



Burdekin Shire Council

AGENDA

ORDINARY COUNCIL MEETING

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

on 25 November 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.

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ORDER OF BUSINESS:

ATTENDANCE

2. PRAYER

3. DECLARATIONS OF INTEREST

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 11 November 2025

4.2. Burdekin Shire Youth Council Meeting Minutes - 10 November 2025

5. EXECUTIVE

5.1. CEO

5.2. ECONOMIC DEVELOPMENT

5.2.1. Funding Application - Regional Drought Resilience Plan

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.2. COMMUNITY SERVICES

6.3. FINANCIAL SERVICES

6.3.1. Monthly Financial Report - October 2025

6.4. GOVERNANCE

6.4.1. Conflict of Interest for Workers Policy

6.4.2. Request for Reduction of Lease Fees - Roy Pryor

6.4.3. 2026-27 SES Support Grant - Funding Applications

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Review of Fox and Wild Dog Bounty Policy

7.1.2. Resource Recovery Boost Fund - Funding Application

7.2. OPERATIONS

7.2.1. Code of Operations Cemeteries

7.3. PLANNING AND DEVELOPMENT

7.3.1. Twelve Month Review - Amenity and Aesthetics and Removal and Rebuilding Works Policy

7.3.2. Security for Development and Building Works Policy

7.3.3. Adoption of New 'Economic Stimulus Policy - Development Incentives'

7.3.4. Development Application for a Development Permit for Material Change of Use – Expansion and Redevelopment of Service Station located at

**29285 Bruce Highway, McDesme and formally described as Lots 6 and 7
on RP903580.**

7.4. TECHNICAL SERVICES

**7.4.1. DRFA Reconstruction of Essential Public Assets Package 5 - Tender
Recommendation**

7.5. WATER AND WASTEWATER

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

4.1. MINUTES AND BUSINESS ARISING

Ordinary Council Meeting Minutes - 11 November 2025

Recommendation

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

Attachments

1. Minutes - Ordinary Council Meeting - 11 November 2025



Burdekin Shire Council

MINUTES

ORDINARY COUNCIL MEETING

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

on 11 November 2025

COMMENCING AT 9:00 AM

ORDER OF BUSINESS:

ATTENDANCE

Councillor Pierina Dalle Cort, Councillor Max Musumeci, Councillor Michael Detenon, Councillor John Furnell, Councillor Amanda Hall, 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. G. Arboit - Manager Community Services (Part)
Mr. P. Day - Manager Environmental and Health Services (Part)
Mrs. K. Galletta - Manager Planning and Development (Part)
Mrs. J. Manganaro - Manager Financial Services (Part)
Miss N. Cervoni - Trainee Library and Info Services Assistant (Part)
Mrs. M. Power - Media and Communications Officer
Mrs. T. Quagliata - Community Development Officer (Part)

Minutes Clerk - Miss K. Backman

2. PRAYER

The meeting prayer was delivered by Pastor Peter Holmes of the Burdekin Community Church.

9:03am - Miss Cervoni entered the meeting.

9:03am - Mrs. Quagliata entered the meeting.

9:09am Prior to the meeting proceedings, Miss Cervoni proudly presented her achievement award to Council, announcing that she had been named Trainee of the Year after competing against trainees from diverse industry sectors across Queensland. Miss Cervoni completed her Certificate III in Business during her employment as the Library Trainee at Burdekin Shire Council. Councillors congratulated Miss Cervoni on her wonderful achievement and wished her success with future endeavours.

9:14am - Miss Cervoni left the meeting.

3. DECLARATIONS OF INTEREST

The Mayor called for declarations of interest.

Councillor Musumeci advised he had a Declarable Conflict of Interest in relation to Item 4.2 - Community Grants Panel Meeting Minutes - Round 2 - 27 October 2025, specifically Item 2 - Number 2.2 Rotary Club of Home Hill Request for Cash Funding as his parents are both members of the Home Hill Rotary Club and his father is the Club President. Councillor Musumeci advised of his intention to leave the meeting prior to this discussion.

Councillor Hall advised she had a Prescribed Conflict of Interest in relation to Item 7.3.1 - Development Permit for Reconfiguring a Lot (Two (2) Lots and Common Property into Two (2) Standard Lots) at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr (Lot 0 on SP344600, Lot 1 on SP344600, and Lot 2 on SP344600) as her son is the applicant. Councillor Hall advised of her intention to leave the meeting prior the discussion.

4. MINUTES AND BUSINESS ARISING

4.1. Ordinary Council Meeting Minutes - 28 October 2025

Recommendation

That the minutes of the Ordinary Council Meeting held on 28 October 2025 be received as a true and correct record.

Resolution

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

Voting on the Motion

FOR - Councillors Dalle Cort, Musumeci, Detenon, Furnell, Hall, and Vasta.

AGAINST - Councillor Oar

6/1

CARRIED

4.2. Community Grants Panel Meeting Minutes - Round 2 - 27 October 2025

9:13am Councillor Musumeci left the meeting at the commencement of this discussion as he advised he had a Declarable Conflict of Interest in relation to Item 4.2 - Community Grants Panel Meeting Minutes - Round 2 - 27 October 2025, specifically Item 2 - Number 2.2 Rotary Club of Home Hill Request for Cash Funding as his parents are both members of the Home Hill Rotary Club and his father is the Club President.

Recommendation

Item 2 – Consideration of Grant Applications Round 2 – 2025/26 Financial Year

No.	Applicant	Recommended Cash Funding	Recommended In-kind Support
2.1	Burdekin BMX Club Inc.	\$1,500.00	\$900.00
2.2	Rotary Club of Home Hill	\$1,000.00	
2.3	Jarvisfield State School P&C	NIL	\$255.00
2.4	Ayr Chamber of Commerce		\$1,800.00
2.5	Rotary Club of Ayr		\$600.00

Item 3 – Correspondence from Burdekin Junior Rugby League Re Unspent Funds

Recommended that Burdekin Junior Rugby League return their unused funds of \$2,500.00 from Round 4 2023/24 and submit a new grant application during the appropriate funding round for future consideration.

That:

1. the minutes of the Community Grants Panel Meeting held on 27 October 2025 be noted; and
2. the recommended funding as detailed in the minutes and noted in Items 2.1 - 2.5, be adopted; and
3. the recommended action regarding Burdekin Junior Rugby League unused grant funds as detailed in Item 3 be adopted; and
4. it be noted that the remaining cash funds for the 2025/26 financial year after the allocation from Round 2 will be \$29,800.00.

Resolution

Moved Councillor Vasta, seconded Councillor Furnell that the recommended Cash Funding for the Rotary Club of Home Hill as detailed in the minutes and noted in Item 2 - Number 2.2 be adopted.

CARRIED

9:24am - Councillor Musumeci re-entered the meeting.

Resolution

Moved Councillor Hall, seconded Councillor Vasta that the remaining Items 1, 2 (Numbers 2.1, 2.3 - 2.5), 3 and 4 be adopted.

CARRIED

4.3. Burdekin Shire Youth Council Meeting Minutes - 13 October 2025

Executive Summary

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 13 October 2025.

Recommendation

Item 3 - Involvement in Coffee and Connections Health and Wellbeing Expo - Saturday, 11 October 2025

That Council notes the involvement of Burdekin Shire Youth Council members in the recent Coffee and Connections Health and Wellbeing Expo held on Saturday, 11 October 2025.

That Council receives and notes:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 13 October 2025; and
2. the recommendations as detailed in the minutes and summarised above in Item 3.

Resolution

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

CARRIED

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

4.4. RADF Advisory Group Minutes - 3 November 2025

Executive Summary

This report provides the Minutes of the RADF Advisory Group meeting held on 3 November 2025.

Recommendation

Item 6. Consideration of Applications in RADF 2025-26 Round 1

The meeting noted that this was the first round of the 2025/26 year. Available funds for two (2) rounds – Arts Queensland \$30,975.00 and Burdekin Shire Council \$13,275.00 = \$44,250.00

It is recommended that the following funding be approved:

Applicant	Project	Requested Funding	Recommended Funding
Lower Burdekin Celtic Dancing Association	Towards cost of conducting a Highland Dancing workshop. <i>It is recommended funding of \$3,500 be provided to Lower Burdekin Celtic Dancing Association as it is a requirement of the RADF program that a financial contribution towards a project is made by an applicant.</i>	\$4,000.00	\$3,500.00
Burdekin Singers and Theatre Company	Mr Nuttall had advised a perceived conflict of interest and did not participate in consideration of this application. Towards cost of producing the musical “We Will Rock You” in Burdekin Theatre. Mr Nuttall rejoined meeting following deliberations.	\$5,000.00	\$5,000.00
Burdekin Uniting Church	Towards cost of conducting 2026 Gospel Music Festival	\$5,000.00	\$5,000.00
Burdekin Shire Youth Council	Towards cost of conducting 2026 NQ Fast Track Talent Showcase and workshops	\$5,000.00	\$5,000.00
Burdekin Woodcrafts Association	Towards cost of conducting a workshop in use of wood lathe	\$3,225.00	\$3,225.00
Burdekin Potters	Towards cost of conducting beginners and intermediate Wheel Throwing Workshop	\$2,912.00	\$2,912.00
TOTALS		\$25,137.00	\$24,637.00

Item 7. Applications to be Invited for Community Member Vacancy on RADF Advisory Group

The meeting noted that the four-year tenure of community membership of the RADF Advisory Group by Mr John Woods had been completed. Cr Furnell thanked Mr Woods for his valuable contribution and commitment to the RADF Advisory Group over the past four (4) years.

It is recommended, as per the guidelines, that applications be invited for the community member vacancy on the RADF Advisory Group.

That:

1. The minutes of the RADF Advisory Group meeting held on 3 November 2025 be noted, and;
2. The recommendations as detailed in the minutes as summarised in Items 6 and 7 be adopted.

Resolution

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

CARRIED

5. EXECUTIVE

5.1. CEO

5.1.1. Ordinary Council Meetings - December 2025 and January 2026

Executive Summary

The Council's Ordinary Meeting cycle is normally varied during the December/January period each year to accommodate the absence of Councillors and key staff due to personal and leave commitments over this period. It is proposed to hold only one (1) Ordinary Council meeting in December 2025 and also one (1) meeting in January 2026. The Workshop Meeting cycle will also be varied during this period.

Recommendation

That the normal Council Ordinary Meeting cycle be varied in December 2025 and January 2026 with only one (1) meeting being held in each month on the following dates:

- Tuesday 9 December 2025
- Tuesday 27 January 2026

And the Workshop Meeting cycle also be varied during this period.

Resolution

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

CARRIED

5.2. ECONOMIC DEVELOPMENT

6. CORPORATE AND COMMUNITY SERVICES

6.1. CLIENT SERVICES

6.2. COMMUNITY SERVICES

6.2.1. Community Assistance Policy

Executive Summary

The Community Assistance Policy provides a clear and consistent framework for both Council and the community to access financial and in-kind support. The policy sets out defined eligibility criteria and application procedures for organisations and individuals undertaking community-focused activities that are consistent with Councils Vision, Mission and Corporate Strategy. The Policy was scheduled for review in July 2025.

Recommendation

That Council adopts the Community Assistance Policy as attached.

Resolution

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

CARRIED

9:43am - Mr. Arboit left the meeting.

6.3. FINANCIAL SERVICES

6.3.1. Sale of Land for Overdue Rates and Charges

Executive Summary

To effectively address current rate arrears on these properties, the sale of land process will be necessary to discharge overdue rates and charges. Previous requests for payment have been ignored and the total outstanding revenue on these properties now exceeds \$52,000.

If at any time during the sale of land process outstanding rates, charges and expenses on a property are paid in full, proceedings will cease.

Recommendation

That pursuant to Section 140(2) of the *Local Government Regulation 2012*, Council sells the land described in "Schedule A - List of Properties" for overdue rates and charges;

And that Council delegates to the Chief Executive Officer its power to take all further steps under Chapter 4, Part 12, Division 3 of the *Local Government Regulation 2012* to effect sale of the land or end the sale procedures if appropriate (Section 141(3) of the Regulation).

Resolution

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

CARRIED

6.3.2. Sundry Debtors Recovery Policy

Executive Summary

The purpose of the Sundry Debtors Recovery Policy is to provide a framework for timely and efficient recovery of overdue accounts for Council.

Recommendation

That Council adopts the Sundry Debtors Recovery Policy attached to this report.

Resolution

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

CARRIED

9:44am - Mrs. Manganaro left the meeting.

9:44am - Mr. Day entered the meeting.

6.4. GOVERNANCE

6.4.1. Revised Community Use of Council Bus Policy

Executive Summary

The Community Use of Council Bus Policy was last reviewed in 2022. It has been reviewed and updated in accordance with the adopted three-year schedule.

Recommendation

That Council adopts the revised Community Use of Council Bus Policy as attached to this report.

Resolution

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

CARRIED

6.4.2. Operational Plan Q1 Report

Executive Summary

Council is required to adopt an annual operational plan that aligns with the adopted budget and the adopted corporate plan. The operational plan supports the achievement of the objectives of the corporate plan through the delivery of operational activities. The Chief Executive Officer is required to provide Council with a report outlining the implementation and progress towards achieving the annual operational plan at intervals no greater than 3 months. The Operational Plan Q1 report provides an accurate assessment of the progress achieved during the Q1 period- 1 July 2025 - 30 September 2025. At the end of the Q1 period 80% of Council's operational activities were considered to be on track (green).

Recommendation

That Council adopts the Operational Plan Q1 report as attached to this report.

Resolution

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

CARRIED

9:50am - Mrs. Galletta entered the meeting.

7. INFRASTRUCTURE, PLANNING AND ENVIRONMENTAL SERVICES

7.1. ENVIRONMENTAL AND HEALTH SERVICES

7.1.1. Closure of Animal Pound Drop-off Cages

Executive Summary

Following a successful six-month trial (1 May – 31 October 2025) of closing the drop-off cages at the MacKenzie Street Animal Pound, Council achieved:

- **37% reduction** in animals entering the pound.
- **Improved rehoming outcomes** through enhanced engagement and partnerships with rehoming agencies.

This report recommends permanent closure of the drop-off cages to support responsible animal ownership and improve animal welfare outcomes.

Recommendation

That Council approves the permanent closure of the drop-off cages at the MacKenzie Street Animal Pound.

Resolution

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

CARRIED

7.1.2. Vending on Council Roads and Council Owned or Controlled Land Policy

Executive Summary

This report presents the consolidated Vending on Council Roads and Council Owned or Controlled Land Policy for Council's adoption. The new policy merges previous separate policies, streamlines the application and approval process for vending activities, and provides clear guidance for vendors and the community. Key changes include expanding coverage to all Council land, increasing public liability insurance requirements, and simplifying approval procedures. The policy aims to encourage community use of Council spaces for vending, while ensuring food safety, public safety, and minimal impact on existing businesses.

Recommendation

Council adopts the Vending on Council Roads and Council Owned or Controlled Land Policy.

Resolution

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

CARRIED

9:55am - Mr. Day left the meeting.

7.2. OPERATIONS

7.3. PLANNING AND DEVELOPMENT

7.3.1. Development Application for a Development Permit for Reconfiguring a Lot (Two (2) Lots and Common Property into Two (2) Standard Lots) at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr (Lot 0 on SP344600, Lot 1 on SP344600 and Lot 2 on SP344600)

9:55am Councillor Hall left the meeting as she had a Prescribed Conflict of Interest in relation to Item 7.3.1 - Development Permit for Reconfiguring a Lot (Two (2) Lots and Common Property into Two (2) Standard Lots) at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr (Lot 0 on SP344600, Lot 1 on SP344600, and Lot 2 on SP344600) as her son is the applicant.

Executive Summary

Council is in receipt of an impact assessable development application lodged by Brazier Motti on behalf of the applicant, J Hall, seeking a Development Permit for Reconfiguring a Lot to create two (2) standard (i.e. freehold) lots at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr, on land described as Lot 0 on SP344600, Lot 1 on SP344600 and Lot 2 on SP344600.

Recommendation

That Council approves the development application seeking a Development Permit for Reconfiguring a Lot (two (2) lots and common property into two (2) standard lots) at 1/2 Wilmington Street and 2/19 Chippendale Street, Ayr, on land described as Lot 0 on SP344600, Lot 1 on SP344600 and Lot 2 on SP344600, subject to reasonable and relevant conditions as set out below:

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: 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) to Council's satisfaction, and best practice engineering. 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>Works – Applicant's Responsibility/Expense</u> 1.4 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. 1.5 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. <u>Infrastructure Conditions</u> 1.6 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.
2. Approved Plans and Documents <u>Approved Plans & Documents</u> 2.1 The proposed development must be completed, comply with and maintained generally in accordance with the drawings/ documents identified in the above, except as otherwise specified and/or amended by any condition of this approval.	The development must comply with all planning scheme requirements as approved and conditioned by this development permit.	At all times.

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
2.2 The development must be constructed in 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 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.		
Approved Plans		
Drawing Title	Drawing/Revision	Date
PROPOSED RECONFIGURATION Lots 1 and 2 Cancelling Lots 1, 2 and Common Property on SP344600	57282/001 B	11 August 2025
SKETCH PLAN – Inter Allotment Services Easement	Prepared by Burdekin Shire Council	31 October 2025
3. Payment of Rates, Charges and Expenses		
3.1 Prior to signing the Plan of Survey, payment is required of any outstanding rates or charges levied by the Council or any expenses being a charge over the subject land.	Confirmation to be provided to Council prior to the release of the Plan of Survey.	
3.2 Pay the sum calculated at the current charge per lot to be levied on the Council by the Department of Resources, for each new valuation.		
Services and Infrastructure		
4. Stormwater		
4.1 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.	To ensure that stormwater does not adversely affect surrounding properties or properties downstream from the development.	At all times
4.2 Any external catchments discharging to the premises must be accepted and accommodated within the development's stormwater drainage system.		
5. Confirmation of Existing Services Location (and/or Inter Allotment Services Easement)		
5.1 The existing services for each lot must be contained either within: (a) the individual allotment boundaries; or	To ensure the development is appropriately serviced in accordance with relevant code/s and policy direction.	Confirmation to be provided to Council prior to the release of the Plan of Survey.

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
(b) an inter allotment services easement, if the sewerage property connection is to be located in proposed Lot 1 servicing proposed Lot 2.		
5.2 If an inter allotment services easement is required, it will burden proposed Lot 1 in favour of proposed Lot 2 and Council.		
5.3 The easement if required shall be generally in accordance with the approved 'SKETCH PLAN' forming part of Condition 2 and shall provide for the following requirements: (i) Extend from the property boundary to the outside face of the wall of the structure in Lot 1 as per the 'SKETCH PLAN'. (ii) Allow access for Lot 2 to access the inspection opening on the property connection to Lot 2. (iii) Allow Council access to the sewer and property connection to Lot 1 for inspection, maintenance and replacement and carry out any works required to maintain the integrity and safety of the sewerage system; and (iv) The owner of Lot 1 is responsible for all costs associated with any reinstatement works of any appurtenance including slabs and fences affected during any work by Council on the property connection to Lot 1.		
5.4 Easement documents must be submitted to Council for review and approval to confirm compliance with the condition, at the time of lodgement of the Plan of Survey for endorsement with Council.		

Attachment A – Recommended Conditions of Approval

Advice

1. Infrastructure Charges Not Applicable.
2. Compliance with Conditions Unless otherwise specified by these conditions, the conditions must be complied with prior to Council's endorsement of the Plan of Survey.
3. Limitation of Approval 3.1 The Council and its officers make no representations and provide no warranties as to the accuracy of the information contained in the application including its supporting material provided to it by the applicant. 3.2 The Council and its officers rely upon the applicant concerning the accuracy and completeness of the application and its supporting material and accepts the application and supporting material as constituting a representation by the applicant as to its accuracy and completeness. Insofar as the application and its supporting material may be incomplete and/or inaccurate giving rise to any claim by a third party the applicant agrees to indemnify and save the council harmless in respect of any claim so arising.
4. Acid Sulfate Soils Should the presence of acid sulfate soils or potential acid sulfate soils be detected, an Acid Sulfate Soils Management Plan may be required to be prepared and submitted to Council for approval.
5. Amenity Impacts Use of the site is to be operated in a way that protects the values of the existing environment and will not cause unacceptable impacts on surrounding areas as a result of dust, odour, noise or lighting, in accordance with the <i>Environmental Protection Act 1994</i> .
6. Earthworks Earthworks are not approved as part of this Development Permit. If any earthworks are required and deemed assessable development, an operational works development application is to be lodged with Council for assessment in accordance with relevant code/s and policy direction.
7. Miscellaneous 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 . 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.

Resolution

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

CARRIED

9:59am - Mrs. Galletta left the meeting.

9:59am - Councillor Hall re-entered the meeting.

7.4. TECHNICAL SERVICES

7.4.1. Tenders Received for the Planning and Design of Trunk Infrastructure to Support Residential Expansion in Ayr (RAF) TBSC/25/034

Executive Summary

The design and planning of trunk infrastructure project for residential expansion has been supported through funding as part of the Residential Activation Fund. This has required Council to seek tender submissions from qualified consultants to complete planning and detailed design to support the future applications for the funding scheme to allow construction of infrastructure to support future expansion.

The purpose of this report is to seek Council's approval to award the contract as per the company stated in the recommendation below.

Recommendation

That Council authorises the Chief Executive Officer to enter into a contract with SMEC for Engineering Professional Services undertaking the planning and design of trunk infrastructure to support residential expansion in Ayr (TBSC/25/034) for the total lump sum of \$499,561.89 (excluding GST).

Resolution

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

CARRIED

7.4.2. TBSC/25/018 Mould Remediation Works - Council Chambers

Executive Summary

Council is addressing significant mould issues in the Council Chambers. After insurance and disaster funding processes, South Qld Restoration is recommended as the preferred contractor, offering a comprehensive remediation solution for \$171,610.00 (excluding GST). The project will ensure the long-term usability and safety of the heritage-listed facility.

Recommendation

That Council endorses the recommendation to award South Qld Restoration the contract for TBSC/25/018 Mould Remediation Works for \$171,610.00 (excluding GST).

Resolution

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

CARRIED

7.5. WATER AND WASTEWATER

8. NOTICE OF MOTION

9. RECEIPT OF PETITIONS

10. CORRESPONDENCE FOR INFORMATION

10.1. Notice of Attendance - Upcoming Events

Mayor Dalle Cort advised of her intention to attend the following events:

- Harvest Festival Rotary Ball - attended 7 November 2025.
- Remembrance Day Ceremony to be held on 11 November 2025.
- Brisbane Broncos Trophy Tour to be held on 13 November 2025.
- St Colman's Catholic School's Awards and Christmas Concert to be held on 4 December 2025.
- Northern Queensland Legacy's Christmas Party to be held on 5 December 2025.
- Ayr State School Graduation Ceremony to be held 10 December 2025.
- Brandon State School's Graduation Dinner to be held on 10 December 2025.

10.2. Submission - Notice of Closing Date

Mr. Magin advised of the upcoming closing date for submissions regarding the Appropriation (Parliament) (Supplementary 2024-2025) Bill 2025 and Appropriation (Supplementary 2024-2025) Bill 2025. Mr. Magin noted he had raised with Minister Dale Last the time allowed to prepare and complete submissions is insufficient, to which they have advised they have followed standard practice.

10.3. Call for Submissions - Strategic Review of the Office of the Queensland Ombudsman

Mr. Magin called for expressions of interest from Councillors to prepare a submission in response to the Department of Justice Strategic Review into the Office of the Queensland Ombudsman. Councillors had no concerns to raise.

10.4. Correspondence - Response to Invoice Dispute

Mr. Magin advised that Council has issued correspondence to Mr. Tuffin of Tuffin Harvesting Pty Ltd regarding the outcome of the recent Council Workshop concerning his dispute of Invoice Number 1790. Mr. Tuffin has been formally invited to meet with the Chief Executive Officer to discuss the matter further.

11. COUNCILLOR REPORTS

12. GENERAL BUSINESS

12.1. Vote of Thanks to Council Officers

Councillor Oar offered a vote of thanks to Mr. Magin, Mr. Stewart, Mr. Byers and Mr. Pappalardo for their efforts to implement a solution for the current condition of Ida Court which was brought to his attention recently by a ratepayer.

12.2. Correspondence from Community Members

Councillor Hall received correspondence from a ratepayer concerned about the signage along the "S" bends at Giddy Road in McDesme. Councillor Hall has suggested more signage for the area. Mr. Stewart advised he will take the recommendation on notice and return to Council with a solution.

Councillor Hall raised the disabled drop-off parking at the Anzac Park in Ayr. Mayor Dalle Cort advised that this topic will be addressed at the next discussion regarding the Ayr Central Business District Parking Plan currently in development.

Councillor Hall raised the public confusion surrounding the current water restrictions. Mrs. Power advised that the confusion was surrounding the information previously provided regarding the use of sprinklers on designated watering days and that the published information on Council Website and future social media posts has been amended.

Councillor Hall advised of a phone call she received from a ratepayer that a bin that had been hit by a truck outside of Cignall. Councillor Hall notified Mr. Stewart of the incident to which he responded to personally to perform a cleanup. Councillor Hall expressed her thanks to Mr. Stewart for his response to the incident.

12.3. Notice of Visit from Telstra

Mayor Dalle Cort advised of Telstra's upcoming visit to Ayr on 25 November 2025 to provide support to their customers. They will be located in a mobile van in the vacant lot next to St Vincent de Paul. Mayor Dalle Cort noted further information was to be provided on whether an appointment is required or if walk-ins are accepted.

12.4. Approved Leave of Absence - Mayor Dalle Cort - 26 March to 5 April 2026 and 8 July to 27 July 2026

Resolution

Moved Councillor Oar, seconded Councillor Hall that Mayor Dalle Cort be granted Approved Leave of Absence for 26 March to 5 April 2026 and 8 July to 27 July 2026.

CARRIED

12.5. Meeting with Department of Transport and Main Roads

Mr. Stewart updated Council on the recent meeting he attended alongside Mayor Dalle Cort and Mr. Magin with the Department of Transport and Main Roads (TMR) regarding Giddy Road intersection. They have advised they do not have any immediate plans to address the intersection. Council have submitted a request for a Traffic Monitoring CCTV Camera Trailer to monitor traffic at the intersection. TMR have committed to investigating the availability of a trailer to deploy and gather data to inform future decisions such as potentially lowering speeds in the area.

12.6. Update on Resolved Matters

Mr. Magin updated Council advising that the matter concerning damage to a gravesite at Home Hill Cemetery, which Councillors have previously been briefed on, has now been resolved.

Mr. Magin advised Council that a Bond Guarantee of \$10,000.00 has been received from a resident who had previously submitted a written request seeking exemption from the bond payment related to the relocation of a dwelling onto their property. Mr. Magin advised that this now resolves the matter.

13. CLOSED BUSINESS ITEMS

14. DELEGATION

There being no further business the meeting closed at 10:28am.

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

MAYOR

4.2. MINUTES AND BUSINESS ARISING

Burdekin Shire Youth Council Meeting Minutes - 10 November 2025

File Reference: 137
Report Author: Tammy Quagliata, Community Development Officer
Authoriser: Glenn Arboit, Manager Community Services
Meeting Date: 25 November 2025

Purpose

This report provides the minutes of the Burdekin Shire Youth Council Meeting held on 10 November 2025.

Summary of recommendations and actions for consideration and adoption:

Item 4 - Involvement in Seniors Week Expo & Luncheon - 30 October 2025

That Council notes the involvement of the Burdekin Shire Youth Council members in the Seniors Week Expo and Luncheon, and the positive feedback received from various stakeholders.

Recommendation

That Council receives and notes:

1. the minutes of the Burdekin Shire Youth Council Meeting held on 10 November 2025; and
2. the recommendation as detailed in the minutes and summarised above in Item 4.

Attachments

1. Minutes - Burdekin Shire Youth Council Meeting held on 10 November 2025

Meeting Minutes

Meeting	Burdekin Shire Youth Council Meeting		
Date	Monday, 10 November 2025	Time	3:30pm
Attendees	Miss Nicole Cervoni – Youth Mayor Miss Addison Bonato – Ayr State High School Miss Briella Wassmuth – Ayr State High School Miss Chloe Becke – Ayr State High School Mr Michael Lindley – Ayr State High School Mr Thomas Lindley – Burdekin Christian College Councillor John Furnell – Burdekin Shire Council Councillor Fina Vasta – Burdekin Shire Council Mr Glenn Arboit - Manager Community Services, Burdekin Shire Council Ms Tammy Quagliata – Community Development Officer, Burdekin Shire Council		
Guests	N/A		
Apologies	Mr William Wiseman – Deputy Youth Mayor Miss Alexis Lindley – Ayr State High School Miss Danelle Laubscher – Burdekin Christian College Miss Isabella Graham – Ayr State High School Mr John Grabs – Burdekin Christian College Miss Jorda Quagliata – Ayr State High School		
Chairperson	Miss Nicole Cervoni		
Minutes Clerk	Ms Tammy Quagliata		
Location	John Drysdale Chamber		

Agenda Items

1. Minutes of 13 October 2025 Meeting Received

Moved by Miss Cervoni, seconded by Miss Bonato that the flying minutes from the Burdekin Shire Youth Council Meeting held on 13 October 2025 be accepted.

CARRIED

2. Correspondence

Inward Correspondence

- Burdekin Domestic & Family Abuse Prevention Network – Seeking involvement of Burdekin Shire Youth Council members in the Community Candlelight Vigil to be held on Tuesday 25 November 2025 at 7:00pm.

Outward Correspondence

NIL

Moved by Mr M Lindley, seconded by Miss Wassmuth that the inward correspondence be received.

CARRIED

3. Community Candlelight Vigil – 25 November 2025

Cr Vasta and Mr Arboit provided information about the upcoming Burdekin Community Candlelight Vigil to be held as part of 16 Days of Activism Against Gender-Based Violence. Youth Council members are encouraged to be involved by attending and holding a candle in memory of those who have lost their lives due to domestic and family violence. It was noted that this is a community event with guest speakers and the inclusion of young people will make a significant impact. Family and friends are welcome to attend, and a free sausage sizzle will be provided.

Ms Quagliata undertook to circulate information via email and asked members to confirm attendance.

4. Feedback from Seniors Week Expo & Luncheon held on 30 October 2025

Ms Quagliata thanked the 11 members who assisted at the Seniors Week Expo & Luncheon and congratulated them on such a positive representation of the Burdekin Shire Youth Council at the event. Many compliments were received from attendees, as well as from Howie's Catering for Youth Council members' involvement. It was noted that members assisted with serving food and drinks as well as assisting with pack up, which was greatly appreciated. Youth Mayor, Miss Cervoni also gave a speech at the event on behalf of Youth Council.

5. Youth Council Christmas Break Up – Date and Venue

Ms Quagliata noted the results of a poll indicated that the preferred venue for the Christmas Break Up was Burdekin Bowl. Ms Quagliata will liaise with Burdekin Bowl and send invitations to members for the confirmed date and time.

6. Discussions re National Youth Week 2026

Ms Quagliata noted that National Youth Week is held in April each year, with funding opportunities expected to open early in the new year. Members were asked to give some thought and consideration to a possible youth event/project to celebrate National Youth Week in 2026. The exact date has not yet been announced by the Queensland Government.

7. Congratulations to Nicole Cervoni – Named 2025 Trainee of the Year

Ms Quagliata congratulated Youth Mayor, Nicole Cervoni, who was recently named Trainee of the Year – Business Category at the TAFE Queensland Apprentice and Trainee Awards 2025 held at the Gold Coast.

8. Other General Business and Members Update

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

- Ms Wassmuth advised that she had recently been selected to be on both the State and National Youth Board for Surf Life Saving Queensland Youth Reference Group (12 month term) and the Surf Life Saving Australia Young Leaders Working Group (2 year term).

9. Final Meeting for 2025 – 8 December 2025

The final meeting of the Burdekin Shire Youth Council for 2025 will be held on Monday, 8 December 2025. Youth Council certificates will be presented at this meeting.

NOTE: It has since been decided that the Christmas Breakup will be held in place of this meeting.

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

Action Items from Meeting

	Action Item	Responsible Officer	Due Date	Status
	Investigate possible Youth Leadership Development Programs	Tammy Quagliata	Ongoing	
	Complete and circulate 'Country Universities Centre – Burdekin' surveys & information sheet	All members	31 December 2025	
	2025 Youth Council Christmas Break Up	All Members	8 December 2025	
	Involvement in Candlelight Vigil to be held on 25 November 2025 at the Burdekin Theatre	All members	25 November 2025	

5.2.1. ECONOMIC DEVELOPMENT

Funding Application - Regional Drought Resilience Plan

File Reference: 2430

Report Author: Eliza Lovell, Economic Development Coordinator

Authoriser: Matthew Magin, Chief Executive Officer

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

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.

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.

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.

Executive Summary

In 2022, Burdekin Shire together with the Charters Towers Region was selected (as a pilot) to develop a regional drought resilience plan to prepare for and manage future drought risks. The Regional Drought Resilience Planning (RDRP) program was a partnership between the Australian Government's Future Drought Fund (FDF) and the Queensland Government. The program provided funding to the Rural Economies Centre of Excellence (RECoE) to work with five (5) regional communities to pilot the development of these plans. Council endorsed the Burdekin-Charters Towers Regional Drought Resilience Plan and has since been waiting for funding opportunities to implement the identified priorities.

Recommendation

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

- 1) Activity grant to the value of \$300,000.00 (excluding GST) for the development of a Regional Workforce Strategy, establishment of an Employment and Skills Development Network, and the implementation of priority actions from the Burdekin Local Housing Action Plan, and
- 2) Remuneration grant to the value of \$150,000.00 (excluding GST) to provide a human resource to coordinate and contribute to the development of a Regional Workforce Strategy, establishment of an Employment and Skills Development Network, the implementation of priority actions from the Burdekin Local Housing Action Plan, as well as to put into operation regional drought resilience action tracking to start measuring Regional Drought Resilience Plan impacts.

Background

The Burdekin-Charters Towers Regional Drought Resilience Plan outlined the following pathways, along with actions identified under each:

- Pathway 1: Progressing and implementing a whole of catchment approach to achieving water security for the Burdekin and Charters Towers Region.
- Pathway 2: Business and sector development for economic diversification and resilience.

- Pathway 3: Boosting Innovation and agricultural technology for drought resilience.
- Pathway 4: Address drought related workforce disruption, skills, labour and housing shortages.
- Pathway 5: Building Community and personal resilience.
- Pathway 6: Improving the regional governance capacity within the region to plan, deliver and monitor progress towards regional drought resilience.

Council Officers liaised with the Rural Economies Centre of Excellence (RECoE) to identify potential projects based on actions outlined in the Burdekin–Charters Towers Regional Drought Resilience Plan. Projects aligning with Pathway 4 and Pathway 6 were identified, and a project plan titled *Building Regional Drought Resilience by Addressing Workforce and Housing Issues* was submitted to the Queensland Government's Department of Primary Industries for consideration.

The project plan included:

- 1) Activity grant to the value of \$300,000.00 (excluding GST) for the development of a Regional Workforce Strategy, establishment of an Employment and Skills Development Network, and the implementation of priority actions from the Burdekin Local Housing Action Plan, and
- 2) Remuneration grant to the value of \$150,000.00 (excluding GST) to provide a human resource to coordinate and contribute to the development of a Regional Workforce Strategy, establishment of an Employment and Skills Development Network, the implementation of priority actions from the Burdekin Local Housing Action Plan, as well as to put into operation regional drought resilience action tracking to start measuring RDRP impacts.

On 5 September 2025, the Queensland Government advised Council that its project plan application was deemed eligible for grant funding. The next step involves submitting a funding application to the Regional Drought Resilience Planning Grant Scheme, administered by the Queensland Rural and Industry Development Authority (QRIDA) on behalf of the Department of Primary Industries. Following the issuing of the Eligibility Notice for the Burdekin and Charters Towers Region, Council is now eligible to apply to QRIDA for both the Remuneration Grant and Activity Grant components as mentioned above.

Consultation

Discussions between Council Officers and Rural Economies Centre of Excellence (RECoE).
Discussions between Council Officers and Elected Members at Council workshops held on 5 November 2024, 15 July 2025 and 18 November 2025.

Budget & Resource Implications

No financial contribution is required from Council towards this project. If the application is successful, the project will be managed by Council's Economic Development Coordinator.

Legal Authority & Implications

A Funding Agreement/Contract would be signed if approval of the submitted project is received.

Policy Implications

Not applicable.

Risk Implications (Strategic, Operational, Project Risks)

The end date for the first phase of the Regional Drought Resilience Planning Grant Scheme was recently extended to 30 June 2026. There is also a strong possibility that this date will be further extended until 30 November 2026, however this amendment is currently still in progress along with further work around Phase 2.

Attachments

None

6.3.1. FINANCIAL SERVICES

Monthly Financial Report - October 2025

Recommendation

That the Monthly Financial Report for Period Ending 31 October 2025 be received.

Attachments

1. Monthly Financial Report for Period Ending - October 2025
2. 2025-2026 Capital PCG - October 2025 (Confidential)

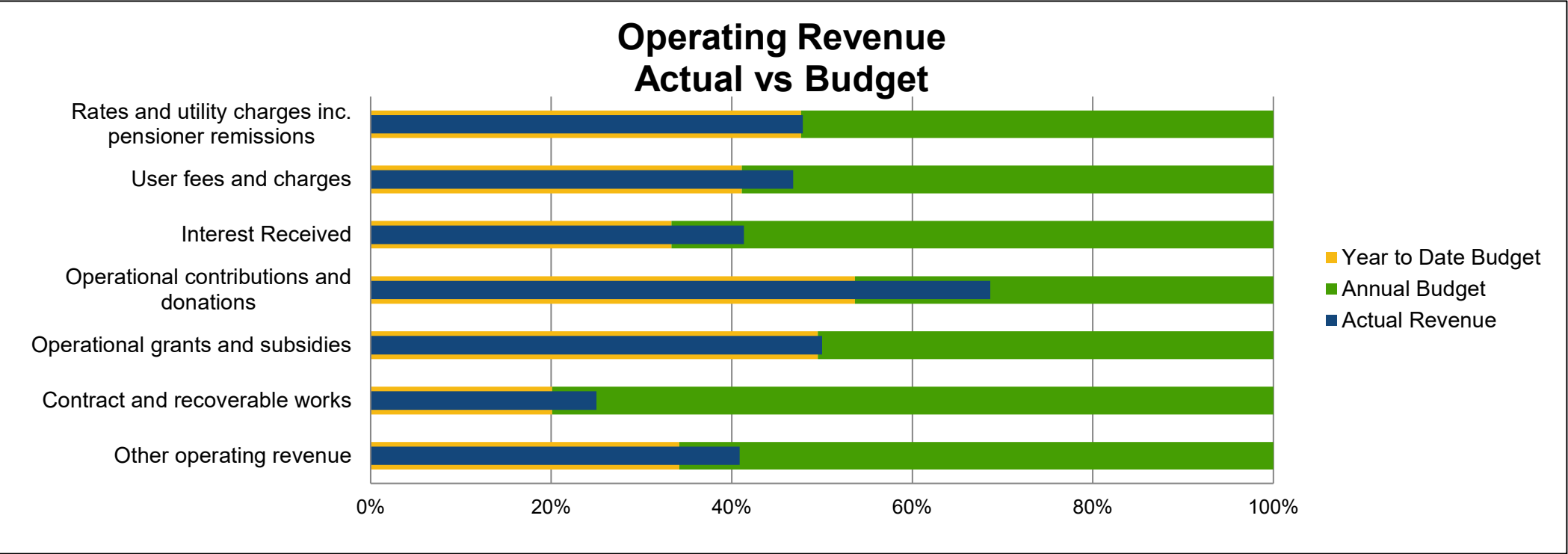
The following report provides a summary of Council's financial performance to 31 October 2025.

FINANCIAL STATEMENTS AT A GLANCE					
As at 31 October 2025	Actual \$	Annual Budget \$	YTD Revised Budget \$	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Total Operating Revenue	33,279,763	70,227,038	32,531,829	747,934	2%
Total Operating Expenses	22,636,180	74,444,524	25,856,664	-3,220,484	-12%
Operating Position	10,643,583	-4,217,486	6,675,165	3,968,418	59%
Capital Revenue	8,549,586	37,324,630	37,324,630	-28,775,044	-77%
Net Result	19,193,169	33,107,144	43,999,795	-24,806,626	-56%

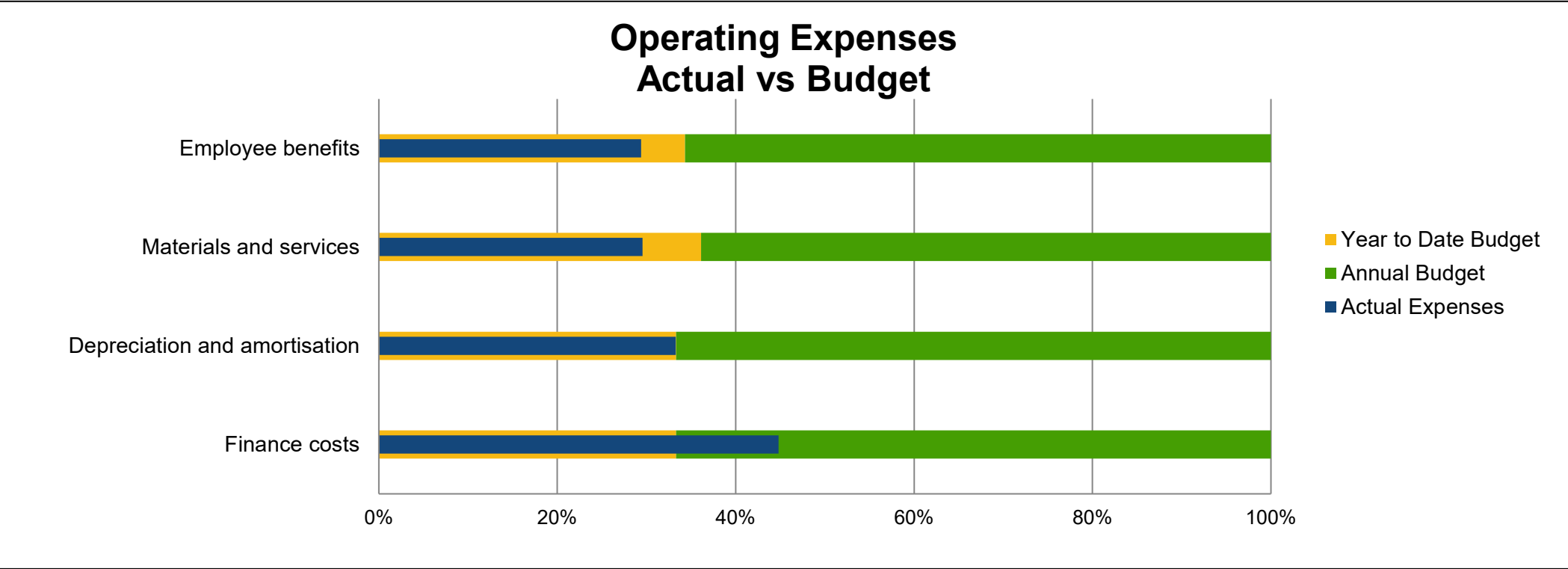
This report contains financial information for the period ending 31 October 2025. Council's operating position at month end is a \$10.6M surplus.

Please note 33% of the year is now completed.

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



- Ahead of Budget:**
- User fees and charges: Mainly due to Caravan Park income, transfer stations, and cemeteries which are variable throughout the year.
 - Interest received: Due to conservative budgeting.
 - Operational contributions and donations: Internal infrastructure charges in relation to the Ayr Industrial Estate subdivisional works.
 - Contract and recoverable works: Roads Maintenance Performance Contract monies received for works claimed.
 - Other operating revenue: Income received from Container Revenue Share scheme and transfer station takings.



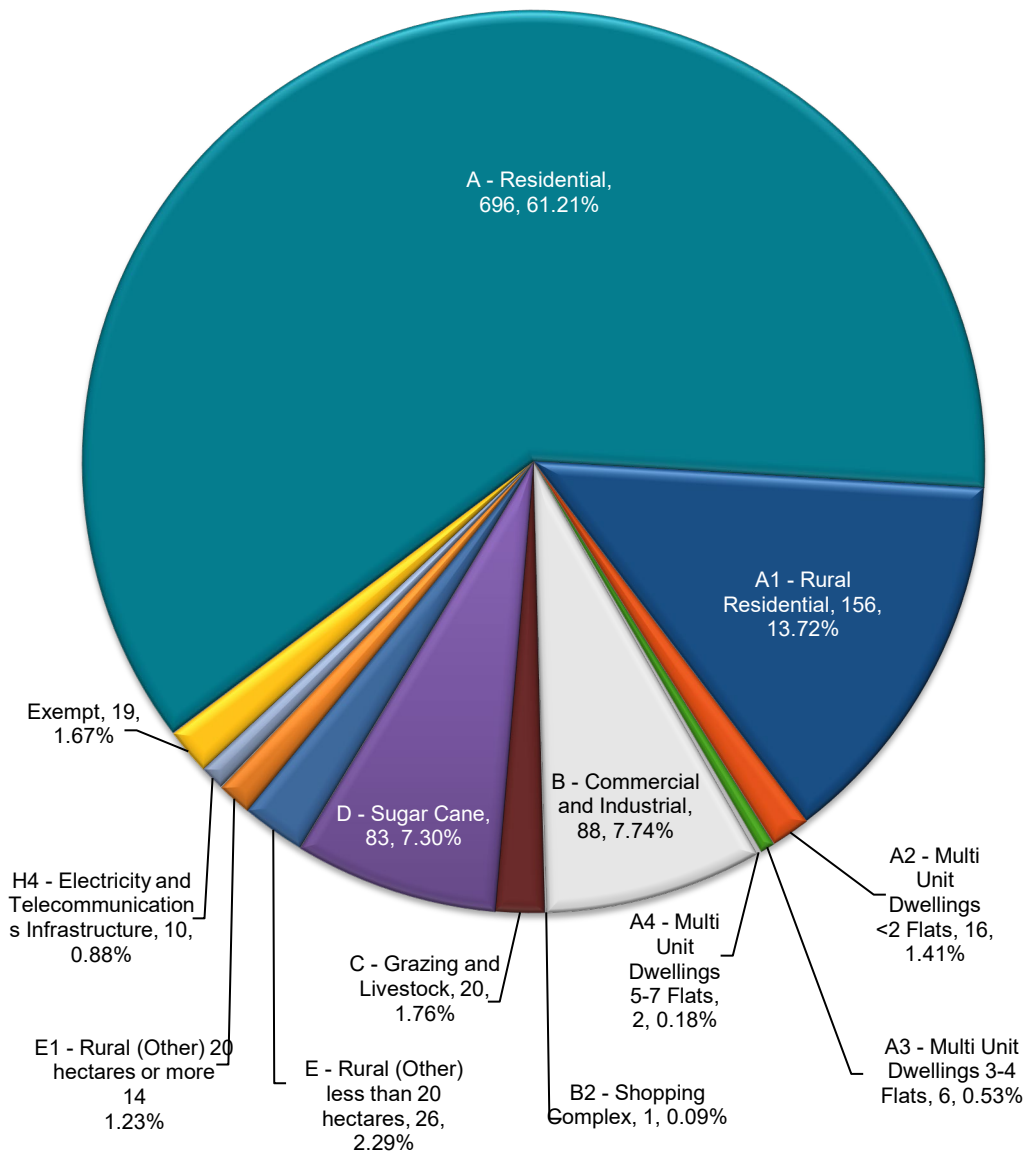
- Under Budget:**
- Employee benefits: Timing of Disaster Recovery Funding Arrangements (DRFA) works and an emphasis on the capital works program.
 - Materials and services: Timing of DRFA works .
- Ahead of Budget:**
- Finance costs: Over budget due to processing of refunds to be completed in November.

RATES

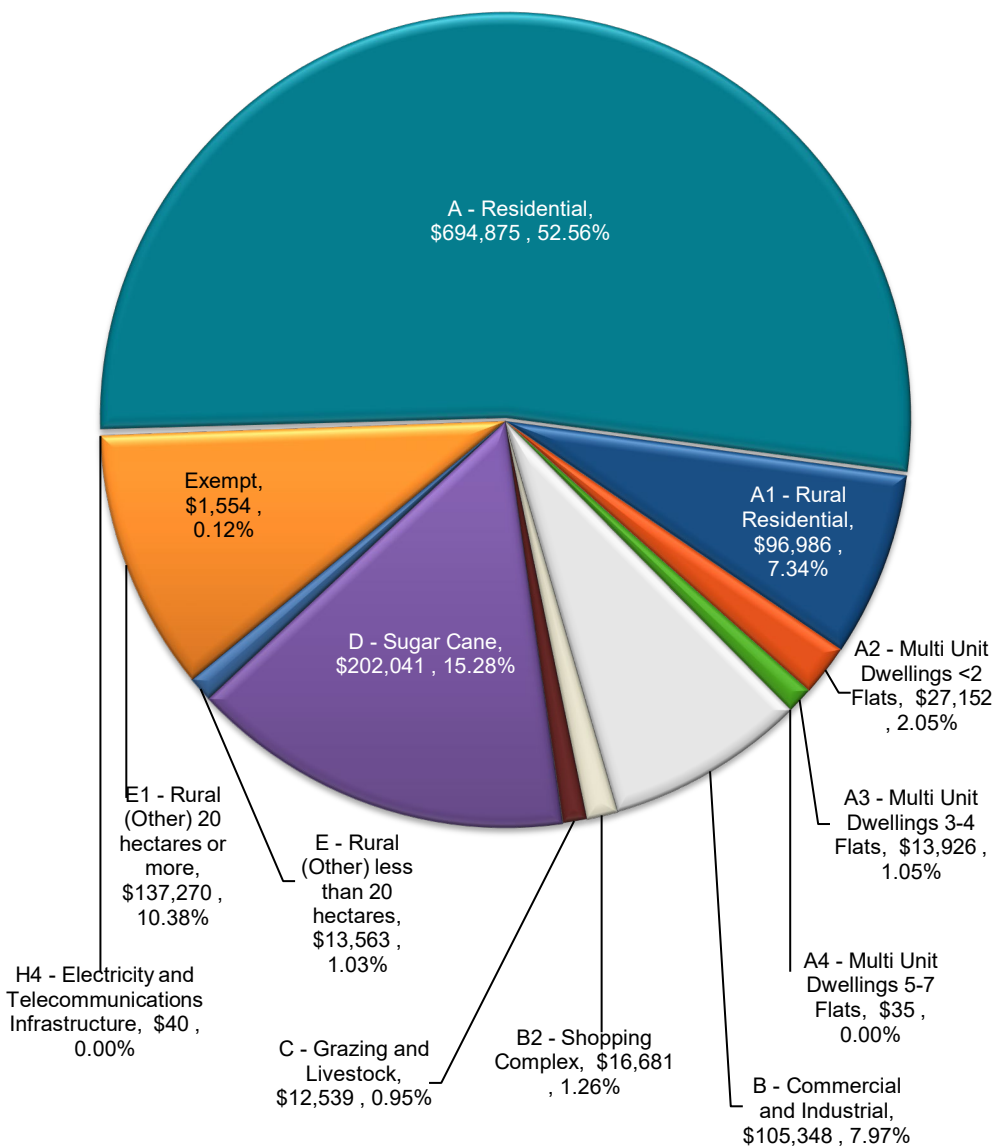
Arrears as at 1 July 2025		\$761,476
Levy and fees raised *	\$24,747,168	
Interest charged *	\$49,847	
Less Pensioner subsidy and rebate	<u>\$361,658</u>	\$24,435,357
Payments received		<u>\$23,874,823</u>
Arrears as at 31 October 2025		<u>\$1,322,010</u>
% Arrears October 2025		5.25%
% Arrears October 2024		5.18%
Pre-payments as at 31 October 2025		\$1,905,342
Pre-payments as at 31 October 2024		\$2,287,906

* includes State Govt Emergency Management Levy

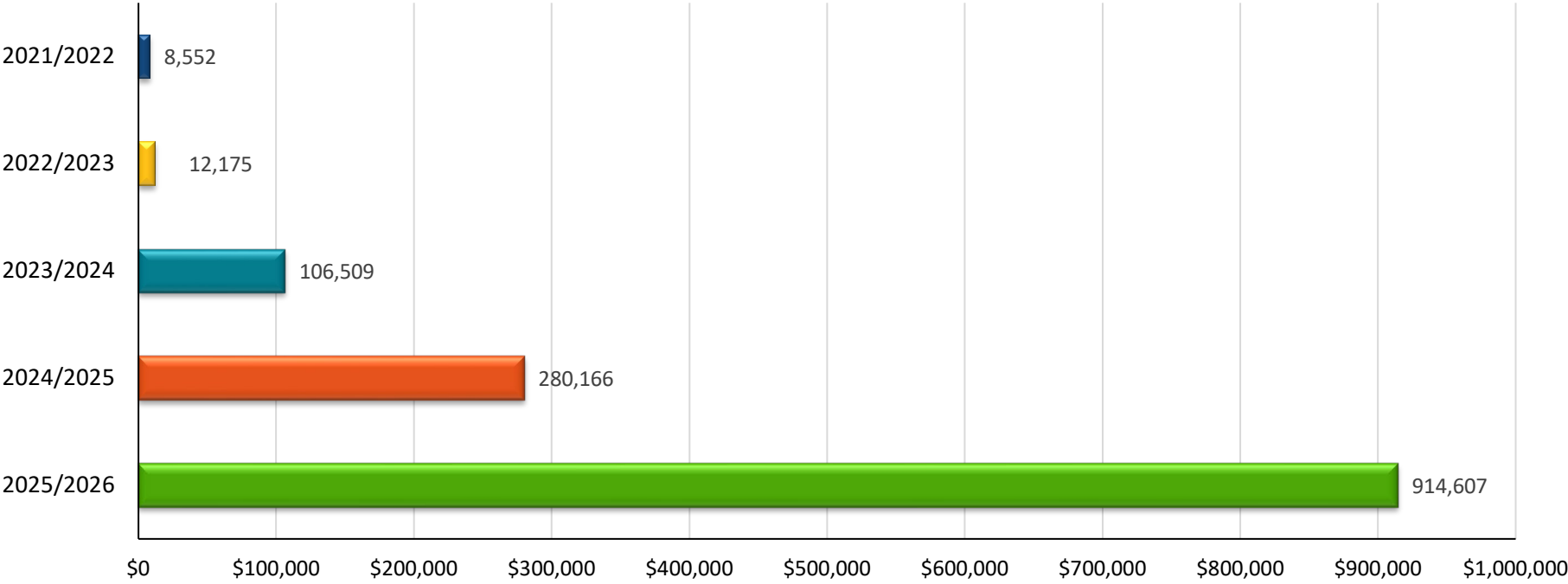
Number of Properties with Outstanding Rates by Rating Category



\$ Value of Outstanding Rates by Rating Category



Total Rates Outstanding by Financial Year



Rates Debt Recovery

Collection House – Debt Referral

Council currently has 340 active files with Collection House.

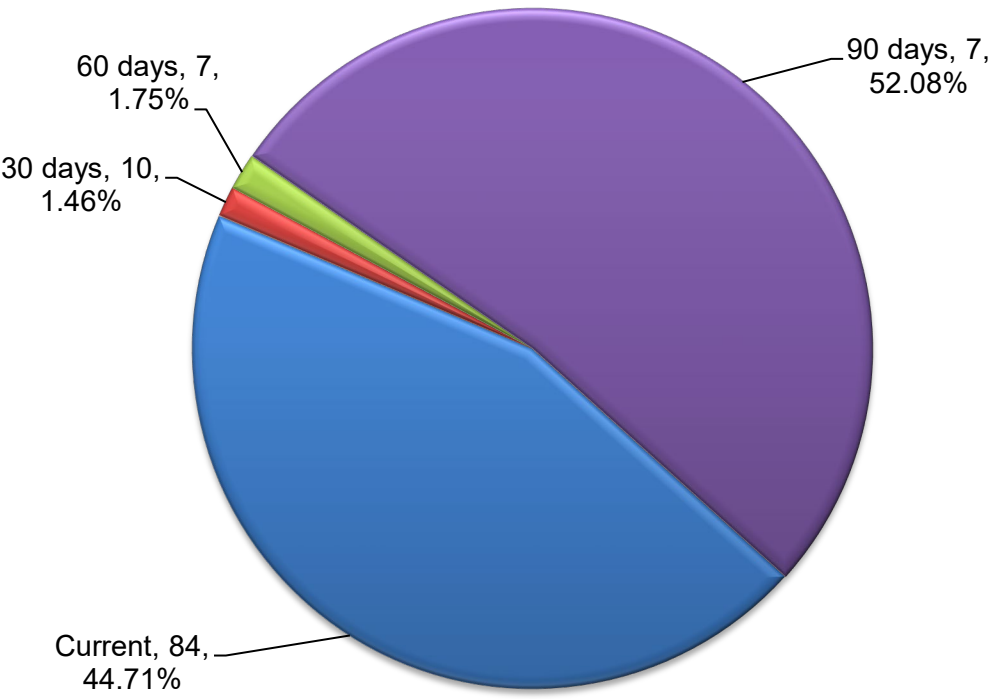
Council Payment Plans

Council has received 154 approved periodic payment plans, with a total outstanding balance of \$228,618.20. These plans will be monitored to ensure conformance throughout their duration.

SUNDRY DEBTORS

Total outstanding Sundry Debtors as at 31 October are \$1,123,921.36.

Aged Sundry Debtors



Note: At 31 October the 90 days balance includes one large government department account \$566,851.

Collection House - Debt Referral

Council currently has 1 active file with Collection House.

CASH AND INVESTMENTS REPORT
For the Month Ending 31 October 2025

		Compliant	Policy Condition
Total Cash and Investments	\$ 96,418,877		
Investments within A1+ S & P Short Term ratings	38.59%	✓	(maximum 75%)
Counterparty Limits - CBA	18.77%	✓	(maximum 30%)
Counterparty Limits - NAB	18.77%	✓	(maximum 30%)
Counterparty Limits - WBC	1.04%	✓	(maximum 30%)

INVESTMENTS HELD BY COUNCIL

Financial Institution	Description	Principal	Interest Rate	Maturity Date	Days to Maturity	S&P Short Term Rating
Queensland Treasury Corporation	On Call	\$ 58,881,211	4.22%	Ongoing	N/A	A1+
Commonwealth Bank of Australia	Term Deposit	\$ 5,000,000	4.12%	10/02/2026	102	A1+
Commonwealth Bank of Australia	Term Deposit	\$ 8,000,000	4.12%	10/02/2026	102	A1+
Commonwealth Bank of Australia	Term Deposit	\$ 5,000,000	4.12%	16/02/2026	108	A1+
National Australia Bank	Term Deposit	\$ 5,000,000	4.15%	11/11/2025	11	A1+
National Australia Bank	Term Deposit	\$ 5,000,000	4.15%	04/02/2026	96	A1+
National Australia Bank	Term Deposit	\$ 5,000,000	4.15%	09/12/2025	39	A1+
National Australia Bank	Term Deposit	\$ 3,000,000	4.15%	09/12/2025	39	A1+
Westpac Banking Corporation	Term Deposit	\$ 1,000,000	4.10%	13/03/2026	133	A1+
Total Investments		\$ 95,881,211				

CASH HELD BY COUNCIL IN BANK ACCOUNTS

Financial Institution	Description	Principal	Interest Rate	Maturity Date	Days to Maturity	S&P Short Term Rating
Queensland Country Bank	General Account	\$ 537,665	1.65%	31/10/2025	0	A2
Total Cash at Bank		\$ 537,665				

TOTAL CASH AND INVESTMENTS

Total Cash and Investments	\$ 96,418,877
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INVESTMENT INTEREST RATE PERFORMANCE

Weighted Average Interest Rate	4.13%
Target Interest Rate (to be no lower than QTC)	4.22%

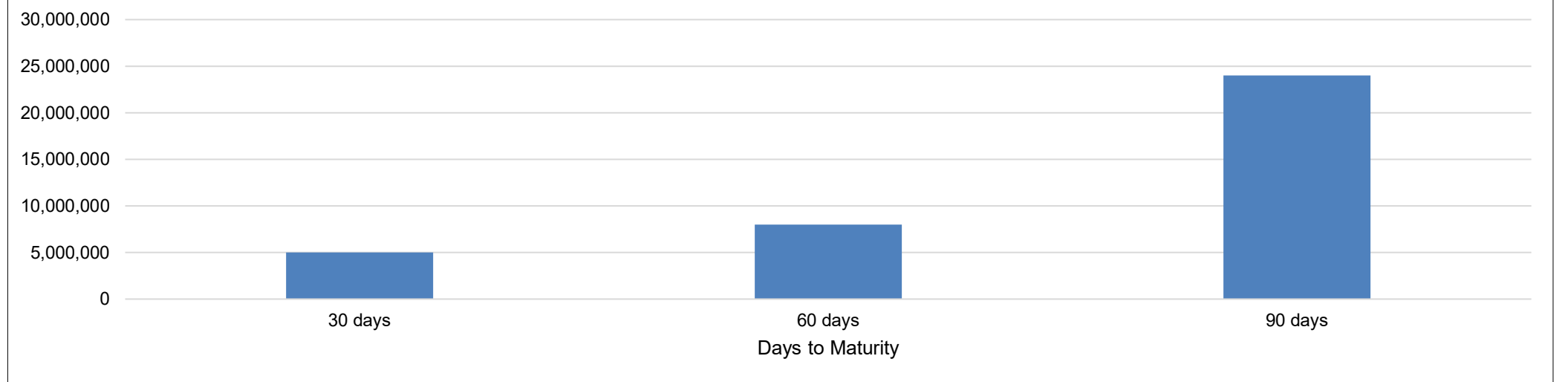
CREDIT RATING LIMITS

S&P Short Term Rating	Policy Limit	Principal	%
Queensland Treasury Corporation	No Limit	\$ 58,881,211	61.41%
A1+	75%	\$ 37,000,000	38.59%
A1	50%	\$ -	0.00%

COUNTERPARTY LIMITS

Financial Institution	Policy Limit	Principal	%
Queensland Treasury Corporation	No Limit	\$ 58,881,211	61.41%
Commonwealth Bank of Australia	30%	\$ 18,000,000	18.77%
National Australia Bank	30%	\$ 18,000,000	18.77%
Westpac Banking Corporation	30%	\$ 1,000,000	1.04%

Investment Maturity Profile



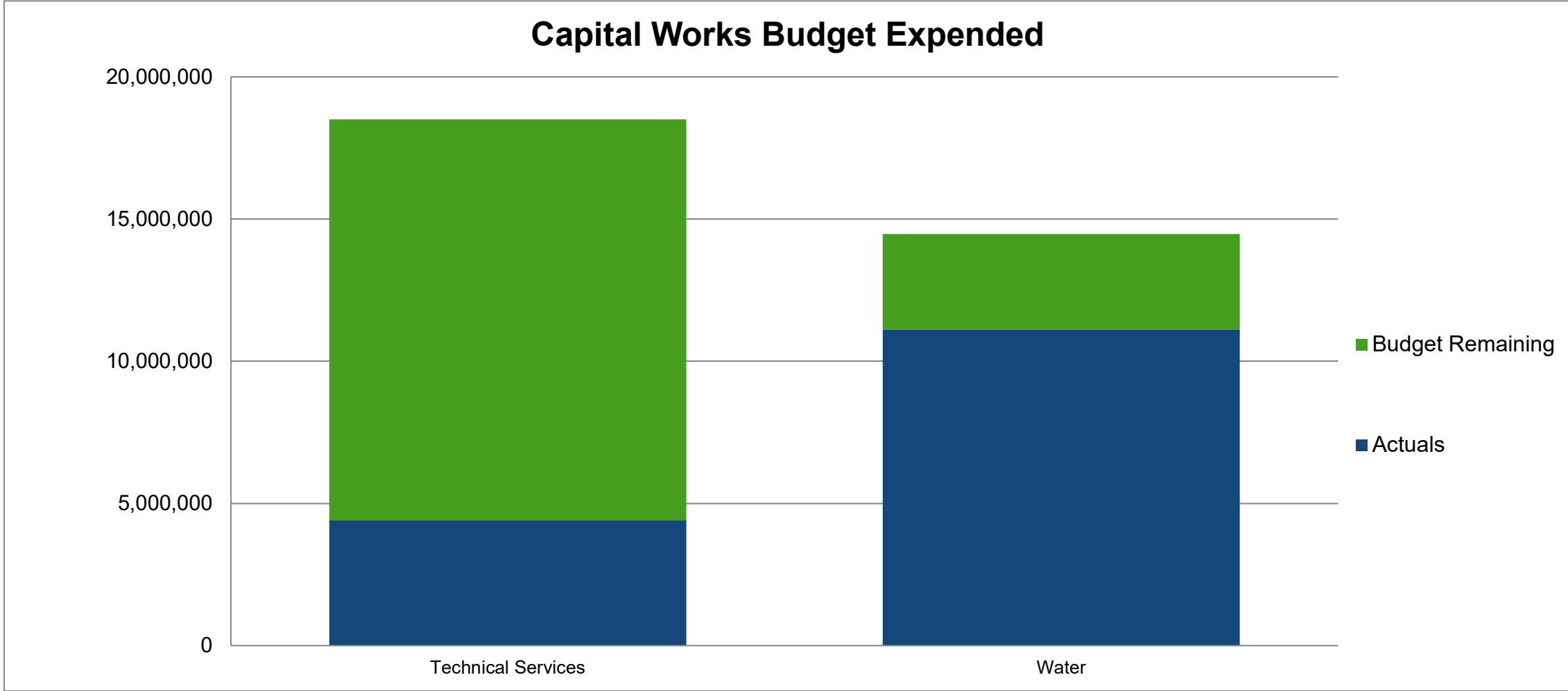
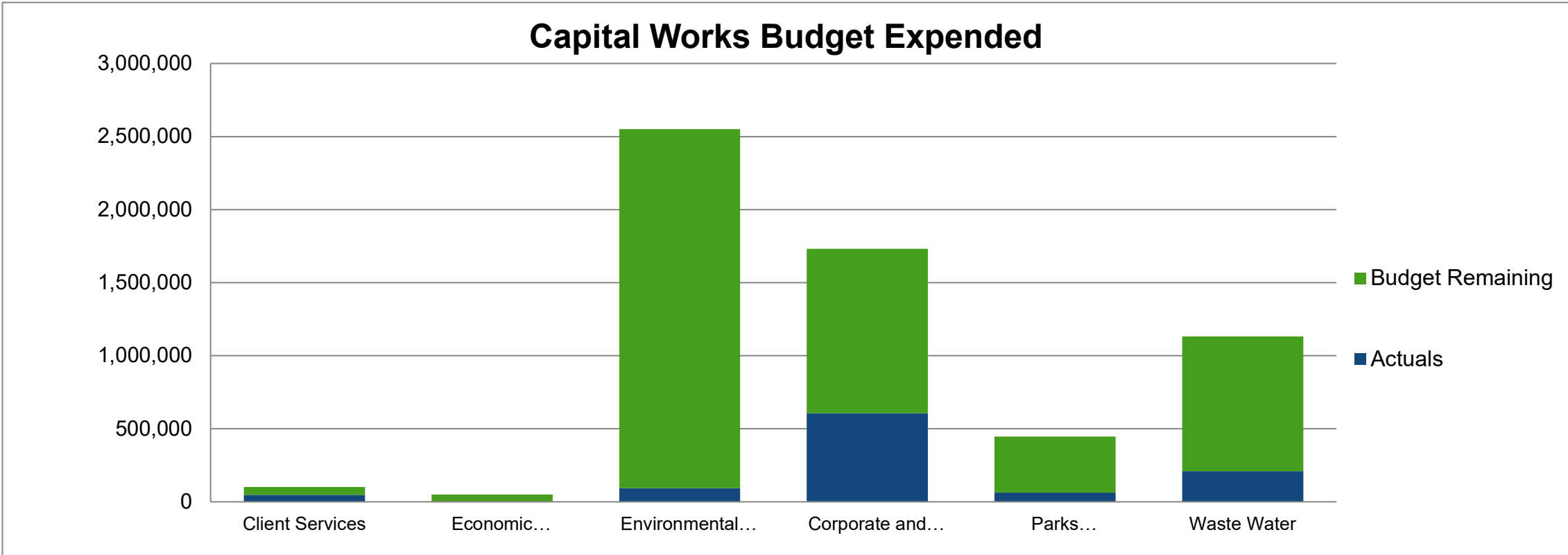
OVERVIEW OF COUNCIL'S CAPITAL PROJECTS

Capital expenditure incurred for the year to 31 October, is shown by asset category in the table below.

Capital project expenditure to 31 October is \$16,538,586 in addition to this, there is \$20,119,320 of commitments. Therefore totalling \$36,657,906.

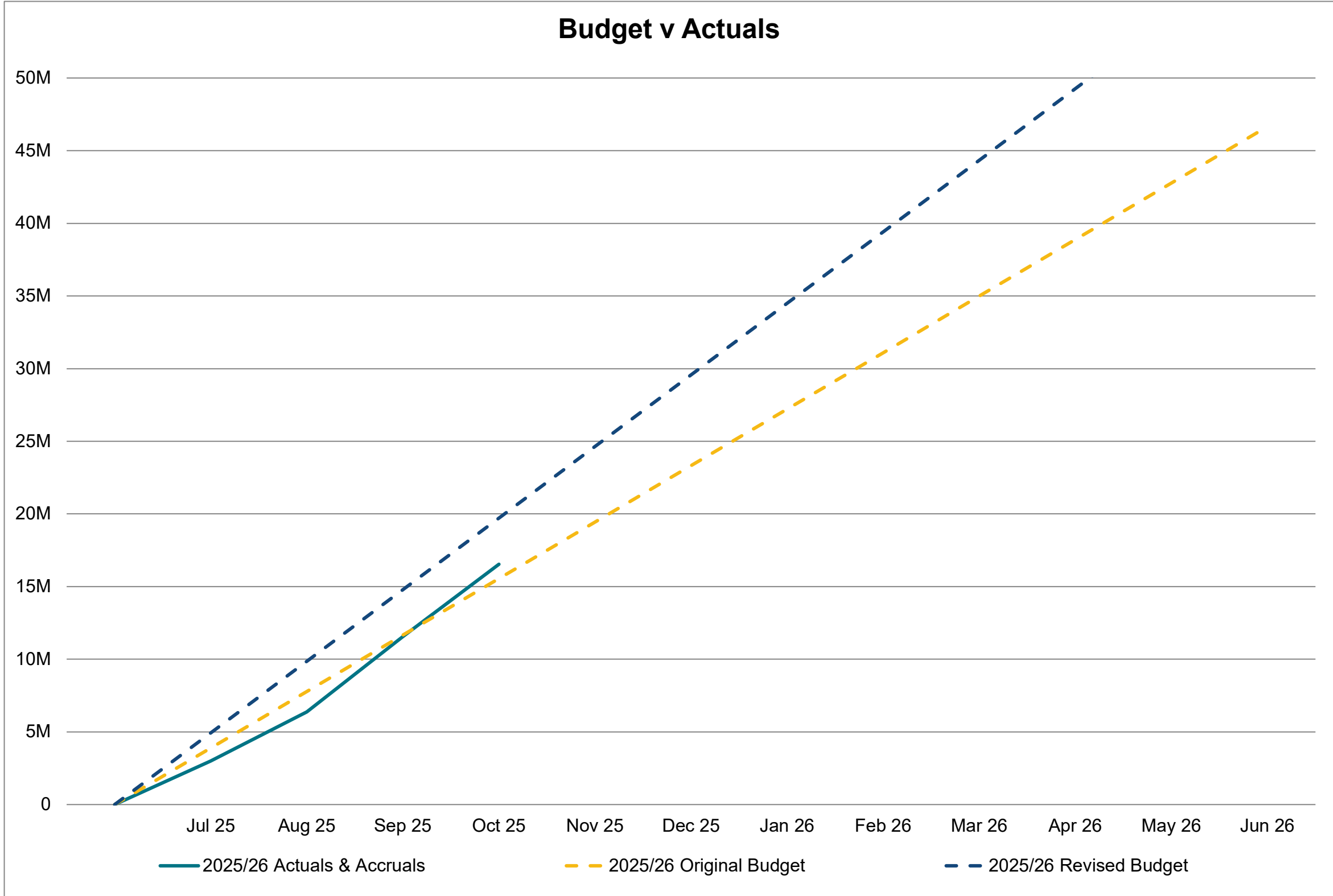
Financial Overview by Asset Category					
Asset Category	Original Budget	Revised Budget	Actuals & Accruals	Commitments	Total
Client Services	\$ 121,500	\$ 190,989	\$ 46,694	\$ 90,038	\$ 136,732
Corporate and Community Services	\$ 1,357,000	\$ 1,915,377	\$ 605,676	\$ 183,983	\$ 789,659
Economic Development	\$ 49,690	\$ 49,690	\$ -	\$ -	\$ -
Technical Services	\$ 14,381,162	\$ 21,257,498	\$ 4,406,922	\$ 2,747,882	\$ 7,154,804
Environmental Health	\$ 2,202,000	\$ 2,770,525	\$ 92,946	\$ 218,713	\$ 311,659
Parks and Gardens	\$ 1,305,000	\$ 1,485,138	\$ 63,767	\$ 1,039,705	\$ 1,103,472
Waste Water	\$ 1,685,000	\$ 1,972,562	\$ 209,684	\$ 839,912	\$ 1,049,596
Water	\$ 25,555,370	\$ 29,478,640	\$ 11,112,898	\$ 14,999,087	\$ 26,111,985
TOTAL	\$ 46,656,722	\$ 59,120,419	\$ 16,538,586	\$ 20,119,320	\$ 36,657,906

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



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

OVERVIEW OF COUNCIL'S CAPITAL PROJECTS



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

Actuals and Commitments include payments made, accrual transactions.

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 31 October 2025.

APPENDIX 4 - STATEMENT OF CASH FLOWS

Attached is the Statement of Cash Flows for the period ending 31 October 2025.

OPERATING STATEMENT
Period Ending 31 October 2025

Chief Executive Officer

	Month of October 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	36	293	167	126	76%
Other operating revenue	143	14,852	16,700	-1,848	-11%
Total operating revenue	179	15,145	16,867	-1,722	-10%
Operating Expenses					
Employee benefits	334,446	1,076,274	1,379,113	-302,839	-22%
Materials and services	65,388	310,388	336,602	-26,214	-8%
Finance Costs	0	34	0	34	-
Total operating costs	399,833	1,386,696	1,715,715	-329,019	-19%
Surplus (deficit) from operating activities	-399,655	-1,371,551	-1,698,848	327,297	-19%
Net result for period	-399,655	-1,371,551	-1,698,848	327,297	-19%

Comments

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

Other operating revenue

Under budget due to Workcover payment being received sporadically which is offset by being ahead of budget for Burdekin Tourism Membership.

Employee benefits

Under budget due to oncost recoveries and annual leave. Partially offset by CEO section which is over budget with minimal leave taken.

Materials and services

Under budget in Tourism as Sweet Days Hot Nights alternate year budget has been split evenly across 12 months, however expenses will not be incurred until the last quarter. Also under budget in People and Culture due to engaging consultants only as required by organisational needs.

OPERATING STATEMENT
Period Ending 31 October 2025

Director of Corporate & Community Services

	Month of October Actual	Year to Date Actual	Year To Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue					
User fees and charges	8,912	65,404	50,897	14,508	29%
Operational contributions and donations	3,001	12,680	20,000	-7,320	-37%
Operational grants and subsidies	0	114,635	114,635	0	0%
Other operating revenue	356	18,530	10,941	7,588	69%
Total operating revenue	12,269	211,249	196,473	14,776	8%
Operating Expenses					
Employee benefits	63,250	305,236	301,154	4,082	1%
Materials and services	66,613	285,183	279,121	6,062	2%
Depreciation and amortisation	145,986	578,986	565,687	13,300	2%
Total operating costs	275,849	1,169,405	1,145,961	23,444	2%
Surplus (deficit) from operating activities	-263,580	-958,156	-949,488	-8,668	1%
Capital grants and subsidies	0	84,260	147,771	-63,511	-43%
Other capital income (expense)	-3,307	-3,307	0	-3,307	-
Net result for period	-266,887	-877,203	-801,717	-75,486	9%

Comments

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

User fees and charges

Ahead of budget for aerodrome terminal rental income and fees and charges.

Operational contributions and donations

Under budget due to lower electricity usage at Home Hill Showgrounds.

Other operating revenue

Ahead of budget due to reimbursement of costs relating to a prior financial year not budgeted for.

Capital grants and subsidies

Grant funds received for Ayr Aerodrome Runway Reseal. Funding yet to be received for the Charlies Hill development and the Reef Guardian Solar Panel project at the Multi Purpose Hall.

Other capital income (expense)

Loss from write-off of building PCYC services assets.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Client Services

	Month of October 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	1,262	12,620	12,620	0	0%
Total operating revenue	1,262	12,620	12,620	0	0%
Operating Expenses					
Employee benefits	120,951	538,916	628,713	-89,797	-14%
Materials and services	183,485	1,614,039	1,529,595	84,444	6%
Total operating costs	304,436	2,152,956	2,158,308	-5,352	0%
Surplus (deficit) from operating activities	-303,174	-2,140,336	-2,145,688	5,352	0%
Net result for period	-303,174	-2,140,336	-2,145,688	5,352	0%

Comments

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

Employee benefits

Under budget in Information Management with staff member returning from maternity leave in October, and vacant position not expected to be filled until the new year. Also under budget in Information and Communication Section with staff leave taken.

Materials and services

Over budget in IT portable and attractive equipment with equipment received earlier than budgeted. Also over budget in telecommunication charges, maintenance ICT equipment, and trade/contract services. The number of new devices and charges have increased resulting in increased data charges, unplanned maintenance issues occurred causing rectification works to be undertaken and additional warranties were required to be purchased on equipment. These increases are partially offset by Counter Disaster internal plant hire costs being under budget.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Community Services

	Month of October 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	17,840	100,458	95,911	4,547	5%
Operational grants and subsidies	2,000	94,119	93,619	500	1%
Other operating revenue	8,501	42,337	43,317	-979	-2%
Total operating revenue	28,341	236,915	232,847	4,068	2%
Operating Expenses					
Employee benefits	148,081	706,099	703,320	2,779	0%
Materials and services	115,956	540,588	561,977	-21,389	-4%
Depreciation and amortisation	12,088	47,855	47,733	121	0%
Total operating costs	276,125	1,294,542	1,313,030	-18,489	-1%
Surplus (deficit) from operating activities	-247,784	-1,057,627	-1,080,183	22,556	-2%
Capital grants and subsidies	0	21,772	230,000	-208,228	-91%
Net result for period	-247,784	-1,035,855	-850,183	-185,672	22%

Comments

User fees and charges

Ahead of budget due to an additional booking at the Burdekin Theatre and photocopy charges which are variable throughout the year.

Capital grants and subsidies

Queensland State Library Grant paid quarterly, with the first payment received in September. Funding yet to be received for the Reef Guardian Solar Panel project at the Burdekin Theatre and Burdekin Memorial Hall.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Environmental & Health Services - Waste Program

	Month of October 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	-14	2,453,280	2,450,278	3,002	0%
User fees and charges	70,756	229,571	191,667	37,904	20%
Interest Received	45,519	151,129	121,733	29,395	24%
Operational grants and subsidies	0	300	0	300	-
Other operating revenue	13,683	51,519	34,833	16,686	48%
Total operating revenue	129,944	2,885,799	2,798,511	87,288	3%
Operating Expenses					
Employee benefits	79,916	382,658	333,077	49,581	15%
Materials and services	371,772	777,948	758,833	19,115	3%
Depreciation and amortisation	47,487	188,299	187,600	699	0%
Total operating costs	499,175	1,348,904	1,279,510	69,394	5%
Surplus (deficit) from operating activities	-369,231	1,536,895	1,519,001	17,894	1%
Other capital income (expense)	0	-36,512	-36,512	0	0%
Net result for period	-369,231	1,500,383	1,482,489	17,894	1%

Comments

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

User fees and charges

Ahead of budget with income received sporadically throughout the year.

Interest Received

Ahead of budget due to conservative budgeting.

Other operating revenue

Ahead of budget mainly due to takings at the Transfer stations. Other income received is from the Container Revenue Share scheme. This revenue stream tends to vary significantly from year to year, and its unpredictable nature makes it difficult to accurately forecast income throughout the financial year.

Employee benefits

Over budget due to backpay paid in September after a review of entitlements under the relevant industrial instrument, which confirmed that casual staff have been underpaid for a defined period.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Environmental & Health Services excluding Waste Program

	Month of October 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	-8	43,783	43,750	33	0%
User fees and charges	67,747	405,188	332,954	72,235	22%
Operational contributions and donations	-670	49,103	62,871	-13,768	-22%
Operational grants and subsidies	0	60,000	78,332	-18,332	-23%
Other operating revenue	1,526	5,106	3,500	1,606	46%
Total operating revenue	68,595	563,180	521,406	41,774	8%
Operating Expenses					
Employee benefits	150,411	631,245	656,479	-25,234	-4%
Materials and services	228,350	731,169	782,779	-51,610	-7%
Depreciation and amortisation	40,141	160,232	162,800	-2,568	-2%
Total operating costs	418,902	1,522,646	1,602,059	-79,413	-5%
Surplus (deficit) from operating activities	-350,308	-959,465	-1,080,652	121,187	-11%
Capital grants and subsidies	0	0	1,534,000	-1,534,000	-100%
Other capital income (expense)	-3,035	-14,133	-11,099	-3,034	27%
Net result for period	-353,342	-973,599	442,249	-1,415,848	-320%

Comments

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

User fees and charges

Ahead of budget mainly due to caravan park income which is variable throughout the year. Unbudgeted income received for overgrown allotments cost recovery. Animal management licences and permits and fines and infringements both ahead of budget with budget spread evenly across the year. Health Administration rental income for roadside advertising invoiced in October with budget spread evenly across the year.

Operational contributions and donations

Under budget as invoices for aquatic weed removal are sent in March, with budget spread throughout the year.

Operational grants and subsidies

Under budget as Reef Guardian Grant income is contingent upon milestone achievements which are not due yet.

Materials and services

Under budget due to BSRIT precept payment invoice not yet received. This is offset by Land Protection trade/contract services being over budget with Reef Guardian grant funded programs for woody weed eradication and feral deer aerial shoots almost completed.

Capital grants and subsidies

Grant funding for swimming pool projects (Works for Queensland) and new animal management facility (North Queensland Resilience Program) transferred quarterly from contract liabilities as works are completed.

Other capital income (expenses)

Loss on building asset write-offs.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Financial Services

	Month of October 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	-9	15,559,395	15,480,444	78,951	1%
Pensioner remissions	-1,622	-188,930	-185,000	-3,930	2%
User fees and charges	7,537	55,210	58,667	-3,456	-6%
Interest Received	208,539	692,366	554,567	137,799	25%
Operational grants and subsidies	0	910,337	949,409	-39,071	-4%
Other operating revenue	17,729	18,154	19,200	-1,046	-5%
Total operating revenue	232,174	17,046,532	16,877,286	169,246	1%
Operating Expenses					
Employee benefits	140,889	682,741	682,237	504	0%
Materials and services	106,904	548,717	553,993	-5,276	-1%
Depreciation and amortisation	33,057	135,044	127,867	7,177	6%
Finance Costs	19,668	40,299	30,000	10,299	34%
Total operating costs	300,518	1,406,801	1,394,097	12,704	1%
Surplus (deficit) from operating activities	-68,343	15,639,731	15,483,189	156,542	1%
Capital grants and subsidies	163,386	163,386	0	163,386	-
Net result for period	95,043	15,803,118	15,483,189	319,928	2%

Comments

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

User fees and charges

Ahead of budget as this is a fluid income area that is unpredictable and relies on transaction volume. Income received is from property searches.

Interest Received

Ahead of budget due to conservative budgeting.

Finance Costs

Over budget due to processing of refunds to be completed in November.

Capital grants and subsidies

Unbudgeted grant funds received for Installation of CCTV Cameras.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Operations

	Month of October 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	23,654	79,395	64,000	15,395	24%
Operational contributions and donations	48,618	139,697	95,880	43,817	46%
Operational grants and subsidies	1,598,538	6,190,069	6,073,020	117,049	2%
Contract and recoverable works	169,389	547,912	440,600	107,312	24%
Other operating revenue	0	0	0	0	-
Total operating revenue	1,840,199	6,957,072	6,673,500	283,572	4%
Operating Expenses					
Employee benefits	376,140	1,860,333	2,830,218	-969,885	-34%
Materials and services	652,020	2,255,887	3,861,116	-1,605,229	-42%
Depreciation and amortisation	118,007	468,132	472,567	-4,435	-1%
Total operating costs	1,146,168	4,584,352	7,163,901	-2,579,549	-36%
Surplus (deficit) from operating activities	694,031	2,372,720	-490,401	2,863,121	-584%
Capital grants and subsidies	0	0	2,894,124	-2,894,124	-100%
Other capital income (expense)	0	-20,742	-20,742	0	0%
Net result for period	694,031	2,351,978	2,382,981	-31,003	-1%

Comments

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

User fees and charges

Ahead of budget with income received from cemetery permits including advance purchase of cemetery plots by local undertakers to install vaults, fees to install second property accesses and other permits to restrict access to footpaths. Budget is equally spread over twelve months and will stabilise in future reporting periods.

Operational contributions and donations

Ahead of budget mainly attributed to internal infrastructure charges for subdivisional works at the Ayr Industrial Estate.

Contract and recoverable works

Ahead of budget for the Road Maintenance Performance Contract with monies received for works claimed.

Employee benefits

Under budget due to unspent Reconstruction of Essential Public Assets (REPA) claims for unsealed roads. The variance will reduce as Council's workforce transitions to focus on REPA works in the period up until Christmas as some of the larger capital roadworks projects are completed. Roads maintenance spending has been reduced as a direct result of Council undertaking REPA work.

Materials and services

Under budget due to the unspent value of gravel resheeting in REPA claims and roads maintenance. The variance will reduce as Council's workforce transitions to focus on REPA works in the period up until Christmas as some of the larger capital roadworks projects are completed.

Capital grants and subsidies

Capital grant funding not yet received for Queensland Reconstruction DRFA projects, Works For Queensland funding for Anzac Park precinct pump track, or Sport and Recreation funding for basketball units upgrades.

Other capital income (expense)

Write-off and partial disposal of the Coutts Park irrigation system and elements renewed as part of the Millaroo Pool project.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Water and Waste Water - Sewerage

	Month of October 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	2,645,385	2,636,286	9,099	0%
User fees and charges	17,225	60,569	61,667	-1,098	-2%
Interest Received	69,943	232,842	190,033	42,808	23%
Operational contributions and donations	22,500	65,661	43,333	22,327	52%
Total operating revenue	109,665	3,004,457	2,931,319	73,137	2%
Operating Expenses					
Employee benefits	112,045	563,858	551,072	12,786	2%
Materials and services	188,830	680,840	653,132	27,708	4%
Depreciation and amortisation	168,857	662,391	665,733	-3,343	-1%
Total operating costs	469,732	1,907,089	1,869,937	37,152	2%
Surplus (deficit) from operating activities	-360,067	1,097,368	1,061,382	35,986	3%
Capital grants and subsidies	0	0	230,000	-230,000	-100%
Other capital income (expense)	-2,807	-17,165	-14,357	-2,808	20%
Net result for period	-362,874	1,080,204	1,277,025	-196,822	-15%

Comments

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

Interest Received

Ahead of budget due to conservative budgeting.

Operational contributions and donations

Ahead of budget due to unbudgeted internal infrastructure charges for subdivisional works at the Ayr Industrial Estate.

Capital grants and subsidies

Grant funding for Craig Street and Chippendale Street extension sewer design (Residential Activation fund) transferred quarterly from contract liabilities as works are completed. Funding yet to be received for the Reef Guardian Solar Panel Project at the MacroAlgae Facility.

Other capital income (expense)

Loss on sewerage asset write-off's.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Water and Waste Water - Water

	Month of October 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	-7	1,815,877	1,814,940	937	0%
User fees and charges	25,894	54,152	41,333	12,818	31%
Interest Received	41,215	136,258	111,467	24,791	22%
Operational contributions and donations	22,500	42,500	20,000	22,500	113%
Total operating revenue	89,602	2,048,786	1,987,740	61,046	3%
Operating Expenses					
Employee benefits	128,363	516,230	510,896	5,334	1%
Materials and services	245,211	811,659	828,027	-16,368	-2%
Depreciation and amortisation	119,573	475,258	499,333	-24,076	-5%
Total operating costs	493,147	1,803,147	1,838,257	-35,109	-2%
Surplus (deficit) from operating activities	-403,545	245,639	149,483	96,155	64%
Capital grants and subsidies	5,675,566	7,548,328	28,172,464	-20,624,136	-73%
Other capital income (expense)	0	-4,787	-4,787	0	0%
Net result for period	5,272,021	7,789,180	28,317,160	-20,527,981	-72%

Comments

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

User fees and charges

Ahead of budget as revenue is dependent on frequency of new water service connection applications and variability of hire income from metered standpipes.

Interest Received

Ahead of budget due to conservative budgeting.

Operational contributions and donations

Ahead of budget due to unbudgeted internal infrastructure charges for subdivisional works at the Ayr Industrial Estate.

Capital grants and subsidies

Capital grant funds for the South Ayr Filtration Plant to be received as works completed and claims submitted. Grant funding for Craig Street and Chippendale Street extension water design (Residential Activation fund) transferred quarterly from contract liabilities as works are completed.

Other capital income (expense)

Loss on water asset write-off's.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Planning and Development

	Month of October 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	36,908	246,787	245,428	1,359	1%
Operational grants and subsidies	0	0	0	0	-
Total operating revenue	36,908	246,787	245,428	1,359	1%
Operating Expenses					
Employee benefits	80,216	383,814	413,147	-29,333	-7%
Materials and services	106,540	277,563	208,021	69,542	33%
Total operating costs	186,756	661,377	621,168	40,209	6%
Surplus (deficit) from operating activities	-149,848	-414,590	-375,740	-38,850	10%
Net result for period	-149,848	-414,590	-375,740	-38,850	10%

Comments

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

Employee benefits
Under budget due to staff vacancies.

Materials and services
Ahead of budget relating to legal expenses for various town planning matters. Consultant expenses for building approval services ahead of budget spread.

OPERATING STATEMENT
Period Ending 31 October 2025

Manager Technical Services

	Month of October 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	5,636	5,636	1,833	3,803	207%
Operational grants and subsidies	12,834	38,185	32,499	5,686	17%
Other operating revenue	1,335	7,399	3,500	3,899	111%
Total operating revenue	19,806	51,220	37,832	13,388	35%
Operating Expenses					
Employee benefits	210,899	1,005,225	1,111,153	-105,928	-10%
Materials and services	-279,331	-884,196	-626,898	-257,299	41%
Depreciation and amortisation	827,806	3,277,238	3,270,467	6,771	0%
Total operating costs	759,373	3,398,266	3,754,722	-356,456	-9%
Surplus (deficit) from operating activities	-739,567	-3,347,046	-3,716,889	369,844	-10%
Capital contributions	366,613	366,613	1,819,099	-1,452,486	-80%
Capital grants and subsidies	367,998	576,554	2,482,701	-1,906,147	-77%
Other capital income (expense)	-29,402	-114,682	-98,032	-16,650	17%
Net result for period	-34,358	-2,518,560	486,879	-3,005,439	-617%

Comments

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

User fees and charges

Ahead of budget as National Heavy Vehicle Regulator prepaid 12 months of workshop pit hire for inspections in October.

Operational grants and subsidies

Ahead of budget for Fuel tax credits due to higher than anticipated fuel usage.

Other operating revenue

Ahead of budget due to timing of income from sales of small plant and other miscellaneous income variable throughout the year.

Employee benefits

Under budget due to vacancies in the Workshop.

Materials and services

Under budget due to Plant Hire Recoveries being higher than estimated. Review of recoveries and hire rates currently in progress to determine any modifications to ensure recoveries match costs. This is offset by Fleet operations over budget due to additional contract work required as a result of vacancies.

Capital contributions

Budgeted contributions for Bahr Road restoration are transferred quarterly from contract liabilities as works are completed.

Capital grants and subsidies

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

Other capital income (expense)

Loss from write-off of assets when new works are capitalised.

BURDEKIN SHIRE COUNCIL
OPERATING STATEMENT
Period Ending 31 October 2025

Appendix 2

	Month of October Actual	Year to Date Actual	Revised Budget	Year to Date Revised Budget	\$ Variance YTD Actual to YTD Revised Budget	% Variance YTD Actual to YTD Revised Budget
Operating Revenue						
Rates and Utility Charges	-40	22,517,720	47,010,394	22,425,698	92,022	0%
Pensioner remissions	-1,622	-188,930	-370,000	-185,000	-3,930	2%
User fees and charges	282,108	1,302,371	2,783,360	1,144,356	158,015	14%
Interest Received	365,215	1,212,594	2,933,400	977,800	234,794	24%
Operational contributions and donations	95,985	309,934	451,480	242,251	67,683	28%
Operational grants and subsidies	1,614,634	7,420,265	14,841,446	7,354,134	66,132	1%
Contract and recoverable works	169,389	547,912	2,190,800	440,600	107,312	24%
Other operating revenue	43,275	157,897	386,158	131,991	25,906	20%
Total operating revenue	2,568,945	33,279,763	70,227,038	32,531,829	747,934	2%
Operating Expenses						
Employee benefits	1,945,607	8,652,630	29,441,985	10,100,580	-1,447,950	-14%
Materials and services	2,051,738	7,949,784	26,913,179	9,726,297	-1,776,513	-18%
Depreciation and amortisation	1,513,002	5,993,433	17,999,360	5,999,787	-6,354	0%
Finance Costs	19,668	40,333	90,000	30,000	10,333	34%
Total operating costs	5,530,015	22,636,180	74,444,524	25,856,664	-3,220,484	-12%
Surplus (deficit) from operating activities	-2,961,070	10,643,583	-4,217,486	6,675,165	3,968,418	59%
Capital contributions	366,613	366,613	1,819,099	1,819,099	-1,452,486	-80%
Capital grants and subsidies	6,206,951	8,394,301	35,691,060	35,691,060	-27,296,759	-76%
Other capital income (expense)	-38,551	-211,328	-185,529	-185,529	-25,799	14%
Net result for period	3,573,942	19,193,169	33,107,144	43,999,795	-24,806,626	-56%

BURDEKIN SHIRE COUNCIL
STATEMENT OF FINANCIAL POSITION
As at 31 October 2025

Appendix 3

	Year to Date Actual \$	Annual Budget \$
Current Assets		
Cash and Cash Equivalents	72,675,572	77,108,820
Financial Assets	24,000,000	5,000,000
Receivables	2,379,616	2,550,272
Inventories	589,602	580,693
Contract Assets	4,580,461	0
Other Assets	703,941	2,444,465
Total Current Assets	104,929,193	87,684,250
Non-Current Assets		
Receivables	399,264	258,897
Property, Plant and Equipment	710,180,779	739,944,173
Intangibles Assets	175,037	155,908
Other Assets	12,451	33,445
Total Non-Current Assets	710,767,530	740,392,423
TOTAL ASSETS	815,696,723	828,076,673
Current Liabilities		
Payables	4,346,071	8,319,995
Provisions	7,680,441	7,680,441
Contract Liabilities	7,575,652	2,563,314
Other Liabilities	443,609	603,674
Total Current Liabilities	20,045,773	19,167,424
Non-Current Liabilities		
Provisions	17,898,953	17,898,953
Other Liabilities	600,351	0
Total Non-Current Liabilities	18,499,304	17,898,953
TOTAL LIABILITIES	38,545,077	37,066,377
NET COMMUNITY ASSETS	777,151,646	791,010,296
Community Equity		
Asset Revaluation Surplus	437,228,118	437,228,232
Retained Surplus (deficiency)	339,923,528	353,782,064
TOTAL COMMUNITY EQUITY	777,151,646	791,010,296

BURDEKIN SHIRE COUNCIL
STATEMENT OF CASH FLOWS
For Period Ending 31 October 2025

Appendix 4

	Year to Date Actual \$	Annual Cashflow Budget \$
Cash Flows from Operating Activities		
Receipts		
Receipts from Customers	24,800,377	48,846,945
Payments to Suppliers and Employees	-21,840,694	-56,445,162
	2,959,683	-7,598,217
Interest Received and Investment Revenue Received	1,689,335	2,933,400
Operating Grants, Subsidies and Contributions	7,770,829	15,292,926
Other	2,003,251	2,576,958
Net Cash Inflow (Outflow) from Operating Activities	14,423,098	13,205,067
Cash Flows from Investing Activities		
Proceeds from Sale of Property, Plant and Equipment	277,563	1,061,500
Grants, subsidies, contributions and donations	8,674,781	37,103,783
Net movement in cash investments	-19,000,000	0
Payments for Property, Plant and Equipment	-16,485,759	-59,120,419
Net Movement in Loans to Community Organisations	-73,000	0
Net Cash Inflows (Outflow) from Investing activities	-26,606,415	-20,955,136
Net Increase (Decrease) in Cash and Cash Equivalents Held	-12,183,317	-7,750,069
Cash and Cash Equivalents at Beginning of the Financial Year	84,858,890	84,858,889
Cash and Cash Equivalents at end of the Period	72,675,572	77,108,820

6.4.1. GOVERNANCE

Conflict of Interest for Workers Policy

File Reference: 2323

Report Author: Rebecca Stockdale, Senior Governance Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

- Demonstrate open and transparent decision-making, leadership and financial management.
- Implement effective governance frameworks.

CG5 Manage Council's Corporate Policy Program.

CG10 Monitor and review Fraud and Corruption Control Plan for legislative and regulatory changes.

Executive Summary

Conflicts of interest can arise when there is competition between an Officer's private interests, financial or otherwise, and their official duties. Unidentified and unmanaged conflicts of interest can lead to bias or corruption, which in turn can harm the community's trust in Council and may undermine the legitimacy of its decisions. Council's Conflict of Interest for Workers Policy establishes clear guidelines for identifying, disclosing and managing conflicts of interest. The policy ensures transparency in the decisions-making process in relation to declared conflicts, ensuring that Senior Officers oversee and agree to appropriate treatments and responses to identified conflicts. The Conflict of Interest for Workers Policy forms part of Council's Fraud and Corruption Control Framework and has been reviewed and updated in accordance with the normal review cycle.

Recommendation

That Council adopts the updated Conflict of Interest for Workers Policy as attached to this report.

Background

Council's Conflict of Interest for Workers Policy forms part of Council's broader Fraud and Corruption Control Plan. The policy helps to set the expected standards of behaviour in relation to Officers who may be in a situation where their personal interests conflict with their public duties. The policy has been reviewed in accordance with the adopted review schedule.

Consultation

The policy has been reviewed and updated by Council's Senior Governance Officer. It has been circulated to members of the Senior Leadership Group and was discussed at a Council Workshop on 18 November 2025.

Budget & Resource Implications

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

Legal Authority & Implications

Local Government Act 2009

Local Government Regulation 2012

Crime and Corruption Act 2001

Policy Implications

This policy will replace the previous Conflict of Interest for Workers Policy and will be updated on Council's website and policy register.

Risk Implications (Strategic, Operational, Project Risks)

The Conflicts of Interest for Workers Policy is a mitigation measure for the risks of lack of transparency and accountability and poor decision-making. The policy helps to improve public trust in public administration and helps to mitigate against the risk of financial losses that may occur due to poor decision-making. Unmanaged and unidentified conflicts of interest can also increase the risk of corrupt conduct and legal and ethical violations.

Attachments

1. Conflict of Interest for Workers Policy

Policy Type	Corporate
Function	Governance
Policy Owner	Chief Executive Officer
Policy Contact	Director Corporate and Community Services
Effective Date	9 May 2023

Purpose

The purpose of this policy is to provide guidance to all Council workers regarding the proper identification, disclosure and management of actual and perceived conflicts of interest in relation to performance of their public duties. The policy details Council's commitment to ethical and impartial decision-making and service delivery in all activities where conflicts between the public interest and the private interests of workers may arise.

Scope

This policy applies to all workers.

Exceptions

This policy does not apply directly to elected members of Council whose responsibilities regarding the management of all interests are defined and governed by the *Local Government Act 2009*.

Objectives

The objectives of this policy are to:

- Contribute to a workplace culture of integrity and impartiality.
- Ensure that when conflicts of interest arise, they are resolved in favour of the public interest over and above the interests of workers.
- Instil and maintain public confidence in Council and its workers through accountable and transparent processes.
- Ensure workers routinely apply the highest ethical standards to all decisions and actions so they are free from bias.
- Outline requirements for the maintenance of appropriate records regarding the management of conflicts of interest.
- Support compliance with *Burdekin Shire Council Code of Conduct for Workers*.
- Support compliance with all relevant legislation including the *Public Sector Ethics Act 1994* and the *Local Government Act 2009*.

Principles

The following principles apply to this policy:

- a) It is not always possible to avoid a conflict of interest and it is understood that a conflict of interest is not necessarily unethical or wrong. However, it is important that conflicts of interest are identified, disclosed, and managed effectively and appropriately.

- b) Effective management of conflicts of interest depends on the support and involvement of all workers including senior executive, management, and supervisors.

Policy Statement

Council commitment

Council is committed to open, transparent, and accountable public administration and has a responsibility to make ethical decisions. Council acknowledges that full disclosure of actual or perceived conflicts of interests is necessary for effective governance, in conjunction with adequate procedures that ensure conflicts are managed appropriately.

Identifying and Disclosing Conflicts of Interest

Each Council worker is responsible for considering actual or perceived conflict of interest in all aspects of fulfilling their public duties. Workers should utilise the decision-making guide located in *Appendix A and B* to assess a situation and identify any conflicts of interest.

Conflicts may be financial or non-financial in nature and can arise due to a potential loss or some kind of gain either to the worker, relative or close associate of the worker.

Without limitation, the following list includes situations and circumstances where conflicts of interest may arise:

- Appointing or managing staff;
- Administering or receiving sponsorship or grant funds;
- Receiving gifts and/or benefits;
- Undertaking secondary employment;
- Financial and economic interests such as shares, property portfolios, debts or other assets;
- Entering into contracts to procure goods and services;
- Engaging in projects with external entities or with other local government organisations;
- Family relationships;
- Family-owned or self-owned business;
- Affiliations with clubs, organisations, sporting bodies and charity groups;
- Collecting, retaining, accessing or using confidential or private information;
- Relationships with individuals living in the same household;
- Harboursing feelings of ill will or animosity towards another individual, business or group;
- Direct competition with another individual or group (e.g. two workers contending for the same promotional position);
- Performing a regulatory role (e.g. monitoring compliance or issuing approvals or licenses).

Once identified, workers have an ethical obligation to disclose the actual or perceived conflict and decide how the conflict will be avoided or appropriately managed.

Managing Conflict of Interests

Where a conflict of interest has been identified, a worker must take reasonable steps to avoid or appropriately manage the conflict. Strategies for managing an identified conflict are detailed further in the table below.

Workers should ensure in the first instance, all conflicts are disclosed to their supervisor, manager, or director as appropriate and recorded in the appropriate way. The next step to undertake is to determine the most appropriate action to managing the conflict.

Options for managing conflicts of interest include:

Management strategy	Description
Register	All conflicts of interest should be recorded and registered. Where a personal interest can be managed in favour of the public interest (i.e. personal interest is set aside), the interest should be disclosed and documented and recorded to formally register how the interest has been effectively managed.
Remove and Substitute	Where a personal interest cannot be managed in favour of the public interest (i.e. the personal interest is too great), the worker should remove themselves (or be removed) from the process or matter. An alternative worker (with no conflict) may be substituted to replace the removed officer and perform the process or deal with the matter.
Relinquish	Workers can opt to give up or relinquish the private interest that is causing the conflict. For example, they may choose to step down from their position within a private club or organisation because of the conflict it may create with their professional duties. This can be an acceptable management option in cases where relinquishing the interest removes all conflict. It is important to note, that relinquishing an interest does not always remove the conflict.
Resign	Where the worker resigns from their position within Council as the conflicting interest can not be managed. This is the most extreme solution which may be suitable in limited circumstances where serious conflicts of interest arise. An example might be where a worker with decision making authority or influence over others decides to open their own business and intends to contract mainly to Council. It may be appropriate for the worker to resign from their position with Council to pursue the private business interest. Similarly, if a worker chose to run for election as a Councillor and were successful, they would be required to resign from their position in accordance with legislative requirements.

All conflicts of interest should be registered regardless of the management strategy adopted.

Wherever there is any doubt about the suitability or appropriateness of the proposed management strategy, workers are encouraged to completely avoid the conflict by removing themselves from the relevant process or situation.

Recording Conflicts of Interest

It is important that all conflicts of interest are appropriately documented in line with relevant procedural requirements.

The following information must be provided using the *Conflict of Interest Declaration Form*:

- A summary of the conflict situation; and
- The nature of the conflict (actual or perceived); and
- The type of conflict (financial or non-financial); and
- The action taken to resolve or manage the conflict (i.e. remove and substitute, relinquish, resign).

Where possible, recording of the chosen action regarding conflict of interests should be intrinsic to each process. For example, Council's recruitment process requires all selection panel members to complete a form to declare they have no conflict of interest with any candidates before being eligible to continue as a member of the selection panel.

However, regardless of whether an explicit step for consideration of conflicts of interest is included in each process, all workers have an obligation, not only to identify and declare any conflict of interest, but to appropriately document the chosen action pertaining to that conflict.

All completed *Conflict of Interest Declarations* must be registered in Council's Enterprise Content Management (ECM) system, applying the relevant confidentiality class.

A central register of all declared conflicts of interest will be maintained in ECM. Council's People and Culture section will be responsible for entering all recruitment and human resources related *Conflict of Interest Declarations* in the register. All other *Conflict of Interest Declarations* will be entered into the central register by the Governance section. Therefore, hard copy *Conflict of Interest Declaration* forms should be provided to the Governance Section once completed.

Reports to Management

A report will be provided to Council's Executive Leadership Team (ELT) summarising conflict of interest information included in the register upon request. Any known anomalies will be addressed as they arise and will be reported to the ELT. The ELT will monitor compliance with this policy and the effectiveness of management strategies that have been applied to declared conflicts of interest. The ELT may inspect the Conflict of Interest Register at any time.

Breaches of this policy

Failure to properly identify, disclose and manage conflicts of interest as outlined in the policy may lead to disciplinary action under *Burdekin Shire Council's Code of Conduct for Workers*. Serious conflict of interest matters not managed appropriately may also be deemed as Corrupt Conduct and be referred accordingly to the Crime and Corruption Commission.

Risk Management

The management of all conflicts of interest should align with Council's adopted Enterprise Risk Management Framework which has been developed to align with Australian Standard ISO 31000:2018 Risk Management Guidelines. Conflict of Interest risks should be identified and assessed in accordance with the ERM framework. Appropriate treatments should be implemented in accordance with the residual risk rating.

There are some activities which pose a greater risk regarding conflict of interest management- including but not limited to procurement, recruitment, permits and approvals, licensing and compliance activities. Where a conflict of interest has been identified as part of a higher risk activity, it is important for officers to consider the management options outlined in the policy and apply them appropriately with consideration to the residual risk rating. For example, where existing treatments do not reduce the risks of a conflict of interest to low for a particular activity, officers should identify and document an appropriate treatment that reduces or eliminates the risk.

This policy serves as a mitigation measure by establishing clear guidelines for the identification and appropriate management of conflicts of interest which if left unmanaged can pose risks to Council's reputation and financial sustainability.

Legislation

Public Sector Ethics Act 1994

Local Government Act 2009

Local Government Regulation 2012

Information Privacy Act 2009

Definitions and Abbreviations

Close associate	a person with whom a worker maintains a close social, personal or professional relationship with. A close associate may be a good friend, a neighbour or even another work colleague. To remove doubt, a person is not a close associate merely because they work with, occasionally socialise with or live next to a worker. Generally, a close associate would be someone with whom the worker has regular contact with over a period of time who is more than an acquaintance and is someone a reasonable member of the public would think the worker may be prepared to favour.
Council	means Burdekin Shire Council.
Worker/s	includes a direct employee of Council whether employed on a permanent, temporary, full-time, part-time, casual or job-share basis. Also includes contractors, sub-contractors, apprentices and trainees, work experience students and volunteers engaged to perform duties on behalf of Council.
Conflict of interest	involves a potential, perceived or actual conflict between a Council worker's official duties and responsibilities in serving the public interest and their private interests.
Conflict of Interest (or actual conflict of interest)	refers to situations where a conflict arises between public duty and private interest which could influence the performance of official duties and responsibilities. Such conflict generally involves opposing principles or incompatible wishes or needs. Conflicts of interest can be actual, perceived or potential. A conflict of interest can be financial (pecuniary) or non-financial (non-pecuniary). A conflict of interest can arise from avoiding personal losses as well as gaining personal advantage, financial or otherwise. An actual conflict of interest will arise when a worker's private interests' conflict with their duty to serve the public interest.
Interest	means anything that can have an impact on an individual or group. It includes anything that can bring a benefit or disadvantage to a Council worker, or others an individual may wish to benefit or disadvantage.
Non-Financial (non-pecuniary) interest	does not have a financial component but may arise from personal or family relationships or involvement in sporting, social, community or cultural activities. They include any tendency toward favour or prejudice resulting from friendship, animosity or other personal involvement that could bias an employee's judgment or decisions.
Financial (Pecuniary) interest	involves an actual or potential financial gain or loss. It may result from the Council worker or close associate owning property, holding shares or a position in a company bidding for government work, accepting gifts or hospitality, or receiving an income from a second job. Money does not have to change hands for an interest to be financial, but it may involve an exchange that can equate to a financial value.
Perceived (or apparent) conflict of interest	exist where it appears that a worker's private interests could improperly influence the performance of their duties - whether or not this is in fact the case.
Potential conflict of interest	arises where a worker has private interests that could interfere with their public official duties in the future.
Private or personal interest	means private, professional or business interests that can benefit or disadvantage Council workers, or others an individual may wish to benefit or disadvantage. They also include the personal, professional and business interests of individuals or

groups of which are a close associate of the Council worker. Private interests include a wide range of external activities including financial and economic interests, family or private businesses and interest groups and involvement in other employment.

Public interest means the collective interest of the entire community, not the sum of individual interests nor the interest of a particular group.

Related Documents

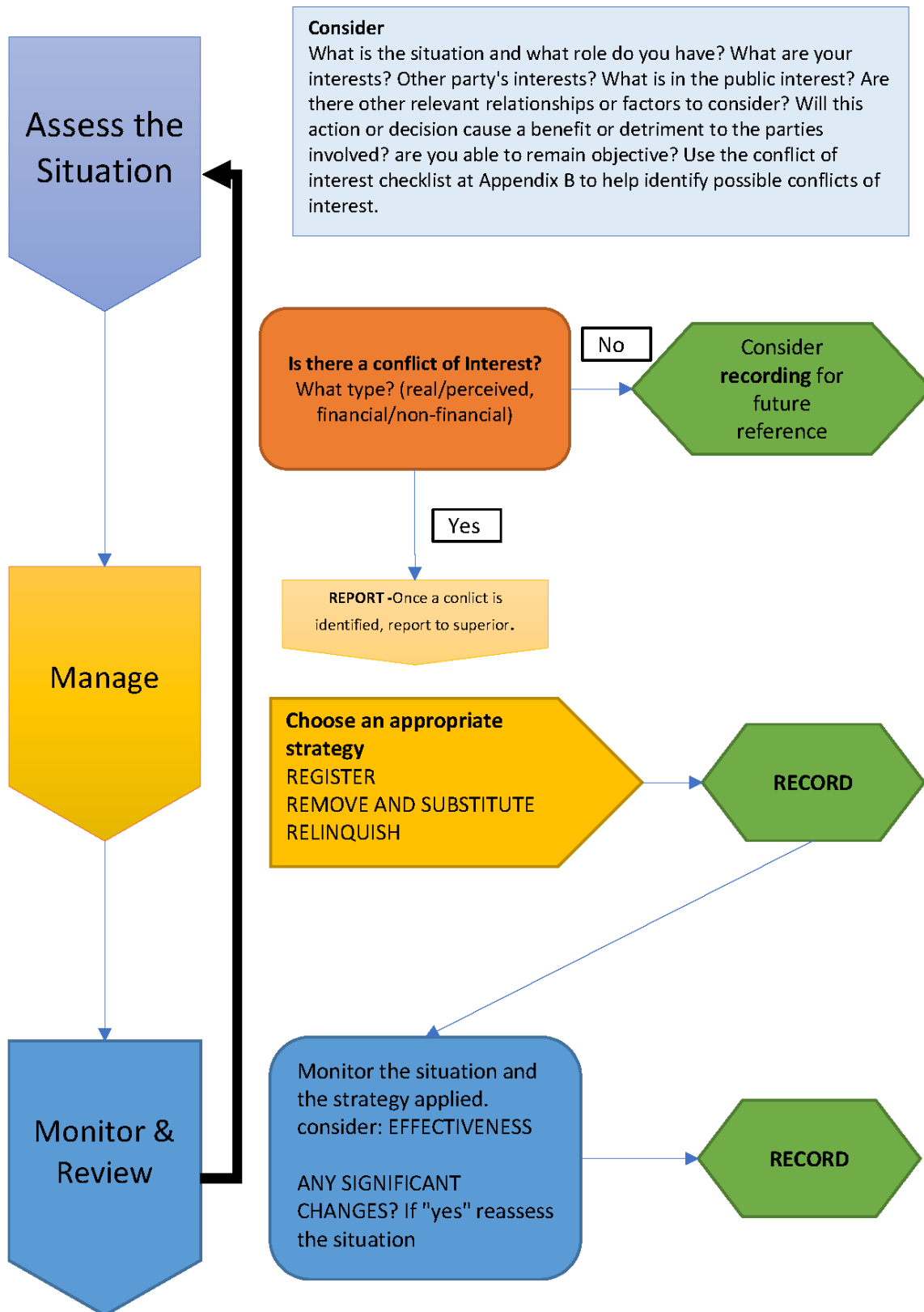
Reference Number	Document Title
ECM 1068863	Burdekin Shire Council Code of Conduct for Workers
GOV-POL-0009	Fraud and Corruption Control Policy
GOV-POL-0019	Declaration of Gifts, Benefits and Prizes Policy
FIN-POL-0017	Procurement Policy
HRS-OSD-0010	Recruitment and Selection Operational Standard
HRS-FRM-0024	Declaration of Conflict of Interest
GOV-FRM-0003	Conflict of Interest Disclosure Form

Document History and Version Control

Title of Document	Conflict of Interest for Workers Policy
Document Reference Number	GOV-POL-0020 Rev 2
Review Schedule	36 months
Council Meeting Date	9 May 2023
Council Resolution Number	1750224

Conflict of Interest Decision-Making Guideline

Appendix A



Appendix B

What is the situation?

Yes No

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have a current or previous personal, professional or financial relationship or association with the party/s of the action or decision? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the proposed action or decision pose a benefit or detriment to yourself or your associates (e.g. your friends, family members, business partners)? |
| <input type="checkbox"/> | <input type="checkbox"/> | Will the action or decision create benefits for you in the future that could cast doubt on your objectivity now? |
| <input type="checkbox"/> | <input type="checkbox"/> | Would your reputation, or that of a relative, friend or associate stand to be enhanced or damaged because of the proposed decision or action? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you (or your friend, relative or associate) stand to gain or lose financially in some covert or unexpected way? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you hold any personal or professional views or biases that may lead others to reasonably conclude that you are not an appropriate person to deal with the matter? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you contributed privately in any way to the matter outside of your official duties as a Council employee? |
| <input type="checkbox"/> | <input type="checkbox"/> | Have you made any promises or commitment in relation to the matter? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any ties, membership or affiliation with an organisation party to the action or decision? |
| <input type="checkbox"/> | <input type="checkbox"/> | Could this action or decision have any influence on any future employment opportunities outside of your current official duties? |
| <input type="checkbox"/> | <input type="checkbox"/> | Could there be any other benefits or factors that could cast doubt on your ability to act impartially and without bias? |
| <input type="checkbox"/> | <input type="checkbox"/> | Do you have any doubts about your ability to remain objective? |

What perceptions could others have?

- What assessment would a fair-minded member of the public make of the circumstances?
- Could your involvement in this matter cast doubt on your integrity or the integrity of Council?
- If you were to see someone else taking this action/making this decision, would you suspect that they may have a conflict of interest in the same circumstances?
- Would you be happy if your colleagues or the public became aware of your actions or decisions?
- Does your action/decision pass the “newspaper test”?

When to seek guidance:

- When you have answered “yes” to one or more of the above dot points.
- When you are not confident of your ability to act impartially and in the public interest.
- When the views of an objective party would help provide clarity.
- When you need more information to make an informed decision.
- When you want to seek clarification about the application of the Code of Conduct for workers.

6.4.2. GOVERNANCE

Request for Reduction of Lease Fees - Roy Pryor

File Reference: 2494

Report Author: Jordan Hern, Executive Support Officer
Belinda Mohr, Governance and Property Officer

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Engage with the community to promote education programs that encourage sustainable practices and contribute to improved environmental outcomes.
- Responsibly manage Council's financial position to ensure sustainability.
- Undertake regulatory responsibilities in accordance with legislative obligations.

Burdekin Shire Council Operational Plan 2025-2026

BS3 Undertake pest plant and animal reduction activities including the development of property biosecurity plans with landowners.

BS4 Review, Update, and Implement Council's Biosecurity Plan.

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

Executive Summary

Council has a trustee lease (for grazing purposes only) with Mr. Roy Pryor for the following parcels of land:

- part of Lot 141 on Crown Plan GS808420,
- the whole of Lot 122 on Crown Plan GS405 and
- the whole of Lot 121 on Survey Plan 205555 for the period 21 December 2022 - 20 December 2027.

In February 2024, Council provided Mr. Pryor a 50% fee relief for a two-year period. Mr. Pryor has requested a further temporary reduction in lease fees to support the recovery of land for grazing.

Recommendation

That Council:

- declines Mr. Roy Pryor's request for a temporary reduction in lease fees for the following parcels of land:
 - part of Lot 141 on Crown Plan GS808420,
 - the whole of Lot 122 on Crown Plan GS405,
 - the whole of Lot 121 on Survey Plan 205555; and
- notes that the annual lease fee for the period 21 December 2025 - 20 December 2026 is \$8,970.82.

Background

At the Ordinary Council Meeting on 22 February 2022 Council agreed to enter into a trustee Lease with Mr. Roy Pryor over:

- Part of Lot 141 on Crown Plan GS808420,
- All of Lot 122 on Crown Plan GS405 and
- All of Lot 121 on Survey Plan 205555.

The Lease commenced on 21 December 2022 and is due to expire on 20 December 2027 (Nil Option).

On 24 September 2023, Mr. Pryor requested a two-year waiver of the lease fee (21 December 2023 – 20 December 2025). Mr. Pryor cited expenditure to date in excess of \$25,000.00 to improve the land, clear noxious weeds and pests. A FORAGE Long Term Carrying Capacity report was provided by Council's Biosecurity Officer citing capacity to carry up to six (6) head of cattle.

A Market Rental Assessment was sourced from Acumentis Townsville that considered the "heavily timbered nature and poor condition of the subject property, as well as the lease conditions stipulating that the land can only be used for grazing purposes" to determine the annual gross rental of \$8,000.00.

At the Council Ordinary meeting on 27 February 2024, Council resolved to offer 50% fee relief for the requested two-year period. No Annual CPI increase amount was applied during the two-year relief period. During this time, the annual lease payment was \$4,000.00. If CPI increases were applied as per lease terms, the annual rent for the period December 2025 to December 2026 would be \$8,970.82.

On 7 September 2025, Mr. Pryor submitted a new request for a temporary reduction in lease fees to assist in the recovery of the land from the damage caused by the February 2025 floods. Mr. Pryor reported that the flooding rendered the land unsuitable for grazing and weed growth has worsened, delaying recovery and creating financial and operational challenges. Mr. Pryor stated that a fee relief would allow him to redirect resources toward weed management and land restoration.

This matter was discussed at Council's 30 September Workshop and an updated Biosecurity Plan Agreement was requested due to it being expired.

The updated Biosecurity Plan Agreement was provided to Council on the 18 November 2025 for discussion.

Options Council may wish to consider are:

1. temporary fee relief for a period (as per Mr. Pryor's request); or
2. no fee relief.

Consultation

- Council Workshop held on 30 September and 18 November 2025.
- Burdekin Shire Council Environmental and Health Service Officers.

Budget & Resource Implications

If Council declines Mr. Pryor's request, there are no financial implications.

Legal Authority & Implications

- Local Government Regulation 2012 – Section 236
- Land Act 1994 – Section 57(1)
- Biosecurity Act 2014

Policy Implications

Council Property and Leasing Policy

Risk Implications (Strategic, Operational, Project Risks)

Council owned or controlled land or property 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 owned or controlled land or property by providing appropriate and consistent tenure arrangements.

Attachments

None

6.4.3. GOVERNANCE

2026-27 SES Support Grant - Funding Applications

File Reference: 912

Report Author: Sonya Batchelor, Project Administration Officer DRFA

Authoriser: Kim Olsen, Director Corporate and Community Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Partner with State, District, and local agencies to coordinate and facilitate disaster planning, preparedness response and recovery to reduce the impact of disaster events.

Burdekin Shire Council Operational Plan

- Align disaster management plans with Council priorities to ensure effective response and recovery while fostering community participation and capacity building.

Executive Summary

The 2026-27 SES Support Grant, funded by the Queensland Government, provides financial assistance to Local Governments for the allocation of resources to SES Groups. The Burdekin SES is in need of a new caravan to serve as a base station for search and rescue missions within the Burdekin region and its surrounding areas.

A replacement vehicle is also required for the Area Controller as the vehicle currently being utilised is ten (10) years old.

The new vehicle and caravan will be tailored to meet the operational and welfare needs of SES volunteers, providing comfortable, safe, and functional equipment for emergency operations.

Recommendation

That Council approves:

1. The submission of a funding application to the 2026-27 SES Support Grant program for funds to purchase a caravan for SES use, noting that no financial contribution will be required.
2. The purchase of the customised Nomad 17'10 family caravan from Grand City Caravans as it is considered the best value for money on a customised unit, if the funding application is successful.
3. The submission of a funding application to the SES Support Grant program for funds to purchase a replacement vehicle for the SES Area Controller, noting that no financial contribution will be required.

Background

The current Emergency Operations Centre is a modified caravan from the 1960s, which is now failing due to the age of its components.

During the period January 2024 to October 2025, Burdekin SES conducted five (5) days of land searches and two (2) days of marine searches. Additionally, there were two (2) activations by Townsville Water, which were stood down before arrival on scene, and four (4) days dedicated to training.

During operations, the air-conditioned caravan is utilised for first aid. Three (3) members were hospitalised with heat exhaustion and were placed in the airconditioned caravan while awaiting transport to the hospital.

Burdekin SES and local search coordinators anticipate an increase in the number of land searches over the next few years. Furthermore, with the arrival of three (3) new flood boats, we expect an increase in future deployments.

A replacement vehicle for the SES Area Controller is required as the four wheel drive dual cab vehicle currently being utilised is ten (10) years old.

Consultation

Discussed with Councillors at Council Workshop on 18 November 2025.

Two (2) Council Officers and the SES Controller in conjunction with the Council Workshop Officers selected the most appropriate vehicle and caravan, taking into consideration the requirements of the SES.

Budget & Resource Implications

No capital budget required for either purchase if successful as both projects will be fully funded.

Ongoing depreciation and maintenance cost implications to be considered in future budgets.

Legal Authority & Implications

Not Applicable.

Policy Implications

Council's Procurement Policy and Operational Standard.

Risk Implications (Strategic, Operational, Project Risks)

Council has determined the following risks and is controlling the risks through the introduction of controls and records in the Operational Risk Register:

1. Delays in customisation of the caravan.
2. Project cost overruns due to unforeseen circumstances
3. Funding unsuccessful.

Attachments

None

7.1.1. ENVIRONMENTAL AND HEALTH SERVICES

Review of Fox and Wild Dog Bounty Policy

File Reference: 1623

Report Author: Megan Davies, Pest Management Supervisor

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Partner with community groups and organisations to protect, restore, and enhance the Burdekin's natural environment, including environmentally sensitive areas and biodiversity corridors.
- Lead by example in adopting environmental best practices across Council operations, and actively support businesses and residents to embrace environmentally friendly practices.

Burdekin Shire Council Operational Plan 2025-2026

BS3 Undertake pest plant and animal reduction activities including the development of property biosecurity plans with landowners.

Executive Summary

This report presents the outcomes of a mandatory review of the existing Fox and Wild Dog Bounty Policy and seeks Council's formal adoption of the updated policy. The revisions include clarifying the acceptable condition of scalps, aligning the policy's review cycle with other Pest Management Policies (reducing it from 36 to 24 months), and amending the claimant declaration to require property owners' permission if the claimant is not the owner. Adoption is recommended to ensure the policy remains current and effective in managing these restricted invasive animals within the Burdekin Shire Council Local Government Area, thereby reducing risk to the community, environment, and livestock industry.

Recommendation

That Council adopts the attached Fox and Wild Dog Bounty Policy.

Background

The current Fox and Wild Dog Bounty Policy became effective on 13 December 2022.

Council's Fox and Wild Dog Bounty Policy sets out Council's commitment to the management of foxes and wild dogs within the Burdekin Shire Council Local Government Area and provides the rules for administering bounty monies for fox and wild dog scalps to ensure consistency when providing payments.

Foxes and wild dogs are considered to be restricted invasive animals under the *Biosecurity Act 2014*, and as such, ongoing population management is required by public and private landholders. Through the management of these declared pests and subsequent reduction in numbers, Council aims to reduce the risk of adverse effects to the community, the environment, and the livestock industry.

Overview

Eligible persons may claim a bounty for each entire scalp as outlined in the Fees and Charges Schedule 2025/26.

Eligibility

- A completed claim form must be submitted with scalps to be authorised by a Pest Management Officer.
- The claim form must identify the property where the animal/s were taken (description to include lot/plan number).

- Payments are in accordance with Council's current adopted fees and charges schedule.
- Payments only made for sighted entire/full scalps.
- Pest Management officers must not approve their own claim form.

Proposed Amendments to Fox and Wild Dog Bounty Policy

- Add description of acceptable scalp condition.
- Adjust review date from 36 to 24 months in line with other Pest Management Policies.
- Amend Claimant declaration on form - If not the owner of the property, able to supply evidence of permissions granted upon authorised Officer's request.

Consultation

Presented to Council Workshop, 18 November 2025.

Budget & Resource Implications

Current budget allocation is approximately \$4,000.00 per year.

Legal Authority & Implications

Foxes and wild dogs are legally designated as restricted invasive animals under the *Biosecurity Act 2014*. While Council is not legally bound to offer bounty payments, it does so under this policy as an incentive to encourage private landholders to participate in the ongoing population management required by the legislation.

Policy Implications

There are no direct policy implications foreseen, as the proposed changes to the current Fox and Wild Dog Bounty Policy are not substantial.

Risk Implications (Strategic, Operational, Project Risks)

Proposed changes to the policy following review are not substantial therefore there is no foreseen risk implications.

Attachments

1. Fox and Wild Dog Bounty Policy
2. Claim for Wild Dog Bounty Form

Policy Type	Corporate
Function	Environmental Management
Policy Owner	Manager Environmental and Health Services
Policy Contact	Manager Environmental and Health Services
Effective Date	25 November 2025

Purpose

This policy sets out Council's commitment to the management of foxes and wild dogs within the Burdekin Shire Council Local Government Area and provides the rules for administering bounty monies for fox and wild dog scalps to ensure consistency when providing payments.

Scope

This policy applies to fox and wild dog control activities within the Burdekin Shire Council Local Government area.

Objectives

Foxes and wild dogs are considered to be restricted invasive animals under the *Biosecurity Act 2014* and as such, ongoing population management is required by public and private landholders.

Through the management of these declared pests and subsequent reduction in numbers, Council aims to reduce the risk of adverse effects to the community, the environment and to the livestock industry.

Policy Statement

Council is committed to the management of fox and wild dog populations within its local government area and understands that an integrated management approach is required to appropriately control these populations.

Claim Forms

- A claim form must be completed to claim bounty monies for fox or wild dog scalps.
- Pest Management officers are authorised to approve claim forms to enable efficiency of processing.
- Pest Management officers must not approve their own claim form.
- The claim form must identify the property where the animal/s were taken (description to include lot/plan number).

Presentation of Scalps

- Each scalp is required to be a full scalp, dried or salted or frozen without decomposition and presented in a sealed bag or container.
- Presentation of scalps will be by prior arrangements and can either be made on site, or at another agreed meeting place.
- Scalps are not to be presented to Council's customer service centre.
- A claim form must accompany the presentation of scalps.

Bounty Payments

- Bounty payments will only be made after a claim form has been approved by an authorised Council officer.
- Bounty payments will be in accordance with Council's current adopted fees and charges schedule.
- Bounty payments will only be made on sighted entire scalps. No payment will be made for partial scalps. The authorised officer's ruling shall be final.
- Council is not bound by legislation to provide bounty payments, however, does so under this policy to encourage landowners to participate in population reduction activities.

Exceptions

Nil.

Risk Management

Any identified risks will be evaluated and managed in accordance with the Enterprise Risk Management (ERM) Policy and the adopted ERM Framework.

The policy assists in addressing the objective of the ongoing population management of foxes and wild dogs by private landholders. Provision of a bounty is a recognised method of control in Queensland and has been practiced in Burdekin Shire Council for many years.

Legislation

Biosecurity Act 2014

Biosecurity Regulation 2016

Local Government Act 2009

Local Government Regulation 2012

Definitions and Abbreviations

Fox refers to the introduced "*Vulpes Vulpes*" species.

Wild Dog refers to purebred dingoes, dingo hybrids and domestic dogs that have escaped or been deliberately released and now live in the wild.

Related Documents

Reference Number	Document Title
ENV-FRM-0003	Claim for Fox and Wild Dog Bounty Form

Document History and Version Control

Title of Document	Fox and Wild Dog Bounty Policy
Document Reference Number	ENV-POL-0001 Rev 3
Review Schedule	24 months

Council Meeting Date	25 November 2025
Council Resolution Number	Click or tap here to enter text.

Claimant's Name: _____

Postal Address: _____

Phone: _____

Details of Fox and/or Wild Dog/s Destroyed:

Date of destruction	Sex	Age	Shot or trapped	Address	Property description (Lot and Plan no)

The claimant agrees that:

1. The property is within the Burdekin Shire Council region and current property details, including property name and lot/plan number **HAVE** been supplied. Failure to supply current and correct property information will result in refusal of claim.

If not the owner of the property, the individual is able to provide evidence if requested, of granted permission for the hunting and removal of scalps from the stated property.

Signature of the Claimant: _____ Date: _____

AUTHORISED PERSON

I received and destroyed/rendered unsuitable for future claim the whole fox and/or wild dog scalp/s that correspond to the information provided.

Name of the Authorised Person: _____

Position: _____

Signature of Authorised Person: _____ Date: _____

7.1.2. ENVIRONMENTAL AND HEALTH SERVICES

Resource Recovery Boost Fund - Funding Application

File Reference: 2951

Report Author: Rachel Martin, Coordinator Waste Services

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- 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.

Burdekin Shire Council Operational Plan 2025-2026

WM3 Supervise and manage waste and recycling sites to ensure compliance with conditions of the Environmental Authority and improve performance for the Kirknie Landfill, and the Ayr, Home Hill, Giru and Clare Transfer Stations.

Executive Summary

This report seeks Council's approval to submit a funding submission to the Queensland Government's Resource Recovery Boost Fund - Stream 1. Two (2) options are presented for consideration within the report, with the preferred option detailed in the recommendation.

Recommendation

That Council approves:

1. The submission of a funding application to the Queensland Government's Resource Recovery Boost Fund - Stream 1, seeking \$355,812.00 (60%) to construct a 30 metre by 15 metre Resource Recovery Shed, with associated bin bays, and purchase a telehandler item of plant at the Ayr Transfer Station, and
2. If the funding application is successful, Council's financial commitment towards the project of \$237,208.00 (40%) will be funded from Council's Waste Reserve.

Background

Advice was recently received inviting the submission of funding applications to the Queensland Government's Resource Recovery Boost Fund. The funding program will provide grants to undertake projects that address local and regional resource recovery priorities, increase recycling rates, and contribute to reducing the amount of waste Queensland sends to landfill. The first funding round will provide \$60 million in two (2) streams - small projects and major projects. The proposed projects align with the small projects' stream, which supports smaller-scale initiatives that provide waste management and/or resource recovery benefits at the local scale.

With Council approval, it is proposed to submit an application under Stream 1 of the program. Two (2) options are submitted for consideration.

Option 1: The total project cost is \$593,000.00, of which Council will seek funding of \$355,812.00 (60%), which includes the construction, at the Ayr Transfer Station, of a new 30 metre by 15 metre Resource Recovery Shed and associated bin bays, as well as the purchase of a Telehandler. If the funding application is successful, Council's required contribution to the project will be \$237,208.00 (40%).

Option 2: The total project cost is \$463,000.00, of which Council will seek funding of \$277,812.00 (60%), which includes the construction at the Ayr Transfer Station, a new 30 metre by 15 metre Resource Recovery Shed, and associated bin bays. If the funding application is successful, Council's required contribution to the project will be \$185,208.00 (40%).

The project will improve traffic management, increase safety to the site for staff, customers, and contractors, and protect items from the weather, thereby improving recycling rates and reducing contamination for a number of waste streams.

Ongoing depreciation and maintenance costs for the new shed, bin bays, baling machine, and telehandler are estimated at \$28,000.00 per year. These costs will be partly offset by increased revenue and savings associated with improved handling of cardboard and mattresses. By storing these materials under cover and baling the cardboard, transport costs will be significantly reduced. Additionally, keeping mattresses out of the weather will greatly reduce rejection rates, minimizing the need for landfill disposal and associated fees.

Important note: It is uncertain whether Council will continue to receive the waste levy advance payment at 100% following the upcoming levy review. These upgraded facilities will help mitigate potential financial impacts by promoting recycling, reducing landfill volumes, and lowering waste levy charges. By improving material handling and storage, Council can achieve greater efficiency and cost savings while supporting environmental sustainability.

The Waste Management Team will continue to operate the site with one permanent staff member and a casual during the peak season. The proposed project will not increase the full-time staff numbers at Council.

Applications close on 11 December 2025, and approved projects must be ready to commence within six (6) months of execution of a funding agreement and delivered within 18 months. Due to the development of the Ayr Transfer Station Master Plan, the site is shovel-ready.

Consultation

Discussions with Councillors at Council Workshop regarding the proposed Recovery Boost Funding on 18 November 2025.

Discussions with Councillors at Council Workshop regarding the Ayr Transfer Station Master Plan on 4 March 2025.

Budget & Resource Implications

The preferred option is **Option 1** with a total value of \$593,020.00. A 40% (\$237,208.00) contribution will be required from Council.

The current funds available in Council's Waste Reserve Fund are \$1,368,719.00. This is expected to increase to **\$1,539,788.00** by 30/6/26.

Maintenance costs yearly for the baling machine and Telehandler are \$3,000.00.

Asset	Establishment Cost	Purchase Cost	Estimated Asset Cost	Estimated Residue Value	Useful Life	Method	Estimated Yearly Depreciation	Estimated Monthly Depreciation
Power/Switchboard	1,962.83	33,083.00	35,045.83	0.00	25	STL	1,401.83	116.82
Shed	10,110.89	170,416.00	180,526.89	0.00	50	STL	3,610.54	300.88
Concrete - Civil Works	5,974.59	100,700.00	106,674.59	0.00	50	STL	2,133.49	177.79
Recycling Bays	2,192.50	36,954.00	39,146.50	0.00	50	STL	782.93	65.24
Cardboard/Plastic Baler	3,936.29	66,345.00	70,281.29	0.00	15	STL	4,685.42	390.45
Boom Gate	1,322.89	22,297.00	23,619.89	0.00	20	STL	1,180.99	98.42
Pallet Jack			7,725.00	1,158.75	10	STL	656.63	54.72

Telehandler			130,000.00	32,500.00	10	STL	9,750.00	812.50
Total	25,500.00	429,795.00	593,020.00				24,201.83	2,016.82

Legal Authority & Implications

Not Applicable.

Policy Implications

Waste Management Policy

Risk Implications (Strategic, Operational, Project Risks)

Construction works would be scheduled outside the cyclone and wet season.

Contingency time would need to be built into the proposed construction timeline.

Possible community dissatisfaction if waste disposal fees require increasing to cover operational costs.

Attachments

None

7.2.1. OPERATIONS

Code of Operations Cemeteries

File Reference: 1668

Report Author: Wayne Saldumbide, Manager Operations

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025 - 2030

Engaged Community and Stakeholders - Strive for excellence in customer service to our external and internal customers.

Transparent and Accountable Governance - Undertake regulatory responsibilities in accordance with legislative obligations.

Executive Summary

The Code of Operations Cemeteries presented for adoption as part of this report is a comprehensive guide reflecting current operational standards at cemeteries owned and operated by Burdekin Shire Council and replaces the previous Code of Operations adopted by Council on 16 January, 2020.

The document identifies procedures and processes to be followed by council staff, bereaved families, funeral directors and stonemasons when undertaking activities within the Ayr and Home Hill Cemeteries.

The previous version introduced the ability to surrender unoccupied plots and be compensated for same. Additional rigour and evidentiary requirements were introduced around interments and exhumations and the appointment of Burial Rights holders were adopted to clarify ownership and rights of family members.

The major points of difference between the tabled version and previous version is introduction of the ability to construct above ground burial crypts as an addition interment option.

Recommendation

Council adopt the Code of Operations Cemeteries as tabled.

Background

The Code of Operations Cemeteries was developed to reflect current operations at both the Ayr and Home Hill Cemeteries recognising the broad diversity of personal relationships and cultures. The code provides the framework for Council and its officers to provide a flexible, caring and responsive approach to families mourning the loss of a family member.

The code reflects appropriate service standards to meet community needs, details procedures for interment and standards for construction of memorial graves, mausoleums and vaults. The code also specifies standard sizes of plaques, vases and other memorial mementos and how they may be placed within the Burdekin Shire Council cemeteries, columbaria and memorial walls.

The previous version introduced the ability for owners to surrender unoccupied plots and be compensated for same. It also applied additional rigour and evidentiary requirements related to interments and exhumations. The introduction of Burial Rights Ownership to enable the appointment of a representative of the deceased family to ensure the execution of the deceased wishes was also introduced.

The major points of difference between the previous version and the Version tabled for adoption today is the ability to erect above ground burial crypts as an additional interment option.

Consultation

A Draft Code of Operations Cemeteries was e-mailed to local and regional funeral directors and stonemasons on 29 September, 2025 requesting feedback on the document by 27 October, 2025. No external feedback was received by the closing date. Advice on the public consultation period was also posted to the Council Website and Social Media platforms.

Councillors were given the opportunity to review the Code of Operations Cemeteries at a Council Workshop held on Tuesday 16 September, 2025.

The Australasian Cemeteries and Crematoria Association was also contacted for advice.

Budget & Resource Implications

Cemetery Fees and Charges are adjusted annually to reflect the cost of ownership and operation of Cemeteries in the Burdekin Shire LGA.

The Code places no constraints on budgetary or resource matters.

Legal Authority & Implications

Burdekin Shire Council Subordinate Local Law No 1.09 (Operation of Cemeteries) 2012 and Subordinate Local Law No 1.13 (Undertaking Regulated Activities regarding Human Remains) 2012

Policy Implications

Not Applicable.

Risk Implications (Strategic, Operational, Project Risks)

The Code of Operation Cemeteries provides a customer facing framework that provides guidance to customers and Council staff in the provision of the full range of Council Cemetery Services. The Subordinate Local Laws provide the legal support for Council to enforce the Code.

Attachments

1. Cemetery Code Of Operations

Code of Operations Cemeteries

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1. Objective

- 1.1 The Code of Operations Cemeteries provides the overarching framework to ensure that appropriate service standards meet community needs at Council operated cemeteries.
- 1.2 To ensure a consistent approach to the operation of cemeteries managed and maintained by Burdekin Shire Council.
- 1.3 This Code of Operations details the processes for making reservations, appointing right of burial holders, interments, permit to work applications including standards for construction of memorial graves, mausoleums, below ground vaults and above ground vaults. It also specifies material standards and positioning for placement of plaques, vases and other memorial mementos in the Burdekin Shire Council's cemeteries, columbariums and memorial walls.

2. Definitions

- 2.1 Council – Burdekin Shire Council.
- 2.2 Council Employees – refers specifically to employees within the Operations Department, Parks and Gardens Section and Customer Service centre as specified within this document.
- 2.3 Right of Burial – The legal right to inter human remains into a reserved plot or niche.
- 2.4 Right of Burial Certificate Holder – the person/s, who is nominated on the Right of Burial Certificate for a specific grave. The Right of Burial Certificate Holder is the only person/s who can authorise an interment into the grave. Consent is also required from the Right of Burial Certificate Holder or the Applicant on the Interment Consent Application Form to carry out work at a gravesite. (Appendix 3 – Permit to Carry out Works at a Gravesite Form).
- 2.5 Right of Burial Certificate – Is a legal document and permits the right to be buried in a particular grave and the right to authorise the burial of others in the grave (up to the number permitted in that grave as determined by Council)
- 2.6 Applicant – the person nominated by the family to authorise the interment and carry out work at a gravesite.
- 2.7 Interment – The act or ritual of interring or burying human remains.
- 2.8 Interment Consent Application Form – See Clause 3.7 (Appendix 2 – Interment Consent Application Form).
- 2.9 Statutory Declaration – as described in Queensland Legislation - Oaths Act 1867.
- 2.10 Above Ground Burial Crypts will be required to meet AS4425 - 2020 Above Ground Burial Structures.

3. General

- 3.1 Burdekin Shire Council manages the Ayr and Home Hill Cemeteries.
- 3.2 The principles within this document apply to all individuals, organisations, businesses and council staff who enter a cemetery under Council's control.
- 3.3 This document is supplementary to Burdekin Shire Council Subordinate Local Law No 1.9 (Operation of Cemeteries) 2012 and Subordinate Local Law No 1.13 (Undertaking Regulated Activities regarding Human Remains) 2012 with the Local Laws prevailing in the event of any inconsistency.
- 3.4 Choosing a burial plot, Columbarium niche or position on the "Our Little Darlings" wall can be organised by the family through Council's Customer Service Centre or a Funeral Director.
- 3.5 Details of Council's fees and charges for reservations, interments and permits to work etc. can be obtained by visiting Council's website, by calling Burdekin Shire Council's Customer Service Centre on 4783 9800 or through a Funeral Director. These fees and charges are reviewed annually.
- 3.6 Council will allow the surrender of vacant reserved plots in its cemeteries. The applicant will be required to produce a receipt for the original reservation and the refund will be the amount of the original purchase. If no receipt is provided the applicant must complete a Statutory Declaration confirming their relationship to the deceased and confirm they are the rightful person to receive the refund. The refund will be based on the fees and charges for the year of the reservation (or closest relevant year as per Council records).
- 3.7 Council applies cemetery fees and charges at an appropriate level to enable the provision of cemetery services at a fair price to the community. Cemetery fees and charges are set to cover the immediate costs of operating the cemeteries and to contribute to the ongoing maintenance of the cemeteries.
- 3.8 An Interment Consent Application Form must be completed and lodged with Council's Customer Service Centre, a minimum of two working days prior to the interment.

An Applicant must provide a Statutory Declaration and proof of relationship to the deceased (birth certificate, death certificate or cremation certificate) as evidence of the wishes of the deceased and their immediate family to inter, exhume or carry out works at a gravesite.

4. Standard Conditions

- 4.1 All funeral services and interments are to be coordinated by a Funeral Director and shall take place between the hours of 9.00am and 4.00pm weekdays. Interments and graveside services outside of these times, on weekends or Public Holidays can be negotiated with Council. Interments and graveside services occurring outside of normal hours will incur additional charges as set out within Council's fees and charges.
- 4.2 Procurement of approved plaques, vases and other memorial mementos is to be through a Funeral Director, Monumental or Stone Mason.
- 4.3 A minimum of two working days' notice is requested to allow sufficient time for grave preparation to be organised and completed. In circumstances where a burial is required on shorter notice due to religious beliefs, council will make every effort to enable this to occur.
- 4.4 Council can accommodate a maximum of 2 interments at each cemetery per day.

4.5 Cemetery plot sizes are:

Lawn Section	3.0 x 1.50 m (inc. concrete plinth)
Monumental Section	3.05 x 1.525 m
Infant Section	1.20 x 0.60 m

Grave depths prepared for burials are:

Infant / Still Born depth	1.20 m
Single depth	1.37 m
Double depth	1.83 m

Vaults

Single Depth	0.70 m
Double Depth	1.58 m

4.6 The maximum number of interments permitted in a plot shall be:

- Infant Plot - One (with exception of twins interred within the same coffin);
- Lawn Plot - Two casket burials (first interment must be at double depth) and a maximum of two interments of ashes in memorial urns;
- Monumental Plot – Three casket burials. First must be at double depth, second at single depth and third interment in a single above ground vault and a maximum of two interments of ashes in memorial urns;
- Headstones on monumental plots may include columbarium niches to accommodate additional interments.

4.7 Historically there have been instances arise where the first interment has not reached the required depth of 1.83 metres. In this case Council will need to confirm if a second interment can attain the required depth.

4.8 Preparation of plots – Council's Cemetery staff will prepare grave sites. The preparation includes:

- Excavation of grave and installation of aluminium shoring.
- Assist with the set-up of Funeral Director supplied lowering devices as requested.
- Erect pedestrian exclusion barriers.
- Assist with the set-up of chairs and marquees, for graveside services as requested by a Funeral Director.

4.9 Funeral Directors are required to supply lowering devices. Council does not accept any responsibility for any maintenance or repairs to such devices. Council will take every care with the Funeral Director's equipment including lowering devices, lifting straps, shade tents and chairs.

4.10 Council staff will be present to hand over the burial site and make Funeral Directors aware of any safety concerns. This must occur at least 15 minutes in advance of the commencement of an interment or graveside service. Funeral Directors will be required to sign an acceptance of the site prior to hand over by Council Cemetery staff. The site then becomes the responsibility of the Funeral Director as their "Place of Work".

- 4.11 The Funeral Director must remain on site and be present during the grave side service at all times.
- 4.12 The Funeral Director's responsibility for the site concludes when the last family members and the Funeral Director's employees leave the site. At this point the site is handed back to Council staff.
- 4.13 Council staff will endeavour to backfill a plot as soon as possible after the departure of the family and the removal of the Funeral Director's equipment to ensure the safety of cemetery patrons.
- 4.14 In the event of a reopening, it becomes the families' responsibility to engage a Monumental or Stone Mason to have any structure removed a minimum of 24 hours prior to the graveside service or interment to allow the gravesite to be prepared.
- 4.15 Participation by Council staff in the actual interment process is not permitted; this includes Council staff carrying the casket from the funeral vehicle during a service.
- 4.16 All activities undertaken within the cemetery grounds shall comply with relevant Work Health and Safety requirements. Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, AS4204-2019 Headstones and Cemetery Monuments, AS4425-2020 Above Ground Burial Structures.

5. Monumental Cemetery

- 5.1 Reservations for burial plots can be made through Council's Customer Service Centre or a Funeral Director.
- 5.2 Council will permit the construction of above ground burial vaults in the monumental sections. Such vaults will be required to meet AS4425 - 2020 Above Ground Burial Structures.

If the above ground burial vaults do not satisfy the aforementioned standard, Council at its sole discretion, may allow an interment if the following conditions are met:

 - I. The body is to be embalmed by a Certified Professional whom has successfully completed the Certificate IV in Embalming (SIF40213) by Mortuary and Funeral Educators or other training authority and is authorised to perform such works in Australia.
 - II. The undertaker must provide a copy of the embalming certificate to Council prior to interment.
 - III. The body is then to be hermetically sealed in a fit for purpose hermetically sealable body bag prior to final placement in the coffin.
 - IV. A signed statutory declaration is to be provided to Council as evidence that hermetic sealing has occurred prior to interment
 - V. The family and undertaker are wholly responsible for any outcomes that do not meet Council Standard Conditions.
- 5.3 Interment of ashes in the Monumental Section can be coordinated on behalf of the deceased's family through Council's Customer Service Centre, Council's Cemetery Sextons or a Funeral Director.
- 5.4 No work is to be carried out in the Burdekin Shire Council cemeteries without the approval of Council in writing. Should any unauthorised work be carried out, Council reserves the right to undertake what actions it sees fit without notice, and reserves the right to recover all costs incurred from the responsible person/s.

- 5.5 Reopening of graves is only permitted after a period of 12 months has lapsed since the last interment.
- 5.6 Pumping out of water prior to interments from excavated plots will be the responsibility of Council.

6. Lawn Cemetery

- 6.1 Reservations of plots in Lawn Cemeteries are not permitted.
- 6.2 Interment of ashes in the Lawn Section can be coordinated on behalf of the deceased's family through Council's Customer Service Centre, Council's Cemetery Sextons or a Funeral Director. A minimum lead time of two working days is requested.
- 6.3 Graveside services and interments coordinated by a Funeral Director on behalf of the family require a minimum lead time of two working days.
- 6.4 Reopening of graves is only permitted after a period of 12 months has lapsed since the first interment.
- 6.5 Pumping out of water prior to interments from excavated plots will be the responsibility of Council.

7. Lawn Cemetery Plaques, Vases and other Mementos

- 7.1 At least one (1) standard size plaque is to be installed on each burial plot.
- 7.2 All Lawn Cemetery plaques are to be:
- Rectangular in shape manufactured from Bronze or Granite.
 - Bronze plaques will measure 380mm by 280mm with a minimum thickness of 10mm.
 - Granite plaques will measure 380mm by 280mm with a minimum thickness of 12mm.
 - Have a flat back.
 - Possess a single background colour.
 - A maximum of two (2) standard sized plaques are permitted per burial plot.
- 7.3 All Lawn Cemetery vases are to be:
- Manufactured in bronze or stainless steel.
 - A maximum of 150mm high and a maximum of 60mm outside diameter.
- 7.4 Each burial plot in the Burdekin Shire Council's Lawn Section shall be entitled to a maximum of two (2) standard flower vases.
- 7.5 No plaques, vases or memorials are permitted beyond the boundary of a burial plot.
- 7.6 Council is responsible for the installation of approved plaques and vases. No other plaques, vases or memorials are permitted.
- 7.7 Removal of plaques and vases for refurbishment is the responsibility of the Right of Burial Holder/Applicant. Council does not accept responsibility for any damage incurred during the removal of plaques or vases.
- 7.8 Reinstallation of refurbished plaques and vases is to be undertaken by Council.

- 7.9 Decorative vases and other mementos placed at the burial plot, other than those approved by this code, shall be removed by Cemetery staff after observation of a respectful mourning period (notionally a minimum of one month post interment) to enable regular maintenance activities to continue.
- 7.10 All photographs are to be contained within or be mounted on the deceased person's plaque. All such memorial photographs shall be installed by Council.
- 7.11 No other memorial photographs are permitted.
- 7.12 It is the responsibility of the Right of Burial Holder/Applicant or a person authorised by Right of Burial Holder to:
- Arrange for the order and supply and installation of any plaques, vases and memorial photos through a Funeral Director
 - Obtain all necessary approvals for the use of Military emblems and provide a copy of such authority to Council
- 7.13 Should a plaque or memorial be provided without the express authority of the Right of Burial Holder/Applicant then Council reserves the right to remove same. Council will accept no responsibility for any damage incurred to remove any such plaque. Notice will be given to the person who owns the unauthorised plaque to collect same.
- 7.14 Should a plaque or vase not meet the specifications contained in this Code of Operations then the plaque and or vases may be removed and returned to the responsible person with details of the non-compliance.
- 7.15 No other memorial, vase or decoration is to be erected at burial sites or installed on beams in the Ayr and Home Hill Lawn Cemeteries.
- 7.16 A plaque shall be provided for all deceased persons within six (6) months of the interment. Council will allow the placement of a temporary recognition marker for a period of up to six months from the date of interment, to allow for the procurement of an approved plaque.
- 7.17 Flowers (real or artificial) are to be placed in standard flower vases provided for each burial plot. Glass flowers are strictly prohibited.
- 7.18 Council staff, after observing a respectful mourning period (notionally a minimum of one month post interment), may remove and dispose of flowers (real or artificial) if they are no longer considered attractive or present a workplace health and safety risk.
- 7.19 Council does not accept responsibility should a plaque, vase or any memorial photograph on the plaque, be damaged by an act of vandalism or the operation of irrigation systems.

8. Columbariums

- 8.1 Long term reservations for interment niches can be made through Council's Customer Service Centre or a Funeral Director.
- 8.2 Interment of ashes in Columbariums can be coordinated by a Funeral Director or in direct consultation with Council's Cemetery Sextons. Interment of ashes into the columbarium niche will not be permitted until the accompanying memorial plaque has been provided to Council
- 8.3 Interment of ashes in a columbarium in conjunction with a committal ceremony will require a minimum lead time of one day.
- 8.4 A columbarium ashes urn is to be a maximum of D215mm x W110mm x H85mm in size.

9. Columbarium Plaques, Vases and Photographs

9.1 Columbarium plaques shall be:

- Rectangular in shape manufactured from Bronze.
- Measure 152mm by 114mm with a minimum thickness of 10mm unless multiple reservations exist, then Council may approve a larger plaque.
- Be fitted with mounting brackets top and bottom.
- Have no more than one background colour.

9.2 Columbarium vases shall be:

- Manufactured in either bronze or stainless steel.
- A maximum of 100mm high and maximum 35mm outside diameter.
- Shall be dark brown painted or polished stainless-steel finish.

9.3 Council is responsible for the installation of approved plaques, vases and photographs. No other plaques, vases or memorials are permitted.

9.4 Removal of plaques, vases and photographs for refurbishment is the responsibility of the Right of Burial Holder/Applicant. Council does not accept responsibility for any damage incurred during the removal of plaques or vases.

9.5 Reinstallation of refurbished plaques, vases and photographs is to be undertaken by Council.

9.6 Each Columbarium Niche shall be entitled to install a maximum of one (1) standard flower vase, which shall be positioned beside the plaque where practicable.

9.7 Each Columbarium Niche shall be entitled to install a maximum of one (1) memorial photograph, which shall be erected beside the plaque where practical. The maximum size for a memorial photograph is to be specified by the maximum space available between niches.

10. Our Little Darlings Memorial Wall

10.1 Consecutive placement of plaques will occur on the “Our Little Darlings Memorial Wall”

10.2 Each reservation shall be entitled to install a maximum of one (1) standard flower vase, which shall be positioned beside the plaque where practicable.

10.3 Each reservation shall be entitled to a maximum of one (1) memorial photograph, which shall be erected beside the plaque where practicable.

10.4 Council is responsible for the installation of approved plaques, vases and photographs. No other plaques, vases or memorials are permitted.

10.5 All “Our Little Darlings Memorial Wall” plaques shall:

- Be rectangular in shape.
- Measure 200mm high by 240mm wide with a minimum thickness of 10mm for bronze.
- Measure 200mm high by 240mm wide with a minimum thickness of 12mm for granite.
- Have no more than one background colour.

10.6 “Our Little Darlings Memorial Wall” vases shall be:

- Manufactured in either bronze or stainless steel.

- A maximum of 100mm high and maximum 35mm outside diameter.
- Shall be a dark brown painted or polished stainless-steel finish.

- 10.7 Removal of plaques and vases for refurbishment is the responsibility of the Right of Burial Holder/Applicant. Council does not accept responsibility for any damage incurred during the removal of plaques or vases.
- 10.8 Reinstallation of refurbished plaques and vases is to be undertaken by Council.

11. Memorials and Monuments

- 11.1 All memorials and headstones must be constructed by a licensed Builder, Monumental or Stone Mason (who has provided council with evidence of a current public liability insurance policy) and must comply with the Australian Standard AS4204-1994 Headstones and Cemetery Monuments and AS4425-1996 Above Ground Burial Structures. Failure to comply may result in a request to remove unauthorised works.
- 11.2 A Permit to Carry out Work at a Gravesite (Appendix 3) must be completed and approved prior to the erection of all new monuments, headstones and upgrade works.
- 11.3 The fee for a Permit to Carry out Work at a Gravesite can be found in Council's fees and charges or by contacting the Council Customer Service Centre. Once a permit has been paid for and approved, it will be issued to the applicant.
- 11.4 A Permit to Carry out Work at a Gravesite will only be issued with consent from the Right of Burial Holder/Applicant on the Interment Consent Application form.
- 11.5 A family can request to erect a monument on a historical plot in honour of the deceased person by completing a Permit to Carry out Work at a Gravesite application form and providing proof of relationship to the deceased and evidence of the wishes of the immediate family.
- 11.6 Maintenance of any monumental grave, vault, monument, headstone, plaque or marker in the Cemetery shall be the responsibility of the Right of Burial Holder/Applicant.
- 11.7 Opening of vaults, crypts or mausoleums is to be co-ordinated by the Right of Burial Holder with a suitably qualified Funeral Director, Monumental or Stone Mason. A minimum of two working days' notice must be provided to the Council's Cemetery Sextons.

12. Exhumations

- 12.1 To exhume human remains from a burial site or niche, an exhumation application form must be submitted for approval to council together with the relevant evidentiary documentation as required by *Subordinate Local Law 1.13 (Undertaking Regulated Activities Regarding Human Remains)*, *Section 5 and Clause 3.9 of this Code of Operations*.

Responsibilities

Specific responsibilities that are assigned to individual positions from the context of this Operational Standard are listed below:

Chief Executive Officer (CEO)	<ul style="list-style-type: none"> Matthew Magin
Managers (Senior Leadership Group)	<ul style="list-style-type: none"> Wayne Saldumbide
Supervisors/Coordinators (Senior Supervisors Group)	<ul style="list-style-type: none"> Jaime St. John
Health and Safety Representatives (HSR)	<ul style="list-style-type: none">
Work Health and Safety Advisors (WHSAs)	<ul style="list-style-type: none">
Workers	<ul style="list-style-type: none">

Related Documents

Reference Number	Document Title	Relationship Description
PGC-FRM-0001	Reservation of Grave Site Form	Cemetery Form
PGC-FRM-0002	Interment Consent Application Form	Cemetery Form
PGC-FRM-0003	Permit to Carry Out Works at A Gravesite Form	Cemetery Form
PGC-FRM-0004	Right of Transfer Application Form	Cemetery Form
PGC-FRM-0005	Right of Burial Holder Certificate	Cemetery Form
PGC-FRM-0017	Exhumation Application Form	Cemetery Form
BSC Subordinate Local Law 1.13	Undertaking Regulated Activities Regarding Human Remains – 2012 – Section 5	Local Law

Document History and Version Control

Title of Document	Code of Operations Cemeteries
Document Reference Number	PGC-OSD-0001
Document Owner	Manager Operations
Section	Parks, Garden and Cemeteries
Review Schedule	24 Months

7.3.1. PLANNING AND DEVELOPMENT

Twelve Month Review - Amenity and Aesthetics and Removal and Rebuilding Works Policy

File Reference: 2818

Report Author: Kellie Galletta, Manager Planning and Development

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- 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.

Burdekin Shire Council Operational Plan 2025-2026

PD9 Decide on development applications for new residential building development in accordance with legislative timelines.

Executive Summary

Having now been in place for twelve months, the Amenity and Aesthetics and Removal and Rebuilding Building Works policy has been reviewed for its applicability, effectiveness and consistency with relevant legislation, Council resolutions, and other Council documents.

Recommendation

That Council adopt the Amenity and Aesthetics and Removal and Rebuilding Building Works Policy (and associated guideline) without change, as set out in Attachment A.

Background

The policy has now been in place for over twelve months with Council receiving two (2) applications against it.

The policy was found during these assessments to be effective and appropriate for Council's requirements in this regard.

Therefore, Officers do not currently recommend any changes to the policy.

History

The purpose of the policy is to:

1. Address the community's expectations on neighbourhood amenity throughout the Burdekin Shire region and to ensure that buildings and structures are in character with the locality in which they are to be erected with regard to scale and siting; and
2. Ensure that buildings and structures that have been removed from:
 - a. another site, transported and rebuilt on a property situated within the Burdekin Shire Council area, or
 - b. a site within but relocated outside of the Burdekin Shire Council area, are structurally sound before removal and comply with all relevant legislative requirements when rebuilt.

This is achieved through assessment and conditioning of a Referral Agency Response Application and receipt of a security bond from the applicant.

This policy applies to the following development in Burdekin Shire Council locality, which is assessable against the *Building Act 1975* in accordance with *Schedule 9, Part 3, Division 2* of the *Planning Regulation 2017*:

- Particular Class 1 and Class 10 buildings and structures involving possible amenity and aesthetics impacts (*Table 1*), and
- Building work for removal or rebuilding (*Table 7*).

Assessable development may include:

1. Relocation of any building/structure from one lot to another lot within the Burdekin Shire Council area; or
2. Relocation of any building/structure from an area outside of the Burdekin Shire Council area to a lot within the Burdekin Shire Council area; or
3. Removal of any building/structure from a lot within the Burdekin Shire Council area to a lot outside the Burdekin Shire Council area.

The Council has the power to regulate the removal of a dwelling house by directing a private certifier to impose a condition on any building work approval requiring a security bond be paid to secure performance of the placement of the dwelling on the new lot. This power arises because the Council is the nominated referral agency under the Planning Regulations for building work applications that involve removal or rebuilding of a dwelling house. This includes applications that are lodged to private certifiers. Privately certified applications must be referred to the Council for referral agency assessment.

However, the value of the security bond alone may not completely ensure that a relocated dwelling house is brought to a Class 1 standard.

As a result of legal advice received, Council prepared this policy which outlines the circumstances in which a security will be sought and the matters which are necessary to ensure the relocated dwelling is brought to a Class 1 standard.

Council is committed to its referral agency jurisdiction under *Schedule 9, Part 3, Division 2* of the *Planning Regulation 2017* where an application is referred to Council (as concurrence agency) for amenity and aesthetics and/or removal and rebuilding building works assessment, together with the relevant fee being paid to Council, prior to any building work decision notice being determined by a private or Council certifier.

This includes the following items that Council considers may have an extremely adverse effect on the amenity, or likely amenity of a locality, or may be in extreme conflict with the character of a neighbourhood or locality:

- Physical condition of buildings and structures that have been removed from another site and then transported and rebuilt onto a premises located within Burdekin Shire.
- Safety of the public during the removal/relocation process.
- Protection of Council infrastructure during removal and relocation.
- Any requirement under all other legislation, where relevant.

A completed application form entitled 'Referral Agency Response Application' must be submitted with all supporting documentation as per Council's 'Removal/Rebuild Building Works' Information Guide/Checklist.

The requirements of this policy are additional to all other requirements applying to building work under all relevant legislation (as applicable, and as amended). A positive response from Council to an application triggered by this policy does not allow building work to commence until such time as all other required statutory approvals are in place.

Any building or structure shall not be occupied on the new site, until all conditions of all relevant development permits have been complied with and the final certificates issued.

Security Bonding

Under the provisions of the *Planning Regulation 2017 (Schedule 9, Part 3, Div 2, Table 7)*, a security bond may be required for all successful referral agency responses which is to be paid *prior* to the building permit being issued.

If a material change of use (under the planning scheme) is triggered, the bond is determined by the assessment manager and may or may not be conditioned to be paid as part of the planning approval.

The value of the security bond will be as per Council's Fees and Charges Schedule, current at the time of referral to Council.

Burdekin Shire Council will retain the bond until:

1. The works for all permits have been completed satisfactorily in accordance with all of Council's conditions applied to any development permit; and
2. An inspection of Council's assets and infrastructure (e.g. road reserve, footpaths, signage etc) has been completed and no damage found.
3. If the work covered by the security bond is not carried out to the satisfaction of Council within the currency period stated in the decision notices and/or damage is caused to Council's assets/infrastructure as a result of the removal and/or relocation action, Council reserves the right to use the security bond received to pay a licensed contractor to complete the required work or, remove the building or structure from the site.

The release of security is prescribed by *Section 93* of the *Building Act 1975*. A written request to Council seeking the release of security held is to be submitted before the refund process can commence.

Exemptions

This policy does not apply to:

- Building work subject to an application for a Material Change of Use (MCU) approval;
- A dwelling re-sited within the same allotment (single lot on plan);
- A manufactured home constructed on-site;
- New homes constructed off site and moved to their new location prior to habitation.

Consultation

All relevant Council Departments have been consulted with to date. The matter was also reviewed with the Senior Leadership Group at its meeting of 31 October 2025 and Mayor, Councillors and Executive Leadership Team at the workshop held on 18 November 2025.

Statutory Environment

Council is required to deal with and assess development applications in the context of the *Planning Act 2016 and its associated regulations and rules, North Queensland Regional Plan* and the requirements of *Burdekin Shire Council Planning Scheme 2022* and associated policy and requirements.

Budget & Resource Implications

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

Legal Authority & Implications

The *Planning Regulation 2017 (Schedule 9, Part 3, Division 2)* provides a local government may declare by resolution, particular Class 1 and 10 buildings and structures involving possible amenity and aesthetics impacts and/or removal and rebuilding building works, require referral to the local government.

Policy Implications

The policy is included in Council's policy register and published to Council's public website. The policy will be reviewed after 24 months or sooner if required, to ensure its effectiveness and fitness for purpose.

Risk Implications (Strategic, Operational, Project Risks)

This policy serves to ensure that building work assessable under the *Building Act 1975* does not have an extremely adverse effect on the amenity, or likely amenity of the Burdekin Shire Council locality, or be in extreme conflict with its character.

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Timing of reviews is included at the conclusion of this document under the heading “Document History and Version Control”.

Attachments

1. Attachment A - Amenity and Aesthetics and Removal and Rebuilding Building Works Policy

Policy Type	Corporate
Function	Development and Building Controls
Policy Owner	Manager Planning and Development
Policy Contact	Manager Planning and Development
Effective Date	26 November 2024

Purpose

The purpose of this policy is to:

1. Address the community's expectations on neighbourhood amenity throughout the Burdekin Shire region and to ensure that buildings and structures are in character with the locality in which they are to be erected with regard to scale and siting; and
2. Ensure that buildings and structures that have been removed from:
 - a. another site, transported and rebuilt on a property situated within the Burdekin Shire Council area, or
 - b. a site within but relocated outside of the Burdekin Shire Council area,
 are structurally sound before removal and comply with all relevant legislative requirements when rebuilt.

This will be achieved through assessment and conditioning of a Referral Agency Response Application and receipt of a security bond.

Scope

This policy applies to the following development in Burdekin Shire Council locality, which is assessable against the *Building Act 1975* in accordance with *Schedule 9, Part 3, Division 2* of the *Planning Regulation 2017*:

1. Particular class 1 and class 10 buildings and structures involving possible amenity and aesthetics impacts (*table 1*), and
2. Building work for removal or rebuilding (*table 7*).

Development may include:

1. *Relocation* of any building/structure from one lot to another lot *within the Burdekin Shire Council area*; or
2. *Relocation* of any building/structure *from an area outside of the Burdekin Shire Council area to a lot within the Burdekin Shire Council area*; or
3. *Removal* of any building/structure *from a lot within the Burdekin Shire Council area to a lot outside the Burdekin Shire Council area*.

A guideline which outlines the assessment criteria has been prepared to support this policy.

Policy Statement

Council is committed to its referral agency jurisdiction under *Schedule 9, Part 3, Division 2* of the *Planning Regulation 2017* where an application is referred to Council (as concurrence agency) for amenity and aesthetics and/or removal and rebuilding building works assessment, together with the relevant fee being paid to Council, prior to any building work decision notice being determined by a private or Council certifier.

This includes the following items that Council considers may have an extremely adverse effect on the amenity, or likely amenity of a locality, or may be in extreme conflict with the character of a neighbourhood or locality:

- Physical condition of buildings and structures that have been removed from another site and then transported and rebuilt onto a premises located within Burdekin Shire.
- Safety of the public during the removal/relocation process.
- Protection of Council infrastructure during removal and relocation.
- Any requirement under all other legislation, where relevant.

A completed application form entitled 'Referral Agency Response Application' must be submitted with all supporting documentation as per Council's 'Removal/Rebuild Building Works' Information Guide/Checklist.

The requirements of this policy are additional to all other requirements applying to building work under all relevant legislation (as applicable, and as amended). A positive response from Council to an application triggered by this policy does not allow building work to commence until such time as all other required statutory approvals are in place.

Any building or structure shall not be occupied on the new site, until all conditions of all relevant development permits have been complied with and the final certificates issued.

Security Bonding

Under the provisions of the *Planning Regulation 2017 (Schedule 9, Part 3, Div 2, Table 7)*, a security bond may be required for all successful referral agency responses which is to be paid *prior* to the building permit being issued.

Note: if an MCU is triggered, the bond is determined by the assessment manager and may or may not be conditioned to be paid as part of the planning approval.

The value of the security bond will be as per Council's Fees and Charges Schedule, current at the time of referral to Council.

Burdekin Shire Council will retain the bond until:

1. The works for all permits have been completed satisfactorily in accordance with all of Council's conditions applied to any development permit; and
2. An inspection of Council's assets and infrastructure (e.g. road reserve, footpaths, signage etc) has been completed and no damage found.

If the work covered by the security bond is not carried out to the satisfaction of Council within the currency period stated in the decision notices and/or damage is caused to Council's assets/infrastructure as a result of the removal and/or relocation action, Council reserves the right to use the security bond received to pay a licensed contractor to complete the required work or, remove the building or structure from the site.

The release of security is prescribed by *Section 93* of the *Building Act 1975*. A written request to Council seeking the release of security held is to be submitted before the refund process can commence.

Exemptions

This policy does not apply to:

1. Building work subject to an application for a Material Change of Use (MCU) approval;
2. A dwelling re-sited within the same allotment (single lot on plan);
3. A manufactured home constructed on-site;
4. New homes constructed off site and moved to their new location prior to habitation.

Risk Management

This policy serves to ensure that building work assessable under the *Building Act 1975* does not have an extremely adverse effect on the amenity, or likely amenity of the Burdekin Shire Council locality, or be in extreme conflict with its character.

This policy will be reviewed for applicability, effectiveness, and consistency with relevant legislation, Council resolutions, and other Council documents. Timing of reviews is included at the conclusion of this document under the heading "Document History and Version Control".

Legislation

The *Planning Regulation 2017 (Schedule 9, Part 3, Division 2)* provides a local government may declare by resolution, particular class 1 and 10 buildings and structures involving possible amenity and aesthetics impacts and/or removal and rebuilding building works, require referral to the local government.

<i>Planning Regulation 2017 (Schedule 9, Part 3, Division 2, Table 1) Extract (in part)</i>	
Development application requiring referral	<p>Development application for building work that is assessable development under section 1 and is for a building or structure that is:-</p> <ol style="list-style-type: none"> a) a single detached class 1(a)(i) building, class 1(a)(ii) building made up of not more than 2 attached dwellings or a class 10 building or structure; and b) in a locality, and of a form, for which the local government has, by resolution or in its planning scheme, declared that the form may – <ol style="list-style-type: none"> i. have an extremely adverse effect on the amenity, or likely amenity, of the locality; or ii. be in extreme conflict with the character of the locality
Referral agency	The local government
Matters referral agency's assessment must be against	Whether the building or structure will impact on the amenity or aesthetics of the locality, including, for example, whether the building or structure complies with a matter stated in a local instrument that regulates impacts on amenity or aesthetics

<i>Planning Regulation 2017 (Schedule 9, Part 3, Division 2, Table 7) Extract (in part)</i>	
Development application requiring referral	<p>Development application for building work that is assessable development under section 1, if the building work is, or relates to:</p> <ol style="list-style-type: none"> a) the removal of a building or other structure, whether or not for rebuilding at another site; or b) the rebuilding of a building or other structure removed from another site

Referral agency	The local government
Matters referral agency's assessment must be against	a) Whether the local government should require security, of no more than the value of the building work, for the performance of the work b) If security is required, the amount and form of security that is appropriate for the development

Local Government Act 2009

Planning Act 2016

Planning Regulation 2017

Building Act 1975

Building Code of Australia

Queensland Development Code

Definitions and Abbreviations

Aesthetics	Means the character of a locality as dictated by the physical setting and architectural style of buildings in the neighbourhood or locality.
Amenity	Means the attractiveness or pleasant quality of a neighbourhood or locality.
Build	Includes: a) starting or continuing to build; and b) doing or starting or continuing to do work in the course of or for building; and c) performing structural work or altering or adding to a building; and d) moving a building from 1 position to a different position (whether on the same allotment, another allotment or partly on the same and partly on another allotment).
Building	Means a fixed structure that is wholly or partly enclosed by walls or is roofed and includes a floating building and any part of a building.
Building development approval	Means a development approval to the extent it approves a building development application.
Building form	Means the shape and configuration of a building.
Building works	Includes, but not limited to: a) the erection or construction of a building or structure. b) the renovation, alteration, extension, improvement, restumping or repair of a building or structure. c) removal, relocating or re-siting work for a building or structure. d) the installation of a kit home or building. e) roof replacement including upgrades. f) starting or continuing to build. g) doing, or starting, or continuing to do work in the course of or for building
Class 1a or Class 10	Means the classification of a building or structure under the Building Code of Australia, determined by the purpose for which it is designed, constructed or adapted to be used.
Concurrence Agency	Means a type of referral agency that can direct an assessment manager to carry forward certain conditions on a development approval or refuse an application.
Development Permit	Means a decision notice for a development application that authorises the carrying out of the assessable development to the extent stated in the decision notice.
Performance Requirements	Means any of the following: a) the performance requirements under the NCC.

	b) the performance criteria under the QDC. c) a requirement for the assessment of building work for which a discretion may need to be exercised under this Act.
Physical condition	Means a rating, ranging from excellent to dilapidated, which is intended to reflect the overall physical condition of a building considering the level of maintenance that would normally be expected within such a building relative to its age.
Rebuilding	Refer meaning for 'building works'
Referral Agency	Means a referral agency under the Planning Act
Removal building	Means a previously used building or structure proposed for relocation to another property.
Road boundary clearance	Means the minimum distance (outer-most projection) between a building or structure and the road boundary of a property, required by: <ol style="list-style-type: none"> 1) The acceptable solutions of a code under the planning schemes for Burdekin Shire Council; or 2) If 1) above does not apply, <i>Parts MP 1.1 or MP 1.2 of the Queensland Development Code.</i>
Security bond	Means a request for payment of bond as part of the Referral Agency Response given for the removal/relocation and rebuild of a building or structure to ensure all required building works are completed as per the requirements of the development permit. Must be paid prior to a building work development application being lodged.
Scale	Means the ratio or proportion of an object, structure, or space in relation to its actual size.
Siting	Means the location of the building or structure on a site and the setbacks, side and rear boundary clearances, main and secondary road frontages (outer-most projection).
Structure	Includes, but not limited to, a wall, bush house, swimming pool, light pole, mast, gazebo and sign or anything fixed to or projecting from a building, wall, fence or other structure.
Structurally sound	Means the load-bearing components of a building, such as the external walls, floors and beams, must be strong enough to bear the weight of the structure without collapsing (as confirmed by a RPEQ).

Related Documents

Reference Number	Document Title
BLD-GDE-0001	Amenity and Aesthetics and Removal and Rebuilding Building Works Guideline
BLD-FRM-0018	Referral Agency Response Application
BLD-POL-0005	Security for Development and Building Works Policy
BLD-CHK-0001	Removal/Rebuild Building Works - Application Lodgement Checklist
BLD-FAC-0005	Removal/Rebuild Building Works - Information Guide

Document History and Version Control

Title of Document	Amenity and Aesthetics and Removal and Rebuilding Building Works Policy
Document Reference Number	BLD-POL-0003 Rev 1
Review Schedule	12 months
Council Meeting Date	26 November 2024
Council Resolution Number	1848742

7.3.2. PLANNING AND DEVELOPMENT

Security for Development and Building Works Policy

File Reference: 222

Report Author: Kellie Galletta, Manager Planning and Development

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Deliver regulatory and advisory programs.

Burdekin Shire Council Operational Plan 2025-2026

PD2 Finalise the new Local Government Infrastructure Plan (LGIP) ready for review and approval by the State.

Executive Summary

The proposed Security for Development and Building Works Policy establishes the framework for the administration of development bonds and bonding agreements to safeguard Council's interests and ensure compliance with development conditions. The policy outlines categories of bonds, conditions for their application, and procedures for their reduction, release, or forfeiture. It also introduces risk management measures and insurance requirements to mitigate potential impacts on Council infrastructure and services.

Recommendation

That Council adopt the Security for Development and Building Works Policy, as attached to this report (refer Attachment A).

Background

Council has historically managed development bonds on a case-by-case basis.

However, this policy has been developed in response to increasing complexity in development projects and the need for a consistent and transparent approach to bonding arrangements. It aligns with Council's strategic goals for sustainable development and infrastructure protection.

The new policy formalises this process, providing clear guidance for developers, contractors, and Council Officers.

The five (5) categories of bonds accepted by Council are:

- Maintenance Security Bond
- Incomplete Works Bond
- Deferred Works Bond
- Performance Bond
- Other Requirements Bond

The policy also sets out the form and amount of security (Bank Guarantee only), bonding agreement procedures and conditions under which Council may call up or forfeit bonds.

Consultation

The draft policy was presented to the Senior Leadership Group meeting held on 28 August 2025 and the Council Workshop held on 2 September 2025.

Budget & Resource Implications

Not Applicable.

Legal Authority & Implications

Planning Act 2016

Planning Regulation 2017

Local Government Act 2009

Building Act 1975

Policy Implications

The policy will be added to Council's Policy Register and published on Council's website. It will be referenced in future development approvals and operational works assessments.

Risk Implications (Strategic, Operational, Project Risks)

The policy mitigates risks associated with incomplete or non-compliant development works, damage to public infrastructure, and administrative errors in bond handling. It also reduces Council's exposure to financial and legal liabilities through mandatory insurance and indemnity provisions.

Attachments

1. Attachment A - Security for Development and Building Works Policy

Policy Type	Corporate
Function	Development and Building Controls
Policy Owner	Director Infrastructure Planning and Environmental Services
Policy Contact	Director Infrastructure Planning and Environmental Services
Effective Date	Click here to select the date the policy is effective from

Purpose

The purpose of this policy is to outline the minimum requirements for security bonds for development and building works and the standards required to properly administer the receipt, control, and return of security bonds. This policy should be read in conjunction with Council's other development policies, conditions of development approvals and other relevant legislation.

Objectives

This policy aims to achieve the following objectives:

- Safeguard Council's financial interests by requiring bonds to cover potential damage to public assets or non-compliance with approved development conditions.
- Ensure the satisfactory completion of building and development works in accordance with approved plans, relevant legislation, and Council standards.
- Promote accountability and risk management by requiring Proponents, contractors and property owners to maintain adequate public liability insurance throughout the duration of the works.

Scope

This policy applies to all individuals, companies, or entities entering into a bonding agreement with Burdekin Shire Council in relation to building and development works.

Policy Statement

Burdekin Shire Council retains, at its discretion, the right to determine when and if a bonding agreement will be entered into and the type of bond applicable to the development or building works.

Security

Council may, where deemed necessary or as a condition of development approval, require the proponent to provide a satisfactory form of security to ensure:

- **Completion of the development** in accordance with approved plans, conditions, and relevant standards.
- **Performance of specified works**, including but not limited to infrastructure construction, site rehabilitation, and other obligations outlined in the development approval.

Bond Categories

The following categories of bonds will be determined by Council:

Bond Category	Description
Maintenance Security Bond	<p>Provided to Council as a defect's liability bond during the On-maintenance period. This bond is to cover the costs of maintenance works on the development works that are to be transferred to Council after the satisfactory completion of the On-maintenance period.</p> <p>This is to be provided prior to the works being accepted as On-maintenance and is held for the duration of the maintenance period.</p>
Incomplete Works Bond	<p>An uncompleted works bond allows a Developer to undertake early plan sealing, while simultaneously completing outstanding works prior to going On maintenance as part of an operational works approval. Incomplete Works Bonds may be requested:</p> <ul style="list-style-type: none"> to cover completion costs if preliminary or early-stage construction work (like site preparation or demolition) or other work required by conditions of approval are not completed prior to the release of survey plans; and/or construction, testing, commissioning and compliance requirements. <p>The acceptance of an uncompleted works bond request requires certain conditions to be met and consideration of associated risks, including default.</p> <p>The value of the bond is based on the value of the operational works that are incomplete at the time of subdivision plan endorsement.</p> <p>This is to be provided prior to the subdivision plan submission and is held until the works are accepted as On-maintenance.</p> <p>Value of incomplete operational works is to be determined by an RPEQ engineer.</p>
Deferred Works Bond	<p>Provided to Council for operational works that are expected to be completed after the work or infrastructure is accepted as On-maintenance and is held until the deferred work have been completed and accepted as Off-maintenance'.</p>
Performance Bond	<p>To secure the performance of work or infrastructure, and ensure fulfilment of development approval conditions and obligations and may include the following examples:</p> <ul style="list-style-type: none"> Removal and Rebuilding – Class 1 and Class 10 buildings and structures Water sensitive urban design bio-retention basins and maintenance Uncompleted landscaping and landscaping maintenance Performance.
Other Requirements Bond	<p>To provide security for any other requirements the Council may, from time to time, deem necessary.</p>

Form and Amount of Security

Bonds and security must be in the form of a Bank Guarantee. Council will not accept any other form of security. Bank Guarantees must:

- Be irrevocable guarantees from a recognised trading bank, approved by Council. Bank guarantees from finance/insurance companies or merchant banks will not be accepted.
- Be accompanied by the Bonding Application Form.
- Be in the name of the landowner or authorised agent of the landowner.
- Be in Council's favour.
- Be given by a financial institution consented to by Council.

- f) Be unlimited in time.
- g) Be otherwise unconditional.
- h) Include a full property description of the subject premises.
- i) Include a full description of the purpose of the security.
- j) Be for an amount which is:
 - i. specified when referring to a maintenance security deposit; or
 - ii. specified in the bonding agreement, in the case of a performance bond; or
 - iii. one point five (1.5) times the fully priced scheduled value of the part of the development which is not complete at the time of lodging the security with Council, in the case of an uncompleted works bond.

Bonding Agreement

Once approved, the proponent will be required to enter into a bonding agreement, prepared by Council, at the proponents' cost.

Development Works

Development works may be permitted to be bonded for the purpose of early endorsement of survey plans or another purpose as specified, at the discretion of Council.

Reduction of Bonds

Certain types of bonds may be reduced at the discretion of Council upon performance of a proportion of the outstanding works and upon submission of evidence of proportional progress. Upon request, Council may agree to reduce the Incomplete Works Bond against the Maintenance Security Bond, when the On-maintenance is accepted and upon receipt of fees as prescribed in the current register of cost recovery Fees.

Reducing, releasing, or transferring security bonds

Council may, upon the request of the Proponent and upon payment of the relevant administration fee in the current register of cost recovery fees:

- i. reduce the security for the Incomplete Works Bond as the development is carried out, provided the amount of the security retained is not less than:
 - 150% the value of the part of the development not yet complete; or
 - the value of the maintenance security deposit.
- ii. release the security for the Incomplete Works Bond (other than the maintenance security deposit) where the applicant has complied with the applicant's obligations.
- iii. transfer the security for the Incomplete Works Bond to the maintenance security deposit where Council has accepted the works On-maintenance.
- iv. release the security for the Performance Bond where Council has accepted the works On-maintenance.
- v. release the maintenance security deposit where Council has accepted the works Off-maintenance.

The request made by the Proponent must be in writing; and include:

- i. the development application file reference;
- ii. the real property description of the premises;

- iii. Council's bond reference number and bond amount;
- iv. the applicable stage or stages in a staged development;
- v. evidence to substantiate the value of the completed works; and
- vi. where the security is a banker's undertaking, provide details of the registered bank or finance company which provided the security.

Call up of Bonds

Council reserves the right to call up any security which has been provided in the event that the Developer, owner or another entity fails to meet their obligations or has been served with a Compliance Notice, or in the interests of public safety.

Council may call up a bond/security where:

- i. the Proponent has not complied with a Compliance Notice issued by Council;
- ii. certain works are required to be carried out by Council in the interests of public safety or environmental restitution;
- iii. the works have not been completed within the timeframes specified within the bonding agreement; or
- iv. remedial works are required to be carried out by Council due to conditions of the approval not being satisfactorily met.

Where Council believes the Proponent to be in breach of the agreement, Council may exercise its rights under the agreement to call up the bond to satisfy the bond conditions. Before exercising this right, Council will issue written advice detailing the alleged breach of the agreement specifying the actions required by the Developer/Proponent for compliance.

In the event the Developer/Proponent does not comply with orders specified in the timeframe stipulated, Council may exercise its legal rights under the agreement and call up the value of the works or conditions from the monies held.

Should the fair estimated cost of the outstanding works or conditions (including Council's charges for supervision, interest, administration costs, legal costs, overheads and contingency sum) be greater than the bond, Council will apply the bond as far as it extends and look to recover any shortfall as a liquidated debt, as well as take actions regarding a breach of a development approval condition.

Forfeiture of Bond- Incomplete Works/ Maintenance Bonds

If at the close of business on the last day of the bonding period the works have not been completed to the satisfaction of Council, the entity will forfeit the total bond to Council.

Council will undertake the works as soon as practicable after this date.

If a bond is forfeited, Council reserves the right to not enter into any further bonding arrangements with the entity. It is the responsibility of the entity to be aware of the expiry date of the bonding period.

Bonding of Development Requirements

The following requirements apply to the bonding of developments:

Maintenance Security Bond

The Maintenance Security Bond must be:

- paid to Council by the applicant;
- in the form specified above (see Form and Amount of Security);
- for an amount: minimum \$5,000, or 5% (whichever is the greater) of the total value of the development work (verified by a fully priced Bill of Quantities for all development work), or the amount prescribed in Council's register of fees and charges, whichever is the greater; and
- for a period as determined by Council (usually 12 months after acceptance of completed works or as otherwise specified in the development permit) and known as the maintenance period.

Agreement to Bond Development for Incomplete Works and Deferred Works

- a) The Proponent may apply to Council to enter into a bonding agreement for uncompleted works and/or deferred works, pursuant to which the Proponent is to provide a security for the completion of development where (unless otherwise required by Council):
- i. the works, based on a fully priced Bill of Quantities, are valued at greater than greater than \$10,000 for civil works;
 - ii. the bond is for completion of the following level of works as detailed in the table below:

Type of Works	Level of Completion of Works
Construction and Earthworks	100% of earthworks are completed and stabilised to Council's satisfaction.
	100% of stormwater and drainage works (including kerb and channel) are completed to Council's satisfaction and RPEQ certified.
	All services under pavements and in private properties.
	100% of roads are certified by an authorised surveyor that the roads are within the correct alignment and at the correct level where applicable.
	All electrical and telecommunications networks to the satisfaction of the relevant service provider.
	Any other essential infrastructure required to service the development or related properties.
	100% of the total value of construction works are completed to the Council's satisfaction.
Sewerage and Water Supply Works	100% of the total water supply and sewerage infrastructure, both external and internal reticulation and drainage works are constructed and function, to Council's satisfaction.
	All testing and As-constructed information is provided to Council.

- iii. Before releasing the survey plans, Council is satisfied that all works and services will be completed and operational within **three (3) months** of receiving an Incomplete Works Bond, or as otherwise agreed to by Council; and
- iv. the Proponent has provided Council with:

- a. a fully priced schedule of the parts of the development which are not complete.
- b. where a maintenance security deposit is required, confirmation of the total cost of the development.
- c. a summary sheet of all works which are not complete, and the maintenance works which are to be bonded.
- d. a certificate from the consultant that:
 - (ii) the information provided to Council is correct.
 - (ii) any part of the development which is not complete can be completed within the time specified in (a) iii (above).
- b) Council will undertake a risk assessment of the bonding application prior to making any offer to the Proponent to enter into a bonding agreement and reserves the right to refuse applications based on its risk assessment.
- c) Council will not enter into a bonding agreement for the completion of essential services.
- d) Uncompleted works that may be bonded include:
 - i. pavement base course layer, prime and asphalt.
 - ii. line marking, street signage, and other road furniture.
 - iii. pathways, driveways, bin pads and other concrete works, noting that if a driveway is the only means of access to lots, then this will need to be completed so newly created lots can be accessed.
 - iv. landscaping, including streetscaping works.
 - v. other non-critical development works as agreed by Council.
- e) Where a development is not complete, Council will not release a plan of survey for sealing until:
 - v. a bonding agreement for the uncompleted works has been entered into between Council and the Proponent.
 - vi. a bond for the uncompleted works has been paid by the Proponent.
 - vii. Council is satisfied that any part of the development which is not complete can be completed within the time period specified in (a) iii (above).
 - viii. Council has received any outstanding:
 - a. rates.
 - b. monetary contributions and charges.

Agreement to Bond Development for Performance

- a) Council may, as a condition of development approval, require the payment of security under a bonding agreement pursuant to which the Proponent is to provide a security to ensure the satisfactory performance of work pursuant to the development approval (performance bond).
- b) Council may require a bonding agreement for the payment of a performance bond in the following situations:
 - i. where the development approval includes critical external works not subject to an Infrastructure Agreement (IA), such as major drainage works.
 - ii. where the development approval includes revegetation or rehabilitation areas.
 - iii. where there is a need to protect existing infrastructure, such as existing roads impacted by construction vehicle traffic routes.
 - iv. where there is a need to protect existing vegetation.
 - v. where any development could require restitution works in order to:

- a) protect the safety of persons or property; or
- b) mitigate any potential environmental harm or downstream impacts.
- c) Council will determine the need for a performance bond by having regard to:
 - a. past experience with performance by either the Proponent or any associated consulting engineer, on other or previous developments.
 - b. the risk the development poses.
- d) The value of a performance bond is to be:
 - a. for works which are not subject to staging - between 30% and 50% of the full estimated cost of all works for the subject site, set at the discretion of Council; or
 - b. for works which are subject to staging - 100% of the value of an agreed number of stages, provided that, at the discretion of Council, the performance bond may be transferred from stage to stage, or a parcel of stages to a parcel of stages as work progresses.
 - c. the value of the bond may be reduced upon written request by the Proponent, provided that at no time will the value of security be allowed to fall below 150% of the value of the works.
- e) The bonding agreement is to be executed, and payment of the performance bond is to be made by the Proponent prior to the commencement of the work the subject of the performance bond.

Agreement to Bond Removal and Rebuilding – Class 1 and Class 10 building and structures

Council may require as a condition of development approval, submission of security for the completion of administrative and other requirements relating to removal and/or relocation and/or rebuilding of relocated Class 1 and Class 10 buildings and structures.

In accordance with Council's Amenity and Aesthetics and Removal and Rebuilding Works Policy, the requirement for and value of removal house bonds will be at the discretion of Council being a minimum charge of the current fee prescribed in Council's fees and charges, and site-specific conditions will be incorporated into the Building Approval or other Council permit generated to permit the action, including completion of works within the two (2) year currency period of the development permit given for any building work/s.

Proponents Obligations

Proponent's obligations pursuant to an agreement to bond development - Incomplete works, Early Release, Deferred Works and Performance only.

The Proponent must:

- complete the development;
- comply with all conditions of approval;
- ensure that any works are accepted on-maintenance by Council;
- provide a maintenance security deposit to Council; and
- prepare and submit to Council the as-constructed drawings and documentation;

within the specified timeframes outlined above.

Where a plan is approved by Council pursuant to schedule 18 (Approving plans of subdivision) of the *Planning Regulation 2017*, the Proponent must comply also provide to Council a certificate from a licensed surveyor that all property survey marks have been reinstated.

Proponent's obligations pursuant to an agreement to bond Removal and Rebuilding – Class 1 and Class 10 buildings and structures

The Proponent must complete the works required to the standard and timetable specified in the schedule forming part of the agreement or within the currency period of a valid development permit.

Proponent's obligations pursuant to an agreement to bond for an Other Requirements Bond

The Proponent must complete the works required and to the standard specified in the schedule forming part of the bonding agreement, as agreed to between Council and the proponent.

Compliance Notice

Where the Proponent does not comply with the agreements detailed in this policy, Council may issue a Compliance Notice to the Proponent requiring that the Proponent comply with the Proponent's obligations or show cause why Council should not call up the security.

Indemnity

The Proponent, owner, contractor or consultant engineer is to indemnify the Local Government against any claim, action or process for damage or injury which might arise during the progress of the works for the full construction period or until the works are completed.

No work is to commence unless the Developer has in place the following insurances:

- Public Liability Insurance to a limit of indemnity of not less than \$20,000,000 with a notation with the Local Government as an Insured Party; and
- Workers' Compensation Insurance.

The Developer is to take steps to ensure that all contractors employed by them are also covered in relation to the above insurances and that they in turn ensure that all subcontractors employed on the job are covered in relation to the abovementioned insurances.

Risk Management

This policy aims to mitigate against the risks associated with development and building works that may be undertaken by property owners and Developers that could damage Council's public infrastructure and/or remain uncompleted. The policy also addresses the risks associated with the administration, receipt and return of bonds by detailing the minimum requirements associated with these processes. Further, the policy reduces Council's exposure to risk by enforcing requirements for indemnity and insurance.

Legislation

Planning Act 2016

Planning Regulation 2017

Local Government Act 2009

Building Act 1975

Definitions and Abbreviations

Bank Guarantee means financial security issued by an approved financial institution that allows Council to draw down on the specified funds should the Developer fail to complete specified works within a specified timeframe.

Bill of Quantities	means a fully priced list, certified by a RPEQ, of the development works and maintenance responsibilities that will be transferred to Council at the end of the On-maintenance period
Bond	Security provided to ensure compliance with conditions of a development approval, or to allow for an agreed action by the applicant or the Council.
Bonding Agreement	A formal document of agreement between the Council and any other party (for example the Proponent) for the purpose of defining the obligations and required actions of both parties, and the amount and type of security to be provided.
Building Approval	refers to how a building will be constructed. It is required for most developments to ensure a building complies with building laws, including the Building Code of Australia.
Compliance Notice	means a written notice by Council to the Proponent (howsoever described in a bonding agreement, including any show cause notice) advising of the Proponent's non-compliance with a term of the bonding agreement.
Council	Council shall mean Burdekin Shire Council.
Developer	Any entity or individual undertaking development works related to a development approval.
Off-maintenance	means the formal acceptance by Council of the transfer of works and maintenance responsibility to Council by the applicant after the satisfactory completion of the On-maintenance period.
On-maintenance	means a period specified by Council for the maintenance of works that are to be transferred to Council. This period commences after the formal acceptance of the works completed by the applicant.
Proponent	any party who puts forward a legal instrument for consideration or acceptance related to a development approval.
RPEQ	means a Registered Professional Engineer of Queensland

Related Documents

Reference Number	Document Title
BLD-FRM-0021	Security Bond Return Request Form
BLD-FRM-0022	Security Bond Application Form

Document History and Version Control

Title of Document	Security for Development and Building Works Policy
Document Reference Number	BLD-POL-0005 Rev 0
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

7.3.3. PLANNING AND DEVELOPMENT

Adoption of New 'Economic Stimulus Policy - Development Incentives'

File Reference: 2737, 533

Report Author: Kellie Galletta, Manager Planning and Development

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

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

Burdekin Shire Council Operational Plan 2025-2026

PD12 Facilitate pre-lodgement meetings with developers to support and encourage economic growth opportunities for the Burdekin Shire whilst balancing planning and environmental outcomes and community expectations.

Executive Summary

This report recommends that Council adopt the new 'Economic Stimulus Policy - Development Incentives,' effective from January 1, 2026.

The primary purpose of this policy is to encourage new development within the Shire. This is achieved by providing a consistent, equitable, and transparent framework for Council to consider waiving infrastructure charges for future developments in the shire.

To encourage new development in the Shire, Council will consider waiving of infrastructure charges for development that uses capacity within Council's existing trunk infrastructure networks. This policy aligns with the Burdekin Shire Council Corporate Plan 2025-2030 to:

- Foster business growth and innovation.
- Attract investment and diversify the economy.
- Increase housing availability, density, and affordability in the region.

The incentive program will be assessed on merit, giving preference to development types such as residential subdivisions, commercial/industry development, and projects that create employment opportunities.

Recommendation

That Council adopt the new 'Economic Stimulus Policy – Development Incentives' as attached to this report, effective from 1 January 2026.

Background

Council currently charges infrastructure charges to ensure that the desired standards of service are maintained and to avoid passing on trunk infrastructure costs to ratepayers.

Council's new Local Government Infrastructure Plan (LGIP) is expected to be adopted mid-2026. An LGIP is an integral part of Council's local planning scheme, preparing for future growth by identifying and including the five (5) local trunk infrastructure networks that provide essential services to the community: water, sewerage, transport, storm water, public parks and community facilities, ensuring Council meets community expectations by being transparent and accountable for its planned spending on trunk infrastructure.

However, due to the age of Council's existing LGIP, it is not currently reflective of Council's current 2022 planning scheme requirements, ten (10) year capital works program and the actual cost to Council to deliver trunk infrastructure; or the charge rates set out by State under its planning legislation.

Given this, Council appreciates that there will be an increase to the infrastructure charge rates under the new LGIP.

Council recognises however, that the cost of undertaking development in the Burdekin Shire must be regionally competitive if that investment is to be secured. One way of enhancing that competitiveness is to reduce the cost of infrastructure charges levied on new development.

This policy has been developed in response to Council's commitment to supporting a sustainable and growing economy by encouraging new development within the Burdekin Shire.

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

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

Consultation

The amended draft of this new policy was discussed with the Senior Leadership Group on 25 August 2025 and workshopped multiple times with the Mayor and Councillors over the last 6-12 months.

Budget & Resource Implications

Council currently charges infrastructure charges to ensure that the desired standards of service are maintained and to avoid passing on trunk infrastructure costs to ratepayers.

However, the loss of potential 'income' used to fund in part Council's Capital Works program with respect to trunk infrastructure works will occur if applications under the policy are successful. Alternative funding sources may be required to supplement Council's budget spend on trunk infrastructure projects.

Legal Authority & Implications

Not Applicable.

Policy Implications

The policy will be added to Council's Policy Register and uploaded to Council's public website.

Risk Implications (Strategic, Operational, Project Risks)

Not Applicable.

Attachments

1. Economic Stimulus Policy - Development Incentives

Policy Type	Corporate
Function	Development and Building Controls
Policy Owner	Manager Planning and Development
Policy Contact	Manager Planning and Development
Effective Date	Click here to select the date the policy is effective from

Purpose

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

Policy Statement

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

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

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

Incentive Program and Scope

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

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

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

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

Implementation

Application

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

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

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

Eligibility Criteria

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

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

Ineligible Development

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

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

Preferred Development Types

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

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

Assessment

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

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

Decision

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

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

Pre lodgement Advice

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

For example:

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

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

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

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

Assessment and Approval of Applications

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

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

All applications must be approved by Council resolution.

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

Conditions of Approval

- A letter of acceptance detailing the conditions of approval and payment process will be issued.
- The land use must commence by the date specified in the letter of acceptance (which will generally be two (2) years from the resolution date for approval of the incentive).
- A request for an extension to the timeframe will only be considered if it is submitted prior to the deadline and can demonstrate that substantial efforts have been made to action the development approval prior to the deadline. For example, 75% or more of the construction activities have been completed.
- Approval for an extension request will be at the sole discretion of Council.

- Applicants must be fully compliant with all conditions of the associated development approval permit, prior to making a request to claim an approved incentive. Council officers will inspect the premises and issue a Development Compliance Letter (prepared at no cost to the applicant) to confirm compliance.
- Release of the agreed incentive will not occur until full compliance is achieved.
- The reimbursement of assessment fees and/or infrastructure charges rebate will be made to the applicant's nominated bank account upon issue of a Development Compliance Letter stating that all conditions of approval have been fulfilled.

Exceptions

As outlined above in relevant sections.

Risk Management

Compliance and Review

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

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

Conflict of Interest

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

Reporting

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

Legislation

Local Government Act 2009

Local Government Regulation 2012

Planning Act 2016

Planning Regulation 2017

Definitions and Abbreviations

To assist with interpretation, the following definitions apply:

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

Related Documents

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

Document History and Version Control

Title of Document	Economic Stimulus Policy – Development Incentives
Document Reference Number	TPL-POL-0002 Rev 0
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

7.3.4. PLANNING AND DEVELOPMENT

Development Application for a Development Permit for Material Change of Use – Expansion and Redevelopment of Service Station located at 29285 Bruce Highway, McDesme and formally described as Lots 6 and 7 on RP903580.

File Reference: MCU24/0002,226

Report Author: Kellie Galletta, Manager Planning and Development

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

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

Burdekin Shire Council Operational Plan 2025-2026

PD13 Assess Planning Applications to ensure compliance with requirements of the current Planning Scheme.

Executive Summary

Council is in receipt of an Impact Assessable Development Application lodged by Adams & Sparks Town Planning on behalf of applicant, United Petroleum, seeking a Development Permit for an expansion to and redevelopment of the existing Service Station located at 29285 Bruce Highway, McDesme.

The redevelopment of the existing Service Station includes the extension of the development footprint into the adjoining Lot 7 located to south/south-west to allow for truck movements and refuelling. The premises will be operated by United Petroleum and open 24 hours a day, seven (7) days a week.

Recommendation

That Council approve the development application seeking a Development Permit for a Service Station (expansion to and redevelopment of the existing Service Station) on land located at 29285 Bruce Highway, McDesme and described as Lots 6 and 7 on RP903580, subject to reasonable and relevant conditions as set out in Attachment A.

Background

Subject site and Surrounding land uses

A locality plan is provided in Attachment B. (It should be noted that the total area referred to in the applicants' documents list the site area as a total of 8,614m²).

The site has a combined area of approximately 8,504m² (Lot 7 4,623m² (vacant); Lot 6 3,881m² (current service station site)), according to Council's mapping program. Access to the site is obtained via both Ayr-Dalbeg Road and the Bruce Highway, with three (3) access points currently used. Access to the site via the Bruce Highway is facilitated by a 'left-in' turning lane along the site's eastern frontage.

Lot 6 is presently developed with the existing Service Station, comprising a fuel canopy over bowzers and shop/food and drink components. The existing development is considered to be standard building design for a service station. The development currently has eight (8) bowzers, capable of servicing up to 16 cars at any one time, as well as a small retail convenience store and down in and takeaway food and beverage provision.

The application material states that the existing Service Station currently operates 24 hours a day, seven (7) days a week, however Officers note the current advertised hours as being 4:00am - 9:00pm, seven (7) days a week. Council's records indicate the existing Service Station was built in the 1960's, remodelled in the 1970's and extended in the 1990's.

Lot 6 is also nominated on the States Contaminated Land Register and Environmental Management Register.

Proposed Development

The proposed development will retain the existing car refuelling canopy and bowzers, while removing all other buildings and structures currently on the site. A new service station, shops, and food and drink outlet is proposed, incorporating both indoor and outdoor dining areas. Supporting infrastructure will include a new loading dock and bin storage area located to the rear (west) of the site.

The development also seeks to expand refuelling capacity by constructing an additional refuelling canopy to the rear (south) of the shop building across into Lot 7, specifically designed to accommodate trucks and vehicles with trailers. This canopy will incorporate three (3) bowzers, enabling simultaneous refuelling of up to four (4) trucks. To support this function, three (3) dedicated truck parking bays and one (1) caravan/trailer bay are proposed adjacent to the truck refuelling area.

To service the expanded refuelling facilities, an additional underground fuel tank is proposed, to be positioned adjacent the new truck canopy.

Centre Zone Code

The subject site is located within the Centre Zone. The Centre Zone designation under the recently adopted *Burdekin Shire Council Planning Scheme 2022*, reflects the site's long-standing use as a Service Station.

Traffic and Access

A Traffic Impact Assessment prepared by PPT was submitted with the application. The State Assessment and Referral Agency (SARA) reviewed the traffic and access aspects, as the site adjoins and is accessed from State-controlled roads and conditioned its response accordingly. In addition, Council Officers have recommended further safety conditions, reflecting the suggestions included in the Applicant's Traffic Impact Assessment, to ensure improved internal site circulation.

Infrastructure Servicing and Stormwater

The subject site is not connected to, nor is able to be connected to Council's reticulated water supply or sewer infrastructure. Recommended conditions have been included to ensure appropriate supply and servicing, given the nature and scale of the development.

Submitter concerns have been raised regarding the operation of the existing onsite sewerage treatment system. The report prepared by True Water Australia for the application concluded that a commercial sewage treatment plant is required, with a minimum capacity of 10,000L/day, and requiring an Environmental Authority (ERA 63). This requirement is included in the recommended conditions.

Stormwater will continue to discharge to the existing kerb and channel at Bruce Highway and Ayr-Dalbeg Road frontages. A Stormwater Management and Impact Assessment was prepared by ARO Industries which details the existing and proposed stormwater regime. Conditions have been imposed by SARA to ensure no impact on the road network. Officer conditions have also been recommended to ensure compliance with stormwater quality requirements giving consideration to the nature of the use and its location.

Amenity and Nuisance

The site adjoins and is within 100.0m radius of existing residential properties. Concerns have been raised by adjoining landowners regarding impacts on amenity. Council recommended conditions proposed address outdoor lighting, acoustic fencing, waste storage, and landscaping, and compliance with these is considered to address and mitigate these impacts.

Public Notification

Public notification was undertaken from 1 August 2025 to 22 August 2025. During this period two (2) properly made submissions were received by Council.

A summary of the matters raised in the submission and how they are addressed is provided in Table 1. below:

Table 1.

Issue	Response
The proposal incorrectly referred to the Marine Rescue Burdekin building as a “commercial shed” rather than a rescue base housing vessels, training areas and emergency response vehicles.	While the description listed in the application (shed versus the correct emergency services) is not material to the approval, the current Marine Rescue Burdekin and its site operations have been considered in Council’s assessment. As such, common boundary treatments (acoustic fencing and landscaping) have been imposed to ensure the adjoining emergency services use is reasonably protected from disturbance from the expanded service station use.
Concerns that vegetation removal would result in loss of privacy and allow unauthorised access between the sites.	Recommended condition requires a continuous 2.4m acoustic/privacy fence and a 2.0m wide landscaped buffer along the shared boundary with the adjoining site and 3.0m to the street frontage where practical. Landscaping is required and must be approved by Council prior to installation, then is to be maintained for the life of the development to ensure ongoing privacy and secure separation between the properties.
Concerns about noise from trucks, refrigeration units and late-night operations.	<p>A Noise Impact Assessment prepared by Colliers forms part of the supporting application material.</p> <p>Noise mitigation has been comprehensively conditioned, with recommended measures including:</p> <ul style="list-style-type: none"> • Development must comply with the <i>Environmental Protection (Noise) Policy 2019</i>. • A post-commencement/operational RPEQ acoustic compliance report is required to be completed within three months of operations commencing. • Fuel deliveries and waste collection limited to hours between 6:30am - 6:30pm. • No external loudspeakers are permitted except for emergencies. • A 2.4m acoustic barrier is required along the adjoining property boundary and to the extent possible on Ayr Dalbeg Road. <p>Officers consider these measures collectively and appropriately address acoustic impacts, until such time the acoustic compliance reporting is completed.</p>
Vehicle headlights and 24-hour illumination would shine directly toward the dwelling opposite, worsening night-time amenity.	<p>It is accepted that there may be some impact from vehicles exiting the site, however the site currently operates as a Service Station from 4:00am - 9:00pm.</p> <p>Operationally, there is limited reasonable</p>

	<p>capacity for the development to screen headlight glare from truck exit location on Ayr Dalbeg Road, that was approved by SARA.</p> <p>All lighting must comply with AS/NZS 4282:2019 - Control of the Obtrusive Effects of Outdoor Lighting and is to be certified by a qualified person with certification to be submitted to Council.</p> <p>A minimum 3.0m wide landscaped frontage with dense planting is required along each road frontage (with the exception of access locations) which is expected to assist with screening headlight glare. Security lighting is also conditioned to only operate where necessary for safety is required and must not cause a nuisance.</p>
Dust and Air Quality.	<p>All carpark and circulation areas must be imperviously sealed to eliminate dust. A Construction Management Plan (CMP) must be submitted and approved by Council prior to any works commencing on site, including dust suppression, erosion and sediment control measures. Operation must comply with the <i>Environmental Protection (Air) Policy 2019</i> and include a Stage 1 vapour recovery system (VR1) and vent pipes constructed to AS 1940 standards, as current.</p>
The existing STP was failing - under-capacity (2kL/day), disrepair, no maintenance, electrical systems disconnected, untreated sewage being pumped out every two days, and no area for effluent disposal.	<p>The recommended conditions directly adopt the technical recommendation of True Water Australia by requiring a new commercial-grade on-site Sewage Treatment Plant (10 000L/day) licensed under ERA63. A maintenance and monitoring schedule prepared by a qualified engineer must be implemented for the life of the use and the applicant is required to submit an annual return which may include submitting an annual performance review or report to the State.</p>
Worsen stormwater runoff due to increased impervious area (85% cover) and lack of modelling.	<p>The development must comply with the Stormwater Management Report (ARO Industries) and achieve no worsening of pre-development runoff up to the 1% AEP event. Stormwater systems must be RPEQ-certified prior to use and incorporate water-quality treatment devices to meet State Planning Policy (SPP) design objectives.</p>
Objection to the proximity of the proposed 110kL above-ground fuel cell to adjoining building and the associated fire risk.	<p>An underground tank is now proposed with recommended conditions imposed accordingly to ensure all infrastructure involving dangerous goods is constructed and operated in accordance with the applicable Australian Standard/s.</p>
Traffic safety and access concerns.	<p>Recommended conditions require accesses to comply with SARA referral response (Ref No. 2405-40473 SRA) and PTT Traffic Impact Assessment submitted by the applicant. Access and internal circulation must be</p>

	<p>RPEQ-certified and designed in accordance with Austroads and Australian Standard 2890. Heavy-vehicle traffic movement is to operate in a one-way direction only, prescribed by onsite line-marking and physical barriers. Adequate on-site queuing for heavy vehicles must also be provided to maintain safety and efficiency of traffic movement on site.</p>
<p>Concerns about the proposed buildings orientation, colour scheme, pylon sign and limited landscaping, inconsistent with the rural-residential context.</p>	<p>As the site is located within the Centre Zone with prominent road frontage to two (2) State Controlled Roads with the Bruce Highway being a national network road, a service station is considered an appropriate use in this location. The proposed design is consistent with colour schemes and signage adopted by modern service stations nationwide.</p> <p>The immediate surrounding area may contain existing cane farms, there is also Queensland Rail corridor present with the residential lots zoned Low Density Residential, an urban natured zoning. The appearance of a service station on the highway on the approach to a township (3.6kms to Ayr; 2.6kms to Home Hill) is not considered out of character.</p> <p>Notwithstanding, recommended conditions require a 3.0m landscaped frontage along Ayr Dalbeg Road (to the extent possible), incorporating dense planting to soften views. Screening of plant, equipment and waste areas within the site is also required.</p>
<p>Concerns about litter and unmanaged waste visible from the road.</p>	<p>Litter is not a planning consideration, however, the site itself must be maintained in a clean and tidy condition at all times, with refuse areas enclosed. Standard conditions have been recommended by officers.</p>
<p>Cumulative Amenity Impacts</p>	<p>The full suite of recommended conditions, including noise, lighting, landscaping, air quality, dust control, traffic design and sewer upgrades are considered to collectively address and mitigate cumulative amenity impacts arising from the development. Compliance with these conditions and certification, ongoing maintenance, and operational limits are expected to be adequate to ensure these measures remain effective over time.</p> <p>Officers consider the recommended conditions if imposed will improve the amenity outcomes when compared with the current site operations.</p>

Having considered the submissions and the applicant's response, it is determined that the issues raised do not warrant refusal of the application.

Council Officers have thoroughly prepared the suite of recommended conditions to ensure the project aligns with community standards and controls its impacts on the local area ensuring compliance with the *Burdekin Shire Planning Scheme 2022* and delivering an improved outcome compared to the existing site operations.

Referral

The application required referral to the State Assessment and Referral Agency (SARA) as the site is within 25 metres of a State transport corridor (Bruce Highway).

The application was assessed by SARA, and as part of their Response, imposed conditions relating to matters of site access, onsite manoeuvrability and stormwater impacts.

The SARA conditions require a number of amendments to the proposed design to ensure safety. An extract of the approved plan marked up by SARA is provided below in Figure 1.

Figure 1.

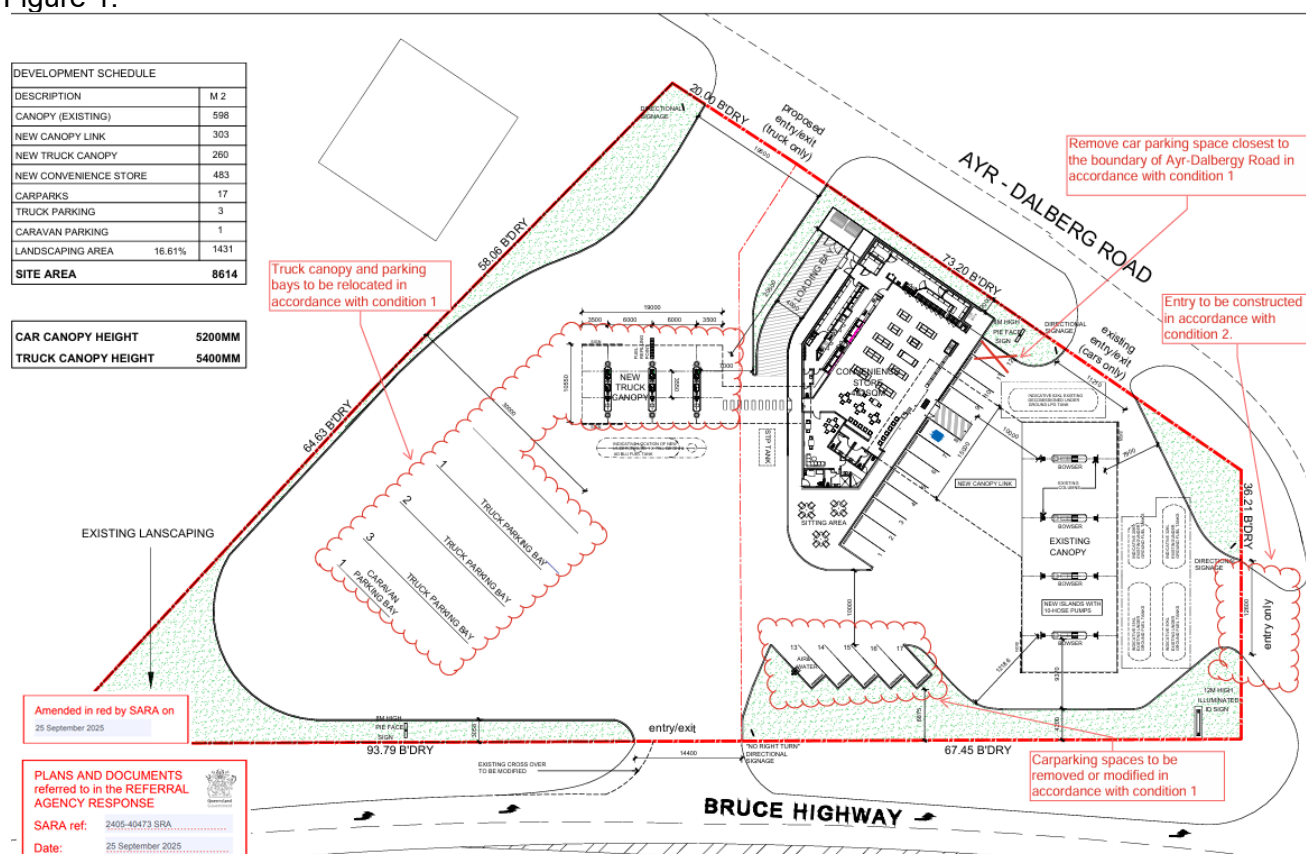


Figure 1 – Extract of SARA Referral Agency approved plan

A copy of the SARA Referral Agency conditions is provided at Attachment C. Officers note that in Attachment A: Decision Evidence and Findings, the word 'legibility' treatment has been incorrectly listed and should read as 'visibility'. Traffic Impact Assessment is also spelt incorrectly.

State Planning Provisions

State Planning Policy

The Planning Minister is satisfied that the State Planning Policy (SPP) July 2017 is appropriately integrated into the Burdekin Shire Council Planning Scheme in full.

North Queensland Regional Plan

The Planning Minister has identified that the North Queensland Regional Plan (NQRP) is appropriately integrated into the Burdekin Shire Council Planning Scheme in full.

Planning Assessment

Burdekin Shire Planning Scheme December 2022

Officers have completed the assessment of the development application against all relevant provisions of the Planning Scheme and any other relevant matters.

A detailed assessment has been completed (refer Attachment D) with a summary provided below in the table below:

2022 Planning Scheme Provision	Proposal/Officer Comment
<p><u>Strategic Framework</u></p> <p>The Strategic Framework establishes four themes that represent the policy intent of the Scheme. The themes are:</p> <p>(a) <i>Liveable communities and infrastructure</i></p> <p>(b) <i>Economic growth</i></p> <p>(c) <i>Safe and resilient communities</i></p> <p>(d) <i>Natural resources, the environment and heritage</i></p>	<p>This application seeks approval to redevelop the existing Service Station onsite and extend the use area. The proposed premises will continue to maintain this essential service to the local community, as well accommodate the needs of visitors to the region travelling along the Bruce Highway.</p> <p>The development:</p> <ul style="list-style-type: none"> • Can be serviced by the existing transport network; • Does not increase exposure to flooding or other hazards; • Benefits the local community providing a service and generating economic activity; • Satisfies the lower order components of the Planning Scheme (zone codes, development codes and overlay codes). <p>This facility provides an essential and well-utilised service for both the local community and passing traffic, particularly given the significant distances between towns in the region.</p> <p>The proposed redevelopment, including provision for truck refuelling, aligns with the Strategic Framework and supports the ongoing role of the site as critical infrastructure within the local service network.</p> <p>Overall, the development furthers the intent of the Strategic Framework.</p>
<p>Centre Zone Code</p>	<p>The proposed development is consistent with this intent, as it seeks to redevelop an existing service station, providing an essential service to both the local community and visitors to the wider region.</p> <p>The proposed redevelopment and expansion of the existing service station aligns with the purpose and overall outcomes of the code by enhancing the range of commercial services available to the community and highway users without detracting from the primary commercial centre of Ayr.</p> <p>The development retains the low-scale, single-storey built form and provides new, contemporary structures that are consistent with the character of the site and surrounding commercial and industrial uses. The intensity of the use is appropriate for the site's prominent highway location and will continue to serve a separate population need, supporting convenience and essential services for both locals and travellers.</p> <p>The design demonstrates compliance with the Acceptable and Performance Outcomes of the Code through its modest building height (maximum one storey), low site coverage (18.17%), and setbacks that maintain a clear streetscape.</p>

2022 Planning Scheme Provision	Proposal/Officer Comment
	<p>The proposal improves landscaping and buffers, provides clearly defined pedestrian and vehicle movements, and ensures that car parking and refuelling areas are screened from the street. Lighting, wayfinding, and casual surveillance have been considered to support safe, 24-hour operations. With noise, odour, and stormwater impacts appropriately managed, and adverse effects anticipated on nearby residential uses mitigated through design and conditioning, the development represents a compliant outcome for the Centre Zone.</p> <p>On balance, the proposal is considered to comply with the purpose and overall outcomes of the Centre Zone Code.</p>
Development Works Code	<p>The proposed redevelopment of the service station complies with the purpose and overall outcomes of the Development Works Code by ensuring that all site works are designed and constructed to achieve safe, efficient, and environmentally responsible outcomes.</p> <p>Only minor earthworks are required, primarily associated with the replacement of underground fuel storage tanks. A new on-site septic system will be installed to provide adequate wastewater treatment and disposal, and the site will continue to be serviced by water tanks and electricity connections suitable for the approved use.</p> <p>Stormwater management has been addressed through the ARO Industries Stormwater Management Report, confirming that the development can achieve the State Planning Policy (SPP) water quality objectives and a “no worsening” outcome for pre-development runoff. Access, parking, and manoeuvring areas have been formalised to improve safety and functionality, with provision consistent with the Planning Scheme and capable of compliance with Australian Standards.</p> <p>The proposal also includes defined pedestrian pathways, screened refuse areas, compliant containment of liquid waste, and new landscaping that enhances amenity and integrates the site with its surroundings. On this basis, the development is considered to comply with the purpose and overall outcomes of the Development Works Code.</p>
Overlay Codes Flood Hazard Overlay Code	<p>The proposed redevelopment of the service station has been designed to appropriately respond to the site’s location within the low and medium hazard areas of the Flood Hazard Overlay. All new buildings will be constructed above the defined flood event level.</p> <p>The design of the new truck refuelling facilities incorporates measures to prevent the release of hazardous materials during a flood event, minimising risk to people, property, and the environment. The development does not include significant earthworks or building footprints that would alter flood behaviour or exacerbate inundation on adjoining properties.</p> <p>Overall, the development demonstrates compliance with the Flood Hazard Overlay Code and is considered to achieve an appropriate balance between continued use of the site and</p>

2022 Planning Scheme Provision	Proposal/Officer Comment
	managing potential flood risks.
Regional Infrastructure Overlay Code	Development does not encroach on or adversely affect regional infrastructure. No earthworks or services are proposed within electricity easements. Drainage, landscaping and access maintain required clearances and avoid impacts on network safety or functionality. The Regional Infrastructure Overlay Code has minimal applicability to the assessment of this application.

Based on the assessment of the development application, Officers consider that the proposed development can be recommended for approval subject to reasonable and relevant conditions. A copy of the recommended conditions of approval is provided at Attachment A.

Infrastructure Charges

The new development will have a GFA of 483m² and an imperviously sealed area of approximately 7,183m².

The existing development has an estimated GFA of 483m² and an imperviously sealed area of approximately 3,942m².

As indicated in the below table, which outlines the applicable infrastructure charges for this development, as the new and existing GFA is identical at 483m², it results in a net zero transport charge, due to no increase in GFA.

Charges are only applicable to the increased impervious area as the site is not serviced by Council's reticulated water and sewer infrastructure.

Development Description	Water Supply	Sewerage	Transport	Public Parks & Land for Community Facilities	Stormwater	Total
New						
Commercial Retail (483m ² GFA x \$19/m ² for Transport only plus 7,183m ² impervious x \$10/m ² for stormwater)	-	-	\$9,177.00	-	\$71,830.00	\$81,007.00
Less existing (credit)						
Commercial Retail (483m ² GFA x \$19/m ² for Transport only plus 3,942m ² impervious x \$10/m ² for stormwater)	-	-	\$9,177.00	-	\$39,240.00	\$48,417.00
Total	-	-	-	-	\$32,590.00	\$32,590.00

Consultation

All relevant Council departments have been consulted, with comments included as part of the recommendation.

The proposed development was workshopped with the Mayor and Councillors and the Executive Leadership Team on 18 November 2025.

Statutory Environment

Council is required to deal with and assess the development application in the context of the *Planning Act 2016*, *North Queensland Regional Plan* and the *Burdekin Shire Council's Planning Scheme December 2022*.

Budget & Resource Implications

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

Legal Authority & Implications

A potential risk is present in that any decision made by the Assessment Manager 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)

Risk to Council relating to its obligation under the *Planning Act 2016*, is primarily ensuring that the development application is properly assessed and decided. Risk has been managed by undertaking a thorough assessment of this application and preparation of this report.

Attachments

1. Attachment A - Recommended Conditions of Approval
2. Attachment B - Locality Plan and Approved Plans
3. Attachment C - Referral Agency Response
4. Attachment D - Detailed Assessment

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: 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 with all works being undertaken by suitably qualified persons.		At all times.

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>1.7 Any required relocation and/or alteration to a public utility or infrastructure 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.</p>		
2. Approved Plans & Documents		
<p>2.1 The proposed development must be completed, comply with and maintained, generally in accordance with the drawings/documents identified in the table below, except as otherwise specified and/or amended by any condition of this approval.</p> <p>2.2 One full set of the most recent approved plans must be held on-site and available for inspection for the duration of the construction phase.</p> <p>2.3 The development must be constructed in 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.</p> <p>2.4 Where there is any conflict between the conditions of this approval and the details shown on the approved plans and documents, the conditions of approval must prevail.</p>	To ensure that the development contributes to a safe and attractive commercial environment.	At all times.
Approved Plans and Documents		
Title	Drawing/Revision	Date
Proposed Site Plan - Cnr Bruce Hwy & Ayr-Dalbeg Road AYR, QLD	TP03- Rev I	14 October 2025
Proposed Store Plan - Cnr Bruce Hwy & Ayr-Dalbeg Road AYR, QLD	TP05- Rev B	05 July 2021
North & South Elevations - Cnr Bruce Hwy & Ayr-Dalbeg Road AYR	TP06- Rev B	05 July 2021

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
East & West Elevations - Cnr Bruce Hwy & Ayr-Dalbeg Road AYR, QLD	TP07- Rev B	05 July 2021
East & West Elevations (Signage) - Cnr Bruce Hwy & Ayr-Dalbeg Road	TP08- Rev B	05 July 2021
Environment Noise Assessment	21BRA0037 R01_2	23 July 2025
Stormwater Assessment Report	ARO0132 Rev 1	27 October 2021
Traffic Impact Assessment (as amended by SARA Referral Agency Conditions dated 25 September 2025)	21-012 Rev A	17 September 2021
3. Outstanding Charges		
3.1 All rates and charges (including infrastructure charges), in arrears in respect of the land subject of the application, are to be paid in full prior to the commencement of the proposed use.		
4. Notice of Intention to Commence the Use		
4.1 Prior to the commencement of use, written notice must be given to Council that the development fully complies with this Development Permit.		
5. Nature of Approved Use		
5.1 This approval provides for a Service station as defined in the Planning Scheme: Service station means the use of premises for – (a) <i>selling fuel, including, for example, petrol, liquid petroleum gas, automotive distillate or alternative fuels; or</i> (b) <i>a food and drink outlet, shop, trailer hire, or maintaining, repairing, servicing or washing vehicles, if the use is ancillary to the use in paragraph (a).</i> 5.2 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 plans and documents listed in the table forming part of Condition 2.	The development must comply with all planning scheme requirements including definitions, nature and extent as approved and conditioned by this development permit.	At all times.

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>5.3 No other operations and/or activities are allowed other than that approved by this permit.</p> <p>5.4 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>5.5 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>		
6. Limitation of Use – Operational		
<p>6.1 The approved use is limited to the following:</p> <p>6.1.1 This approval allows for the development, being the Service Station, to operate 24 hours a day, Monday to Sunday.</p> <p>6.1.2 Fuel and all other deliveries to/from site in association with the permitted uses must only occur between 6:30am to 6:30pm, Monday to Sunday.</p> <p>6.1.3 Waste collection from the site in association with the permitted uses must only occur between 6:30am to 6:30pm, Monday to Sunday.</p>	To ensure that the development does not cause adverse impacts on the amenity of nearby residential properties.	At all times.
7. Acoustic Treatments		
<p>7.1 Within 3 months of commencement of use, an independent RPEQ acoustic compliance report must be submitted to Council verifying compliance with the acoustic conditions of this approval and the Environmental Protection (Noise) Policy 2019 or equivalent legislation.</p>	To ensure that the development does not cause adverse impacts on the amenity of nearby residential properties.	Technical details are to be submitted to Council as part of an application for Operational Work.

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>7.2 Any identified exceedances must be rectified within three (3) months. This may necessitate the reduction in operating hours.</p> <p>7.3 No external loudspeakers or public-address systems are permitted except for safety or emergency use.</p> <p>7.4 Prior to the commencement of the use, a 2.4 m high acoustic barrier must be constructed along the extent of the:</p> <p>7.4.1 shared boundary with Lot 138 on GS923, commencing 10m from the Ayr-Dalbeg Road frontage and continuing for a minimum length of 80 m; and</p> <p>7.4.2 property boundary along the Ayr-Dalbeg Road frontage in accordance with the approved plans, to the extent possible and where not conflicting with the safe sight distance requirements specified in Condition 7.5 at the southern (truck only) entry/exit driveway.</p> <p>7.5 Fencing along the remainder of the shared boundary with Lot 138 on GS923 must comprise a solid screen fence at least 2 m high, except where a lesser height is required to ensure safe sight distance at the Ayr-Dalbeg Road southern (truck only) entry/exit driveway.</p>		<p>Works to be completed prior to the commencement of the use.</p> <p>To be maintained for the life of the development.</p>
8. Nuisance and Environment and Health		
<p><u>Avoiding Nuisance</u></p> <p>8.1 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>8.2 The proposed activity must be conducted in a manner that applies such reasonable and practical means to avoid, minimise or manage the emission or likelihood of emissions that constitutes noise, dust, light, vibration, odour and privacy nuisances.</p>	<p>To ensure that any outdoor lighting associated with the development does not cause adverse impacts on the amenity of nearby residential properties, maintains the safety of the premises, and complies with acceptable standards for light spill and glare control.</p>	<p>Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>Works to be completed prior to the commencement of the use.</p> <p>To be maintained for the life of the development.</p>

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>8.3 The site must be maintained in a clean and tidy condition, free from litter, waste, and refuse.</p> <p><u>Environmental and Site Based Management</u></p> <p>8.4 An Environmental Management Plan (EMP) and/or a Site Based Management Plan (SBMP) prepared by a suitably qualified person is to be submitted to Council for review and approval, prior to the commencement of any works.</p> <p>8.5 The EMP/SBMP must be site specific and activity specific for the proposed development.</p> <p>8.6 The EMP/SBMP must also have a section for incident recording including management and corrective action recording.</p> <p>8.7 The final EMP/SBMP and its associated control measures and any conditions or amendments thereto approved by Council must be implemented and maintained by the applicant/owner at all times.</p> <p>8.8 A copy of the EMP/SBMP for the site must be held on-site at all times and produced if requested by Council officers. All staff, including sub-contractors, must be inducted and familiar with the plan.</p> <p><u>Storage of Hazardous Materials and Flammable and Combustible Liquids</u></p> <p>8.9 Ensure the storage of Hazardous Materials and Flammable and Combustible Liquids is at all times in accordance with the provisions of the Environmental Protection Act 1994 and all relevant regulations and standards.</p> <p><u>Dangerous Goods</u></p>		

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>8.10 All fuel storage must be underground and designed/constructed in accordance with relevant Australia Standard.</p> <p>8.11 Provide and maintain adequate storage areas for potential liquid contaminants such as paints, thinners, cleaning solvents, detergents and oils to prevent contaminated washdown waters and material from entering waters, soil or ground water.</p> <p>8.12 An Emergency Spill and Response Management Plan, certified by a suitably qualified professional, must be submitted to Council prior to commencement of use.</p> <p><u>Lighting</u></p> <p>8.13 The operation of the activity must not cause undue disturbance to any person or activity because of the light it emits.</p> <p>8.14 The vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside of the boundary of the property at any level from ground level up.</p> <p><u>Outdoor Lighting</u></p> <p>8.15 Any outdoor lighting fixtures must be designed, positioned installed and maintained so as not to emit glare or light above the levels stated in the relevant Australian Standard 4282 - Control of the Obtrusive Effects of Outdoor Lighting.</p> <p><i>Note: Australian Standard 4282 to be checked at time of condition to ensure it is current, in terms of year of revision.</i></p> <p>8.16 The installation of external lighting must be certified by a suitably qualified person.</p>		

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>8.17 Install and maintain a suitable system of security lighting to operate from dusk to dawn within all areas where the public may gain access, including car parking areas, building entrances, footpaths under permanent awnings and vegetated areas.</p> <p>8.18 All external lighting must be in accordance with AS/NZS 4282:2019 – Control of the obtrusive effects of outdoor lighting so as to not cause nuisance or distraction to nearby residents or passing motorists.</p> <p><u>Waste Storage</u></p> <p>8.19 Store all waste within a waste storage area (e.g. general waste, recyclable waste, pallets, empty drums etc.)</p> <p>8.20 The waste storage area must be:</p> <ul style="list-style-type: none"> 8.20.1 Designed and located to not cause nuisance to neighbouring properties; 8.20.2 Screened from any road frontage or adjoining property; 8.20.3 Of a sufficient size to accommodate commercial type bins that will be serviced by a commercial contractor plus clearance around the bins for manoeuvring and cleaning; 8.20.4 Provided with a suitable hosecock and hoses at the waste storage area; and 8.20.5 Maintained to the satisfaction of Council, in accordance with Council's Waste Management Policy, Local Law No. 8 (Waste Management) 2018 and the Environmental Protection Regulation 2019. <p>8.21 Store all liquid waste that cannot be disposed of in an on-site industrial waste treatment system, in a covered area on an</p>		

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>impervious surface and ensure it is contained in a manner capable of containing the liquids in case of spillage.</p> <p><u>General</u></p> <p>8.22 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>8.23 No off-site release of prescribed contaminants is permitted.</p> <p>8.24 Where potential or actual environmental harm may be caused by the approved development, Council may at any time direct the applicant/owner, or persons acting on behalf of the applicant/owner, to:</p> <p>8.24.1 cease an activity</p> <p>8.24.2 implement appropriate impact control measures</p> <p>8.24.3 modify work plans or methods.</p> <p><u>Complaint Management</u></p> <p>8.25 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>8.26 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</p>		

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
works (if required from the report) within 3 months at no cost to Council.		
9. Screening, Landscaping and Buffers		
<p>9.1 Landscaping is to be carried out generally in accordance with the approved plan.</p> <p>9.2 A detailed landscaping plan is to be submitted to Council for approval showing the detail of the landscape treatment prior to installation.</p> <p>9.3 At a minimum, the following landscaping must be provided-</p> <p>9.3.1 A 2.0M wide landscaping strip along the shared boundary with Lot 138 on GS923 narrowing to 1.0m where adjacent to the truck manoeuvring area for a maximum of 50m.</p> <p>9.3.2 A minimum 3.0 m wide landscaped strip must be provided along the Bruce Highway frontage (with the exception of access driveways), incorporating dense planting to screen headlight glare.</p> <p>9.4 Landscaping must be installed prior to commencement of use and maintained for the life of the development.</p> <p>9.5 All landscaped areas must be provided with an appropriate irrigation system (or alternative watering arrangement) to ensure that planting is adequately watered and maintained.</p> <p>9.6 Landscaping must be continuously maintained in a healthy condition and replaced where it dies, is removed, or becomes unsightly.</p>		<p>Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>Works to be completed prior to the commencement of the use.</p> <p>To be maintained for the life of the development.</p>
10. Air Quality		

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>10.1 The approved development must be undertaken generally in accordance with the <i>Environmental Protection (Air) Policy 2019</i> and, at a minimum, include:</p> <p>10.1.1 The underground tank vent pipes, as shown on the approved plans, are to be constructed in accordance with AS 1940 – The storage and handling of flammable and combustible liquids.</p> <p>10.1.2 A Stage 1 (I) vapour recovery system (“VR1”) to minimise emissions from fuel storage and refilling activities must be installed and maintained at all times.</p> <p>10.1.3 Exhaust fans discharged at roof level and suitably designed in accordance with Australian Standard AS/NZS 1668 Parts 1 and 2 The Use of Mechanical Ventilation and Air-conditioning in Buildings to mitigate potential odour and noise impacts at surrounding sensitive uses.</p>	To ensure that the development does not cause adverse impacts on the amenity of nearby residential properties, maintains the safety of the premises, and complies with acceptable standards.	At all times
11. Storage of Goods, Equipment, Packaging Material or Machinery		
11.1 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, thoroughfare or adjoining property.	To ensure that the development does not cause adverse impacts on the amenity of nearby residential properties or create unsightly appearance from a public road.	At all times
12. Air-conditioning, plant and machinery units		
12.1 Air-conditioning, plant and machinery units located above ground level and visible from external residential properties and the street at the frontage of the land must be appropriately screened from view with appropriate materials.	To ensure that the development does not cause adverse impacts on the amenity of nearby residential properties or create unsightly appearance from a public road.	At all times
13. Access and Traffic		

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
13.1 The access crossovers and driveways must be upgraded to a suitable design standard as certified by an RPEQ.	To ensure development is appropriately serviced by adequate on-site parking, access and manoeuvrability areas 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.	Technical details are to be submitted to Council as part of an application for Operational Work. Works to be completed prior to the commencement of the use. To be maintained for the life of the development.
14. Internal Layout		
14.1 The design is to be certified by a Registered Professional Engineer of Queensland (RPEQ) that manoeuvring provisions, parking bays, loading facilities, aisle widths etc comply with the requirements of the Australian Standards AS2890 – Parking Facilities.	To ensure development is appropriately serviced by adequate on-site parking, access and manoeuvrability areas 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.	Prior to commencement of use and at all times.
14.2 Sufficient manoeuvring space must be provided on-site so that all vehicles (including refuse and service/delivery vehicles) can enter and exit the lot in a forward direction.		
14.3 Heavy vehicle circulation must operate as one-way only, with line-marking and physical treatments installed to enforce this.		
14.4 On-site queuing for a minimum of two heavy vehicles per bowser must be provided.		
14.5 An updated swept path certification by an RPEQ must be submitted prior to commencement of use noting the changes imposed by the SARA referral agency conditions.		

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>14.6 All parking, loading, servicing activities must be undertaken wholly within the site.</p> <p>14.7 All vehicle manoeuvring areas, car parking spaces, driveways, service areas, and associated accessways must be imperviously sealed, line-marked, drained, and maintained in accordance with the approved plans and to the satisfaction of Council.</p> <p>14.8 The sealing treatment must be concrete, or other approved impervious surface designed to prevent dust generation and the release of sediment or contaminants to the stormwater system.</p> <p>14.9 Appropriate directional signage to be implemented on site.</p> <p>14.10 Ensure the area/s set aside for parking, vehicle manoeuvring and loading and unloading are not used for the storage or placement of goods or materials.</p> <p>14.11 Ensure the loading and unloading of vehicles, or vehicles waiting to be loaded or unloaded, and the delivery of goods to and from the premises are located and conducted to cause minimal interference.</p> <p>14.12 Proposed pedestrian access, internal to the site, is to be separated from vehicular access and provided in a manner that minimises the potential for pedestrian and vehicles conflict.</p>		
15. Parking		
<p>15.1 A minimum of fifteen (15) car parking spaces must be provided and maintained on site for staff and customers.</p> <p>15.2 The car parking layout must comply with the AS 2890.1:2004 Parking facilities – Off-street car parking and be constructed in accordance with Austroads and good engineering design.</p>	<p>To ensure development is appropriately serviced by adequate on-site parking, access and manoeuvrability areas in accordance with relevant code/s and policy direction; and that the</p>	<p>At all times.</p>

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>15.3 The accessible off-street car parking must be designed in accordance with AS 2890.6:2009 Parking facilities, Part 6: Off-Street parking for people with disabilities, including parking bay dimensions and shared area.</p> <p>15.4 The vehicle access and parking design must be certified by a suitably qualified RPEQ Engineer.</p> <p>15.5 Clear signage must be installed at the street frontage and internal to the site directing customers to this location.</p> <p>15.6 Car parking spaces for employees are to be designated and identified with appropriate signage.</p> <p>15.7 All car parking facilities must be always maintained to a safe operating standard thereafter.</p>	<p>developments impact on the road network and safety of road users in this location is appropriately mitigated.</p>	
16. Sewer & Water		
<p>16.1 A new on-site sewage treatment plant (STP) must be installed with a minimum capacity of 10,000 L/day and licensed under ERA 63 as required by the Truewater Australia Sewage System Assessment dated 22 July 2019.</p> <p>16.2 The plans showing the location of the system and the Land Area Application requirements must be provided as part of the Operational Works application.</p> <p>16.3 A maintenance and monitoring schedule prepared by a suitably qualified engineer must be implemented for the life of the development.</p> <p>16.4 The development must be provided with a reliable and adequate water supply capable of meeting the needs of the approved use, including all operational, firefighting, and potable water requirements.</p>	<p>To ensures that development has an appropriate level of infrastructure for the efficient functioning of the use while not impacting on adjoining land uses or the environment.</p>	<p>Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>Works to be completed prior to the commencement of the use; then To be maintained for the life of the development.</p>

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>16.5 Where the development relies on a bore, rainwater tanks, or private supply, the applicant must provide certification from a suitably qualified professional (e.g. hydrogeologist or water quality engineer) confirming:</p> <p>16.5.1 The supply yields sufficient volume for the intended use;</p> <p>16.5.2 The water meets the quality requirements for potable use; and</p> <p>16.5.3 The water source is protected from potential contamination sources, including effluent disposal areas, fuel infrastructure, and stormwater systems.</p> <p>16.6 Should testing identify that the supply is unsuitable for drinking water, an alternative compliant potable water supply (e.g. tank storage, treatment system, or carted water) must be implemented to the satisfaction of Council prior to commencement of use.</p> <p>16.7 All water supply infrastructure and components must be maintained in good working order for the life of the development.</p>		
17. Stormwater and Flooding		
<p>17.1 Stormwater drainage works must be designed and constructed in accordance with the Stormwater Management Report prepared by ARO Industries and dated 27 October 2021.</p> <p>17.2 The development must achieve no worsening of pre-development runoff for all storm events up to and including the 1% AEP.</p> <p>17.3 Stormwater quality treatment devices must be installed and maintained to achieve the SPP design objectives.</p> <p>17.4 Certification by an RPEQ that stormwater systems are installed and functional must be submitted prior to commencement of use.</p> <p><u>Flood Hazard</u></p>	<p>To ensures that development has an appropriate level of infrastructure for the efficient functioning of the use while not impacting on adjoining land uses or the environment.</p>	<p>Technical details are to be submitted to Council as part of an application for Operational Work.</p> <p>Works to be completed prior to the commencement of the use; then To be maintained for the life of the development.</p>

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
<p>17.5 Critical or potentially hazardous infrastructure and services such as water supply, electricity, gas and telecommunications are to be suitably located where possible to reduce the impacts of flood hazard upon it.</p> <p>17.6 An appropriate Flood Response Plan (FRP) for both the construction phase and operational phase is to be prepared by a suitability qualified professional and provided to Council for review and approval.</p> <p>17.7 The final FRP and its associated control and mitigation measures and any conditions or amendments thereto approved by Council must be implemented and maintained by the applicant/operator at all times.</p> <p>17.8 The minimum finished floor heights of any proposed structures and buildings on-site will need to achieve appropriate flood immunity in this locality including any freeboard requirements required for a service station and associated ancillary buildings and infrastructure.</p>		
18. Electricity and Telecommunications		
<p>18.1 The development must be connected to the telecommunications network.</p> <p>18.2 The development must be connected to a reticulated electricity supply that provides a standard of service adequate for the approved use.</p> <p>18.3 If a padmount transformer is required to be installed on site, it must be positioned in accordance with the following requirements:</p> <p>18.3.1 Screened from view by landscaping, sightcreens and/or fencing;</p>	To ensure development is appropriately serviced.	<p>At all times</p> <p>If a padmount is required, technical details are to be submitted to Council as part of an application for Operational Work.</p>

Attachment A – Recommended Conditions of Approval

Condition	Reason	Timing
18.3.2 Accessible for maintenance in accordance with the relevant utility provider; 18.3.3 Located clear of footpaths; 18.3.4 Not be located over existing infrastructure; and 18.3.5 Located in road reserve or within a services Easement.		
19. Construction Management		
19.1 A construction Management Plan (CMP) must be submitted to and approved by Council prior to the works commencing. The CMP must address: <ul style="list-style-type: none"> • Dust suppression and noise management; • Hours of work (limited to 6.30 am – 6.30 pm, Mon–Sat, unless otherwise approved); • Haulage routes; • Management of construction traffic; • Erosion and sedimentation control. 19.2 All works must be carried out in accordance with the approved CMP.	To ensure development is appropriately serviced.	Technical details are to be submitted to Council as part of an application for Operational Work. Works to be completed prior to the commencement of the use; then To be maintained for the life of the development.
20. Amalgamation of Lots		
20.1 Amalgamate Lots 6 and 7 on RP903580 into one lot.	To ensure the development can operate as proposed.	Prior to commencement of use.
21. Operational Works		
21.1 The applicant is required to lodge an Operational Works Application to Council for assessment and approval prior to commencement of construction.	To ensure development is appropriately designed and serviced.	Prior to the issue of a Development Permit for Building Works.

Attachment A – Recommended 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. 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.
3. Further Approvals Required	<p>a) Operational Works A development permit for operational works to carry out civil works 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 must be obtained 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 is required, prior to works commencing on site.</p>
4. Equitable Access and Facilities	<p>The plans for the proposed building work have NOT been assessed for compliance with the requirements of the <i>National Construction Code - Building Code of Australia (Volume 1)</i> as they relate to people with disabilities. Your attention is also directed to the fact that in addition to the requirements of the National Construction Code as they relate to people with disabilities, one or more of the following may impact on the proposed building work:</p> <p>(a) <i>the Disability Discrimination Act 1992 (Commonwealth)</i></p> <p>(b) <i>the Anti-Discrimination Act 1991 (Queensland)</i></p> <p>(c) <i>the Disability (Access to Premises – Buildings) Standards.</i></p>
5. Construction	
5.1 <u>Commencement</u>	Council must be notified in writing two (2) weeks prior to the proposed construction commencement date via planning@burdekin.qld.gov.au
5.2 <u>Environmental Nuisance</u>	

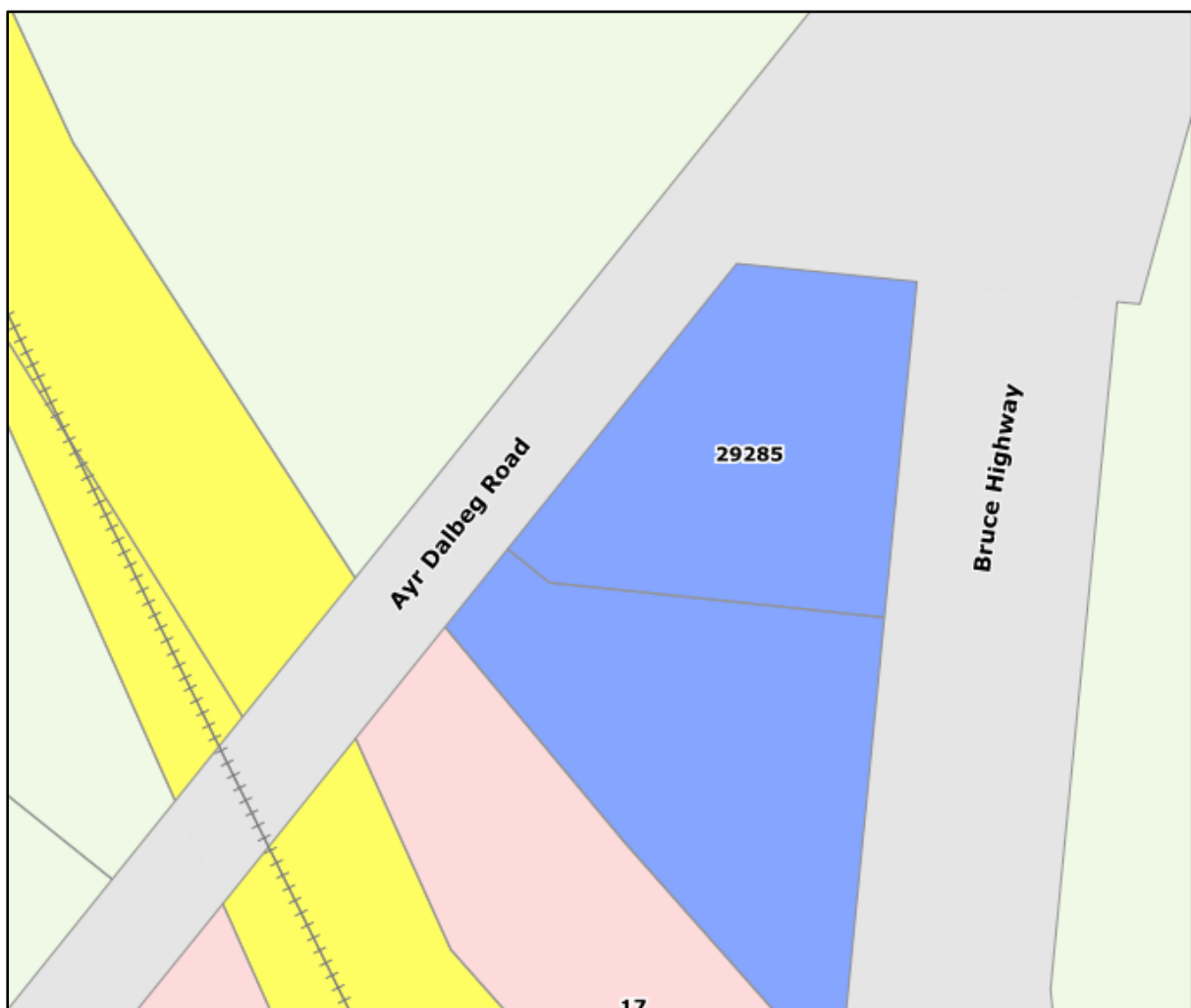
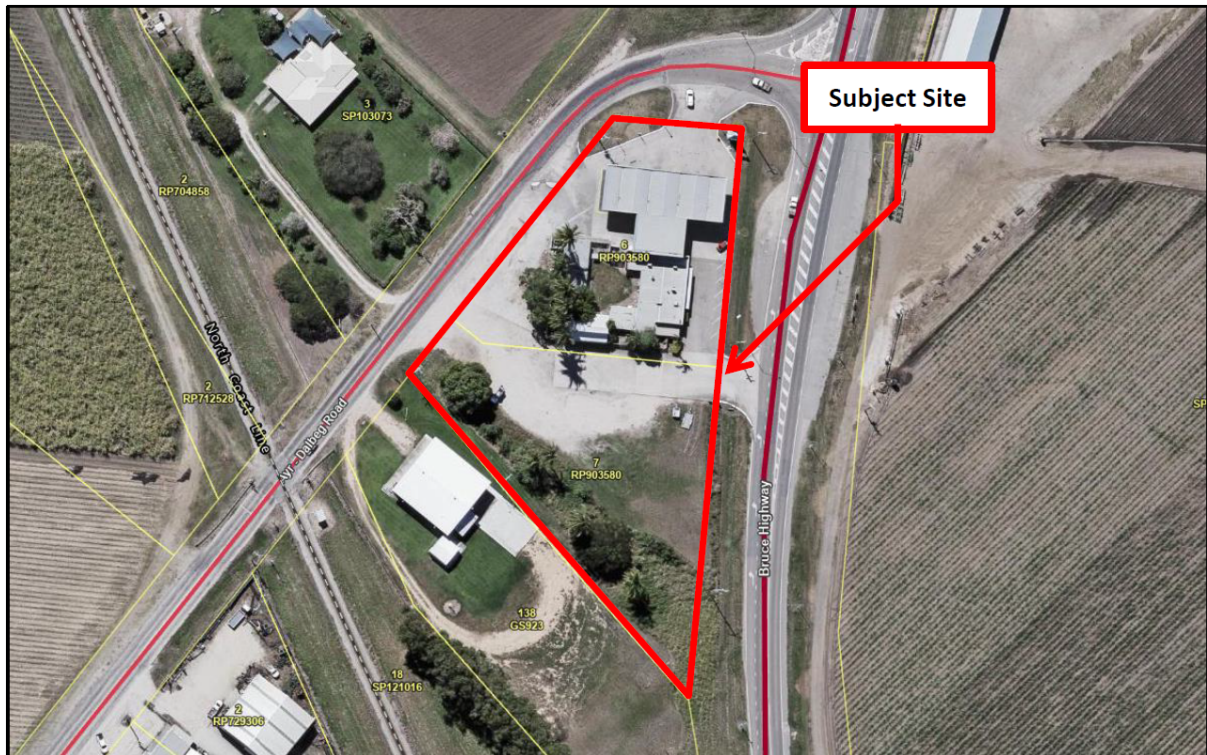
Attachment A – Recommended Conditions of Approval

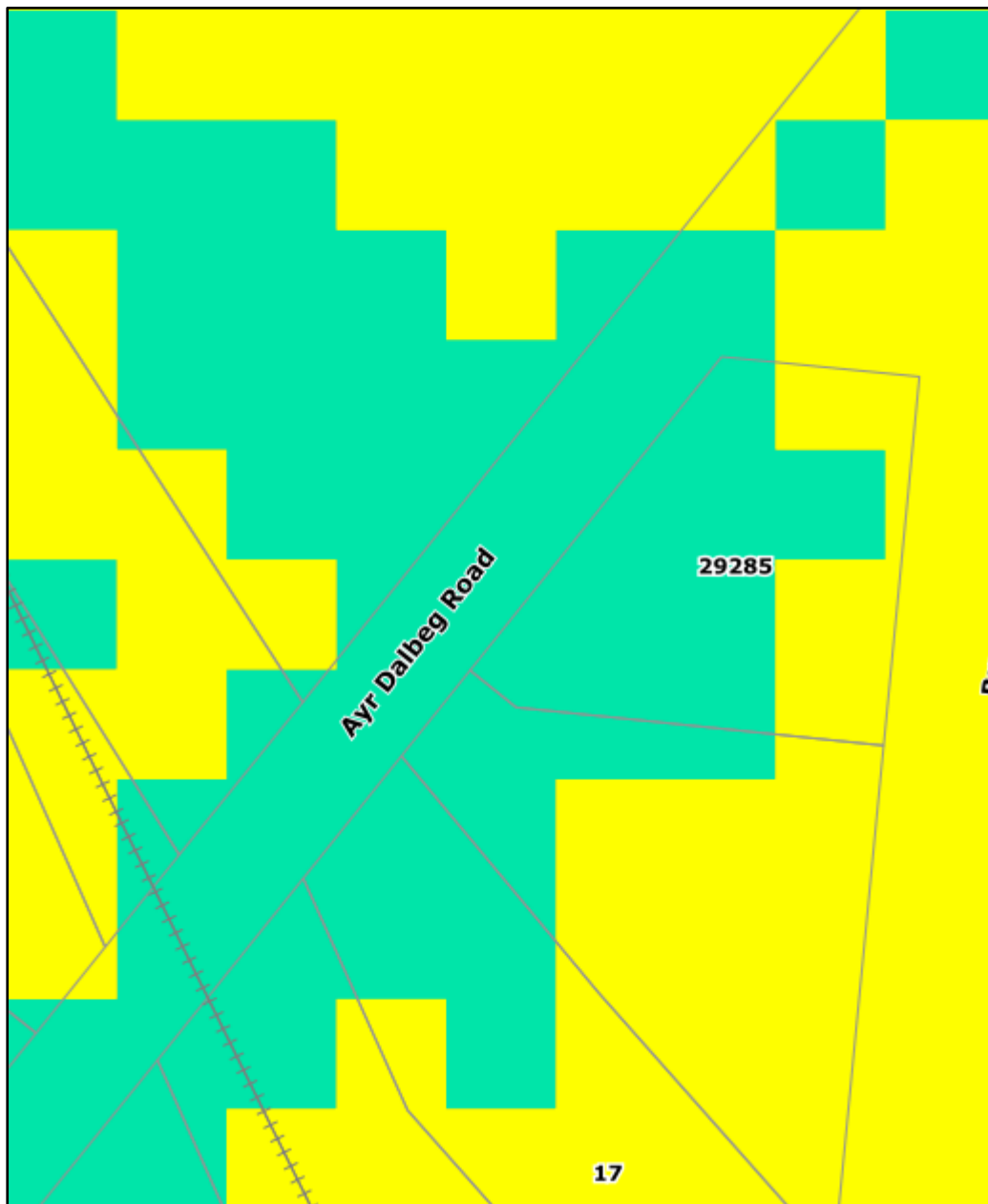
Advice
<p>Ensure compliance with the Environmental Protection Act 1994. The Act states that a person must not carry out any activity that causes, or is likely to cause, environmental harm unless the person takes all reasonable and practicable measures to prevent or minimise the harm. Environmental harm 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>5.3 <u>General Safety of Public During Construction</u></p> <p>It is the project manager's responsibility to ensure compliance with the <i>Work Health and Safety Act 2011</i>. 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.</p> <p>It is the principal contractor's responsibility to ensure compliance with the <i>Work Health and Safety Act 2011</i>. 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.</p> <p>It is the responsibility of the person in control of the workplace to ensure compliance with the <i>Work Health and Safety Act 2011</i>. 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.</p> <p>5.4 <u>Building Work Noise</u></p> <p>The hours of audible noise associated with construction and building work on-site must be limited to between the hours of:</p> <ul style="list-style-type: none"> ▪ 6.30 a.m. to 6.30 p.m. Monday to Saturday; with ▪ No work on Sundays or Public Holidays. <p>5.5 <u>Storage of Materials and Machinery</u></p> <p>All construction materials, waste, waste skips, machinery and contractor's vehicles must be located and stored or parked within the site. No storage of materials, parking of construction machinery or contractor's 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.</p> <p>6. <u>Aboriginal and Cultural Heritage</u></p> <p>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.</p>

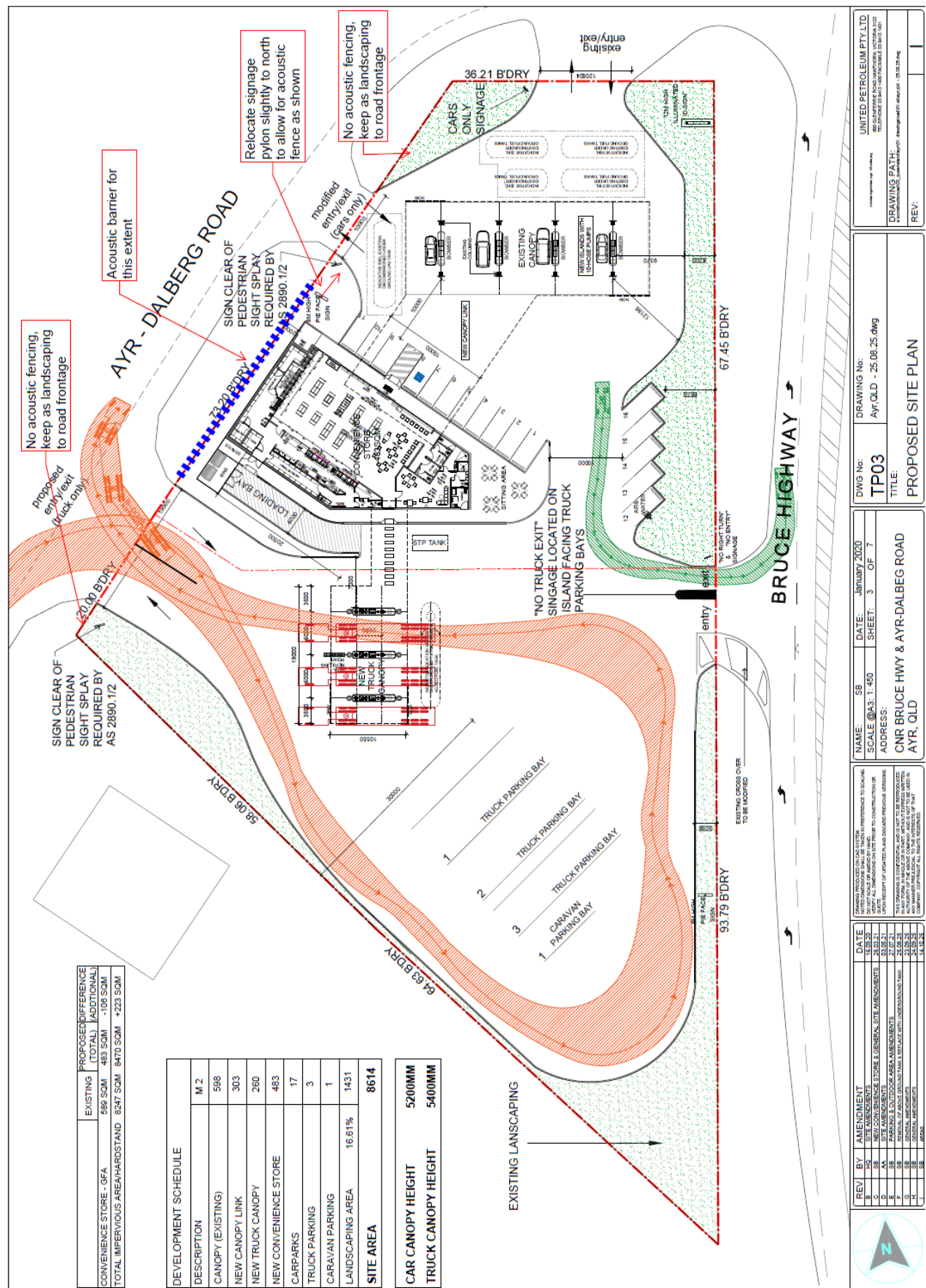
Attachment A – Recommended Conditions of Approval

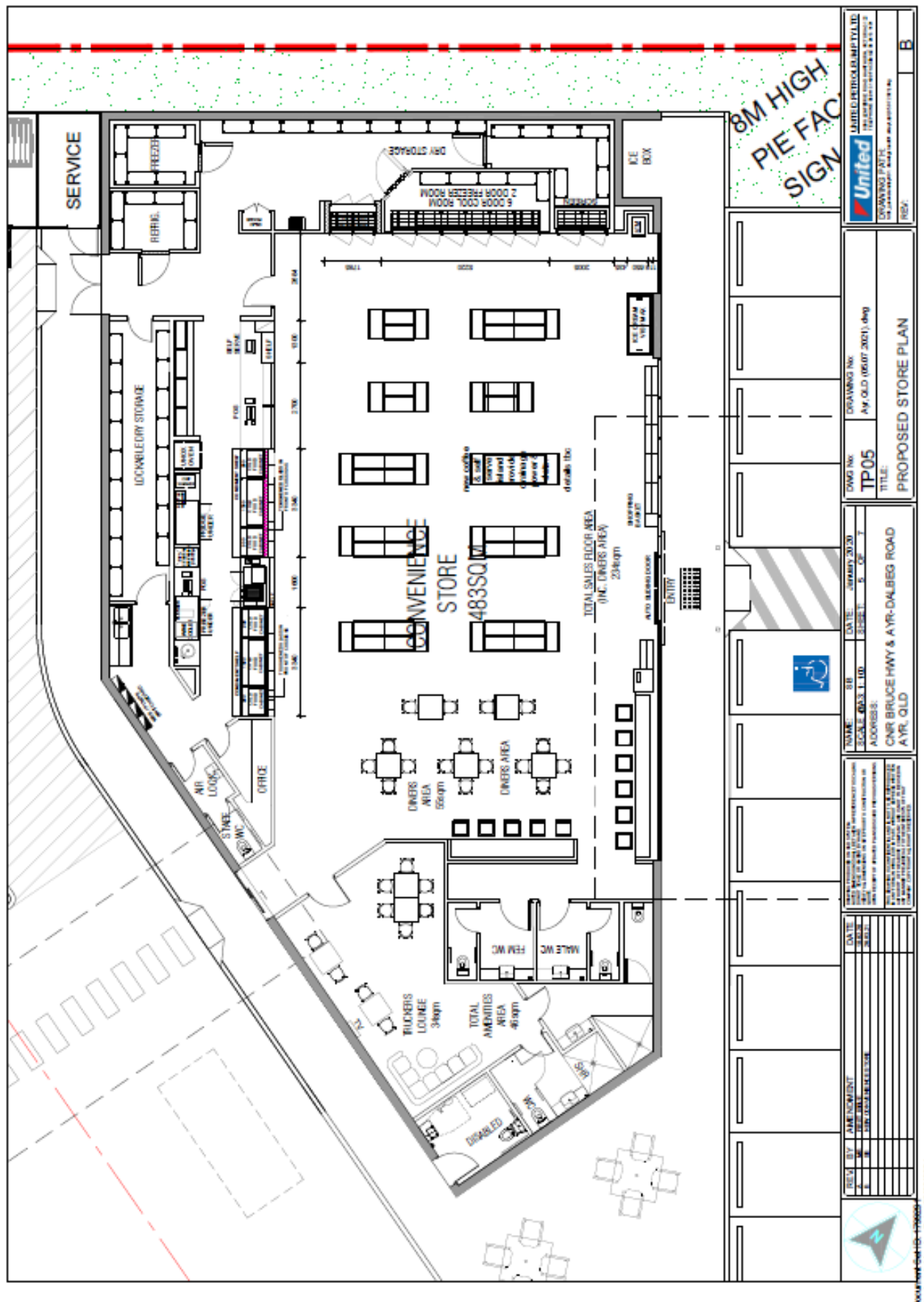
Advice	
6.2	The applicant is reminded of their obligations under the <i>Aboriginal Cultural Heritage Act 2003</i> and the <i>Torres Strait Islander Cultural Heritage Act 2003</i> . Further information and databases are available from the Department of Aboriginal and Torres Strait Islander Partnerships 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.

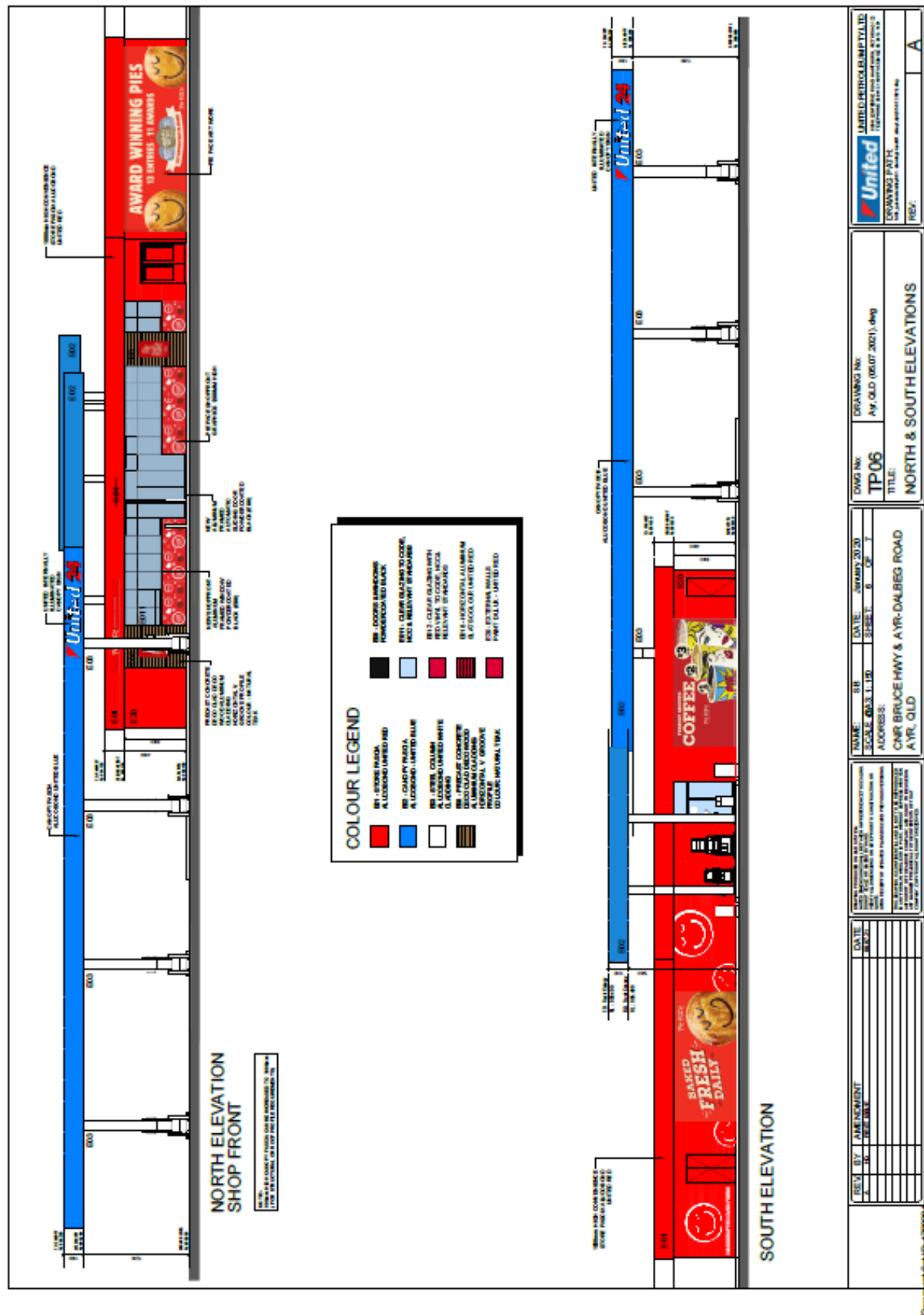
Attachment B – Locality Plan and Approved Plans

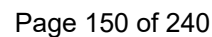












From: "No Reply" <mydas-notifications-test@qld.gov.au>
Sent: Thu, 25 Sep 2025 16:50:04 +1000
To: "RES - Mailbox - Planning" <Planning@burdekin.qld.gov.au>
Cc: "kirsty.geaney@dsdilgp.qld.gov.au" <kirsty.geaney@dsdilgp.qld.gov.au>;
"admin@astpd.com.au" <admin@astpd.com.au>
Subject: 2405-40473 SRA application correspondence
Attachments: Attachment 5 - Documents referenced in conditions.pdf, TIA - Application
Decision - s62 (PA) - Approval _1.pdf, GE83-N Representations about a referral agency response.pdf,
2405-40473 SRA - Response with conditions.pdf
Importance: Normal

Please find attached a notice regarding application [2405-40473 SRA](#).

If you require any further information in relation to the application, please contact the State Assessment and Referral Agency on the details provided in the notice.

This is a system-generated message. Do not respond to this email.

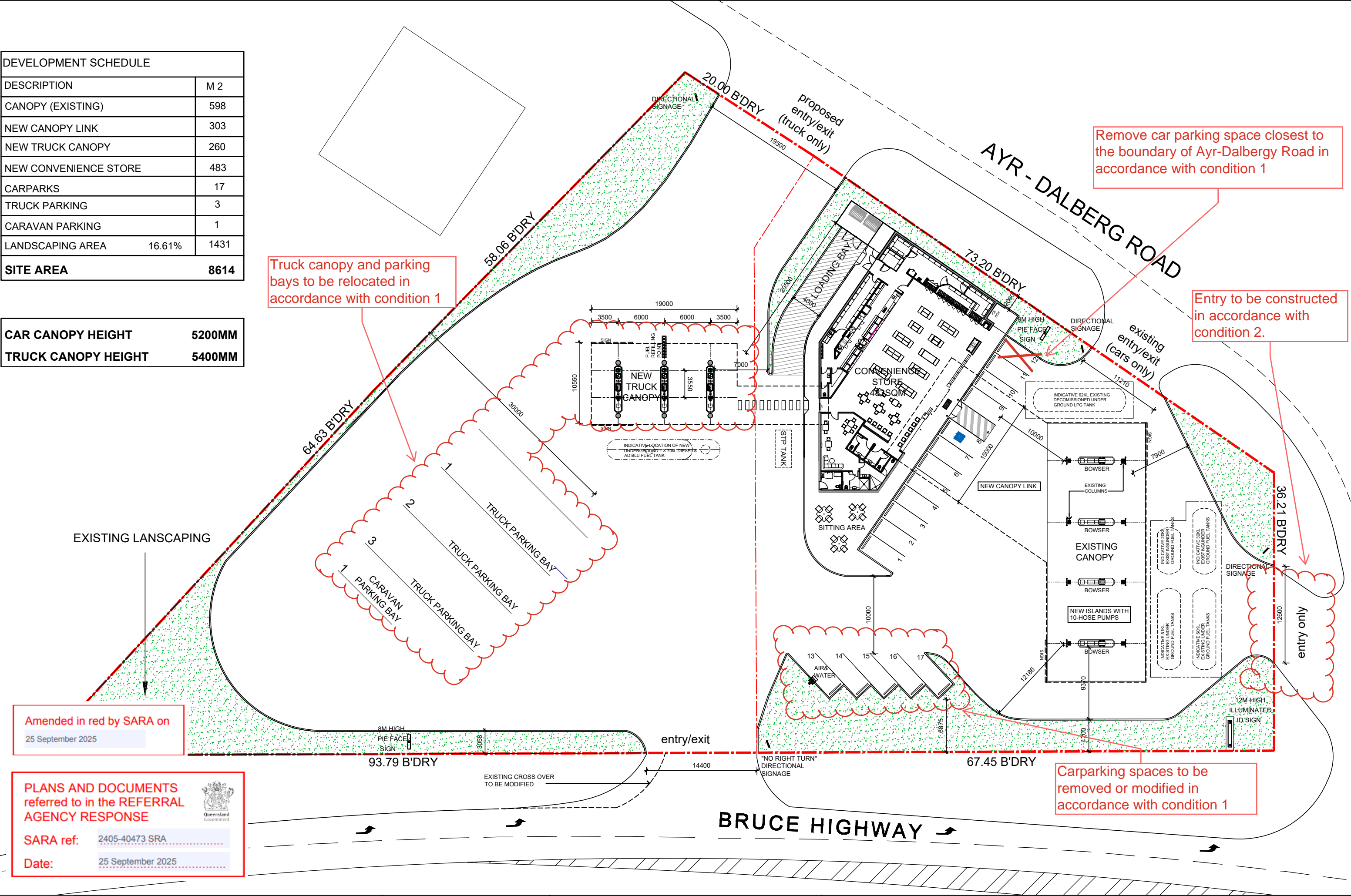
RA6-N



Email Id: RFLG-0925-0024-9579

DEVELOPMENT SCHEDULE		
DESCRIPTION	M 2	
CANOPY (EXISTING)	598	
NEW CANOPY LINK	303	
NEW TRUCK CANOPY	260	
NEW CONVENIENCE STORE	483	
CARPARKS	17	
TRUCK PARKING	3	
CARAVAN PARKING	1	
LANDSCAPING AREA	16.61%	1431
SITE AREA	8614	

CAR CANOPY HEIGHT	5200MM
TRUCK CANOPY HEIGHT	5400MM



Document Set ID: 1805602

Version: 1, Version Date: 06/09/2025

REV.	BY	AMENDMENT	DATE
A	MB	FIRST ISSUE	10.02.20
B	HQ	SITE AMENDMENTS	16.09.20
C	SB	NEW CONVENIENCE STORE & GENERAL SITE AMENDMENTS	26.03.21
D	AA	SITE AMENDMENTS	03.05.21
E	SB	PARKING & OUTDOOR AREA AMENDMENTS	27.07.21
F	SB	REMOVAL OF ABOVE GROUND TANK & REPLACE WITH UNDERGROUND TANK	25.08.25

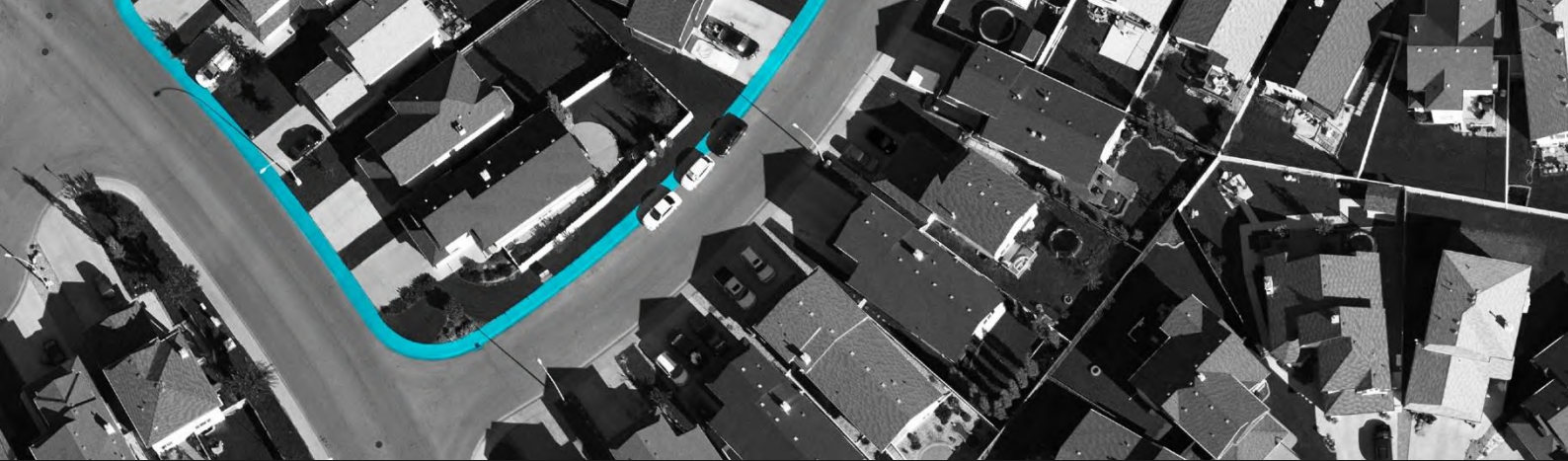
DRAWING PRODUCED ON CAD SYSTEM.
NOTED DIMENSIONS SHALL BE TAKEN IN PREFERENCE TO SCALING.
DO NOT SCALE OR AMEND BY HAND.
VERIFY ALL DIMENSIONS ON SITE PRIOR TO CONSTRUCTION OR QUOTE.
UPON RECEIPT OF UPDATED PLANS DISCARD PREVIOUS VERSIONS.

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NAME:	SB	DATE:	January 2020
SCALE @A3:	1: 450	SHEET:	3 OF 7
ADDRESS:	CNR BRUCE HWY & AYR-DALBEG ROAD AYR, QLD		

DWG No:	DRAWING No:
TP03	Ayr,QLD - 25.08.25.dwg
TITLE:	PROPOSED SITE PLAN

UNITED PETROLEUM PTY.LTD	
600 GLENFERRIE ROAD HAWTHORN, VICTORIA 3122 TELEPHONE 03 9413 1400 FACSIMILE 03 9413 1401	
DRAWING PATH: s:\construction\cad\03_queensland\ayr\01_drawings\cad\01_skl\ayr.qld - 25.08.25.dwg	
REV:	Page 153 of 240



PROPOSED SERVICE STATION EXTENSION 29285 BRUCE HIGHWAY, MCDESME

TRAFFIC IMPACT ASSESSMENT

17 SEPTEMBER 2021

PREPARED FOR
UNITED PETROLEUM



PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE




SARA ref: 2405-40473 SRA

Date: 25 September 2025



DOCUMENT CONTROL RECORD

DOCUMENT						
Report Title:		Proposed Service Station Extension - 29285 Bruce Highway, Mcdesme				
Client:		United Petroleum				
Project Number:		21-012				
REV	PURPOSE	DATE	AUTHOR	REVIEWER	APPROVED	SIGNED
A	FINAL	SEP-21	CG	AAP	AAP (RPEQ 5286)	

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SARA ref: 2405-40473 SRA

Date: 25 September 2025

3.2 ACCESS

3.2.1 Proposed

As shown in Figure 3.1 four formalised points of vehicular access are proposed, including:

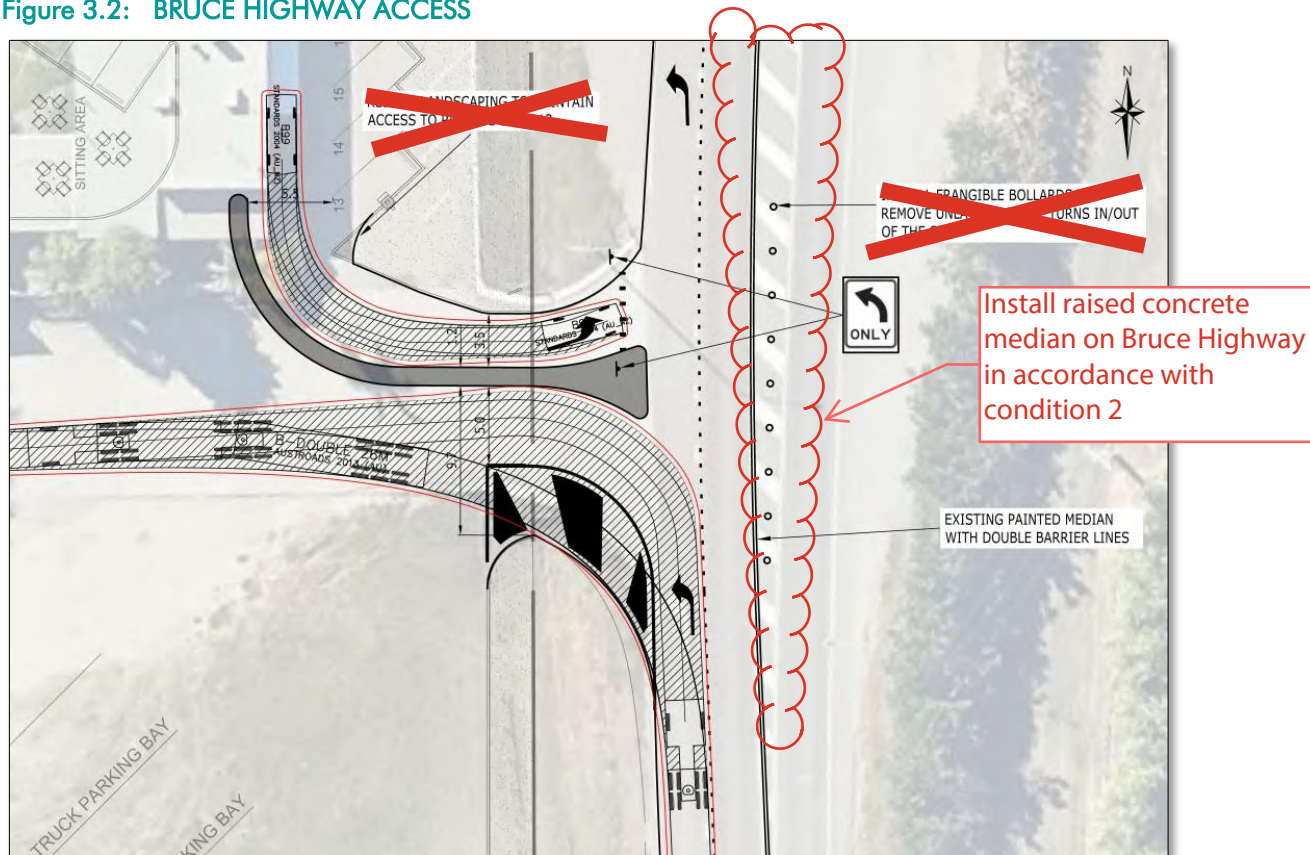
- a left-in / left-out driveway on the Bruce Highway
- three all-movements driveways on Ayr Dalbeg Road

3.2.2 Bruce Highway

The proposal would retain the existing driveway on the Bruce Highway at its current location. The proposed service station is expected to predominantly service northbound traffic on the Bruce Highway. As such, the Bruce Highway driveway would operate as the primary point of access for light and heavy traffic entering the development.

The proposal seeks to retain the existing left-in / left-out driveway arrangement on the Bruce Highway. However, in order to accommodate safe two-way movement at this access it is recommended that the existing driveway design be modified to (a) ensure that only light-vehicles exit the site onto the Bruce Highway and (b) discourage right-turn movements to and from the site. The minimum design features required at the Bruce Highway access to ensure adequate levels of safety are maintained are shown in Figure 3.2.

Figure 3.2: BRUCE HIGHWAY ACCESS



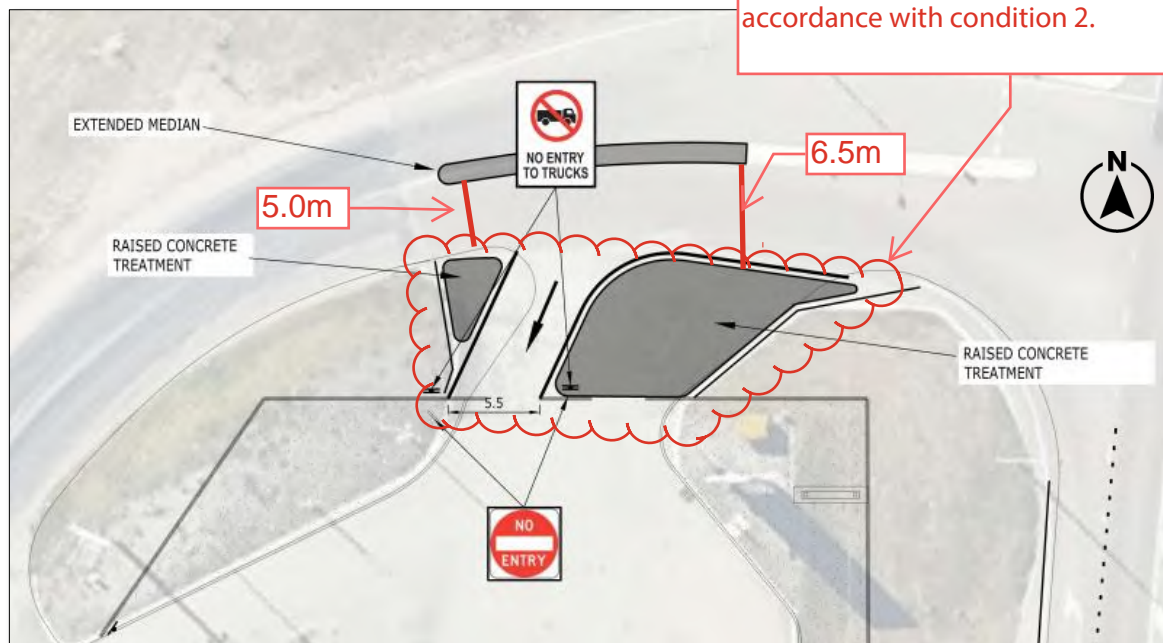
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Date: 25 September 2025

Figure 3.3: AYR DALBEG ROAD NORTHERN ACCESS



Proposed raised islands to be trimmed to facilitate minimum lane widths of 6.5m and 5.0m on Ayr-Dalbeg Road before and after the driveway crossover respectively in accordance with condition 2.

Western Access Driveways

The proposed re-development would formalise access on the site's western frontage. Two all-movements driveways are proposed on the western frontage and would separate access to the light and heavy vehicle refuelling canopies. A 10.0m wide driveway would facilitate access to the light vehicle refuelling area and a 19.5m wide driveway would facilitate access to the heavy vehicle refuelling area. To reinforce their intended purpose, it is recommended that signage be installed at these driveways, as shown in Figure 3.4.

It is recommended that these new driveways be of Type B2 design in accordance with the Institute of Public Works Engineering Australasia (IPWEA) Standard Drawing RS-051.

As discussed in Section 3.4 and demonstrated in Appendix C, the proposed heavy vehicle access has been designed so as to accommodate simultaneous entry and exit movements of a 26m B-double (ie the largest vehicle expected to access the development).

Amended in red by SARA on

25 September 2025

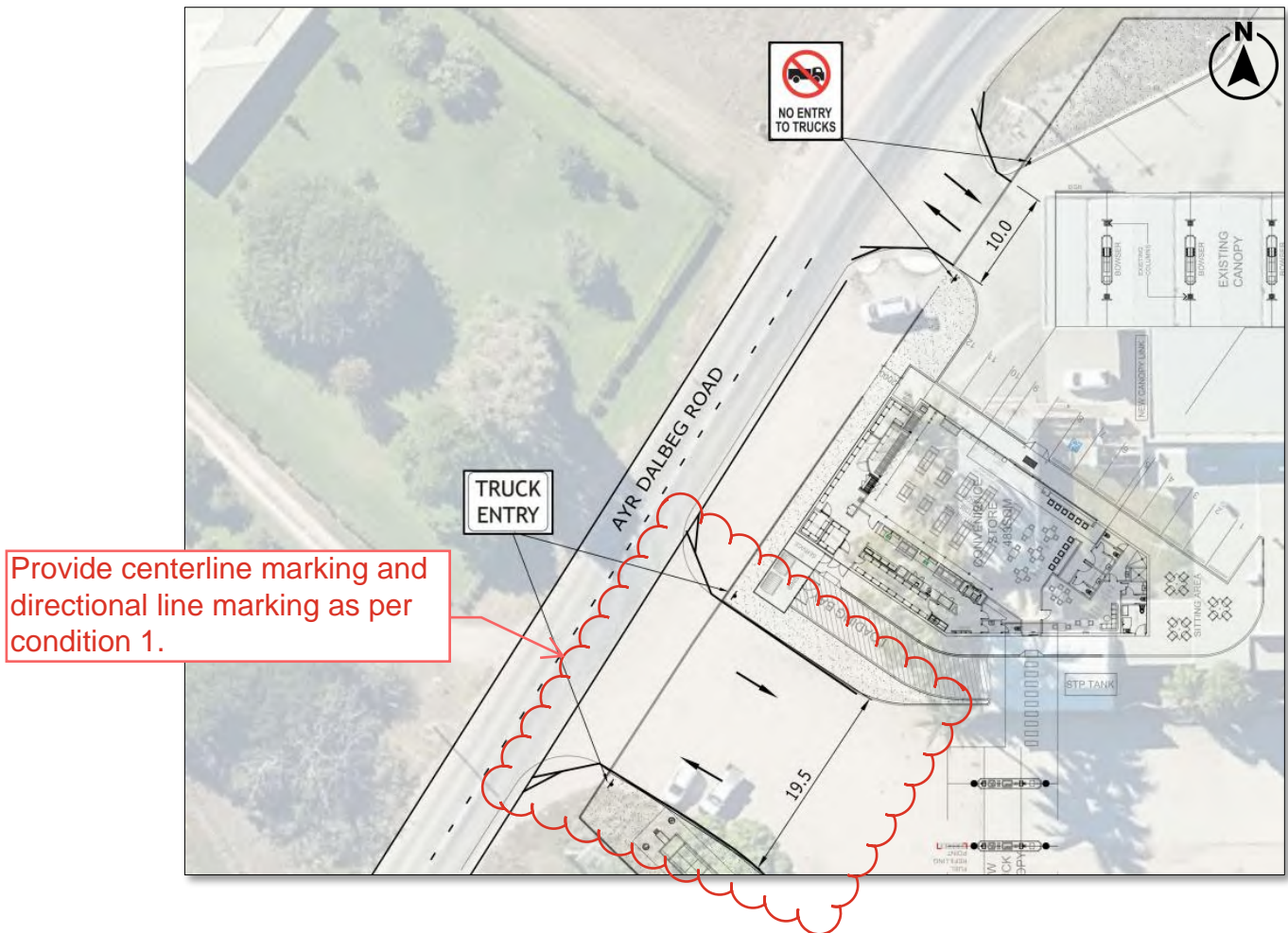
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SARA ref: 2405-40473 SRA

Date: 25 September 2025

Figure 3.4: AYR DALBEG ROAD ACCESS WESTERN ACCESSES



3.2.4 Sight Distance

Section 3.4 of Austroads Guide to Road Design Part 4A: Unsignalised and Signalised Intersections deals with sight distance requirements at property accesses. According to the guide, sight distances at a property access is determined by the extended design domain (EDD). We have adopted an observation time of 1.5 seconds, which is accepted by Austroads for accesses on roads carrying less than 400 vehicles per day (ie Ayr Dalbeg Road).

In accordance with Austroads' EDD, the following minimum SISD for a 60km/h speed environment apply:

- 89m for light vehicles, based on a two second reaction time
- 107m for heavy vehicles, based on a two second reaction time

Both all-movements driveways on Ayr Dalbeg Road achieve well in excess of 250m safe intersection sight distance (SISD) to the south.

It is expected that vehicles approaching the site from the north would be travelling at speeds significantly less than 60km/h, due to the tight horizontal curve on Ayr Dalbeg Road and nearby Bruce Highway / Ayr Dalbeg Road intersection. This curve has an approximate inside radius of 40m. In accordance with TMRs' Road Planning and Design Manual (RPDW) Chapter 11: Horizontal Alignment, the maximum speed that can be achieved on the

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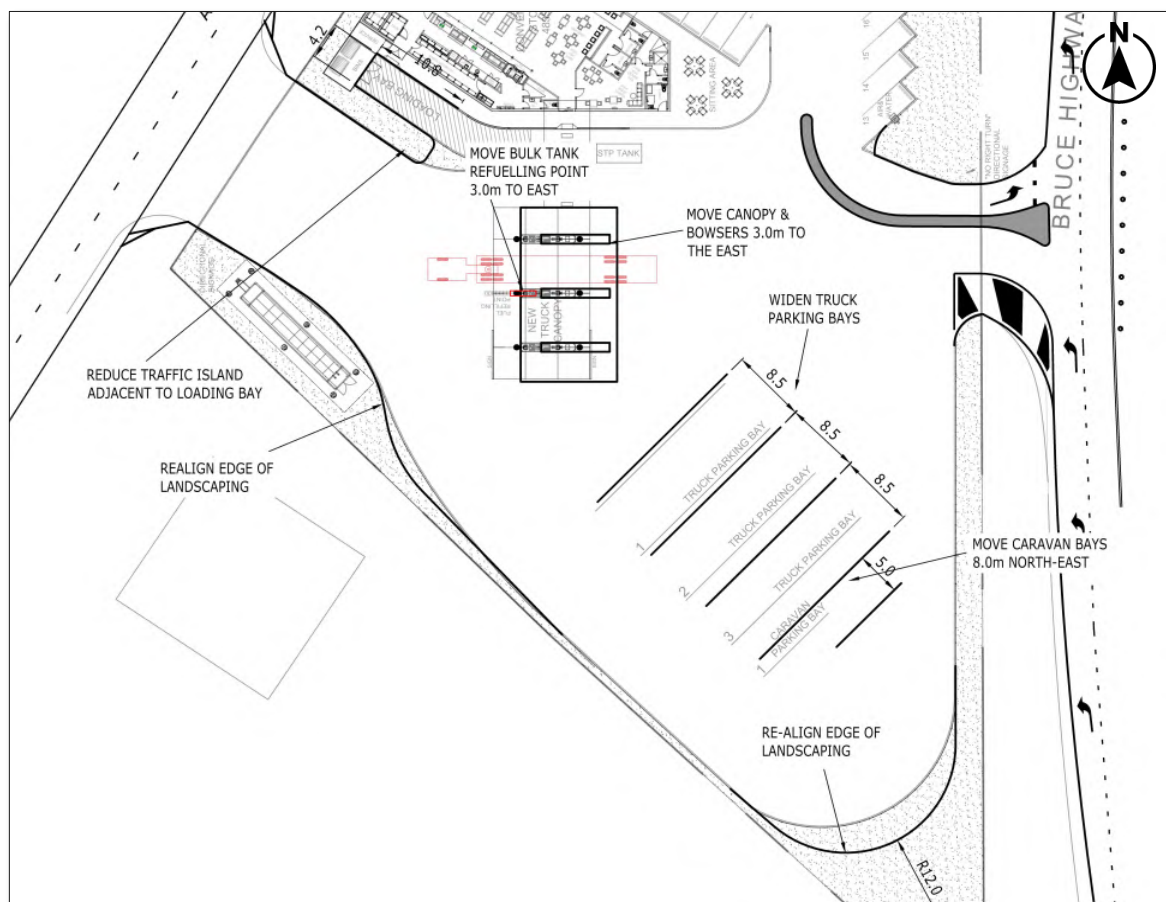
3.4.3 Recommendations

Based on the swept path analyses, the following changes to the development layout are recommended:

- the heavy vehicle refuelling canopy and bower positions be shifted 3.0m to the east
- the bulk tank refuelling be shifted 3.0m east
- truck parking bay widths be increased to 8.5m
- the caravan parking bay be relocated 8.0m to the north-east
- landscaping adjacent to the above ground tank (near the Ayr Dalbeg Road truck access) and south of the truck parking area be reduced / realigned to better accommodate circulation of heavy vehicles
- the traffic island between the service vehicle loading bay and the Ayr Dalbeg Road truck access be redesigned to accommodate the swept path of a Refuse Collection Vehicle (this would provide a 4.2m wide by 10.8m long loading bay)

These recommendations are summarised in Figure 3.9.

Figure 3.9: RECOMMENDED CHANGES TO HEAVY VEHICLE REFUELLING AREA



With the above recommendations considered, the proposed development is expected to accommodate all required heavy vehicles with operations on the adjacent State-controlled roads.

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

SARA ref: 2405-40473 SRA

Date: 25 September 2025



Amended in red by SARA on

25 September 2025

ARO INDUSTRIES

UNITED PETROLEUM 29285 BRUCE HIGHWAY MCDESME STORMWATER ASSESSMENT REPORT



October 2021

PLANS AND DOCUMENTS
referred to in the REFERRAL
AGENCY RESPONSE



SARA ref: 2405-40473 SRA
Date: 25 September 2025

DOCUMENT CONTROL SHEET


Title:	United Petroleum, McDesme – Stormwater Assessment Report	ARO Industries Pty Ltd
Document No:	ARO0132	44 McLeod Street Cairns, QLD, 4870
Project Director:	Andrew Armstrong	PO Box 6490 Cairns QLD 4870
Author:	Andrew Armstrong	Phone: (07) 4281 6897 www.aroindustries.com.au
Client:	S.H.A. Premier Constructions	
Client Contact:	Pauline Maltzis	
Purpose:	An assessment of the stormwater discharge for the proposed service station in response to the information request.	

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Recommendations contained in this report are based largely on our understanding of the information that has been supplied to us and should be balanced against additional information that you may hold or seek. The client is cautioned to exercise due commercial diligence in the interpretation of any material herein and accept our findings as suggestions given in good faith requiring interpretation within the context of the client's own enterprise environment.

Distribution	Document Revision Number								
	1	2	3	4	5	7	8	9	10
S.H.A. Premier Constructions	1								
ARO Industries Record	1								

Revision History					
Revision No.	Author	Reviewer	Approved For issue		
			RPEQ No.	Signature	Date
1	A. Armstrong	S. Booth	21116		27/10/2021

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



SARA ref: 2405-40473 SRA

Date: 25 September 2025

5.3. FLOOD STORAGE CAPACITY

The current service station displaces approximately 510m² of flood storage, which is 6% of the site area. The development of the existing service station rationalises the site coverage and the proposed new buildings will occupy the same area as the existing buildings. Therefore, the flood storage capacity of the site is unchanged by the proposed development.

6. STORMWATER QUALITY

The surface runoff will be captured in pits with primary, secondary and tertiary treatment provided by proprietary interception devices. The forecourt and refuel area, where oil and fuel spills are likely, will be collected and treated through a full retention separator specifically designed for service stations.

The sizing and selection of the Stormwater Quality Improvement Devices (SQIDs) shall be determined based on the design parameters set out in Table 3. The minimum capacity of the secondary separator is equivalent to the fuel tanker compartment volume, being 8600 litres. The typical tanker is a B-double with tank capacities of 25,800 litres (3 compartments) and 43,000 litres (5 Compartments).



Figure 3: United Petroleum typical fuel tanker

Table 3: On-site Stormwater Quality Improvement Design Parameters

Parameter	Design Value
Secondary Stormwater Treatment (Spel Stormceptor or equivalent)	
Low Risk Catchment	7183m ²
First Flush Flow (1 year ARI)	149 l/s
Secondary separator (Spel Purceptor or equivalent)	
Minimum Capacity	8600l
On-Site Stormwater Contaminant Reduction (as per Burdekin Shire Planning Scheme 2021)	
Total Suspended Solids	80%
Total Phosphorus	60%
Total Nitrogen	40%
Gross Pollutant	90%

MUSIC modelling has been conducted for the developed site. The modelled system consists of:

- 12 x SPEL Stormsacks
- 1 x SPEL Hydrosystem 36 LPS
- 1 x SPEL Triceptor (T.400/300.40.C1.2C)

The MUSIC model and outputs are shown in Figure 4, below.

The proposed system separates the catchments into high risk and low risk. The high-risk catchment consists of the refueling area and under canopy and is treated initially through an oil/hydrocarbon separator before combining with the low risk catchment runoff. The system has been sized to fully contain a spill from a fuel tanker compartment.

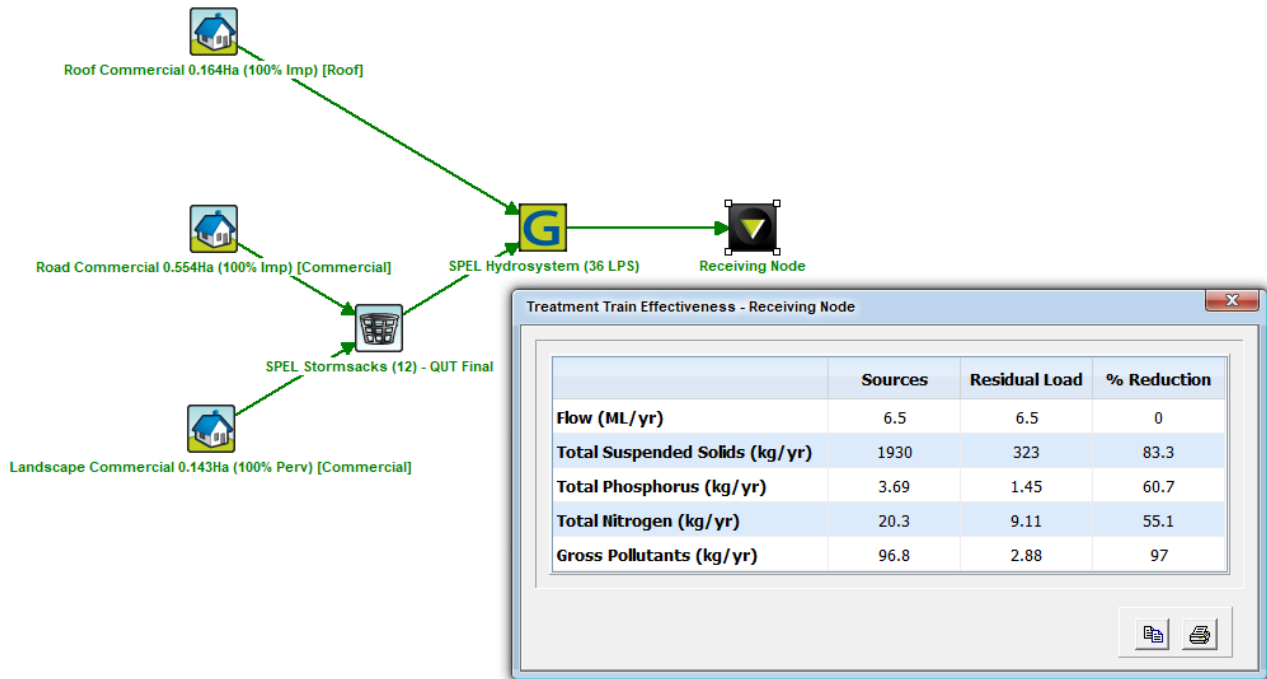


Figure 4: MUSIC Model output

An indicative on-site stormwater infrastructure design is presented in Appendix C and the design drawings for the SPEL components are presented in Appendix D.

7. CONCLUSION

The impact of the proposed service station in the context of stormwater drainage has been assessed in accordance with the Queensland Urban Drainage Manual and State Development Assessment Provisions. Run-off will be conveyed on site and discharged to the shallow drain within the State Controlled Road reserve at the south east corner of the development site. It is noted that this drain is the existing lawful point of discharge for the site.

This assessment has demonstrated that the development of the site, specifically the proposed stormwater quality improvement system, will result in a no worsening scenario at the site discharge point and a negligible increase (0.3%) at the Bruce highway culvert crossing.

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



SARA ref: 2405-40473 SRA

Date: 25 September 2025

Date: 25 September 2025

CAR CANOPY HEIGHT	5200MM
TRUCK CANOPY HEIGHT	5400MM

- [illegible]

Our ref TMR24-042656
Your ref 200905.01
Enquiries Magnus Kuttainen



Department of
Transport and Main Roads

16 September 2025

Decision Notice – Permitted Road Access Location (s62(1) *Transport Infrastructure Act 1994*)

This is not an authorisation to commence work on a state-controlled road¹

Development application reference number MCU24/0002, lodged with Burdekin Shire Council involves constructing or changing a vehicular access between Lot 6 on RP903580, Lot 7 on RP903580, the land the subject of the application, and the Bruce Highway and Ayr – Dalberg Road (state-controlled roads).

In accordance with section 62A(2) of the *Transport Infrastructure Act 1994* (TIA), this development application is also taken to be an application for a decision under section 62(1) of TIA.

Applicant Details

Name and address United Petroleum
PO Box 1000
BUDDINA QLD 4575

Application Details

Address of Property 29285 Bruce Highway, Mcdesme QLD 4807
Real Property Description 6RP903580, 7RP903580
Aspect/s of Development Development Permit for Material Change of Use –
Redevelopment of and extension to an existing Service Station

Decision (given under section 67 of TIA)

It has been decided to approve the application, subject to the following conditions:

No.	Conditions of Approval	Condition Timing
1	The Permitted Road Access Locations are to be in accordance with the Permitted Access Location Plan (Attachment D).	At all times.
2	Direct access is prohibited between Lot 6 on RP903580 and Lot 7 on RP903580 (the subject site) and the Bruce Highway and Ayr – Dalberg Road, state-controlled roads, at any other location other than the Permitted Road Access Location described in Condition 1.	At all times.

¹ Please refer to the further approvals required under the heading 'Further approvals'

No.	Conditions of Approval	Condition Timing
3	<p>(a) Carry out Road Access Works comprising four industrial standard driveways, linemarking, signage and associated raised concrete treatments (medians and directional islands), generally in accordance with <i>Proposed Site Plan, prepared by United, dated 8 July 2025, reference TP03, issue F</i>, as amended in red (Attachment E).</p> <p>(b) Design and construct the road works, referred to in part (a) of this condition, in accordance with:</p> <ul style="list-style-type: none"> i. Proposed Site Plan Proposed Site Plan, prepared by United, dated 8 July 2025, reference TP03, issue F, as amended in red (Attachment E); ii. the Department of Transport and Main Roads' Road Planning and Design Manual, 2nd Edition; iii. the Department of Transport and Main Roads' Policies and Technical Specifications; iv. the Department of Transport and Main Roads' Standard Drawings Roads; and v. relevant local government requirements. 	Prior to the commencement of the use and to be maintained at all times.
4	Lawn is to be reinstated between the subject site and the road pavement edge on Ayr – Dalberg Road, at all locations along the property frontage, other than where the permitted access locations are situated.	Prior to the commencement of use and to be maintained at all times.
5	The owner of the land is responsible for all costs associated with the construction and maintenance of the road access (including driveways, signage and linemarking) between the road pavement edge and the property boundary.	As indicated
6	To ensure the safety of pedestrians, bicycle riders and other path users, sight lines at the permitted road access location, must be provided and maintained so that drivers on the driveway are able to see approaching path users before their vehicle encroaches onto the path. Further guidance on what is required from the Department of Transport and Main Roads' Treatment options to improve safety of pedestrians, bicycle riders and other path users at driveways, available at: https://www.tmr.qld.gov.au/-/media/busind/techstdpubs/Cycling/Guideline-Path-users-anddriveways.pdf?la=en	At all times.

Reasons for the decision

The reasons for this decision are as follows:

- (a) To ensure access to the state-controlled road from the site does not compromise the safety and efficiency of the state-controlled road.

- (b) To provide safe access for all vehicles associated with the service station use for the site.

Please refer to **Attachment A** for the findings on material questions of fact and the evidence or other material on which those findings were based.

Information about the Decision required to be given under section 67(2) of TIA

1. There is no guarantee of the continuation of road access arrangements, as this depends on future traffic safety and efficiency circumstances.
2. In accordance with section 70 of the TIA, the applicant for the planning application is bound by this decision. A copy of section 70 is attached as **Attachment B**, as required, for information.

Further information about the decision

1. In accordance with section 67(7) of TIA, this decision notice:
 - a) starts to have effect when the development approval has effect; and
 - b) stops having effect if the development approval lapses or is cancelled; and
 - c) replaces any earlier decision made under section 62(1) in relation to the land.
2. In accordance with section 485 of the TIA and section 31 of the *Transport Planning and Coordination Act 1994* (TPCA), a person whose interests are affected by this decision may apply for a review of this decision only within 28 days after notice of the decision was given under the TIA. A copy of the review provisions under TIA and TPCA are attached in **Attachment C** for information.
3. In accordance with section 485B of the TIA and section 35 of TPCA a person may appeal against a reviewed decision. The person must have applied to have the decision reviewed before an appeal about the decision can be lodged in the Planning and Environment Court. A copy of the Appeal Provisions under TIA and TPCA is attached in **Attachment C** for information.


Further approvals

The Department of Transport and Main Roads also provides the following information in relation to this approval:

1. Road Access Works Approval Required – Written approval is required from the department to carry out road works that are road access works (including driveways) on a state-controlled road in accordance with section 33 of the TIA. This approval must be obtained prior to commencing any works on the state-controlled road. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). Please contact the department to make an application.

If further information about this approval or any other related query is required, Magnus Kuttainen, Town Planner should be contacted by email at corridor.northern@tmr.qld.gov.au or on (07) 4421 8744.

Yours sincerely

A handwritten signature in black ink, consisting of a stylized 'K' followed by a horizontal line.

Katherine Wilson
Senior Town Planner

Attachments: Attachment A – Decision evidence and findings
Attachment B - Section 70 of TIA
Attachment C - Appeal Provisions
Attachment D - Permitted Road Access Location Plan
Attachment E – Proposed Site Plan

Attachment A

Decision Evidence and Findings

Findings on material questions of fact:

- This development application for a Service Station (Redevelopment and Extension) relates to land located at 29285 Bruce Highway, Mcdesme, more particularly described as Lot 6 and Lot 7 on RP903580.
- The subject land encompasses a total area of 8,511m².
- The subject site is currently improved by an existing Service Station.
- The proposed development seeks to:
 - Retain the existing car refueling canopy, bowsers and underground fuel tanks;
 - Remove all other buildings on site;
 - Establish a new service station shop & food and drink outlet building (indoor and outdoor dining area);
 - Establish a new loading dock and bin store area;
 - Construct a new 3-bowser refueling canopy south of the shop building, exclusively for trucks/heavy vehicles; and
 - Provide three (3) truck and one (1) caravan/trailer parking bays adjacent to the truck refueling area.
- The subject land benefits from two road frontages, the Bruce Highway (state-controlled road) and Ayr – Dalberg Road (state-controlled road).
- The application has been supported by a Traffic Impact Assessment prepared by a suitably qualified person, which recommends safety and legibility treatments be provided at each of the proposed accesses, specifically:
 - **Bruce Highway Access**
 - Provision of a Bruce Highway barrier, to limit unlawful right-turn exits from the Bruce Highway access as well as unlawful right-turn entry;
 - Raised concrete median between the left-in and left-out movements, improving onsite manoeuvring and further reducing potential for unlawful right-out movements;
 - Signage and line-marking treatments;
 - **Ayr – Dalberg Road Northern Access**
 - Replacement of existing access (left-in, right-in, left-out, right-out) with a left-in only access;
 - Provision of raised concrete, signage and linemarking treatments;
 - **Ayr – Dalberg Road Western Accesses**
 - Where majority of the existing frontage can be seen to be used for access and parking, treatments are proposed to provide clear delineation between the two entry/exit access points, separating private passenger vehicles from heavy vehicles.
 - Arrow linemarkings and signage is proposed to improve access legibility and reinforce the separation of passenger vehicle access from the truck/heavy vehicle access.
- Conditions will be imposed to ensure the proposed accesses will be constructed in accordance with relevant standards.

Evidence or other material on which findings were based:

Title of Evidence	Prepared by	Date	Reference	Version
Proposed Site Plan	United Petroleum Pty Ltd	25 Aug 2025	TP03	F
Traffic Impact Assessment	Pekol Traffic and Transport	17 Sep 2021	21-012	A

Attachment B

Section 70 of TIA

Transport Infrastructure Act 1994
Chapter 6 Road transport infrastructure
Part 5 Management of State-controlled roads

70 Offences about road access locations and road access works, relating to decisions under s 62(1)

- (1) This section applies to a person who has been given notice under section 67 or 68 of a decision under section 62(1) about access between a State-controlled road and adjacent land.
- (2) A person to whom this section applies must not—
 - (a) obtain access between the land and the State-controlled road other than at a location at which access is permitted under the decision; or
 - (b) obtain access using road access works to which the decision applies, if the works do not comply with the decision and the noncompliance was within the person's control; or
 - (c) obtain any other access between the land and the road contrary to the decision; or
 - (d) use a road access location or road access works contrary to the decision; or
 - (e) contravene a condition stated in the decision; or
 - (f) permit another person to do a thing mentioned in paragraphs (a) to (e); or
 - (g) fail to remove road access works in accordance with the decision.

Maximum penalty—200 penalty units.

- (3) However, subsection (2)(g) does not apply to a person who is bound by the decision because of section 68.

Attachment C

Appeal Provisions

Transport Infrastructure Act 1994
Chapter 16 General provisions

485 Internal review of decisions

- (1) A person whose interests are affected by a decision described in schedule 3 (the **original decision**) may ask the chief executive to review the decision.
- (2) The person is entitled to receive a statement of reasons for the original decision whether or not the provision under which the decision is made requires that the person be given a statement of reasons for the decision.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 2—
 - (a) applies to the review; and
 - (b) provides—
 - (i) for the procedure for applying for the review and the way it is to be carried out; and
 - (ii) that the person may apply to QCAT to have the original decision stayed.

485B Appeals against decisions

- (1) This section applies in relation to an original decision if a court (the appeal court) is stated in schedule 3 for the decision.
- (2) If the reviewed decision is not the decision sought by the applicant for the review, the applicant may appeal against the reviewed decision to the appeal court.
- (3) The *Transport Planning and Coordination Act 1994*, part 5, division 3—
 - (a) applies to the appeal; and
 - (b) provides—
 - (i) for the procedure for the appeal and the way it is to be disposed of; and
 - (ii) that the person may apply to the appeal court to have the original decision stayed.
- (4) Subsection (5) applies if—
 - (a) a person appeals to the Planning and Environment Court against a decision under section 62(1) on a planning application that is taken, under section 62A(2), to also be an application for a decision under section 62(1); and
 - (b) a person appeals to the Planning and Environment Court against a decision under the Planning Act on the planning application.
- (5) The court may order—
 - (a) the appeals to be heard together or 1 immediately after the other; or
 - (b) 1 appeal to be stayed until the other is decided.
- (6) Subsection (5) applies even if all or any of the parties to the appeals are not the same.
- (7) In this section—

original decision means a decision described in schedule 3.

reviewed decision means the chief executive's decision on a review under section 485.

31 Applying for review

- (1) A person may apply for a review of an original decision only within 28 days after notice of the original decision was given to the person under the transport Act.
- (2) However, if—
 - (a) the notice did not state the reasons for the original decision; and
 - (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)the person may apply within 28 days after the person is given the statement of the reasons.
- (3) In addition, the chief executive may extend the period for applying.
- (4) An application must be written and state in detail the grounds on which the person wants the original decision to be reviewed.

32 Stay of operation of original decision

- (1) If a person applies for review of an original decision, the person may immediately apply for a stay of the decision to the relevant entity.
- (2) The relevant entity may stay the original decision to secure the effectiveness of the review and any later appeal to or review by the relevant entity.
- (3) In setting the time for hearing the application, the relevant entity must allow at least 3 business days between the day the application is filed with it and the hearing day.
- (4) The chief executive is a party to the application.
- (5) The person must serve a copy of the application showing the time and place of the hearing and any document filed in the relevant entity with it on the chief executive at least 2 business days before the hearing.
- (6) The stay—
 - (a) may be given on conditions the relevant entity considers appropriate; and
 - (b) operates for the period specified by the relevant entity; and
 - (c) may be revoked or amended by the relevant entity.
- (7) The period of a stay under this section must not extend past the time when the chief executive reviews the original decision and any later period the relevant entity allows the applicant to enable the applicant to appeal against the decision or apply for a review of the decision as provided under the QCAT Act.
- (8) The making of an application does not affect the original decision, or the carrying out of the original decision, unless it is stayed.
- (9) In this section—

relevant entity means—

- (a) if the reviewed decision may be reviewed by QCAT—QCAT; or
- (b) if the reviewed decision may be appealed to the appeal court—the appeal court.

35 Time for making appeals

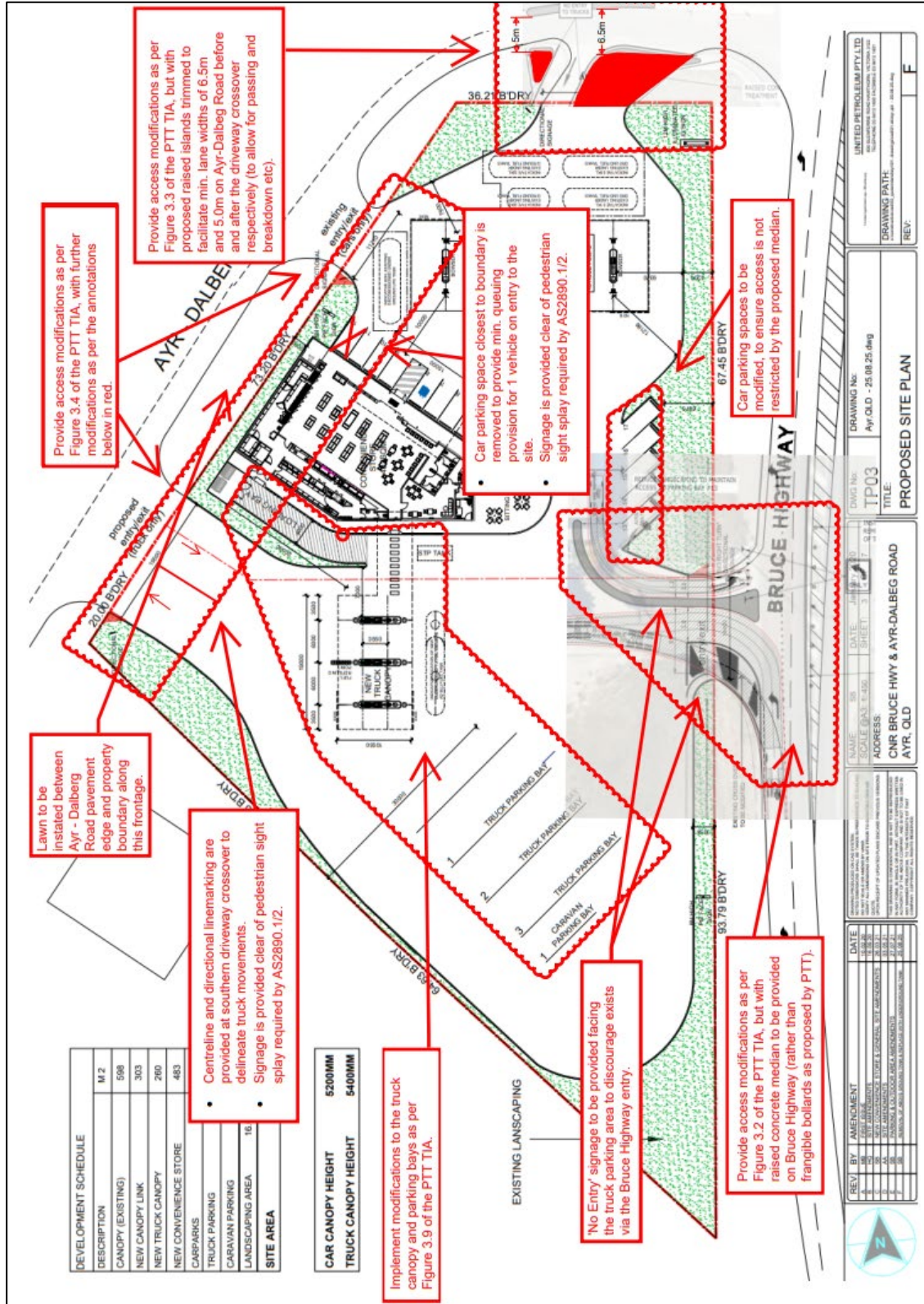
- (1) A person may appeal against a reviewed decision only within—
 - (a) if a decision notice is given to the person—28 days after the notice was given to the person; or

- (b) if the chief executive is taken to have confirmed the decision under section 34(5)—56 days after the application was made.
- (2) However, if—
 - (a) the decision notice did not state the reasons for the decision; and
 - (b) the person asked for a statement of the reasons within the 28 days mentioned in subsection (1)(a);the person may apply within 28 days after the person is given a statement of the reasons.
- (3) Also, the appeal court may extend the period for appealing.

Permitted Access Location Plan

Attachment E

Proposed Site Plan, prepared by United, dated 8 July 2025, reference TP03, issue F, as amended in red



Development Assessment Rules—Representations about a referral agency response

The following provisions are those set out in sections 28 and 30 of the Development Assessment Rules¹ regarding **representations about a referral agency response**

Part 6: Changes to the application and referral agency responses

28 Concurrence agency changes its response or gives a late response

- 28.1. Despite part 2, a concurrence agency may, after its referral agency assessment period and any further period agreed ends, change its referral agency response or give a late referral agency response before the application is decided, subject to section 28.2 and 28.3.
- 28.2. A concurrence agency may change its referral agency response at any time before the application is decided if—
- (a) the change is in response to a change which the assessment manager is satisfied is a change under section 26.1; or
 - (b) the Minister has given the concurrence agency a direction under section 99 of the Act; or
 - (c) the applicant has given written agreement to the change to the referral agency response.²
- 28.3. A concurrence agency may give a late referral agency response before the application is decided, if the applicant has given written agreement to the late referral agency response.
- 28.4. If a concurrence agency proposes to change its referral agency response under section 28.2(a), the concurrence agency must—
- (a) give notice of its intention to change its referral agency response to the assessment manager and a copy to the applicant within 5 days of receiving notice of the change under section 25.1; and
 - (b) the concurrence agency has 10 days from the day of giving notice under paragraph (a), or a further period agreed between the applicant and the concurrence agency, to give an amended referral agency response to the assessment manager and a copy to the applicant.

¹ Pursuant to Section 68 of the *Planning Act 2016*

² In the instance an applicant has made representations to the concurrence agency under section 30, and the concurrence agency agrees to make the change included in the representations, section 28.2(c) is taken to have been satisfied.

Part 7: Miscellaneous

30 Representations about a referral agency response

- 30.1. An applicant may make representations to a concurrence agency at any time before the application is decided, about changing a matter in the referral agency response.³

³ An applicant may elect, under section 32, to stop the assessment manager's decision period in which to take this action. If a concurrence agency wishes to amend their response in relation to representations made under this section, they must do so in accordance with section 28.

SARA reference: 2405-40473 SRA
Council reference: MCU24/0007
Applicant reference: 200905.01

25 September 2025

Chief Executive Officer
Burdekin Shire Council
PO Box 974
AYR QLD 4807
planning@burdekin.qld.gov.au

Attention: Ms Kellie Galletta

Dear Ms Kellie Galletta

SARA referral agency response—29285 Bruce Highway, Mcdesme

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

The development application described below was confirmed as properly referred by the State Assessment and Referral Agency (SARA) on 22 May 2024.

Response

Outcome:	Referral agency response – with conditions
Date of response:	25 September 2025
Conditions:	The conditions in Attachment 1 must be attached to any development approval
Advice:	Advice to the applicant is in Attachment 2
Reasons:	The reasons for the referral agency response are in Attachment 3

Development details

Description:	Development permit	Material Change of Use – Redevelopment of and extension to an existing Service Station
SARA role:	Referral agency	
SARA trigger:	Schedule 10, Part 9, Division 4, Subdivision 2, Table 4, Item 1	

(Planning Regulation 2017)

Development application for a material change of use of premises near a state transport corridor

SARA reference: 2405-40473 SRA

Assessment manager: Burdekin Shire Council

Street address: 29285 Bruce Highway, Mcdesme

Real property description: Lot 6 on RP903580; Lot 7 on RP903580

Applicant name: United Petroleum C/- Adams + Sparkes Town Planning

Applicant contact details: PO Box 1000
BUDDINA QLD 4575
admin@astpd.com.au

State-controlled road access permit: This referral included an application for a road access location, under section 62A(2) of *Transport Infrastructure Act 1994*. Below are the details of the decision:

- Approved
- Reference: TMR24-042656
- Date: 16 September 2025

If you are seeking further information on the road access permit, please contact the Department of Transport and Main Roads at: corridor.northern@tmr.qld.gov.au.

Human Rights Act 2019 considerations: A consideration of the *Human Rights Act 2019* sections 15 to 35 has been undertaken as part of this response. It has been determined that this response does not limit human rights.

Representations

An applicant may make representations to a concurrence agency, at any time before the application is decided, about changing a matter in the referral agency response (s.30 Development Assessment Rules). Copies of the relevant provisions are in **Attachment 4**.

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

For further information please contact Bronwyn Bignoux, Principal Planning Officer, on 4747 3907 or via email NQSARA@dsdilgp.qld.gov.au who will be pleased to assist.

Yours sincerely



Carl Porter
A/ Manager Planning

cc United Petroleum, admin@astpd.com.au

enc Attachment 1 - Referral agency conditions
Attachment 2 - Advice to the applicant
Attachment 3 - Reasons for referral agency response
Attachment 4 - Representations about a referral agency response provisions
Attachment 5 - Documents referenced in conditions

Attachment 1—Referral agency conditions

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

No.	Conditions	Condition timing
Material change of use		
10.9.4.2.4.1 – Material change of use of premises near a state transport corridor—The chief executive administering the <i>Planning Act 2016</i> nominates the Director-General of the Department of Transport and Main Roads to be the enforcement authority for the development to which this development approval relates for the administration and enforcement of any matter relating to the following condition(s):		
1.	<p>(a) The development must be carried out generally in accordance with the Proposed Site Plan, prepared by United Petroleum Pty Ltd, dated 25.08.25, reference TP03, revision F, as amended in red by SARA.</p> <p>(b) The Proposed Site Plan as referenced in part (a) of this condition must include the following:</p> <ul style="list-style-type: none"> (i) installation of a centreline and directional line marking at the southern entry/exit on Ayr-Dalberg Road; (ii) removal of the car parking space closest to the northern entry/exit on Ayr-Dalberg Road; (iii) implementation of modifications to the truck canopy and parking bays as per Figure 3.9 of Traffic Impact Assessment prepared by PTT, dated September 2021, reference 21-012, revision A, as amended in red by SARA; (iv) provide all signage clear of pedestrian sight splays as required by <i>Australian Standard AS2890 1/2</i>; and (v) modification or removal of the car parking spaces adjacent to Bruce Highway entry/exit to allow accessibility of the site. 	<p>Prior to the commencement of use and to be maintained at all times</p>
2.	<p>(a) Road access(es) to the Bruce Highway and Ayr-Dalberg Road are located generally in accordance with Proposed Site Plan, prepared by United Petroleum Pty Ltd, dated 25.08.25, reference TP03, revision F, as amended in red by SARA.</p> <p>(b) Provide road access works (at the road access locations referred to in part (a) of this condition) and generally in accordance with Figure 3.2, Figure 3.3, and Figure 3.4 of Traffic Impact Assessment prepared by PTT, dated September 2021, reference 21-012, revision A, as amended in red by SARA.</p> <p>The road access works must include works comprising of:</p> <ul style="list-style-type: none"> (i) a raised median within the existing chevron on the Bruce Highway to restrict unlawful movements; (ii) raised central median between the entry/exit lanes of the Bruce Highway access; and (iii) the raised concrete treatments shown in Figure 3.3 must facilitate minimum lane widths of 6.5m and 5.0m on Ayr-Dalberg Road before and after the driveway crossover 	<p>(a) At all times</p> <p>(b) and (c) Prior to the commencement of use</p>

	<p>respectively.</p> <p>(c) Design and construct the road works, referred to in part (b) of this condition, in accordance with:</p> <ul style="list-style-type: none"> (i) the Department of Transport and Main Roads' <i>Road Planning and Design Manual, 2nd Edition</i>; (ii) the Department of Transport and Main Roads' <i>Policies and Technical Specifications</i>; (iii) the Department of Transport and Main Roads' <i>Standard Drawings Roads</i>; and (iv) relevant local government requirements. 	
3.	<p>Install signage comprising:</p> <ul style="list-style-type: none"> (a) 'No Entry' at the egress to the Bruce Highway (b) 'No Truck Exit' within the raised island facing the truck parking bays <p>All signage is to be provided in accordance with the Department of Transport and Main Roads' Queensland Manual of Uniform Traffic Control Devices.</p>	Prior to the commencement of use and to be maintained at all times
4.	<p>Direct road access is prohibited between the subject site and Ayr-Dalberg Road/Bruce Highway at any other location other than at the Permitted Road Access locations shown in Proposed Site Plan, prepared by United Petroleum Pty Ltd, dated 25.08.25, reference TP03, revision F, as amended in red by SARA.</p>	At all times
5.	<p>The stormwater management of the development must be carried generally in accordance with section 6, 7 and Appendix C of the Stormwater Assessment Report, prepared by ARO Industries, dated 27.10.2021, reference ARO0132, revision 1 and ensure that any works on the land must not:</p> <ul style="list-style-type: none"> (a) create any new discharge points for stormwater runoff onto state-controlled road and railway corridors; (b) concentrate or increase the velocity of flows to state-controlled road and railway corridors; (c) interfere with and/or cause damage to the existing stormwater drainage on state-controlled road and railway corridors; (d) cause surcharge of any existing culvert or drain on the state-controlled road and railway corridors; (e) reduce the quality of stormwater discharge onto the state-controlled road and railway corridors; (f) impede or interfere with any overland flow or hydraulic conveyance from the state-controlled road and railway corridors; and (g) reduce the floodplain immunity of the state-controlled road and railway corridors. 	Prior to the commencement of use and to be maintained at all times
6.	<p>The minimum setback of the new underground Diesel & AD BLU fuel tank from the boundary of the railway corridor must be generally in accordance with the Proposed Site Plan, prepared by United Petroleum Pty Ltd, dated 25.08.25, reference TP03, revision F as amended in red by SARA.</p>	Prior to the commencement of use and to be maintained at all times

Attachment 2—Advice to the applicant

General advice	
1.	Terms and phrases used in this document are defined in the <i>Planning Act 2016</i> , its regulation or the State Development Assessment Provisions (SDAP) (version 3.0). If a word remains undefined it has its ordinary meaning.
2.	<p>Further Development Permits Required</p> <p>Under section 33 of the <i>Transport Infrastructure Act 1994</i>, written approval is required from the Department of Transport and Main Roads to carry out road works that are road access works (including driveways, turning lanes, line marking and road signs) on a state-controlled road. Please contact the Department of Transport and Main Roads at corridor.northern@tmr.qld.gov.au to make an application for road works approval.</p> <p>This approval must be obtained prior to commencing any works on the state-controlled road reserve. The approval process may require the approval of engineering designs of the proposed works, certified by a Registered Professional Engineer of Queensland (RPEQ). The road access works approval process takes time – please contact Transport and Main Roads as soon as possible to ensure that gaining approval does not delay construction.</p>

Attachment 3—Reasons for referral agency response

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

The reasons for the SARA's decision are:

SARA assessed the development against the following code(s) of the State Development Assessment Provisions (SDAP), version 3.0:

- State code 1: Development in a state-controlled road environment.
- State code 2: Development in a railway environment.

The proposed development complies with the assessment benchmarks of State code 1 of SDAP. Specifically, the development:

- does not create a safety hazard for users of state-controlled road
- does not compromise the structural integrity of state-controlled roads, road transport infrastructure or road works
- does not result in a worsening of the physical condition or operating performance of state-controlled roads and the surrounding road network
- does not compromise the state's ability to construct, or significantly increase the cost to construct state-controlled roads and future state-controlled roads
- does not compromise the state's ability to maintain and operate state-controlled roads, or significantly increase the cost to maintain and operate state-controlled roads.

The proposed development complies with the assessment benchmarks of State code 2 of SDAP. Specifically, the development:

- does not result in an increase in the likelihood or frequency of accidents, fatalities or serious injury for users of a railway
- does not adversely impact the structural integrity or physical condition of railways, rail transport infrastructure or other rail infrastructure within a railway corridor
- does not compromise the operating performance of railway corridors
- does not adversely impact the state's ability to plan, construct, maintain, upgrade or operate railway corridors, future railway corridors and associated rail transport infrastructure or other rail infrastructure
- does not significantly increase the cost to the state to plan, construct, maintain, upgrade or operate railway corridors, future railway corridors, rail transport.

Material used in the assessment of the application:

- the development application material and submitted plans
- *Planning Act 2016*
- Planning Regulation 2017
- the SDAP (version 3.0), as published by SARA
- the Development Assessment Rules
- SARA DA Mapping system
- section 58 of the *Human Rights Act 2019*

Attachment 4—Representations about a referral agency response provisions

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Attachment 5—Documents referenced in conditions

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Attachment D – Detailed Assessment

Assessment Summary

Based on the assessment of the development application, Council officers have determined that the proposed development can comply or can be conditioned to comply with the assessment benchmarks relevant to the assessment. Where any alternative solution has been provided, it has been considered acceptable to Council.

Detailed Assessment

The timeframes for assessing and deciding applications is set in the *Planning Act 2016* and *Development Assessment Rules* (s.60 and 61(3)). A day referred to in the timeframe below means a business day as defined by the *Planning Act 2016*.

The assessment timeframes applicable to this application are as follows:

ASSESSMENT TIMEFRAMES			
Application Process		Timeframe	Date
1.0	Application lodged with Council		7 December 2023
1.1	Application deemed properly made		21 February 2024
1.2	Confirmation Notice issued	10 days (from 1.1)	6 March 2024
2.0	Application referred	10 days (from 1.2)	14 March 2024
2.1	Council issued Information Request	10 days (from 1.2)	20 March 2024
2.2	Application Lapsed (missed referral)		8 May 2024
2.3	New Confirmation Notice issued		14 May 2024
2.4	Application referred	10 days (from 2.2)	22 May 2024
2.5	Referral Agency issued Information Request		7 June 2024
2.6	Referral Agency issued Advice Notice		7 June 2024
2.7	Applicant requests extension of Referral Agency Information Request response period		14 August 2024 (extended to 14 November 2024)
2.8	Applicant requests extension of Referral Agency Information Request response period		3 September 2024 (extended to 6 December 2024)
2.9	Applicant requests extension of Referral Agency Information Request response period		6 December 2024 (extended to 14 February 2025)
2.10	Applicant requests extension of Referral Agency		10 February 2025 (extended to 14

ASSESSMENT TIMEFRAMES			
Application Process		Timeframe	Date
	Information Request response period		August 2025)
2.11	Applicant “Stop the Clock” Referral Agency Information Request response period		12 March 2025 (stopped until 17 September 2025)
2.12	Applicant responded to SARA Information Request		18 July 2025
2.13	Applicant Extends Referral Agency Response period		6 August 2025 (extend to 26 August 2025)
2.14	Referral Agency Advice Notice issued		22 August 2025
2.12	Applicant Extends Referral Agency Response period		22 August 2025 (extend to 25 September 2025)
2.13	Response to Referral Agency Advice Notice		25 August 2025
2.14	Referral Agency responded		25 September 2025
3.0	Council issued Information Request	10 days (from 2.2)	14 May 2024
3.1	Applicant extension of Response to Information Request		14 August 2024 (extended to 13 November 2024)
3.2	Applicant extension of Response to Information Request		14 November 2024 (extended to 14 February 2025)
3.3	Applicant extension of Response to Information Request		13 February 2025 (extended to 14 May 2025)
3.4	Applicant extension of Response to Information Request		13 May 2025 (extended to 14 August 2025)
3.5	Applicant responded to Council Information Request		24 July 2025
4.0	Public Notification commences	20 days (from 3.0)	01 August 2025
4.1	Public Notification completed	Min. 15 business days	22 August 2025
4.2	Notice of compliance with Public Notification received	10 days (from 4.1)	23 August 2025
5.0	Decision making period starts	1 day (after last applicable)	26 September 2025
5.1	Decision making period ends	35 days (minus up to 10 days from 3.0)	3 November 2025 (extended by agreement to 28 November 2025)

ASSESSMENT TIMEFRAMES			
Application Process		Timeframe	Date
5.2	Council Meeting		25 November 2025
5.3	Issue Decision Notice	5 days (after decision is made)	30 November 2025

Attachment D – Detailed Assessment

Level of Assessment

The development proposal is assessable under the *Burdekin Shire Planning Scheme December 2022* (the planning scheme) in accordance with Section 43 (1) of the *Planning Act 2016*. The Assessment Manager is the Burdekin Shire Council as determined by Schedule 8 of the *Planning Regulation 2017*. In accordance with the planning scheme, the Material Change of Use application was subject to Impact assessment.

Council, as the Assessment Manager, has undertaken assessment of the application against the planning scheme making the decision pursuant to s.60 of the *Planning Act 2016*, as outlined in s.45 (3) and s.26 to 28 of the *Planning Regulations 2017*.

Assessment against the relevant provisions of the planning scheme has been undertaken:

Development	Zone	Overlays	Assessment Benchmarks
Material Change of Use for Services Station (Redevelopment and Expansion of Existing Service Station)	Centre Zone Code	<ul style="list-style-type: none"> Acid Sulfate Soils Overlay: 5-20m contour Agricultural Overlay: Priority Agricultural Area & Agricultural Land Classification (Classes A and B) Flood Hazard Overlay: Low to medium hazard (River Flood Event and Local Rain Event) Transport Noise Corridor Overlay: State-controlled Road and Railway Regional Infrastructure Overlay: State-controlled Road 	<p>The following assessment benchmarks are applicable in the assessment of the development application:</p> <ul style="list-style-type: none"> Strategic Framework Centre zone code Development works code Flood hazard overlay code Regional Infrastructure overlay code

ASSESSMENT**APPLICABLE ASSESSMENT BENCHMARKS****Part 2 Strategic framework****2.1 Preliminary**

- (1) The strategic framework sets the policy direction for the Planning Scheme and forms the basis for ensuring appropriate development occurs in the Planning Scheme area for the life of the Planning Scheme.
- (2) Mapping for the strategic framework is included in part 2 and schedule 4.
- (3) For the purpose of describing the policy direction for the Planning Scheme, the strategic framework is structured in the following way:
 - (a) the strategic intent
 - (b) the following four themes that collectively represent the policy intent of the Scheme:
 - (i) Liveable communities and infrastructure
 - (ii) Economic growth
 - (iii) Safe and resilient communities
 - (iv) Natural resources, the environment and heritage
 - (c) the strategic outcomes proposed for development in the Planning Scheme area for each theme.
- (4) The strategic framework in its entirety represents the policy intent for the Planning Scheme.

Officers Comment

The proposal involves the redevelopment and expansion of the existing service station on a site located within the Centre zone. The Strategic Framework anticipates commercial and visitor-serving activities in centres where they contribute to the role, function, and economic viability of the town. The development strengthens the centre's service offering by providing improved access to fuel, convenience retail and food and drink services for local residents, freight operators and highway travellers. The intensification of an existing lawful use on developed land represents efficient use of zoned land and supports the Planning Scheme's intent for compact, well-located development rather than dispersing growth into new areas.

Although the site is not serviced by reticulated water or sewerage, the Strategic Framework allows for the consideration of a development where adequate on-site infrastructure can be provided to ensure the activity can operate without adverse environmental or amenity impacts. The proposal intends to incorporate appropriately designed and sized on-site water storage, wastewater management and stormwater treatment systems.

The proposal is consistent with the Strategic Framework objective for economic growth. The Burdekin economy relies on transport, agriculture, industry and the freight network. The enhanced heavy vehicle refuelling facilities directly support supply chain efficiency and regional logistics by providing safe refuelling within a key transport corridor. The redevelopment also considered to contribute to local employment and increased expenditure within the centre, consistent with the planning scheme's intent for vibrant and economically resilient communities.

Amenity impacts on nearby residential areas have been addressed through incorporating appropriate siting, building design and management measures consistent with the Strategic Framework outcomes for providing liveable communities and safe, resilient development. Noise attenuation, lighting controls, landscape screening measures together with clearly defined vehicle movements and on-site parking areas are considered to ensure the use can operate safely and without unreasonable impacts on surrounding residents, including during night-time hours. The capacity of the surrounding road network can service the development, as detailed in the submitted Traffic Impact Assessment, demonstrating that the proposal will maintain safe and efficient transport outcomes.

Overall, the proposal is considered to align with and further the intent of, the Strategic Framework.

APPLICABLE ASSESSMENT BENCHMARK

4.2.1 Centre zone code

4.2.1.1 Application

- (1) This code applies to development where the code is identified as applicable in the categories of assessment and development in part 3.
- (2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3 in part 3.

4.2.1.2 Purpose and overall outcomes

- (1) The purpose of the centre zone is to provide for a variety of uses and activities to service all parts of the local government area, including, for example, administrative, business, community, cultural, entertainment, professional, residential or retail uses or activities.
Editor's note—This purpose statement is required to be used for the zone under the regulated requirements set out in the Planning Regulation 2017.
- (2) The purpose of the code will be achieved through the following overall outcomes:

- (a) land included in the centre zone in Ayr, Home Hill and Brandon accommodates a mix of uses, including commercial, community, government, entertainment and permanent and visitor accommodation activities.
- (b) retail and commercial services in each centre are provided at a level commensurate with the population served by the centre;
- (c) development assists in consolidating the centre zone in each town
- (d) development in the centre zone creates an active main street character along Edwards and Queen Streets in Ayr and Eighth Avenue in Home Hill, through:
 - (i) accommodating retail, café, personal service or other uses generating frequent visitation by pedestrians at street level;
 - (ii) buildings built to the street alignment with awnings over footpaths;
 - (iii) a high proportion of glazed or open building façade at street level;
 - (iv) minimising vehicle access points; and
 - (v) convenient pedestrian connections between blocks using arcades or laneways, where practical;
- (e) on other streets, development prioritises pedestrian movement and safety, address the street and create a consistent building alignment;
- (f) built form is of a height and scale consistent with surrounding development in the centre zone;
- (g) development minimises impacts on the character and amenity of nearby land which is not included in the centre zone.

Officers Comment

The proposal is consistent with the purpose of the Centre Zone, as it expands an existing commercial activity that provides services to the community and travelling public. The development delivers a mix of retail and commercial functions (fuel, food and drink, shop/convenience retail) that are expressly anticipated in the zone and will service the population and visitors at a scale appropriate to the centre. The proposal reinforces and consolidates centre activities by investing in existing and appropriately zoned land.

The proposal achieves the Centre Zone overall outcomes such that the development has been designed to minimise impacts on adjoining non-centre zones to the extent possible. The layout, acoustic treatments, lighting design and landscaping measures proposed are considered to ensure that amenity impacts to/on nearby residential properties are appropriately managed.

The proposed development strengthens the centre's commercial role, activating the street interface and ensuring surrounding land uses are protected. On balance, the proposal is considered to comply with the purpose and overall outcomes of the Centre Zone Code.

Attachment D – Detailed Assessment

4.2.1 Specific benchmarks for assessment

Table 4.2.1.3(a)—Benchmarks for development that is accepted subject to requirements and assessable development

Performance outcomes	Acceptable outcomes	Comments
Building scale and appearance		
PO1 Buildings have a height, scale and alignment consistent with the streetscape character, and create a safe, continuous and comfortable pedestrian environment at the street front.	AO1.1 Buildings are no more than 2 storeys above natural ground level.	Complies. The existing buildings on site do not exceed 1 storey with a maximum height of 5.4m.
	AO1.2 The maximum site cover is 75%	Complies. The combined site cover of all proposed buildings on site is approximately 18.17%.
	AO1.3 Buildings are built to the street alignment and provide an awning over the adjoining footpath.	Complies with PO1 The buildings and structures onsite have a height, scale and alignment consistent with the existing development onsite, as well as the expectations of the community for the streetscape, given its current use and geographic context.
	AO1.4 Car parking is provided to the side or the rear of the building but is not provided between the building and the street.	Complies with PO1. Carparking is proposed to be located between the building and the highway, however this provision is considered consistent with a typical service station design and given there is no change to that existing, is considered to maintain the existing 'streetscape' character.
Car parking and access		
PO2 Development provides sufficient car parking on-site to accommodate the anticipated demand safely and efficiently.	AO2 Vehicle parking on-site and access and manoeuvring areas are in accordance with table 6.2.1.3(e) – Vehicle parking rates and standards.	Complies with AO2. The development is providing the minimum of fifteen (15) car parking spaces on site as required by the Scheme. A Traffic Impact Assessment has been prepared and submitted with the application, with all works

Performance outcomes	Acceptable outcomes	Comments
		and operations to be carried out in accordance with it. A RPEQ is also required to certify the parking, on site manoeuvring areas and accesses.
Lighting nuisance		
PO3 The operation of the activity does not cause undue disturbance to any person or activity because of the light it emits.	AO3 The vertical illumination resulting from direct, reflected or incidental light coming from a site does not exceed 8 lux when measured at any point 1.5m outside of the boundary of the property at any level from ground level up.	Complies with AO3 The development is able to be conditioned to provide lighting in accordance with AO3 of the Code.
Infrastructure provision		
PO4 Premises have an appropriate level of infrastructure for the efficient functioning of the use while not impacting on adjoining land uses or the environment.	AO4.1 Premises are connected to a reticulated water supply.	Complies with PO4 The site is not nor is able to connect to a reticulated water supply. A condition has been included to ensure adequate water supply is available on site for both potable and operational purposes.
	AO4.2 Premises are connected to reticulated sewerage system.	Complies with PO4. The site is not nor is able to connect to a reticulated sewerage system. An onsite effluent report was provided with the application, and conditions have been imposed to ensure compliance, with the applicant required to complete works and undertake operations in accordance with the requirements of the report and the conditions of the EA for the ERA
Uses		
PO5 Retail and commercial services are provided at a	No acceptable outcome is nominated.	Complies with PO5. The scale and intensity of the development is

Performance outcomes	Acceptable outcomes	Comments
level commensurate with the population served by the centre and do not undermine the function of the centre zone in other towns.		<p>commensurate with the population intended to be served by the centre, being locals and the transient population using the Bruce Highway that require convenient refuelling, shop and food and drink outlet goods and services.</p> <p>These activities are not considered to detract from or impact the primary commercial centres of Ayr and Home Hill.</p>
PO6 Development facilitates a range of uses that contributes to the vibrancy of the centre and provides for a compatible mix of activities.	No acceptable outcome is nominated.	Complies with PO6. In this location, the purpose of the premises is to provide essential services and convenience, rather than directly contribute to the creation of a vibrant centre outside of the main townships. The ancillary shop and food and drink outlet are considered compatible with a Service Station use.
Urban design–development fronting Edwards and Queen Streets in Ayr and Eighth Avenue in Home Hill		
PO7 Development maximises pedestrian activity and accessibility by accommodating retail, café, personal service or other uses generating frequent visitation by pedestrians at street level.	No acceptable outcome is nominated.	Not applicable.
PO8 Buildings incorporate extensive shop window glazing or other openings along the frontage.	No acceptable outcome is nominated.	Not applicable.
PO9 Convenient pedestrian connections between blocks using arcades or laneways are created where practical	No acceptable outcome is nominated.	Not applicable.

Performance outcomes	Acceptable outcomes	Comments
PO10 Vehicle access points are minimised, and where possible, consolidated.	No acceptable outcome is nominated.	Not applicable.
Urban design – all parts of the zone		
PO11 Pedestrian entry points are easily identified and directly accessed from the street.	No acceptable outcome is nominated.	Complies with PO11. Pedestrian access to the building is easily identifiable internal car parks and refuelling areas. Legible wayfinding is supported by line-marked and paved pedestrian movement areas within the site. Detailed design will be assessed as part of the subsequent operational works application.
PO12 Development does not create blank, unbroken walls along street frontages.	No acceptable outcome is nominated.	Complies with PO12. The walls of the building are articulated using large window openings, colour, painted images and textured timber-look cladding treatments.
PO13 Building caps and rooftops create an attractive roofscape and screen plant and equipment.	No acceptable outcome is nominated.	Complies with PO13. No mechanical equipment will be located on the rooftop. A condition has been included to ensure screening.
PO14 Car parking, vehicular access and driveways do not detract from or dominate the street frontage.	No acceptable outcome is nominated.	Complies with PO14. The access to/from the site has been assessed and requirements approved/conditioned by SARA (Department of Transport and Main Roads).
PO15 Development is designed to achieve safety for all users having regard to: (a) maximising casual surveillance and sight lines;	No acceptable outcome is nominated.	Complies with PO15. The Service Station will be operational 24 hours per day, 7 days per week. The property will be well lit when operating at night, along with CCTV monitoring and appropriate signage in place. The

Performance outcomes	Acceptable outcomes	Comments
(b) avoiding personal concealment and entrapment locations; (c) exterior building design that promotes safety; (d) adequate lighting; (e) appropriate signage and wayfinding; and (f) clearly defined building entrances. Editor's note—Applicants may find useful guidance in the Queensland Government's Crime Prevention through Environmental Design Guidelines for Queensland.		shop building is provided with ample window glazing to support casual surveillance to/from the site and to/from the internal parking and refuelling areas onsite. Overall the layout of the development is not considered to create areas for personal concealment or entrapment locations.
PO16 Landscaping is incorporated into the development and provides shade for pedestrians, enhances its appearance especially in parking and service areas and screens servicing components.	No acceptable outcome is nominated.	Complies with PO16. Given the nature of the development, ample landscaping is to be provided onsite, particularly along road frontages and boundaries to buffer and screen adjoining land uses from the service station activity. A landscaping plan is to be provided for assessment as part of the application for operational works.
PO17 Landscaping provides for an attractive streetscape.	AO17 A minimum of 3m of dense planting is provided along the road frontage/s of the site, except where buildings are built to the street alignment.	Complies with PO17. A 3-metre-wide front landscape buffer is provided to the road frontages, except where vehicle access is proposed or it conflicts with other infrastructure requirements or visibility/safety requirements. Overall, the onsite landscape areas are expected to provide for an attractive streetscape and assist with the softening of buildings and structures.
Amenity		
PO18 Development does not create significant impacts on the amenity of nearby land in a residential zone as a result of noise, lighting, odour, dust,	No acceptable outcome is nominated.	Complies with PO18. The site adjoins property located in the Low Density Residential Zone. It is, however, noted that this property is used for commercial

Performance outcomes	Acceptable outcomes	Comments
volume of traffic generated, loss of privacy or other cause.		<p>purposes/community use (Marine Rescue Headquarters) rather than residential..</p> <p>The nearest residential dwelling is located on Ayr-Dalbeg Road opposite the Service Station approximately 60.0m to the west.</p> <p>To address and manage amenity impacts, an acoustic report was submitted with the application which demonstrated compliance with the relevant standards for activity within 100.0m of a sensitive receptor. Conditions have also been included requiring the applicant to demonstrate the activity achieves compliance with the relevant standards once operational.</p> <p>A condition requiring an acoustic fence has been imposed along the adjoining property boundary to the extent practical.</p> <p>Additionally, screening landscaping conditions have been imposed to mitigate impacts on the adjoining property.</p> <p>Whilst it is acknowledged that the proposal may have some impact on the amenity of the residential property, the conditions imposed in this approval are considered to manage if not reduce the current impacts on amenity, especially when compared to current operations.</p>
PO19 Development adjoining residential zoned land provides building setbacks which maintain the privacy of nearby dwellings and incorporate suitable screening.	AO19.1 Buildings have a minimum setback of: (a) 3m or half the building height, whichever is greater, to the side boundary; and (b) 6m or half the building height, whichever is greater, to the rear boundary.	Complies with AO19.1. All buildings and structures are setback greater than 3 metres to the side boundary of the site.

Performance outcomes	Acceptable outcomes	Comments
	AO19.2 A screen fence (minimum height of 1.8m and maximum gap of 10mm) is provided along the common site boundaries.	Complies with AO 19.2. The side boundary will be fenced.
	AO19.3 Windows with a direct view into adjoining residential land are provided with fixed screening that is a maximum of 50% transparent to obscure views and maintain privacy for residents.	No applicable.
PO20 Development is designed to minimise overshadowing on adjoining residential zoned land.	AO20 Buildings do not cast a shadow over an adjoining residential lot between the hours of 9am and 3pm on the 22 June.	Complies with AO20. The building is a single storey structure.
PO21 Materials capable of generating air or odour impacts are wholly enclosed.	No acceptable outcome is nominated.	Complies with PO21. All plant equipment and materials capable of generating air or odour impacts are enclosed and a condition has been imposed to ensure compliance.
PO22 No acceptable outcome is nominated. All external areas are sealed, turfed or landscaped	No acceptable outcome is nominated.	Complies with PO22. All external areas will be sealed, turfed or landscaped.
APPLICABLE ASSESSMENT BENCHMARK		
6.2.1 Development works code		
6.2.1.1 Application (1) This code applies to development identified as requiring assessment against the Development works code by the tables of assessment in part 3.		

- (2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.

6.2.1.2 Purpose and overall outcomes

- (1) The purpose of the code is to ensure that development provides services to a standard which is efficient, effective and reflects community expectations, enhances the lifestyle of the community, and minimises impacts on neighbours, the streetscape and the environment.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) the location and design of infrastructure or works minimise impacts on amenity and landscape character;
 - (b) development minimises site disturbance and impacts on the natural environment;
 - (c) adequate infrastructure is provided to meet the demand likely to be generated by the development;
 - (d) the safe, efficient and cost-effective provision and operation of infrastructure networks occurs by ensuring:
 - (i) development is of a scale commensurate with the capacity of the strategic road network and provides access in a manner that protects the safety and efficiency of the network;
 - (ii) development maintains high standards of water quality and the environmental health of waterways;
 - (iii) public health and safety are protected.
 - (e) excavation and/or filling in the rural zone does not adversely impact on Council controlled land including road reserves and infrastructure, overland flow paths, drainage paths, waterways, wetlands, or road and drainage infrastructure.

Officers Comment

A subsequent application for operational works is required, with construction plans and details to be assessed at that time. For the purposes of the application, the proposed redevelopment and expansion of the service station is considered to comply with the purpose and overall outcomes of the Development Works Code, with professional reporting provided with the applicant demonstrating that all site works are/will be designed and constructed to achieve safe, efficient, and environmentally responsible outcomes. Only minor earthworks are required, primarily associated with the replacement of underground fuel storage tanks. A new on-site septic system will be installed to provide adequate wastewater treatment and disposal, and the site will continue to be serviced by onsite water tanks. Conditions have been included to ensure sufficient infrastructure provision and supply.

Stormwater management has been addressed through the ARO Industries Stormwater Management Report, which confirms that the development can achieve the State Planning Policy (SPP) water quality objectives and a “no worsening” outcome for pre-development runoff. Access, parking, and manoeuvring areas have been formalised to improve safety and functionality, with provision consistent with the Planning Scheme and capable of compliance with Australian Standards, all which requires RPEQ certification.

The proposal also includes defined pedestrian pathways, screened refuse areas, compliant containment of liquid waste, and new landscaping that enhances amenity and integrates the site with its surroundings. On this basis, the development is considered to comply with the purpose and overall outcomes of the

Development Works Code for the purposes of the material change of use.

6.2.1.3 Specific benchmarks for assessment

Table 6.2.1.3(a)—Benchmarks for development that is accepted subject to requirements and assessable development

Performance outcomes	Acceptable outcomes	Comments
Earthworks		
PO1 Excavation and filling on land maintain the amenity and utility of adjoining land.	AO1 Excavation and filling is not carried out within 1.5m of any site boundary.	Complies with AO1. Excavation is limited to the fuel wells.
PO2 The carrying out of any excavation or filling does not contaminate any land.	AO2 No contaminated material or potential acid sulfate soil is used as fill.	Complies with AO2. Noting that part of the site is already listed on the EMR.

Table 6.2.1.3(b)—Benchmarks for assessable development only

Performance outcomes	Acceptable outcomes	Comments
Earthworks		
PO3 The carrying out of any excavation does not create any land instability or public safety risk.	AO3 Earthworks and retaining structures are carried out in accordance with: <ul style="list-style-type: none"> (a) Australian Standard 3798:1996- Guidelines on earthworks for commercial and residential development; and (b) Section 3 of Australian Standard 4678:2002- Earth retaining structures. 	Can comply or be conditioned to comply with PO3 – PO7 noting a condition has been included requiring the submission of an application for operational works with a permit to be issued prior to commencement of any construction.

Performance outcomes	Acceptable outcomes	Comments
PO4 Earthworks do not: (a) result in ponding on the site or on nearby land; (b) adversely affect the flow of water through an overland flow path; and (c) result in the loss of safety to users or uses of any other land.	No acceptable outcome is nominated.	
PO5 Earthworks do not result in structures or changes to ground level within a pipeline easement without the consent of the pipeline licence holder. Editor's note—Refer to sections 807-808 of the <i>Petroleum and Gas (Production and Safety) Act 2004</i> .	No acceptable outcome is nominated.	
PO6 Earthworks maintain the visual amenity of surrounding land and do not compromise the privacy of adjoining property.	No acceptable outcome is nominated.	
PO7 The risk of erosion and sedimentation is minimised by: (a) progressive rehabilitation of disturbed areas within the site; (b) avoiding long term stockpiling of soil; (c) diverting drainage paths around disturbed areas; and (d) preventing sediments from leaving the site.	No acceptable outcome is nominated.	

Performance outcomes	Acceptable outcomes	Comments
Excavation and/or filling in the rural zone		
PO8 Excavation and/or filling do not: <ul style="list-style-type: none"> (a) result in ponding on Council controlled land, including road reserves and infrastructure; (b) impede the flow of water through an overland flow path or drainage path on Council controlled land, including road reserves and infrastructure; and (c) alter the location and/or flow rate of water discharge points from the premises adversely impacting on Council road and drainage infrastructure. 	No acceptable outcome nominated.	Not applicable.
PO9 Excavation and/or filling do not result in an increase to the volume or concentration of water: <ul style="list-style-type: none"> (a) in an overland flow path or drainage path on Council controlled land, including road reserves and infrastructure; and (b) waterways and wetlands. 	No acceptable outcome nominated.	Not applicable.
PO10 Excavation and/or filling do not adversely impact on waterways and wetlands.	AO10 Excavation and/or filling do not occur within 15m of the: <ul style="list-style-type: none"> (a) outer bank of a waterway; or (b) outer landward boundary of a wetland. 	Not applicable.
PO11 Excavation and/or filling do not adversely impact on Council road and drainage infrastructure.	AO11 Excavation and/or filling do not: <ul style="list-style-type: none"> (a) occur within 15m of Council road and drainage 	Not applicable.

Performance outcomes	Acceptable outcomes	Comments
	infrastructure; and (b) alter the flow rate or velocity of water at discharge points from the premises to Council road and drainage infrastructure.	
Infrastructure		
PO12 Development in an urban zone (other than the Low-medium density zone) or within the priority infrastructure area is connected to reticulated water, sewerage and stormwater. Note–Urban zone is defined in the Planning Regulation 2017. The priority infrastructure area is identified in the Local Government Infrastructure Plan in schedule 6.	No acceptable outcome is nominated.	Complies with the overall outcomes. The development is located within an urban zone (Centre Zone) and is the redevelopment of an existing lawful use on Lot 6 ,however no reticulated water or sewer infrastructure is available in this locality.
PO13 Development sites are provided with services in a way that is: (a) safe and efficient; (b) maintains the integrity of the external network; (c) does not impose a load on external networks that exceed their capacity; and (d) can be safely, conveniently and cost effectively maintained.	AO13 All infrastructure required to service the development is provided in accordance with Planning scheme policy – S.C5.2 – Development works.	Complies with PO13. The development has the ability to be appropriately serviced with on-site services in a way that meets the requirements of the Performance Outcome.
PO14 Where reticulated water supply is not available, development is provided with a reliable water supply that is sufficient for the demands	No acceptable outcome is nominated.	Complies with PO14. The development is to be serviced by tank water. A condition has been included to ensure an adequate and reliable supply of water for use and

Performance outcomes	Acceptable outcomes	Comments
generated on site.		for consumption is provided.
PO15 Where a reticulated sewerage service is not available, an on-site system of treatment and disposal is established that is sufficient for the level of waste water generated on the site.	No acceptable outcome is nominated.	Complies with PO15. The development will be serviced by an upgraded onsite wastewater treatment and disposal system.
PO16 Where provided on-site, water, waste water and stormwater infrastructure are established in a way that ensures public and environmental health, safety, water quality and amenity are maintained.	AO16.1 In the rural residential zone, premises are provided with an on-site sewerage treatment and disposal system.	Not Applicable.
	AO16.2 Elsewhere, no acceptable outcome is nominated	Complies with AO16.2. The development, and the site will continue to be serviced tank water and on-site wastewater systems, which are conditioned to ensure they are designed to adequately meet demand. The proposal incorporates appropriate stormwater management measures and will be conditioned to achieve required water quality objectives, and to ensure no adverse impacts on environmental values or downstream waterways.
PO17 Premises are connected to an electricity supply approved by the relevant authority.	AO17 The development is connected to electricity infrastructure in accordance with the standards of the relevant regulatory authority.	Complies with AO17. There are existing telecommunication and electricity infrastructure connections onsite. Any internal extension to these services will be carried out as part of the construction phase.
Water management Editor's note—A property management plan or environmental management plan, illustrating how environmental impacts will be minimised, may be required to support the proposed development.		
PO18	No acceptable outcome is nominated.	Conditioned to comply with PO18- 21.

Performance outcomes	Acceptable outcomes	Comments
<p>Development is located, designed, constructed and operated to avoid adverse impacts on environmental values and water quality of groundwater, waterways and surface water storages arising from:</p> <ul style="list-style-type: none"> (a) altered stormwater quality and hydrology; (b) waste water; (c) the creation or expansion of non-tidal artificial waterways; or (d) the release and mobilisation of nutrients and sediments. 		<p>The development has been conditioned to be managed in accordance with the Stormwater Management report prepared by ARO Industries, lodged with the application ().</p>
<p>PO19</p> <p>Development achieves the stormwater management design objectives outlined in tables 6.2.1.3(c) and 6.2.1.3(d).</p> <p>Editor's note—Urban purpose is defined in the <i>Planning Regulation 2017</i>.</p>	No acceptable outcome is nominated.	
<p>PO20</p> <p>Wherever practical, development:</p> <ul style="list-style-type: none"> (a) minimises clearing and earthworks; (b) utilises natural flow paths; and (c) minimises impervious surfaces and maximises opportunities for infiltration, capture and reuse. 	No acceptable outcome is nominated.	
<p>PO21</p> <p>Stormwater drainage is provided that has sufficient capacity to safely remove stormwater run-off, in a way that:</p> <ul style="list-style-type: none"> (a) minimises risk to public safety and property; 	No acceptable outcome is nominated.	

Performance outcomes	Acceptable outcomes	Comments
(b) provides a lawful point of discharge from each lot; (c) minimises ponding; (d) allows for risk associated with potential failures within the system; and (e) allows for practical access for maintenance.		
Acid sulfate soils		
PO22 Within the areas identified as potential acid sulfate soils on overlay map OM1, the generation or release of acid and metal contaminants into the environment from acid sulfate soils is avoided by: (a) not disturbing acid sulfate soils when excavating or otherwise removing soil or sediment, draining or extracting groundwater, excluding tidal water or filling land; or (b) where disturbance of acid sulfate soils cannot be avoided, development: (i) neutralises existing acidity and prevents the generation of acid and metal contaminants; and (ii) prevents the release of surface or groundwater flows containing acid and metal contaminants into the environment. Editor's note—Where works are proposed within the areas identified as potential acid sulfate soils on overlay map OM1 - Acid sulfate soils, the applicant is required to undertake an on-site acid sulfate investigation. The reason for undertaking an acid sulfate soils investigation is to determine	AO22.1 Development does not: (a) involve excavating or removing 100m ³ or more of soil and sediment at or below 5m AHD; or (b) permanently or temporarily drain or extract groundwater or exclude tidal water resulting in the aeration of previously saturated acid sulfate soils; or (c) involve filling with 500m ³ or more with an average depth of 0.5m or greater that results in: (i) actual acid sulfate soils being moved below the water table; or (ii) previously saturated acid sulfate soils being aerated. OR AO22.2 Development manages waters so that: (a) all disturbed acid sulfate soils are adequately treated and/or managed so that they can no longer release acid or heavy metals; (b) the pH of all sites, and any water including	Conditioned to comply with PO22 noting that excavation is limited to the installation of new underground fuel tanks. It is anticipated that the treatment of acid sulfate soils will be further assessed and conditioned in the subsequent Development Approval for Operational Works.

Performance outcomes	Acceptable outcomes	Comments
the presence of acid sulfate soil in order to avoid disturbance. Where acid sulfate soils cannot reasonably be avoided, investigation results assist in the planning of treatment and remedial activities and must be undertaken in accordance with the Queensland Acid Sulfate Soil Technical Manual and relevant State Planning Policy. Applicants should also refer to the Guidelines for Sampling Analysis of Lowland Acid Sulfate Soils in Queensland, Acid Sulfate Soils Laboratory Methods Guidelines or Australian Standard 4969. It is highly recommended that the applicant develop a practical Acid Sulfate Soil Management Plan for use in monitoring and treating acid sulfate soils.	<p>discharges and seepage to groundwater, is maintained between 6.5 and 8.5 (or an agreed pH in line with natural background);</p> <p>(c) waters on the site, including discharges and seepage to groundwater, do not contain elevated levels of soluble metals;</p> <p>(d) there are no visible iron stains, flocs or sums in discharge water;</p> <p>(e) all reasonable preparations and actions are undertaken to ensure that aquatic health is safeguarded; and</p> <p>(f) infrastructure such as buried services, pipes, culverts and bridges are protected from acid attack.</p>	
Traffic and access		
PO23 The development is located on roads appropriate for the nature of traffic generated, having regard to the safety and efficiency of the transport network, and the functions and characteristics of the road hierarchy. Note–The road hierarchy is illustrated in Figure 6.2.1.3 of the Development works code.	No acceptable outcome is nominated.	Complies with PO23 - PO26 The site is situated between State controlled roads (Bruce Highway and Ayr-Dalbeg Road) triggering referral to SARA for assessment by Department of Transport and Main Roads. Conditions of approval from SARA have been imposed as part of their referral agency response .
PO24 Development maintains a safe environment for pedestrians, cyclists and vehicles on the site and external to the site.	No acceptable outcome is nominated.	
PO25	AO25	

Performance outcomes	Acceptable outcomes	Comments
Development has vehicle access and manoeuvring sufficient to accommodate the anticipated traffic demand and servicing requirements safely and efficiently.	Circulation areas, turning areas and driveways comply with Australian Standards AS2890.1 and AS2890.2, as amended from time to time.	
PO26 Development (other than dwelling houses and dual occupancies) are designed to enable vehicles to enter and leave the site in a forward direction	AO26 Circulation areas, turning areas and driveways comply with Australian Standards AS2890.1 and AS2890.2, as amended from time to time.	
PO27 Development provides sufficient parking on-site to accommodate the anticipated demand safely and efficiently.	AO27 Vehicle parking is provided in accordance with table 6.2.1.3(e)–Vehicle parking rates and standards. Where the use is not nominated in table 6.2.1.3(e), no acceptable outcome is nominated.	Conditioned to comply with PO27. Fifteen (15) vehicle parking spaces are required to be provided onsite.
PO28 On-site parking is clearly defined, safe and easily accessible.	AO28 Parking areas comply with Australian Standards AS2890.1 and AS2890.2, as amended from time to time.	Conditioned to comply with AO28.
PO29 Open parking spaces are designed and constructed to facilitate stormwater infiltration on-site.	No acceptable outcome is nominated.	Conditioned to comply with PO29. Stormwater drainage works must be designed and constructed in accordance with the Stormwater Management Report prepared by ARO Industries, as the development must achieve no worsening of pre-development runoff.
PO30 Transport noise impacts are managed by the	No acceptable outcome is nominated.	Complies with PO30.

Performance outcomes	Acceptable outcomes	Comments
siting and design of development so that the need for acoustic screening is minimised.		<p>The acoustic report submitted with the application demonstrates that the development can achieve compliance with the <i>Environmental Protection (Noise) Policy 2019</i> at the nearest sensitive receptors.</p> <p>A RPEQ certified report confirming compliance once operations commence has been conditioned to be submitted.</p>
PO31 Where they are used, acoustic walls are designed to mitigate visual impacts.	No acceptable outcome is nominated.	Conditioned to Comply with PO31. A 2.4 m high acoustic barrier must be constructed along the adjoining property boundary.
PO32 Lighting is provided to ensure pedestrian and vehicle safety.	No acceptable outcome is nominated.	Conditioned to comply with PO32. All outdoor lighting must comply with AS4282-2019 (Control of the Obtrusive Effects of Outdoor Lighting).
Landscaping		
PO33 Landscaping is designed, established and maintained to: <ul style="list-style-type: none"> (a) incorporate existing vegetation, where appropriate; (b) reinforce existing streetscape character; (c) provide effective shade and screening; (d) be sustainable without undue reliance on irrigation; (e) be suitable to the tropical climate. Editor's note—A landscaping plan may be	No acceptable outcome is nominated.	Complies with PO33 and PO34. <p>A 3-metre-wide front landscape buffer is provided to the street frontage (to the extent practical), except where vehicle access is proposed. A 2-metre-wide landscape strip is provided on the common boundary with the adjacent property.</p> <p>Overall, the onsite landscape areas provide for an attractive streetscape and the softening of buildings and structures and be maintained for the life of the</p>

Performance outcomes	Acceptable outcomes	Comments
<p>required which should incorporate:</p> <ul style="list-style-type: none"> • a fully dimensioned site plan describing the existing landscape including the landscape and environmental significance of remnant vegetation; • the location and depth of all existing services; • natural drainage lines; • existing levels and finished levels; • a full schedule of plantings and materials including growing characteristics, quantities of each plant and other materials; and • a drainage and irrigation plan. 		development.
<p>PO34</p> <p>Landscaping:</p> <p>(a) is established using semi-advanced plants in conjunction with shrubs and ground covers;</p> <p>(b) uses native and endemic species where possible; and</p> <p>(c) does not utilise species which are noxious or poisonous or have drop limbs.</p>	No acceptable outcome is nominated.	
Waste and pollutant management		
<p>PO35</p> <p>Development provides on-site facilities for the storage and collection of solid wastes that are secure and avoid potential for nuisance.</p>	No acceptable outcome is nominated.	Conditioned to comply with PO35.
<p>PO36</p> <p>Liquid wastes produced by development are managed and disposed of, so no risk of nuisance</p>	No acceptable outcome is nominated.	Conditioned to comply with PO36.

Performance outcomes	Acceptable outcomes	Comments
or environmental harm is created.		
PO37 Development involving the handling of potential pollutants is designed and operated to ensure spills and on-site surface water are captured and treated prior to release to the environment.	No acceptable outcome is nominated.	Conditioned to comply with PO37.
Fire hydrants in urban areas for buildings accessed by common private title Editor's note—This section will not apply where other legislation applies which mandates requirements for fire hydrants.		
PO38 Development ensures fire hydrants are installed and located to enable fire services to access water safely, effectively and efficiently.	No acceptable outcome is nominated.	Not applicable.
PO39 Road widths and construction within the development are adequate for fire emergency vehicles to gain access to a safe working area close to buildings and near water supplies whether or not on-street parking spaces are occupied.	No acceptable outcome is nominated.	Not applicable.
PO40 Fire hydrants are suitably identified so fire services can locate them at all hours.	No acceptable outcome is nominated.	Not applicable.

ASSESSMENT**APPLICABLE ASSESSMENT BENCHMARKS****5.2.5 Flood hazard overlay code****5.2.5.1 Application**

- (1) This code applies to development where the code is identified as applicable in the categories of assessment and development for the Flood hazard overlay code.
- (2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.

Note—For the purposes of section 13 of the Building Regulation 2006:

- (a) the area covered by the flood overlay maps is the designated flood hazard area;
- (b) the defined flood level is the level described in schedule SC1.2;
- (c) the overlay mapping shows both river flooding (overlay mapping OM7(a)) and local rain event flooding (overlay map OM7(b)). The defined flood event and defined flood level relates to both events. To remove any doubt, the defined flood level is the higher of either flood type under the defined flood event.

5.2.5.2 Purpose and overall outcomes

- (1) The overall outcomes are the purpose of the flood hazard overlay code.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) in an urban zone or rural residential zone, reconfiguration of land does not result in additional lots on land subject to high or extreme flood hazard;

Editor's note—to remove any doubt, this outcome does not apply to the township of Giru for which just one "flood hazard area" category is mapped.

Editor's note—the provisions of the rural zone code identify when reconfiguration may be contemplated in the rural zone. No new lots are intended in the village precinct of the rural zone, which includes settlements also affected by flood hazard.

- (b) elsewhere, reconfiguration is designed to ensure each lot is provided with:
 - (i) a building envelope to accommodate a dwelling house with floor levels above the defined flood level; and
 - (ii) vehicular access from a public road to the building envelope that is free of high or extreme flood hazard;
- (c) in the rural, low density residential, township or emerging community zones, new dual occupancies or more intensive residential uses, or worker or tourist accommodation uses are not established on land subject to medium, high or extreme flood hazard, and any redevelopment

of an existing use does not substantially increase the number of people accommodated or requiring evacuation from the site;

Editor's note—to remove any doubt, this outcome does not apply to the area covered by the Giru flood hazard area or the floodplain assessment area.

- (d) unless necessary to meet a significant community need:
 - (i) new critical or vulnerable uses are not established in a flood hazard area; and
 - (ii) any redevelopment of an existing use does not substantially increase the number of people accommodated or requiring evacuation from the site;

Editor's note—Critical or vulnerable uses are defined in schedule 1.

- (e) development in a flood hazard area otherwise occurs in the way intended in the relevant zone;
- (f) development in a flood hazard area is designed to ensure the safety of people, reduce vulnerability to the hazard and, for critical uses, minimise disruption to services;
- (g) development involving the bulk storage or manufacture of hazardous materials does not increase the risk to public safety or the environment in a flood hazard event;
- (h) development does not worsen the severity of, or exposure to, the hazard on other properties;
- (i) flood flow conveyance paths and flood storage volumes of the floodplain are maintained;
- (j) the cost to the public of measures to mitigate flood risks is minimised;
- (k) development supports effective and efficient disaster management capacity and capabilities.

Officers Comments

The proposed redevelopment and expansion of the service station has been designed to appropriately respond to the site's location within the low and medium hazard areas of the Flood Hazard Overlay for both river flood events and local rain flood events. All new buildings are to be constructed above the defined flood event level and use materials capable of withstanding immersion, ensuring structural integrity in the unlikely event of inundation. The design of the new truck refuelling facilities incorporates measures to prevent the release of hazardous materials during a flood event, minimising risk to people, property, and the environment.

Importantly, the development does not include significant earthworks or building footprints that would alter flood behaviour or exacerbate inundation on adjoining properties. As such, the proposal is not anticipated to increase flood risk onsite or to surrounding areas and has the ability to maintain safe and efficient access during flood events. Overall, the development demonstrates compliance with the Flood Hazard Overlay Code and achieves an appropriate balance between continued use of the site and managing potential flood risks. A site-based stormwater management plan was prepared by ARO Industries

and submitted in support of the Application, which was also assessed by SARA for impacts on the Bruce Highway, with the applicant required to implement all measures and recommendations from the consultant's report

5.2.5.3 Specific benchmarks for assessment

Table 5.2.5.3–Benchmarks for assessable development

Performance outcomes	Acceptable outcomes	Comments
Compatible development		
PO1 Where land is included in an urban or rural residential zone, development does not increase the number of lots within the high or extreme flood hazard area.	AO1 No new lots are created.	Not applicable
PO2 Development involving critical or vulnerable uses is not located within any flood hazard area, unless it involves a minor extension to, or redevelopment of, an existing use.	No acceptable outcome is nominated.	Not applicable
PO3 Dual occupancies and more intensive residential uses do not establish in the rural, low density residential, township or emerging community zones where they fall within the extreme, high or medium hazard areas, unless it involves a minor extension to, or redevelopment of, an existing use.	No acceptable outcome is nominated.	Not applicable
PO4	No acceptable outcome is nominated.	Not applicable

Performance outcomes	Acceptable outcomes	Comments
Development involving worker or tourist accommodation uses do not establish in the rural, low density residential, township or emerging community zones where they fall within the extreme, high or medium hazard areas, unless it involves a minor extension to, or redevelopment of, an existing use.		
PO5 Development involving an existing use mentioned in PO2, PO3 or PO4 does not substantially increase the number of people accommodated or requiring evacuation from the site.	No acceptable outcome is nominated.	Not applicable
PO6 Critical uses are able to function effectively during and immediately after a flood hazard event.	No acceptable outcome is nominated.	Not applicable
PO7 Where components of commercial or industrial uses are located below the level of the defined flood event, stock or facilities: <ul style="list-style-type: none"> (a) are relocatable or readily replaced; (b) are not vital to the safe operation of the use during or after a flood event; and (c) are located or designed to avoid causing a risk to public safety in the event of a flood or impede the flow of flood water. 	No acceptable outcome is nominated.	Not applicable

Performance outcomes	Acceptable outcomes	Comments
Note—To demonstrate compliance with this performance outcome, applicants should prepare a flood response plan.		
PO8 Development either: (a) does not involve the manufacture or storage of hazardous materials within a flood hazard area; or (b) is designed to prevent the release of hazardous materials during a flood event.	No acceptable outcome is nominated.	Complies with PO8. The development has addressed the impacts of fuel storage in the flood hazard overlay area and conditions have been imposed to ensure a spill action plan is in place.
PO9 Premises used for extractive industry, aquaculture, animal keeping or intensive animal husbandry are at low risk of inundation.	AO9 Development occurs on land which is above the defined flood event.	Not applicable
Mitigation of flood hazard		
PO10 Development which occurs in areas subject to a flood hazard ensures new buildings or extensions are designed to remain structurally sound during the defined flood event.	No acceptable outcome is nominated.	Condition to comply with PO10. This will also be a consideration at the Building Permit stage.
PO11 Infrastructure likely to become a public asset is designed to withstand hydrodynamic forces of the defined flood event.	No acceptable outcome is nominated.	Not applicable.
PO12	AO12	Not applicable.

Performance outcomes	Acceptable outcomes	Comments
Development involving the expansion or redevelopment of critical or vulnerable uses ensures new buildings or extensions are provided with a high level of flood immunity.	Floor levels are established at the level of the 0.5% AEP plus a freeboard of 500mm.	
PO13 Development involving the expansion or redevelopment of critical or vulnerable uses ensures effective provision is made for evacuating residents and users, or shelter in place in the event available response times prevent evacuation.	No acceptable outcome is nominated.	Not applicable.
PO14 Any new lots created provide for a building envelope to accommodate a dwelling house with floor levels above the defined flood level.	No acceptable outcome is nominated.	Not applicable.
PO15 Any new lots created provide for vehicular access between a building envelope and a public road free of high or extreme hazard.	No acceptable outcome is nominated.	Not applicable.
PO16 Development does not change inundation characteristics outside the subject site in ways that would: (a) result in loss of flood storage or loss of, or changes to, flow paths; (b) adversely change the depth or behaviour of the hazard; or	No acceptable outcome is nominated.	Conditioned to comply with PO16. Recommended conditions to ensure that the development maintains flood storage and does not adversely change the behaviour of the hazard. This is supported by a Stormwater Management Plan.

Performance outcomes	Acceptable outcomes	Comments
(c) reduce warning times; or (d) increase the duration of the hazard.		
PO17 Any structures or works intended to mitigate the risk or impacts of inundation on a development site are located wholly on private land.	No acceptable outcome is nominated.	Complies with PO17.
PO18 Adequate provision is made for safe evacuation, response and recovery during a flood event.	No acceptable outcome is nominated.	Considered to comply with PO18, as the site has dual road frontage. An appropriate Flood Response Plan (FRP) for both the construction phase and operational phase is to be prepared by a suitability qualified professional, with the minimum finished floor heights of the proposed structures and buildings on-site to achieve appropriate flood immunity in this locality including any freeboard requirements required for a service station and the ancillary food and drink outlet and shop.

5.2.7 Regional infrastructure overlay code

5.2.7.1 Application

- (1) This code applies to development where the code is identified as applicable in the categories of assessment and development for the Regional infrastructure overlay code.
- (2) When using this code, reference should be made to section 3.3.2 and, where applicable, section 3.3.3, in part 3.

5.2.7.2 Purpose and overall outcomes

- (1) The overall outcomes are the purpose of the Regional infrastructure overlay code.
- (2) The purpose of the code will be achieved through the following overall outcomes:
 - (a) regional infrastructure sites and corridors are established in locations anticipated by the relevant zone and are designed and managed to mitigate impacts on sensitive land uses and the natural environment and protect the health and safety of communities;
 - (b) major water supply infrastructure is protected from incompatible development;
 - (c) the safety, efficiency and functionality of regional infrastructure sites and corridors are protected from encroachment of incompatible development;
 - (d) lawfully established regional infrastructure sites and corridors are protected from encroachment by sensitive land uses that would compromise their ability to function safely and effectively.

Note—Renewable Energy Investigation Areas are shown in overlay map OM9; however, related assessment benchmarks are included in the Rural zone code.

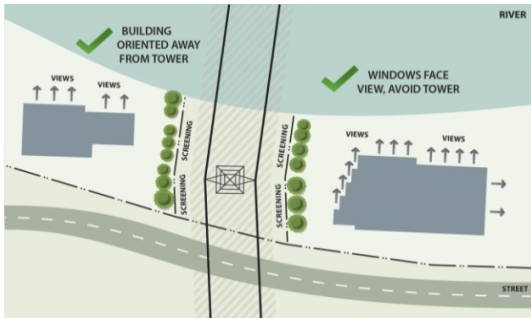
Officers Comment


The development is not considered to adversely affect/ encroach on the regional infrastructure in this location, being the state road corridors of Bruce Highway and Ayr Dalbeg Road. No earthworks or services within electricity easements. Drainage, landscaping and access maintain required clearances and avoid impacts on network safety or functionality.


5.2.7.3 Specific benchmarks for assessment

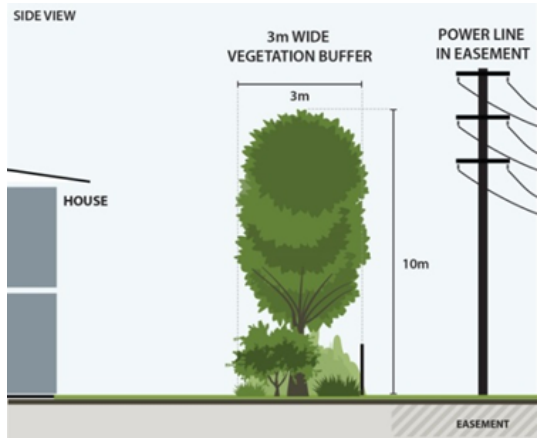
Table 5.2.7.3—Benchmarks for assessable development

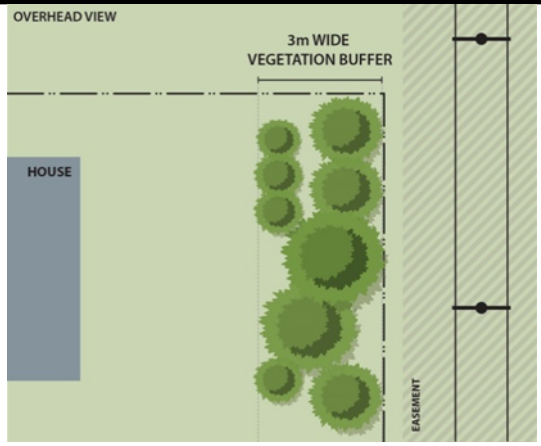
Performance outcomes	Acceptable outcomes	Comments
PO1 Development does not increase risk to community health or safety, or the operation and	No acceptable outcome is nominated.	Complies with PO1.

Performance outcomes	Acceptable outcomes	Comments
reliability of regional infrastructure, including high pressure gas pipelines.		
P02 Development involving a sensitive land use is sufficiently separated from regional infrastructure to: <ul style="list-style-type: none"> (a) avoid safety risks to people and property; (b) minimise nuisance from noise, visual impact or another source; (c) protect the physical integrity and operation of regional infrastructure; and (d) maintain adequate access for any required maintenance or upgrading of the regional infrastructure. 	A02 Sensitive land uses maintain a setback of at least: <ul style="list-style-type: none"> (a) 50m from an electricity transmission (Powerlink operated) substation; (b) 20m from any other substation; (c) 40m from a Powerlink high voltage electricity transmission corridor; (d) 20m from bulk water storage infrastructure. 	Not applicable.
P03 Other than where they are separated from the infrastructure by a road, buildings are oriented to avoid direct overlooking of regional infrastructure.	No acceptable outcome is nominated. Editor's note—The figure below provides an illustration of buildings oriented away from infrastructure. 	Not applicable.
P04	A04 Existing easements are maintained and where none currently exist, new easements are created	Not applicable.

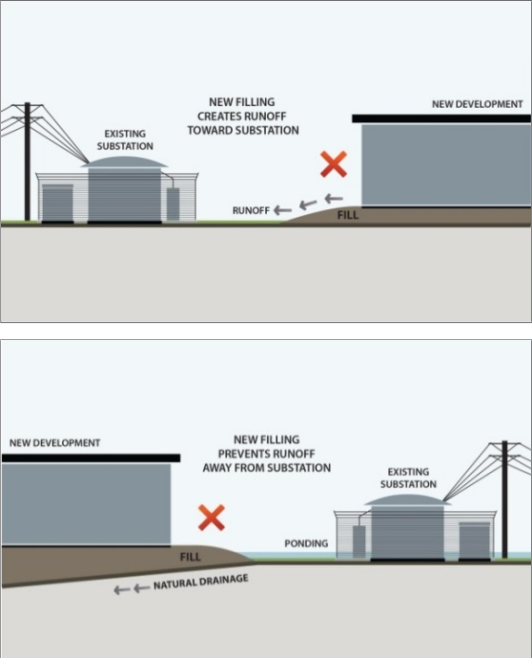
Performance outcomes	Acceptable outcomes	Comments
Regional infrastructure within private land is protected by easements in favour of the service provider.	which are sufficient for the service provider's requirements.	
Major electricity infrastructure (including substations)		
<p>PO5</p> <p>Where major electricity infrastructure is located within public open space, the dimensions and characteristics of the open space area are sufficient to accommodate the electricity easement, in combination with compatible recreational facilities and landscaping, so that:</p> <ul style="list-style-type: none"> (a) it has an open and expansive character, with landscape design that helps break up the linear and vertical dominance of the infrastructure; (b) landscaping is located outside the easement area and screens and softens the appearance of poles, towers or other structures; and (c) recreational facilities and landscaping are compatible with major electricity infrastructure, having regard to safety, height, the conductivity of materials and access to major electricity infrastructure by the electricity provider; and (d) the function of the open space is maintained. 	<p>No acceptable outcome is nominated.</p> <p>Editor's note—The figures below provide an example of a well-integrated transmission corridor.</p> 	Not applicable.

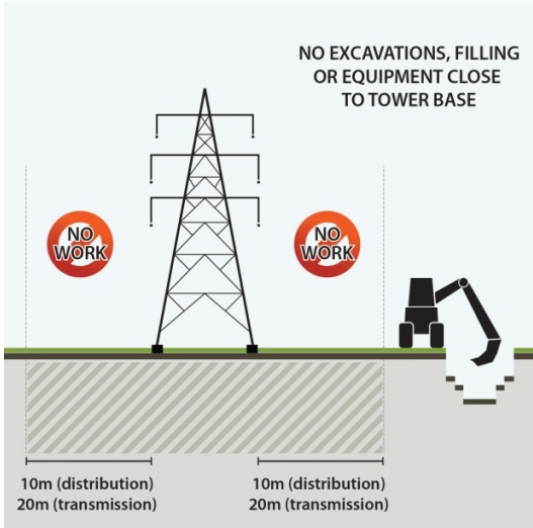
Performance outcomes	Acceptable outcomes	Comments
		
PO6 Where major electricity infrastructure is located in a road: (a) an attractive, functional and safe streetscape is achieved; (b) street furniture, planting and lighting are compatible with major electricity infrastructure, having regard to safety, height and the conductivity of materials; (c) the reserve has sufficient width to accommodate significant landscaping which assists in screening and softening poles, towers or other structures and equipment from nearby sensitive land uses; and (d) convenient access to the infrastructure by the electricity provider is maintained.	AO6 Development maintains the clearances required under schedules 4 and 5 of the <i>Electrical Safety Regulations 2013</i> .	Not applicable.
PO7 Development avoids potential noise nuisance from electricity substations.	AO7	Not applicable.

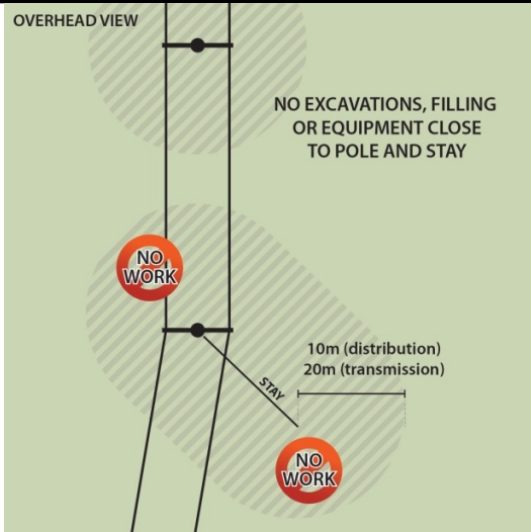
Performance outcomes	Acceptable outcomes	Comments
	Noise emissions do not exceed 5db(A) above background noise level at the facade of a building measured in accordance with AS 1055.	
PO8 There is sufficient space within the site to establish landscaping which minimises the visual impacts of major electricity infrastructure and substations.	AO8 A minimum 3m wide densely planted landscaped buffer is provided along the boundary adjoining the major electricity infrastructure, including provision for advanced trees and shrubs that will grow to a minimum height of 10m. Editor's note—The figures below provide an example but are not drawn to scale. Applicants may find guidance in Powerlink's Screening your home from powerlines: A guide for planting trees and shrubs outside of easements to screen powerlines. Applicants should also note that vegetation will need to maintain statutory clearances (refer to Ergon's Standard for Vegetation Management and Standard for Vegetation Clearance Profile).  <p>The diagram, titled 'SIDE VIEW', illustrates the required landscaping. On the left is a 'HOUSE'. To its right is a '3m WIDE VEGETATION BUFFER' containing a large tree with a height of '10m'. Further right is a 'POWER LINE IN EASEMENT' supported by a pole. The ground area under the power line is labeled 'EASEMENT'.</p>	Not applicable.

Performance outcomes	Acceptable outcomes	Comments
	 <p>OVERHEAD VIEW</p> <p>3m WIDE VEGETATION BUFFER</p> <p>HOUSE</p> <p>EASEMENT</p>	
Reconfiguring a lot		
PO9 Reconfiguring lots does not compromise or adversely impact upon the efficiency, functionality and integrity of regional infrastructure networks.	No acceptable outcome is nominated.	Not applicable.
PO10 Lot reconfiguring integrates regional infrastructure sites and corridors within the overall layout. Layout and design: <ul style="list-style-type: none"> (a) ensures land of sufficient size and suitability is allocated to accommodate the existing and future regional infrastructure networks; (b) minimises the visual impact of regional infrastructure; (c) maintains access to the infrastructure by the infrastructure provider via existing or new easements; and 	No acceptable outcome is nominated.	Not applicable.

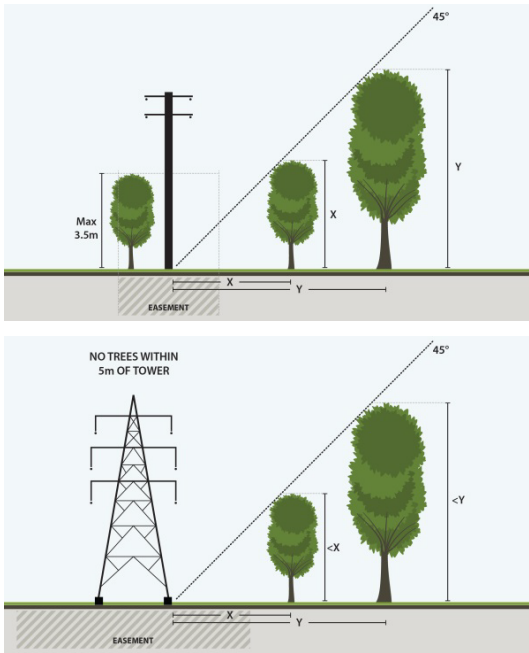
Performance outcomes	Acceptable outcomes	Comments
<p>(d) provides for an interface to surrounding land uses that minimises the potential for nuisance (including noise and odour), health and safety concerns.</p> <p>Editor's note—Applicants should consult with infrastructure providers early in the planning process to determine relevant infrastructure requirements.</p>		
<p>PO11</p> <p>Where reconfiguring involves a major electricity infrastructure corridor, the corridor is incorporated within a useable public open space network wherever possible.</p>	No acceptable outcome is nominated.	Not applicable.
Operational works		
<p>PO12</p> <p>Development within a bulk water storage infrastructure corridor is located, designed and constructed to:</p> <p>(a) protect the integrity of the water supply infrastructure; and</p> <p>(b) maintain adequate access for any required maintenance or upgrading work to the water supply infrastructure.</p>	<p>AO12</p> <p>Development does not involve works within a bulk water storage infrastructure corridor.</p>	Not applicable.
<p>PO13</p> <p>Earthworks do not restrict access to major electricity infrastructure by the electricity providers, using their normal vehicles and equipment.</p>	No acceptable outcome is nominated.	Not applicable.
<p>PO14</p>	<p>No acceptable outcome is nominated.</p> <p>Editor's note—The figures below illustrate the concept.</p>	Not applicable.

Performance outcomes	Acceptable outcomes	Comments
Development does not increase flooding, drainage or erosion conditions that would impact on the regional infrastructure.		
PO15 Development maintains the clearances required under schedules 4 and 5 of the <i>Electrical Safety Regulations 2002</i> .	No acceptable outcome is nominated.	Not applicable.
PO16 Earthworks are undertaken in a way that: (a) ensures stability of the land on or adjoining major electricity infrastructure;	AO16.1 No earthworks are undertaken: (a) for overhead transmission infrastructure, within 20m of a transmission tower, pole or stay; or (b) for overhead distribution infrastructure, within 10m of a tower, pole or stay; or	Not applicable.

Performance outcomes	Acceptable outcomes	Comments
<p>(b) does not otherwise impact on the safety and reliability of major electricity infrastructure; and</p> <p>(c) does not restrict the placement or use of the electricity provider's equipment.</p>	<p>(c) for transmission substations, within 50m of a property boundary shared with the substation; or</p> <p>(d) for any other substation, within 10m of a property boundary shared with the substation.</p> <p>Editor's note—The figures below illustrate the concept.</p> 	

Performance outcomes	Acceptable outcomes	Comments
		
	AO16.2 No earthworks are undertaken, or other loading or displacement of earth caused, within the easement of an underground power line.	
PO17 Other services and infrastructure works (such as stormwater, sewerage, water and the like) do not impact on the safety and reliability of major electricity infrastructure.	AO17.1 Underground services are not located within 20m of a tower, pole, stay or substation boundary.	Not applicable.
	AO17.2 No valve pits occur within: (a) for transmission infrastructure, 60m of a tower, pole or stay; or (b) for distribution infrastructure, 20m of a tower, pole or stay.	Not applicable.

Performance outcomes	Acceptable outcomes	Comments
	AO17.3 Pipelines with cathodic protection systems comply with part 13 of the <i>Electrical Safety Regulation 2013</i> .	Not applicable.
	AO17.4 Underground services traversing an easement cross at right angles to the overhead or underground lines.	Not applicable.
	AO17.5 Trenches for services are backfilled to be compacted in 150mm layers to at least 95% modified dry density compaction ratio.	Not applicable.
	AO17.6 Trenches under construction are not left open overnight.	Not applicable.
PO18 Vegetation does not pose a risk to the physical integrity, safety or reliability of or access to major electricity infrastructure.	AO18.1 Vegetation planted within an easement of an overhead powerline or the area of influence of a powerline has a mature height of no more than 3.5m.	Not applicable.
	AO18.2 Vegetation planted within an underground powerline easement does not have a mature root system greater than 150mm in depth and is not located directly above the powerline.	Not applicable.

Performance outcomes	Acceptable outcomes	Comments
	<p>AO18.3</p> <p>Vegetation adjoining easements complies with the clearance dimensions illustrated in the figures below.</p> 	Not applicable.
	<p>AO18.4</p> <p>Planting complies with (as relevant to the infrastructure concerned):</p> <ul style="list-style-type: none"> (a) Energex's Safe Tree Guidelines; or (b) Ergon's Plant Smart brochures; or (c) Powerlink's Screening Your Home from Powerlines information. 	Not applicable.

Attachment D – Detailed Assessment

Performance outcomes	Acceptable outcomes	Comments
	Editor's note—Further information can be found on the websites of the abovementioned infrastructure providers.	

7.4.1. TECHNICAL SERVICES

DRFA Reconstruction of Essential Public Assets Package 5 - Tender Recommendation

File Reference: 2903

Report Author: Sonya Batchelor, Project Administration Officer DRFA

Authoriser: James Stewart, Director Infrastructure Planning and Environmental Services

Meeting Date: 25 November 2025

Link to Corporate/Operational Plan:

Burdekin Shire Council Corporate Plan 2025-2030

- Prioritise road and drainage network renewals and upgrades to improve safety, connectivity, and flood resilience and to enable economic growth.
- Collaborate with government partners to enhance our regional transport networks.

Executive Summary

Following the 2025 North Tropical Low event of January-February, Council, with the assistance of Lonergan Project Services have completed assessments of the damages to roads and drainage networks throughout the Shire which require restoration.

Through the tendering process, bids were assessed by an evaluation panel and a recommendation for a suitably qualified civil contractor has been developed for consideration by Council.

This report aims to inform Council of the evaluation panels process and provide a recommendation to award a civil construction contractor for the Disaster Recovery Funding Arrangement Reconstruction of Essential Public Assets Package 5.

Recommendation

That Council award the contract for TBSC/25/036 DRFA Reconstruction of Essential Public Assets Package 5 for \$295,455.38 (excluding GST) to Olsen Contracting Pty Ltd.

Background

The 2025 North Tropical Low impacted the Burdekin Shire with flooding causing disruptions and damages to the Shire's Road and drainage network. Council engaged the services of Lonergan Project Services to assist Council Officers with the damage assessments. The extent of damages exceeds what Council employees can complete within the allocated timeframes and assistance to complete the works is required.

Council invited civil contractors to submit a tender to complete formation grading and gravel import for multiple roads in the Shire.

Tender Process and Evaluation

A public tender was open in VendorPanel on 14 October 2025 and closed on 04 November 2025. After a 21-day period, four (4) tenderers submitted a formal bid for the package, that was assessed by Council's project evaluation panel.

The evaluation panel completed an assessment of all four (4) responses based on the evaluation criteria, which was provided in the tender documentation. The primary focus of the assessment was price, previous experience, resources and local content. Council Officers undertook a risk assessment and reference checks to ensure the preferred tenderer met all eligibility criteria.

Council Officers undertook a risk assessment and reference checks on the preferred tenderer to ensure due diligence and make an informed recommendation to Council for awarding the contract.

TBSC/25/0368 DRFA Reconstruction of Essential Public Assets Package 5.

The contractor of Package 5 will be responsible for the restoration of roads detailed in the table below (Yellow) with Council's internal resources delivering the remainder of the roads (Green) in Package 5.

Contractor Delivery Package 5	
BrdSC.0099 Roads	Length of treatment
Corica Rd	3939
Day Rd	541
Hope Rd	536
Lochinvar Rd	6795

Council Delivery			
BrdSC.0099 Roads	Length of treatment	BrdSC.0099 Roads	Length of treatment
Barratt Rd	3222	Pyott Rd	1148
Bowie Rd	680	Railway St	159
Butler Rd	2345	Ripley Rd	1716
Castelanelli Rd	1360	Robertson Rd	668
Chippendale Rd	423	Robins Rd	666
Cole Rd	695	Rose Rd	1376
Conlan St	484	Schrank Rd	1043
Craig St	574	Shemlowski Rd	559
Fabrellas Rd	346	SS Yongala Dr	1010
Ferguson Rd	233	Stan Hughes Rd	519
Good Rd	477	Tapiolas Rd	814
Kelly St	107	Thompson Rd	1079
Labatt Rd	749	Tomlins Rd	2402
Lazzarin Rd	705	Totorica Rd	1369
Menso Rd	968	Urquhart Rd	989
Milanese Rd	1941	Viero Rd	508
Old Home Hill Rd	198	Webber Rd	2094
Old Wharf Rd	4720	Wickham St	90
Peggy Bog Rd	3051	Woods St	179
Plantation Park			
Unnamed road 3	97		

Project	TBSC/25/036 DRFA REPA Package 5				
Date	10/11/2025				
Tenderer Name		Ld & Lj Hillery Pty Limited	Olsen Contracting Pty Ltd	Shamrock Civil Engineering Pty Ltd	Stratos Civil Pty Ltd
		A	B	C	D
Selection Criteria	Weighting (%)				
1 - 10 Scoring					
Quoted Price					
Price	50%		\$ 295,455.38		
Normal Score (refer Submission Register tab)		4.33	10.00	0.00	5.33
Weighted Score		2.17	5.00	0.00	2.67
Demonstrated Experience	25%				
Normal Score		8.33	8.00	8.33	7.33
Weighted Score		2.08	2.00	2.08	1.83
Resources	15%				
Normal Score		8.67	8.67	6.67	7.00
Weighted Score		1.30	1.30	1.00	1.05
Local Content (Max 15%)	10%				
Normal Score		8.00	10.00	6.33	0.90
Weighted Score		0.80	1.00	0.63	0.09
Quoted Price.		\$ -	\$ 295,455.38	\$ -	\$ -
Total Weighted Score.		6.35	9.30	3.72	5.64

Consultation

Workshop with Council on 18 November 2025.

Two (2) Council Officers and one (1) external consultant evaluated and scored the tender independently.

Budget & Resource Implications

2025 DRFA REPA submissions BrdSC.0099.2425L.REC.

Legal Authority & Implications

Not Applicable.

Policy Implications

Procurement has been undertaken in accordance with the Burdekin Shire Council Procurement Policy and the *Local Government Regulation 2012*.

Risk Implications (Strategic, Operational, Project Risks)

Risk has been reduced through the 21-day tender period and thorough assessment of all responses by the evaluation panel.

Attachments

None

11.1. COUNCILLOR REPORTS
Councillor Reports - October 2025
Recommendation

That Council notes the October 2025 monthly reports.

Attachments

1. Mayor - October 2025
2. Councillor Hall - October 2025
3. Councillor Vasta - October 2025

Mayor's

MONTHLY REPORT



Mayor Pierina Dalle Cort

Councillor Report for the month of October 2025.

** This report does not include meetings with the Council staff, community members & general daily duties.

Date	Description
13 Oct	North Queensland Regional Roads Meeting
14 Oct	First Ordinary Council Meeting
	Giru Progress Association – On Site Inspection in Giru Meeting
15 Oct	2025-26 Higher Risk Weather Season – Local Government Sector Briefing
	Home Hill Chamber of Commerce Meeting
16 Oct	CQ University Meeting
	QIC CopperString Review
17 Oct	Burdekin Local Disaster Management Meeting
	Local Disaster Management – Support for Queensland SES 50 th Anniversary
19-23 Oct	Local Government Association Annual Conference
23 Oct	Ayr State High School Awards Night
24 Oct	Country University Centre Burdekin Management Committee Meeting
25 Oct	Launch of Marine Rescue Queensland Burdekin
	Life Publishing Annual Fundraising Event
26 Oct	QPS Chief Inspector Roger Whyte Retirement Function
27 Oct	Burdekin Shire River Improvement Trust General Meeting
28 Oct	Second Ordinary Council Meeting
29 Oct	Regional Development Australia Townsville and North West Queensland Meeting and Annual General Meeting
30 Oct	2025 Seniors Expo
	Telephone call with Australian Army 3 rd Brigade Brigadier McLennan

Councillor

MONTHLY REPORT



Councillor Amanda Hall

Councillor Report for the month of October 2025.

Date	Description
Sat 4 October	Onsite Meeting with Ratepayer – Menso Road
Sun 5 October	Brandon Bowls Club 70 th Anniversary
Tues 14 October	First Ordinary Council Meeting
Tues 14 October	Onsite Inspection – Giru
Wed 15 October	Lower Burdekin Water Board Meeting
Wed 15 October	25-26 Higher Risk Weather Season – Local Government Sector Briefing
Wed 15 October	Home Hill Chamber of Commerce Meeting
Fri 17 October	Burdekin Local Disaster Management Meeting
Mon 27 October	Councillor Column
Tue 28 October	Second Ordinary Council Meeting
Wed 29 October	Sweet FM Radio

Councillor

MONTHLY REPORT



Councillor Fina Vasta

Councillor Report for the month of October 2025.

Date	Description
9.10.25	Domestic and Family Violence Prevention Training for Councils – Townsville
10.10.25	Financial Practice Training – Townsville
11.10.25	Health and Well Being Expo – Burdekin Theatre
13.10.25	Burdekin Shire Youth Council Meeting – Council Chambers
13.10.25	Burdekin Neighbourhood Centre Meeting
14.10.25	First Ordinary Council Meeting – Council Chambers
15.10.25	Home Hill Chamber Meeting
15.10.25	Weather Briefing – Council Chambers
19.10.25	Australian Local Government Women's Association (ALGWA) Meeting – Brisbane
20.10.25 to 23.10.25	LGAQ Conference – Gold Coast
23.10.25	Breakfast Meeting Music Trails – Gold Coast
27.10.25	Community Grants Panel Meeting – Council Chambers
28.10.25	Second Ordinary Council Meeting – Council Chambers
28.10.25	Burdekin Community Association Meeting
29.10.25	Burdekin Neighbourhood Centre Annual General Meeting
30.10.25	Seniors Luncheon – Burdekin Memorial Hall