



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 13 June 2018

Commencing at 9.00 am

Chief Executive Officer: Gary Wall

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

- | | | |
|----------|---------------------------|---|
| A | Accountability: | <i>We accept responsibility for our actions and decisions in managing the regions resources.</i> |
| C | Community: | <i>Building partnerships and delivering quality customer service.</i> |
| H | Harmony: | <i>Our people working cooperatively to achieve common goals in a supportive and safe environment.</i> |
| I | Innovation: | <i>Encouraging an innovative and resourceful workplace.</i> |
| E | Ethical Behaviour: | <i>We behave fairly with open, honest and accountable behaviour and consistent decision-making.</i> |
| V | Vision: | <i>This is the driving force behind our actions and responsibilities.</i> |
| E | Excellence: | <i>Striving to deliver excellent environmental, social and economic outcomes.</i> |



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 13 June 2018

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1. Leave Of Absence

Nil.

2. Prayers

A representative of the Kingaroy District Ministers Association offered prayers for Council and for the conduct of the Council meeting.

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Précis

Confirmation of Minutes of meeting of the South Burnett Regional Council held in the Warren Truss Chamber, 45 Glendon Street Kingaroy.

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 16 May 2018 as recorded be confirmed.

CONSIDERATION OF BUSINESS SECTIONS INCLUDING BUSINESS ARISING OUT OF MINUTES OF PREVIOUS MEETINGS

See Business Function Headings

4. Portfolio - Economic Development, Governance and Communications

4.1 Economic Development, Governance and Communications Portfolio Report

Document Information

ECM ID 2512876

Author Mayor, South Burnett Regional Council

Date 8 June 2018

Précis

Economic Development, Governance and Communications Portfolio Report

Summary

Mayor Campbell presented his Economic Development, Governance and Communications Portfolio Report to Council.

Officer's Recommendation

That Mayor Campbell's Economic Development, Governance and Communications Portfolio Report to Council be received.

4.2 Governance (G)

Officer's Report

4.2.1 G - 2513089 - Confirmation of the appointment of the Chief Executive Officer for the South Burnett Regional Council

Document Information

ECM ID 2513089

Author Chief Executive Officer

Date 1 June 2018

Précis

Confirmation of the appointment of the Chief Executive Officer for the South Burnett Regional Council

Summary

At the 21 February 2018 Council Meeting Council delegated to the Mayor to “*appoint the Chief Executive Officer in accordance with the preferred candidate selected during the interview process by a majority of Councillors and to authorise the Mayor to enter into a contract of employment with the successful candidate*”.

Mr Mark Pitt has been appointed to the role of Chief Executive Officer and will start with Council on the 18 June 2018 officially taking up the role of Chief Executive Officer on Monday 2 July 2018.

Officer's Recommendation

That Council endorse the appointment of Mark Pitt to the role of Chief Executive Officer effective from the 2 July 2018.

Financial and Resource Implications

N/A

Link to Corporate/Operational Plan

EXC3 A Skilled and sustainable workforce

Communication/Consultation (Internal/External)

N/A

Legal Implications (Statutory Basis, Legal Risks)

The Local Government Act 2009 requires Council to appoint a Chief Executive Officer

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

4.2.2 G - 2512326 - Delegations under Local Law No.6 (Waste Management) 2018 to the Chief Executive Officer

Document Information

ECM ID 2512326

Author Senior Governance Officer

Endorsed By Manager Social and Corporate Performance
General Manager Corporate Services

Date 1 June 2018

Précis

The purpose of this report is to adopt Council's delegable powers to the Chief Executive Officer (CEO) under newly made *Local Law No. 6 (Waste Management) 2018*.

Summary

Council has resolved to make a new *Local Law No. 6 (Waste Management) 2018* for the South Burnett Regional Council area which will be effective from 1 July 2018. The delegations as proposed will provide a legal framework for the administration, implementation and enforcement of the local law.

Officer's Recommendation

That pursuant to section 257 of the *Local Government Act 2009* Council delegates the exercise of powers contained in Schedule 1 of the Instrument of Delegation for *Local Law No. 6 (Waste Management) 2018* below to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the Instrument of Delegation.

INSTRUMENT OF DELEGATION

South Burnett Regional Council *Local Law No.6 (Waste Management) 2018*

Under section 257 of the *Local Government Act 2009*, **SOUTH BURNETT REGIONAL COUNCIL** resolves to delegate the exercise of the powers contained in Schedule 1 to the Chief Executive Officer.

These powers must be exercised subject to the limitations contained in Schedule 2.

All prior resolutions delegating the same powers under Chapter 5A Waste management by local governments of the *Environmental Protection Regulation 2008* to the Chief Executive Officer are repealed.

Schedule 1

Local Law No.6 (Waste Management) 2018 ("LL6")**PART 2 – WASTE MANAGEMENT****Division 2 – Removal of General Waste****Subdivision 1 – Storage of general waste**

Entity power given to	Section of LL6	Description
Local Government	6(1)(b)	Power to require the owner or occupier of relevant premises in the local government area, to supply at the relevant premises, enough waste containers, other than standard general waste containers, to contain the general waste produced at the relevant premises.
Local Government	6(2)	Power to consider reasonable, the number of standard general waste containers required at the relevant premises.
Local Government	7(1)(a)	Power to require the occupier of the relevant premises to store general waste at the relevant premises in another type of waste container other than a standard general waste container.
Local Government	8(1)(a)	Power to require a waste container supplied for the premises to be kept at a particular place at the premises.
Local Government	8(2)(a)	Power to arrange to collect waste from the waste container at the place.
Local Government	9(2)	Power to require the prescribed person to ensure certain things for the waste container storage place are supplied at the premises.
Local Government	9(2)(a)(i)(A)	Power to require the level of an elevated stand for the holding of all waste containers.
Local Government	9(2)(a)(i)(B)	Power to require drainage of an imperviously paved area where all waste containers can be placed.

Subdivision 2 – Removal of General Waste

Entity power given to	Section of LL6	Description
Local Government	10(2)	Power to give a written notice to the occupier of the relevant premises stating a number of matters listed in s10(2)(a) – (d).
Local Government	11(2)(a)	Power to approve and give written approval to the owner or occupier of the relevant premises for depositing or disposing of the waste, other than from a serviced premise.
Local Government	11(2)(b)	Power to impose conditions on the approval.

Subdivision 3 – Storage and treatment of industrial waste

Entity power given to	Section of LL6	Description
Local Government	12(1)	Power to require the occupier of the relevant premises where there is industrial waste to do a number of things as set out in section 12(1)(a)(i) – (iii).
Local Government	12(1)(a)(i)	Power to require the number of industrial waste containers to be supplied at the premises for storing the waste at the premises safely, efficiently and

		without causing a nuisance.
Local Government	12(1)(a)(ii)	Power to require the occupier of the relevant premises to keep the waste containers at a place at the premises.
Local Government	13(a)	Power to require the occupier of the relevant premises where there is industrial waste to treat the waste to a standard: <ul style="list-style-type: none"> • for disposal at a waste facility; or • for transport to and disposal at a waste facility.
Local Government	13	Power to approve the standard to treat waste for the occupier of the relevant premises where there is industrial waste.

PART 3 - WASTE RECEIVAL AND DISPOSAL

Entity power given to	Section of LL6	Description
Waste Facility Owner or Operator	16(1)	Power to consent to the matters set out in section 16(1)(a) – (c).
Waste Facility Owner or Operator	17(2)(b)	Power to give reasonable instructions to a person to deal with waste.

Schedule 2

Limitations to the Exercise of Power

1. Where Council in its budget or by resolution allocates an amount for the expenditure of Council funds in relation to a particular matter, in exercising delegated power in relation to that matter, the delegate will only commit Council to reasonably foreseeable expenditure up to the amount allocated.
2. The delegate will not exercise any delegated power in relation to a matter which, to the delegate's knowledge, adversely affects, or is likely to adversely affect, Council's relations with the public at large.
3. The delegate will not exercise any delegated power contrary to a resolution or other decision of Council (including a policy decision relating to the matter).
4. The delegate will not exercise any delegated power in a manner, or which has the foreseeable effect, of being contrary to an adopted Council policy or procedure.
5. The delegate will only exercise a delegated power under this resolution in a manner which complies with the requirements of Council's Planning Scheme, and any exercise of power which involves a departure from or variation of those requirements will only be undertaken by Council.
6. The delegate will not exercise any delegated power which cannot lawfully be the subject of delegation by Council.

Financial and Resource Implications

Delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred by staff acting on Council's behalf remains in accordance with current legislation.

Link to Corporate/Operational Plan

EXC2.2 Ensure document management systems and practices cover the full range of Council's activities and are compliant with statutory requirements.

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Manager Corporate Services, Manager Environment & Health and Manager Social & Corporate Performance and Governance Section have been consulted in regards to the delegation of powers under the *Local Law No. 6 (Waste Management) 2018*.

Legal Implications (Statutory Basis, Legal Risks)

Council is vested with power to make a range of decisions and to take various actions under legislation and other statutory instruments. Council derives those powers from, amongst others:

- (a) the *Local Government Act 2009*; and
- (b) its Local Laws.

These statutory instruments, together with other legislation under which Council exercises its jurisdiction, are called local government Acts.

Section 257 of the *Local Government Act 2009* (the Act) allows Council to delegate its powers under a local government Act to one (1) or more individuals or standing committees, including to the CEO. However, under Section 257, Council cannot delegate a power that an Act states must be exercised by Council resolution. Further, Section 259 of the Act allows the CEO to sub-delegate his powers (including those delegated to him by Council) to an appropriately qualified employee. The expression "*employee*" includes a person who contracts to provide services to Council.

It is to be noted that the delegation of Council's powers does not involve Council surrendering those powers. Council continues to retain all powers which are the subject of the delegation. A delegation involves a "sharing" of power, so that both Council and the delegate can exercise the same power.

Other important legal principles which apply to the delegation proposal set out in this report are:-

- (a) Council at all times retains power to revoke the delegation. Accordingly Council retains ultimate control.
- (b) Council, as delegator, still has responsibility to ensure that the relevant power is properly exercised. Council will therefore continue to supervise and oversee the exercise of its powers.
- (c) A delegation of power by Council may be subject to any lawful conditions which Council wishes to impose. The imposition of conditions enables Council to enforce checks and balances on its delegations. However, as with any vesting of power, the delegated power cannot be unduly fettered.
- (d) The delegate must exercise a power fairly and impartially, without being influenced by or being subject to the discretion of other individuals.

All delegations or sub-delegations are recorded in Council's register of delegations.

Policy/Local Law/Delegation Implications

Council's Staff Code of Conduct requires all employees to ensure that appropriate delegated authority is in place prior to undertaking any action, or exercising any power, that requires a delegation under State legislation.

Adoption of the recommendation in this report will provide a legal framework for the administration, implementation and enforcement of the local laws.

Asset Management Implications

No direct asset management implications arise from this report

4.2.3 G - 2513203 - Adoption of the Code of Conduct for Councillors Policy, Councillor Portfolio Representative Policy and the Media Relations Policy.

Document Information

ECM ID 2513203

Author Manager Social & Corporate Services

**Endorsed
By General Manager Corporate Services**

Date 4 June 2018

Précis

Adoption of the Code of Conduct for Councillors Policy, Councillor Portfolio Representative Policy and the Media Relations Policy.

Summary

The *Local Government Act 2009* provides a regulatory framework for the adoption and enforcement of a Councillor code of conduct and associated policies.

Council's policies are regularly reviewed to deliver transparent, effective processes and good governance of, and by, local government.

Officer's Recommendation

That the Code of Conduct for Councillors Policy, Councillor Portfolio Representative Policy and the Media Relations Policy be adopted.



ECM ID:
MINUTE NUMBER: [Minute Number]
ADOPTED ON/SIGN OFF DATE: [Date]

Councillor Code of Conduct

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1. POLICY STATEMENT

This Councillor Code of Conduct Policy sets out, for the Mayor, Councillors and the community, the standards of behaviour expected of the Mayor and Councillors of the South Burnett Regional Council.

2. SCOPE

This Councillor Code of Conduct Policy applies to the Mayor and Councillors of the South Burnett Regional Council.

3. POLICY OBJECTIVES

To ensure the system of local government is accountable, effective, efficient and sustainable, the Mayor and Councillors are responsible for performing their duties under section 12 of the *Local Government Act 2009* (the Act) in accordance with the local government principles pursuant to section 4(2) of the Act.

The local government principles are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of Councillors and local government employees.

4. BACKGROUND AND/OR PRINCIPLES

The requirements of this policy are in addition to the roles, responsibilities and obligations of the Mayor and Councillors, as set out in the Act.

This policy has been adopted by resolution of Council and accordingly is considered to be a "local government procedure" for the purposes of section 176(4)(a) of the Act, meaning breaches of this policy are considered to be breaches of the Act. While it is recognised that this policy is not exhaustive, it does identify the main responsibilities of Councillors. Where there is any inconsistency between this policy and the Act, the Act takes precedence.

5. GENERAL INFORMATION

Pursuant to the Act, the responsibilities of Councillors include:

1. A Councillor must represent the current and future interests of the residents of the local government area.
2. All Councillors of a local government have the same responsibilities, but the Mayor has some extra responsibilities.
3. All Councillors have the following responsibilities -
 - (a) ensuring the local government -
 - i. discharges its responsibilities under this Act; and
 - ii. achieves its corporate plan; and
 - iii. complies with all laws that apply to local governments;
 - (b) providing high quality leadership to the local government and the community;
 - (c) participating in council meetings, policy development, and decision-making, for the benefit of the local government area;
 - (d) being accountable to the community for the local government's performance.
4. The Mayor has the following extra responsibilities -
 - (a) leading and managing meetings of the local government at which the Mayor is the Chairperson, including managing the conduct of the participants at the meetings;
 - (b) preparing a budget to present to the local government;
 - (c) leading, managing, and providing strategic direction to, the Chief Executive Officer in order to achieve the high quality administration of the local government;
 - (d) directing the Chief Executive Officer and senior employees, in accordance with the local government's policies;
 - (e) conducting a performance appraisal of the Chief Executive Officer, at least annually, in the way that is decided by the local government (including as a member of a committee, for example);
 - (f) ensuring that the local government promptly provides the Minister with the information about the local government area, or the local government, that is requested by the Minister;
 - (g) being a member of each standing committee of the local government;
 - (h) representing the local government at ceremonial or civic functions.
5. A Councillor who is not the Mayor may perform the Mayor's extra responsibilities only if the Mayor delegates the responsibility to the Councillor.
6. When performing a responsibility, a Councillor must serve the overall public interest of the whole local government area.

Other obligations of Councillors include:

- Not to use information acquired as Councillor to directly or indirectly gain financial advantage (section 171 (1)(a) of the Act);
- Not to use information acquired as a Councillor to cause detriment to the local government (section 171 (1)(b) of the Act);
- Not to release information the Councillor knows, or should reasonably know, is confidential (section 171(3) of the Act);
- To correct and keep up to date the Councillors register of interest (section 171B of the Act);
- Not to direct Council employees (section 170 of the Act);
- Only to contact Council employees in accordance with the Acceptable Request Guidelines adopted by Council (section 170A(6) of the Act);
- To disclose any Material Personal Interest (section 172 of the Act);
- To declare conflicts or perceived conflicts of interest (section 173 of the Act);
- Not to give false or misleading information, either verbally or in writing (section 234 of the Act);

- Abide by the caretaker period arrangements prior to a local government election (part 5 of the Act); and
- To comply with Workplace Health and Safety duties under Part 2 of the *Workplace Health and Safety Act 2011*.

All Councillors must:

- Ensure their personal conduct does not reflect adversely on the reputation of Council;
- Demonstrate respect for fellow Councillors, Council employees and other members of the public;
- Refrain from harassing, bullying or intimidating fellow Councillors, Council employees and other members of the public;
- Ensure that public resources are used prudently and only in the public interest in accordance with Council's Expenses Reimbursement for Councillors Policy;
- Not communicate with the public or media on behalf of the Council, unless expressly authorised to do so in accordance with Council's Media Relation Policy;
- When communicating with the public or the media, make it clear when they are expressing a personal opinion and when they are speaking on behalf of Council; and
- When communicating with the public or the media to express a personal opinion about a Council resolution, respect the democratic process by first acknowledging that Council resolutions represent the majority view of Council.

A failure to comply with this policy by a Councillor (other than by the Mayor or Deputy Mayor) will be defined as inappropriate conduct under the Act and render a Councillor liable to disciplinary action prescribed by section 181 of the Act.

If a complaint has been referred to the Mayor or the Department's Chief Executive to take disciplinary action then in accordance with section 181(2) of the Act: -

- (2) *The mayor or department's chief executive may make either or both of the following orders that the mayor or department's chief executive considers appropriate in the circumstances—*
 - (a) *an order reprimanding the councillor for the inappropriate conduct;*
 - (b) *an order that any repeat of the inappropriate conduct be referred to the regional conduct review panel as misconduct.*

A failure to comply with this policy by the Mayor or Deputy Mayor will be referred to the Department's Chief Executive (section 176C of the Act).

For misconduct or repeat inappropriate breaches, the Regional Conduct Review Panel may make any one (1) or more orders or recommendations that it considers appropriate in view of the circumstances (sections 180(2) of the Act).

- (a) an order that the Councillor be counselled about the misconduct, and how not to repeat the misconduct;
- (b) an order that the Councillor make an admission of error or an apology;
- (c) an order that the Councillor participate in mediation with another person;
- (d) a recommendation to the Department's Chief Executive to monitor the Councillor or the local government for compliance with the Local Government Acts;
- (e) an order that the Councillor reimburse the local government;
- (f) a recommendation to the Crime Corruption Commission (CCC) or the Police Commissioner that the Councillor's conduct be further investigated;
- (g) an order that the Councillor pay to the local government an amount of not more than the monetary value of 50 penalty units.

However, if the Regional Conduct Review Panel considers that more serious disciplinary action should be taken, the Regional Conduct Review Panel must report the matter to Local Government Remuneration and Discipline Tribunal (the Tribunal) for the Tribunal to take disciplinary action. The

Tribunal may make any one (1) or more orders or recommendations that it considers appropriate in view of the circumstances (sections 180 (5) of the Act).

- (a) an order that the Councillor be counselled about the misconduct, and how not to repeat the misconduct;
- (b) an order that the Councillor make an admission of error or an apology;
- (c) an order that the Councillor participate in mediation with another person;
- (d) a recommendation to the Department's Chief Executive to monitor the Councillor or the local government for compliance with the Local Government Acts;
- (e) an order that the Councillor forfeit an allowance, benefit, payment or privilege;
- (f) an order that the Councillor reimburse the local government;
- (g) a recommendation to the Minister that the Councillor be suspended for a specified period, either wholly or from performing particular functions;

Examples of particular functions -

- *attending council meetings or offices*
- *representing the council at public functions*

- (h) a recommendation to the Minister that the Councillor be dismissed;
- (i) a recommendation to the CCC or the Police Commissioner that the Councillor's conduct be further investigated;
- (j) an order that the Councillor pay to the local government an amount of not more than the monetary value of 50 penalty units.

6. DEFINITIONS

Department's Chief Executive means the Chief Executive of the Department of Local Government Infrastructure Planning

Inappropriate conduct means conduct that is not appropriate conduct for a representative of a local government, but is not misconduct, including for example -

- (a) a Councillor failing to comply with the local government's procedures; or
- (b) a Councillor behaving in an offensive or disorderly way in a meeting of the local government or any of its committees.

Misconduct means conduct, or a conspiracy or attempt to engage in conduct, of or by a Councillor -

- (a) that adversely affects, or could adversely affect, (either directly or indirectly) the honest and impartial performance of the Councillor's responsibilities or exercise of the Councillor's powers; or
- (b) that is or involves -
 - i. the performance of the Councillor's responsibilities, or the exercise of the Councillor's powers, in a way that is not honest or is not impartial; or
 - ii. a breach of the trust placed in the Councillor; or
 - iii. a misuse of information or material acquired in or in connection with the performance of the Councillor's responsibilities, whether the misuse is for the benefit of the Councillor or someone else; or
 - iv. a failure by the Councillor to comply with a direction to leave a meeting of the local government or its committees by the chairperson presiding at the meeting; or
 - v. a refusal by the Councillor to comply with a direction or order of the Regional Conduct Review Panel or Tribunal about the Councillor; or
- (c) that is a repeat of inappropriate conduct that the Mayor or the Department's Chief Executive has ordered to be referred to the Regional Conduct Review Panel under section 181(2) of the Act; or
- (d) that contravenes section 171(3) or 173(4) of the Act.

Regional Conduct Review Panel means a body, created under the Act that is responsible for hearing and deciding a complaint of misconduct by a Councillor.

The **Tribunal** (Local Government Remuneration and Discipline Tribunal) means is a body, created under the Act that is responsible (amongst other things) for hearing and deciding the most serious complaints of misconduct by a Councillor.

7. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

Workplace Health Safety Act 2011

8. RELATED POLICIES/PROCEDURES

Expenses Reimbursement Policy for Councillors

Acceptable Request Guidelines

Media Relations Policy

Portfolio Representative Policy

9. NEXT REVIEW

June 2019

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Adoption of Policy	9 April 2008
2	Revision of Policy	6 October 2010
3	Revision of Policy	16 May 2012
4	Revision of Policy	7 April 2016
5	Revision of Policy	13 June 2018

Gary Wall
CHIEF EXECUTIVE OFFICER

Date



Portfolio Representative Policy

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1. POLICY STATEMENT

The purpose of this policy is to provide clear guidelines on the roles and responsibilities of the Mayor and Councillors as portfolio representatives.

2. SCOPE

This policy applies to the Mayor and Councillors of the South Burnett Regional Council.

3. POLICY OBJECTIVES

Council has adopted a portfolio system where each Councillor has been assigned as a representative for a specific portfolio. The portfolios are as follows:

- Community, Arts, Tourism and Health Services
- Economic Development, Governance and Communications
- Finance, Information Communications Technology and Human Resources
- Natural Resource Management, Parks, and Indigenous Affairs
- Planning and Property
- Roads and Drainage
- Water, Waste Water, Waste Management, Sport & Recreation

Councillor representation of portfolios may be reviewed as Council deems appropriate.

4. BACKGROUND AND/OR PRINCIPLES

While Council has adopted this portfolio system, the system does not diminish a Councillor's statutory responsibilities and obligations under the Local Government Act 2009 (the Act), whereby the portfolio requirements are in addition to the roles, responsibilities and obligations of Councillors, as set out in the Act. The portfolios are focused at the strategic level of Council. The policy is not intended to detract from any Councillor's responsibility to represent their constituents on day to day issues. The portfolio system is intended so that ratepayers and residents can identify which Councillor to approach according to the strategic issue at hand.

For clarity, the responsibilities of a Portfolio Councillor do not include:

- Involvement in operational matters of the organisation;
- Giving directions to staff;
- Committing Council funds or promise to fund or resource any project or matter;
- Making strategic or policy decisions on behalf of Council; or
- Portraying personal views when representing or speaking on behalf of Council.

5. GENERAL INFORMATION

Councillor responsibilities associated with their portfolio are:

- 5.1 To be familiar with the Corporate Plan, in particular the goals and strategies for the activities that the Councillor's portfolio is responsible for delivering.
- 5.2 To be familiar with the annual Operational Plan and the annual Budget for income and expenditure for the projects within the Councillor's portfolio.
- 5.3 To have a sound understanding, within the Councillor's portfolio area, of the capital projects being undertaken including the progress of actual annual capital expenditure against annual capital budget (year to date).
- 5.4 To comply with the Media Relations Policy when engaging with the media.
- 5.5 To act as relevant portfolio spokesperson in the Ordinary Council Meetings and Portfolio Briefings, for those agenda items falling within their allocated portfolio. In this context it is not expected that the portfolio Councillor will be the technical expert but the portfolio Councillor is expected to understand and be able to explain the strategic context of issues and their impact on the achievement of the Council's adopted plans and the community. Councillors may provide a full brief to Council on matters in relation to their portfolio. Alternatively they may provide an introduction or an overview of the matter then hand over to the relevant senior officer.
- 5.6 To request further information from Council officers in accordance with Council's Acceptable Request Guidelines. Community engagement activities are to be approved by the Mayor, planned and documented as per the Community Engagement Policy and Procedure.
- 5.7 To liaise and communicate with the relevant senior officer, on a monthly basis to keep abreast of and to give Council's perspective with regard to strategic issues including future planning, strategic options, current progress in completing the Operational Plan and progress with major strategic projects.
- 5.8 To represent the Council on relevant and approved external committees and community forums.
- 5.9 To keep the Mayor abreast of issues within the Councillor's portfolio.
- 5.10 To keep the Mayor and fellow Councillors informed regarding matters that may affect Council and/or a Councillor's divisional area.

6. DEFINITIONS

Not Applicable

7. LEGISLATIVE REFERENCE

Local Government Act 2009

8. RELATED POLICIES/PROCEDURES

Acceptable Request Guidelines
Media Relations Policy
Councillor Code of Conduct
Employee Code of Conduct

9. NEXT REVIEW

June 2020

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Adoption of Policy	18 July 2012
2	Revision of Policy	7 April 2016
3	Revision of Policy	19 April 2017
4	Revision of Policy	13 June 2018 (Anticipated)

Gary Wall
CHIEF EXECUTIVE OFFICER

Date



Media Relations Policy

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1. POLICY STATEMENT

This policy outlines the principles, protocols and methods for managing communication to ensure consistent, factual information is provided to the community through the media.

2. SCOPE

The policy applies to all areas of Council: Councillors, employees, consultants and contractors engaged by the Council and all media outlets.

3. POLICY OBJECTIVES

To ensure Council's stakeholders – ratepayers, residents, business and industry, community organisations and visitors – are properly informed through the media of Council activities, decisions and the delivery of services and facilities. This policy also ensures that Council maintains its corporate integrity by delivering clear messages that are consistent with Council's strategic direction and operational intent.

4. BACKGROUND AND/OR PRINCIPLES

Media relations is an important tool for effective communication and promotion of Council's activities, decisions, initiatives, services and facilities. It is critical to ensure residents are accurately and factually informed about these matters. To achieve this and facilitate organisational transparency and accountability, it is essential that Council has a media relations policy that ensures an effective flow of information to the community with unified and considered messages.

5. GENERAL INFORMATION

5.1. Organisational Media Relations

5.1.1. Preparing and Releasing Media Statements

Organisational media relations are coordinated by Council's Social & Corporate Performance (S&CP) Branch. The S&CP Branch is responsible for overseeing information provided to the media on Council decisions, activities, services and facilities. Council media relations are proactive and aim to inform and foster public confidence in the organisation. Activities include the production of media releases and the management of media enquiries.

5.1.1.1. Official Council Spokesperson

The Mayor is the official spokesperson for all Council responses or media interviews of organisational or regional significance. On a case by case basis, the Mayor may delegate to a Councillor to speak on behalf of Council.

The S&CP Branch will field all enquiries. Through the S&CP Branch, the Chief Executive Officer may authorise other Council officers to engage with the media on operational matters.

5.1.1.2. Media Release Preparation

All media releases will be managed and distributed through the S&CP Branch with content provided by the relevant Branch.

The Mayor and Councillors (through the Mayor) request a media release be prepared by the S&CP Branch.

5.1.1.3. Approval Process

The Chief Executive Officer or delegated officer must approve all Council media releases.

5.2. Responding to Media Enquiries

All media enquiries are to be directed to the S&CP Branch in the first instance. The S&CP Branch, in consultation with the relevant General Manager or delegated officer, will co-ordinate a response in accordance with Council's Media Relations Flowchart, consulting with the relevant Councillor, where appropriate.

The Mayor is Council's official spokesperson however on occasions where the Mayor is unavailable the following general guidelines will be used by the Chief Executive Officer in allocating responsibility:

- Where the matter relates to a portfolio, the Chief Executive Officer may ask the Portfolio Councillor to respond; or
- If the matter has a specialised or technical component, the Chief Executive Officer may respond or delegate the responsibility to a senior officer.

It is preferred Council provide a written response to specific questions. All written responses shall be co-ordinated by the S&CP Branch and must be approved by the relevant General Manager or the Chief Executive Officer as appropriate.

In all cases, where comment is made to the media, the spokesperson is required to notify the Chief Executive Officer and the S&CP Branch of the nature of their comments.

5.3. Councillors and the Media

For awareness, Councillors prior to initiating contact with or responding to the media on their own behalf are required to notify the Mayor of their undertaking. Through the Mayor, with the approval of the Chief Executive Officer, background information or assistance maybe requested by a Councillor from the S&CP Branch.

6. DEFINITIONS

Media relations refer to the use of the media to communicate corporate messages about Council. This includes preparation and distribution of media releases, media statements, media interviews and conferences or briefings, media launches and features.

Media refers to television, radio, print and social media journalists, photographers and camera operators, including representatives from trade and specialist publications and internet news services.

Media release is designed to be sent to the media in order to encourage them to develop articles on a topic. A media release is written in order to highlight an important event, program, or piece of information by Council that succinctly describes *who, what, where, when, why and how* of the story. Media releases are intended to promote the interests of

Council and assist Council to meet the principles of Local Government.

7. LEGISLATIVE REFERENCE

Local Government Act 2009

8. RELATED POLICIES/PROCEDURES

Media Relations Flowchart
Social Media Procedure
Community Engagement Policy
Community Engagement Procedure

9. NEXT REVIEW

June 2020

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Adoption of Policy	9 December 2009
2	Policy Revision	21 November 2012
3	Policy Revision	16 November 2016
4	Policy Revision	13 June 2018 (Anticipated)

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

No change to financial or resource implications arise from this report.

Link to Corporate/Operational Plan

Corporate Plan: EXC4.1 A governance framework that delivers good organisational management.

Communication/Consultation (Internal/External)

Internal consultation was undertaken with the Senior Management Team and Councillors. The revised policies were circulated providing a reasonable time for review and feedback. Feedback was considered and changes were made where appropriate. The revised policies were further discussed at the Portfolio Meeting in June with minor changes made as an outcome of the discussion. The final revised policies were provided with the agenda.

Legal Implications (Statutory Basis, Legal Risks)

The *Local Government Act 2009* provides a regulatory framework for the adoption and enforcement of a Councillor code of conduct and associated policies.

Policy/Local Law/Delegation Implications

Policy implications in general have been considered and addressed.
No local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

4.2.4 G - 2512953 - Adoption of the amended Expenses Reimbursement Policy for Councillors

Document Information

ECM ID 2512953

Author Senior Governance Officer

Endorsed By Manager Social and Corporate Performance
General Manager Corporate Services

Date 1 June 2018

Précis

To adopt the amended Expenses Reimbursement Policy for Councillors.

Summary

Under section 250 of the *Local Government Regulation 2012* (the Regulation), a local government is required to adopt a Councillor expenses reimbursement policy to deal with the reimbursement of reasonable expenses and the provision of facilities to councillors in their roles as elected representatives.

The Expenses Reimbursement Policy must also be consistent with the five (5) Local Government Principles under section 4(2) of the *Local Government Act 2009* (the Act) and meet the financial sustainability criteria under section 104 of the Act.

Officer's Recommendation

That Council adopt the amended Expenses Reimbursement Policy for Councillors.



Expenses Reimbursement Policy for Councillors

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1. POLICY STATEMENT

This policy ensures that Council's reimbursement of expenses incurred by Councillors and facilities provided to Councillors is consistent with the local government principles and financial sustainability criteria as defined in the *Local Government Act 2009* (the Act).

The local government principles are:

- (a) transparent and effective processes, and decision-making in the public interest; and
- (b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- (c) democratic representation, social inclusion and meaningful community engagement; and
- (d) good governance of, and by, local government; and
- (e) ethical and legal behaviour of councillors and local government employees.

Furthermore, additional principles that underpin this policy are:-

(a) Public Interest

The use of public monies in the public interest by responsible budgeting and accounting.

(b) Fair and Reasonable

Fair and reasonable allocation of Council resources in the form of allowances, facilities and other benefits, to enable all Councillors to conduct the duties of their office.

(c) Transparent

Transparent decision-making by the public disclosure of policy and resolutions.

(d) Accountability

Accountability for expenditure and use of facilities through full justification and acquittal.

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations. Councillors should not receive a private benefit through their role as a Councillor and

as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

2. SCOPE

This policy applies to the Mayor, Deputy Mayor and Councillors of South Burnett Regional Council.

This policy does not provide for Councillor Remuneration. Councillor Remuneration is in accordance with the determination of the Local Government Remuneration and Discipline Tribunal.

3. POLICY OBJECTIVES

The purpose of this policy is to provide for the proper control of the reimbursement of reasonable expenses incurred, or to be incurred by Councillors in discharging their duties and responsibilities. The policy covers:-

- the reimbursement to Councillors of legitimate expenses incurred; and
- the facilities to be provided to Councillors.

4. BACKGROUND AND/OR PRINCIPLES

Pursuant to section 250 of the *Local Government Regulation 2012* (the Regulation) Council is required to adopt an Expenses Reimbursement Policy that provides the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities to Councillors for that purpose.

5. GENERAL INFORMATION

The Regulation legislates that Council must maintain a policy providing for payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and provision of facilities to the Councillors for that purpose.

The Expenses Reimbursement Policy for Councillors must be consistent with the five (5) local government principles under section 4(2) of the Act and meet the financial sustainability criteria under section 104 of the Act.

The Regulation legislates that Council must in its Annual Report detail the expenses incurred by each Councillor during the year under the local government's expenses reimbursement policy.

5.1 Payment Of Expenses

Expenses will be paid to Councillors in accordance with the relevant administrative processes as approved by the Chief Executive Officer (CEO). Wherever possible most expenses will be booked and paid for by Council in advance. Councillors making a claim for legitimate expenses incurred for Council business must submit the appropriate form detailing the relevant expense within one (1) month of the expense being incurred or invoiced.

Professional Development

Council will pay for/reimburse expenses incurred for:

- mandatory professional development; and
- discretionary professional development deemed essential for the Councillor's role and approved by Council.

Corporate Uniform

Council will make available a professional Corporate Uniform pack (one (1) blouse/shirt, one (1) skirt/trouser, and one (1) jacket) at the commencement of the elected term and thereafter an allowance of \$330 per annum (exclusive of GST) to purchase uniform items from Council's Corporate Uniform range.

Legal Assistance and Insurance Cover

Council shall pay all approved costs incurred through any inquiry, investigation, hearing or legal proceedings into the conduct of a Councillor, or arising out of, or in connection with the Councillor's performance of his/her civic duties. The provision of legal assistance/payment of legal costs shall be provided subject to prior approval being granted by the CEO by Council Resolution. Where it has been found that the Councillor has acted dishonestly or neglectfully or breached the provisions of the Act, the Councillor will reimburse Council with all associated costs incurred by Council.

Councillors will be covered under Council insurance policies while discharging civic duties. Specifically, insurance cover will be provided for public liability, professional indemnity, Councillor's liability, personal accident and/or workers' compensation, international and domestic travel insurance.

Travel As Required To Represent Council

Council may reimburse local and in some cases interstate and overseas travel expenses (e.g. flights, car, accommodation, meals and associated registration fees) deemed necessary to achieve the business of Council where:

- a Councillor is an official representative of Council; and
- the activity/event and travel have been endorsed by resolution of Council.

Councillors are to travel via the most direct route, using the most economical and efficient mode of transport. Council will pay for reasonable expenses incurred for overnight accommodation when a Councillor is required to stay outside the South Burnett region.

NOTE: Any fines incurred while travelling in Council-owned vehicles or privately owned vehicles when attending Council business, will be the responsibility of the Councillor (driving or in charge of the motor vehicle) incurring the fine.

Travel Bookings

All Councillor Travel approved by Council will be booked and paid for by Council. Economy class is to be used where possible although Council may approve business class in certain circumstances. Airline tickets are not transferable and can only be procured for the Councillor's travel on Council business. They cannot be used to offset other unapproved expenses (e.g. cost of partner or spouse accompanying the Councillor).

Travel Transfer Costs

All travel transfer expenses associated with Councillors travelling for Council approved business will be reimbursed, e.g. trains, taxis, road tolls, buses and ferry fares. Cab charge vouchers may also be used if approved by Council where Councillors are required to undertake duties relating to the business of Council.

Accommodation

All Councillor Accommodation for Council business will be booked and paid for by Council. Council will pay for the most economical deal available. Where possible, the minimum standards for Councillors' accommodation should be three (3) star rating. Where particular accommodation is recommended by conference organisers, Council will take advantage of the package deal that is the most economical and convenient to the event.

Meals

Council will reimburse costs of meals for a Councillor when:

- the Councillor incurs the cost personally and can produce original documents sufficient to verify the actual meal cost; and
- the meal was not provided within the registration costs of the approved activity/event; or during a funded flight.

The following limits are considered to be reasonable for reimbursement by Council.

- Breakfast- \$ 25.00 inc GST
- Lunch- \$ 25.00 inc GST
- Dinner- \$ 70.00 inc GST

Should the cost be for a greater value than those listed above and the cost is deemed reasonable by the CEO, then reimbursement for the full cost may be provided.

Hospitality

Council may reimburse the Mayor up to \$2,000 per annum for hospitality expenses deemed necessary in the conduct of Council business. Each Councillor may claim up to \$500.00 per annum for hospitality expenses deemed necessary in the conduct of Council business. In claiming hospitality expenses, a Councillor or the Mayor, will be required to complete the relevant form to identify why the hospitality occurred and who attended.

Responsibility

Councillors accept full responsibility for the accuracy of each claim. Failure to comply with this policy, falsifying claims or the misuse of facilities may represent official misconduct and be referred to the Crime and Corruption Commission.

5.2 Facilities

All facilities provided to Councillors remain the property of Council and must be returned to Council when a Councillor's term expires.

Private Use of Council Owned Facilities

Based on the principle that no private benefit is to be gained, the facilities provided to Councillors by Council are to be used only for Council business unless prior approval has been granted by resolution of Council. The Council resolution authorising private use of Council owned facilities will set out the terms under which the Councillor will reimburse Council for the percentage of private use. This would apply to Council vehicles and mobile telecommunication devices

Councillors will be provided facilities as detailed below which have been based on the principle that no private benefit is to be gained from the facilities provided.

Administrative Tools

Administrative tools will be provided to Councillors as required to assist Councillors in their role. Administrative tools include:

- office space and meeting rooms;
- computer including internet access and wireless remote where appropriate;
- stationery;
- access to photocopiers, printers, and facsimile machines;
- publications; and
- use of Council landline telephones and internet in Council offices.

Administration support will be provided to the Mayor with limited administration support provided to Councillors with approval from the CEO.

Maintenance costs of Council owned equipment

Council will be responsible for the ongoing maintenance and reasonable wear and tear costs of Council-owned equipment that is supplied to Councillors for official business use. This includes the replacement of any facilities, which fall under Council's asset replacement program.

Name Badge & Safety Equipment for Councillors

Council will provide Councillors with one (1) Identification Card and up to two (2) name badges. Councillors will be provided the necessary safety equipment for use on official business when

needed (i.e. safety helmet, vest and boots). Councillors are expected to observe the appropriate Workplace Health and Safety policy and procedures while at any workplace.

Use of Council Vehicles on Council Business

Councillors may have access to a Council vehicle for official business in emergent or exceptional circumstances as approved by the CEO.

Private Use of Mayors Council Vehicle

The Mayor will be provided with a Council vehicle with full private use.

Telecommunication Needs - Mobile Devices

Mobile telecommunication devices owned by Council will be provided to each Councillor for official Council business.

Contribution to Councillors Telephone Costs

Council will contribute a maximum amount of \$2,000.00 per annum to each Councillor (excluding the Mayor) to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$2,000.00 is used Council will issue an invoice for any balance outstanding. Reimbursement above \$2,000.00 may be approved subject to the CEO's approval.

Contribution to Mayors Telephone Costs

Council will contribute a maximum amount of \$3,000.00 per annum to the Mayor to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$3,000.00 is used Council will issue an invoice for any balance outstanding.

Vehicle Fuel and Operation Costs

A weekly amount will be paid to each Councillor covering the cost of fuel and fair wear and tear on the private vehicle of the Councillor as follows:

- Division Four (4) - \$80.00
- Division Three (3) - \$92.00
- Division One (1) & Two (2) - \$140.00
- Division Five (5) and Six (6) - \$200.00

Car Parking Amenities

Councils will reimburse Councillors for parking costs paid by Councillors while attending to official Council business.

Limit

Council may by resolution reduce or limit benefits receivable under this policy.

6. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

Council business: shall mean official business conducted on behalf of Council, where a Councillor is required to undertake certain tasks to satisfy legislative requirements or achieve business continuity for the Council, for example official Council meetings, Councillor forums and workshops, Committees/Boards as Council's official representative, scheduled meetings relating to portfolios or Council appointments.

Council Business should result in a benefit being achieved either for the local government and/or the local government area, for example Council may decide that Council business includes civic ceremony duties such as opening a school fete.

Participating in a community group event or being a representative on a Board not associated with Council is not regarded as Council business.

Councillors: shall mean the Mayor, Deputy Mayor and Councillors unless otherwise specified.

Expenses: shall mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge. Expenses are not included as remuneration.

Facilities: shall mean the facilities deemed necessary to assist Councillors in their role.

Reasonable: shall mean Council must make sound judgements and consider what is prudent, responsible and acceptable to the community when determining reasonable levels of facilities and expenditure.

7. LEGISLATIVE REFERENCE

Local Government Act 2009 (the Act)

Local Government Regulation 2012 (the Regulation)

8. RELATED POLICIES/PROCEDURES

Councillor Code of Conduct

9. NEXT REVIEW

April 2021

10. VERSION CONTROL

Version	Revision Description	Approval Date
1	Policy Adopted	27 May 2009
2	Revision of Policy	16 May 2012
3	Revision of Policy	27 August 2014
4	Revision of Policy	7 April 2016
5	Revision of Policy	15 March 2017

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Financial and Resource Implications

Funds have been allocated in the current budget for the reimbursement of expenses and the provision of facilities to enable Councillors to discharge their duties and responsibilities based on this policy.

Link to Corporate/Operational Plan

EXC4 - Develop a governance framework that delivers sound organisational management.

Communication/Consultation (Internal/External)

Policy was circulated to Councillors and Senior Management Team providing suitable time for review and response. Submissions were received, considered and included where possible.

Legal Implications (Statutory Basis, Legal Risks)

The adoption of an Expenses Reimbursement Policy is a statutory requirement pursuant to Section 250 of the Regulation.

Policy/Local Law/Delegation Implications

No direct policy/local law/delegation implications arise from this report.

Asset Management Implications

No direct asset management implications arise from this report.

4.3 Economic Development (ED)

Officer's Report

4.3.1 ED - 2513042 - A change of Directorship and Company Secretary of the South Burnett Community Hospital Foundation Limited

Document Information

ECM ID 2513042

Author Chief Executive Officer

Date 1 June 2018

Précis

A change of Directorship and Company Secretary of the South Burnett Community Hospital Foundation Limited.

Summary

The Constitution of the South Burnett Community Hospital Foundation stipulates that the Board structure comprises of 9 Directors. South Burnett Regional Council as the sole member (owner) of the Foundation appoints Directors. Two (2) of the Board Members must be elected representatives of Council and one must be a Council employee who also acts as company secretary.

Council's employee representative Director role and Company Secretary will become vacant as from 2 July 2018 due to the retirement of Gary Wall. Consequently, Council must appoint a new representative as Director and Company Secretary.

Officer's Recommendation

That:

1. South Burnett Regional Council appoint its newly appointed Chief Executive Officer Mark Pitt as the Council employee representative as Company Director and Company Secretary of the South Burnett Community Hospital Foundation effective from 2 July 2018.
2. the existing secretarial support to the Company Secretary by the Economic Development Office to remain in place.

Financial and Resource Implications

This change has no financial impact on the operation of the Foundation.

Link to Corporate/Operational Plan

GO2.1 Develop and implement an Economic Development Strategy that identifies opportunities for economic expansion and development within the region.

Communication/Consultation (Internal/External)

The change to the Directorship and Observers has been endorsed by the Chairman of the South Burnett Community Hospital Foundation Board.

Legal Implications (Statutory Basis, Legal Risks)

Changes to the directorship is in accordance with the Company's constitution.

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

ECM ID 2512834

Author Cr Gavin Jones

Date 8 June 2018

Précis

Roads & Drainage Portfolio Report

Summary

Cr Jones presented his Roads & Drainage Portfolio Report to Council.

Officer's Recommendation

That Cr Jones's Roads & Drainage Portfolio Report to Council be received.

6. Portfolio - Community, Arts, Tourism and Health Services

6.1 Community, Arts, Tourism and Health Services Portfolio Report

Document Information

ECM ID 2511720

Author Cr Danita Potter

Date 8 June 2018

Précis

Community, Arts, Tourism and Health Services Portfolio Report

Summary

Cr Potter presented her Community, Arts, Tourism and Health Services Portfolio Report to Council.

Officer's Recommendation

That Cr Potter's Community, Arts, Tourism and Health Services Portfolio Report to Council be received.

7. Portfolio - Planning & Property

7.1 Planning and Property Portfolio Report

Document Information

ECM ID 2512873

Author Cr Terry Fleischfresser

Date 8 June 2018

Précis

Planning and Property Portfolio Report

Summary

Cr Fleischfresser presented his Planning and Property Portfolio Report to Council.

Officer's Recommendation

That Cr Fleischfresser's Planning and Property Portfolio Report to Council be received.

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 2482733 - Development Application - Change to Existing Approval - Material Change of Use - Industrial Use and Advertisement Devices 125-127 Youngman Street Kingaroy - Lots 12 & 13 RP37005 - MCU18/0006

Document Information

ECM ID 2482733

Author Technical Officer – Planning & Land Management

Endorsed By Manager Planning & Land Management
General Manager Corporate Services

Date 30 May 2018

Précis

Development Application - Change to Existing Approval - Material Change of Use - Industrial Use and Advertisement Devices 125-127 Youngman Street Kingaroy - Lots 12 & 13 RP37005 - MCU18/0006

Summary

- Applicant submitted a Change Application (Other) to a Material Change of Use for Service Station (Attachment A);
- A negotiated decision notice was issued on 16 August 2017 for the Service Station;
- The proposed changes summarised:
 - Increase Service Station Building from 125sqm to 307sqm (not segregated food outlet)
 - Additional fuel bowzers (7 to 14) and 1 extra heavy vehicle fuel bowser
 - Increase fuel bowser canopy from 388sqm to 582sqm
 - Extended unmanned trading hours from 7pm and 6am unmanned to 10pm and 5am
 - Increase width of Youngman Street crossover from 12m to 13.885m for B-Double movements;
 - Change two above ground diesel tanks to underground tanks and reposition
 - Remove gantry due to undergrounding of the tanks
 - Additional car parking spaces from 10 to 13 spaces
 - Relocate refuse bin area – screened and roofed
 - Change to setback dimensions however remain compliant under the assessment benchmark codes
- A number of technical reports have been submitted to support the requested changes
- The applicant has also submitted requested changes to conditions MCU1 Landscaping, MCU6 Fencing, MCU10 Noise Management Strategies, ENG2 Accesses, ENG4 Road Works and Entrances, ENG5 Car Parking, ENG12 & 13 Roads, ENG26 Hydraulic Design, ENG30 & 31 Stormwater, EH1 Underground Tanks, EH3 Leak Detection for Underground Tanks, EH4 Leak Detection for Pipework, EH5 Fuel Dispensing Areas (Canopy), EH7 Road

Tanker Delivery Stands, EH7 Gantry and Road Tanker Delivery Zone and EH8 Stage 1 Vapour Recovery;

- The site is zoned Low Impact Industry under the South Burnett Regional Council Planning Scheme 2017;
- The approved use is Code Assessable in the Low Impact Industry Zone however, the assessment process will be consistent with a Change Application (Other) under the *Planning Act 2016* (Section 82);
- The affected entity is Department of State Development, Manufacturing, Infrastructure and Planning (DSDMIP) due to the proximity to a state transport corridor (state-controlled road) (Attachment B);
- Under the *Planning Act 2016*, the legislative process for a Change (Other) has changed, therefore Council could therefore receive an application to change;
- Request to Change an Existing Approval application was assessed against *Planning Act 2016* Section 82 (Assessing and deciding application for other changes); and
- Recommendation that Council approve the requested Change Application subject to relevant conditions in response to the requested change:
 - Amend condition GEN1 and advice condition ADV1;
 - Include conditions GEN9-11 and ENG7;
 - Delete advice condition ADV14;
 - Approve amendment of conditions – MCU1, MCU6, MCU10, ENG2, ENG4, ENG5, ENG26, EH1, EH3, EH4, EH5, EH7 and EH8;
 - Approve deletion of conditions ENG30 & ENG31 and advice conditions ADV9 & ADV15; and
 - Refuse deletion of condition ENG12 & ENG13.

Officer's Recommendation

That Council *approve* the Request to Change Approval (Service Station) pursuant to the provisions of Section 82 of the *Planning Act 2016* and subject to the amendments listed below (deleted text in strikethrough and new text in bold):

General

GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions.

	Drawing Title	Prepared by	Reference no.	Revision	Date
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Reference No. 871-L-04

Drawing Title: “Planting Plan – Sheet 1 of 3, Rev D Dated 09.05.2018”

Amendments: Amend plan removing the Magnolia “Little Gem” adjacent to Council’s Infrastructure, within 3 months of the date of this approval.

GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:

- Development Permit for Building Works;
- Development Permit for Plumbing and Drainage Work;
- Development Permit for Operational Works (Site Works, road works, kerb and channel and associated drainage modifications, landscaping, access driveways, water supply and sewerage discharge sludge collection and removal, stormwater disposal);

GEN3. The applicant must submit a completed *Permit to Work on Council Roads-Footpaths Application* form available from <http://www.southburnett.qld.gov.au/infrastructure-roads->

and-drainage for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).

- GEN4. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN5. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN6. Maintain the site in a clean and orderly state at all times.
- GEN7. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN8. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the commencement of the use, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

A Compliance Certificate fee will be charged, with payment required prior to Council approval of the associated documentation requiring compliance assessment.

Particular Use

- GEN9. This Development Permit is for a Service Station including Service Station Shop of 307.5sqm and does not imply approval for a separate segregated food outlet or ownership or any other buildings or structures indicated on the Approved Plan. Separate approval may be required for structures/works not specifically approved in this application.**

Hours of Operation

- GEN10. Fuel dispensing may operate 24 hours 7 days a week however, the Service Station Shop operating hours are restricted to 5am to 10pm.**

Compliance with Conditions

- GEN11. Unless otherwise stated all conditions shall be completed prior to commencement of the use.**

Landscaping

- MCU1. Landscaping is to be provided along all property boundaries in accordance with the submitted Site Plan and Landscape Concept Plans **as listed in GEN1** (excluding vehicle manoeuvring areas).

~~Landscaping is to be established using native drought tolerant species in accordance with "Branching Out – Your Handy Guide to Tree Planting in the South Burnett".~~

Refuse Storage Collection

- MCU2. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.
- MCU3. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:
- level;
 - provided with impervious hard stand and drained; and
 - if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.
- MCU4. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:
- all tap outlets must be fitted with backflow prevention devices;

- b) the floor areas are to be drained to sewer; and
- c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

Fencing

MCU5. Fence construction along the northern and part of the north western property boundaries be of transparent construction as per the applicant’s Landscape Concept Plan.

MCU6. A 1.8m acoustic barrier shall be provided along the southern section of the western property boundary and meet the recommendations of the Noise Assessment Report No ~~3721-2R1 Dated 9th September 2016~~ **3721-2R3 Dated 6 March 2018**.

Lighting

MCU7. Design all external lighting in accordance with AS4282-1997 “Control of the Obtrusive Effects of Outdoor Lighting”.

Artificial illumination is not to cause a nuisance to occupants of nearby premises and any passing traffic. Direct security and flood lighting away from adjacent premises to minimise the protrusion of light outside the street.

Advertising Sign

MCU8. Advertisement devices are designed and located in accordance with the submitted proposed site plans and elevations.

Noise Attenuation

MCU9. Fit all noise producing machinery and equipment (including air conditioners, compressors and cooling systems) with noise attenuation features so that noise at the boundary of the site is not to exceed the levels indicated in the table below.

Period	Noise level measured as the adjusted maximum sound pressure level (LAeq adj. T)
7am – 6pm	Background noise level plus 5 dB (A)
6pm - 10 pm	Background noise level plus 5 dB (A)
10pm – 7am	Background noise level plus 3 dB (A)
NOISE LIMITS AT A COMMERCIAL PLACE	
7am – 6pm	Background noise level plus 10 dB (A)
6pm – 10pm	Background noise level plus 10 dB (A)
10pm – 7am	Background noise level plus 8 dB (A)

MCU10. Noise management strategies recommended in the Noise Assessment Report prepared by Noise Measurement Services dated ~~9 September 2016~~ **6 March 2018** must be implemented by the operator of the proposal.

Property Access

ENG1. Property access shall be provided in accordance with the details in table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme; and IPWEAQ standard Drawing No. RS-051 *Driveways Heavy Duty Vehicle Crossing*.

ENG2. ~~Accesses shall be located and dimensioned as shown on HIG Drawing number SK-001 Revision B dated 03/2017.~~ **Accesses shall be generally in accordance with the approved plans, and be designed to accommodate the relevant design vehicle, and constructed in accordance with SBRC requirements.**

ENG3. Fencing, landscaping, signs and letterboxes must not to impede sight lines for vehicles entering or leaving the site or travelling along the adjacent public roads.

- ENG4. Road works and entrances must be constructed so as to:
- (a) remove all disused vehicle entrances and paving on road verges and repair any damage to existing kerb & channel to a profile matching the existing profile in Queen Street and Youngman Street as appropriate within the entire road frontage of lots 12 and 13, RP37005.
 - (b) permit all vehicles, including an ~~Articulated Vehicle (AV)~~ **B-Double**, to enter and leave the site in a forward gear;
 - (c) avoid a trip hazard to pedestrians; and
 - (d) ensure that low-clearance vehicles can clear the cross-over pavement upon entering and leaving the property.

Car Parking & Manoeuvrability

- ENG5. In addition to the service bays at fuel bowzers, the applicant must also provide line-marked vehicular parking spaces in accordance with the requirements of Schedule 1 and Table S1.1 of the Kingaroy Shire IPA Planning Scheme, comprising of ~~at least nine (9)~~ **thirteen (13)** spaces for B99 vehicles including one (1) disabled bay, in compliance with the requirements of the current version of AS/NZS 2890.1.
- ENG6. The applicant must provide a Signage and Linemarking Plan for compliance assessment to Council's General Manager of Infrastructure and install the traffic management devices required in accordance with the *Manual of Uniform Traffic Control Devices (MUTCD)*; ensuring that the plan provides for the use of vehicles, pedestrians and mobility aids for disabled access. Driveways and vehicular parking areas must be adequately sign-posted including indicating combined usage by pedestrians and vehicles.
- ENG7. Disabled car parks shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.6.**
- ENG8. All driveways, vehicle manoeuvring areas and turning radii shall be designed and constructed in all other respects in accordance with the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme and the current version of AS/NZS 2890.1 for a B99 vehicle, except that the turning radii and areas used by the AV including the Queen Street and Youngman Street accesses, internal driveways, parking and manoeuvring areas shall be designed and constructed in accordance with the requirements of the current version of AS/NZS 2890.2 to suit an AV.
- ENG9. The applicant must provide for compliance assessment by Council's General Manager of Infrastructure, .DWG format drawings demonstrating the turning templates required to enter and leave all proposed parking bays using a B99 class vehicle, meeting the requirements of Australian Standard AS/NZS 2890.1, including a clearance of 300mm to both sides of the turning path as required by clause B3.2 of AS/NZS 2890.1.
- ENG10. Kerbing associated with the B99 vehicle parking bays shall be low enough to provide for clearance under vehicles as a B99 swept vehicle path protrudes over them.
- ENG11. Car parking areas and internal driveways shall be constructed, drained and surfaced with either asphaltic concrete or reinforced concrete; or where such surfacing exists but is damaged, repaired to the requirements of the Kingaroy Shire IPA Planning Scheme or another standard agreed to by Council's General Manager of Infrastructure, so as to minimise dust emissions, erosion and sediment run-off. The construction and design shall be in accordance with the relevant part of the current version of either AS 2890 or AS/NZS 2890 and to the requirements of the Kingaroy Shire IPA Planning Scheme.

Roads

- ENG12. The complete width of Queen Street between kerb lines, for the complete length of Lot 12 RP370005 and to the street tangent points in Youngman Street must be resurfaced with a minimum 50mm thickness of asphaltic concrete (AC).
- ENG13. The applicant must rehabilitate the sealed surface of Youngman Street opposite the eastern property boundary of Lots 12 and 13 RP370005 between Queen Street and the proposed northern access for the development, from the kerb alignment to the white edge line.
- ENG14. All alterations or improvements to roads must be designed and constructed in accordance with the requirements of the Kingaroy Shire IPA Planning Scheme and of the MUTCD.
- ENG15. The applicant must submit all required engineering drawings related to roadworks for assessment under a separate development application for an Operational Works permit.

Kerb and Channel

- ENG16. Any damaged kerb & channel along the Queen Street and Youngman Street frontages of the proposed development must be repaired to a profile matching the existing adjacent profile.

Footpaths

- ENG17. The Applicant must construct a concrete footpath at least 1.5m wide along the frontages of Lots 12 and 13, RP370005 (Queen Street and Youngman Street) in accordance with the details in IPWEA Standard Drawing RS-065. *Concrete Pathway Construction Details* and the requirements of Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire IPA Planning Scheme.
- ENG18. A kerb ramp in accordance with the details in IPWEA Standard Drawing RS-090 must be provided adjacent to all disabled car parking bays to provide access to the adjacent footpath.

Water Supply

- ENG19. The proposed development must connect to Council's reticulated water supply system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme at no cost to Council.
- ENG20. The applicant must model its internal water supply system; establish whether a private booster pump will be required; and liaise with the ~~RFS~~ **QFES** for its requirements, at no cost to Council.

Sewerage

- ENG21. The proposed development shall connect to Council's sewerage system in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme and the *South-east Queensland Water Supply & Sewerage Design & Construction Code* (SEQ Code) requirements at no cost to Council.
- ENG22. Proposed works must ensure that clear access to the sewerage manhole is maintained and that there is a clear zone of 1m around the perimeter of the manhole, for access by Council's maintenance staff.

Building Over and Adjacent to Sewer

- ENG23. Relocation of; or alteration to Council's existing sewer, necessary to comply with the requirements of MP1.4 *Building over or near relevant infrastructure*, will be subject to a separate development application for an Operational Works permit.

- ENG24. Where concrete vehicular access pavement is proposed to be built over an existing or proposed sewer, construction jointed sections must be incorporated to facilitate future Council access for maintenance/service purposes. The joints shall be located symmetrically about the centre-line of the sewer and at least 600mm apart. The location of the existing sewer may be inferred from the location of the nearest manholes to each side of the pavement.

Trade Waste Facilities

- ENG25. Trade waste facilities to service any food processing and industrial wastes must be provided by the applicant at its cost, in compliance with Council's *Trade Waste Management Policy*.
- ENG26. The Applicant must submit an hydraulic design and detailed engineering drawings of the proposed water quality treatment system for assessment, as part of a separate application for an Operational Works permit, including:
- (a) the extent of the bunded area capturing contaminated water;
 - (b) any other connections to the system such as from sinks and toilets;
 - (c) plans and longitudinal sections including sizes, types and classes, levels and locations of all proposed pipes and field inlet pits; and
 - ~~(d) hydraulic grade lines, stormwater flow rates and velocities for the maximum flow capacity of the system upstream of the proposed water quality treatment device shown as a "Spel Purceptor Class 1" on HIG drawing No. SW02 Revision B dated Mar/2017, included on the longitudinal sections.~~

Stormwater

- ENG27. The stormwater drainage system serving the site including all surface, underground and roof water components must be designed in accordance with the requirements of the *Queensland Urban Drainage Manual (QUDM)* for Level III roof and allotment drainage and certified by a RPEQ engineer; and so that the development will not make material changes to the pre-development location, duration, frequency or concentration of overland stormwater flow at the point of discharge to all downstream properties including road reserves.
- ENG28. All stormwater drainage systems, including all surface, underground and roof water components:
- (a) shall effectively drain all stormwater falling onto the proposed development to an on-site detention tank or another lawful point of discharge agreed to by Council's General Manager of Infrastructure;
 - (b) shall enable the post-development flows at the point of discharge to all downstream properties including road reserves to remain consistent with the pre-developed case; and
 - (c) shall be designed such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development.
- ENG29. The Applicant must submit a revised on-site Stormwater Management Plan (SWMP) report for assessment, as part of a separate application for an Operational Works permit, indicating drainage paths for all roofed and impervious areas. The on-site SWMP shall also provide the following:
- (a) Hydraulic design for all 1% AEP, 5% AEP and 50% AEP AR&R design storms from 5 minutes to 450 minutes duration; and provision of all software data files for both pre-development and post-development scenarios;
 - (b) Details of all pre and post development flows; and
 - (c) Details of any cut or fill required to direct stormwater to a lawful point of discharge.

- ENG30. ~~Detailed engineering design drawings of the proposed stormwater system must be submitted for assessment under a separate development application for an Operational Works permit, showing:~~
- ~~(a) plans and longitudinal sections for stormwater infrastructure, including sizes, types and classes, levels and locations of all proposed pipes, manholes, gully pits, field inlet pits, culverts, open channels, on-site detention/ retention tanks and/or detention basins including inlet and outlet details, guttering and downpipes; and~~
 - ~~(b) hydraulic grade lines, stormwater flow rates and velocities for critical storms.~~
- ENG31. All stormwater systems must be constructed in accordance with the approved drawing details before commencing any approved use.
- ENG31. ~~Heavy duty galvanized steel roof water kerb adaptors (Kacey or similar), shall be installed in the kerb and channelling during construction in accordance with South Burnett Regional Council requirements. Stormwater socket reducers may be required to accommodate these, depending on the pipe diameters proposed.~~
- ENG32. Any damage to existing stormwater infrastructure shall be repaired or replaced equivalent to its existing condition or better at no cost to Council.
- ENG33. Any new earthworks, landscaping, pavements or structures shall not concentrate or impede the natural flow of water across property boundaries and onto any other properties or road reserve.

Earthworks

- ENG34. Any proposed earthworks shall be undertaken in accordance with the *Urban Locality Code*, Element (g) within the Kingaroy Shire IPA Planning Scheme Part 3 Division 2 unless approved separately under a Development Permit for Operational Works; and strictly in accordance with the requirements of Australian Standard 3798; other relevant Australian Standards; and accepted engineering Codes of Practice and Industry Guidelines. A certificate of quality and uniformity of fill shall be provided by the Supervising RPEQ for all filled areas.

Standard of Works

- ENG35. Works shall be constructed generally in accordance with the specification requirements outlined in Aus-Spec #1 and the IPWEA Standard Drawings unless otherwise agreed by Council's General Manager of Infrastructure.

Underground Tanks

- EH1. Prior to the commencement of the use, underground tanks shall be checked to ensure compliance in accordance with the following:
- (i) Tanks are to have an overflow protection valve installed in the drop tube of the tank. The overflow prevention valve shall be calibrated to prevent the tank from being filled in excess of ~~90%~~ **95%** of its capacity.
 - (ii) ~~An overflow alarm is to be installed to audibly and visually alert persons in the vicinity of the tank if filled in excess of 90% of its capacity.~~ **Tanks are to be fitted with an automatic flow limiting device which reduces the flow rate into the tank by 98% when the normal fill level of the tank has been attained.**
 - (iii) **Tanks are to be made of fibre-reinforced thermosetting resin (fibreglass) that is compatible with the product.**
 - (iv) **Tanks are to be double-walled with an interstitial space.**

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the underground tanks have been checked for compliance to ensure they are in compliance with the Australian Standards for Underground Tank Installation.

Pipework

- EH2. Prior to the commencement of the use, Pipework shall be constructed and installed in accordance with the following:
- (i) Pipework is to be made of non-corrodible materials as defined by *clause 1.4.37 of AS 4897 The design, installation and operation of underground petroleum storage systems*.
 - (ii) Product piping is to be double-walled with an interstitial space.
 - (iii) Each tank fill point is to be clearly labelled and identified in accordance with *AS 4977 Petroleum products - Pipeline, road tanker compartment and underground tank identification*.
 - (iv) Each tank fill point is to be fitted with a camlock type or other liquid-tight connection.
 - (v) Each tank fill point is to be provided with spill containment of at least 15 litre capacity per spill point.
 - (vi) All fill and vapour recovery points are to be earthed in accordance with *AS 1020 The control of undesirable static electricity* and *AS 3000 Electrical installations*.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the pipework has been constructed and installed in accordance with the above requirements.

Leak detection for underground tanks

- EH3. Prior to the commencement of the use, ~~underground petroleum storage tanks shall be monitored for leaks in accordance with the following:~~
- (i) Establish a ~~statistical inventory analysis~~ **leak monitoring** system that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).
 - (ii) ~~Install a tank pit observation well at the lowest point of each tank excavation pit.~~

Submit certification

Prior to the commencement of the use, submit to Council certification from a suitably qualified person that the leak detection system ~~was installed and was verified as meeting the above leak detection performance standards~~ **comply with the relevant Australian Standards for leak detection** using the current United States Environmental Protection Agency (USEPA) protocol.

Leak detection for pipework

- EH4. Prior to the commencement of the use, ~~product pipework shall be monitored for leaks in accordance with the following:~~
- (i) Install ~~electronic~~ line leak detection for pressure piping that is rated to detect a release of 0.76 litres/hour (or a release of 18 L/day), with greater than 95% confidence (and less than 5% false positive).

Submit certification

Prior to the commencement of the use, submit to Council certification from a suitably qualified person that the leak detection system was installed and was verified as meeting the above leak detection performance standard ~~using the current United States Environmental Protection Agency (USEPA) protocol.~~

Fuel dispensing areas

- EH5. Prior to the commencement of the use, Fuel dispensing areas shall be constructed and installed in accordance with the following:
- (i) All ground surfaces within the fuel dispensing area are to be constructed of impermeable materials such as waterproofed, reinforced concrete that is free of gaps and/or cracks. Impermeable, hydrocarbon resistant jointing material is to be used between treated concrete slabs.

- (ii) The fuel dispensing area is to be clearly demarcated from the uncovered forecourt area, access roads, general parking bays and all other areas to clearly delineate the higher contamination risk area from lower risk areas.
- (iii) A canopy shall be installed over fuel dispensing areas. The canopy shall ~~overhang by a horizontal distance of at least one-quarter of the roof height out from the vertical above the boundary of the demarcated fuel dispensing area~~ **at least cover the demarcated fuel dispensing area. An appropriately sized Spel Purceptor shall be installed to accommodate any rainfall up to an ARI 10 storm event, of 5 minute to 2 hour duration, that may blow into the demarcated fuel dispensing area.**
- (iv) A liquid-tight dispenser sump is to be installed under each dispensing unit. It is to be designed to house all pipework joints and fittings and to collect and contain any leak.
- (v) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets within the fuel dispensing area.
- (vi) The fuel dispensing area is to be graded and drained to an independently certified stormwater treatment system listed on Council's Register for Certified Hydrocarbon Separators. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the fuel dispensing area has been constructed and installed in accordance with the above requirements.

Uncovered forecourt area

EH6. Prior to the commencement of the use, uncovered forecourt areas must be constructed and installed in accordance with the following:

- (i) All ground surfaces of the uncovered forecourt area are to be constructed to provide a sealed surface, free of gaps or cracks.
- (ii) Signage indicating 'flows to stormwater treatment system' is to be provided at all drainage inlets in the uncovered forecourt area.
- (iii) The uncovered forecourt area is to be graded and drained to an independently certified stormwater treatment system listed on Council's Register for Certified Hydrocarbon Separators. The system shall be installed in accordance with the approved site-based stormwater quality management plan.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that the uncovered forecourt area has been installed and constructed in accordance with the above requirements.

Road tanker delivery stands

EH7. Prior to the commencement of the use, the road tanker delivery ~~stand~~ **area** shall be located ~~fully~~ **within the containment area** of the fuel dispensing area.

Stage 1 vapour recovery

EH8. Prior to the commencement of the use, construct and install stage 1 vapour recovery for underground systems storing motor spirit/petrol that has:

- (i) vapour return lines that return all vapour displaced from the storage tank to the delivery tanker.
- (ii) a design that prevents the mixing of product in piping common to more than one tank.
- (iii) vapour-tight couplings on the vapour line that close automatically when disconnected.
- (iv) incompatible liquid and vapour couplings.
- (v) ~~a pressure vacuum valve and a 10-millimetre orifice in parallel fitted to the storage tank vent pipe, or accepted equivalent.~~

- (vi) the vapour recovery point located within 2 metres of the respective fill point.

Submit certification

Prior to the commencement of the use, submit to Council certification by a suitably qualified person that stage 1 vapour recovery equipment has been constructed and installed in accordance with the above requirements.

Advice

- ADV1. ~~With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval~~ **Infrastructure charges are levied by way of an Infrastructure Charges Notice, issued pursuant to Section 119 of the *Planning Act 2016*.**
- ADV2. The Department of Infrastructure, Local Government & Planning has imposed conditions on the development permit as attached as Appendix A.
- ADV3. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV5. All design and as-constructed engineering drawings submitted in relation to an application for an Operational Works permit must be certified by an appropriate Registered Professional Engineer of Queensland.
- ADV6. The applicant's test report indicates that the available pressure and flow from the fire hydrant in Queen Street are inadequate and suggests that this may be a result of corroded fittings. Council intends to replace the Queen Street main in about two years' time, but will assess the immediate maintenance issue at the hydrant to determine whether the hydrant requires prior replacement. However, the applicant remains responsible for ensuring the adequacy of its internal water supply system.
- ADV7. A water connection upgrade may be required based on the applicant's requirements and this will be at the applicant's cost.
- ADV8. Any work over or adjacent to Council's water supply, sewerage and stormwater drainage infrastructure, including the construction/rebuilding/alteration of buildings, pavements, or other structures; and filling or excavation of material is subject to the requirements of the *Queensland Development Code MP1.4 Building over or near relevant infrastructure*. MP1.4 prohibits building over such infrastructure in all cases except for those lightweight Class 10 structures that span less than 10 metres.
- ADV9. ~~The applicant's response to Council's information request advised that the proposed water quality treatment device "Spel Puraceptor Class 1" is capable of discharging up to 40 L/s. Council will check its sewerage network model to determine whether its sewers have the capacity to accept this flow rate. If this is not possible, the applicant~~
-

~~will be asked to submit a proposal that will restrict the peak flow rate discharging from the water quality treatment device, for compliance assessment by Council's General Manager of Infrastructure. Council also requires reassurance that stormwater will actually be prevented from entering the bunded area as a result of extreme storm events; or otherwise the applicant should advise what would be the maximum depth of stormwater that could accumulate over the field inlets within the bunded area in the case of a Q100 storm and the resulting effect on inflow to the water quality treatment device. Therefore, Council will require engineering drawings as detailed in the *Trade Waste Facilities* section of the engineering conditions.~~

- ADV10. At the time of application for Operational Works approval and before construction works may commence, the applicant will be required to submit the following design drawings for assessment: –
- (a) roadworks plans, cross-sections, typical detailed cross-section and pavement design details;
 - (b) Water supply internal reticulation plans and design details;
 - (c) Sewerage layout plans, longitudinal sections and design details;
 - (d) Stormwater layout plans longitudinal sections and design details;
 - (e) Landscaping plan and detailed planting schedule;
 - (f) Electricity layout; and
 - (g) Environmental management works.
- ADV11. The coordinate system to be adopted for drawings submitted by the applicant in relation to future and completed operational works shall be GDA94 MGA Zone 56.
- ADV12. Council expects that as-constructed revisions of all drawings submitted for operational works will be provided in DWG or DXF format and in accordance with the IPWEAQ Asset Design As Constructed (ADAC) Guidelines for Creation and Submission of ADAC XML Files. All text should be easily legible at A3 size.
- ADV13. In analysing the stormwater system to meet QUDM Level III requirements, calculation of the contribution to on-site detention (OSD) volumes of roofwater should not assume that more than Q20 flow can be captured by the OSD, unless the roofwater system (gutters and downpipes) has actually been designed to contribute a greater amount (for example, if these are designed for Q100).
- ~~ADV14. The Stormwater Management Plan report version D is not acceptable and requires revision as follows:~~
- ~~(a) Using a standard inlet time of 5 minutes (refer to QUDM 2007 sections 4.06.2; 4.06.3, 4.06.5, and Tables 4.06.1 and 4.06.2 and Figure 4.06(b) for justification).~~
 - ~~(b) Using field inlets to capture flows from at least that part of catchment 1 south of the median line marking of the Youngman St access, to direct them away from Youngman St and into the detention tank.~~
 - ~~(c) Providing a revised site catchment plan with clear delineation including a legend for catchment boundaries; with names on the drawing aligning with the names for all catchments used in the DRAINS model; and showing the southern landscaping area adjacent to Queen Street and Youngman Street falling towards the adjacent on-site concrete pavement; and the north-western landscaping area falling towards the western open channel; and showing the OSD tank plan dimensions.~~
 - ~~(d) Including the 270 minute storm duration in the calculations.~~
 - ~~(e) Ensuring that an adequate number of field inlets are provided such that all bypass is captured in them before discharge to the on-site detention tank.~~
 - ~~(f) Providing roof drainage designs that ensure downpipe numbers and sizes and guttering sizes are adequate to capture the roof water (currently the consultant's DRAINS model implicitly assumes that these are capturing Q100 from the roof whereas residential guttering is typically designed for Q20). Note that a free downpipe and eaves gutter calculator is available at <http://www.roof-gutter->~~

~~design.com.au/ Either provide Q100 guttering and downpipes or capture bypass flows up to Q100 in field inlets.~~

- ~~(g) Providing hydraulic calculations based on design finished levels in and adjacent to the open channel along the western boundary for flows from the external catchment. (The proposed design indicates that the open channel will have at most 1m top width, which is considerably less than the existing channel.~~
- ~~(h) Revising the DRAINS model that was submitted in response to Council's information request, so that it includes all structure surface and invert levels, particularly:
 - ~~(i) for all field inlets and pipes; and~~
 - ~~(ii) to demonstrate that surface water and roof water is captured and ultimately discharges to the on-site detention tank.~~~~
- ~~(i) A preliminary design check of the DRAINS model provided suggests that, taking all the above points into account, the size of the on-site detention basin proposed is significantly inadequate.~~

~~ADV15. Council may consider an infrastructure agreement based on a monetary contribution by the application towards the cost of the resurfacing Queen Street, in lieu of the requirement in condition ENG12.~~

Adopted Infrastructure Charges Notice

To: Liberty Oil C/- Diane Kerr & Associates

19 Frobisher Street, Springwood QLD 4127

Date of Issue: 30 May 2018

Reference Number: MCU18/0006

Amount of the Charge: \$8,062.56

Land to which the charge applies: 125-127 Youngman Street, Kingaroy (and described as Lots 12 & 13 on RP37005)

The person to whom the charge must be paid: South Burnett Regional Council

When the charge is payable: Material Change of Use:

When the change happens (in accordance with Section 122 of the *Planning Act 2016*).

Advisory Notes:

- The abovementioned charge may in the future be indexed;
- Enquiries regarding this adopted infrastructure charges notice can be made by contacting Council's Coordinator, Infrastructure and Planning on 4189 9100;
- The apportionment of infrastructure charges to the relevant networks is proposed as follows:

125-127 Youngman Street Kingaroy MCU18/0006						
ADOPTED INFRASTRUCTURE CHARGES						
Date: 30 May 2018						
Item	Description	Development Class	Unit	Quantity	Rate	Amount
(a)	Service Station	Commercial (retail)	Sqm GFA	307.5	42	\$12,915.00
(b)	Credit (fuel depot) (storage)	Industry	Sqm GFA	179.7	27	\$4,852.44
	TOTAL					\$8,062.56

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Council's Consultant Engineer provided updated conditions in relation to the requested change. SARA provided updated conditions in relation to the requested change.

Legal Implications (Statutory Basis, Legal Risks)

Applicant has a right of appeal against Council's decision pursuant to the *Planning Act 2016*.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

7.2.2 P&LM - 1687324 - IDAS Material Change of Use application for extractive industry at 1551 Manar Road Boondooma - Lot 7 BO179 - Applicant: Sabre Resources C/- Groundwork Plus Pty Ltd - MCUI2016/0009

Document Information

ECM ID 1687324

Author Technical Officer - Planning

**Endorsed
By Manager Planning & Land Management
General Manager Corporate Services**

Date 5 February 2018

Précis

IDAS Material Change of Use application for extractive industry at 1551 Manar Road Boondooma - Lot 7 BO179 - Applicant: Sabre Resources C/- Groundwork Plus Pty Ltd - MCUI2016/0009

Summary

- Application for Development Permit for Material Change of Use:
 - Extractive Industry and ancillary activities
 - Concurrence ERAs
 - Environmental Authority (EA) for ERAs
 - 16(2), Threshold (b) extracting other than by dredging in a year, more 100,000 tonnes but not more than 1,000,000 tonnes; and
 - 16(3), Threshold (b) screening in a year, more 100,000 tonnes but not more than 1,000,000 tonnes
 - Operational Work – Development Permit for vegetation clearing
- Subject site included within the Rural Zone under the Wondai Shire IPA Planning Scheme;
- SARA being the Concurrence Agency for State-controlled road matters, ERA and clearing vegetation. The Department advised on 4 December 2017 that conditions were to be incorporated into any development approval issued by Council (refer to Attachment C);
- Six (6) public submissions were received during the public notification period (refer to Attachment A)
- Applicant provided summarised written response to the submissions received (refer to Attachment B);
- Application recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council **approve** the Development Application for an Extractive Industry at 1552 Manar Road, Boondooma (and described as Lot 7 on BO179) subject to the following conditions:

General

GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:

Plans

- Drawing Number 1677.023 Revision – N/A, Title – Overall Site Layout Plan;
- Drawing Number 1677.024 Revision – 3, Title – Conceptual Longer Term Layout Plan;
- Drawing Number 1677.026 Revision 2, Title – Conceptual Short Term Layout Plan.

Associated Reports

- Boondooma Quarry Environmental Assessment Report – Prepared for: Sabre Resources Pty Ltd, Date: October 2016, Reference: 1677.620.001
- Boondooma Quarry Environmental Management Plan – Prepared for: Sabre Resources Pty Ltd, Date: October 2016, Reference: 1677.610.002
- Bushfire hazard assessment and management plan – prepared for Sabre Resource Industries. Date 29 March 2017.

A full set of the approved plans and supporting documentation must be held on-site and available for inspection for the duration of the construction phase.

The development must implement the recommendations outlined in the above reports prior to the commencement of the use.

GEN2. The applicant is required to maintain the site in a clean and orderly state at all times.

GEN3. Dust prevention measures are to be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent premises during extraction operations.

GEN4. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.

Hours of Operation

MCU1. Unless otherwise approved by Council, the activities associated with the use including haulage must only be conducted between 6am and 6pm Monday to Friday and 8am to 1pm Saturday.

The use is not to operate on Sundays or Public Holidays.

Blasting

MCU2. All blasting activities must be limited between the hours of 9am and 5pm Monday to Friday.

Waste Storage

MCU3. Provision must be made for the storage and removal of refuse in accordance with the *Environmental Protection (Waste Management) Regulation 2000*.

Washing and Maintenance Areas

MCU4. Any areas used for maintenance and washing down of plant, equipment and vehicles are to be roofed, sealed and bunded, draining to a sump for first flush holding (including collection of oils and greases from vehicle servicing) to remove suspended sediment and neutralise contaminants, prior to discharge of treated waters to settlement ponds.

Notice of Intention to Commence

MCU5. Prior to commencement of the use on the site, written notice must be given to Council that the use (development and/or works) fully complies with Council's Decision Notice issued in respect to this development.

Keeping of Records

MCU6. The operator must maintain records that document the total tonnage of material transported from the site each calendar year, starting the day this development approval takes effect. Within ten (10) business days following the end of the calendar year, a yearly report must be provided to Council, including the receipts from the weighbridge, which shows the total tonnage of material transported from the site for the previous calendar year.

Amenity – Dampening of Grills or Metal Plates

MCU7. All metal grilles, metal plates or similar subject to vehicular traffic must be acoustically damped to prevent environmental nuisance and maintained at all times.

Amenity – Service Equipment

MCU8. All service equipment, including air conditioning units, waste disposal units (bins) and lighting must be located so as not to cause a nuisance to the occupants of adjoining and neighbouring premises.

All mechanical plant must comply with the noise criteria below:

Period	Time	Maximum noise limits at noise sensitive receiver (measured as LA90)
Day	7am – 6pm	51dB(A) + 5dB(A) = 56dB(A)
Evening	6pm – 10pm	46dB(A) + 5dB(A) = 51dB(A)
Night	10pm – 7am	42dB(A) + 5dB(A) = 45dB(A)

Amenity – Lighting

MCU9. Design all external lighting in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting".

Amenity – Dust Suppression

MCU10. Transportation (both internal and external to the site) and processing of raw materials on site shall not create a dust nuisance to surrounding premises. Install and maintain adequate dust suppression measures at all times and monitoring to control dust nuisance from the quarry, stockpiling and raw material processing, haul routes and access ways.

Engineering Works

ENG1. Submit to Council, an Operational Work application for all civil works including roadworks.

ENG2. Complete all works approved and works required by conditions of this development approval and/or any related approvals at no cost to Council, prior to commencement of the use unless stated otherwise.

ENG3. Undertake Engineering designs and construction in accordance with the Planning Scheme, Austroads Standards, Council Standards and relevant Australian Standards.

ENG4. Be responsible for the full cost of any alterations necessary to electricity, telephone, or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

- ENG5. Submit to Council, certification from a Registered Professional Engineer of Queensland (RPEQ-Civil) that all works authorised by this development approval and any related approval issued by Council have been designed and constructed in accordance with the requirements of the development approval:
- a. submit a Design Certificate with an application for Operational Work; and
 - b. submit a Construction Supervision Certificate at completion of the approved works and/or prior to Council's acceptance of the works on-maintenance.

Maintenance

- ENG6. Maintain all works that will become Council infrastructure for a period of 12 months (maintenance period) from the date of on-maintenance. Any defective works must be rectified within the maintenance period.
- ENG7. Provide Council with a maintenance bond in an acceptable form equal to 5% of the value of Council's infrastructure prior to commencement of the maintenance period.

Location, protection and repair of damage to Council and public utility services infrastructure and assets

- ENG8. Be responsible for the location and protection of any Council and public utility services infrastructure and assets that may be impacted on during construction of the development.
- ENG9. Repair all damages incurred to Council and public utility services infrastructure and assets, as a result of the proposed development immediately should hazards exist for public health and safety or vehicular safety. Otherwise, repair all damages immediately upon completion of works associated with the development

Stormwater Management

- ENG10. Provide stormwater management generally in accordance with the Environmental Management Plan prepared by Groundworks plus, Revision, dated October 2016, except as altered by conditions of this development approval.
- ENG11. Design and construct stormwater drainage to ensure that the development will achieve "no worsening" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves and the like for design storms of ARI 2, ARI 5, ARI 10, ARI 20, ARI 50 and ARI 100.
- ENG12. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG13. Ensure that adjoining properties and roadways are protected from ponding or nuisance from stormwater as a result of any site works undertaken as part of the proposed development.

Lawful point of discharge

- ENG14. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

Water Supply

- ENG15. Provide a potable water supply, sufficient to meet the demands of the development.

On-site Sewerage

- ENG16. Connect the development to an on-site effluent disposal system, in accordance with Schedule 1, Division 4: Standards for Sewerage Supply, Section 4.2; Standards for On-site Sewerage, AS1547 and the Queensland Plumbing and Waste Water Code, or provide temporary facilities to be periodically pumped out by a licensed waste operator.

Hazardous chemical & fuel storage

- ENG17. Ensure that all hazardous chemicals are stored and handled in accordance to the Work Health and Safety Act 2011
- ENG18. Diesel is to be stored and handled in accordance with *Australian Standard 1940-2004 - The storage and handling of flammable and combustible liquids*.

Parking and access - general

- ENG19. Provide a minimum of two car parking spaces.
- ENG20. Maintain dust suppression treatment to all internal roadways, and vehicle manoeuvring areas ensuring not to have an adverse impact on adjoining properties.

Haul Route

- ENG21. The approved haul route (Council roads) is from the quarry access along Manar Road to the Mundubbera-Durong Rd.

No other roads shall be used except for local deliveries.

Vehicle access - turnout

- ENG22. Design and construct a vehicle turnout in accordance with Council's Standard Drawing No. 49 Rev B.

Road Upgrading

- ENG23. Provide Council with a statement of the weighbridge data for the material tonnage transported from the site at six (6) monthly intervals, for the previous six (6) monthly period. Such data is to be provided within 20 business days from the 30 June (end of financial year) and each period thereafter. Once the works to Manar Road and the associated maintenance period is over, such reporting is to be reduced to twelve (12) monthly reporting.
- ENG24. The applicant shall undertake the upgrades described below (where applicable) on approved haul routes to South Burnett Regional Council standards, for the relevant trigger levels shown below:

Trigger: Works to be completed prior to the commencement of the use.

Summary of Works Required:

- a) Existing grids shall be upgraded to a minimum width of 8 metres.
- b) Signage shall be installed at each one lane creek crossings to control two-way movement.
- c) Signage shall be installed at the site entry and within 100m either side of the site entry to advise that "quarry trucks turn ahead".
- d) Signage shall be installed at the intersection of Manar Road and Mundubbera-Durong Road to advise that "quarry trucks use this road".
- e) Haul Route -The existing formation and pavement shall be shaped and gravel added, where necessary, to provide an all-weather 4 metre wide (minimum) gravel pavement on a 6 metre formation;
- f) The pavement shall be upgraded to have a minimum gravel depth of 125mm, comprising Type 3.4 material.

Trigger: Haulage of material in between 20,001 - 100,000 tonnes per annum of material averaged over any 2 consecutive annual periods, with the maximum amount of material to be hauled in any single 12 month period to be 150,000t.

Summary of Works Required:

- a) Haul Route - The pavement shall be upgraded to provide a 6 metre wide gravelled pavement on an 8 metre formation
- b) Provide a gravel re-sheet to the road to bring the pavement depth up to a minimum 200mm, comprising Type 3.4 material.
- c) Existing floodways shall be upgraded to a minimum width of 8 metres, in accordance with SBRC Standards, and provide signage in accordance with relevant requirements.

A staging/implementation plan shall be prepared and approved by Council to stage and prioritise the works identified in (a) and (b)

Timing: Once the trigger level has been exceeded

Trigger: Haulage of material over 100,000 tonnes per annum of material averaged over any 2 consecutive annual periods, with the maximum amount of material to be hauled in any single 12 month period to be 150,000t.

Summary of Works Required:

- a) Haul Route - Provide a 7 metre wide gravelled pavement on an 8 metre formation;
- b) Provide a bitumen sealed gravel pavement comprising a minimum 100mm Type 3.2 base, and 200mm Type 3.4 subbase, with 2 coat bitumen seal.
- c) Upgrades to the road alignment shall be made where required, in accordance with South Burnett Regional Council standards.

A staging/implementation plan shall be prepared and approved by Council to stage and prioritise the works identified in (a), (b) and (c)

Timing: Once the trigger level has been exceeded

Traffic Management

- ENG25. Each extraction campaign to be managed through implementation of a traffic management plan for the site, commensurate with the risks and campaign intensity, including but not limited to:
- reduced road speed limits;
 - establishing strict speed and signage conditions along the haulage route to facilitate contraflow at narrow sections of road;
 - extraction during 'dry' weather only;
 - route assessment and maintenance;
 - implementing strict in-vehicle management to allow monitoring during haulage periods;

Advice: An Operational Work application for roadworks is required for each trigger level. A maintenance period of 1 year will apply to each Operational Work approval, and the applicant will be required to maintain the road for this period.

It is noted that the requirement for maintenance, after the 1 year maintenance period, on the section of roadworks to be constructed under this approval is not addressed under the conditions forming part of this approval.

Roadworks - signage

- ENG26. Advisory, warning, and regulatory signage shall be designed and installed in accordance with the requirements of the *Manual of Uniform Traffic Control Devices*. As a minimum, warning sign W5-22, and curve warning signs shall be erected as necessary.

B-Double route

ENG27. The section of Manar Road between the Mundubbera-Durong Road and the site entrance to the property is not currently an approved B-Double Route, hence B-Doubles are not permitted on Manar Road.

Erosion and sediment control - general

ENG28. Ensure that all reasonable actions are taken to prevent sediment or sediment laden water from being transported to adjoining properties, roads and/or stormwater drainage systems.

ENG29. Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

Advice

ADV1. Section 341(1)(a) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.

ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV3. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—

- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
- b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

ADV4. Where applicable, maintenance costs of the approved haul route are recouped by the levying of an annual special rate on the land or in some circumstances, by agreement between a major road user and Council.

These approaches allow for charges to be based on actual maintenance required, rather than preliminary estimates. It also allows for an equitable apportionment of costs where there are a number of major road users on a particular section of road.

Financial and Resource Implications

No implication can be identified.

Link to Corporate/Operational Plan

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

Implement policies and plans that support appropriate planning and development for business, industry and community needs.

Communication/Consultation (Internal/External)

Refer to Section 4.0 of this report.

Legal Implications (Statutory Basis, Legal Risks)

No implication identified.

Policy/Local Law/Delegation Implications

No implication can be identified.

Asset Management Implications

No implication can be identified.

8. Portfolio - Water, Waste Water, Waste Management, Sport & Recreation

8.1 Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Document Information

ECM ID 2512029

Author Cr Roz Frohloff

Date 29 May 2018

Précis

Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Summary

Cr Frohloff presented her Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report

Officer's Recommendation

That Cr Frohloff's Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report to Council be received.

8.2 Water & Waste Water (W&WW)

Officer's Reports

No Report.

8.3 Waste Management (WM)

Officer's Reports

8.3.1 WM - 2513207 - Council's Local Law No. 6 (Waste Management) 2018

Document Information

ECM ID 2513207

Author Manager Environment and Waste

**Endorsed
By** General Manager Corporate Services

Date 29 May 2018

Précis

Resolutions about certain matters within the Council's Local Law No.6 (Waste Management) 2018.

Summary

Council's *Local Law No.6 (Waste Management) 2018* was published in the Queensland Government Gazette on Friday 25 May 2018. The South Burnett Regional Council's *Local Law No.6 (Waste Management) 2018* has commenced effective 25 May 2018.

In light of this the Council now needs to pass a number of resolutions that relate to the application of the local law and its enforcement, namely:

- designating the area within the Council boundaries where the local government will conduct general waste collection;
- identifying what the standard general waste container(s) is/are and whether it/they are approved for the storage of domestic, commercial or recyclable waste;
- Outlining who will be responsible for the supply of the standard general waste container to a serviced premises;
- Specify general requirements in relation to the keeping and presentation of waste container(s) at a serviced premises;
- Requirements for the waste container storage place for a serviced premises;
- Requirements for the storage of industrial waste
- Requirement to treat industrial waste prior to transport and/or disposal, if necessary

Officer's Recommendation

Council resolves to —

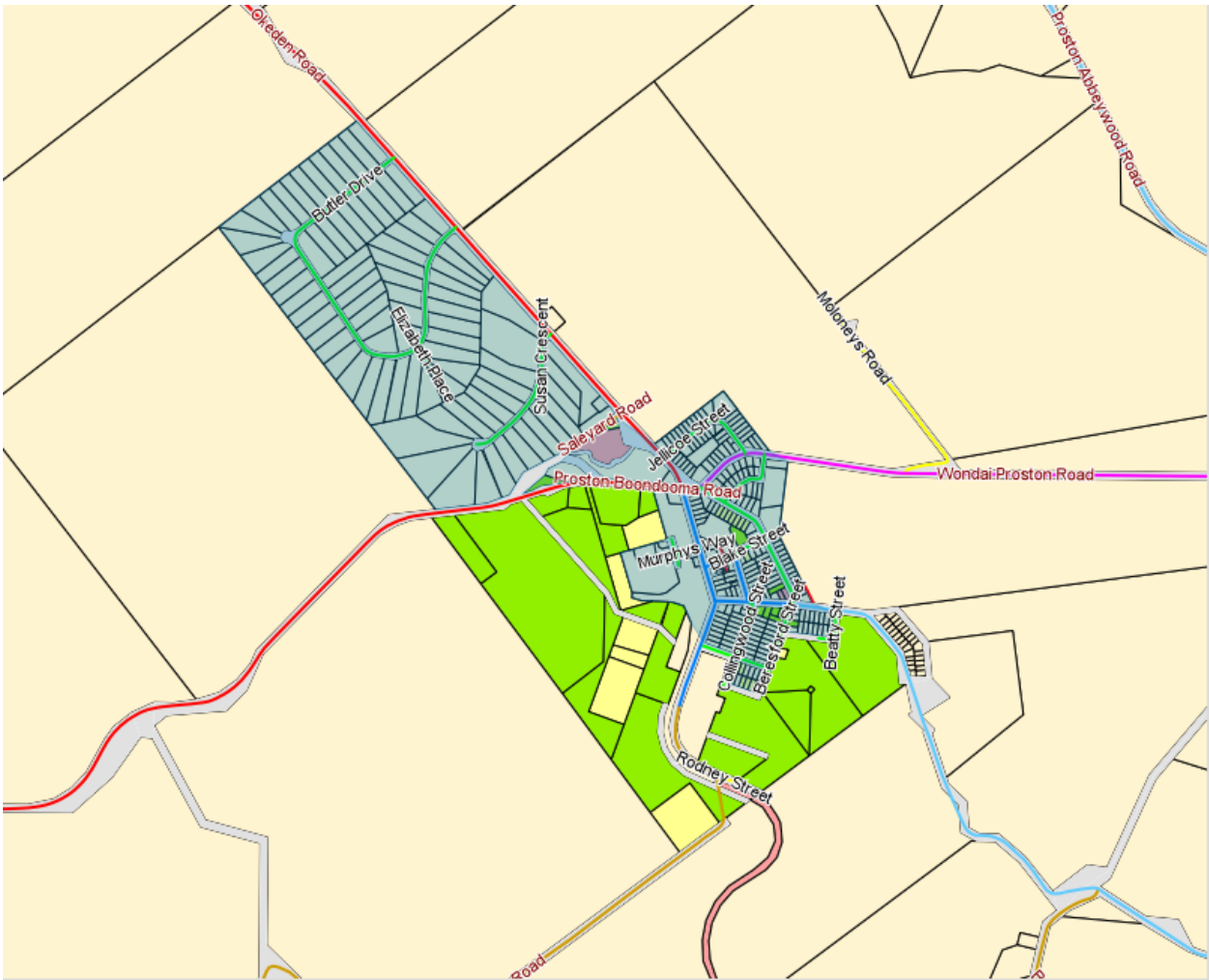
- (a) Adopt the below highlighted maps, as the mandatory areas where Council conducts general waste collection within the South Burnett Regional Council's jurisdiction.
 - (b) Define the 'standard general waste container' to be:
 - I. a red lidded green plastic 240L wheelie bin for the storage of domestic and commercial waste;
 - II. a yellow lidded green plastic 240L wheelie bin for the storage of clean recyclable waste (i.e., glass bottles, plastic containers with product numbering 1-7, cardboard, paper, newspaper, steel and aluminium cans) where a kerbside recycling service is provided by Council or it's contractor;
 - (c) Supply the number of standard general waste containers, which the local government considers reasonable, to each serviced premises. The reasonable cost of supplying the container is a debt payable by the owner or occupier of the premises to the local government;
 - (d) Where not specified in a development approval for the premises, require the owner or occupier of a premises to keep the standard general waste container at the property in such a location and in a clean manner so as not to cause a nuisance to occupants at the premises or to neighbouring properties;
 - (e) Permit the owner or occupier of a premises to place a standard general waste container for collection at the kerb (with the handles of the container facing back toward the property) adjacent to the serviced premises twenty four (24) hours before or after the scheduled collection day for the collection of the waste in the standard general collection container.
 - (f) Establish a waste container storage place at the property for the onsite servicing of the standard general waste container if the presentation of a standard general waste container at the kerb adjacent to the premises is problematic for servicing. The occupier of the premises must ensure there is unobstructed access to the container for removal of the waste;
 - (g) Where not specified in a development approval for the premises, require a prescribed person for serviced premises, other than a single detached dwelling, to ensure that a waste container storage area, where required by Council, is supplied with:
 - (i) either—
 - A. an elevated stand at a level required by the local government for holding all waste containers; or
 - B. an imperviously paved area, drained as required by the local government, where all waste containers can be placed;
 - (ii) a hose cock and hose in the vicinity of the stand or paved area;
 - (iii) a suitable enclosure for the area where the waste containers are kept.
 - (h) Supply the number of red lidded green plastic 240L wheelie bin containers, that the local government considers reasonable, to each serviced industrial premises where industrial waste from the premises is not noxious, hazardous or regulated waste such that it but can be safely, efficiently and without causing a nuisance be stored in that type of waste
-

container. Further, industrial waste that may be permitted to be stored in the red lidded green plastic 240L wheelie bin container must not cause damage to the waste collection truck or expose the environment, Council's staff, its contractors or the public to unsafe materials at the point of servicing, transport, a place of further processing or at the final place of disposal. The reasonable cost of supplying the container is a debt payable by the owner or occupier of the premises to the local government;

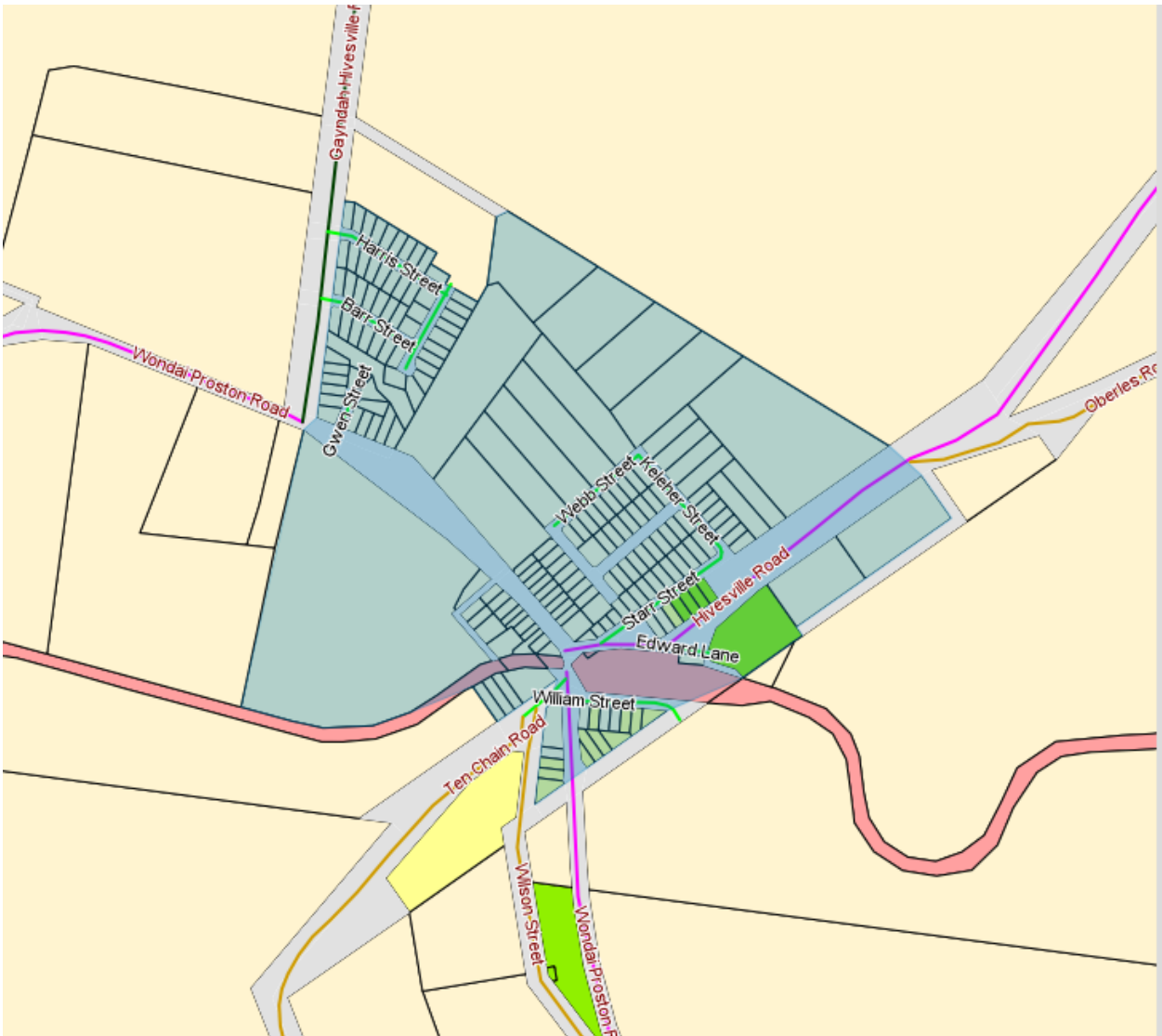
- (i) Where not specified in a development approval for the premises, require the owner or occupier of any industrial premises to keep the waste container at the property in such a location and clean manner so as not to cause a nuisance to occupants at the premises or to neighbouring properties;
- (j) Permit the owner or occupier of an industrial premises where it is deemed safe to provide a red lidded green plastic 240L wheelie bin waste container to place this waste container for collection at the kerb (with the handles of the container facing back toward the property) adjacent to the serviced premises twenty four (24) hours before or after the scheduled collection day for the collection of the waste in the standard general collection container. Where servicing at the kerb adjacent to the premises is problematic then a waste container storage place at the property will need to be established for onsite servicing of the waste container. The occupier of the industrial premises must ensure there is unobstructed access to the container for removal of the waste;
- (k) Not permit industrial waste to be stored in the red lidded green plastic 240L wheelie bin container, where it has not first been treated to a standard such that the industrial waste is rendered safe, will not cause a nuisance, is not noxious, not hazardous nor is it to be considered regulated waste. Further, treatment should ensure that damage is not caused to the waste collection truck or expose the environment, Council's staff, its contractors or the public to unsafe materials at the point of servicing, transport, a place of further processing or at the final place of disposal.

Maps of Designated Refuse Service Areas

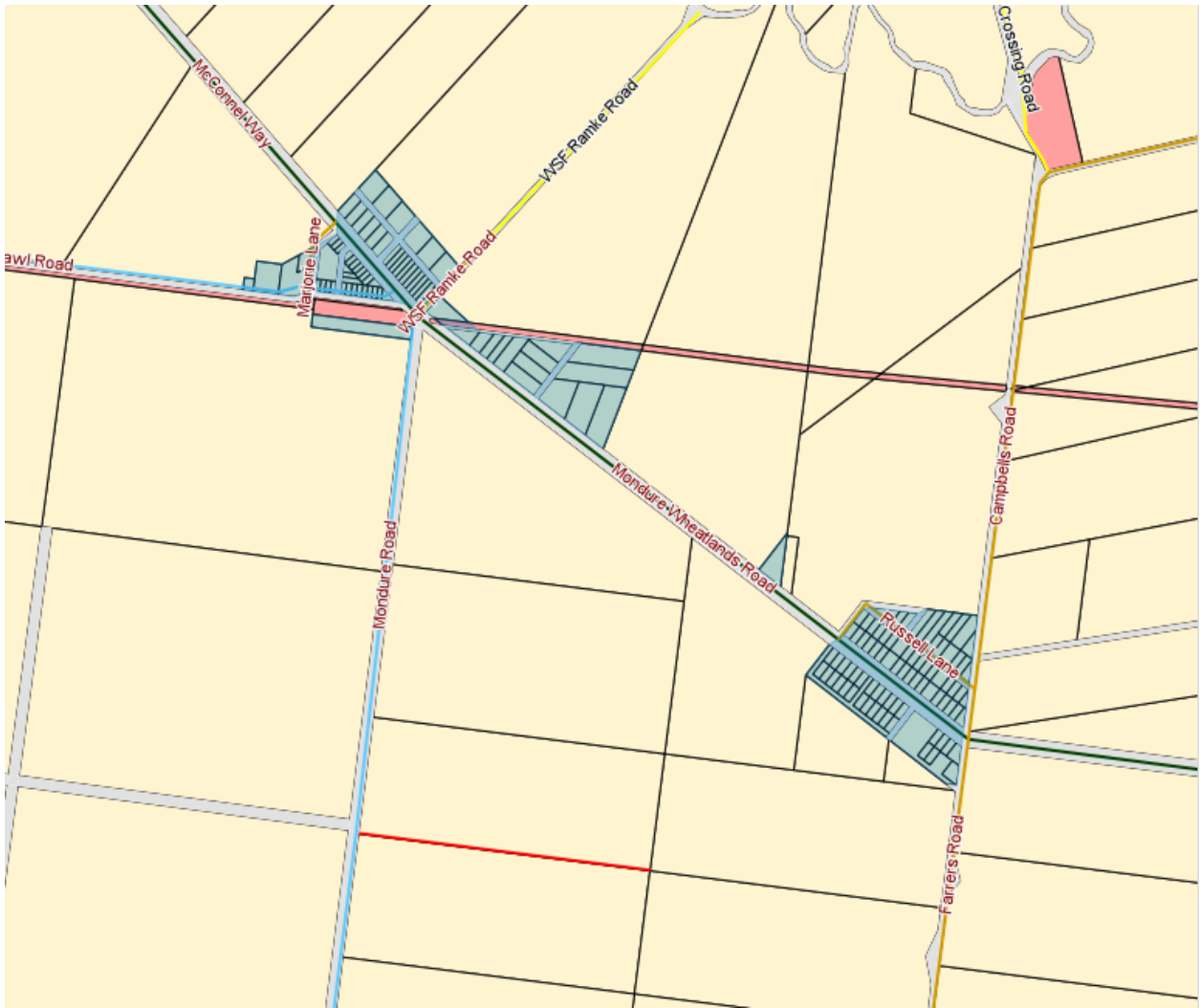
Proston



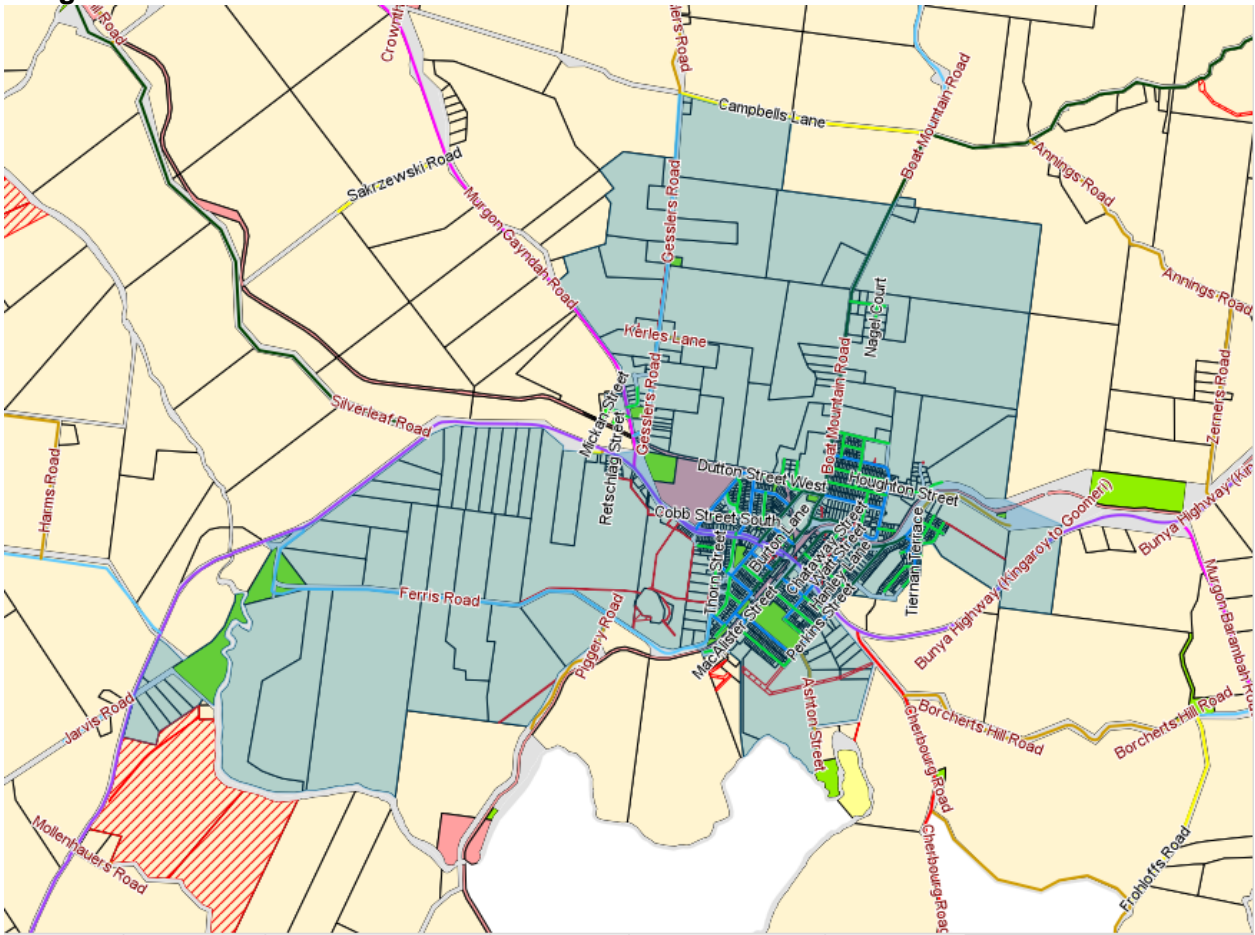
Hivesville



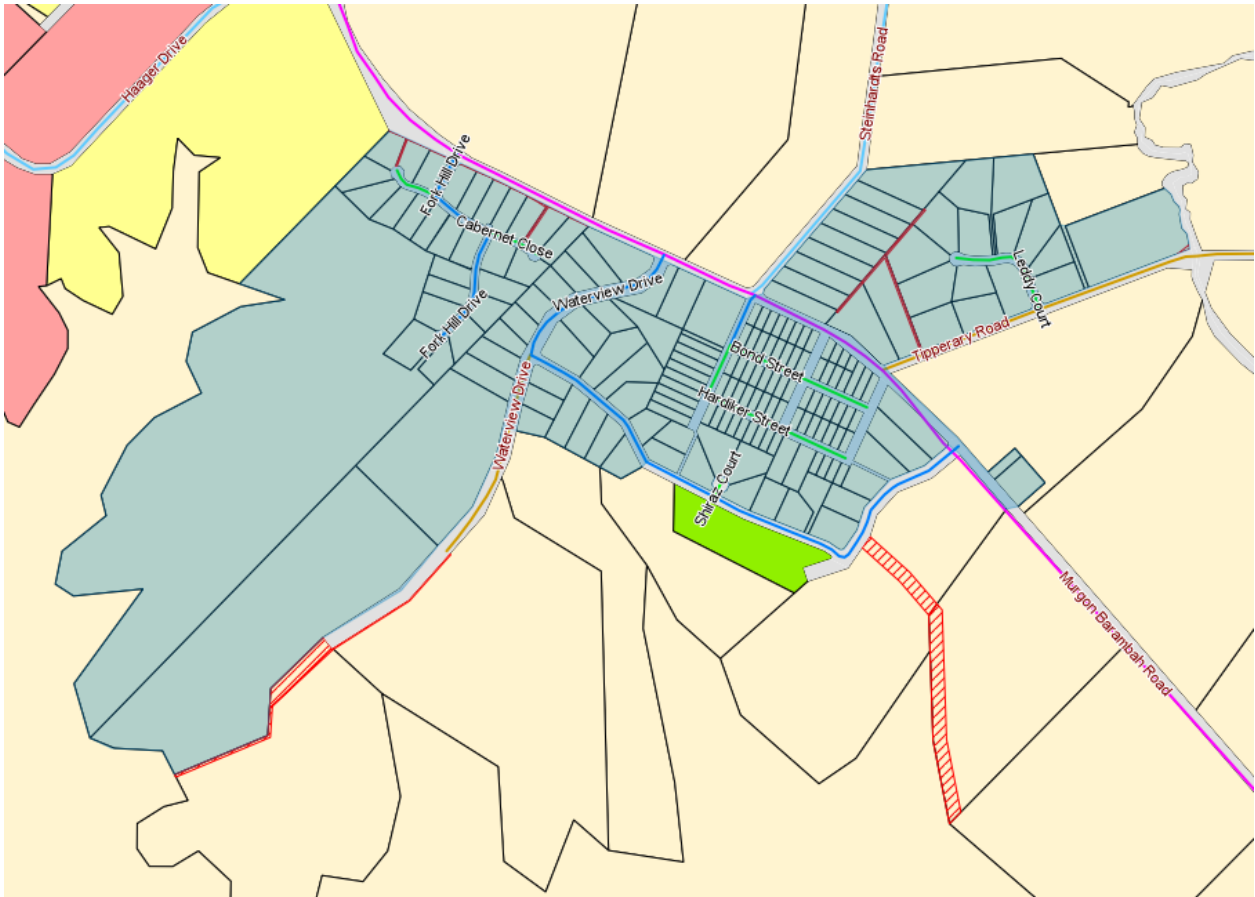
Mondure



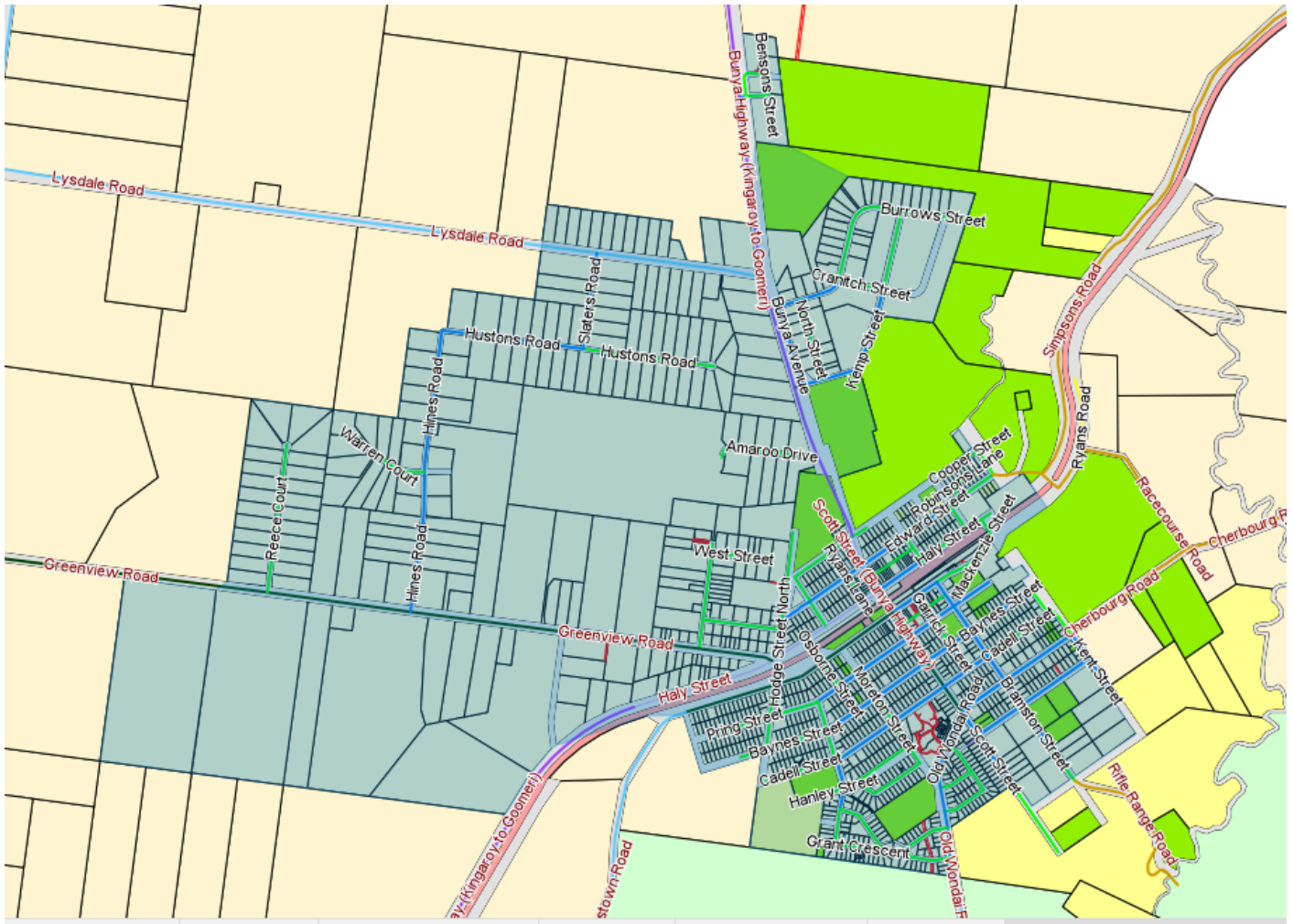
Murgon



Moffatdale



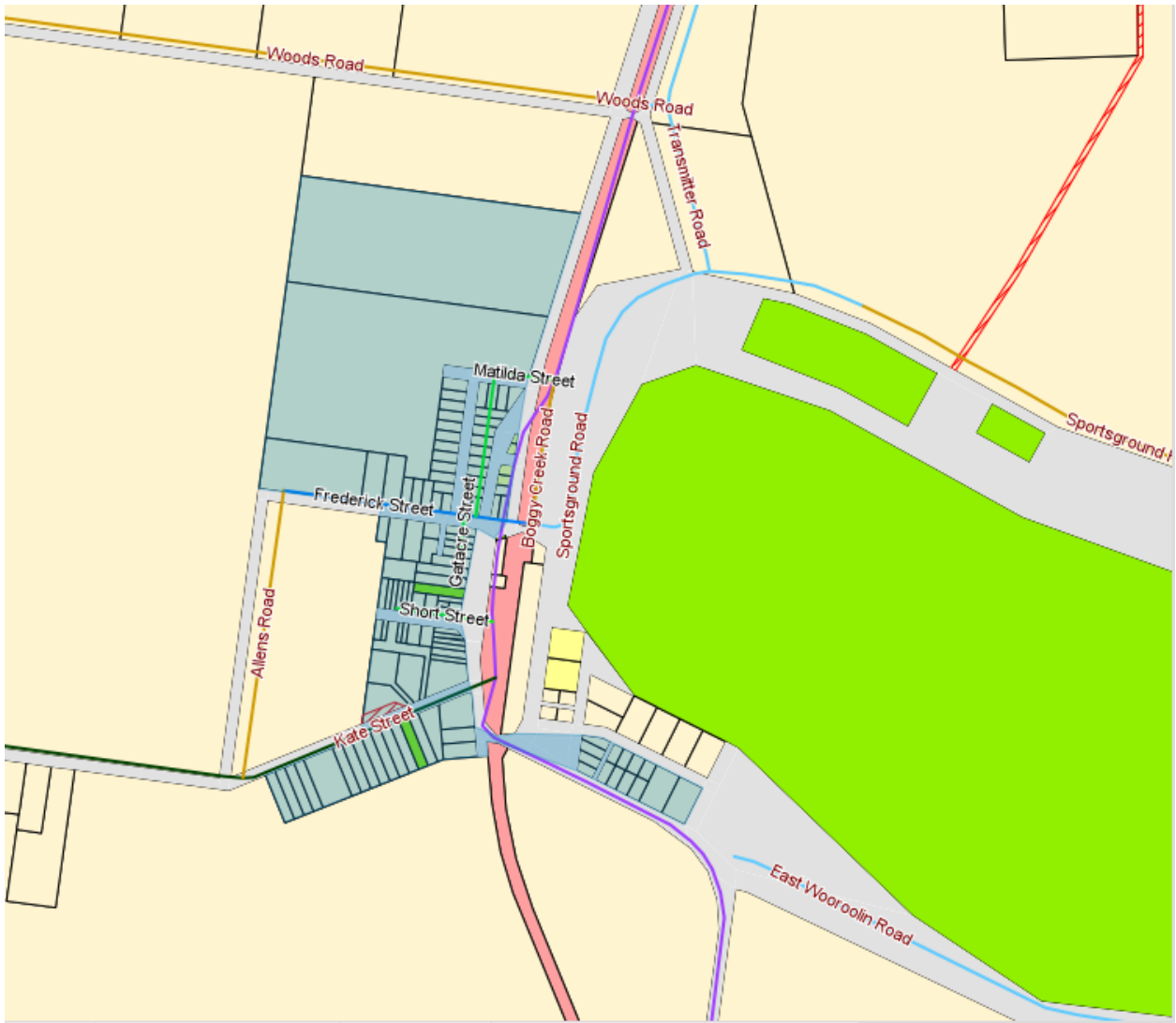
Wondai



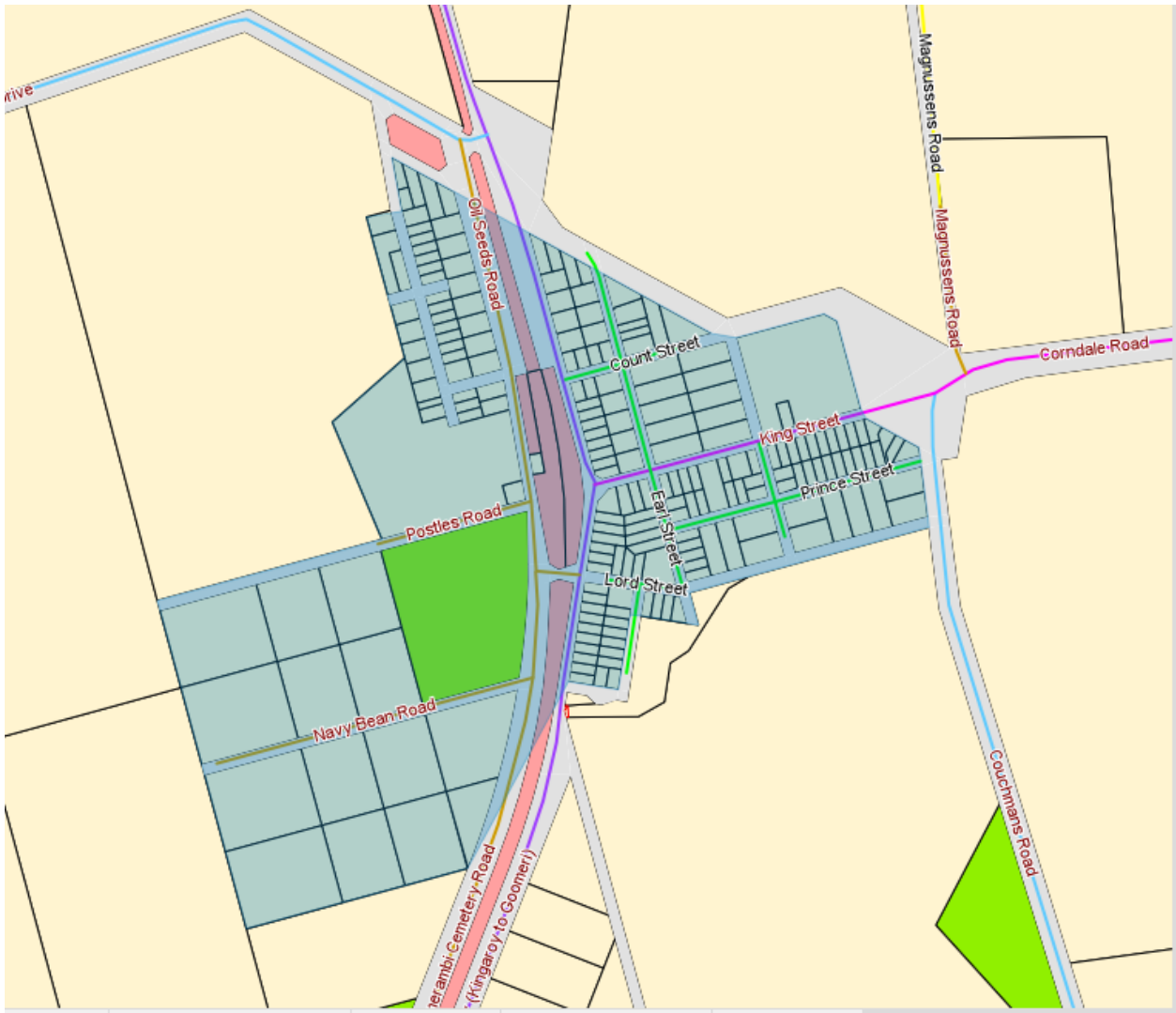
Tingoorra



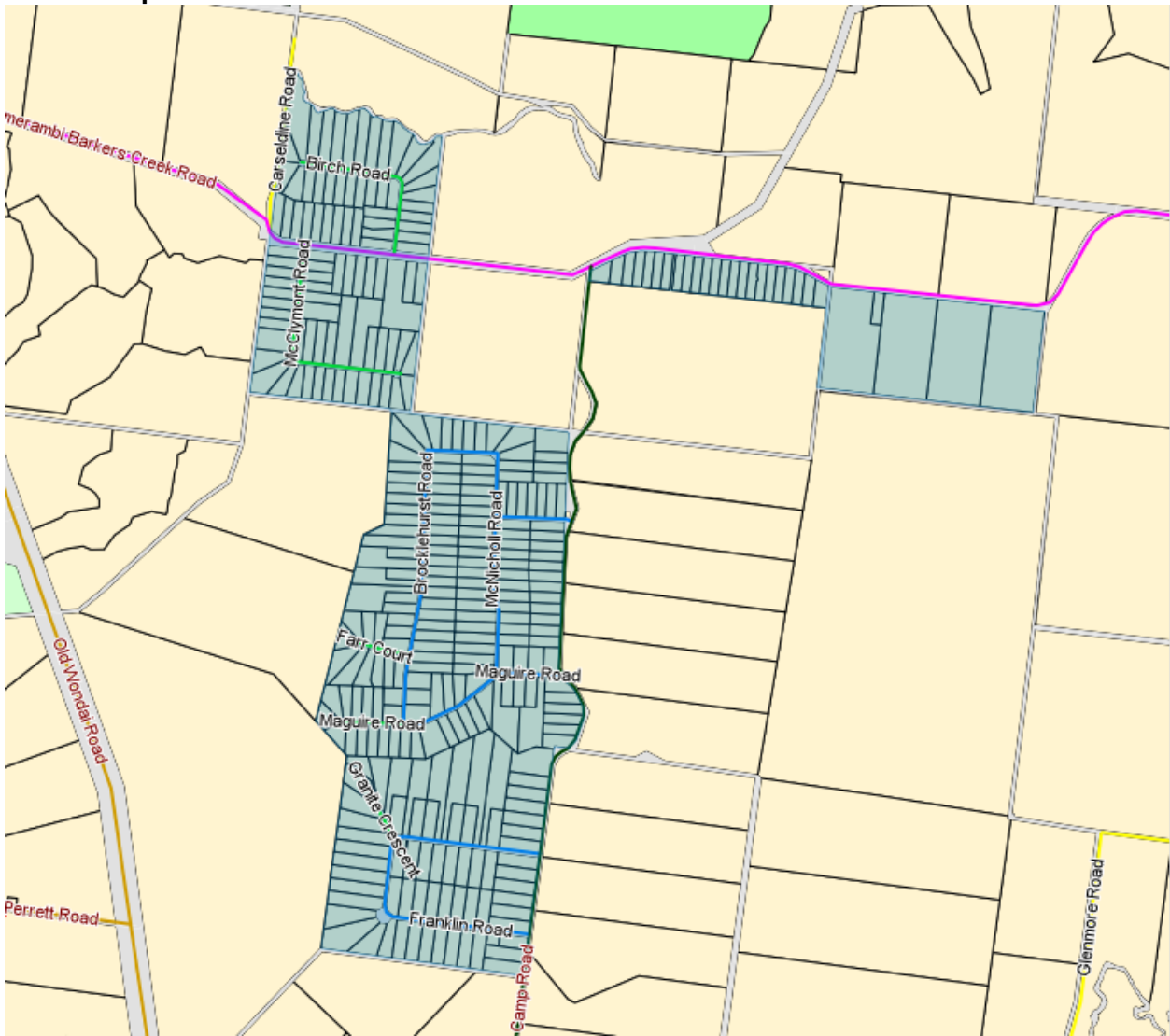
Wooroolin



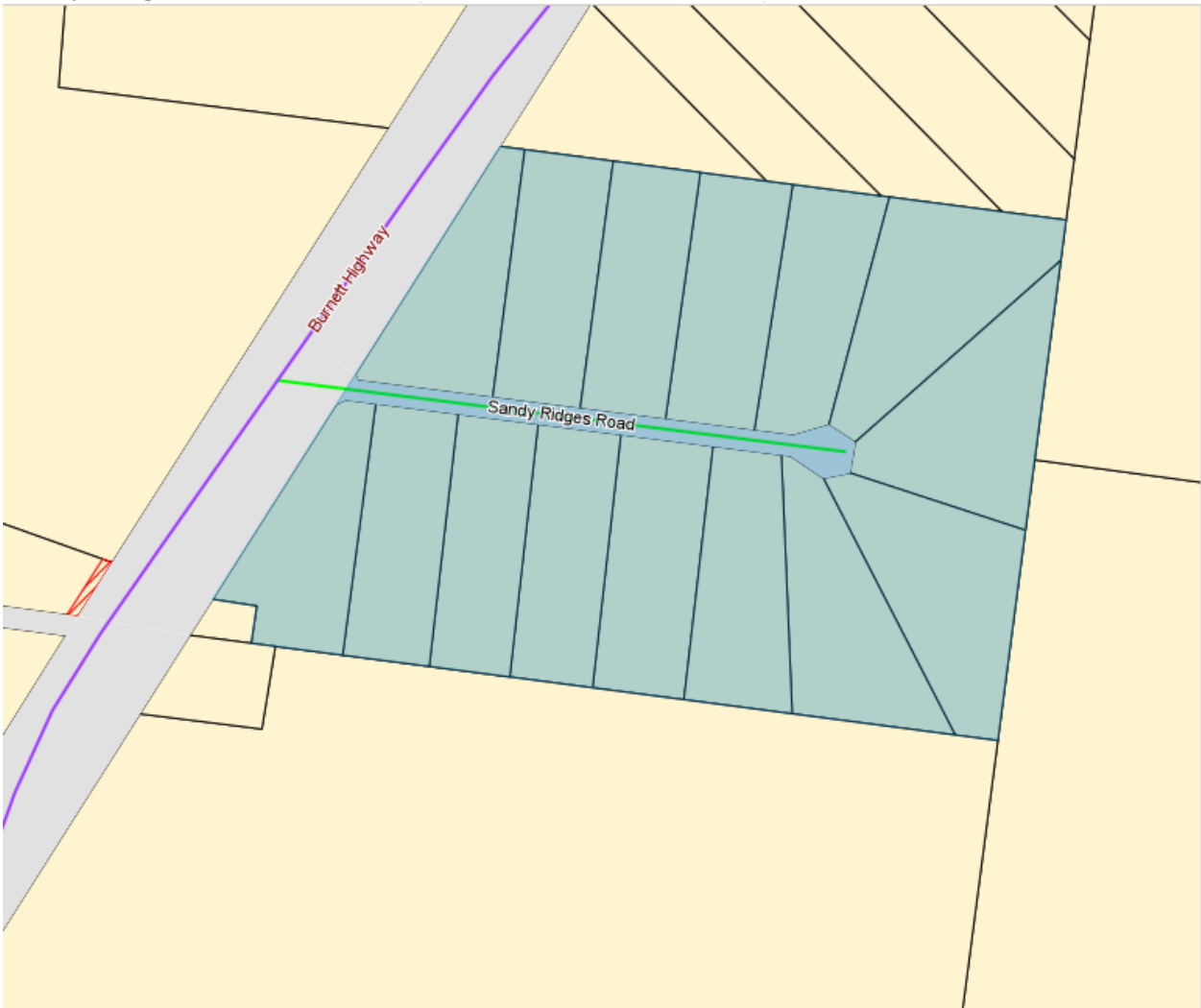
Memerambi



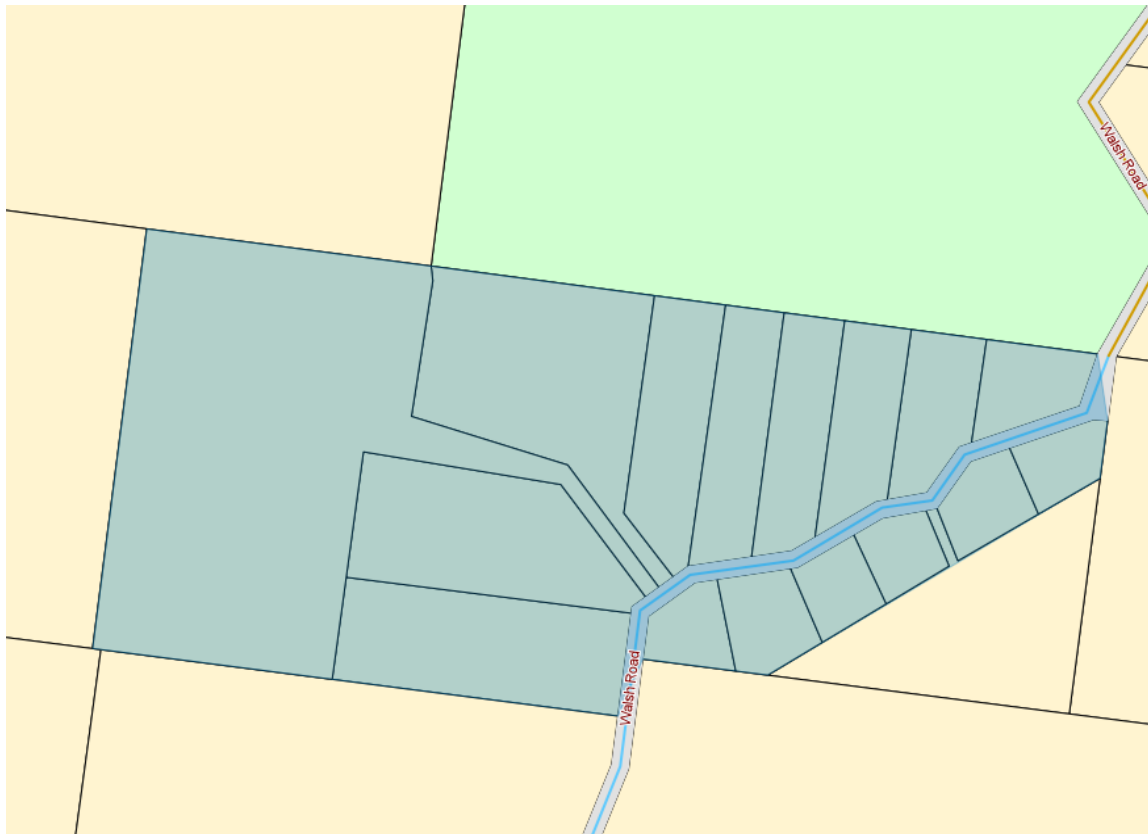
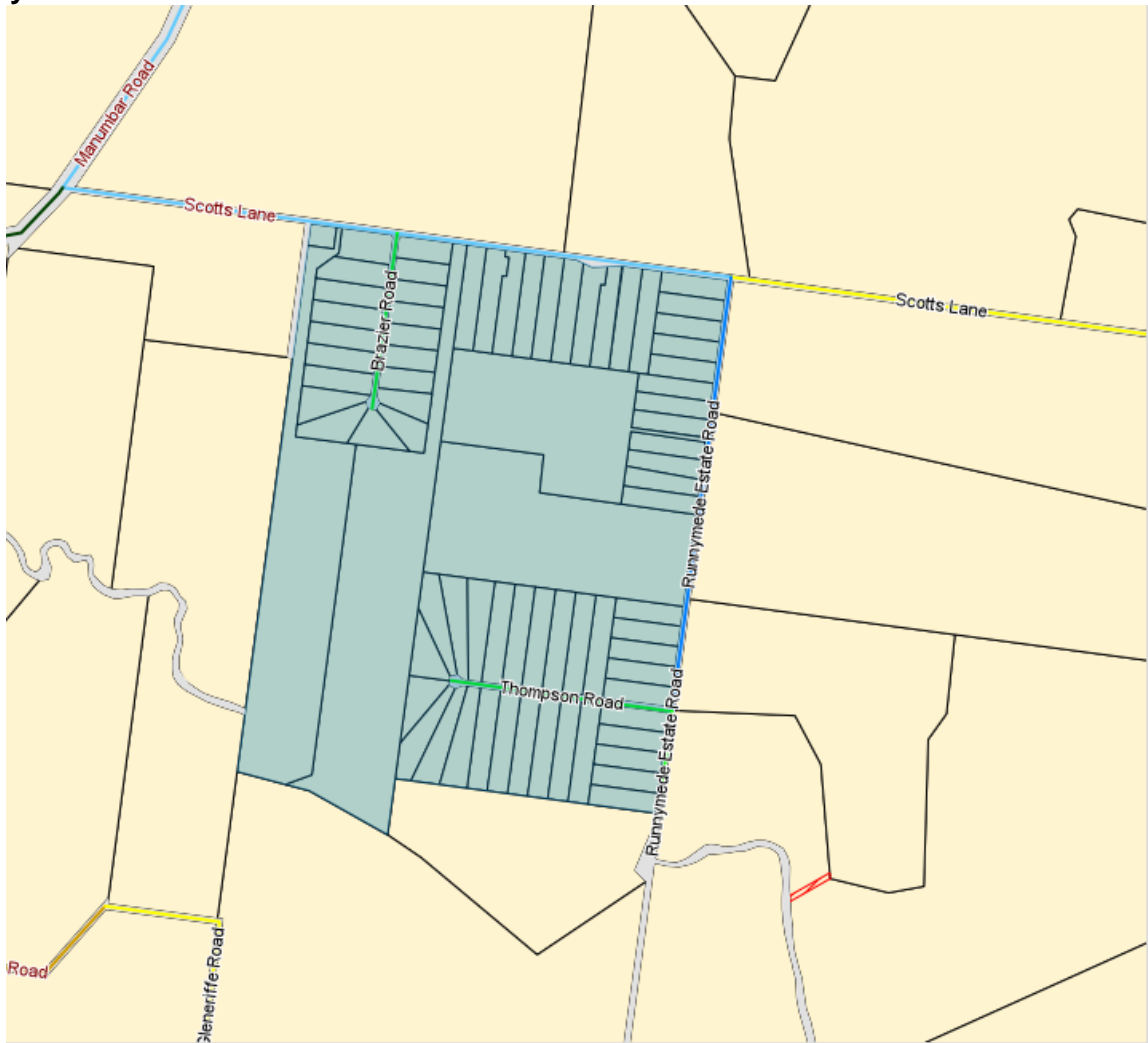
Wattlecamp



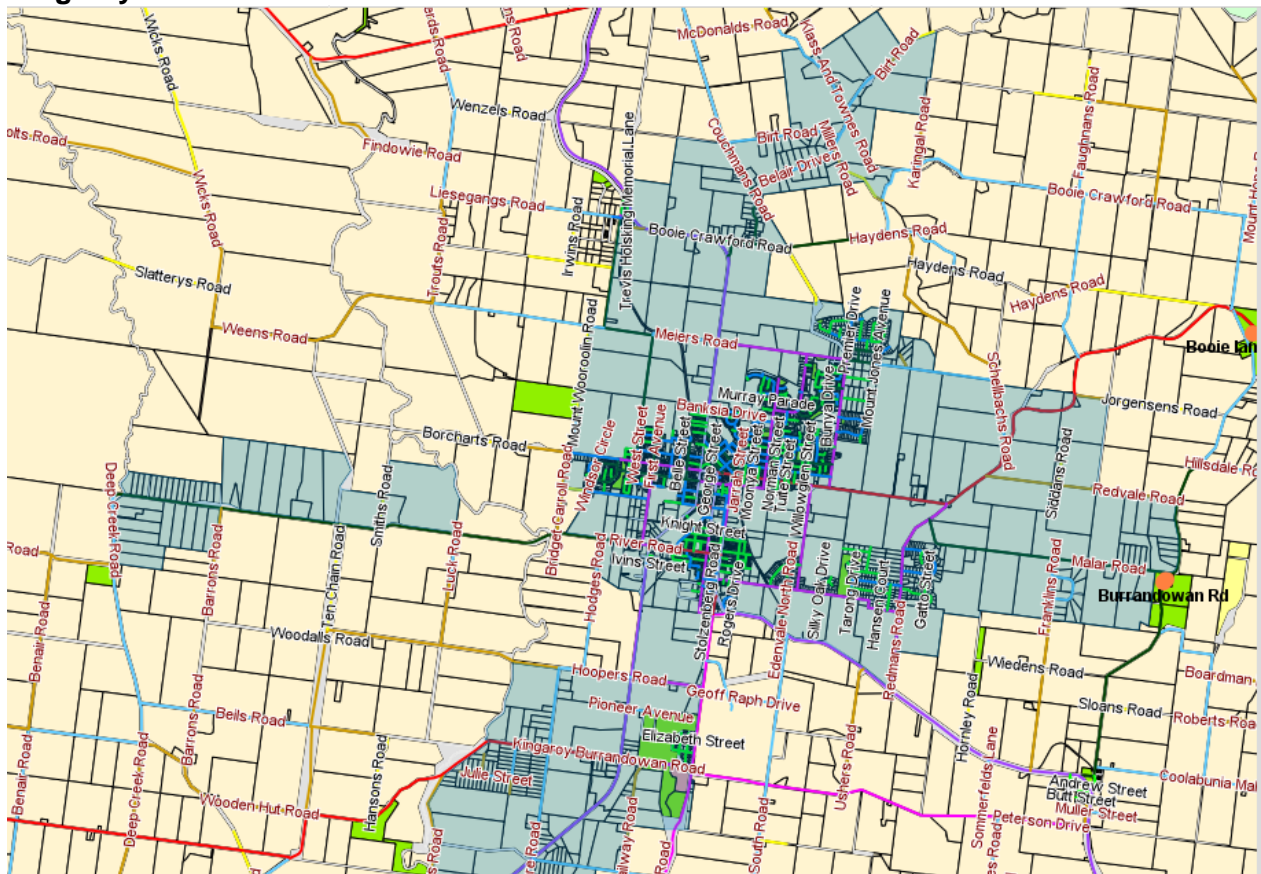
Sandy Ridges



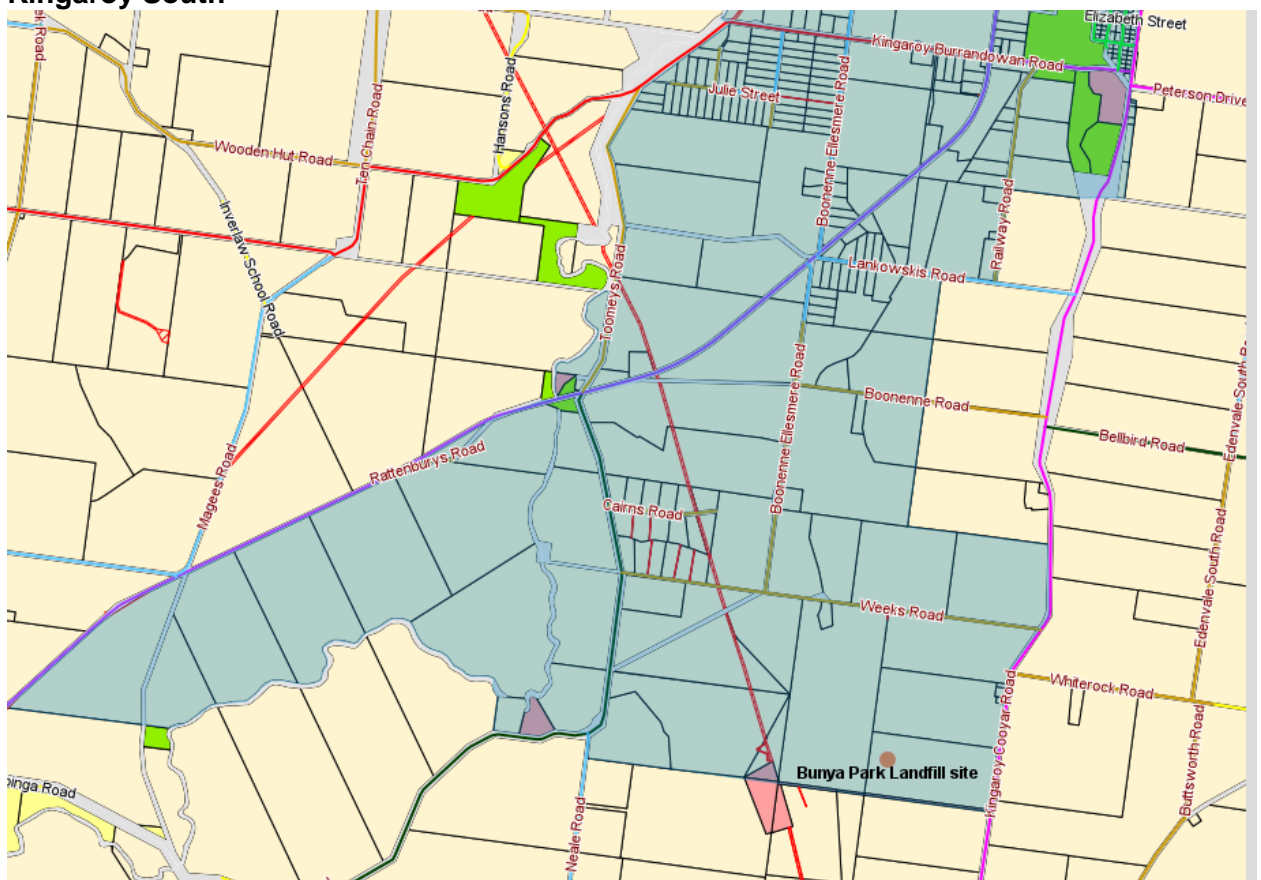
Runnymede North and South



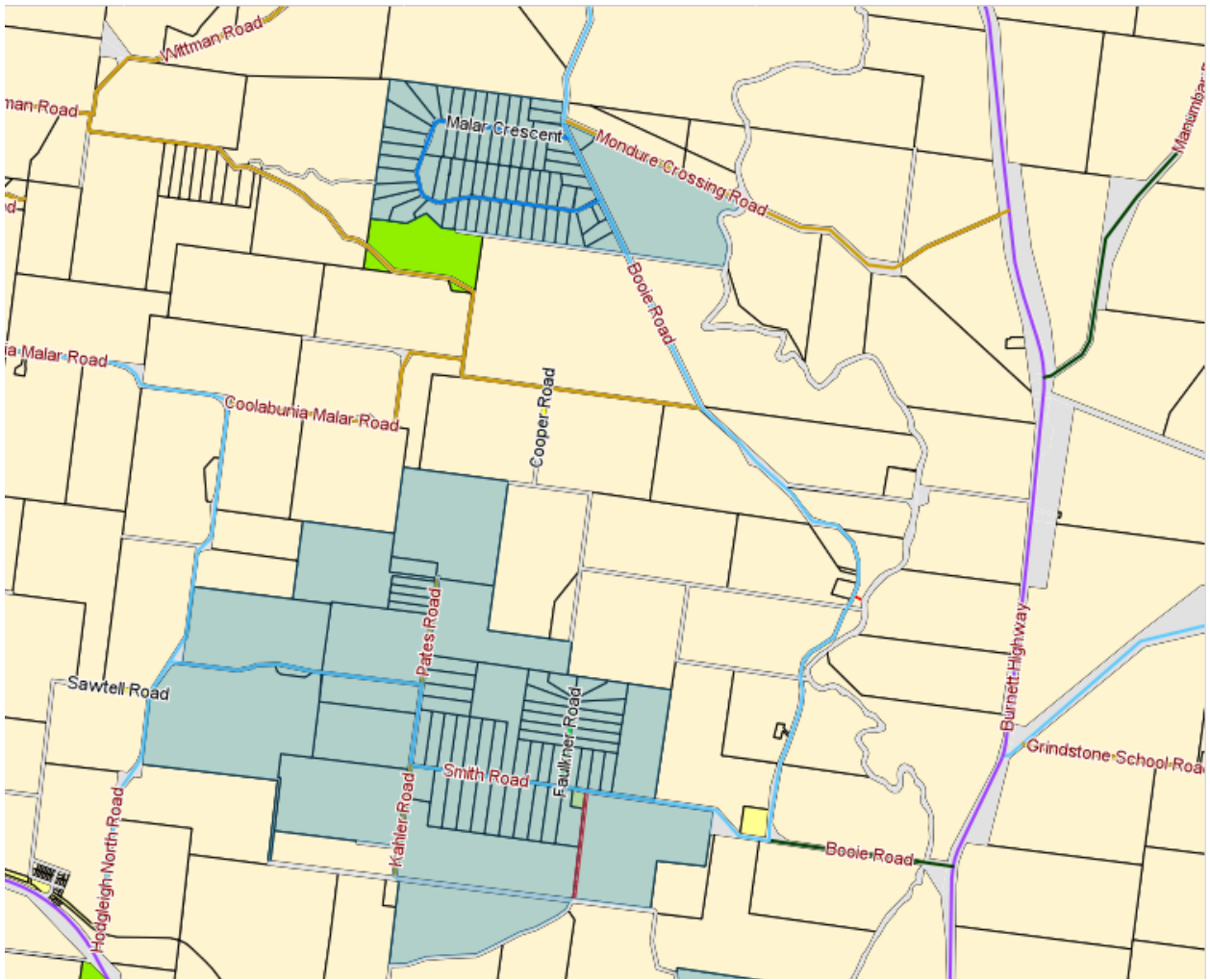
Kingaroy - North



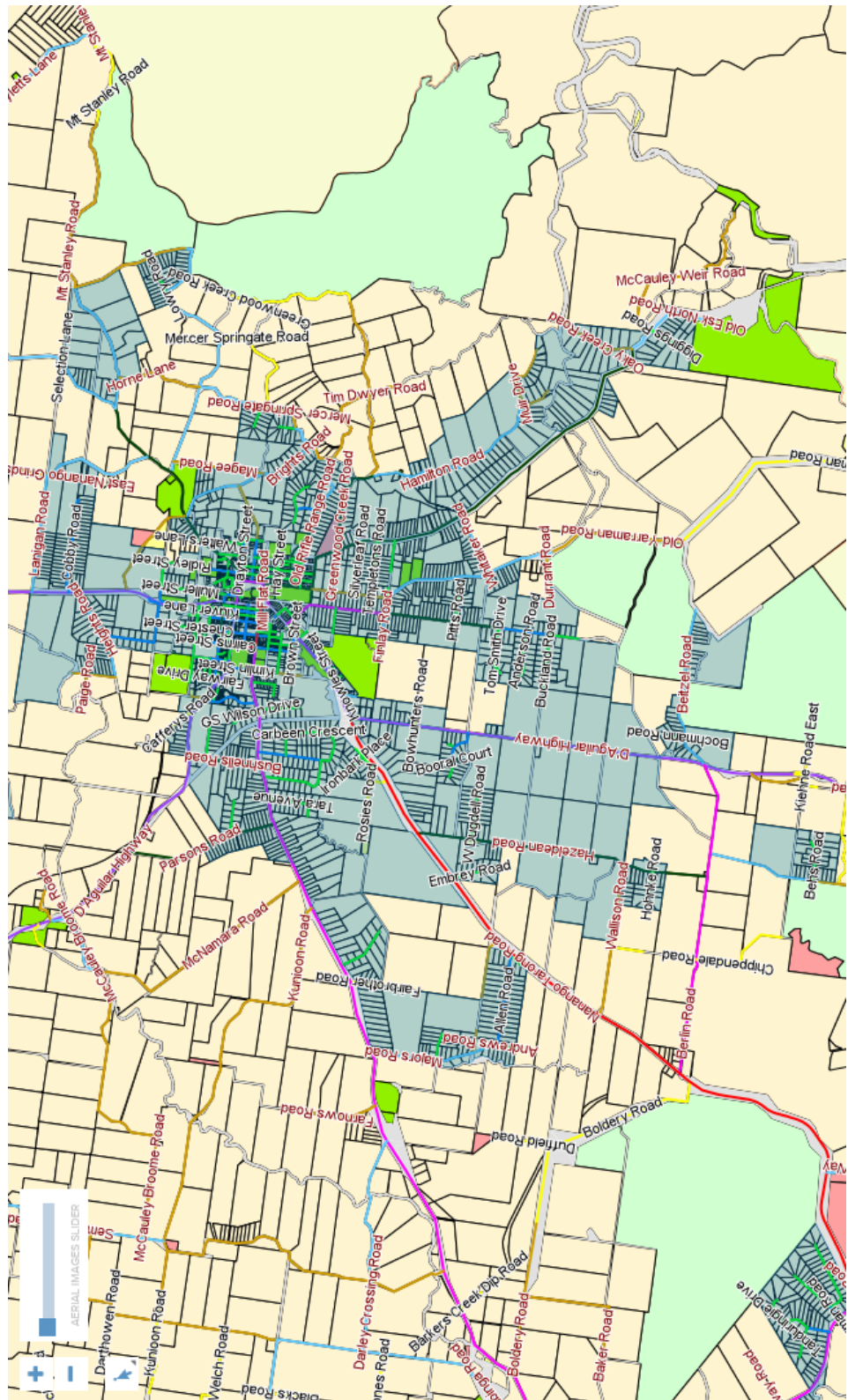
Kingaroy South



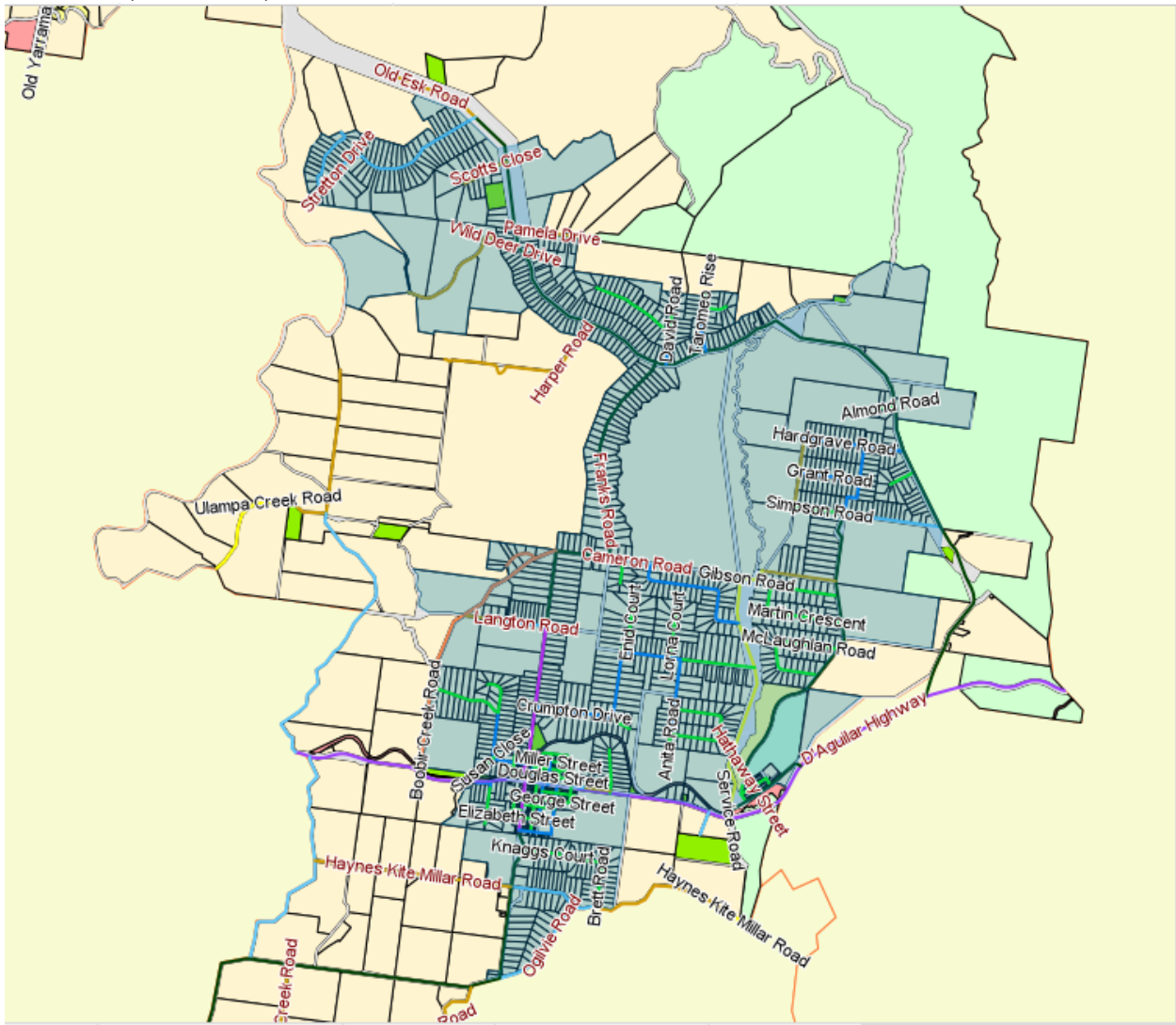
Booie



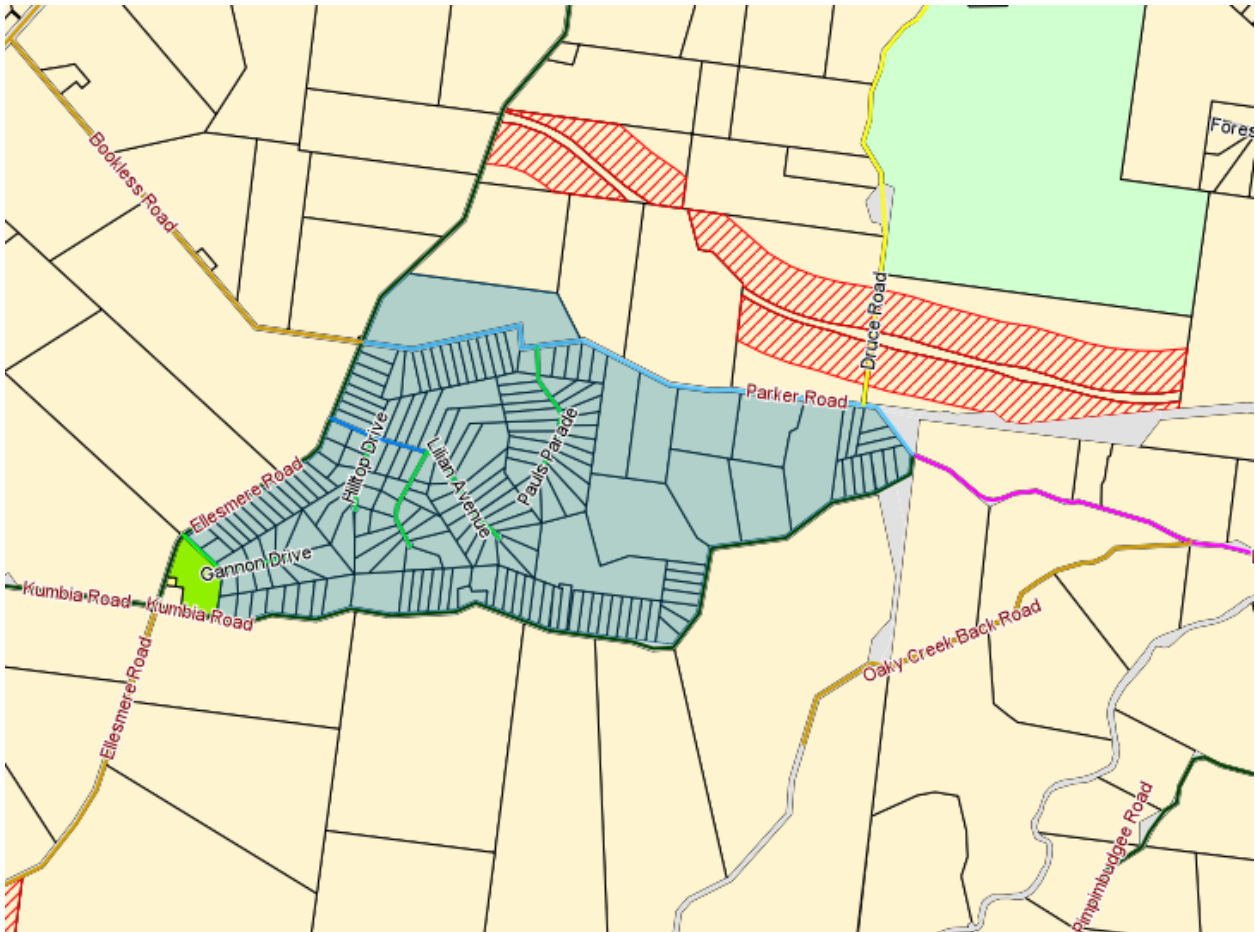
Nanango



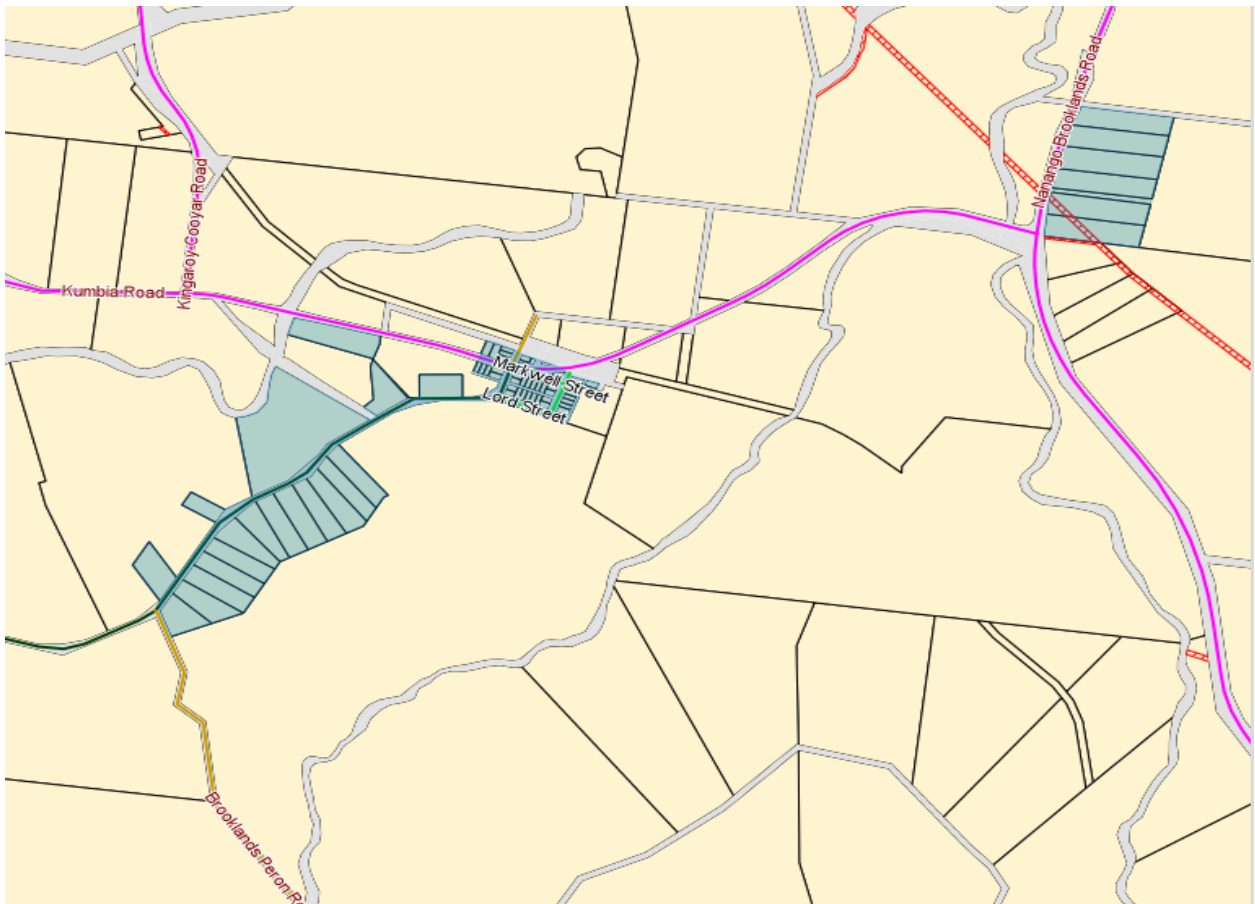
Blackbutt, Benarkin, Teelah and Taromeo



Ellesmere



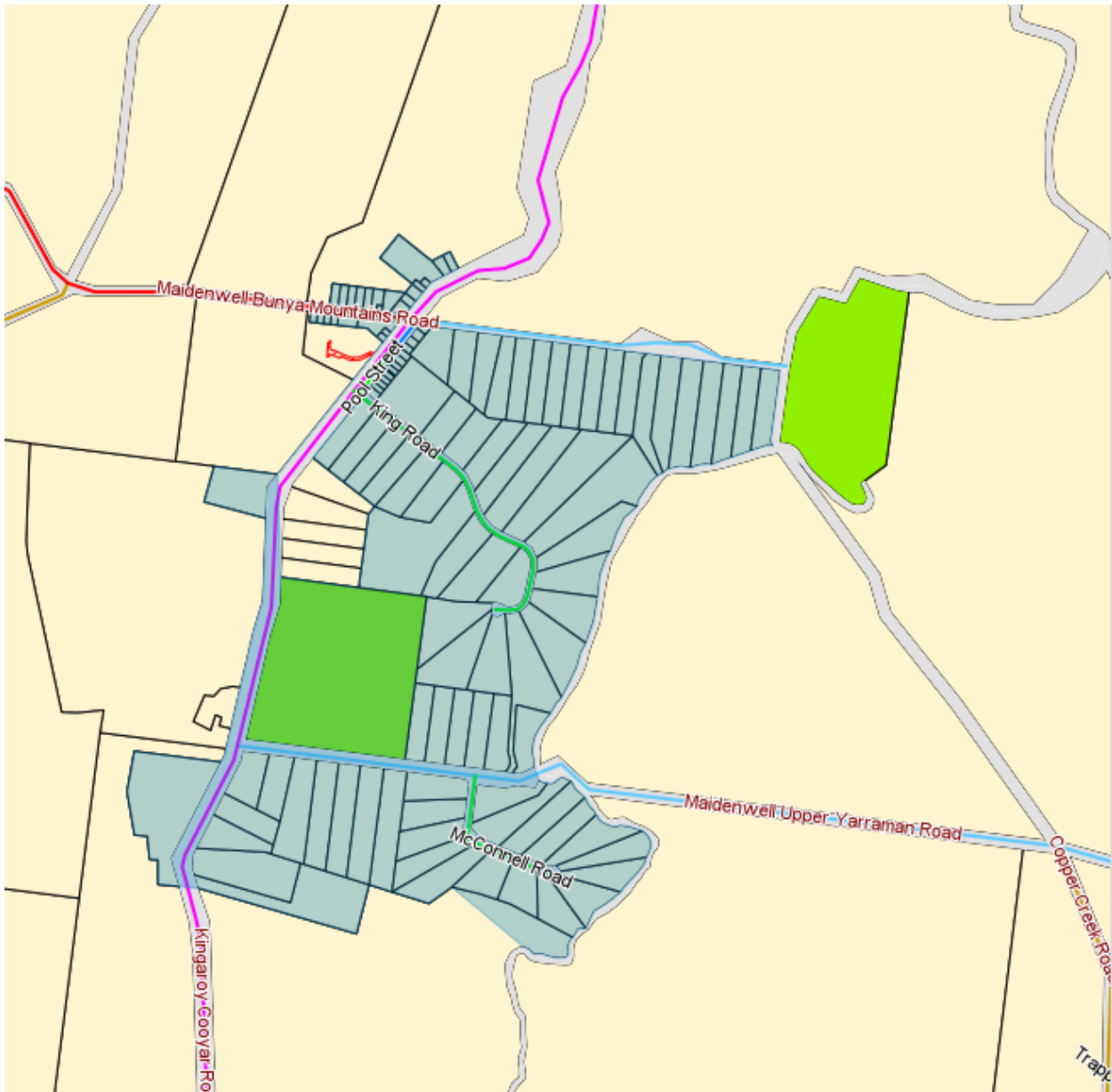
Brooklands



Kumbia



Maidenwell



Financial and Resource Implications

There are no direct costs to Council associated with making these resolutions that relate to the application of the waste management local law and its enforcement.

The cost of recoupment for the supply of a standard general waste container from residents provided with a waste container and service is already incorporated into the waste cleansing charge. So, no change from the present arrangement that existed under the state's *Waste Reduction and Recycling Regulation 2011* and Chapter 5A of the *Environmental Protection Regulation 2008* provisions which will soon be repealed.

Link to Corporate/Operational Plan

The Link to the Corporate Plan is Strategic Priority No.3: Our Environment. The Goal is ENV2 "Environmentally responsible and efficient waste management". While strategy ENV2.1 is to, "Implement the Regional Waste Management Strategy"

A further link to the Corporate Plan is Strategic Priority No.4: Organisational Excellence Where the Goal is EXC2 "Effective business management".

Communication/Consultation (Internal/External)

As part of the process required for the making of the Council's *Local Law No.6 (Waste Management) 2018* there has been substantial communication and consultation. The passing of these resolutions is in keeping with the information upon which Council has previously consulted therefore there has been no particular reason to consult again.

Legal Implications (Statutory Basis, Legal Risks)

Under the *Local Government Act 2009* a local government may make and enforce any local law that is necessary or convenient for the good rule and local government of its local government area.

In order to now give effect to the application and enforcement of the Council's *Local Law No.6 (Waste Management) 2018* it is necessary that Council makes these specific resolutions about defining the designated waste collection areas within the Council's jurisdiction and about the standard general waste container.

Policy/Local Law/Delegation Implications

Local Law No. 6 (Waste Management) 2018 has now been made and commenced as of Friday 25 May 2018.

Asset Management Implications

The development of this local law is necessary to provide security around the current Waste Collection Contract.

9. Portfolio - Natural Resource Management, Parks and Indigenous Affairs

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Document Information

ECM ID 2512874

Author Cr Kathy Duff

Date 8 June 2018

Précis

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Summary

Cr Duff presented her Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council.

Officer's Recommendation

That Cr Duff's Natural Resource Management, Parks and Indigenous Affairs Portfolio Report to Council be received.

9.2 Natural Resource Management & Parks (NRM&P)

Officer's Reports

9.2.1 NRM&P - 2512998 - Request for support for an All Inclusive Playground for children and adults with special needs to be built in Nanango.

Document Information

ECM ID 2512998

Author General Manager Corporate Services

Endorsed By Chief Executive Officer

Date 1 June 2018

Précis

Request for support for an All Inclusive Playground for children and adults with special needs to be built in Nanango.

Summary

A request has been received from the mother of a special needs child for support for an All Inclusive Playground including a Sensory Park and play equipment for Children and Adults with special needs to be built in Nanango. The request has been made to the Nanango and surrounding communities to raise funds and support this project.

Given this park/equipment is expected to be located within a Council controlled park and for the equipment to become public infrastructure which Council will ultimately be responsible for, Council's in principle support for the project is requested.

Officer's Recommendation

That Council

1. provide in-principle support to an "All Inclusive Playground" for children and adults with special needs to be built in Nanango subject to a final fully costed proposal being prepared and presented to Council.
2. include the project concept within Council's Sport and Recreation Infrastructure and Strategic Plan that is currently being developed.

Financial and Resource Implications

It is proposed the initial capital investment required for this project will be provided via community fund raising or via grant funding.

Given the infrastructure will vest with Council ongoing operational and depreciation expenses are expected. Given the project is conceptual only at this stage these costs are yet to be quantified.

Consideration will need to be given during the planning and development of any final concepts on the ongoing operational and maintenance costs of the park/equipment.

Link to Corporate/Operational Plan

EC 3 – An active, safe and healthy community – *Facilitate the development of a range of sporting and recreation facilities*

INF3 – Infrastructure that meets our communities needs – *Provide & maintain appropriate infrastructure to meet community needs.*

Communication/Consultation (Internal/External)

Councillors

The applicant has made a general request to the wider community via social and online media. An informal local group has been formed to assist progress the project.

Legal Implications (Statutory Basis, Legal Risks)

All equipment will be required to meet current Australian Standards and meet any Workplace Health and Safety and other applicable legislation.

Policy/Local Law/Delegation Implications

Not Applicable

Asset Management Implications

It is proposed that this equipment will replace some ageing playground equipment however final asset management implications will need assessment during the project design assessment.

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Document Information

ECM ID 2512875

Author Cr Ros Heit

Date 8 June 2018

Précis

Finance, ICT and Human Resources Portfolio Report

Summary

Cr Heit presented her Finance, ICT and Human Resources Portfolio Report to Council.

Officer's Recommendation

That Cr Heit's Finance, ICT and Human Resources Portfolio Report to Council be received.

10.2 Finance (F)

Officer's Reports

10.2.1 F - 2513153 - Write Off Interest charges for property at Matthew Street, Hodgeleigh - Assessment No. 20447-00000-000

Document Information

ECM ID 2513153

Author Rates Team Leader

**Endorsed
By** General Manager Finance

Date 7 May 2018

Précis

Seeking approval to write off interest charges raised in error for property situated at Matthew Street, Hodgeleigh.

Summary

Advice received from King and Company Solicitors confirms that due to an error issuing the rate notice, rate notices have not been lawfully levied, rates are not overdue therefore interest cannot be charged.

It is recommended that Council approve the request to write off interest charges in the sum of \$72,314.80 & suspend future interest charges.

Officer's Recommendation

That Council approve the request to write off interest charges in the sum of \$72,314.80 & suspend future interest charges.

Financial and Resource Implications

Reduction in Council's Revenue

Link to Corporate/Operational Plan

EXC1.2 Optimise Council's revenue, based on realistic and equitable policies and practices.

Communication/Consultation (Internal/External)

Nil required – this is a specific request from a ratepayer

Legal Implications (Statutory Basis, Legal Risks)

Section 93(3) Local Government Act 2009; Section 120(1) Local Government Regulation 2012

Policy/Local Law/Delegation Implications

Revenue Policy, Revenue Statement.

Asset Management Implications

Nil

10.2.2 F - 2513208 - Fourth Quarter Review of 2017/2018 Operating Budget**Document Information****ECM ID 2513208****Author Senior Finance Coordinator****Endorsed
By General Manager Finance****Date 4 June 2018****Précis**

Fourth quarter review of Council's 2017/2018 Operating Budget.

Summary**Operating Budget**

A review of the 2018 Budget has been undertaken as at 31 May 2018. The amended Operational Budget results is an operating surplus of \$ 926,917 after taking into account the first half of the Federal Assistance Grant that was received in the 2016/2017 Financial Year.

Attached to this report are the required documents per Section 169 of the Local Government Regulation 2012. The Revenue Statement and the Revenue Policy have not changed from those adopted with the original 2017/2018 financial year budget.

The table below shows the projected changes compared to the original and amended budget:

	Original	1st Amended	2nd Amended	3rd Amended	4th Amended	Restricted Cash	Operating Result
General Operations	(250,433)	(148,463)	(21,380)	(3,453,766)	(3,735,448)	3,521,516	(213,932)
Plant & Fleet	48,140	(60,881)	107,629	107,629	167,804	-	167,804
Water	88,723	88,723	163,793	163,793	180,793	-	180,793
Waste Water	513,466	513,466	477,976	477,976	177,976	-	177,976
Waste	177,769	168,769	245,805	204,799	358,403	-	358,403
Flood Restoration	-	-	167,341	167,341	255,873	-	255,873
	\$ 577,665	\$ 561,614	\$ 1,141,164	-\$ 2,332,228	-\$ 2,594,599	\$3,521,516	\$ 926,917

Comment

The predicted result for the fourth quarter shows a slight decline from the third quarter review but remains above the original budget.

During this quarter the main focus has been on mitigating the depreciation impact of capitalising new or upgraded assets.

Depreciation changes in the fourth quarter are:

Asset Class	New or Upgraded Assets	Depreciation impact
Road and Drainage	\$7.730m	\$400,000
Buildings	\$1.348m	\$112,000
Plant and Fleet		\$180,000
Water	\$11.016m	\$322,000
Waste Water	\$24.611m	\$480,000

The following are examples of the new or upgraded works which have impacted the depreciation calculations:

Asset Class	Project Type
Road and Drainage	Memerambi Estate, Marshlands Bridge, Blackbutt Development Project, New cycle ways and footpaths
Buildings	Nanango SES Facility, Blackbutt Hall relocation, cabin renovations Yallakool, BP Exercise Track, Park development Wondai, Murgon and Kingaroy.
Plant and Fleet	Approved capital program.
Water	Gordonbrook Water Facility, Various main extensions, Murgon Water, Telemetry at Proston, Murgon, Nanango and Wondai.
Waste Water	Kingaroy Waste Water Treatment Plant, Murgon Waste Water, Wondai Waste Water, Recycled Water Main to sporting fields.

This result also includes providing an extra \$400,000 for the Road Maintenance Program.

This fourth quarter review will form the statement of estimated financial position which will attach to the 2018/2019 financial year budget as required under Section 205 of the Local Government Regulation 2012.

Officer's Recommendation

That in accordance with Section 170(3) of the Local Government Regulation 2012 the revised Budget be adopted.

Budget Comprehensive Income Statement

	2017/2018 YTD Actuals	Proposed Budget 2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
REVENUE											
Recurrent Revenue											
Fees and Charges	4,003,227	4,282,772	4,305,836	4,391,950	4,479,787	4,589,377	4,660,762	4,753,974	4,849,056	4,946,035	5,044,856
Interest Received	942,769	1,038,586	982,311	974,098	991,221	1,008,686	1,026,500	1,044,670	1,063,203	1,082,107	1,101,390
Other Income	632,626	640,246	461,353	353,878	360,954	368,171	375,533	383,043	390,703	398,518	406,484
Rates, Levies and Charges	45,339,809	45,529,363	46,501,810	47,541,725	48,374,881	49,224,286	50,090,900	50,974,840	51,876,458	52,796,106	53,734,146
Rental Income	482,064	497,525	500,335	510,341	520,546	530,956	541,576	552,407	563,455	574,724	586,220
Sales Revenue	3,191,922	3,533,380	3,018,796	3,023,472	3,028,242	3,033,107	3,038,069	3,043,130	3,048,263	3,053,559	3,058,930
Grants, Subsidies, Contributions and Donations	4,672,977	4,753,815	7,285,450	7,359,520	7,437,451	7,516,252	7,595,938	7,676,518	7,757,999	7,840,396	7,923,720
Total Recurrent Revenue	59,265,193	60,255,687	63,055,891	64,154,984	65,192,882	66,250,845	67,329,278	68,428,582	69,549,167	70,691,445	71,855,846
Capital Revenue											
Grants, Subsidies, Contributions and Donations	8,449,706	8,572,619	4,409,711	4,497,905	4,587,863	4,679,620	4,773,212	4,868,676	4,966,049	5,065,370	5,166,678
Total Revenue	67,714,899	68,828,306	67,465,602	68,652,889	69,780,745	70,930,465	72,102,490	73,297,258	74,515,216	75,756,815	77,022,524
Capital Income											
Capital Income	7,524,202	466,250	466,350	466,452	466,556	466,662	466,770	466,880	466,993	467,108	467,225
TOTAL INCOME	60,190,696	69,294,556	67,931,952	69,119,341	70,247,301	71,397,127	72,569,260	73,764,138	74,982,209	76,223,923	77,489,749
EXPENSES											
Recurrent Expenses											
Depreciation	15,079,610	16,327,103	15,985,800	16,228,926	16,476,165	16,727,589	16,983,280	17,243,312	17,507,762	17,776,711	18,050,244
Employee Benefits	21,350,624	22,589,163	22,487,491	22,942,169	23,405,929	23,878,964	24,361,479	24,853,627	25,355,629	25,867,667	26,389,944
Finance Costs	1,819,792	2,043,110	2,166,758	2,256,759	2,292,381	2,221,682	2,060,939	1,892,008	1,723,997	1,547,971	1,535,787
Materials and Services	20,960,010	21,890,910	21,601,770	22,008,194	22,439,003	22,879,919	23,330,884	23,791,501	24,262,871	24,744,363	25,236,812
Total Recurrent Expenses	59,210,036	62,850,286	62,241,819	63,436,048	64,603,478	65,708,154	66,736,282	67,804,448	68,849,159	69,936,712	71,212,887
TOTAL EXPENSES	59,210,036	62,850,286	62,241,819	63,436,048	64,603,478	65,708,154	66,736,282	67,804,448	68,849,159	69,936,712	71,212,887
Net Operating Surplus	980,660	6,444,270	5,690,133	5,683,293	5,643,823	5,688,973	5,832,978	5,983,690	6,133,050	6,287,211	6,276,862

Projected Balance Sheet - South Burnett Regional Council - for period 2017/2018 - 2026/2027

	YTD Actuals as at 31.05.18	Budget 2017/2018	Projected 2018/2019	Projected 2019/2020	Projected 2020/2021	Projected 2021/2022	Projected 2022/2023	Projected 2023/2024	Projected 2024/2025	Projected 2025/2026	Projected 2026/2027
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
ASSETS											
Current Assets											
Cash and cash equivalents	38,489,668	28,343,586	28,804,090	25,722,529	26,913,786	27,440,412	29,760,479	32,539,345	35,958,631	43,627,947	43,764,807
Receivables	7,628,410	7,041,369	6,265,246	6,329,282	6,478,042	6,713,095	7,036,166	7,449,014	7,953,439	8,551,268	9,244,373
Inventories	1,139,756	1,218,556	1,242,927	1,267,786	1,293,142	1,319,004	1,345,385	1,372,292	1,399,738	1,427,733	1,456,288
Total Current Assets	47,257,834	36,603,511	36,312,264	33,319,597	34,684,969	35,472,511	38,142,030	41,360,652	45,311,808	53,606,948	54,465,468
Non Current Assets											
Infrastructure, property, plant and equipment	940,469,554	896,103,995	905,931,368	915,424,524	920,817,972	923,004,626	923,304,474	923,165,797	922,287,585	921,304,765	924,573,218
Intangible Assets	8,683,962	8,084,869	7,798,269	7,507,957	7,210,819	6,907,738	6,598,595	6,283,269	5,961,636	5,633,570	5,299,943
Total Non Current Assets	949,153,516	904,188,864	913,730,637	922,932,481	928,028,791	929,912,364	929,903,069	929,449,066	928,249,221	926,938,335	929,872,161
Total Assets	996,411,350	940,792,375	950,042,901	956,252,078	962,713,760	965,384,875	968,045,099	970,809,718	973,561,029	980,545,283	984,337,629
LIABILITIES											
Current Liabilities											
Payables	3,740,385	5,756,646	6,494,849	6,517,515	6,542,348	6,567,744	6,593,694	6,620,209	6,647,304	6,674,990	6,703,284
Borrowings	3,975,066	2,387,352	2,486,576	2,814,214	3,030,525	3,373,279	3,535,328	3,588,943	3,759,057	3,587,871	3,877,185
Provisions	3,526,019	3,467,682	3,537,036	3,607,777	3,679,932	3,753,531	3,828,601	3,905,173	3,983,276	4,062,941	4,144,200
Total Current Liabilities	11,241,470	11,611,680	12,520,461	12,939,506	13,252,805	13,684,554	13,957,623	14,114,325	14,389,637	14,325,802	14,724,669
Non Current Liabilities											
Borrowings - non-current	37,970,801	38,267,463	40,677,440	40,537,812	40,790,975	37,074,943	33,377,566	29,735,008	25,805,836	26,289,151	23,122,653
Provisions -non-current	13,889,126	12,081,755	12,323,390	12,569,857	12,821,254	13,077,679	13,339,233	13,606,018	13,878,139	14,155,702	14,438,817
Total Non Current Liabilities	51,859,927	50,349,218	53,000,830	53,107,669	53,612,229	50,152,622	46,716,799	43,341,026	39,683,975	40,444,853	37,561,470
Total Liabilities	63,101,397	61,960,898	65,521,291	66,047,175	66,865,034	63,847,176	60,674,422	57,455,351	54,073,612	54,770,655	52,286,139
Net Assets	933,309,953	878,831,477	884,521,610	890,204,903	895,848,726	901,537,699	907,370,677	913,354,367	919,487,417	925,774,628	932,051,490
Equity											
Retained Earnings	507,673,393	431,000,348	436,690,481	442,373,774	448,017,597	453,706,570	459,539,548	465,523,238	471,656,288	477,943,499	484,220,361
Revaluation reserves	425,636,560	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129
Total Equity	933,309,953	878,831,477	884,521,610	890,204,903	895,848,726	901,537,699	907,370,677	913,354,367	919,487,417	925,774,628	932,051,490

Projected Cash Flow - South Burnett Regional Council - for period 2017/2018 - 2026/2027

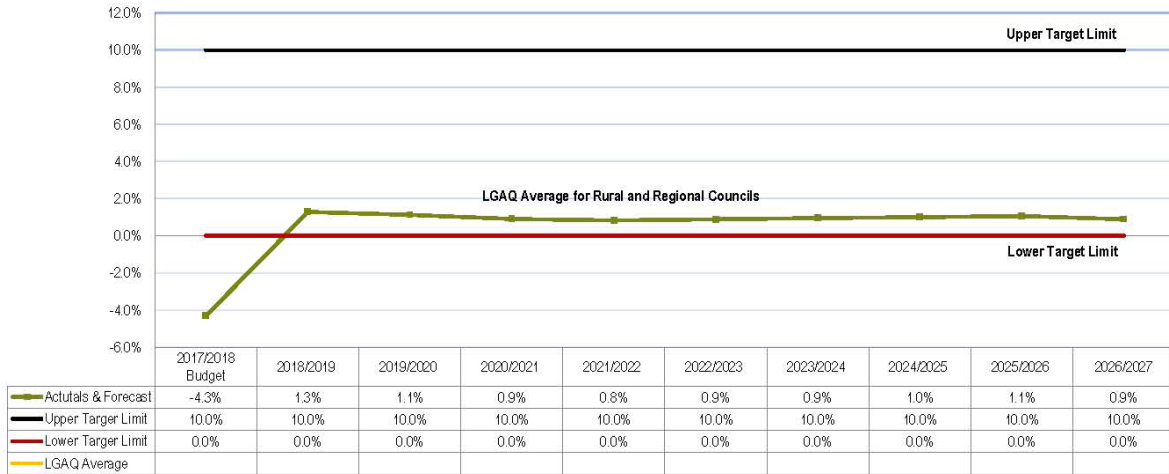
	Budget 2017/2018	Projected 2018/2019	Projected 2019/2020	Projected 2020/2021	Projected 2021/2022	Projected 2022/2023	Projected 2023/2024	Projected 2024/2025	Projected 2025/2026	Projected 2026/2027
Cash flows from operating activities										
Receipts:										
Receipts from Customers	65,650,871	66,723,243	67,084,431	68,156,187	69,249,643	70,365,082	71,502,938	72,663,664	73,847,715	75,055,563
Interest Received	750,000	750,000	765,000	780,300	795,906	811,824	828,060	844,621	861,513	878,743
Rental Income	461,725	470,959	480,377	489,983	499,782	509,778	519,973	530,372	540,979	551,799
Non capital grants and contributions	4,753,815	7,282,450	7,359,520	7,437,451	7,516,252	7,595,938	7,676,518	7,757,999	7,840,396	7,923,720
Payments:										
Payment to Suppliers	-57,634,394	-55,708,687	-57,508,593	-58,642,336	-59,802,048	-60,986,146	-62,195,055	-63,429,413	-64,689,673	-65,976,492
Borrowing costs	-2,040,110	-2,163,698	-2,253,638	-2,279,197	-2,218,435	-2,057,527	-1,888,630	-1,719,651	-1,544,456	-1,532,202
Net cash provided (or used) in operating activities	11,941,907	17,354,267	15,927,097	15,942,389	16,041,100	16,238,949	16,443,804	16,647,592	16,856,473	16,901,131
Cash flows from investing activities										
Receipts:										
Proceeds from sale of PPE	466,250	466,350	466,452	466,556	466,662	466,770	466,880	466,993	467,108	467,225
Grants, subsidies ,contributions & donations	8,142,547	4,409,711	4,497,905	4,587,863	4,679,620	4,773,212	4,868,676	4,966,049	5,065,370	5,166,678
Payments:										
Payments for PPE	-24,401,577	-24,281,025	-24,159,025	-20,275,025	-17,287,478	-15,623,536	-15,411,551	-14,902,290	-15,031,765	-19,520,990
Net cash provided (or used) in investing activities	-15,792,780	-19,404,964	-19,194,668	-15,220,606	-12,141,196	-10,383,554	-10,075,995	-9,469,248	-9,499,287	-13,887,087
Cash flows from financing activities										
Receipts:										
Proceeds from Borrowings	2,000,000	5,000,000	3,000,000	3,500,000	0	0	0	0	3,900,000	1,000,000
Payments:										
Repayments of borrowings	-2,387,352	-2,488,799	-2,813,990	-3,030,526	-3,373,278	-3,535,328	-3,588,943	-3,759,058	-3,587,871	-3,877,184
Net cash provided (or used) in financing activities	-387,352	2,511,201	186,010	469,474	-3,373,278	-3,535,328	-3,588,943	-3,759,058	312,129	-2,877,184
Net increase/(decrease) in cash & cash equivalents	-4,238,225	460,504	-3,081,561	1,191,257	526,626	2,320,067	2,778,866	3,419,286	7,669,315	136,860
Cash and Cash Equivalents at beginning of period	32,581,811	28,343,586	28,804,090	25,722,529	26,913,786	27,440,412	29,760,479	32,539,345	35,958,631	43,627,947
Cash and Cash Equivalents at end of period	28,343,586	28,804,090	25,722,529	26,913,786	27,440,412	29,760,479	32,539,345	35,958,631	43,627,947	43,764,807

Statement of Changes in Equity

	2017/2018	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Asset Revaluation Surplus										
Opening Balance	447,079,656	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129
Inc/(dec) in asset revaluation surplus	751,473	-	-	-	-	-	-	-	-	-
Closing Balance	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129	447,831,129
Retained Surplus										
Opening Balance	424,556,078	431,000,348	436,690,481	442,373,774	448,017,597	453,706,570	459,539,548	465,523,238	471,656,288	477,943,499
Net Result	6,444,270	5,690,133	5,683,293	5,643,823	5,688,973	5,832,978	5,983,690	6,133,050	6,287,211	6,276,862
Closing Balance	431,000,348	436,690,481	442,373,774	448,017,597	453,706,570	459,539,548	465,523,238	471,656,288	477,943,499	484,220,361
Total Community Equity	878,831,477	884,521,610	890,204,903	895,848,726	901,537,699	907,370,677	913,354,367	919,487,417	925,774,628	932,051,490

Ratio	Formula	2017/2018 Budget	2018/2019	2019/2020	2020/2021	2021/2022	2022/2023	2023/2024	2024/2025	2025/2026	2026/2027	Notes	
Operating Surplus Ratio	$\frac{\text{Net Operating Surplus}}{\text{Total Operating Revenue}}$	Target between 0% and 10% (on average over the long-term)	-4.3%	1.3%	1.1%	0.9%	0.0%	0.0%	1.0%	1.1%	0.9%	Net Operating surplus - Recurrent Revenue - Recurrent Expenses - Fire Retained Cash for the 2017/2018 period	
		Upper Target Limit	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0%	10.0% best in line the suggested 17/10 Operating Surplus Ratio
		Lower Target Limit	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
		LGAC Average											
Asset Sustainability Ratio	$\frac{\text{Capital Expenditure on Replacement of Assets (Renovals)}}{\text{Depreciation Expenditure on Assets}}$	Target greater than 90% (on average over the long-term)	142.77%	151.89%	148.88%	123.06%	103.35%	89.38%	85.12%	84.56%	108.15%	All Asset Classes CapEx expenditure total depreciation	
		Lower Target Limit	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	90.0%	
Net Financial Liability	$\frac{\text{Total Liabilities}}{\text{Total Operating Revenue}}$	Target less than 60% (on average over the long term)	42.1%	46.3%	51.0%	49.4%	42.8%	33.5%	12.6%	1.6%	-3.0%		
		Upper Target Limit	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	60.0%	
	LGAC Average												

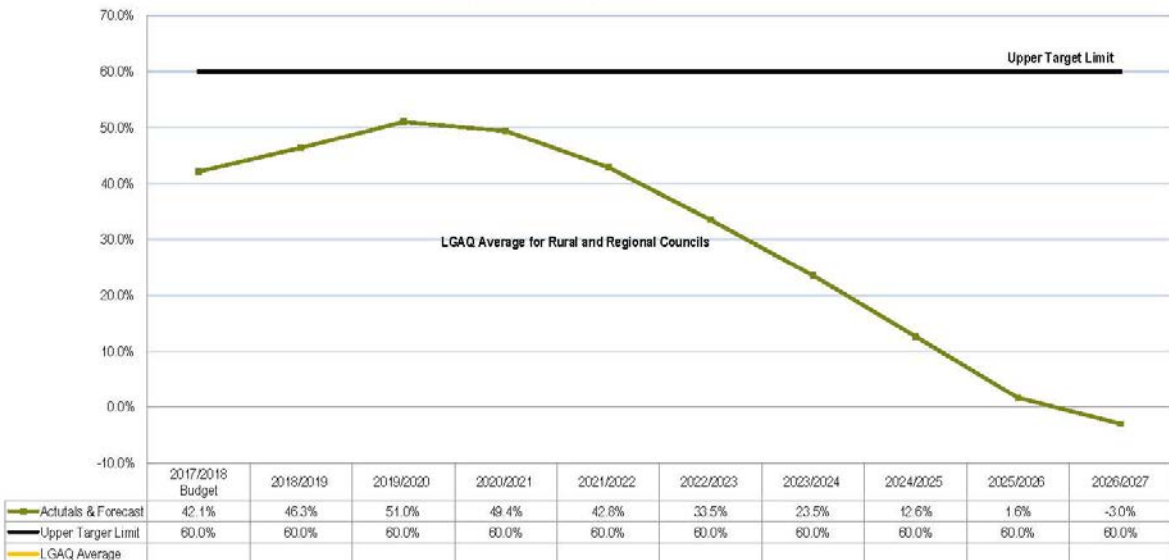
OPERATING SURPLUS RATIO



ASSET SUSTAINABILITY RATIO



NET FINANCIAL LIABILITIES



Financial and Resource Implications

The revised budget maintains the link with achieving the Operational Plan 2017/2018 and is generally in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 26 June 2017.

Link to Corporate/Operational Plan

EXC1 *Effective financial management.*

Communication/Consultation (Internal/External)

Budgets were reviewed by the finance department given the time of year.

Legal Implications (Statutory Basis, Legal Risks)

The budget review has been undertaken in accordance with Section 170(3) of Local Government Regulation 2012.

Policy/Local Law/Delegation Implications

Budget reviews allows expenditure to be incurred by delegation or approval of Council.

Asset Management Implications

Depreciation is used as a source of funds to enable capital expenditure. The Asset Registers for all Asset Classes will be adjusted as required for the Capital Expenditure.

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 2513152 - Reports for the Information of Council

Document Information

ECM ID 2513152

Author Executive Services

Date 31 May 2018

Précis

Reports received for the Information of Council.

Summary

List of Correspondence pending completion of assessment report
Delegated Authority Report
Monthly Capital Works Report
Road Maintenance Expenditure Report
Works for Queensland (W4Q) Grant Projects Report – Round Two

Officer's Recommendation

That the reports be received.

13. Confidential Section

13.1 CON - 2513181 - Approval to Extend Current Contracts for Prequalified Suppliers Registers

Document Information

ECM ID 2513181

Author General Manager Finance

Date 29 May 2018

Reason for Confidentiality

This report is **CONFIDENTIAL** in accordance with Section 275(1)(e) of the Local Government Regulation 2012, which permits the meeting to be closed to the public for business relating to the following:

- (e) contracts proposed to be made by it

