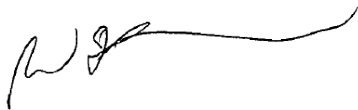




Notice of Meeting

Notice is hereby given that the **Ordinary Council Meeting** of the **Whitsunday Regional Council** will be held at the Council Chambers, 83-85 Main Street, Proserpine on **Wednesday 26 June 2024**, commencing at **11:00 AM** and the Agenda is attached.

Councillors: Ry Collins (Mayor), Michelle Wright (Deputy Mayor), Jan Clifford, Clay Bauman, John Collins, Gary Simpson and John Finlay



Warren Bunker

CHIEF EXECUTIVE OFFICER

Agenda of the Ordinary Council Meeting to be held at
Council Chambers, 83-85 Main Street, Proserpine on Wednesday 26 June 2024
commencing at **11:00 AM**

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

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1 APOLOGIES/LEAVE OF ABSENCE

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

2 CONDOLENCES

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

3.1 - Confirmation of Minutes

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Governance Administration Officer

AUTHORISING OFFICER: Director Corporate Services

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 29 May 2024 are provided for Councils review and confirmation.

OFFICER'S RECOMMENDATION

That Council confirms the Minutes of the Ordinary Meeting held on 29 May 2024.

BACKGROUND

In accordance with s254F of the Local Government Regulation 2012, minutes were taken at Council's Ordinary Council Meeting held on 29 May 2024 under the supervision of the person presiding at the meeting. These unconfirmed minutes were reviewed and are available on Council's website for public inspection.

DISCUSSION/CURRENT ISSUE

Council's options are:

Confirm the Minutes of the Ordinary Council Meeting held on 29 May 2024.

If Council is satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 29 May 2024 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 29 May 2024 with amendments.

If Council is not satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 29 May 2024 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.

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.

CONSULTATION/ENGAGEMENT

Director Corporate Services

STATUTORY/COMPLIANCE MATTERS

In accordance with the Act, Council must record specified information in the minutes of a meeting regarding any declared conflicts of interest. At the Ordinary Council Meeting held on 29 May 2024, the following conflicts of interests were declared and recorded in the minutes:

Councillor/Officer	Prescribed or Declarable	Report No.	Particulars of the interest
Cr Clay Bauman	Declarable	11.3	Cr Bauman declared a declarable conflict of interest in item 11.3 20230270 - Development Application for Development Permit for Reconfiguration of a Lot - One (1) Lot into Thirty-eight (38) Lots, One (1) Balance Lot & One (1) Drainage Reserve Lot -150 Riordanvale Road, Riordanvale -Springvale Developments C/- Veris as defined by section 150EN and 150EQ of the Local Government Act 2009 due to the following: Details of Interest: Cr Bauman is friends with a submitter to the Development Application. Nature of relationship with other person: Friends Name of Related Party: Leo Rodriguez Nature of related party's interest in this matter: Submitter to Development Application As a result of this conflict of interest, Cr Bauman advised that he wishes to remain in the meeting to make a decision in relation to this matter as he does not believe a reasonable person could have a perception of bias. Cr Bauman acknowledged that Councillors must determine, pursuant to section 150ES of the <i>Local Government Act 2009</i>, whether Cr Bauman may participate in the decision making, discussion and voting on this matter.
Cr John Collins	Declarable	11.3	Cr Collins declared a declarable conflict of interest in item 11.3 20230270 - Development Application for Development Permit for Reconfiguration of a Lot - One (1) Lot into Thirty-eight (38) Lots, One (1) Balance Lot & One (1) Drainage Reserve Lot -150 Riordanvale Road, Riordanvale -Springvale Developments C/- Veris as defined by section 150EN and 150EQ of the Local Government Act 2009 due to the following: Details of Interest: Daughter designed the logo and website for Spring Vale Development Pty Ltd Nature of relationship with other person: Applicant is a client of his daughter. Name of Related Party: Spring Vale Development Pty Ltd

			Nature of related party's interest in this matter: Applicant to Development Application. As a result of this conflict of interest, Cr Collins advised that he wishes to remain in the meeting to make a decision in relation to this matter as he does not believe a reasonable person could have a perception of bias. Cr Collins acknowledged that Councillors must determine, pursuant to section 150ES of the <i>Local Government Act 2009</i>, whether Cr Collins may participate in the decision making, discussion and voting on this matter.
Cr Gary Simpson	Declarable	11.4	Cr Simpson declared a declarable conflict of interest in item 11.4 20240021 - Development Application For Development Permit For Material Change Of Use For Short-Term Accommodation – 11 Armitage Avenue, Mandalay – 20SP189772 – Spl & Cst Seet C/- Wynne Planning & Development as defined by section 150EN and 150EQ of the Local Government Act 2009 due to the following: Details of Interest: Accom Whitsundays have manager rights if the development application is successful, and Cr Simpson uses Accom for a secondary dwelling. Nature of relationship with other person: Business relationship with Accom Whitsunday. Name of Related Party: Accom Whitsunday Pty Ltd Nature of related party's interest in this matter: The Property Manager - Accom Whitsunday are the property managers for a Short-Term Rental property that Cr Simpson owns. As a result of this conflict of interest, Cr Simpson advised that he wishes to remain in the meeting to make a decision in relation to this matter as he does not believe a reasonable person could have a perception of bias. Cr Simpson acknowledged that Councillors must determine, pursuant to section 150ES of the <i>Local Government Act 2009</i>, whether Cr Simpson may participate in the decision making, discussion and voting on this matter.
Cr Clay Bauman	Prescribed	11.6	Cr Bauman declared a prescribed conflict of interest in item 11.6 regarding 20060232 - Request For Extension Of Currency Period – Development Application For Development Approval, Langford Road, Flametree – Well Smart Funnel Bay Development Pty Ltd C/- Wynne Planning & Development as defined by

			section 150EI of the <i>Local Government Act 2009</i>, due to the following: Nature of the interest: Cr Bauman has made a submission in relation to this application. Development Application Details: Development Application 20181026 As a result of this conflict of interest, Cr Bauman advised that he will leave the meeting and take no part in the discussion or decision making of this matter. Cr Bauman left the meeting at 10.16am.
Cr John Finlay	Prescribed	11.8	Cr Finlay declared a prescribed conflict of interest in item 11.8 regarding Sport & Recreation Club Grants - May 2024 as defined by section 150EI of the <i>Local Government Act 2009</i>, due to the following: Relationship with the Entity: Some applicants are a client of the company Cr Finlay works for. Business relationship, close associates. Entity's Interest in the Matter: Applicants to the application. Nature of Relationship with Close Associate: Applicants are clients of SBB Partners Company which Cr Finlay is the Manager. As a result of this conflict of interest, Cr Finlay advised that he will leave the meeting and take no part in the discussion or decision making of this matter. Cr Finlay left the meeting at 11.04am.
Cr John Finlay	Prescribed	11.9	Cr Finlay declared a prescribed conflict of interest in item 11.9 regarding Special Projects Grant Applications - Round 3 - February To May 2024 as defined by section 150EI of the <i>Local Government Act 2009</i>, due to the following: Relationship with the Entity: Some applicants are a client of the company Cr Finlay works for. Business relationship, close associates. Cr Finlay is also the treasurer of the Bowen Community Centre. Entity's Interest in the Matter: Applicants to the grant application. Nature of Relationship with Close Associate: Applicants are clients of SBB Partners Company which Cr Finlay is the Manager of and is an executive board member (treasurer) of the Bowen Community Council.

			As a result of this conflict of interest, Cr Finlay advised that he will leave the meeting and take no part in the discussion or decision making of this matter. Cr Finlay left the meeting at 11.06am.
Cr John Finlay	Prescribed	Bowen Show	Cr Finlay declared a prescribed conflict of interest in the foreshadowed motion proposed by Cr Wright regarding the Bowen Show receiving a cash sponsorship as defined by section 150EI of the <i>Local Government Act 2009</i>, due to the following: Relationship with the Entity: Bowen Pastoral Agricultural Association receiving the cash sponsorship are a client of the company Cr Finlay works for. Business relationship, close associates. Entity's Interest in the Matter: Bowen Pastoral Agricultural Association is receiving a cash sponsorship from Whitsunday Regional Council. Nature of Relationship with Close Associate: Applicants are clients of SBB Partners Company which Cr Finlay is the Manager. As a result of this conflict of interest, Cr Finlay advised that he will leave the meeting and take no part in the discussion or decision making of this matter. Cr Finlay left the meeting at 11.18am.
Cr Jan Clifford	Declarable	11.14	Cr Clifford declared a declarable conflict of interest in item 11.14 Sponsorship Request - 2024 Great Barrier Reef Festival - Great Barrier Reef Festival Committee as defined by section 150EN and 150EQ of the <i>Local Government Act 2009</i> due to the following: Details of Interest: Rotary Airlie Beach Club are a sponsor of the street parade for the Great Barrier Reef Festival and Cr Clifford is the president of the Rotary Club. Nature of relationship with other person: Cr Clifford is president of the Club Name of Related Party: Rotary Airlie Beach Club Nature of related party's interest in this matter: Sponsors for the street parade for the Great Barrier Reef Festival. As a result of this conflict of interest, Cr Clifford advised that she wishes to remain in the meeting to make a decision in relation to this matter as she does not believe a reasonable person could have a perception of bias.

			Cr Clifford acknowledged that Councillors must determine, pursuant to section 150ES of the <i>Local Government Act 2009</i> , whether Cr Clifford may participate in the decision making, discussion and voting on this matter.
Cr John Finlay	Prescribed	12.2	Cr Finlay declared a prescribed conflict of interest in item 12.2 regarding Request for Rate Concession as defined by section 150EI of the <i>Local Government Act 2009</i>, due to the following: Relationship with the Entity: Applicant is a client of the company Cr Finlay works for. Business relationship, close associates. Entity's Interest in the Matter: Applicants to Request for Rate Concession. Nature of Relationship with Close Associate: Applicants are clients of SBB Partners Company which Cr Finlay is the Manager. As a result of this conflict of interest, Cr Finlay advised that he will leave the meeting and take no part in the discussion or decision making of this matter. Cr Finlay left the meeting at 1.53m.
Cr Gary Simpson	Prescribed	12.3	Cr Simpson declared a prescribed conflict of interest in item 12.3 Request for Financial Assistance - Whitsunday Sportspark as defined by section 150EI of the <i>Local Government Act 2009</i>, due to the following: Relationship with the Entity: The Whitsunday Sportspark Committee chairperson is a business owner of a company that Cr Simpson is a client. Entity's Interest in the Matter: Whitsunday Sportspark is requesting for financial assistance from Whitsunday Regional Council. Nature of Relationship with Close Associate: Business relationship - Cr Simpson is a client of Eclipse Financial Planning. As a result of this conflict of interest, Cr Simpson advised that he will leave the meeting and take no part in the discussion or decision making of this matter. Cr Simpson left the meeting at 1.54pm.

Cr John Finlay	Prescribed	12.3	Cr Finlay declared a prescribed conflict of interest in item 12.3 Request for Financial Assistance - Whitsunday Sportspark as defined by section 150EI of the <i>Local Government Act 2009</i>, due to the following: Relationship with the Entity: An executive of the applicant has a business relationship with the company that Cr Finlay works for. Applicant is a close associate. Entity's Interest in the Matter: Whitsunday Sportspark is seeking financial assistance. Nature of Relationship with Close Associate: Business relationship, close associate. As a result of this conflict of interest, Cr Finlay advised that he will leave the meeting and take no part in the discussion or decision making of this matter. Cr Finlay left the meeting at 1.55pm.
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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 29 May 2024, the following orders were made:

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

Local Government Regulation 2012

Section 254F of the Local Government Regulation stipulates that the Chief Executive Officer must ensure that minutes of each meeting of a local government are taken under the supervision of the person presiding at the meeting.

Minutes of each meeting must include the names of councillors present at the meeting and if a division is called on a motion, the names of all persons voting on the motion 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).

RISK ASSESSMENT/DEADLINES

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).

TABLED MATTERS

Unresolved Tabled Matters			
Date of Meeting	Title / Resolution Number	Summary	Status
24 April 2024	Notice of Motion - Dingo Beach Stinger Net OM2024/04/24.2	That the item regarding Dingo Beach Stinger Net be deferred pending further community consultation.	This matter is currently being actioned by officers and will be presented to a future meeting of Council.
29 May 2024	20220736 - Minor Change Application - Development Permit for Material Change of Use - Transport Depot - Barclay Street, Mount Coolon - 210MPH20088 - Searles Investments (QLD) Pty Ltd C/- Wynne Planning & Development OM2024/05/29.12	That item 11.7 20220736 - Minor Change Application - Development Permit for Material Change of Use - Transport Depot - Barclay Street, Mount Coolon - 210MPH20088 - Searles Investments (QLD) Pty Ltd C/- Wynne Planning & Development be deferred to a future meeting pending further review of conditions and further discussion.	The matter is currently under review and is due for consideration at the OM in July 2024.

ATTACHMENTS

Unconfirmed minutes are attached separately on Council's website.

4.1 - Public Question Response - Cath Campbell - 29 May 2024

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Governance Administration Officer

AUTHORISING OFFICER: Director Corporate Services

There was one public question submitted for the Ordinary Council Meeting held on 29 May 2024.

The question was read out by the Chief Executive Officer on behalf of Ms Cath Campbell who was unable to attend the meeting. The question was taken on notice and the attached response has been provided.

ATTACHMENTS

1. Public Question Response - Cath Campbell - 29 May 2024 [4.1.1 - 2 pages]

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For further information, please contact: Gary Murphy
Direct dial no.: 0473 251 926

30/05/2024

Cath Campbell

Dear Ms Campbell,

RE: Response to Concerns About the Poisoned Ficus Tree at Cannonvale Beach

Thank you for your correspondence regarding the deliberate poisoning of the mature Ficus tree at Cannonvale Beach. We share your concern about this act of environmental vandalism and appreciate your suggestions on how to address and prevent such incidents.

I advise that your correspondence was advised to Whitsunday Regional Council at its Ordinary Meeting 29 May 2024 as a Question from the Public Gallery. Council has requested a response be provided to you.

The removal of the poisoned Ficus tree is scheduled for mid-June 2024, following the necessary approvals from Ergon due to the tree's proximity to power lines. After the removal, we will replant a new Ficus a few meters back from the original site. We are currently sourcing a semi-established tree that is between 3 to 5 meters tall to ensure the area continues to benefit from the shade and beauty provided by this species.

As per Whitsunday Regional Council Local Law 4 (Local Government Control Land and Facilities), it is an offense to damage vegetation. The Council is committed to investigating such offenses and gathering evidence where possible. While identifying offenders is often challenging, we have issued fines in the past when sufficient evidence was available.

We are aware that other councils implement visual barriers as a deterrent against the poisoning or damage of public trees. However, Whitsunday Regional Council does not currently have a policy to install visual barriers. Your suggestion to adopt similar procedures, like those of the Mackay Regional Council's Tree & Vegetation Management Policy, is noted and will be considered in our ongoing efforts to protect public vegetation.

The challenge with managing these incidents is often the impact on innocent parties. This location would be challenging given the block of units and residential properties that would be affected.

Concerning the CCTV network servicing the Cannonvale foreshore, the cameras are operated through the Cannonvale VMR building, which has recently undergone significant renovation works.

Although the cameras were renewed as part of the boardwalk project, reconnecting our service depends on finalising the cable connection at the VMR. The final step requires the use of a scissor lift, but this has been delayed due to wet ground conditions. We hope to get enough dry weather soon so the work can be completed, and the network will be restored.

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



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The annual costs of maintaining and operating our CCTV network across the LGA was \$130K of Capital expenses (for improvement of infrastructure) and \$150K of Operational expenses, which includes maintenance and software (maintenance is large due to ongoing power issues in Airlie Beach) in 23/24.

We appreciate your proactive stance on this issue and assure you that the Council is committed to maintaining and protecting our public spaces. Should you have any further questions or concerns, please do not hesitate to contact us.

Yours faithfully



Warren Bunker
Chief Executive Officer
Whitsunday Regional Council

5 MAYORAL MINUTE

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

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

7 DEPUTATIONS

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

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

1. Councillors to present a petition to the meeting in accordance with Council's Standing Orders, no debate on or in relation to the tabled petition shall be allowed and the only motion which may be moved is that the petition either be received, referred to a Committee or Council officer for consideration and report back to Council, or not be received because it is deemed invalid.
2. The inclusion of any responses prepared by officers in response to questions taken on notice at previous meetings of Council.

Excerpt from Council's Standing Orders:

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

10.1 - 20240022 - Development Permit for Material Change of Use for Veterinary Services - 52 Main Street, Proserpine - 1RP718930 - Mansfield Farming Pty Ltd - C/- Wynne Planning & Development

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Planner

AUTHORISING OFFICER: Director Regional Strategy and Planning

PURPOSE

To present the assessment of the development application for Veterinary Services at 52 Main Street Proserpine and 56 Main Street Proserpine and to seek Council's determination.

EXECUTIVE SUMMARY

The application is for a Material Change of Use for Veterinary Services within an existing two-storey office building at 52 Main Street, Proserpine. The premises is zoned Major centre, and the proposed development is consistent with the purpose of the zone.

The development will provide on-site and mobile based veterinary services, whilst having a maximum of three (3) staff and two (2) customers on-site at any one time. The proposal does not provide the required on-site parking spaces that is triggered by the Planning Scheme. The development has a shortfall of three (3) on-site car parking spaces when accepting the car parking assessments provided by the applicant. To justify the shortfall in parking, the applicant has provided a parking study that assesses the availability of parking within walking distance of the site.

In accepting the parking assessment provided by the applicant, the proposal complies with the Planning Scheme and is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council approve the Development Application for Development Permit for Material Change of Use - Veterinary Services, made by Mansfield Farming Pty Ltd As TTE, on L: 1 RP: 718930 T: N0639/150, L: 21 RP: 908795 T: 50179988 and located at 52 Main Street Proserpine, 56 Main Street Proserpine, subject to the conditions outlined in **Attachment 2**.

BACKGROUND

The site was initially the old Commonwealth Bank building temporarily used by Council as an office after Cyclone Debbie. The building is currently vacant.

DISCUSSION/CURRENT ISSUE

This application is code assessable against the Whitsunday Regional Council Planning Scheme 2017.

The proposal complies with the Major centre zone code. The zone allows for the intensification of Business activities such as the veterinary services in supporting the hierarchy of centres. The development and its operations are small in scale and intensity.

There is an existing carport at the rear of the building for two (2) cars. The development will have a maximum of three (3) staff on-site at any one time and two (2) customers at any one time except for unplanned emergency visits.

The applicant is proposing the use of the existing two (2) covered car parking spaces at the rear of the building and one (1) tandem parking space for a service vehicle. It is accepted that there is a shortfall of on-site car parking spaces required by the Transport and Parking Code (10).

A parking demand study was conducted by the applicant to determine whether sufficient parking exists within the vicinity to cater for the development. This study was done between 8am to 6pm at two (2) hour intervals, between Monday to Friday (18/09/2023 – 22/09/2023). Based on the findings, there is sufficient parking available in the location for the existing and proposed uses for the following reasons:

- There are approximately 179 parking spaces within the walking distance.
- Only one parking area (Dobbins Lane public car park) on a Wednesday between 10am and 12pm reached maximum capacity, with capacity from 12pm onwards.
- Public and on-street parking areas had sufficient capacity to cater for the development.
- The applicant intends to make the mobile aspect of the veterinary services most desirable to reduce the need for on-site attendance.

The proposal is recommended for approval as there is sufficient car parking available in the area to meet needs of the current and proposed uses.

FINANCIAL IMPLICATIONS

The application fee has been paid in full.

The development does not attract an infrastructure charge.

CONSULTATION/ENGAGEMENT

A/Manager Development Assessment

Technical Officer Engineer Assessment

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Whitsunday Regional Council Planning Scheme 2017

RISK ASSESSMENT/DEADLINES

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

STRATEGIC IMPACTS

Corporate Plan 2022-2026 Development Services objective 4.

Process all statutory applications within statutory timeframes.

ATTACHMENTS

1. Planning Assessment Report [**10.1.1** - 5 pages]
2. Conditions of Approval [**10.1.2** - 4 pages]
3. Locality & Zoning Plan [**10.1.3** - 1 page]
4. Plans of Development [**10.1.4** - 1 page]

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 for Veterinary Services
Landowner	Mansfield Farming Pty Ltd As TTE
Property Address:	52 Main Street Proserpine, 56 Main Street Proserpine
Property Description:	L: 1 RP: 718930 T: N0639/150, L: 21 RP: 908795 T: 50179988
Area of Site:	501m ²
Planning Scheme Zone:	Major centre zone
Level of assessment	Code Assessable
Overlays:	Acid Sulfate Soils overlay Airport Environs overlay Infrastructure overlay – Transport and Utility
Existing Use:	Office
Existing Approvals:	None
Public Notification:	Not applicable
Submissions received:	Not applicable
State referrals:	DTMR / SARA - Within 25m of a state-controlled road
Infrastructure charges:	Nil

2. Site Description

The development is located within an existing two-storey office building where the Gross Floor Area (GFA) is 350m².

Adjoining property 56 Main Street provides access to the rear of the subject site via Easements H and G.

The site was initially the old Commonwealth Bank building, temporarily used by Council as an office after Cyclone Debbie. Currently, the building is vacant. The building has direct frontage to Main Street and has a rear parking area that gains access from Dobbins Lane. An undercover area exists for parking at the rear of the building.

3. Proposal Details

The proposed development is for a Veterinary Practice. There will be a maximum of three (3) staff and two (2) customers at any one time. The intent of the practice is to offer mobile services primarily as well as on-site services when required.

The development cannot achieve the required number of parking spaces on-site in accordance with the Planning Scheme. The applicant's performance solution to address

the non-compliance is provided through a parking analysis of the surrounding public parking areas which suggests together with the two (2) proposed on-site car parks and one (1) service vehicle space, there is sufficient car parking available in the area to support the proposed development without impacting existing surrounding uses. The additional parking is in the surrounding Main Street public car parking areas which are not anticipated to be at maximum capacity at the expected peak hours of the proposed development.

4. Planning Assessment

The application has been assessed against the relevant provisions of the *Planning Act, 2016* and the *Whitsunday Regional Council Planning Scheme, 2017*. The proposal is 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 State Assessment Referral Agency (SARA) due to the location of the site being within 25m of a State Transport Corridor.

No conditions have been recommended by SARA.

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 is appropriately integrated all the State's interests in the SPP. The most recent SPP has been reflected in the Whitsunday Regional Council Planning Scheme, in particular Part 2 of State Planning Provisions.

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

The Mackay, Isaac and Whitsunday Regional Plan is not applicable in Code Assessable development.

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The Strategic Framework is not applicable in Code Assessable development.

4.4.2. Overlay Codes

Acid Sulfate Soils Overlay

No earthworks are proposed and therefore the overlay is not applicable.

Airport Environs Overlay

The development does not encroach into the airport's operational airspace. The development is also not associated with increases in wildlife strikes and hazards. The development complies with the overlay.

Infrastructure Overlay – Transport and Utility Infrastructure

The building is existing and any changes to the internal layout can be dealt at building works stage. The development is not a sensitive use that involves accommodation activity and therefore the development complies with the overlay.

4.4.3. Zone Code

Major Centre Zone

The proposed development is consistent with the purpose and overall outcomes of the zone. The zone allows for the intensification of Business activities such as the veterinary services in supporting the hierarchy of centres. The development is small in scale and intensity, considering the operations involve three (3) staff and a maximum of two (2) customers at the veterinary services at any one time.

Minor external building works are proposed however the building will remain compatible with the existing scale and character along Main Street. The development is supported by the existing pedestrian and vehicle networks of Main Street, Chapman Street and Dobbins Lane to access the site. There is a bus station located at Mill Street.

The proposal meets the necessary benchmarks of the zone and where necessary conditions of approval can be applied to protect the amenity of adjoining land uses.

4.4.4. Development Codes

Business activities code

The double-storey building is existing, with frontage to Main Street and encourages the continuous edge with adjoining commercial businesses. The main pedestrian entrance to the building is located facing onto Main Street where an existing awning provides adequate shelter for pedestrian access. An awning exists at the rear for customer access from the car park on Dobbins Lane. The car parking area at the rear of the property is accessed via the Dobbins Lane. The proposal complies with the code.

Infrastructure code

The

site is connected to reticulated water and sewer services. A plumbing and/or trade waste application may be required for changes to the internal drainage arrangements.

Landscaping code

It is not considered practical to condition the developer to provide additional landscaping on a constrained site. This is consistent with other commercial premises close by.

Transport and parking code

The development has an approximate Total Use Area (TUA) of 297m² and triggers a total on-site parking requirement of 12 carparks and one (1) service vehicle space in accordance with Table 9.4.8.3.3 Minimum on-site parking requirements.

Existing Parking Arrangement

There is a carport at the rear of the building for two (2) cars.

Proposed Parking

Due to the proposed mobile veterinary services being offered, the applicant proposes the veterinary practice will generate a maximum demand of on-site parking spaces for five (5) cars and one (1) service vehicle. However, according to the supplied Car Parking Management Plan, use of mobile veterinary services is encouraged to the public, and therefore the need for additional parking is reduced.

The applicant has proposed one (1) tandem parking space for a service vehicle within the property boundary.

The applicant has undertaken a parking study to assess all available nearby car public parking areas and on-street parking areas to determine whether sufficient parking exists within the vicinity of the site to cater for the shortfall in on-site parking. The study also looked at the demand of these spaces and when they were utilised most.

The study was undertaken between 8am to 6pm at two (2) hour intervals, between Monday to Friday (18/09/2023 – 22/09/2023). The locations of the study include the IGA car park, Council owned car park, both sides of Mill Street, both sides of Main Street from the intersection of Mill Street down to the Reef Catchments building and Dobbins Lane car park.

The results of the study show have identified 179 parking spaces within the walking distance to the development. Generally, the parking areas do not reach its maximum capacity at any time during the week. The highest demand during business hours of 10am to 2pm, while the lowest utilisation was between 8am and 10am in the morning and between 4pm and 8pm in the evening. However, it was recorded that the nearby public car park on Dobbins Lane reached maximum capacity on a Wednesday between 10am to 12pm. This car park contains 53 parking spaces and was recorded to be filled, however additional parking availability was found in other nearby areas at the same time. Overall, surplus spaces exist in the area.

Based on the findings of the applicant's parking analysis, it is accepted that sufficient parking is available for users of the veterinary practice, without detrimentally impacting the parking available for surrounding land uses. Therefore, the proposal achieves compliance with the Overall Outcomes of the code.

5. Public Submissions

Not applicable in Code Assessable development.

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	Essential services	350 m ²	\$155.40 / m ² of GFA		\$54,390.00
Total Adopted Charge					\$54,390.00
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit

Attachment 10.1.1 Planning Assessment Report

Existing Lawful Use	Commercial (office)	350 m ²	\$155.40 / m ² of GFA	100%	\$54,390.00
Total Credit					\$54,390.00
Total Levied Charge					\$0.00

The development does not attract an infrastructure charge.

1. **ADMINISTRATION**

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	Mark Hall Building Design	MAN17112023 SK 1 No.B	13/12/2023
Existing Floor Plans	Mark Hall Building Design	MAN17112023 SK 2 No.B	13/12/2023
Existing Elevations & Section	Mark Hall Building Design	MAN17112023 SK 3 No.B	13/12/2023
Proposed Floor Plans	Mark Hall Building Design	MAN17112023 SK 4 No.B	13/12/2023
Car Parking Assessment	Wynne Planning & Development	2023WRC140	NIL
Car Parking Management Plan	Wynne Planning & Development	2023WRC140	NIL

- 1.2 The applicant is to comply with the Department of State Development, Manufacturing, Infrastructure and Planning's conditions as outlined in the Department's correspondence dated 28 March 2024.
- 1.3 The following further development permits are required prior to commencement of work on site or commencement of the use:
- Plumbing and Drainage Works; and
 - Building Works.
- All 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 prior to the commencement of the use.

2. **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.

3. **BUILDING**

- 3.1 Building and landscaping materials are not to be highly reflective, or likely to create glare, or slippery or otherwise hazardous conditions.
- 3.2 Buildings are to be finished with external building materials and colours to reduce scale and bulk.

4. **WATER INFRASTRUCTURE**

- 4.1 The development must be connected to Council's water supply network using the existing water main located in Main Street, Proserpine. 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. SEWERAGE INFRASTRUCTURE

- 5.1 The development must be connected to Council's sewerage reticulation network, using the existing sewer main prior to commencement of the use. Any upgrading works to the existing sewer must be completed by the developer at their full cost prior to commencement of the use.

6. ACCESS AND PARKING

- 6.1 The applicant must provide and maintain the existing external access from the pavement of Dobbins Lane through the existing access easement to the property boundary of Lot 1 to a sealed standard so as to comply as a minimum with the levels, dimensions and specifications as shown on Councils Standard Drawings RS-049 and RS-051 prior to the commencement of the use.
- 6.2 A minimum of two (2) car parking spaces and one (1) SRV parking space must be provided on site prior to commencement of the use.

7. ENVIRONMENTAL MANAGEMENT PLAN (EMP)

- 7.1 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.
- 7.2 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.
- 7.3 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.

8. OPERATING PROCEDURES

- 8.1 No more than three (3) staff and two (2) customers are to attend the veterinary services at any one time except for unplanned emergency visits.
- 8.2 All activities relating to the veterinary services are to be undertaken in accordance with the approved Car Parking Management Plan.

9. 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

- 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 Main Street or Dobbins Lane 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. 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.

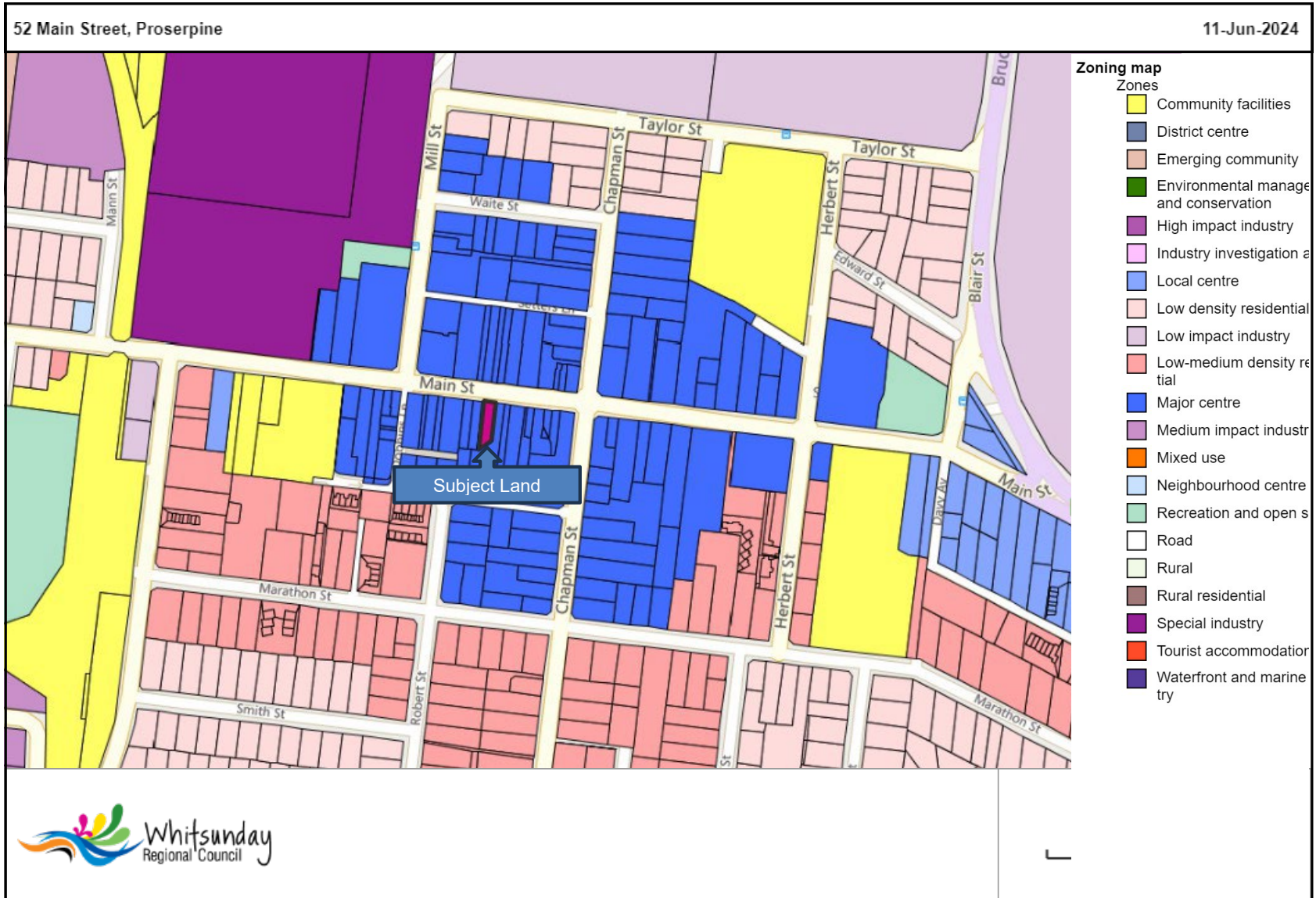
It is the principal contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public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

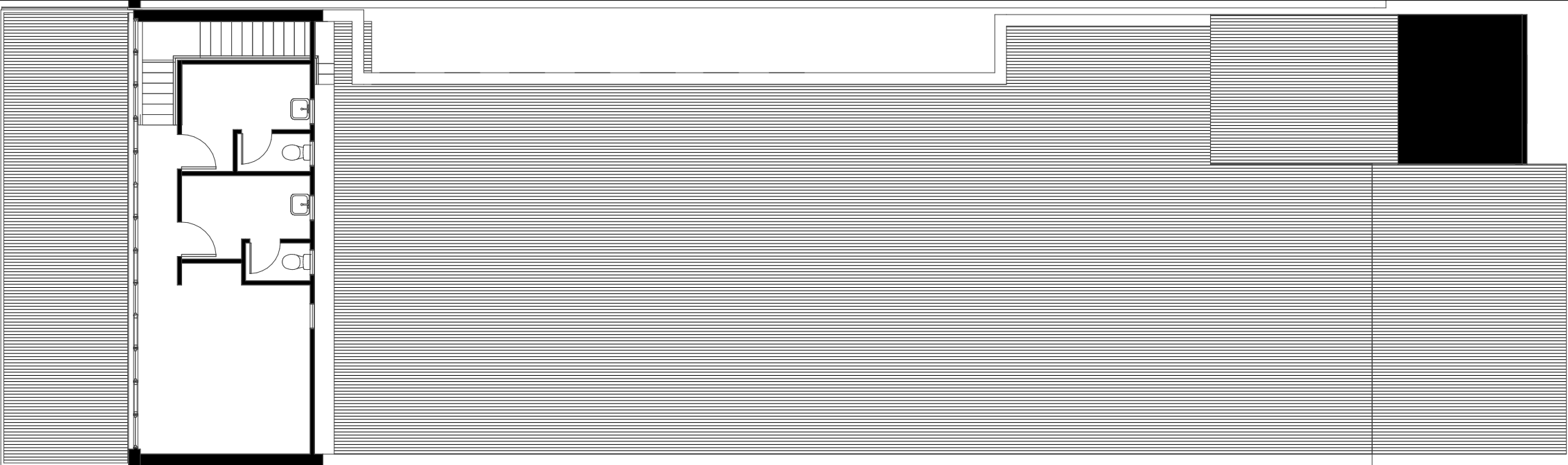
It is the responsibility of the person in control of the workplace to ensure compliance with the Work Health and Safety Act 2011. It states that the person in control of the workplace is

Attachment 10.1.2 Conditions of Approval

obliged to ensure there is appropriate, safe access to and from the workplace for persons other than the person's workers.

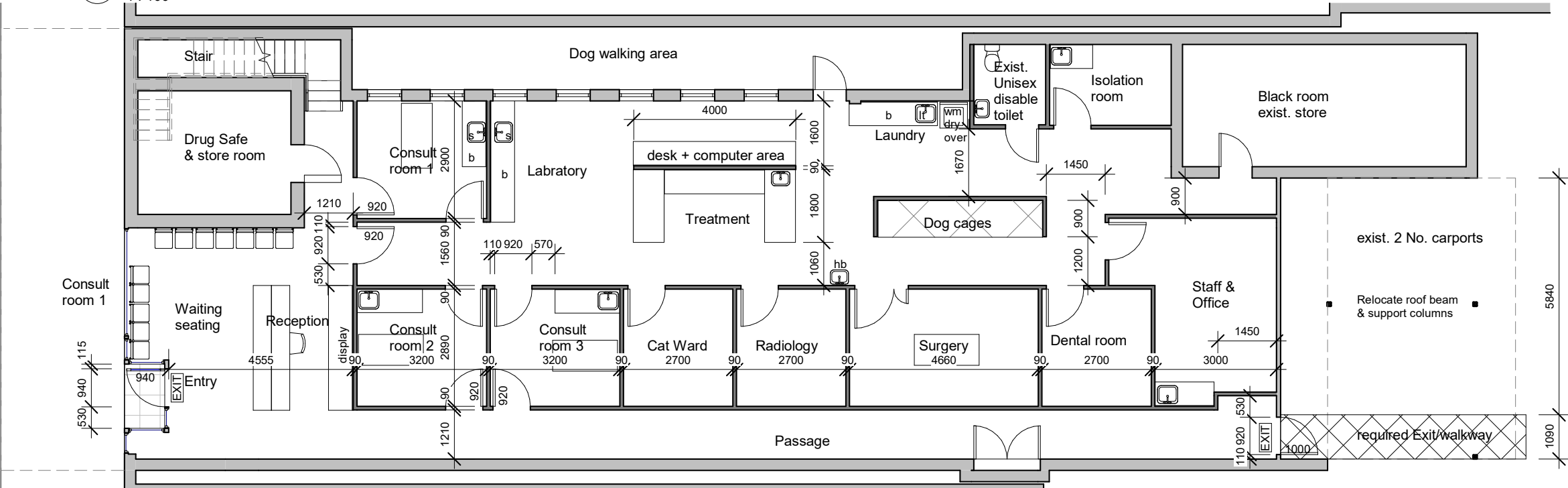
- 10.6 Enquiries relating to the aforementioned conditions should be directed to the Regional Strategy and Planning Directorate who will direct the enquiry to the relevant officer.





2 Proposed Upper Floor Plan
1 : 100

NOT FOR CONSTRUCTION



1 Proposed Ground Floor Plan
1 : 100

No.	Description	Date
A	Clients review	28/11/2023
B	Client approval & Planning Application	13/12/2023

Mark Hall Building Design
21 THE AVENUE, HERMIT PARK,
TOWNSVILLE QLD. 4812
Ph. 0417 008 134
Email mark@markhalldesigns.com
Licenced under QBSA Act 1991 No. 460144 Building Design
Medium Rise. Expiry Date 7/4/2024

Client - Greater Whitsunday Vet Services
Project - Renovations to building
Location - 52 Main Street, Proserpine,
QLD 4800

Proposed Floor Plans

Project number	MAN17112023
Date	November 2023
Drawn by	M. Hall
Checked by	Checker

SK 4

Scale 1 : 100

13/12/2023 10:55:26 AM

10.2 - 20140001 - Request for Extension of Currency Period – Development Application for Development Permit for Reconfiguration of a Lot – One (1) Into Six (6) Lots – Allan Road, Conway – 5RP738979 – Deloma Pty Ltd

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Planner

AUTHORISING OFFICER: Director Regional Strategy and Planning

PURPOSE

To present the assessment of the request to extend the Development Permit and to seek Council's determination.

EXECUTIVE SUMMARY

The applicant has requested a twelve (12) month extension to a reconfiguration of a lot permit. The applicant has taken steps to complete the development, with a development permit for the related operational works being approved on 4 June 2024. Based on the applicant's representations, the development will likely proceed should an additional twelve (12) month extension be granted. On this basis, the request is recommended for approval.

The development is considered to achieve consistency with Council's adopted Extension of Time policy in that a related Operational Works application has been lodged and approved.

OFFICER'S RECOMMENDATION

That Council approve the request for an extension of the currency period of the Development Permit for Reconfiguration of a Lot - One (1) Lot into Six (6) Lots, made by Deloma Pty Ltd, on L: 5 RP: 738979 T: N1207/239 and located at Allan Road Conway Beach, to **1 July 2025**.

BACKGROUND

The development has previously received an extension of currency period to 1 July 2024 via officer delegation in accordance with the *Requests for Extension of Time – Development Permits Policy*. A full list of all approvals and relevant timeframes, including the Ministerial COVID-19 extensions, can be found in **Attachment 2**.

In the recent Planning Scheme major amendment to v4.7, Council approved (Resolution Number: 12.4 2018/03/14.12) the future rezoning of the smaller lots to Rural Residential while the zoning of the larger lot remains Rural which reflects the subdivision approval. The rezoning that has occurred does not conflict with the Regional Plan, compromise good quality agricultural land, future urban growth land, or infrastructure servicing to the site.

DISCUSSION/CURRENT ISSUE

This application is assessed against the *Extension of Time – Development Permits Policy*, submitted under Section 86 of the *Planning Act 2016*.

The development is required to lodge a subsequent Operational Works application. The Operational Works application (Council ref: 20231258) associated with this Development Permit was approved on 4 June 2024. The applicant has undertaken a detailed survey for the proposal and completed the proposed Survey Plan for the development.

A detailed assessment of the request is provided in **Attachment 1**.

This is page 36 of the Agenda of Council's Ordinary Council Meeting - 26 June 2024



FINANCIAL IMPLICATIONS

The development will incur Infrastructure Charges of \$66,822.00.

CONSULTATION/ENGAGEMENT

Manager Development Assessment

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016

Extension of Time – Development Permits Policy

RISK ASSESSMENT/DEADLINES

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

STRATEGIC IMPACTS

Corporate Plan 2022-2026 Development Services objective 4.

Process all statutory applications within statutory timeframes.

ATTACHMENTS

1. Planning Assessment Report [**10.2.1** - 2 pages]
2. History of ROL 20140001 Development Approvals [**10.2.2** - 1 page]
3. Locality and Zoning Plan v3.9 [**10.2.3** - 1 page]
4. Locality and Zoning Plan v4.7 [**10.2.4** - 1 page]
5. Plans of Development [**10.2.5** - 1 page]

ANALYSIS

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

1. Application Summary

Proposal:	Extension of Currency Period – Development Application for Development Permit for Reconfiguration of a Lot – One (1) Into Six (6) Lots
Landowner	N S Bolliger
Property Address:	Allan Road, Conway Beach
Property Description:	L: 5 RP: 738979 T: N1207/239
Area of Site:	49.41ha
Planning Scheme Zone:	Rural zone, Rural Residential zone
Level of assessment	N/A
Overlays:	N/A
Existing Use:	Rural lot
Existing Approvals:	See Attachment 2.
Public Notification:	N/A
Submissions received:	N/A
State referrals:	N/A
Infrastructure charges:	N/A

2. Site Description

The subject land is surrounded by mix of rural and rural residential allotments with protected forests to the North and East.

3. Proposal Details

The applicant requested an extension of the currency period until 1 July 2025 - a period of twelve (12) months.

The approval is required to remain current to enable the applicant to complete outstanding components of the development permit, including completing the approved development permit for Operational Works associated with the construction of the external access driveways.

4. Planning Assessment

The application has been assessed against the *Requests for Extension of Time – Development Permits Policy*. As the request is for the third extension of the currency period the request cannot be decided via delegation as per the policy.

4.1. Approval History

The Planning and Environment (P&E) Court issued a Court Order on 1 April 2016 and approved a development application for Reconfiguring a Lot for One (1) Into Six (6) Lots subject to conditions.

Most recently on 9 October 2023, Council approved a second extension whereby a short extension was requested. The approval complied with Council's *Extension of Time – Development Permits Policy* and therefore the currency period was extended from 21 April 2024 to 1 July 2024. A full list of all approvals and relevant timeframes, including the Ministerial COVID-19 extensions, can be found in Attachment 2.

4.2. Requests for Extension of Time – Development Permits Policy

The applicant has advised of delays due to competing demand for relevant contractors and service providers.

The policy requires for a third extension, the lodgement of a relevant operational works application as required under the conditions of approval of the permit. Council's records detail that a development application for development permit for Operational Works (Council Ref: 20231258) associated with the approved ROL was approved on 4 June 2024. Additionally, the applicant has undertaken a detailed survey and preparation of the proposed Survey Plan.

The applicant has therefore demonstrated continued efforts to undertake the development.

5. Infrastructure Charges

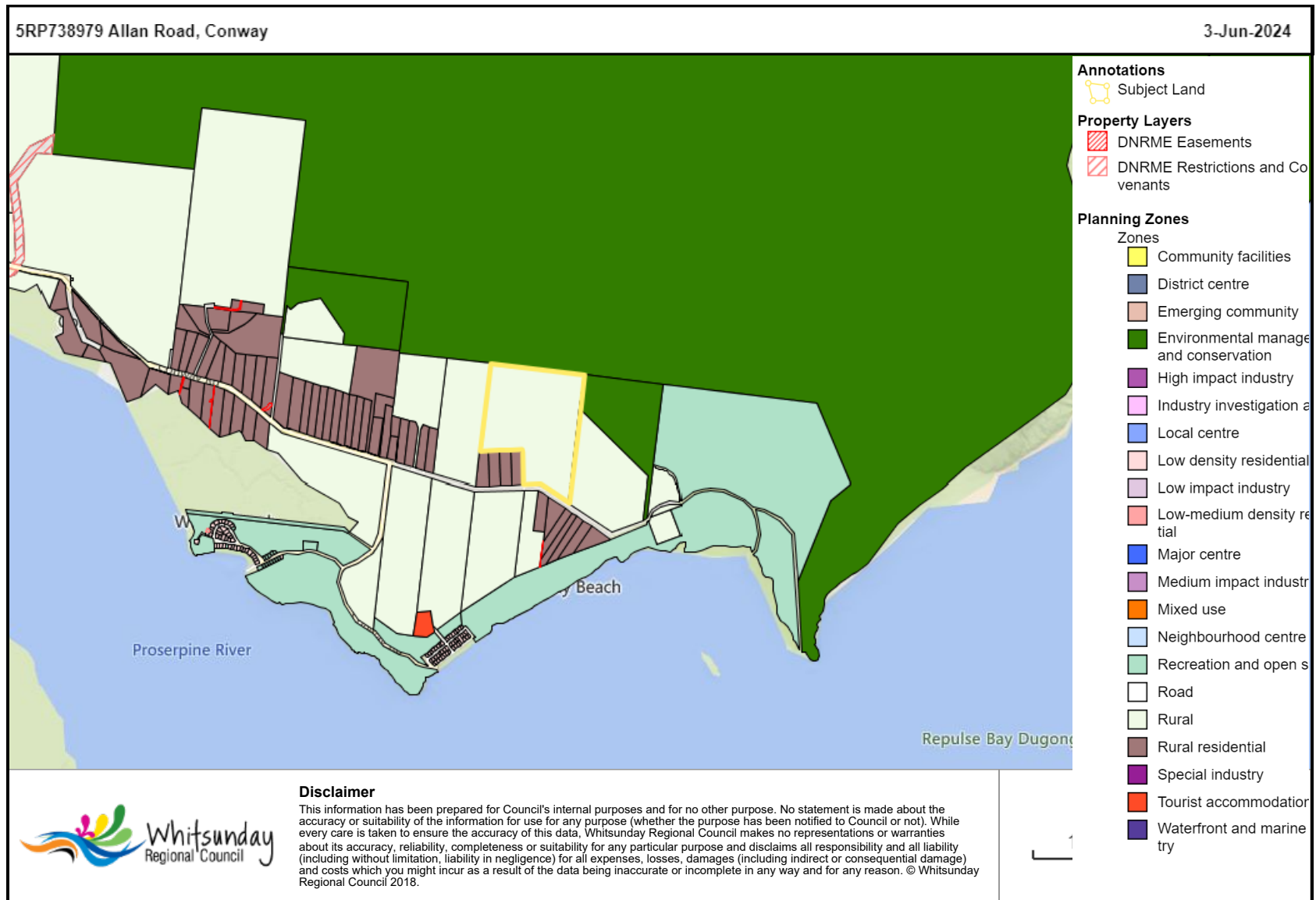
5.1. Adopted Infrastructure Charges Resolution

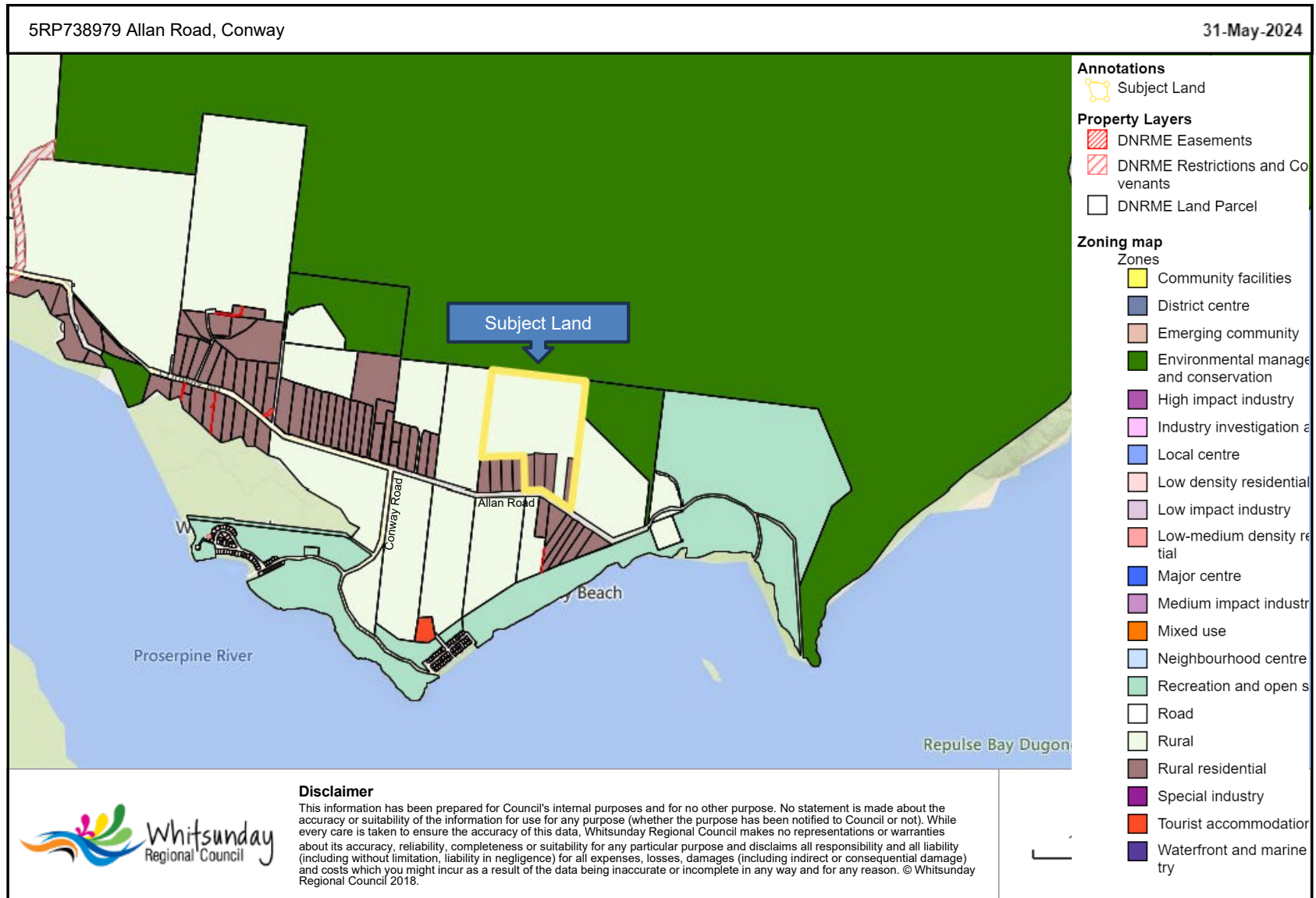
The following is a breakdown on the Infrastructure Charges for the development:

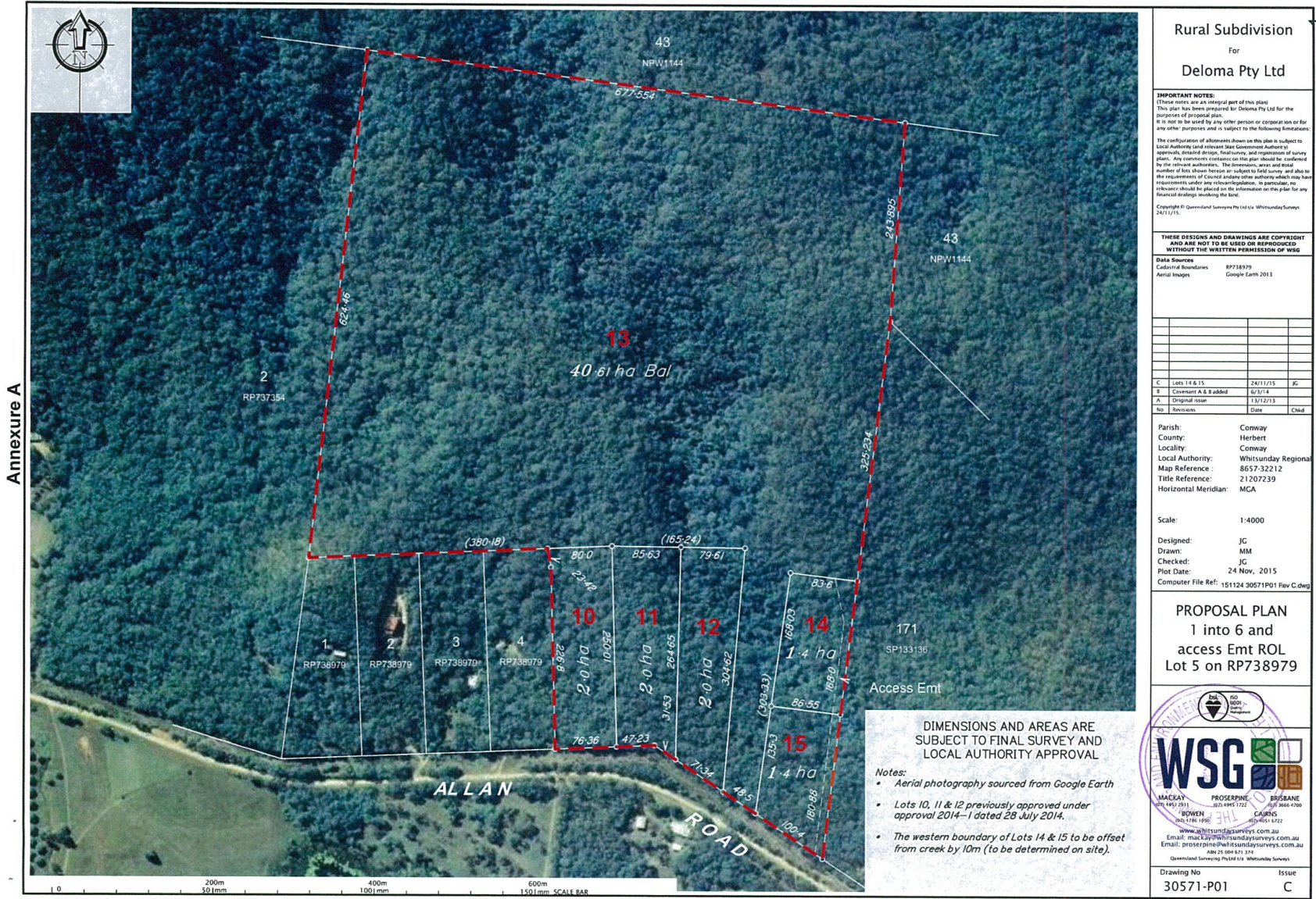
Adopted Charge					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate		Adopted Charge
RAL	Residential – 3 or more bedroom dwelling house	6	\$31,080.00		\$186,480.00
Total Adopted Charge					\$186,480.00
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit
RAL – Existing Lawful Use	Residential – 3 or more bedroom dwelling house	1	\$31,080.00	100%	\$31,080.00
RAL – Sewer N/A	Residential – 3 or more bedroom dwelling house	5	\$31,080.00	27%	\$41,958.00
RAL – Water N/A	Residential – 3 or more bedroom dwelling house	5	\$31,080.00	30%	\$46,620.00
Total Credit					\$119,658.00
Total Levied Charge					\$66,822.00

**HISTORY OF RECONFIGURATION OF A LOT (ROL) 20140001
AND RELEVANT DEVELOPMENT APPROVALS**

Date of Approval and DA Number	Development Permit / Details	Expiry Date
1 April 2016 20140001	P&E Court approved a Reconfiguring a Lot for One (1) Into Six (6) Lots.	1 April 2020
21 August 2020 20140001	<u>ROL First Extension</u> Council extended the currency period of the approval to 1 April 2022.	1 April 2022
8 July 2020, 1 September 2021 and 29 April 2022 20140001	The Minister has declared COVID-19 applicable events, between June 2021 to June 2022, allowing the extension of statutory timeframes for undertaking approved development. The ROL was eligible for extending the currency period: i. from 1 April 2022 to 1 October 2022 (6 months); and subsequently ii. from 1 October 2022 to 21 April 2023 (6 months); and subsequently iii. from 21 April 2023 to 21 April 2024 (12 months).	21 April 2024
9 October 2023 20140001	<u>ROL Second Extension</u> The applicant has applied for a short extension which is the second extension to the currency period on 27 September 2023. Council extended the currency period of the approval to 1 July 2024.	1 July 2024
4 June 2024 20231258	Development permit for Operational Works (OPW) for Driveway Access and Erosion & Sediment Control. Relevant OPW permit to 20140001	4 June 2026







10.3 - 20240139 - Development Application for Development Permit for Material Change of Use - Short Term Accommodation - 22A Rattray Avenue, Hydeaway Bay - 10SP184795 - M & S Robinsons

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Planner

AUTHORISING OFFICER: Director Regional Strategy and Planning

PURPOSE

To present the assessment of the development application for a short-term accommodation at 22A Rattray Avenue, Hydeaway Bay, and to seek Council's determination.

EXECUTIVE SUMMARY

The application is for the Short-Term Accommodation (STA) of an existing one-storey residence at 22A Rattray Avenue, Hydeaway Bay. The dwelling has 3 bedrooms and provides 2 car parks and 1 boat parking space underneath the house. The premises is zoned Low density residential. Rainwater tanks and an effluent disposal system are available on-site and sized appropriately.

There are twenty-six properties with approval from Council to undertake STA within Hydeaway Bay as shown in the map in **Attachment 3**.

No physical changes to the existing dwelling house are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape.

To address the potential for the development to cause undesirable amenity impacts, standard conditions of approval have been recommended, including appointing a property manager to be available 24/7. A maximum of six persons will be permitted to stay at the premises at any one time.

One submission was received during the public notification period. The submission centres around the noise and light that emanates down on the immediate neighbourhood. There is also a concern on the potential to have more guests than what is permitted due to the size of the dwelling house. The submitter is a resident along Rattray Avenue.

The Planning Scheme does provide for the STA use of a property in the Low-density residential zone provided it is compatible with the character and amenity of the area. Compatibility is achieved as no physical alterations to the house are proposed besides the addition of the property management sign, and appropriate conditions of approval are recommended to mitigate any potential amenity impact. A condition of approval is recommended limiting the number of bedrooms used to three with a maximum of six persons permitted to stay at the property (two per bedroom).

OFFICER'S RECOMMENDATION

That Council approve the Development Application for Development Permit for Material Change of Use – Short-Term Accommodation, made by M & S Robinson, on L:10 SP:184795 and located at 22A Rattray Avenue, Hydeaway Bay, subject to conditions outlined in **Attachment 2**.

BACKGROUND

The application is not a response to any compliance actions.

DISCUSSION/CURRENT ISSUE

The application is assessable against the Whitsunday Regional Council Planning Scheme 2017, including the Strategic Framework and relevant codes.

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

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

Therefore, the proposal complies with the Low-density residential zone code.

The proposal complies with the other applicable requirements of the Planning Scheme including the short-term accommodation and multi-unit uses code and Transport and parking code as the required number of car parks are provided.

A detailed assessment of the four submissions and assessment benchmarks is provided in **Attachment 1**.

FINANCIAL IMPLICATIONS

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

CONSULTATION/ENGAGEMENT

Manager Development Assessment
Technical Officer Engineer Assessment

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016
Whitsunday Regional Council Planning Scheme 2017

RISK ASSESSMENT/DEADLINES

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

STRATEGIC IMPACTS

Corporate Plan 2022-2026 Development Services objective 4. Process all statutory applications within statutory timeframes.

ATTACHMENTS

1. Planning Assessment Report [**10.3.1** - 4 pages]

2. Conditions of Approval [**10.3.2** - 3 pages]
3. Short- Term Accommodation Map 22 A Rattray Ave Hydeaway Beach [**10.3.3** - 1 page]
4. Development Plans [**10.3.4** - 10 pages]

ANALYSIS

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

1. Application Summary

Proposal:	Development Permit for Material Change of Use – Short-Term Accommodation (STA)
Landowner	M & S Robinson
Property Address:	22A Rattray Avenue Hydeaway Bay
Property Description:	L: 10 SP: 184795
Area of Site:	1336m ²
Planning Scheme Zone:	Low density residential
Level of assessment	Impact Assessable
Overlays:	Bushfire Hazard, Landslide Hazard
Existing Use:	House
Existing Approvals:	Nil
Public Notification:	18 April 2024 – 15 May 2024
Submissions received:	One
State referrals:	Nil
Infrastructure charges:	Nil

2. Site Description

Rattray Avenue is a road in Hydeaway Bay where residential properties are situated on a slope that predominately falls towards Hydeaway Beach. The site has been developed for a residential dwelling and includes a shared driveway access with other sites in a body corporate arrangement. Access to the premises is achieved via a fully sealed concrete driveway to an access easement connecting to Rattray Avenue. Uses within the general area include houses and other short-term accommodation premises.

3. Proposal Details

The proposal is for the STA of an existing three-bedroom dwelling house.

Carparking is provided underneath the house for two cars and a boat. The driveway also has additional space for carparking as shown on the Site Plan.

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

One submission was received during the Public Notification Period, from the neighbouring property 20 Rattray Avenue, and is considered a properly made submission. Section 5 of this report contains the Submission Analysis.

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

4.1. State Assessment and Referral Agency (SARA)

The Application was not referrable.

4.2. State Planning Policy – July 2017

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

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

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

4.4.2. Strategic Intent

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

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

4.4.3. Overlay Codes

Bushfire Hazard Overlay

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

Landslide Hazard Overlay

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

4.4.4. Zone Code

Low Density Residential Zone

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

No physical changes to the existing dwelling house are proposed which means the proposal will not result in a change to the visual character and amenity of the streetscape. To address the potential for the development to cause undesirable amenity impacts conditions of approval have been recommended. Conditions of approval for a maximum of six guests (two per bedroom) at any one time are recommended. Importantly, the approved use shall not be run as a party-house and strict noise and operating conditions which are monitored by a property manager 24/7 are advocated.

4.4.5. Development Codes

Short-term accommodation and multi-unit uses code

The proposed development provides for the property manager to manage rubbish disposal. It is conditioned to be included in the Code of Conduct together with having a visible sign which displays the contact details of a local property manager to respond to complaints in a timely manner.

Infrastructure code

No additional infrastructure is required to support the development.

Landscaping code

No additional landscaping is required to support the development.

Transport and parking code

The proposal complies with the requirements of the code and the STA Guideline. The proposal has a requirement of two parking spaces as required by Table 9.4.7.3.3 Minimum on-site parking requirements.

Short-Term Accommodation Guideline

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

5. Public Submissions

The development application was placed on public notification between 18 April 2024 and 15 May 2024 in accordance with the relevant provisions of the Planning Act 2016. The Notice of Compliance was received on 16 May 2024. One submission was received during

this period of Public Notification. Submissions have been received and summarised in the below table:

Issue	Comment/Condition Number
1. Noise/Light	Concerns about the house being in the centre of that part of Hydeaway Bay which forms an amphitheatre with the escarpment at the back and bound by the hilly ends of Rattray Avenue. Noises can be loud, and the submitter does not want to lose the peace and quiet of Hydeaway Bay, specifically Rattray Avenue area. The submitter also raised that the existing house has an existing downstairs light which shines into the immediate neighbourhood. Conditions require a property manager to explain the Code of Conduct and applicable rules. A property manager must attend to any complaint about anti-social behaviour and excessive noise within 30 minutes. Conditions also require reduce/cease noise from the premises after 9pm. The installation of a light underneath the dwelling is unable to be remedied by this proposal.
2. Potential for many guests to rent	The submitter has raised concerns about the potential for the place to have many guests due to its size. The development is conditioned to limit the guest to two persons per bedroom. The proposed STA has three bedrooms, and a maximum of six guests only will be permitted. The property manager will ensure that the maximum number of guests is met prior to check-in as per the conditions of approval.

6. Infrastructure Charges

There are no Infrastructure Charges applicable.

Attachment 1 – Conditions of Approval

1. ADMINISTRATION

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

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

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

2. BUILDING

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

3. ACCESS AND PARKING

- 3.1 A minimum of two (2) car parking spaces must be maintained on site, prior to and ongoing while the use is being undertaken.
- 3.2 On-site parking spaces must be located entirely on the site, be safe and practical to use, and enable cars to enter and exit the site without endangering pedestrians or vehicles.

4. OPERATING PROCEDURES

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

- b) Prior to the commencement of the use, inform in writing, the occupants of every neighbouring dwelling that the property has been approved for short-term accommodation and provide contact details including a 24-hour contact number.
- c) Establish and maintain an accommodation register, recording names and contact details of all guests and duration of stay. The register must also include details of any complaints received and a copy of the signed acceptance of the Code of Conduct document. This register is to be provided to Council on request.
- d) Prepare a Code of Conduct which must be provided to and agreed-to in writing by all adult guests prior to occupation. The Code of Conduct must include as a minimum:
 - i. The maximum permitted number of overnight guests on any one day.
 - ii. A set of 'good neighbour' rules, to prevent anti-social behaviour and excessive noise after 9pm, in accordance with Schedule 1 of Environmental Protection (Noise) Policy 2019.
 - iii. Information for guests, including the 24-hour contact details of the nominated property manager, on-site carparking and waste bin arrangements.
 - iv. Rules requiring eviction or forfeiture of money in the event of a significant breach of the Code of Conduct.
- e) To meet and greet every guest prior to occupation (in person or electronically) to explain the Code of Conduct and other applicable rules.
- f) To have two (2) 24-hour contact number that must be answered, not with a recorded message.
- g) To attend to any complaint about anti-social guest behaviour reported to the contact number, within 30 minutes. Agent response may include attendance by a private security firm.
- h) To immediately evict any guests whose behaviour repeatedly breaches the Code of Conduct.
- i) A maximum of **six (6)** overnight guests (two guests per bedroom) will be permitted to stay in short-term accommodation at any one time.
- j) Prior to the commencement of the use, a license under Local Law No. 1 (Administration) 2014 for the operation of short-term accommodation must be obtained.

5. MISCELLANEOUS

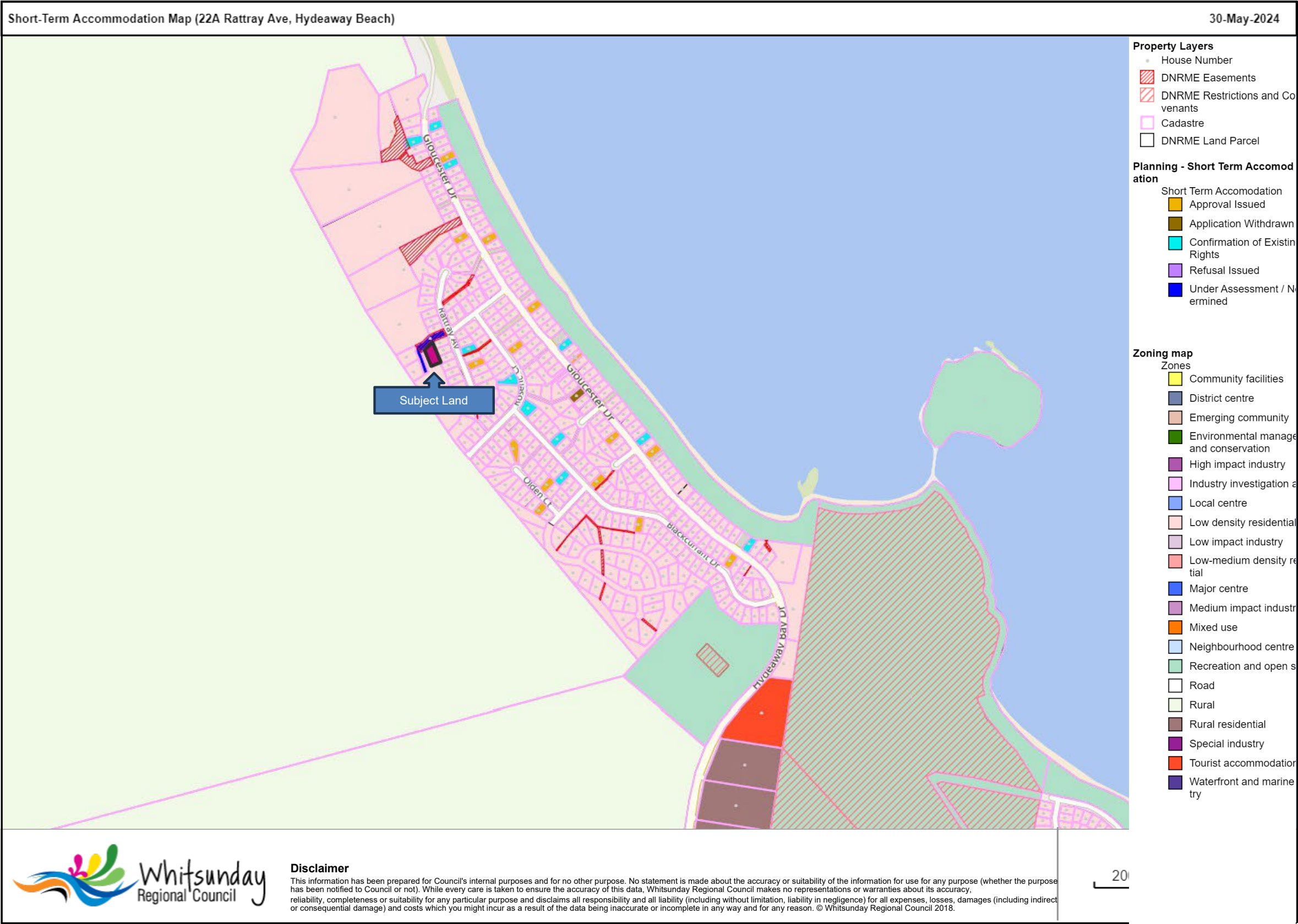
- 5.1 If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.

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
- 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.
- 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 Rattray Avenue 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.

6. ADVISORY NOTES

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



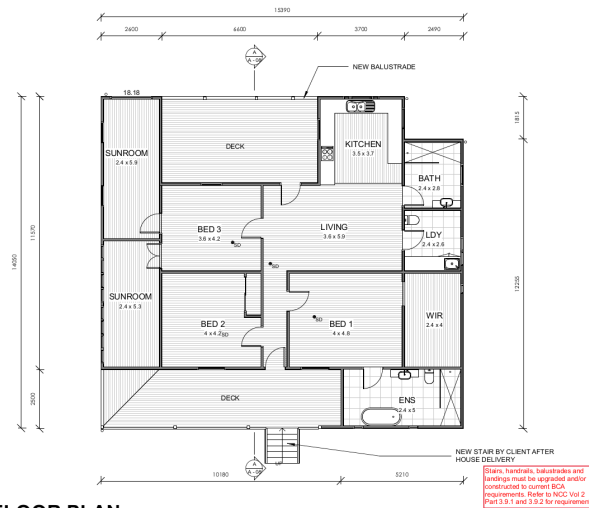
HOLIDAY HOME – SITE PLAN

PROPERTY ADDRESS: 22A Rattray Avenue, Hydeaway Bay



HOLIDAY HOME – FLOOR PLAN

PROPERTY ADDRESS: 22A Rattray Avenue, Hydeaway Bay



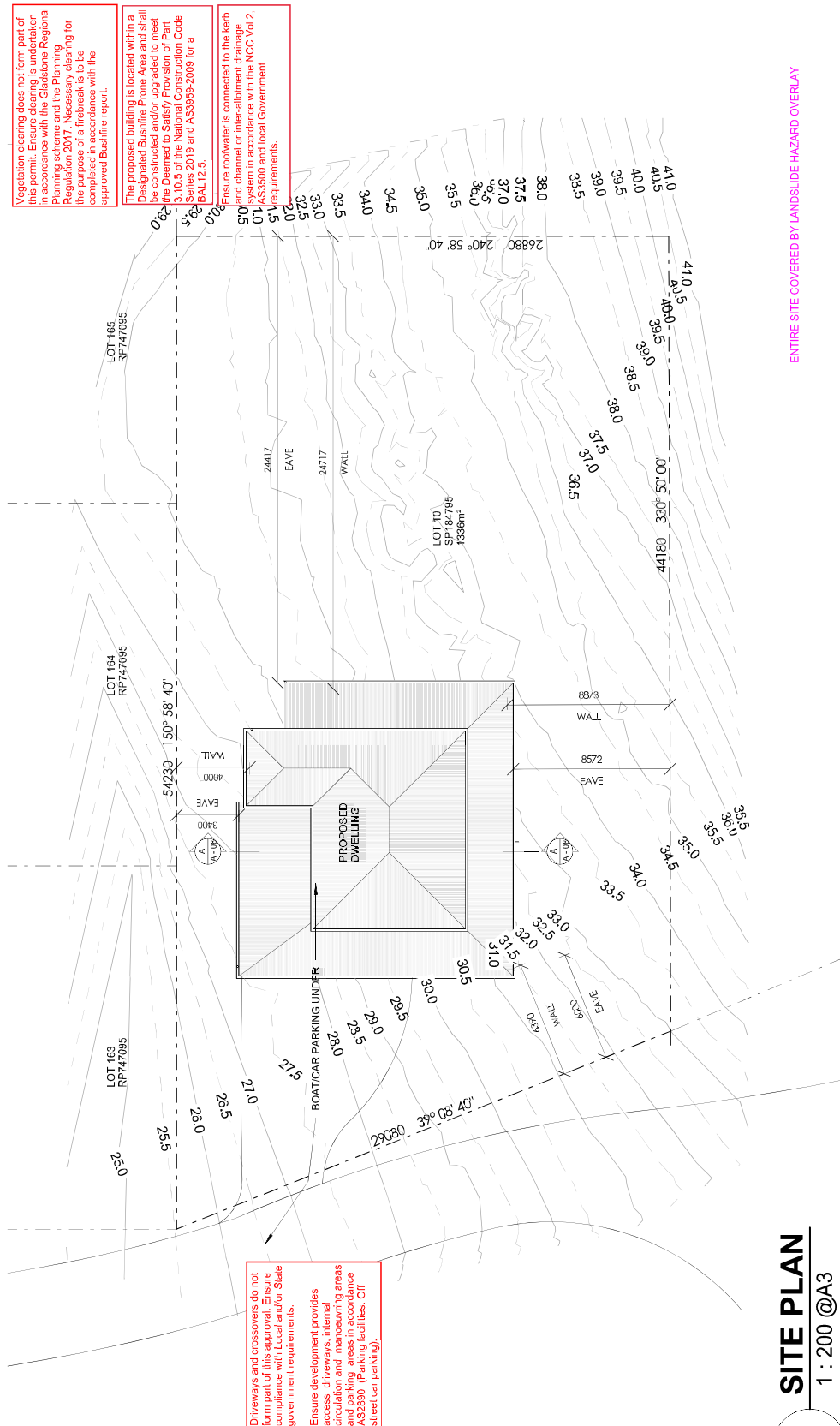
NOTES:

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- DIMENSIONS TAKE PRIORITY OVER RL'S THAT MAY HAVE BEEN DERIVED FROM COUNCIL CONTOURS
- LOCAL COUNCIL HEIGHT LIMIT NOT TO BE EXCEEDED

1

PROPOSED FLOOR PLAN

1 : 100 @A3



Driveways and crossovers do not form part of this approval. Ensure compliance with the relevant State government requirements.

Ensure development provides access driveways, internal circulation and manoeuvring areas and parking areas in accordance with AS2850 (Parking facilities, Off street car parking).

Vegetation clearing does not form part of this permit. Ensure clearing is undertaken in accordance with the Gladstone Regional Planning scheme and the Planning Regulation 2017. Necessary clearing for the purpose of a firebreak is to be completed in accordance with the approved Bushfire report.

The proposed building is located within a Bushfire Prone Area and will be constructed and/or upgraded to meet the Deemed to Satisfy Provision of Part 3.10.5 of the National Construction Code Series 2019 and AS3959-2009 for a BAL12.5.

Ensure roofwater is connected to the kerb and discharged into the stormwater system in accordance with the NCC Vol 2, AS3500 and local Government requirements.

1 SITE PLAN

1 : 200 @A3

ENTIRE SITE COVERED BY LANDSLIDE HAZARD OVERLAY

ALL CONSTRUCTION TO BE IN ACCORDANCE WITH THE NCC & RELEVANT AUSTRALIAN STANDARDS. FULL COMPLIANCE WITH THE NCC IS REQUIRED. ANY DIMENSIONS ON SITE PRIOR TO CONSTRUCTION MUST BE VERIFIED. DO NOT SCALE FROM DRAWINGS. CONFIRM ALL DIMENSIONS ON SITE PRIOR TO OR WORK. ANY COSTS ARISING FROM INCORRECT DIMENSIONING IS THE RESPONSIBILITY OF THE CLIENT. IF EVOKE ARCHITECTS IS NOT CONTACTED PRIOR TO CONSTRUCTION, VERIFY DIMENSIONS ON SITE PRIOR TO COMMENCEMENT OF WORK.

DATE: 08.12.2021
DESCRIPTION: PRELIMINARY
REV: A

DATE: 10.01.2022
DESCRIPTION: REVISED HOUSE LOCATION
REV: B

DATE: 11.01.2022
DESCRIPTION: WINDOW ADDED TO SUNROOM
REV: C

PRO: 974
SHEET NUMBER: A - 02
REV: C

CLIENT NAME: MATTHEW & SUZANNE ROBINSON
PROJECT ADDRESS: 22A RATTRAY AVE, HIDEAWAY BAY, QLD, 4800.
SHEET NAME: SITE PLAN

APPROVED
This plan is certified for compliance with the requirements of the BUILDING ACT 1975, the BUILDING REGULATION 2006 and all other applicable conditions.
2021-6854
Project BA
REFERENCED NOTICE

EVOKE ARCHITECTS
www.evokearchitects.com
QLD REG# 4782

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PROPOSED COLUMN LAYOUT

1 **PROPOS**
1 : 100 @A3

24

PROPOSED FLOOR PLAN

1 : 100 @A3

DATE	DESCRIPTION	REV
06.12.2021	PRELIMINARY	A
10.01.2022	REVISED-HOUSE LOCATION	B
11.01.2022	WINDOW ADDED TO SUNROOM	C
	SHEET NUMBER	REV C
	974.	A - 04

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CLIENT NAME: MATTHEW & SUZANNE ROBINSON

PROJECT ADDRESS:

22A RATTRAY AVE, HIDEAWAY BAY, QLD, 4800.

SHEET NAME:

NAME. PROPOSED FLOOR PLAN

APPROVED

APPROVED
This plan is certified for compliance with the requirements
of the BUILDING ACT 1975, the BUILDING
REGULATION 2006, and attached approval conditions,

2021-6854

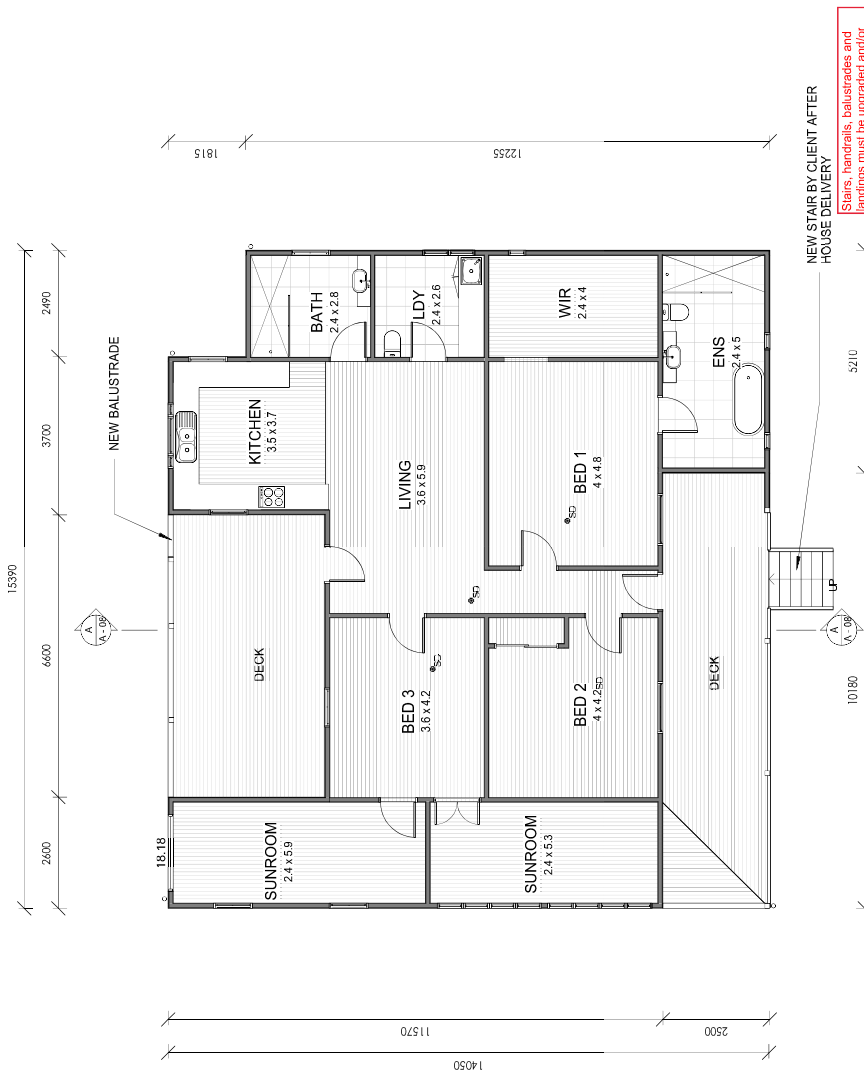
REFERENCED DECISION NOTICE

EVOKE
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NOTES:

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- LOCAL COUNCIL HEIGHT LIMIT NOT TO BE EXCEEDED



NEW STAIR BY CLIENT AFTER
HOUSE DELIVERY

Stairs, handrails, balustrades and landings must be upgraded and/or constructed to current BCA requirements. Refer to NCC Vol 2 Part 3.9.1 and 3.9.2 for requirements

HOLIDAY HOME - PROPERTY MANAGEMENT PLAN

PROPERTY ADDRESS: **22A Rattray Avenue, Hideaway Bay**

PROPERTY MANAGER DETAILS:

Name: Robyn Gorlick

Address: 860 Gloucester Avenue, Cape Gloucester

Telephone Number: 0439782818

Email: robyn@argindustries.com.au

The nominated Property Manager will:

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

DETAILS OF RESERVATIONS ARRANGEMENTS:

Internet (please specify) Email and B&B Applications

Property Manger: Robyn Gorlick 0439782818

DUTIES OF PROPERTY MANAGER

- Supply, readily visible in the kitchen or living area of the home, the Code of Conduct, the Property Management Plan and the Fire and Emergency Plan;
- Liaise with tenants for the occupancy and vacation of the premises;
- No more than 6-persons are permitted to stay at the property at any one time;
- Ensure the correct maximum number of people are staying overnight in accordance with planning approval conditions;
- Ensure guests are aware of the Code of Conduct;
- Ensure guests are aware of the Fire and Emergency Plan;
- Ensure the premises are clean and maintained to a high standard;
- Ensure bed linen is clean and replaced upon tenant vacation; and
- Ensure rubbish and recycling bins are emptied;
- Maintain a record keeping procedure for details of each booking (guests contact names etc), copy of signed acceptance of the terms and conditions (Code of Conduct); and details of any complaints received, time, date and nature of the complaint and actions taken. These documents are to be available for Council inspection as required.

HOLIDAY HOME - CODE OF CONDUCT

PROPERTY ADDRESS - 22A Rattray Avenue, Hydeaway Bay

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

TENANTS: A responsible adult (over 18 years of age) shall be on site at all times when children are present. No unauthorised people are permitted to stay overnight. No more than 6-persons are permitted to reside in the house at any one time.

NOISE AND NUISANCE: The guests agree not to cause or permit nuisance at the property. This includes excessive noise, disruptive or anti-social behaviour. Noise should generally cease from 9.00pm Sunday through Thursday and 10.00pm Friday and Saturday.

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

VEHICLE PARKING: Carparking is provided on site. No parking is permitted off site.

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

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

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

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

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

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

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

HOLIDAY HOME - FIRE AND EMERGENCY PLAN

PROPERTY ADDRESS: 22A Rattray Avenue, Hydeaway Bay

EMERGENCY CONTACT DETAILS

FOR ALL EMERGENCIES DIAL 000

Property Manager: Robyn Gorlick – 0439 782 818

Whitsunday Police: 4948 8888

Whitsunday Regional Council: 4945 0200

Proserpine Hospital: 4813 9400

DISASTER MANAGEMENT INFORMATION

DISASTER MANAGEMENT

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

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

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

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

HOLIDAY HOME - FIRE EVACUATION ROUTE

PROPERTY ADDRESS: 22A Rattray, Hydeaway Bay



NOTES:

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1

PROPOSED FLOOR PLAN

1 : 100 @A3

Stairs, handrails, balustrades and landings must be upgraded and/or constructed to current BCA requirements. Refer to NCC Vol 2 Part 3.9.1 and 3.9.2 for requirements

In the event of an emergency, please assemble in the street and take any directions from Emergency Services

10.4 - 20230851 - Development Application for Development Permit for Material Change of Use for Shop (Pharmacy) & Health Care Services (Medical Centre) - 37 George Street, Bowen - 4RP720849 - Bowen Property Investments Pty Ltd C/- Wynne Planning & Develop.

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Planner

AUTHORISING OFFICER: Director Regional Strategy and Planning

PURPOSE

To present the assessment of the development application for a shop (pharmacy) and health care services (medical centre) at 37 George Street Bowen, and to seek Council's determination.

EXECUTIVE SUMMARY

The application is for a Material Change of Use for a Shop (Pharmacy) and a Health Care Services (Medical Centre) within an existing single-storey showroom (old furniture store) building. The Medical Centre has a proposed Gross Floor Area (GFA) of 203m² and the Pharmacy has a proposed Total Used Area (TUA) of 202m². The premises is zoned Major centre, and the proposed development is consistent with the purpose of the zone.

There are limited cosmetic external changes to the built form which means the proposal will not result in a change to the visual character and amenity for the centre of Bowen.

The proposal does not provide the required on-site parking spaces that is triggered by the development. The development has a shortfall of eight (8) car parking spaces and two (2) service vehicle parking spaces. Therefore, the development is unable to comply with the Transport and Parking code. To justify the shortfall in parking, the applicant has provided a parking study that assesses the availability of on-street parking close to the site. The applicant has also advised that service vehicles will utilise the general parking within the proposed car parking area as justification for no provision of service vehicle spaces. The proposed access to the on-site car park via George Street will remove one (1) on-street parking bay. Conditions of approval are recommended to address potential safety impacts on the proposed access off George Street.

The proposal complies with the Planning Scheme and is recommended for approval in accordance with the drawings and documents submitted, subject to reasonable and relevant conditions.

OFFICER'S RECOMMENDATION

That Council approve the application for Development Application for Development Permit for Material Change of Use - Shop (Pharmacy) and Health Care Services (Medical Centre), made by Bowen Property Investments Pty Ltd, on L: 4 RP: 720849 and located at 37 George Street BOWEN, subject to the conditions outlined in **Attachment 2**.

BACKGROUND

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

A previous application for material change of use for rooming accommodation and communal facilities was withdrawn.

DISCUSSION/CURRENT ISSUE

This application is Code assessable against the Whitsunday Regional Council Planning Scheme 2017.

The proposal complies with the Major centre zone code. The zone allows for a mix of accommodation, commercial and health services. Both uses of a Medical Centre and Pharmacy are complementary to each other and are adjacently located to service the health needs of the Bowen community whilst supporting the hierarchy of centres.

Limited cosmetic external changes to the built form will allow the existing building to retain its single storey built form that complements the scale and character along George Street and Herbert Street. The removal of the dwelling house will improve the streetscape appearance on George Street, being the sole remaining residential dwelling on this block. The development is supported by the existing pedestrian and vehicle networks of George Street, Herbert Street and Dalrymple Street. There are also two hail 'n' ride stops nearby on George Street.

The previous showroom did not provide any on-site car parking, with all customers having to park in the on-street public parking.

The development triggers a requirement to provide parking for 17 cars, one (1) emergency service vehicle and two (2) service vehicles. The applicant proposes on-site parking spaces for nine (9) cars and one (1) emergency service vehicle, which is the maximum amount of parking that can be provided in the space available. Therefore, there is a shortfall of eight (8) car parking spaces and two (2) service vehicle parking spaces.

A parking demand study was conducted determine whether sufficient parking exists within the vicinity to cater for the car parking demand generated by the development. This study was done between 7am to 7pm between Sunday to Saturday (03/03/2024 – 09/03/2024). Based on the findings, there is sufficient parking available in the location for the existing and proposed uses for the following reasons:

- The highest utilisation of parking areas was between 9.30am to 11.30am, from Tuesday to Friday.
- The busiest recorded day was a Tuesday, when vacant spaces were still available.
- The applicant has advised that the service vehicle will utilise the proposed on-site car parks and a service vehicle bay is not required due to the temporary nature of the service vehicles in delivering goods and services to the development.

The location of the proposed 5.5m-wide access to the on-site car park will remove one (1) on-street parking bay on George Street.

Despite being unable to provide the required number of on-site parking spaces, the proposal is recommended for approval as there is sufficient car parking available in the area to meet needs of current and the proposed uses.

FINANCIAL IMPLICATIONS

The application fee has been paid in full.

The development does not attract an infrastructure charge.

CONSULTATION/ENGAGEMENT

A/Manager Development Assessment
Development Engineer

Technical Officer Engineer Assessment
Civil Engineer Roads and Drainage

STATUTORY/COMPLIANCE MATTERS

Planning Act 2016
Whitsunday Regional Council Planning Scheme 2017

RISK ASSESSMENT/DEADLINES

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

STRATEGIC IMPACTS

Corporate Plan 2022-2026 Development Services objective 4.
Process all statutory applications within statutory timeframes.

ATTACHMENTS

1. Planning Assessment Report [**10.4.1** - 5 pages]
2. Conditions of Approval [**10.4.2** - 5 pages]
3. Locality and Zoning Plan [**10.4.3** - 1 page]
4. Plans of Development [**10.4.4** - 8 pages]

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 - Shop (Pharmacy) and Health Care Services (Medical Centre)
Landowner	Bowen Property Investments Pty Ltd
Property Address:	37 George Street Bowen
Property Description:	L: 4 RP: 720849
Area of Site:	1271m ²
Planning Scheme Zone:	Major centre zone
Level of assessment	Code assessment
Overlays:	N/A
Existing Use:	Showroom (furniture store)
Existing Approvals:	NIL
Public Notification:	N/A
Submissions received:	N/A
State referrals:	N/A
Infrastructure charges:	\$0.00
Planning Scheme:	<i>Whitsunday Regional Council Planning Scheme v3.9</i>

2. Site Description

The site has been developed primarily as commercial premises located at the corner of George Street and Herbert Street. The premises also includes a dwelling house and ancillary building which are tucked at the rear of the showroom building and has a driveway access off George Street. Fronting the premises are on-street parking spaces, with central parking at George Street. Surrounding uses are hotel, shops, offices and food and drink outlets. There is a dental clinic at the opposite end of the George Street.

3. Proposal Details

The development is located within an existing showroom (old furniture store) building with 203m² of Gross Floor Area (GFA) at the western most section of the building will be converted to a Medical Centre and the rest of the building (232m² of Total Use Area (TUA)) will be used for a Pharmacy.

The development cannot achieve the required number of parking spaces on-site and seeks a performance solution. The applicant's solution is provided through a parking analysis which suggests together with nine on-site parking spaces, there is sufficient car parking available. The additional parking is in the surrounding George Street public car

parking areas which are not anticipated to be at maximum capacity at the expected peak hours of the proposed development.

The existing dwelling and ancillary building will be demolished to establish the proposed on-site parking at the rear of the existing commercial building.

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 not referable.

4.2. State Planning Policy – July 2017

The State Planning Policy (SPP) includes interim development assessment requirements to ensure that State interests are appropriately considered by local government when assessing development applications where the local government Planning Scheme is appropriately integrated all of the State's interests in the SPP. The most recent SPP has been reflected in the Whitsunday Regional Council Planning Scheme, in particular Part 2 of State Planning Provisions.

4.3. Mackay Isaac and Whitsunday Regional Plan – February 2012

The Mackay, Isaac and Whitsunday Regional Plan is not applicable in Code Assessable development.

4.4. Whitsunday Regional Council Planning Scheme, 2017

4.4.1. Strategic Framework

The Strategic Framework is not applicable in Code Assessable development.

4.4.2. Overlay Codes

There are no applicable overlays.

4.4.3. Zone Code

Major Centre Zone Code

The proposed development is consistent with the purpose and overall outcomes of the zone. The zone allows for a mix of accommodation, commercial and health services. Both the uses of Medical Centre and Pharmacy store are complementary to each other and are conveniently located to service the health needs of the Bowen community whilst supporting the hierarchy of centres.

Limited cosmetic external changes to the built form will allow the showroom building to retain its single storey built form that complements the existing scale and character along George Street and Herbert Street. The removal of the dwelling house will improve the streetscape appearance on George Street, being the sole remaining residential dwelling on this section of the street. The development is supported by the existing pedestrian and

vehicle networks of George Street, Herbert Street and Dalrymple Street to access the site. There are also two hail 'n' ride stops nearby on George Street.

The proposal meets the necessary benchmarks of the zone and where necessary conditions of approval can be applied to protect the amenity of adjoining land uses.

4.4.4. Development Codes

Business Activities Code

The single-storey building is existing, located close to all street frontages and encourages the continuous edge with adjoining commercial businesses. While retaining the existing awning and colonnade, the building will provide adequate shelter for pedestrian throughfare from Herbert Street and George Street. An on-site car parking area and driveway is replacing the footprint of the existing dwelling and will now give the appearance of a commercial building with associated car parking, assimilating with the existing character of the centre of Bowen. The proposal complies with the code.

Infrastructure Code

The subject site is connected to all reticulated services. No stormwater drainage impacts from the proposed car parking area are expected due to the impervious condition of the ground created by the existing buildings and driveway area. Conditions of approval will require Operational Works for stormwater to be collected and discharged to a lawful point of discharge.

Existing reticulated infrastructure connections to the dwelling are to be disconnected at the time of removing the dwelling building under a future demolition permit.

Landscaping Code

It is not considered practical to condition the developer to provide additional landscaping on a constrained site. This is consistent with other commercial premises close by.

Transport and Parking Code

The development triggers a total on-site parking requirement for 17 cars, one (1) emergency service vehicle and two (2) service vehicles. The existing dwelling and ancillary building will be demolished to accommodate an on-site car parking area which will be accessed off George Street. Currently there is no existing car parking provided on-site for the existing Showroom use.

A breakdown of the proposed car parking is as follows:

Required Parking as per Table 9.4.7.3.3 Minimum on-site parking requirements.

- Shop (Pharmacy) – 203m² of Total Usable Area
- Health Care Services (Medical Centre) – 232 m² of GFA
- Required parking spaces – 17 car parks, one (1) emergency service vehicle and two (2) service vehicles.

Proposed Parking

Nine (9) parking spaces including one (1) disabled car and one (1) emergency service vehicle. As a result, the development is short eight (8) on-site car parking spaces and two (2) service vehicle parking spaces.

A parking study was undertaken to assess all the available on-street parking within the area to determine whether sufficient parking exists within the vicinity of the site to cater for the shortfall in on-site parking. The study also looked at the demand of these spaces and when they were utilised most.

The study was undertaken between 7am to 7pm between a period of Sunday to Saturday (03/03/2024 – 09/03/2024). The locations of parking areas included in the study are highlighted green in the following image:



The results found that the highest car parking demand was between 9:30am to 11:30am from Tuesday to Friday. Importantly, the study found that there was a surplus of parking spaces available on the week the study was undertaken. The busiest recorded day was a Tuesday, where approximately 21 parking spaces remained available in the parking areas shown above at the busiest time, indicating surplus spaces exist in the area to cater for the eight (8) parking space shortfall generated by the proposal.

The applicant has advised that the service vehicle will utilise the proposed on-site car parks and a service vehicle bay is not required due to the temporary nature of the service vehicles in delivering goods and services to the development.

The location of the proposed 5.5m-wide access to the on-site car park will remove one (1) on-street parking bay on George Street.

Based on the findings of the applicant's parking analysis, it is accepted that sufficient parking remains available for users of the Pharmacy and Medical Centre, without detrimentally impacting the parking available for surrounding land uses, of which many in the area have their own on-site parking to cater for their needs. Therefore, despite being unable to achieve the required on-site car parks, the proposal achieves compliance with the Overall Outcomes of the code as there is sufficient availability of on-street parking in the vicinity.

Recommendations have also been provided by the applicant's consulting engineer to protect pedestrian safety on the proposed access which are included as recommended conditions of approval:

- Install speed humps within both entry and exist lanes to limit the potential speed of exiting vehicle (vehicles with compromised sight lines) approach the verge/pathway.
- Install a convex mirror immediately opposite the verge / pathway in front of the exiting driver's path to provide opportunity for the driver to sight/view any approaching footpath traffic.

5. Public Submissions

Not applicable in Code Assessable development.

6. Infrastructure Charges

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 (retail) – Shop	203 m ²	\$199.80 / m ² of GFA	\$40,559.40	
MCU	Essential service – Health Care Services	337 m ²	\$155.40 / m ² of GFA	\$52,369.80	
Total Adopted Charge					\$92,929.20
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit
MCU – Existing Lawful Use	Commercial (bulk goods) – Showroom	540 m ²	\$155.40 / m ² of GFA	100%	\$83,916.00
MCU – Existing Lawful Use	Residential – 3 or more bedroom dwelling house	1	\$31,080.00	100%	\$31,080.00
Total Credit					\$114,996.00
*Total Levied Charge					\$0.00

* A development credit of \$22,066.80 remains.

1. **ADMINISTRATION**

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	Queensland Globe	NIL	26/7/2023
Floor Plan – Pharmacy Tenancy	CluiDesign	230042 Issue T4	13/03/2024
Floor Plan – Medical Centre Tenancy	CluiDesign	230042 Issue P1	24/03/2024
Access and Parking Assessment – 37 George Street, Bowen	Northern Consulting Engineers	MJ2535/02:DS	24/04/2024
Carpark Layout and Line Marking	Northern Consulting Engineers	MJ2535/01 Issue P1	03/06/2024
Vehicle Movement Plan B99 Vehicle (5.2m)	Northern Consulting Engineers	MJ2535/V01 Issue P1	03/06/2024
Vehicle Movement Plan B99 Vehicle (5.2m)	Northern Consulting Engineers	MJ2535/V02 Issue P1	03/06/2024
Vehicle Movement Plan B99 Vehicle (5.2m)	Northern Consulting Engineers	MJ2535/V03 Issue P1	03/06/2024
Vehicle Movement Plan Small Rigid Vehicle (6.4m)	Northern Consulting Engineers	MJ2535/V04 Issue P1	03/06/2024
Vehicle Movement Plan Small Rigid Vehicle (6.4m)	Northern Consulting Engineers	MJ2535/V05 Issue P1	03/06/2024

- 1.2 The following further development permits are required prior to commencement of work on site or commencement of the use:
- Operational Works:
 - a) Stormwater Drainage;
 - b) Access and Parking; and
 - c) 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.
- 1.3 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 prior to the commencement of the use.

2. **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.

3. **BUILDING**

- 3.1 Building and landscaping materials are not to be highly reflective, or likely to create glare, or slippery or otherwise hazardous conditions.
- 3.2 Buildings are to be finished with external building materials and colours to reduce scale and bulk.

4. WATER INFRASTRUCTURE

- 4.1 The development must be connected to Council's water supply network, using the existing water service connection, prior to commencement of the use.
- 4.2 All existing water service connections associated with the existing dwelling must be disconnected prior to the demolition of the dwelling.

5. SEWERAGE INFRASTRUCTURE

- 5.1 The development must be connected to Council's sewerage network prior to commencement of the use.
- 5.2 All existing property sewer connections associated with the dwelling house must be disconnected and capped off to the satisfaction of Council's Plumbing Services Department prior to the demolition of the dwelling.

6. ACCESS AND PARKING

- 6.1 Prior to commencement of any work on site an Operational Works development permit must be obtained in relation to Access and Parking. 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.
- 6.2 All accesses, driveways, circulation roads, aisles, parking bays and manoeuvring areas are to be provided generally as indicated on Carpark Layout and Linemarking - Northern Consulting Engineers – MJ2535/01- V05 – 03/06/2024 and must be designed and constructed so as to comply with the criteria described in AS2890 and AS1428.
- 6.3 The internal access and carpark must be constructed to a concrete standard prior to commencement of the use.
- 6.4 The external access from the pavement of George Street to the property boundary must be constructed to comply with the dimensions, gradients and specifications as indicated on Council's Standard Drawing RS051 prior to commencement of the use.
- 6.5 The external access 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 by way of a pipe or other approved means to Council's drainage system.
- 6.6 A minimum of nine (9) car parking spaces including one (1) disability parking space and one (1) ambulance parking space are to be provided and maintained prior to commencement of the use. All accesses, parking bays and manoeuvring areas must be designed and constructed so as to comply with the criteria described in AS2890 and AS1428.
- 6.7 All driveways and carpark must be constructed prior to commencement of the use and maintained thereafter to the requirements of Council.
- 6.8 Prior to commencement of the use, the applicant is to install speed humps within both entry and exist lanes as per the recommendations of the Access and Parking Assessment by Northern Consulting dated 24/04/2024.
- 6.9 Prior to commencement of the use, the applicant is to install a convex mirror immediately opposite the verge / pathway in front of the exiting driver's path as per the recommendations of the Access and Parking Assessment by Northern Consulting dated 24/04/2024.

- 6.10 At completion of construction and prior to signing of plan of survey, the Supervising Engineer shall provide certification that all External and Internal access works constructed on site comply with Council's Development Manual and this Decision Notice of Approval. The documentation for the proposed Access Easements must include statements with the regard to ownership and responsibility for future construction and ongoing maintenance requirements of the access within the Easement.

7. STORMWATER AND FLOODING

- 7.1 Prior to commencement of any work on site an Operational Works development permit must be obtained in relation to Stormwater Drainage.

- 7.2 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100.

All stormwater drainage works must be designed and constructed in accordance with the Queensland Urban Drainage Manual current at the time of development and Council's Development Manual (or equivalent replacement document current at the time of development).

- 7.3 The applicant must demonstrate that the developed flows from the land drain to a lawful point of discharge.
- 7.4 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 drainage works have been constructed in accordance with the requirements of Queensland Urban Drainage Manual current at the time of development, Council's 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.

8. ENVIRONMENTAL MANAGEMENT PLAN (EMP)

- 8.1 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).

- 8.2 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.
- 8.3 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.
- 8.4 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.

9. 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

- 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 George Street or Herbert 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. 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

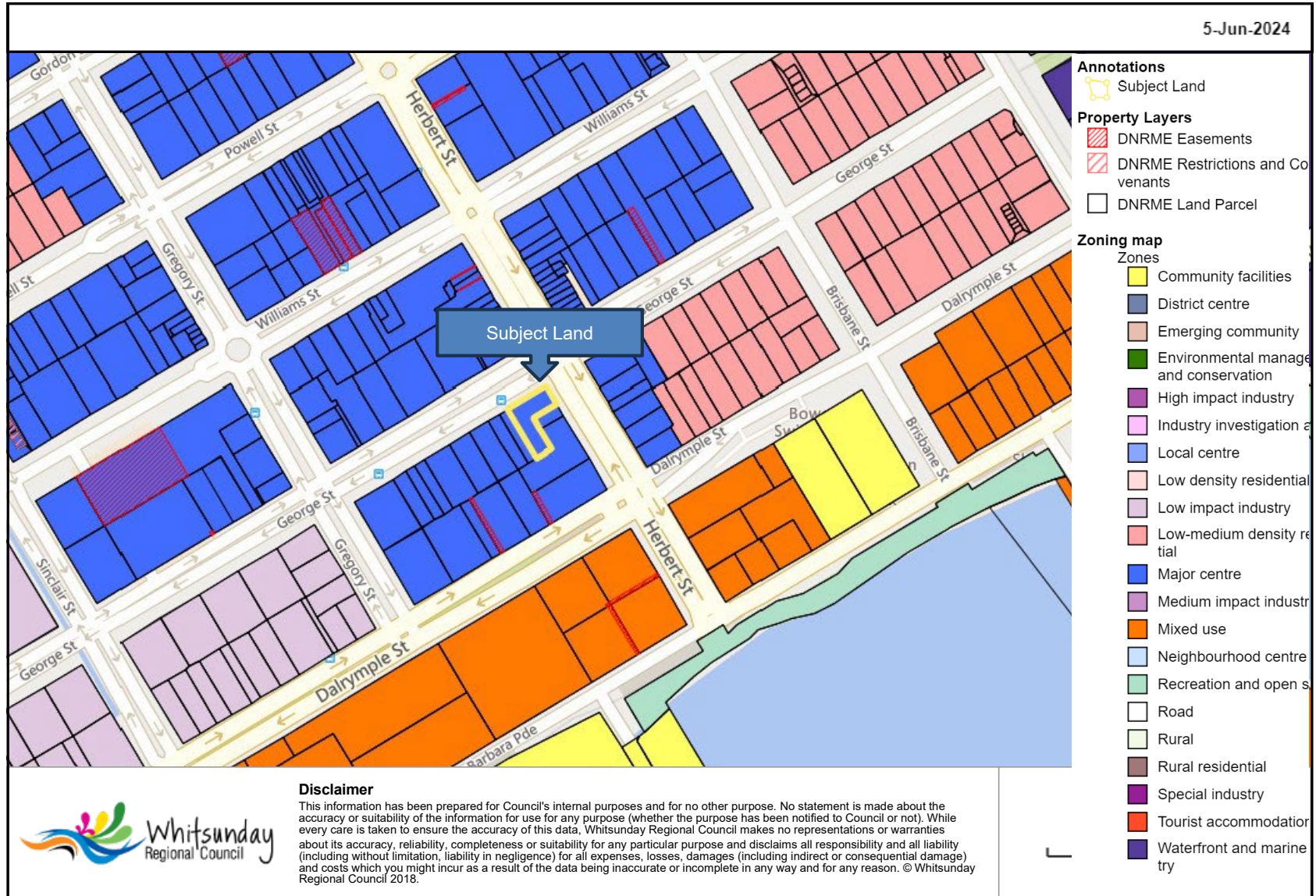
It is the project manager's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the project manager is obliged to ensure construction work is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or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

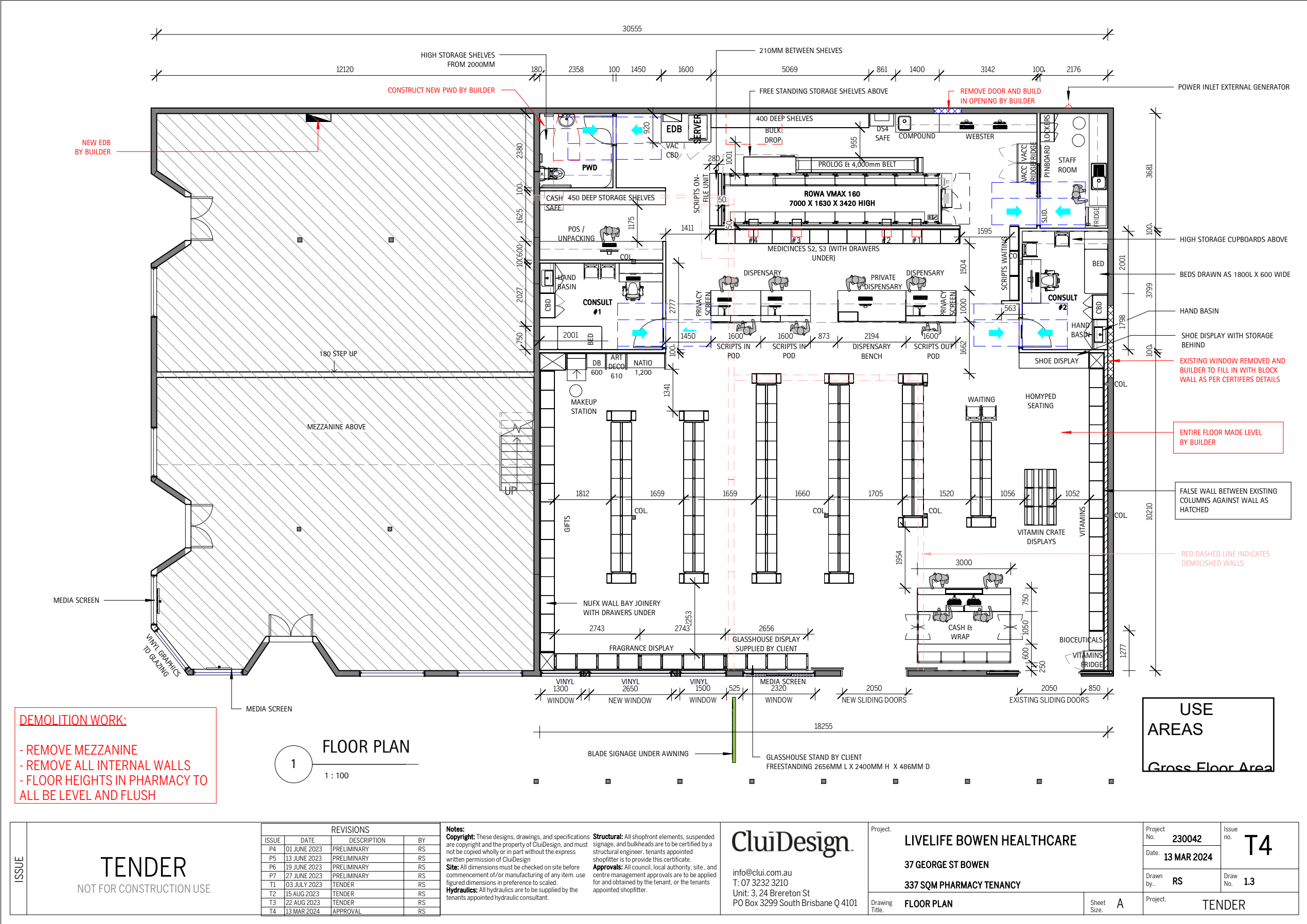
Attachment 10.4.2 Conditions of Approval

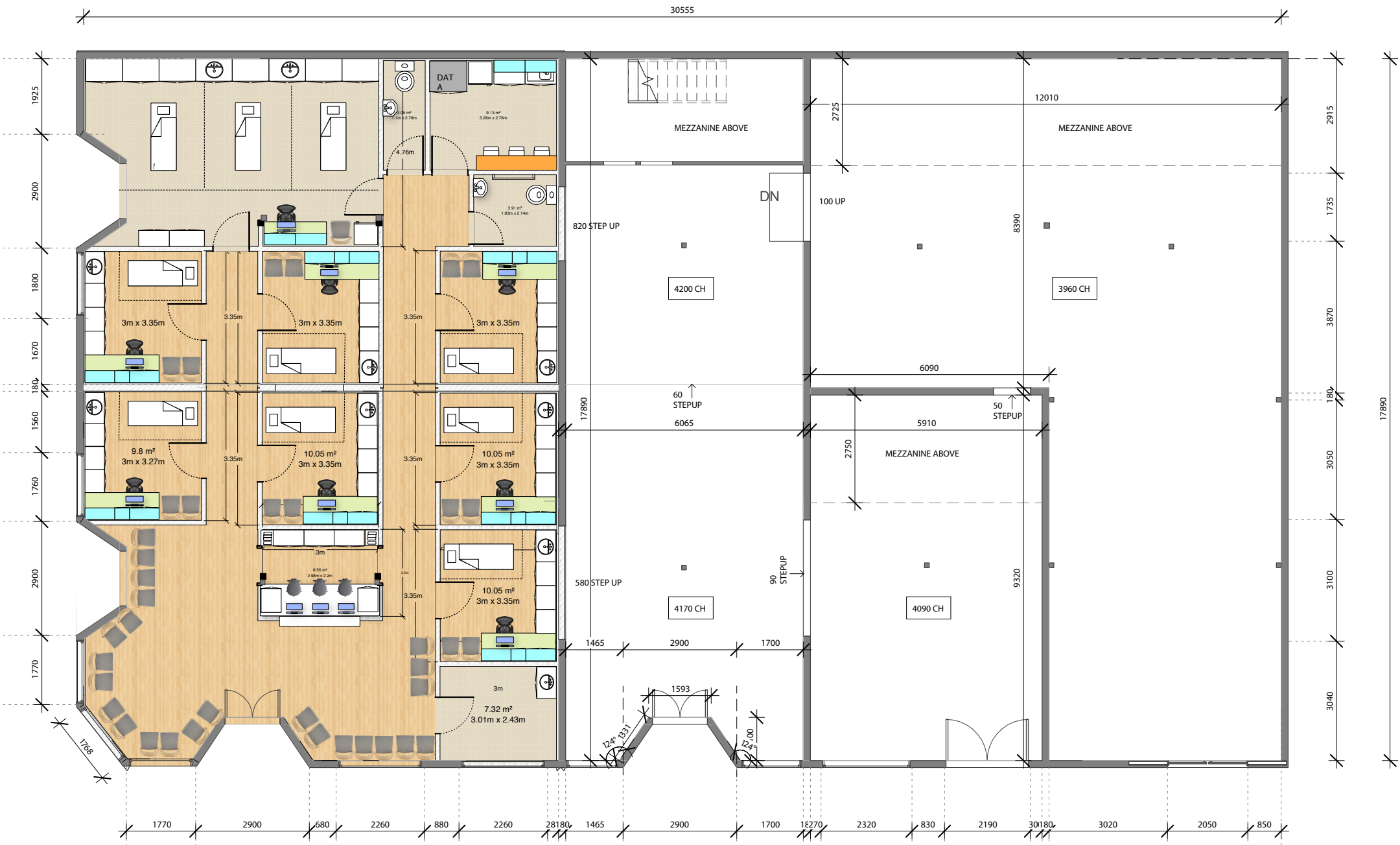
It is the principal contractor's responsibility to ensure compliance with the Work Health and Safety Act 2011. It states that the principal contractor is obliged on a construction workplace to ensure that work activities at the workplace prevent or minimise risks to the health and safety of the public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

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

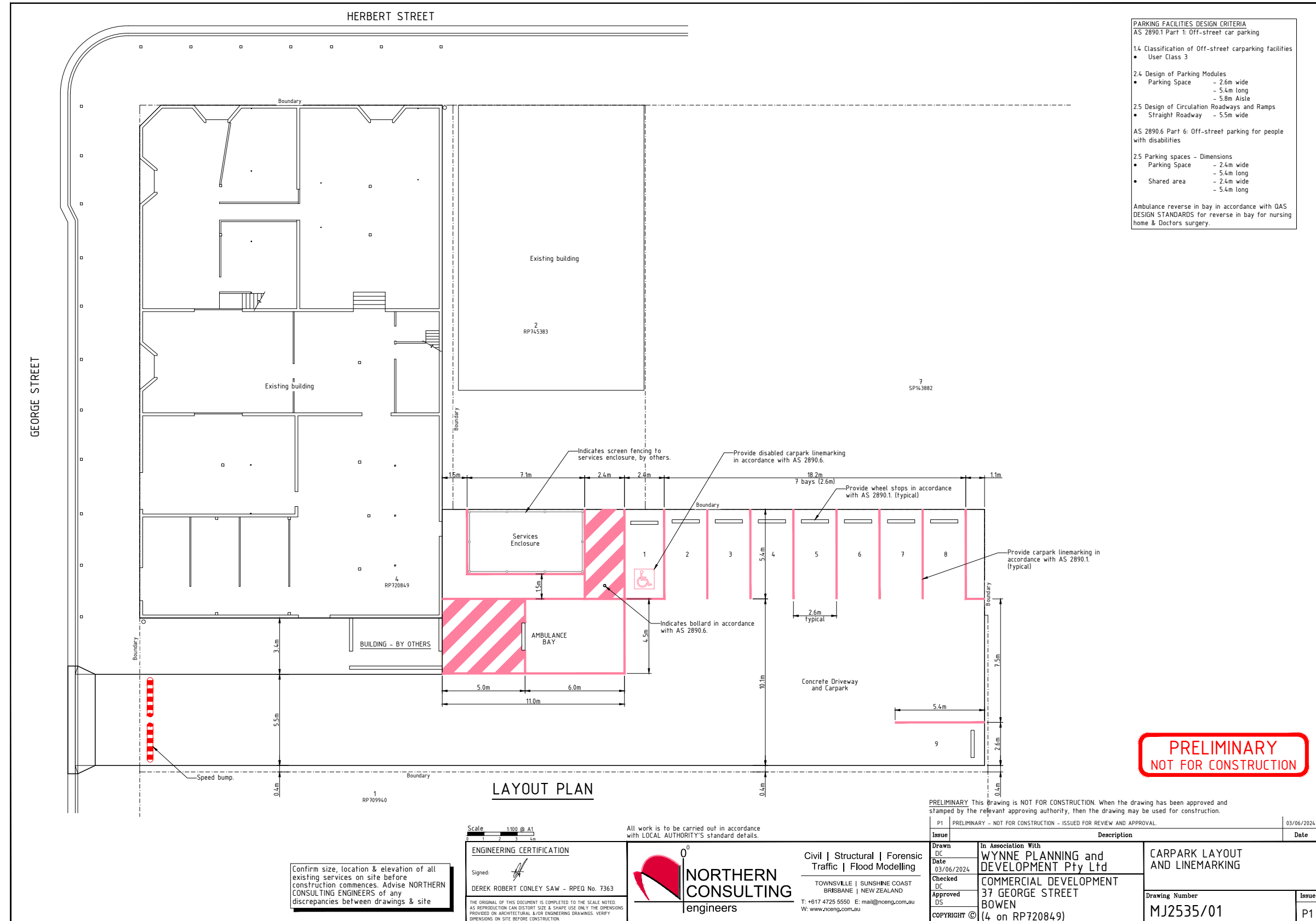


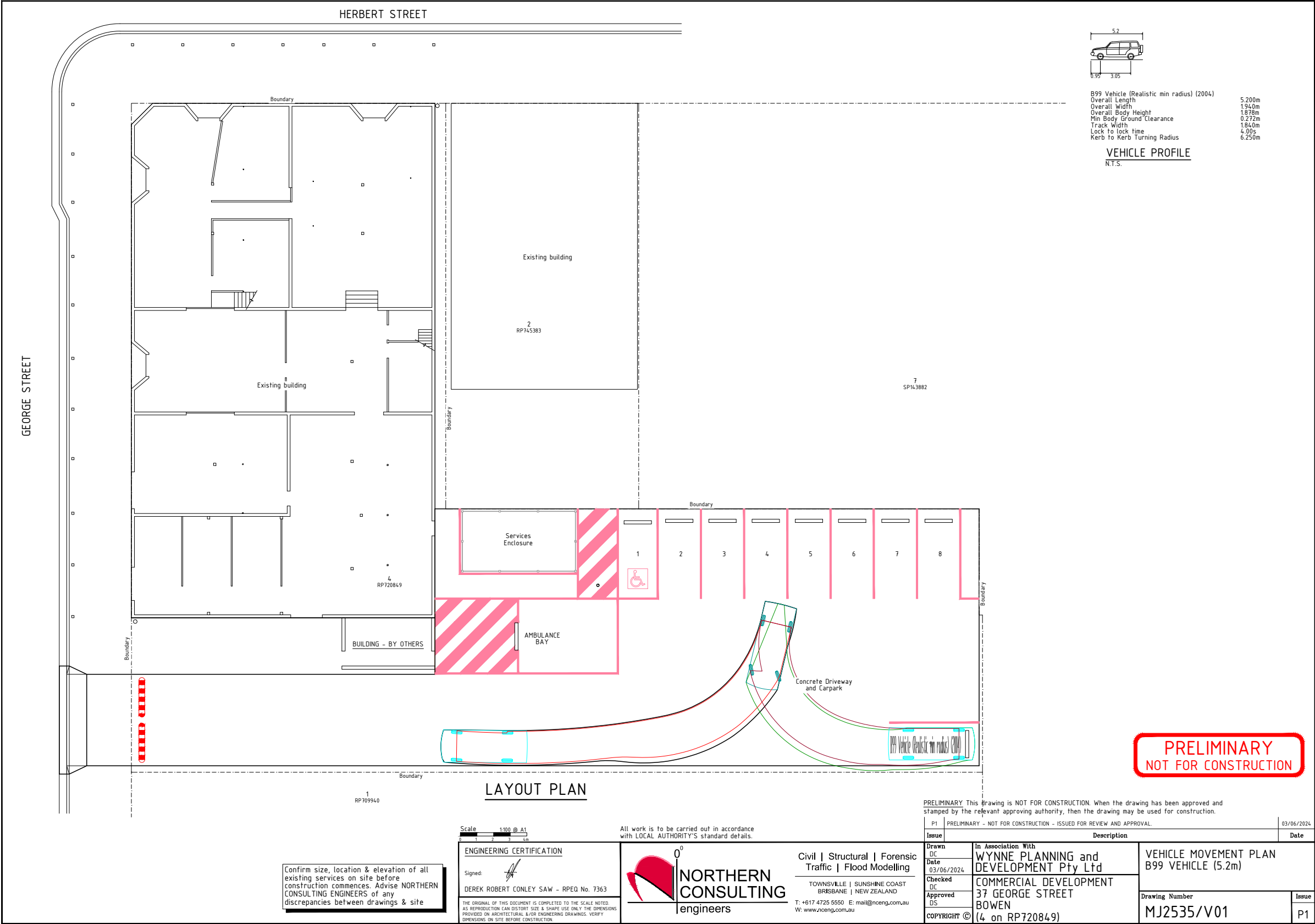


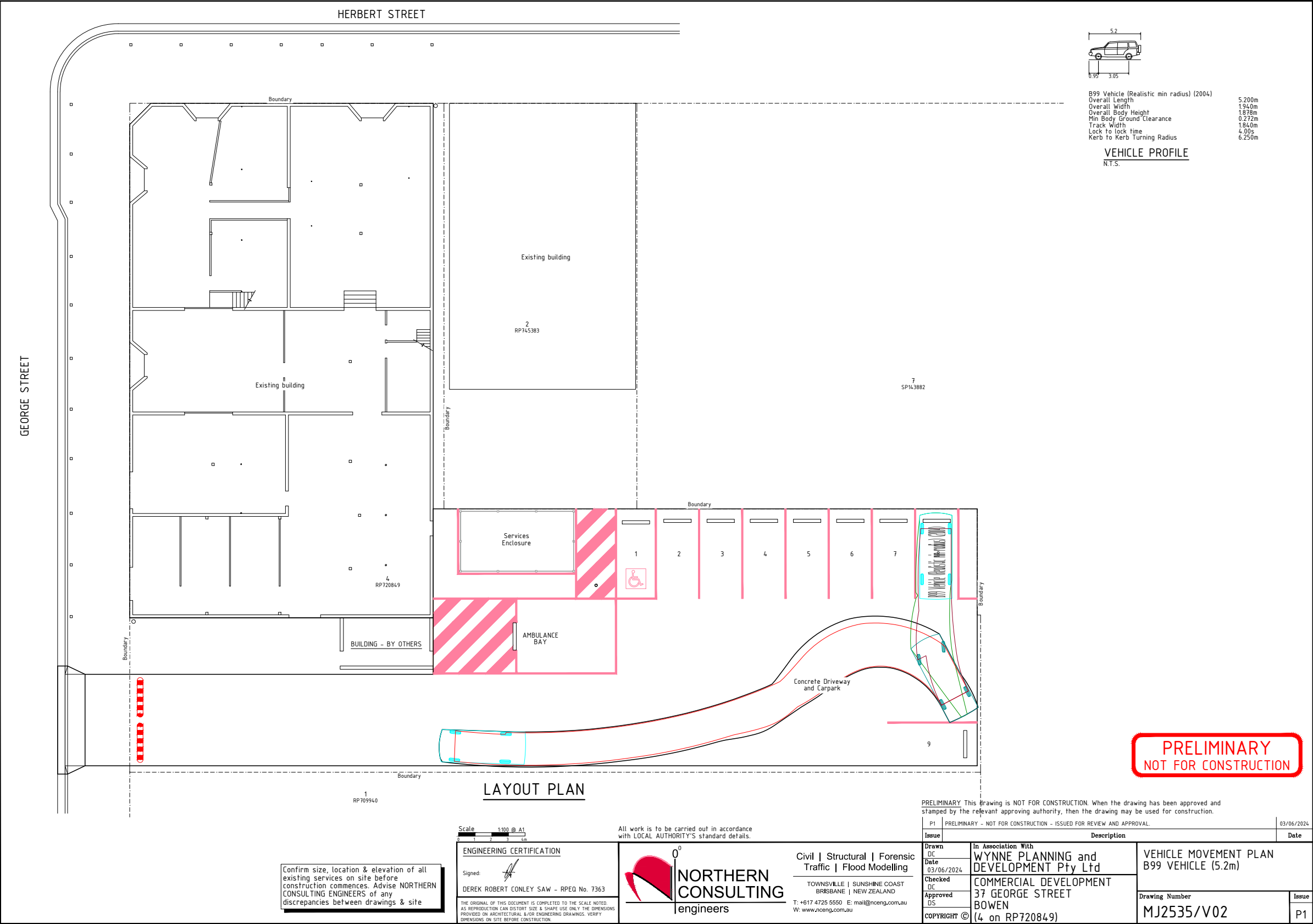


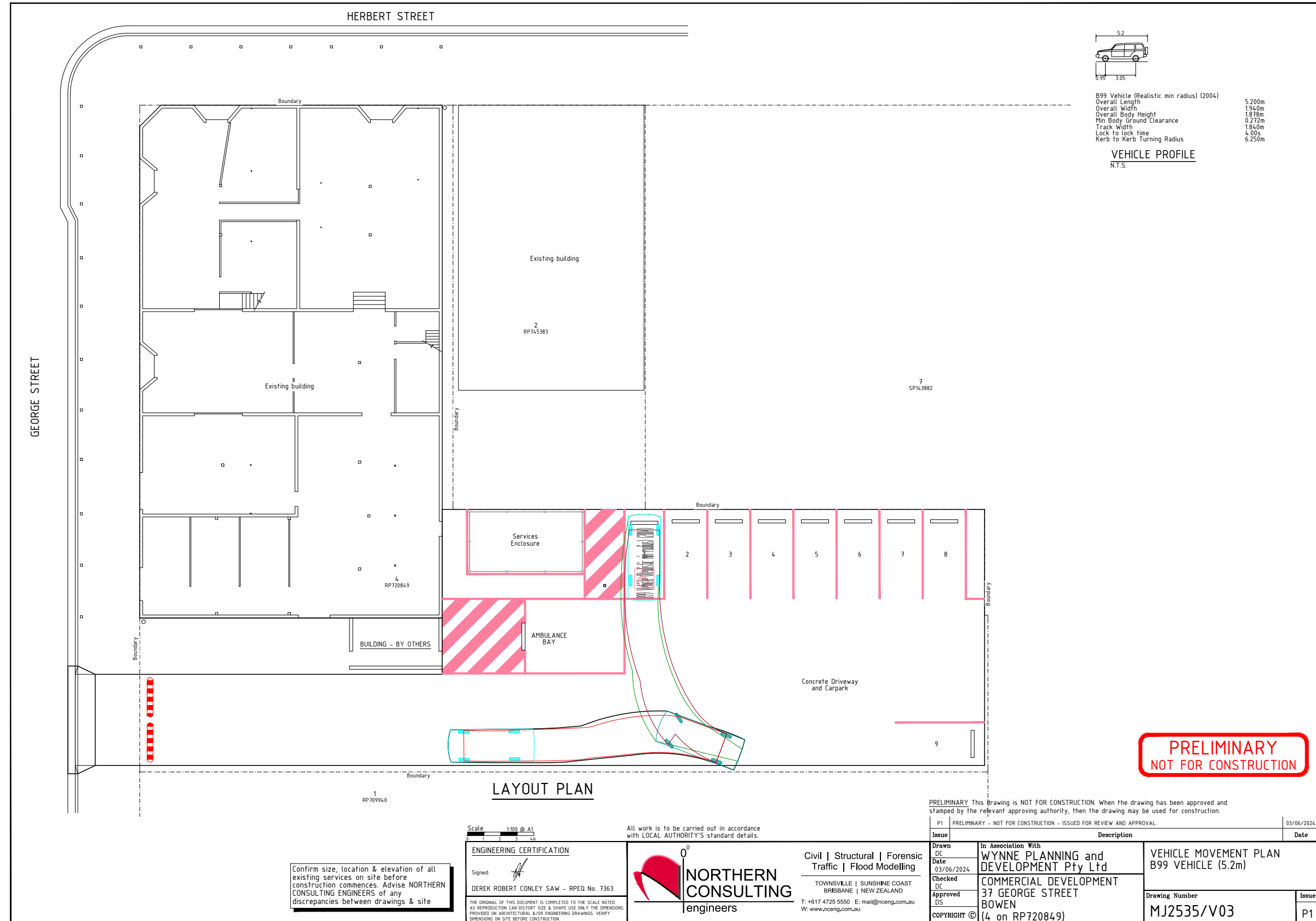
1 FLOOR PLAN Medical Centre GFA = 203m2
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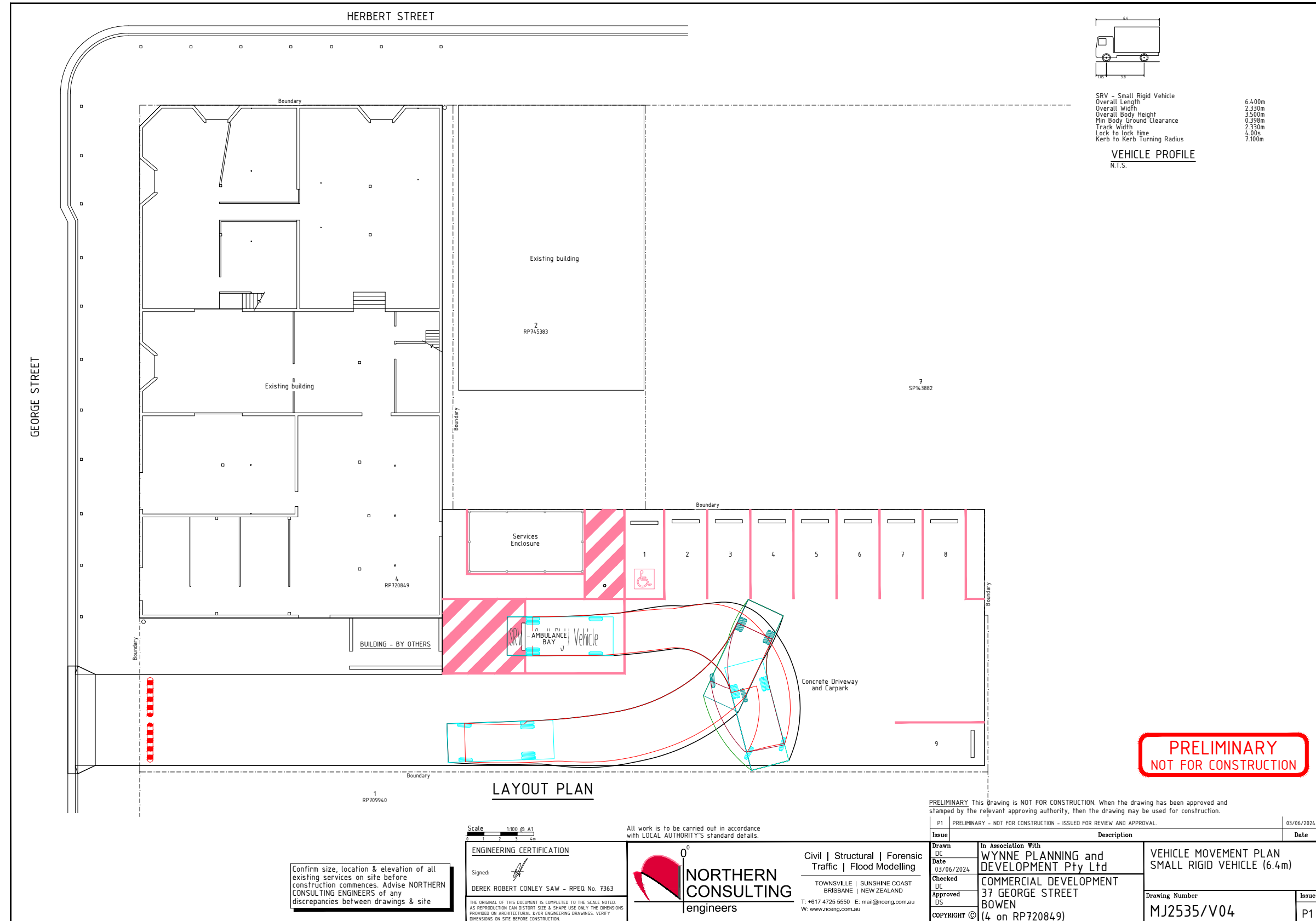
ISSUE	PRELIMINARY NOT FOR CONSTRUCTION USE	REVISIONS				Notes: Copyright: These designs, drawings, and specifications are copyright and the property of CluiDesign, and must not be copied wholly or in part without the express written permission of CluiDesign. Site: All dimensions must be checked on site before commencement of or manufacturing of any item. Use of dimensions in preference to scaled. Hydraulics: All hydraulics are to be supplied by the tenants appointed hydraulic consultant. Structural: All shopfront elements, suspended signage, and bulkheads are to be certified by a structural engineer. tenants appointed shopfitter is to provide this certificate. Approvals: All council, local authority, site, and centre management approvals are to be applied for and obtained by the tenant, or the tenants appointed shopfitter.	CluiDesign info@clui.com.au T: 07 3232 3210 Unit: 3, 24 Brereton St PO Box 3299 South Brisbane Q 4101	Project. LIVELIFE BOWEN 37 GEORGE ST BOWEN 540 SQM		Project No. Project #	Issue no. P1
		ISSUE	DATE	DESCRIPTION	BY			Date. 24.03.2023			
		P1	24.03.2023	BASE BUILD				Drawn by..	Draw No. 1.3		
								Project.	PRELIMINARY		
								Drawing Title. FLOOR PLAN		Sheet Size. A3	

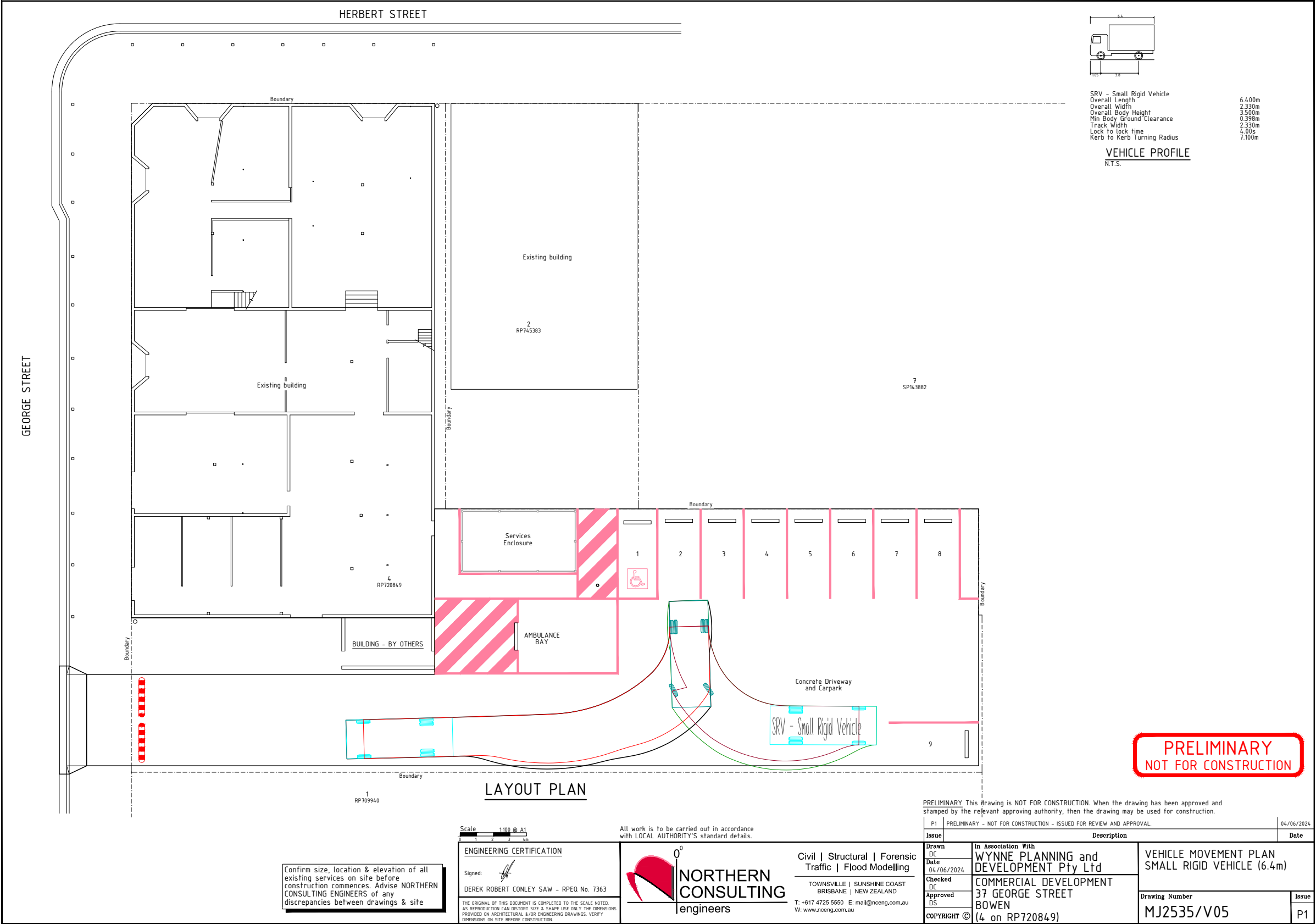












10.5 - Sport & Recreation Facility Management Grant - Proserpine Junior Sporting Complex Association Inc.

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Arts & Community Programs Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider the payment of the Facility Management Grant in accordance with Council's Facility Management Grant Guidelines.

EXECUTIVE SUMMARY

The Facility Management Grant is only available for groups that oversee/manage facilities that are utilised by more than one type of sport. If a facility has more than one sport utilising the facility but does not reach the 201 active participants minimum threshold, they will not be eligible for funding from the Facility Management Grant.

OFFICER'S RECOMMENDATION

That Council approve the payment of a \$20,000 Sport & Recreation Facility Management Grant to Proserpine Junior Sporting Complex Association Inc.

BACKGROUND

To be eligible for the Facility Management Grant an organisation must meet the following criteria:

- Is incorporated and meets its obligations with the Office of Fair Trading
- Is covered with the appropriate level of public liability insurance (20 million)
- Processes a current lease/licence agreement with Council, unless situated on privately owned land.
- Submit an operational budget for the facility with the application, as well as quarterly budget updates.

Funding is based on the total number of active participants utilising the facility per year. The funding level is based on the following:

Band Level	No. of Active Participants	Grant Allocation (\$)
Band 1	>400	20,000
Band 2	201 - 400	10,000

DISCUSSION/CURRENT ISSUE

The Proserpine Junior Sporting Complex facility currently has 2 clubs:

- Proserpine Whitsunday Junior Rugby Club Inc.
- Proserpine Taipans Junior Football Club Inc.

Organisation Name	Junior Members	Senior Members	Total Members	Grant Type / Band	Amount Requested (\$)
Proserpine Junior Sporting Complex Association Inc.	387	165	552	Facility / 1	20,000
				Total	20,000

It should be noted, the Facility Management Grant is a separate matter to the leasing arrangements between Whitsunday Regional Council and Proserpine Junior Sporting Complex Association.

FINANCIAL IMPLICATIONS

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

Description	Amount (\$)
2023/2024 Budget	150,000
Actual + Commitment	159,000
YTD Remaining Budget	-9,000

*Additional funds will be sourced from other operational budgets to provide for the short fall in the current budget.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009
Local Government Regulation 2012
LSP_COMM_ - Community Grants Policy

RISK ASSESSMENT/DEADLINES

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

Payment to be made within one month of approval.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

Nil

10.6 - Sport & Recreation Facility Management Grant - Whitsunday Sportspark Limited

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Arts & Community Programs Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider the payment of the Facility Management Grant in accordance with Council's Facility Management Grant Guidelines.

EXECUTIVE SUMMARY

The Facility Management Grant is only available for groups that oversee/manage facilities that are utilised by more than one type of sport.

If a facility has more than one sport utilising the facility but does not reach the 201 active participants minimum threshold, they will not be eligible for funding from the Facility Management Grant.

OFFICER'S RECOMMENDATION

That Council approve the payment of a \$20,000 Sport & Recreation Facility Management Grant to Whitsunday Sportspark Limited.

BACKGROUND

The Sport and Recreation Facility Management Grant is designed to outline council's commitment to supporting communities in the region by providing financial and/or in-kind assistance to sporting facilities that build community capacity, encourage participation, and make a positive and ongoing contribution to the region.

To be eligible for the Facility Management Grant an organisation must meet the following criteria:

- Is incorporated and meets its obligations with the Office of Fair Trading;
- Is covered with the appropriate level of public liability insurance (\$20 million);
- Processes a current lease/licence agreement with Council, unless situated on privately owned land and
- Submit an operational budget for the facility with the application, as well as quarterly budget updates.

Funding is based on the total number of active participants utilising the facility per year. The funding level is based on the following:

Band Level	No. of Active Participants	Grant Allocation (\$)
Band 1	>400	20,000
Band 2	201 – 400	10,000

DISCUSSION/CURRENT ISSUE

The Whitsunday Sportspark Limited currently has 6 clubs:

This is page 89 of the Agenda of Council's Ordinary Council Meeting - 26 June 2024



- Whitsunday Netball Association
- Whitsunday Sea Eagles AFL Club
- Whitsunday Raiders Rugby Club
- Whitsunday Touch Association
- Whitsunday Football Club
- Airlie Beach Junior Football Club

Organisation Name	Junior Members	Senior Members	Total Members	Grant Type / Band	Amount Requested (\$)
Whitsunday Sportspark Limited	513	508	1021	Facility / 1	20,000
				Total	20,000

It should be noted, the Facility Management Grant is a separate matter to the leasing arrangements between Whitsunday Regional Council and Whitsunday Sportspark Limited, however provides funding to assist with the management and on-going maintenance of the Facility.

FINANCIAL IMPLICATIONS

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

Description	Amount (\$)
2023/2024 Budget	150,000
Actual + Commitment	159,000
YTD Remaining Budget	-9,000

*Additional funds will be sourced from other operational budgets to provide for the short fall in the current budget.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_03 - Community Grants Policy

RISK ASSESSMENT/DEADLINES

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

Payment to be made within one month of approval.

STRATEGIC IMPACTS

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

Provide high quality recreational facilities that are well utilised by the local community and visitors alike.

Provide fun, welcoming spaces that connect and engage the community through a variety of innovative resources, programs, and activities.

ATTACHMENTS

Nil

10.7 - Sport & Recreation Club Grants - June 2024

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Arts & Community Programs Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider the payment of the Sport & Recreation Club Grants for June 2024 in accordance with Council's Sport & Recreation Grant Guidelines.

EXECUTIVE SUMMARY

The Sport & Recreation Club Grants are available for grass roots Sport & Recreation clubs, on an annual basis, to support the general functions of the club. The following recommendation lists the sporting and recreation clubs that have requested Sport & Recreation Club Grants for June 2024.

The grants assist each club with the annual operation to enable members of the community to participate in their preferred sport and or recreation.

OFFICER'S RECOMMENDATION

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

1. Bowen Netball Association Inc. – Band 1 - \$5,500
2. Bowen Golf Club Inc. – Band 1 - \$5,500
3. Young Whitsunday Inc. – Band 1 - \$5,500
4. Proserpine Rugby League Football Club Inc. – Band 2 - \$3,000
5. Airlie Beach Bowls Club Inc. – Band 2 - \$3,000
6. Whitsunday Sporting Car Club Inc. – Band 2 - \$3,000
7. Bowen Hockey Association Inc. – Band 3 - \$1,500
8. Proserpine BMX Club Inc. – Band 3 - \$1,500
9. Pickleball Association Queensland – Gloucester Branch Inc. – Band 3 - \$1,500
10. Whitsunday Regional Endurance Riders Association Inc – Band 3 - \$1,500
11. Collinsville Golf Club Inc. – Band 3 - \$1,500
12. Whitsunday Kyokushin Karate Proserpine Inc. – Band 3 - \$1,500
13. Collinsville Horse and Pony Club Inc. - Band 4 - \$1,000
14. Cannonvalley Pony Club Inc. – Band 4 - \$1,000
15. Proserpine Fauna Girl Guides Inc. – Band 4 - \$1,000
16. Collinsville and Scottville Amateur Swimming Club Inc. – Band 4 - \$1,000
17. Bowen Athletic Club – Band 4 - \$1,000

BACKGROUND

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

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

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

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

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

DISCUSSION/CURRENT ISSUE

The following applications were submitted:

Organisation Name	Junior Members	Senior Members	Total Members	Band	Public Liability	Amount Requested (\$)
Bowen Netball Association Inc.	155	154	309	1	Yes	5,500
Bowen Golf Club Inc.	31	311	342	1	Yes	5,500
Young Whitsundays Inc.	67	187	254	1	Yes	5,500
Proserpine Rugby League Football Club Inc.	12	115	127	2	Yes	3,000
Airlie Beach Bowls Club Inc.	3	171	174	2	Yes	3,000
Whitsunday Sporting Car Club Inc.	27	75	102	2	Yes	3,000
Bowen Hockey Assoc Inc.	42	14	56	3	Yes	1,500
Proserpine BMX Club Inc.	39	22	61	3	Yes	1,500
Pickleball Association Queensland – Gloucester Branch Inc.	0	64	64	3	Yes	1,500
Whitsunday Regional Endurance Riders Association Inc.	13	41	54	3	Yes	1,500
Collinsville Golf Club Inc.	0	53	42	3	Yes	1,500
Whitsunday Kyokushin	35	25	60	3	Yes	1,500

Karate Proserpine Inc.						
Collinsville Horse and Pony Club Inc.	8	9	17	4	Yes	1,000
Cannonvalley Pony Club Inc.	0	8	8	4	Yes	1,000
Proserpine Fauna Girl Guides Inc.	7	6	13	4	Yes	1,000
Collinsville and Scottville Amateur Swimming Club Inc.	22	11	33	4	Yes	1,000
Bowen Athletic Club Inc.	20	23	43	4	Yes	1,000
					Total	39,500

FINANCIAL IMPLICATIONS

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

Description	Amount (\$)
2023/2024 Budget	150,000
Actual + Commitment	159,000
YTD Remaining Budget	-9,000

*Additional funds will be sourced from other operational budgets to provide for the short fall in the current budget.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_ - Community Grants Policy

RISK ASSESSMENT/DEADLINES

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

Payment to be made within one month of approval.

STRATEGIC IMPACTS

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

ATTACHMENTS

Nil

10.8 - Financial Support for Junior Elite Athletes - April/May/June 2024

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Community Development Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider the applications submitted for Financial Support for Junior Elite Athletes.

EXECUTIVE SUMMARY

Council offers the Financial Support for a Junior Elite Athlete grant to local youth who are competing in a representative sporting event or program. Approvals are made based on the grant criteria set out in the policy and guidelines.

OFFICER'S RECOMMENDATION

That Council approve financial support for:

- **Kayne Higgins** who competed in the Inter-Conference Junior Soccer Carnival in Mackay on 4-5 May 2024 - \$250
- **Donovan Pettiford** who represented North Queensland at the NQ Volleyball State Championships in Caloundra on 12 May 2024 - \$250
- **Christopher Townsend** who represented North Queensland at the NQ Volleyball State Championships in Caloundra on 12 May 2024 - \$250
- **Isabelle Ruffell** who represented North Queensland at the NQ Basketball State Championships in Rockhampton on 5-9 June 2024 - \$250
- **Mila Westley** who represented NQ/Capricornia at the State AFL Championships in Maroochydore on 30 May to 2 June 2024 - \$250
- **Luka Miller** who represented North Queensland at the Schools Cup State Volleyball Championships on the Gold Coast on 30th May to 3 June 2024 - \$250
- **Shailee Mewha** who represented NQ/Capricornia at the State AFL Championships in Maroochydore on 30 May to 2 June 2024 - \$250
- **Lochlan Telford** who represented North Queensland at the Cross-Country State Championships on 12 to 14 July 2024 - \$250
- **Sebastian Van Ek** who was selected for the U14 Mackay Meteors Rep Basketball Team to compete at the Basketball Qld State Championships in Carins on 23 to 26 June 2024 - \$250
- **Blake Tissington** who was selected for the U16 Gold Coast Suns Academy to compete in the National Championships on the Gold Coast from 28 June to 11 July 2024 - \$500
- **Manua Dau** who represented Queensland at the National Rugby League Championships in Port Macquarie on 30 June to 5 July 2024 - \$1,000
- **Freddie Hazelton** who will represent Australia at the National Futsal Championships in Fiji on 16-26 July 2024 - \$2,000
- **Noah Farrow** who will represent Australia at the National Futsal Championships in Fiji on 16-26 July 2024 - \$2,000

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	Competition Level	Sport	Amount (\$)
Kayne Higgins	9	Inter-Conference Junior Carnival	North QLD	Soccer	250
Donovan Pettiford	16	Volleyball State Championships	North QLD	Volleyball	250
Christopher Townsend	16	Volleyball State Championships	North QLD	Volleyball	250
Isabelle Ruffell	12	Basketball State Championships	North QLD	Basketball	250
Mila Westley	11	AFL State Championships	North QLD/ Capricornia	AFL	250
Luka Miller	15	Schools Cup State Volleyball Championships	North QLD	Volleyball	250
Shailee Mewha	12	AFL State Championships	North QLD/ Capricornia	AFL	250
Lochlan Telford	10	Cross Country State Championships	North QLD	Cross Country	250
Sebastian Van Ek	13	Basketball Qld State Championships	North QLD	Basketball	250
Blake Tissington	16	Gold Coast Suns AFL National Championships	Queensland	AFL	500
Manua Dau	15	National Rugby League Championships	Queensland	Rugby League	1000
Freddie Hazelton	15	National Futsal Championships	Australia	Futsal	2,000
Noah Farrow	15	National Futsal Championships	Australia	Futsal	2,000
				TOTAL	\$7,750

Kayne Higgins has previously received funding through the Junior Elite Athlete program for the following:

- Northern Region Junior Soccer Carnival in April 2024

Donovan Pettiford has not previously received funding through the Junior Elite Athlete program.

Christopher Townsend has not previously received funding through the Junior Elite Athlete program.

Isabelle Ruffell has not previously received funding through the Junior Elite Athlete program.

Mila Westley has not previously received funding through the Junior Elite Athlete program.

Luka Miller has not previously received funding through the Junior Elite Athlete program.

Shailee Mewha has previously received funding through the Junior Elite Athlete program for the following:

- North Qld State Track and Field 2022
- North Qld State Cross Country 2022
- North Qld State Aquathlon 2023

Lochlan Telford has not previously received funding through the Junior Elite Athlete program.

Sebastian Van Ek has not previously received funding through the Junior Elite Athlete program.

Blake Tissington has previously received funding through the Junior Elite Athlete program for the following:

- North Qld State AFL 2019
- North Qld Track and Field 2019
- North Qld State AFL 2021
- North Qld State AFL 2022
- North Qld State AFL 2023

Manua Dau has not previously received funding through the Junior Elite Athlete program.

Freddie Hazelton has previously received funding through the Junior Elite Athlete program for the following:

- National Futsal Championships UK Tour in April 2023

Noah Farrow has not previously received funding through the Junior Elite Athlete program.

FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.11074 – Community Donations (2967) / Donations (11074)

Description	Amount (\$)
2023/24 Budget	120,000
Actual + Commitment Spend	126,135
YTD Remaining Budget	-6,135

*Additional funds will be sourced from other operational budgets to provide for the short fall in the current budget.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_05 – Financial Support for a Junior Elite Athlete Policy

RISK ASSESSMENT/DEADLINES

The financial assistance demonstrates Councils commitment to providing support to local junior elite athletes competing in a regional, state or national competition.

To be completed by 30 June 2024 in line with the 2023/24 financial year budget.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

Nil

10.9 - Regional Arts Development Fund (RADF) 2023/24 Funding Round 4 - May 2024

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Arts & Community Programs Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider the funding for the Regional Arts Development Fund (RADF) grant applications for Round 4 of the 2023/24 Program, as recommended by the RADF Advisory Committee.

EXECUTIVE SUMMARY

Whitsunday Regional Council has participated in the Regional Arts Development Fund since its inception in 1994. The Queensland Government, through the Arts Office, operates the RADF program in partnership with local government. The RADF program provides funding for development of cultural activities through locally determined policy and assessment procedures.

RADF has been introduced to foster and promote professional development and employment of artists in regional Queensland.

The program supports locally determined regional arts and cultural development opportunities by providing discrete, short term, project based financial assistance.

Individuals, groups, and organisations are encouraged to seek assistance for:

- Professional services to amateur arts activity
- Strategic arts & culture initiatives in local communities i.e. increasing amenity, community pride and liveability through infrastructure, public art and place-making projects.
- Travel costs associated with local artists attending specialised seminars/workshops in major centres for the purpose of Individual Professional Development
- Professional components of projects such as residencies, productions, commissions, exhibitions, short term workshops, research, and promotion
- Networking, training, and professional development for local arts workers
- Development and delivery of diverse, exciting, and accessible arts and cultural activities, projects, and initiatives for, by and with local communities

The RADF Local Committee advised that at its recent meeting the committee assessed the applications for funding received and have recommended the applications below subject to conditions being endorsed by Council for approval.

Council's responsibilities for RADF operations are promotion, endorsement, and administration. Before RADF payments can be distributed Council is required to endorse RADF committee decisions at a council meeting.

OFFICER'S RECOMMENDATION

That Council:

1. Receive the minutes from the Regional Arts Development Fund (RADF) Local Advisory Committee.
2. Approve the payment of Regional Arts Develop Fund (RADF) grants (subject to conditions) – for Round 4 as recommended to Council by the RADF Advisory Committee to assist the following recipients:
 - a. Whitsunday Writers Festival Inc. – Stand-Alone Special Event ‘Local Author Long Lunch’ featuring 5 writers in conversation - \$6,520.
 - b. Trudy Hastings – Exhibition of 20 new works as an emerging artist - \$1,810.
 - c. TARTS Gloucester Textile Artists – Sewing Machine Free Form Embroidery Workshops - \$1,545.
 - d. Whitsunday Songwriter Festival – Engaging professional songwriters and artists - \$8,800.
 - e. Young Whitsundays Inc. – Workshops to provide the opportunity for young people to express themselves through music - \$6,730.

BACKGROUND

RADF invests in quality arts and cultural experiences across Queensland based on locally determined priorities.

Local Arts and Cultural workers submit an application to Council for funding grants. Applications are assessed by an elected committee against the criteria based on program guidelines and priorities identified in Council's Arts and Culture Policy.

All projects and activities receiving RADF funding are required to report on their contribution towards RADF 2023/24 Key Performance Outcomes (KPOs) included in the RADF guidelines.

The 2024 funding Round 4 closed on Friday 3 May 2024 for projects commencing after Monday, 10 June 2024.

DISCUSSION/CURRENT ISSUE

The following applications were submitted:

**Whitsunday Writers Festival Inc. – Julia Evans - Stand-Alone Special Event ‘Local Author Long Lunch’ featuring 5 writers in conversation.
Requested \$6,520 – Recommended \$6,520**

The festival will contribute to positive change and innovation by bringing the community together in their love of reading and writing, celebrating diverse stories. The local author lunch will feature five writers in conversation, and throughout the festival program additional local authors will be included in the national media campaign.

The festival will strive to deliver a high value event and experience that strengthens local community. This will be measured by the festival's ability to:

1. Foster literary projects and collaborations amongst local authors
2. Financially contribute to local businesses and tourism operators prior and following the festival
3. Attract volunteers, deliver a satisfying and rewarding experience, and retain a volunteer- force for future Festivals.
4. Quantify health and wellbeing benefits from attending the festival, and
5. Quantify pride in the 2024 Festival's accomplishments.

The RADF Committee's recommendation was to fully fund the application, being an ongoing commendable project.

Trudy Hastings – Exhibition and Workshop
Requested \$1,810 – Recommended \$1,810

The exhibition aims to boost the visibility as an emerging artist and inspire fellow artists in the region. Crafting over 20 new artworks to enrich local culture, spur innovation, and enhance community well-being. Open to the public, the event will foster an artistic community addressing the scarcity of private artist exhibitions in recent years. The workshop is on exhibition planning for budding artists fostering their development and contributing to the growth of the artistic landscape.

From this event the artist expects:

1. The success of a private art exhibition will demonstrate the support and appreciation of the local community for the arts.
2. Sense of community backing can inspire other artists to pursue their artistic endeavours with confidence.
3. The exhibition to leverage past events and enhance the burgeoning arts and culture in the Whitsundays.

The RADF Committee's recommended was to fully fund the application. The project serves as an excellent opportunity for artists to exhibit their creative endeavours.

TARTS Gloucester Textile Artists – Sewing Machine Free Form Embroidery
Requested \$1,547 – Recommended \$1,545

TARTS are a group of women in the Gloucester, Hydeaway Bay, Dingo Beach area and wider Whitsundays who are passionate about working with textiles and have done so for 16yrs. They love learning new techniques, and Michelle Mischkulnig is a teacher par excellence in this area., using all the vibrant colours and fabulous fabrics, like silks and organza's that inspire them. Michelle teaches and exhibits worldwide her Sewing Machine Free Form techniques, bringing wealth of new vistas in textile arts to the group.

The RADF Committee's recommended was to fully fund the application. This project will provide a wealth of knowledge and techniques using textiles to create works of art and have ongoing benefits for the local artists.

Whitsunday Songwriter Festival – Emerging songwriters' workshop, professional residency, and public performance of new work
Requested \$8,800 – Recommended \$8,800

The Whitsundays Songwriter Festival will engage professional songwriters and artists to guide and mentor local emerging songwriters to tell their own stories and develop musical skill through workshops, and to create performance opportunities within the Whitsunday region. To build local cultural capacity and revitalise and expand the music scene in the region through this annual event.

The Concert and Conversation event features new musical works written during the festival performed live to a local, interstate, and international audience.

The RADF Committee's recommendation was to fully fund the application. This annual event will create a new generation of local songwriters through the development of songwriting skills, creation of new work, learning music industry best practices, local community performances, and networking with national songwriters increasing opportunities nationally.

Young Whitsundays Inc. – NQLD Battle of the Bands

This is page 102 of the Agenda of Council's Ordinary Council Meeting - 26 June 2024



Requested \$6,732 – Recommended \$6,730

To provide the opportunity for young people from the Whitsundays region to express themselves creatively through music in the Battle of the Bands. Participating in the Young Whitsundays Got Talent (YWGT) has helped past participants to kick start their careers and meet other artists to inspire them to believe in themselves and their own success. To provide healthy and positive alternative pathways for young people through music as a diversion from cycles of addictions.

NQLD Battle of the Young Bands is kicking off this year at Northerlies Bar and Grill. And has been held there for the past three years with young bands a prominent contender. This year, it has been decided to give Young Bands their time to shine starting their own battle to be held annually in June at Northerlies. Battle of the Bands will bring the community together collaboratively in a safe, friendly, uplifting, and positive environment through music, including young people, families, friends, community members, local businesses, donors, supporters, and visitors to the region.

The RADF Committee's recommended was to fully fund the application. The project serves as an excellent opportunity for an emerging group to develop skills and professional development.

FINANCIAL IMPLICATIONS

The funding for the support will be taken from budget code: GL:3640.6405 – Arts & Culture Development (3640) / Donations (6405).

Description	Amount (\$)
2023/24 Budget	60,000
Actual + Commitment	52,119
YTD Remaining Budget	7,881

*Additional funds will be sourced from other operational budgets to provide for the short fall in the current budget.

The budget contribution for RADF funding is 60% from Arts Queensland and 40% from Council.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_02 – Arts & Culture Policy

RISK ASSESSMENT/DEADLINES

The assistance RADF provides will ensure Council is portrayed in a positive manner by way of supporting the local community in their pursuit of developing skills, engaging in projects and activities that contribute to the value of arts and culture.

Payment to be made within one month of approval.

STRATEGIC IMPACTS

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

ATTACHMENTS

1. RADF Minutes Round 4 - May 2024 [**10.9.1** - 2 pages]

**WHITSUNDAY REGIONAL ARTS DEVELOPMENT FUND (RADF)
ADVISORY COMMITTEE**

Meeting Minutes - 28 May 2024



Chair:	N/A
Present:	Marg Tawse, Ruth Morton, Janice Germain, Liaison Officer Jacqui Neave
Apologies:	Jess Begun (comments via email) and Shauna O'Shannessy

Meeting commenced: 11am

1	Minutes of previous meeting
	🚩 N/A
2	Business arising from minutes
	🚩 N/A
3	Correspondence and news
	🚩 Tabled the letter from the CEO about the new Council representative Cr. Clay Bauman on the RADF committee
4	Promotion and advertising
	🚩 Ongoing – RADF strategies, promotions, activities, and resources
5	Presentations
	No presentations held
6	Applications
	Whitsunday Writers Festival Inc. – Julia Evans Requested \$6,520 – Recommended \$6,520 The festival will contribute to positive change and innovation by bringing the community together in their love of reading and writing, celebrating diverse stories. The local author lunch will feature five writers in conversation, and throughout the festival program additional local authors will be included in the national media campaign. The RADF Committee's recommendation was to fully fund the application and would like the applicant to provide confirmation letters from the attending local authors. The project provides the opportunity for local authors to talk about their books, so a commendable project. Trudy Hastings Requested \$1,810 – Recommended \$1,810 The exhibition aims to boost the visibility as an emerging artist and inspire fellow artists in the region. Crafting over 20 new artworks to enrich local culture, spur innovation, and enhance community well-being. Open to the public, the event will foster an artistic community addressing the scarcity of private artist exhibitions in recent years. The workshop is on exhibition planning for budding artists fostering their development and contributing to the growth of the artistic landscape. The RADF Committee's recommended was to fully fund the application. The project serves as an excellent opportunity for artists to exhibit their creative endeavours. TARTS Gloucester Textile Artists – Avril Ayling Requested \$1,547 – Recommended \$1,545 TARTS are a group of women in the Gloucester, Hydeaway Bay, Dingo Beach area and wider Whitsundays who are passionate about working with textiles and have done so for 16yrs. They love learning new techniques, and Michelle Mischkulnig is a teacher par excellence in this area., using all the vibrant colours and fabulous fabrics, like silks and organza's that inspire them.

	Michelle teaches and exhibits worldwide her Sewing Machine Free Form techniques, bringing wealth of new vistas in textile arts to the group. The RADF Committee's recommended was to fully fund the application. This project will provide a wealth of knowledge and techniques using textiles to create works of art and have ongoing benefits for the local artists. Whitsunday Songwriter Festival – Thomas Hudak Requested \$8,800 – Recommended \$8,800 The Whitsundays Songwriter Festival will engage professional songwriters and artists to guide and mentor local emerging songwriters to tell their own stories and develop musical skill through workshops, and to create performance opportunities within the Whitsunday region. To build local cultural capacity and revitalise and expand the music scene in the region. The RADF committee's recommendation was to fully fund the application. This annual event will create a new generation of local songwriters through the development of songwriting skills. Young Whitsundays Inc. – Paula Hovey Requested \$6,732 – Recommended \$6,730 To provide the opportunity for young people from the Whitsundays region to express themselves creatively through music in the Battle of the Bands. Participating in the YWGT has helped past participants to kick start their careers and meet other artists to inspire them to believe in themselves and their own success. To provide healthy and positive alternative pathways for young people through music as a diversion from cycles of addictions. The RADF Committee's recommended was to fully fund the application. Agreed that it is a very commendable activity for youth. Total approved for Round 4 - \$25,405
ues	General business
	🚩 Suggested to the committee to go through the RADF application to make it more user friendly for applicants, especially the budget. And to do the same with the guidelines. 🚩 The committee also agreed that a meet and greet be arranged for Cr Clay Bauman in June, date TBA

Meeting Closed: 1pm

Next meeting: TBA

Location: TBA

7	Actions for next meeting		
1			
2			

10.10 - Sponsorship Request - 2024 Paul Bowman Challenge - Proserpine Whitsunday Junior Rugby League Football Club

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Community Development Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider a sponsorship request from the Proserpine Whitsunday Junior Rugby League Football Club to assist with the 2024 Paul Bowman Challenge Carnival being held on 14-15 September 2024.

EXECUTIVE SUMMARY

The Paul Bowman Challenge is an annual Junior Rugby League Carnival that sees approximately 1,000 players and their families travel to Proserpine to compete in the two-day competition.

The carnival has been running for over 10 years and Council has provided monetary sponsorship since 2015 to the total value of \$30,700. Councils' sponsorship is used primarily to provide player packs to each registered player consisting of a backpack, carnival shirt, water bottle, socks, and cap.

OFFICER'S RECOMMENDATION

That Council approve a cash sponsorship of \$5,000 to the Proserpine Whitsunday Junior Rugby League Football Club to assist the Paul Bowman Challenge organisers with their annual event to be held on 14-15 September 2024.

BACKGROUND

The Paul Bowman Challenge is a well-established Junior Rugby League competition that has been played in Proserpine for over 10 years. Council has provided \$30,700 in financial support since 2015.

The Paul Bowman Challenge is expected to bring over 5,000 visitors to the Whitsunday region and the carnival dates have been chosen to coincide with the September school holidays, allowing the opportunity for visitors to stay on after the carnival and experience all that the region has to offer.

DISCUSSION/CURRENT ISSUE

The Paul Bowman Challenge consists of 70 teams that come to our region from throughout Queensland. There are approximately 1000 players who participate in this carnival, all accompanied by their families and extended families. The event is proven to have a positive economic impact to the area, with visitors injecting money towards local businesses during their visit.

It is recommended that Council provide sponsorship to assist with the provision of player packs including items such as drink bottles, socks, shirts etc. to take home and use. Most of the players are playing in their very first ever Rugby League Carnival and these bags are worn with pride by these players to many other game days, events and carnivals throughout Queensland.

In return for sponsorship, Council may receive the following:

- Council logo on all players bags, advertising and promotional materials, including website, social media and the event program.
- Display of Council signage in the main event areas.
- Verbal acknowledgement throughout the event.
- Invitation for Council representatives to present the sportsmanship & participation medals at the presentation ceremony at the conclusion of the carnival.

FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.10249.63150 – Community Donations (2967) / Sponsorship (10249).

Description	Amount (\$)
2023/24 Budget	100,000
Actual + Commitment	56,596
YTD Remaining Budget	43,404

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_11 - Council Sponsorship Policy

RISK ASSESSMENT/DEADLINES

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

To be completed by 30 June 2024 in line with the 2023/24 financial year budget.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

1. Sponsorship Request - Paul Bowman Challenge 2024 Redacted [10.10.1 - 2 pages]



7 May 2024

To Whom It May Concern,

This letter is an official invitation to sponsor the 2024 Paul Bowman Challenge, as we have appreciated your generous support in previous years.

We need your help!

We are excited to announce that planning for the 2024 Paul Bowman Challenge is underway and this annual event held in the Whitsundays attracts well over 5,000 visitors from all across Queensland. This popular under 9's carnival is scheduled for the weekend of the 14th and 15th September 2024, being the first weekend of the September/October school holidays.

Proserpine Whitsunday Junior Rugby League is now offering sponsorship opportunities to local businesses. Financial sponsorship is critical as there are many expenses associated with running this carnival. Some expenses include game official's accommodation, food and beverage costs, hiring of portable toilets, first aid supplies as well as the supply of over 1000 player packs for every participating child. This sponsorship will also provide exposure of your business on a state wide level at a local sporting event which benefits local kids and our community.

Sponsorship is vital, as it is the only means of funds the club receives to be able to run this annual event. Without your support, there would not be a Paul Bowman Challenge each year.

What we would love to do for your business:

- Business logo's will be displayed on over 1,000 carnival shirts which will be worn state-wide.
- Business logo's and information will be included in all packs and programs supplied to travelling teams and families.
- Businesses marketing materials including flyers, business cards etc. which will be placed into all the carnival packs.
- Businesses will be promoted and announced throughout the two-day carnival.
- Businesses will be listed and promoted in our local newspapers and Paul Bowman Challenge Facebook page.
- Businesses will receive the opportunity to display advertising/signage around the carnival grounds for the duration of the carnival.
- Businesses will be provided with a thank-you gift being a 2024 carnival polo shirt or fishing shirt.

PROSERPINE WHITSUNDAY
JUNIOR RUGBY LEAGUE
FOOTBALL CLUB INC.



T: [REDACTED]
E: [REDACTED]
W: www.pwjrlbrahmans.com.au
F: www.facebook.com/PaulBowmanChallenge



If yourself and your business are keen to participate in this exciting community opportunity and also support your local Proserpine Whitsunday Junior Rugby League club, please don't hesitate to contact me at [REDACTED] to secure your position.

Kind Regards,

[REDACTED]

Paul Bowman Challenge Committee
Proserpine Whitsunday JRL Football Club Inc
e: [REDACTED]

PROSERPINE WHITSUNDAY
JUNIOR RUGBY LEAGUE
FOOTBALL CLUB INC.



T: [REDACTED]
E: [REDACTED]
W: www.pwjrlbrahmans.com.au
F: www.facebook.com/PaulBowmanChallenge

10.11 - Sponsorship Request - Airlie Beach Race Week

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Events and Community Sponsorship Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

Council to consider a request for sponsorship from the organisers of the 2024 Airlie Beach Race Week – Whitsundays Festival of Sailing.

EXECUTIVE SUMMARY

This report recommends that Council approve a sponsorship for the 2024 Airlie Beach Race Week, supporting the event with:

Monetary Sponsorship: To the value of \$5,000

In-Kind Support: Up to \$5,000.00 to include:

- Banner Sites: Install and remove banners in Airlie Beach Main Street and Whitsunday Airport, including traffic control.
- Waste Services: Additional waste services (excluding dump fees).
- Opening Night Event: Operate the movie screen for a pirate-themed event with face painting and entertainers. Show previous race footage.
- Parking Permits:
- 30 permits for Port of Airlie.
- 12 permits for Abell Point Marina.

Note: Permits do not guarantee parking availability.

Impact:

This sponsorship will help the Whitsunday Sailing Club host a successful event, benefiting the local community and boosting tourism. Council's support will enhance the community's visibility and engagement.

Event Overview:

Offshore Racing: Various classes, expected to attract more participants in 2024.

Onshore Festival: Eight days of social activities, including the Lay Day Long Lunch, presentations, and live entertainment.

The event draws over 180 entries and 1,200 participants, plus 9,900 attendees, positively impacting the local economy.

Approving this sponsorship will support a key event and bring significant economic and social benefits to the Whitsunday region.

OFFICER'S RECOMMENDATION

It is recommended that the Council approve a sponsorship to assist Whitsunday Sailing Club to host the event scheduled for 8-15 August 2024 which includes the following support:

1. Monetary Sponsorship: A financial contribution of \$5,000.
2. In-Kind Support: Up to the value of \$5,000 to include:

- a. Banner Sites: Installation and removal of banners in Airlie Beach Main Street and Whitsunday Airport, including necessary traffic control.
- b. Waste Services: Provision of additional waste services, excluding dump fees.
- c. Opening Night Event: Operation of the Airlie Beach movie screen for a family-friendly pirate-themed event featuring face painting and children's entertainers. Previous Airlie Beach Race Week video footage will be shown prior to the event.
- d. 30 boat and trailer parking permits for Port of Airlie.
- e. 12 boat and trailer parking permits for Abell Point Marina.

BACKGROUND

The Airlie Beach Race Week – Whitsundays Festival of Sailing, comprises of 6 days of racing and 8 days on onshore action attracting participants from all over Australia and overseas for over 30 years.

Since 2015, Council has supported the event via cash and/or in-kind support totalling \$72,000.00 cash and \$41,000.00 in-kind support. Resolutions:

- Resolution - 2023/07/12.16 – \$5,000.00 cash + \$5,000.00 in-kind
- Resolution - 2022/07/20.22 – \$5,000.00 cash + \$5,000.00 in-kind
- Resolution - 2021/06/09.18 – \$5,000.00 cash + \$3,000.00 in-kind
- Resolution - 2020/06/24.10 – \$7,000.00 cash + \$3,000.00 in-kind
- Resolution - 2019/06/12.11 – \$15,000.00 cash + \$5,000.00 in-kind
- Resolution - 2018/06/27.14 – \$5,000.00 cash + \$5,000.00 in-kind
- Resolution - 2017/03/22.32 – \$5,000.00 cash + \$5,000.00 in-kind
- Resolution - 2016/04/27.28 – \$20,000.00 cash + \$5,000.00 in-kind
- Resolution - 2015/06/10.05 – \$5,000.00 cash + \$5,000.00 in-kind

DISCUSSION/CURRENT ISSUE

Airlie Beach Race Week, hosted by the Whitsunday Sailing Club, offers a unique opportunity for community to support and benefit from a premier sailing event. The event is proven to have a positive economic impact to the area, with visitors injecting money towards local businesses during their visit.

This event, now in its 36th year, is a globally recognised yacht racing event held in the heart of Queensland's Great Barrier Reef Marine Park. It attracts over 180 entries and 1,200 participants, with an onshore Festival of Sailing drawing more than 9,900 attendees.

Offshore Racing:

Features races for various classes, from grand prix racing to cruising divisions. Expected to surpass previous participation levels in 2024.

Onshore Festival includes:

Eight days of social activities, including the popular Lay Day Long Lunch, nightly presentations, and live entertainment.

It is recommended that Council provide a sponsorship with a breakdown of monetary \$5,000 and in-kind assistance valued up to \$5,000 to aid in hosting the event from the 8-15 August.

In return for sponsorship, Council may receive the following:

- Council logo on all advertising and promotional materials, including website, social media and the event program.

- Display of Council signage in the main event areas.
- Verbal acknowledgement throughout the event.
- Invitation for Council representatives to present prizes on one day.
- 2 complimentary tickets to social events.
- Logo on Club Sponsors Board for 12 Months.

FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.10249 – Community Donations (2967) / Sponsorship (10249) and JC: 2967.10642.63151

Description	Amount (\$)
2023/24 Budget	100,000.00
Actual + Commitment	57,687.00
YTD Remaining Budget	42,313.00

CONSULTATION/ENGAGEMENT

Internal:

Director Community Services and Facilitation
Senior Communications Officer
Events and Community Sponsorship Officer

External:

Event Manager, Whitsunday Sailing Club

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_11 - Council Sponsorship Policy.

RISK ASSESSMENT/DEADLINES

Reputational - Providing financial assistance to community events reinforces Council's commitment to supporting local community groups.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

1. ABRW Sponsorship Proposal - Get Onboard 2024 [10.11.1 - 1 page]



The Whitsundays

TOURISM & EVENTS
Queensland

GET ONBOARD!

You're invited to be a
sponsor for the Whitsundays
most significant sporting
and community event...

ocean
dynamics

 WHITSUNDAY
SAILING CLUB

MOUNT GAY®
Barbados Rum
EST 1703

AIRLIE BEACH RACE WEEK
WHITSUNDAYS FESTIVAL OF SAILING
8-15 AUGUST 2024

6 spectacular days of racing + 8 days of onshore action!



abrw.com.au

10.12 - Sponsorship Request - Variety Bash Victoria

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Events and Community Sponsorship Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

Council to consider a request for sponsorship from the organisers of the 2024 Variety Bash Victoria.

EXECUTIVE SUMMARY

This report recommends Council approve an in-kind sponsorship of up to \$3,000 for the 2024 Variety Bash Victoria. The support includes:

Use of Council Land: Access to Airlie Beach Foreshore and closure of Coconut Grove Carpark.

Waste Services: Additional waste services, excluding dump fees.

Use of Airlie Beach Movie Screen: Operation for audio and video during the event.

Impact:

This sponsorship will aid the Variety Bash Victoria in hosting a successful event, benefiting the local community and boosting tourism. Council's support will increase community visibility and engagement.

Event Overview:

The 2024 Variety Bash Victoria, Australia's iconic charity motoring event, will travel from Swan Hill to Airlie Beach with the theme "Red Dirt to Reef." The event raises funds for children in need while showcasing Australia's beauty. Activities in Airlie Beach include a vehicle parade, use of the movie screen and local food truck engagement. Providing in-kind sponsorship demonstrates Council's commitment to charity and community involvement.

OFFICER'S RECOMMENDATION

It is recommended that Council approve a sponsorship for the Variety Victoria Bash activities in Airlie Beach, providing the following in-kind support valued at up to \$3,000.00 to assist with the event scheduled for Friday 23 August 2024.

In-Kind Support includes:

1. Use of Council Land: Access to the Airlie Beach Foreshore and closure of the Coconut Grove Carpark, including necessary traffic control.
2. Waste Services: Provision of additional waste services, excluding dump fees.
3. Use of Airlie Beach Movie Screen: Operation of the movie screen for audio and to display images and video footage during the event.

BACKGROUND

The 2024 Variety Bash Victoria, Australia's longest running and most iconic charity motoring event, will take participants on a colourful convoy from Swan Hill to Airlie Beach, featuring the theme "Red Dirt to Reef."

This 8-10 day event will traverse outback roads and Australia's stunning coastline, incorporating iconic tourist destinations, offroad adventures, and visits to schools and small towns. Known for its flare and fanfare, the Bash raises funds for children in need while

bringing significant economic benefits to regional communities through spending on fuel, food, and tourism.

The event is a vibrant spectacle and a much-anticipated highlight for the towns it visits.

DISCUSSION/CURRENT ISSUE

The Variety Bash Victoria event organisers rely on in-kind donations for their planned activities in Airlie Beach. The event will feature a vehicle parade down the Airlie Beach main street, creating a lively spectacle that engages the community. They request that Council provide access to the Ocean Grove entry for an arrival arch and the Airlie Beach Foreshore and Coconut Grove car park for the car display. This will offer a central, picturesque location for participants and spectators, enhancing the event's appeal.

Using the onsite movie screen to display event footage will enrich the experience and deepen the connection with the cause. Additionally, inviting local food trucks will support local businesses. By providing these resources, Council can show its commitment to community involvement and charitable initiatives, while boosting local tourism and the economy.

The request for sponsorship is in kind sponsorship up to \$3,000. It is recommended that Council provide in kind support sponsorship up to \$3,000 aid in hosting the event on Friday 24 August 2024.

In return for sponsorship, Council may receive the following:

- Council logo on all advertising and promotional materials, including website, social media and the event program.
- Display of Council signage in the main event areas.
- Verbal acknowledgement throughout the event.
- Invitation for Council representatives to present prizes on the day.

FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.10249 – Community Donations (2967) / Sponsorship (10249) and JC: 2967.10642.63151

Description	Amount (\$)
2023/24 Budget	100,000
Actual + Commitment	57,687
YTD Remaining Budget	42,313

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_11 - Council Sponsorship Policy.

RISK ASSESSMENT/DEADLINES

Reputational - Providing financial assistance to community events reinforces Council's commitment to supporting local community groups.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

1. In Kind Council support - Victoria Variety Bash 2024 [**10.12.1** - 2 pages]

From: [REDACTED]
To: [REDACTED]
Cc: [REDACTED]
Subject: In Kind Council support - Variety Victoria Bash 2024
Date: Thursday, 16 May 2024 2:13:02 PM
Attachments: [REDACTED]

[EXTERNAL] Warning! This email came from outside of WRC. Be cautious, only open links and attachments you are expecting.

Good Afternoon.

The Variety – The Children’s Bash Victoria is excited to be finishing our 2024 Bash in Airlie Beach. After leaving Swan Hill in Victoria on 16 August, we will be winding our way with around 85 entrant cars, official vehicles, 300 people and a whole lot of fun to your city.

The Variety Bash Victoria is an iconic charity motoring event and in its 32nd year has raised over \$30 million dollars.

We would be thrilled if the Whitsunday Regional Council would consider supporting this event by waiving and fees associated with our plans to:

- A vehicle parade down the Airlie Beach main street on arrival (mustering in Proserpine)
- Access to the Park area bordering Airlie Beach Esplanade, Coconut Grove and Ocean Rd to set up arrival arch and park the cars for display for the afternoon.
- Access and use of the onsite video screen and audio to display images and video of the event
- Engage some local food trucks or other stalls to provide catering to the group (at purchaser cost)

The money saved by this support will allow this money to go directly into services we provide to children experiencing and living with Disability, Disadvantage and Illness.

We would be thrilled to acknowledge your contribution in our event magazine, ‘The Bugle’, on our socials and at events on Friday and Saturday. We would also like to invite the Mayor or another representative to attend our event at the Airlie Beach Hotel on Saturday 25 August.

Here is a link to our event website: <https://fundraise.variety.org.au/event/bash/home>

Thank you in advance for your consideration. I would be more than happy to provide and other information you may require in considering this request.

Best Regards

[REDACTED]



Variety – the Children's Charity Victoria acknowledges the traditional owners and custodians of Country throughout Australia and acknowledges their continuing connection to land, waters and community. We pay our respects to the people, the cultures, and the elders past, present and emerging. Variety values an organisational culture that builds respect, fosters inclusiveness, promotes diversity and embraces the unique skills and qualities of all employees, families and supporters. Variety also encourages thoughtful use of pronouns.

[For more info on pronouns & why they matter, click here.](#)

10.13 - Donation Request - Rates and Service Charges - Bowen Meals on Wheels

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Community Development Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider a request from Bowen Meals on Wheels for a donation on their Rates and Service Charges for the period of 1 January 2024 to 30 June 2024.

EXECUTIVE SUMMARY

Bowen Meals on Wheels have applied for a donation on their rates and service charges in line with Councils Donations on Rates and Service Charges for Not-for-Profit Organisations policy.

Bowen Meals on Wheels entered into a lease agreement with Council in 2022 for their property at 17 Williams Street, Bowen. Rates were unable to be applied to the property until the Department of Natural Resources conducted a valuation. Council recently received notification that the valuation had been completed and so rates are now able to be applied and the request for donation processed.

OFFICER'S RECOMMENDATION

That Council approve a donation of \$1,650.13 to Bowen Meals on Wheels which is equivalent to 100% of the nett General Rate and 75% of the nett Service Charges for the period of 1 January 2024 to 30 June 2024.

BACKGROUND

In accordance with Councils Donations on Rates and Charges for Not-for-Profit Organisations policy, Council may grant a donation, in the form of a rebate of a percentage of certain Council Rates and Charges, for particular categories of Not-For-Profit organisations. Eligible organisations may receive a donation of 100% of the general rates and 75% of the service charges incurred for the current financial year.

DISCUSSION/CURRENT ISSUE

The donation to be provided to Bowen Meals on Wheels is equivalent to 100% of the nett general rates and 75% of nett service charges levied for the period from 1 January 2024 to 30 June 2024. The below table provides a breakdown of the charges:

Rates and Service Charges – 1 January 2024 to 30 June 2024			
Item	Nett Rates (\$)	Donation (%)	Donation (\$)
General Rates	797.50	100	797.50
Sewerage Charge	936	75	702
Water Base Residential	339	75	254.25
5% discount			-103.62
Total			1,650.13

FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.10086.63150 – Community Donations (2967) / Rates and Service Charges Donations (10086) / Donations & Sponsorships - Other

Description	Amount
2023/24 Budget	\$750,000
Actual + Commitment Spend	\$799,092
YTD Remaining Budget	-\$49,092

While the budget allocation for the Rates and Service Charges Donations budget has been exhausted for the year, the overall budget allocation for community grants remains under budget by approximately \$105,000.

There are sufficient funds available in this allocation to fund the additional proposed grants in this instance. Funding this donation will not exhaust the budget.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

LSP_C&ENV_06 - Donation on Rates & Services Charges for Not-for-Profit Organisations Policy

RISK ASSESSMENT/DEADLINES

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

STRATEGIC IMPACTS

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

ATTACHMENTS

1. Donation Request - Rates and Service Charges - Bowen Meals on Wheels Redacted [10.13.1 - 1 page]



President:
Vice President:
Secretary:
Treasurer:



12 April 2022

[Redacted]
Whitsunday Regional Council
83-85 Main Street
PROSERPINE Q 4800

APPLICATION FOR DONATION OF RATES & CHARGES

Dear Sir/Madam

Our organisation has just entered into a new lease from Council for our premises at 17 Williams Street, Bowen. We wish to apply for a donation from Council for the rates, annual lease payment and water charges. We provide regular, nutritious meals to the aged, infirm, people with disabilities and those recuperating from illness. Our aim is to keep charges as low as possible. Council has assisted us by donating rates, lease and water charges since we commenced operations almost 50 years ago.

As you may know, all of our meal deliveries and administrative tasks are carried out by volunteers using their own vehicles. We have also been active this year raising funds at the Grand View which has been quite rewarding. Our overheads have risen substantially in the past year, with food, fuel and electricity costs skyrocketing. So it is especially vital for us to stay ahead of cost increases to maintain a reasonable price for our clients.

Client numbers here in Bowen are up by 30% so we are working harder than ever. Covid issues have also increased the workload of all with contactless delivery procedures and greater sanitisation measures as well as increased reporting mandates.

We would greatly appreciate the continued support of Council in aiding us to provide this vital service to the most vulnerable members of our community.

We thank you in anticipation of a favourable outcome to our application.

Yours faithfully

[Redacted signature]

[Redacted name]

Email: [Redacted]

Kitchen: [Redacted]
Admin: [Redacted]
17 Williams Street, Bowen

10.14 - Donation Requests Approved Under \$2,000 - May 2024

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Community Development Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

To advise Council of the donations and in-kind support up to \$2,000 provided for the month of May 2024.

EXECUTIVE SUMMARY

Council is often approached by community groups for financial assistance, requesting support for \$2,000 or less. These requests are approved or denied as they are received by the Community Services team and a monthly report is submitted to Council advising of the donations that have been approved, as per resolution 2020/05/13.13.

OFFICER'S RECOMMENDATION

That Council note the donations and in-kind support provided for the month of May 2024 to the following recipients:

- a) Bowen Art Society – 2024 Art Exhibition - \$200
- b) St Catherine's Catholic College (Dispersed to students from other local schools who also make the team) – Tournament of Minds State Final Team - \$1,000
- c) Central Rodeo Cowboys Association – 2024 Bowen Rodeo - \$1,200
- d) Bowen Community Centre – R U OK Day & Day for Daniel events - \$1,500
- e) Canegrowers Proserpine – VR Headsets for Community Education - \$1,600

BACKGROUND

As per resolution 2020/05/13.13, Council resolved to:

- a) Authorise the Chief Executive Officer to approve:
 - Request for Donation on Council Fee applications, and
 - Request for Donations, Sponsorships and In-Kind Support applications up to the value of \$2,000, and
- b) Approve the submission of a monthly report listing the applications processed.

DISCUSSION/CURRENT ISSUE

In the month of May 2024, the following donations were provided:

Organisation Name	Description	Donation Amount (\$)	In-Kind Support (\$)
Bowen Art Society	2024 Art Exhibition	200	
St Catherine's Catholic College	Tournament of Minds State Final Team	1,000	
Central Rodeo Cowboys Association	2024 Bowen Rodeo	1,200	
Bowen Community Centre	R U OK Day & Day for Daniel events	1,500	

Canegrowers Proserpine	VR Headsets for Community Education	1,600	
Total for May 2024		5,500	0

FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.10249.63150 – Community Donations (2967) / Donations (11074)

Description	Amount (\$)
2023/24 Budget	120,000
Actual + Commitment	120,935
YTD Remaining Budget	-935

*Additional funds will be sourced from other operational budgets to provide for the short fall in the current budget.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP_COMM_08 - Community Donations Policy

RISK ASSESSMENT/DEADLINES

There is a financial cost to Council, however the assistance provided will support the activities of community and sporting groups in the Whitsunday Region.

To be completed by 30 June 2024 in line with the 2023/24 financial year budget.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

Nil

10.15 - Donation Request - Rates and Service Charges - Bowen Community Centre

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Community Development Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider a request from the Bowen Community Centre for a donation on their Service Charges at 42 Gregory Street, Bowen for the period of 1 January 2024 to 30 June 2024.

EXECUTIVE SUMMARY

The Bowen Community Centre have applied for a donation on their rates and service charges in line with Councils Donations on Rates and Service Charges for Not-for-Profit Organisations policy.

Recently, Council awarded a donation on the rates and service charges for the newly constructed property at 34-40 Gregory Street which houses the Bowen Community Centre. The organisation has now requested a donation on the adjacent property at 42 Gregory Street which they also hold a lease over. This will be the third property owned or leased by the Bowen Community Centre receiving a donation on the rates and service charges.

The property of 42 Gregory Street is awaiting valuation from the Department of Resources and as such only the sewer and water base charges are currently being applied to the property. Once Council receives the valuation, general rates will be applied to the property and a donation of 100% of the charges will be granted.

OFFICER'S RECOMMENDATION

That Council:

- a) Approve a donation of \$892.50 to the Bowen Community Centre which is equivalent to 75% of the nett Service Charges for the period of 1 January 2024 to 30 June 2024 and;
- b) Approve a 100% donation on the Rates charges, once the property valuation has been received from the Department of Resources and a general rate is applied to the property.

BACKGROUND

In accordance with Councils current Donations on Rates and Charges for Not for Profit Organisations policy, Council may grant a donation, in the form of a rebate of a percentage of certain Council Rates and Charges, for particular categories of Not-For-Profit organisations. Eligible organisations may receive a donation of 100% of the general rates and 75% of the service charges incurred for the current financial year.

DISCUSSION/CURRENT ISSUE

The Bowen Community Centre have applied for a rates and service charges donation for their property at 42 Gregory Street, Bowen.

Currently, only sewer, water base and water usage charges are rated on this property. A valuation has been requested to be provided by the Department of Resources however it

has not been received to date. As such, no general rate is currently charged to this property. Once the valuation is applied to the property a 100% donation of the rates charged will be provided.

The donation to be provided to Bowen Community Centre will be equivalent to 75% of nett service charges levied for the period from 1 January 2024 to 30 June 2024. The below table provides a breakdown of the charges:

Rates and Service Charges – 1 January 2024 to 30 June 2024			
Item	Nett Rates (\$)	Donation (%)	Donation (\$)
General Rates	TBA	100	TBA
Sewerage Charge	936	75	702
Water Base Residential	339	75	254.25
5% discount			-\$63.75
Total			892.50

FINANCIAL IMPLICATIONS

The funds will be taken from JC: 2967.10086.63150 – Community Donations (2967) / Rates and Service Charges Donations (10086) / Donations & Sponsorships - Other

Description	Amount
2023/24 Budget	\$750,000
Actual + Commitment Spend	\$799,092
YTD Remaining Budget	-\$49,092

While the budget allocation for the Rates and Service Charges Donations budget has been exhausted for the year, the overall budget allocation for community grants remains under budget by approximately \$105,000.

There are sufficient funds available in this allocation to fund the additional proposed grants in this instance. Funding this donation will not exhaust the budget.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

LSP_C&ENV_06 - Donation on Rates & Services Charges for Not-for-Profit Organisations Policy

RISK ASSESSMENT/DEADLINES

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

STRATEGIC IMPACTS

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

ATTACHMENTS

1. Donation Request on Rates and Service Charges - 40 Gregory Street - Bowen Community Centre Redacted [**10.15.1** - 1 page]

Attachment 10.15.1 Donation Request on Rates and Service Charges - 40 Gregory Street - Bowen Community Centre Redacted

To: [Redacted]
Cc: [Redacted]
Subject: Attention Rates Team

[Redacted]
Whitsunday Regional Council
PO Box 104
Proserpine Qld 4800

Dear Sir,

Reference: Donation of Rates for Bowen Community Centre 42 Gregory Street Bowen

Bowen Community Centre, as well as Cooina Family Centre, are both in a not-for-profit company with DGR charity status. We are governed by a Board of volunteer directors who oversee 8 programs in the Bowen Community 6 of those programs are not funded by the Government.

We have the lease on the following properties in the regions please see below the address of each property.

- 42 Gregory Street Bowen

We are writing to request a donation of rates for 2024 as the Centres are a Charity organisation that helps build resilience in the community.

The Bowen Community Centre and Cooina Family Centre understand the importance of helping those who are most vulnerable which is why the Centre offers a range of services that are not government-funded but rely solely on the Centres' fund-raising efforts each year.

Yours sincerely
[Redacted]

[Redacted]
Executive Officer
Bowen Community Centre
[Redacted]

10.16 - Policy Framework Review

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Manager - Governance and Administration Services

AUTHORISING OFFICER: Director Corporate Services

PURPOSE

To review the Council's Policy Framework and reset for the current term of Council.

EXECUTIVE SUMMARY

The Policy Framework provides a structure and process for the initiation, development, adoption, and review of Council's policy documents ensuring policies:

- are developed in a consultative, comprehensive, and consistent manner;
- underpin and support Council's strategic objectives;
- provide a clear understanding of the Council's and Administration's responsibilities in policy development and review; and
- are consistent with the compliance requirements outlined in legislation.

As a fundamental component of good governance, Council uses policies to:

- set direction;
- guide decision making by Elected Members and the Administration;
- provide consistency; and
- inform the public.

The Policy Framework differentiates Strategic Policy, which is set by Council, Operational Policy set by the Chief Executive Officer and Guidelines which support the implementation of policies by the Administration.

OFFICER'S RECOMMENDATION

That Council:

1. Adopt the reviewed and updated Policy Framework included as **Attachment 1**; and
2. Rescind the current Policy Framework adopted on 13 April 2022

BACKGROUND

The Local Government Act 2009 sets out several principles that a local government must follow to ensure it is accountable, effective, efficient and sustainable. Good governance of and by the local government is one of the principles we must follow. Good governance concerns the way decisions are made and the way services are provided to the community.

Good governance includes having effective structures, systems, processes, procedures, and culture in place to ensure the council is operating optimally. It is more than just complying with minimum requirements and having clearly documented arrangements in place. It involves continually embedding the right practices in the right way into council and understanding that everyone plays a role in this. Through this, overall performance will be improved, and council will deliver better value to the community.

The objectives of the Policy Framework (the 'Framework') are to govern the development, establishment, amendment, and review of policies to ensure relevance, authority, and consistency with internal and external legislation; and define the roles, responsibilities, and authorities in relation to the development, establishment, amendment, and review of all policies.

This Framework applies to all policy and processes developed for and on behalf of the Council and the Framework is made under the *Local Government Act 2009* and associated legislation.

DISCUSSION/CURRENT ISSUE

One of the most important roles of councillors is to make policy decisions on behalf of the community, in accordance with their role of providing strategic direction. An essential element of policy making is identifying current and future community needs, setting objectives to meet those needs, consulting relevant stakeholders and analysing the options to establish priorities between competing needs, and allocating appropriate resources. It is important that roles and responsibilities and a framework for efficient and effective policy and procedure development and management is established.

Public facing policies are adopted by council resolution and set out council's strategic position, viewpoints and values, and assists decision making on matters that impact on, and are of concern to the community. Operational policies provide direction from the CEO (Chief Executive Officer) to the administrative arm of the council to provide direction on the day-to-day operational matters of council. Guidelines and Procedures are the internal processes or steps required to either achieve Strategic policies and Operational policies or are required in their own right. Supporting documentation can also be developed and includes factsheets, manuals and process maps designed to aid in efficient and effective delivery of programs or services.

Policy Sources

Elected Councillors - Issues may be brought to the attention of Councillors by community members. A Councillor should direct these issues to the Chief Executive Officer or raise them at appropriate briefing sessions or committees that might be held by Council.

Community - The Chief Executive Officer and Council staff may receive written and verbal requests from the community which may require the application of policy. In the day-to-day operations of Council, policy issues will be raised through the service interactions between staff and the community. Where policy gaps are identified, the Chief Executive Officer or staff member may request consideration of a formal policy to cover the situation.

State/Commonwealth government responses - Council may also wish to develop policies to respond to issues raised by the State and Commonwealth Government. Any regulation oversight i.e. ombudsman may also be interested in policy currency and oversight which regularly sees requests that Councils' amend, review, or develop a policy position or procedure on a range of matters.

Legislative requirements - There is a raft of State and Commonwealth legislation which require Council to develop a policy position on issues across the spectrum of Local Government responsibilities.

Policy Setting Principles.

- Meets a need – to enable transparency and accountability, good governance, risk management, legislative and legal compliance, and efficient operations.
- Is clear, consistent, accessible, and complete – provides clarity on Council's intentions and integrates with the broader strategic framework.
- Is evidence-based and reflects Council's values – grounded in contemporary, best practice and a commitment to pride, accountability, safety, unity, trust, and leadership.
- Prepares for the future – outcome driven and reflective, flexible, and responsive to opportunities for continuous improvement.
- Is for the whole region – meaningful to our local context: for our strong community, environment and liveability, resilient economy and embodies service excellence, as an outstanding organisation.
- Is people-centred – our customers, community and employees are heard by policy processes and represented in policy settings.
- Is sustainable – we take a balanced approach that meets the social, cultural, economic, and environmental needs of the present without compromising the ability of future generations.

Policy Development Principles

- Are initiated in response to identified need and well-understood problems.
- Are guided by Council's Community Engagement Framework to ensure fit-for-purpose stakeholder engagement.
- Are informed by full and frank advice and are decided by an appropriate authority in a transparent and accountable manner.
- Communicate and publish policy positions to make them readily accessible.
- Monitor the effectiveness and efficiency of implementation activities to enable future reflection.
- Regularly review and evaluate how relevant a policy is working, and how well it is achieving its purpose in the ever-changing policy environment.

Review Frequency and Process

Policies need to be reviewed on a regular basis.

Comprehensive reviews should be scheduled to occur at least every 4 years. A review may be triggered ahead of a scheduled review based on a policy risk assessment of the following factors:

- risk to compliance or statutory requirements;
- risk to finances;
- risk to health and safety;
- risk to Council employees;
- risk to operational effectiveness and efficiency;
- risk to achieving strategic objectives;
- risk to reputation;
- related to another identified strategic risk; and/or
- high likelihood of a material or non-material change being required due to the presence of a policy amendment trigger listed in this policy, and urgency.

Policy Review Triggers

Policy should not be triggered by ad hoc reactions to isolated incidents, complaints, or issues.

New policy or policy amendments may be triggered by:

- legislative change;
- Council objectives changing;
- changing or emerging community needs or expectations;
- patterns of need emerging from incidents, complaints, or issues presenting reviews;
- governance review or audit recommendations (for example: Audit and Risk Committee, Crime and Corruption Commission, Office of the Information Commission, etc.);
- identification of a policy gap and associated risk;
- development in best practice;
- identified policy document conflicts;
- formalisation of common practice, to increase transparency, consistency, and accountability; or
- making a policy setting more inclusive and accessible.

FINANCIAL IMPLICATIONS

When policy positions are developed an analysis of the financial impacts is undertaken to ensure that the policy can be effectively managed with current resources and where necessary other resources are identified for consideration in policy implementation. This includes any future impacts as consequence of the policy where phased implementation has been identified.

CONSULTATION/ENGAGEMENT

Strategic Leadership Team
Executive Leadership Team
Middle Management Group
Councillors

STATUTORY/COMPLIANCE MATTERS

This Policy Framework has been developed using the Department of local government Corporate Policy Framework and Guideline Template, which aims to provide:

- A corporate approach (Framework) to developing and reviewing Policies; and
- A guideline to provide considerations, tips, and steps to developing and reviewing Policies

It is important to acknowledge that this template may not be exhaustive and/or include specific approaches

RISK ASSESSMENT/DEADLINES

A policy is a statement of principles or position that is intended to guide or direct decision-making and operations that support the achievement of Council's vision and objectives.

Policies have high level direction, a long-term focus and are applied across Council as a whole. They form the foundation of Council's governance processes and the basis of the quality system.

Policies support the achievement of quality outcomes and reduce institutional risk by establishing standards and internal controls. The principles outlined in policies are shaped by:

- the legislation and regulations that govern Council (and local government);
- national standards, best practice, and community expectations; and
- the values and vision Council articulates in its corporate and strategic plans.

All policies are living documents until such time as they are amended, replaced, or repealed, which must all be actioned through the appropriate approval process. Where there is conflict with an Act or Regulation, the legislation overrides the Policy.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

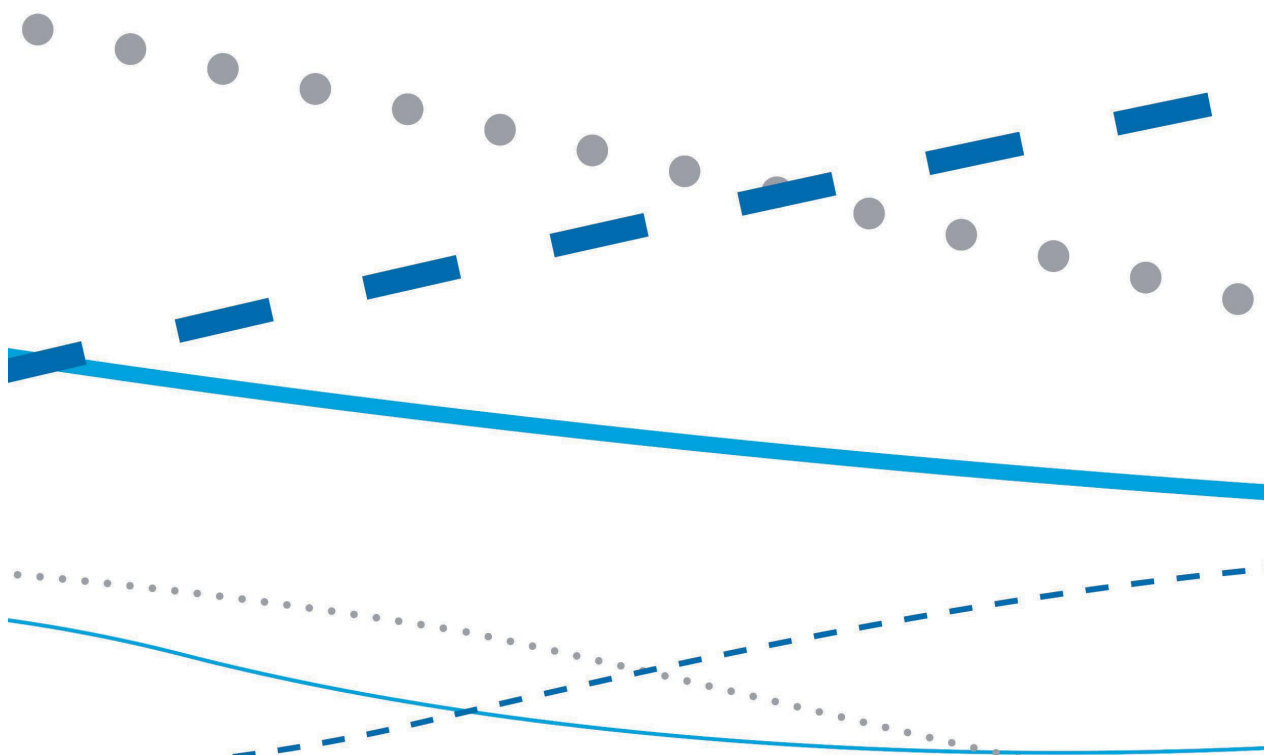
ATTACHMENTS

1. WRC Policy Framework [10.16.1 - 10 pages]



Policy Framework

June 2024



Aim

The purpose of this Framework is to provide guidance on the types of policies within Council, the approval authority process and instructions on how to develop/review policies – i.e. a corporate approach (Framework) to developing and reviewing Policies.

This policy framework applies to the elected Council and Council employees developing, drafting and setting policy.

What is a Policy?

Policy is a statement of intent to guide action and decision-making. Policy sets principles or standards that apply to the practice and conduct of Council's operations, employees and Councillors.

Policy is developed and set to meet a community or organisational need. This may be in response to legislation, the community's reasonable expectations or Council's strategic intentions.

Policy can be identified in common practice (or precedented action). Policy settings may be represented in principles, commitments, statements, goals or aspirations. Policy may be supported by guideline and/or procedure documents which outline how a policy setting will be operationalised.

Council is committed to policy settings which support legislative and regulatory compliance, enable efficient and effective decision-making, and establish clear accountabilities and responsibilities.

Policy must assist decision-makers to reflect reasonable community expectations, balanced with Council's responsibilities and capabilities.

Council understands that trust in the currency, consistency and functionality of a policy setting is related to the rigour and appropriateness of its related policy development process.

Why Have Policies?

Policies support the achievement of quality outcomes and reduce institutional risk by establishing standards and internal controls. The principles outlined in policy are shaped by:

- the legislation and regulations that govern Council (& local government);
- national standards and community expectations; and
- the values and vision Council articulates in its strategic plan.

All policies are living documents until such time as they are amended, replaced or repealed, which must all be actioned through the appropriate approval authority.

Policy Framework

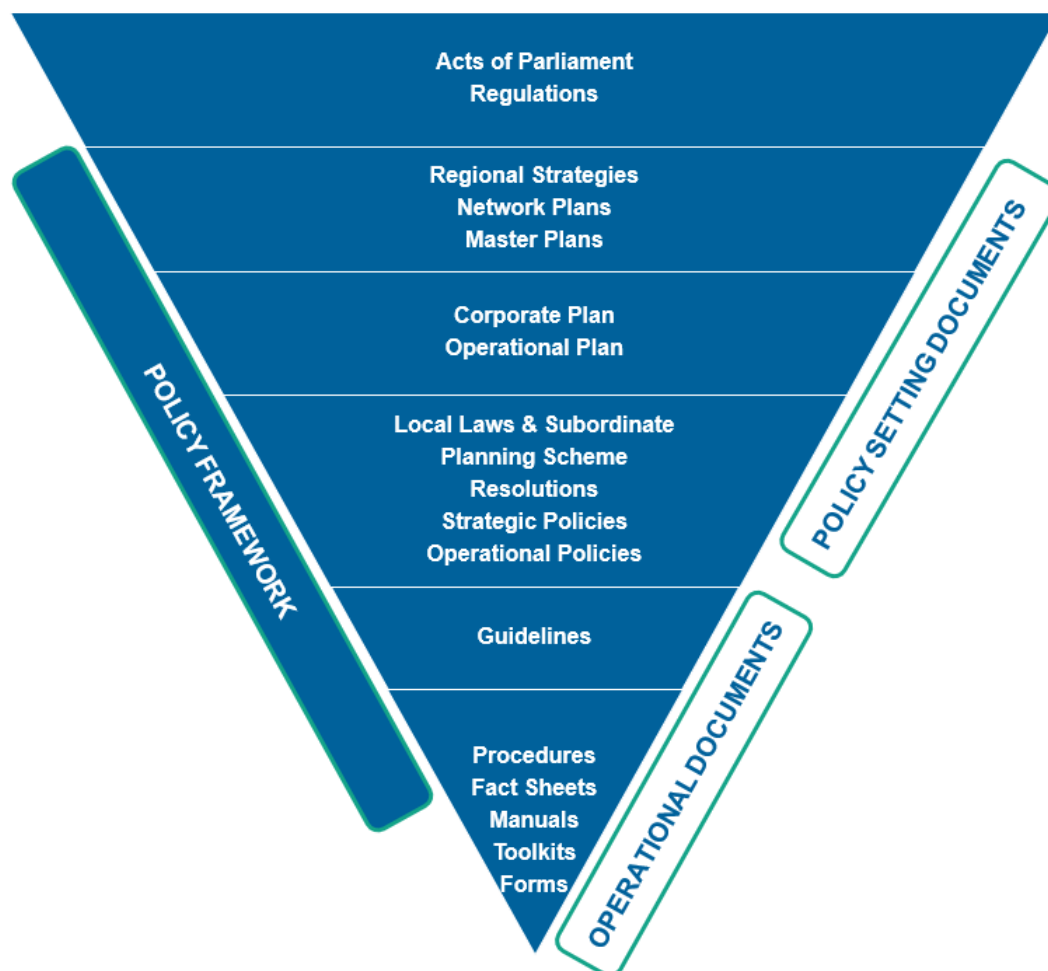
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Policy must assist decision-makers to reflect reasonable community expectations, balanced with Council's responsibilities and capabilities.

Council understands that trust in the currency, consistency and functionality of a policy setting is related to the rigour and appropriateness of its related policy development process.

Document Hierarchy

Conflicts between documents should be avoided. Where there is a conflict between legislation or subordinate legislation and policy, the legislation or subordinate legislation prevails. Any other identified conflicts must trigger review and amendment processes.



Policy Setting Principles

Whitsunday Regional Council policy:

- **meets a need** – to enable our transparency and accountability, good governance, risk management, legislative and legal compliance, and efficient operations.
- **is clear, consistent, accessible and complete** – provides clarity on our intentions and integrates with our broader strategic framework.
- **is evidence-based and of our values** – grounded in contemporary, best practice and our commitment to care, respect, trust, and being curious and connected.
- **prepares for our future** – outcome driven and reflective, flexible and responsive to opportunities for continuous improvement.
- **is for our region** – meaningful to our local context: for our strong community, our environment and liveability, our resilient economy and embodies our service excellence, as an outstanding organisation.
- **is people-centred** – our customers, community and employees are heard by policy processes and represented in policy settings.
- **is sustainable** – we take a balanced approach that meets the social, cultural, economic and environmental needs of the present without compromising the ability of future generations to meet their own needs.

Whitsunday Regional Council policy is also made in consideration of the *local government principles* (Local Government Act 2009 section 4).

Policy development principles

Whitsunday Regional Council policy development processes:

1. are initiated in response to identified **need** and well-understood problems.
2. are guided by Council's Community Engagement Framework to ensure fit-for-purpose **stakeholder engagement**.
3. are informed by full and frank advice and **decided by an appropriate authority** in a transparent and accountable manner.
4. **communicate** and publish policy positions to make them readily accessible.
5. monitor the effectiveness and efficiency of **implementation activities** to enable future reflection.
6. regularly **review** and evaluate how relevant a policy is, and how well it is achieving its purpose in the ever-changing policy environment.

Policy categories and approval authorities

Policy type	Category	Rationale	Approval authority	Consult	Publish
Strategic Policy	- Assets	Policy required to meet a statutory requirement.	Council	Executive Leadership Team (ELT) as appropriate; community as appropriate	Public
	- Digital Information Services	Policy addresses a direct community impact.			
	- Elected Council	Policy addressing organisational issues and is of strategic significance or includes a community impact.			
Operational Policy (Function Driven)	- Financial Governance	Provide direction for internal management of the day to day operations of Council.	Chief Executive Officer (CEO) on advice from ELT	Impacted groups, including Councillors or community as appropriate	Internal (public as required)
	- People and Culture	Policy which addresses an organisation-wide need.			
	- Service excellence	Gives effect to organisational practice in complying with statutory requirements. May address community facing impacts when related to service excellence.			
Guideline	- Community Administrative (sub-categories as for Organisational Policy)	For content of an operational nature. Generally supports the implementation of policies.	CEO on advice of Director or delegated as appropriate	Impacted groups	Internal

Policy Commitment

Council employees and Councillors covered in the scope of any policy must consistently demonstrate and uphold the intent, purpose, and principles of that policy. Council policy must not require or authorise a Council employee or Councillor to act in any way that is contrary to law. Any instances of non-compliance will be managed in accordance with any relevant codes of conduct, policies and legislation dealing with conduct and/or disciplinary action.

All policy must be read and complied with in accordance with associated guidelines.

Policy Application

Business Area Obligation

Each business area must be able to easily locate, articulate, implement and review the Policy Framework relevant to their work (i.e. the sum of relevant policy positions, and any supporting guideline or procedure documents).

New Policies

Before seeking to establish a new policy, consolidation with existing policies is to be considered, and amendments to existing policies be fully explored.

At initiation of a strategic or organisational policy development process, the policy holder must provide a brief report to Council's ELT to advise of proposed policy development process.

Policy Naming

Policy names must be concise and plainly state the relevant policy topic. The first word of the name should be the most commonly searched term related to the policy topic.

New Policy or Policy Amendment Triggers

Policy must not be triggered by ad hoc reactions to isolated incidents, complaints or issues. New policy or policy amendments may be triggered by:

- legislative change
- Council objectives changing
- changing or emerging community needs or expectations
- patterns of need emerging from incidents, complaints or issues presenting
- reviews

- governance review or audit recommendations (for example: Audit and Risk Committee, Crime and Corruption Commission, Office of the Information Commission, etc.)
- identification of a policy gap and associated risk
- development in best practice
- identified policy document conflicts
- formalisation of common practice, to increase transparency, consistency, and accountability, or
- making a policy setting more inclusive and accessible.

Policy Review Frequency and Process

Policies must be reviewed on a regular basis. Comprehensive reviews must be scheduled to occur at least every 4 years.

A review may be triggered ahead of a scheduled review based on a policy risk assessment of the following factors:

- risk to compliance or statutory requirements
- risk to finances
- risk to health and safety
- risk to Council employees
- risk to operational effectiveness and efficiency
- risk to achieving strategic objectives
- risk to reputation
- related to another identified strategic risk
- high likelihood of a material or non-material change being required due to the presence of a policy amendment trigger listed in this policy, and urgency.

At initiation of a strategic or organisational policy comprehensive review, the policy holder must provide a brief report to Council's ELT to advise of proposed review.

Following a comprehensive review, the policy holder must update or confirm the currency of the policy and bring a report to the approving authority for consideration and re-endorsement or approval.

Policy Review

Policy Monitoring and Reporting

Council's ELT will receive periodic reports from the Governance Team on the status of Council's strategic and organisational policies, including upcoming scheduled reviews.

Policy Review

The review schedule for this policy will be informed by the standard set within.

Roles and Responsibilities

Role	Responsibility
Council	Endorsement authority for setting the Policy Framework (this document) and for all material changes to this policy framework. Able to endorse non-material changes.
Chief Executive Officer (CEO)	Approval authority for any non-material change to this policy framework.
Executive Leadership Team (ELT)	Provides advice to the CEO and/or Council on setting this policy framework and any proposed material changes to this policy.
Director Corporate Services	Policy Framework sponsor. Approval authority for any minor non-material changes to this policy framework.
Manager Governance and Administration	Policy Framework holder. Provides advice to the Policy Framework Sponsor on this policy Framework.
Governance Team	Leads this policy framework's development, including communication, implementation, review and reporting. Offers advice, training and toolkits on policy development, drafting and setting to the organisation.
All Council employees	Are responsible for ensuring policy development, drafting and setting is compliant with this Policy Framework, and associated guidelines and procedures.

Measurements of Success

Measure	Outcome Sought
All policies are compliant with this Policy Framework within 4 years of endorsement of this Policy Framework.	Policy set consistency
All strategic and organisational policies are current or have an approved review schedule within 4 years of endorsement of this Policy Framework.	Policy set currency
All strategic and organisational policies are on the appropriate policy register once approved or endorsed within a reasonable timeframe.	Policy set functionality

Definitions

For otherwise undefined terms, the plain English meaning informs interpretation.

Term	Definition
Council employee	The CEO, senior contract employees, contract employees, award employees, casual employees, part-time employees, contractors, contingent workers, agency casual and volunteers.
Guideline	A guiding document with content of an operational nature.
Non-material change	An amendment of an administrative nature that will not impact the intent or application of the policy.
Minor non-material changes	Purely administrative updates, such as title updates due to an approved restructure, or minor amendments to reflect legislative updates which do not impact the intent or application of the policy.
Material change	An amendment of a substantive nature that will impact the intent or application of the policy.
Plan	A document which describes in detail the action that Council will take to deliver services to the community in specific focus areas.
Policy	Policy is a statement of intent to guide action and decision-making.
Policy Holder	Responsible for project management and resourcing in relation to the policy's development, implementation and review. Usually a Manager level position able to advise the Policy Sponsor.
Policy Sponsor	Advocate for the policy's development, implementation, and review. Usually a Director level position able to introduce discussion of the policy as required with the ELT.

Policy Framework	The sum of relevant policy positions, and any supporting guideline and procedure documents, on one topic.
Procedure	A document which breaks down the steps of an operational process in more detail than a guideline.
Strategy	A document which describes a high-level strategy that is subject specific, aligning to Council's vision, and is focused on Council related activity.

10.17 - Policy Review - Community Donations, Sponsorships and Grants

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Community Development Officer

AUTHORISING OFFICER: Director Community Services and Facilitation

PURPOSE

For Council to consider revoking and adopting policies, due for review, based on the recommendations of Council Officers.

EXECUTIVE SUMMARY

Council is required to review and update policies to meet legislative requirements and to ensure the currency of policies.

In April 2024, findings and recommendations of an internal review of Councils support of community groups was provided by OCM. The recommended changes to the policies outlined in this report are based on the recommendations within the internal review findings. Although changes are being proposed, Council will continue to provide financial support to the community through grants, donations and sponsorships.

OFFICER'S RECOMMENDATION

That Council:

1. Adopt the following amended policies:
 - a. Community Donations Policy (**Attachment 2**)
 - b. Community Sponsorship Policy (**Attachment 1**)
 - c. Community Grant Policy (**Attachment 3**)
2. Revoke the Financial Support for a Junior Elite Athlete Policy (**Attachment 4**)

BACKGROUND

For many years Council has administered a number of donation, sponsorship and grant funding policies to enable not for profit organisations, sport and recreation clubs and junior elite athletes to apply for and receive funding to assist with the operation of clubs and ability to attend sporting events within Queensland, Australia and overseas.

DISCUSSION/CURRENT ISSUE

Council Officers have undertaken a review on the existing policies following the internal review on the financial support Council provides to the community. The key changes below are reflective of the recommendations made in the internal review:

Community Donations Policy

- a) All donation proposals with a value up to and including \$20,000 (including cash and/or in-kind contributions), can be approved under delegation by the CEO and/or Director.
- b) For all donation proposals with a value over \$20,000 (including cash and/or in-kind contributions), approval must be by Council resolution.
- c) Submission of an agenda report will be provided to monthly Ordinary Council Meetings for noting of donations that have been approved for the respective months.

This is page 144 of the Agenda of Council's Ordinary Council Meeting - 26 June 2024



- d) Applications for donations must be in writing on the approved Donation Application Form and be specific as to the type and amount of donation and how the support will be used.
- e) Item (ii) under Eligible Community Organisation Definition amended to read: a community organisation with a licence under the *Gaming Machine Act 1991*, a licence under the *Keno Act 1996* and/or a licence under the *Wagering Act 1998*.

Community Sponsorship Policy

- a) All sponsorship proposals with a value up to and including \$20,000 (including cash and/or in-kind contributions), can be approved under delegation by the CEO and/or Director, provided that such sponsorship complies with this policy.
- b) For all sponsorship proposals with a value over \$20,000 (including cash and/or in-kind contributions), approval must be by Council resolution.
- c) Submission of an agenda report will be provided to monthly Ordinary Council Meetings for noting of sponsorships that have been approved for the respective months.
- d) The acquittal must be signed by two committee members of the organisation e.g. President and Treasurer. Failure to provide an acquittal by the given due date will exclude the sponsorship recipient from receiving funds from Council in the future.
- e) Eligible Community Organisation added to Definitions.

Donations on Rates and Charges for Not-for-Profit Organisations Policy

This policy has been reviewed and will be presented and included with the budget policies review.

Community Grant Policy

Financial Support for a Junior Elite Athlete Guidelines

- a) The applicant must be selected to represent North Queensland, Queensland or Australia (or equivalent as assessed by Council's nominated Officer) in an officially recognised State, National or International event. Applications where an athlete has nominated themselves or chosen to participate in the sports program or event will not be eligible. Athletes must be selected through trial games or matches or meet qualifying times to attend competition.
- b) Funding amounts are no longer approved on a progressive scale. All approved applicants will receive \$250.

Sport and Recreation Club Grant Guidelines

- a) Recommended Progressive Funding Scale
 - i. Band 1 – 12 to 50 members - \$1,000
 - ii. Band 2 – 51 to 100 members - \$1,500
 - iii. Band 3 – over 100 members - \$2,000

Financial Support for a Junior Elite Athlete Policy

This policy is recommended for deletion, contents of the policy have been incorporated into the Grants policy, and a guideline will be developed to detail the process for Financial Support for a Junior Elite Athletes.

FINANCIAL IMPLICATIONS

The recommended changes to the financial values of the grants will reduce the financial impact imposed to Council.

CONSULTATION/ENGAGEMENT

Director Community Services and Facilitation
Director Corporate Services
Manager Governance and Administration Services
Community Development Officer

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009
Local Government Regulation 2012

RISK ASSESSMENT/DEADLINES

To be completed by 30 June 2024.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

1. Community Sponsorship Policy (1) [**10.17.1** - 5 pages]
2. Community Donations Policy [**10.17.2** - 3 pages]
3. Community Grants Policy (1) [**10.17.3** - 3 pages]
4. Financial Support for a Junior Elite Athlete Policy [**10.17.4** - 3 pages]



STRATEGIC POLICY

Community Sponsorship Policy

Endorsed by Council

Purpose

The purpose of this policy is to provide a framework that defines the parameters under which Council will provide sponsorship to eligible community organisations, including measures that ensure risks are managed and commitments do not exceed annual budgetary limits, as well as protecting the reputation of Council.

Scope

This policy applies to all sponsorships where Council is the sponsoring entity. It applies to Councillors, employees of the Council and those organisations wishing to obtain a sponsorship from Council.

Policy Statement

Councillors and employees must be mindful at all times of their obligation to maintain public confidence in Council administration and must be aware that acceptance of any gift or benefit from an external party may, or may be seen to, affect the performance of official duties, or influence, or be seen to influence, their decision-making or behaviour.

Councillors and employees must not ask for or encourage the giving of any form of gift or benefit in connection with the performance of their official duties. This includes entering any discretionary competitions which involve a prize.

Any gift or benefit accepted, regardless of monetary value, implies, or may imply, a relationship which may interfere with objectivity and independence.

Guiding Principles

- 1.1 Council may invest in a sponsorship which provides identified benefits to the Whitsunday community and aligns with Council's Corporate Plan, statutory requirements and in accordance with budgetary allocations, policies and procedures.
- 1.2 If a request for sponsorship is received by Council, the request is to be assessed against the following key principles:
 - 1.2.1 Community Benefit - sponsorships must provide an identified economic, social, cultural or environmental benefit to the Whitsunday community.
 - 1.2.2 Corporate Plan - sponsorships must align with the Corporate Plan and Council policies.
 - 1.2.3 Risk Assessment - Council must consider issues such as reputational risk, potential conflicts of interest and financial investment versus return.
 - 1.2.4 Fairness and Consistency - sponsorship commitments will take into consideration the need to support activities or programs across all townships in the region.
 - 1.2.5 Not for Profit - Council will have the right to prioritise sponsorship commitments to activities or programs managed by not for profit groups.
 - 1.2.6 Sponsorship is separate from Council's other funding programs stipulated in the Community Grants Policy and the Community Donations Policy as grants and donations are provided to recipients with no expectation of a commercial return for Council and/or the community.





STRATEGIC POLICY

Community Sponsorship Policy

Endorsed by Council

- 1.3 A Sponsorship proposal and associated documents must be submitted to Council for review at least eight (8) weeks prior to the event.
- 1.4 All sponsorship proposals with a value up to and including \$20,000 (including cash and/or in kind contributions), can be approved under delegation by the CEO and/or Director, provided that such sponsorship complies with this policy.
- 1.5 For all sponsorship proposals with a value over \$20,000 (including cash and/or in kind contributions), approval must be by Council resolution.
- 1.6 Submission of an agenda report will be provided to monthly Ordinary Council Meetings for noting of sponsorships that have been approved for the respective months.

2. Suitable Sponsorship Recipients

- 2.1 Council shall only enter into sponsorships with potential recipients if the objectives and activities of the potential recipients are compatible with Council's legislative requirements, vision, plans, policies and cultural values.

3. Eligible Activities/Events or Programs

- 3.1 Council may consider sponsorship for:
 - 3.1.1 Major sport/recreation events.
 - 3.1.2 Community/cultural events.
 - 3.1.3 Trade shows.
 - 3.1.4 Business awards/conferences; and
 - 3.1.5 Initiatives from other Government Agencies.

4. Ineligible Activities/Events or Programs

- 4.1 Council will not consider sponsorship for activities/events or programs that:
 - 4.1.1 Are organised by political or religious organisations (not including charities that are run by religious groups);
 - 4.1.2 Conflict with State or Federal legislation or directions.
 - 4.1.3 Excludes or offends minority community groups.
 - 4.1.4 Could present a hazard to the community or the environment.
 - 4.1.5 Promotes gambling, smoking and/or consumption of other addictive substances.
 - 4.1.6 May misrepresent Council's sponsorship motives.
 - 4.1.7 Are held outside the region's boundaries or, where the majority of the audience is external to the region.

5. Levels of Sponsorship

- 5.1 For the purposes of this policy, a sponsorship will be defined as:
 - 5.1.1 Minor - the sponsorship has a value up to and including \$5,000 or
 - 5.1.2 Major - the sponsorship has a value of more than \$5,000.6.





STRATEGIC POLICY

Community Sponsorship Policy

Endorsed by Council

6. The Agreement

6.1 For all sponsorships above \$5,000 the sponsorship recipient must enter into a contract with Council, in writing, that sets out:

- 6.1.1 The mutual benefits of entering into this agreement.
- 6.1.2 The terms and conditions of the sponsorship for both parties.
- 6.1.3 The financial accountability requirements.
- 6.1.4 The agreed performance measure for assessment, post the activity/event or program.
- 6.1.5 The consequences of change of circumstance of either party.
- 6.1.6 The provision for termination or suspension of the agreement; and
- 6.1.7 The acquittal requirements.

7. Recognition of Council's Contribution

7.1 As part of any sponsorship, Council will be publicly acknowledged as a contributor. This recognition may include, but is not limited to:

- 7.1.1 Acknowledgement in media releases and promotional activities.
- 7.1.2 Brand exposure at events or associated functions.
- 7.1.3 Opportunities for Council to do onsite promotion during events; and
- 7.1.4 Opportunities for Council participation in formal ceremonies.

8. The Acquittal Process

8.1 As part of any sponsorship, the successful recipient must acquit the use of Council's contributions in a method determined by Council. The acquittal will require, but is not limited to, the provision of a report to Council detailing:

- 8.1.1 How the sponsorship funds were expended; and
- 8.1.2 Council's recognition at the event.

The acquittal must be signed by two committee members of the organisation e.g. President and Treasurer. Failure to provide an acquittal by the given due date will exclude the sponsorship recipient from receiving funds from Council in the future.

Related Polices and Legislation

- *Local Government Act 2009 QLD*
- Local Government Regulation 2012
- Whitsunday Regional Council Sponsorship Agreement
- Community Grants Policy
- Community Donations Policy





STRATEGIC POLICY

Community Sponsorship Policy

Endorsed by Council

Definitions

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

Council refers to the Whitsunday Regional Council.

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

Community/cultural events refer to larger sized events, such as festivals and exhibitions, that provide opportunities for the Whitsunday community to enjoy artistic endeavours including the arts, music, performance and/or those events that are of a cultural or heritage nature.

Initiatives from other Government Agencies refers to events/activities that may be of national or statewide significance that require Council's involvement.

Major sport/recreation events refer to those events that attract significant participation from outside the region and/or raise the profile of the region through the sport/recreation networks.

Sponsorship refers to a contractual business agreement under which a sponsor (Council) provides assistance, either through cash and/or in kind, in return for specified commercial benefits provided by the sponsorship recipient.

Sponsorship recipient refers to an individual or organisation that receives a contribution from Council, cash and/or in kind, as part of a sponsorship.

Trade shows refer to events specific to a particular type of industry or related groups of industries.

Eligible Community Organisation means a community organisation that:

1. is an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient.
2. Note - Unincorporated groups are eligible to apply, providing that their application is made through an eligible community organisation acting as an auspice.
3. has public liability insurance over \$20 million.
4. has acquitted all previous Whitsunday Regional Council funding support as required.
5. has no outstanding debt to Council.
6. has more than 80% of its members residing within the Whitsunday local government area

is not:

- 6.1 a State or a government entity, including a government entity or its subsidiary under the Government Owned Corporations Act 1993; or
- 6.2 a community organisation with a licence under the *Gaming Machine Act 1991*, a licence under the *Keno Act 1996* and/or a licence under the *Wagering Act 1998*;
- 6.3 a community organisation with a liquor licence, other than a Community Club Licence and/or a Community – Other Licence, under the Liquor Act 1992 Queensland;





STRATEGIC POLICY

Community Sponsorship Policy

Endorsed by Council

6.4 a political party under the Electoral Act 1992; or

6.5 a religious body or religious organisation declared by the Governor-General by proclamation pursuant to the Marriage Act 1961 (Cwlth) to be a recognised denomination for the purposes of the Commonwealth Act.

COUNCIL POLICY

Date Adopted by Council	08/09/2021	Council Resolution	2021/09/08.12
Effective Date	8/09/2021	Next Review Date	
Responsible Officer(s)	Manager Community Development & Libraries	Revokes	LSP_C&ENV_11
Public Consultation: Yes / No			





STRATEGIC POLICY: Governance

Community Donations Policy

Endorsed by Council	
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Purpose

This policy is designed to outline council's commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation and make a positive and ongoing contribution to the region.

This policy also guides the administration of council's donation program ensuring donations:

- a) Assist Council to achieve its strategic goals and identified key initiatives; and
- b) Align with the intent of the Local Government Act 2009 and the Local Government Regulation 2012, which states that funding will be used for a purpose that is in the public interest.

Scope

This policy applies to Councillors and employees of the Whitsunday Regional Council when Council gives, or proposes, to give a donation to a community organisation.

Guiding Principles

1. Donations to Community Organisations

- 1.1 This policy supports the distribution of funds or in-kind support to eligible Community Organisations in an equitable, transparent and sustainable manner.
- 1.2 Council will provide donations only when:
 - 1.2.1 The donation is appropriate having regard to other priorities and available resources.
 - 1.2.2 The receiving community organisation or entity meet the eligibility criteria set out in this policy.
 - 1.2.3 The donation will be used for a purpose that is in the public interest.
 - 1.2.4 The donation will meet a community and/or social need in the local community.
- 1.3 Council may consider providing donations for:
 - 1.3.1 Development Application Fees
 - 1.3.2 Event Application Fees
 - 1.3.3 Food and Local Law Licence Fees
 - 1.3.4 Green Waste Disposal Fees
 - 1.3.5 To support activities/events and endeavours of eligible Community Organisations.
- 1.4 The donation may be any of the following types:
 - 1.4.1 a monetary payment; or
 - 1.4.2 in-kind support undertaken by the Council to a specified value.
- 1.5 Eligible Community Organisations may make more than one application for a donation, per financial year, but can only apply for assistance up to a total of \$3,000.00.





STRATEGIC POLICY: Governance

Community Donations Policy

Endorsed by Council	
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- 1.6 Council may, at its discretion, consider requests for events/activities of significance without impacting the limit in clause 1.5.
- 1.7 All donation proposals with a value up to and including \$20,000 (including cash and/or in kind contributions), can be approved under delegation by the CEO and/or Director, provided that such sponsorship complies with this policy.
- 1.8 For all sponsorship proposals with a value over \$20,000 (including cash and/or in kind contributions), approval must be by Council resolution.
- 1.9 Submission of an agenda report will be provided to monthly Ordinary Council Meetings for noting of donations that have been approved for the respective months.

2. Conflict of Interest

- 2.1 To ensure an accountable and transparent assessment process is maintained, Councillors, and Council Officers assessing donation applications are required to declare any declarable and prescribed conflict of interests prior to the assessment process commencing. This may include a personal connection with any applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the application.

3. Donation Application Process

- 3.1 Applications for donations must be in writing on the approved Donation Application Form and be specific as to the type and amount of donation and how the support will be used.

Related Polices and Legislation

Local Government Act 2009

Local Government Regulation 2012, Chapter 5, Part 5

Local Government Act 2009

Definitions

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

Council refers to the Whitsunday Regional Council

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

Community Organisation see Local Government Regulation 2012

Eligible Community Organisation means a community organisation that:

1. is an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient.
2. Note - Unincorporated groups are eligible to apply, providing that their application is made through an eligible community organisation acting as an auspice.





STRATEGIC POLICY: Governance

Community Donations Policy

Endorsed by Council

3. Has public liability insurance over \$20 million.
4. Has acquitted all previous Whitsunday Regional Council funding support as required.
5. Has no outstanding debt to Council.
6. Has more than 80% of its members residing within the Whitsunday local government area is not:
 - 6.1 a State or a government entity, including a government entity or its subsidiary under the Government Owned Corporations Act 1993; or
 - 6.2 a community organisation with a licence under the *Gaming Machine Act 1991*, a licence under the *Keno Act 1996* and/or a licence under the *Wagering Act 1998*;
 - 6.3 a community organisation with a liquor licence, other than a Community Club Licence and/or a Community – Other Licence, under the Liquor Act 1992 Queensland;
 - 6.4 a political party under the Electoral Act 1992; or
 - 6.5 a religious body or religious organisation declared by the Governor-General by proclamation pursuant to the Marriage Act 1961 (Cwlth) to be a recognised denomination for the purposes of the Commonwealth Act.

COUNCIL POLICY			
Date Adopted by Council	25/08/2021	Council Resolution	2021/08/25.23
Effective Date	25/08/2021	Next Review Date	
Responsible Officer(s)	Manager Community Development & Libraries	Revokes	LSP_C&ENV_11
Public Consultation: Yes / No			





STRATEGIC POLICY

Community Grants Policy

Endorsed by Council

Purpose

This policy is designed to outline council's commitment to supporting communities in the region by providing financial and/or in-kind assistance to activities that build community capacity, encourage participation and make a positive and ongoing contribution to the region.

This policy also guides the administration of council's grant programs ensuring grants:

1. Assist council to achieve its strategic goals and identified key initiatives; and
2. Align with the intent of the Local Government Act 2009 and the Local Government Regulation 2012, which states that grants will be used for a purpose that is in the public interest.

Scope

This policy applies to Councillors and employees of the Whitsunday Regional Council when Council gives, or proposes, to give a grant to a community organisation.

Guiding Principles

1. Grants to community organisations

1.1 This policy supports the distribution of funds in an equitable, transparent and sustainable manner.

1.2 Council will provide grants only when:

- 1.2.1 The grant is appropriate having regard to other priorities and available resources.
- 1.2.2 The receiving community organisation or entity meet the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program.
- 1.2.3 The grant will be used for a purpose that is in the public interest.
- 1.2.4 The grant will meet a community and/or social need in the local community.

1.3 Council offers grants in the following categories:

- 1.3.1 Financial Support for a Junior Elite Athlete
- 1.3.2 Facility Management
- 1.3.3 Regional Arts Development Fund (RADF)
- 1.3.4 Special Projects
- 1.3.5 Sport and Recreation Club

2. Current grant details are outlined on council's website.

2.1 The grant may be any of the following types:

- 2.1.1 a monetary payment;
- 2.1.2 in kind support undertaken by the Council to a specified value.

3. Conflict of interest

3.1 To ensure an accountable and transparent assessment process is maintained, Councillors, and Council Officers assessing grant applications are required to declare any declarable and prescribed





STRATEGIC POLICY

Community Grants Policy

Endorsed by Council

conflict of interests prior to the assessment process commencing. This may include a personal connection with any applicant or personal involvement with any organisation.

Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the application.

4. Grant Program Process

4.1 Each funding program in section three must adhere to the following processes:

- 4.1.1 guidelines and criteria;
- 4.1.2 application form;
- 4.1.3 assessment process; and
- 4.1.4 accountability requirements.

4.2 In the circumstance that an organisation or individual has not complied with acquittal timeframes and requirements in accordance with a grant agreement, the follow actions will be considered:

4.3 If the grant remains unacquitted the grant recipient will be made ineligible to apply for future council sponsorship for a period of at least three years.

4.4 At the discretion of the Chief Executive Officer, action may be taken to recover unacquitted funds.

Applicable Legislation

Local Government Act 2009 QLD
Local Government Regulation 2012

Definitions

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

Council refers to the Whitsunday Regional Council

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

Community Organisation see Local Government Regulation 2012

Eligible Community Organisation means a community organisation that:

1. is an incorporated not-for-profit organisation or a company limited by guarantee that has been endorsed by the Australian Taxation Office as a charity, tax exempt fund or deductible gift recipient.
2. Note - Unincorporated groups are eligible to apply, providing that their application is made through an eligible community organisation acting as an auspice.
3. has public liability insurance over \$20 million.
4. has acquitted all previous Whitsunday Regional Council grants.
5. has no outstanding debt to Council.
6. has more than 80% of members who are residents within the Whitsunday local government area.

is not:





STRATEGIC POLICY

Community Grants Policy

Endorsed by Council

- 6.1 a State or a government entity, including a government entity or its subsidiary under the Government Owned Corporations Act 1993;
- 6.2 a community organisation with a licence under the *Gaming Machine Act 1991*, a licence under the *Keno Act 1996* and/or a licence under the *Wagering Act 1998*;
- 6.3 a community organisation with a liquor licence, other than a Community Club Licence and/or a Community – Other Licence, under the Liquor Act 1992 Queensland;
- 6.4 a religious body or religious organisation declared by the Governor-General by proclamation pursuant to the Marriage Act 1961 (Cwth) to be a recognised denomination for the purposes of the Commonwealth Act.
- 6.5 An entity that is funded or subsidised by the State or Federal governments, including educational organisations.

Funded entity means an eligible community organisation approved by the Council to receive a grant.

Grant Agreement means a written agreement between a funded entity and the Council about giving a grant.

Related Policies and Legislation

N/A

COUNCIL POLICY			
Date Adopted by Council	15/07/2021	Council Resolution	2021/07/15.16
Effective Date	15/07/2021	Next Review Date	
Responsible Officer(s)	Manager Community Development & Libraries	Revokes	LSP_C&ENV_03
Public Consultation: Yes/No			





Financial Support for a Junior Elite Athlete Policy

Community Services - Community Development
COMM_16

Purpose

The purpose of this policy is to provide a framework for Council to financially assist junior elite athletes living in the Whitsunday Regional Council area. The support will be specific to alleviating the costs of representing North Queensland in elite sporting competitions within Queensland, representing Queensland in National competitions or representing Australia at International events.

Scope

This policy applies to Councillors, employees and contractors of the Whitsunday Regional Council if the Whitsunday Regional Council gives, or proposes to give, financial support to an individual junior elite athlete.

Policy Statement

Financial Support for an Individual Junior Elite Athlete

Council may give financial support to an individual junior elite athlete only under this policy and may be for any of the following -

- a) Representing North Queensland in State level competition - \$250.00
- b) Representing Queensland at a National competition held in Queensland - \$500.00
- c) Representing Queensland at a National competition held Interstate - \$1,000.00
- d) Representing Australia in an International event - up to \$2,000.00

Guidelines

Council may make guidelines about -

- a) the criteria for an individual elite athlete to be eligible for financial support from Council; and
- b) the form in which documents may be given under this policy; and
- c) other matters Council considers appropriate for the administration of this policy.

If a guideline is made, Council must:

- a) publish the guideline on Council's website; and
- b) notify the making of the guideline in a conspicuous place in Council's public offices.

Eligibility

The applicant must be:

- a) 18 years or younger at the time of competition.
- b) a permanent resident of the Whitsunday Regional Council local government area for at least 12 months prior to application.
- c) representing North Queensland, Queensland or Australia (or equivalent as assessed by Council's nominated Officer) in an officially recognised State, National or International event.
- d) be amateur in status.





Financial Support for a Junior Elite Athlete Policy

Community Services - Community Development
COMM_16

Applicants who have successfully received funding under this program, and are chosen to represent at a higher level, may be eligible for further funding, but this will be at the discretion of Council.

Funding is not provided for applicant (s) representing religious organisations or government departments.

Applying for a grant

An eligible individual junior elite athlete, or their representative, may make an application to Council for financial support.

Financial support applications must be—

- a) made on the approved form to Council; and
- b) accompanied by any documents required under the form to be attached to, or given with, the application including written verification of selection from the relevant organisation, evidence of associated costs and a statutory declaration of the applicant's financial contribution.

Council must accept an application that complies with subsections a) and b).

Assessing an application for a grant

The Council may give financial support only if:

- a) The grant is appropriate having regard to other priorities and available resources.
- b) The receiving individual meets the eligibility criteria set out in this policy and in the supporting guidelines for the specific funding program.
- c) The grant will be used for a purpose that is in the public interest.
- d) The grant will provide opportunities for local junior elite athletes to excel in their chosen sport.

Conflict of interest

To ensure an accountable and transparent assessment process is maintained, Councillors, and Council Officers assessing grant applications are required to declare any declarable and prescribed conflict of interests prior to the assessment process commencing. This may include a personal connection with any applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the application.

Deciding an application for a grant

Council must give written notice of the decision to the applicant.

The decision notice must be given within 5 business days after the day the decision is made.

Applicable Legislation

Local Government Act 2009

Local Government Regulation 2012, Chapter 5, Part 5





Financial Support for a Junior Elite Athlete Policy

Community Services - Community Development
COMM_16

Definitions

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

Council refers to the Whitsunday Regional Council

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

Application period refers to the period in which the financial support program is available. This will be at the discretion of Council.

Eligible individual refers to an individual that:

- a) is 18 years of age or younger at the time of competition.
- b) a permanent resident of the Whitsunday Regional Council local government area for at least 12 months prior to application.
- c) is representing North Queensland, Queensland or Australia (or equivalent as assessed by Council's nominated Officer) in an officially recognised State, National or International event.
- d) has no outstanding debt to Council.
- e) is not:
 - i) representing a government entity, including its subsidiary under the Government Owned Corporations Act 1993; or
 - ii) representing a political party under the Electoral Act 1992; or
 - iii) a religious body or religious organisation declared by the Governor-General by proclamation pursuant to the Marriage Act 1961 (Cwth) to be a recognised denomination for the purposes of the Commonwealth Act.

Related Documents

N/A

Human Rights Compatibility Statement

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

COUNCIL POLICY			
Date Adopted by Council	28 July 2021	Council Resolution	2021/07/28.19
Effective Date	28 July 2021	Next Review Date	28 July 2024
Responsible Officer(s)	Manager Community Development & Libraries	Revokes	LSP_C&ENV_07
Public Consultation: Yes / No			



10.18 - Whitsunday Holiday Parks Rebranding

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Manager Aviation, Tourism and Marine

AUTHORISING OFFICER: Director Commercial Businesses

PURPOSE

For Council's consideration to align all Council owned and managed holiday parks under one brand.

EXECUTIVE SUMMARY

Council currently operates 3 holiday parks under separate branding and it is proposed to align all these together under the one brand of Whitsunday Holiday Parks.

OFFICER'S RECOMMENDATION

That Council:

1. Endorses the alignment of Council owned and managed holiday parks under the brand Whitsunday Holiday Parks; and
2. Endorses the rebranding of:
 - a) Wangaratta Caravan Park to Whitsunday Holiday Parks – Queens Beach Bowen;
 - b) Lake Proserpine Campgrounds to Whitsunday Holiday Parks – Lake Proserpine; and
 - c) Proserpine Tourist Park to Whitsunday Holiday Parks – Proserpine

BACKGROUND

Council's owned and managed Parks being Wangaratta Caravan Park, Proserpine Tourist Park and Lake Proserpine Campground were consolidated under the management of the Commercial Businesses Directorate on the 1st of October 2023 as part strategic business planning, ensuring long term growth and expansion which was identified as a key priority for these facilities.

To achieve this, a unified rebranding of all the parks is being proposed. As part of the proposed brand implementation, a modern Whitsunday Holiday Parks website with direct and online travel agent reservation interfacing will be implemented.

The unified group branding will lead to growth and increased occupancy through group marketing opportunities, internal cross marketing and referrals between parks.

DISCUSSION/CURRENT ISSUE

The goal is to align all the Council owned and managed holiday parks to operate in unison, that connects through brand elements which will drive a clean and consistent brand.

The new brand will be branded 'Whitsunday Holiday Parks'. The proposed logos have been developed to reflect a clean, modern and timeless look that includes colours which

represents each of the locations within the region, enhancing the overall appeal of the holiday parks.

If Council supports the proposed direction, a full brand Style Guide for Whitsunday Holiday Parks will be developed and include:

- Logo and logo guide (include logo variations etc)
- Colour palette
- Typography
- Signage design
- Brand elements that can be used on a range of marketing collateral such as print advertisements, social media, digital advertising spaces etc.
- Provision of PNG/JPG and eps and/or AI files with full rights to Whitsunday Regional Council for future re-productive use

The new Whitsunday Holiday Parks website is currently in the build stage with a view to going live early in the new financial year. The website and sub sites will adopt the brand elements of the new logo along with the above style guide descriptions. Attached is the proposed new logos and styles.

The resolution of the new logos presented provides an opportunity for Council to strategically drive forward the commercial business units of the holiday parks. A direct result of this decision will allow for a more commercial external facing entity that should be expected to fulfill the business unit priorities of increased occupancy, revenue and commercial returns.

FINANCIAL IMPLICATIONS

The rebranding cost has been allocated for within the 24/25 Commercial Businesses Directorate Holiday Parks Budget.

CONSULTATION/ENGAGEMENT

Chief Executive Officer
Communications and Marketing

STATUTORY/COMPLIANCE MATTERS

N/A

RISK ASSESSMENT/DEADLINES

The resolution of the new logos presented provides an opportunity for Council to strategically drive forward the commercial business units of the Parks. A direct result of this decision will allow for a more commercial external facing entity that should be expected to fulfill the business unit potential of operations and revenue.

STRATEGIC IMPACTS

Corporate Plan Reference:

Manage the aviation and tourism activities of the region as the gateway to the Whitsundays.

ATTACHMENTS

1. Proposed Whitsunday Holiday Park Logos [10.18.1 - 1 page]

WHITSUNDAY HOLIDAY PARKS

Whitsundays Holiday Parks present diverse getaways at three locations within the region.

WHP - Lake Proserpine, a 30-minute inland gem offering water sports and year-round barramundi fishing. Proserpine accommodates campers for up to seven nights, featuring lakeside bush sites and glamping tents.

WHP - Proserpine, the sole caravan site in Proserpine, provides a tranquil escape with powered and unpowered sites, situated near the Proserpine Swimming Pool & Proserpine Golf Course

WHP - Queens Beach in Bowen is celebrated for its tropical ambiance, beautiful beaches and murals.

PRIMARY LOGO



SECONDARY LOGOS | PARK SPECIFIC



TERTIARY - LOGOMARK



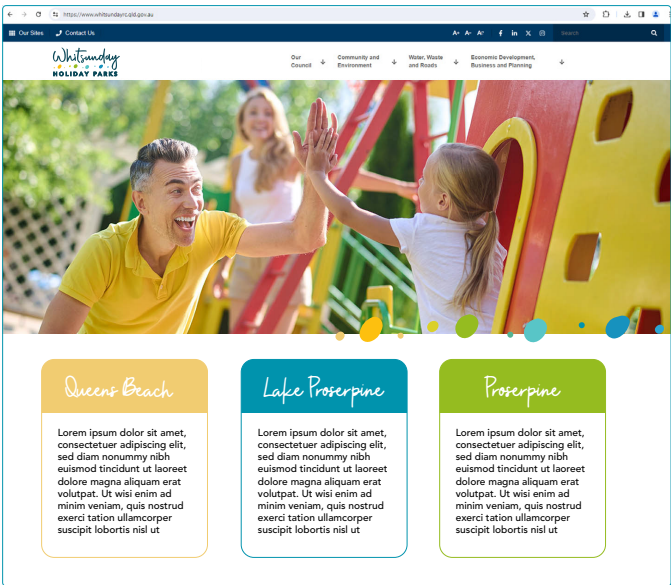
LOGO

The logo is composed of both type and graphic elements.

TYPE - The selected fonts are chosen for their playful and readable characteristics, with an aim to establish a relatable and friendly connection with the target audience, enhancing the overall appeal of the holiday park brand.

GRAPHIC ELEMENT - The irregular shape of the graphic element mimics the natural and playful essence of holiday parks, resembling stepping stones or a journey. The colours chosen are to evoke feelings of brightness and positivity whilst the spread of colours aims to represent the natural elements associated with each park – from the warmth yellows warmth of the sand and sun, to the greens of the local fauna and serene blues of the lake and sea.

The secondary park sepcific logos highliht the park name usign the coloru that is relevant to their location.



COLOURS & FONTS

SAMPLE APPLICATIONS

10.19 - 2024 Lake Proserpine Golden Barramundi Fishing Competition

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Manager Aviation, Tourism and Marine

AUTHORISING OFFICER: Director Commercial Businesses

PURPOSE

To inform Council of the 2024 Lake Proserpine Golden Barramundi Fishing Competition.

EXECUTIVE SUMMARY

The Lake Proserpine Campgrounds are hosting the second annual Kids Fishing Day 28 September 2024 and in conjunction with that event, it is intended to launch the 2024 Lake Proserpine Golden Barramundi Fishing Competition.

OFFICER'S RECOMMENDATION

That Council:

- a) Endorse the 2024 Lake Proserpine Golden Barramundi Fishing Competition; and
- b) Authorise the allocation of \$35,000.00, for the total prize money from the Commercial Businesses, Whitsunday Holiday Parks Marketing budget.

BACKGROUND

Whitsunday Regional Council's Lake Proserpine Campground hosted the first annual Family Fishing Day on 21 October 2023. This was funded primarily through the Queensland Community Fishing Grant and supported by Sunwater, Matthew Scholz Pelagic Pursuit, Coral Coast Barramundi and Mudskippa.

The day was a huge success and attracted 150 visitors and included fishing education, barramundi fingerling release and prize giveaways such as fishing rods.

Lake Proserpine Campground will be hosting the second annual Kids Fishing Day 'the Event' on the 28 September 2024.

Coral Coast Barramundi are an active partner in the Event and will be supplying fingerlings for the 2024 event, as they did in 2023. The fingerlings are supplied as part of the Lake Proserpine re-stocking permit and quota and in accordance with SunWater regulations.

DISCUSSION/CURRENT ISSUE

Coral Coast Barramundi have also offered to donate in honour of the Event, three extremely rare, tagged fish being one Golden Barramundi and two Platinum Barramundi.

Golden Barramundi represent 1 in 10 million in the wild and Platinum Barramundi represent only 1% of all Barramundi born. Both fish types are extremely sought after in the fishing community and catching a fish of this rarity is a once in a lifetime opportunity for avid anglers.

As part of ongoing marketing and development plans aimed at increasing visitation to the Lake Proserpine Campground and the Whitsunday Region, it is proposed to launch a golden barramundi fishing competition in conjunction with the Kids Fishing Day to be held at the

Lake Proserpine Campgrounds on the 28th of September 2024. It will be marketed as the 2024 Lake Proserpine Golden Barramundi Fishing Competition.

Prize money for the recapture of the tagged fish is recommended as:

- 1 x \$20,000.00 Golden Barramundi; and
- 2 x \$7,500.00 for the Platinum Barramundi.

The 2024 Lake Proserpine Golden Barramundi Fishing Competition will run from the 28 September 2024 – 28 September 2025. Should the three fish not be caught successfully during this time, it is intended to increase the prize money marginally annually. This will be reviewed at the conclusion of the Competition.

This Competition follows on from the hugely successful Million Dollar Fishing competition campaign held in the Northern Territory.

FINANCIAL IMPLICATIONS

The prize money of \$35,000.00 will be allocated from the Commercial Businesses, Whitsunday Holiday Parks Marketing 2024/2025 budget.

The proposed Golden Barra - O/N Visitors event is planned to run for 365 days. It is an event of Region significance and is estimated to attract 20 visitors per day over the 365 days, with an average spend per person per day of \$415. This equals a total visitor spend of \$3,029,500 attributed to this event. Assuming the event will be held in Whitsunday, it is calculated to have the following potential impact:

Event Impact Summary			
Whitsunday - Modelling the effect of \$3,029,500 from a Sports and Recreation Activities event with Region significance			
	Output (\$)	Value-added (\$)	Local Jobs (annual jobs)
Direct impact	2,604,158	1,188,097	19.3
Industrial impact	1,186,462	536,879	9.2
Consumption impact	403,701	190,153	2.1
Total impact on Whitsunday economy	4,194,321	1,915,129	31
Source: National Institute of Economic and Industry Research (NIEIR) ©2023. Compiled and presented in economy.id by .id (informed decisions).			

CONSULTATION/ENGAGEMENT

SunWater
Lake Proserpine Campground Caretakers
Coral Coast Barramundi Farm

STATUTORY/COMPLIANCE MATTERS

In accordance with Council's Wet and Dry Concession Deed with SunWater over the Lake Proserpine Campgrounds, SunWater was consulted on the Event and the Competition. SunWater have advised they welcome the event and have no issues with either.

RISK ASSESSMENT/DEADLINES

Terms and conditions drafted for the purpose of the Competition must be accepted by any person wanting to enter. All terms and conditions must be complied with to be eligible for the prize money. Council will reserve the right to withdraw the prize money or the Competition in part or full at any time.

STRATEGIC IMPACTS

Corporate Plan Reference:

Manage the aviation and tourism activities of the region as the gateway to the Whitsundays.

ATTACHMENTS

1. Golden Barramundi caught by Matthew Scholz, Pelagic Pursuit at Lake Proserpine [10.19.1 - 1 page]
2. 2023 Lake Proserpine Kids Fishing Day [10.19.2 - 1 page]

Attachment 10.19.1 Golden Barramundi caught by Matthew Scholz, Pelagic Pursuit
at Lake Proserpine





10.20 - Show Holidays 2025

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Councillor Support Officer

AUTHORISING OFFICER: Director Corporate Services

PURPOSE

To provide Council the opportunity to determine the region's special holidays for the 2025 calendar year.

EXECUTIVE SUMMARY

Local Governments are provided each year the opportunity by the Office of Industrial Relations (State Government) to request special holidays for their districts to be observed for the following year in respect to an Agricultural, Horticultural or Industrial Show.

Each year the Queensland Agricultural Shows (known as QCAS) delegate dates to 127 Independent Show Societies across the state. Agricultural Shows have played a leading role in the development of agriculture and communities since they commenced in 1882.

OFFICER'S RECOMMENDATION

That Council propose 'special and show holidays' for the 2025 calendar year as follows:

1. Proserpine, Airlie Beach, and Cannonvale districts – **Friday 20th June 2025**
2. Bowen district including the localities of:
 - a. Bowen;
 - b. Guthalungra;
 - c. Gumlu; and
 - d. Bogie - excluding the area south of the Bogie River from its confluence with the Burdekin River to its source and then easterly by the Clark Range to the eastern boundary of the Council area – **Tuesday 24th June 2025**
3. Collinsville district, including the area south of the Bogie River from its confluence with the Burdekin River to its source and then easterly by the Clark Range to the eastern boundary of the Council area – **Tuesday 4th November 2025.**

BACKGROUND

Council has been approached by the Office of Industrial Relations with the invitation to request special holidays to be observed during 2025 in accordance with the *Holidays Act 1983*.

DISCUSSION/CURRENT ISSUE

The community expectation is that Council would support the local show societies and seek a show holiday for the respective events to maintain and support strong, collaborative, and cooperative relationships within the communities.

The local shows are an important part of the social networking in rural and regional towns and the special holiday is an opportunity for communities to come together in celebration of local produce and to recognise what makes each of communities across the region special.

FINANCIAL IMPLICATIONS

Managed with existing budgets.

CONSULTATION/ENGAGEMENT

Queensland Chamber of Agricultural Societies Inc. (Queensland Ag Shows)

STATUTORY/COMPLIANCE MATTERS

The Minister has the power to appoint a special holiday under section 4 of the *Holidays Act 1983*.

RISK ASSESSMENT/DEADLINES

The risk of a response not being provided to the Office of Industrial Relations will eliminate the regions opportunity for recognition of a Special Holiday, which could potentially put Council in a negative position with the communities.

A response to the Office of Industrial Relations is required no later than Friday, 12 July 2024.

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.

ATTACHMENTS

1. Request Letter 2025 Public Holidays [10.20.1 - 1 page]



Queensland
Government

Office of
Industrial Relations

Department of State
Development and
Infrastructure

24 May 2024

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983* local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2025 for districts in your local government area, please complete the attached request form and submit via email to info@oir.qld.gov.au by no later than **Friday, 12 July 2024**.

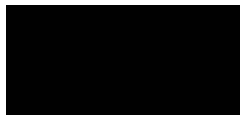
A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, on a public holiday employees are, without loss of ordinary pay, entitled to be absent from work or refuse to work in reasonable circumstances. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but is a bank holiday only and under the *Trading (Allowable Hours) Act 1990*, is only a holiday for banks and insurance offices and under a directive of the *Public Sector Act 2022*, a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Patricia Faulkner, Office of Industrial Relations on (07) 3406 9845 or email patricia.faulkner@oir.qld.gov.au.

Yours sincerely



Shane Donovan
A / Executive Director, Industrial Relations
Office of Industrial Relations

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe 1300 362 128
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983

10.21 - Monthly Finance Report

MEETING DETAILS: Ordinary Council Meeting - Wednesday 26 June 2024

AUTHOR: Manager Strategic Finance

AUTHORISING OFFICER: Director Corporate Services

PURPOSE

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

EXECUTIVE SUMMARY

This report promotes sound financial management and accountability by presenting the Monthly Finance Reports and sustainability ratios for the period ending 31 May 2024 to Council.

OFFICER'S RECOMMENDATION

That Council receive the Financial Report, Capital Expenditure Report and the Unaudited Financial Statements 2023/24 for the period ended 31 May 2024.

BACKGROUND

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

DISCUSSION/CURRENT ISSUE

Year to Date Results

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

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

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

FINANCIAL IMPLICATIONS

Maintaining a balanced budget throughout the financial year and remaining financially sustainable remain key objectives.

CONSULTATION/ENGAGEMENT

Manager Financial Services
Manager Strategic Finance

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.

RISK ASSESSMENT/DEADLINES

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

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

There is mandatory reporting to Council each month as per Section 204 of the Local Government Regulation 2012 to ensure ongoing oversight of the financial position.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

1. Monthly Financial Report May 2024 [**10.21.1** - 6 pages]
2. Financial Statements 31 May 2024 [**10.21.2** - 5 pages]
3. Capital Expenditure Report as at 31 May 2024 [**10.21.3** - 5 pages]

FINANCIAL REPORT

Financial Year: 2023/24
Period Ending: 31 May 2024



BACKGROUND

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

INCOME & EXPENDITURE

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

For the period under review, Council's operating surplus stood at \$9.4M after charging depreciation (What We Set-aside for Asset Renewals) of \$29.1M.

Table 1 : Statement of Income & Expenditure

	Prev. Yr. Audited	Current Budget to date	Actual to date	% Var Current Bud v Act
What We Levied Our Ratepayers	97,493,607	101,542,389.89	102,824,164	101%
What We Invoiced Our Customers	29,324,608	31,700,213	28,167,088	89%
What We Rcvd. as Grants & Subsidies	9,833,430	2,456,215	2,480,675	101%
What We Rcvd. As Interest from Investment	4,480,093	6,579,058	7,017,238	107%
Our Other Revenue	2,184,583	2,830,199	2,289,637	81%
Our Total Recurrent Earnings	143,316,321	145,108,075	142,778,802	98%
What We Spent on Our Staff	39,701,137	42,371,629	40,456,204	95%
What We Spent on Our Suppliers	60,402,208	66,545,682	61,162,046	92%
Our Total Direct Spend	100,103,345	108,917,312	101,618,250	93%
What We Paid Our Bankers	4,102,773	2,795,661	2,623,275	94%
What We Set-aside for Asset Renewals	30,458,822	29,105,283	29,128,109	100%
Our Operating Surplus/(Deficit)	8,651,381	4,289,819	9,409,168	219%
Our Capital Revenue	28,844,816	28,869,213	27,460,206	95%
Our Capital Expenses	13,756,280	27,005,000	30,974,710	115%
Our Capital Surplus/(Deficit)	15,088,536	1,864,213	(3,514,504)	-189%
Our Net Earnings	23,739,917	6,154,032	5,894,664	96%

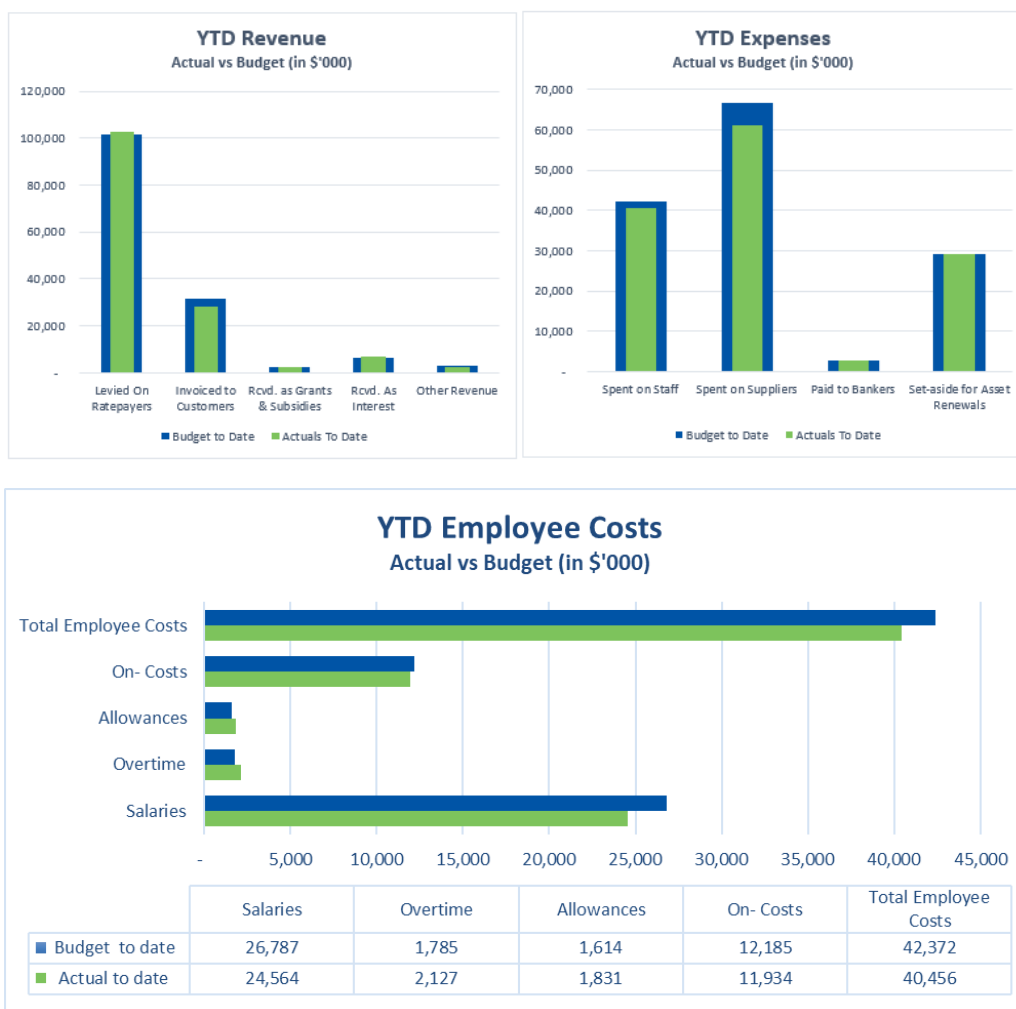
Revenue

- Total Recurrent Earnings is on target to meet budget, currently sitting at 98%.
- What we have levied our ratepayers is on target at 101%. The second issue of Rates and Water notices were issued in February and discount for early payment closed 8 March 2024. The 1% relates to a small reduction in the number of prompt payment discounts compared to budget and new subdivisions that have occurred throughout the year.
- What we invoice our Customers is under budget at 89% due to timing of invoices being issued.
- Our Other Revenue is under budget at 81% predominately due to reduced revenue for passenger screening fees offset by reduced spend by the business on suppliers and operations
- Interest from Investments is performing well being ahead of budget at 107% due to maximising Council's return on investment with the underspend in operational expenditure and capital YTD expenditure, in addition to interest rates remaining higher than anticipated.

Expenditure

- Total direct spend is below YTD budget, currently sitting at 93%.
- Total spent on our staff is currently 95% of the YTD budget with limited change from the previous month at 94%. This is currently trending lower than budget due to staff vacancies.
- Total spent on suppliers is currently under budget at 92% of the YTD Budget with the gap increasing slightly more than the previous month at 91%. It is anticipated that more of this budget will be spent with invoices being processed as we progress towards end of financial year.
- Total depreciation set aside for asset renewals will be on target to meet budget.

Additional details of revenue and expenditure and their comparison to budget are graphically presented below which also demonstrates in labour costs that overtime is increasing over budget due to vacancies.



Employee costs continue to track under budget in a tight labour market with continuing difficulties in attracting specialist skills to vacancies within Council.

COMMUNITY WEALTH

The value of resources Council has, to service our community. Net Community wealth at the end of the period stood at \$1.31B.

Table 2 : Statement of Financial Position

	Prev. Yr. Audited	Annual Budget	Actual to date
What We Own	1,275,481,455	1,301,523,048	1,270,719,979
Inventory We Hold	3,320,933	3,385,000	3,274,441
What We are Owed	19,996,084	17,484,168	25,007,209
What We Have in Bank	128,898,729	100,476,169	142,664,416
Our Total Assets	1,427,697,201	1,422,868,385	1,441,666,046
What We Owe Our Suppliers	61,928,430	51,157,442	67,986,183
What We Owe Our Lenders	71,313,905	65,328,063	65,828,408
Our Total Liabilities	133,242,336	116,485,506	133,814,590
Our Community Wealth	1,294,454,866	1,306,382,879	1,307,851,455

- What we are Owed has increased from the previous month from \$23.8M to \$25M with debt recovery continuing.
- Cash balances (what we have in bank) remain at healthy levels and well above minimum requirements due to advance payments of grant funding \$21.4M, the YTD operational total direct spend being under budget by \$7.3M and the underspend on the YTD capital budget by \$12.9M as at 31 May 2024.

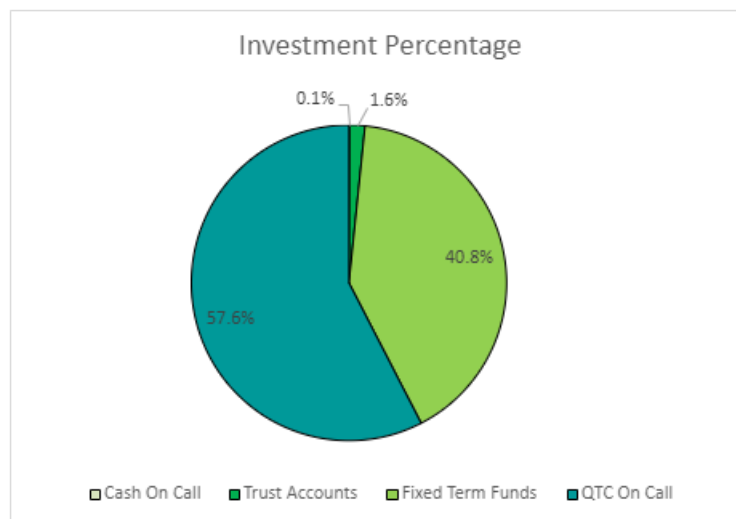
Debtors & Borrowings

What We Are Owed		What We Have Borrowed		
Category	Amount	Loan	Rate	Balance
Rates & Charges	7,574,722	81091 Gen5 05/06	7.08%	835,136
General Debtors	5,265,265	81092 Gen7 08/09	6.82%	2,976,751
GST Receivable/(Payable)	936,174	81090 Gen8 09/10	6.33%	2,083,348
Advances to Community	1,008,500	81089 Gen8 AMSU	5.07%	2,106,407
SUB-TOTAL	14,784,661	81093 STP Projects	5.25%	14,992,405
Contract Assets	7,512,248	81094 WTP Projects	4.86%	7,338,858
Water Charges not yet levied	3,613,333	Bowen STP 19/20	2.20%	7,959,418
Prepayments	580,896	WCA Run 19/20	2.20%	19,500,574
Provision for Bad Debts	(1,483,929)	Bowen Cell 3 19/20	0.91%	1,314,180
SUB-TOTAL	10,222,548	Bowen STP 20/21	1.80%	4,723,515
GRAND TOTAL	25,007,209	Lease Liabilities		1,997,816
		TOTAL		65,828,408
		What We Have Available to Borrow		
		Facility	Rate	Limit
		Working Capital Facility	RBA official Cash Rate + 0.10% Admin Fee	20,000,000
		Term Loans		-
		TOTAL		20,000,000

- Rates & charges owed have decreased from \$8M in April to \$7.6M in May 2024. Council continues its debt recovery process including the Intention to Sell process, to ensure this remains at manageable levels.
- General Debtors balance is \$5.3M compared to \$6.4M 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 to ensure outstanding debt remains at acceptable levels.

Investments

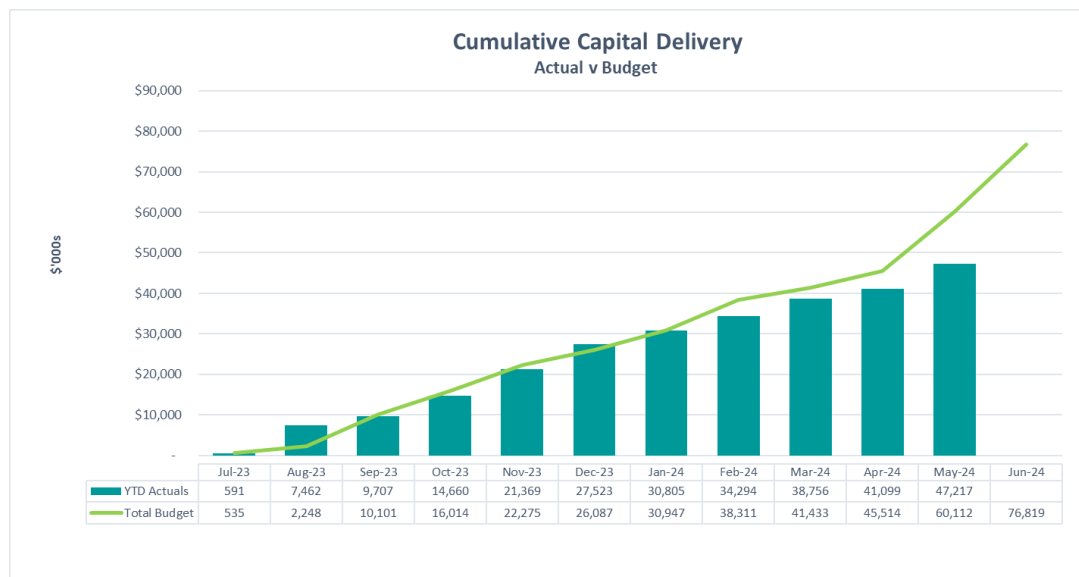
	Prev. Yr	Current
Queensland Treasury Corporation	98,898,730	82,664,416
Term Deposit < 3 Months	-	20,000,000
Term Deposit > 3 Months	30,000,000	40,000,000
Total	128,898,730	142,664,416



- \$60M is currently invested in term deposits at competitive interest rates to maximise Council's return on investment with \$20M maturing in June 2024.
- The balance of excess cash is invested with Queensland Treasury Corporation (QTC), as QTC has been providing the best returns among the acceptable counterparty institutions.

CAPITAL DELIVERY (Excluding remediation)

- \$47M or 61% of the full year capital budget of \$76.8M has been delivered up to 31 May excluding commitments.
- \$29.3M has been committed to date, which has increased from \$27.5M committed in April, which represents 99.6% of the full year capital budget spent or committed.
- The Project Management Framework continues to build momentum in its use across the majority of projects and reporting on project delivery is becoming more consistent.

**SUSTAINABILITY RATIOS**

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

As at May 2024

Type	Measure	Target (Tier4)	As at May 2024	30 June 2023
Financial Capacity	Council-Controlled Revenue	N/A	88.56% ✓	84.05% ✓
Operating Performance	Operating Surplus Ratio	Greater than 0%	6.59% ✓	6.04% ✓
	Operating Cash Ratio *	Greater than 0%	28.83% ✓	30.15% ✓
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	14.14 ✓	14.59 ✓
Asset Management	Asset Sustainability Ratio	Greater than 80%	120.96% ✓	79.97% ✗
	Asset Consumption Ratio	Greater than 60%	72.60% ✓	73.28% ✓
Debt Servicing Capacity	Leverage Ratio	0 to 3 times	1.66 ✓	1.76 ✓

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

All ratios are currently within the target range set for Council by the State Government as at the end of May 2024.

BUDGET ACHIEVEMENT – FULL YEAR BUDGET

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

Item	Prev. Yr Act vs Bud	Curr. Yr. to date	Flag
Our Earnings	101%	91%	
Our Expenditure	96%	86%	
Our Capital Delivery	77%	61%	
Our Cash on Hand	125%	142%	

- Earnings and Cash on Hand indicators are within expected levels as of 31 May due to timing of rates and charges being issued.
- Our Expenditure is at 86% and is expected to come in under budget due to the timing of invoices and is expected to remain under budget at the end of financial year. There are a number of commitments in the finance system that will be reviewed for payment at year's end and considered for year-end accruals.
- Capital delivery is at 61% of the full year budget as revised in Budget Review 2. The YTD Budget comparison would be comparable at approximately 78%. It is expected that this will increase as invoices are received against the significant commitments in the finance system. Where invoices are not received prior to End of Financial Year processing, these projects may be considered as carryover projects in a future budget review during 2024/25.

- 2023/24 Budget was adopted by Council on the 30 June 2023.
- Budget Review 1 was adopted by Council on the 22 November 2023.
- Budget Review 2 was adopted by Council on the 29 May 2024 and is reflected in this report.
- Budget risks are being monitored as the year progresses and will be discussed during budget review deliberations.
- Both capital and operational spend are being monitored closely to ensure commitments are met by end of financial year and some amendments were made in Budget Review 2.

Whitsunday Regional Council**Statement of Comprehensive Income
For the period ending 31 May 2024**

		YTD Actual 2023/24 \$	Actual 2022/23 \$	Current Budget 2023/24 \$	Current Budget YTD 2023/24 \$	Variance to Current YTD Budget
Note						
REVENUE						
Recurrent revenue						
	3(a)	102,824,164	97,493,607	102,194,159	101,542,390	101%
	3(b)	19,840,155	18,849,707	24,810,688	22,600,927	88%
	3(c)	3,775,966	4,108,132	3,881,770	3,587,135	105%
		7,017,238	4,480,093	7,061,800	6,579,058	107%
		4,224,759	6,042,321	6,100,676	5,184,036	81%
		326,208	326,371	356,124	328,114	99%
	3(d)(i)	2,480,675	9,833,430	9,022,743	2,456,215	101%
	3(e)	2,289,637	2,182,660	3,080,516	2,830,199	81%
		142,778,802	143,316,321	156,508,477	145,108,075	98%
Capital revenue						
	3(d)(ii)	26,571,347	26,354,278	40,316,831	28,291,058	94%
	4	-	708,845	-	-	
		26,571,347	27,063,123	40,316,831	28,291,058	94%
Total revenue						
		169,350,148	170,379,444	196,825,307	173,399,132	98%
EXPENSES						
Recurrent expenses						
	5	40,456,204	39,701,137	45,939,605	42,371,629	95%
	6	61,162,046	60,402,208	74,112,784	66,545,682	92%
	7	2,623,275	4,102,772	3,049,812	2,795,661	94%
	12	28,797,467	29,953,973	31,408,865	28,791,460	100%
		-	-	-	-	
	14	330,642	504,849	342,354	313,823	105%
		133,369,634	134,664,940	154,853,420	140,818,256	95%
Total recurrent expenses						
	8	30,085,850	11,974,588	28,829,285	26,426,845	114%
		163,455,484	146,639,527	183,682,705	167,245,100	98%
Total expenses						
Net operating result						
		9,409,168	8,651,381	1,655,057	4,289,819	219%
Net result						
		5,894,664	23,739,917	13,142,602	6,154,032	96%
Other comprehensive income						
Items that will not be reclassified to net result						
		-	71,126,730	0	0	
		-	71,126,730	-	-	
Total other comprehensive income for the year						
Total comprehensive income for the year						
		5,894,664	94,866,647	13,142,602	6,154,032	

Whitsunday Regional Council**Statement of Financial Position****As at 31 May 2024**

	Note	Actual 2023/24 \$	Actual 2022/23 \$	Budget 2023/24 \$
ASSETS				
CURRENT ASSETS				
Cash and cash equivalents	9	82,664,416	98,898,730	72,598,576
Cash Investments	12	60,000,000	30,000,000	40,000,000
Trade and other receivables	10(a)	12,351,558	10,603,952	11,484,168
Inventories	11	1,619,441	1,665,933	1,730,000
Contract assets	15	7,512,248	2,867,686	-
Other assets	12	5,130,403	6,524,446	6,000,000
		169,278,066	150,560,747	131,812,744
Non-current assets held for sale		1,655,000	1,655,000	1,655,000
Total current assets		170,933,066	152,215,747	133,467,744
NON-CURRENT ASSETS				
Trade and other receivables	10(b)	13,000	13,000	13,000
Investment property	13	2,100,000	2,100,000	2,100,000
Property, plant and equipment	14	1,266,710,902	1,271,128,735	1,304,596,374
Right of use assets	16	1,909,077	2,239,719	1,897,365
Total non-current assets		1,270,732,979	1,275,481,454	1,308,606,739
TOTAL ASSETS		1,441,666,046	1,427,697,201	1,442,074,483
LIABILITIES				
CURRENT LIABILITIES				
Trade and other payables	17	8,787,620	16,826,723	15,867,545
Contract liabilities	15	21,441,357	7,400,254	-
Provisions	18	10,248,726	10,336,866	10,500,000
Borrowings	19	5,781,353	5,781,353	5,929,200
Lease liabilities	16	102,265	403,563	
Total current liabilities		46,361,320	40,748,759	32,296,745
NON-CURRENT LIABILITIES				
Trade and other payables	17	4,498,279	4,498,279	3,050,735
Provisions	18	23,010,202	22,866,308	22,212,988
Borrowings	19	58,049,238	63,233,438	57,411,491
Lease liabilities	16	1,895,551	1,895,551	1,987,372
Total non-current liabilities		87,453,271	92,493,577	84,662,586
TOTAL LIABILITIES		133,814,591	133,242,336	116,959,331
NET COMMUNITY ASSETS		1,307,851,455	1,294,454,865	1,325,115,152
COMMUNITY EQUITY				
Asset revaluation reserve	20	433,807,349	433,807,349	433,807,357
Retained surplus	21	874,044,105	860,647,516	891,307,795
TOTAL COMMUNITY EQUITY		1,307,851,455	1,294,454,865	1,325,115,152

Statement of Cash Flows

For the year ending 30 June 2023/24

Period ending 31 May 2024

	Actuals 2023/24 \$	Actual 2022/23 \$	Budget 2023/24 \$
Cash flows from operating activities:			
Receipts from customers	130,750,342	130,037,083	139,692,671
Payments to suppliers and employees	(107,723,477)	(98,507,125)	(122,410,947)
Interest received	7,017,238	4,480,093	7,061,800
Rental income	326,208	326,371	356,124
Non capital grants and contributions	5,297,979	10,133,235	7,483,319
Borrowing costs	(2,325,302)	(2,742,616)	(2,934,812)
Net cash inflow from operating activities	33,342,987	43,727,041	29,248,155
Cash flows from investing activities:			
Payments for property, plant and equipment	(47,216,919)	(34,767,023)	(76,818,820)
Payments for investment property	-	(161,566)	-
Net movement in loans to community organisations	11,500	17,000	13,000
Proceeds from sale of property, plant and equipment	888,860	1,858,539	630,715
Payment for rehabilitation work	(290,327)	(361,274)	(684,289)
Net transfer (to) from cash investments	(30,000,000)	(30,000,000)	(10,000,000)
Net cash outflow from investing activities	(44,091,803)	(25,645,073)	(49,562,467)
Cash flows from financing activities:			
Repayment of borrowings	(5,184,200)	(5,441,297)	(5,674,100)
Repayments made on leases (principal only)	(301,298)	(466,764)	(311,742)
Net cash inflow (outflow) from financing activities	(5,485,498)	(5,908,061)	(5,985,842)
Net increase in cash and cash equivalents held	(16,234,314)	12,173,908	(26,300,154)
Cash and cash equivalents at beginning of the financial year	98,898,730	86,724,823	98,898,730
Cash and cash equivalents at end of the financial year	82,664,416	98,898,730	72,598,576
Summary of Cash and cash equivalents:-			
Investments	60,000,000	30,000,000	40,000,000
Cash & cash equivalents	82,664,416	98,898,730	72,598,576
Total Cash and cash equivalents at end of the financial year	142,664,416	128,898,730	112,598,576

Whitsunday Regional Council**Statement of Changes in Equity****As at 31 May 2024**

	TOTAL		Retained Surplus		Asset revaluation surplus	
	Actual 2023/24 \$	Actual 2022/23 \$	Actual 2023/24 \$	Actual 2022/23 \$	Actual 2023/24 \$	Actual 2022/23 \$
Total						
Balance at beginning of year	1,294,454,864	1,198,972,177	860,647,515	836,291,558	433,807,349	362,680,620
Assets not previously recognised	7,501,927	616,041	7,501,927	616,041	-	-
Restated opening Balance	1,301,956,791	1,199,588,219	868,149,441	836,907,599	433,807,349	362,680,620
Net Result	5,894,664	23,739,917	5,894,664	23,739,917	-	-
Revaluations:						
Property, plant & Equipment	-	71,035,604	-	-	-	71,035,604
Change in value of future:						
Rehabilitation costs	-	91,126	-	-	-	91,126
Total comprehensive income for the year	5,894,664	94,866,647	5,894,664	23,739,917	-	71,126,730
Balance at end of year	1,307,851,455	1,294,454,865	874,044,105	860,647,516	433,807,349	433,807,349

Whitsunday Regional Council**Notes to the Financial Statements
For the period ending 31 May 2024****Property, plant and equipment**

Basis of measurement

Asset Value

Opening gross value as at 1 July 2022/23

Minor correction to opening balance

Additions at cost

Contributed assets at valuation

Internal transfers from work in progress

Transfer to Non-Current assets held for sale

Revaluation adjustment to other comprehensive income

Disposals

Write-offs

Internal transfers between asset classes

Closing gross value as at 30 June 2024

Land and Improvements	Building and Other Structures	Plant and Equipment	Transport Infrastructure	Marine Infrastructure	Water Infrastructure	Sewerage Infrastructure	Work in progress	Total
Fair Value 2023/24	Fair Value 2023/24	Fair Value 2023/24	Fair Value 2023/24	Fair Value 2023/24	Fair Value 2023/24	Fair Value 2023/24	Fair Value 2023/24	Fair Value 2023/24
48,730,581	181,610,073	74,383,971	772,126,306	43,678,369	311,769,350	228,110,722	74,172,397	1,734,581,769
-	32,449	123,014	3,983,295	-	2,885,923	505,126	-	7,529,808
-	4,197,123	3,896,441	25,903,470	-	8,888,423	1,525,655	47,216,919	91,628,030
-	-	-	346,595	-	102,998	185,906	-	635,498
-	13,918	13,918	-	-	-	-	(44,411,111)	(44,411,111)
-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-
-	-	526,787	-	-	-	-	-	526,787
-	1,403,447	509,011	35,605,043	-	5,255,155	1,810,947	-	44,583,603
-	-	-	-	-	-	-	-	-
48,730,581	184,450,116	77,353,709	766,754,624	43,678,369	318,391,538	228,516,462	76,978,205	1,744,853,604

Accumulated depreciation and impairment

Opening gross value as at 1 July 2022/23

Minor correction to opening balance

Depreciation provided in year

Depreciation on disposals

Depreciation on write-offs

Revaluation adjustment to other comprehensive income

Internal transfers between asset classes

Closing gross value as at 30 June 2024

27,401	51,314,691	37,453,572	128,962,070	1,741,233	173,169,039	70,785,029	-	463,453,034
-	-	-	27,881	-	-	-	-	27,881
-	4,845,163	4,922,590	8,906,508	584,596	5,291,116	4,247,494	-	28,797,467
-	-	473,869	-	-	-	-	-	473,869
-	486,676	259,358	9,530,925	-	2,551,096	833,757	-	13,661,811
-	-	-	-	-	-	-	-	-
-	-	2,316	2,316	-	-	-	-	-
27,401	55,673,177	41,640,619	128,367,850	2,325,829	175,909,059	74,198,766	0	478,142,702

Written down value as at 30 June 2024

48,703,180	128,776,939	35,713,090	638,386,773	41,352,540	142,482,479	154,317,695	76,978,205	1,266,710,902
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Attachment 10.21.3 Capital Expenditure Report as at 31 May 2024

Job	Description	a. Actuals to Period	b. Commitments	(a.+b.) Actuals + Commitments	d. Budget to Period	e. Total Annual Current Budget	(a./d.) % YTD Act to YTD Bud	a./e. % YTD Act to Ann Bud	e.- a. Remaining Bud \$
20000 - Capital Program & Network Planning									
32200 - EM - SES									
4243	Cannonvale SES Communications room	1,519	54,575	56,094	-	-			(1,519)
Sub Total EM - SES		1,519	54,575	56,094	-	-	0%	0%	(1,519)
Total Capital Program & Network Planning		1,519	54,575	56,094	-	-	0%	0%	(1,519)
30000 - Infrastructure Services									
33100 - Disaster Recovery									
Sub Total Disaster Recovery		16,610,869	14,722,873	31,333,742	21,633,780	32,409,231	77%	51%	15,798,362
34900 - R&D - Assets									
1099	Hansen Park Paver & Path Renewal	94,619	-	94,619	94,619	94,619	100%	100%	0
4024	Bus Stop DDA Compliance	34,138	-	34,138	34,138	34,138	100%	100%	(0)
4025	Coconut Grove Disabled Parking Bays	651	-	651	651	651	100%	100%	0
4028	Blake St Disabled parking bay and footpath	(3,057)	-	(3,057)	-	-			3,057
4029	Stewart Drive Kerb and Channel	458	-	458	458	458	100%	100%	0
4031	Mill Street Kerb and Channel	25,892	-	25,892	25,892	25,892	100%	100%	0
4033	Collinsville Pump Track	242,785	-	242,785	264,170	293,422	92%	83%	50,638
4035	LRCI - Bicentennial Boardwalk refurbishment	14,546	45,483	60,029	2,995	2,995	486%	486%	(11,551)
4036	Neerim Crescent Stormwater Renewal	566	-	566	566	566	100%	100%	(0)
4038	Homestead Place Stormwater Upgrade	42,476	29,952	72,428	43,044	43,044	99%	99%	568
4039	Woodward Crescent Stormwater Reconstruction	4,794	-	4,794	-	-			(4,794)
4083	Stormwater Renewals - Replacement and Emergent	185,525	120,882	306,407	305,524	305,524	61%	61%	119,999
4084	Eshelby Drive Footpath - Stage 1 (300m)	77,388	-	77,388	77,388	77,388	100%	100%	(0)
4085	Balaam Road Floodway Upgrade	156,846	103,474	260,319	50,000	271,986	314%	58%	115,140
4102	Renwick Road shared path	253,963	648,669	902,632	112,789	787,211	225%	32%	533,248
4103	Cantamessa Road Culvert	7,430	26,761	34,191	24,201	24,201	31%	31%	16,771
4255	Design Program	18,326	-	18,326	5,810	5,810	315%	315%	(12,516)
4256	Renwick Rd Intersection	144,681	-	144,681	139,013	139,013	104%	104%	(5,668)
4257	Re seal Program	1,468,944	-	1,468,944	1,466,219	1,466,219	100%	100%	(2,725)
4258	Unsealed Roads Resheeting Program 2023-2024	826,623	609,126	1,435,749	1,192,176	1,192,176	69%	69%	365,553
4259	Design of Mandalay Road Footpath	7,382	-	7,382	9,434	9,434	78%	78%	2,052
4260	Design of Erronango Solar Street Lighting	1,866	-	1,866	-	10,000		19%	8,134
4261	Bicentennial Boardwalk Upgrade - Stage 2	2,013,405	-	2,013,405	2,012,618	2,012,618	100%	100%	(787)
4262	Mackenzie Street Kerb and Channel	3,874	-	3,874	4,000	4,000	97%	97%	126
4263	Pandanus Street Kerb and Channel	2,355	-	2,355	2,500	2,500	94%	94%	145
4264	Strickland Street Kerb and Channel	-	-	-	5,000	5,000			5,000
4266	Stormwater Renewals	591,801	8,405	600,206	548,479	548,479	108%	108%	(43,322)
4267	Valley Drive Open Drain Renewals	42,910	39,720	82,630	80,000	80,000	54%	54%	37,090
4268	Paluma Rd to Carlo Dr Stormwater Project Planning	27,605	-	27,605	-	-			(27,605)
4890	Conway Road black spot project	716	-	716	-	-			(716)
4899	Up River Road culvert upgrade	7,083	80,690	87,774	10,000	10,000	71%	71%	2,917
8084	Pros. Main Street Upgrade - Dobbins Lane C/W	-	-	-	290	290			290
8099	Molongie Creek Boat Ramp	4,755	-	4,755	4,755	4,755	100%	100%	(0)
8629	LRCI - Edgcombe Heights Walking Tracks Upgrade	876,788	968	877,756	882,805	882,805	99%	99%	6,017
8630	Forestry Road	145,896	-	145,896	134,738	134,738	108%	108%	(11,158)
8639	Unsealed Roads Creek Crossing Upgrade Program	227,983	3,000	230,983	204,674	241,620	111%	94%	13,637
8640	Unsealed Roads Resheeting Program	498,153	-	498,153	499,985	499,985	100%	100%	1,832
8641	Wilsons Beach Rockwall	(219)	-	(219)	-	-			219
8645	Ted Cunningham Bridge Upgrade	985	388	1,373	-	200,000		0%	199,015
8817	TMR early works - Paluma Rd to Tropic Rd	6,441	13,780	20,221	19,432	19,432	33%	33%	12,991
8904	Re seal Program	4,205	-	4,205	4,955	4,955	85%	85%	750
8911	Waterson Way car park construction and seal	770	-	770	533	533	144%	144%	(237)
9106	Richmond Road Floodway Upgrade (TIDS)	(6,928)	-	(6,928)	5,310	5,310	-130%	-130%	12,238
9107	Scottville Road Upgrade (TIDS)	1,515,764	-	1,515,764	1,515,764	1,515,764	100%	100%	0
9108	Tondara Road Seal Project	1,938,907	15,098	1,954,005	2,006,483	2,006,483	97%	97%	67,576
9456	Proserpine Main Street Footpath - Palace Hotel	20,352	-	20,352	20,352	20,352	100%	100%	0
9458	Airlie Beach Main Street Upgrade	368,824	895	369,719	351,179	351,179	105%	105%	(17,645)
Sub Total R&D - Assets		11,899,264	1,747,290	13,646,555	12,162,939	13,335,545	98%	89%	1,436,281
36100 - OS - Parks									
1039	Airlie Foreshore Main Street Bin Enclosures	327,295	2,836	330,132	327,295	327,295	100%	100%	(0)
1121	Park Shade Sail & Structure Renewal	24,201	61,382	85,583	-	85,583		28%	61,382
1124	Bowen Park Shelter Roof Renewal	20,911	-	20,911	-	20,911		100%	-
4249	Bowen Grey's Bay Shelter supply and installation	47,209	-	47,209	45,000	45,000	105%	105%	(2,209)
4250	Bowen Lions Shelters Stage 2	42,698	1,878	44,576	50,000	50,000	85%	85%	7,302
4251	Cemetery Lowering Devices	68,350	-	68,350	68,350	68,350	100%	100%	0
4252	Dingo Beach Bollards Stage 2	24,234	37,095	61,329	125,700	125,700	19%	19%	101,466
4253	Shute Harbour - Snows Beach Asset upgrades	9,070	-	9,070	-	29,000		31%	19,930
4254	New Basketball Court - Halpannell Park	17,653	-	17,653	25,000	25,000	71%	71%	7,347
4888	Cannonvale Waite Creek Park Bollards	-	-	-	-	5,000			5,000
4889	Cannonvale Lakes Stage 4	2,463	-	2,463	-	-			(2,463)
5632	Lake Proserpine Recreation Hub - Stage 1 - C/W 18-19	(255,283)	32,470	(222,813)	70,400	70,400	-363%	-363%	325,683
8625	Assets Renewal Parks and Gardens	5,516	-	5,516	29,101	29,101	19%	19%	23,585
8627	Continuation of Pedestrian Path Lighting Airlie Foreshore	(5,292)	-	(5,292)	-	-			5,292
8825	LRCI - Cannonvale Skate Bowl Upgrade	(183)	-	(183)	-	-			183
8873	Choose Collinsville Project	603,503	-	603,503	601,149	601,149	100%	100%	(2,354)
9249	LRCI - Cannonvale Skate Bowl Upgrade - Stage 2	590,829	1,298	592,127	592,286	592,286	100%	100%	1,457
Sub Total OS - Parks		1,523,174	136,960	1,660,134	1,934,281	2,074,775	79%	73%	551,601

Attachment 10.21.3 Capital Expenditure Report as at 31 May 2024

Job	Description	a. Actuals to Period	b. Commitments	(a.+b.) Actuals + Commitments	d. Budget to Period	e. Total Annual Current Budget	(a./d.) % YTD Act to YTD Bud	a./e. % YTD Act to Ann Bud	e.- a. Remaining Bud \$
37200 - Works for Queensland									
4094	Regional Sewer Relining P1 22/23	12,441	-	12,441	25,000	25,000	50%	50%	12,559
8830	W4Q - Collinsville Aquatic Facility - pool retiling renewal	422	-	422	-	-			(422)
8834	W4Q - Brandy Creek - New Amenities	75,332	0	75,332	75,332	75,332	100%	100%	(0)
8840	W4Q - Gloucester sports park access and car park recon	(2,142)	-	(2,142)	-	-			2,142
8842	W4Q -Greening & Growing Bowen 3 - recycled water network ext	53,268	-	53,268	53,268	53,268	100%	100%	(0)
8843	W4Q - Sewer Relining – Regional P1 Zone	342,123	-	342,123	262,465	341,823	130%	100%	(300)
8844	W4Q - Bowen WTP Intake, Switchboard and Structure	495,471	188,387	683,859	707,000	850,000	70%	58%	354,529
Sub Total Works for Queensland		976,916	188,387	1,165,303	1,123,065	1,345,423	87%	73%	368,507
38200 - WSW - Water Operations									
4052	Network Reconfiguration Mount Julian	8,919	90,379	99,297	25,000	25,000	36%	36%	16,081
4053	Network Reconfiguration Island Dr WPS	10,655	119,696	130,351	25,000	25,000	43%	43%	14,345
4054	Jubilee Pocket Trunk Watermain	47,952	-	47,952	42,000	50,000	114%	96%	2,048
4055	Borefield Test Drilling and Design Program	519,391	0	519,391	468,929	468,929	111%	111%	(50,462)
4056	Kara Crescent Pumped Zone	11,446	12,050	23,496	14,864	14,864	77%	77%	3,418
4057	Network Reconfiguration Parker Rd Twin Creek Crt Trader Crt	35,121	84,396	119,517	80,000	100,000	44%	35%	64,879
4058	Network Reconfiguration Cannonvale Reservoir	10,688	68,328	79,016	30,000	30,000	36%	36%	19,312
4059	Network Reconfiguration Coyne Rd Reservoir	13,300	169,535	182,835	43,000	50,000	31%	27%	36,700
4060	Proserpine PRV Cross Connect	13,036	110,032	123,068	25,000	25,000	52%	52%	11,964
4061	Stanley Dr PS Reconfiguration	21,649	127,647	149,296	25,000	25,000	87%	87%	3,351
4064	Coastal WTP Pump & Switchboard Upgrade	20,853	19,928	40,782	50,000	50,000	42%	42%	29,147
4066	CSTWTP Compressor replacement	590	-	590	590	590	100%	100%	-
4067	Renwick Rd Trunk Watermain	14,082	26,360	40,442	17,000	22,421	83%	63%	8,339
4082	Water Main Renewals 22/23 - Stewart Drive, Cannonvale	65,090	-	65,090	80,000	80,000	81%	81%	14,910
4273	Emergent Works Water	215,599	21,423	237,022	265,837	310,000	81%	70%	94,401
4274	Minor New & Replacements Water	221,002	1,386	222,388	229,163	250,000	96%	88%	28,998
4275	Water Capital Design	36,172	-	36,172	165,616	180,675	22%	20%	144,503
5549	Water - New 12ML Reservoir including 2 DN500 Mains 790m long	(564)	-	(564)	-	-			564
8895	New Initiative - Disaster Resilience - Extend Fibre Infrastr	-	-	-	-	15,672			15,672
8922	Collinsville WTP Emergent works	11,543	-	11,543	11,543	11,543	100%	100%	0
8923	Facilities Instrumentation, Electrical and Control Renewals	11,959	-	11,959	15,552	15,552	77%	77%	3,593
8925	Proserpine Bore 10 supplementary Funding for Bore moving (TM	9,324	5,294	14,618	11,857	11,857	79%	79%	2,533
8927	Collinsville Efficient Resilient Solar Program	962,836	14,745	977,581	1,004,667	1,004,667	96%	96%	41,831
8931	Proserpine WTP Additional Raw Water Supply	688,647	38,692	727,339	642,208	692,208	107%	99%	3,561
8932	Network Instrumentation, Electrical and Control Renewals - W	17,556	-	17,556	23,301	23,301	75%	75%	5,745
9101	W&S Lab - Equipment	(15,898)	-	(15,898)	-	-			15,898
Sub Total WSW - Water Operations		2,950,949	909,891	3,860,839	3,296,127	3,482,279	90%	85%	531,330
38300 - WSW - Sewerage Operations									
4040	Proserpine STP Ammonia / Nitrate Optimisation	122,157	16,829	138,986	165,000	165,000	74%	74%	42,843
4042	Trade Waste Submetering program	13,762	-	13,762	4,400	15,000	313%	92%	1,238
4043	BOWSTP Spirobin biosolids	-	107,271	107,271	125,000	125,000			125,000
4044	PROSTP Spirobin	-	85,204	85,204	105,000	105,000			105,000
4045	Carlo Drive Trunk Mains Project	169,996	78,055	248,051	245,032	250,032	69%	68%	80,036
4092	Emergent Works Sewer 22/23	300,280	-	300,280	301,630	301,630	100%	100%	1,350
4112	Cannonvale STP Membrane Replacement	124,424	-	124,424	171,229	171,229	73%	73%	46,805
4204	Equipment - Sewer Camera	35,056	-	35,056	35,056	35,056	100%	100%	(0)
4269	Emergent Works Sewer	118,683	101,451	220,134	326,933	367,800	36%	32%	249,117
4270	Minor New & Replacements Sewer	3,494	-	3,494	95,000	114,000	4%	3%	110,507
4271	Sewer Capital Design	4,783	-	4,783	150,563	180,675	3%	3%	175,892
4272	Regional Sewer Pump Replacement Program	38,916	-	38,916	40,000	45,000	97%	86%	6,085
4931	New Bowen Sewerage Treatment Plant & Upgrades - C/W 17-18-C/	8,123	-	8,123	8,123	8,123	100%	100%	-
5539	Sewer Pump Capacity Upgrades - Combined Rising Main - C/W 18	244,361	556,658	801,018	375,000	890,000	65%	27%	645,639
5603	Cannonvale PS1 Renewal - C/W 18-19	(3,957)	-	(3,957)	-	-			3,957
8915	Sewer Relining – Regional P2 Zone	46,312	-	46,312	50,000	50,000	93%	93%	3,688
8917	Chapman St Sewer Rising Main Replacement	469,681	252,435	722,116	300,000	857,633	157%	55%	387,952
8920	Network Instrumentation, Electrical and Control Renewals - S	17,710	1,935	19,645	30,701	30,701	58%	58%	12,991
8935	Waste reuse to Agriculture (biosolids) Project	30,327	12,196	42,523	20,000	20,000	152%	152%	(10,327)
Sub Total WSW - Sewerage Operations		1,744,106	1,212,033	2,956,140	2,548,667	3,731,879	68%	47%	1,987,773
38400 - WSW - Waste & Recycling Services									
4046	Landfill Kelsey Cell 6	376,520	167,294	543,814	750,000	1,000,000	50%	38%	623,480
4048	Transfer Station Cannonvale Tipping Shed Drainage	746	-	746	1,000	1,000	75%	75%	254
4049	Landfill Kelsey RRA and Transfer Site	380,569	583	381,152	373,565	373,565	102%	102%	(7,004)
4050	Stormwater Bowen Landfill	8,605	-	8,605	1,120	1,120	768%	768%	(7,485)
4051	Upgrade Sediment Pond 1-Kelsey	20,464	-	20,464	25,000	25,000	82%	82%	4,536
4203	Fencing - Renewals	41,284	-	41,284	-	90,293		46%	49,009
4277	Transfer Station Collinsville Upgrades	3,135	1,485	4,620	-	30,000		10%	26,865
4278	Landfill Bowen Leachate Evaporation Pond	74,139	32,690	106,829	107,919	120,000	69%	62%	45,861
4279	Purchase New Waste Oil Sheds	1,037	42,700	43,737	45,837	50,000	2%	2%	48,963
4280	Landfill Bowen Upgrade Sed Pond 3	660	1,815	2,475	-	150,000		0%	149,340
8797	Mt Coolon Waste Services Improvement Program	(2,588)	-	(2,588)	-	-			2,588
8820	Cannonvale Waste Transfer Station	37,697	-	37,697	45,954	45,954	82%	82%	8,257
9157	Landfill Bowen Culvert, Leachate Storage & Pumping Upgrades	19,485	12,045	31,530	20,000	20,000	97%	97%	515
Sub Total WSW - Waste & Recycling Services		961,751	258,613	1,220,364	1,370,395	1,906,932	70%	50%	945,181
Total Infrastructure Services		36,668,547	19,230,622	55,899,170	44,069,254	58,286,064	83%	63%	21,617,517

Attachment 10.21.3 Capital Expenditure Report as at 31 May 2024

Job	Description	a. Actuals to Period	b. Commitments	(a.+b.) Actuals + Commitments	d. Budget to Period	e. Total Annual Current Budget	(a./d.) % YTD Act to YTD Bud	a./e. % YTD Act to Ann Bud	e.-a. Remaining Bud \$
40000 - Corporate Services									
42200 - IT – Projects - Information Management									
4091	NBN 5x Hybrid Cubes to Fixed wireless towers	27,419	-	27,419	27,419	27,419	100%	100%	0
4246	Replacement - Meeting Room AV Equipment Upgrades	6,321	-	6,321	100,000	100,000	6%	6%	93,679
4247	Replacement - Waste Transfer Stn Point of Sale System Upgrad	9,258	-	9,258	9,258	9,258	100%	100%	-
4248	Replacement - Water and Waste Scada Servers	-	6,780	6,780	35,552	40,000	-	-	40,000
8821	CCTV, Radio links, Video conferencing and Wireless Access	18,563	-	18,563	453	453	4098%	4098%	(18,110)
8876	Disaster Resilience - VHF Radio Network Replacement	773,116	366,380	1,139,497	1,002,984	1,002,984	77%	77%	229,868
8878	Replacement Program - Desktop PC's and Laptop Computers	133,303	727	134,030	116,254	126,823	115%	105%	(6,480)
8884	Replacement Program - CCTV Network Hardware Upgrade	34,699	15,155	49,854	97,498	110,553	36%	31%	75,854
8885	Replacement Program - CIRP - Communications Infrastructure R	110,202	78,556	188,759	200,000	225,000	55%	49%	114,798
8892	New Initiative - Disaster Resilience - NBN ? Design, Install	199,401	64,188	263,588	105,000	215,000	190%	93%	15,599
8893	New Initiative ? IoT Program of Works ? Design, Install Hard	3,760	32,568	36,328	-	10,000	-	38%	6,240
8894	New Initiative - Disaster Resilience - CCTV Radio Link Cvale	3,515	-	3,515	-	-	-	-	(3,515)
8896	New Initiative - Disaster Resilience - NADI - Virtualis & Ce	-	1,850	1,850	-	-	-	-	-
Sub Total IT – Projects - Information Management		1,319,557	566,206	1,885,762	1,694,418	1,867,490	78%	71%	547,933
42300 - IT – Operational - Technical Services									
4074	Mobility Solutions and Integrations	(3,901)	-	(3,901)	-	-	-	-	3,901
Sub Total IT – Operational - Technical Services		(3,901)	-	(3,901)	-	-	0%	0%	3,901
43300 - Finance - Insurance									
7886	Insurance Bowen Reservoir Roof Renewal	6,447	50,485	56,932	6,447	6,447	100%	100%	0
7896	Insurance Collinsville HL Res Roof Renewal	67,618	1,394,324	1,461,943	674,000	1,000,000	10%	7%	932,382
Sub Total Finance - Insurance		74,065	1,444,809	1,518,874	680,447	1,006,447	11%	7%	932,382
44400 - PPF - Fleet Management									
2089	Plant Purchases	672,003	1,608,804	2,280,807	1,597,977	2,078,267	42%	32%	1,406,264
4020	Fleet and Plant Replacement Program 2022.23	1,234,741	751,020	1,985,761	1,691,024	2,185,606	73%	56%	950,865
4021	Workshop equipment 22-23	-	-	-	5,756	5,756	-	-	5,756
4090	Backhoe Loader Proserpine	227,125	-	227,125	227,125	227,125	100%	100%	-
4244	Fleet and Plant Replacement Program 2023.24	854,988	1,188,240	2,043,228	1,399,415	1,399,415	61%	61%	544,427
4245	Infrastructure Services - Trailers	144,040	85,567	229,607	229,607	229,607	63%	63%	85,567
Sub Total PPF - Fleet Management		3,132,897	3,633,631	6,766,528	5,150,904	6,125,776	61%	51%	2,992,879
44700 - PPF - Property & Facilities									
1000	Denison Park Fencing - Bowen Seagulls 2023	10,228	-	10,228	10,228	10,228	100%	100%	0
1129	Collinsville Community Hub and Precinct	1,982	49,040	51,022	-	-	-	-	(1,982)
1130	Havengrand Regional Sports Precinct	173	-	173	-	50,000	0%	0%	49,827
1136	Cannonvale Works Depot Security Upgrades	-	19,900	19,900	-	-	-	-	-
1141	Relocation of Mt Gordon Driver Reviver Demountable	-	57,183	57,183	-	-	-	-	-
4008	Bowen Admin Ground Floor - Mech Plant Renewal	857,366	14,244	871,610	1,100,000	1,100,000	78%	78%	242,634
4011	Buildings Painting + Signage Program	(12,970)	-	(12,970)	-	-	-	-	12,970
4012	Bowen Cemetery Amenities Renewal	121,243	-	121,243	121,663	121,663	100%	100%	420
4013	Bowen Workcamp Dwelling Restumping	90,320	-	90,320	90,320	90,320	100%	100%	(0)
4015	Denison Park Grandstand Renewal	217,403	-	217,403	217,566	217,566	100%	100%	163
4016	Fuel Bowser Replacement Program	149,643	-	149,643	149,888	149,888	100%	100%	245
4019	PEC - Storage Structure and Fit out	219,198	-	219,198	212,393	212,393	103%	103%	(6,805)
4069	Cedar Creek Amenities - Renewal	182,471	5,044	187,515	182,471	182,471	100%	100%	(0)
4070	Hansen Case Park - New Amenities	171,132	18,448	189,580	182,223	182,223	94%	94%	11,091
4071	Proserpine Cemetery - Disabled amenities upgrades	54,405	-	54,405	54,405	54,405	100%	100%	(0)
4106	Bowen Workcamp STP Renewal	46,182	-	46,182	46,182	46,182	100%	100%	-
4202	Digital Screens	3,387	-	3,387	5,435	5,435	62%	62%	2,048
4227	Aircon Replacement Program	14,747	-	14,747	125,700	137,700	12%	11%	122,953
4228	Amenities CCTV Installation Project	17,470	71,362	88,832	140,000	140,000	12%	12%	122,530
4229	Bowen Admin Solar installation	37,945	-	37,945	37,945	37,945	100%	100%	0
4230	Bowen Depot Auto Gate	66,587	83,500	150,087	149,288	149,288	45%	45%	82,701
4231	Bowen Depot Cement Shed Roof Renewal	586	28,956	29,543	31,200	31,200	2%	2%	30,614
4232	Bowen PCYC - OSHC Floor Covering Replacement	14,211	-	14,211	30,000	30,000	47%	47%	15,789
4233	Buildings Painting Program	24,290	28,040	52,330	106,000	106,000	23%	23%	81,710
4234	Collinsville Depot Boundary Fence	144,630	50,350	194,980	210,960	210,960	69%	69%	66,330
4235	Collinsville Football Club Field Lighting Renewal	154,973	-	154,973	154,973	154,973	100%	100%	0
4236	Demolition Of Kent St Clubhouse and Structures	2,532	89,968	92,500	35,700	35,700	7%	7%	33,168
4237	Demolition Of Powerhouse Road Structures	2,596	192,173	194,769	200,153	200,153	1%	1%	197,557
4239	Proserpine Depot Stores Racking	72,539	7,744	80,283	72,511	72,511	100%	100%	(28)
4240	Shingley Beach Amenities Reroof	32,323	-	32,323	32,760	32,760	99%	99%	437
4241	Strategic Asset Reserve	1,200	-	1,200	-	-	-	-	(1,200)
4242	Cannonvale Customer Service & Library project	489,790	854,814	1,344,604	415,200	515,200	118%	95%	25,410
4926	Proserpine Entertainment Centre - Building Works in addition	6,856	-	6,856	8,731	8,731	79%	79%	1,875
5021	Collinsville Football Club Field Lighting Renewal	(9,204)	-	(9,204)	-	-	-	-	9,204
5640	Proserpine Administration Building Replacement - Stage 1 - C	(18,399)	-	(18,399)	-	-	-	-	18,399
8852	Airlie Beach Lagoon Amenities Fitout and Fittings Renewal	227,884	-	227,884	228,273	228,273	100%	100%	389
8853	Bowen Depot Boundary Fence Renewal	214	-	214	-	-	-	-	(214)
8856	Bowen Library Mechanical Plant Renewal	-	193,435	193,435	196,000	196,000	-	-	196,000
8858	Solar Power Generation	(33,058)	-	(33,058)	-	-	-	-	33,058
8859	Collinsville Football Club Roof Renewal	207,423	-	207,423	209,116	209,116	99%	99%	1,693
8868	Relocation of Cannonvale Depot - Demountable Buildings	7,070	-	7,070	7,070	7,070	100%	100%	(0)
Sub Total PPF - Property & Facilities		3,577,369	1,764,202	5,341,571	4,764,354	4,926,354	75%	73%	1,348,985
Total Corporate Services		44,768,534	26,639,470	71,408,004	56,359,377	72,212,131	79%	62%	27,443,597

Attachment 10.21.3 Capital Expenditure Report as at 31 May 2024

Job	Description	a. Actuals to Period	b. Commitments	(a.+b.) Actuals + Commitments	d. Budget to Period	e. Total Annual Current Budget	(a./d.) % YTD Act to YTD Bud	a./e. % YTD Act to Ann Bud	e.- a. Remaining Bud \$
50000 - Regional Strategy & Planning									
53100 - SP - Strategic Planning									
1008	Airline Beach Carpark / Multi Storey / Place of Refuge	8,578	8,578	17,155	-	17,155	50%		8,578
Sub Total SP - Strategic Planning		8,578	8,578	17,155	-	17,155	0%	50%	8,578
Total Regional Strategy & Planning		44,777,112	26,648,048	71,425,159	56,359,377	72,229,286	79%	62%	27,452,175
60000 - Community Services & Facilitation									
62200 - CDL - Libraries									
4005	Bowen Library Refurbishment	(1,495)	-	(1,495)	-	-			1,495
Sub Total CDL - Libraries		(1,495)	-	(1,495)	-	-	0%	0%	1,495
65100 - RS - Sport & Recreational									
4220	BSP Shop Front Refurbishment	30,683	-	30,683	30,683	30,683	100%	100%	(0)
8903	Lake Proserpine Commercialisation Project	-	-	-	-	75,000			75,000
Sub Total RS - Sport & Recreational		30,683	-	30,683	30,683	105,683	100%	29%	75,000
65300 - RS - Pools, Lagoons & Enclosures									
4223	Collinsville Pool Design & Construct Bulk Head and Retile	11,573	657,302	668,875	199,791	239,750	6%	5%	228,176
8606	Wilson Beach Swimming Enclosure Refurbishment	118,709	-	118,709	350,000	350,000	34%	34%	231,291
8787	LRCI - Construction of new Collinsville Water Park	1,352	-	1,352	-	-			(1,352)
8874	Proserpine Pool/Waterpark Electrical Switchboard Upgrade	4,611	-	4,611	-	25,000	18%		20,389
Sub Total RS - Pools, Lagoons & Enclosures		136,245	657,302	793,547	549,791	614,750	25%	22%	478,505
65400 - RS - Entertainment & Conference Centres									
8532	PEC Fit out and Setup Capital	18,700	30,889	49,589	85,594	85,594	22%	22%	66,894
Sub Total RS - Entertainment & Conference Centres		18,700	30,889	49,589	85,594	85,594	22%	22%	66,894
67150 - HEC - Natural Resource Management									
4006	Frog Rock foreshore	1,545	-	1,545	2,500	2,500	62%	62%	955
4007	Dingo beach walking track	-	-	-	-	4,500			4,500
4154	Whitsunday Bushfire Resilience & Infrastructure - Tanks	175,071	533	175,604	190,000	190,000	92%	92%	14,929
4221	Merinda washdown facility	42,753	620	43,373	45,000	45,000	95%	95%	2,247
Sub Total HEC - Natural Resource Management		219,369	1,153	220,522	237,500	242,000	92%	91%	22,631
67300 - HEC - Water Quality									
4224	Mullers lagoon aeration	33,458	-	33,458	33,458	33,458	100%	100%	(0)
4225	Cannonvale lakes aeration	35,167	171	35,338	35,167	35,167	100%	100%	(0)
Sub Total HEC - Water Quality		68,625	171	68,796	68,625	68,625	100%	100%	(0)
67350 - HEC - Environmental Health									
4200	Litter & Illegal Dumping Partnership Program 2B	57,449	-	57,449	30,949	30,949	186%	186%	(26,500)
Sub Total HEC - Environmental Health		57,449	-	57,449	30,949	30,949	186%	186%	(26,500)
67500 - HEC - Parking Management									
7821	Installation of Pay & Display Parking Machines - Airline Bech	(2,045)	-	(2,045)	-	-			2,045
Sub Total HEC - Parking Management		(2,045)	-	(2,045)	-	-	0%	0%	2,045
67550 - HEC - Local Laws									
4222	Proserpine Pound Security System upgrades	-	16,075	16,075	38,000	38,000			38,000
Sub Total HEC - Local Laws		-	16,075	16,075	38,000	38,000	0%	0%	38,000
Total Community Services & Facilitation		45,304,644	27,353,637	72,658,281	57,400,519	73,414,887	79%	62%	28,110,243
70000 - Commercial Businesses									
14100 - COM - Airports - Operations									
4002	Upgrade Airport Admin Office	24,983	-	24,983	25,053	25,053	100%	100%	71
4004	Whitsunday Coast Airport Fence	6,151	29,091	35,242	35,324	35,324	17%	17%	29,173
4087	Collinsville Airport Runway Re-seal	81,742	562,963	644,705	218,750	330,000	37%	25%	248,258
4122	WCA Freight Hub Implementation	2,892	-	2,892	3,202	3,202	90%	90%	310
4207	Whitsunday Coast Airport - GA Terminal	2,643	269,762	272,405	300,000	300,000	1%	1%	297,357
4209	Whitsunday Coast Airport - Furniture purchase	37,062	3	37,065	50,000	71,117	74%	52%	34,055
4211	Whitsunday Coast Airport - Replace checked bag screening ser	36,756	-	36,756	-	35,000	105%		(1,756)
4212	Whitsunday Coast Airport - 100KVA Field Generator	47,704	-	47,704	47,704	47,704	100%	100%	(0)
4213	Whitsunday Coast Airport - Airconditioning upgrade	12,877	433,615	446,492	150,000	250,000	9%	5%	237,123
4214	Whitsunday Coast Airport - Replace end of life Explosive Tra	-	122,100	122,100	122,000	122,000			122,000
4215	Whitsunday Coast Airport - Freight Distribution Centre CCTV	16,457	364	16,820	50,000	50,000	33%	33%	33,543
4216	Whitsunday Coast Airport - Apron Upgrade/Second Taxiway	14,281	219,954	234,235	-	-			(14,281)
4218	Whitsunday Coast Airport - Access Gate 5 Road	58,805	-	58,805	60,000	60,000	98%	98%	1,195
4219	Whitsunday Coast Airport - Sewerage Treatment Plant Upgrade	69,579	31,114	100,693	100,000	100,000	70%	70%	30,421
7033	WCA Airport Fitout	24,983	-	24,983	25,053	25,053	100%	100%	71
8594	Bowen Aerodrome Runway Repairs	81,525	-	81,525	73,782	73,782	110%	110%	(7,744)
8857	Airport & Shute Harbour Parking Improvements	37,731	-	37,731	-	-			(37,731)
8863	Welcome to Whitsundays Signage Proserpine Airport	180	5,262	5,442	4,317	4,317	4%	4%	4,137
Sub Total COM - Airports - Operations		556,350	1,674,228	2,230,579	1,265,185	1,532,552	44%	36%	976,201

Attachment 10.21.3 Capital Expenditure Report as at 31 May 2024

Job	Description	a. Actuals to Period	b. Commitments	(a.+b.) Actuals + Commitments	d. Budget to Period	e. Total Annual Current Budget	(a./d.) % YTDAct to YTDBud	a./e. % YTD Act to Ann Bud	e.- a. Remaining Bud \$
14500 - COM - Shute Harbour - Operations									
1111	Shute Harbour Remediation Works	87	8,850	8,937	-	99,838		0%	99,751
4001	Refurbish Shute Harbour Fishing Pontoon	4,500	18,525	23,025	4,500	10,000	100%	45%	5,500
4100	Small Tourism Office (STO)	1,279,940	258,039	1,537,979	1,324,598	1,324,598	97%	97%	44,658
4208	Shute Harbour - Replacement flooring	16,945	-	16,945	16,945	16,945	100%	100%	(0)
Sub Total COM - Shute Harbour - Operations		1,301,472	285,414	1,586,886	1,346,043	1,451,381	97%	90%	149,909
14700 - COM - Airstrips									
4885	Collinsville Airstrip - Wildlife proof fence	-	-	-	-	300,000			300,000
Sub Total COM - Airstrips		-	-	-	-	300,000	0%	0%	300,000
39100 - COMM - Quarry - Operations									
4180	Quarry Crushing Plant Renewals	54,380	14,900	69,280	100,000	120,000	54%	45%	65,620
Sub Total COMM - Quarry - Operations		54,380	14,900	69,280	100,000	120,000	54%	45%	65,620
Total Commercial Businesses		47,216,846	29,328,180	76,545,026	60,111,747	76,818,820	79%	61%	29,601,974
Grand Total for Period ending 31 May 2024									
		47,216,846	29,328,180	76,545,026	60,111,747	76,818,820	79%	61%	29,601,974
Percentage Actuals v YTD Budget						78.55%			
Percentage YTD Actuals + Commitments v Annual Current Budget						99.64%			
Remediation Works 30000 - Infrastructure Services									
Remediation Works 38400 - WSW - Waste & Recycling Services									
4068	Kelsey Creek-Capping Cell 1-4	1,781	49,550	51,331	20,000	45,000	9%	4%	43,219
4078	Bowen Landfill - legacy Landfill cell capping (stage 2)	1,063	49,550	50,613	15,000	25,000	7%	4%	23,938
4281	Landfill Kelsey Closed Cell 1 to 4 Fence Replacement	-	-	-	-	50,000			50,000
9094	Legacy Landfill - Jubilee Pocket	499	2,700	3,199	-	-			(499)
9099	Landfill - Kelsey Creek - Legacy Cell 1 - 4	42,897	22,824	65,721	-	-			(42,897)
9100	Landfill - Bowen- Legacy Cell 1	101,746	17,240	118,986	101,756	101,756	100%	100%	10
9156	Bowen Landfill - Capping Stage 1, Stormwater Drain, Ground	142,341	11,715	154,056	123,000	462,533	116%	31%	320,192
Sub Total Remediation Works WSW - Waste & Recycling Services		290,327	153,579	443,906	259,756	684,289	112%	42%	393,962

11 LATE REPORT ITEMS

No agenda items for this section.

12.1 - 9D Dalrymple Street - Amendment to Conditions of Sale**CONFIDENTIAL*****S254J Local Government Regulation 2012 - Closed Meetings***

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.*
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—*
 - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

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 - (a) the appointment, discipline or dismissal of the Chief Executive Officer.*

13 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.