



## 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 25 January 2023**, commencing at **9:00 AM** and the Agenda is attached.

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

Local Government Regulation 2012

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

**(2)** The written notice must state:

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

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



Rodney Ferguson

**CHIEF EXECUTIVE OFFICER**

**Agenda of the Ordinary Council Meeting** to be held at  
Council Chambers, 67 Herbert Street, Bowen on Wednesday 25 January 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  
**Agenda of the Ordinary Council Meeting** held at  
**Council Chambers, 67 Herbert Street, Bowen** on  
**Wednesday 25 January 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 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Tailah Jensen - Governance and Administration Officer

**RESPONSIBLE OFFICER:** Rodney Ferguson - Chief Executive Officer

**PRESENTED FOR:** Information

**ATTACHMENTS**

Nil

**PURPOSE**

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

**OFFICER'S RECOMMENDATION**

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

**CONCLUSION**

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

### 3 DECLARATIONS OF INTEREST

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

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

#### **4 MAYORAL MINUTE**

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

**5 MAYORAL UPDATE**

A verbal update will be provided.

## 6.1 - Confirmation of Minutes

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

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

**AUTHORISING OFFICER:** Rodney Ferguson - Chief Executive Officer

**PRESENTED FOR:** Decision

### ATTACHMENTS

Nil

### PURPOSE

At each Council meeting, the minutes of the previous meeting must be confirmed by the councillors present and signed by the person presiding at the later meeting. The Minutes of Council's Ordinary Council Meeting held on 14 December 2022 are provided for Councils review and confirmation.

### OFFICER'S RECOMMENDATION

That Council confirms the Minutes of the Ordinary Meeting held on 14 December 2022.

### BACKGROUND

In accordance with s272 of the Local Government Regulation 2012, minutes were taken at Council's Ordinary Council Meeting held on 14 December 2022 under the supervision of the person presiding at the meeting. These unconfirmed minutes once drafted were submitted to the Chief Executive Officer for review and are available on Council's website for public inspection.

### DISCUSSION/CURRENT ISSUE

Council's options are:

Confirm the Minutes of the Ordinary Council Meeting held on 14 December 2022.

If Council is satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 14 December 2022 and comply with legislative requirements outlined in this report, no further action is required other than to confirm the minutes as per the recommendation.

Confirm the Minutes of the Ordinary Council Meeting held on 14 December 2022 with amendments.

If Council is not satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 14 December 2022 and comply with legislative requirements outlined in this report, then they move a motion that they be confirmed but with a list of amendments to ensure they are correct and compliant.

## STATUTORY/COMPLIANCE MATTERS

In accordance with the Act, Council must record specified information in the minutes of a meeting regarding any declared material personal interests or conflicts of interest. At the Ordinary Council Meeting held on 14 December 2022, the following interests were declared and recorded in the minutes:

Councillor/Officer	Prescribed or Declarable	Report No.	Particulars of the interest
Jan Clifford	Perceived	13.4.4	Cr Clifford advised the meeting that she may have a perceived conflict of interest due to her involvement in a video associated with Karen Jacobsen. The remaining Councillors unanimously agreed that Cr Clifford does not have a conflict of interest and can remain in the meeting for the item. Cr Clifford remained in the meeting and participated in the decision making and voting on this item.
Cr Wright	n/a	13.1.11	Cr Wright acknowledged that in item 13.1.11 Development Services Monthly Report, the applications approved under delegated authority - include the Development Permit for Material Change of Use at 16 Horseshoe Bay Road submitted by her husband, Mr Ashley Wright. The Chief Executive Officer advised this is not a conflict of interest, however can be noted.

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 14 December 2022, the following orders were made:

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

### Local Government Regulation 2012

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

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

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

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

## FINANCIAL IMPLICATIONS

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

## TABLED MATTERS

Unresolved Tabled Matters			
Date of Meeting	Resolution Number	Summary	Resolved
25/11/2020	Cantamessa Road Bridge 2020/11/25.27	That the item be Tabled pending further investigations for temporary access, replacement, or closure of the bridge and to seek further information regarding funding.	Council was notified 22 July that the grant funding was unsuccessful, a future report will be brought to Council with alternate option. November Update: QRA reconsidering the previous application.
25/05/2022	13.1.3 Council Meetings Live Stream Policy	That the item be tabled until we have a full Council.	To be presented to a future Council Meeting.
23/11/2022	20220686 Development Application for Reconfiguration of a Lot - One (1) Lot into Four (4) Lots and Access Easement, 171 Wrights Road, Strathdickie, Shead C/-Veris OM2022/11/23.11	That the item lie on the table pending further review of the conditions and a site visit.	To be addressed at the Ordinary Meeting of 14 December 2022.  <b>COMPLETED</b> – Development was approved at 14/12/2022 meeting.
14/12/2022	13.3.1 - Local Government Infrastructure Plan Amendment	That the item lie on the table to allow Councillors more time to consider the contents of the LGIP.	
14/12/2022	13.3.5 - 20211031 - Development Application for Material Change of Use (Car Wash, Outdoor Sales & Associated Service Industry/Low Impact Industry) - 144-146 Main Street, Proserpine - 4 & 5 RP405787 <b>OM2022/12/14.19</b>	That the item lie on the table to allow development services staff to review the ability to use the highway access for both Ingress and Egress.	

## 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 14 December 2022 are therefore submitted for adoption of their accuracy by the Councillors at this meeting of Council.

## 7 BUSINESS ARISING

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

## 7.1 - Public Question Responses

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHORISING OFFICER:** Rodney Ferguson - Chief Executive Officer

**PRESENTED FOR:** Information

There were three public questions submitted for the Ordinary Council Meeting held on 14<sup>th</sup> December 2022, by Mr Clay Bauman, Mr Phil Batty and Mr Rogin Taylor.

The first question submitted by Mr Clay Bauman was read out by the Chief Executive Officer on who was unable to attend the meeting. The response to this question was provided on the day and is included in the 14 December 2022 Ordinary Council Meeting Minutes.

The second question was by Mr Phil Batty who was in attendance at the meeting and the response letter is attached.

The third question was by Mr Rogin Taylor who was also in attendance at the meeting and the response letter is attached.

### ATTACHMENTS

1. Response to Phil Batty - Question from the Public Gallery - 14.12.2022 [7.1.1 - 5 pages]
2. Copy of Sent out Business Units PL and Balance Sheet July 2022 [7.1.2 - 2 pages]
3. Response to Rogin Taylor - Question from the Public Gallery - 14.12.2022 [7.1.3 - 1 page]



Our Reference: 7271240  
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ABN 63 291 580 128

16 December 2022

Philip Batty



Dear Mr Batty

**RE: Public Question – 14 December 2022**

I am writing to address your Public Question at the Ordinary Council Meeting on 14 December 2022.

Whilst some of the questions relating to the financial statements have been addressed in our letter dated 29<sup>th</sup> November 2022, and subject to further clarification on the question in your fourth paragraph, the following responses are provided. I apologise in advance that some of the answers will sound very technical in nature, but we are seeking to ensure that the questions are answered completely.

Q1. *Your finance team agreed on the 11<sup>th</sup> of October 2022 to provide me with the dates on which journal entries were made to the GL account for "Operational Government Grants and subsidies for recurrent expenses" totalling \$559,683 which you have taken up as revenue for Shute Harbour. Can you please now provide these dates for each entry. (I am not requesting the explanatory entries identifying the reasons for these amounts just the amount and date of entry for the journals)*

In response to your question on the capitalised revenue amount of \$559,682.61, I confirm that this relates to the matching grant funding that is associated with the capitalisation of costs for the project construction. Within the costs for the construction of the Marine Terminal – certain costs to the value of \$559,682.61 were not able to be capitalised under accounting treatments and had to be funded from operating budget. In terms of accounting treatment, the grant revenue has been recognised as operational and not capital in nature and matched against the expenses at the year-end close of the accounts. The journal entry was completed on the 13 July 2022 as part of the finalisation of the year-end financial statements. The capitalisation of assets across Council is a part of the recognition of assets and it is not uncommon at that time for costs to be extracted that cannot be capitalised under accounting standards (AASB15 and AASB1058) or government grant guidelines.

**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

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



It has previously been advised that the financial information presented with the report was unaudited information and there have been changes as well as corrections made to the incomplete report at the time. The final financial information has been represented to Council to correct those inaccuracies from the 24 August 2022.

*Q2. The report you attached contains an additional line %PTD which now clearly states the revenue increased by 96% from budget not the 30% previously stated in the operational report text submitted to council on the 24<sup>th</sup> August 2022. Can you confirm that this was once again human error in reporting incorrectly?*

Yes, there was a clear error in the original report which has already been recognised and acknowledged. A copy of the corrected table and explanations is attached.

*Q3. It would appear that excluding wages and finance/depreciation costs every dollar of income received (excluding grants) leads to a loss of 33% can you confirm this is the case. Noting I understand your comments on start-up years and building but this has no impact on a cost of goods calculation.*

If you calculate the sale of goods & major services income \$1,173,086 against Material & Services of \$1,515,187, an adjustment will need to be made against the materials line. The materials line includes the expense that was transferred to operations for the Shute Harbour project as this was matched with the grant amount that was referenced in Question 1 above. Therefore, you would either need to include the grant amount in your calculation or reduce the Materials & Services by the \$559,682.61. Therefore, Materials & Services of \$ 1,515,187 less \$ 559,683 = \$ 955,504.

Following on from your question - the result would then be a surplus including direct and indirect costs as referenced in my letter dated 29 November 2022. Sale of Goods & Major Services of \$1,173,086 less Materials & Services of \$ 955,504 = Surplus \$217,582 equating to a profit of 15% using the assumptions in your question, not a loss of 33%.

*Q4. There is a variance in revenue of \$871,723 between the audited report and the monthly performance report for the year. I understand that Economic development may be also included in this departmental line in the audited accounts however, I would assume that economic development is a cost centre as opposed to a revenue centre therefore I would ask again for an explanation of the \$871k variance between these reports. (Your finance team did also agree to investigate this at our meeting on the 11<sup>th</sup> of October 2022)*

Council officers cannot establish where you have identified the variance referenced above and will require you to provide further information to answer this question.

*Q5. Similarly in relation to the variance in the loss incurred by this division/departmental line of \$2,493,723 can you please confirm exactly what the "Airports and Port" audited loss was for the years 2021/2022 by providing the breakdown of the \$4,022,145 by operating entity. In other words, is the loss of \$1,528,422 correct for the Airport and Port operations?*

When looking at the Note 2 in the 2021/22 Audited Annual Financial Statements, the Airports & Ports Operations function includes more than just the Airport and Shute Harbour operations, but for consistency the heading is used as the major descriptor within the financial accounts. It does include the function of Economic Development.

However, the business unit reports are for only the Airport and only Shute Harbour operations and activities. The figures for the activity statements for the Airport & Shute Harbour are contained in the 2021/22 Annual Audited Financial Statements under Note 27.

All the report data that was shown in the August 24 Ordinary Meeting Report to Council was pulled from system and then built through reporting macros into a consolidated report, then transcribed manually into the report format given to Council. This process has now been improved and is an automated report directly from the system into a similar report template with no manual entry required. This will ensure ongoing accuracy of reporting which will be provided to Council after each quarter of the financial year.

*Q6. On the 15<sup>th</sup> July 2021 council approved a contract to pay Qantas \$400,000 which was duly reflected on your register of contracts and confirmed to me in an email dated 25<sup>th</sup> May 2022 following a question raised through councillor Clifford. The email also explained the contract with Jetstar for the sum of \$208,105, again duly reported on the register of contracts.*

*Can WRC please advise on which date did council further authorise and vote on the additional \$100,000 payment to Qantas and also why has a previously declared contract with Jetstar been removed completely from this public record?*

In relation to your question regarding the Qantas and Jetstar contracts, Council resolved on 15/07/2021 as per below extract. This agreement was for the value of \$500,000. As the Whitsunday Coast Airport funded this over a multi-year term the transactions were recorded on three separate occasions, two payments of \$200,000 and one \$100,000 payment noting the term of 24 months.

The reporting requirement under the *Local Government Regulation 2012* requires the displaying of contracts awarded for a period of twelve months.

**SUMMARY**

There have been ongoing discussions with airlines that operate to the Whitsunday Coast Airport about increasing passenger services due to current demand and the occupancy rates of current services reflecting capacity. Council is seeking to enter into an agreement for additional passenger services.

**RECOMMENDATION**

That Council endorse the actions of the Chief Executive Officer in entering into an aeronautical services agreement with Qantas Airways Limited for extended passenger services to the Whitsunday Coast Airport for a period of up to 24 months.

**RESOLUTION**

Moved by: CR J CLIFFORD

Seconded by: CR M WRIGHT

**That Council endorse the actions of the Chief Executive Officer in entering into an aeronautical services agreement with Qantas Airways Limited for extended passenger services to the Whitsunday Coast Airport for a period of up to 24 months.**

**MEETING DETAILS:**

The motion was Carried 7/0

Regarding the Jetstar inclusion on the section 237 Local Government Regulation 2012 \$200k and over Contracts Report, the amount of \$208,105 relates to two orders raised (PO223347 and PO223675) with a Support Funding Agreement between Whitsunday Regional Council & Qantas Group dated 17 February 2021. The term of this contract shows the commencement date 19/10/2020 and ending 5 months later than the final border re-opening time. The dates of the purchase orders were 23/04/2021 and 06/05/2021 respectively.

Under S237 of the Local Government Regulation 2012 contract details must be displayed for a period of at least 12 months. Being November 2022, Council has exceeded the minimum requirement for 12 months from the dates the Agreement commenced and the dates the Purchase Orders were raised. Our reporting process determines the 12 months rolling reporting period from the dates of the Purchase Orders raised. That is why Jetstar no longer appears. Council maintains this requirement on a continuing basis across a 12-month timeframe. This is subject annual audit by the Queensland Audit Office.

In relation to your most recent email to Council dated 15<sup>th</sup> December, the following response further explains Council's actions and ongoing compliance with the legislation.

The basis for the changing value is the requirement under S237 of the Local Government Regulation 2012 to report on contracts for a period of twelve months.

Council uses the order date to manage the reporting of these on the external Contracts Register – after twelve months those orders are removed.

Below are the two transactions which make up the \$300k. The previous order for \$200k was raised 08/10/21 and hence drops off after twelve months.

Purchase Order	Order Status/User	Supplier Name	Order Date	Order Amount (Exclusive)	Tender #/ Contract #/ Ref #	Description
PO00232562	Complete	Qantas Airways Ltd	21-Feb-2022	200,000.00		(1) Qantas Incentive Payment
PO00237475	In Progress	Qantas Airways Ltd	22-Jul-2022	100,000.00		(1) WCA-QF New Route announcement payment

Council continues to meet its compliance obligations for the reporting of contracts.

If you have any further questions, please contact Council's Director Corporate Services, Jason Bradshaw directly on telephone 07 4945 0203.

Yours faithfully



**Rodney Ferguson**  
Chief Executive Officer

## Shute Harbour Transit Terminal



### Monthly performance report year to 30 June 2022

	2021/22		2020/21			
	Actual	Current Budget	Actual	PTD Budget	%PTD	
<b>Operating revenue</b>						
Rates and utility charges	(12,159)	(13,700)	(10,870)	(13,700)	89%	
Statutory fees and charges, rental and levies	-	-	-	-	0%	
Sale of goods and major services	1,158,518	886,100	184,171	886,100	131%	
Operational Government grants and subsidies for recurrent expenditure	559,683	-	-	-	0%	Was missing in the breakdown.
Other operating revenue	-	-	33	-	0%	
<b>Total operating revenue</b>	<b>1,706,042</b>	<b>872,400</b>	<b>173,334</b>	<b>872,400</b>	<b>196%</b>	Total is correct - however missing a line item in the operating revenue for operating grants.
<b>Operating Expenses</b>						
Employee benefits	(509,976)	(511,608)	(40,304)	(511,608)	100%	
Materials and services	(1,529,041)	(895,137)	(44,658)	(895,137)	171%	
Internal service provider expenditure (Exl.Overheads)	(6,495)	-	-	-	0%	
Depreciation	(590,735)	(63,400)	(78,614)	(63,400)	932%	
External finance costs	(27,551)	-	(27,494)	-	-	Was missing in the breakdown.
<b>Total operating costs</b>	<b>(2,636,247)</b>	<b>(1,470,144)</b>	<b>(163,575)</b>	<b>(1,470,144)</b>	<b>179%</b>	Total operating costs is out by the External finance costs line
<b>Surplus (deficit) from operations Exl.Overheads</b>	<b>(930,205)</b>	<b>(597,744)</b>	<b>9,759</b>	<b>(597,744)</b>	<b>156%</b>	
Internal Corporate Overheads	(208,560)	(208,566)	(73,280)	(208,566)	100%	
<b>Surplus (deficit) from operations</b>	<b>(1,166,316)</b>	<b>(806,310)</b>	<b>(91,015)</b>	<b>(806,310)</b>	<b>145%</b>	Total is correct - however missing a line item being listed above it for external finance costs
Other capital income/(expenses)	2,867,140	5,284,653	27,869,502			
<b>Net result for the period</b>	<b>1,700,824</b>	<b>4,478,343</b>	<b>27,778,487</b>			Correct and adds up.
Retained surplus (deficit) brought fwd from prior year	(2,802,014)	(2,802,014)	(118,342)			
Net result from above	1,700,824	4,478,343	27,778,487			
Transfer from capital for unfunded depreciation	590,735	63,399	78,614			
From (to) capital - items of capital income & expense	2,441,273	-	-			
Transfer (to) capital general revenue expended	(4,817,409)	(6,281,814)	(2,671,270)			
Internal Program Contributions	-	5,769,012	(1)			
Surplus/(deficit) available for transfer to reserves	-	-	-			
Net transfers from (to) capital reserves	(7,482,168)	(6,284,653)	(27,869,502)			
<b>Retained surplus (deficit) funds at period end</b>	<b>(10,368,758)</b>	<b>(5,057,728)</b>	<b>(2,802,014)</b>			Correct and adds up.
<b>Capital Funding Sources</b>						
General revenue used (excess funds provided)	4,817,409	6,281,814	2,671,270			
Government Grants and Subsidies	-	5,284,653	27,869,502			
Loans for capital purposes	-	-	-			
Physical assets contributed	-	-	-			
Disposal proceeds of capital assets	-	-	-			
Movement in Inter-functions capital loans	-	-	-			
Capital Reserves	6,308,413	1,000,000	2,616,000			
Funded depreciation & amortisation expended	-	-	-			
<b>Total capital funding sources</b>	<b>11,125,822</b>	<b>12,566,467</b>	<b>33,156,772</b>			Correct and adds up.
<b>Capital Funding Applications</b>						
Non-current assets	11,119,938	12,566,468	33,151,028			
Total capital asset acquisitions	11,119,938	12,566,468	33,151,028			
Loan redemptions	5,884	-	5,744			
<b>Total capital applications</b>	<b>11,125,822</b>	<b>12,566,468</b>	<b>33,156,772</b>			Correct and adds up.
<b>Reserve balances held at beginning of period</b>						
Capital reserve balances	516,647	-	3,132,647			
Unspent loan and depreciation cash held	-	-	-			
Recurrent reserve balances	-	-	-			

<b>Total reserve cash held at beginning of the period</b>	516,647	-	3,132,647	Correct and adds up.
<b>Reserve balances held at the end of period</b>				
Capital reserve balances	1,690,403	516,647	516,647	
Unspent loan and depreciation cash held	-	-	-	
Recurrent reserve balances	-	-	-	
Retained Surplus (Deficit)	(10,368,758)	(5,057,728)	(2,802,014)	
<b>Total reserve cash held at the end of the period</b>	<b>(8,678,355)</b>	<b>(4,541,081)</b>	<b>(2,285,367)</b>	Correct and adds up.

### Shute Harbour Transit Terminal

#### Balance Sheet as at 30 June 2022



	2021/22 Actual	2020/21 Actual	
<b>Current Assets</b>			
Cash and cash equivalents	(8,678,355)	(2,285,367)	
Trade and other receivables	166,721	38,284	
Prepayments	3,329,873	4,457,896	
Inventories	165,575	-	Was missing in the breakdown.
<b>Total Current Assets</b>	<b>(5,016,186)</b>	<b>2,210,812</b>	<b>Total is correct - however missing a line item in the listing for Inventory</b>
<b>Non-current Assets</b>			
Property, plant and equipment	54,332,794	2,030,669	
Closing WIP Balance	6,533,013	50,607,160	
<b>Total Non-current Assets</b>	<b>60,865,807</b>	<b>52,637,829</b>	Correct and adds up.
<b>TOTAL ASSETS</b>	<b>55,849,621</b>	<b>54,848,642</b>	Correct and adds up.
<b>Current Liabilities</b>			
Trade and other payables	99,728	8,674	
<b>Total Current Liabilities</b>	<b>99,728</b>	<b>8,674</b>	Correct and adds up.
<b>Non-current Liabilities</b>			
<b>Total Non-current Liabilities</b>	<b>-</b>	<b>-</b>	
<b>TOTAL LIABILITIES</b>	<b>99,728</b>	<b>8,674</b>	
<b>NET COMMUNITY ASSETS</b>	<b>55,749,893</b>	<b>54,839,967</b>	Correct and adds up.
<b>Community Equity</b>			
Capital	63,329,596	56,026,683	
Asset revaluation surplus	1,098,652	1,098,652	
Capital reserve balances	1,690,403	516,647	
Unspent loan and depreciation cash held	-	-	
Retained surplus (deficiency)	(10,368,758)	(2,802,014)	
<b>TOTAL COMMUNITY EQUITY</b>	<b>55,749,893</b>	<b>54,839,968</b>	Correct and adds up.



Contact: Neil McGaffin  
Phone: 07 4945 0231

**Correspondence:**  
Chief Executive Officer,  
Whitsunday Regional Council,  
PO Box 104, Proserpine QLD 4800  
P: 1300 WRC QLD (1300 972 753)  
F: (07) 4945 0222  
E: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au)  
[www.whitsundayrc.qld.gov.au](http://www.whitsundayrc.qld.gov.au)  
ABN 63 291 580 128

12 January 2022

Mr R Taylor  


Dear Rogin,

**RE: Question from the Public Gallery – 14 December 2022**

Council thanks you for your comments and views that provide a detailed understanding of why Council purchased the property and the potential benefits the land could bring to the Whitsunday Regional Council residents, visitors and ratepayers.

Council has discussed and considered several future uses of the site and is very understanding of the significant benefit the land has for the future growth in the region. At this time, Council has not committed to any decision regarding the most appropriate future use of the site. Please be assured that any decision taken regarding the future use of the site will be cognisant of the strategic direction Council sets for the growth of the region and the future demands of all residents, visitors and ratepayers.

Should you require further information, please do not hesitate to contact Neil McGaffin, Director Development Services directly via [Neil.McGaffin@wrc.qld.gov.au](mailto:Neil.McGaffin@wrc.qld.gov.au) or 07 4945 0231.

Yours faithfully,

A handwritten signature in black ink, appearing to read "Rodney Ferguson", is written over a white background.

**Rodney Ferguson**  
Chief Executive Officer

**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

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



## **7.2 - Correspondence from the Hon Steven Miles MP, Deputy Premier**

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHORISING OFFICER:** Rodney Ferguson - Chief Executive Officer

**PRESENTED FOR:** Information

For noting only.

### **ATTACHMENTS**

1. Letter to Mr Rod Ferguson [7.2.1 - 1 page]
2. Queensland Government Gazette Notice [7.2.2 - 1 page]
3. Decision Notice [7.2.3 - 13 pages]



**Hon Steven Miles MP**  
Deputy Premier  
Minister for State Development, Infrastructure,  
Local Government and Planning  
Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure

Our ref: MID-0722-0627  
MBN22/719

6 January 2023

Mr Rod Ferguson  
Chief Executive Officer  
Whitsunday Regional Council  
rod.ferguson@whitsundayrc.qld.gov.au

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** + 61 3719 7100  
**Email** deputy.premier@ministerial.qld.gov.au  
**Website** www.statedevelopment.qld.gov.au

ABN 65 959 415 158

Dear Mr Ferguson

Please be advised that on 23 December 2022, I made a Ministerial Infrastructure Designation (MID) for the Airlie Beach Fire and Rescue Station at 2-6 Banksia Court, Cannonvale.

The MID facilitates the construction of a new single-storey station, three-bay engine room, shed, covered training pad, car parking and landscaping.

In accordance with section 38(2) of the *Planning Act 2016*, please find enclosed:

- a copy of the Gazette Notice published in the Queensland Government Gazette on 6 January 2023, giving effect to the decision
- the Decision Notice, which includes the MID requirements and a summary of how I have considered submissions.

These documents are also available online at: <https://planning.statedevelopment.qld.gov.au/planning-framework/infrastructure-planning/infrastructure-designations>.

I have asked for Mr Paul Beutel, Manager, Development Assessment Division in the Department of State Development, Infrastructure, Local Government and Planning to assist you with any further queries. You may wish to contact [REDACTED] at [REDACTED]

Yours sincerely

**STEVEN MILES MP**  
**DEPUTY PREMIER**  
**Minister for State Development,**  
**Infrastructure, Local Government and Planning**  
**Minister Assisting the Premier on**  
**Olympic and Paralympic Games Infrastructure**

Enc (2)

**NOTICE OF MINISTERIAL INFRASTRUCTURE DESIGNATION  
MADE UNDER THE *PLANNING ACT 2016***

I, the Honourable Steven Miles MP, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning, and Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure, give notice that under section 38 of the *Planning Act 2016*, I made a Ministerial Infrastructure Designation (MID) for the Airlie Beach Fire and Rescue Station on 23 December 2022.

The MID will take effect from 6 January 2023.

**Description of the designated premises**

The MID applies to premises located at 2-6 Banksia Court, Cannonvale, QLD, 4802, formally described as Lot 51 on RP864671.

**Type of infrastructure for which the premises were designated**  
The infrastructure is described under Schedule 5, Part 2 of the *Planning Regulation 2017*, as:

- Item 8: emergency services facilities

**Requirements included in the MID**

The MID includes requirements in relation to the location and scale of the development, stormwater management, car parking, external works/upgrades, design/built form, landscaping, lighting, fencing, refuse and plant screening, construction management, information signage, servicing, geotechnical conditions and acid sulfate soils.

**Further information**

A copy of the MID decision notice, including the noted requirements and a summary of how I have considered submissions, can be obtained at:

<https://planning.statedevelopment.qld.gov.au/planning-framework/infrastructure-planning/infrastructure-designations>.

For further information, please contact the Infrastructure Designations team at [infrastructuredesignation@dcdilgp.qld.gov.au](mailto:infrastructuredesignation@dcdilgp.qld.gov.au) or phone 1300 967 433.

STEVEN MILES MP  
DEPUTY PREMIER

Minister for State Development, Infrastructure,  
Local Government and Planning  
Minister Assisting the Premier on  
Olympic and Paralympic Games Infrastructure

**NOTICE OF MINISTERIAL INFRASTRUCTURE DESIGNATION  
MADE UNDER THE *PLANNING ACT 2016***

I, the Honourable Steven Miles MP, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning, and Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure, give notice that under section 38 of the *Planning Act 2016*, I made an amendment to the Ministerial Infrastructure Designation (the amended MID) for the Augustine Heights State School on 23 December 2022.

The amended MID will take effect from 6 January 2023.

**Description of the designated premises**

The amended MID applies to premises located at 12 Purser Road, Augustine Heights, QLD, 4300, formally described as Lot 2 on RP47649.

**Type of infrastructure for which the premises were designated**  
The infrastructure is described under Schedule 5, Part 2 of the *Planning Regulation 2017*, as:

- Item 6 Educational Facilities
- Item 9 Facilities at which an education and care service under the Education and Care Services National Law (Queensland) is operated;
- Item 10 Facilities at which a Queensland Education and Care approved service under the *Education and Care Services Act 2013* is operated.

**Requirements included in the MID**

The amended MID includes requirements in relation to the location and scale of the development, future rail corridor, stormwater management, car parking and vehicle manoeuvring, active transport, school transport management plan, external works, road dedication, bushfire, unexploded ordinance, protected vegetation, waterway barrier works, construction management, construction hours, information signage, lighting, refuse and plant screening, servicing, and geotechnical conditions.

**Further information**

A copy of the MID decision notice, including the noted requirements and a summary of how I have considered submissions, can be obtained at:

<https://planning.statedevelopment.qld.gov.au/planning-framework/infrastructure-planning/infrastructure-designations>.

For further information, please contact the Infrastructure Designations team at [infrastructuredesignation@dcdilgp.qld.gov.au](mailto:infrastructuredesignation@dcdilgp.qld.gov.au) or phone 1300 967 433.

STEVEN MILES MP  
DEPUTY PREMIER

Minister for State Development, Infrastructure,  
Local Government and Planning  
Minister Assisting the Premier on  
Olympic and Paralympic Games Infrastructure

**NOTICE OF MINISTERIAL INFRASTRUCTURE DESIGNATION  
MADE UNDER THE *PLANNING ACT 2016***

I, the Honourable Steven Miles MP, Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning, and Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure, give notice that under section 38 of the *Planning Act 2016*, I made a Ministerial Infrastructure Designation (MID) for Buderim Mountain State School on 23 December 2022.

The MID will take effect from 6 January 2023.

**Description of the designated premises**

The MID applies to premises located at 8 Main Street, Buderim, QLD, 4556, formally described as Lot 423 on CG810565.

**Type of infrastructure for which the premises were designated**  
The infrastructure is described under Schedule 5, Part 2 of the *Planning Regulation 2017*, as:

- Item 6: educational facilities
- Item 9: facilities at which an education and care service under the Education and Care Services National Law (Queensland) operated
- Item 10: facilities at which a Queensland Education and Care approved service under the *Education and Care Services Act 2013* is operated

**Requirements included in the MID**

The MID includes requirements in relation to the location and scale of the development, car parking, school transport management, landscaping, vegetation management, bushfire management, hours of operation, event management, stormwater management, construction management, public utility service, information signage, lighting, refuse and planting screening, geotechnical conditions, and acid sulfate soils.

**Further information**

A copy of the MID decision notice, including the noted requirements and a summary of how I have considered submissions, can be obtained at:

<https://planning.statedevelopment.qld.gov.au/planning-framework/infrastructure-planning/infrastructure-designations>.

For further information, please contact the Infrastructure Designations team at [infrastructuredesignation@dcdilgp.qld.gov.au](mailto:infrastructuredesignation@dcdilgp.qld.gov.au) or phone 1300 967 433.

STEVEN MILES MP  
DEPUTY PREMIER

Minister for State Development, Infrastructure,  
Local Government and Planning  
Minister Assisting the Premier on  
Olympic and Paralympic Games Infrastructure



Hon Steven Miles MP  
Deputy Premier  
Minister for State Development, Infrastructure,  
Local Government and Planning  
Minister Assisting the Premier on Olympic and Paralympic Games Infrastructure

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1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** + 61 3719 7100  
**Email** deputy.premier@ministerial.qld.gov.au  
**Website** www.statedevelopment.qld.gov.au

ABN 65 959 415 158

## DECISION NOTICE

### Ministerial Infrastructure Designation for Airlie Beach Fire and Rescue Station

#### Decision details

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Decision: Ministerial Infrastructure Designation (MID) made under section 38 of the *Planning Act 2016*

Date of decision: 23 December 2022

Type of infrastructure: Planning Regulation 2017, Schedule 5, Part 2:  

- Item 8: emergency services facilities.]

DSDILGP reference: MID-0722-0627

#### Premises details

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Street address: 2-6 Banksia Court, Cannonvale, QLD 4802

Real property description: Lot 51 on RP864671

Local government area: Whitsunday Regional Council

#### Infrastructure entity details

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Infrastructure entity: Queensland Fire and Emergency Services

#### Requirements

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A notice of requirements included in the MID is at **Schedule 1**.

#### Submissions

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A notice of how I have considered submissions is at **Schedule 2**.

#### Advice to the entity

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Despite the MID, the entity is responsible for determining what obligations exist under previous development approvals that apply to the premises.

**Effective date**

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As set out in section 9(3) of the *Planning Act 2016*, the MID will take effect from the date the gazette notice for this MID is published in the Queensland Government Gazette.

**Duration of MID**

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The duration of the MID is set out in section 39 of the *Planning Act 2016*.



**STEVEN MILES MP**  
**DEPUTY PREMIER**  
**Minister for State Development, Infrastructure,**  
**Local Government and Planning**  
**Minister Assisting the Premier on**  
**Olympic and Paralympic Games Infrastructure**

Enc (2)

**Schedule 1 - Notice of requirements included in the MID**

Development under the MID is to be carried out in accordance with the requirements included in Table 1.

<b>Table 1 - Requirements</b>	
<b>Plan of designation</b>	
1.	The extent of development is to be carried out generally in accordance with the 'Plan of designation for Airlie Beach Fire and Rescue Station, ref. MID-0722-0627 and included at <b>Annexure 1</b> (Plan of designation).
<b>Stormwater management</b>	
2.	<p>(a) Prior to commencement of work, prepare a Stormwater Management Plan (SMP).</p> <p>(b) The SMP must be certified by a Registered Professional Engineer of Queensland and demonstrate the following:</p> <ul style="list-style-type: none"> <li>i. a lawful point of discharge for internal site drainage</li> <li>ii. no material worsening to adjoining and downstream properties or the state-controlled road network</li> <li>iii. stormwater quality management measures.</li> </ul> <p>(c) Submit a copy of the SMP to the Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) (<a href="mailto:infrastructuredesignation@dsdilgp.qld.gov.au">infrastructuredesignation@dsdilgp.qld.gov.au</a>).</p> <p>(d) Implement best practice stormwater quantity and quality measures in accordance with the SMP.</p>
<b>Car parking</b>	
3.	<p>(a) Prior to commencement of use, provide a minimum of 17 car parking spaces on site, including one Persons with a Disability (PWD) car parking space.</p> <p>(b) All new car parking spaces are to comply with the relevant council or Australian standards.</p>
4.	All new vehicle manoeuvring and servicing areas on-site are to be designed in accordance with the relevant council or Australian standards.
<b>External works/upgrades</b>	
5.	<p>(a) Prior to the commencement of use, liaise with the Department of Transport and Main Roads (DTMR) on the following works external to the site:</p> <ul style="list-style-type: none"> <li>i. the provision of early warning signage with flashing lights (wig wags) with wireless connection technology on Shute Harbour Road at the intersection with MacArthur Drive</li> </ul>

	ii. modification of the central median in MacArthur Drive and provision of chevron line marking to facilitate right turn movements by emergency vehicles only.
6.	Prior to commencement of use, liaise with Council on the provision of new vehicle crossovers to MacArthur Drive and Banksia Court.
7.	All external works are to be designed and constructed in accordance with the relevant standards.
<b>Design/built form</b>	
8.	(a) The design of the station is to be of a bulk, scale and massing generally in accordance with the Render – MID0722-0627, and included at <b>Annexure 2</b> and include/incorporate: <ul style="list-style-type: none"> <li>i. variation in roof form</li> <li>ii. variation in façade materials, muted tones and detailing</li> <li>iii. easy to identify building entrances</li> <li>iv. well disguised service elements.</li> </ul>
<b>Landscaping</b>	
9.	(a) Prior to commencement of works, prepare a Landscape Concept Plan (LCP). (b) The LCP must be prepared by a suitably qualified person and include: <ul style="list-style-type: none"> <li>i. a planting palette that incorporates native and endemic species</li> <li>ii. deep planting along the eastern boundary incorporating screen planting in the form of tree species with a minimum 50L bag size</li> <li>iii. landscaping along the MacArthur Drive and Banksia Court frontages.</li> </ul> (c) Submit a copy of the LCP to DSDILGP (infrastructuredesignation@dsdilgp.qld.gov.au). (d) Prior to the commencement of use, carry out landscaping in accordance with the LCP.
<b>Lighting</b>	
10.	(a) Prior to construction of work, undertake a lighting study to ensure the design and location of external lighting does not negatively impact on surrounding properties. (b) All external lighting must be installed and maintained to accord with findings of the lighting study and Australian standards and be shielded to avoid light spill to surrounding residential properties.
<b>Fencing</b>	
11.	Prior to commencement of use, provide a solid screen fence of at least 1.8 metres in height, in the locations shown on the Plan of designation.

<b>Refuse and plant screening</b>	
12.	Refuse storage bins, and all new plant, equipment and water tanks, are to be stored behind fencing or screened from view from roads and public open space.
<b>Construction management</b>	
13.	<p>(a) Prior to commencement of work, a Construction Environmental Management Plan (CEMP) must be prepared and submitted to DSDILGP (<a href="mailto:infrastructuredesignation@dasilgp.qld.gov.au">infrastructuredesignation@dasilgp.qld.gov.au</a>). The CEMP must include/address:</p> <ul style="list-style-type: none"> <li>i. an Erosion and Sediment Control Plan that addresses the erosion risk and surface water run-off</li> <li>ii. dust mitigation methods (such as use of water to suppress potential dust) and air quality management measures</li> <li>iii. hours of construction, vibration, and construction noise (including the default noise standards), in accordance with the <i>Environmental Protection Act 1994</i> (s440R &amp; 440S)</li> <li>iv. waste control and management, in conjunction with a waste management plan if deemed necessary</li> <li>v. disposal and management of hazardous materials and regulated waste, including removal by a suitably licenced contractor where deemed necessary</li> <li>vi. chemical and fuel used during construction stored in bunded areas</li> <li>vii. access locations for and management of construction vehicle traffic (any construction parking off-site is subject to engagement with Council and relevant landowners)</li> <li>viii. appropriate machine hygiene measures</li> <li>ix. proximity of works to easements and services and any necessary design measures, additional analysis or safe work methods</li> <li>x. other required permits from the council, easement holders or utility providers</li> <li>xi. maintenance of safe pedestrian and cyclist access/movement around the site</li> <li>xii. complaint resolution procedures, including who to contact and a record of how complaints have been addressed</li> <li>xiii. a construction communication plan including: <ul style="list-style-type: none"> <li>▪ how neighbouring properties will be advised of construction and demolition activities for each stage</li> <li>▪ how the appropriate extent of neighbouring properties to be notified will be determined</li> <li>▪ timeframes for notification of construction activities, with notification to occur prior to works commencing.</li> </ul> </li> </ul> <p>(b) Construction of the development is to be undertaken in accordance with the CEMP.</p>

<b>Information signage</b>	
14.	<p>(a) Prior to commencement of work, place an information sign on the site.</p> <p>(b) The information sign is to:</p> <ol style="list-style-type: none"> <li>i. include the following details: <ul style="list-style-type: none"> <li>▪ a link to where a copy of the MID decision and CEMP can be viewed on the DSDILGP website; and</li> <li>▪ the name, postal and/or email address and a contact telephone number for the key contact/principal contractor</li> </ul> </li> <li>ii. be positioned on the MacArthur Drive and Banksia Court site frontages and be clearly visible for a pedestrian</li> <li>iii. be non-illuminated and maintained at all times during construction.</li> </ol>
<b>Servicing</b>	
15.	<p>(a) Prior to commencement of work, confirm the adequacy, capability and location of the existing infrastructure (water, sewer, electricity and telecommunications) to service the proposed development.</p> <p>(b) If reasonably required, the infrastructure should be upgraded to cater for the proposed development.</p> <p>(c) Connect the development to all relevant urban infrastructure.</p>
<b>Geotechnical conditions</b>	
16.	As part of detailed design, undertake a geotechnical investigation that confirms the ground conditions and informs building requirements.
<b>Acid sulfate soils</b>	
17.	If potential or actual acid sulfate soil (ASS) is identified during construction, an ASS investigation is to be carried out and managed in accordance with an ASS management plan.

## Schedule 2 – Notice of how submissions were considered

### Submissions received during Minister's consultation

On 16 September 2022, I gave a notice to the council and the landowner advising that I was proposing to make the MID and inviting final submissions within 25 business days.

Public consultation actions were also conducted by the entity inviting submissions between 28 September 2022 and 21 November 2022.

I received ten submissions during this period which were from the council and neighbouring landholders.

A summary of how I have considered submissions is provided in the table below.

Matters raised	Response
<b>Noise</b>	
Location of driveway close to a residential property.	The site layout has been amended to locate vehicle access as far as possible from adjacent residences.
Effect of sirens on residential amenity.	<p>QFES has confirmed that normal operating procedures are for vehicles leaving the site to not engage sirens unless there is a hazard on the road.</p> <p>To further minimise the use of sirens in the vicinity of the station, early warning signage with flashing lights is to be provided on Shute Harbour Road at the intersection of MacArthur Drive to alert traffic to emergency vehicles entering the roadway.</p>
Noise from training activities.	<p>QFES has advised that on site training is likely to occur one night per week for approximately two hours.</p> <p>The training pad has been located along the southern site boundary behind the vehicle store, as far as possible from adjacent residences.</p>
A decision should be deferred to undertake a noise impact assessment.	<p>A noise impact assessment is not deemed necessary for a proposal of this scale.</p> <p>Solid fencing will be required to be constructed along the eastern and southern boundaries of the site and adjacent to car parking and manoeuvring areas in the north of the site.</p> <p>Additionally, a range of measures to address noise impacts have been incorporated in the design and operation of the station to minimise noise impacts, as detailed above.</p>
<b>Hours of operation</b>	
The fire station will eventuate into a 24 hour concern.	The station has always been proposed as operating 24 hours a day, 7 day a week.

Matters raised	Response
	<p>Permanent fire fighters will be stationed at the site from 6am to 6pm.</p> <p>Auxiliary fire fighters will attend to any emergency call outs that occur outside of these hours, however they will only attend the site prior to and following responding to emergencies.</p>
<b>Lighting</b>	
<p>Light spill into neighbouring residential properties.</p> <p>A decision should be deferred to undertake a light impact assessment.</p>	<p>The MID requires a lighting study to be undertaken prior to works commencing on the site.</p> <p>The lighting study is to ensure the design and location of external lighting does not negatively impact on surrounding properties.</p> <p>The MID also requires all external lighting to be installed and maintained to accord with findings of the lighting study and Australian standards and be shielded to avoid light spill to surrounding residential properties.</p>
<b>Consultation</b>	
<p>Ensure the community are fully consulted and engaged on the proposal before any decision is made.</p>	<p>Prior to seeking a MID for the station, QFES undertook consultation with surrounding residents and key stakeholders.</p> <p>In addition, QFES undertook broad and effective public consultation. Public consultation ran from 28 September 2022 to 21 November 2022 and included the placement of signs on the site, a public notice in the Whitsunday News and letters sent to surrounding local residents.</p>
<b>Location</b>	
<p>Alternative locations for the station should be considered.</p>	<p>The site was selected based on the available of suitable land, accessibility to high order roads, the area that the station is required to service, and the response times required to reach an emergency.</p> <p>Existing station facilities in the locality do not adequately support QFES functions due to demand and growth in the Whitsunday Shire.</p> <p>The distance from the existing Proserpine station to the service area of Airlie Beach exceeds the time in which fire officers are required to reach an emergency. This would compromise community safety in the event of an emergency.</p>

<b>Road limitations</b>	
The proposed location is at a junction where a left turn only is permitted.	<p>QFES have advised that they are satisfied that the existing arrangements meet their requirements as a roundabout is located approximately 400 metres along Shute Harbour Road. This allows an emergency vehicle to turn around to head west along Shute Harbour Road.</p> <p>The Department of Transport and Main Roads have advised that right turn movements from MacArthur Drive onto Shute Harbour Road for emergency vehicles is achievable. QFES will liaise with DTMR on the provision of right turn movements at this intersection for emergency vehicles only.</p>
<b>Treatment of wastewater</b>	
How will wastewater be treated on site.	The MID requires a site-based stormwater management plan (SBMP) to be prepared and implemented prior to the commencement of use of the station. The SBMP is to consider how water, including all wastewater from training and parking areas, will be treated and managed.
<b>Habitat loss</b>	
Loss of habitat for the Black Cockatoos	<p>Three existing mature trees will need to be removed for the construction of the station. These trees are not subject to any state or local government protections.</p> <p>A flora and fauna study undertaken by QFES identified that the site does not hold any suitable feeding habitat and the extant trees do not hold suitable hollows.</p> <p>This species of Cockatoo has a broad diet and the loss of one potential food tree on the site is not considered to be significant.</p> <p>The MID requires landscaping on the site to utilise endemic and native vegetation to compensate for the trees removed from the site.</p>

**Annexure 1 to Schedule 1 – Plan of designation**

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**Legend**

- Built form envelope comprising buildings and structures not exceeding 1 storey
- Ground level car parking and vehicular circulation
- Open space, landscaping, pedestrian circulation and associated structures
- Vehicular ingress/egress (including emergency vehicular ingress)
- Emergency vehicular egress
- 1.8m high solid fence
- Designation boundary

**Title:** Plan of designation for Airlie Beach Fire and Rescue Station  
**Address:** 2-6 Banksia Court, Cannonvale, QLD, 4802  
**Reference:** MID-0722-0627



Aerial not to scale  
 Approximate scale (metres)  
 0 15 30



**Annexure 1 to Schedule 1 – Design/built form**

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Render - MID-0722-0627

## 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.

## 12 QUESTIONS FROM THE PUBLIC GALLERY

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 Corporate Services

#### 13.1.1 - ALGWA National Conference - May 2023

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Melanie Douglas - Governance and Councillor Support Officer

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

**PRESENTED FOR:** Decision

#### ATTACHMENTS

1. Attachment - National Conference [13.1.1.1 - 1 page]

#### PURPOSE

To seek endorsement of the nomination to attend the National Australian Local Government Women's Association (ALGWA) 2023 Conference held in Mornington Peninsula, Victoria.

#### OFFICER'S RECOMMENDATION

That Council endorses Councillor Jan Clifford and Cr/s \_\_\_\_\_ to attend the Australian Local Government Women's Association National Conference held on 17 - 20 May 2023 in Mornington Peninsula, Victoria.

#### BACKGROUND

The Australian Local Government Women's Association is the peak body for women in Local Government with branches in each state and territory in Australia. The conference provides delegates the opportunity to strengthen networks with other women from all avenues of Local Government.

#### DISCUSSION/CURRENT ISSUE

Council is eligible to nominate attendees for the four-day event taking place in Mornington Peninsula, Victoria. Mayor Hall and Councillors, Michelle Wright and Jan Clifford were offered to attend, however Councillor Clifford, who also is an Executive Member of the ALGWA presented an interest to register for the conference.

#### STATUTORY/COMPLIANCE MATTERS

Councillor Expenses and Provision of Facilities Policy

#### 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

Australian Local Government Women's Association (ALGWA) cover the travel and accomodation costs only for Cr Clifford's attendance at this event. Historically, Council has funded the other costs, and would fund the costs of other attendees from the councillors training and development budget.

## **CONSULTATION/ENGAGEMENT**

Chief Executive Officer  
Director Corporate Services  
Manager Governance & Administration

## **RISK ASSESSMENT**

It would be beneficial for Council's reputation to have our Councillor in attendance at this conference.

## **TIMINGS/DEADLINES**

A decision is required to allow time to organise registration, flights and accomodation.

## **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

[HOME](#)

[ACTIVITIES](#)

[WELCOME GIFTS](#)

[TICKETS](#)

[ACCOMMODATION](#)

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About



# ALGWA 2023 National Conference

17-20 May 2023



Join us for the 2023 National Conference hosted by ALGWA and the Mornington Peninsula Shire Council from 17-20 May 2023 at RACV Cape Schanck Resort in Victoria.

The Conference brings councillors and officers together from across Australia, to advance female participation in Local Government and put a spotlight on issues facing women in the sector.

Delegates draw inspiration from thought-provoking presenters, network with other attendees and benefit from the tremendous peer support offered by ALGWA.

**Early bird tickets on sale soon.**

## 13.1.2 - Representation on Committees

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Melanie Douglas - Governance and Councillor Support Officer

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

**PRESENTED FOR:** Decision

### ATTACHMENTS

1. Representation on Committee [13.1.2.1 - 3 pages]

### PURPOSE

To provide Councillors the opportunity to nominate and review representatives on external Committees.

### OFFICER'S RECOMMENDATION

That Council;

- 1) appoint Councillor Clay Bauman to the following committees:
  - a) Coastal Adaption Taskforce (C-CAT)
  - b) Local Authorities Waste Management Advisory Committee (LAWMAC)
  - c) Mackay Whitsunday Healthy Rivers to Reef Partnership
  - d) Reef Islands Initiative Whitsundays Project Advisory Group
  - e) Suicide Prevention Network Taskforce
  - f) Whitsunday Community Services
  - g) Tourism Recovery Group
  - h) Tourism Whitsunday (Proxy for Mayor Hall)
  - i) Whitsunday Local Marine Advisory Committee
  - j) Domestic and Family Violence Council Network
- 2) appoint Mayor Julie Hall to the Rural Fire Brigade Finance Committee
- 3) appoint Councillor Gary Simpson to the Reef Guardian Executive Organisation
- 4) appoint Councillor Michelle Wright to the Bowen Collinsville Community Alliance
- 5) note the removal of Councillor John Collins from the Audit and Risk Committee
- 6) note the removal of Councillor Brunner from the Don River Improvement Trust
- 7) confirm all Councillors representations on Committees as listed in Attachment 1.

### BACKGROUND

At the Ordinary Meeting held on 9 November 2022 it was resolved to nominate Deputy Mayor, Cr Gary Simpson to attend as Council's representative on the committees in place of former Councillor Al Grundy until the conclusion of the Division 2 by election.

After the by election, the matter was to be provided to an Ordinary Meeting for Councillors to discuss and review the current committee representatives. Council has the opportunity to nominate and amend representatives accordingly or to continue with those previously appointed.

## **DISCUSSION/CURRENT ISSUE**

Councillor inclusion on community committees provide an opportunity for Council to maintain a relationship with sections of the community.

In the interim period during vacancy created by the resignation of Cr A. Grundy, it should be recognised that Deputy Mayor Cr G. Simpson was attending to a number of the meetings and commitments on behalf of Council. The confirmation of appointments presented in this report will now replace that temporary arrangement.

The representation on the Logan's Adventure Playground Committee has not been actioned from Council records since 2018. As a result, it is proposed to remove this from the representation listing at this time.

## **STATUTORY/COMPLIANCE MATTERS**

Local Government Regulations 2012. Council Delegates are expected to act in the best interests of Council and the community when appointed to any committee and represent Council's interests when appointed to an external committee.

## **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**

Council does not fund Committees, except for the Audit and Risk Committee which is budgeted for in the 2022-2023 for operational budget. The external members of this Committee are remunerated for their time.

## **CONSULTATION/ENGAGEMENT**

Director Corporate Services  
Director Community Services  
Committee Organisations  
Manager Governance & Administration  
Councillors

## **RISK ASSESSMENT**

Council committees provide an avenue for Council to focus on a single or range of associated issues, to gain a deeper understanding of specific matters. Participation in external committees assist Council to maintain a relationship with groups within the community which can promote a positive effect for Council as an entirety.

## **TIMINGS/DEADLINES**

It would be beneficial that Council representation is not lost on these committees and a decision is made accordingly to ensure Council continue to uphold its obligations and attendance at these committee meetings.

## **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



## Representation on Committees 2020 - 2024 Term of Council

### **Advisory Committees:**

A committee established in accordance with s265 of the Local Government Regulation 2012, which provides advice and recommendations to Council on a specific function, portfolio, program, or project as determined by Council when establishing the Committee. An advisory committee may include members which are not Councillors.

Name of Committee	2020/24 Representative
Economic Development Advisory Committee	Mayor Hall and Cr Brunker
Regional Arts Development Fund Advisory Committee	Cr Wright
Traffic Advisory Committee	Mayor Hall (proxy Cr Simpson)

### **Statutory Committees:**

A Committee of which only Councillors can be members, which meets to discuss the specific function, portfolio, program, or project determined by Council when establishing the committee. A Standing Committee exists indefinitely to deal with matters arising from time to time that fall within their jurisdiction.

Name of Committee	2020/24 Representative
Audit & Risk Committee	Mayor Hall (proxy Cr Brunker) Cr Simpson (proxy Cr Clifford)
Local Disaster Management Group	Mayor Hall and Cr Collins
Local Recovery Group*	Cr Collins
Human Social Recovery Sub Group*	Cr Wright
Infrastructure Recovery Sub Group*	Cr Simpson
Economic Recovery Sub Group*	Cr Brunker
Environment Recovery Sub Group*	Cr Clifford
Tourism Recovery Group Sub Group*	Cr Bauman

\*The Local Recovery Group (LRG) and Sub-Groups are not mandated under the Disaster Management Act and occur at the discretion of the Chairperson of the Local Disaster Management Group (LDMG). Establishment of the LRG should be made by the LDMG Chairperson in consultation with key agencies.



## Representation on Committees 2020 - 2024 Term of Council

### External Committees:

A Committee run by a third party which Council has been invited to provide representation to.

Name of Committee	2020/24 Representative
ALGWA	Cr Clifford and Cr Wright
Bowen Collinsville Community Alliance (formerly known as Bowen and Collinsville Mental Action Group)	Cr Bruncker and Cr Wright
Bowen Collinsville Community Alliance - Youth Alliance Sub-Group	Cr Wright
Bowen Burdekin Local Marine Advisory Committee	Cr Simpson
Bowen Chamber of Commerce	Cr Wright
Bowen Collinsville Enterprises	Mayor Hall and Cr Wright
Bowen Gumlu Growers Association Inc.	Cr Wright
Bowen Sporting Complex Committee	Cr Wright
Coastal Councils Adaptation Taskforce (C-CAT)	Cr Bauman
Collinsville Childcare Centre	Cr Wright
Collinsville Development & Industry Group (DIG)	Cr Wright
Community Engagement Committee	Cr Bruncker
Domestic and Family Violence Council Network	Cr Bauman
Don River Improvement Trust	Mayor Hall and Cr Wright to 30 March 2024
Greater Whitsunday Communities (formerly known as Regional Social Development Centre)	Cr Clifford
Greater Whitsunday Housing Project	Cr Clifford
Jangga Consultative Committee	Cr Wright
Les Stagg Oval Advisory Committee	Cr Collins
LGAQ Policy Executive	Represented by another District 7 Council
Local Authorities Waste Management Advisory Committee (LAWMAC)	Cr Bauman
Mackay Whitsunday Healthy Rivers to Reef Partnership	Cr Bauman
North Queensland Sports Foundation	Cr Bruncker
Proserpine Junior Sporting Complex	Cr Collins
Reef Catchments	Cr Clifford
Reef Guardian Executive Organisation	Cr Simpson
Reef Islands Initiative Whitsundays Project Advisory Group	Cr Bauman



## Representation on Committees 2020 - 2024 Term of Council

Regional Development Australia - Greater Whitsundays	Cr Clifford
Regional Queensland Council of Mayors	Mayor Hall
Rural Fire Brigade Finance Committee	Mayor Hall
Safe Night Out Precinct	Cr Clifford
Suicide Prevention Network Taskforce	Cr Bauman
Tourism Bowen	Cr Brunker
Tourism Whitsundays	Mayor Hall (proxy Cr Bauman)
Whitsunday Catchment Landcare	Cr Simpson
Whitsunday Coast Chamber of Commerce	Cr Clifford
Whitsunday Community Services	Cr Bauman
Whitsunday Headspace Committee	Cr Clifford
Whitsunday Housing Committee	Cr Clifford
Whitsunday Local Marine Advisory Committee	Cr Bauman
Whitsunday PCYC	Cr Clifford
Whitsunday Regional Organisation of Councils T/A Greater Whitsunday Council of Mayors	Mayor Hall
Whitsunday Regional Roads and Transport Group	Mayor Hall
Whitsunday Rivers Improvement Trust	Cr Collins and Cr Simpson
Whitsunday Sports Park	Cr Clifford

### 13.1.3 - Information Communication and Technology Strategy 2023/25

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Lisha Belbin - Information Management & GIS Coordinator

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

**PRESENTED FOR:** Decision

#### **ATTACHMENTS**

1. Whitsundays Regional Council ICT Strategy 2023 - 2025 v 1.1 [13.1.3.1 - 20 pages]

#### **PURPOSE**

This report summarises the Information, Communications and Technology (ICT) Strategic Plan for 2023 to 2025.

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

That Council adopt the Information, Communication and Technology Strategic Plan 2023 to 2025.

#### **BACKGROUND**

The Information, Communications and Technology (ICT) Strategic Plan provides a three-year roadmap for 2023 to 2025, based on Council's current and future requirements. The strategic plan being presented is informed by the outcomes of the previous strategy and responses by key executive and business stakeholders during interviews and workshops.

#### **DISCUSSION/CURRENT ISSUE**

Support for Council's Community Plan, Corporate Plan and Annual Operational Plan is achieved through the ICT Strategic Plan's Vision, Mission, Guiding Principles and Goals including specific initiatives described within the ICT Roadmap.

Through appropriate governance and a balanced approach to people, process and technology, Council will be able to build on the foundations in this current state to deliver efficient and effective services to its staff and the community. The Roadmap, Action Plan, Guiding Principles and Objectives within the Strategy have been developed to support outcomes within process and people to leverage the advances of the technology investment.

Maturing and improving Council's technology base will provide Council with the tools to be an open and transparent Council. The four guiding principles to achieve a transparent council for Whitsunday include:

- Improving our Services
  - A Connected Council
  - 24/7 Online Services
  - Flexible Workplace & Remote Working
  - Seamless end to end experience
  - Single view of 'Our Customer'
- Do Things Smarter
  - Automation
  - Collaboration (Internal & External)
  - Smarter Regions

This is page 54 of the Agenda of Council's Ordinary Council Meeting - 25 January 2023

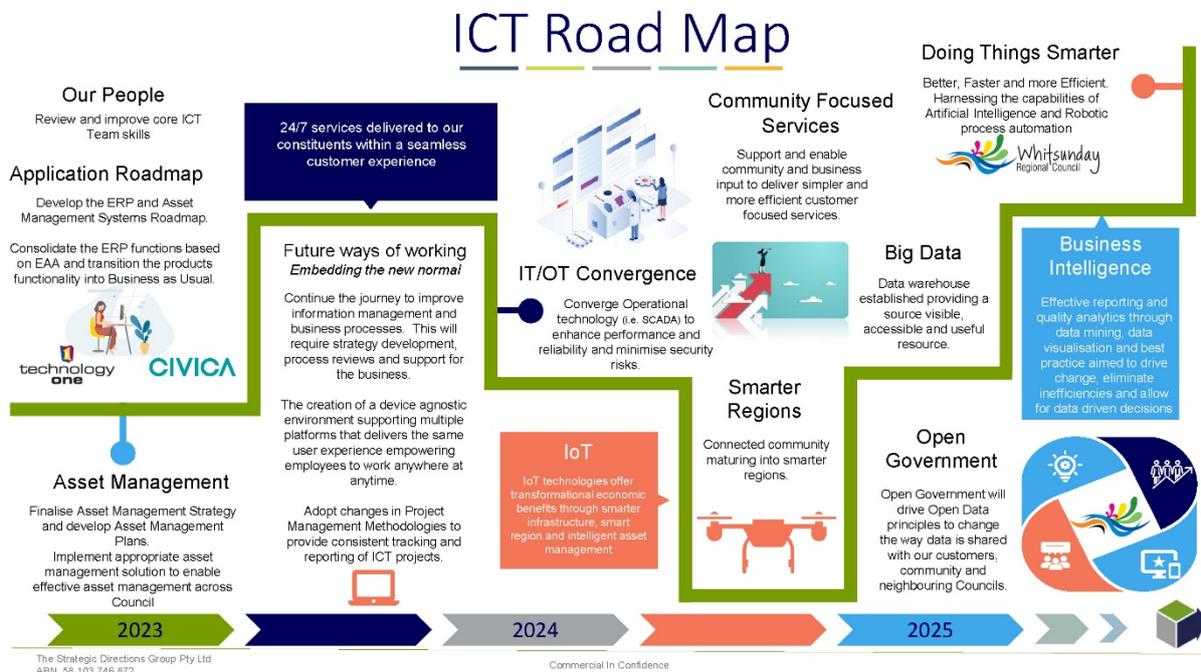
- Internet of Things (IoT)
- Open Data
- Leverage our ICT Investments
  - Use more of what we have, better.
  - Preference Current over New Investments.
  - Maximise capabilities from existing toolsets
  - Business Intelligence & Data Analytics
- Our People, Our Purpose
  - Accountability Culture
  - Connected, Mobile People
  - Skills for the Future
  - Role Flexibility

These guiding principles support strategy delivery during the decision-making process when assessing projects and initiatives, and support the ever-changing technology capabilities, community and customer expectations.

The strategic objectives for ICT from 2023 to 2025 are:

1. Flexible and responsive Digital Services
2. Accessible, Managed and Secure Information
3. Integrated, Managed & Optimised Systems
4. Innovation & Information Technology (IT) / Operational Technology (OT) / Internet of Things (IoT)
5. Smart Region, Smart Council.

The roadmap provides guidance on the projects and actions required to deliver on each of the objectives from both a strategic and tactical level over the next three years. Some of these key areas for investment are shown in the diagram below.



## STATUTORY/COMPLIANCE MATTERS

Australian Standard ISO/IEC 38500:2016 - Information technology - Governance of IT for the organization gives industry standard guidance through basic principles.

## Section 5.3 Principle 2 – Strategy

### **Direct**

*Governing bodies should direct the preparation and use of strategies and policies that ensure the organization does benefit from developments in IT.*

*Governing bodies should also encourage the submission of proposals for innovative uses of IT that enable the organization to respond to new opportunities or challenges, undertake new businesses or improve processes.*

### **STRATEGIC IMPACTS**

Seek and develop business solutions through engaging with the organisation and external stakeholders to provide ICT solutions that are fit for purpose, durable and ensure the best use of limited resources.

### **FINANCIAL IMPLICATIONS**

Each technology deliverable will require a business case that shows the benefits, cost analysis and alignment to Council's Corporate Plan and the ICT Strategic Plan. These will be assessed based on best value and benefits to the organisation and community, while remaining risk adverse. The business cases will then be submitted for each financial year through Council's budget process for final approval. The current budget provides sufficient funds to commence with aspects of the Strategy and will be further expanded to include the required funds over the coming budgets.

### **CONSULTATION/ENGAGEMENT**

Director Corporate Services  
Acting Manager Innovation and Technology  
ICT Steering Committee

### **RISK ASSESSMENT**

The ICT Strategic Plan serves as a roadmap for the digital enablement of council operations, initiatives and community services, thereby enabling Council to fulfil its commitment to deploying new technology and smart thinking, that delivers real benefits to the community.

The risk of not adopting the ICT strategic plan would mean poor longer-term planning that aligns with business requirements and parts of the organisation pushing their own specific needs without a common vision for all of council.

### **TIMINGS/DEADLINES**

The strategy will be delivered over a three-year period, with the first year focusing on consolidation of services, the second year working towards improving services and the third year completing the improvements outlined and assessing our progress.

### **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.
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- 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.

No Human Rights will be impacted by adoption of the ICT Strategic Plan.

## **ALTERNATIVES CONSIDERED**

N/A



*"...a sustainable and progressive region achieved by unified and innovative leadership for the benefit of our diverse community, visitors and the environment."*



## ICT STRATEGY 2023-25

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## Introduction

This ICT Strategic Plan is a second-generation document, informed by the outcomes of previous strategy and responses by key executive and business stakeholders during interviews and workshops.

Support for Councils Community Plan, Corporate Plan and Annual Operational Plan is achieved through the ICT Strategic Plans Vision, Mission, Guiding Principles and Goals including specific initiatives described within the ICT Roadmap.

Council has invested significantly in ICT projects, infrastructure and systems over the life of the previous ICT Strategy and are a leading Local Authority in ICT system capability. Maturity is improving across the embedded key operational ICT frameworks including service management and governance.

Effective ICT services aligned to the business goals and community outcomes are essential to allow

Council to achieve their vision to be a:

**“sustainable and progressive region achieved by unified and innovative leadership for the benefit of our diverse community, visitors and the environment”**



# Corporate Values

## Innovation & Technology

### PRIDE

We take pride in our diverse community and the service we deliver through innovation and technology.



### ACCOUNTABILITY

We take responsibility and ownership for our work, clearly communicating and seeking feedback through the process in an open and transparent way.



### SAFETY

We actively care for the health and wellbeing of ourselves, our colleagues, and our community.



### UNITY

We work together as a cohesive and proactive team, to achieve Council's goals that provide good community value.



### LEADERSHIP

We feel empowered to identify, engage, promote, and lead the organisation and community using holistic approaches to solutions in an adaptive and trusting environment.



### TRUST

We foster trust within our community, organisation, and team.



# Towards Continuous Improvement

## THEN

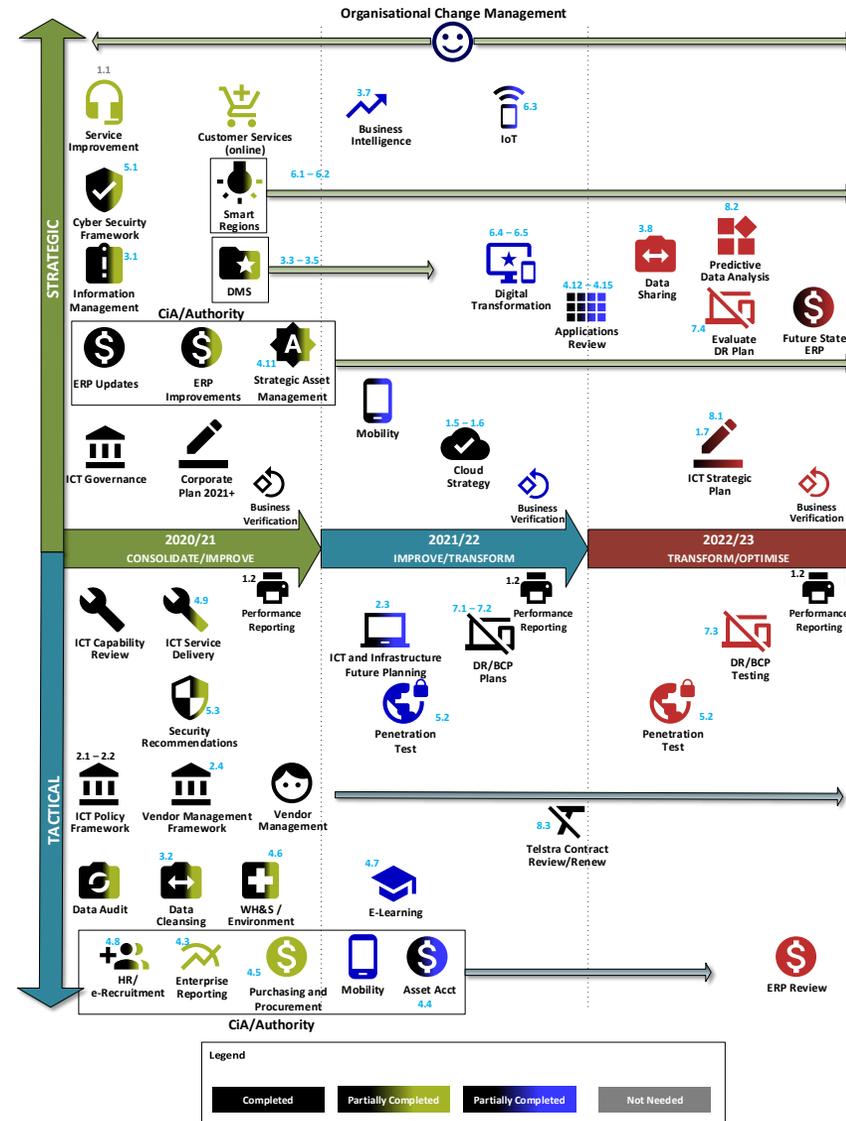
**2017** – In response to Cyclone Debbie, Council migrated ICT systems to the Cloud.

**2020** – Review of all applications and development of an Application Roadmap to provide Council with a clear roadmap of application upgrades, transition and implementation programs.

**2020** – Development of Councils 2020-23 ICT Strategy. Low ICT maturity level with negligible governance and accountability to the business discovered. Fundamental ICT frameworks proposed.

**2021** – Numerous projects and initiatives tracked and reported to better enable ICT in supporting business outcomes to benefit the community.

**2022** – Completion rate 78% for all projects and initiatives.



# Towards Continuous Improvement

## NOW

**2022** – ICT Strategy Refresh to re-align to business requirements.

Council has wisely invested in ICT systems and infrastructure to become a technology leading Council. Through this journey the mix of People, Process & Technology may not have been effectively incorporated, somewhat leaving Council in a state of Automated Chaos.

Through appropriate governance and a balanced approach to People, Process and Technology, Council will be able to build on the foundations in this current state to deliver efficient and effective services to its staff and the Community. The goal is to reach the centre of the Venn diagram opposite.

The Roadmap, Action Plan, Guiding Principles and Objectives within this strategy have been developed to support outcomes within Process & People to leverage the advances of the Technology investment.



### ICT Strategy Roadmap

Developed to support balanced outcomes across People, Process & Technology.

# ICT Strategic Plan

01. Council Vision

A sustainable & progressive region benefitting all

02. ICT Vision

We commit to being an integral, trusted partner in all ICT related business decisions to improve services that benefit staff and the community

03. ICT Mission

We will actively engage to understand ICT related business needs and collaboratively design and implement solutions that leverage current ICT investment, provides value for money and complies with legislation

04. Our Guiding Principles

Leverage our ICT Investments

Do things Smarter

Improve our Services

Our People, Our Purpose

05. Objectives

Digital Services are Flexible, Responsive and Enable Great Customer Service

Information is Accessible, Managed and Secured

Systems are Integrated and Managed to Optimise the Value of our Investments.

Digital Services support Innovative Ways of Working (differently & better)

Council will support regional digital economy growth

# Guiding Principles

Transparent Council



## Improve our Services

- A Connected Council
- 24/7 Online Services
- Flexible Workplace & Remote Working
- Seamless end to end experience
- Single view of 'Our Customer'



## Do Things Smarter

- Automation
- Collaboration (Internal & External)
- Smarter Regions
- Internet of Things (IoT)
- Open Data



## Leverage our ICT Investments

- Use more of what we have, better.
- Preference Current over New Investments.
- Maximise capabilities from existing toolsets
- Business Intelligence & Data Analytics



## Our People, Our Purpose

- Accountability Culture
- Connected, Mobile People
- Skills for the Future
- Role Flexibility



# Strategic Objectives

## Flexible & responsive Digital Services

- Council will promote the use of current systems over buying new technology.
- Utilise existing capabilities to the fullest extent to deliver enhanced business outcomes.
- Actively manage our vendors and their performance.
- All Council ICT has an appropriate level of governance, controls and security applied.
- Define 'Big data' storage and management processes.
- Enabling the use of Business Intelligence tools for Council to accurately and intelligently present real-time information in a modern and meaningful way.
- Continuing to manage Council data to ensure it is accurate, valuable, useable and shareable.

## Accessible, Managed and Secure Information

- Council will harness the potential of data to benefit its staff and our community.
- Effective use of data to present up to date information in easy to consume formats.
- Protect Council, staff and the community by implementing defined cyber security measures.
- Utilising a framework such as the Information Security Manual (ISM), Council must understand its cyber security risks
- Council must improve its overall posture against the Essential 8 Mitigation Strategies.
- Council to understand the requirements to meet the ISO 27001 certification and initiate steps to close the gaps.

## Integrated, Managed & Optimised Systems

- 24/7 online services to support the evolving needs of our constituents.
- Seamless end to end user experience for our customers.
- Council provides transparency to the Community and is accountable for our performance.
- Extending Corporate systems beyond the office environment.
- Improving maintenance, management and financial reporting of Council assets.

## Innovation & IT/OT/IoT

- Developing a culture of accountability supported by technology.
- A true connected Council which supports new ways of working, living, playing and interacting.
- Developing our staff creating inhouse skills for the future.
- Pilot process changes to better leverage exiting investments.
- Council will harness the benefits of automated data capture using 'Internet of Things' appliances.
- Protect Council's operational assets and network from unauthenticated or malicious access.
- Operational Technology infrastructure must be included in all cyber security related initiatives.

## Smart Region, Smart Council

- Use technology to automate data capture and flows.
- Collaborating with our community and partners to deliver mutually beneficial outcomes.
- Smart Region – more than digital infrastructure and includes a true Connected Community.

These guiding principles support strategy delivery during the decision-making process when assessing projects and initiatives, and support the ever-changing technology capabilities, community and customer expectations.

# ICT Road Map

## Our People

Review and improve core ICT Team skills

## Application Roadmap

Develop the ERP and Asset Management Systems Roadmap.

Consolidate the ERP functions based on EAA and transition the products functionality into Business as Usual.



## Asset Management

Finalise Asset Management Strategy and develop Asset Management Plans.

Implement appropriate asset management solution to enable effective asset management across Council

24/7 services delivered to our constituents within a seamless customer experience

## Future ways of working

*Embedding the new normal*

Continue the journey to improve information management and business processes. This will require strategy development, process reviews and support for the business.

The creation of a device agnostic environment supporting multiple platforms that delivers the same user experience empowering employees to work anywhere at anytime.

Adopt changes in Project Management Methodologies to provide consistent tracking and reporting of ICT projects.



## IT/OT Convergence

Converge Operational technology (i.e. SCADA) to enhance performance and reliability and minimise security risks.

## IoT

IoT technologies offer transformational economic benefits through smarter infrastructure, smart region and intelligent asset management

## Smarter Regions

Connected community maturing into smarter regions.



## Community Focused Services

Support and enable community and business input to deliver simpler and more efficient customer focused services.

## Big Data

Data warehouse established providing a source visible, accessible and useful resource.

## Open Government

Open Government will drive Open Data principles to change the way data is shared with our customers, community and neighbouring Councils.

## Doing Things Smarter

Better, Faster and more Efficient. Harnessing the capabilities of Artificial Intelligence and Robotic process automation



## Business Intelligence

Effective reporting and quality analytics through data mining, data visualisation and best practice aimed to drive change, eliminate inefficiencies and allow for data driven decisions

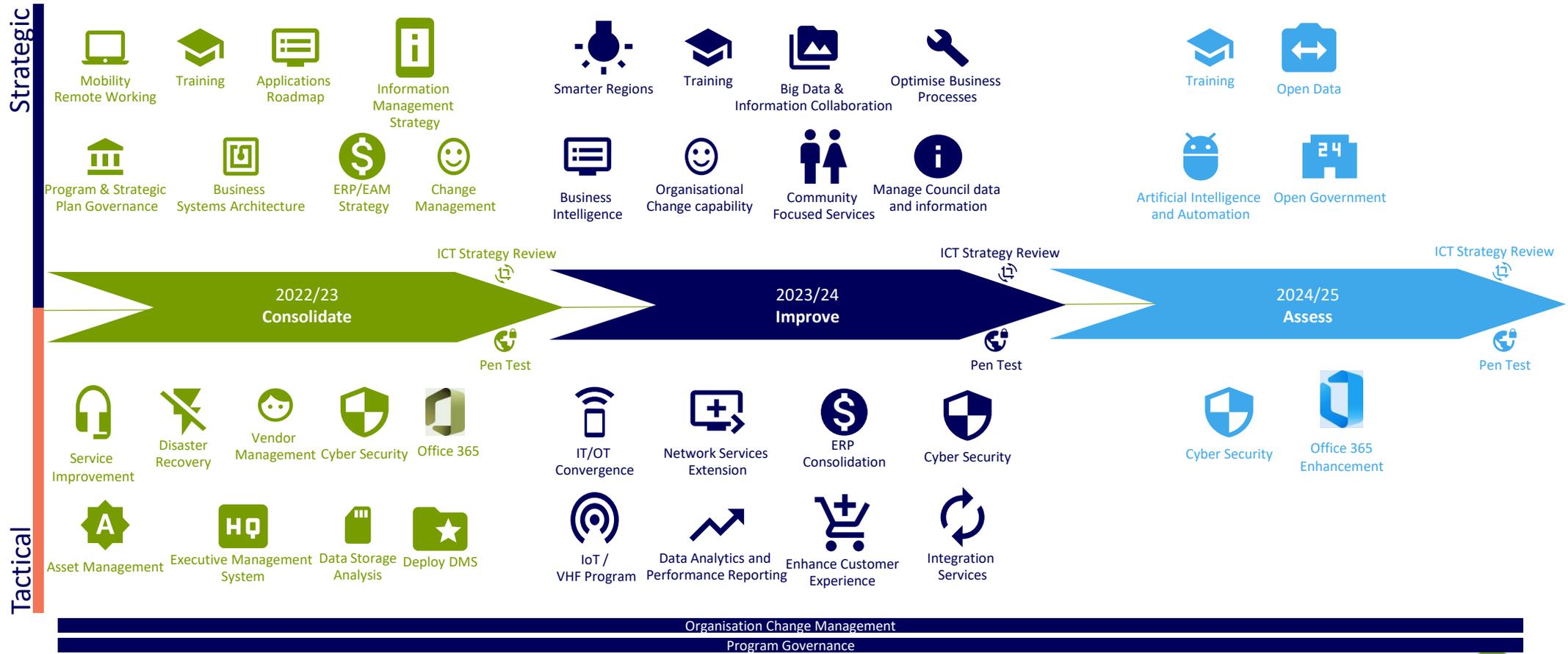


2023

2024

2025

# Strategic & Tactical Map



Attachment 13.1.3.1 Whitsundays Regional Council ICT Strategy 2023 - 2025 v 1.1

Goals and Objectives						
	Year	Flexible Services	Accessible Information	Integrated Services	Innovative Ways of Working	Smarter Regions
<b>Consolidate</b>						
<b>ICT Operations</b>						
<b>Service Improvement</b>						
Develop improvements to ICT services/procedures and service management. Review ICT team skills and capabilities to align with ICT Strategic Plan initiatives.	FY2023	●	●	●	●	
<b>Disaster Recovery</b>						
Develop a Disaster Recovery Plan & Capability	FY2023	●	●			●
<b>Mobility/Remote Working</b>						
Create a device agnostic environment supporting multiple platforms that delivers the same user experience. Must include simplification of the authentication architecture.	FY2023	●	●	●	●	●
<b>ICT Governance</b>						
<b>Program &amp; Strategic Plan Governance</b>						
Monitor Council's implementation of the Enterprise Project Support Office and adopt changes to governance and reporting requirements.	FY2023	●	●	●	●	●
<b>Change Management</b>						
Develop and implement an appropriate Change Management Framework.	FY2023	●			●	●
<b>Vendor Performance and Contract Management</b>						
Utilise the Vendor Management Framework to ensure accountability and performance by third parties supporting Councils ICT outcomes.	FY2023	●		●		
<b>Training</b>						
Improve digital literacy to capitalise on digital solutions and extended corporate services. Continue to develop localised skills to reduce the reliance upon third party contractor/vendors.	FY2023				●	●
<b>Information &amp; Data</b>						
<b>Data Storage Analysis</b>						
Infrastructure to support Big Data, Artificial Intelligence and Robotic Process Control will be required.	FY2023	●	●	●	●	●
<b>Information Management Strategy</b>						
Develop a strategy to govern information access, security, storage, retention, availability and recoverability.	FY2023		●	●		

Attachment 13.1.3.1 Whitsundays Regional Council ICT Strategy 2023 - 2025 v 1.1

	Goals and Objectives					
	Year	Flexible Services	Accessible Information	Integrated Services	Innovative Ways of Working	Smarter Regions
<b>Business Systems</b>						
<b>Define business system architecture</b>						
Define the Enterprise Application Architecture (EAA) to assist Council in determining solution options.	FY2023	●	●	●		
<b>Application Roadmap</b>						
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.	FY2023	●	●	●		
<b>Enterprise Resource Planning Strategy</b>						
Define ERP roadmap by reviewing short, medium and long term system roadmaps and map to business needs.	FY2023	●	●	●		
<b>Office 365 Enhancement</b>						
Release of enhanced functions and integrations within the Office365 suite including key security, integration and productivity features.	FY2023	●	●			
<b>Deploy Document Management System</b>						
Release of enhanced functions and integrations within the Office365 suite including key security, integration and productivity features.	FY2023	●	●	●		
<b>Executive Management System</b>						
Implement an Executive Management System to help the organisation plan and report on its goals and strategic plans.	FY2023	●	●	●		
<b>Asset Management</b>						
Partner with the business to identify and implement systems that allow Council to meet its Asset Management goals and objectives.	FY2023	●	●	●	●	
<b>Security</b>						
<b>Cyber Security</b>						
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.	FY2023		●			
<b>Penetration Tests</b>						
Perform annual Penetration Tests and rectify identified issues.	FY2023		●			

Attachment 13.1.3.1 Whitsundays Regional Council ICT Strategy 2023 - 2025 v 1.1

	Goals and Objectives					
	Year	Flexible Services	Accessible Information	Integrated Services	Innovative Ways of Working	Smarter Regions
<b>Smart Regions, Digital Strategy, Community Engagement</b>						
<b>Enhance customer experience and collaboration</b>						
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.	FY2023	●			●	
<b>Extend</b>						
<b>ICT Operations</b>						
<b>IT/OT Convergence</b>						
Ensuring the practices and operation of OT networks Establishing a network that provides multipurpose capability that supports OT/IoT functions	FY2024	●	●	●	●	
<b>Network Services Extension</b>						
Network service extensions to support the next generation of device and work mobility requirements to be deployed. Future on Digital Radio and satellite services (Starlink)	FY2024		●	●	●	●
<b>ICT Governance</b>						
<b>Enhance Council Organisational Change capability</b>						
Enhance the organisational change management capabilities to support an accountability culture, ownership of the customer experience, business efficiency improvements.	FY2024	●			●	●
<b>Document &amp; Optimise Business Processes</b>						
Review, document & optimise existing workflows and business processes to inform business requirements and organisation change management activities.	FY2024	●	●	●		
<b>Training</b>						
Improve digital literacy to capitalise on digital solutions and extended corporate services. Continue to develop localised skills to reduce the reliance upon third party contractor/vendors.	FY2024				●	●

Attachment 13.1.3.1 Whitsundays Regional Council ICT Strategy 2023 - 2025 v 1.1

	Goals and Objectives					
	Year	Flexible Services	Accessible Information	Integrated Services	Innovative Ways of Working	Smarter Regions
<b>Information &amp; Data</b>						
<b>Business Intelligence</b>						
Utilising validated data effectively to enable accurate reporting both within and external to the business.	FY2024		●	●		●
<b>Manage Council data and information</b>						
Increased use of data to make informed decisions and improved access to	FY2024		●			
<b>Big Data &amp; Information Collaboration</b>						
Collect, source and aggregate raw data with the objective to enable enhanced insights, decisions making and process automation.	FY2024		●		●	●
<b>Data Analytics and Performance Reporting</b>						
Utilise validated & optimised Council data to develop enhancements in performance reporting. Enable systems that allow the improved examination of Councils optimised raw data sets and building of reports.	FY2024		●	●		
<b>Business Systems</b>						
<b>Network Services Extension</b>						
Release of enhanced functions and integrations within the Office365 suite including key security, integration and productivity features.	FY2024	●	●			
<b>ERP Consolidation</b>						
Implement ERP Strategy to benefit from efficiencies of a fully intyegrated suite of applications.	FY2024		●	●		
<b>Integration Services</b>						
Enhance sharing of data by implementing Integration systems and processes.	FY2024		●	●	●	
<b>Security</b>						
<b>Cyber Security</b>						
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.	FY2024		●			
<b>Penetration Tests</b>						
Perform annual Penetration Tests and rectify identified issues.	FY2024		●			

Attachment 13.1.3.1 Whitsundays Regional Council ICT Strategy 2023 - 2025 v 1.1

		Goals and Objectives					
		Year	Flexible Services	Accessible Information	Integrated Services	Innovative Ways of Working	Smarter Regions
<b>Critical Infrastructure Security</b>							
Develop a risk based approach to develop actions that enhance the security (physical & cyber) posture of Councils critical infrastructure control & monitoring systems.		FY2024		●			
<b>Smart Regions, Digital Strategy, Community Engagement</b>							
<b>IoT / Digital Radio Program</b>							
Investigate trends and build upon current offerings leading to improved adoption in IoT, data collection, SCADA and Smart devices.		FY2024	●		●		●
<b>Community Focused Services</b>							
Support and enable community and business input to lead towards simpler and more efficient customer focused services. This will contribute towards Open Government by increasing availability of information and transparency in decision making.		FY2024					●
<b>Smarter Regions</b>							
Connected, Smart and Productive regions will be the ones that achieve success for their constituents. Initiatives will include developing underpinning business models, encouraging new industry types (i.e. Bioenergy, Circular Economy), developing sensor arrays and data management, automation and robotics.		FY2024				●	●
<b>Assess</b>							
<b>ICT Governance</b>							
<b>Training</b>							
Improve digital literacy to capitalise on digital solutions and extended corporate services. Continue to develop localised skills to reduce the reliance upon third party contractor/vendors.		FY2025				●	●
<b>Business Systems</b>							
<b>Office 365 Enhancement</b>							
Release of enhanced functions and integrations within the Office365 suite including key security, integration and productivity features.		FY2025	●	●			

Attachment 13.1.3.1 Whitsundays Regional Council ICT Strategy 2023 - 2025 v 1.1

		Goals and Objectives					
		Year	Flexible Services	Accessible Information	Integrated Services	Innovative Ways of Working	Smarter Regions
<b>Security</b>							
<b>Cyber Security</b>							
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.		FY2025		●			
<b>Penetration Tests</b>							
Perform annual Penetration Tests and rectify identified issues.		FY2025		●			
<b>Smart Regions, Digital Strategy, Community Engagement</b>							
<b>Open Government</b>							
Council will foster an open and collaborative culture through better information sharing, more efficient services and modern customer service models. Accountability and transparency of decision and process will be supported by ensuring the community is better informed.		FY2025		●	●		●
<b>Open Data</b>							
The smarter region strategy will be enhanced through harnessing the potential of data and new technology. Open Data will create opportunities for local business, entrepreneurs and policy makers to drive innovation within the region.		FY2025		●			●
<b>Artificial Intelligence and Automation</b>							
Application of Artificial Intelligence and Robotic Process technology will be essential to support and drive innovation and open up collaboration with business and community stakeholders. Regional communities often have a smaller skill base to draw on which AI and RPA can help to address.		FY2025				●	●

Appendix 1:  
Risk and Mitigations

Risk	Mitigation Strategy
<p>Governance</p> <ul style="list-style-type: none"> <li>ICT Projects/Initiatives are not appropriately setup and managed.</li> <li>Poor alignment of ICT to business priorities</li> <li>Poor ICT performance</li> <li>Low return on ICT investments</li> </ul>	<ul style="list-style-type: none"> <li>Continue effective ICT Governance Framework</li> <li>Focus governance on effective ICT service planning and delivery of business benefits</li> <li>Report the performance of all ICT services monthly</li> <li>Ensure monitoring of success criteria by the ICT Steering Committee</li> </ul>
<p>Systems</p> <ul style="list-style-type: none"> <li>Data quality reduces business opportunities or ability to meet obligations</li> <li>Growth in data sources unpredictable</li> <li>Systems do not meet business requirements</li> <li>Systems are inefficient or costly to manage</li> <li>There are single points of failure in systems architecture or systems support model</li> </ul>	<ul style="list-style-type: none"> <li>Conduct Data Audits to confirm data quality</li> <li>Data storage analysis to inform required infrastructure</li> <li>System owner confirms requirements met and/or plans to improve</li> <li>System review conducted to identify architectural/integration issues or licensing issues</li> <li>Ensure all systems are documented appropriately</li> </ul>
<p>IT &amp; OT Cyber Security and Resilience</p> <ul style="list-style-type: none"> <li>Occurrence of a disaster event</li> <li>External threats, hacks, viruses and potential security breaches</li> <li>Internal threats, hacks, viruses and potential security breaches</li> <li>Loss of intellectual property</li> <li>Loss of data</li> <li>Loss of system access</li> </ul>	<ul style="list-style-type: none"> <li>Disaster Recovery capability aligned to the Business Continuity Plan</li> <li>External auditing of security via penetration testing and automated auditing toolkits</li> <li>Internal security auditing and monitoring of services and access</li> <li>Manage and enforce IT policy and procedures</li> <li>Ensure appropriate backup/retrieval policies are implemented</li> <li>Ensure appropriate redundancy tools and processes are implemented and tested</li> </ul>
<p>Human resources</p> <ul style="list-style-type: none"> <li>Loss of key knowledge without succession planning</li> <li>Not having the appropriate resource levels to maintain ICT services or deliver projects</li> <li>Having the knowledge and education to perform the tasks required</li> <li>Unable to get the skilled resources required to fill the job</li> </ul>	<ul style="list-style-type: none"> <li>Documentation of key services and processes</li> <li>Adopt innovative approach to acquiring the right skills under flexible arrangements. Review responsibility and rewards linked to market value wages.</li> <li>Skills optimisation – ensuring skills are up to date</li> <li>Engage specialist ICT Partners to provide support services and augment internal ICT skills.</li> <li>Succession planning and knowledge sharing.</li> </ul>
<p>Budget, financials</p> <ul style="list-style-type: none"> <li>Unable to meet service expectations within budget provisions</li> <li>Unexpected service costs</li> <li>Increasing operational costs for ICT services</li> </ul>	<ul style="list-style-type: none"> <li>Ensure budgets aligned to SLA's with the Business and conduct regular reporting</li> <li>Clearly define service costs, inclusions and exclusions for all ICT services</li> <li>Manage services to cost levels and seek funding where growth is predicted</li> <li>Implement effective vendor management model for ICT service providers</li> </ul>
<p>Organisational Change Management</p> <ul style="list-style-type: none"> <li>Changing roles and responsibilities, for decisions relating to ICT investments and solutions are not managed</li> <li>Limited capabilities of staff and customers to effectively use new technologies and online services</li> <li>Lack of responsibility for ownership, accuracy and security of information</li> <li>Opportunities for improvement from previous change management exercises are not assessed or actioned</li> </ul>	<ul style="list-style-type: none"> <li>Continue effective ICT Governance. Ensure continual review and measure success of investments</li> <li>Implement effective staff capability and training program. Introduce incentives to move customers to new technologies.</li> <li>Adapt key roles to framework responsibilities</li> <li>Assessment of change management success and identification of continuous improvement opportunities included in project closure process.</li> </ul>

Appendix 2: Performance Measurement	Success Criteria	Performance Measurement	Frequency
	Digital Services are Flexible, Responsive and Enable Great Customer Service	<ul style="list-style-type: none"> <li>Annual Reporting</li> <li>Delivery Program Progress Update</li> <li>Customer Satisfaction Survey</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> <li>Bi-Annually</li> <li>Annually</li> </ul>
	Information is Accessible, Managed and Secured	<ul style="list-style-type: none"> <li>ICT Service Performance Report</li> <li>Vendor Performance Report</li> <li>DR Plan is documented and tested</li> <li>Information/Records retention complies with regulatory schedules</li> <li>Audit Compliance</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> <li>Monthly</li> <li>Annually</li> <li>Annually</li> <li>Quarterly</li> </ul>
	Systems are Integrated and Managed to Optimise the Value of our Investments	<ul style="list-style-type: none"> <li>Business confirms requirements met</li> <li>Budget Costing reports</li> <li>Document Review &amp; Update Procedures</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> <li>Annually</li> <li>Annually</li> </ul>
	Digital Services support Innovative Ways of Working (differently & better)	<ul style="list-style-type: none"> <li>Distributed system owners optimise business processes and efficiency</li> <li>Quarterly Program of Work Reporting (time, costs, outcomes)</li> <li>Application of effective governance (quality decision-making support)</li> <li>Quarterly Budget Review</li> </ul>	<ul style="list-style-type: none"> <li>Based on BPR frequency</li> <li>Quarterly</li> <li>Quarterly</li> <li>Annually</li> </ul>
	Council will support regional digital economy growth	<ul style="list-style-type: none"> <li>Economic Development reporting</li> <li>Assessment of digital (based) industry being established in the region</li> </ul>	<ul style="list-style-type: none"> <li>Annually</li> <li>Annually</li> </ul>

# Document History

Version	Date	Author	Comments / Changes
Draft v0.1	25 August 2022	Shaun Nell	Initial Document
Draft v0.2	16 September 2022	Shaun Nell	Customer Review
Draft v0.3	10 October 2022	Shaun Nell	Customer Review
Final v1.0	31 October 2022	Shaun Nell	Final release
Final v1.1	13 January 2023	Shaun Nell	Final release after ICT Steering Committee review

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## **13.1.4 - Trustee Lease - Lot 1 Hydeaway Bay Drive, Hydeaway - Gloucester Sports and Recreation Association Inc.**

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Billie Davis - Senior Commercial Officer

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

**PRESENTED FOR:** Decision

### **ATTACHMENTS**

1. Lease Plan - Lease A [13.1.4.1 - 1 page]
2. Site Plan- Lot 1 on R P 808292 [13.1.4.2 - 1 page]

### **PURPOSE**

The Gloucester Sports and Recreation Association Inc. has advised Council that they wish to renew their trustee lease and continue their operations from Lot 1 Hydeaway Bay Drive, Hydeaway Bay.

### **OFFICER'S RECOMMENDATION**

That Council authorise the Chief Executive Officer to enter into negotiations and execute a ten (10) year peppercorn trustee lease with the Gloucester Sports and Recreation Association Inc. for part of the land being Lot 1 on RP808292 also known as Lot 1 Hydeaway Bay Drive, Hydeaway in accordance with Section 236(b) and (c)(iii) of the Local Government Regulation 2012.

### **BACKGROUND**

Council is trustee of the land at Lot 1 on RP808292 known as Lot 1 Hydeaway Bay Drive, Hydeaway.

The Gloucester Sports and Recreation Association Inc. currently have a trustee lease with Council over the part of the land (Lease A on SP157792) that is due to expire on 30 June 2023.

### **DISCUSSION/CURRENT ISSUE**

The Gloucester Sports and Recreation Association Inc. has held a trustee lease with Council for over 20 years at a peppercorn rate. They have established infrastructure such as a clubhouse, sporting facilities and amenities which allow their Association to function successfully.

Their trustee lease is due to expire on 30 June 2023 and as this is a trustee lease there are no available options to renew therefore a new lease agreement is required to be entered into to allow them to continue having tenure of the land.

It is recommended to enter into a new trustee lease with the Gloucester Sports and Recreation Association Inc. in line with Council's other community organisation leases for a term of 10 years and at a peppercorn rate.

## **STATUTORY/COMPLIANCE MATTERS**

Local Government Regulation 2012  
*Land Act 1994*

## **STRATEGIC IMPACTS**

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

## **FINANCIAL IMPLICATIONS**

The trustee lease will be at a peppercorn rate, therefore will not be providing Council with revenue. Taking this cost away from the community organisations allow them to invest it back into the Association and benefit their members.

Further in lieu of a peppercorn lease, the lessee is responsible for all general maintenance of the assets and land within their leased area.

## **CONSULTATION/ENGAGEMENT**

Director Corporate Services  
Executive Manager Procurement, Property & Fleet

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

The lease is scheduled to terminate on the 30 June 2023.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

N/A

Land Title Act 1994; Land Act 1994  
Form 21 Version 2

SURVEY PLAN

Sheet 1 of 1

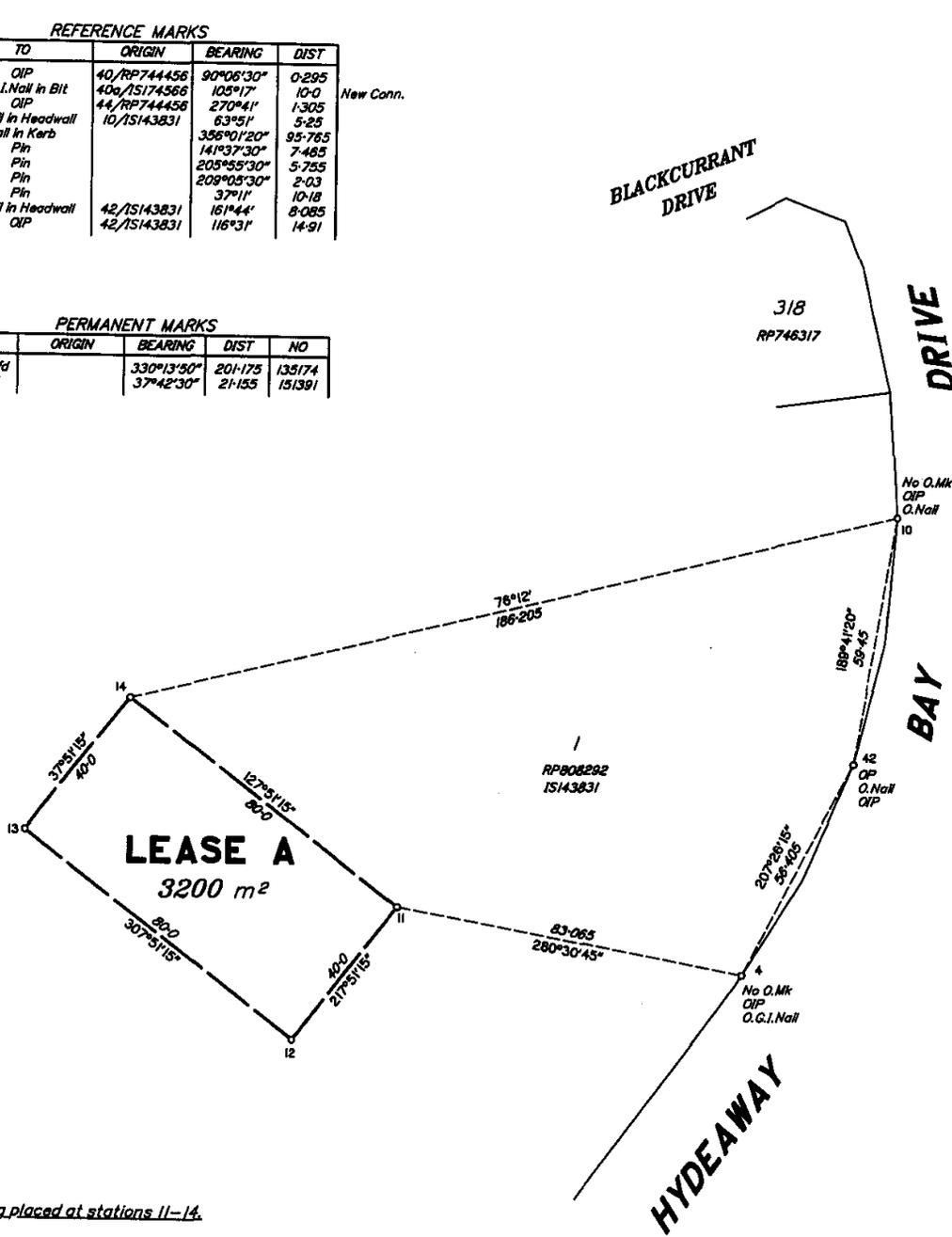
REFERENCE MARKS

STN	TO	ORIGIN	BEARING	DIST
4	OP	40/RP744456	90°06'30"	0.295
4	O.G.I. Nail in Bit	40a/1S174566	105°17'	10.0
10	OP	44/RP744456	270°41'	1.305
10	O.Nail in Headwall	10/1S143831	63°51'	5.25
10	Nail in Kerb		356°01'20"	95.765
11	Pin		141°37'30"	7.485
12	Pin		203°55'30"	5.755
13	Pin		208°05'30"	2.03
14	Pin		37°11'	10.18
42	O.Nail in Headwall	42/1S143831	161°44'	8.085
42	OP	42/1S143831	116°31'	14.91

New Conn.

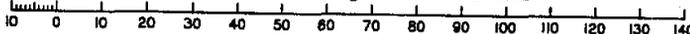
PERMANENT MARKS

PM	ORIGIN	BEARING	DIST	NO
10-PM fd		330°13'50"	201.175	135174
11-PM		37°42'30"	211.55	151391



Peg placed at stations 11-14.

Scale 1:1000 - Lengths are in Metres.



PIONEER SURVEYS PTY. LTD. ACN 072 668 311 hereby certify that the Company has surveyed the land comprised in this plan by Brian James FORRESTER, Licensed Surveyor and Brett Stanley CAMPBELL, Surveying Graduate for whose work the company accepts responsibility, that the plan is accurate, that the said survey was performed in accordance with the Surveyors Act 1977 and the Surveyors Regulation 1992 and that the said survey was completed on 08/06/03.



*[Signature]*  
Director and Licensed Surveyor  
Director  
18-6-2003  
Date

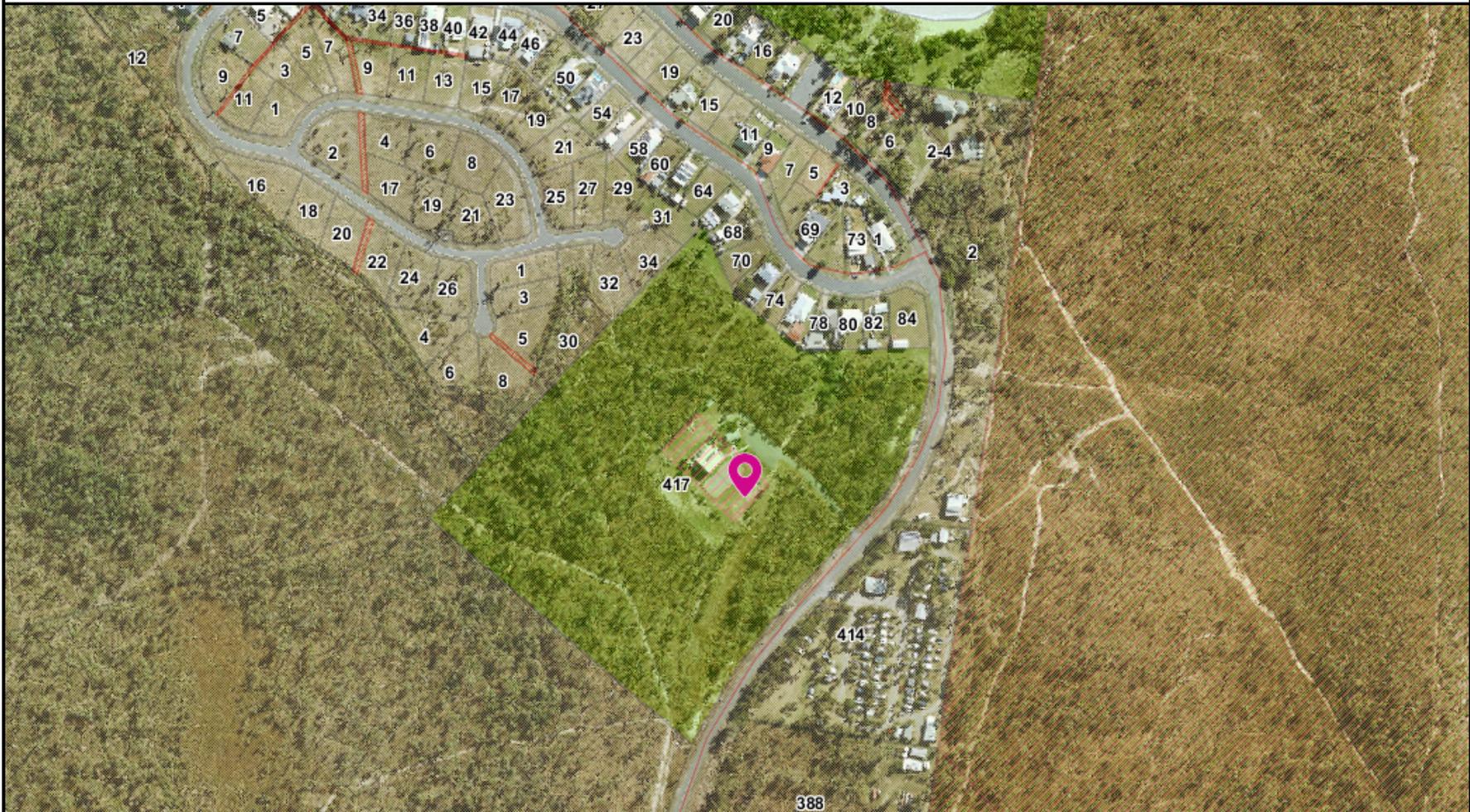
2778

<p>Plan of Lease A in Lot 1 on RP808292</p>		<p>Scale: 1:1000</p>
<p>PARISH: GLOUCESTER COUNTY: Herbert</p>		<p>Format: STANDARD</p>
<p>Meridian: Add 7°26'30" for MGA Zone 55 Vide SP144407</p>		<p>SP157792</p>
<p>F/N: No</p>		<p>Plan Status:</p>

BSC

Site Plan - Lot 1 on RP808292

12-Jan-2023



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## 13.1.5 - Finance Reporting - FY 2022-23 Period ending December 2022

**DATE:** 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Katie Coates – Management Accountant

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

**PRESENTED FOR:** Information

### ATTACHMENTS

1. Monthly Financial Report December 2022 [**13.1.5.1** - 6 pages]
2. Financial Statement for the period ending 31 December 2022 [**13.1.5.2** - 17 pages]
3. Capital Delivery Report as at 31 December 2022 [**13.1.5.3** - 5 pages]

### PURPOSE

To inform Council of the current financial performance and position for the period to 31 December 2022.

### OFFICER'S RECOMMENDATION

That Council receive the Financial Report, Capital Delivery Report and Unaudited Financial Statements 2022/23 for the period ended 31 December 2022.

### BACKGROUND

The Chief Executive Officer is required by Section 204(2) of the *Local Government Regulation 2012* to present the financial report at a meeting of the Local Government 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 2022/23 Annual Budget on the 24 June 2022 and adopted the Q1 budget review on the 9 November 2023 which is reflected in this report.

### 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 the full set of financial statements, including notes thereto.
- Attachment 3 details the capital budget delivery for the period.

The following highlights some of the key results for the period ending 31 December 2022:

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 \$108M, which is more than the minimum required levels. The higher level of cash is attributed to the timing of revenue collections and reduced expenditure for materials and services year to date. Councils' investments including term deposits had a weighted average interest rate of 3.26% at the end of the month.
Capital	<p>Council has delivered 20% of the full year capital budget excluding remediation works and commitments for 2022/23, totalling \$16.5M. Including commitments, Council has delivered 40.25% of the full year budget of \$82.6M excluding remediation works.</p> <p>This underspend has been influenced by changes in the programming of works, scheduled maintenance and recognition of multiyear projects.</p> <p>This budget risk is being reviewed in detail for discussion and consideration in the Q2 budget review.</p>
Rates & Charges	Outstanding Rates & Charges have decreased from \$6.5M in November to \$5.9M in December due to the discount period closing and debt recovery actions.
General Debtors	General Debtors balance is \$6.6M compared to \$9.4M 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:

- 2022/23 Budget was endorsed at the Special Budget Meeting on the 24 June 2022.
- Quarter 1 Budget Review was adopted at Council Ordinary Council Meeting on 9 November 2022 and is reflected in these reports.
- Quarter 2 Budget Review is currently underway and is due to be tabled at Council's Ordinary Meeting in February 2023.

#### Rates and Charges Update:

- Rates Water meter reading for the period ending June were issued on 17 August 2022 and reminder letters issued on the 10 October 2022.
- 2022/23 first half Rates notices have been issued and discount for early payment closed on the 6 September 2022. Reminder notices were issued on the 21 September 2022 and were due by the 4 October 2022. Letters of demand have been issued by Council Professional Debt Recovery Agency as part of Council's standard debt recovery actions.

- Water meter reads were endorsed by Council commencing the 19 December 2022.
- A Rates eServices Campaign commenced in November to encourage ratepayers to sign up to receive their rate notices electronically, winners will be announced in January 2023 once the competition closes.

## **STATUTORY/COMPLIANCE MATTERS**

*Local Government Regulation 2012*

### **204 Financial Report**

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

## **STRATEGIC IMPACTS**

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

## **FINANCIAL IMPLICATIONS**

Maintaining a balanced budget throughout the financial year and remaining financially sustainable remain key objectives. Budget risks identified throughout the year are to be mitigated as part of Council's ongoing budget reviews. Council adopted the Quarter 1 Budget Review in November, and these budgets have been included in the attached financial reports.

## **CONSULTATION/ENGAGEMENT**

Manager Financial Services  
Management Accountant

## **RISK ASSESSMENT**

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

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

At the end of December, Council has only delivered 20% of its \$82.6M (inc. carry-over 21/22) full year Capital budget excluding commitments. There are a number of influencing factors that include delays with supply chain issues and a lack of key personnel to manage and deliver including contractos. This budget risk will continue to be monitored and adjustments will be made to delivery expectations in Q2 if required.

## **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: 2022/23**  
**Period Ending: 31 December 2022**



## BACKGROUND

This report provides the estimated financial performance and position of Whitsunday Regional Council for the relevant period in the current financial year against the Q1 Budget.

## INCOME & EXPENDITURE

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

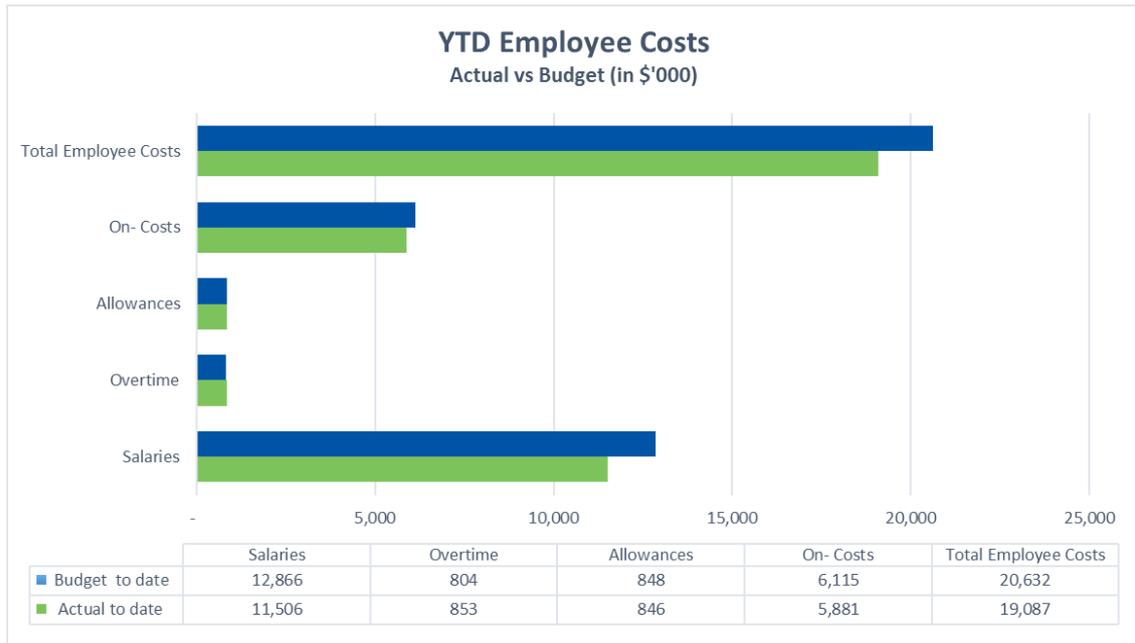
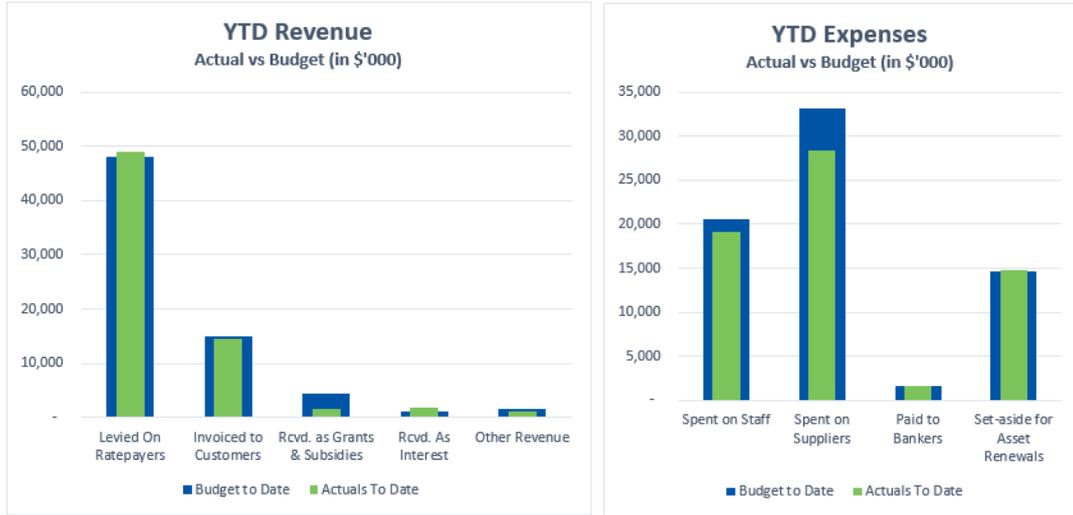
For the period under review, Council's operating surplus stood at \$4.1M, after charging depreciation (What We Set-aside for Asset Renewals) of \$14.8M.

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	91,390,581	48,155,384	49,058,445	102%
What We Invoiced Our Customers	26,395,334	14,944,729	14,469,590	97%
What We Rcvd. as Grants & Subsidies	9,829,633	4,516,092	1,561,013	35%
What We Rcvd. As Interest from Investment	910,236	1,095,700	1,786,530	163%
Our Other Revenue	2,473,961	1,525,965	1,151,921	75%
<b>Our Total Recurrent Earnings</b>	<b>130,999,746</b>	<b>70,237,870</b>	<b>68,027,498</b>	<b>97%</b>
What We Spent on Our Staff	36,155,112	20,632,497	19,086,605	93%
What We Spent on Our Suppliers	54,446,386	33,205,343	28,404,753	86%
<b>Our Total Direct Spend</b>	<b>90,601,498</b>	<b>53,837,841</b>	<b>47,491,358</b>	<b>88%</b>
What We Paid Our Bankers	4,403,786	1,637,600	1,573,534	96%
What We Set-aside for Asset Renewals	29,202,671	14,636,149	14,829,865	101%
<b>Our Operating Surplus/(Deficit)</b>	<b>6,791,791</b>	<b>126,280</b>	<b>4,132,740</b>	<b>3273%</b>
Our Capital Revenue	63,054,191	18,016,954	19,621,032	109%
Our Capital Expenses	35,953,228	11,757,394	664,735	6%
<b>Our Capital Surplus/(Deficit)</b>	<b>27,100,962</b>	<b>6,259,560</b>	<b>18,956,298</b>	<b>303%</b>
<b>Our Net Earnings</b>	<b>33,892,753</b>	<b>6,385,840</b>	<b>23,089,038</b>	<b>362%</b>

- Total Recurrent Earnings is on target to meet budget, currently sitting at 97%.
- Interest from Investments is tracking ahead of budget due to interest rate increases and the ability to maximise Council's return on investment and was amended in the Q1 Budget review.
- Total direct spend is below YTD budget, currently sitting at 88% which is an additional 3% against November which spent 85% of YTD budget, however this will change as we progress through the financial year. The ability to fill vacant positions is one of the key factors driving this variance in both labour costs and delivery of works
- Total depreciation set aside for asset renewals is on target to meet budget.
- Our Capital Revenue is tracking ahead due to timing of grant funding received.

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



- The underspend on materials and services will be reviewed as part of the Q2 budget review to assess both budget phasing and anticipated underspend.

**COMMUNITY WEALTH**

The value of resources Council has, to service our community. Net Community wealth at the end of the period stood at \$1.22B.

Table 2 : Statement of Financial Position

	Prev. Yr. Audited	Annual Budget	Actual to date
<b>What We Own</b>	<b>1,211,830,900</b>	<b>1,240,221,012</b>	<b>1,212,921,603</b>
Inventory We Hold	4,543,523	4,570,000	4,939,313
What We are Owed	31,179,637	17,343,945	22,561,208
What We Have in Bank	86,724,823	73,411,643	108,897,672
<b>Our Total Assets</b>	<b>1,334,278,883</b>	<b>1,335,546,600</b>	<b>1,349,319,796</b>
<b>What We Owe Our Suppliers</b>	<b>58,923,646</b>	<b>50,720,110</b>	<b>53,556,454</b>
<b>What We Owe Our Lenders</b>	<b>76,383,059</b>	<b>70,951,059</b>	<b>73,702,126</b>
<b>Our Total Liabilities</b>	<b>135,306,705</b>	<b>121,671,169</b>	<b>127,258,580</b>
<b>Our Community Wealth</b>	<b>1,198,972,178</b>	<b>1,213,875,431</b>	<b>1,222,061,216</b>

- Cash balances (what we have in bank) remains at healthy levels and well above minimum requirements due to revenue being received from the first rates levy being issued in August and reduced spending.

**Debtors & Borrowings**

What We Are Owed	
Category	Amount
Rates & Charges	5,922,784
General Debtors	6,655,978
GST Receivable/(Payable)	375,013
Advances to Community	1,031,000
<b>SUB-TOTAL</b>	<b>13,984,775</b>

Contract Assets	4,332,873
Water Charges not yet levied	4,135,000
Prepayments	1,903,615
Provision for Bad Debts	(1,795,055)
<b>SUB-TOTAL</b>	<b>8,576,433</b>

<b>GRAND TOTAL</b>	<b>22,561,208</b>
--------------------	-------------------

What We Have Borrowed		
Loan	Rate	Balance
81091 Gen5 05/06	7.08%	1,336,353
81092 Gen7 08/09	6.82%	3,637,594
81090 Gen8 09/10	6.33%	2,463,079
81089 Gen8 AMSU	5.07%	2,490,959
81093 STP Projects	5.25%	17,098,571
81094 WTP Projects	4.86%	8,350,319
Bowen STP 19/20	2.20%	8,574,644
WCA Run 19/20	2.20%	21,007,877
Bowen Cell 3 19/20	0.91%	1,741,421
Bowen STP 20/21	1.80%	5,074,339
<b>TOTAL</b>		<b>71,775,155</b>

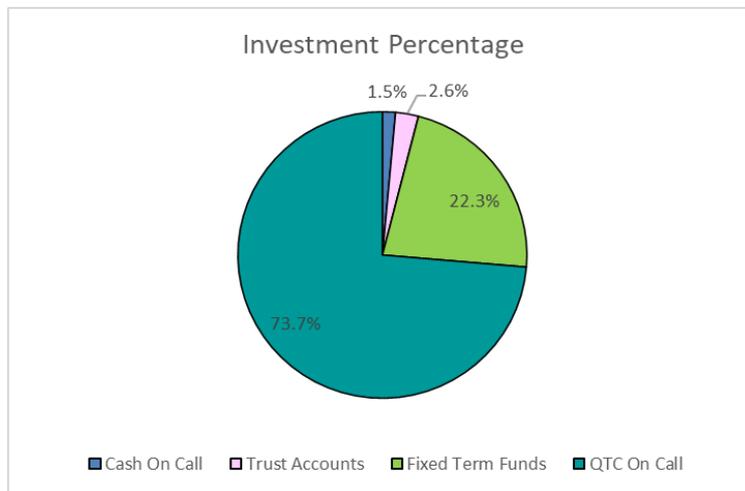
What We Have Available to Borrow		
Facility	Rate	Limit
Working Capital Facility	0.10%	20,000,000
Term Loans		-
<b>TOTAL</b>		<b>20,000,000</b>

- Rates & charges owed has decreased from \$6.5M in November to \$5.9M in December. Rates & Water final letters of demand have been issued by Council's debt recovery agency.
- General Debtors balance is \$6.6M compared to \$9.4M 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.

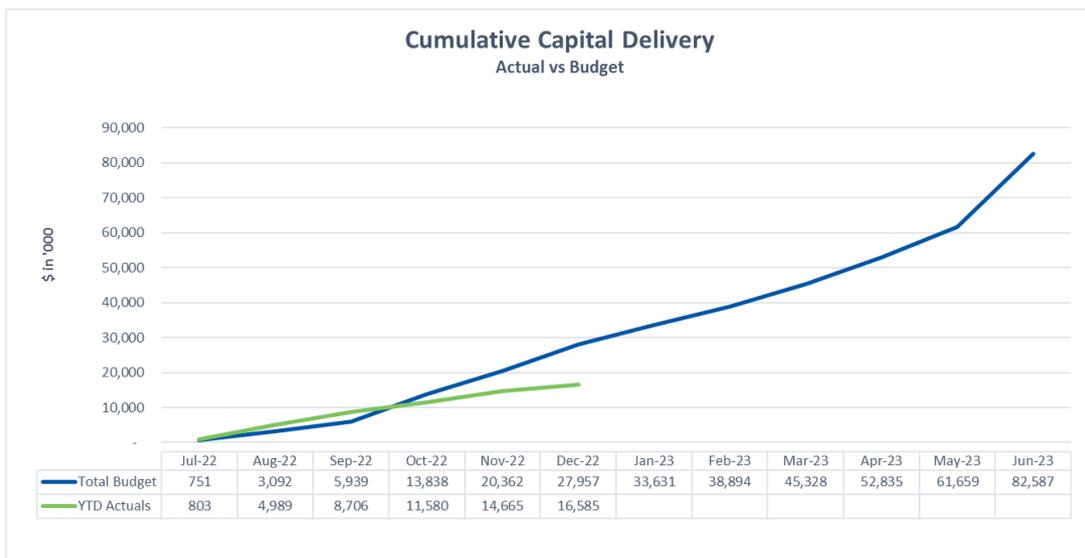
Investments

	Prev. Yr	Current
Queensland Treasury Corporation	86,724,823	83,897,672
Term Deposit	-	25,000,000
<b>Total</b>	<b>86,724,823</b>	<b>108,897,672</b>

- \$15M was invested in a 6-month term deposit at competitive rates in the month of December. This investment will mature in June 2023.
- 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 and is providing higher level of returns than anticipated based on the cash rate movements to date.
- The weighted average return on investments was at 3.26% for the month of December.



**CAPITAL DELIVERY (Excluding commitments)**



# Attachment 13.1.5.1 Monthly Financial Report December 2022

- \$16.6M or 59% of the planned YTD capital budget of \$27.9M has been delivered up to 31 December 2022. This equates to 20% of the full year capital budget of \$82.6M being delivered to date.
- \$16.6M has been committed to date which equates to 40.25% of the full year capital budget being spent or committed.
- The capital budget needs to be reviewed in detail during the Q2 Budget Review to align expected delivery with budget and defer projects unable to be completed this year due to supply chain issues, vacant positions, or other factors.

## FINANCIAL CAPACITY

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

<p><b>OPERATING SURPLUS RATIO</b></p>	<p><b>NET FINANCIAL LIABILITIES RATIO (ADJUSTED)</b></p>	<p><b>INTEREST COVERAGE RATIO</b></p>	<p><b>ASSET SUSTAINABILITY RATIO</b></p>
<p><i>Net Operating Surplus/(Deficit) divided by Total Operating Revenue</i></p>	<p><i>Total Liabilities less Current Assets divided by Total Operating Revenue</i></p>	<p><i>Net Interest Expense divided by Total Operating Revenue</i></p>	<p><i>Expenditure on Replacement Assets divided by Depreciation Expense</i></p>
<p><b>Target:</b> 0 - 10% <b>YTD Act:</b> 6.08% <b>Budget:</b> 0.38%</p>	<p><b>Target:</b> &lt; 60% <b>YTD Act:</b> -9.12% <b>Budget:</b> 18.75%</p>	<p><b>Target:</b> &lt; 5% <b>YTD Act:</b> -0.59% <b>Budget:</b> 0.37%</p>	<p><b>Target:</b> Avg. 90% <b>YTD Act:</b> 94.60% <b>Budget:</b> 177.51%</p>
<p>Above target % due to timing of revenue recognition – Rates &amp; Charges.</p>	<p>Above budget and maintained at a steady level below the maximum recommended levels.</p>	<p>Well below the recommended maximum threshold and in line with budget.</p>	<p>Will continue to remain above target levels due to continuing substantial reconstruction work.</p>

**BUDGET ACHIEVEMENT**

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

Item	Prev. Yr Act vs Bud	Curr. Yr. to date	Flag
Our Earnings	101%	48%	
Our Expenditure	98%	46%	
Our Capital Delivery	91%	20%	
Our Cash on Hand	110%	148%	

- All critical indicators are within expected levels as of 31 December, except for Capital delivery.
- Capital delivery is at 20% of the full year budget delivered, this is below target. It is expected that this will increase as the work is completed during the financial year. However, the capital budget needs to be reviewed in detail and projects deferred where necessary in the Q2 budget review as there is currently a budget risk of non-delivery.

- Rates - water meter reading for the period ending December will start to be read from the 5 December and notices will be issued early February 2023.
- Rates half yearly notices have been issued and discount for early payment closed on the 6 September 2022. Reminder notices were issues on the 21 September 2022 and are due and payable. Letter of demand have been issued by Council Debt collection agency in December.
- A Rates eService's Campaign commenced in November to encourage ratepayers to sign up to receive their rate notices electronically, winners will be announced in January 2023.
- First Quarter budget review was adopted at Council Ordinary Council meeting on 9 November 2022 and is presented in these reports.
- Second Quarter budget review was opened to the responsible budget officers early December 2022 and is due to be tabled at Council's Ordinary Meeting in February 2023.
- The Department State Development Infrastructure, Local Government and Planning has commissioned QTC to undertake a credit review of Councils with borrowing between \$20M and \$200M every 2 years. On the 10 September 2022, Council has submitted its QTC Long Term Financial Forecast model. This model has been updated with Council's current adopted LTFF budget and audited actuals. QTC will be coming onsite in January/February 2023 to discuss Council's strategies and outcome of the review.
- 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 six months ending 31 December 2022**

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# Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

### Statement of Comprehensive Income

For the six months ending 31 December 2022

	Note	2023 YTD \$	2022 30 June \$	Budget 2022/23 \$	PTD Budget 2022/23 \$	Variance to Budget %
<b>Income</b>						
<b>Recurrent revenue</b>						
Rates, levies and utility charges	3 (a)	49,058,445	91,390,581	96,310,771	48,155,384	102%
Sale of goods and major services	3 (b)	9,124,448	14,675,788	18,727,636	9,323,317	98%
Fees and charges	3 (c)	2,232,120	4,201,420	4,446,749	2,263,874	99%
Lease, rental and levies		217,964	288,188	292,200	146,100	149%
Interest received		1,786,530	910,236	2,191,400	1,095,700	163%
Sales of contract and recoverable works		2,895,058	7,229,938	6,422,875	3,211,438	90%
Other recurrent income		1,151,921	2,473,961	3,051,929	1,525,965	75%
Grants, subsidies and contributions	4 (i)	1,561,013	9,829,633	9,032,183	4,516,092	35%
<b>Total recurrent revenue</b>		<b>68,027,498</b>	<b>130,999,746</b>	<b>140,475,743</b>	<b>70,237,870</b>	<b>97%</b>
<b>Capital revenue</b>						
Grants, subsidies and contributions	4 (ii)	18,662,449	62,299,790	37,880,018	17,327,380	108%
		18,662,449	62,299,790	37,880,018	17,327,380	108%
<b>Total revenue</b>		<b>86,689,947</b>	<b>193,299,536</b>	<b>178,355,761</b>	<b>87,565,250</b>	<b>99%</b>
<b>Capital income</b>		<b>798,340</b>	<b>754,400</b>	<b>1,379,149</b>	<b>689,574</b>	<b>116%</b>
<b>Total income</b>	2 (b)	<b>87,488,288</b>	<b>194,053,936</b>	<b>179,734,910</b>	<b>88,254,824</b>	<b>99%</b>
<b>Expenses</b>						
<b>Recurrent expenses</b>						
Employee benefits	5	(19,086,605)	(36,155,112)	(40,948,559)	(20,632,497)	93%
Materials and services	6	(28,404,753)	(54,446,386)	(66,410,687)	(33,205,343)	86%
Finance costs	7	(1,573,534)	(4,403,786)	(3,275,200)	(1,637,600)	96%
Depreciation and amortisation		(14,829,865)	(29,202,671)	(29,303,271)	(14,636,149)	101%
<b>Total operating expenses</b>		<b>(63,894,758)</b>	<b>(124,207,955)</b>	<b>(139,937,717)</b>	<b>(70,111,590)</b>	<b>91%</b>
<b>Capital expenses</b>						
Other capital expenses	8	(504,491)	(35,953,228)	(24,893,937)	(11,757,394)	4%
<b>Total expenses</b>	2 (b)	<b>(64,399,249)</b>	<b>(160,161,183)</b>	<b>(164,831,654)</b>	<b>(81,868,984)</b>	<b>79%</b>
<b>Net result</b>		<b>23,089,038</b>	<b>33,892,753</b>	<b>14,903,256</b>	<b>6,385,840</b>	<b>362%</b>
<b>Other comprehensive income</b>						
<b>Items that will not be reclassified to net result</b>						
Increase / (decrease) in asset revaluation surplus		-	5,247,434	-	-	
<b>Total other comprehensive income for the year</b>		<b>-</b>	<b>5,247,434</b>	<b>-</b>	<b>-</b>	
<b>Total comprehensive income for the year</b>		<b>23,089,038</b>	<b>39,140,188</b>	<b>14,903,256</b>	<b>6,385,840</b>	<b>362%</b>

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

## Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

## Statement of Appropriations

For the six months ending 31 December 2022

	Note	2023 \$	2022 \$	Budget 2022/23 \$
Retained surplus (deficiency) from prior years		8,495,807	10,040,818	8,495,805
Net result for the year		23,089,038	33,892,753	14,903,255
		31,584,846	43,933,571	<b>23,399,060</b>
<b>Transfers (to) from capital account</b>				
Transfer of capital income		(798,340)	(754,400)	(1,379,149)
Funds (utilised for) created from - capital funding		-	-	-
Transfer of capital expenses		504,491	35,953,228	24,893,937
Non-monetary capital revenue		-	(7,554,448)	-
Unspent capital revenue transferred from capital		14,806,715	13,383,203	-
Adjustment for unfunded depreciation		646,336	1,884,641	2,047,827
Transfer to adjust the working capital cash		-	(2,443,492)	679,626
Net capital account transfers		15,159,202	40,468,732	26,242,242
Tranfers (to) from restricted reserves				
Constrained grants and subsidy reserve		(7,953,139)	(28,041,017)	(20,628,725)
Constrained NDRRA grants reserve		(10,709,310)	(26,704,325)	(17,251,293)
<b>Retained surplus (deficiency) available for transfer to reserves</b>		28,081,598	29,656,961	11,761,284
Transfers (to) from reserves for future capital funding:				
Capital works reserve		-	(19,138,186)	-
Disaster resilience reserve		(3,190,182)	(366,000)	(3,190,181)
Transfers (to) from reserves for future recurrent funding purposes:				
Operational projects reserve		-	(1,656,967)	-
<b>Retained surplus (deficit) at end of year</b>		<b>24,891,416</b>	<b>8,495,808</b>	<b>8,571,103</b>

# Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

### Statement of Financial Position

As at 31 December 2022

	Note	2023 \$	2022 \$	Budget 2022/23 \$
<b>Current assets</b>				
Cash and cash equivalents	9	108,897,672	86,724,823	73,411,643
Receivables	10 (a)	11,789,707	12,343,398	12,743,945
Inventories	11	2,029,313	1,633,523	1,660,000
Contract assets		4,332,873	13,473,911	-
Other assets		6,413,628	5,337,328	4,600,000
		133,463,193	119,512,983	92,415,588
Non-current assets held for sale		2,910,000	2,910,000	2,910,000
<b>Total current assets</b>		<b>136,373,193</b>	<b>122,422,983</b>	<b>95,325,588</b>
<b>Non-current assets</b>				
Receivables	10 (b)	25,000	25,000	-
Investment properties	12	2,188,653	2,040,000	2,040,000
Property, plant and equipment	13	1,208,827,289	1,207,885,238	1,236,275,350
Right of use assets	13	1,905,661	1,905,661	1,905,661
<b>Total non-current assets</b>		<b>1,212,946,603</b>	<b>1,211,855,900</b>	<b>1,240,221,012</b>
<b>TOTAL ASSETS</b>		<b>1,349,319,796</b>	<b>1,334,278,883</b>	<b>1,335,546,600</b>
<b>Current liabilities</b>				
Trade and other payables	14	7,582,837	14,856,999	15,190,000
Provisions	15	11,533,211	11,536,892	8,350,000
Borrowings	16	5,952,866	5,952,866	5,674,100
Contract liabilities		7,693,333	5,614,986	-
<b>Total current liabilities</b>		<b>32,762,247</b>	<b>37,961,743</b>	<b>29,214,100</b>
<b>Non-current liabilities</b>				
Trade and other payables		4,358,035	4,358,035	4,358,035
Provisions	15	22,389,038	22,556,735	22,822,075
Borrowings	16	67,749,260	70,430,193	65,276,959
<b>Total non-current liabilities</b>		<b>94,496,333</b>	<b>97,344,962</b>	<b>92,457,069</b>
<b>TOTAL LIABILITIES</b>		<b>127,258,580</b>	<b>135,306,705</b>	<b>121,671,169</b>
<b>NET COMMUNITY ASSETS</b>		<b>1,222,061,216</b>	<b>1,198,972,178</b>	<b>1,213,875,431</b>
<b>Community equity</b>				
Investment in capital assets		763,585,819	759,814,182	796,629,665
Asset revaluation surplus		362,680,628	362,680,628	362,680,628
Retained surplus		24,891,416	8,495,807	8,571,103
Reserves	17	70,903,353	67,981,560	45,994,034
<b>TOTAL COMMUNITY EQUITY</b>		<b>1,222,061,216</b>	<b>1,198,972,178</b>	<b>1,213,875,431</b>

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

Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

WHITSUNDAY REGIONAL COUNCIL

Statement of Changes in Equity

For the six months ending 31 December 2022

Note	Total		Retained surplus		Reserves		Asset revaluation surplus	
	2023 \$	2022 \$	2023 \$	2022 \$	2023 \$	2022 \$	2023 \$	2022 \$
<b>Balance at beginning of the year</b>	1,198,972,178	1,155,016,109	768,309,990	741,244,821	67,981,560	56,338,095	362,680,628	357,433,194
Error correction to opening balance	-	4,815,881	-	4,815,881			-	
Restated opening balances	1,198,972,178	1,159,831,990	768,309,990	746,060,702	67,981,560	56,338,095	362,680,628	357,433,194
Net result	23,089,038	33,892,753	23,089,038	33,892,753	-	-	-	-
Other comprehensive income for the year								
Revaluations:								
Property, plant & equipment	-	5,274,934	-	-	-	-	-	5,274,934
Change in value of future rehabilitation costs	-	(27,500)	-	-	-	-	-	(27,500)
<b>Total comprehensive income for the year</b>	23,089,038	39,140,188	23,089,038	33,892,753	-	-	-	5,247,434
Transfers (to) from retained earnings and recurrent reserves	-	-	-	(1,656,967)	-	1,656,967	-	-
Transfers (to) from retained earnings and capital reserves	-	-	(2,921,793)	(9,986,498)	2,921,793	9,986,498	-	-
<b>Balance at end of the year</b>	1,222,061,216	1,198,972,178	788,477,235	768,309,990	70,903,353	67,981,560	362,680,628	362,680,628

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

# Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

### Statement of Cash Flows

For the six months ending 31 December 2022

		2023	2022	Budget 2022/23
	Note	\$	\$	\$
<b>Cash flows from operating activities</b>				
<b>Receipts</b>				
General rates and utility charges		48,537,279	92,817,736	95,896,590
Sale of goods and major services		9,124,448	14,675,788	18,727,636
Lease, rental and levies, fees and charges		2,450,084	3,527,583	4,771,748
Other income		4,386,051	9,287,861	9,019,855
GST received		408,931	11,734,611	(5,056)
Receipts from customers		64,906,794	132,043,579	128,410,773
Operating grants, subsidies and contributions		4,155,465	11,254,434	9,000,515
Interest received		1,786,530	910,236	2,191,400
<b>Payments</b>				
Payment to employees		(19,178,464)	(36,203,939)	(40,785,346)
Payments for materials and services		(37,095,125)	(54,056,668)	(66,211,592)
GST paid		-	(12,692,061)	-
Payments to suppliers and employees		(56,273,589)	(102,952,668)	(106,996,938)
Interest expense		(1,388,081)	(2,962,173)	(3,060,200)
<b>Net cash inflow (outflow) from operating activities</b>		<b>13,187,118</b>	<b>38,293,408</b>	<b>29,545,550</b>
<b>Cash flows from investing activities</b>				
Government subsidies and grants		24,190,224	45,344,392	41,749,036
Capital contributions		3,097,160	2,655,816	3,988,775
Payments for property, plant and equipment		(16,423,737)	(73,039,140)	(178,219,853)
Movement in work in progress		-	-	95,632,533
Payments for investment property		(161,566)	(30,603)	-
Proceeds from sale of property, plant and equipment		135,728	537,617	1,379,149
Payments for rehabilitation work		-	-	(2,993,368)
Non-current assets held for sale - Proceeds from sale		822,855	-	1,037,000
Net movement in loans to community organisations		6,000	12,000	-
<b>Net cash inflow (outflow) from investing activities</b>		<b>11,666,664</b>	<b>(24,519,918)</b>	<b>(37,426,729)</b>
<b>Cash flows from financing activities</b>				
Repayment of borrowings	16	(2,680,933)	(5,210,944)	(5,432,000)
Repayments made on finance leases		-	(454,787)	-
<b>Net cash inflow (outflow) from financing activities</b>		<b>(2,680,933)</b>	<b>(5,665,731)</b>	<b>(5,432,000)</b>
<b>Net increase (decrease) in cash and cash equivalents held</b>		<b>22,172,849</b>	<b>8,107,759</b>	<b>(13,313,179)</b>
Cash and cash equivalents at beginning of the financial year		86,724,823	78,617,064	86,724,822
<b>Cash and cash equivalents at end of the financial year</b>	9	<b>108,897,672</b>	<b>86,724,823</b>	<b>73,411,643</b>

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

# Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

### Statement of Capital Funding

For the six months ending 31 December 2022

	Note	2023	2022	Budget 2022/23
		\$	\$	\$
<b>Sources of capital funding</b>				
Excess capital revenue provided in year		(14,806,715)	(13,383,193)	(3,672,994)
Finance leases for right of use assets		-	372,072	-
Funded depreciation and amortisation		14,183,530	27,318,030	27,255,442
Proceeds from the sale of capital assets		958,583	537,617	1,379,149
Donated and contributed physical assets		-	7,554,448	-
Constrained grants, subsidies and contributions		6,145,198	26,864,545	24,613,933
Insurance reimbursed reserve and		-	222,400	-
Capital Works reserve		2,076,330	10,471,749	21,192,498
Insurance Restoration reserve		-	-	-
Constrained NDRRA grants reserve		10,709,310	26,704,325	17,251,293
		<u>19,266,236</u>	<u>86,661,994</u>	<u>88,019,320</u>
<b>Application of capital funding</b>				
Non-current capital assets				
Land and Improvements		-	-	-
Buildings and Other Structures		18,524,029	57,484,257	46,536,970
Plant and equipment		2,483,960	8,667,528	15,373,731
Transport Infrastructure		1,421,289	26,446,237	83,929,443
Water		-	14,663,645	21,506,670
Sewerage		-	25,536,530	10,873,039
Right of use - Land		-	-	-
Right of use - Buildings		-	347,480	-
Right of use - Plant		-	24,592	-
Movement in capital work in progress		(6,005,541)	(52,204,610)	(95,632,533)
Investment property		161,566	30,603	-
		<u>16,585,303</u>	<u>80,996,263</u>	<u>82,587,320</u>
Principal loan redemptions				
Queensland Treasury Corporation		2,680,933	5,210,944	5,432,000
Finance leases for right of use assets		-	454,787	-
		<u>2,680,933</u>	<u>5,665,731</u>	<u>5,432,000</u>
		<u>19,266,236</u>	<u>86,661,994</u>	<u>88,019,320</u>

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

# Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements  
For the six months ending 31 December 2022

### 2 Analysis of results by program

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

Programs	Gross program income				Total income	Gross program expenses		Total expenses	Operating surplus/(deficit) from recurrent operations	Net result for year	Assets
	Recurrent revenue		Capital revenue			Recurrent	Capital				
	Grants	Other	Grants	Other							
2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Office of the Chief Executive	218,909	239,726	-	-	458,635	(2,861,558)	-	(2,861,558)	(2,402,923)	(2,402,923)	-
Corporate Services	310,807	29,005,904	2,347,748	819,827	32,484,285	(5,337,822)	(141,350)	(5,479,172)	23,978,889	27,005,113	210,159,036
Community Environmental Services	187,771	2,014,420	-	(12,914)	2,189,277	(8,870,945)	-	(8,870,945)	(6,668,754)	(6,681,668)	33,787,074
Engineering	821,778	2,501,397	9,872,892	1,109,702	14,305,769	(18,546,401)	(363,141)	(18,909,542)	(15,223,226)	(4,603,773)	628,510,586
Waste Management	(0)	5,114,044	-	-	5,114,044	(4,121,700)	-	(4,121,700)	992,344	992,344	15,442,775
Planning & Development Assessment	-	821,721	-	1,978,885	2,800,606	(1,895,441)	-	(1,895,441)	(1,073,720)	905,165	-
Airport Operations	-	4,117,318	104,063	-	4,221,381	(3,315,016)	-	(3,315,016)	802,301	906,365	64,699,613
Quarries & Pitts	-	1,034,628	-	-	1,034,628	(1,313,234)	-	(1,313,234)	(278,606)	(278,606)	3,877,596
Shute Harbour Operations	-	1,792,682	3,190,181	-	4,982,863	(2,476,425)	-	(2,476,425)	(683,744)	2,506,438	52,651,813
Water Services	6,875	11,017,684	50,405	-	11,074,964	(8,892,868)	-	(8,892,868)	2,131,691	2,182,096	164,895,041
Sewerage Services	-	8,821,836	-	-	8,821,836	(6,263,348)	-	(6,263,348)	2,558,489	2,558,489	175,296,262
<b>Total</b>	<b>1,546,139</b>	<b>66,481,360</b>	<b>15,565,289</b>	<b>3,895,500</b>	<b>87,488,288</b>	<b>(63,894,758)</b>	<b>(504,491)</b>	<b>(64,399,249)</b>	<b>4,132,740</b>	<b>23,089,038</b>	<b>1,349,319,797</b>

For the year ended 30 June 2022

Programs	Gross program income				Total income	Gross program expenses		Total expenses	Operating surplus/(deficit) from recurrent operations	Net result for year	Assets
	Recurrent revenue		Capital revenue			Recurrent	Capital				
	Grants	Other	Grants	Other							
2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Office of the Chief Executive	309,915	323,297	-	-	633,213	(4,631,745)	-	(4,631,745)	(3,998,532)	(3,998,532)	-
Corporate Services	5,876,520	52,565,921	12,287,027	140,000	70,869,468	(6,509,608)	(549,407)	(7,059,014)	51,932,833	63,810,454	211,641,507
Community Environmental Services	578,316	3,071,771	1,196,968	163,733	5,010,789	(16,362,796)	(43,846)	(16,406,642)	(12,712,709)	(11,395,853)	14,955,142
Engineering	2,324,555	6,401,938	29,261,218	7,161,652	45,149,363	(38,585,222)	(12,032,257)	(50,617,479)	(29,858,728)	(5,468,115)	625,982,905
Waste Management	(5,403)	9,654,384	-	520,650	10,169,631	(8,591,844)	(17,568,890)	(26,160,734)	1,057,137	(15,991,103)	13,584,145
Planning & Development Assessment	-	1,889,063	-	1,392,366	3,281,429	(3,291,035)	-	(3,291,035)	(1,401,972)	(9,606)	-
Airport Operations	95,478	6,304,859	676,208	-	7,076,545	(6,517,641)	(427,848)	(6,945,488)	(117,304)	131,056	65,325,979
Quarries & Pitts	-	3,278,820	-	127,427	3,406,247	(3,900,182)	(244,665)	(4,144,847)	(621,362)	(738,600)	3,951,691
Shute Harbour Operations	559,683	1,160,928	5,308,413	-	7,029,024	(2,863,820)	(2,441,273)	(5,305,093)	(1,143,210)	1,723,931	55,898,560
Water Services	1,102	20,048,313	3,359,692	615,159	24,024,266	(19,075,255)	(1,082,464)	(20,157,719)	974,160	3,866,547	169,231,633
Sewerage Services	1,102	16,559,184	-	843,677	17,403,963	(13,239,391)	(1,562,578)	(14,801,968)	3,320,895	2,601,994	173,707,321
<b>Total</b>	<b>9,741,267</b>	<b>121,258,479</b>	<b>52,089,526</b>	<b>10,964,664</b>	<b>194,053,936</b>	<b>(123,568,537)</b>	<b>(35,953,228)</b>	<b>(159,521,765)</b>	<b>7,431,209</b>	<b>34,532,172</b>	<b>1,334,278,883</b>

## Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

## Notes to the Financial Statements

For the six months ending 31 December 2022

	Note	2023 \$	2022 \$
<b>3 Revenue</b>			
<b>(a) Rates, levies and utility charges</b>			
General rates		28,399,434	53,731,316
Water		5,958,647	17,426,109
Water consumption, rental and sundries		4,299,711	7,022,545
Sewerage		9,005,445	22,092,028
Waste management		3,750,118	6,577,269
Rates and utility charge revenue		51,413,355	95,978,380
Less: Discounts		(2,001,188)	(3,884,682)
Less: Pensioner remissions		(353,723)	(703,117)
		49,058,445	91,390,581
<b>(b) Sale of goods and major services</b>			
Lake Proserpine Commercial services		145,733	166,778
Parking and other ranger services		825,483	1,500,441
Refuse tips and transfer station charges		1,551,998	2,690,859
Aerodrome charges		3,109,086	4,506,407
Quarry charges		968,549	3,160,805
Shute harbour commercial activities		1,676,914	1,071,841
Caravan parks fees and charges		582,437	1,012,510
Water and sewerage fees and charges		264,248	566,147
		9,124,448	14,675,788
<b>(c) Fees and Charges</b>			
Statutory fees and charges include			
Lodgement fees		753,095	1,732,469
Dog registrations		222,890	234,420
Inspection fees		52,514	75,839
Licences and permits		433,334	677,358
Fines and infringements		-	-
Other statutory fees		477,866	1,102,656
User fees and charges		292,421	378,678
		2,232,120	4,201,420
<b>4 Grants, subsidies and contributions</b>			
<b>(i) Recurrent</b>			
General purpose grants		623,945	7,764,683
State government subsidies and grants		718,227	1,904,117
NDRRA flood damage grants for operational repairs		203,966	72,466
Cash contributions		14,875	88,366
Total recurrent revenue		1,561,013	9,829,633
<b>(ii) Capital</b>			
(a) Monetary revenue designated for capital funding purposes:			
Commonwealth government grants		1,185,472	5,235,848
State government subsidies and grants		3,670,508	20,149,353
NDRRA flood damage grants for capitalised repairs		10,709,310	26,704,325
Cash contributions		3,097,160	2,655,816
		18,662,449	54,745,342
(b) Non-monetary revenue received:			
Developer and other contributions of physical assets at fair value		-	7,554,448
		-	7,554,448
Total capital revenue		18,662,449	62,299,790

## Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

## Notes to the Financial Statements

## For the six months ending 31 December 2022

	Note	2023 \$	2022 \$
<b>5 Employee benefits</b>			
Employee benefit expenses are recorded when the service has been provided by the employee.			
Total staff wages and salaries		13,957,867	26,977,277
Councillors' remuneration		207,297	551,808
Annual, sick and long service leave entitlements		3,242,429	5,215,591
Superannuation		1,828,943	3,507,493
		<u>19,236,536</u>	<u>36,252,169</u>
Other employee related expenses		669,326	1,652,269
		<u>19,905,862</u>	<u>37,904,438</u>
Less capitalised employee expenses		(819,257)	(1,749,326)
		<u><u>19,086,605</u></u>	<u><u>36,155,112</u></u>
<b>6 Materials and services</b>			
Expenses are recorded on an accruals basis as Council receives the goods or services.			
Audit of annual financial statements by the Auditor-General of Queensland		131,350	126,040
Community Donations, grants, subsidies & contributions		1,189,155	2,265,428
Legal services		613,791	815,410
Insurance		1,378,005	2,385,749
Consultants & Services		451,516	2,276,742
Contractors		8,929,536	19,663,075
Plant & Equipment		2,687,725	4,502,636
Advertising & Marketing		246,214	785,473
Cost of inventories		312,086	417,351
Communications & IT		3,088,868	4,403,875
Repairs & Maintenance & Utility charges		1,787,040	3,175,942
Raw materials & consumables		4,451,195	8,363,604
Registrations & subscriptions		89,962	140,736
Safety		335,455	890,748
Other material and services		2,712,854	4,233,577
		<u>28,404,753</u>	<u>54,446,386</u>
<b>7 Finance costs</b>			
Finance costs charged by the Queensland Treasury Corporation		1,388,081	2,923,156
Interest on finance leases		-	39,017
Bank charges		185,453	331,895
Impairment of receivables and bad debts written-off		-	962,025
Refuse sites - unwinding of discount rate on provision		-	135,799
Refuse sites - unwinding of discount rate on provision		-	11,894
		<u>1,573,534</u>	<u>4,403,786</u>
<b>8 Capital expenses</b>			
Loss on the sale of capital assets		-	106,760
Loss on write-off of capital assets		504,491	18,032,913
Change arising from revision of the future restoration expenditure		-	17,813,555
Total capital expenses		<u>504,491</u>	<u>35,953,228</u>

# Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

### Notes to the Financial Statements

For the six months ending 31 December 2022

	Note	2023 \$	2022 \$
<b>9 Cash and cash equivalents</b>			
Cash at bank and on hand		863,621	244,219
Deposits at call		108,034,051	86,480,604
Balance per Statement of Financial Position		<u>108,897,672</u>	<u>86,724,823</u>
Council's cash and cash equivalents are subject to a number of external restrictions that limit amounts available for discretionary or future use. These include externally imposed expenditure restrictions:			
Contract liabilities - revenue received in advance		7,693,333	5,614,986
Unspent government grants and subsidies		(0)	0
Unspent developer contributions		12,979,076	11,171,134
Total unspent external restricted cash held in reserves		<u>20,672,409</u>	<u>16,786,120</u>
<i>Council has resolved to set aside revenue to provide funding for specific future projects that will be required to meet delivery of essential services and meet day to day operational requirements.</i>			
Funds set aside by Council to meet specific future funding requirements		63,172,348	61,442,895
Total cash held to contribute to identified funding commitments		<u>83,844,757</u>	<u>78,229,016</u>
<b>10 Receivables</b>			
<b>(a) Current</b>			
Rateable revenue and utility charges		5,922,784	6,131,403
Other debtors		6,655,978	6,995,050
Less allowance for expected credit losses		(1,795,055)	(1,795,055)
Loans and advances to community organisations		1,006,000	1,012,000
		<u>11,789,707</u>	<u>12,343,398</u>
<b>(b) Non-current</b>			
Loans and advances to community organisations		25,000	25,000
		<u>25,000</u>	<u>25,000</u>
<b>11 Inventories</b>			
Inventories for internal use-			
Quarry and road materials		1,104,406	683,788
Stores and materials		924,907	949,735
		<u>2,029,313</u>	<u>1,633,523</u>
Valued at cost, adjusted when applicable for any loss of service potential.			
<b>12 Investment properties</b>			
<b>Property held for rental income and capital growth</b>			
Gross value at beginning of the financial year		2,040,000	1,930,000
Acquisitions		161,566	30,603
Value of asset disposed		(12,914)	-
Value of the asset written-off		-	(26,926)
Revaluation adjustment to income statement		-	106,323
Balance at end of the year		<u>2,188,653</u>	<u>2,040,000</u>
Net carrying value at end of the financial year		<u>2,188,653</u>	<u>2,040,000</u>

## Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

### WHITSUNDAY REGIONAL COUNCIL

#### Notes to the Financial Statements For the six months ending 31 December 2022

#### 13 Property, plant and equipment

Note	Land and Improvements	Buildings and Other Structures	Plant and equipment	Transport Infrastructure	Water	Sewerage	Works in progress	Total plant and equipment	Right of use - Land	Right of use - Buildings	Right of use - Plant	Total right of use assets
	Valuation	Valuation	Cost	Valuation	Valuation	Valuation	Cost		Cost	Cost	Cost	
	Level 2 & 3	Level 2 & 3		Level 3	Level 3	Level 3						
	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023	2023
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Basis of measurement												
Fair value category												
<b>Asset values</b>												
Opening gross value as at 1 July 2022	48,299,429	181,608,012	66,340,933	700,795,363	311,326,884	228,172,087	97,992,732	1,634,535,440	1,698,923	804,738	527,909	3,031,569
Minor correction to opening balance	-	-	-	-	-	-	-	-	-	-	-	-
Addition of renewal assets	-	-	-	-	-	-	14,028,387	14,028,387	-	-	-	-
Addition of other assets	-	-	-	-	-	-	2,556,916	2,556,916	-	-	-	-
Contributed assets at valuation	-	-	-	-	-	-	-	-	-	-	-	-
Internal transfers from work in progress	-	18,524,029	2,483,960	1,421,289	-	-	(22,429,278)	-	-	-	-	-
Disposals	-	-	(663,659)	-	-	-	-	(663,659)	-	-	-	-
Write-offs	-	(273,769)	-	(424,589)	-	-	-	(698,359)	-	-	-	-
Revaluation adjustment to other comprehensive income	-	-	-	-	-	-	-	-	-	-	-	-
Internal transfers between asset classes	-	-	-	-	-	-	-	-	-	-	-	-
Transfer to investment properties	-	-	-	-	-	-	(161,566)	(161,566)	-	-	-	-
Closing gross value as at 30 June 2023	48,299,429	199,858,271	68,161,234	701,792,063	311,326,884	228,172,087	91,987,191	1,649,597,159	1,698,923	804,738	527,909	3,031,569

#### Accumulated depreciation and impairment

Opening balance as at 1 July 2022	26,155	45,384,931	33,210,505	114,080,137	167,527,642	66,420,832	-	426,650,202	192,629	620,778	312,501	1,125,908
Minor correction to opening balance	-	-	-	-	-	-	-	-	-	-	-	-
Depreciation expense	-	2,882,325	2,306,669	4,461,446	2,846,515	2,332,911	-	14,829,865	-	-	-	-
Depreciation on disposals	-	-	(516,330)	-	-	-	-	(516,330)	-	-	-	-
Depreciation on write-offs	-	(108,366)	-	(85,501)	-	-	-	(193,867)	-	-	-	-
Internal transfers between asset classes	-	-	-	-	-	-	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2023	26,155	48,158,889	35,000,845	118,456,082	170,374,156	68,753,743	-	440,769,870	192,629	620,778	312,501	1,125,908

#### Total written down value as at 30 June 2023

	48,273,274	151,699,382	33,160,389	583,335,981	140,952,728	159,418,344	91,987,191	1,208,827,289	1,506,293	183,960	215,408	1,905,661
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#### Range of estimated useful life in years

	0 - 50	0 - 120	0 - 60	0 - 500	0 - 100	5 - 100			7 - 100	7 - 100	7 - 100	
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#### Total additions in this year

	96,625,013	466,125,690	173,143,614	1,523,036,909	793,027,925	525,097,917	177,968,840	2,556,916	3,590,475	2,230,254	1,368,318	7,189,047
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## Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

### WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements  
For the six months ending 31 December 2022

#### 13 Property, plant and equipment - prior year

	Land and Improvements	Buildings and Other Structures	Plant and equipment	Transport Infrastructure	Water	Sewerage	Works in progress	Total plant and equipment	Right of use - Land	Right of use - Buildings	Right of use - Plant	Total right of use assets
Basis of measurement	Valuation	Valuation	Cost	Valuation	Valuation	Valuation	Cost		Cost	Cost	Cost	
Fair value category	Level 2 & 3	Level 2 & 3		Level 3	Level 3	Level 3			Level 3	Level 3	Level 3	
Asset Values	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$	2022 \$
Opening gross value as at 1 July 2021	43,238,095	129,272,917	60,273,652	686,551,958	298,224,877	202,529,888	150,197,343	1,570,288,731	1,698,923	457,258	503,317	2,659,497
Minor correction to opening balance	-	130,000	-	4,402,153	620,371	39,839	-	5,192,362	-	-	-	-
Additions at cost	-	-	-	-	-	-	73,100,346	73,100,346	-	-	-	-
Addition to right of use assets	-	-	-	-	-	-	-	-	-	347,480	24,592	372,072
Contributed assets at valuation	-	149,040	25,355	5,921,218	615,159	843,677	-	7,554,448	-	-	-	-
Internal transfers from work in progress	-	57,335,217	8,642,174	20,525,019	14,048,486	24,692,853	(125,274,353)	(30,603)	-	-	-	-
Disposals	-	-	(2,426,838)	-	-	-	-	(2,426,838)	-	-	-	-
Write-offs	-	(5,279,163)	(25,472)	(14,612,694)	(2,211,255)	(2,045,153)	-	(24,173,736)	-	-	-	-
Revaluation adjustment to other comprehensive income	5,274,934	-	-	-	-	-	-	5,274,934	-	-	-	-
Internal transfers between asset classes	(213,600)	-	(147,937)	(1,992,292)	29,246	2,110,983	-	(213,600)	-	-	-	-
Transfer to investment properties	-	-	-	-	-	-	(30,603)	(30,603)	-	-	-	-
Closing gross value as at 30 June 2022	48,299,429	181,608,012	66,340,933	700,795,363	311,326,884	228,172,087	97,992,732	1,634,535,440	1,698,923	804,738	527,909	3,031,569
<b>Accumulated depreciation and impairment</b>												
Opening balance as at 1 July 2021	24,909	43,234,494	30,634,448	106,981,743	162,377,931	62,258,446	-	405,511,970	114,340	381,048	139,810	635,198
Minor correction to opening balance	-	-	-	337,452	38,460	570	-	376,482	-	-	-	-
Depreciation expense	1,246	4,655,003	4,383,587	8,801,238	6,239,860	4,631,027	-	28,711,961	78,289	239,730	172,691	490,710
Depreciation on disposals	-	-	(1,782,461)	-	-	-	-	(1,782,461)	-	-	-	-
Depreciation on write-offs	-	(2,504,566)	(21,401)	(2,030,417)	(1,128,790)	(482,576)	-	(6,167,750)	-	-	-	-
Internal transfers between asset classes	-	-	(3,668)	(9,879)	181	13,366	-	-	-	-	-	-
Accumulated depreciation as at 30 June 2022	26,155	45,384,931	33,210,505	114,080,137	167,527,642	66,420,832	-	426,650,202	192,629	620,778	312,501	1,125,908
Total written down value as at 30 June 2022	48,273,274	136,223,081	33,130,428	586,715,226	143,799,243	161,751,255	97,992,732	1,207,885,238	1,506,293	183,960	215,408	1,905,661
Range of estimated useful life in years	0 - 50	0 - 120	0 - 60	0 - 500	0 - 100	5 - 100			7 - 100	7 - 100	7 - 100	

## Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

## Notes to the Financial Statements

For the six months ending 31 December 2022

	Note	2023 \$	2022 \$
<b>14 Trade and other payables</b>			
<b>Current</b>			
Accrued Expenses		847,081	-
Creditors		2,942,666	10,827,812
Rates received in advance		3,050,800	3,145,584
Accrued wages and salaries		593,798	704,616
GST payable		-	-
Other employee entitlements		148,492	178,988
		<u>7,582,837</u>	<u>14,856,999</u>
<b>Non-current</b>			
Creditors		2,942,666	4,358,035
		<u>2,942,666</u>	<u>4,358,035</u>
<b>15 Provisions</b>			
<b>Current</b>			
Annual leave		3,996,222	3,975,743
Long service leave		4,378,695	4,402,636
Property restoration -			
(i) Refuse sites		3,158,294	3,158,513
		<u>11,533,211</u>	<u>11,536,892</u>
<b>Non-Current</b>			
Long service leave		1,767,722	1,714,805
Property restoration			
(i) Refuse sites		19,903,653	20,124,266
(ii) Quarry rehabilitation		717,664	717,664
		<u>22,389,038</u>	<u>22,556,735</u>
<b>Details of movements in provisions</b>			
<b>(i) Refuse sites</b>			
Balance at beginning of the year		23,282,779	7,091,339
Increase due to change in time		-	135,799
Increase (decrease) due to change in discount rate		-	(520,650)
Amount expended in year		(220,832)	(992,599)
Increase (decrease) in estimate of future cost		-	17,568,890
Balance at end of the year		<u>23,061,947</u>	<u>23,282,779</u>
Current portion		3,158,294	3,158,513
Non-current portion		19,903,653	20,124,266
		<u>23,061,947</u>	<u>23,282,779</u>
Cash funds committed to meet this liability at the reporting date are		<u>4,622,368</u>	<u>4,843,200</u>
<b>(ii) Quarry rehabilitation</b>			
Balance at beginning of the year		717,664	561,032
Increase due to change in time		-	11,894
Increase (decrease) due to change in discount rate		-	(157,317)
Increase (decrease) in estimate of future cost		-	302,055
Balance at end of the year		<u>717,664</u>	<u>717,664</u>
Current portion		-	-
Non-current portion		717,664	717,664
		<u>717,664</u>	<u>717,664</u>

Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements

For the six months ending 31 December 2022

	Note	2023 \$	2022 \$
<b>16 Borrowings</b>			
<b>(a) Current</b>			
(i) Queensland Treasury Corporation		5,548,994	5,548,994
(ii) Finance leases for right of use assets		403,872	403,872
		<u>5,952,866</u>	<u>5,952,866</u>
<b>(b) Non-current</b>			
(i) Queensland Treasury Corporation		66,226,161	68,907,094
(ii) Finance leases for right of use assets		1,523,099	1,523,099
		<u>67,749,260</u>	<u>70,430,193</u>
<b>Movements in borrowings</b>			
<b>(i) Queensland Treasury Corporation</b>			
Balance at beginning of the year		74,456,088	79,667,031
Principal repayments - cash movement		(2,680,933)	(5,210,944)
Balance at end of the year		<u>71,775,155</u>	<u>74,456,088</u>
Classified as			
Current		5,548,994	5,548,994
Non-current		66,226,161	68,907,094
		<u>71,775,155</u>	<u>74,456,088</u>
<b>Movements in lease liabilities</b>			
Balance at beginning of the year		1,926,971	2,009,686
Additions to right-of-use assets		-	372,072
Principal repayments		-	(454,787)
Balance at end of the year		<u>1,926,971</u>	<u>1,926,971</u>
Classified as:			
Current		403,872	403,872
Non-Current		1,523,099	1,523,099
		<u>1,926,971</u>	<u>1,926,971</u>
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.			
		-	-
Lease liability recognised in the financial statements		<u>1,926,971</u>	<u>1,926,971</u>
<b>(iii) Reconciliation of liabilities arising from finance activities</b>			
<b>Loans</b>			
Balance at beginning of the year		74,456,088	79,667,031
Cash flows during the period		(2,680,933)	(5,210,944)
Non cash flows changes in the period		-	-
Balance at end of the year		<u>71,775,155</u>	<u>74,456,088</u>
<b>Lease liabilities</b>			
Balance at beginning of the year		1,926,971	2,009,686
Cash flows during the period		-	(454,787)
Non cash flows changes in the period		-	-
Balance at end of the year		<u>1,926,971</u>	<u>1,554,899</u>
Total		<u>73,702,126</u>	<u>76,010,987</u>

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

Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

WHITSUNDAY REGIONAL COUNCIL

Notes to the Financial Statements

For the six months ending 31 December 2022

	Note	2023 \$	2022 \$
<b>17 Reserves</b>			
<b>(a) Restricted capital reserves</b>			
<b>(a) Constrained grants and subsidy reserve</b>			
Balance at beginning of the year		11,171,134	9,994,662
Transfer from retained earnings non reciprocal grants, subsidies and contributions received and allocated to specific capital projects		7,953,139	28,041,017
Transfers to the capital account funds expended in the year		(6,145,198)	(26,864,545)
Transfer to retained earnings funds expended		-	-
Balance at end of the year		<u>12,979,076</u>	<u>11,171,134</u>
<b>(b) Constrained NDRRA grants reserve</b>			
Balance at beginning of the year		(0)	(0)
Transfer from retained earnings for future expenditure		10,709,310	26,704,325
Transfer to the capital account funds expended in the period		(10,709,310)	(26,704,325)
Balance at end of the year		<u>0</u>	<u>(0)</u>
<b>(b) Other reserves</b>			
Total other reserves		<u>57,924,278</u>	<u>56,810,426</u>
Total reserves		<u>70,903,354</u>	<u>67,981,560</u>
<b>18 Reconciliation of net result for the year to net cash inflow (outflow) from operating activities</b>			
Net result		23,089,038	33,892,753
Non-cash operating items			
Impairment of receivables and bad debts written-off		-	962,025
Depreciation and amortisation		14,829,865	29,202,671
Change in restoration provisions expensed to finance costs		-	147,693
		<u>14,829,865</u>	<u>30,312,389</u>
Investing and development activities			
Capital grants, subsidies and contributions		(18,662,449)	(62,299,790)
Capital income		(798,340)	(754,400)
Capital expenses		504,491	35,953,228
		<u>(18,956,298)</u>	<u>(27,100,962)</u>
Changes in operating assets and liabilities			
(Increase) decrease in receivables		547,691	211,976
(Increase) decrease in inventories (excluding land)		(395,790)	(12,887)
(Increase) decrease in other operating assets		(1,076,301)	(528,550)
(Increase) decrease in operating contract assets		(169,643)	878,919
Increase (decrease) in payables		(7,274,162)	1,401,317
Increase (decrease) in provisions		49,455	(314,828)
Increase (decrease) in other liabilities		-	-
Increase (decrease) in operating contract liabilities		2,764,094	545,882
		<u>(5,554,656)</u>	<u>2,181,827</u>
<b>Net cash inflow from operating activities</b>		<u>13,407,950</u>	<u>39,286,007</u>

# Attachment 13.1.5.2 Financial Statement for the period ending 31 December 2022

## WHITSUNDAY REGIONAL COUNCIL

### Notes to the Financial Statements

For the six months ending 31 December 2022

	2023	2022
<b>Financial indicators and ratios of the accounts</b>	\$	\$
<b>Maintenance of Council's physical operating capability</b>		
This indicates whether the opening capital value of the Council has been maintained by operational activities during the year.		
A continual decline in capital value will lead ultimately to a decline in services to the provided to the community.		
Opening capital value	1,126,266,446	1,122,494,810
Operating surplus/(deficit) in year	4,132,740	6,791,791
Transfers from operating reserves to retained earnings in year	-	(1,656,967)
Retained surplus/(deficit) brought forward from prior year	8,495,807	10,040,818
Closing balance of the opening capital value	<u>1,138,894,994</u>	<u>1,137,670,452</u>
Change in the opening capital value	<u>12,628,548</u>	<u>15,175,641</u>
	%	
<b>Asset sustainability ratio</b>		
Expenditure on replacement infrastructure assets divided by depreciation expense	94.6%	97.98%
Target range >90%		
<b>Operating surplus ratio</b>		
Net operating surplus/(deficit) divided by total operating revenue	6.08%	5.2%
Guidance range is between 0% and 10%		
<b>Net financial liability</b>		
Total liabilities less current assets divided by total operating revenue	-9.1%	12.1%
Guidance range is not greater than 60%		
<b>Asset consumption ratio</b>		
Book value of infrastructure assets divided by there gross value		
Target range is between 40% and 80%	71.2%	71.9%
<b>Interest cover ratio</b>		
Net interest expense divided by total operating revenue	-0.59%	1.5%
Target range is between 0% and 5%		
<b>Working capital ratio</b>		
Unrestricted current assets available to meet current liabilities	3.7 : 1	2.9 : 1
Guidance range 1:1 to 4:1		
<b>Change in community equity ratio</b>		
The percentage change in the net wealth of the Council.	1.9%	3.8%
<b>Debt servicing ratio</b>		
The percentage that the Council's total recurrent revenue that is used to service loan interest and principal repayments	6.0%	6.6%
<b>General rate revenue ratio</b>		
The Council's dependence on general rate revenue as a percentage of total recurrent revenue	41.7%	41.0%
<b>Revenue ratio</b>		
The Council's dependence on net rates and utility charges as a percentage of total recurrent revenue	72.1%	69.8%
<b>Debt exposure ratio:</b>		
The percentage of Council's capital debt to total community equity	6.0%	6.4%

## Attachment 13.1.5.3 Capital Delivery Report as at 31 December 2022

Job	Description	a.	b.	(a.-b.)	d.	e.	(a./d.)	a./e.	e.-a.
		Actuals to Period	Commitments	Actuals + Commitments	Budget to Period	Total Annual Current Budget	% YTD Act to YTD Bud	% YTD Act to Ann Bud	Remaining Bud \$
<b>10000 - Office of the CEO</b>									
<b>14100 - AT - Airports - Operations</b>									
4002	Upgrade Airport Admin Office	-	-	-	-	100,000			100,000
4003	WCA Pedestrian footpath cover	-	-	-	-	350,000			350,000
4004	Whitsunday Coast Airport Fence	6,790	47,886	54,676	150,000	150,000	5%	5%	143,210
4087	Collinsville Airport Runway Re-seal	-	-	-	-	450,000			450,000
4122	WCA Freight Hub Implementation	104,063	47,519	151,583	154,522	154,522	67%	67%	50,459
7033	WCA Airport Fitout	-	-	-	-	100,000			100,000
8594	Bowen Aerodrome Runway Repairs	57,753	32,686	90,439	67,882	67,882	85%	85%	10,129
8857	Airport & Shute Harbour Parking Improvements	4,167	30,835	35,002	28,390	28,390	15%	15%	24,223
8863	Welcome to Whitsundays Signage Proserpine Airport	-	-	-	31,491	31,491			31,491
<b>Sub Total AT - Airports - Operations</b>		<b>172,773</b>	<b>158,926</b>	<b>331,699</b>	<b>432,285</b>	<b>1,432,285</b>	<b>40%</b>	<b>12%</b>	<b>1,259,512</b>
<b>14500 - AT - Shute Harbour - Operations</b>									
4001	Refurbish Shute Harbour Fishing Pontoon	-	-	-	-	500,000			500,000
4100	Small Tourism Office (STO) and Works in Addition	23,989	1,506,856	1,530,845	650,216	1,941,030	4%	1%	1,917,041
<b>Sub Total AT - Shute Harbour - Operations</b>		<b>23,989</b>	<b>1,506,856</b>	<b>1,530,845</b>	<b>650,216</b>	<b>2,441,030</b>	<b>4%</b>	<b>1%</b>	<b>2,417,041</b>
<b>Total Office of the CEO</b>		<b>196,762</b>	<b>1,665,782</b>	<b>1,862,544</b>	<b>1,082,501</b>	<b>3,873,315</b>	<b>18%</b>	<b>5%</b>	<b>3,676,553</b>
<b>30000 - Infrastructure Services</b>									
<b>32200 - EM - SES</b>									
8860	SES Shed extension Cannonvale	-	-	-	853	853			853
<b>Sub Total EM - SES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>853</b>	<b>853</b>	<b>0%</b>	<b>0%</b>	<b>853</b>
<b>33100 - Disaster Recovery</b>									
<b>Sub Total Disaster Recovery</b>		<b>8,852,844</b>	<b>4,739,277</b>	<b>13,592,121</b>	<b>6,749,410</b>	<b>17,424,536</b>	<b>131%</b>	<b>51%</b>	<b>8,571,692</b>
<b>34900 - R&amp;D - Assets</b>									
4023	Airlie Crescent Kerb and Channel Upgrade	107	-	107	107	90,000	100%	0%	89,893
4024	Bus Stop DDA Compliance	223	11,636	11,859	-	125,000		0%	124,777
4025	Coconut Grove Disabled Parking Bays	3,660	-	3,660	1,933	24,267	189%	15%	20,607
4026	Walker Street Footpath	242,246	3,457	245,702	279,683	370,186	87%	65%	127,940
4027	Morrill St Drainage Easement	-	-	-	-	140,000			140,000
4028	Blake St Disabled parking bay and footpath	79,153	248	79,401	76,277	76,277	104%	104%	(2,876)
4029	Stewart Drive Kerb and Channel	1,017	-	1,017	81,017	159,930	1%	1%	158,913
4030	Pringle Rd Slope Stabilisation	-	-	-	-	40,000			40,000
4031	Mill Street Kerb and Channel	624	-	624	39,716	39,716	2%	2%	39,092
4033	Collinsville Pump Track	1,922	-	1,922	3,107	300,000	62%	1%	298,078
4034	Williams Street K&C Upgrade	2,767	-	2,767	21,515	21,515	13%	13%	18,748
4035	LRCI - Bicentennial Boardwalk refurbishment	6,875	907,827	914,702	7,638	803,537	90%	1%	796,662
4036	Neerim Crescent Stormwater Renewal	7,428	-	7,428	4,940	200,000	150%	4%	192,572
4037	Moonlight Drive Stormwater Upgrade	107	-	107	107	90,000	100%	0%	89,893
4038	Homestead Place Stormwater Upgrade	-	-	-	-	100,000			100,000
4039	Woodwark Crescent Stormwater Reconstruction	1,402	-	1,402	50,850	250,000	3%	1%	248,598
4075	Rehabilitation Program (Sealed Roads)	-	-	-	540,865	540,865			540,865
4083	Stormwater Renewals	1,537	-	1,537	-	500,000		0%	498,463
4084	Eshelby Drive Footpath - Stage 1 (300m)	15,342	7,000	22,342	60,444	350,000	25%	4%	334,658
4085	Balaam Road Floodway Upgrade	1,492	-	1,492	5,140	300,000	29%	0%	298,508
4101	Kelsey Creek Road Black Spot	413	-	413	33,500	233,500	1%	0%	233,087
4102	Renwick Road shared path	21,198	13,500	34,698	33,181	250,000	64%	8%	228,802
5575	Proserpine Main Street Upgrade - C/W 18-19	25,161	-	25,161	25,161	25,161	100%	100%	0
8101	Up River Road Culvert Crossing	(19,573)	-	(19,573)	-	-			19,573
8626	Construction of Lagoon Deck and Shared Cycle Path	839	-	839	434	434	193%	193%	(405)
8629	LRCI - Edgumbe Heights Walking Tracks Upgrade	20,333	117,339	137,673	205,846	802,799	10%	3%	782,466
8630	Forestry Road	438,339	60,356	498,695	742,312	742,312	59%	59%	303,973
8635	Port of Airlie Transit Terminal Upgrade	984	-	984	984	984	100%	100%	(0)
8637	Reseal Program	2,506	-	2,506	2,506	5,393	100%	46%	2,887
8639	Unsealed Roads Creek Crossing Upgrade Program	303,584	-	303,584	280,283	540,530	108%	56%	236,946
8640	Unsealed Roads Resheeting Program	298,312	-	298,312	250,369	2,045,841	119%	15%	1,747,529
8641	Wilsons Beach Rockwall	(90)	-	(90)	(90)	(90)	100%	100%	(0)
8645	Ted Cunningham Bridge Upgrade	1,575	-	1,575	-	170		927%	(1,405)
8793	Adina/Wambiri intersection repair	852	-	852	566	2,954	151%	29%	2,102
8817	TMR early works - Paluma Rd to Tropic Rd	35,382	243,247	278,629	44,386	295,760	80%	12%	260,378
8861	Bus stop Shelter Program	-	101,029	101,029	96,050	96,050			96,050
8904	Reseal Program	569,253	1,219,079	1,788,333	1,228,290	1,602,887	46%	36%	1,033,634
8905	Catalina shared path	1,058	-	1,058	-	10,846		10%	9,788
8911	Waterson Way car park construction and seal	-	6,000	6,000	-	87,114			87,114
8912	Calista Court Footpath	918	-	918	-	-			(918)
8913	Harbour Avenue Remedial Stormwater Works	-	-	-	-	51,503			51,503
8938	Construction of Roundabout at intersection of Gregory and	194,875	139	195,014	196,403	196,403	99%	99%	1,528
9106	Richmond Road Floodway Upgrade (TIDS)	205,337	21,016	226,354	771,877	771,877	27%	27%	566,540
9107	Scottville Road (TIDS)	5,873	18,370	24,243	5,245	704,866	112%	1%	698,993
9108	Tondara Road Seal Project	73,235	10,912	84,146	33,133	4,442,701	221%	2%	4,369,466
9109	Queens Beach Path renewal	389	-	389	-	-			(389)

## Attachment 13.1.5.3 Capital Delivery Report as at 31 December 2022

Job	Description	a.	b.	(a.-b.)	d.	e.	(a./d.)	a./e.	e.-a.
		Actuals to Period	Commitments	Actuals + Commitments	Budget to Period	Total Annual Current Budget	% YTD Act to YTD Bud	% YTD Act to Ann Bud	Remaining Bud \$
9110	Bowen Drain wall renewal	-	-	-	-	24,840			24,840
9236	W4Q Design & Construction of Lions Lookout - Shute Harbpor	1,611	82,006	83,618	-	-			(1,611)
<b>Sub Total R&amp;D - Assets</b>		<b>2,548,269</b>	<b>2,823,162</b>	<b>5,371,430</b>	<b>5,123,775</b>	<b>17,456,128</b>	<b>50%</b>	<b>15%</b>	<b>14,907,859</b>
<b>36100 - OS - Parks</b>									
1106	Front Beach Bowen Sign Upgrade	13,075	-	13,075	6,855	6,855	191%	191%	(6,220)
4022	Halpannel Park Bollard Installation	203	7,937	8,140	41,499	83,000	0%	0%	82,797
5632	Lake Proserpine Recreation Hub - Stage 1 - C/W 18-19	58,753	240,037	298,789	345,388	345,388	17%	17%	286,636
8625	Assets Renewal Parks and Gardens	4,302	-	4,302	45,091	108,771	10%	4%	104,469
8627	Continuation of Pedestrian Path Lighting Airlie Foreshore	-	-	-	-	4,089			4,089
8825	LRCI - Cannonvale Skate Bowl Upgrade	218,886	64,610	283,496	723,782	723,782	30%	30%	504,896
8865	Barker Park (Tracks Design) - Bowen	199,170	-	199,170	166,317	166,317	120%	120%	(32,853)
8871	Front Beach Main Irrigation Line Renewal - Bowen	17,885	9,296	27,181	43,588	43,588	41%	41%	25,703
8872	Queensbeach basketball lighting - Bowen	5,056	-	5,056	18,110	18,110	28%	28%	13,054
8873	Choose Collinsville Project	14,066	-	14,066	27,664	978,030	50%	1%	963,964
9232	Flagstaff Hill Bowen - Timber Upgrade	22,817	1,201	24,018	-	-			(22,817)
9238	P & G Skate park Basketball Court Refurb, Proserpine	3,943	-	3,943	-	-			(3,943)
9239	P&G Playground Edging Replacement - Whitsunday Gardens - Pro	3,652	-	3,652	-	-			(3,652)
9240	P&G Playground Edging replacement - Keith Johns - Proserpine	5,479	-	5,479	-	-			(5,479)
9249	LRCI - Cannonvale Skate Bowl Upgrade - Stage 2	22,360	457,640	480,000	-	-			(22,360)
9250	Mural Banner Replacement - Bowen	2,018	17,270	19,288	-	-			(2,018)
<b>Sub Total OS - Parks</b>		<b>591,665</b>	<b>797,990</b>	<b>1,389,656</b>	<b>1,418,294</b>	<b>2,477,930</b>	<b>42%</b>	<b>24%</b>	<b>1,886,265</b>
<b>37200 - Works for Queensland</b>									
4094	Regional Sewer Relining P1 22/23	-	-	-	-	182,076			182,076
7048	W4Q - Cannonvale Lakes Stage 3 (part 2)	(480)	-	(480)	(306)	(306)	157%	157%	174
7908	W4Q - Cannonvale Lakes Stage 3 - CW 1920	-	-	-	-	-			-
7914	W4Q - Henry Darwen Park Stage 2 - CW 1920	-	-	-	-	-			-
7916	W4Q - Lions Park, Bowen - CW 1920 - 19013	(1,982)	-	(1,982)	-	-			1,982
7918	W4Q - Movie Screen - Airlie Lagoon - CW 1920	107	-	107	5,488	5,488	2%	2%	5,381
7936	W4Q - Cannonvale Lakes Boardwalk Upgrade - CW 1920	-	-	-	-	-			-
8784	W4Q - Scottville - Playground Upgrade	-	-	-	7,755	7,755			7,755
8785	W4Q - Darcy Munro & Pelican Park, Collinsville - Playground	-	-	-	12,070	12,070			12,070
8786	W4Q - Collinsville Tennis Court Upgrade	-	-	-	3,437	3,437			3,437
8830	W4Q - Collinsville Aquatic Facility - pool retiling renewal	5,996	154,598	160,594	37,559	137,658	16%	4%	131,662
8831	W4Q - Airlie lagoon lighting improvements	-	-	-	-	-			-
8832	W4Q - Collinsville Community Centre - Exterior painting	49,907	22	49,929	49,907	49,907	100%	100%	0
8833	W4Q - Case Park Walking Track Bowen	282,992	-	282,992	281,969	281,969	100%	100%	(1,023)
8834	W4Q - Brandy Creek - New Amenities	3,217	79,997	83,214	11,000	138,637	29%	2%	135,420
8835	W4Q - Dingo Beach Bollards	-	-	-	-	-			-
8836	W4Q - Front Beach Skate Bowl Timber Replacement Bowen	-	-	-	-	-			-
8837	W4Q - Hydro Therapy Rehabilitation Above Ground Pool	-	-	-	-	74,951			74,951
8838	W4Q - Astro Turfing of the Airlie Beach Lagoon 'Beach Area'	-	-	-	-	125,275			125,275
8839	W4Q - Mullers Lagoon bridge x 2 upgrade - Bowen	218	-	218	-	-			(218)
8840	W4Q - Gloucester sports park access and car park recon	355,854	1,800	357,654	367,115	367,115	97%	97%	11,261
8841	W4Q - Lions Lookout & Carpark Upgrade - Shute Harbour	134,921	1,250	136,171	204,451	204,451	66%	66%	69,530
8842	W4Q - Greening & Growing Bowen 3 - recycled water network ext	114,237	60,094	174,331	364,232	364,232	31%	31%	249,995
8843	W4Q - Sewer Relining - Regional P1 Zone	153,387	247,928	401,315	439,464	439,464	35%	35%	286,077
8844	W4Q - Bowen WTP Intake, Switchboard and Structure	12,256	200,802	213,058	213,775	959,978	6%	1%	947,722
<b>Sub Total Works for Queensland</b>		<b>1,110,629</b>	<b>746,492</b>	<b>1,857,120</b>	<b>1,997,916</b>	<b>3,354,157</b>	<b>56%</b>	<b>33%</b>	<b>2,243,528</b>
<b>38200 - WSW - Water Operations</b>									
4052	Mt Julian Network Reconfig	1,753	850	2,603	12,000	169,000	15%	1%	167,247
4053	Network Reconfig Island Dr WPS	10,097	80	10,177	6,000	161,750	168%	6%	151,653
4054	Jubilee Pocket Trunk Watermain	3,784	-	3,784	6,249	1,632,250	61%	0%	1,628,466
4055	Bore1 Replacement	-	-	-	-	200,000			200,000
4056	Kara Crescent Pumped Zone	136	6,870	7,006	-	15,000		1%	14,864
4057	Cannon Valley Res to Parker Rd	-	4,320	4,320	-	613,000			613,000
4058	Cannonvale Reservoir Reconfig	159,106	12,516	171,622	152,153	739,000	105%	22%	579,894
4059	Coyne Rd Reservoir & PS Works	-	-	-	149,000	439,000			439,000
4060	Proserpine PRV Cross Connect	785	12,040	12,825	16,000	86,000	5%	1%	85,215
4061	Stanley Dr PS Reconfiguration	13,380	638	14,017	48,000	113,000	28%	12%	99,620
4062	Water Pump Replacement	-	17,708	17,708	-	50,000			50,000
4063	Safety Rail Replacement and Clarifier Collinsville	-	-	-	-	110,000			110,000
4064	Coastal WTP - Pump and Switchb	5,278	-	5,278	50,000	50,000	11%	11%	44,722
4065	CSTWTP Backwash Pump replace	-	-	-	10,000	10,000			10,000
4066	CSTWTP Compressor replacement	-	-	-	20,000	20,000			20,000
4067	Renwick Rd Trunk Watermain	7,049	-	7,049	5,000	381,000	141%	2%	373,951
4079	Collinsville District Meters	-	-	-	-	68,000			68,000
4080	Collinsville WTP Filter Automation and SCADA Computer Instal	-	-	-	-	90,000			90,000
4082	Regional Watermain Renewals	-	-	-	-	200,000			200,000
4097	Regional Valve Replacement 22/23	20,122	-	20,122	74,538	74,538	27%	27%	54,416
4098	Emergent Works Water 22/23	10,125	8,165	18,290	59,485	158,203	17%	6%	148,078
4099	Facilities EIC Renewals - Water 22/23	-	-	-	97,077	97,077			97,077
5549	Water - New 12ML Reservoir including 2 DN500 Mains 790m long	113,056	2,845	115,901	280,831	280,831	40%	40%	167,775
5609	Airlie Beach Sustainable Water Project BoR R05	11,180	45,581	56,761	52,106	52,106	21%	21%	40,926
8080	LGGSP Grant Project - Delivery of CWNA Stage 1B, Coyne Road	-	-	-	-	-			-
8081	Cannonvale Water Network Augmentation - Stage 1A New	-	-	-	-	-			-
8895	New Initiative - Disaster Resilience - Extend Fibre Infrastr	-	-	-	48,469	145,399			145,399

## Attachment 13.1.5.3 Capital Delivery Report as at 31 December 2022

Job	Description	a.	b.	(a.+b.)	d.	e.	(a./d.)	a./e.	e.- a.
		Actuals to Period	Commitments	Actuals + Commitments	Budget to Period	Total Annual Current Budget	% YTD Act to YTD Bud	% YTD Act to Ann Bud	Remaining Bud \$
8921	Bowen Small Reservoir Pressure Zone	1,309	7,480	8,789	1,173	181,000	112%	1%	179,691
8922	Collinsville WTP Emergent works	11,692	-	11,692	9,539	66,589	123%	18%	54,897
8923	Facilities Instrumentation, Electrical and Control Renewals	9,524	-	9,524	9,524	9,524	100%	100%	-
8924	Penticost St Area Renewal	1,589	-	1,589	100,000	216,900	2%	1%	215,311
8925	Proserpine Bore 10 supplementary Funding for Bore moving (TM	2,455	27,377	29,832	-	-			(2,455)
8926	New Initiative - W&WW - SCADA - 16 Quick Wins - (2 Year Proj	-	-	-	-	55,600			55,600
8927	Collinsville Efficient Resilient Solar Program	-	-	-	765,000	770,000			770,000
8928	Emergent Works - Water	-	19,472	19,472	25,000	25,000			25,000
8929	Water Meter Renewals - Regional	-	-	-	-	206,000			206,000
8930	Water Main Renewal - Eglinton / Storey St / harrison Ct Bo	17,851	11,609	29,461	29,446	29,446	61%	61%	11,595
8931	Additional Bores - Proserpine WTP	130	6,280	6,410	130	1,589,231	100%	0%	1,589,101
8932	Network Instrumentation, Electrical and Control Renewals - W	341	-	341	24,360	24,360	1%	1%	24,019
8933	Regional Valve Replacement Project	95	-	95	-	-			(95)
9101	W&S Lab - Equipment	3,872	-	3,872	3,872	3,872	100%	100%	(0)
<b>Sub Total WSW - Water Operations</b>		<b>404,708</b>	<b>183,830</b>	<b>588,538</b>	<b>2,054,952</b>	<b>9,132,676</b>	<b>20%</b>	<b>4%</b>	<b>8,727,968</b>
<b>38300 - WSW - Sewerage Operations</b>									
4040	Ammonia/ Nitrate Optimisation	-	-	-	10,000	165,000			165,000
4041	Carlo Drive Recycled Water Main	-	-	-	15,000	650,000			650,000
4042	Trade Waste Submetering progra	16,518	-	16,518	60,000	172,000	28%	10%	155,482
4043	BOWSTP Spirobin biosolids	-	-	-	-	65,000			65,000
4044	PROSTP Spirobin	-	-	-	85,000	95,000			95,000
4045	Carlo Drive Sewer Rising Main	-	24,320	24,320	5,000	250,000			250,000
4076	Manhole Renewal - Budget Allocation	-	-	-	-	52,000			52,000
4077	Sewage Treatment Plant Structural Renewal - Budget allocation	-	-	-	15,000	15,000			15,000
4092	Emergent Works Sewer 22/23	52,394	23,161	75,555	100,785	302,366	52%	17%	249,972
4093	Facilities EIC Renewals - Sewer 22/23	-	-	-	-	18,783			18,783
4095	Regional Sewer Relining P2 22/23	-	-	-	-	252,059			252,059
4096	Regional Sewer Pump Replacment 22/23	-	-	-	65,000	65,000			65,000
4112	Cannonvale STP Membrane Replacement	54,871	2,309,529	2,364,400	623,355	2,399,900	9%	2%	2,345,029
4931	New Bowen Sewerage Treatment Plant & Upgrades - C/W 17-18-C/	-	10,629	10,629	47,024	47,024			47,024
5539	Sewer Pump Capacity Upgrades - Combined Rising Main - C/W 18	5,695	-	5,695	10,695	382,325	53%	1%	376,630
5603	Cannonvale PS1 Renewal - C/W 18-19	1,285	3,399	4,684	2,388	2,388	54%	54%	1,103
7043	Whitsunday South Sewer Pump Well Covers	51,606	372	51,978	43,539	43,539	119%	119%	(8,067)
7932	Sewer - Emergent Works - STP - CW 1920	-	-	-	-	-			-
8914	Facilities Instrumentation, Electrical and Control Renewals	-	-	-	-	-			-
8915	Sewer Relining - Regional P2 Zone	34,273	255,725	289,998	238,523	307,832	14%	11%	273,559
8916	STP Odour containment Panel replacement	-	67,241	67,241	104,000	104,000			104,000
8917	Chapman St Sewer Rising Main Replacement	-	4,750	4,750	160,000	458,805			458,805
8918	Emergent Works - Sewer	-	-	-	-	-			-
8919	Sewer Pump Replacement Program - Regional	58,920	157	59,077	63,477	71,267	93%	83%	12,347
8920	Network Instrumentation, Electrical and Control Renewals - S	9,299	15,674	24,973	29,086	29,086	32%	32%	19,787
8935	Waste reuse to Agriculture (biosolids) Project	84,893	12,196	97,088	184,667	438,892	46%	19%	353,999
<b>Sub Total WSW - Sewerage Operations</b>		<b>369,753</b>	<b>2,727,152</b>	<b>3,096,905</b>	<b>1,862,539</b>	<b>6,387,266</b>	<b>20%</b>	<b>6%</b>	<b>6,017,513</b>
<b>38400 - WSW - Waste &amp; Recycling Services</b>									
4046	Cell 6 Kelsey Creek Landfill	5,304	28,193	33,497	15,000	333,333	35%	2%	328,029
4048	Cvle Tfr Station Drainage	-	-	-	12,000	300,000			300,000
4049	KCL Landfill RRA and Transfer	-	-	-	-	100,000			100,000
4050	Stormwater Bowen Landfill	3,985	-	3,985	1,601	75,000	249%	5%	71,015
4051	Upgrade Sediment Pond 1-Kelsey	-	-	-	-	350,000			350,000
7031	CCTV upgrade - Cannonvale Transfer Station	2,429	1,400	3,829	4,140	4,140	59%	59%	1,711
8596	Leachate and storm water management - Kelsey Creek	(2,619)	-	(2,619)	(2,619)	(2,619)	100%	100%	(0)
8797	Mt Coolon Waste Services Improvement Program	-	-	-	-	-			-
8820	Cannonvale Waste Transfer Station	23,980	480	24,460	10,190	105,190	235%	23%	81,210
9142	Kelsey Creek Landfill Cell 5 - Access Road, Leachate and	7,443	-	7,443	7,897	7,897	94%	94%	454
9157	Bowen Landfill - Culvert, Stormwater Drain, Leachate Pump	19,284	-	19,284	17,800	180,198	108%	11%	160,914
<b>Sub Total WSW - Waste &amp; Recycling Services</b>		<b>59,805</b>	<b>30,073</b>	<b>89,878</b>	<b>66,009</b>	<b>1,453,139</b>	<b>91%</b>	<b>4%</b>	<b>1,393,334</b>
<b>39100 - Quarry - Operations</b>									
9102	Cement Hopper for Pug Mill	-	-	-	-	35,000			35,000
<b>Sub Total Quarry - Operations</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>35,000</b>	<b>0%</b>	<b>0%</b>	<b>35,000</b>
<b>Total Infrastructure Services</b>		<b>13,937,672</b>	<b>12,047,976</b>	<b>25,985,649</b>	<b>19,273,748</b>	<b>57,721,685</b>	<b>72%</b>	<b>24%</b>	<b>43,784,013</b>
<b>40000 - Corporate Services</b>									
<b>42200 - IT - Records &amp; GIS</b>									
4091	NBN 5x Hybrid Cubes to Fixed wireless towers	603,900	67,100	671,000	671,000	671,000	90%	90%	67,100
8821	CCTV, Radio links, Video conferencing and Wireless Access	3,407	258	3,665	3,116	3,116	109%	109%	(291)
8876	Disaster Resilience - VHF Radio Network Replacement	-	-	-	-	1,322,120			1,322,120
8877	Disaster Resilience: Comms Infrastructure Replacement Program	-	-	-	26,581	26,581			26,581
8878	Replacement Program - Desktop PC's and Laptop Computers	12,456	-	12,456	100,898	100,898	12%	12%	88,442
8879	Replacement Program: Local Print and File Servers x 5	(8,372)	-	(8,372)	(8,372)	1,628	100%	-514%	10,000
8881	New Initiative - BNE DC Hardware Design Modification for Add	-	-	-	963	963			963
8884	Replacement Program - CCTV Network Hardware Upgrade	-	90,781	90,781	-	257,377			257,377
8885	Replacement Program - CIRP - Communications Infrastructure R	14,486	1,201	15,687	12,621	12,621	115%	115%	(1,865)
8892	New Initiative - Disaster Resilience - NBN ? Design, Install	-	-	-	75,262	75,262			75,262

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Job	Description	a.	b.	(a.-b.)	d.	e.	(a./d.)	a./e.	e.- a.
		Actuals to Period	Commitments	Actuals + Commitments	Budget to Period	Total Annual Current Budget	% YTD Act to YTD Bud	% YTD Act to Ann Bud	Remaining Bud \$
8893	New Initiative ? IoT Program of Works ? Design, Install Hard	17,276	3,430	20,706	9,210	124,434	188%	14%	107,158
8894	New Initiative - Disaster Resilience - CCTV Radio Link Cvale	1,604	-	1,604	48,083	48,083	3%	3%	46,479
8896	New Initiative - Disaster Resilience - NADI - Virtualis & Ce	-	4,789	4,789	-	16,129			16,129
<b>Sub Total IT - Records &amp; GIS</b>		<b>644,757</b>	<b>167,559</b>	<b>812,317</b>	<b>939,362</b>	<b>2,660,212</b>	<b>69%</b>	<b>24%</b>	<b>2,015,455</b>
<b>42300 - IT - Services</b>									
4072	Replacement Program - Water TPlant - upgrade server and new	-	-	-	-	14,100			14,100
4073	Replacement Program - Wide format scanners and printers	-	-	-	23,000	23,000			23,000
4074	Mobility Solutions and Integrations	-	-	-	-	250,000			250,000
<b>Sub Total IT - Services</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>23,000</b>	<b>287,100</b>	<b>0%</b>	<b>0%</b>	<b>287,100</b>
<b>43300 - Finance - Insurance</b>									
7886	Insurance - Bowen Reservoir- CW 1920	-	-	-	10,000	552,931			552,931
7895	Insurance - Collinsville Council Depot - CW 1920	-	-	-	2,451	2,451			2,451
7896	Insurance - Collinsville Reservoir High Level	10,805	1,110	11,915	310,001	506,482	3%	2%	495,677
<b>Sub Total Finance - Insurance</b>		<b>10,805</b>	<b>1,110</b>	<b>11,915</b>	<b>322,452</b>	<b>1,061,864</b>	<b>3%</b>	<b>1%</b>	<b>1,051,059</b>
<b>44400 - PPF - Fleet Management</b>									
2089	Plant Purchases	828,891	1,927,954	2,756,846	1,520,733	3,946,128	55%	21%	3,117,237
4020	Fleet and Plant Replacement Program	45,675	76,841	122,516	915,745	3,110,986	5%	1%	3,065,311
4021	Workshop equipment 22-23	69,140	-	69,140	38,200	123,400	181%	56%	54,260
4088	Various Mowers WRC	-	-	-	468,525	694,592			694,592
4089	Tractor/mower & attachments Bowen Parks Bowen	-	-	-	-	110,000			110,000
4090	Backhoe Loader Proserpine	-	-	-	-	220,000			220,000
<b>Sub Total PPF - Fleet Management</b>		<b>943,706</b>	<b>2,004,795</b>	<b>2,948,502</b>	<b>2,943,203</b>	<b>8,205,106</b>	<b>32%</b>	<b>12%</b>	<b>7,261,400</b>
<b>44700 - PPF - Property &amp; Facilities</b>									
4008	Bowen Admin Ground Floor - Mech Plant Renewal	21,929	51,984	73,913	71,000	491,000	31%	4%	469,071
4009	Bowen Lapidary Club	33,215	-	33,215	33,000	33,000	101%	101%	(215)
4010	Bowen PCYC - External Painting	116,563	-	116,563	164,000	164,000	71%	71%	47,437
4011	Buildings Painting + Signage Program	153,593	1,250	154,843	102,709	197,000	150%	78%	43,407
4012	Bowen Cemetery Amenities Renewal	3,262	43,785	47,047	15,000	177,000	22%	2%	173,738
4013	Bowen Workcamp Dwelling Restumping	177	-	177	177	94,000	100%	0%	93,823
4014	Collinsville Administration Office Refurb - Fitout Renewal	-	-	-	12,000	280,000			280,000
4015	Denison Park Grandstand Renewal	-	-	-	3,000	180,000			180,000
4016	Fuel Bowser Replacement Program	10,920	6,731	17,651	20,000	420,000	55%	3%	409,080
4017	Proserpine Depot Masterplan	-	-	-	-	150,000			150,000
4018	Roller Door Replacement Program	1,597	92,370	93,967	1,060	76,000	151%	2%	74,403
4019	PEC - Storage Structure and Fit out	3,515	6,536	10,051	10,000	296,000	35%	1%	292,485
4069	Cedar Creek Amenities - Renewal	3,483	31,507	34,991	20,000	333,900	17%	1%	330,417
4070	Hansen Case Park - New Amenities	3,828	68,628	72,457	20,000	238,000	19%	2%	234,172
4071	Proserpine Cemetery - Disabled amenities upgrades	3,217	1,938	5,155	5,000	88,000	64%	4%	84,783
4086	Regional Airconditioning Replacement Program	-	-	-	25,000	81,000			81,000
4106	Bowen Workcamp STP Renewal	-	44,832	44,832	-	-			-
4926	Proserpine Entertainment Centre - Building Works in addition	(322,408)	42,248	(280,160)	60,000	60,000	-537%	-537%	382,408
5617	Flagstaff Redevelopment (Grant + Insurance) - C/W 18-19	(156,251)	13,768	(142,484)	5,063	5,063	-3086%	-3086%	161,314
5640	Proserpine Administration Building Replacement - Stage 1 - C	18,399	-	18,399	-	-			(18,399)
5642	Cannonvale/Proserpine Depot Beach Pit/Wash down bay	80	-	80	4,443	4,443	2%	2%	4,363
8608	Bowen Aerodrome Work Camp Dwelling - Superstructure Renewal	480	-	480	773	773	62%	62%	293
8613	Demolish 58-60 Horseshoe Bay Road Residences	-	-	-	(100)	(100)			(100)
8761	21 Station Street	-	-	-	2,451	2,451			2,451
8789	Merinda Herb Murray Park - New Amenities Building	-	-	-	(3,943)	(3,943)			(3,943)
8808	Denison Park - Bowen Seagulls Sports Park	-	-	-	17	17			17
8852	Airlie Beach Lagoon Amenities Fitout and Fittings Renewal	3,217	1,938	5,155	1,000	98,403	322%	3%	95,186
8853	Bowen Depot Boundary Fence Renewal	45,225	-	45,225	45,694	45,694	99%	99%	469
8854	Cannonvale Mens Shed Roof + Stair Renewal	47,808	-	47,808	48,117	48,117	99%	99%	309
8856	Bowen Library Mechanical Plant Renewal	-	-	-	-	52,500			52,500
8858	Solar Power Generation	503,225	65,036	568,262	699,800	699,800	72%	72%	196,575
8859	Collinsville Football Club Roof Renewal	360	34,200	34,560	12,000	270,600	3%	0%	270,240
8866	Denison Park Clubhouse Roof Renewal	-	-	-	6	6			6
8867	Buildings - Floor Covering Replacement Program	12,585	-	12,585	12,681	12,681	99%	99%	96
8868	Relocation of Cannonvale Depot - Demountable Buildings	16,405	17,439	33,844	36,169	36,169	45%	45%	19,764
8869	Mt Coolon Community Centre - Internal / External Paint Renew	-	-	-	30,500	30,500			30,500
<b>Sub Total PPF - Property &amp; Facilities</b>		<b>524,423</b>	<b>524,192</b>	<b>1,048,616</b>	<b>1,456,617</b>	<b>4,662,074</b>	<b>36%</b>	<b>11%</b>	<b>4,137,651</b>
<b>Total Corporate Services</b>		<b>2,123,693</b>	<b>2,697,657</b>	<b>4,821,349</b>	<b>5,684,634</b>	<b>16,876,356</b>	<b>37%</b>	<b>13%</b>	<b>14,752,663</b>
<b>60000 - Community Services</b>									
<b>62200 - CDL - Libraries</b>									
4005	Bowen Library Refurbishment	1,307	47,416	48,723	-	75,000		2%	73,693
8902	Cannonvale Customer Service & Library fit out	2,250	0	2,250	284,430	284,430	1%	1%	282,180
<b>Sub Total CDL - Libraries</b>		<b>3,557</b>	<b>47,416</b>	<b>50,973</b>	<b>284,430</b>	<b>359,430</b>	<b>1%</b>	<b>1%</b>	<b>355,873</b>
<b>62300 - CDL - Function Centres</b>									
8901	Flagstaff Hill Cultural & Conference Centre - Capark Lightin	75,255	-	75,255	114,000	114,000	66%	66%	38,745
<b>Sub Total CDL - Function Centres</b>		<b>75,255</b>	<b>-</b>	<b>75,255</b>	<b>114,000</b>	<b>114,000</b>	<b>66%</b>	<b>66%</b>	<b>38,745</b>

## Attachment 13.1.5.3 Capital Delivery Report as at 31 December 2022

Job	Description	a.	b.	(a.+b.)	d.	e.	(a./d.)	a./e.	e.- a.
		Actuals to Period	Commitments	Actuals + Commitments	Budget to Period	Total Annual Current Budget	% YTD Act to YTD Bud	% YTD Act to Ann Bud	Remaining Bud \$
<b>65100 - RS - Sport &amp; Recreational</b>									
8903	Lake Proserpine Commercialisation Project	-	-	-	1,249,998	2,500,000			2,500,000
<b>Sub Total RS - Sport &amp; Recreational</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>1,249,998</b>	<b>2,500,000</b>	<b>0%</b>	<b>0%</b>	<b>2,500,000</b>
<b>65300 - RS - Pools, Lagoons &amp; Enclosures</b>									
8600	Bowen Aquatic Facility - town pool amenity upgrade	-	1,000	1,000	8,550	8,550			8,550
8601	Bowen Water Park renewal	-	-	-	-	-			-
8602	Collinsville Aquatic Facility - town pool amenity and kiosk	-	-	-	78,621	78,621			78,621
8603	Proserpine Aquatic Facility - residence demolition and kiosk	47,370	6,370	53,740	61,986	61,986	76%	76%	14,616
8606	Wilson Beach Swimming Enclosure Refurbishment	-	-	-	-	350,000			350,000
8787	LRCI - Construction of new Collinsville Water Park	673	17,275	17,947	9,888	9,888	7%	7%	9,215
8874	Proserpine Pool/Waterpark Electrical Switchboard Upgrade	-	-	-	-	25,000			25,000
8899	Bowen Aquatic Facility - town pool heater replacement	99,622	104,695	204,316	36,714	141,783	271%	70%	42,161
8900	Proserpine Aquatic Facility - town pool heater replacement	63,438	62,029	125,466	36,916	146,783	172%	43%	83,346
<b>Sub Total RS - Pools, Lagoons &amp; Enclosures</b>		<b>211,102</b>	<b>191,368</b>	<b>402,470</b>	<b>232,675</b>	<b>822,611</b>	<b>91%</b>	<b>26%</b>	<b>611,509</b>
<b>65400 - RS - Entertainment &amp; Conference Centres</b>									
8532	PEC Fit out and Setup Capital	37,261	-	37,261	18,242	169,923	204%	22%	132,662
<b>Sub Total RS - Entertainment &amp; Conference Centres</b>		<b>37,261</b>	<b>-</b>	<b>37,261</b>	<b>18,242</b>	<b>169,923</b>	<b>204%</b>	<b>22%</b>	<b>132,662</b>
<b>67150 - HEC - Natural Resource Management</b>									
4006	Frog Rock foreshore	-	-	-	17,140	60,000			60,000
4007	Dingo beach walking track	-	-	-	-	90,000			90,000
<b>Sub Total HEC - Natural Resource Management</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>17,140</b>	<b>150,000</b>	<b>0%</b>	<b>0%</b>	<b>150,000</b>
<b>67500 - HEC - Parking Management</b>									
7821	Installation of Pay & Display Parking Machines - Airlie Beach	-	2,969	2,969	-	-			-
<b>Sub Total HEC - Parking Management</b>		<b>-</b>	<b>2,969</b>	<b>2,969</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>0%</b>	<b>-</b>
<b>Total Community Services</b>		<b>327,176</b>	<b>241,753</b>	<b>568,928</b>	<b>1,916,485</b>	<b>4,115,964</b>	<b>17%</b>	<b>8%</b>	<b>3,788,788</b>

<b>Grand Total for Period ending 31 December 2022</b>	<b>16,585,303</b>	<b>16,653,168</b>	<b>33,238,471</b>	<b>27,957,368</b>	<b>82,587,320</b>	<b>59%</b>	<b>20%</b>	<b>66,002,017</b>
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Percentage Actuals v YTD Budget	59.32%
Percentage YTD Actuals + Commitments v Annual Current Budget	40.25%

## 13.1.6 - Corporate Services Monthly Report - December 2022

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Stacie Thomas - Administration Coordinator - Corporate Services

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

**PRESENTED FOR:** Information

### ATTACHMENTS

1. Corporate Services Monthly Report December 2022V1 (1) [13.1.6.1 - 27 pages]

### PURPOSE

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

### OFFICER'S RECOMMENDATION

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

### BACKGROUND

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

### DISCUSSION/CURRENT ISSUE

During December 2022 the planning work commences for the upcoming budget and annual reporting cycle, so the timetable has been drafted for 2023/24 budget and the close out for the 2022/23 financial year in advance of discussions with the external auditors in January 2023.

A focus remains on the work being undertaken on both the Asset Management and Project Management work and the implementation of actions continues to see progress being achieved and the connections with these streams of work with how the organisation gets work done is becoming clearer. A broader communication plan is being developed to share the benefits to be realised from this work and how this will be implemented over the 18 months.

This month is also a time where a number of staff take leave as we prepare for the budget and reporting cycle for the upcoming year. All staff have been encouraged to take a break for a couple of weeks to recover from another busy year as we commence 2023 with a number of key projects and initiatives that will require consistent effort for the next 12-24 months.

The directorate continues to look at improvements to the way work can be done across with a focus on customer service and experience and in supporting and simplifying where possible the business practices of Council. This will include continuing to review existing processes and streamline where possible quick wins while other long-term solutions are developed and implemented.

The recent internal audit on procurement has highlighted further improvements that are to be targeted to ensure compliance with the principles and intention of the Local Government Act and to see greater alignment with the current procurement policies of Council. Staff education sessions have been held to commence the journey of improvement for procurement which will be a key focus for 2023.

## **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.

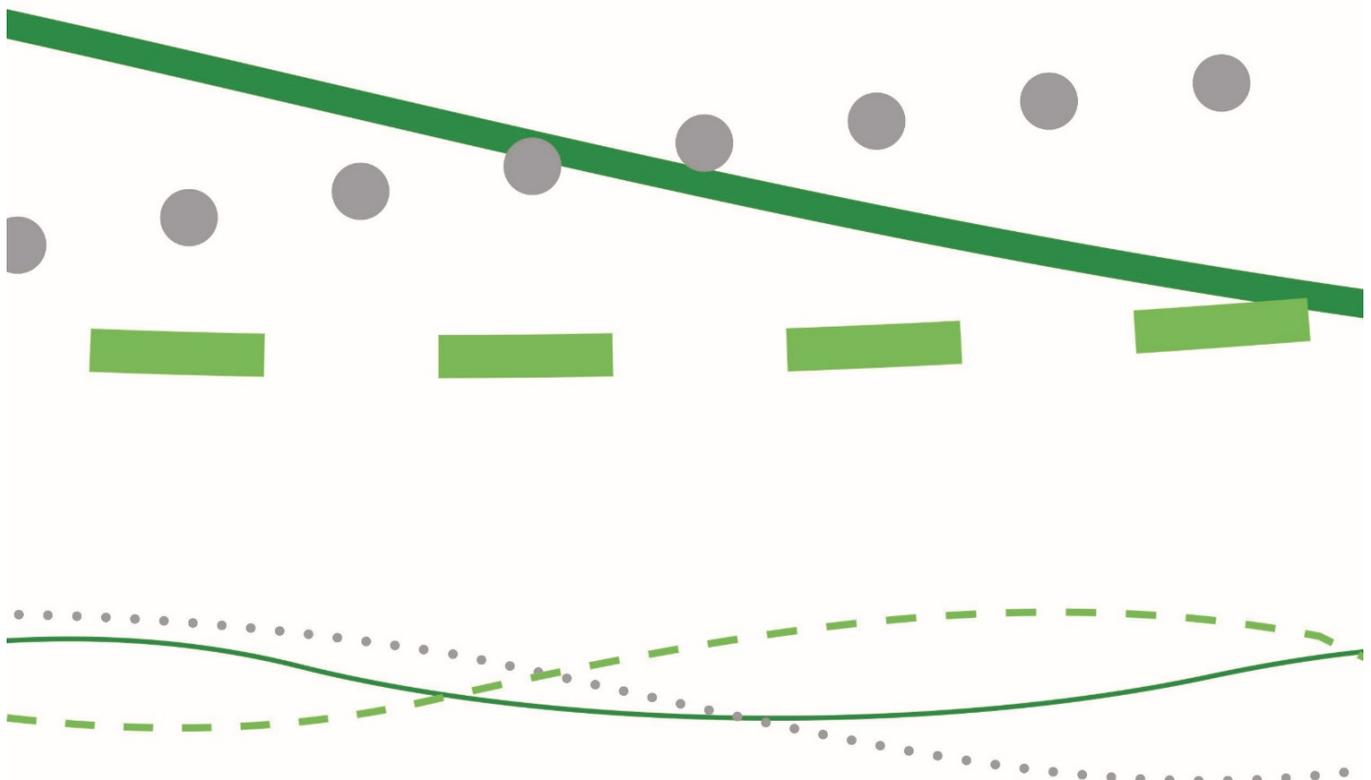
## **ALTERNATIVES CONSIDERED**

N/A



## CORPORATE SERVICES

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



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## Directors Report

During December 2022 the planning work commences for the upcoming budget and annual reporting cycle, so the timetable has been drafted for 2023/24 budget and the close out for the 2022/23 financial year in advance of discussions with the external auditors in January 2023.

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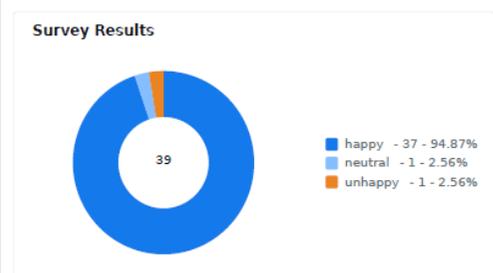
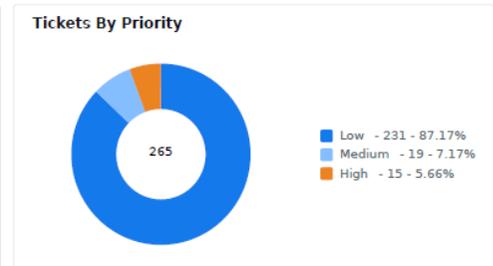
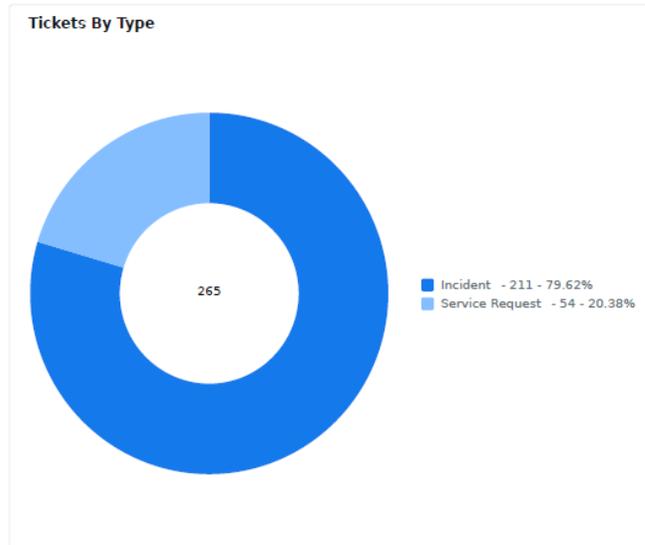
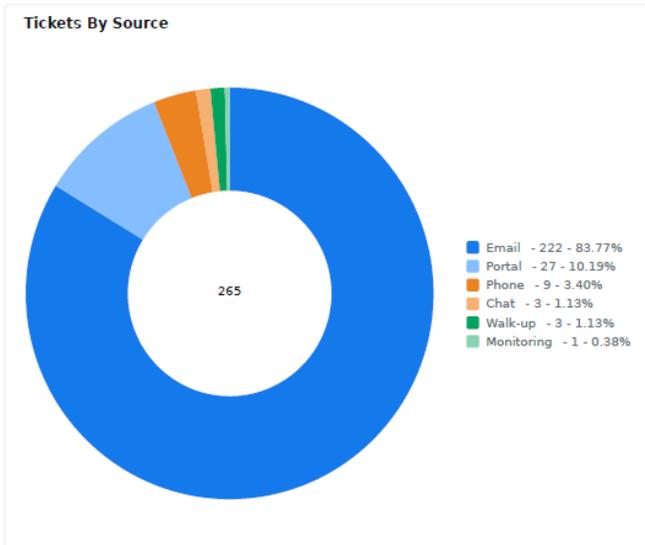
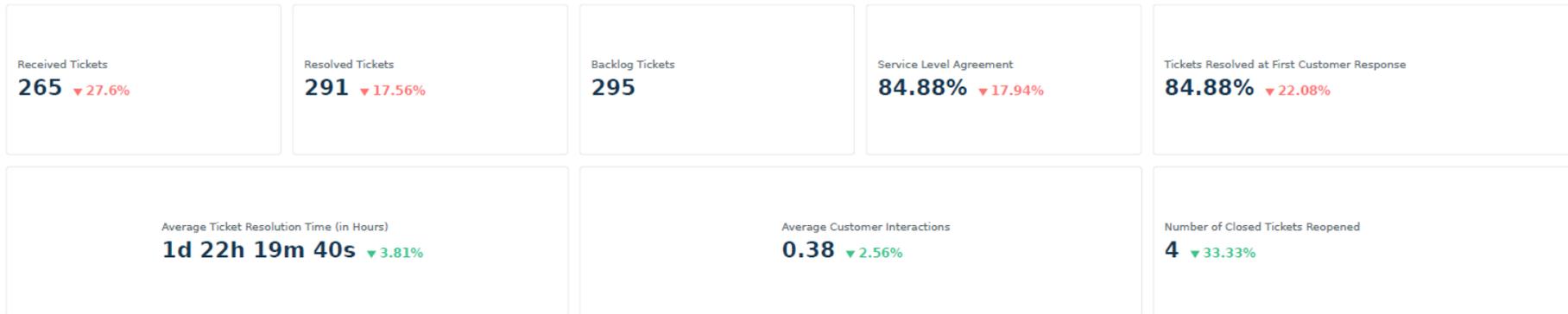
The Directorate continues to work towards delivering better solutions to ensure efficient and effective support to the operational and service delivery departments of Council.

**Jason Bradshaw**

**Director Corporate Services**

# Information Technology

Key Statistics for the Month from the ICT support desk:



**Project Activities**

Key project progress report was not updated for the month of December. The reports on January's data will include both December 2022 and January 2023.

# Information Management

Statistics for the month of December are as follows:

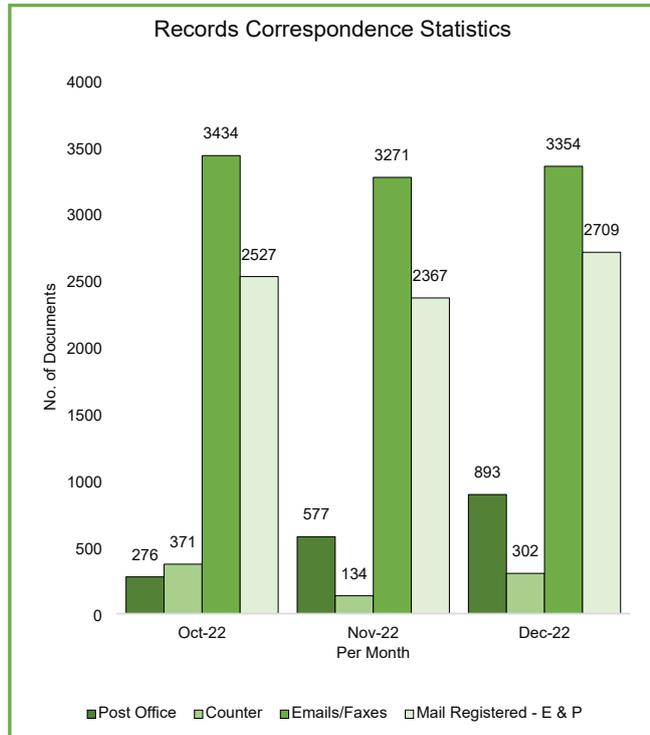
AUDIT / COMPLIANCE REQUIREMENTS		
Type	Frequency	Qtr. 2
Sentencing and disposal	Quarterly	30%

DOCUMENTATION / PUBLICATIONS REVIEW		
Type	Frequency	Qtr. 2
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	92%
Map layer data register	Quarterly	97% dev

GIS ACTIVITIES			
	DEC	NOV	OCT
Asset Data Mtce (Hrs)	81	142	134
SSA Changes (Hrs)	18	31	24
GIS requests (No.)	42	19	22
BYDA enquiries & referrals	325	478	510
Map layers Mtce (no.)	12	73	8
New layers approved (no.)	-	1	1
Training (staff attended)	-	2	3

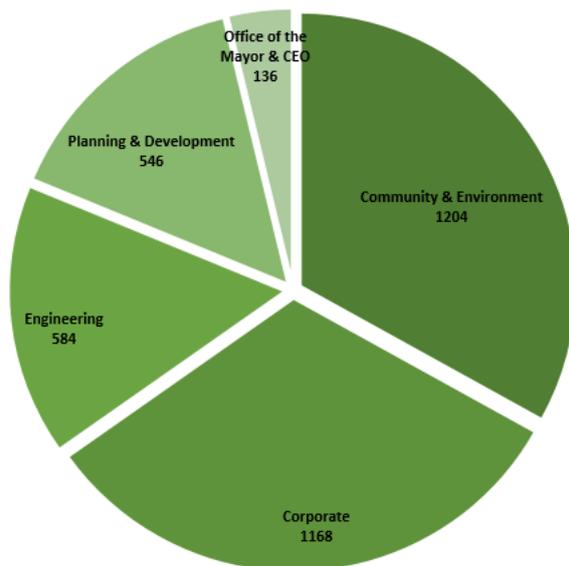
GIS STATISTICS	
Total Mapping Layers	8073 (revised based on layer register)

RECORDS ACTIVITIES			
	DEC	NOV	OCT
Searches	23	35	29
Record Dept Tasks	39	42	48
Training (staff attended)	-	1	-
NAR adjustments	540	743	744

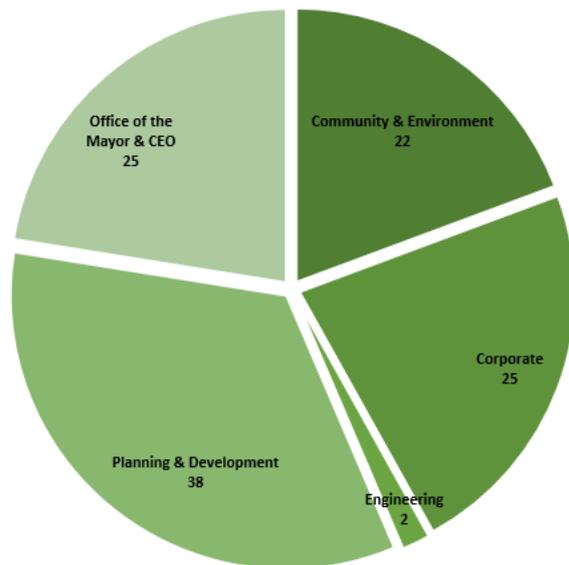


## Projects

Document Management Tasks Completed by Department (December)



Average Documents Registered per Person by Department (December)



Records System Review Project	
This project aims to modernise the recordkeeping systems to improve usability and compliance across the organisation.	
<b>Review and recommendations</b>	<p>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.</p> <p><b>February</b> – 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.</p> <p><b>March</b> – 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.</p> <p><b>April</b> – Commenced engagement with business units to finalise file plan detail.</p> <p><b>May</b> – Continued engagement with business units to finalise file plan detail, currently sitting at 70% complete. CRM system being reviewed for streamlined functionality with customers.</p> <p><b>June</b> – 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.</p> <p><b>July</b> – 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.</p> <p><b>Aug</b> - Validation of the ECM data test extract (75%).</p> <p><b>Sep</b> – Validation of the ECM data test extract completed.</p>

Physical Storage / Scanning	Dec-22	Nov-22	Oct-22	Sep-22	Aug-22	Jul-22	Jun-22	May-22
Boxes Scanned / Sentenced and Destroyed	-	-	-	-	-	-	-	-
Boxes at Council	234	234	234	234	201	198	198	198
Boxes at Remote Storage	1087	1087	1087	1087	1087	1087	1087	1087
Discs reviewed and registered	-	-	-	-	-	-	-	-
Scanned files for registration	58,000 Prep files							

This month the GIS team focused on further updates to the road register spatial dataset and mapping assets for several finalised capital works projects. Improvement projects included further automation of repetitive tasks and upskilling the team relevant tools to assist in their roles.

Maintaining the balance of managing business as usual tasks and working on the new system requirements and planning will continue to be a challenge over the coming year.

## 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	Audit milestones have been drafted. Audit milestones to be set in January 2023 for the 2022/23 Financial Year.
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 Council's monthly report.
Quarterly Budget Review adopted at an Ordinary Meeting within 60 days of end of quarter	On track	Q1 Review budget was adopted by Council on the 9 November 2022. Q2 is well underway with anticipated adoption by Council in February 2023.
Update Queensland Treasury Corporation (QTC) Financial Forecast Model to ensure Council maintains its 2020 credit rating of Moderate with a Neutral outlook.	Complete	QTC financial forecast model has been updated and lodged with QTC in September. QTC will be attending on-site in January 2023 to receive a presentation by officers on factors in the model.

The Financial Statements were approved by the Audit and Risk Committee on the 16 August 2022 and lodged with QAO on the 19 August 2022 as per adopted 2022 External Audit Plan.

### Budgeting

#### 2022/23 Budget

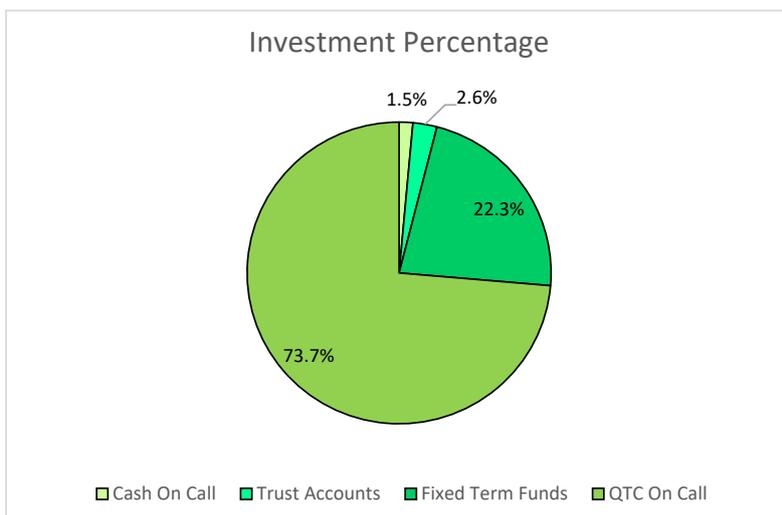
Council's budget for 2022/23 was adopted at the Special Meeting on 24 June 2022. Quarter 1 budget review was adopted by Council on the 9<sup>th</sup> of November 2022. Quarter 2 budget review was released on the 23<sup>rd</sup> November 2022.

#### 2023/24 Budget

The budget schedule has been developed and key stakeholders have been engaged. Budget 101 sessions have been undertaken with the Executive Leadership Team and Middle Management Group. This will be workshopped with Councillors in January.

### Borrowings & Treasury Management

As of the 31<sup>st</sup> of December 2022, Council held the below split of investments of its total cash balance:



### Systems – Accounts Payable

In keeping with the action identified in the Operational Plan, automation of the Accounts Payable function to align with the federal government’s Digital Business Plan, and the ATO requirements of being compliant with the PEPPOL e-invoicing standard has been approved by the ICT Steering Committee.

There have been some delays as the project due to connectivity issues between software suppliers and availability of Council staff to make the connection. Testing has commenced now that connectivity issues have been resolved. The Go Live date has been moved to February 2023 rather than the original September 2022 scheduled date.

### Debtor Management

#### New Credit Applications

Name	Approved Limit
Top Notch Game Fishing	\$10,000
AB Garden & Property Maintenance	\$500

### Rates & Charges Debtors\*

Month	2022/23		2021/22		2020/21		2019/20	
	Outstanding \$	%	Outstanding \$	%	Outstanding \$	%	Outstanding \$	%
June			2,667,538	4%	3,966,010	7%	4,509,658	10%
May			4,103,114	9%	4,524,316	10%	5,739,965	13%
April			5,414,742	12%	5,566,736	12%	6,676,360	14%
March			8,680,758	24%	7,696,368	16%	8,782,286	20%
February			36,212,224	94%	30,185,445	68%	28,950,351	67%

January			2,217,666	5%	46,515,003	95%	44,476,445	96%
December	2,559,757	5%	3,117,376	7%	3,974,938	9%	2,774,538	6%
November	3,558,334	7%	4,584,424	10%	4,909,318	10%	5,085,705	12%
October	4,388,616	9%	9,176,980	16%	6,205,134	14%	5,833,001	12%
September	6,483,867	13%	31,470,321	92%	9,841,158	20%	7,601,554	16%
August	31,439,736	36%	46,853,689	98%	40,432,288	83%	13,344,529	29%
July	50,317,256	94%	2,105,221	4.71%	3,440,135	8%	41,728,111	92%
<b>Gross Revenue Budget</b>								
	<b>96,348,979</b>		<b>90,550,910</b>		<b>88,656,616</b>		<b>88,669,880</b>	

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

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

Full provision was made in the financial statements of 2020/21 for the debts owed to Council from the Virgin Australia Group (including Tiger Airways), prior to the organisation going into receivership. Council continues to receive updates from the administrators on these debts, and we received the first dividend of \$24.5k from the administrators (Deloitte Touché Tohmatsu Limited).

Council has seen an increase in the total outstanding general debts from previous financial years, predominantly due to the changes in accounting treatment for timing of revenue recognition.

#### Outstanding General Debtors

Month/Period	Current	30 Days	60 Days	90 Days	>90 Days	TOTAL
<b>2022/2023</b>						
December 2022	1,391,116	651,890	100,130	39,812	534,994	2,717,944
November 2022	3,149,578	324,111	66,507	116,510	532,568	5,411,612
October 2022	1,290,298	974,852	1,405,924	49,678	535,255	4,255,108
September 2022	1,954,553	1,543,518	40,061	19,639	608,151	4,165,921
August 2022	2,783,520	447,582	118,779	52,499	570,881	3,973,261
July 2022	732,701	2,126,000	95,329	22,875	574,961	3,551,867
<b>Prior Financial Years</b>						
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
<b>2022/2023</b>						
July 2022	3	1	1	1	0	6
August 2022	1	1	0	2	0	4
September 2022	1	0	0	0	0	1
October 2022	1	1	0	1	1	4
November 2022	0	0	0	0	0	0
December 2022	2	1	0	1	0	4
January 2023						
February 2023						
March 2023						
April 2023						
May 2023						
June 2023						
<b>Total Historical Claims</b>						
<b>2021/2022</b>	<b>26</b>	<b>3</b>	<b>6</b>	<b>11</b>	<b>7</b>	<b>53</b>
<b>2020/2021</b>	<b>16</b>	<b>0</b>	<b>13</b>	<b>6</b>	<b>8</b>	<b>43</b>

<b>Current Claims not Finalised</b>	
Public Liability	32
Professional Indemnity	0
Property	4
Motor Vehicle	5
<b>Total</b>	<b>41</b>

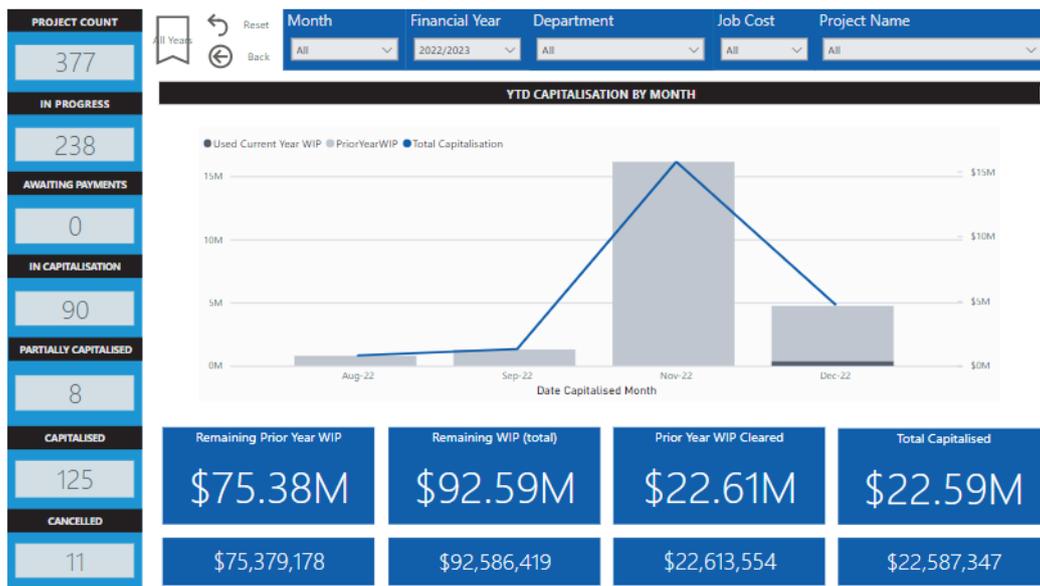
The outstanding claims will be monitored, and any irregularities reported to Council on a case-by-case basis.

# Asset Management

## Capitalisation

To date \$22.59M has been capitalised. Of the total capitalised:

- \$21,638,461 were new assets
- \$948,885 were renewed assets



### Capital Project Delivery

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

2022/2023 Current Budget	<b>\$82,587,320</b>
Current Budget Deliverable YTD	<b>\$27,957,368</b>
Value of Capital Delivered *	<b>\$16,585,303</b>
% Of YTD Budget	<b>59.32%</b>

\*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

### AMMP Progress to Date

The Asset Management Education Campaign has had further work completed with the Engagement Plan finalised. The Comms team are currently working through developing the materials to be used in the Education Campaign with planned commencement in January 2023.

The Asset Management Plans for our first three AMPs have been progressing well across the following classes – Shute Harbour, Quarry, and Waste.

Council has been progressing the Asset Management Lifecycle Improvement Project (AMLIP). To date, a PCG has formed, key Position Descriptions have been drafted and are being assessed by HR, a Project Initiative Document has been drafted and peer reviewed and a probity auditor has been engaged to ensure transparency.

Further work on the other deliverables of the AMMP will continue including the development of a software solution to enable reporting on corporate performance throughout the life of this project.

### Valuation Plans and Reporting

A supplier has been selected to pick up condition assessments on the asset list provided with expected completion in December 2022. The Request for Quote for Valuation Services has been issued with planned works to commence in January/February 2023.

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
Water Infrastructure	30/12/2020	01/07/2025	01/07/2025
Sewer Infrastructure	30/12/2020	01/07/2025	01/07/2025
Land & Improvements	01/07/2021	01/07/2026	01/07/2026

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

## Procurement

Monthly procurement transactional audits continue to occur with the Purchasing Card Policy update/review also being in draft and currently being reviewed by major stakeholders.

The Contracts Team continue to undertake the implementation of a Sourcing/Tender to Contract Management system. A full week of training and testing occurred, with modifications being finalised in the coming months.

In conjunction with this implementation, mapping, and improvements to the Procure to Pay (P2P) modules and Inventory Management processes are being undertaken to provide improved services for internal customers whilst satisfying inventory management controls.

### Procurement Activity (Tenders and Significant Quotations)

#### Corporate Services

Contract Number	Details	Type	Status
500.2022.0073	Supply and Delivery of 120HP Tractor	RFQ	Closed on 15 September 2022 and currently being evaluated
500.2022.0076	Supply and Delivery of Tractor with Flail Attachment	RFQ	Closed on 28 <sup>th</sup> October 2022 and currently being evaluated
500.2022.0081	Design and Supply of Amenities	RFQ	Awarded 20 <sup>th</sup> December 2022.
500.2022.0082	Lease – Lot 6 Upriver Road, Foxdale	RFT	Close 2 <sup>nd</sup> November 2022 and currently being evaluated
500.2022.0088	Collinsville Football Club – Floor Covering Replacement	RFQ	Awarded 19 <sup>th</sup> December 2022.
500.2022.0089	Collinsville Football Club – Airconditioning Installation	RFQ	Close 19 <sup>th</sup> December 2022 and currently being evaluated
500.2022.0090	Provision of Valuation Services	RFQ	Due to close 6 <sup>th</sup> January 2023.
500.2022.0091	Whitsunday Regional Council - Mobile Device Management	RFQ	Due to close 27 <sup>th</sup> January 2023.

#### Community Services

Contract Number	Details	Type	Status
500.2022.0080	Provision of Security Services	RFT	Closed on 9 <sup>th</sup> November 2022 and currently being evaluated

### Infrastructure Services

Contract Number	Details	Type	Status
500.2022.0075	Waste Facility Operation Services for Collinsville Transfer Station	RFT	Awarded 14 <sup>th</sup> December 2022.
500.2022.0083	Design, Supply, and Installation of Bicentennial Boardwalk Upgrade	RFT	Awarded 14 <sup>th</sup> December 2022.
500.2022.0084	Supply of Precast Concrete Steps - Walking Track Upgrade Project	RFQ	Awarded 7 <sup>th</sup> December 2022.
500.2022.0085	Cannonvale Sewage Treatment Plant (STP) Dosing Lines	RFQ	Close on 7 December 2022 and currently being evaluated.
500.2022.0086	Southern Region Water & Sewer Sites – Ground Maintenance	RFQ	Close on 7 December 2022 and currently being evaluated.

### Office of the Mayor & CEO

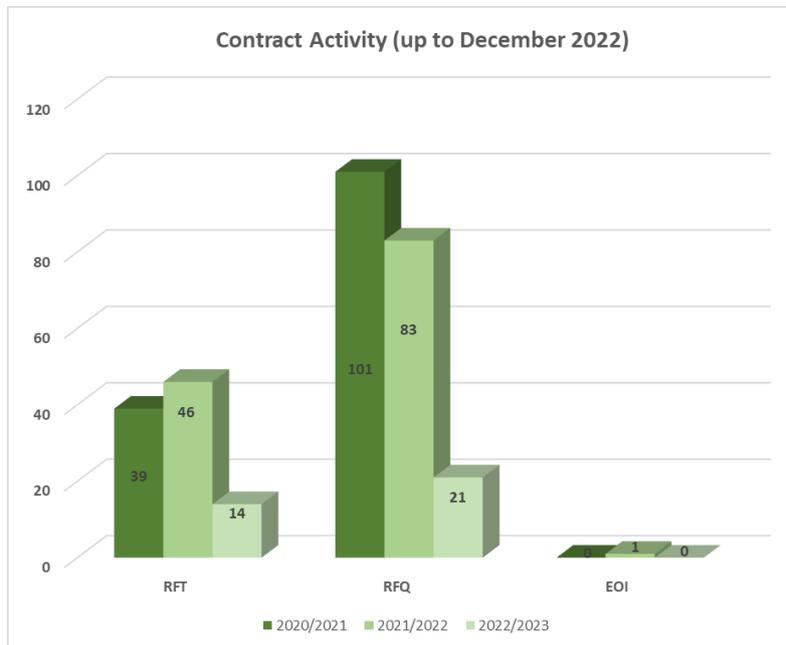
Contract Number	Details	Type	Status
500.2022.0072	Food Van Operator/s - Lake Proserpine	RFQ	Closed on 31 August 2022 and currently being evaluated
500.2022.0074	Lease – Alternative Fuels – Shute Harbour	RFT	Closed on 14 October 2022 and currently being evaluated
500.2022.0077	Proserpine Entertainment Centre – Minor Works	RFQ	Closed on 14 <sup>th</sup> November 2022 and currently being evaluated
500.2022.0087	Employee Assistance Program	RFQ	Due to close 9 <sup>th</sup> January 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.

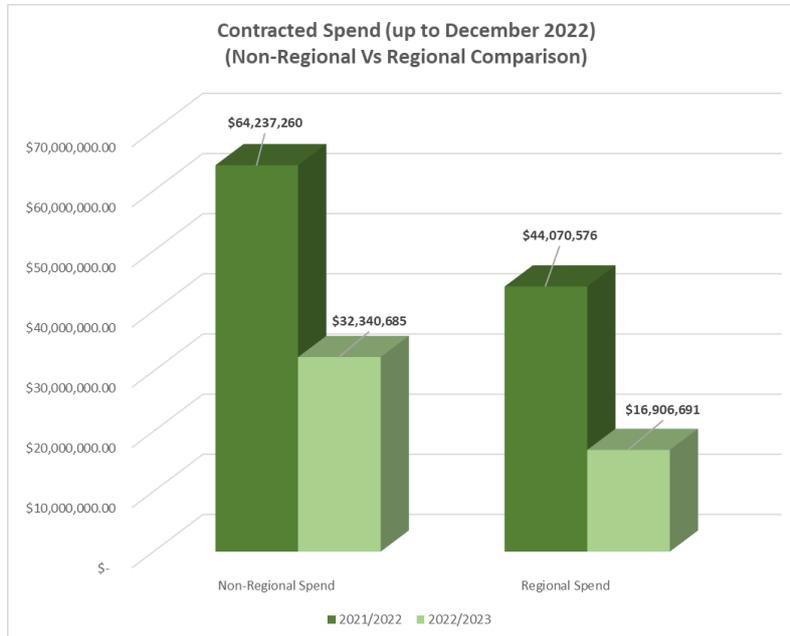
The formation of these arrangements will support local business operations, satisfy legislative requirements, and enable improved supply and logistics practices.

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 December 2022, the following Round 4 Works for Queensland Projects have progressed:

Project	Time	Cost	% Complete	Comments
Brandy Creek – New Amenities	✓	✓	20%	RFQ for supply of Prefabricated or Kit Amenities has closed and is in the evaluation process. Installation RFQ is expected to be issued by Early January with works to commence in the first quarter of 2023
Denison Park - Grandstand Renewal	✓	✓	10%	Variation to W4Q projects has been approved by the state. Works have begun on stakeholder engagement and scoping of project.

### 2022/23 Capital Works

During the Month of December 2022, the following Property & Facilities Capital Works Projects have progressed:

Project	Time	Cost	% Complete	Comments
Cedar Creek Amenities - Renewal	✓	✓	20%	RFQ for supply of Prefabricated or Kit Amenities has closed and is in the evaluation process. Installation RFQ is expected to be issued by late January with works to commence in the first quarter of 2023
Bowen Workcamp Dwelling Restump	✓	✓	10%	Stakeholder engagement has begun scope in draft stage. Tender expected to be released early 2023
Bowen Cemetery Amenities Renewal	✓	✓	20%	RFQ for supply of Prefabricated or Kit Amenities has closed and is in the evaluation process. Installation RFQ is expected to be issued by late January with works to commence in the first quarter of 2023
Fuel Bowser Replacement Program	✓	✓	10%	Scoping works have progressed with Tender documents expected to be released late Jan.
Collinsville Admin Fit out Renewal	✓	✓	0%	Confirmation has been received that Council has been unsuccessful in receiving funding for these works. Bid will be resubmitted in 23/24 FY.
Collinsville Football Club	✓	✓	20%	RFQ's for Airconditioning and Floor covering replacement have been released in late November closing prior to Christmas. Air Conditioning and flooring project was awarded in December works to commence in late January. Further works to paint

				facility and carry out carpentry and Cabinetmaking to be tendered soon after.
<b>Bowen Lapidary Club</b>	✓	✓	99%	Works to replace roof and paint facility have been completed. Awaiting installation of signage to close out project
<b>Roller Door Replacement Program</b>	✓	✓	20%	Tender has been awarded with works to commence early January and to be Completed by the end of April 2023.
<b>Proserpine Depot Masterplan</b>	✓	✓	10%	Project brief has been developed and has been issued to key stakeholders for comment. Finalised project brief is expected to be ready for presentation to ELT early December.
<b>Aircon Replacement Program</b>	✓	✓	0%	Works to be carried out throughout the financial year as replacements are required.
<b>PEC - Storage Structure</b>	✓	✓	20%	Tender has closed with one response. Currently being evaluated with award expected in early Jan.
<b>Proserpine Cemetery - Disabled amenities upgrades</b>	✓	✓	20%	RFQ for supply of Prefabricated or Kit Amenities has closed and is in the evaluation process. Installation RFQ is expected to be issued by late January with works to commence in the first quarter of 2023
<b>Hansen Park - New Amenities</b>	✓	✓	20%	RFQ for supply of Prefabricated or Kit Amenities has closed and is in the evaluation process. Installation RFQ is expected to be issued by late January with works to commence in the first quarter of 2023
<b>Bowen Library – Mechanical Plant Renewal</b>	✓	✓	20%	Project is being delayed and combined with the 22/23 Bowen admin refurbishment project. Tender Drawings Completed. Open tender has been awarded and Designers engaged currently in the planning stage.
<b>Solar Power Generation Project</b>	✓	✓	90%	Solar works have been completed pending Engineering and Ergon handover documents.
<b>Bowen Administration Office – Mechanical Plant Renewal</b>	✓	✓	30%	Preliminary office layouts and services designs have been developed with Stakeholder engagement expected to occur in November. Final Tender documents are expected to be completed prior to end of January with tender to be issued early 2023 for completion prior to EOFY.

### Operational works

During the month of December several operational projects commenced with the most significant being 500.2022.0066 Provision of Cleaning Services

The Property team have been working together with the newly awarded cleaning contractors to ensure a smooth transition into their new role. They have taken on this new contract as of December 2022.

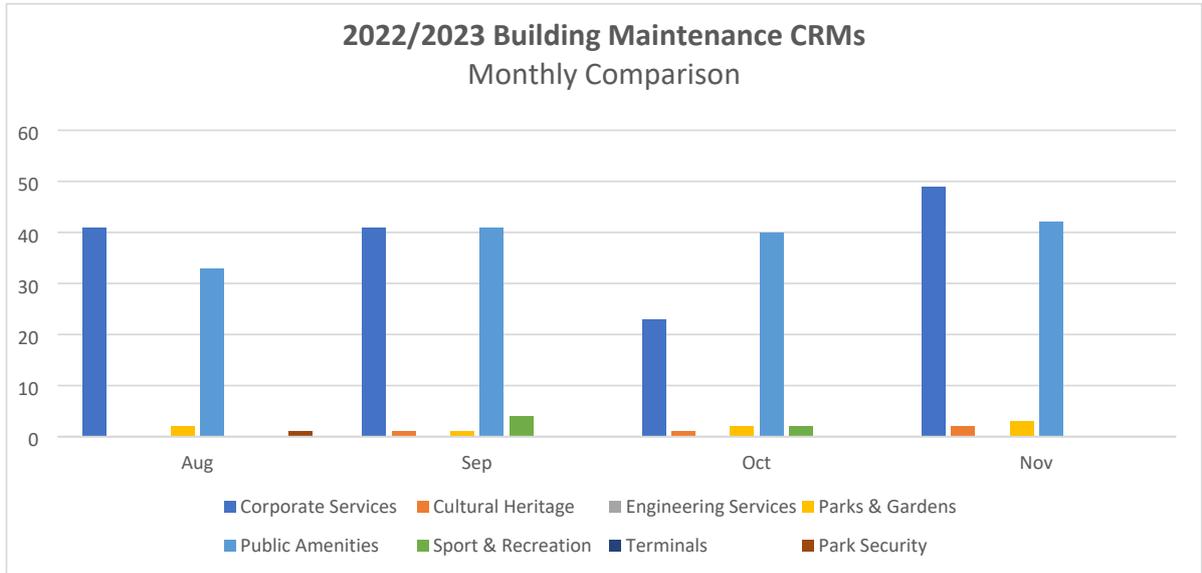
Council have engaged the services of CT Management who in the month of December completed their inspections on over 450+ Council owned assets. Council expects to receive the report Data by the end of January so Council can create new works programs to ensure the full life expectancy of these assets.

Through the month of December 2022, the Property Team received 42 Customer requests for building maintenance with 33 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	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
<b>Corporate Services</b>									
CRM Received	51	53	39	47	41	41	23	49	26
CRM Completed	42	36	34	33	30	23	16	37	17
<b>Cultural Heritage</b>									
CRM Received	2	1	0	1	0	1	1	2	1
CRM Completed	2	1	0	1	0	1	1	1	1
<b>Engineering Services</b>									
CRM Received	0	1	0	0	0	0	0	0	0
CRM Completed	0	1	0	0	0	0	0	0	0
<b>Parks &amp; Gardens</b>									
CRM Received	2	1	2	0	2	1	2	3	0
CRM Completed	1	1	1	0	1	1	1	0	0
<b>Public Amenities</b>									
CRM Received	29	49	33	48	33	41	40	42	15
CRM Completed	26	49	27	42	31	35	37	40	13
<b>Sport &amp; Recreation</b>									
CRM Received	5	5	4	1	0	4	2	0	0
CRM Completed	4	3	3	1	0	2	1	0	0
<b>Terminals</b>									
CRM Received	0	2	0	0	0	0	0	0	0
CRM Completed	0	2	0	0	0	0	0	0	0
<b>Park Security</b>									
CRM Received	1	3	7	0	1	0	0	0	2
CRM Completed	1	2	6	0	0	0	0	0	2
<b>Total CRMs for Building Maintenance</b>									
CRM Received	90	115	85	97	76	88	68	96	42
CRM Completed	76	95	71	77	62	62	56	78	33

This table shows the requests received by department and type of building to track progress and completion of maintenance requests.



## Lease Update

During the month of December, Council finalised the lease with the Cannonvalley Pony Club.

Council is still under negotiations with the tenderer of the one submission for the lease at the Shute Harbour Marine Terminal for alternative fuels.

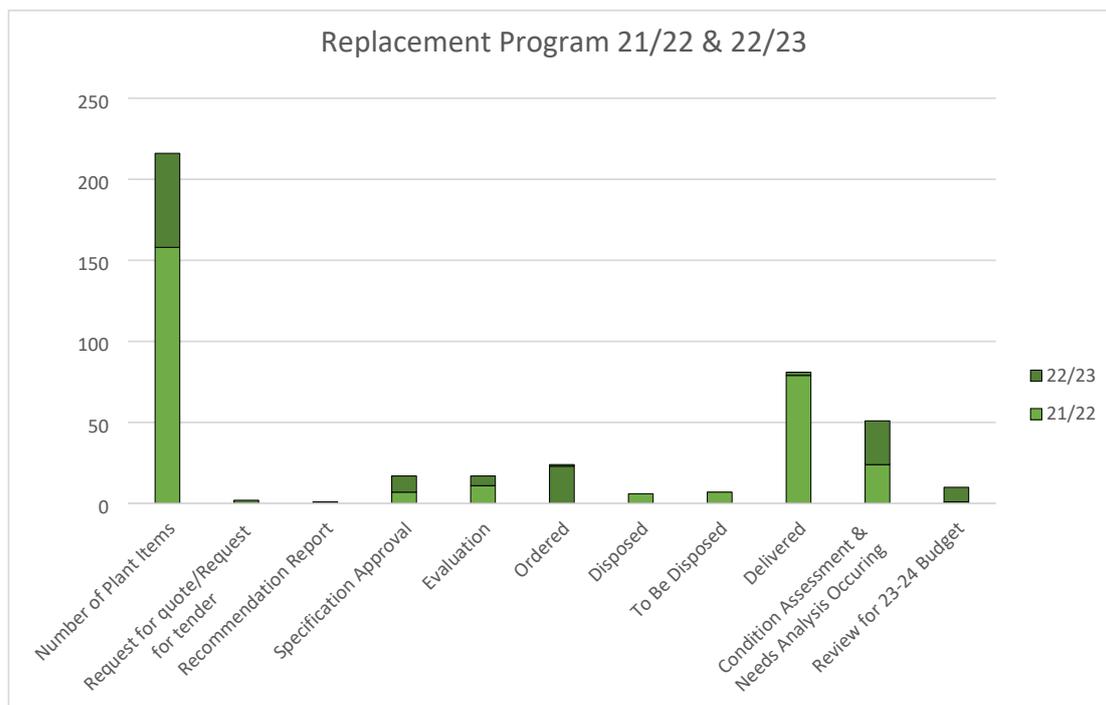
Council, in conjunction with the Bowen Seagulls have finalised the new lease area which is now being drawn up by the Surveyors. A draft survey plan has been received and currently under review.

Follow ups were made again with the Collinsville Rodeo Association regarding their signed lease.

Lease in action	Under Negotiation	Out for execution	Lease awaiting lodgment	Due to expire in 6 months	Comments
Cannonvalley Pony Club			•		Lease finalised
Bowen Seagulls Rugby League	•				New lease area being developed
Collinsville Rodeo Association		•			Final lease with Rodeo Association for execution.

# Fleet Management

## Fleet Replacement Program



The Council fleet capital replacement program is continuing and is subject to the challenges currently impacting the vehicle plant and equipment industry. The supply of components and resources have been significantly delayed firstly by the effects of Covid-19 pandemic impacting labor, parts supply, and shipping, and now with the conflict in Ukraine further affecting global steel supplies.

In Australia this is creating delays in expected delivery times from most suppliers and related sub-contractors. The Fleet team is also taking considerable time to include employees in the consultation process to ensure that vehicles, plant & equipment are fit for purpose and meet Council's requirements in providing services to the community.

### 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 fit for purpose and suitable for ongoing use. Further standards will be developed over time to support improved data and reporting to optimise preventative maintenance activities.

## Governance & Administration

The team has been working closely with newly elected Councillor Bauman following his appointment at the division 2 by election. This involved the preparation of the declaration of Oath ceremony and facilitating the Councillor induction program.

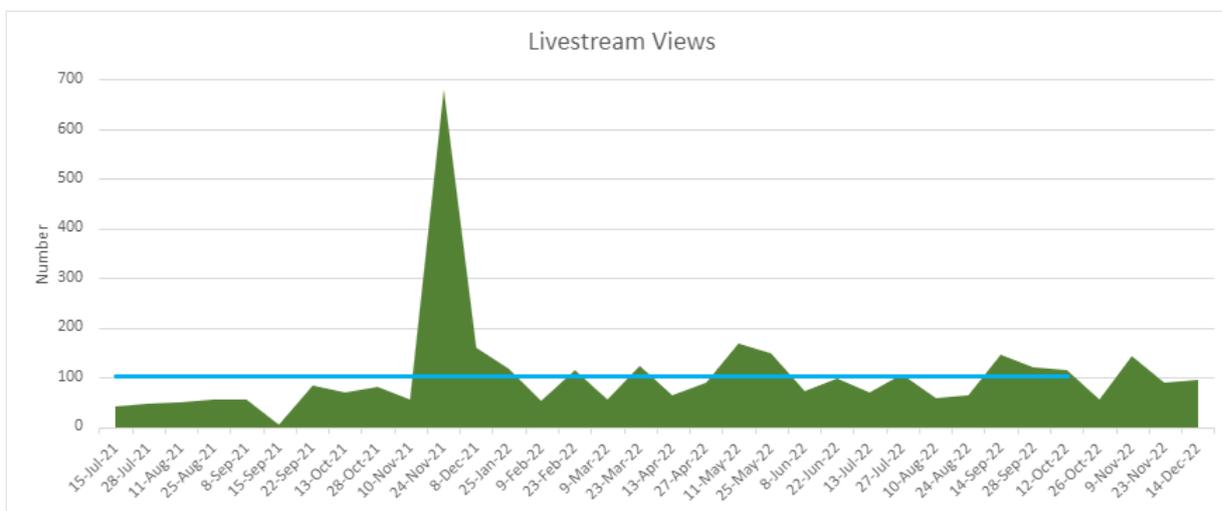
The team has also been heavily focused on finalising the implementation of the corporate planning software for the organisation, with configuration and testing of the system completed in December, January focus is on user training and rollout for the system in time for quarter 2 reporting on the 2021-2022 Operational plan.

Following the endorsement by the Executive team of the Complaint management framework, the team has been collaborating with Customer Services and Innovation and Technology departments to develop the training and process for complaints management throughout the organisation. Training is anticipated to rolled out in February 2023.

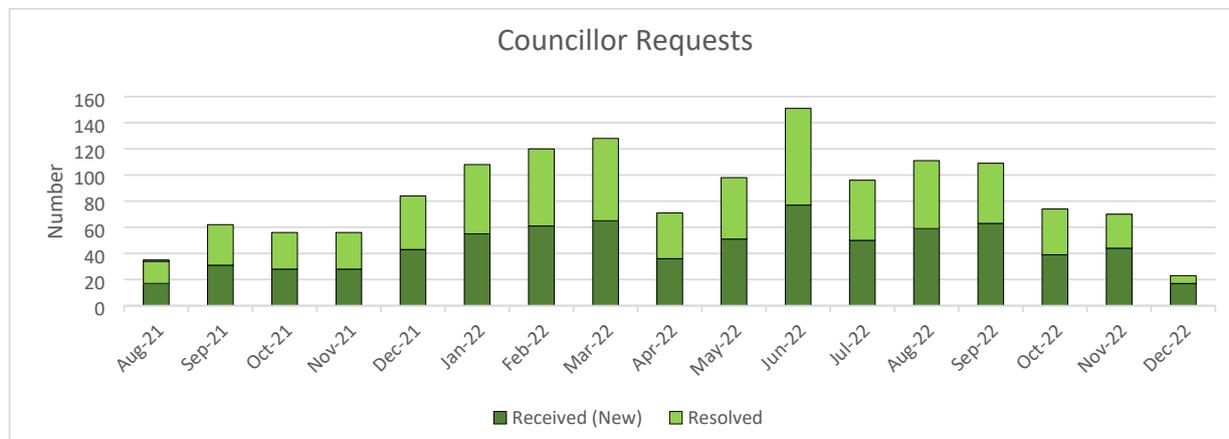
As part of Council's Public Interest Disclosure Policy ('PID Policy') and in accordance with provisions of the *Local Government Act 2009* (Qld) ('the Act'), Council is aware that it is required to have reasonable procedures in place to deal with public interest disclosures. To address this, the team has acquired the use of an external Whistle-blower Hotline to help triage and manage fraud and corruption complaints. The hotline can increase Council's ability to manage anonymous reporting and allows for follow-up questioning during investigations. The Integrity's Whistle-blower hotline service will greatly benefit Council in its management of complaints in general, reporting of fraudulent and corrupt conduct, and public interest disclosures. It is anticipated that the system will be rolled out in February 2023.

### 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	7 November 2022
Jan Clifford	31 August 2022
Clay Bauman	9 January 2023
John Collins	29 July 2021
Michelle Wright	13 July 2022
Gary Simpson	12 July 2022
Mike Bruncker	1 December 2021

**Councillor Committee Attendance**

Date	Committees attended in December 2022	Councillor Representative
2 December	Tourism Whitsundays Meeting	Mayor Julie Hall
6 December	GWC Housing Roundtable	Cr Jan Clifford
6 December	Whitsunday Sportspark Ltd Meeting	Cr Jan Clifford
6 December	Whitsunday Regional Roads Group	Mayor Julie Hall
8 December	National ALGWA Executive Meeting	Cr Jan Clifford
12 December	ALGWA Management Committee Meeting	Cr Jan Clifford
12 December	Airlie Beach Rotary Club Annual General Meeting	Cr Jan Clifford
13 December	Local Disaster Management Group Meeting	Mayor Julie Hall
19 December	Greater Whitsunday Housing Project Steering Committee Meeting	Cr Jan Clifford
21 December	Whitsunday Housing Company Ltd Meeting	Cr Jan Clifford

15 December	Whitsunday Catchment Landcare Management Committee Meeting	Cr Michelle Wright
8 December	Bowen Sporting Complex Meeting	Cr Michelle Wright
12 December	Bowen Collinsville Enterprise Meeting	Mayor Julie Hall Cr Michelle Wright
12 December	Don River Improvement Trust Meeting	Cr Michelle Wright
8 December	Whitsunday Catchment Landcare Annual General Meeting	Cr Gary Simpson
13 December	Bowen Workcamp Meeting	Cr Mike Brunker

**Legal Advice matters**

Matters	YTD	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
New	27	3	8	1	2	6	6	1					
Active	16	2	2	1	1	3	6	1					

**13.2.1 - 20211031 - Development Application for Material Change of Use (Car Wash, Outdoor Sales & Associated Service Industry/Low Impact Industry) - 144-146 Main Street, Proserpine - 4 & 5 RP405787**

**DATE:** Wednesday 25 January 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 [**13.2.1.1** - 9 pages]
2. Locality and Zoning Plan [**13.2.1.2** - 1 page]
3. Development Plans [**13.2.1.3** - 5 pages]
4. SARA Conditions [**13.2.1.4** - 10 pages]
5. Planning Assessment [**13.2.1.5** - 10 pages]

**PURPOSE**

To present the assessment of the development application.

**OFFICER'S RECOMMENDATION**

That Council approve the Development Application for Development Permit for Material Change of Use - Car Wash, Outdoor Sales & Associated Service Industry/Low Impact Industry, made by Chapman Group Enterprises Pty Ltd As TTE, on L: 4 RP: 705787 T: N420/213, L: 5 RP: 705787 T: N420/213 and located at 144 and 146 Main Street Proserpine, subject to the conditions outlined in Attachment 1.

**BACKGROUND**

This application was considered at the Ordinary Meeting of Council in December 2022 where it was resolved to have the matter lie on the table to enable an inspection of the site to be carried out. An inspection of the site took place on 11 January 2023. The application is now referred back to Council for determination.

**APPLICATION SUMMARY**

Council is in receipt of a development application to establish two separate uses on the land. The primary use is for a car wash facility facing Davey Avenue and accessed via Main Street. The second land use is for outdoor sales with an associated Service industry/low impact industry.

The Car Wash will incorporate the following elements:

- One automatic car wash bay and associated mechanical plant located within a plantroom
- Two self-serve wash bays
- One vacuum island located adjacent to the self-serve bays

- Operational during daylight hours only

The outdoor sales use covers the existing building and forecourt area on the Main Street frontage of the site and involves the construction of a small shed at the rear for undertaking repair work. This shed forms the Service Industry/Low Impact Industry component of the development. The Outdoor Sales use is Carlisle Tractors Proserpine which primarily sells New Holland tractors. The use is currently operating and has been established on the premises without approval.

Nine submissions were received during the public notification period. A detailed assessment of the submissions and assessment benchmarks is provided in Attachment 5.

## **STATUTORY/COMPLIANCE MATTERS**

*Planning Act 2016*

Whitsunday Regional Council Planning Scheme 2017

## **STRATEGIC IMPACTS**

Process all statutory applications within statutory timeframes.

## **FINANCIAL IMPLICATIONS**

The applicable infrastructure charges total \$45,676.12.

## **CONSULTATION**

Technical Officer Engineering Assessment  
Coordinator Transport Planning & Assets  
Director Infrastructure Services  
Environment Officer  
SLR Consulting

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

A decision is required by **16 December 2022**.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

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

- Section 19 – Freedom of movement.
- Section 21 – Freedom of expression.

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

This decision does not limit the above identified human rights.

## Attachment 13.2.1.1 Conditions of Approval

### 1.0 ADMINISTRATION

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	John Harper Landscape Designs	LCP 01 Rev C	27/03/2022
Surface Treatments	John Harper Landscape Designs	LCP 02 Rev C	27/03/2022
Planting Concept	John Harper Landscape Designs	LCP 03 Rev C	27/03/2022
Davey Avenue Visualisations	John Harper Landscape Designs	LCP 04 Rev C	27/03/2022
Concept Notes	John Harper Landscape Designs	LCP 05 Rev C	27/03/2022
Elevation	Tropical Sheds	15082_COUL SON Page 2 of 32	23/02/2022
Car Wash Building Plan and Elevation	Trevor Glasson Consulting Services	20029 02C	02/03/2022
Impervious and Pervious Areas Plan	Trevor Glasson Consulting Services	20029 13A	02/03/2022
Driveway Access and Carparking Layout Detail Plan with Finished Levels	Trevor Glasson Consulting Services	20029 11A	02/03/2022
AEP1% (Q100) Plan	Trevor Glasson Consulting Services	20029 12A	02/03/2022
Signage & Linemarking Plan	ALNDD Engineering Pty Ltd	SK360 Rev A	02/09/2021
Swept Path Layout Plan Sheet 1 of 5	ALNDD Engineering Pty Ltd	SK380 Rev A	02/09/2021
Swept Path Layout Plan Sheet 2 of 5	ALNDD Engineering Pty Ltd	SK381 Rev A	02/09/2021
Swept Path Layout Plan Sheet 3 of 5	ALNDD Engineering Pty Ltd	SK382 Rev A	02/09/2021

## Attachment 13.2.1.1 Conditions of Approval

Swept Path Layout Plan Sheet 4 of 5	ALNDD Engineering Pty Ltd	SK383 Rev A	02/09/2021
Swept Path Layout Plan Sheet 5 of 5	ALNDD Engineering Pty Ltd	SK384 Rev A	02/09/2021
Stormwater Quality Management Plan	Trevor Glasson Consulting Services	Rev A	09/03/2022
Sewerage Connection and Water Supply Connection Plan	Trevor Glasson Consulting Services	20029 17A	02/03/2022
Environmental Noise Assessment	Eco Acoustics	22021040-01a	29/03/2022
Proserpine Carwash Main Street Proserpine – Response to Council Further Information Request	Eco Acoustics	22021040-02	28/08/2022
Traffic Impact Assessment	Altus Traffic Engineering	TIA - 144-146 Main Street, Proserpine v2	22/08/2022

- 1.2 The applicant is to comply with the Department of State Development, Infrastructure, Local Government and Planning's conditions as outlined in the Department's correspondence dated 20 December 2021.
- 1.3 The following further development permits are required prior to commencement of work on site or commencement of the use:
- Operational Works:
    - Access and Parking
    - Stormwater
    - Water Infrastructure;
    - Sewerage Infrastructure
    - Erosion Prevention and Sediment Control .
  - Plumbing and Drainage Works;
  - Building Works;
- All Operational Works, Plumbing and Drainage Works Development Permits must be obtained prior to the issue of a Building Works Development Permit.
- 1.4 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.5 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.
- 1.6 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of commencement of the use.
- 1.7 Prior to the commencement of the first change of use, L: 4 RP: 705787 and L: 5 RP: 705787 are to be amalgamated.
- 1.8 A copy of this decision notice and stamped approved plans/drawings must be retained on site at all times. This decision notice must be read in conjunction with the stamped

## Attachment 13.2.1.1 Conditions of Approval

approved plans to ensure consistency in construction, establishment and maintenance of approved works.

- 1.9 Unless explicitly expressed in the condition, each condition is applicable to each aspect of development.

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

- 2.1 Any vegetation removed must be disposed of to the requirements of the Council. Transplanting, chipping or removal from site are the preferred solutions.
- 2.2 All vegetative waste cleared as part of the development of the site is to be either:
  - a) stored neatly on site and shredded within sixty (60) days of clearing; or
  - b) removed off the site to an approved disposal location.
- 2.3 Prior to the commencement of the Car Wash, landscaping must be provided generally in accordance with the approved landscaping plans LCP 02 Rev C and LCP 03 Rev C by John Harper Landscape Designs.
- 2.4 Mature landscaping is to be planted along both property boundaries as indicated on the approved landscaping plans.
- 2.5 The landscaping shown on the approved plans must be maintained at all times and any dead, diseased or damaged plants are to be replaced.

### **3.0 BUILDING**

- 3.1 New buildings are to be finished with external building materials and colours to reduce scale and bulk.

### **4.0 LIGHTING**

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

### **5.0 WATER INFRASTRUCTURE**

- 5.1 A Development Permit for Operational Works (Water Infrastructure) must be obtained prior to commencement of work on site.
- 5.2 Any application for Operational Works (Water Infrastructure) must be accompanied by engineering design drawings, and certifications of the design, demonstrating compliance with Council's Development Manual (current at the time of development) and this Decision Notice.
- 5.3 The development must be connected to Council's water supply network using the existing 150mm water main located on the southern side of Main Street. The water service connection must be sized appropriately for the use. Any upgrading works must be completed by the developer at their full cost prior to commencement of the use.
- 5.4 Each use within the development must be provided with a sub-meter in accordance with Council's policy for sub-metering prior to the commencement of the use.
- 5.5 Prior to commencement of use on the site the owner must lodge with Council a civil engineer's design and construction certification (by an experienced and qualified engineer). The certification must be addressed to Council and must certify that all Water Infrastructure works have been designed and constructed according to the conditions of this Decision Notice and Councils Development Manual.
- 5.6 At time of lodgement of the Operational Works (Water Infrastructure) a detailed Hydraulic Layout Plan is to be provided with the accompanying schematic detail of the separator.

### **6.0 SEWERAGE INFRASTRUCTURE**

- 6.1 A Development Permit for Operational Works (Sewer Infrastructure) must be obtained prior to commencement of work on site.
- 6.2 Any application for Operational Works (Sewer Infrastructure) must be accompanied by engineering design drawings, and certifications of the design, demonstrating compliance with Council's Development Manual (current at the time of development) and this Decision Notice.

## Attachment 13.2.1.1 Conditions of Approval

- 6.3 All sewerage infrastructure must be designed and constructed in accordance with Council's Whitsunday Regional Council Development Manual prior to commencement of the use.
- 6.4 Any existing sewer connections that will not be used for the development must be disconnected and sealed prior to commencement of the use.
- 6.5 Easements must be provided over all existing and new Council sewerage lines and connections constructed as part of the development located on private property.
- 6.6 Easement documentation must be provided free of cost to Council.
- 6.7 Prior to commencement of use on the site, the owner must lodge with Council, a civil engineer's design and construction certification (by an experienced and qualified engineer). The certification must be addressed to Council and must certify that all Sewer Infrastructure works have been designed and constructed according to the conditions of this Decision Notice and Councils Development Manual.

### **7.0 ACCESS AND PARKING**

- 7.1 Prior to commencement of any work on site an Operational Works development permit must be obtained in relation to Access and Parking.
- 7.2 Any application for Operational Works (Access and Parking) must be accompanied by detailed engineering drawings demonstrating compliance with Council's Development Manual (current at the time of development), Australian Standard AS2890, AS1428 and this Decision Notice.
- 7.3 The applicant must design, construct, and maintain the external egress from the pavement of Davey Avenue to the property boundary to a sealed standard so as to comply as a minimum with the levels, dimensions and specifications as shown on Councils Standard Drawing RS-051 prior to the commencement of the use. The egress is to be constructed to be a left out only.
- 7.4 The external egress on to Davey Avenue must include provision for all drainage from within the property and along the driveway surface to be collected at or inside the property boundary and discharged to a legal point of discharge prior to the commencement of the use.
- 7.5 A minimum of 12 car parking spaces and 1 MRV Loading Area are to be provided and maintained within the boundaries of the property prior to commencement of the use for the Outdoor Sales and Service Industry/Low Impact Industry.
- 7.6 All accesses, driveways, circulation roads, parking bays and maneuvering areas must be designed and constructed so as to comply with the criteria described in AS2890 and AS1428.
- 7.7 All car parking areas must be constructed to the following standards:
  - a) Universal access must be provided in accordance with AS2890 and to a sealed standard (or any later revision of this standard).
  - b) Pedestrian and vehicular areas must be appropriately delineated to ensure the safety of the site users.
- 7.8 Prior to commencement of use on the site the applicant must lodge with Council, a civil engineer's design, and construction certification (by an experienced and qualified engineer). The certification must be addressed to Council and must certify that External Access, Internal Access, onsite parking, and maneuvering areas have been designed and constructed according to the conditions of this Decision Notice and achieves compliance with WRC Planning Scheme, WRC Development Manual, AS2890 and AS 1428.
- 7.9 Signage and line marking must be installed in accordance with approved drawing SK360 Rev A dated 02/09/2021.
- 7.10 Directional signage directing left turn only must be placed on the exit to Davey Avenue.
- 7.11 Directional signage must be placed internally directing traffic to the Car Wash or Outdoor Sales car parking.
- 7.12 Directional signage must be placed on the Main Street frontage identifying the entry to the premises.

### **8.0 STORMWATER AND FLOODING**

## Attachment 13.2.1.1 Conditions of Approval

- 8.1 Prior to commencement of any work on site an Operational Works development permit must be obtained in relation to Stormwater Drainage.
  - 8.2 Any application for Operational Works (Stormwater) must be accompanied by engineering design drawings, including calculations and certifications of the design, demonstrating compliance with Queensland Urban Drainage Manual current at the time of development, Councils Development Manual (current at the time of development) and this Decision Notice.
  - 8.3 The applicant must design and construct Roof and Allotment drainage system for the development including any detention system so as to comply with the Queensland Urban Drainage Manual current at the time of development as a minimum. The stormwater design is to provide for the developed flows from the site to be piped to a Legal Point of discharge.
  - 8.4 Stormwater for the development must include gross pollutant traps, or other appropriate water quality measures, within the system adequate to ensure stormwater from the site must not cause measurable levels of water pollutants in the receiving waters to fall outside the acceptable ranges specified in the 'Australian Water Quality Guidelines for Fresh and Marine Waters', ANZECC 2000
  - 8.5 Prior to commencement of use on the site the applicant must lodge with Council, a civil engineer's design, and construction certification (by an experienced and qualified engineer). The certification must be addressed to Council and must certify that the Roof and Allotment drainage works have been constructed in accordance with the requirements of Queensland Urban Drainage Manual current at the time of development, Councils Development Manual (current at the time of development) and this Decision Notice and will not cause adverse effects to adjoining or downstream properties or infrastructure.
- 9.0 ENVIRONMENTAL MANAGEMENT PLAN (EMP)**
- 9.1 A Development Permit for Operational Works (Erosion Prevention and Sediment Control Management Plan) must be obtained prior to commencement of work on site.
  - 9.2 Prior to commencement of any work on the site, the applicant must submit to Council for approval, a site-based Erosion Prevention and Sediment Control Plan for the site.
  - 9.3 Erosion prevention and sediment control measures must be established so as to comply with the requirements of the Whitsunday Regional Council Development Manual and the Best Practice Erosion & Sediment Control – November 2008 (IECA White Book) and the requirements of the Environmental Protection Act.
  - 9.4 The strategy of the plan must be implemented and maintained for the duration of the operational and building works, and until exposed soil areas are permanently stabilized (e.g., turfed, concreted).
  - 9.5 Discharges of water pollutants, wastewater or stormwater from the site must not cause measurable levels of water pollutants in the receiving waters to fall outside the acceptable ranges specified in the 'Australian Water Quality Guidelines for Fresh and Marine Waters', ANZECC 2000.
  - 9.6 No visible emissions of dust must occur beyond the boundaries of the site during earthworks and construction activities on the site. If, at any time during the earthworks and construction activities the dust emissions exceed the levels specified above, all dust generating activities must cease until the corrective actions have been implemented to reduce dust emissions to acceptable levels or wind conditions are such that acceptable levels are achieved.
  - 9.7 The applicant must ensure that when undertaking any on-site or external works, including any filling and extraction, appropriate dust control measures are implemented in accordance with the Environmental Protection Act 1994 and complies with the relevant air quality objectives defined in the Environmental Protection (Air) Policy 2008.
- 10.0 ENVIRONMENTAL HEALTH**
- 10.1 A trade waste approval must be obtained from Council's Environmental Health Service Department prior to the discharge from the premises of any trade waste to Council's

## Attachment 13.2.1.1 Conditions of Approval

- wastewater system. All discharges must be in accordance with Council's wastewater system admission limits.
- 10.2 The plant room is to be lined with 50mm 32kg/m<sup>3</sup> sound absorbing insulation or similar.
  - 10.3 The proposed automatic car wash bays will be fitted with automatic doors on the entry and exit equivalent to a PVC clear 2.5 mm door blade (which provides a minimum Rw 23).
  - 10.4 This entry canopy to the automatic wash bay is required to be lined internally with perforated metal with sound absorbing insulation (50mm 32kg/m<sup>3</sup>) and clad externally with sheet metal or similar.
  - 10.5 A 2.2-metre-high acoustic barrier will be constructed along the full length of the property boundaries. The height of the barriers is based on the finished ground height of the proposed car wash.
  - 10.6 The acoustic barriers are to be constructed from a material to achieve a minimum superficial density of 11kg/m<sup>3</sup> and have a mass leakage of less than 1%.
  - 10.7 The vacuum bays located adjacent to the property boundary are required to be located within a carport structure with solid rear and end walls and a roof. The roof is required to be lined with 50mm 32kg/m<sup>3</sup> sound absorbing insulation to minimize reverberation within the space.
  - 10.8 Prior to the commencement of the use of the Car Wash, certification is to be provided by a suitably qualified person that conditions 10.2 – 10.7 have been complied with.
  - 10.9 In the event the business/operator receives a noise complaint the following procedure must be enacted:
    - a) The business/operator shall record the following details of the complaint:
      - i. Contact details of the complainant;
      - ii. Time and date of the complaint;
      - iii. Details and nature of the complaint;
      - iv. The method which the complaint was lodged; and
      - v. The action taken by the responsible person in relation to the complaint.
    - b) If the issue cannot be resolved in house between the business/operator and the complainant within 5 days, the business/operator shall be responsible to commission an independent noise consultant which is endorsed by Council to conduct a noise assessment. The noise assessment must include:
      - i. The nature or the potential harm/nuisance;
      - ii. The sensitivity of the receiving environment;
      - iii. The current state of technical knowledge of the activity;
      - iv. Appropriate noise standards; and
      - v. The likelihood of successful application of different attenuation measures that may be taken.
    - c) Upon receipt of the noise acoustic report the business/operator must undertake appropriate actions to resolve the complaint.
    - d) The business/operator must then advise the complainant of actions taken to resolve the complaint.
  - 10.10 The release of dust and any particulate matter must not cause an 'environmental nuisance' (within the meaning of that term set out in the Environmental Protection Act 1994) at any sensitive receptor.

### **11.0 CATCHMENT AND LAND MANAGEMENT**

- 11.1 At lodgement of first Operational Works application:
  - (a) an expanded Stormwater Quality Management Plan (SQMP) is to be submitted to include additional requirements expected at the operational works application stage as per Table 5 of Council's Stormwater Quality Guideline
  - (b) detailed engineering and landscape drawings
  - (c) working copies of all stormwater models and calculations used in the creation of the SQMP and development application and
  - (d) suitably qualified person certification

## Attachment 13.2.1.1 Conditions of Approval

- 11.2 The proposed bioretention basin and associated infrastructure are to be constructed and maintained in accordance with the Approved Plans, Council's Development Manual (current version at the time of development) and with the Whitsunday Regional Council Stormwater Quality Guideline to the satisfaction of Council.
- 11.3 Prior to commencement of use the bioretention basin, supporting infrastructure and landscaping, shall be inspected by the applicants' engineer and Council. Should the bioretention basin, supporting infrastructure and landscaping not be in an acceptable condition, the defects shall be rectified by the applicant, at the applicant's cost.
- 11.4 Acid sulphate soils are not to be disturbed during the works unless an Acid Sulfate Soils Management Plan that complies with Planning Policy SC6.2.4: Acid sulfate soils management plan, is submitted and approved by Council.

### **12.0 OPERATING PROCEDURES**

- 12.1 The hours of operation for the Car Wash are 7am to 6pm Monday to Sunday.
- 12.2 Delivery of tractors and supplies to the Outdoor Sales & Associated Service Industry/Low Impact Industry is to be made by a vehicle no larger than a Medium Rigid Vehicle (MRV).
- 12.3 The delivery of tractors is to occur in the concrete apron.
- 12.4 Refuse collection is occur outside of the nominated business hours.
- 12.5 Loading and unloading of a vehicle servicing a development must be conducted wholly within the site.
- 12.6 A vehicle or vehicles waiting to be loaded or unloaded must stand entirely within the site.
- 12.7 All vehicles must enter and exit the site in a forward gear.
- 12.8 The site must be maintained in a clean and tidy state at all times.
- 12.9 The Service Industry/Low Impact Industry is limited to the servicing and maintenance of products associated with the outdoor sales.
- 12.10 Tractors and other outdoor sales equipment is only to be displayed on the forecourt fronting Main Street.

### **13.0 WASTE**

- 13.1 Waste and recycling facilities must be provided in accordance with the following provisions:
    - a) Adequate waste containers must be provided to contain the volume and type of waste and recyclable matter generated by the development;
    - b) Waste storage areas for waste containers must be constructed of a solid concrete base or acceptable equivalent; and
    - c) Waste storage areas must be designed and constructed so it can be easily cleaned whilst ensuring that no waste or recyclable matter is released to the stormwater system or any waterway.
  - 13.2 Maintenance and cleaning of waste containers must be carried out by a cleaning contractor or in an area where contaminants cannot be released into stormwater drainage, a roadside gutter, water or onto unsealed road.
  - 13.3 Ensure that all reasonable and practicable measures are taken to ensure that waste storage area is kept to a standard of cleanliness where there is no accumulation of:
    - a) Waste, except in waste containers;
    - b) Recycled matter, except in containers;
    - c) Grease; or
    - d) Other visible matter.
  - 13.4 Waste and recycling facilities must be screened from all public roads.
  - 13.5 Prior to the commencement of the use a Waste Management Plan is to be provided to Council.
- ### **14.0 CONSTRUCTION MANAGEMENT**
- 14.1 Prior to the lodgment of the first operational works application, the applicant is to submit a Construction Management Plan to Council, which addresses at a minimum:

- a) Public safety, amenity and site security
- b) Construction hours
- c) Noise control
- d) Air and dust management
- e) Waste management
- f) Traffic management

**15.0 MISCELLANEOUS**

- 15.1 If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained. The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)
- 15.2 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the developer.
- 15.3 Any building materials, equipment and the like must be appropriately tied down, placed indoors and secured on site at the time of preparation for cyclone events. The onsite supervisor is to ensure that all contractors/employees take the necessary steps to secure the construction site in the event of a cyclone.
- 15.4 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Main Street, Davey Avenue or adjoining land unless written permission from the owner of that land and Council is provided.
- 15.5 It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.

**16.0 ADVISORY NOTES**

**16.1 Hours of work**

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

**16.2 Dust Control**

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

**16.3 Sedimentation Control**

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

**16.4 Noise During Construction and Noise in General**

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

**16.5 General Safety of Public During Construction**

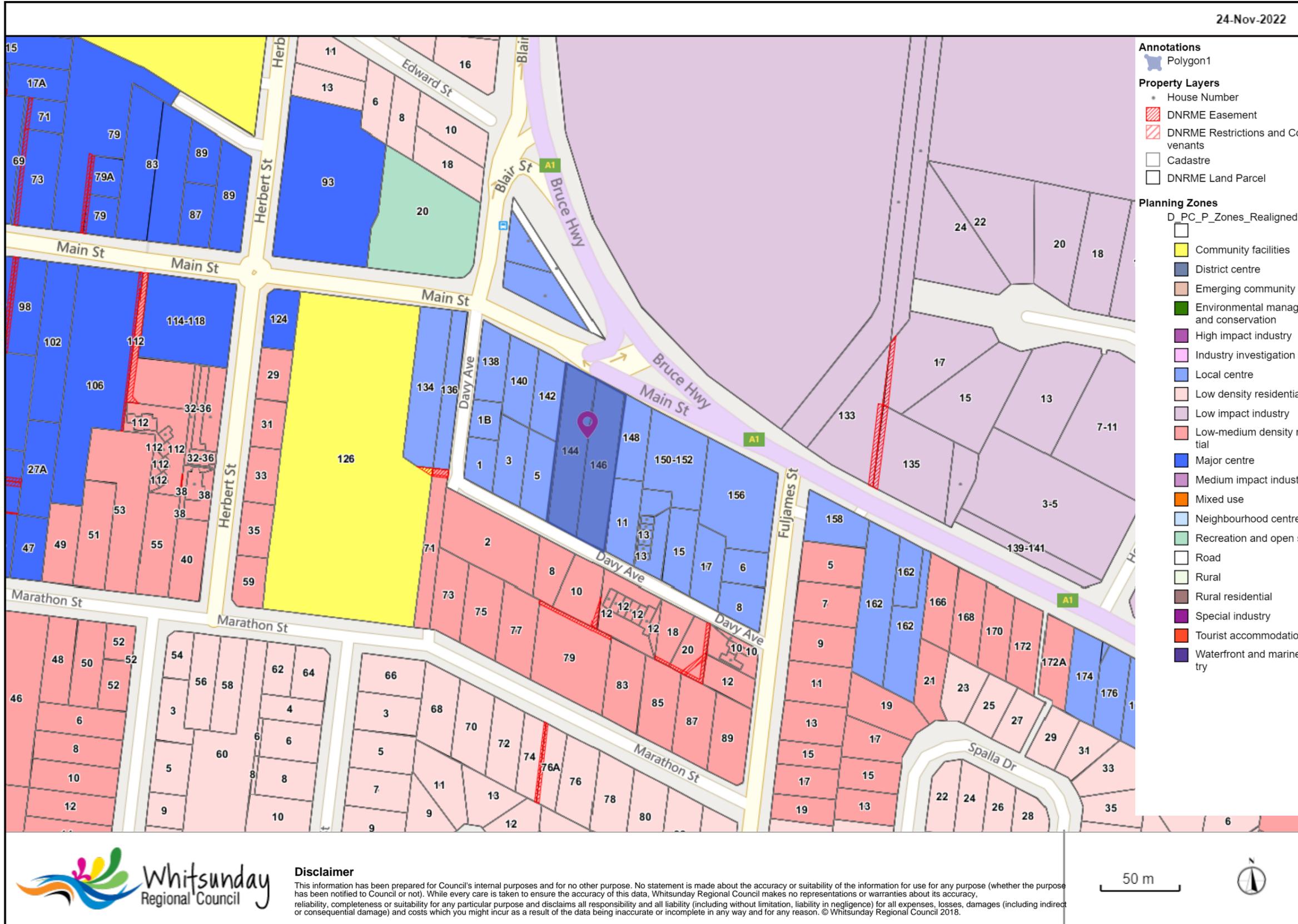
It is the project manager's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the project manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or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

## Attachment 13.2.1.1 Conditions of Approval

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

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

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

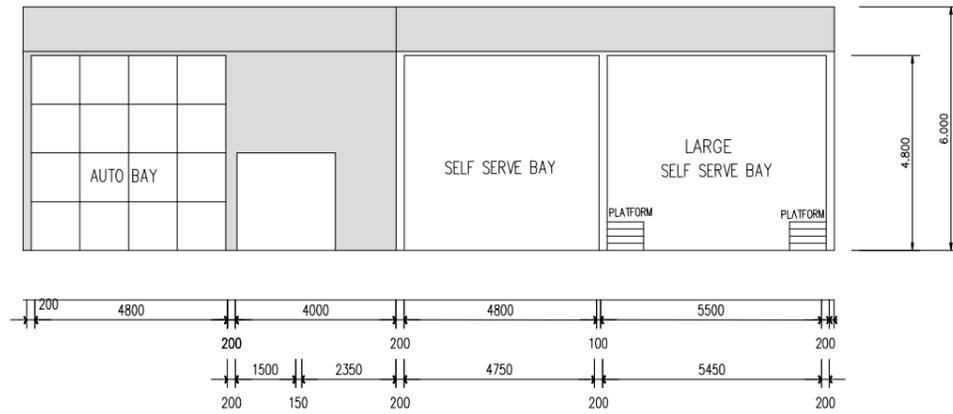


**Disclaimer**

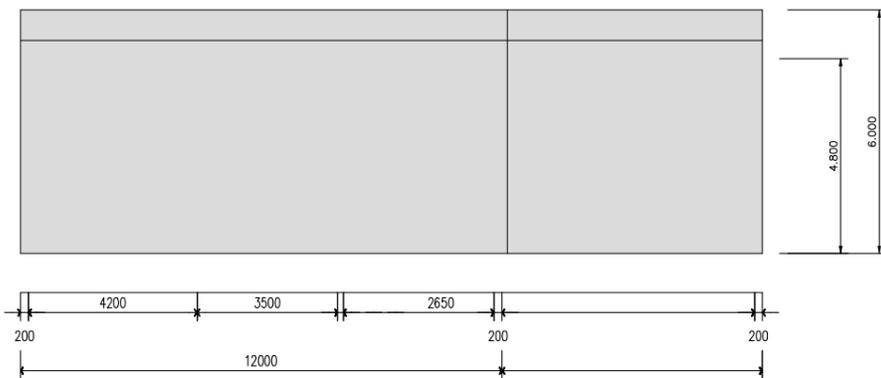
This information has been prepared for Council's internal purposes and for no other purpose. No statement is made about the accuracy or suitability of the information for use for any purpose (whether the purpose has been notified to Council or not). While every care is taken to ensure the accuracy of this data, Whitsunday Regional Council makes no representations or warranties about its accuracy, reliability, completeness or suitability for any particular purpose and disclaims all responsibility and all liability (including without limitation, liability in negligence) for all expenses, losses, damages (including indirect or consequential damage) and costs which you might incur as a result of the data being inaccurate or incomplete in any way and for any reason. © Whitsunday Regional Council 2018.

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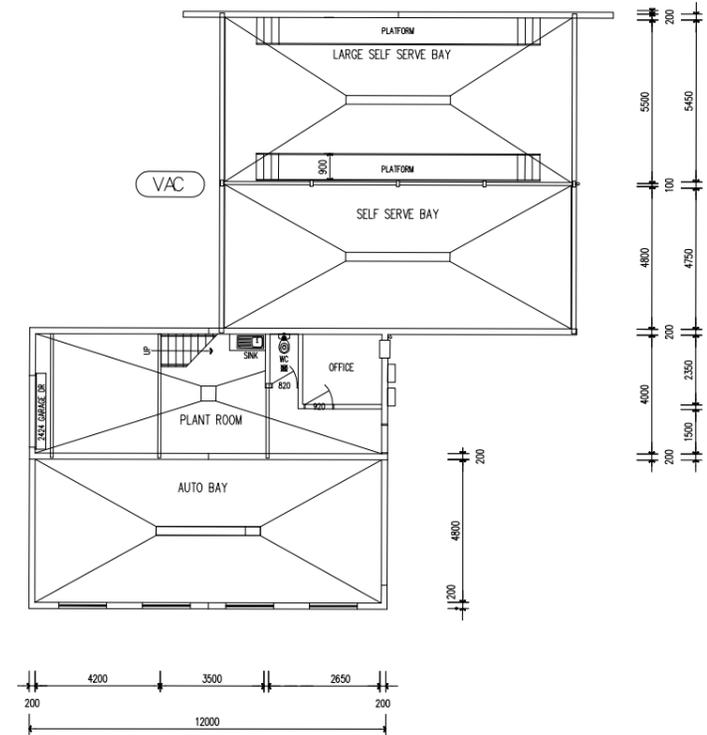


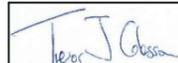


Carwash Elevation From Main Street Entry



Carwash Elevation From East



Certified by   
Trevor James Glasson  
RPEQ 5396

No.	Date	By	Revision Description
A	27/8/20	TJG	Original Issue
B	19/10/20	TJG	Shed added near eastern Boundary
C	11/3/22	TJG	Fascade and Rendering Notes added

SCALES  
Horizontal 0 1 in 200 (A1) 8m.  
WHITSUNDAY REGIONAL COUNCIL  
DEVELOPMENT APPLICATION No.  
2021/1031

Designed	TJG
Checked	TJG
Approved	TJG

**Trevor Glasson**  
Consulting Services

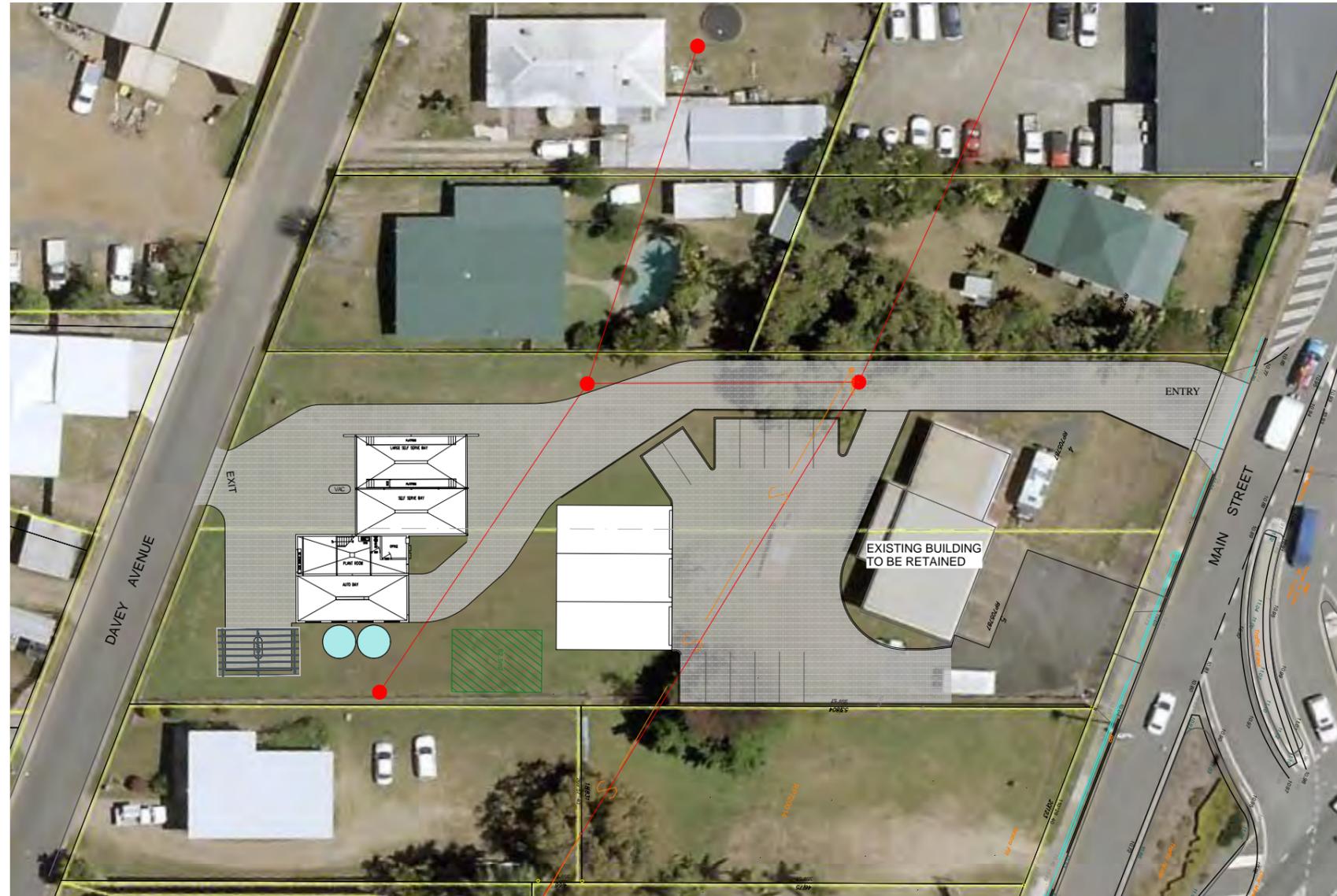
Address PO Box 983  
Proserpine QLD 4800  
Mobile 0432 323 823  
Email trevor.glasson@bigpond.com

**MCU – Car Wash,  
Outdoor Sales & Associated  
Service Industry**  
144 146 Main Street, Proserpine

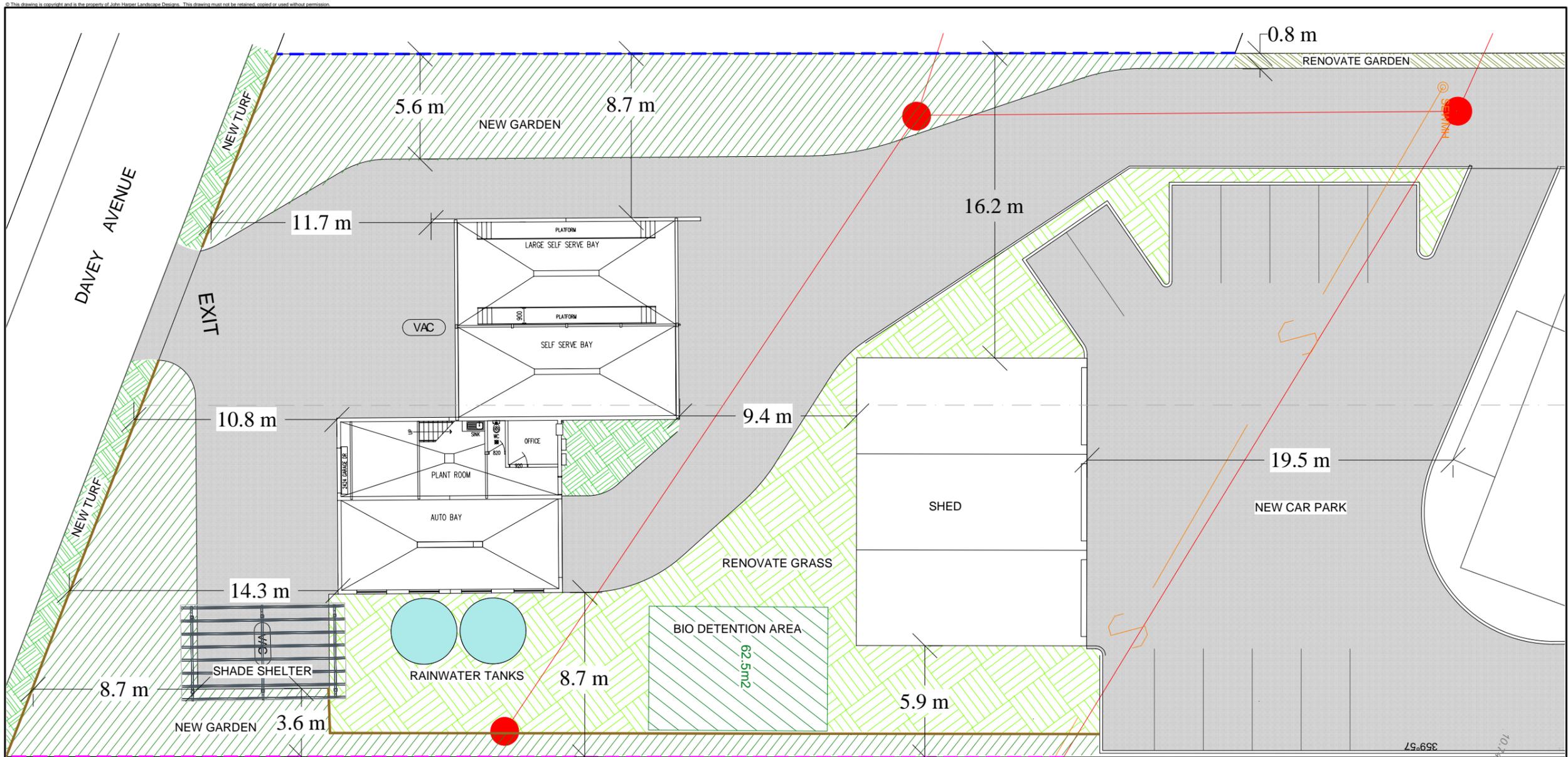
Carwash Building Plan  
and Elevation

Scale: 1:200 (A1)  
Drawing No:  
**20029 02C**

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<b>Title</b>	SITE PLAN	<b>Job Number</b>	21041	<b>Issue Date</b>	27/03/2022	<b>Client:</b>		SCALE 1:500 @ A3	<b>REVISIONS</b> A DRAFT FOR COMMENT B FOR SUBMISSION C RESPONSE TO COUNCIL RFI	* Do not scale from drawing * Verify the location of all services before commencement of works * All works to comply with Australian Standards * Works to comply with all relevant laws, regulations, building codes & approvals	PO Box 1031, Proserpine, QLD, 4800 M: 0417 195 059 E: john@jhld.com.au W: jhld.com.au	
<b>Project</b>	PROSERPINE CARWASH 144-146 MAIN STREET, PROSERPINE	<b>Drawing Number</b>	LCP 01	<b>Revision</b>	C	COULSON						



**LEGEND**

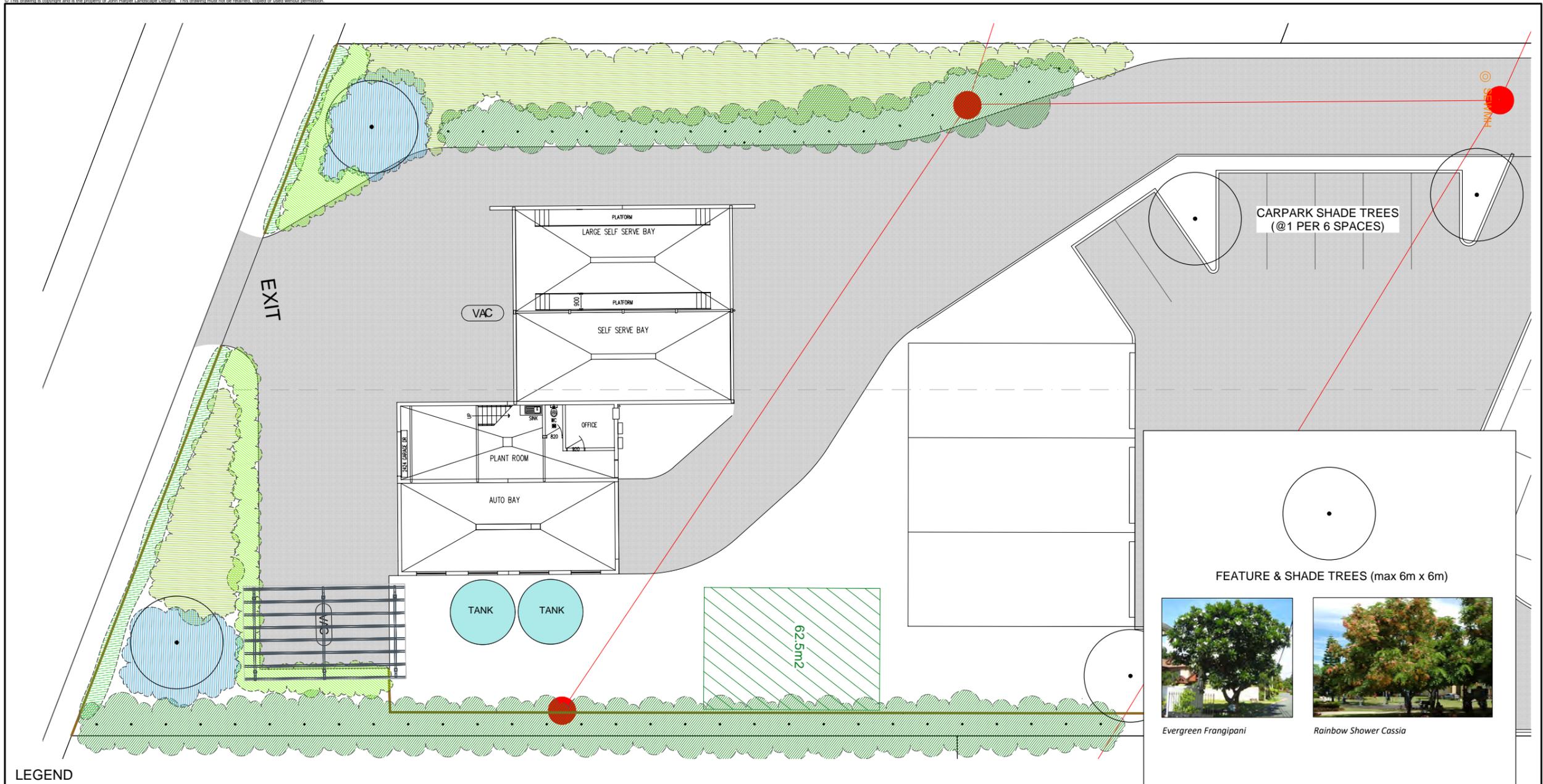
- NEW GARDEN AREAS - 439m<sup>2</sup>
- RETAIN AND RENOVATE EXISTING FENCELINE GARDEN - 85m<sup>2</sup>
- RENOVATE EXISTING GRASS - 345m<sup>2</sup>
- NEW TURF - 63m<sup>2</sup>
- GARDEN EDGING - 76m
- NEW 1800mm HIGH DOUBLE LAPPED TIMBER BARRIER FENCE - 56m
- LAP EXISTING 1800mm HIGH TIMBER FENCE TO CREATE BARRIER FENCE - 51m

**NOTES**

- Western Boundary:  
The neighbour adjacent to the western boundary has requested the following:
- That the existing boundary fence be retained and at its existing height of 1800mm. It is proposed to add palings of the same type to the fence on the development side to lap the fence, creating a barrier for noise and spray drift.
  - That no tall hedging be placed against the fence as they want to retain as much light to the side of the residence as possible.
- Eastern Boundary:
- The existing chain wire fence will be replaced by a new 1800mm high double lapped paling fence for the extent of the new development.
- Renovated Landscape Areas:
- Renovate grass means top-dress, level and oversow the area
  - Renovate garden means clean up, prune and hedge existing shrubs and install new mulch.

<b>Title</b>	SURFACE TREATMENTS	<b>Job Number</b>	21041	<b>Issue Date</b>	27/03/2022	<b>Client:</b>		SCALE 1:200 @ A3	<b>REVISIONS</b>	* Do not scale from drawing * Verify the location of all services before commencement of works * All works to comply with Australian Standards * Works to comply with all relevant laws, regulations, building codes & approvals	PO Box 1031, Proserpine, QLD, 4800 M: 0417 195 059 E: john@jhd.com.au W: jhd.com.au	
<b>Project</b>	PROSPERINE CARWASH 144-146 MAIN STREET, PROSPERINE	<b>Drawing Number</b>	LCP 02	<b>Revision</b>	C	COULSON			A DRAFT FOR COMMENT B FOR SUBMISSION C RESPONSE TO COUNCIL RFI			

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**FEATURE & SHADE TREES (max 6m x 6m)**



Evergreen Frangipani



Rainbow Shower Cassia

**LEGEND**

 <b>TALL SCREENING / BUFFER HEDGE (+/- 3m)</b>  <small>Pink Phyllanthus</small>  <small>Lilly Pilly</small>	 <b>LOW BORDER HEDGE (+/- 1m)</b>  <small>Waterfall Plant</small>  <small>Green Island Fig</small>	 <b>UNDERSTORY ACCENT PLANTS (+/- 1.5m)</b>  <small>Gingers</small>  <small>Cordyline</small>	 <b>INFILL PLANTING (+/- 1.5m)</b>  <small>Myoporum</small>  <small>Spiral Ginger</small>	 <b>EDGING GROUND COVERS (+/- 1m)</b>  <small>Dieties</small>  <small>Spider Lilly</small>
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NOTE: These photos are intended to show the general plant style and theme. They do not indicate the suggested species, although some may be used.

<b>Title</b>	PLANTING CONCEPT	<b>Job Number</b>	21041	<b>Issue Date</b>	27/03/2022	<b>Client:</b>	 SCALE 1:200 @ A3	<b>REVISIONS</b> A DRAFT FOR COMMENT B FOR SUBMISSION C RESPONSE TO COUNCIL RFI	* Do not scale from drawing * Verify the location of all services before commencement of works * All works to comply with Australian Standards * Works to comply with all relevant laws, regulations, building codes & approvals	PO Box 1031, Proserpine, QLD, 4800 M: 0417 195 059 E: john@jhld.com.au W: jhld.com.au	 <b>JHLD</b> <small>JOHN HARPER LANDSCAPE DESIGNS</small>
<b>Project</b>	PROSERPINE CARWASH 144-146 MAIN STREET, PROSERPINE	<b>Drawing Number</b>	LCP 03	<b>Revision</b>	C	<b>COULSON</b>					

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NORTH WESTERN VIEW FROM DAVEY AVENUE



EASTERN VIEW FROM DAVEY AVENUE



NORTHERN VIEW FROM ACROSS DAVEY AVENUE

<b>Title</b>	DAVEY AVENUE VISUALISATIONS	<b>Job Number</b>	21041	<b>Issue Date</b>	27/03/2022	<b>Client:</b>		<b>REVISIONS</b> A DRAFT FOR COMMENT B FOR SUBMISSION C RESPONSE TO COUNCIL RFI	* Do not scale from drawing * Verify the location of all services before commencement of works * All works to comply with Australian Standards * Works to comply with all relevant laws, regulations, building codes & approvals	PO Box 1031, Proserpine, QLD, 4800 M: 0417 195 059 E: john@jhld.com.au W: jhld.com.au	 JHLD JOHN HARPER LANDSCAPE DESIGNS
<b>Project</b>	PROSERPINE CARWASH 144-146 MAIN STREET, PROSERPINE	<b>Drawing Number</b>	LCP 04	<b>Revision</b>	C	COULSON					

RA6-N



SARA reference: 2111-26209 SRA  
Council reference: 20211031  
Applicant reference: 2020WRC292

20 December 2021

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

**Attention: Mr Matthew Twomey**

Dear Mr Twomey

## **SARA response—144 and 146 Main Street, Proserpine**

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 29 November 2021.

### **Response**

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Outcome:	Referral agency response – with conditions.
Date of response:	20 December 2021
Conditions:	The conditions in <b>Attachment 1</b> must be attached to any development approval.
Advice:	Advice to the applicant is in <b>Attachment 2</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 3</b> .

### **Development details**

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Description:	Development permit	Material Change of Use - Car Wash, Outdoor Sales & Associated Service Industry/Low Impact Industry
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (Planning Regulation 2017)	
	Development application for a material change of use within 25m of a State-controlled road	

SARA reference: 2111-26209 SRA  
Assessment Manager: Whitsunday Regional Council  
Street address: 144 and 146 Main Street, Proserpine  
Real property description: Lot 4 on RP705787 and Lot 5 on RP705787  
Applicant name: Chapman Group Enterprises Pty Ltd As TTE  
Applicant contact details: Shop 5, Deicke Arcade, 38 Main Street  
PROSERPINE QLD 4800  
kellianne@wynneplanninganddevelopment.com

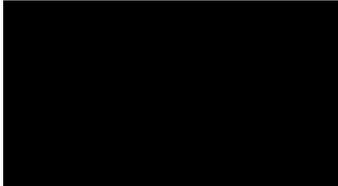
## Representations

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 Erin Lee, Principal Planning Officer, on (07) 4898 6815 or via email MIWSARA@dasilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Duncan Livingstone  
A/Manager (Planning)



- enc    Attachment 1 - Referral agency conditions  
      Attachment 2 - Advice to the applicant  
      Attachment 3 - Reasons for referral agency response  
      Attachment 4 – Change representations provisions  
      Attachment 5 - Approved plans and specifications

**Attachment 1—Referral agency conditions**

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following conditions must be attached to any development approval relating to this application) (Copies of the plans and specifications referenced below are found at Attachment 5)

No.	Conditions	Condition timing
<b>Material change of use</b>		
Schedule 10, Part 9, Division 4, Subdivision 2, table 4 Item 1 - The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department and 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:		
1.	The development must be carried out generally in accordance with the Site Plan, prepared by John Harper Landscape Designs, dated 27/04/2021, reference LCP01 and revision B.	Prior to the commencement of use and to be maintained at all times

## Attachment 2—Advice to the applicant

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

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

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

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

- All works for the development are to be setback away from the State-controlled road.
- Access to the State-controlled road is existing and of an appropriate standard to cater for the uses on site.
- The development is not located within 100m of a State-controlled road intersection.
- The proposed development will not impact existing public passenger transport infrastructure.
- The development does not lie within a future state-controlled road environment.
- The proposed development will not generate volumes of traffic that will impact the state-controlled road network.

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

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

**Attachment 4—Change representation provisions**

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**Attachment 5—Approved plans and specifications**

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## **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 Rules<sup>1</sup> regarding **representations about a referral agency response**

### **Part 6: Changes to the application and referral agency responses**

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#### **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.<sup>2</sup>
- 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.

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<sup>1</sup> Pursuant to Section 68 of the *Planning Act 2016*

<sup>2</sup> 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.<sup>3</sup>

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<sup>3</sup> 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.



**PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE**

SARA ref: 2111-26209 SRA

Date: 20 December 2021



PO Box 1034  
Proserpine, QLD, 4800  
M: 0417 195 059  
P: 07 4661 1111  
W: jhld.com.au

\* Do not scale from drawing  
\* Verify the location of all services before construction  
\* All works to comply with Australian Standards regulations, building codes & approvals

REVISIONS	
A.	DRAWN FOR COMMENT
B.	FOR SUBMISSION

SCALE  
1:500 @ A3



Client: COULSON

Issue Date	Revision
27/04/2021	B

Job Number: 21041  
Drawing Number: LCP 01

Title	Project
SITE PLAN	PROSERPINE CARWASH 144-146 MAIN STREET, PROSERPINE

## ANALYSIS

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

### 1. Application Summary

Proposal:	Development Application for Development Permit for Material Change of Use - Car Wash, Outdoor Sales & Associated Service Industry/Low Impact Industry
Landowner	Chapman Group Enterprises Pty Ltd As TTE
Property Address:	144 and 146 Main Street, Proserpine
Property Description:	<u>L: 4</u> RP: 705787 T: N420/213, <u>L: 5</u> RP: 705787 T: N420/213
Area of Site:	3788m <sup>2</sup>
Planning Scheme Zone:	Local centre zone
Level of assessment	Impact assessable
Overlays:	Acid sulfate soils overlay Flood hazard overlay Infrastructure overlay
Existing Use:	Outdoor Sales (not approved)
Existing Approvals:	Nil.
Public Notification:	31 March 2022 and 28 April 2022
Submissions received:	Nine
State referrals:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4 – State Transport Corridors – within 25m of a state-controlled road
Infrastructure charges:	\$45,676.12

### 2. Site Details

#### 2.1. Location

The proposed development is located over two allotments with dual frontages to Main Street and Davey Avenue, Proserpine.

#### 2.2. Zoning

The premises is zoned Local centre under the *Whitsunday Regional Council Planning Scheme 2017* (v3.7).

#### 2.3. Site description

The two allotments which form the site are generally regular in shape. The site is relatively flat and cleared of all significant vegetation. No discernible drainage lines or features are present.

#### 2.4. Access

Existing access points exist to Main Street from the previous use of the land as a service station. A new access is proposed to Davey Avenue.

#### 2.5. Surrounding uses

## Attachment 13.2.1.5 Planning Assessment

The premises is surrounded by a mix of land uses which have progressively developed over the years. Immediately adjoining the site are dwelling houses. In close proximity are a mix of light industrial uses, commercial uses and multiple dwelling units.

### 2.6 Site history

Upon adoption of the Whitsunday Shire Planning Scheme 2009 in 2009 the premises was rezoned from a residential zoning to a commercial zoning. The current *Whitsunday Regional Council Planning Scheme 2017* refined the intent for the site for localised commercial purposes.

### 3. Proposal Details

Council is in receipt of a development application to establish two separate uses of the land. The primary use is for a car wash facility on the Davey Avenue frontage accessed via Main Street. The second unrelated land use is for outdoor sales business with an associated service industry/low impact industry.

The Car Wash will incorporate the following elements:

- One automatic car wash bay and associated mechanical plant located within a plantroom
- Two self-serve wash bays
- One vacuum island located adjacent to the self-serve bays
- Operational during daylight hours only

The outdoor sales use covers the existing building and forecourt area on the Main Street frontage of the site and involves the construction of a small shed at the rear for undertaking repair work. This shed forms the Service Industry/Low Impact Industry component of the development. The Outdoor Sales use is intended to accommodate Carlisle Tractors Proserpine which primarily sells New Holland tractors. The use is currently operating and has been established on the premises without approval.

### 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 considered to be generally in accordance with the Planning Scheme and is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions (Attachment 1).

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

The Application was referred to SARA for its proximity to the Bruce Highway and Main Street which are state-controlled roads. Conditions of approval issued by SARA have been included as Appendix 3 to this report. The existing access points to Main Street have been approved for use by the two developments.

#### 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

## Attachment 13.2.1.5 Planning Assessment

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 – Liveable Communities

Not Applicable.

### State Interest – Mining and Extractive Resources

Not Applicable.

### State Interest – Water Quality

A Stormwater Quality Management Plan (SWQMP) has been provided to support the application. Conditions of approval have been imposed to achieve the required stormwater water quality targets.

### State Interest – Natural Resources, Risk and Resilience

The subject site is mapped by Council being subject to flood hazard. An engineering assessment has been provided to demonstrate the proposal does not create a net worsening in the flood characteristics of the area.

### State Interest – Strategic Airports and Aviation Facilities

Not applicable.

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

The Mackay, Isaac and Whitsunday Regional Plan was established to provide the vision and direction for the region to 2031. The plan provides certainty about where the region is heading in the future and provides the framework to respond to the challenges and opportunities which may arise. An assessment of the Desired Regional Outcomes is provided below:

Regional Framework: - Desired Regional Outcomes:

### Strategic directions – Sustainability, Climate Change and Natural Hazards

The development suitably accounts for the identified overlays which affect the site.

### Strategic directions – Environment

There is a minimal impact on the natural environment from the proposal. The premises has previously been cleared and currently exists in a predominately grassed state.

### Strategic directions – Regional Landscapes

Not Applicable.

### Strategic directions – Natural Resource Management

Not Applicable.

### Strategic directions – Strong Communities

## Attachment 13.2.1.5 Planning Assessment

The region is made up of many local communities, each with its own unique character and identity. The region is growing rapidly, and significant growth is projected. Ensuring access to key essential community services for all residents will ensure that liveability of the region is retained and improved. The proposal provides for a small-scale car wash which is a service not currently available in Proserpine as the closest car wash is in Cannonvale. Improving accessibility to these facilities will improve the liveability of Proserpine.

### Strategic direction – Strong Economy

Economic viability is a key element in ensuring the region's sustainability and growth. Economic development and population growth will support the expansion of higher order services within the regional centres, contributing to lifestyle factors that will also help attract and retain skilled workers within the region. The proposed outdoor sales use supports the regions agricultural sector strengthening the regional economy.

### Strategic direction – Managing Growth

Providing a more compact urban settlement pattern focusing on existing towns and cities will provide better levels of accessibility, and cost-effective provision of infrastructure and services. The proposal is suitably located to take advantage of its accessibility to the existing settlement pattern and infrastructure provision.

### Strategic direction – Urban Form

Built form should respond to the region's climate with tropical design principles incorporated into development. Both proposed uses do not provide a substantial built form on the site, with significant landscaping proposed to improve the site.

### Strategic direction – Infrastructure and Servicing

Any growth in the region will inevitably add pressure to existing infrastructure networks. The proposal is suitably serviced by necessary infrastructure.

### Strategic direction – Transport

Establishing a more compact urban form will improve the effectiveness and efficiency of transport. It is important that the region recognises, protects and manages major transport corridors. The development does not impact on the major transport corridor of the Bruce Highway. The proposed development will add additional traffic to Davey Avenue, a road which has design limitations due to the era in which it was formed. Mitigation measures have been recommended to manage the impact of the development on Davey Avenue.

## 4.4. Whitsunday Regional Council Planning Scheme, 2017

### 4.4.1. Strategic Framework

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

### Strategic Intent

The Planning Scheme sets the policy direction to ensure that to 2036 and beyond the Whitsundays is a prosperous, liveable and sustainable region which will be achieved through the integration of the unique attributes and competitive advantages of each township. The Regions townships and communities have a strong and proud social identity linked its key

## Attachment 13.2.1.5 Planning Assessment

economic sectors. The promotion and protection of the regions environmental values is significant to the expressed identities, including the unique scenic values, which consist of key urban gateways, views and vistas.

### Strategic Intent – Theme 1 - Liveable communities and housing

The proposal does not undermine the regions hierarchy of centres. The proposed uses are considered to have a nexus to centres zoned land as expressed by both a car wash and outdoor sales being grouped as business activities in the defined activity groups of the Planning Scheme. An assessment of the availability of industrial zoned land has been provided which identifies the limited availability within Proserpine for established sites. A demand exists for both developments and the site is suitably located to meet this need.

### Strategic Intent – Theme 2 - Economic growth

The proposed development is not to a scale which identifies as a key regional sector of the economy. However, the proposal is acknowledged to support areas of the regional economy to vary degrees.

### Strategic Intent – Theme 3 - Environment and heritage

The proposal is located on land developed for urban uses. As such, the key ecological values of the site have been addressed previously. The built form of the proposal will not result in an adverse impact to the core landscape values of the region with the car wash located on the secondary frontage of the premises and the outdoor sales utilising the existing building onsite.

### Strategic Intent – Theme 4 - Safety and resilience to hazards

The strategic framework seeks to avoid or mitigate potential adverse environmental impacts from development. The proposal is acknowledged to have the potential to create adverse air, noise and/or odour impacts. Technical reporting has been provided which provides recommendations to mitigate the identified impacts to accepted standards. Conditions of approval are provided to secure these requirements.

### Strategic Intent – Theme 5 - Infrastructure

The proposed development is suitably located to maximise the efficient use of the region's infrastructure networks. Subject to the imposition of reasonable and relevant conditions the regions infrastructure networks will be protected.

#### 4.4.2. Overlay Codes

##### Acid sulfate soils overlay

The subject site is located on land identified as being potential impacted by acid sulfate soils. A condition of approval has been imposed to address this overlay.

##### Flood hazard overlay

The subject site is located on land identified being subject to flooding. A Q100 analysis of the site has been provided to support the application. The analysis finds that the construction footprint within the section of the site that floods will result in a minor loss of flood storage of approximately 13m<sup>3</sup>. To offset this lost storage a bio detention area is proposed that will provide a detention area of approximately 12.8m<sup>3</sup>. It is therefore considered that the development will not affect either upstream or downstream properties.

##### Infrastructure overlay

The subject site is located within the road noise corridor. As no sensitive land uses are proposed the impact of road noise is not applicable to the application.

### 4.4.3. Zone Code

#### Local centre zone code

The purpose of the Local centre zone code is to provide for a limited range of land uses and activities to service local needs. The scale of the uses proposed are not to a scale which is intended to service a large catchment area. Notably, the proposed car wash is considerably small and intended to only service the needs of Proserpine residents and not the wider region.

The business uses of the site being the car wash and outdoor sales have a low-rise built form that is compatible with the intended scale and character of the streetscape and surrounding area, with a maximum building height of 6m for the car wash structures. The development incorporates the use of the existing building on site, previously used as a service station. The new buildings onsite are setback from the road frontages and significant landscaping is incorporated into the urban design.

Industry activities may be established where they are compatible with the character and amenity of surrounding development. It is noted the service industry/low impact industry shed is associated with the outdoor sales uses and is not an independent use of the land. The shed will not be readily visible from either street frontage and through conditions of approval the adjoining amenity can be protected.

Developments in the local centre zone are to be located, designed and operated in a manner that does not unreasonably impact on the amenity of surrounding premises. An Environmental Noise Assessment (ENA) prepared by EcoAcoustics has been provided to support the development. A Peer Review of the report was undertaken by SLR Consulting with clarifications and refinements in the report addressed in an addendum to the ENA. The report provides the following recommendations for the construction and operation of the development to ensure the environmental performance criteria are met:

- *Based on the current design and operation, the site is restricted to daytime and evening only;*
- *The plant room is to be lined with 50mm 32kg/m<sup>3</sup> sound absorbing insulation or similar;*
- *The proposed automatic car wash bays will be fitted with automatic doors on the entry and exit equivalent to a PVC clear 2.5 mm door blade (which provides a minimum Rw 23);*
- *The entry to the automatic wash bays will be fitted with a roof as shown in Figures 1.2 and 1.3. This entry canopy is required to be lined internally with perforated metal with sound absorbing insulation (50mm 32kg/m<sup>3</sup>) and clad externally with sheet metal or similar;*
- *A 2.2-metre-high acoustic barrier will be constructed along the side property boundaries as shown in Figure 5.1;*
- *The height of the barriers is based on the finished ground height of the proposed car wash;*
- *The acoustic barriers are to be constructed from a material to achieve a minimum superficial density of 11kg/m<sup>3</sup> and have a mass leakage of less than 1%; and*
- *The vacuum bays located adjacent to the property boundary are required to be located within a carport structure with solid rear and end walls and a roof. The roof is required to be lined with 50mm 32kg/m<sup>3</sup> sound absorbing insulation to minimise reverberation within the space.*

## Attachment 13.2.1.5 Planning Assessment

The findings of the report are accepted to address the acoustic impact of the development. A condition of approval has been included requiring prior to the commencement of the use of the car wash a suitably qualified person provides certification to Council confirming the noise quality recommendations of the ENA have been implemented. In the event a noise complaint is received conditions of approval have been provided to remedy the issue.

To account for potential spray drift from the car wash landscaping is proposed along both property boundaries and a 2.2m high fence. The predominant wind direction is south-easterly. The adjoining premises on the western boundary is a one-storey premises and will be buffered by the landscaping and fence. The adjoining premises on the east is a two-storey building, however spray drift from any northerly winds will be blocked by the automatic car wash building. A condition of approval has been imposed requiring the release on any particulate matter from the site to be within accepted limits.

Development in the zone is to not unreasonably interfere with the safe and efficient operation of the surrounding road network. Through the access arrangements to the site and operational conditions of approval an unreasonable interference to the road network is not created. Further discussion is contained in the Transport and Parking Code assessment.

### 4.4.4. Development Codes

#### Business activities code

Both the car wash and outdoor sales uses are to be assessed against the business activities code. The car wash is sited to address Davey Avenue, setback approximately 8.7m from the vacuum bay structure and approximately 10.8m from the closest car wash bay. There is no adjoining commercial development to the premises, with the streetscape generally resembling a mixed-use environment. It is therefore not achievable for the development to create a typical commercial streetscape. The car wash is not intended to service those travelling by foot and therefore no provision for pedestrian accessibility has been provided.

The acceptable outcomes of the code for environmental management and amenity of residential premises provides the following benchmarks:

Acceptable outcome	Comment
AO7.1 Undesirable visual, noise and odour impacts on public spaces and sensitive uses are avoided or reduced by: (a) where appropriate, limiting the hours of operation of the Business activity to maintain acceptable levels of residential amenity relative to the site context and setting; (b) providing vehicle loading/unloading and refuse storage/collection facilities within enclosed service yards or courtyards; and (c) not locating site service facilities and areas along any frontage to a public street, sensitive uses or other urban space.	An Environmental Noise Assessment (ENA) prepared by EcoAcoustics has been provided to support the development. Recommendations have been provided to reduce the noise impact by limiting the hours of operational and providing built form recommendations to achieve environmental performance requirements.
AO7.2 Where the Business activity requires the use of acoustic attenuation measures to mitigate adverse impacts on nearby sensitive uses, such measures are designed and constructed to be compatible with surrounding development and the local streetscape	A 2.2m high acoustic attenuation fence required to mitigate the noise generated by the car wash. A 1.9m high fence currently adjoins the premises to the west. The additional 300mm required for the acoustic fence is not considered to impact the streetscape

## Attachment 13.2.1.5 Planning Assessment

	streetscape or the amenity of the adjoining premises.
AO7.3 Glare conditions or excessive light spill onto adjacent sites and public spaces are avoided or minimised through measures, such as: (a) selection and location of light fixtures; (b) use of building design/architectural elements or landscape treatments to block or reduce excessive light spill to locations where it would cause a nuisance to residents or the general public; and (c) alignment of streets, driveways and servicing areas to minimise vehicle headlight impacts on adjacent residential premises.	Conditions of approval are provided requiring all lighting to be directed downwards so as not to result in light spill to adjoining residential uses.
AO8.1 Where the development is adjacent to an existing or approved building containing Accommodation activities, the reasonable privacy and amenity of such uses is maintained by: (a) siting and orienting buildings to minimise the likelihood of overlooking occurring; (b) having windows and outdoor areas, including balconies and terraces, located and designed to not look into dwellings or rooming units; and (c) incorporating screening over building openings.	As the proposed additional structures do not exceed 8.5m in height and are well setback from the side boundaries, overlooking of the adjoining residential premises will not occur.
AO9.1 The Business activity achieves the environmental values for the acoustic environment and acoustic quality objectives for sensitive receiving environments set out in the Environmental Protection (Noise) Policy 2008.	An Environmental Noise Assessment (ENA) prepared by EcoAcoustics has been provided to support the development. The report provides recommendations to ensure compliance with the policy is achieved.

The outdoor sales use occupies the existing structure on the premises, previously used as a service station. The assessment benchmarks relevant to the built form are not applicable as the structure is existing and no changes are proposed. The operation of the outdoor sales business will primarily be the static display of large farm equipment. No undesirable visual, noise or odour impacts on adjoining residential uses will result. Deliveries will be made at the forecourt area at the front of the existing building. There is substantial separation between the area for unloading and adjoining residential uses.

### Industry activities code

The associated service industry/low impact industry with the outdoor sales activity is to be assessed against the industry activities code. The proposed shed to accommodate the industrial activities is significantly setback from both street frontages. The structure will be approximately setback 5.9m from eastern boundary which adjoins a sensitive land use, being a residential dwelling. Although not 10m from the boundary, the shed is approximately 24m from the residential dwelling on this premises. A condition has been included for a 2.2m high solid screen fence to be construction along the boundary prior to the commencement of the use. The nature of works proposed to be undertaken within the shed are not considered to cause an unreasonable amenity disturbance and only associated with the outdoor sales use of the land. Conditions of approval are included to manage the environmental performance of

the activities. In the event a noise complaint is received conditions of approval have been provided to remedy the issue.

Infrastructure code

The proposal is capable of being serviced by all necessary reticulated infrastructure networks. Conditions of approval have been provided to ensure all connections are undertaken to the satisfaction of Council under operational works approval.

Landscaping code

A Landscape Concept Plan has been provided to support the application. The plan identifies that significant landscaping is proposed surrounding the car wash and low impact industry/service industry shed. The landscaping provides for the softening of the built form of the Car Wash from the Davey Avenue Street frontage and adjoining residential premises. A 2.2-metre-high acoustic barrier will be constructed along the side property boundaries as recommended by the ENA. No additional landscaping is considered necessary to support the Outdoor Sales use which utilises the existing concrete apron from the previous use of the land.

Transport and parking code

The proposed development has been supported by a Traffic Impact Assessment (TIA) and technical engineering drawings for the internal circulation. Access to all uses is via Main Street only, with exists provided to Main Street from the outdoor sales and low impact industry/service industry shed and to Davey Avenue for the car wash. Twelve car parks are proposed to service the Outdoor Sales and low impact industry/service industry in excess of the requirements of the requirements of the code. No car parking is provided for the car wash as by nature each bay serves as a vehicle parking space. There is additional room to queue behind the bays in the event the bays are occupied.

The development is acknowledged to increase the number of vehicle movements on Davey Avenue. The TIA indicates the car wash will result in an additional four vehicle movements per hour, corresponding to daily flow of 40 vehicles per day exiting on Davey Avenue. The formation of Davey Avenue does not provide the opportunity to provide pedestrian footpaths with pedestrian movements occurring on the grassed verge or roadway. The TIA indicates the development will not increase the number of pedestrian movements along Davey Avenue. To limit the additional flow of traffic onto Davey Avenue traffic leaving will only be permitted to make a left-out movement.

The safety of pedestrians is recognised from vehicle speed surveys collected which identify approximately 50% of vehicles travel at reduced speeds on Davey Avenue significantly reducing the risk of pedestrian related incidents.

Conditions of approval have been included requiring all site access driveways, internal circulation and manoeuvring areas and parking areas to be constructed under operational works permit.

**5. Public Submissions**

The development application was placed on public notification between 31 March 2022 and 28 April 2022 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 12 May 2022. Nine (9) submissions were received during this period of Public Notification.

Submissions have been received and summarised in the below table:

<b>Issue</b>	<b>Comment/Condition Number</b>
1. Capacity of Davey Avenue	Addressed in the Transport and Parking Code assessment.

2. Pedestrian safety in Davey Avenue	Addressed in the Transport and Parking Code assessment.
3. Site access from Main Street	The access to the premises from Main Street has been assessed and approved by SARA.
4. Overspray from the Car Wash	To account for potential spray drift from the car wash landscaping is proposed along both property boundaries and a 2.2m high fence. The predominant wind direction is south-easterly. The adjoining premises on the western boundary is a one-storey premises and will be buffered by the landscaping and fence. The adjoining premises on the east is a two-storey building, however spray drift from any northerly winds will be blocked by the automatic car wash building. A condition of approval has been imposed requiring the release on any particulate matter from the site to be within accepted limits.

## 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
MCU	Commercial (Bulk Goods)	220m <sup>2</sup>	\$153.40 per m <sup>2</sup> of GFA		\$33,748.00
MCU	Industry	184.56m <sup>2</sup>	\$54.80 per m <sup>2</sup> of GFA		\$10,113.88
MCU	Commercial (Retail)	229.2m <sup>2</sup>	\$197.20 per m <sup>2</sup> of GFA		\$45,198.24
Total Adopted Charge					\$89,060.12
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit
MCU – Existing Lawful Use	Commercial (retail)	220m <sup>2</sup>	\$197.20 per m <sup>2</sup> of GFA	100%	\$43,384.00
Total Credit					\$43,384.00
Total Levied Charge					\$45,676.12

In accordance with the Infrastructure Charges Resolution (No.1 of 2022) a Car Wash is listed as an 'Other Use' requiring Council to apply a charge from another category which Council determines should apply based on that other use having a similar demand for infrastructure. It has been determined to apply the Commercial (retail) rate.

## **13.2.2 - 20220736 - Development Application Material Change of Use (Transport Depot) - Barclay Street, Mount Coolon - Searles Investments (QLD) Pty Ltd as TTE C/- Wynne Planning & Development Pty Ltd**

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

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

**AUTHORISING OFFICER:** Neil McGaffin - Director Development Services

**PRESENTED FOR:** Decision

### **ATTACHMENTS**

1. Conditions of Approval [**13.2.2.1** - 4 pages]
2. Planning Assessment Report [**13.2.2.2** - 9 pages]
3. Locality Plan [**13.2.2.3** - 1 page]
4. Zoning Plan [**13.2.2.4** - 1 page]
5. Plans of Development [**13.2.2.5** - 38 pages]
6. SARA Response With Conditions [**13.2.2.6** - 20 pages]

### **PURPOSE**

To present the assessment of the development application.

### **OFFICER'S RECOMMENDATION**

That Council approve the Development Application for Development Permit for Material Change of Use for a Transport Depot, made by Searles Investments (Qld) Pty Ltd As TTE C/- Wynne Planning and Development Pty Ltd, on L: 210 MPH: 20088 and located at Barclay Street Mount Coolon, subject to the conditions outlined in Attachment 1.

### **BACKGROUND**

This is the first application over the premises to be presented to Council.

### **APPLICATION SUMMARY**

Council is in receipt of a development application for Material Change of Use for a Transport Depot located at Lot 210 Barclay Street, Mount Coolon. The Transport Depot will be used by Searles Transport, however other contractors and Council may use the depot depending on the project in the area.

The depot will be in use approximately 4-6 months per year and will consist of the following aspects:

- The site will be primarily used for the parking of trucks, trailers and light vehicles overnight.
- A maximum of 5 vehicles will utilise the depot, generally consisting of 2 light vehicles and up to 2 semi-trucks, a water cart / side tipper depending on the project.
- A 10,000L refuelling tank is located on the property.
- A 2m high solid timber fence is proposed along all residential boundaries to mitigate noise and light impacts.
- Maximum number of staff on-site will be 5.

- Trucks are proposed to start up at 6:00am and returning at approximately 6:30pm.
- Trucks and light vehicles will enter the premises from Barclay Street and egress onto Mine Street.

Currently there are no Industrial zoned allotments in Mount Coolon, which means that these types of uses occur on Rural zoned land within the township.

Two (2) submissions were received during the Public Notification period, raising concerns with the zoning, amenity impacts from the use and traffic safety. A detailed assessment of the submission and assessment benchmarks 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**

The development does not attract an infrastructure charge.

## **CONSULTATION**

Manager Development Assessment  
Senior Technical Officer Engineering Assessment  
Civil Engineer (Network Planning)  
Environmental Health Officer  
Public Consultation – 15 Business Days

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

A decision is required by **2 February 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.

## Attachment 13.2.2.1 Conditions of Approval

### **1.0 ADMINISTRATION**

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	Wynne Planning & Development	N/A	23/08/2022
Environmental Management Plan	Searles Transport	N/A	N/A

- 1.2 The applicant is to comply with the Department of State Development, Infrastructure, Local Government and Planning conditions as outlined in the Department's correspondence dated 9 November 2022.
- 1.3 The following further development permits are required prior to commencement of work on site or commencement of the use:
- Operational Works:
    - Access and Parking (External Access);
    - Roadworks; and
    - Erosion & Sediment Control.
  - Plumbing Works; and
  - Building Works.
- 1.4 Where a discrepancy or conflict exists between the written conditions of this approval and the approved plans, the requirements of the written condition(s) will prevail.
- 1.5 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.
- 1.6 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of the commencement of the use.

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

- 2.1 Any vegetation removed must be disposed of to the requirements of the Council. Transplanting, chipping or removal from site are the preferred solutions.
- 2.2 All vegetative waste cleared as part of the development of the site is to be either:
- a) stored neatly on site and shredded within sixty (60) days of clearing; or
  - b) removed off the site to an approved disposal location.
- 2.3 Any pruning works must be in accordance with AS 4373-1996 – Pruning of Amenity Tree.
- 2.4 No invasive plants (Biosecurity Act, 2014) or declared local pests (Local Law no.3) shall be planted on the site or allowed to invade the site and the site must be managed and maintained to exclude weeds.
- 2.5 To reduce the spread of weeds, all earthmoving equipment shall be free of soil and seed before being taken to the work site and again on completion of the project.
- 2.6 Erect solid timber fencing, a minimum of 2.0 metres high, along the side and rear boundaries of the site, prior to commencement of the use.

### **3.0 BUILDING AND PLUMBING**

- 3.1 Provide all building and plumbing permits to Council for the existing dwelling and donga, prior to commencement of the use.

## Attachment 13.2.2.1 Conditions of Approval

### **4.0 ACCESS AND PARKING**

- 4.1 A Development Permit for Operational Works (External Access) must be obtained prior to commencement of work on site. An application for Operational Works (External Access) must be accompanied by engineering design drawings, including calculations and certifications of the design, demonstrating compliance with Council's Development Manual (current at the time of development) and this Decision Notice.
- 4.2 The external access from the pavement of Mine Street to the property boundary must be constructed to a two-coat bitumen sealed surface prior to commencement of the use. The width of the access is to accommodate the turning movements of the MC Vehicles.
- 4.3 All driveway and parking areas must be treated by a dust suppression method prior to vehicle movements to reduce dust emissions and maintained thereafter for the life of the use on site.

### **5.0 ROADWORKS**

- 5.1 A Development Permit for Operational Works (Roadworks) must be obtained prior to commencement of work on site. Any application for Operational Works (Roadworks) must be accompanied by engineering design drawings, including calculations and certifications of the design, demonstrating compliance with Council's Development Manual (current at the time of development) and this Decision Notice.
- 5.2 To facilitate access from the nominated parking area onto Mine Street, a 2-metre-wide protective bitumen strip on the shoulder of Mine Street is required. The strip is to commence from the newly constructed access on Mine Street south for a length of 20 metres.

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

- 6.1 A Development Permit for Operational Works (Erosion Prevention and Sediment Control) must be obtained prior to commencement of work on site. The Erosion Prevention and Sediment Control Plan must be prepared in accordance with Council's Development Manual and best Practice Erosion & Sediment Control – November 2008 (IECA White Book). The strategy of the plan must be implemented and maintained for the duration of the operational and building works, and until exposed soil areas are permanently stabilised (e.g., turfed, concreted).
- 6.2 Discharges of water pollutants, wastewater or stormwater from the site must not cause measurable levels of water pollutants in the receiving waters to fall outside the acceptable ranges specified in the 'Australian Water Quality Guidelines for Fresh and Marine Waters', ANZECC 2000.
- 6.3 No visible emissions of dust must occur beyond the boundaries of the site during earthworks and construction activities on the site. If, at any time during the earthworks and construction activities the dust emissions exceed the levels specified above, all dust generating activities must cease until the corrective actions have been implemented to reduce dust emissions to acceptable levels or wind conditions are such that acceptable levels are achieved.
- 6.4 The applicant must ensure that when undertaking any on-site or external works, including any filling and extraction, appropriate dust control measures are implemented in accordance with the Environmental Protection Act 1994 and complies with the relevant air quality objectives defined in the Environmental Protection (Air) Policy 2008.

### **7.0 ENVIRONMENTAL HEALTH**

- 7.1 Ensure that fuel tanks, pumps and dispensing equipment is adequately maintained and free from leaks and damage which may impact the integrity of the system.
- 7.2 Noise generating equipment (such as compressors, pumps and gurneys etc) must not be used within 10m of the eastern residential boundary.

## Attachment 13.2.2.1 Conditions of Approval

- 7.3 All practical measures must be undertaken to ensure dust and other particulate matter does not escape the boundaries of the site.
- 7.4 Solid waste must be stored in appropriate waste containers and stored in a way where waste will not blow or otherwise move outside the site boundaries.
- 7.5 A spill kit must be maintained and kept onsite at all times to be used to contain and clean up any spills occurring onsite.
- 7.6 All spillages of wastes, contaminants or other materials must be cleaned up as quickly as possible and in a manner that does not cause environmental harm.
- 7.7 Fuel refilling areas or any areas where liquid is dispensed must be sealed with concrete to prevent any spills from contaminating soil.
- 7.8 All liquids including but not limited to fuel, solvents, oils, paints, coolants, etc must be stored in an impervious, bunded and covered area. Where it is impractical to completely roof a bunded area, the onus is on the holder of the development approval to ensure that any water captured within the bund is free of contaminants prior to release, or the bund is pumped out and wastewater disposed of in an environmentally safe manner.
- 7.9 Ensure that all reasonable and practicable measures are taken to ensure that waste storage area is kept to a standard of cleanliness where there is no accumulation of:
  - a) Waste, except in waste containers;
  - b) Recycled matter, except in containers;
  - c) Grease; or
  - d) Other visible matter.

### **8.0 OPERATING PROCEDURES**

- 8.1 The hours of operation are limited to 6:00am – 6:30pm Monday to Friday. Vehicles can be kept on the premises over weekends but must remain inactive until Monday 6:00am.
- 8.2 A maximum of five (5) vehicles are permitted to be parked on the premises at any one time.
- 8.3 All vehicles must enter the premises in a forward motion from Barclay Street and egress the site onto Mine Street.
- 8.4 All vehicles parked on-site must be directed to face Mine Street and be placed as close to Mine Street as practically possible.
- 8.5 All vehicles parked on-site must be parked in the designated parking area as per the Site Plan by Wynne Planning and Development, dated 23/08/2022.
- 8.6 No servicing of vehicles, plant or machinery is permitted to be undertaken on the premises at any time.
- 8.7 All activities on-site must be undertaken in accordance with the approved Searles Transport Environmental Management Plan (EMP). A copy of the EMP and this Decision Notice is to be always kept on-site.

### **9.0 MISCELLANEOUS**

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

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

## Attachment 13.2.2.1 Conditions of Approval

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

### **10.0 ADVISORY NOTES**

#### **10.1 Hours of work**

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

#### **10.2 Dust Control**

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

#### **10.3 Sedimentation Control**

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

#### **10.4 Noise During Construction and Noise in General**

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

#### **10.5 General Safety of Public During Construction**

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

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

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

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

## ANALYSIS

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

### 1. Application Summary

Proposal:	Material Change of Use – Transport Depot
Landowner	Searles Investments (Qld) Pty Ltd As TTE
Property Address:	Lot 210 Barclay Street Mount Coolon
Property Description:	L: 210 MPH: 20088
Area of Site:	2023m <sup>2</sup>
Planning Scheme Zone:	Rural
Level of assessment	Impact Assessable
Overlays:	Infrastructure Overlay
Existing Use:	Dwelling House and 3-bed donga
Existing Approvals:	Nil
Public Notification:	03/11/2022 / 30/11/2022
Submissions received:	Two (2)
State referrals:	One (1) - DTMR – MCU near a State Transport Corridor
Infrastructure charges:	Nil

### 2. Site Details

#### 2.1. Location

The proposed development is located on a corner allotment in the centre of Mount Coolon. The lot has road access to both Barclay Street and Mine Street.

#### 2.2. Zoning

The premises is located within the Rural Zone of the *Whitsunday Regional Council Planning Scheme, 2017*.

#### 2.3. Site description

A 1-bedroom dwelling and a 3-bedroom donga are the structures that currently occupy the premises. The site contains very limited vegetation and has existing gravel circulation areas between the access locations. Currently there are 2 water tanks on-site, a bunded fuel store and 2 effluent land applications areas in association with the residential aspects on the property.

#### 2.4. Access

The development will be conditioned so that any entrance to the site comes from Barclay Street and all egress from the site will be to Mine Street.

#### 2.5. Surrounding uses

North – Land zoned Rural, containing a mining camp.

East – Land zoned Rural, containing a residential use.

South – Land zoned Rural, containing the Council depot and public park area.

West – Land zoned Rural and Local Centre, containing the Mount Coolon Hotel.

### 3. Proposal Details

Council is in receipt of a development application for Transport depot on Lot 210 Barclay Street Mount Coolon, formally referred to as Lot 210 on MPH20088. The site will be primarily used by Searles Transport and the applicant intends to operate the Transport Depot for approximately 4-6 months of the year. The applicant proposes the development consist of the following characteristics:

- The site will be primarily used for the parking of trucks, trailers and light vehicles overnight.
- A maximum of 5 vehicles will utilise the depot, generally consisting of 2 light vehicles and up to 2 semi-trucks, a water cart / side tipper depending on the project.
- A 10,000L refuelling tank is located on the property. Refuelling will be undertaken in the afternoons only.
- The applicant intends to erect a 2m high solid timber fence along all residential boundaries to mitigate noise and light impacts.
- Maximum number of staff on-site will be 5.
- Trucks are proposed to start up at 6:00am and returning at approximately 6:30pm.
- Trucks and light vehicles will enter the premises from Barclay Street and egress onto Mine Street.

### 4. Planning Assessment

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

The proposal is generally in accordance with the Planning Scheme and is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions (Attachment 1).

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

The Application was referred to the State Assessment Referral Agency (SARA) / Department of Transport and Main Road for the application being in proximity of a State-controlled Road.

Conditions of approval issued by the State Assessment Referral Agency (SARA) have been included as **Appendix 1** to this report. The conditions imposed by the road authority give permission for the use of the access onto Barclay Street, generally in accordance with the approved Site Plan.

#### 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 – Liveable Communities

Not Applicable.

State Interest – Economic Growth

Not Applicable.

State Interest – Environment and Heritage

Not Applicable.

State Interest – Safety and Resilience to Hazards

Not Applicable.

State Interest – Infrastructure

The State Assessment Referral Agency (SARA) / Department of Transport and Main Roads (DTMR) have reviewed the application material in detail and provided written correspondence approving the location of the access on Barclay Street, being a State-controlled Road. Therefore, it is considered that the proposed Transport Depot at this location will not conflict with the State Interest for Infrastructure.

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

The Mackay, Isaac and Whitsunday Regional Plan was established to provide the vision and direction for the region to 2031. The plan provides certainty about where the region is heading in the future and provides the framework to respond to the challenges and opportunities which may arise. An assessment of the Desired Regional Outcomes is provided below:

Strategic directions – Sustainability, Climate Change and Natural Hazards

Not applicable. The site is not affected by hazard overlays.

Strategic directions – Environment

The development will have minimal impact on the natural environment. Development conditions have been imposed regarding the bunded fuel storage area to ensure the land is not impacted by refuelling activities.

Strategic directions – Regional Landscapes

Regional landscape values occur in urban, peri-urban and rural areas, and play a major role in defining the character of the region and providing economic opportunities to sustain growth. The communities across the region recognise that these values influence the character and quality of the places where they choose to live. Mt Coolon is a historic gold mining town with a small population base. The town is subject to a major heavy vehicle route (Barclay Street / Bowen Development Road) that passes through the centre of the township. The township is often subject to influxes in temporary population and workers due to various mining and infrastructure projects in the surrounding areas. These projects,

## Attachment 13.2.2.2 Planning Assessment Report

in combination with the numerous cattle stations surrounding the town, reveal residents are regularly impacted by heavy vehicles passing through and stopping in the town due to the mandatory driver rest break requirements.

### Strategic directions – Natural Resource Management

Not applicable.

### Strategic directions – Strong Communities

The region is made up of many local communities, each with its own unique character and identity. The region is growing rapidly, and significant growth is projected to continue. This presents challenges in managing the implications of growth, while continuing to support the prosperity of local communities. Transport Depot facilities are a key use to meet the needs of Mount Coolon and the surrounding region.

### Strategic direction – Strong Economy

The region's settlement pattern currently consists of several diverse and well-dispersed communities. This presents many challenges to economic growth, accessibility, and the provision of infrastructure and services across the region. Transport Depot operations in Mount Coolon are key in the wider area's economic activities, such as road building operations, mine machinery and livestock hauling.

### Strategic direction – Managing Growth

Not applicable.

### Strategic direction – Urban Form

Not applicable.

### Strategic direction – Infrastructure and Servicing

Any growth in the region will inevitably add pressure to the region's infrastructure. The development does not require reticulated infrastructure to service the site.

### Strategic direction – Transport

It is important that the region recognises, protects and manages major transport corridors to enable general vehicular and personal movement, and the safe and continued movement of freight throughout the region. Given the proposed use of a Transport Depot is being applied for over the premises to support the area's infrastructure projects, specifically major road projects, the proposal advances this outcome of the Regional Plan.

## 4.4. Whitsunday Regional Council Planning Scheme, 2017

### 4.4.1. Strategic Framework

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

### 4.4.2. Strategic Intent

The Planning Scheme sets the policy direction to ensure that to 2036 and beyond the Whitsundays is a prosperous, liveable and sustainable region which will be achieved through the integration of the unique attributes and competitive advantages of each township. The Regions townships and communities have a strong and proud social identity linked to its key economic sectors. The promotion and protection of the regions environmental values is significant to the expressed identities, including the unique scenic values, which consist of key urban gateways, views and vistas. An assessment of the development against the key themes of the Strategic Intent is as follows:

#### Strategic Intent – Theme 1 - Liveable communities and housing

The proposal does not undermine the regions hierarchy of centres. Notwithstanding, the proposal will result in an arguably urban use being in a non-urban area. The Strategic Intent does contemplate such occurrences only where they cannot be practically located within the existing settlement pattern due to their nature, scale, effects or necessary relationship to other activities or particular features, resources or infrastructure. The Transport Depot is to be located on a central lot within the Mount Coolon township, with direct access to the State-controlled Road. There are no industrial zoned allotments within Mount Coolon, which means the Rural Zone is required to meet the needs of the township. There is a Planning need for the facility within the township to provide service to the numerous infrastructure projects in the area and various road maintenance programs. The proposed development is low-scale that will have a maximum of 5 vehicles on-site ranging from light to heavy typologies. No servicing or construction activities will occur on-site, with the use being primarily for the safe storage of vehicles overnight.

#### Strategic Intent – Theme 2 - Economic growth

The proposed development is not to a scale which identifies as a key regional sector of the economy. It is acknowledged that the proposed development will provide support to the regional economy and add to the relationship with regional projects.

#### Strategic Intent – Theme 3 - Environment and heritage

No additional built form is proposed as part of the development. The site contains an existing dwelling house, donga, and dust suppressed hardstand areas, all of which are not considered out of character for Mount Coolon. An Environmental Management Plan (EMP) has been prepared for the development and will be used in compliance with environmental legislation to ensure that environmental risks associated with the development are properly managed.

#### Strategic Intent – Theme 4 - Safety and resilience to hazards

The strategic framework seeks to avoid or mitigate potential adverse environmental impacts from development. The proposal is acknowledged to have the potential to create adverse noise, light and dust impacts. Given the low-scale nature of the proposed transport depot, specific conditions of approval regarding amenity will be imposed on the development to mitigate the potential impacts that may occur.

#### Strategic Intent – Theme 5 – Infrastructure

The proposed development is suitably located to maximise the efficient use of the region's infrastructure networks. Subject to the imposition of reasonable and relevant conditions the regions infrastructure networks will be protected.

### 4.4.3. Overlay Codes

#### 4.4.3.1. Infrastructure Overlay

The subject site is located within the road noise corridor. As no sensitive land uses are proposed the impact of road noise is not applicable to the application.

### 4.4.4. Rural Zone Code

The purpose of the Rural zone code in the local government area 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. The proposed development is a non-rural activity; however, the development will directly assist in providing services to the Mount Coolon township, surrounding areas and projects in the locale. There are no industrial zoned allotments within Mount Coolon, which means the Rural Zone is required to meet the needs of the township.

The proposed transport depot provides a needed overnight rest stop for contractors involved in various construction and maintenance projects in the region. The contractors will stay overnight at the premises and utilise the two existing businesses in the township being the Mount Coolon Hotel and the Mount Coolon Roadhouse, both of which are directly adjacent the site. Due to Mount Coolon being over 100km from any other township, for safety of its contractors, Searles Transport requires a location in Mount Coolon to house vehicles safely and provide rest for its employees during projects.

The use will not involve any servicing of machinery or on-site construction activities and is therefore considered 'low-scale'. The development does not comprise any additional built form and the structures existing on-site in the form of a small dwelling and donga, present a low-rise built form that is compatible with the intended scale and character of the streetscape and surrounding area. The 1-bedroom dwelling and 3-bedroom donga will be used to provide overnight quarters to the employees that have stored their vehicles in the depot overnight.

The zone permits industrial activities that are compatible with a rural setting and are facilitated where they do not compromise the use of the land for Rural activities. The development site is 2023m<sup>2</sup> on the corner of the two major roads within the township. The size of the site in combination with both its location in Mount Coolon and the climate of the area, makes it unlikely that agricultural activities can take place on the site. This means that the development will not compromise the use of the land for rural activities as the site is not able to facilitate it. The transport depot use is considered generally compatible with a rural setting as it does not consist of any additional built form, utilising the existing structures on-site. Additional changes to the character of the site will be the construction of a solid timber fence on residential boundaries, additional circulation and parking areas and a new driveway to Mine Street. No additional landscaping has been requested due to the lack of reticulated water required for plant care.

The proposed use will potentially generate amenity impacts to the adjoining premises in the form of noise, dust, light and odour. Various management strategies will be imposed

as conditions to assist in mitigating these impacts which are discussed within the Industry Activities Code assessment.

Development in the zone is to not unreasonably interfere with the safe and efficient operation of the surrounding road network. Through the access arrangements to the site coupled with the operational conditions of approval, an unreasonable interference to the road network is not created.

#### 4.4.5. Development Codes

##### 4.4.5.1. Industry Activities Code

A Transport Depot is classified as an industry activity and therefore triggers assessment against the benchmarks of the industry activities code. No additional structures are proposed as part of this proposal. Existing structures in the form of the dwelling and donga are setback over 10m from adjoining residential boundaries. A small non-compliance exists with the existing structures and their setbacks to the frontages of Barclay and Mine Street, however it is acknowledged that these non-compliances are appropriate as they enable additional setback distance from adjoining residential premises. The applicant proposes a 2.0m solid timber fence along the residential boundaries to help mitigate potential noise and light impacts from the development. Additional development conditions have been imposed that require all noise emitting activities to be located as far as practically possible from adjoining residential boundaries.

Operational measures will also be conditioned to reduce amenity impacts, such as:

- All vehicles will enter from Barclay Street and park facing towards Mine Street, as far as practically possible from adjoining premises.
- All vehicles must be parked within the designated parking area.
- A maximum of (5) vehicles are permitted on-site at any time.
- Depot operating hours will commence at 6:00 am and cease at 6:30pm.
- No servicing or machinery repairs will be permitted to take place on site.
- A dust suppression method is to be utilised on the vehicle circulation and parking areas prior to vehicle movements.

Searles Transport have a water truck that will be regularly parked on-site to ensure a dust suppressed surface. In combination with the steps the applicant is taking to mitigate amenity impacts and the conditions Council is imposing, it is considered the development can be undertaken in a manner that mitigates the potential for adverse amenity impacts on adjoining and nearby sensitive land uses to an acceptable level.

In terms of environmental performance regarding pollutants, the applicant has submitted an EMP to create a safe and healthy workplace for all contractors that use the depot. The EMP outlines the rules, responsibilities, and procedures for environmental protection whilst on-site. The applicant will be conditioned to always ensure compliance with the EMP, as well as additional environmental health conditions imposed by Council in relation to fuel storage, noise generating equipment, dust emissions, waste, liquid storage and spills.

##### 4.4.5.2. Excavation and Filling Code

The development will not require any filling as part of the proposal. Minor excavation works will be required as part of the driveway installation and road protection works that have been conditioned. All works within the road environment have been conditioned to be undertaken under a further Operational Works (OPW) Permit.

#### 4.4.5.3. Infrastructure Code

The proposed use is capable of being serviced by the necessary on-site water and sewer infrastructure. No reticulated services exist within the locality and therefore no conditions around connection to these networks have been imposed.

#### 4.4.5.4. Landscaping Code

Due to the arid environment and low-rainfall climate in Mount Coolon, landscaping treatments are not considered to be effective for amenity mitigation purposes in this instance.

#### 4.4.5.5. Transport and Parking Code

The development application has gone through a referral to DTMR, to which Barclay Street has been assessed as an approved access location for all vehicle typologies. No upgrade conditions to the Barclay Street access were imposed by the authority. The external access to Mine Street is unsealed and does not currently comply with Council's Development Manual standard and has been conditioned to be upgraded to a two-coat bitumen sealed surface under an OPW permit for external access. An additional condition of approval has been included to protect Mine Street from heavy vehicle degradation and is therefore subject to a 2-metre-wide protective bitumen strip on the shoulder of Mine Street, to be installed under a further OPW permit for Roadworks.

Internal circulation and parking areas are an unsealed gravel surface, which could create dust impacts. The applicant advises that a water truck is often stored on the premises and therefore conditions of approval have been included that require the applicant to ensure driveway and parking areas are treated by a dust suppression method prior to vehicle movements. Four (4) large parking bays are proposed for the various vehicle typologies that will utilise the depot. Given the size of the site, the location of the existing buildings and the 'one-way' circulation from Barclay Street, there is sufficient room for on-site manoeuvring for the envisaged vehicle typologies.

### 5. Public Submissions

The development application was placed on public notification between 10/11/2022 and 05/12/2022 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 06/12/2022. Two (2) submissions were received during this period of Public Notification.

Submissions have been received and summarised in the below table:

Issue	Comment/Condition Number
1. Amenity impacts	Addressed within the Industry Activities Code assessment.

## Attachment 13.2.2.2 Planning Assessment Report

2. Searles Transport has operated from the site unlawfully for over 2 years	The applicant is undertaking a development application over the site for this use.
3. Proposed development does not create any further employment in Mount Coolon	The proposal assists existing employment which operates periodically in Mount Coolon. Employees and contractors who will use the depot will contribute to the local economy through usage of the adjacent Hotel and Roadhouse.
4. The site should be used for a small hobby farm	There are some factors that exist as to why the site is not appropriate for agriculture: <ul style="list-style-type: none"> <li>• The lot size of 2023m<sup>2</sup> is not ideal for agriculture.</li> <li>• The climate of Mount Coolon is not ideal for farming.</li> <li>• Refuelling activities that have occurred on site over recent years.</li> <li>• The effluent disposal areas and associated residential structures that exist on the site.</li> </ul>
5. Access to the site is dangerous	Council's development engineers have reviewed the access location to Mine Street and consider it appropriate, subject to minor upgrades. DTMR have reviewed the access location from Barclay Street and have approved its location. Vehicles will enter in a forward motion from Barclay Street and egress onto Mine Street. Additional upgrades to the access on Mine Street has been conditioned under a further Operational Works Permit.

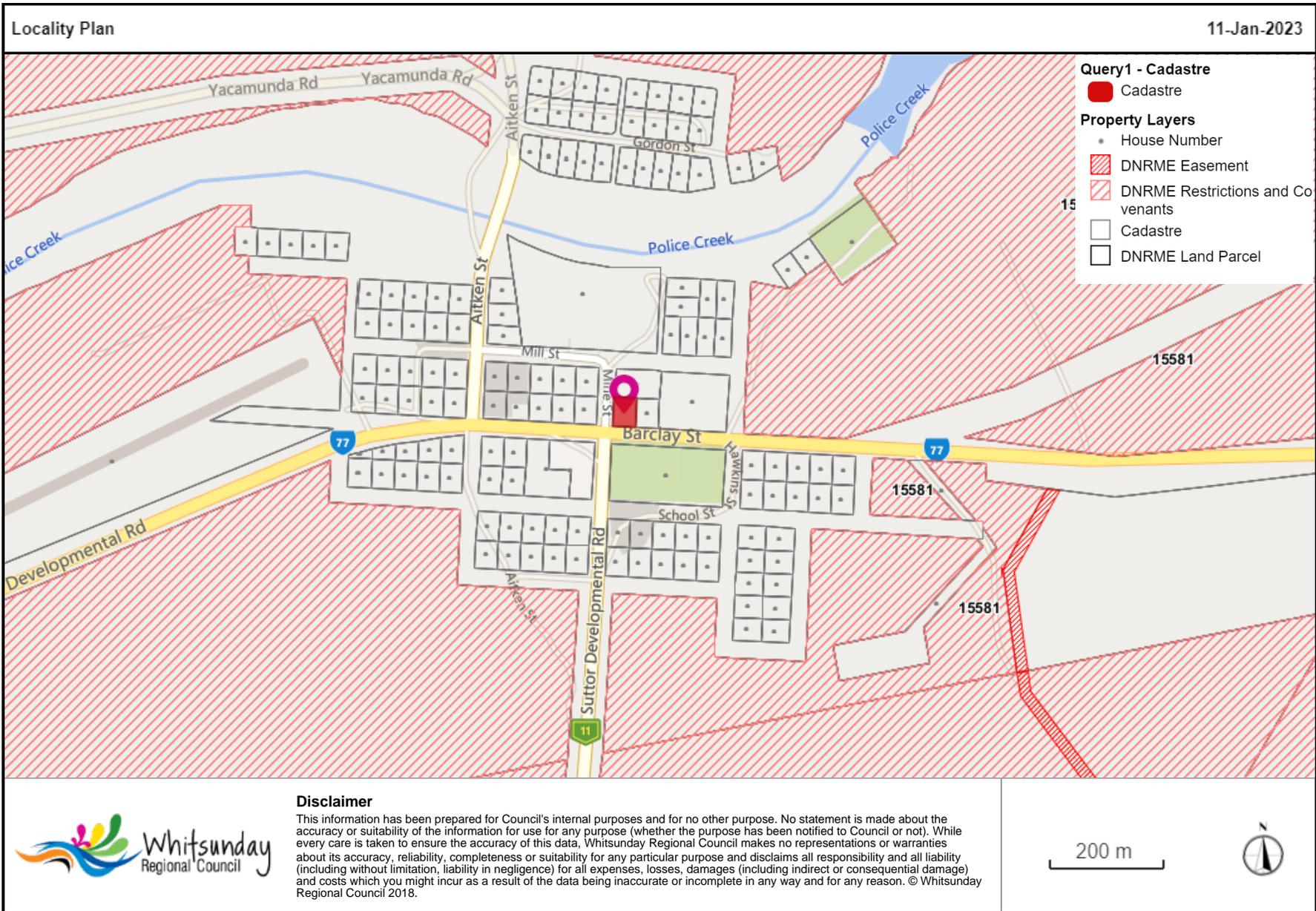
### 6. Infrastructure Charges

#### 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
MCU	Industry	141.6m <sup>2</sup>	\$54.80 per m <sup>2</sup> of GFA		\$7,759.68
Total Adopted Charge					\$7,759.68
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit
Existing Lawful Use	Residential – 3 or more bedroom dwelling house	1	\$30,677.65	57% (water + Sewer)	\$17,486.26
MCU	Industry	141.6m <sup>2</sup>	\$54.80 per m <sup>2</sup> of GFA	57% (water + Sewer)	\$4,423.01
Total Credit					\$21,909.28
Total Levied Charge					\$NIL

A development credit of -\$14,149.60 remains over the premises.





**Property Layers**

- House Number
- DNRME Easement
- DNRME Restrictions and Covenants
- Cadastre
- DNRME Land Parcel

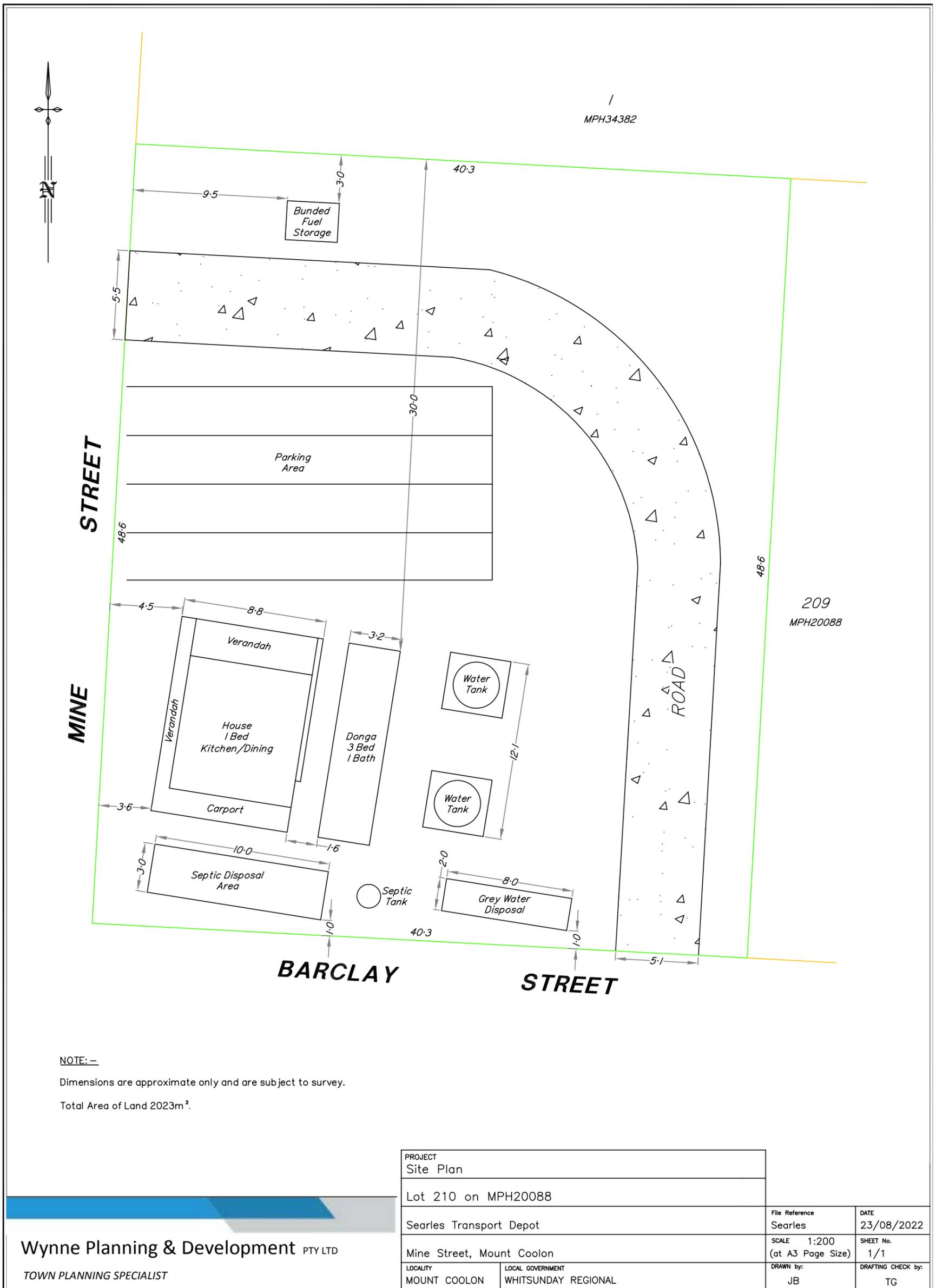
**Planning Zones**

- Precincts
- Building Heights Airlie Beach
  - 14 metres
  - 18 metres
  - 21 metres
- D\_PC\_P\_Zones\_Realigned
  - Community facilities
  - District centre
  - Emerging community
  - Environmental management and conservation
  - High impact industry
  - Industry investigation area
  - Local centre
  - Low density residential
  - Low impact industry
  - Low-medium density residential
  - Major centre
  - Medium impact industry
  - Mixed use
  - Neighbourhood centre
  - Recreation and open space
  - Road
  - Rural
  - Rural residential

**Disclaimer**

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**NOTE: -**

Dimensions are approximate only and are subject to survey.

Total Area of Land 2023m<sup>2</sup>.

**Wynne Planning & Development** PTY LTD  
TOWN PLANNING SPECIALIST

PROJECT Site Plan		File Reference Searles	DATE 23/08/2022
Lot 210 on MPH20088		SCALE 1:200 (at A3 Page Size)	SHEET No. 1/1
Searles Transport Depot		DRAWN by: JB	DRAFTING CHECK by: TG
Mine Street, Mount Coolon			
LOCALITY MOUNT COOLON	LOCAL GOVERNMENT WHITSUNDAY REGIONAL		



WHS Management Systems  
Safe Work Method Statements  
Management Plans  
WHS Documents  
WHS Industry Solutions

# Environmental Management Plan

## **Searles Transport Pty Ltd**



**USE OF TEMPLATE**

This EMP template has been designed for customisation to your company and project needs. It outlines the framework of an Environment Management Plan. The format of the template includes:

- suggested wording where possible to ensure inclusion of important elements and reduce time spent on preparing the EMP;
- words in red font which are guidance to the type of information related to your company and the project that needs to be included in that section; and
- guidance note boxes in green font which provide further explanation and suggestions on the type of information and level of detail to be included.

All text in red should be replaced with your company and project related information. All green guidance notes and this text box should be deleted prior to finalising your document.

**Document Control**

Version	Date	Revision Details	Author	Approver
1	XX/XX/XX	Draft	XYZ	XYZ



WHS Management Systems  
 Safe Work Method Statements  
 Management Plans  
 WHS Documents  
 WHS Industry Solutions

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WHS Management Systems  
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## 1. BACKGROUND

### 1.1. Introduction

This EMP details how the environmental management requirements for **Mt Coolon Transport Depo** will be implemented and managed on site by **Searles Transport Pty Ltd**.

The aim of the EMP is to ensure compliance with environmental legislation and that environmental risks associated with the project are properly managed.

### 1.2. Project Description

The project is located at **Barclay Street, Mt Coolon**. A plan showing the extent of the site and surrounding areas is attached.

#### GUIDANCE NOTE

**It is useful to include a map or site plan showing the extent of the site and surrounding area.**

The works at the site comprise Transport Depo.

#### GUIDANCE NOTE

**The description of the project may include:**

- **main activities to be carried out; Parking of Trucks**
- **working hours; 6.00am to 5.30pm**
- **commencement and completion dates;**
- **staff numbers and roles;**
- **plant and equipment to be used;**
- **location of site facilities and work compounds;**
- **main features of surrounding sites including usage (e.g. occupied homes); and**
- **environmentally sensitive areas on the site and surrounding areas.**



### 1.3. Environmental Management Plan Context

#### **GUIDANCE NOTE**

In this section describe how the EMP fits into the overall planning process for the project. For example, provide a list of any environmental assessments (e.g. a Review of Environmental Factors (REF), Statement of Environmental Factors (SEE), Environmental Impact Statement (EIS) or Environmental Assessment (EA)) and any approval or construction documentation (e.g. development application approval and construction certificate).

Provide a summary of any government agency or other stakeholder consultation that has been undertaken during the preparation of the EMP.

Indicate if your company has an existing environmental management system (EMS) and how this EMP is consistent with your company EMS.

This section may not be relevant for all projects, particularly small projects with few environmental risks – delete section if not applicable.

### 1.4. Environmental Management Plan Objective

An Environmental Management Plan (EMP) is a site or project specific plan developed to ensure that appropriate environmental management practices are followed during a project.

The objectives of this EMP are:

- to comply with applicable environmental legislation;
- minimise damage to the environment caused by the project;
- comply with **insert client or principal contractors name** environmental guidelines and requirements;
- to ensure all environmental safeguards are implemented correctly; and
- to monitor the project's environmental impact.

### 1.5. Environmental Policy

#### **GUIDANCE NOTE**

An environmental policy sets the overall goals by which a company's environmental responsibilities and performance will be judged. The policy is a public statement that shows commitment, ensures accountability at all levels, encourages cooperation, provides guidance and, clearly communicates the principles to employees. Insert your company environmental policy or use the example policy provided.



## SITE ENVIRONMENTAL POLICY

### 1. COMPANY DETAILS

**Officer/supervisor name:** \_\_\_\_\_ **Contact number:** \_\_\_\_\_  
**Issued to:** \_\_\_\_\_  
**Date of issue:** \_\_\_\_\_ **Date of review:** \_\_\_\_\_

### 2. INTRODUCTION

Searles Transport Pty Ltd has developed the following policy to create a safe and healthy workplace(s). This policy outlines the rules, responsibilities, and procedures for environmental protection.

### 3. SCOPE

This policy applies across the organisation of Searles Transport Pty Ltd and across all workplaces/worksites under this organisations control, including contractors/sub-contractors and visitors to the workplace/worksite. Searles Transport Pty Ltd will continually improve our environmental performance, prevent environmental harm associated with our activities, develop employee environmental awareness, report on environmental performance and minimise waste.

### 4. RULES

- Wherever practicable employees at Searles Transport Pty Ltd will reduce the volume of waste generated and reuse and recycle. Whenever possible new products and supplies should be reusable and/or recyclable;
- Where possible purchase responsibly for example purchase local products to reduce transport emissions and support the local community, be aware of where the product or it's raw components have come from – is it causing deforestation, loss of habitat or exploiting workers in another country;
- Prevent any actions from work activities causing environmental damage by following preventative procedures In the event of an incident/accident follow the emergency procedures, making sure that the appropriate equipment is available for clean up and that a quick response is applied to eliminate or reduce any damage; and
- Be aware of environmental issues and safeguards, including erosion and sediment control, weed invasion, sensitive/rare vegetation and fauna, air quality, noise, waste, heritage and archaeological sites.

### 5. RESPONSIBILITIES

Officers and Supervisors must:

- Implement and review this policy;
- Consult with workers about this policy;
- Provide resources, information, training and supervision for workers to allow them to adhere to the rules and have the knowledge and resources to follow the procedures and understand their roles and responsibilities;
- Comply with statutory requirements, codes, standards and guidelines;
- Implement and comply with site Environmental Management Plans (EMP);
- Make sure all equipment is serviced and not showing visible emissions;



- Make sure noise and air pollution are monitored and kept to the appropriate levels;
- Provide areas for chemical storage and hosing down;
- Make sure all incidents are investigated and if required appropriate disciplinary action carried out; and
- Undertake site environmental inspections using the [Site Environmental Inspection Checklist](#) and enter applicable waste details using the [Waste Management Plan](#) when required.

Workers must:

- Comply with the rules of this policy and follow environmental procedures;
- Not act in a manner that places the environment at risk;
- Use, store and dispose of chemicals as per the Safety Data Sheet (SDS);
- Remove waste from the workplace / worksite and place in designated waste areas;
- Reduce the damage to flora and fauna;
- Wash machinery in designated area;
- Make sure correct measures are in place for sediment control;
- Report any incidents or complaints to the officer / supervisor;
- Participate in consultation and training in relation to environmental management; and
- Advise officer or supervisor of any potential breaches of plans or statements, and sightings of rare plants or animals, fauna or archaeological or heritage items.

**6. SIGN OFF**

**Company Representative:**

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_



## 2. ENVIRONMENTAL MANAGEMENT

### 2.1. Environmental Management Structure and Responsibility

The principle responsibilities of **Searles Transport Pty Ltd** workers with respect to the environment are described below. The management structure is set out in the following diagram. A matrix of specific site responsibilities is set out in **Table 2.1** below.

#### **GUIDANCE NOTE**

**Included in this section are standard roles and responsibilities for small to medium sized projects. Additional roles should be added for more complex projects or the roles reduced for smaller projects.**

#### **Project Manager**

The Project Manager is responsible for promoting and maintaining good environmental management. The Project Manager is to ensure that this EMP is effectively implemented. The Project Manager is required to support the Site Supervisor and hold them accountable for their specific responsibilities. The Project Manager is responsible for taking prompt remedial action to eliminate any non-compliance or environmentally risky conditions.

#### **Site Supervisor**

The Site Supervisor is responsible for inducting all workers and subcontractors and directing site activities in accordance with this EMP.

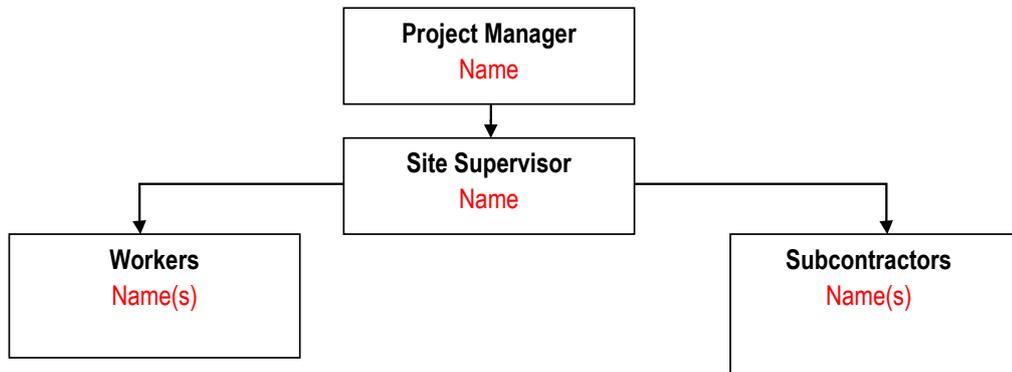
The Site Supervisor is responsible for taking all practical measures to ensure the site is operating according to this EMP, and without risks to the environment. The Site Supervisor is responsible for detecting any non-compliance or environmentally risky conditions. If the Site Supervisor does not have the necessary authority to fix a problem, they are responsible for reporting the matter promptly and recommending remedial action to the Project Manager.

#### **Workers**

All workers are required to attend site inductions and follow this EMP. Workers are responsible for advising the Site Supervisor of any potential environmental issues.

#### **Subcontractors**

All subcontractors engaged to perform work for **Searles Transport Pty Ltd** are required, as part of their contract, to comply with this EMP and to comply with directions from the company's designated officers. Failure to comply will be considered a breach of the contract and sufficient grounds for termination of the contract.



**Table 2.1 Project Environmental Roles & Responsibilities Matrix**

TASK	Project Manager	Site Supervisor	Workers	Subcontractors
Inducting workers and subcontractors and directing site activities in accordance with the EMP.	2	1	2	2
Identifying, assessing and eliminating any non-compliance or environmentally risky conditions and documenting the risk controls implemented.	1	1	2	2
Promoting and maintaining good environmental management in accordance with the relevant environmental legislation, regulations and laws.	1	1	2	2
Implementing practical measures to ensure the site complies with the EMP and project specifications	2	1	2	2
Maintaining, providing updates and supplying this EMP to relevant authorities and workers.	1	2	2	2
Monitoring and assessing subcontractors for the project to ensure environmental regulations are met and relate to the works undertaken	1	2	2	2
Maintaining stocks for environmental control	1	1	2	1
Provide and maintain a hazardous substances register for hazardous substances used and stored in the workplace;	1	1	2	2

1 = has responsibility for the overall implementation and / or management of the process/procedure on the project

2 = has responsibility for complying with the process/procedure on the project



## 2.2. Approval and Licensing Requirements

Licences, permits and approvals required for this project are summarised in **Table 2.2** below. **Searles Transport Pty Ltd** will ensure that any licences, permits and approvals are obtained prior to work commencing. A copy of all licences, permits and approvals are included in **Attachment 1** of this EMP.

**Table 2.2 Summary of Licences, permits and approvals**

Regulatory Authority	Licence / Permit / Approval Type	Status	Summary of Key Conditions and Monitoring Required

## 2.3. Reporting

The Project Manager will ensure control of all project environmental documentation and reports. Adequate records will be maintained to demonstrate conformance to specified environmental requirements. The records to be maintained for this project will include, but not be limited to, the following:

- monitoring records;
- non-conformance, corrective action and preventive action
- complaints management;
- training and induction records;
- audit records;
- permits, licenses, and approvals.

These documents will be maintained within the **ProjectName** file.



## 2.4. Environmental Training

All **Searles Transport Pty Ltd** workers who will be working on this project shall receive site-specific induction training. The induction training will include:

- familiarisation with the requirements of this EMP;
- environmental emergency response training; and
- familiarisation with site environmental controls.

**Searles Transport Pty Ltd** may combine the Work Health and Safety (WHS) and Environmental induction into one. A record of the site induction will be made on the *Site Environmental Induction Register* (see **Attachment 2**).

### **GUIDANCE NOTE**

**Included in this section is the minimum recommended training. The need for specific environmental training for relevant workers (e.g. installing erosion and sedimentation controls, daily checks to maintain controls, cleaning up spills) should also be considered and included if required.**

## 2.5. Emergency Contacts and Response

This EMP sets out **Searles Transport Pty Ltd** management of environmental emergencies during the project. It includes:

- the names of key emergency response personnel and contact details (including all-hours telephone numbers);
- contact details for emergency services (e.g. ambulance, fire brigade, spill clean-up services);
- the location of on-site information on hazardous materials, including SDS (Safety Data Sheets) and spill containment material;
- steps to follow to minimise damage and control the emergency; and
- instructions and contact details for notifying the Site Supervisor, EPA, local council, nearby residents or the community if necessary.

### **Key Emergency Response Personnel**

**Insert Project Manager name** will be the first point of contact when an incident or spill occurs. They can be contacted 24 hours a day. Contact details including emergency services are included in **Table 2.3**.

### **GUIDANCE NOTE**

**The contact numbers shown are indicative only. Please revise these numbers so they reflect the relevant contacts in you region.**



**Table 2.3 Emergency Response Contact Details**

Project Contact Details	
<b>Emergency Services</b>	
Ambulance, Fire or Police	<b>000</b>
Poisons Information	13 11 26
<b>First Aiders</b>	
<b>Contact Name</b>	<b>Contact Number</b>
<b>Utilities</b>	
Water	132 203
Electricity	132 090
Gas	131 388
Telephone	131 909
Dial Before You Dig	1100
<b>EPA (24 hour pollution line)</b>	131 555
<b>Project Manager</b>	
<b>Contact Name</b>	<b>Contact Number</b>
<b>Officer / Site Supervisor</b>	
<b>Contact Name</b>	<b>Contact Number</b>
<b>Health and Safety Representative (HSR)</b>	
<b>Contact Name</b>	<b>Contact Number</b>
<b>Other Contacts</b>	
<b>Contact Name</b>	<b>Contact Number</b>



### **Hazardous Substances**

Searles Transport Pty Ltd will maintain an up-to-date register of Hazardous Substances and Safety Data Sheets (MSDS) for all materials used on the project (see **Attachment 2**).

Controlled, updated copies of these SDS will be readily available to the Project Manager and Site Supervisor and prominently displayed at the worksite.

### **Emergency Response Procedures**

#### Fire Emergency

Steps to manage a fire emergency:

- Call '000' as soon as possible. If '000' does not work on your mobile phone call '112';
- If safe to do so leave the work area. If unsafe to leave, seek refuge in a safe area immediately;
- Go to the designated Emergency Assembly Area or to a clear/open area;
- Make sure all workers are present and accounted for, do not return to the work area to locate any missing workers; and
- Notify the Site Supervisor and wait for instructions.

#### Gas Leak Emergency

Steps to manage a gas leakage emergency:

- Call the Site Supervisor immediately, if deemed necessary call the Fire Brigade on '000'. If '000' does not work on your mobile phone call '112';
- Site Supervisor to immediately arrange to turn off the gas supply;
- Site Supervisor to turn off the site's electrical supply;
- If deemed necessary notify all persons to evacuate the work area and assemble at the Emergency Assembly Area;
- Control the movement of people to the Emergency Assembly Area;
- Check all workers and others are in attendance; and
- Remain at the Emergency Assembly Area until notified that the area is safe to reoccupy.



Leak or Spill Emergency

Steps to manage any Leak or Spill in a work site:

- Identify the source of the problem;
- Stop goods leaking;
- Contain spilt material, using spills kit or sand;
- Notify officer or Site Supervisor;
- Remove spilt material and place in sealed container for disposal (if possible); and
- Site Supervisor to record incident.

**OR**

- as suggested on Safety Data Sheet (SDS)



### 3. IMPLEMENTATION

#### 3.1. Risk Assessment

The risk to the environment of carrying out the project has been considered and documented.

Insert statement / summary of risk assessment undertaken for the project.

##### GUIDANCE NOTE

The type and level of risk assessment will vary from project to project. The risk assessment may have been undertaken as part of an environmental assessment document or a condition of approval or consent. If a risk assessment has already been undertaken, there is no need to reproduce it here in the EMP. Inclusion of a statement noting a risk assessment has been undertaken and/or inclusion of a summary of the outcomes in this section should be sufficient.

Risk assessments would generally comprise the following steps:

- identification of activities to be undertaken as part of the project
- identification of actual and possible environmental impacts
- determination of the level of risk (based on consequence and likelihood or impacts)
- identification of environmental management, controls and monitoring to prevent or minimise the environmental impacts

If a risk assessment has not yet been undertaken for your project, the framework for a risk assessment has been included in Attachment 3 to assist with this process.

#### 3.2. Environmental Management Activities and Controls

The following environmental management activities, mitigation and control measures will be adopted to prevent or minimise environmental impacts.



#### GUIDANCE NOTE

This section is generally the largest section of an EMP. It should assign responsibility for control measures to specific workers and provide timeframes for implementation of the control measures.

The structure of this section is determined by the size and complexity of the project. Options for setting out this section include:

1. Site based format – categorise environmental impacts and controls under each site
2. Issue based format – categorise environmental impacts and controls under environmental issues headings eg water quality, noise, flora and fauna
3. Stage based format - categorise environmental impacts and controls under each stage of the project

*(Source: Guidelines for the Preparation of Environmental Management Plans DIPNR, 2000)*

For the majority of small to medium sized projects an issue based approach is considered most appropriate and as such has been adopted in this EMP template.

A list of typical potential environmental impacts and control measures has been provided below. However, these will need to be modified and additional impacts and control measures added where required to ensure the EMP is specific to your project site.

#### 3.2.1. Air Quality

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Emissions of air pollutants from motor vehicles &amp; plant</b>		
Regular maintenance of machinery. Workers instructed not to leave machinery idling when not in use.	Site Supervisor	Ongoing during project
<b>Potential Impact: Dust generated from excavations and movement of plant</b>		
Disturbance of site will be monitored and the site will be restored prior to carrying out earthworks in new area.	Site Supervisor	Ongoing during project
Excavated materials will be stocked piled and where possible re-used on site. Excess materials to be disposed of in accordance with the Protection of the Environment Operations Act 1997.	Site Supervisor	Ongoing during project
Where significant dust is generated, the work area will be watered down.	Site Supervisor	Ongoing during project
<b>modify / insert / delete impacts and controls as required</b>		



### 3.2.2. Erosion & Sediment Control

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Site erosion and sediment laden water leaving the site</b>		
Sediment and erosion control fencing will be installed and left in place until all works are complete.	Site Supervisor	Ongoing during project
Filter snakes and silt bags will be used to limit the flow of water and trap sediment on site.	Site Supervisor	Ongoing during project
Erosion control measures will be monitored and maintained throughout the project.	Site Supervisor	Ongoing during project
After heavy rain, all sediment and erosion controls will be checked and made good.	Site Supervisor	Ongoing during project
All stockpiles will be covered and sediment fences installed on the low side to prevent materials washing away.	Site Supervisor	Ongoing during project
modify / insert / delete impacts and controls as required		

### 3.2.3. Water Quality

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Contamination of water due to chemicals, fuels or wastes</b>		
Storage of fuels, chemicals and wastes will be clear of stormwater or drainage lines.	Site Supervisor	Ongoing during project
Safety Data Sheet (SDS) of hazardous substance will be referred to when spills occur.	Site Supervisor	Ongoing during project
Work site will hold a spill kit to contain site spills.	Site Supervisor	Ongoing during project
All hazardous substances on site will be recorded in the Hazardous Substances and Safety Data Sheet Registers.	Site Supervisor	Ongoing during project
modify / insert / delete impacts and controls as required		



### 3.2.4. Flora & Fauna

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Damage to trees and root systems</b>		
At the commencement of works, trees and shrubs will be marked for relocation, removal or to be maintained.	Site Supervisor	Ongoing during project
Excavation near trees to be kept will be avoided and stockpiles kept clear of any tree.	Site Supervisor	Ongoing during project
<b>Potential Impact: Disturbance to endangered species</b>		
Where an endangered species is identified, works will stop immediately and the relevant authority notified.	Site Supervisor	Ongoing during project
Protective fencing will be installed around trees and areas where endangered species are found.	Site Supervisor	Ongoing during project
Any fauna species encountered on site will be relocated by a qualified wildlife carer from an organisation such as WIRES.	Site Supervisor	Ongoing during project
<b>Potential Impact: Spread of weeds</b>		
Weeds will be removed from the site and composted or disposed of to prevent spread.	Site Supervisor	Ongoing during project
modify / insert / delete impacts and controls as required		

### 3.2.5. Community Relations

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Public amenity</b>		
Notification letters will be sent out to nearby residents and owners prior to works commencing. Letters will contain details of works to be carried out, duration of works, working hours and contact details if any issues arise.	Project Manager	Ongoing during project
modify / insert / delete impacts and controls as required		



### 3.2.6. Traffic

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Parking and access to site</b>		
Nominated parking areas will be allocated on site.	Project Manager	Ongoing during project
Residents and property owners will be notified about the possibility of an increase in traffic.	Project Manager	Ongoing during project
<b>modify / insert / delete impacts and controls as required</b>		

### 3.2.7. Waste Management

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Unacceptable disposal of site waste</b>		
All material waste will be recorded in the Waste Register.	Site Supervisor	Ongoing during project
All waste removed from site will be disposed of in accordance with the Protection of the Environment Operations Act 1997 (POEO ACT 1997).	Site Supervisor	Ongoing during project
Appropriate space will be provided for the temporary storage of garbage, recyclable and compostable waste to ensure separation of waste products.	Site Supervisor	Ongoing during project
During works, on-going checks will be carried out to ensure correct separation and re-use of recyclable materials is being maintained.	Site Supervisor	Ongoing during project
Where possible all existing building and excavation materials will be re-used on site.	Site Supervisor	Ongoing during project
<b>modify / insert / delete impacts and controls as required</b>		



### 3.2.8. Noise

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Unacceptable noise levels and vibrations</b>		
Work equipment will be maintained in good working order to comply with EPA guidelines. Where required, noise suppressors will be installed.	Site Supervisor	Ongoing during project
Hearing protection will be worn eg earplugs or earmuffs.	All workers	Ongoing during project
Work will take place during nominated work hours only.	Site Supervisor	Ongoing during project
modify / insert / delete impacts and controls as required		

### 3.2.9. Heritage

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Damage to heritage items</b>		
All heritage items will be identified and fenced off prior to commencing works.	Site Supervisor	Ongoing during project
All workers and visitors will be notified of any heritage items on site.	Site Supervisor	Ongoing during project
No items will be stored or work undertaken within the boundary of a heritage item.	Site Supervisor	Ongoing during project
If heritage items are found during the course of works, work will stop immediately and the relevant authorities notified.	Project Manager	Ongoing during project
modify / insert / delete impacts and controls as required		



### 3.2.10. Hazardous Materials

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Spills and uses of hazardous materials</b>		
All hazardous and/or intractable wastes are to be disposed of in accordance with relevant Authority and EPA requirements.	Site Supervisor	Ongoing during project
All hazardous waste removed from site will be disposed of in accordance with the Protection of the Environment Operations Act 1997 (POEO ACT 1997).	Site Supervisor	Ongoing during project
Safety Data Sheet (SDS) of hazardous substance will be referred to if spills occur.	Site Supervisor	Ongoing during project
All hazardous substances will be recorded in the Hazardous Substances Register and the SDS recorded in the Safety Data Sheets (SDS) Register.	Site Supervisor	Ongoing during project
modify / insert / delete impacts and controls as required		

### 3.2.11. Soil Contamination

Control Measure	Responsibility	Timing / Frequency
<b>Potential Impact: Spillage and leaking of hazardous material into the soil</b>		
Regular maintenance will be undertaken on all machinery and transport vehicles to ensure there are no fuel or oil spills or leaks.	Site Supervisor	Ongoing during project
Only trained workers will handle hazardous materials.	Site Supervisor	Ongoing during project
All materials will be labelled and stored in a lock-up with an impervious floor.	Site Supervisor	Ongoing during project
Safety Data Sheets (SDS) for all hazardous materials will be kept on site.	Site Supervisor	Ongoing during project
All site workers will be trained in spill management.	Site Supervisor	Ongoing during project
modify / insert / delete impacts and controls as required		



### 3.3. Environmental Control Plan

The key features of the environmental management for this project site are summarised graphically in the following environmental control plan.

**Insert environmental control plan.**

#### GUIDANCE NOTE

Environmental control plans are a useful on-site reference tool. Environmental control plans can be in the form of a map, image or sketch. They would typically include the location of the following:

- environmentally sensitive areas on and adjacent to the site
- waterways and drains
- erosion and sediment controls
- work areas, machinery or vehicle parking, waste management areas, fuel and chemical stores
- vegetation requiring protection
- traffic management
- monitoring locations

### 3.4. Environmental Schedules

This EMP refers to a number of environmental schedules comprising forms, registers and checklists. They are listed below and included in **Attachment 2**.

1. Site Environmental Induction Register
2. Site Environmental Inspection Checklist
3. Environmental Complaint Form
4. Non-Conformance Report Form
5. Hazardous Substances Register
6. Safety Data Sheets (SDS) Register
7. Waste Register

#### GUIDANCE NOTE

Environmental management schedules are copies of forms, registers and checklists used during a project's day-to-day environmental management. The number and type of schedules will be determined by the scale and environmental sensitivity of the project.

Included in this section are typical schedules required for most projects. Delete or add any schedules relevant for your project.



## 4. MONITOR AND REVIEW

### 4.1. Environmental Monitoring

Searles Transport Pty Ltd will monitor the environmental controls listed in **Section 3.2** through regular site environmental inspections.

Site environmental inspections will be undertaken on a **insert frequency of inspections applicable to monitoring requirements and project duration** and will be recorded by the Site Supervisor on the Site Inspection Checklist (see **Attachment 2**).

#### GUIDANCE NOTE

Monitoring checklists can be set up according to when the activities need to be done ie daily, weekly, monthly or after rain. You can design a checklist for each of these different time intervals, and only include the activities to be carried out at that time. For example, you may have a daily checklist, weekly checklist and so on. Alternatively, you could use a single checklist like the one included in Attachment 2 that includes all the monitoring activities, and make a new copy for each time the checklist is used.

### 4.2. Environmental Auditing

Planned and documented audits aimed at evaluating the environmental conformance of the project will be carried out by Searles Transport Pty Ltd. Any deficiencies identified during the audits shall be documented and actioned in accordance with Searles Transport Pty Ltd corrective action process (see **Section 4.5**).

#### GUIDANCE NOTE

The audit program should determine whether or not the EMP has been properly implemented and maintained and provides information for the EMP review (see Section 4.6). The audit program and procedures may cover both internal and external auditing requirements. The need for external audits would be determined by the size and complexity of the project. The frequency of audits should reflect the level of significance of environmental impacts and the results of previous audits. An example of a project audit plan has been included as Table 4.1.

The audits to be carried out and their frequency are listed in **Table 4.1**.



Table 4.1 Project Audit Plan

Audit Type	Frequency	Record	Auditor
Environmental Management Plan	Half way through the project duration	Audit Report	Project Manager / External Auditor
Sub-contractor Environmental Performance Audit	Half way through the project duration	Audit Report	Project Manager / External Auditor
Site Inspection	daily / weekly / monthly	Site Environmental Inspection Checklist	Site Supervisor

#### 4.3. Communication

To minimise impacts on the public by the project, residents and adjacent property owners will be notified in writing before the works commence and at appropriate stages during the project. The letter will contain details of the intended work, the duration of the activities, information regarding any access interruptions and details of whom to contact with questions regarding the work. The Project Manager will seek permission if there is any need to access private property.

Project Signage will be erected at the site.

Searles Transport Pty Ltd will undertake external and on-site communication in case of environmental incidents and emergencies, including communication with subcontractors. External communication will include informing nearby residents of proposed work, incidents and emergencies and contacting regulatory agencies if required.

#### 4.4. Complaints

Community groups, clients, interested parties, etc may advise of practices, activities and processes that are related to the environment by a variety of methods. These may include a non-conformance report, fax/letter, telephone complaint, newspaper/magazine report and verbal protest.

On receipt of a complaint, the person receiving the complaint will notify the Project Manager and the complaint will be recorded using the *Environmental Complaint Form* (see **Attachment 2**). The Project Manager will follow up the complaint and take corrective action as required.

#### 4.5. Corrective Action

A non-conformance occurs when a procedure or environmental control is not followed, or does not perform as required by this EMP. Searles Transport Pty Ltd will monitor non-conformances to the EMP and initiate corrective and preventive action where required. All non-conformances will be recorded on the *Non-Conformance Report Form* (see **Attachment 2**).



Searles Transport Pty Ltd will undertake corrective action in case of incidents that have an environmental impact or works not carried out according to the required standard. Procedures for identifying corrective action include:

- an EMP review;
- investigation into the causes of incidents and recording of the results; and
- evaluating further environmental risks.

#### 4.6. Environmental Management Plan Review

This EMP will be reviewed by the Project Manager as required to ensure its continuing suitability and to ensure it is conforming to the EMP's environmental objectives and legal requirements. Reviews will be undertaken as necessary as a result of any of the following:

- when there is a change in the scope of the project that requires a change in environmental controls;
- when there is a need to improve performance in an area of environmental impact;
- at the completion of environmental audits as required;
- as a result of changes in environmental legislation applicable and relevant to the project; and
- as required by **insert client or principal contractor name**.

Reasons for making changes to the EMP will be documented. A copy of the original EMP document will be kept for the project records.

The Project Manager is authorised to change and re-issue the EMP. The Site Supervisor is to be informed of any changes made by the Project Manager.

The Site Supervisor is responsible for ensuring the work crew are complying with the current EMP, and for informing the work crew of any changes. The Site Supervisor is responsible for ensuring the workers are aware of changes before starting any works.



WHS Management Systems  
Safe Work Method Statements  
Management Plans  
WHS Documents  
WHS Industry Solutions

## **ATTACHMENT 1: ENVIRONMENTAL LICENCES, PERMITS AND APPROVALS**

Insert copies of environmental licences, permits and approvals



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Safe Work Method Statements  
Management Plans  
WHS Documents  
WHS Industry Solutions

## **ATTACHMENT 2: ENVIRONMENTAL SCHEDULES**

1. Site Environmental Induction Register
2. Site Environmental Inspection Checklist
3. Environmental Complaint Form
4. Non-Conformance Report Form
5. Hazardous Substances Register
6. Safety Data Sheets (SDS) Register
7. Waste Register



WHS Management Systems  
 Safe Work Method Statements  
 Management Plans  
 WHS Documents  
 WHS Industry Solutions

## SITE ENVIRONMENTAL INDUCTION REGISTER

*Record of persons receiving environmental induction for this site*

**Project Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name of Inductor:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Topics Covered:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**I have attended this induction and have read and understood the environmental rules of this site and EMP.**

Date	Worker Name	Induction Number <small>(e.g. general induction card, license)</small>	Worker Signature	Supervisor

**Trainer Sign off**

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## SITE ENVIRONMENTAL INSPECTION CHECKLIST

### PROJECT DETAILS

**Project Name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### ENVIRONMENTAL ISSUES

<b>Erosion and Sediment Control</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has an erosion and sediment control plan been created.				
Are sediment and control measures in place for construction works e.g. sediment traps, sediment fences etc.				
Are these being maintained and kept in correct working order.				
Have materials been contained or placed in designated areas to be away from stormwater drains/runoff.				
Are designated washout areas in place away from storm water drains.				
Is relevant protection in place surrounding flora to stop any damage.				
Is the site maintained and cleared away daily of all soil, earth, mud, clay and concrete waste that may cause an environmental issue.				
<b>Waste Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Has a Waste Management Plan been created and implemented.				
Have stock piles or designated waste areas been created.				
Is the waste being stored in such an area as not to pollute or contaminate stormwater drains.				
Have excess materials been recycled, reused or returned.				
<b>Hazardous Materials</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are spill kits available and held on site.				
Are spills attended to and cleaned up immediately.				
Are procedures in place noting the correct methods for removing Asbestos.				



WHS Management Systems  
 Safe Work Method Statements  
 Management Plans  
 WHS Documents  
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Is there a designated storage area for hazardous materials where leaks can't flow to open ground or drains.				
Are all hazardous material containers sealed properly and no leaks evident.				
Are Safety Data Sheet (SDS) on site for all hazardous materials				
<b>Air Quality</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Does all plant and equipment comply with the relevant codes and emission standards for air quality				
<b>Noise Management</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>	<b>Comments</b>
Are procedures in place to minimise noise to workers, site and surrounding areas.				
Does all plant and equipment comply with the relevant codes, guidelines and standards for noise control				

**Company Representative Name:** \_\_\_\_\_

**Company Representative Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## ENVIRONMENTAL COMPLAINT FORM

Project Name: \_\_\_\_\_ EC Number: \_\_\_\_\_  
 Address: \_\_\_\_\_ Date: \_\_\_\_\_  
 EC issued to: \_\_\_\_\_ EC issued by: \_\_\_\_\_

ENVIRONMENTAL COMPLAINT DETAILS		
<b>Environmental Incident</b>		
<input type="checkbox"/> Pollution	<input type="checkbox"/> Potential pollution	
<input type="checkbox"/> Other: _____		
<b>DETAILS OF COMPLAINT</b>		
<b>Name:</b> _____	<b>Address:</b> _____	
<b>Position:</b> _____	<b>Contact No</b>	
<b>NATURE OF COMPLAINT</b>		
<input type="checkbox"/> Dust	<input type="checkbox"/> Vibration	
<input type="checkbox"/> Noise	<input type="checkbox"/> Soil contamination	
<input type="checkbox"/> Water	<input type="checkbox"/> Plant/machinery	
<input type="checkbox"/> Pollution	<input type="checkbox"/> Waste	
<input type="checkbox"/> Flora/fauna	<input type="checkbox"/> Erosion and sediment controls	
<input type="checkbox"/> Heritage	<input type="checkbox"/> Other: _____	
<b>INCIDENT DETAILS</b>		
<b>Location of incident:</b> _____	<b>Time:</b> _____	
	<b>Date:</b> _____	
<b>Description:</b> _____		
<b>Conditions of site when complaint occurred:</b> _____		
<b>Corrective or preventive action to be taken to fix the complaint</b>	<b>Responsible person</b>	<b>Date to be completed by</b>
_____	_____	_____
<b>SIGN OFF</b>		
<b>Corrective or preventive action is complete and dealt with by the responsible person noted above</b>		
<b>Name:</b> _____	<b>Date:</b> _____	
<b>Signature:</b> _____		
<b>ProjectManager agrees corrective or preventative is complete</b>		
<b>Name:</b> _____	<b>Date:</b> _____	
<b>Signature:</b> _____		



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## NON-CONFORMANCE REPORT FORM

Project Name: \_\_\_\_\_ NCR Number: \_\_\_\_\_  
 Address \_\_\_\_\_ Date: \_\_\_\_\_  
 NCR issued to: \_\_\_\_\_ NCR issued by: \_\_\_\_\_

### NON CONFORMANCE DETAILS

#### Area of Non Conformance

- |  |  |
|--|--|
| <input type="checkbox"/> Site Establishment<br><input type="checkbox"/> Works outlined in contract<br><input type="checkbox"/> Supplier<br><input type="checkbox"/> Customer complaint | <input type="checkbox"/> Work Health and Safety<br><input type="checkbox"/> Environmental Management<br><input type="checkbox"/> Quality Management<br><input type="checkbox"/> Other: |
|--|--|

**Description of Non Conformance**

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**Outline the evidence obtained for Non Conformance**

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Corrective or preventive action to be taken to fix the Non Conformance	Responsible person	Date to be completed by

**Sign Off**

**Corrective or preventive action is complete and dealt with by the responsible person noted above**

Name:		Date:	
Signature:			

**Searles Transport Pty Ltd agrees corrective or preventative is complete**

Name:		Date:	
Signature:			







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## WASTE REGISTER

<b>Project Name:</b>										
<b>Address:</b>										
Waste Material Type <small>e.g. soil, rock, vegetation etc.</small>	TOTAL amount <small>(m<sup>3</sup> and/or tonnes)</small>	Date	On-site Re-use <small>(Specify amount re-use onsite and intended use)</small>		Off-site Re-use <small>(Specify contractor and recycler)</small>		Off-site Disposal			
			amount <small>(m3/tonnes)</small>	use/location	amount <small>(m3/tonnes)</small>	name of recycler	amount <small>(m3/tonnes)</small>	name of contractor	pick up time/date	destination
Excavation Material										
Bricks										
Concrete										
Roof Tiles										
Timber - Framing										
Plasterboard										



## ATTACHMENT 3: ENVIRONMENTAL RISK ASSESSMENT

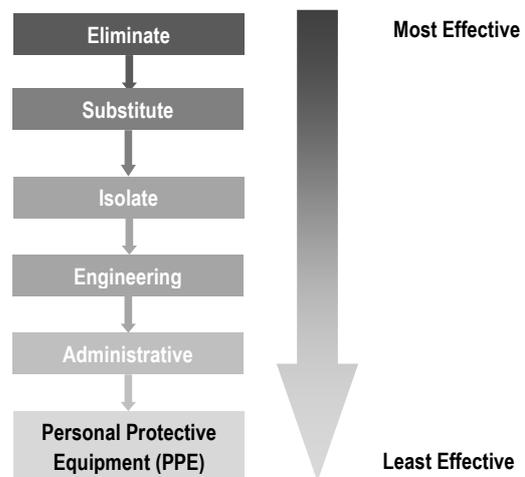
The Environmental Risk Rating of an identified impact is measured in terms of consequence (severity) and likelihood (probability) of the event happening.

### Risk Assessment Table

Consequence or Impact of Hazard	Risk Level	A	P	U	Likelihood/Probability	Risk Rating
H - Significant detrimental environmental impact, potential death, permanent or long term disability or illness,	H = High	1	1	2	A = Almost certain could happen at any time	1 = Immediate action is required
M - Short term environmental impact, potential temporary disability or illness requiring medical attention	M = Medium	1	2	3	P = Possible risk could happen occasionally	2 = Control the risks/ hazards a.s.a.p.
L - Minimal environmental impact, potential minor injury requiring first aid	L = Low	2	3	3	U = Unlikely may happen rarely	3 = Control risks with routine procedures

### Risk Control

- Eliminate** – ‘Design out’ the hazard when new materials, equipment and work systems are being purchased for the site;
- Substitute** - Substitute less hazardous materials, equipment or substances;
- Isolate** – separate the environment/workers from hazards using barriers, enclosing noisy equipment;
- Engineering** – use engineering controls to reduce the risks. Make sure that appropriate environmental controls are available and used correctly;
- Administrative** – Minimise the risk by adopting safe and environmentally appropriate working practices or providing appropriate training, instruction or information;
- Personal Protective Equipment** – Make sure that appropriate PPE is available and used correctly.



RA6-N



SARA Reference: 2209-30967 SRA  
Council Reference: 20220736  
Applicant Reference: 2022WRC115

9 November 2022

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

Attention: J McEvoy-Bowe

Dear Sir/Madam

## SARA Response—Barclay Street, Mount Coolon—Lot 210 on MPH20088

(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 20 October 2022.

### Response

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Outcome:	Referral Agency Response – with Conditions
Date of Response:	9 November 2022
Conditions:	The condition in <b>Attachment 1</b> must be attached to any development approval.
Advice:	Advice to the applicant is in <b>Attachment 2</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 3</b> .

### Development Details

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Description:	Development Permit    Material Change of Use for Transport Depot
SARA Role:	Referral Agency
SARA Trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1 (10.9.4.2.4.1) of the Planning Regulation 2017 – Material change of use within 25 metres of a state-controlled road and within 100 metres of a state-controlled road intersection

SARA Reference: 2209-30967 SRA  
Assessment Manager: Whitsunday Regional Council  
Street Address: Barclay Street, Mount Coolon  
Real Property Description: Lot 210 on MPH20088  
Applicant Name: Searles Investments (QLD) Pty Ltd  
C/- Wynne Planning and Development Pty Ltd  
Applicant Contact Details: Shop 5 Deickie 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: TMR22-037733
- Date: 3 November 2022

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at [mackay.whitsunday.idas@tmr.qld.gov.au](mailto:mackay.whitsunday.idas@tmr.qld.gov.au).

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (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 Cavannah Deller, A/ Senior Planning Officer, on 07 3244 9343 or via email [MIWSARA@dasilgp.qld.gov.au](mailto:MIWSARA@dasilgp.qld.gov.au) who will be pleased to assist.

Yours sincerely



David Hooper  
Manager



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 – Approved Plan

### Attachment 1—Referral Agency Condition

(Under section 56(1)(b)(i) of the *Planning Act 2016* the following condition must be attached to any development approval relating to this application) (A copy of the plan referenced below is found at Attachment 5)

No.	Condition	Condition Timing
10.9.4.2.4.1—Material change of use within 25 metres of a state-controlled road and within 100 metres of a state-controlled road intersection—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the 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 location is to be located generally in accordance with Site Plan prepared by Wynne Planning and Development Pty Ltd, dated 23/08/2022, file reference Searles and sheet no. 1/1 (as amended in red by SARA on 9 November 2022).	At all times

## Attachment 2—Advice to the Applicant

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<b>General Advice</b>	
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) version 3.0. If a word remains undefined it has its ordinary meaning.

### **Attachment 3—Reasons for Referral Agency Response**

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

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

The development complies with State code 1: Development in a state-controlled road environment of 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 or road 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
- 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**

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## **Attachment 5—Approved Plan**

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Our ref TMR22-037733  
 Your ref 2022WRC115  
 Enquiries Vickie Wood



3 November 2022

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 road<sup>1</sup>

Development application reference number 20220736, lodged with Whitsunday Regional Council involves constructing or changing a vehicular access between Lot 210MPH20088 the land the subject of the application, and Barclay Street (Bowen Developmental Road 88B) (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 Searles Investments (QLD) Pty Ltd  
 Shop 5 Deickie Arcade 38 Main Street  
 PROSERPINE QLD 4800

### Application Details

Address of Property Barclay Street, Mount Coolon QLD 4804  
 Real Property Description 210MPH20088  
 Aspect/s of Development Development Permit for Material Change of Use for Transport Depot

### 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
1	The Barclay Street road access location, is to be located at the existing access, generally in accordance with Site Plan Lot 210 on MPH20088 Searles Transport Depot, prepared by Wynne Planning & Development, dated 23/08/2022, [as amended in red].	At all times.

<sup>1</sup> Please refer to the further approvals required under the heading 'Further approvals'

### Reasons for the decision

The reasons for this decision are as follows:

- a) The use of the existing access on Barclay Street by vehicles up to 19m semi-trailers will not significantly impact the safety and efficiency and function of Barclay Street.
- b) The existing access is of a sufficient standard to enable use for vehicles up to 19m semi-trailers as proposed.

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

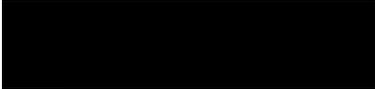
The Department of Transport and Main Roads also provides the following information in relation to this approval:

1. Road Access Works Approval Required – Written approval is required from the department 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 to make an application.

## Attachment 13.2.2.6 SARA Response With Conditions

If further information about this approval or any other related query is required, Ms Vickie Wood, Senior Town Planner should be contacted by email at [mackay.whitsunday.idas@tmr.qld.gov.au](mailto:mackay.whitsunday.idas@tmr.qld.gov.au) or on (07) 4951 8521.

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:

- It is proposed to use Lot 210 on MPH20088 (the development site) for the purposes of a Transport Depot, more specifically for the parking of up to 2 light vehicles and 2 trucks with a maximum size of 19m semi-trailers, for 4-6months of the year.
- The development site already accommodates a one-bedroom house and a 3 bedroom donga and it is proposed that the existing accommodation will be used by drivers.
- The development site is a corner allotment and has frontage to Barclay Street and Mine Street.
- Barclay Street is a State-controlled road (Bowen Developmental Road (88B)).
- It is proposed to use the existing access locations on Barclay Street and Mine Street for the Transport Depot.
- Barclay Street has an annual average traffic volume of 462 vehicles per day (53% heavy vehicles).
- The posted speed limit on Barclay Street past the access location is 80km/hr.
- The existing access between the development site and Barclay Street is as far from the Barclay Street / Mine Street intersection as possible.
- Desk top assessment indicates that visibility to and from the access location comfortably exceeds minimum sight distance requirements.
- The dual access arrangement (Barclay Street and Mine Street) allows for through movement of vehicles, minimizing the risk of queuing on Barclay Street.
- The width of the access and space in the state-controlled road corridor is sufficient to enable semi-trailers to move through the access.

Evidence or other material on which findings were based:

<b>Title of Evidence / Material</b>	<b>Prepared by</b>	<b>Date</b>	<b>Reference no.</b>	<b>Version/Issue</b>
Development Application for Development Permit for Material Change of Use – Transport Depot	Wynne Planning & Development	-	2022WRC115	-
Site Plan Lot 210 on MPH20088 Searles Transport Depot	Wynne Planning & Development	23/08/2022	-	-
Guide to Traffic Impact Assessment	Department of Transport and Main Roads	December 2018	-	-
Vehicular access to state-controlled roads policy (version 1.0).	DTMR	July 2019	-	Version 1.0

Attachment 13.2.2.6 SARA Response With Conditions

Management of access between adjacent land and state-controlled roads				
Road Planning and Design Manual	Department of Transport and Main Roads	July 2013	-	2 <sup>nd</sup> Edition
Digital Video Recording Viewer	DTMR	13/10/2017	-	5.0
eDAM Interactive Map	DTMR	Viewed 03/11/2022	-	-

**Attachment B**

**Section 70 of TIA**

*Transport Infrastructure Act 1994*

Chapter 6 Road transport infrastructure

Part 5 Management of State-controlled roads

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**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

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**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.

## Attachment 13.2.2.6 SARA Response With Conditions

- (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.

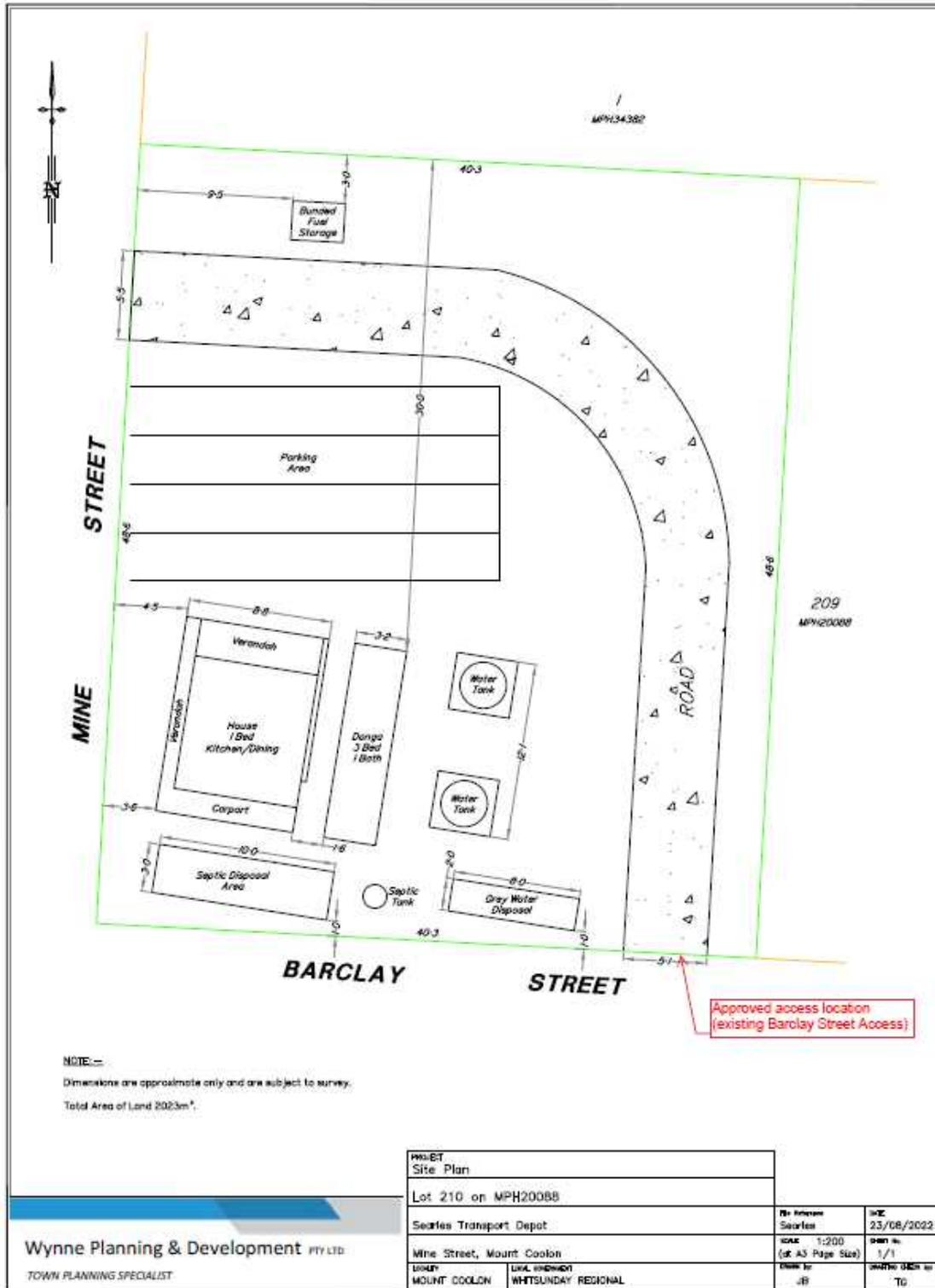
(2) However, if—

- (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**



## **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 Rules<sup>1</sup> regarding **representations about a referral agency response**

### **Part 6: Changes to the application and referral agency responses**

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#### **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.<sup>2</sup>
- 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.

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<sup>1</sup> Pursuant to Section 68 of the *Planning Act 2016*

<sup>2</sup> 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.<sup>3</sup>

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<sup>3</sup> 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.

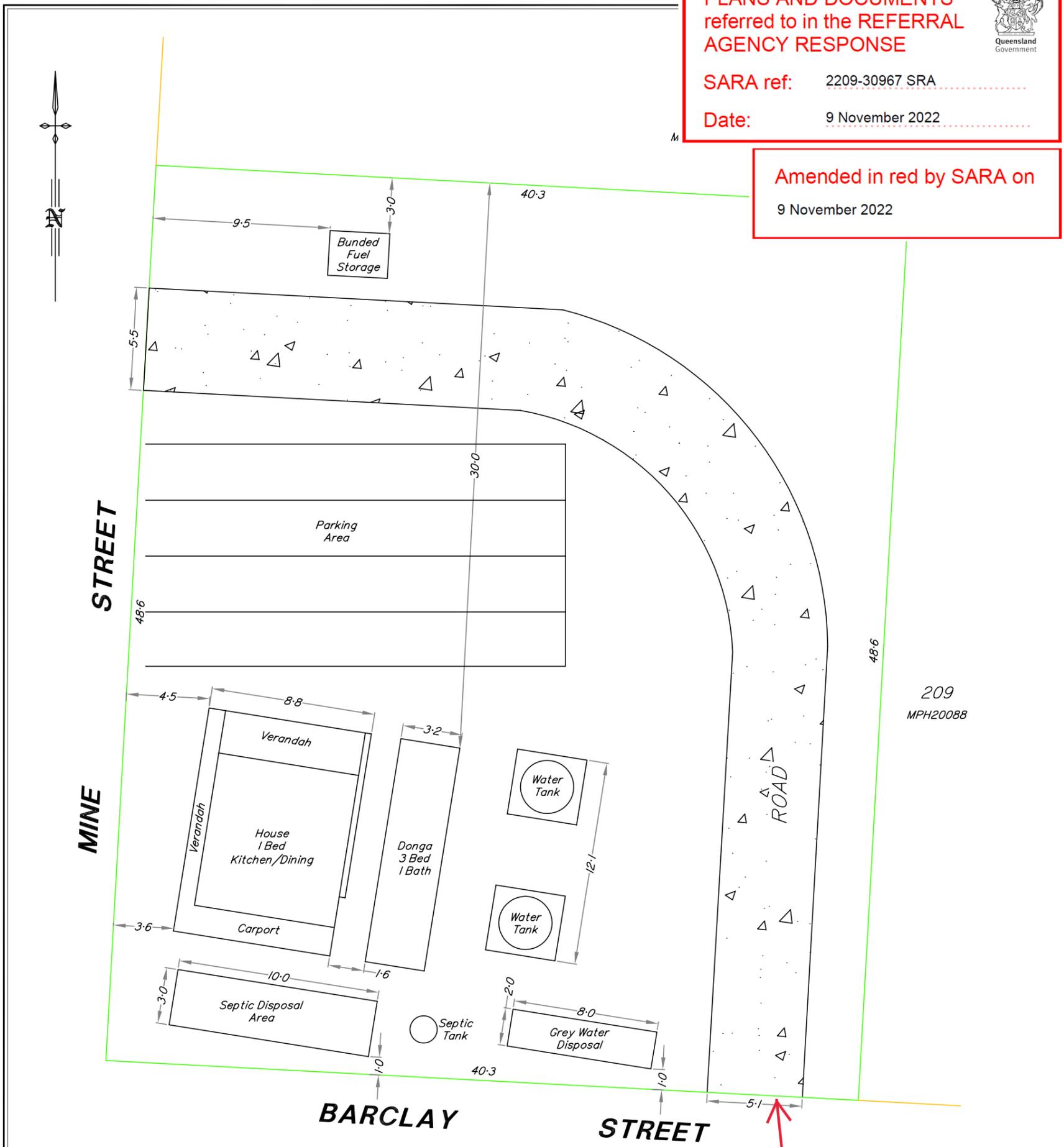
**PLANS AND DOCUMENTS referred to in the REFERRAL AGENCY RESPONSE**



SARA ref: 2209-30967 SRA

Date: 9 November 2022

Amended in red by SARA on 9 November 2022



NOTE: -  
 Dimensions are approximate only and are subject to survey.  
 Total Area of Land 2023m<sup>2</sup>.

Road access location in accordance with Condition 1 of SARA's referral agency response

**Wynne Planning & Development** PTY LTD  
 TOWN PLANNING SPECIALIST

PROJECT Site Plan		File Reference Searles	DATE 23/08/2022
Lot 210 on MPH20088		SCALE 1:200 (at A3 Page Size)	SHEET No. 1/1
Searles Transport Depot		DRAWN by: JB	DRAFTING CHECK by: TG
Mine Street, Mount Coolon		LOCAL GOVERNMENT WHITSUNDAY REGIONAL	
LOCALITY MOUNT COOLON			

### **13.2.3 - 20220634 - Development Application for Material Change of Use - Rooming Accommodation (Four (4) Rooms & Communal Facilities) - 37 George Street Bowen - T Tran Vu**

**DATE:** Wednesday 25 January 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 [**13.2.3.1** - 2 pages]
2. Site and Zone Plan [**13.2.3.2** - 1 page]
3. Proposal Plan [**13.2.3.3** - 1 page]
4. Car Park Removal Plan [**13.2.3.4** - 2 pages]
5. Planning Assessment [**13.2.3.5** - 4 pages]

#### **PURPOSE**

To present the assessment of the development application.

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

That Council approve the Development Application for Development Permit for Material Change of Use of Premises – Rooming Accommodation (Four (4) Rooms & Communal Facilities), made by T Tran Vu, on L: 4 RP: 720849 and located at 37 George Street 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 the conversion of an existing furniture shop to four rooming accommodation units and communal areas. The proposal is located in the Major centre zone which supports the intended use.

The development will provide accommodation for a maximum of 18 persons. The premises is unique, whereby a large commercial tenancy and residential home are located on the same title. It is proposed to provide the communal facilities (kitchen, bathrooms etc.) underneath the dwelling. The proposal will add affordable accommodation stock to Bowen.

The proposal triggers the requirement to provide three onsite car parking spaces and one Small Rigid Vehicle space. One on-site disabled car parking space is proposed with the remaining car parking demand to be serviced by the existing on-street car parking in both George and Herbert Street. To provide the disabled car parking removal of one on-street car parking space is necessary.

In consideration of the substantial on-street car parking and the assumed car parking credit for the historical use of the site approval is recommended, despite the short-fall in on-site car

parking and need to remove one on-street car parking space. A detailed assessment of the assessment benchmarks is provided in Attachment 4.

## **STATUTORY/COMPLIANCE MATTERS**

*Planning Act 2016*

Whitsunday Regional Council Planning Scheme 2017

## **STRATEGIC IMPACTS**

Process all statutory applications within statutory timeframes.

## **FINANCIAL IMPLICATIONS**

There are no applicable developer contributions.

## **CONSULTATION**

Civil Engineering – Network Planning

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

A decision is required by **27 January 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.

**1.0 ADMINISTRATION**

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

Plan/Document Name	Prepared By	Plan Number	Dated
Existing Site Plan & Existing Floor Plan	N/A	A101 Rev B	30/11/2022

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

- Plumbing and Drainage Works;
- Building Works;

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

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

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

**2.0 BUILDING**

2.1 Suitably tinted window panes or opaque glass must be provided on all bedroom windows to provide privacy and prevent visual permeability. No silver or other reflective materials may be used.

**3.0 ACCESS AND PARKING**

3.1 A Development Permit for Operational Works (Access and Parking) must be obtained prior to commencement of work on site. Any application for Operational Works (Access and Parking) must be accompanied by detailed engineering drawings demonstrating compliance with the Whitsunday Regional Council Development Manual, Australian Standard AS2890, AS1428 and this Decision Notice.

3.2 All accesses, driveways, circulation roads, aisles, parking bays and manoeuvring areas must be designed and constructed so as to comply with the criteria described in AS2890 and AS1428.

3.3 Prior to commencement of the use of the car park, the applicant must lodge with Council, a RPEQ engineer's design and construction certification. The certification must be addressed to Council and must certify that all External and Internal access, parking and manoeuvring areas have been designed and constructed according to the conditions of this Decision Notice AS2890, AS1428 and the Whitsunday Regional Council Development Manual.

3.4 A minimum of one (1) car parking space must be provided onsite prior to the commencement of the use as shown on the approved site plan A101 Rev B dated 30/11/2022.

**4.0 OPERATING PROCEDURES**

4.1 Laundry facilities (clothes washing and clothes drying) are to be provided on-site, prior to commencement of the use.

**5.1 MISCELLANEOUS**

5.1 If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained. The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)

5.2 Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be at full cost to the developer.

## Attachment 13.2.3.1 Conditions of Approval

- 5.3 Any building materials, equipment and the like must be appropriately tied down, placed indoors and secured on site at the time of preparation for cyclone events. The onsite supervisor is to ensure that all contractors/employees take the necessary steps to secure the construction site in the event of a cyclone.
- 5.4 All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted in Herbert and George Street or adjoining land unless written permission from the owner of that land and Council is provided.
- 5.5 It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.
- 5.6 Provision and maintenance of a refuse collection areas to the requirements of the Council.
- 5.7 Waste disposal bins stored outdoors must be screened from all public roads by fencing of a colour and material which will match the buildings on the site.

### **6.0 ADVISORY NOTES**

#### 6.1 Hours of work

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

#### 6.2 Dust Control

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

#### 6.3 Sedimentation Control

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

#### 6.4 Noise During Construction and Noise in General

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

#### 6.5 General Safety of Public During Construction

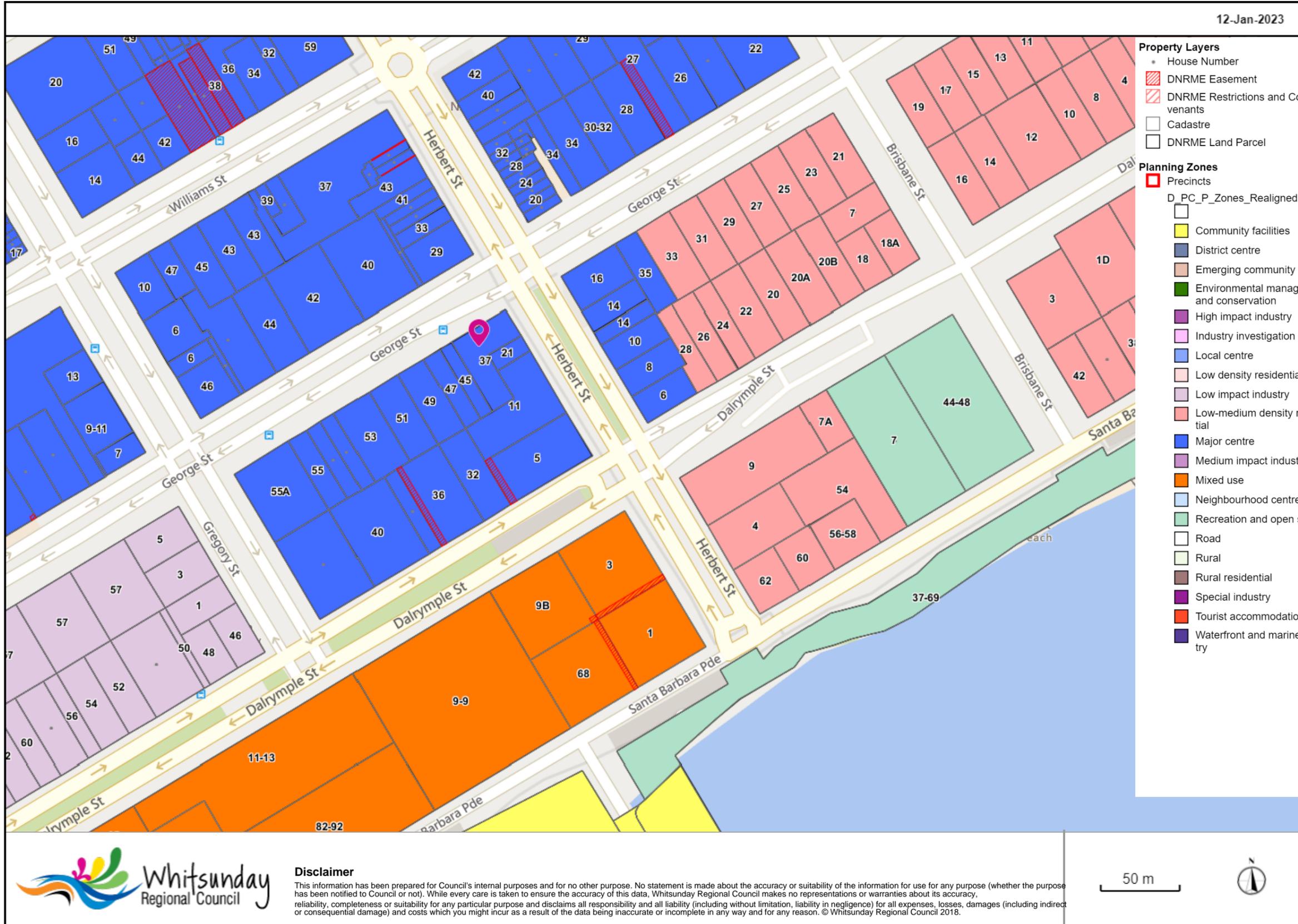
It is the project manager's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the project manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or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

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

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

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

12-Jan-2023

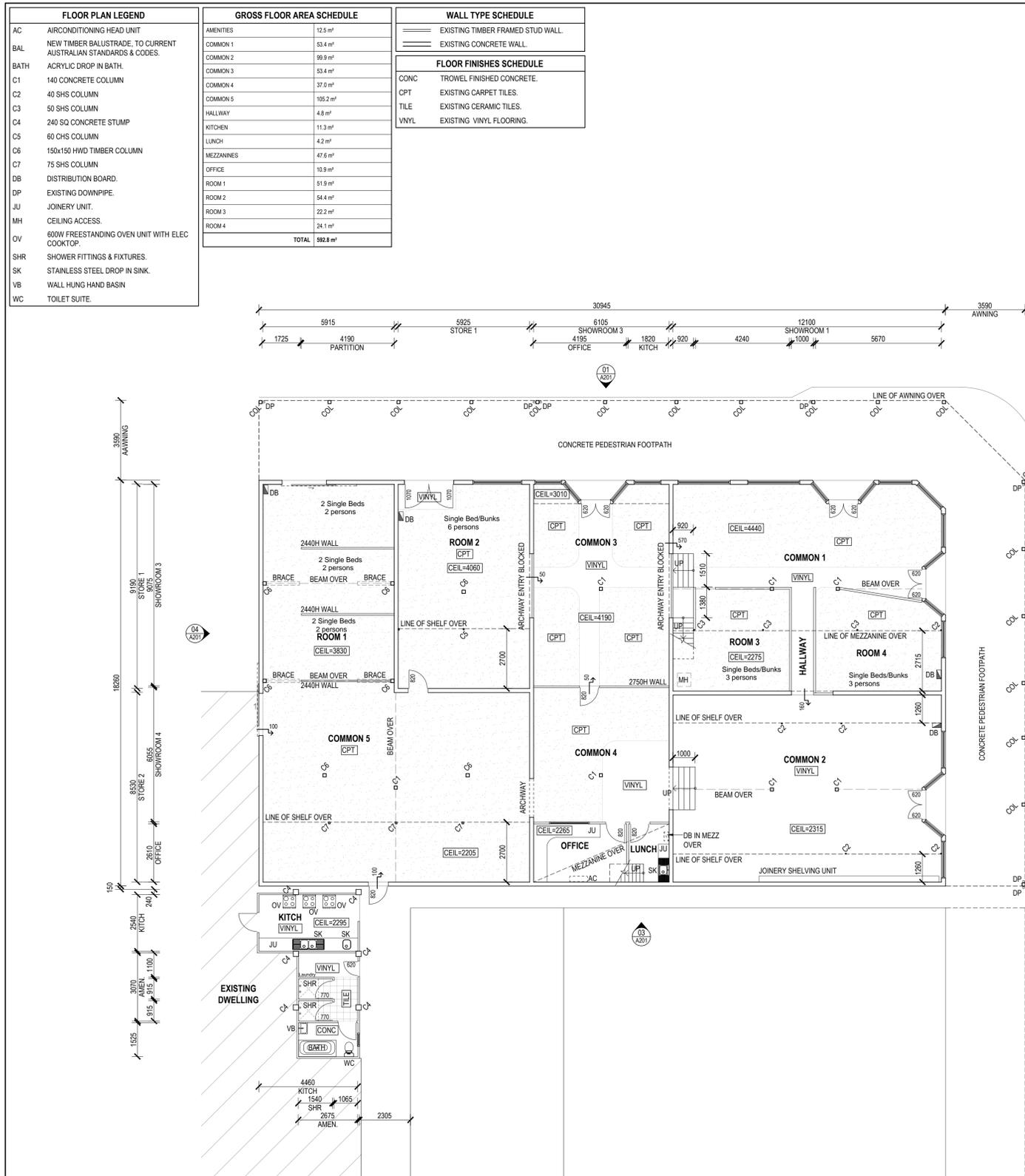


**Disclaimer**

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02 GROUND FLOOR PLAN - EXISTING  
1:100 @ A1

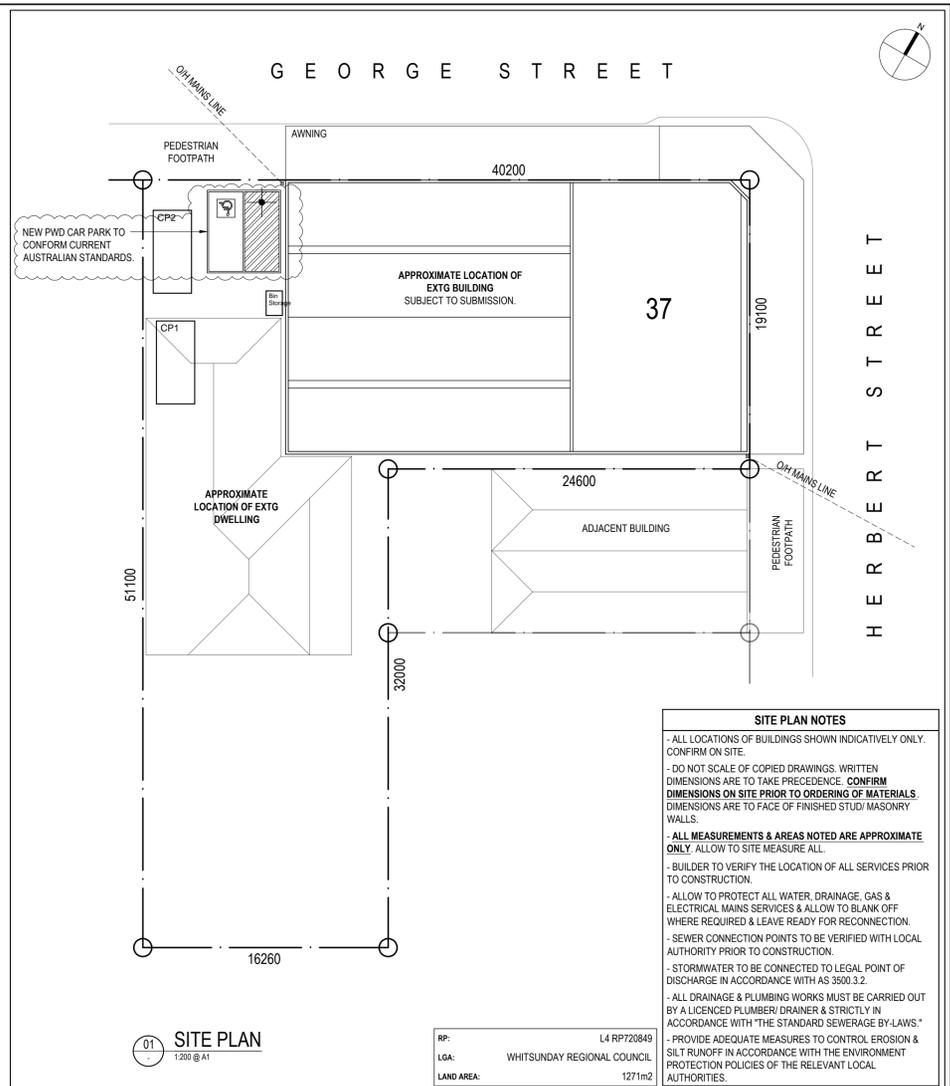
FLOOR PLAN LEGEND	
AC	AIRCONDITIONING HEAD UNIT
BAL	NEW TIMBER BALUSTRADE, TO CURRENT AUSTRALIAN STANDARDS & CODES.
BATH	ACRYLIC DROP IN BATH.
C1	140 CONCRETE COLUMN
C2	40 SHS COLUMN
C3	50 SHS COLUMN
C4	240 SC CONCRETE STUMP
C5	60 CHS COLUMN
C6	150x150 HWD TIMBER COLUMN
C7	75 SHS COLUMN
DB	DISTRIBUTION BOARD.
DP	EXISTING DOWNPIPE.
JU	JOINERY UNIT.
MH	CEILING ACCESS.
OV	600W FREESTANDING OVEN UNIT WITH ELEC COOKTOP.
SHR	SHOWER FITTINGS & FIXTURES.
SK	STAINLESS STEEL DROP IN SINK.
VB	WALL HUNG HAND BASIN
WC	TOILET SUITE.

GROSS FLOOR AREA SCHEDULE	
AMENITIES	12.5 m <sup>2</sup>
COMMON 1	53.4 m <sup>2</sup>
COMMON 2	99.9 m <sup>2</sup>
COMMON 3	53.4 m <sup>2</sup>
COMMON 4	37.0 m <sup>2</sup>
COMMON 5	105.2 m <sup>2</sup>
HALLWAY	4.8 m <sup>2</sup>
KITCHEN	11.3 m <sup>2</sup>
LUNCH	4.2 m <sup>2</sup>
MEZZANINES	47.6 m <sup>2</sup>
OFFICE	10.9 m <sup>2</sup>
ROOM 1	51.9 m <sup>2</sup>
ROOM 2	54.4 m <sup>2</sup>
ROOM 3	22.2 m <sup>2</sup>
ROOM 4	24.1 m <sup>2</sup>
<b>TOTAL</b>	<b>592.8 m<sup>2</sup></b>

WALL TYPE SCHEDULE	
---	EXISTING TIMBER FRAMED STUD WALL.
---	EXISTING CONCRETE WALL.

FLOOR FINISHES SCHEDULE	
CONC	TROWEL FINISHED CONCRETE.
CPT	EXISTING CARPET TILES.
TILE	EXISTING CERAMIC TILES.
VNYL	EXISTING VINYL FLOORING.



01 SITE PLAN  
1:200 @ A1

RP:	L4 RP720949
LGA:	WHITSUNDAY REGIONAL COUNCIL
LAND AREA:	1271m <sup>2</sup>

**SITE PLAN NOTES**

- ALL LOCATIONS OF BUILDINGS SHOWN INDICATIVELY ONLY. CONFIRM ON SITE.
- DO NOT SCALE OF COPIED DRAWINGS. WRITTEN DIMENSIONS ARE TO TAKE PRECEDENCE. **CONFIRM DIMENSIONS ON SITE PRIOR TO ORDERING OF MATERIALS.** DIMENSIONS ARE TO FACE OF FINISHED STUD/ MASONRY WALLS.
- ALL MEASUREMENTS & AREAS NOTED ARE APPROXIMATE ONLY. ALLOW TO SITE MEASURE ALL.
- BUILDER TO VERIFY THE LOCATION OF ALL SERVICES PRIOR TO CONSTRUCTION.
- ALLOW TO PROTECT ALL WATER, DRAINAGE, GAS & ELECTRICAL MAINS SERVICES & ALLOW TO BLANK OFF WHERE REQUIRED & LEAVE READY FOR RECONNECTION.
- SEWER CONNECTION POINTS TO BE VERIFIED WITH LOCAL AUTHORITY PRIOR TO CONSTRUCTION.
- STORMWATER TO BE CONNECTED TO LEGAL POINT OF DISCHARGE IN ACCORDANCE WITH AS 3500.3.2.
- ALL DRAINAGE & PLUMBING WORKS MUST BE CARRIED OUT BY A LICENCED PLUMBER/ DRAINER & STRICTLY IN ACCORDANCE WITH "THE STANDARD SEWERAGE BY LAWS."
- PROVIDE ADEQUATE MEASURES TO CONTROL EROSION & SILT RUNOFF IN ACCORDANCE WITH THE ENVIRONMENT PROTECTION POLICIES OF THE RELEVANT LOCAL AUTHORITIES.

REV	DATE	DESCRIPTION	BY	CHK	
30	11	2022	PWD PARK ADDED	EJK	EJK
			PRELIM ISSUE	EJK	EJK

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DRAWING:  
**EXISTING SITE PLAN**  
**EXISTING FLOOR PLAN**

PROJECT:  
**EXISTING BUILDING AT 37 GEORGE ST**  
**BOWEN QLD 4805**

DATE:	JUNE 2022	SCALE:	AS NOTED	A1
DESIGNED:	EJK	APPROVED:		
DRAWN:	AM			
CHECKED:	EJK			
PROJECT:		DRAWING:	REV:	

**220527 A101 B**

# Attachment 13.2.3.4 Car Park Removal Plan

20°0'52"S 148°14'50"E

20°0'52"S 148°14'53"E



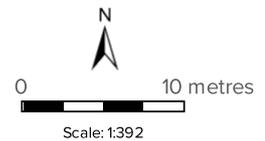
20°0'55"S 148°14'50"E

20°0'55"S 148°14'53"E



A product of

Legend located on next page



Printed at: A4  
Print date: 19/1/2023

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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# Attachment 13.2.3.4 Car Park Removal Plan

## Legend

Local government



Address

Land parcel



Land parcel - gt 1 ha



Land parcel - gt 10 ha



Property



Land parcel - gt 1000 ha



Land parcel label

Land parcel label - gt 1 ha

Land parcel label - gt 10 ha

Land parcel label - gt 1000 ha

Places: Search Results

37 GEORGE ST BOWEN QLD  
4805

Road Crossing

— Bridge

— Tunnel

Road

— Highway

— Main

— Local

— Private

Cities and Towns



Railway



## Attribution

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## Attachment 13.2.3.5 Planning Assessment

### ANALYSIS

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

#### 1. Application Summary

Proposal:	Development Application for Development Permit for Material Change of Use - Rooming Accommodation (Four (4) Rooms & Communal Facilities)
Landowner	T Tran Vu & V Huynh Thi Dang & M T Ma
Property Address:	37 George Street, Bowen
Property Description:	L: 4 RP: 720849
Area of Site:	1271m <sup>2</sup>
Planning Scheme Zone:	Major centre zone
Level of assessment	Code assessable
Overlays:	Nil.
Existing Use:	Furniture store and dwelling house
Existing Approvals:	Nil.
Public Notification:	N/A
Submissions received:	N/A
State referrals:	N/A
Infrastructure charges:	\$Nil

#### 2. Site Details

##### 2.1. Location

The premises is located at 37 George Street, Bowen at the corner of Herbert Street.

##### 2.2. Zoning

The premises is zoned Major Centre.

##### 2.3. Site description

The premises is improved by two existing structures. The main structure is a single storey commercial building and the second is a two storey dwelling house.

##### 2.4. Access

Limited access is available to the site. The dwelling house has a residential vehicle cross over to George Street.

##### 2.5. Surrounding uses

The premises is surrounded by various commercial land uses, including shops and food and drink outlets.

#### 3. Proposal Details

## Attachment 13.2.3.5 Planning Assessment

The proposed development seeks approval for rooming accommodation (short-term letting of four (4) rooms) and communal facilities within existing commercial and residential premises.

The single storey building is proposed to be configured with four (4) private rooms, five (5) common areas, office, lunch area, kitchen, and amenities. The proposed amenities will partly be provided underneath the existing dwelling.

The bed configuration is:

- Room 1 – provides for 6 beds with room divider;
- Room 2 – provides for 6 beds;
- Room 3 – provides for 1 bedroom suite;
- Room 4 – provides for 1 bedroom suite.

The proposal will add affordable accommodation stock to Bowen.

### **4. Planning Assessment**

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

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

Not Applicable.

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

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

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

Not applicable to code assessable development.

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

##### 4.4.1. Strategic Framework

Not applicable to code assessable development.

##### 4.4.2. Overlay Codes

There are no overlays triggered by the development.

##### 4.4.3. Zone Code

#### Major centre zone code

The purpose of the Major centre zone code is to provide for a mix of uses and activities. A mix of low-medium density Accommodation activities that are complementary to the predominant business functions of the zone are envisaged. The proposal repurposes an existing premise,

## Attachment 13.2.3.5 Planning Assessment

historically used for furniture sales, for the rooming accommodation of up to 18 persons. The built form of the site is not changing. The development will suitably integrate into the Bowen CBD.

### 4.4.4. Development Codes

#### Multi-unit uses code

The proposal complies the applicable benchmarks of the code, noting the development involves the use of an existing building. Facilities including kitchens, dining rooms, laundries and common rooms are provided for the use of temporary residents and staff. Refuse storage areas will be screened with collection via kerbside collection. Although not an assessment benchmark for the development application, the applicant has confirmed the proposal complies with the Queensland Development Code Residential Services Building Standard which nominates the level of amenities and privacy required.

#### Infrastructure code

The development intends to be serviced via amenities provided beneath the existing dwelling house which is sited on the property. The amenities include one toilet and two showers with the expect demand able to be accommodate by Council's reticulated infrastructure networks.

#### Landscaping code

There is limited opportunity to provide onsite landscaping aside from the small garden at the frontage of the dwelling. It is not considered necessary to add additional landscaping to this area.

#### Transport and parking code

The proposal triggers the requirement to provide three on-site car parking spaces, two for residents and one for visitors. The requirement for one Small Rigid Vehicle space is also triggered. There are two car parking spaces provided onsite for use of the dwelling house. These spaces will remain for use of the dwelling house. It is proposed to add an onsite disabled car parking space adjoining the existing driveway car parking. To provide this space the removal of one on-street car parking space is required.

In order to meet the remaining car parking needs of the development the on-street car parking in both Herbert and George Street will be utilised. There is ample on- street car parking available and the use of these spaces will not have an unacceptable impact on the availability of on-street car parking in the vicinity. As kerbside refuse collection is available it is accepted that a Small Rigid Vehicle space is not required.

It is also acknowledged the premises holds an assumed credit for car parking spaces from its previous use as a furniture shop. This assumed credit totals 24 car parking spaces under the current rates.

## **5. Public Submissions**

The development application was not required to be placed on public notification.

## **6. Infrastructure Charges**

### 6.1. Adopted Infrastructure Charges Resolution

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

## Attachment 13.2.3.5 Planning Assessment

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	
MCU	Accommodation (long term)	4	\$21,912.60	\$87,650.40	
Total Adopted Charge					\$87,650.40
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit
MCU – Existing Lawful Use	Commercial (retail)	592.8m2	\$197.20 per m2 of GFA	100%	\$116,900.16
Total Credit					\$116,900.16
Total Levied Charge					Nil

## 13.2.4 - Planning Regulation Amendment (Dwelling House, Rooming Accommodation & Rural Workers Accommodation)

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Leonie Meurant - Strategic Planner

**AUTHORISING OFFICER:** Neil McGaffin - Director Development Services

**PRESENTED FOR:** Information

### ATTACHMENTS

1. Letter - Planning Regulation Amendment ( Rooming Accommodation) [13.2.4.1 - 1 page]
2. Letter - Planning Regulation Amendment ( Rural Workers Classrooms Battery Storage) [13.2.4.2 - 2 pages]
3. Factsheet Planning ( Rooming Accommodation) Amendment Regulation 2022 [13.2.4.3 - 7 pages]
4. Factsheet - Queensland Rural Workers Accommodation Initiative [13.2.4.4 - 8 pages]
5. Factsheet - Enclosure Battery Storage Facilities – Guidance for Local Government [13.2.4.5 - 14 pages]
6. Definitions [13.2.4.6 - 2 pages]

### PURPOSE

To inform Council of the Planning Regulation amendments and the impacts to the Planning Scheme, development industry and Whitsunday community.

### OFFICER'S RECOMMENDATION

That Council note the amendments to the *Planning Regulation 2017*.

### BACKGROUND

The *Planning Regulation 2017* was amended on 2 and 16 December 2022, the Rooming Accommodation and Rural Workers Classrooms Battery Storage amendments respectively. The amendments were to actively address the critical housing issues Queensland is facing and other urgent matters. The amendments:

- provide for rooming accommodation to *not* be assessable against a local government planning scheme where it meets certain criteria;
- remove the ability for certain overlays (e.g. extractive Resources, acid sulfate soils, ANEF) to regulate development for rooming accommodation and dwelling houses;
- provide for state-wide consistency and support small-scale rooming accommodation where meeting certain criteria;
- give effect to the Queensland Rural Workers' Accommodation Initiative (the Initiative);
- facilitates the establishment of battery storage devices; and
- improve the timely delivery of relocatable classrooms in state schools to meet enrolment needs.

The amendments directly affect the ability of the Whitsunday Planning Scheme to regulate rooming accommodation, dwelling houses and rural workers' accommodation where certain criteria are met.

## **DISCUSSION/CURRENT ISSUE**

Schedule 6 of the *Planning Regulation 2017* regulates types of development that Planning Schemes are prohibited from identifying as assessable development.

The State recently informed Council of amendments to the Regulation, see Attachments 1 and 2.

The amendments define what Council can and cannot assess, generally meaning a development application will not be required for:

- Rooming accommodation.
- Dwelling houses (including secondary dwellings).
- Domestic outbuildings (sheds).
- Battery storage facilities.
- Relocatable classrooms for State schools.

The amendments are only applicable in Residential Zones for the first three development types.

The amendments affect Council's ability to regulate dwellings and domestic outbuildings in Residential Zones. The Planning Scheme will no longer have the ability to control the following:

- Dwelling setbacks and design.
- The gross floor area and total use area of secondary dwellings (granny flats).
- The size and height of domestic outbuildings.

Controls for these matters are now based on the Queensland Development Code. The ability to control these matters is the Planning Scheme Major Amendment but made ineffective by the new regulation

See Attachment 3 for a comprehensive explanation from State.

### Rooming Accommodation

The amendments prevent the Planning Scheme from categorising Rooming Accommodation as assessable development in Residential Zones, where certain criteria are met, detailed in Attachment 1. This is not expected to create a significant impact, as the use cannot exceed more than 5 bedrooms or 5 persons in order to remain exempt.

The initiative and associated provisions will expire three years after commencement of the amendments, unless revoked earlier or extended by the Planning Minister.

### Rural Workers Accommodation

The amendments prevent the Planning Scheme from categorising Rural Workers Accommodation as assessable development in the Rural Zone, where certain criteria are met, detailed in Attachment 4. The notable criterion is accommodation for a maximum of 20 employees. This may support local rural industry and improve issues for rooming of seasonal workers.

The initiative and associated provisions will expire three years after commencement of the amendments, unless revoked earlier or extended by the Planning Minister.

#### Battery Storage

Battery Storage is now a Planning Regulation definition, with volume and area criteria for accepted battery storage development, detailed in Attachment 5. There is no end date for this regulation.

#### Relocatable Classrooms

The amendments allow for the Department of Education to deliver relocatable classrooms and associated infrastructure at state schools experiencing growth over current classroom capacity without requiring a development approval or an infrastructure designation. There is no end date for this regulation.

### **STATUTORY/COMPLIANCE MATTERS**

*Planning Act 2016*

Planning Regulation 2017

### **STRATEGIC IMPACTS**

Provide a consistent and transparent strategic framework and direction for the development industry and community.

### **FINANCIAL IMPLICATIONS**

Potential loss of infrastructure charges from development approvals.

### **CONSULTATION/ENGAGEMENT**

Manager Strategic Planning

Manager Development Assessment

### **RISK ASSESSMENT**

Public Expectation – there is a public expectation that over height dwellings are publicly notified, however the instrument that controls this, the Planning Regulation, has removed this requirement. It is recommended that these explanations be made public.

### **TIMINGS/DEADLINES**

The amendments are already in effect however the rooming accommodation and the rural workers accommodation only have a three-year operational period.

### **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**

Alternatives are not available as the amendments are already in effect and are state mandated.

Our ref: WR22/135665

2 December 2022

Dear Chief Executive Officer



Department of  
**State Development, Infrastructure,  
Local Government and Planning**

The Department of State Development, Infrastructure, Local Government and Planning (the department) is committed to ongoing and continual improvements to the planning framework to actively address critical housing issues that Queensland is facing.

I am pleased to announce that amendments to the Planning Regulation 2017 (the Planning Regulation) have been made through the *Planning (Rooming Accommodation) Amendment Regulation 2022* (Amendment Regulation). The amendments will commence on 2 December 2022.

The amendments provide for rooming accommodation to not be assessable against a local government planning scheme where it meets certain criteria; remove the ability for certain overlays to regulate development for rooming accommodation and dwelling houses; and clarify the types of housing that can be expected in residential zones.

The changes to the Planning Regulation prevail to the extent of any inconsistency over a local planning instrument. As such, the amendments are intended to provide state-wide consistency in the way certain dwelling houses and rooming accommodation are regulated across Queensland.

Importantly, the amendments do not remove the requirement to obtain any other relevant approvals that may apply, such as building approvals, operational works approvals, reconfiguring a lot approvals and plumbing and drainage approvals. Material change of use approvals may also be required where the criteria specified in the Planning Regulation are not satisfied.

These amendments will play a part in addressing the current housing choice, diversity and affordability challenges that communities are facing all across Queensland.

Please find enclosed a fact sheet that provides further information and details about the amendments. Further information about the amendments will be available on the department's website at: <https://planning.statedevelopment.qld.gov.au/planning-issues-and-interests/>.

If you require any further information about the amendments, please contact the relevant regional office in the department who will be pleased to assist. Details for all regional offices can be found at: <https://planning.statedevelopment.qld.gov.au/contact-us>.

Yours sincerely



Christopher Aston  
**Acting State Planner  
Planning Group**

Enc

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** 13 QGOV (13 74 68)  
**Website** [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)  
**ABN** 29 230 178 530

Our ref: WR22/136528

9 January 2023



Department of  
**State Development, Infrastructure,  
Local Government and Planning**

Dear Chief Executive Officer

As you would be aware, the Department of State Development, Infrastructure, Local Government and Planning (the department) is committed to ongoing and continual improvement to the planning framework.

I am writing to advise that amendments to the Planning Regulation 2017 (the Planning Regulation) have been made through the Planning Amendment Regulation 2022 (the Amendment Regulation). The amendments commenced on 16 December 2022.

The Amendment Regulation will give effect to the *Queensland Rural Workers' Accommodation Initiative* (the Initiative); facilitates the establishment of battery storage devices and improves the timely delivery of relocatable classrooms in state schools to meet enrolment needs. These are set out in detail below.

#### *Queensland Rural Workers' Accommodation Initiative*

The Amendment Regulation supports the development of rural workers' accommodation through the Initiative, including:

- repurposing of existing underutilised facilities, subject to the Planning Minister's assessment and approval
- allowing small-scale rural workers' accommodation to proceed without needing planning approval, subject to meeting certain criteria.

The Initiative and associated provisions will expire three years after commencement of the Amendment Regulation, unless revoked earlier or extended by the Planning Minister. The sunset clause has been prescribed as the Initiative and provisions are intended to provide an interim solution while longer-term solutions for housing rural workers are being worked through in consultation with stakeholders.

#### *Battery storage facilities*

The Amendment Regulation also prescribes a new use term for a battery storage facility, providing for a local planning scheme to set a clear assessment pathway for battery storage facility uses. The Amendment Regulation also provides for certain small battery storage facilities to be unable to be made assessable development by a local planning instrument, provided it meets prescribed requirements.

The department has prepared a *Battery Storage Facilities – Guidance for Local Government* to assist you to consider how this new use may be incorporated into your council's local planning scheme. A copy of this guidance is enclosed.

1 William Street  
Brisbane Queensland 4000  
PO Box 15009  
City East Queensland 4002  
**Telephone** 13 QGOV (13 74 68)  
**Website** [www.statedevelopment.qld.gov.au](http://www.statedevelopment.qld.gov.au)  
**ABN** 29 230 178 530

*Relocatable classrooms*

The Amendment Regulation provides for the Department of Education to deliver relocatable classrooms and associated infrastructure at state schools experiencing growth over current classroom capacity without requiring a development approval or an infrastructure designation.

The Amendment Regulation prescribes requirements that will manage potential impacts. Development that does not meet the requirements may be assessable under the local planning scheme and subject to any relevant requirements, the development assessment process or the infrastructure designation process.

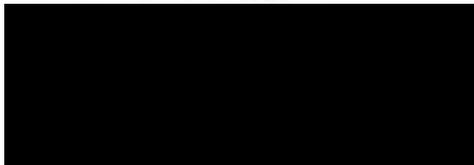
To assist local governments to understand where the provisions are being relied upon to provide relocatable classrooms and associated infrastructure, a notice must be provided to adjoining premises and the relevant local government about the development at least 10 business days before commencement.

The amendments do not remove the need to comply with all other relevant laws or standards including for example, electrical safety, or workplace health and safety, nor do they remove the requirement to obtain building approvals or comply with requirements under other legislation, such as fire safety.

I would encourage you to review your local planning scheme to ensure development is regulated only to the extent necessary to address potential impacts and provide for a land use planning and development assessment system that is responsive and not overly restrictive. This approach is consistent with the department's guidance for good planning scheme drafting <https://dsdmipprd.blob.core.windows.net/general/good-planning-scheme-drafting.pdf>.

If you require any further information, please contact [bestplanning@dsdilgp.qld.gov.au](mailto:bestplanning@dsdilgp.qld.gov.au).

Yours sincerely



Steve Conner  
**Acting State Planner**  
**Planning Group**

Enc

Department of State Development, Infrastructure, Local Government and Planning

# Planning (Rooming Accommodation) Amendment Regulation 2022 – Fact Sheet

## Background

In June 2021, the Queensland Government released the *Housing and Homelessness Action Plan 2021-2025* (HHAP) to build on the outcomes of the Queensland Housing Strategy by increasing social and affordable homes across the state. The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) is responsible for the delivery of Action 3 to 'deliver social and affordable housing using state planning and economic development tools', with the support of the Department of Communities, Housing and Digital Economy (DCHDE).

Action 3.4 of the HHAP commits DSDILGP to 'review the planning framework's approach to regulating residential development'.

## Overview of the amendments

The Department of State Development, Infrastructure, Local Government and Planning (DSDILGP) has made amendments to the Planning Regulation 2017 through the Planning (Rooming Accommodation) Amendment Regulation 2022 (Amendment Regulation).

The objective of the Planning (Rooming Accommodation) Amendment Regulation 2022 (the Amendment Regulation) is to support housing diversity in lower density residential areas and clarify expectations around residential uses in residential zones.

The changes apply to development for a material change of use only.

## How will the objectives of the amendments be achieved?

The objectives of the amendment will be achieved by:

- providing for rooming accommodation to not be assessable against a local government's planning scheme where it meets certain requirements in the low density residential, low-medium density residential and general residential zones
- removing the ability for certain overlays to regulate development of dwelling houses and rooming accommodation
- clarifying the types of housing that can be expected in residential zones.

The changes will commence on 2 December 2022.

## Where can I find the amendments in the Planning Regulation?

The changes to the Planning Regulation affect the following sections of the Planning Regulation:

- **Schedule 2** – which relates to zone purpose statements.
- **Schedule 6, Section 2 (2), (4) and (5)** – which relates to development that cannot be assessable against a local government's planning scheme (for this purpose of these changes, this applies to dwelling houses and rooming accommodation).
- **Section 16** – which provides a sunset clause.

These changes, including the purpose and details of the change, are set out below.



**Queensland  
Government**

Department of State Development, Infrastructure, Local Government and Planning

## What are the details of the changes?

### What are the changes in relation to zone purpose statements?

#### Section of the Planning Regulation

Schedule 2

#### Purpose of the change

The changes to the Planning Regulation amend the zone purpose statements for the low density residential zone and the low-medium density residential zone.

The intent of this change is to clarify that a range of housing forms can be expected within the low density residential zone and the low-medium density residential zone, not just dwelling houses.

#### Details of the change

The change removes references to dwellings houses in the relevant zone purpose statements to clarify that housing types other than dwelling houses may also be supported within the low density residential zone and the low-medium density residential zone.

The zone purpose statements must be reflected in planning schemes that apply the zone to land within the local government area.

If there is any inconsistency between the zone purpose statements in planning schemes and the Planning Regulation, the Planning Regulation will prevail.

### What are the changes in relation to dwelling houses?

#### Section of the Planning Regulation

Schedule 6, Section 2(2)

#### Purpose of the change

Schedule 6 identifies development that a local categorising instrument is prohibited from making assessable development.

The changes to the Planning Regulation amend the previous provisions in Schedule 6 of the Planning Regulation relating to dwelling houses.

Importantly, the changes to the Planning Regulation relate to planning (material change of use) applications only and do not alter requirements for other types of approvals that may be required, such as approval for building works.

The changes identify the circumstances where a material change of use for a dwelling house cannot be made assessable development under a local categorising instrument (e.g. a local planning scheme).

#### Details of the change

The circumstances that need to be met for a material change of use for a dwelling house to not be made assessable development under a local categorising instrument are:

- where located within any residential zone other than the medium density residential zone or the high density residential zone
- where not involving a basement or an underground parking area

Department of State Development, Infrastructure, Local Government and Planning

- where one of the following applies:
  - there are no 'relevant overlays'
  - only an overlay about bushfire hazards applies and the premises are less than 2,000m<sup>2</sup>
  - a relevant overlay applies and it does not make the material change of use assessable development.

In relation to the last point above, please note that:

- To identify whether the relevant overlay makes the material change of use assessable development, applicants need to refer to:
  - the categories of development and assessment for the relevant overlay in the local planning scheme
  - any requirements for accepted development relevant to the overlay.

*A Note on 'Relevant Overlays'*

A 'relevant overlay' is described in Schedule 6(7). Examples of relevant overlays using the Sunshine Coast Planning Scheme is provided in the table below.

Schedule 6 – Describes a 'Relevant Overlay' as an Overlay About	Relevant Overlays in the Sunshine Coast Planning Scheme	Must Have an Overlay Code to be a 'Relevant Overlay'?
Bush fire hazards	Bushfire hazard overlay	No
Coastal hazards	Coastal protection overlay	No
Flood hazards	Flood hazard overlay	No
Landslide hazards	Landslide hazard and steep land overlay	No
Safety hazards arising from historical mining activities, including, for example, mining subsidence and mining contamination	N/A	No
Development of a local heritage place	Heritage and character areas overlay	Yes
Development in a place of traditional building character	Heritage and character areas overlay	Yes
Protection of areas of natural, environmental or ecological significance, including the protection of the biodiversity, significant animals and plants, wetlands and waterways of such areas	Biodiversity, waterways and wetlands overlay Water resource catchments overlay	Yes
Development within an area identified on a map titled 'ANEF' on the State Planning Policy Interactive Mapping System	Airport environs overlay, where mapped as an ANEF <sup>1</sup> .	Yes

<sup>1</sup> The relevant mapping source can be found at the below web link:  
<https://spp.dsdip.esriaustraliaonline.com.au/geoviewer/map/planmaking>

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## **What are the changes in relation to rooming accommodation (where not involving building work or only involving minor building work)?**

### **Section of the Planning Regulation**

Schedule 6, Section 2(4)

### **Purpose of the Change**

Schedule 6 identifies development that a local categorising instrument is prohibited from making assessable development.

The changes to the Planning Regulation amend Schedule 6 and introduce sections on rooming accommodation.

**Subsection 4** relates to rooming accommodation that does not involve building work or only involves minor building work.

In Schedule 24 of the Planning Regulation, minor building work is defined as:

*building work that increases the gross floor area of a building by no more than the lesser of the following—*

- (a) 50m<sup>2</sup>;*
- (b) an area equal to 5% of the gross floor area of the building.*

Importantly, the changes to the Planning Regulation relate to planning (material change of use) applications only and do not alter requirements for other types of approvals that may be required, such as approval for building work.

The changes identify the circumstances where a material change of use for rooming accommodation cannot be made assessable development under a local categorising instrument.

### **Details of the Change**

The circumstances that need to be met for a material change of use for rooming accommodation (where not involving building work or only involving minor building work) to not be made assessable development under a local categorising instrument are:

- where located within a general residential zone, low density residential zone or low-medium density residential zone
- where not creating new vehicle access to a state-controlled road)<sup>2</sup>
- where having not more than 5 bedrooms and 5 occupants
- where either:
  - there are no overlays about bush fire hazards, flood hazards or landslide hazards.
  - one or more of the above overlays apply and any overlay does not make the material change of use assessable development.

In relation to the last point above, please note that:

- To identify whether the overlay makes the material change of use assessable development, applicants need to refer to:
  - the categories of development and assessment for the overlay in the local planning scheme
  - any requirements for accepted development relevant to the overlay.

<sup>2</sup> The relevant mapping source can be found at the below web link:

<https://spp.dsdipl.esriaustraliaonline.com.au/geoviewer/map/planmaking>

Department of State Development, Infrastructure, Local Government and Planning

## What are the changes in relation to rooming accommodation (where involving building work other than minor building work)?

### Section of the Planning Regulation

Schedule 6, Section 2(5)

### Purpose of the change

The changes to the Planning Regulation amend Schedule 6 and introduce sections on rooming accommodation.

Schedule 6 identifies development that a local categorising instrument is prohibited from making assessable development. **Subsection 5** relates to rooming accommodation that involves building work (other than minor building work).

Importantly, the changes to the Planning Regulation relate to planning (material change of use) applications only and do not alter requirements for other types of approvals that may be required, such as approval for building work.

The changes identify the circumstances where a material change of use for rooming accommodation can not be made assessable development under a local categorising instrument.

### Details of the change

The circumstances that need to be met for a material change of use for rooming accommodation (where involving building work other than minor building work) to not be made assessable development under a local categorising instrument are:

- where located within a general residential zone, low density residential zone or low-medium density residential zone
- where not creating new vehicle access to a state-controlled road)<sup>3</sup>
- where having not more than 5 bedrooms and 5 occupants
- where not involving a basement or an underground parking area
- where not on a local heritage register<sup>4</sup>
- where providing landscaping<sup>5</sup> between the building and the front boundary of the premises.
- where either:
  - there are no 'relevant overlays'
  - a relevant overlay applies and it does not make the material change of use assessable development.

In relation to the last point above, please note that:

- To identify whether the relevant overlay makes the material change of use assessable development, applicants need to refer to:
  - the categories of development and assessment for the relevant overlay in the local planning scheme
  - any requirements for accepted development relevant to the overlay.

### *A Note on 'Relevant Overlays'*

A 'relevant overlay' is described in Schedule 6 (7). Examples of relevant overlays using the Mackay Region Planning Scheme is provided in the table below.

<sup>3</sup> The relevant mapping source can be found at the below web link:

<https://spp.dsdipl.esriaustraliaonline.com.au/geoviewer/map/planmaking>

<sup>4</sup> Under the *Queensland Heritage Act 1992*, each local government must keep a local heritage register, or have local heritage planning scheme provisions such as an overlay or schedule. For more information about places that may be in a local heritage register or a planning scheme, contact your local government.

<sup>5</sup> Landscaping is defined in the amended Planning Regulation as 'any combination of trees, grass, plants, garden beds and paving'. Note that any requirements that apply at the building works application stage under AS3959, will still apply.

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Schedule 6 – Describes a ‘Relevant Overlay’ as an Overlay About	Relevant Overlays in the Mackay Region Planning Scheme	Must Have an Overlay Code to be a ‘Relevant Overlay’
Bush fire hazards	Bushfire hazard overlay	No
Coastal hazards	Flood and coastal hazards overlay	No
Flood hazards	Flood and coastal hazards overlay	No
Landslide hazards	Landslide hazard overlay	No
Safety hazards arising from historical mining activities, including, for example, mining subsidence and mining contamination	N/A	No
Development of a local heritage place	Heritage and neighbourhood character overlay	Yes
Development in a place of traditional building character	Heritage and neighbourhood character overlay	Yes
Protection of areas of natural, environmental or ecological significance, including the protection of the biodiversity, significant animals and plants, wetlands and waterways of such areas	Biodiversity overlay	Yes
Development within an area identified on a map titled ‘ANEF’ on the State Planning Policy Interactive Mapping System	Airport environs overlay, where mapped as an ANEF <sup>6</sup> .	Yes

## What are the changes in relation to the sunset clause?

### Section of the Planning Regulation

Section 16

#### Purpose of the change

The changes to the Planning Regulation introduce an expiration date (also known as a sunset clause) for the changes to the Planning Regulation provisions relating to rooming accommodation.

The sunset clause will automatically repeal the changes in relation to rooming accommodation unless further amendments are made. This provides time to review the effect of the changes and determine whether the changes should be modified, extended or repealed at three years from commencement.

#### Details of the change

The sunset clause will mean the changes to the Planning Regulation relating to rooming accommodation will expire after 3 years, unless extended by the State Government.

Any uses commenced in the three-year period will continue to have existing use rights to operate lawfully in the event that the provisions are repealed or amended.

<sup>6</sup> The relevant mapping source can be found at the below web link:

<https://spp.dsdip.esriaustraliaonline.com.au/geoviewer/map/planmaking>

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## What do the changes mean for other approvals?

The changes in the Planning Regulation are limited to development for a material change of use (planning approval) and do not include any amendments to building work provisions. In other words, the amendments do not remove the requirement to obtain any other relevant approvals that may apply, such as approval for building works, operational works approvals, reconfiguring a lot approvals and plumbing and drainage approvals.

For building work applications, where an application required assessment against provisions in a planning scheme (e.g., for alternative siting and design standards to the Queensland Development Code) prior to the introduction of the change to the Planning Regulation, this will continue to be required.

In addition, applicants and building certifiers will need to be aware of the requirements that apply under the changes to the Planning Regulation as any non-compliance may trigger the need to obtain a material change of use approval.

## What fire safety and building codes considerations and rules will be put in place?

There is no change to the fire safety or building framework as a result of the amendments. Owners and operators will need to ensure their rooming accommodation complies with building code requirements so accommodation for renters is safe, as well as complying with any other local government or legislative requirements.

For example, if an existing dwelling house is converted to rooming accommodation, then additional fire safety requirements of the building code will apply.

For information about any additional requirements, advice should be sought from a building certifier. A list of licensed certifiers can be found at:

<https://my.qbcc.qld.gov.au/myQBCC/s/findlocalcontractor>

## Where to find further information?

Further information about the amendments is available on the department's website at:

<https://planning.statedevelopment.qld.gov.au/planning-issues-and-interests>

Alternatively, for further information, please email:

[bestplanning@dasilgp.qld.gov.au](mailto:bestplanning@dasilgp.qld.gov.au)





## Queensland Rural Workers' Accommodation Initiative



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# Queensland Rural Workers' Accommodation Initiative

Commencement date 2 December 2022 - End date 9 December 2025

Version 1, dated 2 December 2022

## Background and Overview

### Background

The Queensland Government recognises the importance of rural workers' accommodation in facilitating all aspects of the agricultural supply chain and to support the many regional and local economies that rely on the agricultural industry.

The Queensland Government is acutely aware of the current housing crisis and shortage of rental accommodation, particularly in high growth regions such as South East Queensland and across regional Queensland. The shortage and price of accommodation in rural and regional areas has now become a critical issue following immigration from cities to regional areas during the pandemic.

Providing convenient and affordable housing options is not just about rural workers being close to work but also providing services and appropriate accommodation that keep and attract rural workers in our communities. As such, requirements for the need for rural farm accommodation will vary depending on the agricultural commodity being grown and its seasonality.

To assist with supporting an accommodation solution for rural workers and relieving pressure on the existing housing stock, the Queensland Government has developed the Queensland Rural Workers' Accommodation Initiative (the Initiative).

This Initiative supports the economic recovery of Queensland's important agriculture industry – an industry negatively impacted by COVID-19-induced supply chain disruptions, a shortage of migrant workers, recent, severe and extensive drought and natural hazard events and other social issues such as shortages of social housing and rising costs of living.



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## Overview



This Initiative provides an interim policy response to the shortages of appropriate accommodation for rural workers across Queensland, while longer-term accommodation planning solutions are being worked through with local government for accommodation both on-farm and within local towns.

The Initiative:

- » is implemented under the Planning Act 2016 (Act) through the Planning Regulation (Planning Regulation); and
- » will be in effect until 9 December 2025, unless earlier revoked or otherwise extended by the Minister administering the Act (Planning Minister), currently the Deputy Premier, Minister for State Development, Infrastructure, Local Government and Planning and Minister Assisting the Premier on Olympics Infrastructure.

This Initiative comprises two key policy responses:

1. **Part A** - facilitating the repurpose of existing, underutilised facilities as an interim solution for accommodation, where nominated by the Planning Minister in accordance with the Initiative; and
2. **Part B** - facilitating the development of new, rural workers' accommodation.



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## Part A – repurposing existing facilities

### Purpose



This Initiative is intended to facilitate the delivery of necessary and appropriate accommodation for rural workers in regional areas and thereby relieve pressures on the current housing market.

This will be achieved through:

1. The Planning Minister assessing and nominating suitable premises for accommodating rural workers (each a “Nominated Premises”); and
2. Certain development on Nominated Premises where for this Initiative being exempted from development approval requirements, through this Initiative being called up by the Planning Regulation.

Nominated Premises are listed in Schedule 1.

Nominated Premises will obtain the benefit of the exemption under the Planning Regulation while the Initiative is in effect, until 9 December 2025. No existing lawful use rights will accrue for premises beyond the cessation of this Initiative.

### Nomination of Premises

The Planning Minister will determine the suitability of premises for nomination under this Initiative.

#### Site Suitability

In assessing the suitability of premises as accommodation for rural workers, the Planning Minister will consider any information provided by the proponent about the premises and any works required for the premises to be fit for purpose, having regard to the matters set out below.

#### 1. Mandatory components

The proposed premises must:

- » include an existing building to be used for sleeping quarters for more than 20 workers
- » be located in a local government area where there is a demonstrated need for accommodation for rural workers
- » include, or be able to include, appropriate facilities to support the individual needs of workers including:
  - » laundry facilities
  - » kitchen facilities, and
  - » indoor and outdoor recreation facilities.

#### 2. Other components

The Planning Minister may also consider:

- » the availability of appropriate transport from the premises to employment, community facilities, and medical services
- » the standard of existing infrastructure connections and other services for the premises (e.g., waste, water)
- » the provision of parking at the premises, for workers with personal transport
- » the site’s suitability including any mapped natural hazards and vegetation constraints
- » the impact on the existing and surrounding land uses (and the impact of surrounding land uses on the accommodation use)
- » the building and operational works required to make the premises fit for purpose and appropriate for accommodation of rural workers
- » whether the proponent has demonstrated that the proposed development for accommodation for employees of rural uses may be carried out in accordance with all relevant laws, standards and requirements (e.g., building controls and fire and safety standards).

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### Nomination Notice

The Planning Minister will give written notice to the local government authority, the owner of the premises and any occupier of the premises, if the Planning Minister decides to nominate premises under this Initiative (the "Nomination Notice").

Where the Planning Minister determines that building works are required for a facility to be appropriate for accommodation for rural workers (that is for the facility to be fit for purpose) the Planning Minister will identify in the Nomination Notice the building works that are required to be undertaken before the premises may be used for accommodation purposes for this Initiative.

## Implementation

It is proposed that the Planning Regulation will prescribe the effect of the Planning Minister nominating premises for the purposes of this Initiative.

The Planning Regulation will provide that particular development is accepted development, where it is for accommodating employees of rural uses for the purposes of this Initiative. The Planning Regulation will identify that this Initiative is only in effect until 9 December 2025.

Specifically, the Planning Regulation will provide development is accepted development where:

1. For building work or operational work:
  - a. The development is carried out on Nominated Premises, as identified in Schedule 1;
  - b. The development is for accommodating rural workers for the purpose of this Initiative;
  - c. Any building work complies with the standard building provisions under the *Building Act 1975* and is stated in the Nomination Notice; and
  - d. Any building work does not involve the construction of a new building for sleeping accommodation.
  
2. For a material change of use:
  - a. The premises have been nominated by the Planning Minister and the use is accommodating employees of a rural use for this Initiative; and
  - b. Where the use involves building works, the building works stated in the Nomination Notice have been carried out.

**Note:** If you would like the Planning Minister to consider the suitability of a site for approval under the Initiative, you may send details of your proposal to [QRWA\\_initiative@dsdilgp.qld.gov.au](mailto:QRWA_initiative@dsdilgp.qld.gov.au).

**Note:** there are no timeframes associated with the Planning Minister considering proposals put forward however, proposals should be considered in a timely manner.

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## Part B – rural workers’ accommodation

### Purpose



The Initiative also seeks to facilitate the development of rural workers’ accommodation so that agricultural workers may live affordably and in proximity to their work and allow farmers to accommodate seasonal workers for their employment needs and relieve local demand on housing stock.



### Implementation

It is proposed the Planning Regulation will provide that a material change of use for certain rural workers’ accommodation is development that a local categorising instrument is prohibited from stating is assessable development.

This exemption will only apply to development for rural workers’ accommodation, namely “*the use of premises for accommodation, whether or not self-contained, for employees of a rural use, if the premises, and the premises where the rural use is carried out, are owned by the same person*” (see schedule 24 of the Planning Regulation).

For development to attract the exemption against assessment under a local planning instrument, the proposed rural workers’ accommodation must comply with the following requirements to be prescribed in the Planning Regulation:

- » the premises are in a rural zone (defined by the relevant local government planning instrument), and
- » the premises are not less than 25ha, and
- » the development does not result in accommodation with a total capacity to accommodate more than 20 employees of the rural use across the premises on which the accommodation use is carried out, premises on which the rural use is carried out, and adjoining premises owned by the same person, and
- » the development does not involve new or changed vehicular access between the premises and a road, and
- » no part of the premises is in a flood hazard area, bushfire hazard area or a landslide hazard area (as identified in a State or local planning instrument).

A proponent may still require other development approvals under the *Planning Act 2016* for development for rural workers’ accommodation, for example building works approval to ensure compliance with appropriate building standards including the relevant fire and safety standards.

To ensure that the provisions are having the intended effect, a sunset clause will be included in the Planning Regulation that will cease the effect of these provisions three years from commencement.

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## Schedule 1 – Nominated Premises

Site	Street Address	Property Description
1	[insert]	[insert]



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## Battery Storage Facilities – Guidance for Local Government

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The Department of State Development, Infrastructure, Local Government and Planning connects industries, businesses, communities and government (at all levels) to leverage regions' strengths to generate sustainable and enduring economic growth that supports well-planned, inclusive and resilient communities.

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## Purpose

The Queensland Government is committed to a clean, reliable and affordable energy system to provide power for generations. This system must include a range of energy storage infrastructure, including battery storage facilities.

This guidance will help to ensure local planning schemes are drafted to appropriately regulate battery storage facilities in Queensland.

## Queensland's energy policy

The Queensland Government released the *Queensland Energy and Jobs Plan* (the Plan) in September 2022. The Plan charts a path for the transformation of Queensland's energy system from a reliance on fossil fuel to renewable generation to achieve Queensland's 80 per cent renewable energy target by 2035.

A key part of this transformation is the provision of energy storage for times when the wind isn't blowing, and the sun isn't shining. Modelling undertaken for the Plan indicates a requirement for at least 6,000 megawatts of long-duration energy storage complemented by up to 3,000 megawatts of grid-scale energy storage. This grid-scale energy storage is anticipated to be largely comprised of battery storage facilities which is a relatively new development type in Queensland.

Battery storage facilities store excess electricity generated from co-located generation sources or the wider electricity grid and distribute it back into the network during times of peak demand and higher electricity prices. This is a concept known as arbitrage and relies on fluctuations in energy supply and demand. Batteries can improve the efficiency of the energy system and keep prices low by better integrating variable renewable infrastructure. These facilities primarily provide energy system reliability and technological advances are improving their ability to provide system security.

The Queensland Government is developing an Energy Storage Strategy for release in 2024 under action 1.3 of the Plan. This strategy will outline Queensland's storage and firming infrastructure needs and encourage private sector investment in storage and firming capacity to maintain a reliable and resilient electricity system through the energy transformation. This strategy will focus on how much storage the energy system needs, including consideration of energy storage targets.

## Queensland's land use planning framework

Queensland has a land use planning framework under the *Planning Act 2016* that is designed to be fair, balanced, transparent, and accountable whilst balancing the need to be efficient and effective for proponents and the broader community.

In light of the release of the Plan and to ensure Queensland's planning framework remains contemporary, recent changes to the Planning Regulation 2017 (Planning Regulation) have been made to provide for the development of battery storage facilities.

This guidance is intended to assist local governments to ensure local planning schemes are drafted to appropriately regulate battery storage facilities in Queensland.

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## About battery storage facilities

Batteries can store excess electricity generated from renewable sources during daylight hours and distribute it back into the network during the peak demand periods. Batteries provide economic benefits right across Queensland and support energy security and reliability. Battery energy storage technologies include:

- Lead-acid batteries
- Flow batteries
- Lithium-ion batteries

Battery storage facilities can take many different forms, varying in size, technology type and capacity, ranging from small systems for households, small businesses or communities; large battery storage devices used for larger businesses and industry, through to grid-scale systems operated by electricity generators and network providers as part of the transmission grid or distribution network. In some cases, they are co-located with substation infrastructure.

Battery storage facilities as a modular development type have relatively few site-based limitations. Proximity to grid locations and/or energy supply sources do however improve development commerciality. The development footprint depends on the amount of planned storage, measured in megawatts (MW). Because they are modular, batteries can be designed to a range of different scales and land use configurations. For example, at the time of construction the 100 MW Hornsdale battery storage facility in South Australia had a development footprint of about a hectare – equivalent to around 100m<sup>2</sup>/MW. Due to their modular nature construction times are also generally short (often around 12 months).<sup>1</sup>

As a land use, battery storage facilities are comparable to the energy storage infrastructure of existing substations and utility installations. Development for battery storage facilities generally has the following characteristics:

- flat, mostly cleared land (i.e. concrete or gravel pad)
- low building height (generally less than a single storey dwelling)
- proximate to transmission grid or distribution network connections
- well graded, wide vehicular access.

Examples of battery storage facilities include:



**Figure 1:** A pad mounted battery storage facility, Source: Yarra Energy Foundation, Sydney



**Figure 2:** A pad mounted battery storage facility, Source: Ausgrid, Sydney

<sup>1</sup> GHD (2018), AEMO cost and technical parameter review, Report Final Rev 4, p. 71. Available at: [https://www.aemo.com.au/-/media/Files/Electricity/NEM/Planning\\_and\\_Forecasting/Inputs-Assumptions-Methodologies/2019/9110715-REP-A-Cost-and-Technical-Parameter-Review---Rev-4-Final.pdf](https://www.aemo.com.au/-/media/Files/Electricity/NEM/Planning_and_Forecasting/Inputs-Assumptions-Methodologies/2019/9110715-REP-A-Cost-and-Technical-Parameter-Review---Rev-4-Final.pdf)

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**Figure 3:** Battery storage facility involving a premises for the operation of more than one battery storage device.



**Figure 4:** A pole mounted battery storage facility,  
Source: Energy Queensland

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## Planning regulatory framework

### *Planning Act 2016*

The development of 'battery storage facilities' advances the purpose of the Planning Act under section 5 (c) and (h):

- (c) promoting the sustainable use of renewable and non-renewable natural resources, including biological, **energy**, extractive, land and water resources that contribute to economic development through employment creation and wealth generation
- (h) supplying infrastructure in a coordinated, efficient, and orderly way.

### Planning Regulation 2017

#### Definitions

The Planning Regulation sets out the only land use terms that may be adopted in local planning schemes in Schedule 3. These are complemented by the use terms definitions in Schedule 24 of the Planning Regulation.

Schedule 3 includes the use term 'battery storage facility'.

Schedule 24 includes the following definitions:

**Battery storage facility** means the use of premises for the operation of 1 or more battery storage devices.

**Battery storage device** —

- a) means plant that —
  - i. converts electricity into stored energy; and
  - ii. releases stored energy as electricity; and
- b) includes any equipment necessary for the operation of the plant.

#### Batteries as an ancillary use

Battery storage facilities may be incorporated into other uses (such as renewable energy facilities, industrial uses, residential uses and retail uses) as an ancillary use which are not separately regulated by this definition. Examples of an ancillary battery storage facility may include:

- household batteries where stored energy is to be used mainly on the premises
- batteries associated with a commercial, industrial or other use where stored energy is to be used mainly on the premises.

A battery storage facility that is ancillary to another use is not precluded from exporting surplus stored energy to the grid.

Determining whether the battery storage facility is an ancillary use should be reasonably determined on a case-by-case basis. Some key features of an ancillary use are:

- The ancillary use must be related to the primary use. For example, where an existing renewable energy facility seeks to use a battery storage facility to store excess energy that is generated, then it may be considered ancillary.
- The ancillary use must have a functional relationship to the principal use. For example, where the owner of a residential dwelling seeks to use a battery storage facility as a way to store solar power generated by the dwelling for use at a later time.
- The portion of the use determined to be an ancillary use is subordinate to the primary use both in terms of its scale and land use impact. Some questions that may assist to determine this are:

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- What proportion of the property is used for the ancillary use?
- What are the impacts associated with the ancillary use compared to the primary use?

Although not intended to be regulated by this land use definition the installation and operation of batteries continues to be regulated under other relevant laws or standards including for example, electrical safety, or workplace health and safety.

### Development assessment

Schedule 6 of the Planning Regulation prescribes development that local categorising instruments are prohibited from stating is assessable development.

Schedule 6, section 26, Item 6 includes:

(6) Development for a battery storage facility if —

- a) the facility is for a pad mounted battery storage device only and the total area of the premises covered by the facility is no more than 15m<sup>2</sup>; or
- b) the facility is for a pole mounted battery storage device only and the total volume of the device is no more than 2m<sup>3</sup>.

The effect of this provision is that certain small battery storage facilities that meet the above requirements cannot be categorised as assessable development by a local planning instrument. It does not negate the need to comply with all other relevant laws or standards including for example, electrical safety, or workplace health and safety.

### State Planning Policy

The State Planning Policy identifies seventeen state interests which are required to be integrated into new or amended local government planning instruments. Relevant state interests for battery storage facilities are:

- Energy and water supply – the timely, safe, affordable and reliable provision and operation of electricity and water supply infrastructure is supported, and renewable energy development is enabled.
- Infrastructure integration – the benefits of past and ongoing investment in infrastructure and facilities are maximised through integrated land use planning.

The [State Planning Policy](#) and the supporting guidance documents include information to assist a local government to integrate these matters into local planning schemes which is a requirement for new and amended planning schemes under the Planning Act.

The [State Planning Policy Integrate Mapping System](#) layer for the Infrastructure – Energy and water supply state interest also provides valuable spatial information for local governments to utilise in plan-making activities.

### Regional Plans

Regional plans may have policies that are relevant to battery storage facilities. This will depend on the relevant regional plan for each local government area.

For example, the *South East Queensland (SEQ) Regional Plan*, also known as *ShapingSEQ*, sets the planning direction for sustainable growth, global economic competitiveness and high-quality living by setting out a 50-year vision for SEQ.

Department of State Development, Infrastructure, Local Government and Planning

There are five key themes under this 50-year vision. Battery storage is recognised under Theme 3 – ‘Connect’.

<b>THEME 3 – CONNECT</b>	<i>“Our communities will have secure, high-quality food and water supplies as key elements of the region’s sustainability, and will maximise technological advances in energy production, including renewable production and <b>battery storage</b>.”</i>
Source: South East Queensland Regional Plan – <i>ShapingSEQ</i>	

The North Queensland Regional Plan (NQRP) identifies Renewable Energy Investigation Areas (REIAs) as locations that are considered most suitable for new commercial-scale solar and wind farms. The REIAs provide guidance on suitable locations for large scale solar or wind farms. These types of activities may also be associated with ancillary battery storage facilities for use on site or export into the electricity network.

The NQRP also includes a specific regional policy, Regional policy 1.5.4, which is illustrated below.

<b>Renewable Energy Investigation Areas</b> Facilitating investment in new commercial-scale renewable energy facilities is an economic priority for the region and areas have been identified where these activities will be encouraged. Renewable Energy Investigation Areas (REIAs) are those locations considered most suitable for the establishment of new commercial-scale solar and wind farms. Factors considered in their determination include solar suitability indices, proximity to substations and high voltage transmission lines, slope, environmental and landscape constraints and fragmentation of good quality agriculture land. These areas are shown on Map 2.	<b>Regional policy 1.5.4</b> Plan for and support the establishment and on-going operation of emerging renewable energy and allied technologies, such as hydrogen energy and battery storage projects in suitable locations.  Source: North Queensland Regional Plan
---	---

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## Considering battery storage facilities in planning schemes

Each local government in Queensland should consider how their local planning scheme regulates battery storage facilities, including incorporating levels of assessment and assessment benchmarks specific to the battery storage facility land use that are appropriate and in line with community expectations.

The key areas in the planning scheme where battery storage can be supported are set out in this section.

For general guidance on drafting a planning scheme refer to the department's [Guidance for drafting a local planning scheme](#).

### Strategic outcomes

- The local government should consider whether the planning scheme supports the policy direction for the establishment of battery storage facilities. For example:
- Does the planning scheme support the transition to a low-carbon energy system and/or include outcomes related to climate change adaptation, mitigation, and resilience measures?
- Does the planning scheme support energy security and reliability including community resilience through improved energy security and independence?
- Are the economic opportunities of battery storage facility development, and more broadly renewable energy development explicitly expressed in the planning scheme?
- Does the planning scheme consider the separation of uses from sensitive land uses?

### Zoning

- While considering zones for battery storage facilities in the planning scheme, including overall outcomes, code provisions and assessment benchmarks, local government should consider the following:
- Do existing zones support the local government's policy direction for the establishment of battery storage facilities and/or renewable energy development, and do they address any specific battery storage facility requirements?
- Are additional overall outcomes required?
  - For example, an overall outcome in a community facilities zone may say 'development supports the establishment of battery storage facilities of 'x' size, where providing a community benefit'.
- Are suitable zones, areas or locations in the local government area identified in which battery storage facilities of various sizes are supported?
  - For example, industrial zones, community facilities zone, mixed use zone, etc
- Is the policy intent for battery storage facilities carried consistently through the planning scheme by identifying and setting appropriate categories of development and assessment aligned with community expectations?
- Given the characteristics of the local government area, is there an identified need to differentiate between the different sizes and forms of battery storage facilities?

### Use term

The use term for battery storage facilities in local planning instruments must be consistent with the use term prescribed in the Planning Regulation, Schedule 3, and the definition in Schedule 24.

The use term for battery storage facilities does not remove the need to comply with all other relevant laws or standards including for example, electrical safety, or workplace health and safety legislation, nor does it remove the

Department of State Development, Infrastructure, Local Government and Planning

requirement to obtain building approvals or comply with requirements under other legislation, such as in relation to fire safety.

### Categories of development and assessment

The use term for battery storage facilities in the Planning Regulation enables a local government to incorporate the new term into their planning scheme. Each local government may consider the appropriate category of development and assessment benchmarks for battery storage facilities, in a way that responds to the local circumstances.

Matters to consider include:

- Where the local government has a strategic policy that supports battery storage facilities, is the category of development and assessment reflective of this?
- If assessable development, is the community likely to want to have their say at the development assessment stage (i.e., Impact assessable development)?
- Has the size, type and location of the battery been considered in determining the appropriate category of development and assessment?
- Could provisions be included to allow for a lower category of development or assessment in certain circumstances? For example:
  - Development that is code assessable has a total use area of between 'x' m<sup>2</sup> to 'x' m<sup>2</sup> in size
  - Accepted development if in a rural zone where a battery storage facility is less likely to conflict with identified or protected agricultural land practices.
- Where the use may occur in a zone that also includes a sensitive land use such as a dwelling house, childcare centre or a community care centre, will this require specific setbacks relative to the size of the battery storage facility?
- Where the use may occur in a zone that is subject to hazards, is a higher level of assessment required?

### Assessment benchmarks

The department's [Good plan-drafting – guidance for local governments](#) provides advice on setting appropriate assessment benchmarks.

Where a local planning scheme seeks to make battery storage facilities assessable development, appropriate assessment benchmarks must be set.

The local government may wish to consider the following:

- Are setbacks to any other land uses required that are not already captured? For example, will the battery storage facilities have a minimum setback to sensitive land uses?
- Have a range of matters including effects of noise, traffic/access, site design, visual amenity, and safety matters on nearby land use been considered? More specifically:
  - Visual amenity impacts, where located in a residential area
  - Noise attenuation impacts, where located in a residential area
  - Natural hazards mitigation, where located in a natural hazard area
- Have safety considerations based on size, type, or location of the battery storage facility in relation to fire and explosion risk been accounted for? More specifically ensuring, where relevant:
  - integration and installation of battery storage facilities near existing buildings does not compromise the safety of building occupants
  - installation of battery storage facilities proposed near protected vegetation areas or biodiversity areas does not pose an unacceptable risk to flora and fauna

Department of State Development, Infrastructure, Local Government and Planning

- the safety hazards presented by different battery technologies are addressed with evidence-based mitigation and fire intervention measures
  - elevated ambient temperatures are considered when locating a battery storage system close to other land uses
  - any firefighting and emergency services considerations, including asset protection zones and safety of first responders, have been accounted for.
- Have specific provisions related to the end-of-life disposal/remediation measures for battery storage facilities been considered?

## Key Resources

Source	Summary
<b><i>Electrical Safety Act 2002</i></b>	Electrical safety matters, including licensing of electrical workers and contractors, duties of persons in control of electrical equipment necessary for the operation of the plant and duties of a person conducting a business or undertaking who manufactures, designs, imports or supplies electrical equipment, are dealt with under the <i>Electrical Safety Act 2002</i> and are administered by the Electrical Safety Office.
<b><i>Work Health and Safety Act 2011</i></b>	The <i>Work Health and Safety Act 2011</i> sets out requirements and standards for building healthy and safe workplaces. It outlines what you must do to protect the health, safety and welfare of workers and other people in a place of work. It also outlines related legal obligations, or duties.
<b><u>Battery Safety Guide</u></b>	<p>This guide will assist in understanding potential risks arising from lithium-based batteries to be mitigated towards providing a minimum level of electrical safety for lithium-based battery storage facilities.</p> <p>Products that are covered in this guide include battery storage equipment with a rated capacity of equal to or greater than 1kWh and up to and including 200kWh of energy storage capacity when measured at 0.1C.</p> <p>The guide includes suggested safety requirements for:</p> <ul style="list-style-type: none"> <li>• battery modules (BM) - one or more cells linked together for use in other equipment</li> <li>• pre-assembled battery systems (BS) - a complete package for connection to a DC bus or DC input of power conversion equipment (PCE)</li> <li>• pre-assembled integrated battery energy storage systems (BESS) - a complete package that has AC output for connection to the electrical installation</li> </ul> <p>The guide includes details of what should be supplied with the equipment including:</p> <ul style="list-style-type: none"> <li>• declaration of compliance or certification</li> <li>• technical datasheets and safety data sheets</li> <li>• installation, operating and maintenance instructions</li> </ul> <p>The guide does not cover electrical installation requirements for batteries. Installation of battery storage equipment referred to in the guide should still follow appropriate safety standards. Installation safety practices should include undertaking a suitable risk assessment and adherence to the manufacturer's instructions, industry accepted guides, the Wiring Rules AS/NZS 3000 and the battery system installation standard AS/NZS 5139.</p>

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<b><u>Battery Storage Safety Checklist</u></b>	Battery storage safe installation and maintenance checklist
<b><u>Responsible Recycling of Energy Storage Batteries</u></b>	A guide to responsible recycling of battery storage systems. This guide provides you an overview of the issues that need to be considered for the safe disposal and environmentally responsible management of used battery storage systems.
<b><u>AS/NZS 3000 2018 (Wiring Rules)</u></b>	Australian Standard that contains the minimum installation requirements for batteries storage facilities
<b><u>AS 4777.1 2016 Inverter Energy Systems Requirements</u></b>	<ul style="list-style-type: none"> <li>• Grid connection of energy systems via inverters – Installation requirements</li> </ul> Sets out minimum labelling for grid-connected inverter systems, including requirements for battery storage
<b><u>AS/NZS 5139 Electrical installations</u></b>	<p>Australian Standard for renewable energy battery storage installations - Safety of battery systems for use with power conversion equipment outlines safety requirements for installation of renewable energy battery storage equipment. This includes:</p> <ul style="list-style-type: none"> <li>• Signage for grid-connected battery storage facilities</li> <li>• Signs for stand-alone power systems incorporating battery storage facilities</li> <li>• Requirements for suitable locations where battery storage facilities may be installed</li> <li>• Explosion risks from lead-acid batteries and other battery types</li> </ul>
<b><u>IEC TS 62933-5-1:2017: Electrical energy storage systems</u></b>	<p>Australian Standard that specifies safety considerations (e.g., hazards identification, risk assessment, risk mitigation) applicable to Electrical energy storage systems integrated with the electrical grid.</p> <p>This document provides criteria to foster the safe application and use of electric energy storage systems of any type or size intended for grid-integrated applications</p>



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# Memorandum

<b>DATE:</b>	January 2023
<b>TO:</b>	Council
<b>FROM:</b>	Strategic Team
<b>SUBJECT:</b>	Definitions

The definitions of relevance to the Planning Regulation amendments are:

## **Definitions**

**Dwelling House** - means a residential use of premises involving—

- (a) 1 dwelling and any domestic outbuildings associated with the dwelling; or
- (b) 2 dwellings, 1 of which is a secondary dwelling, and any domestic outbuildings associated with either dwelling.

**Domestic Outbuilding** - means a non-habitable class 10a building that is—

- (a) a shed, garage or carport; and
- (b) ancillary to a residential use carried out on the premises where the building is.

**Secondary Dwelling** - means a dwelling on a lot that is used in conjunction with, but subordinate to, another dwelling on the lot, whether or not the dwelling is—

- (a) attached to the other dwelling; or
- (b) occupied by individuals who are related to, or associated with, the household of the other dwelling.

**Residential Zones** – means a -

- (a) Low Density Residential Zone;
- (b) Low Medium Density Residential Zone; or
- (c) Tourism Accommodation Zone.

**Rooming Accommodation** - means the use of premises for—

- a) residential accommodation, if each resident—
  - i) has a right to occupy 1 or more rooms on the premises; and
  - ii) does not have a right to occupy the whole of the premises; and
  - iii) does not occupy a self-contained unit, as defined under the Residential Tenancies and Rooming Accommodation Act 2008, schedule 2, or has only limited facilities available for private use; and

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

**Bowen**  
Cnr Herbert & Powell Streets  
Bowen QLD 4805

**Proserpine**  
83-85 Main Street  
Proserpine QLD 4800

**Collinsville**  
Cnr Stanley & Conway Streets  
Collinsville QLD 4804

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





## Memorandum

- iv) shares other rooms, facilities, furniture or equipment outside of the resident's room with 1 or more other residents, whether or not the rooms, facilities, furniture or equipment are on the same or different premises; or
- b) a manager's residence, an office or providing food or other services to residents, if the use is ancillary to the use in paragraph (a).

Examples of rooming accommodation—

boarding house, hostel, monastery, off-site student accommodation

**Rural Workers Accommodation** - means the use of premises for accommodation, whether or not self-contained, for employees of a rural use, if the premises, and the premises where the rural use is carried out, are owned by the same person.

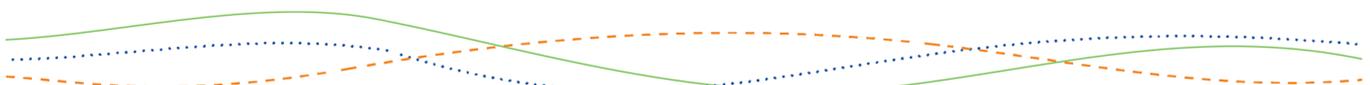
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Shop 23, Whitsunday Plaza  
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### 13.3.1 - Sponsorship Request - CQ Rescue

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Hayley Borg - Events and Community Sponsorship Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### ATTACHMENTS

1. Whitsunday snapshot [13.3.1.1 - 1 page]
2. 221130 Partnership Application redacted - WRC Redacted [13.3.1.2 - 1 page]

#### PURPOSE

Council to consider a request for sponsorship from the RACQ CQ Rescue to assist the service continue to provide essential rescue work, air ambulance work, police work, maritime emergency search and rescue work in 2023 across Central and North Queensland.

#### OFFICER'S RECOMMENDATION

That Council approve a sponsorship of \$50,000 to RACQ CQ Rescue to assist the service to provide essential rescue work, air ambulance work, police work, maritime emergency search and rescue work in 2023.

#### BACKGROUND

RACQ CQ Rescue is a not-for-profit community funded aeromedical retrieval and search and rescue service based in Mackay. RACQ CQ Rescue provides lifesaving aeromedical missions and search and rescue capabilities across Central and North Queensland between Townsville and Rockhampton including the Whitsundays and Bowen and Galilee Basins, 24/7, 365 days a year.

Over the course of a 24-year history, RACQ CQ Rescue has rescued, transferred, retrieved and winched thousands of people. These very fortunate users of the helicopter rescue service say their lives would be extremely different today if the RACQ CQ Rescue was not available to help them when they needed it. Often a patient's only lifeline, RACQ CQ Rescue offers aeromedical and search & rescue assistance to those in dire situations.

As one of the busiest rescue helicopters in Queensland, our community-funded service plays a pivotal role in providing peace of mind to people living, working and visiting this region, an area which is four times the size of Tasmania.

Typical services that are provided include:

- a) Inter-facility transfers (Hospital to Hospital)
- b) Emergency response (helicopter to site of injury or illness); and
- c) Search and rescue (responding to emergency beacon activations or searches at the request of the Australian Maritime Safety Authority or Queensland Police)

RACQ CQ Rescue is critical to growth in the tourism, agriculture and resource sectors within the Central and North Queensland region due to being geographically isolated with limited access to medical facilities outside of the regional service hub of Mackay. The Workers Compensation Regulator also identifies the resource and agriculture industries as high risk.

Council has provided \$50,000 per year in financial support to the RACQ CQ Rescue since 2016 to assist the service to continue assisting the Whitsunday community.

## DISCUSSION/CURRENT ISSUE

Operational costs for RACQ CQ Rescue in 2022 amounted to \$11.9 million, about half of which is funded by the State Government through Queensland Health, and the remainder is sourced from the community served including corporate sponsorship, fundraising activities and donations.

In the last three years the RACQ CQ Rescue has been a lifeline to the Whitsunday region completing over 1060 missions. The average cost of servicing the Whitsunday region is \$8,126,666.00 annually.

The request for sponsorship is a \$50,000 sponsorship. It is recommended that Council provide a \$50,000 sponsorship to assist the RACQ CQ Rescue continue their vision and advance the delivery of life-saving aeromedical and emergency helicopter rescue services to the people of Central and North Queensland.

In return for the RACQ CQ Rescue sponsorship, Council will be recognised with:

- Council logo on advertising and promotional materials, including website and social media.

## STATUTORY/COMPLIANCE MATTERS

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_11 - Council Sponsorship Policy

## STRATEGIC IMPACTS

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

## FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967-11155-63150– Community Donations (2967) / Sponsorship (11155).

Description	Amount (\$)
2022/23 Budget	50,000
Actual + Commitment	0
<b>YTD Remaining Budget</b>	<b>50,000</b>

## CONSULTATION/ENGAGEMENT

Director Community Services

## RISK ASSESSMENT

Reputational - Providing financial assistance to community events reinforces Council's commitment to supporting local community groups.

## **TIMINGS/DEADLINES**

Sponsorship to be paid within one month of approval.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

This decision does not limit the above identified human rights.

## **ALTERNATIVES CONSIDERED**

<b>Options</b>	<b>Description</b>	<b>Positives</b>	<b>Negatives</b>
Option 2	Not provide support	Save up to \$50,000	Negative public comment from organisers and community

www.cqrescue.org.au

# WHITSUNDAY REGION SNAPSHOT



## OUR MOST FREQUENTED DESTINATIONS:

### **Proserpine: 356**

Cardiac, cranial, abdominal, respiratory, motor vehicle accidents, fractures, envenomations

### **Bowen: 267**

Cardiac, respiratory, obstetrics, abdominal, spinal, motor vehicle accidents

### **Collinsville: 148**

Cardiac, respiratory, fractures, abdominal

### **Hamilton Island: 143**

Cardiac, envenomations, falls, respiratory, spinal, fractures, pediatric.

### **Hayman Island: 36**

Cardiac, fractures, abdominal, envenomations



Average cost of servicing the  
Whitsunday region  
**\$8,126,666** annually.

**RACQ CQ Rescue has  
been a lifeline to  
the Whitsundays  
more than 1060  
times in the last  
three years.**



## Some of our lifesaving missions

2022

- April – Extensive aerial search for a missing man in Pioneer Bay
- May – Bloomsbury motor vehicle accident on the Bruce Highway
- August – Farmer airlifted with gunshot injuries from Bogie
- July – Ill tourist winched from catamaran at Whitsunday Island
- February – Ill fisherman winched from a vessel 140km offshore.

2021

- October - Sailor winched from rocks at Hook Island
- May – Ute driver critically injured in rollover at Calen
- April – Three people including two drivers from Proserpine and a dirt bike rider at Coppabella airlifted to Townsville in separate accidents.

30.11.22



**Whitsunday Regional Council Sponsorship**

**Mike Jones Street**  
Mackay Airport

**PO Box 1850**  
Mackay, QLD, 4740

CQ Rescue is a not-for-profit community funded aeromedical retrieval and search and rescue service based in Mackay. Operations commenced in 1996, recently completing our 11,000<sup>th</sup> mission. CQ Rescue provides lifesaving aeromedical missions and search and rescue capabilities across Central and North Queensland between Townsville and Rockhampton including the Whitsundays and Bowen and Galilee Basins, 24/7, 365 days a year.

As one of the busiest rescue helicopters in Queensland, our community-funded service plays a pivotal role in providing peace of mind to people living, working and visiting this region, an area which is four times the size of Tasmania.

Our objective is principally to provide a helicopter rescue service in the Central Queensland area, to carry out or assist in rescue work, air ambulance work, police work, maritime emergency search and rescue work.

Typical services that are provided include:

- a. Inter-facility transfers (Hospital to Hospital)
- b. Emergency response (helicopter to site of injury or illness); and
- c. Search and rescue (responding to emergency beacon activations or searches at the request of the Australian Maritime Safety Authority or Queensland Police)

CQ Rescue is critical to growth in the tourism, agriculture and resource sectors within the MIW region. The regions key industries are geographically isolated with limited access to medical facilities outside of the regional service hub of Mackay. The Workers Compensation Regulator also identifies the resource and agriculture industries as high risk.

Operational costs for 2022 will amount to \$11.9 million, about half of which is funded by the State Government through Queensland Health, and the remainder is sourced from the community served including corporate sponsorship, fundraising activities and donations.

Whitsunday Regional Council has been supporting CQ Rescue since 2016 as a Major Partner (\$50,000/year) elevating to Platinum partner in 2017 naming CQ Rescue as the sole beneficiary of the Whitsunday Mayors Charity Ball.

The CQ Rescue service simply would not exist without the support from our partners including the Whitsunday Regional Council and would like to submit this letter as an application for this support to continue.

In the last three years the CQ Rescue helicopter has completed over 1060 missions to the Whitsunday region. Please also find included statistics covering the Whitsunday region in the attached document.

Kind Regards

[Redacted signature block]

p. 07 4998 5232  
e. [office@cqrescue.org.au](mailto:office@cqrescue.org.au)  
1300 SAVING LIVES (1300 728 464)



**[cqrescue.org.au](http://cqrescue.org.au)**

### 13.3.2 - Financial Support for a Junior Elite Athlete - January 2023

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Jacqueline Neave - Arts & Community Programs Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### ATTACHMENTS

Nil

#### PURPOSE

For Council to consider the applications for Financial Support for a Junior Elite Athlete.

#### OFFICER'S RECOMMENDATION

That Council approve financial support for the following applicants:

- a) Cooper Kennedy – 2023 Musto Australian Optimist Championships - \$1,000
- b) Fletcher Kennedy – 2023 Musto Australian Optimist Championships – \$1,000
- c) Connor Harris – Open Skiff National Championships - \$1,000
- d) Russell Harris – Open Skiff National Championships - \$1,000
- e) Reid Martin – 2023 Musto Australian Optimist Championship - \$1,000
- f) Zanda Wong – 2023 Musto Australian Optimist Championships - \$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	Representation Level	Sport	Amount (\$)
Cooper Kennedy	12	2023 Musto Australian Optimist Championships Royal Prince Alfred Yacht Club, Newport, NSW 9-14 January 2023	Representing Queensland Interstate	Sailing	1,000
Fletcher	9	2023 Musto Australian	Representing Queensland	Sailing	1,000

Kennedy		Optimist Championships Royal Prince Alfred Yacht Club, Newport, NSW 9-14 January 2023	Interstate		
Connor Harris	12	Open Skiff National Championships U15 Perth Yacht Club, Perth 8-13 January 2023	Representing Queensland Interstate	Sailing	1,000
Russell Harris	12	Open Skiff National Championships U15 Perth Yacht Club, Perth 8-13 January 2023	Representing Queensland Interstate	Sailing	1,000
Reid Martin	9	2023 Musto Australian Optimist Championships Royal Prince Alfred Yacht Club, Newport, NSW 9-14 January 2023	Representing Queensland Interstate	Sailing	1,000
Zanda Wong	13	2023 Musto Australian Optimist Championships Royal Prince Alfred Yacht Club, Newport, NSW 9-14 January 2023	Representing Queensland Interstate	Sailing	1,000
<b>Total</b>					<b>6,000</b>

Cooper and Fletcher Kennedy, Connor and Russell Harris, Reid Martin and Zanda Wong have not previously received funding through the Junior Elite Athlete program. It should be noted, the applications were received prior to the competition.

## STATUTORY/COMPLIANCE MATTERS

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_05 – Financial Support for a Junior Elite Athlete Policy

## STRATEGIC IMPACTS

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

## FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.11074 – Community Donations (2967) / Donations (11074).

Description	Amount (\$)
2022/23 Budget	100,000
Actual + Commitment Spend	67,169

<b>YTD Remaining Budget</b>	<b>32,830</b>
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## **CONSULTATION/ENGAGEMENT**

Director Community Services

## **RISK ASSESSMENT**

The financial assistance shows Council's commitment to providing support to local junior elite athletes competing in a regional, state, or national level competition.

## **TIMINGS/DEADLINES**

To be paid within one month of approval.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

This decision does not limit human rights.

## **ALTERNATIVES CONSIDERED**

<b>Options</b>	<b>Description</b>	<b>Positives</b>	<b>Negatives</b>
Option 2	Not provide financial support	Maintain budget level	Community feedback due to lack of support

### 13.3.3 - Sport & Recreation Club Grants - January 2023

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Jacqueline Neave - Arts & Community Programs Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### ATTACHMENTS

Nil

#### PURPOSE

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

#### OFFICER'S RECOMMENDATION

That Council approve the payment of a Sport & Recreation Club Grants to the following recipients:

1. Whitsunday Australian Football Club Inc. – Band 2 - \$3,000
2. Proserpine Scout Group - Band 3 - \$1,500

#### 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 (\$)
Whitsunday Australian Football Club Inc.	110	59	169	2	Yes	3,000

Proserpine Scout Group	40	12	52	3	Yes	1,500
					<b>Total</b>	<b>4,500</b>

## 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 (\$)
2022-2023 Budget	150,000
Actual + Commitment	90,845
<b>YTD Remaining Budget</b>	<b>59,154</b>

## 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

### 13.3.4 - 500.2022.0080 Provision of Security Services

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Julie Wright - Director Community Services

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### **ATTACHMENTS**

Nil

#### **PURPOSE**

This report presents to Council for consideration the evaluation panel's recommendation to award Contract 500.2022.0080 Provision of Security Services.

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

That Council award Contract 500.2022.0080 Provision of Security Services to Infront Security Pty Ltd for the amount of \$2,633,697.84 (excluding GST) for the two-year contract period, and an additional \$2,633,697.84 (excluding GST) for the two further twelve-month extension periods.

#### **BACKGROUND**

Whitsunday Regional Council (Council) requires the services of a licenced security provider contractor/s to provide various security services across the Whitsunday Region.

The contract was advertised in the following two portions:

- a) Northern Region – Bowen and Collinsville
- b) Southern Region – Airlie Beach, Cannonvale, and Proserpine

to improve the delivery and efficiency of security services the contract may be awarded in whole or in part.

#### **PROCESS**

##### **Tender Release**

A Request for Tender (RFT) was released on 19 October 2022 and advertised as follows in accordance with *Local Government Regulation 2012 S228*:

- a) eTenderBox;
- b) Newspapers:
  - i. Whitsunday News; and
  - ii. Townsville Bulletin.
- c) Council's website.

##### **Tender Evaluation Panel**

The Tender Evaluation Panel (TEP) comprised:

- a) Director Community Services

- b) Coordinator Property and Facilities – Corporate Services
- c) Contracts Officer – Corporate Services

### **Summary of Tenders Received**

There was only one submission received by 2.00pm Wednesday 9<sup>th</sup> November 2022:

- a) Infront Security Pty Ltd.

Infront Security Pty Ltd provided a submission for the Southern Region only, with a letter supplied stating they could submit for the Northern Region; however, this would require some flexibility in the schedule timing, due to the increase costs to set up for this extension of services. An email was issued to the Tenderer to provide their proposal including scheduling for the security services for the Northern Region, for Council consideration with a response provided on the 15<sup>th</sup> of November 2022.

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

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

### **Evaluation of Tender**

The Tenderer was assessed against the qualitative selection criteria. The qualitative criteria were weighted according to their importance as perceived and agreed by members of the Tender Evaluation Panel. Relative weightings were published within the RFT as per below:

<b>Criteria</b>	<b>Weighting</b>
Relevant Experience & Key Personnel	20%
Demonstrated Understanding	20%
Tenderers Resources & Availability	20%
Pricing	30%
Local Supplier	10%

### **Summary of Evaluation Scores**

The qualitative criteria assessment was carried out by the TEP members individually on all the information provided by the Tenderer according to the level of response and compliance to the requirements of the contract to determine the overall capability and best value for money for Council.

The evaluation of the conforming tender involved an assessment of the level of the Tenderer's response to each of the criterion and was given a score between 0-10 with each criterion having an overall % weighted proportionally of the total evaluation score.

During the evaluation, a meeting was conducted with the Evaluation Panel and all of the relevant internal stakeholders to review and discuss the proposal and pricing for both regions, as the pricing received for the Northern Region was significantly higher than the current contracted rates.

As a result of this meeting, the three (3) following different proposals were requested from the Tenderer changing inspection timeframes and removal of security activity in locations:

- a) Proposal 1 - Removal of security in Collinsville only
- b) Proposal 2 - Removal of security in Collinsville, the public amenities, and Parks & Gardens' inspections in the Northern Region & Proserpine; and
- c) Proposal 3 - Removal of security in Collinsville only and reduce to two (2) inspections per night for the whole of the Northern Region.

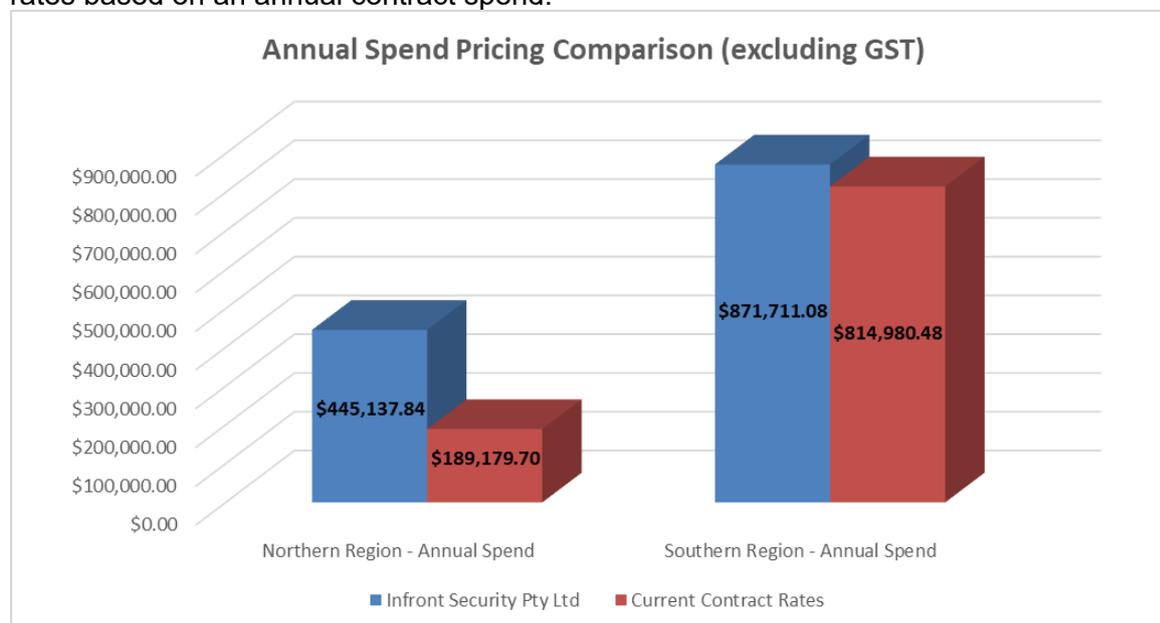
Infront Security Pty Ltd provided their response on the three (3) proposals and a further review was completed by the Evaluation Panel and all internal stakeholders.

The awarding value of the contract for security services has been assessed on all proposals and it is considered that the contract be awarded at the maximum value for all services originally advertised for the contract period. Should there be variations these can be adjusted and may occur within the term of the contract. This will be dependent on the available budget or access to funding for additional services.

A summary of the tender final assessment is detailed below:

Evaluation criteria	Weighting %	<i>Infront Security Pty Ltd</i>
Relevant Experience & Key Personnel	20%	16.0%
Demonstrated Understanding	20%	15.3%
Tenderers Resources & Availability	20%	14.7%
Pricing	30%	23.3%
Local Supplier	10%	10.0%
	100%	79.3%

The below graphs show the conforming pricing difference compared to the current contract rates based on an annual contract spend:



### **Combined Weighting Summary**

The Evaluation Panel recommends the Contract for 500.2022.0080 Provision of Security Services be awarded to Infront Security Pty Ltd for the amount of \$2,633,697.84 (excluding

GST) for the two-year contract period, and an additional \$2,633,697.84 (excluding GST) for the two twelve-month extension periods, as it represents the most advantageous outcome to Whitsunday Regional Council.

## **DISCUSSION/CURRENT ISSUE**

The evaluation panel has consulted widely on variations and options that may be considered across Council where services are performed. This is in part due to the cost implications associated with the new services to be delivered. Council could consider reducing some services but that may not see significant savings.

## **STATUTORY/COMPLIANCE MATTERS**

Managed through the requirements of the *Local Government Act 2009*, Local Government Regulation 2012, and Councils' local laws for the delivery of regulatory responsibilities, some of which may be performed by the contractors under these security contractual arrangements where the contractors are empowered to do so.

## **STRATEGIC IMPACTS**

Protect community health and safety, biosecurity, and amenity within the region by providing community education and administrative services.

## **FINANCIAL IMPLICATIONS**

The tendered prices submitted are in excess of the original budget allocations for the provision of security services across the whole of council. Consideration has been given to reducing or adjusting services – some of which is not practical or would produce minimal savings in the overall arrangements to Council. The current budgets were based on the existing contracts and some adjustments have been made to those services.

The budget for security services is split across the organisation as it relates to the functions and the services performed, including undertaking roles within the local laws and regulation of some aspects of council activities. These costs are not necessarily fixed in nature and have been estimated into the scope of works.

The cost of providing security services has risen over the life of the last contract and Council has also only received a single tender for the work. This has been evaluated against the historical costs of providing those services and also compared with the cost of taking on some of those services, which may not be core for security for Council. This has proved that the proposals offer value for money and are comparable in most aspects to work under historically.

There is a shortfall in the current budget for the total services to be covered under the contract of approximately \$300k, due in part to the changes in service delivery in the Northern area along with increases in costs and setup costs associated with delivering the contract across the whole region. This shortfall will be addressed in the Quarter 3 Budget Review and will be accommodated through savings across operational areas and with additional revenue. The value of the existing contract is approximately \$1M and the new contract value will be \$1,316,848.92.

If Council wishes to amend the services throughout the contract, these adjustments could be made within the contract negotiations.

## **CONSULTATION/ENGAGEMENT**

Director Corporate Services  
Director Community Services  
Executive Manager Procurement, Property & Fleet  
Chief Operating Officer Whitsunday Water and Waste  
Manager Parks & Gardens  
Chief Operating Officer Aviation & Tourism

## **RISK ASSESSMENT**

It is intended to manage the risks associated with the work through the contract documents, such that each party accepts the risks associated with the delivery of the contract works. Council has attempted to manage and mitigate the risks through the contract and will ensure regular monitoring of the contract and report any significant risk changes to Council.

## **TIMINGS/DEADLINES**

The current contracts expire in January and therefore it is required to be replaced as there are no further extensions to be granted and some of the current providers are looking to discontinue their services.

It is intended to offer an extension to the original contract term to ensure long term value for money and allow for investment and commitment to be made by the contractor and 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**

No.

## **ALTERNATIVES CONSIDERED**

As discussed in the summary of evaluation scores, clarifications were carried out with Infront Security Pty Ltd to provide pricing on three different inspection alternate proposals.

## 13.3.5 - Community Services Monthly Report - December 2022

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Erin Finau - Administration Coordinator Community Services

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Information

### ATTACHMENTS

1. Community Services Monthly Report Dec 22 [**13.3.5.1** - 22 pages]

### PURPOSE

The purpose of the report is to set out an account of statistics pertaining to the functions of each branch within the Community Services Directorate for the month of December 2022.

### OFFICER'S RECOMMENDATION

That Council receive the Community Services Monthly Report for December 2022.

### BACKGROUND

The Community Services Directorate has a departmental vision of a prosperous, liveable, and sustainable Whitsundays. The directorate's purpose is to lead the delivery of economic, social, environmental, and recreational outcomes for the Whitsundays through services in partnership with stakeholders.

The directorate's vision is delivered by bringing together the functions of Community Development & Libraries, Aquatic Facilities & Caravan Parks, Environmental Health & Local Laws, Natural Resource Management & Climate, Customer Service, Cultural Heritage and Proserpine Entertainment Centre & Associated Venues.

### DISCUSSION/CURRENT ISSUE

This report provides an overview of Whitsunday Regional Council's Community Services Directorate for the 2022/2023 financial year with particular focus on the month of December 2022.

### STATUTORY/COMPLIANCE MATTERS

N/A

### STRATEGIC IMPACTS

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

### FINANCIAL IMPLICATIONS

Manage within existing budget allocation.

### CONSULTATION/ENGAGEMENT

Coordinator Natural Resource Management & Climate  
Manager Community Development & Libraries

This is page 323 of the Agenda of Council's Ordinary Council Meeting - 25 January 2023

Manager Customer Service  
Manager Proserpine Entertainment Centre

### **RISK ASSESSMENT**

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

### **TIMINGS/DEADLINES**

N/A

### **CONFLICT OF INTEREST DECLARATION**

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

### **HUMAN RIGHTS IMPACT**

No

### **ALTERNATIVES CONSIDERED**

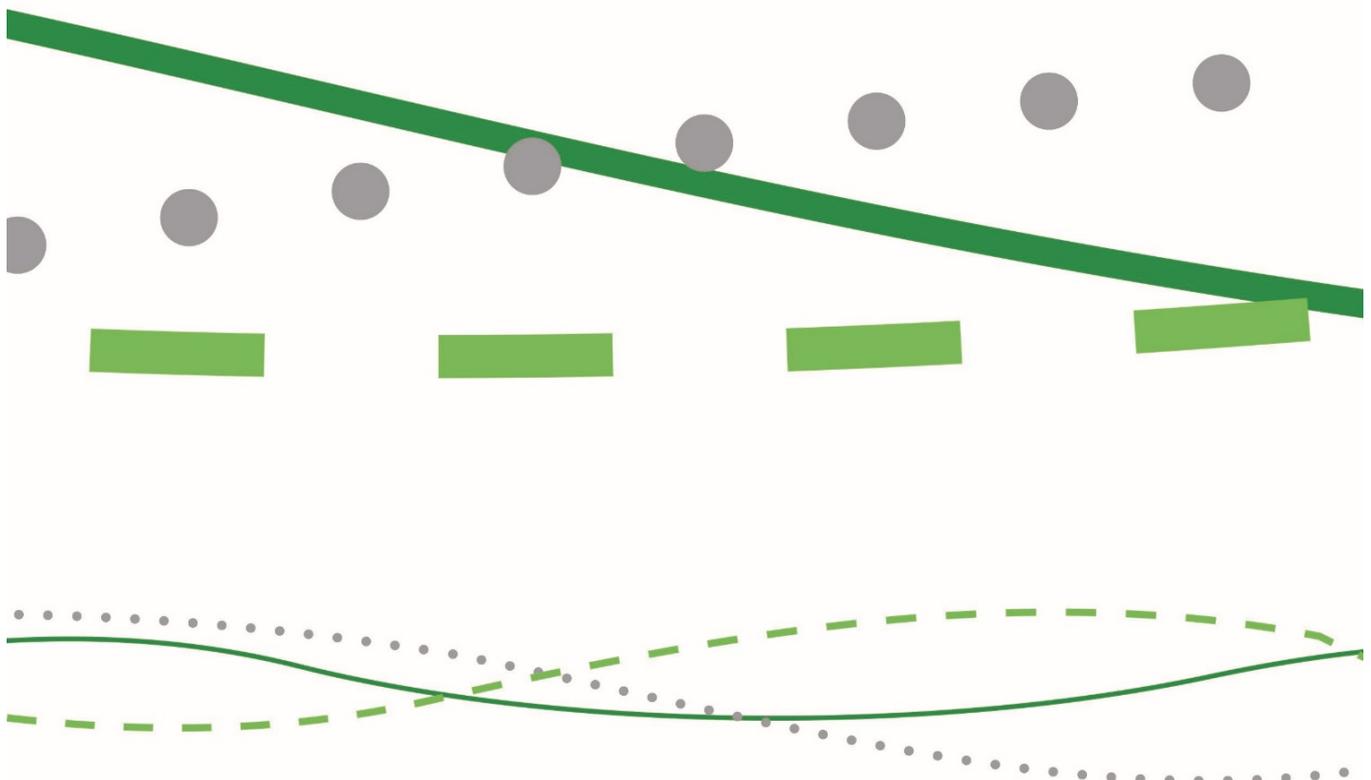
N/A



## Community Services

Community Development & Libraries  
Aquatic Facilities & Caravan Parks  
Proserpine Entertainment Centre  
Environmental Health & Local Laws  
Natural Resource Management & Climate  
Customer Service  
Cultural Heritage

### Monthly Report | December 2022



## Director's Report

December 2022 saw the Community Services team undertake a number of Christmas events, activities, projects and compliance issues.

The month was full of Christmas spirit in the Whitsundays. Council assisted the Airlie Beach Rotary Club for the first time to organise the Airlie Beach Carols and Movie Night. More than 850 people attended the event. The Proserpine Citizens Band and Sweet Alibi's Entertainment provided the carols and were joined with a special guest appearance by the man in the red suit himself making a grand entrance on his fire truck sleigh. The festivities continued with 'The Grinch' and a second Christmas Movie Night was held featuring 'ELF' with 380 in attendance. Council supported Carols in Bowen and Collinsville. Unfortunately, the Carols scheduled for Proserpine were cancelled.



**Photo 1** - Airlie Beach Carols and Movie Night

Christmas morning teas and breakfasts were provided to all WRC staff to recognise and celebrate their efforts throughout the year. Thank you to the Mayor, Councillors, CEO and ELT team for attending the various venues across the region to thank the staff.

The Mayor's Christmas Giving Tree was well received by the community with many gifts collected and presented to The Salvation Army in Bowen.

The New Year's Eve Fireworks went off with a bang despite the threats of rain. Bowen enjoyed a family friendly 8.30pm display. Airlie Beach enjoyed displays at 8.30pm and Midnight with further support from local businesses Airlie Beach Hotel, Cruise Whitsundays, At Hotels Group, Livelif Pharmacy and PRD Whitsunday. Collinsville enjoyed a 9.00pm display with further support from The Pit Pony, Collinsville Community Association, Collinsville Lions and Collinsville Scottville Workers Club.

The PEC held two live performances plus 34 cinema sessions featuring 4 different movies for the month:

- Morning Melodies Performance - A Buddy Holly Christmas
- Chez's House of Dance End of Year Concert
- Black Panther; Wakanda Forever & Mia and Me
- Little Eggs & Strange World.

PEC Website Hits reached 9,155 with a Facebook Reach of 13,789 for the month.

My Community Directory + Diary searches totalled 4,782 an increase of 2% from November 2022. The top four searched categories for December are Health Services, Environment & Conservation, Recreation & Leisure, Sport and Community Clubs & Interest Groups.

Top three health services searches for December are:

- Hospitals
- Dental & Oral Health
- Allied Health

The regions libraries launched the Summer Reading Club (SRC) on the 1<sup>st</sup> December. SRC is a free public library program that encourages a love of reading and continued literacy skills development for children and young people during the summer holidays. This year's theme is "Your Adventure Awaits" and members of the library are encouraged to join the SRC online where they can participate in a variety of activities and challenges. To promote this, each of the branches held a Scavenger hunt, where participants had to find all 9 items on the list to claim the treasure – chocolate gold coins! Proserpine Library also held a Float Your Boat activity where young families tried their hand at making all kinds of different boats then tested them to see if they would float.

First 5 Forever and the Pop-Up Library kicked off Christmas festivities with their attendance at the Bunnings Christmas Markets on the 8<sup>th</sup> December. The community enjoyed receiving the Christmas wrapped pre-loved books and participating in children's activities.

School holidays are in full swing with a range of activities and events across the libraries. Lots of fun was had making wooden Nutcracker pull toys, Christmas cracker gifts, paper plate reindeers and Christmas sand art at the Bowen and Collinsville Libraries with families taking their creations home to put on the Christmas tree. Proserpine library held an

## Community Services Monthly Report | December 2022

Introduction to Coding for the littlies where they learnt basic coding skills through play using a robotic mouse and bee and participated in a variety of Christmas craft for all ages.

Magic Glen also toured the region with his Funny Magic Shows and Workshops which were well received and enjoyed by all ages.



**Photo 2** - Magic Glen - Proserpine Library

Adult events held at Cannonvale Library in December included a very well received Parent Medic first aid session, attended by 19 families, and a Polymer Jewellery workshop with 16 attendees.

The Region's Libraries monthly borrowings and attendance decreased whilst website visits and e-Library both increased from November 2022.

- Attendance 8,134 – 22.92% decrease
- Borrowings 10,814 – 18.94% decrease
- e-Library 1,829 – 12.62% increase
- Library Website Visits 2,472 – 1.1% increase.

Natural Resource Management's Projects for December 2022 include:

- A new Yellow Crazy Ant infestation was discovered in Woodwark in late November and the extent mapped in December. The new infestation is approximately 15.8ha. With a 100m buffer applied to the infestation, the area of interest in 35ha with 7ha on National Park and State land and 28ha on private residential land.
- A surveillance survey for Yellow Crazy Ants was conducted on Hamilton Island to gauge population extent and numbers.
- The Whitsunday Indian Myna Bird Community group is increasing its volunteer base and working with the Mens Shed in constructing more cages. Whilst Indian Myna birds are not a declared pest under the Queensland Biosecurity Act 2014, but they do create an impact on native birds and other animals.

- Numbers in December dropped to approximately 600 in mid-December (count in early January 2023 noted the numbers down to 30 Little Reds in one tree only).

The following are the average monthly occupancy rates at each of Council's Caravan Parks:

- Proserpine Tourist Park – 54% a 6.4% increase from December 2021.
- Wangaratta Caravan Park – 26.3% a 3.6% decrease from December 2021.
- Proserpine RV Park currently closed.

The Bowen Work Camp contributed a total of 584 hours during this month with mowing, landscaping and general Community and Council assistance.

The Community Services Team received 198 CRMs for December (150 completed) with the Environmental Health and Local Law units receiving 168 (131 completed) complaints/requests for the month.

Council's Off-Street Carparks generated \$91,132 for the month with 13,102 transactions, an increase of 16% from the previous month.

The Community Services Administration Officers' statistics for December 2022 include the following:

- Correspondence Generated – 861 items
- Civica & ECM Registrations – 1,586 tasks
- 797 Telephone Calls (internal and external).

Customer Service saw 1,053 visitors through the service centres a decrease of 31.45% attendance to the previous month.

Telephone calls decreased from 3,832 to 2,811 a drop of 26.6% from the previous month.

After hours calls generated 168 tasks to be actioned for December 2022 (112.6% increase).

Aquatic Facility user statistics for December 2022 in comparison to December 2021 are listed below:

- Airlie Beach Lagoon increased by 157% to 52,136
- Bowen Pool – decreased by 1.55% to 7,994
- Proserpine Pool – increased by 19.3% to 5,579
- Collinsville Pool – increased by 320% to 2,891

December 2022 saw the region host 9 Cruise Ships with a total of 15,200 passengers on board. 11,800 passengers and crew passed through the marina to enjoy tours offered throughout the area plus a visit to Airlie Beach.

**Julie Wright**  
Director Community Services

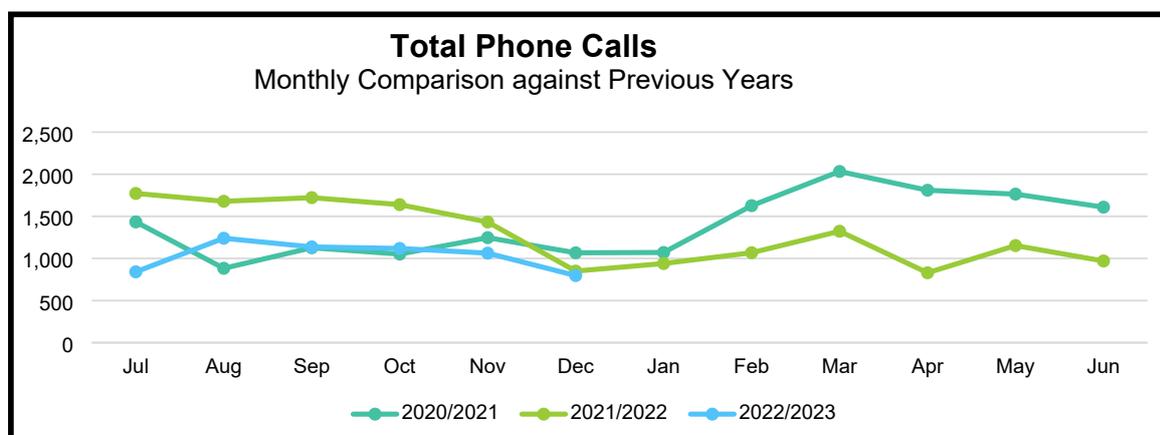
## General

The Community Services Directorate has a departmental vision of a prosperous, liveable, and sustainable Whitsundays. The directorate's purpose is to lead the delivery of economic, social, environmental, and recreational outcomes for the Whitsundays through services in partnership with stakeholders.

The directorate's vision is delivered by bringing together the functions of Community Development & Libraries, Aquatic Facilities & Caravan Parks, Environmental Health & Local Laws, Natural Resource Management & Climate, Customer Service, Cultural Heritage & Collinsville Independent Living Facility.

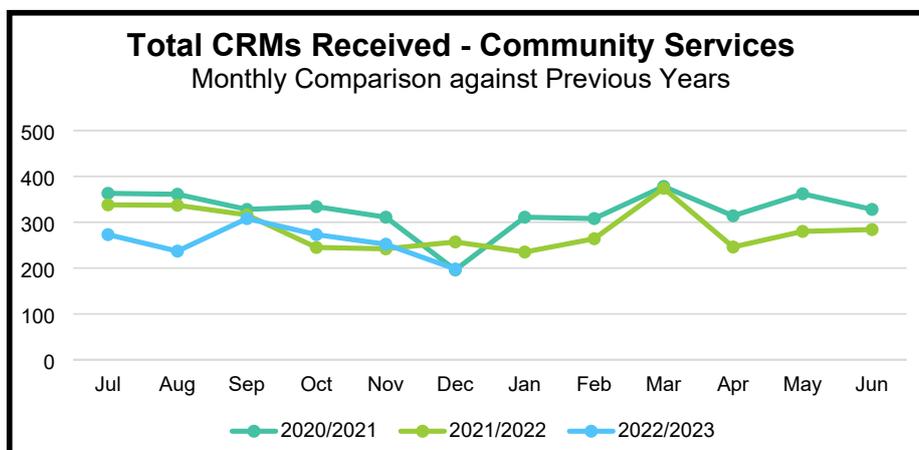
### Administration Officers

Service	YTD	Oct	Nov	Dec	Monthly Trend
Correspondence Generated	6,277	775	908	861	▢
ECM Task List	3,552	640	545	347	▢
Civica Registers	5,584	801	757	457	▢
Data Input	2,161	426	293	245	▢
CRMs Generated	245	50	44	36	▢
CRMs Closed	350	73	62	37	▢
Phone Calls - Internal	3,891	725	745	553	▢
Phone Calls - External	2,306	394	318	244	▢
Phone Calls - Total	6,197	1,119	1,063	797	▢
ECM Registering	3,716	682	770	501	▢
Purchase Orders	460	75	73	77	▢
Receipt Invoices	453	82	105	64	▢
Reports	169	46	26	17	▢



**Customer Request Management (CRM)**

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Community Development</b>					
CRM Received	35	7	11	4	▯
CRM Completed	22	2	8	3	▯
<b>Library Services</b>					
CRM Received	20	0	0	0	–
CRM Completed	20	0	0	0	–
<b>Aquatic Facilities</b>					
CRM Received	27	4	3	8	▯
CRM Completed	20	1	2	6	▯
<b>Caravan Parks</b>					
CRM Received	3	0	1	1	–
CRM Completed	3	0	1	1	–
<b>Environmental Health &amp; Local Laws</b>					
CRM Received	1,322	238	212	168	▯
CRM Completed	1,057	199	170	131	▯
<b>Parking</b>					
CRM Received	7	1	2	1	–
CRM Completed	7	1	2	1	–
<b>NRM &amp; Climate</b>					
CRM Received	107	20	22	13	▯
CRM Completed	44	6	12	6	▯
<b>Customer Service / E-Services</b>					
CRM Received	20	3	1	3	▯
CRM Completed	17	3	1	2	▯
<b>Total CRMs for Community Services</b>					
CRM Received	1,541	273	252	198	▯
CRM Completed	1,190	212	196	150	▯



## Community Development

The Community Development branch is responsible for assessing and acquitting community grants, developing and maintaining various community development related policies and registers, developing, and implementing various community programs such as cultural and recreational programs as well as maintaining various community facilities.

### Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Grant Applications</b>					
Facility Management - Approved	1	0	1	0	∅
Facility Management - Approved (\$)	20,000	0	20,000	0	∅
Junior Elite Athlete - Approved	43	5	13	3	∅
Junior Elite Athlete - Approved (\$)	34,750	4,250	14,750	2,250	∅
RADF - Received	6	0	3	0	∅
RADF - Approved	5	0	0	2	∅
RADF - Approved (\$)	17,791	0	0	6,490	∅
RADF - Acquittals	3	1	0	0	-
Special Projects - Received	8	2	0	1	∅
Special Projects - Approved	7	0	7	0	∅
Special Projects - Approved (\$)	93,210	0	93,210	0	∅
Special Projects - Acquittals	0	0	0	0	-
Sport & Rec Club - Received	22	3	5	2	∅
Sport & Rec Club - Approved	31	2	2	5	∅
Sport & Rec Club - Approved (\$)	75,500	11,000	3,000	13,500	∅
<b>Donation &amp; Sponsorship Requests</b>					
Donation Requests - Received	40	4	5	3	∅
Donation Requests - Approved	38	4	5	3	∅
Donation Requests - Approved (\$)	34,172	4,000	8,815	2,600	∅
Fee Waivers - Approved	28	0	15	0	∅
Fee Waivers - Approved (\$)	11,581	0	4,442	0	∅
Sponsorships - Received	15	4	0	1	∅
Sponsorships - Approved	9	4	0	0	-
Sponsorships - Approved (\$)	30,800	17,500	0	0	-
Sponsorships - Approved (in kind)	33,030	5,000	530	0	∅
Sponsorships - Acquittals	0	0	0	0	-
<b>Events</b>					
Council Events - External - Completed	11	1	2	2	-
Council Events - External - Participants	2,835	120	241	1,230	∅
Council Events - Internal - Completed	10	0	3	6	∅
Council Events - Internal - Participants	344	0	76	218	∅
External Event Applications Received	46	12	7	5	∅

**Community Services**  
Monthly Report | December 2022

**Cruise Ship Statistics**

Statistics	YTD	Oct	Nov	Dec	Monthly Trend
<b>Total Ships</b>	42	5	10	9	▯
<b>Total Passengers</b>	88,670	14,997	23,679	15,200	▯
<b>Off Ship Passengers &amp; Crew</b>	69,477	12,685	16,036	11,800	▯
<b>Through Marina</b>	69,477	12,685	16,036	11,800	▯
<b>Town Visits</b>	55,074	9,849	12,829	8,500	▯
<b>Local Tours</b>	14,403	2,836	3,207	3,300	▯

**Junior Elite Athlete Recipients for December:**

- Sophie Fletcher – 11/12yrs Aquathlon Championships - \$250
- Kayla Vella – School Sports U15s Girls Touch Football Championships - \$1,000
- Catherine Maund – Equitana Horseball Championships - \$1,000

**Events:**

**External:**

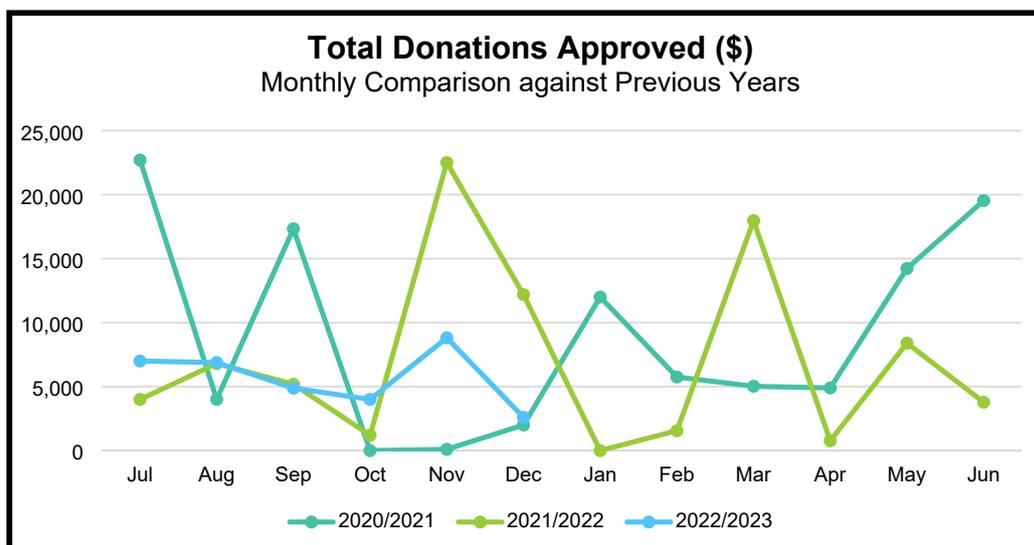
- Movie Night – Carols & The Grinch - Sunday 4 December – More than 850 participants
- Movie Night – Elf – Friday 9 December – 380 Participants

**Internal:**

- Council staff Christmas morning teas

**Special Project Grants Successful Recipients:**

- Nil



## Community Services Monthly Report | December 2022



The report from My Community Directory + Diary is currently unavailable while they install upgrades to the software. My Community Directory + Diary have supplied the following stats for the month of December:

Year	Month	Listing Views	Results Views	Users	Events
2022	October	1,619	5,343	3,096	39
2022	November	1,412	4,689	3,120	47
2022	December	1,061	4,782	2,351	73

Top categories viewed for the month of December:

Rank	Category	Listing Views
1	Health Services	397
2	Environment & Conservation	124
3	Recreation & Leisure	95
4	Sport	91
5	Community Clubs & Interest Groups	81

List of Health Services searched:

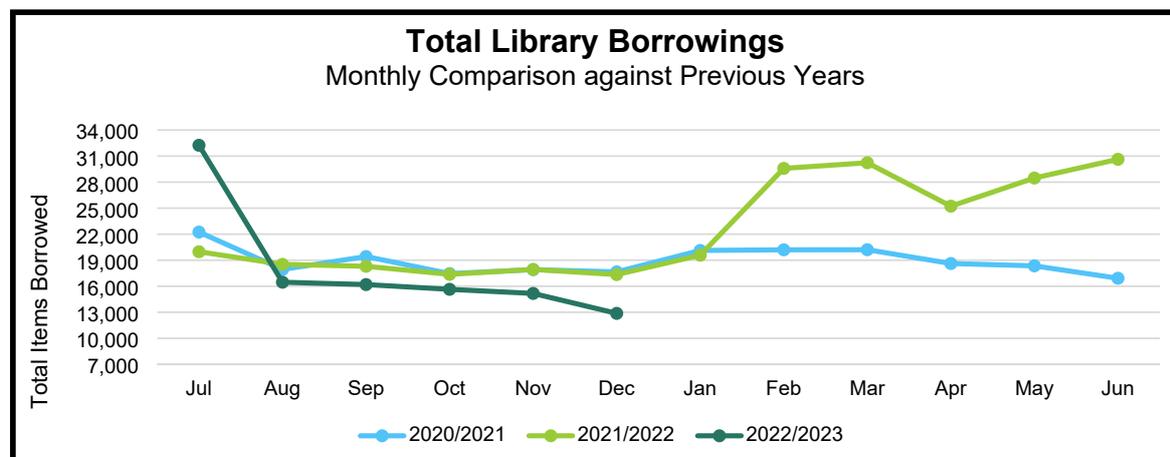
Rank	Service
1	Hospitals
2	Dental & Oral Health
3	Allied Health
4	General Practice/Doctor
5	General Health Services
6	Pharmacies
7	Mental Health Services
8	Child Youth & Family Health
9	Emergency Departments
10	Drug & Alcohol Services

## Library Services

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

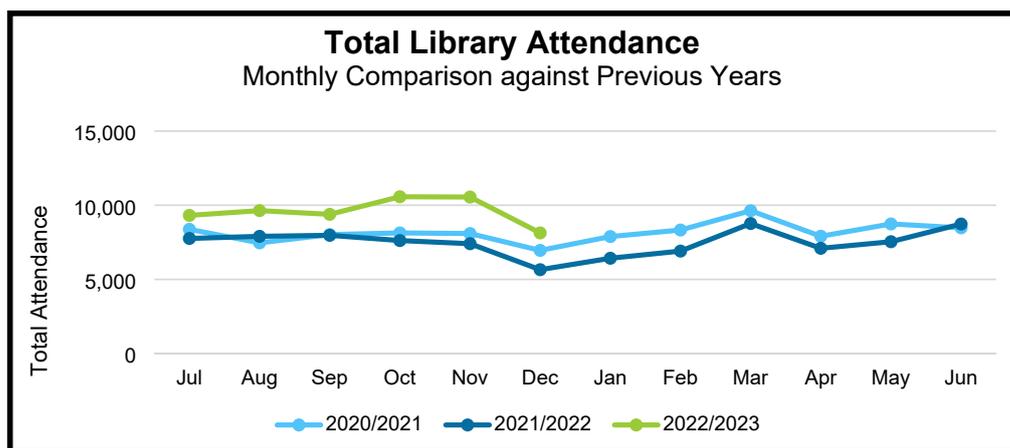
### Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Library Resources Acquired</b>					
<b>Bowen &amp; Collinsville Libraries</b>	1,472	180	316	185	▢
<b>Cannonvale Library</b>	2,374	427	427	326	▢
<b>Proserpine Library</b>	1,442	261	251	213	▢
<b>e-Library</b>	993	174	166	146	▢
<b>Library Resources Borrowed</b>					
<b>Bowen Library</b>	20,103	3,237	3,598	2,849	▢
<b>Cannonvale Library</b>	38,490	6,789	6,283	5,187	▢
<b>Collinsville Library</b>	2,460	328	359	311	▢
<b>Proserpine Library</b>	18,358	3,204	3,103	2,467	▢
<b>e-Library</b>	29,180	2,087	1,829	2,060	▢
<b>Mobile Library</b>	0	0	0	0	–
<b>Library Attendance</b>					
<b>Bowen Library</b>	16,063	2,929	2,792	2,099	▢
<b>Cannonvale Library</b>	23,126	4,142	4,151	3,210	▢
<b>Collinsville Library</b>	3,527	727	832	600	▢
<b>Proserpine Library</b>	14,886	2,775	2,779	2,225	▢
<b>Library Website</b>					
<b>Website Visits</b>	15,819	2,374	2,444	2,472	▢



**Community Services**  
Monthly Report | December 2022

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>First 5 Forever (F5F)</b>					
Resources - Acquired	88	5	12	0	▯
Resources - Borrowed by Branches	490	124	130	32	▯
Community Partnership Interactions	111	28	23	3	▯
Toolkits Distributed	115	31	27	0	▯
<b>F5F In Library - Activities Held</b>					
Bowen Library	40	8	9	3	▯
Cannonvale Library	60	12	14	4	▯
Collinsville Library	18	4	5	1	▯
Proserpine Library	60	12	15	3	▯
<b>F5F In Library - Activities Attendance</b>					
Bowen Library	705	150	226	75	▯
Cannonvale Library	1,543	330	417	117	▯
Collinsville Library	61	14	22	0	▯
Proserpine Library	888	178	263	40	▯
<b>F5F Community Outreach - Events Held</b>					
Bowen Library	10	3	2	1	▯
Cannonvale Library	14	3	3	2	▯
Collinsville Library	8	5	3	0	▯
Proserpine Library	8	2	2	0	▯
<b>F5F Community Outreach - Events Attendance</b>					
Bowen Library	244	40	74	24	▯
Cannonvale Library	1,090	133	107	131	▯
Collinsville Library	100	64	36	0	▯
Proserpine Library	560	415	10	0	▯



## Community Services Monthly Report | December 2022

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>In Library Programs - Events Held</b>					
Bowen Library - Adults	45	14	7	0	□
Bowen Library - Children	40	6	4	10	□
Cannonvale Library - Adults	38	10	6	5	□
Cannonvale Library - Children	88	12	13	16	□
Collinsville Library - Adults	2	0	0	0	–
Collinsville Library - Children	11	0	0	5	□
Proserpine Library - Adults	29	9	4	2	□
Proserpine Library - Children	48	7	6	7	□
<b>In Library Programs - Events Attendance</b>					
Bowen Library - Adults	129	56	7	0	□
Bowen Library - Children	705	353	19	153	□
Cannonvale Library - Adults	223	74	33	47	□
Cannonvale Library - Children	1,722	203	258	425	□
Collinsville Library - Adults	17	0	0	0	–
Collinsville Library - Children	101	0	0	60	□
Proserpine Library - Adults	185	98	19	7	□
Proserpine Library - Children	654	75	74	178	□
<b>Community Outreach - Events Held</b>					
Bowen Library - Adults	26	4	4	4	–
Bowen Library - Children	0	0	0	0	–
Cannonvale Library - Adults	25	4	4	4	–
Cannonvale Library - Children	0	0	0	0	–
Collinsville Library - Adults	7	0	1	2	□
Collinsville Library - Children	0	0	0	0	–
Proserpine Library - Adults	25	4	5	3	□
Proserpine Library - Children	0	0	0	0	–
<b>Community Outreach - Events Attendance</b>					
Bowen Library - Adults	266	34	36	36	□
Bowen Library - Children	0	0	0	0	–
Cannonvale Library - Adults	193	32	32	32	–
Cannonvale Library - Children	0	0	0	0	–
Collinsville Library - Adults	6	0	1	2	□
Collinsville Library - Children	0	0	0	0	–
Proserpine Library - Adults	314	49	65	34	□
Proserpine Library - Children	0	0	0	0	–
<b>Public Computer Usage</b>					
Bowen Library	2,605	459	478	332	□
Cannonvale Library	3,556	577	616	439	□
Collinsville Library	158	23	27	30	□
Proserpine Library	1,428	255	265	199	□

## Bowen Work Camp

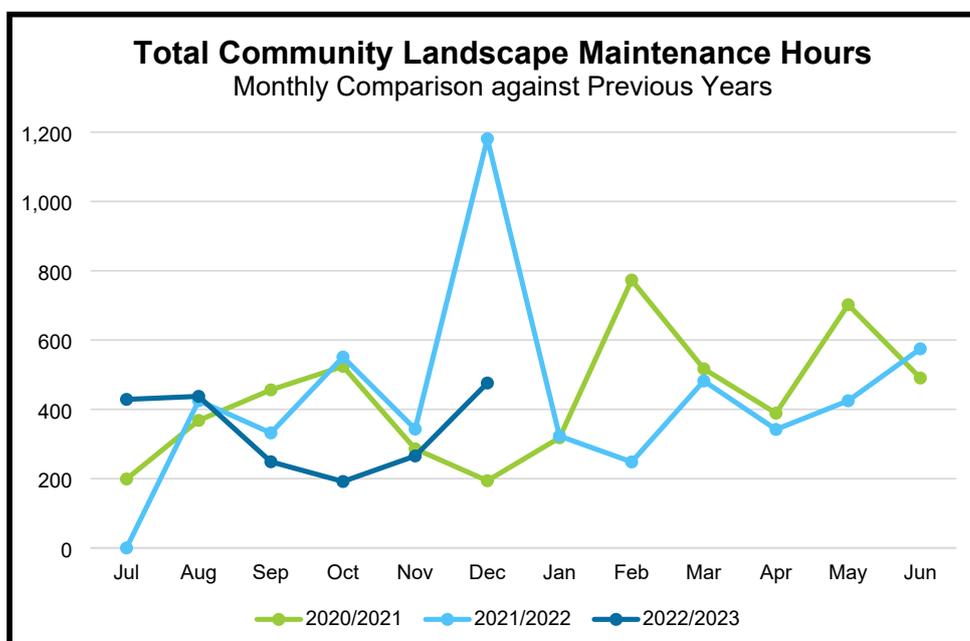
Council partners with Queensland Corrective Services to provide beneficial works projects for the community and rehabilitate offenders with their return to society. They perform a multitude of tasks including maintenance of fences, cemeteries, sportsgrounds and showgrounds, propagation of plants and they also participate in many restoration and general maintenance projects.

### Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
Community Landscape Maintenance Hours	2,049	191.75	265.75	476	▮
Community Indoor Tasks Hours	537	98.5	100.5	85.5	▮
New Project Assessment Hours	2	1.0	1.0	0	▮
WRC Landscape Maintenance Hours	171	33	36.5	23	▮
WRC Nursery Maintenance/Propagation Hours	35	3.75	3.5	2	▮
WRC Indoor Tasks Hours	0	0	0	0	–
QCS Compound Duties Hours	503	73.75	99.0	62.75	▮

### Projects

Project	Status	% Complete	Budget
Collinsville Youth Coalition – Installing table and chairs	Scheduled	0%	✓
Bowen Neighbourhood Centre – Snipping and mowing yard until they move into new premises	In Progress	80%	✓



## Aquatic Facilities & Caravan Parks

The Recreation Services branch is responsible for delivering recreation and youth programs that activate our public and open spaces, supporting recreation groups to secure funding for projects, maintaining Council's caravan parks and aquatic facilities, and master planning for future sport and recreation assets.

### Aquatic Facilities – Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
Airlie Beach Lagoon – Total Users	191,383	35,135	40,498	52,136	▮
Airlie Beach Lagoon – Total Offences	1,578	412	364	243	▮
Pool Attendance – Bowen	34,122	9,660	11,460	7,994	▮
Pool Attendance – Collinsville	12,336	3,479	3,697	2,891	▮
Pool Attendance – Proserpine	25,646	7,993	5,122	5,579	▮

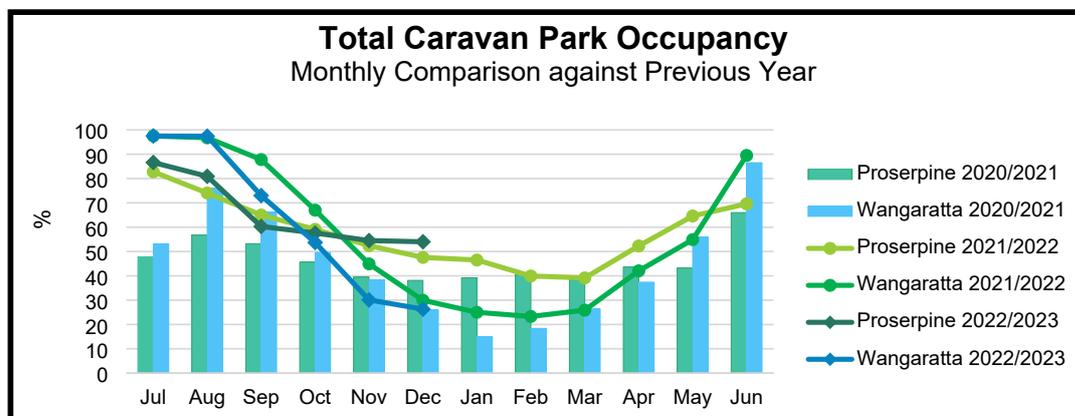
\*Collinsville Swimming Pool closed during Winter months

### Caravan Parks – Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Proserpine Tourist Park</b>					
Occupancy (%)	65.7	57.6	54.5	54	▮
Revenue (\$)	283,815	34,139	33,400	34,318	▮
Accumulated Revenue - Laundry Service (\$)	17,128	3,002	3,975	4,563	▮
<b>Wangaratta Caravan Park</b>					
Occupancy (%)	63.0	53.7	30.1	26.3	▮
Revenue (\$)	370,336	41,753	23,397	26,768	▮
Accumulated Revenue - Laundry Service (\$)	20,005	2,698	4,890	5,196	▮

### Caravan Parks Occupancy – Yearly Comparison for December

Service	2019	2020	2021	2022	Yearly Trend
Occupancy (%)					
Proserpine Tourist Park	29.6	38.1	47.6	54	▮
Wangaratta Caravan Park	20.7	26.0	29.9	26.3	▮



## Proserpine Entertainment Centre

The Proserpine Entertainment Centre facilitates and delivers a wide variety of activities and programs from live performance to cinema, workshops and masterclasses to lectures and seminars.

### Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Ticketed Events</b>					
Events Held – Public Program	10	3	0	1	▯
Events Held – Hires	15	2	10	1	▯
Events Held - Different Movies	4	0	0	4	▯
Events Held - Cinema Sessions	34	0	0	34	▯
<b>Ticket Sales</b>					
Ticket Sales - Performance - Walk Up	742	178	180	35	▯
Ticket Sales - Performance - Internet	3,492	1,524	1,332	66	▯
Ticket Sales - Performance - Phone	166	36	52	12	▯
Ticket Sales - Cinema - Walk Up	200	0	0	200	▯
Ticket Sales - Cinema - Internet	309	0	0	309	▯
Ticket Sales - Cinema - Phone	8	0	0	8	▯
<b>Functions &amp; Events</b>					
Functions	2	0	0	1	▯
Functions – Attendees	100	0	0	50	▯
Events	0	0	0	0	–
Events – Attendees	0	0	0	0	–
<b>Hours</b>					
Volunteer Hours	231	42	60	48	▯
Casual Hours (Paid) - Front of Hours	740.5	39.25	62.25	334	▯
Casual Hours (Paid) - Technical	644.75	64	80.25	284	▯
Booking Enquiries	27	4	3	3	–
Website Hits	24,398	3,217	3,939	9,155	▯
Facebook Reach	46,475	6,343	12,656	13,789	▯
Feedback	6	0	2	4	▯
Bar Sales	18,205	846	6,699	8,727	▯

### Shows & Performances for the month of December:

- **Live Performance**
  - Morning Melodies – A Buddy Holly Christmas - 8 December
  - Chez's House of Dance End of Year Concert - 9 & 10 December
- **Cinema**
  - Black Panther: Wakanda Forever & Mia and Me: The Hero of Centopia - 12 - 21 December
  - Little Eggs & Strange World - 22 December - 4 January

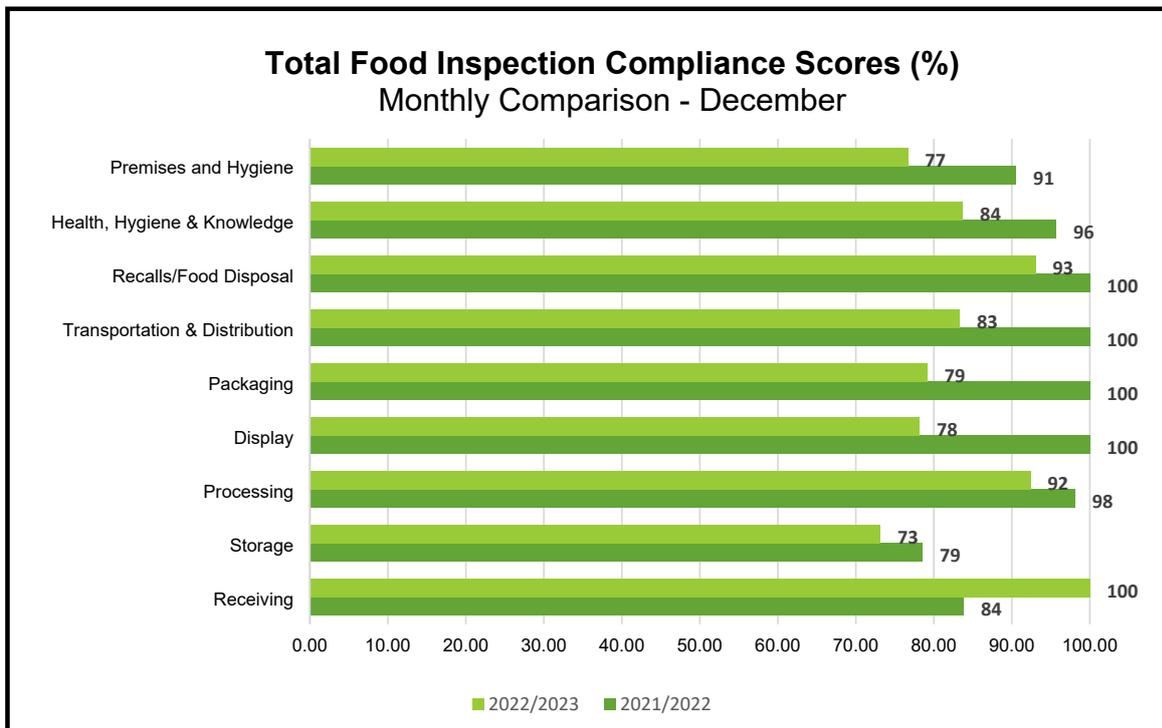
## Environmental Health & Local Laws

The Environmental Health & Local Laws branch is responsible for regulation of all local laws and laws associated with Environmental Protection and Public Health. The Environmental Health Unit is responsible for licensing and inspection of food and accommodation premises, assessment of liquor licensing referrals, provides development conditions and the protection of the environment and public health. The Local Laws unit licenses prescribed activities and addresses all breaches of Local Laws including animal control and property compliance involving vegetation, accumulation of materials and temporary homes. Local Laws is also responsible for maintaining the animal impoundment facility, on/off-street car parking compliance and commercial parking operations. The branch is active in development, review and maintenance of related policies and registers.

### Environmental Health – Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Environmental Health</b>					
<b>Environmental Health – Plan Approval Applications Received</b>	35	13	4	1	▯
<b>Environmental Health Applications Received</b>	46	9	6	5	▯
<b>Food Safety Programs Received</b>	1	0	0	0	–
<b>Liquor Licence Referrals Received</b>	18	5	0	0	–
<b>Food Business - Inspections</b>	50	5	11	12	▯
<b>Food Business - Re-Inspections</b>	4	0	0	0	–
<b>Food Safety Programs Audit Reports Reviewed</b>	8	3	1	2	▯
<b>Personal Appearance Services - Inspections</b>	2	0	0	1	▯
<b>ERAs - Inspections</b>	1	0	0	0	–
<b>Development Applications Referrals Received</b>	2	0	1	0	▯
<b>Accommodation - Inspections</b>	5	0	1	0	▯
<b>Accommodation - Re-inspections</b>	1	0	0	0	–
<b>Erosion Sediment Control - Inspections</b>	0	0	0	0	–
<b>Complaints Received - Asbestos</b>	1	1	0	0	–
<b>Complaints Received - Litter &amp; Dumping</b>	3	0	2	0	▯
<b>Complaints Received - EH General</b>	41	11	13	0	▯
<b>Event Application Assessment</b>	7	0	4	0	▯
<b>Food Inspection Compliance Categories</b>					
<b>Receiving (%)</b>	93.39	100.00	100.00	83.87	▯
<b>Storage (%)</b>	86.94	100.00	88.37	78.57	▯
<b>Processing (%)</b>	92.54	100.00	100.00	98.11	▯
<b>Display (%)</b>	81.95	100.00	80.00	100.00	▯
<b>Packaging (%)</b>	96.08	100.00	100.00	100.00	–
<b>Transportation &amp; Distribution (%)</b>	91.67	100.00	100.00	100.00	–
<b>Recalls/Food Disposal (%)</b>	95.83	100.00	100.00	100.00	–
<b>Health, Hygiene &amp; Knowledge (%)</b>	82.57	83.33	98.33	95.71	▯
<b>Premises and Hygiene (%)</b>	84.84	83.33	93.43	90.58	▯

**Community Services**  
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### Local Laws – Operations

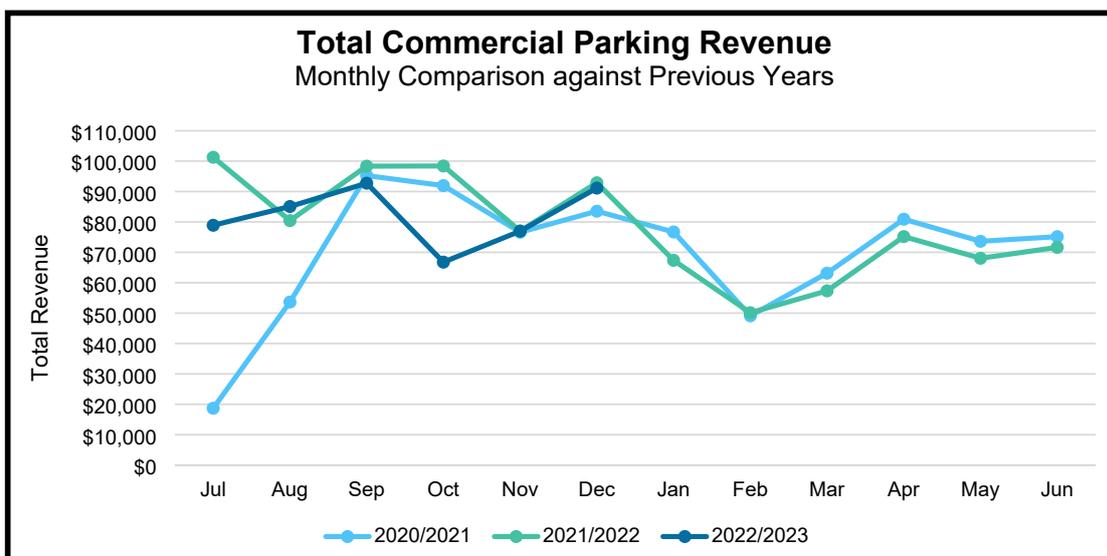
Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Local Laws</b>					
Local Law Applications Received	40	8	5	2	▯
Complaints Received - Animal Management	503	90	68	73	▯
Complaints Received - Other Local Law	540	102	93	67	▯
Compliance Notices Issued	142	29	29	32	▯
Renewal/Reminder/Final Notices	639	25	28	72	▯
Infringement Responses	550	104	93	96	▯
Dog Registrations	3,962	96	114	39	▯
Cat Registrations	485	9	10	1	▯
Parking Infringements - Issued	1,070	217	192	134	▯
Parking Infringements - Waived	94	19	8	21	▯
Other Infringements - Issued	239	50	34	8	▯
Other Infringements - Waived	48	15	11	3	▯
Infringement Reminder Notices Sent	768	129	145	67	▯
Proserpine Self-Contained Vehicle Park Inspections*	1,319	288	115	0	▯

\*Proserpine Self-Contained Vehicle Park closed December - March

**Community Services**  
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**Commercial Parking – Operations**

Car Parks	YTD	Oct	Nov	Dec	Monthly Trend
<b>Heart of the Reef Transit Facility</b>					
Occupancy (no.)	17	3	0	0	–
Revenue (\$)	952	168	0	0	–
<b>Port of Airlie</b>					
Average Spend (\$)	12.37	11.71	12.52	14.51	□
Tariff (most selected)	12-24hr	12-24hr	12-24hr	12-24hr	–
No. of tickets purchased	14,137	1,972	2,239	2,289	□
Revenue (\$)	174,683	23,081	28,022	33,213	□
<b>Airlie Lagoon Precinct</b>					
Average Spend (\$)	4.29	4.29	4.32	4.32	–
Tariff (most selected)	1-2hr	1-2hr	1-2hr	1-2hr	–
No. of tickets purchased	40,573	5,578	6,361	7,923	□
Revenue (\$)	174,441	23,917	27,476	34,367	□
<b>Abell Point Marina</b>					
Average Spend (\$)	8.90	8.58	9.10	9.40	□
Tariff (most selected)	4-12hr	4-12hr	4-12hr	4-12hr	–
No. of tickets purchased	11,605	1,653	1,665	1,933	□
Revenue (\$)	103,425	14,176	15,153	18,179	□
<b>Coconut Grove</b>					
Average Spend (\$)	5.50	4.42	6.16	5.61	□
Tariff (most selected)	2-4hr	2-4hr	2-4hr	2-4hr	–
No. of tickets purchased	6,898	1,033	1,026	957	□
Revenue (\$)	39,059	5,601	6,323	5,373	□



## Natural Resource Management & Climate

The Natural Resource Management & Climate branch is responsible for developing and implementing various environmental and community health and safety programs such as pest, weed and water quality programs as well as maintaining stock routes and implementing the Biosecurity Plan.

### Natural Resource Management – Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
Complaints Received - Pest & Weed	55	8	14	8	▢
Complaints Received - Environmental	52	12	8	5	▢
Property Pest Management Plan (PPMP) Implemented/Reviewed	5	3	1	0	▢
PPMP Annual Reviews Completed	20	2	2	0	▢
Landholder Access - Herbicide Rebate	20	3	6	0	▢
Landholder Access - Mechanical Rebate	2	0	1	0	▢
Letters/Emails to Landholders - Weeds	204	71	64	0	▢
Property Visit/Inspections - Weeds	397	22	116	0	▢
Property Visit/Inspections - Feral Animals	30	1	4	7	▢
Feral Animals - Traps Set	5	0	2	0	▢
Feral Animals - Trapped	14	0	0	0	-
Aerial Shooting - Flights	10	5	4	0	▢
Aerial Shooting - Feral Animals Shot	1,463	461	772	0	▢
Properties Baited	34	12	1	0	▢
Baits Laid (kg)	5,361	1,960	1	0	▢
Length of Road Reserve Sprayed (km)	0.0	0	0	0	-
No. of Council Lots Sprayed/Inspected	12	0	1	3	▢
Mixed Chemicals Used (L)	1,400	0	200	600	▢
Workshops/Field Days/School Talks	4	0	0	0	-
Letters/Emails to Landholders - Environment	654	227	92	323	▢
Property Visit/Site Inspection - Environment	154	16	88	42	▢
PIN's/Biosecurity Orders Issued - Environment	3	-	3	0	▢
Project Reports - not to Council	32	3	3	14	▢
Briefing / Council Reports	13	2	4	0	▢
Bushfire Hazard Reduction Burns	3	0	3	0	▢
Bushfire Management Plans	36	-	12	24	▢
Environmental Planning Projects Completed	3	0	2	0	▢
DA's Assessed (including RFI & Conditions & Advice) Completed	35	4	12	0	▢

### Projects

Project	Status	% Complete	Budget	Time
Bushfire Management Program	In Progress	50%	✓	✓

## Climate Projects

Project	Type	Status
Whitsunday Industry Resilience Project	Economic	Finalised
Funding and Financing Adaptation – A Case Study	Economic	Stage 1 finalised
Whitsunday Water Treatment and Pumping Optimisation	Economic	Underway – CQU Masters student in year 1 of 2
Whitsunday Healthy Heart (WHH) Project	Social	Underway (year 1 of 4)

## Update

### Pest Management Projects:

- **Weed Management Program**
  - Declared weed RMPC Program is underway.
  - The Urban Leucaena Management Program is underway with a number of sites mulched and treated in December.
- **Pest Animal**
  - A new Yellow Crazy Ant infestation was discovered in Woodwark in late November and its extent mapped in December. The new infestation is approximately 15.8ha. With a 100m buffer applied to the infestation, the area of interest is 35ha with 7ha on National Park and State land and 28ha on private residential land.
  - A surveillance survey for Yellow crazy ants was conducted on Hamilton Island to gauge population extent and numbers.
  - Council pest surveillance program was completed for the last quarter.
  - Qld Feral Pest Initiative Round 3 reporting was progressed and almost finalised.
  - The Whitsunday Indian Myna Bird Community group is increasing its volunteer base and working with the Mens Shed in constructing more cages. Indian Myna birds are not a declared pest under the Queensland Biosecurity Act 2014, but they do create an impact on native birds and other animal.

### Other Natural Resource Management Projects:

#### **Collinsville Flying Fox**

- Numbers in December dropped to approximately 600 in mid-December.
- Revised Pelican Park Flying Fox Roost Plan will make its way to Council in the coming weeks.

#### **Bushfire Management**

- Black Summer Bushfire Project - 12 Property Bushfire Management Plans are underway. Two Property Bushfire Management Plans have been completed.

### Environment Projects:

- Erosion and Sediment Control Program continued with Council's Environmental Officers visiting development sites to discuss ESC best practice.

### Climate Change

- Council Greenhouse Gas Reduction Plan was discussed with Council. The material will be summarised and then extracts take back up through to Council for further discussion.
- Whitsunday Climate Hub review was completed, and changes are now underway.

## Customer Service

### Call Centre – Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Business Hours Call Centre</b>					
Calls Received – Total	30,678	4,892	3,832	2,811	▢
Calls Received – 1300 WRC QLD	17,645	2,720	2,590	1,895	▢
Calls Answered	15,737	2,482	2,293	1,679	▢
Calls Overflowed	1,239	158	243	181	▢
Calls Abandoned	554	72	37	35	▢
Calls Abandoned (%)	3.14%	2.65%	1.43%	1.85%	▢
Untracked Calls (Voice Msg)	149	8	17	34	▢
*ASL - Average Service Level (%)	83.6%	81.1%	89.2%	85.1%	▢
*ASA - Average Speed of Answer	18	21	15	16	▢
*AHT - Average Handle Time/Secs	207	216	201	205	▢
<b>After Hours Call Centre</b>					
Calls Received– Total (inc test)	958	123	79	168	▢
Calls Answered– (Charged)	513	102	57	78	▢
Calls Abandoned (%)	9.5%	9.8%	17.7%	13.7%	▢
*ASL - Average Service Level (%)	71%	66.7%	64.6%	65.5%	▢
*ASA - Average Speed of Answer	–	30	29	30	▢
*AHT - Average Handle Time/Secs	–	230	331	262	▢

### Customer Transactions

Service	YTD	Oct	Nov	Dec	Monthly Trend
Receipts	67,145	9,168	8,307	7,990	▢
eServices Receipts	1,596	212	114	85	▢
eServices Receipts (%)	2.38%	2.31%	1.37%	1.06%	▢
Requests	11,671	1,486	1,987	1,543	▢
Counter Stats at FPOC (pay/req)	13,108	1,158	1,536	1,053	▢
eServices CRMs	17	3	1	3	▢
eServices CRMs (%logged)	0.15%	0.20%	0.05%	0.19%	▢

#### Payments:

- Total BPay, Austpost, Direct Deposits & EServices payments at **60.78%** of total payments.

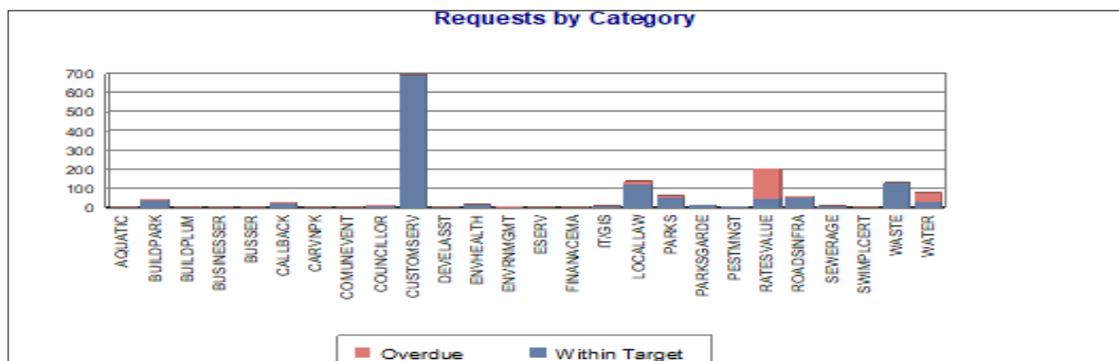
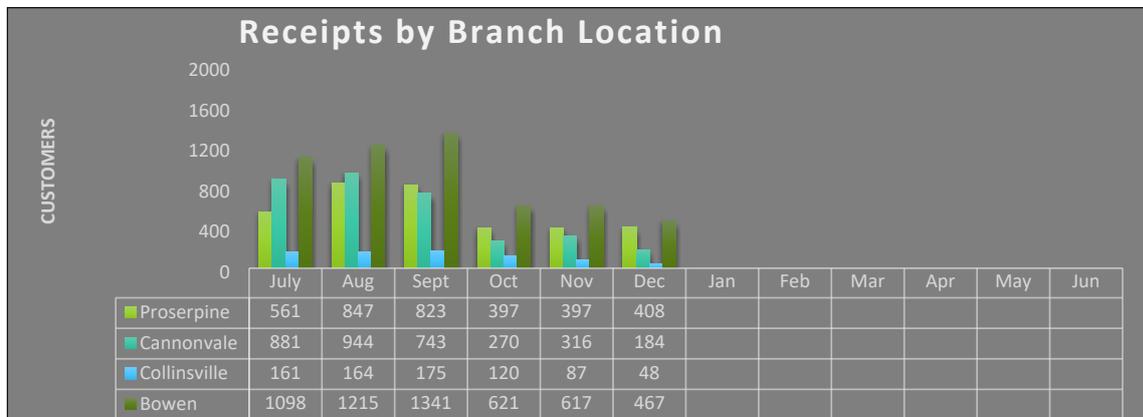
#### Incoming Calls & Requests:

- CRM completion was **81.7%** within timeframe.
- Total of **1,053** visitors through the service centres. (Requests for Information and Payments)
- WRC Call Statistics at **85.1%** of calls answered in 25 seconds.
- First Point of Contact (FPOC) resolution was at **75.4%** for December.

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**Top Issues**

Service	YTD	Oct	Nov	Dec	Monthly Trend
<b>Counter Receipts</b>					
Rates Search	1,009	139	184	120	▢
Rates Receipt	2,627	150	115	73	▢
Special Water Meter Reads	403	60	61	52	▢
Private Certifiers	309	47	57	38	▢
New Animal Registrations	555	79	99	32	▢
<b>Telephone (First Point of Contact)</b>					
Rates/Water Billing	1,201	235	136	116	▢
Local Laws/Compliance and Environment	800	183	177	101	▢
General	724	148	132	96	▢
Waste (Bins/Recycling/Refuse Centres)	428	95	70	59	▢
Building/Plumbing/Planning and Develop	443	98	96	55	▢
<b>After Hours</b>					
Water Supply Issue	184	27	11	31	▢
Call Back During Business Hours	55	8	12	13	▢
Wandering Animals	47	8	4	12	▢
Waste Enquiry	20	3	0	11	▢
General information	21	3	4	9	▢



## Cultural Heritage

Our Cultural Heritage includes all the elements of our cultural way of life which have gone before us, and which exist now. Cultural Heritage is an expression of the ways of living developed by a community and passed on from generation to generation, including customs, practices, places, objects, artistic expressions, and values.

Cultural Heritage includes the Reconciliation Act Plan (RAP) for increased recognition of the Indigenous People in the Whitsunday Region and the Indigenous Land Use Agreement (ILUA) sets out activities and communications with all Traditional Owners in the region. The ILUA will ensure Council is compliant and provide the community with knowledge on the Traditional Owners within our region.

### Operations

Service	YTD	Oct	Nov	Dec	Monthly Trend
Meetings with Traditional Owners	2	0	1	0	▮

- On-site meeting held in Collinsville with Jangga Operations on Monday, 11 July 2022.
- Jangga Consultative Committee Meeting held in Charters Towers on Thursday, 17 November 2022.

### Projects

Project	Status	% Complete	Budget	Time
Reconciliation Action Plan (RAP)	Complete	100%	✓	✓
Indigenous Land Use Agreements (ILUA)	In Progress	80%	✓	✓

**13.4.1 - Foxdale Quarry Business Activity Report (Unaudited)- November - December 2022**

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Quentin Prince - Manager Quarry

**AUTHORISING OFFICER:** Adam Hagy - Director Infrastructure Services

**PRESENTED FOR:** Information

**ATTACHMENTS**

1. Monthly unaudited report - Foxdale Quarry - December 2022 [**13.4.1.1** - 5 pages]

**PURPOSE**

This report presents the financial and operational performance of the Foxdale Quarry.

**OFFICER'S RECOMMENDATION**

That Council receive the Foxdale Quarry Business Activity Report (Unaudited) for December 2022.

**BACKGROUND**

Monthly reports are presented for each of the business activities of Council detailing the financial and operational performance.

**DISCUSSION/CURRENT ISSUE**

The attached Business Activity report provides a high-level overview of the financial and operational performance of the Foxdale Quarry for December 2022.

**STATUTORY/COMPLIANCE MATTERS**

Local Government Regulation 2012 - Section 204.

**STRATEGIC IMPACTS**

Maximise the organisation's financial performance, achieving a high level of customer service, productivity and efficiency through strategic direction, expert advice and leadership. Improve our transport network with a focus on meeting the economic needs for the region including road safety, road building, maintenance processes, and renewal of ageing infrastructure.

**FINANCIAL IMPLICATIONS**

Please refer to the performance report within the attached Business Activity Report.

**CONSULTATION/ENGAGEMENT**

Management Accountant  
Director Corporate Services

## **RISK ASSESSMENT**

Regular reporting on the progress and achievements ensures accountability and transparency.

## **TIMINGS/DEADLINES**

This reporting provides ongoing oversight for Council of the quarry operations at least each 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**

No.

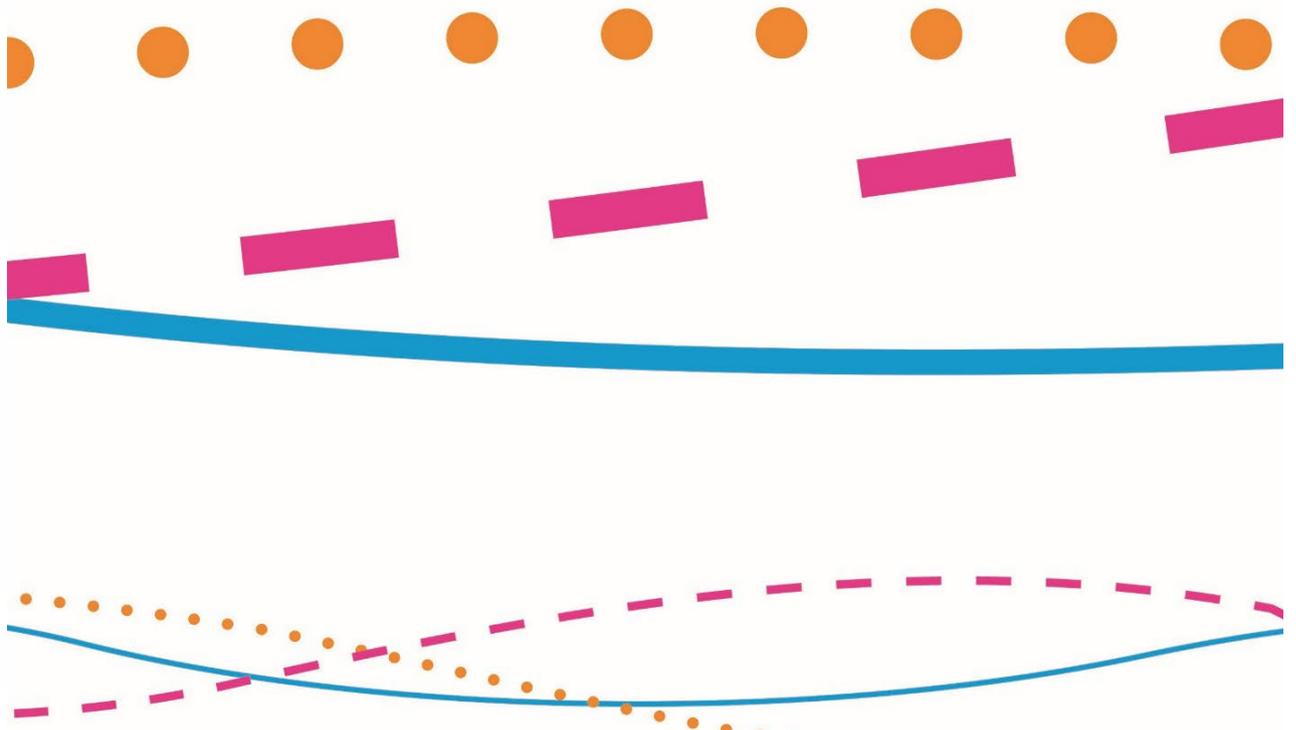
## **ALTERNATIVES CONSIDERED**

N/A



## Foxdale Quarry

Unaudited Business Activity Report | December 2022



# Overview of Operational Undertakings

## December 2022

The following information provides a high-level overview of operational undertakings of the Foxdale Quarry for December 2022.

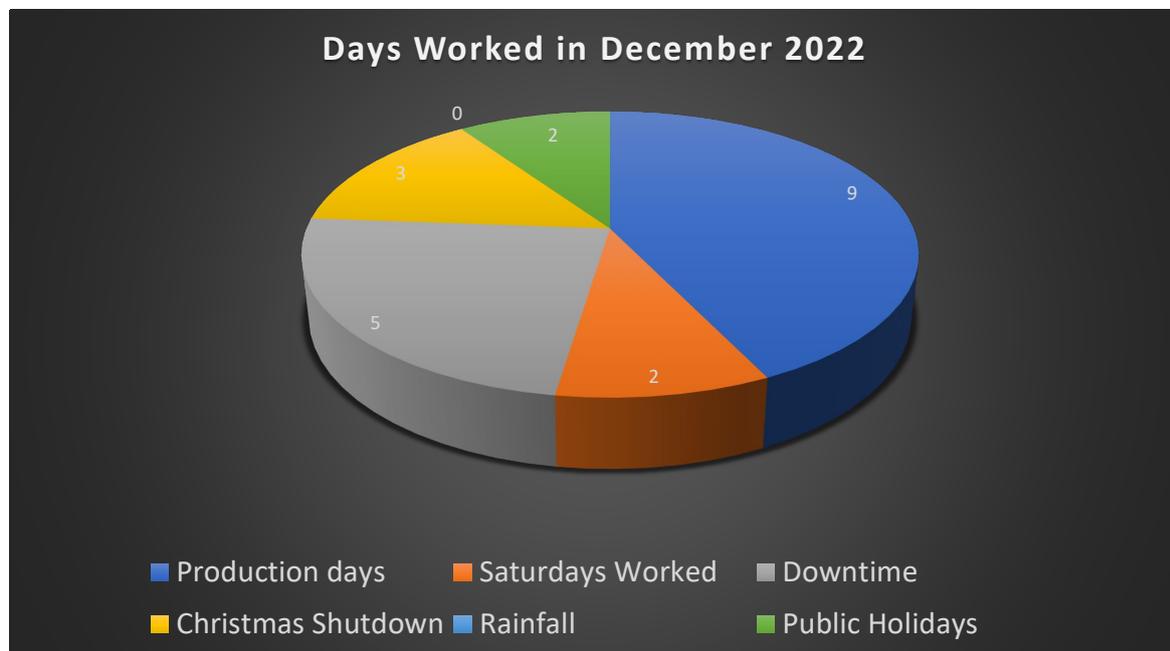
1<sup>ST</sup> to 5<sup>th</sup> of December undertook scheduled major maintenance

6<sup>th</sup> to 9<sup>th</sup> of December production of concrete aggregate

12<sup>th</sup> and 14<sup>th</sup> crusher broken down

15<sup>th</sup> to 22<sup>nd</sup> of November production of concrete aggregate

23<sup>rd</sup> December the quarry shut down for Christmas until 9<sup>th</sup> of January



## Quarry Production Summary

Material Description	Quantity in Tonnes
Aggregates	6110.87
Road Bases	0
Overburden Fill Materials	110.24
Armour Rock and Shot Rock	339.58
<b>Total</b>	<b>6560.69</b>

During the month of December, output was reduced due to three days of maintenance and an unexpected failure of a newly installed gear box driving one of the main product haulage conveyors.

**Quarry Sales Summary**

Material Description	Quantity in Tonnes
Aggregates	3335.84
Road Bases	1595.88
Overburden Fill Materials	110.24
Armour Rock and Shot Rock	406.18
<b>Total</b>	<b>5448.14</b>



**Fig 1. Quarry sales for the month of October 2022 in Comparison to September 2021.**

Overall Annual Sales have decreased in comparison to this time last year as the quarry has no major construction projects on order. The quarry has however supplied quotations to supply material for the WHBO works awarded to RMS Civil and provided quotations for the Hamilton Plains flood mitigation projects which are to start next year. If the quarry is successful, sales will increase rapidly.

**Plant and Machinery Performance**

**Crushing Plant**

Three days were lost to mechanical break downs of conveyors. The conveyors had to be taken out of service and their gear boxes replaced. Lightning storms during the second week of December stopped the crushing plant on several afternoons as the earth leakage sensing is very sensitive and close lightning strikes shuts down the power supply to the crushing unit.

**Mobile Plant**

There were no breakdowns of mobile plant during December with 100% reliability.



## STRATEGIC IMPACTS

As at the end of December the financial performance of the Foxdale Quarry shows an operating deficit of \$136,250 after corporate overheads.

The quarry has crushed and stockpiled a large amount of quarry materials in preparation for the wet season. The opening July stock balance of 35,304 tonnes has increased to 61,899 tonnes.

**Whitsunday Regional Council Business Unit Report for - Quarry****Unaudited Statement of Comprehensive Income****Monthly performance report year to December 2022**

					2021/22
	Ytd Actuals 2022/23	Current Budget 2022/23	YTD Budget 2022/23	%Ytd	Actuals 2021/22
<b>Operating revenue</b>					
Sale of goods and major services	1,007,569	3,552,477	1,776,238	57%	3,261,056
Other recurrent income	27,059	300,000	150,000	18%	17,764
<b>Total operating revenue</b>	<b>1,034,628</b>	<b>3,852,477</b>	<b>1,926,238</b>	<b>54%</b>	<b>3,278,820</b>
<b>Operating expenses</b>					
Employee benefits	(428,214)	(983,913)	(495,478)	86%	(830,369)
Materials and services	(671,949)	(2,244,985)	(1,129,493)	59%	(2,540,547)
Internal service provider expenditure (Excl.Overheads)	(6,076)	(12,165)	(6,082)	100%	(11,664)
Depreciation					
Property, plant and equipment	(64,639)	(140,545)	(70,273)	92%	(127,000)
External finance costs	0	(15,000)	(7,500)	0%	(12,262)
<b>Total operating expenses</b>	<b>(1,170,878)</b>	<b>(3,396,608)</b>	<b>(1,708,826)</b>	<b>69%</b>	<b>(3,521,843)</b>
<b>Surplus (deficit) from Operations Excluding Overheads</b>	<b>(136,250)</b>	<b>455,868</b>	<b>217,412</b>	<b>-160%</b>	<b>(243,022)</b>
Internal Corporate Overheads	(142,356)	(284,715)	(142,356)	100%	(378,339)
<b>Surplus (deficit) from Operations</b>	<b>(278,606)</b>	<b>171,153</b>	<b>75,056</b>	<b>-27%</b>	<b>(621,362)</b>
<b>Capital Income &amp; Expenses</b>					
Remove	0	0	0		0
Other capital income	0	0	0		127,427
Other capital expenses	0	0	0		(244,665)
<b>Net result for the period</b>	<b>(278,606)</b>	<b>171,153</b>	<b>75,056</b>	<b>-27%</b>	<b>(738,600)</b>

**Unaudited Balance Sheet as at 31 December 2022**

	2022/23 Actual	2021/22 Actual
<b>Current Assets</b>		
Cash and cash equivalents	(486,153)	(272,186)
Trade and other receivables	236,825	185,685
Inventory	1,104,416	683,788
Prepayments	-	-
<b>Total Current Assets</b>	<b>855,088</b>	<b>597,288</b>
<b>Non-current Assets</b>		
Property, plant and equipment	2,841,429	2,884,639
Closing WIP Balance	-	-
<b>Total Non-current Assets</b>	<b>2,841,429</b>	<b>2,884,639</b>
<b>TOTAL ASSETS</b>	<b>3,696,517</b>	<b>3,481,926</b>
<b>Current Liabilities</b>		
Trade and other payables	34,155	222,167
<b>Total Current Liabilities</b>	<b>34,155</b>	<b>222,167</b>
<b>Non-current Liabilities</b>		
Other Provisions	717,664	717,664
<b>Total Non-current Liabilities</b>	<b>717,664</b>	<b>717,664</b>
<b>TOTAL LIABILITIES</b>	<b>751,819</b>	<b>939,831</b>
<b>NET COMMUNITY ASSETS</b>	<b>2,944,698</b>	<b>2,542,095</b>
<b>Community Equity</b>		
Capital	3,407,089	2,790,519
Asset revaluation surplus	23,762	23,762
Capital reserve balances	35,000	35,000
Provision Cash	717,664	717,664
Unspent loan and depreciation cash held	-	-
Retained surplus (deficiency)	(1,238,817)	(1,024,850)
<b>TOTAL COMMUNITY EQUITY</b>	<b>2,944,698</b>	<b>2,542,095</b>

## 13.4.2 - Infrastructure Services Capital Progress Report - December 2022

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Michael Downing - Coordinator Capital Project Delivery

**AUTHORISING OFFICER:** Adam Hagy - Director Infrastructure Services

**PRESENTED FOR:** Information

### ATTACHMENTS

1. Infrastructure Services Capital Report - December 2022 [13.4.2.1 - 8 pages]

### PURPOSE

This report presents the progress of 2022/2023 Capital Projects up until 31 December 2022.

### OFFICER'S RECOMMENDATION

That Council receives the Infrastructure Services Capital Progress Report for December 2022.

### BACKGROUND

Resolution 2022/06/24.23 Budget for Financial Year 2022/2023.

### DISCUSSION/CURRENT ISSUE

This report presents the progress of 2022/2023 Capital projects.

The report also includes multi-year projects that remain active and carry over to the 2022/2023 financial year. Current financial progress of Major Projects, W4Q programs, Infrastructure Capital Delivery is \$4,297,707 actual out of a \$23,476,183 overall budget.

Other capital projects such as Shute Harbour, DRFA works, Water & Wastewater are the subject of separate reports.

### STATUTORY/COMPLIANCE MATTERS

N/A

### STRATEGIC IMPACTS

Meet Capital Works Delivery targets and ensure budget, time, and quality is maintained.

### FINANCIAL IMPLICATIONS

Refer to expenditure summary attached to the progress report.

### CONSULTATION/ENGAGEMENT

Capital Projects Control Group.

### RISK ASSESSMENT

Regular reporting on the progress and achievements ensures accountability and transparency.

## **TIMINGS/DEADLINES**

N/A

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

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.

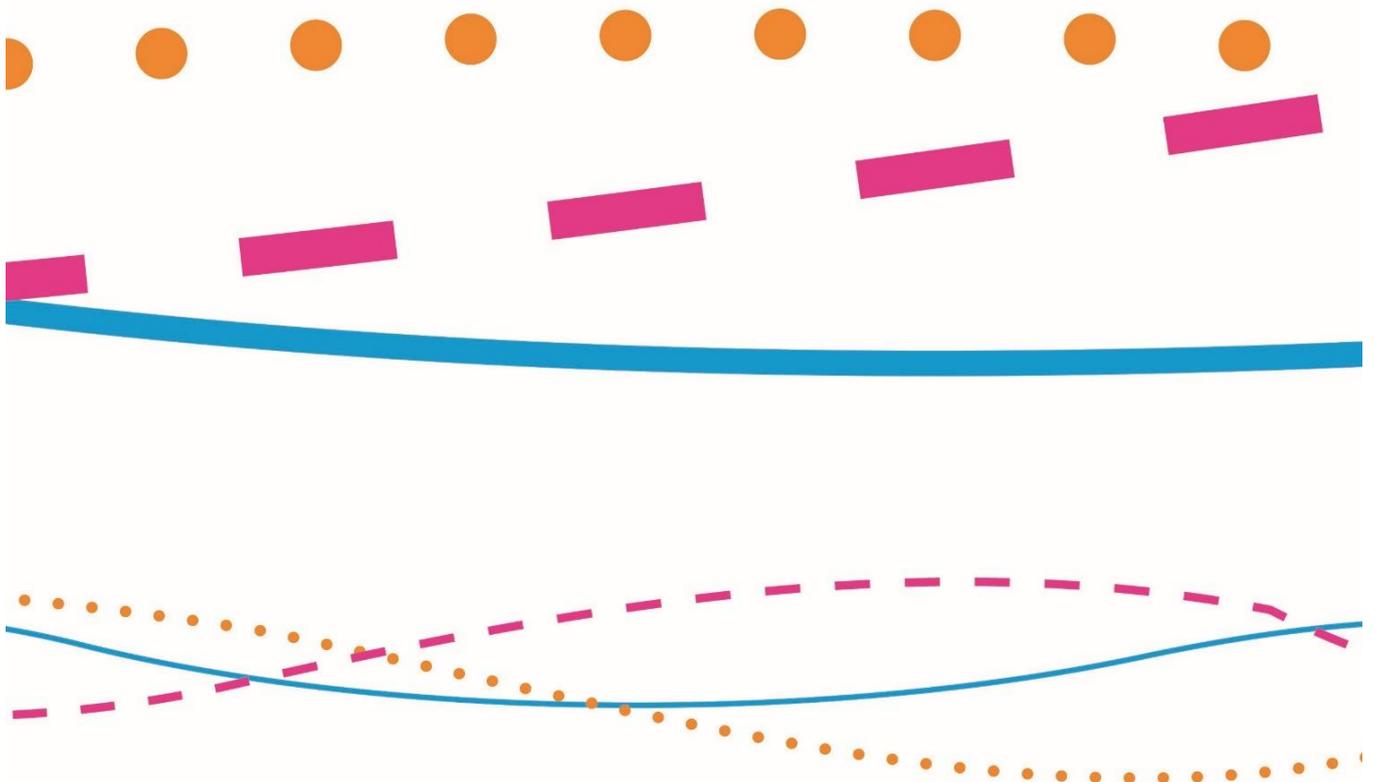
## **ALTERNATIVES CONSIDERED**

N/A



# Infrastructure Services Capital Delivery

Monthly Report | December 2022



## Project Delivery Status

The following provides an overview of the capital project progress for December 2022.

### Major Projects

#### Projects Currently Underway

Lake Proserpine:				Status
Budget	\$3,153,007	Projected Spend	\$3,153,000	✓
Completion Expected	June 2020	Completion Actual	Ongoing	✗
Final approvals have been provided for the wastewater treatment system and the contractor is procuring the materials for install. Dates for installation will be provided once known.				

### Works for Queensland | Round 4 2021/2024 \$3.84 million

#### Projects Completed

Collinsville Community Centre – Exterior Painting Program				Status
Budget	\$68,000	Projected Spend	\$50,863	✓
Completion Expected	June 2022	Completion Actual	July 2022	✗
Case Park Walking Track Bowen				Status
Budget	\$383,500	Projected Spend	\$495,388	✗
Completion Expected	Apr 2022	Completion Actual	August 2022	✗
Gloucester Sports Park Access and Car Park Reconstruction and Seal				Status
Budget	\$300,000	Projected Spend	\$404,692	✗
Completion Expected	June 2022	Completion Actual	Oct 2022	✗

#### Projects Cancelled

Astroturfing of the Airlie Beach Lagoon 'Beach Area'				Status
Budget	\$125,711	Projected Spend	\$0	
Completion Expected	June 2022	Completion Actual	Cancelled	
Hydrotherapy Rehabilitation Above Ground Pool Bowen				Status
Budget	\$75,000	Projected Spend	\$0	
Completion Expected	June 2022	Completion Actual	Cancelled	

#### Projects Currently Underway

Bowen WTP Intake, Switchboard and Structure				Status
Budget	\$300,500	Projected Spend	\$210,000	✓
Completion Expected	June 2022	Completion Actual	Ongoing	✗
The remaining two pumps for supply are being manufactured and will be available for install early in 2023. This will complete the works under this scope as the switchboard and structural aspects will be assessed alongside other Council funded works at the plant.				
Brandy Creek – New Amenities				Status
Budget	\$140,332	Projected Spend	\$200,000	✗
Completion Expected	June 2022	Completion Actual	Ongoing	✗

The amenities kit has been ordered and in the first quarter of 2023. Quotes will be sought for installation close to the arrival of the kit.				
<b>Collinsville Aquatic Facility – Pool Retiling Renewal</b>				<b>Status</b>
<b>Budget</b>	\$140,400	<b>Projected Spend</b>	\$160,000	✘
<b>Completion Expected</b>	Sept 2022	<b>Completion Actual</b>	Ongoing	✘
A contract has been awarded for the initial works funded by this program. They are planned to happen in May to coincide with the winter closure.				
<b>Greening &amp; Growing Bowen 3 – Recycled Water Network Extension</b>				<b>Status</b>
<b>Budget</b>	\$428,000	<b>Projected Spend</b>	\$250,000	✔
<b>Completion Expected</b>	June 2022	<b>Completion Actual</b>	Ongoing	✘
All works have been completed except for final connections, testing and tidying up of road crossings which will occur early in 2023.				
<b>Lions Lookout &amp; Carpark Upgrade – Shute Harbour</b>				<b>Status</b>
<b>Budget</b>	\$475,000	<b>Projected Spend</b>	\$650,000	✘
<b>Completion Expected</b>	June 2022	<b>Completion Actual</b>	Ongoing	✘
The lookout upgrade was delayed due to material supply issues. Works will commence after the Christmas break to complete the project				
<b>Sewer Relining - Regional</b>				<b>Status</b>
<b>Budget</b>	\$500,000	<b>Projected Spend</b>	\$500,000	✔
<b>Completion Expected</b>	Dec 2021	<b>Completion Actual</b>	Ongoing	✘
90% of works have been completed with additional mains being relined as and when further assets are identified as fitting the scope. The contractor is returning early in 2023 to finalise the scope of works.				

## Infrastructure Services Capital Delivery Program 2020/2021 & 2021/2022

### Projects Completed

<b>TMR early works Cannonvale</b>				<b>Status</b>
<b>Budget</b>	\$5,000,000	<b>Projected Spend</b>	\$2,000,000	✔
<b>Completion Expected</b>	Nov 2021	<b>Completion Actual</b>	July 2022	✘
<b>Cannonvale Skate Bowl Reconstruction (stage 1)</b>				<b>Status</b>
<b>Budget</b>	\$300,000	<b>Projected Spend</b>	\$300,000	✔
<b>Completion Expected</b>	Dec 2021	<b>Completion Actual</b>	August 2022	✘
<b>Gregory/Williams Roundabout Bowen</b>				<b>Status</b>
<b>Budget</b>	\$469,000	<b>Projected Spend</b>	\$510,000	✘
<b>Completion Expected</b>	June 2022	<b>Completion Actual</b>	August 2022	✘
<b>Barker Park Upgrade Bowen</b>				<b>Status</b>
<b>Budget</b>	\$193,000	<b>Projected Spend</b>	\$224,000	✘
<b>Completion Expected</b>	Mar 2022	<b>Completion Actual</b>	Oct 2022	✘
<b>Bowen Front Beach Irrigation Upgrade</b>				<b>Status</b>
<b>Budget</b>	\$46,000	<b>Projected Spend</b>	\$46,000	✔
<b>Completion Expected</b>	Dec 2021	<b>Completion Actual</b>	Ongoing	✘
<b>Queens Beach Basketball Lighting</b>				<b>Status</b>
<b>Budget</b>	\$20,000	<b>Projected Spend</b>	\$20,000	✔
<b>Completion Expected</b>	Mar 2022	<b>Completion Actual</b>	Ongoing	✘

### Projects Currently Underway

Forestry Road Upgrade Brandy Creek				Status
Budget	\$1,000,000	Projected Spend	\$1,000,000	✓
Completion Expected	June 2021	Completion Actual	Ongoing	✗
The last two remaining stormwater renewals include a 750mm pipe crossing and the replacement of a timber culvert deck with concrete link slabs. Resheeting and sealing of the road will finalise the project with 49 pipe crossings having been improved to reduce risk of damage to the road.				

## Infrastructure Services Capital Delivery Program 2022/2023

### Projects Cancelled

Airlie Crescent Kerb and Channel Upgrade Airlie Beach				Status
Budget	\$90,000	Projected Spend	\$0	
Completion Expected	June 2023	Completion Actual	Cancelled	
Moonlight Drive Stormwater Upgrade Jubilee Pocket				Status
Budget	\$90,000	Projected Spend	\$0	
Completion Expected	June 2023	Completion Actual	Cancelled	

### Projects Currently Underway

Choose Collinsville Project				Status
Budget	\$989,000	Projected Spend	\$989,000	✓
Completion Expected	Dec 2023	Completion Actual	Ongoing	✓
With Council having adopted the plans in September further design and procurement will be carried out to firm up the scope and estimate with a start proposed for around March 2023.				
22/23 Reseal Program				Status
Budget	\$1,402,887	Projected Spend	\$1,402,887	✓
Completion Expected	June 2023	Completion Actual	Ongoing	✓
Works commenced prior to Christmas and will recommence at the end of the school holidays.				
Rehabilitation Program (Sealed Roads)				Status
Budget	\$540,865	Projected Spend	\$540,865	✓
Completion Expected	June 2023	Completion Actual	Ongoing	✓
As per the reseal program above.				
Unsealed Roads Resheeting Program				Status
Budget	\$1,596,129	Projected Spend	\$1,596,129	✓
Completion Expected	June 2023	Completion Actual	Ongoing	✓
The assets team are currently working on a review of the gravel depths and condition of roads throughout the region. The resheeting program will be refined once further data is available with no roads currently planned for gravel to be imported for resheeting. A full resheet of Tondara Road is currently being considered.				
Stewart Drive Kerb and Channel Cannonvale				Status
Budget	\$160,000	Projected Spend	\$160,000	✓
Completion Expected	March 2023	Completion Actual	Ongoing	✓
Approximately 150m of layback kerb is to be replaced on Stewart Drive. Design documents have been completed. A start date will be provided once the works are planned.				
Morrill Steet Drainage Easement Bowen				Status
Budget	\$140,000	Projected Spend	\$140,000	✓

<b>Completion Expected</b>	June 2024	<b>Completion Actual</b>	Ongoing	✓
Discussions are ongoing with a property owner regarding the purchase of an easement. Little progress has been made to date and may well be the case for several months.				
<b>Coconut Grove Disabled Parking Bays Airlie Beach</b>				<b>Status</b>
<b>Budget</b>	\$25,000	<b>Projected Spend</b>	\$25,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
Design documents have been completed. Two compliant disabled ramps are proposed to be constructed near to the toilet block at the foreshore. A start date will be provided once the works are planned.				
<b>Walker Street Footpath Collinsville</b>				<b>Status</b>
<b>Budget</b>	\$372,000	<b>Projected Spend</b>	\$245,000	✓
<b>Completion Expected</b>	Dec 2022	<b>Completion Actual</b>	Nov 2022	✓
The project was completed early in November following linemarking.				
<b>Blake Street Disabled Parking Bay and Footpath Collinsville</b>				<b>Status</b>
<b>Budget</b>	\$62,640	<b>Projected Spend</b>	\$81,000	✗
<b>Completion Expected</b>	Dec 2022	<b>Completion Actual</b>	Nov 2022	✓
The project was completed early in November following linemarking.				
<b>Bus Stop DDA Compliance Regionwide</b>				<b>Status</b>
<b>Budget</b>	\$250,000	<b>Projected Spend</b>	\$250,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
Once our bus stops have been audited this budget will upgrade the DDA compliance where required. This budget will also be used in conjunction with the bus shelter funding.				
<b>Bus Stop Shelter Program Regionwide</b>				<b>Status</b>
<b>Budget</b>	\$96,050	<b>Projected Spend</b>	\$96,050	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
5 bus shelters have been ordered using the grant funding. Locations are still to be confirmed as we await responses from State Government and the local operators as well as asset data.				
<b>Unsealed Roads Creek Crossing Program</b>				<b>Status</b>
<b>Budget</b>	\$300,000	<b>Projected Spend</b>	\$300,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
We await a new list of locations from the assets team for further locations to be reviewed, the funds are proposed to be pushed to 2023/2024 as they are unlikely to be utilised this financial year.				
<b>Tondara Road Seal Project Gumlu</b>				<b>Status</b>
<b>Budget</b>	\$4,443,813	<b>Projected Spend</b>	\$200,000	✓
<b>Completion Expected</b>	Dec 2023	<b>Completion Actual</b>	Ongoing	✓
The project has been reduced following review and discussion with the gold mine. It is proposed to utilise funds to renew several stormwater crossings and investigate options to renew the main call-point creek crossings.				
<b>Balaam Road Floodway Upgrade Bowen</b>				<b>Status</b>
<b>Budget</b>	\$300,000	<b>Projected Spend</b>	\$300,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
It is proposed to push this project into 2023/2024 due to current programmed works for the depot staff and the need to design a suitable solution.				
<b>Mill Street Kerb and Channel Proserpine</b>				<b>Status</b>
<b>Budget</b>	\$40,000	<b>Projected Spend</b>	\$40,000	✓
<b>Completion Expected</b>	Dec 2022	<b>Completion Actual</b>	Ongoing	✗

Design documents have been provided to the depot to progress with planning the delivery. A start date will be provided once the works are planned.				
<b>Richmond Road Floodway Bowen</b>				<b>Status</b>
<b>Budget</b>	\$750,000	<b>Projected Spend</b>	\$750,000	✓
<b>Completion Expected</b>	Feb 2023	<b>Completion Actual</b>	Ongoing	✓
Works are now being planned to commence shortly after the Christmas holidays. Notification will be provided to stakeholders and emergency services upon return from the break. A full road closure and detour will allow works to be carried out as quickly as possible.				
<b>Scottville Road Upgrade Collinsville</b>				<b>Status</b>
<b>Budget</b>	\$654,866	<b>Projected Spend</b>	\$654,866	✓
<b>Completion Expected</b>	Dec 2023	<b>Completion Actual</b>	Ongoing	✓
This is a multi-year project co-funded under the TIDs program. Design will be progressing in the coming months to piece together a selection of past designs and improve heavy vehicle access to the mine and pedestrian access between Collinsville and Scottville. Construction will commence late in this financial year and roll into the 23/24 year.				
<b>Williams Street Kerb and Channel Upgrade Bowen</b>				<b>Status</b>
<b>Budget</b>	\$21,515	<b>Projected Spend</b>	\$21,515	✓
<b>Completion Expected</b>	Dec 2022	<b>Completion Actual</b>	Ongoing	✓
This project will solve a complaint from users who have tripped near Supercheap in Bowen. The design will be finalised early in 2023 and fitted in amongst other works.				
<b>Eshelby Drive Footpath – Stage 1 (300m) Cannonvale</b>				<b>Status</b>
<b>Budget</b>	\$350,000	<b>Projected Spend</b>	\$350,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
Design is progressing and should complete early in 2023. Construction will be planned and dates for commencement advised once known.				
<b>Bicentennial Boardwalk Refurbishment Airlie Beach</b>				<b>Status</b>
<b>Budget</b>	\$803,537	<b>Projected Spend</b>	\$950,000	✗
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
The tender was awarded at the final Ordinary Council Meeting of 2022. Stakeholder engagement will commence early in 2023 to ensure affected businesses and organisations are aware of the proposed works.				
<b>Homestead Place Stormwater Upgrade Cannon Valley</b>				<b>Status</b>
<b>Budget</b>	\$100,000	<b>Projected Spend</b>	\$100,000	✓
<b>Completion Expected</b>	June 2024	<b>Completion Actual</b>	Ongoing	✓
The assets team are proceeding with discussions for the sizing and purchase of an easement to reduce flooding to private property. The stormwater upgrade will likely occur in the 23/24 year depending on how these discussions progress.				
<b>Woodwark Crescent Stormwater Reconstruction Cannonvale</b>				<b>Status</b>
<b>Budget</b>	\$250,000	<b>Projected Spend</b>	\$250,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
Investigations are ongoing with relining of the failed pipe being an alternative to replacing the asset and working on a difficult site.				
<b>Neerim Crescent Stormwater Renewal Shute Harbour</b>				<b>Status</b>
<b>Budget</b>	\$200,000	<b>Projected Spend</b>	\$200,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓

It is proposed to replace the failed pipe with an open channel with appropriate erosion control. Design was completed in October allowing the work to be planned and a start date will be provided once known.				
<b>Stormwater Renewals Regionwide</b>				<b>Status</b>
<b>Budget</b>	\$500,000	<b>Projected Spend</b>	\$500,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
The assets team are working through the CCTV to determine the most crucial and best value renewals to complete with the budget available. This budget is proposed to be pushed to 2023/2024 to better plan the proposed projects.				
<b>Cannonvale Skate Bowl Stage 2</b>				<b>Status</b>
<b>Budget</b>	\$490,000	<b>Projected Spend</b>	\$490,000	✓
<b>Completion Expected</b>	May 2023	<b>Completion Actual</b>	Ongoing	✓
The appointed contractor is continuing to design the skate bowl. Commencement on site will be notified once a date is known.				
<b>Halpannel Park Bollards Proserpine</b>				<b>Status</b>
<b>Budget</b>	\$83,000	<b>Projected Spend</b>	\$83,000	✓
<b>Completion Expected</b>	March 2023	<b>Completion Actual</b>	Ongoing	✓
An RFQ will be sent out after Christmas for the install of bollards which have been ordered.				
<b>Parks Asset Renewals 22/23 Regionwide</b>				<b>Status</b>
<b>Budget</b>	\$112,300	<b>Projected Spend</b>	\$112,300	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
Various contracts have been awarded for asset renewals such as the Bowen skins and numerous signs and furniture.				
<b>Collinsville Pump Track</b>				<b>Status</b>
<b>Budget</b>	\$300,000	<b>Projected Spend</b>	\$300,000	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
Early investigations have commenced regarding the delivery of this funded project. Further external funding is also being sought to allow for a better asset to be constructed having researched what other councils are constructing.				
<b>Edgecumbe Heights Walking Track Bowen</b>				<b>Status</b>
<b>Budget</b>	\$805,537	<b>Projected Spend</b>	\$805,537	✓
<b>Completion Expected</b>	June 2023	<b>Completion Actual</b>	Ongoing	✓
Documents have been prepared for quoting of the scope of works which will be advertised after Christmas and materials have arrived ahead of the construction stage. Discussions relating to cultural heritage are reaching a conclusion for the access tracks to construct the works.				

# Attachment 13.4.2.1 Infrastructure Services Capital Report - December 2022

## Capital Projects Monthly Report

Program	Sub - Program	Job	Name of Project
PPF - Property & Facilities	W4Q COVID	8608	Bowen Aerodrome Work Camp Dwelling - Superstructure Renewal
CDL - Function Centres	Road Construction	8901	Flagstaff Hill Cultural & Conference Centre - Capark Lightin
RS - Pools, Lagoons & Enclosure	W4Q COVID	8600	Bowen Aquatic Facility - town pool amenity upgrade
RS - Pools, Lagoons & Enclosure	W4Q COVID	8602	Collinsville Aquatic Facility - town pool amenity and kiosk
RS - Pools, Lagoons & Enclosure	W4Q COVID	8603	Proserpine Aquatic Facility - residence demolition and kiosk
R&D - Assets	Road Construction	4023	Airle Crescent Kerb and Channel Upgrade
R&D - Assets	Road Construction	4024	Bus Stop DDA Compliance
R&D - Assets	Road Construction	4025	Coconut Grove Disabled Parking Bays
R&D - Assets	Road Construction	4026	Walker Street Footpath
R&D - Assets	Road Construction	4027	Morrill St Drainage Easement
R&D - Assets	Road Construction	4028	Blake St Disabled parking bay and footpath
R&D - Assets	Road Construction	4029	Stewart Drive Kerb and Channel
R&D - Assets	Road Construction	4030	Pringle Rd Slope Stabilisation
R&D - Assets	Road Construction	4031	Mill Street Kerb and Channel
R&D - Assets	Road Construction	4033	Collinsville Pump Track
R&D - Assets	Road Construction	4034	Williams Street K&C Upgrade
R&D - Assets	Road Construction	4035	LRCI - Bicentennial Boardwalk refurbishment
R&D - Assets	Road Construction	4036	Neerim Crescent Stormwater Renewal
R&D - Assets	Road Construction	4037	Moonlight Drive Stormwater Upgrade
R&D - Assets	Road Construction	4038	Homestead Place Stormwater Upgrade
R&D - Assets	Road Construction	4039	Woodward Crescent Stormwater Reconstruction
R&D - Assets	Road Construction	4075	Rehabilitation Program (Sealed Roads)
R&D - Assets	Road Construction	4083	Stormwater Renewals
R&D - Assets	Road Construction	4084	Eshelby Drive Footpath - Stage 1 (300m)
R&D - Assets	Road Construction	4085	Balaam Road Floodway Upgrade
R&D - Assets	Road Construction	4101	Kelsey Creek Road Black Spot
R&D - Assets	Road Construction	4102	Renwick Road shared path
R&D - Assets	Road Construction	8101	Up River Road Culvert Crossing
R&D - Assets	Road Construction	8626	Construction of Lagoon Deck and Shared Cycle Path
R&D - Assets	Road Construction	8629	LRCI - Edgcombe Heights Walking Tracks Upgrade
R&D - Assets	Road Construction	8630	Forestry Road
R&D - Assets	Road Construction	8637	Reseal Program
R&D - Assets	Road Construction	8639	Unsealed Roads Creek Crossing Upgrade Program
R&D - Assets	Road Construction	8640	Unsealed Roads Resheeting Program
R&D - Assets	Road Construction	8645	Ted Cunningham Bridge Upgrade
R&D - Assets	Road Construction	8793	Adina/Wambiri intersection repair
R&D - Assets	Road Construction	8817	TMR early works - Paluma Rd to Tropic Rd
R&D - Assets	Road Construction	8861	Bus stop Shelter Program
R&D - Assets	Road Construction	8904	Reseal Program
R&D - Assets	Road Construction	8905	Catalina shared path
R&D - Assets	Road Construction	8911	Waterson Way car park construction and seal
R&D - Assets	Road Construction	8912	Calista Court Footpath
R&D - Assets	Road Construction	8913	Harbour Avenue Remedial Stormwater Works
R&D - Assets	Road Construction	8938	Construction of Roundabout at intersection of Gregory and
R&D - Assets	Road Construction	9106	Richmond Road Floodway Upgrade (TIDS)
R&D - Assets	Road Construction	9107	Scottville Road (TIDS)
R&D - Assets	Road Construction	9108	Tondara Road Seal Project
R&D - Assets	Road Construction	9109	Queens Beach Path renewal
R&D - Assets	Road Construction	9110	Bowen Drain wall renewal

From 01 July 2022 to 31 December 2022

Current Annual Budget vs Current year Actuals

a.	b.	(a. - b.)	
23,476,183	4,297,707	19,178,476	82%
CURRENT ANNUAL BUDGET	ACTUALS TO DATE \$	REMAINING ANNUAL BUDGET	% Rem
773	480	293	38%
114,000	75,255	38,745	34%
8,550	-	8,550	100%
78,621	-	78,621	100%
61,986	47,370	14,616	24%
90,000	107	89,893	100%
125,000	223	124,777	100%
24,267	3,660	20,607	85%
370,186	242,246	127,940	35%
140,000	-	140,000	100%
76,277	79,153	(2,876)	-4%
159,930	1,017	158,913	99%
40,000	-	40,000	100%
39,716	624	39,092	98%
300,000	1,922	298,078	99%
21,515	2,767	18,748	87%
803,537	6,875	796,662	99%
200,000	7,428	192,572	96%
90,000	107	89,893	100%
100,000	-	100,000	100%
250,000	1,402	248,598	99%
540,865	-	540,865	100%
500,000	1,537	498,463	100%
350,000	15,342	334,658	96%
300,000	1,492	298,508	100%
233,500	413	233,087	100%
250,000	21,198	228,802	92%
-	(19,573)	19,573	0%
434	839	(405)	-93%
802,799	20,333	782,466	97%
742,312	438,339	303,973	41%
5,393	2,506	2,887	54%
540,530	303,584	236,946	44%
2,045,841	298,312	1,747,529	85%
170	1,575	(1,405)	-827%
2,954	852	2,102	71%
295,760	35,382	260,378	88%
96,050	-	96,050	100%
1,602,887	569,253	1,033,634	64%
10,846	1,058	9,788	90%
87,114	-	87,114	100%
-	918	(918)	0%
51,503	-	51,503	100%
196,403	194,875	1,528	1%
771,877	205,337	566,540	73%
704,866	5,873	698,993	99%
4,442,701	73,235	4,369,466	98%
-	389	(389)	0%
24,840	-	24,840	100%

### **13.4.3 - Whitsunday Water and Waste Business Unaudited Activity Report December 2022**

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Shannon Lorroway - Admin Coordinator Whitsunday Water

**AUTHORISING OFFICER:** Adam Hagy - Director Infrastructure Services

**PRESENTED FOR:** Information

#### **ATTACHMENTS**

1. Business Activity Report - Whitsunday Water & Waste - December 2022 [13.4.3.1 - 8 pages]

#### **PURPOSE**

To provide Council with information on the operational performance of the Whitsunday Water and Waste business activity.

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

That Council receive the unaudited Whitsunday Water and Waste Business Activity Report for the month of December 2022.

#### **BACKGROUND**

The previous report for the Whitsunday Water and Waste business activity was submitted to Ordinary Council Meeting held 23 November 2022 detailing the month of October 2022. Resolution OM2022/11/23.24.

#### **DISCUSSION/CURRENT ISSUE**

The unaudited Whitsunday Water and Waste business activity report provides a high-level overview of the operational undertakings of the water, sewer and waste business activity for the month of December 2022. Refer Attachment 1.

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

N/A

#### **STRATEGIC IMPACTS**

Provide reliable, safe, secure, environmentally responsible, and affordable water and waste services.

#### **FINANCIAL IMPLICATIONS**

N/A

## **CONSULTATION/ENGAGEMENT**

Chief Operating Officer Whitsunday Water  
Administration Coordinator Whitsunday Water  
Management Accountant Whitsunday Water  
Capital Works Project Manager  
Manager Waste and Recycling Services  
Manager Network Operations  
Manager Treatment Operations

## **RISK ASSESSMENT**

N/A

## **TIMINGS/DEADLINES**

N/A

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

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

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

This decision does not limit the above identified human rights.

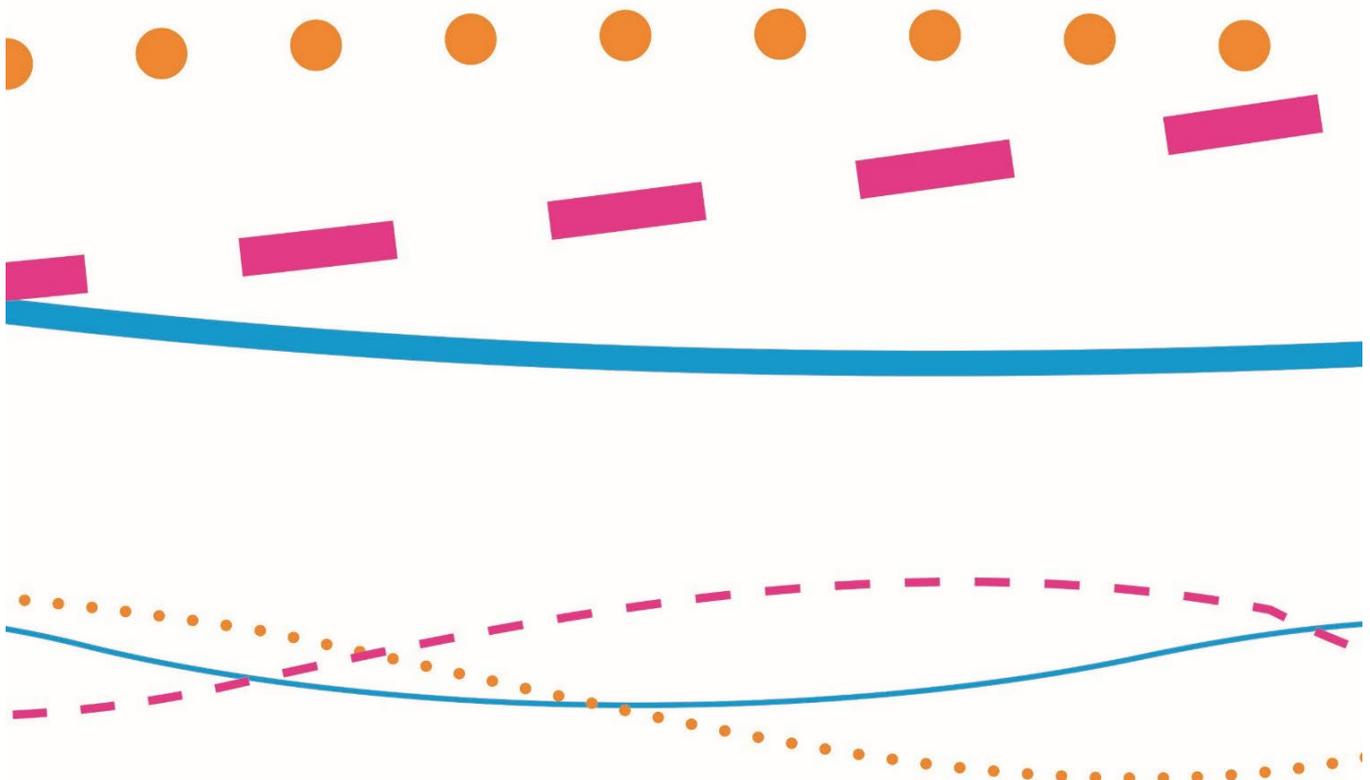
## **ALTERNATIVES CONSIDERED**

N/A



# Whitsunday Water & Waste

Business Activity Report | December 2022



## Overview of Operational Undertakings

The following information provides a high-level overview of operational undertakings of the water, sewer, and waste business activity for December 2022.

A total of 194 requests were received in December 2022.

The tables below display the contribution of each customer request category to the total.

Category - Water	Scheme			
	Bowen	Coastal	Collinsville	Proserpine
Low water pressure	-	1	-	-
Water planned interruption	-	-	-	-
No water	-	-	-	-
Fire Hydrants	1	-	-	2
Water unplanned interruption	-	-	-	-
Dirty Water/Quality	-	-	-	1
Water Main Broken/Leaking	-	1	-	1
Water other	7	10	3	2
Water Meter Damaged/Leaking	1	-	1	1
Water Service Broken/Leaking	7	19	4	13
Water Connections	2	11	-	2

Category - Sewer	Scheme			
	Bowen	Coastal	Collinsville	Proserpine
House pump alarm	-	1	-	-
Manholes	1	-	-	-
Pump stations	-	-	-	-
Sewer mains	-	-	-	-
Sewer odour	1	1	-	-
Sewer overflows and blockages	4	1	-	1
Sewer other	-	-	-	-

Category - Waste	Scheme			
	Bowen	Coastal	Collinsville	Proserpine
Additional Bin Service - Recycling	1	-	-	2
Additional Bin Service - Waste	2	-	-	-
Missed Bin Service - Recycling	3	1	-	5
Missed Bin Service - Waste	3	3	-	7
New Bin Service - Waste & Recycling	3	8	1	4
Repair Replacement Bin - Recycling	-	2	-	-
Repair Replacement Bin - Waste	32	9	-	8

The following **Top 3** prioritised current projects for each work section in the WW business unit is summarised below:

Management Accountant

- Progress naming convention in collaboration with the Water and Sewer Networks team.
- Review of Price Path models for 23-24 and commence gathering financial data and delegate tasks and deadlines.
- Participate as a stakeholder in the development of the Waste Asset Management Plan and Waste Strategy.

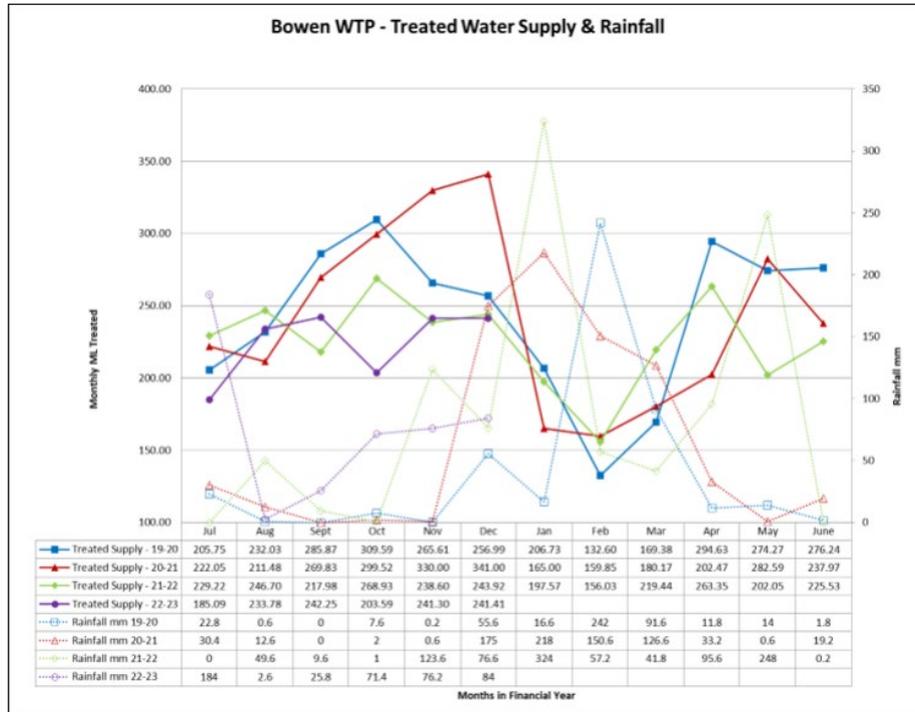
Network Manager

- Coordinate and complete December 2022 water meter reads
- Plan works and manage staff leave for Networks team over Christmas closure period
- Arrange critical spares, tidy work areas and make safe for Christmas closure

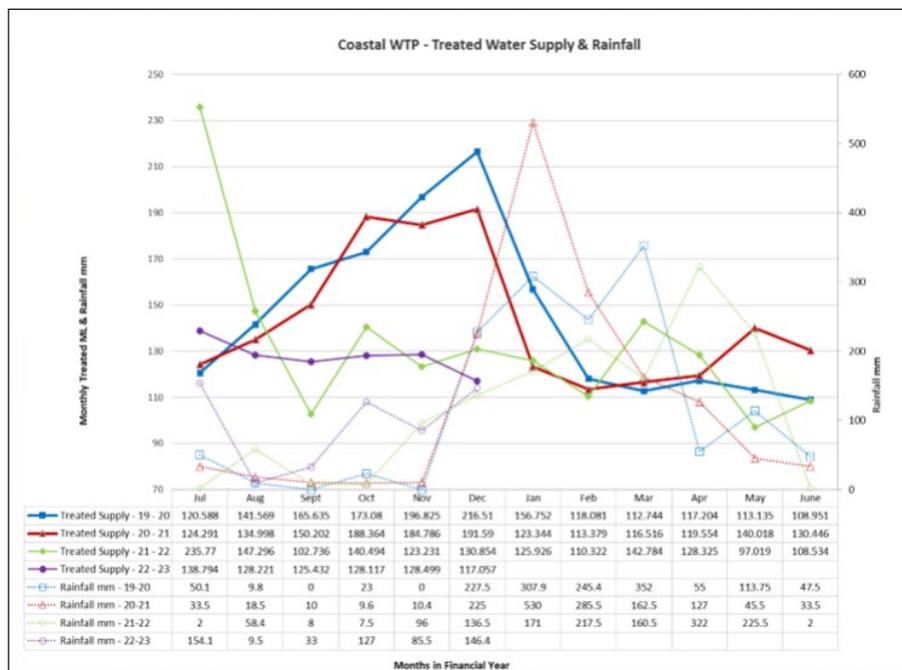
Manager Treatment Operations

- Bowen STP defect resolution
- Cannonvale STP MBR replacement project
- Kelsey Creek Landfill leachate management

Water Demand Statistics December 2022



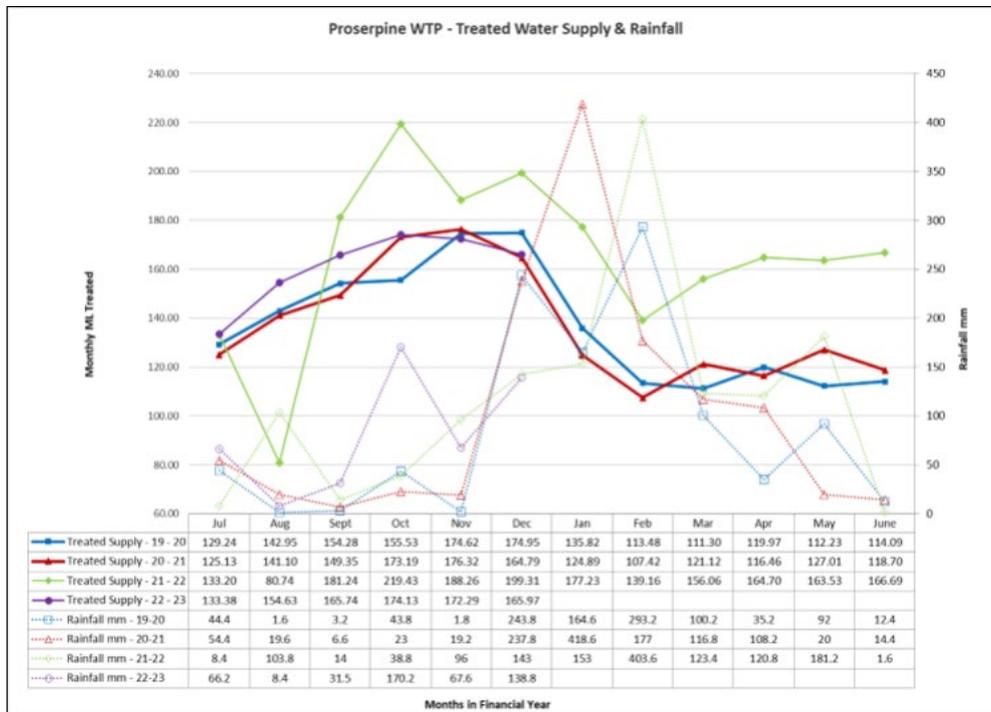
The Bowen WTP has produced an average of **7.8 ML/day** of treated water during December 2022.



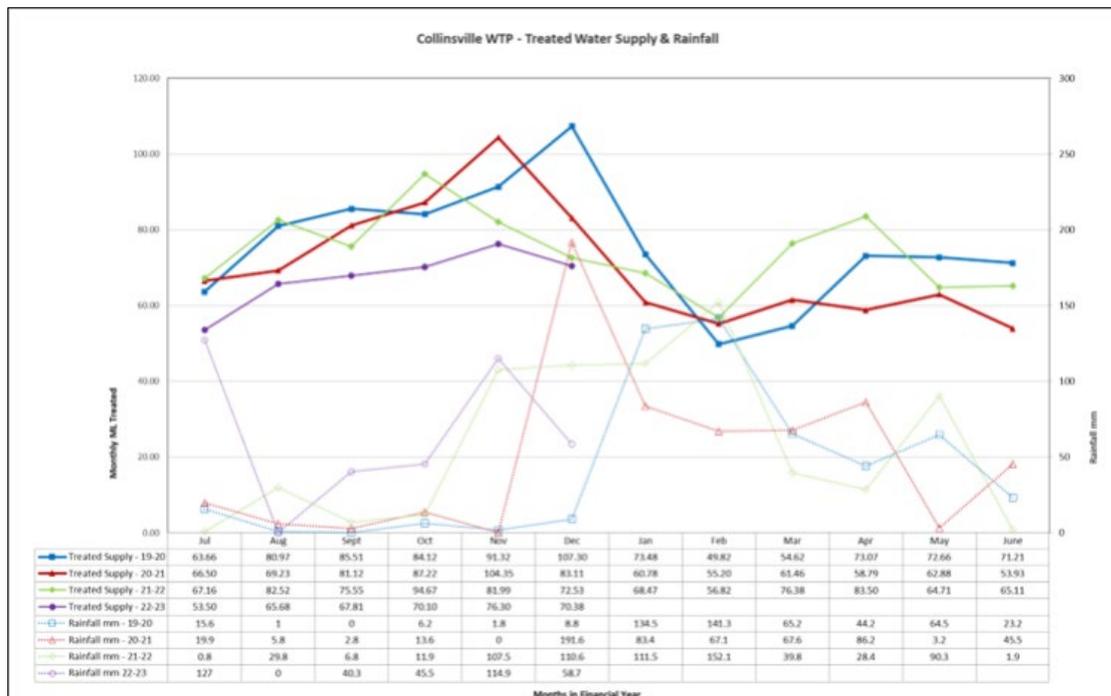
The Coastal WTP has produced an average of **3.8 ML/day** of treated water during December 2022.



Attachment 13.4.3.1 Business Activity Report - Whitsunday Water & Waste - December 2022



The Proserpine WTP has produced an average of **5.4 ML/day** of treated water during December 2022.



The Collinsville WTP has produced an average of **2.3 ML/day** of treated water during December 2022.



### **Waste Management**

In December 2022, total waste handled in the region was **4,453** tonnes.

- **3,098** tonnes were landfilled at Kelsey Creek & Bowen landfills.
- **1,355** tonnes of waste were diverted from landfills (**30%** diversion achieved from Operational Plan target of 20%).
- **124** tonnes kerbside recycling collection - (disposed at Materials Recycling Facilities - MRFs).

#### **Waste Top 3:**

- Waste strategy review commenced on 18 October 2021. Milestones have been revised to align closer with the preparation of DES funded Regional Waste Management Plans. Final modelling has been completed with further internal stakeholder consultation to commence in November 2022.
- The preparation of Regional Waste Management Plans (RWMPs) for North Queensland, Greater Whitsundays, Central Queensland, and Wide Bay Burnett are being funded by DES and being delivered by LGAQ on behalf of the regions. The intention of the plan is to provide long-term direction to 2050 [aligned with the delivery of Queensland's *Waste Management and Resource Recovery Strategy*] of the needs of the region in terms of critical waste streams, infrastructure, and the identification of a particular suite of levers required to achieve regionally specific targets. This work is ongoing with a draft plan expected to be available to Council by December 2022. Workshops have been held with the respective Council Waste Managers with expected further discussion with Councils executive leadership teams; and clarification of Councils role/s in delivery of any infrastructure or non-infrastructure solutions.
- Waste Service have commenced with the alignment of its future Waste Collections contact tender process with Mackay Regional Council. The strategic alignment of the procurement process will facilitate an ACCC approved joint tender process with further opportunity to align waste facility bulk bin services.

### **Capital Works Projects**

#### **4058 Cannonvale reservoir**

The project includes the installation of the new pressure reducing valve off the existing 525mm diameter AC bulk supply pipeline, the isolation of the bulk supply pipeline from the residential network, and the reconfiguration of the Cannonvale Reservoirs inlet/outlet pipework to allow for the optimisation of the water network. This will also allow the Cannonvale reservoir to be taken offline and the Cannon Valley Reservoirs to be brought online (inlet/outlet works not required to bring CV reservoirs online).

Pre-works at Parkwood Terrace, to isolate a domestic connection from the bulk supply pipeline, have been completed. The PRV installation was completed in December 2023.

The service identification for the inlet/out reconfiguration has been undertaken and design is underway. The Construction works will be tendered in the 2223FY and delivered in the 2324FY.

Total expenditure to date \$162,658.70 being 22.01% of the project budget \$739,000.00.

#### **8842 Greening and Growing Bowen recycled water network extension - Soldiers Road, Stuart Tooth Drive, Crofton Street and Horseshoe Bay Road, Bowen**

All major works have reached completion, with final connections and telemetry controls to the existing irrigation infrastructure outstanding. A social media package is currently being developed for public dissemination in the new year.

Total expenditure to date \$192,485.72 being 44.97% of the project budget \$428,000. It is expected that this project will be delivered 40% under budget due to being delivered in-house.

### **8930 Eglinton Street Bowen Water Main Renewal**

All works have been completed with the easement document currently with DEQ for execution

Estimated final expenditure forecast to be approximately \$125,000.00 from a project budget of \$186,000.00. An estimate project saving of \$61,000 by undertaking in-house.

### **7896 + 8927 Collinsville reservoir roof renewal and Collinsville Solar Project**

Project deliverables have been reconciled, with additional works required at the water treatment plant. These works have a potential significant impact on the deliverables of the solar project and will need to be addressed prior to going out to Tender for the Solar Design and Construct Contract.

This will result in not meeting the deadline of the grant body and result in funding being withdrawn due to the program being discontinued. A meeting with the Grant body did provide a potential for the Grant funding to be continued, subject to approval by the new government and a variation submitted by WRC. We are expecting confirmation in early January of this avenue.

Additional constraints on staff availability (loss of principal treatment engineer to roads and drainage and asset and planning principal engineer being on extended leave) may further impact delivery.

On review of the critical time path, a revised completion date of 29 September 2022 has been determined.

Total expenditure to date \$61,528.90 being 11% of the project budget \$557,206.12.

### **5539 Sewer Pump Capacity Upgrades Combined Rising Main**

This project has been rescheduled to be delivered in the 2022-23 financial year. This timing adjustment is required due to external delays resulting from COVID impacts, and power upgrade installation schedule timeframes with Ergon.

The electrical and civil designs have been completed with tender documentation preparation outstanding.

An external Project Manager is proposed to be sourced for project delivery.

Total expenditure to date \$148,915.93 being 27.9% of the project budget \$533,560.90.

### **8843 + 8915 W4Q Sewer relining – Proserpine area**

All cleaning works have been completed, and the Proserpine catchment lines have been relined.

The sewer mains material in Jubilee Pocket Road catchment were recorded incorrectly as “AC” on the Council GIS system (and the saved drawings). The mains were in fact PVC meaning they did not require relining.

Additional works have been scoped and are nearing completion.

Total expenditure to date \$316,980.646 being 40.6% of the project budget \$780,000.

## **Financials - Operational**

### **Water and Sewerage**

#### Operating Revenue:

- Total actual operating revenue year to date (YTD) is **\$19,846,395**.
- Revenue level achievement of **51.89%**; with a current Budget projection of **\$38,245,968**.
- Water rates cycles are complete for the first half of the year. The water billing read 1 was completed in August 2022 and income accounted for in the first half of the Financial Year.

#### Operating Expenses:

- Total operating costs year to date (YTD) is **\$15,156,216** (including corporate overhead expenditure).
- Expenditure **45.22%** of the current budget of **\$33,511,811**.
- The target expenditure for this period was **50% [\$16,755,905]**; this operational expenditure is **4.78% below** budgeted expectations to the end of Dec 22 for the financial year.

### **Waste**

#### Operating Revenue:

- Total operating revenue year to date (YTD) is **\$ 5,114,044**.
- Revenue is **52.44%** of the current budget of **\$9,751,560**.

#### Operating Expenses:

- Total operating costs year to date (YTD) is **\$ 4,121,700** (including corporate overhead expenditure).
- Expenditure **43.61%** of the current budget of **\$9,450,912**.
- The target expenditure for this period was **50% [\$ 4,725,456]**; this operational expenditure is **6.39% below** budgeted expectations to the end of Dec 22 for the financial year.

### **13.4.4 - Operational Report - Infrastructure Services - December 2022**

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Barbara Von Pein - Administration Coordinator Roads and Drainage

**AUTHORISING OFFICER:** Adam Hagy - Director Infrastructure Services

**PRESENTED FOR:** Information

#### **ATTACHMENTS**

1. Operational Report - Infrastructure Services - December 2022 [**13.4.4.1** - 18 pages]

#### **PURPOSE**

The report is to provide Council with information regarding the operational performance in relation to services supplied by the Roads & Drainage, Disaster Management and Parks & Gardens Teams.

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

That Council receive the Infrastructure Services Operational Report for December 2022.

#### **BACKGROUND**

Previous report regarding Operational performance submitted to Council 23 November 2022 which detailed the month of October 2022 (Resolution 2022/11/23.25).

#### **DISCUSSION/CURRENT ISSUE**

The Infrastructure Operational Report provided a high-level overview of operational undertakings of the Roads & Drainage, Mechanical Workshops and Parks & Gardens for November – December 2022.

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

Local Government Regulations Section 204.

#### **STRATEGIC IMPACTS**

Improve Council's Asset Management Planning maturity and develop Long Term Financial Plans for all asset classes which are financially affordable over the long term.

Meet Capital Works Delivery targets and ensure budget, time, and quality is maintained.

Provide great customer experience and service by utilising a customer-facing mind set, meeting response time frames, researching our customers well and eliminating duplication.

Improve our transport network with a focus on meeting the economic needs for the region including road safety, road building, maintenance processes, and renewal of ageing infrastructure.

Maintain a high level of preparedness, capability, and responsiveness to respond to and recover from natural disasters that impact on our local communities and infrastructure.

## **FINANCIAL IMPLICATIONS**

Financials for Roads and Drainage Operations and the Department of Main Roads and Transport contract (RMPC) are contained in the attachments to this report.

## **CONSULTATION/ENGAGEMENT**

Director Infrastructure Services  
Manager Roads and Drainage  
Manager Infrastructure Assets  
Manager Parks & Gardens

## **RISK ASSESSMENT**

Regular reporting on the progress and achievements ensures accountability and transparency.

## **TIMINGS/DEADLINES**

N/A

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

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.

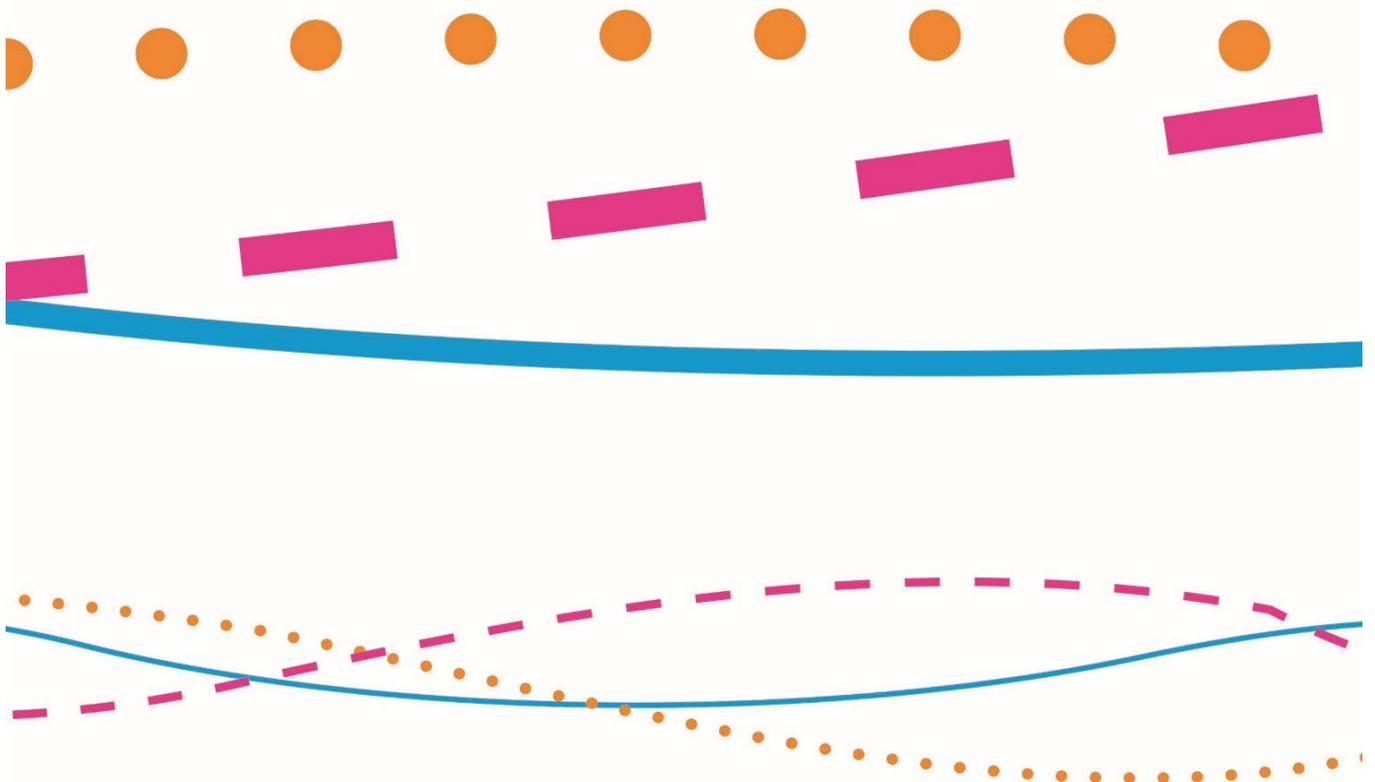
## **ALTERNATIVES CONSIDERED**

N/A



# Infrastructure Services

Operational Report | December 2022



## Overview of Operational Undertakings

The following information provides a high-level overview of operational undertakings of the Roads & Drainage, Mechanical Workshops and Parks & Gardens teams for December 2022.

### Roads & Drainage

Maintenance activities carried out by the Roads and Drainage team are generally a combination of customer requests through Councils Customer Request Management (CRM) system and internally planned activities.

CRM's include requests received via the front counter, phone calls, emails, and other interactions with the community. Most of these activities are attended in accordance with our Customer Charter and in most cases in a reactive manner.

Planned maintenance activities which also form part of this report are activities identified by Council's Asset Inspectors using Councils' maintenance management system to log defects. When defects are identified in the field, staff complete a risk assessment to identify the priority. High risk defects are attended to as soon as possible whereas medium and low risk items are consolidated into work packages in the interest of achieving operational efficiencies.

### Customer Request Management (CRM)

During November, Roads & Drainage received 87 requests which were logged into our CRM system. Of these, 84 (97%) were actioned within Council's nominated service standards. The following table is a summary of the CRM's received:

Area	New	Closed	C/F Open	Within Target	%	Outside Target	%
Call Back - Roads & Drainage	7	6	1	4	57%	3	43%
Upgrades to Roads & Drainage	0	0	0	0	0%	0	0%
General - Roads & Drainage	58	37	21	58	100%	0	0%
Routine Roads & Drainage	17	13	4	16	94%	1	6%
Urgent Roads & Drainage	5	5	0	5	100%	0	0%
Unsealed Roads	1	0	1	1	100%	0	0%
<b>Overall Total</b>	<b>87</b>	<b>61</b>	<b>27</b>	<b>84</b>	<b>97%</b>	<b>4</b>	

During December, Roads & Drainage received 60 requests which were logged into our CRM system. Of these, 56 (93%) were actioned within Council's nominated service standards. The following table is a summary of the CRM's received:

Area	New	Closed	C/F Open	Within Target	%	Outside Target	%
Call Back - Roads & Drainage	2	2	0	1	50%	1	50%
Upgrades to Roads & Drainage	1	0	1	0	0%	1	100%
General - Roads & Drainage	37	27	10	37	100%	0	0%
Routine Roads & Drainage	17	15	2	17	100%	0	0%
Urgent Roads & Drainage	1	1	0	1	100%	0	0%
Unsealed Roads	2	0	2	0	0%	2	100%
<b>Overall Total</b>	<b>60</b>	<b>45</b>	<b>15</b>	<b>56</b>	<b>93%</b>	<b>4</b>	<b>0%</b>

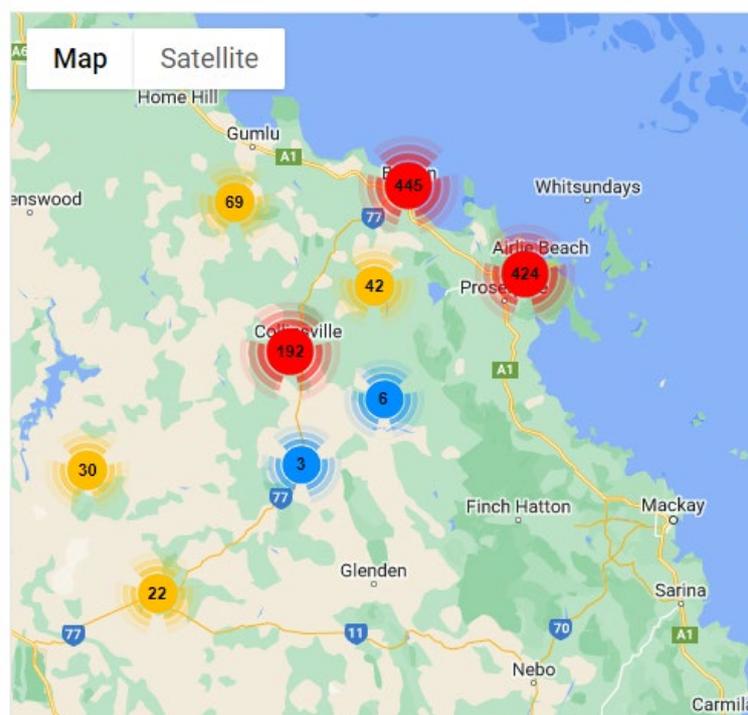
### Local Roads Maintenance - Summary

Maintenance activities carried out on the local road network over the course of December were largely routine in nature including road inspections, pothole patching, grading and signage repairs.

Through November – December 1233 separate maintenance tasks were undertaken (accomplished) which includes both CRM's and internally planned maintenance.

#### ACCOMPLISHMENT MAP VIEW

Showing 1233 items on map and 25 with no Lat/Long.

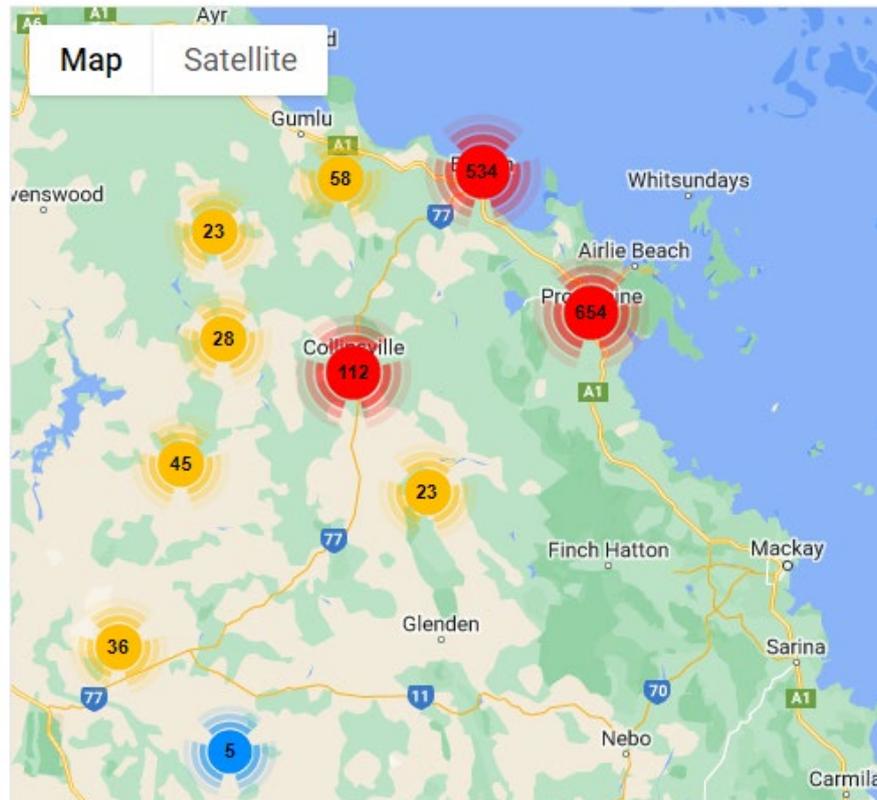


Completed works for the Month of November and December 2022

At the end of December, there were 1518 active / outstanding defects (known issues) on the Local Road network.

### DEFECTS MAP VIEW

Showing 1518 items on map and 4 with no Lat/Long.



Current known active Defects on WRC Road Network on 31 December 2022

A summary of all works undertaken (accomplished) during November - December 2022 is shown below:

<b>Activity Name</b>	<b>Unit Of Measure</b>	<b>Activity</b>	<b>Quantity Accomplished</b>
Asset & Defect Inspections	Inspections	<b>147</b>	<b>147</b>
Boardwalk Oil/Repair	m	<b>16</b>	<b>177</b>
Bus Stop Clean/Repair	job	<b>1</b>	<b>1</b>
Crack Seal Treatment	m2	<b>1</b>	<b>1</b>
Culvert Clear/Repair	job	<b>17</b>	<b>17</b>
Edge Repair	tonne	<b>8</b>	<b>1.29</b>
Emergency Callout	job	<b>1</b>	<b>0.02</b>
Floodways Clear/Repair	m2	<b>2</b>	<b>28</b>
Footpath Maintenance	m2	<b>31</b>	<b>76.21</b>
Guide Markers Repair/Replace	ea	<b>44</b>	<b>72.96</b>
Herbicide Spraying	litre	<b>10</b>	<b>780</b>
Kerb & Channel Maintenance	m	<b>28</b>	<b>2,106.30</b>
Line Marking	m	<b>5</b>	<b>76</b>
Medium Formation Grading	km	<b>6</b>	<b>4.58</b>
Mowing	m2	<b>1</b>	<b>200</b>
Other Formation Work	job	<b>1</b>	<b>1</b>
Pavement Repairs	m2	<b>2</b>	<b>73</b>
Pothole Patching	tonne	<b>58</b>	<b>13.34</b>
Roadside Object Removal	m3	<b>4</b>	<b>5</b>
Shoulder Grading	km.side	<b>1</b>	<b>1</b>
Signs Repair/Replace	ea	<b>56</b>	<b>532</b>
Surface Correction	m2	<b>1</b>	<b>5</b>
Surface Drains Clear/Repair	m	<b>15</b>	<b>1,000.00</b>
Surface Sweeping	km	<b>1</b>	<b>0.03</b>
Tractor Slashing	Hectares	<b>10</b>	<b>13.71</b>
Vegetation Clearing	m3	<b>11</b>	<b>23.5</b>

**Bowen Maintenance: As per images below**



Soldiers Road – Whipper Snip & Poison Islands (Nov)



Flagstaff Hill – Bollards (Nov)



Don Street – Shoulder Grading (Nov)



Mullers Lane – Footpath Repair (Nov)



Rangemore Road – Scour Repair (Nov)



Police Camp Road – Heavy Formation Grading (Nov)



Shotcrete – Rangemour Road Culvert



Golflinks Road – Culvert Clearing



RMPC – 10K Arrow Creek Rest Stop Mowing

**Proserpine Maintenance: As per images below**



Dingo Beach Road (Vine Creek) – pavement repairs



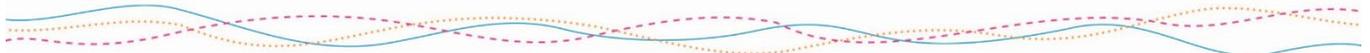
Camille Drive linemarking



Emmerson Road maintenance grading



Paluma Road bus stop tactile



**Collinsville Maintenance: As per images below**



Scottville Road – Edge Repair (Nov)



Bradfield Street – Edge Repair (Nov)



Massey Street – Edge Break (Nov)



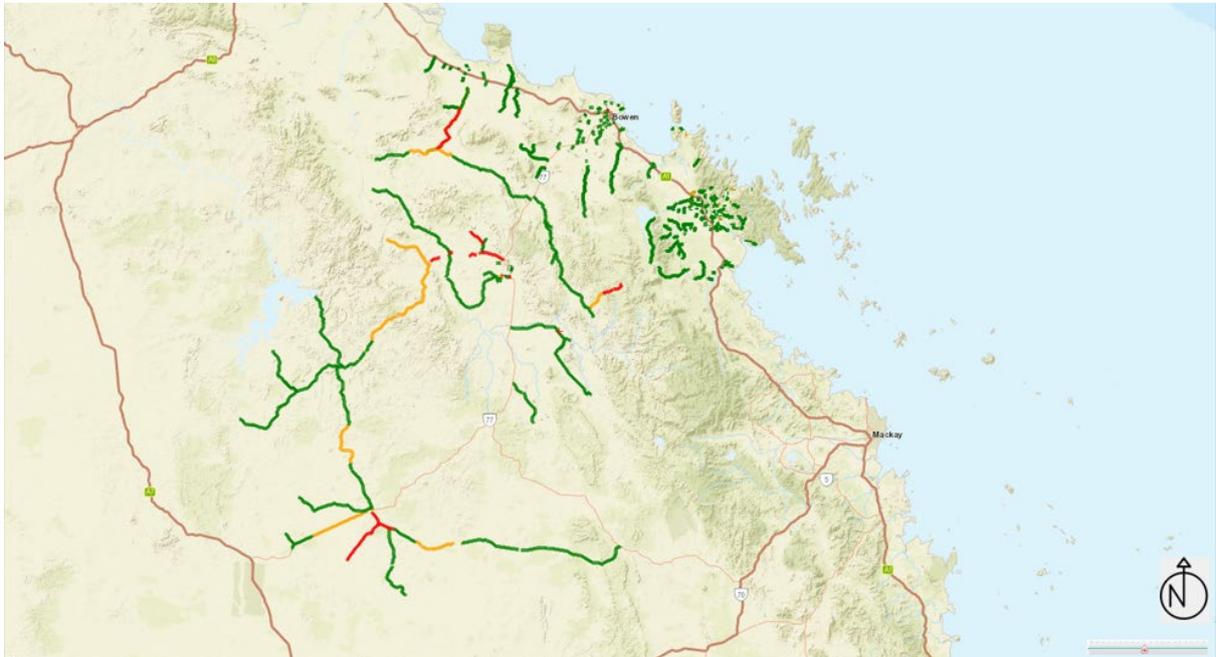
Normanby Road – Scour Repair (Nov)



Pelican Street – Rails renewed and fence painted (Nov)  
88A – Pipe and Surface Drain Clearing (Nov)

**Unsealed Road Network**

Below is a map showing the latest International Roughness Index (IRI) scores for the unsealed road network. Roads are inspected utilising a Road Asset Condition Assessment System (RACAS) to a program grading works and in response to customer queries. The IRI score is a major factor in determining whether a road warrants grading. Once roads reach a nominated IRI score, they are added to the forward grading program.



*IRI Map of Region's Unsealed Roads.*

Legend	
Green	8 or lower, assessed but deemed to be within Councils levels of service.
Yellow	Between 8 and 10, monitor and prioritise in grading program.
Red	10 or higher, schedule for grading in accordance with resources available.



**Unsealed Road Grading Completed November – December 2022:**

<b>Bowen Area:</b>	Mt Nutt Road
	Inveroona Road
	Flemington Road
	Kelsey Road
	Lauriston Street shoulder grading
	Thurso Road
	Bootooloo Road
<b>Proserpine Area:</b>	Collingvale Road
	Gloucester Avenue
	Large Road
	Thorogood Road
	Emmerson Road
<b>Collinsville Area:</b>	Mt McConnell Road
	Mt Wyatt Road
	Rutherford road

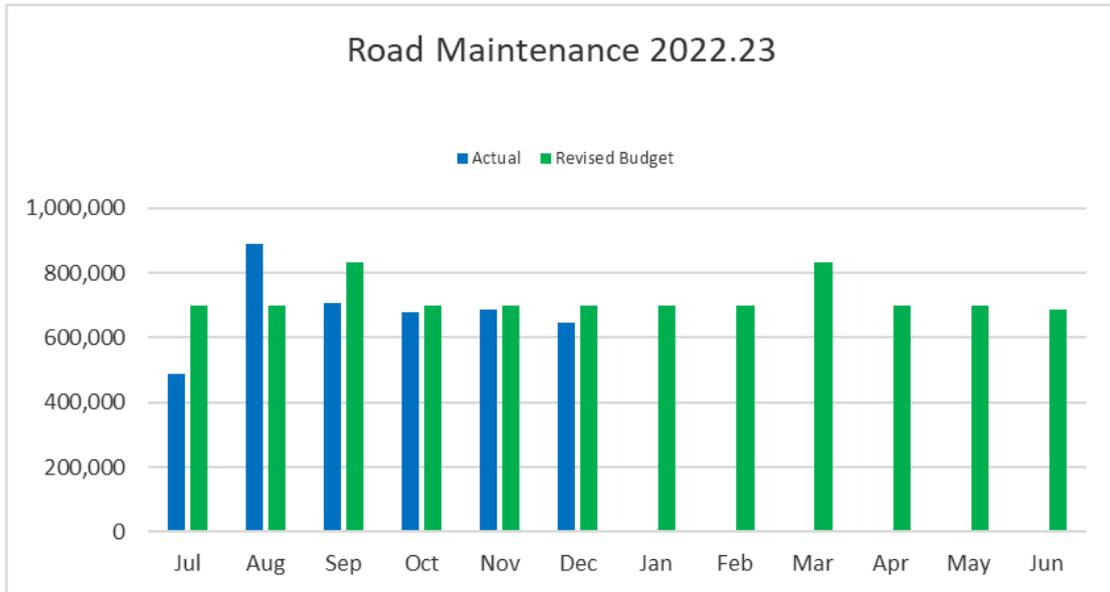
**Roads scheduled for grading in January 2023:**

<b>Bowen Area:</b>	East Euri Creek Road
	Summer Hills Road
<b>Proserpine Area:</b>	Riley Road
	Koolachu Road
	Wandarra Road
	Up River Road
<b>Collinsville Area:</b>	Myuna Road
	Blue Valley Road
	Strathmore Road

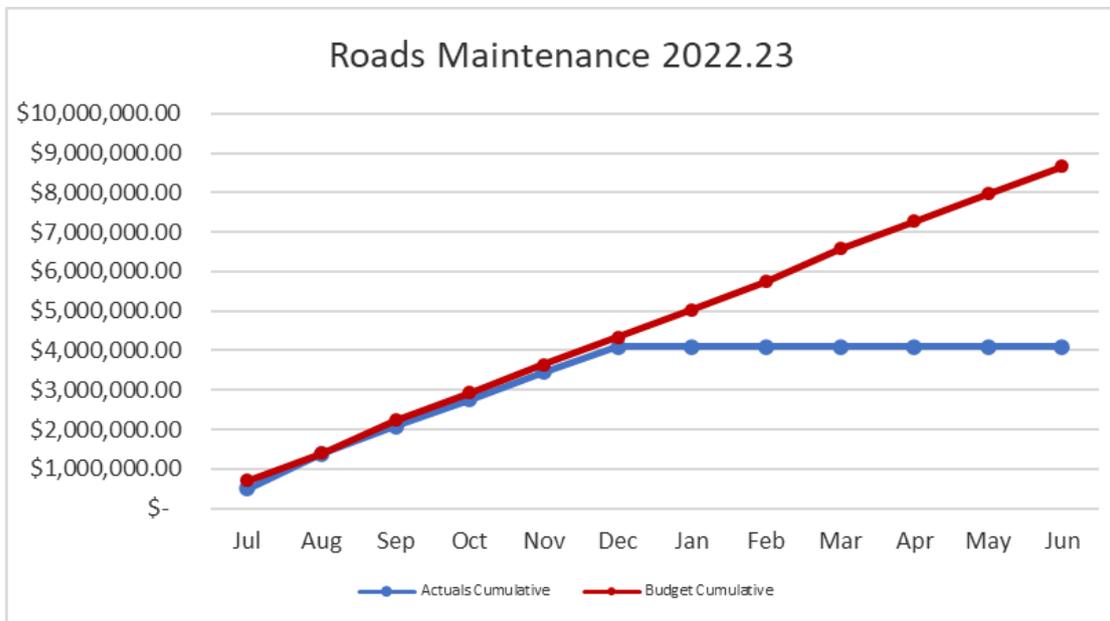
**Financial Position: Whitsunday Regional Council Roads and Drainage Works:**

**Road Maintenance**

YTD Actuals remain closely aligned to YTD Budget at end of December-22. Operating Grants revenue has exceeded YTD Budget mainly due to timing of Financial Assistance Grants. This is offset by internal plant charges over budget (\$164k).



Total expenditure against overall budget for Roads & Drainage Maintenance.



Budget displayed in the above graphs is the revised budget at Q1 Review.

- Note that Budget displayed in above graphs is revised budget at Q1 Review

### Road Maintenance Performance Contract (RMPC) with Department of Transport and Main Roads

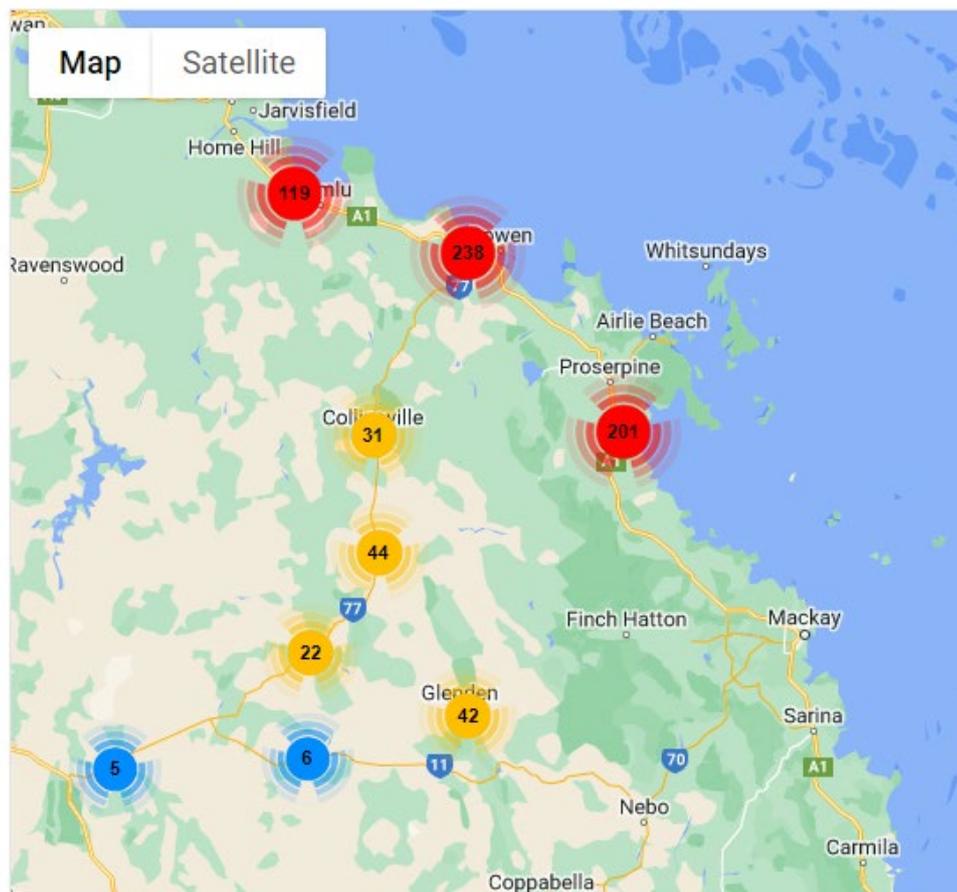
The 2022/23 Road Maintenance Performance Contract has been reviewed and signed as of 10<sup>th</sup> November 2022. A full review of all costs associated with each activity in the Road Maintenance Performance Contract schedules has been undertaken to consider increasing prices of materials, fuel, and other products.

The proposed contract amendments have been consulted internally with operational staff, prior to being consulted with the Department of Transport and Main Roads for their agreement. Works continued whilst the Contract documents were being reviewed and finalised.

In November – December 2022, there were 708 maintenance tasks undertaken (completed / accomplished) under the Road Maintenance Performance Contract.

#### ACCOMPLISHMENT MAP VIEW

Showing 708 items on map and 100 with no Lat/Long.

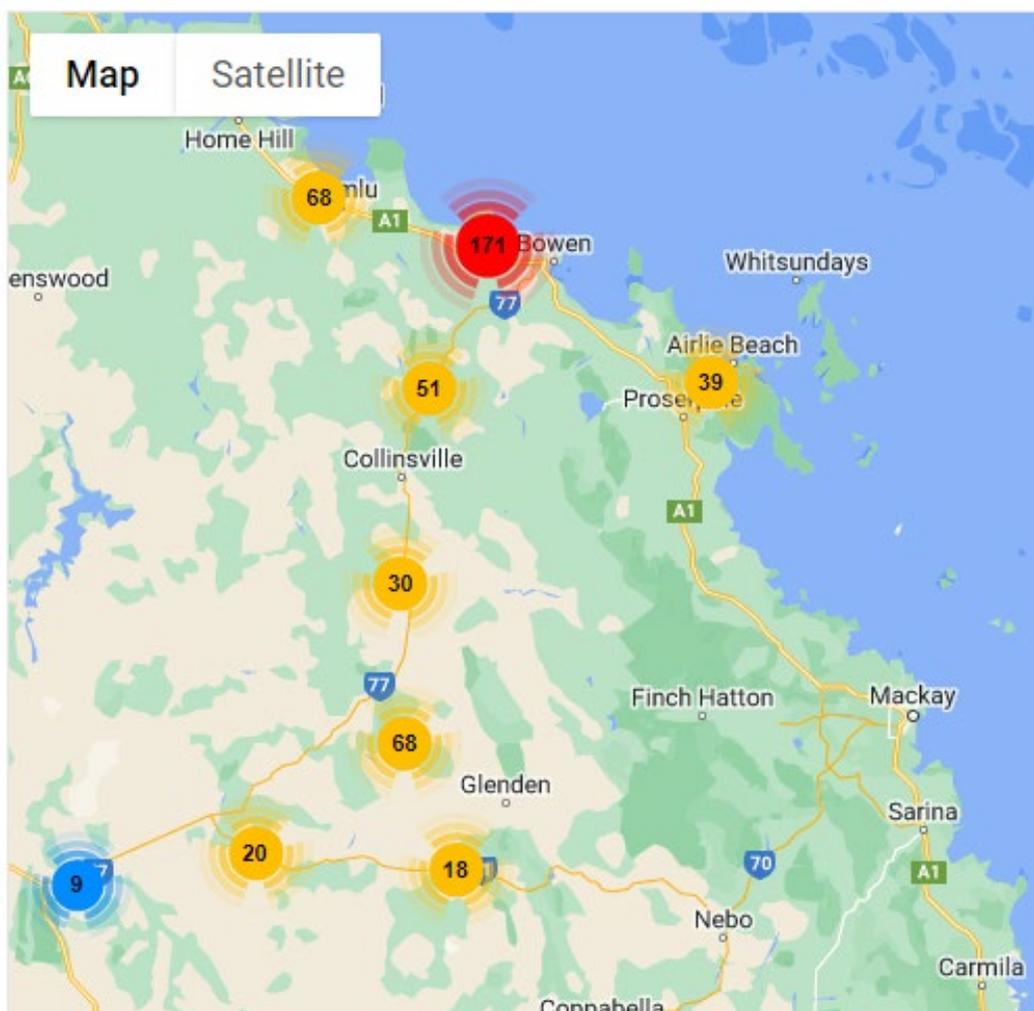


Completed works to December 2022

In November – December 2022, there were 474 active / outstanding defects (known issues) on the Department of Transport and Main Roads network.

## DEFECTS MAP VIEW

Showing 474 items on map and 40 with no Lat/Long.



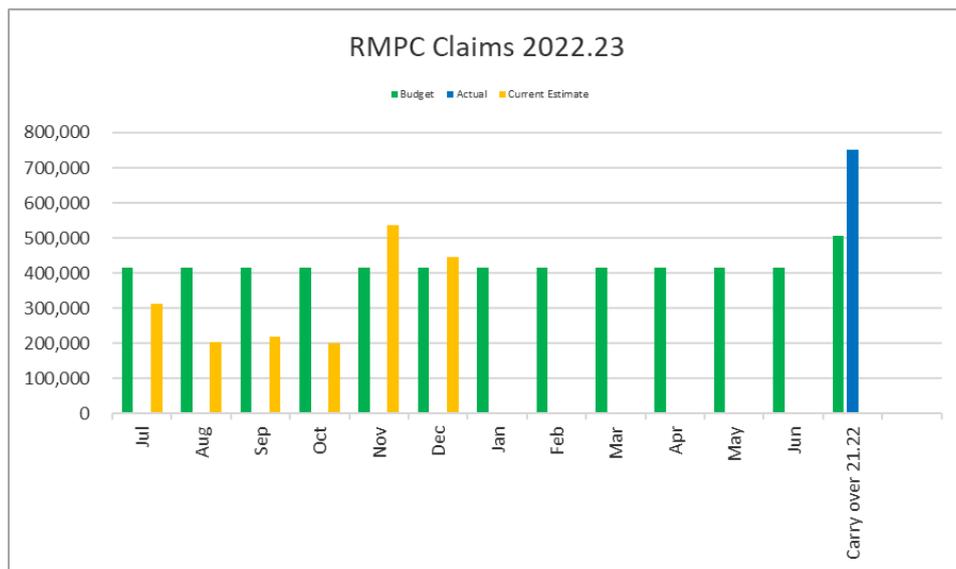
Current known active Defects on the RMPC Network to 31 December 2022

**Financial Position - Road Maintenance Performance Contract (RMPC)**

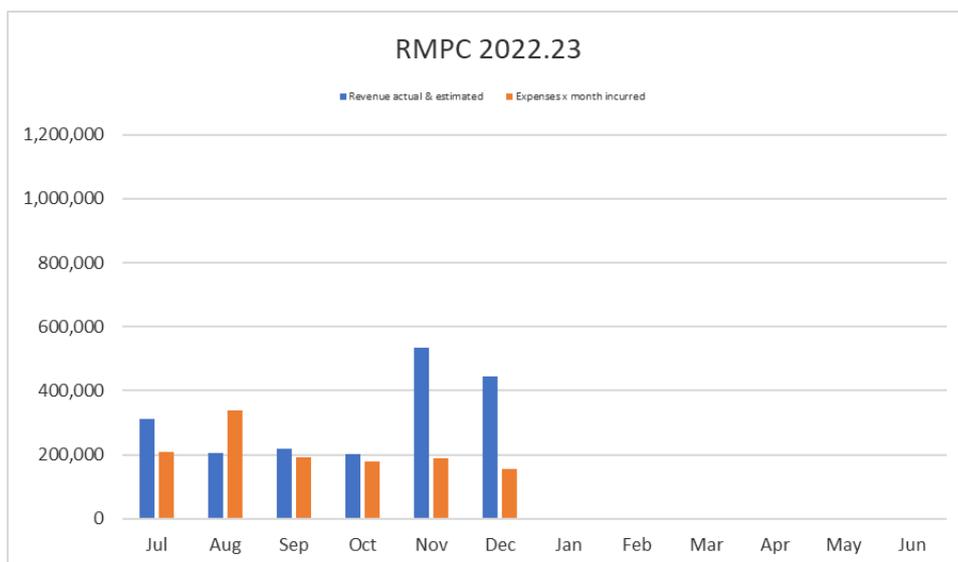
Once the new RMPC contract for 2022/23 has been signed, the claims for current year can commence. Claims have been estimated in the interim, with the November & December claim estimated at \$535k and \$445k, respectively.

There will be adjustments made in Q2 Budget Update to account for a \$20k reduction in contract allocation in Sch 11 and an additional \$500k in Schedule 23 contract allocation sourced from Bravus.

Budget risks have been disclosed for the potential impacts of rising costs generally and a new enterprise agreement that has increased labour costs, coupled with a static contract revenue allocation.



- Note that Budget displayed in above graph is revised budget at Q1 Review



## Parks & Gardens

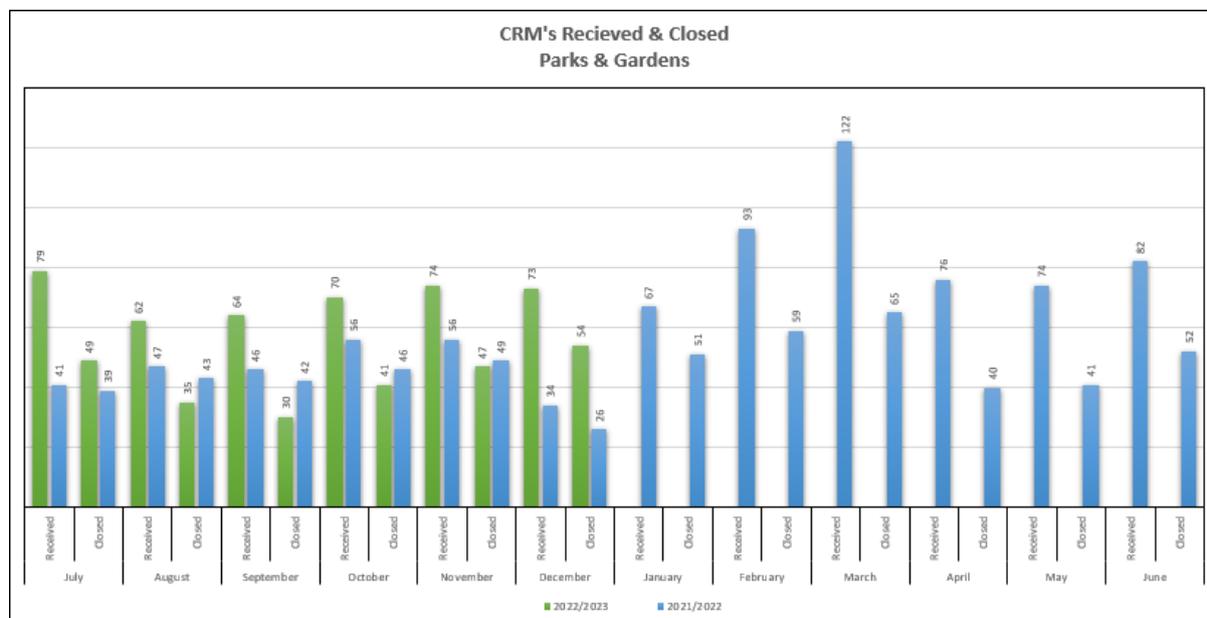
Service	Oct	Nov	Dec	Trend
Public Parks Available as advertised	100%	100%	100%	-
<b>Levels of Service Regional Overview: Mowing</b>				
High Profile Parks:	80%	86%	71%	↓
Medium Profile Parks & Road Reserves:	71%	67%	55%	↓
Low Profile Parks:	64%	84%	92%	↑
<b>Levels of Service Regional Overview: Landscaping</b>				
High Profile Parks:	72%	63%	60%	↓
Medium Profile Parks & Road Reserves:	65%	28%	26%	↓
Low Profile Parks:	15%	66%	92%	↑
Scheduled Playground Inspections Completed	96%	95%	93%	↓

The above total figures for 2022/2023 are current as at the end of December 2022 and are inclusive of Collinsville.

### Manager's Update:

Parks and Gardens were busy for the last two months working on keeping the areas tidy for the higher level of use that would be seen over the school holidays and Christmas period. Focusing particularly on green waste pick up, BBQ cleaning and mowing.

There has been a slight decrease in the percentages within the December period with the public holidays though generally this is to be expected each year. Continued work regarding expectations and requirements is scheduled to ensure that the level of service is forefront of mind within the Parks and Gardens team for the new year to continue providing and maintaining a high standard in the Parks throughout the region.



Blue represents previous financial year 2021/2022. Green represents current financial year 2022/2023

**Projects undertaken in November and December 2022:**

The Cannonvale team worked on rejuvenating the garden bed in the middle of the roundabout on Stanley Drive Cannon Valley by planting a native Whitsunday Bottle Tree and mulching the surrounds to beautify the entrance of the Whitsunday Acres area.

The Proserpine team has been working on keeping the areas as tidy as possible for the approaching holiday season and this can be seen with tidying all the green waste from the cemetery.

All the teams in Parks and Gardens organised the Christmas trees and banners throughout the main areas of the townships for the enjoyment of locals and Christmas visitors to the region.



*Cannonvale*



*Cannonvale*



*Cannonvale*



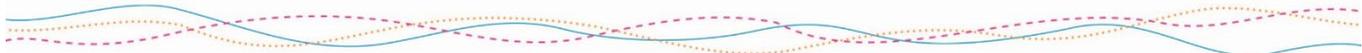
*Proserpine*



*Proserpine*



*Bowen*



## **13.4.5 - Disaster Recovery Funding Arrangements (DRFA) Progress Report - December 2022**

**DATE:** Wednesday 25 January 2023

**TO:** Ordinary Council Meeting

**AUTHOR:** Kim Choo - Disaster Recovery Finance Officer

**AUTHORISING OFFICER:** Adam Hagy - Director Infrastructure Services

**PRESENTED FOR:** Information

### **ATTACHMENTS**

1. Capital Progress Report - DRFA - December 2022 [**13.4.5.1** - 3 pages]

### **PURPOSE**

This report presents the progress of 2022/2023 Disaster Recovery Funding Arrangements Capital Projects for December 2022.

### **OFFICER'S RECOMMENDATION**

That Council receive the Disaster Recovery Funding Arrangements (DRFA) Progress Report for December 2022.

### **BACKGROUND**

Previous report regarding the Disaster Recovery Funding Arrangements (DRFA) and Shute Harbour project submitted to Council 23<sup>rd</sup> November 2022 which detailed October 2022 (2022/11/23.22).

### **DISCUSSION/CURRENT ISSUE**

The attached report provides a high-level overview of capital progress of the Disaster Recovery Funding Arrangements (DRFA) & Shute Harbour Project for December 2022.

### **STATUTORY/COMPLIANCE MATTERS**

N/A

### **STRATEGIC IMPACTS**

Meet Capital Works Delivery targets and ensure budget, time, and quality is maintained. Maintain a high level of preparedness, capability, and responsiveness to respond to and recover from natural disasters that impact on our local communities and infrastructure.

### **FINANCIAL IMPLICATIONS**

Refer to expenditure overview in the attached report.

### **CONSULTATION/ENGAGEMENT**

Financial Officer Disaster Recovery  
Disaster Recovery Project Officer  
PDM Project Manager DRFA  
PDM Project Manager Shute Harbour

## **RISK ASSESSMENT**

Regular reporting on the progress and achievements ensures accountability and transparency.

## **TIMINGS/DEADLINES**

Works awarded for the 2021 Ex TC Imogen Monsoon Event are to be completed by the end of the 2023 Financial 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**

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.

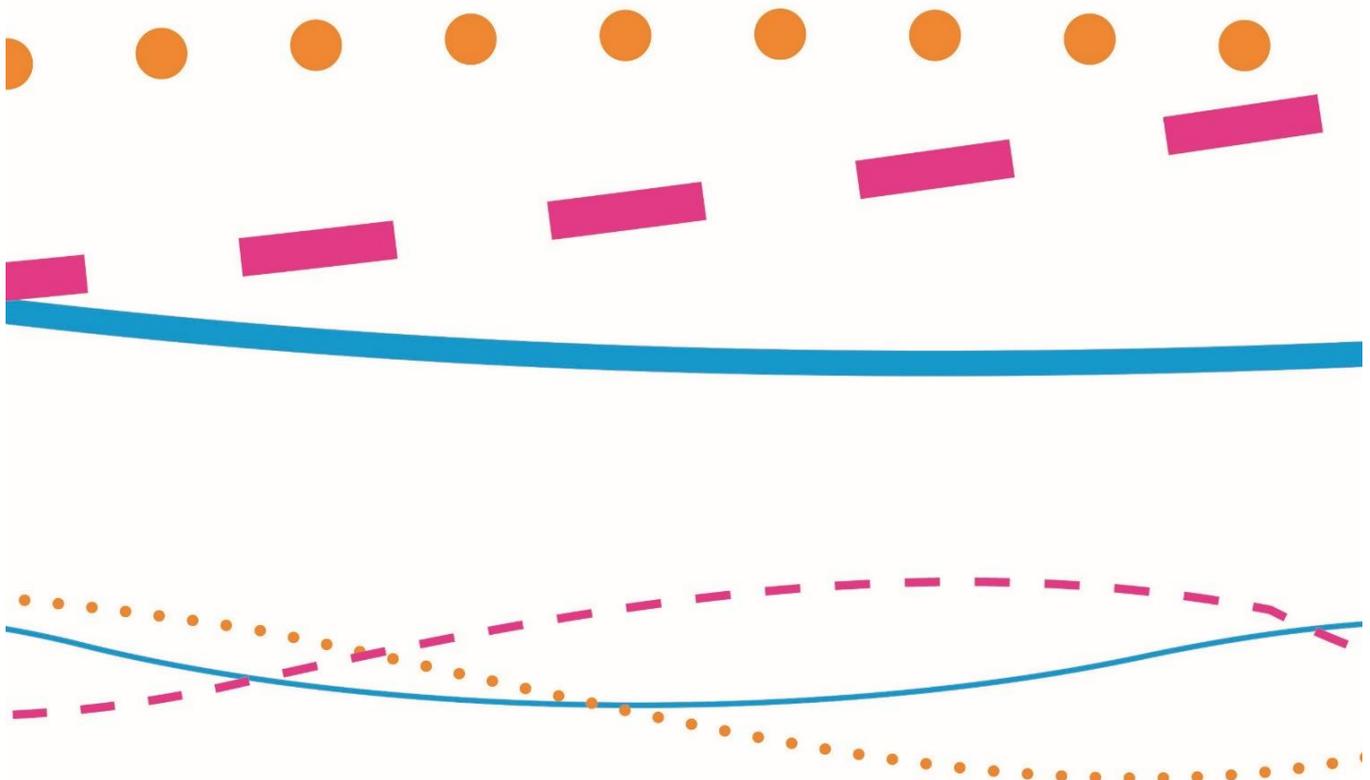
## **ALTERNATIVES CONSIDERED**

N/A



# Disaster Recovery Funding Arrangements (DRFA)

Capital Progress Report | December 2022



## Overview of Capital Progress

The following information provides a high-level overview of capital progress of the Disaster Recovery Funding Arrangements (DRFA) for December 2022.

The report provides a summary of key Capital projects underway during the 22/23 financial year. This month's report lists the 2021 Ex TC Imogen & Monsoon Event and 2022 Rain Event.

Current Financial Progress:

### 2021 Ex TC Imogen Monsoon Event

19 packages in total for the entire event. 10 packages had finished construction

Expenditure of \$19,849,449 to date with a forecast of a further \$5,427,176 budgeted by the end of 22/23 Financial Year.

Trigger point for this event is \$357,788.

Key Project Milestones 2021						
Status	Activity	% Complete Last period	% Complete This Period	Original Due Date	Act/F'cast Due Date	Comment
●	Road Package X4 - Proserpine Gravel North	100%	0%	30-Jun-23	31-Aug-22	Work completed 7/09/2022
●	Road Package H4 - Proserpine Gravel South	100%	0%	30-Jun-23	13-Jun-22	Work completed 13/06/2022
●	Road Package J4 - Proserpine Gravel Central	100%	0%	30-Jun-23	30-Jun-23	Work completed 28/02/2022
●	Golf Views Court - Stormwater Reconstruction	100%	0%	30-Jun-23	30-Jun-23	Work completed 17/12/2021
●	Road Package S4 - Station Rd - WRC	100%	0%	30-Jun-23	30-Jun-23	Work completed 14/12/2021
●	Road Package C4 - Glen Avon Rd	100%	0%	30-Jun-23	30-Jun-23	Work commenced 2/08/2022
●	Road Package A4 - South Collinsville	30%	20%	30-Jun-23	30-Jun-23	Work commenced 6/10/2022
●	Road Package F4 - West Collinsville	100%	0%	30-Jun-23	30-Jun-23	Work completed 25/10/2022
●	Road Package P4 - Collinsville Airstrip	100%	0%	30-Jun-23	30-Jun-23	Work completed 31/05/2021

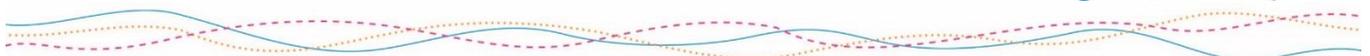
●	Road Package Q4 - Strathalbyn Rd	100%	0%	30-Jun-23	30-Jun-23	Work completed 25/05/2022
●	Road Package Y4 - Collinsville North	35%	20%	30-Jun-23	30-Jun-23	Work commenced 26/09/2022
●	Road Package Z4 - Normanby Rd	100%	0%	30-Jun-23	30-Jun-23	Work completed 22/07/2022
●	Road Package K4 - Collinsville Central	0%	0%	30-Jun-23	30-Jun-23	Package awarded
●	Road Package L4 - Bowen General	85%	15%	30-Jun-23	30-Jun-23	Work completed 21/12/2022
●	Road Package R4 - Roma Peak Rd	40%	60%	30-Jun-23	30-Jun-23	Work completed 21/12/2022
●	Road Package W4 - Bowen South	100%	0%	30-Jun-23	30-Jun-23	Work completed 26/09/2022
●	Road Package O4 - Mt Aberdeen Rd	100%	0%	30-Jun-23	30-Jun-23	Work completed 24/08/2022
●	Road Package E4 - Sealed Rds	0%	0%	30-Jun-23	30-Jun-23	Package awarded

**2022 Rain Event**

Rain Event has been activated. Event started on 11<sup>th</sup> May 2022. Emergency Works were all completed within 3 months of declared event. All pre/post event photos and financial reports uploaded to MARS. Total cost of \$360,136.02 submitted to QRA.

Infield assessment for Proserpine has completed with a submission value of \$4,887,925.

Bowen and Collinsville submissions are in development.



## 14 MATTERS OF IMPORTANCE

This item on the agenda allows Councillors the opportunity to raise an item not included on the agenda for discussion as a matter of importance.

**15 LATE REPORT ITEMS**

No late agenda items for this section.