



WEIPA
TOWN AUTHORITY

WTA Members General Meeting

AGENDA

Held at the Council Chambers, WTA Office
On Wednesday 29 January 2025
at 9 am

AGENDA

| | |
|--|----|
| AGENDA..... | i |
| Appendix..... | ii |
| Attendance..... | 1 |
| Present and History | 1 |
| Not Present..... | 1 |
| Open Meeting | 2 |
| 1. Minutes | 2 |
| 1.1. General Meeting – December..... | 2 |
| 2. Items for consideration..... | 2 |
| 2.1. Bereavement and condolences..... | 2 |
| 2.2. Conflict of interest | 3 |
| 2.3. Travel Applications | 3 |
| 2.4. Acknowledgement of Absence Applications | 3 |
| 2.5. Community Engagement..... | 3 |
| 3. Questions..... | 3 |
| 3.1. Public attendance..... | 3 |
| 3.2. Member questions..... | 3 |
| 3.3. Answers to previous questions | 3 |
| 4. Correspondences..... | 4 |
| 4.1. Correspondence..... | 4 |
| 4.2. Petitions and joint letters | 4 |
| 4.3. Deputations and delegations..... | 4 |
| 5. Chair Report | 4 |
| 6. WTA Reports | 4 |
| 6.1. Superintendent..... | 4 |
| 6.2. Other | 4 |
| 7. Notice of Motions | 4 |
| 7.1. Corporate Services | 4 |
| 7.2. Planning and Works | 7 |
| 7.3. Community Services | 8 |
| 7.4. Sports and Recreation | 8 |
| 7.5. Other | 8 |
| 8. Urgent Matters | 10 |
| 8.1. Motions..... | 10 |
| 8.2. Notices | 10 |
| 9. Continuation of items | 10 |
| 9.1. Adjourned items | 10 |
| 9.2. Debates | 10 |
| 10. Confidential Matters | 10 |
| 11. Meeting Schedule and Training | 10 |
| 11.1. Training and Conferences | 10 |
| 11.2. Workshops | 10 |
| 11.3. General Meetings..... | 10 |
| 11.4. Date Claimer | 11 |

| | |
|--------------------|----|
| Meeting Close..... | 11 |
| Endorsement | 11 |

APPENDIX

| | |
|--|--|
| Appendix 1 – General Meeting Minutes – December 2024 | |
| Appendix 2 – Correspondence | |
| Appendix 3 – Monthly Financial Report – December 2024 | |
| Appendix 4 – Operational Plan Quarter 2 Report | |
| Appendix 5 – End of Financial Year Statements and Audit Report | |
| 5.1 – Financial Statements for the year ending 30 June 2024 | |
| 5.2 – Annual Audit Completion Report 2024 | |
| 5.2 – Audit Representation Letter | |
| Appendix 6 – Facility Hire Discount Application – Cape York Aquatics | |
| Appendix 7 – Development Application | |
| 7.1 – Development Application Decision Report | |
| 7.2 – Attachment A - Proposed Plans of development | |
| 7.3 – Attachment B – Infrastructure Charges Calculations | |
| Appendix 8 – Letter of Appointment for Appointed Rio Tinto Representative WTA Member | |

GENERAL MEETING Agenda

Wednesday 29 January 2025

ATTENDANCE

Present and History

- Members

...

- History

| Attendance 2024 | March | | April | | | May | | June | | | July | | August | | September | | | October | | November | | December | | | |
|----------------------|-------|------|-------|-----|------|------|------|------|------|------|------|------|--------|------|-----------|------|-----|---------|------|----------|-----|----------|------|------|----|
| | 27th | 17th | 24th | 8th | 22nd | 12th | 19th | 10th | 24th | 14th | 21st | 11th | 9th | 23rd | 27th | 11th | 9th | 23rd | 27th | 11th | 9th | 23rd | 27th | 11th | |
| | W | M | W | M | W | M | W | M | W | M | W | M | W | M | W | M | W | M | W | M | W | M | W | M | |
| Jaime Gane | X | P | P | P | P | P | P | P | P | P | P | P | P | X | P | P | P | X | P | X | P | X | P | X | P |
| Geoff Robins | X | P | P | P | P | P | P | P | P | P | P | P | X | L | P | P | P | X | P | X | P | X | P | X | Ap |
| Trent Gordon | X | P | P | A | P | P | P | P | P | P | P | P | X | P | P | P | P | X | P | X | P | X | P | X | P |
| Lisa Scharf | X | P | P | P | P | P | P | P | P | P | P | L | P | X | P | P | P | X | P | X | P | X | P | X | P |
| Jacqueline Malacoola | X | P | P | P | P | A | P | A | P | A | A | P | X | A | A | A | A | X | P | X | P | X | P | X | A |
| Tim Ryan | X | P | P | P | P | P | P | P | P | P | P | A | P | X | P | P | Ap | X | Ap | X | P | X | P | X | P |
| Aaron Schleich | X | P | P | P | P | P | P | P | P | P | P | P | X | P | P | Ap | X | P | X | P | X | P | X | P | X |
| Nick Preece | | | | | | | | | | | | | | | | | | | | | | | | | A |

- Guests

Teresa Schmidt – Reel Planning – Town Planning Consultants

- WTA Staff

...

Not Present

- Absent

...

- Apology

...

- Approved absence

NIL

OPEN MEETING

The General Meeting opened at ... am.

Traditional Owners Acknowledgment

We begin today by acknowledging the Alngith people, Traditional Custodians of the land on which we meet today and pay our respects to Elders both past and present. We thank the First Australians for generations of careful custodianship of the land on which we live, work and play.

1. MINUTES

1.1. General Meeting – December

Moved:
Seconded:

The minutes from the General Meeting on 11 December 2024 are attached as Appendix 1.

Recommendation

It is recommended the WTA Members adopt the minutes of the General Meeting on 11 December 2024 as a true and accurate record.

Resolution #

Affirmative:

Negative:

The WTA Members adopt the minutes of the General Meeting on 11 December 2024 as a true and accurate record.

CARRIED / DENIED / DEFERRED / INVALID

2. ITEMS FOR CONSIDERATION

2.1. Bereavement and condolences

A minute of silence may be observed out of respect for community members who have recently passed away.

A moment of silence to be held the passing of 2 members of surrounding communities.

2.2. Conflict of interest

WTA Members are asked to consider any Material Personal Interest (MPI) or Conflict of Interest (COI) issues that may arise due to items listed on the agenda.

TBD

2.3. Travel Applications

WTA Members are asked to consider any travel plans so that all travel and reimbursements can be pre-approved by WTA (POL-014 Member Expenses Reimbursement Policy).

NIL

2.4. Acknowledgement of Absence Applications

WTA Members are required to have all absences pre-approved by WTA resolution (POL-010 Member Remuneration Policy).

NIL

2.5. Community Engagement

WTA Members are asked to consider what community engagement activities are needed or what has occurred.

i) Australia Day Dinner

...

ii) Board Induction

...

3. QUESTIONS

3.1. Public attendance

i) NIL

3.2. Member questions

i) NIL

3.3. Answers to previous questions

i) NIL

4. CORRESPONDENCES

4.1. Correspondence

i) IN – Queensland Greats Awards - READ

A letter from the Queensland Premier regarding the announcement of the Queensland Greats Awards nominations is attached as Appendix 2.

4.2. Petitions and joint letters

i) NIL

4.3. Deputations and delegations

i) NIL

5. CHAIR REPORT

Jaime Gane to present the Chair's report.

6. WTA REPORTS

6.1. Superintendent

i) Superintendent's Report

Tobias Rissman to present the Superintendent's Report.

6.2. Other

i) Town Improvement Projects – Community Tree Planting update

Mathew Turnbull to present Evolution's Report on community planting project. WTA has partnered with Evolution Mining and Civil, the town grounds maintenance provider, on town improvement projects – one of which is a community tree planting. A tree planting strategy is part of the Operational Plan 2024/25.

7. NOTICE OF MOTIONS

7.1. Corporate Services

i) Monthly Financial Report – December

| | |
|------------------|--|
| Moved: | |
| Seconded: | |

Tobias Rissman to present the December WTA Financial Report. See Appendix 3.

Recommendation

It is recommended the WTA Members accept the monthly financial report for December 2024.

Resolution #

Affirmative:

Negative:

The WTA Members accept the monthly financial report for December 2024.

CARRIED / DENIED / DEFERRED / INVALID

ii) Operational Plan 2024/25 – Quarter 2 Report

Moved:

Seconded:

Tobias Rissman to present the Quarter 2 update for the Operational Plan 2024/25.

See Appendix 4 for the Operational Plan 2024/25 Quarter 2 update.

Recommendation

It is recommended the WTA Members accept the WTA Operational Plan 2024-25 Quarter 2 Report.

Resolution #

Affirmative:

Negative:

The WTA Members accept the WTA Operational Plan 2024-25 Quarter 2 Report.

CARRIED / DENIED / DEFERRED / INVALID

iii) End of Financial Year Statements 2023/24 and Auditor's Opinion

Moved:

Seconded:

Nicky Perriman to present the End of Financial Year Statements for 2023/24 and the External Auditor's Opinion Report for year ending 30 June 2024.

See Appendix 5 for the End of Financial Year Statements 2023/24, Audit Report and Audit representation letter.

Recommendation

It is recommended the WTA Members accept the End of Financial Year Statements 2023/24, and the Audit Findings outlined in the Auditor’s Annual Completion Report as of 30 June 2024.

Resolution #

Affirmative:

Negative:

The WTA Members accept the End of Financial Year Statements 2023/24, and the Audit Findings outlined in the Auditor’s Annual Completion Report as of 30 June 2024.

CARRIED / DENIED / DEFERRED / INVALID

iv) Facility Hire Discount Application – Cape York Aquatics

Moved:
Seconded:

WTA offers community groups a 50% discount on facility hires under the Waiver and Discounts of Fees and Charges policy.

In December, the WTA Members considered the application by Cape York Aquatics but were of the belief there was insufficient information to demonstrate the entity does not make a profit and a facility hire discount would cause lesson costs to reduce. More information has been received.

See Appendix 6 for the Facility Hire Discount Application form from Cape York Aquatics.

Recommendation

It is recommended the WTA Members approve the 50% discount on fees and charges for the facility hire to Cape York Aquatics in accordance with the policy (POL-003).

Resolution #

Affirmative:

Negative:

The WTA Members approve the 50% discount on fees and charges for the facility hire to Cape York Aquatics in accordance with the policy (POL-003).

CARRIED / DENIED / DEFERRED / INVALID

7.2. Planning and Works

i) Development Application – Material Change of Use for Service Industry

Moved:
Seconded:

A Development Application has been received for a Material Change of Use for Service Industry at 7 Toots Holzheimer Road for a new building to accommodate the storage and maintenance of environmental monitoring equipment, associated offices and training rooms on a vacant industrial zoned lot. Reel Planning has developed a decision report.

See Appendix 7 for the Development Application Decision Report, Proposed Plants and Infrastructure Charges Calculations.

Recommendation

It is recommended the WTA Members approve:

- 1. the development application for a Development Permit for a Material Change of Use for a Service Industry to be located on land at 7 Toots Holzheimer Road, Evans Landing, formally described as Lot 663 on MP37848, subject to the conditions described in the decision report; and*
- 2. for an Infrastructure Charges Notice for the amount of \$40,404.00 in relation to the development application for a Development Permit for Material Change of Use for Service Industry on land located at 7 Toots Holzheimer Road, Evans Landing, formally described as Lot 663 on MP37848 be issued.*

Resolution #

Affirmative:

Negative:

The WTA Members approve:

1. the development application for a Development Permit for a Material Change of Use for a Service Industry to be located on land at 7 Toots Holzheimer Road, Evans Landing, formally described as Lot 663 on MP37848, subject to the conditions described in the decision report; and
2. for an Infrastructure Charges Notice for the amount of \$40,404.00 in relation to the development application for a Development Permit for Material Change of Use for Service Industry on land located at 7 Toots Holzheimer Road, Evans Landing, formally described as Lot 663 on MP37848 be issued.

CARRIED / DENIED / DEFERRED / INVALID

7.3. Community Services

ii) Cape York Collection

Moved:
Seconded:

In November 2024, Goeff Warton – Historian and curator of the Cape York Collection – presented to the WTA Members about the Cape York Collection, indicating the history, current capacity and future of the collection.

Recommendation

It is recommended the WTA Members note the current status and forward strategy of the Cape York Collection, as presented on the 27th of November 2024. The WTA Members support the ongoing curatorial and digitisation work for the Cape York Collection.

Resolution #

Affirmative:

Negative:

The WTA Members note the current status and forward strategy of the Cape York Collection, as presented on the 27th of November 2024. The WTA Members support the ongoing curatorial and digitisation work for the Cape York Collection.

CARRIED / DENIED / DEFERRED / INVALID

7.4. Sports and Recreation

NIL

7.5. Other

i) Appointment of Rio Tinto Representative WTA Member – Nick Preece

Moved:
Seconded:

Rio Tinto appointed Nicholas Preece, Manager - Communities and Social Performance, as the Appointed Rio Tinto Representative WTA Member, effective from 1 December 2024. Nick Preece is taking the position of Aaron Schleich – who is on 13 months leave with Rio Tinto.

See Appendix 8 for the letter from Steve Dunstone appointing Nicky Preece as an Appointed Rio Tinto Representative WTA Member.

Recommendation

It is recommended the WTA Members note the appointment of Nick Preece as an Appointed Rio Tinto Representative WTA Member.

Resolution #

Affirmative:

Negative:

The WTA Members note the appointment of Nick Preece as an Appointed Rio Tinto Representative WTA Member.

CARRIED / DENIED / DEFERRED / INVALID

ii) Member meeting date change – February workshop

Moved:

Seconded:

There is a clash with the February Workshop dates with another event. The February Workshop was suggested to be moved to the 19th of January to accommodate this clash of events.

There is a clash with the February General Meeting on the 19th of February with the RDA meetings. Do the Members have appetite to move the General Meeting to the 19th of February.

Recommendation

It is recommended the WTA Members support the movement of the February Workshop from the 12th of February to the 19th of February 2025.

Resolution #

Affirmative:

Negative:

The WTA Members support the movement of the February Workshop from the 12th of February to the 19th of February 2025.

CARRIED / DENIED / DEFERRED / INVALID

8. URGENT MATTERS

8.1. Motions

- i) NIL
-

8.2. Notices

- i) NIL
-

9. CONTINUATION OF ITEMS

9.1. Adjourned items

- i) NIL
-

9.2. Debates

- i) NIL
-

10. CONFIDENTIAL MATTERS

- i) NIL
-

11. MEETING SCHEDULE AND TRAINING

11.1. Training and Conferences

- Historical Signage Photos – 29 January 2025 - 12:30 pm (after General Meeting)
- Board Induction – 27 February 2025

11.2. Workshops

- 19 February 2025 – 10:30 am – pending confirmation
- 12 March 2025 – 10:30 am
- 23 April 2025 – After General Meeting
- 14 May 2025 – 9:00 am
- 11 June 2025 – 9:00 am
- 16 July 2025 – 9:00 am
- 13 August 2025 – 9:00 am
- 17 September 2025 – After General Meeting
- 8 October 2025 – 9:00 am
- 12 November 2025 – 10:30 am
- 10 December 2025 – After General Meeting

11.3. General Meetings

- 26 February 2025 – 9:00 am
- 26 March 2025 – 9:00 am

- 23 April 2025 – 9:00 am
- 28 May 2025 – 9:00 am
- 25 June 2025 – 9:00 am
- 30 July 2025 – 9:00 am
- 27 August 2025 – 9:00 am
- 17 September 2025 – 9:00 am
- 22 October 2025 – 9:00 am
- 26 November 2025 – 9:00 am
- 10 December 2025 – 10:30 am

11.4. Date Claimer

- Australia Day/Citizenship Ceremony Dinner – 22nd January 2025 - 5:30 pm
- Easter Market Community Showcase Event – 29th March 2025
- Sunset Markets – 10th May 2025
- Western Cape College Careers Expo Event – 5th June 2025
- Sunset Markets – 2nd August 2025
- Sunset Markets – 6th September 2025
- Western Cape GET READY Disaster Expo – 11th October 2025
- WTA Community Christmas Markets – 29th November 2025
- WTA Community Christmas Tree Lighting – 1st December 2025
- WTA Christmas Lights Competition – TBC

MEETING CLOSE

The General Meeting closed at ... am.

ENDORSEMENT

These Minutes were confirmed this ...day no... day of ...month... ..year....

The Members listed as present in these Minutes are considered eligible for the Meeting Fee.

Chair

Superintendent Weipa Township



WEIPA
TOWN AUTHORITY

WTA Members General Meeting

DRAFT MINUTES

Held at the Council Chambers, WTA Office
On Wednesday 11 December 2024
at 9 am

GENERAL MEETING

Draft Minutes

Wednesday 11 December 2024

ATTENDANCE

Present and History

- Members**

Jaime Gaine

Trent Gordon

Tim Ryan

Lisa Scharf – dialled in via teams

- History**

| | March | | April | | May | | June | | July | | August | | September | | October | | November | | December | |
|----------------------|-------|------|-------|-----|------|------|------|------|------|------|--------|------|-----------|------|---------|------|----------|---|----------|--|
| | 27th | 17th | 24th | 8th | 22nd | 12th | 19th | 10th | 24th | 14th | 21st | 11th | 9th | 23rd | 27th | 11th | | | | |
| Jaime Gaine | X | P | P | P | P | P | P | P | P | P | P | X | P | P | P | X | P | X | | |
| Geoff Robins | X | P | P | P | P | P | P | P | P | P | P | X | L | P | P | X | P | X | | |
| Trent Gordon | X | P | P | A | P | P | P | P | P | P | P | X | P | P | P | X | P | X | | |
| Lisa Scharf | X | P | P | P | P | P | P | P | P | L | P | X | P | P | P | X | P | X | | |
| Jacqueline Malacoola | X | P | P | P | A | P | A | P | A | A | P | X | A | A | A | X | P | X | | |
| Tim Ryan | X | P | P | P | P | P | P | P | P | P | A | X | P | P | Ap | X | Ap | X | | |
| Aaron Schleich | X | P | P | P | P | P | P | P | P | P | P | X | P | P | Ap | | | | | |
| Nick Preece | | | | | | | | | | | | | | | | | | | | |

- Guests**

NIL

- WTA Staff**

Tobias Rissman – Superintendent Weipa Township

Renee Williams – Supervisor Communities

Amanda O’Day – Acting Supervisor Corporate Services

Jolene Ravula – Accountant and Rates Officer

Kai-ishya Thompson – Governance Officer

Not Present

- Absent**

Nick Preece

Jackie

Malacoola

- Apology**

Geoff Robins

- Leave**

NIL

OPEN MEETING

The General Meeting opened at 10:30 am.

Traditional Owners Acknowledgment

We begin today by acknowledging the Alngith people, Traditional Custodians of the land on which we meet today and pay our respects to Elders both past and present. We thank the First Australians for generations of careful custodianship of the land on which we live, work and play.

1. MINUTES

1.1. General Meeting – November

| | |
|------------------|--------------|
| Moved: | Trent Gordon |
| Seconded: | Lisa Scharf |

The minutes from the General Meeting on 27 November 2024 were attached as Appendix 1.

Resolution

Affirmative: 4

Negative: 0

The WTA Members adopt the minutes of the General Meeting on 27 November 2024 as a true and accurate record.

CARRIED

The WTA Members carried the resolution with no comments.

2. ITEMS FOR CONSIDERATION

2.1. Bereavement and condolences

A minute of silence may be observed out of respect for community members who have recently passed away.

A minute of silence was held for a community member who has passed away.

2.2. Conflict of interest

WTA Members are asked to consider any Material Personal Interest (MPI) or Conflict of Interest (COI) issues that may arise due to items listed on the agenda.

Tim Ryan noted he will be Acting as the Rio Tinto Manager, Strategy and Town Services (WTA's direct Manager). Tim noted this position may cause conflicts, which he will manage if/when they arise.

2.3. Travel Applications

WTA Members are asked to consider any travel plans so that all travel and reimbursements can be pre-approved by WTA (Pol-014 Member Expenses Reimbursement Policy).

NIL

2.4. Acknowledgement of Absence - Applications

WTA Members are required to have all absences pre-approved by WTA resolution (POL-010 Member Remuneration Policy).

i) Lisa Scharf – Extended Period

| | |
|------------------|--------------|
| Moved: | Jaime Gane |
| Seconded: | Trent Gordon |

An absence form was submitted on the 27th of November by Lisa Scharf, requesting an extended period of absence.

| Resolution # | |
|--|-------------|
| Affirmative: 4 | Negative: 0 |
| The WTA Members note Lisa Scharf's absence from regular Member duties from 15 November 2024 to 10 February 2025. | |
| CARRIED | |

The Members carried the resolution with some discussion. The Superintendent raised concerns about the Local Government Act 2009 (Qld) not being complied with regarding Lisa's absence. The WTA Members were firm in supporting this resolution. The Members altered the resolution from the recommendation, acknowledging Lisa's absence until the 10th of February (rather than the 14th of January). Lisa Scharf must be permanently residing in Weipa by the 10th of February 2025 to remain a WTA Member.

2.5. Community Engagement

WTA Members are asked to consider what community engagement activities are needed or what has occurred.

i) Completed – Reflection

The Members briefly reflected on their engagement at the Christmas Markets and Christmas Tree lighting.

Christmas Markets:

The Members claimed the markets were a 'raging success'. They specifically noted how great the separate sensory Santa greeting event was. It is nice for vulnerable members of the community to be catered. This separate Santa event was well appreciated by the members of the community who attended.

Christmas Tree lighting:

The Members noted a 'great attendance' at the lighting of the Christmas tree. It was also noted, the islander dancers performed a dance in front of the tree a few days after the tree was lit.

ii) Upcoming – Planning

The WTA Members briefly noted their upcoming Christmas Lights Competition and Australia Day Awards Dinner engagements.

Action – Members are to vote on Christmas Light displays on the nights of Wednesday 11th or Thursday 12th of December.

Action – Members are to be present, where possible, at the Australia Day Awards Dinner on the 22nd of January 2025.

3. QUESTIONS

3.1. Public attendance

i) **NIL**

3.2. Member questions

i) **NIL**

3.3. Answers to previous questions

i) **NIL**

4. CORRESPONDENCES

4.1. Correspondence

i) **IN – Queensland Premier – Response to congratulations**

The letter from the Queensland Premier regarding acknowledgement of the congratulations letter sent by Jaime Gane was attached as Appendix 2.

The Members noted this correspondence.

4.2. Petitions and joint letters

i) **NIL**

4.3. Deputations and delegations

i) **NIL**

5. CHAIR REPORT

Jaime Gane presented the Chair's report.

6. WTA REPORTS

6.1. Superintendent

i) Superintendent's Report

Tobias Rissman presented the Superintendent's Report.

6.2. Other

NIL

7. NOTICE OF MOTIONS

7.1. Corporate Services

i) Monthly Financial Report – November

| | |
|------------------|--------------|
| Moved: | Jaime Gane |
| Seconded: | Trent Gordon |

Tobias Rissman presented the November WTA Financial Report. The Report was attached as Appendix 3.

| Resolution # | |
|--|-------------|
| Affirmative: 4 | Negative: 0 |
| The WTA Members accept the monthly financial report for November 2024. | |
| CARRIED | |

The Members carried the resolution with minimal comments.

ii) Community Facility Hire Discount Applications

| | |
|------------------|-------------|
| Moved: | Jaime Gane |
| Seconded: | Lisa Scharf |

WTA offers community groups a 50% discount on facility hires under the Waiver and Discounts of Fees and Charges policy. WTA has received two (2) facility hire discount applications.

- Cape York Aquatics – Aquatics Centre (lane hire) - \$2,310 (\$1,155 after discount)
- Weipa CapeAbility Inc. – WSSS (Small meeting room) - \$3,000 (\$1,500 after discount)
 - o Weipa CapeAbility submitted a discount application in August. WTA Members denied the application due to insufficient information regarding the entity’s financial situation and intended use of the facility.
 - o Weipa CapeAbility has become incorporated (becoming Weipa CapeAbility Inc). They have provided a new application and a letter outlining their objectives and activities.
 - Operational aspects of the letter have been redacted

These applications were attached as Appendix 4.

| Resolution # | |
|--|-------------|
| Affirmative: 4 | Negative: 0 |
| <p>The WTA Members approve the 50% discount on fees and charges for the facility hire to the following groups in accordance with the policy (POL-003):</p> <ul style="list-style-type: none"> • <i>Weipa CapeAbility Inc.</i> | |
| CARRIED | |

The Members carried the resolution after extensive discussion. The WTA Members were confident Weipa CapeAbility Inc. was eligible and the application aligned with the policy. The WTA Members were not confident Cape York Aquatics was eligible based on the lack of information provided by the entity. WTA Members requested more information from the entity to show a profit is not made and the facility hire discount directly correlates to reduced lesson costs for participants.

7.2. Planning and Works

NIL

7.3. Community Services

i) Australia Day Awards Recipients

| | |
|------------------|--------------|
| Moved: | Jaime Gane |
| Seconded: | Trent Gordon |

Every year, WTA hosts an Australia Day Dinner where certain members of the community are recognised for their achievements and contributions. There are 3 award categories:

- **Citizen of the Year** – Citizens aged 19 yrs and above who have made a significant contribution to the (1) social and wellbeing, (2) sports and recreation, or (3) culture and arts of the community.
- **Youth Citizen of the Year** – Citizens aged 18 yrs and under who have made a significant contribution to the (1) social and wellbeing, (2) sports and recreation, or (3) culture and arts of the community.

- **Community Spirit Award** – Either individual citizens or local organisations whose selfless efforts have helped improve the lives of others and/or those who have helped build community spirit, resilience, and identity.

The Meeting was closed to the public to discuss the Australia Day Awards Nominations and choose the award recipients.

| Resolution # | |
|---|-------------|
| Moved: | Lisa Scharf |
| Seconded: | Tim Ryan |
| Affirmative: | 4 |
| Negative: | 0 |
| WTA Members resolve to close the meeting to the public for the purpose of discussing the Australia Day Awards recipients. | |
| CARRIED | |

| Resolution # | |
|---|--------------|
| Moved: | Jaime Gane |
| Seconded: | Trent Gordon |
| Affirmative: | 4 |
| Negative: | 0 |
| WTA Members resolve to re-open the meeting to the public. | |
| CARRIED | |

The Members re-opened the meeting to the public to pass the Australia Day Awards recipients resolution and complete the December General Meeting.

| Resolution # | |
|--|---|
| Affirmative: | 4 |
| Negative: | 0 |
| The WTA Members support for the Australia Day Awards to be awarded to the recipients as discussed. | |
| CARRIED | |

The Members carried the resolution with no comments (in the open meeting).

7.4. Sports and Recreation

NIL

7.5. Other

NIL

8. URGENT MATTERS

8.1. Motions

i) NIL

8.2. Notices

i) NIL

9. CONTINUATION OF ITEMS

9.1. Adjourned items

i) NIL

9.2. Debates

i) NIL

10. CONFIDENTIAL MATTERS

i) NIL

11. MEETING SCHEDULE AND TRAINING

11.1. Training and Conferences

NIL

1.1. Workshops

- 15 January 2025 – 10:30 am
- 12 February 2025 – 10:30 am
- 12 March 2025 – 10:30 am
- 23 April 2025 – After General Meeting
- 14 May 2025 – 9:00 am
- 11 June 2025 – 9:00 am
- 16 July 2025 – 9:00 am
- 13 August 2025 – 9:00 am
- 17 September 2025 – After General Meeting
- 8 October 2025 – 9:00 am
- 12 November 2025 – 10:30 am
- 10 December 2025 – After General Meeting

11.2. General Meetings

- 29 January 2025 – 9:00 am
- 26 February 2025 – 9:00 am
- 26 March 2025 – 9:00 am
- 23 April 2025 – 9:00 am
- 28 May 2025 – 9:00 am
- 25 June 2025 – 9:00 am
- 30 July 2025 – 9:00 am
- 27 August 2025 – 9:00 am
- 17 September 2025 – 9:00 am
- 22 October 2025 – 9:00 am
- 26 November 2025 – 9:00 am
- 10 December 2025 – 10:30 am

11.3. Date Claimer

- Christmas Lights Competition – 14 December 2024

MEETING CLOSE

The General Meeting closed at 12:07 pm.

ENDORSEMENT

These Minutes were confirmed this ...day no... day of ...month... ...year....

The Members listed as present in these Minutes are considered eligible for the Meeting Fee.

Chair

Superintendent Weipa Township

Image



For reply please quote: *E&P/CF – TF/24/20646 – DOC/24/212306*

Ms Jaime Gane
Chair
Weipa Town Authority

Dear Mr Rowland

For more than two decades, the Queensland Greats Awards (the Awards) have celebrated and paid tribute to remarkable individuals and institutions whose work has had a lasting influence and profound impact on Queensland.

Across the fields of business, science, health, education, Indigenous affairs, sport, arts, conservation, community and philanthropy, the Awards have recognised 122 inspiring individuals, one honorary, 20 institutions and 11 posthumous recipients as Queensland Greats since 2001.

The 2024 Award recipients included five outstanding individuals — Emeritus Professor Peter Andrews AO, Ms Natalie Cook OAM OLY, Ms Keri Craig-Lee OAM, Mr Getano Lui (Jnr) AM and Mr Scott Hutchinson. LifeFlight was recognised as the 2024 Institution recipient, and Sir Bruce Small was the worthy recipient of the Posthumous Award.

It is my pleasure to inform you that nominations for the 2025 Awards are officially open.

You are invited to nominate a deserving individual or institution from within your community for the 2025 Awards. Nominations — across three categories of individual, institution and posthumous — should demonstrate a profound impact or significant contribution to Queensland.

To assist with promotion of the 2025 Awards within your community, an [online toolkit](#) of useful resources has been developed.

For more information, please visit the website at www.qld.gov.au/qldgreats or contact the Awards Coordinator by email at qldgreatsawards@premiers.qld.gov.au or on telephone (07) 3003 9200.

Your support and promotion of the Awards program, along with your nomination of a Queenslander, is truly appreciated. Together, let's recognise the remarkable achievements of Queensland Greats.

Yours sincerely



DAVID CRISAFULLI MP
PREMIER AND MINISTER FOR VETERANS



WTA Operational Plan July 2024 – June 2025

| Pillar | Key Actions | Outcomes | Deliverable Target | Responsibility | Due Date | Comments |
|--|--|---|--|--|----------|--|
| Pillar 1: Service excellence <i>Positive experiences for our customers and great services to our community</i> | WTA Members communicative, approachable and visible to community | Regular community engagement to promote and seek feedback on projects and services delivered by WTA. | <ul style="list-style-type: none"> Develop annual communications/campaign calendar Schedule at least 1 WTA member engagement event each quarter (i.e. markets / get ready event) Member profiles updated on website Facilitate at least 2 Chair 'Open Door' Sessions | Superintendent Communities Corporate | Q1 | Completed. |
| | Responding to customer requests | Satisfied customers and Weipa community. Timely response to emergency situations (i.e. Water / sewer / animal attack / disaster response) | <ul style="list-style-type: none"> Monitor 24/7 service provider arrangements Establish monthly review of service requests received to identify trends and ensure actions noted and customers provided with update | Supervisors | Q1 | 247 provider arrangements extended. Underway with monthly Supt reports. |
| | Responding to customer requests | Mitigation and management strategies relating to animal management non-compliance and attacks | <ul style="list-style-type: none"> Review animal management plan <ul style="list-style-type: none"> Community engagement survey Community education and process video with chairperson Process review on nuisance complaints (barking dogs) Systematic Inspection Program (SIP) Animal Management compliance | Communities | Q3 | In progress with engagement survey to commence in March. SIP completed in October. |
| | Responding to customer requests | Streamline WTA website and simplify customer applications and interface | <ul style="list-style-type: none"> Review of WTA website content and structure Review current application process and forms and digitise where possible | Communities | Q2 | Completed. New website rolled out in December. Ongoing works with new forms and automated processes. |
| | WTA staff development | Appropriately trained staff in safety, leadership and local government and operational practices. Staff retention and attraction through development opportunities as well as onboarding and induction processes. | <ul style="list-style-type: none"> Develop an annual team development plan to include a variety of informal / formal training, exposure and networking opportunities: <ul style="list-style-type: none"> Leadership attendance at LGMA Annual Conference Representation at LGAQ /LGX conference Participation in 4 x village exchanges (at least 1 per department) Online seminars and programmes (i.e. Peak Services eLearning) Review and update staff onboarding and induction process Internal upskilling sessions (1 per quarter) Onboarding and induction program project | Supervisors | Q4 | Development programs in progress - LGMA Conference attended Villages attended Leadership Coaching Program x 2 LGMA Leadership Management Challenge held in November Disaster Management Training Animal management updates with Peak Services Induction program still to be reviewed |
| | Consistent WTA branding and community messaging | Streamline WTA facility signage with current branding and ensure information is accurate | <ul style="list-style-type: none"> Facility and town signage audit Re-design of current signage to update with current logo / branding | Communities Works | Q3 | Street sign audit completed and new signs ordered. New designs for parks/playgrounds sign completed. Anticipate future capital project to fund installation. |
| | Ensuring compliance with Local Government Act, State Legislative requirements and RT obligations | Regular review of operational risks and high exposure areas | <ul style="list-style-type: none"> Establish operational risk process and review regularly Develop standard procedures for community events and activities | All | Q4 | Risk register reviewed annually with Financial Audit and Budget processes. Ongoing with Andoom Events policy and lease work (likely carry over to new year) |
| | | Compliance with regulatory requirements for a local government | <ul style="list-style-type: none"> Review RT/WTA Management Protocol (RT legal team) WTA Annual Report & audited financial reports External Audit and internal controls | All | Q4 | In progress. Final draft of protocol awaiting RTAW Directors in November. |

| | | | | | | |
|---|--|--|--|--|---------|--|
| | | | <ul style="list-style-type: none"> • Policy review • Aquatic Centre legislative/compliance review requirements • Disaster Management plan review | | | Board Induction Program in February. External audit completed. Annual DM Plan review completed. Policy review ongoing. Aquatic Centre compliance review underway. |
| | Implementation of PerfectMind Software | Develop and implement a user-friendly software at the WASP to enhance customer experience and reduce inefficiencies with current administrative practices. | <ul style="list-style-type: none"> • Review configuration and financial reporting requirements • Develop implementation plan and execute | WASP Corporate | Q2 | Commenced. Mapping of Links data to Xplor platform commenced. Financial reconciliation process being reviewed. Go live planned for March. |
| Pillar 2: A Vibrant, Connected resilient community <i>A community working together to develop and maintain a unique Weipa spirit.</i> | Sports & Aquatic facility utilisation | Engage with community members, sporting organisations and businesses to encourage utilisation and build longer term sustainability of activities and programs offered. | <ul style="list-style-type: none"> • Develop and implement annual program & activities schedule including youth programs, learn to swim • Regular engagement with relevant user groups and stakeholders | Superintendent WASP | Q2 | In progress Youth Nights, School Holiday Programs and Active After School Programs held. Andoom User Group Meeting held October in December. |
| | Community health & wellbeing / liveability | Ensure adequate walking & cycling infrastructure is maintained and future planning addresses priority areas based on input from community engagement. Building community group capacity and sustainability for sport and recreational programs and activities | <ul style="list-style-type: none"> • Review of Walking & Cycling plan and infrastructure • Develop and implement Infra+ Program • Maintain community group engagement on club development and sustainability <ul style="list-style-type: none"> o DTIS workshops and grant information sessions o Andoom User Group engagement o Community showcase event | Communities Sport & Rec Superintendent | Q3 | In progress. Infra+ plus activities commenced – Ride to Work/School events, Survey and communications. Infra + Plan of activities approved. Implementation required by 1 April. Community showcase event planned for March. |
| | Community health & wellbeing / liveability | Creating a sense of community pride by promoting a clean and tidy community. | <ul style="list-style-type: none"> • Illegal dumping campaign (#WeipaProud) • Free tyre disposal campaign • Community clean up initiative in preparation for cyclone season | Communities | Q4 | In progress. Pre-cyclone green waste clean-up completed. Comms plan for the reporting of illegal dumping. Considering options for tyre disposal process. |
| | Community events and activities | Bring community members together in culture, sport, recreation and celebration | <ul style="list-style-type: none"> • Develop a diverse calendar of community events & activities encompassing broad demographic (youth, cultural and arts) • Review library operational plan • Identify and prioritise partnership opportunities with community groups for WTA events. | Communities Sport & Rec | Q2 | In progress. Increased Library Programs - Book Club, School Holiday Activities. Library op plan 50% completed. |
| | Community Sponsorship & Donations | Maximum community impact from WTA sponsorship and donations | <ul style="list-style-type: none"> • Review and update sponsorship and donations Policy • Incorporate requirements for successful candidates (minimum: photo op with WTA member and news article (by WTA, community group to advertise on social media | Corporate Communities | | In progress. Meetings held to identify issues and options. New policy draft for discussion at February meeting. Further works with community groups to be done to increase profile of WTA |
| Pillar 3: Partnerships and collaboration | WTA Representation at all relevant forums and meetings | Continued representation and advocacy. (TCICA, WCCT, DM, Federal and State Government, LGAQ, LGMA) | <ul style="list-style-type: none"> • Participation in relevant forums and meetings. | Superintendent | Ongoing | In progress – TCICA, new Western Cape informal Council Forum, LGAQ EMU, |

| | | | | | | |
|--|--|--|---|----------------------------|---------|---|
| Partnerships and strategy to support the development and growth of the region. | | | | | | Visitors to Weipa – Local Member, Department of LG, Election candidates. |
| | Disaster management education for the community | Engage more frequently with other LDMG's, i.e. Napranum and Mapoon and community. | <ul style="list-style-type: none"> Get Ready Event - partner with Napranum and Mapoon LDMG's and State agencies Evacuation sub-plan review with LDMG | DMO Superintendent | Q2 | Nearing Completion. Get Ready Event held in October. Plans review completed. DM Training completed. |
| | Improved and more frequent collaboration with community and education partners | Improved relationship with community and education partners. | <ul style="list-style-type: none"> Regular engagement with community partners, i.e., WCCA, Chamber, RT, Weipa Community Care, Western Cape College, JCU, Napranum & Mapoon Councils, Community Groups. | Superintendent | Ongoing | Ongoing WTA Members engagement with Schools, Western Cape Councils and Community Groups. Community show case event. Attendance at WCC careers expo and RTAW community forums. |
| | Cape York Collection | Partnerships with State agencies / private enterprise to preserve and promote collection | <ul style="list-style-type: none"> Delivery of pilot project to promote a sample of the collection Investigate partnership and funding opportunities with Rio Tinto and external organisations | Communities Superintendent | Q2 | 75% completion of web page sample. Ongoing work required to identify fund collection in future. |

| | | | | | | |
|---|---|---|---|-----------------------------------|---------|---|
| Pillar 4: Thriving diverse economy <i>A diverse and prosperous economy offering employment, training and lifestyle options.</i> | Research & Innovation Hub (Town Centre) Project | Dedicated town centre for Weipa, supporting economic development and diversification of the town. | <ul style="list-style-type: none"> Review concept plans Update business case and feasibility study Actively lobbying State and Federal Government to source funding opportunities | Superintendent | Ongoing | Not yet commenced. |
| | Economic Diversification Strategy | Securing the economic future of Weipa and surrounding region post mining, positioning Weipa as the regional hub for the Western Cape | <ul style="list-style-type: none"> Continued advocacy and lobbying with Rio Tinto and Government agencies on opportunities <ul style="list-style-type: none"> Petition for Stage 3 PDR sealing Cape York Regional Plan review Participation in RT economic development strategy | Superintendent | Ongoing | Commenced. WTA Members undertaking advocacy - DNA Conference, Regional leaders Group, Department of LG Stakeholder meetings with RT closure and expansion projects. |
| | Regional Arts / Tourism Centre | Feasibility study for the establishment of an arts centre and tourism hub to support local and surrounding regional artists | <ul style="list-style-type: none"> Develop business case and options analysis for establishment of a dedicated arts / tourism centre | Superintendent Corporate | Q3 | Not yet commenced. Planned for discussion at February workshop. |
| | Facility upgrades and capital projects | Investment into community assets | <ul style="list-style-type: none"> Construction phase of Rocky Point Youth Precinct project Completion of Aquatic Centre upgrades Relocation of skate park shade sail to Hibberd Park | Works | Q4 | Aquatic Centre Upgrades completed. RP Precinct ongoing works to identify vendor. Carry over to new year for construction phase. |
| | Health check of WTA IT infrastructure & cybersecurity | Investing in IT system infrastructure to ensure cybersecurity risks are mitigated Building business resilience due to network and power outages | <ul style="list-style-type: none"> Conduct security gap analysis and establish action implementation plan Review and upgrade of WTA IT topography Starlink installation to WTA facilities | Superintendent Supervisors | Q4 | Commenced. Implementation of radius for corporate internet. Extension to BA managed service arrangements. Starlink installation for WTA building completed. |
| | Weipa Tree Planting Strategy | Cooler, shady open spaces for the Weipa community. | <ul style="list-style-type: none"> Tree planting program on open spaces and parklands <ul style="list-style-type: none"> Identification of palm cockatoo corridors with native beach almond planting Planting of native trees Commercial Avenue Partnership with Town Grounds Maintenance Provider on community planting and town improvement projects | Works Superintendent | Q2 | Completed and ongoing. Ad-hoc tree planting and watering undertaken by grounds maintenance provider. Presentation of strategy to members in February. |
| | Water Infrastructure Compliance | Support local business need to access bulk water and ensure compliance to Legislation to ensure adequate backflow prevention is implemented. Promote sustainable water consumption practices and reduce administrative costs associated with billing process | <ul style="list-style-type: none"> Review current bulk access locations and assess suitability Develop bulk water access policy Develop and implement back flow prevention policy Maintain register of backflow devices and inspection program Review residential excess water charging policy/process | Communities Works Corporate | Q4 | Commenced. Fill points for RTAW identified outside of Town boundary. Backflow register and process in place. |
| | Long Term Financial Plan | Ensuring WTA has a long term (10-year) focus on financial sustainability | <ul style="list-style-type: none"> Consistency with LG requirements for long term financial sustainability, including - Review Asset Management Framework/Plan Responsible Capital Project decisions (scorecard) Reviewing revenue strategies/ rates benchmarking Identifying investment opportunities. | Corporate Superintendent | Q3 | In Progress – Rates benchmarking review completed FTD in place Capital projects scorecard in use. |

| | | | | | |
|--|--|--|--|--|--|
| | | | | | |
|--|--|--|--|--|--|

WEIPA TOWN AUTHORITY
FINANCIAL STATEMENTS
FOR THE YEAR ENDED 30 JUNE 2024

WEIPA TOWN AUTHORITY

CONTENTS

Page

Financial Statements

| | |
|------------------------------------|----|
| Statement of Profit or Loss | 3 |
| Statement of Financial Position | 4 |
| Statement of Changes in Equity | 5 |
| Statement of Cash Flows | 6 |
| Notes to the Financial Statements | 7 |
| Committee members' Declaration | 13 |
| Auditor's Independence Declaration | 14 |
| Independent Audit Report | 15 |

WEIPA TOWN AUTHORITY

**Statement of Profit or Loss
For the Year Ended 30 June 2024**

| | | 2024 | 2023 |
|---------------------------------------|-------------|------------------|-------------|
| | Note | \$ | \$ |
| Rates and charges | 4 | 8,362,757 | 7,839,115 |
| Grants and subsidies | | 298,984 | 338,388 |
| Fees and charges | | 761,416 | 701,223 |
| Interest revenue | | 231,774 | 109,158 |
| Other Income | | 205,409 | 59,218 |
| Total income | | 9,860,340 | 9,047,102 |
| | | | |
| Administration expenses | | 663,367 | 688,700 |
| Consultants | | 434,224 | 279,959 |
| Contractors | | 1,426,376 | 1,429,958 |
| Depreciation and amortisation | | 784,797 | 701,409 |
| Electricity | | 246,510 | 249,166 |
| General expenses | | 920,030 | 1,057,959 |
| Other materials and services | | 319,757 | 181,072 |
| Payroll expenses | | 4,050,805 | 3,573,707 |
| Repairs and maintenance | | 1,008,583 | 754,654 |
| Total expenses | | 9,854,449 | 8,916,583 |
| | | | |
| Surplus/(Deficit) for the year | | 5,891 | 130,519 |

The above statement of profit or loss should be read in conjunction with the accompanying notes.

WEIPA TOWN AUTHORITY
Statement of Financial Position
As at 30 June 2024

| | Note | 2024 \$ | 2023 \$ |
|----------------------------------|------|-------------------|-------------------|
| ASSETS | | | |
| Current assets | | | |
| Cash and cash equivalents | | 2,462,799 | 4,550,114 |
| Trade and other receivables | 5 | 2,826,296 | 1,247,948 |
| Other current assets | | 4,586 | 36,498 |
| Total current assets | | <u>5,293,681</u> | <u>5,834,560</u> |
| Non-current assets | | | |
| Property, plant and equipment | 6 | 13,656,346 | 11,609,866 |
| Total non-current assets | | <u>13,656,346</u> | <u>11,609,866</u> |
| TOTAL ASSETS | | <u>18,950,026</u> | <u>17,444,427</u> |
| LIABILITIES | | | |
| Current liabilities | | | |
| Trade and other payables | 7 | 1,030,176 | 1,634,243 |
| Other Liabilities | 8 | 7,068,026 | 4,964,250 |
| Total current liabilities | | <u>8,098,202</u> | <u>6,598,493</u> |
| TOTAL LIABILITIES | | <u>8,098,202</u> | <u>6,598,493</u> |
| NET ASSETS | | <u>10,851,825</u> | <u>10,845,934</u> |
| EQUITY | | | |
| Reserves | 9 | 870,794 | 870,794 |
| Retained profits | | 9,981,031 | 9,975,140 |
| TOTAL EQUITY | | <u>10,851,825</u> | <u>10,845,934</u> |

The above statement of financial position should be read in conjunction with the accompanying notes.

WEIPA TOWN AUTHORITY

**Statement of Changes in Equity
For the Year Ended 30 June 2024**

| | Retained Profits | Other Reserves | Total |
|---|-----------------------------|---------------------------|-------------------|
| | \$ | \$ | \$ |
| Balance at 1 July 2022 | 9,844,621 | 870,794 | 10,715,415 |
| | | | |
| <i>Total comprehensive income for the year</i> | | | |
| Surplus/(Deficit) for the year | 130,519 | - | 130,519 |
| Total comprehensive income for the year | 130,519 | | 130,519 |
| Balance at 30 June 2023 | 9,975,140 | 870,794 | 10,845,934 |
| | | | |
| <i>Total comprehensive income for the year</i> | | | |
| Surplus/(Deficit) for the year | 5,891 | - | 5,891 |
| Total comprehensive income for the year | 5,891 | - | 5,891 |
| Balance at 30 June 2024 | 9,981,031 | 870,794 | 10,851,825 |

The above statement of changes in equity should be read in conjunction with the accompanying notes.

WEIPA TOWN AUTHORITY
Statement of Cash Flows
For the Year Ended 30 June 2024

| | Note | 2024 | 2023 |
|--|-------------|--------------------|--------------|
| | | \$ | \$ |
| Cash from operating activities: | | | |
| Receipts from customers | | 10,153,994 | 9,212,586 |
| Payments to suppliers and employees | | (9,641,806) | (7,626,080) |
| Interest received | | 231,774 | 109,158 |
| Net cash provided by (used in) operating activities | 10 | 743,961 | 1,695,664 |
| Cash flows from investing activities: | | | |
| Payment for property, plant and equipment | | (2,831,276) | (1,003,036) |
| Net cash provided by (used in) investing activities | | (2,831,276) | (1,003,036) |
| Net increase (decreases) in cash held | | (2,087,315) | 692,628 |
| Cash and cash equivalents at beginning of year | | 4,550,114 | 3,857,486.00 |
| Cash at end of financial year | | 2,462,799 | 4,550,114 |

The above statement of cash flows should be read in conjunction with the accompanying notes.

WEIPA TOWN AUTHORITY

Notes to the Financial Statements For the Year Ended 30 June 2024

1 Corporate Information

Rio Tinto is responsible for the administration of the town of Weipa, which it carries out through Weipa Town Authority. The Weipa Town Authority acts in the role of Local Authority, with staff that one would normally associate with a local council.

The services supplied and maintained through the Weipa Town Authority are similar to those supplied by local councils throughout Australia, and include road maintenance, water supply, town planning, garbage collection, parks, ovals, libraries and public swimming pools.

The Weipa Town Area is governed by RTA Weipa Pty Ltd (RTA) by virtue of the Comalco Act and Agreement, within the limitations set out by those instruments. The Comalco Act makes reference to and imports in clause 45 of the agreement scheduled to the Comalco Act (Agreement) provisions of the Local Government Act 2009 (Qld).

These financial statements do not fully reflect all of the transactions that relate to the operation of the town authority. Some assets, liabilities and expenditures are recorded in other divisions of RTA.

The financial statements of Weipa Town Authority for the year ended 30 June 2024 were authorised for issue in accordance with a resolution of the committee on the date the committee members' declaration was signed.

The financial statements are presented in Australian dollars, which is the Authority's functional and presentation currency.

2 Summary of Material Accounting Policies

The principal accounting policies adopted in the preparation of the financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

a) Basis of Preparation

These financial statements are special purpose financial statements prepared in order to satisfy the financial reporting requirements of the committee. The committee members have determined that the Authority is not a reporting entity.

No Australian Accounting Standards and authoritative pronouncements of the Australian Accounting Standards Board have been intentionally applied in the preparation of these financial statements.

The concept of accruals accounting has been adopted in preparation of the financial statements. The financial statements have also been prepared on a historical cost basis.

b) Accounting Estimates and Judgments

The committee members evaluate estimates and judgements incorporated into the financial report based on historical knowledge and best available current information. Estimates assume a reasonable expectation of future events and are based on current trends and economic data, obtained both externally and within the authority. Details of critical accounting estimates and assumptions about the future made by management at the end of the reporting period are set out below:

Depreciation is based on the estimated useful life of the asset. Refer note 5.

WEIPA TOWN AUTHORITY

**Notes to the Financial Statements
For the Year Ended 30 June 2024**

2 Summary of Material Accounting Policies (continued)

c) Employee Provisions

No provisions for employee entitlements are recorded in these financial statements as personnel are employed by another component of RTA.

d) Taxation

Income of local authorities and public authorities is exempt from Commonwealth taxation except for Fringe Benefits Tax and Goods and Services Tax ('GST'). The net amount of GST recoverable from the ATO or payable to the ATO is shown as an asset or liability respectively.

3 Changes in Classification

Certain comparative amounts in the Financial Statement Notes have been reclassified to conform with the current year's classification.

The items were reclassified as follows:

| | Previously Reported \$ | After Reclassification \$ |
|---------------------|---------------------------|------------------------------|
| Water Rates | 1,257,393 | 1,441,405 |
| Water Usage Charges | 363,813 | 179,801 |

Since the amounts are reclassifications within the Financial Statement Notes, these classifications did not have any effect on the Statement of Financial Position.

4 Rates and Charges

| | 2024 \$ | 2023 \$ |
|---------------------------|------------------|------------|
| General rates | 4,577,550 | 4,353,418 |
| Cleansing rates | 870,910 | 818,127 |
| Sewerage rates | 1,295,318 | 1,218,074 |
| Water rates | 1,533,776 | 1,441,405 |
| Water usage charges | 259,882 | 179,801 |
| | 8,537,435 | 8,010,825 |
| Discounts and adjustments | (174,678) | (171,710) |
| | 8,362,757 | 7,839,115 |

Rates and utility charges are recognised as revenue when the Weipa Town Authority obtains control over the assets comprising these receipts, which is the beginning of the rating period to which they relate. Prepaid rates are recognised as revenue received in advance on the Statement of Financial Position until the beginning of the rating period. Water usage charges are recognised as revenue in the period that the usage occurs.

WEIPA TOWN AUTHORITY

**Notes to the Financial Statements
For the Year Ended 30 June 2024**

5 Trade and Other Receivables

| | 2024 | 2023 |
|-------------------|-------------------------|-------------------------|
| | \$ | \$ |
| Rates debtors | 1,347,958 | 1,137,517 |
| Sundry debtors | 1,391,946 | 110,431 |
| RTA Weipa Pty Ltd | 86,393 | - |
| | <u>2,826,296</u> | <u>1,247,948</u> |

Trade receivables are recognised at the original invoice amount and have repayment terms between 30 and 90 days.

Collectability of trade debtors is assessed on an ongoing basis. Debts which are known to be uncollectable are written off. An allowance is made for doubtful debts where there is objective evidence that the authority will not be able to collect all amounts due.

6 Property Plant and Equipment

| | 2024 | 2023 |
|---------------------------------------|--------------------------|--------------------------|
| | \$ | \$ |
| Infrastructure, at cost | 15,559,156 | 12,591,826 |
| Less accumulated depreciation | (5,197,324) | (4,690,344) |
| | <u>10,361,832</u> | <u>7,901,482</u> |
| Buildings, at cost | 2,971,840 | 2,980,868 |
| Less accumulated depreciation | (382,651) | (304,866) |
| | <u>2,589,189</u> | <u>2,676,002</u> |
| Plant & vehicles, at cost | 434,329 | 353,296 |
| Less accumulated depreciation | (250,868) | (213,174) |
| | <u>183,460</u> | <u>140,122</u> |
| Furniture & office equipment, at cost | 324,185 | 295,904 |
| Less accumulated depreciation | (191,050) | (166,349) |
| | <u>133,135</u> | <u>129,555</u> |
| Capital work in progress | 388,729 | 762,705 |
| | <u>13,656,346</u> | <u>11,609,866</u> |

WEIPA TOWN AUTHORITY

**Notes to the Financial Statements
For the Year Ended 30 June 2024**

6 Property Plant and Equipment (continued)

| 2024 | Infrastructure | Buildings | Plant & vehicles | Furniture & office equipment | Capital work in progress | Total |
|--|-----------------------|------------------|-----------------------------|---|---------------------------------|-------------------|
| | \$ | \$ | \$ | \$ | \$ | \$ |
| Carrying amount at the beginning of year ended 30 June 2024 | 7,901,482 | 2,676,002 | 140,122 | 129,555 | 762,705 | 11,609,866 |
| Additions | - | - | - | - | 2,853,050 | 2,853,050 |
| Depreciation expense | (599,256) | (101,338) | (39,325) | (44,881) | - | (784,801) |
| Impairment | (21,771) | - | - | - | - | (21,771) |
| Transfers | 3,081,378 | 14,524 | 82,663 | 48,461 | (3,227,026) | - |
| Carrying amount at the end of year ended 30 June 2024 | 10,361,833 | 2,589,188 | 183,460 | 133,135 | 388,729 | 13,656,346 |

All property, plant and equipment is stated at historical cost, including costs directly attributable to bringing the asset to the location and condition necessary for it to be capable of operating in the manner intended by management, less depreciation and any impairment.

Depreciation is calculated on a straight-line basis over the estimated useful life.

The depreciation rates used for each class of depreciable assets are:

| Class of fixed asset | Depreciation rate | Depreciation basis |
|------------------------------|--------------------------|---------------------------|
| Infrastructure | 1 – 33% | Straight Line |
| Buildings | 2 – 44% | Straight Line |
| Plant & Equipment | 10 – 33% | Straight Line |
| Furniture & office equipment | 10 – 33% | Straight Line |

The assets' residual values and useful lives are reviewed and adjusted, if appropriate, at the end of each reporting period. Gains and losses on disposals are calculated as the difference between the net disposal proceeds and the asset's carrying amount and are included in profit or loss in the year that the item is derecognised.

These financial statements do not recognise all infrastructure assets in the town area. Land and some components of infrastructure are owned by another component of RTA. Property, plant and equipment are capitalised by the Weipa Town Authority when the purchase of the property, plant and equipment has been funded by the Weipa Town Authority.

WEIPA TOWN AUTHORITY

**Notes to the Financial Statements
For the Year Ended 30 June 2024**

7 Trade and Other Payables

| | 2024 | 2023 |
|-----------------|------------------|-------------|
| | \$ | \$ |
| Trade creditors | 798,468 | 1,114,995 |
| Accrued expense | 231,708 | 498,975 |
| Other payables | - | 20,272 |
| | 1,030,176 | 1,634,243 |
| | 1,030,176 | 1,634,243 |

Trade and other payables represent liabilities for goods and services provided to the authority prior to year-end and which are unpaid. These amounts are unsecured and have 30-60 day payment terms.

8 Other Liabilities

| | 2024 | 2023 |
|---------------------------------------|------------------|-------------|
| | \$ | \$ |
| Rates and fees and charges in advance | 145,917 | 166,712 |
| Government Grants received | 5,397,854 | 3,233,476 |
| SES Grants received | 1,524,256 | 1,564,062 |
| | 7,068,026 | 4,964,250 |
| | 7,068,026 | 4,964,250 |

Grants received reflect the government funding of capital projects. These grants have been included as revenue in advance and will be amortised over the life of the capital asset.

SES Grant was received for the construction of an Administration Facility (for uses including Weipa Local Disaster Coordination Centre and the Rural Fire Services Headquarters in Weipa). This grant has been included as revenue in advance and will be amortised over the life of the capital asset.

9 Reserves

| | 2024 | 2023 |
|---------------------------------|----------------|-------------|
| | \$ | \$ |
| Parks & gardens capital reserve | 9,794 | 9,794 |
| Roadworks capital reserve | 287,000 | 287,000 |
| Water capital reserve | 287,000 | 287,000 |
| Sewerage capital reserve | 287,000 | 287,000 |
| | 870,794 | 870,794 |
| | 870,794 | 870,794 |

These are provisions for reserves which are reviewed each year, to provide for future expenditure on allocated infrastructure and equipment around the town.

WEIPA TOWN AUTHORITY

**Notes to the Financial Statements
For the Year Ended 30 June 2024**

10 Cash Flow Information

Reconciliation of Cash Flow from Operations with Profit after Income Tax

| | 2024 | 2023 |
|--|--------------------|-----------|
| | \$ | \$ |
| Net surplus/(deficit) for the period | 5,891 | 130,519 |
| Cash flows excluded from (deficit)/surplus attributable to operating activities | | |
| Non-cash flows in (deficit)/surplus | | |
| Depreciation and amortisation | 784,797 | 701,409 |
| Changes in assets and liabilities, net of the effects of purchase and disposal of subsidiaries | | |
| (Increase)/decrease in trade and other receivables | (1,546,436) | 2,754 |
| Increase/(decrease) in trade payables and accruals | (604,067) | 607,820 |
| Increase/(decrease) in other liabilities | 2,103,775 | 253,162 |
| | 743,961 | 1,695,664 |

11 Contractual Commitments

Contractual commitments at end of financial year but not recognised in the financial statements are as follows:

| | 2024 | 2023 |
|---------------------------------|------------------|-----------|
| | \$ | \$ |
| Wholly settled within 12 months | 1,800,795 | 1,913,214 |
| Between 1 and 3 years | 1,719,953 | 2,053,268 |

12 Events after the Reporting Period

There were no material events after the balance date.

WEIPA TOWN AUTHORITY

Committee Members' Declaration

The committee members have determined that the authority is not a reporting entity. The committee members have determined that this special purpose financial report should be prepared in accordance with the accounting policies described in Note 2 to the financial statements.

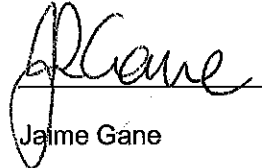
The committee members of the authority declare that:

1. The financial statements, comprising the statement of profit or, statement of financial position, statement of cash flows, statement of changes in equity, and accompanying notes, give a true and fair view of the financial position as at 30 June 2024 and of its performance for the financial year ended on that date in accordance with the accounting policies described in Note 2 to the financial statements; and
2. In the committee members' opinion there are reasonable grounds to believe that the authority will be able to pay its debts as and when they become due and payable.

This declaration is made in accordance with a resolution of the Committee and is signed for and on behalf of the committee members by:



Tobias Rissman
Superintendent



Jaime Gane
Township Chairperson

Dated this 22nd January 2025

DECLARATION OF INDEPENDENCE BY MARGARET DEWHURST TO THE MEMBERS OF WEIPA TOWN AUTHORITY

As lead auditor of Weipa Town Authority for the year ended 30 June 2024, I declare that, to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.



Margaret Dewhurst

Director



BDO Audit (NTH QLD) Pty Ltd

Cairns

23 January 2025

INDEPENDENT AUDITOR'S REPORT

To the members of Weipa Town Authority

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Weipa Town Authority (the Entity), which comprises the statement of financial position as at 30 June 2024, the statement of profit or loss, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of material accounting policy information and Committee Members' declaration.

In our opinion the accompanying financial report presents fairly, in all material respects, the financial position of the Entity as at 30 June 2024 and of its financial performance and its cash flows for the year then ended in accordance with the basis of accounting described in note 2.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the Financial Report* section of our report. We are independent of the Entity in accordance with ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter - Basis of accounting

We draw attention to Note 2 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Entity to meet the requirements of the Committee. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of management and those charged with governance for the Financial Report

Management is responsible for the preparation and fair presentation of the financial report and have determined that the basis of preparation described in Note 2 is appropriate to meet the requirements of the Committee and for such internal control as management determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's responsibilities for the audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

A further description of our responsibilities for the audit of the financial report is located at the Auditing and Assurance Standards Board website (<http://www.auasb.gov.au/Home.aspx>) at: http://www.auasb.gov.au/auditors_responsibilities/ar4.pdf

This description forms part of our auditor's report.

BDO

BDO Audit (NTH QLD) Pty Ltd



Margaret Dewhurst

Director

Cairns, 23 January 2025

WEIPA TOWN AUTHORITY

Annual audit completion report

Year ended 30 June 2024





Contents

| | |
|---|----|
| Executive summary | 1 |
| Areas of audit focus | 2 |
| Summary of misstatements | 3 |
| Internal control | 4 |
| Other reporting requirements | 7 |
| Appendix 1 Proposed audit report | 9 |
| Appendix 2 Auditor independence declaration | 10 |

Dear Committee Members

We are pleased to present this report to the Members of Weipa Town Authority in relation to the 30 June 2024 annual audit.

As at the date of this report, we have substantially completed our audit and subject to the satisfactory resolution of the matters outlined in the Executive Summary, we expect to issue an unmodified audit report.

We have set out in this document the significant matters arising from our audit. This summary covers those matters we believe to be material in the context of our work.

Should you require clarification on any matter in this report before this date, please do not hesitate to contact me on +61 7 4046 0051.

We would like to take this opportunity to extend our appreciation to management for their assistance and cooperation throughout the course of our audit.

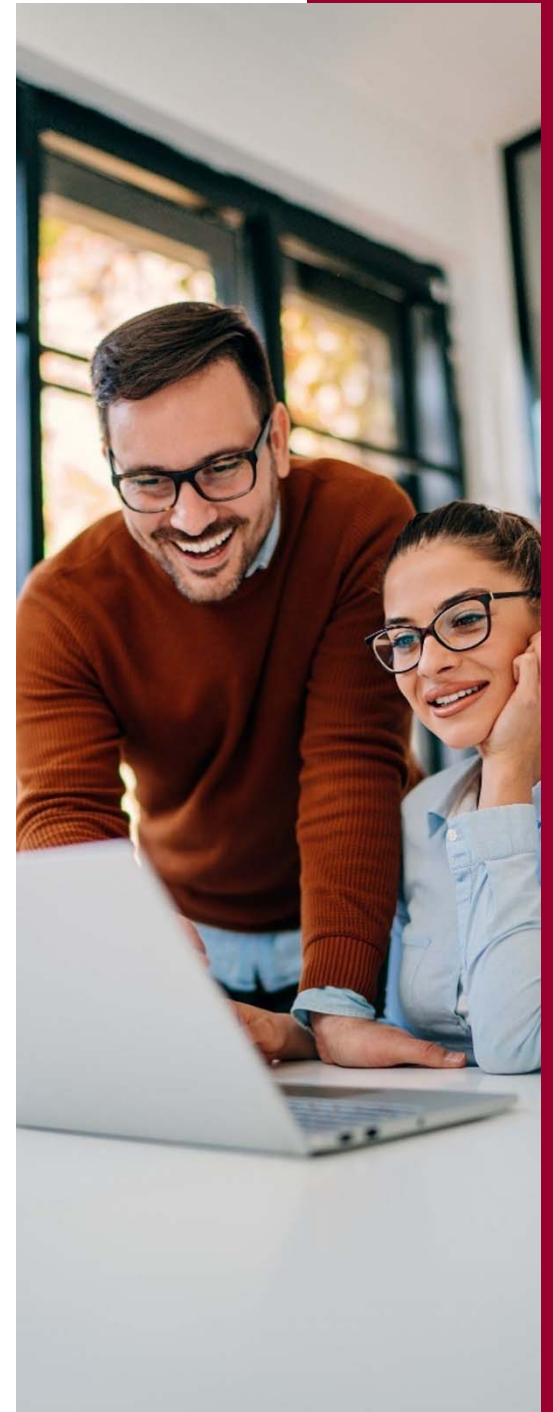
Yours faithfully



MARGARET DEWHURST

Engagement Partner

23 January 2025



Executive summary

Purpose

The purpose of this report is to communicate significant matters arising from our audit to the Members. This report has been discussed with management.

Scope

Our audit was conducted in accordance with Australian Auditing Standards for the year ended 30 June 2024.

Status of the audit

Our audit of the financial report is substantially complete. We expect to issue an unmodified audit report, subject to satisfactory completion of the following:

- Review of latest financial information and meeting minutes for subsequent events that may need to be disclosed
- Receipt of signed financial statements
- Receipt of signed management representation letter.

A draft of the proposed audit report is included at Appendix 1.

Summary of misstatements

We have identified misstatements during our audit. The list of uncorrected misstatements is included in the respective [section](#) of this report.

We have not identified any uncorrected misstatements that, in our judgement, either individually or in aggregate, could have a material effect on the financial report for the year ended 30 June 2024.

Areas of audit focus

In performing our audit, we have identified those matters that, in the auditor's judgement, were of the most significance in the audit of the financial report. Our audit procedures also focused on areas that were considered to represent significant and elevated risks of material misstatement. These areas of focus are outlined below:

- Management override of controls
- Grant revenue recognition.

Refer to the relevant section for details on the significant risk areas and other areas focused on during the audit.

Areas of audit focus

In assessing the risks of material misstatement at the planning phase, we used a spectrum of risk based on the likelihood of a misstatement occurring and the magnitude of the misstatement in the context of our materiality. Our audit procedures focused on areas that were considered to represent risks of material misstatement.

MANAGEMENT OVERRIDE OF CONTROLS

| Description | Audit work performed | Summary of findings |
|---|---|---|
| Management override is a presumed risk of fraud in all engagements, as management are in a position to override controls that otherwise appear to be operating effectively. | <p>We have:</p> <ul style="list-style-type: none"> Reviewed manual journal entries posted throughout the year and at year-end. Reviewed accounting estimates for potential management bias. Ensured that all amounts in the financial statements agree to the underlying trial balance and no inappropriate adjustments have been made at the financial statement level. | We did not identify any material misstatements or significant control deficiencies. |

GRANT REVENUE RECOGNITION

| Description | Audit work performed | Summary of findings |
|--|--|---|
| There is a risk that grant revenue is not recognised in accordance with the disclosed accounting policies (i.e. recorded over the useful life of its associated asset). This is increased by the complexities when applying this accounting policy, and the uniqueness of every capital related grant and its associated work-in-progress. | <p>We have:</p> <ul style="list-style-type: none"> Reviewed any new funding agreements to ensure appropriate initial recognition of the associated revenue as income in advance. Reviewed existing income in advance calculations to ensure that adjustments to recognise revenue over the useful life of the associated asset is appropriate. | We did not identify any material misstatements or significant control deficiencies. |

Summary of misstatements

Uncorrected misstatements

We detail below the uncorrected misstatements which we have identified during the audit, and that were determined by management to be immaterial, both individually and in aggregate to the financial report taken as a whole.

Misstatements have not been included if they are considered to be clearly trivial which we have set at \$13,550. Matters which are clearly trivial are regarded as clearly inconsequential when taken individually or in aggregate.

We will seek representation from management to acknowledge that:

- Uncorrected misstatements have been brought to their attention by us; and
- They have considered the effect of any uncorrected misstatements, aggregated during and pertaining to the latest period, on the financial report and consider the misstatements are immaterial individually and in aggregate to the financial report taken as a whole.

| Description | Assets | (Liabilities) | Reserves | (Profit)/Loss |
|---|---------------|-----------------|---------------|-----------------|
| Correct impact of prior year work-in-progress written off in the current year | - | - | 18,059 | (18,059) |
| Reclassify accrued income sitting within accrued expenditure account | 95,042 | (95,042) | - | - |
| Take up impact of historic WASP revenue GST payable amounts not remitted | (63,415) | - | 63,415 | - |
| Net effect of uncorrected misstatements | 31,627 | (95,042) | 81,474 | (18,059) |

Internal control

Current year

In accordance with ASA 265 *Communicating Deficiencies in Internal Control to Those Charged with Governance and Management*, we are required to communicate in writing, significant deficiencies in internal control identified during our audit to those charged with governance on a timely basis.

The standard defines a deficiency in internal control as:

1. A control is designed, implemented or operated in such a way that it is unable to prevent, or detect and correct, misstatements in the financial report on a timely basis; or
2. A control necessary to prevent, or detect and correct, misstatements in the financial report on a timely basis is missing.

Significant deficiency in internal control means a deficiency or combination of deficiencies in internal control that, in the auditor's professional judgement, is of sufficient importance to merit the attention of the Members.

Our audit procedures did not identify any significant deficiencies that in our professional judgment are of sufficient importance to merit the attention of the Members.

Follow up on prior period findings

We have detailed below the current status of matters relating to internal control that have been raised in prior communications and are not referred to in the current period findings.

| Description of matter | Date previously communicated | Current status | Management comments |
|---|---------------------------------------|--|---------------------|
| 1 Credit cards Credit cards are recorded through creditors - no separate accounts for credit card liabilities are maintained. We recommend tracking and disclosing these separately in Magiq. | Annual audit plan dated 17 July 2024. | Resolved - A separate credit card liability account is now being maintained from July 2024 onwards. | N/A |

Internal control *continued*

| Description of matter | Date previously communicated | Current status | Management comments |
|--|--|--|---------------------|
| <p>2 Independent verification of bank account changes and masterfile change review</p> <p>#1 We identified that requests for changes to supplier bank details are not independently verified prior to the change being actioned.</p> <p>#2 There was also no periodic review of all masterfile changes to ensure they are supported by appropriate documentation.</p> | <p>Annual audit plan dated 17 July 2024.</p> | <p>#1 Resolved - Sighted several ‘Supplier Details Forms’ as including a prompt to verify bank detail changes with suppliers via phone call. Process was sighted as operating across April to August 2024 - considered sufficient.</p> <p>#2 Resolved - Confirmed masterfile change reviews are being performed monthly with signoffs provided by the Senior Finance Officer and Corporate Services Coordinator.</p> | <p>N/A</p> |
| <p>3 Income in advance and grant revenue</p> <p>Identified numerous deficiencies in the accounting for income in advance balances (deferred capital grants), mainly due to a gap in the understanding of how to appropriately apply the recognition approach.</p> | <p>Annual audit plan dated 17 July 2024.</p> | <p>Resolved - No further instances of deficiencies in application of recognition approach identified.</p> | <p>N/A</p> |

Internal control *continued*

| Description of matter | Date previously communicated | Current status | Management comments |
|---|--|--|---------------------|
| <p>4 Untimely termination of user access</p> <p>Following work performed on the user termination process, it was identified that although existing employee checklists are being completed, which prompts consideration of the need to deactivate user access, the actioning of this deactivation is not being completed in a timely manner.</p> | <p>Annual audit plan dated 17 July 2024.</p> | <p>Resolved pending auditor verification - Monthly review of MagiQ users and access has been formalised through inclusion in the EOM checklist/process.</p> | <p>N/A</p> |

Other reporting requirements

Independence and ethics

In conducting our audit, we are required to comply with the independence requirements of Part 4A of APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)*.

We have obtained independence declarations from all staff engaged in the audit.

We also have policies and procedures in place to identify any threats to our independence, and to appropriately deal with and if relevant mitigate those risks.

We have not become aware of any issue that would cause any member of the engagement team, BDO or any BDO network firm to contravene any ethical requirement or any regulatory requirement that applies to the audit engagement.

BDO has not provided any other services during the audit to Weipa Town Authority.

We have provided a declaration to directors regarding independence, a draft of which has been included at Appendix 2.

Non-compliance with laws and regulations

We have made enquiries in relation to any non-compliance with laws and regulations during the course of our audit. We have not identified any instances of non-compliance with laws and regulations as a result of our enquiries.

Fraud

Management have confirmed that there were no matters of fraud identified for the period under audit, or subsequently. It should be noted that our audit is not designed to detect fraud however should instances of fraud come to our attention we will report them to you.

We have not identified any instances of fraud during the course of our audit.

Appendices

Appendix 1 Proposed audit report

INDEPENDENT AUDITOR'S REPORT

To the members of Weipa Town Authority

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Weipa Town Authority (the Entity), which comprises the statement of financial position as at 30 June 2024, the statement of profit or loss, the statement of changes in equity and the statement of cash flows for the year then ended, and notes to the financial report, including a summary of material accounting policy information and Committee Members' declaration.

In our opinion the accompanying financial report presents fairly, in all material respects, the financial position of the Entity as at 30 June 2024 and of its financial performance and its cash flows for the year then ended in accordance with the basis of accounting described in note 2.

Basis for opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the *Auditor's responsibilities for the audit of the Financial Report* section of our report. We are independent of the Entity in accordance with ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 *Code of Ethics for Professional Accountants (including Independence Standards)* (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of matter - Basis of accounting

We draw attention to Note 2 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the Entity to meet the requirements of the Committee. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Appendix 2 Auditor independence declaration

Positive declaration

We set out below our draft Auditor independence declaration.

DECLARATION OF INDEPENDENCE BY MARGARET DEWHURST TO THE MEMBERS OF WEIPA TOWN AUTHORITY

As lead auditor of Weipa Town Authority for the year ended 30 June 2024, I declare that, to the best of my knowledge and belief, there have been no contraventions of any applicable code of professional conduct in relation to the audit.

1300 138 991
www.bdo.com.au

NEW SOUTH WALES
NORTHERN TERRITORY
QUEENSLAND
SOUTH AUSTRALIA
TASMANIA
VICTORIA
WESTERN AUSTRALIA

AUDIT • TAX • ADVISORY

We have prepared this report solely for the use of Weipa Town Authority. As you know, this report forms part of a continuing dialogue between the company and us and, therefore, it is not intended to include every matter, whether large or small, that has come to our attention. For this reason, we believe that it would be inappropriate for this report to be made available to third parties and, if such a third party were to obtain a copy of this report without prior consent, we would not accept any responsibility for any reliance they may place on it.

BDO Audit (NTH QLD) Pty Ltd ABN 55 121 461 041 is a member of a national association of independent entities which are all members of A.C.N. 050 110 275 Ltd ABN 77 050 110 275, an Australian company limited by guarantee. BDO Audit (NTH QLD) Pty Ltd and A.C.N. 050 110 275 Ltd are members of BDO International Ltd, a UK company limited by guarantee, and form part of the international BDO network of independent member firms. Liability limited by a scheme approved under Professional Standards Legislation.

www.bdo.com.au

ORGANISATION DETAILS

| | |
|------------------------------------|----------------------------|
| Organisation Name: | Cape York Aquatics |
| Organisation Address: | PO BOX 1055 WEIPA |
| Organisation Email: | capeyorkaquatics@gmail.com |
| Organisation Website: | |
| Is your Organisation Incorporated? | |
| Incorporation Number: | |
| Primary purpose of organisation: | Swim instructing. |

PRIMARY CONTACT PERSON

| | |
|-------------------------------------|-----------------------------|
| Applicant Name: | Tamara Lambert |
| Applicant Position in organisation? | Head coach |
| Applicant preferred contact number: | 0476762389 |
| Applicant preferred email address: | tamaralambert1597@gmail.com |

DETAILS OF REQUEST

| Fee Type | |
|--|---|
| Town Planning Fees | Type of Material Change of Use (MCU) application: |
| | Address of property application relates to Storm Shelter |
| Venue Hire Fees* <small>*Key security deposit not eligible for waiver</small> | Venue: Pool |
| | Dates of Hire: |
| | Details of event: Swim teaching. |
| Equipment Hire Fees^ <small>^Security deposit not eligible for waiver</small> | Equipment Type: |
| | Dates required: |
| Aquatic Centre Fees: | <input type="checkbox"/> Admission <input checked="" type="checkbox"/> Lane Hire |
| | Admission Type: <input type="checkbox"/> Child / Pensioner x 10 <input type="checkbox"/> Child / Pensioner x 25 <input type="checkbox"/> Adult x 10 <input type="checkbox"/> Adult x 25 <input type="checkbox"/> Child Season (Jul - Aug) <input type="checkbox"/> Adult Season (Jul - Aug) <input type="checkbox"/> Family Pass (Jul - Aug) |
| | No. of Lanes required: Dates required: |
| Total value of fees to be waived: | \$ 1,155 Term 4 ⁽²⁰²⁴⁾ + Term 1+2 ⁽²⁰²⁵⁾ |

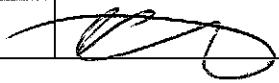
| | | |
|--|-------------------------------|-----------------------------|
| Form Name: Refund and Waiver of Fees and Charges Application | Doc No: FRM-054 | Date of Issue: 06-06-2017 |
| Owner: Corporate Services Administrator | Authorised By: Superintendent | Next Review Due: 06-06-2019 |

REASON FOR FEE WAIVER

| | |
|---|--|
| <p>Provide a brief description of the reason for which you are requesting a fee subsidy:</p> | <p>To lower the fee's of swimming lessons so it's affordable for everyone in the community.</p> |
| <p>Please detail how your activity / operation positively contributes to the Weipa Community.</p> | <p>It provides technical and physical help to those wanting to improve their swimming and contributes to improving our communities water safety awareness.</p> |

DECLARATION

I declare that I have been authorised by the applicant organisation to submit this application and that the information relating to the organisation and the project is true and correct.

| | | | |
|----------------------|---------------------------|------------------|---|
| <p>Organisation:</p> | <p>Cape York Aquatics</p> | <p>Position:</p> | <p>Coach</p> |
| <p>Name:</p> | <p>Tomara Lambert</p> | <p>Signature</p> |  |
| <p>Date:</p> | <p>15/Sept/24</p> | | |

OFFICE USE ONLY

| | | |
|---|---|--|
| <p>Request Approved: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> | <p><input type="checkbox"/> Superintendent Signature: _____ Date: _____</p> | <p><input type="checkbox"/> WTA Members Resolution Date: _____</p> |
| <p>Recorded on WTA Donations Register by:</p> | <p>Name: _____ Signature: _____ Date: _____</p> | |

| | | |
|---|--------------------------------------|------------------------------------|
| <p>Form Name: Refund and Waiver of Fees and Charges Application</p> | <p>Doc No: FRM-054</p> | <p>Date of Issue: 06-06-2017</p> |
| <p>Owner: Corporate Services Administrator</p> | <p>Authorised By: Superintendent</p> | <p>Next Review Due: 06-06-2019</p> |

| | |
|--|----|
| Decision Report Board meeting date: 22 January 2025 | TS |
|--|----|

DEVELOPMENT APPLICATION – DA240006 – Development Permit for Material Change of Use – Service Industry, 7 Toots Holzheimer Road, Evans Landing - Lot 663 on MP37848

Attachment A: Proposed plans of development
Attachment B: Infrastructure Charges calculations

EXECUTIVE SUMMARY

The Applicant, Favilla Conduus Pty Ltd c/- Planz Town Planning has submitted a development application seeking a Development Permit for Material Change of Use for Service Industry for a new building to accommodate the storage and maintenance of environmental monitoring equipment and associated offices and training rooms on a vacant industrial zoned lot at 7 Toots Holzheimer Road, Evans Landing.

The development triggered a Code Assessable development application under the *Weipa Town Planning Scheme 2019, v1.0* (the Planning Scheme), for non-compliance with the prescribed minimum 3m side boundary setback. The building is proposed to be sited on the common boundary (0m setback) with the adjoining industrial zoned lot to the east.

It is considered that the proposed siting of the building will not have an adverse impact on the development on the adjoining lot or visual amenity of the streetscape, achieving compliance with the relevant performance outcome (PO2) and the purpose and overall objectives of the Industrial zone code.

The application is recommended for approval, subject to the conditions.

In accordance with the WTA Infrastructure Charges Resolution (No.2) 2023 Infrastructure Charges are applicable.

RECOMMENDATION A – Decision

THAT Weipa Town Authority approves the development application for a Development Permit for a Material Change of Use for a Service Industry to be located on land at 7 Toots Holzheimer Road, Evans Landing, formally described as Lot 663 on MP37848, subject to the following conditions:

| No. | Conditions | Condition Timing |
|-----------------------------------|---|------------------|
| 1.0 Parameters of Approval | | |
| 1.1 | The Developer is responsible for ensuring compliance with this development approval and the conditions of the approval by an employee, agent, contractor, or invitee of the Developer at all times unless otherwise stated. | At all times. |
| 1.2 | Where these conditions refer to “WTA” in relation to requiring Weipa Town Authority to approve or be satisfied as to any matter, or conferring on the WTA a function, power, or | At all times. |

| | | |
|-----|---|---------------|
| | discretion, that role of the WTA may be fulfilled in whole or in part by a delegate appointed for that purpose by WTA | |
| 1.3 | 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 at no cost to the WTA or relevant utility provider, unless otherwise stated in a development condition. | At all times. |
| 1.4 | The developer is required to have repaired any damage to existing infrastructure that may have occurred during any works carried out associated with the development. To the extent the damage is deemed by WTA to create a hazard to the community, it must be repaired immediately. | At all times. |
| 1.5 | All development conditions contained in this development approval about <i>infrastructure</i> under Chapter 4 of the <i>Planning Act 2016</i> (the Act), should be read as being non-trunk infrastructure conditioned under section 145 of the Act, unless otherwise stated. | At all times. |
| 1.6 | Unless otherwise stated, all works must be designed, constructed, and maintained in accordance with the Weipa Town Planning Scheme, FNQROC Development Manual and any other relevant guideline and standards. | At all times. |
| 1.7 | All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland (RPEQ). | At all times |

2.0 Approved Plans and Documents

| 2.1 | <p>The approved development must be completed and maintained generally in accordance with the approved plans and documents, except where amended by the conditions of this permit:</p> <table border="1"> <thead> <tr> <th>Document Name</th> <th>Document No.</th> <th>Revision</th> <th>Date</th> </tr> </thead> <tbody> <tr> <td>Site Plan</td> <td>1720-2.1</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>Floor Plan</td> <td>1720-3.1</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>Floor Plan</td> <td>1720-3.2</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>Parking Layout</td> <td>1720-4.1</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>Elevations/Sections</td> <td>1720-9.1</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>Elevations/Sections</td> <td>1720-9.2</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>Elevations/Sections</td> <td>1720-9.3</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>3D Views</td> <td>1720-15.1</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>3D Views</td> <td>1720-15.2</td> <td></td> <td>27.09.24</td> </tr> <tr> <td>3D Views</td> <td>1720-15.3</td> <td></td> <td>27.09.24</td> </tr> </tbody> </table> | Document Name | Document No. | Revision | Date | Site Plan | 1720-2.1 | | 27.09.24 | Floor Plan | 1720-3.1 | | 27.09.24 | Floor Plan | 1720-3.2 | | 27.09.24 | Parking Layout | 1720-4.1 | | 27.09.24 | Elevations/Sections | 1720-9.1 | | 27.09.24 | Elevations/Sections | 1720-9.2 | | 27.09.24 | Elevations/Sections | 1720-9.3 | | 27.09.24 | 3D Views | 1720-15.1 | | 27.09.24 | 3D Views | 1720-15.2 | | 27.09.24 | 3D Views | 1720-15.3 | | 27.09.24 | At all times. |
|---------------------|---|---------------|--------------|----------|------|-----------|----------|--|----------|------------|----------|--|----------|------------|----------|--|----------|----------------|----------|--|----------|---------------------|----------|--|----------|---------------------|----------|--|----------|---------------------|----------|--|----------|----------|-----------|--|----------|----------|-----------|--|----------|----------|-----------|--|----------|---------------|
| Document Name | Document No. | Revision | Date | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Site Plan | 1720-2.1 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Floor Plan | 1720-3.1 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Floor Plan | 1720-3.2 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Parking Layout | 1720-4.1 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elevations/Sections | 1720-9.1 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elevations/Sections | 1720-9.2 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elevations/Sections | 1720-9.3 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3D Views | 1720-15.1 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3D Views | 1720-15.2 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3D Views | 1720-15.3 | | 27.09.24 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2.2 | 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. | At all times. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 3.0 Car Parking and Access | | |
|-----------------------------------|---|--|
| 3.1 | Design and construct the vehicle crossover to Toots Holzheimer Road in accordance with the approved plans and the relevant <i>FNQROC Development Manual</i> standard. | Prior to commencement of the use and at all times. |
| 3.2 | Provide a minimum of six (6) car parking spaces. | Prior to commencement of the use and at all times. |
| 3.3 | All car parking and vehicle manoeuvring areas must be either asphalt sealed or concreted, in accordance with the approved plans. | Prior to commencement of the use. |
| 3.4 | Design and construct all car parking and vehicle manoeuvring areas in accordance with the approved plans, <i>Far North Queensland Regional Organisation of Councils Development Manual</i> (FNQROCDM), <i>Australian Standard AS2890 "Off Street Car Parking"</i> , <i>Manual of Uniform Traffic Control Devices (Queensland)</i> . | Prior to commencement of the use. |
| 4.0 Landscaping | | |
| 4.1 | Landscaped gardens a minimum width of 1.5 metres must be provided along the Toots Holzhiemer Road frontage as detailed on the approved plan of development. The landscaping must be subject to ongoing maintenance and replanting programme (if necessary). | Prior to commencement of the use. |
| 5.0 Stormwater | | |
| 5.1 | Lawful point of discharge for the development is Toots Holzhiemer Road. Discharge all minor stormwater flows that fall or pass onto the site to the lawful point of discharge without causing annoyance or nuisance to any person in accordance with the <i>Queensland Urban Drainage Manual</i> (QUDM). | At all times. |
| 5.2 | All stormwater infrastructure must be designed, constructed, and maintained in accordance with the <i>FNQROC Development Manual</i> and the <i>Queensland Urban Drainage Manual</i> . | At all times |
| 6.0 Sewerage and Water | | |
| 6.1 | Connect the development to WTA reticulated sewerage and water network. Sufficient reticulated water capacity must be provided for domestic and firefighting purposes. | Prior to commencement of the use and at all times. |
| 6.2 | Design and construct all sewerage and water works in accordance with the approved plans, <i>FNQROC Development Manual</i> , <i>Water Supply (Safety and Reliability) Act</i> and the <i>Plumbing and Drainage Act</i> . | Prior to commencement of the use and at all times. |
| 7.0 Services | | |
| 7.1 | Electricity and telecommunication services must be provided to the premises in accordance with the standards and requirements of the relevant service provider. | Prior to commencement of the use and at all times. |
| 8.0 Waste Management | | |
| 8.1 | A designated area for waste storage area screened from view from any road or adjoining property must be provided. | At all times. |

| 9.0 Amenity and Environmental Health | | |
|---|---|--|
| 9.1 | Undertake the approved development so there is no environmental nuisance or detrimental effect on any surrounding land uses and activities by reason of the emission of noise, vibration, odour, fumes, smoke, vapour, steam soot, ash, wastewater, waste products, oil or otherwise. | Prior to commencement of the use and at all times. |
| 9.2 | Install and operate all outdoor lighting to comply with <i>AS4282 – 2023 “Control of the Obtrusive Effects of Outdoor Lighting”</i> . | Prior to commencement of the use and at all times. |
| 10.0 Site Works and Erosion and Sediment Control | | |
| 10.1 | Site works must be constructed such that they do not, at any time, in any way restrict, impair or change the natural flow of runoff water, or cause a nuisance or worsening to adjoining properties or infrastructure. | Prior to commencement of the use and at all times. |
| 10.2 | Prepare and implement an Erosion and Sediment Control Strategy (ESCS) in accordance with the FNQROC Design Guideline D5 (Stormwater Quality) as it relates to the construction phase. The ESCS must be available for inspection by WTA officers during the construction phase. | Prior to commencement of the use. |
| 10.3 | Implement the ESCS for the duration of the construction phase and until such time all exposed soils areas are permanently stabilised (for example, turfed, hydro mulched, concrete or landscaped). | Prior to commencement of the use. |
| 11.0 Asset Management | | |
| 11.1 | Any alteration necessary to electricity, telephone, water mains, sewerage mains, and/or public utility installations resulting from the development or in connection with the development, must be undertaken and completed at no cost to WTA. | At all times. |

| Advisory Notes | | |
|-----------------------|---|--|
| 1. | This approval, granted under the provisions of the Planning Act 2016, shall lapse six (6) years from the day the approval takes effect in accordance with the relevant provision s85 of the Planning Act 2016. | |
| 2. | Prior to commencing any construction activities, the applicant/developer will be required to obtain further development permits for building work, and plumbing and drainage work, as required under relevant legislation for this work. | |
| 3. | Infrastructure Charges must be paid to WTA as indicated on the Infrastructure Charges Notice at the rate applicable at the time of payment. | |
| 4. | This approval does not negate the requirement for compliance with all other relevant Local Laws and other statutory requirements. Any provisions contained in this approval relating to the enforcement of any of the conditions shall be in addition to all other rights, powers and privileges that the WTA may possess or obtain, and nothing contained in these | |

| | |
|----|--|
| | conditions shall be construed so as to prejudice, affect or otherwise derogate or limit these rights, powers and privileges of the WTA |
| 5. | General environmental duty under the Environmental Protection Act 1994 and subordinate legislation prohibits unlawful environmental nuisance caused by noise, aerosols, particles, dust, ash, fumes, light, odour or smoke beyond the boundaries of the development site during all stages of the development including earthworks, construction and operation. |
| 6. | This development approval does not authorise any activity that may harm Aboriginal cultural heritage. It is advised that under section 23 of the Aboriginal Cultural Heritage Act 2003, a person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal cultural heritage (the “cultural heritage duty of care”). |

RECOMMENDATION B – INFRASTRUCTURE CHARGES NOTICE

1. That an Infrastructure Charges Notice for the amount of **\$40,404.00** in relation to the development application for a Development Permit for Material Change of Use for Service Industry on land located at 7 Toots Holzheimer Road, Evans Landing, formally described as Lot 663 on MP37848 be issued.
-

1.0 OVERVIEW

Table 1 below provides an overview of the development application material and assessment details.

| TABLE 1 – OVERVIEW | |
|--------------------------------|--|
| PROPERTY DETAILS | |
| Site address | 7 Toots Holzheimer Road, Evans Landing |
| RPD | Lot 663 MP37848 |
| Site Area | 2,052m ² |
| Landowner | Favilla Conduis Pty Ltd |
| Existing use of land | Storage No built improvements |
| APPLICATION DETAILS | |
| Application No. | DA240006 |
| Applicant | Favilla Conduis Pty Ltd c/ Planz Town Planning |
| Application description | Development Permit for Material Change of Use – Service Industry |
| Decision due date | 23 January 2025 |
| STATUTORY DETAILS | |
| State Planning Policy | State Planning Policy (July 2017) |
| Mapped SPP matters | Appropriately integrated into the Planning Scheme |
| Regional Plan | Cape York Regional Plan (August 2014) |
| Planning Scheme | Weipa Town Planning Scheme 2019 (v1.0) |
| Defined Land Use | Service Industry |
| Planning Zone/Precinct | Industry zone |
| Overlays | Airport Overlay |
| Level of Assessment | Code Assessable |

2.0 SITE AND SURROUNDING DEVELOPMENT

The subject site is located in the established industrial estate in Evans Landing. The site is currently used for informal storage with no built improvements. Toots Holzheimer Road fronting the site is sealed construction. The site adjoins an industrial lot to the east (5 Toots Holzheimer Road) and the access handle of a vacant industrial lot to the rear (9 Toots Holzheimer Road).

The subject site is serviced by existing water, sewer, stormwater, electricity, and telecommunications networks.



FIGURE 1 – Subject site

3.0 DESCRIPTION OF PROPOSAL

The proposed development comprises of a new facility to accommodate the storage of equipment and vehicles for an environmental consultancy that serves the resource and industry sectors. In addition to the storage and maintenance of the environmental monitoring equipment the development includes offices and training room. The two storey building with a GFA of 560m², is located on the eastern side boundary and setback 3 metres from the rear boundary, with sixteen (16) designated carparking spaces along the western side boundary.

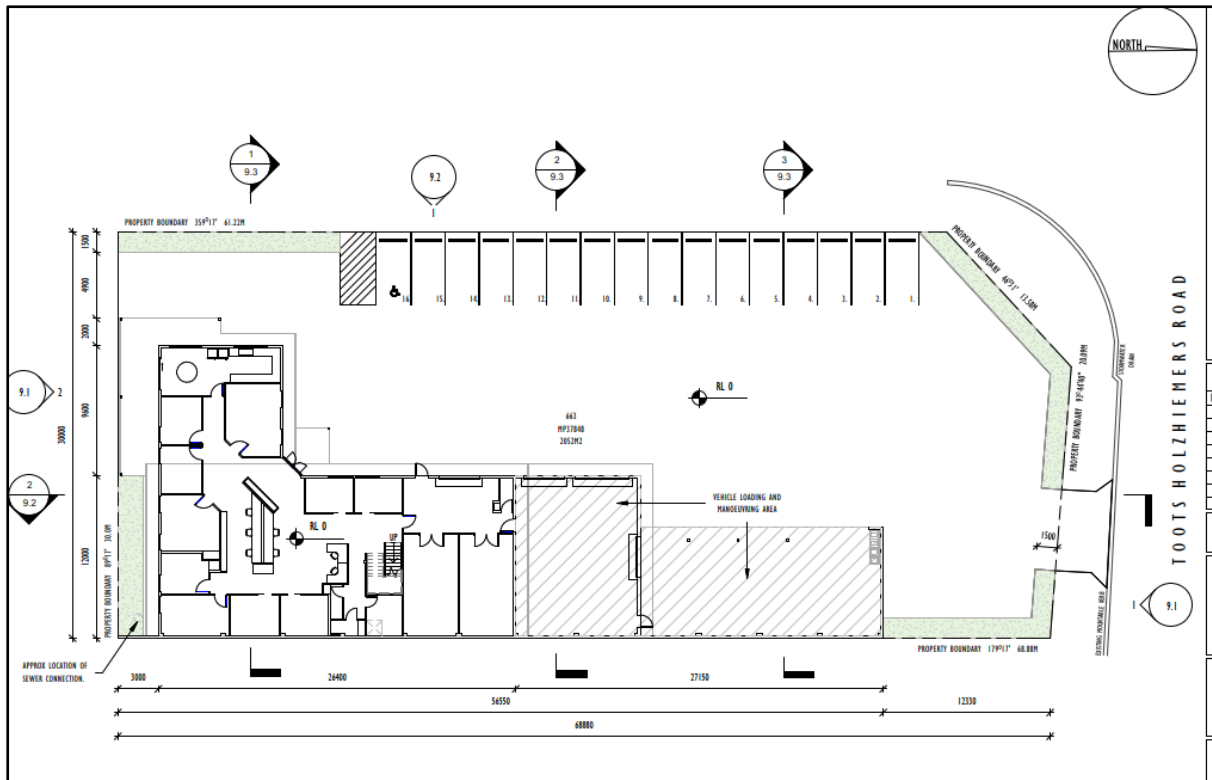


FIGURE 2 – Extract of Plans

4.0 PLANNING ASSESSMENT

In accordance with section 45 (3) of the *Planning Act 2016*, Code Assessment is an assessment that must be carried out –

- a) Against the assessment benchmarks in a categorising instrument for the development; and
- b) Having regard to any matters prescribed by regulation for this paragraph.

Pursuant to section 43(3) of the Act, the categorising instrument for the development is the *Weipa Town Planning Scheme 2019 (v1)*.

Sections 26 and 27 of the *Planning Regulation 2017* prescribe additional assessment benchmarks and matters that must be considered in deciding a Code Assessable development application.

TABLE 2 – ADDITIONAL ASSESSMENT BENCHMARKS

| Assessment Benchmarks | Comment |
|-----------------------|---|
| Schedule 9 | Schedule 9 is not applicable as the application is not for building work under the Building Act. |
| Schedule 10 | There are no matters stated in Schedule 10 of the Planning Regulation relevant to the subject site or proposed development. The application did not trigger a referral to SARA. |
| Regional Plan | Section 2.2 of the Planning Scheme identifies that the Minister has identified that the Planning Scheme appropriately advances |

| Assessment Benchmarks | Comment |
|--|---|
| | the Cape York Regional Plan (August 2014). A separate assessment against the Regional Plan is not required. |
| State Planning Policy, part E | Section 2.1 of the Planning Scheme notes that the current version of the State Planning Policy (July 2017) is integrated in the Planning Scheme. A review of the current SPP mapping has determined that no change to the mapping has occurred that requires further assessment of the SPP. |
| Temporary State Planning Policy | There are no Temporary State Planning Policies. |
| Local Government Infrastructure Plan (LGIP) | This matter is addressed in a separate section of this report. |
| Any development approval for, and any lawful use of the premises, or adjacent premises | There is no existing development approval history over the subject site that is relevant to this application. The development approval history on the adjoining lot has been considered in the assessment. |
| The common material | All the material received about the application has been assessed and has informed the recommendation of this report. |

4.1 Weipa Town Planning Scheme 2019

Land Use Definition

In accordance with Schedule 1 of the Planning Scheme, *Service Industry* is defined as:

Service Industry means the use of premises for an industrial activity that-

- (a) does not result in off-site air, noise or odour emissions; and
- (b) is suitable for location with other non-industrial uses.

The land use definition is consistent with the definition in Schedule 24 of the *Planning Regulation 2017*.

Level of Assessment

In accordance with Table 5.5.4 of the Planning Scheme, a Material Change of Use for Service Industry is Accepted Development subject to compliance with the prescribed acceptable outcomes of the relevant assessment benchmarks.

The proposed development does not achieve compliance with prescribed 3m side boundary setback in the Industry Zone Code (AO2.1). The building is proposed to be located on the boundary.

In accordance with section 5.3.3(2) of the Scheme non-compliance with a prescribed acceptable outcome triggers Code Assessable development.

4.2 Assessment Benchmarks

The applicable assessment benchmarks under the Planning Scheme are the:

- 6.2.4 Industry Zone code
- 7.2.1 Airport Overlay Code
- 8.2.4 Industry Uses code
- 8.3.2 Parking and Access Code; and
- 8.3.3 Works Service and Infrastructure Code

Industry zone code (6.2.4)

The purpose of the Industry zone code is to provide for a variety of industry activities that do not compromise the future use of premises.

The development achieves compliance with the following relevant prescribed acceptable outcomes:

- Building height of approximately 7.5 m complies with maximum 11.5m (AO1.1)
- Site coverage of less than 28% complies with maximum 75% (AO1.2)
- Front boundary setback of 12.3 m complies with minimum 6m setback (AO2.1a)
- Rear boundary setback of 3m complies with minimum 3m setback (AO2.1b)
- Access to services (AO3.1), Stormwater discharge (AO3.2), access and parking (AO4.2), landscaping (AO6.1).

The proposed 0m setback from the eastern side boundary does not achieve compliance with the prescribed minimum 3 m setback.

The building is proposed to be sited on the common boundary with the adjoining industrial lot to the east, 5 Toots Holzheimer Road. A building approval has been issued for an open industrial shed for storage purposes on the adjoining lot (5 Toots Holzheimer Road). The shed is setback 3m from the common boundary.

It is considered that the proposed siting of the building will not have an adverse impact on the development on the adjoining lot or visual amenity of the streetscape, achieving compliance with the relevant performance outcome (PO2) and the purpose and overall objectives of the Industrial zone code.

Summary of compliance with other assessment benchmarks

| Assessment benchmark | Summary of compliance |
|---------------------------------|---|
| Airport Environs code (7.2.1) | Lot is within the 8km wildlife buffer zone. Land use not a prescribed use likely to attract wildlife. |
| Industry Uses code (8.2.4) | Achieves compliance regarding parking and access, refuse storage areas |
| Parking and Access code (8.3.2) | Prescribed carparking rate of 1 space per 100m ² GFA. Six (6) spaces required based |

| | |
|---|---|
| | on GFA of 560m ² . Sixteen (16) carparking spaces are proposed achieving compliance. Carparking and access required to be designed and constructed in accordance with FNQROC Development Manual. |
| Works, Services and Infrastructure Code (8.3.3) | Development can be connected to reticulated water and sewerage infrastructure and discharge stormwater to lawful point of discharge (Toots Holzheimer Road). |

4.3 Relevant Matters

There are no other relevant matters for the application.

5.0 REFERRALS

The development did not trigger a referral to the State Assessment Referral Agency (SARA) or any other agency in accordance with Schedule 10 of the *Planning Regulations 2017*.

6.0 INFRASTRUCTURE CHARGES

In accordance with WTA's Infrastructure Charges Resolution (No. 2) 2023, infrastructure charges are applicable.

The applicable infrastructure charge for the development of a Service Industry (Commercial retail charges category) at a rate of \$99.90 per m² GFA. With a vacant land credit on the site of \$15,540 the total infrastructure charges payable is calculated to be **\$40,404.00**.

7.0 PUBLIC NOTIFICATION

Not applicable as the application is Code Assessable and not subject to public notification.

8.0 CONCLUSION

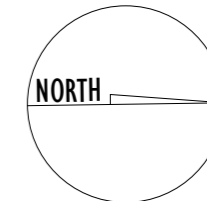
The proposed development is an appropriate use for the subject site and this report recommends approval subject to conditions.

The following reasons for the decisions are to be included in the Notice of Decision required under section 63(5) of the *Planning Act 2016*.

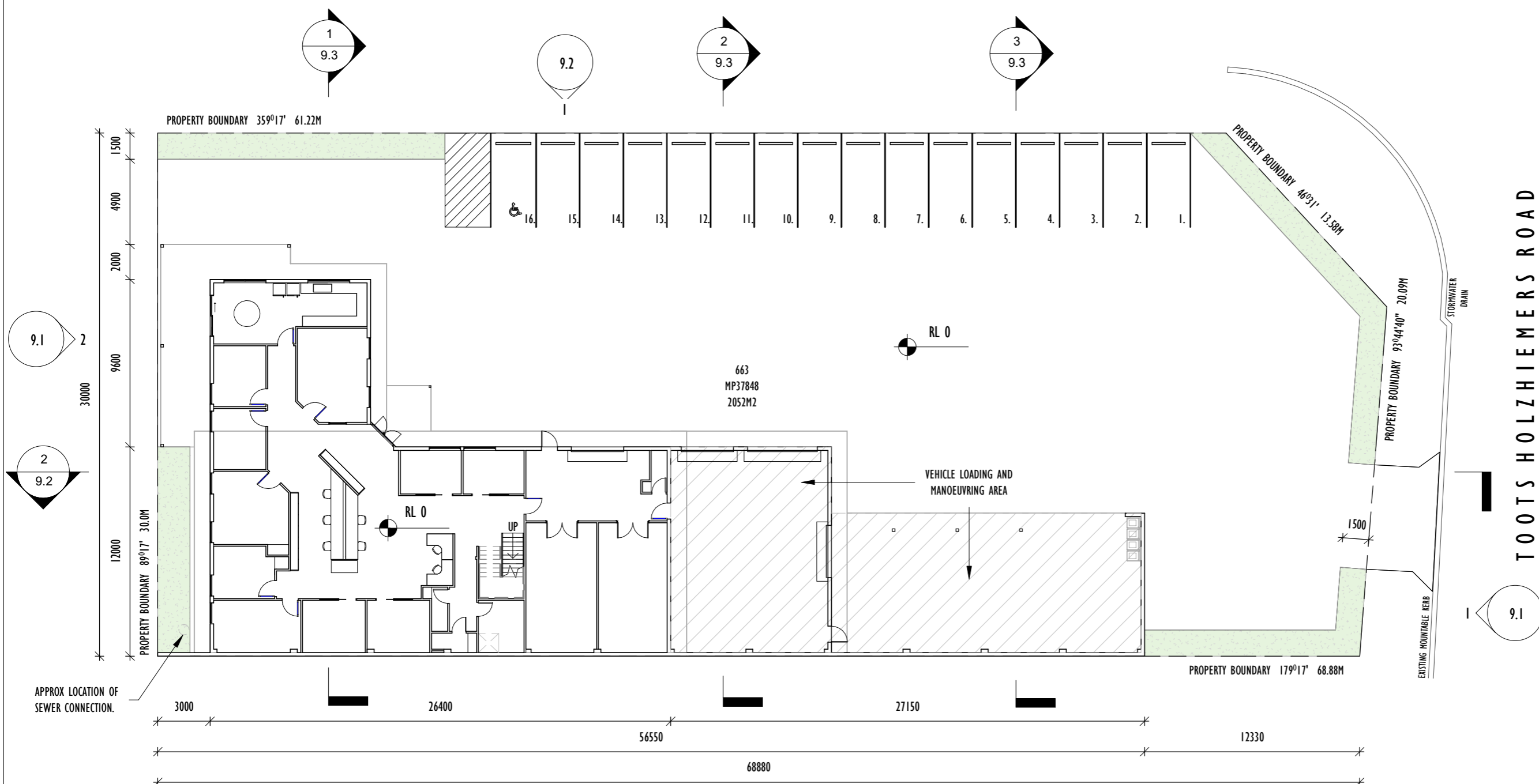
- (a) An assessment was made against the applicable assessment benchmarks and the proposed development demonstrated compliance.
- (b) The proposed 0m setback from the eastern side boundary, as opposed to the 3m prescribed acceptable outcome will not have an adverse impact on the development of the adjoining lot or visual amenity of the streetscape.

| | |
|--|--|
| Assessment Officer (Author): Teresa Schmidt | |
|--|--|

| | |
|--|--|
| Principal Planner (Reel Planning Pty Ltd) | |
|--|--|



DESIGN



DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|----------------------------|--------------------------------------|--------------------------------|
| DRAWN BY: MYRIAD | CHECKED BY: STUART JACKSON | CHECKED ON: 27.09.24 |
|----------------------------|--------------------------------------|--------------------------------|

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.

myriad
 tapitor pty ltd trading as myriad design abn 23 055 558 659
 a. 176 buchan street, cairns qld 4870
 t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
ECOTONE DEVELOPMENT

PROJECT ADDRESS:
7 TOOTS HOLZHEIMER ROAD, EVANS LANDING, QLD, 4874

CLIENT:
LAUREN DIBBEN

SITE PLAN

SCALE As indicated @ A3
 ISSUE DATE 27.09.24

SHEET NUMBER 1720- 2.1

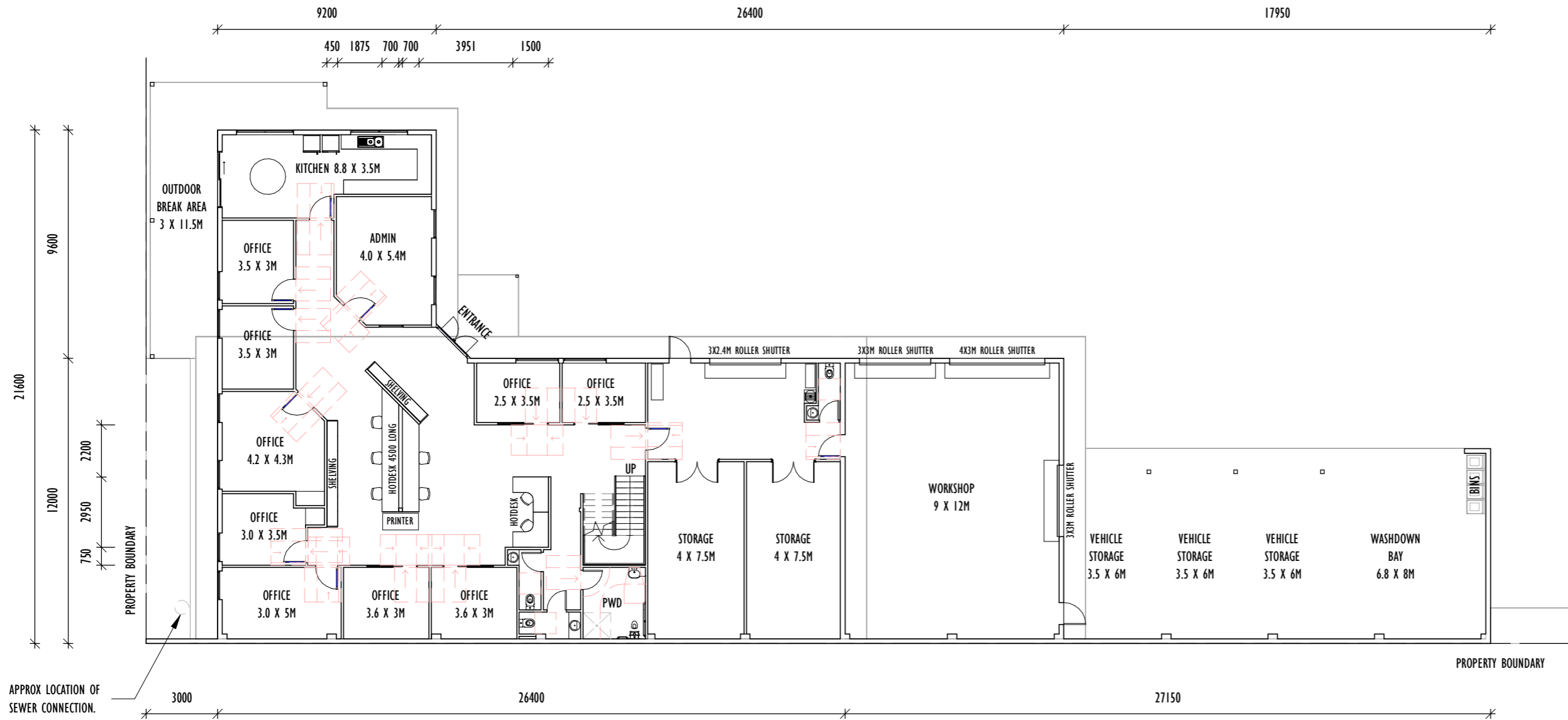
SITE PLAN
1 : 250

NOTE:
 ALL CROSSOVERS TO BE CONSTRUCTED IN COMPLIANCE WITH FNQROC.
 OFF STREET PARKING PROVIDED IN ACCORDANCE WITH AS2890.1

SITE COVERAGE:
 TOTAL SITE AREA: 2052M2 (100%).
 TOTAL GFA: 560M2 (27.5%).
 GROUND FLOOR GFA: 390M2
 FIRST FLOOR GFA: 170M2
 LANDSCAPED AREA: 102M2 (4.9%).

CARPARKING CALCULATIONS
 ZONE: LOW IMPACT INDUSTRY.
 PARKING AREA: 1 SPACE PER 100M2 (1 ACCESSIBLE SPACE PER 100 PARKS).
 TOTAL GFA: APPROX 560M2.
 CAR SPACES REQUIRED: 6.

DESIGN



APPROX LOCATION OF SEWER CONNECTION.



DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| DRAWN BY: | CHECKED BY: | CHECKED ON: |
|-----------|----------------|-------------|
| MYRIAD | STUART JACKSON | 27.09.24 |

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.

myriad
 tapitor Pty Ltd trading as myriad design abn 23 055 558 659
 a. 176 buchan street, cairns qld 4870
 t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
 ECOTONE DEVELOPMENT

PROJECT ADDRESS:
 7 TOOTS HOLZHEIMER ROAD, EVANS LANDING, QLD, 4874

CLIENT:
 LAUREN DIBBEN

FLOOR PLAN

SCALE: As indicated @ A3
 ISSUE DATE: 27.09.24

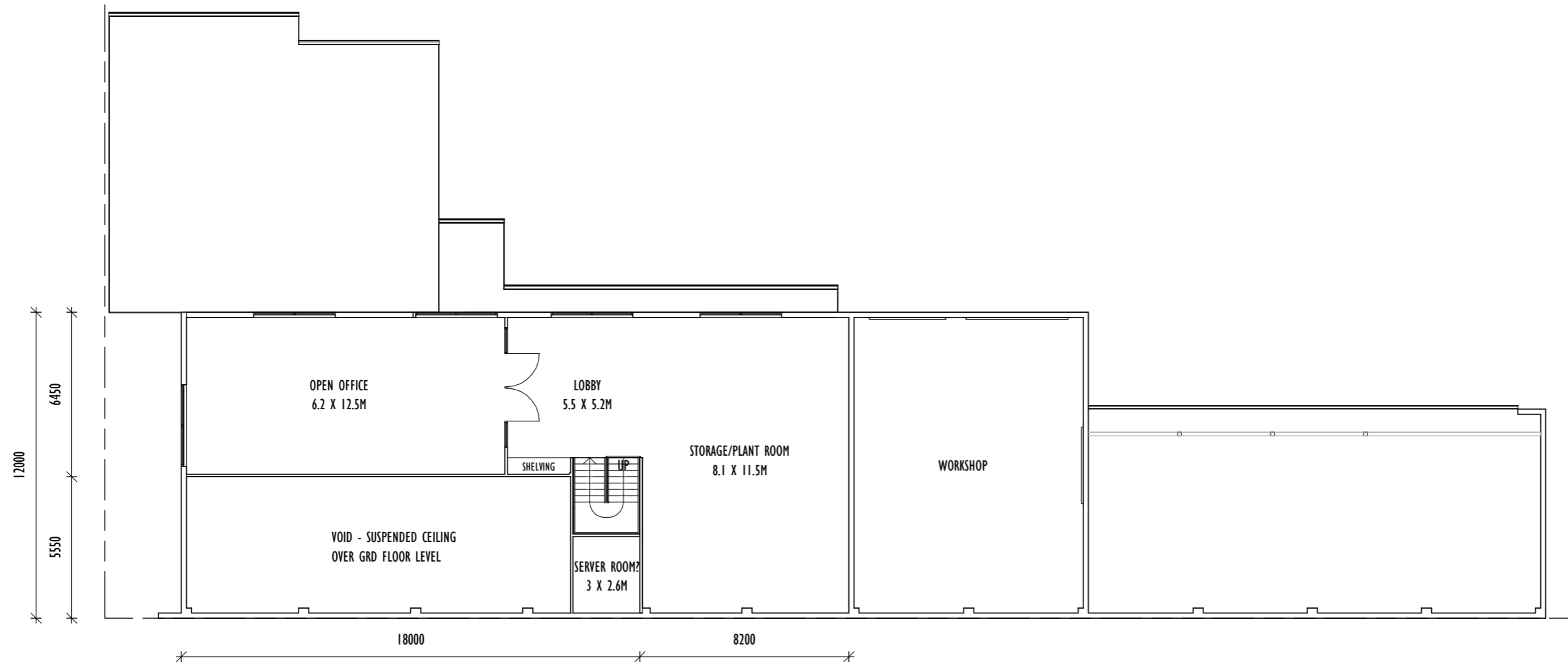
SHEET NUMBER 1720- 3.1

NOTE:
 ALL CROSSOVERS TO BE CONSTRUCTED IN COMPLIANCE WITH FNQROC.
 OFF STREET PARKING PROVIDED IN ACCORDANCE WITH AS2890.1

SITE COVERAGE:
 TOTAL SITE AREA: 2052M2 (100%).
 TOTAL GFA: 560M2 (27.5%).
 GROUND FLOOR GFA: 390M2
 FIRST FLOOR GFA: 170M2
 LANDSCAPED AREA: 102M2 (4.9%).

CARPARKING CALCULATIONS
 ZONE: LOW IMPACT INDUSTRY.
 PARKING AREA: 1 SPACE PER 100M2 (1 ACCESSIBLE SPACE PER 100 PARKS).
 TOTAL GFA: APPROX 560M2.
 CAR SPACES REQUIRED: 6.

DESIGN



DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|----------------------------|--------------------------------------|--------------------------------|
| DRAWN BY: MYRIAD | CHECKED BY: STUART JACKSON | CHECKED ON: 27.09.24 |
|----------------------------|--------------------------------------|--------------------------------|

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.



tapitor pty ltd trading as myriad design abn 23 055 558 659
 a. 176 buchan street, cairns qld 4870
 t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
ECOTONE DEVELOPMENT

PROJECT ADDRESS:
7 TOOTS HOLZHEIMER ROAD, EVANS LANDING,
QLD, 4874

CLIENT:
LAUREN DIBBEN

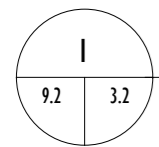
FLOOR PLAN

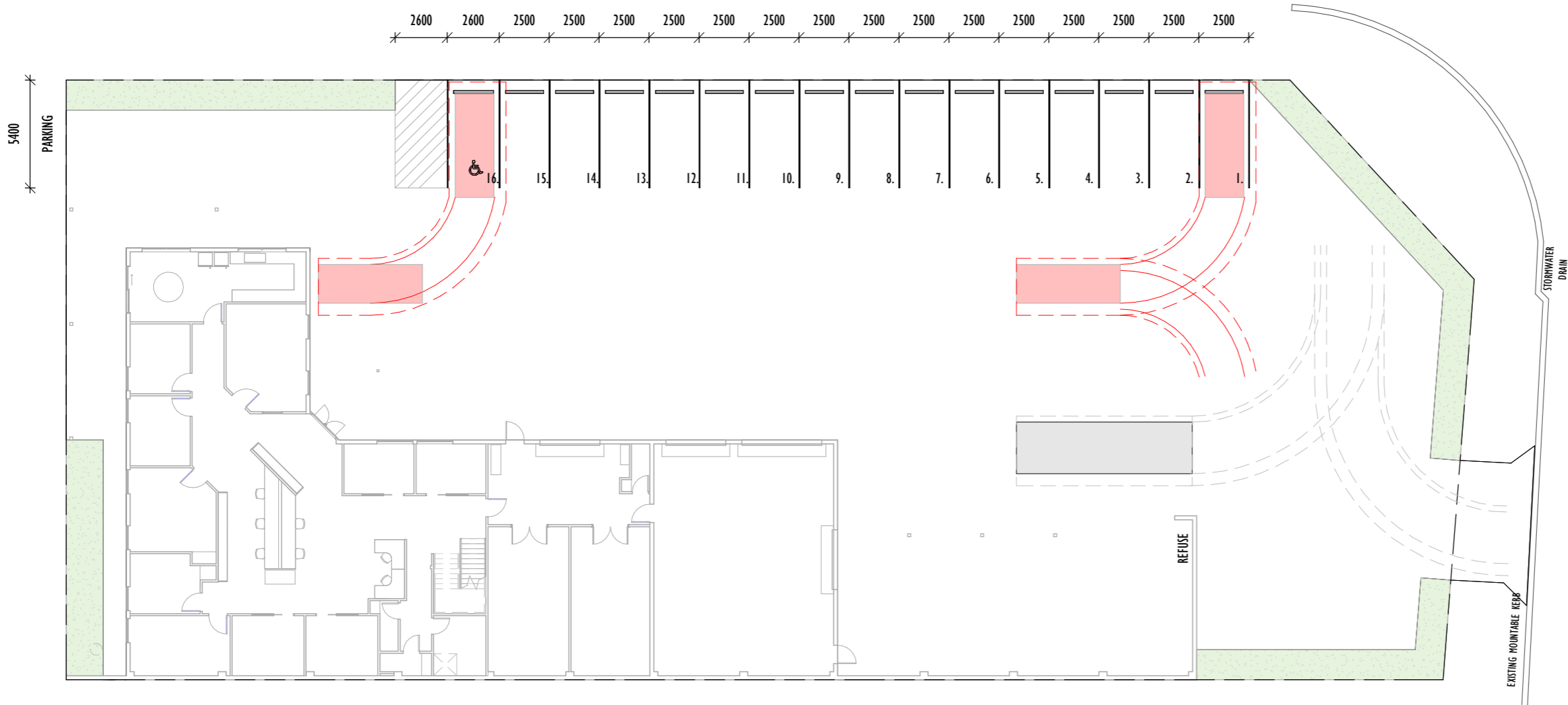
SCALE 1 : 200@ A3
 ISSUE DATE 27.09.24

SHEET NUMBER 1720- 3.2

FIRST FLOOR PLAN

1 : 200





TOOTS HOLZHEIMERS ROAD

DESIGN

DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|----------------------------|--------------------------------------|--------------------------------|
| DRAWN BY: MYRIAD | CHECKED BY: STUART JACKSON | CHECKED ON: 27.09.24 |
|----------------------------|--------------------------------------|--------------------------------|

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.



tapitor pty ltd trading as myriad design abn 23 055 558 659
 a. 176 buchan street, cairns qld 4870
 t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
ECOTONE DEVELOPMENT

PROJECT ADDRESS:
7 TOOTS HOLZHEIMER ROAD, EVANS LANDING, QLD, 4874

CLIENT:
LAUREN DIBBEN

PARKING LAYOUT

SCALE: As indicated @ A3
 ISSUE DATE: 27.09.24

SHEET NUMBER 1720- 4.1

NOTE:
 ALL CROSSOVERS TO BE CONSTRUCTED IN COMPLIANCE WITH FNQROC.
 OFF STREET PARKING PROVIDED IN ACCORDANCE WITH AS2890.1

CARPARKING CALCULATIONS

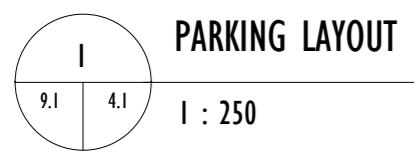
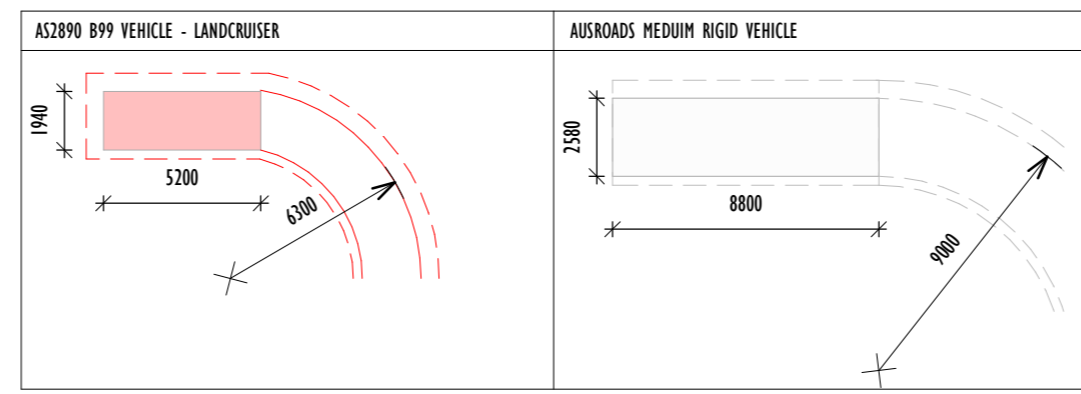
ZONE: LOW IMPACT INDUSTRY.

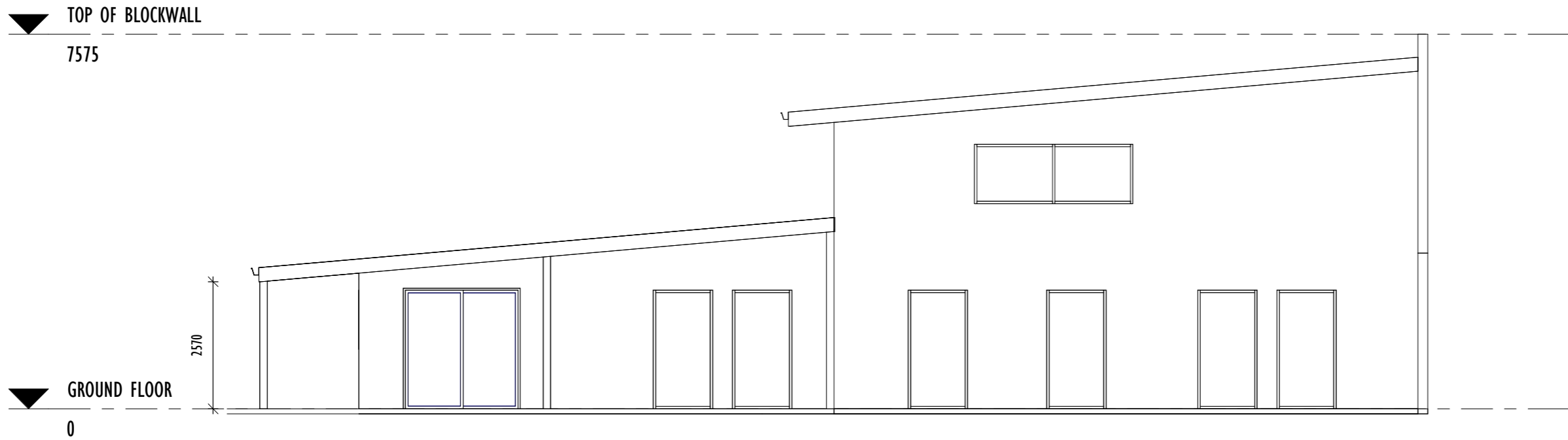
PARKING AREA: 1 SPACE PER 100M2 (1 ACCESSIBLE SPACE PER 100 PARKS).

TOTAL GFA: APPROX 560M2.

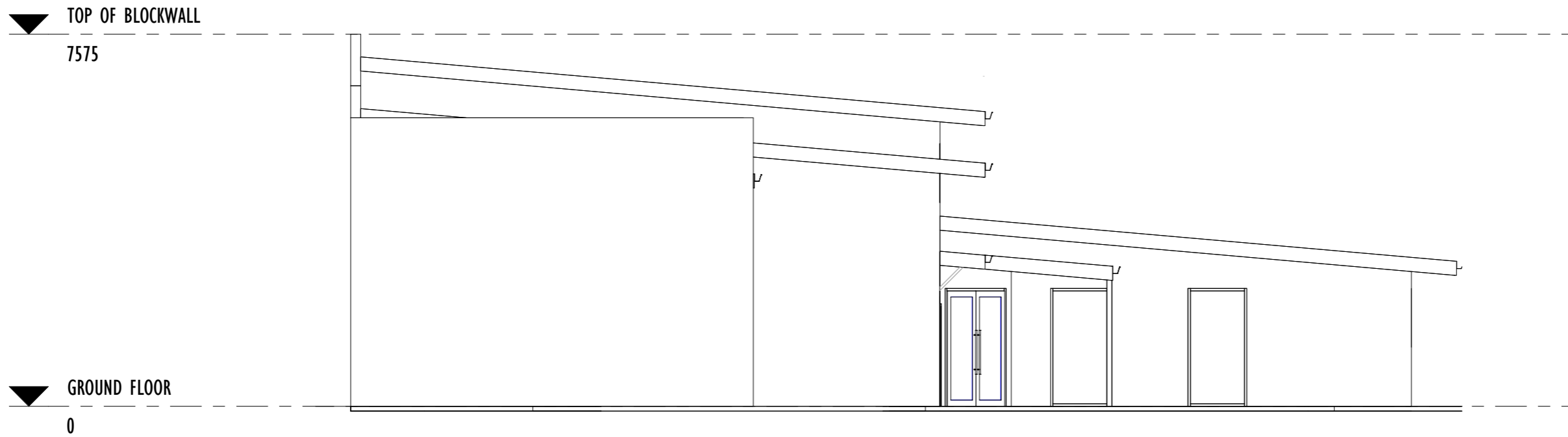
CAR SPACES REQUIRED: 6.

VEHICLE LEGEND





2
2.1 | 9.1
SOUTHERN ELEVATION
1 : 100



1
2.1 | 9.1
NORTHERN ELEVATION
1 : 100

DESIGN

DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| DRAWN BY: | CHECKED BY: | CHECKED ON: |
|-----------|----------------|-------------|
| MYRIAD | STUART JACKSON | 27.09.24 |

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.

myriad

tapitor Pty Ltd trading as myriad design abn 23 055 558 659
a. 176 buchan street, cairns qld 4870
t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
ECOTONE DEVELOPMENT

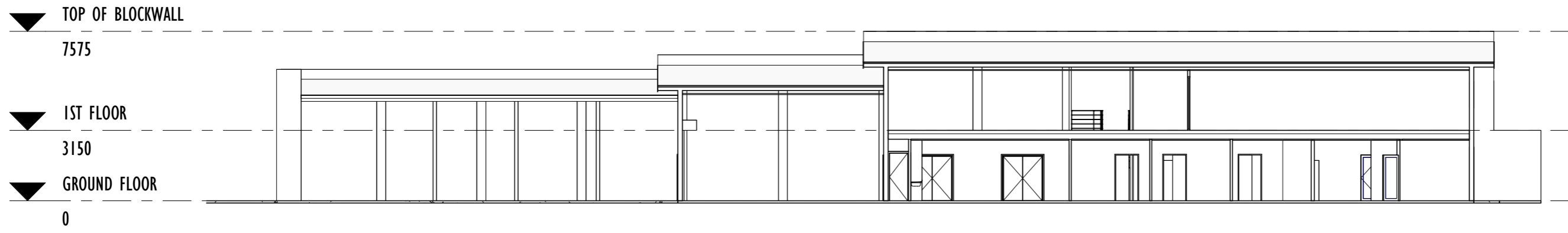
PROJECT ADDRESS:
7 TOOTS HOLZHEIMER ROAD, EVANS LANDING, QLD, 4874

CLIENT:
LAUREN DIBBEN

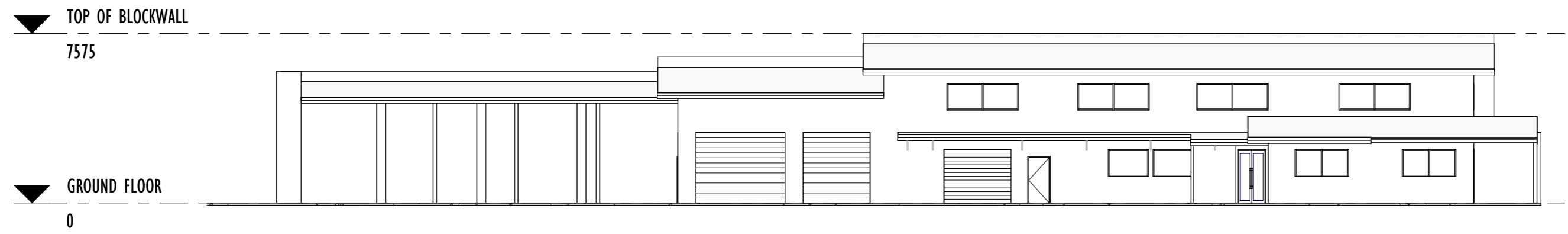
ELEVATIONS/SECTIONS

SCALE 1 : 100@ A3
ISSUE DATE 27.09.24

SHEET NUMBER 1720- 9.1



SECTION 1 - OVERALL
 2
 2.1 | 9.2
 1 : 200



WESTERN ELEVATION
 1
 2.1 | 9.2
 1 : 200

DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| DRAWN BY: | CHECKED BY: | CHECKED ON: |
|-----------|----------------|-------------|
| MYRIAD | STUART JACKSON | 27.09.24 |

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.

myriad
 tapitor pty ltd trading as myriad design abn 23 055 558 659
 a. 176 buchan street, cairns qld 4870
 t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
ECOTONE DEVELOPMENT

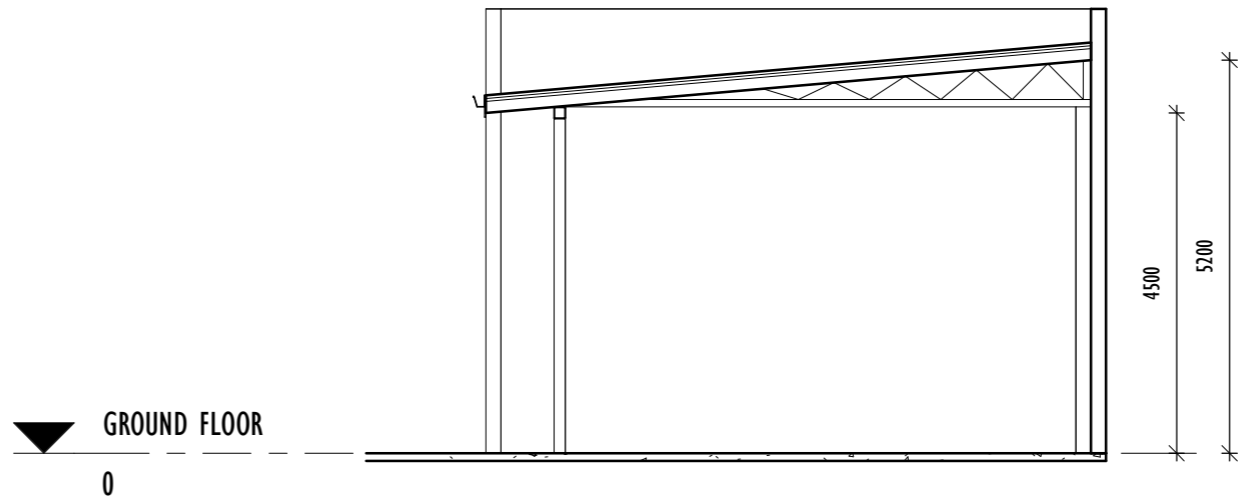
PROJECT ADDRESS:
7 TOOTS HOLZHEIMER ROAD, EVANS LANDING, QLD, 4874

CLIENT:
LAUREN DIBBEN

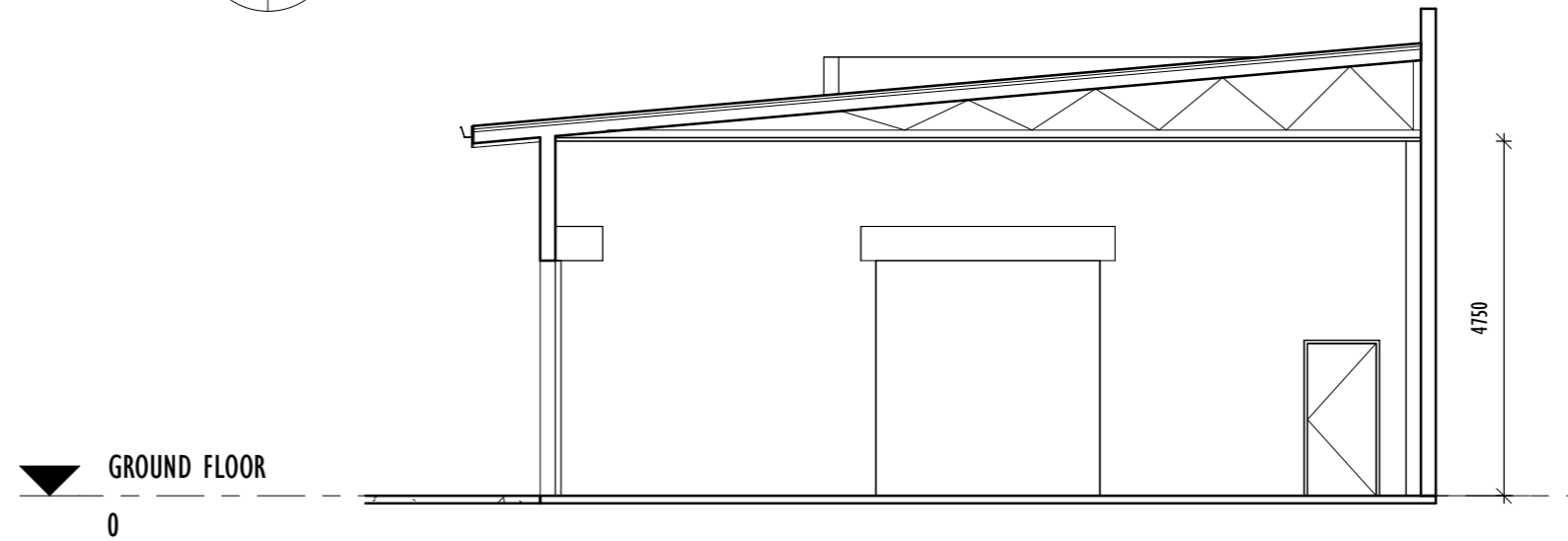
ELEVATIONS/SECTIONS

SCALE 1 : 200@ A3
 ISSUE DATE 27.09.24

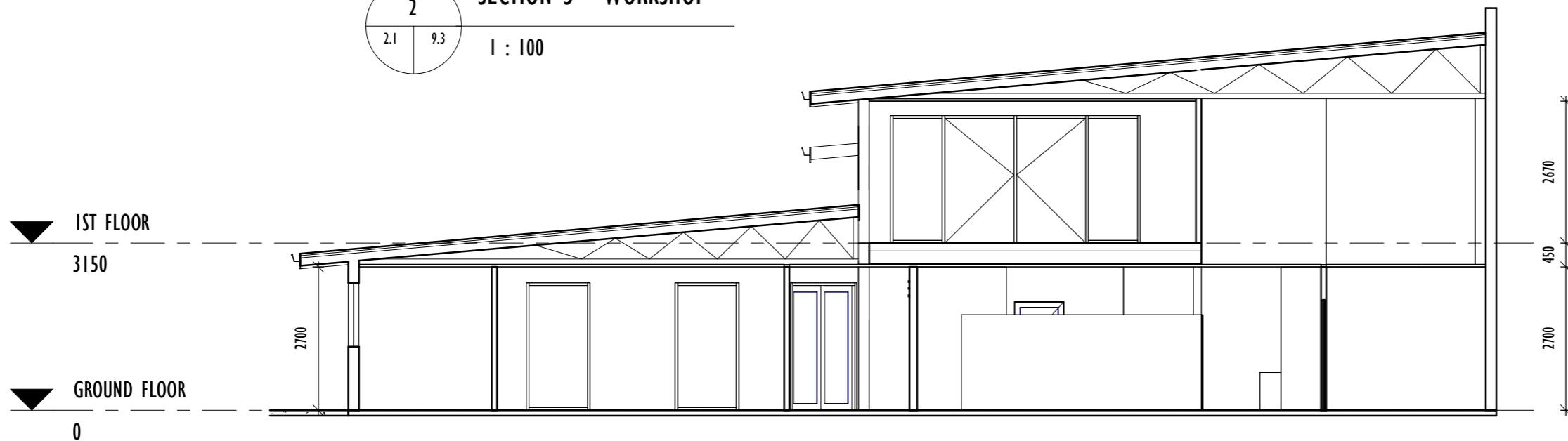
SHEET NUMBER 1720- 9.2



3
2.1 9.3
SECTION 4 - VEHICLE STORAGE
1 : 100



2
2.1 9.3
SECTION 3 - WORKSHOP
1 : 100



1
2.1 9.3
SECTION 2 - OFFICE
1 : 100

DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| DRAWN BY: | CHECKED BY: | CHECKED ON: |
|-----------|----------------|-------------|
| MYRIAD | STUART JACKSON | 27.09.24 |

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.



tapitor pty ltd trading as myriad design abn 23 055 558 659
a. 176 buchan street, cairns qld 4870
t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
ECOTONE DEVELOPMENT

PROJECT ADDRESS:
7 TOOTS HOLZHEIMER ROAD, EVANS LANDING, QLD, 4874

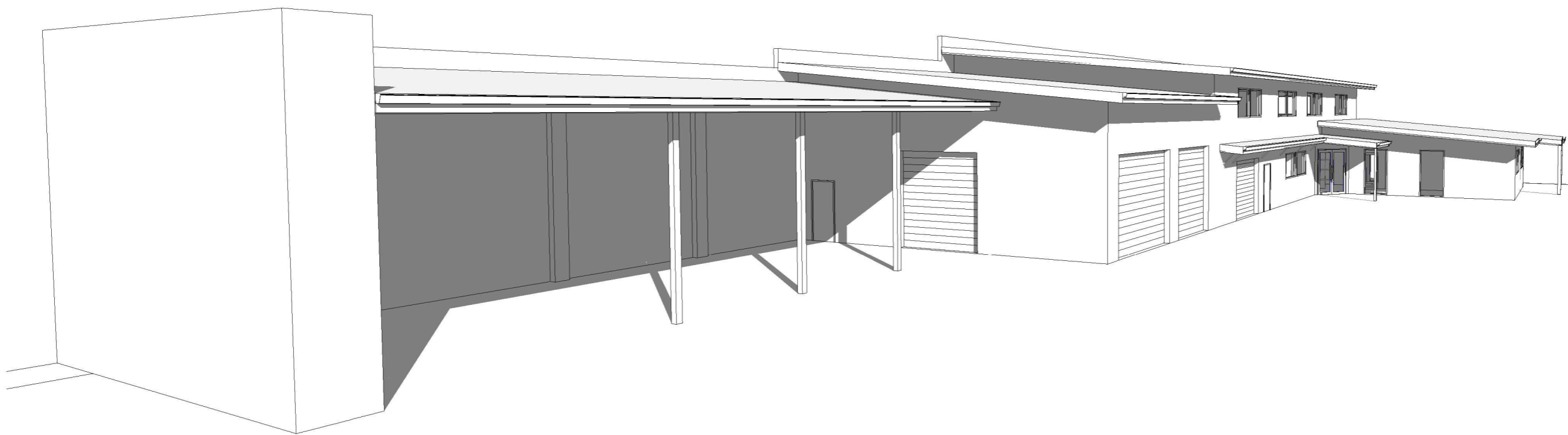
CLIENT:
LAUREN DIBBEN

ELEVATIONS/SECTIONS

| | |
|------------|-------------|
| SCALE | 1 : 100@ A3 |
| ISSUE DATE | 27.09.24 |

SHEET NUMBER 1720- 9.3

DESIGN



DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| DRAWN BY: | CHECKED BY: | CHECKED ON: |
|-----------|----------------|-------------|
| MYRIAD | STUART JACKSON | 27.09.24 |

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.



tapitor pty ltd trading as myriad design abn 23 055 558 659
 a. 176 buchan street, cairns qld 4870
 t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
 ECOTONE DEVELOPMENT

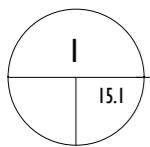
PROJECT ADDRESS:
 7 TOOTS HOLZHEIMER ROAD, EVANS LANDING,
 QLD, 4874

CLIENT:
 LAUREN DIBBEN

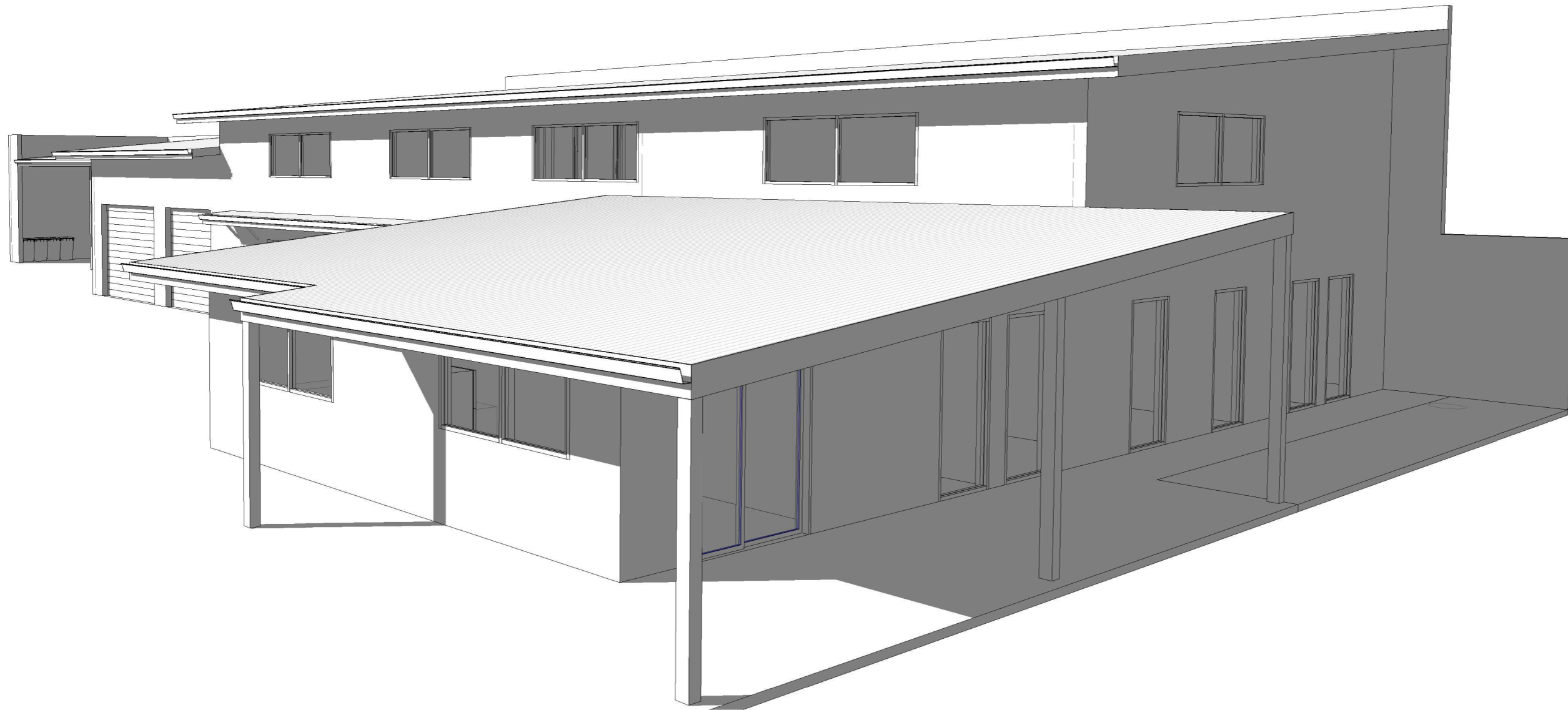
3D VIEWS

SCALE @ A3
 ISSUE DATE 27.09.24

SHEET NUMBER 1720- 15.1



3D - NORTHERN VIEW



DESIGN

DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|----------------------------|--------------------------------------|--------------------------------|
| DRAWN BY: MYRIAD | CHECKED BY: STUART JACKSON | CHECKED ON: 27.09.24 |
|----------------------------|--------------------------------------|--------------------------------|

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.



tapitor pty ltd trading as myriad design abn 23 055 558 659
 a. 176 buchan street, cairns qld 4870
 t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
ECOTONE DEVELOPMENT

PROJECT ADDRESS:
7 TOOTS HOLZHEIMER ROAD, EVANS LANDING,
QLD, 4874

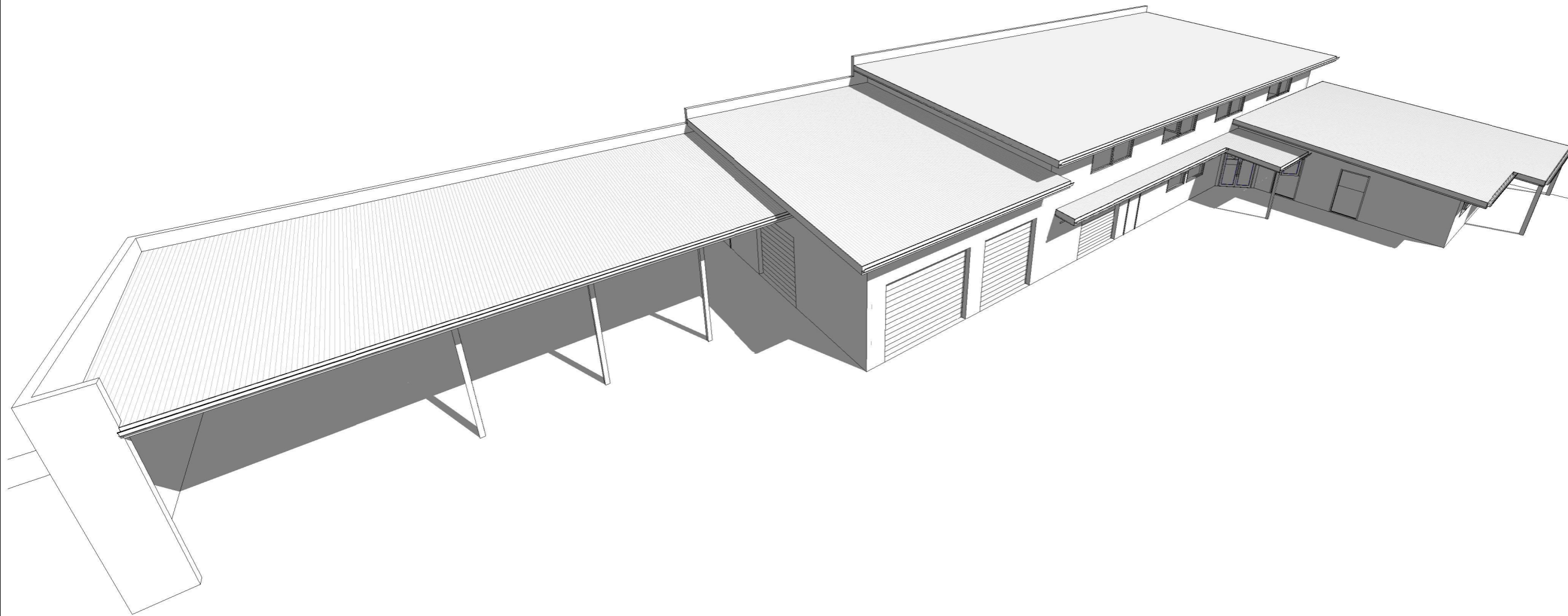
CLIENT:
LAUREN DIBBEN

3D VIEWS

SCALE @ A3
 ISSUE DATE 27.09.24

SHEET NUMBER 1720- 15.2

1 15.2
 3D - SOUTHERN VIEW



DESIGN

DRAWING STATUS:

| REV. | DESCRIPTION | DATE |
|------|-------------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| | | |
|----------------------------|--------------------------------------|--------------------------------|
| DRAWN BY: MYRIAD | CHECKED BY: STUART JACKSON | CHECKED ON: 27.09.24 |
|----------------------------|--------------------------------------|--------------------------------|

DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALING. CONTRACTOR TO VERIFY ALL DIMENSIONS AND APPLIANCES SETOUT ON SITE BEFORE CONSTRUCTION. INCONSISTENCIES SHALL BE REPORTED TO THE DESIGNER IMMEDIATELY. THIS DRAWING IS SUBJECT TO COPYRIGHT AND REMAINS THE PROPERTY OF MYRIAD DESIGN.



tapitor pty ltd trading as myriad design abn 23 055 558 659
 a. 176 buchan street, cairns qld 4870
 t. 07 4041 7258 QBSA 1164388

PROJECT NAME:
ECOTONE DEVELOPMENT

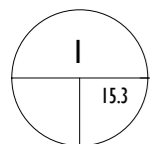
PROJECT ADDRESS:
7 TOOTS HOLZHEIMER ROAD, EVANS LANDING,
QLD, 4874

CLIENT:
LAUREN DIBBEN

3D VIEWS

SCALE @ A3
 ISSUE DATE 27.09.24

SHEET NUMBER 1720- 15.3



3D - AXON

ATTACHMENT B

INFRASTRUCTURE CHARGES CALCULATION
Development Application – DA240006
7 Toots Holzheimer Road, Evans Landing

CHARGES CALCULATION**Material Change of Use (Service Industry)**

| Adopted Charges Development Description | Water Supply | Sewerage | Transport | Community Facilities & Parks | Stormwater | Total |
|---|--------------|-------------|-------------|------------------------------|------------|--------------------|
| Commercial (retail) – Service Industry (560m ²) (<i>\$99.90 per m² GFA</i>) | \$6,708.80 | \$35,246.40 | \$13,988.80 | n/a | n/a | \$55,944.00 |

TOTAL ADOPTED CHARGE**\$55,944.00****CREDIT CALCULATION****Vacant - Refer Clause 6.1(d)**

| Adopted Charges Development Description | Water Supply | Sewerage | Transport | Community Facilities & Parks | Stormwater | Total |
|---|--------------|------------|------------|------------------------------|------------|--------------------|
| Vacant Land (rate as per clause 6.1(d)) | \$1,554.00 | \$6,216.00 | \$2,331.00 | \$5,439.00\$ | n/a | \$15,540.00 |

TOTAL CREDIT**\$15,540.00****NET ADOPTED INFRASTRUCTURE CHARGES SUMMARY:**

| Total Adopted Charge | Total Credit | Total Infrastructure Charge |
|----------------------|--------------|-----------------------------|
| \$55,944.00 | \$15,540.00 | \$40,404.00 |

(Note: The Total Infrastructure Charge = Total Charges – Total Credit for Existing Use)