Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

HELD AT COUNCIL ADMINISTRATION BUILDING, 145 YOUNG STREET, AYR

On 27 October 2026

COMMENCING AT 9:00 AM

At this meeting contributions made by members of the public may be recorded by way of audio recording which will be used for the purpose of developing minutes of the meeting and decision making of Council. Burdekin Shire Council is bound by the *Information Privacy Act 2009* to protect the privacy of personal information.

Under Local Law 1 Section 35(3) a person must not make an audio or video recording of a local government meeting, a standing committee meeting, a special committee meeting or an advisory committee meeting unless the chairperson at the meeting gives consent in writing to the recording of the meeting.

Further information may be found on council's website at www.burdekin.qld.gov.au

ORDER OF BUSINESS:

1. ATTENDANCE

2. PRAYER

3. DECLARATIONS OF INTEREST

4. MINUTES AND BUSINESS ARISING
   - 4.1. Ordinary Council Meeting Minutes - 22 September 2026
   - 4.2. ICT Steering Committee Meeting Minutes - 14 September 2026
   - 4.3. Burdekin Shire Youth Council Meeting Minutes - 14 September 2026
   - 4.4. ICT Steering Committee Meeting Minutes - 6 October 2026
   - 4.5. Burdekin Shire Youth Council Meeting Minutes - 12 October 2026
   - 4.6. Community Grants Panel Meeting Minutes - Round 2 - 19 October 2026

5. OFFICE OF THE CEO
   - 5.1. ECONOMIC DEVELOPMENT
     - 5.1.1. Social Housing Allocation and Advocacy for Burdekin Residents
   - 5.2. EXECUTIVE SUPPORT
     - 5.2.1. Amendment to Ordinary Council Meeting Date – December 2026

6. CORPORATE AND COMMUNITY SERVICES
   - 6.1. CLIENT SERVICES
     - 6.1.1. TechnologyOne P&R Ci to CiA Project Manager Recommendation
     - 6.1.2. ICT Additional Budget Allocation for ICT Help Desk Officer Position
   - 6.2. COMMUNITY SERVICES
   - 6.3. FINANCIAL SERVICES
     - 6.3.1. Monthly Financial Report - September 2026
   - 6.4. GOVERNANCE
     - 6.4.1. Investigation of Suspected Conduct Breach by Councillor Policy
     - 6.4.2. Petitions Policy
     - 6.4.3. Trustee Lease - Ayr Surf Life Saving Club Inc - Part of Lot 2 on SP184052

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Adoption of Revised Flying Fox Management Policy

7.1.2. Clare Swimming Pool - Interim Service Arrangement and Procurement

7.2. OPERATIONS

7.3. PLANNING AND DEVELOPMENT

7.3.1. Floor Heights for Buildings with Habitable Rooms Policy

7.3.2. Economic Stimulus Policy - Development Incentives

7.4. PROJECT MANAGEMENT

7.5. TECHNICAL SERVICES

7.5.1. Proposed Drainage Easement - 301 Beach Road, Ayr (Lot 23 on RP865842)

7.6. WATER AND WASTEWATER

7.6.1. Demand Management Policy

7.6.2. Asset Disposal - Nelson's Lagoon Chlorination Equipment

7.6.3. Awarding of Contract TBSC/26/005 - Consultancy Services for Stage 2 of the Burdekin Water Security Plan

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

11. GENERAL BUSINESS

12. CLOSED BUSINESS ITEMS

13. DELEGATIONS

MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 22 September 2026

Officer's Recommendation

That the minutes of the Ordinary Council Meeting held on 22 September 2026 be received as a true and correct record.

Attachments

1. Minutes - Ordinary Council Meeting - 22 September 2026

Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

**HELD AT COUNCIL ADMINISTRATION BUILDING,
145 YOUNG STREET, AYR**

On 22 September 2026

COMMENCING at 9:00 AM

ORDER OF BUSINESS

1. ATTENDANCE

Mr. M. Magin - Chief Executive Officer
Mrs. K. Olsen - Director Corporate and Community Services
Mr. J. Tickle - Acting Director Infrastructure, Planning and Environmental Services
Mr. K. Byers - Manager Technical Services (Part)
Mr. M. Sandona - Acting Manager Planning and Development (Part)
Mr. R. Choundhury - Facilities Manager Coordinator (Part)
Mrs. E. Lovell - Economic Development Coordinator (Part)
Ms. F. Smith - Financial Accountant Reporting (Part)
Mrs. R. Stockdale - Senior Governance Officer (Part)
Mrs. K. Waterson - Governance and Property Officer (Part)

Minutes Clerk - Mrs. S. Iturriaga

Apologies - Mr. J. Stewart - Director Infrastructure, Planning and Environmental Services

2. PRAYER

The meeting prayer was delivered by Mr. John Mackay of the Burdekin Uniting Church.

3. DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

No declarations of interest were identified.

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 25 August 2026

Officer's Recommendation
That the minutes of the Ordinary Council Meeting held on 25 August 2026 be received as a true and correct record.

Resolution No.	2026-9-1
Moved:	Councillor Furnell
Seconded:	Councillor Detenon

That the minutes of the Ordinary Council Meeting held on 25 August 2026 be received as a true and correct record.

CARRIED

4.2. Economic Development Advisory Group Meeting Minutes - 6 August 2026

Officer's Recommendation
That the minutes of the Economic Development Advisory Group Meeting held on 6 August 2026 be noted and adopted.

Resolution No.	2026-9-2
Moved:	Councillor Detenon
Seconded:	Councillor Vasta

That the minutes of the Economic Development Advisory Group Meeting held on 6 August 2026 be noted.

CARRIED

9:20am - Ms. Smith entered the meeting.

4.3. ICT Steering Committee Meeting Minutes - 18 August 2026

Officer's Recommendation
That the minutes of the ICT Steering Committee Meeting held on 18 August 2026 be noted.

Resolution No.	2026-9-3
Moved:	Councillor Furnell
Seconded:	Councillor Detenon

That the minutes of the ICT Steering Committee Meeting held on 18 August 2026 be noted.

CARRIED

4.4. Burdekin Shire Road Safety Advisory Committee Meeting Minutes - 19 August 2026

Officer's Recommendation
That:

1. the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 19 August 2026 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 6.1, 6.3 and 6.4 below be noted.

Item 6.1 - Hooning - Upper Haughton/ Bruce Highway
Council to investigate CCTV funding options, including grants, for the Upper Haughton Road/Bruce Highway area to deter hooning.

Item 6.3 - Stop Sign Complaint - Giddy Road, McDesme and Old Clare Road, Ayr
Council to review the speed limit along Old Clare Road, Ayr, particularly near the intersection, railway crossing and S-bend.

Item 6.4 - Complaint – Liberty Service Station, Home Hill
Council to investigate the Liberty Service Station Development Approval and ensure line marking and signage works have been completed prior to compliance signoff.

Resolution No. 2026-9-4

Moved: Councillor Musumeci

Seconded: Councillor Vasta

That:

1. the minutes of the Burdekin Shire Road Safety Advisory Committee Meeting held on 19 August 2026 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 6.1, 6.3 and 6.4 below be noted.

Item 6.1 - Hooning - Upper Haughton/ Bruce Highway
Council to investigate CCTV funding options, including grants, for the Upper Haughton Road/Bruce Highway area to deter hooning.

Item 6.3 - Stop Sign Complaint - Giddy Road, McDesme and Old Clare Road, Ayr
Council to review the speed limit along Old Clare Road, Ayr, particularly near the intersection, railway crossing and S-bend.

Item 6.4 - Complaint – Liberty Service Station, Home Hill
Council to investigate the Liberty Service Station Development Approval and ensure line marking and signage works have been completed prior to compliance signoff.

CARRIED

4.5. Asset Management Steering Committee Meeting Minutes - 24 August 2026

Officer's Recommendation
That the minutes of the Asset Management Steering Committee Meeting held on 24 August 2026 be noted.

Resolution No.	2026-9-5
Moved:	Councillor Furnell
Seconded:	Councillor Vasta

That the minutes of the Asset Management Steering Committee Meeting held on 24 August 2026 be noted.

CARRIED

4.6. Audit and Risk Committee Meeting Minutes - 2 September 2026

Officer's Recommendation
That:

1. the minutes of the Audit and Risk Committee meeting held on 2 September 2026 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 3 to 9.3 below be noted.

Item 3 Minutes from the previous Audit and Risk Committee Meeting
That the minutes from the previous meeting be formally adopted.

Item 4.1 Final financial statements and Points of Note including external audit clearance and management certification.
That the Committee endorse the Final Financial Statements, Points of Note and Management Representation Letter noting the late receipt of the completed audit documentation and associated limitations on detailed review by members.

Item 5.1 Draft Annual Report
That the draft Annual Report be endorsed by the Committee, pending the signed financial statements being provided by QAO and noting that the document would be subject to final quality checks and graphic design presentation.

Item 6.1 and 6.2 Update on external audit progress/discuss any interim findings or issues and 2026 Closing Report and QAO Briefing
That the Committee accept the QAO External Audit 2026 Closing report and QAO Briefing and Update on External Audit progress.

Item 6.3 Consider need for closed session briefing with Crowe/QAO
That the Committee agreed that no closed session briefing was required.

Item 7.1 Internal Audit Report – Progress towards achieving audit schedule and recommendations from audits undertaken
That the Committee note the Internal Audit Report.

Item 8.1 Emerging Risks and Scenario Analysis
That the Committee accept the Emerging Risks and Scenario Analysis Report.

Item 9.1 Outcome of Internal Audit Performance Review
That the Committee acknowledge the positive results of the Internal Audit Performance Review and note management's summary conclusions.

Item 9.3 Progress report on implementation of agreed management action items from Internal and External Audit
That the Committee endorse the completion of actions 17-2, 21-2 and 21-3; approve the consolidation of actions 19-7, 19-8, 19-12, 19-13 and 19-14 into a single action for future reporting; and approve the requested extensions of time for outstanding audit recommendations.

Resolution No. 2026-9-6

Moved: Councillor Detenon

Seconded: Councillor Musumeci

That:

1. the minutes of the Audit and Risk Committee meeting held on 2 September 2026 be noted; and
2. the recommendations as detailed in the minutes and summarised in Items 3 to 9.3 below be noted.

   Item 3 Minutes from the previous Audit and Risk Committee Meeting
   That the minutes from the previous meeting be formally adopted.

   Item 4.1 Final financial statements and Points of Note including external audit clearance and management certification.
   That the Committee endorse the Final Financial Statements, Points of Note and Management Representation Letter noting the late receipt of the completed audit documentation and associated limitations on detailed review by members.

   Item 5.1 Draft Annual Report
   That the draft Annual Report be endorsed by the Committee, pending the signed financial statements being provided by QAO and noting that the document would be subject to final quality checks and graphic design presentation.

   Items 6.1 and 6.2 Update on external audit progress/discuss any interim findings or issues and 2026 Closing Report and QAO Briefing
   That the Committee accept the QAO External Audit 2026 Closing report and QAO Briefing and Update on External Audit progress.

   Item 6.3 Consider need for closed session briefing with Crowe/QAO
   That the Committee agreed that no closed session briefing was required.

Item 7.1 Internal Audit Report – Progress towards achieving audit schedule and recommendations from audits undertaken
That the Committee note the Internal Audit Report.

Item 8.1 Emerging Risks and Scenario Analysis
That the Committee accept the Emerging Risks and Scenario Analysis Report.

Item 9.1 Outcome of Internal Audit Performance Review
That the Committee acknowledge the positive results of the Internal Audit Performance Review and note management's summary conclusions.

Item 9.3 Progress report on implementation of agreed management action items from Internal and External Audit
That the Committee endorse the completion of actions 17-2, 21-2 and 21-3; approve the consolidation of actions 19-7, 19-8, 19-12, 19-13 and 19-14 into a single action for future reporting; and approve the requested extensions of time for outstanding audit recommendations.

CARRIED

5. OFFICE OF THE CEO

5.1. ECONOMIC DEVELOPMENT

5.1.1. Funding Application - Regional Drought Resilience Plan - Phase 2

Executive Summary
In 2022, Burdekin Shire together with the Charters Towers Region developed a regional drought resilience plan to prepare for and manage future drought risks. The Regional Drought Resilience Planning (RDRP) program was a partnership between the Australian Government's Future Drought Fund (FDF) and the Queensland Government.

In 2025, Council received funding through the Regional Drought Resilience Planning Grant Scheme to deliver Phase 1 priorities and activities identified in the Burdekin and Charters Towers Regional Drought Resilience Plan. This report seeks Council's endorsement of a funding application to support the delivery of Phase 2 priorities and activities outlined in the Burdekin and Charters Towers Regional Drought Resilience Plan.

Officer's Recommendation
That Council endorses the submission of a funding application to the Queensland Rural and Industry Development Authority (QRIDA) - Regional Drought Resilience Planning Grant Scheme to support the delivery of Phase 2 priorities and activities outlined in the Burdekin and Charters Towers Regional Drought Resilience Plan:

1. Remuneration grant to the total value of $387,500.00 (excluding GST) to provide a human resource to coordinate and contribute to activities for the period 1 December 2026 to 30 June 2029, and
2. Activity grant to the value of $1 million (excluding GST) to fund projects that deliver eligible activities identified in the Burdekin and Charters Towers Regional Drought Resilience (RDR) Plan.

Resolution No. 2026-9-7

Moved: Councillor Furnell

Seconded: Councillor Vasta

That Council endorses the submission of a funding application to the Queensland Rural and Industry Development Authority (QRIDA) - Regional Drought Resilience Planning Grant Scheme to support the delivery of Phase 2 priorities and activities outlined in the Burdekin and Charters Towers Regional Drought Resilience Plan:

1. Remuneration grant to the total value of $387,500.00 (excluding GST) to provide a human resource to coordinate and contribute to activities for the period 1 December 2026 to 30 June 2029, and
2. Activity grant to the value of $1 million (excluding GST) to fund projects that deliver eligible activities identified in the Burdekin and Charters Towers Regional Drought Resilience (RDR) Plan.

CARRIED

5.2. EXECUTIVE SUPPORT

5.2.1. Council Attendance at the Townsville Enterprise Limited 2026 Tourism Futures Forum - 15 October 2026 - Townsville

Executive Summary
This report seeks endorsement for Councillor John Furnell to attend the Townsville Enterprise Limited Tourism Futures Forum to be held in Townsville on 15 October 2026.

Officer's Recommendation
That Council endorse Councillor John Furnell to attend the Townsville Enterprise Limited 2026 Tourism Futures Forum - 15 October 2026 - Townsville, noting registration is complimentary with Council's membership and any other expenses of attendance at the Conference to be met by Council.

Resolution No. 2026-9-8

Moved: Councillor Detenon

Seconded: Councillor Oar

That Council endorse Councillor John Furnell to attend the Townsville Enterprise Limited 2026 Tourism Futures Forum - 15 October 2026 - Townsville, noting registration is complimentary with Council's membership and any other expenses of attendance at the Conference to be met by Council.

CARRIED

9:14am - Mrs. Lovell left the meeting.

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

There were no reports presented for consideration.

6.2. COMMUNITY SERVICES

There were no reports presented for consideration.

6.3. FINANCIAL SERVICES

6.3.1. Monthly Financial Report - August 2026

Officer's Recommendation
That the Monthly Financial Report for Period Ending 31 August 2026 be received.

Resolution No.	2026-9-9
Moved:	Councillor Detenon
Seconded:	Councillor Oar

That the Monthly Financial Report for Period Ending 31 August 2026 be received.

CARRIED

6.3.2. First Revised Budget Report 2026/2027

Executive Summary
In accordance with the *Local Government Act 2009* and the *Local Government Regulation 2012*, Council may, by resolution, amend the budget for a financial year at any time before the end of the financial year. As required by the regulation, Council has completed a budget revision for 2026/27 and the next two (2) financial years.

Management has completed a review of the 2026/27 budget based on results to the end of August and estimated transactions for the remainder of the financial year. The first amended budget includes capital carryover projects and funding from the previous financial year.

An amended budget for the 2026/27 financial year is submitted for adoption.

Officer's Recommendation
That the amended budget and report for the period ending 30 June 2027 as tabled be adopted.

Resolution No.	2026-9-10
Moved:	Councillor Furnell
Seconded:	Councillor Detenon

That the amended budget and report for the period ending 30 June 2027 as tabled be adopted.

CARRIED

9:19am - Mrs. Stockdale and Mrs. Waterson entered the meeting.

9:27am - Ms. Smith left the meeting.

6.4. GOVERNANCE

6.4.1. Proposed Application - Australian Government's Active Transport Fund

Executive Summary
This report seeks Council's endorsement to submit an application to the Australian Government's Active Transport Fund for the replacement of existing and construction of new shared (bicycle and pedestrian) pathways along Wickham Street between Mackenzie Street and Drysdale Street, Ayr. The total project cost is estimated at approximately $565,000.00. Should the application be successful, Council will be required to contribute 50 percent of the project cost.

Officer's Recommendation
That Council:

1. endorses the submission of a funding application to the Australian Government's Active Transport Fund for the replacement of existing and construction of new shared (bicycle and pedestrian) pathways along Wickham Street, between MacKenzie Street and Drysdale Street, Ayr at an estimated project cost of approximately $565,000.00; and
2. agrees to fund its contribution of approximately $282,500.00 (50 percent) towards the project in the 2027/28 budget, should the funding application be successful.

Resolution No.	2026-9-11
Moved:	Councillor Vasta
Seconded:	Councillor Furnell

That Council:

1. endorses the submission of a funding application to the Australian Government's Active Transport Fund for the replacement of existing and construction of new shared (bicycle and pedestrian) pathways along Wickham Street, between MacKenzie Street and Drysdale Street, Ayr at an estimated project cost of approximately $565,000.00; and
2. agrees to fund its contribution of approximately $282,500.00 (50 percent) towards the project in the 2027/28 budget, should the funding application be successful.

LOST 0/7

For:	None
Against:	Councillors Dalle Cort, Musumeci, Detenon, Furnell, Hall, Oar and Vasta

The motion was not supported due to a late change to the Officer's Recommendation, which proposed that the project be submitted under a separate funding stream rather than the funding program originally recommended.

6.4.2. Agreement for Use - Storage Shed and Shipping Containers at Ayr Showgrounds - Rotary Club of Ayr Inc.

Executive Summary
This report seeks Council approval to enter into an Agreement for Use as follows:

User:	Rotary Club of Ayr Inc.
Venue:	Part of Ayr Showgrounds - 9-21 Edwards Street Ayr, Lot 45 on Crown Plan GS490
Facility:	One Shed and Two Shipping Containers
Permitted Use:	Storage
Term:	Five (5) years, 1 October 2026 to 30 September 2031
Rent:	$0.10 per annum if demanded

Officer's Recommendation
That Council:

1. enter into an Agreement for Use with Rotary Club of Ayr Inc. for the shed and future two (2) shipping containers located on part of Lot 45 on Crown Plan GS490, Ayr Showgrounds, 9-21 Edwards Street, Ayr as shown as the hatched area on the attached plan, for a term of five (5) years being 1 October 2026 to 30 September 2031 for storage purposes.
2. consent in principle to the installation of two (2) shipping containers by Rotary Club of Ayr Inc. at the Ayr Showgrounds, subject to:

a. the execution of an Agreement for Use between Burdekin Shire Council and Rotary Club of Ayr Inc.;
b. Rotary Club of Ayr Inc. obtaining all required building approvals, development approvals, permits and other statutory approvals and;
c. Council's review and final approval of the approved plans prior to the commencement of any works; and

3. delegates to the Chief Executive Officer its power to take all necessary action on Council's behalf including negotiating, executing and discharging the Agreement for Use, with the exception that any significant changes are to be approved by Council.

Resolution No. 2026-9-12

Moved: Councillor Detenon

Seconded: Councillor Furnell

That Council:

1. enter into an Agreement for Use with Rotary Club of Ayr Inc. for the shed and future two (2) shipping containers located on part of Lot 45 on Crown Plan GS490, Ayr Showgrounds, 9-21 Edwards Street, Ayr as shown as the hatched area on the attached plan, for a term of five (5) years being 1 October 2026 to 30 September 2031 for storage purposes.
2. consent in principle to the installation of two (2) shipping containers by Rotary Club of Ayr Inc. at the Ayr Showgrounds, subject to:
   a. the execution of an Agreement for Use between Burdekin Shire Council and Rotary Club of Ayr Inc.;
   b. Rotary Club of Ayr Inc. obtaining all required building approvals, development approvals, permits and other statutory approvals and;
   c. Council's review and final approval of the approved plans prior to the commencement of any works; and
3. delegates to the Chief Executive Officer its power to take all necessary action on Council's behalf including negotiating, executing and discharging the Agreement for Use, with the exception that any significant changes are to be approved by Council.

CARRIED

9:31am - Mrs. Waterson left the meeting.

6.4.3. Burdekin Shire Council Annual Report 2025/2026

Executive Summary
This report seeks Council's formal adoption of the Annual Report 2025/2026. In accordance with the requirements of the *Local Government Regulation 2012,* Council has prepared the Annual Report for the 2025/2026 financial year. The Operational Plan for 2025/2026 was strategically developed to ensure alignment with the key initiatives and priorities outlined in Council's adopted Corporate Plan 2025-2030. The Annual Report provides a comprehensive account of Council's performance and achievements throughout the 2025/2026 financial year, demonstrating progress toward the strategic objectives set out in the Corporate Plan.

The report also includes all legislatively required content, presented in a clear and structures format to facilitate ease of reference. In addition, the Annual Report 2025/2026 incorporates the General Purpose Financial Statements, the Current Year Financial Sustainability Statement, the Long-Term Financial Sustainability Statement, and the Community Financial Report.

Officer's Recommendation
That Council adopts the Annual Report 2025/2026 as attached to this report.

Resolution No.	2026-9-13
Moved:	Councillor Detenon
Seconded:	Councillor Furnell

That Council adopts the Annual Report 2025/2026 as attached to this report.

CARRIED

9:33am - Mrs. Stockdale left the meeting.

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Waste Management Policy

Executive Summary
Council's Waste Policy requires amendment following the adoption of Subordinate Local Law No. 8 – Waste Management. The proposed updates align the Policy with the new legislative provisions and Council's current operational processes, including authority for authorised officers to issue infringement notices to repeat offenders for mobile bin collection and contamination breaches. The relevant offences remain established under Local Law 2018, with the Subordinate Local Law prescribing the supporting detail.

Changes to the policy have also been made to safeguard the remaining life of Council's landfill facilities by prioritising the disposal of locally generated waste, restricting the acceptance of waste from outside the Burdekin Shire, and ensuring Council's waste management resources continue to meet the needs of Burdekin residents and ratepayers into the future.

Officer's Recommendation
That Council adopts the amended Waste Management Policy to align with Subordinate Local Law No. 8 (Waste Management), supporting operational practices that enable the issuing of infringement notices to repeat offenders for mobile bin collection and contamination breaches, and to prioritise the disposal of waste generated within the Burdekin Shire by restricting the acceptance of waste from outside the shire, thereby safeguarding the long-term capacity of Council's waste management facilities for the benefit of Burdekin residents and ratepayers.

Resolution No.	2026-9-14
Moved:	Councillor Detenon
Seconded:	Councillor Furnell

That Council adopts the amended Waste Management Policy to align with Subordinate Local Law No. 8 (Waste Management), supporting operational practices that enable the issuing of infringement notices to repeat offenders for mobile bin collection and contamination breaches, and to prioritise the disposal of waste generated within the Burdekin Shire by restricting the acceptance of waste from outside the shire, thereby safeguarding the long-term capacity of Council's waste management facilities for the benefit of Burdekin residents and ratepayers.

CARRIED

7.1.2. Amendment to Fees and Charges - Waste Services

Executive Summary
Amendments to Council's Fees and Charges Schedule are proposed to support the updated Waste Management Policy and protect the long-term capacity of Council's landfill facilities. The proposed amendments will prohibit the acceptance of regulated waste generated outside the Burdekin Shire, introduce a 100 percent surcharge on applicable gatehouse fees for out-of-shire commercial and domestic waste.

To avoid additional transport costs associated with transferring waste from Council's transfer stations to Kirknie Landfill, out-of-shire waste will only be accepted directly at Kirknie Landfill. Customers accessing Council's waste facilities may also be required to provide proof of Burdekin residency to verify eligibility for local waste disposal services.

These changes aim to prioritise disposal capacity for Burdekin residents and ratepayers, ensure compliance with landfill capacity limitations, and support the sustainable management of Council's waste infrastructure.

Officer's Recommendation
That Council adopt the following amendments to the 2026/2027 Fees and Charges Schedule:

- Prohibit the acceptance of regulated waste generated outside the Burdekin Shire;
- Introduce a 100 percent surcharge on applicable gatehouse fees for commercial and domestic waste generated outside the Burdekin Shire;
- Restrict the acceptance of out-of-shire waste to the Kirknie Landfill only;
- Require customers, where requested, to provide proof of Burdekin residency when accessing Council waste facilities; and
- Implement associated administrative and operational processes necessary to support the amended Waste Management Policy and protect the long-term capacity of Council's landfill facilities.

Resolution No. 2026-9-15

Moved: Councillor Furnell

Seconded: Councillor Detenon

That Council adopt the following amendments to the 2026/2027 Fees and Charges Schedule:

- Prohibit the acceptance of regulated waste generated outside the Burdekin Shire;
- Introduce a 100 percent surcharge on applicable gatehouse fees for commercial and domestic waste generated outside the Burdekin Shire;
- Restrict the acceptance of out-of-shire waste to the Kirknie Landfill only;
- Require customers, where requested, to provide proof of Burdekin residency when accessing Council waste facilities; and
- Implement associated administrative and operational processes necessary to support the amended Waste Management Policy and protect the long-term capacity of Council's landfill facilities.

CARRIED

9:37am - Mr. Sandona entered the meeting.

7.1.3. Burdekin Aquatic Centre - Pool Fencing

Executive Summary
This report seeks Council's consideration of the replacement of the existing pool fencing at the Burdekin Aquatic Centre following concerns identified during construction of the new amenities block regarding pool barrier compliance and site security. The proposed works include installation of a 2.1-metre anti-climb palisade fence, associated gates and access controls to provide a continuous and compliant pool barrier system. It is recommended that the works be funded from Council's depreciation budget.

Officer's Recommendation
That Council approve the renewal and replacement of identified sections of pool barrier fencing at the Burdekin Aquatic Centre, including the wading pool enclosure, at an estimated cost of $89,918.05 (excluding GST), with the works to be funded from Council's depreciation budget allocation. The works will provide a consistent anti-climb barrier system, improve security outcomes and support compliance with applicable pool safety requirements.

Resolution No.	2026-9-16
Moved:	Councillor Vasta
Seconded:	Councillor Furnell

That Council approve the renewal and replacement of identified sections of pool barrier fencing at the Burdekin Aquatic Centre, including the wading pool enclosure, at an estimated cost of $89,918.05 (excluding GST), with the works to be funded from Council's depreciation budget allocation. The works will provide a consistent anti-climb barrier system, improve security outcomes and support compliance with applicable pool safety requirements.

CARRIED

7.2. OPERATIONS

7.2.1. Jerona Reserve Maintenance

Executive Summary
The Jerona Citizens Association has requested that Council increase the annual payment for maintenance of Jerona Reserve. This report outlines the request and recommends establishing a formal maintenance agreement to support the ongoing management of the reserve.

Officer's Recommendation
That Council:

1. approves an increase in the annual remuneration paid to the Jerona Citizens Association for mowing and associated maintenance of the common areas within Jerona Reserve, principally Lots 68 and 70, from $3,300.00 to $5,000.00 per annum;
2. notes future increases will take effect on 1 July of each financial year and will be adjusted in line with the consumer price index; and
3. authorises the Chief Executive Officer to enter into a formal maintenance agreement with the Jerona Citizens Association detailing:
    - the areas to be maintained;
    - the agreed maintenance activities and service expectations;
    - the responsibilities of Council and the Association;
    - use and maintenance of any Council-supplied equipment;
    - insurance, workplace health and safety and risk management requirements;
    - the term, review and termination provisions of the agreement; and

- a mechanism for periodically reviewing the remuneration to recognise changes in costs over time.

Resolution No.	2026-9-17
Moved:	Councillor Oar
Seconded:	Councillor Furnell

That Council:

1. approves an increase in the annual remuneration paid to the Jerona Citizens Association for mowing and associated maintenance of the common areas within Jerona Reserve, principally Lots 68 and 70, from $3,300.00 to $5,000.00 per annum;
2. notes future increases will take effect on 1 July of each financial year and will be adjusted in line with the consumer price index; and
3. authorises the Chief Executive Officer to enter into a formal maintenance agreement with the Jerona Citizens Association detailing:
   - the areas to be maintained;
   - the agreed maintenance activities and service expectations;
   - the responsibilities of Council and the Association;
   - use and maintenance of any Council-supplied equipment;
   - insurance, workplace health and safety and risk management requirements;
   - the term, review and termination provisions of the agreement; and
   - a mechanism for periodically reviewing the remuneration to recognise changes in costs over time.

CARRIED 6/0

9:45am - Councillor Oar left the meeting and was not present for the vote.

7.3. PLANNING AND DEVELOPMENT

7.3.1. Trade Waste Policy

Executive Summary
This report seeks Council's consideration and adoption of an updated version of the Trade Waste Policy. The purpose of the Policy is to set out how Council manages trade waste discharge and meets its obligations under legislation and its relevant environmental authorities. The Policy has been reviewed by staff in line with the review cycle with minor amendments made to amend formatting and correct administrative errors only.

Officer's Recommendation
That Council adopts the updated version of the Trade Waste Policy, as attached to this report.

Resolution No.	2026-9-18
Moved:	Councillor Furnell
Seconded:	Councillor Vasta

That Council adopts the updated version of the Trade Waste Policy, as attached to this report.

CARRIED

9:47am - Councillor Oar re-entered the meeting.

7.3.2. Infrastructure Charges Reduction Application for Existing Unlawful Development Policy

Executive Summary
This report seeks Council's consideration and adoption of an updated version of the Infrastructure Charges Reduction Application for Existing Unlawful Development Policy (Policy). The purpose of the Policy is to allow Council to exercise its discretion to provide financial assistance to eligible development through the application of reduced infrastructure charges, where an existing but unlawful use is regularised by a Development Permit.

The Policy has been reviewed by staff in line with the review cycle with minor amendments made to confirm the relationship between the Policy and Council's newer Economic Stimulus Policy - Development Incentives, as well as amending the review cycle to 24 months.

Officer's Recommendation
That Council adopts the updated version of the Infrastructure Charges Reduction Application for Existing Unlawful Development Policy, as attached to this report.

Resolution No.	2026-9-19
Moved:	Councillor Detenon
Seconded:	Councillor Furnell

That Council adopts the updated version of the Infrastructure Charges Reduction Application for Existing Unlawful Development Policy, as attached to this report.

CARRIED

7.3.3. Request for an Application Fee Reduction/Waiver - Burdekin Rugby Union Football Club Inc.

Executive Summary
This report considers a formal fee concession request from the Burdekin Rugby Union Football Club Inc., a non-profit organisation seeking financial relief for an upcoming Operational Works development application. Council has discretionary powers under Section 109 of the *Planning Act 2016* and Section 40 of the *Planning Regulation 2017* to grant a partial waiver to organisations of this nature. The fee reduction aims to support local grassroots sport infrastructure and alleviate the financial burden on community-run organisations, whilst maintaining a contribution toward Council's assessment process.

Officer's Recommendation
That Council formally acknowledge the fee concession request from the Burdekin Rugby Union Football Club Inc. and provide a 50 percent waiver of the application fee in accordance with Section 109 of the *Planning Act 2016* and Section 40 of the *Planning Regulation 2017*.

Resolution No.	2026-9-20
Moved:	Councillor Vasta
Seconded:	Councillor Detenon

That Council formally acknowledge the fee concession request from the Burdekin Rugby Union Football Club Inc. and provide a 50 percent waiver of the application fee in accordance with Section 109 of the *Planning Act 2016* and Section 40 of the *Planning Regulation 2017*.

CARRIED

9:50am - Mr. Sandona left the meeting.

7.4. PROJECT MANAGEMENT

There were no reports presented for consideration.

7.5. TECHNICAL SERVICES

7.5.1. Fleet Management Plan 2026-2036

Executive Summary
This report seeks Council's adoption of the Fleet Management Plan (Plan), which establishes a strategic framework for the management of Council's vehicles, plant and equipment over the period 2026-2036. The Plan responds to recommendations arising from Council's 2023 Fleet Management Internal Audit and supports the implementation of Council's Asset Management Strategy and Roadmap.

Council's fleet comprises approximately 310 assets with a replacement value of $18.9 million and is critical to the delivery of roads, drainage, water, wastewater, parks, disaster management and corporate services. The Plan formalises Council's approach to fleet governance, lifecycle management, renewal planning, risk management and performance monitoring to ensure fleet assets remain safe, reliable, fit for purpose and financially sustainable. The Plan will provide a consistent and evidence-based framework to support fleet investment decisions, improve operational efficiency and align future fleet requirements with Council's service delivery objectives and long-term financial planning.

Officer's Recommendation
That Council:

1. adopt the attached Fleet Management Plan 2026-2036.
2. note that implementation of the Fleet Management Plan will be overseen through the Fleet Management Steering Committee and reported through Council's established governance framework.

Resolution No.	2026-9-21
Moved:	Councillor Furnell
Seconded:	Councillor Musumeci

That Council:

1. adopt the attached Fleet Management Plan 2026-2036.
2. note that implementation of the Fleet Management Plan will be overseen through the Fleet Management Steering Committee and reported through Council's established governance framework.

CARRIED

9:51am - Mr. Byers entered the meeting.

7.5.2. TBSC/26/025 - Awarding of Tender for Internal Office Refurbishment - Council Chambers

Executive Summary
This report provides an overview of the tender process undertaken for the internal refurbishment of the Burdekin Shire Council Administration Building at 145 Young Street, Ayr, and seeks direction on the proposed delivery of the works.

Officer's Recommendation
That Council:

1. note that Unified Projects Pty Ltd be identified as the preferred tenderer, having achieved the highest overall evaluation score of 79 percent.
2. proceed with the separable refurbishment stages that can be delivered within the remaining approved budget of $608,220.00 (excluding GST), having regard to operational requirements, staff relocation arrangements, and value for money.

3. delegate authority to the Chief Executive Officer to:
    a. clarify the scope of the Preconditioning Air Unit interface works with the preferred tenderer prior to finalising the contract scope and price, including whether the works are to remain within the refurbishment contract or be undertaken separately by Kaltec; and
    b. agree to the final staging and delivery program prior to commencement of works to minimise disruption to Council operations.

Resolution No. 2026-9-22

Moved: Councillor Furnell

Seconded: Councillor Detenon

That Council:

1. note that Unified Projects Pty Ltd be identified as the preferred tenderer, having achieved the highest overall evaluation score of 79 percent.
2. proceed with the separable refurbishment stages that can be delivered within the remaining approved budget of $608,220.00 (excluding GST), having regard to operational requirements, staff relocation arrangements, and value for money.
3. delegate authority to the Chief Executive Officer to:
    a. clarify the scope of the Preconditioning Air Unit interface works with the preferred tenderer prior to finalising the contract scope and price, including whether the works are to remain within the refurbishment contract or be undertaken separately by Kaltec; and
    b. agree to the final staging and delivery program prior to commencement of works to minimise disruption to Council operations.

CARRIED

7.5.3. TBSC/26/028 - Ayr Aerodrome Reseal Runway

Executive Summary
This report seeks Council approval to award Contract TBSC/26/028 – Ayr Aerodrome Reseal Runway for the undertaking of runway resealing works at the Ayr Aerodrome.

Officer's Recommendation
That Council:

1. awards Contract TBSC/26/028 Ayr Aerodrome – Reseal Runway to Fulton Hogan Industries Pty Ltd for the total lump sum price of $377,695.60 (excluding GST).
2. delegates authority under section 257(1)(b) of the *Local Government Act 2009* to the Chief Executive Officer to negotiate, finalise and execute all matters associated with the contract.

Resolution No.	2026-9-23
Moved:	Councillor Vasta
Seconded:	Councillor Furnell

That Council:

1. awards Contract TBSC/26/028 Ayr Aerodrome – Reseal Runway to Fulton Hogan Industries Pty Ltd for the total lump sum price of $377,695.60 (excluding GST).
2. delegates authority under section 257(1)(b) of the *Local Government Act 2009* to the Chief Executive Officer to negotiate, finalise and execute all matters associated with the contract.

CARRIED

7.6. WATER AND WASTEWATER

7.6.1. Faulty or Broken Water Meter Policy

Executive Summary
The Faulty or Broken Water Meter Policy provides a transparent and equitable process for managing water consumption charges where a water meter is found to be faulty, inaccurate or broken. The policy outlines Council's responsibilities regarding the repair and replacement of water meters, establishes procedures for testing water meters upon customer request, and provides a method for calculating water consumption where a meter has stopped or is recording inaccurately. The policy supports fair and consistent billing practices while ensuring that customers are not disadvantaged by faulty metering equipment.

Officer's Recommendation
That Council adopts the revised Faulty or Broken Water Meter Policy as attached to this report.

Resolution No.	2026-9-24
Moved:	Councillor Detenon
Seconded:	Councillor Musumeci

That Council adopts the revised Faulty or Broken Water Meter Policy as attached to this report.

CARRIED

10:06am - Mr. Byers left the meeting.

7.6.2. Burdekin Developments Pty Ltd - Undetected Water Leak

Executive Summary Council has received a request from Burdekin Developments Pty Ltd for the outstanding water consumption charges associated with an undetected leak at 9 Chippendale Street, Ayr, to be placed on an interest-free payment arrangement over a period of six (6) to twelve months, including the waiver of penalty interest.

The property owner's application for an undetected water leak adjustment was previously declined, as the property is classified as commercial and does not meet the eligibility requirements of Council's Undetected Water Leak Policy. The matter now presented for Council's consideration is limited to the request for an interest-free payment arrangement.

Officer's Recommendation
That Council:

1. decline the request from Burdekin Developments Pty Ltd for an interest-free payment arrangement and waiver of penalty interest for the outstanding water consumption charges associated with 9 Chippendale Street, Ayr; and
2. advise the property owner that the outstanding amount remains payable in accordance with Council's existing rates, charges and debt recovery arrangements.

Resolution No.	2026-9-25
Moved:	Councillor Detenon
Seconded:	Councillor Vasta

That Council:

1. decline the request from Burdekin Developments Pty Ltd for an interest-free payment arrangement and waiver of penalty interest for the outstanding water consumption charges associated with 9 Chippendale Street, Ayr; and
2. advise the property owner that the outstanding amount remains payable in accordance with Council's existing rates, charges and debt recovery arrangements.

CARRIED

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

10.1. Queensland Audit Office - 2026 Final Management Report

Recommendation
That Council receive and note the Queensland Audit Office 2026 Final Management Report.

Resolution No.	2026-9-26
Moved:	Councillor Musumeci
Seconded:	Councillor Detenon

That Council receive and note the 2026 Final Management Report from the Queensland Audit Office.

CARRIED

11. GENERAL BUSINESS

11.1. Community Project Proposal Template

Councillor Furnell suggested that Council develop a standard template for community members and groups submitting project proposals. The purpose of the template would be to ensure requesting parties undertake preliminary planning and provide key information before Council Officers commit significant resources to assessing requests.

11.2. Community Enquiries Regarding Free Mulch Quality and Availability

Councillor Hall relayed community enquiries regarding the quality and composition of the free mulch available from Council. Mr. Tickle advised he would investigate the matter.

11.3. Request for Updates on Community Installations in Home Hill

Councillor Hall requested an update on the commencement of the Cenotaph project in Home Hill. Additionally, she requested an update on the installation of table and chairs in the front of Scrubby's Tea House. Mr. Tickle advised that he would investigate the matter and provide an update.

11.4. Support for Mayor's Community Engagement Sessions

Councillor Hall thanked the Mayor for conducting a community engagement session in Home Hill and noted the upcoming session in Clare. She also encouraged continued promotion of future community engagement events to maximise public participation.

11.5. Positive Feedback on Burdekin Aquatic Centre Amenities Upgrades

Councillor Vasta recently visited the Burdekin Aquatic Centre and shared positive feedback regarding the amenities.

11.6. Congratulations to the CEO on Manager of the Year Award

Mayor Dalle Cort congratulated the Chief Executive Officer on receiving the Manager of the Year Award at the recent Local Government Managers Association (LGMA) Annual Conference.

11.7. Council Position on External Advocacy Activities

Councillor Oar raised concerns regarding the Mayor advocating to State and Federal Government including recently meeting with the Department of Housing and Public Works without an adopted Council position. It was noted that this would be workshopped with Council, and subsequently a report would be presented to Council for consideration.

12. CLOSED BUSINESS ITEMS

13. DELEGATIONS

There being no further business the meeting closed at 10:36am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 27 October 2026.

MAYOR

MINUTES AND BUSINESS ARISING

4.2. ICT Steering Committee Meeting Minutes - 14 September 2026

Officer's Recommendation

That the minutes of the ICT Steering Committee Meeting held on 14 September 2026 be noted.

Attachments

1. Minutes - ICT Steering Committee Meeting - 14 September 2026

Meeting Minutes

Meeting	ICT Steering Committee Meeting		
Date	Monday, 14 September 2026	**Time**	8:30 AM
Attendees	Matthew Magin, Kim Olsen, Julian Tickle, Eileen Devescovi, Dirk Dabelstein, Cr Michael Detenon, Cr John Furnell, Melanie Napier, Helen Swinney.		
Apologies	James Stewart, Anne-Maree Dale, Nicholas Gray		
Chairperson	Matthew Magin		
Minutes Clerk	Simone Iturriaga		
Location	Ernie Ford Boardroom		

Standing Items

1. Welcome

Mr. Matthew Magin opened the meeting and welcomed all attendees.

2. Apologies

James Stewart, Anne-Maree Dale and Nicholas Gray.

3. Previous Minutes

The minutes from the meeting held on 18 August 2026 were distributed, and members were asked if there were any corrections or amendments. As none were received, the minutes were confirmed as true and accurate record.

4. Review Action

Actions from Previous Meeting

	Action Item	Responsible Officer	Due Date	Status
1	Alternative records management systems review	Brendan Farr / Ashlee Hervey	Next ICT	Ongoing
2	Draft AI Operational Standard	Eileen Devescovi	Completed	Completed
3	Implementation of penetration testing recommendations	Dirk Dabelstein	Next ICT	Ongoing

Agenda Items

1. **ICT Department Structure Review and Alignment Business Case**

   Mrs. Eileen Devescovi presented a business case proposing the conversion of the existing ICT Trainee position to a full-time Help Desk Officer position. She advised that increasing workloads, growth in mobile devices and technology support requirements, and the impending CiA P&R implementation had created resource pressures within the ICT team. Mrs. Devescovi noted that managing and training trainees had become increasingly resource-intensive, limiting the team's capacity to undertake operational work and additional technical responsibilities. The proposal would provide greater workforce stability and create opportunities to distribute technical and administrative tasks more effectively across the ICT team.

   Committee members discussed the broader challenges associated with traineeships across the organisation, including reduced productivity during training periods and difficulties attracting suitable candidates. General support was expressed for progressing the proposal, subject to further consideration through Council processes. It was agreed that the business case should proceed to a Council workshop for further consideration

2. **CiA P&R Transition Project Manager/Update**

   Mrs. Devescovi provided an update on the procurement process for the CiA P&R Transition Project Manager. Following the tender evaluation process, an amended scope was issued, with 11 of the 15 respondents submitting revised proposals. Assessment and interview processes were completed by the evaluation panel, resulting in three preferred proponents being shortlisted. Referee checks were underway, with positive feedback received.

3. **CSU Funded Security Awareness Platform**

   Mr. Dabelstein advised that funding support provided through the CSU for the current cyber security awareness platform would cease, with the existing Proofpoint service ending in October and all CSU-funded support concluding by 30 June 2027. A business case was presented outlining alternative cyber awareness and phishing simulation platforms for future implementation.

   Members considered several options, including Friendly Phishing and KnowBe4 products. Mr. Dabelstein recommended the KnowBe4 Advanced platform, citing enhanced automation functionality, reduced administrative effort and improved user training management through AI-assisted features. The committee acknowledged the operational efficiencies offered by the platform and discussed its capacity to automatically assign training and manage reporting requirements. General support was expressed for the recommended option and further testing of the solution.

4. Action Items – Due Dates

Mr. Magin raised concerns regarding the absence of due dates within the ICT Steering Committee action item register, noting that actions without completion dates risk remaining open-ended. Members discussed the need for improved accountability and consistency in tracking actions.

It was agreed that, unless otherwise specified, all future action items would adopt the next scheduled ICT Steering Committee meeting as the default due date. This approach would ensure actions are regularly reviewed and provide clearer expectations for completion and reporting.

5. General Business

5.1 Work Experience Students – Access

Mrs. Devescovi raised the issue of providing work experience students with access to Council systems following recent requests from operational areas. Mrs. Napier and Mr. Dabelstein highlighted the administrative effort, licensing requirements, and potential security risks associated with creating system accounts for short-term placements.

Members explored options for providing students with limited access to enable meaningful work experience while protecting confidential information. It was agreed that further investigation be undertaken, including consulting other councils on their practices, before determining an appropriate approach.

Actions from the current meeting

	Action Item	Responsible Officer	Due Date	Status
1	**ICT Department Structure Review and Alignment Business Case** Progress the business case for replacing the ICT trainee position with a full-time Help Desk Officer and present it for Council consideration.	Eileen Devescovi	Next ICT Meeting	Pending
2	**CiA P&R Transition Project Manager Procurement** Complete referee checks and undertake further due diligence before selecting a preferred project manager.	Eileen Devescovi	Next ICT Meeting	Pending
3	**Cyber Security Awareness Platform** Continue evaluating the KnowBe4 Advanced platform as the preferred future cyber awareness solution.	Dirk Dabelstein	Next ICT Meeting	Pending
4	**Work Experience Student ICT Access** Investigate secure options for providing system access to work experience students, including approaches used by other councils	Dirk Dabelstein/ Melanie Napier	Next ICT Meeting	Pending

6. Meeting Close

There being no further business, the Chair thanked members and closed the meeting.

Meeting Closed	9:15am
Next Meeting	6 October 2026

MINUTES AND BUSINESS ARISING

4.3. Burdekin Shire Youth Council Meeting Minutes - 14 September 2026

Officer's Recommendation

That Council:

1. note the minutes of the Burdekin Shire Youth Council Meeting held on 14 September 2026; and
2. note the recommendations as detailed in the minutes and summarised below in Items 5 and 7.

Item 5 - Miss Chloe Becke appointed Youth Mayor for remainder of 2026
That Council notes the appointment of Miss Becke as Youth Mayor for the remainder of 2026, following the resignation of Mr. Wiseman from this position.

Item 7 - Queensland Mental Health Week Youth Event Proposal - Movie Night at Burdekin Delta Diner - Friday 16 October 2026
That Council notes the proposed plans to host a Youth Movie Night at Burdekin Delta Diner on Friday 16 October, in conjunction with Burdekin PCYC, as part of Queensland Mental Health Week 2026.

Attachments

1. Minutes - Burdekin Shire Youth Council Meeting - 14 September 2026

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 14 September 2026	**Time**	3:30pm
Attendees	Miss Chloe Becke – (Youth Mayor) Ayr State High School Miss Jorda Quagliata – (Secretary) Ayr State High School Miss Addison Bonato – Burdekin Catholic High School Miss Caitlyn Cheyne – Ayr State High School Miss Indiana Smith – Ayr State High School Mr George Stefanos – Burdekin Christian College Miss Vaylee Grabs – Ayr State High School Councillor John Furnell – Burdekin Shire Council Councillor Fina Vasta – Burdekin Shire Council Ms Tammy Quagliata – Community Development Officer, Burdekin Shire Council Mr Glenn Arboit – Manager Community Services, Burdekin Shire Council		
Guests	Snr Sgt Andrew Sherrington – Burdekin PCYC		
Apologies	Mr William Wiseman – Youth Mayor (Burdekin Christian College) Ms Elora Taylor – Burdekin Catholic High School		
Chairperson	Miss Chloe Becke		
Minutes Clerk	Miss Jorda Quagliata, Ms Tammy Quagliata		
Location	John Drysdale Chamber, Burdekin Shire Council Chambers		

Agenda Items

1. **Miss Chloe Becke elected as Chairperson**
   In the absence of Youth Mayor, Mr Wiseman, Miss Becke, assumed the role of Chairperson for this meeting.

2. **Minutes of 10 August 2026 Noted**
   Noted that the flying minutes from the Burdekin Shire Youth Council Meeting held on 10 August 2026 and distributed via email following the meeting were moved by Miss Graham, seconded by Mr Stefanos.

3. **Business Arising from the Minutes**
   It was noted that Youth Council did not take part in this year's Burdekin Water Festival due to limited member availability.

4. **Correspondence**

   Inward Correspondence
   1. Mr William Wiseman, Burdekin Shire Youth Council Youth Mayor – resigning from his position as Youth Mayor for the remainder of the year.

2. Olga Varsos, Coaching Young People for Success – providing information about their coaching framework and options for leadership and coaching program for young people.

Outward Correspondence
NIL

Moved Miss Bonato, seconded Miss Cheyne that the inward correspondence be received.

CARRIED

5. **Miss Chloe Becke appointed to Youth Mayor for remainder of 2026**
Moved Miss Cheyne, seconded Miss Grabs that Deputy Youth Mayor, Miss Becke be appointed as Youth Mayor for the remainder of the year, following the resignation of Mr Wiseman from the position of Youth Mayor.

CARRIED

6. **Volunteers for Seniors Expo & Luncheon on Friday 30 October, 2026**
Ms Quagliata provided information to members regarding the upcoming Seniors Expo & Luncheon to be held on Friday 30 October 2026 at the Burdekin Memorial Hall. Members are asked each year to assist with the serving of lunch and drinks at this event from 11:00am to 2:00pm, with transport being provided if needed. Ms Quagliata advised that all information will be circulated via email, and parental permission was required to be absent from school during this time. It was noted that schools would also be advised of the event details.

7. **Qld Mental Health Week – Youth Event Proposal**
It was noted that PCYC has secured funding to host an event in conjunction with Youth Council as part of Qld Mental Health Week in 2026. Members discussed several event options, including an outdoor movie night, movie night at Delta Diner (former cinema) and a pool party. Following discussions, members voted to host an event at the Delta Diner, featuring an afternoon of food and live music, followed by a movie screening in the former cinema space, subject to availability and operational requirements. Ms Quagliata undertook to liaise with the Delta Diner and Burdekin Theatre staff regarding the feasibility of the movie screening.

Members agreed the event would be held on Friday, 16 October 2026, from 3:30pm to allow youth to attend directly after school. The event would be open to young people aged 12 to 18 years, free of charge and include a meal and drink voucher. Passouts will be permitted and supervision would be provided throughout the event. Final event details, including movie options for voting,would be circulated to members via email prior to the next meeting.

8. **Address by Senior Sergeant Andrew Sherrington, Burdekin PCYC Programs Coordinator**
Senior Sergeant Sherrington addressed the meeting, providing information on his role at Burdekin PCYC and an update on some of the programs currently being coordinated at the PCYC including Get Set for Work, Lessons for Learners, Active Mates Program, Blue Edge Program and more.

9. **2027 Youth Event/Project Ideas**
Members were asked to liaise with peers and their networks regarding ideas for a 2027 youth project or event. It was noted that Burdekin Shire Youth Council has funding allocated for such an event/project that needs to be delivered in 2027.

10. **Other General Business and Members Update**
Members were given the opportunity to provide an update from within their schools, sporting clubs and community or share personal achievements with the group.

Next Meeting – 12 October 2026
It was noted that the next meeting of the Burdekin Shire Youth Council would be held on 12 October 2026 at 3:30pm.

There being no further business, the meeting closed at 4:45pm.

Action Items from Meeting

	Action Item	Responsible Member	Due Date	Status
	Investigate possible youth guest speakers	Tammy Quagliata	December 2026	
	Investigate costs and logistics of a community mural project	Tammy Quagliata	December 2026	
	Volunteers for Seniors Expo & Luncheon – 30 October 2026	All Members	30 October 2026	
	Promotion of and assistance at QMHW Movie Screening Event at Delta Diner – 16 October 2026	All Members	16 October 2026	

MINUTES AND BUSINESS ARISING

4.4. ICT Steering Committee Meeting Minutes - 6 October 2026

Officer's Recommendation

That the minutes of the ICT Steering Committee Meeting held on 6 October 2026 be noted.

Attachments

1. Minutes - ICT Steering Committee Meeting - 6 October 2026

Meeting Minutes

Meeting	ICT Steering Committee Meeting		
Date	Tuesday, 6 October 2026	**Time**	7:30 AM
Attendees	Matthew Magin, Kim Olsen, James Stewart, Eileen Devescovi, Dirk Dabelstein, Cr Michael Detenon, Cr John Furnell, Nicholas Gray (via Teams), Melanie Napier, Helen Swinney.		
Apologies	Julian Tickle, Anne-Maree Dale.		
Chairperson	Matthew Magin		
Minutes Clerk	Jordan Granshaw		
Location	Ernie Ford Boardroom		

Standing Items

Welcome

Mr. Matthew Magin opened the meeting and welcomed all attendees.

Apologies

Julian Tickle and Anne-Maree Dale.

Previous Minutes

The minutes from the meeting held on 14 September were distributed, and members were asked if there were any corrections or amendments. As none were received, the minutes were confirmed as true and accurate record.

Review Action

Actions from Previous Meeting

	Action Item	Responsible Officer	Due Date	Status
1	14 September 2026 **ICT Department Structure Review and Alignment Business Case** Progress the business case for replacing the ICT trainee position with a full-time Help Desk Officer and present it for Council consideration.	Eileen Devescovi	Next ICT Meeting	Completed – 06/10/2026

2	**CiA P&R Transition Project Manager Procurement** Complete referee checks and undertake further due diligence before selecting a preferred project manager.	Eileen Devescovi	Next ICT Meeting	Completed – 06/10/2026
3	**Cyber Security Awareness Platform** Continue evaluating the KnowBe4 Advanced platform as the preferred future cyber awareness solution.	Dirk Dabelstein	Next ICT Meeting	Pending
4	**Work Experience Student ICT Access** Investigate secure options for providing system access to work experience students, including approaches used by other councils	Dirk Dabelstein/ Melanie Napier	Next ICT Meeting	The group have agreed to have a licence available for future students. Completed – 06/10/2026
5	26 June 2026 **Penetration Testing and Recommendations**	James Stewart		Action Mr. Dabelstein to implement the penetration testing recommendations and mitigations controls identified in the report.
6	31 March 2026 **Further review to evaluate alternative systems, including Folge, with a focus on cost, security and overall suitability for Council.**	Brendan Farr/Ashlee Hervey/ Dirk Dabelstein		Ongoing The committee Discussed the suitability of Scribe and Folge. GIS will continue investigating alternative Australian hosted solutions that meet operation requirements.
7	**Develop a draft AI operational standard and when reviewing ICT/IM operational standards identify ways to integrate AI into existing policies/standards and implement a comprehensive staff training program.**	Eileen Devescovi		Completed – 06/10/2026

Agenda Items

1. **P&R Ci to CiA Project Manager Recommendation (Eileen Devescovi)**
   The Group received an update on the P&R Ci to CiA Project Manager recommendation. Members noted that the proposal had been considered at a recent Council Workshop and is progressing through the approval process for formal Council consideration.

2. **CiA Readiness Assessment and NAR Clean up – Update (Melanie Napier)**
   The Group received an update on the CiA Readiness Assessment and associated data cleansing activities. Progress continues to be made in preparing Council's data and systems for the CiA transition, with work underway to improve data quality, address duplicate records and finalise readiness assessment tasks. Ongoing engagement with TechnologyOne will assist in identifying more efficient approaches to support the remaining work and ensure a smooth transition.

3. **Cybersecurity as a Service (CaaS) Program (Business Case attached) (Eileen Devescovi)**
   The Group discussed a business case investigating the potential implementation of a Cybersecurity as a Service (CaaS) model. The discussion focused on strengthening Council's cybersecurity capabilities, supporting future compliance requirements and ensuring appropriate expertise is available to guide cybersecurity initiatives. It was agreed that further information regarding service scope, costs and available options should be explored before any future decision is made.

James entered the meeting 7:45am

4. **CCTV Usage Update (Nick Gray/ Eileen Devescovi)**
   The Group received an update on the use of Council's CCTV network. Discussion highlighted the continued value of the system in supporting operational and law enforcement activities, as well as the importance of maintaining reliable infrastructure and reporting processes. Members noted the ongoing utilisation of the network and agreed that monitoring and reporting arrangements should continue.

General Business

1. **Client Services Positions**
   The Group discussed opportunities to address future Client Services resourcing requirements through workforce development and succession planning initiatives. Members noted that enhancing existing roles through training and capability development may provide an alternative to creating additional positions. It was agreed that further investigation be undertaken to assess available options and identify the most suitable approach.

6. Meeting Close

There being no further business, the Chair thanked members and closed the meeting.

Meeting Closed	7:58am
Next Meeting	TBC

MINUTES AND BUSINESS ARISING

4.5. Burdekin Shire Youth Council Meeting Minutes - 12 October 2026

Officer's Recommendation

That Council:

1. note the minutes of the Burdekin Shire Youth Council Meeting held on 12 October 2026.

Attachments

1. Minutes - Burdekin Shire Youth Council Meeting - 12 October 2026

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 12 October 2026	**Time**	3:30pm
Attendees	Miss Chloe Becke – Deputy Youth Mayor (Ayr State High School) Miss Jorda Quagliata – Secretary (Ayr State High School) Miss Indiana Smith – Ayr State High School Miss Addison Bonato – Burdekin Catholic High School Mr George Stefanos – Burdekin Christian College Miss Caitlyn Cheyne – Ayr State High School Miss Alexis Lindley – Ayr State High School Miss Vaylee Grabbs – Ayr State High School Councillor John Furnell – Burdekin Shire Council Ms Tammy Quagliata – Community Development Officer, Burdekin Shire Council		
Guests	Nil		
Apologies	Councillor Fina Vasta – Burdekin Shire Council Mr Glenn Arboit – Manager Community Services, Burdekin Shire Council Miss Elora Taylor – Burdekin Catholic High School		
Chairperson	Miss Chloe Becke – Deputy Youth Mayor		
Minutes Clerk	Miss Jorda Quagliata, Ms Tammy Quagliata		
Location	John Drysdale Chamber		

Agenda Items

1. **Minutes of 14 September 2026 Meeting Received**
   Noted that the flying minutes from the Burdekin Shire Youth Council Meeting held on 14 September 2026 and distributed by email following the meeting were moved by Mr Stefanos and seconded by Miss Quagliata.

2. **Correspondence**

Inward Correspondence

1. Health Hive in partnership with the University of Sydney – Information provided on the free online course *Foundations in Public Health Research and Advocacy for Young People*.

2. Good Things Foundation – Providing information on a free leadership and digital mentoring program for young people aged 14-24 years, designed to equip you with the skills to help older Australians build confidence using everyday technology.

Outward Correspondence

1. Burdekin RADF- applying for sponsorship for the 2027 Fast Track Talent Showcase event to be held on 20 March 2027.

Moved Miss Bonato, seconded Miss Graham, that the inward correspondence be received and the outward correspondence adopted.

CARRIED

3. **Volunteers and Promotion of Upcoming Youth Movie Night – 16 October (3:30pm to 7:30pm)**
   Ms Quagliata sought volunteers for the upcoming movie night, including assisting with the distribution of tickets, playing music and making popcorn. Members were encouraged to assist with promotion of the event by displaying and distributing flyers throughout their schools and workplaces. Members also discussed ideas for lucky door prizes at the event.

4. **Volunteers for Seniors Luncheon – Friday 30 October – 11:00am to 2:00pm**
   Ms Quagliata sought Youth Council volunteers for the upcoming Seniors Expo and Luncheon to be held on Friday 30 October at the Burdekin Memorial Hall. Volunteers were required from 11:00am to 2:00pm to assist with serving food and drinks, and activities throughout the afternoon. Schools had been contacted, and bus transportation would be available to transport volunteers to and from the venue. Members to respond via email if they can assist.

5. **Ideas for Youth Council Christmas Break-up**
   Discussions were held regarding ideas and options for the 2027 Burdekin Shire Youth Council Christmas Break Up. Members agreed on an event at the Stardust Drive In Movies, with a proposed date of 4 December 2026. Ms Quagliata undertook to liaise with the venue and provide further details at the next meeting.

6. **Fast Track Talent Showcase 2027**
   Ms Quagliata provided a brief update on the 2027 NQ Fast Track Talent Showcase event, which would be held on 19 and 20 March. Members discussed the option of hosting the event at the Burdekin Theatre or the Burdekin Memorial Hall. It was agreed that the preferred venue for the event was at the Burdekin Theatre. Ms Quagliata advised that special guest suggestions to date included 2026 The Voice Finalist, Layla Sebo and 2025 Australian Idol Runner Up, Harland Goode.

7. **Members Updates / Other General Business**
   Members were given the opportunity to provide an update from within their schools, sporting clubs and community or share personal achievements with the group.

8. **Next Meeting Monday 9 November 2026**
   It was noted that the next meeting of the Burdekin Shire Youth Council would be held on 9 November 2026 at Burdekin Library at 3:30pm.

There being no further business, the meeting closed at 4:15pm.

Action Items from Meeting

	Action Item	Responsible Member	Due Date	Status
	Investigate possible youth guest speakers	Tammy Quagliata	December 2026	
	Investigate costs and logistics of a community mural project	Tammy Quagliata	December 2026	
	Volunteers for Seniors Expo & Luncheon – 30 October 2026	All Members	30 October 2026	
	Promotion of and assistance at QMHW Movie Screening Event at Delta Diner – 16 October 2026	All Members	16 October 2026	
	Arrangement for 2026 Christmas Party at Stardust Drive In	Tammy Quagliata	December 2026	

MINUTES AND BUSINESS ARISING

4.6. Community Grants Panel Meeting Minutes - Round 2 - 19 October 2026

Officer's Recommendation

That Council :

1. note the minutes of the Community Grants Panel Meeting held on 19 October 2026 be noted; and
2. adopt the recommended funding of grant applications for Round 2 - 2026/27 Financial Year as listed, be adopted; and

No.	Applicant	Recommended Cash Funding	Recommended In-kind Support
2.1	Rotary Club of Home Hill	$1,500.00	
2.2	Burdekin Canine Club Inc	$1,000.00	
2.3	Far NQ Regional Committee of Highland Dancing Assoc Inc	$1,500.00	
2.4	Osborne State School P&C Assoc.	NIL	
2.5	Burdekin Rugby League Inc.	$1,500.00	
2.6	Burdekin BMX Club Inc	$1,500.00	$900.00
2.7	Rotary Club of Ayr		$600.00
2.8	Home Hill Chamber of Commerce	$2,500.00	$5,000.00

3. note the total expenditure to date for the 2026/27 Community Grants Program is:
   - Cash Funds: $30,000.00 expended ($20,000.00 remaining, of which $9,000.00 is pre-approved)
   - Estimated in-kind funds: $26,500.00 expended (Approx $10,300.00 remaining, of which $5,000.00 is pre-approved), be noted; and

4. approve an additional $1,300.00 in cash funding to the Home Hill Harvest Festival Committee to meet the cost of Queensland Police Service traffic control for the Festival road closure, noting this will bring total cash funds remaining to $18,700.00; and

5. approve an additional $10,000.00 to the 2026/27 Community Grants Program cash funding pool, to be included in the 2026/27 second budget revision, increasing the total cash funding from $50,000.00 to $60,000.00.

Attachments

1. Minutes - Community Grants Panel - Round 2 - 19 October 2026

Meeting Minutes

Meeting	Community Grants Panel Meeting		
Date	Monday, 19 October 2026	**Time**	10:30am
Attendees	Councillor John Furnell (via phone), Mr Glenn Arboit, Mrs Janice Horan, Mrs Jaime St John, Mrs Kiera Durrant		
Apologies	Councillor Fina Vasta		
Chairperson	Mr Glenn Arboit		
Minutes Clerk	Ms Tammy Quagliata		
Location	John Hy Peake Heritage Rooms		

Agenda Items

1. Update on Community Grant Funds

   The following remaining funds for Community Grants 2026/27 (prior to Round 2) were noted:
   Cash funds available for 2026/27 - $29,500.00 (inc $9,000.00 pre-approved)
   In-kind funds available for 2026/27 - $16,800.00 (Approximate only)

2. Consideration of Grant Applications for Round 2 of 2026/27 Financial Year requested as below:

No.	Applicant	Project	Requested Cash Funding	Requested In-kind Support	Recommended Cash Funding	Recommended In-kind Support
2.1	**Rotary Club of Home Hill**	Rotary Home Hill Harvest Festival Ball	$3,000.00		$1,500.00	
	Comments: *Cash funds sought for venue hire of Burdekin Memorial Hall*					
2.2	**Burdekin Canine Club Inc**	All Breeds Championship Dog Show	$1,220.40		$1,000.00	
	Comments: *Cash funds sought for venue hire of Ayr Showgrounds Multi-Purpose Hall.*					
2.3	**Far NQ Regional Committee of Highland Dancing Assoc. Inc**	Qld Highland Dancing Championships	$3,000.00		$1,500.00	
	Comments: *Cash funds sought for venue hire of Burdekin Memorial Hall.*					
2.4	**Osborne State School P&C**	Osborne Outdoor Movie Night	$3,000.00		NIL	
	Comments: *Cash funds sought for equipment, amusement hire, and marketing.* *Application deemed ineligible as event date (24 October) is not within Community Grant timeframe.*					

2.5	**Burdekin Rugby League Inc**	Club of Origin 2026	$3,000.00		$1,500.00	
	Comments: *Cash funds sought for children's entertainment.*					
2.6	**Burdekin BMX Club Inc**	Burdekin BMX Club Carnival 2026	$2,994.09	$1,300.00	$1,500.00	$900.00
	Comments: *Cash funds sought for paramedic/first aid personnel.* *In-kind support for bins, line marking paint and truckload of binder road base.* *It was noted that binder road base was not available to supply.*					
2.7	**Rotary Club of Ayr**	RYDA – Driver Awareness Program		$600.00		$600.00
	Comments: *In-kind support for traffic management plan and equipment loan.*					
2.8	**Home Hill Chamber of Commerce**	Meet Ya on Eighth – Quarterly Event	$3,000.00	$8,928.00	$2,500.00	$5,000.00
	Comments: *Cash funds sought for marketing expenses.* *In-kind support for bins, barricading, other store items and preparation of traffic management plan on a quarterly basis.* *The Committee noted concerns regarding the safety of the event at the proposed location and acknowledged that Council had put forward alternative event locations for consideration. It was agreed that in-kind support provided up to 30 June 2027 would be capped at $5,000, with any works exceeding this amount to be the responsibility of the Home Hill Chamber of Commerce.*					

3. **Total funds after Round 2 (2026/27)**

Total funds expended to date for the 2026/27 Community Grants Program following Round 2 is:

- Cash Funds: $30,000.00 ($20,000.00 remaining, of which $9,000.00 is pre-approved)
- Estimated in-kind funds: $26,500.00 (Approx $10,300.00 remaining, of which $5,000.00 is pre-approved)

4. **Home Hill Harvest Festival – Additional Cash Support**

Discussions were held regarding the Home Hill Harvest Festival Community Grant, previously approved for $3,000.00 cash support and up to $7,000.00 in kind support. Further information was provided regarding costs associated with the Festival road closure.

The Panel recommends that Council approve an additional $1,300.00 in cash support to the Home Hill Harvest Festival Committee to meet the cost of Queensland Police Service traffic control at both ends of the Festival road closure, noting this will bring total cash funds remaining to $18,700.00.

5. **Seeking Increase in Community Grants Budget**

The Panel recommends that Council approve an additional $10,000.00 to the 2026/27 Community

Grants Program cash funding pool, to be included in the 2026/27 second budget revision, increasing the total cash funding from $50,000.00 to $60,000.00.

6. **Grants Agreement Conditions**

The Panel noted concerns regarding organisations/groups that had received Community Grant funding but had not met all conditions of funding, including the acknowledgement of Council sponsorship and provision of required financial documentation.

It was agreed that the relevant applicants be contacted in writing to address these matters and clarify that failure to comply with Community Grant conditions will be considered in relation to any future funding requests.

There being no further business, meeting closed at 11:10am.

ECONOMIC DEVELOPMENT

5.1.1. Social Housing Allocation and Advocacy for Burdekin Residents

File Reference: 894

Report Author: Eliza Lovell, Economic Development Coordinator

Authoriser: Matthew Magin, Chief Executive Officer

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Foster co-operative and collaborative partnerships on matters of regional, state, and national importance. Through strong leadership and advocacy demonstrate Council's strategic direction to government, business, and the community.

Executive Summary

Council has expressed concern regarding the increasing number of social housing developments being constructed and proposed within the Burdekin Shire and the potential impacts on local services and broader community wellbeing. During discussion at the Ordinary Council Meeting held on 22 September 2026, Councillors acknowledged that the provision and allocation of social housing is a State Government responsibility and is outside Council's direct control.

Notwithstanding this, Council identified a need to proactively advocate on behalf of the Burdekin community to ensure local interests are considered in future social housing planning and allocation processes. A key point arising from Council's discussion was the importance of supporting local residents who are experiencing housing stress and ensuring that, where possible, residents with an existing connection to the Burdekin are given priority consideration for social housing located within the Shire.

This report provides Council with an opportunity to formalise its position and establish an advocacy approach that seeks greater engagement with the Queensland Government on future social housing developments and allocation practices within the Burdekin.

Officer's Recommendation

That Council:

1. adopt a proactive advocacy position seeking greater consultation and early engagement from the Queensland Government regarding future social housing developments within the Burdekin Shire; and
2. advocate to the Queensland Government that in accordance with relevant legislation and policy, Burdekin residents or applicants with an established connection to the Burdekin be given first preference when allocating social housing located within the Burdekin Shire.

Background

Council has recently raised concerns regarding the number of social housing developments within the Burdekin Shire and the potential impacts on the local community.

At the Ordinary Council Meeting held on 22 September 2026, Councillors discussed the need for Council to establish a clear and unified position regarding social housing delivery and allocation within the region. While acknowledging that the planning, provision and allocation of social housing is the responsibility of the Queensland Government, Councillors expressed a need to ensure local perspectives are considered in future decision-making processes.

Council recognised the importance of social housing in supporting vulnerable individuals and families and understands the need for additional housing options across Queensland. However, concerns were raised regarding the potential cumulative impacts on local infrastructure, community services, health services, education providers and social support networks if growth in social housing is not accompanied by appropriate planning and consultation.

A key outcome of the discussion was the view that Burdekin residents experiencing housing hardship should have access to housing opportunities within their own community and that Council should advocate for allocation practices that recognise local connections and support existing residents.

Consultation
Meeting held with Department of Housing and Public Works on 16 September 2026. Internal discussion at the Ordinary Council Meeting on 22 September 2026 and Council Workshop on 13 October 2026.

Should Council resolve to adopt the proposed advocacy position, engagement may occur with relevant Queensland Government departments, local service providers, community organisations and regional stakeholders as appropriate.

Budget & Resource Implications
The recommendation can be implemented within existing operational budgets and resources.

Any advocacy activities, correspondence, meetings with Government representatives, or submissions associated with this matter can be undertaken through existing Council resources.

No additional budget allocation is required at this time.

Legal Authority & Implications
The allocation and management of social housing is the responsibility of the Queensland Government under relevant State legislation, policies and housing programs.

Council has no legislative authority to determine eligibility for, or allocation of, social housing properties within the Burdekin Shire.

The proposed recommendation relates solely to advocacy and representation of community interests and does not seek to influence or override legislative requirements governing social housing allocations.

Policy Implications
Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)
Failure to advocate on behalf of local residents may result in community concerns regarding social housing development and allocation processes remaining unaddressed.

There is a risk that Council may be perceived as not adequately representing community interests if concerns raised by residents are not communicated to relevant decision-makers.

Without early engagement and consultation, opportunities for Council to provide local knowledge and inform future social housing planning decisions may be limited.

Advocacy efforts must ensure Council's position remains consistent with legislative requirements and does not create an expectation that Council can control social housing allocations.

Attachments
None

EXECUTIVE SUPPORT

5.2.1. Amendment to Ordinary Council Meeting Date – December 2026

File Reference: 394

Report Author: Rosie McLean, Executive Coordinator

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030
- Demonstrate open and transparent decision-making, leadership and financial management.
- Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2026-2027
EXC4 Coordinate and provide administrative support for Council's statutory meetings and deliver accurate and timely minutes of meetings.

Executive Summary
The purpose of this report is to seek Council approval to amend the date of the Ordinary Council Meeting currently scheduled for Tuesday, 8 December 2026. At its Ordinary Council Meeting held on 9 June 2026, Council resolved to vary the monthly meeting cycle for December 2026, with the Ordinary Council Meeting scheduled for Tuesday, 8 December 2026. It is now proposed that this meeting be rescheduled to Tuesday, 15 December 2026, commencing at 9:00am at the Council Chambers, 145 Young Street, Ayr.

Officer's Recommendation
That Council approve the Ordinary Council Meeting scheduled for Tuesday, 8 December 2026 be rescheduled to Tuesday, 15 December 2026, commencing at 9:00am at the Council Chambers, 145 Young Street, Ayr.

Background
At its Ordinary Council Meeting held on 9 June 2026, Council approved a change to its Ordinary Council Meeting frequency from fortnightly to monthly, commencing in July 2026. As part of this resolution, Council approved a variation to the normal meeting cycle for December 2026, with the December Ordinary Council Meeting scheduled for Tuesday, 8 December 2026 at 9:00am.

It is now proposed that the December Ordinary Council Meeting be rescheduled by one week to Tuesday, 15 December 2026 at 9:00am. The proposed change will allow sufficient time for the monthly financial report to be prepared and presented to Council in accordance with statutory reporting requirements.

The amendment will affect only the December 2026 Ordinary Council Meeting, with the remainder of Council's adopted meeting schedule remaining unchanged.

Consultation
Mayor, Executive Leadership Team and Financial Management Team.

Budget & Resource Implications
Not Applicable.

Legal Authority & Implications
Local Government Regulation 2012 Section 254B

Policy Implications
Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)
There is a risk of non-compliance with legislative requirements if the amended meeting date is not appropriately publicised. This risk will be managed by updating Council's published meeting schedule and notifying of the revised meeting date in accordance with the Local Government Regulation 2012.

Attachments
None

CLIENT SERVICES

6.1.1. Awarding on Contract TBSC/26/024 - Project Management Consultancy for the TechnologyOne Property & Rating (P&R) Ci to CiA Transition Project

File Reference: 2290

Report Author: Eileen Devescovi, Manager Client Services

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.
- Through digital platforms, improve access to information.

Executive Summary
This report seeks Council's approval to award Contract TBSC/26/024 to Xamplify Services Pty Ltd for the provision of Project Management Consultancy for the TechnologyOne Property & Rating (P&R) Ci to CiA Transition Project.

Officer's Recommendation
That Council:

1. award Contract TBSC/26/024 - Project Management Consultancy - TechnologyOne Property & Rating Ci to CiA Transition Project to Xamplify Services Pty Ltd and approve a budget allocation of $525,000.00 (excluding GST) to be funded from the Strategic Projects Fund in the Recurrent Maintenance reserve, noting that travel and accommodation expenses will be invoiced at cost; and
2. delegates authority under section 257(1)(b) of the *Local Government Act 2009* to the Chief Executive Officer to negotiate, finalise and execute all matters associated with the contract.

Background
As part of Council's TechnologyOne Property & Rating (P&R) transition from Ci to CiA, Council went out to tender for an independent Project Management Consultant to provide project governance, oversight and assurance throughout the implementation. The engagement is intended to support the successful delivery of the project by providing strategic leadership, stakeholder engagement, risk management and project management expertise, while maintaining an independent client-side role separate from TechnologyOne.

The engagement is expected to operate under a hybrid delivery model, requiring approximately three (3) days work per week over the life of the project, with on-site attendance for key milestones and critical project activities.

Following evaluation of submissions, interviews with shortlisted respondents, and referee checks, Xamplify Services Pty Ltd was identified as the preferred supplier. The company demonstrated extensive TechnologyOne expertise, strong local government experience, a robust project delivery methodology and sufficient resourcing capacity to support the project through to completion.

The appointment of an experienced and independent Project Manager is considered strategically important to ensuring effective governance, minimising implementation risks and maximising the likelihood of a successful transition to the CiA platform.

Procurement Process
Council went out to tender to engage a suitably qualified Project Management Consultant for the TechnologyOne P&R Ci to CiA Transition Project. A key requirement of the procurement was demonstrated experience in delivering comparable TechnologyOne P&R implementations and transitions within a Local Government environment.

Procurement Detail	Information
Contract Number	TBSC/26/024
Contract Type	Services
Budget Source	Strategic Project Fund - Recurrent Maintenance Reserve
Procurement Method	Vendor Panel Tender
Advertising Date	23 June 2026
Closing Date	14 July 2026
Amended Scope Dates	5 August - 24 August 2026
Number of Submissions Received	15

Evaluation Criteria and Weightings
A four-member evaluation panel comprising representatives from Council and an independent external assessor reviewed all submissions received. Tender responses were evaluated in accordance with Council's procurement requirements against the weighted criteria of TechnologyOne experience (50%), price (30%) and methodology (20%). The scores presented below are the averaged assessment results from all assessors, based on a maximum score of 10.

Tenderer	Average Scores
Company 1	5.21
Company 2	6.41
Company 3	6.54
Company 4	6.26
Company 5	4.93
Company 6	5.67
Company 7	7.15
Company 8	5.95
Company 9	7.28
Company 10	5.42
Company 11	5.91
Company 12	4.78
Company 13	4.86
Company 14	5.54
Company 15	6.86

Following the initial assessment, the three (3) highest-ranked respondents were invited to participate in an interview process.

The interviews further evaluated each respondent's proposed methodology, relevant experience, nominated personnel, ability to work collaboratively with TechnologyOne, and overall value for money. The scores presented below represent the average assessment rating awarded by all assessors, based on a maximum possible score of 40 for each criteria.

Tenderer	Price Score	Methodology	TechnologyOne Experience	Influence TechnologyOne	Key Personnel and Capability	Overall Score
Company 7	22	25	28	24	26	125/200
Company 9	34	25	33	31	23	146/200
Company 15	27	28	35	33	30	153/200

Scoring Colour Key	1st	2nd	3rd

Evaluation Results
Following completion of the evaluation process, Xamplify Services Pty Ltd achieved the highest overall assessment score of 153/200 and was identified as the preferred supplier. While not the lowest-priced respondent, the evaluation panel determined that the submission represented the best value for money when considering the overall balance of specialist expertise, methodology, resource capacity and project delivery capability.

Council undertook referee checks with previous clients, which provided consistently positive feedback regarding the performance of the nominated Project Manager. Referees highlighted their professionalism, effective stakeholder engagement, strong project management capability, and proven ability to successfully deliver complex TechnologyOne implementations. The proposed engagement provides a high level of confidence in the successful delivery of the TechnologyOne P&R Ci to CiA Transition Project. As a result, the panel concluded that Xamplify Services Pty Ltd offers the most advantageous outcome and best overall value for money for Council over the life of the project.

Application of Sound Contracting Principles
The procurement process was conducted in accordance with Council's Procurement Policy and the principles of sound contracting. Value for money was assessed through consideration of price, capability, experience and the ability to successfully deliver the required outcomes. Open competition was achieved by a tender process through Vendor Panel that provided suitably qualified suppliers with the opportunity to participate. It was noted that there was no local supplier submitted proposals with the required specialist TechnologyOne project management expertise.

Conflicts of Interest
Members of the evaluation panel were required to declare any actual, perceived or potential conflicts of interest prior to commencing the evaluation process. No conflicts were identified that would impact the integrity of the procurement process.

Consultation
Consultation was undertaken with the following stakeholders:
Internal
- P&R Transition Team
- ICT Steering Committee
- The matter was discussed at a Council Workshop held on 29 September 2026.

External
- External Assessor

Feedback received through consultation has been incorporated into the recommendation contained within this report.

Budget & Resource Implications

Financial Detail	Amount
Recommended Tender Price	$262,500 per annum
GST	$26,250 per annum
Total Budget Required	$525,000 (excluding GST) per project duration of two (2) years
Funding Source	Strategic Projects Fund - Recurrent Maintenance Reserve

Legal Authority & Implications
Local Government Act 2009
Local Government Regulation 2012

Policy Implications
Burdekin Shire Council's Procurement Policy

Risk Implications (Strategic, Operational, Project Risks)

Risk	Likelihood	Consequence	Risk Rating	Mitigation Measures
Delivery delays	5	11	M16	Contract management and milestone monitoring
Cost escalation	3	11	M14	Pricing and contingency allowance
Reduced quality of implementation and system integration	3	11	M14	Engage an experienced Project Manager with demonstrated TechnologyOne expertise to provide oversight, governance and quality assurance throughout project delivery, testing and system integration activities.

Attachments
None

CLIENT SERVICES

6.1.2. ICT Additional Budget Allocation for ICT Help Desk Officer Position

File Reference: 1229

Report Author: Eileen Devescovi, Manager Client Services

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Support and improve Council's operational performance through the delivery of innovative, efficient, and effective ICT solutions.
- Through digital platforms, improve access to information.

Burdekin Shire Council Operational Plan 2026-2027

ICT2 Provide quality ICT services to internal customers, including timely resolution of customer requests.

Executive Summary

This report seeks Council approval to convert the existing ICT Trainee position to an ongoing ICT Help Desk Officer position and provide the associated additional budget allocation. The proposed change would occur following completion of the current traineeship and would maintain the ICT Department's existing establishment of 5.0 Full-Time Equivalent (FTE).

Officer's Recommendation

That Council approve the conversion of the existing ICT Trainee position to an ongoing ICT Help Desk Officer position, maintaining the ICT Department establishment at 5.0 FTE, and approve additional employee costs of up to $30,000 for the 2026/2027 financial year, to be incorporated into the next budget review.

Background

Over the past decade, Council's technology environment has expanded significantly, while ICT staffing resources have reduced from five (5) to four (4) appropriately skilled officers and one (1) trainee position. During this period, demand for ICT services has increased substantially, driven by growth in Service Desk requests, the expansion of Council's CCTV network to more than 140 cameras, increasing cyber security and regulatory compliance requirements, expanded network and communications infrastructure, greater TechnologyOne support requirements, and increased involvement in ICT projects and capital works. In addition, the removal of the ICT Coordinator position has resulted in additional responsibilities being absorbed by existing staff.

As Council's technology environment has become increasingly complex, the demand for appropriately skilled ICT staff capable of independently supporting critical business systems, delivering projects, and maintaining service levels has grown. While the ICT Trainee position has provided valuable development opportunities and support to the department, the evolving operational requirements of the organisation now necessitate a higher level of technical capability and experience than can reasonably be provided through a trainee role.

The proposed change will enhance the department's capability to deliver timely and effective ICT support services, strengthen operational resilience, and provide additional capacity to support critical business systems, cyber security initiatives, infrastructure management, and end-user support. The change to the position reflects the evolving nature of ICT service delivery and will better position Council to meet current and future operational requirements while maintaining existing staffing levels.

To address these challenges, the proposed conversion of the existing ICT Trainee position to an ICT Help Desk Officer position was presented to Council at a workshop on 29 September 2026. The proposal does not increase Council's approved Full Time Equivalent (FTE) establishment and will maintain the department's current staffing level of 5.0 FTE. Rather, it seeks to better align existing resources with the operational demands of the organisation and the increasing complexity of Council's ICT environment.

Consultation
Consultation was undertaken with the following internal stakeholders:

- ICT Administrators
- ICT Help Desk Officers
- Executive Leadership Team (ELT)
- ICT Steering Committee - 14 September 2026
- Council Workshop - 29 September 2026

Feedback received through consultation has been incorporated into the recommendation contained within this report.

Budget & Resource Implications
The estimated additional cost for the 2026/2027 financial year is $30,000, based on the current traineeship concluding in early January 2027 and recruitment for the ICT Help Desk Officer commencing shortly thereafter. From 2027/2028, the additional annual employee cost is estimated to be up to $72,426, based on the difference between the current trainee position and a Level 3 ICT Help Desk Officer.

Legal Authority & Implications
Not Applicable.

Policy Implications
Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)
The key risks associated with maintaining the existing ICT staffing structure include increasing Service Desk backlogs, reduced service levels and response times, workload pressures on existing ICT staff, increased cyber security and operational risks, and reduced capacity to deliver strategic ICT projects.

The proposed conversion of the ICT Trainee position to an ICT Help Desk Officer is intended to mitigate these risks by increasing the technical capability available within the existing 5.0 FTE establishment.

Attachments
None

FINANCIAL SERVICES

6.3.1. Monthly Financial Report - September 2026

Officer's Recommendation

That the Monthly Financial Report for Period Ending 30 September 2026 be received.

Attachments

1. Monthly Financial Report - September 2026
2. 2026-2027 Capital PCG - September 2026 - Confidential

Financial Report - September 2026

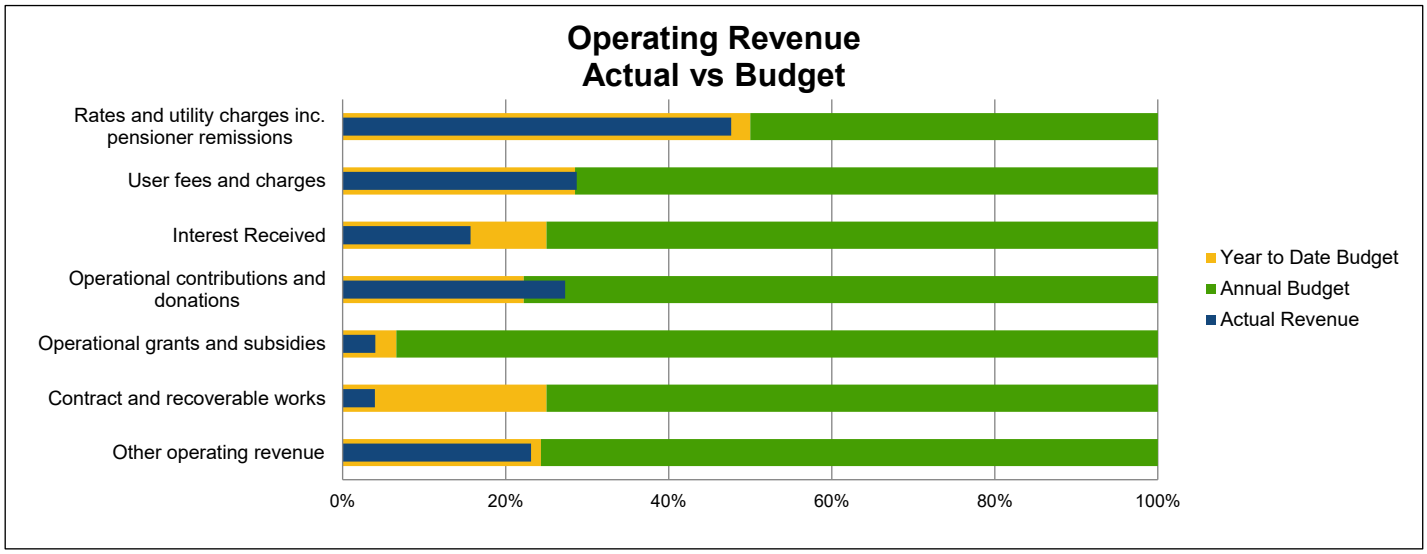
The following report provides a summary of Council's financial performance to 30 September 2026.

FINANCIAL STATEMENTS AT A GLANCE

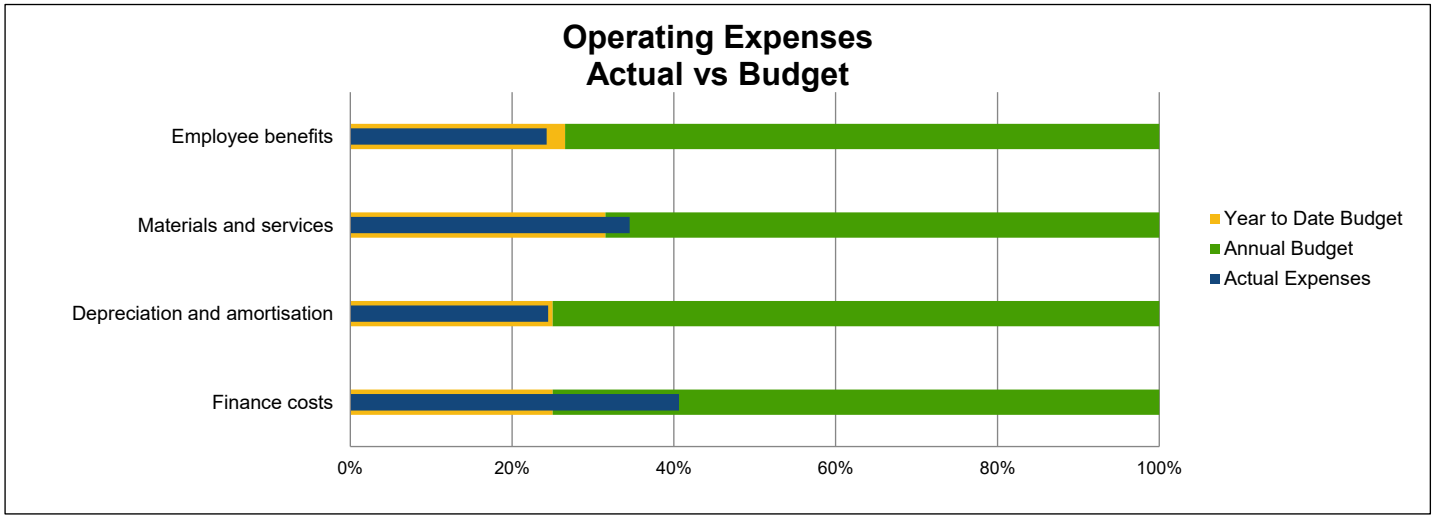
As at 30 September 2026	Actual $	Annual Budget $	YTD Revised Budget $	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	25,499,321	77,332,042	28,017,675	-2,518,354	-9%
Total Operating Expenses	19,719,819	71,362,347	19,780,854	-61,035	0%
Operating Position	**5,779,502**	**5,969,695**	**8,236,821**	**-2,457,319**	**-30%**
Capital Revenue	1,272,183	18,431,081	18,431,081	-17,158,898	-93%
Net Result	**7,051,685**	**24,400,776**	**26,667,902**	**-19,616,217**	**-74%**

This report contains financial information for the period ending 30 September 2026. Council's operating position at month end is a $5.78M surplus.

Capital Revenue includes capital grants which are budgeted to be received in July. The nature of capital grants means that it is often unknown when the grants will be received and the timing will always be unpredictable.



Under Budget:
- Rates and Utility Charges: Under budget due to the timing of water consumption revenue, with income from the half-yearly period 2 levy not received until February. Budgeted to be received in September.
- Interest Received: Under budget due to the timing of term deposit maturities, with interest income recognised upon maturity, however the budget is spread evenly throughout the year.
- Operational grants and subsidies: Under budget as QRA funding is received progressively as works are completed and submissions approved.
- Contract and recoverable works: Under budget due to the timing of Roads Maintenance Performance Contract (RMPC) works and reimbursement claims.



Under Budget:
- Employee benefits: Under budget in annual leave. Employee benefits also under budget due to the focus on capital and DRFA-funded projects, reducing expenditure against operational budgets. Staff vacancies are also impacting budgeted amounts.

Over Budget:
- Materials and Services: Over budget mainly in Recoverable Works – Other due to the timing of materials and contractor payments for DRFA works, partially offset by delays in Waste Collection contract invoices while rise and fall calculations are finalised.

RATES REPORT

ARREARS ANALYSIS

AGEING RATES ARREARS				
2022/23	2023/24	2024/25	2025/26	2026/27
$ 1	$ 23,438	$ 66,860	$ 451,896	$ 1,997,758

Rate Category	Number of Properties	Value of Arrears
Residential	1250	$ 1,499,346
Commercial & Industrial	139	$ 404,391
Grazing & Livestock	30	$ 68,305
Sugar Cane	105	$ 452,395
Rural	41	$ 83,102
Solar Farms	2	$ 459
Electricity & Telecommunications	14	$ 2,025
Other	23	$ 29,929
Total	**1604**	**$ 2,539,952**

Arrears Snapshot		
Arrears 30 September 2026		$ 2,539,951
Payments Received for the month		-$ 14,124,302
% Arrears September 2026		9.68%
% Arrears September 2025		8.95%
Pre-payments September 2026		$ 1,466,968
Pre-payments September 2025		$ 1,687,646
Debt Balance under $500	732	$ 27,619

DEBT COLLECTION AND RECOVERY

IN HOUSE DEBT COLLECTION	
Number of Payment Plans	**Value**
191	$325,888

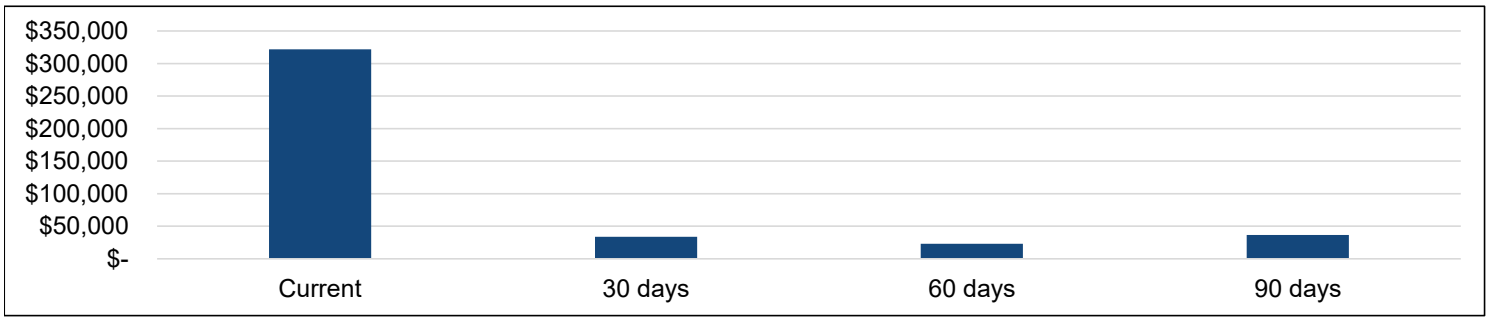
SALE OF LAND FOR ARREARS	
Status	**Properties**
No Sale of Land for Arrears action has been undertaken during this reporting period. Council continues to monitor outstanding rate arrears in accordance with legislative requirements and debt recovery procedures.	Nil

EXTERNAL DEBT COLLECTION - COLLECTION HOUSE		
Status	**Accounts**	**Value**
Broken Arrangement	6	$ 3,720
Current Arrangement	9	$ 35,207
Contact Required	43	$ 116,775
File on Hold - Awaiting Information	1	$ 30,792
Judgement Entered	5	$ 20,316
Judgment Requested	18	$ 87,329
New Account	33	$ 45,643
Related Legal Account	7	$ 14,531
Summons Unserved	4	$ 18,107
Summons Served	1	$ 2,000
Summons with Agent	5	$ 59,598

ACCOUNTS RECEIVABLE REPORT

Sundry Debtors

DEBTORS AGEING REPORT



DEBT CATEGORIES

Category	Accounts	Value
Showgrounds	2	$ 1,503
Burdekin Memorial Hall	1	$ 4,530
Burdekin Theatre	7	$ 4,631
General	89	$ 107,977
Government Department	3	$ 211,477
Waste	23	$ 39,138
Restitution	6	$ 22,177
Sweet Days Hot Nights	6	$ 24,475
Total		**$ 415,907**

EXTERNAL DEBT COLLECTION

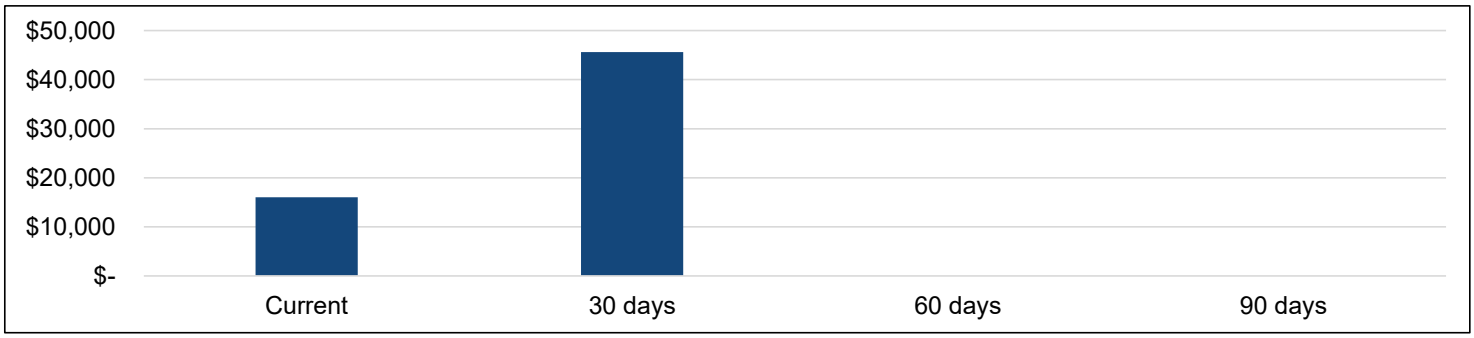
Collection House	4 Files	$ 8,900

PAYMENT ARRANGEMENT

	1 Account	$ 2,711

Trade Waste Debtors

DEBTORS AGEING REPORT



CASH AND INVESTMENTS REPORT

		Compliant	Policy Condition
Total Cash and Investments	**$ 104,337,954**		
Investments within A1+ S & P Short Term ratings	**54.57%**	✓	(maximum 75%)
Counterparty Limits - CBA	**4.87%**	✓	(maximum 30%)
Counterparty Limits - WBC	**7.80%**	✓	(maximum 30%)
Counterparty Limits - Suncorp	**14.62%**	✓	(maximum 30%)
Counterparty Limits - NAB	**27.29%**	✓	(maximum 30%)
Counterparty Limits - Bendigo Bank	**7.80%**	✓	(maximum 10%)

INVESTMENTS HELD BY COUNCIL

Financial Institution	Description	Principal	Interest Rate	Maturity Date	Days to Maturity	S&P Short Term Rating
Queensland Treasury Corporation	On Call	$ 38,612,743	4.90%	Ongoing	N/A	A1+
Bendigo Bank	Term Deposit	$ 3,000,000	5.30%	27/11/2026	58	A2
Bendigo Bank	Term Deposit	$ 2,000,000	5.30%	26/02/2027	149	A2
Bendigo Bank	Term Deposit	$ 3,000,000	5.40%	09/03/2027	160	A2
Commonwealth Bank of Australia	Term Deposit	$ 5,000,000	5.01%	08/10/2026	8	A1+
National Australia Bank	Term Deposit	$ 3,000,000	5.00%	09/10/2026	9	A1+
National Australia Bank	Term Deposit	$ 5,000,000	5.25%	04/12/2026	65	A1+
National Australia Bank	Term Deposit	$ 5,000,000	5.30%	15/12/2026	76	A1+
National Australia Bank	Term Deposit	$ 5,000,000	5.25%	02/02/2027	125	A1+
National Australia Bank	Term Deposit	$ 5,000,000	5.40%	09/03/2027	160	A1+
National Australia Bank	Term Deposit	$ 5,000,000	5.50%	17/03/2027	168	A1+
Suncorp Bank	Term Deposit	$ 5,000,000	5.25%	07/12/2026	68	A1+
Suncorp Bank	Term Deposit	$ 5,000,000	5.30%	10/05/2027	222	A1+
Suncorp Bank	Term Deposit	$ 5,000,000	5.30%	18/05/2027	230	A1+
Westpac Banking Corporation	Term Deposit	$ 3,000,000	5.01%	09/11/2026	40	A1+
Westpac Banking Corporation	Term Deposit	$ 5,000,000	5.45%	30/03/2027	181	A1+
Total Investments		**$ 102,612,743**				

CASH HELD BY COUNCIL IN BANK ACCOUNTS

Financial Institution	Description	Principal	Interest Rate	Maturity Date	Days to Maturity	S&P Short Term Rating
Commonwealth Bank of Australia	General Account	$ 1,725,210	5.10%	Ongoing	N/A	A1+
Queensland Country Bank	General Account	$ 0	1.65%	Ongoing	N/A	A2
Total Cash at Bank		**$ 1,725,210**				

TOTAL CASH AND INVESTMENTS

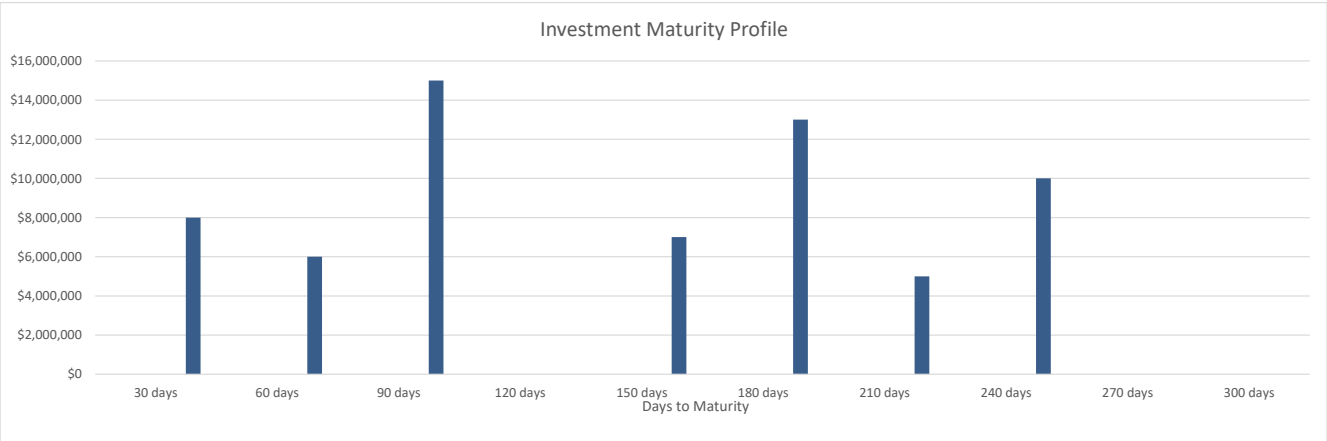
Total Cash and Investments	**$ 104,337,954**

INVESTMENT INTEREST RATE PERFORMANCE

Weighted Average Interest Rate - Term Deposits	5.14%
QTC on call interest rate (issued end of month)	4.90%

CREDIT RATING LIMITS

S&P Short Term Rating	Policy Limit	Principal	%
Queensland Treasury Corporation	No Limit	$ 38,612,743	37.63%
A1+	75%	$ 56,000,000	54.57%
A2	25%	$ 8,000,000	7.80%



PROCUREMENT REPORT

EXPENDITURE SERVICES STATISTICS

Total Spend Local Business *	Total Spend for the Month	Invoices Processed	Purchase Card Spend	Purchase Card Transactions	% Invoices Cleared 30 Days
$ 3,474,250	$ 8,310,103	1,156	$ 72,241	333	99%

* defined postcodes 4806, 4807, 4808 & 4809

COUNCIL STORE STATISTICS

Total Internal Requisitions Raised	Total Value Stock On Hand	Stock Movement	Fuel on Hand	Fuel Avg	Write Offs
364	$ 548,723	$ 76,919	3 weeks	$2.59	Nil

CONTRACTURAL VALUE = OR >$200,000

Reference Number	Supplier Name	Contract Details	Contract Value
TBSC/25/004	AP Townsville t/a Tony Ireland Isuzu	Supply & Delivery of three Tipper Trucks	$ 332,098
TBSC/25/037 PFL006192	AP Townsville t/a Tony Ireland Isuzu	Supply & Delivery of two Trucks	$ 756,501
TBSC/24/010 PEH011915	Belgravia Pro Pty Ltd	Management of Burdekin Cascades Caravan Park	$ 1,862,598
TBSC/25/033 QBSC25/101 PEH014277	Beric Construction Pty Ltd	Burdekin Aquatic Centre Amenities Block Refurbishment	$ 860,258
PWK028933	Boral Resources	Supply of Asphalt	$ 455,124
Various	Boral Resources	Supply of Asphalt	$ 746,843
This report contains financial information for the period ending 30 September 2026. Council's operating position at month end is a $5.78M surplus.	BQC Quarries	Supply of road making materials	$ 1,802,364
Various	Brabon Grading Pty Ltd	Plant Hire	$ 251,735
Various	Burdekin Air Conditioning & Electrical Pty Ltd	Airconditioning and Electrical Services	$ 424,424
TBSC/26/010 PFL006621	Burdekin Motors Pty Ltd	Supply & Delivery of 5 Vehicles	$ 232,945
TBSC/26/020 PFL007026	Burdekin Motors Pty Ltd	Supply & Delivery of 6 Vehicles	$ 287,458
Various	C & R Contractors Pty Ltd	Plant Hire	$ 355,378
TBSC/24/025 PEH012507	CAM Coaching	Management of Burdekin Aquatic Centre	$ 683,345
TBSC/24/027	Cleanaway Pty Ltd	Waste Collection Services	$ 16,374,492
TBSC/25/002 PTS004936	Common Ground Trails Pty Ltd	Anzac Park Pump Track - Design and Construct	$ 942,568
PTS005309	Concrete Products Australia	Supply of Concrete Products	$ 312,009
PTS005342	Concrete Products Australia	Supply of Concrete Products	$ 201,894
Various	Coogee	Supply of Chemicals	$ 300,905
Various	Datacom	Supply of Microsoft Products and Licenses	$ 365,409
QBSC/25/091	Don West Motors Pty Ltd	Supply & Delivery Toyota HiLux	$ 55,177
PFL005754	Don West Motors Pty Ltd	Supply & Delivery Toyota HiLux Rogue	$ 65,629
PFL005747	Don West Motors Pty Ltd	Supply & Delivery Toyota Rav4 Hybrid	$ 50,776
TBSC/25/038 PTS005191	Downer EDI Works Pty Ltd	Supply of Asphalt	$ 2,105,936
TBSC/25/039 PTS005190	Enfra TSV Pty Ltd	Installation of Switchboards & Cabling at the Ayr	$ 416,628
Various	Ergon Energy	Supply of electricity	$ 1,777,225
TBSC/23/027 PEH011385	Foxtail Park Boarding Kennels and Cattery	Animal Pound Services	$ 252,154
Various	Fulton Hogan Industries	Supply of Asphalt	$ 295,996
TBSC/23/023 PTS004149 /5288	GHD Pty Ltd	Design Verification & Engineering Consultancy - Sth Ayr	$ 1,286,103
TBSC/25/022 PFL005759	Hastings Deering	Supply & Delivery of CAT 140 Grader	$ 486,166
TBSC/26/009 PFL006617	Hastings Deering	Supply & Delivery of CAT 432 EH Backhoe	$ 314,547
TBSC/26/019 PFL007021	Hastings Deering	Supply & Delivery of CAT 140 Grader	$ 647,500
TBSC/25/028 PTS005000	Hiesler Contracting Pty Ltd	DRFA Reconstruction of Essential Public Assets	$ 1,330,831
TBSC/25/006	Honeycombes Sales & Service Pty Ltd	Supply & Delivery of three trucks cab chassis	$ 229,506
TBSC/26/017 PTS005385	Jackson Semler Pty Ltd	Home Hill Pool Upgrade and Repairs	$ 751,589
Various	Johnsons Landscaping & Earthmoving	Plant Hire	$ 712,673
TBSC/26/014	Kaltec Services Pty Ltd	Supply & Install Preconditioned Air Unit for HVAC System	$ 417,631
TBSC/25/024 PTS004954	LD & LJ Hillery Pty Ltd	DFRA Reconstruction of Essential Public Assets -	$ 1,408,414
Various	Les's Tree Lopping	Tree Lopping Services	$ 242,530
Various	LGM - Queensland	Insurance Services	$ 999,286
PTS004692	Lonergan Project Services Pty Ltd	2025 Disaster Recovery Support	$ 310,202
PTS004812	Lonergan Project Services Pty Ltd	25 REPA PM Services Priority Roads	$ 1,088,117
Various	MacDonnell's Law Pty Ltd	Legal Services	$ 249,144
Various	MDL & Co	Building & Construction Services	$ 525,418
Various	North West Services Pty Ltd	Plant Hire	$ 247,985
Various	NSEW Traffic Solutions	Traffic Control Services	$ 269,153
QBSC/25/090 PTS005057	Olsen Contracting	DRFA Reconstruction of Essential Public Assets -	$ 104,748
TBSC/25/036 PTS005077	Olsen Contracting	DRFA Reconstruction of Essential Public Assets -	$ 294,655
TBSC/26/001 PTS005220	Olsen Contracting	DRFA Reconstruction of Essential Public Assets -	$ 1,561,792
TBSC/26/002 PTS005221	Olsen Contracting	DRFA Reconstruction of Essential Public Assets -	$ 762,291
TBSC/25/030 PFM000680	Power Constructions NQ Pty Ltd	Ayr Showgrounds Refurbishment	$ 326,347
QBSC/25/059 PFM000919	Power Constructions NQ Pty Ltd	Extension To Supervisors Office	$ 166,777
TBSC/26/032 PFM001203	Power Constructions NQ Pty Ltd	Cascades Caravan Park - Amenities Refurbished	$ 351,329
PEH014917	Re.Cycle Operations (Townsville) Pty Ltd	26/27 Recyclable Processing Contract	$ 281,011

Reference Number	Supplier Name	Contract Details	Contract Value
PWS009269	Regenaqua	Operations and Maintenance Agreement - Macro-Algae	$ 701,821
TBSC/25/026 PTS005025	Relining Solutions Pty Ltd	Sewer and Stormwater Relining	$ 574,146
TBSC/25/031 PFM000681	RJG Builders Pty Ltd	Burdekin Theatre Dressing Room Refurbishment	$ 473,544
Various	Robs Tree Lopping	Tree Lopping Services	$ 244,827
TBSC/24/015 PEH013323 PEH011973	Sage Swim Pty Ltd	Management of Home Hill Pool	$ 677,491
Various	SAPE	CCTV Services	$ 273,429
QBSC/25/031 PST010537	Sharman Property Services Pty Ltd T/A SPS Facilities	Cleaning Services - Depot	$ 96,616
TBSC/25/015 PFM000106	Sharman Property Services Pty Ltd T/A SPS Facilities	Cleaning Services - Chambers	$ 221,161
TBSC/25/016 PLB002529	Sharman Property Services Pty Ltd T/A SPS Facilities	Cleaning Services - Libraries	$ 97,312
TBSC/25/034	SMEC	Engineering Services	$ 564,437
TBSC/26/007 PTS005356	South West Pipe Relining	Sewer and Stormwater Relining	$ 773,105
QBSC/25/027 PFM000063	SRW Security Services Pty Ltd	Security Services of Council Premises	$ 346,756
Various	Stabilised Pavements of Australia	Road Making Materials	$ 661,336
TBSC/25/029 PTS004993	Stratos Civil Pty Ltd	DRFA Reconstruction of Essential Public Assets	$ 477,686
TBSC/23/037 PTS004338	Tallai Project Group Pty Ltd	Sth Ayr WTP - Construction of Filtration Plant	$ 35,722,220
Various	Technology One	IT Support Services	$ 123,781
Annual Agreement	Technology One	TechOne Saas fee 01.07.2026 - 30.06.2027	$ 751,691
Various	Telstra Limited	Telephone & Internet Services	$ 297,636
Various	Townsville City Council	Supply of Water to Giru	$ 485,737
Various	Tropic Distributers Pty Ltd	Supply of Fuel	$ 915,534
TBSC/25/013 PTS004758	Zintrav Pty Ltd T/A Project Assist	Installation of Electrical & Communication Conduits - Ayr Industrial Estate	$ 523,629
			$ 92,937,508

OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

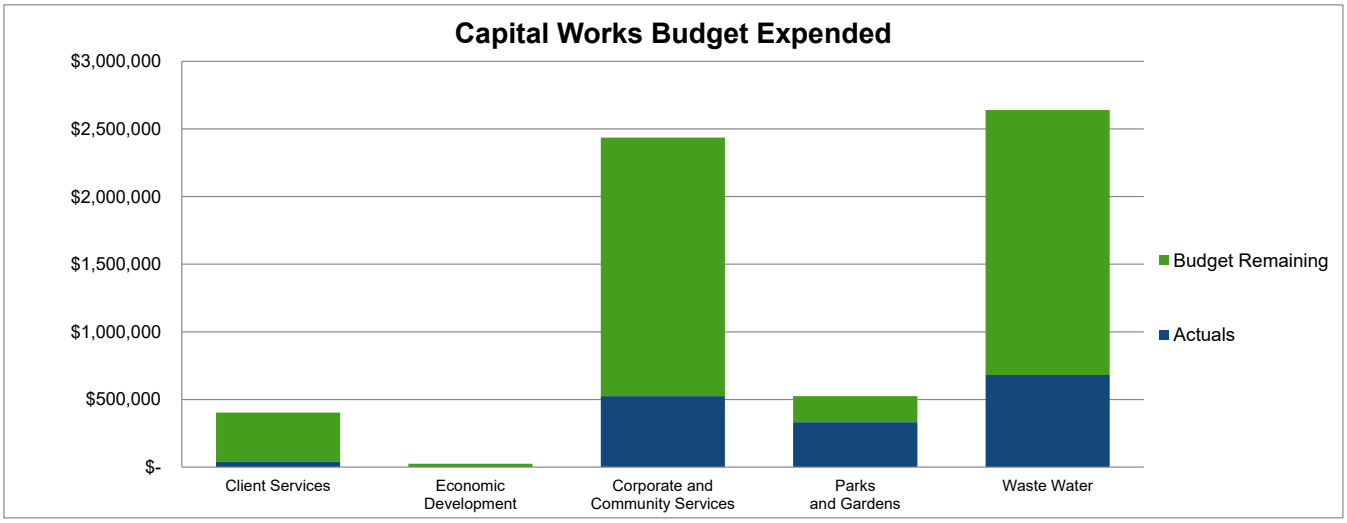
Capital expenditure incurred for the year to 30 September, is shown by asset category in the table below.

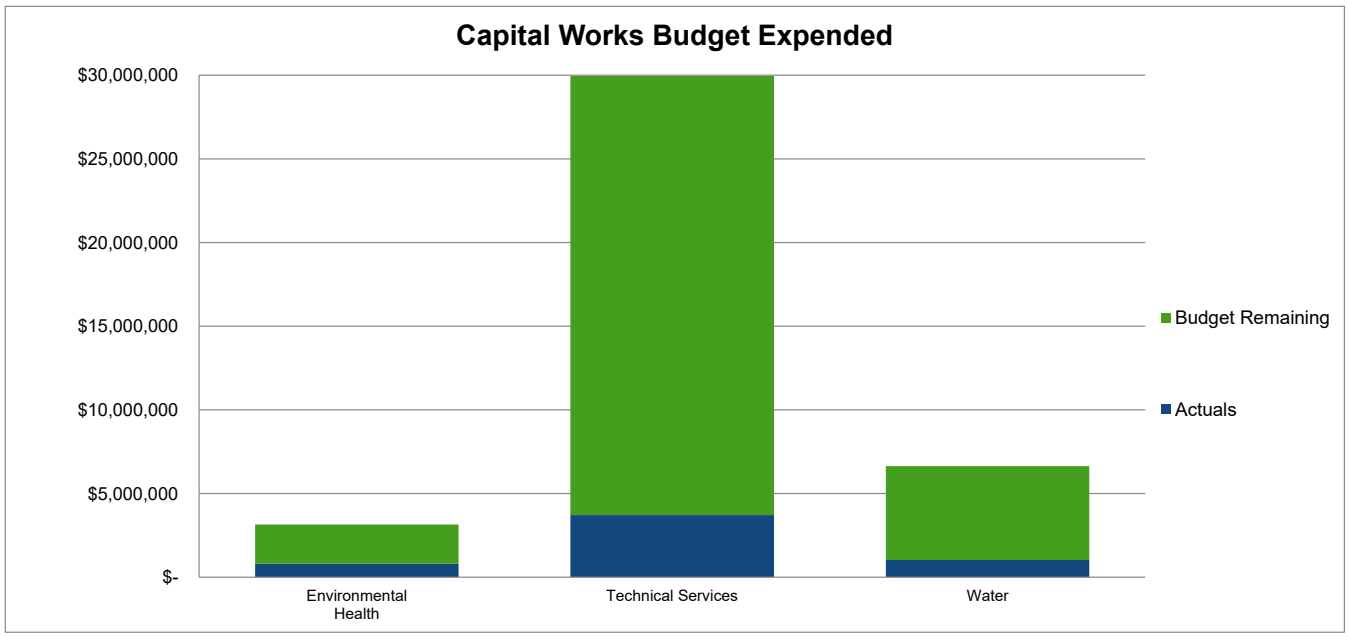
Capital project expenditure to 30 September is $7,128,681. In addition to this, there is $7,343,261 of commitments. Therefore totalling $14,471,942.

FINANCIAL OVERVIEW BY ASSET CATEGORY

Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Client Services	$ 264,000	$ 403,768	$ 38,140	$ 357,052	$ 395,192
Corporate and Community Services	$ 1,263,772	$ 2,436,376	$ 524,771	$ 697,049	$ 1,221,820
Economic Development	$ 25,000	$ 25,000	$ -	$ 25,705	$ 25,705
Technical Services	$ 25,431,836	$ 29,955,974	$ 3,719,208	$ 3,604,757	$ 7,323,965
Environmental Health	$ 2,885,013	$ 3,150,173	$ 806,066	$ 916,981	$ 1,723,047
Parks and Gardens	$ 355,000	$ 524,441	$ 331,513	$ 186,258	$ 517,770
Waste Water	$ 1,960,000	$ 2,639,638	$ 681,314	$ 1,045,793	$ 1,727,106
Water	$ 4,055,000	$ 6,634,879	$ 1,027,669	$ 509,666	$ 1,537,335
TOTAL	**$ 36,239,621**	**$ 45,770,249**	**$ 7,128,681**	**$ 7,343,261**	**$ 14,471,942**

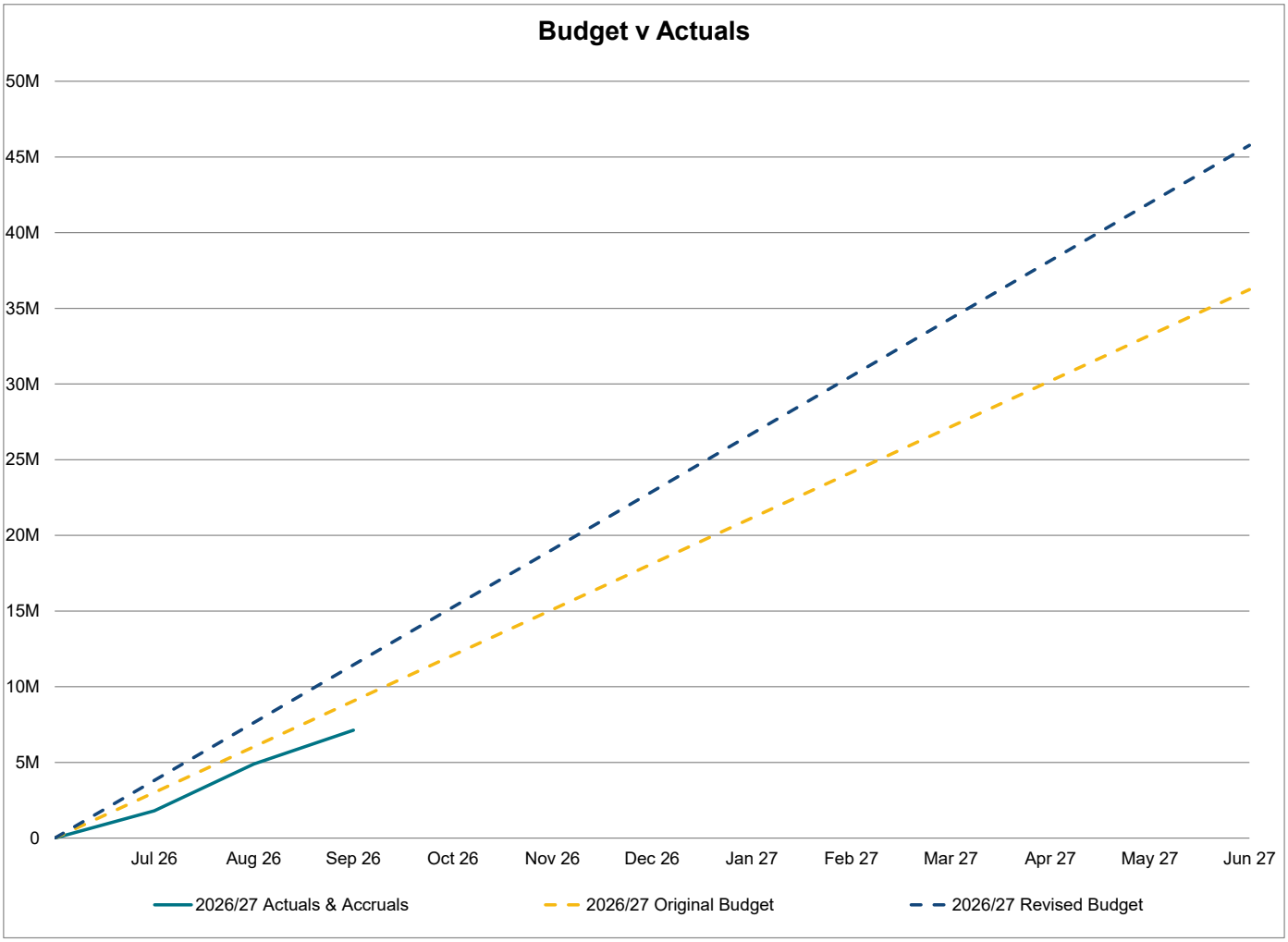
The below graph shows, by Asset Category, how much Council has spent (including accruals) on Capital Projects, compared to each budget.





Extended information on individual projects has been provided to Council in a separate dashboard report.

OVERVIEW OF COUNCIL'S CAPITAL PROJECTS



Actuals and Accruals include payments made and materials/services received but not yet invoiced.

APPENDIX 1 - OPERATING STATEMENT BY MANAGER

Attached are the Operating Statement Reports by Manager - please refer to these report for individual comments.

APPENDIX 2 - TOTAL COUNCIL OPERATING STATEMENT

Attached is the Total Council Operating Statement for your information.

APPENDIX 3 - STATEMENT OF FINANCIAL POSITION

Attached is the Statement of Financial Position as at 30 September 2026.

APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 30 September 2026.

OPERATING STATEMENT
Period Ending 30 September 2026

Chief Executive Officer

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Operational contributions and donations	158	196	150	46	31%
Other operating revenue	9,902	70,620	49,400	21,220	43%
Total operating revenue	10,060	70,816	49,550	21,266	43%
Operating Expenses					
Employee benefits	686,535	855,396	1,105,318	-249,922	-23%
Materials and services	116,288	329,080	341,570	-12,490	-4%
Total operating costs	802,823	1,184,477	1,446,888	-262,411	-18%
Surplus (deficit) from operating activities	-792,764	-1,113,660	-1,397,338	283,678	-20%
Net result for period	-792,764	-1,113,660	-1,397,338	283,678	-20%

Comments

Note: Comments to be provided for variances that are +/- 5%

Other operating revenue
Ahead of budget due to budget spread for Sweet Days Hot Nights Festival sponsorships.

Employee benefits
Under budget due to staff vacancies and lower than anticipated annual leave costs. This is partially offset by higher long service and sick leave costs which fluctuate throughout the year, as well as superannuation costs due to a number of payment types being identified.

OPERATING STATEMENT
Period Ending 30 September 2026

Director of Corporate & Community Services

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	6,193	52,488	46,979	5,509	12%
Operational contributions and donations	0	1,763	9,000	-7,237	-80%
Operational grants and subsidies	0	117,404	114,635	2,769	2%
Other operating revenue	330	898	1,000	-102	-10%
Total operating revenue	6,523	172,553	171,614	939	1%
Operating Expenses					
Employee benefits	112,357	214,528	238,700	-24,172	-10%
Materials and services	112,557	264,616	250,655	13,960	6%
Depreciation and amortisation	157,480	483,356	457,825	25,531	6%
Total operating costs	382,393	962,500	947,180	15,320	2%
Surplus (deficit) from operating activities	-375,870	-789,947	-775,566	-14,381	2%
Capital grants and subsidies	0	0	232,786	-232,786	-100%
Other capital income (expense)	-39,893	-39,893	0	-39,893	-
Net result for period	-415,763	-829,840	-542,780	-287,059	53%

Comments

Note: Comments to be provided for variances that are +/- 5%

User fees and charges
Ahead of budget primarily due to rental income and fees and charge from a new lessee at the Ayr Aerodrome, and budget timing of annual lease payment.

Operational contributions and donations
Under budget due to timing of electricity reimbursement invoice for Home Hill Showgrounds.

Employee benefits
Under budget due to leave taken.

Capital grants and subsidies
Grant funds to be received for Ayr Aerodrome runway reseal (Regional Airports Program).

Other capital income (expense)
Loss on disposal of building assets.

OPERATING STATEMENT
Period Ending 30 September 2026

Manager Client Services

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Operational grants and subsidies	12,620	12,620	0	12,620	-
Total operating revenue	12,620	12,620	0	12,620	-
Operating Expenses					
Employee benefits	230,489	481,058	482,036	-978	0%
Materials and services	231,058	1,534,451	1,650,281	-115,830	-7%
Total operating costs	461,547	2,015,509	2,132,317	-116,808	-5%
Surplus (deficit) from operating activities	-448,927	-2,002,889	-2,132,317	129,428	-6%
Net result for period	-448,927	-2,002,889	-2,132,317	129,428	-6%

Comments

Note: Comments to be provided for variances that are +/- 5%

Operational grants and subsidies

Ahead of budget due to the timing of Get Queensland Ready grant funding, with the final 2025/2026 payment and first 2026/2027 payment received in September rather than October as budgeted.

Materials and services

Under budget due to the timing of software renewal and telecommunications invoices. Also under budget PC replacement program with the PC's and laptops awaiting delivery. This is being partially offset by consultant expenses being over budget due to budget spread.

OPERATING STATEMENT
Period Ending 30 September 2026

Manager Community Services

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	56,824	88,712	92,843	-4,131	-4%
Operational grants and subsidies	0	0	24,119	-24,119	-100%
Other operating revenue	14,160	29,888	23,125	6,763	29%
Total operating revenue	70,984	118,600	140,087	-21,487	-15%
Operating Expenses					
Employee benefits	281,324	578,491	562,338	16,153	3%
Materials and services	174,868	450,115	417,643	32,472	8%
Depreciation and amortisation	11,297	34,566	38,250	-3,684	-10%
Total operating costs	467,488	1,063,172	1,018,231	44,941	4%
Surplus (deficit) from operating activities	-396,503	-944,572	-878,144	-66,428	8%
Capital grants and subsidies	0	0	80,000	-80,000	-100%
Net result for period	-396,503	-944,572	-798,144	-146,428	18%

Comments

Note: Comments to be provided for variances that are +/- 5%

Operational grants and subsidies
Under budget as grant funding for First Five Forever and Service Development Subsidies, budgeted for September, is yet to be received.

Other operating revenue
Ahead of budget due to invoice for sponsorship of 2026 Christmas Carols processed in September, with income budgeted to be received in December.

Materials and services
Over budget due to Standing Donations paid in September but budgeted in October.

Capital grants and subsidies
Under budget as quarterly grant funding for Queensland State Library, budgeted for September but yet to be received.

OPERATING STATEMENT
Period Ending 30 September 2026
Manager Environmental & Health Services - Waste Program

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	-3	2,469,750	2,462,000	7,750	0%
User fees and charges	69,874	164,941	180,000	-15,059	-8%
Interest Received	-12,405	72,326	113,400	-41,074	-36%
Operational contributions and donations	0	0	2,500	-2,500	-100%
Operational grants and subsidies	0	0	15,879	-15,879	-100%
Other operating revenue	11,247	25,022	37,250	-12,228	-33%
Total operating revenue	68,713	2,732,039	2,811,029	-78,990	-3%
Operating Expenses					
Employee benefits	110,499	263,201	307,957	-44,756	-15%
Materials and services	39,830	400,967	854,654	-453,687	-53%
Depreciation and amortisation	51,276	157,246	149,900	7,346	5%
Total operating costs	201,605	821,415	1,312,511	-491,096	-37%
Surplus (deficit) from operating activities	-132,892	1,910,624	1,498,518	412,106	28%
Capital grants and subsidies	0	0	231,008	-231,008	-100%
Net result for period	-132,892	1,910,624	1,729,526	181,098	10%

Comments

Note: Comments to be provided for variances that are +/- 5%

User fees and charges
Under budget due to the sporadic timing of waste disposal income.

Interest Received
Under budget in investment income due to the timing of term deposit maturities. Interest on these investments is recognised at maturity, while the total interest budget is spread evenly across the financial year.

Operational contributions and donations
Under budget due to timing of invoice to be raised in relation to waste disposal contract.

Operational grants and subsidies
Under budget for NQROC embedded battery grant, with no project expenditure to date for this financial year.

Other Operating Revenue
Under budget in transfer station sales, scrap metal and battery collection with income received sporadically across the year.

Employee benefits
Under budget due to staff vacancies and leave.

Materials and services
Under budget in Waste Collection due to delays in receiving contract payment invoices, as rise and fall calculations are still being finalised by the contractor. This is partially offset by Waste Management Administration being over budget as a result of additional contractor costs incurred to cover staff vacancies.

Capital grants and subsidies
Grant funds to be received for Ayr Transfer Station upgrades (Resource Recovery Boost Fund).

OPERATING STATEMENT
Period Ending 30 September 2026
Manager Environmental & Health Services excluding Waste Program

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	-2	43,958	43,750	208	0%
User fees and charges	86,022	311,465	298,165	13,300	4%
Operational contributions and donations	4,549	13,019	17,943	-4,924	-27%
Operational grants and subsidies	0	63,000	91,250	-28,250	-31%
Other operating revenue	657	2,831	6,875	-4,044	-59%
Total operating revenue	91,226	434,273	457,983	-23,710	-5%
Operating Expenses					
Employee benefits	216,721	472,762	571,818	-99,056	-17%
Materials and services	158,992	465,598	655,925	-190,327	-29%
Depreciation and amortisation	41,152	126,200	127,525	-1,325	-1%
Total operating costs	416,865	1,064,561	1,355,268	-290,707	-21%
Surplus (deficit) from operating activities	-325,640	-630,288	-897,285	266,997	-30%
Capital grants and subsidies	0	0	1,733,724	-1,733,724	-100%
Net result for period	-325,640	-630,288	836,439	-1,466,727	-175%

Comments

Note: Comments to be provided for variances that are +/- 5%

Operational contributions and donations
Under budget due to timing of income received for herbicide subsidy scheme and RMA program.

Operational grants and subsidies
Under budget as grant funding for Reefwise Wetlands has not been received. This is partially offset by grant funds for Fighting Illegal Dumping partnership program being received and budget spread evenly across the year.

Other operating revenue
Under budget Swimming Pools due to extended closure and budget spread.

Employee benefits
Under budget due to a staff vacancy and leave taken.

Materials and services
Under budget in contract payments for swimming pools and caravan parks due to budget spread, also under budget in chemicals due to pool closures.

Capital grants and subsidies
Grant funds to be received for Home Hill Swimming Pool upgrades, completed new amenities block for Ayr Swimming Pool (Works for Queensland) and new Animal Management Centre (North Queensland Resilience Program projects).

OPERATING STATEMENT
Period Ending 30 September 2026

Manager Financial Services

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	-3	15,799,222	15,761,223	37,999	0%
Pensioner remissions	145,162	-170,974	-187,500	16,526	-9%
User fees and charges	4,883	35,340	38,750	-3,410	-9%
Interest Received	-69,432	396,887	631,875	-234,988	-37%
Operational grants and subsidies	0	403,458	425,093	-21,635	-5%
Other operating revenue	0	74	10,250	-10,176	-99%
Total operating revenue	80,610	16,464,007	16,679,691	-215,684	-1%
Operating Expenses					
Employee benefits	328,714	638,047	595,540	42,507	7%
Materials and services	123,277	526,386	489,875	36,511	7%
Depreciation and amortisation	41,334	104,460	103,150	1,310	1%
Finance Costs	22,867	28,435	17,500	10,935	62%
Total operating costs	516,191	1,297,329	1,206,065	91,264	8%
Surplus (deficit) from operating activities	-435,581	15,166,678	15,473,626	-306,948	-2%
Capital grants and subsidies	0	111,838	159,768	-47,930	-30%
Net result for period	-435,581	15,278,516	15,633,394	-354,878	-2%

Comments

Note: Comments to be provided for variances that are +/- 5%

Pensioner remissions
Council rebate for pensioner remissions is based on historical averages. This is variable depending on the number of new pensioner submissions.

User fees and charges
Under budget with a reduced number of record amendment fees and property searches. Also under budget due to timing of the annual telecommunications tower lease payment, to be invoiced in November. Partially offset by the annual Tramway permit invoice raised in July, with both budgets spread across the year.

Interest Received
Under budget in investment income due to the timing of term deposit maturities. Interest on these investments is recognised at maturity, while the total interest budget is spread evenly across the financial year.

Operational grants and subsidies
Under budget with fewer apprentice incentives received to date.

Other operating revenue
Under budget as Queensland Fire Department collection fees are paid in October and April, with the budget spread across the year.

Employee benefits
Over budget due to a lump sum payment made in September but the budget is spread across the year.

Materials and services
Over budget due to the timing of subscription payments, with majority paid in July and August while the budget is spread evenly across the year. QAO audit fees were paid in September, although budgeted in October. Partially offset by valuation roll maintenance fees, typically incurred in June but budgeted evenly throughout the year.

Finance Costs
Over budget with the processing of refunds to be completed in October.

Capital grants and subsidies
Initial 70% payment of CCTV renewal program round 2 (Secure Communities Partnership Program) received.

OPERATING STATEMENT
Period Ending 30 September 2026

Manager Operations

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	15,347	42,460	58,350	-15,890	-27%
Operational contributions and donations	14,254	49,372	27,100	22,272	82%
Operational grants and subsidies	0	119,311	519,310	-399,999	-77%
Contract and recoverable works	52,664	98,373	619,656	-521,283	-84%
Other operating revenue	55	1,132	0	1,132	-
Total operating revenue	82,320	310,647	1,224,416	-913,769	-75%
Operating Expenses					
Employee benefits	742,457	1,588,949	1,701,543	-112,594	-7%
Materials and services	2,142,951	3,405,618	1,589,870	1,815,748	114%
Depreciation and amortisation	117,513	360,374	380,150	-19,776	-5%
Total operating costs	3,002,921	5,354,941	3,671,563	1,683,378	46%
Surplus (deficit) from operating activities	-2,920,601	-5,044,294	-2,447,147	-2,597,147	106%
Capital grants and subsidies	0	0	402,892	-402,892	-100%
Net result for period	-2,920,601	-5,044,294	-2,044,255	-3,000,039	147%

Comments

Note: Comments to be provided for variances that are +/- 5%

User fees and charges
Under budget mainly due to Cemetery fees and charges, with the budget spread evenly across the financial year.

Operational contributions and donations
Ahead of budget due to the receipt of infrastructure charges, which are unpredictable in timing and value.

Operational grants and subsidies
Under budget as QRA funding is received progressively as works are completed and submissions approved.

Contract and recoverable works
Under budget due to the timing of Roads Maintenance Performance Contract (RMPC) works and associated claims.

Employee benefits
Under budget due to the focus on capital and DRFA-funded projects, resulting in lower employee expenditure against operational budgets.

Materials and services
Over budget mainly in Recoverable Works – Other due to the timing of materials and contractor payments for DRFA works. Also over budget Depot Operations due to emoleum tank issues, this is being partially offset by lower expenditure in Main Roads recoverable works and road maintenance.

Capital grants and subsidies
Income from capital grants is received as works are completed and claims submitted.

OPERATING STATEMENT
Period Ending 30 September 2026

Manager Planning and Development

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	8,938	118,971	112,500	6,471	6%
Total operating revenue	8,938	118,971	112,500	6,471	6%
Operating Expenses					
Employee benefits	72,274	171,307	251,602	-80,295	-32%
Materials and services	72,076	103,358	149,275	-45,917	-31%
Total operating costs	144,349	274,664	400,877	-126,213	-31%
Surplus (deficit) from operating activities	-135,411	-155,693	-288,377	132,684	-46%
Net result for period	-135,411	-155,693	-288,377	132,684	-46%

Comments

Note: Comments to be provided for variances that are +/- 5%

User fees and charges
Ahead of budget due to annual trade waste invoices raised in August with budget spread across the financial year. This is being partially offset by lower than anticipated building application fees.

Employee benefits
Under budget due to staff vacancies.

Materials and services
Under budget due to the timing of consultant payments and legal expenses.

OPERATING STATEMENT
Period Ending 30 September 2026

Manager Technical Services

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	4,876	4,876	0	4,876	-
Operational grants and subsidies	16,600	24,014	22,800	1,214	5%
Other operating revenue	273	273	10,000	-9,727	-97%
Total operating revenue	21,749	29,163	32,800	-3,637	-11%
Operating Expenses					
Employee benefits	397,480	854,232	864,502	-10,270	-1%
Materials and services	-291,711	-702,932	-439,295	-263,637	60%
Depreciation and amortisation	863,254	2,648,402	2,617,975	30,427	1%
Total operating costs	969,023	2,799,702	3,043,182	-243,480	-8%
Surplus (deficit) from operating activities	-947,274	-2,770,539	-3,010,382	239,843	-8%
Capital contributions	-3,157	3,678	220,893	-217,215	-98%
Capital grants and subsidies	276,297	1,274,912	10,763,469	-9,488,557	-88%
Other capital income (expense)	-459	-54,272	-53,812	-460	1%
Net result for period	-674,592	-1,546,220	7,920,168	-9,466,388	-120%

Comments

Note: Comments to be provided for variances that are +/- 5%

Other operating revenue
Under budget due to the disposal of small plant and equipment occurring later than anticipated.

Materials and services
Internal Plant Hire Recoveries are currently higher than budgeted with modifications required to internal charging not yet implemented.

Capital contributions
Contributions for Upper Haughton Road and Bahr/Shirbourne Road to be transferred quarterly from contract liabilities as works are completed.

Capital grants and subsidies
Income from capital grants is received as works are completed and claims submitted.

OPERATING STATEMENT
Period Ending 30 September 2026

Manager Water and Waste Water - Sewerage

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	-1	2,813,700	2,806,189	7,511	0%
User fees and charges	15,959	47,153	46,250	903	2%
Interest Received	-23,691	125,839	201,900	-76,061	-38%
Operational contributions and donations	8,368	18,196	14,166	4,030	28%
Other operating revenue	304	304	0	304	-
Total operating revenue	939	3,005,193	3,068,505	-63,312	-2%
Operating Expenses					
Employee benefits	192,566	431,746	466,567	-34,821	-7%
Materials and services	141,321	458,903	517,975	-59,072	-11%
Depreciation and amortisation	175,280	537,539	531,450	6,089	1%
Total operating costs	509,167	1,428,187	1,515,992	-87,804	-6%
Surplus (deficit) from operating activities	-508,227	1,577,005	1,552,513	24,492	2%
Capital grants and subsidies	0	0	64,926	-64,926	-100%
Other capital income (expense)	0	-24,080	-24,080	0	0%
Net result for period	-508,227	1,552,925	1,593,359	-40,434	-3%

Comments

Note: Comments to be provided for variances that are +/- 5%

Interest Received
Under budget in investment income due to the timing of term deposit maturities. Interest on these investments is recognised at maturity, while the total interest budget is spread evenly across the financial year.

Operational contributions and donations
Ahead of budget due to the variable nature of infrastructure charges.

Employee benefits
Under budget with a focus on capital works prior to the wet season.

Materials and services
Under budget primarily due to electricity and chemical charges being less than expected.

Capital grants and subsidies
Reef Action Plan grant funding for installation of solar panels at Macro Algal Site are transferred quarterly from contract liabilities as works are completed.

Other capital income (expense)
Loss on sewerage assets due to write off.

OPERATING STATEMENT
Period Ending 30 September 2026

Manager Water and Waste Water - Water

	Month of September Actual	Year to Date Actual	Year To Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
Rates and Utility Charges	-4	1,866,893	3,053,550	-1,186,657	-39%
User fees and charges	23,601	37,005	23,500	13,505	57%
Interest Received	-21,703	118,940	189,950	-71,010	-37%
Operational contributions and donations	2,000	7,600	2,500	5,100	204%
Total operating revenue	3,894	2,030,438	3,269,500	-1,239,062	-38%
Operating Expenses					
Employee benefits	173,476	375,327	429,299	-53,972	-13%
Materials and services	302,983	686,272	755,156	-68,883	-9%
Depreciation and amortisation	135,405	391,763	546,325	-154,562	-28%
Total operating costs	611,863	1,453,362	1,730,780	-277,417	-16%
Surplus (deficit) from operating activities	-607,970	577,076	1,538,720	-961,644	-62%
Capital grants and subsidies	0	0	4,619,507	-4,619,507	-100%
Net result for period	-607,970	577,076	6,158,227	-5,581,151	-91%

Comments

Note: Comments to be provided for variances that are +/- 5%

Rates and Utility Charges
Under budget due to timing of water consumption revenue. Water consumption income is not received until February in the half yearly period 2 levy.

User fees and charges
Ahead of budget property connections operational which are variable in nature. Also over budget Water reticulation operational due to rental income at the Ayr Water Tower, with the budget spread evenly across the financial year.

Interest Received
Under budget in investment income due to the timing of term deposit maturities. Interest on these investments is recognised at maturity, while the total interest budget is spread evenly across the financial year.

Operational contributions and donations
Ahead of budget as receipt of infrastructure charges are variable.

Employee benefits
Under budget with a focus on capital works prior to the wet season.

Materials and services
Under budget primarily due to the focus on capital delivery resulting in a less than expected expenditure on operational materials. This is expected to balance out over the year. We continue to see lower than expected electricity costs that can be reviewed during the second budget revision.

Depreciation and amortisation
Under budget due to timing of capitalisation of South Ayr Water Filtration Plant and budget spread.

Capital grants and subsidies
Capital grant funds for the South Ayr Water Filtration Plant and Home Hill Augmentation Pipeline to be received as works completed and claims submitted.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 30 September 2026

	Month of September Actual	Year to Date Actual	Revised Budget	Year to Date Revised Budget	$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue						
Rates and Utility Charges	-13	22,993,523	48,253,424	24,126,712	-1,133,189	-5%
Pensioner remissions	145,162	-170,974	-375,000	-187,500	16,526	-9%
User fees and charges	292,516	903,411	3,145,961	897,337	6,074	1%
Interest Received	-127,231	713,992	4,548,500	1,137,125	-423,133	-37%
Operational contributions and donations	29,329	90,147	330,242	73,359	16,788	23%
Operational grants and subsidies	29,220	739,807	18,383,141	1,213,086	-473,279	-39%
Contract and recoverable works	52,664	98,373	2,478,624	619,656	-521,283	-84%
Other operating revenue	36,928	131,042	567,150	137,900	-6,858	-5%
Total operating revenue	458,575	25,499,321	77,332,042	28,017,675	-2,518,354	-9%
Operating Expenses						
Employee benefits	3,544,891	6,925,045	28,542,197	7,577,220	-652,175	-9%
Materials and services	3,324,488	7,922,433	22,939,950	7,233,584	688,849	10%
Depreciation and amortisation	1,593,991	4,843,907	19,810,200	4,952,550	-108,643	-2%
Finance Costs	22,867	28,435	70,000	17,500	10,935	62%
Total operating costs	8,486,236	19,719,819	71,362,347	19,780,854	-61,035	0%
Surplus (deficit) from operating activities	-8,027,661	5,779,502	5,969,695	8,236,821	-2,457,319	-30%
Capital contributions	-3,157	3,678	220,893	220,893	-217,215	-98%
Capital grants and subsidies	276,297	1,386,749	18,288,080	18,288,080	-16,901,331	-92%
Other capital income (expense)	-40,352	-118,245	-77,892	-77,892	-40,353	52%
Net result for period	-7,794,872	7,051,685	24,400,776	26,667,902	-19,616,217	-74%

BURDEKIN SHIRE COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 30 September 2026

	Year to Date Actual $	Annual Budget $
Current Assets		
Cash and Cash Equivalents	70,716,221	90,516,256
Financial Assets	35,000,000	5,000,000
Receivables	1,919,804	2,550,271
Inventories	536,847	580,693
Contract Assets	2,437,845	0
Other Assets	709,878	2,444,464
Assets Held for Sale	3,113,102	0
Total Current Assets	114,433,697	101,091,684
Non-Current Assets		
Receivables	383,823	258,897
Property, Plant and Equipment	755,331,697	749,421,925
Intangibles Assets	148,594	125,408
Other Assets	18,360	33,445
Total Non-Current Assets	755,882,474	749,839,675
TOTAL ASSETS	870,316,171	850,931,359
Current Liabilities		
Payables	3,601,092	8,319,996
Provisions	5,801,713	8,290,827
Contract Liabilities	4,637,158	418,296
Other Liabilities	494,180	613,900
Total Current Liabilities	14,534,144	17,643,019
Non-Current Liabilities		
Provisions	21,651,589	17,839,580
Other Liabilities	1,865,800	12,233,226
Total Non-Current Liabilities	23,517,389	30,072,806
TOTAL LIABILITIES	38,051,533	47,715,825
NET COMMUNITY ASSETS	**832,264,638**	**803,215,534**
Community Equity		
Asset Revaluation Surplus	468,529,332	437,228,232
Retained Surplus (deficiency)	363,735,306	365,987,302
TOTAL COMMUNITY EQUITY	**832,264,638**	**803,215,534**

BURDEKIN SHIRE COUNCIL
STATEMENT OF CASH FLOWS
For Period Ending 30 September 2026

	Year to Date Actual $	Annual Cashflow Budget $
Cash Flows from Operating Activities		
Receipts		
Receipts from Customers	24,175,256	54,162,220
Payments to Suppliers and Employees	-20,865,190	-51,552,147
	3,310,066	2,610,073
Interest Received and Investment Revenue Received	1,340,606	4,548,500
Operating Grants, Subsidies and Contributions	829,953	17,679,412
Other	2,301,316	567,150
Net Cash Inflow (Outflow) from Operating Activities	7,781,942	25,405,135
Cash Flows from Investing Activities		
Proceeds from Sale of Property, Plant and Equipment	409,854	885,950
Grants, subsidies, contributions and donations	1,562,289	17,603,382
Net movement in cash investments	-12,000,000	0
Payments for Property, Plant and Equipment	-7,085,990	-45,770,249
Net Movement in Loans to Community Organisations	-54,726	0
Net Cash Inflows (Outflow) from Investing activities	-17,168,573	-27,280,917
Net Increase (Decrease) in Cash and Cash Equivalents Held	-9,386,631	-1,875,782
Cash and Cash Equivalents at Beginning of the Financial Year	80,102,852	80,102,852
Cash and Cash Equivalents at end of the Period	70,716,221	78,227,070

GOVERNANCE

6.4.1. Investigation of Suspected Conduct Breach by Councillor Policy

File Reference: 1939

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030
- Implement effective governance frameworks.
- Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2026-2027
CG5 Manage Council's Corporate Policy Program.

Executive Summary
This report seeks a resolution from Council to rescind the Investigation of Suspected Conduct Breach by Councillor Policy due to the removal of Conduct Breaches from the *Local Government Act 2009* and the removal of the requirement to have an Investigation Policy.

Officer's Recommendation
That Council rescinds the Investigation of Suspected Conduct Breach by Councillor Policy.

Background
Council's Investigation of Suspected Conduct Breach by Councillor Policy was adopted to establish a framework for the investigation of alleged conduct breaches and to ensure compliance with legislative requirements in place at the time.

Recent legislative amendments have removed the requirement for local governments to maintain an Investigation Policy. Transitional provisions have been included within the legislation to provide for the management of any investigations that were underway at the commencement of the amendments.

Council currently has no existing or outstanding investigations relating to alleged conduct breaches. As the policy is no longer required by legislation and there is no ongoing need for its application, the Investigation of Suspected Conduct Breach by Councillor Policy is being presented to Council for formal rescission.

Consultation
Consultation was held with Council workshop on Tuesday 13 October 2026.

Budget & Resource Implications
Not Applicable.

Legal Authority & Implications
Local Government Act 2009

Policy Implications
The rescission of this policy will remove an outdated policy from Council's policy register and ensure Council's governance framework remains current and relevant.

Risk Implications (Strategic, Operational, Project Risks)
No significant risks have been identified as a result of rescinding this policy. The policy is no longer required and its removal will support a current and streamlined governance framework.

Attachments
1. Investigation of Suspected Conduct Breach by Councillor Policy

Investigation of Suspected Conduct Breach by Councillor Policy

Policy Type	Statutory
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Director Corporate and Community Services
Effective Date	25 June 2024

Purpose

This policy is Burdekin Shire Council's policy for how complaints about suspected conduct breaches of Councillors will be dealt with as required by the section 150AE of the Local Government Act 2009 (the LGA). However, this policy does not relate to more serious Councillor conduct such as misconduct or corrupt conduct which are dealt with under separate legislative provisions.

Scope

This policy applies to investigations and determinations of a complaint about the alleged conduct breach of a Councillor/s which has been referred by the Independent Assessor.

Confidentiality

Matters relating to the investigation of suspected conduct breaches of a Councillor are confidential except as otherwise specifically provided for either in the LGA or this investigation policy.

Natural Justice

Any investigation of a suspected conduct breach of a Councillor/s must be carried out in accordance with natural justice. An overview of the principles of natural justice follows.

Natural justice, or procedural fairness, refers to three key principles:

- the person being investigated has a chance to have his or her say before adverse formal findings are made and before any adverse action is taken (fair hearing);
- the investigator(s) should be objective and impartial (absence of bias), and
- any action taken is based on evidence (not suspicion or speculation).

A fair hearing means the Councillor who is the subject of the suspected conduct breach receive information about the suspected conduct including:

- the preliminary findings of the investigation before the preparing of an investigation report about the investigation outcome; and
- a notice if an investigation is not started or is discontinued including the reasons for the decision; and
- allow the councillor to give evidence or a written submission to the local government about the suspected conduct breach and preliminary findings; and
- require the local government to consider the evidence or written statement from the councillor in preparing the investigation report, and
- include, if evidence is given by the councillor, a summary of the evidence and, if a written submission is provided, a full copy of the written submission, in the investigation report.

The local government must give the following notices to other parties if an investigation is not started or discontinued including the reasons for the decision:

- the person who made the complaint
- the Assessor

An absence of bias means that any investigation must not be biased or be seen to be biased in any way. This principle embodies the concept of impartiality.

A proper examination of all issues means the investigation must give a proper and genuine consideration to each party's case.

Note: It must be kept in mind that the matter is an allegation only and not yet proven. Further, there will be circumstances where the detail of the referral will need to remain confidential to the Local Government. Any release of confidential information that a Councillor knows, or should reasonably know, to be confidential to the local government may be contrary to section 171(3) of the LGA and dealt with as misconduct.

Standard of proof

The civil standard of proof is applied by the Investigator when determining whether a councillor has engaged in a conduct breach. The civil standard of proof is 'on the balance of probabilities', which means the weighing up and comparison of the likelihood of the existence of competing facts or conclusions. An allegation is sustained 'on the balance of probabilities', if based on the evidence, the Investigator and/or the local government, is reasonably satisfied that its existence is more probable than not.

Timeline

The councillor conduct framework must be effective and efficient. The investigator will make all reasonable endeavours to complete the investigation and provide a report for inclusion on the agenda of the local government's meeting within eight weeks of commencing the investigation, after the receipt of the complaint from the Assessor.

Note: *If the investigator is of the opinion that it may take longer than eight weeks to complete the investigation, the matter should be raised with the mayor or delegate (if the mayor is managing the investigation) to seek an extension of time. Delay in procuring an investigator to undertake the investigation should be avoided by the local government.*

Expenses

Local Governments must pay the expenses associated with the investigation of suspected conduct breach of a councillor including any costs of:

- an independent investigator engaged on behalf of the [insert local government's name]
- travel where the investigator needed to travel to undertake the investigation, or to interview witnesses
- obtaining legal or expert advice.

Note*: Council may order the subject councillor to reimburse them for all or some of the costs arising from a sustained conduct breach. These costs would usually only relate to obtaining legal or expert advice and reasonable costs for the investigator engaged to undertake the investigation. Any costs incurred by complainants, or the subject councillor will not be met by council. Where possible, costs should be kept to a reasonable rate taking into consideration the costs for more serious matters dealt with by, for example, the Councillor Conduct Tribunal or other jurisdictions who deal with conduct matters.*

Councillor conduct register

The chief executive officer must ensure decisions and any orders under section 150AH of the LGA made about a conduct breach by a councillor or any decision to not start, or to discontinue an investigation of suspected conduct breach under section 150AEA of the LGA, are entered into the relevant councillor conduct register.

Investigation Procedures

Independent Assessor's Referral

The Council will receive from the Assessor a referral notice about the suspected conduct breach of a Councillor/s. The referral notice will include details of the conduct and any complaint received about the conduct, state why the assessor reasonably suspects that the councillor has engaged in a conduct breach and include information about the facts and circumstances that form the basis of the Assessor's reasonable suspicion.

Council must deal with the matter and the investigation must be conducted in a way that is consistent with this policy.

The Assessor must also give a notice to the councillor that state the councillor's conduct has been referred to Council to deal with and a copy of the referral notice must be attached.

Receipt of Assessor's Referral

On receipt of a referral notice about the suspected conduct breach of a Councillor/s from the Assessor, the Council's Chief Executive Officer will forward a copy of that referral notice to the Mayor and all Councillors other than the councillor who is the subject of the complaint, or the complainant if the complainant is a councillor, as a confidential document.

The councillor who is the subject of the complaint and the complainant, if the complainant is a councillor, have a declarable conflict of interest and should manage it in a way that is consistent with the requirements of the adopted Meeting Procedures.

The mayor will manage the investigation process and may undertake the investigation themself, or engage an external investigator, to investigate the suspected conduct breach and prepare an investigation report with recommendations about whether the councillor engaged in a conduct breach and how the conduct may be dealt with. If the mayor has a conflict of interest in the matter, the mayor's powers to manage the investigation must be delegated by council resolution to the Deputy Mayor, or if the Deputy Mayor is conflicted, then an acting mayor must be appointed from the other councillors by resolution, to manage the investigation.

Where the local government meeting loses quorum due to conflicts of interest of councillors or absent councillors, then the conduct matter must be delegated to the mayor or a standing committee to make a decision. If the referral notice is about the suspected conduct breach by the mayor, then the matter must be delegated to a standing committee.

Council will consider establishing a standing committee under section 264 of the LGR to deal with decisions about a conduct breach matters which are delegated by resolution to a standing committee. The standing committee will decide about the mayor's conduct in all circumstances where there is a loss of quorum or more generally, may also deal with councillors' conduct. While section 12(4)(f) of the LGA provides that the mayor has the extra responsibility of being a member of each standing committee, the mayor could not be a decision-making member of a standing committee dealing with decisions about the mayor's conduct

because of the conflict of interest. The remainder of the unconflicted members of the committee will decide the matter.

The standing committee must be in existence before receiving the referral notice from the Assessor, in circumstances where there is no quorum to decide a matter under sections 150AEA or 150AG of the LGA due to conflicts of interest.

When the local government may decide not to start, or to discontinue, and investigation

On receipt of the referral notice from the Assessor, the mayor will manage the investigation unless it is delegated. If there are circumstances for considering not starting or discontinuing an investigation, the matter will be placed on the agenda for the next council meeting. The local government may decide by resolution to not start, or discontinue, a suspected conduct breach matter. The resolution must state the decision and the reasons for the decision.

The only circumstances in which the local government can formally not start or discontinue a matter are under section 150AEA of the LGA: Note: The matters not started or discontinued must be reported in the annual report (including the reasons) and recorded in councillor conduct register.

Local government investigating the suspected conduct of a breach of a councillor

Unless the matter has been delegated by the local government, the mayor will manage the investigation of suspected conduct breach matters relating to other councillors by either performing the role of Investigator or engaging a suitably qualified person to undertake the investigation and provide an investigation report for the [insert the local government's name] to consider. The mayor is authorised by council to expend money as reasonably needed to engage contractors in accordance with the council's procurement policy.

If the investigator obtains information which indicates a councillor may have engaged in misconduct, the investigator must cease the investigation and advise the mayor and the chief executive officer. The chief executive officer will determine if the conduct is within the timeframe for reporting the matter. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected misconduct. The notice must be given within one year after the conduct occurred, or within six months after the conduct comes to the knowledge of the chief executive officer or another person who gave the information notice to the Assessor, but within two years after the conduct occurred.

If the investigator obtains information that indicates a councillor may have engaged in corrupt conduct, the investigator must cease the investigation and advise the mayor and chief executive officer. The chief executive officer will then provide an information notice to the Assessor giving the details of the suspected corrupt conduct or notify the Crime and Corruption Commission of the suspected corrupt conduct. There are no reporting time limits for corrupt conduct.

Engaging an Investigator

Once an investigator has been selected to undertake the investigation, that investigator will follow the investigation standards of the local government (see Addendum 3 – Investigation Standards) e.g. an investigation plan and file management system will be established.

Once the investigation is finalised the investigator will prepare a report for the local government including the following the details:

- the investigation process
- any witnesses interviewed
- documents or other evidence obtained
- a statement of the relevant facts ascertained
- confirmation that the subject councillor has been provided with an opportunity to respond to the complaint and the evidence compiled
- the investigation findings
- a statement of any relevant previous disciplinary history
- any recommendations about dealing with the conduct
- a record of the investigation costs.

Unless otherwise resolved by Council, the Mayor will manage the investigation of suspected inappropriate conduct of other Councillors.

If the suspected inappropriate conduct involves conduct that in the circumstances, the Mayor believes, it is in the best interests of the investigation to refer the matter for external investigation, then the Chief Executive Officer may refer the suspected inappropriate conduct to the President of the Councillor Conduct Tribunal, or another entity, to investigate and make recommendations to the Council about dealing with the conduct.

If the suspected inappropriate conduct involves:

- an allegation about the conduct of the Mayor, or
- the Mayor as the complainant, then

the Chief Executive Officer must refer the suspected inappropriate conduct to the President of the Tribunal to investigate and make recommendations to the Council about dealing with the conduct.

Completion of investigation

Findings and Recommendations

The investigator must prepare a Preliminary Statement of Findings and must give the preliminary findings to the councillor before preparing the Investigation Report and allow the councillor to give evidence or a written statement about the conduct and preliminary findings.

The investigator must consider any evidence or written submission given by the councillor in preparing the investigation report and include a summary of the evidence and a full copy of any written submission in the investigation report.

Investigation Report

The investigator must prepare an investigation report about the investigation of a suspected conduct breach matter referred by the Assessor to the local government under section 150AFA of the LGA. (However, this does not apply to a decision by the Establishment and Coordination Committee under the COBA). The investigation report must include the findings of the investigation, a summary of the evidence or a full copy of any written submission given by the councillor and recommendations for consideration by the local government (see Addendum 2 – Report Template).

A summary investigation report with the preliminary Statement of Findings and summary of the outcome of the investigation attached, must be prepared for public availability before the meeting where the councillors will consider the investigation report matter on or before the day and time prescribed by the LGR section 254C and the COBR section 242C, which is;

- 5pm on the next business day after the notice of the meeting at which a decision is to be made has been provided to the councillors, or
- the day and time when the agenda for the meeting at which a decision is to be made is publicly available.

Council must prepare a summary of the investigation report that must include -

- the name of the councillor whose conduct has been investigated; and
- a description of the alleged conduct; and
- a statement of the facts established by the investigation; and
- a description of how natural justice was afforded to the councillor during the conduct of the investigation; and
- a summary of the findings of the investigation; and
- any recommendations made by the investigator who investigated the conduct.

The following information must not be made publicly available -

- if the investigation relates to the conduct of a councillor that was the subject of a complaint-
    - the name of the person who made the complaint or any other person, other than the councillor; or
    - information that could reasonably be expected to result in identifying a person who made the complaint or any other person;
- if a person, other than the councillor, provided information for the purposes of the investigation including, for example, by giving an interview or making a submission or affidavit-
    - the name of the person; or
    - information that could reasonably be expected to result in identifying the person or any other person, other than the councillor;
- any other information the local government is entitled or required to keep confidential under a law.

Making a decision about the investigation

Council must make a decision as to whether the subject councillor has engaged in a conduct breach.

When debating this matter the subject councillor who has a declarable conflict of interest in the matter, must declare the conflict of interest, and the eligible councillors (those who do not have a conflict of interest in the matter) can decide by resolution for the subject councillor to remain in the meeting during the debate and may answer questions put to the subject councillor through the chairperson to assist the eligible councillors in making a decision. The resolution can include conditions that the subject councillor must leave the place where the meeting is being held, including any area set aside for the public, during the vote on whether they have committed a conduct breach and what, if any, penalty to impose if the councillor is found to have committed a conduct breach.

Should the complainant be a councillor, that councillor has a declarable conflict of interest in the matter and must follow the declarable conflict of interest procedures set out in the **model meeting procedures**.

If the council has lost quorum due to the number of conflicted councillors or another reason, the matter must be delegated consistent with section 257 of the LGA, or deferred to another date when a quorum will be present.

If a decision is reached that the councillor has engaged in ca conduct breach, Council (with the exception of the councillor the subject of the investigation and the complainant, if another councillor), will consider the findings and recommendations of the investigator's report and decide what, if any, action it will take under section 150AH of the LGA.

After making a decision about the conduct breach, Council must make the investigation report for the investigation publicly available after the meeting at which the decision about the outcome of the investigation is made, by:

- on or before the day and time prescribed by regulation, or 5pm on the tenth day, or
- the day and time that the meeting minutes are made publicly available.

The following information contained in the investigation report must **not** be made publicly available:

- if the investigation relates to the conduct of a councillor that was the subject of a complaint
    - the name of the person who made the complaint or any other person, other than the councillor even if that person has a declarable conflict of interest; or
    - information that could reasonably be expected to result in identifying a person.
- if a person, other that the councillor, provided information for the purposes of the investigation, including, for example, by giving an interview or making a submission or affidavit:
    - the name of the person; or
    - information that could reasonably be expected to result in identifying the person or any other person, other than the councillor;
    - the submission or affidavit of, or a record or transcript of information provided orally by, a person, including, for example, a transcript of an interview;
    - any other information the local government is entitled or required to keep confidential under a law e.g. documents subject to legal professional privilege or information that is part of a public interest disclosure under the *Public Interest Disclosure Act 2010.*

The report made publicly available must include the name of the person who made the complaint if:

- the person is a councillor or the chief executive officer of the local government; and
- the person's identity as the complainant was disclosed at the meeting at which the report for the investigation was considered.

Disciplinary action against Councillors

If the Council decides at the completion of the investigation that the councillor has engaged in a conduct breach, any of the following orders may be imposed:

(i) order that no action be taken against the councillor; or
(ii) make an order outlining action the Councillor must undertake in accordance with section 150AH(1)(b) of the LGA.

Notice about the outcome of the Investigation

After an investigation is finalised, the Council must give notice about the outcome decision of the investigation if Council decides not to start or discontinue an investigation under section 150AEA of the LGA, or makes a decision about whether the councillor has engaged in a conduct breach under section 150AG of the LGA including the reasons for the decision and any orders made under section 150AH of the LGA to:

- the Assessor
- to the person who made the complaint about the Councillor/s' conduct that was the subject of the investigation, and
- the subject councillor.

Definitions and Abbreviations

Assessor	means the Independent Assessor appointed under section 150CT of the LGA.
Behavioural Standard	means a standard of behaviour for Councillors set out in the Code of Conduct approved under section 150D and 150E of the LGA.
Conduct	Includes: • failing to act; and • a conspiracy, or attempt, to engage in conduct
Councillor Conduct Register	means the register required to be kept by Council as set out in section 150DX and 150 DY of the LGA.
Conduct breach	as set out in section 150K of the LGA.
Investigation Policy	refers to this policy, as required by section 150AE of the LGA.
Investigator	means the person responsible under this investigation policy for carrying out the investigation of the suspected inappropriate conduct of a Councillor or Mayor.
LGA	means the *Local Government Act 2009*
Local Government Meeting	means a meeting of: • a local government; or • a committee of a local government.
Misconduct	see section 150L of the LGA.
Model meeting procedures	see section 150F of the LGA.
Referral notice	See section 150AB, AC and AD of the LGA
Natural Justice	a set of principles to ensure fair and just decision making, including a fair hearing, an absence of bias, decisions based on evidence, and the proper examination of all issues.
Referral Notice	see section 150AC of the LGA.

Summary of investigation report	Means a summary of the full investigation report prepared before making a decision about the outcome of the investigation that must be publicly available on or before the day prescribed by regulation
Investigation report	Means a report provided by the investigator to the local government that must be publicly available within 10 business days after the local government makes a decision about the outcome of the investigation.
Tribunal	means the Councillor Conduct Tribunal as established under section 150DK of the LGA.
Unsuitable Meeting Conduct	see section 150H of the LGA.

Related Documents

Document Number	Document Title
DLGRMA Website	Code of Conduct for Councillors in Queensland
Council Website	Burdekin Shire Council Meeting Procedures
Council Website	Burdekin Shire Council Standing Orders for Council Meetings including Standing Committees
GOV-POL-0018	Public Interest Disclosure Policy
GOV-POL-0017	Complaints Management Policy
GOV-POL-0006	Privacy Policy
ARC-POL-0001	Records Governance Policy

Relevant Legislation

Local Government Act 2009 (LGA)
Local Government Regulation 2012 (LGR)
Crime and Corruption Act 2001 (CCA)
Public Interest Disclosure Act 2010 (PIDA)
Public Sector Ethics Act 1994 (PSEA)

Document History and Version Control

Title of Document	Investigation of Suspected Conduct Breach by Councillor Policy
Document Reference Number	GOV-POL-0016 Rev 3
Review Schedule	24 months
Council Meeting Date	25 June 2024
Council Resolution Number	1820374

Addendums

Addendum Number	Document Title
1	Report template and summary report template
2	Investigation Standards
3	Statement of Preliminary Findings Template
4	Conduct Breach Disciplinary Action Guideline

Conduct Breach Investigation Report Template

Conduct Breach Complaint Investigation and Recommendation Report to Burdekin Shire Council

Reference Number:	
Date of Report:	
Date received from council:	
Complaint:	*Description of the alleged conduct. Outline the allegation/s as referred for investigation, including date/s, time/s, place/s, description of alleged conduct. Succinct description of (full title and relevant sections) of policy (e.g. code of conduct) alleged to have been breached)*
Complainant name:	
Is this a Public Interest Disclosure?	*Yes/No (If Yes, matter must be dealt with in accordance with Council's PID Policy)*
Name of subject councillor:	
Conflict of interest considerations:	*Declare any conflicts of interest or 'no conflicts of interest' by the investigator*
Summary of Investigation Process	*Scope* *Interviews conducted* *Documents examined* *Facts* *Category of conduct breach (reference relevant legislation)*
Investigation Report:	• a summary of the findings of the investigation • a summary of any relevant previous disciplinary history • summary of the evidence or a full copy of any written submission given by the councillor • application of facts to the conduct breach outlined above • a record of the investigation costs. *Note: Insert discussion of sufficiency of evidence to sustain the allegation and whether the evidence is capable of supporting a finding that the councillor has breached*

Investigator's recommendation to council:	It is recommended that: a) This report be submitted to the Burdekin Shire Council for consideration, pursuant to section 150AG of the Local Government Act 2009 (the LG Act), as to whether or not the councillor has engaged in a conduct breach; and if they are found to have so engaged, what action the local government will take to discipline the councillor pursuant to section 150AH of the LG Act; b) Having analysed the material from this investigation, a conclusion might be drawn that: Note: make a recommendation as to whether a conduct breach is made or not, with succinct reasons: c) If Burdekin Shire Council finds the councillor has engaged in a conduct breach, are there any aggravating or mitigating circumstances that should be taken into account? For example, any action taken by the councillor since the conduct, any Aboriginal traditions or Islander customs of the councillor. d) If council finds the councillor has engaged in a conduct breach, the following disciplinary action under section 150AH LGA is recommended (refer to the 'Guideline – conduct breach disciplinary action')
Investigator's Name:	
Signature:	
List of Attachments:	

Summary Report Template

Subject Councillor Name:	
Description of the alleged conduct	*Outline the allegation/s as referred for investigation, including date/s, time/s, place/s, description of alleged conduct. Succinct description of (full title and relevant sections) of policy (e.g. code of conduct) alleged to have been breached)*
Statement of facts	(established by the investigation)
Natural Justice description	*Describe how natural justice has been afforded to the councillor during the conduct of the investigation*
Summary of Findings:	
Investigator's recommendations	

Investigation Standards

Investigation of Conduct Breach Matters

The investigation must be managed in a consistent manner. Documentation must be contained in an efficient records management system. Confidential information must be secured appropriately.

Case management file

The investigation must be supported by a recognised case management tool so that emails, letters, statements, and evidence can be stored and secured confidentially. File notes must be made in the case management system to document key milestones in the investigation such as when lines of inquiry are identified, witnesses are spoken to, when evidence is secured, and document key decisions.

Investigation Plan

The mayor or delegate will, prior to beginning the investigation, check that the investigator does not have a conflict of interest in the matter. Remove them immediately from the investigation should a conflict of interest become known.

Take all necessary steps to protect the identity of the complainant(s) as far as possible during communications with the councillor. The following investigation process must be followed by the investigator unless the mayor or delegate agrees to vary the process in a particular case.
Consider the following:

- Research the legislation and policy framework thoroughly.
- Identify lines of inquiry and record them as a file note in case file management system.
- Present all the evidence the councillor provides or gives in a written statement.
- Gather further evidence (for example, from interviewing other witnesses, obtaining documents, or carrying out site inspections) when necessary.
- Secure evidence in case file management system, making a file note when lines of inquiry are followed up and key decisions are made during the course of in the investigation.
- Undertake a proper and impartial examination of the evidence gathered, including expert advice and analysis and / or legal advice if required.
- Draw conclusions based on the evidence and applying the appropriate legislative and policy frameworks.

Prepare the investigation report

Prepare an investigation report for the local government to consider on the template attached (Addendum 1).

If, during the course of an investigation, the Investigator obtains new information that a Councillor may have engaged conduct that may give rise to a new allegation, the Investigator must obtain particulars related to the conduct and then advise the mayor and the chief executive officer who will provide an information notice to the Assessor. The Assessor will undertake a preliminary assessment or alternative action on the matter.

The Investigator will be informed of activities of the Burdekin Shire Council in relation to the investigation. For example, the Investigator will be informed in the event the finalisation of a matter is delayed, or if the Burdekin Shire Council has to notify of a fresh allegation identified during the course of an investigation to the Assessor for a preliminary assessment.

If, during the course of an investigation, the Investigator obtains new information that a councillor may have engaged in misconduct or corrupt conduct the investigation will cease and the investigator will notify the mayor and chief executive officer who will be responsible for providing an information notice to the Assessor/Crime and Corruption Commission.

Statement of Preliminary Findings

The Investigator has assessed the evidence set out in the investigation report and, taking into account the seriousness of the allegations, has made findings on the balance of probabilities.

The table below contains a summary of the Allegations and the Investigator's findings.

A detailed summary of the evidence and findings is provided in the full investigation report.

CONDUCT ALLEGATIONS

Allegation	**Finding**
Allegation: Particulars:	Substantiated/Not Substantiated Summary of Evidence: Summary of reasons for finding:
Date:	
Investigator's name:	
Investigator's Signature:	

This guideline is provided to assist Queensland local governments to make consistent decisions about the appropriate disciplinary action to be taken against a councillor who is found to have engaged in a conduct breach.

What is a conduct breach?

According to section 150K of the Local Government Act 2009 (LGA), a conduct breach occurs when a councillor:

- breaches a behavioural standard (Code of Conduct for Councillors in Queensland)
- breaches a council policy, procedure, or resolution
- contravenes an order by a chairperson of a local government to leave a council meeting and stay away from the place at which it is being held
- is part of a course of unsuitable meeting conduct orders on three occasions within a one-year period, taken together, is a conduct breach. The local government is not required to notify the OIA of these matters and may deal with the conduct as if an investigation has been undertaken section 150J and make a decision under section 150AG of the Local Government Act 2009 (including Brisbane City Council).
- Below are some examples of conduct which may constitute a conduct breach:
    - A councillor makes a derogatory comment about staff publicly
    - A councillor speaks to the media on behalf of council when not properly authorised under a council policy
    - A councillor contravenes an order from the chairperson to leave a Council meeting and stay away from the place where the meeting is being held
    - Three occasions of unsuitable meeting conduct

Decision

Section 150AG of the LGA provides that where an allegation of a conduct breach has been referred by the Office of the Independent Assessor (OIA) to a local government for investigation, the local government must decide:

1. whether or not the councillor has engaged in a conduct breach, and,
2. what action the local government will take under section 150AH of the LGA to discipline the councillor if the councillor has been found to have engaged in a conduct breach.

Types of orders

Section 150AH of the LGA provides a list of the types of orders that the local government may make where it has found that a councillor has engaged in a conduct breach:

- An order that no action be taken against the councillor
- An order that the councillor make a public apology, in the way decided by the local government, for the conduct
- An order reprimanding the councillor for the conduct
- An order that the councillor attend training or counselling addressing the councillor's conduct including at the councillor's expense
- An order that the councillor be excluded from a stated local government meeting
- An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor
- An order that if the councillor engages in the same types of conduct again, it will be treated as misconduct
- An order that the councillor reimburse the local government for all or some of the cost arising from the councillor's conduct breach.

Factors that may be taken into account

Section 150AG(2) of the LGA provides that in deciding what action to take, the local government may consider:

- any previous conduct breach of the councillor
- any allegation made in the investigation that-
  - was admitted, or was not challenged and
  - the local government is reasonably satisfied is true.

Guidance on appropriate disciplinary action

It is open to local governments to decide which order/s in section 150AH of the LGA are suitable when a councillor is found to have engaged in a conduct breach. The particular circumstances of a case must always be taken into consideration.

As a guide, it is suggested that it may be appropriate for the local government to consider making an order or combination of orders depending on whether a councillor has been found to have engaged in a conduct breach for the first time, or for a second, or third time.

Section 150L of the LGA provides that conduct is misconduct if the conduct is part of a course of conduct leading the local government to take action under s150AG to discipline the councillor for a conduct breach on three occasions within a one-year period.

Order	**# instance of conduct breach**		
	First	**Second**	**Third**
No action to be taken against the councillor	✓		
An order for the councillor to make a public apology in a way decided by the local government, for the conduct	✓*	✓*	✓*
An order reprimanding the councillor for the conduct	✓#	✓#	✓#
An order that the councillor attend training or counselling addressing including at the councillor's expense	✓#	✓#	✓#
An order that the councillor be excluded from a stated local government meeting		✓	✓
An order that the councillor is removed or must resign from a position representing the local government other than the office of councillor			✓
An order that if the councillor engages in the same type of conduct again, it will be treated as misconduct	✓^	✓	
An order that the councillor reimburse the local government for all or some of the costs arising from the councillor's conduct breach **		✓	✓

* May be appropriate where there is heightened or particular public interest in the type of conduct or the subject matter relating to the conduct
# May be particularly appropriate where the conduct involves bullying or harassment or making inappropriate comments about another person
^ For more serious and deliberate conduct breaches by an experienced councillor
** Costs arising from the councillor's conduct breach includes investigative costs, legal costs, and administrative costs. However, costs should be kept to a reasonable rate taking into consideration other costs for more serious matters dealt with by the Councillor Conduct Tribunal.

GOVERNANCE

6.4.2. Petitions Policy

File Reference: **2895**

Report Author: **Rebecca Stockdale, Senior Governance Officer**

Authoriser: **Kim Olsen, Director Corporate and Community Services**

Meeting Date: **27 October 2026**

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030
- Implement effective governance frameworks.

Burdekin Shire Council Operational Plan 2026-2027
CG5 Manage Council's Corporate Policy Program.

Executive Summary
The Petitions Policy has been reviewed as part of Council's Corporate Policy Program. The review identified that the policy remains fit for purpose, however minor amendments are proposed to improve operational efficiency and reflect Council's preferred approach to the management of petitions. The key amendments include extending the policy review period from 12 months to 36 months and confirming that petitions must be submitted using Council's approved process rather than through external electronic petition platforms. The amended policy is presented for Council's consideration and adoption.

Officer's Recommendation
That Council adopts the amended Petitions Policy, as attached to this report including an extended review time to 36 months.

Background
Council adopted the Petitions Policy on 12 August 2025 to provide a framework for the submission, receipt and consideration of petitions and to support the provisions contained within Council's Standing Orders. The policy has now been reviewed in accordance with Council's Corporate Policy Program.

The review determined that the policy continues to meet its intended purpose and requires only minor amendments. Consideration was given to the inclusion of electronic petitions; however, Council determined that implementation and ongoing administration of an e-petition system would be cost prohibitive. Accordingly, the policy continues to require petitions to be submitted in accordance with Council's established process.

A further amendment proposes extending the policy review period from 12 months to 36 months, reflecting the policy's low-risk nature and reducing administrative burden while ensuring the policy remains current and effective.

Consultation
Consultation was held with Council's Senior Leadership Group on 19 August 2026 and Council Workshop on 6 October 2026. Council considered the proposed amendments and agreed that implementing and administering an e-petition system would be cost prohibitive at this time.

Budget & Resource Implications
There are no additional budget implications associated with the adoption of the amended policy. Retaining the current petition process avoids the costs associated with the implementation, administration and maintenance of an electronic petition platform.

Legal Authority & Implications
There are no additional legal implications associated with the proposed amendments. The policy continues to align with relevant legislative requirements and Council's Standing Orders.

Policy Implications
The Petitions Policy will remain on Council's policy register with the proposed amendments incorporated.

Risk Implications (Strategic, Operational, Project Risks)
The risk associated with the proposed amendments is considered low. The policy continues to provide a clear and transparent framework for the receipt and management of petitions received by Council. Retaining the current petition submission process avoids potential financial and administrative risks associated with implementing and managing an e-petition platform. Extending the review period to 36 months is considered appropriate given the limited amendments required since adoption and the policy's ongoing effectiveness.

Attachments
1. Petitions Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Senior Governance Officer
Effective Date	27 October 2026

Purpose

This policy provides a framework for the submission, receipt, and consideration of petitions to ensure transparency, consistency, and appropriate governance in responding to community concerns.

Scope

This policy applies to all petitions submitted to Council by individuals, groups, or organisations within the community seeking action, response, or advocacy on a matter of public interest. It outlines the requirements for a valid petition, the process for submission, and the manner in which Council will acknowledge and consider petitions.

Exceptions

This policy does not apply to:

- Submissions made under formal legislative or statutory processes (e.g. planning scheme amendments or development applications);
- Internal staff petitions or workplace matters;
- Anonymous or unsigned petitions.

Any petition received responding to a matter the subject of a current community consultation process will be considered as part of the consultation process and will not be dealt with under this policy.

Policy Statement

Council recognises that members of the community may, from time to time, seek to petition Council to advocate for matters of concern, particularly where other avenues of resolution have been exhausted. The ability for community members to petition Council to act on a request is a fundamental and important part of local democracy.

Petition Details

Principal Petitioner

The Principal Petitioner is responsible for coordinating the preparation and submission of the petition to Burdekin Shire Council. They will also serve as the primary contact for any Council correspondence regarding the petition. The Principal Petitioner must be a resident or ratepayer within the Burdekin Shire Council Local Government Area.

Minimum Petition Requirements

To be accepted by Council as valid, a petition must:

- Use the official petition template provided by Council (available on Council's website).
- Include the Principal Petitioner's details and the petition topic on every page.
- Be clearly written, with no edits or alterations.
- Be easy to read and contain at least ten (10) signatures of Queensland residents.
- List the postcode for each petitioner.

- Be written in English.
- Be brief and stay focused on the main issue.
- Use respectful and appropriate language.
- Not ask for funding, financial assistance, or cancellation of debts or fees.
- Not include any extra documents like letters or affidavits.
- Address any issue that falls within Council's responsibilities.

Petition Submission

Petitions can be submitted by mail to Burdekin Shire Council, PO Box 974, Ayr Qld 4807, or delivered in person at the Customer Service Centre at 145 Young Street, Ayr.

Once lodged, the petition will be reviewed to ensure compliance and jurisdiction. The Principal Petitioner will be contacted and advised:

- whether or not the petition has met Burdekin Shire Council's requirements; and
- the date the petition will be presented to Council for their consideration.

In accordance with Council's adopted Standing Orders, petitions that are presented to Council for consideration will not be debated. A motion will be moved to either:

- receive the petition; or
- receive and refer the petition to a committee or officer for consideration and a report to Council; or
- not receive the petition because it is deemed invalid.

By submitting a petition, the Principal Petitioner confirms authority to publish their name in the Agenda and Minutes of the meeting. Relevant details of the petition will be published as an attachment to the Minutes of the meeting. All other personal information including names and signatures will be redacted to ensure privacy is maintained in line with Council's Privacy Policy.

Human Rights Statement

This policy has been developed in accordance with the requirements of the *Human Rights Act 2019* (Qld). It is considered that the policy content does not conflict with any human rights and actively supports a human rights-based approach to Council decision-making.

Council representatives will seek to act and make decisions under this policy in a manner that is compatible with human rights. In particular, they will endeavour to:

- identify any relevant human rights that may be impacted by a proposed action or decision;
- give genuine and proper consideration to the potential effects on those rights; and
- ensure that any limitation of an individual's human rights is reasonable, necessary, and justifiable in accordance with the Act.

Risk Management

Burdekin Shire Council is committed to managing risks associated with the petition process in accordance with its Risk Management Framework. This includes ensuring that petitions are handled transparently, fairly, and in line with legislative and governance requirements. Council will assess and manage potential risks such as the misrepresentation of community views, breaches of privacy, and inappropriate or offensive content. Mitigation measures include clear petition requirements, verification of the Principal Petitioner, and established procedures for assessing and responding to petitions as outlined in this policy.

Legislation

Human Rights Act 2019
Information Privacy Act 2009
Information Privacy Regulation 2009
Local Government Act 2009
Local Government Regulation 2012

Definitions and Abbreviations

Petition	A formal written request, typically signed by multiple members of the community, appealing to Council to take action, change a policy, or advocate on a particular issue.
Principal Petitioner	The nominated contact person responsible for coordinating the petition and acting as the main liaison with Council. The Principal Petitioner must be a resident or ratepayer within the Burdekin Shire Council Local Government Area.
Signatory/Petitioner	Any person who signs the petition.
Valid Petition	A petition that meets the minimum requirements outlined in this policy, including clarity of purpose, appropriate signatories, and inclusion of necessary contact information.

Related Documents

Reference Number	Document Title
GOV-GDE-0007	Burdekin Shire Council Standing Orders
GOV-POL-0006	Privacy Policy

Document History and Version Control

Title of Document	Petitions Policy
Document Reference Number	GOV-POL-0027 Rev 1
Review Schedule	36 months
Council Meeting Date	27 October 2026
Council Resolution Number	

GOVERNANCE

6.4.3. Trustee Lease - Ayr Surf Life Saving Club Inc - Part of Lot 2 on SP184052

File Reference: 3053

Report Author: Kimi Waterson, Governance and Property Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030
- Demonstrate open and transparent decision-making, leadership and financial management.
- Implement effective governance frameworks.

Burdekin Shire Council Operational Plan 2026-2027
CG3 Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.

Executive Summary
This report seeks Council approval to enter into a Trustee Lease as follows:
Lessor: Burdekin Shire Council
Lessee: Ayr Surf Life Saving Club Inc
Premises: Part of Lot 2 on SP184052, 15-31 Sandowns Street, Alva Qld 4807
Term: Ten (10) Years (Nil Options) being 1 January 2027 to 31 December 2036
Rent: $0.10 per annum, if and when demanded
Purpose: Sport and Recreation

Officer's Recommendation
That Council:
1. agrees in principle to enter into a Trustee Lease with Ayr Surf Life Saving Club Inc over land described as part of Lot 2 on Survey Plan 184052, 15-31 Sandowns Street, Alva for a term of ten (10) years (Nil Options) being 1 January 2027 to 31 December 2036 for the purpose of Sport and Recreation at a rental of $0.10 per annum, if and when demanded. The Trustee Lease will be in accordance with the Council Property and Leasing Policy, Schedule 3 of the *Land Regulation 2020*, and other terms and conditions specific to Council requirements.

2. delegates to the Chief Executive Officer its power to take all necessary action on Council's behalf, including negotiating, executing, and discharging the lease. Any significant changes are to be approved by Council.

Background
Burdekin Shire Council is the registered Trustee over Reserve Lot 2 on Survey Plan 184052, located at 15-31 Sandowns Street, Alva and the purpose of the reserve is Park and Recreation.

On 27 August 2025, the Ayr Surf Life Saving Club Inc (ASLSC) wrote to Council requesting to build a sand pit adjacent to their clubhouse on Council Reserve Land to build a dedicated beach training facility that will also double as a community volleyball court.

On 7 October 2025, ASLSC were advised that Council agreed in principle with the proposed development and suggested they discuss with Council the proposed design in more detail and the implications for existing users of the cricket pitch. They were also required to consult with local Alva Beach residents. In addition, the Club was advised that, as Council is the trustee of the land, a Trustee Lease would be required to formalise the Club's occupation and use of the proposed sand pit area.

In March 2026, ASLSC discussed the design with Council's Director Infrastructure, Planning and Environmental Services.

In July 2026, confirmation was received from ASLSC and the Director Infrastructure, Planning and Environmental Services that lease negotiations could commence in relation to the proposed sand pit area at Alva.

On 6 August 2026 it was determined that the lease area would only be for part of the lot. ASLSC proposed three different lease areas for Council to consider at the Council workshop on 15 September 2026. Proposed Lease Area A was agreed upon.

It is proposed to prepare a Trustee Lease for part of Lot 2 on SP184052, 15-31 Sandowns Street Alva Qld 4807 for a term of ten (10) years commencing 1 January 2027 for the purpose of sport and recreation.

The proposed rent amount is to be $0.10c per annum (if demanded).

The Trustee Lease will be subject to the Council Property and Leasing Policy, Schedule 3 of the *Land Regulation 2020 (Qld)* and any other terms and conditions specific to Council requirements for a community Trustee Lease.

A new Lease Plan will be prepared to identify and define the area proposed to be leased. The plan will form part of the Trustee Lease documentation and will establish the boundaries of the leased premises for the term of the lease.

Consultation
Council's Director Infrastructure, Planning and Environmental Services
Ayr Surf Life Saving Club Inc.
Council workshop 15 September 2026

Budget & Resource Implications
Staff resources and Legal representation will be utilised to prepare Trustee Lease documentation.
The Lessee will bear the associated costs including, but not limited to, the costs of obtaining a registrable lease plan and lease registration fees.

Legal Authority & Implications
Local Government Regulation 2012
Land Act 1994
Land Regulation 2020

Policy Implications
The Lease complies with the Council Property and Leasing Policy.

Risk Implications (Strategic, Operational, Project Risks)
Council owned or controlled land used by community, commercial organisations or individuals without formal and consistent tenure arrangements, places liability on Council in the event of injury, accident or unenforceable agreements.

By formalising tenure arrangements, it reduces the risk of unenforceable arrangements and inappropriate use of Council land/property by providing appropriate and consistent tenure guidelines.

Attachments
None

ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Adoption of Revised Flying Fox Management Policy

File Reference: 2222

Report Author: Megan Davies, Pest Management Supervisor

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Engage with the community to promote education programs that encourage sustainable practices and contribute to improved environmental outcomes.
- Lead by example in adopting environmental best practices across Council operations, and actively support businesses and residents to embrace environmentally friendly practices.
- Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.

Executive Summary

This report seeks Council's adoption of the revised Flying Fox Management Policy. The Policy provides the framework for the assessment, monitoring and management of flying fox roosts within the Burdekin Shire and has been updated to improve clarity, strengthen alignment with the Flying Fox Roost Management Plan (2024), and reflect current legislative requirements.

Officer's Recommendation

That Council adopts the revised Flying Fox Management Policy, as attached to this report.

Background

The Flying Fox Management Policy was last adopted by Council on 29 August 2024 and is subject to periodic review to ensure it remains current and aligned with legislative and operational requirements.

The Policy provides the framework for assessing, monitoring and managing flying fox roosts across the Burdekin Shire and is supported by Council's Flying Fox Roost Management Plan (2024), which guides monitoring, impact assessment, community engagement, management responses and ongoing review activities.

Flying foxes are protected wildlife under the *Nature Conservation Act 1992.* The Black Flying Fox (Pteropus alecto) and Little Red Flying Fox (Pteropus scapulatus) are the species most commonly found within the Burdekin. Flying foxes perform important ecological functions as pollinators and seed dispersers and are recognised for their contribution to biodiversity, ecosystem resilience and native vegetation health. While they provide significant environmental benefits, roosts located near urban areas can generate community concerns relating to noise, odour, droppings, impacts on fruit trees and perceived health risks.

Council applies a risk-based, evidence-based and non-lethal approach to flying fox management. Decisions are based on site-specific assessments that consider community impacts, environmental values, legislative obligations, operational constraints and animal welfare considerations. Management focuses on monitoring, education, stakeholder engagement, habitat management and property-level mitigation before active

intervention is considered. Where significant impacts to residents, public infrastructure or amenity occur, Council may undertake authorised non-lethal management activities, including nudging or dispersal, in accordance with relevant legislation and Codes of Practice. The presence of a roost does not automatically require management intervention.

Council's management of flying foxes is undertaken in accordance with relevant guidance issued by the Department of the Environment, Tourism, Science and Innovation (DETSI), including:

- the Code of Practice - Ecologically Sustainable Management of Flying Fox Roosts;
- the Code of Practice - Low Impact Activities Affecting Flying Fox Roosts; and
- the Flying Fox Roost Management Guideline.

Under the *Environment Protection and Biodiversity Conservation Act 1999*, Council may undertake approved non-lethal flying fox management activities within an Urban Flying Fox Management Area (UFFMA) without obtaining a separate management authority, provided all legislative and Code of Practice requirements are met. Outside a UFFMA, a Flying Fox Roost Management Authority is required from DETSI. Private landholders may undertake low-impact activities where permitted under the applicable Code of Practice, while other management activities may require a Flying Fox Roost Management Permit.

The review identified a number of opportunities to improve the Policy. The proposed amendments include:

- Added reference to Council's adopted Flying Fox Roost Management Plan (2024) and clarified that the Policy should be read alongside the Plan.
- Significantly expanded ecological background information, including:
  - Flying fox ecological role as pollinators and seed dispersers.
  - Importance to biodiversity, ecosystem resilience and native vegetation health.
  - Recognition of flying foxes as a keystone species.
- Expanded the species table to include Grey-headed Flying Fox and Spectacled Flying Fox conservation status under the *Environment Protection and Biodiversity Conservation Act 1999* and International Union for Conversvation of Nature (IUCN) Red List of Threatened Species.
- Added a stronger statement regarding balancing community amenity with ecological conservation through a risk-based and evidence-based approach.

Consultation
Consultation on the draft policy was undertaken through the Senior Leadership Group, which reviewed the document on 31 July 2026. The draft policy was subsequently presented to Mayor, Councillors and Executive Leadership Team at a Council Workshop held on 1 September 2026 for consideration and feedback.

Budget & Resource Implications
Existing budget provision is limited to routine management. No specific budget allocation currently exists for larger-scale flying fox management activities. Any material management action outside existing operational budgets would be subject to separate budget approval.

Legal Authority & Implications
Council must comply with the *Nature Conservation Act 1992, Environment Protection and Biodiversity Conservation Act 1999*, regulations and codes of practice and guidelines issued by DETSI.

Policy Implications
This policy will replace the existing Flying Fox Management Policy adopted on 29 August 2024.

Risk Implications (Strategic, Operational, Project Risks)
Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.
Strategically and operationally the policy is important as it provides broad direction and guidance to Council and staff and the public in the implementation of Council functions and activities.

Attachments

1. Flying Fox Management Policy

Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Environmental and Health Services
Policy Contact	Coordinator Public Health and Environment
Effective Date	29 August 2024

Purpose

Australia is home to more than 80 species of bats/flying fox. Four species of *Pteropus* species flying fox are native to mainland Australia and occur mostly in northern and eastern temperate and sub-tropical coastal areas. The purpose of this Policy is to articulate the approach that Council will take for the management of flying fox roosts within the Burdekin Shire and specifically within an Urban Flying Fox Management Area (UFFMA).

This policy is to be read in conjunction with Council's adopted Flying Fox Roost Management Plan (2024), which details the operational framework for assessing and monitoring roost sites, prioritising and implementing management actions, responding to emerging roosts, and undertaking reporting and review processes.

Background

Flying foxes are protected wildlife in Queensland under the *Nature Conservation Act 1992*. Council recognises flying fox as a protected native wildlife species that provide significant ecological, environmental and economic benefits. Flying fox play a critical role in the pollination of native vegetation and the dispersal of seeds over large distances, contributing to the reproduction, regeneration and long-term health of forests, woodlands, wetlands and other natural ecosystems. Their ability to move pollen and seeds between isolated vegetation communities helps maintain biodiversity, improve ecosystem resilience and support the health of Australia's native landscapes. Flying foxes are widely recognised as a keystone species due to the important ecological services they provide.

Table 1: Flying foxes of Northern and Eastern Australia.

Name	National Status (EPBC)	State Status (QLD)	IUCN Status
Little Red Flying Fox (*Pteropus scapulatus*)	Not listed	Least Concern	Least Concern
Black Flying Fox (*Pteropus alecto*)	Not listed	Least Concern	Least Concern
Grey-headed Flying Fox (*Pteropus poliocephalus*)	Vulnerable	Least Concern	Vulnerable
Spectacled Flying Fox (*Pteropus conspicillatus*)	Endangered	Endangered	Endangered

Within the Burdekin Shire, the Little Red Flying Fox and Black Flying Foxes are commonly found.

While most species are insectivorous, flying fox feed primarily on nectar, pollen and fruit. Their role as pollinators and seed dispersers support the long-term health of native vegetation, helping maintain ecosystem functions that underpin productive rural landscapes, waterway health and biodiversity.

Flying fox typically roost communally in camps that may contain a few individuals to many thousands of individuals. Roosts are commonly located near watercourses, wetlands and areas of suitable vegetation where they can rest during the day and access food resources within the broader landscape.

The ecological benefits provided by flying fox can also bring them into close proximity with people and urban environments. In some circumstances their presence may result in concerns relating to noise, odour, droppings, impacts on fruit trees, or perceived health risks. Council aims to balance community wellbeing and amenity with the conservation of flying fox by applying a risk-based, evidence-based and environmentally responsible approach to management that is consistent with relevant legislation and recognised best practice.

Scope

All management options considered by Council will be undertaken in a manner that is in accordance with the relevant codes of practice issued by the Department of the Environment, Tourism, Science and Innovation (DETSI) as follows:

- The Code of Practice – Ecologically sustainable management of flying fox roosts;
- The Code of Practice – Low impact activities affecting flying fox roosts;
- Flying fox roost management guideline.

Under the *Nature Conservation (Animals) Regulation 2020,* Council may undertake authorised non-lethal management actions within a UFFMA in accordance with the relevant Codes of Practice. A UFFMA includes land zoned for urban purposes under the Planning Scheme and is inclusive of a 1 kilometre buffer (Appendix 1).

Council's as-of-right authority does not mean Council must take action, rather management actions must be exercised in accordance with the relevant Code of Practice, notification requirements and any other applicable legislative approvals.

Outside a UFFMA, Council requires a Flying Fox Roost Management Permit (FFRMP), available from DETSI. A non-council applicant requires a FFRMP irrespective of the location of the roost.
Local known habitat sites (current and historical) include the following:

- Lloyd Mann Park, Home Hill;
- Kidby's Gully, Home Hill;
- Fourth Street/Twelfth Avenue, Home Hill;
- Memorial and Arch Dunn Park, Tenth Street, Home Hill;
- Plantation Creek, Ayr.

Objectives

The policy objectives are to:

- Conduct regular roost monitoring;
- Minimise impacts on the community;
- Reduce conflicts between flying fox roosts and the community;
- Ensure consistent, compliant and evidence-based management;
- Support long-term ecological sustainability;
- Improve coordination and planning of flying fox roost management activities within Council's UFFMA;
- Protect and where appropriate, enhance low-conflict flying fox roost habitat to support long-term coexistence and reduce the likelihood of flying fox relocating to higher conflict locations;
- Implement recommendations from Council's Flying Fox Roost Management Plan (2024) subject to funding.

Policy Statement

Management intent for flying fox roosts located on Council controlled land and within an UFFMA

Council adopts a risk-based, non-lethal approach to the management of flying fox roosts on Council-controlled land within an UFFMA. Management decisions will be guided by Council's adopted Flying Fox Roost Management Plan (2024) and informed by a site assessment that considers:

- proximity to sensitive receptors, residents, assets and infrastructure;
- the nature and extent of community, environmental and stakeholder impacts;
- roost size, species composition, duration, stability and potential to expand;
- ecological, environmental and heritage values;
- land tenure and legislative requirements; and
- the operational, financial and risk implications for Council.

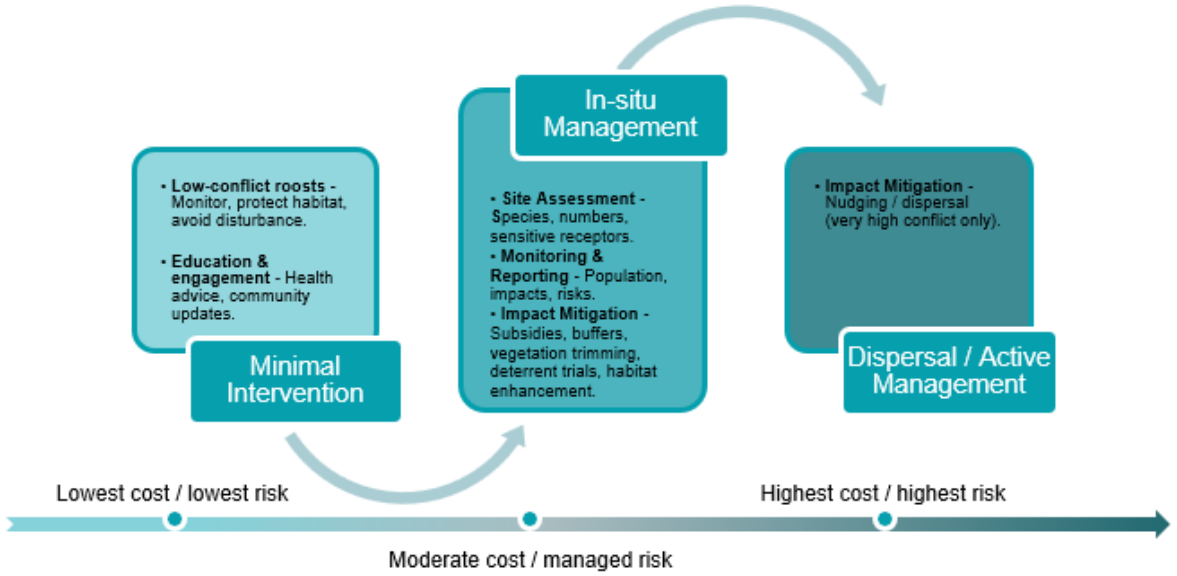
Council will prioritise education, monitoring, community engagement, property-level impact mitigation, habitat management and the protection of low-conflict roost sites. Active management actions, including nudging or dispersal, will be undertaken in accordance with Council's safe operating procedures and only be considered where significant impacts exist, lower-level management measures have been implemented and proven ineffective, and animal welfare risks are acceptable.

Active management will not be undertaken where dependent or crèching young are present unless supported by expert advice and all required approvals.

Council will generally avoid disturbing roosts located at low-conflict sites on public land, such as Plantation Creek, where adequate buffers exist and no significant impacts to Council assets, public safety or the environment are occurring. In these circumstances, Council will seek to minimise disturbance and support the continued use of lower-conflict roost locations.

The presence of a flying fox roost does not, in itself trigger management action. Council may elect not to intervene where impacts are low, the site is isolated or low-conflict, or the roost provides ecological or strategic benefit. Emerging roosts will be assessed on a case-by-case basis and managed in accordance with Council's Flying Fox Roost Management Plan (2024). This management approach is outlined in Figure 1.

Figure 1: Burdekin Shire Council Flying Fox Management Approach: Intervention, Cost and Risk Scale.



Management intent for flying fox roosts located Outside an UFFMA

Council does not have an as-of-right authority to manage flying fox roosts outside of an UFFMA. Enquiries relating to roosts outside of an UFFMA will be referred to the Department of the Environment, Tourism, Science and Innovation (DETSI).

Management intent for flying fox roosts located on private land

Urban areas where flying fox colonies naturally occur on private property or through no action of Council, Council may provide advice to landholders affected by flying fox roosts on private land; however, landholders are responsible for obtaining any required approvals and managing impacts in accordance with relevant legislation. Council generally does not support the relocation of flying fox roosts from rural areas where this may transfer impacts to other landholders or communities. Activities undertaken on private land are the responsibility and expense of the landholder.

Private property owners who wish to undertake low impact activities, mowing, mulching, weeding and minor trimming of trees, on their own land may do so as specified in the *'Code of Practice – Low impact activities affecting flying fox roosts'*. For management activities not considered "low impact'' the landowner may apply directly to the Department of the Environment, Tourism, Science and Innovation (DETSI) for a Flying fox Roost Management Permit. Any activity on private land will be at the expense of the landowner.

Legislation

Nature Conservation Act 1992;
Nature Conservation (Animals) Regulation 2020;
Animal Care and Protection Act 2001 (animal welfare obligations);
Environment Protection and Biodiversity Conservation Act 1999;
Vegetation Management Act 1999;
Planning Act 2016.

Definitions

Flying fox roost (camp) – A site where flying foxes gather to rest during the day.

Urban Flying Fox Management Area (UFFMA) – Includes urban, residential and commercial areas including a 1 kilometre buffer around them where Council can undertake authorised non-lethal management.

Low-impact activities – Minor activities that do not significantly disturb flying foxes, as defined by the Code of Practice.

Nudging (passive dispersal) - Low-intensity, short-duration disturbance activities undertaken in accordance with the Code of Practice to encourage flying foxes to gradually move within or away from a roost site, without causing harm or significant stress.

Dispersal (active dispersal) - A coordinated management action undertaken in accordance with the Code of Practice to actively move flying foxes from a roost site, typically involving sustained disturbance over multiple days and requiring appropriate planning, assessment and, where applicable, approvals.

Related Documents

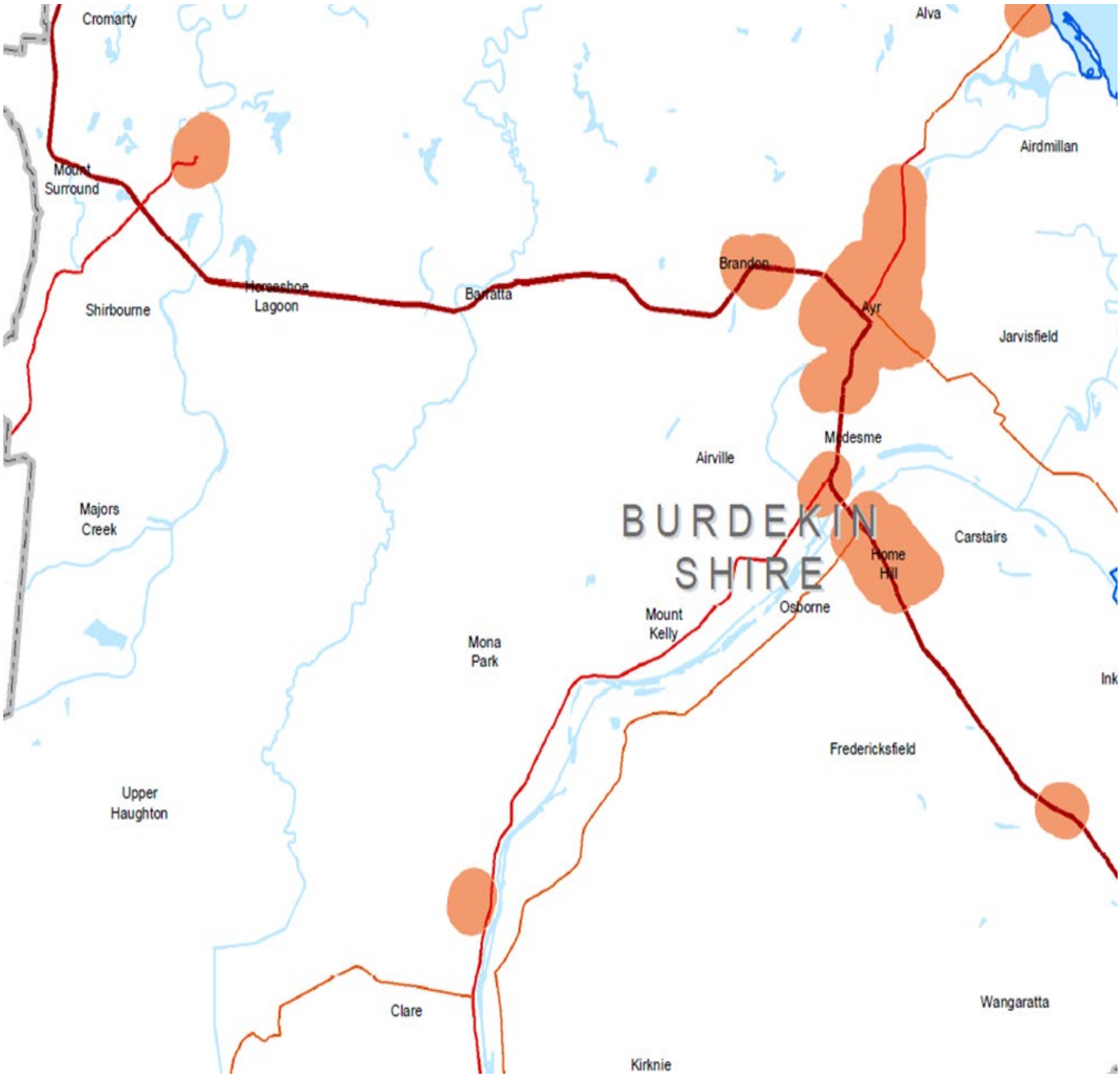
Reference Number	Document Title
External website	Code of Practice – Ecologically sustainable management of flying fox roosts
External website	Code of Practice – Low impact activities affecting flying fox roosts
External website	Flying Fox Roost Management Guideline
ENV-PLN-0006	Burdekin Shire Council Flying fox Roost Management Plan (August 2024)
	SOP – Flying Fox Management

Document History and Version Control

Title of Document	Flying Fox Management Policy
Document Reference Number	ENV-POL-0004 Rev 3
Review Schedule	24 months
Council Meeting Date	29 August 2024
Council Resolution Number	1833341

APPENDIX 1

BURDEKIN SHIRE UFFMA MAP



ENVIRONMENTAL AND HEALTH SERVICES

7.1.2. Clare Swimming Pool - Interim Service Arrangement and Procurement

File Reference: 919

Report Author: Jude Austin, Manager Environmental and Health Services

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030
- Encourage active communities through the provision and maintenance of recreational spaces.
- Provide safe, attractive, accessible, and functional community spaces and facilities.
- Shape the built environment to enhance connectivity, social interaction, and a healthy lifestyle.

Burdekin Shire Council Operational Plan 2026-2027
SP1 Administer the management contracts for the Ayr and Home Hill Swimming Pools and inspect and maintain all Shire pools.

Executive Summary
The contract for services at Clare Swimming Pool expired on 30 April 2026, with services subsequently continuing without a current contractual arrangement.

This report seeks to regularise the procurement position, enable payment for services already provided, and establish an appropriate interim arrangement while Council considers the future operating and community access model, including associated insurance and liability implications.

Officer's Recommendation
That Council:
1. authorises payment of verified invoices for services provided at Clare Swimming Pool following expiry of the previous contract; and
2. authorises an interim procurement arrangement for continued services while the future operating and community access model is being determined.

Background
Contract QBSC/25/087 for services at Clare Swimming Pool covered the 2025/2026 summer season and expired on 30 April 2026. Services subsequently continued without a current contract, and invoices have now been received for works undertaken.

Council's Procurement Operational Standard identifies continuing to use an expired or undocumented supplier arrangement as a procurement breach. The current position therefore requires regularisation to enable payment for verified services already provided and to ensure continued services are supported by an appropriate procurement arrangement.

Council is separately considering insurance and liability matters associated with community access to Clare Swimming Pool. This work does not alter the immediate requirement to address the current procurement arrangements.

Consultation
Internal consultation has occurred with relevant Council Officers regarding the procurement matter.

The proposed future operating and community access arrangement for Clare Swimming Pool were considered at the Council Workshop held on 6 October 2026, with the Mayor, Councillors and Executive Leadership Team. Further consultation was subsequently undertaken with Council's insurer regarding the associated liability implications.

Budget & Resource Implications
The cost of lifeguard services at the Clare Swimming Pool varies from month to month based on the number of scheduled service days delivered. Under Contract QBSC/25/087, the agreed rate is $280.00 (excluding GST) per 2.5-hour shift, with an hourly rate of $80.00 (excluding GST) applicable where additional services are required. By way of example, 15 service days were provided during April 2026, resulting in a total cost of $4,200.00 (excluding GST).

CAM Coaching has maintained the rates established under Contract QBSC/25/087, with no increase to the agreed service charges. Consequently, fluctuations in monthly expenditure are attributable to variations in the number of scheduled service days, rather than any increase in the contracted service rate.

Legal Authority & Implications
Council’s procurement activities are subject to the Local Government Act 2009, Local Government Regulation 2012, and Council’s Procurement Policy and Procurement Operational Standard.

The continuation of services following expiry of the contract represents a procurement compliance issue requiring regularisation. Council’s Procurement Operational Standard specifically identifies continuing to use an expired or undocumented supplier arrangement as a procurement breach.

The proposed recommendation provides for payment of verified services already received and an appropriate procurement arrangement for future services.

Policy Implications
The matter is subject to Council’s Procurement Policy and Procurement Operational Standard. The proposed approach will regularise the current procurement position and ensure future services are managed in accordance with Council’s procurement requirements.

Risk Implications (Strategic, Operational, Project Risks)
Strategic Risk - Low: Governance and reputational risk associated with an expired procurement arrangement.
Operational Risk - Moderate: Continued services without a current contract creates procurement and service continuity risks.
Project Risk - Low: An interim arrangement maintains service continuity while preserving flexibility for future operating arrangements.

Attachments
None

PLANNING AND DEVELOPMENT

7.3.1. Floor Heights for Buildings with Habitable Rooms Policy

File Reference: 1185

Report Author: Matteo Sandona, Planning and Development Manager

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030
- Deliver regulatory and advisory programs.

Burdekin Shire Council Operational Plan 2026-2027
PD6 Monitor building approvals to ensure the application of Council's Floor Heights for Buildings with Habitable Rooms Policy by private certifiers.

Executive Summary
This report seeks Council's consideration and adoption of an updated version of the Floor Heights for Buildings with Habitable Rooms Policy. The purpose of this Policy is to set out Council's standard for how buildings with habitable rooms achieve appropriate flood immunity. The Policy has been reviewed by staff in line with the review cycle with minor amendments made to ensure consistency with the relevant planning scheme definitions, as well as formatting and correcting administrative errors.

Officer's Recommendation
That Council adopts the updated version of the Floor Heights for Buildings with Habitable Rooms Policy, as attached to this report.

Background
The Floor Heights for Buildings with Habitable Rooms Policy establishes minimum floor height requirements for new buildings containing habitable rooms within the Burdekin Shire to minimise the risk of flood inundation. The Policy applies to Class 1, 2, 3 and 4 buildings and requires habitable floor levels to be constructed at least 300mm above the defined 1% Annual Exceedance Probability (AEP) flood level, or where that level is unavailable, 300mm above the highest of the road crown or finished ground level. The Policy also provides exemptions and variation provisions where Applicants can demonstrate an alternative level of flood immunity supported by suitably qualified professional advice.

In accordance with the Policy review cycle, the Policy has been reviewed by staff and minor amendments are proposed. The amendments correct formatting and administrative errors and update terminology and definitions to ensure consistency with the relevant definitions contained within the Burdekin Shire Council Planning Scheme 2022. These changes are administrative in nature and are intended to improve clarity, consistency and interpretation of the Policy while maintaining its existing purpose and flood risk management outcomes.

Consultation
The updated version of the Policy was reviewed by the Senior Leadership Group as per the review cycle workflow. The Policy was subsequently subject to discussion with Mayor, Councillors and Executive Leadership Team at a Council Workshop held on Tuesday, 13 October 2026.

Budget & Resource Implications
There are no budget or resource implications if the recommendation is adopted.

Legal Authority & Implications
The Policy is guided by the following legislation:
Local Government Act 2009
Planning Act 2016
Burdekin Shire Council Planning Scheme 2022

Policy Implications
The Policy will be updated on Council's public website.

Risk Implications (Strategic, Operational, Project Risks)
This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Timing of reviews is included at the conclusion of this document under the heading “Document History and Version Control”.

Attachments
1. Floor Heights for Buildings with Habitable Rooms Policy

Floor Heights for Buildings with Habitable Rooms Policy

Policy Type	Corporate
Function	Development and Building Controls
Policy Owner	Director Infrastructure Planning and Environmental Services
Policy Contact	Manager Planning and Development
Effective Date	28 October 2025

Purpose

The purpose of this policy is to ensure new buildings or structures with habitable rooms are constructed with floor heights that minimise the risk of inundation from floods.

Scope

This policy applies to all new structures containing habitable rooms with a building classification of Class 1, 2, 3 or 4 within the Burdekin Shire. This policy is intended to be an interim policy which will be reviewed as alternate planning instruments come into effect.

Exemptions

This policy does not apply to buildings or structures which are classed for non-habitable purposes.

Alterations and additions to existing lowset structures with a building classification of Class 1, 2, 3 or 4, which represent a less than 50% increase to the habitable floor area, are exempt from this policy.

Council officers may accept a variation to the policy where the applicant can demonstrate that the individual site characteristics of the subject land can provide an adequate level of flood immunity below the stipulated habitable floor height. Any request for an exemption must be substantiated by a hydraulic engineer (RPEQ) or other suitably qualified professional.

Policy Statement

Identified Areas

Council has undertaken a flood study over specific regions of the Shire. Individual properties will be assessed against flood study mapping to identify properties affected by possible inundation by floods.

Defined Flood Level

The defined flood level means the level to which flood waters would reasonably be expected to rise within the flood hazard area during a 1% AEP (Annual Exceedance Probability) defined flood event.

Minimum Floor Heights

The floor height of habitable rooms must be located at least:

(a) 300mm above the defined 1% AEP flood level; OR
(b) where the defined 1% AEP flood level is not known, 300mm above the highest of either:
    (i) the crown of the road; or
    (ii) the finished ground level.

Document History and Version Control

Title of Document	Floor Heights for Buildings with Habitable Rooms Policy
Document Reference Number	BLD-POL-0002 Rev 4.01
Review Schedule	12 months
Council Meeting Date	28 October 2025
Council Resolution Number	1904039

PLANNING AND DEVELOPMENT

7.3.2. Economic Stimulus Policy - Development Incentives

File Reference: **2924**

Report Author: **Matteo Sandona, Planning and Development Manager**

Authoriser: **James Stewart, Director Infrastructure Planning and Environmental Services**

Meeting Date: **27 October 2026**

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030
- Provide business support programs
- Support and promote local businesses

Executive Summary
This report seeks Council's consideration and adoption of an updated version of Economic Stimulus Policy – Development Incentives. The purpose of this Policy is to provide Council with discretion to waive infrastructure charges for developments that attract and retain business investment in the region. The Policy has been reviewed by staff in line with the review cycle with minor amendments made to provide additional guidance regarding the 'Development Incentive Agreement' entered into with successful applicants, reformatting the title of the Policy to ensure consistency across Council policies, as well as amending the review cycle to 24 months.

Officer's Recommendation
That Council:
1. accepts the reformatted Policy title being Economic Stimulus (Development Incentives) Policy.
2. adopts the updated version of the Policy, as attached to this report.

Background
Council levies infrastructure charges for development under the framework established by the *Planning Act 2016*. Where a development approval attracts an adopted infrastructure charge for trunk infrastructure, Council is required to issue an Infrastructure Charges Notice (ICN). Council's adopted charges are established through the Infrastructure Charges Resolution No. 2 (2018).

Council adopted the Economic Stimulus Policy - Development Incentives to provide a framework for offering development incentives that encourage investment, economic growth and increased housing supply within the Burdekin Shire. The Policy supports the objectives of the Burdekin Shire Council Corporate Plan 2025-2030 by promoting business growth, investment attraction, economic diversification, workforce development and housing affordability. Its primary mechanism is the waiver or partial waiver of infrastructure charges for eligible developments that utilise existing trunk infrastructure capacity and deliver demonstrated economic benefits to the community.

In accordance with the Policy review cycle, the Policy has been reviewed by staff and minor amendments are proposed. The amendments provide additional guidance regarding the agreement issued to successful applicants, formally identifying this document as the 'Development Incentive Agreement' based on the template prepared and utilised for the first application approved under the Policy. An amendment is also

proposed to extend the review period from 12 months to 24 months. These changes are administrative in nature and are intended to improve clarity, consistency and the ongoing administration of the incentive program while maintaining the Policy's existing intent and objectives.

Consultation
The updated version of the Policy was reviewed by the Senior Leadership Group as per the review cycle workflow. The Policy was subsequently subject to discussion with Mayor, Councillors and Executive Leadership Team at a Council Workshop held on Tuesday, 13 October 2026.

Budget & Resource Implications
There are no budget or resource implications if the recommendation is adopted.

Legal Authority & Implications
The Policy is guided by the following legislation:
Local Government Act 2009
Planning Act 2016
Burdekin Shire Council Planning Scheme 2022

Policy Implications
The Policy will be updated on Council's public website.

Risk Implications (Strategic, Operational, Project Risks)
This Policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Timing of reviews is included at the conclusion of this document under the heading "Document History and Version Control".

Attachments
1. Economic Stimulus (Development Incentives) Policy

Economic Stimulus (Development Incentives) Policy

Policy Type	Corporate
Function	Development and Building Controls
Policy Owner	Manager Planning and Development
Policy Contact	Manager Planning and Development
Effective Date	1 January 2026

Purpose

This policy provides the framework for an incentive program where Council may provide financial assistance to attract and retain business investment in the region.

Policy Statement

Council is committed to supporting a sustainable and growing economy by encouraging new development within the Burdekin Shire. It recognises, however, that the cost of undertaking development in the Shire must be regionally competitive if that investment is to be secured. One way of enhancing that competitiveness is to reduce the cost of infrastructure charges levied on new development.

This policy supports the intent of the Burdekin Shire Council (Council) Corporate Plan 2025-2030 to foster business growth and innovation, promote workforce development, attract investment, diversify the economy and increase housing availability, density and affordability in our region.

The purpose of this policy is to establish a consistent, equitable and transparent process to assess incentive applications made for, and reductions in fees and charges associated with, development.

Incentive Program and Scope

Council has established the Economic Stimulus Policy (the program) to provide the community and developers with the opportunity to apply for an incentive.

Applications made under this policy are assessed on merit, considering the eligibility criteria and available funds. Nothing in the policy shall imply or suggest that Council is under any obligation to provide any incentive to any Applicant.

To encourage new development in the Shire, Council will consider waiving infrastructure charges for development that uses capacity within existing trunk infrastructure networks.

The program will be administered and reported on conjunctly by Economic Development and Planning and Development.

Implementation

Application

An application for a waiver of infrastructure charges must be made to Council in writing and:

- Demonstrate compliance with the eligibility criteria;
- Demonstrate an economic benefit to the Shire in terms of sustained jobs, housing, or construction impact; and
- Identify the Applicant/proponent consultant team and provide appropriate plans of development.

The application may be made to Council at the same time as the development application, but not after the infrastructure charge has already been paid.

Eligibility Criteria

To be eligible for a waiver of infrastructure charges, a development must comply with all of the following criteria:

- The development must not require the provision of extra trunk infrastructure at Council's cost;
- The development must be development to which infrastructure charges apply pursuant to Council's infrastructure charges resolution;
- The development must not be development which is included in the ineligible development list included in the relevant section of this Policy; and
- The development must be completed within 24 months of the granting of a development permit.

Ineligible Development

The following is a list of development which is ineligible for a waiver of infrastructure charges under this Policy:

- Development which was approved before the commencement of the Policy.
- Renewable Energy Facility.
- Solar Farm.
- Wind Farm.
- Wind Turbine.
- Battery Storage Facility.
- Subdivision of land within the Rural zone to create agricultural lots less than 30 hectares.

Preferred Development Types

The following is a list of development which is preferred development to be assessed on application for the waiver or part waiver of infrastructure charges under this Policy:

- Subdivision of residential zoned land resulting in additional residential allotments or dwelling units;
- Development that promotes commercial and industry natured development;
- Development of a Retirement Facility;
- Development that promotes tourism within the Shire;
- Development which creates employment opportunities for residents of the Shire; and
- Development which reuses existing buildings within the central business districts of Ayr and Home Hill.

Assessment

It is at the absolute discretion of Council whether a waiver is granted for a particular development and the amount of the fees or charges that are waived; however, Council will give preference to development listed in preferred development types of this Policy.

There is no right of appeal should Council in its discretion decide not to grant a waiver in whole or in part.

Decision

An Applicant who has lodged an application for a waiver of charges will be advised in writing of Council's decision in relation to their request.

If Council agrees to waive fees or charges, the amount agreed to be waived will be subtracted from the applicable adopted fee or charge for the development in accordance with Council's adopted Fees and Charges or adopted Infrastructure Charges Resolution.

Council will provide the Applicant with a Development Incentive Agreement outlining the agreement details and agreement conditions with any successful application. The Applicant is required to sign and return the Development Incentive Agreement to Council, with a copy of the fully executed document to be provided for the Applicant's records.

Pre lodgement Advice

Applicants may request a formalised eligibility assessment of their proposed development for an incentive under this policy. This process is separate from any development application and can be lodged at any time. A project's eligibility will be assessed based on the information provided by the Applicant. The Applicant must provide general information which can address the relevant criteria.

For example:

- Information about the proposed development, including location and land use; and
- Estimate of the capital investment and construction costs.

Based on the information provided at the time of assessment, written notification will be issued to the Applicant advising whether:

- The proposed development meets the relevant criteria for an incentive under the policy, including the specific incentive that may be offered and any other conditions; or
- The development does not qualify and the reasons for this assessment.
- Note: Any significant alterations to the development design (i.e. changes to gross floor area may affect infrastructure charges) may subsequently affect the proposal's eligibility and new advice should be sought.
- All applications seeking a grant are presented to a Council Meeting for decision, which may deviate from the officer's recommendation.

The Applicant agrees to allow Council to use any non-commercial information to promote the program.

Assessment and Approval of Applications

Applications are to be made using the approved form with all mandatory parts completed and supporting documentation attached.

Council officers are authorised to determine the administrative process and assess all applications for an incentive.

All applications must be approved by Council resolution.

Where an application does not meet the assessment criteria, Council at its discretion may approve the application by resolution.

Conditions of Approval

- A Development Incentive Agreement will be issued with any successful application detailing the value of the benefit and conditions of approval.
- The land use must commence by the date specified in the Development Incentive Agreement (which will generally be two (2) years from the Agreement Commencement Date).

- A request for an extension to the timeframe will only be considered if it is submitted prior to the deadline and can demonstrate that substantial efforts have been made to action the development approval prior to the deadline. For example, 75% or more of the construction activities have been completed.
- Approval for an extension request will be at the sole discretion of Council.
- Applicants must be fully compliant with all conditions of the associated development approval permit, prior to making a request to claim an approved incentive. Council officers will inspect the premises and issue a Development Compliance Letter (prepared at no cost to the Applicant) to confirm compliance.
- Release of the agreed incentive will not occur until full compliance is achieved.
- The reimbursement of assessment fees and/or infrastructure charges rebate will be actioned upon issue of a Development Compliance Letter stating that all conditions of approval have been fulfilled.

Exceptions

As outlined above in relevant sections.

Risk Management

Compliance and Review

This Policy will be reviewed when any of the following occur:

a) The related legislation or governing documents are amended or replaced; or
b) Other circumstances as determined by resolution of Council.

Conflict of Interest

To ensure an accountable and transparent assessment process is maintained, all Council officers and elected members assessing incentive requests must declare any perceived or potential conflict of interest before the assessment process commences. This may include personal connections with any Applicant or personal involvement with any organisation. Anyone having a conflict of interest should not debate, be involved in any discussions, or vote on any matter relating to the specific application.

Reporting

A quarterly report detailing the disbursement of funding across all incentives will be provided to Councillors through the operational plan reporting process.

Legislation

Local Government Act 2009
Local Government Regulation 2012
Planning Act 2016
Planning Regulation 2017

Definitions and Abbreviations

To assist with interpretation, the following definitions apply:

Applicant	means a person who makes a formal application to Council for an incentive.
Planning Scheme	Burdekin Shire Council Planning Scheme 2022
Corporate Plan	Burdekin Shire Council Corporate Plan 2025-2030
Council	means Burdekin Shire Council
Deadline or timeframe	means the date by which the Applicant is expected to have actioned the development approval associated with their incentive and are operational. This date will be noted in the Development Incentive Agreement.
GST	means Australia's Goods and Services Tax.
Resolution	means a proposal put forward to Council at a duly convened Council meeting and is accepted by majority of a quorum of Council and is entered into the official record of the meetings of Council.

Related Documents

Reference Number	Document Title
BSC Planning Scheme	Burdekin Shire Council 2022 Planning Scheme
BSC Charges Resolution	Burdekin Shire Council Charges Resolution (No.2) 2018
BSC Corporate Plan	Burdekin Shire Council Corporate Plan 2025-2030

Document History and Version Control

Title of Document	Economic Stimulus (Development Incentives) Policy
Document Reference Number	TPL-POL-0002 Rev 1.01
Review Schedule	24 months
Council Meeting Date	25 November 2025
Council Resolution Number	1909150

TECHNICAL SERVICES

7.5.1. Proposed Drainage Easement - 301 Beach Road, Ayr (Lot 23 on RP865842)

File Reference: 2841

Report Author: Kevin Byers, Manager Technical Services

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Prioritise road and drainage network renewals and upgrades to improve safety, connectivity, and flood resilience and to enable economic growth.

Executive Summary

This report seeks Council approval to progress the acquisition of a drainage easement over part of 301 Beach Road, Ayr (Lot 23 on RP865842). An existing open stormwater drainage channel traverses the property and forms part of the broader Beach Road drainage network.

The owner of 301 Beach Road, Ayr (Lot 23 on RP865842), has requested consideration of an easement to address ongoing management of the channel and restrictions on use of his land. A preliminary easement area of approximately 192m² has been identified, subject to survey and confirmation that no further changes are required to ensure the easement covers any future upgrades identified in the Residential Activation Fund (RAF) design.

Officer's Recommendation

That Council:

1. endorse the acquisition of a drainage easement over part of 301 Beach Road, Ayr (Lot 23 on RP865842).
2. authorise Council Officers to engage an independent registered valuer to determine appropriate compensation.
3. authorise Council Officers to negotiate and present an offer based on the independent valuation, subject to applicable financial delegations and budget availability.
4. subject to agreement and applicable requirements, authorise the Chief Executive Officer, or delegate, to progress survey, legal documentation and registration of the easement.

Background

The owner of 301 Beach Road, Ayr (Lot 23 on RP865842), has contacted Council on several occasions seeking guidance regarding an existing swale drain across his property. Approximately 150m² of the property is affected by the drainage function and is effectively unavailable for ordinary use.

In the absence of an agreed arrangement, the owner has indicated he may fence the full property boundary, placing a section of fencing approximately through the centre of the drainage channel. This may restrict stormwater conveyance and maintenance access.

The drainage easement proposal, preliminary layout, acquisition process and risks were presented to Councillors at the workshop on 6 October 2026.

The final easement area shall be confirmed and may change to ensure the easement covers any future upgrades identified in the RAF design.

Consultation
Preliminary discussions have been held with the property owner, with further consultation and negotiation to occur following valuation and confirmation of the easement boundaries.

The proposed site arrangement, preliminary easement area, proposed process and drainage risks were discussed and considered with the Mayor, Councillors and Executive Leadership Team at the Council Workshop on 6 October 2026. The final easement area shall be confirmed and may change to ensure the easement covers any future upgrades identified in the RAF design.

Budget & Resource Implications
Costs may include independent valuation, compensation, cadastral survey, legal documentation and registration. The final compensation amount cannot be determined until the easement area is confirmed and an independent valuation has been completed. The proposed resolution seeks Council's endorsement to commence the valuation and acquisition process. Any compensation offer will be subject to the valuation outcome and the applicable Council financial delegations and budget availability. Based off the costs associated with previous registered easements, an estimated total expenditure of $20,000 is expected.

Legal Authority & Implications
Council has the power under the *Local Government Act 2009* (Queensland) to manage and protect drainage infrastructure and may acquire interests in land necessary for public infrastructure purposes. The proposed drainage easement may be created and registered under the *Land Title Act 1994* (Queensland). Registration would provide Council with ongoing legal rights for access, maintenance, operation and future upgrades of the drainage corridor.

The acquisition is proposed by agreement with the landowner, with compensation to be determined by an independent registered valuer. Should negotiations not result in an agreement, Council may consider alternative statutory options available under relevant legislation, including the *Acquisition of Land Act 1967* (Queensland), subject to separate Council consideration and legal advice.

Registration of the easement will provide greater certainty regarding access, maintenance responsibilities and protection of the existing drainage function. Failure to secure the easement may increase the risk of future access restrictions, drainage constraints and associated flooding impacts.

Policy Implications
Not Applicable

Risk Implications (Strategic, Operational, Project Risks)
The RAF Stormwater Analysis previously identified this drainage path as requiring increased capacity. Constraining the channel could worsen drainage limitations and increase the frequency or severity of flooding on Beach Road and nearby private properties, including during smaller wet weather events.

Without a registered easement, Council has less certainty regarding access, protection, maintenance and future upgrades. Securing the corridor would help mitigate operational, financial and reputational risks.

Failure to secure the existing drainage corridor may result in the property owner undertaking fencing or other lawful property improvements that could constrain the existing flow path.

Any reduction in the capacity of the drainage channel may exacerbate existing drainage deficiencies and increase the frequency or severity of flooding along Beach Road and surrounding private properties, particularly during smaller and more frequent rainfall events.

Attachments

1. Proposed Easement Location - Lot 23 on RP865842


305 BEACH ROAD
LOT 22 RP865842
BEACH ROAD
2 x ø600 RCP PIPES UNDER BEACH ROAD TO EXISTING CHANNEL
301 BEACH ROAD
LOT 23 RP865842
192m² EASEMENT AREA REQUIRED
LOT 200
SP236357
139m² ROAD DRAINAGE CHANNEL IN PRIVATE PROPERTY
EXISTING OPEN CHANNEL DISCHARGES TO EXISTING ø600 RCP STORMWATER SYSTEM
LOT 13
RP864677

WATER AND WASTEWATER

7.6.1. Demand Management Policy

File Reference: **2935**

Report Author: **Julian Tickle, Manager Water and Wastewater**

Authoriser: **James Stewart, Director Infrastructure Planning and Environmental Services**

Meeting Date: **27 October 2026**

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Enhance water security and protect and improve water quality.
- Improve water and sewerage network reliability and efficiency through planned infrastructure renewals and upgrades.

Burdekin Shire Council Operational Plan 2026-2027

WW4 Ensure operational responsiveness and departmental performance of the Water and Wastewater team aligns with Council's Customer Service Charter and agreed service timeframes.

Executive Summary

The Demand Management Policy establishes Council's commitment to managing water demand, protecting water security and promoting the sustainable use of water resources across the Burdekin Shire.

The policy provides a framework for reducing potable water demand through demand management initiatives, supporting drought preparedness, protecting groundwater resources and promoting responsible water use through community education and engagement. The policy also outlines Council's approach to monitoring water consumption trends, implementing water restrictions when required and responding to emerging risks that may impact long-term water security. The policy supports responsible service delivery while ensuring the ongoing sustainability of Council's water supply system.

Officer's Recommendation

That Council adopts the revised Demand Management Policy as attached to this report.

Background

The Demand Management Policy establishes Council's approach to managing water demand and supporting the sustainable use of water resources across Council's water supply operations. The policy applies to all water supply operations managed by Burdekin Shire Council and guides strategic planning, infrastructure investment and community engagement related to water demand management.

The policy provides for:

- Reduction of potable water demand through initiatives such as tiered pricing, smart metering and public education programs.
- Protection of groundwater quality through monitoring of PFAS and other contaminants and management of high-risk activities near water supply bores.
- Improved drought preparedness through alignment with the Burdekin and Charters Towers Regional Drought Resilience Plan 2022-2030.

- Regional collaboration through the sharing of data and strategies with neighbouring local governments and water authorities.
- Monitoring of water consumption trends, groundwater conditions and emerging risks affecting water security.
- Implementation of water restrictions and other demand management measures when required.

The policy assists Council in maintaining a sustainable, reliable and resilient water supply system capable of meeting current and future community needs.

Consultation
The Demand Management Policy was presented to the Council Workshop held on 6 October 2026 for review and consideration by Council and the Executive Leadership Team.

The policy was developed with consideration of Council's Drinking Water Quality Management Plan, the Burdekin and Charters Towers Regional Drought Resilience Plan 2022-2030 and relevant legislative requirements governing water supply services.

Budget & Resource Implications
This policy does not create any additional budgetary requirements and can be administered within existing operational budgets and resources.

Demand management initiatives, water efficiency programs, monitoring activities and community education measures identified through implementation of the policy will be delivered through existing operational programs or considered as part of future budget development processes where required.

Legal Authority & Implications
The policy supports Council's obligations under the *Water Supply (Safety and Reliability) Act 2008*, *Water Act 2000*, *Environmental Protection Act 1994* and *Local Government Act 2009* and provides a framework for the sustainable management of water resources and water supply services.

There are no identified adverse legal implications associated with the adoption of the policy.

Policy Implications
This report relates directly to the Demand Management Policy (WAT-POL-0003 Rev 1).

The policy establishes clear principles for:

- Sustainable and efficient water use.
- Water demand monitoring and management.
- Drought preparedness and response.
- Protection of groundwater resources.
- Community education and engagement.
- Management of emerging risks affecting water security.

This policy promotes the responsible management of water resources and supports long-term water security for the Burdekin community.

Risk Implications (Strategic, Operational, Project Risks)
Increasing water demand, drought conditions, groundwater contamination and infrastructure vulnerability present risks to the long-term sustainability of Council's water supply services. The policy mitigates these risks by providing a framework for monitoring water demand and groundwater conditions, implementing water restrictions when required, promoting responsible water use and supporting ongoing infrastructure planning and investment.

Adoption of the policy assists Council in reducing operational, environmental and reputational risks associated with water security and supports the sustainable delivery of water services to the community.

Attachments

1. Demand Management Policy

Policy Type	Corporate
Function	Water Supply
Policy Owner	Manager Water and Wastewater
Policy Contact	Manager Water and Wastewater
Effective Date	28 October 2025

Purpose

Council is responsible for providing a safe and reliable water supply. This policy establishes Council's commitment to managing water demand, protecting water security, promoting efficient water use and supporting the long-term sustainability of Council's water supply system.

Scope

This policy applies to all water supply operations managed by Burdekin Shire Council and guides strategic planning, infrastructure investment, and community engagement related to water demand management.

Objectives

This policy aims to achieve the following objectives:

- Reduce potable water demand by implementing tiered pricing, smart metering, and public education; and
- Protect groundwater quality by monitoring PFAS and other contaminants and restrict high-risk activities near bores; and
- Strengthen drought preparedness by aligning with the Regional Drought Resilience Plan 2022-2030; and
- Collaborate regionally by sharing data and strategies with Townsville, Charters Towers, and other NQWRAP Councils.

Policy Statement

Burdekin Shire Council is committed to the sustainable, safe and efficient use of water resources.

To achieve this Council will:

- Monitor water consumption trends and groundwater conditions;
- Implement water restrictions when required to protect water security;
- Promote responsible water use through community education and engagement;
- Support efficient water use through planning, infrastructure investment and technology;
- Monitor emerging risks including drought, aquifer stress and contamination events; and
- Review water demand management measures to ensure they remain effective and responsive to changing conditions.

This policy supports compliance with the *Water Supply (Safety and Reliability) Act 2008* and reinforces Council's commitment to responsible service delivery and environmental stewardship.

Guiding Principles

- Resilience: Build capacity to withstand drought and contamination events,
- Efficiency: Promote responsible water use across all sectors,
- Transparency: Engage community and stakeholders in water planning,
- Innovation: Adopt technologies and practices that improve water efficiency.

Risk Management

Drought

- Activate staged water restrictions based on reservoir levels,
- Promote drought-resilient landscaping and irrigation practices,
- Maintain emergency water supply reserves for critical use.

Groundwater Contamination (PFAS)

- Continue bore relocation and treatment upgrades (e.g. Ayr4),
- Partner with Townsville Laboratory Services for PFAS testing,
- Implement buffer zones around known contamination sites.

Infrastructure Vulnerability

- Upgrade aging water mains and treatment facilities,
- Conduct regular flood risk assessments and asset audits,
- Integrate climate modelling into infrastructure planning.

Legislation

Water Supply (Safety and Reliability) Act 2008
Water Act 2000
Environmental Protection Act 1994
Local Government Act 2009

Definitions and Abbreviations

Watering	The use of water for outdoor purposes such as: • Irrigating gardens, lawns or landscapes, • Filling or topping up swimming pools or ponds, • Using sprinklers, hoses or irrigation systems outdoors.
PFAS (Per- and Polyfluoroalkyl Substances):	A group of man-made chemicals used in various industrial and consumer products for their resistance to water, oil, and heat. They are persistent in the environment and human body, earning the nickname "forever chemicals."
Aquifer	A natural underground layer of water-bearing rock or sediment that stores groundwater and can supply water to wells and springs.
Reservoir	A large artificial container or tank used to store water for various purposes, such as drinking water supply, firefighting, or industrial use. In water supply systems, reservoirs help manage demand, maintain pressure, and ensure a consistent water supply during peak usage or emergencies

Related Documents

Reference Number	Document Title
Burdekin and Charters Towers Regional Drought Resilience Plan	Burdekin and Charters Towers Regional Drought Resilience Plan 2022–2030
Drinking Water Quality Management Plan	Burdekin Shire Council Drinking Water Quality Management Plan
	Managing Climate Change Risks to Water – Queensland Government
WAT-OSD-0004	Demand Management Operational Standard

Document History and Version Control

Title of Document	Demand Management Policy
Document Reference Number	WAT-POL-0003 Rev 1
Review Schedule	12 months
Council Meeting Date	21 October 2025
Council Resolution Number	1904046

WATER AND WASTEWATER

7.6.2. Asset Disposal - Nelson's Lagoon Chlorination Equipment

File Reference: 356

Report Author: Julian Tickle, Manager Water and Wastewater

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030
- Enhance water security and protect and improve water quality.

Executive Summary
Council has identified a chlorine dosing system that is surplus to operational requirements following changes to water and wastewater operations. The equipment has an estimated current disposal value of approximately $3,000.00 and is no longer required for foreseeable Council purposes.

The Home Hill Boat Club has expressed interest in the equipment and intends to utilise it for community benefit within its operations. As the asset has an estimated carrying/disposal value of less than $5,000.00, Council's Asset Disposal Policy permits disposal by donation to a community organisation.

The proposed donation supports the principles of asset reuse, waste minimisation, and community benefit while avoiding ongoing storage, maintenance and disposal costs to Council. The recipient organisation will be responsible for removal and any future maintenance or compliance requirements associated with the equipment. Consistent with Council's operational standard, the asset will be transferred on an "as is basis".

Officer's Recommendation
That Council:
1. approves the disposal of the chlorine dosing equipment, with an approximate disposal value of $3,000.00, by donation to Home Hill Boat Club.
2. authorises the Chief Executive Officer to execute any documentation necessary to facilitate the transfer.

Background
The Water and Wastewater Department has undertaken a review of operational assets and identified a chlorine dosing system that is no longer required for current or foreseeable service delivery requirements.

The asset remains serviceable; however, it no longer has an operational function within Council's water and wastewater network. Retaining the equipment would provide limited benefit to Council and would continue to require storage and management.

Council's Asset Disposal Policy identifies donation to a community organisation as an accepted method of disposal for assets with a carrying amount of less than $5,000.00 (excluding GST).

Similarly, the Asset Disposal Operational Standard provides that assets with a carrying amount of less than

$5,000.00 may be disposed of through donation to a community organisation where appropriate.

The proposed donation would allow the equipment to continue to provide value within the community while supporting Council's commitment to the principles of a circular economy through reuse of surplus assets.

Consultation
Consultation has been undertaken with relevant Water and Wastewater operational staff who have confirmed that the equipment is surplus to operational requirements and is not required for internal reuse.

The proposed recipient, Home Hill Boat Club, is a community-based organisation and has indicated a willingness to accept the equipment and assume responsibility for its removal and future use.

Budget & Resource Implications
The equipment has an estimated disposal value of approximately $3,000.00.

As the asset is surplus to Council requirements, disposal does not adversely impact service delivery. The transfer will remove the need for Council to continue storing and managing the equipment.

There are no significant budget implications associated with the proposed donation.

Legal Authority & Implications
The disposal is consistent with Council's Asset Disposal Policy, which permits donation of assets with a carrying amount of less than $5,000.00 to a community organisation.

The proposal is also consistent with the Asset Disposal Operational Standard, which identifies donation to a community organisation as an acceptable disposal pathway for assets under the $5,000.00 threshold.

The asset will be transferred without warranty and on an "as is” basis in accordance with Council's disposal requirements.

Policy Implications
The proposed donation of chlorine dosing equipment to Home Hill Boat Club is consistent with Council’s Asset Disposal Policy, which permits the donation of low value surplus assets to community organisations where the asset is no longer required for Council operations.

Risk Implications (Strategic, Operational, Project Risks)
Risks associated with the proposed donation are considered low and include:

- Asset no longer being available for future Council use. This risk is mitigated through confirmation that the equipment is surplus to operational requirements.
- Liability associated with future use of the equipment. This risk is mitigated by transferring the asset on an "as is" basis and making the recipient responsible for removal, installation, operation, and maintenance.
- Community perception regarding disposal. This risk is mitigated through donation to a recognised local community organisation and adherence to Council's asset disposal framework.

Attachments
None

WATER AND WASTEWATER

7.6.3. Awarding of Contract TBSC/26/005 - Consultancy Services for Stage 2 of the Burdekin Water Security Plan

File Reference: 3076

Report Author: Julian Tickle, Manager Water and Wastewater

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 27 October 2026

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Enhance water security and protect and improve water quality.

Burdekin Shire Council Operational Plan 2025-2026

WW1 Implement approved Drinking Water Quality Management Plan.

WW2 Maintain strict compliance with the PFAS Management Plan, including adherence to the prescribed testing matrix and ongoing implementation of PFAS risk mitigation and management initiatives.

WW4 Ensure operational responsiveness and departmental performance of the Water and Wastewater team aligns with Council's Customer Service Charter and agreed service timeframes.

Executive Summary

This report seeks Council approval to award Contract TBSC/26/005 – Consultancy Services for Stage 2 of the Burdekin Water Security Plan, pursuant to Local Buy Contract LB312, to Beca HunterH2O Pty Ltd for the provision of professional engineering, strategic planning, business case, design and technical specification services.

Officer's Recommendation

That Council:

1. awards Contract TBSC/26/005 – Consultancy Services for Stage 2 of the Burdekin Water Security Plan, pursuant to Local Buy Contract LB312, to Beca HunterH2O Pty Ltd for the total lump sum price of $443,605.00, (excluding GST); and
2. delegates authority under section 257(1)(b) of the *Local Government Act 2009* to the Chief Executive Officer to negotiate, finalise and execute all matters associated with the contract.

Background

Since 2018, concentrations of per- and polyfluoroalkyl substances (PFAS) above the Australian Drinking Water Guideline values have been detected in groundwater sources across Ayr, including the Nelson's Lagoon and Chambers borefields. Council has responded by disconnecting affected bores, blending available water sources and progressing water infrastructure upgrades to ensure treated water supplied to the community remains below applicable guideline limits.

The Australian Drinking Water Guidelines were revised on 25 June 2025 to include lower health-based PFAS guideline values.

More recent groundwater monitoring and modelling undertaken by the Department of Local Government, Water and Volunteers indicates PFAS contamination may be closer to Council's existing and planned water supply bores than previously understood, creating an increased risk to the long-term security of Ayr's water supply.

Stage 1 of the water infrastructure works provides for groundwater from the South Ayr Borefield to be treated through pre-oxidation, direct filtration and ultraviolet disinfection, with the Conlan Street Borefield treated through ultraviolet disinfection.

Plantation Creek remains a potential supplementary surface water source; however, further investigation and design are required before that option could be progressed. Stage 2 of the Burdekin Water Security Plan will investigate potential water supply and demand management options, assess and shortlist those options, identify a preferred solution and develop a business case and implementation pathway. The consultancy also includes the preparation of concept designs, a procurement and delivery strategy, and procurement-ready design and construct documentation and technical specifications.

Procurement Process
Council invited suitably qualified engineering consultancies to submit tenders for Contract TBSC/26/005 – Consultancy Services for Stage 2 of the Burdekin Water Security Plan. The procurement was undertaken through VendorPanel pursuant to Local Buy Contract LB312, with submissions closing on 11 September 2026 at 2:00pm. Three (3) submissions were received and were evaluated on 16 September 2026 against the published evaluation criteria of value for money, experience, resources, local content and demonstrated understanding.

Procurement Detail	Information
Contract Number	TBSC/26/005
Contract Type	Services
Contract Term	Delivery across five project phases, subject to Council's right to review whether to proceed to Phase 5
Budget Source	Water Security Project Stage 2 consultancy budget
Procurement Method	Request for Tender through VendorPanel pursuant to Local Buy Contract LB312
Advertising Date	Monday 10 August 2026
Closing Date	Friday 11 September 2026
Number of Submissions Received	Three (3)
Evaluation Date(s)	Wednesday 16 September 2026
Probity Advisor (if applicable)	Not Applicable
Procurement Threshold	Procurement undertaken pursuant to Local Buy Contract LB312

Evaluation Results
Table 1 - Tender Submissions Received

Tenderer	Status of Tender	Tender Assessed
Company A	Conforming	Yes
Company B	Conforming	Yes
Company C	Conforming	Yes

Table 2 - Evaluation Criteria and Weightings

Tenderer	Price Score (40%)	Demonstrated Experience (20%)	Resources (10%)	Demonstrated Understanding (20%)	Local Content (10%)	Overall Score
Company A	23.6	19.3	10	16.7	2.7	72.3
Company B	33.4	18.7	10	20	4	86.1
Company C	40	17.3	9.3	14.7	4.7	86

Scoring Colour Key	1st	2nd	3rd	Non-conforming

Beca HunterH2O Pty Ltd achieved the highest overall weighted score of 86.10. While Beca HunterH2O Pty Ltd did not submit the lowest-priced tender, its submission received the highest score for demonstrated understanding, achieved the maximum available resources score and was assessed as providing the best overall value to Council. Beca HunterH2O Pty Ltd is therefore recommended as the preferred tenderer.

Application of Sound Contracting Principles
The procurement process provided for submissions to be assessed against published price and non-price criteria. The evaluation considered value for money, demonstrated experience, available resources, local content and demonstrated understanding of the project. The recommendation is based on the combined evaluation outcome rather than price alone.

Conflicts of Interest
No Conflicts of Interest were indentified.

Consultation
The tender submissions were assessed through a combined evaluation process on 16 September 2026.

During delivery of the consultancy service, a Project Advisory Group will guide the study and review outcomes at key milestones. The group is intended to include representatives from Council, the Department of Local Government, Water and Volunteers, Queensland Health and other relevant stakeholders. Council Officers, water operators and Councillor representatives may also participate in the process.

Workshops and formal hold points are included across the project phases to allow Council to review and approve the multi-criteria assessment framework, shortlisted options, preferred solution, business case, procurement strategy and final procurement documentation.

Budget & Resource Implications

Financial Detail	Amount
Recommended Tender Price	$443,605.00
GST	$44,360.50
Contingency (if applicable)	$50,000.00
Total Approved Budget	$450,000.00
Funding Source	Water Security Project Stage 2 Consultancy Budget
Asset Management Plan	Burdekin Shire Council Strategic Asset Management Plan 2025-2030 - Water Supply

Council resources will be required to participate in the Project Advisory Group, attend workshops, provide technical and operational information, review project deliverables and administer the contract.

Any future capital works arising from the preferred water security solution are outside the recommended consultancy contract and would be subject to separate funding, procurement and Council approval processes.

Legal Authority & Implications
The procurement is subject to the *Local Government Act 2009*, the *Local Government Regulation 2012* and the terms and conditions of Local Buy Contract LB312. The request for tender states that the contract with the successful respondent will be formed pursuant to Local Buy Contract LB312.

Section 257(1)(b) of the *Local Government Act 2009* permits Council, by resolution, to delegate a power under the Act or another Act to the Chief Executive Officer. The proposed recommendation delegates authority to the Chief Executive Officer to negotiate, finalise and execute all matters associated with the contract.

The successful consultant will be required to provide professional services in accordance with the contract, including engineering input and Registered Professional Engineer of Queensland certification where required.

Policy Implications
Burdekin Shire Council's Procurement Policy

Risk Implications (Strategic, Operational, Project Risks)

Risk	Likelihood	Consequence	Risk Rating	Mitigation Measures
Delivery delays	Possible	Moderate	M16	Contract management and milestone monitoring
Cost escalation	Possible	Moderate	M16	Fixed pricing and contingency allowance
Contractor performance	Unlikely	Moderate	M14	Performance KPIs and contract supervision

Attachments
None