



# Notice of Meeting

**Notice** is hereby given that the **Ordinary Council Meeting** of the **Whitsunday Regional Council** will be held at the Mantra Club Croc Boardroom, 240 Shute Harbour Road, Cannonvale on **Wednesday 8 June 2022**, commencing at **9:00 AM** and the Agenda is attached.

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

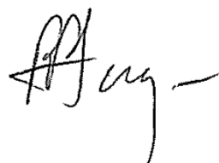
Local Government Regulation 2012

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

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

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

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



Rodney Ferguson

**CHIEF EXECUTIVE OFFICER**

**Agenda of the Ordinary Council Meeting** to be held at  
Mantra Club Croc Boardroom, 240 Shute Harbour Road, Cannonvale on Wednesday 8  
June 2022 commencing at **9:00 AM**

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

**9:00 AM**

- Formal Meeting Commences

**10:00 am - 10.30 am**

- Morning Tea

Whitsunday Regional Council  
**Agenda of the Ordinary Council Meeting** held at  
**Mantra Club Croc Boardroom, 240 Shute Harbour Road, Cannonvale** on  
**Wednesday 8 June 2022 commencing at 9:00 AM**

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## 1 APOLOGIES/LEAVE OF ABSENCE

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

**2.1 - Condolences Report**

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

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

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

**PRESENTED FOR:** Information

**ATTACHMENTS**

Nil

**PURPOSE**

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

**OFFICER'S RECOMMENDATION**

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

**CONCLUSION**

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

### 3 DECLARATIONS OF INTEREST

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

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

#### **4 MAYORAL MINUTE**

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

**5 MAYORAL UPDATE**

A verbal update will be provided.

## 6.1 - Confirmation of Minutes

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

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

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

**PRESENTED FOR:** Decision

### ATTACHMENTS

Nil

### PURPOSE

At each Council meeting, the minutes of the previous meeting must be confirmed by the councillors present and signed by the person presiding at the later meeting. The Minutes of Council's Ordinary Council Meeting held on 25 May 2022 are provided for Councils review and confirmation.

### OFFICER'S RECOMMENDATION

That Council confirms the minutes of the Ordinary Meeting held on 25 May 2022.

### BACKGROUND

In accordance with s272 of the Local Government Regulation 2012, minutes were taken at Council's Ordinary Council Meeting held on 25 May 2022 under the supervision of the person presiding at the meeting. These unconfirmed minutes once drafted were submitted to the Chief Executive Officer for review and are available on Council's website for public inspection.

### DISCUSSION/CURRENT ISSUE

Council's options are:

Confirm the Minutes of the Ordinary Council Meeting held on 25 May 2022.

If Council is satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 25 May 2022 and comply with legislative requirements outlined in this report, no further action is required other than to confirm the minutes as per the recommendation.

Confirm the Minutes of the Ordinary Council Meeting held on 25 May 2022 with amendments.

If Council is not satisfied that the unconfirmed minutes are an accurate representation of what occurred at the meeting held on 25 May 2022 and comply with legislative requirements outlined in this report, then they move a motion that they be confirmed but with a list of amendments to ensure they are correct and compliant.

## STATUTORY/COMPLIANCE MATTERS

In accordance with the Act, Council must record specified information in the minutes of a meeting regarding any declared material personal interests or conflicts of interest. At the Ordinary Council Meeting held on 25 May 2022, the following interests were declared and recorded in the minutes:

Councillor/Officer	Prescribed or Declarable	Report No.	Particulars of the interest
<i>No declarations made for this meeting.</i>			

Additionally, the chairperson of a local government meeting must also ensure that details of an order made against a Councillor for unsuitable meeting conduct at a Council meeting are recording in the minutes of the meeting. At the Ordinary Council Meeting held on 25 May 2022, the following orders were made:

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

### Local Government Regulation 2012

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

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

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

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

## FINANCIAL IMPLICATIONS

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

## TABLED MATTERS

Unresolved Tabled Matters			
Date of Meeting	Resolution Number	Summary	Resolved
13/05/2020	20191416 - Development Permit for Material Change of Use - Showroom - 2-12 Central Avenue Cannonvale – Yoogalu Pty Ltd 2020/05/13.07	That the application lie On the table as the Applicant has 'Stopped the Clock'.	On hold pending The outcome of the intersection funding and discussion with DTMR – Corner Galbraith Park Road and Shute Harbour Road.
25/11/2020	Cantamessa Road Bridge 2020/11/25.27	That the item be Tabled pending further investigations for temporary access, replacement, or closure of the bridge and to seek further information regarding funding.	The Cantamessa Bridge project has been submitted for \$500,000 in grant funding from QRRRF (Queensland Risk Reduction and Resilience Fund). Resolution OM2022/02/09.4
09/02/2022	13.2.3 - Live stream Policy OM2022/02/09.7	That the item be Tabled pending further development of the policy.	Report was presented on 25 May 2022 and was tabled. Refer to below tabled item matter. This item will now be removed from tabled items to reduce double up. SUPERCEDED.
27/04/2022	20210040 - Development Application for Preliminary Approval (Variation Request: Building Works) & Development Permit for Material Change of Use for a Resort Complex - One Whitsunday - 125/131 Shingley Drive, Cannonvale OM2022/04/27.9	That the item be tabled pending further advice on the following: - The impact of the development regards the intersection at Shingley Drive & Shute Harbour Road. - The suitability of existing Shingley Drive to handle the increased traffic. - The suitability of the height of the building in that area.	<b>COMPLETED</b> Item was presented at 11 May Ordinary Meeting but was tabled again. See below further tabled item. OM2022/05/11.13 This item will now be removed from tabled items to reduce double up. SUPERCEDED.
11/05/2022	20210040 - Development Application for Preliminary Approval (Variation Request: Building Works) & Development Permit for Material Change of Use for a Resort Complex - One Whitsunday - 125/131 Shingley Drive, Cannonvale OM2022/05/11.13	That the item lay on the table pending further updates on the road intersection, road width of Shingley Drive, onsite carparking and allow time to review amended designs proposed by the proponents.	<b>COMPLETED</b> Report was presented and dealt with at the 25 May 2022 Ordinary Meeting.
25/05/2022	13.1.3 Council Meetings Live Stream Policy	That the item be tabled until we have a full Council.	



25/05/2022	13.4.6 - Road Register Policy	That the item lay on the table pending further information to be provided regarding any updates to the policy.	
25/05/2022	13.4.7 - Whitsunday Regional Council Road Register (May 2022)	That the item lay on the table pending further information to be provided regarding any updates to the Road Register policy.	

## **CONSULTATION**

Manager Governance & Administration

## **DISCLOSURE OF OFFICER'S INTERESTS**

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

## **CONCLUSION**

These minutes from the Ordinary Council Meeting held on 25 May 2022 are therefore submitted for adoption of their accuracy by the Councillors at this meeting of Council.

## 7 BUSINESS ARISING

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

## 8 DEPUTATIONS

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

## 9 PETITIONS

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

## 10 NOTICES OF MOTION

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

## 11 QUESTIONS ON NOTICE

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

## 12 QUESTIONS FROM THE PUBLIC GALLERY

Excerpt from Council's Standing Orders:

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

## 13 OFFICERS REPORTS

### 13.1 Corporate Services

#### 13.1.1 - Declaring the Water Billing Readings

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Patricia Jago - Coordinator Rates

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

**PRESENTED FOR:** Decision

#### ATTACHMENTS

Nil

#### PURPOSE

To declare the date for the reading of water meters for the second half of the financial year 2021/22.

#### OFFICER'S RECOMMENDATION

That Council declare the effective date for the reading of water meters, for the second half of the financial year 2021/22, as 27 June 2022.

#### BACKGROUND

Council levies Water Utility Charges either as a Two-Part Tariff or as an Allocation Tariff. The Two-Part Tariff is the default tariff for property owners with a water connection having the option to elect in each year in order to be charged as per the Allocation Tariff.

Both tariffs require the measurement of water consumption using a water meter, as the consumed volume of water has an impact on the amount levied.

Due to the large amount of water meters to be read, it is not possible to read all meters within the region on a single day. As per s102(2) of the Local Government Regulation 2012, for purposes for levying water tariffs, a local government can declare an effective date for the water meter reads.

For the first billing period of the financial year 2021/22, the water meters were read between 6 December 2021 and 22 December 2021. The resulting Water Notices were issued on 25 January 2022.

#### DISCUSSION/CURRENT ISSUE

The intention for the second billing period of the financial year is to get the meter reading process completed before the end of the financial year, and to attend to the creation and issue the Water Notices in July 2022. It is proposed to undertake and complete the entire regions water meter readings from 13 June to 27 June 2022.

As such it is proposed that Council declare the effective date for the water meter readings for the second billing period of the financial year 2021/22 (January to June 2022) as 27 June 2022.



## **STATUTORY/COMPLIANCE MATTERS**

*Local Government Act 2009 (LGA)*

Local Government Regulations 2012 (LGR)

## **STRATEGIC IMPACTS**

Support the organisation in ensuring appropriate compliance with legislation and to support the appropriate reading and billing processes and obligations as a local government. The reading of meters in an efficient and effective manner and the timely release of water consumption accounts will ensure revenue recognition and collection for the budget year.

## **FINANCIAL IMPLICATIONS**

The costs related to water meter reading, primarily labour and use of plant, has been budgeted within the cost code 29020.8074.8060. The declaration of an effective date for water meter reads will ensure that the issue of water notices is in conformance with the legislative and regulatory requirements. The introduction of the changes to the reading software which automated the reading process gave more efficiency in the issuing of the water accounts for the first half yearly notices and is anticipated to continue for this period.

## **CONSULTATION/ENGAGEMENT**

Director Corporate Services  
COO, Water & Waste Services  
Manager Financial Services  
Manager Strategic Finance

## **RISK ASSESSMENT**

If the reading and billing process is not conducted effectively, there is a risk that the water notices will not conform with the legislative and regulatory requirements and revenue generation will not occur.

## **TIMINGS/DEADLINES**

Due to the large amount of water meters to be read, it is not possible to read all meters within the region on a single day. As per s102(2) of the Local Government Regulation 2012, for purposes for levying water tariffs, a local government can declare an effective date for the water meter reads.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

N/A

## 13.1.2 - Sole Source Supplier Listing - 2022/2023

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

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

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

**PRESENTED FOR:** Decision

### ATTACHMENTS

1. 2022 - 2023 Sole Supplier Register [13.1.2.1 - 2 pages]

### PURPOSE

To present Council with the updated listing of Sole Suppliers for consideration and approval in accordance with section 235 of the *Local Government Regulation 2012*.

### OFFICER'S RECOMMENDATION

That Council:

- a) Resolves in accordance with section 235(a) and 235(b) of the *Local Government Regulation 2012* that it is satisfied that the nominated suppliers listed in Attachment 1 of the Report are Sole Suppliers and that they be added to the Sole Supplier Register for the 2022/23 financial year; and
- b) Delegates authority to the Chief Executive Officer in accordance with the *Local Government Act 2009* to enter into contracts, negotiate, finalise, and execute any and all matters associated with or in relation to Sole Suppliers subject to Council's normal procurement policies and practices.

### BACKGROUND

The *Local Government Regulation 2012* 'the Regulation' requires written quotations or tenders to be invited for procurement of works for the supply of goods or services that are greater than \$15,000 (medium sized contracts) or \$200,000 (large sized contracts) respectively. Council's Procurement Policy contains provisions or guidelines for obtaining quotes for less than \$15,000.

The Regulation acknowledges that there are instances when it is not always possible to meet these procurement guidelines in the market and therefore it provides a number of exceptions, including the following under Sections 235(a) and 235(b):

- s235(a) – "The local government resolves it is satisfied that there is only one supplier who is reasonably available."
- s235(b) – "The local government resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the local government to invite quotes or tenders".

There may still be occasions where it will be necessary to present an individual Council report during the year if an unforeseen need arises for a Sole Supplier. To be listed as a Sole Supplier, Council officers must provide evidence that the supplier is the only supplier that can reasonably provide a particular good or service required. The emphasis is on the word "reasonably."

The purchase of goods and services from a sole source to support the service and maintenance of existing assets from an original equipment manufacturer who has proprietary rights can also be deemed a sole supplier.

The commentary to Section 235(a) and 235(b) of the Regulation states that this section might be applied where Council wishes to upgrade a proprietary computer software program to add functionality. There is generally only one possible supplier and the calling of tenders or quotes “would be a manifest waste of time and resources.” This interpretation of the legislation has also been used to support and validate the inclusion of a number of sole supplier recommendations with regards to ICT software.

Section 235(a) and 235(b) of the Regulation allows an exemption to inviting written quotes or tenders where Council resolves that there is only one sole/ unique supplier or a specialised supplier who is reasonably available to meet operational needs.

Sole Suppliers are used in instances where only one supplier is available due to specialised or unique services, or where services are confidential in nature that makes it disadvantageous or impractical to undertake a competitive procurement process.

## **DISCUSSION/CURRENT ISSUE**

On 8 December 2021 Council adopted the current Sole Supplier listing in accordance with Section 235 the Regulations. Every six months Council will review the listing and remove or add suppliers as required. Attachment 1 – Sole Supplier Register includes the following new suppliers and no suppliers have been removed since the last adoption:

- Prospect Group Pty Ltd
- Harbour Software Pty Ltd
- Inner Range Pty Ltd
- Safety Culture Pty Ltd

There are a number of current or proposed engagements which Council is required to engaged suppliers where the stipulated legislated process for seeking quotes or tenders is not practical due to warranty, intellectual property or maintenance requirements.

The nomination of the listed suppliers as ‘Sole Suppliers’ is for a term of twelve months and provides Council with the capacity to engage suppliers where it would be impractical or where others do not exist, whilst satisfying Councils legislative responsibilities.

Council has collated a listing of sole suppliers which have currently been assessed as requirements to ensure the effective operations of Council.

Council will present every six months a report on the Sole Supplier register listing to update and/or remove suppliers should they no longer be required, or no other suppliers enter the market.

## **STATUTORY/COMPLIANCE MATTERS**

*Section 235 Local Government Regulation 2012*  
*Section 104 Local Government Act 2009*

## **STRATEGIC IMPACTS**

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

## **FINANCIAL IMPLICATIONS**

The procurement under these arrangements will be undertaken as provided for in the budget and against operational areas as allocated. Any new arrangements will be subject to revised budget changes.

## **CONSULTATION/ENGAGEMENT**

Manager Governance & Administration  
Manager Innovation & Technology  
Executive Manager Procurement, Property & Fleet  
Contract Coordinator  
Contract Officer

## **RISK ASSESSMENT**

Risk assessments have been undertaken in the formation of this list noting that some procurement for proprietary systems and services will be subject to ongoing risk assessment and mitigation.

## **TIMINGS/DEADLINES**

The listing of sole and specialist suppliers will be revisited each six months to ensure ongoing and current arrangements are maintained.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

Given the specialist nature of the procurements there are limited other options outside of re-current and ongoing procurement process which are inefficient and as such these have not been considered.

Attachment 13.1.2.1 2022 - 2023 Sole Supplier Register

Sole Supplier Register

No	Supplier Name	ABN	Description of Product/ Service	Justification for Sole Supplier
1	ABB Australia Pty Ltd	68 003 337 611	Instrumentation (e.g. flow switches, pressure sensors, vibration sensors, etc.) & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
2	Advanced Aquarium Technologies Pty L	52 105 692 028	Maintenance and fish supply - Whitsunday Coast Airport.	Supplier and maintenance of aquarium.
3	Auma Group		Decanter actuator & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
4	Avdata Pty Ltd	25 008 556 723	Flight data billing and charging - Whitsunday Coast Airport.	Airport industry recognised specialist.
5	Burkert		Solenoids & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
6	Designa Australia Pty Ltd	87 160 442 062	Car Park system maintenance - Whitsunday Coast Airport	Maintenance to support currently installed infrastructure.
7	Emerson Electric Co.		Valves, actuators, regulators, positioners & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
8	Endress & Hauser Australia Pty Ltd	47 095 963 134	Instrumentation (e.g. flowmeters, nutrient analysers, turbidity analysers, etc.), reagents & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
9	Sew-Eurodrive Pty Ltd	27 006 076 053	Motors & gearboxes & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
10	Grant Broadcasters Pty Ltd	65 000 667 470	Target marketing based on audience demographic and reach.	Industry specialist with engagements with Tourism Whitsunday.
11	Grundfos		Dosing pumps & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
12	IFM Efector Pty Ltd	48 083 423 938	Instrumentation (e.g. flow switches, pressure sensors, vibration sensors, etc.) & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
13	Innovative Filtration Solutions Pty Ltd	70 618 346 428	Dewatering screw press & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
14	Krohne Australia Pty Ltd	78 079 700 066	Instrumentation (e.g. flowmeters) & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
15	KSB Australia Pty Ltd	29 006 414 642	Submersible pumps & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
16	Lime Intelligence Pty Ltd	73 642 088 346	Monthly flight data and commercial data tracking system.	Industry specialist.
17	Merck Pty Ltd	80 001 239 818	Laboratory equipment, reagents, and technical support for this equipment.	Water and Sewerage specialist supplier for maintenance and support.
18	Roto Pumps Limited	83 361 774 477	Dosing pumps & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
19	Rotork Australia Pty Ltd	56 006 859 598	Actuators & positioners & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
20	Schneider Electric (Australia) Pty Ltd	42 004 969 304	Variable speed drives & associated equipment & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
21	Thermo Fisher Scientific Australia Pty Ltd	52 058 390 917	Instrumentation, lab equipment & reagents & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
22	Vega (Marcon Agencies)		Instrumentation (e.g. flow switches, pressure sensors, vibration sensors, etc.) & technical support for this equipment, including training.	Water and Sewerage specialist supplier for maintenance and support.
23	Trillium Software Pty Limited	72 070 811 013	Local Government Enterprise Program for MapInfo products - includes Foundation Pack, Spectrum Enterprise Pack, MapInfo Discover 3D bundle, Vertical Mapper and Integrations into Authority and ECM.	Many applications integrate with MapInfo data - it is the sole source of Council's GIS repository. Historical information saved in MapInfo files.
24	Freshworks Inc	33-1218825	Support ticket Management - currently only utilised for IT Support, Request and Change Management.	Proven Support, Request & IT Change Management application, including vendor management and solution information. Historical data.
25	Time Doctor		Time tracking software to help your team be more productive while working from home.	HR - Covid restrictions. Procured under BCP conditions.
26	Outback Imaging Pty Ltd	18 102 594 883	Scanners are used in HR/Payroll Bowen and Proserpine.	Hardware supported software.
27	Yell IT	30 606 981 533	Security training software.	Security awareness training tool for all staff with an expected life of 2 years.
28	Bentley Systems, Incorporated	VAT # IE 9729353D	Drawing pipelines - water.	
29	RMS	63 003 164 243	Booking system for Caravan Parks.	Legacy POS solution.
30	Framme		Strategic Finance accounting package.	Established chart of accounts reporting software.
31	Aurora Information Technology	97 072 511 374	Library system.	Proven Library Management System - not included as part of ERP Roadmap 2017.
32	Dial Before You Dig (Qld) Ltd	34 464 054 437	Online access to underground infrastructure.	WH&S and Infrastructure Risk Mitigation - Australian Infrastructure Information.
33	Invarion RapidPlan Pty Ltd	51 162 436 142	Software for the creation of professional traffic plans.	Legacy solution within Council.
34	12d Solutions Pty Ltd	43 101 351 991	Drafting software.	Existing solution within Council.
35	Ibis Information Systems	31 086 318 818	Rates modelling solution.	Existing solution within Council.
36	Exclaimer Ltd.	VAT GB 258 2833 80	Email Signature solution.	Existing solution within Council.
37	GrantGuru - GrantReady	29 391 943 079	Our GrantGuru solution provides grants support to: 1. Your Council Staff to find grants that they can apply for, through a private GrantGuru Council site, for which we will give you special login access for designated users (unlimited number); 2. Businesses within your local government area, through a customised public facing portal; and 3. Community groups and non-profits, through the same portal as business.	Economic Development - Existing solution within Council.
38	Fulcrum		Create custom forms and deploy to mobile devices for fast, efficient, and reliable mobile data collection.	Existing solution within Council.
39	OneMusic Australia	42 000 016 099	Reader - Ability to assess environmental impacts reported by clients utilising the software to lodge assessable studies.	Existing solution within Council.
40	iPlatinum	36 002 322 910	The iArchive product that provides data extraction from the legacy Authority solution into a centralised database that Council accesses.	Part of original T1 project 2017.
41	Cloud A2K	86 631 344 548	Recognised Plan (PDF) indelible Approval stamp software.	Existing solution within Council.
42	Datafuel Financial Services Pty Ltd	25 003 042 199	Current fuel management system at Depots, Foxdale Quarry and mobile fuel trailers.	Existing solution within Council.

# Attachment 13.1.2.1 2022 - 2023 Sole Supplier Register

43	Eye On It	92 614 745 256	Part of Telstra TIPT solution	Existing solution within Council.
44	CR Kennedy & Co Pty Ltd	50 008 458 884	GPS unit software	Existing solution within Council.
45	AVCRM Products Pty Ltd	87 606 130 867	Manages RPAS (remotely piloted aircrafts) operations onsite and in the office with RPA Manager.	CASA compliance. Existing solution within Council.
46	Genesis Accounting	26 109 712 325	Subscription for GST Add In module associated with LG Solutions €™ Fees & Charges cloud application.	Existing solution within Council.
47	Yodeck.com		Behind Council TV display control system.	Existing solution within Council.
48	Pacesetter Services Pty Ltd	80 955 178 191	200 Reports for Authority.	Part of Authority & TechOne solutions.
49	Livepro Australia Pty Ltd	92 095 140 775	Annual license cost for 3 users.	Existing solution within Council.
50	Axon Public Safety Australia Pty Ltd	34 610 970 342	Used to distribute CCTV evidence to the Police.	CCTV transferred to QPS.
51	OzRunways	83 145 926 941	Provides planning, briefing, flight plan filing and moving map navigation with the ultimate in situational awareness.	CASA Recommended app for Remotely Piloted aircraft.
52	Seavus - Synami	USA	PayPal	Viewer for MS Project files - more cost effective than purchasing MS Project for users only required to view MS Project files.
53	Mailchimp	USA	Mailchimp plan for integration in the new website.	Existing solution within Council.
54	Go Daddy	USA	whitsundaycoastairport.com.au	Legacy solution within Council.
55	2 Global ANZ Limited	68 862 858 673	efax services.	Legacy solution within Council.
56	Namecheap	USA	Jobs board application component.	Existing solution within Council.
57	Book Easy Pty Ltd	68 122 744 209	Comprehensive reservations and bookings management system adopted by over 150 national parks, visitor and booking centres and specialised tourism services, distributing thousands of products globally.	System utilised by Tourism Whitsunday for local accommodation providers.
58	Vroom Vroom Vroom Pty Ltd.	19 050 417 037	Vroom Group own and operate online travel agencies (OTAs) in the car rental, motorhome, excess insurance, and car parking verticals globally. They are headquartered in Brisbane, Australia with regional operations based out of Singapore and the Philippines.	Provide a central point for Car hire engagement for tourism areas. Will be listed on WCA website.
59	Channel 7 Mackay	75 009 684 020	Used for marketing and advertising.	Only local television station.
60	DocuSign	27 308 800 598	Electronic document signature system.	Integration with One Council ERP system.
61	CV Check Limited	25 111 728 842	Online provider of Police Checks, Qualifications, Referee and Assessment tools.	Council is required to conduct a number of pre-employment checks for candidates during the recruitment process. The HRP Project is rolling out further modules of the One Council system which is able to integrate the Recruitment Module with the CVCheck system, automating the process for undertaking the checks.
62	Twilio		Allows SMS messages to be sent from OneCouncil.	Twilio is the messaging provider for Technology One - One Council system. This product is used to send messages to applicants during the recruitment process and employees regarding training events or other information, and reminders from the HRP system. There are costs savings in utilising the product which is already set up to integrate with the HRP system.
63	Velpic		Velpic is a Learning Management System (LMS) that hosts online training modules.	Velpic is the LMS that is supported by One Council. Council does not currently use an LMS but will require an online training platform when the Learning & Development Module is implemented.
64	SAI Global Pty Ltd	67 050 611 642	Providers of Australian and International Standards.	Sole provider of licenced products being Australian Standards.
65	Smith Detection (Australia) Pty Ltd	66 088 868 062	Providers of X-ray scanning equipment for use in transport/transit facilities.	Existing equipment in place at Whitsunday Coast Airport and required for service, repairs and maintenance.
66	Prospect Group Pty Ltd	61 082 593 315	Web hosting of flood warning cameras. Monthly fee of \$80 per camera with 5 currently installed, soon to be 6.	
67	Harbour Software Pty Ltd	49 600 363 880	DocAssembler is a flexible agenda and minutes solution, currently used for document collaboration for Council Meetings. Annual Subscription Fee – \$14,709 (ex GST).	Existing solution within Council.
68	Inner Range Pty Ltd	26 007 103 933	Access control Systems, Intruder alarms	Council have Inner range systems installed throughout all of their corporate buildings and require technical support through from the provider.
69	SafetyCulture Pty Ltd	16 089 180 049	I Auditor (Inspection and Job management software)	I Auditor is an existing system implemented within Council.

### 13.1.3 - Queensland Audit Office Update

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Jason Bradshaw - Director Corporate Services

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

**PRESENTED FOR:** Information

#### **ATTACHMENTS**

1. Local government 2021 ( Report 15–2021–22) [**13.1.3.1** - 76 pages]

#### **PURPOSE**

To present the Queensland Audit Office report on Local Government audits for 2021.

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

That Council receive the Queensland Audit Office Local Government Report 2021, and note the outcomes and assessment from the 2021 Annual Financial Report – Local Governments for Whitsunday Regional Council.

#### **BACKGROUND**

Each year the Queensland Audit Office presents a report to the Queensland Parliament on the overall performance of local governments across the state and provides commentary on key issues facing the local government sector. The financial outcomes of each local government are disclosed in this report.

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

As at the date of the report, 75 of the 77 councils in Queensland had completed their certified financial statements for the year ended June 2021. There continues to be challenges with the timeliness of financial reporting, in 2018-19 58 Councils had their statements certified at least 2 weeks prior to their legislative deadline, in 2019-20 that number had dropped to 47 and for 2020-21 that number had dropped further to 36.

Controls over Council financial systems and processes have improved overall, but most of the high-risk issues have not been resolved after more than a year. There are still 15 councils that do not have audit committees and 12 were in breach of the legislation in regard to internal audit functions.

Overall, the financial sustainability has marginally improved, as Councils are still recovering from the COVID-19 pandemic. For the 2020-21 financial year, 35 Councils generated an operating surplus. Although that has improved, there are 45 Councils that are still at either a moderate or high risk of not being financially sustainable.

Whitsunday Regional Council has received a positive outcome through the report meeting all sustainability measures, with only an amber traffic light recorded against the control environment which has been rectified in the current year's audit.

In particular, the Department of Local Government in recent correspondence to Council have highlighted the importance of the following items in supporting the financial sustainability within Council:

- having an effective and active internal audit function
- the value of having an effective asset management plan to support councils understanding of the timing, cost, and ongoing maintenance of planned spending on capital projects
- the importance of monthly financial management reports tabled at each council meeting detail both the unrestricted cash balance and cash cover ratio, as a means of informing councillors about liquidity management.

These items are currently addressed and actioned by Council.

Summary of Council's Performance:

Council	Internal controls					Financial sustainability	Days to complete from year end	
Key: CE = Control environment; RA = Risk assessment; CA = Control activities; IC = Information and communication; MA = Monitoring activities. OS = Number of significant deficiencies outstanding longer than 12 months FS = Financial sustainability — relative risk assessment (refer Figure I4). D = Number of days to have audit opinion certified from 30 June 2021 (number of days between 30 June and 31 October is 123)								
Coastal councils	CE	RA	CA	IC	MA	OS	FS	D
Whitsunday Regional Council	●	●	●	●	●	1	●	51

## STATUTORY/COMPLIANCE MATTERS

Council has statutory obligations under the Local Government legislation for its reporting and audit requirements covered through the *Local Government Act 2009* and *Local Government Regulation 2012*.

## STRATEGIC IMPACTS

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

## FINANCIAL IMPLICATIONS

The reporting of financial information is undertaken on a monthly basis with Council and annual financial statements are compiled and subject to audit. These costs are managed within the operating budget and annual audit fees are paid each year.

## CONSULTATION/ENGAGEMENT

Director Corporate Services  
 Manager Financial Services  
 Manager Strategic Finance

## RISK ASSESSMENTS

Matters of risk are addressed within the audit plan and guide the audit focus areas both from within Council and its internal audit activity and also from the Queensland Audit Office on the matters for investigation and reporting each year. This risk based approach highlights the importance of focus areas that as an industry local government needs to improve or maintain.



## **TIMINGS/DEADLINES**

The Queensland Audit Office report was presented to Parliament on 11<sup>th</sup> May and has been reviewed and is reported to Council for completeness in a timely manner.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

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

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

This decision does not limit the above identified human rights.

## **ALTERNATIVES CONSIDERED**

Not Applicable.



# Local government 2021

## Report 15: 2021–22

## Attachment 13.1.3.1 Local government 2021 ( Report 15–2021–22)

As the independent auditor of the Queensland public sector, including local governments, the Queensland Audit Office:

- provides professional audit services, which include our audit opinions on the accuracy and reliability of the financial statements of public sector entities
- provides entities with insights on their financial performance, risk, and internal controls; and on the efficiency, effectiveness, and economy of public service delivery
- produces reports to parliament on the results of our audit work, our insights and advice, and recommendations for improvement
- supports our reports with graphics, tables, and other visualisations, which connect our insights to regions and communities
- conducts investigations into claims of financial waste and mismanagement raised by elected members, state and local government employees, and the public
- shares wider learnings and best practice from our work with state and local government entities, our professional networks, industry, and peers.

We conduct all our audits and reports to parliament under the *Auditor-General Act 2009* (the Act). Our work complies with the *Auditor-General Auditing Standards* and the Australian standards relevant to assurance engagements.

- Financial audit reports summarise the results of our audits of over 400 state and local government entities.
- Performance audit reports cover our evaluation of some, or all, of the entities' efficiency, effectiveness, and economy in providing public services.

Learn more about our publications on our website at [www.qao.qld.gov.au/reports-resources/fact-sheets](http://www.qao.qld.gov.au/reports-resources/fact-sheets).

The Honourable C Pitt MP  
Speaker of the Legislative Assembly  
Parliament House  
BRISBANE QLD 4000

11 May 2022

This report is prepared under Part 3 Division 3 of the *Auditor-General Act 2009*.



Brendan Worrall  
Auditor-General



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## Report on a page

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### Financial statements are reliable, but timeliness has deteriorated since 2018–19

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As of the date of this report, we have certified the financial statements of 75 of 77 (2019–20: 75 of 77) local governments (councils). The financial statements of these councils, and the entities they control, are reliable and comply with relevant laws and standards.

For several years, we have stressed the importance of councils having us certify their financial statements within a reasonable time frame after 30 June. This ensures timely information is available to decision makers and their communities. Substantial improvement was seen in the 2018–19 financial year, when 58 councils had their statements certified at least 2 weeks prior to their legislative deadline of 31 October.

In 2019–20, this number had dropped to 47 councils, in the face of the COVID-19 pandemic, local government elections, and the need to implement new accounting standards. In 2020–21, despite not facing these sorts of challenges, only 36 councils had their financial statements certified 2 weeks prior to the statutory deadline.

### Controls over financial systems and processes have improved, but most high-risk issues have not been resolved after more than a year

---

Councils have made efforts to reduce the number of significant deficiencies we have identified with their control environments in recent years (significant deficiencies are of high risk and need to be addressed immediately). As at 30 June 2021, the number of unresolved significant deficiencies was the lowest in 5 years. However, 86 significant deficiencies (68 per cent of all unresolved significant deficiencies) are still unresolved more than one year after being identified.

For the last few years, we have seen persistent problems with councils' information systems, risk management, and procurement and contract management practices.

For several years we have recommended councils strengthen their governance. Despite this:

- 15 councils (2019–20: 16 councils) do not have an audit committee. Of those who do, there are 3 councils whose committees did not meet in the 2020–21 financial year, and 2 councils whose committees met only once
- 12 councils were in breach of their legislation – 6 councils (30 June 2020: 7 councils) did not have an internal audit function and another 6 councils (7 in 2019–20) with an internal audit function did not have any audit activity during the 2020–21 financial year.

### Financial sustainability has marginally improved

---

Councils are recovering from the financial impacts of the COVID-19 pandemic. For the 2020–21 financial year, 35 councils (2019–20: 21 councils) generated an operating surplus. As a result, fewer councils are at a moderate or high risk of not being financially sustainable (see [Appendix I](#)).

Although this is encouraging, 45 councils (approximately 60 per cent of the sector) are still at either a moderate or a high risk of not being financially sustainable.



## Recommendations for entities

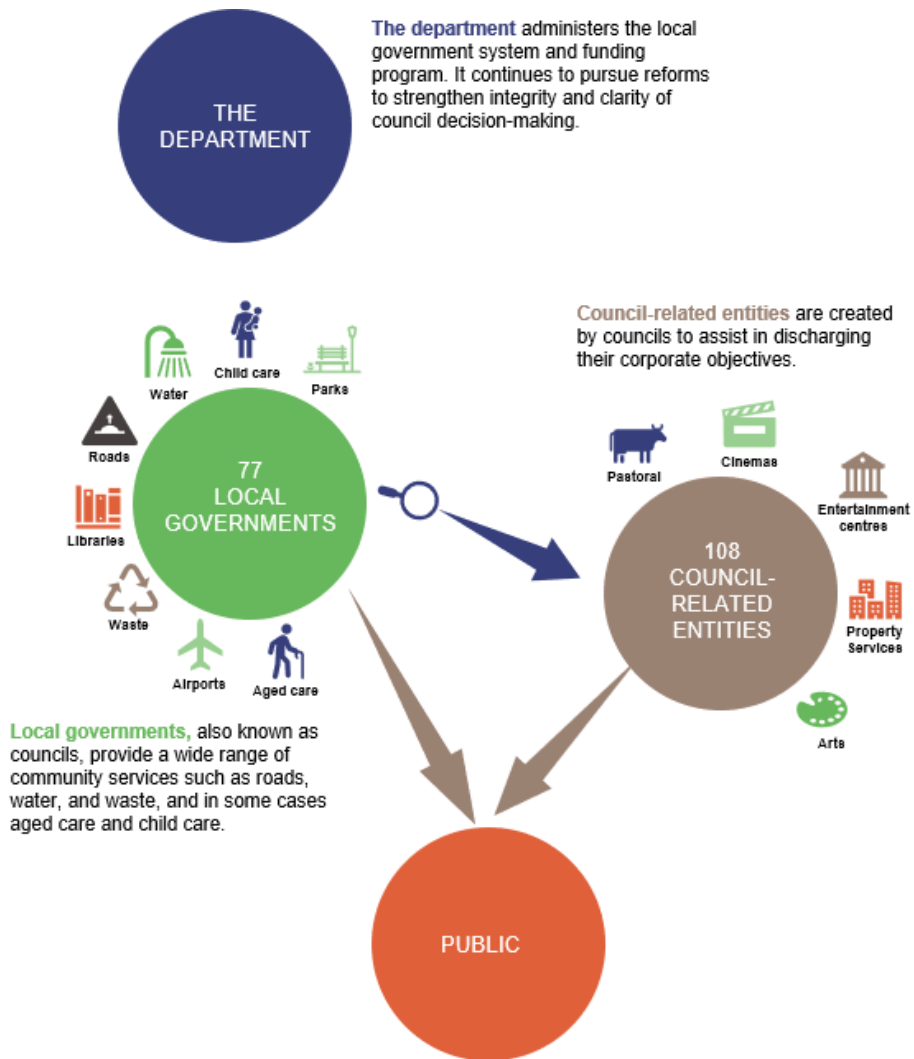
This year, we are making the following recommendations to councils. These are in addition to the recommendations we have made in prior year reports that remain unresolved, which are included in [Appendix D](#).

<b>Reassess the maturity levels of their financial statement preparation processes in line with recent experience to identify improvement opportunities that will help facilitate early certification of financial statements</b>	
<a href="#">REC 1</a>	<p>All councils should reassess their initial self-assessment against the financial statement maturity model and compare this to their recent financial statement preparation experiences.</p> <p>Councils should also reflect on their processes from the 2018–19 financial year that enabled them to have their financial statements certified earlier. Together, these reflections will identify improvement opportunities to assist elected members and their executives to improve the timeliness of certification of financial statements.</p>
<b>Assess their audit committees against the actions in our 2020–21 audit committee report</b>	
<a href="#">REC 2</a>	<p>Those councils who have an audit committee function, and those that are looking to establish one, should consider implementing the actions we have identified in our report <i>Effectiveness of audit committees in state government entities</i> (Report 2: 2020–21). This would improve the effectiveness of their audit committees, with flow-on benefits to council governance and performance.</p>
<b>Improve their overall control environment</b>	
<a href="#">REC 3</a>	<p>All councils should use the annual internal control assessment tool available on our website to perform an initial self-assessment of the strengths and improvement opportunities of their internal controls. Where their results do not meet their performance expectations, they should develop and implement a plan to strengthen their internal controls over a specific period.</p>
<b>Asset management plans to include councils' planned spending on capital projects</b>	
<a href="#">REC 4</a>	<p>All councils should review their asset management plans to confirm that these plans include the proposed timing and cost of their capital projects, including the cost of maintaining these assets over their whole lives. This would help councils identify their future funding needs and provide better information to the department on the timing of capital funding sought by councils.</p>
<b>Review the asset consumption ratio in preparation for the new sustainability framework. Assess whether the actual usage of assets is in line with the asset management plan</b>	
<a href="#">REC 5</a>	<p>All councils should review their asset consumption ratio in preparation for the new sustainability framework to assess whether they are in line with the proposed benchmark.</p> <p>This ratio would inform councils whether their assets have been used in line with their asset management plans. Any variance between the expected and actual usage may either result in additional maintenance to improve the service levels of their assets or to reassess their expectation about asset usage.</p>
<b>Enhance their liquidity management by reporting their unrestricted cash expense ratio and their unrestricted cash balance in monthly financial reports</b>	
<a href="#">REC 6</a>	<p>All councils should enhance their liquidity management by reporting their unrestricted cash expense ratio and their unrestricted cash balance in the monthly financial reports they table in council meetings.</p>



# 1. Overview of entities in this sector

Figure 1A  
Entities in the local government sector



Source: Queensland Audit Office.



## 2. Results of our audits

This chapter provides an overview of our audit opinions for the local government sector.

### Chapter snapshot

**This year, 38 councils had their financial statements certified later than they did in 2019–20.**



#### DEFINITION

We express an **unmodified opinion** when financial statements are prepared in accordance with the relevant legislative requirements and Australian accounting standards.

We issue a **qualified opinion** when financial statements as a whole comply with relevant accounting standards and legislative requirements, with the exceptions noted in the opinion.

We include an **emphasis of matter** to highlight an issue of which the auditor believes the users of the financial statements need to be aware. The inclusion of an emphasis of matter paragraph does not change the audit opinion.



## Audit opinion results

---

### Audits of financial statements

As of the date of this report, we had issued audit opinions for 75 councils (2019–20: 75 councils) and 68 of the entities they control (2019–20: 67 controlled entities). Of the 75 councils we issued audit opinions for:

- 62 (2019–20: 61 councils) met their legislative deadline
- 10 (2019–20: 10 councils) met the extended time frame granted by the minister (the minister for local government may grant an extension to the legislative time frame where extraordinary circumstances exist)
- 3 (2019–20: 4 councils) that received ministerial extensions did not meet their extended time frame.

### Councils' financial statements are reliable

For those councils for which we issued audit opinions, we found the financial statements were reliable and complied with the relevant laws and standards. We included an emphasis of matter in our audit report for Wujal Wujal Aboriginal Shire Council to highlight uncertainty over its ability to repay its debts as and when they arise.

One controlled entity, Local Buy Trading Trust (controlled by the Local Government Association of Queensland Ltd) received a qualified opinion because it was unable to provide us with enough evidence to confirm the revenue it recorded was complete.

We also included emphases of matter in our audit reports for 13 entities controlled by local governments because:

- 9 had decided to wind up their operations
- 2 were reliant on financial support from their parent entities
- one had uncertainty over its ability to repay its debts as and when they arise
- one was not able to demonstrate an account balance was correct.

Not all local government entities are required to prepare financial statements or are required to be audited by the Auditor-General. Appendices [E](#) and [G](#) provide a full list of these entities.

### Status of unfinished audits from previous year

At the time we tabled *Local government 2020* (Report 17: 2020–21) in April 2021, 2 councils and 7 council-related entities had not finalised their 2019–20 financial statements. Except for one council-related entity (Western Queensland Local Government Association), all of them subsequently did so.

Palm Island Aboriginal Shire Council received a qualified opinion regarding the completeness and accuracy of the revenue it reported in its financial statements.

We included an emphasis of matter in our audit opinion for TradeCoast Land Pty Ltd (controlled by Brisbane City Council) to draw attention to a litigation matter.

The other council and the remaining 5 council-related entities all received unmodified opinions.

[Appendix H](#) provides a full list of these entities and the results of their audits.



## Poor financial statement processes continue to impact on the timeliness of reporting

Queensland councils have until 31 October each year to have their financial statements certified. This is 2 months more than Queensland state entities are allowed.

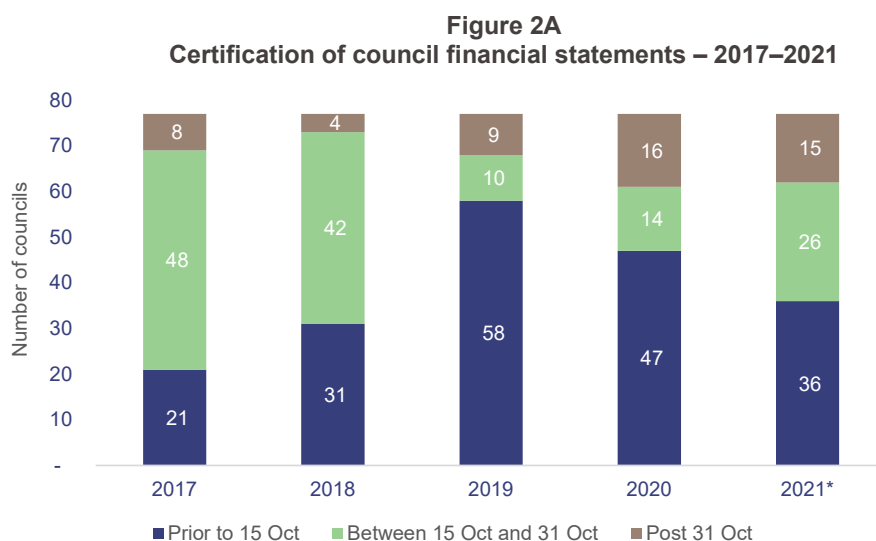
For several years, we have emphasised to councils the importance of having us certify their financial statements ahead of the legislative deadline. By providing audited financial statements early to the community they ensure the information is more current and relevant.

Between the 2016–17 and 2018–19 financial years, councils made significant efforts to reduce the time between the end of the financial year and the dates on which their financial statements were certified. For the year ended 30 June 2019, 58 councils had their financial statements certified 2 weeks before the legislative deadline.

This time frame deteriorated in the 2019–20 financial year when only 47 councils had their financial statements certified 2 weeks prior to the statutory deadline. This was impacted by the COVID-19 pandemic, local government elections, and the need to implement new accounting standards. However, despite councils not facing as many challenges in the 2020–21 financial year, only 36 councils had their financial statements certified 2 weeks prior to the statutory deadline. Overall, this year, 38 councils (49 per cent of councils) had their financial statements certified later than they did in 2019–20. This seems to be linked to the removal of our traffic light reporting mechanism (refer [Appendix J](#)).

Over the last 5 years, 5 councils have regularly failed to meet the legislative deadline for their financial statements. Of these, Palm Island Aboriginal Shire Council and Richmond Shire Council have not met the deadline for the last 3 consecutive years.

Figure 2A shows the time frames for certification of council financial statements over the last 5 years.



Note: \* 2021 (post 31 October) includes 2 councils that are yet to complete their financial statements.

Source: Queensland Audit Office.

Over the years, we have observed councils' ability to meet their legislative reporting deadline has been impacted by ineffective month-end and year-end processes and poor asset management practices.



Local government 2021 (Report 15: 2021–22)

### Ineffective month-end and year-end processes

Councils that have strong month-end processes are better able to produce good quality end of year financial statements and do so in less time. Year-end reporting becomes simpler when standardised monthly accrual accounting processes (recognising revenue and expenses as they are earned or incurred, regardless of when cash has been received or paid) are implemented.

Some examples of strong month-end processes include:

- checking key balances against supporting documents in a timely manner
- keeping general ledgers up to date, particularly with regard to assets
- implementing quality reviews over month-end financial reports by staff independent of those who prepared the reports
- providing complete information that assists councils in their decision-making process – this includes monthly financial reports that are prepared using accrual accounting processes.

This year, we identified 73 deficiencies (weaknesses in processes) in addition to 84 unresolved deficiencies from prior years, across 60 councils where improvement was required to ensure timely and reliable month-end and year-end reporting.

The most common issues were:

- At 31 councils, important balances in the financial statements were not being matched to supporting documents in a timely manner or were not being matched at all.
- At 10 councils, the quality review over month-end and year-end financial reports was either inadequate or non-existent.

This year we asked councils to perform a self-assessment of their financial statement preparation process (discussed further in this chapter). This self-assessment identified that 46 councils (almost two-thirds of the sector) have not adopted accrual accounting processes for key balances in their monthly financial reports. This means that management and councillors are not provided with complete information to make decisions.

We continue to recommend councils improve financial reporting by strengthening their month-end and year-end financial reporting processes. [Appendix D](#) provides the full prior year recommendation and status as at 30 June 2021.

### Asset management, maintenance of asset data, and asset valuation continue to present challenges

This year, 5 councils did not meet their legislative time frames because they were unable to have their asset valuations completed in time. In addition, 9 councils (2019–20: 9 councils) have recognised assets of \$108 million (2019–20: \$230 million) in their financial statements for the first time, even though these assets existed in prior years. This is due to not maintaining good asset data in their systems.

Common issues we continue to see with asset management, asset valuation, and asset data maintenance processes are:

- delays in engaging with external valuers in determining fair values (the amounts for which the assets could be sold in a fair transaction), resulting in delays in preparing financial statements
- individual parts of assets not being recorded correctly, resulting in incorrect values being assigned to the assets
- inadequate review of information provided by external valuers, resulting in a number of errors (identified by the auditors) and increasing the amount of time needed to complete the audit of the financial statements.



Asset management is critical to the long-term sustainability of councils. If they do not budget appropriately for the significant cost of maintaining, replacing, or upgrading assets (such as roads), they risk being unable to provide safe and consistent services.

We continue to find councils with asset management plans that are not current or complete. This year, we identified 11 councils (2019–20: 11 councils) who either had out-of-date or incomplete asset management plans. This may negatively affect their ability to maintain their assets to meet the needs of their communities.

This is particularly important for large and growing councils, due to their larger asset base and the changing needs of their communities. However, all councils need a good asset management plan to ensure their assets are maintained at a level that services their communities and meets their expectations.

A good asset management plan is reliant on good asset data, which should be maintained in councils' financial systems as well as in their geographical information systems. (Councils use geographical information systems to capture, store, and manage detailed components of assets such as roads, bridges, and dams.) Data in these 2 systems should always match, and any differences should be resolved in a timely manner.

We continue to recommend councils improve their asset valuation and asset management practices. [Appendix D](#) provides our full recommendation from 2020–21, which still requires further action by councils.

We are currently undertaking a performance audit on improving asset management in local government. Our audit is examining whether councils are effectively managing their infrastructure assets to maximise services to the community, while minimising the total cost of owning these assets.

## While councils have self-assessed their financial statement preparation processes as 'mature', many still need improvement

---

This year, we asked councils to undertake a self-assessment of their financial statement preparation processes using the maturity model on our website at [www.qao.qld.gov.au/reports-resources/better-practice](http://www.qao.qld.gov.au/reports-resources/better-practice). The model considers the size, nature, and unique challenges of each council (including the geographical location) when assessing the maturity of financial statement preparation processes. This is in recognition of the fact that what works for a council in a large city may not necessarily work for a council in a regional town.

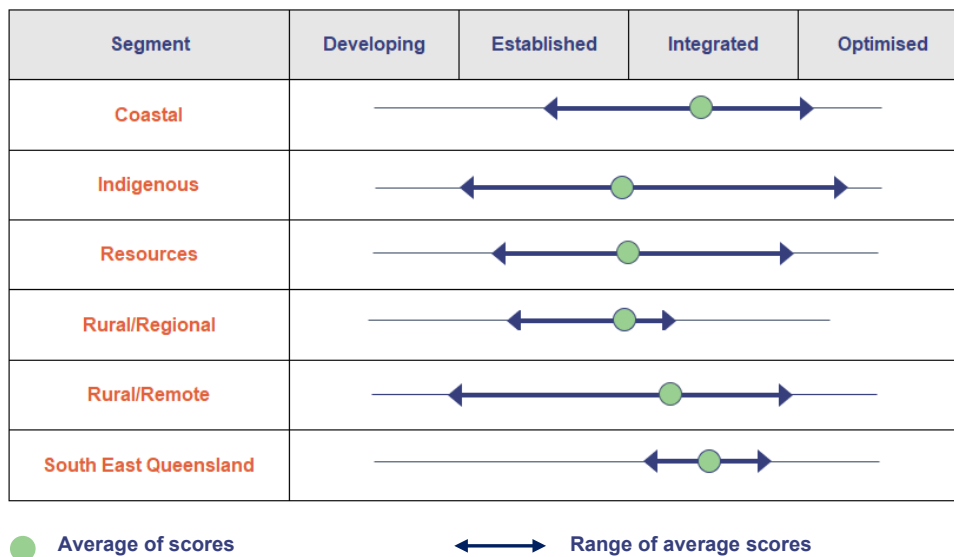
By self-assessing their current practices, councils can identify opportunities to strengthen their financial statement processes.

In Figure 2B, we have summarised the maturity levels for the sector at a segment level (as defined by the Local Government Association of Queensland – refer [Appendix B](#)) based on councils' self-assessed scores. This graph shows the minimum and maximum score for each component of the model, and the average of all scores. Individual scores for each council vary.



Local government 2021 (Report 15: 2021–22)

**Figure 2B**  
Self-assessed maturity levels per council segment

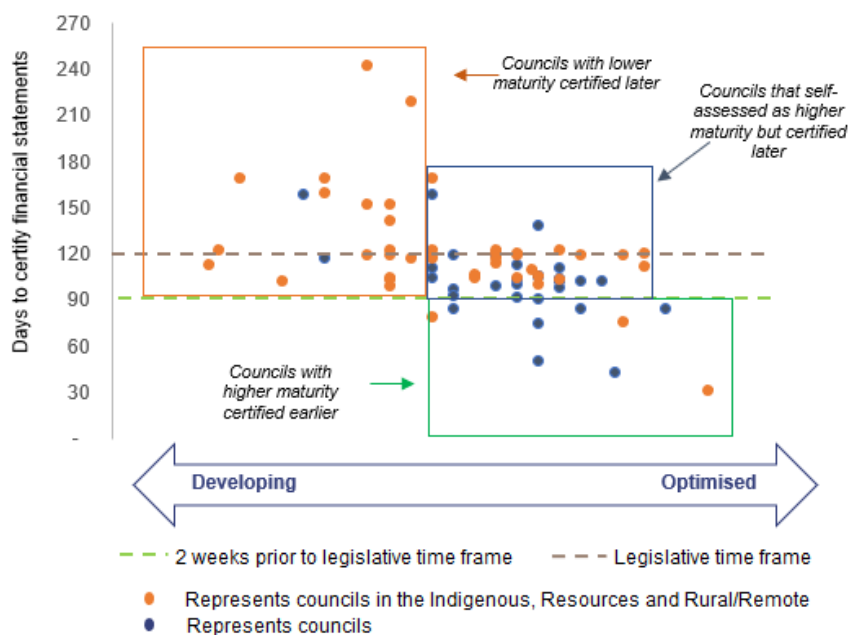


Source: Queensland Audit Office.

The time it takes to have the financial statements certified is directly related to how strong or weak a council's financial statement processes are. The stronger the processes, the better prepared councils are to have their financial statements certified within a reasonable time after 30 June.

In Figure 2C, we have compared the self-assessed maturity levels and the number of days it has taken councils to have their financial statements certified for the 2020–21 financial year.

**Figure 2C**  
Maturity level and timeliness in having financial statements certified



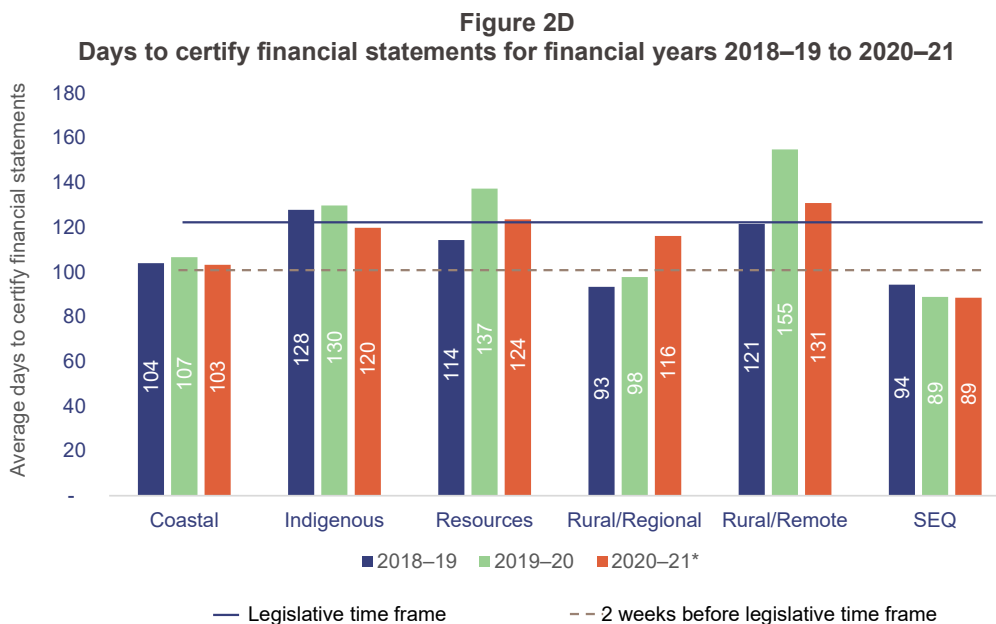
Source: Queensland Audit Office.



We would expect that those councils with higher maturity scores should be able to have their financial statements certified within a reasonable time after 30 June each year. Councils with lower maturity scores generally take longer.

While this holds true for the majority, as demonstrated in Figure 2C above, 22 councils have self-assessed their maturity to be relatively high but were unable to have their financial statements certified earlier. Of these, 14 councils are within the Indigenous, Resources and Rural/Remote segments.

In Figure 2D, we have shown the average number of days it has taken all segments to have their financial statements certified from 30 June for the 2018–19 to 2020–21 financial years.



Note: \* Richmond Shire Council in the Rural/Remote segment and Palm Island Aboriginal Shire Council in the Indigenous segment have not completed their financial statements for the 2020–21 financial year and have been excluded in the average days calculation for financial year 2020–21.

Source: Queensland Audit Office.

In most years, the average days taken by the Indigenous, Resources and Rural/Remote segments to have their financial statements certified has exceeded the legislative deadline – suggesting that this is a systemic issue for many councils in these segments. These 3 segments have generally found it difficult to attract and retain qualified staff – which has resulted in poor processes, which in turn has affected the timeliness and quality of the financial statements over the years.

**Recommendation for all councils**

Reassess the maturity levels of their financial statement preparation processes in line with recent experience to identify improvement opportunities that will help facilitate early certification of financial statements (REC 1)

All councils should reassess their initial self-assessment against the financial statement maturity model and compare this to their recent financial statement preparation experiences.

Councils should also reflect on their processes from the 2018–19 financial year that enabled them to have their financial statements certified earlier. Together, these reflections will identify improvement opportunities to assist elected members and their executives to improve the timeliness of certification of financial statements.



## 3. Internal controls

Internal controls are the people, systems, and processes that ensure an entity can achieve its objectives, prepare reliable financial reports, and comply with applicable laws. Features of an effective internal control environment include:

- a strong governance framework that promotes accountability and supports strategic and operational objectives
- secure information systems that maintain data integrity
- robust policies and procedures, including appropriate financial delegations
- regular management monitoring and internal audit reviews.

This chapter reports on the effectiveness of councils' internal controls and provides areas of focus for improvement. When we identify weaknesses in the controls, we categorise them as either 'deficiencies', which need to be addressed over time, or 'significant deficiencies', which are high risk and need to be addressed immediately.

### Chapter snapshot

**Fewer significant issues were raised in 2020–21 than last year, but more than two-thirds of existing significant issues are taking more than a year to resolve**

**70** new recommendations to address significant deficiencies

raised with councils during the year (95 in 2019–20)

**127** unresolved recommendations to address significant deficiencies at the end of the year

Councils should prioritise addressing these vulnerabilities (140 in 2019–20)

**83** significant deficiencies resolved by councils

(88 in 2019–20)

**817** recommendations to address deficiencies

made to councils to improve internal controls (790 in 2019–20)



**2** new recommendations to councils

- Assess their audit committees against the actions in our 2020–21 audit committee report
- Improve their overall control environment



**7** prior year recommendations to councils that need further action

Appendix D provides the full detail of all prior year recommendations.

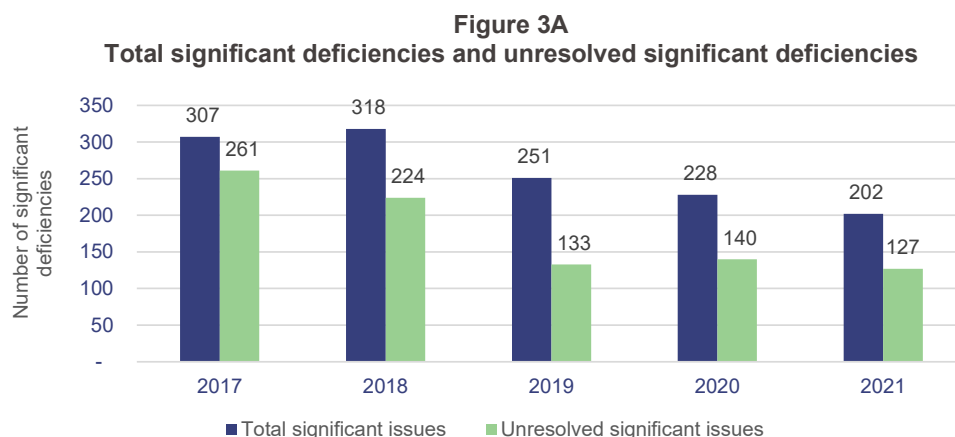
**1** prior year recommendation to the department that needs further action

Appendix D provides the full detail of all prior year recommendations.



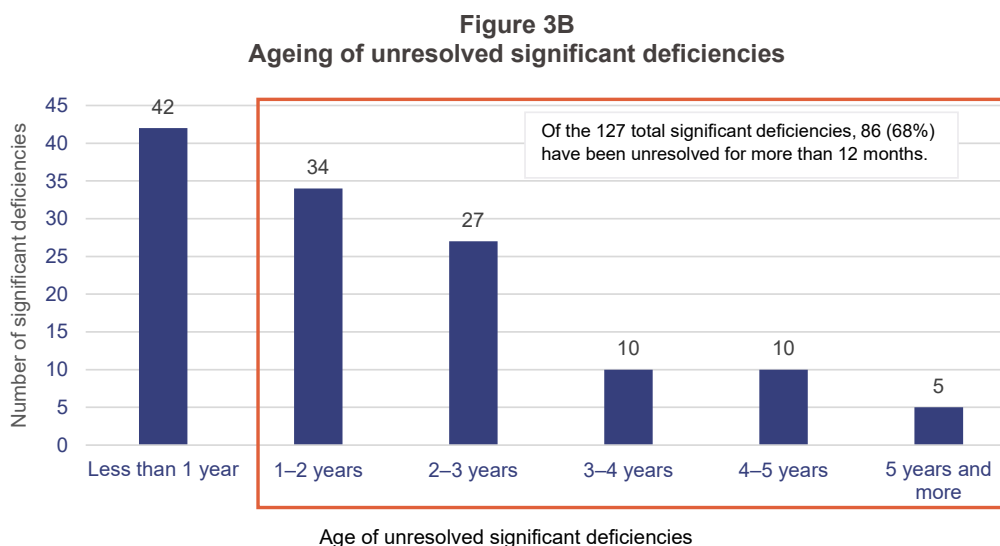
## There are fewer unresolved significant deficiencies, but strong governance is still needed to improve the control environment

Over the last 5 years, councils have made significant progress in reducing the number of unresolved significant deficiencies relating to internal controls. Figure 3A shows the total significant deficiencies we have identified in the sector, along with the number that have remained unresolved over the last 5 years.



Source: Queensland Audit Office.

Although the number of unresolved significant deficiencies has been reducing, 68 per cent of them have been unresolved for more than 12 months, as shown in Figure 3B.



Source: Queensland Audit Office.

A significant deficiency is a deficiency or a combination of deficiencies that requires immediate remedial action. When a significant deficiency is identified, councils should allocate enough resources to resolve it as a matter of priority. If remedial action is not taken in a timely manner, significant deficiencies may result in substantial financial or reputational loss to councils – which in turn may impact on their financial sustainability (see [Appendix J](#) for details of our assessments of councils' financial governance).





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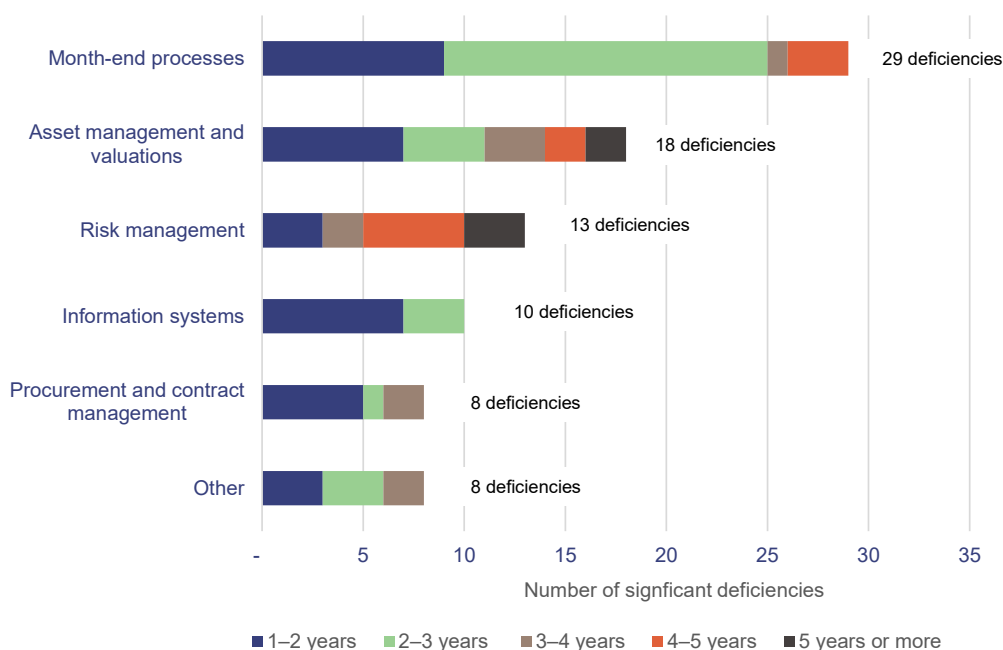
Councils that have strong leadership and governance – which includes having an effective audit committee and internal audit function – together with qualified staff, generally have resolved their significant deficiencies in a timely manner.

As at 30 June 2021, we note that:

- 57 per cent of the unresolved significant deficiencies were at councils that did not have an effective audit committee and an internal audit function (this is discussed later in this chapter)
- 52 per cent of the unresolved significant deficiencies were at councils that have a higher risk of being financially unsustainable.

Figure 3C shows the common significant deficiencies that have been unresolved for more than one year.

**Figure 3C**  
Common significant deficiencies unresolved for more than one year



Source: Queensland Audit Office.

These unresolved significant deficiencies in Figure 3C have been identified for several years. This is discussed later in this chapter.

### Audit committees and internal audit functions

Audit committees provide oversight of an entity’s internal control environment, financial reporting processes, risk management, and internal and external audit functions. Audit committees also hold management to account in overseeing the timely resolution of audit issues and would help councils take appropriate action on the long outstanding issues across the sector.

For several years, we have stressed the importance of audit committees and internal audit functions in strengthening the control environments of councils.

Despite this, as at 30 June 2021, there are still 15 councils (30 June 2020: 16 councils) that did not have an audit committee. In addition, 2 councils had audit committees that did not meet during the year, and 3 councils had committees that met only once. Councils who met less than twice during the year did not meet their minimum requirements (2 meetings) under the legislation.



In all, this means 20 councils did not have an audit committee function established at 30 June 2021.

An internal audit function further strengthens a council's control environment by assisting councillors and management to improve internal controls, risk management and governance processes through independent reviews.

Every council in Queensland is required to have an effective internal audit function under the legislation. Yet, at 30 June 2021, 12 councils were in breach of the legislation – 6 councils (30 June 2020: 7 councils) did not have an internal audit function and another 6 councils with an internal audit function did not have any audit activity during the 2020–21 financial year (7 in 2019–20).

In our report *Effectiveness of audit committees in state government entities* (Report 2: 2020–21), we identified several actions for entities and audit committee chairs to improve the effectiveness of their audit committees. We plan to undertake a similar review of the effectiveness of audit committees in local government in coming years.

#### Recommendation for all councils

Assess their audit committees against the actions in our 2020–21 audit committee report (REC 2)

Those councils who have an audit committee function, and those that are looking to establish one, should consider implementing the actions we have identified in our report *Effectiveness of audit committees in state government entities* (Report 2: 2020–21). This would improve the effectiveness of their audit committees, with flow-on benefits to council governance and performance.

## Common internal control deficiencies across the sector

In all, 47 councils have at least one significant deficiency that needs to be addressed. Many of these deficiencies are the same as those identified in our prior year recommendations that still required further action as at 30 June 2021. (Refer to [Appendix D](#) for full recommendations and status of implementation.)

We recommend councils address these internal control deficiencies to help strengthen their control environments.

### Weaknesses in information system controls are prevalent across the sector

Local governments rely on information technology systems to operate their businesses and prepare their financial statements. They must have strong controls over who has access to the systems and over the information in them. Weaknesses in information technology controls increase the risk from cyber attacks, undetected errors and potential financial loss, including through fraud.

Last year, in *Local government 2020* (Report 17: 2020–21), we reported that the most common internal control deficiency across councils related to the security of information systems. In that report – and in all our public sector reports that year – we recommended that entities strengthen the security of their information systems.

This year, our audits identified 67 new internal control deficiencies with respect to councils' information systems. These are in addition to the 28 information systems internal control deficiencies that are unresolved from previous years. As at 30 June 2021, 45 councils (30 June 2020: 32 councils) did not have sufficient controls in place to protect their information systems.

The most common weaknesses in information systems controls were in relation to incorrect levels of system access assigned to staff, which can lead to the processing of transactions that have not been correctly authorised. Councils should ensure their staff have an appropriate level of access to information systems to perform their role within the organisation, but no more than that.



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Since the start of the COVID-19 pandemic, cyber threats have intensified in frequency and sophistication. This makes it even more important that organisations promptly fix any weaknesses in their systems.

This year, there has also been a significant increase in malware (malicious software intended to create damage to a computer, network, or server) threats. This is consistent with the Australian Cyber Security Centre *ACSC Annual Cyber Threat Report 2020–21*, which noted a 15 per cent increase in ransomware cyber crime (malware that blocks access to a device and data until the owner pays a ransom fee) reported to its ReportCyber website since 2019–20.

Another critical element in managing the risk of a cyber incident is to provide adequate training to staff on cyber threats and educate them on the impact such incidents have on councils' operations.

In our report *Local government entities: 2018–19 results of financial audits* (Report 13: 2019–20), we recommended councils develop and implement mandatory cyber security awareness training for all staff. As of this year, 20 councils had not provided this training to their staff.

### Councils are not adequately managing their risks

Councils operate in a complex environment and continue to face change and uncertainty. They must identify and manage risk effectively in order to have the ability to deliver the desired outcomes to their communities.

This year, we found that 22 councils (2019–20: 29 councils) still do not have enough processes in place to identify and manage risk. Commonly, they:

- either do not have a risk management framework, or have one that is outdated
- do not have a complete risk register that captures the risks they are exposed to
- either have no business continuity and disaster recovery plans, or have plans in draft forms that have neither been approved nor tested to confirm they would be effective in the event of a disaster
- have either not completed a fraud risk assessment or have not adequately assessed their risk of fraud.

### Procurement and contract management practices are still weak

Each year, the local government sector spends approximately \$8 billion in procuring goods and services from various suppliers and service providers.

To achieve value for money from their purchasing activities, councils need to ensure that they have strong procurement and contract management practices. As at 30 June 2021, 29 councils (2019–20: 31 councils) still had weak practices. Of these, 19 councils have not addressed these weaknesses for more than 12 months.

Common weaknesses we noted were that councils:

- were not obtaining sufficient tenders/quotes for the purchase of goods or services. This means that these councils were not ensuring if they were getting the best price for the goods and services they procured
- were procuring goods prior to entering into an agreement with the supplier. This could lead to disagreements over the terms of the purchase
- either did not have a contract register (which includes key information about all contracts, including dates and values) or had incomplete contract registers. In both cases, they were not able to effectively manage their contracts
- were not performing checks when changes were made to vendor information (which could mean payments could be misdirected).



## Assessment tools for internal controls

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We are developing new assessment tools for internal controls relevant to public sector entities. They will provide the entities with greater insight into the strength of their internal control processes.

These tools focus on asset management, change management, culture, governance, grants management, information systems, monitoring, procure-to-pay (the whole procurement process), record keeping, and risk management.

We are currently consulting with our clients on these tools and intend to begin using them in our audits from 2021–22. Our reporting on internal control deficiencies will not change.

### **Recommendation for all councils**

#### Improve their overall control environment (REC 3)

All councils should use the annual internal control assessment tool available on our website to perform an initial self-assessment of the strengths and improvement opportunities of their internal controls. Where their results do not meet their performance expectations, they should develop and implement a plan to strengthen their internal controls over a specific period.



## 4. Financial performance

This chapter analyses the financial performance of councils, with emphasis on their financial sustainability.

### Chapter snapshot

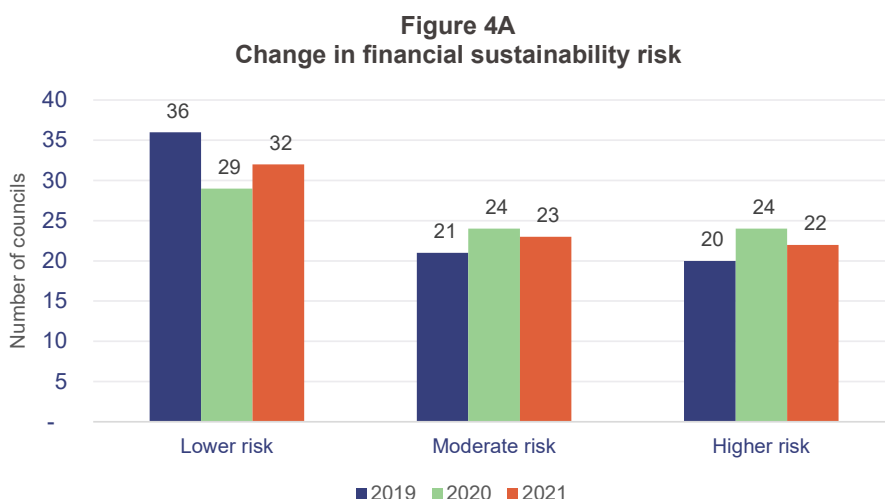
**The sector’s revenue has increased at a higher rate than its expenses**



Note: The implementation of new accounting standards contributed to a 22 per cent increase in the sector’s total liabilities. This increase largely related to one South East Queensland council.

**The sector’s financial sustainability has improved since 2019–20, but is still below pre-pandemic levels**

Figure 4A shows the change in financial sustainability over the last 3 years. Refer to Appendix I for definitions of lower, moderate, and higher financial sustainability risk.



Source: Queensland Audit Office.



## Common challenges in achieving financial sustainability

Local governments were established to provide 4 essential services to their communities – roads, water, waste collection, and wastewater. However, local governments in regional Queensland (which represent 70 per cent of the sector in terms of the number of councils) provide various other services to their communities, such as airports, and child and aged care centres.

In more populous areas, these services are generally provided by private sector entities, but they are often not financially viable in regional parts of the state. As such, regional local governments take the responsibility of providing these services to meet the needs of their communities. In most cases, the cost of providing these services outweighs the revenue they generate.

Geographically, Queensland is a large state (almost twice the size of New South Wales and Victoria combined). Given the vast nature and diverse spread of the local government areas, each community is very reliant on its own local economy. The further these communities are away from larger cities, the lower their population density and the lower the number of businesses offering employment opportunities. As a result, local governments in regional Queensland become the primary employers in their regions.

In addition, Queensland has a smaller population (when compared to New South Wales and Victoria). This means it has less ability to generate revenue – particularly from general rates, the primary source of revenue for councils, which are used to maintain a significant amount of infrastructure to meet the needs of communities. Having a low revenue base and a large infrastructure asset base to maintain adds significant financial pressure to councils in Queensland.

These factors make it difficult for councils, especially in regional Queensland, to be financially sustainable.

In Figure 4B, we have compared some of the relevant statistics in Queensland, New South Wales, and Victoria.

**Figure 4B**  
Comparison of land area, population, businesses and employment  
in Queensland, New South Wales, and Victoria

State	Land area km <sup>1</sup> in '000	Working population <sup>1</sup>	Number of businesses <sup>1</sup>	People employed per km <sup>2</sup>	Rates revenue per km <sup>2</sup>
Queensland	1,800	2,666,600	921,600	1.48	\$3,921
New South Wales	809	4,160,000	1,635,213	5.14	\$7,431
Victoria	227	3,471,300	1,310,965	15.29	\$28,577

Note: <sup>1</sup> sourced from Australian Bureau of Statistics; <sup>2</sup> calculated by Queensland Audit Office.

Source: Queensland Audit Office.

As a result of these factors, many Queensland local governments have, over the years, relied on grants from the Queensland and Australian governments to sustain their operations and replace/construct community assets.



## Financial sustainability measures – now and in future

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The financial sustainability of councils in Queensland is measured using the following legislated ratios, which are explained in the *Financial Management (Sustainability) Guideline 2013*:

- operating surplus ratio – the extent to which operating revenues (revenues generated by councils from their day-to-day business) cover operating expenses
- net financial liabilities ratio – the extent to which the operating revenues can meet liabilities
- asset sustainability ratio – the extent to which assets are replaced as they reach the end of their useful lives (number of years an entity expects to be able to use an asset).

All councils, regardless of their nature, size and unique challenges, have been expected to use these ratios and achieve the same target benchmarks (detailed in [Appendix I](#)) to measure their financial sustainability. The department has recognised that this one size fits all approach could be improved and is developing a new financial sustainability framework.

Consultation is taking place with councils and other stakeholders in the local government sector on the new framework, which is expected to be implemented in the 2023–24 financial year.

The new framework will introduce various ratios to measure councils' operational and asset sustainability. The benchmark for each ratio will vary depending on the category of a council. How councils will be categorised is yet to be determined in the new framework.

## The overall financial sustainability of the sector has improved but is still below pre-pandemic levels

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Councils have started to recover from the financial impacts of the COVID-19 pandemic. In the 2020–21 financial year:

- 6 councils shifted their financial sustainability risk from moderate to low and 2 councils shifted their financial sustainability risk from high to moderate. Of these 8 councils, 4 achieved this shift by generating operating surpluses.

Of the remaining councils, 3 councils paid down their debts substantially to improve their net financial liability ratio and one council invested more in its assets to improve its asset sustainability ratio

- 3 councils' financial sustainability risk increased (from low to moderate). Of these councils, 2 experienced an operating deficit.

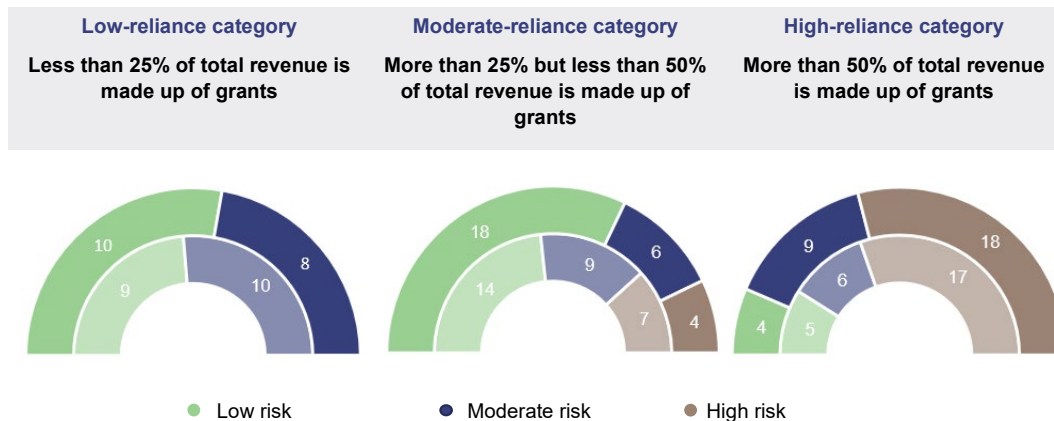
### Reliance on grants

Given the significant role grants play in the operations of some local governments, this year we have continued to group councils and analyse their financial sustainability risk based on their dependency on grants.

Figure 4C shows the financial sustainability risk of councils, categorised by their reliance on grant revenue.



**Figure 4C**  
**Councils' risk of financial sustainability categorised by reliance on grant revenue – 2019–20 to 2020–21**



Note: Light shaded (inner) colours represent financial year 2019–20 and the dark shaded (outer) colours represent financial year 2020–21.

Source: Queensland Audit Office.

This year, 3 more councils have become highly reliant on grants and one less council has a low reliance on grants. This was expected, given additional grants were made available to councils to help them recover from the COVID-19 pandemic.

As at 30 June 2020, these councils were close to the thresholds (25 per cent and 50 per cent respectively) for being classified under the moderate and high reliance categories, but none of them experienced a change in financial sustainability risk as a result of their increased reliance on grants.

Grant funding to local governments is provided for operational (day-to-day business) and capital purposes (for building/maintaining community assets). In last year's report, we recommended the department provides greater certainty over long-term grant funding. Such certainty would allow councils to develop strategies to attract new industries and people to their areas and maximise any investment that is made in community assets (such as roads).

The department has partially implemented this recommendation, with 2 capital grants in the 2020–21 financial year being offered as a 3-year program. It is undertaking further reviews to offer long-term funding for future capital grants.

Councils are best placed to know what their long-term funding needs are – most of which are to acquire a new asset, replace an existing asset or renew a current asset (together known as capital projects). Spending for these capital projects is significant and is usually incurred over more than one financial year.

An effective asset management plan would inform councils on the timing and cost of their capital projects, including the cost of maintaining these assets – and allow them to have meaningful discussions with the department about their long-term funding needs. This will also provide better information to the department on the timing of capital funding required by councils.

<p><b>Recommendation for all councils</b></p> <p>Asset management plans to include councils' planned spending on capital projects (REC 4)</p>
<p>All councils should review their asset management plans to confirm that these plans include proposed timing and cost of their capital projects, including the cost of maintaining these assets over their whole life. This would help council identify their future funding needs and provide better information to the department on the timing of capital funding sought by councils.</p>

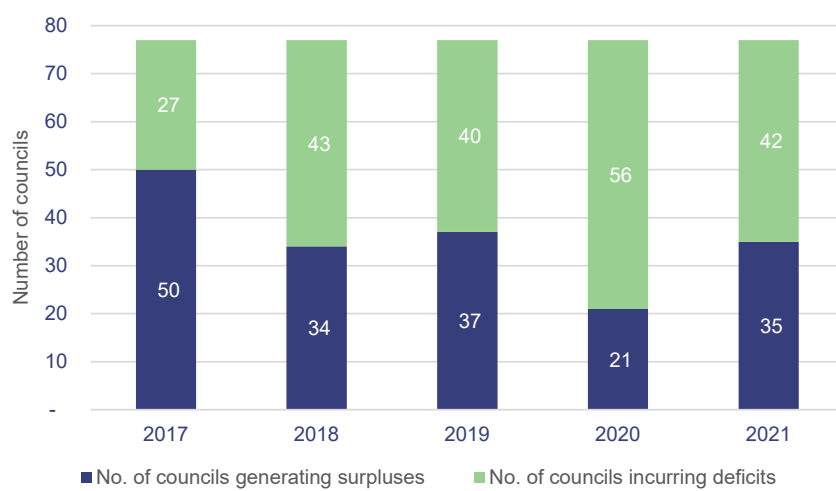




## While councils are recovering from the financial impact of the COVID-19 pandemic, they are still finding it challenging to generate surpluses

For the 2020–21 financial year, 35 councils (2019–20: 21 councils) generated operating surpluses. This is an improvement on last year and is consistent with the results before the pandemic.

**Figure 4D**  
**Number of councils generating operating surpluses and incurring deficits – 2017–2021**



Source: Queensland Audit Office.

As discussed earlier in this chapter, Queensland councils – particularly those in rural and remote regions – face a number of challenges. These can impede their ability to generate operating surpluses. For these councils, some alternate ratios to measure financial sustainability need to be considered.

One such ratio is the *unrestricted cash expense ratio*. It assesses the number of months a council could continue to operate, using only its unrestricted cash balance (unrestricted cash is money that is not required to be spent on specific things, for example, construction of an asset), based on its current monthly expenses.

In our report, *Local government entities: 2017–18 results of financial audits* (Report 18: 2018–19) we highlighted the importance of this ratio to the sector. The department, in its proposed financial sustainability framework, is considering mandating this ratio for all councils. Under the draft framework, the benchmark for this ratio would depend on the categorisation of councils, which is yet to be determined.

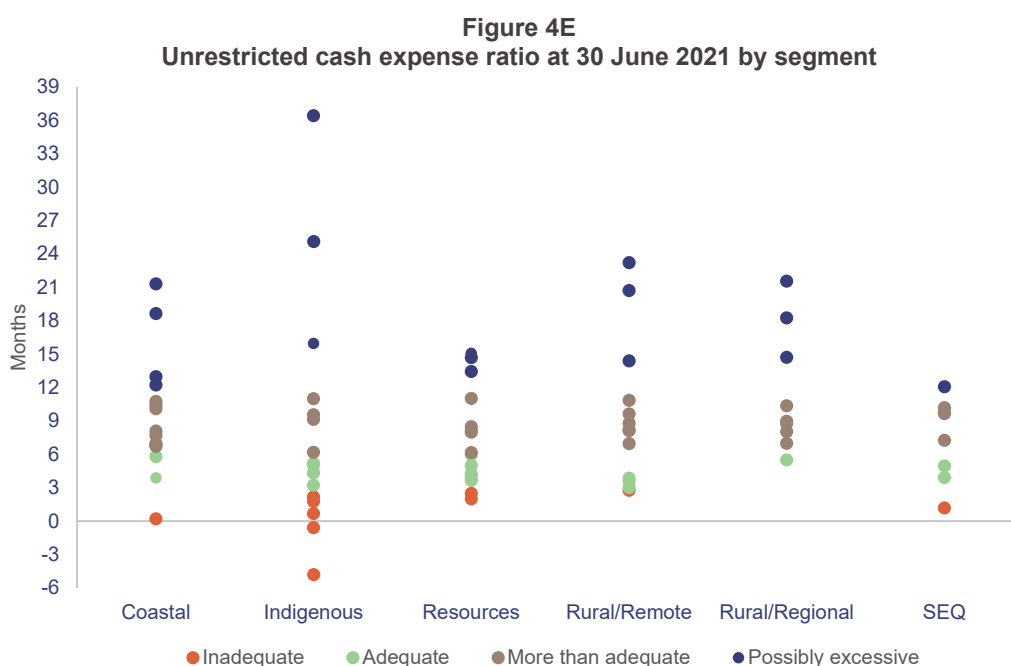
The unrestricted cash expense ratio provides information to councillors and executive management on how much cash is available for the council’s operational and emergent spending. As such, this is a key liquidity ratio that should be reported in councils’ monthly financial reports, regardless of whether the department mandates this ratio in the new sustainability framework.



We expect that councils would generally have between 3 and 6 months of unrestricted cash reserves at any point in time. This will, however, be impacted by their rating periods – generally being either quarterly or biannual. The following benchmarks, commonly reported in other Australian jurisdictions, assess the adequacy of cash balances held as:

- inadequate – less than 3 months
- adequate – 3 to 6 months
- more than adequate – 6 to 12 months
- possibly excessive – greater than 12 months.

Figure 4E shows each council's unrestricted cash expense ratio at 30 June 2021. Given the categorisation of councils is currently being determined under the proposed framework, for the purpose of our analysis we have categorised councils based on the segments as defined by the Local Government Association of Queensland.



Source: Queensland Audit Office.

On 30 June 2021, 11 councils had inadequate cash reserves, which suggests that these councils may not have good cash management processes. Good cash management processes ensure that councils have maintained sufficient cash balances to meet their planned operational expenses, and any unforeseen expenditure that may arise. Some principles of good cash management are:

- preparing a thorough and realistic budget and cashflow forecast
- periodically measuring actual performance against budget, and resetting the budget where necessary
- collecting revenue from rate payers and granting bodies in a timely manner
- avoiding unplanned spending where possible.

Some councils manage their cash position by using overdraft facilities (loans) available through the Queensland Treasury Corporation. These loans are short term in nature and are available for councils to drawdown as and when needed with the expectation that the loan is repaid when a council's cash balance improves. To access these overdraft facilities, councils need to demonstrate their ability to generate sufficient revenue to repay the loan.



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Councils with poor cash management processes combined with consistent operating deficits would not have the ability to pay down these loans and, consequently, would be unlikely to secure such an overdraft facility.

Of these 11 councils, 2 councils have a negative unrestricted cash balance, meaning they have likely used grant funding received for specific purposes (such as to construct a community asset) for their day-to-day operations. This would represent a breach of their grant agreements.

Large unrestricted cash expense ratios should be supported by robust long-term capital budgeting, risk management and investment strategies. Strategies for holding cash are appropriate where councils have specific projects planned and have made an informed decision to not use debt due to their inability to make repayments while maintaining council service levels.

On 30 June 2021, 17 councils have cash reserves that are 'possibly excessive'. Of these, 6 councils' unrestricted cash reserves are more than their borrowings with Queensland Treasury Corporation. If these councils have no specific planned projects that would require them to spend their cash reserves, they could consider paying down some of their borrowings. This will reduce the interest costs on their borrowings, and consequently improve their financial performance.

While the unrestricted cash expense ratio is a good ratio for assessing operational performance, it is a point-in-time measure – meaning it does not measure councils' performance for the entire financial year. However, reporting this ratio on a regular basis, together with the balance of unrestricted cash, would assist elected members and executives in making appropriate financial decisions.

**Recommendation for all councils**

Enhance their liquidity management by reporting their unrestricted cash expense ratio and their unrestricted cash balance in monthly financial reports (REC 6)

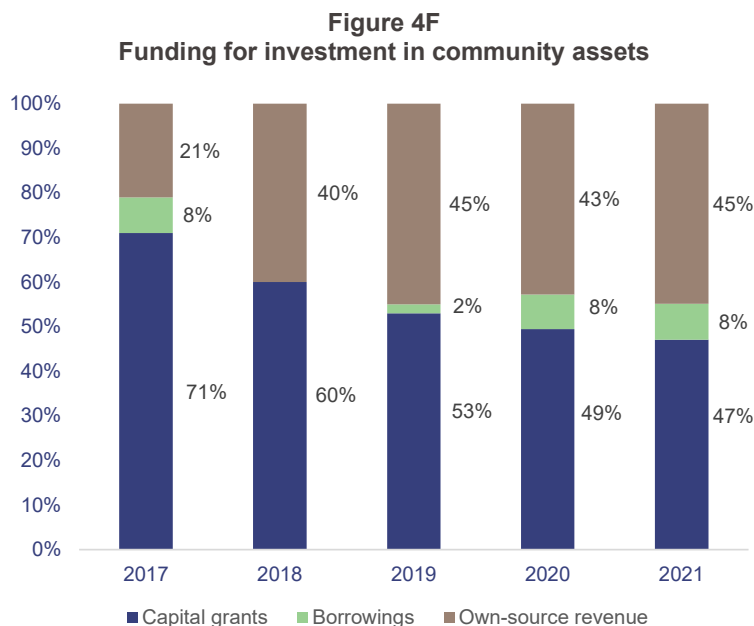
All councils should enhance their liquidity management by reporting their unrestricted cash expense ratio and their unrestricted cash balance in the monthly financial reports they table in council meetings.

## The sector continues to invest in community assets while keeping debt levels relatively low

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Councils continue to invest in community assets. For the 2020–21 financial year, total investment in community assets was \$4.2 billion (2019–20: \$4.2 billion). Funding for this investment was through a combination of capital grants, borrowings, and own-source revenue (revenue earned by councils from their day-to-day business), as shown in Figure 4F.





Source: Queensland Audit Office.

As shown in Figure 4F, while the reliance on borrowings has increased, the borrowing levels have remained low across the sector. The total borrowings of the sector at 30 June 2021 were \$6.2 billion (30 June 2020: \$5.83 billion). This represents only 5 per cent of the value of community assets at 30 June 2021 (30 June 2020: 5 per cent).

One of the key responsibilities of local governments is to ensure that their assets are sustainable – meaning their assets meet the needs and expectations of their communities. Under the department's guidelines, this is currently measured using the asset sustainability ratio, which approximates the extent to which councils replace their assets as they reach the end of their useful lives. In our previous reports, we have drawn attention to the fact that this ratio has its shortcomings and should be complemented with some additional ratios.

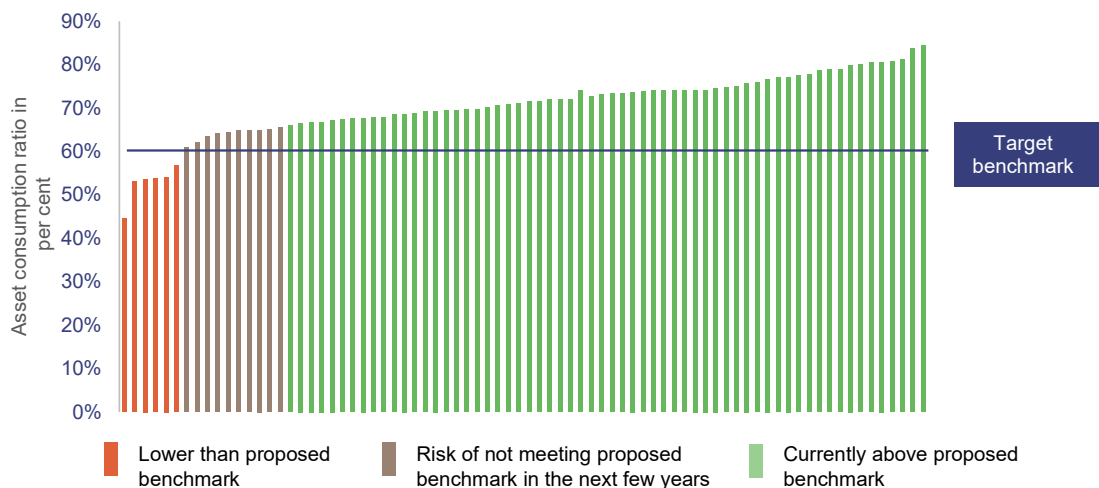
In the proposed framework, the department has considered some additional ratios for councils to supplement the current ratio to measure asset sustainability. One such ratio is the *asset consumption ratio*. This measures the current value of assets relative to what it would cost to build a new asset with the same benefit to the community.

Figure 4G shows the asset consumption ratio for all councils as at 30 June 2021. The proposed benchmark for this ratio is set at 60 per cent for all councils; as such, our analysis did not categorise councils by segment. We have grouped councils based on their asset consumption ratio, as follows:

- lower than proposed benchmark – where councils' asset consumption ratio is below 60 per cent
- risk of not meeting proposed benchmark in the next few years – where councils' asset consumption ratio is between 61 and 65 per cent
- currently above proposed benchmark – where councils' asset consumption ratio is greater than 65 per cent.

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**Figure 4G**  
**Asset consumption ratio for all 77 councils as at 30 June 2021\***



Note: Each line in the graph represents a council. Names of the councils have been withheld.

\* The 2020–21 audits for Palm Island Aboriginal Shire Council and Richmond Shire Council are unfinished. The asset consumption ratios for these councils are based on the audited 2019–20 financial statements.

Source: Compiled by Queensland Audit Office.

As at 30 June 2021, 6 councils have an asset consumption ratio of less than 60 per cent. This suggests they have used more than 40 per cent of their asset value and risk the possibility of their assets not meeting community expectations.

Another 10 councils have an asset consumption ratio of between 61 per cent and 65 per cent. While this is still within the proposed benchmark, if these councils do not take action to maintain their assets appropriately, they run the risk that they will not meet their communities' needs over the next few years.

Of these, 5 councils' asset management plans are outdated – meaning they do not have appropriate plans to maintain their assets at the level expected by their communities.

One of the shortcomings of the current measure – the asset sustainability ratio – is that it is positively skewed towards councils that are highly reliant on grants to replace their assets. As grant funding is used to replace assets, the expenditure on renewals is inflated in these councils, thus inflating the ratio.

This often occurs in councils in certain regions of Queensland that are impacted by natural disasters each year. These councils generally do not generate enough revenue to fund the replacement of their assets and are reliant on natural disaster funding for this purpose.

Of the 16 councils mentioned above, 9 have achieved the target ratio for asset sustainability. This is because, together, they have received \$276 million in natural disaster funding over the last 5 years to assist with replenishing their assets. All these councils have either a moderate or high reliance on grants and have a combined average operating surplus ratio of negative 11 per cent. This indicates that they would not have the ability to replace their assets if they were not provided with natural disaster funding.

The asset consumption ratio is an alternate measure that would help councils in determining whether the amount of assets being used is in line with their expected level (as per their asset management plan). While this is a good measure for all councils to adopt, this is more important for those councils that are highly reliant on grants for the reasons mentioned above.



Where assets are being used more than their expected levels, councils will need to invest more in those assets to ensure they are brought up to the standard that will meet the needs of their communities. On the other hand, where assets are not used as much as expected, councils will need to revisit their asset management plans to assess whether their estimates of the assets' useful lives are appropriate.

**Recommendation for all councils**

Review the asset consumption ratio in preparation for the new sustainability framework. Assess whether the actual usage of assets is in line with the asset management plan (REC 5)

All councils should review their asset consumption ratio in preparation for the new sustainability framework to assess whether they are in line with the proposed benchmark.

This ratio would inform councils whether their assets have been used in line with their asset management plans. Any variance between the expected and actual usage may either result in additional maintenance to improve the service levels of their assets or to reassess their expectation about asset usage.



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# Appendices

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## A. Full responses from entities

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As mandated in Section 64 of the *Auditor-General Act 2009*, the Queensland Audit Office gave a copy of this report with a request for comments to the Director-General, Department of State Development, Infrastructure, Local Government and Planning. We also provided a copy to all 77 councils and gave them the option of providing a response.

This appendix contains the detailed responses we received.

The heads of these entities are responsible for the accuracy, fairness, and balance of their comments.





Local government 2021 (Report 15: 2021–22)

## Comments received from Director-General, Department of State Development, Infrastructure, Local Government and Planning



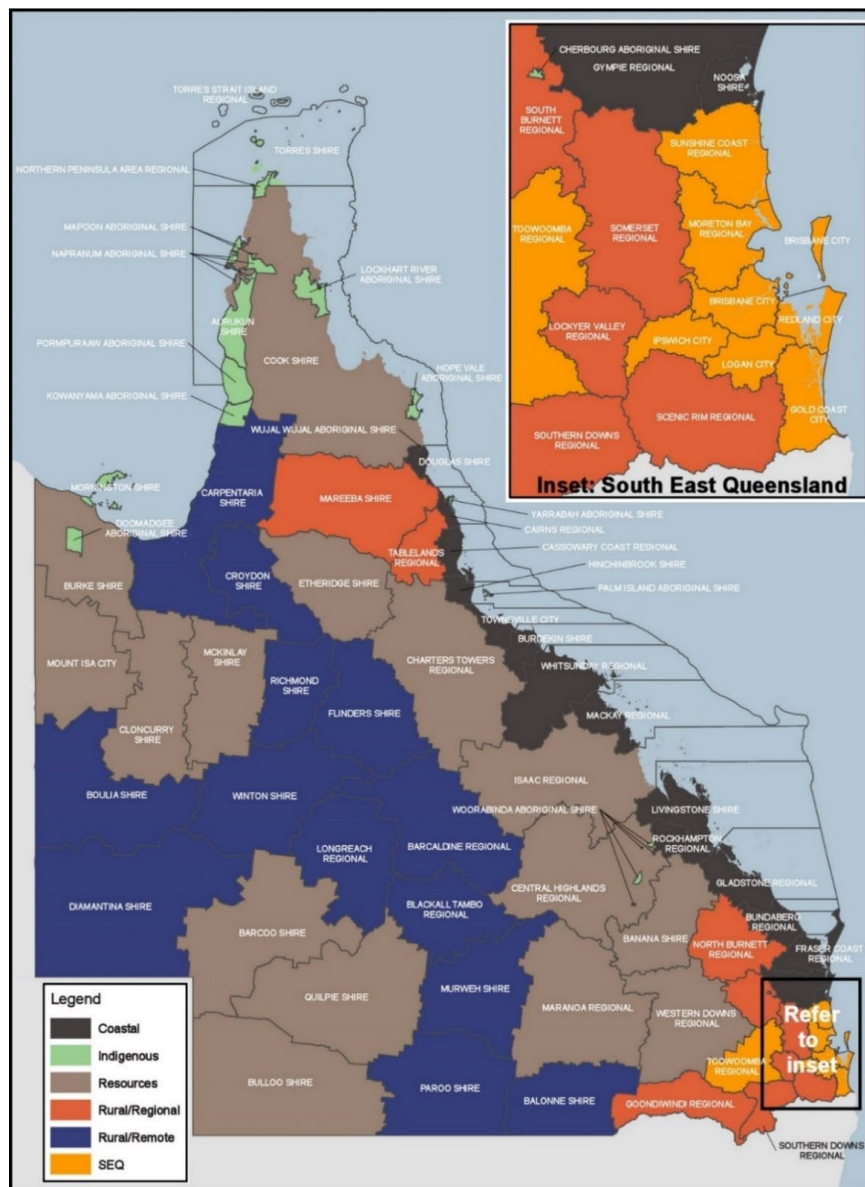
## Comments received from Mayor, Central Highlands Regional Council



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## B. Local governments by segment

Figure B1  
Geographical location – by local government segments



Note: SEQ – South East Queensland.

Source: Spatial Services, Department of State Development, Infrastructure, Local Government and Planning.



## C. Legislative context

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### Frameworks

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Under the *Constitution of Queensland 2001*, there must be a system of local government in Queensland that is made up of councils. Local governments (councils) are elected bodies that have the power to make local laws suitable to the needs and resources of the area they represent.

The councils' legislative framework is the *Local Government Act 2009* (the Act) and the Local Government Regulation 2012 (the regulation).

The purpose of the Act is to specify the nature and extent of local governments' responsibilities and powers. It requires the system of local government to be accountable, effective, efficient, and sustainable.

The regulation requires each council to prepare, by 31 October:

- general purpose financial statements
- a current year financial sustainability statement
- a long-term financial sustainability statement.

Only the general purpose financial statements and the current year financial sustainability statement are subject to audit.

Brisbane City Council has the *City of Brisbane Act 2010* and City of Brisbane Regulation 2012. This regulation imposes the same financial reporting time frames and financial reporting requirements on Brisbane City Council as other councils have.

Each council must release its annual report within one month of the audit opinion date. The minister for local government may grant an extension to the deadline where extraordinary circumstances exist.

The current year financial sustainability statement includes the following 3 measures of financial sustainability:

- the *operating surplus ratio*, which indicates the extent to which operating revenues cover operating expenses
- the *net financial liabilities ratio*, which indicates the extent to which a council's operating revenues can service its net liabilities while maintaining its assets and service levels
- the *asset sustainability ratio*, which approximates the extent to which a council is replacing its assets as they reach the end of their useful lives.

### Accountability requirements

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The Act requires councils to establish financial management systems to identify and manage financial risks, including risks to reliable and timely reporting. The performance of financial management systems requires regular review.



## Queensland local government financial statements

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These financial statements are used by a broad range of parties including parliamentarians, taxpayers, employees, and users of government services. For the statements to be useful, the information reported must be relevant and accurate.

The Auditor-General's audit opinion on these financial statements assures users they are accurate and in accordance with relevant legislative requirements.

We express an *unmodified opinion* when the financial statements are prepared in accordance with the relevant legislative requirements and Australian accounting standards. We *modify* our audit opinion when financial statements do not comply with the relevant legislative requirements and Australian accounting standards and are not accurate and reliable.

There are 3 types of modified opinions:

- qualified opinion – the financial statements as a whole comply with relevant accounting standards and legislative requirements, with the exceptions noted in the opinion
- adverse opinion – the financial statements as a whole do not comply with relevant accounting standards and legislative requirements
- disclaimer of opinion – the auditor is unable to express an opinion as to whether the financial statements comply with relevant accounting standards and legislative requirements.

Sometimes we include an *emphasis of matter* in our audit reports to highlight an issue that will help users better understand the financial statements. It does not change the audit opinion.



## D. Status of recommendations from prior reports

The following tables provide the current status of the issues raised in our prior reports.

**Figure D1**  
**Status of recommendations for councils from our report *Local government 2020* (Report 17: 2020–21)**

Improve financial reporting by strengthening month-end and year-end financial reporting processes		Further action needs to be taken*
REC 1	<p>Councils should strengthen their month-end and year-end processes to assist with timely and accurate monthly internal financial reporting and their annual financial statements.</p> <p>We recommend all councils use their recent financial statement preparation experiences to perform an initial self-assessment against the maturity model available on our website.</p>	<p>We continue to find that month-end processes in councils appear to be ineffective. This year, we identified 73 deficiencies across 60 councils where improvements were required to ensure timely and reliable month-end and year-end reporting. We continue to recommend that councils improve their month-end processes.</p>
Improve valuation and asset management practices		Further action needs to be taken
REC 2	<ul style="list-style-type: none"> <li>• Councils need to engage with asset valuers early to complete the valuation of assets well before year end.</li> <li>• Councils need to use accurate information in their long-term asset management strategies and budget decisions.</li> <li>• Councils need to regularly match the asset data in their financial records to the asset data in their engineering/geographic information systems to ensure it is complete and reliable.</li> </ul>	<p>We continue to identify issues with the asset management policies and practices of councils.</p> <p>Councils still need to improve processes for asset valuations. We observed several councils who did not meet their legislative deadline because of errors and delays in asset valuations.</p> <p>In line with these findings, we continue to recommend that councils strengthen their asset management policies and practices.</p>



# Attachment 13.1.3.1 Local government 2021 ( Report 15–2021–22)

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Strengthen security of information systems		Further action needs to be taken
<p>REC 3</p> <p>We recommend all councils strengthen the security of their information systems. Councils rely heavily on technology, and increasingly, they need to be prepared for cyber attacks. Any unauthorised access could result in fraud or error, and significant reputational damage. Councils' workplace culture, through their people and processes, must emphasise strong security practices to provide a foundation for the security of information systems.</p> <p>All entities across the local government sector should:</p> <ul style="list-style-type: none"> <li>• provide security training for employees so they understand the importance of maintaining strong information systems, and their roles in keeping them secure</li> <li>• assign employees only the minimum access required to perform their job, and ensure important stages of each process are not performed by the same person</li> <li>• regularly review user access to ensure it remains appropriate</li> <li>• monitor activities performed by employees with privileged access (allowing them to access sensitive data and create and configure within the system) to ensure they are appropriately approved</li> <li>• implement strong password practices and multifactor authentication (for example, a username and password, plus a code sent to a mobile), particularly for systems that record sensitive information</li> <li>• encrypt sensitive information to protect it</li> <li>• patch vulnerabilities in systems in a timely manner, as upgrades and solutions are made available by software providers to address known security weaknesses that could be exploited by external parties.</li> </ul> <p>Councils should also self-assess against all of the recommendations in our report—<i>Managing cyber security risks</i> (Report 3: 2019–20)—to ensure their systems are appropriately secured.</p>	<p>We continue to find deficiencies in information systems, particularly regarding user access permissions.</p> <p>This year, we identified 67 new internal control issues in information systems across 31 councils and observed that 28 internal control issues were unresolved from prior years.</p> <p>We also identified that 20 councils have not provided cyber security training to their staff, which is an important tool in managing cyber security risks.</p> <p>The recommendation to strengthen the security of information systems remains.</p>	



Improve risk management processes		Further action needs to be taken
REC 4	<p>Councils should have a complete and up-to-date risk management framework including:</p> <ul style="list-style-type: none"> <li>comprehensive risk registers that identify risks (including the risk of fraud) and appropriate risk mitigation strategies</li> <li>current and relevant business continuity and disaster recovery plans. These plans are tested periodically.</li> </ul>	<p>We have observed an improvement in the number of councils having adequate risk management processes.</p> <p>This year, 22 councils did not have adequate risk management processes in place – this is down from 29 councils in 2019–20.</p> <p>Although this is an improvement, it still represents over a quarter of the sector. This recommendation will remain.</p>
Enhance procurement and contract management practices		Further action needs to be taken
REC 5	<ul style="list-style-type: none"> <li>Councils need to ensure they obtain value for money for the goods and services they procure and that they have the appropriate approvals to procure the goods and services.</li> <li>To effectively manage their contractual obligations, councils should ensure their contract registers are complete and contain up-to-date information.</li> </ul>	<p>We have identified issues relating to procurement and contract management practices at 29 councils this year. This is only a small improvement when compared to the 31 councils in 2019–20 who had these issues.</p> <p>In line with these findings, we continue to recommend that councils strengthen their procurement and contract management practices.</p>

Note: \*Refer to Recommendation status definitions later in this appendix.

Source: Queensland Audit Office.





**Figure D2**  
**Status of recommendations for councils from our report**  
**Local government entities: 2018–19 results of financial audits (Report 13: 2019–20)**

Audit committees	Further action needs to be taken*
<ul style="list-style-type: none"> <li>• All councils should have an audit committee with an independent chair.</li> <li>• All audit committee members must understand their roles and responsibilities and the risks the committee needs to monitor.</li> <li>• Audit committees must hold management accountable for ensuring timely remedial actions are taken on audit issues. All extensions of agreed time frames for remedial action requires consideration by the audit committee, including management’s risk mitigation strategies, until remedial action is completed.</li> </ul>	<p>We continue to find councils that do not have audit committees. As at 30 June 2021, there were 15 councils (30 June 2020: 16 councils) that did not have an audit committee. We continue to recommend to all these councils that they establish an independent audit committee with appropriately qualified committee members.</p> <p>Councils without an effective audit committee have 47 significant deficiencies that have been unresolved for more than 12 months (55% of the sector).</p>
Internal audit	Further action needs to be taken
<ul style="list-style-type: none"> <li>• All councils must establish and maintain an effective and efficient internal audit function, as required by the <i>Local Government Act 2009</i>.</li> </ul>	<p>We continue to find councils that do not have an internal audit function. As at 30 June 2021, there were 6 councils (30 June 2020: 7 councils) that did not have an internal audit function.</p> <p>In addition to that, 6 councils that had an internal audit function established at 30 June 2021 did not have any audit activity during the 2020–21 financial year.</p> <p>We continue to recommend to all these councils that they establish an internal audit function as required by the <i>Local Government Act 2009</i>.</p>
Secure employee and supplier information	Further action needs to be taken
<ul style="list-style-type: none"> <li>• Councils must verify changes to employee and supplier bank account details through sources independent of the change request.</li> <li>• Councils need to ensure information systems are secure to prevent unauthorised access that may result in fraud or error. Security measures could include encryption of information, restriction of user access, regular monitoring by management, and appropriate segregation of duties.</li> </ul>	<p>We continue to find deficiencies at councils with regards to securing employee and supplier information.</p> <p>Similarly, we continue to find weaknesses with information systems security. We have expanded on this recommendation and have included this as a part of REC 3 in Figure D1 above.</p>



Conduct mandatory cyber security awareness training	Further action needs to be taken
<p>Councils need to develop and implement mandatory cyber security awareness training for all staff, to be completed during induction and at regular periods during employment. This should include:</p> <ul style="list-style-type: none"> <li>• delivering targeted training to higher-risk user groups, such as senior management, staff who have access to sensitive data, software developers, system administrators, and third-party providers</li> <li>• recording and monitoring whether all staff have completed their required cyber security awareness training</li> <li>• conducting campaigns to test the adequacy of staff vigilance to risks, such as phishing (fraudulent emails) and tailgating (following a person into an office), so entities can assess and improve their awareness programs.</li> </ul>	<p>As at 30 June 2021, 20 councils had not provided cyber security awareness training to their employees.</p> <p>We continue to recommend that all councils provide cyber security awareness training to their new and current employees.</p>

Note: \*Refer to Recommendation status definitions later in this appendix.

Source: Queensland Audit Office.



Local government 2021 (Report 15: 2021–22)

**Figure D3**  
**Status of recommendations for the department from our report *Local government 2020* (Report 17: 2020–21)**

<b>Require all councils to establish audit committees</b>		<b>Not implemented – Recommendation accepted*</b>
REC 6	We continue to recommend the department requires all councils to establish an audit committee and ensure that each chairperson of the committee is independent of council and management. In light of the difficulties some councils have faced with internal control weaknesses, fraud, ransomware, and achieving financial sustainability, this is more important now than ever.	The proposal continues to be considered by the department but has not as yet been progressed.
<b>Makes changes to sustainability ratios</b>		<b>Partially implemented</b>
REC 7	We recommend the department develops new financial sustainability ratios for Queensland councils. In developing these ratios and associated targets, we recommend the department considers the different sizes, services, and circumstances of the various councils. We also recommend that new financial sustainability ratios be established in time for the year ending 30 June 2022.	The department has developed a new framework that is currently in the consultation phase. The new framework is expected to be implemented for the 2023–24 financial year.
<b>Provide greater certainty over long-term funding</b>		<b>Partially implemented</b>
REC 8	We recommend the department reviews its current funding model to identify opportunities to provide funding certainty to councils beyond one financial year. A 3- to 5-year funding model would assist councils, especially those heavily reliant on grants, to develop and implement more sustainable medium- to long-term plans.	The department has partially implemented this, and some grants in the 2020–21 year were multi-year grants. The department is undertaking a review of its grants program and will consider other grants in the 2022–23 financial year for future funding programs.
<b>Provide training to councillors and senior leadership teams around financial governance</b>		<b>Partially implemented</b>
REC 9	We recommend the department provides periodic training to councillors and senior leadership teams for councils that are highly reliant on grants. The training should focus on helping these councils: <ul style="list-style-type: none"> <li>• establish strong leadership and governance</li> <li>• enhance internal controls and oversight</li> <li>• improve financial sustainability in the long term.</li> </ul>	The department is in the process of developing training in financial governance and basic financial management for councillors. Some pilot sessions have already been delivered, and additional sessions are planned to be rolled out.

Note: \*Refer to Recommendation status definitions later in this appendix.

Source: Queensland Audit Office.



## Recommendation status definitions

If a recommendation is specific to an entity, we have reported on the action that entity has taken and whether the issue is considered to be *fully implemented*, *partially implemented*, *not implemented* or *no longer applicable*.

Status	Definition	
<b>Fully implemented</b>	Recommendation has been implemented, or alternative action has been taken that addresses the underlying issues and no further action is required. Any further actions are business as usual.	
<b>Partially implemented</b>	Significant progress has been made in implementing the recommendation or taking alternative action, but further work is required before it can be considered business as usual. This also includes where the action taken was less extensive than recommended, as it only addressed some of the underlying issues that led to the recommendation.	
<b>Not implemented</b>	<b>Recommendation accepted</b>	No or minimal actions have been taken to implement the recommendation, or the action taken does not address the underlying issues that led to the recommendation.
	<b>Recommendation not accepted</b>	The entity did not accept the recommendation.
<b>No longer applicable</b>	Circumstances have fundamentally changed, making the recommendation no longer applicable. For example, a change in government policy or program has meant the recommendation is no longer relevant.	

If a general recommendation has been made for all entities to consider, we assess action on issues reported to specific entities in the prior year, as well as any further issues identified in the current year. On this basis, we have concluded whether *appropriate action has been taken* across the sector, or if *further action needs to be taken* to address the risk identified.

Status	Definition	
<b>Appropriate action has been taken</b>	Recommendations made to individual entities have been implemented, or alternative action has been taken that addresses the underlying issues and no further action is required. No new issues have been identified across the sector that indicate an ongoing underlying risk to the sector that requires reporting to parliament.	
<b>Further action needs to be taken</b>	Recommendations made to individual entities have not been fully implemented, and/or new recommendations have been made to individual entities, indicating further action is required by entities in the sector to address the underlying risk.	



Local government 2021 (Report 15: 2021–22)

## E. Audit opinions for entities preparing financial reports

The following figures detail the types of audit opinions issued in accordance with Australian auditing standards for the 2020–21 financial year.

**Figure E1**  
**Our audit opinions for local government sector financial reports for 2020–21**

Entity	Date opinion issued	Financial statement opinion	Current year sustainability statement opinion <sup>1</sup>	Ministerial extension issued to date <sup>2</sup>
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for definitions of these terms.)				
Councils and controlled entities				
Aurukun Shire Council	07.10.2021	U	E*	-
Balonne Shire Council	20.10.2021	U	E*	-
Banana Shire Council	28.10.2021	U	E*	-
Barcaldine Regional Council	30.11.2021	U	E*	30.11.2021
Barcoo Shire Council	21.10.2021	U	E*	-
Blackall-Tambo Regional Council	22.10.2021	U	E*	-
Boulia Shire Council	28.10.2021	U	E*	-
Brisbane City Council	12.08.2021	U	E*	-
• Brisbane Economic Development Agency Pty Ltd (previously known as Brisbane Marketing Pty Ltd)	30.09.2021	U	-	-
• Brisbane Powerhouse Foundation	01.10.2021	U	-	-
• Brisbane Powerhouse Pty Ltd	01.10.2021	U	-	-
• Brisbane Sustainability Agency Pty Ltd (previously known as Brisbane Green Heart CitySmart Pty Ltd)	30.07.2021	U	-	-
• BrisDev Trust	30.07.2021	E <sup>3</sup> , E*	-	-
• City of Brisbane Investment Corporation Pty Ltd	30.07.2021	U	-	-
• City Parklands Services Pty Ltd	31.08.2021	U	-	-

Entity	Date opinion issued	Financial statement opinion	Current year sustainability statement opinion <sup>1</sup>	Ministerial extension issued to date <sup>2</sup>
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for definitions of these terms.)				
• Museum of Brisbane Pty Ltd	24.08.2021	U	-	-
• Museum of Brisbane Trust	24.08.2021	E*	-	-
• Oxley Creek Transformation Pty Ltd	01.10.2021	E <sup>3</sup>	-	-
• TradeCoast Land Pty Ltd	02.11.2021	U	-	-
Bulloo Shire Council	11.10.2021	U	E*	-
Bundaberg Regional Council	08.10.2021	U	E*	-
Burdekin Shire Council	13.09.2021	U	E*	-
Burke Shire Council	26.10.2021	U	E*	-
Cairns Regional Council	22.09.2021	U	E*	-
• Cairns Art Gallery Limited	04.11.2021	U	-	-
• Cairns Regional Gallery Arts Trust	26.11.2021	E*	-	-
Carpentaria Shire Council	17.12.2021	U	E*	31.12.2021
Cassowary Coast Regional Council	19.10.2021	U	E*	-
• Central Highlands Regional Council	29.10.2021	U	E*	-
• Central Highlands (Qld) Housing Company Limited	30.11.2021	E*	-	-
• Central Highlands Development Corporation Ltd	12.11.2021	U	-	-
Charters Towers Regional Council	25.10.2021	U	E*	-
Cherbourg Aboriginal Shire Council	14.10.2021	U	E*	-
Cloncurry Shire Council	31.10.2021	U	E*	-
Cook Shire Council	07.12.2021	U	E*	31.12.2021
Council of the City of Gold Coast	29.09.2021	U	E*	-
• HOTA Gold Coast Pty Ltd	17.12.2021	U	-	-
• HOTA Services Gold Coast Pty Ltd	17.12.2021	U	-	-
• Major Events Gold Coast Pty Ltd	21.09.2021	U	-	-



## Attachment 13.1.3.1 Local government 2021 ( Report 15–2021–22)

Local government 2021 (Report 15: 2021–22)

Entity	Date opinion issued	Financial statement opinion	Current year sustainability statement opinion <sup>1</sup>	Ministerial extension issued to date <sup>2</sup>
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for definitions of these terms.)				
Croydon Shire Council	31.10.2021	U	E*	-
Diamantina Shire Council	31.10.2021	U	E*	-
Doomadgee Aboriginal Shire Council	28.10.2021	U	E*	-
Douglas Shire Council	14.10.2021	U	E*	-
Etheridge Shire Council	30.11.2021	U	E*	30.11.2021
Flinders Shire Council	28.10.2021	U	E*	-
Fraser Coast Regional Council	11.10.2021	U	E*	-
• Fraser Coast Tourism & Events Ltd	23.11.2021	E*	-	-
Gladstone Regional Council	14.10.2021	U	E*	-
• Gladstone Airport Corporation	12.10.2021	U	-	-
Goondiwindi Regional Council	16.11.2021	U	E*	31.12.2021
Gympie Regional Council	06.12.2021	U	E*	24.12.2021
• Rattler Railway Company Ltd	10.12.2021	U	-	-
Hinchinbrook Shire Council	25.10.2021	U	E*	-
Hope Vale Aboriginal Shire Council	30.07.2021	U	E*	-
Ipswich City Council	12.10.2021	U	E*	-
• Cherish the Environment Foundation Ltd	Not complete	-	-	-
• Ipswich Arts Foundation Trust	10.02.2022	U	-	-
• Ipswich City Enterprises Investments Pty Ltd	08.12.2021	E <sup>3</sup>	-	-
• Ipswich City Enterprises Pty Ltd	08.12.2021	E <sup>3</sup>	-	-
Isaac Regional Council	28.10.2021	U	E*	-
• Isaac Affordable Housing Fund Pty Ltd	15.12.2021	E*	-	-
• Isaac Affordable Housing Trust	15.12.2021	E*	-	-
• Moranbah Early Learning Centre Pty Ltd	14.12.2021	E*	-	-

Entity	Date opinion issued	Financial statement opinion	Current year sustainability statement opinion <sup>1</sup>	Ministerial extension issued to date <sup>2</sup>
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for definitions of these terms.)				
Kowanyama Aboriginal Shire Council	13.10.2021	U	E*	-
Livingstone Shire Council	19.10.2021	U	E*	-
Lockhart River Aboriginal Shire Council	13.10.2021	U	E*	-
• Lockhart River Aerodrome Company Pty Ltd	13.10.2021	U	-	-
Lockyer Valley Regional Council	21.10.2021	U	E*	-
Logan City Council	23.09.2021	U	E*	-
• Invest Logan Pty Ltd	25.08.2021	U	-	-
Longreach Regional Council	04.02.2022	U	E*	31.01.2022
Mackay Regional Council	12.10.2021	U	E*	-
• Artspace Mackay Foundation	30.04.2021	E <sup>3</sup> E*	-	-
• Mackay Region Enterprises Pty Ltd	22.04.2022	U	-	-
Mapoon Aboriginal Shire Council	17.12.2021	U	E*	31.12.2021
Maranoa Regional Council	12.10.2021	U	E*	-
Mareeba Shire Council	05.10.2021	U	E*	-
McKinlay Shire Council	18.10.2021	U	E*	-
Moreton Bay Regional Council	14.10.2021	U	E*	-
• Millova Pty Ltd	21.10.2021	U	-	-
Mornington Shire Council	17.12.2021	U	E*	15.12.2021
Mount Isa City Council	17.12.2021	U	E*	31.12.2021
• Mount Isa City Council Owned Enterprises Pty Ltd	03.03.2021	U	-	-
Murweh Shire Council	12.10.2021	U	E*	-
Napranum Aboriginal Shire Council	19.11.2021	U	E*	30.11.2021
Noosa Shire Council	28.10.2021	U	E*	-
North Burnett Regional Council	06.12.2021	U	E*	30.11.2021
Northern Peninsula Area Regional Council	31.10.2021	U	E*	-
Palm Island Aboriginal Shire Council	Not complete	-	-	30.06.2022





## Attachment 13.1.3.1 Local government 2021 ( Report 15–2021–22)

Local government 2021 (Report 15: 2021–22)

Entity	Date opinion issued	Financial statement opinion	Current year sustainability statement opinion <sup>1</sup>	Ministerial extension issued to date <sup>2</sup>
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for definitions of these terms.)				
• Palm Island Community Company Limited	29.11.2021	U	-	-
Paroo Shire Council	15.10.2021	U	E*	-
Pormpuraaw Aboriginal Shire Council	14.09.2021	U	E*	-
Quilpie Shire Council	29.10.2021	U	E*	-
Redland City Council	23.09.2021	U	E*	-
• Redland Investment Corporation Pty Ltd	08.09.2021	U	-	-
Richmond Shire Council	Not complete	-	-	31.12.2021
• The Kronosaurus Korner Board Inc	Not complete	-	-	-
Rockhampton Regional Council	11.10.2021	U	E*	-
Scenic Rim Regional Council	30.09.2021	U	E*	-
Somerset Regional Council	13.10.2021	U	E*	-
South Burnett Regional Council	07.10.2021	U	E*	-
• South Burnett Community Hospital Foundation Limited	08.10.2021	U	-	-
Southern Downs Regional Council	28.10.2021	U	E*	-
Sunshine Coast Regional Council	08.10.2021	U	E*	-
• SunCentral Maroochydore Pty Ltd	14.09.2021	U	-	-
• Sunshine Coast Arts Foundation Ltd	24.09.2021	U	-	-
Tablelands Regional Council	29.10.2021	U	E*	-
Toowoomba Regional Council	01.10.2021	U	E*	-
• Empire Theatre Projects Pty Ltd	14.10.2021	E <sup>3</sup>	-	-
• Empire Theatres Foundation	14.10.2021	U	-	-
• Empire Theatres Pty Ltd	14.10.2021	U	-	-
• Jondaryan	30.09.2021	E <sup>3</sup>	-	-



Entity	Date opinion issued	Financial statement opinion	Current year sustainability statement opinion <sup>1</sup>	Ministerial extension issued to date <sup>2</sup>
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for definitions of these terms.)				
Woolshed Pty Ltd				
• Toowoomba and Surat Basin Enterprise Pty Ltd	15.10.2021	U	-	-
Torres Shire Council	14.10.2021	U	E*	-
Torres Strait Island Regional Council	17.09.2021	U	E*	-
Townsville City Council	06.10.2021	U	E*	-
Western Downs Regional Council	08.10.2021	U	E*	-
Whitsunday Regional Council	20.08.2021	U	E*	-
Winton Shire Council	13.10.2021	U	E*	-
• Waltzing Matilda Centre Ltd	31.10.2021	U	-	-
Woorabinda Aboriginal Shire Council	31.10.2021	U	E*	-
• Woorabinda Pastoral Company Pty Ltd	09.11.2021	E*	-	-
Wujal Wujal Aboriginal Shire Council	28.02.2022	E <sup>4</sup>	E*	28.02.2022
Yarrabah Aboriginal Shire Council	26.10.2021	U	E*	-
By-arrangements audits <sup>5</sup>				
City of Logan Mayor's Charity Trust	31.01.2022	E*	-	-

## Notes:

\* An emphasis of matter was issued to alert users of the statements to the fact that special purpose financial statements had been prepared.

<sup>1</sup> Only councils prepare sustainability statements (not local government-related entities).

<sup>2</sup> Ministerial extensions may only be obtained for councils (not local government-related entities).

<sup>3</sup> An emphasis of matter was issued to alert users of the statements to the fact that the report had not been prepared on a going concern basis as the directors of the entity had resolved to wind up the operations.

<sup>4</sup> We included an emphasis of matter in our audit report for Wujal Wujal Aboriginal Shire Council to highlight uncertainty over its ability to repay its debts as and when they arise.

<sup>5</sup> Where asked by a minister or public sector entity, and where the Auditor-General considers there is public interest, a financial audit of non-public sector entities may be undertaken on a 'by-arrangement' basis.

Source: Queensland Audit Office.

The following figure details the types of audit opinions issued in accordance with Australian auditing standards for the 2020–21 financial year, for jointly controlled entities (entities controlled by multiple councils and other public sector entities).



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**Figure E2**  
**Our audit opinions for jointly controlled entities' financial reports for 2020–21**

Entity	Date audit opinion issued	Type of audit opinion issued
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for definitions of these terms.)		
Central Western Queensland Remote Area Planning and Development Board (RAPAD)	Not complete	-
Council of Mayors (SEQ) Pty Ltd	28.10.2021	U
Local Government Association of Queensland Ltd	06.10.2021	U
• Local Buy Trading Trust	05.10.2021	Q <sup>3</sup>
• QPG Shared Services Support Centres Joint Venture	26.08.2021	E <sup>2</sup> , E*
• Peak Services Legal Pty Ltd	05.10.2021	U
• Peak Services Holdings Pty Ltd	05.10.2021	E <sup>4</sup>
• Peak Services Pty Ltd	05.10.2021	E <sup>4</sup>
Major Brisbane Festivals Pty Ltd <sup>1</sup>	05.05.2022	U
Queensland Local Government Mutual Liability Pool (LGM Queensland)	29.11.2021	U
Queensland Local Government Workers Compensation Self-Insurance Scheme (trading as Local Government Workcare)	29.11.2021	U
SEQ Regional Recreational Facilities Pty Ltd	28.10.2021	U
South West Queensland Local Government Association <sup>5</sup>	07.12.2021	E <sup>2</sup> , E*
Torres Cape Indigenous Council Alliance	19.11.2021	E*
Townsville Breakwater Entertainment Centre Joint Venture	03.02.2022	E <sup>1</sup> , E <sup>6</sup>
Western Queensland Local Government Association	Not complete	-

Notes:

\* An emphasis of matter was issued to alert users of the statements to the fact that special purpose financial statements had been prepared.

<sup>1</sup> The financial year of Major Brisbane Festivals Pty Ltd was 1 January 2021 to 31 December 2021. The 2021 audit opinion has therefore not yet been issued. Refer to Appendix H for details of the 2020 audit opinion.

<sup>2</sup> An emphasis of matter was issued to alert users of the statements to the fact that the financial statements have not been prepared on a going concern basis (for QPG Shared Services Support Centres Joint Venture due to the cessation of the joint venture 10 June 2021, and for South West Queensland Local Government Association due to the entity ceasing trading on 1 April 2021).

<sup>3</sup> We qualified our opinion for Local Buy Trading Trust as an effective system of internal control was not maintained over the trust's tender arrangements revenue.

<sup>4</sup> An emphasis of matter was issued to alert users of the financial statements of the entity's financial dependence on its ultimate parent, Local Government Association of Queensland Ltd.

<sup>5</sup> The financial year end for South West Queensland Local Government Association is 31 March 2021.

<sup>6</sup> An emphasis of matter was issued to alert users of the financial statements that the entity did not have the ability to repay its debts as and when they arise.

Source: Queensland Audit Office.

## F. Entities exempt from audit by the Auditor-General

We will not issue opinions on several entities because they are exempt from audit by the Auditor-General. The following table lists the entities, grouped by the reasons for the exemptions.

**Figure F1**  
**Entities exempt from audit by the Auditor-General**

Entity	Audit firm who undertakes the audit	Date opinion issued	Opinion
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for definitions of these terms.)			
<i>Exempt local government entities – small in size and of low risk (s.30A of the Auditor-General Act 2009)</i>			
Drive Inland Promotions Association Inc	Whitehouse Audit Pty Ltd	16.11.2021	E*
Far North Queensland Regional Organisation of Councils	Halpin Partners Pty Ltd	11.10.2021	E*
Gulf Savannah Development Inc	Rekenen Pty Ltd	23.11.2021	E <sup>1</sup> , E*
Northern Alliance of Councils Inc <sup>2</sup>	Crowe Audit Australia	24.06.2021	E*
North West Queensland Regional Organisation of Councils	Rekenen Pty Ltd	10.09.2021	E*
South West Regional Economic Development Association	FTA Accountants	10.11.2021	E*
Whitsunday ROC Limited	SBB Partners	Not complete	-
Wide Bay Burnett Regional Organisation of Councils Inc	All Income Tax	Not complete	-
<i>Exempt local government entities – foreign-based controlled entities (s.32 of the Auditor-General Act 2009)</i>			
Gold Coast City Council Insurance Company Limited	Pricewaterhouse Coopers CI LLP	21.09.2021	U

Notes:

\* An emphasis of matter was issued to alert users of the financial statements to the fact that special purpose financial statements had been prepared.

<sup>1</sup> An emphasis of matter was issued as the auditors were unable to get comfort over an account balance.

<sup>2</sup> The financial statements of the Northern Alliance of Councils Incorporated were for the period 1 April 2020 to 31 March 2021.

Source: Queensland Audit Office.



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## G. Local government entities for which we will not issue opinions

The Auditor-General will not issue audit opinions for the following public sector entities for the 2020–21 financial year, as they have not produced a financial report.

**Figure G1**  
Entities for which no opinions are issued

Entity	Parent entity	Reason
<i>Controlled entities</i>		
Brisbane Tolling Pty Ltd	Brisbane City Council	Dormant
City Super Pty Ltd	Brisbane City Council	Dormant
OC Invest Pty Ltd	Brisbane City Council	Dormant
Riverfestival Brisbane Pty Ltd	Brisbane City Council	Dormant
BrisDev Pty Ltd	City of Brisbane Investment Corporation Pty Ltd	Wound up
CBIC Investments Pty Ltd	City of Brisbane Investment Corporation Pty Ltd	Dormant
CBIC Valley Heart Pty Ltd	City of Brisbane Investment Corporation Pty Ltd	Dormant
Cairns Art Gallery Foundation Limited	Cairns Regional Council	Dormant
Broadbeach Alliance Limited	Council of the City of Gold Coast	Wound up
Connecting Southern Gold Coast Ltd	Council of the City of Gold Coast	Wound up
Surfers Paradise Alliance Ltd	Council of the City of Gold Coast	Wound up
IA Foundation Ltd	Ipswich City Council	Dormant
Ipswich City Properties Pty Ltd	Ipswich City Council	Wound up
YSB Pty Ltd	Invest Logan Pty Ltd	Dormant
Artspace Mackay Foundation Ltd	Mackay Regional Council	Dormant
Mundalbe Enterprises Ltd	Mornington Shire Council	Dormant
Outback @ Isa Pty Ltd	Mount Isa City Council	Dormant
Palm Island Economic Development Corporation Pty Ltd	Palm Island Aboriginal Council	Dormant
Redheart Pty Ltd	Redland City Council	Dormant
Cleveland Plaza Pty Ltd	Redland Investment Corporation Pty Ltd	Non-reporting <sup>1</sup>
Redland Developments Pty Ltd	Redland Investment Corporation Pty Ltd	Non-reporting <sup>1</sup>
RIC Toondah Pty Ltd	Redland Investment Corporation Pty Ltd	Non-reporting <sup>1</sup>
Sunshine Coast Events Centre Pty Ltd	Sunshine Coast Regional Council	Non-reporting <sup>2</sup>
Tablelands Regional Council Enterprises Pty Ltd	Tablelands Regional Council	Wound up
Toowoomba and Surat Basin Enterprise Development Fund Limited	Toowoomba and Surat Basin Enterprise Pty Ltd	Dormant

Entity	Parent entity	Reason
Whitsunday Coast Airport and Infrastructure Pty Ltd	Whitsunday Regional Council	Dormant
Winton Community Association Inc	Winton Shire Council	Dormant
<i>Jointly controlled entities</i>		
Brisbane Festival Limited	Major Brisbane Festivals Pty Ltd	Dormant
LG Cloud Pty Ltd	Local Government Association of Queensland Ltd	Dormant
LG Disaster Recovery Services Pty Ltd	Local Government Association of Queensland Ltd	Dormant
Local Buy Pty Ltd	Local Government Association of Queensland Ltd	Dormant
Prevwood Pty Ltd	Local Government Association of Queensland Ltd	Non-reporting <sup>3</sup>
Queensland Partnerships Group (LG Shared Services) Pty Ltd	Local Government Association of Queensland Ltd	Dormant
Toondah Harbour	Multiple entities	Non-reporting

## Notes:

- <sup>1</sup> The transactions of Cleveland Plaza Pty Ltd, Redland Developments Pty Ltd, RIC Toondah Pty Ltd have been consolidated in the financial statements of Redland Investment Corporation Pty Ltd.
- <sup>2</sup> The transactions of Sunshine Coast Events Centre Pty Ltd have been consolidated into the financial statements of Sunshine Coast Regional Council.
- <sup>3</sup> The transactions of Prevwood Pty Ltd have been consolidated in the financial statements of the Local Government Association of Queensland Ltd. Prevwood Pty Ltd also ceased trading on 23 June 2021.

Source: Queensland Audit Office.



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## H. Audit opinions issued for prior financial years

The following table contains the audit opinions issued for prior financial years that were not finalised when our report *Local government 2020* (Report 17: 2020–21) was issued.

**Figure H1**  
**Audit opinions issued for prior financial years**

Entity	Date opinion issued	Opinion
Opinion key: U = unmodified; Q = qualified; E = emphasis of matter. (Refer to Appendix K for the definitions of these terms.)		
<b>Financial statements from 2019–20 financial year – Councils</b>		
Palm Island Aboriginal Shire Council	23.06.2021	Q <sup>1</sup>
Richmond Shire Council	18.06.2021	U
<b>Financial sustainability statements from 2019–20 financial year</b>		
Palm Island Aboriginal Shire Council	23.06.2021	E*
Richmond Shire Council	18.06.2021	E*
<b>Financial statements from 2019–20 financial year – Controlled entities</b>		
TradeCoast Land Pty Ltd	02.06.2021	E <sup>2</sup> , E*
Cherish the Environment Foundation Ltd	22.07.2021	U
Mount Isa City Council Owned Enterprises Pty Ltd	25.06.2021	U
The Kronosaurus Korner Board Inc	30.04.2021	E*
<b>Financial statements from 2019–20 financial year – Jointly controlled entities</b>		
Major Brisbane Festivals Pty Ltd <sup>3</sup>	17.05.2021	U
Western Queensland Local Government Association	Not complete	-
<b>Financial statements from 2019–20 financial year – Entities exempt from audit by the Auditor-General</b>		
Gulf Savannah Development Inc. (opinion issued by Rekenen Pty Ltd)	29.04.2021	E <sup>4</sup> , E*
Wide Bay Burnett Regional Organisation of Councils Inc (opinion issued by Michael R Palmer)	23.03.2021	E*

**Notes:**

- \* An emphasis of matter was issued to alert users of these statements that they have been prepared on a special purpose basis.
- <sup>1</sup> Palm Island Aboriginal Shire Council received a qualified opinion regarding the completeness and accuracy of the revenue it reported in its financial statements.
- <sup>2</sup> An emphasis of matter was included to draw attention to a Supreme Court action between TradeCoast Land Pty Ltd and TradeCoast Central Pty Ltd.
- <sup>3</sup> The financial year of Major Brisbane Festival Pty Ltd was 1 January 2020 to 31 December 2020.
- <sup>4</sup> An emphasis of matter was issued as the auditors were unable to get comfort over an account balance.

Source: Queensland Audit Office.

# I. Financial sustainability measures

Figure I1 details the ratios (measures) indicating short-term and long-term financial sustainability. The guidelines quoted in the target range were issued by the Department of State Development, Infrastructure, Local Government and Planning.

**Figure I1**  
**Financial sustainability measures for councils**

Measure	Formula	Description	Target range
<b>Operating surplus ratio</b>	<i>Net operating result divided by total operating revenue (excludes capital items)</i> Expressed as a percentage	Indicates the extent to which operational revenues raised cover operational expenses	Between <b>zero and 10 per cent</b> – per department-issued guidelines
	<p>A negative result indicates an operating deficit, and the larger the negative percentage, the worse the result. Operating deficits cannot be sustained in the long term. A positive percentage indicates that surplus revenue is available to support the funding of capital expenses, or to hold in reserve to offset past or future operating deficits.</p> <p>We consider councils as financially sustainable when they consistently achieve an operating surplus and expect that they can do so in the future, having regard to asset management and community service level needs.</p>		
<b>Net financial liabilities ratio</b>	<i>Total liabilities less current assets divided by total operating revenue</i> Expressed as a percentage	Indicates the extent to which a council's operating revenues (including grants and subsidies) can cover its net financial liabilities (usually loans and leases)	<b>Not greater than 60 per cent</b> – per department-issued guidelines
	<p>If net financial liabilities are greater than 60 per cent of operating revenue, the council has limited capacity to increase loan borrowings and may experience stress in servicing current debt.</p>		
<b>Asset sustainability ratio</b>	<i>Capital expenses on replacement of assets (renewals) divided by depreciation expenses</i> Expressed as a percentage	Indicates the extent to which assets are being replaced as they reach the end of their useful lives	<b>Greater than 90 per cent</b> – per department-issued guidelines
	<p>If the asset sustainability ratio is greater than 90 per cent, the council is likely to be sufficiently maintaining, replacing, and/or renewing its assets as they reach the end of their useful lives. While a low percentage may indicate that the asset base is relatively new (which may result from rectifying extensive natural disaster damage) and does not require replacement, the lower the percentage, the more likely it is that a council has inadequate asset management plans and practices.</p>		

Source: Queensland Audit Office.





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Figure I2 details our risk assessment criteria for financial sustainability measures.

**Figure I2**  
**Risk assessment criteria for financial sustainability measures**

Relative risk rating measure	Operating surplus ratio	Net financial liabilities ratio	Asset sustainability ratio
<b>Higher</b>	Less than negative 10% (i.e. losses) ●	More than 80% ●	Less than 50% ●
	Insufficient revenue being generated to fund operations and asset renewal	Potential long-term concern over ability to repay debt levels from operating revenue	Insufficient spending on asset replacement or renewal, resulting in reduced service levels and increased burden on future ratepayers
<b>Moderate</b>	Negative 10% to zero (i.e. losses) ●	60% to 80% ●	50% to 90% ●
	A risk of long-term reduction in cash reserves and inability to fund asset renewals	Some concern over the ability to repay debt from operating revenue	Irregular spending or insufficient asset management practices, creating a backlog of maintenance/renewal work
<b>Lower</b>	More than zero (i.e. surpluses) ●	Less than 60% ●	More than 90% ●
	Generating surpluses consistently	No concern over the ability to repay debt from operating revenue	Likely to be sufficiently replacing or renewing assets as they reach the end of their useful lives

Source: Queensland Audit Office.

We calculate our overall risk assessment of financial sustainability using the ratings determined for each measure, as shown in Figure I1, and the assignment of the risk criteria, as shown in Figure I2.



**Figure I3**  
**Explanations of our relative risk assessments**

Risk level	Risk criteria
Higher risk ●	There is a higher risk of sustainability issues arising in the short to medium term if current operating income and expenses policies continue, as indicated by average operating deficits (losses) of more than 10 per cent of operating revenue.
Moderate risk ●	There is a moderate risk of sustainability issues over the longer term if current debt financing and capital investment policies continue, as indicated by: <ul style="list-style-type: none"> <li>• a current net financial liabilities ratio of more than 80 per cent of operating revenue, or</li> <li>• an average asset sustainability ratio of less than 50 per cent, or</li> <li>• average operating deficits (losses) of between 2 per cent and 10 per cent of operating revenue, or</li> <li>• having 2 or more of the ratios assessed as moderate risk (see Figure I2).</li> </ul>
Lower risk ●	There is a lower risk of concerns about financial sustainability based on current income, expenses, asset investment, and debt financing policies.

Source: Queensland Audit Office.

We use a 5-year average when assessing the operating surplus and asset sustainability ratios. This is because these are long-term indicators. Viewing the annual ratios in isolation does not provide insights into councils' long-term financial sustainability.

The net financial liabilities ratio, however, is more effective as a point-in-time ratio. The more recent the point in time, the more useful this ratio is in assessing councils' flexibility to increase debt.

Our assessment of financial sustainability risk factors does not consider councils' long-term forecasts or credit assessments undertaken by the Queensland Treasury Corporation.



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**Figure I4**  
**Financial sustainability risk assessment by council category: Results at the end of 2020–21**

Coastal councils	Avg. grant funding percentage <sup>1</sup>	Current operating surplus ratio %	Avg. operating surplus ratio %	Avg operating surplus ratio trend <sup>2</sup>	Net financial liabilities ratio %	Net financial liabilities ratio trend	Current asset sustainability ratio %	Avg. asset sustainability ratio %	Avg. asset sustainability ratio trend <sup>2</sup>	Relative risk assessment			
Coastal councils													
Bundaberg Regional Council	21%	5.00%	5.64%	●	–	-7.00%	●	–	45.00%	55.40%	●	↑	Lower
Burdekin Shire Council	21%	0.26%	6.24%	●	↓	-71.90%	●	↑	107.54%	91.56%	●	↑	Lower
Cairns Regional Council	18%	1.00%	-0.07%	●	↑	72.00%	●	↓	96.00%	101.20%	●	↓	Moderate
Cassowary Coast Regional Council	23%	-3.00%	-3.08%	●	↓	-31.60%	●	↑	100.00%	90.40%	●	–	Moderate
Douglas Shire Council	25%	-5.00%	-3.11%	●	–	-32.00%	●	↓	93.00%	102.80%	●	↓	Moderate
Fraser Coast Regional Council	22%	0.21%	3.86%	●	↓	-23.95%	●	↓	137.69%	92.13%	●	↑	Lower
Gladstone Regional Council	15%	-11.96%	-0.61%	●	↓	31.18%	●	↓	87.02%	52.40%	●	↑	Moderate
Gympie Regional Council	23%	0.61%	-4.22%	●	↑	0.94%	●	↑	95.44%	121.17%	●	↓	Moderate
Hinchinbrook Shire Council	30%	-17.40%	-9.74%	●	↓	-17.80%	●	↓	89.80%	68.56%	●	↑	Moderate
Livingstone Shire Council	31%	3.65%	3.24%	●	–	22.76%	●	↑	62.97%	52.55%	●	↑	Lower
Mackay Regional Council	18%	2.20%	0.18%	●	–	6.10%	●	↑	82.20%	62.52%	●	↑	Lower
Noosa Shire Council	14%	7.48%	9.66%	●	–	-19.89%	●	↑	83.42%	110.04%	●	–	Lower
Rockhampton Regional Council	26%	1.00%	2.95%	●	↓	55.50%	●	↓	98.90%	96.92%	●	↑	Lower
Townsville City Council	28%	1.00%	-0.28%	●	–	79.00%	●	↑	59.00%	73.80%	●	↓	Moderate
Whitsunday Regional Council	35%	4.86%	3.29%	●	–	11.10%	●	↑	97.78%	147.39%	●	↑	Lower
<b>Coastal councils average</b>	<b>23%</b>	<b>-0.67%</b>	<b>0.93%</b>			<b>4.96%</b>			<b>89.05%</b>	<b>87.92%</b>			
<b>Coastal councils – combined risk assessment</b>	<b>Lower</b>				<b>Lower</b>			<b>Moderate</b>			<b>Lower</b>		



Indigenous councils	Avg. grant funding percentage <sup>1</sup>	Current operating surplus ratio %	Avg. operating surplus ratio %	Avg operating surplus ratio trend <sup>2</sup>	Net financial liabilities ratio %	Net financial liabilities ratio trend	Current asset sustainability ratio %	Avg. asset sustainability ratio %	Avg. asset sustainability ratio trend <sup>2</sup>	Relative risk assessment
Indigenous councils										
Aurukun Shire Council	65%	-23.00%	-17.31%	● ↓	-80.00%	● ↑	2.00%	18.20%	● -	Higher
Cherbourg Aboriginal Shire Council	55%	-15.00%	5.42%	● ↓	19.00%	● ↓	141.00%	117.20%	● ↑	Lower
Doomadgee Aboriginal Shire Council	55%	6.00%	-27.56%	● ↑	7.00%	● ↑	30.00%	70.40%	● ↓	Higher
Hope Vale Aboriginal Shire Council	46%	5.00%	8.54%	● ↓	-179.00%	● ↑	104.00%	97.60%	● ↑	Lower
Kowanyama Aboriginal Shire Council	71%	-41.00%	-44.80%	● ↓	3.00%	● ↓	120.00%	77.62%	● ↓	Higher
Lockhart River Aboriginal Shire Council	74%	-14.00%	-5.96%	● ↓	-37.00%	● ↓	54.00%	134.40%	● ↓	Moderate
Mapoon Aboriginal Shire Council	65%	-28.00%	-21.02%	● ↓	-64.00%	● ↑	13.00%	54.62%	● ↑	Higher
Mornington Shire Council	52%	-10.70%	-26.59%	● ↑	-16.00%	● ↑	92.60%	194.54%	● ↑	Higher
Napranum Aboriginal Shire Council	65%	-39.00%	-16.09%	● ↓	-35.00%	● ↓	20.00%	46.20%	● ↑	Higher
Northern Peninsula Area Regional Council	54%	-28.00%	-15.00%	● ↓	-10.00%	● ↓	57.00%	64.44%	● ↓	Higher
Palm Island Aboriginal Shire Council*	54%	-23.80%	-17.09%	● ↓	-2.93%	● -	0.00%	60.20%	● ↓	Higher
Pormpuraaw Aboriginal Shire Council	63%	10.00%	10.32%	● ↑	-213.00%	● ↑	64.00%	78.20%	● ↓	Lower
Torres Shire Council	47%	-16.50%	-15.51%	● ↑	-64.30%	● ↓	31.41%	66.27%	● ↑	Higher
Torres Strait Island Regional Council	57%	-112.00%	-66.33%	● ↓	-39.00%	● ↓	28.00%	30.34%	● ↑	Higher
Woorabinda Aboriginal Shire Council	29%	-0.90%	-15.41%	● -	-41.90%	● ↑	104.40%	34.25%	● ↑	Higher
Wujal Wujal Aboriginal Shire Council	66%	-14.00%	-28.48%	● -	14.00%	● ↑	141.00%	71.80%	● ↑	Higher
Yarrabah Aboriginal Shire Council	48%	-28.00%	-27.15%	● ↓	-32.00%	● ↑	29.00%	41.80%	● -	Higher
<b>Indigenous councils average</b>	<b>57%</b>	<b>-21.94%</b>	<b>-18.83%</b>		<b>-45.36%</b>		<b>60.67%</b>	<b>74.00%</b>		
<b>Indigenous councils – combined risk assessment</b>	<b>Higher</b>			<b>Lower</b>			<b>Moderate</b>			<b>Higher</b>



# Attachment 13.1.3.1 Local government 2021 ( Report 15–2021–22)

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Resources councils	Avg. grant funding percentage <sup>1</sup>	Current operating surplus ratio %	Avg. operating surplus ratio %	Avg operating surplus ratio trend <sup>2</sup>	Net financial liabilities ratio %	Net financial liabilities ratio trend	Current asset sustainability ratio %	Avg. asset sustainability ratio %	Avg. asset sustainability ratio trend <sup>2</sup>	Relative risk assessment
Resources councils										
Banana Shire Council	32%	-9.24%	-5.48%	● ↓	-16.22%	● ↑	90.24%	95.04%	● ↑	Moderate
Bulloo Shire Council	63%	-7.80%	1.54%	● ↓	-82.80%	● ↓	47.00%	114.29%	● ↓	Lower
Burke Shire Council	77%	-32.40%	-33.79%	● ↑	-46.10%	● ↑	146.40%	86.92%	● ↑	Higher
Central Highlands Regional Council	23%	-2.53%	-1.28%	● ↓	-9.22%	● ↑	87.60%	107.14%	● ↓	Lower
Charters Towers Regional Council	44%	-4.00%	-0.02%	● -	-46.00%	● -	80.00%	148.40%	● ↓	Lower
Cloncurry Shire Council	54%	-20.00%	-5.25%	● ↓	-10.00%	● -	115.00%	211.80%	● ↓	Moderate
Cook Shire Council	81%	-18.04%	-28.51%	● ↑	4.10%	● ↑	43.20%	141.50%	● ↓	Higher
Etheridge Shire Council	55%	-1.62%	-7.31%	● -	-62.07%	● ↑	0.00%	12.19%	● ↓	Moderate
Isaac Regional Council	26%	1.21%	2.40%	● ↓	-7.17%	● ↓	103.90%	193.23%	● ↓	Lower
Maranoa Regional Council	44%	6.13%	2.24%	● ↑	-43.58%	● ↑	134.35%	122.43%	● ↑	Lower
McKinlay Shire Council	72%	0.53%	-4.94%	● ↑	-100.40%	● ↑	484.27%	366.32%	● ↑	Moderate
Mount Isa City Council	26%	-3.92%	3.07%	● ↓	-49.50%	● ↓	42.00%	52.71%	● ↓	Lower
Quilpie Shire Council	63%	-6.00%	-3.89%	● -	-67.00%	● ↓	83.00%	47.20%	● ↓	Moderate
Western Downs Regional Council	28%	8.10%	8.84%	● ↑	-117.50%	● ↑	88.70%	80.30%	● -	Lower
<b>Resources councils average</b>	<b>49%</b>	<b>-6.40%</b>	<b>-5.17%</b>		<b>-46.68%</b>		<b>110.40%</b>	<b>127.11%</b>		
<b>Resources councils – combined risk assessment</b>	<b>Moderate</b>			<b>Lower</b>			<b>Lower</b>			<b>Moderate</b>



Rural/Regional councils	Avg. grant funding percentage <sup>1</sup>	Current operating surplus ratio %	Avg. operating surplus ratio %	Avg operating surplus ratio trend <sup>2</sup>	Net financial liabilities ratio %	Net financial liabilities ratio trend	Current asset sustainability ratio %	Avg. asset sustainability ratio %	Avg. asset sustainability ratio trend <sup>2</sup>	Relative risk assessment			
Rural/Regional councils													
Goondiwindi Regional Council	33%	1.85%	3.89%	●	–	-73.77%	●	↓	98.17%	103.75%	●	↓	Lower
Lockyer Valley Regional Council	23%	12.30%	6.48%	●	↑	38.23%	●	↑	95.16%	94.48%	●	↑	Lower
Mareeba Shire Council	40%	14.00%	14.92%	●	–	-89.00%	●	↑	161.00%	190.40%	●	↑	Lower
North Burnett Regional Council	52%	-31.80%	-15.39%	●	↓	-26.17%	●	↑	97.34%	102.99%	●	↓	Higher
Scenic Rim Regional Council	32%	-3.00%	2.61%	●	↓	6.00%	●	↑	81.00%	174.00%	●	↓	Lower
Somerset Regional Council	26%	2.00%	2.63%	●	–	-83.00%	●	↓	78.00%	105.60%	●	↓	Lower
South Burnett Regional Council	25%	-1.60%	0.20%	●	↓	9.10%	●	↑	110.70%	88.34%	●	↓	Lower
Southern Downs Regional Council	28%	0.61%	6.26%	●	↓	-18.80%	●	↑	101.13%	120.96%	●	↑	Lower
Tablelands Regional Council	29%	1.55%	1.46%	●	–	-45.24%	●	↑	98.33%	101.55%	●	↑	Lower
<b>Rural/Regional councils average</b>	<b>32%</b>	<b>-0.45%</b>	<b>2.56%</b>			<b>-31.41%</b>			<b>102.31%</b>	<b>120.23%</b>			
<b>Rural/Regional councils – combined risk assessment</b>	<b>Lower</b>			<b>Lower</b>			<b>Lower</b>			<b>Lower</b>			



# Attachment 13.1.3.1 Local government 2021 ( Report 15–2021–22)

Local government 2021 (Report 15: 2021–22)

Rural/Remote councils	Avg. grant funding percentage <sup>1</sup>	Current operating surplus ratio %	Avg. operating surplus ratio %	Avg operating surplus ratio trend <sup>2</sup>	Net financial liabilities ratio %	Net financial liabilities ratio trend	Current asset sustainability ratio %	Avg. asset sustainability ratio %	Avg. asset sustainability ratio trend <sup>2</sup>	Relative risk assessment
Rural/Remote councils										
Balonne Shire Council	51%	-8.10%	-7.85%	↑	-43.83%	↓	70.80%	45.38%	↑	Moderate
Barcaldine Regional Council	46%	-9.02%	-19.13%	–	-9.05%	↓	209.75%	127.70%	↑	Higher
Barcoo Shire Council	52%	-27.33%	-23.39%	↓	-22.88%	↓	26.08%	85.97%	↓	Higher
Blackall-Tambo Regional Council	43%	0.00%	-9.77%	↑	-45.00%	↓	93.00%	84.40%	–	Moderate
Boulia Shire Council	68%	-64.23%	-25.27%	↓	-135.46%	↑	56.61%	40.52%	↓	Higher
Carpentaria Shire Council	70%	-3.80%	-14.75%	↑	-22.19%	↑	10.53%	54.37%	↓	Higher
Croydon Shire Council	78%	4.20%	4.71%	↑	-147.20%	↑	72.30%	129.10%	↓	Lower
Diamantina Shire Council	43%	16.80%	-9.88%	↑	-49.50%	↓	5.30%	75.70%	↓	Moderate
Flinders Shire Council	45%	21.99%	12.85%	↑	-53.75%	↓	128.85%	87.91%	↓	Lower
Longreach Regional Council	53%	-3.40%	-6.15%	↑	-4.37%	↑	98.13%	122.76%	↓	Moderate
Murweh Shire Council	59%	-10.07%	-7.83%	–	-1.07%	↓	90.00%	105.64%	↑	Moderate
Paroo Shire Council	67%	-2.05%	-23.37%	↑	-14.98%	↓	45.93%	62.51%	–	Higher
Richmond Shire Council*	60%	-12.67%	-32.25%	↑	4.25%	↓	311.93%	154.33%	↑	Higher
Winton Shire Council	68%	-7.45%	-4.96%	↓	-98.51%	↓	329.36%	241.36%	↑	Moderate
<b>Rural/Remote councils average</b>	<b>57%</b>	<b>-7.51%</b>	<b>-11.93%</b>		<b>-45.97%</b>		<b>110.61%</b>	<b>101.26%</b>		
<b>Rural/Remote councils – combined risk assessment</b>	<b>Higher</b>				<b>Lower</b>		<b>Lower</b>			<b>Higher</b>



South East Queensland councils	Avg. grant funding percentage <sup>1</sup>	Current operating surplus ratio %	Avg. operating surplus ratio %	Avg operating surplus ratio trend <sup>2</sup>	Net financial liabilities ratio %	Net financial liabilities ratio trend	Current asset sustainability ratio %	Avg. asset sustainability ratio %	Avg. asset sustainability ratio trend <sup>2</sup>	Relative risk assessment			
South East Queensland councils													
Brisbane City Council	12%	1.00%	5.71%	●	-	202% <sup>3</sup>	●	-	47.00%	80.70%	●	↓	Moderate
Council of the City of Gold Coast	22%	-2.10%	-0.80%	●	-	-14.50%	●	↓	65.80%	57.14%	●	↑	Moderate
Ipswich City Council	29%	1.28%	7.30%	●	-	73.43%	●	↓	57.67%	63.76%	●	-	Moderate
Logan City Council	28%	0.35%	2.85%	●	↓	-19.87%	●	↑	65.72%	79.46%	●	↓	Lower
Moreton Bay Regional Council	24%	15.10%	20.88%	●	↓	15.00%	●	↑	72.00%	60.94%	●	↓	Lower
Redland City Council	13%	-4.01%	-4.18%	●	-	-37.37%	●	↑	54.64%	48.35%	●	↑	Moderate
Sunshine Coast Regional Council	27%	2.20%	7.33%	●	↓	49.60%	●	↑	75.70%	74.40%	●	↓	Lower
Toowoomba Regional Council	21%	4.25%	2.10%	●	-	53.14%	●	↑	91.05%	60.25%	●	↑	Lower
<b>SEQ councils average</b>	<b>22%</b>	<b>2.26%</b>	<b>5.15%</b>			<b>17.06%</b>			<b>66.20%</b>	<b>65.63%</b>			
<b>SEQ councils – combined risk assessment</b>	<b>Lower</b>			<b>Lower</b>			<b>Moderate</b>			<b>Lower</b>			

## Notes:

- <sup>1</sup> Average grant funding percentage shows the 5-year average level of grant funding as a percentage of total revenue per council. These ratios do not form a part of the financial sustainability ratios but have been included for contextual purposes. Refer also to further commentary in Chapter 4, which analyses the financial sustainability by grant funding levels.
- <sup>2</sup> Average ratio trend compares the average ratio from 2020–21 with the average ratio from 2019–20. Trends should be considered in conjunction with the Department of State Development, Infrastructure, Local Government and Planning's set benchmarks, and the analysis performed and explained in Chapter 4.
- <sup>3</sup> The net financial liabilities ratio was impacted for first-time in 2020–21 with the introduction of Australian Accounting Standards Board's AASB 1059 *Service Concession Arrangements: Grants*. The Department of State Development, Infrastructure, Local Government and Planning did not adjust the target for this ratio in response to the introduction of the new standard. This new standard impacted Brisbane City Council more than other councils. Excluding the impact of the new standard, the ratio would be 127 per cent, with the risk rating remaining unchanged.
- \* The 2020–21 audit for this council is unfinished. The sustainability measures reported are based on the audited 2019–20 financial statements.

Refer also to Figures I1, I2 and I3, which explain the financial sustainability measures and associated benchmarks.

Legend: ↑ An improving trend; – No substantial change; ↓ A deteriorating trend.

Source: Queensland Audit Office.





## J. Our assessment of councils' financial governance

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### Auditing internal controls

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Entities design, implement, and maintain internal controls (people, systems, and processes) to mitigate risks that may prevent them from achieving reliable financial reporting, effective and efficient operations, and compliance with applicable laws and regulations.

In undertaking our audit, we are required under the Australian auditing standards to obtain an understanding of an entity's internal controls relevant to the preparation of the financial report.

We assess internal controls to ensure they are suitably designed to:

- prevent, or detect and correct, material misstatements in the financial report (which could influence a user's decision-making)
- achieve compliance with legislative requirements and appropriate use of public resources.

Our assessment determines the nature, timing, and extent of the testing we perform to address the risk of significant mistakes in the financial statements.

If we believe the design and implementation of controls is effective, we select the controls we intend to test further by considering a balance of factors including:

- the significance of the related risks
- the characteristics of balances, transactions, or disclosures (volume, value, and complexity)
- the nature and complexity of the entity's information systems
- whether the design of the controls addresses the risk of material misstatement and facilitates an efficient audit.

If we identify deficiencies in internal controls, we determine the impact on our audit approach, considering whether additional audit procedures are necessary.

We design our audit procedures to address the risk of material misstatement so we can express an opinion on the financial report. We do not express an opinion on the effectiveness of internal controls.

### Internal controls framework

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We categorise internal controls using the Committee of Sponsoring Organizations of the Treadway Commission (COSO) internal controls framework, which is widely recognised as a benchmark for designing and evaluating internal controls.

The framework identifies 5 components for a successful internal control framework. These are explained in the following paragraphs.



## Control environment




- Cultures and values
- Governance
- Organisational structure
- Policies
- Qualified and skilled people
- Management's integrity and operating style

The control environment is defined as the structures, policies, attitudes, and values that influence day-to-day operations. As the control environment is closely linked to an entity's overarching governance and culture, it is important that the control environment provides a strong foundation for the other components of internal control.

In assessing the design and implementation of the control environment, we consider whether:

- those charged with governance are independent, appropriately qualified, experienced, and active in challenging management
- policies and procedures are established and communicated so people with the right qualifications and experiences are recruited, they understand their role in the organisation, and they also understand management's expectations regarding internal controls, financial reporting, and misconduct, including fraud.

## Risk assessment




- Strategic risk assessment
- Financial risk assessment
- Operational risk assessment

Risk assessment relates to management's processes for considering risks that may prevent an entity from achieving its objectives, and how management agrees risks should be identified, assessed, and managed.

To appropriately manage business risks, management can either accept the risk if it is minor or mitigate the risk to an acceptable level by implementing appropriately designed controls. Management can also eliminate risks entirely by choosing to exit from a risky business venture.

## Control activities



- General information technology controls
- Automated controls
- Manual controls

Control activities are the actions taken to implement policies and procedures in accordance with management directives, and to ensure identified risks are addressed. These activities operate at all levels and in all functions. They can be designed to prevent or detect errors entering financial systems.

The mix of control activities can be categorised into general information technology controls, automated controls, and manual controls.

### General information technology controls

General information technology controls form the basis of the automated systems control environment. They include controls over information systems security, user access, and system changes. These controls address the risk of unauthorised access and changes to systems and data.


### Automated control activities

Automated controls are embedded within information technology systems. These controls can improve timeliness, availability, and accuracy of information by consistently applying predefined business rules. They enable entities to perform complex calculations when processing large volumes of transactions. They also improve the effectiveness of financial delegations and the segregation of duties.

### Manual control activities

Manual controls contain a human element, which can provide the opportunity to assess the reasonableness and appropriateness of transactions. However, these controls may be less reliable than automated elements as they can be more easily bypassed or overridden. They include activities such as approvals, authorisations, verifications, reconciliations, reviews of operating performance, and segregation of incompatible duties. Manual controls may be performed with the assistance of information technology systems.

### Information and communication



- Non-financial systems
- Financial systems
- Reporting systems

Information and communication controls are the systems used to provide information to employees, and the ways in which responsibilities are communicated.

This aspect of internal control also considers how management generates financial reports, and how these reports are communicated to internal and external parties to support the functioning of internal controls.

### Monitoring activities



- Management supervision
- Self-assessment
- Internal audit

Monitoring activities are the methods management uses to oversee and assess whether internal controls are present and operating effectively. This may be achieved through ongoing supervision, periodic self-assessments, and separate evaluations. Monitoring activities also concern the evaluation and communication of control deficiencies in a timely manner to effect corrective action.

Typically, the internal audit function and an independent audit and risk committee are responsible for assessing and overseeing management’s implementation of controls and their resolution of control deficiencies. These 2 functions work together to ensure that internal control deficiencies are identified and then resolved in a timely manner.

## Assessment of internal controls

Our assessment of internal control effectiveness is based on the number of deficiencies and significant deficiencies we identified during our audit. We assess each of the 5 components of a successful internal control framework separately.

Assessment of internal controls	
Rating scale	Assessment criteria
● Effective	No significant (high-risk) deficiencies
● Partially effective	One significant deficiency
● Ineffective	More than one significant deficiency

The deficiencies detailed in this report were identified during our audit and may have been subsequently resolved by the entity. They are reported here because they impacted on the overall system of control during 2020–21.



## Financial statements preparation process

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Until the 2019–20 financial year, we assessed the effectiveness of the financial statement preparation processes across 3 components:

- Year-end close processes – early completion of 5 key elements of financial statements
- Timeliness of financial statements – compared the date the financial statements were certified against the legislative deadline of 31 October
- Quality of financial statements – assessed based on the number of changes that are made between the draft of the financial statements submitted to audit and the final audited financial statements.

Each component was assigned a traffic light (red/amber/green) and this was reported to each council and in our annual reports to parliament.

In the 2020–21 financial year, we changed the way we assessed the financial statement preparation process to a maturity model (which is available on our website at [www.qao.qld.gov.au/reports-resources/better-practice](http://www.qao.qld.gov.au/reports-resources/better-practice)). The model is entity driven and is scalable to entities' size and complexity. It aims to bring flexibility in responding to the qualitative factors that influence entities' practices, which the previous assessment criteria did not take into account.

The model facilitates sharing of better practices across the public sector. It also brings focus to entities' areas of development to allow them to reach their targeted positioning.

For the 2020–21 financial year, we requested councils to undertake a self-assessment of their financial statement preparation processes using this model. In the 2021–22 financial year, we will work with councils to ensure that their self-assessed maturity levels reflect of the reality of their strengths and weaknesses of their processes.

## Financial sustainability relative risk assessment

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The detailed criteria for assessing a council's financial sustainability are explained in Appendix I – Figures I1 and I2. The overall assessment criteria are shown in Figure I3. Colours used for the overall risk levels are lower risk (green), moderate risk (amber), and higher risk (red).



Local government 2021 (Report 15: 2021–22)

## Results summary

The following tables summarise the results of our assessment of the 77 councils' internal controls by council segment.

**Figure J1**  
**Our assessment of the financial governance of councils by segment**

Council	Internal controls					Financial sustainability	Days to complete from year end	
Key:								
CE = Control environment; RA = Risk assessment; CA = Control activities; IC = Information and communication; MA = Monitoring activities.								
OS = Number of significant deficiencies outstanding longer than 12 months								
FS = Financial sustainability — relative risk assessment (refer Figure I4).								
D = Number of days to have audit opinion certified from 30 June 2021 (number of days between 30 June and 31 October is 123)								
Coastal councils	CE	RA	CA	IC	MA	OS	FS	D
Bundaberg Regional Council	●	●	●	●	●	-	●	100
Burdekin Shire Council	●	●	●	●	●	-	●	75
Cairns Regional Council	●	●	●	●	●	-	●	84
Cassowary Coast Regional Council	●	●	●	●	●	-	●	111
Douglas Shire Council	●	●	●	●	●	-	●	106
Fraser Coast Regional Council	●	●	●	●	●	-	●	103
Gladstone Regional Council	●	●	●	●	●	-	●	106
Gympie Regional Council	●	●	●	●	●	-	●	159
Hinchinbrook Shire Council	●	●	●	●	●	-	●	117
Livingstone Shire Council	●	●	●	●	●	1	●	111
Mackay Regional Council	●	●	●	●	●	-	●	104
Noosa Shire Council	●	●	●	●	●	-	●	120
Rockhampton Regional Council	●	●	●	●	●	-	●	103
Townsville City Council	●	●	●	●	●	-	●	98
Whitsunday Regional Council	●	●	●	●	●	1	●	51



Council	Internal controls					Financial sustainability	Days to complete from year end	
Key:								
CE = Control environment; RA = Risk assessment; CA = Control activities; IC = Information and communication; MA = Monitoring activities.								
OS = Number of significant deficiencies outstanding longer than 12 months								
FS = Financial sustainability — relative risk assessment (refer Figure I4).								
D = Number of days to have audit opinion certified from 30 June 2021 (number of days between 30 June and 31 October is 123)								
Indigenous	CE	RA	CA	IC	MA	OS	FS	D
Aurukun Shire Council	●	●	●	●	●	-	●	99
Cherbourg Aboriginal Shire Council	●	●	●	●	●	2	●	106
Doomadgee Aboriginal Shire Council	●	●	●	●	●	-	●	120
Hope Vale Aboriginal Shire Council	●	●	●	●	●	-	●	30
Kowanyama Aboriginal Shire Council	●	●	●	●	●	-	●	105
Lockhart River Aboriginal Shire Council	●	●	●	●	●	1	●	105
Mapoon Aboriginal Shire Council	●	●	●	●	●	-	●	170
Mornington Shire Council	●	●	●	●	●	3	●	170
Napranum Aboriginal Shire Council	●	●	●	●	●	1	●	142
Northern Peninsula Area Regional Council	●	●	●	●	●	2	●	123
Palm Island Aboriginal Shire Council <sup>1</sup>	●	●	●	●	●	12	●	Not complete
Pompuraaw Aboriginal Shire Council	●	●	●	●	●	-	●	76
Torres Shire Council	●	●	●	●	●	-	●	106
Torres Strait Island Regional Council	●	●	●	●	●	-	●	79
Woorabinda Aboriginal Shire Council	●	●	●	●	●	6	●	123
Wujal Wujal Aboriginal Shire Council	●	●	●	●	●	4	●	243
Yarrabah Aboriginal Shire Council	●	●	●	●	●	1	●	118

## Notes:

<sup>1</sup> The internal controls assessments are based on the previous year's results because the 2020–21 has not yet been completed.



## Attachment 13.1.3.1 Local government 2021 ( Report 15–2021–22)

Local government 2021 (Report 15: 2021–22)

Council	Internal controls					Financial sustainability	Days to complete from year end	
Key: CE = Control environment; RA = Risk assessment; CA = Control activities; IC = Information and communication; MA = Monitoring activities. OS = Number of significant deficiencies outstanding longer than 12 months FS = Financial sustainability — relative risk assessment (refer Figure I4). D = Number of days to have audit opinion certified from 30 June 2021 (number of days between 30 June and 31 October is 123)								
Resources councils	CE	RA	CA	IC	MA	OS	FS	D
Banana Shire Council	●	●	●	●	●	-	●	120
Bulloo Shire Council	●	●	●	●	●	4	●	103
Burke Shire Council	●	●	●	●	●	-	●	118
Central Highlands Regional Council	●	●	●	●	●	1	●	121
Charters Towers Regional Council	●	●	●	●	●	2	●	117
Cloncurry Shire Council	●	●	●	●	●	-	●	123
Cook Shire Council	●	●	●	●	●	3	●	160
Etheridge Shire Council	●	●	●	●	●	1	●	153
Isaac Regional Council	●	●	●	●	●	1	●	120
Maranoa Regional Council	●	●	●	●	●	-	●	104
McKinlay Shire Council	●	●	●	●	●	1	●	110
Mount Isa City Council	●	●	●	●	●	5	●	170
Quilpie Shire Council	●	●	●	●	●	-	●	121
Western Downs Regional Council	●	●	●	●	●	-	●	100



Council	Internal controls					Financial sustainability	Days to complete from year end	
Key:								
CE = Control environment; RA = Risk assessment; CA = Control activities; IC = Information and communication; MA = Monitoring activities.								
OS = Number of significant deficiencies outstanding longer than 12 months								
FS = Financial sustainability — relative risk assessment (refer Figure I4).								
D = Number of days to have audit opinion certified from 30 June 2021 (number of days between 30 June and 31 October is 123)								
Rural/Regional councils	CE	RA	CA	IC	MA	OS	FS	D
Goondiwindi Regional Council	●	●	●	●	●	-	●	139
Lockyer Valley Regional Council	●	●	●	●	●	-	●	113
Mareeba Shire Council	●	●	●	●	●	-	●	97
North Burnett Regional Council	●	●	●	●	●	1	●	159
Scenic Rim Regional Council	●	●	●	●	●	-	●	92
Somerset Regional Council	●	●	●	●	●	-	●	105
South Burnett Regional Council	●	●	●	●	●	-	●	99
Southern Downs Regional Council	●	●	●	●	●	-	●	120
Tablelands Regional Council	●	●	●	●	●	-	●	121





## Attachment 13.1.3.1 Local government 2021 ( Report 15–2021–22)

Local government 2021 (Report 15: 2021–22)

Council	Internal controls					Financial sustainability	Days to complete from year end	
Key: CE = Control environment; RA = Risk assessment; CA = Control activities; IC = Information and communication; MA = Monitoring activities. OS = Number of significant deficiencies outstanding longer than 12 months FS = Financial sustainability — relative risk assessment (refer Figure I4). D = Number of days to have audit opinion certified from 30 June 2021 (number of days between 30 June and 31 October is 123)								
Rural/Remote councils	CE	RA	CA	IC	MA	OS	FS	D
Balonne Shire Council	●	●	●	●	●	-	●	112
Barcaldine Regional Council	●	●	●	●	●	2	●	153
Barcoo Shire Council	●	●	●	●	●	5	●	113
Blackall-Tambo Regional Council	●	●	●	●	●	-	●	114
Boulia Shire Council	●	●	●	●	●	1	●	120
Carpentaria Shire Council	●	●	●	●	●	6	●	170
Croydon Shire Council	●	●	●	●	●	-	●	123
Diamantina Shire Council	●	●	●	●	●	-	●	123
Flinders Shire Council	●	●	●	●	●	2	●	120
Longreach Regional Council	●	●	●	●	●	-	●	219
Murweh Shire Council	●	●	●	●	●	1	●	104
Paroo Shire Council	●	●	●	●	●	1	●	107
Richmond Shire Council <sup>1</sup>	●	●	●	●	●	4	●	Not complete
Winton Shire Council	●	●	●	●	●	1	●	105

Notes:

<sup>1</sup> The internal controls assessments are based on the previous year's results because the 2020–21 audit has not yet been completed.



Council	Internal controls					Financial sustainability	Days to complete from year end	
Key: CE = Control environment; RA = Risk assessment; CA = Control activities; IC = Information and communication; MA = Monitoring activities. OS = Number of significant deficiencies outstanding longer than 12 months FS = Financial sustainability — relative risk assessment (refer Figure I4). D = Number of days to have audit opinion certified from 30 June 2021 (number of days between 30 June and 31 October is 123)								
South East Queensland councils	CE	RA	CA	IC	MA	OS	FS	D
Brisbane City Council	●	●	●	●	●	-	●	43
Council of the City of Gold Coast	●	●	●	●	●	4	●	91
Ipswich City Council	●	●	●	●	●	2	●	104
Logan City Council	●	●	●	●	●	1	●	85
Moreton Bay Regional Council	●	●	●	●	●	1	●	106
Redland City Council	●	●	●	●	●	-	●	85
Sunshine Coast Regional Council	●	●	●	●	●	-	●	100
Toowoomba Regional Council	●	●	●	●	●	1	●	93

Source: Queensland Audit Office.



## K. Glossary

Term	Definition
Accountability	The responsibility of public sector entities to achieve their objectives of delivering reliable financial reporting, effective and efficient operations, compliance with applicable laws, and reports to interested parties.
Audit committee	A committee intended to provide assistance to the council in discharging its obligations. Duties and responsibilities can involve oversight of all or a combination of the following: <ul style="list-style-type: none"> <li>effectiveness and reliability of internal controls</li> <li>quality and integrity of accounting and reporting practices</li> <li>effectiveness of performance management</li> <li>legal and regulatory compliance</li> <li>auditors' qualifications and independence</li> <li>performance of the internal audit function and of external auditors.</li> </ul>
<i>Auditor-General Act 2009</i>	An Act of the State of Queensland that establishes the responsibilities of the Auditor-General, the operation of the Queensland Audit Office, the nature and scope of audits to be conducted, and the relationship of the Auditor-General with parliament.
Australian accounting standards	The rules by which financial statements are prepared in Australia. These standards ensure consistency in measuring and reporting on similar transactions.
Capital expenditure	Expenditure to acquire or maintain assets, such as land, buildings, infrastructure, and plant and equipment.
Controlled entity	An entity controlled by another entity. The controlling entity can dominate decision-making, directly or indirectly, in relation to financial and operating policies so as to enable that other entity to operate with it in achieving the objectives of the controlling entity.
Deficiency	A <b>deficiency</b> arises when internal controls are ineffective or missing, and are unable to prevent, or detect and correct, misstatements in the financial statements. A deficiency may also result in non-compliance with policies and applicable laws and regulations and/or inappropriate use of public resources. We increase the rating from a deficiency to a <b>significant deficiency</b> when: <ul style="list-style-type: none"> <li>we consider immediate remedial action is required</li> <li>there is a risk to reputation</li> <li>the non-compliance with policies and applicable laws and regulations is significant</li> <li>there is potential to cause financial loss, including fraud</li> <li>management has not taken appropriate, timely action to resolve the deficiency.</li> </ul>
Depreciation	The systematic allocation of a fixed asset's value as an expense over its expected useful life, to take account of normal usage, obsolescence, or the passage of time.
Emphasis of matter	A paragraph included with an audit opinion to highlight an issue of which the auditor believes the users of the financial statements need to be aware. The inclusion of an emphasis of matter paragraph does not modify the audit opinion.
Fair value	The amount for which an asset could be exchanged, or a liability settled, between knowledgeable, willing parties, in an arms-length transaction.

Term	Definition
Fraud	Any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain a financial or other benefit or to avoid an obligation.
Going concern	An entity that is a going concern is expected to be able to pay its debts as and when they fall due, and to continue to operate without any intention or necessity to liquidate or wind up its operations.
Misstatement	The difference between the amount, classification, presentation, or disclosure of a reported financial report item and the amount, classification, presentation, or disclosure that is required for the item to be in accordance with the applicable financial reporting framework. Misstatements can arise from error or fraud.
Net assets	Total assets minus total liabilities.
Procurement	The acquisition of goods, services, or works from an external source.
Qualified audit opinion	<p>An opinion issued when financial statements as a whole comply with relevant accounting standards and legislative requirements, with the exceptions noted in the opinion.</p> <p>These exceptions could be the effect of a disagreement with those charged with governance, a conflict between applicable financial reporting frameworks, or a limitation on scope that is considered material to an element of the financial report.</p>
Risk management	The systematic identification, analysis, treatment, and allocation of risks. The extent of risk management required will vary depending on the potential effect of the risks.
Unmodified audit opinion	An audit opinion issued when financial statements are prepared in accordance with the relevant legislative requirements and Australian accounting standards.
Useful life	The number of years an entity expects to use an asset (not the maximum period possible for the asset to exist).





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W: [www.qao.qld.gov.au](http://www.qao.qld.gov.au)  
53 Albert Street, Brisbane Qld 4000  
PO Box 15396, City East Qld 4002

## 13.1.4 - 2021/22 QAO Interim Audit Report

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Leah Bradley - Manager - Financial Services

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

**PRESENTED FOR:** Information

### ATTACHMENTS

1. 2022 QAO Interim Report [13.1.4.1 - 5 pages]

### PURPOSE

To present the 2021/22 Interim Audit Report from the Queensland Audit Office (QAO).

### OFFICER'S RECOMMENDATION

That Council receive and note the contents of the Queensland Audit Office 2022 Interim Audit Report.

### BACKGROUND

The QAO undertake external audits of all Local Governments and the findings are reported annually to Parliament. Each year Council receives an interim audit report assessing the compliance and performance of Council's fiduciary responsibilities. This report was presented to the Audit and Risk Committee on the 10 May 2022 for consideration and discussion.

### DISCUSSION/CURRENT ISSUE

The Queensland Audit Office (QAO) has provided its 2022 Interim Report to the Mayor, for information.

The report details the results of their interim work performed, where the auditors' assessed the design and implementation of Council's internal controls, and whether they are operating effectively. A review of any prior year issues is also undertaken to assess if any outstanding issues can be considered resolved as well as providing a summary of the audit progress and emerging risks.

Management continuously monitor and mitigate risks by implementing controls and remain vigilant against fraudulent activities and financial reporting misstatements. To date, the interim audit work undertaken has not identified any significant deficiencies in Council's internal controls.

All current and historic identified issues, together with recommendations for appropriate action and management's responses, have been included in the 2022 Interim Report to the Mayor attached.

Attachment 1 details Council's audit findings from the work performed on the key controls identified during the audit planning phase over the revenue, expenditure and payroll systems. A summary of the issues identified is set out in the table below.

Table 1: Internal Controls Issues

No.	Year and Status	Risk Level	Status
<b>Current Year</b>			
	No issues identified in Interim Audit for the current year		
<b>Prior Year</b>			
20CR-1	Monitoring of loans to community organisations	Moderate Risk	Ongoing issue relating to a loan and loan term extension provided to the Whitsunday Sports Park Pty Ltd
21CR-2	Related Parties Data Capture	Moderate Risk	Resolved

Key Financial Audit Milestones and audit fees are on track.

## STATUTORY/COMPLIANCE MATTERS

Section 213 *Local Government Regulation 2012*

### **Presentation of auditor-general's observation report**

- (1) *This section applies if the auditor-general gives the mayor of a local government a copy of the auditor-general's observation report about an audit of the local government's financial statements;*
- (2) *An auditor-general's observation report, about an audit of a local government's financial statements, is a report about the audit prepared under section 54 of the Auditor-General Act 2009 that includes observations and suggestions made by the auditor-general about anything arising out of the audit; and*
- (3) *The mayor must present a copy of the report at the next ordinary meeting of the local government.*

## STRATEGIC IMPACTS

Lead and coordinate of the organisation's corporate governance and risk management, in addition to the delivery of efficient and customer focused administration support for the organisation to ensure high levels of performance and compliance.

## FINANCIAL IMPLICATIONS

A provision will be recognised in Council's 2021/22 Financial Statements based on audit issue 20CR-1.

## CONSULTATION/ENGAGEMENT

Director Corporate Services  
 Queensland Audit Office  
 William Buck  
 Audit and Risk Committee

## **RISK ASSESSMENT**

Risk 1: Financial Sustainability – Existing control mechanism

## **TIMINGS/DEADLINES**

A copy of this report must be presented at Council's next ordinary meeting. The report and its contents has been presented to the Audit Committee.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

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

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

This decision does not limit the above identified human rights.

## **ALTERNATIVES CONSIDERED**

N/A





# Whitsunday Regional Council

28 April 2022

---

# Attachment 13.1.4.1 2022 QAO Interim Report

2022 Interim report

Your ref: JAL:MJM:WRCAA88

28 April 2022

Mr M Brunner  
Acting Mayor  
Whitsunday Regional Council  
PO Box 104  
Proserpine QLD 4680

Dear Sir

## **2022 Interim report**

We present to you our interim report for Whitsunday Regional Council for the financial year ending 30 June 2022.

This report details the results of our interim work performed to the date of this letter. In this phase we assessed the design and implementation of your internal controls, and whether they are operating effectively. The internal controls that we assessed are those key controls we intend to rely on in auditing your financial statements. Our audit does not assess all controls that council have implemented across the organisation.

Under the Australian Auditing Standards, we are required to communicate to you any significant deficiencies in your control environment identified from our audit process. We have not identified any such significant deficiencies.

We have also undertaken work over the areas of audit focus that were communicated in our external audit plan. To date, our work has not identified any significant deficiencies in your internal controls.

Please note that under section 213 of the Local Government Regulation 2012, you must present a copy of this report at your council's next ordinary meeting.

The *Auditor-General Act 2009* requires the Auditor-General to report to parliament on an issue raised during an audit if they consider it to be significant. The results of our audit will be included in our report to parliament Local Government 2022.

If you have any questions or would like to discuss the audit report, please contact myself or Matthew Monaghan on 3229 5100.

Yours sincerely



**Junaide Latif**  
Contract Audit Director

Enc.

cc. Mr R Ferguson, Chief Executive Officer  
Mr G Webb, Chair, Audit & Risk Committee

**SENSITIVE**

2022 Interim report

## 1. Summary

We completed our audit planning phase and issued an external audit plan on 11 February 2022. This report details our audit findings from the work we performed on the key controls identified during the audit planning phase over the revenue, expenditure and payroll systems.

### Internal controls

Deficiencies:

- No issues raised in the current year. All prior year issues are resolved.

Financial reporting matters:

- 1 unresolved from prior years

Based on the results of our testing completed to date and the resolution of prior year issues, we have determined your internal control environment does support an audit strategy that can rely upon these controls.

### Areas of audit focus

We have also performed work over the areas of audit focus identified in our external audit plan. Our progress against the areas of audit focus is on track.

### Milestones—On track

Our progress against the milestones set in our 2022 External Audit Plan is on track.

### Audit fees—On track

- Invoiced to date: \$0
- Remaining fee: \$127,850

## 2. Status of issues

### Financial reporting issues

This table identifies the number of financial reporting issues we raised. Details of the financial reporting issues we identified during our interim audit are outlined further in this section. Refer to section 3 Prior year issues for the status of prior year financial reporting issues.

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

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





**SENSITIVE**

2022 Interim report

### 3. Prior year issues

The following table summarises the status of deficiencies, financial reporting issues and other matters reported in prior years.

Financial reporting issues			
Ref.	Rating	Issue	Status
20CR-1		<b>Monitoring of loans to community organisations</b>	<p>Work in progress</p> <p>Action date: 30/06/2021</p> <p>Revised Action date: Ongoing</p> <p>Council met with the Whitsunday Sports Park Board throughout 2021. The intention remains to repay the funds through upon receipt of other government grants and an extension of time has been agreed. Council has made application to the Queensland Treasurer through the Department of Local Government under Statutory Bodies Financial Arrangements Act 1982, and the Local Government Act 2009 and Regulation 2012, for an extension of the loan term to 30 June 2022.</p> <p>The first loan extension previously granted was approved by the State Treasury in the second half of 2021, providing an approval for the period to 30 June 2022.</p> <p>The Council in December 2021 agreed to a second extension of the term of the loan to Whitsunday SportsPark Ltd for a further two years until 30 June 2024. This council resolution was subject to a further Treasurer's approval from the State Government Treasury. The application has been made through the Department of State Development, Infrastructure, Local Government and Planning and is currently under consideration.</p>
21CR-2		<b>Related parties data capture</b> Council were required to manually search for transactions with related parties and did not have a dedicated report or flagging system within Council's finance software.	Resolved

SENSITIVE



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## 13.1.5 - Local Government By-Election

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Jason Bradshaw - Director Corporate Services

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

**PRESENTED FOR:** Decision

### ATTACHMENTS

1. Letter to Deputy Premier - 25 May 2022 - By Election Request [13.1.5.1 - 2 pages]

### PURPOSE

To seek Council endorsement of the Chief Executive Officer's request for a postal ballot for the upcoming Council By-election because of the Mayor's election to federal parliament.

### OFFICER'S RECOMMENDATION

That Council endorse the actions of the Chief Executive Officer in making an application to change the method of voting to be a Full Postal Ballot for the upcoming Mayoral By-election, and any subsequent By-elections for the remainder of the 2020-2024 Council term.

### BACKGROUND

Cr Andrew Willcox was a candidate in the recent federal election for the seat of Dawson and it is apparent that he has been successful in his bid subject to declaration of the polls by the Australian Electoral Commission. His success at the election will result in a by-election needing to be held by the Electoral Commission of Queensland (ECQ) for the vacant Mayoral position, and advice from that office is they are already planning to meet the requirements of the *Local Government Act 2009* that a By-election be held within two months of the position becoming vacant. Mayor Cr Andrew Willcox has advised it is his intent to resign from his position as mayor once the poll is declared.

The advice from the ECQ is that a by-election will need to be conducted in the same manner as the previous quadrennial election i.e., an Ordinary Attendance Ballot with the availability of postal and telephone voting. At the last local government election in 2020, Council did not have a ballot for the position of Mayor as Cr Willcox was elected unopposed.

In discussions with Council there is a preference for the by-election to be conducted as a Full Postal Ballot, and to this effect the Chief Executive Officer wrote a letter on 25 May 2022 to the Minister for Local Government requesting for the By-Election for position of Mayor of Whitsunday Regional Council to be run as a Full Postal Ballot. Please refer to attachment 1.

The Minister decides local government postal-only ballot applications. When deciding an application, the Minister must have regard for the Electoral Commissioner's recommendation and the criteria in section 45AB (4) of the *Local Government Electoral Act*.

### DISCUSSION/CURRENT ISSUE

The Electoral Commissioner must have regard to these matters in section 45AB (4) of the *Local Government Electoral Act 2011* (LGEA) to make a recommendation:

- the reasons, stated in the application, why the poll should be by postal ballot

- identify costs of conducting the poll by postal ballot compared to the costs by conducting using polling booths
- the number of persons enrolled on an electoral roll for an electoral district, or part of an electoral district, included in the area to which the application relates.
- the population density and distribution in the area to which the application relates
- whether a poll has previously been conducted by postal ballot in the area to which the application relates.

The letter written by the Chief Executive Officer addresses the criteria for recommendation as follows:

- a. While there is a sizeable portion of the resident population based in the Airlie Beach/Cannonvale district the balance of the population for the region is spread over 23,800 square kilometres with many residents face significant travel requirements to attend a polling booth from throughout the rural areas.
- b. Voter fatigue – having just completed the Federal Election there is now a need for by-election for the role of Mayor and a further by-election if one of the Divisional Councillors successfully stands for the role of Mayor. Council considers a Full Postal Ballot provides a better service to residents and reduces the risk of voters simply ‘not bothering because they have just been through another election process.’
- c. Voter attendance – the 2020 local government election saw a low voter turnout across the region with average attendance of only 73.32% across the region (below the State average of 77.41%) and it is submitted that a postal ballot is more convenient and would assist in increasing voter participation.
- d. Extensive Covid and Flu numbers exist across the community and a Full Postal Ballot method removes the risks associated with large numbers gathering on Polling Day or beforehand at pre-polling.
- e. Cost – savings can also be realised through a postal ballot with less cost in venues, transport and coordination of moving ballots and the overall cost of the day. With the prospect of having to fund potentially two by-elections in the upcoming 2022/23 budget, there will be a financial impost on this community in a time when we are managing increasing cost of living pressures on the council’s finances.
- f. Timing – with the limited time of only 60 days to conduct the election there is a sense of urgency in being able to prepare and undertake an election during such a short timeframe when the quadrennial elections allow for much more preparation time. That includes the requirements to continue to conduct training for intending candidates in the initial stages. Council has already been fielding queries from the community about the timing of the by-election.

Council respectfully requests consideration for the By-election for the role of Mayor and any subsequent by-election that may arise to be carried out by Full Postal Ballot.

## **STATUTORY/COMPLIANCE MATTERS**

The Electoral Commissioner must have regard to applications for a postal-only ballot to the Electoral Commissioner for an assessment and recommendation as to whether an application should be approved in section 45AB (4) of the *Local Government Electoral Act 2011* (LGEA)

## **STRATEGIC IMPACTS**

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

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

## **FINANCIAL IMPLICATIONS**

The costs for running a by election has been provided for in the proposed budget for 2022-2023 budget, which will be adopted by Council on 24 June 2022.

## **CONSULTATION/ENGAGEMENT**

Chief Executive Officer  
Manager Governance & Administration

## **RISK ASSESSMENT**

The Electoral Commission of Queensland is responsible for the conduct and administration of free and democratic local government elections under the LGEA. The guiding principles to assess and recommend postal-only ballots are:

- maximise the opportunity to exercise the right to vote by providing voter accessibility
- freedom from any undue influence when exercising their right to vote
- assistance and information for voters
- maximisation of the formal vote count.

Postal voting reduces fraud risk, is a more convenient, reduces costs, increases participation rates, and reduces political interferences that can impact voters.

## **TIMINGS/DEADLINES**

The Electoral Commission Queensland is required to complete the process within the required two-month period. Council anticipates that the federal election outcomes will be released in the next week which is when the clock starts for the two-month period.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

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

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



- Section 28 – Cultural rights – Aboriginal peoples and Torres Strait Islander peoples.

This decision does not limit the above identified human rights.

### ALTERNATIVES CONSIDERED

Options	Description	Positives	Negatives
In Person voting	Voting at polling stations only-current voting method for Whitsunday Regional Council	<ul style="list-style-type: none"> <li>• Assistance on site at polling stations</li> <li>• Provides convenience to those in proximity to polling stations</li> </ul>	<ul style="list-style-type: none"> <li>• Inaccessibility</li> <li>• Time consuming</li> <li>• Low Voter Turnout</li> <li>• Space and Time consuming</li> </ul>



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

25 May 2022

Hon Steven Miles MP  
Deputy Premier  
Minister for State Development, Infrastructure,  
Local Government and Planning  
Minister Assisting the Premier on Olympics Infrastructure  
PO Box 15009  
CITY EAST QLD 4002  
Via email: [deputy.premier@ministerial.qld.gov.au](mailto:deputy.premier@ministerial.qld.gov.au)

Dear Hon Steven Miles MP,

**RE: By-Election for Position of Mayor of Whitsunday Regional Council**

As you may be aware Mayor Andrew Willcox was a candidate in the recent federal election for the seat of Dawson and it is apparent that he has been successful in his bid subject to declaration of the polls by the Australian Electoral Commission.

His success at the election will result in a by-election needing to be held by the Electoral Commission of Queensland (ECQ) for the vacant Mayoral position, and advice from that office is they are already planning to meet the requirements of the *Local Government Act 2009* that a by-election be held within two months of the position becoming vacant. Mayor Andrew Willcox has advised it is his intent to resign from his position as Mayor once the poll is declared.

The advice from the ECQ is that a by-election will need to be conducted in the same manner as the previous quadrennial election i.e. an Ordinary Attendance Ballot with the availability of postal and telephone voting. At the last local government election in 2020, Council did not have a ballot for the position of Mayor as Cr Willcox was elected unopposed.

In discussions with Council today, there is a preference for the by-election to be conducted as a Full Postal Ballot, as distinct from the normal attendance ballot for the following reasons:

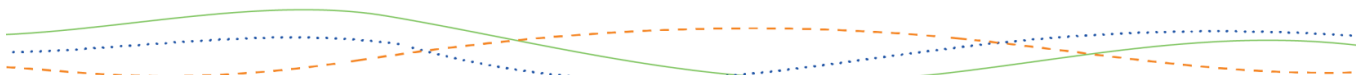
- a) While there is a significant portion of the resident population based in the Airlie Beach/Cannonvale district the balance of the population for the region is spread over 23,800 square kilometres with many residents facing significant travel requirements to attend a polling booth from throughout the rural areas.
- b) Voter fatigue – having just completed the Federal Election there is now a need for by-election for the role of Mayor and possibly a further by-election if one of the Divisional Councillors successfully stands for the role of Mayor. Council considers a Full Postal Ballot provides a better service to residents and reduces the risk of voters simply 'not bothering because they have just been through another election process'.

**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

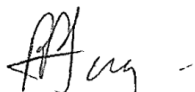


- c) Voter attendance – the 2020 local government election saw a low voter turnout across the region with average attendance of only 73.32% across the region (below the State average of 77.41%) and it is submitted that a postal ballot is more convenient and would assist in increasing voter participation.
- d) Extensive Covid and Flu numbers exist across the community and a Full Postal Ballot method removes the risks associated with large numbers gathering on Polling Day or beforehand at pre-polling.
- e) Cost – savings can also be realised through a postal ballot with less cost in venues, transport and logistics of moving ballots and the overall cost of the day. With the prospect of having to fund potentially two by-elections in the upcoming 2022/23 budget, there will be a financial impost on this community in a time when we are managing increasing cost of living pressures on the council's finances.
- f) Timing – with the limited time of only 60 days to conduct the election there is a sense of urgency in being able to prepare and undertake an election during such a short timeframe when the quadrennial elections allow for much more preparation time. That includes the requirements to continue to conduct training for intending candidates in the early stages. Council has already been fielding queries from the community about the timing of the by-election.

Council respectfully requests consideration for the by-election for the role of Mayor and any subsequent by-election that may arise to be carried out by Full Postal Ballot. Obviously with the ECQ required to complete the process within the required two-month period your urgent consideration of this request would be greatly appreciated. Council anticipates that the federal election outcomes will be released next week when the clock starts for the two-month period.

I am happy to discuss any aspects of this request in more detail, so please contact me by email at [rod.ferguson@whitsundayrc.qld.gov.au](mailto:rod.ferguson@whitsundayrc.qld.gov.au) or by telephone on 07 4945 0601 if you require any further information.

Yours sincerely



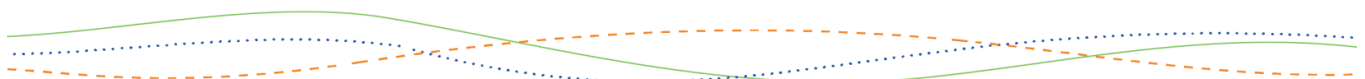
**Rodney Ferguson**  
Chief Executive Officer

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

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

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

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



## 13.1.6 - Unconfirmed Minutes - Audit and Risk Committee Meeting

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

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

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

**PRESENTED FOR:** Decision

### ATTACHMENTS

1. 10 May 2022 - Audit Risk Committee Meeting Unconfirmed Minutes [13.1.6.1 - 11 pages]

### PURPOSE

Council is required to review and consider the recommendations of the Audit & Risk Committee. The minutes will also be confirmed by this Committee at the next available meeting.

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

### OFFICER'S RECOMMENDATION

That Council endorse the Unconfirmed Minutes of the Audit & Risk Committee Meeting held on 10 May 2022.

### BACKGROUND

Whitsunday Regional's Council's Audit & Risk Committee met on 10 May 2022. Minutes were recorded from this meeting and are provided to Council to consider and review the Committee's recommendations, in accordance with Section 211(1)(c) of the Local Government Regulation 2012.

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

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

### DISCUSSION/CURRENT ISSUE

The following reports were presented at the meeting of the 10 May 2022 and voted in support by the Committee

1. Audit and Risk Committee Priorities Guide - to receive the updated priorities guide for 2022.

2. Risk Management Update - to receive the updates for February to May 2022.
3. Monthly Financial Report - to receive copies of the Monthly Financial report for March 2022, Financial statements for the period ending 31 March 2022 and Capital Delivery Report as at 31 March 2022.
4. Business Activities Report - receive the Foxdale Quarry, Whitsunday Water and Waste and Aviation Tourism reports.
5. Financial Reports - receive the Position Papers and Shell Financial Statements.
6. ICT Update - receive the progress of the ICT application roadmap, security review and cyber security breach incident.
7. Workplace Health and Safety - receive the report for May 2022.
8. Land valuation report - receive the Asset Valuation Report.

Council has the following options:

- Support the recommendations. Council can endorse the Committee's recommendations, receive the minutes of the Audit & Risk Committee's 10 May 2022 meeting and approve actions arising from that meeting: or
- Seek to amend the recommendations. If on review, Council require clarification on any of the recommendations or actions arising and wishes to amend them, then this is the appropriate opportunity to address any concerns or issues with the minutes and the recommendations and actions arising therein.

## **STATUTORY/COMPLIANCE MATTERS**

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

## **STRATEGIC IMPACTS**

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

Alignment to Corporate Plan Outcome 1.1: Our Leadership engages with the community and provides open, accountable and transparent local government.

Alignment to Operational Plan KPI: The Mayor and Councillors are provided with relevant, accurate and timely advice and support in accordance with approved levels of service.

## **FINANCIAL IMPLICATIONS**

Financial Implications are managed within the existing budgets and delegations.

## **CONSULTATION/ENGAGEMENT**

Audit and Risk Committee Chairman

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

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

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

N/A



**Minutes of the  
Audit & Risk Committee  
Meeting held on  
Tuesday 10 May 2022 at Council  
Chambers, 83-85 Main Street,  
Proserpine**

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

**Committee Members Present:**

Graham Webb (Chair); John Finlay; Cr John Collins (via teleconference);  
Council's Proxy Attendees were also present - Cr Mike Brunner attended on behalf on the Mayor Cr Andrew Willcox

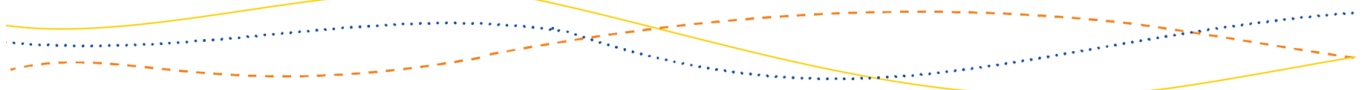
**Council Officers Present:**

Rod Ferguson (Chief Executive Officer); Jason Bradshaw (Director Corporate Services);  
James Ngoroyemoto (Manager Governance and Administration); Leah Bradley (Manager  
Financial Services); Julie Moller (Manager - Strategic Finance; Melanie Douglas - Secretary  
(Governance and Risk Officer)

**Guests Presenters via teleconference**

Matthew Monaghan (William Buck); Sabrina Frank (Queensland Audit Office); Wayne Gorrie  
(O'Connor Marsden).

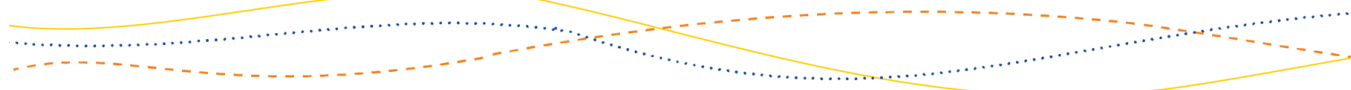
The meeting commenced at 9.01am  
The meeting adjourned for morning tea at 10.01am  
The meeting reconvened from morning tea at 10.18am  
The meeting closed at 12.00pm





**Whitsunday Regional Council**  
**Minutes of the Audit & Risk Committee Meeting** held at  
**Council Chambers, 83-85 Main Street, Proserpine** on  
**Tuesday 10 May 2022** commencing at **9:00 AM**

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**1 APOLOGIES/LEAVE OF ABSENCE**

**1.0.1 2022/05/10.01 Apologies/Leave of Absence**

**Moved By: CR M BRUNKER**

**Seconded By: CR J COLLINS**

**That Council receive the apology from Mayor Cr Andrew Willcox.**

**MEETING DETAILS**

The motion was carried 4/0

**Carried**

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**2 DECLARATIONS OF INTEREST**

**2.0.1 2022/05/10.02 Declarations of Interest - Agenda**

Mr Graham Webb Chairman declared that although there were no matters on the Agenda which he had a Conflict of Interest, that the Committee should note his son Troy Webb is a partner with McCullough Robertson Lawyers and does provide legal services to Council.

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**3 CONFIRMATION OF MINUTES**

**3.1 2022/05/10.03 Confirmation of Minutes**

**Moved By: CR M BRUNKER**

**Seconded By: MR G WEBB**

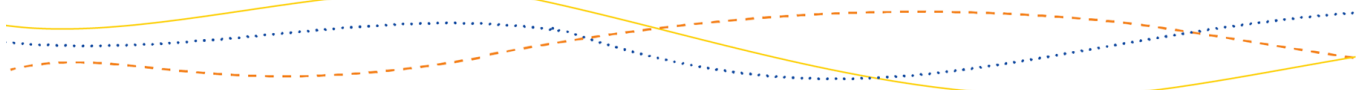
**That the Committee confirms the Minutes of the Audit and Risk Committee Meeting held on 23 November 2021.**

**MEETING DETAILS**

The motion was Carried 4/0

**CARRIED**

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#### **4.1 AUDIT AND RISK COMMITTEE REPORTS**

**4.1.1 2022/05/10.04 Chief Executive Officer Briefing Update**

**Moved By: MR J FINLAY**

**Seconded By: CR J COLLINS**

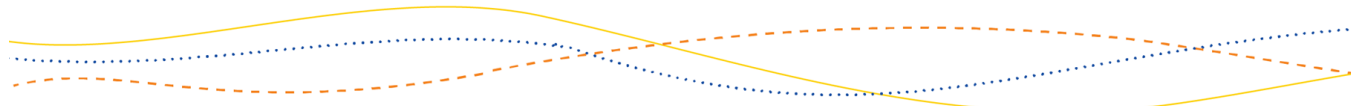
**That the Audit and Risk Committee receive the verbal update from the Chief Executive Officer as follows:**

*Mr Chair and Members*

1. *Stratford Road/Bravus Mining - Recent advice was the Bravus CEO David Boschoff has left the firm. Discussions with the Acting CEO who has since put forward a proposal regarding the roadworks along with a Community Fund to assist the Collinsville/Bowen communities and surrounds. That offer is being considered at an officer level at this stage.*
2. *Enterprise Bargaining - Approaching finalisation.*
3. *Legal matters discussed*
  - a) *Lagoon Pool*
  - b) *Planning Appeal - Whitsunday Paradise*
  - c) *Planning Appeal - Botanica Estate*
4. *Contracts*
  - a) *Proserpine Entertainment Centre - Council has taken possession of the site but due to fire safety related issues we have had to delay the opening.*
  - b) *Flagstaff Hill Two submissions to the EOJ process invited to Tender. Closes late May and hope to have report to Council in June 2022.*
  - c) *Shute Harbour - Final funding arrangements agreed to by Federal and State governments. Facility is operating and sorting out teething issues. Ranbury have been appointed as Superintendent to close out contract issues.*
5. *Covid 19 update - state mandates have been relaxed greatly since the last meeting and Council is operating BAU. There are still a lot of cases in the country. The impact at times is significant e.g. Parks gang in Bowen just about non-existent during the busiest time of the year leading to reputational risk when parks/open space not maintained to normal standards.*
6. *Leadership Development Program - Next phase of this program to be held on the 23/24th May 2022.*

#### **New Matters**

1. *Budget preparations - early workshops have been held.*
  - *QTC presentation on the state of the broader economy;*
  - *AEC group report on business activities;*
  - *Valuer General to meet with Council on valuation updates;*
  - *Budget is slightly behind schedule due to various reasons but looking at late June for adoption.*
  - *Rating is easier this year as the complexities of the re-valuation last year are not present.*



2. *External Reviews - Update on external reviews on Project Management and Planning Processes*
3. *Deputy Mayor Role - At the meeting of 13th April 2022 Council amended an earlier April 2020 resolution to remove the 'rotation' of the Deputy Mayor's role on an annual basis to that of appointment for a 12 month period followed by review followed by appointment of any Councillor for the following 12 months. That resolution also extended Cr Brunker's term as Deputy Mayor until such time as either Cr Willcox returns or a new Mayor is elected.*
4. *Climate Hub - Most members of the Climate Hub Panel were in the region recently for the first face to face meeting of the group since the Covid19 pandemic started. An external review of the Hub is to be carried out to assess the role of the hub and it's future direction.*

**MEETING DETAILS**

The motion was Carried 4/0

**CARRIED**

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**4.1 AUDIT AND RISK COMMITTEE REPORTS**

**4.1.2 2022/05/10.05 Audit and Risk Committee Priorities Guide**

**Moved By: CR M BRUNKER**

**Seconded By: CR J COLLINS**

**That the Audit and Risk Committee receive the current update on the Priorities Guide.**

**MEETING DETAILS**

The motion was Carried 4/0

**CARRIED**

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**4.1 AUDIT AND RISK COMMITTEE REPORTS**

**4.1.3 2022/05/10.06 Audit Recommendations Update**

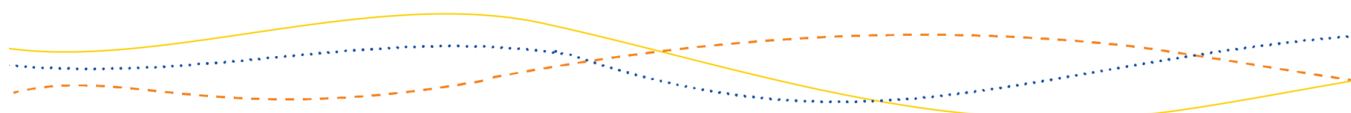
**Moved By: MR J FINLAY**

**Seconded By: MR G WEBB**

**That the Audit and Risk Committee receive the progress updates to the recommended actions from completed Internal Audits.**

**MEETING DETAILS**

The motion was Carried 4/0



**4.1 AUDIT AND RISK COMMITTEE REPORTS**

**4.1.4 2022/05/10.07 Risk Management Update Report**

**Moved By: MR J FINLAY**

**Seconded By: CR M BRUNKER**

**That the Audit and Risk Committee receive the Risk Management Update Report for the period to February 2022 to May 2022.**

**MEETING DETAILS**

**Discussion**

Cr Brunker commented on advocacy and Economic Development Strategy, insurance money from the State - Economic Development Strategy needs to be finished.

JF questioned whether the Parks are catergorised with a particular service for different standards.

CEO responded that Bowen Parks were one of the hardest hit, however our teams are catching up with Covid Regulations changes.

JF commented on Climate Change, is this mandated by the State?

CEO responded QRA Climate Change Resilience Strategy, funding opportunities from the state and feds, genuine risk but not directly effecting budget at this time.

JF commented on service completed, staff vacancies and engaging contractors.

CEO acknowledged comments and advised this is the case with particular projects.

The motion was Carried 4/0

**CARRIED**

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**4.2 FINANCIAL REPORTING**

**4.2.1 2022/05/10.08 Business Activities Reports**

**Moved By: MR J FINLAY**

**Seconded By: MR G WEBB**

**That the Audit and Risk Committee receive the:**

- a) Foxdale Quarry Report - January and February 2022;**
- b) Whitsunday Water and Waste Operational Report - January and February 2022;**
- c) Aviation and Tourism Quarterly Report - October - December 2021.**

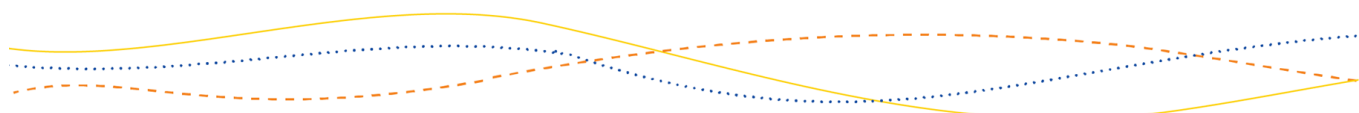
**MEETING DETAILS**

**Follow Up Actions:**

JM to look into error on page 68 regarding concrete aggregate

The motion was Carried 4/0

**CARRIED**



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**4.2 FINANCIAL REPORTING**

**4.2.2 2022/05/10.09 Financial Position Report**

**Moved By: MR G WEBB**

**Seconded By: CR M BRUNKER**

**That the Audit and Risk Committee receive the Position Paper: AASB 138 Intangible Assets.**

**MEETING DETAILS**

Leah Bradshaw, Manager Financial Services provided an overview of the report.

QAO provided recognition of the valued report.

The motion was Carried 4/0

**CARRIED**

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**The committee adjourned for a break at 10.00am reconvening at 10.18am.**  
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**4.2 FINANCIAL REPORTING**

**4.2.3 2022/05/10.10 Shell Financial Statements**

**Moved By: MR J COLLINS**

**Seconded By: MR J FINLAY**

**That the Audit and Risk Committee receive the Shell Financial Statements for the period ended June 2022.**

**MEETING DETAILS**

The motion was Carried 4/0

**CARRIED**  
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**4.2 FINANCIAL REPORTING**

**4.2.4 2022/05/10.11 Monthly Financial Report**

**Moved By: MR J FINLAY**

**Seconded By: MR G WEBB**

**That the Audit and Risk Committee receive the**

- a) Monthly Financial Report - March 2022**
- b) Financial statements for the period ended 31st March 2022; and**
- c) Capital Delivery Report as at 31 March 2022.**

**MEETING DETAILS**

The motion was Carried 4/0

**CARRIED**

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**4.3 FINANCIAL REPORTING**

**4.3.1 2022/05/10.12 Internal Audit Activity Report - May 2022**

**Moved By: MR G WEBB**

**Seconded By: CR J COLLINS**

**That the Audit and Risk Committee receive the Internal Audit Activity Report by O'Connor Marsden Associates.**

**MEETING DETAILS**

The motion was Carried 4/0

**CARRIED**

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**4.4 EXTERNAL AUDIT**

**4.4.1 2022/05/10.13 External Audit Report - May 2022**

**Moved By: MR J FINLAY**

**Seconded By: CR J COLLINS**

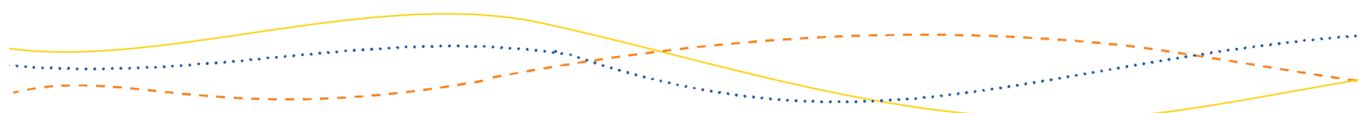
**That the Audit and Risk Committee receive the;**

- a) Briefing Paper from the Queensland Audit Office dated 10 May 2022; and**
- b) the Interim Management Report 2022.**

**MEETING DETAILS**

The motion was Carried 4/0

**CARRIED**



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**Cr Brunner left the meeting room**

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**4.5 INTERNAL CONTROLS/RISK COMPLIANCE**

**4.5.1 2022/05/10.14 ICT Update - May 2022**

**Moved By: MR J FINLAY**

**Seconded By: CR J COLLINS**

**That the Audit and Risk Committee receive and note the progress of the ICT application roadmap program of work, security review update, and cyber security data breach incident.**

**MEETING DETAILS**

Scott Wilkinson, Manager Innovation and Technology attended the meeting and presented the report to the Committee.

The motion was Carried 3/0

**CARRIED**

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**4.5 INTERNAL CONTROLS/RISK COMPLIANCE**

**4.5.2 2022/05/10.15 Workplace Health and Safety - May 2022**

**Moved By: MR J FINLAY**

**Seconded By: CR J COLLINS**

**That the Audit & Risk Committee note the Workplace Health & Safety Report.**

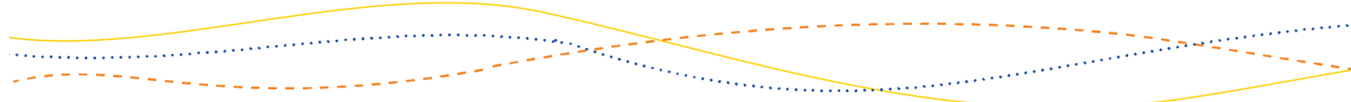
**MEETING DETAILS**

Lyndal O'Neill, Human Resources Manager attended the meeting and presented the report to the Committee.

The motion was Carried 3/0

**CARRIED**

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**4.5 INTERNAL CONTROLS/RISK COMPLIANCE**

**4.5.3 2022/05/10.16 Land Valuation report**

**Moved By: MR J FINLAY**

**Seconded By: CR J COLLINS**

**That the Audit and Risk Committee receive the 2022 Asset Valuation Report, noting the “Land and Improvements Fair Value Report for 30 June 2022.”**

**Further, that the Audit and Risk Committee also receive the 2022/23 Asset Valuation Plan.**

**MEETING DETAILS**

The motion was Carried 3/0

**CARRIED**

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**Cr Brunker returned to the meeting.**

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**5.1 MATTERS OF IMPORTANCE**

**5.1.1 2022/05/10.17 Chairman Report**

**Moved By: CR M BRUNKER**

**Seconded By: CR J COLLINS**

**That the report titled “release of the Queensland Auditor General's Report to Parliament” sent by the Chairman on 5 May 2022 be received.**

**MEETING DETAILS**

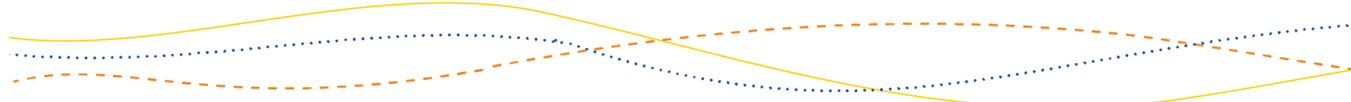
The motion was Carried 4/0

**CARRIED**

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**The meeting closed at 12.00pm**

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**13.2.1 - 20220248 - Development Application for Material Change of Use - Special Industry (Agave Spirit Distillery); and Reconfiguration of a Lot - Boundary Realignment (Road Opening), 81 Bridsons Road, Bowen, Top Shelf International Pty Ltd**

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Matthew Twomey - Snr Development Assessment Officer

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

**PRESENTED FOR:** Decision

**ATTACHMENTS**

1. Conditions of Approval [13.2.1.1 - 6 pages]
2. Planning Assessment [13.2.1.2 - 8 pages]
3. Locality Plan [13.2.1.3 - 1 page]
4. Zoning Plan [13.2.1.4 - 1 page]
5. Proposal Plans [13.2.1.5 - 8 pages]
6. SARA Response [13.2.1.6 - 5 pages]
7. Ergon Energy Response [13.2.1.7 - 2 pages]

**PURPOSE**

To present the assessment of the development application.

**OFFICER'S RECOMMENDATION**

That Council approve the application for Development Application for Development Permit for Material Change of Use - Special Industry (Agave Spirit Distillery); and Reconfiguration of a Lot - Boundary Realignment (Road Opening), made by Top Shelf International Pty Ltd, on L: 16EMT W/ SP 114717 HR: 2013 and located at 81 Bridsons Road BOWEN, subject to the conditions outlined in Attachment 1.

**BACKGROUND**

There is no background to report.

**APPLICATION SUMMARY**

The proposed development is for an agave spirit distillery located on an existing agave farm. The approval sought is for Stage 1 of the ultimate development which involves the construction of a building to house a distillery, process plant material and produce alcohol. The proposal is consistent with the rural zoning of the land which allows non-rural uses provided that are compatible with agriculture, the environment, and the landscape character of the rural area where they do not compromise the long-term use of the land for rural purposes. A boundary realignment is produced to open additional road reserve to correct the alignment of Bridsons Road. No submissions were received during the public notification period and the application is recommended for approval subject to reasonable and relevant conditions relating to the construction and operation of the use. A complete assessment of the planning requirements is provided in Attachment 2.

## **STATUTORY/COMPLIANCE MATTERS**

Planning Act 2016  
Whitsunday Regional Council Planning Scheme 2017

## **STRATEGIC IMPACTS**

Process all statutory applications within statutory timeframes.

## **FINANCIAL IMPLICATIONS**

The applicable infrastructure charges total \$66,014.61.

## **CONSULTATION**

Manager Development Assessment  
Technical Officer Engineering Assessment  
Environment and Climate Officer  
Environmental Health Officer

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

A decision is required by **27 June 2022**.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

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

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

This decision does not limit the above identified human rights.

## Attachment 13.2.1.1 Conditions of Approval

### 1.0 ADMINISTRATION

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

Plan/Document Name	Prepared By	Plan Number	Dated
Site Plan	Gordon Gould Ipson Architects	SD-01 G	30/03/2022
Proposed Floor Plan	Gordon Gould Ipson Architects	SD-02 F	17/03/2022
Remnant Vegetation	Gordon Gould Ipson Architects	SD-06 C	17/03/2022
Eastern/Southern Elevation	Gordon Gould Ipson Architects	SD-03 D	04/03/2022
Western/Northern Elevation	Gordon Gould Ipson Architects	SD-04 D	04/03/2022
Section A/B	Gordon Gould Ipson Architects	SD-08 A	04/03/2022
Nort Eastern/Southern Perspective	Gordon Gould Ipson Architects	SD-05 A	04/03/2022
Proposal Plan	Veris	401341 PP-01 Issue A	02/03/2022
Tree Survey	Veris	401341 SK-01 Issue A	25/02/2022
Traffic Impact Statement	Premise	MIS-0829-L02-LB	10/03/2022
Flooding Statement	Premise	MIS-0829-L01-LB	09/03/2022
Wastewater Report	CQ Soil Testing	CQ20441	14/02/2022

- 1.2 The applicant is to comply with the Department of State Development, Infrastructure, Local Government and Planning's conditions as outlined in the Department's correspondence dated 22 April 2022.
- 1.3 The applicant is to comply with Ergon Energy's conditions as outlined in their correspondence dated 22 March 2022.
- 1.4 The following further development permits are required prior to commencement of work on site or commencement of the use:
- Operational Works:
    - Access and Parking
    - 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.
- 1.5 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.
- 1.6 All conditions of this approval must be complied with in full to Council's satisfaction prior to the commencement of the use.
- 1.7 The applicant shall demonstrate and provide evidence that compliance with all conditions of this development approval and any other subsequent development approvals as a result of this development approval have been complied with at the time of commencement of the use.

## Attachment 13.2.1.1 Conditions of Approval

- 1.8 A copy of this decision notice and stamped approved plans/drawings must be retained on site at all times. This decision notice must be read in conjunction with the stamped approved plans to ensure consistency in construction, establishment and maintenance of approved works.

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

- 2.1 Any vegetation removed must be disposed of to the requirements of the Council. Transplanting, chipping or removal from site are the preferred solutions.
- 2.2 All vegetative waste cleared as part of the development of the site is to be either:
  - a) stored neatly on site and shredded within sixty (60) days of clearing; or
  - b) removed off the site to an approved disposal location.
- 2.3 No invasive plants (Biosecurity Act, 2014) or declared local pests (Local Law no.3) shall be planted on the site or allowed to invade the site and the site must be managed and maintained to exclude weeds.
- 2.4 To reduce the spread of weeds, all earthmoving equipment shall be free of soil and seed before being taken to the work site and again on completion of the project.
- 2.5 Landscaping is to be provided generally in accordance with the areas shown on the approved site plan SD-01 G dated 30/03/2022.

### **3.0 WATER INFRASTRUCTURE**

- 3.1 Provide a potable water supply to the proposal in accordance with Council's Planning Scheme or Planning Policy applicable at the time which achieves a water storage volume of 160,000L.
- 3.2 Provide a non-potable water supply to the proposal which achieves a water storage volume of 160,000L.
- 3.2 A water storage volume of 750,000L is to be available for firefighting purposes with the tank locations shown the approved site plan SD-01 G dated 30/03/2022.

### **4.0 ON SITE EFFLUENT DISPOSAL**

- 4.1 The applicant is to Design and Construct an on-site sewerage treatment system for the proposal. Such work must be in accordance with Councils Planning Scheme applicable at the time and Queensland Plumbing and Wastewater Code. The applicant will be required to supply a detailed site-specific Wastewater Report at building stage that complies with AS 1547:2012 and the Queensland Plumbing and Wastewater Code Version 1:2019. The report from CQ Soil Testing should be noted at Building Stage.

### **5.0 ACCESS AND PARKING**

- 5.1 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.
- 5.2 The applicant must provide and maintain the existing external access from the pavement of Bridsons Road to the property boundary of Lot 16 to a gravel standard so as to comply as a minimum with the levels, dimensions and specifications as shown on Councils Standard Drawings RS-051 prior to the commencement of the use.
- 5.3 A minimum of 40 car parking spaces are to be provided and maintained within the boundaries of the property prior to commencement of the use.
- 5.4 All car parking and internal circulating areas must be sealed and constructed to the following standards:
  - a) Universal access must be provided in accordance with AS2890 (or any later revision of this standard).
  - b) Pedestrian and vehicular areas must be appropriately delineated to ensure the safety of the site users.

## Attachment 13.2.1.1 Conditions of Approval

- 5.5 Prior to commencement of use on the site the owner must lodge with Council, a civil engineer's design, and construction certification (by an experienced and qualified engineer). The certification must be addressed to Council and must certify that External Access, Internal Access, onsite parking, and maneuvering areas have been designed and constructed according to the conditions of this Decision Notice and achieves compliance with Planning Scheme, Councils Development Manual, AS2890 and AS 1428.

### **6.0 STORMWATER AND FLOODING**

- 6.1 Prior to commencement of any work on site an Operational Works development permit must be obtained in relation to Stormwater Drainage. Any application for Operational Works (Stormwater) must be accompanied by engineering design drawings, including calculations and certifications of the design, demonstrating compliance with Queensland Urban Drainage Manual current at the time of development, Councils Development Manual (current at the time of development) and this Decision Notice.
- 6.2 The applicant must design and construct Roof and Allotment drainage system for the development so as to comply with the Queensland Urban Drainage Manual current at the time of development as a minimum.
- 6.3 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 (current at the time of development).
- 6.4 All site works must be undertaken to ensure that there is no increase in flood levels and/or flood frequency at any locations where existing landowners and/or users are adversely affected by waterway flooding for all events up to and including Q100.
- 6.5 The design is to provide for the capture and management of natural flows from External Catchments, adjoining properties and site drainage through the site and discharged, as called for in Queensland Urban Drainage Manual, to a Legal Point of discharge.
- 6.6 Prior to commencement of use on the site the applicant must lodge with Council, a civil engineer's design, and construction certification (by an experienced and qualified engineer). The certification must be addressed to Council and must certify that the Roof and Allotment drainage works have been constructed in accordance with the requirements of Queensland Urban Drainage Manual current at the time of development, Councils Development Manual (current at the time of development) and this Decision Notice and will not cause adverse effects to adjoining or downstream properties or infrastructure.

### **7.0 ELECTRICITY AND TELECOMMUNICATIONS**

- 7.1 Provide electricity and telecommunications connection to the proposed development to the requirements of the relevant authority. The application must submit to Council, either:
- (a) a certificate of supply demonstrating that existing low-voltage electricity supply is available to the newly created development; or
  - (b) a certificate of supply that the applicant has entered into an agreement with the authorized electricity supplier, Ergon, to provide electricity services to the newly created development, payment has been received and the connection will be completed at a date in the future.

If low-voltage electricity supply is unavailable to the newly created development then the applicant must provide a certificate of supply of the proposed electricity connection date to all future property owners prior to entering into a contract of sale for the newly created lots prior to commencement of the use.

### **8.0 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.

## Attachment 13.2.1.1 Conditions of Approval

- 8.2 Erosion prevention and sediment control measures must be established so as to comply with the requirements of the Whitsunday Regional Council Development Manual and the Best Practice Erosion & Sediment Control – November 2008 (IECA White Book) and the requirements of the Environmental Protection Act.
- 8.3 The strategy of the plan must be implemented and maintained for the duration of the operational and building works, and until exposed soil areas are permanently stabilized (e.g., turfed, concreted).
- 8.4 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.
- 8.5 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.
- 8.6 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.

### **9.0 MAINTENANCE VALUATION**

- 9.1 The applicant must pay to Council a maintenance valuation fee per lot at the time of sealing of the survey plan at the rate applicable at the time of payment. The current rate is \$38.00 per lot.

### **10.0 WASTE AND ENVIRONMENT**

- 10.1 Waste and recycling storage facilities must be provided in accordance with the following provisions:
  - a) Adequate waste containers must be provided to contain the volume and type of waste and recyclable matter generated by the development;
  - b) Waste storage area for waste containers must be constructed of a solid concrete base or acceptable equivalent; and
  - c) Waste storage area must be designed and constructed so it can be easily cleaned whilst ensuring that no waste or recyclable matter is released to the stormwater system or any waterway.
- 10.2 Maintenance and cleaning of waste containers must be carried out by a cleaning contractor or in an area where contaminants cannot be released into stormwater drainage, a roadside gutter, water or onto unsealed ground.
- 10.3 All reasonable and practicable measures are to be taken to ensure that the waste storage area is kept to a standard of cleanliness where there is no accumulation of;
  - a) Waste, except in waste containers;
  - b) Recycled matter, except in containers;
  - c) Grease; or
  - d) Other visible matter.
- 10.4 Offensive odours, dust, smoke, fumes, particulates, or other contaminants likely to cause a nuisance must not be emitted beyond the boundaries of the premises.
- 10.5 All fuel and chemicals must be stored in an undercover, ventilated and secure location at all times in accordance with the relevant Australian Standard.

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

- 11.1 Prior to operational works, a Vegetation Management Plan is to be submitted in accordance with Planning Scheme SC6.2.6. The plan is to include protection measures for the vegetation in the riparian corridor.

## Attachment 13.2.1.1 Conditions of Approval

- 11.2 Acid sulfate soils are not to be disturbed during the works unless an Acid Sulfate Soils Management Plan that complies with Planning Policy SC6.2.4: Acid sulfate soils management plan, is submitted and approved by Council.

### **12.0 OPERATING PROCEDURES**

- 12.1 The approval is limited to produce 67,000L of alcohol per annum.  
12.2 A vehicle or vehicles waiting to be loaded or unloaded must stand entirely within the site.

### **13.0 MISCELLANEOUS**

- 13.1 If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained. The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: [www.datsip.qld.gov.au](http://www.datsip.qld.gov.au)
- 13.2 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.
- 13.3 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.
- 13.4 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 Bridsons Road or adjoining land unless written permission from the owner of that land and Council is provided.
- 13.5 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.

### **14.0 ADVISORY NOTES**

- 14.1 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.
- 14.2 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.
- 14.3 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.
- 14.4 Noise During Construction and Noise in General  
It is the developer's responsibility to ensure compliance with the Environmental Protection Act 1994.
- 14.5 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



## Attachment 13.2.1.1 Conditions of Approval

is planned and managed in a way that prevents or minimises risks to the health and safety of members of the public at or near the workplace during construction work.

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

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

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

## ANALYSIS

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

### 1. Application Summary

Proposal:	Development Application for Development Permit for Material Change of Use - Special Industry (Agave Spirit Distillery); and Reconfiguration of a Lot - Boundary Realignment (Road Opening)
Landowner	Top Shelf International Pty Ltd
Property Address:	81 Bridsons Road BOWEN
Property Description:	L: 16EMT W/ SP 114717 HR: 2013
Area of Site:	94.332 ha
Planning Scheme Zone:	Rural zone
Level of assessment	Impact assessable
Overlays:	Acid Sulfate Soils Overlay Agriculture Land Overlay Bushfire Hazard Overlay Environmental Significance Overlay Flood Hazard Overlay Infrastructure Overlay
Existing Use:	Agave farm
Existing Approvals:	DA02234 - Material Change of Use and Operational Works: Advertising Sign
Public Notification:	27 April 2022 and 19 May 2022
Submissions received:	Nil.
State referrals:	The site is located within 25 metres of a state-controlled road (Shute Harbour Road).
Infrastructure charges:	\$66,014.61

### 2. Site Details

#### 2.1. Location

The proposed development is located at 81 Bridson's Road, Bowen which is a single allotment divided into three portions separated by road reserves. The proposal is located on the most northern portion.

#### 2.2. Zoning

The site is in the Rural zone of the *Whitsunday Regional Council Planning Scheme 2017* (the Scheme).

#### 2.3. Site description

The site is generally flat and has been cleared of all significant vegetation apart from the vegetation along Eden Lassie Creek.

#### 2.4. Access

## Attachment 13.2.1.2 Planning Assessment

Access to the site is achieved via Bridson's Road which gains access direct off the Bruce Highway.

### 2.5. Surrounding uses

- North - Eden Lassie Creek and Rural land
- East - Rural land
- South - Bruce Highway, Service Station, Rural land
- West - Rural land

### 3. **Proposal Details**

This is an application for a Material Change of Use for an Agave Spirit Distillery (Special Industry) and Reconfiguration of a Lot - Boundary Realignment for the purposes of a road opening to remove an encroachment on Bridson's Road.

The proposed development involves a shed structure to house a distillery, process plant material and produce alcohol run in conjunction with an agave plant farm. It is proposed to produce 67,000 litres of alcohol per annum with the use comprising the following components:

- Stage 1 main distillery building, including fermentation, extraction, storage and workshop areas, with a total GFA of 1,800m<sup>2</sup>.
- Stage 1 ancillary distillery building, with a GFA of 600m<sup>2</sup>.
- 2 x new service plant buildings.
- Car parking area, with staff parking for 40 vehicles.
- Fire-fighting plant and pump-house.
- Landscaping areas.
- Retention of the existing storage shed, which is to be used in conjunction with the as of right rural use (agave farm), for storage of farming equipment. The building has a GFA of 540m<sup>2</sup>.
- Removal of a caretaker's residence. A separate application will be made for a new caretaker's residence.

### 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 SARA as the site is located within 25 metres of a state-controlled road (Bruce Highway) and Ergon Energy as transmission lines intersect the site.

No conditions have been imposed by SARA on the development. SARA's response has been included as Attachment 5 to this report.

#### 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

## Attachment 13.2.1.2 Planning Assessment

development applications where the local government Planning Scheme has not yet appropriately integrated all the State's interests in the SPP. As the most recent SPP (July 2017) has not been reflected in the Whitsunday Regional Council Planning Scheme, Part B of the SPP confirms that it applies to the assessment of the development application.

### State Interest – Liveable Communities

Not Applicable.

### State Interest – Mining and Extractive Resources

Not applicable.

### State Interest – Water Quality

Not Applicable.

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

The proposal is located on land identified being subject to flood and bushfire risk. The proposed development has been designed such that it is responsive to these hazards. A detailed response can be found in the overlay assessment.

### State Interest – Strategic Airports and Aviation Facilities

Not applicable.

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

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

Regional Framework: - Desired Regional Outcomes:

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

The proposal is considered to uphold the principles of the Regional Plan insofar as the proposal suitably address the identified hazards.

### Strategic directions – Environment

The natural environment underpins the economy and lifestyle enjoyed by the residents of the region. The proposal is located on agricultural land with sufficient separation provided between the development footprint and Eden Lassie Creek.

### Strategic directions – Regional Landscapes

The regional landscapes are the basis of the social, economic, tourism and cultural values of the region. The proposal is a rural land use, expected in the zone.

### Strategic directions – Natural Resource Management

Not Applicable.

## Attachment 13.2.1.2 Planning Assessment

### Strategic directions – Strong Communities

The region is made up of many local communities, each with its own unique character and identity. The region is growing rapidly, and significant growth is projected. Ensuring access to key essential community services for all residents will ensure that liveability of the region is retained and improved. The proposal is considered to provide for a unique expansion to the region's employment opportunities.

### Strategic direction – Strong Economy

Economic viability is a key element in ensuring the region's sustainability and growth. Economic development and population growth will support the expansion of higher order services within the regional centres, contributing to lifestyle factors that will also help attract and retain skilled workers within the region. The proposal offers a diversification the region's economy.

### Strategic direction – Managing Growth

Not Applicable.

### Strategic direction – Urban Form

Not Applicable.

### Strategic direction – Infrastructure and Servicing

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

### Strategic direction – Transport

The proposal is ideally located in close proximity to the agricultural land which is required to operate the development.

## 4.4. Whitsunday Regional Council Planning Scheme, 2017

### 4.4.1. Strategic Framework

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

### Strategic Intent

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

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

## Attachment 13.2.1.2 Planning Assessment

The proposed development does not undermine the regions settlement pattern. Although typically seen as an urban use the proposal is collocated with the associated agave farm and therefore has a necessary relationship with the land on which it is located.

### Strategic Intent – Theme 2 - Economic growth

A key land use strategy of the economic growth theme is for agricultural land and existing rural activities to be protected and diversified. Co-locating the proposed development with an agave farm protects the importance of the agricultural land which provides the primary product. The economic resilience of the regions is supported by the proposal with the applicant providing the following representations on the economic benefit of the project:

*The proposal supports the continued growth of the region and local economy for present and future generations by providing employment opportunities.*

*TSI's construction of the facility will amount to a \$13.8 million increase in GRP for the region. Indirectly, the increased supply chain, production lines and tourism activities will increase the regions GRP by \$22.7 million. The project will develop approximately 20 FTE's, and with future stages up to 45 FTE's.*

*There will be roles designated for the local indigenous community of approximately 14 FTE's. TSI intend on having at least one role and/or trainee designated for a local indigenous employee in each department within TSI's project operation. Further, the project will generate more job opportunities for Indigenous people through TSI's proposed partnership with local indigenous owned businesses to assist with discovering certain areas of native vegetation and expanding these areas to form wildlife corridors and show TSI's commitment to promoting biodiversity stewardship on agricultural land.*

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

The core landscape values of the region are upheld by the proposal with the built form setback from the major scenic route of the Bruce Highway. The ecological values of the site are protected insofar as the development does not result in additional clearing from what has historically occurred onsite. There are no known areas of cultural significance within the site.

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

The proposed development has been designed such that it is responsive to identified hazards. A detailed response can be found in the overlay assessment. The proposed is identified to be a sensitive land use and therefore conditions of approval are required to be imposed to mitigate the impact on the environment.

### Strategic Intent – Theme 5 - Infrastructure

The regions infrastructure is not impacted by the development.

#### 4.4.2. Overlay Codes

##### Acid Sulfate Soils Overlay Code

A condition of approval will be imposed requiring if acid sulfate soils are encountered, they will be managed in accordance with the Queensland Acid Sulfate Soils Technical manual (Queensland Government, 2014).

## Attachment 13.2.1.2 Planning Assessment

### Agriculture Land Overlay Code

The proposal is for a development associated with the rural use of the land and therefore does not compromise the rural use of the land. The rearrangement of the property boundary to correct the alignment of Bridsons Road does not result in a loss of productive rural land.

### Bushfire Hazard Overlay Code

The subject site contains a small portion subject to high bushfire risk. The footprint of the proposed development has been located outside of the area and is suitably separated. In the event of a fire onsite a condition of approval has been imposed requiring onsite water storage for firefighting purposes of 750,000L.

### Environmental Significance Overlay Code

A small section of the site where Eden Lassie Creek intersects is mapped as ecologically significant. The footprint of the development has been located outside of the area with an approximate 27 metre setback from the top of bank for the creek.

### Flood Hazard Overlay Code

The subject site is located on land subject to flood hazard. A Flood Statement prepared by Premise has been provided to support the development. As the proposed development does not intend on including any habitable buildings, constructing within the 1% AEP flood overlay can occur. The potential for hydraulic loading on new structures within the 1% AEP flood overlay is required by the building designer/engineer at the building and approval phase. The proposed development will require earthworks but shall be limited to that required to establish level building pads only and Premise have determined no actionable nuisance will be created in doing so.

### Infrastructure Overlay Code

The subject site is located within a road noise corridor, however as the development is not a sensitive land use these provisions are not applicable. Existing infrastructure easements have been avoided by the development footprint, confirmed by Ergon Energy in their response.

#### 4.4.3. Zone Code

### Rural Zone Code

The proposed development is consistent with the purpose and overall outcomes of the zone. The rural zone code provides opportunities for non-rural uses that are compatible with agriculture, the environment, and the landscape character of the rural area where they do not compromise the long-term use of the land for rural purposes. It is clear the relationship of the proposal with the existing agricultural use on the site achieves this purpose. The proposal is a non-rural land use which has been designed and will be operated such that there will be no conflicts with existing and future agricultural activities onsite or alienation of rural lands. The built form of the development generally integrates with the expected type of structures on rural land. Through conditions of approval the impact of the development on the environment can be managed.

### 4.4.4. Development Codes

#### Industry Activities Code

The proposal complies with the Industry Activities Code where applicable to the development. The site coverage of all buildings and structures does not exceed 75% and building setbacks are well in excess of the minimum requirements, including approximately 750m from the Bruce Highway. Due to its location, the development will not be connected to reticulated water or sewerage supply, however the applicant has demonstrated a safe and reliable water supply is available via water collection and the existing bores onsite. An onsite wastewater disposal system will be utilised with a capacity sufficient to meet the needs of the development.

Although not anticipated, conditions of approval will be imposed to manage the environmental performance of the development. The main waste product from the development is identified to be fibrous stalks from the agave plant which will be recycled. The other by-product of distillation is Vinasse that is composed of predominantly 93% water and 7% solids and will be disposed of via conventional waste disposal. A small amount of fuel and chemicals will be stored on site and will be subject to a Fuel and Chemical Storage Management Plan.

#### Reconfiguring a Lot Code

The proposal complies with the reconfiguring a lot code. The proposed boundary realignment is for the purposes of opening additional road reserve for a section of Bridsons Road which has been constructed within Lot 16.

#### Infrastructure Code

The proposed development will be provided with infrastructure appropriate to its location and needs. The primary water supply source is proposed to be bore water from the existing licensed bore. The secondary water supply source will be surface water storage in existing on site dams. The required onsite water storage volume for potable water and non-potable water will be 160,000L each and the required onsite water storage for firefighting purposes is 750,000L. A wastewater disposal report has also been provided and conditions of approval will be provided requiring the system to be installed in accordance with the recommendations of the report.

#### Landscaping Code

A limited amount of landscaping is proposed surrounding the proposed structures. The site benefits rural character and it is not considered substantially landscaping is required. The existing native vegetation will be retained.

#### Transport and Parking Code

It is proposed to provide 40 car parking spaces to service the development in addition to a heavy vehicle loading area. The level of vehicle parking provided is in excess of the 30 spaces required under the code. A Traffic Impact Statement has been provided by Premise to demonstrate the impact on Bridson's Road will be acceptable and in line with the existing traffic movements, including heavy vehicles, expected for agricultural uses.

## **5. Public Submissions**

The development application was placed on public notification between 27 April 2022 and 19 May 2022 in accordance with the relevant provisions of the Planning Act 2016. The Notice of



## Attachment 13.2.1.2 Planning Assessment

Compliance was received on 20 May 2022. No submissions were received during this period of Public Notification.

### 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	High impact industry	2,400m2	\$76.75 per m2 of GFA	\$184,200.00	
MCU	Residential – 1 or 2 bedroom dwelling house (caretaker's residence)	1	\$21,912.60	\$21,912.60	
Total Adopted Charge				\$206,112.60	
Credit					
Type of Development	Development Category	Demand Unit & Qty	Charge Rate	Discount	Total Credit
MCU – Existing Lawful Use	Residential – 1 or 2 bedroom dwelling house (caretaker's residence)	1	\$21,912.60	100%	\$21,912.60
MCU – Existing Lawful Use	Residential – 3 or more bedroom dwelling house (caretakers' residence)	1	\$30,677.65	43%	\$13,191.39
MCU – Water N/A	High impact industry	2,400m2	\$76.75 per m2 of GFA	30%	\$55,260.00
MCU – Sewer N/A	High impact industry	2,400m2	\$76.75 per m2 of GFA	27%	\$49,734.00
Total Credit					\$140,097.99
Total Charge					\$66,014.61

### APPENDIX

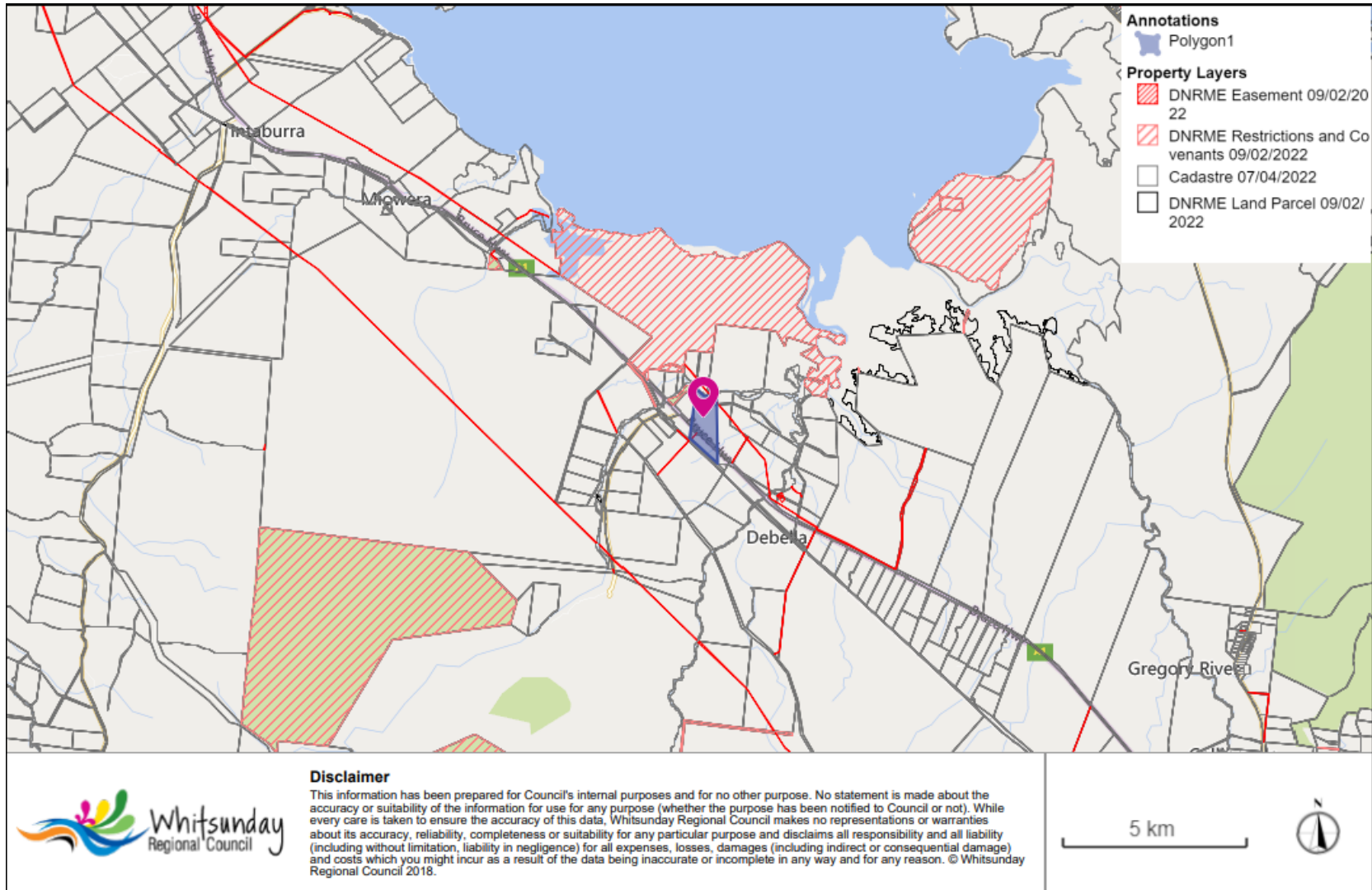
Appendix 1 – Locality Plan

Appendix 2 – Zoning Plan

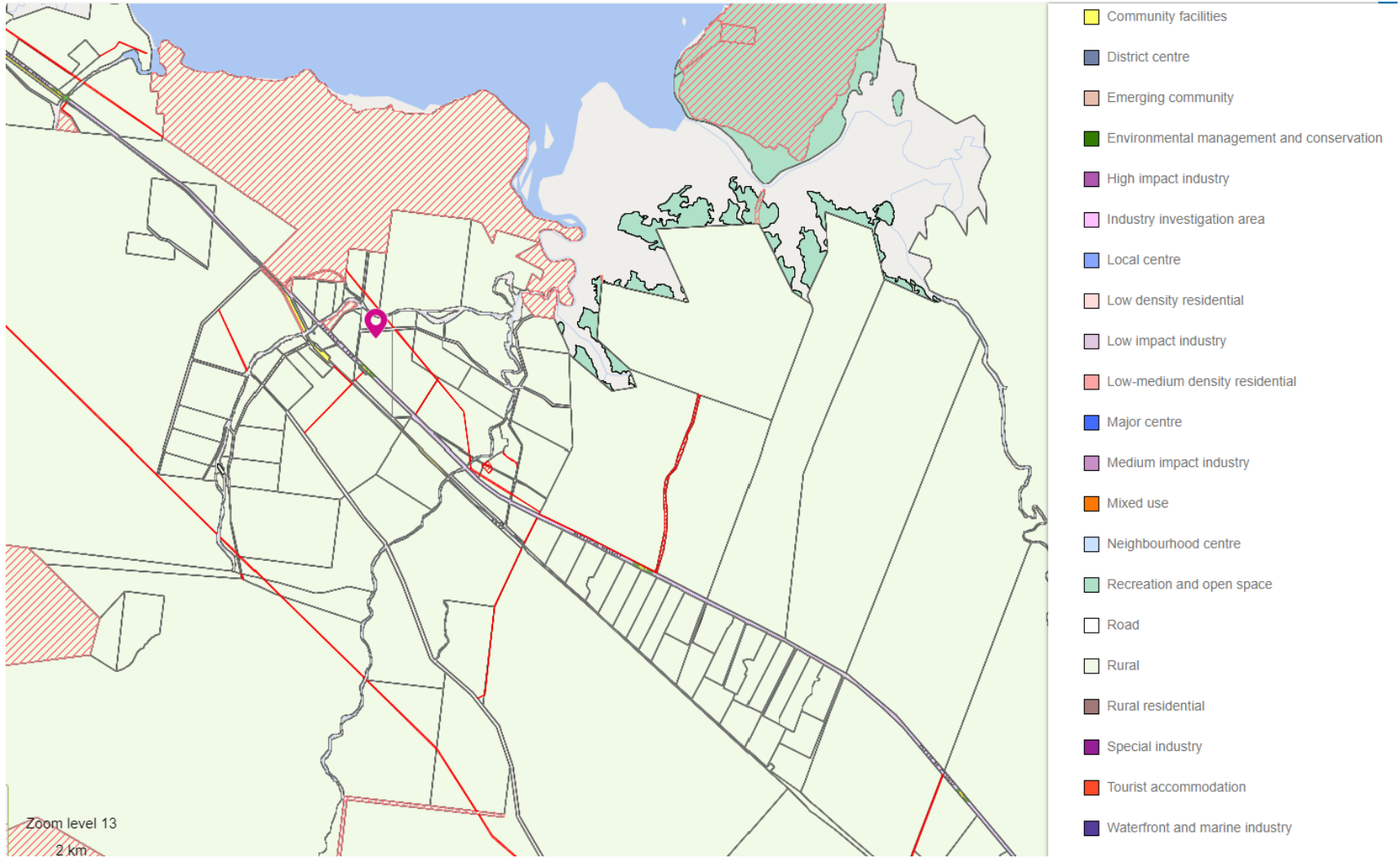
Appendix 3 – Proposal Plan

Appendix 4 – State Agency Referral Agency (SARA) Response

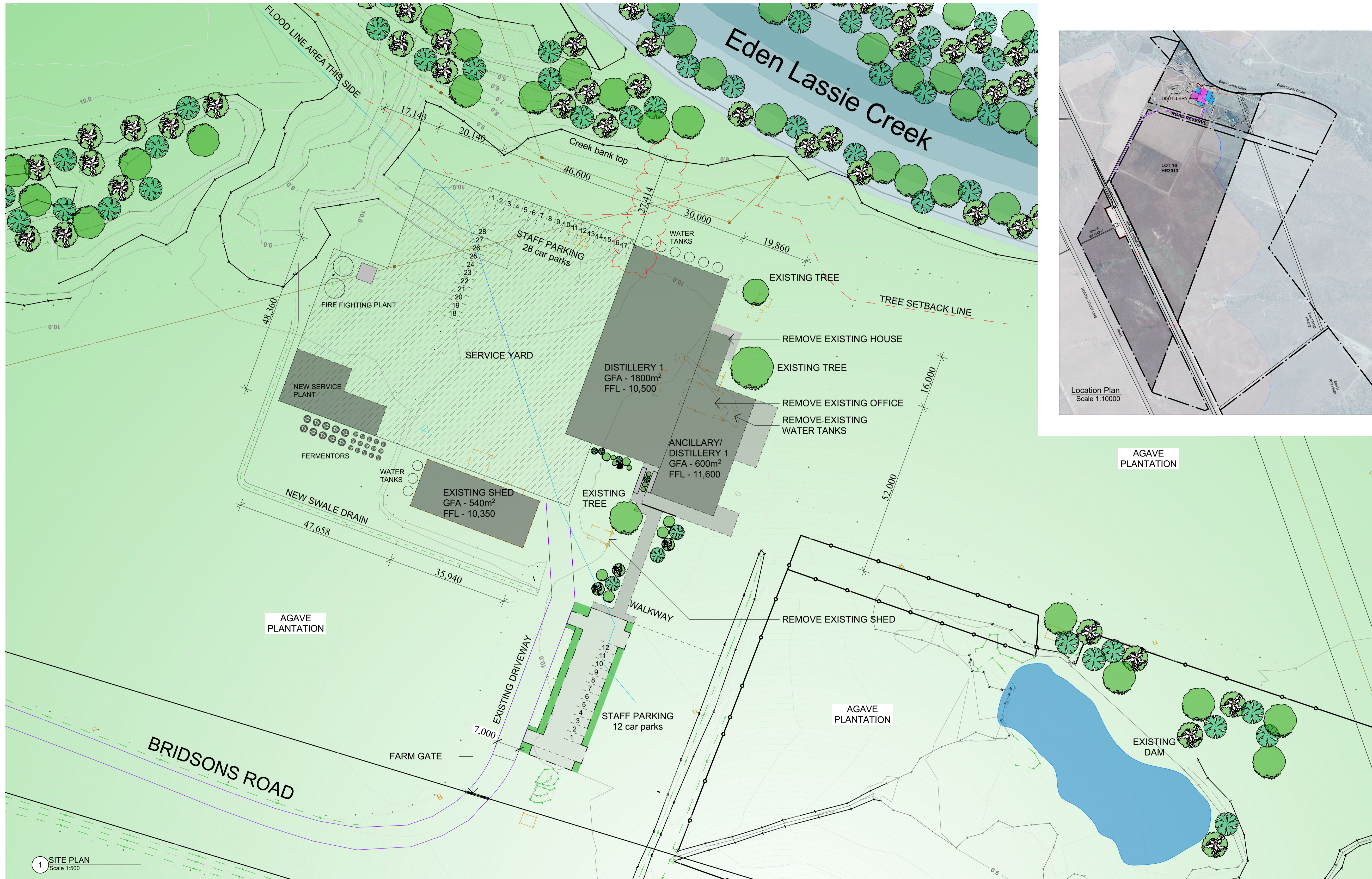
Attachment 13.2.1.3 Locality Plan



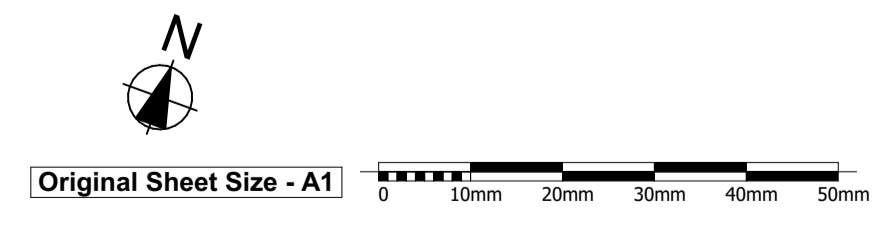
# Attachment 13.2.1.4 Zoning Plan







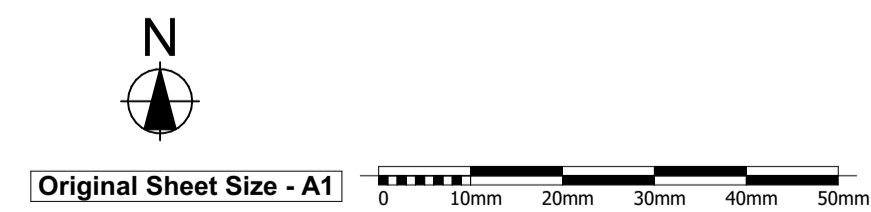
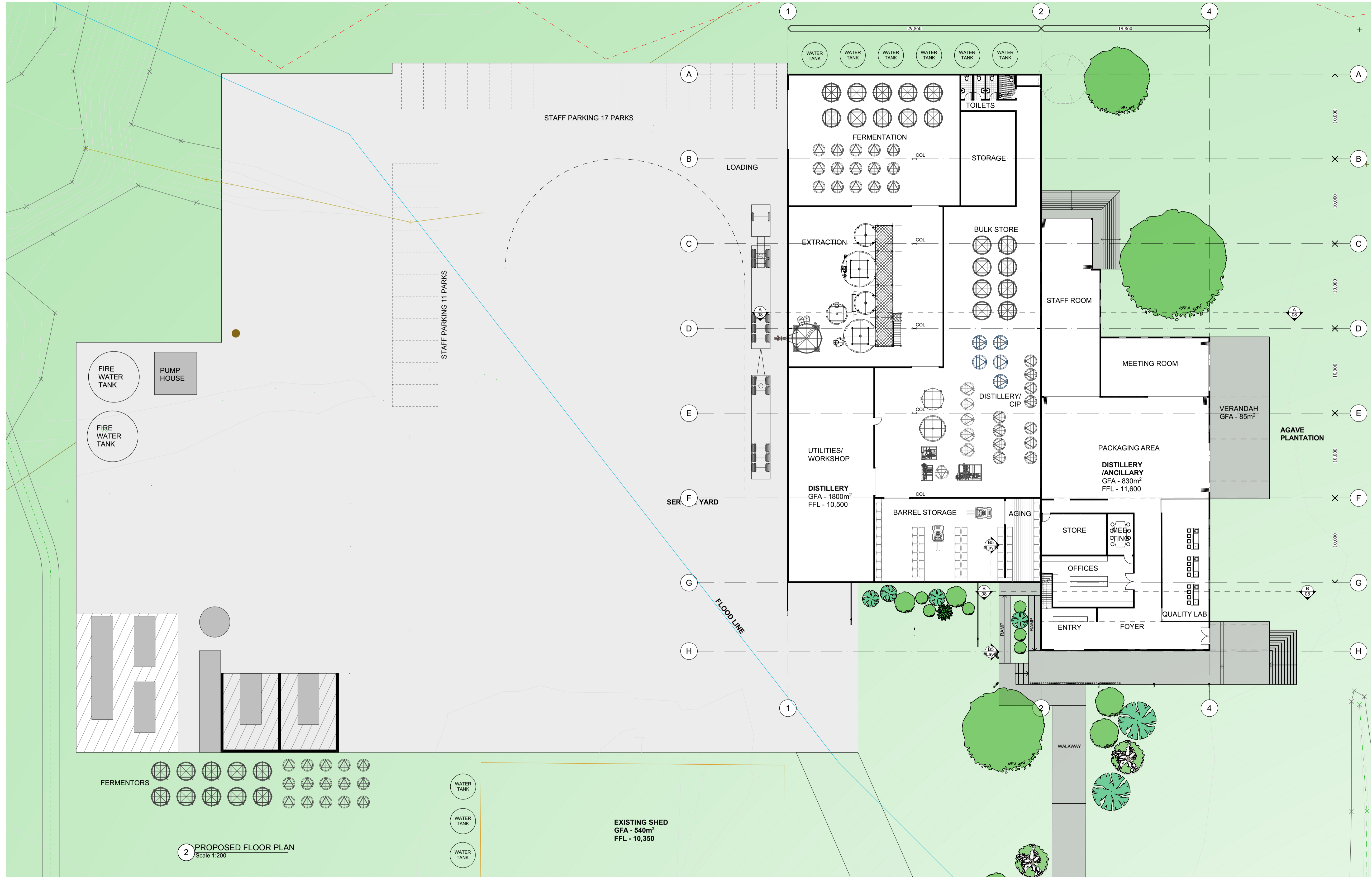
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# Agave Farm - Stage 1 - Distillery

1017 SD-01G 30/03/2022 LOT 16 HR2013





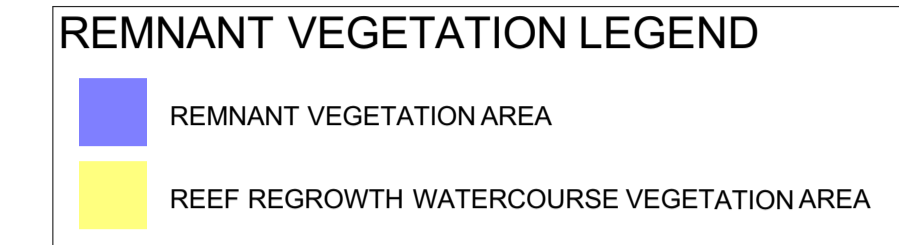
# Agave Farm - Stage 1 - Distillery

1017 SD-02F 17/03/2022 LOT 16 HR2013





1 Remnant Vegetation Entire Site  
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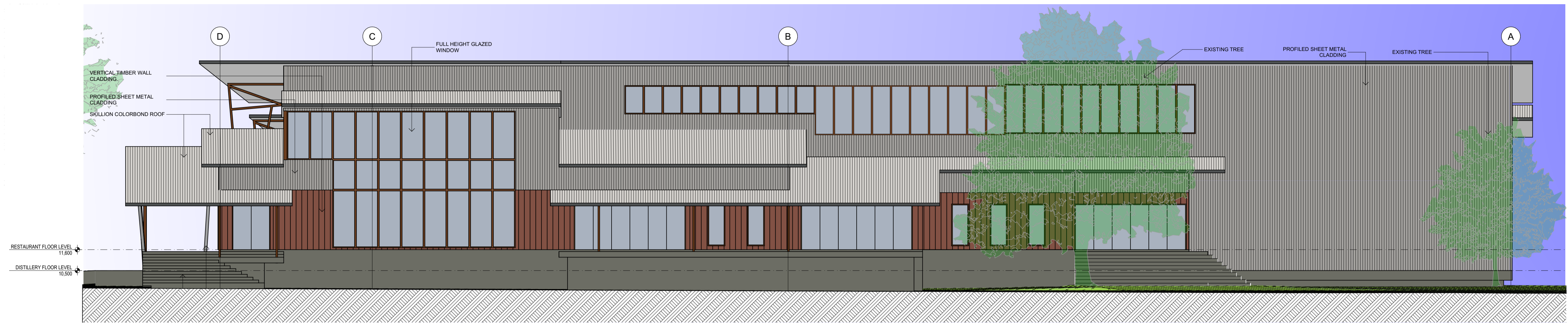
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Original Sheet Size - A1

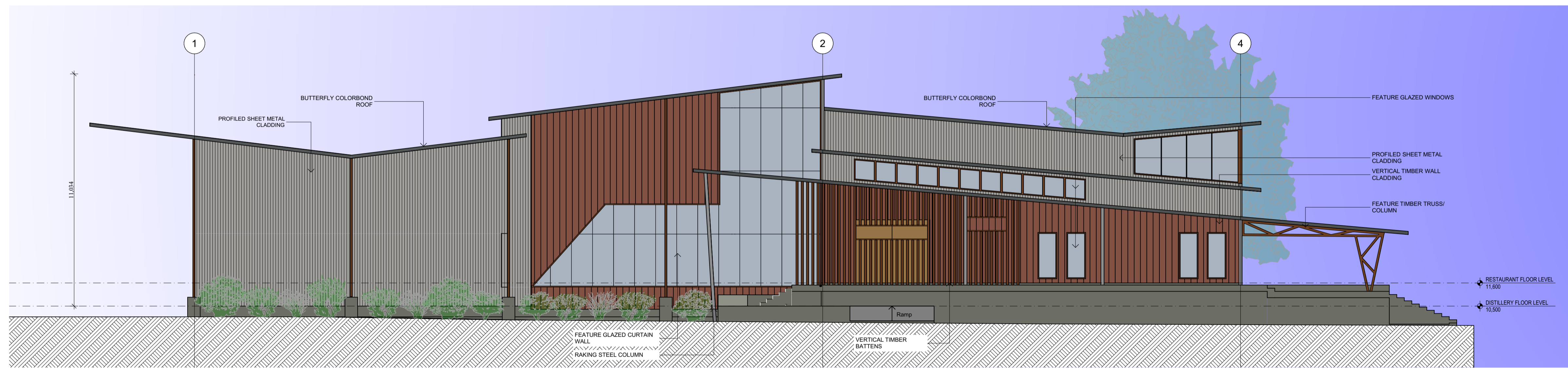
# Agave Farm - Stage 1 - Distillery

1017 SD-06C 17/03/2022 LOT 16 HR2013



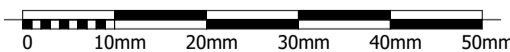


1 Eastern Elevation  
Scale 1:100



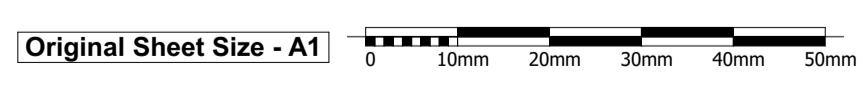
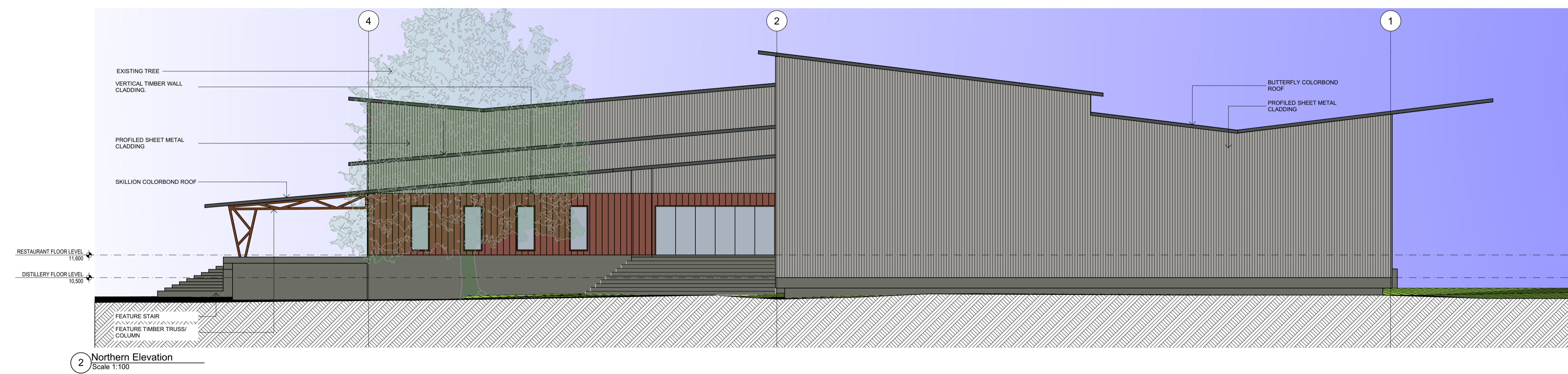
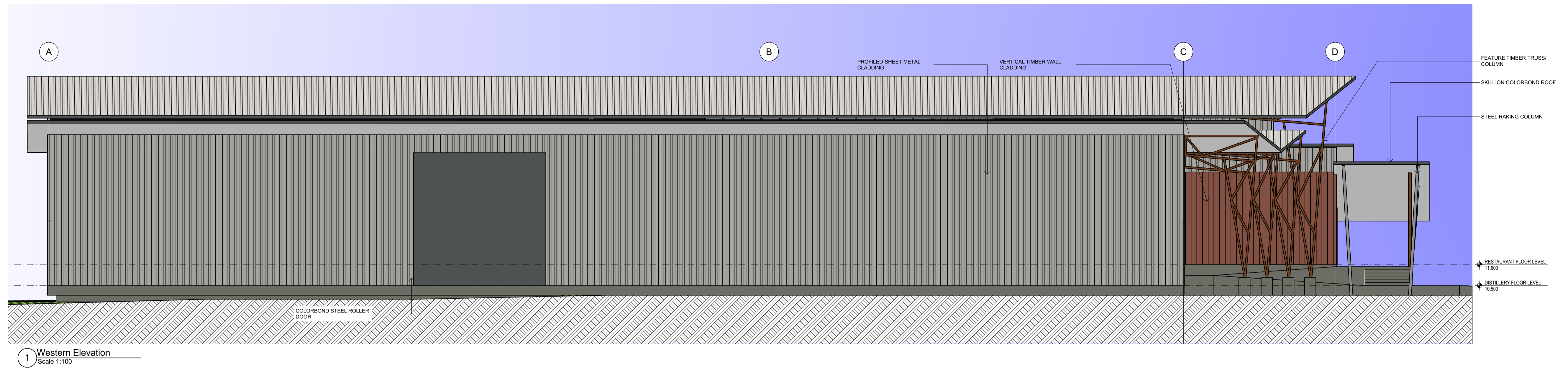
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Original Sheet Size - A1



# Agave Farm - Stage 1 - Distillery

1017 SD-03D 4/03/2022 LOT 16 HR2013

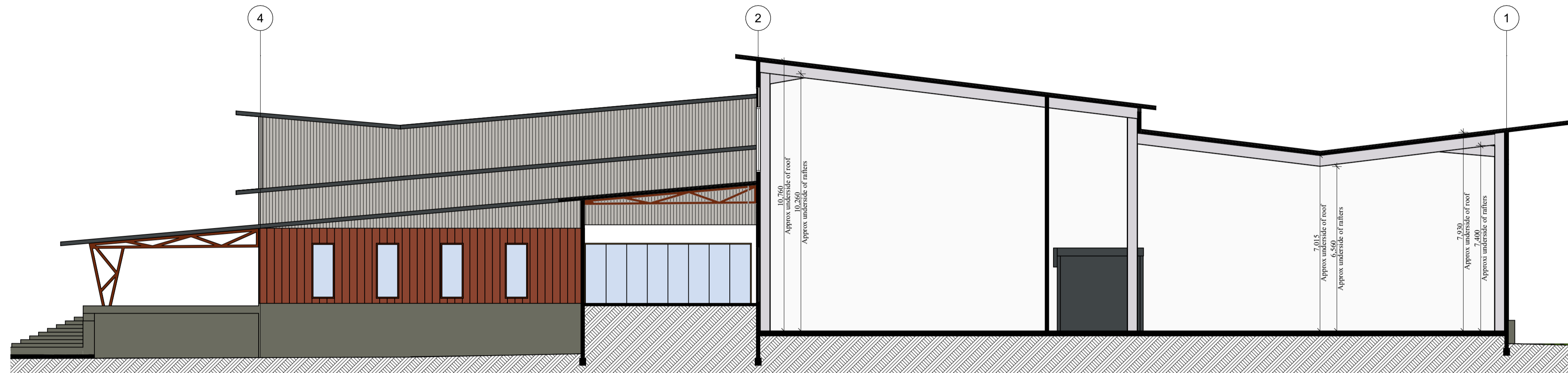


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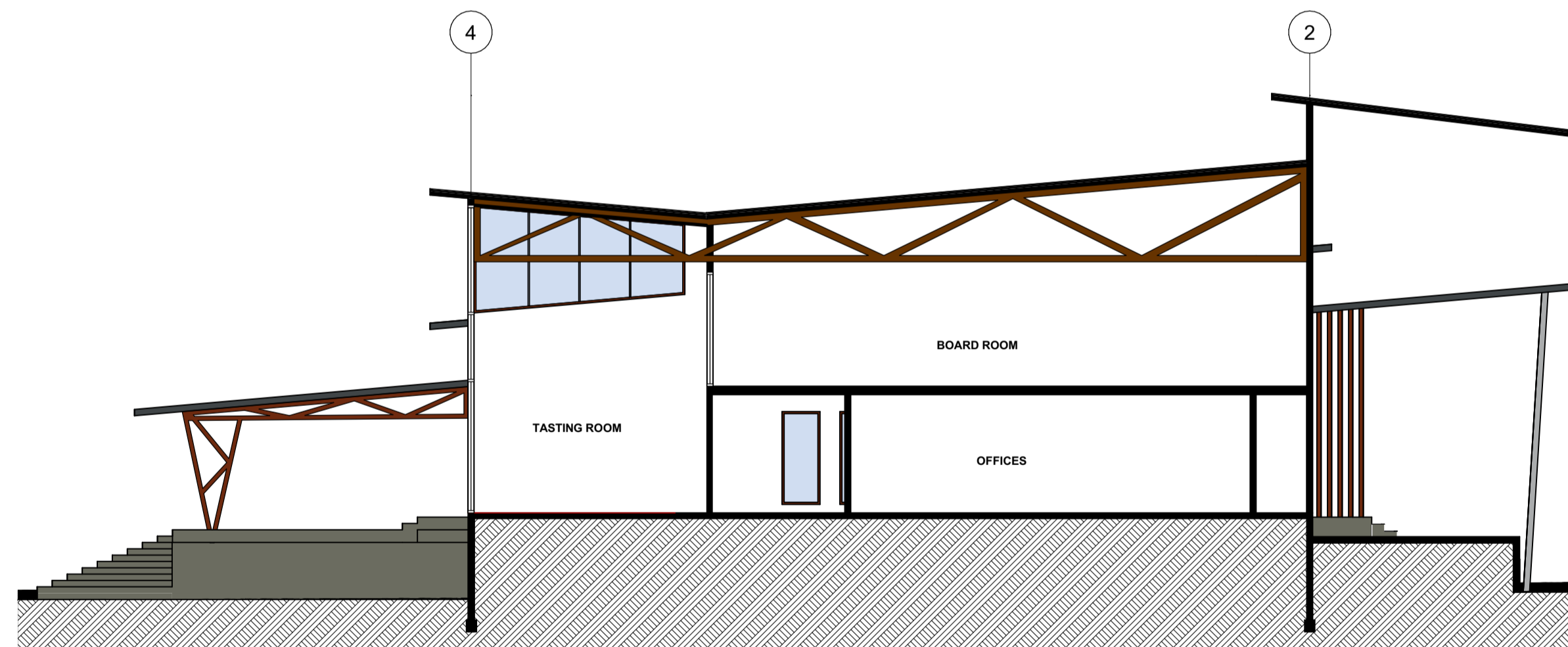
1017 SD-04D 4/03/2022 LOT 16 HR2013







1 Section A  
Scale 1:100



2 Section B  
Scale 1:100





1 North Eastern Perspective



2 Southern Perspective  
Scale 1:1

# Agave Farm - Stage 1 - Distillery

1017 SD-05 A 4/03/2022 LOT 16 HR2013

Original Sheet Size - A1  
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RA9-N



SARA reference: 2203-27918 SRA  
Council reference: 20220248  
Applicant reference: 401341

22 April 2022

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

**Attention: Mr Doug Mackay**

Dear Sir/Madam

## **SARA response—81 Bridsons Road, Bowen**

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 7 April 2022.

### **Response**

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Outcome:	Referral agency response - No requirements Under section 56(1)(a) of the <i>Planning Act 2016</i> , SARA advises it has no requirements relating to the application.
Date of response:	22 April 2022
Advice:	Advice to the applicant is in <b>Attachment 1</b> .
Reasons:	The reasons for the referral agency response are in <b>Attachment 2</b> .

### **Development details**

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Description:	Development permit	Material Change of Use – Special Industry (Agave Spirit Distillery) Reconfiguring a Lot – Boundary Realignment (Road Opening)
SARA role:	Referral Agency.	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 2, Item 1 (Planning Regulation 2017)	

Material change of use of premises near a State transport corridor.

SARA reference: 2203-27918 SRA  
Assessment Manager: Whitsunday Regional Council  
Street address: 81 Bridsons Road, Bowen  
Real property description: Lot 16 on HR2013  
Applicant name: Top Shelf International Pty Ltd  
Applicant contact details: c/- Veris  
30 Chapman St  
PROSERPINE QLD 4800  
t.thompson@veris.com.au

## Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s. 30 Development Assessment Rules)

Copies of the relevant provisions are in **Attachment 3**.

A copy of this response has been sent to the applicant for their information.

For further information please contact Madison Harper-McErlean, Planning Officer, on (07) 4898 6812 or via email [MIWSARA@dasilgp.qld.gov.au](mailto:MIWSARA@dasilgp.qld.gov.au) who will be pleased to assist.

Yours sincerely



Catherine Hobbs  
Acting Manager (Planning)

cc Top Shelf International Pty Ltd, [t.thompson@veris.com.au](mailto:t.thompson@veris.com.au)

enc Attachment 1 - Advice to the applicant  
Attachment 2 - Reasons for referral agency response  
Attachment 3 - Representations provisions

## Attachment 1— Advice to the applicant

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<b>General advice</b>	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> its regulation or the State Development Assessment Provisions (SDAP) [v3.0]. If a word remains undefined it has its ordinary meaning.

## **Attachment 2— Reasons for referral agency response**

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

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

- No requirements were imposed on this response as the development does not adversely impact the function and efficiency of the State-controlled road.

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

- The development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- The *State Development Assessment Provisions* (version [3.0]), as published by the department
- The Development Assessment Rules
- SARA DA Mapping system

**Attachment 3— Change representation provisions**

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420 Flinders Street, Townsville QLD 4810  
PO Box 1090, Townsville QLD 4810  
[ergon.com.au](http://ergon.com.au)

22 March 2022

Whitsunday Regional Council  
PO Box 104  
Proserpine QLD 4800

Attention: M Twomey  
Via email: [info@whitsundayrc.qld.gov.au](mailto:info@whitsundayrc.qld.gov.au)

Cc Top Shelf International Pty Ltd  
C/- Veris  
PO Box 177  
Proserpine QLD 4800  
Attention: Trent Thompson  
Via email: [t.thompson@veris.com.au](mailto:t.thompson@veris.com.au)

Dear Madam/Sir,

**Referral Agency Response – Development Permit for a Material Change of Use - Special Industry (Agave Spirit Distillery); and Reconfiguration of a Lot - Boundary Realignment (Road Opening) located at 81 Bridsons Road, Bowen described as Lot 16 on HR2013**

**Council Ref: 20220248**  
**Applicant Ref: 401341**  
**Our Ref: HBD 7600087**

We refer to the abovementioned Development Application, which has been referred to Ergon Energy pursuant to section 54(1) of the *Planning Act 2016*.

In accordance with Schedule 10, Part 9, Division 2 of the *Planning Regulation 2017*, the application has been assessed against the purposes of the *Electricity Act 1994* and *Electrical Safety Act 2002*. This notice is provided in accordance with section 56 of the *Planning Act 2016*.

Should the Assessment Manager decide to approve the proposed Material Change of Use, as an Advice Agency for the Development Application, Ergon advises the following in relation to the development:

1. This application is approved in accordance with the below referenced plans. Any changes to these plans should be resubmitted to Ergon for further review and comment.

**Have you seen our fact sheets?**

See the 'considerations when developing around electricity infrastructure' section of our website [www.ergon.com.au/referralagency](http://www.ergon.com.au/referralagency)

Approved Plans			
Title	Plan Number	Rev.	Date
Site Plan	SD-01	F	17/03/2022
Reconfiguration of a Lot (Boundary Realignment) Lot 16 on HR2013 Bridsons Road, Bowen	401341 PP-01	A	02.03.2022

2. The conditions of any easements in favour of Ergon must be maintained at all times.
3. Access to the easement and access along the easement must be available to Ergon personnel and heavy equipment at all times.
4. Clearance from any building/structures to the existing electricity wires must be maintained accordance with the *Electrical Safety Regulation 2013* at all times.
5. Any future works in the vicinity of Ergon assets are to be carried out in accordance with the Electricity Entity Requirements: Working Near Overhead and Underground Electric Lines. This guideline can be accessed via the following link:  
[https://www.ergon.com.au/\\_data/assets/pdf\\_file/0010/211231/Working-near-OH-UG-lines-BS001405R107ver2.pdf](https://www.ergon.com.au/_data/assets/pdf_file/0010/211231/Working-near-OH-UG-lines-BS001405R107ver2.pdf).

Should you require further information regarding this matter, feel free to contact the undersigned on 0456 836 609 or email [townplanning@ergon.com.au](mailto:townplanning@ergon.com.au).

Yours faithfully,



Maddison Low  
Town Planner

**Have you seen our fact sheets?**

See the 'considerations when developing around electricity infrastructure' section of our website [www.ergon.com.au/referralagency](http://www.ergon.com.au/referralagency)

## 13.2.2 - Development Services Monthly Report - May 2022

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Tamara Dansie - Administration Coordinator Development Services

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

**PRESENTED FOR:** Information

### ATTACHMENTS

1. Development Services Monthly Report May 2022 (1) [13.2.2.1 - 14 pages]

### PURPOSE

This report presents information relating to the operations of the Development Services Directorate for the month of April 2022.

### OFFICER'S RECOMMENDATION

That Council notes the Development Services Monthly Report for May 2022.

### BACKGROUND

The Development Services Directorate has a vision of a prosperous, liveable and sustainable Whitsundays.

The Directorates purpose is to lead the delivery of economic, social and environmental outcomes for the Whitsundays through services in partnership with stakeholders.

The Directorates vision is delivered by bringing together the functions of Strategic Planning, Development Assessment, Building and Plumbing Assessment and Compliance.

### DISCUSSION/CURRENT ISSUE

See Attachment 1 – Development Services Monthly Report.

### STATUTORY/COMPLIANCE MATTERS

N/A

### STRATEGIC IMPACTS

Monitor development and land use to ensure compliance with statutory requirements and development conditions.

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

Provide a consistent and transparent strategic framework and direction for the development industry and community.

### FINANCIAL IMPLICATIONS

N/A

## **CONSULTATION/ENGAGEMENT**

Manager Strategic Planning  
Manager Development Assessment  
Team Leader Plumbing Services

## **RISK ASSESSMENT**

N/A

## **TIMINGS/DEADLINES**

N/A

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

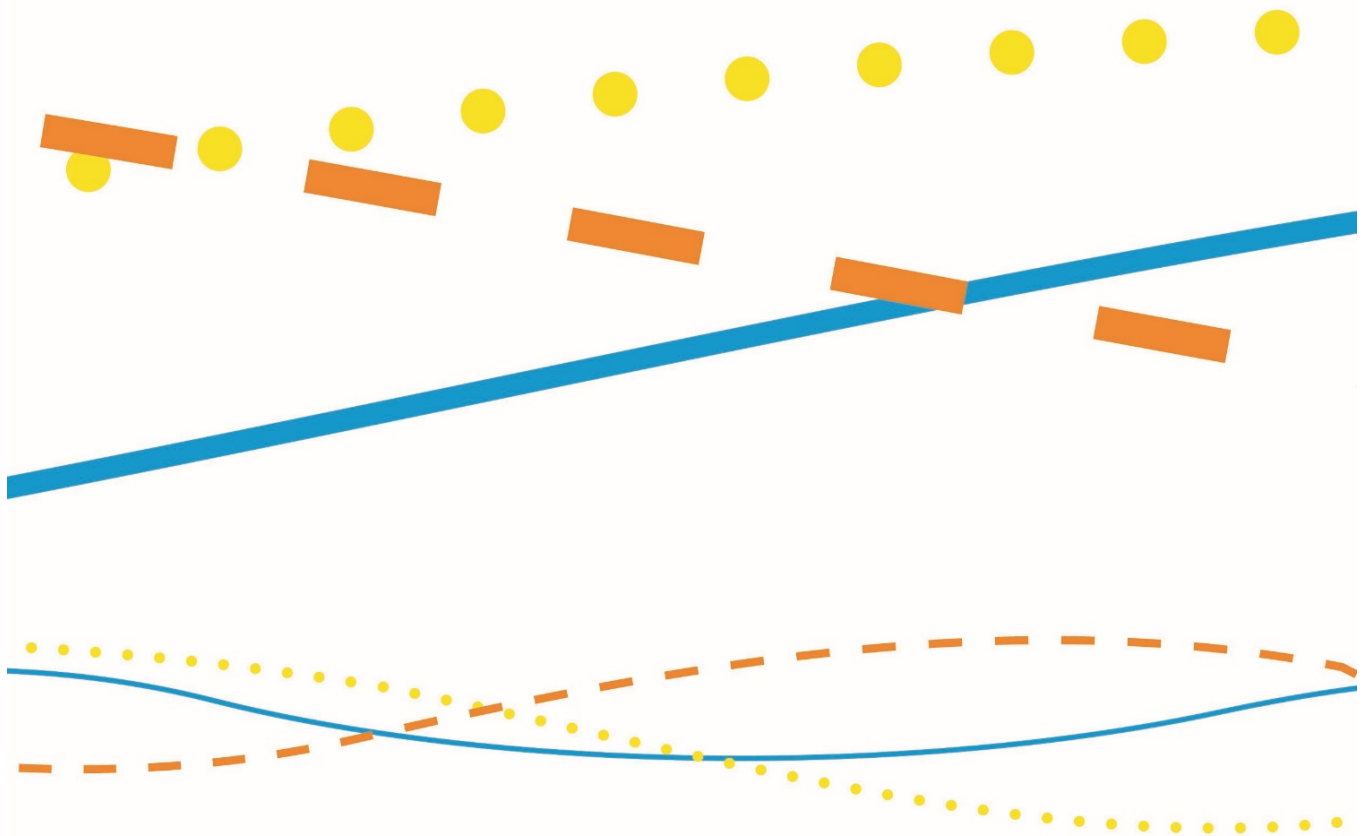
## **ALTERNATIVES CONSIDERED**

N/A



# Development Services Monthly Report

Strategic Planning  
Development Assessment  
Building, Plumbing & Compliance



## TABLE OF CONTENTS

<b>Directors Report .....</b>	<b>3</b>
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# Directors Report

## STRATEGIC PLANNING

The Greater Airlie Beach Masterplan was adopted by Council and responses were sent to all that made a submission during public consultation. As Council endorsed the Airlie Beach Foreshore Land Management Plan it was lodged with the Department of Resources to begin the final step in the approval process. Submission responses were also sent.

The Whitsunday Planning Scheme Major Amendment was originally submitted to the State for their Interest Review on 29 March 2021 and most recently resubmitted for Ministerial approval to undertake community consultation on 17 February 2022. Council is still awaiting this approval. The Proserpine to Airlie Beach Growth Study; Proserpine to Airlie Beach Structure Plan and Heritage Placecard updates will also be advertised concurrently with the Major Amendment.

Collaboration began on the Whitsunday Planning Scheme Policy - Development Manual Amendment including Roads & Drainage, Water & Waste, Environment & Climate, Engineering Assessment and Parks & Gardens workshops. Continued support was also provided to Community Services on the Matters of Local Environmental Significance project and to Infrastructure Services on the Flood Management Plan project and Airlie Beach Car Parking Strategy.

## DEVELOPMENT ASSESSMENT

Receipt of new MCU and reconfiguring development applications continued at 3-year high levels and the turn-around on applications remained high and within statutory limits. Applications continue to be mainly for small-scale development. The most significant development application processed was the proposed Resort at Shingley Beach, which was lodged in January 2021 and refused on 25 May 2022. The applicant has advised that an Appeal will be lodged.

Requests for planning certificates continued at high levels, indicating continuing activity in the property market. 27 new residential lots were created in the month.

We welcome Gail Roylance as the new Senior Technical Officer, having transferred Collinsville. Gail brings significant experience and skills from the private and local government sectors in design and construction of civil works. Thanks to Adam Robins who carried the load on his own for the last 3 months since the departure of Tony Gatton.

## BUILDING, PLUMBING & COMPLIANCE

### Building

Building within the region remains strong with a large focus on dwellings, domestic sheds and building alterations. The number of Building Applications lodged by Private Certifiers this month remains consistent.

### Plumbing

The number of applications and inspections completed continue to reflect a very active building market.

### Compliance

Complaints and concerns received tend to fluctuate depending on multiple contributing factors. Recently a focus of complaints related to the lack of approval for spas on balconies and lack of smoke detectors in units. Owners and Body Corporates have been contacted accordingly.



## Strategic Planning

The Strategic Planning Branch is responsible for developing and maintaining land use and infrastructure plans and policies, such as the Planning Scheme, as well as reviewing various planning related State planning instruments and legislation, including the Mackay, Isaac, Whitsunday Region Plan.

### Operational Activities

The Strategic Planning Branch is undertaking several projects, including;

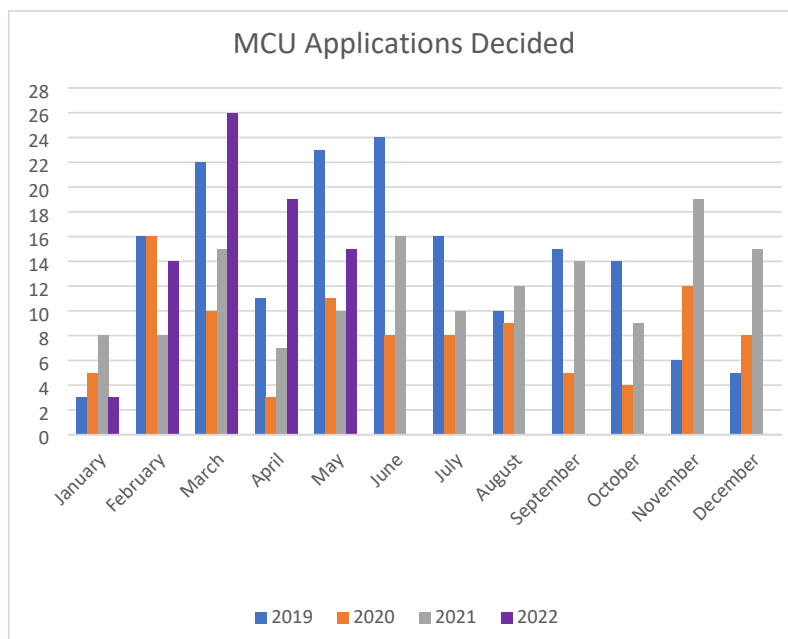
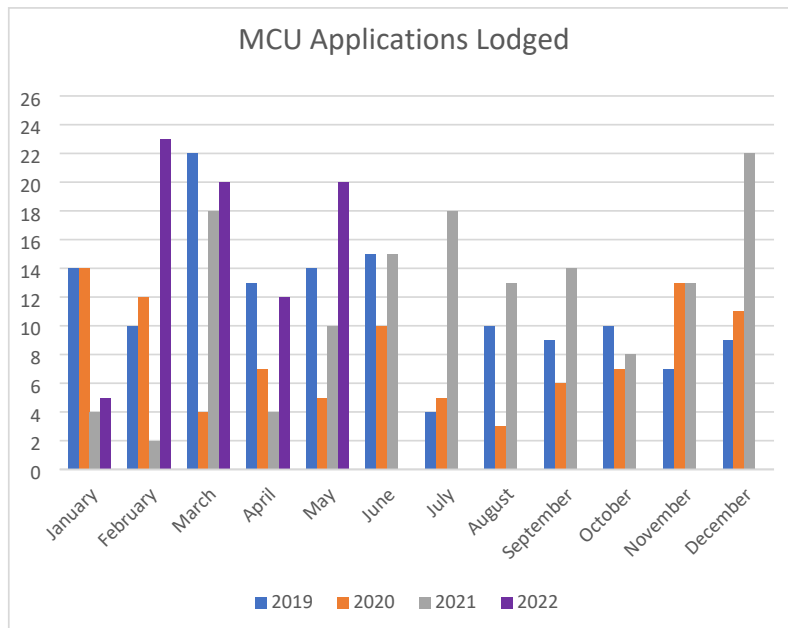
- Completion of State Interest Review of the Proposed Major Amendment of the Planning Scheme;
- Assist in the assessment of the Airlie Beach Foreshore Land Management Plan;
- Consult on the Local Heritage Register;
- Review the Local Heritage Policy;
- Submit the LGIP V2 Amendment for independent review;
- Develop a Carparking Contributions Policy;
- Develop Proserpine Industrial Structure Plan;
- Develop a Housing Affordability Study;
- Develop a Matters of Local Environmental Significance Amendment;
- Develop Open Space Standards (Development Manual) Amendment;
- Develop Airlie Beach Foreshore Deck Policy;
- Implement and investigate Township Masterplan Projects;
- On-going Strategic Referrals for Development Assessment; and
- On-going assessment of Façade Improvement Policy Applications.

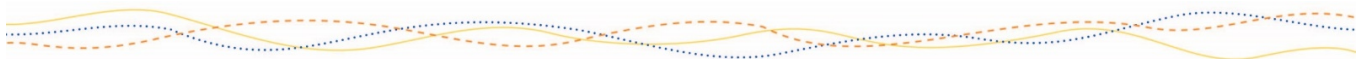
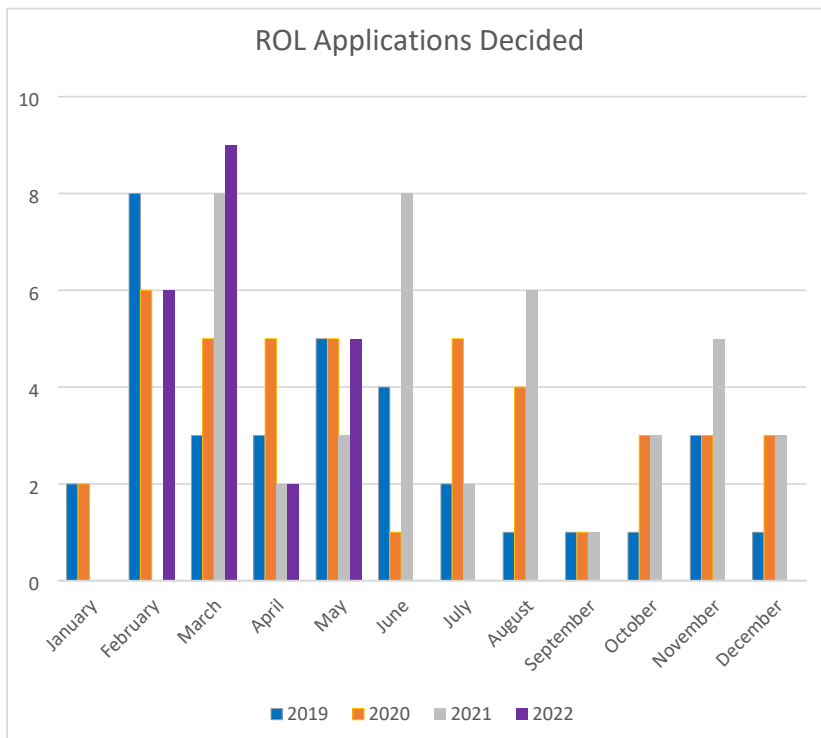
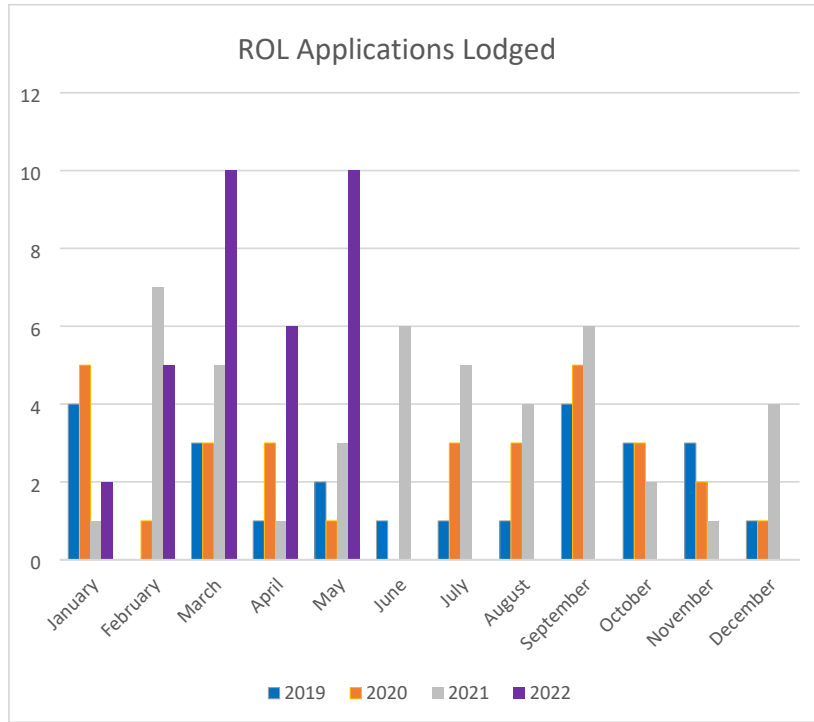


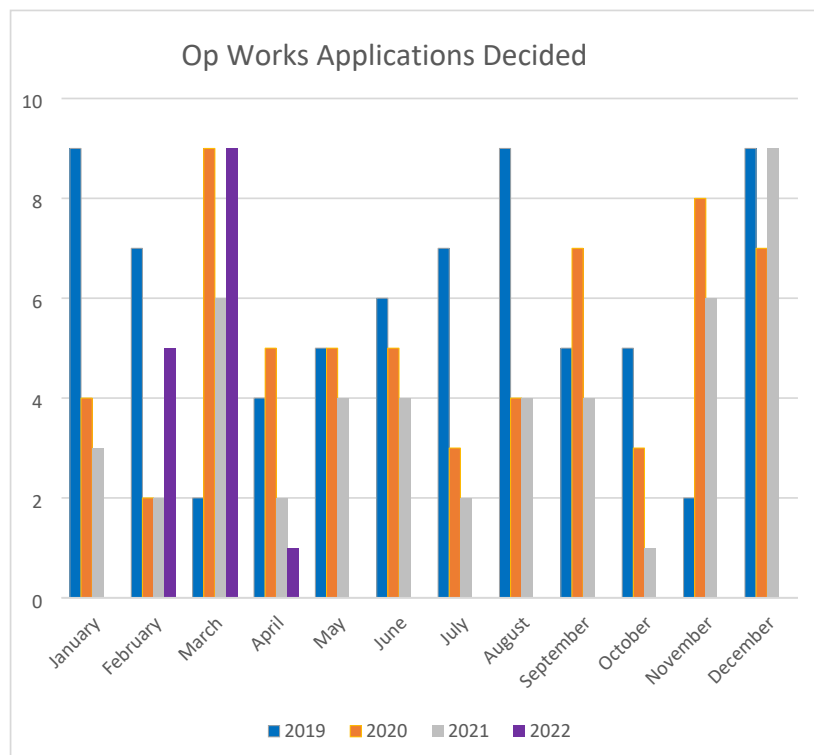
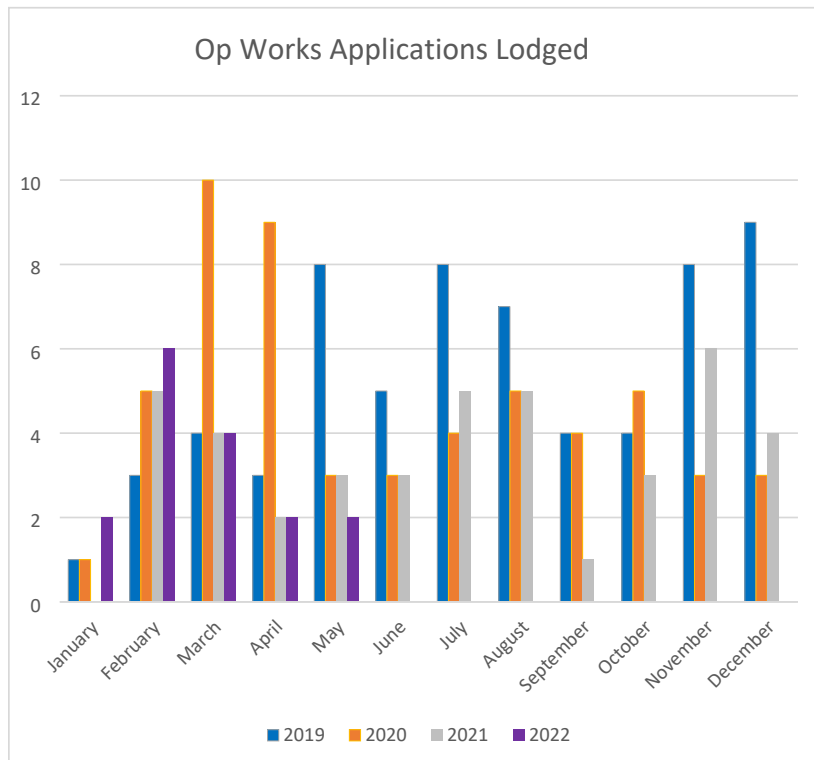
## Development Assessment

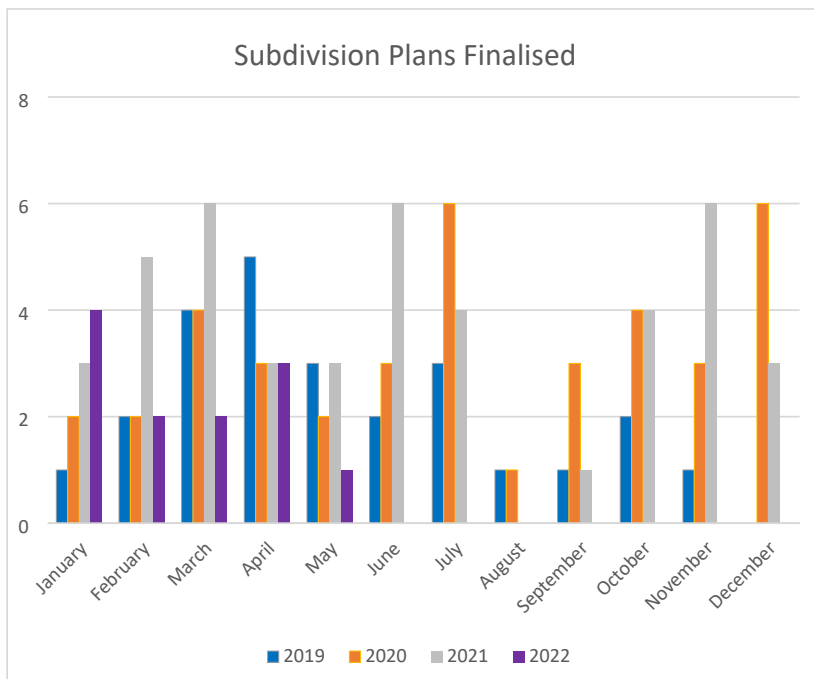
The Development Assessment Unit is responsible for assessing development applications, reviewing referrals for state land, environmental impact statements and other material for coordinated projects, activities, preparing planning and development certificates and inspecting developments for compliance with development approvals and other planning requirements.

### MAY 2022









**4**

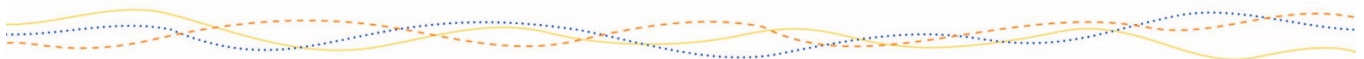
**new lots were approved**

throughout the Region via approved Development Permits for Reconfiguration of a Lot

**27**

**new residential lots created**

throughout the Region via sealed survey plans for Development Permits for Reconfiguration of a Lot



**Summary of Applications Approved Under Delegated Authority 27 April 2022 – 24 May 2022**

Application #	Applicant & Location	Approval Details
20211099	George Street, 63 Williams Street & 15 Gregory Street, Bowen Bowen Property Holdings Pty Ltd As TTE	Development Permit for Material Change of Use - Extension to Existing Shopping Centre
20211215	20 Wentworth Street, Bowen B J Bauer	Development Permit for Material Change of Use for Dwelling House – Shed (Siting Variation)
20220093	243 Shute Harbour Road, Airlie Beach C Cofield	Development Permit for Material Change of Use - Short Term Accommodation
20220115	61 Timberland Road, Jubilee Pocket M Levasseur	Development Permit for Material Change of Use - Short Term Accommodation
20220129	20 Olive Street, Dingo Beach D J Jamieson	Development Permit for Material Change of Use – Dwelling (Siting Variation)
20220135	287 Saltwater Creek Road, Palm Grove L J Temple	Development Permit for development permit for Reconfiguration of a Lot – Two (2) Lots into Two (2) Lots (Boundary Realignment)
20220160	37 Pioneer Drive, Dingo Beach M Orr	Development Application for Material Change of Use – Carport (Siting Variation)
20220311	15 Ripplecreek Way, Cannon Valley D R Zealand	Development Permit for Material Change of Use – Shed (Siting Variation)
20220317	16 Quay Street, Bowen J A Boyle	Development Permit for Material Change of Use – Garage (Siting Variation)
20220323	9-11 Beach Road, Cannonvale Myerton Airlie Pty Ltd As TTE	Development Permit for Reconfiguration of a Lot - Two (2) Lots into Four (4) Lots
20210450	2 Mann Street, Proserpine D G Bennett	Development Permit for Material Change of Use (Warehouse)
20220138	21-23 The Cove Road, Airlie Beach D J Drew	Development Permit for Material Change of Use – Short Term Accommodation (Dwelling)
20220238	32-36 Flemington Road, Bowen P C Collyer	Development Permit for Material Change of Use - Deck (Siting Variation)
20220294	70 Moody Road, Strathdickie Middlemount Medical Pty Ltd	Development Permit for Reconfiguration of a Lot - One (1) Lot into Two (2) Lots

20220325	74 & 74A Timberland Road, Jubilee Pocket C D Gerrand	Development Permit for Reconfiguration of a Lot – Two (2) Lots into Two (2) Lots (Boundary Realignment)
20220383	2079 Blue Valley Road, Collinsville G I Sibson	Development Permit for Material Change of Use – Secondary Dwelling
20220407	18 Silk Road, Queens Beach RAPID Building Approvals	Development Permit for Material Change of Use – Pergola (Siting Variation)
20220435	651 Gloucester Avenue, Cape Gloucester Woodfield Ross Brian As TTE	Development Permit for Material Change of Use - Dwelling House (Siting Variation)

**Summary of Applications Approved By Council 27 April 2022 – 24 May 2022**

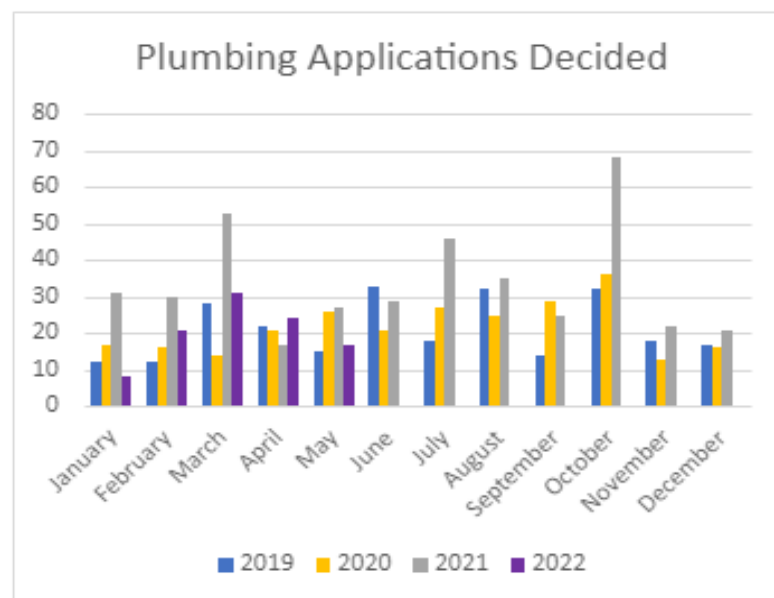
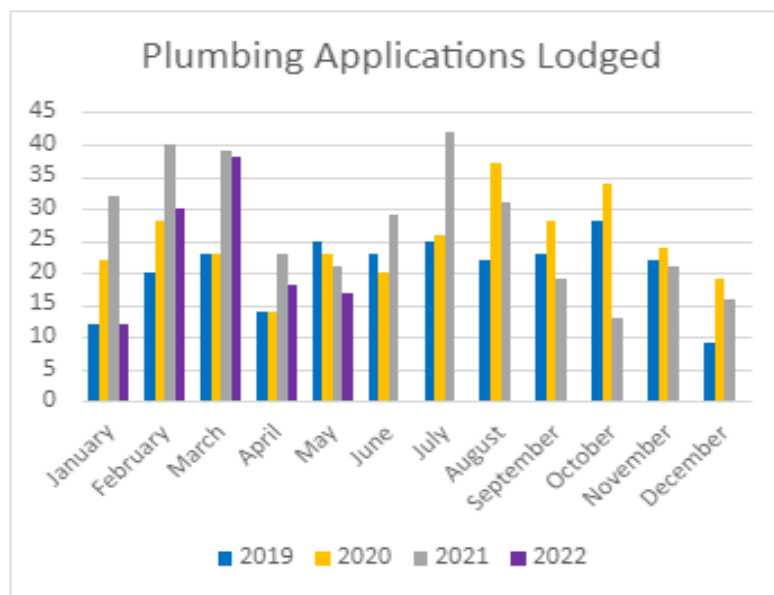
Application #	Applicant & Location	Approval Details
20220162	132 Mt Whitsunday Drive, Airlie Beach B D Cohen	Development Permit for Material Change of Use - Short Term Accommodation
20211041	227 Sugarloaf Road, Sugarloaf Daniel Property Holdings Pty Ltd	Development Permit for Reconfiguration of Lot - One (1) Lot into Four (4) Lots

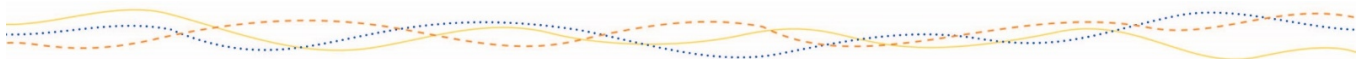
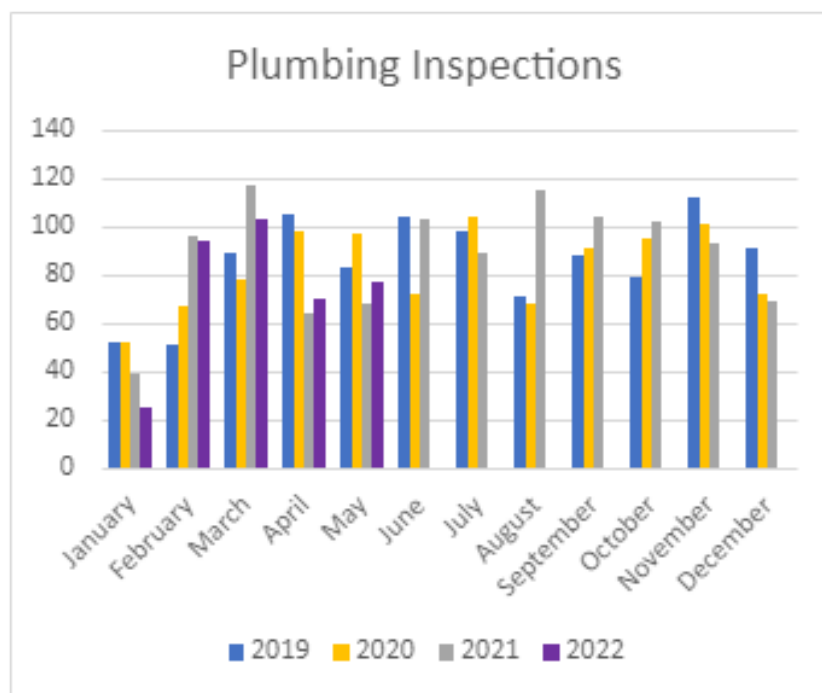
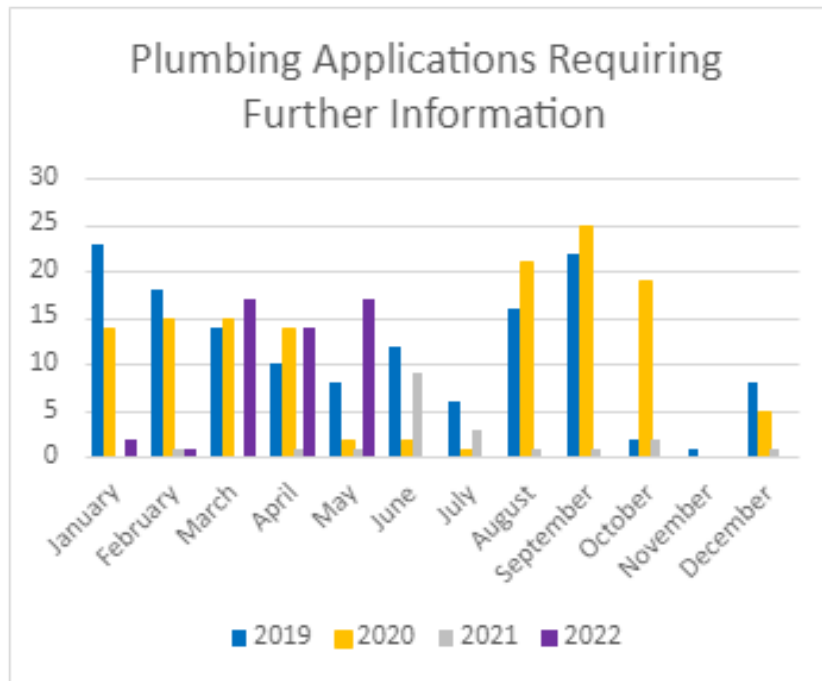


## Building, Plumbing & Compliance

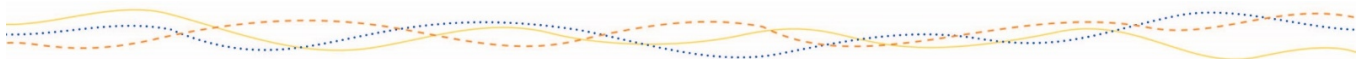
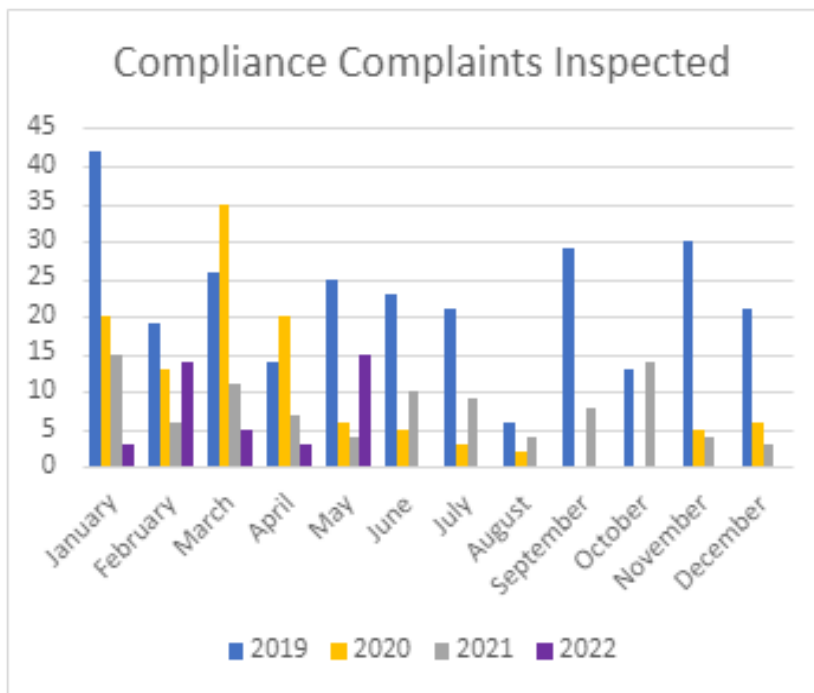
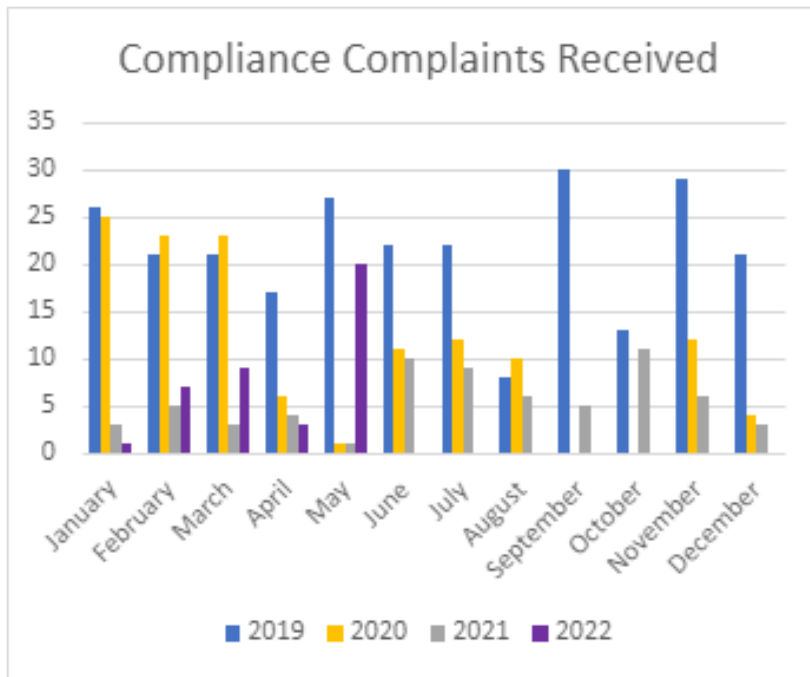
The Building, Plumbing & Compliance branch is responsible for assessing/reviewing building and plumbing applications, developing and maintaining various building and plumbing related policies and registers; carrying out Building regulatory functions; and manage and regulate enforcement and compliance procedures.

### MAY 2022











**4800**  
Total of 22 Lodgements

  
**6 Houses**  
approved to be constructed

  
**6 Sheds**  
approved to be constructed


**4802**  
Total of 20 Lodgements

  
**6 Houses**  
approved to be constructed

  
**5 Sheds**  
approved to be constructed


**4804**  
Total of 2 Lodgements

  
**1 House**  
approved to be constructed

  
**1 Commercial**  
approved to be constructed

**4805**  
Total of 23 Lodgements

  
**9 Sheds**  
approved to be constructed

  
**2 Commercial**  
approved to be constructed

**13.3.1 - In-Kind Donation Request - 2022 Mt Coolon Campdraft - Mt Coolon Campdraft Association Inc.**

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Emily Hart - Community Development Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

**ATTACHMENTS**

1. Email Request to Councillor Wright - Mt Coolon Campdraft [13.3.1.1 - 1 page]

**PURPOSE**

For Council to consider a request from the Mt Coolon Campdraft Association Inc. for an in-kind donation for the 2022 Mt Coolon Campdraft event to be held from 24-26 June 2022.

**OFFICER’S RECOMMENDATION**

That Council approve the provision of a flat drum roller, water truck and waste services, valued at approximately \$10,000, to the Mt Coolon Campdraft Association Inc. to assist in the hosting of the 2022 Mt Coolon Campdraft event on 24 – 26 June 2022. This level of support is to be for the 2022 event only.

**BACKGROUND**

The Mt Coolon Campdraft is an annual family friendly event held at the Mt Coolon Campdraft grounds which attracts over 180 competitors and almost an equal number of spectators to the small town for a weekend of campdrafting events.

Council has supported this event in previous years as below:

- 2018 - Community Drought Support Fund assisting with arena upgrades, water tank and pump repairs, a replacement laptop and paramedic support - \$8,741.00
- 2019 – In-kind donation covering costs for a water truck and smooth drum roller – Final costs unknown
- 2021 – In-kind donation covering costs for a water truck and smooth drum roller as well as delivery, removal and disposal of a 15m skip bin - \$5,289.00

**DISCUSSION/CURRENT ISSUE**

The Mt Coolon Campdraft Association Inc. has approached Council requesting in-kind support to assist with the running costs of their 2022 Campdraft event. The specific request is for the provision of a flat drum roller, water truck, both with operators, and arranging of waste services for the three day event. The costs for these services are as follows:

<b>Clean Away – 15m Skip Bin</b>		
<b>Item</b>	<b>Details</b>	<b>Cost (\$)</b>
Delivery, Service & Removal	\$225.50 per service hour x 14 hours	3,157
Waste Disposal	C&I Mixed Waste - \$239.80 per tonne	TBA
<b>TOTAL</b>		<b>3,157</b>

<b>Plant &amp; Operator</b>	<b>Cost (\$)</b>
Smooth Drum Roller with Operator	2,511
Water Truck with Operator	4,192
<b>TOTAL</b>	<b>6,704</b>

The increase in value from 2021 is due to the provision of Council operators in 2022. The 2021 support is for the plant only.

It is recommended that this be the last year for this level of support for the event. It is now an established event on the Campdraft calendar and therefore support can be sourced elsewhere.

### **STATUTORY/COMPLIANCE MATTERS**

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_08 – Community Donations Policy

### **STRATEGIC IMPACTS**

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

### **FINANCIAL IMPLICATIONS**

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

<b>Description</b>	<b>Amount (\$)</b>
2021/22 Budget	100,000.00
Actual + Commitment Spend	65,323.36
<b>YTD Remaining Budget</b>	<b>34,676.64</b>

### **CONSULTATION/ENGAGEMENT**

Manager Community Development & Libraries  
Waste and Recycling Management Officer  
Works Coordinator Collinsville Roads & Drainage

### **RISK ASSESSMENT**

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

### **TIMINGS/DEADLINES**

To be paid within 30 days of approval.

### **CONFLICT OF INTEREST DECLARATION**

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

**HUMAN RIGHTS IMPACT**

No

**ALTERNATIVES CONSIDERED**

N/A

## Attachment 13.3.1.1 Email Request to Councillor Wright - Mt Coolon Campdraft

### Email Request to Councillor Wright – Mt Coolon Campdraft

Dear Michelle,

Our annual campdraft is set to run over three days this year, 24<sup>th</sup>, 25<sup>th</sup> and 26<sup>th</sup> June.

We would be very grateful if the Whitsunday Shire Council is able to supply or sponsor a **semi water truck and flat drum roller** from midday Thursday 23<sup>rd</sup> June to prepare the arena and maintain over the weekend.

Also last year the council supplied a **skip bin** for the rubbish, we would be appreciative if this could happen again.

We are happy to hang the WRC banner on the arena and do regular broadcasts thanking the council for any donations over our public address system throughout the weekend.

We look forward to welcoming you again to our draft if you able to travel out this year.

Thank you to you and the council for their continued support of our campdraft.

Kind Regards,



### 13.3.2 - Financial Support for a Junior Elite Athlete - June 2022

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Emily Hart - Community Development Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### **ATTACHMENTS**

Nil

#### **PURPOSE**

For Council to consider the applications for Financial Support for a Junior Elite Athlete.

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

That Council approve financial support for the following applicants:

- a) Abigail Lee – Pony Club Queensland Jump Equitation & Show Jumping – Held from 8 to 10 April 2022 in Dalby - \$250
- b) Charlotte Lee - Pony Club Queensland Jump Equitation & Show Jumping – Held from 8 to 10 April 2022 in Dalby - \$250
- c) Blake Tissington – North Queensland U15 AFL – Held from 26 to 29 May 2022 in Hervey Bay - \$250
- d) Hugo Williams – North Queensland U12 Touch Football – Held from 16 to 19 July in Brisbane - \$250
- e) Eneliko Savelio – North Queensland U15 Rugby League – Held from 21 to 24 May 2022 on the Gold Coast - \$250
- f) Maikeli Savelio, Lincoln Douglas, Logan Snow, Mason Light – North Queensland U11 Rugby League – Held from 4 to 8 July 2022 in Townsville - \$250, and
- g) Tyson Williams-Allen – Queensland U15 Weightlifting – Held from 3 to 5 June 2022 in Townsville - \$500

#### **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:

<b>Level of Representation</b>	<b>Allocation (\$)</b>
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 (\$)
Abigail Lee	18	Pony Club Queensland Jump Equitation & Show Jumping	North Queensland	Equitation & Show Jumping	250
Charlotte Lee	14	Pony Club Queensland Jump Equitation & Show Jumping	North Queensland	Equitation & Show Jumping	250
Blake Tissington	14	U15 State Championships	North Queensland	AFL	250
Hugo Williams	12	U12 State Championships	North Queensland	Touch Football	250
Eneliko Savelio	15	U15 State Championships	North Queensland	Rugby League	250
Maikeli Savelio	11	U11 State Championships	North Queensland	Rugby League	250
Lincoln Douglas	11	U11 State Championships	North Queensland	Rugby League	250
Logan Snow	11	U11 State Championships	North Queensland	Rugby League	250
Mason Light	11	U11 State Championships	North Queensland	Rugby League	250
Tyson Williams-Allen	15	Australian U15 & Youth Championships	Queensland	Weightlifting	500
<b>Total</b>					<b>2,750</b>

Blake Tissington has previously received funding through the Junior Elite Athlete program as detailed below:

2019 – North Queensland U12 AFL

2019 – North Queensland U12 Athletics

2021 – North Queensland 15 AFL

No other applicants have previously received funding. It should be noted, the applications for Abigail and Charlotte Lee were received prior to the competition.

## **STATUTORY/COMPLIANCE MATTERS**

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_05 – Financial Support for a Junior Elite Athlete Policy

## **STRATEGIC IMPACTS**

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

## **FINANCIAL IMPLICATIONS**

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

Description	Amount (\$)
2021/22 Budget	100,000.00
Actual + Commitment Spend	71,390.36
<b>YTD Remaining Budget</b>	<b>28,609.64</b>

## **CONSULTATION/ENGAGEMENT**

Manager Community Development & Libraries

## **RISK ASSESSMENT**

The financial assistance shows Council's commitment to providing support to local junior elite athletes competing in a regional, state or national level competition.

## **TIMINGS/DEADLINES**

To be paid within one month of approval.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

N/A

### 13.3.3 - Donation and In-Kind Requests - May 2022

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Emily Hart - Community Development Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### ATTACHMENTS

Nil

#### PURPOSE

To advise Council of the donations and in-kind support up to \$2,000 provided for the month of May 2022.

#### OFFICER'S RECOMMENDATION

That Council note the donations and in-kind support provided for the month of May 2022 to the following recipients:

- a) Horsepower Heroes Whitsunday – Whitsunday Open Day - \$500
- b) Whitsunday Lions Club – Charity Golf Day - \$800
- c) Whitsunday Zonta Club – International Luncheon - \$500
- d) Collinsville Rodeo Association Inc. – Raffle Supporting Family of Natalie Lee - \$500
- e) Proserpine District Canegrowers – 2022 Whitsunday Show Cane Exhibit - \$100
- f) Proserpine Agricultural Pastoral & Industrial Association Inc. – Road Base Gravel - \$1,380 (In-Kind)

#### BACKGROUND

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

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

#### DISCUSSION/CURRENT ISSUE

Council receives requests for assistance from community and sporting groups with most requests for amounts not exceeding \$2,000. In the month May, the following donations were provided:

Organisation Name	Description	Donation Amount (\$)	In-Kind Support (\$)
Horsepower Heroes Whitsunday	Whitsunday Open Day Event & Car Show	500	
Whitsunday Lions Club	Charity Golf Day – Proceeds going to Proserpine Hospital	800	
Whitsunday Zonta Club	International Luncheon – Proceeds going to Women & Children in Ukraine	500	

Collinsville Rodeo Association Inc.	Raffle Supporting Family of Natalie Lee	500	
Proserpine District Canegrowers	2022 Whitsunday Show Cane Exhibit	100	
Proserpine Agricultural Pastoral & Industrial Association Inc.	Road Base Gravel Used as Fill for Cattle Yards Upgrade		1,380
<b>Total for May 2022</b>		<b>2,400</b>	<b>1,380</b>

Please note, the donation to the Proserpine Agricultural Pastoral & Industrial Association Inc. is in addition to the \$2,000 donation endorsed at the previous meeting. The amount of road base required for the project was more than the original estimation.

## STATUTORY/COMPLIANCE MATTERS

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_08 - Community Donations Policy

## STRATEGIC IMPACTS

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

## FINANCIAL IMPLICATIONS

The funds were taken from JC: 2967.11074 – Community Donations (2967) / Donations (11074).

Description	Amount (\$)
2021/22 Budget	100,000.00
Actual + Commitment Spend	71,390.36
<b>YTD Remaining Budget</b>	<b>28,609.64</b>

## CONSULTATION/ENGAGEMENT

Manager Community Development & Libraries

## RISK ASSESSMENT

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

## TIMINGS/DEADLINES

To be completed within the current financial year to 30 June 2022.

## CONFLICT OF INTEREST DECLARATION

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

**HUMAN RIGHTS IMPACT**

No

**ALTERNATIVES CONSIDERED**

N/A

### 13.3.4 - Sport & Recreation Facility Management Grant - Proserpine Junior Sporting Complex Association

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Jacqueline Neave - Arts & Community Programs Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### **ATTACHMENTS**

Nil

#### **PURPOSE**

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

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

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

#### **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 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.

The Proserpine Junior Sporting Complex facility currently has two clubs:

- Proserpine Whitsunday Junior Rugby League Club

- Proserpine Taipans Junior Football Club

Organisation Name	Junior Members	Senior Members	Total Members	Grant Type / Band	Amount Requested (\$)
Proserpine Junior Sporting Complex Association	355	110	465	Facility / 1	20,000
				<b>Total</b>	<b>20,000</b>

### STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009

Local Government Regulation 2012

LSP\_COMM\_03 – Community Grants Policy

### STRATEGIC IMPACTS

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

### FINANCIAL IMPLICATIONS

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

Description	Amount (\$)
2021/2022 Budget	150,000
Actual + Commitment	170,000
<b>YTD Remaining Budget</b>	<b>-20,000</b>

\*Unallocated funds from another line item within the Community Donations budget will be transferred to meet the shortfall in this budget.

### CONSULTATION/ENGAGEMENT

Manager Community Development & Libraries

### RISK ASSESSMENT

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

### TIMINGS/DEADLINES

Payment to be made within one month of approval.

### CONFLICT OF INTEREST DECLARATION

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

### HUMAN RIGHTS IMPACT

No



**ALTERNATIVES CONSIDERED**

N/A

### 13.3.5 - RADF 2021/22 Funding Round 4 - February to May 2022

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Jacqueline Neave - Arts & Community Programs Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### **ATTACHMENTS**

1. RADF Minutes Round 4 - May 2022 [13.3.5.1 - 2 pages]

#### **PURPOSE**

For Council to consider the funding for the Regional Arts Development Fund (RADF) grant applications for Round 4 of the 2021/22 Program, as recommended by the RADF Advisory Committee.

#### **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 Development Fund (RADF) grants (subject to conditions) – for Round 4, as recommended to Council by the RADF Advisory Committee to assist the following recipients:
  - a) Jennifer Horsford – Quilting Workshops at Bowen, Proserpine, Hydeaway Bay and Camp Kanga - \$6,660
  - b) TARTS – Barbara Hill – Weekend workshop with Marion Gaemers & Lynette Griffiths making woven Stingrays. - \$2,100
  - c) Bowen Mural Society – Heather Skinner – Merinda School Mural Re-vamp - \$9,091
  - d) Whitsundays Arts Festival – Jess Begun – Week-long art workshops & three community art installations on site of festival - \$9,540

#### **BACKGROUND**

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

Local Arts and Cultural workers submit applications to Council for funding grants. Applications are assessed by an elected committee against 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 2021/22 Key Performance Outcomes (KPOs) included in the RADF guidelines.

The 2021/22 funding Round 4 closed on Friday 6 May 2022 for projects commencing after Monday, 13 June 2022.

## **DISCUSSION/CURRENT ISSUE**

The following applications were submitted:

### **Jennifer Horsford – Small quilting workshops held with groups in Bowen, Proserpine & Hydeaway Bay and large workshop to be held at Camp Kanga**

Requested \$6,660 – Recommendation \$6,660

The objective of the project is to give the participants a chance to broaden their approach to making and quilting of their projects. The name of the retreat is “Extending Your Horizons”, with the approach of a two-fold workshop. 1: a small workshop making felt flowers to attached to the quilt to give a 3D look, 2: Graffiti Quilting – no real lines to follow just free-motion quilting in patterns and joining them.

Commentary from the committee notes:

- The project would be a benefit to around 35 people, and a marketing project for Camp Kanga.
- The inclusive of workshops in Bowen, Proserpine and Hydeaway Bay, but would like to see other locations/groups involved for future events.

### **TARTS – Barbara Hill – Weekend textile workshop with Marion Gaemers and Lynette Griffiths making woven Stingrays**

Requested \$2,100 Recommendation \$2,100

The objective of the projects if to produce large Stingray sculptures collaboratively for an art installation at the 2022 Whitsundays Arts Festival and will contribute to skills building, community resilience and highlight the cultural resources of the region. The Stingrays will be suspended on the Fairy tree Park festival site for public viewing.

Commentary from the committee notes:

- A fantastic opportunity to see small communities getting together to promote their area & surrounding areas.
- Good outcome for the community in learning new techniques.

### **Bowen Shire Festival of Murals Society – Heather Skinner – Merinda School Mural Revamp**

Requested \$9,091 Recommendation \$9,091

The objective of the project is refurbishing the older murals in the town that have been exposed to the elements and to continue the mantra of the society in upholding the heritage of these murals and to produce new ones.

Commentary from the committee notes:

- The murals must be preserved as they are part of Bowen.
- A good project although costly – can Bowen Tourism put funding into future projects as it is a reason tourists visit.

### **Whitsundays Arts Festival – Jessica Begun – Week-long art workshops and three community art installations on site on the festival**

Requested \$9,540 Recommendation \$9,540

The objective of the project is to create dozens of new works through the program of seven workshops and three art installations. The installation will be created with local artists and arts groups led by professionals and will also provide the public with the opportunity to see artists at work and observe the transformation of Fairy Tree Park into an outdoor gallery. The week of workshops will be held at Kipara resort and on site.

Commentary from the committee notes

- That festivals have always shown their worth.
- This festival can be clearly seen to be well thought out and worth the grant.
- Concerns on structures being placed on the grass at Fairy Tree Park.

Other comments include:

- Rather than expect RADF to totally fund all aspects of the activity, it is suggested 65% of each aspect be funded.
- Some projects lack income.
- Same artists are being used for two different projects; can they be combined somehow.
- Happy with all applications and lovely to see the distribution throughout the region.
- RADF providing opportunities for local art groups and artists to experience working with nationally recognised artists in creating an exhibition quality installation (TARTS)
- All the workshops are providing opportunities for networking and socialising – working collaboratively while learning new skills and adding to current techniques.

## STATUTORY/COMPLIANCE MATTERS

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_02 – Arts & Culture Policy

## STRATEGIC IMPACTS

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

## FINANCIAL IMPLICATIONS

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

Description	Amount (\$)
2021/22 Budget	60,000
Actual + Commitment	32,006
<b>YTD Remaining Budget</b>	<b>27,994</b>

## CONSULTATION/ENGAGEMENT

Manager Community Development & Libraries

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

Payment to be made within one month of approval.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

N/A

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



Meeting Minutes – Comments were received via email

<b>Chair:</b>	Cr Michelle Wright
<b>Present:</b>	Marg Tawse, Ruth Morton, Janice Germain, Jess Begun, Shauna O'Shannessy, Julie Wright - Director Community Services, Liaison Officer Jacqui Neave
<b>Apologies:</b>	

Meeting commenced:

<b>1</b>	<b>Minutes of previous meeting</b>
	<ul style="list-style-type: none"> <li style="text-align: center;">✚ Accepted</li> </ul>
<b>2</b>	<b>Business arising from minutes</b>
	<ul style="list-style-type: none"> <li style="text-align: center;">✚ N/A</li> </ul>
<b>3</b>	<b>Correspondence and news</b>
	<ul style="list-style-type: none"> <li style="text-align: center;">✚ N/A</li> </ul>
<b>4</b>	<b>Promotion and advertising</b>
	<ul style="list-style-type: none"> <li style="text-align: center;">✚ Ongoing – RADF strategies, promotions, activities, and resources</li> </ul>
<b>5</b>	<b>Presentations</b>
	No presentations held
<b>6</b>	<b>Applications</b>
	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>✚ <b>Jennifer Horsford – Quilting Workshops in Bowen, Proserpine, Hydeaway Bay and Camp Kanga</b> <b>Requested \$6,660 – Recommendation \$6,660</b> The RADF Committee's recommendation is to fund the application.</li> <li>Commentary from the committee notes:           <ul style="list-style-type: none"> <li>➢ The project would be a benefit to around 35 people, and a marketing project for Camp Kanga.</li> <li>➢ Like the inclusive of workshops in Bowen but would like to see other locations/groups involved for future events.</li> </ul> </li> </ul> </li> <li> <ul style="list-style-type: none"> <li>✚ <b>TARTS – Barbara Hill – TARTS Textile Workshops with Marion Gaemers &amp; Lynette Griffiths</b> <b>Requested \$2,100 – Recommended \$2,100</b> The RADF Committee's recommendation is to fund the application.</li> <li>Commentary from the committee notes:           <ul style="list-style-type: none"> <li>➢ A fantastic opportunity to see small communities getting together to promote their area &amp; surrounding areas.</li> <li>➢ Good outcome for the community in learning new techniques.</li> </ul> </li> </ul> </li> <li> <ul style="list-style-type: none"> <li>✚ <b>Bowen Shire Festival of Murals Society – Heather Skinner - Merinda School Mural Revamp</b> <b>Requested \$9,091 – Recommended \$9,091</b> The RADF Committee's recommendation is to fund the application.</li> </ul> </li> </ul>

	<p>Commentary from the committee notes:</p> <ul style="list-style-type: none"> <li>➤ The murals must be preserved as they are part of Bowen.</li> <li>➤ A good project although costly – can Bowen Tourism put funding into future projects as it is a reason tourists visit.</li> </ul> <p>✚ <b>Whitsundays Arts Festival – Jess Begun – Week-long art workshops &amp; three community art installations on site of festival.</b></p> <p><b>Requested \$9,540 – Recommended \$9,540</b> The RADF Committee’s recommendation is to fund the application.</p> <p>Commentary from the committee notes</p> <ul style="list-style-type: none"> <li>➤ That festivals have always shown their worth.</li> <li>➤ This festival can be clearly seen to be well thought out and worth the grant.</li> <li>➤ Concerns on structures being placed on the grass at Fairy Tree Park.</li> </ul> <p><b>Total approved for round 4: \$27,391- Current budget \$27,994</b></p>
<b>7</b>	<b>General business</b>
	<p>Other comments include:</p> <ul style="list-style-type: none"> <li>✚ Rather than expect RADF to totally fund all aspects of the activity, it is suggested 65% of each aspect be funded.</li> <li>✚ Some projects lack income.</li> <li>✚ Same artists are being used for two different projects; can they be combined somehow.</li> <li>✚ Happy with all applications and lovely to see the distribution throughout the region. RADF providing opportunities for local art groups and artists to experience working with nationally recognised artists in creating an exhibition quality installation (TARTS); all the workshops are providing opportunities for networking and socialising – working collaboratively while learning new skills and adding to current techniques.</li> </ul>

Meeting Closed:

Next meeting: August 2022

Location: TBA

7	Actions for next meeting		
1	RADF Guidelines, Application and Program for 2021/22		
2	Advertising RADF		



### 13.3.6 - Sponsorship Requests - Paul Bowman Challenge

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Hayley Borg - Events and Community Sponsorship Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### **ATTACHMENTS**

1. WRC Sponsorship Paul Bowman Challenge (002) [13.3.6.1 - 2 pages]

#### **PURPOSE**

Council to consider a request for sponsorship from the Paul Bowman Challenge to assist with their annual event to be held 17 to 18 September 2022.

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

That Council approve sponsorship of \$5,000 to assist the Paul Bowman Challenge organisers with their annual event to be held on 17 to 18 September 2022.

#### **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 \$20,700 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 beginning of the September school holidays, allowing the opportunity for visitors to stay on after the carnival and experience what the region has to offer.

A donation request was submitted to Council earlier this financial year for \$770 however, the committee have advised the donation was incorrectly requested by the Secretary. Council accepted the error and requested a formal application for the Paul Bowman Challenge 2022 be submitted. The donation of \$770 endorsed at the Ordinary Council Meeting held 27 April 2022 was withdrawn.

#### **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.

The request for sponsorship is \$5,000. It is recommended that Council provide a \$5,000 sponsorship to assist the provision bags for players with 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.

## **STATUTORY/COMPLIANCE MATTERS**

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_11 - Council Sponsorship Policy

## **STRATEGIC IMPACTS**

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

## **FINANCIAL IMPLICATIONS**

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

<b>Description</b>	<b>Amount (\$)</b>
2021/22 Budget	140,000
Actual + Commitment	48,682
<b>YTD Remaining Budget</b>	<b>91,318</b>

## **CONSULTATION/ENGAGEMENT**

Manager Community Development & Libraries

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

Sponsorship to be paid within one month of approval.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

N/A

## Attachment 13.3.6.1 WRC Sponsorship Paul Bowman Challenge (002)

Paul Bowman Committee

P.O. Box 36

Proserpine QLD 4800

Tuesday 17 May 2022

Whitsunday Regional Council

P.O. Box 104

Proserpine QLD 4800

Dear Hayley,

**Re: Sponsorship for the Paul Bowman Challenge under 9s Carnival**

Thank you for the opportunity to apply for sponsorship with the Whitsunday Regional Council for the Paul Bowman Challenge.

The Paul Bowman Challenge will be held in Proserpine on the 17<sup>th</sup> & 18<sup>th</sup> September 2022. This event 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 & extended families. The Paul Bowman Challenge brings over 5000 visitors to our beautiful Whitsunday region & the carnival dates are chosen to coincide with the beginning of the September school holidays, so many of these families can stay on after the carnival & experience what our amazing region has to offer.

We promote & support local businesses, caravan parks, hotels and motels all of which receive numerous patrons for the carnival dates & into the following week. The economic benefits this carnival brings to our region has never been calculated however by the number of visitors that are attracted along with the duration of their stay, we estimate the economic benefit to our region would be incredibly substantial.

Whitsunday Regional Council has previously been one of our major sponsors donating \$5000, to assist with the costs of player packs. Each individual player receives a players pack consisting of a bag filled with different items (drink bottles, socks, shirts etc) to take home and use. This bag has the Whitsunday Regional Council Logo as the sole logo on the bag, with over 1000 of these bags being gifted & then used by the players throughout Queensland. Additional to this, each handbook that is handed out has Whitsunday Regional Council listed as the Major Sponsor of the event.

Whitsunday Regional Council banners are placed around the grounds & acknowledged by our MC in regular announcements, all weekend. The Paul Bowman Challenge also extends an invitation to the WRC Major to present the sportsmanship & participation medals at the presentation ceremony at the conclusion of the carnival, on the Sunday.

The Paul Bowman Challenge would welcome the opportunity to have Whitsunday Regional Council on board again as the major sponsor for the carnival for the 2022 event, by donating \$5000 toward the player packs. To assist the committee in purchasing the player packs is significant, as these



### 13.3.7 - Sport & Recreation Clubs Grant - June 2022

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Jacqueline Neave - Arts & Community Programs Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### ATTACHMENTS

Nil

#### PURPOSE

For Council to consider the payment of the Sport & Recreation Clubs Grant for June 2022 in accordance with Council's Sport & Recreation Grant Guidelines.

#### OFFICER'S RECOMMENDATION

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

1. Proserpine Rugby League Football Club Inc. – Band 2 - \$3,000
2. Whitsunday Mountain Bike Club Inc – Band 3 - \$1,500

#### BACKGROUND

To be eligible for the Sport & Recreation Grant a club 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)
- 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 Club 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 received:

Organisation Name	Junior Members	Senior Members	Total Members	Band	Public Liability	Amount Requested (\$)
Proserpine Rugby League Football Club Inc.	14	118	132	2	Yes	3,000
Whitsunday	8	44	52	3	Yes	1,500

Mountain Bike Club Inc.						
					<b>Total</b>	<b>4,500</b>

### STATUTORY/COMPLIANCE MATTERS

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_03 – Community Grants Policy

### STRATEGIC IMPACTS

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

### FINANCIAL IMPLICATIONS

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

Description	Amount (\$)
2021/2022 Budget	150,000
Actual + Commitment	172,500
<b>YTD Remaining Budget</b>	<b>-22,500</b>

\*At the fourth quarter budget review additional funds will be sourced from other operational budgets to provide for the short fall in the current budget.

### CONSULTATION/ENGAGEMENT

Manager Community Development & Libraries

### RISK ASSESSMENT

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

### TIMINGS/DEADLINES

Payment will be made within one month of approval.

### CONFLICT OF INTEREST DECLARATION

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

### HUMAN RIGHTS IMPACT

No

### ALTERNATIVES CONSIDERED

N/A

### 13.3.8 - Sponsorship Requests - Proserpine Show

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Hayley Borg - Events and Community Sponsorship Officer

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Decision

#### ATTACHMENTS

1. Proserpine Show Sponsorship Package 2022 [13.3.8.1 - 1 page]
2. Proserpine Show sponsorship request 2022 [13.3.8.2 - 1 page]

#### PURPOSE

Council to consider a request for sponsorship from Show Whitsunday to assist with their annual event to be held on 17 to 18 June 2022.

#### OFFICER'S RECOMMENDATION

That Council approve sponsorship of \$2,500 cash and in-kind support up to the value of \$2,500 to assist Show Whitsunday organisers with the annual Show event to be held on 17 to 18 June 2022.

#### BACKGROUND

Show Whitsunday is a well-established community event held in Proserpine for 109 years. The Show has an expected attendance of more than 10,000 visitors over the two days.

#### DISCUSSION/CURRENT ISSUE

Council has received several requests from the Proserpine Agricultural Pastoral & Industrial Show Association Inc. for assistance with the preparation and running of the 2022 Show Whitsunday. The requests include:

- 20 April 2022 – request for in kind donation of road base.
- 12 May 2022 – request to borrow five iPads to assist with ticket scanning.
- 25 May 2022 – request for more road base.
- 25 May 2022 – request for sponsorship and in-kind support.

To ensure the preparations were not delayed, and based on an estimate from Show Whitsunday, the original request for road base was approved as a donation up to \$2,000. The actual amount was valued at \$3,380. The extra amount has been included in the donations report for this meeting.

The requests for the iPads and more road base were declined.

Show Whitsunday is a proven event that will have a positive economic impact to the area, with visitors injecting money towards local businesses during their visit.

Show Whitsunday has requested sponsorship through monetary and in-kind assistance. It is recommended that Council provide a total sponsorship of \$5,000 which will include a monetary value of \$2,500 for the fireworks on Friday 17 June 2022 and \$2,500 of in-kind support up to the value of \$2,500 to assist with clean up on Sunday 19 June 2022.



In return for sponsorship, Council may receive the following:

- Major naming rights of a selected part of the show negotiated with Show Association.
- Sponsor signage or banners displayed in suitable location. (Up to 3 signs or banners)
- Logo included on Show Whitsunday's Facebook page.
- Advert included on Show Whitsunday website.

Should the recommendation be approved, the total value of Council's contribution to assist with the 2022 Show Whitsunday is approximately \$8,380.

## **STATUTORY/COMPLIANCE MATTERS**

*Local Government Act 2009*

Local Government Regulation 2012

LSP\_COMM\_11 - Council Sponsorship Policy

## **STRATEGIC IMPACTS**

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

## **FINANCIAL IMPLICATIONS**

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

<b>Description</b>	<b>Amount (\$)</b>
2021/22 Budget	140,000
Actual + Commitment	48,682
<b>YTD Remaining Budget</b>	<b>91,318</b>

## **CONSULTATION/ENGAGEMENT**

Manager Community Development & Libraries

## **RISK ASSESSMENT**

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

## **TIMINGS/DEADLINES**

Sponsorship to be paid within one month of approval.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

N/A



Proserpine A P & I Association Inc. Phone: 0458 451 126  
P.O.Box 150, PROSERPINE, 4800  
Email:reception@showwhitsunday.com.au

**2022**

**Platinum Sponsorship \$5000 and over**

- \* Major naming rights of a selected part of the show negotiated with Show Association.
- \* Show attendance family package on provision of mailing address.
- \* Sponsor signage or banners displayed in suitable location. (Up to 3 signs or banners)
- \* Permanent signage in showgrounds in an agreed location.
- \* Logo included on Show Whitsunday's Facebook page.
- \* Advert included on Show Whitsunday website.
- \* Free Trade Site available. (3m Frontage)
- \* 2 Single Passes for the Trade Site.
- \* Interview during the show with the Ring Announcer. (Business Promotion)
- \* Inclusion in all advertising prior to the Show. This includes Television, Radio, Printed Media and will apply if sponsor has made payment before 1st June each year.
- \* Inclusion in Main Arena PA advertising throughout the course of the 2 day Show.

**Gold Sponsorship \$2500 and under \$5000**

- \* Minor naming rights of a selected event of the show eg Fireworks.
- \* Weekend Family Pass to Show Whitsunday on provision of mailing address.
- \* Sponsor signage or banners displayed in suitable location. (Up to 3 signs or banners)
- \* Permanent signage in showgrounds in an agreed location.
- \* Logo included on Show Whitsunday's Facebook page.
- \* Advert included on Show Whitsunday website.
- \* Free Trade Site available. (3m Frontage)
- \* 2 Single Passes for the Trade Site.
- \* Interview during the show with the Ring Announcer. (Business Promotion)
- \* Inclusion in all advertising prior to the Show. This includes Television, Radio, Printed Media and will apply if sponsor has made payment before 1st June each year.
- \* Inclusion in Main Arena PA advertising throughout the course of the 2 day Show.

**Silver Sponsorship - \$1000 and under \$2500**

- \* 1 Weekend Family Pass to Show Whitsunday.
- \* Sponsor signage or banners displayed in suitable location. (Up to 2 signs or banners)
- \* Sponsor signage in showgrounds for 12 months in an agreed location.
- \* Interview during the show with the Ring Announcer. (Business Promotion)
- \* Free Trade Site available (3m Frontage)
- \* 2 Single Passes for the Trade Site.
- \* Inclusion in all advertising prior to the Show. This includes Television, Radio, Printed Media and will apply if sponsor has made payment before 1st June each year.
- \* Inclusion in Main Arena PA advertising throughout the course of the 2 day Show.

**Bronze Sponsorship - \$500 and under \$1000**

- \* 1 weekend pass for 2 adults.
- \* One sign or banner displayed in suitable location
- \* Inclusion in advertising prior to the Show. This includes Television, Radio, Printed Media and will apply if sponsor has made payment before 1st June each year.
- \* Inclusion in Main Arena PA advertising throughout the course of the 2 day Show.

**Blue Sponsorship - \$250 and under \$500**

- \* Inclusion in Main Arena PA advertising throughout the course of the 2 day Show.
- \* Small sign in area of sponsorship (500mm x 500m)



Proserpine A P & I Association Inc  
P.O.Box 150  
PROSERPINE 4800  
PHONE: 4945 1126 / 0458 451 126  
EMAIL: [reception@showwhitsunday.com.au](mailto:reception@showwhitsunday.com.au)

WHITSUNDAY REGIONAL COUNCIL

Dear Councillors,

As a valued sponsor of Show Whitsunday we would like to acknowledge and thank Council for their previous contribution towards the continued success of our annual Show. Your support has ensured the continuation of a community event that is now 109 years old and which annually has an attendance of over 10,000 people over its 2 day duration.

We are therefore, once again seeking your support through donation of equipment to assist us with the cleaning up after the show on Sunday 19th June 2022, and a sponsorship towards our wonderful fireworks on Friday 17th June.

We appreciate that sponsors need to see value for money from their sponsorship dollars and have included our current Sponsorship Package Options for your consideration.

We thank you for your past generosity and hope you are able to assist us once again with this worth-while community event. Please advise by email to our address [reception@showwhitsunday.com.au](mailto:reception@showwhitsunday.com.au), the outcome of our request and please forward an electronic copy of your logo for advertising purposes.

Yours Sincerely

[Redacted signature block]

## 13.3.9 - Community Services Monthly Report - May 2022

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Erin Finau - Administration Coordinator Community Services

**AUTHORISING OFFICER:** Julie Wright - Director Community Services

**PRESENTED FOR:** Information

### ATTACHMENTS

1. Community Services Monthly Report - May'22 [13.3.9.1 - 23 pages]

### PURPOSE

The purpose of the report is to set out an account of statistics pertaining to the functions of each branch within the Community Services Directorate for the month of May 2022.

### OFFICER'S RECOMMENDATION

That Council receive the Community Services Monthly Report for May 2022.

### BACKGROUND

The Community Services Directorate has a departmental vision of a prosperous, liveable, and sustainable Whitsundays. The directorate's purpose is to lead the delivery of economic, social, environmental, and recreational outcomes for the Whitsundays through services in partnership with stakeholders.

The directorate's vision is delivered by bringing together the functions of Community Development & Libraries, Aquatic Facilities & Caravan Parks, Environmental Health & Local Laws, Natural Resource Management & Climate, Customer Service, Cultural Heritage and Proserpine Entertainment Centre & Associated Venues.

### DISCUSSION/CURRENT ISSUE

This report provides an overview of Whitsunday Regional Council's Community Services Directorate for the 2021/2022 financial year with particular focus on the month of May 2022.

### STATUTORY/COMPLIANCE MATTERS

N/A

### STRATEGIC IMPACTS

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

### FINANCIAL IMPLICATIONS

N/A

### CONSULTATION/ENGAGEMENT

Coordinator Natural Resource Management & Climate  
Manager Community Development & Libraries

Manager Customer Service  
Manager Proserpine Entertainment Centre

### **RISK ASSESSMENT**

Regular reporting on the Directorate's progress and achievements ensures accountability and fosters a positive culture.

### **TIMINGS/DEADLINES**

N/A

### **CONFLICT OF INTEREST DECLARATION**

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

### **HUMAN RIGHTS IMPACT**

No

### **ALTERNATIVES CONSIDERED**

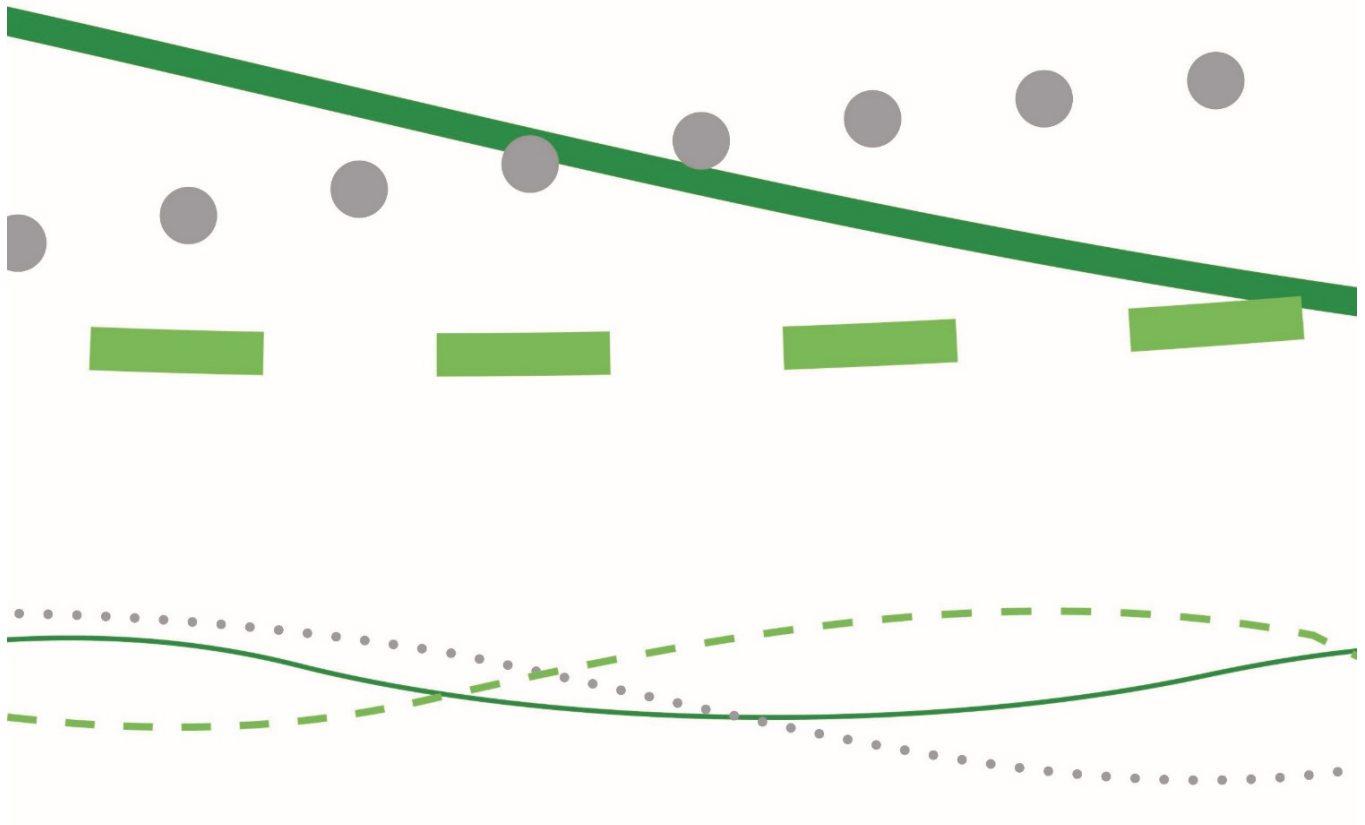
N/A



## Community Services

Community Development & Libraries  
Aquatic Facilities & Caravan Parks  
Environmental Health & Local Laws  
Natural Resource Management & Climate  
Customer Service  
Cultural Heritage

### Monthly Report | May 2022



## Director's Report

May 2022 saw the Community Services team accomplish several events, activities and projects.

Two Citizenship Ceremonies were held with 7 Conferees in Bowen plus 35 conferees in Cannonvale. A total of 78 guests attended the functions.



**Photo 1** - Acting Mayor Brunker with new Australian Citizen

The Airlie Beach Foreshore Movie Screen's film for May was Mamma Mia 2 with 67 attendees.

My Community Directory + Diary searches totalled 5,581 a decrease of 3.02% from April 2022. The top five searched categories for February are Health Services; Accommodation Services; Child Services; Welfare Assistance & Aging Services. Unique Users increased by 9.1%.

Highlight of the month for the Cannonvale Library was the creation and setting up of the giant 'Sea' *Something Good to Read* display in the Junior section of the library – a collaborative effort by MakerSpace participants, library assistants, and volunteers. Ocean creatures were created on Colour Diffusing paper during an after-school MakerSpace session, then incorporated into the eye-catching display which promotes reading in a *fantastic* way. Children (and families) have been coming back into the library to view their artwork, with many tempted to borrow books from the display.

A total of 251 people (93 adults and 158 children) enjoyed after-school and Saturday morning activities during the month, including National Simultaneous Story Time, Chess, MakerSpace and Mini Makers. National Families Week was also celebrated, with special activities during First Five Forever sessions.

Whitsunday Regional Libraries staff recently took part in Under 8's Mornings at St Catherine's Catholic

College, Collinsville State School and Proserpine State School. These annual events are attended by a number of different community organisations and provide free activities for children, their families and carers. This year library staff provided a Paper Cup Toy making activity to fit in with the theme "Play in a Changing World", and to show that simple toys are still just as much fun, in addition to helping children develop fine and gross motor skills. Staff look forward to attending upcoming events at Queens Beach and Cannonvale State Schools in June 2022.

Lady Gowrie Kindergarten are regular visitors to the Proserpine Library. The kindergarten is conveniently located across the Proserpine Library carpark which allows for fortnightly visits from both the Tuesday and Thursday groups consisting of up to 22 students each. Proserpine Library also visited the kindy for National Simultaneous Storytime where the book *The Family Tree* written by Josh Pyke and illustrated by Ronojoy Ghosh was read, followed by a tree themed craft activity related to the book. National Simultaneous Storytime is held annually by Australian Library and Information Association at 11.00am on 25 May where a picture book is read simultaneously in libraries, schools, homes and children's facilities all over the country and the world.



**Photo 2** - Lady Gowrie Kindergarten at Proserpine Library

The Region's Libraries monthly attendance increased while borrowings decreased plus e-Library increased from April 2022.

- Attendance 7,541 – 6.25% increase
- Borrowings 13,054 – 0.58% decrease
- e-Library 15,494 – 27.27% increase
- Library Website Visits 1,922 – 8.73% decrease.



**Community Services  
Monthly Report | May 2022**

Natural Resource Management's Projects for May 2022 include:

- NRM Staff coordinated the trimming of the flying fox roost tree in Collinsville – last count at time of drafting report – 2,760 flying fox in Pelican Creek Collinsville.
- BMT have been engaged to develop the Whitsunday Regional Council Greenhouse Gas Reduction Plan. The proposed Plan will map out how the council will meet its target of a 50% reduction in emissions by 2030 in a practical and cost-effective manner.
- Council staff continued to conduct the 105 weed management pest surveillance site inspections across the region which is undertaken quarterly to identify new pests.
- Council has engaged contractors to undertake the declared weed control in the State Road reserves utilising Department of Transport funding.

The Climate Hub Facebook Page reach increased by 26.6% to 3,428 for May from the previous month with 650 Facebook Followers (4.6% increase).

Animal Management complaints increased by 22.9% to 91 in May 2022 from April 2022.

Local Law Compliance Notices issued increased by 52.5% from 40 in April to 61 in May due to the increase in the number of overgrown and enter and clear notices issued following the wet weather.



**Photo 3** - Local Law Officers at Safe Dog Handling Course

The following are the average monthly occupancy rates at each of Council's Caravan Parks:

- Proserpine Tourist Park – 64.67% an 21.47% increase from May 2021.
- Wangaratta Caravan Park – 54.93% a 0.97% decrease from May 2021.

The Bowen Work Camp contributed a total of 548 hours during this month with mowing, landscaping and general Community and Council assistance.

The Community Services Team received 280 CRMs for May (216 completed) with the Environmental Health and Local Law units receiving 245 (197 completed) complaints/requests for the month.

Council's Off-Street Carparks generated \$68,046 for the month with 10,184 transactions, a decrease of 12.61% from the previous month.

The Community Services Administration Officers' statistics for May 2022 include the following:

- Correspondence Generated – 508 items
- Civica & ECM Registrations – 1,859 tasks
- 1,153 Telephone Calls (internal and external).

Customer Service saw 1,373 visitors through the service centres, a decrease of 51.39% attendance to the previous month.

Telephone calls increased from 4,477 to 5,173 an increase of 15.5% from the previous month.

After hours calls totalled 266 for May similar to the previous month.

BPay, Austpost, Direct Deposits & EServices payments equalled 59.7% of total payments for the month, an increase of 1% from the previous month.

Aquatic Facility user statistics for May 2022 in comparison to May 2021 are listed below:

- Airlie Beach Lagoon increased by 62.35% to 14,112
- Bowen Pool increased by 140.64% to 1,504
- Proserpine Pool increased by 144.81% to 1,677
- Collinsville Pool closed for the winter months

**Julie Wright**  
Director Community Services

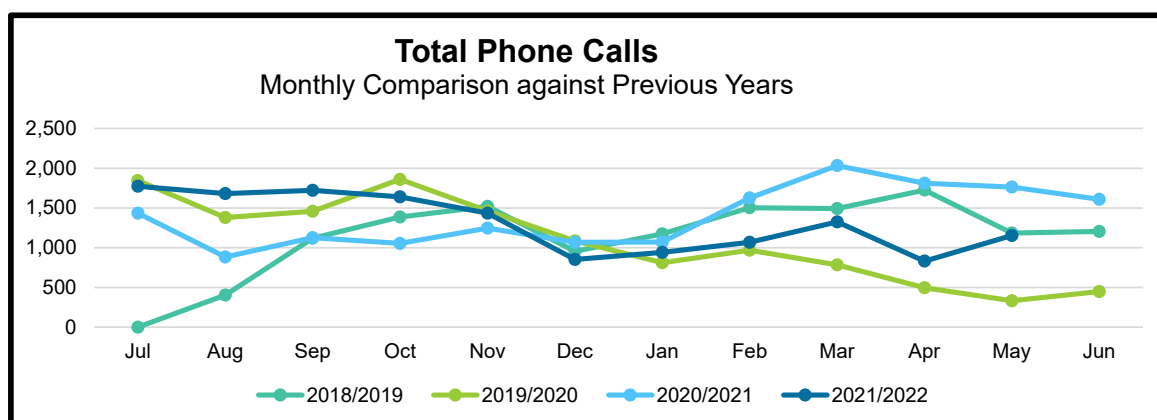
## General

The Community Services Directorate has a departmental vision of a prosperous, liveable, and sustainable Whitsundays. The directorate's purpose is to lead the delivery of economic, social, environmental, and recreational outcomes for the Whitsundays through services in partnership with stakeholders.

The directorate's vision is delivered by bringing together the functions of Community Development & Libraries, Aquatic Facilities & Caravan Parks, Environmental Health & Local Laws, Natural Resource Management & Climate, Customer Service, Cultural Heritage & Collinsville Independent Living Facility.

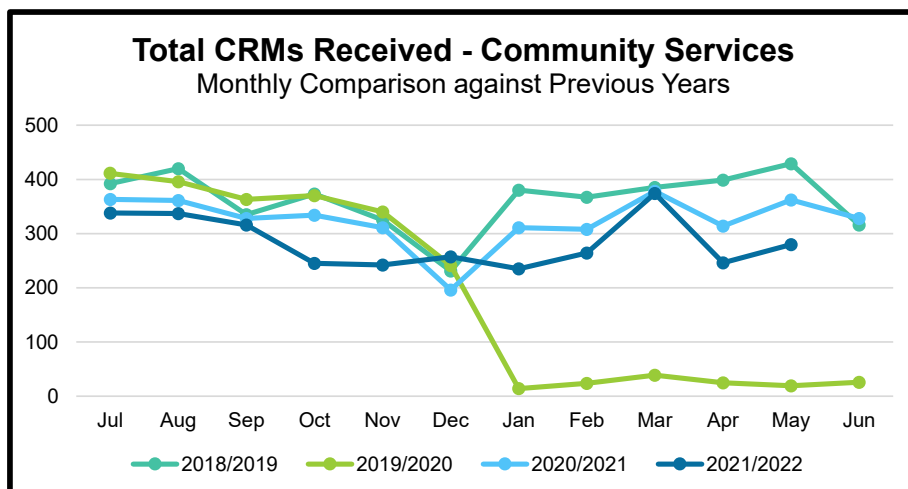
### Administration Officers

Service	YTD	Mar	Apr	May	Monthly Trend
Correspondence Generated	9,266	493	410	508	↑
ECM Task List	6,567	385	288	398	↑
Civica Registers	9,007	666	394	590	↑
Data Input	6,001	443	354	293	↓
CRMs Generated	670	77	70	55	↓
CRMs Closed	1,062	162	84	112	↑
Phone Calls - Internal	9,052	808	518	749	↑
Phone Calls - External	5,357	515	312	404	↑
Phone Calls - Total	14,409	1,323	830	1,153	↑
ECM Registering	7,411	515	422	578	↑
Purchase Orders	757	79	56	49	↓
Receipt Invoices	1,018	105	81	84	↑
Reports	582	33	17	45	↑



**Customer Request Management (CRM)**

Service	YTD	Mar	Apr	May	Monthly Trend
<b>Community Development</b>					
CRM Received	76	10	9	6	↓
CRM Completed	53	7	7	4	↓
<b>Library Services</b>					
CRM Received	3	0	0	0	–
CRM Completed	1	0	0	0	–
<b>Aquatic Facilities</b>					
CRM Received	37	7	3	4	↑
CRM Completed	23	5	3	2	↓
<b>Caravan Parks</b>					
CRM Received	7	1	1	0	↓
CRM Completed	3	0	0	0	–
<b>Environmental Health &amp; Local Laws</b>					
CRM Received	2,714	315	205	245	↑
CRM Completed	2,238	272	173	197	↑
<b>Parking</b>					
CRM Received	38	4	2	1	↓
CRM Completed	37	4	2	1	↓
<b>NRM &amp; Climate</b>					
CRM Received	212	34	22	22	–
CRM Completed	95	17	10	10	–
<b>Customer Service / E-Services</b>					
CRM Received	47	3	4	2	↓
CRM Completed	41	3	4	2	↓
<b>Total CRMs for Community Services</b>					
CRM Received	3,134	374	246	280	↑
CRM Completed	2,490	308	199	216	↑



## Community Development

The Community Development branch is responsible for assessing and acquitting community grants, developing and maintaining various community development related policies and registers, developing, and implementing various community programs such as cultural and recreational programs as well as maintaining various community facilities.

### Operations

Service	YTD	Mar	Apr	May	Monthly Trend
<b>Grant Applications</b>					
Facility Management - Approved	3	0	0	0	–
Facility Management - Approved (\$)	60,000	0	0	0	–
Junior Elite Athlete - Approved	21	4	1	2	↑
Junior Elite Athlete - Approved (\$)	6,550	2,500	250	500	↑
RADF - Received	11	0	0	4	↑
RADF - Approved	5	2	0	0	–
RADF - Approved (\$)	27,606	14,121	0	0	–
RADF - Acquittals	9	0	0	2	↑
Special Projects - Received	19	2	1	2	↑
Special Projects - Approved	10	0	0	0	–
Special Projects - Approved (\$)	105,092	0	0	0	–
Special Projects - Acquittals	15	1	1	2	↑
Sport & Rec Club - Received	58	10	1	2	↑
Sport & Rec Club - Approved	64	9	11	4	↓
Sport & Rec Club - Approved (\$)	145,500	20,000	26,000	9,000	↓
<b>Donation &amp; Sponsorship Requests</b>					
Donation Requests - Received	66	6	8	5	↓
Donation Requests - Approved	63	5	1	9	↑
Donation Requests - Approved (\$)	80,578	17,969	770	8,400	↑
Fee Waivers - Approved	34	0	11	0	↓
Fee Waivers - Approved (\$)	16,514	0	5,017	0	↓
Sponsorships - Received	18	0	1	2	↑
Sponsorships - Approved	13	2	1	1	–
Sponsorships - Approved (\$)	61,000	6,500	3,000	7,500	↑
Sponsorships - Approved (in kind)	2	0	0	0	–
Sponsorships - Acquittals	3	0	0	0	–
<b>Events</b>					
Council Events - External - Completed	21	2	2	2	–
Council Events - External - Participants	5,130	2,120	521	187	↓
Council Events - Internal - Completed	23	1	0	0	–
Council Events - Internal - Participants	703	150	0	0	–

**Junior Elite Athlete Recipients for May:**

- Alice Wheeler – North Queensland U16 Girls Football (Soccer)
- Zavier Goswell – North Queensland U15 AFL

**Events:**

**External:**

- Citizenship Ceremony – Bowen – Queens Beach Hotel – Thursday, 19 May 2022  
All 7 conferees attended. There was a total of 25 people including conferees and guests
- Citizenship Ceremony – Cannonvale – Reef Gateway Hotel – Tuesday, 24 May 2022  
All 35 conferees attended. There was a total of 95 people including conferees and guests.
- Airlie Beach Movie Night – Mamma Mia – 67 participants

**Internal:**

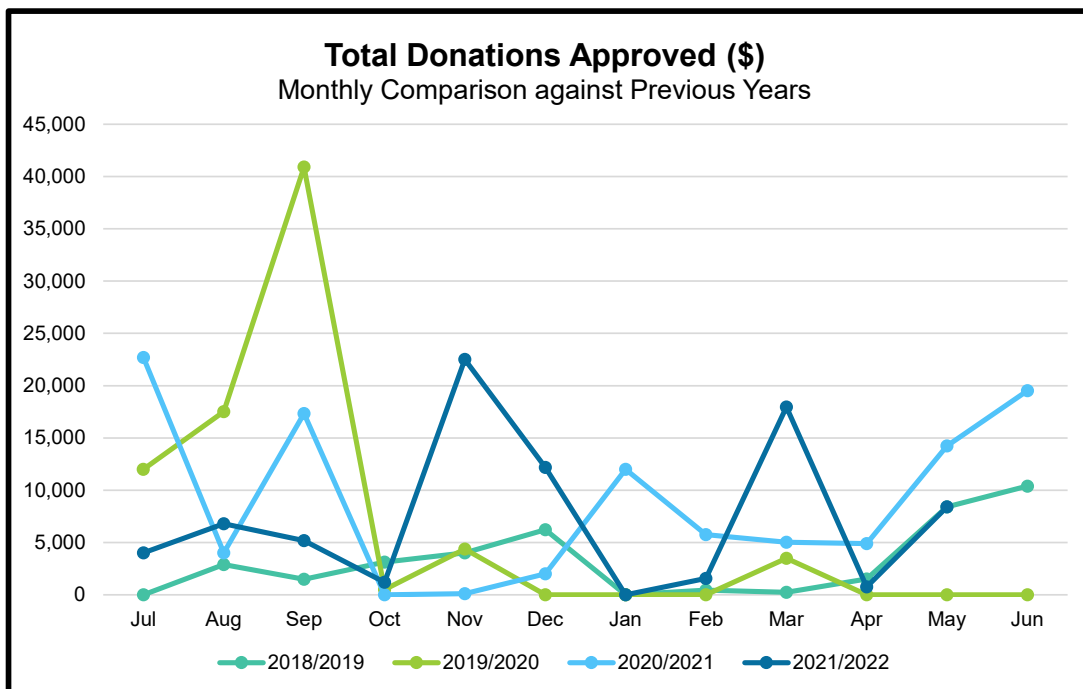
- Nil

**Event Postponed due to COVID-19:**

- Nil

**Special Project Grants Successful Recipients:**

- 5 applications received for May round 3 – closed 6 May 2022



**Community Services**  
Monthly Report | May 2022



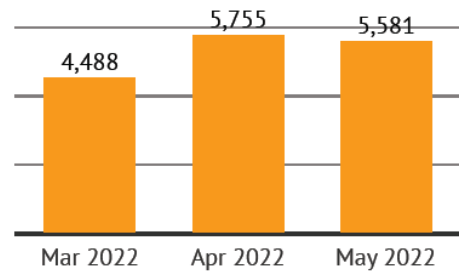
**Monthly Statistics and Insights** **Mar 2022- May 2022**

**471 Services listed**  
**2.2% Increase in services since Feb 2022**



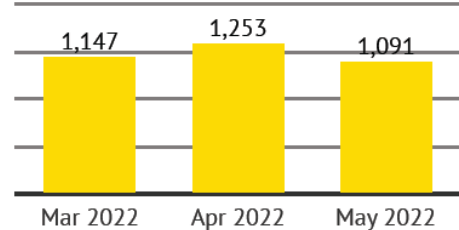
**Search Results**

The number of people that have searched your community Directory + Diary for local Information.



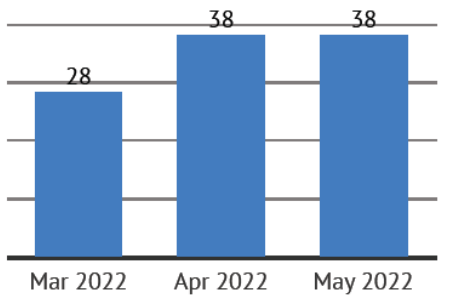
**Listing Views**

The number of people that have clicked on individual listings in your community.



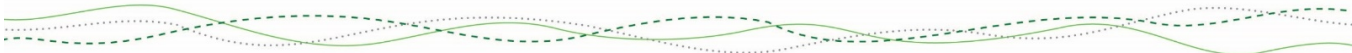
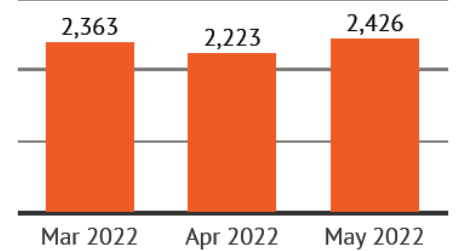
**Event Listings**

The number of events listed your platform on a month to month basis



**Unique Users**

The number of people who have visited your local Community Directory and Diary to find local community information.



## Top 5 searched categories for May

1	Health Services	Views: 4,933
2	Accomodation Services	Views: 3,016
3	Child Services	Views: 2,133
4	Welfare Assistance	Views: 2,004
5	Ageing Services	Views: 1,806

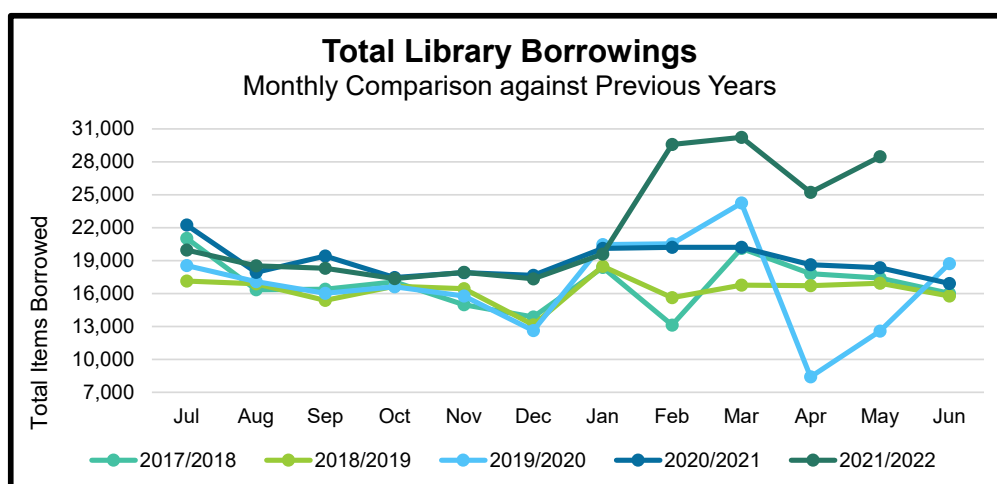


# Library Services

The Library Services branch is responsible for the provision of customer-centric services and resources to meet the information, recreation, cultural and lifelong learning needs of individuals and groups within the Whitsundays. The branch responsibilities include the design and delivery of library programs, promotion and marketing, collection development and maintenance, information/digital literacy opportunities, outreach, and service extension.

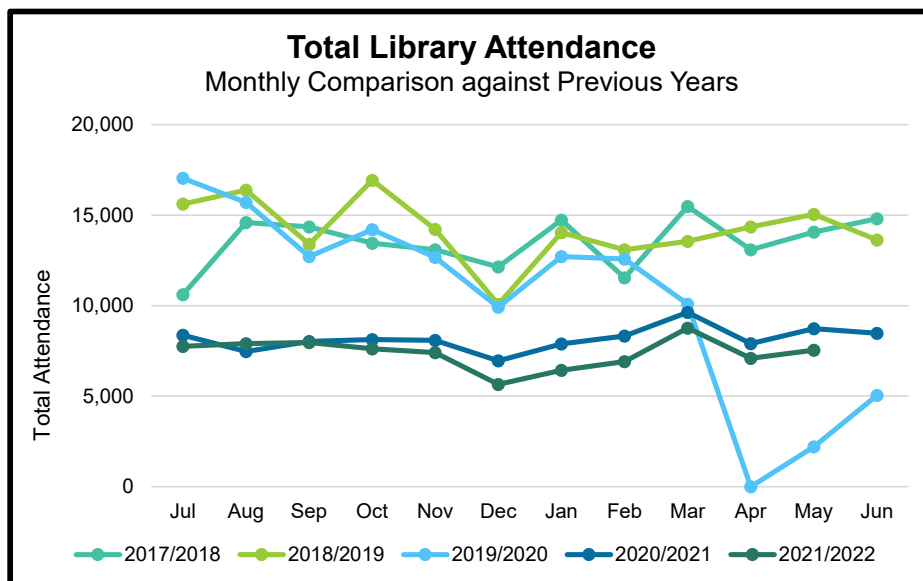
## Operations

Service	YTD	Mar	Apr	May	Monthly Trend
<b>Library Resources Acquired</b>					
<b>Bowen &amp; Collinsville Libraries</b>	3,108	239	310	401	↑
<b>Cannonvale Library</b>	4,768	458	466	416	↓
<b>Proserpine Library</b>	2,204	211	216	445	↑
<b>e-Library</b>	1,561	342	149	87	↓
<b>Library Resources Borrowed</b>					
<b>Bowen Library</b>	38,204	3,370	3,240	3,468	↑
<b>Cannonvale Library</b>	77,575	7,316	6,522	5,867	↓
<b>Collinsville Library</b>	5,082	470	354	431	↑
<b>Proserpine Library</b>	23,360	3,011	2,938	3,212	↑
<b>e-Library</b>	98,232	16,065	12,174	15,494	↑
<b>Mobile Library</b>	88	0	0	0	-
<b>Library Attendance</b>					
<b>Bowen Library</b>	27,458	2,522	2,050	2,193	↑
<b>Cannonvale Library</b>	41,116	3,736	3,434	3,279	↓
<b>Collinsville Library</b>	5,760	668	306	329	↑
<b>Proserpine Library</b>	6,721	1,841	1,307	1,740	↑
<b>Library Website</b>					
<b>Website Visits</b>	24,201	2,526	2,106	1,922	↓



**Community Services**  
Monthly Report | May 2022

Service	YTD	Mar	Apr	May	Monthly Trend
<b>First 5 Forever (F5F)</b>					
<b>Resources - Acquired</b>	217	49	3	6	↑
<b>Resources - Borrowed by Branches</b>	535	68	53	61	↑
<b>Community Partnership Interactions</b>	321	47	19	54	↑
<b>Toolkits Distributed</b>	147	16	5	15	↑
<b>F5F In Library - Activities Held</b>					
<b>Bowen Library</b>	66	9	4	9	↑
<b>Cannonvale Library</b>	104	15	6	13	↑
<b>Collinsville Library</b>	31	5	1	3	↑
<b>Proserpine Library</b>	101	15	6	13	↑
<b>F5F In Library - Activities Attendance</b>					
<b>Bowen Library</b>	639	125	31	77	↑
<b>Cannonvale Library</b>	2,025	254	92	269	↑
<b>Collinsville Library</b>	318	62	12	21	↑
<b>Proserpine Library</b>	1,121	205	73	163	↑
<b>F5F Community Outreach - Events Held</b>					
<b>Bowen Library</b>	22	1	2	2	-
<b>Cannonvale Library</b>	18	1	2	1	↓
<b>Collinsville Library</b>	10	1	0	1	↑
<b>Proserpine Library</b>	17	3	0	3	↑
<b>F5F Community Outreach - Events Attendance</b>					
<b>Bowen Library</b>	736	8	41	42	↑
<b>Cannonvale Library</b>	2,529	27	75	16	↓
<b>Collinsville Library</b>	288	11	0	125	↑
<b>Proserpine Library</b>	1,200	449	0	348	↑



## Community Services Monthly Report | May 2022

Service	YTD	Mar	Apr	May	Monthly Trend
<b>In Library Programs - Events Held</b>					
Bowen Library - Adults	35	0	0	0	–
Bowen Library - Children	64	5	10	5	↓
Cannonvale Library - Adults	56	7	4	7	↑
Cannonvale Library - Children	140	14	16	13	↓
Collinsville Library - Adults	2	0	0	0	–
Collinsville Library - Children	14	0	4	0	↓
Proserpine Library - Adults	14	4	3	5	↑
Proserpine Library - Children	25	4	7	7	–
<b>In Library Programs - Events Attendance</b>					
Bowen Library - Adults	163	0	0	0	–
Bowen Library - Children	641	32	157	26	↓
Cannonvale Library - Adults	371	44	12	20	↑
Cannonvale Library - Children	2,685	322	415	251	↓
Collinsville Library - Adults	28	0	0	0	–
Collinsville Library - Children	64	0	20	0	↓
Proserpine Library - Adults	99	13	9	23	↑
Proserpine Library - Children	236	2	110	81	↓
<b>Community Outreach - Events Held</b>					
Bowen Library - Adults	45	4	3	4	↑
Bowen Library - Children	0	0	0	0	–
Cannonvale Library - Adults	51	5	5	4	↓
Cannonvale Library - Children	0	0	0	0	–
Collinsville Library - Adults	0	0	0	0	–
Collinsville Library - Children	0	0	0	0	–
Proserpine Library - Adults	46	5	4	4	–
Proserpine Library - Children	4	0	0	0	–
<b>Community Outreach - Events Attendance</b>					
Bowen Library - Adults	215	18	22	17	↓
Bowen Library - Children	0	0	0	0	–
Cannonvale Library - Adults	343	40	36	33	↓
Cannonvale Library - Children	0	0	0	0	–
Collinsville Library - Adults	0	0	0	0	–
Collinsville Library - Children	0	0	0	0	–
Proserpine Library - Adults	566	68	59	53	↓
Proserpine Library - Children	84	0	0	0	–
<b>Public Computer Usage</b>					
Bowen Library	4,404	481	368	408	↑
Cannonvale Library	6,611	574	481	545	↑
Collinsville Library	136	8	6	7	↑
Proserpine Library	804	164	186	221	↑

## Bowen Work Camp

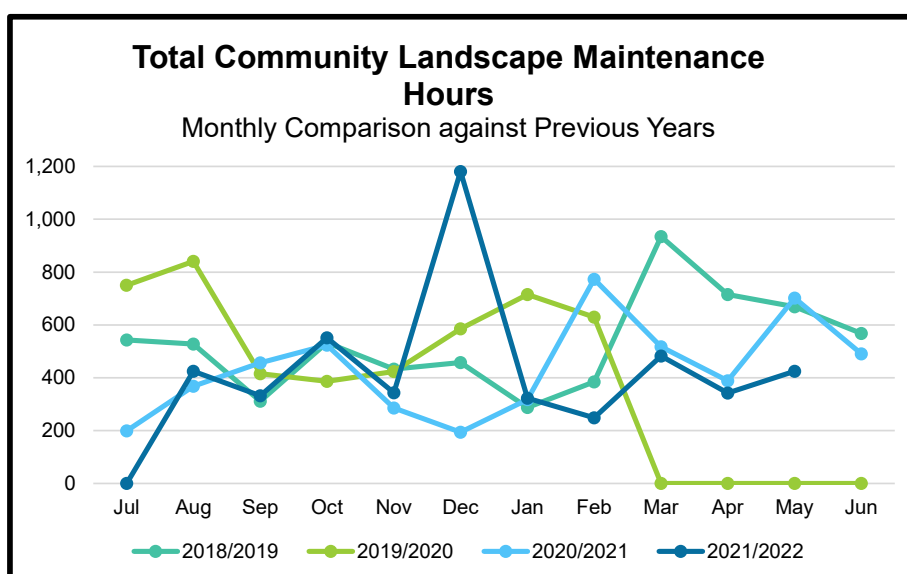
Council partners with Queensland Corrective Services to provide beneficial works projects for the community and rehabilitate offenders with their return to society. They perform a multitude of tasks including maintenance of fences, cemeteries, sportsgrounds and showgrounds, propagation of plants and they also participate in many restoration and general maintenance projects.

### Operations

Service	YTD	Mar	Apr	May	Monthly Trend
Community Landscape Maintenance Hours	4,652	482	342	424.75	↑
Community Indoor Tasks Hours	668	73	63	84	↑
New Project Assessment Hours	11	2	0	1	↑
WRC Landscape Maintenance Hours	819	103.25	48	31.5	↓
WRC Nursery Maintenance/Propagation Hours	112	27	3	8.5	↑
WRC Indoor Tasks Hours	188	0	0	0	–
QCS Compound Duties Hours	1,121	92	120	80.5	↓

### Projects

Project	Status	% Complete	Budget
Whitsunday Moto Sports Club	In Progress	75%	✓
Collinsville Youth Coalition – Installing table and chairs	Scheduled	0%	✓
Donation plants for Citizenship Ceremony	Scheduled	100%	✓
Bowen Neighbourhood Centre – Snipping and mowing yard until they move into new premises	Scheduled	20%	✓
Gordon Street Vacant Land – Snipping and spraying during wet season	Scheduled	50%	✓



## Aquatic Facilities & Caravan Parks

The Recreation Services branch is responsible for delivering recreation and youth programs that activate our public and open spaces, supporting recreation groups to secure funding for projects, maintaining Council's caravan parks and aquatic facilities, and master planning for future sport and recreation assets.

### Aquatic Facilities – Operations

Service	YTD	Mar	Apr	May	Monthly Trend
Airlie Beach Lagoon – Total Users	168,124	16,487	19,450	14,112	↓
Airlie Beach Lagoon – Total Offences	5,730	134	260	188	↓
Pool Attendance – Bowen	56,892	9,141	3,233	1504	↓
Pool Attendance – Collinsville	10,510	2,282	1,522	0*	↓
Pool Attendance – Proserpine	29,242	1,138	1,711	1,677	↓

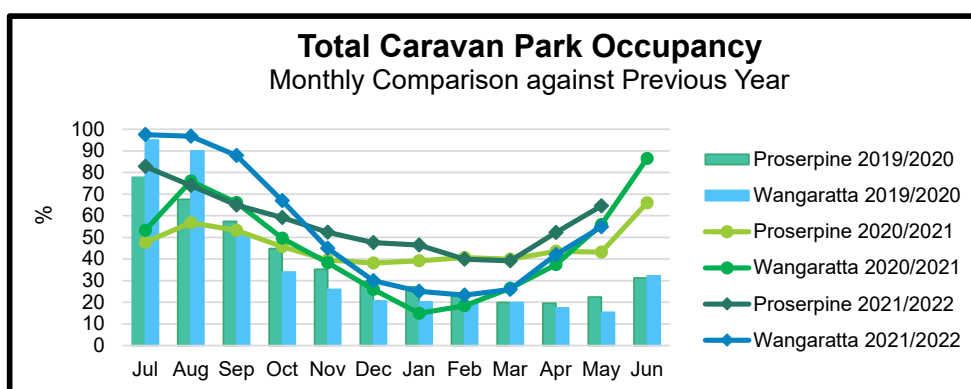
\*Collinsville Swimming Pool currently closed during Winter months

### Caravan Parks – Operations

Service	YTD	Mar	Apr	May	Monthly Trend
<b>Proserpine Tourist Park</b>					
Occupancy (%)	56.7	39.15	52.29	64.67	↑
Revenue (\$)	361,867	21,843	29,363	36,555	↑
Accumulated Revenue - Laundry Service (\$)	7,026	473	566	896.36	↑
<b>Wangaratta Caravan Park</b>					
Occupancy (%)	54.1	25.89	42.04	54.93	↑
Revenue (\$)	546,351	23,615	39,678	45,300	↑
Accumulated Revenue - Laundry Service (\$)	6,454	352	342	610.91	↑

### Caravan Parks Occupancy – Yearly Comparison for May

Service	2019	2020	2021	2022	Yearly Trend
Occupancy (%)					
Proserpine Tourist Park	30.3	22.4	43.2	64.6	↑
Wangaratta Caravan Park	31.5	15.4	55.9	54.9	↓

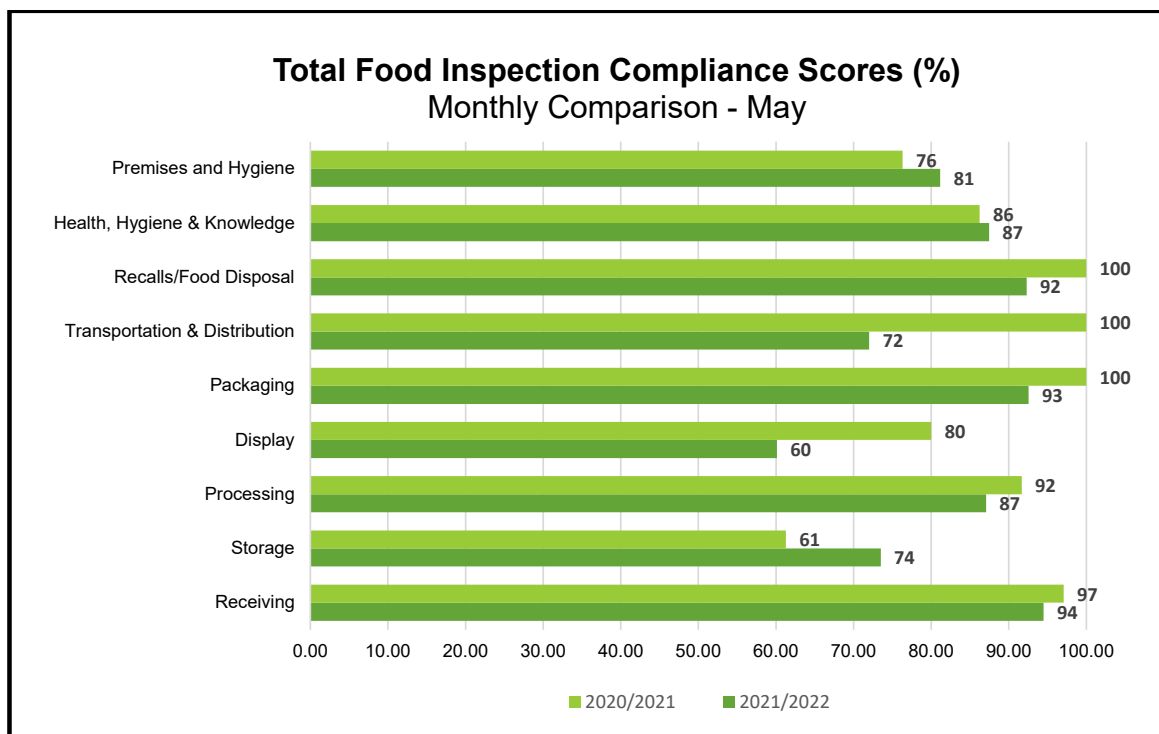


## Environmental Health & Local Laws

The Environmental Health & Local Laws branch is responsible for regulation of all local laws and laws associated with Environmental Protection and Public Health. The Environmental Health Unit is responsible for licensing and inspection of food and accommodation premises, assessment of liquor licensing referrals, provides development conditions and the protection of the environment and public health. The Local Laws unit licenses prescribed activities and addresses all breaches of Local Laws including animal control and property compliance involving vegetation, accumulation and temporary homes. Local Laws is also responsible for maintaining the animal impoundment facility, on/off-street car parking compliance and commercial parking operations. The branch is active in development, review and maintenance of related policies and registers.

### Environmental Health – Operations

Service	YTD	Mar	Apr	May	Monthly Trend
<b>Environmental Health</b>					
Environmental Health – Plan Approval Applications Received	102	8	6	4	↓
Environmental Health Applications Received	83	6	4	5	↑
Food Safety Programs Received	4	1	0	0	–
Liquor Licence Referrals Received	13	3	0	2	↑
Food Business - Inspections	170	22	5	1	↓
Food Business - Re-Inspections	84	17	11	0	↓
Food Safety Programs Audit Reports Reviewed	17	2	2	1	↓
Personal Appearance Services - Inspections	5	1	0	0	–
ERAs - Inspections	0	0	0	0	–
Development Applications Referrals Received	8	2	0	0	–
Accommodation - Inspections	26	1	1	0	↓
Accommodation - Re-inspections	9	0	0	0	–
Erosion Sediment Control - Inspections	19	0	0	0	–
Complaints Received - Asbestos	11	3	1	0	↓
Complaints Received - Litter & Dumping	1	0	0	0	–
Complaints Received - EH General	139	21	14	0	↓
Event Application Assessment	26	6	3	0	↓
<b>Food Inspection Compliance Categories</b>					
Receiving (%)	82.85	100	66.67	0	↓
Storage (%)	60.61	40.48	53.70	0	↓
Processing (%)	76.37	94.67	52.17	0	↓
Display (%)	63.17	68	22.22	0	↓
Packaging (%)	79.82	92.31	61.11	0	↓
Transportation & Distribution (%)	63.53	100	22.22	0	↓
Recalls/Food Disposal (%)	80.99	100	61.11	0	↓
Health, Hygiene & Knowledge (%)	81.55	88.57	52.22	100	↑
Premises and Hygiene (%)	72.91	82.09	47.35	66.67	↑



## Local Laws – Operations

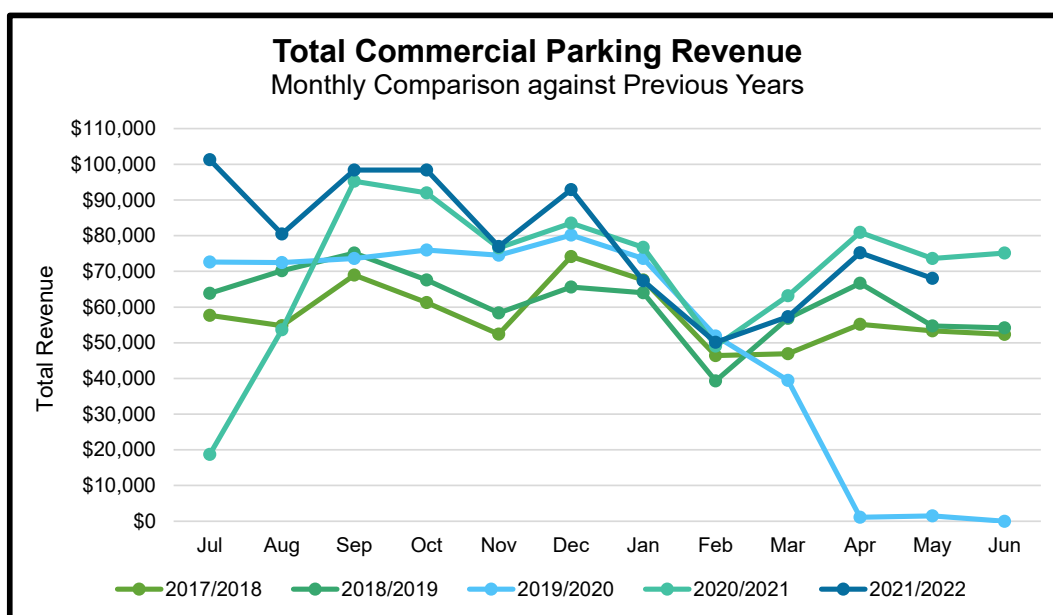
Service	YTD	Mar	Apr	May	Monthly Trend
<b>Local Laws</b>					
Local Law Applications Received	177	5	5	2	↓
Complaints Received - Animal Management	910	83	74	91	↑
Complaints Received - Other Local Law	1,369	169	101	112	↑
Compliance Notices Issued	447	73	40	61	↑
Renewal/Reminder/Final Notices	1,063	51	43	47	↑
Infringement Responses	1,194	57	79	29	↓
Dog Registrations	4,208	39	50	38	↓
Cat Registrations	531	4	3	5	↑
Parking Infringements - Issued	2,343	151	105	191	↑
Parking Infringements - Waived	269	14	6	6	–
Other Infringements - Issued	528	21	30	27	↓
Other Infringements - Waived	145	3	5	6	↑
Infringement Reminder Notices Sent	1,258	8	96	0	↓
COVID-19 Inspections	3,320	282	N/A	N/A	–
Proserpine Self-Contained Vehicle Park Inspections	3,994	0*	71	0*	↓

\* Note - Proserpine Self-Contained Vehicle Park is closed during May due to unexpected large amount of rainfall.



### Commercial Parking – Operations

Car Parks	YTD	Mar	Apr	May	Monthly Trend
<b>Heart of the Reef Transit Facility</b>					
Occupancy (no.)	6	0	0	0	–
Revenue (\$)	298	0	0	0	–
<b>Port of Airlie</b>					
Average Spend (\$)	12.51	11.79	11.76	12.06	↑
Tariff (most selected)	12-24hr	12-24hr	12-24hr	12-24hr	–
No. of tickets purchased	28,328	2,147	2,530	2,263	↓
Revenue (\$)	356,700	25,329	29,754	27,285	↓
<b>Airlie Lagoon Precinct</b>					
Average Spend (\$)	4.47	4.29	4.29	4.21	↓
Tariff (most selected)	2-4hr	2-4hr	2-4hr	2-4hr	–
No. of tickets purchased	69,302	4,957	6,867	5,726	↓
Revenue (\$)	309,072	21,282	29,502	24,131	↓
<b>Abell Point Marina</b>					
Average Spend (\$)	8.86	9.76	8.73	8.59	↓
Tariff (most selected)	4-12hr	4-12hr	4-12hr	4-12hr	–
No. of tickets purchased	16,915	962	1,357	1,503	↑
Revenue (\$)	148,025	8,409	11,849	12,915	↑
<b>Coconut Grove</b>					
Average Spend (\$)	5.59	5.69	5.69	5.37	↓
Tariff (most selected)	4-12hr	4-12hr	4-12hr	4-12hr	–
No. of tickets purchased	9,351	405	715	692	↓
Revenue (\$)	52,587	2,303	4,072	3,715	↓



## Natural Resource Management & Climate

The Natural Resource Management & Climate branch is responsible for developing and implementing various environmental and community health and safety programs such as pest, weed and water quality programs as well as maintaining stock routes and implementing the Biosecurity Plan.

### Natural Resource Management – Operations

Service	YTD	Mar	Apr	May	Monthly Trend
Complaints Received - Pest & Weed	117	22	15	13	↓
Complaints Received - Environmental	94	12	7	9	↑
Property Pest Management Plan (PPMP) Implemented/Reviewed	33	1	0	1	↑
PPMP Annual Reviews Completed	31	2	0	1	↑
Notices Issued - Biosecurity	0	0	0	0	–
Notices Issued - Penalty Infringement	0	0	0	0	–
Landholder Access - Herbicide Rebate	69	7	7	8	↑
Landholder Access - Mechanical Rebate	2	0	0	0	–
Letters/Emails to Landholders - Weeds	463	73	29	47	↑
Property Visit/Inspections - Weeds	576	64	24	67	↑
Property Visit/Inspections - Feral Animals	37	9	5	9	↑
Feral Animals - Traps Set	12	1	0	4	↑
Feral Animals - Trapped	10	0	1	7	↑
Aerial Shooting - Flights	19	0	0	0	–
Aerial Shooting - Feral Animals Shot	2,012	0	0	0	–
Properties Baited	49	0	18	0	↓
Baits Laid (kg)	5,355	0	2,430	0	↓
Length of Road Reserve Sprayed (km)	3.5	0	0	3.5	↑
No. of Council Lots Sprayed/Inspected	18	3	0	0	–
Mixed Chemicals Used (L)	2,373	900	0	67.5	↑
Pest Workshops	2	0	0	0	–
Field Days Run/Involved	4	3	0	0	–
Landholder Contacts	0	0	0	0	–
Project Reports - not to Council	44	2	5	2	↓
Briefing / Council Reports	18	2	1	3	↑
Bushfire Hazard Reduction Burns	0	0	0	0	–
Environmental Planning Projects Completed	2	0	0	0	–
DA's Assessed (including RFI & Conditions & Advice) Completed	106	15	8	12	↑

### Projects

Project	Status	% Complete	Budget	Time
Bushfire Management Program	In Progress	50%	✓	✓
Reef Guardian Council Action Plan	Complete	100%	✓	✓

## Climate Hub – Operations

Service	YTD	Mar	Apr	May	Monthly Trend
Media Releases	12	2	1	0	↓
Facebook Post Reach	33,446	2,835	2,707	3,428	↑
Facebook Followers	6,147	595	621	650	↑
Website Views	2,527	261	192	268	↑
Projects Underway	95	7	7	7	–
Projects in Developments	224	28	2	2	–

## Projects

Project	Type	Status
Developing a Whitsundays Carbon Offset Project	Economic	BMT contracted to deliver project stage 1
Whitsunday Industry Resilience Project	Economic	Final report from Griffith received - Completed
Regional Heat Mitigation	Social	Planning implementation of study findings
Funding and Financing Adaptation – A Case Study	Economic	Stage 2 contracted
Whitsunday Water Treatment and Pumping Optimisation	Economic	Underway - CQU Masters student in year 1 of 2
Whitsunday Healthy Heart (WHH) Project	Social	Underway (year 2 of 4)
Climate Ready Biodiversity Mapping	Environmental	Underway
Hub Partnership Program	Social	In development, risk assessment completed. Project prospectus in development.

## Update

### Pest Management Projects:

- Staff attended the Mackay Pest Group meeting in Nebo on 18 May 2022 and the Burdekin Pest Group meeting in Clermont on 19 May 2022.
- Feral animals:
  - The 10-year Feral Animal Aerial Control Project report was submitted to Council.
  - The Whitsunday Yellow Crazy Ant Committee met on 30 May 2022.
- Weed management
  - Council staff continue to conduct the 105 pest surveillance site inspections across the region which is undertaken quarterly to identify new pests.
  - Council staff attended the Bowen Landcare meeting.
  - Council has engaged contractors to undertake the declared weed control in the State Road Reserves utilising QLD Department of Transport funding.
- Staff attended the State Biosecurity Research Group meeting on 10 May 2022 (online).

### Other Natural Resource Management Projects:

#### Coastal

- No updates for coastal management this month

#### Bushfire Management

- The Bushfire Training Project course has now been finalised and a project completion report sent to the QLD Government.

- The draft Airlie Beach Community Bushfire Plan has now been endorsed by Council for public consultation.

**Environment Projects:**

- Staff attended the LGAQ Natural Resource Management Advisory Group meeting in Brisbane on 9 May 2022.
- The Matters of Local Environmental Significance Project initial report has been finalised. Staff are now mapping the data and exploring options to incorporate and use the new data.
- Flying Fox – Collinsville – Council coordinated the trimming of flying fox roost tree in Collinsville.

**Climate Change**

- Council has engaged BMT to develop the Whitsunday Regional Council Greenhouse Gas Reduction Plan. The proposed Plan will map out how council will meet its target of a 50% reduction in emissions by 2030 in a practical and cost-effective manner.
- Council has not yet heard whether it's proposed two pilot projects have been successful in gaining QCoast2100 Phase 2 funding.

**C-CAT Projects:**

- Review of CHAS Documents finalised. Commencement of the CHAS Summary Report.
- Meetings to discuss the hosting of the C-CAT Program post June conducted – MBRC not proceeding with hosting, Cassowary Coast still considering.
- Living Shoreline Tool/Coastal Atlas Project Plan has been further refined following meetings with QCOAST and UMelb – Final presentation to QCOAST Team scheduled for May 10 2022.
- ICA Meeting scheduled for 9 May 2022, to further discuss the *Lessen our Impact Study* and how we can apply/engage an 'insurance lense' to the C-Cats Program of Work.
- Meeting held with the JCU team to further work on the ARC Linkage Funding Application and commence site visit discussions.

## Customer Service

### Call Centre – Operations

Service	YTD	Mar	Apr	May	Monthly Trend
<b>Business Hours Call Centre</b>					
Calls Received – Total	55,260	5,277	4,477	5,173	↑
Calls Received – 1300 WRC QLD	34,081	3,436	2,813	2,793	↓
Calls Answered	30,623	3,020	2,431	2,511	↑
Calls Overflowed	2,219	285	262	197	↓
Calls Abandoned	731	63	102	66	↓
Calls Abandoned (%)	2.14%	1.83%	3.63%	2.36%	↓
Untracked Calls (Voice Msg)	322	68	18	19	↑
*ASL - Average Service Level (%)	81.7%	81.6%	77.5%	83.3%	↑
*ASA - Average Speed of Answer	19	19	22	17	↓
*AHT - Average Handle Time/Secs	192	188	199	190	↓
<b>After Hours Call Centre</b>					
Calls Received– Total (inc test)	-	319	269	266	↓
Calls Answered– (Charged)	-	71	103	-	↑
Calls Abandoned (%)	-	17.87%	9.67%	13.91%	↑
*ASL - Average Service Level (%)	-	79.62%	78.07%	71.80%	↓
*ASA - Average Speed of Answer	-	30	19	38	↑
*AHT - Average Handle Time/Secs	-	91	88	123	↑

### Customer Transactions

Service	YTD	Mar	Apr	May	Monthly Trend
Receipts	138,358	22,551	10,172	7,270	↑
eServices Receipts	3,411	802	200	68	↓
eServices Receipts (%)	2.47%	3.56%	1.97%	0.94%	↓
CRMs (within timeframe)	11,733(10,957)	1,362	1,062	1,149	↑
eServices CRMs	36	3	2	2	-
eServices CRMs (%)	0.31 %	0.22%	0.19%	0.17%	↓

#### Payments:

- Total BPay, Austpost, Direct Deposits & EServices payment at **59.71%** of total payments.

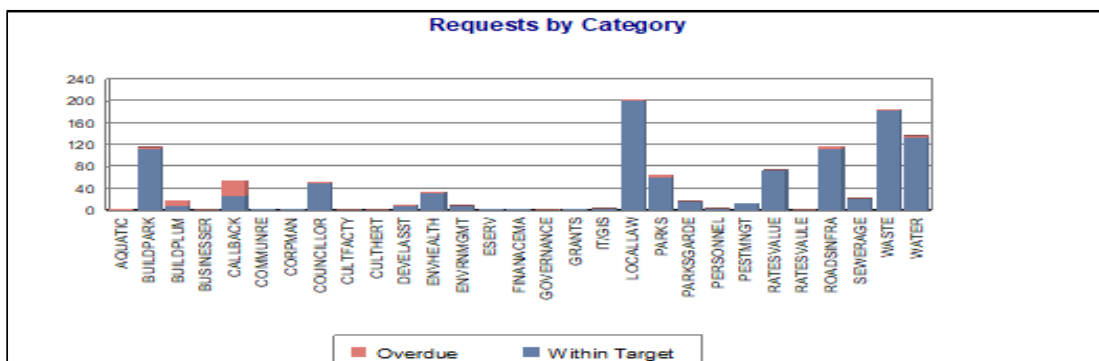
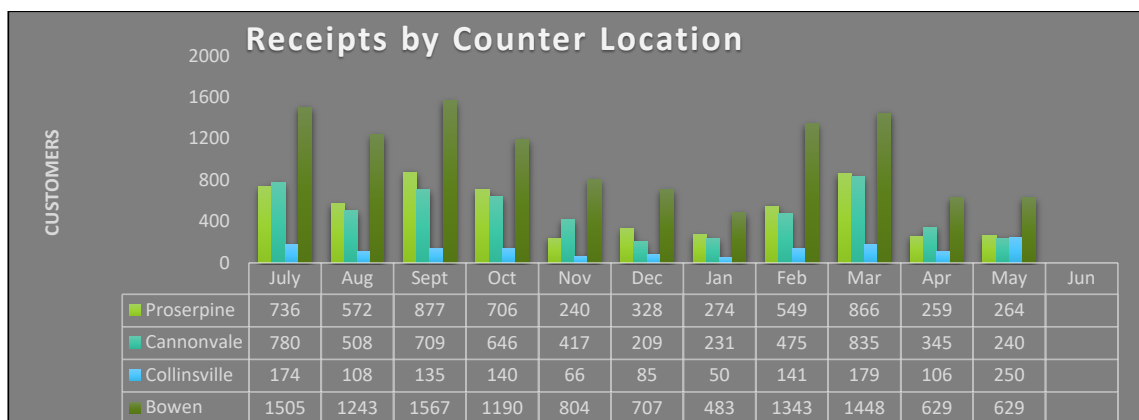
#### Incoming Calls & Requests:

- Total of **1,373** visitors through the service centres.
- WRC Call Statistics at **83.3%** of calls answered in 25 seconds.
- CRM completion was **96.3%** within timeframe (**94.1%** including call backs).
- First Point of Contact (FPOC) resolution was at **78.46%** for **May**.

**Community Services**  
Monthly Report | May 2022

**Top Issues**

Service	YTD	Mar	Apr	May	Monthly Trend
<b>Counter Receipts</b>					
Rates Search	2,539	219	181	187	↑
Private Certifiers	552	99	42	180	↑
Rates Receipt	5,304	1,443	203	109	↓
Special Water Meter	981	91	78	83	↑
New Animal Registration	694	46	58	39	↓
<b>Telephone (First Point of Contact)</b>					
Local Laws/Compliance and Environment	1,344	144	127	119	↓
Rates/Water Billing	2,711	246	135	113	↓
Waste (Bins/Recycling/Refuse Centres)	817	50	60	80	↑
General	2,583	304	52	76	↑
Building/Plumbing/Planning and Develop	601	68	42	64	↑
<b>After Hours</b>					
Water Supply Issue	303	16	44	31	↓
Wandering Animals	94	3	15	11	↓
General	64	2	3	8	↑
Security	29	3	2	5	↑
Septic/Sewerage	29	3	0	5	↑



## Cultural Heritage

Our Cultural Heritage includes all the elements of our cultural way of life which have gone before us, and which exist now. Cultural Heritage is an expression of the ways of living developed by a community and passed on from generation to generation, including customs, practices, places, objects, artistic expressions, and values.

Cultural Heritage includes the Reconciliation Act Plan (RAP) for increased recognition of the Indigenous People in the Whitsunday Region and the Indigenous Land Use Agreement (ILUA) sets out activities and communications with all Traditional Owners in the region. The ILUA will ensure Council is compliant and provide the community with knowledge on the Traditional Owners within our region.

### Operations

Service	YTD	Mar	Apr	May	Monthly Trend
Meetings with Traditional Owners	3	1	0	1	↑

- On-site meeting held in Collinsville with Jangga Operations on Tuesday, 29 March 2022
- Consultative Committee Meeting held in Glenden with Jangga Operations, Isaac Regional Council & Charters Towers Regional Council on Monday, 30 May 2022.

### Projects

Project	Status	% Complete	Budget	Time
Reconciliation Action Plan (RAP)	Complete	100%	✓	✓
Indigenous Land Use Agreements (ILUA)	In Progress	80%	✓	✓



### 13.4.1 - 500.2022.0017 Landscaping Services for Whitsunday Lakes

**DATE:** Wednesday 8 June 2022

**TO:** Ordinary Council Meeting

**AUTHOR:** Mark Callaghan - Manager Parks and Gardens

**AUTHORISING OFFICER:** Adam Hagy - Director Infrastructure Services

**PRESENTED FOR:** Decision

#### **ATTACHMENTS**

Nil

#### **PURPOSE**

This report presents to Council for consideration the evaluation panel's recommendation to award Contract 500.2022.0017 Landscaping Services for Whitsunday Lakes.

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

That Council:

1. Award Part A - Contract 500.2022.0017 Landscaping Services for Whitsunday Lakes to Brodhurst Pty Ltd T/As Down To Earth Whitsundays for the amount of \$399,456.00 (excluding GST) for the two-year contract period, and an additional \$199,728.00 (excluding GST) for the twelve-month extension period at Council's Discretion; and
2. Remove Part B – Landscape Maintenance Services for Conway/Wilson Beach and Cedar Creek Falls as Council's Parks & Gardens Services will undertake this work internally.

#### **BACKGROUND**

Whitsunday Regional Council were seeking an experienced and qualified Contractor to supply landscaping maintenance services at the following public areas:

- a) Part A – Whitsunday Lakes Estate and Surrounding Areas
- b) Part B – Conway Beach, Wilson Beach and Cedar Creek Falls

After the tender closed, and during the evaluation, it was decided to remove Part B - Conway Beach, Wilson Beach and Cedar Creek Falls as Council's Parks and Gardens Cannonvale Team will complete this work internally.

#### **PROCESS**

##### **Tender Release**

A Request for Tender (RFT) was released on 6 April 2022 and as advertised as follows in accordance with *Local Government Regulation 2012 S228*:

- a) eTenderBox
- b) Newspapers:
  - i. Whitsunday News
  - ii. Whitsunday Times, and

- iii. Council's website.

### **Tender Evaluation Panel**

The Tender Evaluation Panel (TEP) comprised:

- a) Manager Parks and Gardens – Infrastructure Services
- b) Team Leader – Cannonvale Parks – Infrastructure Services
- c) Contracts Officer – Corporate Services

### **Summary of Tenders Received**

There was one submission received by 2.00 pm on Wednesday 4 May 2022 as follows:

- a) Brodhurst Pty Ltd T/As Down To Earth Whitsundays

Note: An initial compliance check was conducted on the tender submissions to identify if the responses were non-conforming with the requirements of the RFT. This included compliance with contractual requirements and provision of requested information.

All of the Tenderers marked conforming progressed to the qualitative criteria assessment on the basis that all the terms, conditions and mandatory requirements of the RFT had been met.

### **Evaluation of Tenders**

The Tenderer was assessed against the qualitative selection criteria. The qualitative criteria were weighted according to their importance as perceived and agreed by members of the TEP. Relative weightings were published within the RFT as per below:

<b>Criteria</b>	<b>Weighting</b>
Relevant Experience & Key Personnel	20%
Demonstrated Understanding	20%
Tenderers Resources & Availability	10%
Pricing	40%
Local Supplier	10%

### **Summary of Evaluation Scores**

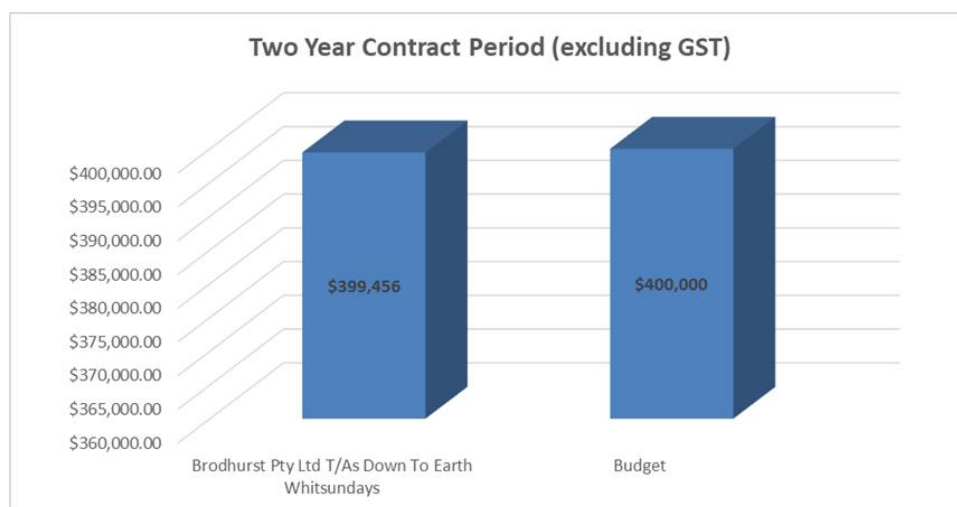
The qualitative criteria assessment was carried out by the TEP members individually on all the information provided by the Tenderer according to the level of response and compliance to the requirements of the contract to determine the overall capability and best value for money for Council.

The evaluation of the conforming tender involved an assessment of the level of each Tenderers responses to each of the criterion and was given a score between 0-10 with each criterion having an overall % weighted proportionally of the total evaluation score.

A summary of the tender final assessment is detailed below:

<b>Respondents</b>	<b>Evaluation panel averaged Score</b>	<b>Total rank</b>
<b>Brodhurst Pty Ltd T/As Down To Earth Whitsundays</b>	88.0%	<b>1</b>

As Brodhurst Pty Ltd T/As Down To Earth Whitsundays were the only tenderer, their pricing was compared against the budget estimate figure. The below graph shows the pricing difference based on the two year contract period:



### **Combined Weighting Summary**

Based on the results from the evaluation, Brodhurst Pty Ltd T/As Down To Earth Whitsundays have demonstrated they have a clear understanding of the service requirements, along with the necessary resources to complete the landscaping at this area for Council.

The Evaluation Panel recommends that Brodhurst Pty Ltd T/As Down To Earth Whitsundays be awarded Contract 500.2022.0017 Landscaping Services for Whitsunday Lakes for the amount of \$399,456.00 (excluding GST) for the two year contract period, and an additional \$199,728.00 (excluding GST) for the twelve month extension period, as it represents the most advantageous outcome to Whitsunday Regional Council.

### **DISCUSSION/CURRENT ISSUE**

Council to consider the engagement of Brodhurst PTY LTD T/As Down To earth Whitsundays for the maintenance of the Whitsunday Lakes and Surrounding areas. Down To Earth have in the past maintained Whitsunday Lakes Parkland since 30th September 2018.

An increase of areas was requested in the scope of the RFQ. The extra areas comprise of Parker Road, Scenic Ridge Drive, Scarlet Gum Crescent, Endeavour Court, Twin Creek Court, Grevillia Place, Flinders Court and Corrimandle Grove.

Conway/Wilson Beach and Cedar Creek Falls will now fall back on the Cannonvale Parks and Gardens team who also conduct the maintenance of Lake Proserpine, Dingo Beach and Hydeaway Bay.

### **STATUTORY/COMPLIANCE MATTERS**

Local Government Act 2009  
Local Government Regulation 2012

### **STRATEGIC IMPACTS**

Provide a fantastic experience for our community and visitors when using our open spaces, natural features, and facilities.

## **FINANCIAL IMPLICATIONS**

An increase of \$80,000 was required for this contract due to the increased contracted areas. This increase has been included in the 2022/2023 financial budget.

## **CONSULTATION/ENGAGEMENT**

Director Infrastructure Services  
Manager Parks and Gardens  
Team Leader – Cannonvale Parks  
Contracts Officer

## **RISK ASSESSMENT**

Financial: Increase of \$80,000 to Parks and Gardens Contractors Budget for Whitsunday Lakes Contract.

## **TIMINGS/DEADLINES**

Current Landscaping Services Contract expiring 30 June 2022, with this new Service Contract to commence from 1 July 2022.

## **CONFLICT OF INTEREST DECLARATION**

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

## **HUMAN RIGHTS IMPACT**

No

## **ALTERNATIVES CONSIDERED**

N/A

## 14 MATTERS OF IMPORTANCE

This item on the agenda allows Councillors the opportunity to raise an item not included on the agenda for discussion as a matter of importance.

**15 LATE REPORT ITEMS**

No late agenda items for this meeting.