



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 25 March 2025

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.

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ORDER OF BUSINESS:

ATTENDANCE

2. PRAYER

3. DECLARATIONS OF INTEREST

4. MINUTES AND BUSINESS ARISING

4.1. Council Ordinary Meeting Minutes - 11 March 2025

4.2. Economic Development Advisory Group Minutes - 30 January 2025

5. EXECUTIVE

5.1. CEO

5.1.1. Council Workshops - January and February 2025

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.2. COMMUNITY DEVELOPMENT

6.3. FINANCIAL AND ADMINISTRATIVE SERVICES

6.3.1. Second Revised Budget Report 2024 - 2025

6.3.2. Monthly Financial Report - February 2025

6.4. GOVERNANCE

6.4.1. Review of Entertainment and Hospitality Policy

6.4.2. Review of Councillor Expense Reimbursement Policy

**6.4.3. Amendment to Trustee Lease - Part of Lot 192 on SB499, Lease G on
SP353307 - Home Hill Aerodrome - John Robert Mann**

**6.4.4. Trustee Lease Renewal - Lease A on SP275837, Part of Lot 33 on
SP331997 - Scott and Judith Sheahan**

6.4.5. Audit and Risk Committee Charter

6.4.6. Councillor Attendance Policy

6.4.7. Corporate Plan 2025-2030

6.4.8. Disaster Ready Fund - Round 3 - Lay on the Table

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.2. OPERATIONS

7.2.1. Installation of a Drainage Culvert on Patricia Road, Ayr

7.3. PLANNING AND DEVELOPMENT

**7.3.1. Change Application (Minor Change) – Development Permit for Material
Change of Use – Community Care Centre and Caretakers
Accommodation at 87 Wickham Street, Ayr (Lot 8 on SP167787)**

7.4. TECHNICAL SERVICES

7.4.1. TBSC/25/005 Supply and Delivery of Two (2) Tipper Trucks

- 8. NOTICE OF MOTION**
- 9. RECEIPT OF PETITIONS**
- 10. CORRESPONDENCE FOR INFORMATION**
- 11. COUNCILLOR REPORTS**
 - 11.1. Councillor Reports for February 2025**
- 12. GENERAL BUSINESS**
- 13. CLOSED BUSINESS ITEMS**
- 14. DELEGATION**

4.1. MINUTES AND BUSINESS ARISING

Council Ordinary Meeting Minutes - 11 March 2025

Recommendation

That the minutes of the Ordinary Council Meeting held on 11 March 2025 be received as a true and correct record.

Attachments

1. Minutes - Ordinary Council Meeting - 11 March 2025



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 11 March 2025

COMMENCING AT 9:00 AM

ORDER OF BUSINESS:

ATTENDANCE

Councillor Pierina Dalle Cort, Councillor Michael Detenon, Councillor John Furnell, Councillor Amanda Hall, Councillor Max Musumeci, Councillor Callan Oar, Councillor Fina Vasta.

Mr. M. Magin - Chief Executive Officer
Mrs. K. Olsen – Director Corporate and Community Services
Mr. J. Stewart - Director Infrastructure, Planning and Environmental Services
Mr. K. Byers - Manager Technical Services (Part)

Minutes Clerk - Ms. G. Biffanti

2. PRAYER

Council observed a minute of silence to reflect on events or individuals as a gesture of respect and remembrance.

3. DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Oar advised he had a Declarable Conflict of Interest in relation to Item 6.4.1 Appointment of Independent Professional Member and Independent Community Member to Audit and Risk Committee as his cousin Mr. Matthew Oar, is being appointed as the Independent Community Member. Councillor Oar believes this will not impact the matter and will ask Council for approval to stay in the chambers for discussion and voting on the matter.

Councillor Vasta advised she had a Prescribed Conflict of Interest in relation to Item 6.4.3 Disaster Ready Fund - Round 3, Item 1 of the recommendation of the grant funding for the South Ayr Drainage Scheme upgrade and installation of additional drainage infrastructure as she resides in South Ayr area.

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 25 February 2025

Recommendation

That the minutes of the Ordinary Council Meeting held on 25 February 2025 be received as a true and correct record.

Resolution

Moved Councillor Furnell, seconded Councillor Detenon that the recommendation be adopted.

CARRIED

5. EXECUTIVE

5.1. CEO

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.2. COMMUNITY DEVELOPMENT

6.3. FINANCIAL AND ADMINISTRATIVE SERVICES

6.4. GOVERNANCE

6.4.1. Appointment of Independent Professional Member and Independent Community Member to Audit and Risk Committee

Councillor Oar advised he had a Declarable Conflict of Interest in relation to Item 6.4.1 Appointment of Independent Professional Member and Independent Community Member to Audit and Risk Committee as his cousin Mr. Matthew Oar, is being appointed as the Independent Community Member. Councillors voted that Councillor Oar could remain in the meeting to participate in the discussions and vote on this item.

Executive Summary

This report seeks Council's endorsement to appoint a new Independent Community Member to the Audit and Risk Committee and to appoint the person previously appointed as the Independent Community Member as the Independent Professional Member of the Audit and Risk Committee.

Recommendation

That Council appoints Mr. Matthew Oar as the Independent Community Member, and Mr. Damien Arboit as the Independent Professional Member of the Audit and Risk Committee for a 4-year tenure.

Resolution

Moved Councillor Vasta, seconded Councillor Detenon that the recommendation be adopted.

CARRIED

6.4.2. Review of Advertising Spending Policy

Executive Summary

Council is required to adopt an Advertising Spending Policy to comply with the *Local Government Regulation 2012*. This policy forms part of Council's Financial Management Systems and provides guidance on appropriate expenditure for advertising by Council.

Recommendation

That Council adopts the Advertising Spending Policy as attached to this report.

Resolution

Moved Councillor Hall, seconded Councillor Vasta that the recommendation be adopted.

CARRIED

6.4.3. Disaster Ready Fund - Round 3

9.07am Councillor Vasta left the meeting at the commencement of this discussion as she had a Prescribed Conflict of Interest in relation to Item 6.4.3 Disaster Ready Fund - Round 3, Item 1 of the recommendation of the grant funding for the South Ayr Drainage Scheme upgrade and installation of additional drainage infrastructure as she resides in South Ayr area.

Executive Summary

This report seeks Council's endorsement of funding submissions to the Australian Government's Disaster Ready Fund - Round 3 for two (2) projects:

1. Undertake drainage upgrade and installation of additional drainage infrastructure in the South Ayr Drainage Scheme; and
2. Install underground fibre optic network link between Council's new Ayr Water Supply Filtration Plant and Council's existing communications network infrastructure.

Recommendation

That Council:

1. endorses the submission of funding applications to the Australian Government's Disaster Ready Fund - Round 3 for the South Ayr Drainage Scheme upgrade and installation of additional drainage infrastructure (Estimated cost - \$1,500,000.00); and
2. installation of underground fibre optic network link between Council's new Ayr Water Supply Filtration Plant and Council's existing communications network infrastructure (Estimated cost - \$480,000.00)
3. notes Council's 50 percent financial commitment towards the projects.

Motion

Moved Councillor Musumeci, seconded Councillor Detenon that the recommendation be adopted.

Procedural Motion

Moved Councillor Hall, seconded Councillor Oar, that the item lay on the table for further information to be provided, prior to the matter being formally considered again at the next Ordinary Council Meeting.

CARRIED

9.14am - Mr. Byers entered the meeting.

9.20am – Councillor Vasta re-entered the meeting.

6.4.4. Delegation of Powers to the Chief Executive Officer - Lay on the Table

Executive Summary

This matter was laid on the table from the previous Ordinary Council Meeting.

Council has many powers and duties which are governed by legislation, however, in the interest of efficiency, these decision-making powers and duties can be delegated by Council to the Chief Executive Officer (CEO). The Chief Executive Officer may then further sub-delegate certain powers to specified staff in the organisation as considered appropriate.

Delegation and sub-delegation processes ensure that employees are provided with the legal authority to undertake various duties and exercise powers in accordance with legislation. They promote accountability and are considered a proactive risk management tool.

The *Local Government Act 2009* ('the Act') requires Councils to review delegations to the CEO annually. Through King and Company Solicitors, the Local Government Association of Queensland ('LGAQ') has developed a complete list of all delegations under State legislation which can be delegated to Local Government Chief Executive Officer's.

LGAQ has provided an update to the Delegations Register Service with details of reprints,

and new registers which include:

- *Coexistence Queensland Act 2013*
- *Regional Planning Interests Act 2014*
- *State Emergency Service Act 2024*

Approval is sought by Council to delegate powers to the Chief Executive Officer and include these new registers in Council's 'Register of Delegations - Council to Chief Executive Officer' as shown in attachment 1.

Recommendation

That, pursuant to section 257 of the *Local Government Act 2009*, all powers referred to in the 'Register of Delegations - Council to Chief Executive Officer' as shown in attachment 1, are delegated by Council to the Chief Executive Officer.

Resolution

Moved Councillor Detenon, seconded Councillor Musumeci that the recommendation be adopted.

CARRIED

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.2. OPERATIONS

7.2.1. Contract for Services DRFA 2025 Natural Disaster Flood Event

Executive Summary

This report to Council covers the procurement process to secure support services to assist Council Officers to manage the various phases of Disaster Recovery Funding Arrangements (DRFA). This is in response to the infrastructure damage resulting from February 2025 Monsoonal Natural Disaster event.

Recommendation

That Council endorses the recommendation to award Lonergan Project Services Pty Ltd the contract for TBSC/25/011 2025 Disaster Recovery Support and delegate to the Chief Executive Officer to execute the engagement and contract details as required.

Resolution

Moved Councillor Musumeci, seconded Councillor Vasta that the recommendation be adopted.

CARRIED

7.3. PLANNING AND DEVELOPMENT

7.4. TECHNICAL SERVICES

7.4.1. Review of Erection of Structures Over or Adjacent to Sewers or Water Mains Policy

Executive Summary

Burdekin Shire Council frequently receives applications to erect structures over or adjacent to Council's sewer and water infrastructure. The purpose of this policy and associated guidelines is to provide the framework to assess applications that cannot be approved under the Queensland Development Code (QDC) MP 1.4 - Building over or near relevant infrastructure.

Recommendation

That Council adopts the revised Erection of Structures Over or Adjacent to Sewers or Water Main Policy as attached to this report.

Resolution

Moved Councillor Hall, seconded Councillor Furnell that the recommendation be adopted.

CARRIED

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

11. COUNCILLOR REPORTS

12. GENERAL BUSINESS

13. CLOSED BUSINESS ITEMS

14. DELEGATION

There being no further business the meeting closed at 9.40am.

These minutes were confirmed by Council at the Ordinary Council Meeting held on 25 March 2025.

MAYOR

4.2. MINUTES AND BUSINESS ARISING

Economic Development Advisory Group Minutes - 30 January 2025

File Reference: 1224
Report Author: Melissa Robinson
Authoriser: Matthew Magin, Chief Executive Officer
Meeting Date: 25 March 2025

Purpose

This report provides the minutes of the Economic Development Advisory Group Meeting held on 30 January 2025.

Summary of recommendations and actions for consideration and adoption:

No recommendations to report.

Recommendation

That the minutes of the Economic Development Advisory Group Meeting held on 30 January 202 be noted and adopted.

Attachments

1. Minutes - Economic Development Advisory Group - 30 January 2025

Meeting Minutes

| | | | |
|----------------------|--|-------------|--------|
| Meeting | Economic Development Advisory Group Meeting | | |
| Date | Thursday, 30 January 2025 | Time | 9:00am |
| Attendees | Councillor Pierina Dalle Cort, Councillor Michael Detenon, Lucy Poppi, Kari Ravizza, Neil Williams, Eusebio Aguirre, Ian Macdonald, David Zeller, Eliza Lovell, Melissa Robinson | | |
| Apologies | Councillor Max Musumeci, Matthew Magin, Jim Fahey | | |
| Chairperson | Lucy Poppi | | |
| Minutes Clerk | Melissa Robinson | | |
| Location | Burdekin Shire Council – John Hy Peake Meeting Room | | |

Minutes

1. Welcome

Ms Poppi welcomed members to the meeting of the Economic Development Advisory Group (EDAG) and noted the apologies.

The previous minutes were adopted by the group – moved by Ms Ravizza and seconded by Mr Aguirre.

2. Sub-Groups

Ms Lovell re-introduced the topic of Economic Development Advisory Group Sub-Groups. Four key areas of interest have been identified by Council for the Economic Development team and EDAG to further pursue. Members have been asked if they would like to join the sub-groups based on their interest and experience. The sub-groups will not have attend any additional meetings, but will be contacted by the economic development team on specific issues when required. The groups will act as a sounding board for ideas by council staff when working on projects and implementing strategies.

It was resolved to accept the sub-groups and nominated members below:

- Housing – Local Housing Action Plan
 - Neil Williams, Ian MacDonald, Lucy Poppi
- Education/Training – Country Universities Centre
 - Kari Ravizza and Eusebio Aguirre
- Investment Attraction – New industry/projects
 - Lucy Poppi
- Business Support – Smart Hub Burdekin – Small Business Friendly Councils
 - Jim Fahey

A general discussion was held by the group regarding the Local Housing Action Plan. This will be further discussed with the Housing sub-group.

3. Upcoming Events

Ms Lovell discussed the upcoming events that Council are hosting and supporting.

- a. State Library of Qld - Free Digital Content Creation Workshop
Tuesday, 11 February 9am-1pm at Burdekin Library
- b. Qld Government - Queensland Housing Finance Loan Information Sessions Tuesday, 11 February
 - i. Real Estate Agents/Housing Providers – 4pm-5pm
 - ii. Community/Potential Homeowners Information Session – 5.30pm-6.30pm
- c. Burdekin Industry Breakfast – Wednesday, 26 February at 7am
- d. Local Buy Community session – Wednesday, 26 February – 5pm-6.30pm
- e. Country Universities Centre Presentation at Council Workshop – Tuesday, 18 February – 9am-10am

Ms Lovell distributed information flyers for the above events to the group.

4. Federal Government – upcoming election campaign

Ms Lovell advised the group that Council is currently workshopping project priorities and collating a document to present to ministers for their upcoming delegation. Once the document is finalised it will be sent to the group for reference. Cr Dalle Cort will address the group at the next meeting on how the delegation went.

Mr MacDonald commented the second crossing for the Burdekin Bridge is becoming more critical and should be listed as a priority for funding. Cr Dalle Cort agreed and advised that this is being prioritised.

Mr Green mentioned the ongoing environmental issues with UNESCO and impacts on the farming and fishing industry is something that needs to be discussed at higher levels. Mr Green mentioned that he has brought this up with Council's CEO Matthew Magin and will discuss with him further.

Ms Lovell mentioned that one particular project that Council is investigating is establishing a Country University Centre in the region. A CUC is a study hub that students who are studying online can access for study facilities and learning support. Ms Lovell mentioned the upcoming community workshop in February and an invitation to members will be sent shortly.

Action – Ms Lovell to send priority projects document to group for their information.

5. Federal/State Government Delegation

As stated above, Burdekin Shire Council Mayor and CEO will be travelling to Brisbane for a delegation in February to meet with ministers and promote the priority projects for the Burdekin. Mayor Pierina Dalle Cort will address the group at the next meeting on how the delegation went.

6. General Business

- a. Council Planning & Development/Technical Services – last Friday of each month available for dedicated face-to-face consultations

Ms Lovell advised that the Council Planning and Development team are hosting face-to-face consultations on the last Friday of each month for community members. Meetings will be with Council's Manager of Planning and Development and Manager of Technical Services. The purpose of these meetings is to provide more opportunities for the community to consult with Council and to streamline the processes for industry with development. Walk in consultations are available as well as booked appointments.

- b. General business

Ms Poppi asked if the group is responsible for collating their own priority projects for Council's consideration. Ms Lovell responded that the intention is that the group brings ideas to the table which can then be presented to Council. Ms Poppi advised that all group members should email their priority projects and ideas to Ms Lovell and they will be workshopped as a group at the next meeting.

Mr Green asked for an update on a project that was discussed in 2023-2024 regarding public access to the Burdekin River near the Clare Wier. Ms Lovell advised this can be discussed at the next meeting.

Mr MacDonald asked about the survey results from the new resident survey in 2023 and if the results could be shared to the group. Ms Lovell advised that she will email the results to the group for reference. Ms Lovell also advised that the final draft videos have been received for the 'Make the Move' liveability campaign. The full video was shared in the meeting, the other videos will be sent to group members.

Action – Ms Lovell to invite Kellie Galletta, Manager of Planning and Development to the next meeting to provide an overview of the planning scheme and the review process.

Action – All members to email their priority projects and ideas to Ms Lovell before the next meeting. Ms Lovell to collate projects into a working document for group to refer to.

Action – Ms Lovell to distribute the New Resident Survey results and 'Make the Move' videos to group members.

7. Online Presentation – Smart Precinct NQ

Ms Lovell introduced Cassandra Cazzulino, CEO of Smart Precinct NQ. Ms Lovell stated to the group that Burdekin Shire Council became a member of the Smart Precinct NQ in 2022. Smart Precinct NQ is a not-for-profit organisation that provides a space for businesses and entrepreneurs physically, online and as a network to learn and grow.

They provide a range of services and programs to support businesses depending on where they are in their journey from start-up accelerators and incubator programs, business growth advisory services, investment support, events and supporting with communities to develop opportunities and skills.

Ms Lovell and the Smart Precinct team have worked with over 50 local businesses with free business mentoring sessions. Ms Cazzulino presented to the group on the services and support that Smart Precinct NQ offers Burdekin industry.

Mr Aguirre addressed the group on his experience with Smart Precinct NQ in supporting his business. They have participated in the free mentoring sessions, additional training through the accelerator program and are now working with the Small Business Commissioner for extra support. He advised that the assistance and support received was extremely beneficial to their business and he would recommend the program to any local businesses in the Burdekin.

8. Next Meeting date

Monday 7 April 2025 at 9am

Meeting closed at 10:30am

Agreed Actions Items

| | Action Item | Responsible Officer | Due Date | Status |
|---|---|----------------------------|-----------------|---------------|
| 1 | Ms Lovell to send priority projects document to group. | Eliza Lovell | 07/04/2025 | |
| 2 | Ms Lovell to invite Kellie Galletta, Manager of Planning and Development to the next meeting to provide an overview of the planning scheme and the review process. | Eliza Lovell | 07/04/2025 | |
| 3 | All members to email their priority projects and ideas to Ms Lovell before the next meeting. Ms Lovell to collate projects into a working document for group to refer to. | Eliza Lovell | 07/04/2025 | |
| 4 | Ms Lovell to distribute the New Resident Survey results and 'Make the Move' videos to group members. | Eliza Lovell | 07/04/2025 | |

5.1.1. CEO

Council Workshops - January and February 2025

File Reference: 394

Report Author: Rosie McLean, Executive Assistant

Authoriser: Matthew Magin, Chief Executive Officer

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

Executive Summary

In line with agreed arrangements for Ordinary Council Meetings and Workshops, one (1) general workshop was conducted during January on 21 January 2025, and two (2) general workshops were conducted during February on 4 and 18 February 2025.

A range of policy and operational issues were discussed with Councillors and staff at the workshops. A summary of the items discussed is outlined in the report.

Recommendation

That the report on the Council Workshops held on 21 January and 4 and 18 February 2025 be received and noted.

Background

Council has adopted governance arrangements based on holding Ordinary Council Meetings on a fortnightly basis each month, except in December and January each year, where only one (1) meeting is held in each month. Similar arrangements apply to the conduct of general workshops which are held on the alternative week to Council meetings.

In line with these arrangements, general workshops were conducted on 21 January and 4 and 18 February 2025.

A broad range of policy and operational issues were discussed at the workshops along with presentations by external parties. A summary of the issues discussed is outlined below:

21 January 2025

- Council Customer Service Charter
- Review of Existing Policy - Enterprise Mobility and Bring-Your-Own-Device Policy
- Review of Existing Policy - Camera Surveillance Policy
- Flying Fox Operational Plan
- Update on Bill Britt Road
- Drainage Easement Request - Thompson Road, Ayr
- Review of Existing Policy - Revenue Assistance (Interest Free Loans)
- TRACC Funding Proposal - Tackling Regional Adversity through Connected Communities
- Review of Existing Policy - Records Governance Policy
- Jean Morris Memorial
- Review of Existing Policy - Council Property and Leasing Policy

4 February 2025

- Project Priority List
- Tree Removal - Apex Park and Tenth Avenue, Home Hill
- Superintendent Tender - South Ayr Water Filtration Plant
- Council Land - 29752 Bruce Highway, Ayr
- Acceptable Request Guidelines for Councillors
- Motions and Attendance - Australian Local Government Association - National General Assembly
- CMCA Proposal for Giru Motorhome Stopover
- Operational Plan Q2 Report

18 February 2025

- Country Universities Centre Burdekin - Delegation
- Jean Morriss Community Project - Delegation
- Draft New Policy - Infrastructure Credit Application for Existing Unlawful Development
- Reconfiguring a Lot - RAL24/0016
- Reconfiguring a Lot - RAL24/0024
- Ayr Aerodrome Master Plan
- South Ayr Drainage
- Fleet Replacement

Consultation

Consultation was undertaken with various parties in the presentation of workshop items.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Not Applicable.

Policy Implications

Any policy proposals or approvals are subsequently referred to an Ordinary Council Meeting via a report for consideration and if approved, formal adoption.

Risk Implications (Strategic, Operational, Project Risks)

Strategic Risk due to possible damage if policies or major initiatives are not effectively developed with input and support from Councillors.

Attachments

None

6.3.1. FINANCIAL AND ADMINISTRATIVE SERVICES

Second Revised Budget Report 2024 - 2025

File Reference: 2809

Report Author: Fiona Smith, Financial Accountant Reporting

Authoriser: Jenny Manganaro, Manager Financial and Administrative Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

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 2024/25 and the next two financial years.

Management has completed a review of the 2024/25 budget based on results to the end of February and estimated transactions for the remainder of the financial year.

An amended budget for the 2024/25 financial year is submitted for adoption.

Recommendation

That the amended budget and report for the period ending 30 June 2025 as tabled be adopted.

Background

The amended budget is based on best estimates of expenditure and income as provided by the relevant Managers following a review to the end of February.

Financial Analysis

The original operational surplus of \$2,134,522 has increased to \$2,851,541 in the second budget revision.

Council was conservative in estimating interest revenue in the original budget, given the current economic climate. Council has been able to obtain higher than expected interest rates on investments, with interest income increasing \$935,000 from the original budget estimates.

Operating Grants and Subsidies have increased from the original budget by \$717,001, mainly being income relating to Disaster Recovery Funding Arrangements (DRFA) for the North and Far North Tropical Low January 2025 event. Additional grants received include North Queensland Resilience Program, Supply Scheme Fund Pathway 1, and an increase to the First Start Program with Council employing additional trainees in 2025. All grants have matching expenses in Employee Benefits and Materials and Services.

In this revision Contributions have increased by \$323,860 with substantial infrastructure charges received for sewerage, stormwater drainage, transport, and open space/parks.

Employee benefits have decreased by \$449,748, with reductions for staff vacancies across Council being offset by increased wages for DRFA, water reticulation and sewerage reticulation due to the weather event.

Materials and Services are projected to increase by \$1,965,198 with DRFA expenses the main contributor. Grant funding will be received in the following year to cover \$500,000 of these budgeted expenses. Human Resources and Payroll section has increased in consultants and legal fees by \$264,497 for Employee Bargaining Agreement negotiations, employee engagement survey, and outsourcing of a Human Resources investigation. Consultants for the new Local Government Infrastructure Plan (LGIP) and planning scheme amendments have increased by \$140,000 in Town Planning, with LGIP originally budgeted to be completed in the 2023/24 financial year. Other increases include contract payments as a result of staff vacancies across Council.

A budget of \$2,856,273 has been included for Other Capital Expenses which accounts for the expected write off of assets to the end of June. The majority of this budget is attributed to the write off of road reconstruction assets in the Transport asset class.

The 2024/25 Capital Works Program budget has decreased by \$23.5M from the first revision to a total of \$45.1M. The large decrease is mainly attributable to a portion of the South Ayr Filtration Plant budget deferred to 2025/26.

Budget increased or new in 2024/25 include the below, with any relevant grant funding noted:

| | |
|------------|--|
| \$ 355,515 | Install Road Flood Warning System Infrastructure on Barratta, Allen and Rita Island Roads – <i>Queensland Resilience and Risk Reduction Fund</i> |
| \$ 260,000 | Light Vehicles (total budget \$689,000) – Replacement of light vehicles brought forward from 2025/26 |
| \$ 200,000 | Home Hill Swimming Pool Upgrade – <i>Works for Queensland Grant</i> |
| \$ 200,000 | Burdekin Aquatic Centre Amenities Block – <i>Works for Queensland Grant</i> |
| \$ 100,000 | Burdekin Theatre Installation of Solar Panels – <i>Reef Guardian Grant</i> |
| \$ 60,000 | Home Hill Water Treatment Plant Design Stage 2 Rising Main – <i>Local Government Grants and Subsidies Program</i> |
| \$ 50,000 | Ayr Showgrounds Installation of Solar Panels – <i>Reef Guardian Grant</i> |
| \$ 50,000 | Burdekin Memorial Hall Installation of Solar Panels – <i>Reef Guardian Grant</i> |
| \$ 50,000 | Anzac Park Precinct Pump Track – <i>Works for Queensland Grant</i> |
| \$ 50,000 | Patricia Road Culvert Replacement – <i>Roads to Recovery and DRFA Grants</i> |

Budget reduced in 2024/25 and deferred to 2025/26:

| | |
|--------------|--|
| \$20,680,254 | South Ayr Filtration Plant |
| \$ 1,790,000 | Ayr Industrial Estate Road and Kerb Reconstruction |
| \$ 1,543,700 | South Ayr Bore |

The following project budget allocations have been deferred to future years:

| | |
|------------|--|
| \$ 351,565 | Ayr Showgrounds Main Hall Refurbishment |
| \$ 200,000 | Guardrail Renewal Program |
| \$ 125,000 | Ayr Animal Pound Upgrades |
| \$ 35,000 | Depot Office Security Upgrade |
| \$ 22,500 | Workplace Health and Safety Office Expansion and Refurbishment |

The revised budget capital works program for 2024/25 is attached.

The Budgeted Statement of Financial Position reflects the balances from the Financial Statements at 30 June 2024. Asset and Liability accounts have been adjusted to reflect other movements resulting from the revision. Cash and deposits have been split to separate out cash investments which recognises Term Deposits with a term greater than three months. This is also reflected in the Budgeted Statement of Cash Flows.

Consultation

The amended budget has been collated and presented by the Finance and Administrative Services Department using estimates provided by Managers, in consultation with the Chief Executive Officer and Director Corporate and Community Services and Director Infrastructure Planning and Environmental Services.

Budget & Resource Implications

Refer to content of report.

Legal Authority & Implications

Local Government Act 2009

Local Government Regulation 2012

Policy Implications

Not Applicable

Risk Implications (Strategic, Operational, Project Risks)

Councils operational risk register for Finance includes Ineffective Financial Management and Poor Budget Control. This budget review is a control measure listed in our risk register and helps to control risk by using a collaborative approach, management oversight, and transparent reporting to Council and the wider community.

Attachments

1. Second Revised Budget Including Financial Sustainability 2024-25
2. Capital Project Works Plan Second Budget Revision 2024-25

BURDEKIN SHIRE COUNCIL
Budgeted Statement of Comprehensive Income
For the periods ending 30 June

| | Original Budget 2024/25 \$ | Revised Budget 2024/25 \$ | Forecast 2025/26 \$ | Forecast 2026/27 \$ |
|---|----------------------------------|---------------------------------|---------------------------|---------------------------|
| Revenue | | | | |
| Rates and utility charges | 45,918,373 | 45,922,373 | 47,346,182 | 48,825,250 |
| Less Pensioner remissions | (350,000) | (350,000) | (350,000) | (350,000) |
| Net rates and utility charges | 45,568,373 | 45,572,373 | 46,996,182 | 48,475,250 |
| User fees and charges | 2,971,699 | 3,133,929 | 3,228,372 | 3,309,077 |
| Contributions | 256,825 | 580,685 | 277,404 | 302,812 |
| Operating grants and subsidies | 9,877,737 | 10,594,738 | 9,836,701 | 11,424,685 |
| Interest revenue | 3,064,000 | 3,999,000 | 2,543,160 | 2,331,214 |
| Sales of contract and recoverable works | 2,178,400 | 2,178,400 | 2,243,752 | 2,299,845 |
| Other income | 422,000 | 620,758 | 496,896 | 634,315 |
| TOTAL OPERATING REVENUES | 64,339,034 | 66,679,883 | 65,622,467 | 68,777,198 |
| Expenses | | | | |
| Employee benefits | (25,451,125) | (25,001,377) | (26,353,799) | (27,528,925) |
| Materials and services | (19,886,807) | (21,852,005) | (20,244,697) | (21,433,183) |
| Depreciation and amortisation | (16,776,580) | (16,884,960) | (17,567,386) | (18,768,583) |
| Finance costs | (90,000) | (90,000) | (91,800) | (93,636) |
| TOTAL OPERATING EXPENSES | (62,204,512) | (63,828,342) | (64,257,682) | (67,824,327) |
| Operating surplus (deficit) | 2,134,522 | 2,851,541 | 1,364,785 | 952,871 |
| Capital income and expenditure: | | | | |
| Capital grants, subsidies and contributions | 36,355,065 | 21,448,880 | 36,087,337 | 2,569,134 |
| Other capital expenses | | (2,856,273) | | |
| Net result for the period | 38,489,587 | 21,444,148 | 37,452,122 | 3,522,005 |

BURDEKIN SHIRE COUNCIL
Budgeted Statement of Financial Position
As at the periods ending 30 June

| | Original Budget 2024/25 \$ | Revised Budget 2024/25 \$ | Forecast 2025/26 \$ | Forecast 2026/27 \$ |
|----------------------------------|----------------------------------|---------------------------------|---------------------------|---------------------------|
| Current Assets | | | | |
| Cash and deposits | 66,609,838 | 32,397,349 | 27,132,756 | 37,068,775 |
| Cash investments | | 42,000,000 | 42,000,000 | 42,000,000 |
| Receivables | 1,576,693 | 1,723,619 | 1,723,619 | 1,723,619 |
| Inventories | 617,965 | 703,649 | 703,649 | 703,649 |
| Other assets | 1,761,467 | 2,557,194 | 2,557,194 | 2,557,194 |
| | <u>70,565,963</u> | <u>79,381,811</u> | <u>74,117,218</u> | <u>84,053,237</u> |
| Non-Current Assets | | | | |
| Receivables | 385,141 | 321,264 | 321,264 | 321,264 |
| Property, plant and equipment | 667,222,401 | 650,428,237 | 690,546,167 | 695,889,934 |
| Intangible assets | 184,015 | 190,395 | 137,295 | 84,195 |
| Capital work in progress | 19,388,709 | 27,677,581 | 27,677,581 | 27,677,581 |
| Other assets | 64,309 | 100,317 | 100,317 | 100,317 |
| | <u>687,244,575</u> | <u>678,717,794</u> | <u>718,782,624</u> | <u>724,073,291</u> |
| TOTAL ASSETS | <u>757,810,538</u> | <u>758,099,605</u> | <u>792,899,842</u> | <u>808,126,528</u> |
| Current Liabilities | | | | |
| Trade and other payables | 6,378,290 | 7,393,813 | 7,393,813 | 7,393,813 |
| Provisions | 6,346,427 | 7,862,338 | 6,253,696 | 6,456,940 |
| Contract liabilities | 951,574 | 1,209,364 | 349,364 | 1,510,230 |
| Other | 579,244 | 579,651 | 603,194 | 2,843 |
| | <u>14,255,535</u> | <u>17,045,166</u> | <u>14,600,067</u> | <u>15,363,826</u> |
| Non-Current Liabilities | | | | |
| Provisions | 18,545,612 | 18,215,199 | 18,608,764 | 18,621,686 |
| Contract liabilities | | | | 10,928,000 |
| Other | 559,171 | 600,351 | | |
| | <u>19,104,783</u> | <u>18,815,550</u> | <u>18,608,764</u> | <u>29,549,686</u> |
| TOTAL LIABILITIES | <u>33,360,318</u> | <u>35,860,716</u> | <u>33,208,831</u> | <u>44,913,512</u> |
| NET COMMUNITY ASSETS | <u>724,450,220</u> | <u>722,238,889</u> | <u>759,691,011</u> | <u>763,213,016</u> |
| Community Equity | | | | |
| Asset revaluation reserve | 389,851,222 | 406,023,045 | 406,023,045 | 406,023,045 |
| Accumulated surplus/(deficiency) | 334,598,998 | 316,215,844 | 353,667,966 | 357,189,971 |
| TOTAL COMMUNITY EQUITY | <u>724,450,220</u> | <u>722,238,889</u> | <u>759,691,011</u> | <u>763,213,016</u> |

BURDEKIN SHIRE COUNCIL
Budgeted Statement of Cash Flows
For the periods ending 30 June

| | Original Budget 2024/25 \$ | Revised Budget 2024/25 \$ | Forecast 2025/26 \$ | Forecast 2026/27 \$ |
|---|----------------------------------|---------------------------------|---------------------------|---------------------------|
| Cash Flows from Operating Activities: | | | | |
| Receipts | | | | |
| Net rates and utility charges | 45,568,373 | 45,572,373 | 46,996,182 | 48,475,250 |
| Total fees and charges | 2,418,434 | 3,133,929 | 3,228,372 | 3,309,077 |
| Sales of contract and recoverable works | 2,178,400 | 2,178,400 | 2,243,752 | 2,299,845 |
| Interest revenue | 3,064,000 | 3,999,000 | 2,543,160 | 2,331,214 |
| Contributions | 256,825 | 580,685 | 277,404 | 302,812 |
| Government subsidies and grants | 9,877,737 | 10,909,800 | 9,836,701 | 23,568,685 |
| Other Income | 422,000 | 620,758 | 496,896 | 634,315 |
| | <u>63,785,769</u> | <u>66,994,945</u> | <u>65,622,467</u> | <u>80,921,198</u> |
| Payments | | | | |
| Employee benefits | (25,131,595) | (24,754,208) | (26,128,876) | (27,312,759) |
| Materials and services | (19,886,807) | (22,405,270) | (20,821,505) | (22,033,534) |
| Finance costs | (90,000) | (90,000) | (91,800) | (93,636) |
| | <u>(45,108,402)</u> | <u>(47,249,478)</u> | <u>(47,042,181)</u> | <u>(49,439,929)</u> |
| Cash provided by / (used in) operational activities | 18,677,367 | 19,745,467 | 18,580,286 | 31,481,269 |
| Cash Flow from Investing Activities: | | | | |
| Proceeds from sale of capital assets | 460,000 | 774,434 | 740,000 | 364,000 |
| Contributions | 2,210,000 | 2,214,500 | 860,000 | 55,134 |
| Government grants and subsidies | 34,145,065 | 19,234,380 | 35,227,337 | 2,514,000 |
| Subsidies and grants arising from contract assets and liabilities | (2,150,000) | (10,562,731) | (860,000) | (55,134) |
| Payments for property, plant and equipment | (54,510,050) | (45,125,263) | (58,372,216) | (24,423,250) |
| Payments for rehabilitation work | (30,000) | (30,000) | (1,440,000) | |
| Net cash provided by investing activities | <u>(19,874,985)</u> | <u>(33,494,680)</u> | <u>(23,844,879)</u> | <u>(21,545,250)</u> |
| Net Increase (Decrease) in Cash Held | (1,197,618) | (13,749,213) | (5,264,593) | 9,936,019 |
| Cash at beginning of reporting period | <u>67,807,456</u> | <u>46,146,562</u> | <u>32,397,349</u> | <u>27,132,756</u> |
| Cash at end of Reporting Period | 66,609,838 | 32,397,349 | 27,132,756 | 37,068,775 |

BURDEKIN SHIRE COUNCIL
Budgeted Statement of Changes in Equity
For the periods ending 30 June

| | Original Budget 2024/25 \$ | Revised Budget 2024/25 \$ | Forecast 2025/26 \$ | Forecast 2026/27 \$ |
|--------------------------------------|----------------------------------|---------------------------------|---------------------------|---------------------------|
| TOTAL COMMUNITY EQUITY | | | | |
| Balance at the beginning of period | 685,960,633 | 700,794,741 | 722,238,889 | 759,691,011 |
| Increase (decrease) in net result | 38,489,587 | 21,444,148 | 37,452,122 | 3,522,005 |
| Balance at the end of period | 724,450,220 | 722,238,889 | 759,691,011 | 763,213,016 |
| Retained Surplus/Deficit | | | | |
| Balance at the beginning of period | 296,109,411 | 294,771,696 | 316,215,844 | 353,667,966 |
| Increase (decrease) in net result | 38,489,587 | 21,444,148 | 37,452,122 | 3,522,005 |
| Balance at the end of period | 334,598,998 | 316,215,844 | 353,667,966 | 357,189,971 |
| Asset Revaluation Surplus | | | | |
| Balance at the beginning of period | 389,851,222 | 406,023,045 | 406,023,045 | 406,023,045 |
| Increase (decrease) in net result | | | | |
| Balance at the end of period | 389,851,222 | 406,023,045 | 406,023,045 | 406,023,045 |

BURDEKIN SHIRE COUNCIL
Measures of Financial Sustainability
For the year ended 30 June

| | | Original Budget | Revised Budget | Forecast | Forecast |
|---------------------------------------|---------------|-----------------|----------------|--|----------|
| | Target Tier 5 | 2024/25 | 2024/25 | 2025/26 | 2026/27 |
| Financial Capacity | | | | | |
| Council Controlled Revenue Ratio | N/A | 75.44% | 73.04% | 76.54% | 75.29% |
| Population Growth Ratio* | N/A | 0.20% | 0.20% | 0.20% | 0.19% |
| Operating Performance | | | | | |
| Operational Surplus Ratio | > -2% | 3.32% | 4.28% | 2.08% | 1.39% |
| Operating Cash Ratio | > 0% | 29.39% | 29.60% | 28.85% | 28.67% |
| Liquidity | | | | | |
| Unrestricted Cash Expense Cover Ratio | > 4 Months | 17.04 | 18.41 | N/A for long-term sustainability statement | |
| Asset Management | | | | | |
| Asset Sustainability Ratio | > 90% | 130.51% | 127.96% | 124.43% | 109.11% |
| Asset Consumption Ratio | | 64.84% | 63.54% | 63.96% | 63.14% |
| Asset Renewal Funding Ratio ^ | N/A | N/A | N/A | N/A for long-term sustainability statement | |
| Debt Servicing Capacity | | | | | |
| Leverage Ratio | 0 to 3 times | N/A | N/A | N/A | N/A |

* Constant Rate Method used

^ Commencing 2026-27

| | | | | |
|---|------------|------------|------------|------------|
| Net rates and utility charges original budget prior year | 44,308,063 | 44,308,063 | 45,572,373 | 46,996,182 |
| Net rates and utility charges budgeted for current year | 45,568,373 | 45,572,373 | 46,996,182 | 48,475,250 |
| Change rates and utility changes net of discounts | 1,260,310 | 1,264,310 | 1,423,809 | 1,479,068 |
| Percentage change | 2.8% | 2.9% | 3.1% | 3.1% |

| Capital Works Program Second Budget Revision 2024/25 | | | | | | |
|--|--|--------------------|-------------------------|----------------|----------------------------------|-------------|
| Asset Class | Project Title | Project Type \$ | Council Funded \$ | Reserves \$ | Grant and Contributions \$ | Total \$ |
| Buildings | | | | | | |
| Buildings Administration | Council Chambers Replace Carpets | Renewal | 70,000 | | | 70,000 |
| Buildings Administration | Ernie Ford Board Room Airconditioner Replacement | Renewal | 27,740 | | | 27,740 |
| Buildings Administration | John Drysdale Chambers Airconditioner Replacement | Renewal | 26,233 | | | 26,233 |
| Buildings Administration | John Hye Peak Room Airconditioner Replacement | Renewal | 21,719 | | | 21,719 |
| Buildings Administration | Millaroo Community Project | Renewal | | | 200,000 | 200,000 |
| Buildings Administration | Human Resources and Payroll Office Repairs | Renewal | | 36,130 | | 36,130 |
| Buildings Community | Ayr Aerodrome Caretakers Residence Fascia and Gutter and Floor Coverings | Renewal | 12,658 | | | 12,658 |
| Buildings Community | Burdekin Theatre Dressing Room - Design and Specification | Renewal | 6,500 | | | 6,500 |
| Buildings Community | Burdekin Memorial Hall Minor Hall Ceiling Replacement | Renewal | 18,516 | | | 18,516 |
| Buildings Community | Burdekin Memorial Hall Meeting Room Refurbishment | Renewal | 12,100 | | | 12,100 |
| Buildings Community | Burdekin Theatre Stage Refurbishment - Engineered Design and Specification | Renewal | 8,000 | | | 8,000 |
| Buildings Community | Burdekin Theatre Foyer Entrance Doors Replacement | Renewal | 70,000 | | | 70,000 |
| Buildings Community | Ayr Showgrounds Installation of Solar Panels | New | | | 50,000 | 50,000 |
| Buildings Community | Burdekin Theatre Installation of Solar Panels | New | | | 100,000 | 100,000 |
| Buildings Community | Burdekin Memorial Hall Installation of Solar Panels | New | | | 50,000 | 50,000 |
| Buildings Engineering | Jones Street Depot Works Supervisory Office Extension | New | 14,100 | | | 14,100 |
| Buildings Environmental | Clare Pool Amenities/Changerooms Painting and Finishes | Renewal | | | 25,000 | 25,000 |
| Buildings Environmental | Ayr Pool Hot Water to Showers | Renewal/New | 7,530 | | | 7,530 |
| Buildings Environmental | Home Hill Caravan Park Refurbish Cabins (2) | New | 20,000 | | | 20,000 |
| Buildings Environmental | Spiller Street Park Amenities Refurbishment | Renewal | 739 | | 72,806 | 73,545 |
| Buildings Environmental | Burdekin Water Park - Continuation of Site Works | Renewal | 9,894 | | | 9,894 |
| Buildings Environmental | Clare Pool Rejuvenation | Renewal | | | 110,930 | 110,930 |
| Buildings Environmental | Coutts Park Replace Existing Public Amenities - Construction | Renewal | 55,000 | | | 55,000 |
| Buildings Environmental | Home Hill Swimming Pool Upgrade | Renewal | | | 200,000 | 200,000 |
| Buildings Environmental | Burdekin Aquatic Centre Amenities Block | Renewal | | | 200,000 | 200,000 |
| Drainage Infrastructure | | | | | | |
| Drainage Infrastructure | Queen Street Drainage Inlet - Between Parker and Soper Streets | New | 200,000 | | | 200,000 |
| Drainage Infrastructure | South Ayr Drainage Stage 1 Construction - Robert, Drysdale and Woods Streets | New | 250,000 | | | 250,000 |
| Drainage Infrastructure | South Ayr Drainage Stage 2 Design - Robert, Drysdale and Woods Streets | Renewal/New | 30,000 | | | 30,000 |
| Drainage Infrastructure | Ayr Industrial Estate Expansion - Drainage | New | | 904,590 | | 904,590 |
| Drainage Infrastructure | Gordon Street Drainage Upgrade | New | 90,000 | | | 90,000 |
| Drainage Infrastructure | Chippendale Street - Drainage Upgrade Between Ross Street and Queen Street | New | 20,000 | | | 20,000 |
| Drainage Infrastructure | First Street - Drainage Upgrade to Facilitate Racecourse Lease Extension | Renewal/New | 180,000 | | | 180,000 |
| Drainage Infrastructure | Fifth Avenue Drain - Upgrade Culverts at Sixth Street and First Street | Renewal | 50,000 | | | 50,000 |
| Drainage Infrastructure | Norham Road Concrete Batter at Drainage Outlet | Renewal | 98,043 | | | 98,043 |
| Drainage Infrastructure | Parker Street/Wickham Street Drainage | Renewal | 65,809 | | | 65,809 |
| Drainage Infrastructure | Ayr Drainage Improvements | Renewal/New | 80,000 | | | 80,000 |
| Drainage Infrastructure | Oakes Street Drainage | New | 310,000 | | | 310,000 |
| Land and Improvements | | | | | | |
| Land and Improvements | Ayr Industrial Estate Expansion - Electrical and Communications | New | | 850,000 | | 850,000 |

| Capital Works Program Second Budget Revision 2024/25 | | | | | | |
|--|---|--------------------|-------------------------|----------------|----------------------------------|-------------|
| Asset Class | Project Title | Project Type \$ | Council Funded \$ | Reserves \$ | Grant and Contributions \$ | Total \$ |
| Land and Improvements | Industrial Estate - Tenant Relocation | New | | 250,000 | | 250,000 |
| Land and Improvements | Ayr Industrial Estate - Earthworks | New | | 50,000 | | 50,000 |
| Land and Improvements | Ayr Industrial Estate Sales Legals | New | | 14,511 | | 14,511 |
| Land and Improvements | Industrial Estate - Sales and Marketing | New | | 50,000 | | 50,000 |
| Land and Improvements | Industrial Estate - General | New | | 90,000 | | 90,000 |
| Land and Improvements | Kirknie Landfill Reconstruct Green Waste Pad and Resource Recovery Pad | Renewal | 17,402 | | | 17,402 |
| Office Equipment, Furniture & Fittings | | | | | | |
| Office Equipment, Furniture & Fittings | Replace Office Photocopiers - Ayr Library, Executive Office, Ayr SES | Renewal | 19,500 | | | 19,500 |
| Office Equipment, Furniture & Fittings | Replace Technical Design Office Plotter | Renewal | 15,500 | | | 15,500 |
| Office Equipment, Furniture & Fittings | Multi Purpose Building Room UPS Replacement | Renewal | 50,921 | | | 50,921 |
| Office Equipment, Furniture & Fittings | Large Edge Switches - Engineering and Administration | Renewal | 25,100 | | | 25,100 |
| Office Equipment, Furniture & Fittings | CCTV Storage - New QNAP (NAS) Network Attached Storage | New | 34,700 | | | 34,700 |
| Office Equipment, Furniture & Fittings | NBN Standby (or Other Provider) Satellite Service (Back up Connectivity Service) | New | 15,000 | | | 15,000 |
| Office Equipment, Furniture & Fittings | Audio and Video Conferencing Upgrade - 4 x Meeting Rooms - Council Chambers | Renewal | 30,000 | | | 30,000 |
| Office Equipment, Furniture & Fittings | Book Budget | Renewal | 23,000 | | 80,000 | 103,000 |
| Office Equipment, Furniture & Fittings | Burdekin Memorial Hall Replace Oven | Renewal | 33,388 | | | 33,388 |
| Office Equipment, Furniture & Fittings | Queen Street Speakers - Supply and installation | Renewal | 25,000 | | | 25,000 |
| Office Equipment, Furniture & Fittings | 2023/24 Book Budget | Renewal | | | 9,262 | 9,262 |
| Other Assets | | | | | | |
| Other Assets Community | Burdekin Theatre Refurbishment of Pianos | Renewal | 25,000 | | | 25,000 |
| Other Assets Community | Burdekin Theatre Replace DMX Network | Renewal | 25,000 | | | 25,000 |
| Other Assets Community | Burdekin Theatre Replace Followspot Lighting Units | Renewal | 48,000 | | | 48,000 |
| Other Assets Community | Burdekin Theatre Replace Tables and Table Trolleys | Renewal | 15,154 | | | 15,154 |
| Other Assets Community | Replace Christmas Decorations Ayr and Home Hill | Renewal | | 86,600 | | 86,600 |
| Other Assets Community | Burdekin Theatre Replace 2 x 3 Door Upright Refrigeration Units | Renewal | 16,500 | | | 16,500 |
| Other Assets Community | Ayr Showgrounds Hall Replace 2 x 2 Door Upright Refrigeration Units | Renewal | 9,460 | | | 9,460 |
| Other Assets Community | Sugar Cane Planter Installation | New | | | 4,500 | 4,500 |
| Other Assets Engineering | Home Hill Maintenance Depot - Replace Perimeter Fence | Renewal | 50,000 | | | 50,000 |
| Other Assets Engineering | Install Road Flood Warning System Infrastructure on Barratta, Allen and Rita Island Roads | New | 32,313 | | 323,202 | 355,515 |
| Other Assets Engineering | Comfort Stop Mosaic Fountain | Renewal | 2,200 | | | 2,200 |
| Other Assets Environmental | Ayr Transfer Station - Implement Master Plan Improvements | New | 80,000 | | | 80,000 |
| Other Assets Environmental | Ayr Transfer Station - Reconstruct Greenwaste Pad | Renewal | 27,200 | | | 27,200 |
| Other Assets Environmental | Kirknie Landfill Construct Wash Down Bay | Renewal | 45,000 | | | 45,000 |
| Other Assets Environmental | Home Hill Pool - BBQ Shelter | New | 50,000 | | | 50,000 |
| Other Assets Environmental | Burdekin Cascades Caravan Park Fencing Macmillan Street | Renewal | 65,000 | | | 65,000 |
| Other Assets Environmental | Clare Pool Shade Structure | Renewal | | | 50,000 | 50,000 |
| Other Assets Environmental | Kirknie Landfill Leachate Plant Shed | Renewal | 12,100 | | | 12,100 |
| Other Assets Environmental | Playground Equipment Spiller Street Park | Renewal | 5,000 | | 95,000 | 100,000 |
| Other Assets Environmental | Miscellaneous Park Furniture | Renewal | 40,000 | | | 40,000 |
| Other Assets Environmental | CBD Furniture Upgrades | Renewal | 50,000 | | | 50,000 |
| Other Assets Environmental | Park Various Upgrade Basketball Units | Renewal | 60,000 | | 60,000 | 120,000 |

| Capital Works Program Second Budget Revision 2024/25 | | | | | | |
|--|---|--------------------|-------------------------|----------------|----------------------------------|-------------|
| Asset Class | Project Title | Project Type \$ | Council Funded \$ | Reserves \$ | Grant and Contributions \$ | Total \$ |
| Other Assets Environmental | Anzac All Abilities Playground - Replace Cableway | Renewal | 65,000 | | | 65,000 |
| Other Assets Environmental | Parks and Gardens - Shade Sail Replacements | Renewal | 40,000 | | | 40,000 |
| Other Assets Environmental | Spiller Street Park - Replace Playground Kerbing | Renewal | | | 27,455 | 27,455 |
| Other Assets Environmental | Parks Various - Park Name Sign Replacement | Renewal | 14,661 | | | 14,661 |
| Other Assets Environmental | Irrigation Upgrade - Coutts Park | Renewal | 50,000 | | | 50,000 |
| Other Assets Environmental | Arch Dunn Playground - Refurbish Playground Fence | Renewal | 35,000 | | | 35,000 |
| Other Assets Environmental | Installation of Irrigation - Minor Parks | Renewal | 15,000 | | | 15,000 |
| Other Assets Environmental | Ayr CBD Fountain | Renewal | 25,141 | | | 25,141 |
| Other Assets Environmental | Ayr Taxi Rank - Replace Damaged Shade Sail | Renewal | 5,423 | | | 5,423 |
| Other Assets Environmental | Develop a Masterplan for the Ayr Transfer Station | New | 25,000 | | | 25,000 |
| Other Assets Environmental | Home Hill Transfer Station - Reconstruct Green Waste Pad | Renewal | 3,552 | | | 3,552 |
| Other Assets Environmental | Ayr Swimming Pool - Masterplan | Renewal | 1,980 | | | 1,980 |
| Other Assets Environmental | Ayr Transfer Station - Bin Bay, Dumping Ramp and Safety Rail | Renewal | 58,809 | 16,237 | | 75,046 |
| Other Assets Environmental | Burdekin Cascade Caravan Park Replacement of Switchboard, Pole and Platform | Renewal | 170,000 | | | 170,000 |
| Other Assets Environmental | Kirknie Landfill Leachate Pump Replacement | Renewal | 19,367 | | | 19,367 |
| Other Assets Environmental | Anzac Park Precinct Pump Track | New | | | 50,000 | 50,000 |
| Plant & Equipment | | | | | | |
| Plant & Equipment | Light Vehicles | Renewal | 650,000 | | 39,000 | 689,000 |
| Plant & Equipment | Trucks | Renewal | 820,000 | | | 820,000 |
| Plant & Equipment | Plant and Equipment | Renewal | 330,000 | | | 330,000 |
| Plant & Equipment | 2023/24 Trucks | Renewal | 1,423,802 | | | 1,423,802 |
| Plant & Equipment | 2023/24 Plant and Equipment | Renewal | 76,800 | | | 76,800 |
| Plant & Equipment | 2023/24 Light Vehicles | Renewal | 361,064 | | | 361,064 |
| Plant & Equipment | 2022/23 Light Vehicles | Renewal | 45,174 | | | 45,174 |
| Plant & Equipment | 2022/23 Plant and Equipment | Renewal | 100,000 | | | 100,000 |
| Plant & Equipment | Fuel Tanks and Transfer System | Renewal | 297,741 | | | 297,741 |
| Plant & Equipment | Purchase New Weedoo | New | | | 8,287 | 8,287 |
| Plant & Equipment | Purchase Educational Trailer | New | | | 1,773 | 1,773 |
| Plant & Equipment | Purchase Deer Traps | New | | | 34,000 | 34,000 |
| Plant & Equipment | Grader Control System Radio Replacement | Renewal | 8,067 | | | 8,067 |
| Roads & Bridges | | | | | | |
| Roads & Bridges | Culvert Replacement Program | Renewal | 138,000 | | | 138,000 |
| Roads & Bridges | Path Renewal Program | Renewal | 145,000 | | | 145,000 |
| Roads & Bridges | Reseal Program | Renewal | 1,850,000 | | | 1,850,000 |
| Roads & Bridges | Kilrie Road Concrete Floodways | Renewal | 35,000 | | | 35,000 |
| Roads & Bridges | Burdekin Be-Active Trail Home Hill - Stage 5 | New | 240,000 | | | 240,000 |
| Roads & Bridges | Cox Street - Reconstruction | Renewal | 40,000 | | | 40,000 |
| Roads & Bridges | Queen Street Footpath Reconstruction - Between Parker and Soper Streets | Renewal | 430,000 | | | 430,000 |
| Roads & Bridges | Hillier Road Culvert Renewal at Sheepstation Creek | Renewal | 150,000 | | 150,000 | 300,000 |
| Roads & Bridges | McLain Road Reconstruction (Ch 1410-1870) | Renewal | 25,000 | | | 25,000 |
| Roads & Bridges | Future Year Project Design Allocation | Renewal | 50,000 | | | 50,000 |

| Capital Works Program Second Budget Revision 2024/25 | | | | | | |
|--|---|--------------------|-------------------------|----------------|----------------------------------|-------------|
| Asset Class | Project Title | Project Type \$ | Council Funded \$ | Reserves \$ | Grant and Contributions \$ | Total \$ |
| Roads & Bridges | Queen Street/Edwards Street Roundabout Node Replacement | Renewal | 146,000 | | | 146,000 |
| Roads & Bridges | Bahr Road - Restoration of Damaged Sections of Roads | Renewal | | | 2,150,000 | 2,150,000 |
| Roads & Bridges | Ayr Industrial Estate Road and Kerb Reconstruction | Renewal | 369,200 | | | 369,200 |
| Roads & Bridges | Patricia Road Culvert Replacement | Renewal | 225,500 | | 174,500 | 400,000 |
| Roads & Bridges | Sandy Camp Road Restoration | Renewal | 70,000 | | | 70,000 |
| Roads & Bridges | Ayr Industrial Estate Expansion - Roadworks | New | | 1,815,000 | | 1,815,000 |
| Roads & Bridges | Chippendale Street Reconstruction Between Burke Street and Wilmington Street | Renewal | 30,000 | | | 30,000 |
| Roads & Bridges | Graham Street Reconstruction Between Drysdale Street and Railway Street | Renewal | 30,000 | | | 30,000 |
| Roads & Bridges | Old Home Hill Road Reconstruction from CH1380-1780 | Renewal | 20,000 | | | 20,000 |
| Roads & Bridges | Cussen Road Reconstruction from CH70-1070 | Renewal/New | 30,000 | | | 30,000 |
| Roads & Bridges | Linton Road and Georgees Road Culvert Upgrade | Renewal | 20,000 | | | 20,000 |
| Roads & Bridges | Giddy Road/Webber Road Intersection Upgrade Design | Renewal | 40,000 | | | 40,000 |
| Roads & Bridges | Butler Road Floodway Construction | New | 23,810 | | 66,190 | 90,000 |
| Roads & Bridges | Wickham and Parker Street Intersection - Concrete Nodes | New | 20,000 | | | 20,000 |
| Roads & Bridges | Railway Street/Jones Street Reconstruction | Renewal | 1,514,245 | | 495,755 | 2,010,000 |
| Roads & Bridges | Toll Road Pavement Reconstruction | Renewal/New | 139,550 | | 20,450 | 160,000 |
| Roads & Bridges | Thompson Road Floodway Upgrade | Renewal/New | 150,000 | | 417,780 | 567,780 |
| Roads & Bridges | Jerona Causeway | Renewal | 30,000 | | 2,873,000 | 2,903,000 |
| Roads & Bridges | Railway Street - Bitumen Seal Missing Link at Ayr Transfer Station | Renewal/New | 70,000 | | 180,000 | 250,000 |
| Roads & Bridges | Sexton Road | Renewal | 30,000 | | | 30,000 |
| Roads & Bridges | Switchback Road Intersection Upgrade | Renewal | 30,000 | | | 30,000 |
| Roads & Bridges | Corica Road - Reconstruct Sealed Road 500m Each End | Renewal | 20,000 | | | 20,000 |
| Roads & Bridges | Granshaw Road - Reconstruct and Widen from Ayr Dalbeg Road to George Road | Renewal | 80,000 | | | 80,000 |
| Roads & Bridges | Burdekin Be-Active Trail Home Hill - Eleventh Street from Ninth Avenue to Eighth Avenue | New | 110,000 | | | 110,000 |
| Roads & Bridges | Ayr Industrial Estate - Second Access Between Craig and Bird Streets | New | 180,000 | | | 180,000 |
| Roads & Bridges | Eighth Avenue - Improve Pedestrian Access Between Sixth Street and Seventh Street | Renewal | 70,000 | | | 70,000 |
| Roads & Bridges | South Ayr Works - Roadwork Reconstruction in Association with Drainage Upgrades in Drysdale Street, Robert Street and Albert Street | Renewal/New | 125,000 | | | 125,000 |
| Roads & Bridges | Oats Road Culvert Renewal | Renewal | 1,594 | | | 1,594 |
| Roads & Bridges | Burdekin Be-Active Trail - Alva | New | 211,473 | | | 211,473 |
| Roads & Bridges | 2023/24 Culvert Replacement Program | Renewal | 174,089 | | | 174,089 |
| Roads & Bridges | 2023/24 Guardrail Renewal Program | Renewal | 192,457 | | | 192,457 |
| Roads & Bridges | Eighth Avenue - Kerb and Channel Replacement | Renewal | 2,000 | | | 2,000 |
| Roads & Bridges | Conlan Street - Bitumen Seal Missing Link to Old Home Hill Road (Ch 870 - 1030) | Renewal | 5,000 | | | 5,000 |
| Roads & Bridges | Soper and Graham Street Roundabout | New | | | 84,286 | 84,286 |
| Roads & Bridges | Wunjunga/Beachmount Road Seal Grid Approaches | Renewal/New | 63,105 | | | 63,105 |
| Roads & Bridges | 2023/24 Reseal Program | Renewal | 133,049 | | | 133,049 |
| Roads & Bridges | 2023/24 Path renewal program | Renewal | 4,649 | | | 4,649 |
| Roads & Bridges | Thompson Road Seal Design | Renewal | | | 20,000 | 20,000 |
| Roads & Bridges | Jerona Road Civil Works Design | Renewal | | | 20,000 | 20,000 |
| Sewerage Infrastructure | | | | | | |

| Capital Works Program Second Budget Revision 2024/25 | | | | | | |
|--|---|--------------------|-------------------------|---------------------|----------------------------------|----------------------|
| Asset Class | Project Title | Project Type \$ | Council Funded \$ | Reserves \$ | Grant and Contributions \$ | Total \$ |
| Sewerage Infrastructure | Sewerage Pump Upgrade and Replacement Program | Renewal | 130,000 | | | 130,000 |
| Sewerage Infrastructure | Sewerage Treatment Plant Valve and Pump Upgrade and Replacement Program | Renewal | 60,000 | | | 60,000 |
| Sewerage Infrastructure | Sewer Reline and Manhole Rehabilitation Project | Renewal | 534,500 | | | 534,500 |
| Sewerage Infrastructure | Ayr Sewage Treatment Plant Replace Perimeter Fencing | Renewal | 225,000 | | | 225,000 |
| Sewerage Infrastructure | Sewer Dump Point - Home Hill Show Grounds | New | 5,500 | | | 5,500 |
| Sewerage Infrastructure | Condition Assessment - Home Hill Waste Water Treatment Plant Trickling Filter | Renewal | 47,003 | | | 47,003 |
| Sewerage Infrastructure | Conley Street - Sewage Pump Station 1 Dry Well Lid Upgrade | Renewal | 50,000 | | | 50,000 |
| Sewerage Infrastructure | Ayr Industrial Estate Expansion Sewer Infrastructure | New | | 481,125 | | 481,125 |
| Sewerage Infrastructure | SCADA and Telemetry Upgrade Program - Sewerage Stage 3 | Renewal | 9,800 | | | 9,800 |
| Sewerage Infrastructure | Ayr/Brandon Waste Water Treatment Plant - Macro Algal Treatment Construction | New | | 1,474,715 | 351,232 | 1,825,947 |
| Sewerage Infrastructure | SCADA and Telemetry Upgrade Program - Sewerage | Renewal | 3,997 | | | 3,997 |
| Sewerage Infrastructure | Sewer Treatment Plant Valve and Pump Upgrade and Replacement Program | Renewal | 5,104 | | | 5,104 |
| Sewerage Infrastructure | Sewage Pump Station Lid Replacement Program 2023/24 | Renewal | 1,101 | | | 1,101 |
| Sewerage Infrastructure | New Sewer Main Munro/Cunningham Street | New | 10,000 | | | 10,000 |
| Sewerage Infrastructure | Sewer Reline Macmillan Street | Renewal | 10,000 | | | 10,000 |
| Water Supply Infrastructure | | | | | | |
| Water Supply Infrastructure | Water Pump and Valve Replacement Program | Renewal | 245,000 | | | 245,000 |
| Water Supply Infrastructure | Water Meter Replacement Program | Renewal | 727,830 | | | 727,830 |
| Water Supply Infrastructure | Water Main Replacement Program - Airdmillan Road | Renewal | 125,000 | | | 125,000 |
| Water Supply Infrastructure | Mt Kelly Water Supply Break Tank Duplication | New | 14,735 | | 112,365 | 127,100 |
| Water Supply Infrastructure | Replace Lids at Conlan Street Bores | Renewal | 25,000 | | | 25,000 |
| Water Supply Infrastructure | Hydrant Replacement Program | Renewal | 150,000 | | | 150,000 |
| Water Supply Infrastructure | South Ayr Bore | Renewal | | | 400,000 | 400,000 |
| Water Supply Infrastructure | South Ayr Filtration Plant | New | | | 12,106,107 | 12,106,107 |
| Water Supply Infrastructure | SCADA and Telemetry Upgrade Program - Water Stage 3 | Renewal | 16,034 | | | 16,034 |
| Water Supply Infrastructure | Ayr Industrial Estate Expansion Potable Water Infrastructure | New | | 55,605 | | 55,605 |
| Water Supply Infrastructure | SCADA and Telemetry Upgrade Program - Water | Renewal | 55,526 | | | 55,526 |
| Water Supply Infrastructure | Installation of an Additional Bore at Conlan Street | New | 136,013 | | | 136,013 |
| Water Supply Infrastructure | Mount Kelly Bore Lids and Safety Upgrade | New | 82,000 | | | 82,000 |
| Water Supply Infrastructure | Home Hill Water Treatment Plant Design Stage 2 600m or 450mm DI Rising Main | New | 24,000 | | 36,000 | 60,000 |
| Water Supply Infrastructure | Water Pump and Valve Replacement Program | Renewal | 1,404 | | | 1,404 |
| | | | \$ 17,501,868 | \$ 6,174,513 | \$ 21,448,880 | \$ 45,125,261 |

6.3.2. FINANCIAL AND ADMINISTRATIVE SERVICES

Monthly Financial Report - February 2025

Recommendation

That the Monthly Financial Report for Period Ending 28 February 2025 be received.

Attachments

1. Monthly Financial Report - February 2025
2. Capital PCG Council February 2025 (Confidential)

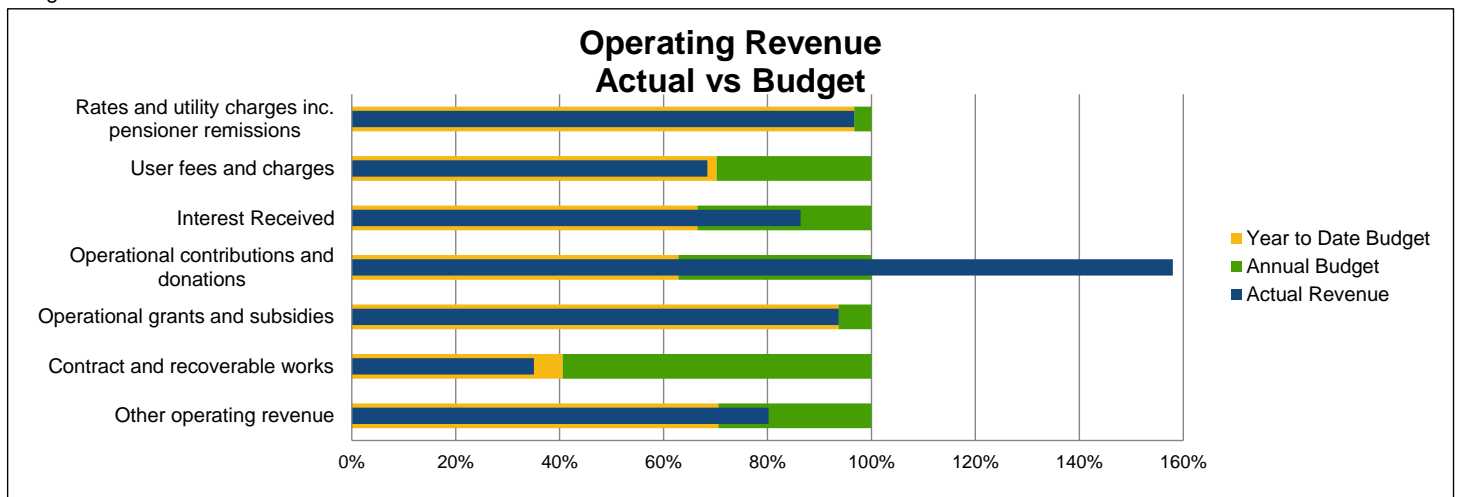
The following report provides a summary of Council's financial performance to 28 February 2025.

FINANCIAL STATEMENTS AT A GLANCE

| As at 28 February 2025 | Actual \$ | Annual Budget \$ | YTD Revised Budget \$ | \$ Variance YTD Actual to YTD Revised Budget | % Variance YTD Actual to YTD Revised Budget |
|---------------------------|-------------------|---------------------|-----------------------------|--|---|
| Total Operating Revenue | 59,939,882 | 64,820,356 | 59,166,137 | 773,745 | 1% |
| Total Operating Expenses | 39,964,121 | 62,995,941 | 41,712,823 | -1,748,702 | -4% |
| Operating Position | 19,975,761 | 1,824,415 | 17,453,314 | 2,522,447 | 14% |
| Capital Revenue | 9,976,103 | 44,015,370 | 44,015,370 | -34,039,267 | -77% |
| Net Result | 29,951,864 | 45,839,785 | 61,468,684 | -31,516,820 | -51% |

This report contains financial information for the period ending 28 February 2025. Council's operating position at month end is a \$19.9M surplus. 66% of the year is now concluded. Our operating position excluding capital revenue shows revenue within 1% and expenses within 4%. The second budget revision will smooth the results further and will be reflected in March 2025 reporting.

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.



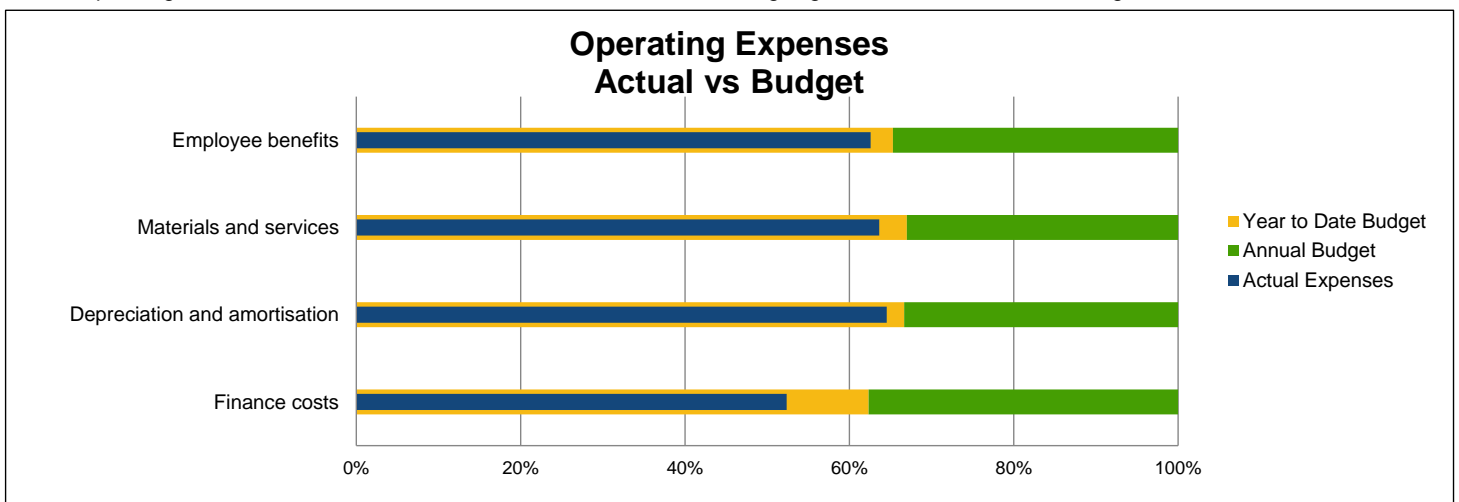
Rates are now fully levied for 2024/2025

Under Budget:

- Contract and recoverable works: Roads Maintenance Performance Contract (RMPC) income under budget due to timing of works and claims.

Ahead of Budget:

- Interest received: Ahead of budget for interest on investments due to improved estimates.
- Operational contributions and donations: Substantial material change of use infrastructure charges received.
- Other operating revenue: Income received for Container Refund Scheme, ongoing Workcover claims and unbudgeted insurance claims.



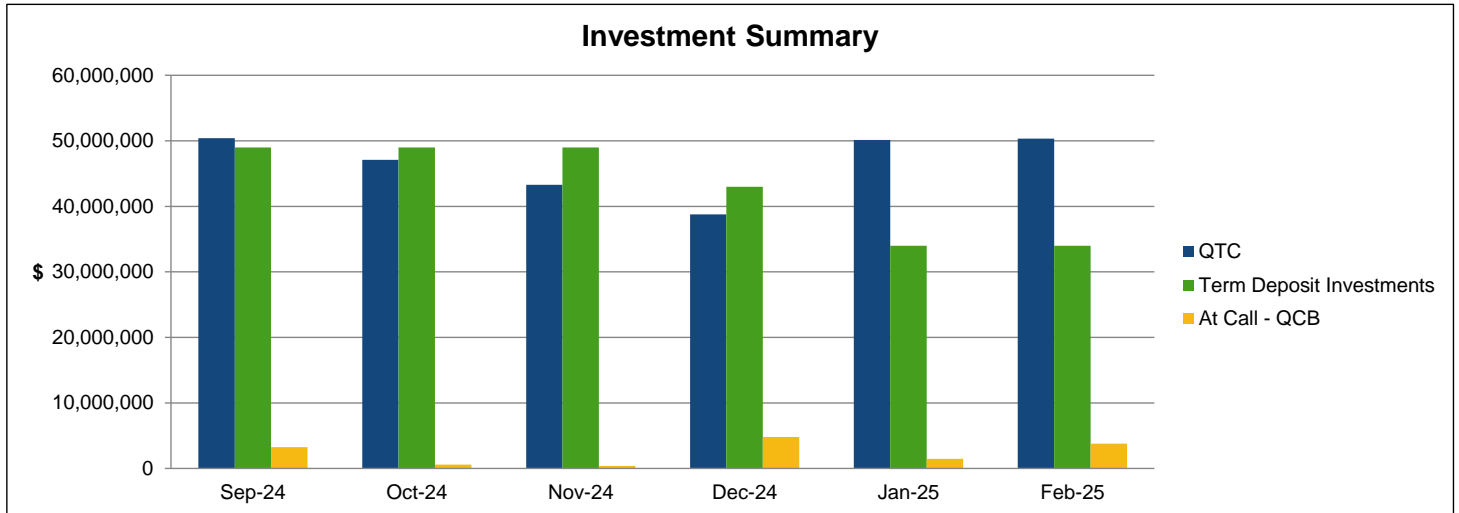
Under Budget:

- Materials and services: Roads Maintenance due to the timing of works post wet season and timing of contract payments for Waste Collection.

INVESTMENT PORTFOLIO

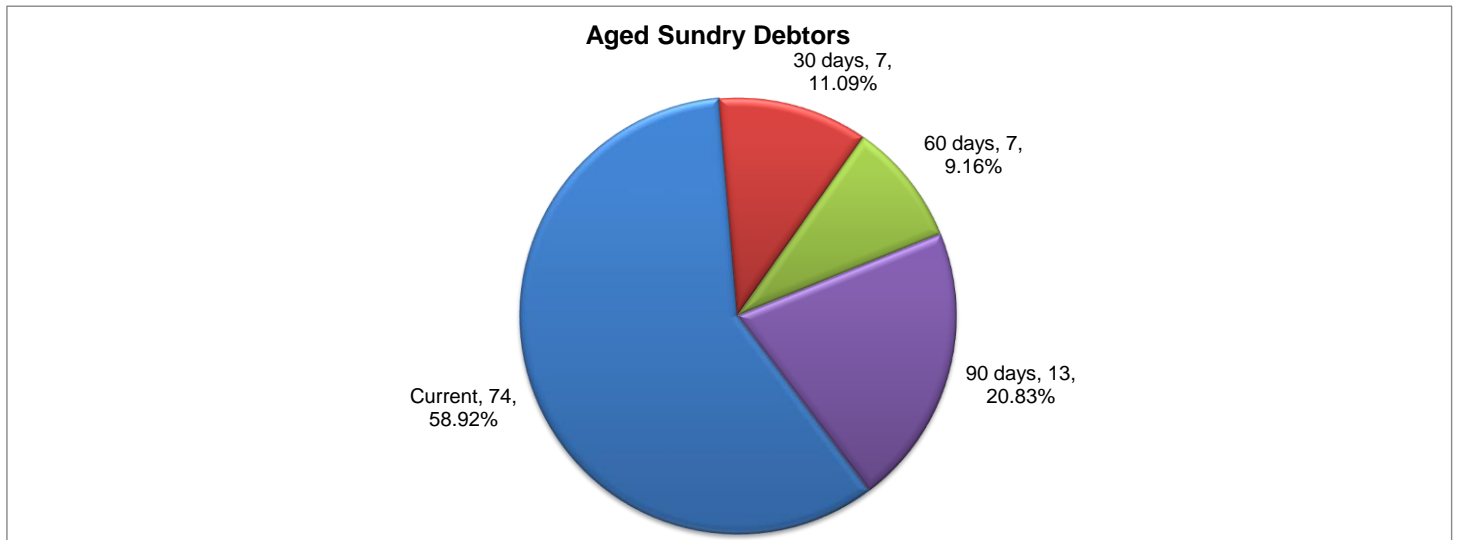
Investment Report as at 28 Feb 2025 (including at call cash)

| | Total Invested | Average Current Rate Weighted | % Invested |
|--------------------|---------------------|----------------------------------|------------|
| NAB | 16,000,000 | 5.03% | 18.2% |
| Suncorp | 15,000,000 | 5.13% | 17.0% |
| Bendigo | 3,000,000 | 5.10% | 3.4% |
| QTC | 50,324,257 | 5.08% | 57.1% |
| QCB General | 3,787,121 | 2.25% | 4.3% |
| Total Funds | \$88,111,378 | | |



SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 28 February are \$254,806.15.



Collection House - Debt Referral

Council currently has 2 active files with Collection House.

RATES

| | | |
|-------------------------------------|------------------|--|
| Arrears as at 1 July 2024 | | \$460,295 |
| Levy and fees raised * | \$47,926,711 | |
| Interest charged * | \$67,521 | |
| Less Pensioner subsidy and rebate | <u>\$700,527</u> | \$47,293,705 |
| Payments received | | <u>\$31,384,155</u> |
| Arrears as at 28 February 2025 | | <u><u>\$16,369,844</u></u> (note: Rates now 100% levied) |
| Pre-payments as at 28 February 2025 | | \$932,264 |
| Pre-payments as at 29 February 2024 | | \$1,385,691 |

* includes State Govt Emergency Management Levy

Bi-Annual Rate Levies were issued on 7 February 2025, with a due date of 10 March 2025.

Rates Debt Recovery

Collection House – Debt Referral

Council currently has 93 active files with Collection House.

Council Payment Plans

Council has 63 formalised periodic payment plans currently in place with a total outstanding balance of \$171,411.14.

Collection House – Sale of Land

On the 26 November, Council resolved to commence Sale of Land proceedings for one property. A Notice of Intention to Sell was issued to all interested parties on the 2 December 2024.

OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

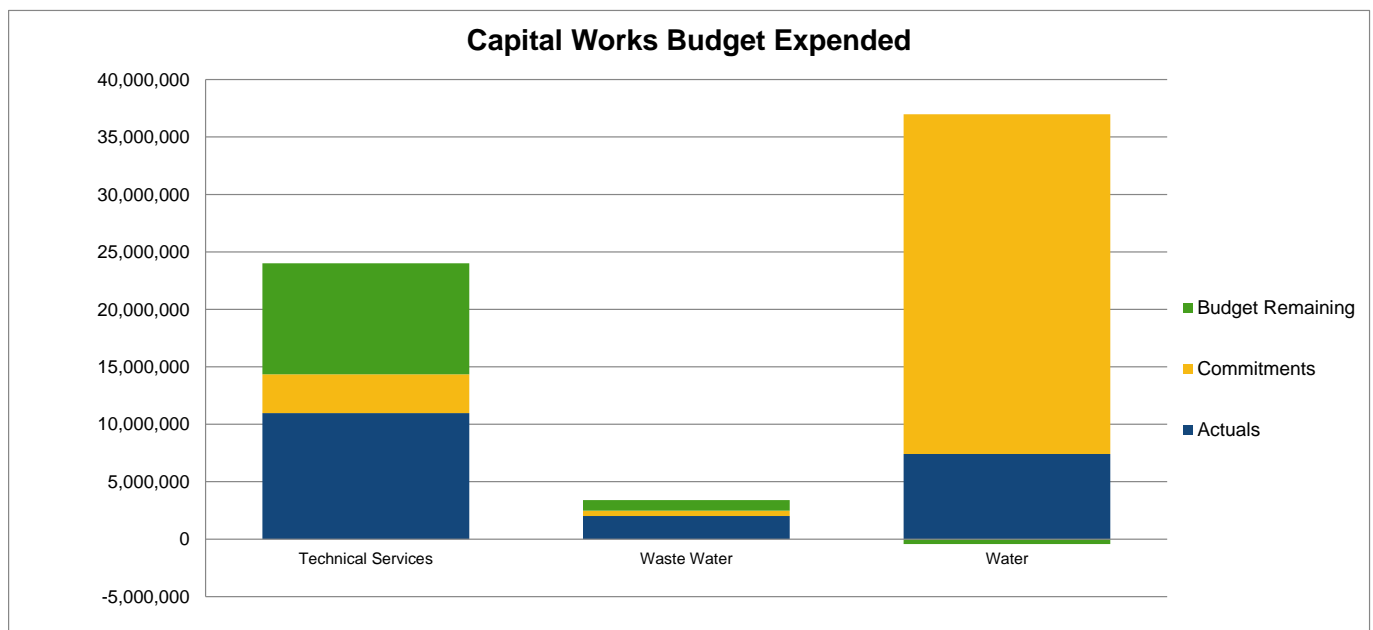
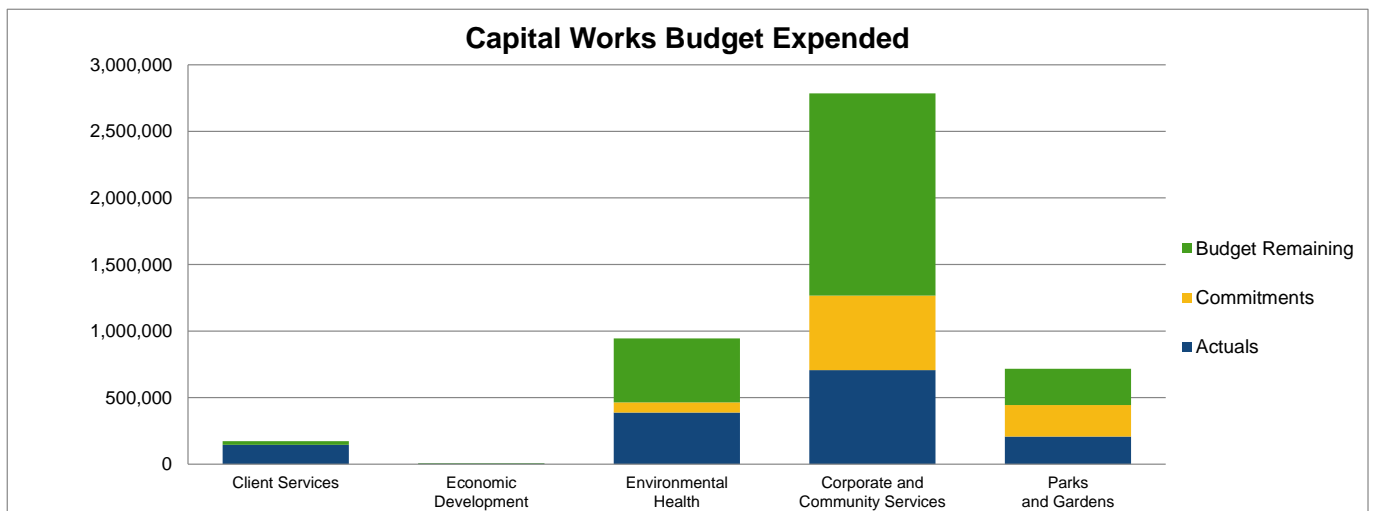
Capital expenditure incurred for the year to 28 February, is shown by asset category in the table below.

Capital project expenditure to 28 February is \$21,860,129 in addition to this, there is \$34,274,175 of commitments. Therefore totalling \$56,134,304.

Financial Overview by Asset Category

| Asset Category | Original Budget | Revised Budget | Actuals & Accruals | Commitments | Total |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|
| Client Services | \$ 173,500 | \$ 173,500 | \$ 145,546 | \$ - | \$ 145,546 |
| Corporate and Community Services | \$ 1,577,000 | \$ 2,784,947 | \$ 705,959 | \$ 560,410 | \$ 1,266,369 |
| Economic Development | \$ - | \$ 8,167 | \$ 4,035 | \$ - | \$ 4,035 |
| Technical Services | \$ 19,901,000 | \$ 24,007,865 | \$ 10,970,350 | \$ 3,372,463 | \$ 14,342,813 |
| Environmental Health | \$ 565,000 | \$ 944,748 | \$ 387,351 | \$ 77,275 | \$ 464,625 |
| Parks and Gardens | \$ 625,000 | \$ 717,293 | \$ 207,925 | \$ 236,050 | \$ 443,975 |
| Waste Water | \$ 1,055,000 | \$ 3,402,985 | \$ 2,023,880 | \$ 461,974 | \$ 2,485,853 |
| Water | \$ 30,613,550 | \$ 36,553,897 | \$ 7,415,085 | \$ 29,566,003 | \$ 36,981,088 |
| TOTAL | \$ 54,510,050 | \$ 68,593,402 | \$ 21,860,129 | \$ 34,274,175 | \$ 56,134,304 |

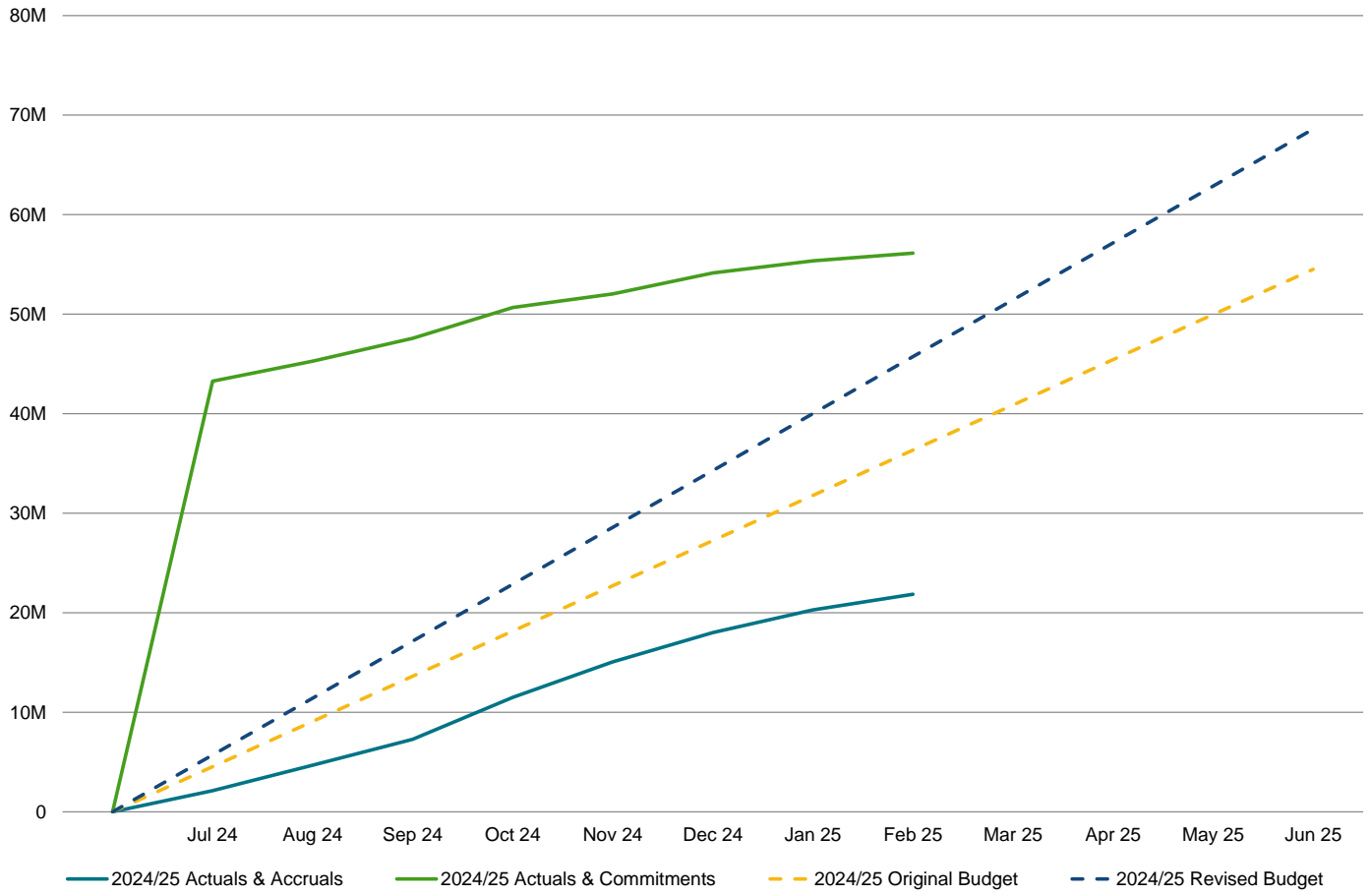
The below graph shows, by Asset Category, how much Council has spent (including accruals and commitments) on Capital Projects, compared to each budget.



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

OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

Budget v Actuals



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

Actuals and Commitments include payments made, accrual transactions and purchase orders raised for materials/services not yet provided/supplied.

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 28 February 2025.

APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 28 February 2025.

OPERATING STATEMENT
Period Ending 28 February 2025

Chief Executive Officer

| | Month of February 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 | 37 | 756 | 333 | 422 | 127% |
| Operational grants and subsidies | 0 | 10,000 | 10,000 | 0 | 0% |
| Other operating revenue | 1,903 | 66,266 | 48,150 | 18,116 | 38% |
| Total operating revenue | 1,940 | 77,022 | 58,483 | 18,539 | 32% |
| Operating Expenses | | | | | |
| Employee benefits | 115,444 | 1,041,441 | 1,022,986 | 18,455 | 2% |
| Materials and services | 35,337 | 259,420 | 282,610 | -23,191 | -8% |
| Total operating costs | 150,781 | 1,300,861 | 1,305,596 | -4,735 | 0% |
| Surplus (deficit) from operating activities | -148,841 | -1,223,839 | -1,247,113 | 23,274 | -2% |
| Net result for period | -148,841 | -1,223,839 | -1,247,113 | 23,274 | -2% |

Comments

Other operating revenue

Ahead of budget for sponsorships received for Sweet Days Hot Nights Festival.

Materials and services

Under budget due to Economic Development strategy and Smart Precinct support activities both budgeted evenly throughout the year. The completed works have not incurred any expenses. This is partially offset by an unbudgeted Internal Plant Hire transaction processed in February for the mobile visitor information centre at the Plantation Park Visitor Information Centre. This has been amended in the second budget revision. Also under budget in advertising for Industrial Estate, with expenses expected from March.

OPERATING STATEMENT
Period Ending 28 February 2025

Director of Corporate & Community Services

| | Month of February 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 | 6,616 | 84,025 | 97,676 | -13,651 | -14% |
| Operational contributions and donations | 24,105 | 39,645 | 40,000 | -355 | -1% |
| Operational grants and subsidies | 0 | 111,517 | 110,975 | 542 | 0% |
| Other operating revenue | 541 | 3,171 | 2,533 | 638 | 25% |
| Total operating revenue | 31,263 | 238,358 | 251,184 | -12,826 | -5% |
| Operating Expenses | | | | | |
| Employee benefits | 68,905 | 474,753 | 464,878 | 9,875 | 2% |
| Materials and services | 127,585 | 630,192 | 592,836 | 37,356 | 6% |
| Depreciation and amortisation | 124,298 | 1,078,511 | 1,105,933 | -27,422 | -2% |
| Total operating costs | 320,789 | 2,183,456 | 2,163,647 | 19,809 | 1% |
| Surplus (deficit) from operating activities | -289,526 | -1,945,097 | -1,912,463 | -32,634 | 2% |
| | | | | | |
| Capital contributions | 0 | 0 | 8,167 | -8,167 | -100% |
| Capital grants and subsidies | 0 | 58,334 | 200,000 | -141,667 | -71% |
| Other capital income (expense) | -8,725 | -97,346 | -34,358 | -62,988 | 183% |
| Net result for period | -298,250 | -1,984,110 | -1,738,654 | -245,456 | 14% |

Comments

User fees and charges

Under budget in community properties fees and charges, with income from hire of Ayr Showgrounds hall and grounds variable throughout the year.

Materials and services

Over budget mainly due to unbudgeted maintenance expenditure for the Council Chambers airconditioning and tree removal expenditure at the Ayr Aerodrome residence. Also over budget for electricity at the Council chambers. This is being offset by insurance premiums with the actual cost of premiums being less than budgeted.

Capital contributions

Contribution for installation of Sugar Cane Planter not yet received.

Capital grants and subsidies

LRCIP4 grant funds for Millaroo Community Project transferred quarterly from contract liabilities as works are completed.

Other capital income (expense)

Loss on building asset write-offs.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Client Services

| | Month of February 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 | 6,000 | 42,733 | 36,733 | 6,000 | 16% |
| Other operating revenue | 0 | 37,327 | 18,300 | 19,027 | 104% |
| Total operating revenue | 6,000 | 80,060 | 55,033 | 25,027 | 45% |
| Operating Expenses | | | | | |
| Employee benefits | 105,658 | 2,433,995 | 2,318,110 | 115,884 | 5% |
| Materials and services | 96,433 | 2,114,664 | 2,016,356 | 98,308 | 5% |
| Total operating costs | 202,091 | 4,548,658 | 4,334,466 | 214,192 | 5% |
| Surplus (deficit) from operating activities | -196,091 | -4,468,598 | -4,279,433 | -189,165 | 4% |
| Net result for period | -196,091 | -4,468,598 | -4,279,433 | -189,165 | 4% |

Comments**Operational grants and subsidies**

Unbudgeted grant received for North Queensland Resilience Program for the upgrade of the Rita Island SES Unit Facility. The budget for this grant program has been updated in the second budget revision.

Other operating revenue

Workcare payments are received as the need arises and therefore often vary to budget.

Employee benefits

Over budget for oncost recovery due to staff vacancies across Council. Also, over budget in sick leave with staff on extended sick leave.

Materials and services

Over budget IT Portable & Attractive equipment due to budget spread with supply received earlier than budgeted. Consultants over budget due to Employee Bargaining Agreement negotiations, employee engagement survey and outsourcing of a Human Resources investigation. Training registrations over budget due to training for new employees and an increase in the registration fee's.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Community Services

| | Month of February 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 | 27,422 | 190,881 | 189,023 | 1,857 | 1% |
| Operational grants and subsidies | 0 | 31,108 | 20,377 | 10,731 | 53% |
| Other operating revenue | 17,192 | 85,999 | 77,810 | 8,189 | 11% |
| Total operating revenue | 44,614 | 307,988 | 287,211 | 20,777 | 7% |
| Operating Expenses | | | | | |
| Employee benefits | 148,072 | 1,146,339 | 1,264,676 | -118,337 | -9% |
| Materials and services | 145,819 | 944,568 | 956,001 | -11,433 | -1% |
| Depreciation and amortisation | 9,967 | 86,501 | 90,533 | -4,032 | -4% |
| Total operating costs | 303,858 | 2,177,409 | 2,311,211 | -133,802 | -6% |
| Surplus (deficit) from operating activities | -259,244 | -1,869,421 | -2,024,000 | 154,579 | -8% |
| Capital grants and subsidies | 0 | 43,544 | 89,262 | -45,719 | -51% |
| Net result for period | -259,244 | -1,825,877 | -1,934,738 | 108,861 | -6% |

Comments

Operational grants and subsidies

Ahead of budget due to unbudgeted funds received for Service Development Subsidy and RADF grant for 2025 Fast Track event.

Other operating revenue

Ahead of budget due to unbudgeted sponsorship of 2025 Fast Track event. Increased ticket sales due to new Forecourt Fridays theatre event. This has been amended in the second budget revision.

Employee benefits

Under budget due to staff vacancy and staff leave taken. This has been amended in the second budget revision.

Capital grants and subsidies

First two quarters of the Queensland State Library Grant received

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Environmental & Health Services - Waste Program

| | Month of February 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 | 2,332,395 | 4,663,364 | 4,589,378 | 73,987 | 2% |
| User fees and charges | 74,242 | 422,423 | 446,667 | -24,244 | -5% |
| Interest Received | 35,566 | 260,200 | 189,931 | 70,269 | 37% |
| Operational grants and subsidies | 0 | 2,290 | 0 | 2,290 | - |
| Other operating revenue | 9,062 | 130,209 | 138,167 | -7,957 | -6% |
| Total operating revenue | 2,451,265 | 5,478,486 | 5,364,142 | 114,344 | 2% |
| Operating Expenses | | | | | |
| Employee benefits | 74,140 | 643,411 | 630,967 | 12,444 | 2% |
| Materials and services | 168,649 | 2,028,542 | 2,046,969 | -18,426 | -1% |
| Depreciation and amortisation | 39,457 | 342,407 | 352,467 | -10,060 | -3% |
| Total operating costs | 282,246 | 3,014,361 | 3,030,402 | -16,042 | -1% |
| Surplus (deficit) from operating activities | 2,169,019 | 2,464,125 | 2,333,739 | 130,386 | 6% |
| Other capital income (expense) | 0 | -41,151 | 0 | -41,151 | - |
| Net result for period | 2,169,019 | 2,422,974 | 2,333,739 | 89,235 | 4% |

Comments

User fees and charges

Under budget for fees and charges for Kirknie Landfill and Waste Levy fees with income received sporadically throughout the year.

Interest Received

Ahead of budget for interest on investments as the current interest rates are higher than conservative budget estimates. Budget figures have been amended in the second budget revision.

Other Operating Revenue

Under budget in Waste Disposal with income variable from year to year. Budget has been revised down in second budget revision.

Other capital income (expense)

Loss from waste asset disposals.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Environmental & Health Services excluding Waste Program

| | Month of February 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 | 43,730 | 87,429 | 87,500 | -71 | 0% |
| User fees and charges | 28,719 | 546,203 | 587,203 | -41,000 | -7% |
| Operational contributions and donations | 45,498 | 113,110 | 86,883 | 26,227 | 30% |
| Operational grants and subsidies | 0 | 29,552 | 303,600 | -274,048 | -90% |
| Other operating revenue | 2,869 | 7,418 | 7,600 | -182 | -2% |
| Total operating revenue | 120,814 | 783,712 | 1,072,786 | -289,074 | -27% |
| Operating Expenses | | | | | |
| Employee benefits | 118,565 | 941,145 | 1,209,652 | -268,507 | -22% |
| Materials and services | 305,386 | 1,790,980 | 1,733,038 | 57,942 | 3% |
| Depreciation and amortisation | 42,620 | 328,763 | 341,133 | -12,370 | -4% |
| Total operating costs | 466,571 | 3,060,887 | 3,283,823 | -222,935 | -7% |
| Surplus (deficit) from operating activities | -345,757 | -2,277,175 | -2,211,037 | -66,139 | 3% |
| | | | | | |
| Capital grants and subsidies | 37,500 | 199,300 | 185,930 | 13,370 | 7% |
| Other capital income (expense) | -41,132 | -338,422 | 0 | -338,422 | - |
| Net result for period | -349,389 | -2,416,298 | -2,025,107 | -391,191 | 19% |

Comments

User fees and charges

Under budget in caravan park revenue due to the time of year, this revenue will increase from April to June. Also under budget in food premise licences, budgeted to be received in this financial year, however, due to a legislative change, income will now be received in next financial year.

Operational contributions and donations

Ahead of budget for Land Protection due to income received in February for Woody Weed removal. Budget has been split evenly across the year. Budget has been revised in the second budget revision.

Operational grants and subsidies

Under budget for Illegal Dumping Officer Payments and Reef Guardian Projects with grant funds to be received as milestones are met.

Employee benefits

Under budget due to staff vacancies and staff leave taken.

Capital grants and subsidies

Unbudgeted grant funds received for Works for Queensland 2024-27 with unspent grant funds transferred to contract liability. Grant funds for LRCIP4 and Works for Queensland Projects will be transferred quarterly from contract liabilities as works are completed.

Other capital income (expense)

Loss on building asset write-offs.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Financial and Administrative Services

| | Month of February 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 | 15,251,540 | 30,500,649 | 30,469,325 | 31,324 | 0% |
| Pensioner remissions | -328,579 | -509,056 | -350,000 | -159,056 | 45% |
| User fees and charges | 9,909 | 114,221 | 85,000 | 29,221 | 34% |
| Interest Received | -3,695 | 1,305,063 | 1,062,400 | 242,663 | 23% |
| Operational grants and subsidies | 254,744 | 6,807,744 | 6,776,280 | 31,464 | 0% |
| Other operating revenue | 0 | 17,668 | 35,500 | -17,832 | -50% |
| Total operating revenue | 15,183,918 | 38,236,288 | 38,078,505 | 157,783 | 0% |
| Operating Expenses | | | | | |
| Employee benefits | 158,860 | 1,165,686 | 1,374,384 | -208,699 | -15% |
| Materials and services | 79,295 | 705,836 | 728,500 | -22,664 | -3% |
| Depreciation and amortisation | 29,310 | 266,349 | 277,000 | -10,651 | -4% |
| Finance Costs | 4,197 | 47,133 | 56,100 | -8,967 | -16% |
| Total operating costs | 271,663 | 2,185,003 | 2,435,984 | -250,981 | -10% |
| Surplus (deficit) from operating activities | 14,912,255 | 36,051,285 | 35,642,521 | 408,764 | 1% |
| Other capital income (expense) | -40,254 | -46,926 | 0 | -46,926 | - |
| Net result for period | 14,872,001 | 36,004,358 | 35,642,521 | 361,838 | 1% |

Comments

Rates and Utility Charges

The half yearly rates and utility charges were raised in February with a due date in March.

Pensioner Remissions

State Government Subsidy Reimbursement invoice to be raised which will offset the state pensioner remissions and bring this amount in line with budget.

User fees and charges

Fees & charges are subject to demand, ahead of year to date budget due to increased property searches.

Interest Received

Ahead of budget for interest on investments as the current interest rates are higher than conservative budget estimates. Budget figures have been amended in the second budget revision.

Other operating revenue

Under budget due to Fire Levy Collection Fee annual payment budgeted in November, however received with half yearly rates in October and April.

Employee benefits

Under budget due to staff vacancies, and staff leave taken.

Other capital income (expense)

Activity in the period is the loss on write-off of the water feature at the Chambers.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Operations

| | Month of February 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 | 18,185 | 139,350 | 141,400 | -2,050 | -1% |
| Operational contributions and donations | 4,845 | 198,229 | 43,000 | 155,229 | 361% |
| Operational grants and subsidies | 59,663 | 2,291,571 | 2,145,413 | 146,158 | 7% |
| Contract and recoverable works | 2,792 | 57,064 | 34,200 | 22,864 | 67% |
| Other operating revenue | 0 | 3,317 | 6,000 | -2,683 | -45% |
| Total operating revenue | 85,486 | 2,689,531 | 2,370,013 | 319,518 | 13% |
| Operating Expenses | | | | | |
| Employee benefits | 757,249 | 3,573,989 | 3,330,431 | 243,557 | 7% |
| Materials and services | 553,245 | 2,796,567 | 3,103,434 | -306,867 | -10% |
| Depreciation and amortisation | 101,151 | 876,538 | 906,000 | -29,463 | -3% |
| Total operating costs | 1,411,646 | 7,247,093 | 7,339,865 | -92,772 | -1% |
| Surplus (deficit) from operating activities | -1,326,160 | -4,557,562 | -4,969,852 | 412,290 | -8% |
| Capital grants and subsidies | 0 | 2,430,186 | 3,129,000 | -698,814 | -22% |
| Other capital income (expense) | -59,771 | -114,119 | 0 | -114,119 | - |
| Net result for period | -1,385,931 | -2,241,495 | -1,840,852 | -400,643 | 22% |

Comments**Operational contributions and donations**

Ahead of budget due to receiving substantial material change of use infrastructure charges. Budget has been revised in the second budget revision.

Operational grants and subsidies

Ahead of budget due to QRA disaster funding received for the close out of the January 2023 monsoonal flooding event.

Contract and recoverable works

Private works are variable throughout the year. Income received includes access works conducted on behalf of a developer on the heavy vehicle bypass in conjunction with Council capital works.

Employee benefits

Over budget due to Recoverable Works including overtime and penalties incurred to deal with the monsoonal rain and flooding during February. These expenses are over and above normal operational expenses and are claimable. This is offset by being under budget in road maintenance.

Materials and services

Under budget in Roads Maintenance due to the broad resheeting and grading program to be completed post wet season and prior to the crushing. Also under budget in street lighting, drainage maintenance and street cleaning. This is being offset by recoverable works which are over budget as a result of dealing with the flooding response in February. These costs will be recoverable through Disaster Recovery Funding Arrangements (DRFA).

Other capital income (expense)

Activity in the period is a combination of written down values of Anzac Park All Abilities Play equipment, Clare Pool Shelter, Ayr CBD Bicentennial Fountain and Arch Dunn Playground Equipment written-off of as part of capital replacement projects.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Water and Waste Water - Sewerage

| | Month of February 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 | 2,416,268 | 4,832,834 | 4,828,000 | 4,834 | 0% |
| User fees and charges | 22,554 | 145,880 | 113,333 | 32,546 | 29% |
| Interest Received | 84,827 | 471,158 | 344,264 | 126,894 | 37% |
| Operational contributions and donations | 0 | 50,718 | 4,000 | 46,718 | 1168% |
| Other operating revenue | 0 | 775 | 0 | 775 | - |
| Total operating revenue | 2,523,649 | 5,501,365 | 5,289,597 | 211,768 | 4% |
| Operating Expenses | | | | | |
| Employee benefits | 120,748 | 887,711 | 925,977 | -38,266 | -4% |
| Materials and services | 212,703 | 960,211 | 981,293 | -21,082 | -2% |
| Depreciation and amortisation | 127,635 | 1,107,355 | 1,186,000 | -78,645 | -7% |
| Total operating costs | 461,086 | 2,955,276 | 3,093,269 | -137,993 | -4% |
| Surplus (deficit) from operating activities | 2,062,563 | 2,546,089 | 2,196,328 | 349,760 | 16% |
| | | | | | |
| Capital grants and subsidies | 351,232 | 351,232 | 1,825,947 | -1,474,715 | -81% |
| Other capital income (expense) | 0 | -141,117 | -139,612 | -1,505 | 1% |
| Net result for period | 2,413,795 | 2,756,204 | 3,882,663 | -1,126,459 | -29% |

Comments

User fees and charges

Ahead of budget in Trade Waste charges levied for disposal of septic pumped from various sites across parks, sewage pump stations and camping grounds including boat ramps. Income is variable and impacted by the amount of tourists at peak times.

Interest Received

Ahead of budget for interest on investments as the current interest rates are higher than conservative budget estimates. Budget figures have been amended in the second budget revision.

Operational contributions and donations

Ahead of budget due to receiving substantial material change of use infrastructure charges.

Depreciation and amortisation

Depreciation under budget with the sewerage asset value decreasing following revaluations however the original budget estimate predicted an increase.

Capital grants and subsidies

Final grant funding received for the Ayr/Brandon Waste Water Treatment Plant macro algal treatment construction.

Other capital income (expense)

Loss from sewerage asset write-offs.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Water and Waste Water - Water

| | Month of February 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 | 2,747,684 | 4,485,623 | 4,430,510 | 55,113 | 1% |
| User fees and charges | 16,494 | 52,846 | 70,000 | -17,154 | -25% |
| Interest Received | 83,844 | 609,268 | 441,400 | 167,868 | 38% |
| Operational contributions and donations | 0 | 50,718 | 6,000 | 44,718 | 745% |
| Other operating revenue | 0 | 283 | 0 | 283 | - |
| Total operating revenue | 2,848,021 | 5,198,738 | 4,947,910 | 250,828 | 5% |
| Operating Expenses | | | | | |
| Employee benefits | 104,916 | 818,342 | 958,113 | -139,771 | -15% |
| Materials and services | 194,544 | 1,416,976 | 1,704,936 | -287,960 | -17% |
| Depreciation and amortisation | 96,586 | 838,241 | 863,933 | -25,692 | -3% |
| Total operating costs | 396,046 | 3,073,559 | 3,526,982 | -453,423 | -13% |
| Surplus (deficit) from operating activities | 2,451,975 | 2,125,179 | 1,420,928 | 704,251 | 50% |
| Capital grants and subsidies | 0 | 4,528,491 | 34,842,426 | -30,313,935 | -87% |
| Other capital income (expense) | -5,039 | -35,364 | 0 | -35,364 | - |
| Net result for period | 2,446,936 | 6,618,305 | 36,263,354 | -29,645,049 | -82% |

Comments

User fees and charges

Under budget mainly for property connections. Income is variable throughout the year and can differ to budget.

Interest Received

Ahead of budget for interest on investments as the current interest rates are higher than conservative budget estimates. Budget figures have been amended in the second budget revision.

Operational contributions and donations

Ahead of budget due to receiving substantial material change of use infrastructure charges.

Employee benefits

Under budget in Property Connections Operational and Water Treatment Operational sections due to employees working on installing new water meters with time booked to capital and staff vacancies. This is offset by Water Reticulation which is over budget.

Materials and services

Under budget mainly in electricity and plant hire internal. Plant hire internal under budget with plant booked to capital projects. Also under budget for bulk water payments due to budget spread.

Capital grants and subsidies

Capital grant funds for the South Ayr Filtration Plant transferred quarterly from contract liabilities as works are completed.

Other capital income (expense)

Loss from water asset write-offs.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Planning and Development

| | Month of February 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 | 25,355 | 374,759 | 394,722 | -19,962 | -5% |
| Other operating revenue | 0 | 13,640 | 0 | 13,640 | - |
| Total operating revenue | 25,355 | 388,400 | 394,722 | -6,322 | -2% |
| Operating Expenses | | | | | |
| Employee benefits | 99,006 | 861,621 | 925,847 | -64,226 | -7% |
| Materials and services | 76,413 | 355,336 | 237,697 | 117,639 | 49% |
| Total operating costs | 175,419 | 1,216,957 | 1,163,545 | 53,412 | 5% |
| Surplus (deficit) from operating activities | -150,064 | -828,557 | -768,823 | -59,734 | 8% |
| Net result for period | -150,064 | -828,557 | -768,823 | -59,734 | 8% |

Comments

User fees and charges

Application fees received for development applications for planning, building and plumbing works under budget due to budget spread.

Other operating revenue

Unbudgeted income received for partial reimbursement of external planning consultancy advice for a development application.

Employee Benefits

Under budget due to leave taken by staff including extended sick leave.

Materials and services

Over budget mainly due to town planning legal costs relating to the October 2024 planning and environment court appeal matter; and town planning consultants and contractors providing development assessment services due to extended staff vacancy.

OPERATING STATEMENT
Period Ending 28 February 2025

Manager Technical Services

| | Month of February 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 | 0 | 3,282 | 3,667 | -385 | -10% |
| Operational grants and subsidies | 85,972 | 153,388 | 70,000 | 83,388 | 119% |
| Contract and recoverable works | 116,962 | 706,829 | 850,000 | -143,171 | -17% |
| Other operating revenue | 19,182 | 96,435 | 72,885 | 23,550 | 32% |
| Total operating revenue | 222,117 | 959,934 | 996,551 | -36,617 | -4% |
| Operating Expenses | | | | | |
| Employee benefits | 311,742 | 1,786,017 | 2,035,562 | -249,545 | -12% |
| Materials and services | -90,565 | -889,505 | -580,664 | -308,841 | 53% |
| Depreciation and amortisation | 704,417 | 6,104,088 | 6,269,133 | -165,045 | -3% |
| Total operating costs | 925,594 | 7,000,600 | 7,724,032 | -723,431 | -9% |
| Surplus (deficit) from operating activities | -703,477 | -6,040,666 | -6,727,480 | 686,814 | -10% |
| | | | | | |
| Capital contributions | 0 | 1,323,482 | 2,210,000 | -886,518 | -40% |
| Capital grants and subsidies | 1,263,298 | 2,110,829 | 1,698,608 | 412,221 | 24% |
| Other capital income (expense) | -290,703 | -254,848 | 0 | -254,848 | - |
| Net result for period | 269,118 | -2,861,202 | -2,818,872 | -42,330 | 2% |

Comments

Operational grants and subsidies

Ahead of budget due to funding received from North Queensland Resilience Program for Regional Flood Study and Wateride training. Budget has been amended in the second budget revision.

Contract and recoverable works

Roads Maintenance Performance Contract (RMPC) income under budget due to timing of works and claims.

Other operating revenue

Ahead of budget due to income received from insurance claims.

Employee benefits

Under budget due to extended leave, vacancies in design office, project management office, and asset management office and timing of RMPC works.

Materials and services

Under budget due to timing of consultancy for regional flood study, Field App implementation, Development Manual, fleet operations and maintenance expenditure.

Capital contributions

Budgeted contributions for Bahr Road and Shirbourne Road restoration and Thompson Road floodway upgrade. Bahr Road and Shirbourne Road contributions transferred quarterly from contract liabilities as works are completed. Contributions for Thompson Road to be received upon commencement of works.

Capital grants and subsidies

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

Other capital income (expense)

Income from sale of fleet assets offset by loss on infrastructure asset write-offs.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 28 February 2025

Appendix 2

| | Month of February 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 | 22,791,616 | 44,569,899 | 44,404,713 | 165,186 | 0% |
| Pensioner remissions | -328,579 | -509,056 | -350,000 | -159,056 | 45% |
| User fees and charges | 229,496 | 2,073,868 | 2,128,690 | -54,822 | -3% |
| Interest Received | 200,543 | 2,645,689 | 2,037,995 | 607,695 | 30% |
| Operational contributions and donations | 74,486 | 453,175 | 180,217 | 272,959 | 151% |
| Operational grants and subsidies | 406,379 | 9,479,904 | 9,473,378 | 6,526 | 0% |
| Contract and recoverable works | 119,754 | 763,893 | 884,200 | -120,307 | -14% |
| Other operating revenue | 50,749 | 462,511 | 406,945 | 55,566 | 14% |
| Total operating revenue | 23,544,443 | 59,939,882 | 59,166,137 | 773,745 | 1% |
| Operating Expenses | | | | | |
| Employee benefits | 2,183,306 | 15,774,448 | 16,461,584 | -687,136 | -4% |
| Materials and services | 1,904,845 | 13,113,787 | 13,803,006 | -689,219 | -5% |
| Depreciation and amortisation | 1,275,442 | 11,028,753 | 11,392,133 | -363,380 | -3% |
| Finance Costs | 4,197 | 47,133 | 56,100 | -8,967 | -16% |
| | 0 | 0 | 0 | 0 | - |
| Total operating costs | 5,367,791 | 39,964,121 | 41,712,823 | -1,748,702 | -4% |
| Surplus (deficit) from operating activities | 18,176,652 | 19,975,761 | 17,453,314 | 2,522,447 | 14% |
| Capital contributions | 0 | 1,323,482 | 2,218,167 | -894,685 | -40% |
| Capital grants and subsidies | 1,652,030 | 9,721,914 | 41,971,173 | -32,249,259 | -77% |
| Other capital income (expense) | -445,624 | -1,069,293 | -173,970 | -895,323 | 515% |
| Net result for period | 19,383,058 | 29,951,864 | 61,468,684 | -31,516,820 | -51% |

BURDEKIN SHIRE COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 28 February 2025

Appendix 3

| | Year to Date Actual \$ | Annual Budget \$ |
|--------------------------------------|------------------------------|------------------------|
| Current Assets | | |
| Cash and Cash Equivalents | 88,109,577 | 72,796,369 |
| Financial Assets | | 0 |
| Receivables | 15,606,077 | 1,723,619 |
| Inventories | 606,583 | 703,649 |
| Contract Assets | 503,736 | 0 |
| Other Assets | 487,786 | 2,557,194 |
| Total Current Assets | 105,313,759 | 77,780,831 |
| Non-Current Assets | | |
| Receivables | 385,141 | 321,264 |
| Property, Plant and Equipment | 662,856,940 | 704,104,030 |
| Intangibles Assets | 208,152 | 189,395 |
| Other Assets | 76,383 | 100,317 |
| Total Non-Current Assets | 663,526,616 | 704,715,006 |
| TOTAL ASSETS | 768,840,375 | 782,495,837 |
| Current Liabilities | | |
| Payables | 2,098,178 | 7,393,813 |
| Provisions | 7,412,175 | 7,862,929 |
| Contract Liabilities | 8,864,818 | 1,209,364 |
| Other Liabilities | 314,134 | 579,651 |
| Total Current Liabilities | 18,689,305 | 17,045,757 |
| Non-Current Liabilities | | |
| Provisions | 18,227,304 | 18,215,199 |
| Other Liabilities | 1,177,159 | 600,351 |
| Total Non-Current Liabilities | 19,404,463 | 18,815,550 |
| TOTAL LIABILITIES | 38,093,768 | 35,861,307 |
| NET COMMUNITY ASSETS | 730,746,607 | 746,634,530 |
| Community Equity | | |
| Asset Revaluation Surplus | 406,023,043 | 406,023,048 |
| Retained Surplus (deficiency) | 324,723,564 | 340,611,482 |
| TOTAL COMMUNITY EQUITY | 730,746,607 | 746,634,530 |

BURDEKIN SHIRE COUNCIL
STATEMENT OF CASH FLOWS
For Period Ending 28 February 2025

Appendix 4

| | Year to Date Actual \$ | Annual Cashflow Budget \$ |
|--|------------------------------|---------------------------------|
| Cash Flows from Operating Activities | | |
| Receipts | | |
| Receipts from Customers | 31,131,798 | 50,277,063 |
| Payments to Suppliers and Employees | -34,728,230 | -45,386,224 |
| | -3,596,433 | 4,890,839 |
| Interest Received and Investment Revenue Received | 3,195,144 | 3,389,648 |
| Operating Grants, Subsidies and Contributions | 9,947,374 | 10,449,624 |
| Other | 3,956,789 | 220,184 |
| Net Cash Inflow (Outflow) from Operating Activities | 13,502,875 | 18,950,295 |
| Cash Flows from Investing Activities | | |
| Proceeds from Sale of Property, Plant and Equipment | 341,667 | 460,000 |
| Grants, subsidies, contributions and donations | 7,935,150 | 25,534,544 |
| Purchase of investments | 8,000,000 | 0 |
| Payments for Property, Plant and Equipment | -21,818,188 | -54,510,050 |
| Payments for rehabilitation work | 0 | -30,000 |
| Net Movement in Loans to Community Organisations | 1,510 | -62,367 |
| Net Cash Inflows (Outflow) from Investing activities | -5,539,860 | -28,607,873 |
| Net Increase (Decrease) in Cash and Cash Equivalents Held | 7,963,015 | -9,657,578 |
| Cash and Cash Equivalents at Beginning of the Financial Year | 46,146,562 | 46,146,556 |
| Cash and Cash Equivalents at end of the Period | 54,109,577 | 36,488,978 |

6.4.1. GOVERNANCE

Review of Entertainment and Hospitality Policy

File Reference: 1190

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2024-2025

CG5 Manage Council's Corporate Policy Program.

Executive Summary

In accordance with provisions of the *Local Government Regulation 2012* Council is required to prepare and adopt a policy about expenditure on entertainment and hospitality. Council's Entertainment and Hospitality Policy was last adopted in March 2023 with a 24 month review schedule. Council's Entertainment and Hospitality Policy outlines the reasonable and appropriate purposes for which expenditure can be incurred. The policy applies to Councillors and Council Employees, as well as other persons such as members of the public, suppliers or customers or other visitors to Council. Expenditure under this policy should be transparent and justifiable and should help to progress Council toward achieving its Corporate Objectives.

Recommendation

That Council adopts the Entertainment and Hospitality Policy as attached to this report.

Background

Council is required to adopt an Entertainment and Hospitality Policy in accordance with Section 196 of the *Local Government Regulation 2012*. Council may only spend money on Entertainment and Hospitality in a way that is consistent with the adopted policy. Council's Entertainment and Hospitality Policy outlines the circumstances when entertainment and hospitality expenses are considered to be reasonable. The policy was reviewed in accordance with the adopted review schedule. During this review, minor amendments were made to the policy to align with the organisational structure.

Consultation

Council discussed this policy at a Council Workshop on 18 March 2025. The policy was also provided to members of the Senior Leadership Group for feedback.

Budget & Resource Implications

Expenditure for Entertainment and Hospitality in accordance with this policy must be within budgetary constraints.

Legal Authority & Implications

Local Government Regulation 2012
s196 Entertainment and Hospitality

(1) A Local Government must prepare and adopt a policy about the Local Government's spending on entertainment or hospitality (an entertainment and hospitality policy). Examples of entertainment or hospitality -

- entertaining members of the public in order to promote a Local Government project
- providing food or beverages to a person who is visiting the Local Government in an official capacity
- providing food or beverages for a conference, course, meeting, seminar, workshop or another forum that is held by the local government for its Councillors, local government employees or other persons
- paying for a Councillor or Local Government employee to attend a function as part of the Councillor's or employee's official duties or obligations as a Councillor or Local Government employee

(2) A Local Government may spend money on entertainment or hospitality only in a way that is consistent with its entertainment and hospitality policy.

Policy Implications

This policy will replace the existing Entertainment and Hospitality Policy and will be updated in Council's Policy Register and published to the Council website.

Risk Implications (Strategic, Operational, Project Risks)

This policy helps to mitigate against the risk of inappropriate expenditure in relation to the provision of entertainment and hospitality by setting clear standards and guidelines.

Attachments

1. Entertainment and Hospitality Policy

| | |
|----------------|---|
| Policy Type | Statutory |
| Function | Governance |
| Policy Owner | Chief Executive Officer |
| Policy Contact | Director Corporate and Community Services |
| Effective Date | |

Purpose

To set standards for entertainment and hospitality expenditure incurred on Council's behalf which meet legislative and community standards and comply with Council's Code of Conduct for Workers.

Scope

This Policy applies to all entertainment and hospitality arrangements undertaken by Councillors and Officers.

Entertainment and hospitality expenditure made by Council may relate to:

- Councillors;
- Council workers;
- other persons, such as members of the public, suppliers or customers or other visitors to Council.

Policy Statement

Context

Burdekin Shire Council is a significant Shire and is increasingly interacting at a community, cultural, business and political level with other parties throughout Australia and the world.

Council's role extends to the following:

- forming relationships and links within the region, across Australia and internationally to ensure the strong economic performance of the region and the strong operational performance of the Shire;
- working with the Burdekin community and the region to strengthen the social fabric of the Shire;
- working with employees to encourage them to provide the best value service and performance for the residents and visitors to the Shire.

In performing the role outlined above, it is necessary from time to time for Council to engage in entertainment and hospitality activities.

Reasonable and appropriate expenditure

Examples of circumstances or events which may attract entertainment and hospitality expenditure, and which are considered reasonable and appropriate are listed below. Decisions on which expenditure is considered reasonable and appropriate must take into consideration the Objectives of this policy and the role of Council.

Civic functions: such as citizenship ceremonies that provide community recognition or a welcome by Council. The decision as to reasonable and appropriate costs will take into consideration the number of attendees, the timing of the function, the venue, and the location within the Shire.

Other functions: such as functions which a Councillor or employee attends in their official capacity. This includes but is not limited to:

- functions hosted to further relationships and links with businesses, dignitaries and visitors;
- functions to strengthen civic and cultural ties that are important to the region;
- conferences;
- workshops; and
- training.

Where a function is arranged and employees or visitors will be present during a normal meal period, Council may, if it facilitates the purpose of the event, arrange for refreshments to be made available. Such refreshments are to be reasonable in relation to the purpose and nature of the event and the expected attendees.

If an employee attends a function not provided by Council at Council cost, Council may pay for meals (including alcoholic drinks) if they are included in an overall registration cost for the event. In these cases, separate identification of entertainment and hospitality expenses will not be available.

Employee reward and recognition: Recognition of Council Officers to reward outstanding achievement in the provision of services to the public. This may include official reward and recognition events, length of service presentations and Officer farewells (for example morning tea). Plaques or related gifts are not considered to be entertainment or hospitality expenditure.

Development of working relationships: Development of internal and external working relationships is integral to achieving an efficient and effective organisation. The Mayor, CEO and Directors have discretion in authorising entertainment and hospitality expenditure on a minor and infrequent basis e.g. for official functions, dining with key stakeholders.

Annual Christmas celebration: To recognise and appreciate Council employees for their dedication and commitment to the provision of Council services to the public, a contribution will be provided for the annual Christmas function.

Meetings: Entertainment and hospitality for meetings held within ordinary working hours should be kept to a minimum. Where Councillors or employees are required to work through a meal break or outside normal hours due to the impracticality of holding the meeting at any other time, the relevant meal allowance is to be used as a guide.

Sustenance expenditure: Sustenance expenditure such as meals and non-alcoholic drinks for staff while away from the normal place of work.

Partner, Spouse or Associate Person (PSA) expenditure: The entertainment and hospitality costs for the partner, spouse or associate person (PSA) of a Councillor or Employee must be specifically approved in advance of any expenditure. Only in exceptional circumstances, where the attendance of a PSA is of demonstrated benefit to Council, are the entertainment and hospitality costs for such a person to be met by Council. Expenditure to cover a Councillor's PSA attendance must be approved by the Mayor or the CEO prior to spending funds. Expenditure to cover an employee's PSA attendance must be approved by the CEO prior to spending funds. If attendance by a PSA is approved, the PSA is expected to comply with the relevant Code of Conduct.

Other Hospitality Expenses: Other types of expenditure considered reasonable as official hospitality include:

- the provision of tea, coffee, sugar, milk and morning or afternoon tea for official visitors, Councillors, and appropriate staff;
- the provision of tea, coffee, sugar and milk for employees' morning and afternoon tea breaks.

Unreasonable or Inappropriate

Examples of expenditure which is generally considered to be unreasonable and inappropriate and are therefore to be treated as private expenditure are:

- tips or gratuities – tipping is not customary in Australia, however, when travelling overseas and tipping is the custom, these will be considered official expenditure;
- dinners/functions at the private residence of a Councillor or employee;
- alcoholic drinks or mini bar expenses, except as provided in this policy under reasonable and appropriate expenditure;
- any events not deemed official Council business.

Exceptions

Nil.

Objectives

To ensure that Councillors and Officers participating in official entertainment or hospitality:

- obtain the most cost-effective outcome for Council;
- efficiently make the necessary entertainment or hospitality arrangements; and
- comply with legal, financial, audit and ethical requirements.

Risk Management

This policy helps to mitigate risks associated with improper expenditure in relation to the provision of entertainment and hospitality by setting clear standards and guidelines.

Legislation

Local Government Act 2009

Local Government Regulation 2012

Related Documents

| Reference Number | Document Title |
|------------------|--|
| FIN-POL-0017 | Procurement Policy |
| GOV-POL-0005 | Councillor Expense Reimbursement Policy |
| ECM 1068863 | Burdekin Shire Council Code of Conduct for Workers |
| HRS-OSD-0007 | Reward and Recognition Operational Standard |

Document History and Version Control

| | |
|---------------------------|--------------------------------------|
| Title of Document | Entertainment and Hospitality Policy |
| Document Reference Number | GOV-POL-0008 Rev 3 |
| Review Schedule | 24 months |
| Council Meeting Date | |
| Council Resolution Number | |

6.4.2. GOVERNANCE

Review of Councillor Expense Reimbursement Policy

File Reference: 1197

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

Burdekin Shire Council Operational Plan 2024-2025

CG5 Manage Council's Corporate Policy Program.

Executive Summary

The *Local Government Regulation 2012* makes provisions for Councillor to be reimbursed for reasonable expenses incurred in undertaking their official duties and responsibilities. The Regulation also refers to the provision of facilities to each Councillor for the same purpose. Council is required to adopt a policy dealing with expense reimbursement and may amend its policy at any time by resolution.

The Councillor Expense Reimbursement Policy provides for a consistent, transparent and accountable approach to the reimbursement of expenses and the provision of facilities to Councillors in order to support them to fulfill their responsibilities. In line with Council's Policy Review Schedule, the policy has been reviewed and updated and is now presented to Council for readoption.

Recommendation

That Council adopts the Councillor Expense Reimbursement Policy as attached to this report.

Background

The *Local Government Regulation 2012* requires that each Council adopt and have in place an Expense Reimbursement Policy for the payment of expenses incurred by Councillors in undertaking their duties and responsibilities.

The policy was last updated in December 2020 with the inclusion of detail for rental cars. In line with Council's Policy Review Schedule, the policy has been reviewed. The amendments include additional wording to clarify the scope and position statement, as well as the removal of Telecommunications Costs as a reimbursement, as this is not a reimbursement rather a monthly allowance to support Councillors with the expense of using their mobile phone for council duties.

Consultation

The policy was reviewed with Senior Leadership Group on Friday 24 January 2025 and at a Council Workshop held on Tuesday 18 March 2025.

Budget & Resource Implications

Budget allocations are already in place to support this policy. No additional budget or resource requirements are needed at this time.

Legal Authority & Implications

Council is required to adopt or amend its Councillor Expense Reimbursement Policy by resolution in accordance with Section 250 of the *Local Government Regulation 2012*.

Policy Implications

This policy will replace the existing Councillor Expense Reimbursement Policy and will be updated in Council's Policy Register.

Risk Implications (Strategic, Operational, Project Risks)

Councillors may incur a variety of expenses in the course of exercising their official duties. This policy aims to address some of the risks associated with expense reimbursement by establishing clear guidelines for acceptable expenditure and outlining the requirements and processes for reimbursement. Where possible, to reduce risk, expenditure on travel, accommodation, registration and training will be managed by staff therefore eliminating the need for Councillors to seek reimbursement. Where reimbursement is necessary, Councillors must produce appropriate receipts to avoid the risks of inappropriate use of Council funds.

Attachments

1. Councillor Expense Reimbursement Policy

| | |
|----------------|-------------------------|
| Policy Type | Statutory |
| Function | Governance |
| Policy Owner | Chief Executive Officer |
| Policy Contact | Chief Executive Officer |
| Effective Date | 14 December 2021 |

Purpose

This policy provides for a consistent, transparent and accountable approach to the reimbursement of expenses incurred by the Mayor or a Councillor of Burdekin Shire Council.

In accordance with section 249 and 250 of the *Local Government Regulation 2012*, this policy provides for:

- payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors, and
- provision of facilities to the Councillors for that purpose.

Scope

This policy applies to the Mayor and all Councillors of Burdekin Shire Council and governs the reimbursement of expenses incurred, or to be incurred, in the performance of their official duties. It does not cover the Councillor salaries or other forms of remuneration, which are set annually by the Queensland Local Government Remuneration Commission.

The policy ensures that any reimbursement of expenses aligns with Council's adopted Budget, the Local Government principles and financial sustainability criteria outlined in the *Local Government Act 2009*.

Policy Statement

Policy Position Statement

Councillors should not be financially disadvantaged due to fulfilling their roles and where possible, approved expenditure on behalf of Councillors will be covered by ordinary Council procurement processes such as purchase order or purchase card in order to eliminate the need for reimbursement.

This policy ensures the reimbursement of legitimate expenses only and promotes transparency through appropriate accountability measures.

Expense Reimbursement

Expenses will be paid to a Councillor through administrative processes approved by the Chief Executive Officer and subject to:

- any limits outlined in this policy; and
- compliance with this policy.

The extent of expenses that may be reimbursed is included in the table below.

| | |
|---------------|---|
| Accommodation | <p><i>Councillors may need to stay away overnight while attending to Council business. When attending conferences, Councillors must normally take advantage of the package provided by conference organisers unless alternative accommodation is more advantageous.</i></p> <p><i>In all other cases Council must decide legitimate accommodation costs to be reimbursed.</i></p> |
|---------------|---|

| | |
|--|---|
| <i>Hospitality Expenses for Mayor</i> | <p><i>The Mayor may have occasion to incur hospitality expenses while conducting Council business apart from official civic receptions organised by Council.</i></p> <p><i>The maximum amount of hospitality expenses that may be reimbursed to the Mayor is:</i></p> <p><i>\$1,000 per annum.</i></p> |
| <i>Legal Assistance</i> | <i>Legal assistance for a Councillor will only be provided with preapproval by Council resolution.</i> |
| <i>Meals</i> | <p><i>Council shall reimburse actual costs of meals for a councillor when the meal was not provided:</i></p> <ul style="list-style-type: none"> <i>• within the registration costs of the approved event; or</i> <i>• during an approved flight.</i> <p><i>Any meal reimbursement shall not be more than \$75 per meal or more than \$150 per day.</i></p> |
| <i>Professional Development Needs</i> | <i>Where Council resolves that Councillors are to attend training courses, conferences or workshops for skills development related to the Councillor's role, Council shall reimburse the total costs of the course including travel, accommodation and meals if applicable.</i> |
| <i>Representing Council and Registration Costs</i> | <i>Where Council authorises Councillors to attend conferences, workshops or functions, Council shall incur the registration expenses associated with attending the event.</i> |
| <i>Travel Costs</i> | <p><i>Councillors may incur travel costs for attendance at conferences, workshops or functions that have been endorsed by Council. In some cases, this may involve interstate travel.</i></p> <p><i>Examples include air flight, train, taxi, bus and ferry.</i></p> <p><i>If Councillors travel using their private vehicles a mileage allowance can be claimed subject to:</i></p> <ul style="list-style-type: none"> <i>• travel has been endorsed by Council;</i> <i>• mileage is recorded in a manner approved by the Chief Executive Officer.</i> <p><i>The amount reimbursed will be based on the mileage rate in the Australian Tax Office - 'Allowable Deductions for Motor Vehicles'</i></p> <p><i>Attendance at inspections is not an approved travel type.</i></p> <p><i>Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Economy class is to be used where possible although Council may approve business class in certain circumstances.</i></p> <p><i>Note: any fines incurred while travelling in Council owned vehicles or privately owned vehicles when attending to Council business will be the responsibility of the Councillor incurring the fine.</i></p> |

Provision of Facilities and Allowances

All facilities provided to Councillors remain the property of Burdekin Shire Council and must be returned to Council when a Councillor's term expires. The facilities to be provided are included in the table below.

The facilities provided to Councillors by Council are to be used primarily for Council business purposes. Personal use is not forbidden, but such use must be limited and comply with Council policies and not affect work performance, IT network capacity, or compromise the security or reputation of Burdekin Shire Council.

| | |
|-----------------------------|---|
| <i>Administrative Tools</i> | <p><i>Administrative tools should be provided to Councillors as required to assist Councillors in their role.</i></p> <p><i>Administrative tools include:</i></p> <ul style="list-style-type: none"> <i>• office space and meeting rooms</i> <i>• laptop computer or tablet devices</i> <i>• stationery</i> <i>• access to photocopiers, printers</i> <i>• facsimile machines</i> <i>• publications</i> |
|-----------------------------|---|

| | |
|--|--|
| | <ul style="list-style-type: none"> • use of Council landline telephones and internet access in Council offices <p>Secretarial support shall be provided for the Mayor.</p> |
| Fuel costs | Fuel for a Council-owned vehicle used for official Council business, will be provided or paid for by Council. |
| Home Office | Councillors shall be provided with a laptop computer or tablet device. A printer will be provided on request where a Councillor does not have an existing home printer. |
| Legal costs and Insurance cover | <p>Councillors shall be insured in the event of injury sustained while discharging their civic duties. Personal Accident insurance cover shall be provided.</p> <p>Specific insurance covers to be provided include public liability, Councillors and officers' liability and statutory liability.</p> <p>Council may decide by resolution to cover the costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic duties.</p> |
| Maintenance costs of any council owned equipment | <p>Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use.</p> <p>This includes the replacement of any facilities which fall under Council's asset replacement program.</p> |
| Personal Protective Equipment | Council shall provide Councillors with the necessary safety equipment for use on Council business (e.g. safety helmet/boots/vests). |
| Telecommunications | <p>Councillors (excluding the Mayor) will receive a telecommunications and data allowance of \$50 per month to assist in meeting mobile phone calls and data usage costs for business purposes.</p> <p>Council shall provide a mobile phone to the Mayor for Council business use and minor private use.</p> |
| Uniform Provision | Council shall provide 1 x formal shirt and 1 x polo shirt to each Councillor, as required. The shirts are to reflect Council's corporate image; however, the design should differentiate Councillors from Council Employees. |
| Vehicle | <p>Council may provide a Council owned vehicle to a Councillor to use for Council business.</p> <p>Council shall provide a Council owned vehicle to the Mayor to use for Council business and private use.</p> <p>Car hire expenses will be covered by Council in cases where car hire is required. Bookings for car hire will be managed by Council officers.</p> |

Monitoring and Controls

Receipts must be produced before a reimbursement will be made. All claims for reimbursement must be made within three (3) months of the expenditure being incurred. Claims and reimbursements are to be approved by the Chief Executive Officer.

Councillors should be aware if they fail to comply with Council's Councillor Expense Reimbursement Policy or misappropriate expenses or facilities, they may be committing an offence under the *Criminal Code 1899* and/or a breach of the *Local Government Act 2009*.

Exceptions

Nil.

Risk Management

Councillors may incur a variety of expenses in the course of exercising their official duties. This policy aims to address some of the risks associated with expense reimbursement by establishing clear guidelines for acceptable expenditure and outlining the requirements and processes for reimbursement. Where possible, to reduce risk, expenditure on travel, accommodation, registration and training will be managed by staff therefore eliminating the need for Councillors to seek reimbursement. Where reimbursement is necessary, Councillors must produce appropriate receipts to avoid the risks of inappropriate use of Council funds.

Legislation

Local Government Act 2009

Local Government Regulation 2012

Related Documents

| Reference Number | Document Title |
|------------------|--------------------------------------|
| GOV-POL-0008 | Entertainment and Hospitality Policy |

Document History and Version Control

| | |
|----------------------------------|--|
| Title of Document | Councillor Expense Reimbursement Policy |
| Document Reference Number | GOV-POL-0005 Rev 4 |
| Review Schedule | 36 months |
| Council Meeting Date | 14 December 2021 |
| Council Resolution Number | Click or tap here to enter text. |

6.4.3. GOVERNANCE

Amendment to Trustee Lease - Part of Lot 192 on SB499, Lease G on SP353307 - Home Hill Aerodrome - John Robert Mann

File Reference: 2820

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2024-2025

CG5 Manage Council's Corporate Policy Program.

Executive Summary

This report seeks to amend a previous resolution of Council in relation to a Trustee Lease at the Home Hill Aerodrome with John Robert Mann.

At the Ordinary Council Meeting on 28 January 2025 Council resolved to enter into a Trustee Lease with John Robert Mann over Part of Lot 192 on SB499, Home Hill Aerodrome as Lease G on SP353307, for a ten (10) year term beginning on 1 March 2025.

On 1 March 2025 Mr. Mann requested to change the commencement date of the lease to 1 May 2025 due to delays in the finalisation of the lease as a consequence of several factors (including the local flooding event and administrative delays). This would also impact on the end date of the lease, taking it to 30 April 2035.

Recommendation

That Council amends the commencement date of the Trustee Lease with John Robert Mann for Part of Lot 192 on SB499 at Home Hill Aerodrome as Lease G on SP353307, to 1 May 2025 and also amends the end date accordingly to 30 April 2035.

Background

Council resolved on 28 January 2025 to enter a Trustee Lease with John Robert Mann at the Home Hill Aerodrome. Due to a number of factors, Mr. Mann was unable to commence the lease on the adopted commencement date and has therefore requested that the commencement date be amended. Several administrative delays were caused by the recent flooding event.

Consultation

Consultation with Council's legal advisor Keir Steele Waldon and Director Corporate and Community Services.

Budget & Resource Implications

Staff resources and Council's legal advisor Keir Steele Waldon 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

This Lease is in compliance with the revised Council Property and Leasing Policy.

Risk Implications (Strategic, Operational, Project Risks)

By making this resolution, Council will be supporting good customer service standards by being responsive to the needs of the customer.

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

6.4.4. GOVERNANCE

Trustee Lease Renewal - Lease A on SP275837, Part of Lot 33 on SP331997 - Scott and Judith Sheahan

File Reference: 1294

Report Author: Kimi Waterson, Governance and Property Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2024-2025

CG3 Manage Council's property portfolio (including the Ayr Aerodrome) in accordance with legislation with the timely reporting of matters to Council for approval.

CG5 Manage Council's Corporate Policy Program.

Executive Summary

Council approval is requested to enter into a Trustee Lease as follows:

| | |
|--------------|---|
| Lessor: | Burdekin Shire Council |
| Lessee: | Scott and Judith Sheahan |
| Leased Area: | Lease A on SP275837, part of Lot 33 on SP331997 |
| Term: | Ten (10) years, 17 March 2025 to 16 March 2035 |
| Rent: | \$1,306.24 (including GST) |

The Trustee Lease between Burdekin Shire Council (Lessor) and Scott and Judith Sheahan (Lessee) over a portion of Reserve for Camping and Water Purposes R50 (Lot 33 on SP331997) located on Ayr Dalbeg Road, Mulgrave expires on 16 March 2025. The current lease was for a term of ten (10) years. Scott and Judith Sheahan have confirmed in writing on 18 December 2024 their intent to renew the lease.

In dealing with this matter Council must comply with the procedures for disposal of a valuable non-current asset as set out in the *Local Government Regulation 2012*.

Recommendation

That Council:

- Applies the exception under Section 236(1)(c)(iii) of the *Local Government Regulation 2012* to allow the disposal of part of Lot 33 on SP331997 to Scott and Judith Sheahan for grazing purposes.
- Agrees in principle to enter into a Trustee Lease for grazing purposes only under Section 57(1) of the *Land Act 1994* with Scott and Judith Sheahan over a portion of Reserve for Camping and Water Purposes Lot 33 on SP331997 comprising approximately 25.2 hectares for a further term of ten (10) years, being 17 March 2025 to 16 March 2035, under similar terms and conditions (including annual rental arrangements).

Background

In 2014 Council invited expressions of Interest from persons interested in entering into a Trustee Lease with Council over Lot 33 SP117630, Reserve R50 comprising an area of 25 hectares (about), located on Ayr Dalbeg Road, Mulgrave for the purpose of grazing livestock. The reserve price for the annual lease rental was set at \$980.00 (including GST) per annum.

Scott and Judith Sheahan's expression of interest was successful and in 2015 Council entered into a Trustee Lease with Scott and Judith Sheahan, for grazing purposes only, commencing 17 March 2015 for a period of ten (10) years. The rental amount commenced at \$980.00 (including GST) per annum, and in accordance with the lease conditions, the rental amount increased each year by Consumer Price Index (CPI).

A subdivision of Lot 33 on SP117630 in March 2023 divided the land into Lots 33 and Lot 34 of SP331997. The reserve land, comprising of 99.1 hectares (about), is currently described as Lot 33 on SP331997 as shown on the attached plan.

Scott and Judith Sheahan utilise the leased area as shown as Lease 'A' on the plan attached for grazing purposes and use it in conjunction with their adjacent property being Lot 22 on GS1042.

Scott and Judith Sheahan have confirmed they wish to renew the lease.

In re-issuing the lease, Council must comply with the procedures for disposal of a valuable non-current asset as set out in the *Local Government Regulation 2012*.

Under Section 236(1)(c)(iii) of the Regulation, an exception from disposing a valuable non-current asset other than by tender or auction may apply if the disposal of the land or an interest in the land is for the purpose of renewing the lease to the existing tenant of the land. The exception applies only if, before the disposal, the local government decides by resolution that the exception may apply.

The Local Government may only dispose of the land under Section 236(1)(c)(iii) if the consideration for the disposal is equal to, or more than, the market value. A registered valuer must determine the market value and detail the evidence in a written report in accordance with Section 236(3) and (5).

Council commissioned a valuation report from a registered valuer on the market value of a similar trustee lease of similar land type and size in 2019. The subject property was considered to have a site value of approximately \$5,000.00 per hectare. By applying CPI increase each year (December Quarter) the current site value is deemed to be approximately \$6,452.00 per hectare.

Currently, land leased from the State of Queensland for primary production (ie: term leases, licences and permits to occupy) is charged an annual rental amount equivalent to 0.75% of the assessed site value.

The area of Lease 'A' is 25.2 hectares and equates to a site value of approximately \$162,608.00 and an indicative rental value for the site is estimated at \$1,220.00 (including GST) per annum based on the above approach.

This amount would be proportionate with the annual rent of \$1,282.95 (including GST) applied for the final lease period being 17 March 2024 to 16 March 2025.

The proposed lease renewal commencing rent will be \$1,306.24 (including GST) which is calculated by the current annual rent, increased by CPI (December Quarter). This increase is deemed to be in line with current market values.

The cost of a valuation report is \$2,035.00 which is greater than one (1) year rent and on the basis of cost efficiency Council has not commissioned an updated valuation report.

Consultation

Director Corporate and Community Services.

Budget & Resource Implications

Staff resources 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, lease registration fees and any legal fees.

Legal Authority & Implications

Local Government Regulation 2012

Land Act 1994

Policy Implications

This Lease is in compliance 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

1. Map of SP331997

Original information compiled
from SP117530 in the
Department of Resources

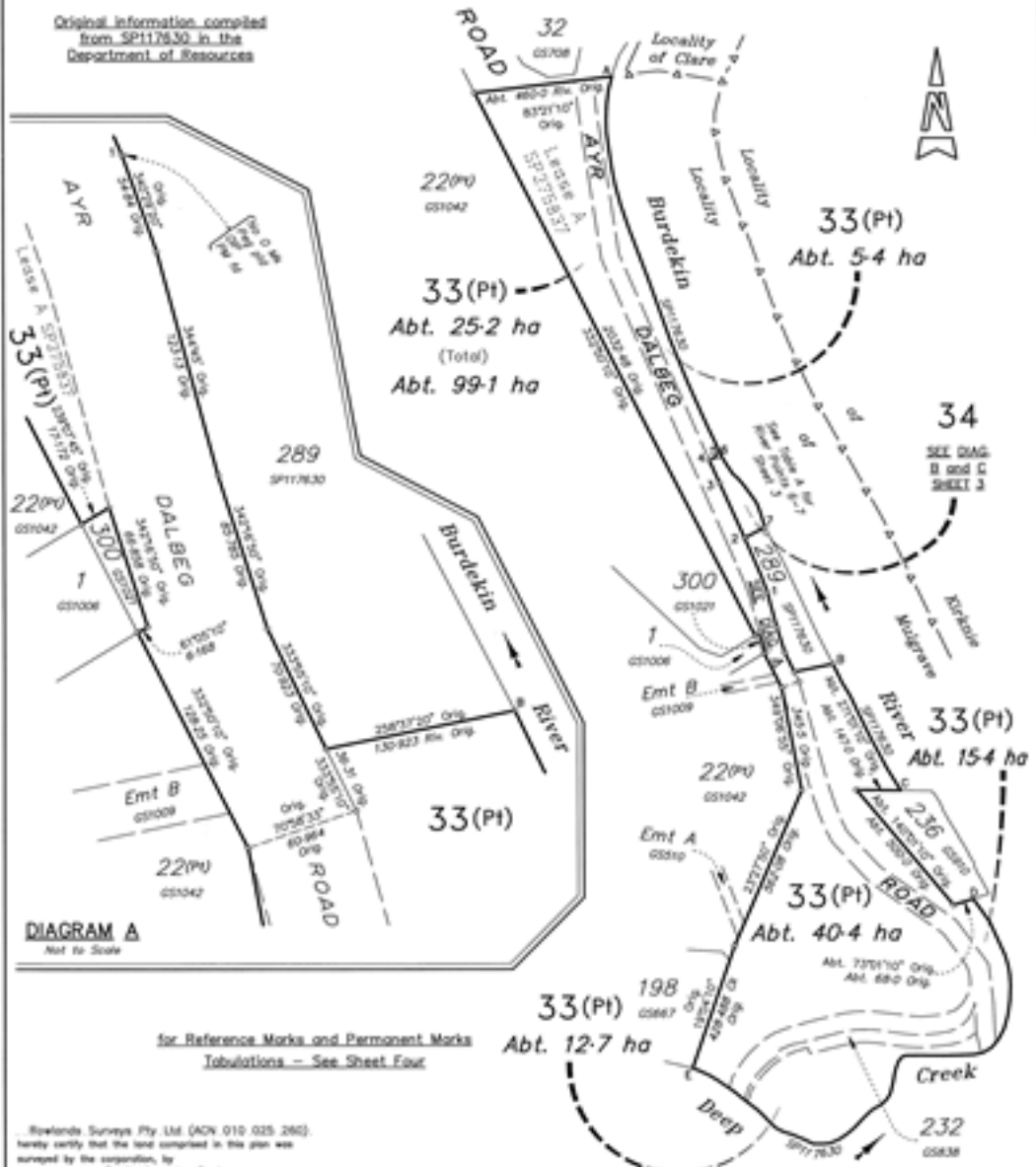


DIAGRAM A
Not to Scale

for Reference Marks and Permanent Marks
Tabulations - See Sheet Four

Replenda Surveys Pty Ltd (ACN 010 025 260)
herby certify that the land comprised in this plan was
surveyed by the corporation, by
Benjamin John Cook
(Registered Surveyor)
for whose work the corporation accepts responsibility,
under the supervision of
Laurence John Nelson (Coastal Surveyor)
and that the plan is accurate, that the soil survey was
performed in accordance with the *Survey and Mapping,
Infrastructure Act 2003* and *Surveyors Act 2003*
and associated Regulations and Standards and that
the soil survey was completed on 15/12/2022.

PLAN OF

Lots 33 and 34

Cancelling Lot 33 on SP117630

LOCAL GOVERNMENT : Burdekin Shire Council LOCALITY : Mulgrave
Maidon: MGA (Zone 55) wide SP117630

| | | | |
|--------|---|---|-------|
| Sample | 1 | = | 12500 |
|--------|---|---|-------|

Format: STANDARD



SP331997

Benjamin John Cook

Director:

Director

Page 71 of 191

6.4.5. GOVERNANCE

Audit and Risk Committee Charter

File Reference: 2862

Report Author: Jodie Ordorica, Governance Support Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2024-2025

CG8 Coordinate the Internal Audit function including the annual review of the Internal Audit Plan by the Audit Committee.

Executive Summary

In accordance with the *Local Government Act 2009* Council is required to establish an Audit Committee. At a Council meeting on 12 November 2024, Council resolved to combine the existing Audit Committee and Risk Committee into a single, unified committee. The Audit and Risk Committee operates in accordance with an agreed charter which outlines the committee's authority, role and undertakings. The Charter also details eligibility requirements for independent membership to the committee and outlines the tenure and vacancy schedule for each of the independent members. The Charter allows for a "rolling" membership to ensure continuity of knowledge whilst allowing for natural turnover.

The Charter document is reviewed every two (2) years, and the Audit and Risk Committee endorsed the revised charter at their first meeting on 5 February 2025. When the Charter is next due for review, an assessment of the schedule for replacing Independent Members will be undertaken with a view to further staggering their terms to ensure continuity in their roles.

Recommendation

That Council adopts the Audit and Risk Committee Charter as attached to this report.

Background

The Audit and Risk Committee Charter outlines a comprehensive scope of areas and functions for the committee to review and monitor, ensuring it is well-positioned to fulfill its important role. The former Audit Committee Charter has been reviewed as scheduled, with minor amendments made, including updating the title to Audit and Risk Committee and noting an additional meeting for the year.

Consultation

The Audit and Risk Committee Charter was discussed with the Audit and Risk Committee at their meeting on 5 February 2025.

Budget & Resource Implications

Budget allocation for independent audit and risk committee members attendance fees is included in the annual budget. The Charter outlines that remuneration is indexed annually in accordance with any percentage increase determined by the Local Government Remuneration Commission.

Legal Authority & Implications

Local Government Act 2009 - Section 105 Auditing, including internal auditing

Local Government Regulation 2012

- Section 210 Audit Committee Composition
- Section 211 Audit Committee Meetings

Policy Implications

There are no policy implications associated with adopting the Audit and Risk Committee Charter.

Risk Implications (Strategic, Operational, Project Risks)

A clearly defined Audit and Risk Committee Charter is a risk mitigation measure that helps to ensure a high level of transparency and accountability for Council. The Committee plays an important role in providing independent assurance that Council's Enterprise Risk Management Framework is fit for purpose and ensuring Council's risks are managed, particularly as they relate to Council's financial statements, financial sustainability, and the internal audit function. The Audit and Risk Committee also provides feedback and assurance for other risk management initiatives including Council's Fraud and Corruption Control Plan and Business Continuity Plans. The establishment and continuation of the Audit and Risk Committee helps to mitigate the risk of non-compliance with legislation as it is a legislative requirement for Council to establish an audit committee.

Attachments

1. Audit and Risk Committee Charter

Audit and Risk Committee Charter

Purpose

The purpose of this charter is to outline the authority, composition, membership procedures, operational guidelines and responsibilities of the Audit and Risk Committee (the Committee).

Authority

The Committee has no executive powers, unless delegated to it by the Council through resolution.

The Committee is directly responsible and accountable to Council for the exercise of its duties and responsibilities. In carrying out its duties and responsibilities, the Committee must at all times recognise that primary responsibility for management of Council rests with the Chief Executive Officer.

The Committee is a committee of the Burdekin Shire Council and is directly responsible to the Council. In performing its responsibilities, the Committee has the authority to:

- Undertake its responsibilities in accordance with applicable Local Government Acts and Regulations.
- Conduct or authorise investigations into matters within its scope of responsibility.
- Request the attendance of any employee at Committee meetings.
- Conduct meetings with Council's internal and external auditors, if necessary.
- Request information on any controlled entity.
- Perform other functions as directed by the Council.
- Access information, records, and personnel of Council to achieve the above purpose.

Role

The role of the Committee is to provide independent assurance and assistance to the Council on:

- The risk, control and compliance frameworks.
- The Council's external accountability responsibilities as prescribed in the *Local Government Act* and its *Regulations*.

The Committee will provide prompt and constructive reports on its findings directly to the Council, particularly when issues are identified that could present a material risk or threat to the Council.

Relationship with CEO and Council

The Audit and Risk Committee will endeavour to have an open, transparent, and accountable relationship with the CEO and Council. Recommendations and findings of the Committee shall be forwarded to the CEO and Council in a timely manner and the Committee act as an independent source of counsel to the CEO and Council.

It is recognised by the Committee that the CEO has a key role in supporting the effectiveness of the Committee through the provision of information, enabling the availability of key personnel, and the effecting and execution of decisions made by Council following recommendations from the Committee.

Internal Audit

The Committee will act as a forum for internal audit and oversee its planning, monitoring, and reporting processes. This process will form part of the governance processes that ensure that Burdekin Shire Council internal audit function operates effectively, efficiently, and economically.

Council has appointed a contract auditor, BDO NTH QLD, to perform the functions of internal audit. A representative from BDO will have a standing invitation to attend the Committee meetings.

External Audit

The Committee has no power of direction over external audit or the manner in which the external audit is planned or undertaken but will act as a forum for the consideration of external audit findings and will ensure that they are balanced with the view of management. The external auditor will have a standing invitation to attend the Committee meetings.

Membership

The members of the Committee, taken collectively, will have a broad range of skills and experience relevant to the operations of the Council.

At least one (1) member of the Committee shall have accounting or related financial management experience, with understanding of accounting and auditing standards in a public sector environment.

Independent External Membership of the Committee is by virtue of the appointed position; no delegates of any of the independent external members are permitted.

Council has resolved to establish an Audit and Risk Committee comprising of the following members to be appointed by Council:

- a) Two (2) Councillors; and
- b) Up to three (3) external independent persons with significant experience and skills as outlined below.

The three external members shall be selected as follows:

Independent Community Member

This member must be independent of Council and have not been an employee or elected member of Burdekin Shire Council within the past eight (8) years. They must be generally of good character and free of any criminal convictions. They must reside in the Burdekin Shire Local Government Area. They need not hold any particular professional qualifications but should be sufficiently experienced in business or organisational management so as to be able to participate fully in the business and functions of the Committee. They must be able and willing to subscribe to Burdekin Shire Council's Code of Conduct.

Independent Professional Member

This member must be independent of Council and have not been an employee or elected member of Burdekin Shire Council within the past eight (8) years. They must be generally of good character and free of any criminal convictions. They need not reside in the Burdekin Shire Local Government Area. They must hold duly recognised professional qualifications in Accounting, Law, Finance, Business, Insurance or Risk Management and should be sufficiently experienced in business or organisational management so as to be able to participate fully in the business and functions of the Committee. They must be able and willing to subscribe to Burdekin Shire Council's Code of Conduct.

Independent Chairperson

This member must be independent of Council and must not have been an employee or elected member of Burdekin Shire Council within the past eight (8) years. They must be generally of good character and

free of any criminal convictions. They need not reside in the Burdekin Shire Local Government Area. They must hold duly recognised professional qualifications in Accounting, Finance, Business or Risk Management and should be sufficiently experienced in business or organisational management so as to be able to lead the business and functions of the Committee. The Chairperson shall also promote effective communications between the Committee and Council, Chief Executive Officer (CEO), other senior management and the external auditors. The Chairperson shall ensure the Audit and Risk Committee meetings are run smoothly and that the views of all members are heard, and that the agenda and meeting papers properly reflect proceedings. They must be able and willing to subscribe to Burdekin Shire Council's Code of Conduct.

Attendees (non-voting)

Any current Councillor of Burdekin Shire Council (including the Mayor), who is not an Audit and Risk Committee Member, may attend Audit and Risk Committee Meetings as a non-voting observer.

It is noted that the Chief Executive Officer cannot be a member of the Committee but can attend meetings of the Committee as an advisor and conduit between the Committee and Council officers.

Other non-voting attendees will be:

- Director Corporate and Community Services;
- Director Infrastructure Planning and Environmental Services;
- Manager Financial and Administrative Services;
- Manager Technical Services;
- Manager Client Services;
- Safety and Quality Coordinator;
- Senior Governance Officer;
- Representative of the External Auditor (QAO) and, if a contractor is appointed by the QAO, a representative of that contractor; and/or
- Invitees (non-voting) for specific Agenda Items (as requested by the Committee).

Proxy

A Councillor nominated by Council to attend in the absence of a Councillor member.

Mayor ex officio

The Mayor is an ex officio member of all Council Advisory Committees including the Audit and Risk Committee.

Recruitment and Selection of Members

The selection criteria and process for the appointment of the independent external members shall ordinarily be as follows:

1. The Council shall, through advertising, seek nominations from persons interested in being appointed to the available position. All nominees who satisfy the conditions of this charter shall be eligible for appointment.
2. The eligible persons will be interviewed by a Panel as nominated by the Chief Executive Officer. The nominated panel shall make recommendations to the Council.
3. Successful applicants will be required to undergo a police check.
4. Following receipt of recommendations from the Panel, the Council may appoint the independent external member by resolution.

Tenure

To allow for knowledge continuity the independent external members will be appointed for a term of four (4) years, after which they will be eligible for extension or re-appointment for a further four (4) years at the discretion of Council, following a review of their performance.

The position of Independent Community Member will become vacant in November of the year of a local government election.

The position of Independent Professional Member will become vacant in March of the year following a local government election.

The position of Independent Chairperson will become vacant in April two (2) years after a local government election.

The maximum number of consecutive terms an independent external member can be a member of the Committee without the need for calling for further nominations is two (2) terms. The only exception being if an independent external member is appointed to a different position (as a vacancy arises) on the Committee, their tenure will begin again. Council shall retain complete discretion in relation to offering a second term and shall take into consideration the performance of the independent member.

Vacancy

In the case of resignation from the Committee by an independent external member, the Council is to appoint another independent external member as soon as is possible in accordance with the process set out above. This member's term will be served in accordance with the above term of office provisions regardless of when the appointment takes place.

Meetings and Attendance

The Committee will meet up to six (6) times each financial year and will adopt a meeting schedule each calendar year.

The Chief Executive Officer has the authority to convene additional meetings as circumstances require.

Attendance at each meeting shall be in person unless prior approval has been granted by the Committee Chairperson to attend via weblink or tele link.

Representatives from the external auditor (QAO, or their contracted auditor) are permitted to attend each meeting either in person or via weblink or tele link.

Meeting agendas will be prepared and provided in advance to members and attendees. The Committee should determine its own agenda, with input from officers, ensuring appropriate consultation to include emerging issues and emphasis on the most significant risks and threats.

As soon as practicable after the meeting, a written report (meeting minutes) about the matters reviewed at the meeting and the Committee's recommendations will be provided to the Council for consideration and adoption.

At a meeting of the Audit and Risk Committee—

(a) a quorum is at least three (3) members of the Committee; and

(b) either—

(i) the Chairperson presides; or

(ii) if the Chairperson is absent, the member chosen by the members present as Chairperson for the meeting presides.

Making of Recommendations

The Committee is expected to discuss agenda items and come to a consensus about the recommendations it makes to Council. Recommendations are to be recorded in the minutes and will be submitted to Council via a meeting report, with a copy of the minutes of the meeting, immediately following email acceptance of the minutes by all members. Should the Committee not be able to reach consensus on a recommendation in relation to an agenda item, each member of the Committee shall be entitled to one vote only. In the case of an equality of votes on any issue, the Chairperson shall have the casting vote.

Conflicts of Interest and Ethical Practices

Members are required to declare any interests that could constitute a real, potential, or perceived conflict of interest with respect to participation on the Committee. The declaration must be made on appointment to the Committee and in relation to specific agenda items at the outset of each Committee meeting and be updated as necessary. Members of the Committee must conduct themselves in a way which is considered appropriate and promotes a culture of ethical behaviour.

Confidentiality

All information acquired during a member's term of office on the Audit and Risk Committee is confidential to Burdekin Shire Council and should not be disclosed either during the membership or after termination (by whatever means) to third parties except as permitted by law and with prior clearance from the Chairperson of the Committee.

Minutes

- Secretariat support for the Committee meetings will be the responsibility of the CEO.
- The secretariat, in consultation with the Chairperson, will prepare and send notices of meetings and agendas and accurately transcribe all decisions of the Committee.
- The secretariat will disseminate all correspondence, reports, briefing papers and other information relevant to the Committee's activities and operations.

- Completed minutes shall be forwarded by the secretariat to the Chairperson within three (3) working days of the Committee Meeting for approval.
- The Chairperson is to respond to the secretariat with approval or alterations within two (2) working days.
- Minutes with any amendments from the Chairperson are then to be forwarded to all Committee members via email.
- Committee members are to indicate their agreement that the minutes are correct via a response email. Where no response has been provided, it will be taken that the member agrees with the minutes as they stand.
- Approved minutes are to be circulated to all Committee members and attendees as well as being presented to Council to be received and adopted at the earliest possible ordinary Council meeting.

Undertakings

The Committee will undertake the following: -

- (a) monitor and review—
 - (i) the integrity of financial documents; and
 - (ii) the internal audit function; and
 - (iii) the effectiveness and objectivity of the local government's internal auditors;
- (b) make recommendations to the Council about any matters that the Committee considers need action or improvement;
- (c) review each of the following matters—
 - (i) the internal audit plan for the internal audit for the current financial year;
 - (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;
 - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212 of the *Local Government Regulation 2012*;
 - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year.

In undertaking the above responsibilities, the Committee **may** carry out the following:

Financial Statements

- Review the appropriateness of accounting policies adopted by the Council and ensure the accounting policies adopted are relevant to the Council and its specific circumstances.
- Review the appropriateness of significant assumptions and critical judgements made by management, particularly around estimations which impact on reported amounts of assets, liabilities, income, and expenses in the financial statements.
- Review the financial statements for compliance with prescribed accounting and other requirements.
- Review, with management and external auditors, the results of the external audit and any significant issues identified.
- Exercise caution by questioning and seeking full and adequate explanations for any unusual transactions and their presentation in the financial statements.

- Ensure that assurance with respect to the accuracy and completeness of the financial statements is given by management.

Internal Control

- Understand the scope of internal and external auditors' review of internal control and obtain reports on significant findings and recommendations, together with management's responses.

Internal Audit

- Have final authority to review and approve the annual internal audit plan and all major changes to the plan.
- Monitor the effectiveness of the internal audit function on an ongoing basis.
- Receive and review internal audit reports.
- Review the findings and recommendations of internal audit and the response to them by management.
- Review the implementation of internal audit recommendations accepted by management.

External Audit

- Review the findings and recommendations of external audit (including from performance audits) and the response to them by management.
- Review the implementation of external audit recommendations accepted by management and where issues remain unresolved ensure that satisfactory progress is being made to mitigate the risk associated with audit's findings.
- The appointment of the external auditor is controlled by the Auditor General and not by Council. The Committee therefore has limited opportunity to influence the scope of work of the auditor.
- Review the external auditors' proposed audit scope and approach.
- Monitor the progress of actions proposed in relation to significant findings and recommendations made by the external auditors.
- The Committee will act as a forum for the consideration of external audit findings and will ensure that they are balanced with the views of management.

Compliance

- Review the effectiveness of the system for monitoring compliance with laws and regulations and the results of management's investigation and follow-up of any instances of noncompliance.
- Review the findings of any examinations by regulatory agencies and any auditor observations.

Risk Management

- Review Council's risk appetite and tolerance levels and the adopted framework for managing and monitoring enterprise-wide risk and evaluate whether management have addressed, considered, and managed strategic level risks throughout the organisation.
- Gain an understanding of the current areas of greatest financial and operational risk (with a focus on project and program risks) and how management is managing these effectively.
- Regularly review the Council's Strategic Risk Register to identify areas of significant risk and determine if appropriate controls or treatments are being applied to eliminate or mitigate those risks.
- Consider emerging risks and scenario analysis to identify areas of risk not adequately addressed or not identified in current action plans and recommend investigation into those areas for Risk Assessment purposes.
- Consider any compliance risks associated with regulatory changes as they arise.
- Provide assurance to Council on the adequacy of Council's insurance coverage and insurance renewal procedures.

Reporting

The Committee Chairperson will prepare an annual report to the Council summarising the performance and achievements of the previous year.

Remuneration

The independent members of the Committee will be entitled to fees for preparation and attendance at the meetings of \$869.97 (excluding GST) per meeting. This will cover all preparation time and meeting attendance as well as expenses for travel and reasonable out of pocket disbursements. The Independent Chairperson will be entitled to fees for preparation and attendance at meetings of \$1739.98 (excluding GST) per meeting. Meeting fees shall be indexed annually from 1 July and will be consistent with any percentage increase decided by the Local Government Remuneration Commission. Council reserves the right to review the Committee members' remuneration rates from time to time to determine alignment with industry norms.

Evaluation of Committee Activities

The Committee will undertake a self-assessment of its performance for the previous twelve months at the end of each calendar year. The performance self-assessment report will be discussed at the first meeting of the calendar year.

Review of Charter

The Charter will be reviewed biannually by the Committee to ensure it remains consistent with the Committee's authority, objectives, and responsibilities.

Once reviewed by the Committee, the Charter is to be presented to Council for adoption.

Document History and Version Control

| | |
|----------------------------------|----------------------------------|
| Title of Document | Audit and Risk Committee Charter |
| Document Reference Number | GOV-CHR-0002 Rev 4 |
| Review Schedule | 24 months |
| Audit Meeting Date | 5 February 2025 |
| Council Resolution Number | 1861230 |

6.4.6. GOVERNANCE

Councillor Attendance Policy

File Reference: 2877

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2024-2025

CG5 Manage Council's Corporate Policy Program.

Executive Summary

A Councillor Attendance Policy has been developed to provide guidance to Councillors when making application for recreation or sick leave and to emphasize the importance of meeting attendance and participation by Councillors at Ordinary Council Meetings, informal meetings, Council Workshops, and training sessions. The Councillor Remuneration Commission, in their 2010 Annual Report, recommended all Queensland Councils adopt a policy dealing with Councillor recreation and sick leave. At the time, Councillor remuneration for Burdekin Shire Councillors was tied to meeting attendance whereby a percentage of their remuneration was only payable if they attended at least one Ordinary Council Meeting each month. From 1 July 2024, Burdekin Shire Council was categorized by the Councillor Remuneration Commission as a category B1 Council and the Councillors' remuneration is no longer tied to meeting attendance.

Recommendation

That Council adopts the Councillor Attendance Policy as attached to this report.

Background

A draft policy was developed, and legal advice was obtained regarding the implementation of the policy and whether or not Council could reduce the remuneration of a Councillor who was absent from Ordinary Council Meetings without an approved leave of absence. The legal advice noted that Council does not have the power to include a provision within the Councillor Attendance Policy to reduce a Councillor's remuneration if they do not comply with the policy. The legal advice also noted that the *Local Government Act 2009* prescribes that a Councillor's office becomes vacant if the Councillor is absent from two (2) or more consecutive Ordinary Council Meetings over a period of at least two (2) months without an approved leave of absence. The policy has been developed to emphasize the importance for all Councillors to attend and participate meaningfully in all Ordinary Council Meetings, Council Workshops, informal meetings and training opportunities. It is intended to provide guidance to Councillors when applying for and deciding on applications for an approved leave of absence.

Consultation

Council sought advice from King and Company Solicitors in relation to this policy and the application of the relevant sections of the *Local Government Act 2009* and *Local Government Regulation 2012*. The policy was also discussed at a Council Workshop on 18 March 2025.

Budget & Resource Implications

There are no budgetary implications directly associated with the adoption of this policy.

Legal Authority & Implications

Local Government Act 2009

12 Responsibilities of councillors

- (1) A councillor must represent the current and future interests of the residents of the local government area.
- (2) All councillors of a local government have the same responsibilities, but the mayor has some extra responsibilities
- (3) All councillors have the following responsibilities—
 - (a) ensuring the local government—
 - (i) discharges its responsibilities under this Act; and
 - (ii) achieves its corporate plan; and
 - (iii) complies with all laws that apply to local governments;
 - (b) providing high quality leadership to the local government and the community;
 - (c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;
 - (d) being accountable to the community for the local government's performance.

162 When a councillor's office becomes vacant

- (1) A councillor's office becomes vacant if the councillor
 - (e) is absent from 2 or more consecutive ordinary meetings of the local government over a period of at least 2 months, unless the councillor is absent— (i) in compliance with an order made by the conduct tribunal, the local government or the chairperson of a meeting of the local government or a committee of the local government; or (ii) with the local government's leave; or (iii) while the councillor is suspended under section 122, 123 or 175K; or

Local Government Regulation 2012

247 Remuneration payable to councillors

- (1) *A local government must pay remuneration to each councillor of the local government.*
- (2) *The maximum amount of remuneration payable to a councillor under the remuneration schedule must be paid to the councillor, unless the local government, by resolution, decides the maximum amount is not payable to the councillor.*
- (3) *In a resolution made under subsection (2), the local government must also decide the amount of remuneration payable to the councillor.*
- (4) *The amount of remuneration decided under subsection (3) for each councillor must not be more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.*
- (5) *The amount of remuneration for each councillor, other than a mayor or deputy mayor, must be the same.*
- (6) *The local government must make a resolution under subsection (2), for the remuneration payable from 1 July of a particular year, before 1 July of that year*
- (7) *Subsections (4) and (5) are subject to section 248.*

248 Submission to vary remuneration in exceptional circumstances

- (1) *This section applies if a local government considers that, having regard to exceptional circumstances, a councillor of its local government is entitled to an amount of remuneration that is more than the maximum amount of remuneration payable to the councillor under the remuneration schedule.*
- (2) *The local government may make a submission to the remuneration commission for approval to pay the councillor an amount of remuneration of more than the maximum amount (a higher amount).*
- (3) *The remuneration commission may, but is not required to, consider the submission.*

(4) If the remuneration commission is satisfied that, having regard to the exceptional circumstances, the councillor is entitled to be paid any higher amount, the remuneration commission may approve payment of that amount.

Policy Implications

This is a new policy. Once adopted it will be published to Council's website and will be updated in the Policy Register. As with all new policies, the policy will be reviewed in 12 months to ensure it is fit for purpose.

Risk Implications (Strategic, Operational, Project Risks)

The Councillor Attendance Policy is designed to ensure that the elected representatives of the Council fulfill their governance responsibilities by maintaining consistent and transparent attendance at Council meetings. Effective risk management underpins this policy by identifying and mitigating risks associated with non-compliance or inconsistent attendance.

Attachments

1. Councillor Attendance Policy

| | |
|----------------|--|
| Policy Type | Corporate |
| Function | Governance |
| Policy Owner | Chief Executive Officer |
| Policy Contact | Chief Executive Officer |
| Effective Date | Click here to select the date the policy is effective from |

Purpose

Councillors are responsible for providing leadership to the local government and the community. They have a fundamental responsibility to serve the interests of the community and make considered and well-informed decisions in the public interest. To successfully uphold this responsibility, it is vital that Councillors prepare for, attend, and participate in Council Meetings, Workshops, Training and other functions. This policy outlines Burdekin Shire Council's expectations of a Councillor to carry out their responsibilities in relation to attendance at meetings to ensure compliance with the Code of Conduct for Councillors in Queensland.

Scope

This policy gives direction to Councillors regarding the application of Section 1.1 of the Code of Conduct for Councillors in Queensland, that is:

“Carry out RESPONSIBILITIES conscientiously and in the best interest of the local government and the community.

For example, councillors will, at a minimum, have the following responsibilities:

1.1 Attend and participate meaningfully in all local government meetings, committee meetings, informal meetings, relevant workshops and training opportunities to assist them in fulfilling their roles other than where prior leave of absence is given.”

Policy Statement

Determination of Meetings (Date, time, location, agenda)

Council's schedule of Ordinary Meetings and Council Workshops is determined by resolution at the end of each year for the next calendar year. In accordance with Section 254C of the *Local Government Regulation 2012* notice of each meeting, and the agenda, will be given to each Councillor at least 2 days before the day of the meeting unless it is impracticable to give the notice before that time.

In accordance with Section 268 of the *Local Government Regulation 2012*, committee meetings will be held at the times and places decided by each committee.

Authority to Amend or Cancel Meetings

The Chief Executive Officer is authorised to change the date of an approved meeting or cancel a meeting, subject to consultation with the Chairperson of the meeting. If the meeting date is changed, attendance at the rescheduled meeting is not mandatory for Councillors.

Attendance

Attendance at, and full participation in, Council meetings is the highest order of business required by a Councillor and unless special circumstances exist, all councillors should attend all Council Meetings, Council workshops, Budget Meetings and other relevant committee meetings.

All meetings will record the attendance of Councillors via an attendance sheet or meeting minutes, whichever is suitable for the type of meeting.

Councillor attendance via telephone or web link

Council may allow a Councillor to participate in a Council Meeting or Workshop via telephone or web link when there are good reasons why the Councillor can only participate by that method. Councillors should seek permission ahead of time virtual attendance should be arranged in advance, ensuring appropriate access to meeting materials and compliance with any procedural or legislative requirements related to remote participation.

Formal Leave of Absence

Applications by Councillors for formal Leave of Absence from Council commitments (i.e. recreation leave or sick leave) are to be provided in writing to the Chief Executive Officer.

Applications are required to include the following information, as a minimum:

- Period of leave sought (dates from beginning to end).
- Reason for absence (e.g. Holiday, Health, Family, Work-related).
- Expected number of Ordinary Council Meetings and Council Workshops held during the applicable period of leave.
- Any meetings, briefings or other functions conducted by Council during the requested period of leave which the Councillor would otherwise be attending if not for the requested period of leave.

All Leave of Absence applications will be presented to a Council Meeting for consideration, as soon as practicable, to ensure the request is dealt with in a timely manner.

Recreation Leave - Councillors may apply for up to four weeks of recreation leave during each year of their term. For clarity, the four weeks of leave does not equate to 20 working days but instead refers to absences that may include a maximum of four Council meetings and/or Council workshops per year.

Any recreation leave not taken within a given year will **not** carry over to subsequent years.

Sick Leave - Councillors may apply for up to 10 days of sick leave annually to ensure they can prioritise their health and well-being while fulfilling their responsibilities as elected representatives.

The use of sick leave must be genuine and in accordance with the intent of these provisions. Any discernible patterns of sick leave, such as regularly taking leave immediately before or after scheduled Council Meetings, or in a manner that suggests an avoidance of official duties, will not be accepted. Councillors are expected to act with integrity in their use of sick leave entitlements.

In circumstances where a Councillor experiences a serious illness or other extenuating health conditions requiring an extended period of sick leave, the Councillor should notify the Chief Executive Officer as soon as practicable and provide appropriate documentation, such as medical certificates. Councillors facing such circumstances are encouraged to reflect on their capacity to fulfill their ongoing responsibilities as an elected representative. If a Councillor determines that they are unable to meet the expectations of their role due to prolonged illness or incapacity, they should consider stepping down from their position in the best interest of the community and the effective functioning of the Council.

Any sick leave not taken within a given year will **not** carry over to subsequent years.

Years

For the purposes of this policy, a “year” will commence on 1 April and finish on 31 March to align with the election cycle.

Refusal

Leave of Absence applications may be refused for any of the following reasons:

- The Councillor has already exhausted recreation leave or sick leave provisions, or
- The approval of the application would cause a loss of quorum, or
- The application is for more leave than the Councillor is entitled to, or
- The application for leave does not provide adequate information.

Remuneration

A Councillor’s remuneration shall not be affected if an approved leave of absence has been granted in accordance with this policy.

Complaints

Complaints relating to non-attendance at meetings or non-participation at meetings will be managed as per the Complaints Management Policy and Councillor Complaints Investigation Policy.

Risk Management

The Councillor Attendance Policy is designed to ensure that the elected representatives of the Council fulfill their governance responsibilities by maintaining consistent and transparent attendance at Council meetings. Effective risk management underpins this policy by identifying and mitigating risks associated with non-compliance or inconsistent attendance.

Legislation

Local Government Act 2009

Local Government Regulation 2012

Definitions and Abbreviations

| | |
|-------------------------|---|
| Meeting | Means the ordinary meaning of the word and includes any Council meetings, committee meetings, advisory group meetings, briefings, Council workshops, and training opportunities. |
| Recreation Leave | Approved leave of absence to attend to personal matters, rest and recharge. Aimed at supporting work-life balance. |
| Sick Leave | Approved leave of absence due to illness, injury, or a medical condition. Approved sick leave may also be used as carer’s leave to care for an immediate family member (spouse, parent, sibling, or child) of the Councillor. |

Related Documents

| Reference Number | Document Title |
|------------------|--|
| N/A | Code of Conduct for Councillors in Queensland |
| GOV-POL-0016 | Investigation of Suspected Conduct Breach by Councillor Policy |

Document History and Version Control

| | |
|----------------------------------|---|
| Title of Document | Councillor Attendance Policy |
| Document Reference Number | GOV-POL-0026 Rev 0.1 |
| Review Schedule | 12 months |
| Council Meeting Date | Insert the date of the Council meeting this policy went to |
| Council Resolution Number | Enter the resolution number assigned from the Council meeting |

6.4.7. GOVERNANCE

Corporate Plan 2025-2030

File Reference: 2878

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

5.2.1: Demonstrate open and transparent leadership.

5.2.2: Responsibly manage Council's financial position to ensure sustainability.

5.2.3: Implement effective governance frameworks.

5.2.4: Undertake regulatory responsibilities in accordance with legislative obligations.

Executive Summary

The Corporate Plan is Council's key strategic document, guiding the delivery of services and the provision of infrastructure and facilities to the community over a five-year period. Following the 2024 election and the appointment of a new Chief Executive Officer and Executive Leadership Team, Council initiated a review of the Corporate Plan 2022-2027. This review, conducted in consultation with the management team and elected Council, has informed the development of the Corporate Plan 2025-2030, which is now presented for adoption.

Recommendation

That Council adopts the Corporate Plan 2025-2030 as attached to this report.

Background

Council's Corporate Plan is the key document which informs the Annual Operational Plan and the Annual Budget. The plan sets out Council's vision, priorities and objectives for the next five years, ensuring a coordinated approach to service delivery, infrastructure investment, environmental management, and community and economic development. It provides a clear framework for decision-making, resource allocation, and performance management. The review of the Corporate Plan 2022-2027 commenced in December 2024 following a workshop discussion with Council. The review has resulted in the following changes:

- refreshing the "look and feel" of the document, incorporating more images, aiming for a clean fresh feel.
- removing numbering of each key activity and moving to dot points
- updating the values - Our Customers, Our Culture, Our Credibility
- simplifying the language for each of the key priority areas- Our Community, Our Economy, Our Infrastructure, Our Environment and Our Organisation.
- introducing a brief outline for each of the key objectives
- taking onboard feedback from management and amending wording of some dot points
- adding a list of associated policies, plans and strategies relevant to each of the key strategic priority areas to demonstrate a link between our Corporate Plan and other guiding documents.
- Updating the Vision and Mission Statement with feedback from the elected Councillors.

Consultation

A core working group was established consisting of Council's Media and Communications Officer, Mrs. Marina Power, Economic Development Coordinator, Mrs. Eliza Lovell and Senior Governance Officer, Mrs. Rebecca Stockdale. All Senior Leadership Group (SLG) members were invited to review the Corporate Plan and provide their suggestions for improvement. A series of face-to-face and one-on-one meetings were held with SLG members to discuss proposed changes to the Corporate Plan. Councillors were asked to provide their ideas for the Vision and Mission statements and the draft plan was presented to Council for discussion at a Council Workshop on 18 March 2025.

Budget & Resource Implications

There is no significant budget implications associated with the adoption of the new Corporate Plan 2025-2030. The plan will be made available on Council's public website and any printed copies will be produced in-house as required.

Legal Authority & Implications

Local Government Act 2009

(5) The system of financial management established by a local government must include—

(a) the following financial planning documents prepared for the local government—

(i) a corporate plan that incorporates community engagement;

(ii) a long-term asset management plan;

(iii) a long-term financial forecast;

(iv) an annual budget including revenue statement;

(v) an annual operational plan;

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

The adoption of the Corporate Plan 2025-2030 strengthens Council's strategic direction and mitigates risks associated with unclear priorities, inefficient resource allocation, and reduced community confidence. By providing a structured framework for decision-making and service delivery, the Plan enhances governance, financial sustainability, and organizational resilience, ensuring Council can proactively respond to emerging challenges and opportunities.

Attachments

1. Corporate Plan Draft Version - 18 March 2025

BURDEKIN SHIRE COUNCIL

CORPORATE PLAN

2025–2030







Purpose of the Plan

The Burdekin Shire Council Corporate Plan 2025-2030 outlines Council's five-year strategic direction based on community priorities.

The Corporate Plan guides the actions of Council Officers as well as the annual planning process to determine services, infrastructure provision and resource allocation.

Section 165 of the *Local Government Regulation 2012 (Qld)* states that it is a statutory requirement to formulate a plan every five years. This plan meets this requirement, as well as those outlined in the *Local Government Act 2009 (Qld)*.

The following document also details Council's strategic priorities and objectives over the next five years.

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Foreword

from the Mayor



I am pleased to present the Burdekin Shire Council Corporate Plan 2025-2030, our strategic roadmap for the next five years.

This plan reflects our commitment to shaping a community that is vibrant, sustainable, and future-ready. It has been developed with a strong focus on the needs and aspirations of our residents, ensuring that we continue to build a Shire that is resilient, inclusive, and thriving.

Our vision is clear: a thriving community that values its rural identity whilst embracing innovation for future generations. Through strategic planning and careful resource allocation, this Corporate Plan will guide our decision-making, ensuring that we provide outstanding services, develop vital infrastructure, and support economic growth. It reflects our unwavering commitment to delivering innovative and sustainable solutions that meet the evolving needs of our community while preserving our unique identity and heritage.

The five strategic priorities outlined in this plan – Our Community, Our Economy, Our Infrastructure, Our Environment, and Our Organisation – set the framework for how we will navigate the challenges and opportunities ahead. We are committed to:

- Strengthening community wellbeing by enhancing services, facilities, and opportunities for social connection, ensuring that everyone feels supported and included.
- Fostering economic diversity through initiatives that attract investment, support local businesses, and create jobs, reinforcing the Burdekin as a region of economic opportunity.
- Enhancing our infrastructure by maintaining and improving essential services, roads, and public spaces to support growth and improve quality of life.
- Protecting our natural environment through responsible planning and sustainable practices that safeguard our unique landscapes, waterways, and biodiversity for future generations.
- Delivering transparent and efficient governance by fostering a culture of accountability, engagement, and innovation within Council operations.

This plan is not just a vision for the future – it is a commitment to action. By working together, we will continue to strengthen the Burdekin as a place where people want to live, work, and invest.

As we embark on this journey, I extend my gratitude to our Councillors, and Council staff for their dedication and passion in shaping the future of the Burdekin. Your input and collaboration have been invaluable in shaping this plan, and I look forward to seeing the positive impact it will have on our region.

Together, we will continue to build a region that is dynamic, inclusive, and full of opportunity for generations to come. I encourage everyone to engage with this plan and join us in bringing our shared vision to life.

Cr Pierina Dalle Cort
Mayor - Burdekin Shire Council

Our Region



\$1.37 billion
gross regional product



5,059km²
land area



\$509 million
annual agriculture
output



8,195
local jobs



17,020
residents



\$54 million
building approvals in 23/24



Agriculture
largest industry





Our Vision

A thriving community that values its rural identity whilst embracing innovation for future generations.

Our Mission

To work with our community to create a sustainable, inclusive, and forward looking Burdekin through leadership, partnerships and service excellence.

Our Values



Our Customers

Our customers are the centre of everything we do. We get things done with speed, conviction and agility.



Our Culture

Our way of life and how we conduct ourselves which is demonstrated daily by our behaviour, our habits, our attitudes toward each other, and our moral beliefs.



Our Credibility

Our credibility is our most valuable asset. We act honestly and consistently in our behaviours, actions and decisions.



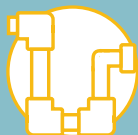
Our
Community



Our
Economy



Our
Environment



Our
Infrastructure



Our
Organisation

Our Strategic Priorities

Burdekin Shire Council's Corporate Plan sets out the strategic direction of our organisation for the five-year period from 2025-2030. The plan has been developed to deliver objectives which are aligned to five strategic priorities, which are:

As a Queensland Local Government, Burdekin Shire Council is required to adopt a Corporate Plan every five years and work toward the achievement of the Plan. Council's Annual Budget and Operational Plan are developed to ensure the Corporate Plan objectives are delivered.

Progress toward the implementation of Council's adopted Operational Plan is delivered quarterly and the Annual Report provides an evaluation of Council's performance and progress in delivering the Corporate Plan objectives and Budget each year.





Our Community

We are a welcoming, inclusive and adaptive community.

OBJECTIVES

HEALTHY, INCLUSIVE, AND SOCIALLY ENGAGED COMMUNITY

Promote wellbeing, inclusivity, and social connection by supporting accessible services, programs, and initiatives that foster health, equity, and community participation.

- Support projects and activities to improve public safety, health, and inclusiveness through strategic partnerships.
- Encourage equitable access to facilities and resources.
- Provide ongoing support for art, culture, youth, seniors, and welfare activities.
- Build active communities by delivering programs promoting regular physical activity and wellbeing.

A SAFE AND RESILIENT COMMUNITY

Enhance community safety and resilience by delivering effective disaster preparedness, emergency response, regulatory programs and crime prevention initiatives in partnership with key stakeholders.

- Deliver regulatory and advisory programs.
- Facilitate partnerships to improve community safety and wellbeing including crime prevention initiatives.
- Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness response and recovery to reduce the impact of disaster events.
- Align disaster management plans with Council priorities to ensure effective response and recovery while fostering community participation and capacity building.

CELEBRATE OUR UNIQUE IDENTITY

Embrace and promote the Shire's rich heritage, culture, and diversity through events, programs, and partnerships that showcase our vibrant community spirit and local stories.

- Promote the benefits of living, working, playing, visiting, and investing in the Burdekin.
- Support and encourage creative and cultural activities and initiatives that enhance the community identity through the Arts and Cultural Strategy.
- Communicate our story and recognise the achievements of our community members.
- Facilitate events for the community.



THRIVING AND CONNECTED COMMUNITY, CULTURAL AND SPORTING ORGANISATIONS

Empower community, cultural, and sporting organisations to thrive through partnerships, capacity building, and access to resources that strengthen their contribution to community life.

- Promote and encourage community participation, volunteerism, and capacity building within community organisations.
- Support community and sporting organisations to deliver events, programs, and opportunities that foster social connection and physical activity.
- Implement the Burdekin Sport and Recreation Plan to improve sport and recreation opportunities across the community.

ENGAGING PUBLIC SPACES

Create and maintain welcoming, accessible, and connected public spaces that enhance liveability, encourage social interaction, and reflect community needs and identity.

- 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.



EVALUATION MEASURES

- Participant attendance at community events.
- Utilisation of Council facilities and public spaces.
- Effective disaster management.
- Support provided to community and sporting organisations.
- Client satisfaction and feedback.
- Implementation of actions within supporting strategies and plans.
- Community and stakeholder partnerships developed.



POLICIES, PLANS AND STRATEGIES

- Arts and Cultural Strategy.
- Sport and Recreation Plan.
- Burdekin Library Strategic Plan.
- Community Assistance Policy.
- Revenue Assistance Policy.
- Regional Arts Development Fund.



Our Economy

We are committed to building a strong, diverse economy that creates jobs and supports local businesses. By focusing on key industries like agriculture, manufacturing, renewable energy and the visitor economy, we aim to drive growth, build resilience and ensure long-term prosperity for our community.

OBJECTIVES

FOSTER BUSINESS GROWTH AND INNOVATION

Support local businesses, attract new investment and promote reinvestment by providing resources, incentives, and a business-friendly environment to encourage development, innovation and expansion.

- Provide business support programs.
- Support, facilitate and promote potential synergies with agribusiness.
- Streamline regulatory processes.
- Support and promote local businesses.

PROMOTE WORKFORCE DEVELOPMENT

Partner with educational institutions, industry and key stakeholders to improve skills training and create employment opportunities, ensuring a well-equipped workforce for existing and emerging sectors.

- Establish industry partnerships.
- Support apprenticeships and traineeships.
- Enhance vocational and tertiary education opportunities.
- Promote lifelong learning.

ATTRACT INVESTMENT AND DIVERSIFY THE ECONOMY

Identify and pursue opportunities to attract investment in emerging industries, ensuring the diversification of the Shire's economy and long-term economic sustainability.

- Create investment attraction priorities.
- Advocate for local and regional needs through lobbying.
- Support existing and emerging industries.
- Facilitate land and infrastructure availability.



INCREASE HOUSING AVAILABILITY, DENSITY AND AFFORDABILITY

Enhance housing availability including density and affordability by supporting the development of diverse housing options across all segments to meet the needs of the growing community.

- Develop affordable housing projects.
- Streamline housing approvals.
- Encourage diverse housing types.
- Support infrastructure for new housing areas.

ACTIVATE AND BUILD A DYNAMIC REGIONAL VISITOR ECONOMY

By attracting and engaging visitors through enhanced infrastructure, marketing and unique local events and experiences.

- Develop targeted tourism marketing campaigns.
- Enhance tourism product and infrastructure.
- Foster partnerships with tourism operators.
- Host major events and festivals.



EVALUATION MEASURES

- Implementation of strategies.
- Industry satisfaction and feedback.
- Stakeholder partnerships developed and maintained.
- Attendance at industry workshops and events.



POLICIES, PLANS AND STRATEGIES

- Economic Development Strategy.
- Burdekin Tourism Strategy.
- Burdekin Local Housing Action Plan.
- Economic Development Policy.
- Sweet Days Hot Nights Strategic Plan.
- Burdekin Shire Planning Scheme 2022.
- Local Government Infrastructure Plan.



Our Environment

We value and respect our natural environments, waterways, and coasts now and into the future.

OBJECTIVES

A SUSTAINABLE ENVIRONMENT

We lead by example to promote a sustainable future for our environment through planning, education, and strategic partnerships.

- Encourage initiatives that support a circular economy.
- Implement planning policy to adapt to the impacts of changes in the climate.
- Engage with the community to promote education programs that encourage sustainable practices and contribute to improved environmental outcomes.
- Implement initiatives to align Council activities with Federal and State renewable energy or carbon emission targets.

HEALTHY NATURAL ECOSYSTEMS AND RESOURCE MANAGEMENT

Protect and enhance natural ecosystems by implementing responsible resource management, conservation programs, and collaborative partnerships to maintain biodiversity and environmental health.

- Protect and improve water quality and the health of waterways, wetlands, and catchments.
- Partner with community groups and organisations to protect, restore, and enhance the Burdekin's natural environment, including environmentally sensitive areas and biodiversity corridors.
- Deliver effective waste management programs that support waste reduction, reuse, and recycling in alignment with the North Queensland Waste and Resource Recovery Strategy 2020-2030.
- Lead by example in adopting environmental best practices across Council operations, and actively support businesses and residents to embrace environmentally friendly practices.



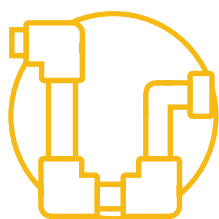
EVALUATION MEASURES

- Community and business participation in environmental programs.
- Resident feedback through community engagement processes.
- Compliance with statutory obligations.
- Delivery of community education programs.



POLICIES, PLANS AND STRATEGIES

- North Queensland Waste and Resources Recovery Strategy 2020-2030.
- Waste Management Policy.
- Biosecurity Plan.
- Reef Guardian Council Action Plan.
- Burdekin Shire Planning Scheme 2022.
- Local Government Infrastructure Plan.
- Coastal Hazard Adaptation Strategy.



Our Infrastructure

We provide and advocate for cost-effective infrastructure that supports our quality of life.

OBJECTIVES

EFFICIENT AND CONNECTED INFRASTRUCTURE NETWORKS

Deliver safe, reliable, and future-ready transport and drainage networks through strategic investment, proactive maintenance, and innovation to support community needs, economic growth, flood resilience and public safety.

- Prioritise road and drainage network renewals and upgrades to improve safety, connectivity, and flood resilience and to enable economic growth.
- Collaborate with government partners to enhance our regional transport networks .
- Promote sustainable infrastructure solutions to improve efficiency and reduce environmental impact.
- Promote the expansion of digital connectivity to enable business growth, innovation, and community access to services.

SUSTAINABLE WATER RESOURCES

Manage and enhance water resources through sustainable practices, infrastructure upgrades, and innovative solutions to ensure reliable, high-quality water and wastewater services.

- Enhance water security and protect and improve water quality.
- Improve water and sewerage network reliability and efficiency through planned infrastructure renewals and upgrades.

VIBRANT COMMUNITY ASSETS

Provide well-maintained, accessible, and multi-purpose community assets that support recreational, cultural, and social activities and enhance community wellbeing.

- Implement the Asset Management Strategy and Roadmap.
- Plan, build and maintain infrastructure that enhances and extends the life of community assets.
- Develop and implement strategic infrastructure plans to inform the decision-making process when planning for future infrastructure renewal and enhancements.



WELL PLANNED COMMUNITIES

Support the development of liveable, connected, and sustainable communities through strategic land use planning, infrastructure delivery, and responsive development assessment.

- Support strategic projects that will contribute to liveability and economic growth in the Burdekin.
- Review land supply and uses to meet community and business needs.
- Design facilities that are adaptable and inclusive with consideration of the needs of all residents.
- Implement the Sport and Recreation Strategy and provide innovative facilities that meet the current and future needs of our community.
- Protect and improve the resilience of assets by utilising betterment programs and implementing flood and disaster mitigation strategies.



EVALUATION MEASURES

- Asset Management Strategy implementation.
- Water and Wastewater Service Standard compliance.
- Completion of capital works program.
- Compliment-to-complaint ratio.



POLICIES, PLANS AND STRATEGIES

- Drinking Water Quality Management Plan.
- Strategic Asset Management Plans.
- ANZAC Park Precinct Master Plan.
- Burdekin Aquatic Facility Strategy.
- Walking Network Reports – Ayr, Brandon and Home Hill.
- Burdekin Shire Planning Scheme 2022.
- Local Government Infrastructure Plan.



Our Organisation

We deliver positive outcomes for our community through ethical, transparent, and financially sustainable decision-making.

OBJECTIVES

ENGAGED COMMUNITY AND STAKEHOLDERS

Achieve better outcomes through open communication, collaboration, and opportunities for participation in decision-making.

- Strive for excellence in customer service to our external and internal customers.
- Undertake meaningful community engagement, through Community Advisory Groups and other engagement methods to encourage diverse community participation and feedback.
- Be responsive and proactive in providing information to keep the community informed.
- 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.

TRANSPARENT AND ACCOUNTABLE GOVERNANCE

Uphold the highest standards of governance by promoting transparency, ethical decision-making, and accountability in all Council activities.

- Demonstrate open and transparent decision-making, leadership and financial management.
- Pursue excellence in financial management.
- Responsibly manage Council's financial position to ensure sustainability.
- Implement effective governance frameworks.
- Undertake regulatory responsibilities in accordance with legislative obligations.

EMBRACE TECHNOLOGY

Leverage technology and innovation to enhance service delivery, improve business processes, and create more efficient and connected communities.

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



AN ENVIABLE ORGANISATIONAL CULTURE THAT ACTIVELY DEMONSTRATES OUR VALUES

Cultivate a positive workplace culture where collaboration, respect, and excellence are championed, aligning organisational behaviours with Council's core values.

- Develop a cost-effective, adaptable, and capable workforce, with effective leadership and management capability to implement our vision.
- Provide training and development opportunities to meet organisational needs.
- Protect the health and safety of employees and community members through the implementation of an effective Health and Safety Management System.
- Develop and implement a strategic workforce plan to advance Council's recruitment, onboarding, career mapping and succession planning activities.
- Implement the Staff Culture Review.



EVALUATION MEASURES

- Compliance with statutory obligations.
- Annual Auditor's Report.
- Workplace Health and Safety Audit.
- Application of Customer Service Charter.
- Effectiveness of ICT systems.
- Community relations management.
- Implementation of Staff Culture Program.
- Enhance online Planning and Development Services.



POLICIES, PLANS AND STRATEGIES

- Code of Conduct for Workers.
- Workforce Plan.
- Organisational Restructure.
- Staff Culture Program.
- Cyber Security Roadmap.
- Work Health & Safety Annual Plan.



6.4.8. GOVERNANCE

Disaster Ready Fund - Round 3 - Lay on the Table

File Reference: 2685

Report Author: Janice Horan, Grants and Property Officer

Authoriser: Matthew Magin, Chief Executive Officer

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.4.5: Protect and improve the resilience of assets by utilising betterment programs and implementing flood and disaster mitigation strategies.

Executive Summary

This matter was laid on the table from the previous Ordinary Council Meeting.

This report seeks Council's endorsement of funding submissions to the Australian Government's Disaster Ready Fund - Round 3 for two (2) projects:

1. Undertake drainage upgrade and installation of additional drainage infrastructure in the South Ayr Drainage Scheme; and
2. Install underground fibre optic network link between Council's new Ayr Water Supply Filtration Plant and Council's existing communications network infrastructure.

Recommendation

That Council:

1. endorses the submission of funding applications to the Australian Government's Disaster Ready Fund - Round 3 for the South Ayr Drainage Scheme upgrade and installation of additional drainage infrastructure (Estimated cost - \$1,500,000.00); and
2. installation of underground fibre optic network link between Council's new Ayr Water Supply Filtration Plant and Council's existing communications network infrastructure (Estimated cost - \$480,000.00)
3. notes Council's 50 percent financial commitment towards the projects.

Background

Advice was recently received inviting submission of funding applications to the Disaster Ready Fund - Round 3. The amount of subsidy is 50 percent of total eligible project costs. The objectives of the program are to "increase the understanding of natural disaster impacts, as a first step towards reducing the risk of future natural disaster impacts; increase the resilience, adaptive capacity and/or preparedness of governments, community service organisations and affected communities to future natural disasters to minimise the potential impact of natural hazards and reduce the risk of future natural disasters; and reduce the exposure to risk, harm and/or severity of a future natural disaster's impacts, including reducing the recovery burden for governments, cohorts at disproportionate risk, and/or affected communities."

The upgrade of the South Ayr Drainage Scheme, including installation of additional drainage infrastructure is considered important to capture stormwater flows and more effectively discharge these, thus reducing flooding risks on the otherwise subjected properties. The road conditions on the Heavy Vehicle By-pass will also improve as improved drainage infrastructure will capture run-off, thus negating overflows onto the roadway. Improved drainage infrastructure will improve access to and egress from the Ayr Transfer Station. During rainfall events it has been necessary to close access to this facility.

Installation of an underground fibre optic link between Council's new Ayr Water Supply Filtration Plant and Council's existing communications network infrastructure will ensure continuity and visibility of control systems on-site. The Filtration Plant will provide potable water to the townships of Ayr, Brandon and Alva and ensures resilience during and after disaster events.

Consultation

Discussions between staff and elected members at Council Workshop on 4 March 2025.

Budget & Resource Implications

If the funding applications are successful, budget allocations of approximately \$990,000.00 will be required in the current and future budgets.

Legal Authority & Implications

It may be necessary to seek drainage easements for the South Ayr Drainage Scheme project. Document preparation would incur a cost to Council.

Investigations will need to be undertaken in relation to the need to under bore at the Queensland Rail interface and seek Wayleave approval to complete the fibre optic project.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

South Ayr Drainage Scheme Project: This area of South Ayr has been subject to regular property inundation during heavy rainfall events. Improvement in drainage will ensure that the future risk of inundation is minimised and ensure that property owners are not subjected to insurance costs increases.

Underground Fibre Optic Network Link: The main impact of not installing an underground fibre optic network link between the new Ayr Water Supply Filtration Plan and Council's existing communications network infrastructure is the loss of visibility and removal of the opportunity to operate remotely in a weather event. This has the potential to impact Councils ability to maintain water supply throughout a natural disaster.

Attachments

None

7.2.1. OPERATIONS

Installation of a Drainage Culvert on Patricia Road, Ayr

File Reference: 711

Report Author: Gary Keane, Manager Contracts

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.1.3: Improve drainage networks and structures through upgrades and renewals.

3.3.2: Plan, build and maintain infrastructure that enhances and extends the life of community assets.

3.4.5: Protect and improve the resilience of assets by utilising betterment programs and implementing flood and disaster mitigation strategies.

Executive Summary

This report is seeking approval from Council to award the contract for the installation of a drainage culvert on Patricia Road, Ayr. Tenders closed on 11 February 2025, with 12 submissions received from local, regional, and Southeast Queensland companies.

Following evaluation, the tender submitted by Gen White Pty. Ltd. for \$210,463.12 (excluding GST) is recommended as the most advantageous to Council, considering price, capability, and compliance.

This project aligns with Council's operational objectives to improve drainage infrastructure, is funded through a combination of Roads to Recovery, REPA, and Council funds, and will mitigate flooding impacts on Patricia Road, Ayr.

Recommendation

That Council accepts the tender from Gen White Pty Ltd for \$210,463.12 excluding GST, this being the most advantageous tender to Council.

Background

Council called tenders for the Installation of a Drainage Culvert on Patricia Road, Ayr as part of its Capital Budget for the 2024/2025 financial year. Tenders for TBSC/24/026 – Installation of a Drainage Culvert on Patricia Road closed at 2.00pm on the 11 February 2025.

A meeting of prospective tenderers was held at the job site at 10.30am on 21 January 2025 to explain the purpose of the tender and permit prospective tenderers to ask questions. Attendance at the meeting was non-mandatory, five (5) tenderers attended the meeting.

A total of twelve contractors submitted tenders by the deadline as detailed below.

| Tenderer | Conforming Price Excl. G.S.T. | Evaluation Criteria Average Ranking |
|---|--|--|
| Gen White Pty. Ltd. | \$ 210,463.12 | 8.45 |
| Pacific Coast Civil. | \$ 213,838.00 | 8.2 |
| Stratos Civil Pty. Ltd. | \$ 219,418.00 | 7.73 |
| Maidavale Construction Group Pty. Ltd. | \$ 283,881.00 | 7.72 |
| A.K. Civil & Construction Pty. Ltd. | \$ 339,252.00 | 5.63 |
| Pio Burelli Constructions Pty Ltd. | \$ 400,895.00 | 5.71 |
| N.Q. Estimating & Civil Services Pty. Ltd. | \$ 424,390.00 | 5.07 |
| GNM Group (Qld) Pty. Ltd. | \$ 460,338.00 | 5.27 |
| Hawthorne Civil Pty. Ltd. | \$ 473,335.00 | 4.99 |
| A Gabrielli Constructions Pty. Ltd. | \$ 480,468.00 | 5.2 |
| R.M.S. Engineering & Construction. | \$ 527,455.00 | 4.89 |
| Lohman Contracting Pty. Ltd. | \$ 596,236.00 | 4.29 |

The following evaluation criteria was used to evaluate the tenders.

| | |
|---------------|-----|
| Price | 65% |
| Experience | 10% |
| Resources | 10% |
| Local Content | 15% |

The acceptance of the above recommended Tender is in line with Council's Procurement Policy 2024/2025.

Consultation

We met with the proposed contractor on site to ensure they understood the full extent of the works. The Culvert supplier has given an undertaking to have the culverts on site in mid-May and Telstra has given a deadline for relocations by the end of April. Waterboard have given an undertaking to commence the cofferdams a few days prior to the shutdown.

Budget & Resource Implications

Council has a 2024/2025 budget allocation of \$350,000.00 excluding GST. for the works. The project is funded utilising \$150,000.00 of Roads to Recovery funding, \$ 24,588.78 Reconstruction of Essential Public Assets (REPA) funding which expires on the 30 June 2025 and \$ 175,411.22 Council funding.

The Project is expected to be overbudget by approximately \$ 40,000 as originally Telstra and the watermain didn't need relocation and Council is required to construct a side track for the local residents and reconstruct the road at the end of the works.

Legal Authority & Implications

Local Government Regulations 2012, Chapter 6 Contracting

Division 2: Entering into particular contracts.

Section 226: Large-sized contractual arrangement – tenders needed first.

Burdekin Shire Council Procurement Policy 2024/2025.

Policy Implications

The procurement process followed is in line with Council's Procurement Policy 2024/2025.

Risk Implications (Strategic, Operational, Project Risks)

Due to the works being partly funded by R.T.R. and DRFA all works must be completed and acquitted by the 30 June 2025.

The Installation of a larger drainage culvert on Patricia Road, Ayr mitigates the effects of flooding of the road during large rainfall events and enhances the Town Drain, and Burke Street / Beach Road, Ayr drainage schemes. Failure to upgrade the drainage structure will result in on going damage to Patricia Road, Ayr during large events.

Attachments

None

7.3.1. PLANNING AND DEVELOPMENT

Change Application (Minor Change) – Development Permit for Material Change of Use – Community Care Centre and Caretakers Accommodation at 87 Wickham Street, Ayr (Lot 8 on SP167787)

File Reference: 226

Report Author: Kellie Galletta, Manager Planning and Development

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.4.1: Support strategic projects that will contribute to liveability and economic growth in the Burdekin.

Burdekin Shire Council Operational Plan 2024-2025

PD1 Minimal organisational risk is apparent given that the recommendation has considered all relevant outcomes associated with Strategic, Operational and Project risks.

Executive Summary

Council is in receipt of a Change Application (Minor Change) received on 26 February 2025 by Brazier Motti on behalf of the applicant Rhonda Martin seeking to amend condition 6.6 and remove condition 6.7 of the Development Permit issued on 18 June 2024 for a Material Change of Use – Community Care Centre and Caretakers Accommodation located at 87 Wickham Street, Ayr, on land described as Lot 8 on SP167787.

Council Officers have considered the requested changes and support the change in part.

Recommendation

That Council issue a Decision Notice for MCU23/0017.01 being a Change Application (Minor Change) to the Development Permit for a Material Change of Use for a Community Care Centre and Caretakers Accommodation located at 87 Wickham Street, Ayr, on land described as Lot 8 on SP167787, subject to reasonable and relevant conditions, as set out in Attachment A.

Background

Original Decision

The original decision was made on 27 February 2024 with a report presented to the Council meeting on 11 June 2024 for a negotiated decision. A copy of the Negotiated Decision Notice issued on 18 June 2024 is provided as Attachment B.

Public Notification and Properly Made Submission

The original application required public notification as it had an impact level of assessment and one (1) properly made submission was received.

As a change application for a minor change does not trigger public notification, submitters cannot appeal Council's decision.

The submission received during the original period of public notification outlined concerns with traffic, car parking and loss of amenity arising from the development. Specifically, the submission expressed concerns with the level and speed of traffic movement generated and the existing heavy traffic concerns in

the area, lack of parking, lack of footpath infrastructure, number of people using the facility including all abilities access, visibility and safety concerns with the existing accesses. The requested change to the conditions of approval maintains the underlying assessment undertaken by Council, and the reasons for the conditions of approval.

Change Application

The change application seeks to amend condition 6.6 which relates to the on-site vehicle parking spaces and condition 6.7 which relates to the certification and design standards of the on-site vehicle parking. The key aspect of the change application relates to the reduction in on-site parking spaces from five (5) spaces to three (3) spaces.

The change application seeks the following change to condition 6.6:

- 6.6 A minimum of ~~five (5)~~ three (3) carparking spaces, inclusive of one (1) accessible parking space provided for persons with a disability, are to be provided on site at all times, dedicated as follows:
- Community Care Facility – ~~Four (4)~~ Two (2) spaces; and
 - Caretakers Accommodation – One (1) covered space.

The requested change is supported.

The change application seeks the deletion of condition 6.7. Current condition 6.7:

- 6.7 *All on-site parking must be designed in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ).*

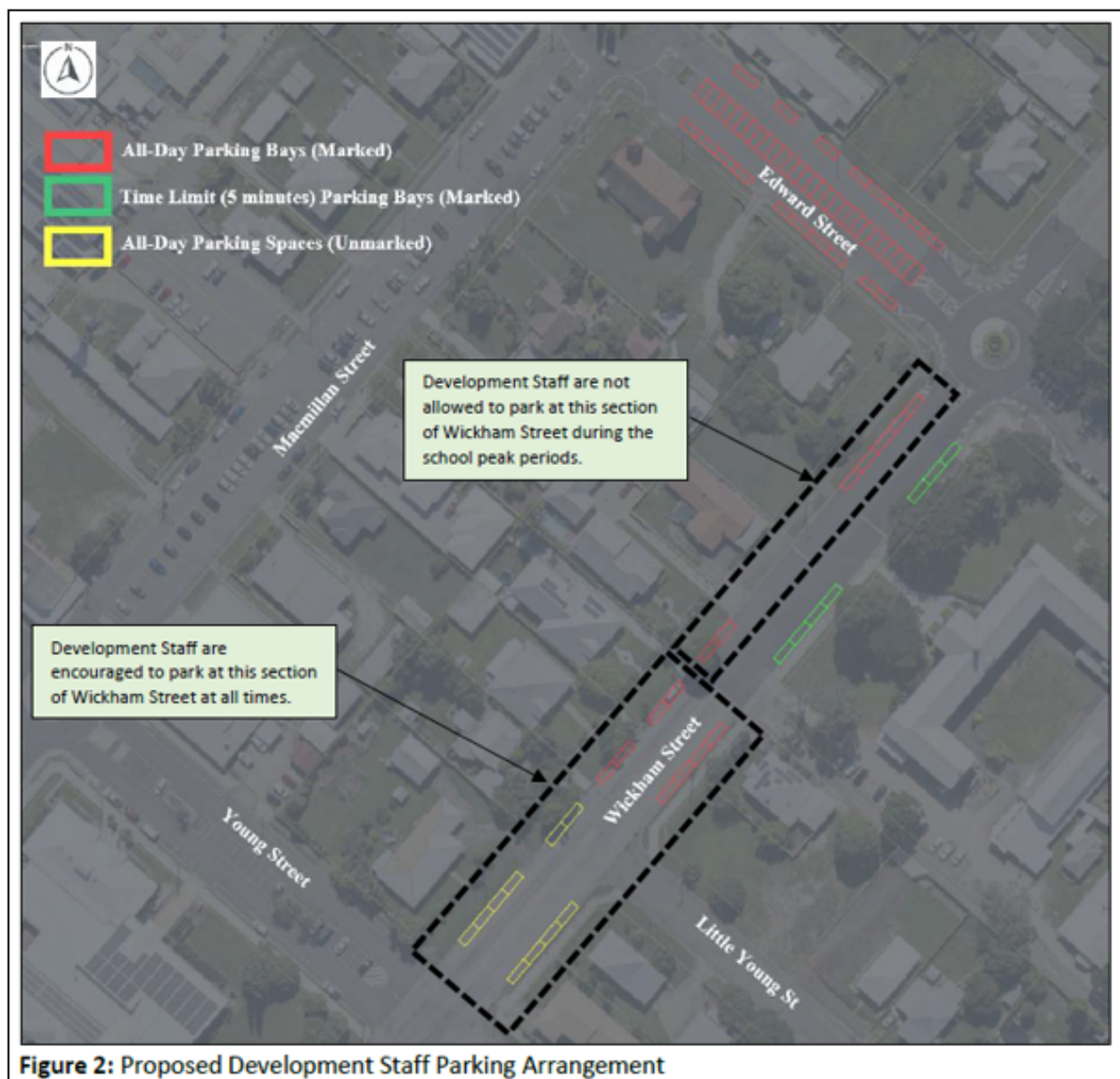
Deletion of the condition is not supported as the condition references the Australian Standard for on-site parking design. It is recommended that the condition be amended to retain the first aspect referring to the Australian Standard, however, the requirement for the design to be certified by a qualified Registered Professional Engineer of Queensland be removed. The recommended condition is as follows:

- 6.7 All on-site parking must be designed in accordance with the relevant Australian Standards ~~and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ).~~

Assessment Summary

Following a review of the development, it has been identified that the staff and participants do not require as many on-site car parking spaces as originally anticipated. Accordingly, the request to Council seeks to amend condition 6.6 of the development permit to reduce the number of on-site car parking spaces. The aspect of the application is supported by a Technical Memorandum from Noble Consulting Engineers. This Technical Memorandum provides the following recommendations to minimise the impact of the development on the provision of on-street parking spaces:

- *Development staff are encouraged to park at the southern section of Wickham Street (refer Figure 2) at all times during the Community Care Center business hours;*
- *No development staff parking on the northern side of Wickham Street (refer Figure 2) during the school peak periods, i.e. 8am – 9am and 2.30pm – 3.30pm); and*
- *Development staff are allowed to park at the northern side of Wickham Street outside the school peak periods.*



To ensure that the conditions of approval are consistent with the recommendations of the Technical Memorandum from Noble Consulting Engineers, it is recommended that condition 6.9 be replaced.

Current condition 6.9:

- 6.9 *Where the use of existing on street car parking spaces is required for the Community Care Facility, the use of parking spaces located in the section of Edwards Street between MacMillan Street and Wickham Street only, are strictly permitted for use.*

New condition 6.9:

- 6.9 **No on-street parking associated with the Community Care Centre is permitted in the northern section of Wickham Street between the hours of 8am-9am and 2.30pm-3.30pm as detailed in the Technical Memorandum prepared by Noble Consulting Engineers dated 6 December 2024.**

Consultation

All relevant Council Departments have been consulted with comments and amended development conditions are included as part of the recommendation.

Budget & Resource Implications

Possible legal fees associated with any Planning and Environment Court appeal.

Legal Authority & Implications

Council decision on the Change Application may attract an appeal in the Planning and Environment Court.

Policy Implications

Not applicable in concerning the acceptance of this report.

Risk Implications (Strategic, Operational, Project Risks)

Minimal organisational risk is apparent given that the recommendation has considered all relevant outcomes associated with Strategic, Operational and Project risks.

Attachments

1. Attachment A - Recommended Conditions - R Martin
2. Attachment B - MCU23.0017 Negotiated Decision Notice - R Martin
3. Attachment C - MCU23.0017.01 - Minor Change Application - R Martin

Attachment A – Recommended Conditions of Approval

| Condition | Reason | Timing |
|---|--------|---------------|
| 1 General and Administration <u>Compliance with Conditions</u> 1.1 The Applicant (and any contractor, agent, employee or invitee of the applicant) is responsible for carrying out the approved development and ensuring compliance with this development approval, the conditions of the approval and the relevant requirements in accordance with: <ul style="list-style-type: none"> 1.1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the relevant technical reports. 1.1.2 The development must comply in full with all conditions of this approval, and is to be designed, constructed and maintained in accordance with relevant Planning Scheme requirements, Council policies, guidelines and standards (except as otherwise specified by any condition) and all other relevant legislative requirements to Council's satisfaction, and best industry practice. 1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) of the development approval will prevail. 1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied, the role of the Council may be fulfilled in whole or in part by an officer acting under appropriate delegation. <u>Notice of Intention to Commence the Use</u> 1.4 Prior to the commencement of the use on the land the subject of the application, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use. <u>Works – Applicant's Responsibility/Expense</u> 1.5 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met by the applicant, at no cost to the Council. 1.6 The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may occur during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately. 1.7 Any required relocation and/or alteration to any public service or facility installation must be carried out at no cost to council. <u>Infrastructure Conditions</u> 1.8 All development conditions contained in this development approval relating to infrastructure under Chapter 4 of the <i>Planning Act 2016 (the Act)</i> , should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated. | | |
| | | At all times. |

Attachment A – Recommended Conditions of Approval

| Condition | Reason | Timing |
|--|---|---------------|
| 2 Approved Plans and Documents <u>Approved Plans & Documents</u> 2.1 The proposed development and use of the site must be completed, comply with and maintained generally in accordance with drawings/documents identified in the table below, except as otherwise specified and/or amended by any condition of this approval. 2.2 The development must generally accord with the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines. 2.3 One full set of the most up to date approved plans must be held on site and available for inspection for the duration of the construction phase. | The approved development must be completed and maintained generally in accordance with the approved drawings and documents. | At all times. |
| Approved Plans | | |
| Drawing Title | Drawing/Revision | Date |
| Tony Ferraris Consulting – Building Design – Proposed Site and Floor Plan | DWG No: A02, Issue A | 28 July 2023 |
| 3 Outstanding charges All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use. | | |
| 4 Operation of the Use/Limitation of Approval 4.1 This approval is limited to a 'Community Care Facility and Caretakers Accommodation' use as defined by Schedule 1, Definitions SC1.1 Use Definitions of <i>Burdekin Shire Planning Scheme 2022</i> . 4.2 Specifically the approved use is to remain in accordance with the scale and intensity provided in the development application and as set out on the approved proposal plans listed in the table forming part of Condition 2. 4.3 No other operations and/or activities are allowed other than that approved by this permit. 4.4 The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the development application including its supporting material provided to it by the Applicant. | The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit. | At all times. |

Attachment A – Recommended Conditions of Approval

| Condition | Reason | Timing |
|---|--|---|
| 4.5 The Council and its officers rely upon the applicant concerning the accuracy and completeness of the application and its supporting material and accepts the development application and supporting material as constituting a representation by the applicant as to its accuracy and completeness. | | |
| 5 Notice of Intention to Commence the Use Prior to the commencement of the use on the land subject to the application, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use. | To ensure Council is appropriately informed of that the use commencing and that all conditions of the relevant development permits have been complied with. | Prior to the commencement of the use. |
| Carparking and Access | | |
| 6 Roadworks, Access, Parking and Traffic 6.1 The development is to provide sufficient car parking on site to safely and efficiently accommodate parking demand generated by the approved activity. 6.2 All vehicles accessing the premises must enter and leave the site in a forward direction. 6.3 Accesses to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to Council's satisfaction within thirty-six (36) months from <u>the commencement of the</u> Material Change of use. <u>Access</u> 6.4 Existing access is to be widened to a minimum width of 6.0m in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ), within thirty-six (36) months from <u>the commencement of the</u> Material Change of use. 6.5 Appropriate signage and pavement marking to delineate the direction of traffic entering and exiting the site is to be completed within thirty-six (36) months from <u>the commencement of the</u> Material Change of use. All pavement marking must be in accordance with the relevant Australian standards and to the satisfaction of the Council. <u>On site Carparking</u> 6.6 A minimum of five (5) three (3) carparking spaces, inclusive of one (1) accessible parking space provided for persons with a disability, are to be provided on site at all times, dedicated as follows: | To ensure development is appropriately serviced by adequate parking and access in accordance with relevant code/s and policy direction; and that the developments impact on the road network and safety of road users in this location is appropriately mitigated. | i. Technical details are to be submitted to Council as part of an application for Operational Work. ii. A Development Permit for Operational Works must be granted prior to issue of the Certificate of Occupancy for Building Works. iii. To be maintained at all times for the life of the development. |

Attachment A – Recommended Conditions of Approval

| Condition | Reason | Timing |
|--|--|-------------------|
| <ul style="list-style-type: none"> Community Care Facility – Four (4)Two (2) spaces; and Caretakers Accommodation – One (1) covered space. <p>6.7 All on-site parking must be designed in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ).</p> <p>6.8 All car parking facilities must be always maintained to a safe operating standard thereafter.</p> <p><u>On Street Carparking</u></p> <p>6.9 Where the use of existing on street car parking spaces is required for the Community Care Facility, the use of parking spaces located in the section of Edwards Street between MacMillan Street and Wickham Street only, are strictly permitted for use.</p> <p><u>6.9 No on-street parking associated with the Community Care Centre is permitted in the northern section of Wickham Street between the hours of 8am-9am and 2.30pm-3.30pm as detailed in the Technical Memorandum prepared by Noble Consulting Engineers dated 6 December 2024.</u></p> | | |
| Nuisance | | |
| <p>7 Avoiding Nuisance</p> <p>7.1 The proposed activity must be conducted in a manner that applies such reasonable and practical means to avoid, minimise or manage significant impacts on the existing amenity of the locality as a result of noise, lighting, odour, dust, volume of traffic generated, loss of privacy or other cause.</p> <p>7.2 At all times, the proposed activity shall be conducted in accordance with the provisions of the <i>Environmental Protection Act 1994</i> and all relevant regulations and standards.</p> <p><u>Lighting</u></p> <p>7.3 The operation of the activity does not cause undue disturbance to any person or activity because of the light it emits.</p> <p><u>Hours of Operation</u></p> <p>7.4 The hours of operation are limited to 7.00am to 6.00pm Monday to Friday and 9.00am – 1.00pm Saturday. Operation of the Community Care Facility is not permitted on any Sunday or Public Holidays.</p> <p><u>Complaint Management</u></p> | <p>To ensure that the use of the site does not cause unacceptable nuisance in accordance with community expectations, and relevant legislation including the <i>Environmental Protection Act 1994</i>.</p> | <p>All times.</p> |

Attachment A – Recommended Conditions of Approval

| Condition | Reason | Timing |
|---|---|---|
| <p>7.5 In the event of a complaint being received by Council in relation to nuisance associated with the use that is considered reasonable, Council will require the developer/operator to engage a suitably qualified consultant to undertake an assessment addressing nuisance emanating from the site for this use to the satisfaction of the Burdekin Shire Council.</p> <p>7.6 The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations and must provide a recommended method and proposed measures for Council's review and approval. The developer/operator must undertake any works (if required from the report) within three (3) months at no cost to Council.</p> | | |
| Infrastructure Provision | | |
| <p>8 Water Supply</p> <p>8.1 A suitably qualified Registered Professional Engineer of Queensland (RPEQ) must certify that the existing water supply flow and pressure is adequate to meet the demand of the proposed development in accordance with Council's Customer Service Standards for Water and Sewerage.</p> <p>8.2 Any alterations required to Council's water reticulation network must be submitted as part of the application for Operational Works and approved Council.</p> <p>8.3 Any alterations required to Council's water reticulation network are to be completed at the applicant's full cost with no cost to Council.</p> <p>9 Sewerage Supply</p> <p>9.1 A suitably qualified Registered Professional Engineer of Queensland (RPEQ) must certify that the existing sewerage infrastructure is adequate to meet the demand of the proposed development.</p> <p>9.2 Any alterations required to Council's sewerage network must be submitted as part of the application for Operational Works and approved by Council.</p> <p>9.3 Any alterations required to Council's sewerage network are to be completed at the applicant's full cost with no cost to Council.</p> <p>10 Stormwater</p> <p>10.1 A suitably qualified Registered Professional Engineer of Queensland (RPEQ) must certify that any increase in run off from the site will not have detrimental effect on the existing stormwater drainage networks.</p> | <p>To ensure that the premises is appropriately serviced by reticulated infrastructure in accordance with relevant code/s and policy direction:</p> <ul style="list-style-type: none"> a. for general use; b. for firefighting purposes; c. to maintain the structural integrity of Council sewerage and water supply infrastructure; and to d. ensure the premises appropriately manages and convey stormwater legally and in an environmentally responsible manner. | <ul style="list-style-type: none"> i. Technical details required to be submitted to Council as part of an application for Operational Works, prior to the commencement of any works on site. ii. At all times |

Attachment A – Recommended Conditions of Approval

| Condition | Reason | Timing |
|--|---|----------------------|
| <p>10.2 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.</p> <p>10.3. Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.</p> <p>11 Electricity and Communications Provide electricity and telecommunications connection to the proposed development to the requirements of the relevant authority.</p> | | |
| Amenity and Safety | | |
| <p>12 Landscaping, Fencing and Screening</p> <p>12.1 Landscaping, Fencing and Screening measures that contributes to an attractive streetscape and maintains appropriate amenity is to be provided.</p> <p><u>Landscaping</u></p> <p>12.1 All existing landscaping provisions to be maintained, except where modified by the conditions of this approval.</p> <p>12.2 All landscaping including associated irrigation and fencing and screening measures must be suitably constructed and maintained for the life of the development.</p> <p><u>Fencing and Screening</u></p> <p>12.3 A minimum 1.8m high, no gap fence is to be provided for the full length of the common boundaries of the subject site, excepting</p> <ul style="list-style-type: none"> (i) the front road (southeast) boundary (along Wickham Street); and (ii) the common boundary to the west adjoining the existing residential property, located at 89 Wickham Street, Ayr. <p>12.4 All plant and equipment (including air conditioners, exhaust fans and the like) are to be housed, screened and located so as to <u>not</u>:</p> <ul style="list-style-type: none"> (i) to cause environmental nuisance or harm to the existing residential uses in the surrounding area; and (ii) be visible from the street. <p>13 Refuse Facilities and Waste Management</p> | <p>To ensure that the use of the site:</p> <ul style="list-style-type: none"> a. Does not cause noise and light nuisance to nearby sensitive receptors, in accordance with the <i>Environmental Protection Act 1994</i>; b. Does not have a detrimental effect on the visual amenity of the surrounding locality; c. Allows the general public, service and emergency service providers to effectively identify the property; and d. Protects matters of public health and amenity. | <p>At all times.</p> |

Attachment A – Recommended Conditions of Approval

| Condition | Reason | Timing |
|---|--------|--------|
| <p>13.1 Refuse Facilities and Waste Management must be provided to the satisfaction of Council, in accordance with Council's Waste Management Policy, <i>Local Law No. 8 (Waste Management) 2018</i> and the <i>Environmental Protection Regulation 2019</i> to ensure sufficient waste management storage capacity is provided on site to adequately cater for the demand generated by the use of the premises.</p> <p>13.1 Waste storage area/s are to be sufficient in size to house all waste collection containers including recycling waste containers.</p> <p>13.2 The waste storage area/s must be suitably enclosed and imperviously paved, with a hose cock and hose fitted near the enclosure to ensure the area can be easily and effectively cleaned.</p> <p>13.3 Waste storage areas shall be:</p> <p>13.3.1 not visible from the street front; and</p> <p>13.3.2 Suitably screened.</p> <p>14 Signage</p> <p>14.1 Any signage to be associated with the use must be designed to the satisfaction of Council.</p> <p>14.1 To maintain amenity for the adjoining residential properties, no illumination of the signage is to occur unless otherwise approved by Council.</p> <p>15 Storage</p> <p>15.1 Goods, equipment, packaging material or machinery must not be stored or left exposed outside the building so as to be visible from any public road or thoroughfare.</p> <p>15.2 Where storage of chemicals is required, a bunded area with a non-porous base is to be provided.</p> <p>15.3 Any storage on site is required to be screened from view from all roads and adjacent properties.</p> <p>16 Building Materials</p> <p>The exterior surfaces of all buildings and structures associated with the use must be constructed from materials and/or painted or similarly treated with paint or pigment of a low reflective level which does not cause excessive glare.</p> <p>17 Property Numbering</p> <p>Legible property numbers must be erected at the premises and must be maintained.</p> <p>The site identification numbers should be of reflective material, maintained free from foliage and other obstructions, and be large enough to be read from the street.</p> | | |

Attachment A – Recommended Conditions of Approval

| Condition | | Reason | Timing |
|-----------|--|--------|--------|
| 18 | Complaint Management | | |
| 18.1 | In the event of a complaint being received by Council in relation to nuisance associated with the use that is considered reasonable, Council may require the developer/operator to engage a suitably qualified consultant to undertake an assessment addressing nuisance emanating from the site for this use to the satisfaction of the Burdekin Shire Council. | | |
| 18.2 | The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations and must provide a recommended method and proposed measures for Council's review and approval. The developer/operator must undertake any works (if required from the report) within 3 months at no cost to Council. | | |

Attachment A – Recommended Conditions of Approval

Advice

| |
|---|
| <p>1. Infrastructure Charges</p> <p>An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information.</p> |
| <p>2. Uses other than Community Care Facility and Caretakers Accommodation</p> <p>Any other uses proposed on this lot that are not defined as 'Community Care Facility and Caretakers Accommodation' and/or separately defined in Council's Planning Scheme will require a separate development application and permit as per the Planning Scheme requirements and all relevant legislation.</p> |
| <p>3. Compliance with Conditions</p> <p>Inspections will be required to be undertaken by council to determine compliance with conditions that are not subject to a further approval.</p> |
| <p>4. Further Approvals Required</p> <p>a) Operational Works</p> <p>A Development Permit for Operational Works to carry out civil works including access widening works, on site car parking and manoeuvrability areas, landscaping and fencing associated with the planning approval is required prior to any works commencing on site.</p> <p>b) Plumbing and Drainage Works</p> <p>A Compliance Permit to carry out plumbing and drainage works prior to the commencement of plumbing and drainage works.</p> <p>c) Building Works</p> <p>A Development Permit for Building Works to carry out building works and to change the classification of the building is required, prior to works commencing on site.</p> <p>d) Build over sewer/Adjacent to Services</p> <p>An Approval to build over/adjacent to sewer will be required, if relevant, prior to works commencing on site.</p> <p>e) Road Works Permit</p> <p>A Roadworks permit for works within the road reserve must be obtained.</p> |
| <p>5. Construction</p> <p><u>5.1 Commencement</u></p> <p>Council must be notified in writing two (2) weeks prior to the proposed construction commencement date via planning@burdekin.qld.gov.au .</p> <p><u>5.2 Environmental Nuisance</u></p> <p>Ensure compliance with the Environmental Protection Act 1994. The Act states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance.</p> <p>In this regard persons and entities, involved in the civil, earthworks, and construction phases of this development, are to adhere to their "general environmental duty" to minimise the risk of causing environmental harm.</p> <p><u>5.3 General Safety of Public During Construction</u></p> |

Attachment A – Recommended Conditions of Approval

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

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

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

5.4 Building Work Noise

The hours of audible noise associated with construction and building work on site must be limited to between the hours of:

- 6.30 a.m. to 6.30 p.m. Monday to Saturday; with
- No work on Sundays or Public Holidays.

5.5 Storage of Materials and Machinery

All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted outside the site, on road reserves or adjoining land unless written permission from the owner of that land and Council is provided.

6. Aboriginal and Cultural Heritage

- 6.1 If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.
- 6.2 The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: www.datsip.qld.gov.au

7. Miscellaneous

- 7.1 Council will not be obligated to upgrade any roads accessing the development due to increased vehicle numbers accessing the development.
- 7.2 The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of Council.
- 7.3 It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.

Enquiries to: Planning Department
Our Reference: MCU23/0017
Your Reference: 56986-001-01

18 June 2024

Rhonda Martin
C/- Brazier Motti
595 Flinders Street
Townsville QLD 4810
Via Email: emma.staines@braziermotti.com.au

Attention: Emma Staines, Town Planner

Dear Emma,

Development Approval – Negotiated Decision Notice for MCU23/00017

Material Change of Use – Community Care Centre and Caretakers Accommodation on land described as Lot 8 on SP167787 and located at 87 Wickham Street, Ayr.

In reference to the above-described application, Council resolved to approve your request in part for a Negotiated Decision at its meeting held on **Tuesday 11 June 2024**. The attached Negotiated Decision Notice replaces the previously given Decision Notice issued on **5 March 2024**.

Council's Negotiated Decision Notice is attached and outlines the development's conditions of approval, currency period, approved plans, referral agency response (if applicable) and includes extracts from the Planning Act 2016 with respect to suspension of the appeal period and lodging an appeal, should you wish to do so.

Should you have any further queries in relation to the above, please do not hesitate to contact the Planning Department on the above number.

Yours faithfully,



Kellie Galletta
MANAGER – PLANNING & DEVELOPMENT

Negotiated Decision Notice

Planning Act 2016

Address all communications to
The Chief Executive Officer

PO Box 974, Ayr Qld 4807
T (07) 4783 9800 | F (07) 4783 9999
planning@burdekin.qld.gov.au
www.burdekin.qld.gov.au

18 June 2024

Application Details

This Negotiated Decision Notice relates to the below development application:

| | |
|-----------------------------------|---|
| Application Number: | MCU23/0017 |
| Applicant Details: | Rhonda Martin C/- Brazier Motti 595 Flinders Street Townsville QLD 4810 Email: emma.staines@braziermotti.com.au |
| Owner Details: | Rhonda Martin |
| Street Address: | 87 Wickham Street, Ayr |
| Real Property Description: | Lot 8 on SP167787 |
| Proposal: | Material Change of Use - Community Care Centre and Caretakers Accommodation |
| Level of Assessment: | Impact |

Negotiated Decision

Development assessment, as per the provisions of the *Planning Act 2016*, has been undertaken. The information below outlines the specifics of any approval or refusal issued by the Assessment Manager:

| | |
|------------------------------------|---|
| Previous Decision | MCU23/0017 – Original Decision Notice – issued 5 March 2024 |
| Date of Negotiated Decision | 11 June 2024 |
| Decision Type | Development Permit |
| Decision Outcome | Approval with Conditions |
| Planning Instrument | <i>Burdekin Shire Planning Scheme December 2022</i> |

Nature of the Changes

In relation to the request to amend conditions under Section 75 of the Planning Act 2016, Council decided under section 76 of the Planning Act 2016 to approve in part your request.

The nature of the changes to the conditions of approval are listed below (as strikethrough and bold text)

| Carparking and Access | | |
|---|--|---|
| 6 Roadworks, Access, Parking and Traffic 6.1 The development is to provide sufficient car parking on site to safely and efficiently accommodate parking demand generated by the approved activity. 6.2 All vehicles accessing the premises must enter and leave the site in a forward direction. 6.3 Accesses to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to Council's satisfaction within <u>thirty-six (36) months from the commencement of the Material Change of use.</u> Access 6.4 Existing access is to be widened to a minimum width of 6.0m in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ), within <u>thirty-six (36) months from the commencement of the Material Change of use.</u> 6.5 Appropriate signage and pavement marking to delineate the direction of traffic entering and exiting the site is to be completed within <u>thirty-six (36) months from the commencement of the Material Change of use.</u> All pavement marking must be in accordance with the relevant Australian standards and to the satisfaction of the Council. On site Carparking 6.6 A minimum of five (5) carparking spaces, inclusive of one (1) accessible parking space provided for persons with a disability, are to be provided on site at all times, dedicated as follows: | | |
| | To ensure development is appropriately serviced by adequate parking and access in accordance with relevant code/s and policy direction; and that the developments impact on the road network and safety of road users in this location is appropriately mitigated. | i. Technical details are to be submitted to Council as part of an application for Operational Work. ii. <u>A Development Permit for Operational Works must be granted prior to issue of the Certificate of Occupancy for Building Works.</u> i. <u>Works to be completed prior to the commencement of the use.</u> ii. <u>To be maintained at all times for the life of the development.</u> |
| Condition | Reason | Timing |
| • Community Care Facility – Four (4) spaces; and • Caretakers Accommodation – One (1) covered space. 6.7 All on-site parking must be designed in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ). 6.8 All car parking facilities must be always maintained to a safe operating standard thereafter. On Street Carparking 6.9 Where the use of existing <u>onstreet</u> car parking spaces is required for the Community Care Facility, the use of parking spaces located in the section of Edwards Street between MacMillan Street and Wickham Street only, are strictly permitted for use. | | |

Conditions of Approval

The negotiated conditions of approval are provided in **Attachment A** of this Negotiated Decision Notice.

Referral Agencies

Not Applicable.

Property Notes

Not Applicable.

Further Approvals Required

- Development Permit for Building Works.
- Development Permit for Plumbing and Drainage Works.

Infrastructure Charges

An Infrastructure Charges Notice is enclosed.

Rights of Appeal

The rights of an applicant to appeal to the Planning and Environment Court against a decision about a Development Application area set out in Chapter 6. Part 1 of the Planning Act 2016. There may also be the right to make an application for a declaration by Tribunal (refer Chapter 6, Part 2 of the Planning Act 2016).

An applicant for a development application may appeal to the Planning and Environment Court against the following:

- the refusal of all or part of the development application.
- a provision of the development approval.
- the decision to give a preliminary approval when a development permit was applied for.
- a deemed refusal of the development application.

The timeframes for starting an appeal in the Planning and Environment Court are set out in section 229 of the *Planning Act 2016*. A copy of the relevant appeal provisions from the *Planning Act 2016* is **attached**.

Approval Currency Period

Pursuant to Section 85 of *Planning Act 2016*, the development approval will lapse within six (6) years after the approval starts to have effect, unless otherwise conditioned. The currency period can only be extended if the request is received before the approval lapses.

Approved Plans and Documents

The following plans are the approved plans for the development:

| Drawing/Plan Title | Number/Issue | Date |
|---|---------------------------------|--------------|
| Tony Ferraris Consulting – Building Design – Proposed Site and Floor Plan | TFBD-23018 DWG No: A02, Issue A | 28 July 2023 |

The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit.

A copy of the approved plans is included as **Attachment B** of this Negotiated Decision Notice.

Notice About Decision – Statement of Reasons

This Notice is prepared in accordance with s 63(5) and s 83(7) of the *Planning Act 2016* to inform the public about a decision that has been made in relation to a development application.

The purpose of the Notice is to enable a public understanding of the reasons for the planning decision, specifically having regard to:

- the relevant parts of the Planning Scheme and Assessment Benchmarks against which the application was assessed; and
- any other information, documents or other material Council was either required to, or able to, consider in its assessment.

All terms used in this Notice have the meanings given them in the *Planning Act 2016*.

Assessment Benchmarks

The following assessment benchmarks applied to the proposed development:

- *The Planning Act 2016*
- *The Planning Regulation 2017*
- *Burdekin Shire Council Planning Scheme 2022*

- Strategic Framework
- Low-medium Density Residential Zone Code
- Development Works Code

Compliance with Assessment Benchmarks

| Assessment Benchmark: | Reason for approval despite Non-compliance considered to comply with Benchmark: |
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| Strategic Framework | |
| <p>The four themes of the intent of the Strategic Framework are:</p> <ul style="list-style-type: none"> (i) Liveable communities and infrastructure (ii) Economic growth (iii) Safe and resilient communities (iv) Natural resources, the environment and Heritage <p>In particular, Strategic Outcome 2.3 Liveable communities and infrastructure, Item 2.3.3 (6) applies to this development: <i>Other than home based businesses, non-residential activities in a residential or rural residential zone are limited to individual local services such as a community use, community care centre, childcare centre, a shop being a local convenience store and an office and health care service or veterinary service that is limited to a single practitioner.</i></p> | <p>Proposal considered to generally comply with the intent of the strategic outcomes sought by the Planning Scheme, in particular Part 2.3 Liveable communities and infrastructure as it is in part a non-residential Community Care Facility that is of a scale that should function with limited impacts to the existing character and amenity of the surrounding area and locality.</p> <p>The approval has been appropriately conditioned to ensure any adverse impacts are avoided and/or managed appropriately.</p> |
| Development Works Code | |
| Traffic and Access | |
| Assessment Benchmark: | Reason for approval despite Non-compliance with Benchmark: |
| <p>PO25</p> <p>Development has vehicle access and manoeuvring sufficient to accommodate the anticipated traffic demand and servicing requirements safely and efficiently.</p> <p>AO21</p> <p>Circulation areas, turning areas and driveways comply with Australian Standards AS2890.1 and AS2890.2, as amended from time to time.</p> <p>PO27</p> <p>Development provides sufficient car parking on-site to accommodate the anticipated demand safely and efficiently.</p> <p>AO23</p> <p>Vehicle parking on-site and access and manoeuvring areas are in accordance with table</p> | <p>Conditioned to comply where relevant, the proposed development is considered to generally comply overall with the intent sought by the Development Works Code, given that it is a redevelopment of an existing brownfield site and there is limited change to that already existing on site.</p> <p>Modification of the existing access to widen it to ensure it meets current design standards and requirements reflective of a commercial use is required, and this has been conditioned as part of the approval.</p> <p>With respect to the shortfall of on-site parking spaces provided for the development and given the surrounding the uses and existing traffic in the area,</p> |

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| 6.2.1.3(e) – Vehicle parking rates and standards, being: <ul style="list-style-type: none"> Community care centre: 1 space per 2 employees. | the development permit has been strictly restricted through the conditions of approval, so that where the use of existing on street car parking spaces for the Community Care Facility is required, the developer/operator is only permitted the use of existing parking spaces located in the section of Edwards Street, between MacMillan Street and Wickham Street only. |
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Council exercises its discretion to approve the application even though the development may not strictly comply with an aspect of the assessment benchmarks, as the proposal is generally consistent with all relevant assessment benchmarks and where there is an inconsistency, it has been appropriately conditioned to comply or conditioned to ensure the alternative solution approved by Council is complied with.

Submissions

One (1) properly made submission was received during the notification period from P and M Neville. The submission expressed concerns with the following:

- Heavy traffic at certain times;
- Number of persons using the facility;
- Conflicts between users of the facility and high school related traffic (both vehicle and foot);
- Lack of parking provided on site and on street;
- Lack of footpath infrastructure in the locality;
- Speed of traffic using Wickham Street great than signed;
- Visibility and safety when exiting their property;
- The developments' ability to provide an "All Abilities Access".

Council must consider all properly made submissions in the assessment process in accordance with the provisions of the *Planning Act 2016* and the Development Assessment Rules and has conditioned the Development Permit appropriately, to minimise effects upon the existing amenity of the area as a result of the development.

REASONS FOR THE DECISION

Following an assessment of the change representations against the assessment benchmark listed above, Council determined the proposed development is generally consistent with the relevant assessment benchmarks of the *Burdekin Shire Planning Scheme 2022* and will not cause significant adverse impacts on the surrounding natural environment, built environment and infrastructure, community facilities, or local character and amenity.

In regard to the change representations, given the proposed scale of the new commercial activity and that it is located on a residential zoned lot with existing residential uses adjacent, Council considers the original conditions placed on the approval to be reasonable and relevant and therefore should remain.

However, Council was made aware of the economic circumstances the applicant had been facing as a new business start-up. As a result of consideration that it is a new business providing a much needed service to

the Burdekin Community, Council has agreed on an amendment to the timing for the completion of the works to be carried out, allowing the applicant additional time up to thirty-six (36) months to achieve final compliance with the conditions of approval.

Appeal Rights

Planning Act 2016 & The Planning Regulation 2017

Chapter 6 Dispute resolution

Part 1 Appeal rights

229 Appeals to tribunal or P&E Court

- (1) Schedule 1 of the *Planning Act 2016* states –
 - (a) Matters that may be appealed to –
 - (i) either a tribunal or the P&E Court; or
 - (ii) only a tribunal; or
 - (iii) only the P&E Court; and
 - (b) The person-
 - (i) who may appeal a matter (**the appellant**); and
 - (ii) who is a respondent in an appeal of the matter; and
 - (iii) who is a co-respondent in an appeal of the matter; and
 - (iv) who may elect to be a co-respondent in an appeal of the matter.

(Refer to Schedule 1 of the Planning Act 2016)

- (2) An appellant may start an appeal within the appeal period.
- (3) The **appeal period** is –
 - (a) for an appeal by a building advisory agency – 10 business days after a decision notice for the decision is given to the agency; or
 - (b) for an appeal against a deemed refusal – at any time after the deemed refusal happens; or
 - (c) for an appeal against a decision of the Minister, under chapter 7, part 4, to register premises or to renew the registration of premises – 20 business days after a notice is published under section 269(3)(a) or (4); or
 - (d) for an appeal against an infrastructure charges notice – 20 business days after the infrastructure charges notice is given to the person; or
 - (e) for an appeal about a deemed approval of a development application for which a decision notice has not been given – 30 business days after the applicant gives the deemed approval notice to the assessment manager; or
 - (f) for any other appeal – 20 business days after a notice of the decision for the matter, including an enforcement notice, is given to the person.

Note –

See the P&E Court Act for the court's power to extend the appeal period.

- (4) Each respondent and co-respondent for an appeal may be heard in the appeal.
- (5) If an appeal is only about a referral agency's response, the assessment manager may apply to the tribunal or P&E Court to withdraw from the appeal.
- (6) To remove any doubt. It is declared that an appeal against an infrastructure charges notice must not be about-
 - (a) the adopted charge itself; or
 - (b) for a decision about an offset or refund-
 - (i) the establishment cost of trunk infrastructure identified in a LGIP; or
 - (ii) the cost of infrastructure decided using the method included in the local government's charges resolution.

230 Notice of appeal

- (1) An appellant starts an appeal by lodging, with the registrar of the tribunal or P&E Court, a notice of appeal that-
 - (a) is in the approved form; and
 - (b) succinctly states the grounds of the appeal.
- (2) The notice of appeal must be accompanied by the required fee.
- (3) The appellant or, for an appeal to a tribunal, the registrar must, within the service period, give a copy of the notice of appeal to –
 - (a) the respondent for the appeal ; and
 - (b) each co-respondent for the appeal; and
 - (c) for an appeal about a development application under schedule 1, table 1, item 1 – each principal submitter for the development application; and
 - (d) for an appeal about a change application under schedule 1, table 1, item 2 – each principal submitter for the change application; and
 - (e) each person who may elect to become a co-respondent for the appeal, other than an eligible submitter who is not a principal submitter in an appeal under paragraph (c) or (d); and
 - (f) for an appeal to the P&E Court – the chief executive; and
 - (g) for an appeal to a tribunal under another Act – any other person who the registrar considers appropriate.

- (4) The *service period* is –
 - (a) if a submitter or advice agency started the appeal in the P&E Court – 2 business days after the appeal has started; or
 - (b) otherwise – 10 business days after the appeal is started.
- (5) A notice of appeal given to a person who may elect to be a co-respondent must state the effect of subsection (6).
- (6) A person elects to be a co-respondent by filing a notice of election, in the approved form, within 10 business days after the notice of appeal is given to the person.

231 Other appeals

- (1) Subject to this chapter, schedule 1 and the P&E Court Act, unless the Supreme Court decides a decision or other matter under this Act is affected by jurisdictional error, the decision or matter is non-appealable.
- (2) The *Judicial Review Act 1991*, part 5 applies to the decision or matter to the extent it is affected by jurisdictional error.
- (3) A person who, but for subsection (1) could have made an application under the *Judicial Review Act 1991* in relation to the decision or matter, may apply under part 4 of that Act for a statement of reasons in relation to the decision or matter.
- (4) In this section –
 - decision* includes-
 - (a) conduct engaged in for the purpose of making a decision; and
 - (b) other conduct that relates to the making of a decision; and
 - (c) the making of a decision or failure to make a decision; and
 - (d) a purported decision ; and
 - (e) a deemed refusal.
 - non-appealable*, for a decision or matter, means the decision or matter-
 - (a) is final and conclusive; and
 - (b) may not be challenged, appealed against, reviewed, quashed, set aside or called into question in any other way under the *Judicial Review Act 1991* or otherwise, whether by the Supreme Court, another court, a tribunal or another entity; and
 - (c) is not subject to any declaratory, injunctive or other order of the Supreme Court, another court, a tribunal or another entity on any ground.

232 Rules of the P&E Court

- (1) A person who is appealing to the P&E Court must comply with the rules of the court that apply to the appeal.
- (2) However, the P&E Court may hear and decide an appeal even if the person has not complied with the rules of the P&E Court.

Attachment A – Conditions of Approval

| Condition | Reason | Timing |
|---|--------|---------------|
| <p>1 General and Administration</p> <p><u>Compliance with Conditions</u></p> <p>1.1 The Applicant (and any contractor, agent, employee or invitee of the applicant) is responsible for carrying out the approved development and ensuring compliance with this development approval, the conditions of the approval and the relevant requirements in accordance with:</p> <p>1.1.1 The specifications, facts and circumstances as set out in the application submitted to Council, including recommendations and findings confirmed within the relevant technical reports.</p> <p>1.1.2 The development must comply in full with all conditions of this approval, and is to be designed, constructed and maintained in accordance with relevant Planning Scheme requirements, Council policies, guidelines and standards (except as otherwise specified by any condition) and all other relevant legislative requirements to Council's satisfaction, and best industry practice.</p> <p>1.2 Where a discrepancy or conflict exists between the written condition(s) of the approval and the approved plans, the requirements of the written condition(s) of the development approval will prevail.</p> <p>1.3 Where these conditions refer to 'Council' in relation to requiring Council to approve or be satisfied, the role of the Council may be fulfilled in whole or in part by an officer acting under appropriate delegation.</p> <p><u>Notice of Intention to Commence the Use</u></p> <p>1.4 Prior to the commencement of the use on the land the subject of the application, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.</p> <p><u>Works – Applicant's Responsibility/Expense</u></p> <p>1.5 The cost of all works associated with the development and construction of the development including services, facilities and/or public utility alterations required are met by the applicant, at no cost to the Council.</p> <p>1.6 The applicant must repair any damage to existing infrastructure (e.g. kerb and channel, footpath or roadway) that may occur during any works undertaken as part of the development. Any damage that is deemed to create a hazard to the community must be repaired immediately.</p> <p>1.7 Any required relocation and/or alteration to any public service or facility installation must be carried out at no cost to council.</p> <p><u>Infrastructure Conditions</u></p> <p>1.8 All development conditions contained in this development approval relating to infrastructure under Chapter 4 of the <i>Planning Act 2016 (the Act)</i>, should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated.</p> | | At all times. |

Attachment A – Conditions of Approval

| Condition | Reason | Timing |
|--|---|---------------|
| 2 Approved Plans and Documents <u>Approved Plans & Documents</u> 2.1 The proposed development and use of the site must be completed, comply with and maintained generally in accordance with drawings/documents identified in the table below, except as otherwise specified and/or amended by any condition of this approval. 2.2 The development must generally accord with the position and at the levels identified on the approved plans or as stipulated by a condition of this approval, noting that all boundary setback measurements are taken from the real property boundary and not from such things as road bitumen or fence lines. 2.3 One full set of the most up to date approved plans must be held on site and available for inspection for the duration of the construction phase. | The approved development must be completed and maintained generally in accordance with the approved drawings and documents. | At all times. |
| Approved Plans | | |
| Drawing Title | Drawing/Revision | Date |
| Tony Ferraris Consulting – Building Design – Proposed Site and Floor Plan | TFBD-23018 DWG No: A02, Issue A | 28 July 2023 |
| 3 Outstanding charges All rates and charges (including infrastructure charges), in arrears in respect of the land, subject of the application, are paid in full prior to the commencement of the proposed use. | | |
| 4 Operation of the Use/Limitation of Approval 4.1 This approval is limited to a 'Community Care Facility and Caretakers Accommodation' use as defined by Schedule 1, Definitions SC1.1 Use Definitions of <i>Burdekin Shire Planning Scheme 2022</i> . 4.2 Specifically the approved use is to remain in accordance with the scale and intensity provided in the development application and as set out on the approved proposal plans listed in the table forming part of Condition 2. 4.3 No other operations and/or activities are allowed other than that approved by this permit. | The development must comply with all planning scheme requirements and definitions as approved and conditioned by this development permit. | At all times. |

Attachment A – Conditions of Approval

| Condition | Reason | Timing |
|---|--|--|
| <p>4.4 The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the development application including its supporting material provided to it by the Applicant.</p> <p>4.5 The Council and its officers rely upon the applicant concerning the accuracy and completeness of the application and its supporting material and accepts the development application and supporting material as constituting a representation by the applicant as to its accuracy and completeness.</p> | | |
| <p>5 Notice of Intention to Commence the Use</p> <p>Prior to the commencement of the use on the land subject to the application, written notice must be given to Council that the use (development and/or works) fully complies with the decision notice issued in respect of the use.</p> | To ensure Council is appropriately informed of that the use commencing and that all conditions of the relevant development permits have been complied with. | Prior to the commencement of the use. |
| Carparking and Access | | |
| <p>6 Roadworks, Access, Parking and Traffic</p> <p>6.1 The development is to provide sufficient car parking on site to safely and efficiently accommodate parking demand generated by the approved activity.</p> <p>6.2 All vehicles accessing the premises must enter and leave the site in a forward direction.</p> <p>6.3 Accesses to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to Council's satisfaction within thirty-six (36) months from the commencement of the Material Change of use.</p> <p><u>Access</u></p> <p>6.4 Existing access is to be widened to a minimum width of 6.0m in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ), within thirty-six (36) months from the commencement of the Material Change of use.</p> <p>6.5 Appropriate signage and pavement marking to delineate the direction of traffic entering and exiting the site is to be completed within thirty-six (36) months from the commencement of the Material Change of use. All pavement marking must be in accordance with the relevant Australian standards and to the satisfaction of the Council.</p> | To ensure development is appropriately serviced by adequate parking and access in accordance with relevant code/s and policy direction; and that the developments impact on the road network and safety of road users in this location is appropriately mitigated. | <p>i. Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>ii. A Development Permit for Operational Works must be granted prior to issue of the Certificate of Occupancy for Building Works.</p> <p>iii. To be maintained at all times for the life of the development.</p> |

Attachment A – Conditions of Approval

| Condition | Reason | Timing |
|--|--|-------------------|
| <p><u>On site Carparking</u></p> <p>6.6 A minimum of five (5) carparking spaces, inclusive of one (1) accessible parking space provided for persons with a disability, are to be provided on site at all times, dedicated as follows:</p> <ul style="list-style-type: none"> • Community Care Facility – Four (4) spaces; and • Caretakers Accommodation – One (1) covered space. <p>6.7 All on-site parking must be designed in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ).</p> <p>6.8 All car parking facilities must be always maintained to a safe operating standard thereafter.</p> <p><u>On-street Carparking</u></p> <p>6.9 Where the use of existing on-street car parking space is required for the Community Care Facility, the use of parking spaces located in the section of Edwards Street between MacMillan Street and Wickham Street only, are strictly permitted for use.</p> | | |
| Nuisance | | |
| <p>7 Avoiding Nuisance</p> <p>7.1 The proposed activity must be conducted in a manner that applies such reasonable and practical means to avoid, minimise or manage significant impacts on the existing amenity of the locality as a result of noise, lighting, odour, dust, volume of traffic generated, loss of privacy or other cause.</p> <p>7.2 At all times, the proposed activity shall be conducted in accordance with the provisions of the <i>Environmental Protection Act 1994</i> and all relevant regulations and standards.</p> <p><u>Lighting</u></p> <p>7.3 The operation of the activity does not cause undue disturbance to any person or activity because of the light it emits.</p> <p><u>Hours of Operation</u></p> <p>7.4 The hours of operation are limited to 7.00am to 6.00pm Monday to Friday and 9.00am – 1.00pm Saturday. Operation of the Community Care Facility is not permitted on any Sunday or Public Holidays.</p> <p><u>Complaint Management</u></p> | <p>To ensure that the use of the site does not cause unacceptable nuisance in accordance with community expectations, and relevant legislation including the <i>Environmental Protection Act 1994</i>.</p> | <p>All times.</p> |

Attachment A – Conditions of Approval

| Condition | Reason | Timing |
|---|---|---|
| <p>7.5 In the event of a complaint being received by Council in relation to nuisance associated with the use that is considered reasonable, Council will require the developer/operator to engage a suitably qualified consultant to undertake an assessment addressing nuisance emanating from the site for this use to the satisfaction of the Burdekin Shire Council.</p> <p>7.6 The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations and must provide a recommended method and proposed measures for Council's review and approval. The developer/operator must undertake any works (if required from the report) within three (3) months at no cost to Council.</p> | | |
| Infrastructure Provision | | |
| <p>8 Water Supply</p> <p>8.1 A suitably qualified Registered Professional Engineer of Queensland (RPEQ) must certify that the existing water supply flow and pressure is adequate to meet the demand of the proposed development in accordance with Council's Customer Service Standards for Water and Sewerage.</p> <p>8.2 Any alterations required to Council's water reticulation network must be submitted as part of the application for Operational Works and approved Council.</p> <p>8.3 Any alterations required to Council's water reticulation network are to be completed at the applicant's full cost with no cost to Council.</p> <p>9 Sewerage Supply</p> <p>9.1 A suitably qualified Registered Professional Engineer of Queensland (RPEQ) must certify that the existing sewerage infrastructure is adequate to meet the demand of the proposed development.</p> <p>9.2 Any alterations required to Council's sewerage network must be submitted as part of the application for Operational Works and approved by Council.</p> <p>9.3 Any alterations required to Council's sewerage network are to be completed at the applicant's full cost with no cost to Council.</p> <p>10 Stormwater</p> <p>10.1 A suitably qualified Registered Professional Engineer of Queensland (RPEQ) must certify that any increase in run off from the site will not have detrimental effect on the existing stormwater drainage networks.</p> | <p>To ensure that the premises is appropriately serviced by reticulated infrastructure in accordance with relevant code/s and policy direction:</p> <ul style="list-style-type: none"> a. for general use; b. for firefighting purposes; c. to maintain the structural integrity of Council sewerage and water supply infrastructure; and to d. ensure the premises appropriately manages and convey stormwater legally and in an environmentally responsible manner. | <ul style="list-style-type: none"> i. Technical details required to be submitted to Council as part of an application for Operational Works, prior to the commencement of any works on site. ii. At all times |

Attachment A – Conditions of Approval

| Condition | Reason | Timing |
|--|---|----------------------|
| <p>10.2 The approved development and use(s) must not interfere with the natural flow of stormwater in the locality in such a manner as to cause ponding or concentration of stormwater on adjoining land or roads.</p> <p>10.3. Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.</p> <p>11 Electricity and Communications Provide electricity and telecommunications connection to the proposed development to the requirements of the relevant authority.</p> | | |
| Amenity and Safety | | |
| <p>12 Landscaping, Fencing and Screening</p> <p>12.1 Landscaping, Fencing and Screening measures that contributes to an attractive streetscape and maintains appropriate amenity is to be provided.</p> <p><u>Landscaping</u></p> <p>12.2 All existing landscaping provisions to be maintained, except where modified by the conditions of this approval.</p> <p>12.3 All landscaping including associated irrigation and fencing and screening measures must be suitably constructed and maintained for the life of the development.</p> <p><u>Fencing and Screening</u></p> <p>12.4 A minimum 1.8m high, no gap fence is to be provided for the full length of the common boundaries of the subject site, excepting</p> <ul style="list-style-type: none"> (i) the front road (southeast) boundary (along Wickham Street); and (ii) the common boundary to the west adjoining the existing residential property, located at 89 Wickham Street, Ayr. <p>12.5 All plant and equipment (including air conditioners, exhaust fans and the like) are to be housed, screened and located so as to <u>not</u>:</p> <ul style="list-style-type: none"> (i) to cause environmental nuisance or harm to the existing residential uses in the surrounding area; and (ii) be visible from the street. <p>13 Refuse Facilities and Waste Management</p> | <p>To ensure that the use of the site:</p> <ul style="list-style-type: none"> a. Does not cause noise and light nuisance to nearby sensitive receptors, in accordance with the <i>Environmental Protection Act 1994</i>; b. Does not have a detrimental effect on the visual amenity of the surrounding locality; c. Allows the general public, service and emergency service providers to effectively identify the property; and d. Protects matters of public health and amenity. | <p>At all times.</p> |

Attachment A – Conditions of Approval

| Condition | Reason | Timing |
|---|--------|--------|
| <p>13.1 Refuse Facilities and Waste Management must be provided to the satisfaction of Council, in accordance with Council's Waste Management Policy, <i>Local Law No. 8 (Waste Management) 2018</i> and the <i>Environmental Protection Regulation 2019</i> to ensure sufficient waste management storage capacity is provided on site to adequately cater for the demand generated by the use of the premises.</p> <p>13.2 Waste storage area/s are to be sufficient in size to house all waste collection containers including recycling waste containers.</p> <p>13.3 The waste storage area/s must be suitably enclosed and imperviously paved, with a hose cock and hose fitted near the enclosure to ensure the area can be easily and effectively cleaned.</p> <p>13.4 Waste storage areas shall be:</p> <p>13.4.1 not visible from the street front; and</p> <p>13.4.2 Suitably screened.</p> <p>14 Signage</p> <p>14.1 Any signage to be associated with the use must be designed to the satisfaction of Council.</p> <p>14.2 To maintain amenity for the adjoining residential properties, no illumination of the signage is to occur unless otherwise approved by Council.</p> <p>15 Storage</p> <p>15.1 Goods, equipment, packaging material or machinery must not be stored or left exposed outside the building so as to be visible from any public road or thoroughfare.</p> <p>15.2 Where storage of chemicals is required, a bunded area with a non-porous base is to be provided.</p> <p>15.3 Any storage on site is required to be screened from view from all roads and adjacent properties.</p> <p>16 Building Materials</p> <p>The exterior surfaces of all buildings and structures associated with the use must be constructed from materials and/or painted or similarly treated with paint or pigment of a low reflective level which does not cause excessive glare.</p> <p>17 Property Numbering</p> <p>Legible property numbers must be erected at the premises and must be maintained.</p> <p>The site identification numbers should be of reflective material, maintained free from foliage and other obstructions, and be large enough to be read from the street.</p> | | |

Attachment A – Conditions of Approval

| Condition | | Reason | Timing |
|-----------|--|--------|--------|
| 18 | Complaint Management | | |
| 18.1 | In the event of a complaint being received by Council in relation to nuisance associated with the use that is considered reasonable, Council may require the developer/operator to engage a suitably qualified consultant to undertake an assessment addressing nuisance emanating from the site for this use to the satisfaction of the Burdekin Shire Council. | | |
| 18.2 | The assessment must be accompanied by a report, inclusive of supporting calculations and site investigations and must provide a recommended method and proposed measures for Council's review and approval. The developer/operator must undertake any works (if required from the report) within 3 months at no cost to Council. | | |

Attachment A – Conditions of Approval

| Advice | |
|--|---|
| 1. Infrastructure Charges | An Infrastructure Charges Notice outlining the estimated infrastructure contributions payable relevant to the Development Permit is attached for your information. |
| 2. Uses other than Community Care Facility and Caretakers Accommodation | Any other uses proposed on this lot that are not defined as 'Community Care Facility and Caretakers Accommodation' and/or separately defined in Council's Planning Scheme will require a separate development application and permit as per the Planning Scheme requirements and all relevant legislation. |
| 3. Compliance with Conditions | Inspections will be required to be undertaken by council to determine compliance with conditions that are not subject to a further approval. |
| 4. Further Approvals Required | <p>a) Operational Works A Development Permit for Operational Works to carry out civil works including access widening works, on site car parking and manoeuvrability areas, landscaping and fencing associated with the planning approval is required prior to any works commencing on site.</p> <p>b) Plumbing and Drainage Works A Compliance Permit to carry out plumbing and drainage works prior to the commencement of plumbing and drainage works.</p> <p>c) Building Works A Development Permit for Building Works to carry out building works and to change the classification of the building is required, prior to works commencing on site.</p> <p>d) Build over sewer/Adjacent to Services An Approval to build over/adjacent to sewer will be required, if relevant, prior to works commencing on site.</p> <p>e) Road Works Permit A Roadworks permit for works within the road reserve must be obtained.</p> |
| 5. Construction | <p>5.1 Commencement Council must be notified in writing two (2) weeks prior to the proposed construction commencement date via planning@burdekin.qld.gov.au .</p> <p>5.2 Environmental Nuisance Ensure compliance with the Environmental Protection Act 1994. The Act states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm includes environmental nuisance. In this regard persons and entities, involved in the civil, earthworks, and construction phases of this development, are to adhere to their "general environmental duty" to minimise the risk of causing environmental harm.</p> <p>5.3 General Safety of Public During Construction</p> |

Attachment A – Conditions of Approval

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

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

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

5.4 Building Work Noise

The hours of audible noise associated with construction and building work on site must be limited to between the hours of:

- 6.30 a.m. to 6.30 p.m. Monday to Saturday; with
- No work on Sundays or Public Holidays.

5.5 Storage of Materials and Machinery

All construction materials, waste, waste skips, machinery and contractors' vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractors' vehicles will be permitted outside the site, on road reserves or adjoining land unless written permission from the owner of that land and Council is provided.

6. **Aboriginal and Cultural Heritage**

- 6.1 If any item of cultural heritage is identified during site works, all work must cease, and the relevant State Agency must be notified. Work can resume only after State Agency clearance is obtained.
- 6.2 The Applicant is reminded of their obligations under the Aboriginal Cultural Heritage Act, 2003 and the Torres Strait Islander Cultural Heritage Act 2003. Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships at: www.datsip.qld.gov.au

7. **Miscellaneous**

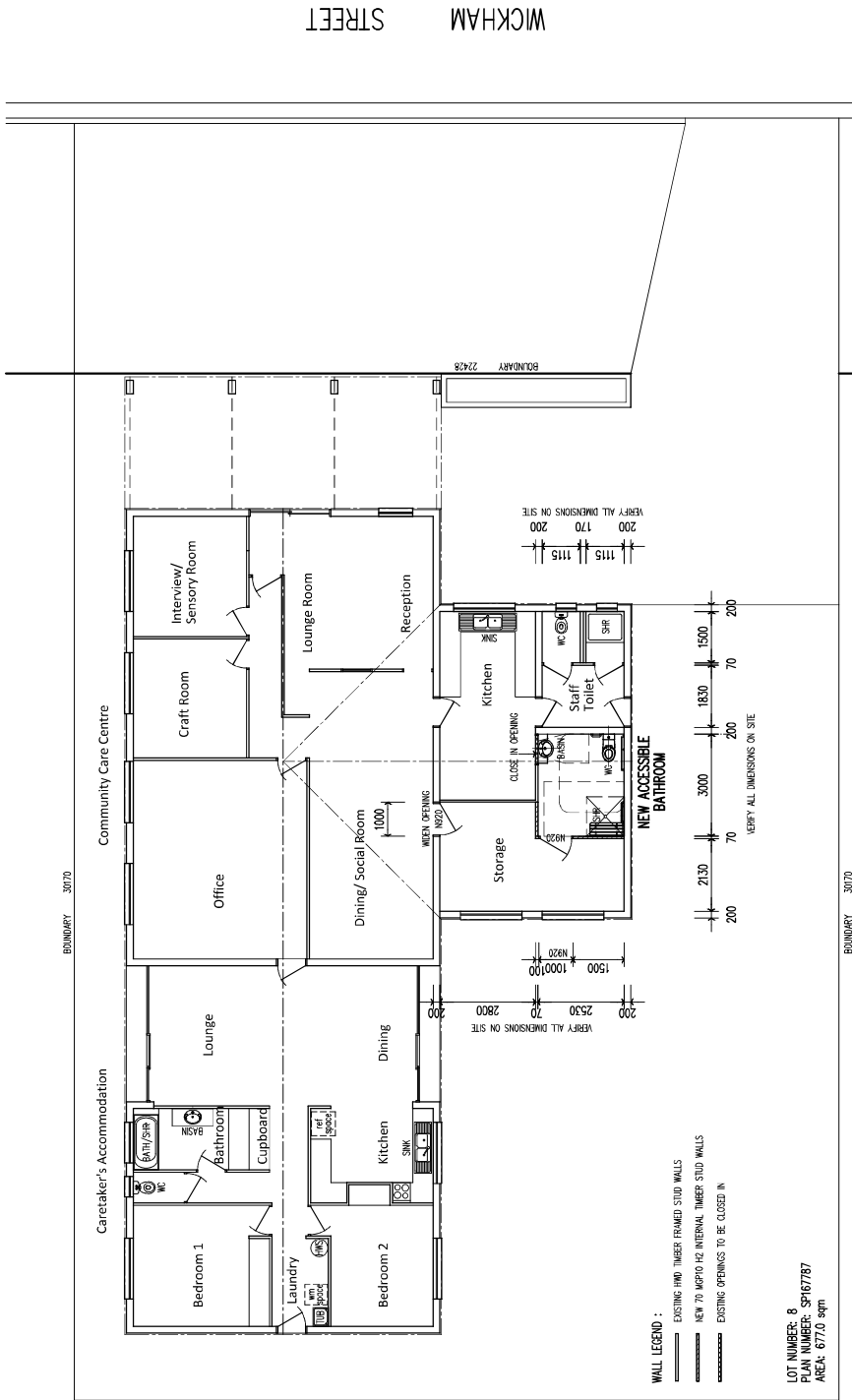
- 7.1 Council will not be obligated to upgrade any roads accessing the development due to increased vehicle numbers accessing the development.
- 7.2 The construction of any additional crossovers to give access to the land is to be the owner's responsibility and to the satisfaction of Council.
- 7.3 It is the developer's responsibility for the full rectification of any damage caused to neighbouring public infrastructure (such as footpaths, driveways, fences, gardens, trees and the like) caused by contractors, including clean-up of any litter or waste that is a result of the subject development.

NOTES :

1. CONSTRUCTION MATERIALS REFER TO FLOOR PLAN, COILING & ROOF FRAME PLANS AND RELEVANT SECTIONS & DETAILS IN THESE DRAWINGS
2. STRUCTURAL TIMBER TO BE STRESS GRADE T14 OR A30P12 UNLESS OTHERWISE NOTED.
3. FRAMING TO 45/120/20/20
4. TO COMPLY WITH AS4000 & AS4600. ALL STEELWORK TO BE PRINTED & PAINTED. ALL WELDS TO BE 6mm CONTINUOUS FILLETS UNDO.
5. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY WORK.
6. VERIFY ALL ON SITE DIMENSIONS BEFORE COMMENCING ANY FABRICATION.
7. ALL DIMENSIONS HAVE PRECEDENCE OVER SCALED MEASUREMENTS.
8. ALL WORK TO COMPLY WITH LOCAL AUTHORITY REQUIREMENTS, THE STANDARD BUILDING BY-LAWS, THE BUILDING CODE OF AUSTRALIA AND RELEVANT AUSTRALIAN STANDARDS
9. TIMBER TREATMENT & DURABILITY
10. ALL TIMBER SECTIONS USED IN THIS PROJECT TO BE MINIMUM 45mm THICK UNLESS OTHERWISE SPECIFIED AND TO BE COATED WITH AN APPROPRIATE TIMBER PRESERVATIVE AND MAINTAINED TO MANUFACTURERS SPECIFICATIONS
11. CONNECTIONS & FINISHES TO BE CONFIRMED AS FIT FOR USE WITH ALL MATERIALS SPECIFIED AND/OR SELECTED FOR THIS PROJECT - CONFIRM WITH MANUFACTURERS

AIR CONDITIONERS : ALL ROOMS TO BE SUPPLIED WITH AIR CONDITIONING. THE POSITION OF ALL COND. UNITS & COMPRESSORS WITH CLIENT BEFORE STARTING ANY WORK. ALL CONDENSATE TO BE PROPERLY DISCHARGED TO DRAINS

| DESIGN CRITERIA | |
|---------------------------------|-------|
| CLASS OF BUILDING : | 5 |
| TYPE OF CONSTRUCTION : | C |
| USE : SUPPORT SERVICES | |
| DESIGN WIND SPEED $V_w = 61m/s$ | |
| AREAS (SQUARE METERS): | |
| EXISTING BUILDING | 30412 |



APPROVED
REF: MCU23/0017 DATE: 11/6/2024
Signature

PROPOSED SITE & FLOOR PLAN



| | | | | | | | |
|--|---|------------------|--|------------------------|----------------------|---------------------------------------|---|
| | Building design specialists Melbourne VIC MEMBER | DATE: 28.07.2023 | DESIGN DRAWN CHECKED APPROVED | A/F A/F - A/F | CLIENT: RMCore | DWG TITLE: PROPOSED SITE & FLOOR PLAN | DWS: Lg. No. 75885 Building Design : Medium Rise Ph. 07 4381 5556 Mob. 0417 634 881 Email: tony.ferraris@bq.com.au 44 Gibson St. Apt 014 4807 A/NM 91 059 514 708 |
| | | | | | PROJECT: RENOVATIONS | JOB No: TFBD-23018 | |
| NOTES: 1. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY WORK. 2. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY FABRICATION. 3. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY CONCRETE WORK. 4. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY ROOF WORK. 5. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY ELECTRICAL WORK. 6. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY PLUMBING WORK. 7. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY MECHANICAL WORK. 8. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY PAINTING WORK. 9. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY LANDSCAPING WORK. 10. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY FENCING WORK. 11. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY GARDENING WORK. 12. VERIFY ALL DIMENSIONS AND LEVELS BEFORE COMMENCING ANY OTHER WORK. | | DATE: 28.07.2023 | | DATE: 28.07.2023 | | DATE: 28.07.2023 | |

INFRASTRUCTURE CHARGES NOTICE

(Section 119 of the Planning Act 2016)

| | | | | | | | | | | | |
|---|--|------------|----------------------|------------|------------------|------------|-------------------|---------|---|-----------|--------------------|
| APPLICANT: | Rhonda Martin c/- Brazier Motti | | | | | | | | | | |
| APPLICATION: | Material Change of Use for Community Care Centre and Caretakers Accommodation | | | | | | | | | | |
| Notice Number: | ICN2024-003A | | | | | | | | | | |
| DATE: | 22 March 2024 | | | | | | | | | | |
| FILE REFERENCE: | MCU23/0017 | | | | | | | | | | |
| AMOUNT OF THE LEVIED CHARGE: <i>(Details of how these charges were calculated are shown overleaf)</i> | <p>\$6,160.00 Total</p> <table><tr><td>\$1,888.00</td><td>Water Supply Network</td></tr><tr><td>\$1,888.00</td><td>Sewerage Network</td></tr><tr><td>\$2,104.00</td><td>Transport Network</td></tr><tr><td>\$ 0.00</td><td>Public Parks and Community Land Network</td></tr><tr><td>\$ 280.00</td><td>Stormwater Network</td></tr></table> | \$1,888.00 | Water Supply Network | \$1,888.00 | Sewerage Network | \$2,104.00 | Transport Network | \$ 0.00 | Public Parks and Community Land Network | \$ 280.00 | Stormwater Network |
| \$1,888.00 | Water Supply Network | | | | | | | | | | |
| \$1,888.00 | Sewerage Network | | | | | | | | | | |
| \$2,104.00 | Transport Network | | | | | | | | | | |
| \$ 0.00 | Public Parks and Community Land Network | | | | | | | | | | |
| \$ 280.00 | Stormwater Network | | | | | | | | | | |
| AUTOMATIC INCREASE OF LEVIED CHARGE: | The amount of the levied charge is subject to an automatic increase. Refer to the General Information attached to this notice for more information on how the increase is worked out. | | | | | | | | | | |
| LAND TO WHICH CHARGE APPLIES: | Lot 8 on SP167787 | | | | | | | | | | |
| SITE ADDRESS: | 87 Wickham Street, Ayr | | | | | | | | | | |
| PAYABLE TO: | Burdekin Shire Council | | | | | | | | | | |
| WHEN PAYABLE: <i>(In accordance with the timing stated in Section 122 of the Planning Act 2016)</i> | Material Change of Use – When the use commences | | | | | | | | | | |
| OFFSETS OR REFUNDS: | Not Applicable. | | | | | | | | | | |

This charge is made in accordance with Council's ***Charges Resolution (No. 2) 2018***

DETAILS OF CALCULATION

Water Supply

Adopted Charges

| Development Description | Number of Units | Units of Measure | Charge Rate | Reference | Amount |
|---------------------------------------|-------------------|---------------------------|-------------|--------------|------------|
| Commercial (Retail/Office) | 216m ² | \$ per m ² GFA | \$18.00 | CR Table 2.2 | \$3,888.00 |
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |

Discounts*

| Description | Number of Units | Units of Measure | Discount Rate | Reference | Amount |
|--|-----------------|------------------|---------------|--------------|------------|
| Residential (3 or more-bedroom dwelling) | 1 | \$ per dwelling | \$2,000.00 | CR Table 2.1 | \$2,000.00 |
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |

Sewerage

Adopted Charges

| Development Description | Number of Units | Units of Measure | Charge Rate | Reference | Amount |
|---------------------------------------|-------------------|---------------------------|-------------|--------------|------------|
| Commercial (Retail/Office) | 216m ² | \$ per m ² GFA | \$18.00 | CR Table 2.2 | \$3,888.00 |
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |

Discounts*

| Description | Number of Units | Units of Measure | Discount Rate | Reference | Amount |
|--|-----------------|------------------|---------------|--------------|------------|
| Residential (3 or more-bedroom dwelling) | 1 | \$ per dwelling | \$2,000.00 | CR Table 2.1 | \$2,000.00 |
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |

Transport

Adopted Charges

| Development Description | Number of Units | Units of Measure | Charge Rate | Reference | Amount |
|---------------------------------------|-------------------|---------------------------|-------------|--------------|------------|
| Commercial (Retail/Office) | 216m ² | \$ per m ² GFA | \$19.00 | CR Table 2.2 | \$4,104.00 |
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |

Discounts*

| Description | Number of Units | Units of Measure | Discount Rate | Reference | Amount |
|--|-----------------|------------------|---------------|--------------|------------|
| Residential (3 or more-bedroom dwelling) | 1 | \$ per dwelling | \$2,000.00 | CR Table 2.1 | \$2,000.00 |
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |

Community Facilities and Parks

Adopted Charges

| Development Description | Number of Units | Units of Measure | Charge Rate | Reference | Amount |
|---------------------------------------|-------------------|---------------------------|-------------|--------------|------------|
| Commercial (Retail/Office) | 216m ² | \$ per m ² GFA | 0.00 | CR Table 2.2 | 0.00 |
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |

Discounts*

| Description | Number of Units | Units of Measure | Discount Rate | Reference | Amount |
|--|-----------------|------------------|---------------|--------------|------------|
| Residential (3 or more-bedroom dwelling) | 1 | \$ per dwelling | \$2,000.00 | CR Table 2.1 | \$2,000.00 |

| | | | | | |
|---------------------------------------|---|-----------------|------------|--------------|------------|
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |
|---------------------------------------|---|-----------------|------------|--------------|------------|

Stormwater

Adopted Charges

| Development Description | Number of Units | Units of Measure | Charge Rate | Reference | Amount |
|--|-------------------|----------------------------------|-------------|--------------|------------|
| Commercial (Retail/Office) and Residential (1 or 2 bedroom dwelling) | 368m ² | \$ per impervious m ² | \$10.00 | CR Table 2.2 | \$3,680.00 |

Discounts*

| Description | Number of Units | Units of Measure | Discount Rate | Reference | Amount |
|--|-----------------|------------------|---------------|--------------|------------|
| Residential (3 or more-bedroom dwelling) | 1 | \$ per dwelling | \$2,000.00 | CR Table 2.1 | \$2,000.00 |
| Residential (1 or 2 bedroom dwelling) | 1 | \$ per dwelling | \$1,400.00 | CR Table 2.1 | \$1,400.00 |

Levied Charges

| Development Description | Water Supply | Sewerage | Transport | Public Parks & Land for Community Facilities | Stormwater | Total |
|---|-------------------|-------------------|-------------------|--|-----------------|-------------------|
| Commercial (Retail/Office) and Residential (1 or 2 bedroom dwelling) | \$5,288.00 | \$5,288.00 | \$5,504.00 | \$1,400.00 | \$3,680.00 | \$21,160.00 |
| Discount (existing Residential – 3 or more and 1 or 2 bedroom dwelling) | \$3,400.00 | \$3,400.00 | \$3,400.00 | \$3,400.00 | \$3,400.00 | \$17,000.00 |
| Total | \$1,888.00 | \$1,888.00 | \$2,104.00 | \$0.00 | \$280.00 | \$6,160.00 |

* In accordance with Section 3.3 of the Charges Resolution, the discount may not exceed the adopted charge. Any surplus discounts will not be refunded, except at Council's discretion.

Yours faithfully



Kellie Galletta

MANAGER PLANNING AND DEVELOPMENT

INFORMATION NOTICE

| | |
|---|--|
| Authority and Reasons for Charge | This Infrastructure Charges Notice has been given in accordance with section 119 of the <i>Planning Act 2016</i> to support the Local government's long-term infrastructure planning and financial sustainability. |
| Appeals | Pursuant to section 229 of the <i>Planning Act 2016</i> a person may appeal an Infrastructure Charges Notice. Attached is an extract from the <i>Planning Act 2016</i> that details your appeal rights. |
| Automatic Increase Provision of charge rate (\$) | <p>An infrastructure charge levied by Council is to be increased by the difference between the Producer Price Index (PPI) applicable at the time the infrastructure charge was levied, and PPI Index applicable at the time of payment of the levied charge, adjusted by reference to the 3-yearly PPI Index average¹. If the levied charge is increased using the method described above, the charge payable is the amount equal to the sum of the charge as levied and the amount of the increase.</p> <p>However, the sum of the charge as levied and the amount of the increase is not to exceed the maximum adopted charge the Council could have levied for the development at the time the charge is paid.</p> |
| GST | The Federal Government has determined that contributions made by developers to Government for infrastructure and services under the <i>Planning Act 2009</i> are GST exempt. |
| To whom the charge must be paid | <p>Payment of the Charge must be made payable to BURDEKIN SHIRE COUNCIL, PO Box 974, Ayr, Qld 4807.</p> <p>The Infrastructure Charge has been calculated in accordance with the charges stated in Council's Charges Resolution. This notice will be escalated to time of payment to the extent permitted under legislation in force at that time.</p> |

¹ 3-yearly PPI index average is defined in section 114 of the *Planning Act 2016* and means the PPI index smoothed in accordance with the 3-year moving average quarterly percentage change between quarters. PPI Index is the producer price index for construction 6427.0 (ABS PPI) index number 3101 – Road and Bridge construction index for Queensland published by the Australian Bureau of Statistics.

It is requested that you contact Council's Town Planning Department to confirm that amount payable prior to making payment.

Payment

This notice is due and payable by the due time shown. Cheques, money orders or postal notes should be made payable to BURDEKIN SHIRE COUNCIL and crossed "Not Negotiable". Change cannot be given on cheque payments. Property owners will be liable for any dishonour fees.

Overseas Payees

Please forward your infrastructure charges payment by way of a bank draft for the required amount in Australian dollars.

Method of Payment**PAYMENT BY MAIL**

Confirm the current Infrastructure Charge applicable and obtain an updated payment notice from Council's Town Planning Department.

Mail this updated payment notice immediately with your payment to: BURDEKIN SHIRE COUNCIL, PO Box 974, Ayr, Qld 4807.

NOTE: Cheques must be made payable to BURDEKIN SHIRE COUNCIL

PAYMENT AT COUNCIL OFFICES

Confirm the current Infrastructure Charge applicable.

Present written confirmation of charges with your payment to Burdekin Shire Council Chambers, 145 Young Street, Ayr.

NOTE: Cheques must be made payable to BURDEKIN SHIRE COUNCIL

PAYMENT MADE BY CREDIT CARD

Credit Cards accepted: Mastercard or Visa

Enquiries

Enquiries regarding this Infrastructure Charges Notice should be directed to the BURDEKIN SHIRE COUNCIL, Town Planning Department, during office hours, Monday to Friday by phoning (07) 4783 9800 or email at planning@burdekin.qld.gov.au

Schedule 1 Appeals

section 229

1 Appeal rights and parties to appeals

- (1) Table 1 states the matters that may be appealed to—
 - (a) the P&E court; or
 - (b) a tribunal.
- (2) However, table 1 applies to a tribunal only if the matter involves—
 - (a) the refusal, or deemed refusal of a development application, for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (b) a provision of a development approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (c) if a development permit was applied for—the decision to give a preliminary approval for—
 - (i) a material change of use for a classified building; or
 - (ii) operational work associated with building work, a retaining wall, or a tennis court; or
 - (d) a development condition if—
 - (i) the development approval is only for a material change of use that involves the use of a building classified under the Building Code as a class 2 building; and
 - (ii) the building is, or is proposed to be, not more than 3 storeys; and
 - (iii) the proposed development is for not more than 60 sole-occupancy units; or
 - (e) a decision for, or a deemed refusal of, an extension application for a development approval that is only for a material change of use of a classified building; or
 - (f) a decision for, or a deemed refusal of, a change application for a development approval that is only for a material change of use of a classified building; or
 - (g) a matter under this Act, to the extent the matter relates to the Building Act, other than a matter under that Act that may or must be decided by the Queensland Building and Construction Commission; or
 - (h) a decision to give an enforcement notice—
 - (i) in relation to a matter under paragraphs (a) to (g); or
 - (ii) under the Plumbing and Drainage Act; or
 - (i) an infrastructure charges notice; or
 - (j) the refusal, or deemed refusal, of a conversion application; or
 - (l) a matter prescribed by regulation.
- (3) Also, table 1 does not apply to a tribunal if the matter involves—
 - (a) for a matter in subsection (2)(a) to (d)—
 - (i) a development approval for which the development application required impact assessment; and
 - (ii) a development approval in relation to which the assessment manager received a properly made submission for the development application; or
 - (b) a provision of a development approval about the identification or inclusion, under a variation approval, of a matter for the development.

- (4) Table 2 states the matters that may be appealed only to the P&E Court.
- (5) Table 3 states the matters that may be appealed only to the tribunal.
- (6) In each table—
 - (a) column 1 states the appellant in the appeal; and
 - (b) column 2 states the respondent in the appeal; and
 - (c) column 3 states the co-respondent (if any) in the appeal; and
 - (d) column 4 states the co-respondents by election (if any) in the appeal.
- (7) If the chief executive receives a notice of appeal under section 230(3)(f), the chief executive may elect to be a co-respondent in the appeal.
- (8) In this section—
storey see the Building Code, part A1.1.

Table 1
Appeals to the P&E Court and, for certain matters, to a tribunal

| <p>4. Infrastructure charges notices</p> <p>An appeal may be made against an infrastructure charges notice on 1 or more of the following grounds –</p> <ol style="list-style-type: none"> (a) The notice involved an error relating to – <ol style="list-style-type: none"> i) The application of the relevant adopted charge; or <p><i>Examples of errors in applying an adopted charge –</i></p> <ul style="list-style-type: none"> • The incorrect application of gross floor area for a non-residential development • Applying an incorrect ‘use category’, under a regulation, to the development <ol style="list-style-type: none"> ii) The working out of extra demand, for section 120; or iii) An offset or refund; or <ol style="list-style-type: none"> (b) There was no decision about an offset or refund; or (c) If the infrastructure charges notice states a refund will be given – the timing for giving the refund; or (d) For an appeal to the P&E Court – the amount of the charge is so unreasonable that no reasonable relevant local government could have imposed the amount. | | | |
|---|--|---------------------------------------|---|
| Column 1 Appellant | Column 2 Respondent | Column 3 Co-respondent (if any) | Column 4 Co-respondent by election (if any) |
| The person given the infrastructure charges notice | The local government that gave the infrastructure charges notice | - | - |



13 February 2025

Our Ref: 56986-001-01

Your ref: MCU23/0017

QA: es

Assessment Manager
Burdekin Shire Council
145 Young Street
AYR QLD 4807

Attention: Development Assessment

Dear Sir/Madam,

MINOR CHANGE APPLICATION (MCU23/0017)

Development Permit for Material Change of Use – Community Care Centre and Caretakers' Accommodation

Brazier Motti act on behalf of the applicant, Rhonda Martin, with respect to the abovementioned development permit.

On 18 June 2024, the Burdekin Shire Council issued a Development Permit for Material Change of Use for a Community Care Centre and Caretaker's Accommodation at 87 Wickham Street, Ayr following the request for a negotiated decision notice.

In accordance with s 78 of the *Planning Act 2016* (the Act) we make a minor change application to amend the above-mentioned development permit.

The following documentation has been lodged to allow Council's consideration:

| | |
|------------|---|
| Appendix A | Change Application Form 5 |
| Appendix B | Technical Memorandum prepared by Noble Consulting Engineers |

The development permit includes conditions that the Applicant is required to comply with prior to the commencement of the use on site. One of those conditions, Condition 6, is with respect to car parking requirements. It states:

6.1 The development is to provide sufficient car parking on site to safely and efficiently accommodate parking demand generated by the approved activity.

6.2 All vehicles accessing the premises must enter and leave the site in a forward direction.

6.3 Accesses to the premises, car parking and manoeuvring areas must be constructed in an all-weather, suitably sealed, low glare paving (bitumen, asphalt, concrete) to Council's satisfaction within thirty-six (36) months from the commencement of the Material Change of use.

Access

6.4 Existing access is to be widened to a minimum width of 6.0m in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ), within thirty-six (36) months from the commencement of the Material Change of use.

6.5 Appropriate signage and pavement marking to delineate the direction of traffic entering and exiting the site is to be completed within thirty-six (36) months from the commencement of the Material Change of use. All pavement marking must be



in accordance with the relevant Australian standards and to the satisfaction of the Council.

On site Carparking

6.6 A minimum of five (5) carparking spaces, inclusive of one (1) accessible parking space provided for persons with a disability, are to be provided on site at all times, dedicated as follows:

- *Community Care Facility – Four (4) spaces; and*
- *Caretakers Accommodation – One (1) covered space.*

6.7 All on-site parking must be designed in accordance with the relevant Australian Standards and certified by a suitably qualified Registered Professional Engineer of Queensland (RPEQ).

6.8 All car parking facilities must be always maintained to a safe operating standard thereafter.

On Street Carparking

6.9 Where the use of existing on street car parking spaces is required for the Community Care Facility, the use of parking spaces located in the section of Edwards Street between MacMillan Street and Wickham Street only, are strictly permitted for use.

Following a review of the proposed operation of the development, it was determined that the staff and participants do not require as many on site car parking spaces as originally anticipated.

Therefore, this request seeks to amend condition 6 of the development permit to reduce the number of car parking spaces required to be provided on site.

A meeting was held with representatives from Council and the Applicant on 20 November 2024. It is noted that Council advised they would be supportive of a change application if made, noting the following:

Carparking Requirements

- Technical Memo from Traffic Engineering to support the application confirming that the use of four (4) additional on street parks is not a concern to the users of the road network in this location with ample space available at peak/busy times such as school pick up/drop off.
- The three (3) on site carparking spaces to be allocated as follows:
 - i. 2 staff/customer spaces (utilising the existing concreted areas); and
 - ii. 1 space for the caretaker's residence only, located to rear.
- Appropriate directional and parking signage to be provided on site.
- No use of the site for parking (outside of those two spaces allocated for staff/customer parking related to the community care use), will be permitted.
- Extent of on-site manoeuvrability area required for the two staff/customer spaces would need to be appropriately sealed.
- Remainder of site excluding the extent of the manoeuvrability for the two on site staff/customers spaces would no longer need to be sealed.

Access

- Remains required to be widened to 6.0m



Proposed Change

It has been demonstrated through the assessment of the proposed development that ample on street car parking, can be provided to safely and efficiently to accommodate parking demand generated by the Community Care Centre. A Technical Memorandum has been prepared by the Applicant's traffic engineer, Noble Consulting Engineers, supporting the change.

The memo summarises that the use of four (4) additional on street parking by the development is deemed to have minimal impact to the surrounding businesses, neighbourhood and school peak hours parking demand in the area.

Therefore, a summary of the amendments to Condition 6 of the Development Permit, to be changed is made below.

6.1 – Condition to remain as is.

6.2 – Condition to remain as is.

6.3 – Condition to remain as is.

6.4 – Condition to remain as is.

6.5 – Condition to remain as is.

6.6 – Condition to be amended, as follows:

A minimum of ~~five (5)~~ three (3) carparking spaces, inclusive of one (1) accessible parking space provided for persons with a disability, are to be provided on site at all times, dedicated as follows:

- *Community Care Facility – ~~Four (4)~~ Two (2) spaces; and*
- *Caretakers Accommodation – One (1) covered space.*

6.7 – Condition to be removed.

6.8 – Condition to remain as is.

6.9 – Condition to remain as is.

Minor Change

Schedule 2 of the *Planning Act 2016*, identifies that a **minor change** means:

(b) for a development approval—

- (i) would not result in substantially different development; and*
- (ii) if a development application for the development, including the change, were made when the change application is made would not cause—*
 - (a) the inclusion of prohibited development in the application; or*
 - (b) referral to a referral agency, other than to the chief executive, if there were no referral agencies for the development application; or*
 - (c) referral to extra referral agencies, other than to the chief executive; or*
 - (d) a referral agency, in assessing the application under section 55(2), to assess the application against, or have regard to, a matter, other than a matter the referral agency must have assessed the application against, or had regard to, when the application was made; or*
 - (e) public notification if public notification was not required for the development application.*



Guidance on what represents ‘substantially different development’ is found in the Schedule 1 of the Development Assessment Rules. Specifically, it identifies that:

A change may be considered to result in a substantially different development if any of the following apply to the proposed change:

- (a) involves a new use; or*
- (b) results in the application applying to a new parcel of land; or*
- (c) dramatically changes the built form in terms of scale, bulk and appearance; or*
- (d) changes the ability of the proposed development to operate as intended; or*
- (e) removes a component that is integral to the operation of the development; or*
- (f) significantly impacts on traffic flow and the transport network, such as increasing traffic to the site; or*
- (g) introduces new impacts or increase the severity of known impacts; or*
- (h) removes an incentive or offset component that would have balanced a negative impact of the development; or*
- (i) impacts on infrastructure provisions.*

On reasonable assessment against those triggers, the proposed change cannot be said to represent ‘substantially different’ development to that approved, as:

- the change does not result in the introduction of a new use;
- the change does not introduce new land and remains wholly on land included in the original approval (Lot 8 on SP167787);
- the change does not result in any change to built form;
- the change will not diminish the ability for centre to operate as currently authorised by the approval;
- the change does not remove any component integral to the operation of the development;
- the change will not significantly impact on traffic flow and movement as demonstrated in the technical memorandum prepared by Noble Consulting Engineers;
- the change will not introduce new impacts or increase the severity of impacts that were comprehensively addressed in the original application and managed through the approval;
- the change will not remove an incentive or offset component; and
- the change will not impact on infrastructure provision, remaining respectful of the approved structure for development across the site.

With respect to the further tests established by the Act for treatment as a minor change:

- There is no inclusion of prohibited development as defined by s 44 of the Act;
- There are no additional referral agencies triggered as a consequence of this change;
- There are no additional matters for the existing referral agencies to consider as a consequence of this change; and
- Public notification is not required.

In view of the above, the proposal can be considered a Minor Change.



Application Fee

In accordance with Council's 2024/25 schedule of fees and charges, the fee associated with a Minor Change is **\$1,354.50**.

This fee will be paid directly to Council upon receipt of the application reference number.

Proceeding

Given the nature of the change proposed, it is anticipated that Council can support the application as it will not have a detrimental impact upon the amenity or living environment of the surrounding locality and meets the legislative requirements for such a change.

Brazier Motti look forward to the receipt of the amended decision notice, approved plans and infrastructure charges notice at Council's earliest convenience.

Should you have any queries in relation to this matter please do not hesitate to contact this office.

Yours faithfully,

Emma Staines

Town Planner

Brazier Motti Pty Ltd

APPENDIX A

Change Application Form 5



Change application form

Planning Act Form 5 (version 1.2 effective 7 February 2020) made under Section 282 of the Planning Act 2016.

This form is to be used for a change application made under section 78 of the *Planning Act 2016*. It is important when making a change application to be aware of whether the application is for a minor change that will be assessed under section 81 of the *Planning Act 2016* or for an other change that will be assessed under section 82 of the *Planning Act 2016*.

An applicant must complete all parts of this form, and provide any supporting information that the form identifies as being required to accompany the change application, unless stated otherwise. Additional pages may be attached if there is insufficient space on the form to complete any part.

Note: All terms used in this form have the meaning given under the *Planning Act 2016*, the *Planning Regulation 2017*, or the *Development Assessment Rules (DA Rules)*.

PART 1 – APPLICANT DETAILS

| 1) Applicant details | |
|---|--|
| Applicant name(s) (individual or company full name) | Rhonda Martin c/- Brazier Motti Pty Ltd |
| Contact name (only applicable for companies) | Emma Staines |
| Postal address (P.O. Box or street address) | 595 Flinders Street |
| Suburb | Townsville City |
| State | QLD |
| Postcode | 4810 |
| Country | Australia |
| Email address (non-mandatory) | Emma.staines@braziermotti.com.au |
| Mobile number (non-mandatory) | 0429 516 011 |
| Applicant's reference number(s) (if applicable) | 56986-001-002 |

| 2) Owner's consent - Is written consent of the owner required for this change application? | |
|---|--|
| Note: Section 79(1A) of the <i>Planning Act 2016</i> states the requirements in relation to owner's consent. | |
| <input type="checkbox"/> Yes – the written consent of the owner(s) is attached to this change application | |
| <input checked="" type="checkbox"/> No | |

PART 2 – LOCATION DETAILS

| 3) Location of the premises (complete 3.1) or 3.2), and 3.3) as applicable) | | | | |
|---|----------|------------|------------------------------------|--------------------------|
| 3.1) Street address and lot on plan | | | | |
| <input checked="" type="checkbox"/> Street address AND lot on plan (all lots must be listed), or | | | | |
| <input type="checkbox"/> Street address AND lot on plan for an adjoining or adjacent property of the premises (appropriate for development in water but adjoining or adjacent to land e.g. jetty, pontoon. All lots must be listed). | | | | |
| a) | Unit No. | Street No. | Street Name and Type | Suburb |
| | | 87 | Wickham Street | Ayr |
| | Postcode | Lot No. | Plan Type and Number (e.g. RP, SP) | Local Government Area(s) |
| | 4807 | 8 | SP167787 | Burdekin Shire Council |
| b) | Unit No. | Street No. | Street Name and Type | Suburb |
| | | | | |
| | Postcode | Lot No. | Plan Type and Number (e.g. RP, SP) | Local Government Area(s) |
| | | | | |



**Queensland
Government**

3.2) Coordinates of premises (appropriate for development in remote areas, over part of a lot or in water not adjoining or adjacent to land e.g. channel dredging in Moreton Bay)

Note: Place each set of coordinates in a separate row.

☐ Coordinates of premises by longitude and latitude

| Longitude(s) | Latitude(s) | Datum | Local Government Area(s) (if applicable) |
|--------------|-------------|---|--|
| | | <input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: | |

☐ Coordinates of premises by easting and northing

| Easting(s) | Northing(s) | Zone Ref. | Datum | Local Government Area(s) (if applicable) |
|------------|-------------|---|---|--|
| | | <input type="checkbox"/> 54 <input type="checkbox"/> 55 <input type="checkbox"/> 56 | <input type="checkbox"/> WGS84 <input type="checkbox"/> GDA94 <input type="checkbox"/> Other: | |

3.3) Additional premises

- ☐ Additional premises are relevant to the original development approval and the details of these premises have been attached in a schedule to this application
- ☒ Not required

PART 3 – RESPONSIBLE ENTITY DETAILS

4) Identify the responsible entity that will be assessing this change application

Note: see section 78(3) of the Planning Act 2016

Burdekin Shire Council

PART 4 – CHANGE DETAILS

5) Provide details of the existing development approval subject to this change application

| Approval type | Reference number | Date issued | Assessment manager/approval entity |
|---|------------------|--------------|------------------------------------|
| <input checked="" type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval | MCU23/0017 | 18 June 2024 | Burdekin Shire Council |
| <input type="checkbox"/> Development permit <input type="checkbox"/> Preliminary approval | | | |

6) Type of change proposed

6.1) Provide a brief description of the changes proposed to the development approval (e.g. changing a development approval for a five unit apartment building to provide for a six unit apartment building):

Changing a development approval to reduce the number of car parking spaces required on site from 5 to 3.

6.2) What type of change does this application propose?

- ☒ Minor change application – proceed to Part 5
- ☐ Other change application – proceed to Part 6

PART 5 – MINOR CHANGE APPLICATION REQUIREMENTS

7) Are there any affected entities for this change application

☒ No – proceed to Part 7

☐ Yes – list all affected entities below and proceed to Part 7

Note: section 80(1) of the Planning Act 2016 states that the person making the change application must give notice of the proposal and the details of the change to each affected entity as identified in section 80(2) of the Planning Act 2016.

| Affected entity | Pre-request response provided? (where a pre-request response notice for the application has been given, a copy of the notice must accompany this change application) | Date notice given (where no pre-request response provided) |
|-----------------|--|--|
| | <input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application | |
| | <input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application | |
| | <input type="checkbox"/> No <input type="checkbox"/> Yes – pre-request response is attached to this change application | |

PART 6 – OTHER CHANGE APPLICATION REQUIREMENTS

Note: To complete this part it will be necessary for you to complete parts of DA Form 1 – Development application details and in some instances parts of DA Form 2 – Building work details, as mentioned below. These forms are available at <https://planning.dsdmip.qld.gov.au>.

8) Location details - Are there any additional premises included in this change application that were not part of the original development approval?

☐ No

☐ Yes

9) Development details

9.1) Is there any change to the type of development, approval type, or level of assessment in this change application?

☐ No

☐ Yes – the completed Sections 1 and 2 of Part 3 (Development details) of DA Form 1 – Development application details as these sections relate to the new or changed aspects of development are provided with this application.

9.2) Does the change application involve building work?

☐ No

☐ Yes – the completed Part 5 (Building work details) of DA Form 2 – Building work details as it relates to the change application is provided with this application.

10) Referral details – Does the change application require referral for any referral requirements?

Note: The application must be referred to each referral agency triggered by the change application as if the change application was the original development application including the proposed change.

☐ No

☐ Yes – the completed Part 5 (Referral details) of DA Form 1 – Development application details as it relates to the change application is provided with this application. Where referral is required for matters relating to building work the [Referral checklist for building work](#) is also completed.

11) Information request under Part 3 of the DA Rules

☐ I agree to receive an information request if determined necessary for this change application

☐ I do not agree to accept an information request for this change application

Note: By not agreeing to accept an information request I, the applicant, acknowledge:

- that this change application will be assessed and decided based on the information provided when making this change application and the assessment manager and any referral agencies relevant to the change application are not obligated under the DA Rules to accept any additional information provided by the applicant for the change application unless agreed to by the relevant parties
- Part 3 of the DA Rules will still apply if the application is an application listed under section 11.3 of the DA Rules.

Further advice about information requests is contained in the [DA Forms Guide: Forms 1 and 2](#).

12) Further details

- ☐ Part 7 of *DA Form 1 – Development application details* is completed as if the change application was a development application and is provided with this application.

PART 7 – CHECKLIST AND APPLICANT DECLARATION

13) Change application checklist

I have identified the:

- responsible entity in 4); and
- for a minor change, any affected entities; and ☒ Yes
- for an other change all relevant referral requirement(s) in 10)

Note: See the *Planning Regulation 2017* for referral requirements

For an other change application, the relevant sections of [DA Form 1 – Development application details](#) have been completed and is attached to this application ☐ Yes ☒ Not applicable

For an other change application, where building work is associated with the change application, the relevant sections of [DA Form 2 – Building work details](#) have been completed and is attached to this application ☐ Yes ☒ Not applicable

Supporting information addressing any applicable assessment benchmarks is attached to this application ☒ Yes

Note: This includes any templates provided under 23.6 and 23.7 of *DA Form 1 – Development application details* that are relevant as a result of the change application, a planning report and any technical reports required by the relevant categorising instrument(s) (e.g. the local government planning scheme, State Planning Policy, State Development Assessment Provisions). For further information, see [DA Forms Guide: Planning report template](#).

Relevant plans of the development are attached to this development application ☒ Yes

Note: Relevant plans are required to be submitted for all relevant aspects of this change application. For further information, see [DA Forms Guide: Relevant plans](#).

14) Applicant declaration

- ☒ By making this change application, I declare that all information in this change application is true and correct.
- ☒ Where an email address is provided in Part 1 of this form, I consent to receive future electronic communications from the responsible entity and any relevant affected entity or referral agency for the change application where written information is required or permitted pursuant to sections 11 and 12 of the *Electronic Transactions Act 2001*.

Note: It is unlawful to intentionally provide false or misleading information.

Privacy – Personal information collected in this form will be used by the responsible entity and/or chosen assessment manager, any relevant affected entity or referral agency and/or building certifier (including any professional advisers which may be engaged by those entities) while processing, assessing and deciding the change application.

All information relating to this change application may be available for inspection and purchase, and/or published on the assessment manager's and/or referral agency's website.

Personal information will not be disclosed for a purpose unrelated to the *Planning Act 2016*, *Planning Regulation 2017* and the DA Rules except where:

- such disclosure is in accordance with the provisions about public access to documents contained in the *Planning Act 2016* and the *Planning Regulation 2017*, and the access rules made under the *Planning Act 2016* and *Planning Regulation 2017*; or
- required by other legislation (including the *Right to Information Act 2009*); or
- otherwise required by law.

This information may be stored in relevant databases. The information collected will be retained as required by the *Public Records Act 2002*.

PART 8 – FOR COMPLETION OF THE ASSESSMENT MANAGER – FOR OFFICE
USE ONLY

Date received: Reference number(s):

| | | | |
|---|--|----------------------|--|
| QLeave notification and payment | | | |
| <i>Note: For completion by assessment manager if applicable</i> | | | |
| Description of the work | | | |
| QLeave project number | | | |
| Amount paid (\$) | | Date paid (dd/mm/yy) | |
| Date receipted form sighted by assessment manager | | | |
| Name of officer who sighted the form | | | |

APPENDIX B

Technical Memorandum – Traffic prepared by Noble Consulting Engineers



6 December 2024
RM Care
87 Wickham Street
Ayr QLD 4807

Attention: Rhonda Martin

RE: Proposed Community Care Centre, 87 Wickham Street, Ayr - Response to Council Carparking Requirements

Dear Rhonda,

This letter is provided in response to Council request associated with carparking requirements stipulated below:

“Technical Memo from Traffic Engineering to support the application confirming that the use of four (4) additional on street parks is not a concern to the users of the road network in this location with ample space available at peak/busy times such as school pick up/drop off.”

This letter shall be read in conjunction with the *Traffic Study Technical Memo (ref. 230096-01/TM-FN0133, dated 1 November 2024)* previously prepared by Noble Consulting Engineers for background information.

As indicated in the previous *Traffic Study Technical Memo – Section 4.3*, Noble Consulting Engineers has conducted a site inspection during mid-morning on Thursday (19/10/2023) and noted that the existing all-day on-street parking bays along Wickham Street (section between Edward Street and Young Street) are generally under utilisation.

During the site inspection, amongst the twenty-five (25) all-day parking bays (i.e. 15 marked bays + 10 unmarked bays) along Wickham Street section between Edward Street and Young Street, only four (4) parking bays were occupied as shown in **Figure 1**.

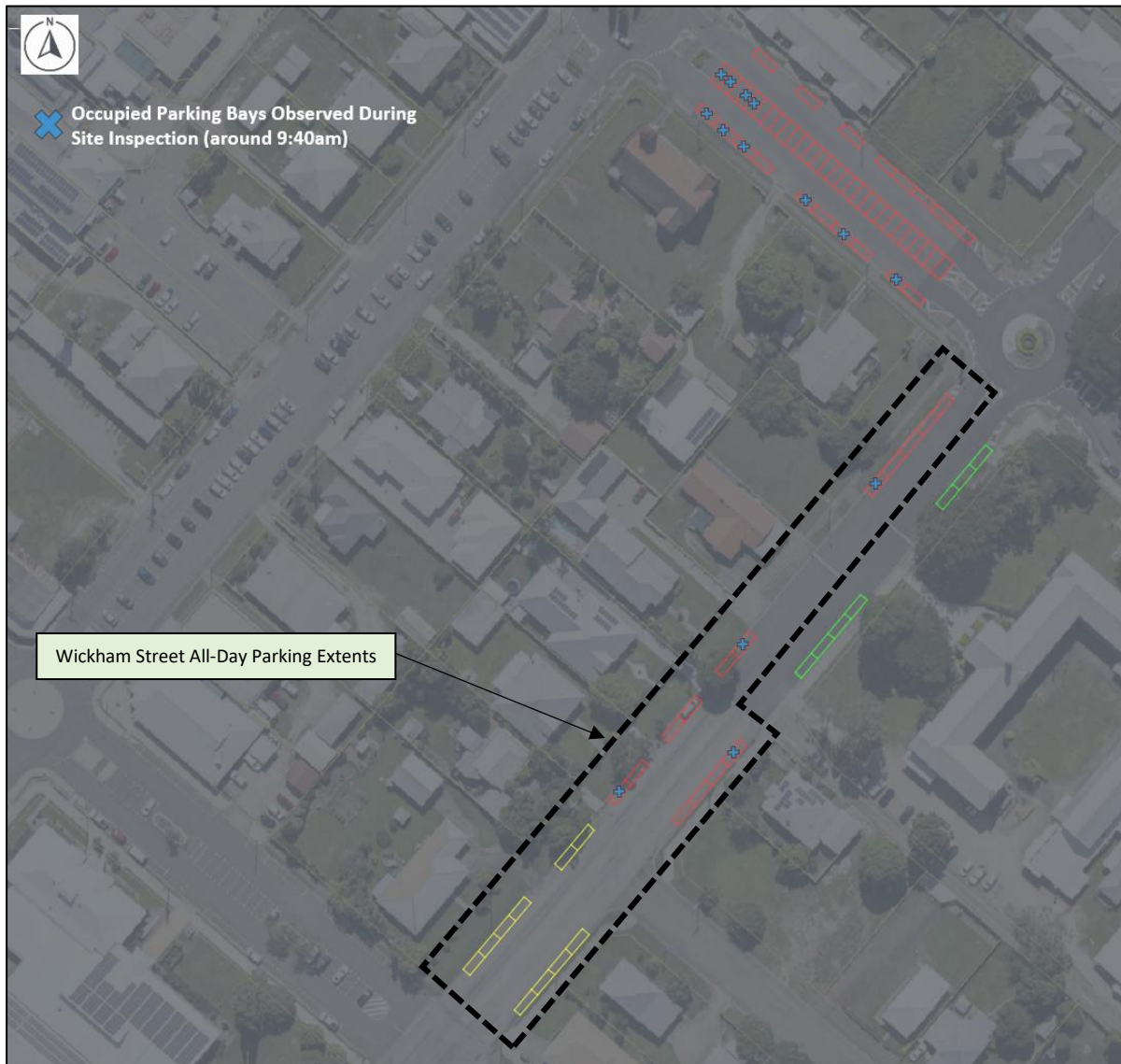


Figure 1: Occupied On-Street Parking Bays at Wickham Street (Source: *Traffic Study Technical Memo – Figure 4.3*)

In addition, during the Ayr State High School morning peak period (i.e. 8.00am to 9.00am), the majority of the school traffic was observed utilising the existing time-limit parking bays for drop-off. Minimal school traffic was observed parking at the all-day parking bays during the school morning peak period

Considering the above, the use of four (4) additional on street parking by the development is deemed to have minimal impact to the surrounding businesses, neighbourhood and school peak hours parking demand in the area.

However, in saying the above, the following measures is also recommended to further minimise the development parking impact in the area, especially during the school peak periods:

- Development staff are encouraged to park at the southern section of Wickham Street (refer **Figure 2**) at all times during the Community Care Center business hours;
- No development staff parking on the northern side of Wickham Street (refer **Figure 2**) during the school peak periods, i.e. 8am – 9am and 2.30pm – 3.30pm); and
- Development staff are allowed to park at the northern side of Wickham Street outside the school peak periods.

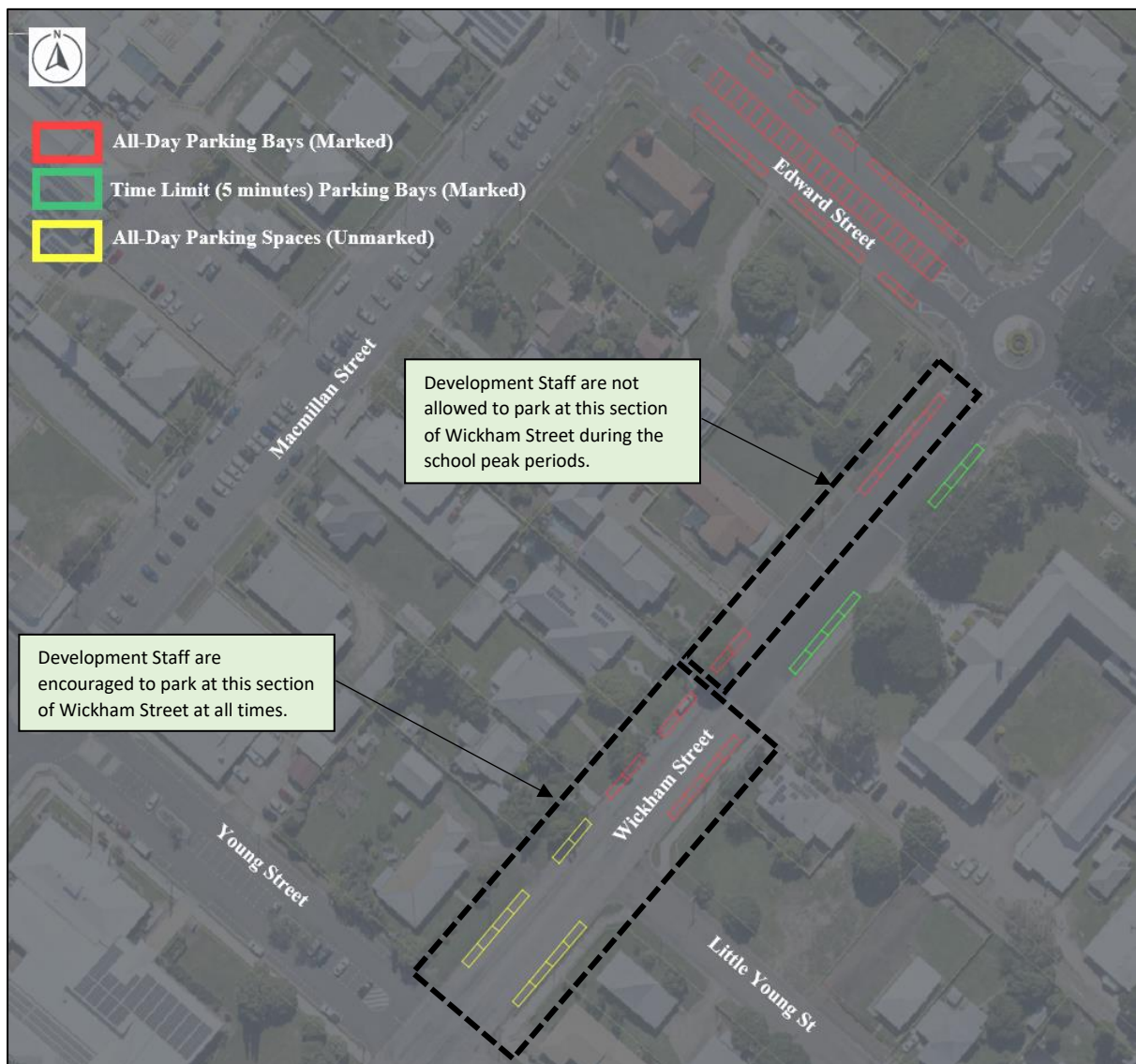


Figure 2: Proposed Development Staff Parking Arrangement

If you should have any queries or further concerns to the above matter, please do not hesitate to contact the undersigned.

Sincerely,



FEI NGOO
Director/Principal Civil Engineer (RPEQ 23918)
Noble Consulting Engineers

Att:

7.4.1. TECHNICAL SERVICES

TBSC/25/005 Supply and Delivery of Two (2) Tipper Trucks

File Reference: 2067

Report Author: Susie Pearce, Fleet and Administration Officer - Workshop

Authoriser: Kevin Byers, Manager Technical Services

Meeting Date: 25 March 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2022-2027

3.3.1: Implement the Asset Management Strategy and Roadmap

5.2.2: Responsibly manage Council's financial position to ensure sustainability

Burdekin Shire Council Operational Plan 2024-2025

TS15 Implementation of Council fleet renewal program including management of orders and delivery and development of fleet program for forward year.

Executive Summary

This report to Council is with regards to the procurement of a two (2) tipper trucks under quotation TBSC/25/005. While the purchase is expected to remain below the \$200,000.00 threshold set by the *Local Government Regulation Queensland 2012*, total purchases from the selected supplier may exceed this limit for the financial year.

Recommendation

That Council award TBSC/25/005 Supply and delivery of two (2) Tipper Trucks (approximately 6t and 8.5t GVM) and is pursuant to Local Buy Contract NPN1.23 Trucks, Buses, Specialised Trucks & Bodies, to Prequalified Supplier, AP Townsville Pty Ltd (Isuzu Trucks Townsville) for the total value \$163,355.49 excluding GST, being for:

- Truck 1 - Isuzu NMR 60-150 Tri-Tipper Manual for \$73,957.83 excluding GST; and
- Truck 2 - Isuzu NPR 75-190 Factory Tipper Manual for \$89,397.66 excluding GST.

Delegates authority under s257(1)b of the *Local Government Act 2009* to the Chief Executive Officer to negotiate, finalise and execute any and all matters related to the execution of Contract TBSC/25/005 – Supply and delivery of two (2) Tipper Trucks (approximately 6t and 8.5t GVM).

Background

Quotations closed on 25 February 2025, with three (3) prequalified suppliers from the Local Buy Contract NPN1.23 Trucks, Buses, Specialised Trucks & Bodies invited to submit offers. Responses were from three truck manufacturers and in two categories known as Truck 1 and Truck 2. The submissions were assessed using a multi-criteria weighting method to ensure compliance with Council's procurement policies and best value for money.

The two trucks are listed in the 2024-2025 Budget for replacement. The plant assessment was held with the applicable Council section and meets the expectation of upcoming works and operational costs whilst maintaining a fit for purpose fleet.

Quotation TBSC/25/005 was offered to three (3) truck suppliers listed on the register of prequalified supplier list of Local Buy Contract NPN1.23 Trucks, Buses, Specialised Trucks & Bodies. A total of ten (10) conforming quotations were received and evaluated, with nine (9) quotations being received at time of close from the below suppliers:

- Fuso (RGM Maintenance Pty Ltd - Townsville)
- Hino (Honeycombes Sales and Service Pty Ltd)
- Isuzu (AP Townsville Pty Ltd Trading as Isuzu Trucks Townsville)

Quotations from AP Townsville Pty Ltd (Isuzu Trucks Townsville) for the Isuzu factory tippers being the most advantageous and cost effective for Council while meeting operational requirements. A quotation for an Isuzu NPR 75-190 factory tipper truck offering a 3.5t tow capacity and payload of 3880kg was received from the top-ranking supplier with factory tipper trucks after the closing date and included in the evaluations.

Council used a multi-criteria weighting method.

| Criteria | Weighting |
|---------------------------------------|-----------|
| Compliance | 10% |
| Local Content | 10% |
| Price | 10% |
| Warranty | 10% |
| Risk Assessment, Suit to work purpose | 25% |
| Delivery | 10% |
| Aftersales service, fleet commonality | 10% |
| Projected whole of life costs | 15% |

Scoring

| Truck 1 - 3way Tipper Truck | | |
|--|----------------|---------|
| Supplier | Weighted Score | Ranking |
| Isuzu NMR 60-150 Tri-Tipper Manual (Isuzu Trucks Townsville – factory tipper) | 7.50 | 1 |
| Hino 716 AT 3430 Wide Auto (Honeycombes Sales & Service Pty Ltd - Rydweld body) | 5.51 | 2 |
| Mitsubishi Canter 615 – AMT (RGM Maintenance Pty Ltd & Duralloy body) | 4.15 | 3 |

| Truck 2 - Tipper Truck | | |
|---|----------------|---------|
| Supplier | Weighted Score | Ranking |
| Isuzu NPR 75-190 Factory Tipper Manual (Isuzu Trucks Townsville) | 7.23 | 1 |
| Isuzu NQR 87/80-190 Factory Tipper AMT (Isuzu Trucks Townsville) | 6.45 | 2 |
| Isuzu FRR 110-240 Factory Tipper Manual (Isuzu Trucks Townsville) | 6.33 | 3 |
| Hino 300 SERIES 921 AT 4400 Wide Auto (Honeycombes Sales & Service Pty Ltd - Rydweld body) | 5.78 | 4 |
| Mitsubishi Canter 918 AMT (RGM Maintenance Pty Ltd & RGM Tipper body) | 4.53 | 5 |

| | | |
|--|------|---|
| Mitsubishi Canter 918 AMT (RGM Maintenance Pty Ltd & Duralloy body) | 4.48 | 6 |
| Mitsubishi Canter 918 AMT (RGM Maintenance Pty Ltd & Bryan Bodies) | 4.43 | 7 |

Consultation

Consultations were held with Council Water and Waste Water Section to discuss the procurement plan and quotations for these tipper trucks to determine the specification suits the job application and is cost effective for Council.

Budget & Resource Implications

The *Local Government Regulation Queensland 2012* (Regulation) requires Council to invite written tenders for large sized contractual arrangements for goods and services purchased from a supplier that is expected to exceed \$200,000.00 excluding GST per financial year. The Regulation allows an exception to this requirement if the contract is entered into with a supplier from a register of prequalified suppliers stated under Section 232. The purchase of these two tipper trucks is expected to fall under the \$200,000.00 threshold, however the total purchases for a supplier invited into this quotation may exceed the threshold for the current financial year. Quotations were called in TBSC/25/005 - Supply and delivery of two (2) Tipper Trucks (approximately 6t and 8.5t GVM). Quotation closed on Tuesday 25 February 2025. Three (3) prequalified suppliers were selected under the Local Buy Contract NPN 1.23 Trucks, Buses, Specialised Trucks & Bodies. The dealer's responses were from all three (3) truck manufacturers that consisted of quotations with factory and custom build tipper body combinations. These quotations were assessed using a multi-criteria weighting method.

The purchase of the two trucks is included in the 2024/2025 Capital Budget. The delivery of the two trucks is expected in 2024/2025. The two trucks for recommendation are under the budget estimate of \$220,000.00 excluding GST.

Legal Authority & Implications

Not Applicable.

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

Attachments

None

11.1. COUNCILLOR REPORTS
Councillor Reports for February 2025
Recommendation

That Council notes the February 2025 monthly reports.

Attachments

1. Mayor Dalle Cort - February 2025
2. Deputy Mayor Musumeci - February 2025
3. Cr Detenon - February 2025
4. Cr Furnell - February 2025
5. Cr Hall - February 2025
6. Cr Oar - February 2025
7. Cr Vasta - February 2025

Mayor's

MONTHLY REPORT



Mayor Pierina Dalle Cort

Councillor Report for the month of February 2025

** This report does not include meetings with the Council staff, community members & general daily duties.

| Date | Description |
|--------|--|
| 01 Feb | Queensland Disaster Management Committee Meeting (9:30am and 4:30pm) |
| | Townsville District Bureau of Meteorology Weather Briefing |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 2 |
| 02 Feb | Queensland Disaster Management Committee Meeting (8:30am and 4:00pm) |
| | Townsville District Bureau of Meteorology Weather Briefing |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 3 |
| | ABC Radio Interview |
| 03 Feb | Queensland Disaster Management Committee Meeting (8:00am and 5:00pm) |
| | Townsville District Bureau of Meteorology Weather Briefing |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 4 |
| | ABC Radio Interview |
| 04 Feb | Queensland Disaster Management Committee Meeting (8:00am and 5:00pm) |
| | Council Workshop |
| | Townsville District Bureau of Meteorology Weather Briefing |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 5 |

Mayor's

MONTHLY REPORT



| | |
|--------|---|
| 05 Feb | Queensland Disaster Management Committee Meeting (7:45am and 5:15pm) |
| | Inspection of Giru Township with CEO |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 6 |
| | Townsville Bulletin Interview |
| 06 Feb | Queensland Disaster Management Committee Meeting (8:00am and 4:00pm) |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 7 |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| 07 Feb | North Queensland Weather Event – Environmental Recovery Group Meeting |
| | Bureau of Meteorology Weather Briefing |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 8 |
| | Queensland Disaster Management Committee Meeting (12:30pm) |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| 08 Feb | Queensland Disaster Management Committee Meeting (8:00am and 5:30pm) |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 9 |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| 09 Feb | Queensland Disaster Management Committee Meeting (8:00am and 4:00pm) |
| | Burdekin Local Disaster Coordination Centre Briefing |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 10 |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| 10 Feb | Queensland Disaster Management Committee Meeting (8:00am and 5:00pm) |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 11 |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | Channel 7 Interview |

Mayor's

MONTHLY REPORT



| | |
|--------|--|
| 11 Feb | Queensland Disaster Management Committee Meeting (9:30am) |
| | First Ordinary Council Meeting |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 12 |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | ABC Interview |
| 12 Feb | Queensland Disaster Management Committee Meeting (8:00am and x) |
| | Premier's Visit |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 13 |
| | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | North Queensland Weather Event – Environmental Recovery Group Meeting |
| 13 Feb | Townsville District Disaster Management Group Extra Ordinary Meeting |
| 14 Feb | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | Extra Ordinary Burdekin Local Disaster Management Group Meeting 14 |
| 15 Feb | Official Visit from Queensland Governor of Queensland Dr Jeanette Young |
| 17 Feb | Townsville District Disaster Management Group Extra Ordinary Meeting |
| | North Queensland Weather Event – Environmental Recovery Group Meeting |
| | Visit from Hon David Littleproud; Andrew Wilcox MP and Senator Susan MacDonald |
| 18 Feb | Council Workshop |
| 19 Feb | Ministerial Meetings at Parliament House |
| 20 Feb | Ministerial Meetings at Parliament House |
| 24 Feb | Visit from LGAQ President Mayor Matt Burnett |
| | Home Hill State High School Leaders' Investiture Parade |
| | Sweet Days, Hot Nights Festival Meeting |
| | Burdekin Shire Rivers Improvement Trust General Meeting |

Mayor's

MONTHLY REPORT



| | |
|--------|---|
| 25 Feb | Second Ordinary Council Meeting |
| | 2025 Sweet Days, Hot Nights Festival Launch |
| 26 Feb | Burdekin Industry Breakfast |
| | East Ayr State School Leader Induction Ceremony |
| | Visit from National Emergency Management Agency representatives |
| | Burdekin Catholic High School Mass & Commissioning Liturgy |
| | Meeting with Burdekin Life representative |
| 27 Feb | Burdekin Shire Council All Staff BBQ Breakfast and Meeting |
| | Budget Workshop |
| | Townsville District Disaster Management Group Recovery Meeting |

Deputy Mayor

MONTHLY REPORT



Deputy Mayor Max Musumeci

Councillor Report for the month of February 2025.

| Date | Description |
|--------|--|
| 3 Feb | Extra Ordinary Burdekin Local Disaster Management Group Meeting 4 (3pm – 4pm) |
| 4 Feb | Council Workshop (8.30am – 2pm) Burdekin Human and Social Function Recovery Group Meeting 1 (12.30pm – 1pm) Extra Ordinary Burdekin Local Disaster Management Group Meeting 5 (3pm – 3.30pm) |
| 5 Feb | Burdekin Human and Social Function Recovery Group Meeting 2 (12.30pm – 1pm) Extra Ordinary Burdekin Local Disaster Management Group Meeting 6 (3pm – 3.30pm) Radio 97.1 Sweet FM Councillor Update (2pm – 3pm) |
| 6 Feb | Burdekin Human and Social Function Recovery Group Meeting 3 (11.15am – 11.45pm) Extra Ordinary Burdekin Local Disaster Management Group Meeting 7 (12pm – 1pm) |
| 7 Feb | Extra Ordinary Burdekin Local Disaster Management Group Meeting 8 (11am – 12pm) |
| 8 Feb | Burdekin Human and Social Function Recovery Group Meeting – Microsoft Teams (11.15am – 11.45am) Extra Ordinary Burdekin Local Disaster Management Group Meeting 9 – Microsoft Teams (12pm – 1pm) |
| 9 Feb | Extra Ordinary Burdekin Local Disaster Management Group Meeting 10 – Microsoft Teams (11am – 12pm) |
| 10 Feb | Burdekin Human and Social Function Recovery Group Meeting 5 – Microsoft Teams (12.30pm – 1pm) Extra Ordinary Burdekin Local Disaster Management Group Meeting 11 – Microsoft Teams (11.30am – 12.30pm) |
| 11 Feb | First Ordinary Council Meeting – Microsoft Teams (9am – 10am) Burdekin Human and Social Function Recovery Group Meeting 6 – Microsoft Teams 12.30 – 1pm) Extra Ordinary Burdekin Local Disaster Management Group Meeting 12 – Microsoft Teams (11.30am – 12.30pm) Home Hill Comfort Stop Bus and Rail Plantation Creek Transfer (5pm – 8pm) |
| 12 Feb | Home Hill Comfort Stop Bus and Rail Plantation Creek Transfer (7.30am – 8pm) Radio 97.1 Sweet FM Radio – Councillor Update |

Deputy Mayor

MONTHLY REPORT



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| 13 Feb | Home Hill Comfort Stop Bus and Rail Plantation Creek Transfer (7.30am – 8pm) |
| 14 Feb | Home Hill Comfort Stop Bus and Rail Plantation Creek Transfer (7.30am – 12pm) Townsville District Recovery Group Meeting – Microsoft Teams (10.30am – 11.30am) Burdekin Human and Social Function Recovery Group Meeting 8 (12.30pm – 1pm) Extra Ordinary Burdekin Local Disaster Management Group Meeting 14 (2pm – 3pm) |
| 17 Feb | Townsville District Recovery Group (DDMG) meeting – Microsoft Teams (10.30am – 11.30am) Burdekin Human and Social Function Recovery Group Meeting 9 (12.15pm – 12.45pm) |
| 18 Feb | Deliver Burdekin Community Recovery Hub posters in Home Hill at Home Hill Bakery, IGA and Home Hill News & Coffee (7:30am) Council Workshop (9am – 2pm) Discussion regarding electronic message board placement for Community Recovery Hubs (2.15pm – 3pm) |
| 19 Feb | Ayr State High School Leader Induction Ceremony (11am – 12.30pm) Burdekin Human and Social Function Recovery Group Meeting 10 (12.30pm – 1pm) Home Hill Chamber of Commerce Meeting (5.30pm – 6.30pm) |
| 20 Feb | Townsville DDMG District Recovery Group Meeting (Teams) (10.30am – 11.30am) Burdekin Catholic High School Major Awards Night (5.30pm – 8pm) |
| 24 Feb | Burdekin Human and Social Function Recovery Group Meeting 11 (9.30am – 10am) Townsville District Recovery Group Meeting (10.30am – 11.30am) |
| 25 Feb | Second Ordinary Council Meeting (9am – 10am) Burdekin Human and Social Function Recovery Group Meeting 12 (11am – 11.45am) Sweet Days Hot Nights Festival Launch – Burdekin Theatre Foyer (5.30pm – 8pm) |
| 26 Feb | Burdekin Industry Breakfast (7am – 8.30am) National Emergency Management Agency Delegation (11am – 12pm) |
| 27 Feb | Cooking and Prep for Staff Breakfast (6.30am – 7.00am) Burdekin Shire Council All Staff Breakfast at Burdekin Theatre (7am – 9.30am) |
| 28 Feb | Queensland Railbus Debrief (9am – 9.30am) |

Councillor

MONTHLY REPORT



Councillor Michael Detenon

Councillor Report for the month of February 2025.

| Date | Description |
|--------|--|
| Feb 1 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 2 |
| Feb 2 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 3 |
| Feb 3 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 4 |
| Feb 4 | Council Workshop |
| Feb 5 | Audit Committee Meeting |
| Feb 6 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 7 |
| Feb 7 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 8 |
| Feb 7 | Burdekin Economic Functional Recovery Group Meeting 1 |
| Feb 8 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 9 |
| Feb 9 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 10 |
| Feb 10 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 11 |
| Feb 11 | First Ordinary Council Meeting |
| Feb 11 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 12 |
| Feb 12 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 13 |
| Feb 14 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 14 |
| Feb 18 | Council Workshop |
| Feb 25 | Second Ordinary Council Meeting |
| Feb 25 | Sweet Days Hot Nights Launch |
| Feb 26 | Burdekin Economic Functional Recovery Group Meeting 2 |
| Feb 27 | All Staff Breakfast |
| Feb 27 | Budget Workshop |

Councillor

MONTHLY REPORT



Councillor John Furnell

Councillor Report for the month of February 2025.

| Date | Description |
|-----------|--|
| 02FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 3 |
| 03FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 4 |
| 04FEB2025 | Council Workshop |
| 04FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 1 |
| 04FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 5 |
| 05FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 2 |
| 05FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 6 |
| 06FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 7 |
| 06FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 3 – Chair |
| 07FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 8 |
| 08FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 9 |
| 08FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 4 – Chair |
| 09FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 10 |
| 10FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 11 |
| 10FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 5 – Chair |
| 11FEB2025 | First Ordinary Council Meeting |
| 11FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 12 |
| 11FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 6 – Chair |
| 12FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 13 - Chair |
| 12FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 7 – Chair |

Councillor

MONTHLY REPORT



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| 12FEB2025 | Visit Burdekin Community Recovery Hub in Ayr |
| 13FEB2025 | Visit Burdekin Community Recovery Hub in Ayr and Giru |
| 14FEB2025 | Extra-ordinary Burdekin Local Disaster Management Group Meeting 14 |
| 14FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 8 – Chair |
| 15FEB2025 | Visit by Governor of Queensland |
| 16FEB2025 | Visit Burdekin Community Recovery Hub in Giru |
| 17FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 9 – Chair |
| 18FEB2025 | Council Workshop |
| 19FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 10 – Chair |
| 19FEB2025 | Home Hill Chamber of Commerce Meeting |
| 20FEB2025 | Visit Burdekin Community Recovery Hub in Home Hill |
| 22FEB2025 | Visit Burdekin Community Recovery Hub in Home Hill, Clare and Jerona |
| 23FEB2025 | Visit Burdekin Community Recovery Hub in Home Hill and Rita Island |
| 24FEB2025 | Burdekin Human and Social Functional Recovery Group Meeting 11 – Chair |
| 24FEB2025 | Townsville District Recovery Group Meeting – Microsoft Teams |
| 25FEB2025 | Council Workshop |
| 25FEB2025 | Townsville District Human and Social Recovery Group Meeting – Microsoft Teams |
| 26FEB2025 | Burdekin Industry Breakfast at Burdekin Theatre |
| 26FEB2025 | National Emergency Management Agency (NEMA) meeting |
| 27FEB2025 | Burdekin Shire Council All Staff Breakfast at Burdekin Theatre |
| 27FEB2025 | Budget Workshop |
| 27FEB2025 | Townsville District Recovery Group Meeting – Microsoft Teams |
| 28FEB2025 | Visit Burdekin Human and Social Functional Recovery Hub in Home Hill |

Councillor

MONTHLY REPORT



Councillor Amanda Hall

Councillor Report for the month of February 2025.

| Date | Description |
|--------|--|
| 1 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 2 – Microsoft Teams |
| 2 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 3 – Microsoft Teams |
| 3 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 4 – Microsoft Teams |
| 4 Feb | Council Workshop |
| 4 Feb | Bureau of Meteorology Update – Council Chambers |
| 5 Feb | Meeting onsite with flood affected ratepayers – Giru |
| 5 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 6 – Microsoft Teams |
| 6 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 7 – Microsoft Teams |
| 7 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 8 – Microsoft Teams |
| 8 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 9 – Microsoft Teams |
| 9 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 10 – Microsoft Teams |
| 10 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 11 – Microsoft Teams |
| 11 Feb | First Ordinary Council Meeting |
| 11 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 12 |
| 12 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 13 |
| 13 Feb | Burdekin Community Advisory Network (CAN) Meeting |
| 14 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 14 |
| 18 Feb | Country Universities Centre Presentation – Burdekin Theatre Foyer |

Councillor

MONTHLY REPORT



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| 18 Feb | Council Workshop |
| 18 Feb | Dawson Grants Committee – Microsoft Teams Meeting |
| 19 Feb | Home Hill Chamber of Commerce Meeting |
| 21 Feb | Clare State School Leaders Induction |
| 25 Feb | Second Ordinary Council Meeting |
| 25 Feb | Sweet Days, Hot Nights Festival Launch at Burdekin Theatre |
| 26 Feb | Burdekin Industry Breakfast at Burdekin Theatre |
| 26 Feb | Lower Burdekin Water Board Meeting |
| 26 Feb | Radio 97.1 Sweet FM Councillor Chat |
| 27 Feb | All Staff BBQ Breakfast |
| 27 Feb | Budget Meeting |

Councillor

MONTHLY REPORT



Councillor Callan Oar

Councillor Report for the month of February 2025.

| Date | Description |
|--------|--|
| 2 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 3 – Council Chambers |
| 3 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 4 – Council Chambers |
| 4 Feb | Council Workshop – Council Chambers |
| 5 Feb | Burdekin Shire Council Audit and Risk Committee Meeting – Council Chambers |
| 5 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 6 – Council Chambers |
| 6 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 7 – Council Chambers |
| 7 Feb | Department of Environment, Tourism, Science and Innovation – North Queensland Weather Event Environmental Recovery Meeting – Microsoft Teams |
| 7 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 8 – Council Chambers |
| 8 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 9 – Council Chambers |
| 9 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 10 – Council Chambers |
| 10 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 11 – Council Chambers |
| 11 Feb | First Ordinary Council Meeting – Council Chambers |
| 11 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 12 – Council Chambers |

Councillor

MONTHLY REPORT



| Date | Description |
|--------|--|
| 12 Feb | Department of Environment, Tourism, Science and Innovation – North Queensland Weather Event Environmental Recovery Meeting – Microsoft Teams |
| 12 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 13 – Council Chambers |
| 14 Feb | Extra-ordinary Burdekin Local Disaster Management Group Meeting 14 – Council Chambers |
| 18 Feb | Council Workshop – Council Chambers |
| 24 Feb | Burdekin Shire Rivers Improvement Trust Meeting – Council Chambers |
| 25 Feb | Second Ordinary Council Meeting – Council Chambers |
| 25 Feb | Sweet Days, Hot Nights Festival Launch – Burdekin Theatre |
| 26 Feb | National Emergency Management Agency Meeting – Council Chambers |
| 27 Feb | Burdekin Shire Council All Staff Breakfast – Burdekin Theatre |
| 27 Feb | Budget Workshop – Council Chambers |

Councillor

MONTHLY REPORT



Councillor Fina Vasta

Councillor Report for the month of February 2025.

| Date | Description |
|---------|---|
| 3.2.25 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 4 |
| 5.2.25 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 6 |
| 6.2.25 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 7 |
| 7.2.25 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 8 (via Teams) |
| 8.2.25 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 9 (via Teams) |
| 9.2.25 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 10 |
| 10.2.25 | Extra Ordinary Burdekin Local Disaster Management Group Meeting 11 (via Teams) Meeting with resident, CEO and staff regarding drainage concerns Burdekin Neighbourhood Centre General Meeting |
| 11.2.25 | First Ordinary Council Meeting |
| 18.2.25 | Council Workshop |
| 19.2.25 | Councillor Weekly Radio Program with 97.1 Sweet FM |
| 25.2.25 | Second Ordinary Council Meeting Sweet Days Hot Nights Festival Event launch |
| 26.2.25 | Burdekin Industry Breakfast |
| 27.2.25 | All Staff Breakfast Budget Workshop |