

11.7 - Show Holidays 2026

MEETING DETAILS: Ordinary Council Meeting - Wednesday 30 July 2025

AUTHOR: Governance Administration Officer

AUTHORISING OFFICER: Acting Director Corporate Services

PURPOSE

To provide Council the opportunity to determine the region's special holidays for the 2026 calendar year.

EXECUTIVE SUMMARY

Local Governments are provided each year the opportunity by the Office of Industrial Relations (State Government) to request special holidays for their districts to be observed for the following year in respect to an Agricultural, Horticultural or Industrial Show.

Each year the Queensland Agricultural Shows (known as QCAS) delegate dates to 127 Independent Show Societies across the state. Agricultural Shows have played a leading role in the development of agriculture and communities since they commenced in 1882.

OFFICER'S RECOMMENDATION

That Council propose 'special and show holidays' for the 2026 calendar year as follows:

1. Proserpine, Airlie Beach, and Cannonvale districts – **Friday 19th June 2026.**
2. Bowen district including the localities of:
 - a. Bowen;
 - b. Guthalungra;
 - c. Gumlu; and
 - d. Bogie - excluding the area south of the Bogie River from its confluence with the Burdekin River to its source and then easterly by the Clark Range to the eastern boundary of the Council area – **Tuesday 23rd June 2026.**
3. Collinsville district, including the area south of the Bogie River from its confluence with the Burdekin River to its source and then easterly by the Clark Range to the eastern boundary of the Council area – **Tuesday 3rd November 2026.**

BACKGROUND

Council has been approached by the Office of Industrial Relations with the invitation to request special holidays to be observed during 2025 in accordance with the *Holidays Act 1983*.

DISCUSSION/CURRENT ISSUE

The community expectation is that Council would support the local show societies and seek a show holiday for the respective events to maintain and support strong, collaborative, and cooperative relationships within the communities.

The local shows are an important part of the social networking in rural and regional towns and the special holiday is an opportunity for communities to come together in celebration of local produce and to recognise what makes each of communities across the region special.

FINANCIAL IMPLICATIONS

Managed with existing budgets.

CONSULTATION/ENGAGEMENT

Governance Administration Officer
Chief Executive Officer
Queensland Chamber of Agricultural Societies Inc. (Queensland Ag Shows)

STATUTORY/COMPLIANCE MATTERS

The Minister has the power to appoint a special holiday under section 4 of the *Holidays Act 1983*.

RISK ASSESSMENT/DEADLINES

The risk of a response not being provided to the Office of Industrial Relations will eliminate the regions opportunity for recognition of a Special Holiday, which could potentially put Council in a negative position with the communities.

An extension to provide a response to the Office of Industrial Relations was granted and is required no later than the 31st of July 2025.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

1. Request Letter 2026 [11.7.1 - 1 page]



Queensland
Government

Office of
Industrial Relations

Department of State
Development and
Infrastructure

10 June 2025

Dear Chief Executive Officer,

As you may be aware, each year in accordance with the *Holidays Act 1983*, local governments are invited to request special holidays to be observed during the following year for districts in their area.

If you wish to request special holidays to be observed during 2026 for districts in your local government area, please complete the attached request form and submit via email to info@oir.qld.gov.au by no later than **Friday, 25 July 2025**.

A local council requested special holiday is a public holiday only if it is in respect of an agricultural, horticultural or industrial show. Under federal industrial relations legislation, employees are entitled to be absent from work or may refuse to work in reasonable circumstances on a public holiday, without loss of ordinary pay. Employees who work on a public holiday are entitled to penalty rates in accordance with their award or agreement.

A special holiday for any other reason is not a public holiday but a bank holiday. The *Trading (Allowable Hours) Act 1990*, provides that a bank holiday is only a holiday for banks and insurance offices. Under a directive of the *Public Sector Act 2022*, a special holiday is a holiday for public service employees unless otherwise determined by a chief executive.

Upon receiving Ministerial approval, the holidays will be published in the Queensland Government Gazette. Confirmation of the approved special holidays together with a link to the Queensland Government Gazette will be emailed to your office.

Should you require further information regarding this process, please contact Patricia Faulkner, Office of Industrial Relations on (07) 3406 9845 or email patricia.faulkner@oir.qld.gov.au.

I also wish to advise a review of the administrative processes for the appointment of special holidays is currently underway. The review will investigate options for a more streamlined process for future special holiday appointments.

Yours sincerely

A/Executive Director, Industrial Relations
Office of Industrial Relations

1 William Street Brisbane
Queensland 4000 Australia
GPO Box 69 Brisbane
Queensland 4001 Australia
Telephone 13 QGOV (13 74 68)
WorkSafe 1300 362 128
Website www.worksafe.qld.gov.au
www.business.qld.gov.au
ABN 94 496 188 983

11.8 - IPOLA Policy Review

MEETING DETAILS: Ordinary Council Meeting - Wednesday 30 July 2025

AUTHOR: Governance and Legal Coordinator

AUTHORISING OFFICER: Acting Director Corporate Services

PURPOSE

Inform and comply with the *Information Privacy and Other Legislation Amendment Act 2023* (IPOLA) that commenced on 1 July 2025, including the adoption of a clearly expressed and up-to-date Privacy Policy about the management of personal information held by Council.

EXECUTIVE SUMMARY

The *Information Privacy and Other Legislation Amendment Act 2023* (IPOLA) amends the *Information Privacy Act 2009* (IP Act) and the *Right to Information Act 2009* (RTI Act).

The changes will better protect personal information, align the privacy principle framework to commonwealth standards, promote transparency in the event of a data breach, and provide a streamlined process for individuals to update and amend their personal information with Council.

The IPOLA provisions commenced on 1 July 2025, except for the Mandatory Notification of Data Breach (MNDB) scheme in local councils, which commences on 1 July 2026.

A requirement of this changed legislation is the adoption and publication of a clearly expressed and up-to-date privacy policy about the management of personal information by Council. This report includes the new privacy policy for adoption, following consultation with all directorates across Council, the Executive Leadership team, and checked by Council's legal firm.

OFFICER'S RECOMMENDATION

That Council:

1. Adopt the new Privacy Policy to comply with the *Information Privacy and Other Legislation Amendment Act 2023* (IPOLA) and;
2. Rescind Privacy Policy 2024

BACKGROUND

The *Information Privacy and Other Legislation Amendment Act 2023* (IPOLA Act) introduces significant reforms to Queensland's privacy laws, impacting all government agencies and their contracted service providers. The Act was passed by Parliament on 29 November 2023, with the changes coming in the effect from 1 July 2025. The IPOLA Act amends the existing *Information Privacy Act 2009* (IP Act) and *Right to Information Act 2009* (RTI Act).

DISCUSSION/CURRENT ISSUE

The *Information Privacy and Other Legislation Amendment Act 2023* (IPOLA) amends the *Information Privacy Act 2009* (IP Act) and the *Right to Information Act 2009* (RTI Act).

The changes will better protect personal information, align the privacy principal framework to Commonwealth standards, promote transparency in the event of a data breach, and provide

a streamlined process for individuals to update and amend their personal information with Council.

The IPOLA provisions commenced on 1 July 2025, except for the Mandatory Notification of Data Breach (MNDB) scheme in local councils, which commences on 1 July 2026.

Amendments to the IP Act include one common set of Queensland Privacy Principles (QPP) aligned to the Australian Privacy Principles and framework, a clear definition of 'personal information', an improved process for privacy complaints, and enhanced powers assigned to the Information Commissioner.

The new privacy principles are outlined below with further information available in the attached Office of the Information Commissioner 'Basic Guide to the Queensland Privacy Principles':

- QPP 1 – Open and transparent management of personal information
- QPP 2 – Anonymity and pseudonymity
- QPP 3 – Collection of solicited personal information
- QPP 4 – Dealing with unsolicited personal information
- QPP 5 – Notification of the collection of personal information
- QPP 6 – Use or disclosure of personal information
- QPP10 – Quality of personal information
- QPP 11 – Security of personal information
- QPP 12 – Access to personal information
- QPP 13 – Correction of personal information

NOTE: QPP 7, 8, and 9 of the Australian Privacy Principles are not used as they are specific to federal practices.

Amendments to the RTI Act include the process for individuals to apply, access and amend personal information, adjustments to processing timeframes, reforms to internal and external reviews, expanded publication scheme requirements, and changes to disclosure log publication.

Key requirements of IPOLA include the:

- Adoption and publication of a clearly expressed and up-to-date privacy policy about the management of personal information by Council. Compliance with QPP 1.3 must have the following inclusions in the policy.
 - a) the kinds of personal information that the agency collects and holds;
 - b) how the agency collects and holds personal information;
 - c) the purposes for which the agency collects, holds, uses and discloses personal information;
 - d) how an individual may access personal information about the individual that is held by the agency and seek the correction of the information;
 - e) how an individual may complain about a breach of the QPPs, or any QPP code that binds the agency, and how the agency will deal with the complaint;
 - f) whether the agency is likely to disclose personal information to entities outside Australia;
 - g) if the agency is likely to disclose personal information to entities outside of Australia—the countries in which the recipients are likely to be located if it is practicable to state those countries in the policy.

- Update procedures and practices in relation to the amendments for Information Privacy and Right to Information.
- Update the Right to Information expanded Publication Scheme requirements to include:
 - the structure and functions of the agency
 - how the functions affect the public
 - how the public can engage with these functions
 - the types of information held
 - the types of information publicly available
 - how to access information, including any fees.
- Adoption and publication of a data breach policy about how Council will respond to a data breach (commence 1st July 2026).
- Keep a register of eligible data breaches of Council (commence 1st July 2026).

A new privacy policy is included in this report to comply with QPP 1.3. Consultation has been undertaken with several stakeholders across all directorates of Council, the Executive Leadership team, and checked by Council's legal firm.

FINANCIAL IMPLICATIONS

Not applicable.

CONSULTATION/ENGAGEMENT

Manager Governance & Administration
Manager Innovation & Technology

STATUTORY/COMPLIANCE MATTERS

Information Privacy and Other Legislation Amendment Act 2023 (IPOLA)
Information Privacy Act 2009 (IP Act)
Right to Information Act 2009 (RTI Act)
Queensland privacy principles (QPP)

RISK ASSESSMENT/DEADLINES

The *Information Privacy and Other Legislation Amendment Act 2023 (IPOLA)* legislation commenced 1st July 2025.

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

1. Privacy Policy [11.8.1 - 10 pages]
2. Guideline Basic- Guide-to-the- QP Ps [11.8.2 - 3 pages]



STRATEGIC POLICY: Corporate Services

Privacy Policy

Endorsed by Council

Governance use only

Purpose

This Privacy Policy describes how Whitsunday Regional Council (Council, we, our, us) handles personal information, including sensitive information, consistent with our obligations under the Queensland *Information Privacy Act 2009* (**Queensland Privacy Act**) including the Queensland Privacy Principles (QPPs), and the *Right to Information Act 2009* (RTI Act).

Through this policy we seek to:

- enhance the transparency of our operations
- give individuals a better and more complete understanding of the personal information we may collect and hold and the way in which we deal with that information
- provide guidance on how individuals can access and correct their own personal information or make a privacy complaint.

Scope

This policy is applicable to:

- all council employees, contractors, volunteers, temporary, casual workers, and councillors, in their role of collecting and handling personal information
- all of Council's functions and activities.

For more information about Council's functions and activities please visit: -
<https://www.whitsundayrc.qld.gov.au>.

Policy Statement

Council values your privacy and takes its obligations under the Queensland Privacy Act including the QPPs and the RTI Act (together, the **Acts**) seriously.

We will only collect personal information about you in a fair and lawful way and in a manner that is not unreasonably intrusive. This means that we will not use any form of deception or threat when we collect personal information, either from you or from anyone else.

This privacy policy sets out how we collect, use, disclose and store personal information, including sensitive information, in accordance with the QPPs and how you can access and correct the personal information we hold about you, or make a complaint about our handling of your personal information.

The meaning of personal information and sensitive information are set out in section 11 (Definitions) on this privacy policy.

1. Who we may collect personal information about

We collect and hold personal information when it is reasonably necessary for, or directly related to, our functions or activities.

We may collect your personal information if you:

- have provided your personal information to us or are otherwise an individual whose personal information may be given to or held by us, including if you are a resident or visitor to the region or otherwise use our services, programs and facilities
- have an agreement with government agencies delivering services to local government
- are a contractor, consultant, supplier or vendor of goods or services to us





STRATEGIC POLICY: Corporate Services

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- are a person seeking employment with us, or who is or was employed by us.

See section 2 (What personal information we may collect and hold) and section 5 (Why we collect, hold, use and disclose personal information) for further information.

2. What personal information we may collect and hold

We will only collect personal information where it is reasonably necessary for, or directly related to, Council's functions or activities.

We will only collect sensitive information about you if:

- you consent and the sensitive information is reasonable necessary for, or directly related to, Council's functions and activities
- the collection is authorised or required under Australian law or a court or tribunal order, or
- the collection is otherwise allowed under the Queensland Privacy Act.

The kinds of personal information and sensitive information we collect will be based on the Council services you engage with or our relationship with you, and may include the following information.

Information about you, such as your:

- name
- address
- gender
- date of birth
- contact details.

Information about your circumstances, such as your:

- employment information
- education background and status
- financial situation
- cultural and linguistic background
- race and ethnicity
- citizenship and visa status
- travel movements
- political opinions or religious beliefs
- health, welfare and disabilities
- family and relationship circumstances
- eligibility to work with children
- any criminal record you may have

Information about your family and other related persons, such as any:

- partners
- children
- dependants
- carers
- nominees or authorised representatives

Information about your interactions with us, such as:

- property ownership
- bank account details





STRATEGIC POLICY: Corporate Services

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- applications and claims you've made
- animal or pet ownership
- payments or services we provide you
- feedback and complaints
- public questions, attendance at a public meeting, event or function held by Council
- submissions and responses to our community consultations
- any other special service arrangements.

We may also collect information about you to help us establish and verify your identity, administer records and comply with laws, including:

- government identifiers:
 - Pensioner Concession Reference Number
 - Tax File Number
 - Australian Business Number (ABN)
 - Council File Numbers
- business information related to sole traders and partnerships
- photographic images, pictorial representations, video records and audio of you
- your vehicle description and registration details
- enforcement actions by Council affecting you or your property(ies)
- reference checks to verify your eligibility and/or suitability
- with consent, biometric information (such as facial recognition and/or fingerprints) of our staff and contractors

We may also collect information about how you use our online services and applications, such as:

- pages you visit
- online forms you fill in
- your interactions
- browser information including browser type, computer operating system and internet protocol (IP) address
- information about your preferences on a website
- successful and unsuccessful attempts at authenticating or making payments on Council sites
- your chats with our virtual assistants
- your language preferences
- searches you make

See section 7 (Online privacy) for further information.

We understand that from time to time you may not want to provide your personal information to us. Council will allow you to remain anonymous or use a pseudonym where it is lawful and practicable, such as when responding to a survey or providing feedback. However, in some circumstances, Council may be required or authorised by law to collect this information or it will be impracticable for Council to deal with you anonymously or through use of a pseudonym. Where this is the case, not providing this information or providing incomplete or incorrect information may mean that we are not able to provide you with the services or information you require, or enter into or continue a particular type of relationship with you.

3. How we collect personal information

We will generally collect your personal information directly from you. The ways in which we collect personal information may include, but is not limited to:

- through your access and use of our website, applications and other web-based channels





STRATEGIC POLICY: Corporate Services

Privacy Policy

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Governance use only

- during conversations with you via telephone, in person and our virtual assistants
- through written correspondence with you, including email and surveys
- when you subscribe to our e-Newsletters;
- when you complete an application or form
- when register for or attend our events
- when you reside in or visit the Whitsunday region, including through use of public wifi, CCTV and our parking facilities.

We may collect personal information from third parties including, but not limited to:

- persons who are authorised to act on your behalf, such as a family member, carer or professional representative
- other government agencies
- law enforcement agencies
- credit reporting agencies
- service providers to Council
- if you are seeking employment or work with us, your current or former employer/s
- publicly available sources.

Collection of personal information from a third party may occur if:

- you consent
- collection from the third party is required or authorised under Australian law or a court or tribunal order, or
- direct collection is unreasonable or impracticable.

In limited circumstances Council may receive personal information where the Council has not asked for and does not require the personal information. This is referred to as 'unsolicited personal information'. In these circumstances, we will consider whether Council could have lawfully collected the personal information had it solicited the information and will handle it in accordance with the QPPs.

4. How we store and protect your personal information

We take reasonable steps to protect your personal information from misuse, interference, loss and from unauthorised access, modification or disclosure. This includes the following:

- Secure storage – Storing electronic and paper records securely in accordance with the Information Security policy, Essential 8 and NIST security frameworks.
- Access restrictions – Restricts access to those employees who need access in order to perform their duties and provide the required services.
- Auditing – Regularly updating and auditing our storage and data security systems.
- Contractual measures – Taking contractual measures to ensure contracted service providers (including sub-contractors) comply with the same privacy requirements applicable to Council.
- Destruction and disposal – When information is no longer required it is securely destroyed in accordance with the *Public Records Act 2023* and the Queensland Records Governance Policy or where information is classified as a permanent record securely transferred to Queensland State Archives.

5. Why we collect, hold, use and disclose personal information





STRATEGIC POLICY: Corporate Services

Privacy Policy

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Governance use only

Personal information you provide to us through our customer service centres, email, websites, customer surveys or Council representatives will be recorded for information or action and be stored and used in accordance with the *Information Privacy Act 2009*, QPPs, *Public Records Act 2023*, *Local Government Act 2009*, other relevant legislation (as required), and to provide services as requested.

We may also collect, hold, use and disclose your personal information to:

- confirm your identity
- communicate with you, including by SMS, email
- process, manage and respond to requests for information, services or applications
- update our records and keep your information and contact details up-to-date
- conduct business processing functions and transactions with you, including levying and collecting rates
- ensure correct payments are made
- verify data provided in relation to claims
- undertake our recruitment, employment and personnel functions
- record, investigate and manage complaints and feedback
- administer and provide our services, programs and resources, including online services
- protect your safety, security and wellbeing at council-controlled venues, events, functions, forums and programs
- operate and protect Council's infrastructure, facilities and assets
- protect the environment and local amenity
- ensure public safety, security and well-being
- emergency response, incident management and disaster recovery
- create statistics for decision making and legislative reporting
- verify or fact check information you have provided to us or as due diligence in relation to public funds
- perform investigations and audits for fraud and compliance, and take appropriate action
- administer and enforce legislation and regulations, including enforcement actions by Council affecting you, your property or your business
- undertake our internal administration, operations and planning activities
- fulfil legal requirements and protect and enforce our legal rights and interests, including any recovery action
- analyse, improve and develop our services, resources and facilities.

Where we have collected your personal information for a particular purpose, we will only use or disclose it for another purpose with your consent or where we are otherwise permitted to under the QPPs. We will give you information about the purposes for which we collect your personal information when we collect it.

6. How we disclose personal information

We may disclose your personal information for the purposes specified in this privacy policy to:

- our employees, contractors or service providers for the purposes of fulfilling our functions and activities, fulfilling requests made by you, and to otherwise provide information, products and services to you including, without limitation, web hosting providers, IT systems administrators, cloud computing services, mailing houses, couriers, payment processors, data entry service providers, debt collectors, and professional advisors (including accountants, solicitors, business advisors and consultants)
- suppliers and other third parties with whom we have commercial relationships
- other government agencies for legislative or safety purposes





STRATEGIC POLICY: Corporate Services

Privacy Policy

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Governance use only

- emergency and support organisations if you are affected or at potential risk in the time of an emergency or disaster, or following during recovery efforts
- any organisation for any authorised purpose with your consent.

Your personal information will not be shared or disclosed other than as described in this privacy policy unless:

- you consent
- the disclosure is authorised or required by or under an Australian law or court or tribunal order, or
- is otherwise permitted under the Queensland Privacy Act.

Disclose to overseas recipients

We use some third parties located overseas to deliver services. Wherever possible we have put in place contractual measures to ensure that these third parties only use your personal information for the purposes of delivering their services to us. Where these services are utilised we encourage you to review their privacy statements separately as they may be subject to local legislation.

Countries these services operate from include New Zealand, United Kingdom, and United States of America.

Services utilised overseas

e-Newsletters - When you sign up to a Council eNewsletter service using either MailChimp or Klavio to receive news and updates about specific Council services you are agreeing to your personal information captured during the sign up process being stored overseas.

Social media platforms - When you communicate with us through a social network service such as Meta, X or LinkedIn, the social network provider and its partners may collect and hold your personal information overseas.

Website analytics – When you access our website/s, we utilise Google Analytics and Google reCAPTCHA to understand usage of our websites to improve services. These products capture data about the technology you use and approximate location and store this information overseas on Google's servers to provide Council with statistical data.

7. Online privacy

Cookies

Cookies are small text files that we may place on your device that store information in order to recognise your device each time you visit our website. Our website uses session cookies and persistent cookies [and similar technologies] to maintain user sessions, track the behaviour of visitors and improve user experience. For example, cookies allow us to analyse and improve our website, display personalised content and store your preferences on your device. We generally cannot identify you from this information. This information will be used and disclosed by us in anonymous, aggregated form only unless we are legally compelled otherwise. This may include where a law enforcement body exercises a warrant to inspect the Internet Service Provider's log files.

You can choose if and how your device accepts cookies by configuring the cookie settings in your browser. Most web browsers are set by default to accept cookies. If you do not wish to receive cookies you may set





STRATEGIC POLICY: Corporate Services

Privacy Policy

Endorsed by Council

Governance use only

your browser to either prompt or refuse cookies. If you block all cookies, you may not be able to access and/or use all or parts of our website.

Links to external sites

Our website may contain links to other websites. We cannot control and are not responsible for the privacy practices of linked websites and linked websites are not subject to our privacy policies and procedures.

Social networking services

We may use social networking services such as [X (formerly Twitter), Facebook, Instagram and LinkedIn] to communicate with the community. When you communicate with us using these services, we may collect your personal information (including your name, handle/username and contact information) but we will only use this information to communicate with you. The social networking service will also handle your personal information for its own purposes in accordance with their own privacy policies and practices. We are not responsible for the privacy practices of social networking sites and social networking sites are not subject to our privacy policies and procedures.

8. How to access or correct your personal information

Access

Individuals may request access to their own personal information held by Council. There is no charge associated with making a request and Council will process the request and provide access to the information, in most cases, within 25 business days.

Personal information documents include information on any matter of personal or private concern to an individual such as account details, correspondence, and employment records.

The more information an individual can provide about dealings they have had with Council, the easier and more quickly information can be located.

For security reasons, and to protect individuals' privacy, applicants will be asked to show proof of their identity.

To access personal information, please [contact Council by email, phone or in person](#). Depending on your request, you will be directed to either a specific department about your account / request or if your request is to access all personal information, you will be directed to Council's Governance team.

Where the request is to access all personal information you will be requested to complete the [Right to Information and Information Privacy Access Application form](#) located the [RTI Queensland Government website](#).

Amendment or Correction

Individuals wishing to update their contact information with Council can complete a Change of Address form from Council's website and return the completed form to Council. The new contact details will be updated for all accounts and requests unless otherwise specified.





STRATEGIC POLICY: Corporate Services

Privacy Policy

Endorsed by Council

Governance use only

Individuals may request the amendment of their own personal information held by Council which is considered to be inaccurate, out-of-date, incomplete, irrelevant or misleading. Such requests should be attentioned to Council's Governance department outlining what aspects of the information are believed to be inaccurate, incorrect or out-of-date.

Information will generally not be amended if it is intended to reflect a particular point in time and the information was correct at that time. The *Public Records Act 2023* also limits changes to local government records.

There is no charge associated with making a request, and notification of the outcome will be provided, in most cases, within 25 business days. If the department refuses to correct or amend the information a written explanation will be provided.

9. How to make a privacy complaint

If you wish to make a complaint about our handling of your personal information, first try to resolve the issue with the person you've been dealing with or ask to speak to their supervisor.

If your issue is not resolved satisfactorily or you suspect your personal information has been breached please submit your complaint in writing by [email, in person or post](#). We are committed to a quick and fair resolution of complaints. Every complaint will be treated confidentially, investigated through our [complaints handling process](#) and you will be advised of the outcome.

If you are not satisfied with our response to your complaint, you may request an external review by the Queensland Ombudsman's Office via their [website](#). If you require assistance to complete the form you can contact their enquiry line on 07 3005 7000.

10. Contact us

You can contact us for further information in relation to our privacy policy, including:

- Ask for access to or correction of your personal information
- Make a privacy complaint
- Ask a question about this policy or about how we handle your personal information
- Access this policy in an alternative format (free of charge).

Please refer to [Council's website contact us](#) page and attention any written correspondence to the Governance team.

We may change this privacy policy from time to time. Any updated versions of this privacy policy will be posted on our website.

11. Related Policies and Legislation

This policy refers to the following legislation, policies and processes:

Information Privacy Act 2009
Right to Information Act 2009
Queensland Privacy Principles (QPPs)
Public Records Act 2023
Service Requests and Complaints process





STRATEGIC POLICY: Corporate Services

Privacy Policy

Endorsed by Council

Governance use only

Administrative Action Review process

Right to Information and Information Privacy Access Application form

12. Definitions

Session cookies exist only for the duration of a web browser session with a particular website/host. These cookies will be immediately lost when a person ends their internet session or shuts down their computer. Our copy of each user's information will be automatically deleted twenty minutes after they have last used the system. We only use this information to help people use our website systems more efficiently. We do not use the information to track their movements through the internet, or to record personal information about them.

Persistent cookies stay in one of a user's browser subfolders until that person deletes them manually or their browser deletes them based on the duration period contained within the persistent cookie's file. This period is usually beyond the termination of the current session.

Google Analytics is a third-party service that records site visitation and usage to help us understand how our websites are being used in order to improve the services we offer. Google Analytics uses cookies to analyse how you use our websites. No identifying information is collected by Google Analytics and parts of your IP address are masked so your identity remains anonymous. Data captured by Google Analytics is processed and stored in the USA. If you don't want your data being used by Google Analytics when visiting our website, you can opt out by using the [Google Analytics opt-out browser add-on External Link](#).

Personal information means information or an opinion about an identified individual or an individual who is reasonably identifiable from the information or opinion –

- (a) whether the information or opinion is true or not; and
- (b) whether the information or opinion is recorded in a material form or not.

Sensitive information for an individual, means the following:

- (c) information or an opinion about an individual's:
 - (i) racial or ethnic origin; or
 - (ii) political opinions; or
 - (iii) membership of a political association; or
 - (iv) religious beliefs or affiliations; or
 - (v) philosophical beliefs; or
 - (vi) membership of a professional or trade association; or
 - (vii) membership of a trade union; or
 - (viii) sexual orientation or practices; or
 - (ix) criminal record;
- (d) health information about an individual; or
- (e) genetic information about an individual that is not otherwise health information; or
- (f) biometric information that is to be used for the purpose of automated biometric verification or biometric identification; or
- (g) biometric templates.





STRATEGIC POLICY: Corporate Services

Privacy Policy

Endorsed by Council

Governance use only

COUNCIL POLICY (Governance use only)			
Date Adopted by Council		Council Resolution	
Effective Date	01/07/2025	Next Review Date	01/07/2026
Responsible Officer(s)		Revokes	
Public Consultation: Yes / No	No		



IPOLA GUIDELINE

Applying the legislation

GUIDELINE *Information Privacy Act 2009*

Basic Guide to the Queensland Privacy Principles

This guide does not reflect the current law.

It highlights important changes to the *Information Privacy Act 2009*.

This guide does not constitute legal advice and is general in nature only. Additional factors may be relevant in specific circumstances. For detailed guidance, legal advice should be sought.

The Queensland Privacy Principles (**QPPs**) in the *Information Privacy Act 2009* (Qld) (**IP Act**) set the rules for how agencies¹ deal with personal information.

This guideline provides a quick reference to the QPPs. For detailed information, please refer to the relevant QPP guideline. This guideline is based on and includes material from the Australian Privacy Principle guidelines developed by the Office of the Australian Information Commissioner.

Numbering of the QPPs

The QPPs are based on the Australian Privacy Principles (APPs) in the *Privacy Act 1988* (Cth).

The QPPs follow the APP numbering, but not all APPs were implemented in the IP Act. As a result, the IP Act simply notes that some QPPs, e.g., QPPs 7 and 8 are not used.

Note: requirements similar to APP 8 are contained in s.33 of the IP Act.

¹ References to an agency in this guideline include a Minister, bound contracted service provider, or other entity required to comply with the QPPs.

QPP 1 — Open and transparent management of personal information Requires agencies to manage personal information in an open and transparent way. Requires a clear, up-to-date and accessible QPP privacy policy, and practices and procedures to ensure QPP compliance.	QPP 6 — Use or disclosure of personal information Agencies can only use or disclose personal information for the reason it was collected, unless QPP 6 allows it to be used or disclosed for a secondary purpose. These include: - instances where the individual has consented to the use or disclosure of the information - QPP 6 specific secondary purposes, including where: - the individual would reasonably expect the agency to use or disclose the information for the secondary purpose (subject to limitations) - where it is required or authorised by law or reasonably necessary for law enforcement activities - permitted general situations such as lessening or preventing a serious threat or locating a missing person (set out in schedule 4, part 1 of the IP Act), and permitted health situations (set out in schedule 4, part 2 of the IP Act).
QPP 2 — Anonymity and pseudonymity Requires agencies to allow individuals the option of not identifying themselves (i.e. to deal with the agency anonymously or pseudonymously) unless it is: - required or authorised under law, or - impracticable.	QPP 10 — Quality of personal information Requires agencies to take reasonable steps to ensure the personal information: - they collect, use, or disclose is accurate, up to date, complete, and - for use or disclosure, is relevant to the purpose of the use or disclosure.
QPP 3 — Collection of solicited personal information Provides that agencies: - can only collect personal information that is reasonably necessary for, or directly related to, one of their functions or activities - must collect it lawfully and fairly, and - must collect it from the individual unless an exemption applies (including consent, lawful authority/requirement and law enforcement), or it is unreasonable or impracticable to do so. Higer standards apply to the collection of sensitive information. Personal information is only <i>collected</i> if the agency solicits it, i.e., they ask someone for it or otherwise takes active steps to acquire it. Unsolicited personal information sent to an agency is not collected and must be assessed under QPP 4.	QPP 11 — Security of personal information Requires agencies to <i>take reasonable steps to protect</i> the personal information it holds from - misuse, interference or loss, and - unauthorised access, modification or disclosure. Requires agencies to take reasonable steps to destroy or deidentify personal information that is no longer needed for any purpose and is not a public record or otherwise required to be retained under law or court or tribunal order.
QPP 4 — Dealing with unsolicited personal information Requires agencies to assess <i>unsolicited</i> personal information to determine whether they could have collected it under QPP 3 and/or whether it is a public record. If not, agencies may be required to destroy or de-identify unsolicited personal information, subject to public record laws. Otherwise, QPPs 5 to 13 apply.	QPP 12, QPP 13 — Access to/correction of personal information Requires agencies to give access to and correct personal information they hold, subject to limitations.
QPP 5 — Notification of the collection of personal information Requires agencies that collect personal information to take reasonable steps to make sure individuals are aware of the matters listed in QPP 5 including agency contact details, the fact and circumstances of the collection if collected from someone other than the individual and the consequences if the information is not collected. This applies when personal information is collected from an individual or from a third party. Agencies do not need to provide a formal QPP 5 notice. The QPP 5 matters can be communicated in other ways, for example, informally or verbally.	The following QPP's are not used (i.e. the corresponding Australian Privacy Principles (APPs) were not implemented in the IP Act): - QPP 7 – Direct marketing - QPP 8 — Cross-border disclosure of personal information, noting that similar requirements to APP 8 are contained in s.33 of the IP Act - QPP 9 — Adoption, use or disclosure of government related identifiers.



For additional IPOLA assistance, please contact the IPOLA team by email IPOLA.Project@oic.qld.gov.au

For information and assistance on current legislation, please refer to the OIC's guidelines, or contact the Enquiries Service on 07 3234 7373 or by email enquiries@oic.qld.gov.au

Published 26 July 2024 and Last Updated July 2024

11.9 - Debt (Borrowing) Policy

MEETING DETAILS: Ordinary Council Meeting - Wednesday 30 July 2025

AUTHOR: Coordinator Strategic Finance

AUTHORISING OFFICER: Acting Director Corporate Services

PURPOSE

To present for re-adoption the Debt (Borrowing) Policy for the 2025/26 financial year.

EXECUTIVE SUMMARY

During the Special Budget Meeting held on the 18th June 2025, Council adopted its Debt (Borrowing) Policy as required under the Local Government Regulation 2012 (QLD) each financial year.

The Policy adopted requires a minor amendment to the Table in Appendix A in order to align with Council's Long-Term Financial Forecast also adopted at the same meeting. This change is to state the correct Program for proposed borrowings in the financial year 2031/32.

OFFICER'S RECOMMENDATION

That Council resolve in accordance with Section 192 of the *Local Government Regulation 2012 (Qld)* to adopt the amended Debt (Borrowing) Policy (**Attachment 11.9.1**) for the 2025/26 financial year.

BACKGROUND

Section 104 of the *Local Government Act 2009* requires local governments to establish a system of financial management to ensure financial sustainability. Section 104(5) of the Act identifies the key components of the system of financial management, one of which is an annual budget.

The Appendix of this Policy should align with Council's Long Term Financial Forecast funding sources.

DISCUSSION/CURRENT ISSUE

The Debt (Borrowing) Policy (**Attachment 11.9.1**) was adopted at the Special Budget Meeting on the 18th June 2025, however the Policy requires a minor amendment to the Table in Appendix A. This change is to state the correct Program for proposed borrowings in 2031/32 which aligns with the Long-Term Forecast previously adopted by Council. No other changes are proposed in the Policy.

FINANCIAL IMPLICATIONS

The Debt (Borrowing) Policy enables Council to borrow funds where it is appropriate to do so. This Policy states Council's position which for the 2025/26 financial year in which there are borrowings budgeted for Waste.

CONSULTATION/ENGAGEMENT

Mayor & Councillors
Chief Executive Officer

Executive Leadership Team
Manager Financial Services
Coordinator Strategic Finance
Coordinator Operational Finance

STATUTORY/COMPLIANCE MATTERS

Local Government Act 2009
Local Government Regulation 2012

RISK ASSESSMENT/DEADLINES

Managed within existing delegations.

STRATEGIC IMPACTS

Corporate Plan Reference:

Maximise the organisation's financial performance, achieving a high level of customer service, productivity and efficiency through strategic direction, expert advice, and leadership.

Integrate asset management practices into the long-term financial planning to ensure sustainable service delivery for current and future generations.

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

ATTACHMENTS

1. Debt Borrowing Policy (1) [11.9.1 - 7 pages]



STRATEGIC POLICY: Finance

Debt Borrowing Policy

Endorsed by Council

Purpose

This Policy provides a framework for responsible financial management by ensuring the amount of funds borrowed for capital expenditure is within acceptable limits to Council, its ratepayers and interested external parties.

Section 192 of the *Local Government Regulation 2012 (Qld)* states that a local government must prepare and adopt a debt policy for each financial year which states:

1. the new borrowings planned for the current financial year and the next 9 financial years; and
2. the period over which the local government plans to repay existing and new borrowings.

Scope

The Policy applies to all forms of existing and proposed borrowings by Council, both External and Internal.

Guiding Principles – All Borrowings

1 General Principles

- 1.1 Council recognises that loan borrowings for capital works are an important source of funding and that the full cost of infrastructure should not be borne entirely by present-day ratepayers but instead be contributed to by future ratepayers who will also benefit from such infrastructure to ensure inter-generational equity.
- 1.2 Whilst recognising the importance of loan borrowings in facilitating long term infrastructure projects, Council also recognises that excessive borrowings create high risk and increases the cost of providing capital infrastructure. As such, total borrowings should be managed by Council within limits as dictated by prudent financial management practices and to limit future revenue commitments required for interest payments and loan repayments.
- 1.3 The decision on Council's ultimate levels of debt will require a balance between the levels of service provided, affordability for the community, and Council's long-term financial sustainability.

2 Purpose of Borrowings

- 2.1 Council will generally only borrow money, and apply borrowed money, to fund outlays on identified capital projects which cannot be, or Council considers undesirable to be, funded through other sources, as identified by the adopted Budget.
- 2.2 Preference will be given to borrowings for projects that provide a return to Council.
- 2.3 Borrowings may be made:
 - 2.3.1 To finance the cost of new or significant upgrade capital works and asset acquisitions, which cannot be funded through other sources





STRATEGIC POLICY: Finance

Debt Borrowing Policy

Endorsed by Council

- 2.3.2 Funding for capital renewals will be sourced from general revenue where possible.
- 2.3.3 For genuine emergency purposes
- 2.3.4 To establish a commercial debt structure for a commercial business unit
- 2.4 It is not the intention of Council to borrow funds for operating activities or recurrent expenditure. However, where required, Council may undertake short term borrowing, seek credit or financial accommodation (e.g. through an overdraft or capital facility) to meet cash flow requirements or emergencies that may arise. Such borrowings are generally to be repaid within the same financial year or in the immediately following financial year.
- 2.5 The basis for determining the utilisation of borrowing to fund a particular project will be guided by the following:
 - 2.5.1 If applicable, any requirements under the Statutory Bodies Financial Arrangements Act and/or any requirements of the Minister for Local Government, the Treasurer and/or the Queensland Treasury Corporation.
 - 2.5.2 Detailed capital works programs and Asset Management Plans for the next 10 years together with the 10-year financial forecast (Long Term Financial Forecast) will provide the basis for determination of funding options for the assets and their overall whole of life costs including any loan servicing costs.
 - 2.5.3 Analysis of existing total debt levels and debt servicing costs based upon careful consideration of the impact on Council's financial sustainability ratios. In particular, the following ratios should be analysed based on Council's preferred target range:

Measure	QLD Government Target Range	Council Target Range
Unrestricted cash expense cover	Greater than 4 months	Between 4 – 9 months
Interest Coverage Ratio	N/A	Above 4 times
Leverage Ratio	0 – 3 times	Below 3.0 times
Operating Surplus	Greater than 0%	Between 2% and 6%
Debt Service Cover Ratio	Greater than 2.0 times	Greater than 4.0 times
Net Financial Liabilities Ratio	Greater than 60%	Greater than 10%

- 2.5.4 Where a capital project for a service that is funded by a Significant or Prescribed Business Activity is financed through borrowings, the relevant user charge should reflect the full cost of providing the service, including the loan servicing costs. In all





STRATEGIC POLICY: Finance

Debt Borrowing Policy

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cases, where business activities are subject to the provisions of the National Competition Policy, the cost to the business activity will be no less than what would apply to an equivalent private sector business.

2.5.5 Projects which are not funded by user charges should only be considered for loan funding where the project is considered by Council to be beneficial to the majority of ratepayers.

2.6 Where necessary, a review of borrowing needs can be made during the year and this Policy amended accordingly.

2.7 In order to minimise finance costs, loan drawdowns should be deferred as long as possible, after taking into consideration Council's overall cash flow requirements.

3. Repayment Term

3.1 The term of loan repayment should:

3.1.1 not exceed the expected useful life of the asset(s) being funded;

3.1.2 generally, not exceed twenty (20) years for any individual loan and

3.1.3 if applicable, meet any requirements of the Minister for Local Government, the Treasurer and/or the Queensland Treasury Corporation.

4. Existing and Future Borrowings

4.1 Details of the existing borrowings of Council (as at the specified date) and the proposed future borrowing incorporated in the Long-Term Financial Forecast are detailed in the below Appendix A.

5. Internal Borrowings

5.1 The provision and approval of an internal loan will depend on the availability of surplus cash at the time of consideration and the capacity of either the business activity or operational function to repay the loan.

5.2 The surplus cash may be sourced from unrestricted cash, however borrowings from externally and internally restricted funds may also be considered subject to specific restraints applicable to these funds.

5.3 All decisions regarding internal loans will be made by Council as part of the annual budget process. The approval to establish an internal loan will only occur following confirmation that Council's relevant sustainability indicators in the 10-year financial forecast will not be compromised including Council's Unrestricted Cash Expense Cover Ratio remaining above the target in *Local Government Sustainability Framework*.

5.4 The term of any internal loan will be appropriate to the life of the infrastructure / asset being financed.

5.5 The interest rate will be the sum of:

5.5.1 the equivalent QTC borrowing rate for the proposed term;





STRATEGIC POLICY: Finance	
Debt Borrowing Policy	
Endorsed by Council	

5.5.2 the QTC administration charge; and

5.5.3 an additional margin (if required).

5.6 Council may, upon reasonable notice being given, require repayment of part or all of the balance of the internal loan. This would require the business unit to convert the outstanding balance of the loan to an external facility.

5.7 Principal and interest repayments on internal loans are to be met from the Council's normal operational budgets in the same manner that external debt is financed by the Council.

Related Policies and Legislation

Local Government Act 2009 (Qld) (Act)

Local Government Regulation 2012 (Qld) (Regulation)

Statutory Bodies Financial Arrangements Act 1982 (Qld) (SBFAA)

Statutory Bodies Financial Arrangements Regulation 2019

Local Government Sustainability Framework

Local Government Financial Management (Sustainability) Guideline 2024

Council's 2025/26 Budget

Council's Long Term Financial Forecast

Definitions

CEO refers to the Chief Executive Officer of the Whitsunday Regional Council appointed in accordance with the *Local Government Act 2009 (Qld)*.

Council refers to the Whitsunday Regional Council.

Interest Coverage Ratio refers to the ratio calculated by dividing net interest expense by total operating revenue and multiplying the result by 100.

Leverage Ratio: refers to the ratio that indicates Council's ability to repay its existing debt relative to operating performance and is calculated by dividing the Book Value of debt by the Operating Result adding back Depreciation and Amortisation and Finance costs.

Operating Surplus Ratio: refers to an indicator of the extent to which operating revenues generated cover operational expenses. Any operating surplus would be available for capital funding or other purposes including loan repayments. This is calculated by dividing the Operating Result by Total Operating Revenue (excluding capital items such as capital grants, gains on disposals and other capital revenue)

Unrestricted Cash Expense Cover Ratio: refers to the ratio that indicates the unconstrained liquidity available to a council to meet ongoing and emergent financial demands, which is a key component to solvency. It represents the number of months a Council can continue operating based on current monthly expenses.





STRATEGIC POLICY: Finance

Debt Borrowing Policy

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Net Financial Liabilities Ratio: Indicates the percentage of Councils operating income used to cover its net financial liabilities (loans & leases). A lower ratio suggests that council can more easily cover its debts with its operating income, whereas a higher ratio indicates that council may have limited capacity to increase debt and might face difficulties servicing existing debt.

Appendix A – Existing and Future Borrowings

Details of Existing External Borrowings

Existing Borrowings as at 30 June 2025 (Estimated).

Loan	Loan Balance (\$)	Final Due Date	Remaining Term (Years)	Repayments
81091 - WRC - Gen5 05/06	417,428	15 Jun 2026	1	Quarterly
81092 - WRC - Gen7 08/09	2,428,898	15 Jun 2029	4	Quarterly
81090 - WRC - Gen8 09/10	1,769,637	15 Jun 2030	5	Quarterly
81089 - WRC - Gen8 AMSU	1,793,449	15 Sep 2030	6	Quarterly
81093 - WRC - STP Projects	13,273,250	13 Feb 2032	7	Quarterly
81094 - WRC - WTP Projects	6,517,714	15 Jun 2032	7	Quarterly
313905 - WRC - WCA Run 19/20	18,315,101	15 Jun 2039	14	Quarterly
313906 - WRC - Bowen STP 19/20	7,475,585	15 Jun 2039	14	Quarterly
385316 - WRC - Bowen Cell3 19/20	961,743	15 Jun 2028	3	Quarterly
385317 - WRC - Bowen STP 20/21	4,448,942	15 Jun 2040	15	Quarterly
TOTAL	57,401,746			

Budgeted Loan Balances

	Amount (\$)
Estimated Balance as at 30 June 2025	57,401,746
Budgeted Borrowings in 2025/26	8,715,500
Budgeted Repayments in 2025/26	6,825,053
Budgeted Balance as at 30 June 2026	59,292,193
Budgeted Interest Payments in 2025/26	2,239,104





STRATEGIC POLICY: Finance

Debt Borrowing Policy

Endorsed by Council

Details of Proposed External Borrowings

There are two proposed additional borrowings during the 2025/26 financial year, these are for Waste and Water as outlined in the below with Waste borrowings to be considered alongside the development of a new Waste Strategy.

Financial Year	Program	Amount* \$	Proposed Terms (Years)	Final Repayment Year
2025/2026	Waste	\$7,850,000	8	2032/2033
2025/2026	Water	\$ 865,000	10	2035/2036
2026/2027		-		
2027/2028	Sewer	\$ 3,012,500	10	2037/2038
2028/2029	Waste	\$ 4,000,000	8	2036/2037
2029/2030	Waste	\$ 4,000,000	8	2037/2038
2030/2031	Waste	\$ 2,000,000	8	2038/2039
2031/2032	Sewer Waste	\$ 3,200,000	8	2039/2040
2031/2032	Water Sewer	\$ 2,502,500	20	2051/2052
2032/2033		-		
2033/2034		-		
2034/2035	Water	\$ 656,000	10	2044/2045
TOTAL		\$28,086,000		

***Note:** The proposed 10-year borrowings are based on best information as at the time of adopting the Budget for the financial year 2025/26. The Actual Borrowing may vary from the proposed program depending on changing circumstances including this year, the development of a future Waste Strategy. Asset Management Plans and Network Plans are being developed for key infrastructure which may identify future loan borrowings at which stage, this Policy will be reviewed and amended by Council.





STRATEGIC POLICY: Finance

Debt Borrowing Policy

Endorsed by Council

Details of Proposed Internal Borrowings

Financial Year	Program	Amount \$	Proposed Terms (Years)	Final Repayment Year
2027/28	Airport	\$3,000,000	10	2037/2038
TOTAL		\$3,000,000		

The quantum of internal borrowings will be dependent upon cash balances at the time of proposed loan draw down.

COUNCIL POLICY

Date Adopted by Council		Council Resolution	
Effective Date	1 July 2025	Next Review Date	
Responsible Officer(s)	Manager Financial Services	Revokes	



11.10 - Office of the Mayor & CEO Quarterly Report

MEETING DETAILS: Ordinary Council Meeting - Wednesday 30 July 2025

AUTHOR: Chief Executive Officer

AUTHORISING OFFICER: Chief Executive Officer

PURPOSE

To provide an overview of the activities of the Office of the Mayor and CEO Directorate for the quarter April to June 2025.

EXECUTIVE SUMMARY

The Office of the Mayor and CEO Directorate encompasses several key functions, including:

- Chief Executive Officer
- Communications & Marketing
- People & Culture
- Capital Program & Network Planning Directorate
- Commercial Businesses Directorate (including Economic Development)

As the Capital Program & Network Planning Directorate and the Commercial Businesses Directorate provide separate reports to Council, this update focuses on the activities and progress of the remaining functions.

OFFICER'S RECOMMENDATION

That Council receive the Office of the Mayor and CEO quarterly report (**Attachment 11.10.1**) for April to June 2025.

BACKGROUND

This report provides an overview of the key activities, initiatives, and engagements undertaken by the Office of the Mayor and CEO Directorate during the fourth quarter, April to June 2025.

This report is for informational purposes only.

DISCUSSION/CURRENT ISSUE

Please refer to **Attachment 11.10.1** which details the activities during the April to June 2025 period by the Office of the Mayor and CEO Directorate.

FINANCIAL IMPLICATIONS

N/A

CONSULTATION/ENGAGEMENT

Chief Executive Officer
Manager Communication and Marketing
Manager People and Culture

STATUTORY/COMPLIANCE MATTERS

N/A

RISK ASSESSMENT/DEADLINES

N/A

STRATEGIC IMPACTS

Corporate Plan Reference:

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

ATTACHMENTS

1. OMCEO Report - Apr- Jun 2025 [11.10.1 - 11 pages]

Office of the Mayor & CEO Quarterly Report

April 2025 – June 2025



Directorate Functions

- Chief Executive Officer (CEO)
- Communications & Marketing
- People & Culture
- Capital Program & Network Planning
- Commercial Businesses (including Economic Development)

Note: Capital Program & Network Planning and Commercial Businesses report separately to Council



CEO Focus

The CEO has prioritised strategic direction for the April to June quarter, encompassing;

- Finalisation of the 2024-2025 Operational Plan actions
- Progressing the 2024-2025 Capital Program and endorsement of the 2025-2026 program
- Adoption of the new 2025-2030 Corporate Plan
- Adoption of the 2025-2026 Operational Plan
- Adoption of the 2025-2026 Budget
- Endorsement of Economic Development Strategy



Communications & Marketing Focus

This quarter, this function worked on a variety of projects supporting all avenues of Council, including but not limited to:

- economic development and advocacy
- marketing WRC commercial businesses
- consultation and promotion of capital projects, updates and strategies.
- internal and external event marketing and promotion
- waste campaigns
- branding and logo design
- video production
- budget, operational and annual performance plans

Public consultations have been delivered to seek community feedback on: Whitsunday Cemetery Strategy, Flying-Fox Resident Assistance Grants, Whitsunday 2030 - Economic Development Strategy, Bowen Foreshore Masterplan, Short-Term Accommodation - Changes to the Planning Scheme



Websites & Social Media

We manage seven websites on behalf of Council and commercial arms, including:

Page	Socia Views	Social Followers	Website Views
Whitsunday Regional Council	1.4M	16.6K	186,420
Proserpine Entertainment Centre	190K	3.1K	60,894
Shute Harbour Terminal	1.8K	395	6,394
Whitsunday Coast Airport	43.3K	5.5k	52,970
Whitsunday Regional Libraries	N/A		6,967
Whitsunday Holiday Parks	Socials managed by park contractors		18.1K

Top post reached 282,131 people on the 13 May 2025

Rocket Launch from Bowen Orbital Spaceport – Thursday 15 May!

Get ready, Bowen! Gilmour Space Technologies' Eris TestFlight 1 is scheduled for Thursday 15 May, anytime between 7.30am and 5.30pm, marking a historic moment as the first Australian-made rocket to attempt orbit in over 50 years.

Launch Site: Bowen Orbital Spaceport, North Queensland Mission: The Eris TestFlight 1 will test Australia's first orbital rocket capable of launching satellites into space - a huge leap for our nation's space industry!

IMPORTANT: Residents and visitors are urged to take note of hazard areas – marine, land and air – and stay well clear during the launch window. Check the official hazard area map here - <https://bit.ly/4ka0YpS>. Let's celebrate this milestone safely and proudly as Bowen helps Australia reach new heights!

Ferris Wheel Fun!

The new Ferris Wheel was also promoted over four social posts this quarter, reaching over 165.6K people



Campaign, Event & Project Highlights

In addition to general marketing across our Commercial Businesses and Council operations, our priority highlights this quarter include:

- Video production: Council meeting updates, Minute with the Mayor Updates, WCA Jetstar Deal, Airlie Beach Ferris Wheel, Economic Development Strategy, WCA and Eco Barge Mural, Lake Proserpine social campaign
- Budget 25/26 - design and communications
- Operational Plan - design and communications
- Annual Performance Plans - design and communications
- Our Whitsunday Community Updates
- Internal Comms: CEO Videos, The Landing, CA Updates, Our Whitsunday Staff Newsletter
- 'Let's Get it Sorted, Whitsundays' - campaign development and launch
- Libraries: Bookmark competition and Social Seniors Whitsundays branding
- WRC event marketing: Airlie Beach Movie Nights, QLD Day, Multicultural Festival, National Reconciliation Week
- Flagstaff Hill - logo design and billboards
- Whitsunday Event Centre - logo design
- PEC: introduction of sensory sessions, 5 sold out shows across the quarter
- Mayor's Charity Ball - advertisement design and event promotion



Advocacy

Our team worked on several projects concentrating on economic development and advocacy, including:

- Grant application document designs
- Economic Development Strategy
- Business event proposal template
- Olympic Games: strategy, design timelines and promotion
- Welcome pack - LIVE Whitsundays - document design
- Whitsunday business awards - marketing materials
- Regional Events Map



People & Culture Focus

This function focused on wellbeing, connection and purpose this quarter, including but not limited to:

- Partnering with the community
- Building capability
- Certified Agreement
- Staff well-being



Council Partners with the Community

The Whitsunday Regional Council (WRC) values engagement with the broader community to ensure opportunities remain relevant and accessible to all. Attendance at the Whitsundays Chamber of Commerce & Industry event in April, hosted by Wilmar Sugar Ltd titled 'Work, Purpose, and Staying Local: What drives the next generation' highlighted the need to remain focused on our young people's experience of recruitment, interactions and what motivates their attraction to local positions.

The relationships between Council and our local schools remains prominent, with Bowen State High School taking part in two group work experience inductions at the Bowen Council Chambers, giving our young people a glimpse into the work environment and how Council's new employees are welcomed to the organisation. Council was also represented at several career and industry events at various schools within our local region including St Catherine's Catholic College, Bowen State High School and Proserpine State High School.

In May, Council was invited to speak with some long-term unemployed locals on applying for employment with Council. Ideal Placements, a local employment agency with offices through-out the Whitsunday Region, requested a representative to offer practical advice and any hints and tips for lodging an application.



Building Capability

Once again Council competed in the Australasian Management Challenge in Brisbane in April – Council's team the Tropical Trailblazers enjoyed their experience at the Challenge and are eager to encourage other employees who have yet to participate in the program.

Commencement of a new cohort for the Water Industry Worker program has commenced, with a new stream of specialised training for treatment teams being offered for the first time through the program. With four employees taking on Certificate III's in the new program, they not only get the chance to study for a nationally recognized qualification but also get to visit other Councils throughout the program, developing their networks and experiencing how other sites manage and perform the same tasks and no doubt, challenges.



Looking after our staff

Mental Health First Aid training was conducted across the region, solidifying Council's commitment to positive mental health outcomes and providing participants with skills to appropriately respond to immediate needs within their work groups.



11.11 - Corporate Services Quarterly Report

MEETING DETAILS: Ordinary Council Meeting - Wednesday 30 July 2025

AUTHOR: Personal Assistant - Director Corporate Services

AUTHORISING OFFICER: Acting Director Corporate Services

PURPOSE

The purpose of this report is to provide an overview the key outcomes and statistics for the Corporate Services Directorate for the Quarter 4 of the 2024/25 financial year.

EXECUTIVE SUMMARY

The Corporate Services Directorate is responsible for a number of organisation support (back of house) functions and partners across Council to enable the functional departments and business activities to deliver services to the community. This report presents key highlights and information that may of interest to Council and the community.

OFFICER'S RECOMMENDATION

That Council receive the Corporate Services Quarterly Report for Quarter four for the 2024/25 financial year.

BACKGROUND

The Corporate Services Directorate provides leadership to support the service delivery arms of Council through organisational support to the functions of Finance and Asset Management, Procurement, Fleet, Property and Facilities, Information, Communications and Technology, Information Management and Governance and Administration.

Previous reporting had been provided internally to Councillors on monthly and quarterly statistics for the directorate. The activities of the directorate are driven by supporting the various needs of running the business of the organisation. There is a focus on continuous improvement in the systems and processes of the organisation and making sure that services are efficiently delivered.

DISCUSSION/CURRENT ISSUE

The report details the work undertaken and key statistics for the month as well as commentary on the key initiatives being progressed across the organisation.

FINANCIAL IMPLICATIONS

There are no additional financial implications, and all are managed within existing budget allocations as amended.

CONSULTATION/ENGAGEMENT

Manager Governance & Administration
Manager Innovation & Technology
Executive Manager Procurement, Property & Fleet
Manager Financial Services

STATUTORY/COMPLIANCE MATTERS

This report is provided to support enhanced transparency and accountability in accordance with the local government principles outlined in the Local Government Act 2009.

RISK ASSESSMENT/DEADLINES

Regular reporting on the Department's progress and achievements ensures accountability and fosters a positive culture, whilst managing identified strategic and corporate risks.

STRATEGIC IMPACTS

Corporate Plan Reference:

Maximise the organisation's financial performance, achieving a high level of customer service, productivity and efficiency through strategic direction, expert advice and leadership.

ATTACHMENTS

1. Corporate Services Quarterly Directorate Update April to June 2025 [11.11.1 - 20 pages]



CORPORATE SERVICES

Innovation and Technology

Financial Services

Procurement, Property and Fleet

Governance and Administration

Quarterly Directorate Update | Q4 April – June 2025

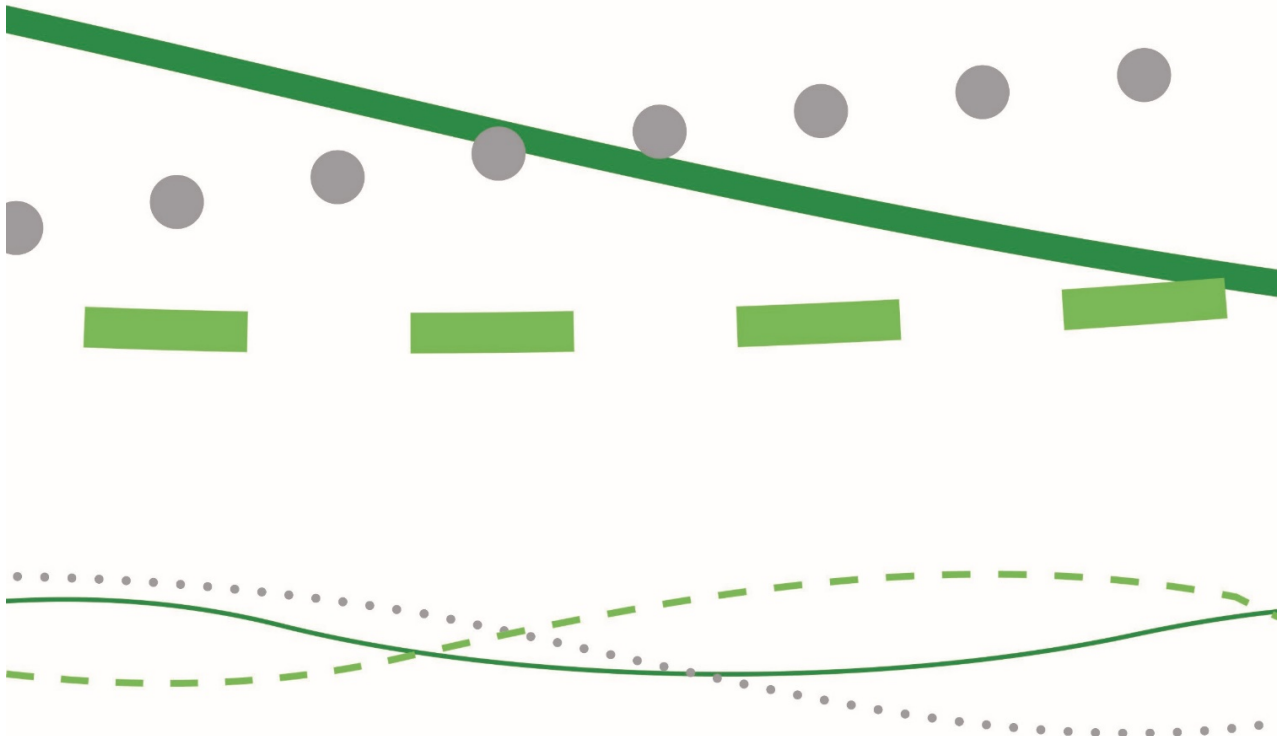


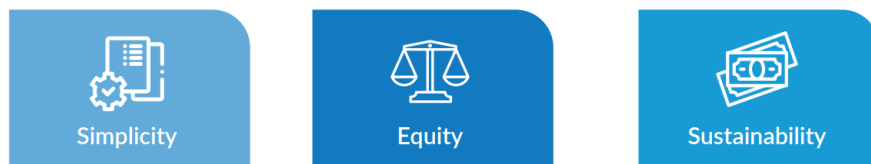
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Directors Report

The June quarter is one of the busiest periods for the Corporate Services teams as we work across the organisation to close out projects for the financial year end and finalise the Budget and Operational Plan for the following year.

This year's budget included the first Operational Plan aligned with the newly adopted Corporate Plan 2025 – 2030 and also endorsement of a new Rating Strategy 2025 – 2030 focussed on the key rating principles of:



Council's budget for the financial year 2025/26 has been prepared, keeping in line with the below system of financial management to ensure long-term sustainability.



This \$284M Budget (\$170M operations and \$114M capital) endeavours to strike an appropriate balance between maintaining Council's financial position whilst not placing too heavy a burden on ratepayers through substantial rate increases.

Within the Innovation and Technology Team the focus has been on establishing the ICT Steering Committee to provide executive ownership and a whole of business perspective to the leadership, strategic direction and governance relating to all things technology. With a working draft ICT Strategic Plan in development with a vision to transform the ICT delivery to enable better ways to work for our Council and digitising the Council experience for our community.

The Procurement team partnered with the Department of State Development to host a 'Doing Business with Council' session at the PEC drawing significant interest from local suppliers with a great turn out on the day to help skill our local suppliers on our procurement processes and future project opportunities.

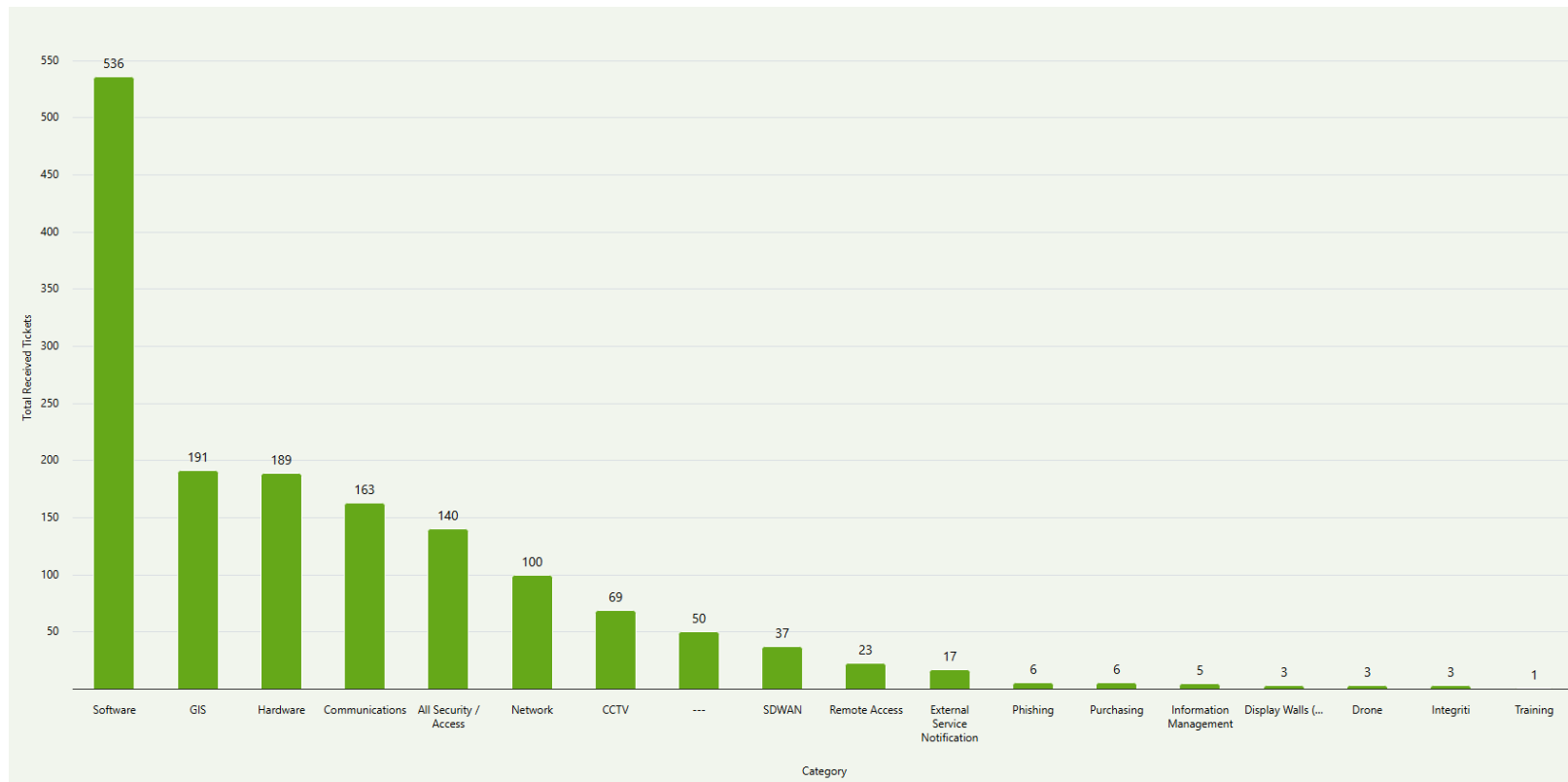
Focused on continuous improvement, the Directorate continues to work on opportunities to streamline, automate and bring together stakeholders across all Directorates to improve services and remedy issues.

Leah Bradley
Acting Director Corporate Services

Innovation and Technology

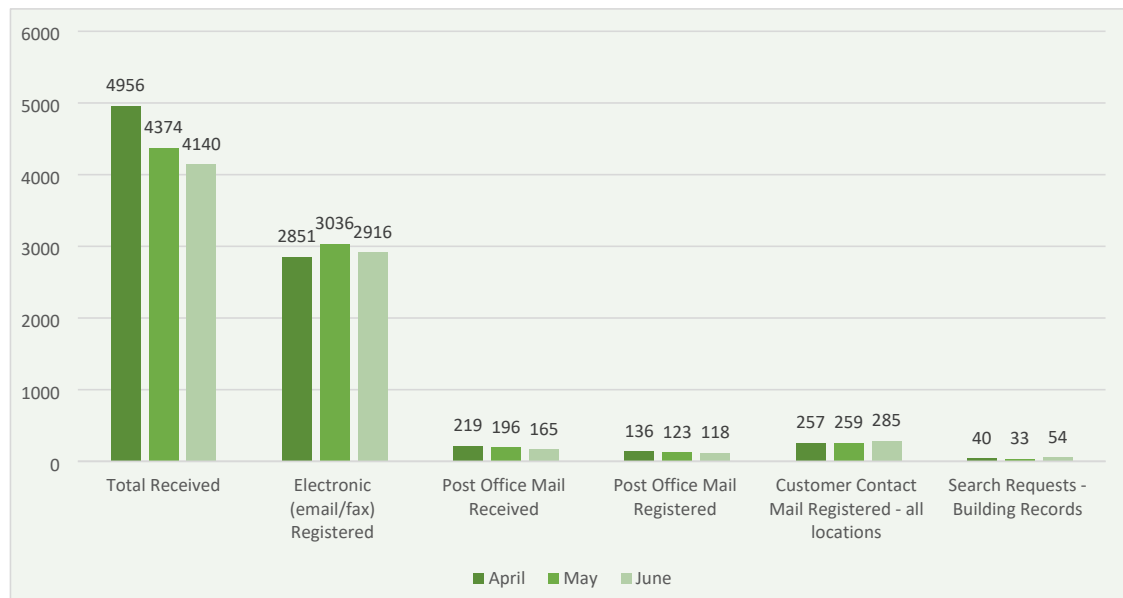
Tickets by Category – 3 months

Helpdesk tickets by type of IT services over the last 3 months. The major tickets are for software support, followed by GIS and hardware.



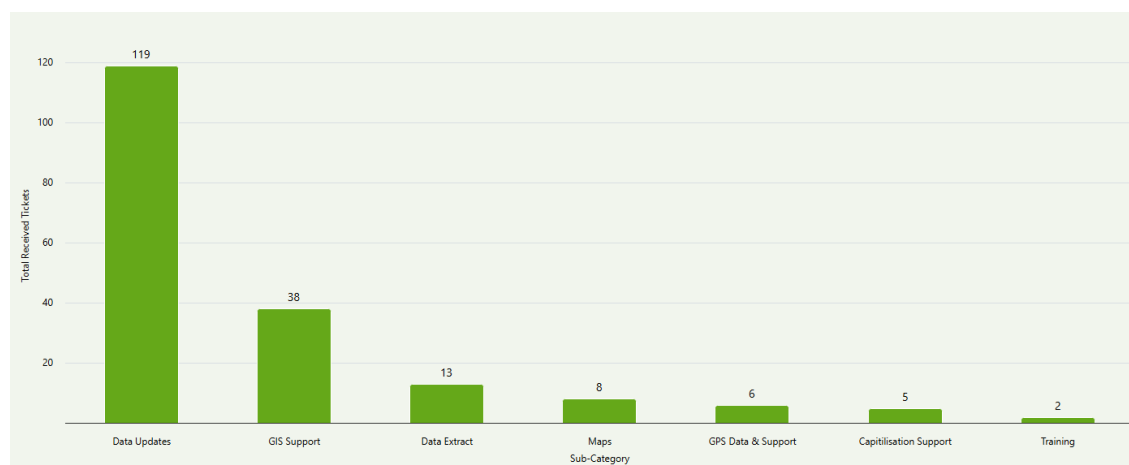
Records Mail Registration and Search Requests – 3 months

Key Statistics for the last three months from the Information Management team:



Electronic mail volume has increased by 26% from the same quarter last year, with postal mail reducing by 20% and search requests steady.

Geographical Information System Requests – 3 months



Tasks assigned to the GIS team show a significant number of data updates that are related mostly to updating new house connection plans but also incorporates other existing spatial layer updates. This is followed by general GIS support on utilising the spatial programs and generating maps.

Key Innovation and Technology Projects and Activities

Network Upgrade

The SDWAN Phase 1 of the network upgrade has been completed. Phase 2 which covers further strengthening of the network is 90% completed, scheduled for completion first quarter FY25/26

Mobile Data Management

Currently live with approved applications with the following groups Local Laws, Parks and Gardens, Natural Resource Management, AMI, Innovation and Technology. Further optimisation of the service delivery of the onboarding and offboarding mobile devices to be streamlined. .

FY 25/26 Rollout to wider groups with existing devices, including Procurement and Fleet, Planning, Community Services, Roads and Drainage, Councillors and Executive as needs dictate.

ICT Governance

The ICT Steering Committee is working thru finalisation and validation of the ICT Strategy Plan.

ICT CCTV Strategy is in draft and will be presented in July for feedback and validation.

Technology Modernisation

Teams Calling Program is currently in discovery process to replace the aging telephony solution. A modernisation of the internal call workflow will be undertaken to optimise the solution.

ICT Performance Reporting

Four programs of works are in stages of implementation to improve the performance monitoring of ICT Services. These reporting systems will consolidate into management reporting dashboard.

- Telecommunications Uptime Reporting
- Licensing and Compliance Reporting
- Cloud Computing Performance Reporting
- ITSM Tool Modernisation

Cyber Security

A cyber security incident response exercise was conducted during April.

All system patching is up to date and no security incidents were recorded in the last quarter.

Key Information Management Activities

Information Management Governance

An enterprise / data architecture has been drafted to provide a structured roadmap for improving information security and lifecycle.

Records

An upgrade of ECM is underway to improve staff interaction of Council records. Further refinement of the SharePoint and Teams ecosystem for communications and information with the Microsoft compliance centre (Purview) being configured.

GIS

The GIS team contributed towards the finalisation of 119 new and replaced capital asset projects to ensure these were processed onto the asset register prior to the end of financial year.

Financial Services

2024/25 Budget Progress

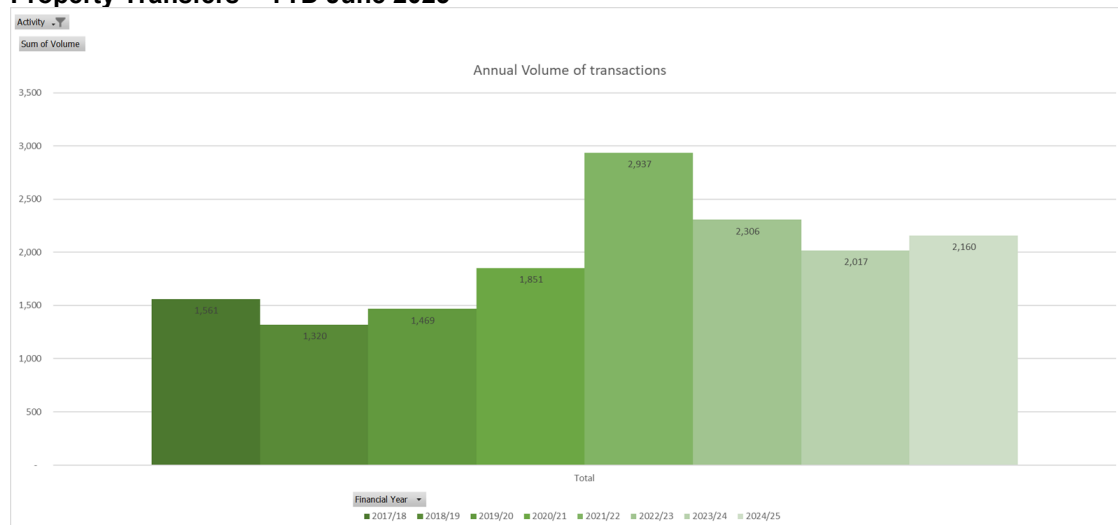
Budget	Adopted
Original Budget	26 th June 2024
Budget Review 1	30 th October 2024
Budget Review 2	26 th March 2025
Budget Review 3	28 th May 2025

The Budget Review 3 (BR3) commenced by the organisation during the third quarter of 2024/25. The focus of the third budget review includes a high-level assessment of operational budget spend reviewing the identified budget risks both positive and negative and applying any required amendments. A deliverability review of the capital budget is undertaken with estimated carryovers moved to outer years to present a budget that is reflective of where we estimate to end the Financial Year 30 June 2025.

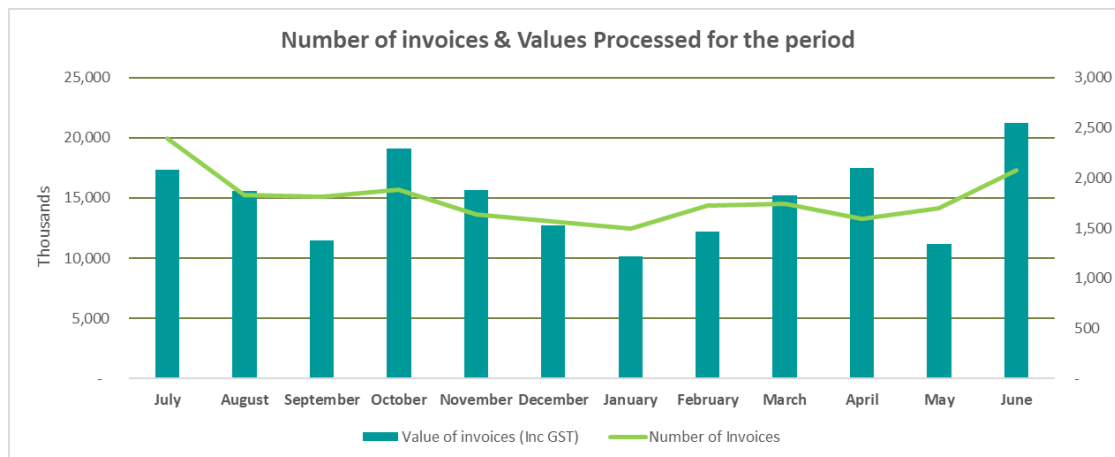
2025/26 Budget Progress

The 2025/26 Budget process is complete and was adopted by Council on the 18 June 2025. The budget process began in December 2024 spanning across 6 months that involves a huge effort across Council to deliver. This year Councillors were provided additional detail around the services that Council delivers, presented via Function Roadshows by the business. A Rating Strategy was developed and adopted for the next 5 years. The capital program includes significant growth projects which were assessed for affordability on a whole of life cost basis. Looking forward, the 2026/27 budget process will begin soon, with a calendar and schedule to be shared internally.

Property Transfers – YTD June 2025

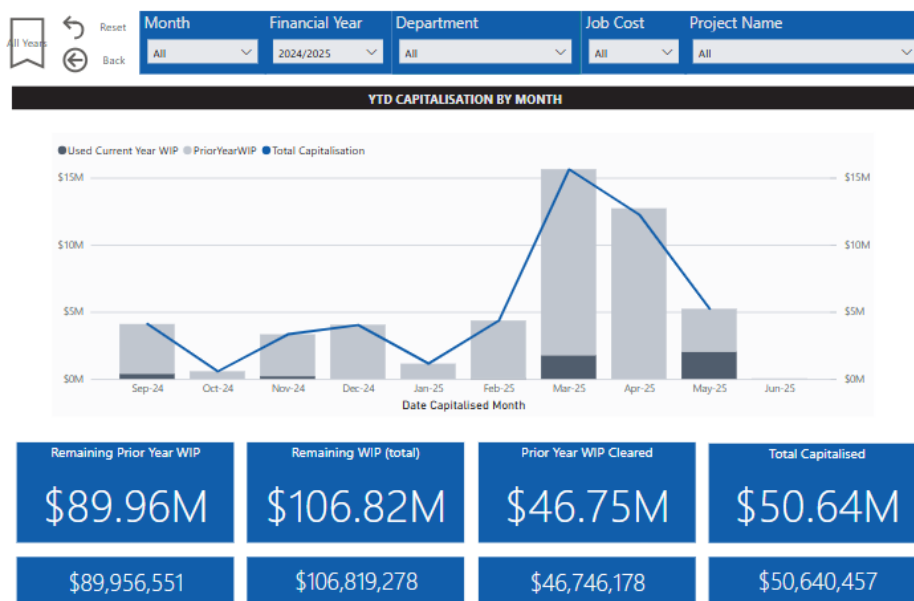


Supplier Invoice Processing 'Year to date'



Capitalisations

Capitalisation has now been finalised for the year, with \$15.2M processed during April and May with the Asset Register closing for revaluation processing in May. A total of \$50.6M has now been capitalised for the year, across 119 projects which is an incredible effort by all involved. The capitalisations for this year focused largely on outstanding Work in Progress (WIP) which had been completed. The remaining prior year WIP not capitalised is approximately \$5M. This will be a focus as well as DRFA moving into 2025/26.



Annual Revaluation

The Revaluation of Land and Land Improvements has been finalised and processed within the financial system. The ending position saw a movement of \$7.7M or 16%. Preliminary audit has been completed with no issues identified so far.

Asset Management

The March quarter has seen quite a lot of activity in the development of Asset Management Plans (AMPs). Teams have been busy verifying data, providing recommendations and working on the key inputs into these plans. A number of meetings have taken place for the following AMPs over the course of the quarter for:

- Whitsunday Coast Airport
- Holiday Parks
- Open Spaces

The ICT AMP was put on hold in the December quarter, however with an Acting Manager ICT now onboard, this AMP is scheduled to recommence in April with a finalisation expected by June 2025. The Fleet AMP has been drafted in conjunction with an external consultant and is due to be peer review early in the new year.

After consultation with the relevant parties, it was agreed to that the next round of AMPs for Water and Sewer, Stormwater, Buildings and Marine and Aquatic would be placed on hold for the rest of 2024/25. These AMPs are due to commence now at the start of the 2025/26 financial year and will need to be delivered internally.

Reviews of draft AMPs that were already developed in 2024 are under currently under review by Asset Managers.

A Draft Asset Management Maturity report was presented to the Asset Management Working Group and Asset Management Steering Committee in March, this report addresses the maturity of the organisation in the Asset Management space and provides key recommendations and findings. Further work will be done over the coming months to determine priorities with the Strategic Leadership Team from this report which will provide Council with a continuous improvement plan moving forward.

The Asset Management Improvement (AMI) project is in a reset phase focusing on the operational asset management Go-Live for Fleet in August and Parks and Gardens In late September. Expenditure for the project is currently sitting at 91% of the total budget, with 58% of the project spend sourced from State Government grant funding.

The focus for the team has been on:

- Completion of the system build for Fleet
- Data Migration - cleansing and transformation for all asset classes is on track for migration into test systems.
- Build for Parks & Gardens
- Customisation for Roads & Drainage and Property & Facilities
- Preparation of training material for scheduled Go-Live activities.
- Finance and Payroll reconfiguration
- Planning for Project Lifecycle Management Go-live in Late November.

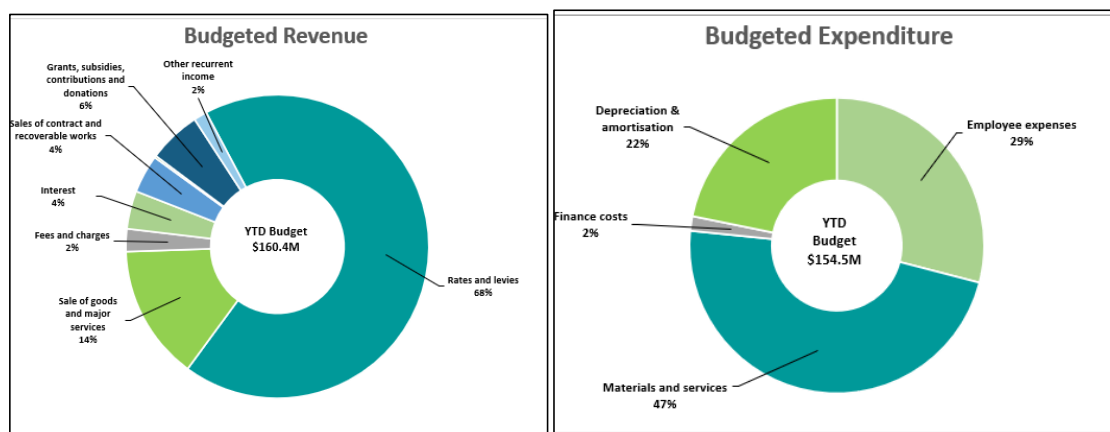
2024/25 Operational Budget Overview – YTD May 2025

The below position is subject to change as End of Financial Year activities are finalised prior to Council's external audit.

For the period stated above, below demonstrates the percentage of revenue and expenditure achieved compared to budget.



For the above reporting period, below demonstrates the split of revenue and expenditure of the YTD budget:



The operating budget will continue to be monitored, and risks mitigated to manage the financial position as we head towards the end of the financial year.

Procurement, Property and Fleet

Contracts Awarded (Tenders and Significant Quotations)

Capital Program and Network Planning

Contract Number	Details	Type	Status
500.2025.0004	Whitsunday Coast Airport (WCA) Sewage Treatment Plant (STP) Upgrade – Design and Construct	RFT	Closed on 30/5/2025 and currently being evaluated
500.2025.0005	Whitsunday Coast Airport (WCA) Sewage Pump Station Design	RFQ	Closed on 16/4/2025 and no submissions received
500.2025.0008	Bowen and Proserpine Swimming Pools – Solar Shade Structures	RFT	Awarded on 13 th June 2025
500.2025.0009	Project Management Services - Water/Sewer and Waste Capital Program	RFQ	Awarded on 1 st April 2025
500.2025.0017	Bowen Water Treatment Plant - High Lift Pump Building - Block Work Repair	RFT	Closed on 17 th April 2025 with no submission. Refer to 500.2025.0024 re-release.
500.2025.0018	Bowen Landfill - Design of Cell 2 and Legacy Landfill Final Capping	RFQ	Awarded on 10 th April 2025
500.2025.0020	Lake Proserpine Sewage Treatment Plant - Design and Construct	RFT	Closed on 30/5/2025 and currently being evaluated
500.2025.0024	Bowen Water Treatment Plant - High Lift Pump Building - Block Work Repair	RFT	Closed on 18 th June 2025 and currently being evaluated
500.2025.0025	Jubilee Pocket Trunk Watermain - Design & Construct	RFT	Closed on 24 th June 2025 and currently being evaluated
500.2025.0026	Whitsunday Coast Airport (WCA) - Sewage Pump Station - Design and Construct	RFT	Closed 25 th June 2025 and currently being evaluated
500.2025.0027	Proserpine Trunk Watermain Design	RFT	In draft
500.2025.0028	Whitsunday Coast Airport (WCA) - Sewage Treatment Plant (STP) - Access Road	RFQ	Closed on 13 th June 2025 and currently being evaluated
500.2025.0029	Improvement Works to Pool Heating Systems - Bowen and Proserpine Pools	RFT	Closed on 25 th June 2025 and currently being evaluated

Contract Number	Details	Type	Status
500.2025.0033	Queensbeach Bowen Holiday Park - Manager's Residence - Design and Construct	RFT	Released 13 th June 2025 and due to close 7 th July 2025
500.2025.0037	Project Management Services - Whitsunday Regional Sports Precinct	RFQ	Released on 26 th June 2025 and due to close 10 th July 2025

Commercial Business

Contract Number	Details	Type	Status
500.2025.0006	Queens beach Hub – Licencing Opportunities	RFT	Awarded on 26 th March 2025
500.2025.0007	Shute Harbour Marine Terminal Information & Tour Desk – Licencing Opportunity	RFT	Closed 17 th February 2025 and currently being negotiated
500.2025.0012	Whitsunday Coast Airport (WCA) Parking System Support & Maintenance	RFQ	Awarded on 7 th March 2025
500.2025.0014	Provision of Quarry Plant Hire – Foxdale Quarry	RFT	Closed on 8 th April 2025
500.2025.0015	Queens beach Holiday Park - Management Services	RFT	Awarded on 23 rd May 2025
500.2025.0023	Whitsunday Coast Airport 'Heart Reef' Aquarium Maintenance Services	RFQ	New contract currently being negotiated

Community Services

Contract Number	Details	Type	Status
500.2025.0011	Car Parking System Support	RFQ	Awarded on 15 th May 2025
500.2025.0016	Aquatic Facilities Plant Room Preventative Maintenance Services	RFT	Closed 14 th May 2025 and currently being evaluated

Corporate Services

Contract Number	Details	Type	Status
500.2025.0019	Fleet - Supply and Delivery of 4WD Tractors	RFT	Closed on 30 th April 2025 and currently being evaluated
500.2025.0021	Agistment Leases Bowen and Collinsville	RFT	Closed on 21 st May 2025 and currently being evaluated
500.2025.0030	Cane Farm Lease - Lot 3 Shute Harbour Road Cannon Valley	RFT	Released on 2 nd June 2025 and due to close on 4 th July 2025
500.2025.0035	Lease for Storage Shed - Hidden Court	RFT	Released on 18 th June 2025 and due to close 10 th July 2025

Infrastructure Services

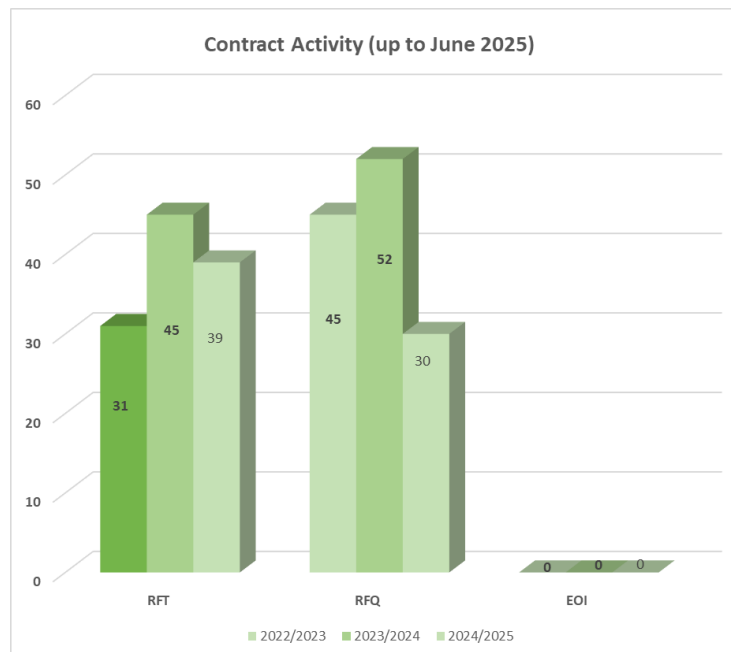
Contract Number	Details	Type	Status
500.2025.0010	Lascelles Biosolids Processing Facility Site Based Management Plan (SBMP)	RFQ	Awarded on 12 th May 2025
500.2025.0013	Water & Wastewater Electrical Switchboard Condition Assessment	RFT	Awarded on 23 rd June 2025
500.2025.0022	Provision of Maintenance Services for Guthalungra Rest Area	RFT	Closed on 23 rd May 2025 and currently being evaluated
500.2025.0032	Parkwood Terrace Drainage Improvement Scheme	RFQ	In draft

Office of the Mayor and CEO

Contract Number	Details	Type	Status
500.2025.0031	Drug and Alcohol (D&A) Testing Services	RFQ	Closed on 18 th June 2025 and currently being evaluated

Contract Activity

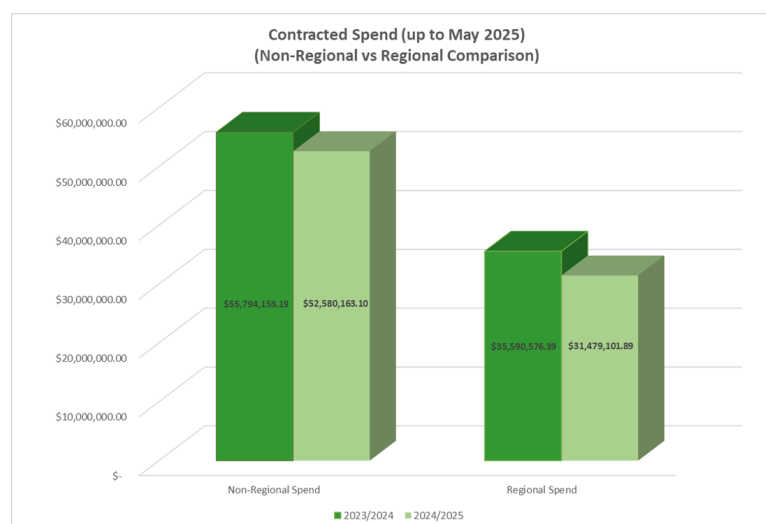
Yearly contract activity is shown below:



The complexity and workload of each engagement does impact the timeliness of the delivery of the outcomes and the team has been training and developing new staff throughout the quarter.

Contracted Spend

The below graph is the overall contracted spend for Council displaying Non-regional vs Regional Suppliers comparison:



Where practical the procurement and contract spend is maximised within the region and the non-region spend is influenced by core expenditure like electricity and insurance.

Property and Facilities 2024/2025

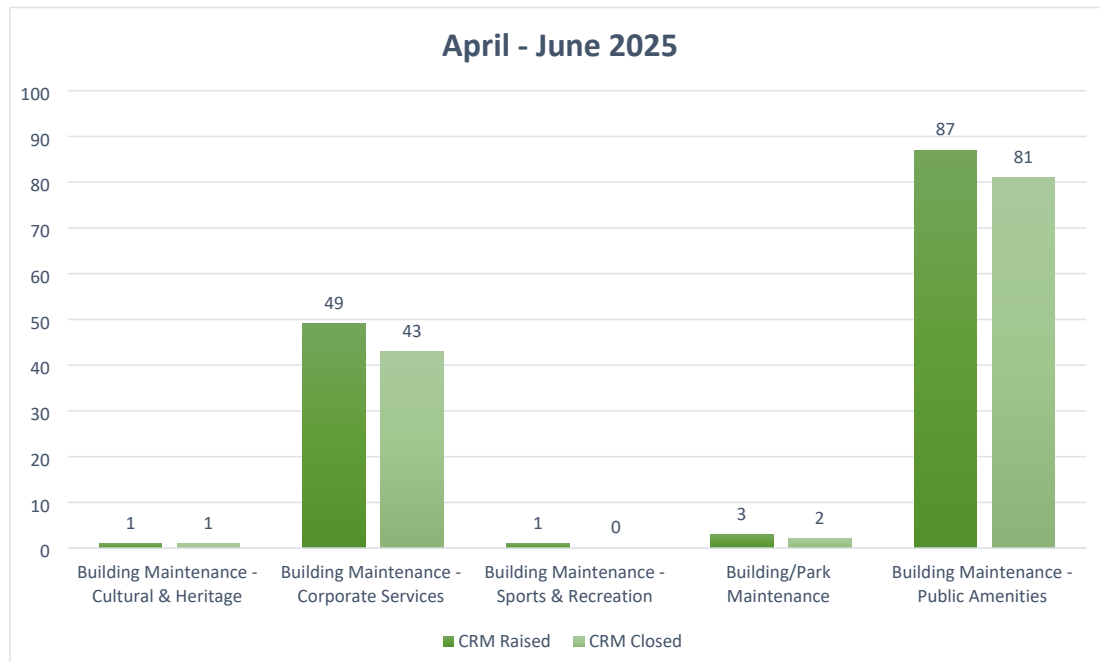
During the period between **April** and **June** 2025, the following Property & Facilities Projects have progressed:

Property and Facilities Capital Projects 24/25

Project Description	Budget	Time frame	Tender Award Date	Commentary
24/25 WRC Fencing Renewals	✓	✓	21/03/25	This project has progressed in Q4 with multiple sites reaching practical completion, project is 75% complete with some of the more complicated sites to be completed in the new financial year. The project team has been providing comms updates via our internal and external routes to stakeholders and staff members. Project is within budget and timeframe.
24/25 WRC Buildings Painting Program	✓	✗	06/03/25	Due to limited resources the contractor has been able to complete 2 out of the 5 sites, those being Patt Botto Park and the Bowen Skate rink amenities and canteen. Completion of the other sites has been scheduled for the 25/26 financial year. Project is well with budget but will not meet original timeframes.
Amenities CCTV Installation Project	✗	✗	29/05/24	This project has progressed through Q4 and is 95% complete, all gates and cameras have been activated, swipe cards issued to all staff and handover at each site has been conducted. Some minor issues have been encountered through defects inspections, the contractor is to remedy and practical completion will be reached in the new financial year.
Dingo Beach Amenities Renewal	✓	✓	TBC	Design elements received for both STP replacements, this project has been combined to allow the project team to tender these in line for very similar renewals. Due to limited specialist resources for the design procurement council will not tender the two STP replacements until the new financial year.
Gloucester Sport & Recreation Centre - STP Renewal	✓	✗	TBC	Design elements received for both STP replacements, this project has been combined to allow the project team to tender these in line for very similar renewals. Due to limited specialist resources for the design procurement council will not tender the two STP replacements until the new financial year.
Les Stag Oval Changeroom & Amenities Renewal	✓	✓	TBC	Project has been deferred to 26/27 due to draft masterplan issues, internal project delivery teams working with stakeholders to come up with a solution before progressing further. Stakeholder meetings and planning discussions to be initiated in the 25/26 financial year.
Proserpine Depot Mechanics, Welding & Amenities Building Roof renewal	✓	✗	TBC	Scope and contract documents have been finalised. This project will be ready for tender in the new financial year.
Whitsunday PCYC Insurance Works	✓	✓	21/02/25	Multiple issues encountered throughout the project lifecycle, including a second water ingress incident which caused damage to the front offices in the building, councils insurance company engaged to provide assistance. The first and second insurance incidents were both able to be completed by a single contractor under budget and in a very timely manner.

Reactive Works and Customer Requests

This graph shows the requests received by category for reactive maintenance between **April** and **June** 2025. The CRM data in this graph includes the requests raised, actioned and closed in **Q4**.



Land Management Update

The Q4 April to June 2025 saw the commencement of negotiations for a number of community leases and land management actions.

These included the finalisation of the leases for:

- Girudala Community Co-operative Society

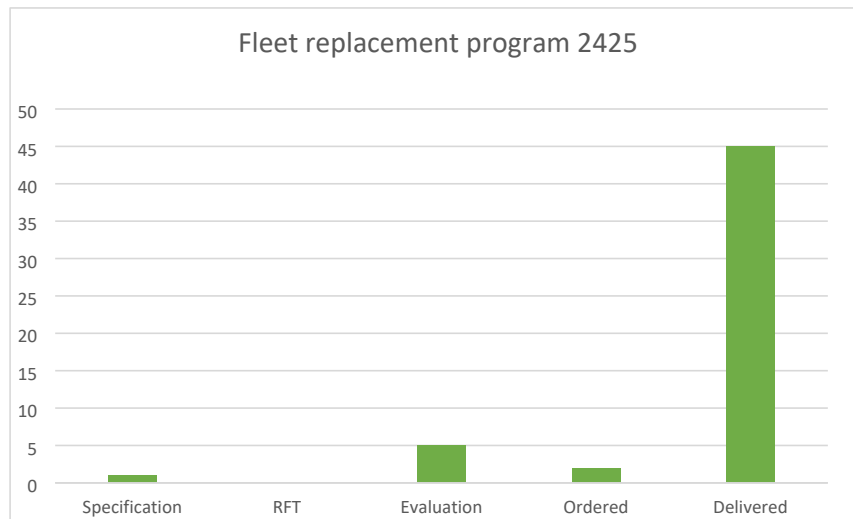
Initial lease negotiations have commenced for the following:

- Katie Harris -The Baker's Tray (renewal)
- Proserpine Junior Sporting Complex (renewal)

Property have been working alongside the Capital W&S team offering assistance on multiple projects and attending stakeholder meetings to secure Easements for critical Council infrastructure. We are also continuing to provide Land Tenure and Native Title advice to all departments within Council to assist with the correct management of all land matters.

Fleet Management

Fleet and Plant Replacement program 2024/25



Fleet Replacement Program

The fourth quarter of 2024/2025 saw the delivery of the remaining light fleet items as a result of the public tender. These operational light fleet items assist in the operational areas of Council including State Emergency Service (SES), Disaster Management, Pest Control, Property and Facilities and Roads and Drainage.

The remaining front deck mowers were delivered in the month of June, completing the program for 2024/2025. Currently under assessment there are two slashing tractors and three operational trucks which will be awarded and July and were forecast to be delivered this calendar year.



Governance & Administration

Adoption of Policies

As part of the 2025/26 budget process, several policies were reviewed during the Councillor budget workshops. The following policies were adopted at the Special Budget Meeting held on the 18th June 2025:

- Revenue Statement 2025/26
- Donations on Rates and Charges for Not-for-Profit Organisations Policy
- Identification of Owner – Occupied Status Policy
- Interest on Overdue Rates
- Prompt Payment Discount – Special Circumstances Policy
- Supplementary Utility Charges Policy
- Investment Policy
- Debt (Borrowing) Policy
- Concession for Concealed Water Leaks Policy
- Pensioner Rates Rebate Policy
- Rates Concessions for Pensioners – Deferral Arrangement Policy
- Rates & Charges Recovery Policy
- Water Charges within a Community Title Scheme Policy
- Rate Relief Policy
- General Debtors Policy
- Business Activities Policy
- Dividend Policy (new)
- Procurement Policy
- Community Donations Policy
- Community Grants Policy
- Community Sponsorship Policy

Local Government Association of Queensland 2025 Motions and Annual Conference

The Local Government Association of Queensland (LGAQ) Annual Conference will be held on the 20th-22nd of October 2025 at the Gold Coast Convention Centre. This Conference provides an opportunity to submit motions for consideration at the Annual General Meeting (AGM). Submissions are now open and will close on 28 July 2025.

The LGAQ Annual conference is a unique event for the Queensland Local Government calendar. It provides an opportunity to network with other Councils, keep up to date on current and emerging issues and discuss those matters considered within the motions proposed to address topical issues for local government across the State.

The motions passed at the LGAQ Annual Conference help inform the LGAQ strategic direction and policy and advocacy issues for discussion with government. Motions have been called for this year's Conference. Councillors and the Strategic Leadership Team have been consulted, and five new motions were prepared for consideration. Under the LGAQ Protocol, resolutions that have been carried at LGAQ Conferences within the last 5 years cannot be moved again within that period unless to change the policy intent.

At the Ordinary Council meeting on the 18th June resolved to adopt the following motions following comprehensive consultation:

Motion 1

- That the LGAQ calls on the State Government to clarify the roles and responsibilities for Local Government in relation to the operation and maintenance of CCTV for public safety in conjunction with the Queensland Police Service.

Motion 2

- That the LGAQ calls on the State Government to review the State Government Pensioner Rate Subsidy Scheme and the maximum value of \$200 per year which has remained unchanged for a number of years.

Motion 3

- That the LGAQ calls on the State Government to review the governance arrangements for River Improvement Trusts as constituted under the River Improvement Trust Act 1940 to clarify the roles and responsibilities for local government.

Motion 4

- That the LGAQ calls on the State Government to provide local governments with a legislative mechanism to deal with and manage vexatious complainants where Councils are incurring significant impacts on resources and financially to continually manage the re-prosecution of complaints, including after dismissal of matters from the Office of the Independent Assessor.

Motion 5

- That the LGAQ calls on the State Government to support the implementation of the recommendations made in Red Tape Reduction Taskforce Report and empower the State Government Department responsible for local government to lead the implementation and monitoring of reforms with local governments and the LGAQ.

These five (5) motions will be submitted to the Annual LGAQ AGM in October at the Gold Coast.

Audit and Risk Management – Committee Meeting

Whitsunday Regional Council's Audit & Risk Committee met on 20 May 2025 and minutes were recorded from this meeting and were provided to Council to consider and review the Committee's recommendations, in accordance with Section 211(1)(c) of the *Local Government Regulation 2012*.

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

Internal Audit

External Audit

Financial
Reporting

Risk
Management

Internal
Controls

Legislative and
Organisational
Compliance

The following reports were presented at the meeting of the 20 May 2025 and voted in support by the Committee:

- Revised Annual Asset Valuation Program Report
- Monthly Financial Report and Quarterly Business Activity Reports to 31/3/2025
- Shell Financial Statements 2024/25 Report
- Revaluation Progress Report
- Closing Report – Significant Deficiency Rectification
- Internal Audit Activity Report
- QAO - William Buck - Interim Audit Report April 2025 and Briefing Paper May 2025
- Procurement Update Report
- ICT Strategy Update Report
- People and Culture Strategy Update Report
- Queensland Audit Office – Insights on Audit Committees in Local Government
- Queensland Audit Office – Local Government Report 2024 Report 13.

The next Audit and Risk Committee will be held on Tuesday 29th July 2025 including the Draft Financial Statements 2025/26 for audit.

Legal Advice Matters**Year to Date:**

Matters	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	YTD
New	4	7	5	4	5	0	2	3	1	0	2	2	35
Active	0	5	3	4	5	0	2	2	1	0	1	1	24
Closed	4	2	1	0	0	0	0	1	0	0	1	1	10

2025 Q4

Received	Active	Closed
4	2	2

Integrity Reviews and Investigations Q4

Agency	Open	New	Closed
Office of Independent Assessor	0	1	1
Ombudsman	0	2	2
Crime and Corruption Commission	0	0	0
Office of Information Commissioner (External Reviews)	0	0	0
Administrative Action Complaints	1	2	2
CEO Investigations	0	0	0

11.12 - Monthly Finance Report

MEETING DETAILS: Ordinary Council Meeting - Wednesday 30 July 2025

AUTHOR: Coordinator Strategic Finance

AUTHORISING OFFICER: Acting Director Corporate Services

PURPOSE

To inform Council of the current unaudited financial performance and position for the reporting period.

EXECUTIVE SUMMARY

This report promotes sound financial management and accountability by presenting the Monthly Finance Reports and sustainability ratios for the period ending 30th June 2025 to Council, including relevant commentary on the financial performance against budget and any risks associated with Council's financial position.

OFFICER'S RECOMMENDATION

That Council receive the Monthly Financial Report, including the Unaudited Financial Statements for the period ended 30th June 2025.

BACKGROUND

The Chief Executive Officer is required by Section 204(2) of the Local Government Regulation 2012 to present the financial report at a meeting of the Local Government on a monthly basis.

The financial report must state the progress that has been made in relation to the Local Government's budget for the period for the financial year up to a day as near as practicable to the end of the month before the meeting is held.

DISCUSSION/CURRENT ISSUE

Year to Date Results

This report and the attachments provide the estimated financial performance and position for the relevant period in the current financial year.

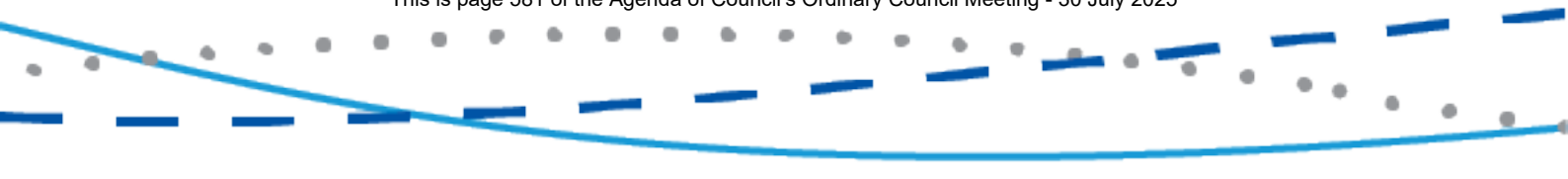
- **Attachment 11.12.1** contains a summary of the financial performance with commentary around significant items.
- **Attachment 11.12.2** contains unaudited financial statements.

The current operating position reflects an operating deficit of \$5.6M.

This report provides the interim unaudited estimated financial performance and position of Whitsunday Regional Council for the relevant period in the current financial year against the 2024/25 Budget.

This report and attachments are subject to considerable change as End of Financial Year reconciliations, revenue recognition testing, provisions and accruals are finalised. Draft financial statements will be prepared and provided to External Auditors at the end of July with final Audited Statements scheduled for endorsement at the end of August 2025.

This is page 581 of the Agenda of Council's Ordinary Council Meeting - 30 July 2025



FINANCIAL IMPLICATIONS

Maintaining a balanced budget throughout the financial year and remaining financially sustainable remain key objectives with budget risks identified in Budget Review 3 (BR3) impacting Council's original adopted balanced budget.

CONSULTATION/ENGAGEMENT

Director Corporate Services
Manager Financial Services
Management Accountant

STATUTORY/COMPLIANCE MATTERS

Local Government Regulation 2012

204 Financial Report

- (1) The local government must prepare a financial report.
- (2) The Chief Executive Officer must present the financial report -
 - (a) If the local government meets less frequently than monthly - at each meeting of the local government; or
 - (b) Otherwise - at a meeting of the local government once a month.
- (3) The financial report must state the progress that has been made in relation to the local government's budget for the period of the financial year up to a day as near as practicable to the end of the month before the meeting is held.

RISK ASSESSMENT/DEADLINES

If actual revenue or expenditure exceeds budget, financial risks may apply. These risks will either be managed on a project basis or mitigated through the operational budgets of Council.

A budget risk register is maintained to collate any identified budget risks as they arise during the financial year to be mitigated in quarterly budget reviews.

There is mandatory reporting to Council each month as per Section 204 of the Local Government Regulation 2012 to ensure ongoing oversight of the financial position.

STRATEGIC IMPACTS

Corporate Plan Reference:

Maximise the organisation's financial performance, achieving a high level of customer service, productivity and efficiency through strategic direction, expert advice, and leadership.

ATTACHMENTS

1. Financial Statements for the period ending June 2025 Final [**11.12.1** - 5 pages]
2. Monthly Financial Report June 2025 [**11.12.2** - 6 pages]

Whitsunday Regional Council**Statement of Comprehensive Income****For the period ending 30 June - End of Financial Year 2025**

	YTD Actual 2024/25 \$	Actual 2023/24 \$	Current Budget YTD 2024/25 \$	Variance to Current YTD Budget
REVENUE				
Recurrent revenue				
Rates and levies	106,203,770	102,717,873	108,818,028	98%
Sale of goods and major services	22,140,561	21,789,918	25,150,083	88%
Fees and charges	4,466,604	4,117,090	4,207,273	106%
Interest received	7,421,148	7,673,761	7,054,400	105%
Sales of contract and recoverable works	4,321,026	6,074,765	7,095,330	61%
Rental income	280,759	339,885	370,200	76%
Grants, subsidies, contributions and donations	10,904,718	2,833,470	9,498,989	115%
Other recurrent income	2,211,392	3,019,528	2,475,096	89%
Total recurrent revenue	157,949,978	148,566,290	164,669,400	96%
Capital revenue				
Grants, subsidies, contributions and donations	37,387,263	33,725,703	39,590,357	94%
Other capital income	23,750	1,134,653	818,654	3%
Total capital revenue	37,411,014	34,860,356	40,409,011	93%
Total revenue	195,360,991	183,426,646	205,078,410	95%
EXPENSES				
Recurrent expenses				
Employee expenses	48,478,279	44,764,538	48,647,563	100%
Materials and services	75,171,711	71,180,992	80,240,297	94%
Finance costs	2,264,370	4,072,098	2,679,994	84%
Depreciation and amortisation				
Property, plant and equipment	37,324,147	31,341,579	36,421,699	102%
Intangible assets	-	-	-	
Right of use assets	288,699	342,906	342,354	84%
Total recurrent expenses	163,527,205	151,702,114	168,331,907	97%
Capital expenses	12,331,943	49,492,736	13,440,463	92%
Total expenses	175,859,149	201,194,850	181,772,370	97%
Net operating result	(5,577,228)	(3,135,824)	(3,662,508)	152%
Net result	19,501,843	(17,768,204)	23,306,040	84%
Other comprehensive income				
Items that will not be reclassified to net result				
Increase/(decrease) in asset revaluation surplus	7,766,998	103,022,301	0	
Total other comprehensive income for the year	7,766,998	103,022,301	-	
Total comprehensive income for the year	27,268,840	85,254,098	23,306,040	

Whitsunday Regional Council**Statement of Financial Position****As at 30 June - End of Financial Year 2025**

	Actual 2024/25 \$	Actual 2023/24 \$	Budget 2024/25 \$
ASSETS			
CURRENT ASSETS			
Cash and cash equivalents	114,078,539	116,414,816	75,141,959
Cash Investments	10,000,000	20,000,000	20,000,000
Trade and other receivables	12,537,890	11,594,319	12,724,404
Inventories	1,982,596	1,475,388	1,575,000
Contract assets	5,431,903	6,694,019	-
Other assets	4,578,003	8,185,240	6,500,000
	148,608,931	164,363,782	115,941,363
Non-current assets held for sale	625,000	625,000	625,000
Total current assets	149,233,931	164,988,782	116,566,363
NON-CURRENT ASSETS			
Trade and other receivables	4,000	4,000	4,000
Investment property	2,759,620	2,785,000	2,785,000
Property, plant and equipment	1,399,850,104	1,364,455,506	1,403,282,138
Right of use assets	1,608,114	1,896,813	1,554,459
Total non-current assets	1,404,221,838	1,369,141,319	1,407,625,597
TOTAL ASSETS	1,553,455,769	1,534,130,101	1,524,191,960
LIABILITIES			
CURRENT LIABILITIES			
Trade and other payables	15,250,591	24,743,954	16,472,545
Contract liabilities	26,942,773	16,817,546	-
Provisions	13,072,981	14,761,725	9,250,000
Borrowings	6,026,073	6,026,073	6,741,800
Lease liabilities	27,106	309,262	-
Total current liabilities	61,319,523	62,658,559	32,464,345
NON-CURRENT LIABILITIES			
Trade and other payables	3,079,884	3,079,884	3,050,734
Provisions	29,035,691	29,700,531	32,377,823
Borrowings	51,365,577	57,304,874	50,659,946
Lease liabilities	1,677,291	1,677,291	1,674,812
Total non-current liabilities	85,158,443	91,762,580	87,763,315
TOTAL LIABILITIES	146,477,966	154,421,139	120,227,660
NET COMMUNITY ASSETS	1,406,977,803	1,379,708,962	1,403,964,300
COMMUNITY EQUITY			
Asset revaluation reserve	544,596,649	536,829,651	536,829,659
Retained surplus	862,381,154	842,879,311	867,134,641
TOTAL COMMUNITY EQUITY	1,406,977,803	1,379,708,962	1,403,964,300

Statement of Cash Flows

For the year ending 30 June 2025

	Actuals 2024/25 \$	Actual 2023/24 \$	Budget 2024/25 \$
Cash flows from operating activities:			
Receipts from customers	142,187,716	136,079,912	147,317,615
Payments to suppliers and employees	(135,534,943)	(110,197,836)	(136,709,160)
Interest received	7,421,148	7,673,761	7,054,400
Rental income	280,759	339,885	370,200
Non capital grants and contributions	10,181,698	2,278,466	8,459,568
Borrowing costs	(2,257,981)	(2,521,001)	(2,564,994)
Net cash inflow from operating activities	22,278,398	33,653,188	23,927,629
Cash flows from investing activities:			
Payments for property, plant and equipment	(67,853,654)	(60,195,265)	(88,742,402)
Payments for investment property	(1,737)	-	-
Net movement in loans to community organisations	1,004,000	12,000	
Proceeds from sale of property, plant and equipment	625,990	1,140,061	818,654
Payment for rehabilitation work	(1,660,288)	(333,657)	(2,463,194)
Grants, subsidies, contributions and donations	39,492,468	39,236,166	31,427,396
Net transfer (to) from cash investments	10,000,000	10,000,000	
Net cash outflow from investing activities	(18,393,221)	(10,140,696)	(58,959,546)
Cash flows from financing activities:			
Repayment of borrowings	(5,939,297)	(5,683,845)	(5,929,200)
Repayments made on leases (principal only)	(282,156)	(312,561)	(311,742)
Net cash inflow (outflow) from financing activities	(6,221,453)	(5,996,406)	(6,240,942)
Net increase in cash and cash equivalents held	(2,336,277)	17,516,086	(41,272,859)
Cash and cash equivalents at beginning of the financial year	116,414,816	98,898,730	116,414,818
Cash and cash equivalents at end of the financial year	114,078,539	116,414,816	75,141,959
Summary of Cash and cash equivalents:-			
Investments	10,000,000	20,000,000	20,000,000
Cash & cash equivalents	114,078,539	116,414,816	75,141,959
Total Cash and cash equivalents at end of the financial year	124,078,539	136,414,816	95,141,959

Attachment 11.12.1 Financial Statements for the period ending June 2025 Final

Whitsunday Regional Council

Statement of Changes in Equity

As at 30 June - End of Financial Year 2025

	TOTAL		Retained Surplus		Asset revaluation surplus	
	Actual 2024/25 \$	Actual 2023/24 \$	Actual 2024/25 \$	Actual 2023/24 \$	Actual 2024/25 \$	Actual 2023/24 \$
Total						
Balance at beginning of year	1,379,708,962	1,294,454,864	842,879,311	860,647,515	536,829,651	433,807,349
Assets not previously recognised	-	-	-	-	-	-
Restated opening Balance	1,379,708,962	1,294,454,864	842,879,311	860,647,515	536,829,651	433,807,349
Net Result	19,501,843	(17,768,204)	19,501,843	(17,768,204)	-	-
Revaluations:						
Property, plant & Equipment	7,766,998	103,022,478	-	-	7,766,998	103,022,478
Change in value of future:						
Rehabilitation costs	-	(177)	-	-	-	(177)
Total comprehensive income for the year	27,268,840	85,254,098	19,501,843	(17,768,204)	7,766,998	103,022,301
Balance at end of year	1,406,977,803	1,379,708,962	862,381,154	842,879,311	544,596,649	536,829,651

Whitsunday Regional Council**Notes to the Financial Statements****For the period ending 30 June - End of Financial Year 2025****Property, plant and equipment**

Basis of measurement

Asset Value

Opening gross value as at 1 July 2024

Minor correction to opening balance

Additions at cost

Contributed assets at valuation

Internal transfers from work in progress

Transfer to Non-Current assets held for sale

Revaluation adjustment to other comprehensive income

Disposals

Write-offs

Internal transfers between asset classes

Closing gross value as at 30 June 2025

Land and Improvements	Building and Other Structures	Plant and Equipment	Transport Infrastructure	Marine Infrastructure	Water Infrastructure	Sewerage Infrastructure	Work in progress	Total
Fair Value 2024/25	Fair Value 2024/25	Fair Value 2024/25	Fair Value 2024/25	Fair Value 2024/25	Fair Value 2024/25	Fair Value 2024/25	Fair Value 2024/25	Fair Value 2024/25
48,720,581	184,450,116	77,353,709	936,242,701	44,674,827	351,370,765	241,084,403	89,956,551	1,973,853,654
0	0	0	0	0	0	0	0	-
0	8,704,185	10,517,444	20,176,111	1,198,677	4,844,671	5,197,632	67,855,391	118,494,111
0	0	0	8,209,698	0	657,508	1,137,952	0	10,005,158
0	0	0	0	0	0	0	(50,640,457)	(50,640,457)
0	0	0	0	0	0	0	0	-
7,766,998	0	0	0	0	0	0	0	7,766,998
(135,000)	0	(2,611,496)	0	0	0	0	0	(2,746,496)
0	(2,674,576)	(580,105)	(10,674,395)	0	(2,768,050)	(3,678,726)	0	(20,375,853)
0	0	0	0	0	0	0	0	-
56,352,579	190,479,725	84,679,552	953,954,115	45,873,504	354,104,894	243,741,262	107,171,485	2,036,357,116

Accumulated depreciation and impairment

Opening gross value as at 1 July 2024

Minor correction to opening balance

Depreciation provided in year

Depreciation on disposals

Depreciation on write-offs

Revaluation adjustment to other comprehensive income

Internal transfers between asset classes

Closing gross value as at 30 June 2025

28,647	56,108,478	42,060,489	268,588,031	11,730,128	137,772,706	93,109,669	0	609,398,148
0	0	0	0	0	0	0	0	0
0	5,403,766	5,973,555	14,815,289	797,612	5,783,437	4,550,488	0	37,324,147
0	0	(2,134,257)	0	0	0	0	0	(2,134,257)
0	(997,877)	(416,570)	(3,516,042)	0	(1,836,263)	(1,314,274)	0	(8,081,026)
0	0	0	0	0	0	0	0	0
-	-	-	-	-	-	-	-	-
28,647	60,514,366	45,483,217	279,887,278	12,527,740	141,719,880	96,345,883	0	636,507,012

Written down value as at 30 June 2025

56,323,932	129,965,358	39,196,334	674,066,837	33,345,764	212,385,014	147,395,379	107,171,485	1,399,850,104
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FINANCIAL REPORT

Financial Year: Interim Unaudited 2024/25
Period Ending: 30 June 2025



BACKGROUND

This report provides the interim unaudited estimated financial performance and position of Whitsunday Regional Council for the relevant period in the current financial year against the 2024/25 Budget. This report and attachments are subject to considerable change as End of Financial Year reconciliations, revenue recognition testing, provisions and accruals are finalised. Draft financial statements will be prepared and provided to External Auditors at the end of July with final Audited Statements scheduled for endorsement at the end of August 2025.

INCOME & EXPENDITURE

What was charged to our ratepayers/customers compared to what was spent in delivering our services. For the period under review, Council's operating deficit stood at \$5.6M after charging depreciation (What We Set-aside for Asset Renewals) of \$37.6M.

Table 1 : Interim Unaudited Statement of Income & Expenditure to 30 June 2025

	Prev. Yr. Audited	Current Budget to date	Actual to date	% Var Current Bud v Act
What We Levied Our Ratepayers	102,717,873	108,818,028	106,203,770	98%
What We Invoiced Our Customers	32,321,658	36,822,887	31,208,950	85%
What We Rcvd. as Grants & Subsidies	2,833,470	9,498,989	10,904,718	115%
What We Rcvd. As Interest from Investment	7,673,761	7,054,400	7,421,148	105%
Our Other Revenue	3,019,528	2,475,096	2,211,392	89%
Our Total Recurrent Earnings	148,566,290	164,669,400	157,949,978	96%
What We Spent on Our Staff	44,764,538	48,647,563	48,478,279	100%
What We Spent on Our Suppliers	71,180,993	80,240,297	75,171,711	94%
Our Total Direct Spend	115,945,531	128,887,860	123,649,990	96%
What We Paid Our Bankers	4,072,098	2,679,994	2,264,370	84%
What We Set-aside for Asset Renewals	31,684,485	36,764,053	37,612,845	102%
Our Operating Surplus/(Deficit)	(3,135,824)	(3,662,508)	(5,577,228)	152%
Our Capital Revenue	34,860,356	40,409,011	37,411,014	93%
Our Capital Expenses	49,492,736	13,440,463	12,331,943	92%
Our Capital Surplus/(Deficit)	(14,632,380)	26,968,548	25,079,070	93%
Our Net Earnings	(17,768,204)	23,306,040	19,501,843	84%

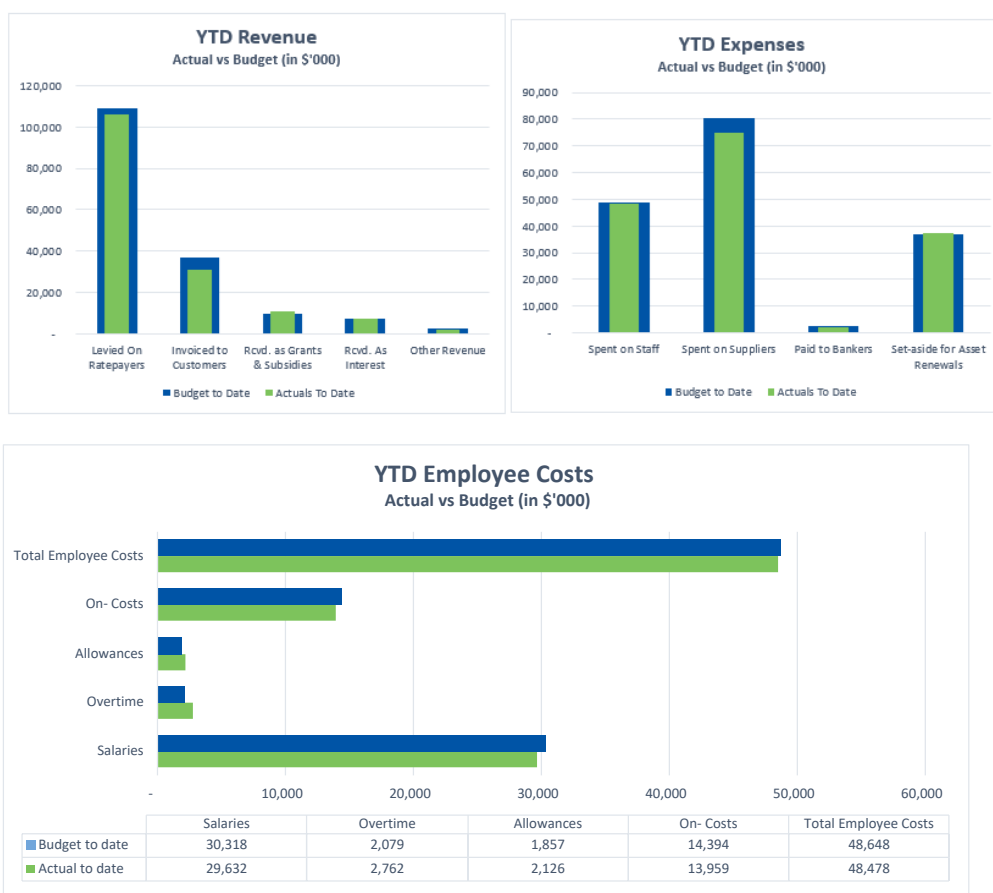
Revenue

- Total Recurrent Earnings is slightly under budget, currently sitting at 96%.
- What we levy our Ratepayers is under budget due to the timing of water consumption revenue accrual partially offset by increased general rates from commercial accommodation and reduced prompt payment discount.
- What we Invoice our Customers is tracking under budget at 85% partly due to the timing of RMPC Acquittals due to be finalised mid-July for works completed up to 30 June 2025 with an accrual to made to recognise the revenue.
- What we received as Grants & Subsidies is over budget at 115%, due to the timing of the Financial Assistance Grant for 2025/26 (\$2.9M) received in advance offset by timing of other grant revenue.
- Our Other Revenue is tracking under budget at 89% due to reduced Water standpipe sales.

Expenditure

- Total direct spend is below YTD budget sitting at 96%.
- Total spend on our staff is currently on YTD budget at 100%.
- Total spend on suppliers is currently under budget at 94% with timing of invoices and accruals to be taken up for the end of the financial year.
- Total depreciation set aside for asset renewals is slightly above budget at 102% as historical capitalisations and contributed assets are recognised within the year.

Additional details of revenue and expenditure and their comparison to budget are graphically presented below:



COMMUNITY WEALTH

This represents the value of resources Council has, to service our community. Net Community wealth at the end of the period stood at \$1.4B.

Table 2 : Interim Unaudited Statement of Financial Position as 30 June 2025

	Prev. Yr. Audited	Annual Budget	Actual to date
What We Own	1,369,137,318	1,407,621,597	1,404,217,838
Inventory We Hold	2,100,388	2,200,000	2,607,596
What We are Owed	26,477,578	19,228,404	22,551,795
What We Have in Bank	136,414,816	95,141,959	124,078,539
Our Total Assets	1,534,130,100	1,524,191,960	1,553,455,769
What We Owe Our Suppliers	89,103,638	61,151,102	87,381,919
What We Owe Our Lenders	65,317,500	59,076,558	59,096,047
Our Total Liabilities	154,421,138	120,227,660	146,477,966
Our Community Wealth	1,379,708,962	1,403,964,300	1,406,977,803

- Cash balances (what we have in bank) remain at healthy levels with \$40M invested in Term Deposits at competitive rates to continue to maximise return on investment. The Cash balance is higher than budget due advance payments from grant funding bodies as well as the timing of spend on operations and capital.
- What we are Owed has decreased slightly from the previous month from \$22.6M to \$22.5M.
- What we Owe Our Suppliers has increased from \$70M to \$87M due to advance payments from grant funding bodies being held as contract liabilities.

Debtors & Borrowings

What We Are Owed	
Category	Amount
Rates & Charges	8,766,602
General Debtors	4,555,797
GST Receivable/(Payable)	1,641,232
Advances to Community	4,000
SUB-TOTAL	14,967,632
Contract Assets	5,431,903
Water Charges not yet levied	-
Prepayments	2,936,770
Provision for Bad Debts	(784,510)
SUB-TOTAL	7,584,164
GRAND TOTAL	22,551,795

What We Have Borrowed		
Loan	Rate	Balance
81091 Gen5 05/06 (Road Plant)	7.08%	416,295
81092 Gen7 08/09 (Road Plant)	6.82%	2,426,221
81090 Gen8 09/10 (Road Plant)	6.33%	1,768,875
81089 Gen8 AMSU (Airlie Main Street Upgrade)	5.07%	1,792,838
81093 STP (Sewerage Projects)	5.25%	13,271,160
81094 WTP (Water Projects)	4.86%	6,516,231
Bowen STP 19/20 (Bowen Sewerage Project)	2.20%	7,475,163
WCA Run 19/20 (Airport Runway)	2.20%	18,314,150
Bowen Cell 3 19/20 (Bowen Waste Project)	0.91%	961,973
Bowen STP 20/21 (Bowen Sewerage Project)	1.80%	4,448,744
Lease Liabilities		1,704,397
TOTAL		59,096,047

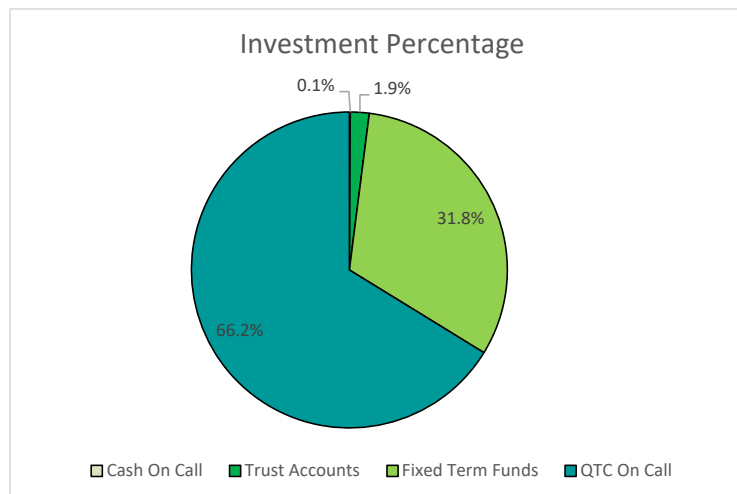
What We Have Available to Borrow		
Facility	Rate	Limit
Working Capital Facility	RBA official Cash Rate + 0.10% Admin Fee	20,000,000
Term Loans		-
TOTAL		20,000,000

- Rates & charges owed has reduced from \$9.5M in May to \$8.8M in June.
- General Debtors balance is \$4.5M compared to \$6.8M the previous month. General Debtors vary depending upon when invoices have been issued within the month.
- Recovery measures are currently in progress through a professional debt recovery agency for both Rates debtors and General debtors to ensure outstanding debt remains at acceptable levels.

Investments

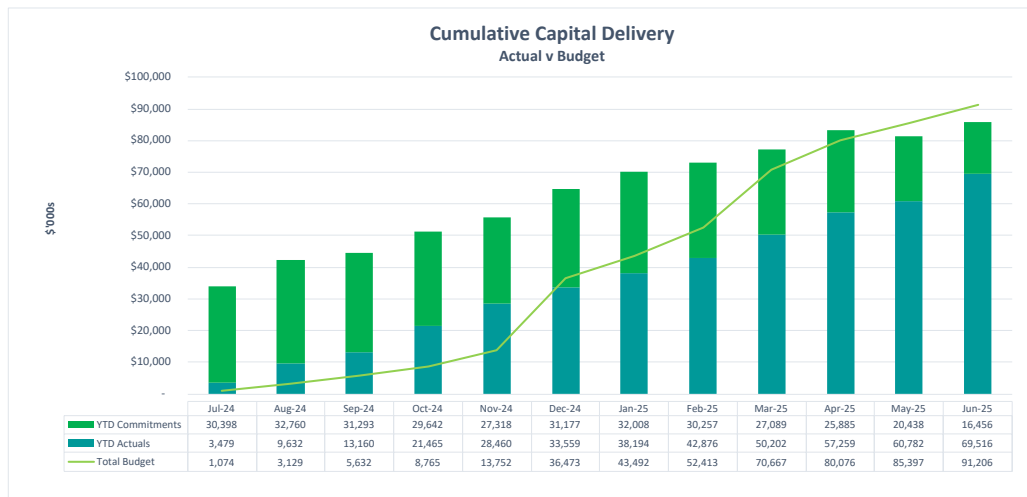
	Prev. Yr	Current
Queensland Treasury Corporation	96,414,816	84,078,539
Term Deposit < 3 Months	20,000,000	30,000,000
Term Deposit > 3 Months	20,000,000	10,000,000
Total	136,414,816	124,078,539

- \$40M is currently invested in term deposits at competitive interest rates to maximise Council's return on investment, with \$30M maturing in August 2025 and \$10M in March 2026.
- The balance of excess cash is invested with Queensland Treasury Corporation (QTC), as QTC has been providing the best returns among the acceptable counterpart institutions.



CAPITAL DELIVERY (Including remediation)

- \$69.5M or 76% of the full year capital budget of \$91.2M has been expensed up to 30 June excluding commitments. With final accruals to be under review for end of financial year.
- The capital works has tracked in line with budget throughout the year with a further \$16.5M that has been committed to date, which in total equates to 94% of the full year capital budget being spent or committed.



SUSTAINABILITY RATIOS

- The operating surplus ratio is outside of the target range currently sitting at a deficit -3.32% and will be adjusted in the Audited Financial Statements as per above comments. This aligns with budget as budget risks are mitigated and Network Planning is undertaken through Operational Reserve funding.
- All other financial sustainability ratios are currently within the target range set for Council by the State Government as at 30 June 2025.

As at June 2025

Type	Measure	Target (Tier4)	As at June 2025	5 Year Average
Audited ratios				
Liquidity	Unrestricted Cash Expense Cover Ratio	Greater than 4 months	9.3 months ✓	N/A
Operating	Operating Surplus Ratio	Greater than 0%	(3.32%) ✗	2.36%
Performance	Operating Cash Ratio	Greater than 0%	21.71% ✓	26.34%
Asset	Asset Sustainability Ratio	Greater than 80%	114.99% ✓	104.82%
Management	Asset Consumption Ratio	Greater than 60%	68.74% ✓	71.84%
Debt Servicing Capacity	Leverage Ratio	0 to 3 times	1.67 times ✓	1.88 times

BUDGET ACHIEVEMENT

Council's ability to meet annual budgeted revenue, contain costs within the budgeted expenditure parameters and manage cash flows is presented below. Delivery against budget will change as we head towards the end of the 2024/25 financial year.

- Our Earnings is at 96% which is tracking slightly below expectations, however there are some items of revenue still to be processed for the end of the financial year such as, 6 months of water usage income, RMPC final claim and finalisation of revenue recognition of grants.
- Our Expenditure is at 97% which is tracking slightly below expectations this may change as we finalise the end of financial year.
- Our Cash on Hand is above

Item	Prev. Yr Act vs Bud	Curr. Yr. to date	Flag
Our Earnings	95%	96%	
Our Expenditure	98%	97%	
Our Cash on Hand	136%	130%	

Milestones:

- 2024/25 Budget was adopted by Council on the 26th June 2024.
- Rates and Charges half yearly notices were issued on the 12th February 2025, with discount for prompt payment closing on the 13th March 2025.
- Water meter readings commenced on the 6th June 2025 for water consumption for the second half of the financial year.
- Budget Review (BR1) was adopted at Council's Ordinary Council Meeting on 30 October 2024.
- Budget Review 2 (BR2) was adopted on 26th March 2025.
- Budget Review 3 (BR3) was adopted on 21st May 2025.
- The end of financial year process is in progress throughout July 2025, with draft statements for 2024/25 financial year to be externally audited and finalised in August 2025.

12.1 - Land Lease - Part of Lot 3 on RP 742888 & Lot 25 on CP HR49**CONFIDENTIAL*****S254J Local Government Regulation 2012 - Closed Meetings***

- (1) A local government may resolve that all or part of a meeting of the local government be closed to the public.*
- (3) However, a local government or a committee of a local government may make a resolution about a local government meeting under subsection (1) or (2) only if its councillors or members consider it necessary to close the meeting to discuss one or more of the following matters—*
 - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

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 - (g) negotiations relating to a commercial matter involving the local government for which a public discussion would be likely to prejudice the interests of the local government.*

13 MATTERS OF IMPORTANCE

This item on the agenda allows Councillors the opportunity to raise an item not included on the agenda for discussion as a matter of importance.