: Crystalbrook Road, Crystal Brook

Real property description: Lot 2 on RP723096 and Lot 13 on RP706198

Applicant name: G C, M D and I E Dray

Applicant contact details: C/- Wynne Planning and Development Pty Ltd
Shop 5 Deicke Arcade, 38 Main Street
Proserpine QLD 4800
kellianne@wynneplanninganddevelopment.com

State-controlled road access permit: This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision:

- Approved
- Reference: TMR23-038349
- Date: 1 February 2023

Human Rights Act 2019 considerations: A consideration of the 23 fundamental human rights protected under the *Human Right Act 2019* has been undertaken as part of this decision. It has been determined that this decision does not limit human rights.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s. 30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

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

For further information please contact Sahil Gill, Graduate Planner, on 07 3243 1639 or via email MIWSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



David Hooper
Manager

cc G C, M D and I E Dray, kellianne@wynneplanninganddevelopment.com

enc Attachment 1 - Referral agency condition
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations about a referral agency response provisions
Attachment 5 - Documents referenced in conditions

Attachment 1—Referral agency conditions

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the documents referenced below are found at Attachment 5)

No.	Conditions	Condition timing
10.9.4.2.1.1—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	The road access must be carried out generally in accordance with the following plans: (a) Proposed Subdivision – Lots 9 to 13 prepared by Wynne Planning & Development Pty Ltd dated 23 May 2022, reference Pony Club Site 015-04, as amended in red by SARA on 13 February 2023.	Prior to submitting the Plan of Survey to the local government for approval.
2.	(a) The road access location is to be located at the common boundary of proposed Lots 10 and 11, in accordance with Proposed Subdivision – Lots 9 to 13 prepared by Wynne Planning & Development Pty Ltd dated 23 May 2022, reference Pony Club Site 015-04, as amended in red by SARA on 13 February 2023. (b) Road access works comprising Type A (G=6m) Residential Access must be provided at the permitted access location, generally in accordance with Rural Property Access Standard Drawing No. 1807 prepared by TMR dated July 2020.	(a) At all times (b) Prior to submitting the Plan of Survey to the local government for approval.
3.	Direct access is not permitted between Crystalbrook Road and proposed Lots 9 or 13.	At all times
4.	(a) The applicant must register reciprocal access easements on the titles of proposed Lots 10 and 11 for the shared access. (b) The applicant must provide to the Mackay Office of the Department of Transport and Main Roads at Mackay.Whitsunday.IDAS@tmr.qld.gov.au a copy of Registration Confirmation Statement/s and easement registration dealing number/s as evidence of the registration of the easement/s referred to in part (a) of this condition.	(a) At the time of survey plan registration. (b) Within 20 business days of registration of the easements.

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) v3.0. If a word remains undefined it has its ordinary meaning.
2.	Road Access Works Approval Required Written approval is required from the Department of Transport and Main Roads to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33 of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the Department of Transport and Main Roads at Mackay.Whitsunday.IDAS@tmr.qld.gov.au to make an application.
3.	TMR's Vehicular Access to State-controlled Road Policy can be downloaded from the following website: https://www.tmr.qld.gov.au/community-and-environment/planning-and-development/othermatters-requiring-approval/vehicle-access-to-state-controlled-roads-policy

Attachment 3—Reasons for referral agency response

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

The reasons for SARA's decision are:

The development complies with State code 1: Development in a state-controlled road environment of the SDAP. Specifically, the development:

- does not increase the likelihood or frequency of accidents, fatalities or serious injury for users of a state-controlled road
- does not adversely impact the structural integrity or physical condition of state-controlled roads, road transport infrastructure, public passenger transport infrastructure or active transport infrastructure
- does not adversely impact the function and efficiency of state-controlled roads or future state-controlled roads
- does not adversely impact the state's ability to plan, construct, maintain, upgrade or operate state-controlled roads, future state-controlled roads or road transport infrastructure
- does not significantly increase the cost to the state to plan, construct, upgrade or maintain state-controlled roads, future state-controlled roads or road transport infrastructure
- maintains or improves access to public passenger transport infrastructure or active transport infrastructure
- does not adversely impact the state's ability to operate public passenger services on state-controlled roads.

Material used in the assessment of the application:

- the development application material and submitted plans
- Planning Act 2016
- Planning Regulation 2017
- SDAP (version 3.0), as published by SARA
- Development Assessment Rules
- SARA DA Mapping system
- *Human Rights Act 2019*.

Attachment 4—Representations about a referral agency response provisions

(page left intentionally blank)

Attachment 5—Documents referenced in conditions

(page left intentionally blank)

Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding **representations about a referral agency response**

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
 - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
 - (c) the applicant has given written agreement to the change to the referral agency response.²
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
 - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

¹ Pursuant to Section 68 of the *Planning Act 2016*

² In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.³

³ An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.

Our ref TMR23-038349
 Your ref
 Enquiries Ross Young



1 February 2023

Department of
Transport and Main Roads

Decision Notice – Permitted Road Access Location (s62(1) *Transport Infrastructure Act 1994*)

This is not an authorisation to commence work on a state-controlled road¹

Development application reference number 20220693, lodged with Whitsunday Regional Council involves constructing or changing a vehicular access between Lot 2RP723096, the land the subject of the application, and Crystal Brook Road (a state-controlled road).

In accordance with section 62A(2) of the *Transport Infrastructure Act 1994* (TIA), this development application is also taken to be an application for a decision under section 62(1) of TIA.

Applicant Details

Name and address MD Dray, GC Dray and IE Dray
 Shop 5 Deickie Arcade, 38 Main Street
 Proserpine QLD 4800

Application Details

Address of Property Crystal brook Road, Proserpine QLD 4800
 Real Property Description 2RP723096
 Aspect/s of Development Development Permit for Reconfiguring a lot – Two (2) lots into five (5) lots

Decision (given under section 67 of TIA)

It has been decided to approve the application, subject to the following conditions:

No.	Conditions of Approval	Condition Timing
Road Access Location		
A. General		
1	The permitted road access location is at the common boundary of proposed Lots 10 and 11, in accordance with the <i>Proposed Subdivision Plan prepared by Wynne Planning & Development dated 23/05/2022 reference Pony Club Site 015-04</i> , marked in blue, in Attachment D.	At all times.
2	Road access works comprising a Type A (G=6m) Residential Access must be provided at the permitted access location,	Prior to submitting the Plan of Survey to the local

¹ Please refer to the further approvals required under the heading 'Further approvals'

No.	Conditions of Approval	Condition Timing
	generally in accordance with TMR's <i>Rural Property Access Standard Drawing No. 1807 dated 07/2020.</i>	government for approval
3	(a) The applicant must register reciprocal access easements on the titles of proposed lots 10 and 11 for the shared access. (b) The applicant must provide to the Mackay Office of the Department of Transport and Main Roads at Mackay.Whitsunday.IDAS@tmr.qld.gov.au a copy of Registration Confirmation Statement/s and easement registration dealing number/s as evidence of the registration of the easement/s referred to in part (a) of this condition.	(a) At the time of survey plan registration. (b) Within 20 business days of registration of the easements.
4	Direct access is prohibited between Crystal Brook Road and proposed Lots 9 and 13.	At all times.

Reasons for the decision

The reasons for this decision are as follows:

- (a) To provide safe access to and from the proposed subdivision.
- (b) To ensure access between the proposed subdivision and Crystal Brook Road does not compromise the safety and efficiency of the State-controlled Road.

Please refer to **Attachment A** for the findings on material questions of fact and the evidence or other material on which those findings were based.

Information about the Decision required to be given under section 67(2) of TIA

1. There is no guarantee of the continuation of road access arrangements, as this depends on future traffic safety and efficiency circumstances.
2. In accordance with section 70 of the TIA, the applicant for the planning application is bound by this decision. A copy of section 70 is attached as **Attachment B**, as required, for information.

Further information about the decision

1. In accordance with section 67(7) of TIA, this decision notice:
 - a) starts to have effect when the development approval has effect; and
 - b) stops having effect if the development approval lapses or is cancelled; and
 - c) replaces any earlier decision made under section 62(1) in relation to the land.
2. In accordance with section 485 of the TIA and section 31 of the *Transport Planning and Coordination Act 1994* (TPCA), a person whose interests are affected by this decision may apply for a review of this decision only within 28 days after notice of the decision was given under the TIA. A copy of the review provisions under TIA and TPCA are attached in **Attachment C** for information.
3. In accordance with section 485B of the TIA and section 35 of TPCA a person may appeal against a reviewed decision. The person must have applied to have the decision reviewed

before an appeal about the decision can be lodged in the Planning and Environment Court. A copy of the Appeal Provisions under TIA and TPCA is attached in **Attachment C** for information.

Further approvals

The Department of Transport and Main Roads also provides the following information in relation to this approval:

1. **Road Access Works Approval Required** – Written approval is required from the Department of Transport and Main Roads to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33 of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the Department of Transport and Main Roads at Mackay.Whitsunday.IDAS@tmr.qld.gov.au to make an application.

If further information about this approval or any other related query is required, Ross Young, Principal Officer (Corridor & Land Management) should be contacted by email at Mackay.Whitsunday.IDAS@tmr.qld.gov.au or on (07) 4951 8532.

Yours sincerely



for Pat Aprile
District Director

Attachments: Attachment A – Decision evidence and findings
Attachment B - Section 70 of TIA
Attachment C - Appeal Provisions
Attachment D - Permitted Road Access Location Plan

Attachment A

Decision Evidence and Findings

Findings on material questions of fact:

- Crystal Brook Road (ID 5382) is a State-controlled Road with an AADT of 505 vehicles per day including 13.71% heavy vehicles in 80kph and 100 kph posted speed zones.
- *Principle 2, Strategy 2* of TMR's *Vehicular Access to State-controlled Road Policy V1* states that "Vehicular access to SCRs will not be permitted where access can be feasibly obtained from a local road."
- *Principle 2, Strategy 3* states that "The number of access points to a SCR will be minimised to ensure the through traffic carrying function of the road is maintained."
- Access to proposed Lot 9 can be obtained from Kelsey Creek Road. To comply with the *Vehicular Access Policy*, TMR's preference is for proposed Lots 9, 12 and 13 to obtain access from Kelsey Creek Road, but is prepared to accept a shared access from Crystal Brook Road to proposed Lots 10 and 11.
- Sight distance to the shared access between proposed Lots 10 and 11 is adequate and there is suitable separation from the Kelsey Creek Road intersection.

Evidence or other material on which findings were based:

Title of Evidence / Material	Prepared by	Date	Reference no.	Version/Issue
Town Planning Report	Wynne Planning & Development	-	2022WRC080	-
Engineering Infrastructure Report	Mosaic	25 Nov 2022	22-0012.R01	Rev. 2
State Development Assessment Provisions	DSDILGP	18 February 2022	-	Version 3.0
eDAM Interactive Map	DTMR	-	-	-
Digital Video Recording Viewer	DTMR	-	-	5.0
Vehicular access to state-controlled roads policy (version 1.0). Management of access between adjacent land and state-controlled roads	DTMR	July 2019	-	Version 1.0
Guide to Traffic Impact Assessment	DTMR	December 2018	-	-

Attachment B

Section 70 of TIA

Transport Infrastructure Act 1994

Chapter 6 Road transport infrastructure

Part 5 Management of State-controlled roads

70 Offences about road access locations and road access works, relating to decisions under s 62(1)

- (1) This section applies to a person who has been given notice under section 67 or 68 of a decision under section 62(1) about access between a State-controlled road and adjacent land.
- (2) A person to whom this section applies must not—
 - (a) obtain access between the land and the State-controlled road other than at a location at which access is permitted under the decision; or
 - (b) obtain access using road access works to which the decision applies, if the works do not comply with the decision and the noncompliance was within the person's control; or
 - (c) obtain any other access between the land and the road contrary to the decision; or
 - (d) use a road access location or road access works contrary to the decision; or
 - (e) contravene a condition stated in the decision; or
 - (f) permit another person to do a thing mentioned in paragraphs (a) to (e); or
 - (g) fail to remove road access works in accordance with the decision.

Maximum penalty—200 penalty units.

- (3) However, subsection (2)(g) does not apply to a person who is bound by the decision because of section 68.

Attachment C
Appeal Provisions

Transport Infrastructure Act 1994
Chapter 16 General provisions

485 Internal review of decisions

- (1) A person whose interests are affected by a decision described in schedule 3 (the **original decision**) may ask the chief executive to review the decision.
- (2) The person is entitled to receive a statement of reasons for the original decision whether or not the provision under which the decision is made requires that the person be given a statement of reasons for the decision.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 2—
 - (a) applies to the review; and
 - (b) provides—
 - (i) for the procedure for applying for the review and the way it is to be carried out; and
 - (ii) that the person may apply to QCAT to have the original decision stayed.

485B Appeals against decisions

- (1) This section applies in relation to an original decision if a court (the appeal court) is stated in schedule 3 for the decision.
- (2) If the reviewed decision is not the decision sought by the applicant for the review, the applicant may appeal against the reviewed decision to the appeal court.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 3—
 - (a) applies to the appeal; and
 - (b) provides—
 - (i) for the procedure for the appeal and the way it is to be disposed of; and
 - (ii) that the person may apply to the appeal court to have the original decision stayed.
- (4) Subsection (5) applies if—
 - (a) a person appeals to the Planning and Environment Court against a decision under section 62(1) on a planning application that is taken, under section 62A(2), to also be an application for a decision under section 62(1); and
 - (b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.

- (5) The court may order—
 - (a) the appeals to be heard together or 1 immediately after the other; or
 - (b) 1 appeal to be stayed until the other is decided.
- (6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.
- (7) In this section—

original decision means a decision described in schedule 3.

reviewed decision means the chief executive's decision on a review under section 485.

31 Applying for review

- (1) A person may apply for a review of an original decision only within 28 days after notice of the original decision was given to the person under the transport Act.
- (2) However, if—
 - (a) the notice did not state the reasons for the original decision; and
 - (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)the person may apply within 28 days after the person is given the statement of the reasons.
- (3) In addition, the chief executive may extend the period for applying.
- (4) An application must be written and state in detail the grounds on which the person wants the original decision to be reviewed.

32 Stay of operation of original decision

- (1) If a person applies for review of an original decision, the person may immediately apply for a stay of the decision to the relevant entity.
- (2) The relevant entity may stay the original decision to secure the effectiveness of the review and any later appeal to or review by the relevant entity.
- (3) In setting the time for hearing the application, the relevant entity must allow at least 3 business days between the day the application is filed with it and the hearing day.
- (4) The chief executive is a party to the application.
- (5) The person must serve a copy of the application showing the time and place of the hearing and any document filed in the relevant entity with it on the chief executive at least 2 business days before the hearing.
- (6) The stay—
 - (a) may be given on conditions the relevant entity considers appropriate; and
 - (b) operates for the period specified by the relevant entity; and
 - (c) may be revoked or amended by the relevant entity.
- (7) The period of a stay under this section must not extend past the time when the chief executive reviews the original decision and any later period the relevant entity allows the applicant to enable the applicant to appeal against the decision or apply for a review of the decision as provided under the QCAT Act.
- (8) The making of an application does not affect the original decision, or the carrying out of the original decision, unless it is stayed.

(9) In this section—

relevant entity means—

- (a) if the reviewed decision may be reviewed by QCAT—QCAT; or
- (b) if the reviewed decision may be appealed to the appeal court—the appeal court.

35 Time for making appeals

(1) A person may appeal against a reviewed decision only within—

- (a) if a decision notice is given to the person—28 days after the notice was given to the person; or
- (b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.

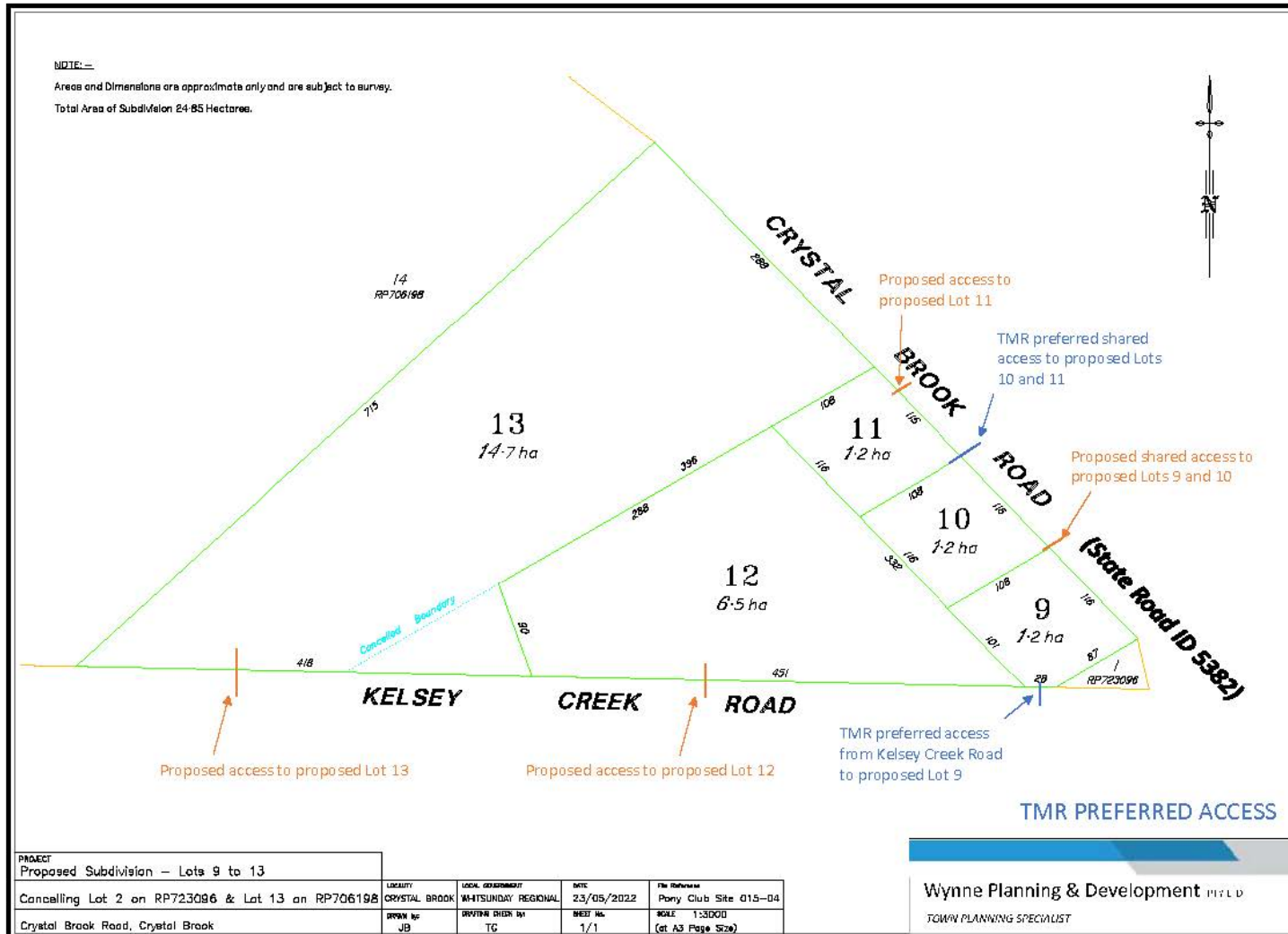
(2) However, if—

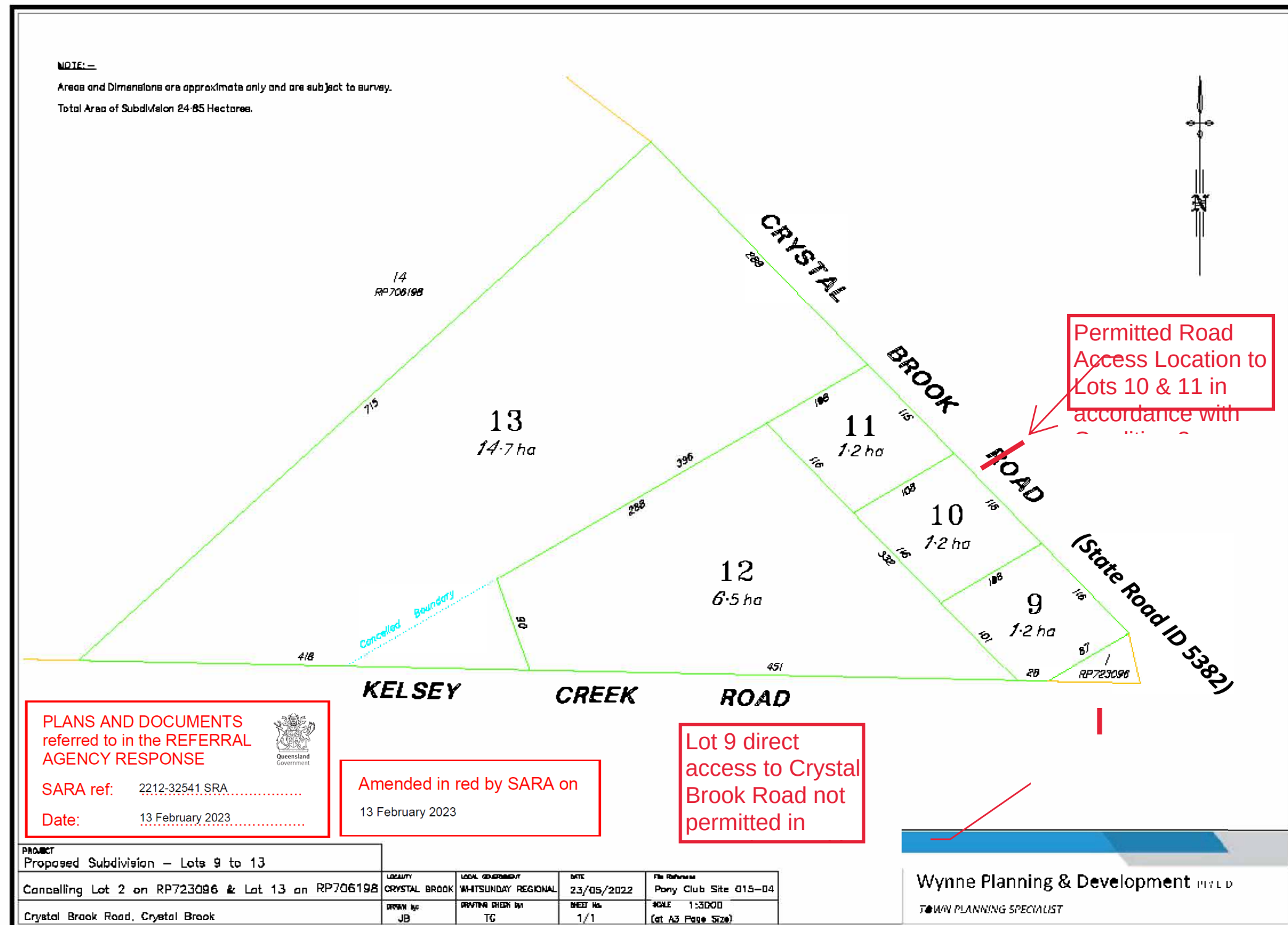
- (a) the decision notice did not state the reasons for the decision; and
- (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)(a);

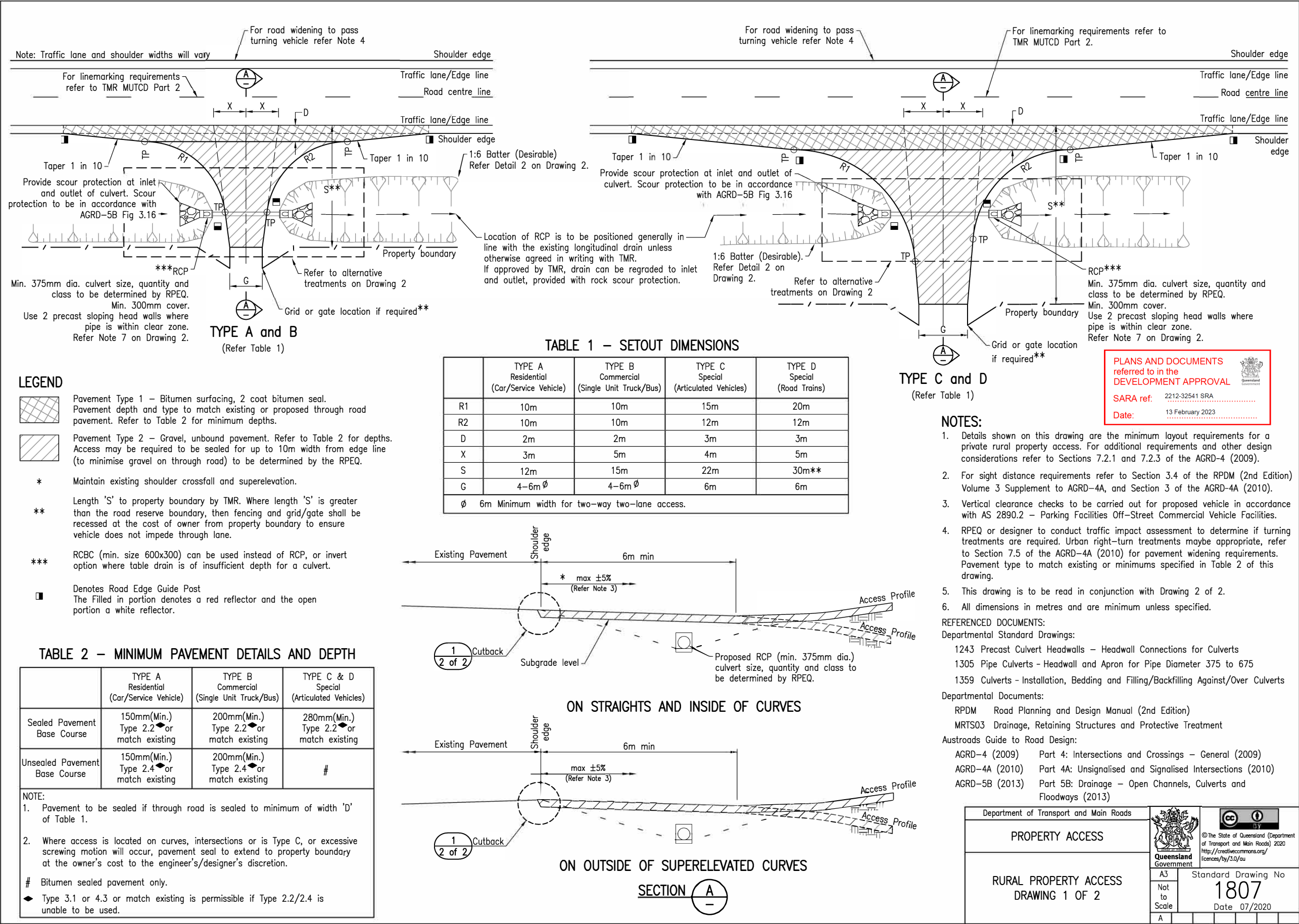
the person may apply within 28 days after the person is given a statement of the reasons.

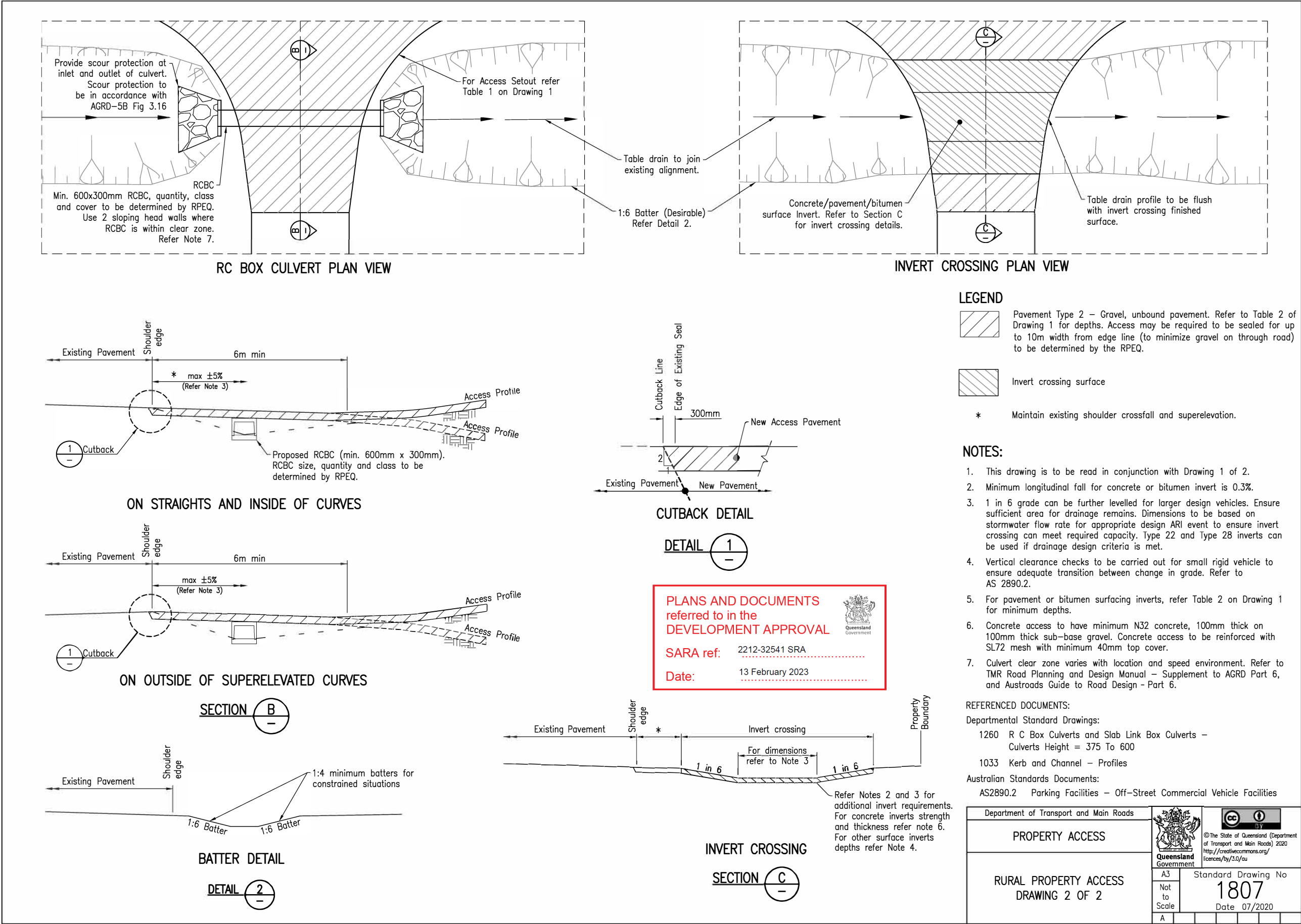
(3) Also, the appeal court may extend the period for appealing.

Attachment D
Permitted Road Access Location Plan









13.3.3 - 20230168 - Development Application for Development Permit for Reconfiguration of a Lot - Two (2) Lot into Eleven (11) Lots & Access Easements - 3 & 44 Holloway Drive Sugarloaf - S Colley & B Harding

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: James McEvoy-Bowe - Senior Planner

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Planning Assessment Report [**13.3.3.1** - 6 pages]
2. Locality & Zoning Plan [**13.3.3.2** - 1 page]
3. Proposal Plan [**13.3.3.3** - 2 pages]
4. Driveway Layout Plan [**13.3.3.4** - 1 page]
5. Plan of Existing Access Easement [**13.3.3.5** - 1 page]
6. Aerial Image of Access Easement and Allotments [**13.3.3.6** - 2 pages]

PURPOSE

To present the assessment of the development application.

OFFICER'S RECOMMENDATION

That Council refuse the Development Application for Development Permit for Reconfiguration of a Lot - Two (2) Lot into Eleven (11) Lots & Access Easements, made by S Colley & B Harding, on L: 7 SP: 305204 and L: 2 SP: 282836 and located at 3 & 44 Holloway Drive Sugarloaf, for the following reasons:

1. The proposal conflicts with the Whitsunday Regional Council Planning Scheme 2017 (V3.9), specifically:
 - a) AO8.2 and PO8 within Table 9.4.7.3.2 Benchmarks for assessable development of the Transport and Parking Code, as the development does not provide road reserve to facilitate the orderly provision of the transport network.
 - b) The proposal does not comply with Overall Outcome 2 (a)(iii), (b) and (c), whereby the development is unable to provide a level of access to an acceptable standard that will operate in a manner that meets community expectations or provide access that meets the needs of the development.
2. The proposal does not provide a logical or hierarchical transport linkage with existing street systems.
3. The proposal does not provide appropriate access for service vehicles.
4. The number of allotments existing and proposed would see the function of the existing access easement become that of a roadway evidenced by the Rural Road Hierarchy for the traffic volumes being at a Rural Access class under Table D1.3 of the Whitsunday Regional Council Development Manual (V3.9).

BACKGROUND

There are no background matters to report.

APPLICATION SUMMARY

Council is in receipt of a development application for the reconfiguration of two rural residential lots into eleven lots, as described below:

DEVELOPMENT SUMMARY

TOTAL PLOT AREA	= 65334.46 m ²
Area Lot 1	= 4000.00 m ²
Area Lot 2	= 4000.00 m ²
Area Lot 3	= 4811.00 m ²
Area Lot 4	= 4457.00 m ²
Area Lot 5	= 4307.00 m ²
Area Lot 6	= 5840.00 m ²
Area Lot 7	= 6372.00 m ²
Area Lot 8	= 4009.00 m ²
Area Lot 9	= 4001.00 m ²
Area Lot 10	= 4732.00 m ²
Area Lot 11	= 17591.00 m ²

Although two parcels of land are subject to the application, only Lot 7 on SP305204 is proposed to be subdivided into the eleven lots. Lot 2 on SP282836 is only party to the application as it is burden by the existing access easement which provides access to the premises.

The proposed allotments comply with the minimum lot size and dimensions required in the Rural residential zone. Building envelopes have been provided which demonstrate sufficient developable areas are available outside of the mapped hazards for the area. An Effluent Suitability Report by CQ Soil Testing demonstrates that the allotments have sufficient room for effluent treatment and disposal. The application achieves compliance with the Planning Scheme with the exception of the proposed access arrangements.

The applicant proposes to achieve access to the eleven additional allotments via the existing access easement from Holloway Drive. Accounting for the additional traffic generation from the eleven proposed allotments to the seven allotments which already utilise the access easement, the function of the easement will become that of a local road.

Following requests for additional information from Council officers, the applicant has endeavoured to obtain the consent from the owner of Lot 2 on SP282836 in order to amend the development application to open road reserve in place of the existing access easement. Council has been advised this consent is unable to be secured.

The application is recommended for refusal as the proposed access arrangements conflict with the Transport and Parking Code due to 18 allotments ultimately proposed to be serviced by a private access easement. This does not provide a logical or hierarchal transport linkage with existing street systems and is not appropriate for service vehicle access, specially refuse collection vehicles. This is evidenced by the access easement performing a roadway function at a Rural Access class under Council's Development Manual.

Council is also advised that at the time the development application was received a petition against the proposal was submitted to Council. As the development application is code assessable the petition is not a formal submission and there are no third-party appeal rights. Notwithstanding, the petition has been considered. A detailed assessment of the proposal is provided in Attachment 1.

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016
Whitsunday Regional Council Planning Scheme 2017

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

FINANCIAL IMPLICATIONS

If approved, infrastructure charges would be \$133,644.00.

The application fee has been paid.

CONSULTATION

Manager Development Assessment
Senior Technical Officer Engineering Assessment
Director of Infrastructure Services
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 August 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:	Reconfiguration of a lot – Two (2) Lot into Eleven (11) Lots & Access Easements
Landowner	3 Hollow Drive – K Brayford 44 Holloway Drive – D R Dibben & R L Dibben
Property Address:	3 Holloway Drive Sugarloaf, 44 Holloway Drive Sugarloaf
Property Description:	L: 7 SP: 305204, L: 2 SP: 282836
Area of Site:	6.52ha, 2.718ha
Planning Scheme Zone:	Rural Residential
Level of assessment	Code Assessable
Overlays:	Bushfire Hazard Climatic regions - Central Coast (North) Flood Hazard Landslide Hazard
Existing Use:	Dwelling House
Existing Approvals:	Nil
Public Notification:	Not Applicable
Submissions received:	Petition submission received – 60 signatures against the development.
State referrals:	Nil
Infrastructure charges:	\$133,644.00

2. Site Details

2.1. Location

The premises are located on L: 7 SP: 305204 and L: 2 SP: 282836 having the addresses of 3 & 44 Holloway Drive Sugarloaf respectively. 44 Holloway Drive is only included within the application for access purposes as explained in section 2.5 of this report.

2.2. Zoning

The premises is zoned Rural Residential Zone under the *Whitsunday Regional Council Planning Scheme 2017* (V3.9).

2.3. Site description

The primary subject site is 3 Holloway Drive Sugarloaf, which contains the eleven rural residential lots. The site is a large battle-axe allotment. The land contains multiple existing Q100 drainage easements covering 3 dams and their overflow drainage paths that have been imposed from previous subdivisions of the land. One large dwelling exists in the south-eastern corner of the site.

2.4. Pre-lodgement Meeting

A pre-lodgement meeting was held with the applicant prior to lodgement. Advice was provided that the existing and proposed development will equate to over 180 vehicle movement per day on the access easement and that this threshold of traffic requires the access easement to be opened as road reserve.

2.5. Access

3 Holloway Drive Sugarloaf has 2 lawful points of access.

The access currently used by the landowner is directly from the public road via a long narrow gravel driveway that adjoins the private Holloway Drive.

The second lawful access is via Easement A that encumbers 44 Holloway Drive for providing access to multiple allotments from the privately owned Holloway Drive.

2.6. Surrounding uses

The site is surrounded by Rural residential allotments all used for rural residential purposes.

3. Proposal Details

The development application for the reconfiguration of two rural residential lots into eleven lots is described below:

DEVELOPMENT SUMMARY

TOTAL PLOT AREA	= 65334.46 m²
Area Lot 1	= 4000.00 m ²
Area Lot 2	= 4000.00 m ²
Area Lot 3	= 4811.00 m ²
Area Lot 4	= 4457.00 m ²
Area Lot 5	= 4307.00 m ²
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Area Lot 8	= 4009.00 m ²
Area Lot 9	= 4001.00 m ²
Area Lot 10	= 4732.00 m ²
Area Lot 11	= 17591.00 m ²

The application is to subdivide Lot 7 on SP305204 (3 Holloway Drive) into eleven Lots. The application also includes Lot 2 on SP2828363 (44 Holloway Drive) for the purposes of supplying suitable access to the eleven lots. 44 Holloway Drive will not be subdivided and only forms part of the application for access purposes.

An Effluent Disposal Investigation by CQ Soil Testing also supports the application which demonstrates that each new lot can be fitted with effluent disposal areas in compliance with the QLD Plumbing and Wastewater Code. The site is within the Landslide Hazard Overlay however a detailed contour survey provided by the applicant identifies that the average grade of the site is 5.9% and the trigger for a Geotechnical Assessment is 15%.

A community petition against the development was received by Council. The petition contained signatures mostly from Sugarloaf residents and contained 60 signatures opposing the development.

4. Planning Assessment

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

The proposal is recommended for refusal due to the following inconsistencies:

1. The proposal conflicts with the Whitsunday Regional Council Planning Scheme 2017 (V3.9), specifically:
 - a) AO8.2 and PO8 within Table 9.4.7.3.2 Benchmarks for assessable development of the Transport and Parking Code, as the development does not provide road reserve to facilitate the orderly provision of the transport network.
 - b) The proposal does not comply with Overall Outcome 2 (a)(iii), (b) and (c), whereby the development needs to provide a level of access to an acceptable standard that will operate in a manner that meets community expectations or provide access that meets the needs of the development.
2. The proposal does not provide a logical or hierarchical transport linkage with existing street systems.
3. The proposal does not provide appropriate access for service vehicles.
4. The number of allotments proposed would see the function of the existing access easement become that of a roadway evidenced by the Rural Road Hierarchy for the traffic volumes being at a Rural Access class under Table D1.3 of the Whitsunday Regional Council Development Manual (V3.9).

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.

State Interest – Planning for Safety and Resilience to Hazards

The application has been supported by an Engineering Report by Trevor Glasson Consulting Services, which contains a Q100 flooding assessment that has identified areas subject to Q100 inundation. The flooding assessment has been accepted by Council.

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

The Mackay, Isaac and Whitsunday Regional Plan is not applicable in Code Assessable development.

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The Strategic Framework is not applicable in Code Assessable development.

4.4.2. Overlay Codes

Bushfire Hazard Overlay

The site is subject to the Bushfire Hazard Overlay around the perimeters of the site. This corresponds with the on-ground conditions as the site is extensively cleared and the vegetation on the perimeter is primarily on adjacent parcels of land. Notwithstanding, the applicant has shown that all proposed building envelopes are outside of the mapped hazard.

Flood Hazard Overlay

The application has been supported by an Engineering Report by Trevor Glasson Consulting Services, which contains a Q100 flooding assessment that has identified areas subject to Q100 inundation. The flooding assessment has been accepted by Council.

Landslide Hazard Overlay

The site is within the Landslide Hazard Overlay at the extremities of the site boundary however a detailed contour survey provided by the applicant identifies that the average grade of the site is 5.9% and the trigger for a Geotechnical Assessment is 15%. Therefore, the overlay is not applicable.

4.4.1. Rural Residential Zone Code

Generally, the development complies with the overall outcomes of the Rural Residential Zone code. Each proposed allotment meets the minimum lot size requirement within Table 9.4.6.3.2. The development would continue the use of the land for rural residential purposes without impacting any existing agricultural uses in the vicinity. Supporting application material has demonstrated the development can be undertaken without adverse impacts on areas of cultural heritage or environmental significance or mapped hazards.

4.4.2. Development Codes

Reconfiguring a Lot Code

Each allotment is able to comply with the minimum lot size specified in Table 9.4.6.3.2 Minimum lot size and dimensions. Minor non-compliances have been identified with minimum frontages specified within the table however, the applicant has been able to provide a clear indication that each lot has sufficient area to contain a dwelling and outbuildings through the employ of approximate building envelopes demonstrating 1,500m² of building area.

Infrastructure Code

An Effluent Suitability Report by CQ Soil Testing advises that the allotments have sufficient room to receive effluent treatment and disposal and can be installed in accordance with the Queensland Plumbing and Wastewater Code.

In addition, there is space for the appropriate number of water tanks which is to be resolved at future building works stage. The land is capable of connection to electricity and mobile phone coverage exists in the locality.

Landscaping Code

The proposal benefits from existing natural vegetation that is on and surrounding the site.

Excavation and Filling Code

Various earthworks would be required for the construction of the internal road and access driveways. Detailed design for these activities would be supplied at operational works stage.

Transport and Parking Code

The existing access is a sealed entrance off Sugarloaf Road for approximately 45m at which point it transitions to Easement A where the road becomes a 3m wide gravel surface for the remaining length of the driveway (550m). Seven allotments have lawful rights to utilise Easement A for access purposes, including 3 Holloway Drive.

Inclusive of the 11 lots within the proposal, Easement A will be required to service 18 allotments. This equates to 180 vehicle movements under Council's Development Manual road hierarchy. The function of the access easement would therefore become that of a local road. Maintaining the access easement conflicts with the outcomes sought for the code, as follows:

- a. AO8.2 and PO8 within Table 9.4.7.3.2 Benchmarks for assessable development of the Transport and Parking Code, as the development does not provide road reserve to facilitate the orderly provision of the transport network.
- b. Overall Outcome 2 (a)(iii), (b) and (c), whereby the development is unable to provide a level of access to an acceptable standard that will operate in a manner that meets community expectations or provide access that meets the needs of the development.

In the support of the conflicts with the code, maintaining the access easements to service a high traffic demand does not provide a logical or hierarchical transport linkage with existing street systems and does not provide adequate access for service vehicles, specifically refuse collection vehicles.

The number of allotments existing and proposed would see the function of the existing access easement become that of a roadway evidenced by the Rural Road Hierarchy for the traffic volumes being at a Rural Access class under Table D1.3 of the Whitsunday Regional Council Development Manual (V3.9).

Council's Infrastructure Directorate has reviewed the application material and confirmed that for the application to be supported the access easement needs to become a road reserve.

The applicant has sought to gain the consent of the access easement owner in order to amend the development application to propose a road opening over the access easement. Council has been advised this consent has not been achieved.

A condition of approval requiring the road reserve to be created is not recommended.

5. Public Submissions

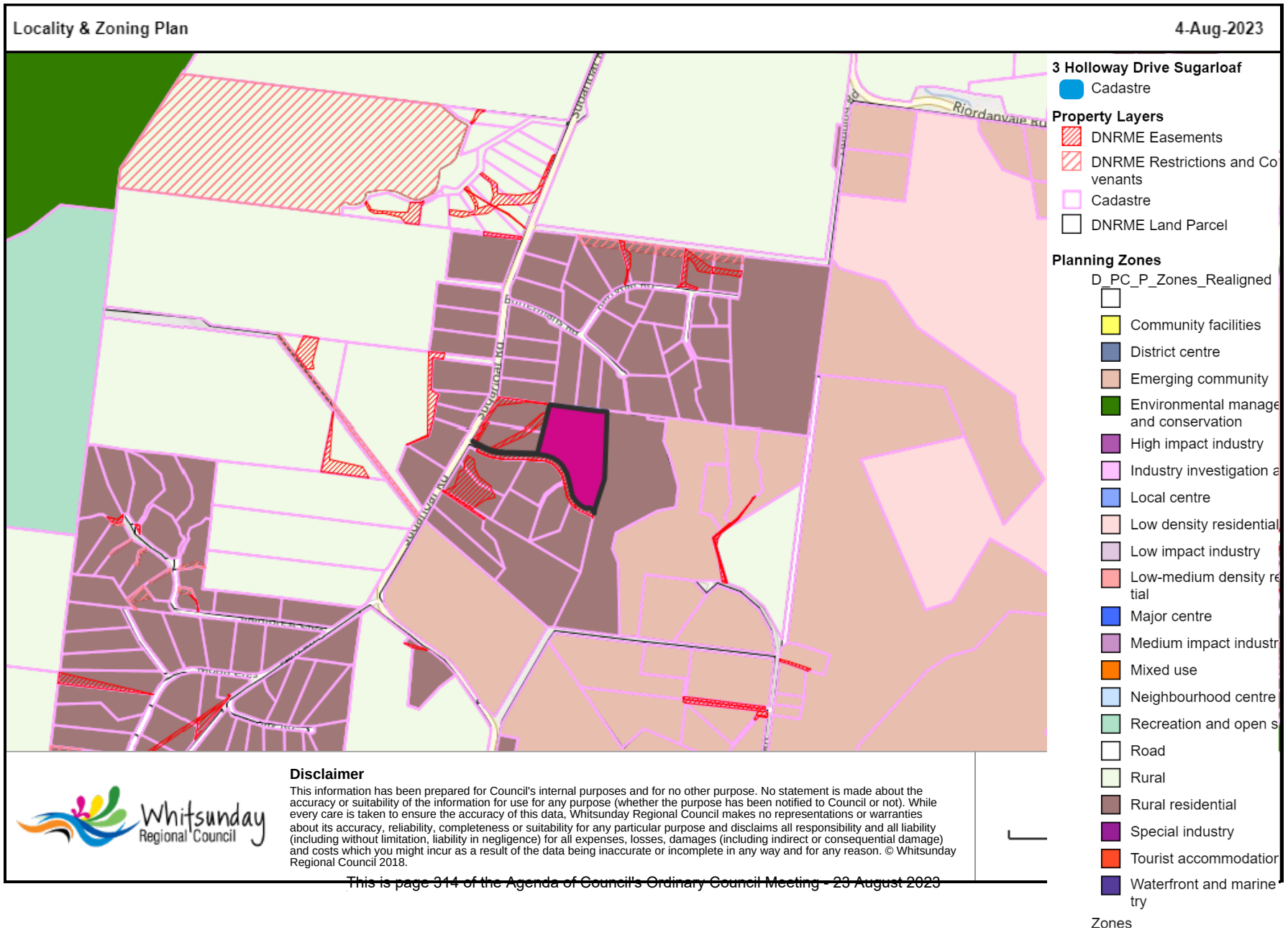
The development application is Code Assessable and therefore is not subject to the requirement of Public Notification. A community petition was received by Council containing 60 signatures objecting to the development. The primary concerns of the petition related to loss of amenity due to the density of the proposal, traffic safety concerns and impacts to ground water.

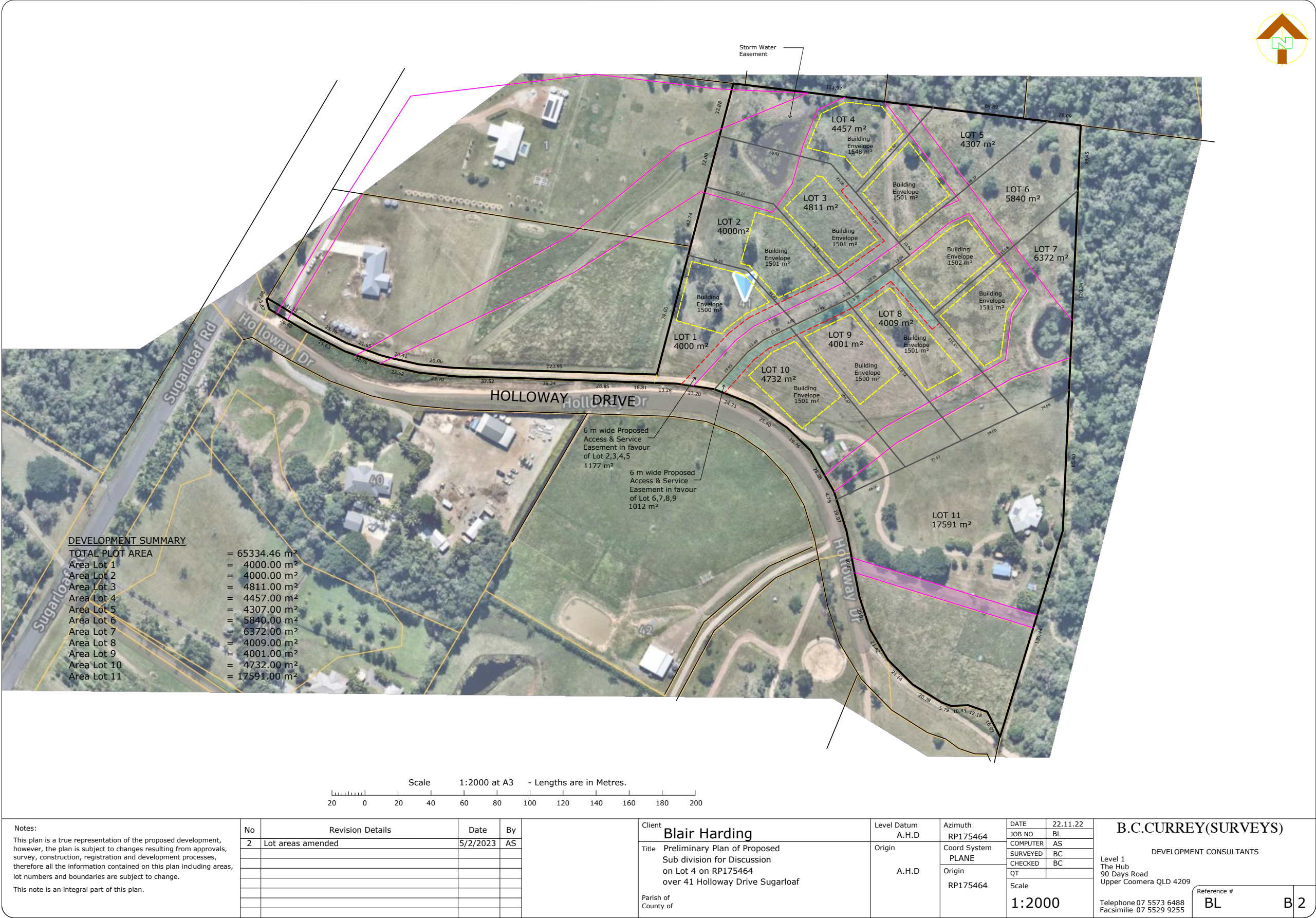
6. Infrastructure Charges

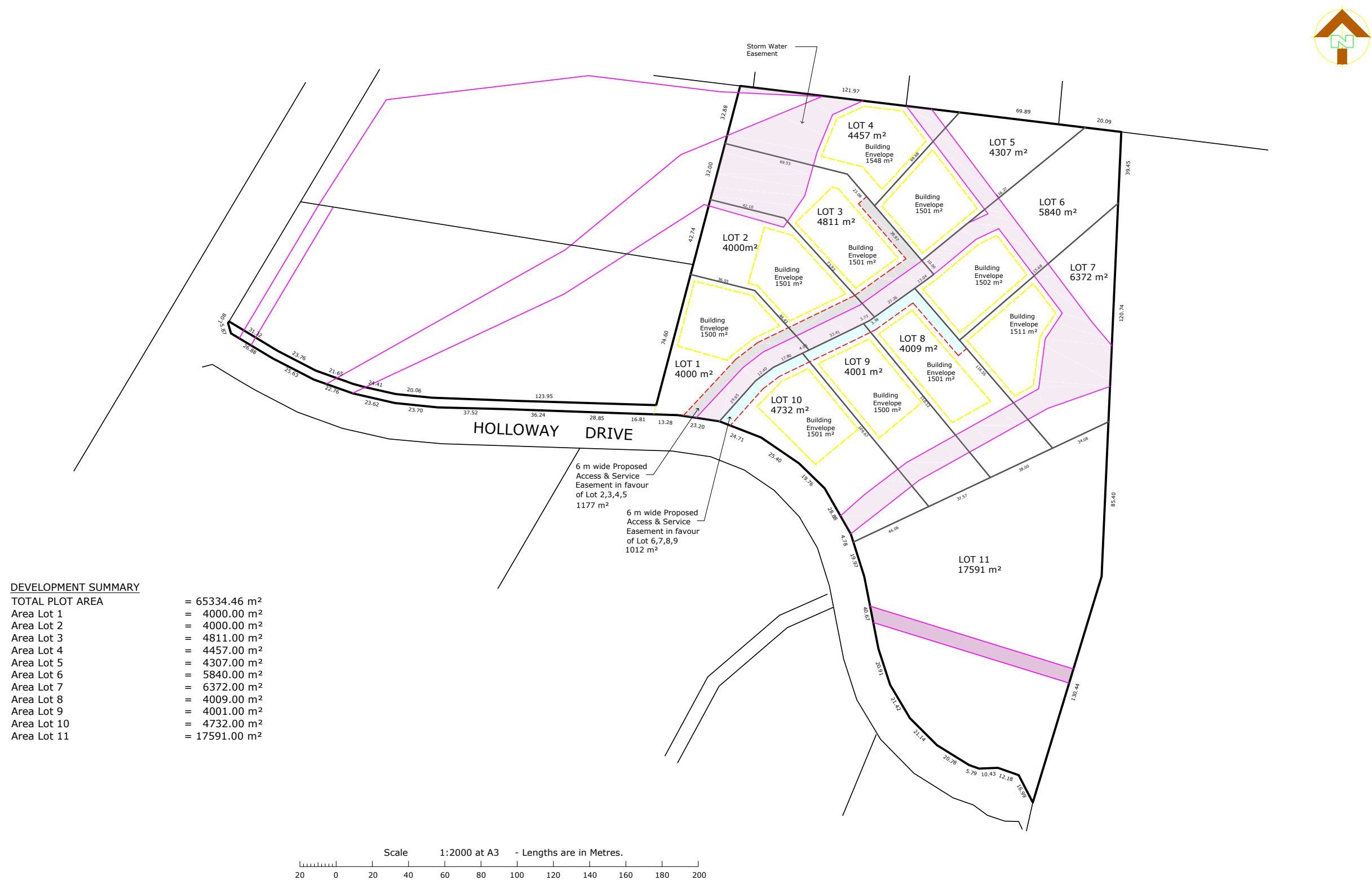
6.1. Adopted Infrastructure Charges Resolution

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

Adopted Charge					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate		Adopted Charge
ROL	Residential	11	\$31,080.00		\$341,880.00
Total Adopted Charge					\$341,880.00
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit
Existing	Residential	1	\$31,080.00	100%	\$31,080.00
ROL	Water	10	\$31,080.00	30%	\$93,240.00
ROL	Sewer	10	\$31,080.00	27%	\$83,916.80
Total Credit					\$208,236.00
Total Levied Charge					\$133,644.00







Notes:

This plan is a true representation of the proposed development, however, the plan is subject to changes resulting from approvals, survey, construction, registration and development processes, therefore all the information contained on this plan including areas, lot numbers and boundaries are subject to change.

This note is an integral part of this plan.

No	Revision Details	Date	By
2	Lot areas amended	5/2/2023	AS

Client	Level Datum	Azimuth	DATE	22.11.22
Blair Harding	A.H.D	RP175464	JOB NO	BL
	Title	Preliminary Plan of Proposed Sub division for Discussion on Lot 4 on RP175464 over 41 Holloway Drive Sugarloaf	COMPUTER	AS
			SURVEYED	BC
			CHECKED	BC
			QT	
		Origin	Scale	
		RP175464	1:2000	
Parish of				
County of				

B.C.CURREY(SURVEYS)

DEVELOPMENT CONSULTANTS

Level 1
The Hub
90 Days Road
Upper Coomera QLD 4209

Telephone 07 5573 6488
Facsimilie 07 5529 9255

Reference #

BL

A

2

[illegible]

No.	Date	By	Revision Description
A	6/2/23	TJG	Original Issue
B	11/4/23	TJG	RFI Response Issue

SCALES
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WHTSUNDAY REGIONAL COUNCIL
 DEVELOPMENT APPLICATION No.
 2023/0168

This is page 317 of the Agenda of Council's Ordinary Council Meeting MCIL No.	Designed checked	TIG TIG	Agenda of Council's Ordinary Council Meeting Consulting Services 0432 323 82 7907 gls@agend.com	PO Box 26 1100 0432 323 82 7907 gls@agend.com
	Approved	TIG		

23 August 2023
Proposed Subdivision
1 Lot into 11 Lots
Holloway Drive, Sugarloaf

Preliminary Driveway Access
Layout Plan

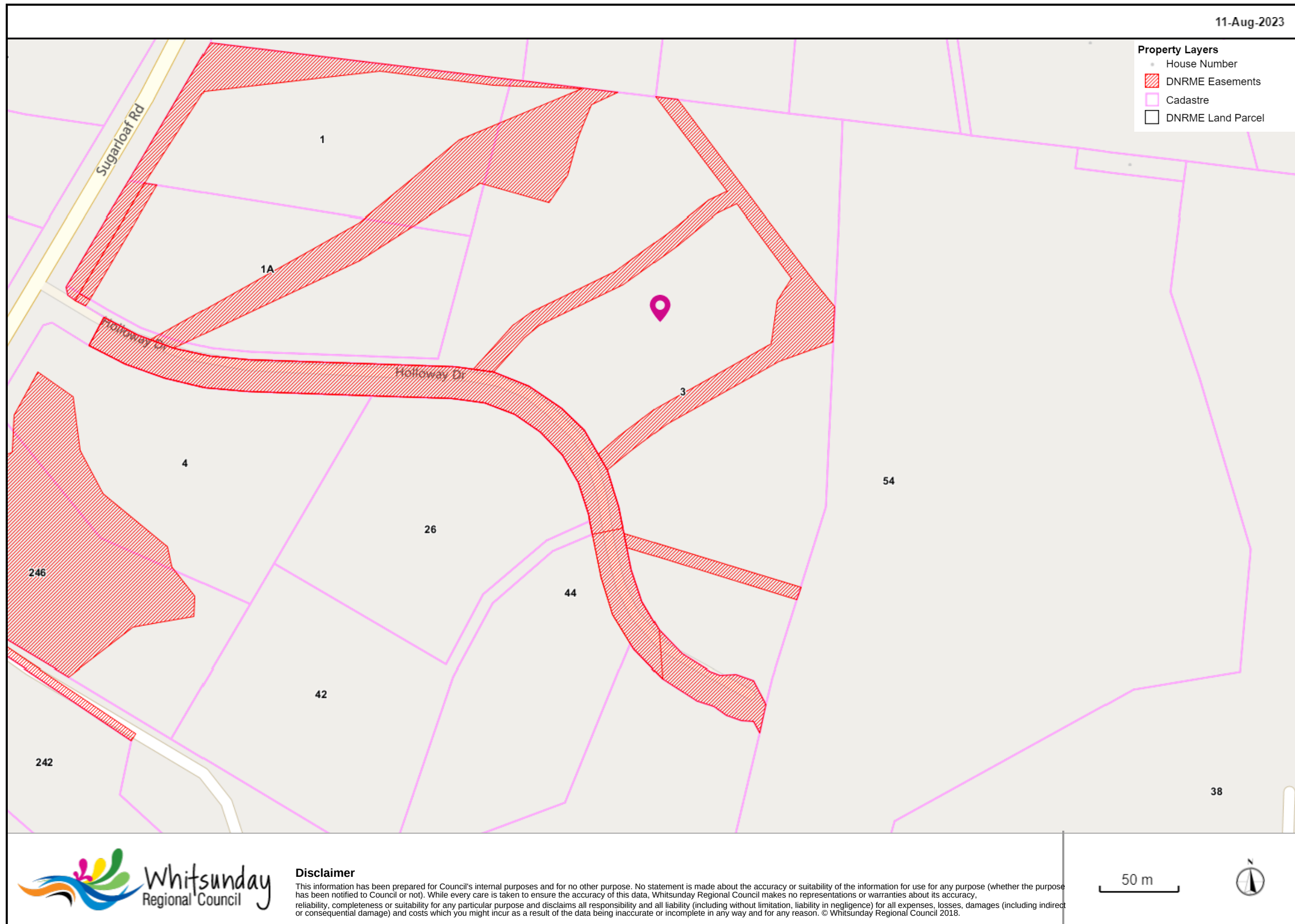
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PRELIMINARY
SUBJECT TO COUNCIL APPROVAL

Real Property Description
 Lot 7 on SP305204
 Holloway Drive, Sugarloaf
 Parish of Dryander, County of Herbert

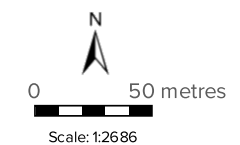
Certified by

Trevor James Glasson
RPEQ 5396





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Printed at: A3
Print date: 11/8/2023

Not suitable for accurate measurement.
Projection: Web Mercator EPSG 102100 (3857)

For more information, visit <https://qldglobe.information.qld.gov.au/help-info/Contact-us.html>

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Local government



Address

Land parcel

Parcel

Land parcel - gt 1 ha

Parcel

Land parcel - gt 10 ha

Parcel

Property

Land parcel - gt 1000 ha

Parcel

Land parcel label

Land parcel label - gt 1000 ha

Cities and Towns



Railway



Road crossing

— Bridge

Tunnel

Road

 Highway

 Main

☒ Local

 Private

Land parcel label - gt 1 ha

Land parcel label - gt 10 ha

13.3.4 - Development Services Monthly Report - July 2023

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Jessica Yuskan - Administration Coordinator Development Services

AUTHORISING OFFICER: Neil McGaffin - Director Development Services

PRESENTED FOR: Information

ATTACHMENTS

1. Development Services Monthly Report - July 2023 [13.3.4.1 - 16 pages]

PURPOSE

This report presents information relating to the operations of the Development Services Directorate for the month of July 2023.

OFFICER'S RECOMMENDATION

That Council receives the Development Services Monthly Report for July 2023.

BACKGROUND

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

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

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

DISCUSSION/CURRENT ISSUE

See Attachment 1 – Development Services Monthly Report

STATUTORY/COMPLIANCE MATTERS

All development activities have been undertaken within acceptable timeframes.

STRATEGIC IMPACTS

Process all statutory applications within statutory timeframes.

Monitor development and land use to ensure compliance with statutory requirements and development conditions.

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

Provide a consistent and transparent strategic framework and direction for the development industry and community.

FINANCIAL IMPLICATIONS

All operations have been managed within existing budget limitations.

CONSULTATION/ENGAGEMENT

Manager Development Assessment
Team Leader Plumbing
Development Compliance Coordinator

RISK ASSESSMENT

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

TIMINGS/DEADLINES

The Development Services Monthly Report is generally submitted to the first Council Meeting in the month.

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.

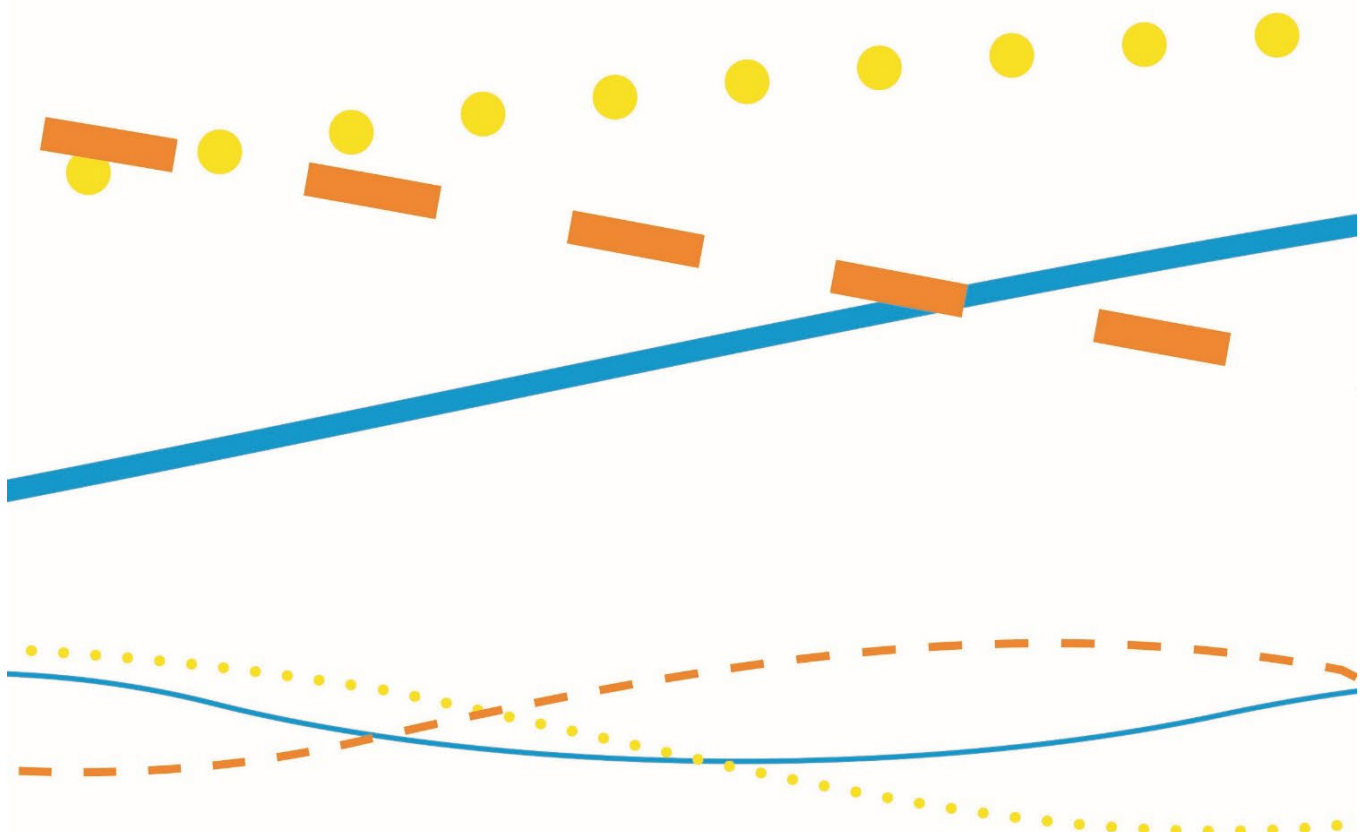
ALTERNATIVES CONSIDERED

N/A



Development Services Monthly Report

Building
Plumbing
Strategic Planning
Development Assessment
Development Compliance



Contents

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Directors Report

STRATEGIC PLANNING

Strategic Planning has continued to work on the Economic and Population Study, Housing Needs Assessment and Land Supply Analysis documents with consultants visiting the Region to continue their analysis of our housing products. It has been important the consultants have discussed their preliminary draft findings with the Project Manager of GW Communities (Greater Whitsunday Housing Summit) to benefit both projects.

While the Local Government Infrastructure Plan V2 is in State Interest Review, recent discussions with DSDILGP have required more detail to be provided.

Council has been working with the Greater Whitsunday Communities to develop the Housing Strategy for the Mackay Isaac Whitsunday Region.

DEVELOPMENT ASSESSMENT

Development Assessment saw a steady month with application lodgements sitting at 30, consisting of 17 MCU's, 5 ROL's (with 48 new lots proposed) and 8 Op Works. Significant applications included a twenty-lot rural residential development in Riordanvale and change application to add additional nine pitch and putt golf holes at Whitsunday Green.

Development assessment officers have also been kept busy with a number of pre-lodgement meetings held during the month for a variety of developments, including new residential developments.

Several developments have finished construction, including Summit Stage 2b and Mandara Rise Stage 1c. Works continue at Jubilee Pocket Road and Carlo Drive subdivisions.

A significant planning and development certificate request was made during the month for Hamilton Island. This search request has been a stretch to the limited resources in the development assessment and administration teams to undertake the lengthy processes of collating and reviewing all development approvals granted for Hamilton Island.

Six survey plans were finalised for the month, the highest in a month for 2023. Survey plan compliance is a significant step for Council and the developer where compliance with the development approval is demonstrated and audited prior to the survey plan being endorsed.

Looking ahead for August, a number of development applications will be brought forward for Council consideration, including a preliminary approval for Stone Island and a rural residential development in Sugarloaf.

Without prejudice meetings were held in the Planning and Environment Court process for two current Appeals, both being Short Term Accommodation applications refused by Council. Confirmation has been received that the Jeffries Appeal for a Transport Depot at Mount Marlow has been discontinued.

BUILDING

Building within the region remains strong with a focus on domestic houses, sheds and swimming pools. The number of applications lodged by Private Certifiers remain consistent with previous months and is expected to continue a similar trajectory.

PLUMBING

The number of applications and inspections completed continue to reflect the regions active building scene. Plumbing permits issued throughout the month were primarily for new residential builds but also commercial projects. The team continues to operate short staffed due to one of our Plumbing Inspectors on extended unplanned sick leave. The reduction in the team and the large number of applications lodged have seen the assessment of plumbing applications being extended beyond the usual time frames.

COMPLIANCE

Full review continues on all existing building, plumbing and planning compliance matters. Due to the large number of current listings on the Compliance Register, matters are being prioritised in accordance with urgency, risk and availability of resources.

Review of unlawful short term accommodation operators in the region continues with compliance being commenced on a number of properties. Positively a number of properties have submitted development applications in response to compliance action.

THE MONTH AHEAD

Further work will continue on the list of Planning Appeals involving Council. It is anticipated that the Appeal with Whitsunday Lakes for their stage 7 subdivision operational works application will be determined by the Court. This outcome will enable further discussion with residents.

The information required by DSDILGP regarding the LGIP v2 is expected to be provided in August.

Strategic Planning

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

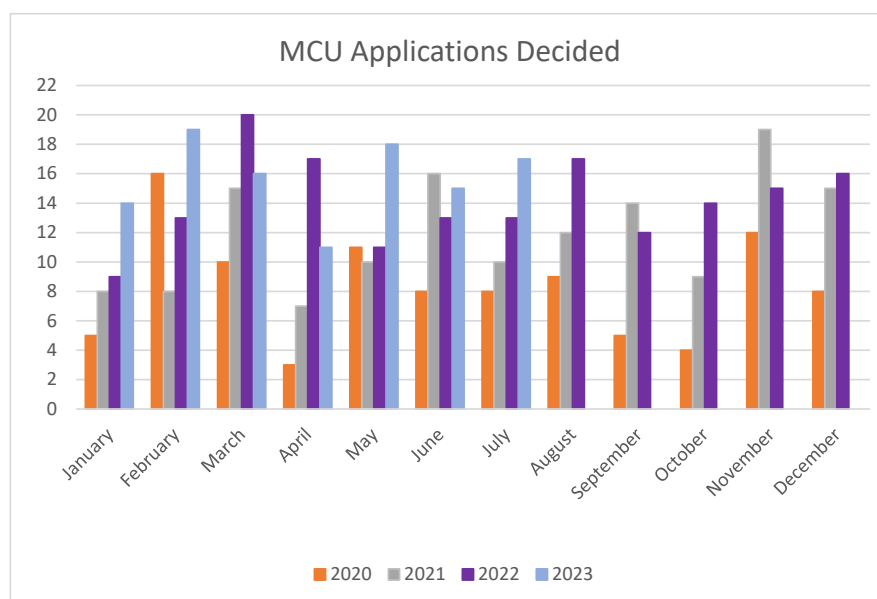
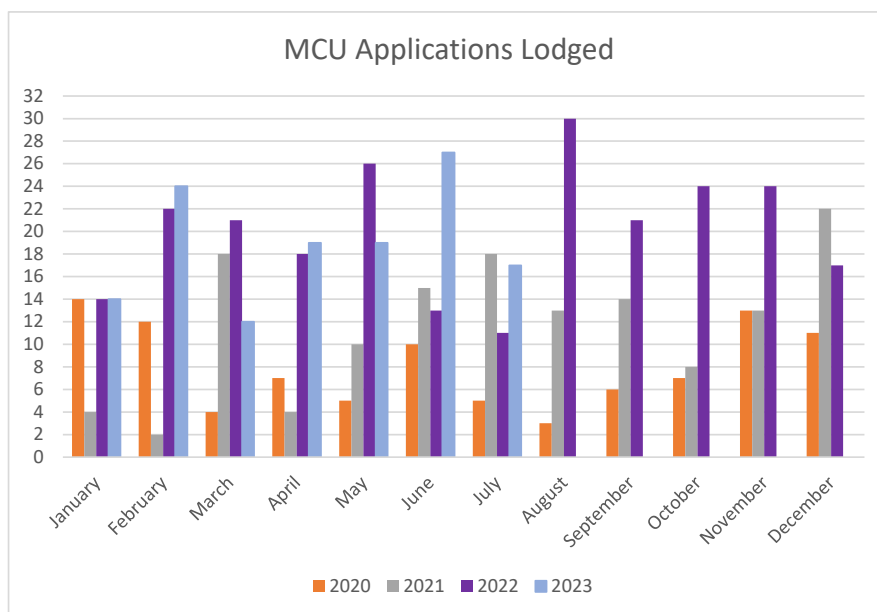
The Strategic Planning Branch is undertaking several projects, including;

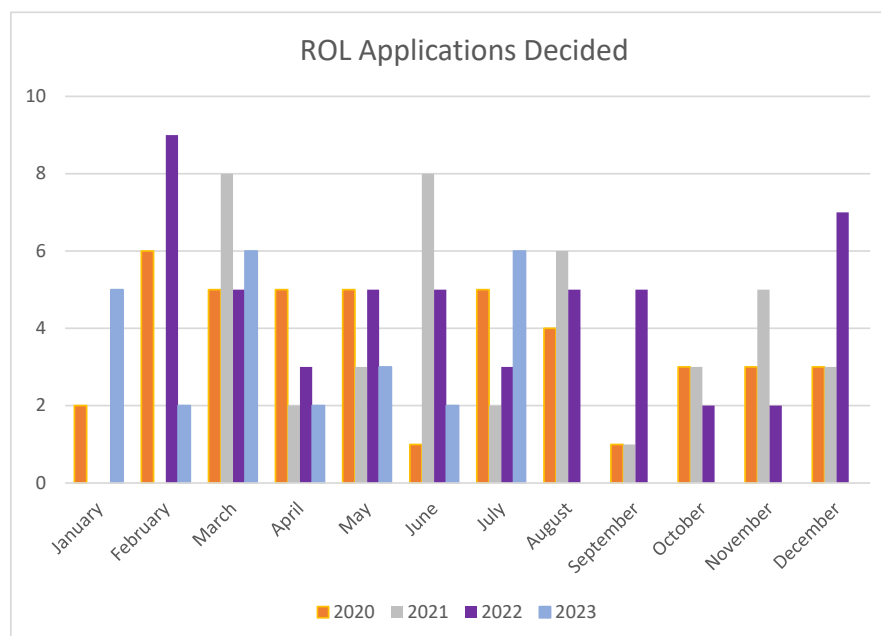
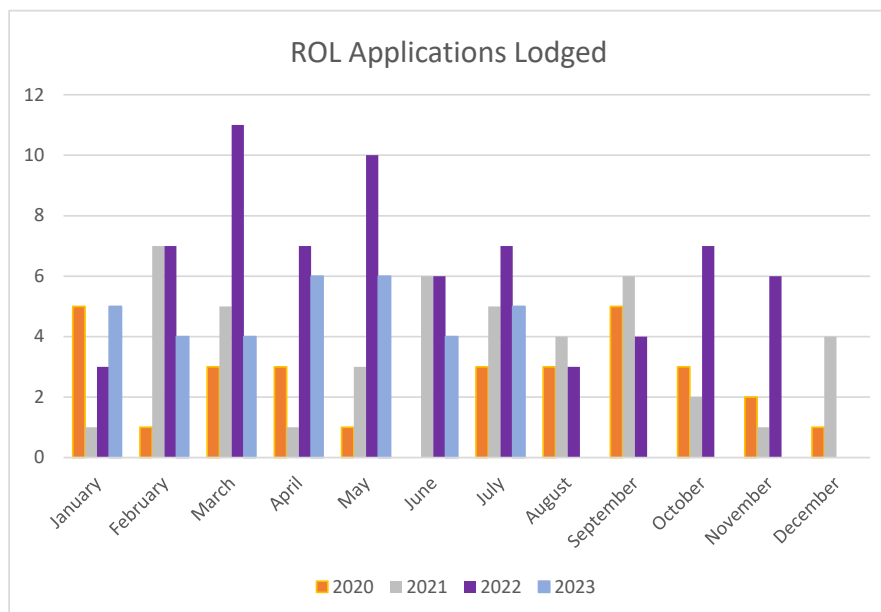
- Planning Scheme Major Amendment V4 awaiting final Ministerial approval;
- Local Government Infrastructure Plan V2 Amendment within State Interest Review;
- Internal Consultation Airlie Beach Parking Policy;
- Draft Economic and Population Study, Land Supply Analysis and Housing Needs Assessment;
- Draft Matters of Local Environmental Significance Amendment;
- Draft Flood Hazard Overlay Amendment;
- Investigation of Masterplan Projects for implementation;
- Research and preparation of a Proserpine Industrial Structure Plan; and
- On-going Strategic Referrals for Development Assessment.

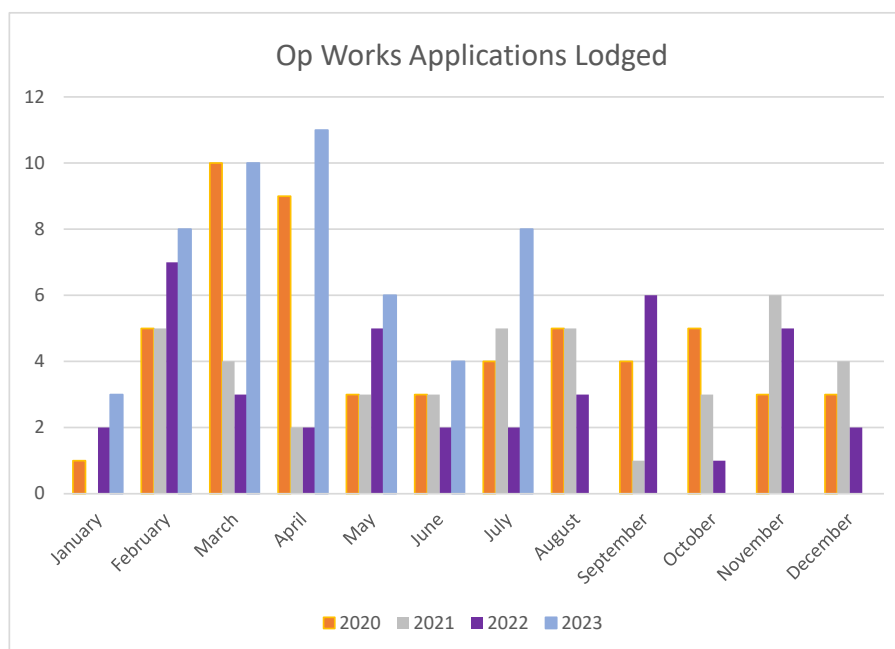
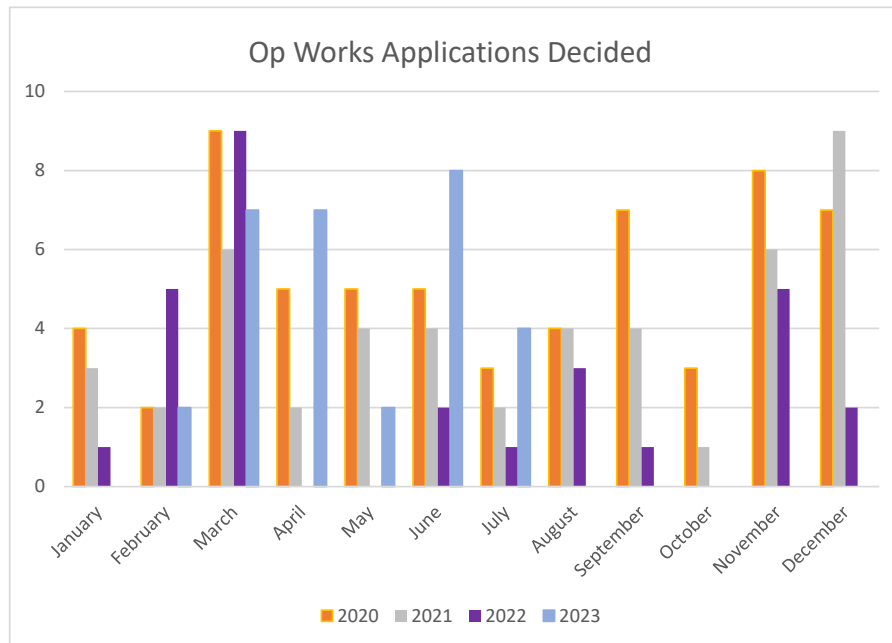
Development Assessment

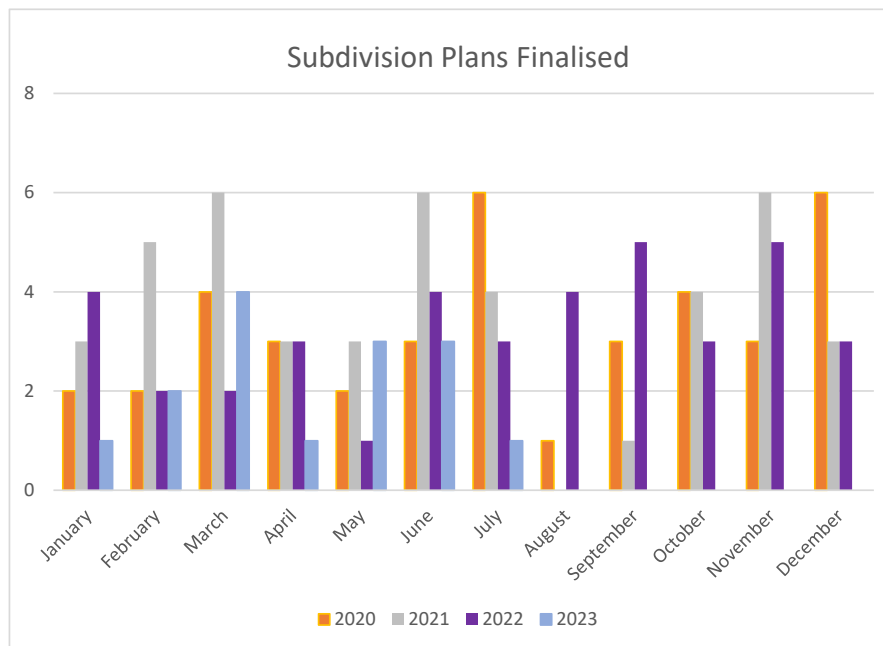
The Development Assessment Unit is responsible for assessing development applications, reviewing referrals for state land, environmental impact statements and other material for coordinated projects, activities, preparing planning and development certificates and inspecting developments for compliance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

Development Statistics – July 2023









Summary of Applications Decided Under Delegated Authority 29 June - 26 July 2023

Application #	Applicant & Location	Approval Details
20070807	Stunning View Pty Ltd As TTE Airlie Summit Stages 2-5 Seaview Drive, Airlie Beach	Minor Change – Development Permit for Material Change of Use – Ninety-six (96) Dwelling Houses & Reconfiguration of a Lot – Ninety-six (96) Lots & Three (3) Accommodation Unit/Multiple Dwelling Units & Preliminary Approval for Use of Land for Accommodation Units/Multiple Dwelling Units - Approved
20200058	The Trust Company (Pta) Limited Hayden Island Resort/Hayman Island Whitsundays	Minor Change – Development Permit for Material Change of Use for Resort Complex – 38 Resort Pavilions (Staged Development) - Approved
20221023	Well Smart Funnel Bay Developments Pty Ltd Langford Road, Flametree	Development Permit for Material Change of Use for Four (4) Accommodation Units & Operational Works – Drainage, Stormwater, Earthworks & Landscaping - Approved
20150770	Airlie Summit Pty Ltd As TTE Seaview Drive & Kara Crescent, Airlie Beach	Minor Change – Preliminary Approval for Varying the Effect of the Whitsunday Shire Planning Scheme 2009 for Sixteen (16) Lots & Development Permit for Reconfiguration of a Lot – Two (2) Lots into Sixteen (16) Lots and One (1) Balance Lot - Approved
20230432	Webinvest Pty Ltd Hamilton Island Resort/Hamilton Island Whitsundays	Development Permit for Material Change of Use – Resort Complex (Dwelling House Extension, Caretaker's Residence, Staff Area & Laundry) - Approved
20230165	JA & BR Fleming 216 Saltwater Creek Road, Palm Grove	Development Permit for Material Change of Use – Dwelling House (Front Setback Relaxation) - Approved
20220836	Trustees of Edmund Rice Education Australia 28C & 48B George Street, Bowen	Minor Change – Development Permit for Material Change of Use for Educational Establishment - Approved
20230646	Proserpine Whitsunday Uniting Church 89 Main Street, Proserpine	Confirmation of Existing Use Rights – Place of Worship
20230129	G Kerwand 11 Shute Harbour Road, Cannonvale	Development Permit for Material Change of Use – Low Impact Industry (Sheds & Ancillary Offices) - Approved
20220110	DM & MT Nolan Pty Ltd Jurgens Place, Bowen	Minor Change – Part B Operational Works for Access, Earthworks, Stormwater & Drainage - Approved
20030492	Whitsunday Lakes Pty Ltd Trader Crescent & Springfield Circuit, Cannonvale	Minor Change – Whitsunday Lakes – Stage 7 - Approved
20210890	Stunning View Pty Ltd Seaview Drive, Airlie Beach	Minor Change – Development Permit Operational Works for Roadwork, Drainage, Landscaping, Stormwater, Earthworks, Water & Sewage Infrastructure (In Association with a Reconfiguration of a Lot – One (1) Lot into Sixteen (16) Lots) - Approved

20230134	BM & PE Reibel 64 Dalrymple Street, Bowen	Development Permit for Operational Works for Earthworks (Allotment Filling) - Approved
20230576	Alder Developments 1405 Shute Harbour Road, Cannon Valley	Development Permit for Operational Works for Earthworks, Vegetation Clearing, Erosion & Sediment Control for Stockpiling - Approved
20230414	Seamer Constructions 1-5 Central Avenue, Cannonvale	Development Permit for Operational Works for Earthworks, Stormwater, Water Infrastructure, Access, Parking, Erosion & Sediment Control - Approved
20230436	Meridien Airlie Beach Pty Ltd and Meridien AB Pty Ltd (Both Receivers and managers Appointed) (Both in Liquidation) 9 The Cove Road, Airlie beach	Development Permit for Reconfiguration of a Lot – One (1) Lot into Two (2) Lots - Approved
20230083	LJ Watson 999 Gregory Cannon Valley Road, Gregory River	Development Permit for Reconfiguration of a Lot – One (1) Lot into Two (2) Lots - Approved
20230412	AJ & A Kriel 1167 Gregory Cannon Valley Road, Sugarloaf	Development Permit for Reconfiguration of a Lot – One (1) Lot into Three (3) Lots (Staged) - Approved
20220393	Sobott Noelani As TTE & Sobott Bradley John As TTE Riordanvale Road, Riordanvale	Development Permit for Reconfiguration of a Lot – One (1) Lot into Five (5) Lots - Approved
20230148	C & A R King 4 Armada Crescent, Jubilee Pocket	Development Application for Material Change of Use for Short Term Accommodation - Refused
20230642	Justin Daley Consulting 127 The Esplanade, Bowen	QDC Siting Variation for Additional Boundary Length for Carport - Approved
20230664	Approval Solutions 7 Leet Crescent, Proserpine	QDC Siting Variation for Dwelling House – Front Boundary Setback - Approved
20230639	Approval Solutions 15 Banksia Court, Cannonvale	QDC Siting Variation for Dwelling House – Front Boundary Setback – Approved
20230666	Approval Solution 29 Trader Crescent, Cannonvale	QDC Siting Variation for Dwelling House (Garage) – Rear & Side Boundary Setback - Approved
20230690	S Payn 1 Bluewater Parade, Rose Bay	QDC Siting Variation for Dwelling House (Garage) – Side Boundary Setback – Approved
20230519	FNQLD Pty Ltd As TTE 79 Powell Street, Bowen	Development Permit for Material Change of Use for Warehouse & Showroom - Approved

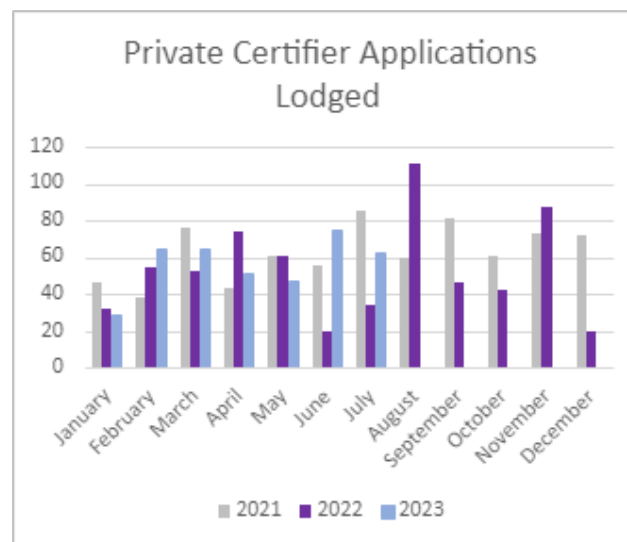
Summary of Applications Decided by Council 29 June - 26 July 2023

Application #	Applicant & Location	Decision Details
20230175	Breeze 8 Pty Ltd As TTE Valley Drive, Cannonvale	Development Permit for Preliminary Approval (Variation Request) for Material Change of Use – Thirteen (13) Dual Occupancy Lots - Approved
20221046	SM & NA Tucker 65-67 Tucker Road, Riordanvale	Development Permit for Reconfiguration of a Lot – One (1) Lot into Two (2) Lots - Approved
20220379	Tropic Isle Retail Stores Pty Ltd Bruce Highway Bruce Highway, Hamilton Plains	Development Permit for Material Change of Use for Transport Depot - Approved

Building

The Building branch is responsible for reviewing building applications, developing and maintaining various related policies and registers and carrying out regulatory functions.

Building Statistics – July 2023



4800
22 Lodgements
(22 Lodgements YTD)



6 Houses

approved to be
constructed
(6 YTD)



7 Sheds

approved to be
constructed
(7 YTD)



2 Houses

approved to be
constructed
(2 YTD)



3 Sheds

approved to be
constructed
(3 YTD)

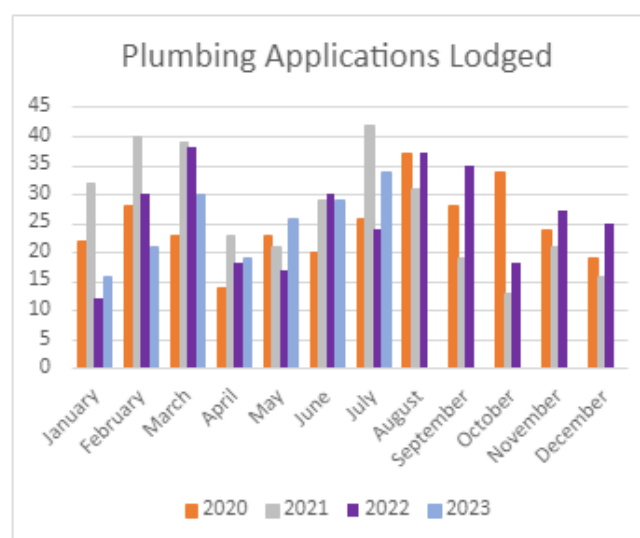
4802
18 Lodgements
(18 Lodgements YTD)

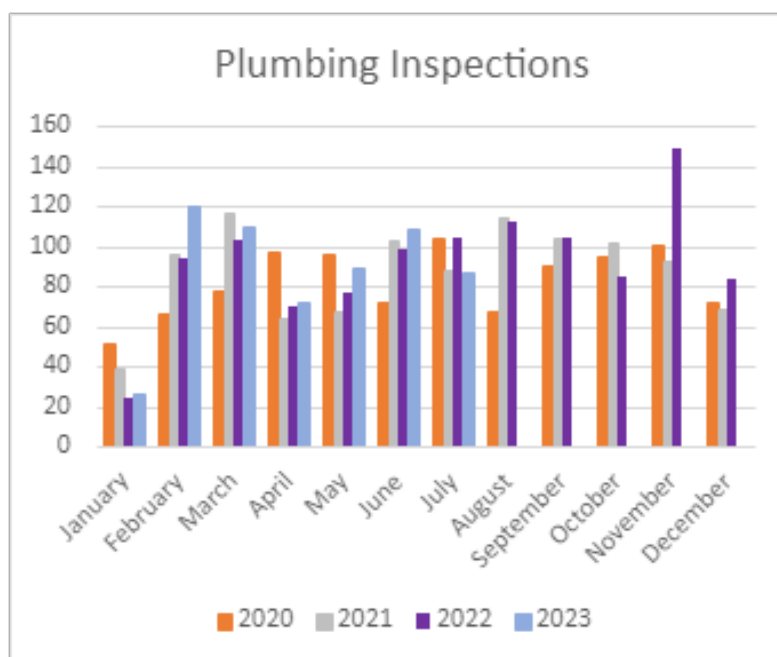
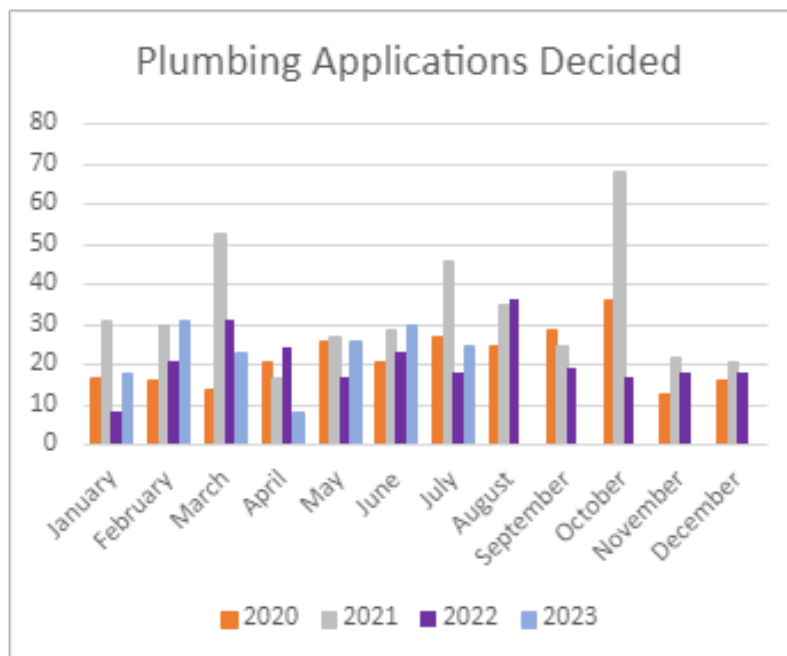


Plumbing

The Plumbing branch is responsible for the assessment of plumbing applications, conducting plumbing inspections, developing and maintaining related policies and registers and carrying out regulatory functions.

Plumbing Statistics – July 2023





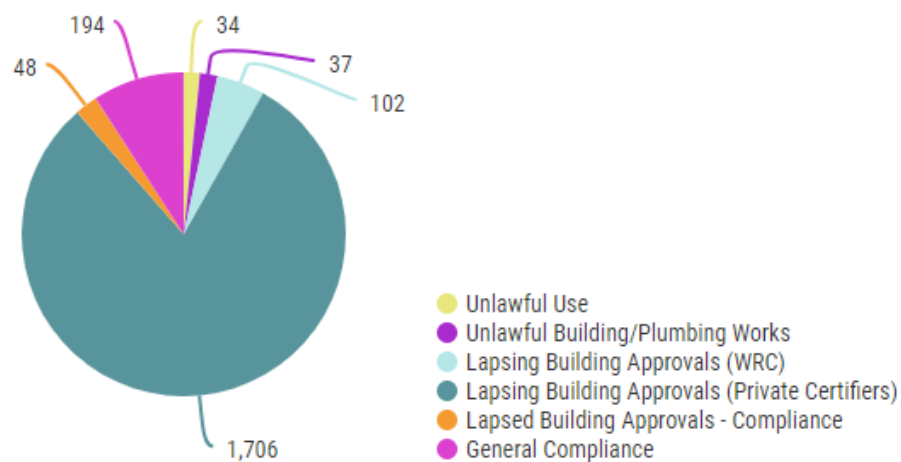
Development Compliance

Development Services manage and regulate enforcement and compliance procedures across the Building, Plumbing and Planning sectors throughout the Region.

Compliance Statistics – July 2023

Summary of Current Compliance Matters

Total Compliance Matters



The number of building, plumbing and planning compliance matters remains constant with new concerns being received as quickly as others are being completed. Matters are prioritised and actioned accordingly to urgency, risk and availability of resources.



Unlawful Use (eg: STA / HipCamp)

34



Unlawful Building / Plumbing Works

37



Lapsing Building Approvals (WRC)

102



General Matters inc Lapsed Approvals

194

Concerns raised by customers continue to centre around interallotment drainage issues, relocatable homes without building or plumbing approvals, unsafe swimming pools and unlawful building, operational work.

13.4.1 - Dingo Beach State Land Reserve Road Opening

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Scott Hardy - Manager Natural Resource Management and Climate

AUTHORISING OFFICER: Julie Wright - Director Community Services

PRESENTED FOR: Decision

ATTACHMENTS

1. Offer of Road Opening - Lot 1 on A P 13184 and Lot 22 on S P 156137 [**13.4.1.1** - 3 pages]
2. Proposed Plan [**13.4.1.2** - 1 page]

PURPOSE

The purpose of this report is to provide Council with information regarding the Chief Executive Officer accepting an Offer from the State Government to create a road reserve opening in the State-owned Land Reserve between Dingo Beach and Hydeaway Bay for the purpose of constructing a walking track.

OFFICER'S RECOMMENDATION

That Council:

- a) Note the Chief Executive Officer's acceptance of the Road Reserve Offer and surrender of the current Permit to Occupy held by Council over Lot 1 on AP13184; and
- b) Authorise the Chief Executive Officer to sign the relevant State Government forms in order to allow for a dedicated walking track within Lot 1 on AP13184.

BACKGROUND

Council has been pursuing approvals from the State Government needed to construct a walking track between Dingo Beach and Hydeaway Bay since 2020. One of the steps in the approval process has been the requirement to apply for a road opening in the State-owned land between Dingo Beach and Hydeaway Bay.

In 2021, the State advised Council that due to the Permit to Occupy, held by Council over the State Reserve, the walking track could not be developed. The State Land Officers advised that in order to pursue further approvals needed to develop the walking track, Council would need to apply for a road opening along the proposed walking track alignment. Once the road reserve is created, then Council would be able to apply for development approval to construct the walking track between Dingo Beach and Hydeaway Bay.

Council applied for the road opening in April 2022. Council received the Offer for the road reserve opening in early May 2023 with changes made in late May 2023.

DISCUSSION/CURRENT ISSUE

The Offer required acceptance by 31 May 2023. The short-term conditions attached to the Offer were:

1. Agreement must be completed by a duly authorised delegate of Council by 31 May 2023,
2. Payment of the amount of \$3,096.39 being the first years rent for the new permit to occupy; and
3. Completion and return of the LA16 Surrender Form.

The other conditions attached to the offer which need to be completed by 31 August 2023 are:

1. Lodgement of a survey plan showing road to be opened and the balance of Lot 1 on AP13184 and Lot 22 on SP156137.
2. Completion and return of a Form 18A Registered Owners/Lessees Consent to Survey Plan.
3. Completion and return of signed Form 18 General Consents from each party that hold a registered interests and the unregistered transfer on title for Term lease 218380 on Lot 22 on SP156137.

Council officers have applied for an extension of time to achieve the other pending conditions. The State Government has approved an extension of time for the survey work to 24 February 2024.

It should be noted that the Road Opening does not grant approval for Council to commence the walking track work. The following tasks are required before the walking track can be constructed:

- Undertake the outstanding tasks in Part B of the Letter of Offer which are the tasks now to be completed by the 24 February 2024.
- Once the survey plan is developed and submitted to the State, then according to the State government, Council will need to seek development approval to construct the walking track:

"Once the road opening has been completed, the proposal may require application to SARA under the following provisions of the Planning Regulation 2017:

☐ **Schedule 10, Part 17, Division 1, section 28** – Assessable development – operational work that is tidal works or works in a coastal management district".

- Once development approval is granted to Council, then the walking track could be constructed.

STATUTORY/COMPLIANCE MATTERS

The Road Opening Offer is made under the Queensland Land Act 1994.

STRATEGIC IMPACTS

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

Provide high quality recreational facilities that are well utilised by the local community and visitors alike.

Connect with Traditional Owners within the region to recognise and support each group's rights and interests.

Research and assist in the current and future protection of the region's natural environment.

Provide a fantastic experience for our community and visitors when using our open spaces, natural features, and facilities.

FINANCIAL IMPLICATIONS

The financial implications to accepting this Offer are:

- Payment of \$3,096 on application
- There will be an annual rent charged by the State for the Permit to Occupy over Reserve Land.
- The lodging of the development application for the walking track will be an expense for Council.
- The construction of the walking track will be an expense for Council.
- The maintenance of the walking track will also be a future expense for Council.

CONSULTATION/ENGAGEMENT

Director Community Services
Director Infrastructure Services
Director Development Services
Chief Executive Officer
Executive Manager Procurement, Property & Fleet
Senior Commercial Officer

RISK ASSESSMENT

The following is an overview of the main risks associated with this report:

- Financial Risk
 - The Opening of the Road Reserve does not grant Council permission to construct the walking track. Further applications to the State government are required and further approvals are required before the construction of the track can commence.
 - The actual costs associated with the completion of the road opening tasks are not known at this point in time but are estimated to be less than \$25,000. The development application process may cost further \$20,000.
- Social Risk
 - The proposed Dingo Beach to Hydeaway Bay walking track has been well supported by the communities via Community Consultation events. It is envisaged that once the 1.4km track is opened that it will be popular with local residents and tourists.
- Environmental Risk
 - There are no environmental risks associated with the opening of the road.
 - The construction of the walking track will require the development of an Environmental Management Plan.
 - Once the road opening is completed and the walking track is constructed one issue may be 4wd vehicles attempting to access the road reserve.
- Cultural Heritage Risk
 - There has been a preliminary Cultural Heritage Survey of the walking track alignment. It is envisaged that further cultural heritage surveys and supervision will be required during the construction phase of the walking track.

TIMINGS/DEADLINES

The following are the deadlines:

- Signing of the Road Opening Offer needed to occur on 31 May 2023.

- The outstanding conditions of the Offer need to be finalised by 24 February 2024.

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 signing the Road Opening Offer	This will save Council money in the construction of the walking track and maintenance costs.	The community will not get the walking track between Dingo-Beach and Hydeaway Bay.
Option 2	Signing the Road Opening offer	This will enable the next step in the approval process for the Dingo Beach to Hydeaway Bay walking track.	The signing of the Road Opening Offer does not guarantee the Council will be successful in achieving all development approvals for the walking track. The approval process for the walking track will be a cost to council.



Department of Resources

Offer of a Road Opening - Conditions and notification of acceptance of offer

The department's reference number: 2022/001291

OVERVIEW

Subject to compliance with the conditions of offer as set out in this document, approval has been given to open a road, about 3ha, in Lot 1 on AP13184 and Lot 22 on SP156137. After this approval, the following actions will be required:

1. Permit to Occupy 232147 over Lot 1 on AP13184 will be required to be surrendered and a new Permit to Occupy issued over the lesser area; and
2. Part of Term Lease 218380, about 270m², over Lot 22 on SP156137 will be required to be surrendered.

ALL of the conditions contained in 'Condition of Offer' below MUST be complied with before the offer period ends otherwise this offer will lapse (see section 441A of the Land Act).

CONDITIONS OF OFFER

Subject to the provisions of the Land Act, this offer will be deemed accepted by you once you fulfil the conditions below (both Part A and Part B)–

PART A

The following must be satisfied and returned to the department by close of business on **31 May 2023**, otherwise this offer will lapse –

1. Completion and return of this Agreement to Offer – Road Opening. This agreement document must be completed by a duly authorised delegate.
2. Payment of the amount of **\$3096.39** being the first years rent for the new permit to occupy. A copy of the account should be returned to the department along with your payment.
3. Completion and return of the attached LA16 Surrender form.

PART B – All remaining conditions of offer

The following must be satisfied and returned to the department by close of business on **31 August 2023**, otherwise this offer will lapse –

4. Lodgement of a survey plan showing road to be opened and the balance of Lot 1 on AP13184 and Lot 22 on SP156137.
5. Completion and return of a Form 18A Registered Owners/Lessees Consent to Survey Plan.
Link to the form - [Form 18A - Registered Owners/Lessees Consent to Survey Plan \(titlesqld.com.au\)](https://titlesqld.com.au/Form-18A-Registered-Owners/Lessees-Consent-to-Survey-Plan)
6. Completion and return of signed Form 18 General Consents from each party that hold a registered interests and the unregistered transfer on title for Term lease 218380 on Lot 22 on SP156137.
Link to the form - [General consent form 18 version 5 \(titlesqld.com.au\)](https://titlesqld.com.au/General-consent-form-18-version-5)

EXTENSION OF TIME

If you believe you will be unable to comply with **any of** the conditions of this offer by the due dates, you should apply in writing for an extension of time. Any application for extension of time is to be made **before** the offer lapses and must address the following -

- what action you have taken to comply with the offer conditions; **AND**
- why the condition/s cannot be complied with by the due dates; **AND**
- the time for which the extension is requested, including reasons for the amount of time required.

If you fail to apply for an extension of time and this offer lapses, you may apply to extend the time only within 42 days after the time has passed. An extension will only be granted where exceptional circumstances exist. If an extension of time is granted the department has discretion to amend the offer in respect of the purchase price in the way provided by the Land Regulation 2020 (see s.442 of the Land Act).

Outside of the 42 day timeframe a new application will be required and will be treated by the department as a new application, requiring re-investigation and assessment of the purchase price, conditions etc.

PARTICULARS OF LAND

Tenure Type - Road

Description of road opening - about 1.41ha

TAX INVOICE

A tax invoice will be issued to the applicant within 28 days of the date of completion of the dealing.

PLAN REQUIREMENTS

The department requires a plan to be prepared at your expense to satisfy the requirements of this offer and arrangements should be made with a Consulting Cadastral Surveyor to prepare the plan.

The plan must show:

1. Road to be opened within Lot 1 on AP13184 and Lot 22 on SP156137;
2. Balance area of Lot 1 on AP13184 and
3. Balance area of Lot 22 on SP156137.

Your Consulting Cadastral Surveyor should contact the department's Principal Surveyor or Senior Surveyor, Resources Townsville Office, if there are any questions or concerns in relation to any survey or plan requirements.

ABORIGINAL OR TORRES STRAIT ISLANDER CULTURAL HERITAGE

All significant Aboriginal and Torres Strait Islander cultural heritage in Queensland, is protected under the *Aboriginal Cultural Heritage Act 2003* and the *Torres Strait Islander Cultural Heritage Act 2003*, and penalty provisions apply for any unauthorised harm. Under the legislation a person carrying out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage. This applies whether or not such places are recorded in an official register and whether or not they are located in, on or under private land.

Aboriginal cultural heritage which may occur on the subject land is protected under the terms of the *Aboriginal Cultural Heritage Act 2003* and *Torres Strait Islander Cultural Heritage Act 2003* even if the Department of Aboriginal and Torres Strait Islander Partnerships has no records relating to it.

Please refer to the website –

Offer of a Road Opening

<https://www.datsip.qld.gov.au/people-communities/aboriginal-torres-strait-islander-cultural-heritage> for a copy of the gazetted Cultural Heritage Duty of Care Guidelines which set out reasonable and practical measures for meeting the duty of care.

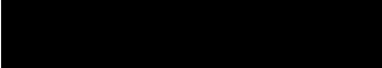
Further assistance or advice in relation to this matter please contact the Cultural Heritage Unit on 1300 378 401.

DECLARATION

The information provided in this form and any attachments is authorised under the Land Act 1994 and is being used to process your application. The department will endeavour to maintain the confidentiality of information relating to your application. However, consideration of your application may involve consultation with other parties and if so, details of your application may be disclosed to third parties. This information will not otherwise be disclosed outside of the department unless required or authorised by law such as under the Right to Information Act 2009.

I/We agree, subject to compliance with the conditions of offer, to the road opening, surrender of the permit and new permit over on terms and conditions stated in this document and note that this acceptance shall not be effective until I/We have fulfilled the conditions of offer.

DECLARATION

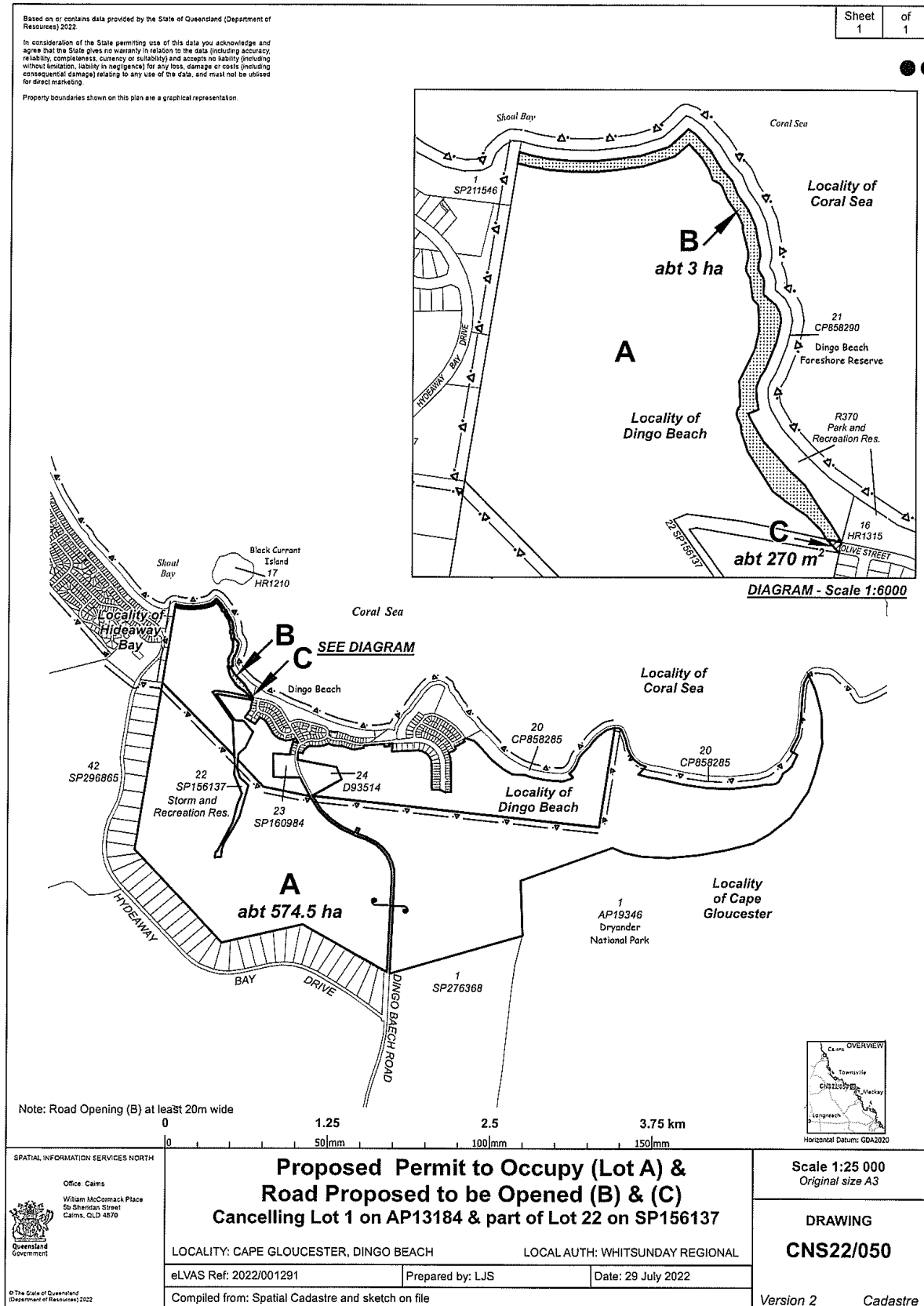
Name and Signature of all applicants		In the presence of: Full Name and Signature of Witness	
WARREN BUNKER		JASON BRADSHAW JP QUALIFIED 6/14/17	
			
Dated	31 st	day of	MAY
		Year	2023

NOTE - This document must be signed by all persons who are nominated as the holder/s of the proposed Term Lease. If insufficient space, please add additional information as an attachment.

Postal:
Resources Townsville
PO Box 5318
Townsville QLD 4810

Email: Townsville.SLAMS@resources.qld.gov.au
Telephone: (07) 4447 9100

END OF DOCUMENT



13.4.2 - Financial Support for a Junior Elite Athlete - 23 August 2023

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Brooke Newell - Community Development Officer

AUTHORISING OFFICER: Julie Wright - Director Community Services

PRESENTED FOR: Decision

ATTACHMENTS

Nil

PURPOSE

For Council to consider the applications for Financial Support for Junior Elite Athletes.

OFFICER'S RECOMMENDATION

That Council approve financial support for the following applicants:

1. Isabelle Williams - Northern Region School Sport Representation Cross Country Under 10 yrs - \$250
2. Hugo Williams – Northern Regional School Sport Representation Cross Country Under 13 yrs - \$250
3. Charlie Williams – Northern Regional School Sport Representation Cross Country Under 12 yrs - \$250
4. Kai Moran – Representing Queensland Interstate Dirtbike Riding 65cc 9-13 years & 85cc 9-13 years - \$1,000.

BACKGROUND

At the Ordinary Council Meeting held on 28 July 2021, Council resolved to adopt a policy to provide Financial Support for a Junior Elite Athlete. The level of funding available to individual Junior Elite Athletes is calculated on a progressive scale, the higher the level of representation the greater the financial support, as outlined below:

Level of Representation	Allocation (\$)
Representing North Queensland or equivalent in State level competition	250
Representing Queensland within Queensland	500
Representing Queensland Interstate	1,000
Representing Australia Overseas	up to 2,000

DISCUSSION/CURRENT ISSUE

Name	Age	Competition	Representati on Level	Sport	Amount (\$)
Isabelle Williams	10	Northern Region School Sport Representation – Cross Country Under 10 2km	State Level	Cross Country	250
Hugo	13	Northern Region	State Level	Cross Country	250

Williams		School Sport Representation – Cross Country Under 13 Years 3km			
Charlie Williams	12	Northern Region School Sport Representation – Cross Country Under 12 years 3km	State Level	Cross Country	250
Kai Moran	12	Representing Queensland Interstate – Dirtbike Riding 65CC 9-U13 years & 85CC 9-U13 Years	Interstate	Motorbike Riding	\$1,000
Total					1,750

Charlie and Hugo have previously received funding through the Junior Elite Athlete Program.

They both competed in Northern Region Representation at Cross Country in 2022.

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_05 – Financial Support for a Junior Elite Athlete Policy

STRATEGIC IMPACTS

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

FINANCIAL IMPLICATIONS

The funds will be taken from budget code: JC 2967.11074 – Community Donations (2967) / Donations (11074).

Description	Amount (\$)
2022/23 Budget (revised)	120,000
Actual + Commitment Spend	26,376
YTD Remaining Budget	93,623

CONSULTATION/ENGAGEMENT

Director Community Services

RISK ASSESSMENT

This financial assistance shows Council's commitment to providing support to local junior elite athletes competing in a regional, state, or national level competition. Council's support of local community members demonstrates community engagement and willingness to grow local talent – impacting favourably on Council's reputation.

TIMINGS/DEADLINES

To be paid within one month of approval.

CONFLICT OF INTEREST DECLARATION

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

HUMAN RIGHTS IMPACT

This decision does not limit human rights.

ALTERNATIVES CONSIDERED

Options	Description	Positives	Negatives
Option 2	Not provide financial support	Maintain budget level	Community disquiet due to lack of support

13.4.3 - Sport & Recreation Club Grants - July 2023

DATE: Wednesday 23 August 2023

TO: Ordinary Council Meeting

AUTHOR: Brooke Newell - Community Development 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 July 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 recipients:

1. Proserpine Whitsunday Junior Rugby League – Band 1 - \$5,500
2. Bowen Cricket Inc. - Band 2 - \$3,000
3. Whitsunday Athletics Club Inc. – Band 3 - \$1,500
4. Bowen Woodworkers and Woodturners Association – Band 4 - \$1,000
5. Proserpine Hack and Pony Club Inc. – Band 4 - \$1,000
6. Airlie Beach Bridge Club – Band 4 - \$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 (\$)
Proserpine Whitsunday Junior Rugby League	287	125	412	1	Yes	5,500
Bowen Cricket Inc.	60	80	140	2	Yes	3,000
Whitsunday Athletics Club	52	14	66	3	Yes	1,500
Bowen Woodworkers and Woodturners Association	0	40	40	3	Yes	1,000
Proserpine Hack and Pony Club	2	5	7	4	Yes	1,000
Airlie Beach Bridge Club	0	22	22	4	Yes	1,000
					Total	13,000

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	49,000
YTD Remaining Budget	101,000

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

14 MATTERS OF IMPORTANCE

This item on the agenda allows Councillors the opportunity to raise an item not included on the agenda for discussion as a matter of importance.

15 LATE REPORT ITEMS

No late report items for this meeting.