



SOUTH BURNETT

REGIONAL COUNCIL

Agenda

of the

General Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 19 September 2018

Commencing at 9.00 am

Chief Executive Officer: Mark Pitt

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>South Burnett Region, working together building a strong, vibrant and safe community.</i> |
| E | Excellence: | <i>Striving to deliver excellent environmental, social and economic outcomes.</i> |



SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 19 September 2018

ORDER OF BUSINESS:

1.	LEAVE OF ABSENCE.....	1
2.	PRAYERS.....	1
3.	CONFIRMATION OF MINUTES OF PREVIOUS MEETING.....	1
3.1	South Burnett Regional Council Minutes	1
4.	PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS	28
4.1	Economic Development, Governance and Communications Portfolio Report.....	28
4.2	GOVERNANCE (G)	29
4.2.1	G - 2531310 - Delegation of Powers to the Chief Executive Officer under the Local Government Act 2009	29
4.2.2	G - 2530253 - Minutes of the Audit Committee Meeting held on Tuesday 14 August 2018	39
4.2.3	G - 2536294 - Minutes of the Audit Committee Meeting held on Wednesday 29 August 2018.....	47
5.	PORTFOLIO - ROADS & DRAINAGE	59
5.1	Roads & Drainage Portfolio Report	59
5.2	ROADS & DRAINAGE (R&D).....	60
5.2.1	R&D - 2536282 - Compulsory Land Acquisition - Ironpot Road (Boughyard Ck).....	60
5.3	DESIGN & TECHNICAL SERVICES (D&TS).....	63
5.3.1	D&TS - 2536120 - Memorandum of Understanding to Establish and run an Emergency Services Cadets Unit at the premises of the Nanango State Emergency Service facility	63
5.3.2	D&TS - 2503465 - Requesting the seat and water area adjacent to the laneway and next to Orchys Fresh Fruit Shop be officially named "Barry and Mary Green Place" in recognition of their outstanding contribution to the Nanango Community	70
6.	PORTFOLIO - COMMUNITY, ARTS, TOURISM AND HEALTH SERVICES.....	80
6.1	Community, Arts, Tourism and Health Services Portfolio Report	80
7.	PORTFOLIO - PLANNING & PROPERTY	81
7.1	Planning and Property Portfolio Report	81
7.2	PLANNING (P&LM).....	82
7.2.1	P&LM - 2500920 - Material change of use application for High Impact Industry (soil conditioning facility) at 956 Brooklands Pimpimbudgee Road Maidenwell - Lot 1 RP141603.	82
7.2.2	P&LM - 2535934 - Council Resolution to Prepare a Local Government Infrastructure Plan (LGIP).....	117
7.3	PROPERTY (P)	123
7.3.1	P - 2536463 - Transfer of Community Housing Assets in Murgon.....	123
7.3.2	P - 2536464 - Safer Communities Fund: Round 3 - Infrastructure Grants	128
7.3.3	P - 2536465 - Wondai Regional Art Gallery Loan.....	130
8.	PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT & RECREATION ..	168
8.1	Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report	168

9.	PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS ..	169
9.1	Natural Resource Management, Parks and Indigenous Affairs Portfolio Report	169
10.	PORTFOLIO - FINANCE, ICT & HUMAN RESOURCES.....	170
10.1	Finance, ICT and Human Resources Portfolio Report	170
10.2	FINANCE (F).....	171
10.2.1	F - 2536403 - Monthly Financial Statements.....	171
10.2.2	F - 2536532 - Capital Budget Review 2018/2019 Including 2018 Carryovers.....	179
10.2.3	F - 2536405 - Amendment of South Burnett Regional Council 2018/19 Schedule of Fees and Charges	187
10.2.4	F - 2536462 - Blackbutt & District Tourism & Heritage Association - Blackbutt Hall Hire Fees	190
10.2.5	F - 2536119 - Procurement Policy 2018.....	192
11.	CONSIDERATION OF NOTICES OF MOTION	204
12.	INFORMATION SECTION (IS)	204
12.1	IS - 2529144 - List of Correspondence Pending Completion of Assessment Report..	204
12.2	IS - 2536401 - Delegated Authority Report.....	206
12.3	IS - 2536402 - Road Maintenance Expenditure Report	207
12.4	IS - 2536404 - Works for Queensland (W4Q) Grant Project Report - Round Two	216
13.	CONFIDENTIAL SECTION	218

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 15 August 2018 as recorded be confirmed.



Minutes
Of The
General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 15 August 2018

Chief Executive Officer: **Mark Pitt**

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>South Burnett Region, working together building a strong vibrant and safe community.</i> |
| E | Excellence: | <i>Striving to deliver excellent environmental, social and economic outcomes.</i> |

Cr *KM Campbell (Mayor)*

SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday 15 August 2018

ORDER OF BUSINESS:

1. LEAVE OF ABSENCE	1
2. PRAYERS	1
3. CONFIRMATION OF MINUTES OF PREVIOUS MEETING	1
3.1 South Burnett Regional Council Minutes	1
3.2 South Burnett Regional Council Special Meeting Minutes.....	1
4. PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS	2
4.1 Economic Development, Governance and Communications Portfolio Report.....	2
4.2 GOVERNANCE (G)	4
4.3 ECONOMIC DEVELOPMENT (ED)	4
4.3.1 ED - 2528591 - Economic Development June 2018 Quarterly Report.....	4
5. PORTFOLIO - ROADS & DRAINAGE	5
5.1 Roads & Drainage Portfolio Report.....	5
5.2 ROADS & DRAINAGE (R&D)	6
5.3 DESIGN & TECHNICAL SERVICES (D&TS)	6
5.3.1 D&TS - 2528399 - Minutes of the Traffic Advisory Committee Meeting held on 12 June 2018	6
5.3.2 D&TS - 2528774 - Direction for the Kingaroy Revitalisation Project	7
6. PORTFOLIO - COMMUNITY, ARTS, TOURISM AND HEALTH SERVICES	7
6.1 Community, Arts, Tourism and Health Services Portfolio Report	7
7. PORTFOLIO - PLANNING & PROPERTY	10
7.1 Planning and Property Portfolio Report	10
8. PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT & RECREATION	12
8.1 Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report	12
9. PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS	13
9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report	13
10. PORTFOLIO - FINANCE, ICT & HUMAN RESOURCES	15
10.1 Finance, ICT and Human Resources Portfolio Report.....	15
10.2 FINANCE (F)	17
10.2.1 F - 2528743 - Monthly Financial Statements.....	17
11. CONSIDERATION OF NOTICES OF MOTION	17
12. INFORMATION SECTION (IS)	17
12.1 IS - 2521522 - List of Correspondence Pending Completion of Assessment Report ...	17
12.2 IS - 2528429 - Delegated Authority Report	18
12.3 IS - 2528944 - Monthly Capital Works Report	18
12.4 IS - 2528824 - Works for Queensland (W4Q) Grant Project Report - Round Two	18
12.5 IS - 2528826 - Road Maintenance Expenditure Report	19

Cr KM Campbell (Mayor)

13. CONFIDENTIAL SECTION	20
13.1 CONF - 2528788 - Tender SBRC 17/18-27 - Lease of Kingaroy WJ Lang Swimming Pool	20
13.2 CONF - 2528724 - Tender SBRC 17/18-26 Lease of Murgon Jubilee Swimming Pool	21
13.3 CONF - 2528820 - Tender SBRC 17/18-17 - Murgon and Wondai Recycled Water Facility.....	22
13.4 CONF - 2528723 - South Burnett Community Hospital Foundation Limited.....	22

Cr KM Campbell (Mayor)

Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 15 August 2018 at 9.00am

PRESENT:

Councillors:

Cr KM Campbell (Mayor), Cr RJ Frohloff, Cr GA Jones, Cr DA Potter, Cr TW Fleischfresser, Cr KA Duff, Cr RLA Heit

Council Officers:

Mark Pitt (Chief Executive Officer), Lester Schumacher (General Manager Finance), Peter O'May (General Manager Corporate Services), Aaron Meehan (General Manager Infrastructure)

1. Leave Of Absence

Nil.

2. Prayers

A representative of the Kingaroy District Ministers Association, Pastor Jim Bennett, 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

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 18 July 2018 as recorded be confirmed.

Resolution:

Moved Cr DA Potter, seconded Cr KA Duff.

That the minutes of the previous meeting held on Wednesday 18 July 2018 as recorded be confirmed.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

3.2 South Burnett Regional Council Special Meeting Minutes

Officer's Recommendation

That the minutes of the Special meeting held on Wednesday 8 August 2018 as recorded be confirmed.

Resolution:

Moved Cr RLA Heit, seconded Cr GA Jones.

That the minutes of the Special meeting held on Wednesday 8 August 2018 as recorded be confirmed.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

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

Officer's Recommendation

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

Resolution:

Moved Cr KM Campbell, seconded Cr RJ Frohloff.

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

Economic Development:

BIEDO Burnett Inland Business Tour

Council's Senior Economic Development Officer, Craig Tunley joined key regional representatives, including Deb Frecklington MP and Llew O'Brien MP on a tour of businesses in the northern part of the South Burnett region. The business tour was coordinated by BIEDO and included stops at Gumnut Place, First Aid, Cherbourg, Hidden Gold Homestead and Moffatdale Ridge. The event provided great insight to the operations and challenges of the businesses in the region and was a great opportunity for the regional representatives to witness first hand the business activity in the South Burnett. BIEDO is completing a number of similar tours aimed at regional representatives.

Economic Development Practitioners Network Meeting (Maryborough)

Council's Senior Economic Development Officer, Craig Tunley and Economic Development Officer, Kristy Board, joined other Economic Development practitioners from across the Wide Bay Burnett at the first Practitioners Network meeting held in Maryborough. The meeting was hosted by Dept. of State Development, Manufacturing, Infrastructure and Planning and allowed practitioners from across the region to share updates on activity currently being undertaken. The meeting also heard directly from Trade & Investment Queensland about new initiatives being developed by that Department and intent to better engage with practitioners across the whole of Queensland. The network meeting was a great opportunity to build relationships with other practitioners in the wider region and is expected to be held again in the future, with further presentations about investment attraction and the role of practitioners.

CEO's Dinner

The first CEO's Dinner introduced Council's new CEO, Mr Mark Pitt, to 23 regional business CEO's. The dinner provided an informal opportunity for CEO's to network together and allow Mark Pitt to share his background and initial first steps as the newly appointed Council CEO. The event was well received by the participants, with conversation focussed on the key impacts of the regional economy and shared challenges. A short survey completed during the evening summarised that the region's key strengths are Agriculture, People and Diversity. The greatest challenges that business face are attracting and retaining good staff and Red tape/Regulations. Action that could be taken now for business growth includes working more closely with business and community; preparing for changing industry/inspiration/supporting young leaders and South Burnett business to business activity. There is currently no indication whether further iterations of the CEO's Dinner will be implemented.

Governance and Communication:

Rates and the Road Levy

Publicity surrounding the roll in of the Road Levy into the General Rate suggesting that Rural Primary Production is the only category impacted by the roll in of the road levy into the General Rate is not accurate. All rating categories above a certain unimproved property valuation will notice some increase to their rate change. And there are some 36 rating categories. The road levy in itself raised insufficient money to property resource the needs to deal with the issue of road maintenance and repairs. This is evident by the constant complaints we've received for years regarding the poor conditions of our roads.

The complaints keep rolling in. Having undertaken a condition assessment of our roads, Council has been able to verify the fact that there is a \$10 million to \$15 million deficit in funds to correct this situation.

Based on this information, it is clear we did not provide enough money to resource the work required. Council has heard the pleas from the community to fix the roads and chose to put the road levy into general rates. Road repairs and maintenance is now regarded as being a part of Council's cost of operation (operational costs). Road repairs are now treated in the same way as every other cost to run the services provided by Council such as parks, swimming pools, libraries, gardens, halls etc.

Council during this two year term of office has achieved other savings with voluntary redundancies; trimming support toward some community groups by asking them to pay a small share of the costs for water access, wastewater and waste collection. Other initiatives have also been introduced designed to save money.

The changes to the way the road levy is treated applies to all rating categories – not just Rural Primary Production. No one is being discriminated against despite the fact that some ratepayers will have a sizeable rating increase. For example, there are rural property owners who received one rate notice (covering anywhere up to 13 or more properties/land parcels) and previously paid just one \$200 annual road levy. By comparison, an investor who owns 10 Urban residential properties which are rented out would be paying \$200 per property, in total \$2000 per year. Rural Primary Production can amalgamate multiple parcels of land and receive one rate notice and one charge for all levies or charges.

The majority of concerns are being expressed by rural ratepayers. Many rural primary production ratepayers believe that road repairs and maintenance is all they get for their rates. This of course does not reflect the true position. Urban ratepayers contribute to the cost of rural roads in proportion to their unimproved property valuations. This discussion was never about rural versus urban.

The playing field has now been levelled. Every ratepayer will contribute to the amount of money being raised for road expenditure relative to the unimproved value of properties. The decision made by Council is fair and equitable based on property valuations. We hope that the extension to

the discount payment plan will be helpful to those in financial difficulties. Other hardship provisions are also available.

We are indeed “all in this together” as I have repeatedly said. Every cost to run the business of Council is divided between the various rating categories relative to property valuations. Road repairs and maintenance is an operational cost. Property valuations are the responsibility of the Valuer General’s Department. Everyone has been treated fairly and equitably. It is honest, open, transparent and accountable. Some rating categories receive benefits that others don’t. Again, this is a determination by the Valuer General.

When the road levy was introduced, a property with a low valuation paid \$200 as did everyone else. The percentage increase to their overall rate bill was in the order of plus 20% approximately. The playing field has now been levelled.

Social Media – Engagement Statistics for 2017/18

At last month’s Council meeting, I took on notice a question relating to the ‘cut through’ or ‘take up’ of the communication Council distributes through the media network. Council is very fortunate to have community minded radio stations and local media outlets who continuously push out the information we provide. They not only cover the new items but also the human interest stories and for that I would like to take this opportunity to thank them for their continued support. Where Council utilizes our own platforms such as social media we capture a range of statistics.

As a snapshot I can provide the following information in relation to Council’s Facebook page:

- 71% of fans are women and 28% of fans are men
- 6,268 fans are from Australia with majority from within the South Burnett Region
- 20 fans are from the United States of America
- 13 fans are from New Zealand
- 8 fans are from the United Kingdom with lower numbers from across the world
- The top two (2) age brackets of fans are equally 25-34 and 35-44 year olds; and
- for 2017/18 the page had a total reach on posts of 179,410

Carried 7/0
FOR VOTE - Councillors voted unanimously

4.2 Governance (G)

Officer’s Report

No Report.

4.3 Economic Development (ED)

Officer’s Report

4.3.1 ED - 2528591 - Economic Development June 2018 Quarterly Report

Officer’s Recommendation

That Council accept the South Burnett Economic Development Quarterly Report – June 2018 and allow public distribution.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr KA Duff.

That Council accept the South Burnett Economic Development Quarterly Report – June 2018 and allow public distribution.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Officer's Recommendation

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

Resolution:

Moved Cr GA Jones, seconded Cr RLA Heit.

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

Construction Crews – July/August Works:

Haly St, Kingaroy – Concrete footpath (Fisher St to Tessmanns Road)

- *Works are continuing with the project completed between Fisher St & Willowglen St.*

Wattlecamp Road, Wattlecamp -Widen & Overlay

- *The first 700m of the project has been completed*
- *Works are in progress on the remaining 500m section*

Memerambi Barkers Ck Road – Realignment

- *Clearing and grubbing completed*
- *Earthworks completed.*
- *Gravel base in progress*

Maintenance Crews - Works Planned for August:

Maintenance Grading

- *Neale Rd*
- *West Wooroolin Rd*
- *East Wooroolin Rd*
- *Walkers Rd*
- *Old Esk North Rd (drainage work)*
- *Old Wondai Rd (north)*
- *McAllisters Rd*

Resheeting

- *Coverty Road (partially complete)*
- *Brooklands Pimpimbudgee Road (shoulder resheeting)*

Completed – July Work:

Grader maintenance/TC Debbie repairs

- Ushers Rd
- Woodalls Rd
- Nukku Rd
- Barrons Rd
- Meehans Rd
- Wilsons Rd
- Benair Rd
- Lawson Broad Rd
- Wolff Rd
- Denmarks Rd
- McIlhatton Rd (TC Debbie repairs)

Resheeting

- Phipps St East

Contract Work – July/August:

Rogers Drive roundabout - Kingaroy

- Earthworks generally complete
- Gravel pavement and concrete construction underway
- Construction of detour into Rogers Drive underway

RMPC

- 18/19 contract approved by TMR.
- Memerambi-Gordonbrook Rd shoulder grading underway.

Carried 7/0
FOR VOTE - Councillors voted unanimously

5.2 Roads & Drainage (R&D)

Officer's Reports

No Report.

5.3 Design & Technical Services (D&TS)

Officer's Reports

5.3.1 D&TS - 2528399 - Minutes of the Traffic Advisory Committee Meeting held on 12 June 2018

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Traffic Advisory Committee held on Tuesday 12 June 2018.

Cr KM Campbell (Mayor) Page 6

Resolution:

Moved Cr GA Jones, seconded Cr TW Fleischfresser.

That Council endorse the attached minutes and recommendations of the Traffic Advisory Committee held on Tuesday 12 June 2018.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

5.3.2 D&TS - 2528774 - Direction for the Kingaroy Revitalisation Project

Officer's Recommendation

That Council in relation to the Kingaroy Town Revitalisation Project:

1. Continue to undertake the preliminary design phase and schedule of quantities also extending the scope to include preliminary costings, taking into account feedback received during public consultation;
2. Remove the Kingaroy Revitalisation project from its 2018/19 capital budget and place the \$2 Million loan funds in a restricted cash reserve for the project; and
3. Review the future funding and staging of the project upon completion of the preliminary design phase.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

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

6.1 Community, Arts, Tourism and Health Services Portfolio Report

Officer's Recommendation

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

Resolution:

Moved Cr DA Potter, seconded Cr KA Duff.

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

Community:

South Burnett Libraries

Once again the South Burnett Libraries' school holiday activities were a big hit with over 200 children and adults attending the various sessions held across the region.

Recently, the Murgon Library was given a major makeover to facilitate the installation of new Workplace Health & Safety compliant shelving. An open layout and reshuffle of the existing collections has resulted in the creation of a welcoming space, which is now able to accommodate a variety of library programs and activities, including Rhyme Time, information talks and groups that meet at the library. If you're in Murgon, I encourage you to drop in and check it out!

The Kingaroy Library has teamed up with Centacare to raise awareness of the MS Read-a-thon and spread the word that reading can be fun! Participation is free and it is not necessary to have sponsors to take part in the challenge. Prizes will be awarded to the adult and child who read the most number of hours during the month of August!

Registration forms are available from Centacare in Kingaroy Street or the Kingaroy Library. This is a positive initiative for the whole community to get involved and experience the fun of reading!

Drop by the Kingaroy Library to check out the awesome three little piggies (and big bad wolf) display created especially for BaconFest. To help celebrate the festival and all things piggy, a very special story time at the Kingaroy Library on Saturday 25 August from 11.00am. Listen to piggy stories, sing piggy songs and make a piggy craft! This event is suitable for children aged 0-6 years.

To celebrate Seniors Week, which runs from 18 to 26 August, the Kingaroy Library will be hosting a variety of events and activities. On Monday 20 August at 10.30am craft demonstrations of hand applique, painting small discs for broaches and rug making will take place. Those interested are invited to move between the skills to gain hints and ask questions. Also, to help seniors keep active, an exercise class has been arranged on Friday 24 August at 10.00am. After a short talk on diet and the importance of keeping healthy the instructor will conduct an exercise class to show how to keep moving and be active.

Community Grants Program Round One (1) for 2018/19

The Community Grants Program Round One (1) is open for applications during this month. There is still time for local not-for-profit community organisations to consider projects or events they would like Council to support during 2018/19. Applications close 31 August and for information, application forms and contact details, please check out Council's website or give Council a call. I look forward to announcing the successful applications next month in my portfolio report.

4610 Partnerships for Kids

The next meeting of 4610 Partnership for Kids will be held on Thursday 16 August 2018 at 6.00pm in the Town Common Hall. Please contact me if you require further information as we are looking for community members.

Health

The RSPCA's statewide desexing initiative known as "Operation Wanted" has been provided again this year and finishes at the end of this month.

There is still time, but dog and cat owners need to act now to ensure that they are able to access the 20% discount on normal desexing prices at participating vets during the campaign. For more information and how to find our local participating vets please go to www.operationwanted.com.au.

Arts and Tourism Update:

South Burnett enjoyed a strong presence and good engagement at Regional Flavours Festival in Brisbane. Local tourism operators and Council experience strong attendance numbers out our stands with many selling out of stock during the weekend. The destination events Blackbutt Avocado Festival, Goomeri Pumpkin Festival and Kingaroy BaconFest were popular with the Brisbane crowd.

Approximately 1200 copies of the destination marketing publication “Let’s Go South Burnett” were distributed at Regional Flavours. This publication was also inserted into Thursday’s Sunshine Coast Daily 26 July and Saturday’s edition on 11 August. Feedback received on the publication is being received and collated for review.

South Burnett Unpacked 4 was held at the Wondai RSL this month. Early feedback from attendees is that it was a great, informative day. Feedback on destination marketing activity was captured with a survey distributed for all attendees to have their say.

Also early this month, a storytelling workshop for Visitor Information Centres was hosted in Kingaroy for VIC staff and volunteers. Volunteer representatives from Blackbutt, Nanango, Kingaroy and Wondai prepared a one (1) pager from their area that will be collated by Visit Queensland.

This weekend, destination events and icons will be promoted at the Fraser Coast Expo from 17 to 19 August.

Question on Notice from Cr Heit:

What support has Council given to the Goomeri Pumpkin Festival?

South Burnett Regional Council has not provided any direct financial support to the Goomeri Pumpkin Festival.

Goomeri Pumpkin Festival consistently attracts Tourism & Events Queensland funding. Goomeri Pumpkin Festival attracts higher attendance than any event within the South Burnett LGA. After the 2018 event, Murgon VIC completed a survey of accommodation operators in the South Burnett region which showed that operators in Murgon had a direct occupancy increase associated with Goomeri Pumpkin Festival. Murgon VIC recorded 12% of visitors in the days leading up to Goomeri Pumpkin Festival identifying that they were in the region for the event. Murgon and Wondai VIC had higher than usual visitor numbers for the week of Goomeri Pumpkin Festival.

Support provided to the Goomeri Pumpkin Festival is defined below:

Discover South Burnett Stand at Goomeri Pumpkin Festival

As in 2017, Discover South Burnett manned a stand at the 2018 Goomeri Pumpkin Festival, promoting regional tourism assets. The stand provided copies of the South Burnett Touring Guides and key brochures including the South Burnett Rail Trail, Two Dams One Destination and South Burnett Wine Trails. The stand included a children’s activity, being fishing for magnetic fish, which encouraged children to complete an activity while staff and volunteers manning the stand were able to talk with adults about regional tourism. The stand cost SBRC \$100. Direct information about visitors to the stand was not captured formally. A Pull-Up Banner of regional events was first used at the stand and this banner was able to establish conversations about events in the region, particularly the Waterhole Rocks event and its associated rock and roll dancing.

rEvents Academy

Goomeri Pumpkin Festival was the last event to sign up to the rEvents Academy supported by South Burnett Regional Council. Goomeri Pumpkin Festival was only signed up to the rEvents Academy after verbal consultation with Destination Gympie, identifying the opportunity as a rare ‘win’ for all parties. Goomeri Pumpkin Festival benefits through capability building of the Committee which is the core activity of the rEvents Academy. South Burnett Regional Council benefits through reduced direct cost to completion of the rEvents Academy Pilot Program by \$1,500 and regional marketing activity at no direct cost. Destination Gympie benefits through improved committee outcomes and regional marketing activity at no direct cost. rEvents Academy will complete the ten module program in December 2018.

Regional Flavours

The Destination Food Events (Bacon Fest, Blackbutt Avocado Festival and Goomeri Pumpkin Festival) were offered opportunity to create themed product for sale and volunteer at a shared stand at Regional Flavours. The stand at Regional Flavours is a free stand provided as part of Discover South Burnett's sponsorship of Regional Flavours and was only offered to the Destination Events after small food producers were not positioned to take up the opportunity in 2018. It is an ongoing intention to offer the free stand to small food producers.

Destination Marketing

The Destination Marketing mix is made up of Destination Icons (Bunya Mountains, Dams, Rail Trails and Wineries) and Destination Events (Burrandowan Races, Goomeri Pumpkin Festival, Bacon Fest, Blackbutt Avocado Festival, Heritage Country Muster and Waterhole Rocks). Pictures from these attractions are key features of regional advertising and promotion. Two pieces of marketing collateral that clearly identify the Destination Events, including Goomeri Pumpkin Festival, is the rEvents Academy window skin and the Destination Marketing Newspaper Insert. The rEvents Academy window skin was installed on the South Burnett Directions office in June 2018 at a cost of \$209. The Destination Marketing Newspaper Insert, 'Let's go' was published in July 2018 and includes a half page editorial (including pictures) of Goomeri Pumpkin Festival and copy of the rEvents Academy window skin on the back cover. 'Let's go' has a total cost of \$25,360 for 50,000 copies of the 20-page magazine style publication, with almost 30,000 copies of the publication delivered through the Sunshine Coast Daily newspaper.

Volunteers

Murgon VIC volunteers include representatives directly associated with Goomeri Pumpkin Festival. With the increased access and support provided to volunteers across the South Burnett region through the VICs, including the Volunteer Engagement BBQs and South Burnett Unpacked events, direct conversations about Goomeri Pumpkin Festival have been undertaken between volunteers and staff. These conversations have included the benefits of being involved in the rEvents Academy program, impacts of negative publicity on the volunteer event committee, success of the event, suggestions of professionals who might be able to support event development and encouragement/enthusiasm for the event generally, including its signature activity, the Great Pumpkin Roll.

Carried 7/0
FOR VOTE - Councillors voted unanimously

- 7. Portfolio - Planning & Property
- 7.1 Planning and Property Portfolio Report

Officer's Recommendation

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

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.

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

Planning:

Coopers Gap Windfarm Construction Update

Construction of the wind farm access tracks and wind turbine foundations are progressing steadily according to plan, with over 50% of the access tracks and 30% of the foundations well underway.

SOUTH BURNETT REGIONAL COUNCIL GENERAL MEETING – MINUTES – WEDNESDAY 15 AUGUST 2018

These works will continue in the north westerly direction towards Diamondy in the coming months. Council issued operation works approvals for this work over the last couple of months.

At the Port of Brisbane, 38 sets of tower sections, nacelles, hubs and blades have been unloaded from ships and are currently stored in the laydown area at the port.

GE CATCON have been in close discussions with the Department Transport & Main Roads, Queensland Police Service and the Councils in the last few weeks to finalise the plan for the transport of the components from the port to the wind farm site. Given the size of the components, the difficulties in navigating around the bends at the Toowoomba range and the roadworks at Dalby, this has proven to be quite a complex task.

On 27 June, the first wind turbine base ring was delivered from the Port of Brisbane to the wind farm site. Deliveries of other wind turbine components such as the tower sections, nacelles, hubs and blades will commence in late August 2018.

Local Government Infrastructure Plan

Council has prepared a Local Government Infrastructure Plan (LGIP) as part of the South Burnett Regional Council Planning Scheme to plan for the coordinated, timely and effective delivery of infrastructure to support anticipated development growth over the next 10 to 15 years in the region.

Under changes made to the Sustainable Planning Act 2009 in mid-2014, a local government that wishes to levy charges or impose conditions about trunk infrastructure must include a compliant LGIP in their planning scheme that has been prepared in accordance with Statutory guidelines.

The draft LGIP will be forwarded to the State Government for a State Interest Check before releasing the draft LGIP for public comment later this year.

Once adopted LGIP will replace the current Priority Infrastructure Plan (PIP) included in Part 4 of the South Burnett Regional Council Planning Scheme.

Property:

Council Property Section has replaced the lint strainer at the Kingaroy Swimming Pool and will replace and commission the new pump in August. This is to ensure the filtration system and pump is running efficiently for the new pool season.

Contractors have installed new sub floor ventilation at the Kingaroy Art Gallery to reduce moisture levels and improve air flow under this building. The building has experienced termite outbreaks that are now receiving ongoing monitoring and treatment programs. Reducing the moisture levels and improving air flow will help eliminate suitable conditions for termites.

Property Section is working with Electrical Engineer to finalise the specifications for upgrading the electrical switch board at the Lady Bjelke-Petersen Community Hospital. Council has installed new water lines and increased the water flow to the theatre.

Property and IT Sections of Council are working together to conduct a pilot project on the use of drones for asset management. The drones will assist in photographing the roof condition, any defects and penetrations into the roof for example air condition units. The asset assessment of the roofs will assist Council with understanding maintenance requirements for the future. If the trial is successful, this could save Council time and money by reducing the need to hire elevated platforms to access roofs and reduce the number of roof anchor points to be installed. The pilot project will be conducted on Councils major buildings such as Administration Buildings, Halls, Visitor Information Centres and Depots.

Carried 7/0

FOR VOTE - Councillors voted unanimously

Cr KM Campbell (Mayor) Page 11

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

8.1 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.

Resolution:

Moved Cr RJ Frohloff, seconded Cr DA Potter.

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

Water and Waste Water:

The start of the new financial year has also brought about a number of new beginnings for the Water and Wastewater Portfolio. Our new Manager Water and Wastewater – Mr Tim Low will commence duties on Monday 20 August and we are eagerly awaiting his arrival.

The new financial year also brings about a new water year with announced allocations for the Barker Barambah and the Boyne – Tarong Systems at 100% for high priority water allocations for the 2018/19 water year, unfortunately the medium priority allocations for irrigators is not so positive with announced allocations to 10%. This ensures the short-term security of supply for the towns relying on these systems, but highlights that tougher times are just around the corner, with the forecast for an El-Nino year. Our team will be closely monitoring usage and dam levels and where necessary responding with recommendations for water restrictions.

The long term water supply security for our towns, businesses and other users is our number one priority and with the current Water Supply Security Assessment being undertaken by the Department of Natural Resources Mines and Energy along with the investment in the strategic planning being undertaken via the MIPP process, we will be in a much better position to clearly understand our future requirements to ensure the long term sustainability of our systems.

The last month has been a month of achievements within the Water and Wastewater Section. We have:

- Commenced the Deakin Crescent / Chester St Water Main replacement project, which is a great achievement when we consider it was only 3 months ago that the matter became urgent. This project was funded through savings in the Water and Wastewater operational budget in 2017/18, a credit to our team,*
- A second construction crew has been activated from within our current resources, to deliver the large program of water main replacement works more effectively,*
- Water meters identified during the last read requiring replacement have been completed*
- 8 of our Staff have completed confined space entry training, bringing us up to date with the current requirements and allowing the team to plan and undertake much needed maintenance works in safe working conditions,*
- released the reservoir roof and structure rehabilitation tenders for Mt Wooroolin, Orana and Scott St (Wondai) reservoirs.*
- Tenders for the Recycled Water plants closed and were assessed,*

- Completed the water and wastewater contribution to the LGIP process and reviewed outcomes,
- Kingaroy Nereda Wastewater Plant operator Andy Watson undertook his overseas visit and study tour, and came back with improved skills and knowledge of the system
- Key staff attended SWIMM "Local" training to improve our statutory reporting systems and efficiency

As can be seen the past month has been a productive period with many other less notable achievements happening daily and holds us in good stead moving forward. Our team is working with Aaron on the divisional review and actively implementing the various initiatives to enable us to work more efficiently and effectively.

Sport & Recreation:

Get out Get Active – Get on Your Bike (10 week cycling program along the South Burnett Rail Trail) commenced on the 28 July and is being conducted in Wondai, Murgon & Kingaroy by Christian Sutton Personal Trainer. As part of the grant funding Council has 15 bikes for use during this program. This is an initiative of the State Government – encouraging physical activity for women and girls.

Below is some feedback:

Hello. I just wanted to say that the 10 Bike Challenge organized by the Council and run by Christian Sutton is great. Christian is organized and is early with the bikes ready to go. He adjusts seats, makes sure all riders know what they are doing and is willing to assist. Nothing seems to be too much trouble for him. Thank-you to Christian! This is a great initiative. The rail trail is certainly an asset to our community and it is lovely to see people using different sections between the towns.

Carried 7/0
FOR VOTE - Councillors voted unanimously

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

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Officer's Recommendation

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

Resolution:

Moved Cr KA Duff, seconded Cr TW Fleischfresser.

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

Natural Resource Management:

Feral Animal Management

Baiting Programs

Wild Dog & Pig Baiting Program dates are as followed:

SOUTH BURNETT REGIONAL COUNCIL GENERAL MEETING – MINUTES – WEDNESDAY 15 AUGUST 2018

Wondai

- 10 September 2018 – 8am to 10am – Melrose Road
- 10 September 2018 – 11.30am to 1pm – Wondai Clearing Dip – Bunya Hwy

Proston

- 11 September 2018 – 8.30am to 10.30am – Boondooma Tip
- 11 September 2018 – 12noon to 1.30pm – Proston Clearing Dip

Nanango

- 12 September 2018 – 8.30am to 10am – Mt Stanley Dip
- 12 September 2018 – 11am to 12 noon – Broadwater Access Road

Murgon

- 13 September 2018- 8.30am to 10am – Council Gravel reserve, McAlister Street

Cloyna

- 13 September 2018 – 11am to 12noon– Windera Park Cnr Murgon-Gayndah Rd & Bishops Rd

Kingaroy

- 14 September 2018 – 8am to 10am – Hodges Road

Kumbia

- 14 September 2018 – 11am to 1.30pm – Bunya Mountains Road, Alice Creek

Ironpot

- 17 September 2018 – 9am to 11am – Chahpingah Dump – Ironpot Rd

Pamphlets have been posted to all rural landholders or are available at all South Burnett Regional Council Customer Service Centres.

Equipment Loan

- **Quick Spray Trailer**
 - Tingoora (Boxthorn)
 - Maidenwell (Mother of Millions)
 - Moondoona (Giant Rat Tail)
- **Splatter Gun**
 - Brooklands
 - Maidenwell
- **Noxious Weed Inspections**
 - **Mother of Millions** – Nanango, Murgon, Proston, Wondai, and roadside requests
 - **Giant Rats Tail Grass** - Blackbutt, Wooroonden, Manumbar
- **Rabbit Control**
 - **Rabbits injected** - Gordonbrook, Maidenwell, Inverlaw, and Crawford

Wandering Stock Management

Livestock call outs were undertaken in the following areas:

- Blackbutt
- Murgon
- Moffatdale
- Maidenwell
- Gordonbrook
- Ballogie

Cr KM Campbell (Mayor) Page 14

Safeyards

Sale Totals for the Month of July:

- July 03 –116 head
- July 17– 163 head

Parks & Gardens:

Kingaroy, Murgon, Wondai & Proston, Nanango & Blackbutt

The winter maintenance programs are in full swing with the following activities being undertaken across the region.

- *Extension to watering system in Blackbutt Cemetery*
- *New signage in Jubilee Park in Kingaroy*
- *General Park Maintenance*
- *Tree pruning and maintenance – customer requests and scheduled works*
- *Mulching of town gardens*
- *Town entrances mowed*
- *Weed Eating Programs*
- *Cemetery Maintenance*
- *Playground Maintenance*
- *General CSR's*

Dams

- *The implementation of RMS9+ upgrade has been completed. Both Boondooma and Yallakool web sites have the ability to take online bookings.*
- *Facebook site has been secured and is operational*

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Officer's Recommendation

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

Resolution:

Moved Cr RLA Heit, seconded Cr KA Duff.

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

Financial Reports to 31 July 2018

Statement of Comprehensive Income

The financial reports presented to this meeting are as at 31 July 2018. Given that the Statement of Comprehensive Income for the first month of the new financial year it is difficult to report on trends and the reports are probably less reflective of actual performance until the first rate levy is run.

The numbers for the first six (6) monthly rate levy will be included in the August reports. For example:

- Rates, Levies and Charges are showing a debit of \$538 due to reductions in valuations resulting from the recent processing of splits received from the Department of Natural Resources, Mines and Energy.
- Other Income is showing a result greater than might be expected due mainly to timing on the sale of scrap metal and fines issued for animal registrations.

Debt Servicing Ratio, Operating Performance Ratio and Interest Coverage Ratio performance indicators are currently outside the recommended parameters and as indicated in the KPI report are primarily around the delay in receiving rates income for this year. Once rates are issued this will change.

Rates will be delivered around 21 August and as determined at last weeks' special council meeting the due date to pay rates and receive the discount has been extended to 7 November but we encourage ratepayers not to leave it to the last minute with the expenses of Christmas looming soon after.

Statement of Financial Position

In terms of the Statement of Financial Position, the numbers are again as at 31 July 2018. However if you compare some of the actual results with the budget estimates you will note some differences.

- Cash and Cash Equivalents shows actual cash at the end of the month while the budget estimate is at 30 June 2019.
- The actual result for Borrowings in the Current and Non-Current Liabilities sections will be affected by the end of year reconciliations for the 2017/18 financial year while the budget estimates includes the 2018/19 proposed borrowing of \$4 million per Councils adopted Debt Policy. Those borrowings will be assessed later in the financial year.

While Council will review the estimates in the Balance Sheet those numbers are more static and don't generally follow the trends as for the Statement of Comprehensive Income. Having said that Cash will always be influenced by the Rate Levies and expenditure in the intervening periods between each levy.

Capital Expenditure

The capital expenditure report is also included with the agenda today and again is reflective of one month of operations into the current financial year. The carry forward projects from the 2017/2018 financial year are also yet to be finalised. That list of projects will be included for approval in the agenda for the next General Meeting.

External Audit

Council has new external auditors this year in KPMG who have already visited and presented their proposed schedule for the audit and interim audit observations to the audit committee and are on site again Thursday and Friday this week. The external audit process is working well and the final audit will be released by October.

Human Resources

Recently renown presenter Simone De Hasse delivered a programme over three (3) days called 'Voice of a leader' for Council's female staff. This programme is a fantastic programme and the recipients felt it increased their self awareness, their communication skills and leadership capacity. A very worthwhile programme to develop our female staff.

Carried 7/0
FOR VOTE - Councillors voted unanimously

ATTENDANCE:

General Manager Aaron Meehan left the meeting at 10.22am

10.2 Finance (F)

Officer's Reports

10.2.1 F - 2528743 - Monthly Financial Statements

Officer's Recommendation

That the Monthly Financial Report as at 31 July 2018 be received and noted.

Resolution:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the Monthly Financial Report as at 31 July 2018 be received and noted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 2521522 - List of Correspondence Pending Completion of Assessment Report

Officer's Recommendation

That the List of Correspondence Pending Completion of Assessment Report be received.

Resolution:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the List of Correspondence Pending Completion of Assessment Report be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

ATTENDANCE:

General Manager Aaron Meehan returned to the meeting at 10.23am

12.2 IS - 2528429 - Delegated Authority Report

Officer's Recommendation

That the Delegated Authority Report be received.

Resolution:

Moved Cr RJ Frohloff, seconded Cr KA Duff.

That the Delegated Authority Report be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

12.3 IS - 2528944 - Monthly Capital Works Report

Officer's Recommendation

That the South Burnett Regional Council's Monthly Capital Works Report as at 31 July 2018 be received.

Resolution:

Moved Cr RLA Heit, seconded Cr KA Duff.

That the South Burnett Regional Council's Monthly Capital Works Report as at 31 July 2018 be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

12.4 IS - 2528824 - Works for Queensland (W4Q) Grant Project Report - Round Two

Officer's Recommendation

That the Works for Queensland (W4Q) Grant Project - Round 2 Report as at 31 July 2018 be received.

Resolution:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the Works for Queensland (W4Q) Grant Project - Round 2 Report as at 31 July 2018 be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

12.5 IS - 2528826 - Road Maintenance Expenditure Report

Officer's Recommendation

That the South Burnett Regional Council's Road Maintenance Expenditure Report as at 31 July 2018 be received.

Resolution:

Moved Cr GA Jones, seconded Cr DA Potter.

That the South Burnett Regional Council's Road Maintenance Expenditure Report as at 31 July 2018 be received.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

ADJOURNMENT:

Motion:

Moved Cr RLA Heit, seconded Cr DA Potter.

That the meeting adjourn for twenty (20) minutes

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

RESUMPTION:

Motion:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the meeting resume at 10:55am with attendance as previous to the adjournment

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

CLOSED SESSION:

Motion:

Moved Cr RJ Frohloff, seconded Cr TW Fleischfresser.

That the meeting be closed to the public for Council discussions in accordance with Section 275(1)(e) contracts proposed to be made by it, and Section 275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage of the Local Government Regulation 2012.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

SOUTH BURNETT REGIONAL COUNCIL GENERAL MEETING – MINUTES – WEDNESDAY 15 AUGUST 2018

OPEN COUNCIL :

Motion:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the meeting resume in Open Council.

Carried 7/0
FOR VOTE - Councillors voted unanimously

Report:

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) contracts proposed to be made by it, and Section 275(1)(h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage of the Local Government Regulation 2012, Council considered matters concerning tenders and South Burnett Community Hospital Foundation Limited.

Motion:

Moved Cr TW Fleischfresser, seconded Cr DA Potter.

That the Mayor's report be received

Carried 7/0
FOR VOTE - Councillors voted unanimously

13. Confidential Section

13.1 CONF - 2528788 - Tender SBRC 17/18-27 - Lease of Kingaroy WJ Lang Swimming Pool

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

Recommendation

That Council:

- not accept any tender received in response to SBRC 17/18-27 for the lease of Kingaroy WJ Lang Swimming Pool.
- call for quotation for a pool manager for a 12-month term and negotiate a pool management agreement.

Cr KM Campbell (Mayor) Page 20

Resolution:

Moved Cr DA Potter, seconded Cr TW Fleischfresser.

That Council:

- *not accept any tender received in response to SBRC 17/18-27 for the lease of Kingaroy WJ Lang Swimming Pool.*
- *call for quotation for a pool manager for a 12-month term and delegate to the Chief Executive Officer to negotiate a pool management agreement.*

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

13.2 CONF - 2528724 - Tender SBRC 17/18-26 Lease of Murgon Jubilee Swimming Pool

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

Recommendation

That Council:

- *not accept the tender received in response to SBRC 17/18-26 for the lease of Murgon Jubilee Swimming Pool.*
- *call for quotation for a pool manager for a 12-month term and negotiate a pool management agreement.*

Resolution:

Moved Cr RJ Frohloff, seconded Cr RLA Heit.

That Council:

- *not accept the tender received in response to SBRC 17/18-26 for the lease of Murgon Jubilee Swimming Pool.*
- *call for quotation for a pool manager for a 12-month term and delegate authority to the Chief Executive Officer to negotiate a pool management agreement.*

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

13.3 CONF - 2528820 - Tender SBRC 17/18-17 - Murgon and Wondai Recycled Water Facility

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

Recommendation

That Council:

1. Not accept any tender submission under RFT SBRC 17/18 – 17 Murgon and Wondai Recycled Water Facilities, and that all tenderers be advised accordingly
2. The General Manager Infrastructure investigate alternative options for the provision of Class A water to Wondai and alternative options to supply the Murgon Recycled Water Supply Systems and report back to Council at a future meeting
3. That immediate action to reduce the current risks with the Recycled Water Supply Systems be implemented at both Wondai and Murgon

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That:

1. *Council not accept any tender submission under RFT SBRC 17/18 – 17 Murgon and Wondai Recycled Water Facilities, and that all tenderers be advised accordingly*
2. *the Chief Executive Officer investigate alternative options for the provision of Class A water to Wondai and alternative options to supply the Murgon Recycled Water Supply Systems and report back to Council at the November General Meeting*
3. *immediate action to reduce the current risks with the Recycled Water Supply Systems be implemented at both Wondai and Murgon*

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

13.4 CONF - 2528723 - South Burnett Community Hospital Foundation Limited

Reason for Confidentiality

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

- (h) other business for which a public discussion would be likely to prejudice the interests of the local government or someone else, or enable a person to gain a financial advantage

SOUTH BURNETT REGIONAL COUNCIL GENERAL MEETING – MINUTES – WEDNESDAY 15 AUGUST 2018

Recommendation

That the information report on South Burnett Community Hospital Foundation Limited be received

Resolution:

Moved Cr TW Fleischfresser, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

*Carried 7/0
FOR VOTE - Councillors voted unanimously*

There being no further business the meeting was declared closed at 11.36am.

Confirmed before me this day of2018

..... **MAYOR**

Cr KM Campbell (Mayor) Page 23

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 2531426

Author Mayor, South Burnett Regional Council

Date 11 September 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 - 2531310 - Delegation of Powers to the Chief Executive Officer under the Local Government Act 2009

Document Information

ECM ID 2531310

Author Senior Governance Officer

Endorsed By Manager Social & Corporate Performance
General Manager Corporate Services

Date 27 August 2018

Précis

Review and update Council's delegation of powers to the Chief Executive Officer (CEO) in relation to the *Local Government Act 2009* (LGA).

Summary

This report seeks Council's approval for delegation of powers to the Chief Executive Officer under the *Local Government Act 2009*.

Officer's Recommendation

That under section 257 of the *Local Government Act 2009* Council:

1. delegate the exercise of the powers contained in Schedule 1 of the Instrument of Delegation attached to this resolution as Appendix A, to the Chief Executive Officer. These powers must be exercised subject to any limitations contained in Schedule 2 of the attached Instrument of Delegation.
2. repeal all prior resolutions delegating the same powers to the Chief Executive Officer.

Financial and Resource Implications

The delegation update service is funded in the current budget; however, delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred by staff acting on Council's behalf is legislatively compliant.

Link to Corporate/Operational Plan

EXC2.1 Deliver governance that provides sound organisational management and complies with relevant legislation.

Communication/Consultation (Internal/External)

The Chief Executive Officer, General Manager Corporate Services, Manager Social & Corporate Performance, Governance Section and MacDonnells Law have been consulted in regards to the delegation of powers under the revised LGA.

Legal Implications (Statutory Basis, Legal Risks)

The delegation of Local Government powers is important and necessary for the effective operation of Council.

Council in delegating its powers to the Chief Executive Officer does not in any way relinquish or limit its own authority to maintain and utilise all of the powers conferred upon it under legislation. Delegated authority granted by Council to the Chief Executive Officer can further be amended or revoked via Council resolution at any time.

Policy/Local Law/Delegation Implications

This report has been provided in compliance with section 257(1) of the LGA, which allows Council by resolution, to delegate a power under the LGA or another Act to the Chief Executive Officer.

Council's Staff Code of Conduct also 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.

Asset Management Implications

No direct asset management implications arise from this report.

Report

Section 257 of the LGA allows Council to delegate its powers under State and other laws to the Chief Executive Officer.

While delegations are currently in place, MacDonnells Law have provided Council with updated delegable powers based on the recent changes to the relevant legislation under their update service. The LGA has been amended by the Local Government (Councillor Complaints) and Other Legislation Amendment Act 2018 (the Act) which came into force on 20 July 2018.

Only parts of the Act have been commenced, with the balance of the Act to come into force by proclamation at a later date, further amending the LGA. The amendment to the LGA by the Act on 20 July 2018 has given Council the power to request the newly formed Conduct Tribunal investigate the conduct of a Councillor.

Council has delegated powers to the Chief Executive Officer under the LGA.

Attachments

1. Appendix A – Instrument of Delegation under the *Local Government Act 2009* to the Chief Executive Officer.

Appendix A

INSTRUMENT OF DELEGATION

South Burnett Regional Council
Local Government Act 2009

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 to the Chief Executive Officer are repealed.

Schedule 1

Local Government Act 2009 ("LOGA")**CHAPTER 3 - THE BUSINESS OF LOCAL GOVERNMENT****Part 1 - Local Laws****Division 5 - Miscellaneous**

Entity power given to	Section of LOGA	Description
Chief Executive Officer	38B(9)	Power to ask the police commissioner to give the chief executive officer information about noise abatement directions given to persons in the local government area.

Part 3 - Roads and other infrastructure**Division 1- Roads**

Entity power given to	Section of LOGA	Description
Local government	61(1)	Power to give the owner of land the local government wants to acquire, a notice of intention to acquire land.
Local government	61(5)	Power to give permission to an owner to erect, place, re-erect, replace or repair any structure or part of a structure on the land.
Local government	62(6)	Power to reasonably require information to decide the claim.
Local government	62(7)	In the specified circumstances, power to give the claimant written notice of Council's decision on the claim.
Local government	64(4)	Power to agree on compensation for the acquisition of the land.
Local government	65(1)	Power to decide not to proceed with the realignment of a road or part of a road after giving a notice of intention to acquire land.
Local government	65(3)	Power to serve notice of Council's decision on all owners of land who were served with the notice of intention to acquire land.
Local government	65(4)(a)	Power to withdraw the notice of intention to acquire land.
Local government	65(4)(b)	Power to lodge with the registrar of titles for registration a notice of Council's decision not to proceed with the realignment of the road, or part of the road.
Local government	66(4)	Power to agree on an amount of compensation.
Local government	67(1)	Power to acquire land that adjoins a road for use as a footpath.
Local government	67(2)	In the specified circumstances, power to decide whether any of the rights specified in this subsection are appropriate.
Local government	67(3)	Power to consider necessary structural alterations to the structure, room or cellar.
Local government	68(4)	Power to object to the opening or closing of the road.

Local government	69(1)	In certain circumstances, power to close a road.
Local government	69(2)(a)	Power to close a road during a temporary obstruction to traffic.
Local government	69(2)(b)	Power to close a road if it is in the interests of public safety.
Local government	69(2)(c)	Power to decide that it is necessary or desirable to close a road for a temporary purpose in the circumstances specified.
Local government	69(4)	Power to do everything necessary to stop traffic using the road after it is closed.
Local government	69(5)	If a road is closed to traffic for a temporary purpose, power to permit the use of any part of the road on the conditions considered appropriate.
Local government employee or contractor	70(3)	In the specified circumstances, power to: (a) make an agreement with the owner or occupier of the land; or (b) give the owner or occupier of the land at least 3 days written notice.
Local government	70(4)	In the specified circumstances, power to give the owner or occupier of the land oral notice of the matters mentioned in subsection (3)(b).
Chief Executive Officer	70(6)(b)	Power to allow a later time for receipt of a claim for compensation.
Local government	70(7)(a)	Power to make an agreement with a person for the amount of compensation.
Local government	71(2)	Power to give the owner or occupier advice about the permanent level of the road.
Local government	71(4)(a)	Power to make an agreement with the owner of occupier, or their successor in title, for the amount of compensation.
Local government	72(1)(b)	Power to consider that the conduct of the activity is having, or will have, a significant adverse impact on a road in the local government area.
Local government	72(2)	Power to require the entity which is conducting an activity to provide information, within a reasonable time, that will enable the local government to assess the impact of the activity on the road.
Local government	72(3)	After assessing the impact of the activity on the road, power to do one or more of the following: (a) give the entity a direction about the use of the road to lessen the impact; (b) require the entity: (i) to carry out works to lessen the impact; or (ii) to pay an amount as compensation for the impact.
Local government	74(2)	Power to consider appropriate particulars to be shown on the register of roads.
Local government	75	Power to apply section 75, Unauthorised works on roads

Division 2 - Stormwater drains

Entity power given to	Section of LOGA	Description
Local government	77(1)	Power to, by written notice, require the owner of a property to connect a stormwater installation for the property to the local government's stormwater drain in the way, under the conditions and within the time stated in the notice.
Local government	77(3)(b)	Power to give approval for the connection to a local government stormwater drain.
Local government	77(4)	Power to impose conditions on approval for the connection, including about the way the connection must be made.
Local government	78(4)	Under the specified circumstances, power to, by written notice, require the owner of the property to perform the work stated in the notice, within the time stated in the notice.
Local government	78(5)	For a notice provided in subsection (4), power to decide a time that is reasonable.

Part 4 - The business of indigenous local governments**Division 2 – Managing Trust Land**

Entity power given to	Section of LOGA	Description
Trustee Council	85(6)	Power to give written notice of the reasons for the proposed decision to the community forum.

CHAPTER 4 - FINANCES AND ACCOUNTABILITY**Part 1 - Rates and charges**

Entity power given to	Section of LOGA	Description
Local government	95(3)(a)	Power to sign and lodge for registration a request to register a charge over the land on behalf of the local government.
Chief Executive Officer	95(3)(b)	Power to sign a certificate that states there is a charge of the land for overdue rates and charges.
Chief Executive Officer	95(5)(b)	Power to sign a certificate that states the overdue rates and charges have been paid.

CHAPTER 5 - MONITORING AND ENFORCING THE LOCAL GOVERNMENT ACTS**Part 1 - Local governments****Division 3 – Action by the Minister**

Entity power given to	Section of LOGA	Description
Local government	120(5)	Power to make submissions within the time specified in the notice.

Part 2 - The public**Division 1 - Powers of authorised persons**

Entity power given to	Section of LOGA	Description
Local government	133(3)	Power to give, or make a reasonable attempt to give, the occupier of the property a written notice that informs the occupier of the following: (a) the intention to enter the property; (b) the reason for entering the property; (c) an estimation of when the property will be entered.
Local government	133(4)	Power to give, or make a reasonable attempt to give, written notice to the occupier within a reasonable time before the property is to be entered.
Local government	137(2)(a)	Power to agree on an amount of compensation for a person who has incurred damage or loss because of the exercise or purported exercise of a power under this division.

Division 2 - Powers of other persons

Entity power given to	Section of LOGA	Description
Local government	138(4)	Power to authorise a local government worker.
Local government	138AA(3)(b)	Power to give reasonable entry notice.
Local government	140(1)(a)	Power to give a remedial notice to the owner of a property.
Owner or Owner's agent	140(2)	Power to enter property at the times stated in the reasonable entry notice and take the action that is required under the remedial notice.
Local government	142(6)	In the specified circumstances, power to give the person who failed to take the action, written notice of the amount of the debt.
Local government	143(1)	Power to form a belief that there is no reasonably practicable way of obtaining materials other than by removing the materials from the relevant land.
Person	146(1)	Power to enter the property in accordance with a Court order made under this section.
Person	146(2)	Power to apply to a Magistrate for a Court order.
Local government	147(3)(a)	Power to agree on an amount of compensation for a person who has incurred damage or loss because of the exercise or purported exercise of a power under this division.

Part 3 - Investigation of local government records**Division 3 – Investigations by local government**

Entity power given to	Section of LOGA	Description
Chief Executive Officer	148F(2)	Power to make all inquiries the Chief Executive Officer considers to be reasonable to find out whether and to what extent the register or record is incorrect/power to direct an authorised person to make such enquiries.

Chief Executive Officer	148G(2)	Power to, in the circumstances in subsection (1) require a person to give information or produce a document, or direct an authorised person to require a person to give information or produce a document.
-------------------------	---------	--

CHAPTER 5A – COUNCILLOR CONDUCT**Part 5 - Administration****Division 1 – Independent Assessor and Office of the Independent Assessor**

Entity power given to	Section of LOGA	Description
Local government	150DL(1)(a)	In the specified circumstances, the power to request the conduct tribunal to: <ul style="list-style-type: none"> (a) investigate the suspected inappropriate conduct of a councillor; (b) to make recommendations to the local government about dealing with the conduct.

CHAPTER 6 - ADMINISTRATION**Part 2 - Councillors****Division 3 - Vacancies in councillor's office**

Entity power given to	Section of LOGA	Description
Chief Executive Officer	162(1)(e)	Power to give leave.
Chief Executive Officer	166(6)	In the specified circumstances, power to request the political party to advise the full name and address of its nominee.
Chief Executive Officer	166(8)	Power to, within 14 days after the office become vacant, invite nominations.

Division 5A – Dealing with councillors' personal interests in local government matters

Entity power given to	Section of LOGA	Description
Local government	175C(3)	In the specified circumstances, power to delegate deciding a matter, unless deciding the matter cannot be delegated under section 257 of the LGA.
Local government	175E(6)	In the specified circumstances, power to delegate deciding a matter, unless deciding the matter cannot be delegated under section 257 of the LGA.
Entity dealing with the complaint under this division	176A(2)	In specified circumstances, the power to decide not to take any further action in relation to a complaint about the conduct of a person who is no longer a councillor in the prescribed circumstances
Entity dealing with the complaint	176A(3)	In specified circumstances, the power to the power to give an entity that made the complaint, and the accused person, a written notice that states: <ul style="list-style-type: none"> a) No further action will be taken in relation to the complaint; and b) The reasons for the decision.

under this division		
---------------------	--	--

Part 5 - Local government employees
Division 3 - Common provisions

Entity power given to	Section of LOGA	Description
Local government	198(2)	Power to make an agreement with other local governments that an employee may be employed by more than one local government.

CHAPTER 7 - OTHER PROVISIONS

Part 2 - Superannuation
Division 3 – Superannuation contributions for particular employees

Entity power given to	Section of LOGA	Description
Local government	221(2)(a)	Power to make an agreement with an employee that it is exempt, on the grounds of the employee's financial hardship, from paying all or a stated part of the contributions payable under section 220A(2) by the employee.

Part 4 - Legal provisions

Entity power given to	Section of LOGA	Description
Local government	236(1)	The power to sign a document on behalf of a local government.

Part 6 - Other provisions

Entity power given to	Section of LOGA	Description
Local government	262(2)	In the specified circumstances, power to do anything that is necessary or convenient for performing the responsibilities.
Chief Executive Officer	265A(1)(b)	Power to authorise an employee of a local government to conduct searches of registers or documents about the land in the land registry.
Local government	268A	The power to decide the way in which a local government will conduct a voluntary poll of electors in its area.

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.

[2018 07 20 - LOGA - Delegation Instrument - South Burnett]

4.2.2 G - 2530253 - Minutes of the Audit Committee Meeting held on Tuesday 14 August 2018

Document Information

EDM ID 2530253

Author Senior Business Officer (Previous Internal Auditor)

Endorsed

**By Manager – Social & Corporate Performance
General Manager Corporate Services**

Date 20 August 2018

Précis

Minutes of the Audit Advisory Committee Meeting held on Tuesday 14 August 2018.

Summary

The minutes of the Audit Advisory Committee meeting held in the Council Committee Room, of the South Burnett Regional Council on Tuesday 14 August 2018 are provided for consideration and endorsement.

Officer's Recommendation

That Council endorse the minutes of the Audit Advisory Committee Meeting held on Tuesday 14 August 2018.

Financial and Resource Implications

Section 210 Audit Committee Composition

In accordance with the requirements of section 210 of the *Local Government Regulation 2012*, South Burnett Regional Council has established an Audit Advisory Committee (the Committee) comprising of 3 voting members.

As stated in the Audit Advisory Committee Terms of Reference policy, Council has appointed two (2) Councillors as members, one of whom has been appointed as the Audit Advisory Committee Chairperson.

The other member of the Committee is external and independent to Council. The independent member has been appointed based on personal qualities and skills, and is expected to possess significant financial experience and expertise.

There is financial implication of engaging an independent member. Council currently pays the independent member a remuneration of \$400 for each meeting attended by the member.

Link to Corporate/Operational Plan

EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices

EXC2.1 - Deliver governance that provides sound organisational management and complies with relevant legislation

EXC2.2 - Appropriately resource the organisation to deliver Council's strategic objectives

Communication/Consultation (Internal/External)

The Audit Advisory Committee liaises on a regular basis with the Senior Management and Executive leadership, Council's external auditor, Queensland Audit Office, the internal auditor and the fraud/corruption/risk management coordinator in carrying out its responsibilities.

Legal Implications (Statutory Basis, Legal Risks)

Local Government Regulation 2012

section 211 Audit Committee meetings

The audit committee of a local government must –

- (a) meet at least twice each financial year; and*
- (b) review each of the following matters –*
 - (i) the internal audit plan for the internal audit for the current financial year;*
 - (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;*
 - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;*
 - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and*
- (c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.*

To meet the requirements of section 105 of the *Local Government Act 2009* regarding the establishment of an Audit Committee, Council has formulated an Audit Advisory Committee and an Audit Advisory Committee Terms of Reference policies. The Audit Advisory Committee policy provides a framework in which the Audit Advisory Committee would operate.

The Audit Advisory Committee Terms of Reference policy specifies the role, responsibilities and authority of the Committee, sets out the specific responsibilities delegated by Council to the Audit Advisory Committee and details the manner in which the Committee will operate.

The main purpose of the Committee is to provide advisory services to Council in the effective performance of its responsibilities related to internal audit and risk management as prescribed under the *Local Government Act 2009*, the *Local Government Regulation 2012* and other relevant legislation, standards and requirements.

The Committee has an oversight function and therefore exercises a monitoring and assessment role.

Policy/Local Law/Delegation Implications

Audit Advisory Committee Policy

Audit Advisory Committee Terms of Reference

Internal Audit Policy

Internal Audit Terms of Reference

Risk Management Policy

Risk Management Committee Terms of Reference

Asset Management Implications

It is the responsibility of the Audit Advisory Committee to review and endorse the scoping document prior to the commencement of the annual valuation process of Council's assets.

It is also the Committee's responsibility to review and endorse the results of asset valuation reports prior to approval by Council, after considering the assumptions that was used in preparing the valuation reports.

Report

The South Burnett Regional Council's Audit Advisory Committee met on Tuesday 14 August 2018 and considered a number of items. The minutes of the meeting are provided for Council consideration and endorsement.



Minutes
Of the
Audit Committee

**Held in Committee Meeting Room
South Burnett Regional Council Office, Kingaroy**

14 August 2018

Commenced at 1:02 p.m.



South Burnett Regional Council Audit Committee – Minutes – 14 August 2018

South Burnett Regional Council Audit Committee Minutes

ORDER OF BUSINESS:

Minutes of the meeting of the South Burnett Regional Council Audit Advisory Committee, held in the South Burnett Regional Council Committee Room, Glendon Street, Kingaroy on Tuesday 14 August 2018 at 1:02 pm.

1. Opening & Attendance

Meeting opened at 1.02 pm

Attendance: Audit Advisory Committee Members

Mayor Keith Campbell – Chairperson
Councillor Ros Heit – Portfolio Councillor Finance, ICT & Human Resources
Ms Melissa Schroffel - Independent Member

Attendance: Permanent Attendees

Mark Pitt (Chief Executive Officer)
Lester Schumacher (General Manager, Finance)
Aaron Meehan (General Manager, Infrastructure)
Carolyn Knudsen (Manager, Social and Corporate Performance)
Delvene Woltmann (Internal Auditor)

Attendance: Invited Attendees

Sanju Augustine (Senior Business Officer)
Jenelle MacGregor (Audit Manager, QAO) - attended via Skype
Angus Peterson (Audit Manager, KPMG) - attended via Skype
Celina Branch (Acting Manager, Finance)

2. Apologies

2.1 Apologies Received

Peter O'May (General Manager, Corporate Services)
Jillian Richards (Audit Partner, KPMG)

3. Confirmation of the minutes of the previous meeting held on 15 May 2018

The minutes of the meeting held on 15th May 2018 will be confirmed at the Audit Advisory Committee meeting to be held on the 29th of August 2018.

4. Business arising from the minutes of previous meetings

NIL

5. New Business

5.1 Update from Finance

- a) Celina Branch presented the Investment Portfolio Report for the Quarter ended 30 June 2018, and reported on Council's investments and the account balances for each investment as at 30 June 2018.

5.2 Internal Audit Update

- a) Sanju Augustine informed the Committee that since the last Audit Advisory Committee meeting, the audit on Councillor Expenses has been completed and that the audit recommendations from this audit was listed at the end of the Internal Audit Progress report (distributed to the Committee members prior to the meeting). Mr Augustine also informed the Committee, that one audit recommendation from this audit had already been implemented.

Page 1

South Burnett Regional Council Audit Committee – Minutes – 14 August 2018

Mr Augustine updated the Committee on the status of the internal audits that are currently in progress. He informed the Committee that a discussion paper has been prepared for the audits undertaken on Investment Management and the Grants and Subsidies Received. For both these audits, Mr Augustine stated that he was awaiting a response from management to the findings and recommendations. Mr Augustine informed the Committee that the field work for the audit of the Management of Portable and Attractive Assets was in progress.

Melissa Schroffel the independent member of the Audit Advisory Committee, queried what action was planned with the current audits in progress and if there would be time to undertake any adhoc audits, if requested by the Chief Executive Officer (CEO). In response to this query, Mr Augustine replied that the plan was to complete the current audits in progress and commence on the audits as per the endorsed Internal Audit Plan for the 2018-19 financial year. He explained to the Committee that if any adhoc audits were to be undertaken, they would need to be prioritised over the other planned audits. Mr Augustine informed the Committee on the other audits planned for the 2018-19 financial year.

b) Update on implementation of outstanding audit recommendations:

Mr Augustine presented a report on the implementation status of the outstanding audit recommendations. He stated that there were 134 total recommendations, out of which 94 were completed and that there remained 40 outstanding audit recommendations. He drew the member's attention to the summary page of the report (circulated earlier) and reported on the increase in the percentage of outstanding recommendations completed for the Payroll, Rates Management, Fuel Management, Telephone and Mobile Expenditure, and Councillor Expenses audits, since the last Audit Advisory Committee meeting in May 2018. Melissa Schroffel queried if there was greater focus on addressing the audit recommendations categorised as high risks. In response to this query, and the related discussion on the high-risk audit recommendations for the Infrastructure Charges and the Environmental Assessments audits, Aaron Meehan expressed the view that specific processes are being currently developed to mitigate these risks. Carolyn Knudsen provided context of the risk review undertaken last year by Senior Management in which the risk attributed to the outstanding audit recommendations was recalculated to reflect Council's current status relative to the individual audits.

5.3 Update from Manager Social and Corporate Performance

a) Corporate / Operation Risk Register and Treatment Plan:

Carolyn Knudsen presented the Corporate and Operational Risk Register and Treatment Plan, for the executive services, corporate services, finance, and the infrastructure departments of the South Burnett Regional Council.

b) Fraud and Corruption Operational Risk Register and Treatment Plan

Carolyn Knudsen presented the Fraud and Corruption Operational Risk Register and Treatment Plan. In her presentation, Ms Knudsen outlined the two-tier structure, consisting of the Working Group and the Steering Group that Council had created to identify and manage fraud corruption risks. Ms Knudsen informed the Committee that the Fraud and Corruption Operational Risk Register and Treatment Plan was developed after consulting both these groups. Ms Knudsen informed the Committee that the document was the primary method of capturing and documenting all fraud corruption risks, and that the document also details the treatment plan for the identified risks.

c) For Discussion – Review and Update the Internal Audit, Risk Management and Audit Advisory Committee Policies

Ms Knudsen informed the Committee that Council policies on Internal Audit and Audit Advisory Committee were reviewed and updated, and that the reviewed

Page 2

South Burnett Regional Council Audit Committee – Minutes – 14 August 2018

policies were sent to Councillors, the Senior Management Team and the Audit Committee members for review and comments. Ms Knudsen explained to the Committee, that the plan is to hold the review of the revised policies and revisit the suite of policies associated with risk, internal audit and Audit Committee, and update the policies providing more defined linkage between the policies, which will include a renaming of the Audit Advisory Committee to Audit and Risk Advisory Committee. There was general support for this approach.

5.4 Update from KPMG and QAO

The Chairperson invited Angus Peterson, representing KPMG, to provide an update.

Mr Peterson drew the Committee's attention to the Interim Report prepared by KPMG, which was circulated prior to the meeting. He explained to the Committee, that the Interim Report details the internal control and financial reporting issues which KPMG have identified during the interim audit that was undertaken by them. Mr Peterson informed the Committee that one internal control deficiency, relating to Council not having a formal review process for the monthly Bank reconciliations has been identified. Mr Peterson informed the Committee that management's response to this finding has also been included in the Interim Report. In relation to financial reporting issues, he informed the Committee that no financial reporting issues were identified, other than that which has already been included in the External Audit Plan dated 7 February 2018 (this issue is documented in Section 4 of the Interim Report). Mr Peterson informed the Committee, that for the year-end audit the areas of audit significance will be the valuation of property, plant and equipment, revenue recognition, and financial sustainability. He also informed the Committee that further detailed testing of controls will be undertaken as part of the year-end audit.

Jenelle MacGregor, representing the Queensland Audit Office(QAO), drew the Committee's attention to the Briefing Paper which was circulated prior to the meeting. Ms MacGregor briefed the Committee on the below sections of the Briefing paper:

- Performance audit update
- Local government bulletins
- Fraud alert
- Fact sheets
- QAO insights newsletter
- Audit Committee chair briefing

6. General Section/Any Other Business

Mr Augustine informed the Committee, that a special meeting of the Audit Advisory Committee will be convened on the 29th of August 2018 at 1pm, to review and endorse South Burnett Regional Council's 2017-18 financial year draft financial statements.

Ms Knudsen introduced Delvene Woltmann, the new Internal Auditor for the South Burnett Regional Council, who has replaced Sanju Augustine. Mr Augustine informed the Committee that he has taken up the opportunity to work within Council's Infrastructure Department in the role of a Senior Business Officer.

The Committee thanked Mr Augustine for his work as Internal Auditor and welcomed Ms Woltmann to the role.

7. Closure

Meeting closed at 1.45 pm

Annexure A

Investment Portfolio Report

As at 30 June 2018

Financial Institution	Opening Investment Balance 1 July 2017	Interest Rate	Deposits	Redemptions	Balance	Interest Income	Admin Charge	Net Interest Income	Ending Investment Balance 30 June 2018	% to Portfolio	Short Term Rating	Individual Counter-Party Limit	Maximum Funds Limit	Comments
Queensland Treasury Corporation	34,076,118	2.38%	16,000,000	22,000,000	28,076,118	780,089	46,824	733,265	28,809,383	0.73	A1+	100%	No Limit	Investment parameters as stipulated in the Investment Policy are complied
National Australia Bank Professional Funds	2,038,681	1.75%	40,695,969	42,777,774	43,124	43,190		43,190	66	0.00	A1+	25% to 35%	\$20M	Investment parameters as stipulated in the Investment Policy are complied - Interest income based on average daily balance
Westpac Banking Corporation TD ACCT 034625-274554 Mature 27/06/2018	-	2.85%	5,000,000	5,035,918	35,918	35,918		35,918	0	0.00	A1+	25% to 35%	\$20M	Investment parameters as stipulated in the Investment Policy are complied - Interest income based on average daily balance
Commonwealth Bank Australia General Operating Account	14,802	2.00%	53,861,510	43,124,499	10,751,813	43,014		43,014	10,794,827	0.27	A1+	25% to 35%	\$20M	Investment parameters as stipulated in the Investment Policy are complied - Interest income based on average daily balance
	<u>36,129,601</u>		<u>115,557,479</u>	<u>112,938,191</u>	<u>38,748,899</u>	<u>902,211</u>	<u>46,824</u>	<u>855,387</u>	<u>39,604,276</u>					

4.2.3 G - 2536294 - Minutes of the Audit Committee Meeting held on Wednesday 29 August 2018

Document Information

ECM ID 2536294

Author Internal Auditor

**Endorsed
By Manager Social & Corporate Performance
General Manager Corporate Services**

Date 11 September 2018

Précis

Minutes of the Audit Committee Meeting held on Wednesday 29 August 2018.

Summary

The minutes of the Audit Advisory Committee meeting held in the Council Committee Room, of the South Burnett Regional Council on Wednesday 29 August 2018 are provided for consideration and endorsement.

Officer's Recommendation

That Council endorse the minutes and recommendations of the Audit Advisory Committee held on Wednesday 29 August 2018.

Financial and Resource Implications

Section 210 Audit Committee Composition

In accordance with the requirements of section 210 of the *Local Government Regulation 2012*, South Burnett Regional Council has established an Audit Advisory Committee (the Committee) comprising of three (3) voting members.

As stated in the Audit Advisory Committee Terms of Reference policy, Council has appointed two (2) Councillors as members, one (1) of whom has been appointed as the Audit Advisory Committee Chairperson.

The other member of the Committee is external and independent to Council. The independent member has been appointed based on personal qualities and skills, and is expected to possess significant financial experience and expertise.

There is financial implication of engaging an independent member. Council currently pays the independent member a remuneration of \$400 for each meeting attended by the member.

Link to Corporate/Operational Plan

EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices

EXC2.1 - Deliver governance that provides sound organisational management and complies with relevant legislation

EXC2.2 - Appropriately resource the organisation to deliver Council's strategic objectives

Communication/Consultation (Internal/External)

The Audit Advisory Committee liaises on a regular basis with the Senior Management and Executive leadership, Council's external auditor, Queensland Audit Office, the internal auditor and the fraud/corruption/risk management coordinator in carrying out its responsibilities.

Legal Implications (Statutory Basis, Legal Risks)

Local Government Regulation 2012

section 211 Audit Committee meetings

The audit committee of a local government must –

- (a) meet at least twice each financial year; and*
- (b) review each of the following matters –*
 - (i) the internal audit plan for the internal audit for the current financial year;*
 - (ii) the internal audit progress report for the internal audit for the preceding financial year including the recommendations in the report and the actions to which the recommendations relate;*
 - (iii) a draft of the local government's financial statements for the preceding financial year before the statements are certified and given to the auditor-general under section 212;*
 - (iv) the auditor-general's audit report and auditor-general's observation report about the local government's financial statements for the preceding financial year; and*
- (c) as soon as practicable after a meeting of the committee, give the local government a written report about the matters reviewed at the meeting and the committee's recommendations about the matters.*

To meet the requirements of section 105 of the *Local Government Act 2009* regarding the establishment of an Audit Committee, Council has formulated an Audit Advisory Committee and an Audit Advisory Committee Terms of Reference policies. The Audit Advisory Committee policy provides a framework in which the Audit Advisory Committee would operate.

The Audit Advisory Committee Terms of Reference policy specifies the role, responsibilities and authority of the Committee, sets out the specific responsibilities delegated by Council to the Audit Advisory Committee and details the manner in which the Committee will operate.

The main purpose of the Committee is to provide advisory services to Council in the effective performance of its responsibilities related to internal audit and risk management as prescribed under the *Local Government Act 2009*, the *Local Government Regulation 2012* and other relevant legislation, standards and requirements.

The Committee has an oversight function and therefore exercises a monitoring and assessment role.

Policy/Local Law/Delegation Implications

Audit Advisory Committee Policy

Audit Advisory Committee Terms of Reference

Internal Audit Policy

Internal Audit Terms of Reference

Risk Management Policy
Risk Management Committee Terms of Reference

Asset Management Implications

It is the responsibility of the Audit Advisory Committee to review and endorse the scoping document prior to the commencement of the annual valuation process of Council's assets. It is also the Committee's responsibility to review and endorse the results of asset valuation reports prior to approval by Council, after considering the assumptions that was used in preparing the valuation reports.

Report

The South Burnett Regional Council's Audit Advisory Committee met on Wednesday 29 August 2018 and considered a number of items. The minutes of the meeting are provided for Council consideration and endorsement.



Minutes
Of the
Audit Committee

Held in Committee Meeting Room
South Burnett Regional Council Office, Kingaroy

29 August 2018

Commenced at 1:03 p.m.



South Burnett Regional Council Audit Committee – Minutes – 29 August 2018

South Burnett Regional Council Audit Committee Minutes

ORDER OF BUSINESS:

Minutes of the meeting of the South Burnett Regional Council Audit Advisory Committee, held in the South Burnett Regional Council Committee Room, Glendon Street, Kingaroy on Wednesday 29 August 2018 at 1:03 pm.

1. Opening & Attendance

Meeting opened at 1.03 pm

Attendance: Audit Advisory Committee Members

Councillor Ros Heit – Portfolio Councillor Finance, ICT & Human Resources - Chairperson
Melissa Schroffel - Independent Member

Attendance: Permanent Attendees

Mark Pitt (Chief Executive Officer)
Lester Schumacher (General Manager, Finance)
Peter O'May (General Manager, Corporate Services)
Delvene Woltmann (Internal Auditor)

Attendance: Invited Attendees

Jenelle MacGregor (Audit Manager, QAO) - attended via Skype
Angus Peterson (Audit Manager, KPMG) - attended via Skype
Jillian Richards (Audit Partner, KPMG) – attended via Skype
Celina Branch (Acting Manager, Finance)

2. Apologies

2.1 Apologies Received

Cr Keith Campbell (Mayor)
Cr Kathy Duff (Acting Mayor)
Carolyn Knudsen (Manager, Social and Corporate Performance)
Aaron Meehan (General Manager, Infrastructure)

3. Confirmation of the minutes of the previous meeting held on 15 May 2018

The minutes of the two previous meetings held on 15th May 2018 and 14th August 2018 be confirmed.

Moved: Melissa Schroffel

Seconded: Cr Ros Heit

4. Business arising from the minutes of previous meetings

Nil

5. New Business

5.1 Finance

- a) The Acting Manager of Finance Ms Branch presented the Committee with the South Burnett Regional Council Draft Financial Statements 2017 – 2018 along with the Financial Statements Analysis Report (Annexure A) which highlighted the significant items within the draft financial statements. In addition, the following items were discussed:
 - The book value for Property Plant and Equipment has seen no material changes which was due to no comprehensive revaluations occurring. Comprehensive revaluations are recommended for Roads, Drainage and Bridges as well as for Building and Other Structures, and a desktop indexation

Page 1

review for Water and Wastewater with a Comprehensive revaluation to occur after a detailed condition assessment in 2019/2020. Mr Schumacher advised that it is unknown what effects the comprehensive revaluations will have on depreciation and it should be noted that this is a moving number. Ms Schroffel queried that council should be rationalising and should be making a decision to finalise a building or asset which then effects the depreciation. Mr Schumacher is currently addressing this and can then produce the reports.

- The landfill restoration is recorded at approximately \$12 million and Mr Schumacher advised that the Quarry figure is for roadside fix and that legacy tips have environmental issues if new ones are opened and then are to be rehabilitated over a 30-year timeframe. Mr O'May raised that there is a decision made at each location as to whether to buy in fill or cap off depending on availability of resources. Mr Schumacher advised that he made a decision to display this as it a large number so that it can be highlighted and monitored. Ms Branch confirmed that it effects the Finance Costs and Mr Schumacher suggested that he will present the Audit Advisory Committee at a future meeting how the calculation is done.
- Ms Richards from KPMG advised that the Audit of South Burnett Regional Council is in a well advanced state with the exception of a couple of testings. Mr Schumacher and Mr Peterson discussed bringing the milestone dates forward with a potential date prior to the end of September. This would be dependent on the complexity of issues identified. Mr O'May then queried whether this would result in the Annual Report being brought forward as a result. The 1 (one) month limit from receipt of the auditor-general's audit report on the financial statements will need to be monitored.
- Ms Schroffel queried KPMG if they had seen any material issues in the Financial Statements, which they confirmed that there had not been.

Resolution: That the Audit Advisory Committee note the review and receive the South Burnett Regional Council's Draft Financial Statements for the 2017/18 financial year.

Moved: Melissa Schroffel

Seconded: Cr Ros Heit

5.2 Social & Corporate Performance

- (a) The letter received from the Fraser Coast Regional Council (IR No 2528917) was presented regarding their desire to establish a reciprocal arrangement to attend as observers to the South Burnett Regional Councils Audit Advisory Committee. It was discussed that there would be positive benefits of a reciprocal arrangement for the sharing of knowledge and good learning opportunities for the South Burnett Regional Council, provided that confidentiality can be adhered to. A favourable response is to be sent to the Fraser Coast Regional Council.

6. General Section/Any Other Business

A current version of the South Burnett Regional Council Leave Liabilities was presented (Annexure B). The Audit Advisory Committee determined that they would like this report presented once per year in line with the Draft Financial Statements, instead of the 6 monthly report as currently expected. Both the previous format and a proposed new format was presented and the reasoning behind the updating of categories. Accumulated Toil and RDO's have been added to the report as they are relevant to accumulated leave entitlements outstanding.

Cr Heit enquired if there is a forced leave clause in the award and Mr Schumacher advised that people with accumulated leave are managed and negotiated. Mr Pitt identified that people not taking leave can be a potential risk factor and the reasons behind people accumulating leave needs investigation. Mr Pitt has requested further expansion of these figures to determine if there is a relationship between people accumulating leave in differing categories

South Burnett Regional Council Audit Committee – Minutes – 29 August 2018

and has requested that the top 10 people are identified to the committee at the next meeting. Confirmation that there are no negative balances allowed in leave figures is also requested. Mr O'May advised that high leave balances can take two to three years to manage reduction of high balances through the process of leave planning.

The next meeting date will be negotiated after the dates for the sign off of the Financial Statements is known. The tentative date of Tuesday 9 October 2018 was noted.

Closure

Meeting closed at 2.11 pm

Annexure A

2017/2018 FINANCIAL STATEMENT ANALYSIS

STATEMENT OF COMPREHENSIVE INCOME

Revenue

Total Revenue this year has seen a decrease of (\$6,358,935).

Recurrent Revenue	2018 Consolidated	2018	2017	Inc/(Dec) Council Only
Rates, Levies and Charges	45,352,293	45,352,293	44,255,995	1,096,298
Fees and Charges	4,453,925	4,453,925	4,292,575	161,350
Rental Income	546,924	456,662	476,525	(19,863)
Interest Received	1,060,381	1,059,900	1,080,903	(21,003)
Sales Revenue	4,317,122	4,317,122	5,174,726	(857,604)
Other Income	661,053	661,053	747,486	(86,433)
Grants, Subsidies, Contributions and Donations	8,235,039	8,232,594	11,418,361	(3,185,767)
Total Recurrent Revenue	64,626,737	64,533,549	67,446,571	(2,913,022)
Capital Revenue				
Grants, Subsidies, Contributions and Donations	8,017,166	8,017,166	11,463,078	(3,445,912)
Total Revenue	72,643,903	72,550,714	78,909,649	(6,358,935)

This is mainly a result of:

- Rates, Levies and Charges – reflects the rate increase per budget
- Sales revenue saw a \$1.6M decrease in RPC income. This is State Government funding so is difficult to predict what funding Council will receive.
- Reduction in FAGS grant revenue of \$3.5M as there was no early payment recognised in the 2015/2016 year – the whole amount of \$6,815,934 was received in 2016/2017 + the 2017/2018 early payment of \$3,521,516. Council received the remainder of the 2017/2018 FAGS grant payment of \$3,209,198 in the 2017/2018 financial year as well as the early payment of \$3,495,884 for the 2018/2019 financial year.
- Capital grants reduced by \$3.4M – Council received a grant of \$3.5M for the Kingaroy Waste Water treatment plant in 2016/2017 financial year.

For display only - Distribution of FAGS grant payments.

- This shows the effect the FAGS grant has on the cash flow.

	2012 PCS	2013 PCS	14GLACT	15GLACT	16GLACT	17GLACT	18GLACT
18-1011-1001-41401	7,870,941	5,038,573	2,170,953	4,976,727	6,959,544	10,337,450	3,209,198
18-1109-1001-41401	2,550,381	2,007,786	1,045,631	2,126,972			
TOTAL RECEIPTED	10,421,322	7,046,359	3,216,584	7,103,699	6,959,544	10,337,450	3,209,198
Variance to above ledger #	50,000	-	-	151,447	-	-	-
Less Advance Payment	4,285,244	3,961,215				3,521,516	
Plus Advance Payment	2,124,235	4,285,244	3,561,215				3,521,516
Total Inc/Advanced Payment	8,260,853	7,370,388	7,177,839	7,103,699	6,959,544	6,815,934	6,730,714
Annual Allocation	8,260,853	7,370,388	7,177,839	7,103,699	6,959,544	6,815,934	6,730,714
Variance	-	1	-	-	-	-	-

Expenditure

Total recurrent expenditure increased by \$447,890.

Recurrent Expenditure	2018 Consolidated	2018	2017	Inc/(Dec) Council Only
Employee Benefits (Note 5)	(22,642,641)	(22,632,037)	(23,381,683)	(749,646)
Materials & Services (Note 6)	(23,583,173)	(23,491,010)	(23,725,924)	(234,914)
Finance Costs (Note 7)	(2,407,685)	(2,407,682)	(2,657,930)	(250,248)
Depreciation and Amortisation	(16,435,696)	(16,396,359)	(14,713,661)	1,682,698
Total Recurrent Expenditure	(65,069,195)	(64,927,088)	(64,479,198)	447,890
Capital Expenditure	(6,699,547)	(6,699,548)	(12,486,326)	(5,786,778)
Total Expenses	(71,768,742)	(71,626,636)	(76,965,524)	(5,338,888)

This financial year saw a decrease in employee benefits, finance costs and material and services mainly due to staff reductions and a lower unwinding of discount in relation to the provisions for Legacy Refuse Tips and Roadside Gravel Pits.

Due to the large value capitalised, work in progress reduced from \$30,463,556 in 2017 FY to \$14,315,890 in the 18FY. This had an impact on depreciation, increasing the expense by \$1,683M.

Following is a breakdown of the depreciation and amortisation of the various asset classes showing the increase in depreciation for the current financial year. Included is a list of some of the large projects that were capitalised during the year.

Depreciation & Amortisation	2018 Consolidated	2018	2017	Inc/(Dec) Council Only	Major Projects Capitalised
Buildings	2,273,255	2,233,918	2,153,184	80,734	B'butt Hall, N'go SES Office & Training Facility
Plant & Equipment	2,320,804	2,320,804	2,190,154	130,650	Fleet Replacement
Roads	7,485,533	7,485,533	6,757,730	727,803	Memerambi Development, Marshlands Bridge
Water	2,224,424	2,224,424	1,987,217	237,207	Gordonbrook Water Treatment Plant
Waste Water	1,828,219	1,828,219	1,342,218	486,001	Kingaroy Waste Water Treatment Plant
Total Depreciation Expense	16,132,234	16,092,898	14,430,503	1,662,395	
Amortisation Intangibles	303,461	303,461	283,159	20,302	Business System
Total Depreciation & Amortisation	16,435,696	16,396,359	14,713,662	1,682,697	

Net Result

The net result decreased from \$1,944,125 in the 16/17 FY to \$924,078 in the 17/18 FY. This has seen a decrease of \$1,020,047 which is a result of a decrease in total revenue (\$6.36M) combined with a decrease in total expenditure (\$5.34M).

Total expenditure decreasing was mainly due to a decrease in capital expenditure (see note 8 Capital Expenditure \$5.79M). This decrease was primarily due to a reduction in the loss on write-off of infrastructure assets in roads and waste water.

Other Comprehensive Income

The breakdown of Other Comprehensive Income \$100,711 is shown below:

	2018 Consolidated	2018	2017	Inc/(Dec) Council Only
Revaluation Adjustment to Asset Revaluation Surplus (Note 12 PPC)	-\$1,165,675	-\$1,165,675	\$68,901,784	-\$70,067,459
Loss on Asset Disposals related with Capitalisation	-\$1,266,386	-\$1,266,386	\$9,059,518	-\$10,325,904
Increase (Decrease) in Asset Revaluation Surplus presented in Other Comprehensive Income	\$100,711	\$100,711	\$59,842,264	\$59,741,555

The amount in Other Comprehensive Income is due to minor adjustments to opening balances that were made to bring the asset balances back into balance with the general ledger and includes the provision adjustments for the landfill and quarry.

The large decrease this year was due to no revaluations being done. Desktop indexation reviews were undertaken by Shepherd Services in the 2017/2018 financial year.

STATEMENT OF FINANCIAL POSITION**Current Assets**

- Cash and Cash Equivalents seen an increase of \$3M which was largely due to the \$2M loan drawn down from QTC in June 2018.
- Receivables increase by approx. \$677k which was mainly due to prepaid rates now being recognised as a liability.
- Inventories seen no material change.

Non-Current Assets

- Intangibles had no material change.
- Receivables reduced by (\$335,761) which is a result of the deferred amounts for Memerambi Special Charges becoming due and payable.
- The book value of Property Plant & Equipment (Note 12) seen no material changes. This is due to no comprehensive revaluations occurring.
 - **Looking forward to 2018/2019:**
 - A comprehensive revaluation is recommended for Roads, Drainage and Bridges. This is due to Council carrying out detailed road assessments for capital renewal modelling making it a logical time to utilise this information.
 - A comprehensive revaluation is recommended for Buildings and Other Structures due to the funding received to carry out a Building condition assessment review. Accordingly it is logical to utilise this information.
 - A desktop indexation review for Water and Wastewater. This is due to resources being fully committed to carrying out significant Asset Management and valuation work on the above asset classes. A detailed condition assessment of water and sewerage assets is planned for 2019/20. A comprehensive revaluation will occur after this.
 - It is unknown at this stage what effects the comprehensive revaluations will have on depreciation.

- Work in Progress balances were reduced by (\$16,147,666) this financial year (see table below)

WIP Breakdown	2018 Consolidated	2018	2017	Inc (Dec) Council Only
Land and Buildings	\$1,963,891	\$1,963,891	\$3,133,127	(\$1,169,236)
Plant and Equipment	\$1,246,597	\$1,246,597	\$595,549	\$651,048
Road, Drainage and Bridge Network	\$7,707,944	\$7,707,944	\$11,313,450	(\$3,605,506)
Water	\$3,288,935	\$3,288,935	\$13,303,929	(\$10,014,994)
Wastewater	\$108,523	\$108,523	\$2,117,501	(\$2,008,978)
TOTAL	\$14,315,890	\$14,315,890	\$30,463,556	(\$16,147,666)

Current & Non-Current Liabilities

No material change in total liabilities; 2017 was \$66,290M and 2018 is \$66,248M.

For information the provision note has been displayed mainly due to the size of the liability but also to show the effect that the unwinding of the discount can have on Council’s end result.

Each financial year calculations are done which take into account the change in the cost, discount rate and the unwinding of the discount. The unwinding of the discount is recognised in finance costs.

Note	Council			
	2018 \$	2017 \$	2018 \$	2017 \$
Current				
Long Service Leave	3,224,597	3,444,628	3,224,597	3,444,628
Other	73,608	68,052	73,608	68,052
	<u>3,298,205</u>	<u>3,512,680</u>	<u>3,298,205</u>	<u>3,512,680</u>
Non-Current				
Quarry Rehabilitation	832,016	981,391	832,016	981,391
Refuse Restoration	12,220,299	12,163,360	12,220,299	12,163,360
Long Service Leave	521,709	670,239	521,709	670,239
	<u>13,574,023</u>	<u>13,814,990</u>	<u>13,574,023</u>	<u>13,814,990</u>
<i>Details of Movements in Provisions</i>				
Refuse Restoration				
Initial Recognition	12,163,360	10,361,111	12,163,360	10,361,111
Increase / (Decrease) in Estimate of Future Cost	61,573	449,966	61,573	449,966
Increase / (Decrease) Due to Change in Discount Rate	(279,327)	775,074	(279,327)	775,074
Increase Due to Unwinding of Discount	274,693	577,209	274,693	577,209
Balance at End of Financial Year	<u>12,220,299</u>	<u>12,163,360</u>	<u>12,220,299</u>	<u>12,163,360</u>

Community Equity

Community Equity increased by \$1,024,790 on account of the \$100,711 increase to the revaluation reserve and the net operating surplus for the year amounting to \$974,078.

Annexure B									
SBRC Leave Monitoring Report									
Total Number of staff	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	As of 17 Aug 2018	
Annual Leave Entitlement > 8 Weeks	45	44	34	38	42	41	33	38	
Long Service Leave Entitlement > 13 Weeks	67	64	65	67	75	82	67	67	
Long Service Leave Entitlement > 9 Weeks				125	137	129	125	125	
Breakdown of Annual Leave > 8 Weeks									
Total Number of staff	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	As of 17 Aug 2018	
4 - 8 Weeks	98	128	122	82	101	91	90	83	
9 - 10 Weeks	26	27	17	20	22	19	16	20	
11 - 13 Weeks	15	11	11	11	10	13	11	11	
14 - 16 Weeks	3	4	4	3	6	4	5	3	
17 - 19 Weeks	0	1	1	3	2	3	0	3	
>=19 Weeks	1	1	1	1	2	2	1	1	
Total > 8 weeks	45	44	34	37	42	41	33	38	
SBRC Leave Monitoring Report									
Total Number of staff	FY 11-12	FY 12-13	FY 13-14	FY 14-15	FY 15-16	FY 16-17	FY 17-18	As of 17 Aug 2018	
Annual Leave Entitlement >8 and <=12 weeks				28	30	30	24	28	
Annual Leave Entitlement >12 and <=16 weeks				6	8	6	8	6	
Annual Leave Entitlement >16 weeks				4	4	5	1	4	
Annual Leave Entitlement > 8 Weeks	45	44	34	38	42	41	33	38	
Long Service Leave Entitlement > 9 Weeks				125	137	129	125	125	
RDO >= 25.5 hours				39	30	36	40	38	
Toil >= 17 hours				33	29	16	30	23	

5. Portfolio - Roads & Drainage

5.1 Roads & Drainage Portfolio Report

Document Information

ECM ID 2531424

Author Cr Gavin Jones

Date 11 September 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.

5.2 Roads & Drainage (R&D)

Officer's Reports

5.2.1 R&D - 2536282 - Compulsory Land Acquisition - Ironpot Road (Boughyard Ck)

Document Information

ECM ID 2536282

Author Principal Engineer Design

**Endorsed
By** Manager Infrastructure Planning
General Manager Infrastructure

Date 11 September 2018

Précis

This report addresses the need to compulsorily acquire land for the replacement on Boughyard Creek Bridge.

Summary

Boughyard Creek Bridge is a 55-year-old timber bridge on Ironpot Road over Boughyard Creek, and has been programmed for replacement due to the condition of key components in the structure. The design of its replacement with box culverts has been finalised.

The existing road including the bridge is not within road reserve and it was identified in the project that acquisition of about 0.55 hectares of land from Lot 38 on Plan BO250 and its conversion to road reserve would be necessary.

Repeated attempts to acquire the land by agreement with the landowners under Section 15 of the *Acquisition of Land Act* have not been successful. Therefore, Council's agreement is sought to compulsorily acquire the land, which will require legal assistance and lodgement with the Coordinator-General.

Officer's Recommendation

That Council delegates to the Chief Executive Officer to negotiate a voluntary agreement with the affected landowners or if necessary undertake the compulsory acquisition of the land required for the replacement of the Boughyard Creek Bridge.

Financial and Resource Implications

Financial and resource implications are included with the budget amount of the project.

Link to Corporate/Operational Plan

INF1 Infrastructure that meets our communities needs.

Communication/Consultation (Internal/External)

Consultation has been undertaken with the affected property owners and Council officers have been unable to reach a voluntary agreement.

Legal Implications (Statutory Basis, Legal Risks)

Preliminary legal advice has been received indicating that the matter should not go to Land Court but more likely to mediation. The only issue should be the value of compensation, unless the Coordinator-General rejects the application.

Policy/Local Law/Delegation Implications

Nil

Asset Management Implications

The condition of the bridge structure has generated the need for it to be replaced.

Report

Boughyard Creek Bridge is a 55-year-old timber bridge on Ironpot Road over Boughyard Creek, and has been programmed for replacement due to the condition of key components in the structure. The design of its replacement with box culverts has been finalised.

Council has finalised the design of the bridge's replacement with box culverts and the road approaches, which requires the acquisition of about 0.55 hectares of land from Lot 38 on Plan BO250.

Repeated attempts since 1 September 2017 to acquire the land by agreement with the landowners under Section 15 of the *Acquisition of Land Act* have failed. Two offers were made by letters dated 1 September 2017 and 9 January 2018, the latter offering \$2,000. Council officers have had extreme difficulty with contacting and obtaining responses from one of the owners and have had no response from the other. The last attempted contact was a request from Council officers to meet them to discuss the owner's request for the equivalent of their rates notice, well in excess of the value of the land, but there has been no response.

Therefore, Council's agreement is sought to compulsorily acquire the land, which will require legal assistance and lodgement with the Coordinator-General.

The Department of State Development, Manufacturing, Infrastructure and Planning frequently asked questions about the compulsory land acquisition process is attached and highlighted below:

1. The compulsory land acquisition process begins with the issuing of a written Notice of Intention to Resume (NIR).
2. Parties with an interest in land being compulsorily acquired can object to the proposed acquisition within 30 days of the issue of the NIR. The required details of the objection are prescribed in the Act. If there is no objection, or the details of the objection do not properly follow the requirements of the Act, the resumption can proceed.
3. If there is a valid objection, a hearing will be required should the objector's response seek this. A delegate of the Coordinator-General will organise the hearing, which gives the objectors an opportunity to elaborate on their written objection.

4. If, after considering any objections, the Coordinator-General decides to proceed with the compulsory land acquisition - in its original or an amended form - the Coordinator-General must apply to the Minister to resume the land
5. If the Minister agrees, a recommendation is then made to the Governor in Council that the land be resumed.
6. If the Governor in Council approves the compulsory land acquisition, a resumption notice is published in the Queensland Government Gazette.
7. Once the land has been resumed, the Coordinator-General has the right to access the land (or easement) to construct any proposed infrastructure. (Construction can proceed before compensation is paid.)
8. When land is compulsorily acquired, the rights and interests in the land are converted to a right to claim compensation. Compensation is the amount of money paid to the landowner and other interested parties as a result of the land being resumed (or, in some cases, the works carried out).
9. If a landowner chooses not to accept the Coordinator-General's offer of compensation, a representative of the Coordinator-General will meet with the landowner (and their advisors, if applicable) to negotiate a settlement. If, following negotiations, agreement on compensation still cannot be reached, either party can refer the matter to the Land Court of Queensland for a decision.

The Act does not prescribe a response period for steps 3 onwards above.

It is recommended that Council delegates to the Chief Executive Officer to negotiate a voluntary agreement with the affected landowners or undertake the compulsory acquisition of the land required for the replacement of the Boughyard Creek Bridge.

5.3 Design & Technical Services (D&TS)

Officer's Reports

5.3.1 D&TS - 2536120 - Memorandum of Understanding to Establish and run an Emergency Services Cadets Unit at the premises of the Nanango State Emergency Service facility

Document Information

ECM ID 2536120

Author General Manager Infrastructure

**Endorsed
By General Manager Infrastructure**

Date 11 September 2018

Précis

Memorandum of Understanding to Establish and run an Emergency Services Cadets Unit at the premises of the Nanango State Emergency Service facility

Summary

The Emergency Services Cadets Memorandum of Understanding is supplementary to the Service Level Agreement negotiated at the executive level between Queensland Fire & Emergency Services and Police Citizens Youth Clubs Queensland for the delivery of PCYC Emergency Services Cadets throughout Queensland. This Memorandum of Understanding is to be implemented on a local or regional level, seeking to support and sustain a singular Cadet Unit.

Officer's Recommendation

That Council delegate to the Chief Executive Officer to negotiate terms of the Emergency Services Cadets Memorandum of Understanding.

Financial and Resource Implications

Nil

Link to Corporate/Operational Plan

EC4 Our community is prepared and resilient to disasters.

Communication/Consultation (Internal/External)

Communications will be held between Police Citizens Youth Clubs Queensland, Queensland Fire & Emergency Services, State Emergency Services & South Burnett Regional Council.

Legal Implications (Statutory Basis, Legal Risks)

N/A

Policy/Local Law/Delegation Implications

N/A

Asset Management Implications

N/A

Report

This Memorandum of Understanding is to establish a collaborative relationship between Queensland Police-Citizens Youth Welfare Association, Emergency Services Cadets Program and Nanango State Emergency Service to deliver the Emergency Services Cadets Program with the support of South Burnett Regional Council. This agreement is not intended to be a legally binding agreement between the parties.

This Memorandum of Understanding sets forth the working relationship between the organisations including the roles and responsibilities in order to share any opportunities to benefits both organisations.

Attachments

1. Memorandum of Understanding.



Memorandum of Understanding

Between

**QUEENSLAND POLICE CITIZENS YOUTH WELFARE ASSOCIATION ABN 009 666 193 of 30
Graystone St, Tingalpa, Queensland ("QPCYWA")**

And

**NANANGO STATE EMERGENCY SERVICE ABN 45 950 169 280
Of the Corner of Chester and Grey Street, Nanango, Queensland 4615
("Nanango SES")**

And

**SOUTH BURNETT REGIONAL COUNCIL ABN 89 972 463 351
PO Box 336 Kingaroy, Queensland 4610**

Document Control Sheet – Issue History

Report Number	Prepared by	Reviewed by	Issued to	Date
QPCYWA & MOU.v1	Sally Dobromilsky	Stephen Tilston		29/08/2018
MOU v2	Sally Dobromilsky	Stephen Tilston		04/09/2018
MOU (final)				



This Memorandum of Understanding (MOU) is supplementary to the Service Level Agreement negotiated at the executive level between Queensland Fire and Emergency Services and Police Citizens Youth Clubs Queensland for the delivery of PCYC Emergency Services Cadets throughout Queensland. This MOU is to be implemented on a local or regional level, seeking to support and sustain a singular Cadet Unit.

Introduction

This Memorandum of Understanding (MOU) is to establish a collaborative relationship between Queensland Police-Citizens Youth Welfare Association (PCYC) Emergency Services Cadets Program (ESCP) and Nanango State Emergency Service to deliver the Emergency Services Cadets Program with the support of South Burnett Regional Council. This agreement is not intended to be a legally binding agreement between parties.

This MOU sets forth the working relationship between the organisations including the roles and responsibilities in order to share any opportunities to benefit of both organisations.

Rationale/Scope

To create a partnership between parties to build capacity and develop a community skills base with a focus on net benefit to both parties.

Goals and objectives

1. To create a partnership to establish and maintain an Emergency Services Cadets Unit in Nanango.
2. To develop an opportunity for the young people within the South Burnett to access community based training and mentoring.
3. To develop a conduit for young people to transition from being a Cadet to joining an emergency service as an adult volunteer or recruit.
4. To develop a platform of sharing resources and the expertise from all parties to develop new opportunities for raising skills, providing better support to our communities and fostering the next generation of emergency services volunteers and personnel.

Roles and Responsibilities

The partnership is accountable for:

- fostering collaboration
- providing opportunities to support the delivery, adoption and use of Emergency Services Cadets to benefit community
- maintaining at all times the focus of the partnership on the agreed scope, outcomes and benefits

The membership of the partnership will commit to:

- providing opportunity for cross-collaboration that benefit all parties and party's affiliates
- attending scheduled partnership meetings
- sharing all communication and information across parties and party's affiliates



QPCYWA will:

- Establish and run an Emergency Services Cadets Unit at the premises of the Nanango State Emergency Service facility situated at the Corner of Chester and Grey Street, Nanango Queensland 4615
- Work with SES members, supporting Emergency Services and community members to coordinate the training and mentoring of Cadets
- QPCYWA will make available training to volunteer Adult Leaders in facilitation and Unit management
- Provide Public Liability insurance for all Emergency Services Cadets Program participants
- Assist with the establishment of a Local Cadet Advisory Committee (LCAC) and support its ongoing contribution to the shaping of the program in South Burnett.
- Endeavour to foster strong connections between the ESC Unit, Nanango SES and any/all of the local branches of Queensland Police Service, Queensland Ambulance Service, Queensland Fire and Rescue Services, Rural Fire Service Queensland, Volunteer Marine Rescue, Coastguard, Surf Life Saving and Red Cross.

Nanango SES will:

- Provide opportunity to access facilities and grounds at the Nanango SES Facility on the corner of Chester and Grey Streets, Nanango Queensland 4615 for PCYC staff, the Local Cadet Advisory Committee (LCAC), Emergency Services Cadets and Adult Leaders.
- Support the running of the Program as a Sponsoring Agency by:
 - Encouraging personnel to support the ESC Unit through attending regular Cadet nights
 - Facilitating the linkage of Trainers and Assessors to the ESC Unit for delivery of Certificate II in Public Safety modules, including assistance with obtaining learning materials through SES channels to the RTO
 - Facilitating appropriate and supervised use of specialised equipment
 - Supporting the ESC Unit to forge connections within the broader community
 - Extending opportunities for membership recruitment to the ESCP by inviting (where appropriate) the ESC Unit to attend community events in parallel with the SES Unit.
 - Occupying one chair in the Local Cadet Advisory Committee (to meet three times annually)
- Support the building of strong connections between the ESC Unit and any/all of the local branches of Queensland Police Service, Queensland Ambulance Service, Rural Fire Service, Queensland Fire and Rescue Service, State Emergency Service, Volunteer Marine Rescue, Coastguard, Surf Life Saving and Red Cross.

South Burnett Regional Council will:

- Permit volunteer Adult Leaders, Cadets, parents, supporting Emergency Services personnel and PCYC personnel access to the premises at the Corner of Chester and Grey Streets, Nanango Queensland 4615.
- Support the building of a strong and productive relationship between QPCYWA, Nanango SES and South Burnett Regional Council
- Occupy one chair in the Local Cadet Advisory Committee (to meet three times annually)
- Support the building of strong connections between the ESC Unit, Nanango SES and any/all of the local branches of Queensland Police Service, Queensland Ambulance Service, Queensland Fire and Rescue Services, Volunteer Marine Rescue, Coastguard, Surf Life Saving and Red Cross.



Training

- Nanango SES and QPCYWA will make available any training that will further the skills of Cadets or Adult Leaders as appropriate to the outcomes of the ESCP
- Nanango SES will endeavour to provide Cadets training in the Certificate II in Public Safety where Instructors and Assessors are available.

The Process

The following process details how QPCYWA, Nanango SES and South Burnett Regional Council will manage the engagement and rollout covered by this MOU.

1. QPCYWA will provide a Program Manager and Program Coordinator to support the ESCP
2. Nanango SES and South Burnett Regional Council to assist with access to the facility at the Corner of Chester and Grey Streets, Nanango Queensland 4615
3. QPCYWA will support the community of the South Burnett and Nanango SES to allocate a volunteer Local Cadet Coordinator and volunteer Deputy Local Cadet Coordinator
4. QPCYWA will provide ongoing training and support to volunteer Adult Leaders to the benefit of a sustainable Unit
5. Nanango SES will provide ongoing support to the ESCP as deemed necessary by the ongoing growth of the program through a collaborative relationship.
6. The term of this agreement is ongoing or until ESCP funding under QPCYWA ceases.

Communication, information sharing and consultation process

- The first point of contact and connectivity is via the Program Manager on behalf of QPCYWA and the Area Controller on behalf of the SES.
- The Program Manager will be the conduit of information sharing internally within PCYC
- All public comment pertaining to the ESCP shall be scrutinised by the Program Manager prior to public release – this includes all newsletter and newspaper articles.
- All marketing and communications documents shall comply with the Emergency Services Cadets design suite as provided by State Office

The communication within this partnership will be used to strengthen financial and human resources to better influence local support that advances the Emergency Services Cadets Program.

Intellectual Property

All material including policies, standard operating procedures, handbooks, marketing and any other documentation that is produced by QPCYWA remains the intellectual property of QPCYWA but agree that materials will be used in the South Burnett under this MOU.

Financial Consideration

The Emergency Services Cadets Program is funded by Queensland Fire and Emergency Services. Funds will be managed according to the Service Level Agreement and will remain the sole responsibility of QPCYWA for the duration of the funding agreement.



Authorisation

The signing of the MOU is not a formal undertaking. It implies that the signatories will strive to reach the objectives stated in the MOU, to the best of their ability.

Partnering Organisation: Nanango State Emergency Service

Name [REDACTED] Date

Title [REDACTED]

Partnering Organisation: State Emergency Service North Coast Region

Name Merrick Ilett Date

Title Regional Manager

Partnering Organisation: South Burnett Regional Council

Name Mark Pitt Date

Title CEO

Partnering Organisation: Queensland Police Citizens Welfare Association

Name Phil Schultz Date

Title CEO

- 5.3.2 D&TS - 2503465 - Requesting the seat and water area adjacent to the laneway and next to Orchys Fresh Fruit Shop be officially named "Barry and Mary Green Place" in recognition of their outstanding contribution to the Nanango Community**

Document Information

ECM ID 2503465

Author Principal Engineer (Works)

**Endorsed
By Manager Infrastructure Planning
General Manager Infrastructure**

Date 12 September 2018

Précis

Requesting the alfresco area adjacent to the Little Drayton Street laneway and in front of Raine & Horne Real Estate be officially named "Barry and Mary Green Place" in recognition of their contribution to the Nanango Community.

Summary

A request has been received from Wayne Kratzmann to name the existing alfresco area adjacent to the Little Drayton Street laneway and in front of Raine & Horne Real Estate to "Barry and Mary Green Place" in the Nanango Central Business Area.

The name requested is "Barry and Mary Green Place" in recognition of the significant contribution by both Barry & Mary Green in the Nanango area and the surrounding community. The requested name of "Barry and Mary Green Place" is not currently in use in the South Burnett Regional Council area and aligns with Council's Infrastructure Asset Naming Policy.

The request has been assessed by considering Council's Infrastructure Asset Naming Policy.

Officer's Recommendation

That Council undertake community consultation in accordance with the Infrastructure Asset Naming Policy in regards to naming public infrastructure after Barry and Mary Green.

Financial and Resource Implications

Nil.

Link to Corporate/Operational Plan

INF1 - Infrastructure that meets our community needs.

Communication/Consultation (Internal/External)

Consultation has been undertaken with the Local Divisional Councillor & Mayor.

Legal Implications (Statutory Basis, Legal Risks)

Nil.

Policy/Local Law/Delegation Implications

This existing scenario has been assessed against Council's Infrastructure Asset Naming Policy which is attached.

Asset Management Implications

Nil.

Report

A request has been received to name an existing seat and water area adjacent to the Little Drayton Street laneway to "Barry and Mary Green Place" in the Nanango Central Business Area.

The name requested is "Barry and Mary Green Place" in recognition of the significant contribution by both Barry & Mary Green in the Nanango area and the surrounding community. The requested name of "Barry and Mary Green" is not currently in use in South Burnett Regional Council area and aligns with Council's Infrastructure Asset Naming Policy.

In accordance with Council's Infrastructure Asset Naming Policy the proposed names should:

- Recognise pioneers of the area or persons who have had a long association with the locality through the naming of the Council Assets.
- Acknowledge names of persons who have given significant community service within the Region; such as past Councillors who have served no less than ten (10) years on this Council.

Barry Green served as a Councillor (1985-1989 & 2008-2016) and Mary Green served as a Council employee (2005-2017) for twelve years.

By considering Council's Infrastructure Asset Naming Policy, it is recommended that Council undertake public consultation.

Attachments

1.



South Burnett
Regional Council

IR NUMBER: 2325103
MINUTE NUMBER: 14777
ADOPTED ON: 15 March 2017

Infrastructure Asset Naming Policy

Table of Contents

1. POLICY STATEMENT	1
2. SCOPE.....	1
3. POLICY OBJECTIVES	1
4. BACKGROUND AND/OR PRINCIPLES	1
5. GENERAL INFORMATION	2
6. DEFINITIONS.....	5
7. LEGISLATIVE REFERENCE	5
8. RELATED POLICIES/PROCEDURES.....	5
9. NEXT REVIEW.....	5

1. POLICY STATEMENT

To ensure there is a consistent approach to infrastructure asset naming throughout the South Burnett Regional Council.

2. SCOPE

This policy applies to all existing and proposed infrastructure assets inclusive of gazetted and private assets in the South Burnett region that are under the control of the South Burnett Regional Council.

3. POLICY OBJECTIVES

The purpose of this policy is to:

- Ensure a systematic process for the naming or renaming of infrastructure assets within the South Burnett region;
- Provide consistent guidelines for developers, the community and Council when allocating new names or changing the name of existing assets within the region;
- Ensure asset names are appropriate, will stand the test of time and where suitable, are of local or historical significance;

4. BACKGROUND AND/OR PRINCIPLES

Council has the responsibility of providing infrastructure assets with names that comply with the principles in this document and ensuring that they:

- Are suitable in name, length and spelling as to not hinder emergency services and the general public;
- Are not offensive;
- Are not duplicated within the region; and
- Are suitable for their location.

5. GENERAL INFORMATION

5.1 Public Consultation

Communication and consultation with affected parties is required to a level that is appropriate for the residents or business at hand. The appropriate level of consultation for the processes covered by this Policy is defined herein.

a) Comments

Where consultation is deemed necessary, Council will engage the public and give consideration to comments from the stakeholders.

b) Adjoining Councils

If Council proposes to change the name of a gazetted road that runs into the area of, or along the boundary of an adjoining Council, the adjoining Council must be given reasonable notice of the proposal, and any representations made by the adjoining Council in response to the notice must be considered by Council.

5.2 Principles for Choosing a Name

The following principles are to be considered when choosing names for infrastructure assets.

These names should:

- Be selected from the Council approved list of preferred names
- Reflect the heritage of the locality
- Identify one of the characteristics of the place
- Recognise pioneers of the area or persons who have had a long association with the locality
- Acknowledge names of persons who have given significant community service within the Region; such as past Councillors who have served no less than ten (10) years on this Council, including the respective Councils superseded by the South Burnett Regional Council (ie. Kingaroy, Murgon, Nanango or Wondai)
- Follow a theme through an estate, eg famous people, colours, flora or fauna species
- Be a derivative of a nearby or adjoining existing name

Such names should preferably:

- Be capable of easy pronunciation
- Avoid confusing one name with another, e.g. through similar spelling or pronunciation
- Not suffix a compass point (e.g. North, South, East or West) to the same name unless the two roads are adjoining and directly linked, such as either side of a major road or either side of a river or creek linked by a bridge, culvert or causeway
- Not have been used elsewhere in the Region
- Retain the same name when crossing Council boundaries
- Not be difficult to spell
- Not be difficult to interpret
- Not be very long
- Avoid using more than one word in a road name
- Not include initials with a surname
- Not be hyphenated words
- Not be plural or possessive in nature
- Not be seen to be offensive

Consultation should occur with the Mayor and the divisional Councillor and with any local group that may possess a potential interest.

5.3 Practicalities for the Selection of Asset Names

The practical application of infrastructure asset names to maps and plans should be considered.

Long names should not be allocated to short roads as the inclusion of such names on directories and other maps can result in name crowding difficulties for the mapmakers and confusion or uncertainty for the people using the maps.

5.4 Process for the Selection of Asset Names

The naming process will be initiated if:

- A request is received from an affected land owner or their agent,
- Council resolves that a name change be investigated,
- It is deemed by Council staff to be in the public interest, or
- In the case of a new development approved by Council, the developer shall submit three (3) names for each road or structure in accordance with Council's Section 5.2 of this Policy "Principles for Choosing a Name". In submitting the name, the applicant shall give reasons for the choice. These names must be adopted by Council prior to the survey plan being signed by Council.

For naming or renaming of infrastructure assets, the Mayor and relevant Councillor/s will be consulted on potential names as the basis for consideration and consultation prior to a formal report and resolution by Council.

In a case where there is ambiguity of the correct spelling of a name, the naming process should be used to confirm or adopt the correct spelling of the asset name.

5.5 Process of Applying Names

- a) Receive a request for an existing infrastructure asset to be named or renamed, or a name proposed in a new land development.
- b) Assemble a short list of possible names based on the principles set out in this Policy.
- c) Assemble a short list of appropriate name suffixes by extracting them from Appendix A.
- d) Consult with the divisional Councillor on the short list of proposed asset names.
- e) In the case of a private asset, provide to the road owners and abutting property owners a short list of proposed names, including background information on each name, together with a request for them to choose one of the names or suggest an alternative name in accordance with Council policy.
- f) Report to Council with details of asset names on a short list, a summary of the feedback from the consultation, and a recommendation. The Council resolution will then be recorded via the minutes of the meeting.
- g) Notify the Rates, Assets, Planning, GIS, Properties and Roads & Drainage branches of Council of the new asset name.

- h) Provide written notice of Council's decision to the asset owners, abutting property owners, appropriate service authorities, Department of Natural Resource Management and the Department of Emergency Services, advising of the effective date of the new name.
- i) Notify relevant ratepayers by letter and file copies in the Rates Department property files.
- j) Update Council's Asset Register, Register of Public Roads and Records System and post notice on Council's web site.
- k) Erect appropriate nameplates and signs to name the asset.

5.6 Timing the Changing of Asset Names

The time when the new asset name applies shall be the effective date stated as part of Council's resolution. If no date is stated in the resolution, the effective date will be the date of Council's resolution.

An effective date will be recommended after consideration of the following issues:

- In respect to renaming an existing infrastructure asset, the impact on existing property owners, residents, tenants and occupiers. For example the time required to advise relevant parties to change references to personal property details, registrations, certificates and licenses.
- Potential confusion for people using maps and street directories that effectively become superseded.
- The desire of some developers to sell "off the plan" and the desire of new owners to know their new address at an early stage.

5.7 Responsibilities

The General Manager Infrastructure is responsible for managing the infrastructure asset naming processes in compliance with this Policy. The relevant officer in assessing and reporting against the policy for new subdivisions and renaming requests is the Manager Design & Technical Services.

The asset manager shall provide and install appropriate nameplates and signs to name the asset in accordance with the Council resolution.

Minutes of the Council meeting containing any asset naming or name changes shall be forwarded to the GIS branch for the purposes of maintaining Council maps and records, and to arrange the forwarding of these changes to Department of Natural Resource Management.

5.8 Charging for Services

The service of naming a public asset shall be provided free of charge because:

- It is a statutory obligation, and
- It provides a benefit to the community in providing consistency and control over asset naming.

Where a name is required in respect of a private asset, Council may seek to recover the costs of processing such a request after due consideration of the following:

- Private land owners are not obliged to seek Council's approval for naming their land; and

- There is a benefit to the community in encouraging private landowners/developers to select names that are acceptable to the community and to obtain Council endorsements for those names should they choose to name their land.

Where a developer proposes to change the approved layout of a development or the layout adjacent to a development that will require a change of an existing asset name, all costs and associated public consultation will be borne by the developer.

5.9 Council's Asset Name Register

Council maintains an infrastructure asset naming register kept and updated by the Infrastructure Department where the reasons for the selection of each asset name, the start and end point of the road reserve and other details are recorded for historical purposes.

6. DEFINITIONS

In this document, the term "road" incorporates the common meaning of the term "street" and other road name extensions listed in Appendix A.

7. LEGISLATIVE REFERENCE

Local Government Act 2009

Place Names Act 1994

AS/NZS 4819:2011 Rural and Urban Addressing

8. RELATED POLICIES/PROCEDURES

Not Applicable

9. NEXT REVIEW

January 2022



Gary Wall
CHIEF EXECUTIVE OFFICER

15 March 2017

APPENDIX A – Road Naming**Name Extension Terminology**

Two lists are provided in this Appendix:

- Suffixes for Through Roads; and
- Suffixes for Culs-de-sac.

Suffixes for Through Roads are as follows:

Suffix (Abbreviation)	Comment
Avenue (Av)	A broad roadway, planted on each side with trees, or within a well treed area.
Boulevard (Bvd)	An extra wide roadway, well paved, usually well landscaped and likely to incorporate a central median.
Chase (Ch)	A roadway leading down to a valley.
Circle (Cir)	A roadway that forms a circle or more than half of a circle.
Crescent (Cr)	A roadway in the form of a crescent or half moon. Less than half of a circle.
Drive (Dr)	A wide roadway allowing a steady flow of traffic without many cross streets.
Esplanade (Esp)	A level roadway, adjacent to a lake, a river or beach.
Highway (Hwy)	A main roadway or thoroughfare. A main route.
Lane (La)	A narrow roadway between walls, building, etc. A narrow country or town roadway.
Parade (Pde)	A public promenade or roadway which has good pedestrian facilities along the side.
Parkway (Pwy)	A roadway through parklands or an open grassland area.
Road (Rd)	A place where one may ride. An open way or public passage for vehicles, persons and animals. A roadway forming a means of communication between one place and another generally applied outside an urban district.
Street (St)	A public roadway in a town, city or urban area, especially a paved thoroughfare with footpaths and buildings along one or both sides.
Terrace (Tce)	A roadway running across the side of a hill.
Walk (Wk)	A thoroughfare with restricted vehicle access used mainly by pedestrians. Vehicular access by service vehicles only.

Way (Wy) A roadway joining two major roads, incorporating at least two changes in direction and often incorporating a median.

Suffixes for Culs-de-sac are as follows:

Suffix (Abbreviation)	Comment
Close (Cl)	A short enclosed roadway, generally shorter than 50 m. The shorter culs-de-sac in a subdivision.
Court (Ct)	A short enclosed roadway, generally longer than 50 m. The longer culs-de-sac in a subdivision.
Grove (Gr)	A short enclosed roadway featuring a group of trees located in the turning circle.
Place (Pl)	A short enclosed roadway in a business or commercial district.

From: [REDACTED]
Sent: Tuesday, 24 April 2018 12:41 PM
To: [REDACTED]
Cc: [REDACTED]
Subject: Barry and Mary Green Place

Dear Gary

As you are well aware , Barry and Mary Green have been stalwarts of the Nanango Region for many many years. They are both tireless workers for their community and continue to serve on numerous non for profit organisations and there is hardly an event that is held in Nanango that Barry and Mary do not contribute to.

Barry was the driving force behind the redevelopment of the Nanango CBD and gave his heart and soul to ensuring that the project came to fruition.

I respectfully request that the seat and water area adjacent to the laneway and next to Orchys Fresh Fruit Shop be officially named "Barry and Mary Green Place " in recognition of their outstanding contribution to the Nanango community.

Regards

Wayne Kratzmann

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

6.1 Community, Arts, Tourism and Health Services Portfolio Report

Document Information

ECM ID 2531443

Author Cr Danita Potter

Date 11 September 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 2531439

Author Cr Terry Fleischfresser

Date 11 September 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 - 2500920 - Material change of use application for High Impact Industry (soil conditioning facility) at 956 Brooklands Pimpimbudgee Road Maidenwell - Lot 1 RP141603

Document Information

ECM ID 2500920 - MCU18/0008

Author Helena Charlton, Reel Planning

Endorsed By Manager Planning & Land Management
General Manager Corporate Services

Date 6 September 2018

Précis

P&LM - 2500920 - Material change of use application for High Impact Industry (soil conditioning facility) at 956 Brooklands Pimpimbudgee Road Maidenwell - Lot 1 RP141603

Summary

The proposed development consists of the following aspects assessable against the *South Burnett Regional Council Planning Scheme 2017*:

- Material Change of Use – Development Permit for High Impact Industry (soil conditioning facility)
- Material Change of Use – Development Permit for ERA – Concurrence ERA
- EA for ERAs:
 - ERA 33 - Crushing, milling, grinding or screening (the relevant activity) consists of crushing, grinding, milling or screening more than 5000t of material in a year.
 - ERA 53 - Composting and soil conditioner manufacturing – manufacturing, from organic material or organic waste, 200t or more of compost or soil conditioners in a year.

The production volumes for the proposed operation will have a maximum throughput of 10,000 tonnes per annum

The proposed hours of operation will be 6am to 6pm Monday to Saturday in line with the existing mining activity operations on the site. No operations are proposed to occur on Sundays or public holidays.

Officer's Recommendation

That Council *approve* the development Application for a High Impact Industry (Soil Conditioning Facility with a maximum throughput of 10,000t per annum) at 956 Brooklands Pimpimbudgee Road Maidenwell (described as Lot 1 on RP141603), subject to reasonable and relevant conditions, and any State referral agency responses.

ADMINISTRATION

GEN 1 The development must be completed and maintained generally in accordance with the approved plans and documents and any amendments arising through conditions to this development approval:

	Drawing Title	Prepared by	Reference no.	Revision	Date
1	Maidenwell Soil Conditioning Operations - Site Plan	Groundwork Plus	2219.DRG.004		May 2018
2	Maidenwell Soil Conditioning Operations - Site Plan	Groundwork Plus	2219.DRG.002	1	May 2018

GEN 2 Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

APPROVED USE

GEN 3 The approved development is for a High Impact Industry (Soil Conditioning Facility with a maximum throughput of 10,000t per annum), as shown on the Approved Plans.

COMPLIANCE, TIMING AND COSTS

GEN 4 All conditions of the approval shall be complied with before the change occurs (prior to commencement of the use) and while the use continues, unless otherwise noted within these conditions.

GEN 5 All engineering drawings/specifications, design and construction works must comply with the requirements of the relevant Australian Standards and must be approved, supervised and certified by a Registered Professional Engineer of Queensland. Any concurrence agency conditions will apply in addition to these standard conditions.

AMENITY- DUST SUPPRESSION

GEN 6 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. This requirement must be addressed in any site management and operations plan. Submit evidence to council of installation of appropriate measures and details of site operations plan certified by a suitably qualified person.

GEN 7 Design and construct all parking areas to provide a dust suppressive gravelled seal.

ENGINEERING WORKS

ENG 1 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.

LOCATION, PROTECTION AND REPAIR OF DAMAGE TO COUNCIL AND PUBLIC UTILITY SERVICES INFRASTRUCTURE AND ASSETS

- ENG 2 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.
- ENG 3 Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG 4 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

- ENG 5 Provide stormwater management generally in accordance with the Stormwater Management Plan prepared by Groundworks Plus, dated 24 April 2018, including the construction of all sediment basins, diversions drains, and any other infrastructure required to manage stormwater runoff.
- ENG 6 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.
- ENG 7 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

- ENG 8 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

- ENG 9 Provide a potable water supply for the development suitable to meet the requirements of the development.

ON-SITE SEWERAGE

- ENG 10 Connect the development to an on-site effluent disposal system, in accordance with the SBRC Planning Scheme 2017, Schedule 1, Division 3: Water Supply and Sewerage, AS1547 and the Queensland Plumbing and Waste Water Code.

PARKING AND ACCESS – GENERAL

- ENG 11 Provide a minimum of six (6) car parking spaces.
- ENG 12 Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

VEHICLE ACCESS - TURNOUT

- ENG 13 Design and construct vehicle turnout in accordance with Council's Standard Drawing: Rural Property Access No. 00049, and be suitably sized to accommodate the largest expected vehicle.

ELECTRICITY AND TELECOMMUNICATION

- ENG 14 Connect the development to electricity and telecommunication services.

EROSION AND SEDIMENT CONTROL - GENERAL

ENG 15 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.

ENG 16 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

ADV 1 Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.

ADV 2 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. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form

ADV 3 Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

ADV 5 An Environmental Authority applies to this use as approved by the Department of Environment and Science (EA0001389) as attached as Appendix B.

ADV 4 The Department of State Development, Infrastructure, Manufacturing and Planning has imposed conditions on the development permit as attached as Appendix C

ADV 5 The introduction of additional heavy vehicles on the road network results in increased impacts to the existing pavement, and hence road maintenance costs. Where applicable, road maintenance costs are recouped by the levying of an annual special rate on the land that generates the additional heavy vehicles, 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

Growth and Opportunity

GO2 Balanced development that preserves and enhances our region

GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability

Communication/Consultation (Internal/External)

Section 5.0 of this report

Legal Implications (Statutory Basis, Legal Risks)

No implication can be identified

Policy/Local Law/Delegation Implications

No implication can be identified

Asset Management Implications

No implication can be identified

Report

1.0 BACKGROUND/ PROPOSAL

The applicant seeks to include an ancillary component of the existing operations (extractive mining activity) in producing the soil conditioning products, by using a number of the raw materials available on the site (ie. overburden, crusher dust and diatomite).

An overview of the soil conditioning operation, including the soil conditioner (compost) manufacturing process is outlined as follows:

- i. The animal waste materials (manure) will be loaded into product delivery trucks, which will transport the material to the site and deposit it into the designated area.
- ii. The waste material, diatomite and crusher dust will be formed into windrows and water will be added (water quantities required will vary in accordance with seasonal variations, material composition, etc). The windrows are anticipated to be approximately 4 to 5 metres wide, 2 to 3 metres high and 100 metres in length.
- iii. The windrowed materials will be turned periodically over the duration of the composting process via mechanical means, to encourage aerobic decomposition, via oxygenation. The composting process typically takes approximately 16 weeks from start to finish.
- iv. The final product will be loaded onto trucks and delivered off-site to the end user.

An existing weighbridge, demountable site office and amenities buildings, staff and visitor car park will be utilized as part of the use.

The proposed hours of operation will be 6am to 6pm Monday to Saturday in line with the existing mining activity operations on the site. No operations are proposed to occur on Sundays or public holidays.

The proposed operation will have approximately two (2) to three (3) staff on the site. A number of contractors are also employed on a periodic basis, for tasks such as equipment maintenance and delivery drivers.

Pursuant to section 115 of the EP Act, this development application is also taken to be an application for an Environmental Authority (EA) and is coordinated in the application process.

1.0 THE SITE AND EXISTING USE

956 Brooklands Pimpimbudgee Road, Maidenwell QLD 4615 (refer **Figure 1 – Site Location Plan**). The site is 265.3Ha and the use will be situated on approximately 2.0Ha of the land.

The proposed operation will be located towards the north-eastern corner of the site (refer **Attachment 1 – Proposal Plan**). The soil conditioning operation comprises a number of components including composting windrow mounds, raw material storage, mixing pads and a mobile screening plant.

Unsealed internal access roads will be utilised to facilitate the movement of personnel, plant, equipment, and light vehicles in and out of the site.

The equipment deployed on-site may include, but will not necessarily be limited to, the following:

- Delivery trucks
- Mobile screening plant
- Front end loader
- Generator
- Transtank 20,000 litres (diesel storage)
- Windrow turner.

The mobile screening plant, front end loader, generator and diesel transtank are all currently being used on the site by the existing mining operations and regulated under the existing mining lease EA. Such equipment will be shared by the proposed soil conditioning operation.

The mineral resource that is extracted from the site is diatomite. This existing activity is regulated as a mining lease under the *Mineral Resources Act 1989* and operates under an existing Environmental Authority (EA) EPSL00910013. The EA was approved by the Department of Environment and Science (DES) on 1 December 2015

This specific activity is directly related to the need to co-locate with the existing diatomite mining activity, which supplies a number of the raw materials (overburden, diatomite and crusher dust). In addition, the large area required for the composting process and the potential impacts that would arise from being co-located with other industrial uses in are further reasons to allow the operation to be located, as proposed. The proposed operation is considered to be located appropriately.

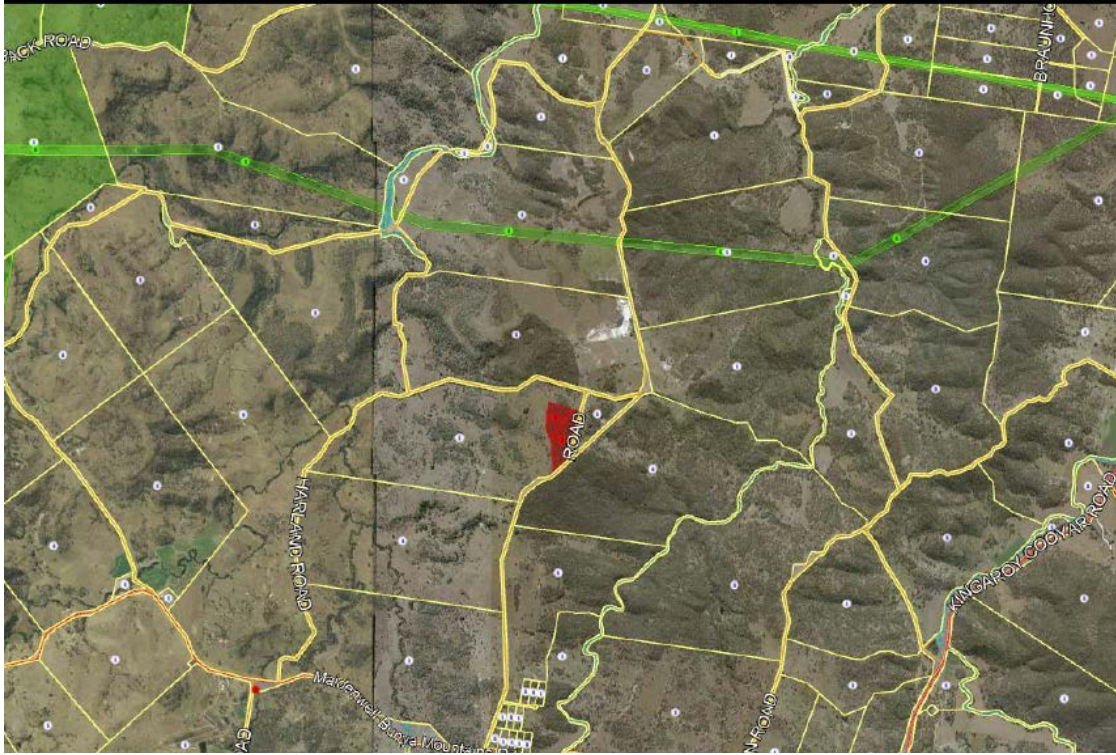


Figure 1: Location

The site is located on landholdings that form part of the Maidenwell Diatomite Mine which is also owned and operated by Maidenwell Diatomite Pty Ltd.

Existing tenements issued pursuant to the Mineral Resources Act 1989 over the land are:

- Mineral Development License (MDL) 293; and
- Mining Leases (MLs) 50118, 50222 and 100105.

The mineral resource that is extracted from the site is diatomite. This existing mining activity is not regulated by the *Planning Act 2016*, rather the activity is regulated as a mining lease under the *Mineral Resources Act 1989* and operates under an existing EA. The EA was approved by the Department of Environment and Science (DES) on 1 December 2015. The mining operations has an existing amenities block, site office and car parking that will all be shared by the proposed operation.

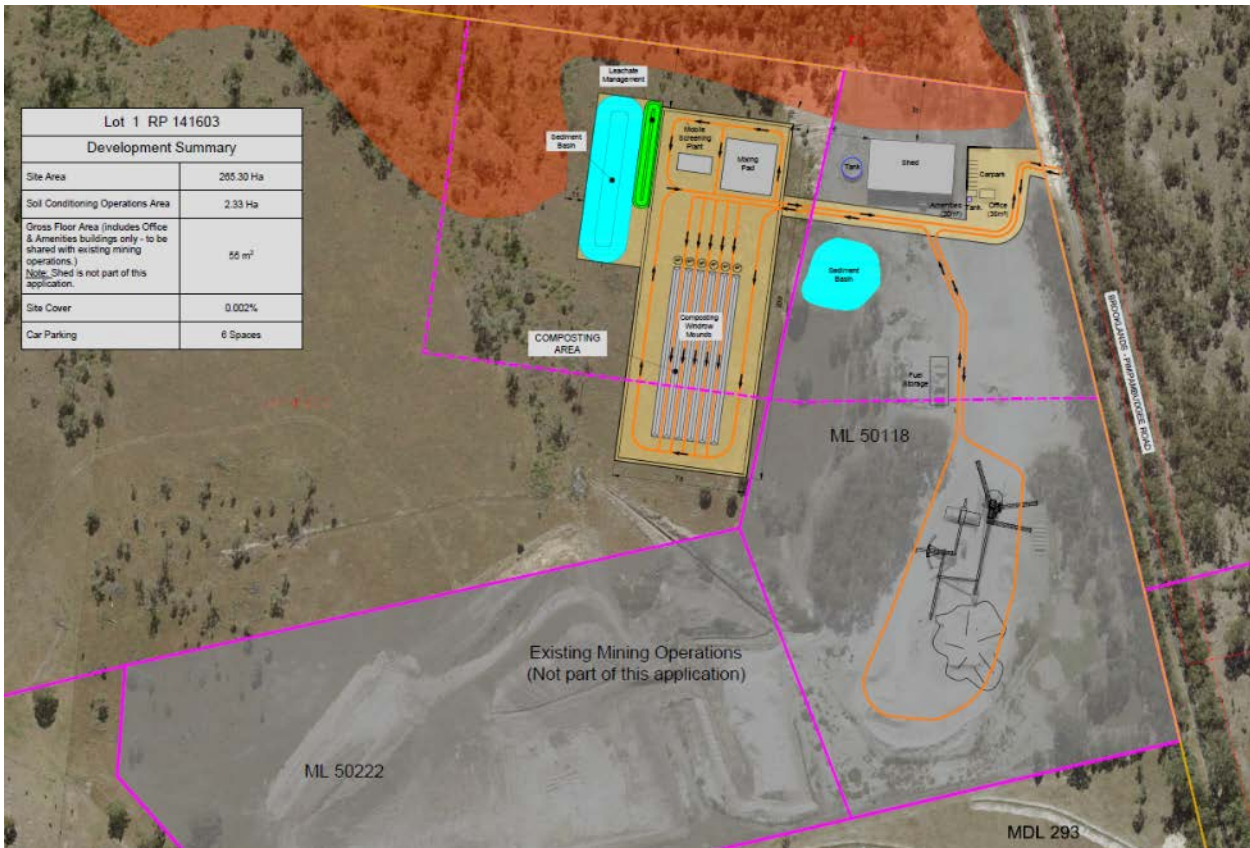


Image: Proposal in yellow

Sensitive Place	Description and Location
Dwelling	The site is situated in a rural setting, with the nearest off-site sensitive place situated approximately 2 km to the south of the proposed operations, being on Lot 63, FY557. There is a dwelling on-site within the bounds of Lot 1 on RP141603 being used as a caretakers residence.
Library and educational institution (including a schools, playgrounds, college and university)	There are no libraries or educational institutions in close proximity to the site. The nearest such facility is the Tanduringie Primary School, which is approximately 9.8km south east of the site boundary.
Childcare centre or kindergarten	There are no childcare centres or kindergartens in close proximity to the site.
Hospital, surgery or other medical institution	The nearest medical institution is situated in Yarraman, 20km east of the site boundary.
Commercial and retail activity	Bunyip Farm Stay is situated at 503 Maidenwell Bunya Mountain Rd, Wengenville, which is approximately 4km from the southern site boundary. The region is occupied by many farming businesses.
Protected area, or an area identified under a conservation plan under the <i>Nature Conservation Act 1992</i> as a critical habitat or an area of major interest	Tarong National Park (5.7km east) and Bunya Mountains National Park (9.7km south west) are both managed in accordance with the <i>Nature Conservation Act 1992</i> . Archookoora State Forest is situated 7.3 km north of the site.
Marine park under the <i>Marine Parks Act 2004</i>	There are no marine parks in close proximity to the site.
Park or garden that is open to the public (whether or not on payment of an amount) for use other than for sport or organised entertainment	There are showgrounds / sports fields and an observatory situated in the town of Maidenwell, approximately 5.7km to the south east of the site.

2.0 Planning Scheme & State Planning Policies

The site is located within the South Burnett Regional Council local government area and is regulated under the South Burnett Regional Council Planning Scheme 2017 (Planning Scheme).

The proposed soil conditioning facility is defined as a 'High Impact Industry' within Schedule 1 of the Planning Scheme. The defined use is subject to Impact Assessment processes under the planning scheme.

3.1 Strategic Framework

The development is required to be assessed against the Strategic Framework due to it triggering impact assessment. The strategic framework is comprised of six (6) themes, with each theme containing strategic outcomes and specific outcomes. This section provides an assessment each theme, and strategic and specific outcomes which are relevant to the proposal.

3.1.1 Settlement Pattern

The settlement pattern provides three categories of settlement:

1. Kingaroy - the major regional centre;
2. Other towns – smaller towns with established facilities
3. Villages – rural setting with few local services (includes Maidenwell)

The intent of the village category is to contain the area covered by the village's footprint and providing for limited expansion if events transpire to create growth.

It is noted that the subject site is located within Maidenwell's postcode, however it exists well outside the village footprint. Notwithstanding, the proposed use co-locates with an existing high impact use that is deemed inappropriate within close proximity to the village.

The following strategic outcome was identified as relevant to the proposal:

(8) Rural villages provide country town lifestyle options, access to services, opportunities for employment and economic activity at a local level.

The proposal provides increased access to employment and economic activity at a local level, whilst not reducing the capacity of the area to offer a country town lifestyle.

The following specific outcomes were identified as relevant to the proposal:

(10) Industry is located and designed to minimise impacts and where appropriate, to minimise visual intrusion into rural landscapes or town/rural fringes. Inherently noisy activities are to be separated from areas and land uses where the expectation is for a quieter environment. Expansion beyond zoned industrial areas is discouraged unless there is an overriding planning need.

The proposal co-locates with an existing extractive mining activity. Whilst the development is in a rural zone, it has a minimal impact upon the visual amenity of the rural landscape and will not generate unacceptable levels of noise. The proposal is deemed to have an appropriate planning need to expand beyond the zone industrial area as it is co-locating with an existing extractive industry.

3.1.2 Rural Futures

The following strategic outcomes are identified as relevant to the proposal:

(1) The capacity of important agricultural areas, as shown on Strategic Framework map and rural activities that contribute to the Region's economy is protected from incompatible land uses to optimise agricultural development opportunities.

The proposal co-locates with an existing extractive mining activity, as such the capacity of agricultural areas will not be reduced. The proposal will provide a use that contributes to the function of agricultural activity in the locality.

(2) The rural production base of the Region is broadened to accommodate the widest diversity of productive rural activities.

The proposal provides a use that supports the capacity of rural activities in the region.

(3) Non-rural activities are ancillary or subsidiary to principal rural land uses to widen the economic base for rural production provided that rural production in surrounding areas is not compromised and rural character is maintained.

The proposal involves a use that is ancillary to an existing mining activity, the proposed use improves the sites capacity for supporting rural production. The existing and proposed use will not compromise the rural production of surrounding areas and will not affect the rural character.

(5) Extractive resources in rural areas are protected for effective and sustainable exploitation consistent with demonstrated planning need.

The proposal involves the utilisation of raw materials extracted on the site. The co-location of the soil conditioning facility with the mining activity improves the production process.

The following specific outcomes are identified as relevant to the proposal:

1) *The potential for economic benefit from the rural utilisation of land resources is maintained and enhanced.*

The proposal maintains and improves upon the current utilisation of resources occurring on the site.

2) *Agricultural lands are preserved for productive rural activities by only supporting rural development that directly supports agricultural production or a regionally significant rural-based industry.*

The proposal provides a use that directly support agricultural production.

3) *Productive rural land for cropping and animal husbandry is protected from intrusion of incompatible development. Where potentially incompatible development is facilitated, adequate buffers are provided to minimise land use conflict and the risk of disease or contamination from agricultural practices*

The proposal does not intrude upon productive rural land and is not incompatible with agricultural land uses.

4) *Exploitation of mining and extractive deposits, including haul routes, is managed such that adverse environmental and amenity impacts are maintained at an acceptable level. Key Resource Areas are expected to be extracted and are identified to ensure that can occur without undue interference from incompatible land uses.*

The proposal co-locates with an existing mining activity, any environmental and amenity impacts will be appropriately managed through the sites environmental management plan.

3.1.3 Strong economy

The following strategic outcomes are identified as relevant to the proposal:

1) The Region's economy is founded on strength and diversity of industry and service provision that capitalises on its location advantages and natural assets, improving the Region's employment opportunities and maximising regional economic activity.

The proposal strengthens and diversifies the economy through improved utilisation of natural resources and waste products occurring in the region.

2) The Region's major industries are sustained and grown through diversification, clustering of complementary businesses, and expansion of secondary industries and protection from the establishment and intensification of incompatible land uses.

The proposal co-locates with an existing mining activity to deliver a product which will complement the agricultural industry.

3.1.4 Natural systems & sustainability

The following strategic outcomes are identified as relevant to the proposal:

(4) Overlays identify natural hazards and prescribe assessment benchmarks for avoiding and mitigating their effects on people and property.

The proposal is adequately separated from the waterway traversing the site.

(9) Development avoids or mitigates risks to personal safety and property damage from natural hazards.

The proposal adequately addresses natural hazards through the assessment benchmarks prescribed in the overlay codes.

3.1.5 Strong communities

The following strategic outcomes are identified as relevant to the proposal:

(7) Community health and safety, sensitive land use (as defined in the Regulation) and the natural environment are protected from the potential impacts of hazardous air, noise and odour emissions from higher impact uses.

The proposal is adequately separated from urban uses and sensitive land uses so as to mitigate the potential impacts from the soil conditioning facility. An environmental management plan appropriately mitigates potential impacts from the soil conditioning on the environment.

The following specific outcomes are identified as relevant to the proposal:

(19) Special Industry land uses are adequately separated from sensitive land use (as defined in the Regulation) to avoid the occurrence of environmental harm or environmental nuisance.

The proposal is adequately separated from sensitive land uses.

3.1.6 Infrastructure and Servicing

The following strategic outcomes are identified as relevant to the proposal:

1) New development occurs in a manner that allows for the efficient and affordable provision and on-going maintenance of utility infrastructure.

The proposal involves a minor increase in vehicle access to the site. The co-location of the proposal with the extractive industry efficiently utilises existing infrastructure and ultimately reduces the burden on the road network.

The following specific outcomes are identified as relevant to the proposal:

(10) Discharge of waste water demonstrates best practice environmental management.

The stormwater management plan provides an adequate process for the reuse and discharge of waste water.

3.2 Zoning

The provision of an industry use within the rural zone that provides a benefit to the wider local community is supported in the broader objectives of the Rural Futures Theme.

The Strategic outcomes and Specific outcomes of the Rural Futures Theme further support the proposed operation, emphasizing the importance of diverse and economic rural activities in the region. The facility will operate as an ancillary land use to the existing mining activity on the site. The operation will utilise raw materials from the site (overburden, diatomite and crusher dust) The operation will also provide support to surrounding rural operations and feedlots by utilising the animal waste generated by these uses and then also manufacturing a product that can be utilised by other rural ventures, in particular, agricultural operations.

The production of the soil conditioner material in close proximity to its raw materials and its potential market will also result in a significant reduction in length of transport haulage, both for the delivery of raw materials and also for the delivery of the final product.

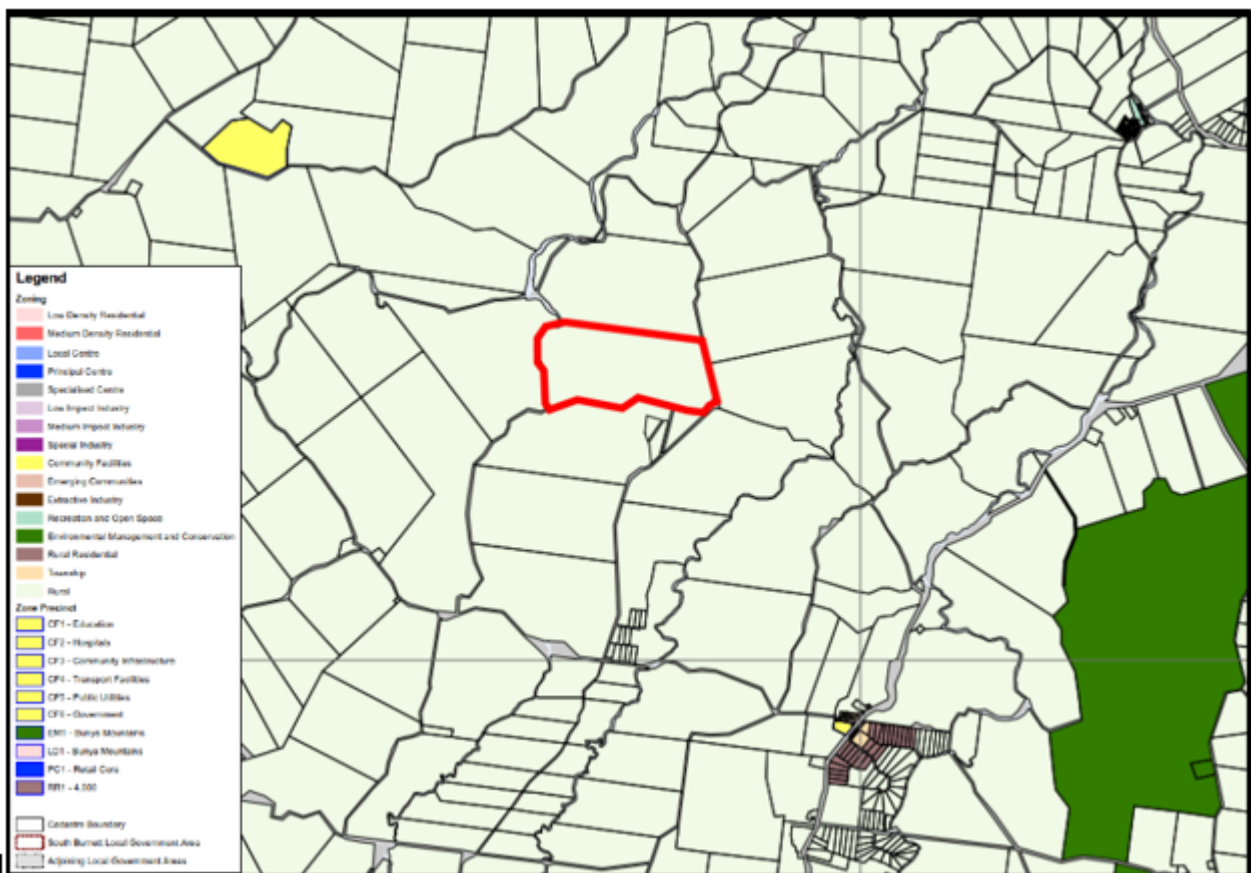
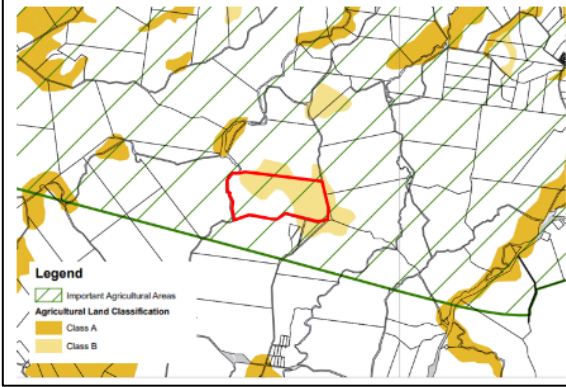


Image: Zoning – Rural Zone

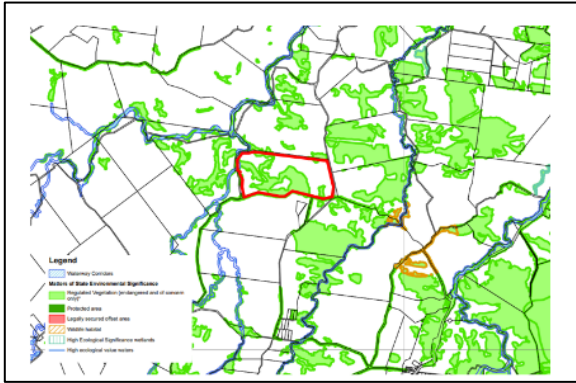
3.3 Overlays

The Planning Scheme has overlays to identify specific land and development constraints. Each overlay has its own overlay map and code provisions. The site has been identified on the following overlay maps:

- Agricultural Land Overlay
- Biodiversity Areas Overlay
- Bushfire Hazard Overlay
- Extractive Resources Overlay
- Flood Hazard Overlay
- Landslide Hazard Overlay

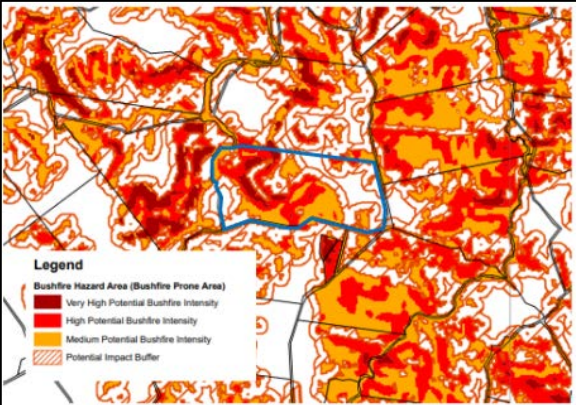
Overlays	Comments
<p>Agricultural Land Overlay</p>	 <p>The proposed use will be located in an area identified in the agricultural land overlay. Notwithstanding, the proposal achieves the overall outcomes of the Rural Zone Code and the outcomes of the Rural futures theme if the Strategic framework.</p> <p>Specifically, the proposal does not compromise the capacity of agricultural areas as the proposed use will be ancillary to the existing mining activities and comprise a minor increase to the development footprint. Additionally, the existing and proposed use does not reduce the capacity of the remainder of the site to be used for agricultural purposes.</p> <p>The proposed use further reinforces the desired outcomes of the scheme through diversifying industry in the rural zone. The proposed use utilises the raw materials from the mine, as well as waste materials from farms within the locality to produce a fertiliser that may be used in agricultural applications. As such, this is an efficient use of land which positively contributes to the agriculture industry and broader economy.</p>

Biodiversity Areas Overlay



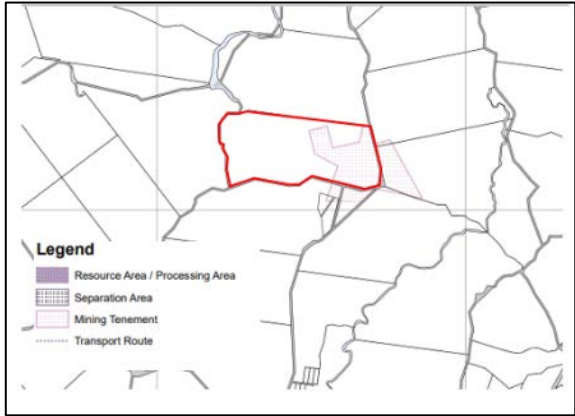
As can be seen in the figure above the subject site contains regulated vegetation and is traversed by a waterway. Notwithstanding, the proposed use is in the north eastern corner of the site and avoids regulated vegetation and is located 2km away from any waterways. As such, the biodiversity overlay code does not apply to this application.

Bushfire Hazard Overlay



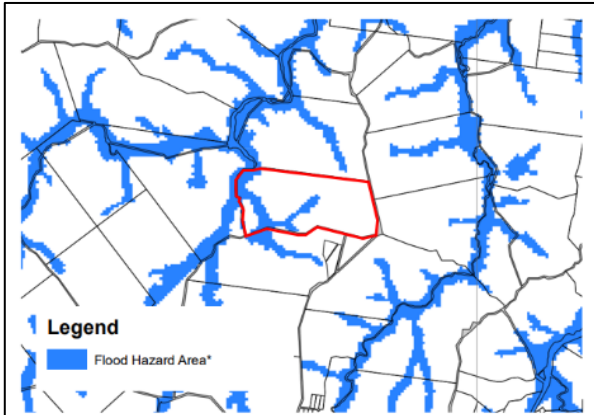
As can be seen in the figure above, the subject site is constrained by bushfire prone land. The proposed use will be partially located in the impact buffer area, and as such does not trigger any assessment against the bushfire hazard overlay code. Notwithstanding, the proposed and existing use provide adequate setbacks from hazard areas, and access to all operational areas clear from vegetation.

Extractive Resources Overlay



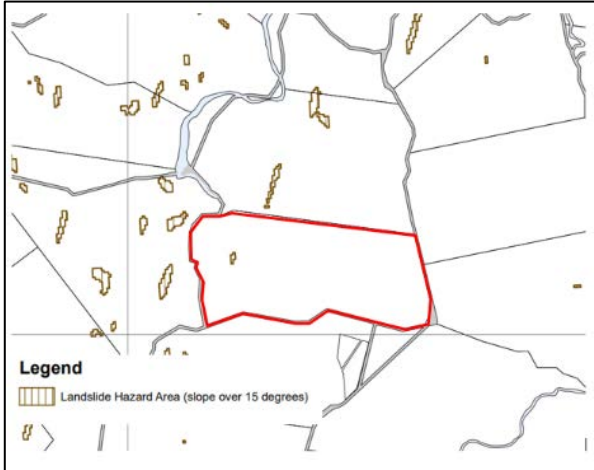
As can be seen in the figure above, the subject site contains a mining tenement. The proposed use is ancillary to the mining activities and does not reduce their capacity.

Flood Hazard Overlay



As can be seen in the figure above the subject site contains flood hazard areas. The proposed use will be contained within the north eastern corner of the site, outside of the mapped flood area. As such, the proposal does not require assessment against the flood hazard overlay.

Landslide Hazard Overlay



As can be seen above, the subject site contains a small landslide hazard area. The proposed use will be contained in the north eastern corner of the site, outside of the mapped landslide hazard area. As such, the proposal does not require assessment against the landslide hazard overlay.

3.4 Matters of State Environmental Significance

The site is mapped by DES as containing the following Matters of State Environmental Significance (MSES):

- Regulated vegetation – Endangered / Of concern in Category B (remnant) (91.25ha, 34.3% of site).
- Regulated vegetation - Intersecting a watercourse (covering a cumulative linear distance of 5.7km).

The proposal is located in the north-eastern corner of the site and does not involve the clearing or disturbance of any regulated vegetation. An environmental assessment report and management plan have been prepared as part of the development application. They adequately address any residual effects the development may have on the ecological value of the subject site.

3.5 Referrals

Under Schedule 10 of the *Planning Regulation 2016*, the development requires referral to SARA for assessment against the State Development Assessment Provisions, relating to environmentally relevant activities. The development was appropriately referred to SARA and approval was granted.

Under the *Environmental Protection Act 1994*, the development requires an Environmental Authority (EA) to be issued. The *Environmental Protection Act 1994* (EP Act) regulates the assessment process for Environmental Authorities (EA) for any relevant Environmentally Relevant Activity (ERA). The proposal was issued a permit for an EA (EA0001389) on 27 July 2018.

4.0 KEY ISSUES

4.1 Traffic

The proposal will involve an increase in vehicular movement to and from the site. This is due to an increase in the volume of materials produced (1,000T per annum to 10,000T per annum) and an increase in the volume of materials entering the site (6,500T). This amounts to an increase in heavy vehicular movement to and from the site from one (1) heavy vehicle per week to an average of three (3) heavy vehicles per day and a maximum of six (6) per day. This presents an increase in vehicular movements to and from the site. However, the site currently has access to a sealed road network that is capable of accommodating the additional traffic movements. Future maintenance requirements can be addressed by levying an annual special rate on the land if required.

4.2 Noise

The *South Burnett Regional Council Planning Scheme* does not set assessment benchmarks for noise generated as part of a proposed development. Notwithstanding, the proposal anticipates noise will be generated from truck deliveries, front end loader operations, and the screening plant. The proposal has appropriately addressed the potential impacts of these activities and proposed noise management measures, these are detailed in the environmental management plan and environmental assessment report.

Additional assessment of noise related activities occurred as part of the Environmental Authority permit issued in relation to the Environmentally Relevant Activities. The permit requires the activities to comply with the state regulation which prescribes assessment benchmarks pertaining to noise.

Considering the above, the proposal is believed to achieve appropriate levels of noise within the development context.

4.3 Odour

The *South Burnett Regional Council Planning Scheme* does not set assessment benchmarks for odour generated as part of a proposed development. Notwithstanding, the proposal anticipates odour will be generated from the delivery of raw materials, mixing and processing of materials, stockpiling of material, composting windrows, and the leachate collection systems. The proposal has appropriately addressed the potential impacts of these activities and proposed odour management measures, these are detailed in the environmental management plan and environmental assessment report.

Additional assessment of odour emitting activities occurred as part of the Environmental Authority permit issued in relation to the Environmentally Relevant Activities. The permit requires the activities to comply with state regulation which prescribes assessment benchmarks pertaining to odour.

Considering the above, the proposal is believed to achieve appropriate odour levels within the development context.

4.4 Dust

The *South Burnett Regional Council Planning Scheme* does not set assessment benchmarks for dust generated as part of a proposed development. Notwithstanding, the proposal anticipates dust emission will occur from raw material handling, and vehicle and mobile equipment movements on unsealed roads. The proposal has appropriately addressed the potential impacts of these activities and proposed dust management measures, these are detailed in the environmental management plan and environmental assessment report.

Additional assessment of dust emitting activities occurred as part of the Environmental Authority permit issued in relation to the Environmentally Relevant Activities. The permit requires the activities to comply with state regulation, which prescribes assessment benchmarks pertaining to dust.

Considering the above, the proposal is believed to achieve appropriate dust levels within the development context.

4.5 Stormwater Quality

The *South Burnett Regional Council Planning Scheme* requires a stormwater quality management plan to be prepared with any material change of use application. The stormwater management system must achieve design objectives specified in the planning scheme. The stormwater management plan provides a stormwater management system which complies with design standards.

Additional assessment of the stormwater management plan occurred as part of the Environmental Authority permit issued in relation to the Environmentally Relevant Activities. The permit requires the management plan to comply with state regulation, which prescribes assessment benchmarks pertaining to water management,

Considering the above, the proposal is believed to achieve an appropriate stormwater management system within the development context.

4.6 Groundwater

The *South Burnett Regional Council Planning Scheme* does not set assessment benchmarks for groundwater impacts. The proposal has appropriately addressed any groundwater impacts as part of the stormwater management plan. This includes the lining of the operations area, leachate basin, and sediment basin if necessary.

Additional assessment of groundwater impacts occurred as part of the Environmental Authority permit issued in relation to the Environmentally Relevant Activities. The permit requires assessment against the assessment benchmarks of the state regulation.

Considering the above, the proposal is believed to appropriately manage the affects the proposal may have on groundwater.

5.0 CONSULTATION

5.1 Public notification (External)

No submissions were received within the relevant public submission period ending on the 27/08/2018.

Internal assessment has been referred to Engineering and Planning consultants

6.0 RECOMMENDATION

Grounds to Support the Development

The proposed soil conditioning operation, is supported by the relevant provisions of the Strategic Framework and Rural Zone Code, as identified in section three (3) of this report. The proposal also appropriately responds to the relevant overlays and matters of state interest. The proposal is supported on the following grounds:

- (i) The site adequately accommodates the proposed development with respect to urban services such as water and sewer,
- (ii) The High Impact Industry use is deemed appropriate on the site as extractive mining uses currently occur on the site.
- (iii) The proposal can achieve appropriate separation distances from any conflicting or sensitive use.
- (iv) Due to the lack of High Impact Industry zoned land, the Rural Zone is the most appropriate zone for the following reasons:
 - (a) the reasons listed in points (ii) and (iii)
 - (b) the Medium Impact Industry zone does not provide land parcels large enough to accommodate the operation, and adequate noise and odour separation distances will not be achievable within the zone.
- (v) The soil condition facility will utilise material from the mining operation occurring on the site, and animal waste material from nearby farming operations. As such, the use ins considered complementary to land uses on and surrounding the site.
- (vi) As the proposed soil conditioning operation effectively uses two waste streams from other operations, it is considered to be advancing the purpose of the Planning Act and the general principles of the Planning Scheme, in that it involves a process that is effectively promoting sustainability at a number of levels.

The EMP prepared for the site includes mitigation measures that will manage the potential environmental impacts (including noise, dust, odour and stormwater). Appropriate mitigation measures are outlined in the SMP to appropriately manage potential risks relating to stormwater quality and leachate. The proposed soil conditioning operation will be carried out in accordance with the management procedures identified in the EMP and SMP.

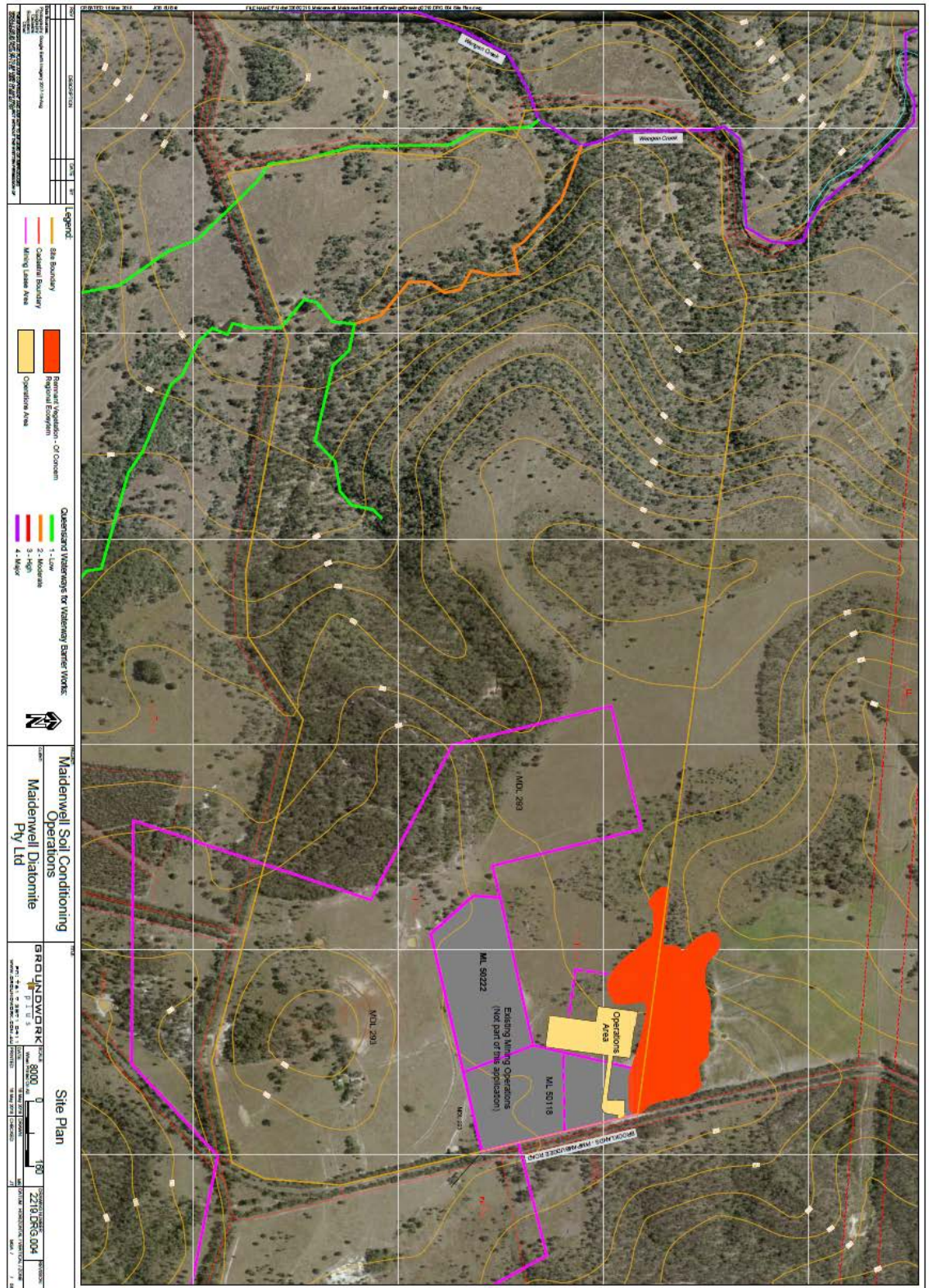
The proposed operation is well located such that any potential impacts to the surrounding environment can be managed. The closest sensitive receptor is located approximately 2 kilometres away from the operation. The reporting undertaken to assess these associated impacts confirm that, subject to appropriate operating processes and procedures, there will be no notable impacts on any identified sensitive receptor.

Attachments

Approved Plans – *Refer Attachment A*

Environment Authority Permit – *Refer Attachment B*

Attachment A - Approved Plans



Attachment B

Department of Environment and Science

Permit

Environmental Protection Act 1994

Environmental authority EA0001389

This environmental authority is issued by the administering authority under Chapter 5 of the Environmental Protection Act 1994.

Environmental authority number: EA0001389

Environmental authority takes effect on a date to be decided later.

Environmental authority holder(s)

Name(s)	Registered address
MAIDENWELL DIATOMITE PTY LTD	GFL Suite 3 135-137 Macquarie Street SYDNEY NSW 2000

Environmentally relevant activity and location details

Environmentally relevant activity/activities	Location(s)
Prescribed ERA, ERA 33 - Crushing, milling, grinding or screening, Crushing, grinding, milling or screening more than 5000t of material in a year	LOT 1/RP141603
Prescribed ERA, ERA 53 - Composting and soil conditioner manufacturing, Manufacturing, from organic material or organic waste, 200t or more of compost or soil conditioners in a year	LOT 1/RP141603

Additional information for applicants

Environmentally relevant activities

The description of any environmentally relevant activity (ERA) for which an environmental authority (EA) is issued is a restatement of the ERA as defined by legislation at the time the EA is issued. Where there is any inconsistency between that description of an ERA and the conditions stated by an EA as to the scale, intensity or manner of carrying out an ERA, the conditions prevail to the extent of the inconsistency.

An EA authorises the carrying out of an ERA and does not authorise any environmental harm unless a condition stated by the EA specifically authorises environmental harm.

A person carrying out an ERA must also be a registered suitable operator under the Environmental Protection Act 1994 (EP Act).

Contaminated land

It is a requirement of the EP Act that an owner or occupier of contaminated land give written notice to the administering authority if they become aware of the following:

- the happening of an event involving a hazardous contaminant on the contaminated land (notice must be given within 24 hours); or
- a change in the condition of the contaminated land (notice must be given within 24 hours); or

Permit

Environmental authority

- a notifiable activity (as defined in Schedule 3) having been carried out, or is being carried out, on the contaminated land (notice must be given within 20 business days);
that is causing, or is reasonably likely to cause, serious or material environmental harm.

For further information, including the form for giving written notice, refer to the Queensland Government website www.qld.gov.au, using the search term 'duty to notify'.

Take effect

Please note that, in accordance with section 200 of the EP Act, an EA has effect:

- a) if the authority is for a prescribed ERA and it states that it takes effect on the day nominated by the holder of the authority in a written notice given to the administering authority-on the nominated day; or
- b) if the authority states a day or an event for it to take effect-on the stated day or when the stated event happens; or
- c) otherwise-on the day the authority is issued.

However, if the EA is authorising an activity that requires an additional authorisation (a relevant tenure for a resource activity, a development permit under the Planning Act 2016 or an SDA Approval under the State Development and Public Works Organisation Act 1971), this EA will not take effect until the additional authorisation has taken effect.

If this EA takes effect when the additional authorisation takes effect, you must provide the administering authority written notice within 5 business days of receiving notification of the related additional authorisation taking effect.

If you have incorrectly claimed that an additional authorisation is not required, carrying out the ERA without the additional authorisation is not legal and could result in your prosecution for providing false or misleading information or operating without a valid environmental authority.

Scott Blanchard
Department of Environment and Science
Delegate of the administering authority
Environmental Protection Act 1994

Enquiries:
Waste and Contaminated Land Assessment
Department of Environment and Science
Phone: 1300 130 372
Email: palm@des.qld.gov.au

Date issued: 27 July 2018

Obligations under the Environmental Protection Act 1994

In addition to the requirements found in the conditions of this environmental authority, the holder must also meet their obligations under the EP Act, and the regulations made under the EP Act. For example, the holder must comply with the following provisions of the Act:

- general environmental duty (section 319)
- duty to notify environmental harm (section 320-320G)

Permit

Environmental authority

- offence of causing serious or material environmental harm (sections 437-439)
- offence of causing environmental nuisance (section 440)
- offence of depositing prescribed water contaminants in waters and related matters (section 440ZG)
- offence to place contaminant where environmental harm or nuisance may be caused (section 443)

Legislative requirements and conditions of environmental authority**Legislative requirements****Other permits required**

This permit only provides an approval under the *Environmental Protection Act 1994*. In order to lawfully operate you may also require permits / approvals from your local government authority, other business units within the department and other State Government agencies prior to commencing any activity at the site.

Development approval

This permit is not a development approval under the *Planning Act 2016*. The conditions of this environmental authority are separate, and in addition to, any conditions that may be on the development approval. If a copy of this environmental authority is attached to a development approval, it is for information only, and may not be current. Please contact the Department of Environment and Science to ensure that you have the most current version of the environmental authority relating to this site.

Conditions of environmental authority

Agency interest: General	
Condition number	Condition
G1	Activities under this environmental authority must be conducted in accordance with the following limitations: <ol style="list-style-type: none"> 1. Composting activities, including storage of feedstock and finished composting products, must only be undertaken within the composting area outlined in <i>Appendix 1, Map 1 - Operations Layout Plan</i>. 2. The manufacture of compost at the site must be by aerobic composting methods only. 3. The only materials to be accepted as feedstock for composting are: <ol style="list-style-type: none"> a) Green waste; b) Offcuts/waste cuts/sawdust of milled raw timber; c) Biosolids; d) Animal manure; e) Poultry processing waste; f) Abattoir waste.
G2	All reasonable and practicable measures must be taken to prevent or minimise environmental harm caused by the activities.
G3	Any breach of a condition of this environmental authority must be reported to the administering authority as soon as practicable within 24 hours of becoming aware of the breach. Records must be kept including full details of the breach and any subsequent actions undertaken.
G4	All information and records required by the conditions of this environmental authority must be kept for a minimum of five years with the exception of environmental monitoring results which must be kept until surrender of this environmental authority. All information and records required by the conditions of this environmental authority must be provided to the administering authority upon request and in the format requested.
G5	An appropriately qualified person must monitor, record and interpret all parameters that are required to be monitored by this environmental authority and in the manner specified by this environmental authority.

Permit
Environmental authority

G6	When required by the administering authority , monitoring must be undertaken in the manner prescribed by the administering authority , to investigate a complaint of environmental nuisance arising from the activity. The monitoring results must be provided within 10 business days to the administering authority upon its request.
G7	The following details of all environmental complaints received must be recorded: <ol style="list-style-type: none"> 1. date and time the complaint was received; 2. name and contact details of the complainant when provided and authorised by the complainant; 3. nature of the complaint; 4. investigation undertaken; 5. conclusions formed; and 6. actions taken.
G8	The activity must be undertaken in accordance with written procedures that: <ol style="list-style-type: none"> 1. identify potential risks to the environment from the activity during routine operations, closure and an emergency; 2. establish and maintain control measures that minimise the potential for environmental harm; 3. ensure plant, equipment and measures are maintained in a proper and effective condition; 4. ensure plant, equipment and measures are operated in a proper and effective manner; 5. ensure that staff are trained in and aware of their obligations under the <i>Environmental Protection Act 1994</i>; and 6. ensure that reviews of environmental performance are undertaken at least annually.
G9	All reasonable and practicable measures must be taken to exclude vectors and pest species to the extent necessary to prevent: <ol style="list-style-type: none"> 1. environmental nuisance to occupiers of neighbouring premises; and 2. any danger or risk to the health of any persons.
G10	Chemicals and fuels in containers of greater than 15 litres must be stored within a secondary containment system.
Agency interest: Air	
Condition number	Condition
A1	Other than as permitted within this environmental authority, odours or airborne contaminants must not cause environmental nuisance to any sensitive or commercial place.
A2	Dust and particulate matter emissions must not exceed the following concentrations at any sensitive place or commercial place: <ol style="list-style-type: none"> a) dust deposition of 120 milligrams per square metre per day, when monitored in accordance with Australian Standard AS 3580.10.1 (or more recent editions), or b) a concentration of particulate matter with an aerodynamic diameter of less than 10 micrometre (μm) (PM_{10}) suspended in the atmosphere of 50 micrograms per cubic metre over a 24 hour averaging time, when monitored in accordance with Australian Standard AS 3580.9.6 (or more recent editions) or any other method approved by the administering authority.

Permit
Environmental authority

Agency interest: Land	
Condition number	Condition
L1	Land that has been disturbed for activities conducted under this environmental authority must be rehabilitated in a manner such that: <ol style="list-style-type: none"> 1. the potential for erosion is minimised; 2. the quality of water, including seepage, released from the site does not cause environmental harm; 3. the potential for environmental nuisance caused by dust is minimised; 4. the water quality of any residual water body does not have potential to cause environmental harm; and 5. suitable native species of vegetation for the location are established and sustained for earthen surfaces where beneficial for the end land use.
L2	Contaminants must not be released to land.
Agency interest: Acoustic	
Condition number	Condition
N1	Noise generated by the activity must not cause environmental nuisance to any sensitive or commercial place.
Agency interest: Waste	
Condition number	Condition
W1	All waste generated in carrying out the activity must be lawfully reused, recycled or removed to a facility that can lawfully accept the waste.
Agency interest: Water	
Condition number	Condition
WT1	Other than as permitted within this environmental authority, contaminants must not be released to any waters.
WT2	The stormwater runoff from disturbed areas, generated by a storm event up to and including a 24 hour storm event with an average recurrence interval of 1 in 10 years must be retained on site or managed to remove contaminants before released offsite.
WT3	An area which provides an impervious barrier to subsoil and groundwater must be used for: <ol style="list-style-type: none"> 1. receiving, mixing and storing processing materials for the activity; 2. collecting and storing leachate.
WT4	A groundwater monitoring system must: <ol style="list-style-type: none"> (a) be designed and installed by an appropriately qualified person(s) with experience and qualifications in hydrology and groundwater monitoring; and (b) include a sufficient number of bores installed at locations and depths which yield representative groundwater samples from at least the uppermost aquifer so as to: <ol style="list-style-type: none"> (i) detect any seepage of contaminants to groundwater from the site; and

Permit
Environmental authority

	<p>(ii) establish the quality of groundwater affected by any seepage of contaminants; and</p> <p>(c) include monitoring of background groundwater quality, with both hydraulically up-gradient bore(s) or background bore(s) that have not been affected by any release of contaminants to groundwater from the activity and hydraulically down gradient bore(s) of the activity.</p> <p>(d) Groundwater samples taken from the bores must be analysed for, but are not limited to, the water quality parameters required in <i>Table 1- Groundwater Quality Characteristics</i>; and</p> <p>(e) Groundwater samples taken from the bores must be representative of the aquifer(s).</p> <p>Table 1 – Groundwater Monitoring Quality Characteristics</p> <table border="1"> <thead> <tr> <th>Water Quality Parameters</th> <th>Units</th> <th>Monitoring Frequency</th> </tr> </thead> <tbody> <tr> <td>pH</td> <td>pH units</td> <td rowspan="9">Prior to the commencement of the activity, and annually thereafter.</td> </tr> <tr> <td>Electrical Conductivity</td> <td>µS/cm</td> </tr> <tr> <td>Total Nitrogen (as N)</td> <td>mg/L</td> </tr> <tr> <td>Ammonia (as N)</td> <td>mg/L</td> </tr> <tr> <td>Nitrite (as N)</td> <td>mg/L</td> </tr> <tr> <td>Nitrate (as N)</td> <td>mg/L</td> </tr> <tr> <td>Total Phosphorus (as P)</td> <td>mg/L</td> </tr> <tr> <td>E. Coli</td> <td>CFU/100mL</td> </tr> <tr> <td>COD</td> <td>mg/L</td> </tr> </tbody> </table> <p>Associated monitoring requirements</p> <ol style="list-style-type: none"> All monitoring devices must be effectively calibrated and maintained in accordance with the manufacturer's instructions. All groundwater monitoring must be conducted in accordance with the current edition of the administering authority's Monitoring and Sampling Manual. Measurements and recording of standing groundwater levels must be in metres, accurate to 0.1 metre. The elevation of the reference point, relative to Australian Height Datum, for use in any groundwater level measurement must be determined to an accuracy of 0.05 metre. Measurement of groundwater levels must be undertaken prior to any disturbance by sampling, and must be reported as the depth in metres from the established reference point to the water surface within the bore. Each groundwater monitoring bore must be fitted with a locked cap at all times other than when sampling is being undertaken. All determinations of the quality of the groundwater must employ analytical practical quantification limits sufficiently low enough to enable comparisons to be made against water quality objectives/limits relevant to the particular water quality characteristic. 	Water Quality Parameters	Units	Monitoring Frequency	pH	pH units	Prior to the commencement of the activity, and annually thereafter.	Electrical Conductivity	µS/cm	Total Nitrogen (as N)	mg/L	Ammonia (as N)	mg/L	Nitrite (as N)	mg/L	Nitrate (as N)	mg/L	Total Phosphorus (as P)	mg/L	E. Coli	CFU/100mL	COD	mg/L
Water Quality Parameters	Units	Monitoring Frequency																					
pH	pH units	Prior to the commencement of the activity, and annually thereafter.																					
Electrical Conductivity	µS/cm																						
Total Nitrogen (as N)	mg/L																						
Ammonia (as N)	mg/L																						
Nitrite (as N)	mg/L																						
Nitrate (as N)	mg/L																						
Total Phosphorus (as P)	mg/L																						
E. Coli	CFU/100mL																						
COD	mg/L																						
WT5	<p>In regards to the Groundwater monitoring system required by condition WT4 for monitoring the effects of the activity on groundwater, a report must be submitted annually to the administering authority, consisting of an analysis and interpretation of monitoring results by an appropriately qualified person, containing at least the following:</p> <ol style="list-style-type: none"> The location of the groundwater bores; and The nature (confined, unconfined etc.) of the aquifer; and The water quality of each aquifer; and Defined groundwater contours; and An indication of direction of flow; and An assessment of the nature and extent of any environmental harm caused by the activity on groundwater. 																						

Permit
Environmental authority

Definitions

Key terms and/or phrases bolded in this environmental authority are defined in this section. Where a term is not defined, the definition in the *Environmental Protection Act 1994*, its regulations or environmental protection policies must be used. If a word remains undefined it has its ordinary meaning.

Term	Definition
24 hour storm event with an average recurrence interval (ARI) of 1 in 10 years	means the maximum rainfall depth from a 24 hour duration precipitation event with an average recurrence interval of once in 10 years. For example, an Intensity-Frequency-Duration table for a 24 hour duration event with an average recurrence interval of 1 in 10 years, identifies a rainfall intensity of 8.2mm/hour. The rainfall depth for this event is therefore 24 hour x 8.2mm/hour = 196.8mm.
Activity	means the environmentally relevant activities, whether resource activities or prescribed activities, to which the environmental authority relates.
Administering authority	means the Department of Environment and Science or its successor or predecessors.
Aerobic composting methods	Means using microorganisms that require oxygen to decompose organic matter.
Appropriately qualified person	means a person or persons who has professional qualifications, training, skills or experience relevant to EA requirement and can give authoritative assessment, advice and analysis in relation to the EA requirement using the relevant protocols, standards, methods or literature
Background bore	means groundwater monitoring bore, constructed in accordance with the Minimum construction requirements for water bores in Australia, and used to sample groundwater from an aquifer the water quality of which may be potentially affected by the activity. This may be an up-gradient bore , down-gradient bore or bore in the same aquifer in a nearby location unaffected by the activity.
COD	means chemical oxygen demand determined using standard tests (e.g. those used by NATA laboratories).
Commercial place	means a place used as a workplace, an office or for business or commercial purposes and includes a place within the curtilage of such a place reasonably used by persons at that place.
Disturbed areas	includes areas: <ol style="list-style-type: none"> 1. that are susceptible to erosion; 2. that are contaminated by the activity; and/or 3. upon which stockpiles of soil or other materials are located.
Down-gradient bore	means a background bore in a location hydraulically down gradient of those aspects of the activity that may affect groundwater quality.
Environmental nuisance	as defined under Chapter 1 of the <i>Environmental Protection Act 1994</i> .
Environmental value	as defined under Chapter 1 of the <i>Environmental Protection Act 1994</i> .
Groundwater	means water that occurs naturally in, or is introduced artificially into, an aquifer
Groundwater monitoring system	means a system of groundwater monitoring devices, such as monitoring bores, used to provide data in respect to the level and quality of groundwater in the uppermost aquifer where the location of the groundwater monitoring devices is such that comparisons of groundwater quality and groundwater level can be made between groundwater flowing from beneath the site (down-gradient flow) of the activity and groundwater flowing towards the site of the activity (up-gradient flow).
Incompatible waste	means waste that may chemically react when:

Permit
Environmental authority

	<ol style="list-style-type: none"> 1. placed in proximity to other wastes; and/or 2. mixed with other wastes.
Leachate	means a liquid that has passed through or emerged from, or is likely to have passed through or emerged from, a material stored, processed or disposed of at the site that contains soluble, suspended or miscible contaminants likely to have been derived from the said material.
Measures	has the broadest interpretation and includes plant, equipment, physical objects, monitoring, procedures, actions, directions and competency
NATA	Means National Association of Testing Authorities.
Raw timber	Means offcuts, waste cuts and the sawdust of raw untreated, unfinished and unpainted timber and does not include treated, painted or finished timber.
Records	include breach notifications, written procedures, analysis results, monitoring reports and monitoring programs required under a condition of this authority.
Release of a contaminant into the environment	means to: <ol style="list-style-type: none"> a) deposit, discharge, emit or disturb the contaminant; b) cause or allow the contaminant to be deposited, discharged, emitted or disturbed; c) fail to prevent the contaminant from being deposited, discharged emitted or disturbed; d) allow the contaminant to escape; <p style="margin-left: 40px;">fail to prevent the contaminant from escaping.</p>
Secondary containment system	means a system designed, installed and operated to prevent any release of contaminants from the system, or containers within the system, to land, groundwater, or surface waters.
Sensitive place	includes the following and includes a place within the curtilage of such a place reasonably used by persons at that place: <ol style="list-style-type: none"> 1. a dwelling, residential allotment, mobile home or caravan park, residential marina or other residential premises; or 2. a motel, hotel or hostel; or 3. a kindergarten, school, university or other educational institution; or 4. a medical centre or hospital; or 5. a protected area under the <i>Nature Conservation Act 1992</i>, the <i>Marine Parks Act 2004</i> or a World Heritage Area; or 6. a park or gardens; or 7. for noise, a place defined as a sensitive receptor for the purposes of the Environmental Protection (Noise) Policy 2008.
Total Nitrogen (TN)	means the sum of Organic Nitrogen, Ammonia Nitrogen, Nitrite plus Nitrate Nitrogen, expressed as mg/L as Nitrogen. This includes both the inorganic and organic fraction of nitrogen.
Total Phosphorus (TP)	means the sum of the reactive phosphorus, acid-hydrolysable phosphorus and organic phosphorus, as mg/L of Phosphorus. This includes both the inorganic and organic fraction of phosphorus.
Up-gradient bore	means a background bore, in a location hydraulically up gradient of all potential influences of the activity that may affect groundwater quality.
Waters	includes river, stream, lake, lagoon, pond, swamp, wetland, unconfined surface water, unconfined water, natural or artificial watercourse, bed and bank of any waters, dams, non-tidal or tidal waters (including the sea), stormwater channel, stormwater drain, roadside gutter, stormwater run-off, and groundwater and any part thereof.

Appendix 1 Map 1 - Operations Layout Plan



END OF ENVIRONMENTAL AUTHORITY

Attachment C

RA6-N



Department of
**State Development,
 Manufacturing,
 Infrastructure and Planning**

Our reference: 1806-5766 SRA
 Your reference: MCU18/0008 CD:LA
 Applicant reference: 2219.DA1.310.001

30 July 2018

The Chief Executive Officer
 South Burnett Regional Council
 PO Box 336
 KINGAROY QLD 4610
 info@southburnett.qld.gov.au

Attention: Mr Chris Du Plessis

Dear Mr Du Plessis

Referral agency response—no requirements
 (Given under Section 58 of the *Planning Act 2016*)

The development application described below was properly referred to the Department of State Development, Infrastructure and Planning (the department) on 28 June 2018.

Applicant details

Applicant name: Maidenwell Diatomite Pty Ltd
 Applicant contact details: C/- Groundwork Plus
 PO Box 1779
 MILTON QLD 4064
 j.taylor@groundwork.com.au

Location details

Street address: 956 Brooklands Pimpimbudgee Road, MAIDENWELL
 Real property description: Lot 1 on RP141603
 Local government area: South Burnett Regional Council

Application details

Development Permit: Material Change of Use – High Impact Industry (Soil Conditioning Facility)
 Environmental Authority: Environmentally Relevant Activity (ERA No. 33 – Crushing, milling, grinding or screening and ERA No. 53 – Composting and soil conditioner manufacturing)

Referral triggers

The development application was referred to the department under the following provisions of the *Planning Regulation 2017*:

- 10.5.4.2.1 Non-devolved environmentally relevant activities

No requirements

Under Section 56(1)(a) of the *Planning Act 2016*, the department advises it has no requirements relating to the application.

A copy of this response has been sent to the applicant for their information.

For further information please contact Peter Mulcahy, Principal Planning Officer, on (07) 4331 5614 or via email WBBSARA@dsmip.qld.gov.au who will be pleased to assist.

Yours sincerely



Luke Lankowski
Manager, Planning

cc Maidenwell Diatomite Pty Ltd
C/- Groundwork Plus
j.taylor@groundwork.com.au



Department of
State Development,
Manufacturing,
Infrastructure and Planning

Department of State Development, Infrastructure, Manufacturing and Planning

Statement of reasons for application 1806-5766 SRA

(Given under Section 58 of the *Planning Act 2016*)

Departmental role: Referral agency

Applicant details

Applicant name: Maidenwell Diatomite Pty Ltd
C/- Groundwork Plus

Applicant contact details: planning@groundwork.com.au
PO Box 1779
MILTON QLD 4064

Location details

Street address: 956 Brooklands Pimpimbudgee Road, MAIDENWELL

Real property description: Lot 1 on RP141603

Local government area: South Burnett Regional Council

Development details and assessment matters

Nature of Approval	Level of Assessment	Development Description	Applicable State Development Assessment Provisions
Development Permit	Impact Assessment	High Impact Industry (Soil Conditioning Facility)	State Code 22: Environmentally relevant activities (Version 2.3)
Environmental Authority	Code Assessment	Environmentally Relevant Activity (ERA No. 33 – Crushing, milling, grinding or screening and ERA No. 53 – Composting and soil conditioner manufacturing)	N/A

Reasons for the Department of State Development, Manufacturing, Infrastructure and Planning decision

The reasons for the decision are:

- the proposed development is located and design to avoid environmental harm on environmental values
- the proposed development avoids detrimental impacts on Matters of State Environmental Significance

Decision:

- The proposed development seeks to establish a High Impact Industry on the subject site in association with an Environmentally Relevant Activity (ERA No. 33 and ERA No. 53)
- The department has no requirements for the application as the proposed use is not considered to detrimentally impacts on Matters of State Environmental Significance and sensitive receptors within the surrounding area

Relevant material:

- *Planning Act 2016*
- Planning Regulation 2017
- *Environmental Protection Act 1994*
- Environmental Protection Regulation 2008
- Development Assessment Rules
- State Development Assessment Provisions, Version 2.3
- common material

7.2.2 P&LM - 2535934 - Council Resolution to Prepare a Local Government Infrastructure Plan (LGIP)

Document Information

ECM ID 2535934

Author Development Engineer

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

Date 3 September 2018

Précis

Council Resolution to prepare a Local Government Infrastructure Plan (LGIP).

Summary

A new LGIP is required to be prepared to replace the Priority Infrastructure Plan (PIP) in the South Burnett Regional Council Planning Scheme. This LGIP needs to be adopted to ensure Council can condition and levy infrastructure charges for trunk infrastructure under the Planning Act 2016.

The LGIP must be included in the South Burnett Regional Council Planning Scheme in order to levy infrastructure contributions and impose conditions relating to trunk infrastructure on new development.

South Burnett Regional Council are required to review the LGIP within five years of adoption which will provide further future opportunities for amendments.

Officer's Recommendation

That Council:

1. Resolves to commence preparation of an LGIP which aligns with the South Burnett Regional Council Planning Scheme to comply with Chapter 5, Part 2, Steps 4-7 of the Ministers Guidelines and Rules and for this purpose authorises the Chief Executive Officer as Council's delegate to comply with steps 4-7 as follows:

For Step 5.5 of the Ministers Guidelines and Rules:

- (a) write to the minister requesting a state review of a proposed LGIP; and
- (b) give the minister the draft LGIP and intrinsic material.

For Steps 7.1 and 7.2 of the Ministers Guidelines and Rules:

- 7.1. Carry out public consultation in relation to making or amending an LGIP and making an interim LGIP amendment.

7.2. If the Minister has advised the local government it may proceed with public consultation on the proposed LGIP or amendment subject to conditions, the local government must comply with the conditions before carrying out public consultation.

2. Delegates authority to the Chief Executive Officer, in accordance with the *Local Government Act 2009*, to consider and make the following amendments, if required:

- Administrative amendments
- Amendments to incorporate recent revisions to Council's capital works programs
- Amendments resulting from the first state review; and
- Amendments resulting from public consultation if required.

Financial and Resource Implications

Infrastructure Charges notices will be included with the development permit issued by Council.

Link to Corporate/Operational Plan

GO2 Balanced development that preserves and enhances our region
GO2.1 Implement Council's planning scheme to support sustainable development of business, industry and community liveability

Communication/Consultation (Internal/External)

Extensive consultation will take place in preparation of the new LGIP. In preparing this report, the following consultation will be required:

Internal

General Manager (Infrastructure)
General Manager (Corporate Services)
General Manager (Finance)
Manager (Roads & Drainage)
Manager (Water & Wastewater)
Manager (Design & Technical Services)
Manager (Planning & Land Management)
Manager (NRM and Parks)
Manager (Property)

External

Department of State Development, Manufacturing, Infrastructure and Planning

Legal Implications (Statutory Basis, Legal Risks)

In order for the Council to levy infrastructure contributions, as well as impose conditions for trunk infrastructure, the proposed South Burnett Regional Council Planning Scheme must include an LGIP.

South Burnett Regional Council must resolve to prepare an LGIP for adoption into the planning scheme to ensure these powers may be used.

A key implication of the LGIP is that it establishes the key trunk infrastructure to be provided over particular timeframes as the basis for levying infrastructure charges and delivering infrastructure to support development in the future.

Policy/Local Law/Delegation Implications

Existing delegations may require updating to reflect the adopted LGIP terminology.

Asset Management Implications

In order for the Council to levy infrastructure contributions, as well as impose conditions for trunk infrastructure, the proposed South Burnett Regional Council Planning Scheme must include an LGIP.

South Burnett Regional Council must resolve to prepare an LGIP for adoption into the planning scheme to ensure these powers may be used.

A key implication of the LGIP is that it establishes the key trunk infrastructure to be provided over particular timeframes as the basis for levying infrastructure charges and delivering infrastructure to support development in the future.

Report

The purpose of an LGIP is to:

- integrate infrastructure planning with the land use planning identified in the planning scheme
- provide transparency regarding a local government's intentions for the provision of trunk infrastructure
- enable a local government to estimate the cost of infrastructure provision to assist its long term financial planning
- ensure that trunk infrastructure is planned and provided in an efficient and orderly manner
- provide a basis for the imposition of conditions about infrastructure on development approvals.

The process for preparing an LGIP is administered under Ministers Guidelines and Rules. The Proposed LGIP will be adopted as part 4 of the South Burnett Regional Council Planning Scheme.

Current Status

Preparation of the LGIP document to align with the planning scheme has substantially commenced.

Preparation Steps under the Ministers Guidelines and Rules

The next steps of the process are Steps 4-7 – (Chapter 5, Part 2, Ministers Guidelines and Rules) which are outlined below.

Step 4 Planning and preparation

- 4.1. *For making or amending an LGIP or interim LGIP amendment, the local government must decide to-*
 - a) *make or amend and LGIP; or*
 - b) *make an interim LGIP amendment*
- 4.2. *The local government must prepare the proposed LGIP, amendment or interim LGIP amendment in accordance with Part 4 of this chapter and the LGIP template.*
- 4.3. *For making or amending and LGIP, the local government must consult with-*
 - a) *The relevant state agency about transport matters; and*

- b) *a distributor-retailer responsible for providing water and wastewater services for the area (if applicable)*

Step 5 First compliance check

- 5.1. *The first compliance check does not apply to making an interim LGIP amendment.*
- 5.2. *For making or amending an LGIP or interim LGIP amendment, the local government must engage an Appointed reviewer and give the Appointed reviewer the following information-*
 - a) *an electronic copy of the proposed LGIP or amendment;*
 - b) *the SOW model prepared by the local government as part of the LGIP (Excel);*
 - c) *the Review checklist completed by the local government;*
 - d) *the extrinsic material including background studies, reports, and supporting information that informed the preparation of the proposed LGIP or amendment;*
 - e) *Information on the outcomes of any consultation with the relevant state agency about transport matters and/or the relevant distributor-retailer concerning the preparation of the LGIP or amendment; and*
 - f) *the contact details of the person who will be the key point of contact as well as any other key personnel who may be relevant to the compliance check.*
- 5.3. *When reviewing the information given by the local government, the Appointed reviewer must comply with the fundamental ethical principles of integrity, objectivity, professional competence, due care and professional behavior when undertaking the compliance check, and must-*
 - a) *consider whether the proposed LGIP or amendment complies with and addresses the requirements of Part 4 of this chapter;*
 - b) *consider whether the proposed LGIP or amendment is consistent with the regulated requirements;*
 - c) *evaluate whether each requirement in the Review checklist has been complied with; and*
 - d) *complete the Review checklist.*
- 5.4. *After carrying out the compliance check, the Appointed reviewer must write to the local government providing-*
 - a) *The completed Review checklist; and*
 - b) *The completed and signed Appointed reviewer statement, confirming that the proposed LGIP or amendment complies with and addresses the requirements identified in Part 4 of this chapter, and if not, identify any outstanding issues with recommendations on how they should be addressed to enable the proposed LGIP or amendment to comply.*
- 5.5. *After receiving the completed Review checklist and the Appointed reviewer statement, the local government must-*
 - a) *Write to the Minister requesting a state review of a proposed LGIP or LGIP amendment; and*
 - b) *Give the Minister the following information-*
 - i. *An electronic copy of the proposed LGIP (Word);*
 - ii. *The SOW model prepared by the local government as part of the LGIP (Excel);*
 - iii. *The Review checklist completed by the appointed reviewer (Word – final may be converted to PDF);*
 - iv. *The completed and signed Appointed reviewer statement (PDF);*
 - v. *The extrinsic material including background studies, reports, and supporting information that informed the preparation of the proposed LGIP.*

Step 6 State review

- 6.1. *The state review applies to making or amending an LGIP but does not apply to making an interim LGIP amendment.*
- 6.2. *If the Minister considers the local government has not provided sufficient information required under section 5.5(b), the Minister must write to the local government seeking the further information.*

- 6.3. If the Minister considers sufficient information or sufficient further information has been provided by the local government under sections 5.5(b) or 6.2, the Minister must consider the following—
- a) *whether the proposed LGIP or amendment complies with and addresses the requirements identified in Part 4 of this chapter;*
 - b) *whether the proposed LGIP or amendment is consistent with the regulated requirements;*
 - c) *the Review checklists completed by the local government and the Appointed reviewer; and*
 - d) *the completed and signed Appointed reviewer statement with any recommendations.*
- 6.4. After considering the matters in section 6.3, the Minister must write to the local government advising it may—
- a) proceed with public consultation on the proposed LGIP or amendment;
 - b) proceed with public consultation on the proposed LGIP or amendment subject to conditions; or
 - c) not proceed with the proposed LGIP or amendment.
- 6.5. If the Minister advises the local government it may not proceed with the proposed LGIP or amendment, but the local government still wishes to make or amend the LGIP, the local government must start the process again from section 4.2.

Step 7 Public consultation

- 7.1. The local government must carry out public consultation in relation to making or amending an LGIP and making an interim LGIP amendment.
- 7.2. If the Minister has advised the local government it may proceed with public consultation on the proposed LGIP or amendment subject to conditions, the local government must comply with the conditions before carrying out public consultation.
- 7.3. The public consultation must be carried out in accordance with the following requirements—
- a) for making or amending an LGIP, a consultation period of at least 30 days;
 - b) for a proposed interim LGIP amendment, a consultation period of at least 15 days;
 - c) the public notice requirements prescribed under schedule 4; and d) the content, function and calculations of the SOW model, which is part of the LGIP, must be visible and accessible to all stakeholders.
- 7.4. The local government must consider every properly made submission received as a result of the consultation undertaken.
- 7.5. After considering the submissions, the local government—
- a) may make changes to the proposed LGIP or amendment or interim LGIP amendment to—
 - i. address issues raised in a submission;
 - ii. amend a drafting error; or
 - iii. address new or changed planning circumstances or information;
 - b) must ensure any changes continue to comply with and address the requirements identified in Part 4 of this chapter; and
 - c) must advise each person in writing who made a properly made submission about how the local government has dealt with their submission.
- 7.6. The local government must update the Review checklist to reflect any changes made to the proposed LGIP, LGIP amendment or interim LGIP amendment.
- 7.7. If the local government makes changes under section 7.5(a) and the local government considers the changes result in the proposed LGIP, LGIP amendment or interim LGIP amendment being significantly different to the version released for public consultation, the local government must repeat the public consultation process.
- 7.8. The local government may choose to limit the public consultation to those aspects of the LGIP, LGIP amendment or interim LGIP amendment that have changed.
- 7.9. After complying with sections 7.4 to 7.7 for the proposed LGIP, LGIP amendment or interim LGIP amendment where relevant, the local government must decide to—
- a) proceed with no change;

- b) proceed with changes if it reasonably believes the changes do not result in the proposed LGIP or amendment or interim LGIP amendment being significantly different to the version released for public consultation; or
 - c) not proceed with the proposed LGIP or amendment.
- 7.10. If proceeding with a proposed interim LGIP amendment, the local government may proceed to section 10 (the second compliance check and the Minister's consideration do not apply to making an interim LGIP amendment).

To progress the proposed LGIP, Council must decide to make the LGIP as required in accordance with the Ministers Guidelines and Rules.

The next stages are:

Following public consultation, Council must consider any properly made public submissions on the LGIP and make any changes deemed necessary. Council must then review the proposed LGIP and decide to either:

- proceed with no change;
- proceed with changes if it reasonable believes the changes do not result in the proposed LGIP or amendment or interim LGIP amendment being significantly different to the versions released for public consultation; or
- not proceed with the proposed LGIP or amendment.

The LGIP must be adopted by Council into the South Burnett Regional Council Planning Scheme in order to levy infrastructure contributions and impose conditions relating to trunk infrastructure on new development.

South Burnett Regional Council are required to review the LGIP within five years of adoption which will provide further future opportunities for amendments.

7.3 Property (P)

Officer's Reports

7.3.1 P - 2536463 - Transfer of Community Housing Assets in Murgon

Document Information

IR No 2443903

Author Manager Property

**Endorsed
By** General Manager Finance

Date 05 September 2018

Précis

Transfer of Community Housing Assets in Murgon from South Burnett Regional Council back to the Department of Housing and Public Works.

Summary

Council proposes transferring the community housing properties located at 3 Jefferies Street Murgon and 3 Wrightway Street Murgon to the Department of Housing and Public Works.

Officer's Recommendation

That Council

- Transfer the ownership of community housing units located at 3 Jefferies Street Murgon and 3 Wrightway Street Murgon to the Department of Housing and Public Works
- Pay out the accumulated surplus to the Department of Housing and Public Works as per the 1993 Capital Funding Agreement.

Financial and Resource Implications

The total accumulated surplus cost involved in the transferring the properties back to the Department of Housing is \$142,604 as of 30th of June 2017. Community Housing Annual Financial Return (CHAFR) will be submitted to the Department of Housing and Public Works for the department to review. This return will form the basis of the final calculation of any surplus/deficit in program funds and the final accumulated surplus.

Link to Corporate/Operational Plan

The Community Housing at Murgon has a direct link to the Corporate Plan Strategy EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

Communication/Consultation (Internal/External)

Council has been in discussions with the Department of Housing and Public Works regarding the National Regulatory System for Community Housing and registration requirements for local government authorities over the past 4 years.

Council staff have discussed the issue of not obtaining the skills, knowledge or qualifications with delivering community housing and tenant support. Council staff has more recently held discussions with the Department of Housing and Public Works staff on the process for local government authorities to transfer assets and options for reducing the payout of accumulated surplus.

Council staff having been working with Departmental staff on the assessment of tenants and process for transferring tenancy agreements over to the Department with minimal disturbance for the tenants. This process has been handled with care and caution to ensure tenants transition is smooth, confidential and non-threatening for the tenants.

Legal Implications (Statutory Basis, Legal Risks)

The transfer of the assets back to the Department of Housing and Public Works will be within the terms and conditions of the Capital Funding Agreements dated 1993.

Policy/Local Law/Delegation Implications

No policy implications.

Asset Management Implications

Asset	Wrightway Units	Jefferies Units
Land	\$55,000	\$50,000
Improvements	\$340,000	\$430,000
Total Valuation (provided by Market Valuer August 2018)	\$395,000	\$480,000

Total asset to be disposed \$875,000

Transferring of the assets to Department of Housing will reduce Council's ownership of building assets and will be removed from Council's Asset Register when the transfer of ownership is complete.

Report

This report provides an overview of the community housing units located in Murgon.

The former Murgon Shire Council entered into Capital Funding Agreements for the purpose of providing affordable social housing within the Murgon community. The former Murgon Shire Council contributed freehold land and entered into a Capital funding agreement for funds to build the units.

Summary of the capital funding agreements for 3 Jefferies St and 3 Wrightway Units, Murgon listed below;

Aged Care Units, 3 Jefferies St, Murgon

- 8 aged care units
- Freehold Land owned by SBRC
- Land was in kind contribution to project
- Financial Assistance from Queensland Housing Commission
- Initial Funding Agreement 1993
- 4 x 1 bedroom units \$193,297.60
- 2 x 2 bedroom units \$80,000
- 2 x 2 bedroom units \$59,000
- Upgrade Grants 2001 and 2002
- Upgrades \$21,600
- Upgrades \$20,240
- Total Grant under this agreement \$374,137.60

Disabled Persons Units, 3 Wrightway St , Murgon

- 6 x 2 bedroom disable units
- Freehold land owned by SBRC
- Land was in kind contribution to project
- Financial Assistance from Queensland Housing Commission
- Initial Funding Agreement 1993
- 6 x 2 bedroom units \$275,000
- Upgrade Grants 2001 and 2002
- Upgrades \$154,380
- Total Grant under this agreement: \$429,380

Council reviewed the terms and conditions required to comply with the National Regulatory System for Community Housing and recommend that this is not part of Councils core business to provide this service. Council is aware that two other providers are registered and located with the South Burnett Region. These providers include SB Care and CTC Employment Services.

Council does not employ staff trained and skilled to work with people that have special housing and social needs, physical and mental disabilities, financial and budgeting issues, learning and education needs. Council recognises the need for an organisation to provide the speciality skills and qualifications required to operate community housing within the region in the future.

Council can terminate the capital funding agreement as per Clause 29: Termination.

Clause 29:

This agreement will terminate if You sell or release all of the Property in accordance with Provisions 15.3 and 15.4. Termination of this Agreement does not affect the rights of either party in connection with a breach of the Agreement before then.

As part of Provisions 15.4 Council is required to pay back the accumulated surplus. The Department of Housing and Public Works calculates the accumulated surplus from the CHAFR reports provided by Council per year.

The Departments calculated accumulated surplus (at 30th June 2017) is \$142,604.

The Department of Housing and Public Works has requested for completion and submission of CHAFR reports for 2017/18. Once this document is reviewed and calculated the final accumulated surplus will be calculated which will either increase or decrease the accumulated surplus amount.

Attachment 1: Table illustrating the asset accumulated surplus, contingent liability, asset building and land valuations. This information was provided confidentially by the Department of Housing and Public Works to assist Council in the considering options for terminating capital funding agreement and transferring of asset.

Attachments

1. Accumulated Surplus V's Contingent Liability table

Section 3: Accumulated Surplus v's Contingent Liability

Description	Accumulated Surplus	Valuation Land	Valuation Improvements	Valuation Total	Rectification Costs	Contingent Liability
Wright Way	\$61,116	\$55,000	\$340,000	\$395,000	\$20,000 - \$50,000 rectification of structural cracking for each building (total cost \$60,000-\$150,000), \$300,000 to bring all units up to departmental standard, 3-year maintenance forecast of \$199,000. \$10,000 - \$15,000 to make unit 4 in a tenatable condition.	\$148,240
Jefferies St	\$81,488	\$50,000	\$430,000	\$480,000	\$158,000 to bring up to department standard, \$45,000 to remove and replace loose fibre insulation, 2-year maintenance forecast of \$92,000.	\$203,820
Total	\$142,604 (Total payment to Department of Housing to allow units to be transferred back to Department.	\$105,000	\$770,000	\$875,000	In Summary \$60,000 to \$10,000 rectification of structural cracking for Wright Way units. \$460,000 to bring all units up to department standard \$199,000 3-year maintenance forecast for Wright Way \$92,000 2-year maintenance forecast for Jefferies St	\$352,060 (Total payment to Department of Housing to own units)

7.3.2 P - 2536464 - Safer Communities Fund: Round 3 - Infrastructure Grants

Document Information

IR No 2536464

Author Property Manager

**Endorsed
By** General Manager Finance

Date September 2018

Précis

Council to consider applying for funds as part of the Safer Communities Fund: Round 3 – Infrastructure Grants

Summary

Council to apply for funds under the Safer Communities Fund Round 3 for the purpose of installing new and upgrading Council's security systems on some of Councils community buildings.

Officer's Recommendation

That Council apply under Safer Communities Fund Round 3 for funds to install new security systems, cameras and security lighting in identified Councils community buildings.

Financial and Resource Implications

No financial contribution is required from Council operational funds.

Link to Corporate/Operational Plan

The installation of new security alarm systems, security lighting and security cameras has a direct link to the Corporate Plan Strategy

INF 1.3 - Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices.

Communication/Consultation (Internal/External)

Council officers have discussed security limitations with swimming pool managers and some community groups that hire Murgon, Kingaroy and Kingaroy Common Town Halls. Council officers will consult with local police on the different security cameras installed in Nanango and Murgon business areas.

Legal Implications (Statutory Basis, Legal Risks)

No legal implications.

Policy/Local Law/Delegation Implications

The security camera footage would need to be collected and stored as per Councils CCTV Policy and/or legislative requirements.

Asset Management Implications

Council would be responsible for ongoing maintenance of security cameras, lighting and alarm infrastructure.

Report

The Safer Communities Fund Round 3 – Infrastructure Grants are currently available for local councils to address crime and anti-social behaviour.

Councils Building priority projects include;

1. Murgon Town Hall, Kingaroy Town Hall and Kingaroy Town Common Hall security cameras
2. Kingaroy Depot alarm system and cameras
3. Murgon, Wondai, Kingaroy, Nanango Swimming Pool security cameras
4. Lighting for Kingaroy Town Hall carpark

Council would not need to contribute any monies if they were successful in gaining grant funds.

7.3.3 P - 2536465 - Wondai Regional Art Gallery Loan

Document Information

IR No 2536465

Author Manager Property

**Endorsed
By** General Manager Finance

Date September 2018

Précis

Council to consider approving a \$15,000 Loan to Community Organisation for the Wondai Regional Art Gallery

Summary

Council to consider approving a Community Organisation Loan to the Wondai Regional Art Gallery for the purpose of extending the Art Gallery to include a kitchen and storage area.

Officer's Recommendation

That Council approve the Community Loan for \$15,000 for the purpose of extending the Art Gallery kitchen and storage area as per the Community Grants Program Policy.

Financial and Resource Implications

Council to provide a community loan of \$15,000 to Wondai Art Gallery.

Link to Corporate/Operational Plan

The Wondai Art Gallery building upgrades has a direct link to the Corporate Plan Strategy INF 1.3 - Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices.

Communication/Consultation (Internal/External)

Former Chief Executive Officer met with Wondai Art Gallery representatives to discuss the proposed project and permission to apply for grants to fund part of the Art Gallery upgrades.

Environmental Health Officer Megan Nilon and Property Manager Leanne Petersen has conducted an onsite visit to talk through the proposed upgrades, funding milestones, loan application and project plan for onsite works.

Legal Implications (Statutory Basis, Legal Risks)

No Legal Implications

Policy/Local Law/Delegation Implications

Wondai Art Gallery has made application for a Community Loan under the Community Grants Program Policy. Wondai Art Gallery has submitted a loan application that is not consistent with the Community Grants Program Policy.

Asset Management Implications

Wondai Art Gallery is contributing to the improvement of Councils building asset. Wondai Art Gallery is seeking to generate additional revenue sources. A compliant kitchen will enable the volunteers to serve tea and coffee to visitors to the Art Gallery and Rail Trail.

Report

The Wondai Regional Art Gallery have been successful in obtaining funds under the Building Better Regions Fund for \$15,000. The Wondai Art Gallery is contributing \$4,000 toward the project and making application to Council for a \$15,000 Community Loan.

The project is to make kitchen and storage area upgrades and to provide a better facility for volunteers to make tea and coffee for visitors to the Art Gallery and Rail Trail.

The project is due to commence in September 2018 with completion by January 2019, with a two-month contingency.

The Gallery has asked Council to consider alternative payment plan with their community loan application. The payment plan includes an upfront repayment of \$3,000 and then yearly payments of \$2,400 over a 5-year period, interest free.

Attachments

1. Application for Loans to Community Organisations
2. Minutes of Wondai Regional Art Gallery 11th October 2017
3. Minutes of the Wondai Regional Art Gallery 6th November 2017
4. Certificate of Incorporation
5. Australian Business Register
6. Wondai Art Gallery Financials 31-12-2016
7. Wondai Art Gallery Financials 31-12-2017



South Burnett
Regional Council

FORM: F001
Directorate: Finance & Business

LOANS TO COMMUNITY ORGANISATIONS

Enquiries about the Loan or the completion of this application form can be directed to the Manager of Financial Operations. When completed, please forward the application form and attachments to:

Chief Executive Officer
South Burnett Regional Council
PO Box 336
KINGAROY QLD 4610

1. ORGANISATION DETAILS

The "organisation" is the body applying for the loan and undertaking the proposed project or activity.

Name of Organisation

WONDAI REGIONAL
ART GALLERY INC

Postal Address

P.O. Box 262
WONDAI 4606

Street Address

40 HALY ST
WONDAI 4606

Contact Person

(For enquiries regarding this application)

Mr Mrs Ms Miss

Other

Full Name

[Redacted]

Telephone (business hours)

[Redacted]

Position in Organisation

[Redacted]

2. ACCOUNTABLE OFFICER

The Accountable Officer should be the President or another office bearer of the incorporated body

Mr Mrs Ms Miss

Other

Full Name

[Redacted]

Telephone (business hours)

[Redacted]

Position in Organisation

[Redacted]

3. SUPPORTING DOCUMENTS.

A copy of the following documents must be attached to the application form. Please circle relevant box to indicate documents attached.

Certificate of incorporation: Yes No

Last two audited Financial Statements:

Income Statement Yes No
Balance Sheet Yes No

Copy of minutes from the meeting where the motion to apply for a loan was passed.

Yes No

Proposed budget for Project Yes No

4. GST

Does your Group/Organisation have an ABN?

Yes No

If Yes, what is your ABN number?

23 713 462 433

Is your Group/Organisation registered for GST?

Yes No



LOANS TO COMMUNITY ORGANISATIONS

5. PURPOSE OF LOAN

Briefly describe the purpose of the loan funds, please attached additional sheet if more room required

TO EXTEND KITCHEN/PANTRY AREA OF ART GALLERY
+ TO ADD A LARGER STORAGE AREA

6. BENEFIT TO COMMUNITY

Briefly describe the benefit to the community (ie improvements will benefit XYZ Community Group plus ABC Community Group)

TO ENABLE THE GALLERY TO SUPPLY THE PUBLIC ON OPENING
NIGHTS + VISITING BUS GROUPS, SCHOOLS + NURSING HOMES
FOOD THAT IS SUITABLE FOR THE OCCASION + ALLOW FOR
STORAGE OF GALLERY ITEMS, PLUS THE BOXES THAT TRAVELLING
EXHIBITIONS ARE TRANSPORTED IN, NEED PROPER
STORAGE AREA.

7. CERTIFICATION

This application should be signed by the Accountable Officer as nominated in Section 2, and by another office bearer in the organisation.

We Certify that:

- a) The information given in this application is true and correct and that all conditions of the loan will be complied with should the loan be approved.
- b) This application is consistent with the aims and objectives of the incorporated body as set out in its Constitution and
- c) There will be appropriate insurance coverage for the project.

We understand that where Financial Assistance is provided, it is to be used specifically and solely for the purpose applied for in this application, and not for any other purpose.

[Redacted Name Box]

Full Name of Accountable Officer

[Redacted Position Box]

Position in Organisation

[Redacted Signature Box]

Signature

1-8-18

Date

[Redacted Name Box]

Full Name of the other Office Bearer

[Redacted Position Box]

Position in Organisation

[Redacted Signature Box]

Signature

2-8-18

Date

**MINUTES OF WONDAL REGIONAL ART GALLERY MANAGEMENT COMMITTEE
HELD ON WEDNESDAY, 11th OCTOBER, 2017, COMMENCING AT 10.10 a.m.**

Opening: Opened at 10.10 a.m. Elaine thanked everyone for attendance.

Attendance: Elaine Madill, Michelle Smith, Sue Bradley, Kathy O'Loughlin, Karen Chambers, Glenys Grevett, Jenny Ball,

Apology: Rosa Lear

Minutes: Moved Karen Chambers, seconded Glenys Grevett, that the Minutes of meeting held on 13th September, 2017 be confirmed. Carried.

Business Arising:

- Rail Trail opening was very successful
- Sue has purchased a hard drive
- Trolley to carry PA system has been purchased
- Answering machine is operational and being left on
- EFTPOS to be given the go ahead
- No more Crimestoppers signs available
- High School competition for August, 2018, to be renamed Junior Art Competition and allow Goomeri and Yarraman schools to participate
Ages for competition to be from 4 years to 18 years (Prep to Grade 12)
- Knives have been sharpened thanks to Geoff Grevell

Correspondence:

Inward

- Crane Wines - new wine brochure to be printed. Do we wish to participate and change our advertisement accordingly
- Tricia Bradford - published new Art book on painting - perhaps put her flyers in Gallery but not sell the book
- Stacey Perrett - new Wondai map to be painted on toilets at Dingo Park
- Sue Bradley and also Cr Ros Heit have been looking into expenses involved associated with an EFTPOS machine.
- "Kids on Tour" - from January to April 2018, will ask Amber Spicer if she would be interested in taking control of this workshop

Outward

- General emails for the month
- Emails sent to Sponsors and volunteers in relation to the SBRC Acquisitive Opening Night and to people connected to the opening of the Rail Trail

Financial Report: Moved Michelle Smith, seconded Sue Bradley that the Financial Report be received. Carried.

Moved Sue Bradley, seconded Elaine Madill, that we go ahead with an EFTPOS machine at the Gallery. Carried.

Discussion took place on how to recoup monies to pay for expenses associated with EFTPOS machine.

Moved Sue Bradley, seconded Glenys Grevett, "that an additional account be set up at Bendigo Bank, called "Wondai Country Festival" for monies received and paid for the running of the Wondai Country Festival in 2018. People to operate this account, to be the same as the Wondai Regional Art Gallery general account, Elaine Madill, Sue Bradley and Michelle Smith". Carried.

General Business

- Discussion took place about the placement of the Little Train in Coronation Park
- Bike rack to be erected closer to old Railway Station
- Elaine Madill is to meet with SBRC CEO Gary Wall about Gallery Budget and if possible, proceeding with a loan to build new kitchen extension in November
- Kathy Duff to provide the new Rail Trail T Shirts when available.
- Gil Smith was given the go ahead with plans to be drawn up with the new kitchen extension.
- Need to look into purchasing an "A" frame and white board for Wondai Country Festival.
- Wondai Electrical have carried out an inspection on all lights and some need replacing.
- Consideration needs to be given to closing on New Year's Day. Discuss at next meeting.
- It was brought to our attention that Margie Spies would like to hold an exhibition of her late husband's work (John Spies) in July 2019. We have always stated that it has to be own original work, so therefore technically Margie cannot hold this exhibition. Discussion took place about the wording of the exhibition and it would have to be call "A Memorial Exhibition of John Spies" or similar.
- Discussion took place about purchasing more folding tables. Jenny to enquire at Bunnings for the purchase of about 10 tables.

Meeting Close: 12.20 p.m.

Next meeting to be held on Monday, 6th November, 2017. 9.00 a.m.

.....
President

.....
Secretary/Treasurer

**MINUTES OF WONDAL REGIONAL ART GALLERY MANAGEMENT COMMITTEE
HELD ON WEDNESDAY, 6th NOVEMBER, 2017, COMMENCING AT 10.10 a.m.**

Opening: Opened at 9.10 a.m. Elaine thanked everyone for attendance.

Attendance: Elaine Madill, Michelle Smith, Sue Bradley, Kathy O'Loughlin, Karen Chambers, Glenys Grevett, Jenny Ball, Denise Scriven, Gayle Kratzmann, Marie Evans

Apology: Rosa Lear

Minutes: Moved Karen Chambers, seconded Kathy O'Loughlin, that the Minutes of meeting held on 11th October, 2017 be confirmed. Carried.

Business Arising:

- Margie Spies - accept her late husband's exhibition - terms of exhibition (2019)
- Tables - Bunnings could give a \$50 voucher towards costs
- Tables \$49-65 each
- Not opening of New Year's Day 2018
- EFTPOS - application form has been submitted
- Purchase a white board for Country Festival

Correspondence:

Inward

- Crane Wines about brochure
- Kathy Julian - photo for brochure 1 Dog 2 Art Gallery 2 Building
- EFTPOS - application

Outward

- General emails for the month
- Patricia Bradford – about book - no reply

Financial Report: Moved Michelle Smith, seconded Karen Chambers that the Financial Report be received. Carried.

Moved Michelle Smith, seconded Jenny Ball, that we accept the Council offer of providing a loan of \$15,000 to cover the shortfall in our Kitchen/Storage extensions. Hopefully we receive a Federal Government Grant for ½ the costs, leaving the other ½ for Wondai Art Gallery to facilitate the remainder of the costs of the extension. Carried.

General Business

- Discussion took place about recouping costs associated with EFTPOS machine
- Carols - to be held at Wondai RSL on Wednesday, 6th December, 2017 - 6.00 p.m.
- Xmas Tree in Gallery - for Graham House
- Car park signs
- Markets growing - signs to get bike riders to dismount
- Food for Opening Nights - different type of menu
- Led lights bulbs - quote \$302-40
- Repair lights from Wondai Electrical Service - \$640-64
- Lights in Kids Korner and Main Gallery need to be repaired immediately - Resolved to go ahead with repairs
- Gallery to hold Xmas Break-up on Sunday 3rd December at Dimities - cost \$20-00 each - 12.00 noon
- Volunteers - sheet for working days
- Purchases - sheet to buy items

Meeting Close: 11.15 a.m.

Next meeting to be held on Monday, 11th December, 2017. 2.00 p.m.

.....
President

.....
Secretary/Treasurer



Queensland Government
Department of Justice and Attorney-General
ABN 13 846 573 904

www.fairtrading.qld.gov.au

QUEENSLAND
Associations Incorporation Act 1981
Section 15

Form 15

— Incorporation Number: **IA37507**

Certificate of Incorporation

This is to certify that

WONDAI REGIONAL ART GALLERY INC.

is, on and from the twenty-fifth day of September 2009
incorporated under the Associations Incorporation Act 1981.

Dated this twenty-fifth day of September 2009

A handwritten signature in black ink, appearing to read 'J. Chan'.

Delegate of Director-General



Australian Government
Australian Business Register
Australian Taxation Office



Australian Business Register

Australian business number(ABN) : 23 713 462 433

Entity name : WONDAI REGIONAL ART GALLERY INC

Trading Name : WONDAI REGIONAL ART GALLERY INC
(See reverse for additional trading names.)

ABN Status : Registered

ABN Registration Date : 1 October 2009

Postal Address : P O BOX 262
WONDAI QLD 4606

Business Address : 40 HALY STREET
WONDAI QLD 4606

Type of Entity : Incorporated Entity

Industry Code (ANZSIC) : 42792

Trustee Name : not applicable
(See reverse for additional trustee names.)

Continued...

Wondai Regional Art Gallery Inc

ABN 23 713 462 433

Financial Statements
For the year ended 31 December 2016

Hobbs & Assoc Pty Ltd

16 Scott St
WONDAI 4606

Phone: 0741685999 Fax: 0741685777
Email: admin@hobbsandassoc.com.au

Wondai Regional Art Gallery Inc
ABN 23 713 462 433

Contents

Committee's Report

Income and Expenditure Statement

Detailed Balance Sheet

Notes to the Financial Statements

Compilation Report

Statement by Members of the Committee

Independent Auditor's Report to the Members

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Committee's Report
For the year ended 31 December 2016

Your committee members submit the financial accounts of the Wondai Regional Art Gallery Inc for the financial year ended 31 December 2016.

Committee Members

The names of committee members at the date of this report are:

Elaine Madill
Michelle Smith
Sue Bradley

Principal Activities

The principal activities of the association during the financial year were: art showing.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The profit from ordinary activities after providing for income tax amounted to

Year ended 31 December 2016	Year ended 31 December 2015
\$ 7,787	\$ 434

Signed in accordance with a resolution of the Members of the Committee on:

Elaine Madill

Michelle Smith

The accompanying notes form part of these financial statements.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Income and Expenditure Statement
For the year ended 31 December 2016

	2016	2015
	\$	\$
Income		
Sales	10,731	20,996
Exhibition fees	3,640	1,561
Workshops	2,865	2,330
Friends of Gallery	480	605
Door donations and opening night	5,205	3,752
Grants	8,050	8,730
Dinners & catering		885
Market Sales	3,987	3,751
Donations	10,112	2,575
Interest received	2	1
Other income		248
Hire income	220	1,230
Total income	45,292	46,665
Expenses		
Advertising and promotion	1,060	175
Artist fees	8,979	18,625
Audit fees	286	286
Donations		20
Fees & charges	50	48
Function expenses		755
Insurance	635	620
Judging expenses	413	186
Lease payments		75
Memberships, fees etc		240
Opening night expenses	3,287	2,911
Market Expenses	1,358	560
Postage	181	129
Printing & stationery	524	656
Prize money & gifts	9,886	6,235
Repairs & maintenance	530	9,203
Sundry expenses	930	275
Workshop expenses	9,387	5,232

The accompanying notes form part of these financial statements.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Income and Expenditure Statement
For the year ended 31 December 2016

	2016 \$	2015 \$
Total expenses	37,505	46,231
Profit from ordinary activities before income tax	7,787	434
Income tax revenue relating to ordinary activities		
Net profit attributable to the association	7,787	434
Total changes in equity of the association	7,787	434
Opening retained profits	4,395	3,961
Net profit attributable to the association	7,787	434
Closing retained profits	12,182	4,395

The accompanying notes form part of these financial statements.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Detailed Balance Sheet as at 31 December 2016

	Note	2016 \$	2015 \$
Current Assets			
Cash Assets			
Cash At Bank - Heritage		25,259	17,472
Cash on hand		100	100
		25,359	17,572
Total Current Assets		25,359	17,572
Total Assets		25,359	17,572
Net Assets		25,359	17,572
 Members' Funds			
Reserves			
General reserve		13,177	13,177
Accumulated surplus (deficit)		12,182	4,395
Total Members' Funds		25,359	17,572

The accompanying notes form part of these financial statements.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Notes to the Financial Statements
For the year ended 31 December 2016

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of Queensland. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(b) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

(c) Leases

Leases of PPE, where substantially all the risks and benefits incidental to the ownership of the asset, but not the legal ownership, are transferred to the association, are classified as finance leases.

Finance leases are capitalised by recording an asset and a liability at the lower of the amounts equal to the fair value of the leased property or the present value of the minimum lease payments, including any guaranteed residual values. Lease payments are allocated between the reduction of the lease liability and the lease interest expense for that period.

Leased assets are depreciated on a straight line basis over the shorter of their estimated useful lives or the lease term. Lease payments for operating leases, where substantially all the risks and benefits remain with the lessor, are charged as expenses in the period in which they are incurred.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Notes to the Financial Statements
For the year ended 31 December 2016

(d) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Compilation Report to Wondai Regional Art Gallery Inc

We have compiled the accompanying special purpose financial statements of Wondai Regional Art Gallery Inc, which comprise the Income and Expenditure Statement and Balance Sheet as at 31 December 2016, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is to provide financial information to the committee of management.

The Responsibility of the Committee of Management

The committee of management is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting adopted is appropriate to meet the needs of the committee of management for the purpose of complying with the association's constitution.

Our Responsibility

On the basis of information provided by the committee of management, we have compiled the accompanying special purpose financial statements in accordance with the financial reporting framework described in Note 1 to the financial statements and APES 315 Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the financial reporting framework described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110 Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee of management who are responsible for the reliability, accuracy and completeness of the information used to compile them. We do not accept responsibility for the contents of the special purpose financial statements.

Hobbs & Assoc Pty Ltd
16 Scott St
WONDAI

30 January, 2017

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Statement by Members of the Committee
For the year ended 31 December 2016

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Wondai Regional Art Gallery Inc as at 31 December 2016 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

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

Elaine Madill
President

Michelle Smith
Treasurer

The accompanying notes form part of these financial statements.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Independent Auditor's Report to the Members

We have audited the accompanying financial report, being a special purpose financial report, of Wondai Regional Art Gallery Inc (the association), which comprises the Statement by Members of the Committee, Income and Expenditure Statement, Balance Sheet, notes comprising a summary of significant accounting policies and other explanatory notes for the financial year ended 31 December 2016.

Committee's Responsibility for the Financial Report

The committee of Wondai Regional Art Gallery Inc is responsible for the preparation and fair presentation of the financial report, and have determined that the basis of preparation described in Note 1 is appropriate to meet the requirements of the Associations Incorporation Act of Queensland 1981 and is appropriate to meet the needs of the members. The committee's responsibilities also includes such internal control as the committee determine is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on the financial report based on our audit. We have conducted our audit in accordance with Australian Auditing Standards. Those Standards require that we comply with relevant ethical requirements relating to audit engagements and plan and perform the audit to obtain reasonable assurance whether the financial report is free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial report. The procedures selected depend on the auditor's judgement, including the assessment of the risks of material misstatement of the financial report, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the association's preparation and fair presentation of the financial report in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by the committee, as well as evaluating the overall presentation of the financial report.

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

Opinion

In our opinion, the financial report presents fairly, in all material respects, the financial position of Wondai Regional Art Gallery Inc as at 31 December 2016 and its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements, and the requirements of the Associations Incorporation Act of Queensland 1981.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Independent Auditor's Report to the Members

Basis of Accounting and Restriction on Distribution

Without modifying our opinion, we draw attention to Note 1 to the financial statements, which describes the basis of accounting. The financial report has been prepared to assist Wondai Regional Art Gallery Inc to meet the requirements of the Associations Incorporation Act of Queensland 1981. As a result, the financial report may not be suitable for another purpose.

Signed on :

Andrew Hobbs, Member of ICAA No 275446
Hobbs & Assoc Pty Ltd
16 Scott Street Wondai 4606

Wondal Regional Art Gallery Inc

ABN 23 713 462 433

Financial Statements

For the year ended 31 December 2017

Hobbs & Assoc Pty Ltd

16 Scott St

WONDAI 4606

Phone: 0741685999 Fax: 0741685777

Email: admin@hobbsandassoc.com.au

Wondal Regional Art Gallery Inc
ABN 23 713 482 433

Contents

Committee's Report

Income and Expenditure Statement

Detailed Balance Sheet

Notes to the Financial Statements

Compilation Report

Statement by Members of the Committee

Independent Auditor's Report to the Members

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Committee's Report
For the year ended 31 December 2017

Your committee members submit the financial accounts of the Wondai Regional Art Gallery Inc for the financial year ended 31 December 2017.

Committee Members

The names of committee members at the date of this report are:

Elaine Madill
Michelle Smith
Sue Bradley

Principal Activities

The principal activities of the association during the financial year were: art showing.

Significant Changes

No significant change in the nature of these activities occurred during the year.

Operating Result

The deficit from ordinary activities after providing for income tax amounted to

Year ended	Year ended
31 December	31 December
2017	2016
\$	\$
(2,008)	7,787

Signed in accordance with a resolution of the Members of the Committee on:

Elaine Madill

Michelle Smith

The accompanying notes form part of these financial statements.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Income and Expenditure Statement
For the year ended 31 December 2017

	2017	2016
	\$	\$
Income		
Fun Run	695	
Photo Club	323	
Wondai Country Festival	12,445	
Sales	13,685	10,731
Exhibition fees	3,851	3,640
Workshops		2,865
Friends of Gallery	450	480
Door donations and opening night	4,847	5,205
Grants	6,839	8,050
Market Sales	3,393	3,987
Donations	4,900	10,112
Interest received	1	2
Hire income	420	220
Total income	51,850	45,292
Expenses		
Advertising and promotion	2,128	1,060
Artist fees	10,516	8,979
Audit fees	308	286
Bank Fees And Charges	81	
Fees & charges	3,420	50
Fun Run Expenses	495	
Hall Hire	150	
Insurance	642	635
Judging expenses	270	413
Opening night expenses	4,142	3,287
Market Expenses	2,963	1,358
Photo Club Expenses	553	
Plant and equipment (small)	1,395	
Pole Art	595	
Postage	297	181
Printing & stationery	728	524
Prize money & gifts	9,291	9,886

The accompanying notes form part of these financial statements.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Income and Expenditure Statement
For the year ended 31 December 2017

	2017	2016
	\$	\$
Repairs & maintenance	762	530
Sundry expenses	1,000	930
Train	1,700	
Wondai Country Festival	12,333	
Workshop expenses	89	9,387
Total expenses	53,858	37,505
Profit (loss) from ordinary activities before income tax	(2,008)	7,787
Income tax revenue relating to ordinary activities		
Net profit (loss) attributable to the association	(2,008)	7,787
Total changes in equity of the association	(2,008)	7,787
Opening retained profits	12,182	4,395
Net profit (loss) attributable to the association	(2,008)	7,787
Closing retained profits	10,174	12,182

The accompanying notes form part of these financial statements.

Wondal Regional Art Gallery Inc
ABN 23 713 462 433
Detailed Balance Sheet as at 31 December 2017

	Note	2017 \$	2016 \$
Current Assets			
Cash Assets			
Cash At Bank - Heritage			25,259
Cash at Bank - Bendigo		23,251	
Cash on hand		100	100
		23,351	25,359
Total Current Assets		23,351	25,359
Total Assets		23,351	25,359
Net Assets		23,351	25,359
 Members' Funds			
Reserves			
General reserve		13,177	13,177
Accumulated surplus (deficit)		10,174	12,182
Total Members' Funds		23,351	25,359

The accompanying notes form part of these financial statements.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Notes to the Financial Statements
For the year ended 31 December 2017

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of Queensland. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(b) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Compilation Report to Wondai Regional Art Gallery Inc

We have compiled the accompanying special purpose financial statements of Wondai Regional Art Gallery Inc, which comprise the Income and Expenditure Statement and Balance Sheet as at 31 December 2017, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is to provide financial information to the committee of management.

The Responsibility of the Committee

The committee of Wondai Regional Art Gallery Inc is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet its needs and for the purpose that the financial statements were prepared.

Our Responsibility

On the basis of information provided by the committee, we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110: Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee who is responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, these special purpose financial statements may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial statements.

Hobbs & Assoc Pty Ltd

16 Scott St

WONDAI

29 January, 2018

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Statement by Members of the Committee
For the year ended 31 December 2017

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Wondai Regional Art Gallery Inc as at 31 December 2017 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

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

Elaine Madill

President

Michelle Smith

Treasurer

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Independent Auditor's Report to the Members

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Wondai Regional Art Gallery Inc (the association), which comprises the Statement by Members of the Committee, Income and Expenditure Statement, Balance Sheet as at 31 December 2017, a summary of significant accounting policies and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 31 December 2017 and [of] its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1981.

Basis for Opinion

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

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

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 1981. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1981 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Financial Report

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

Wondal Regional Art Gallery Inc
ABN 23 713 462 433
Independent Auditor's Report to the Members

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.

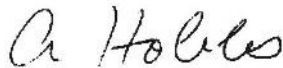
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.

- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signed on :



Andrew Hobbs, CA ANZ Member No: 275446

Hobbs & Assoc Pty Ltd

16 Scott Street Wondai 4606

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Notes to the Financial Statements
For the year ended 31 December 2017

Note 1: Summary of Significant Accounting Policies

This financial report is a special purpose financial report prepared in order to satisfy the financial reporting requirements of the Associations Incorporations Act of Queensland. The committee has determined that the association is not a reporting entity.

The financial report has been prepared on an accruals basis and is based on historical costs and does not take into account changing money values or, except where specifically stated, current valuations of non-current assets.

The following significant accounting policies, which are consistent with the previous period unless otherwise stated, have been adopted in the preparation of this financial report.

(a) Cash and Cash Equivalents

Cash and cash equivalents include cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less.

(b) Revenue and Other Income

Revenue is measured at the fair value of the consideration received or receivable after taking into account any trade discounts and volume rebates allowed. For this purpose, deferred consideration is not discounted to present values when recognising revenue.

Interest revenue is recognised using the effective interest rate method, which for floating rate financial assets is the rate inherent in the instrument. Dividend revenue is recognised when the right to receive a dividend has been established.

Grant and donation income is recognised when the entity obtains control over the funds, which is generally at the time of receipt.

All revenue is stated net of the amount of goods and services tax (GST).

(c) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Compilation Report to Wondai Regional Art Gallery Inc

We have compiled the accompanying special purpose financial statements of Wondai Regional Art Gallery Inc, which comprise the Income and Expenditure Statement and Balance Sheet as at 31 December 2017, a summary of significant accounting policies and other explanatory notes. The specific purpose for which the special purpose financial statements have been prepared is to provide financial information to the committee of management.

The Responsibility of the Committee

The committee of Wondai Regional Art Gallery Inc is solely responsible for the information contained in the special purpose financial statements, the reliability, accuracy and completeness of the information and for the determination that the basis of accounting used is appropriate to meet its needs and for the purpose that the financial statements were prepared.

Our Responsibility

On the basis of information provided by the committee, we have compiled the accompanying special purpose financial statements in accordance with the basis of accounting as described in Note 1 to the financial statements and APES 315: Compilation of Financial Information.

We have applied our expertise in accounting and financial reporting to compile these financial statements in accordance with the basis of accounting described in Note 1 to the financial statements. We have complied with the relevant ethical requirements of APES 110: Code of Ethics for Professional Accountants.

Assurance Disclaimer

Since a compilation engagement is not an assurance engagement, we are not required to verify the reliability, accuracy or completeness of the information provided to us by management to compile these financial statements. Accordingly, we do not express an audit opinion or a review conclusion on these financial statements.

The special purpose financial statements were compiled exclusively for the benefit of the committee who is responsible for the reliability, accuracy and completeness of the information used to compile them. Accordingly, these special purpose financial statements may not be suitable for other purposes. We do not accept responsibility for the contents of the special purpose financial statements.

Hobbs & Assoc Pty Ltd

16 Scott St

WONDAI

29 January, 2018

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Statement by Members of the Committee
For the year ended 31 December 2017

The Committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 1 to the financial statements.

In the opinion of the Committee the Income and Expenditure Statement, Statement of Financial Position, and Notes to the Financial Statements:

1. Presents fairly the financial position of Wondai Regional Art Gallery Inc as at 31 December 2017 and its performance for the year ended on that date.
2. At the date of this statement, there are reasonable grounds to believe that the association will be able to pay its debts as and when they fall due.

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

Elaine Madill

President

Michelle Smith

Treasurer

Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Independent Auditor's Report to the Members

Report on the Audit of the Financial Report

Opinion

We have audited the financial report of Wondai Regional Art Gallery Inc (the association), which comprises the Statement by Members of the Committee, Income and Expenditure Statement, Balance Sheet as at 31 December 2017, a summary of significant accounting policies and the certification by members of the committee on the annual statements giving a true and fair view of the financial position and performance of the association.

In our opinion, the accompanying financial report presents fairly, in all material respects, the financial position of the association as at 31 December 2017 and [of] its financial performance for the year then ended in accordance with the accounting policies described in Note 1 to the financial statements and the requirements of the Associations Incorporation Act 1981.

Basis for Opinion

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

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

Emphasis of Matter – Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared to assist the association to meet the requirements of Associations Incorporation Act 1981. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibilities of the Committee for the Financial Report

The committee is responsible for the preparation and fair presentation of the financial report in accordance with the financial reporting requirements of the Associations Incorporation Act 1981 and for such internal control as the committee determines is necessary to enable the preparation and fair presentation of a financial report that is free from material misstatement, whether due to fraud or error.

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

Auditor's Responsibilities for the Audit of the Financial Report

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

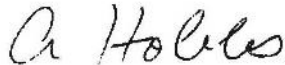
Wondai Regional Art Gallery Inc
ABN 23 713 462 433
Independent Auditor's Report to the Members

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the committee.
- Conclude on the appropriateness of the committee's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with the committee regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Signed on :



Andrew Hobbs, CA ANZ Member No: 275446

Hobbs & Assoc Pty Ltd

16 Scott Street Wondai 4606

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

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

Document Information

ECM ID 2531453

Author Cr Roz Frohloff

Date 11 September 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.

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

9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

Document Information

ECM ID 2531437

Author Cr Kathy Duff

Date 11 September 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.

10. Portfolio - Finance, ICT & Human Resources

10.1 Finance, ICT and Human Resources Portfolio Report

Document Information

ECM ID 2531391

Author Cr Ros Heit

Date 11 September 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 - 2536403 - Monthly Financial Statements

Document Information

ECM ID 2536323

Author Acting Manager Finance

**Endorsed
By General Manager Finance**

Date 11 September 2018

Précis

Monthly Financial Report as at 31 August 2018.

Summary

The following information provides a Council's position as at 31 August 2018.

Officer's Recommendation

That the Monthly Financial Report as at 31 August 2018 be received and noted.

Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SBRC's Target	Status	Aug-18	Comments
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 months	✓	8.7	
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 months	✓	4.5	
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✗	5.77	Significant Current assets due to large amount of Trade and Other receivables (\$28,577,201). This is because first 6 month Rates, Levies and Charges have just been raised and waiting to be collected. This ratio will come back into range in later periods.
Funded Long Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Net} - \text{Current Borrowings}}$	Target greater than or equal to 50%	✓	64%	
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	3.8%	
Cash Balance - \$M	Total Cash that Council held	$\text{Cash Held at Period End}$	Target greater than or equal to \$2.3M	✓	36.51	
Debt to Asset Ratio	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non} - \text{Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	4.2%	
Operating Performance Ratio	This ratio provides an indication of Council's cash flow capabilities	$\frac{\text{Net Cash from Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$	Target greater than or equal to 20%	✓	68%	
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✓	1.2%	

Statement of Comprehensive Income

as at 31 August 2018

17% of Year Complete

	2018 \$	Original Budget \$
Income		
Revenue		
Recurrent Revenue		
Rates, Levies and Charges	25,334,926	47,493,748
Fees and Charges	748,329	3,790,662
Rental Income	87,859	473,693
Interest Received	128,159	1,005,453
 Sales Revenue	 350,808	 3,474,362
 Other Income	 291,107	 417,562
Grants, Subsidies, Contributions and Donations	1,095,586	7,412,560
	28,036,773	64,068,040
 Capital Grants, Subsidies, Contributions and Donations	 272,311	 6,544,702
 Capital Revenue	 343,537	 455,100
 Total Revenue	 28,652,621	 71,067,842
 Total Income	 28,652,621	 71,067,842
Expenses		
Recurrent Expenses		
Employee Benefits	4,311,796	23,530,179
Materials and Services	3,788,549	21,685,237
Finance Costs	334,955	2,150,197
Depreciation and Amortisation	2,596,331	15,577,986
	11,031,631	62,943,599
 Total Expense	 11,031,631	 62,943,599
 Net Result	 17,620,990	 8,124,243

Statement of Financial Position

as at 31 August 2018

	2018	Original Budget
	\$	\$
Current Assets		
Cash and Cash Equivalents	36,513,988	43,021,415
Trade and Other Receivables	28,577,201	4,858,960
Inventories	1,111,646	1,164,711
Investments	-	-
Total Current Assets	<u>66,202,835</u>	<u>49,045,087</u>
Non-Current Assets		
Trade and Other Receivables	1,887,990	1,999,654
Property, Plant and Equipment	940,717,588	946,617,628
Intangible Assets	8,718,032	8,678,362
Total Non-Current Assets	<u>951,323,610</u>	<u>957,295,644</u>
TOTAL ASSETS	<u>1,017,526,445</u>	<u>1,006,340,731</u>
Current Liabilities		
Trade and Other Payables	5,383,341	3,427,717
Borrowings	2,623,849	3,234,879
Provisions	3,332,283	3,582,934
Unearned Revenue	127,440	-
Total Current Liabilities	<u>11,466,912</u>	<u>10,245,529</u>
Non-Current Liabilities		
Borrowings	39,750,990	41,029,888
Provisions	13,496,396	13,700,835
Unearned Revenue	1,936,896	-
Total Non-Current Liabilities	<u>55,184,281</u>	<u>54,730,723</u>
TOTAL LIABILITIES	<u>66,651,194</u>	<u>64,976,253</u>
NET COMMUNITY ASSETS	<u>950,875,251</u>	<u>941,364,479</u>
Community Equity		
Asset Revaluation Surplus	506,507,718	507,673,393
Retained Surplus/(Deficiency)	444,367,533	433,691,086
TOTAL COMMUNITY EQUITY	<u>950,875,251</u>	<u>941,364,479</u>

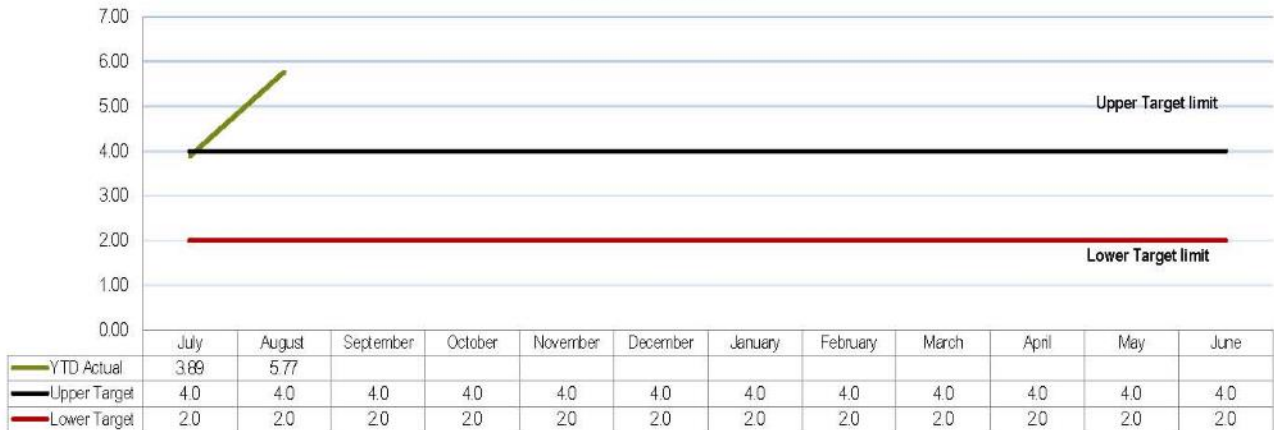
CASH RATIO



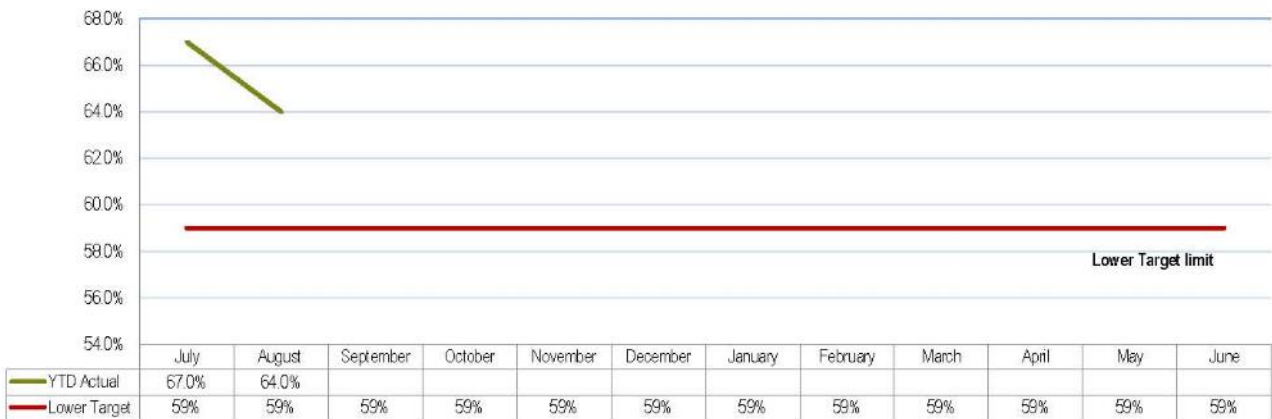
OPERATING CASH RATIO



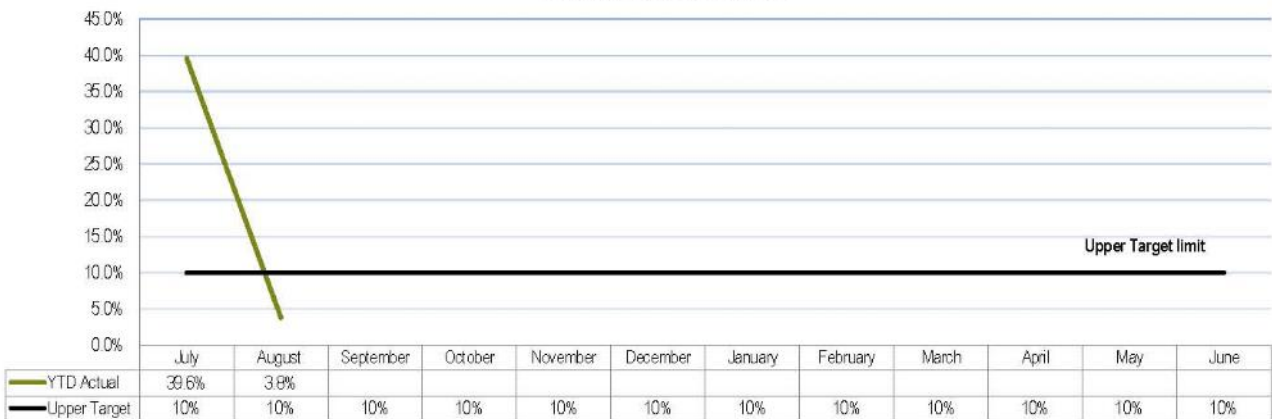
CURRENT RATIO



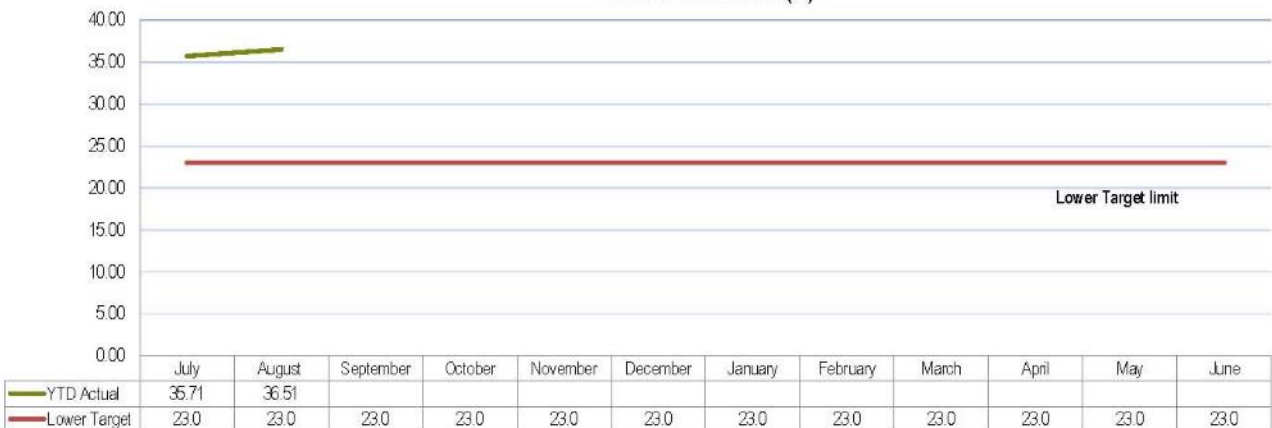
FUNDED LONG TERM LIABILITIES



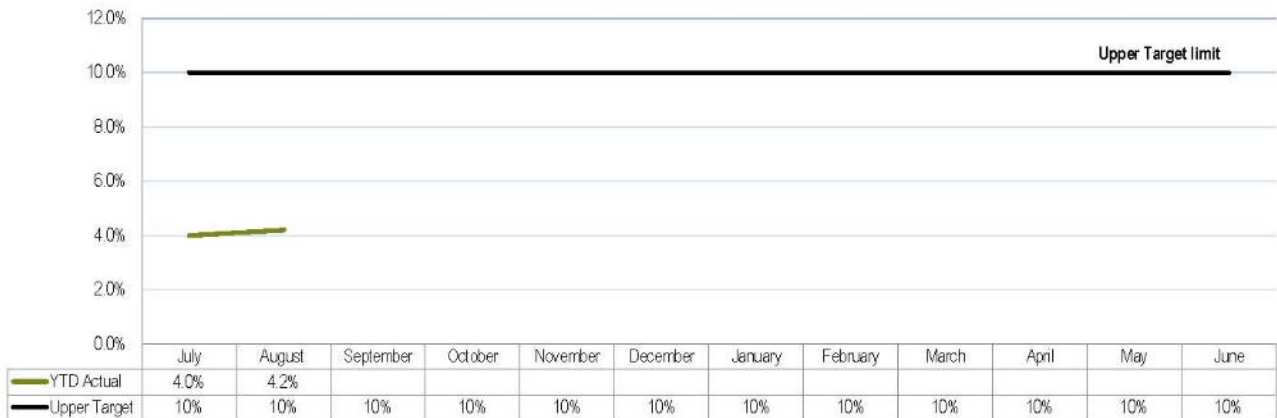
DEBT SERVICING RATIO



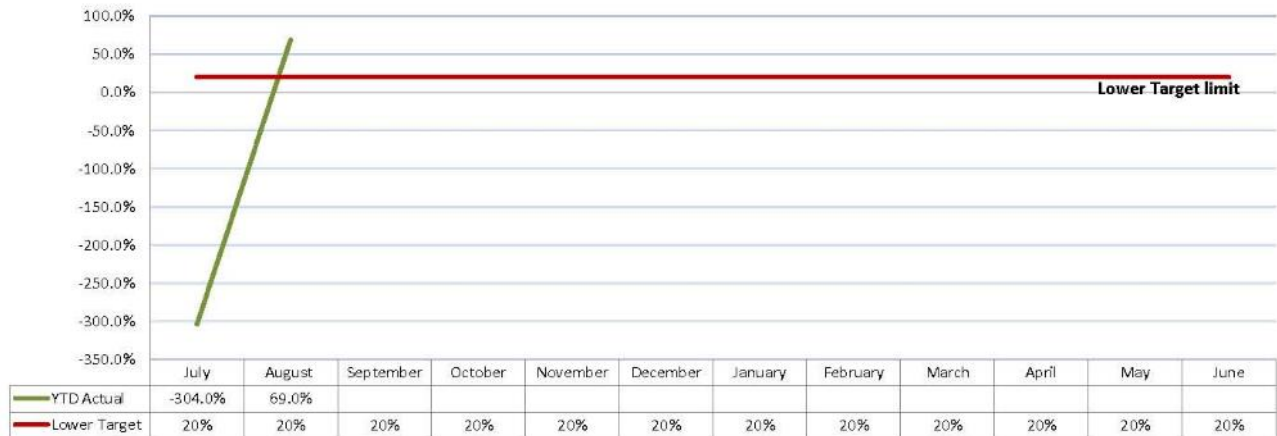
CASH BALANCE (M)



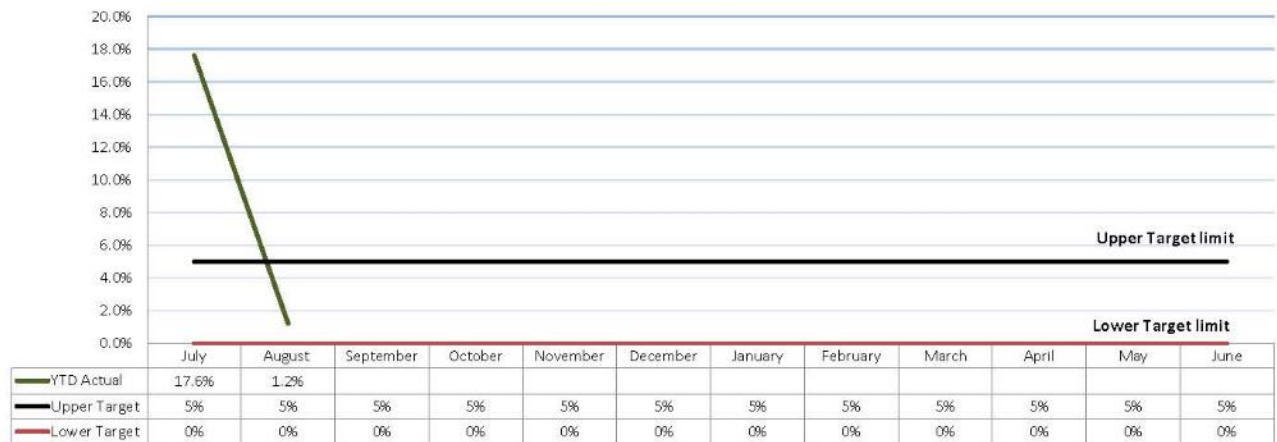
DEBT TO ASSET RATIO



OPERATING PERFORMANCE



INTEREST COVERAGE RATIO



Financial and Resource Implications

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 26 June 2017.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

Communication/Consultation (Internal/External)

Monitored by budget managers.

Legal Implications (Statutory Basis, Legal Risks)

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

Policy/Local Law/Delegation Implications

Budget prepared taking into account the Revenue Policy, Debt Policy and Investment Policy actual result is compared to budget.

Asset Management Implications

Depreciation levels adopted with budget with assets in all asset classes maintained to appropriate standards and service levels.

10.2.2 F - 2536532 - Capital Budget Review 2018/2019 Including 2018 Carryovers**Document Information****ECM ID 2536532****Author Acting Manager Finance****Endorsed
By General Manager Finance****Date 11 September 2018****Précis**

Review Capital Budget for the 2018/2019 financial year to include carryovers from financial year 2018.

Summary

A review of the 2018/2019 Capital Budget has been undertaken to take into account the carryover projects from the financial year 2017/2018.

The following table summarises the result.

Capital Budget

	Original Budget 2018/2019	Carryover from Financial Year 2018	Available Budget Incl. 2018 FY Carryover
Buildings	2,497,511	2,097,089	4,594,600
Intangibles	280,000	588,162	868,162
Plant and Equipment	2,740,000	379,412	3,119,412
Road and Drainage	13,366,763	3,185,994	16,552,757
Water	2,473,771	4,121,229	6,595,000
Waste Water	1,048,530	2,972,733	4,021,263
Waste	226,025	322,318	548,343
Total	\$22,632,600	\$13,666,937	\$36,299,537

The revised Capital Program is attached. The first quarter review is currently being completed and is expected to be presented to the October Council meeting.

Officer's Recommendation

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

Financial and Resource Implications

The revised capital budget maintains the link with achieving the Operational Plan 2018/2019 and is in line with the revenue and expenditure priorities of the Original Budget as adopted by Council on 25 June 2018.

Link to Corporate/Operational Plan

EXC1 *Effective financial management*: Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

Communication/Consultation (Internal/External)

Budgets were reviewed with the relevant budget manager.

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.

2018/2019 Capex Report for Council

as at 31-Aug-2018

Project Code	Project Description	2018/2019 Adopted Budget	2017/2018 Budget Carryover	Total Available Budget
Buildings & Other Structures				
Admin Office - Nanan				
005041	Office Refurbishment - Nanango Administr	-	597,645.00	597,645.00
005042	Replace air-conditioning units - Nanango	-	80,000.00	80,000.00
005292	Nanango Admin Building - Staged Refurb	200,000.00	100,000.00	300,000.00
TBA	Building - Priorities identified from Building Condition Assessment			
		217,511.00	-	217,511.00
		417,511.00	777,645.00	1,195,156.00
Admin Office - Wondai				
005484	Wondai Admin Office Refurbishment	10,000.00	-	10,000.00
		10,000.00	-	10,000.00
Cemeteries - Kingaro				
005050	CAP - Cemetery K'Roy - new plinths	10,000.00	-	10,000.00
005294	Kingaroy Cemetery - New Columbarium Wall	-	4,413.00	4,413.00
		10,000.00	4,413.00	14,413.00
Cemeteries - Nanango				
005051	CAP - Cemetery Nanango - new plinths	10,000.00	-	10,000.00
		10,000.00	-	10,000.00
Cemeteries - Wondai				
005052	CAP - Cemetery Wondai - new plinths	10,000.00	-	10,000.00
		10,000.00	-	10,000.00
Cemeteries - Murgon				
005049	CAP - Cemetery Murgon- Redev Stage 1,2&3	10,000.00	-	10,000.00
		10,000.00	-	10,000.00
Depot - Nanango				
005055	Bitumen Bunded Wash Down Facility	-	30,000.00	30,000.00
		-	30,000.00	30,000.00
Hall - Blackbutt Mem				
005169	Blackbutt Hall Relocation	-	-	-
		-	-	-
Museum - Nanango Rin				
005299	Ringsfield House - Purchase State Land	-	100,000.00	100,000.00
005300	Ringsfield House - Purchase Brighthaven	-	205,000.00	205,000.00
005485	Ringsfield House Chimney Repairs/Rebuild	10,000.00	-	10,000.00
		10,000.00	305,000.00	315,000.00
Parks & Gardens				
005493	Signage 48 Hour Overnight Areas	19,000.00	-	19,000.00
005494	CAPEX - Lake Boondooma - Kiosk Upgrade	20,000.00	-	20,000.00
005495	Sport & Rec - Allocation from Plan	416,000.00	-	416,000.00
		455,000.00	-	455,000.00
Priv Hospital - Bull				
005071	Building Repairs - Private Hospitals	-	20,000.00	20,000.00
005235	Uninterrupted Power Supply (UPS) LBPCH	-	27,327.00	27,327.00
005305	SB Priv Hosp - Elec Rep & Switch b Upg	-	78,288.00	78,288.00
005337	Surgical Equipment Air Conditioning	-	44,900.00	44,900.00
		-	170,515.00	170,515.00
Saleyards - Coolabun				
005076	CAP - Saleyards Coolabunia - Yard Upgrd	-	-	-
		-	-	-
Swimming Pool - King				
004399	Safety Audit Requirements-Kingaroy Pool	-	-	-
005308	Kroy Pool - Concept Drawings & Reports	-	200,000.00	200,000.00
005486	Kingaroy Pool Refurb Amenities/Kiosk	1,500,000.00	-	1,500,000.00
		1,500,000.00	200,000.00	1,700,000.00
Swimming Pool - Nana				
005487	Nanango Pool Replacement of Heat Pump	65,000.00	-	65,000.00
		65,000.00	-	65,000.00

Project Code	Project Description	2018/2019 Adopted Budget	2017/2018 Budget Carryover	Total Available Budget
Tourism - Yallakool				
005312	Yallakool Tourist Park - Pool Repairs	-	-	-
Tourism - Lake Boon				
005086	CAP - Dam Boondooma Elect upgrde top c/p	-	3,202.00	3,202.00
005087	CAP - Dam Boondooma - Hellipad	-	-	-
		-	3,202.00	3,202.00
Public Conveniences				
004917	Public Conveniences - Coomba Falls	-	57,083.00	57,083.00
005072	CAP - Toilet Durung Public - Replacement	-	37,244.00	37,244.00
		-	94,327.00	94,327.00
W4Q - Round 1				
005224	W4Q - Ngo Depot - Emulsion Wash Down	-	-	-
W4Q - Round 2				
005369	W4Q Rd2 - Kingaroy Town Hall - Forecourt	-	20,256.00	20,256.00
005370	W4Q Rd2 - Kingaroy Town Hall	-	4,647.00	4,647.00
005371	W4Q Rd2 - Kingaroy Depot	-	3,672.00	3,672.00
005372	W4Q Rd2 - Kingaroy VIC	-	59,834.00	59,834.00
005373	W4Q Rd2 - Wondai Swimming Pool	-	58,171.00	58,171.00
005374	W4Q Rd2 - Nanango Swimming Pool	-	23,958.00	23,958.00
005375	W4Q Rd2 - Wondai Admin	-	50,293.00	50,293.00
005376	W4Q Rd2 - Ringsfield House	-	34,104.00	34,104.00
005377	W4Q Rd2 - Nanango Admin & Library	-	-	-
005378	W4Q Rd2 - Boondooma Homestead	-	47,360.00	47,360.00
005380	W4Q Rd2 - O'Neil Square	-	14,104.00	14,104.00
005381	W4Q Rd2 - Kingaroy Aerodrome	-	3,335.00	3,335.00
005382	W4Q Rd2 - Kingaroy Aerodrome	-	1,501.00	1,501.00
005383	W4Q Rd2 - Kingaroy Aerodrome	-	78,594.00	78,594.00
005384	W4Q Rd2 - Gordonbrook Dam	-	14,985.00	14,985.00
005387	W4Q Rd2 - Bollards	-	71,304.00	71,304.00
005389	W4Q Rd2 - Bollards - Mt Wooroolin	-	654.00	654.00
005390	W4Q Rd2 - Bollards - Rotary Park	-	1,445.00	1,445.00
005391	W4Q Rd2 - Boondooma Dam	-	6,380.00	6,380.00
005392	W4Q Rd2 - BP Walking Track	-	893.00	893.00
		-	495,490.00	495,490.00
Parks - Kingaroy				
005070	CAP - Park BP K'roy - Walking trck equip	-	-	-
Parks - Murgon				
005303	Murgon - Hospital Park Bridge	-	16,497.00	16,497.00
		-	16,497.00	16,497.00
		2,497,511.00	2,097,089.00	4,594,600.00
Intangibles				
Business System				
000380	Business Operating System	280,000.00	588,162.00	868,162.00
		280,000.00	588,162.00	868,162.00
		280,000.00	588,162.00	868,162.00
Plant & Equipment				
Admin Office - Kinga				
005483	Council Chambers Audio Video	20,000.00	-	20,000.00
		20,000.00	-	20,000.00
Info Serv - ICT				
000379	Computer Infrastructure & Upgrade	135,000.00	13,831.00	148,831.00
000381	Server Hardware	55,000.00	7,984.00	62,984.00
000382	Photocopiers & Printers	60,000.00	-	60,000.00
004919	Aerial Photography	27,000.00	-	27,000.00
005326	Gensets Emergency Power	30,000.00	20,962.00	50,962.00
005328	Phone System 17-18	-	8,279.00	8,279.00
005329	Disaster Recovery 17-18 System Backup	-	31,782.00	31,782.00
		307,000.00	82,838.00	389,838.00

Project Code	Project Description	2018/2019 Adopted Budget	2017/2018 Budget Carryover	Total Available Budget
Plant & Fleet Manage				
005323	Plant and Fleet Replacement 17-18 FY	-	296,574.00	296,574.00
005482	Plant and Fleet Replacement 18-19 FY	2,413,000.00	-	2,413,000.00
005496	Plant and Fleet Replacement 18-19 FY	-	-	-
		2,413,000.00	296,574.00	2,709,574.00
		2,740,000.00	379,412.00	3,119,412.00
Roads				
W4Q - Round 2				
005341	W4Q Rd2 - DW - Parker Road, Ellesmere	-	5,314.00	5,314.00
005342	W4Q Rd2 - Mant Street, Kingaroy	-	2,642.00	2,642.00
005343	W4Q Rd2 - DW - Williams Road, Bernarkin	-	11,393.00	11,393.00
005345	W4Q Rd2 - DW - Ironpot Roads	-	2,402.00	2,402.00
005346	W4Q Rd2 - DW - Mustons Road, Haly Creek	-	15,250.00	15,250.00
005348	W4Q Rd2 - DW - Premier Drive, Kingaroy	150,000.00	148,762.00	298,762.00
005349	W4Q Rd2 - DW - Boonenne Road, Goodger	-	10,105.00	10,105.00
005350	W4Q Rd2 - DW - Coverty Road, Ballogie	20,000.00	19,730.00	39,730.00
005351	W4Q Rd2 - DW - T H Burns Rd/Coverty	-	162,527.00	162,527.00
005352	W4Q Rd2 - GR - Alice Creek Road	-	56,305.00	56,305.00
005353	W4Q Rd2 - GR - Wesslings Road, Murgon	-	11,732.00	11,732.00
005354	W4Q Rd2 - GR - Bullcamp Road, Bullcamp	-	49,985.00	49,985.00
005355	W4Q Rd2 - GR - Bullcamp Runnymede Road	-	39,368.00	39,368.00
005356	W4Q Rd2 - GR - Dangore Mt Road	-	99,365.00	99,365.00
005357	W4Q Rd2 - GR - Farrers Road	-	10,857.00	10,857.00
005360	W4Q Rd2 - GR - Maidenwell Upper Yarraman	-	20,968.00	20,968.00
005361	W4Q Rd2 - GR - Redvale Road, Booie	-	8,803.00	8,803.00
005362	W4Q Rd2 - GR - Weens Road, Kingaroy	-	38,739.00	38,739.00
005364	W4Q Rd2 - FP - Haly Street, Kingaroy	-	13,120.00	13,120.00
005365	W4Q Rd2 - FP - Home Street, Nanango	-	73,301.00	73,301.00
005367	W4Q Rd2 - FP - Haly Street, Wondai	-	22,675.00	22,675.00
005368	W4Q Rd2 - FP - Murgon Footpath	260,000.00	201,874.00	461,874.00
005501	W4Q Rd2 - GR - To be Allocated	-	617,190.00	617,190.00
		430,000.00	1,642,407.00	2,072,407.00
Bridges				
004485	Stonelands Road Bridge - Stonelands	-	346,019.00	346,019.00
004941	Marshlands Bridge	-	-	-
005180	Boughyard Creek, Ironpot Bridge Replace	-	371,863.00	371,863.00
		-	717,882.00	717,882.00
Rural Drainage				
005268	Pipes and Culvert Renewal	-	-	-
005429	TC Debbie Betterment - Manar Road	62,589.00	-	62,589.00
005430	TC Debbie Betterment - Broad Creek Road	271,673.00	-	271,673.00
		334,262.00	-	334,262.00
Pavement Rehab				
005270	Unsealed Roads Gravel Resheeting	-	633.00	633.00
005271	Murphy Road - Intersection & Bitumen Con	-	31,582.00	31,582.00
005458	Unsealed Roads Gravel Resheeting - 18/19	4,559,501.00	-	4,559,501.00
005459	Town Entry Signs - 18/19	225,000.00	-	225,000.00
005479	Niagara Road (Wind Farm)	-	-	-
		4,784,501.00	32,215.00	4,816,716.00
Footpaths & Cycleway				
005274	Gore Street, Murgon - Cycleway	-	-	-
005285	Kingaroy Rail Corridor Cycleway	-	7,485.00	7,485.00
		-	7,485.00	7,485.00
Reseals				
004405	Reseal /Prep Works Blackbutt Street	-	-	-
005275	17/18 - Reseal Program	-	64,270.00	64,270.00
005460	Reseal Program - 18/19	3,000,000.00	-	3,000,000.00
		3,000,000.00	64,270.00	3,064,270.00

Project Code	Project Description	2018/2019 Adopted Budget	2017/2018 Budget Carryover	Total Available Budget
Town Development				
004471	Coulson St, Blackbutt - Stormwater	-	-	-
004772	Memerambi Development	-	-	-
005284	Kingaroy Town Revitalisation Project	4,000,000.00	62,227.00	4,062,227.00
005289	Blackbutt - Drainage & Kerb & Channel	263,000.00	473,625.00	736,625.00
		4,263,000.00	535,852.00	4,798,852.00
TIDS - LRRS Projects				
005280	TIDS - Memerambi Barkers Creek Road	275,000.00	60,413.00	335,413.00
005336	TIDS - Kumbia Road - Widen Seal - Stage2	-	33,134.00	33,134.00
005462	SafeSt - Saint Mary's Catholic College	50,000.00	-	50,000.00
005463	SafeSt - Crawford State School	40,000.00	-	40,000.00
005464	SafeSt - Kingaroy State School	90,000.00	-	90,000.00
005465	SafeSt - Haly Street, Kingaroy	100,000.00	-	100,000.00
		555,000.00	93,547.00	648,547.00
Roads to Recovery				
005281	RTR - Wattlecamp Road	-	87,376.00	87,376.00
		-	87,376.00	87,376.00
General				
000602	Soil Lab Capital Equipment	-	4,960.00	4,960.00
		-	4,960.00	4,960.00
		13,366,763.00	3,185,994.00	16,552,757.00
Water Services				
Water - Blackbutt				
004896	Mains - Network Renewals Blackbutt	-	66,049.00	66,049.00
004983	BWS-Hart St (Thomas to Elizabeth) WMR	98,950.95	-	98,950.95
		98,950.95	66,049.00	164,999.95
Water - Kingaroy				
003393	Gordonbrook DAF - Design and Tender	-	-	-
003580	Gordonbrook DAF - Construction	117,115.78	300,871.00	417,986.78
004308	KWS - Burnett St Water Main Replacement	47,500.00	-	47,500.00
004309	KWS - William St Haly/Alfred Main Replace	60,000.00	-	60,000.00
004311	KWS - West St Water Main Replacement	95,600.00	-	95,600.00
004313	KWS - Reen St Water Main Replacement	96,250.00	-	96,250.00
004446	Gordonbrook WTP - CW Storage & Pumps 7	-	-	-
004456	Gordonbrook WTP - DAF Building 21	-	-	-
004460	Gordonbrook WTP - Commissioning 26	-	-	-
004462	Gordonbrook WTP - Miscellaneous 28	56,935.00	-	56,935.00
004897	Kingaroy Mains - Network Renewals	-	298,082.00	298,082.00
004977	Mt Wooroolin Supply Main	-	751,307.00	751,307.00
004978	KWS-William St (Alfred to Markwell)	48,750.00	-	48,750.00
005147	Kingaroy - Replace Roof at Mt Wooroolin	-	200,000.00	200,000.00
005314	Kingaroy Reservoir -New LLZ Mt Wooroolin	-	1,000,000.00	1,000,000.00
005315	Kingaroy Reservoir - Replace Orana Rese	-	400,000.00	400,000.00
005316	Kingaroy Trunk Infrastructre Upgrades	48,693.42	-	48,693.42
005394	Gordonbrook Dam - Spillway	-	200,000.00	200,000.00
005399	Mt Wooroolin Reservoir - Proj Man Serv.	-	-	-
005400	Kroy Trunk Infra. Upgrade Proj. Man.Serv	-	107,949.00	107,949.00
005456	KWS-Youngman Street (Haly to Avoca)	244,818.19	-	244,818.19
005469	KWS- Alfred St (Youngman to William) WMR	57,750.00	-	57,750.00
005470	KWS-King St (Mary to Kent) WMR	72,000.00	-	72,000.00
005471	KWS-Toomey St (Youngman to William) WMR	61,250.00	-	61,250.00
005472	KWS-Youngman St (Venmen to DI PS) WMR	187,250.00	-	187,250.00
005473	KWS-Knight St (RailwayTce to Hodge) WMR	70,750.00	-	70,750.00
005474	MWS-Perkins St (Talyor to Mclucus) WMR	67,500.00	-	67,500.00
005476	NWS-Chester St S2 (Deakin to Elk)	245,000.00	-	245,000.00
005477	NWS Appin St (Wickham to Brisbane) WMR	55,750.00	-	55,750.00
005478	PWS-Rodney St WMR	30,000.00	-	30,000.00
005498	Water Allocation Purchase - Kingaroy	200,000.00	-	200,000.00
		1,862,912.39	3,258,209.00	5,121,121.39

Project Code	Project Description	2018/2019 Adopted Budget	2017/2018 Budget Carryover	Total Available Budget
Water - Kumbia				
005321	Kumbia Rising Main Upgrade -Stuart River	-	145,590.00	145,590.00
005322	Kumbia Bores - Upgrade Electrical System	-	45,380.00	45,380.00
		-	190,970.00	190,970.00
Water - Murgon				
000661	Watt St (Lamb/MacAlister) - Murgon Water	93,000.00	-	93,000.00
		93,000.00	-	93,000.00
Water - Nanango				
004884	Nanango Mains - Network Renewals	-	54,342.00	54,342.00
005088	NWS-Alfred St (Gipps/Henry) Water Main	-	-	-
005145	Nanango -Alternative Water Supply - Plan	-	86,752.00	86,752.00
005257	NWS-Brisbane St W/Main	14,407.66	-	14,407.66
005475	NWS-ChesterStS1/Deakin Crs WMR	234,500.00	-	234,500.00
		248,907.66	141,094.00	390,001.66
Water - Proston				
004900	Proston Town Mains - Network Renewals	-	42,265.00	42,265.00
004981	Hivesville (Middle Rd) S5	170,000.00	-	170,000.00
		170,000.00	42,265.00	212,265.00
Rural Water - Prosto				
005320	Proston Rural Pump Station Upgrade	-	100,000.00	100,000.00
		-	100,000.00	100,000.00
Water - Wondai				
000717	South St (Scott/Kent) - Wondai Water	-	-	-
005157	Wondai- Pump Stations -Replace Raw Water	-	22,642.00	22,642.00
005317	Wondai Reservoir - Demolish Old Scott St	-	50,000.00	50,000.00
005318	Wondai Reservoir - Replace Roof Scott St	-	150,000.00	150,000.00
		-	222,642.00	222,642.00
Water - Wooroolin				
005154	Wooroolin - Reservoir - Replacement	-	100,000.00	100,000.00
		-	100,000.00	100,000.00
		2,473,771.00	4,121,229.00	6,595,000.00
Wastewater Services				
Wastewater - Blackbu				
004903	Mains & Manholes - Network Renewals	86,720.62	253,279.00	339,999.62
		86,720.62	253,279.00	339,999.62
Wastewater - Kingaro				
000748	WWTP Upgrade - Kingaroy Wastewater	29,122.33	273,696.00	302,818.33
003392	Kingaroy WWTP - Supervision	-	-	-
003398	WWTP Stage 5 - Supervision_Commissioning	-	-	-
004502	Kingaroy WWTP Program Management	-	-	-
004904	Mains & Manholes - Network Renewals Kroy	600,000.00	-	600,000.00
		629,122.33	273,696.00	902,818.33
Wastewater - Murgon				
004905	Mains & Manholes - Network Renewals	137,343.02	437,981.00	575,324.02
005162	Planning Report WWTP Upgrade - Murgon	-	100,000.00	100,000.00
005163	Class A Treatment Upgrade -WWTP Murgon	-	295,514.00	295,514.00
005466	Replace Generator Douglas St Pump Stn	-	-	-
		137,343.02	833,495.00	970,838.02
Wastewater - Nanango				
004906	Mains and Manholes - Network Renewals	45,344.03	611,656.00	657,000.03
005499	Nanango STP Planning Study	150,000.00	-	150,000.00
		195,344.03	611,656.00	807,000.03
Wastewater - Wondai				
004907	Mains & Manholes -Network Renewal Wondai	-	705,200.00	705,200.00
005165	Recycled Water-Upgrade Water Plant Wonda	-	295,407.00	295,407.00
		-	1,000,607.00	1,000,607.00
		1,048,530.00	2,972,733.00	4,021,263.00

Project Code	Project Description	2018/2019 Adopted Budget	2017/2018 Budget Carryover	Total Available Budget
Waste				
Waste Management - R				
000782	CAPITAL - Hivesville Transfer Station	-	46,000.00	46,000.00
004521	CAPITAL - Cloyna Transfer Station	-	47,000.00	47,000.00
004802	Blackbutt Transfer Station Capital	-	20,000.00	20,000.00
004921	Capital - Proston Landfill	-	15,000.00	15,000.00
005136	Kingaroy Transfer Station Upgrade - Cap	-	20,000.00	20,000.00
005137	Kumbia Transfer Station 4 Skip bins	-	17,000.00	17,000.00
005241	Liquid Waste Facility - Wondai	-	76,538.00	76,538.00
005332	Home Creek Transfer Station	-	80,780.00	80,780.00
005488	Land Acquisition - Kingaroy Landfill	51,025.00	-	51,025.00
005490	Liquid Waste Facility - Murgon	175,000.00	-	175,000.00
		226,025.00	322,318.00	548,343.00
		226,025.00	322,318.00	548,343.00
		22,632,600.00	13,666,937.00	36,299,537.00

10.2.3 F - 2536405 - Amendment of South Burnett Regional Council 2018/19 Schedule of Fees and Charges**Document Information****IR No 2536405****Author Manager NRM and Parks****Endorsed
By General Manager Corporate Services****Date 11 September 2018****Précis**

Amendment of South Burnett Regional Council 2018/19 Schedule of Fees and Charges.

Summary

Amendment of Council's fees and charges schedule in relation to accommodation at Council's tourist facilities to provide flexibility to respond to market forces and allow for opportunistic marketing at Council's tourist facilities.

Officer's Recommendation

That the following amendments to Council's 2018/19 Schedule of Fees and Charges be made to provide flexibility to respond to market forces and allow for opportunistic marketing in relation to accommodation at Council's tourist facilities.

<u>Discounts</u>	
Stay greater than 2 nights and receive 10% discount	
Discount applies to Approved Fishing Clubs <i>not for profit clubs on application</i>	10%
Member of Caravanning Australia	10%
Seasonal Specials/ <i>Packages</i> to be Authorised by Chief Executive Officer	
PEAK PERIOD - 09 Dec 2018 to 19 Jan 2019 <i>15 Dec 2018 to 27 Jan 2019</i> and 30 Mar 2019 to 15 Apr 2019 <i>6 April 2019 to 21 April 2019</i> 10% Increase on Cabin/Villa Style Accommodation	

Financial and Resource Implications

The revenue from Council's Fees and Charges is included in the annual budget. The proposed amendments are not expected to have an impact on the budget, however the flexibility to provide promotional packages is geared at maximising revenue returns.

Link to Corporate/Operational Plan

EXC1 Effective financial management: *Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.*

Communication/Consultation (Internal/External)

Manager NRM & Parks
Manager Property
General Manager Finance
Manager Environment & Waste Services

Legal Implications (Statutory Basis, Legal Risks)

Fees and Charges proposed in accordance with the *Local Government Act 2009*.

Policy/Local Law/Delegation Implications

Not applicable

Asset Management Implications

Where appropriate and cost effective for the community, commercial fees and charges may reflect the operational aspects of assets including a return on investment.

Report

Council maintains a register of fees and charges which includes both the Regulatory Fees and Commercial Charges.

In the case of Cost Recovery Fee/Regulatory Fees the *Local Government Act 2009* stipulates that a cost-recovery fee must not be more than the cost to the local government of taking the action for which the fee is charged.

A commercial fee is for a service which Council provides, however the service could also be sourced from another provider. Council can determine the level of these fees as considered appropriate.

Accommodation at Council's tourist facilities (Lake Boondooma & Bjelke-Petersen Dam) are commercial fees.

The proposed amendments are to discounts that apply commercial fees and are geared at providing some flexibility to respond to market forces and allow for opportunistic marketing in relation to accommodation at Council's tourist facilities. Approval via the Chief Executive Officers will allow a quick approval process to take advantage of seasonal conditions. E.g. low mid-week patronage.

<u>Discounts</u>	
Stay greater than 2 nights and receive 10% discount	
Discount applies to Approved Fishing Clubs <i>not for profit clubs on application</i>	10%
Member of Caravanning Australia	10%
Seasonal Specials/ <i>Packages</i> to be Authorised by Chief Executive Officer	
PEAK PERIOD - 09-Dec-2018 to 19-Jan-2019 <i>15 Dec 2018 to 27 Jan 2019</i> and 30-Mar-2019 to 15-Apr-2019 <i>6 April 2019 to 21 April 2019</i>	
10% Increase on Cabin/Villa Style Accommodation	

10.2.4 F - 2536462 - Blackbutt & District Tourism & Heritage Association - Blackbutt Hall Hire Fees

Document Information

IR No 2536462

Author Property Manager

**Endorsed
By General Manager
Finance, Property & Information Technology**

Date 11 September 2018

Précis

Council to consider removing Blackbutt Memorial Hall from the 2018/19 fees and charges.

Summary

Council to consider removing Blackbutt Memorial Hall from the 2018/19 fees and charges.

Officer's Recommendation

That Council remove Blackbutt Memorial Hall from the 2018/19 fees and charges.

Financial and Resource Implications

Nil financial and resource implications

Link to Corporate/Operational Plan

The Blackbutt Memorial Hall fees and charges has a direct link to the Corporate Plan Strategy EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

Communication/Consultation (Internal/External)

The Blackbutt and District Tourism and Heritage Association have made written application to Council to alter the hall hiring fees. The current fees do not allow the hiring of the hall for short 1 to 3-hour meetings.

Council staff have discussed the fees and charges with the Association and confirm that the current hirers fees are reasonable and affordable for community groups and individuals to pay and continues to encourage utilisation of the hall.

Legal Implications (Statutory Basis, Legal Risks)

No legal implications.

Policy/Local Law/Delegation Implications

No policy implications.

Asset Management Implications

No Asset Management implications.

Report

The Blackbutt and District Tourism and Heritage Association has put forward a proposal for a new set of fees and charges for the Blackbutt Memorial Hall to facilitate a better use of the facility and to meet user requirements.

The Blackbutt and District Tourism and Heritage Association lease the Blackbutt Memorial Hall. Part of the lease conditions is for the Association to charge suitable fees for the hire of the hall. The charging of suitable fees is to generate revenue for the ongoing maintenance and operation of the halls facilities. As per the lease agreement the Association would always obtain approval to change the fees.

It would be ideal to remove the Blackbutt Memorial Hall from Council's fees and charges to facilitate this request.

Future changes to the fees and charges would require consent under their Lease conditions as necessary.

10.2.5 F - 2536119 - Procurement Policy 2018

Document Information

ECM ID 2536119

Author Strategic Procurement Coordinator

**Endorsed
By** General Manager Finance

Date 7 September 2018

Précis

Local Governments must have regard to sound contracting principles as part of its system of financial management. As par to this system the attached Procurement Policy has been prepared for Council consideration.

Summary

Council conducts its procurement and contracting activities to advance the strategic priorities and the outcomes of the Corporate plan whilst achieving value for money with probity and accountability. In doing so, Council must meet its legislative obligations under the *Local Government Act 2009* and the *Local Government Regulation 2012*. A Procurement Policy is an important element in risk management.

Council must prepare and adopt a procurement policy including details of the principles that the Council will apply in the financial year for purchasing goods and services, and review its procurement policy annually. (*Local Government Regulation 2012* Section 198).

Officer's Recommendation

That:

- the Procurement Policy be adopted; and
- pursuant to Section 257 1 (b) of the *Local Government Act 2009*, the Chief Executive Officer be delegated authority to enter into a contract for cumulative purchases with a supplier when purchases may exceed \$200,000 within a financial year.

Financial and Resource Implications

Part of ongoing operations and annual budgets for the best use of financial resources and the receipt of goods fit for purpose.

Link to Corporate/Operational Plan

EXC1 Effective financial management: Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices.

EXC2 Effective corporate management: Deliver governance that provides sound organisational management and complies with relevant legislation; Appropriately resource the organisation to deliver Council's strategic objectives; and Deliver corporate business solutions that meet corporate and customer needs.

Communication/Consultation (Internal/External)

It is expected that the Procurement Policy will be subject to further consideration by Council as part of the ongoing implementation of the Strategic Procurement Plan.

Legal Implications (Statutory Basis, Legal Risks)

Compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*. Advice was received from McCullough Robertson Lawyers.

Policy/Local Law/Delegation Implications

Delegations are in place to assist in the implementation of the objectives of the Procurement Policy.

Asset Management Implications

Will assist in the construction or acquisition of fit for purpose assets.

Report

Council conducts its procurement and contracting activities to advance the strategic priorities and the outcomes of the Corporate plan whilst achieving value for money with probity and accountability. In doing so, Council must meet its legislative obligations under the *Local Government Act 2009* and the *Local Government Regulation 2012*. A Procurement Policy is an important element in risk management.

Council must prepare and adopt a procurement policy including details of the principles that the Council will apply in the financial year for purchasing goods and services, and review its procurement policy annually. (*Local Government Regulation 2012* Section 198).

The procurement policy sets out the sound contracting principles (Chapter 4, Section 104, of the *Local Government Act 2009*), which Council will follow and apply to all procurement activities undertaken by Council and its Staff. Council officers exercising an administrative authorisation to spend from approved budgets must do so in alignment with the procurement policy.

The procurement policy includes a review of the local preference thresholds to encourage the development of local business and industry in alignment with Chapter 4, Section 104 (3) of the *Local Government Act 2009*.

Council has reviewed the purchasing thresholds to enable it to consistently achieve procurement outcomes that supports its corporate objectives. The purchasing thresholds have been developed to guide officers in choosing the most appropriate procurement strategy to invite offers from the marketplace for different thresholds for goods/services at their estimated total expenditure.

Degree of business risk and relative expenditure has been combined to produce the new purchasing thresholds.

The final major change to the Procurement Policy makes reference to Chapter 6, Part 5, Section 238 of the *Local Government Regulation 2012*. Entering in to a contract under a delegation.

(Section 257 of the *Local Government Act 2009*). Council may, by resolution, delegate a power under the Act to – (b) the Chief Executive Officer. The purpose of the delegation is to allow Council the flexibility to enter in to a contract over \$200,000 without the need to tender when cumulative purchases with a supplier may exceed \$200,000 within a financial year.

The Procurement Policy has therefore been reviewed and developed for Council consideration. The policy has been specifically formulated to support the needs of Council to achieve the long term Strategic Procurement Plan.



ECM ID: 2536118
 MINUTE NUMBER: [Minute Number]
 ADOPTED ON/SIGN OFF DATE: [Date]

Procurement Policy

Table of Contents

1. POLICY STATEMENT.....	1
2. SCOPE.....	1
3. POLICY OBJECTIVES.....	2
4. BACKGROUND AND/OR PRINCIPLES.....	2
5. GENERAL INFORMATION.....	4
6. DEFINITIONS.....	8
7. LEGISLATIVE REFERENCE.....	8
8. RELATED POLICIES/PROCEDURES.....	8
9. NEXT REVIEW.....	8
10. VERSION CONTROL.....	9

1. POLICY STATEMENT

This policy establishes the procurement principles Council will follow, and applies to all procurement activities undertaken by Council and its staff. The policy has been developed to enable Council to carry out all its procurement in accordance with the prescribed legislative framework, and to meet all of its statutory obligations. To do so it will apply the sound contracting principles and practices. It will apply the ethics principles of integrity and impartiality, promoting the public good, commitment to the system of government and accountability and transparency. Lastly it will provide framework for the development and implementation of streamlined systems, practices and controls for efficient, effective and economic financial performance management.

2. SCOPE

This policy applies to all Council employees and contractors responsible for purchasing goods and/or services. It is the responsibility of Council employees involved in the procurement process to understand the meaning and intent of this policy

2.1. Local Preference

Council will give local industry a fair and reasonable opportunity to tender for Council business opportunities. If after assessing all of the above in line with the five (5) Sound Contracting Principles, particularly taking into account the development of competitive local business and industry, Council will make a decision to purchase from a supplier or provider based on the Council's supplier evaluation criteria and a systematic weighting will be applied to all quotes received. This will be assessed on a case by case basis and the weighting will be expressed as a percentage and reflects the relative importance of each criterion.

Council will make a decision to purchase from a supplier or provider within the region offering a higher price margin, using the following guideline for acceptable price variances:

- 10% for goods and services under \$50,000:
- 5% for goods and services over \$50,000 up to \$200,000.

2.2. Pre-Qualified Supplier Register

To facilitate the purchasing process in compliance with the procurement principles, Council has established a Pre-Qualified Supplier Register and Category Panel arrangements. The register is a list of suppliers who have been assessed by Council as having the technical, financial and managerial capability necessary to deliver identified services on time and in accordance with agreed standards and requirements.

2.2.1. Panel Arrangements (Established Arrangement)

All registers of pre-qualified suppliers are established as standing offer arrangements for a period of two (2) years, with an option of a further two (2) years and one (1) year extension to be exercised at Council's absolute discretion including annual reviews. The Pre-Qualified Supplier Register is subject to the Tender Consideration Plan which has been adopted by Council by resolution. The Tender Consideration plan allows Council the flexibility to review the Pre-Qualified Supplier Register and the ability to better manage its Panel Arrangements for the supply of goods and services.

A standing offer arrangement is an agreement subject to specified terms and conditions whereby the purchaser agrees to purchase specified services from the vendor for a specified period on an "as and when" requirement basis. Suppliers are not guaranteed any work or business from Council.

3. POLICY OBJECTIVES

Council's purchasing activities aim to achieve advantageous procurement outcomes by:

- a) promoting value for money with probity and accountability; and
- b) advancing Council's economic, social and environmental policies; and
- c) providing reasonable opportunity for competitive local businesses that comply with relevant legislation to supply to Council; and
- d) promoting compliance with relevant legislation.

All Council purchases must be carried out in compliance with the *Local Government Act 2009* and the *Local Government Regulation 2012*.

4. BACKGROUND AND/OR PRINCIPLES

4.1. Procurement Principles

Council employees and contractors must have regard to the following procurement principles in all purchasing activities. Council is committed to ensuring that its procurement is carried out in accordance with the relevant probity and accountability obligations in accordance with the prescribed legislative framework, and to meet all of its statutory procurement obligations.

All officers must conduct their procurement activities with the utmost probity, propriety, transparency, defensibility and accountability. Officers who perform procurement activities are responsible, and obligated to account for their procurement actions and are accountable to their superiors for their procurement decisions.

All Council procurement activities must comply with the five sound contracting principles detailed in the *Local Government Act 2009* Chapter 4, Section 104 (3). These Principles are:

1. Value for Money; and
2. Open and Effective Competition; and
3. Development of Competitive Local Business and Industry; and
4. Environmental Protection; and
5. Ethical Behaviour and Fair Dealing.

4.1.1. Value for Money

Council must achieve the best return and performance for the money being spent. Council will harness its purchasing power to achieve the best value for money. The concept of value for money is not restricted to price alone. The value for money assessment must include the consideration of:

- a) contribution to the advancement of Council's priorities;
- b) fitness for purpose, quality, services and support;
- c) whole-of-life costs including costs of acquiring, using, maintaining and disposal;
- d) internal administration costs;
- e) technical compliance issues;
- f) risk exposure;
- g) the value of any associated environmental benefits.

4.1.2. Open and Effective Competition

The principle of open and effective competition considers the use of transparent, open and unbiased purchasing processes so that current and potential Council suppliers, contractors and the public have confidence in the outcomes of the purchasing process. This involves adequately testing the market to ensure all options and suppliers are considered equally.

Suppliers wishing to conduct business with Council will be given every opportunity to do so, subject to them satisfying Council's requirements and relevant evaluation criteria. This may include, but not be limited to, demonstrated technical ability, environmental impact, company profile, professional references, extent of local industry participation, quality assurance and whole of life cost.

4.1.3. Development of Competitive Local Business and Industry

Council encourages the development of competitive local businesses within the South Burnett Regional Council area. Where price, performance, quality, suitability, service and other evaluation criteria are comparable, the following areas should be considered in evaluating offers:

- a) retention of existing and creation of new local employment opportunities;
- b) more readily available servicing support;
- c) more convenient communications for contract management;
- d) economic growth within the South Burnett Regional Council area.

4.1.4. Environmental Protection

Council promotes environmental protection through its purchasing procedures. In undertaking any purchasing activities Council will:

- a) promote the purchase of environmentally friendly goods and services that satisfy value for money criteria; and
- b) foster the development of products and processes of low environmental and climatic impact; and
- c) provide an example to business, industry and the community by promoting the use of climatically and environmentally friendly goods and services; and
- d) encourage environmentally responsible activities.

4.1.5. Ethical Behaviour and Fair Dealing

Council employees involved in purchasing are to behave with impartiality, fairness, openness, transparency, integrity and professionalism in their discussions and negotiations with suppliers and their representatives. Any Council employee or Councillor will immediately disclose any activity which constitutes or may constitute a conflict of interest which may be likely to compromise the ability of the supplier to perform their legal obligations under the supply agreement.

Council has established an environment in which ethical conduct is expected, encouraged and supported with no tolerance for corrupt conduct, fraudulent activities or maladministration. Risk management principles and matching fraud and corruption prevention measures are applied across all areas to protect the Council. (*Fraud and Corruption Prevention Management Policy*)

5. GENERAL INFORMATION

5.1. Purchasing Thresholds

Procurement can only be undertaken by authorised employees as detailed in the financial delegation register. For low value and easy to secure purchases, consideration of total cost of ownership and associated risks will determine the appropriate market approach.

5.1.1. Medium-Sized Contractual Arrangement

Is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$15,000 or more but less than \$200,000 in a financial year, or over the proposed term of the contractual arrangement.

5.1.2. Large-Sized Contractual Arrangement

Is a contractual arrangement with a supplier that is expected to be worth, exclusive of GST, \$200,000 or more in a financial year, or over the proposed term of the contractual arrangement

5.1.3. Purchasing Quotation Table

\$ Value (excluding GST)	Purchasing Items within an Established Arrangement*	Purchasing Items outside of an Established Arrangement	Award/Contract Method
From \$0.00 to \$1,000	No quote required	No quote required	Credit Card
From \$1,001 to \$5,000	Minimum 2 quotes required via email or verbal	Minimum 2 quotes required via email or verbal, including 1 from a local supplier	Quotation
From \$5,001 to \$14,999	Minimum 2 quote required via email	Minimum 2 quotes required via email, including 1 from a local supplier	Quotation
From \$15,000 to \$200,000	(Medium Size Contract) Minimum 2 written quotes required	(Medium Size Contract) Minimum 3 written quotes required, including 1 from a local supplier	Request for Quotation/Public Tender at Council's discretion
Over \$200,000	(Large Size Contract) Public Tender Subject to a minimum 21 Days Public Open Period or signed off by the CEO	(Large Size Contract) Public Tender Subject to a minimum 21 Days Public Open Period or signed off by the CEO	To be awarded by Council or signed off by the CEO

*Established Arrangement - being Local Buy Contracts, State Government Contracts, and existing SBRC Administered (Contract) Prequalified, Preferred Contractor or approved Contractor Lists.

5.1.4. Purchases \$200,000 and Above

Section 228 of the *Local Government Regulation 2012* requires that Council invite tenders before making a contract for the carrying out of work, or the supply of goods and/or services involving a cost of \$200,000 and above.

The invitation must be made by an advertisement in newspapers circulating generally in Council's local government area and allow at least 21 days from the day of the advertisement for the submission of tenders.

Details of all contracts of \$200,000 and over must be provided to relevant Finance Staff for inclusion to the Contracts Register.

Records of tenders received must be kept on file for the period of time outlined in the Retention and Disposal Schedules for Local Government as published by the Queensland State Archives.

5.2. Exceptions

Division 3 under Chapter 6 of the *Local Government Regulation 2012* specifies when Council is exempt from the requirement to seek tenders or quotations:

S230 – Exception if quote or tender consideration plan prepared

Council may enter in to a medium-sized contractual arrangement or large-sized contractual arrangement without first inviting writing quotes or tenders if the Council:

- a) decides by resolution to prepare a quote or tender consideration plan; and
- b) prepares and adopts the plan.

S231 – Exception for contractor on approved contractor list

Council may enter in to the contract without first inviting written quotes or tenders if the contract is made with a person who is on the Pre-Qualified Supplier Register.

S232 – Exception for a register of pre-qualified suppliers

Council may enter in to a contract without first inviting written quotes or tenders if the contract is entered in to with a supplier from a register of pre-qualified suppliers that is made in compliance with the following subsections:

- a) the preparation and evaluation of invitations every time the goods or services are needed would be costly; or
- b) the capability or financial capacity of the supplier of the goods or services is critical; or
- c) the supply of the goods or services involves significant security considerations; or
- d) a precondition of an offer to contract for the goods or services is compliance with particular standards or conditions; or
- e) the ability of local business to supply the goods or services needs to be discovered or developed.

S233 – Exception for a preferred supplier arrangement

Council may enter in to a contract without first inviting written quotes or tenders if the contract is entered in to with a preferred supplier under the preferred supplier arrangement. This section applies for contractual arrangements for goods or services if Council needs the goods or services in:

- a) large volumes; or
- b) frequently; and
 - is able to obtain better value for money by accumulating the demand for the goods or services; and
 - is able to describe the goods or services in terms that would be well understood in the relevant industry.

S234 – Exception for LGA arrangement

Council may enter in to a contract for goods and services without first inviting written quotes or tenders if the contract is entered in to under the LGA arrangement. An LGA arrangement is an arrangement that has been entered in to by

- a) LGAQ Ltd; or
- b) a company registered under the Corporations Act, if LGAQ is its only shareholder.

S235 – Other exceptions

Council may enter in to a contractual arrangement without first inviting written quotes or tenders if:

- a) Council resolves it is satisfied that there is only 1 supplier who is reasonably available; or
- b) Council resolves that, because of the specialised or confidential nature of the services that are sought, it would be impractical or disadvantageous for the Council to invite quotes or tenders; or
- c) a genuine emergency exists; or
- d) the contract is for the purchase of goods and is made by auction
- e) the contract is for the purchase of second-hand goods; or
- f) the contract is made with, or under an arrangement with a government agency.

When assessing the most effective method of obtaining goods and/or services, Council employees should consider the administrative and price costs to Council of seeking tenders or quotations independently, and the reduction of these costs which can be achieved by the use of the Pre-Qualified Supplier Register Panels or Local Buy arrangements.

5.2.1. Procurement Exemption Form

In the event that a procurement process has failed to meet Council Policy an Exemption Form must be submitted and approved by the General Manager. A reason why a procurement process has failed to meet Council Policy must be documented and recorded. Such reasons could be:

- purchase exceeding delegation limit;
- purchase exceeding thresholds with insufficient quotes;
- supplier used outside of council contract;
- scope of work exceeded original estimate;
- Chapter 6, Part 3, Section 235 of the *Local Government Regulation 2012*.

In the event that a procurement process has failed to meet Council Policy for the following reason the Exemption Form must be submitted and approved by the CEO.

- purchasing exceeding \$200,000 without inviting tenders.
(Chapter 6, Part 5, Section 238 of the *Local Government Regulation 2012 – Entering in to a contract under a delegation*)

5.3. Local Buy

Local Buy is the Local Government Association of Queensland (LGAQ) contracts and tenders service company. Established in 2001, Local Buy facilitates business relationships with local government and their suppliers. Local Buy's core business is the creation of contractual arrangements for goods and services that can be used by Queensland Councils, aggregating the demand for these goods and services to achieve better pricing and conditions, and eliminating the need for Councils to establish their own supply contracts.

5.4. Ordering

Official order forms are not required for the following purchases, but relevant authorisations are required on the invoice documentation:

- | | |
|-------------------------------------|-------------------------------------|
| 1. Australia Post | 8. Queensland Treasury Corporation |
| 2. Acts and Regulations | 9. Corporate Card Purchase |
| 3. Local Authorities | 10. Investments |
| 4. Telephone/Communication Accounts | 11. Subscriptions |
| 5. Accommodation | 12. Freight |
| 6. Local Buy | 13. Conference Registrations |
| 7. Electricity Accounts | 14. Items Purchased from Petty Cash |

5.5. Delegations

5.5.1. Delegations – Council Employees

The Financial Delegation Register for Council employees is held within the Social and Corporate Performance Section. A copy of the Financial Delegations can be found on Council's Intranet.

5.5.2. Delegation Reserved for Council

Contracts that are \$200,000 and above that progressed through public tender must be approved by Council. Contracts that are exempt from public tender shall be approved based on Council's Financial Delegation Register.

5.6. Payment Terms

The following outlines the various methods that can be used to effect payment when procuring Council's requirements.

5.6.1. Corporate Credit Card (CPC)

Council encourages the use of its Corporate Credit Cards due to:

- simplified purchasing and payment procedures;
- improved payment performance to suppliers;
- provision of support to local suppliers;
- more effective cash management;
- enhanced service delivery to customers.

Please refer to Council's Corporate Credit Card Policy for detailed information on the correct use of a Council Corporate Credit Card.

5.6.2. Purchase Requisition and Purchase Order

A purchase order must be created and issued to the supplier for all purchases that are not procured via the Corporate Credit Card or listed in section 5.4 of this Policy: [Ordering](#).

All Council employees and contractors must complete the required areas on the purchase requisition to justify the requirement. Any additional documents which will further detail and support the request are to be attached. Upon completion of the Purchase Requisition and within the purchasing officers' financial delegation will a Purchase Order be issued to a supplier.

All invoices for payment are to be emailed direct to accounts@southburnett.qld.gov.au.

Invoicing Requirements:

- Suppliers Identity
- Australian Business Number (ABN)
- Description of Goods or Services Supplied, Quantity and Price
- Total GST Amount
- Date of Issue
- Purchase Order Number

Council's payment terms are 30 days from end of month and it is preferable that a monthly statement be provided to ensure accurate reconciliation of outstanding invoices.

5.6.3. Variations

Approval to vary a purchase order can only be given by the financial delegate who originally approved the expenditure of the funds covered by the order. If the revised total value of the purchase order exceeds the financial delegation of the original financial delegate, then the variation must be approved by a financial delegate with sufficient delegation. That financial delegate must also have direct control of the funds being expended.

The Council may at any time direct a Supplier in writing to amend, increase, decrease, omit or change the quality, timing character or method of performing the supply or to execute additional work. No Variation directed by the Council will invalidate the Contract.

5.7. Termination of Contracts

The Council may, by notice to the Contractor terminate a contract if the contractor:

- a) is subject to an Insolvency Event;
- b) commits any breach of the contract that the Council considers, in its sole discretion:
 - has placed a person at an unacceptable risk of harm or a non-compliance of the contractors safety or environmental management systems has occurred;
 - the breach was capable of being remedied;
 - the contractor has failed to remedy the breach to the Councils satisfaction.

6. DEFINITIONS

Council	South Burnett Regional Council.
Financial Delegation Register	Register of employees who have approved delegation for the purpose of purchasing goods and/or services.
LGA Arrangement	The use of Local Buy or State Government Purchasing Arrangements.
Procurement	The entire process by which all classes of resources (human, material, facilities and services) are obtained. This can include the functions of planning, design, standards determination, specification writing, and selection of suppliers, financing, contract administration, disposals and other related functions.
Purchasing	The acquisition process for goods, services and capital projects through purchasing, leasing and licensing and this expression extends to standing offer or similar arrangements by which terms and conditions of purchase are determined.
Pre-Qualified Supplier	A supplier who has been assessed by Council as having the technical, financial and managerial capacity necessary to deliver goods and/or services on time and in accordance with agreed requirements. The process is fulfilled by initially inviting tenders to establish pre-qualified suppliers.
Supplier	An enterprise known to be capable of supplying required goods and/or services. It includes manufacturers, stockists, resellers, merchants, distributors, consultants and contractors.

7. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

8. RELATED POLICIES/PROCEDURES

Fraud and Corruption Prevention Management Policy

Corporate Credit Card Policy (TBC)

9. NEXT REVIEW

1 September 2019

10. VERSION CONTROL

Version	Revision Description	Approval Date

Mark Pitt
CHIEF EXECUTIVE OFFICER

Date

11. Consideration of Notices of Motion

No Report.

12. Information Section (IS)

12.1 IS - 2529144 - List of Correspondence Pending Completion of Assessment Report

Document Information

ECM ID 2529144

Author Executive Assistant

**Endorsed
By Chief Executive Officer**

Date 9 August 2018

Précis

List of Correspondence Pending Completion of Assessment Report

Summary

Reports pending completion of assessment

Officer's Recommendation

That the List of Correspondence Pending Completion of Assessment Report be received.

Report

2528994 - Material change of use application for 9 Multiple Dwelling Units at 34 William Street Kingaroy - Lot 100 SP153314

2529524 - Material change of use application for 8 Multiple Dwelling Units & Reconfiguration of a Lot - 1 lot into 2 lots at 1 Railway Terrace Kingaroy - Lot 2 RP838473

2529551 - Requesting a Negotiated Decision - Material Change of Use for Extractive Industry & Environmentally Relevant Activities at 1551 Manar Road Boondooma - Lot 7 BO179 - MCUI2016/0009

2529787 - Material Change of Use Application for Food & Drink Outlet and Function Facility at 88 Brooklands Pimpimbudgee South Road Maidenwell - Lot 12 RP28694 - MCU18/0015

2530327 - Reconfiguration of a Lot application - Boundary Realignment at 33-39 Macaulay Drive Kingaroy - Lot 68 SP168656 & 69 SP168656

2530786 - Reconfiguration of a Lot application - Boundary Realignment at 225 Beils Road and Woodalls Road Inverlaw - Lot 120 FY330 & 118 FY449

2531305 - Extension Application for Reconfiguring a Lot (Boundary Realignment) - 2 & 30 Walter Road Kingaroy - L 27 & 28 SP233460

12.2 IS - 2536401 - Delegated Authority Report**Document Information****ECM ID** 2536401**Author** Executive Services**Date** 11 September 2018

Précis

Reports signed by the Chief Executive Officer under Delegated Authority

Summary

This report comprises a listing of any reports that have been approved by Delegated Authority.

Officer's Recommendation

That the Delegated Authority Report be received.

Report

ECM ID	DESCRIPTION AND LOCATION	APPROVAL DATE
2472848	Material change of use application for 4 multiple dwelling units in 2 stages at 44 Burnett Street Kingaroy - Lot 56 RP37003	23 August 2018
2499228	Reconfiguration of a Lot application - Boundary Realignment at Smith Road & 91 Smith Road Boobie - Lot 111 FY1 & 135 SP301650	3 August 2018
2519385	Reconfiguration of a Lot application - 1 lot into 2 lots at 2-4 Queen Street Kingaroy - Lot 14 RP37005	22 August 2018
2522296	Operational Works application - Filling & Excavation (Internal Roads, laydown pads, cabling & turbine pads) – Area 7 & 8 Coopers Gap Wind Farm - Lot 87 BO193 & 86 BO192 & 85 BO192	9 August 2018
2531480	Operational Works Application - filling & excavation - Coopers Gap Wind Farm (Stage 6 - Areas 9 & 10) - Lots 6 LY1065, 3 BO21 & 85 BO192	6 September 2018

12.3 IS - 2536402 - Road Maintenance Expenditure Report

Document Information

ECM ID 2536402

Author General Manager Finance

Date 11 September 2018

Précis

Report of the Road Maintenance Expenditure of South Burnett Regional Council as at 31 August 2018.

Summary

The following information provides a snapshot of Council's Road Maintenance Expenditure Report as at 31 August 2018.

Officer's Recommendation

That the South Burnett Regional Council's Road Maintenance Expenditure Report as at 31 August 2018 be received.

Road Maintenance Expenditure Report
as at 31 August 2018

Task	Task Description	Project Code	Project Description	%Allocation	YTD Actuals	YTD Commitments	TOTAL YTD ACTUALS
Asset Number: 0022459 - Aberdeen Avenue							
OP.028601	Aberdeen Avenue street sweeping	005467	Maintenance 2018/19	1	473.85	-	473.85
Subtotal					473.85	-	473.85
Asset Number: 0032774 - Albert Street							
OP.028612	Albert St K'Roy Signage	005467	Maintenance 2018/19	1	534.23	-	534.23
Subtotal					534.23	-	534.23
Asset Number: 0032880 - Alford Street							
OP.028698	Alford st premix patching	005467	Maintenance 2018/19	1	788.16	307.05	1,095.21
Subtotal					788.16	307.05	1,095.21
Asset Number: 0015296 - ALFORD STREET CARPARK							
OP.028834	Alford st carpark premix patching	005467	Maintenance 2018/19	1	2,909.92	526.36	3,436.28
Subtotal					2,909.92	526.36	3,436.28
Asset Number: 0033047 - Alice Street							
OP.028981	Alice st premix patching	005467	Maintenance 2018/19	1	320.92	-	320.92
Subtotal					320.92	-	320.92
Asset Number: 0038020 - Appin Street East							
OP.029008	Appin st East stop sign	005467	Maintenance 2018/19	1	97.30	-	97.30
Subtotal					97.30	-	97.30
Asset Number: 0038033 - Appin Street West							
OP.028826	Appin st west - Jet patch	005467	Maintenance 2018/19	1	34.20	-	34.20
Subtotal					34.20	-	34.20
Asset Number: 0033076 - Armstrong Street							
OP.028792	Armstrong St - Replace Give Way sign	005467	Maintenance 2018/19	1	382.66	-	382.66
Subtotal					382.66	-	382.66
Asset Number: 0033086 - Arthur Street							
OP.028570	Arthur Street drainage	005467	Maintenance 2018/19	1	588.31	-	588.31
Subtotal					588.31	-	588.31
Asset Number: 0033175 - Barbara Street							
OP.028830	Barbara st kerb repair	005467	Maintenance 2018/19	1	2,461.89	-	2,461.89
Subtotal					2,461.89	-	2,461.89
Asset Number: 0022664 - Barrons Road							
OP.028458	Barrons Rd - Medium Grade	005467	Maintenance 2018/19	1	12,203.08	-	12,203.08
Subtotal					12,203.08	-	12,203.08
Asset Number: 0039121 - Baynes Street							
OP.028682	Baynes street jetpatching	005467	Maintenance 2018/19	1	2,188.48	-	2,188.48
OP.029022	Baynes st premix patching	005467	Maintenance 2018/19	1	748.83	-	748.83
Subtotal					2,937.31	-	2,937.31
Asset Number: 0022725 - Beltzel Road							
OP.028518	Beltzel Rd - HP defects	005467	Maintenance 2018/19	1	4,241.15	152.73	4,393.88
OP.028825	Beltzel Road Boom Mowing	005467	Maintenance 2018/19	1	2,375.22	-	2,375.22
Subtotal					6,616.37	152.73	6,769.10
Asset Number: 0022734 - Belair Drive							
OP.029034	Belair drv premix patching	005467	Maintenance 2018/19	1	3,004.60	-	3,004.60
Subtotal					3,004.60	-	3,004.60
Asset Number: 0022814 - Bells Road							
OP.028933	Bells Road HP repairs	005467	Maintenance 2018/19	1	764.63	454.55	1,219.18
Subtotal					764.63	454.55	1,219.18
Asset Number: 0022817 - Benair Road							
OP.028540	Benair Rd - Medium Grade	005467	Maintenance 2018/19	1	16,139.23	1,350.00	17,489.23
OP.028655	Benair Road Tree Mulching	005467	Maintenance 2018/19	1	278.51	-	278.51
Subtotal					16,417.74	1,350.00	17,767.74
Asset Number: 0022887 - Berlin Road							
OP.028813	Berlins Road Boom Mowing	005467	Maintenance 2018/19	1	1,686.47	-	1,686.47
Subtotal					1,686.47	-	1,686.47
Asset Number: 0023011 - Blackbutt Crows Nest Road							
OP.028511	Blackbutt Crowsnest pothole repairs	005467	Maintenance 2018/19	1	449.69	-	449.69
Subtotal					449.69	-	449.69
Asset Number: 0023053 - Boat Mountain Road							
OP.028624	Boat Mountain jetpatching	005467	Maintenance 2018/19	1	1,656.88	-	1,656.88
Subtotal					1,656.88	-	1,656.88
Asset Number: 0023142 - Bonds Road							
OP.028664	Bonds road tree removal	005467	Maintenance 2018/19	1	1,123.64	-	1,123.64
Subtotal					1,123.64	-	1,123.64
Asset Number: 0023251 - Booie Road							
OP.028540	Booie Road - HP Defects	005467	Maintenance 2018/19	1	4,255.74	-	4,255.74
OP.028748	Booie Road, Potholes in Shoulders	005467	Maintenance 2018/19	1	2,370.07	-	2,370.07
Subtotal					6,625.81	-	6,625.81
Asset Number: 0023427 - Bowman Road							
OP.029058	Bowmans Road - Jet patch	005467	Maintenance 2018/19	1	1,027.55	-	1,027.55
Subtotal					1,027.55	-	1,027.55
Asset Number: 0038174 - Brooklands Peron Road							
OP.028731	Brooklands Peron Rd - Heavy Grade	005467	Maintenance 2018/19	1	8,966.45	-	8,966.45
OP.028732	Brooklands Peron Rd Gravel supply & deliv	005467	Maintenance 2018/19	1	7,374.69	3,510.00	10,884.69
Subtotal					16,341.14	3,510.00	19,851.14
Asset Number: 0038176 - Brown Street							
OP.028657	Brown St Nanango Signage	005467	Maintenance 2018/19	1	602.13	-	602.13
Subtotal					602.13	-	602.13
Asset Number: 0023669 - Buckland Road							
OP.028591	Buckland RD Scoured drain	005467	Maintenance 2018/19	1	9,767.42	-	9,767.42
Subtotal					9,767.42	-	9,767.42

Task	Task Description	Project Code	Project Description	%Allocation	YTD Actuals	YTD Commitments	TOTAL YTD ACTUALS
Asset Number: 0023673 - Bullcamp Road							
OP.028589	Bullcamp Road - HP Defects	005467	Maintenance 2018/19	1	8,392.11	1,170.00	9,562.11
OP.028938	Bullcamp rd - Heavy Grade 6.8-7.9	005467	Maintenance 2018/19	1	9,324.34	-	9,324.34
OP.028940	Bullcamp rd - Resheet 6.8-7.9	005467	Maintenance 2018/19	1	6,061.20	10,243.64	16,304.84
			Subtotal		23,777.65	11,413.64	35,191.29
Asset Number: 0023711 - Bunya Way							
OP.028512	BUNYA WAY BLACKBUTT Repair sign dan	005467	Maintenance 2018/19	1	116.79	-	116.79
			Subtotal		116.79	-	116.79
Asset Number: 0038200 - Burnett Street							
OP.028750	Burnett Street, Damaged Guide Posts	005467	Maintenance 2018/19	1	98.14	-	98.14
			Subtotal		98.14	-	98.14
Asset Number: 0023843 - Burtons Road							
OP.028559	Burtons Rd	005467	Maintenance 2018/19	1	2,668.37	-	2,668.37
			Subtotal		2,668.37	-	2,668.37
Asset Number: 0023895 - Buttsworth Road							
OP.028627	Buttsworth Rd - HP defects	005467	Maintenance 2018/19	1	803.52	-	803.52
			Subtotal		803.52	-	803.52
Asset Number: 0023955 - Campbells Road							
OP.028667	Campbells Rd Signage	005467	Maintenance 2018/19	1	1,123.35	-	1,123.35
			Subtotal		1,123.35	-	1,123.35
Asset Number: 0023970 - Cants Road							
OP.028816	Cants Road - Pavement Repair & HP Defec	005467	Maintenance 2018/19	1	1,444.09	-	1,444.09
			Subtotal		1,444.09	-	1,444.09
Asset Number: 0023989 - Carbeen Crescent							
OP.028500	Carbeen Street remove overhanging limb	005467	Maintenance 2018/19	1	175.18	-	175.18
			Subtotal		175.18	-	175.18
Asset Number: 0024015 - Cause Road							
OP.028519	Cause Rd - HP defects	005467	Maintenance 2018/19	1	7,123.43	77.45	7,200.88
			Subtotal		7,123.43	77.45	7,200.88
Asset Number: 0038274 - Chester Street							
OP.029010	Chester st gateway sign	005467	Maintenance 2018/19	1	97.30	-	97.30
			Subtotal		97.30	-	97.30
Asset Number: 0024053 - Clapperton Road							
OP.028514	Clapperton Rd - HP repairs	005467	Maintenance 2018/19	1	3,716.02	-	3,716.02
			Subtotal		3,716.02	-	3,716.02
Asset Number: 0024056 - Clark and Swendsons Road							
OP.028468	Clarke and Swendson shoulder repair	005467	Maintenance 2018/19	1	5,117.29	-	5,117.29
OP.028973	Clarke and Swendson Jelpatching	005467	Maintenance 2018/19	1	497.03	-	497.03
			Subtotal		5,614.32	-	5,614.32
Asset Number: 0024136 - Cobby Road							
OP.028745	Cobby Road - Replace name blade	005467	Maintenance 2018/19	1	211.50	-	211.50
			Subtotal		211.50	-	211.50
Asset Number: 0033598 - Collier Street							
OP.028790	Collier st pavement repair	005467	Maintenance 2018/19	1	18,232.36	-	18,232.36
			Subtotal		18,232.36	-	18,232.36
Asset Number: 0024212 - Coomba Waterhole Road							
OP.028921	Coomba Waterhole Road signage repairs	005467	Maintenance 2018/19	1	97.30	-	97.30
			Subtotal		97.30	-	97.30
Asset Number: 0033612 - Coral Street							
OP.028485	Coral Street spot maintenance	005467	Maintenance 2018/19	1	1,424.45	-	1,424.45
			Subtotal		1,424.45	-	1,424.45
Asset Number: 0024277 - Couchmans Road							
OP.028659	Couchmans Rd Signage	005467	Maintenance 2018/19	1	448.42	-	448.42
			Subtotal		448.42	-	448.42
Asset Number: 0033674 - Cowle Drive							
OP.028931	Cowle drv premix patching	005467	Maintenance 2018/19	1	641.86	-	641.86
			Subtotal		641.86	-	641.86
Asset Number: 0024500 - Curtis Road							
OP.028892	Curtis Road Callout	005467	Maintenance 2018/19	1	826.19	-	826.19
			Subtotal		826.19	-	826.19
Asset Number: 0024567 - Dangore Mountain Road							
OP.028991	Dangore mtn rd guide posts	005467	Maintenance 2018/19	1	119.42	-	119.42
			Subtotal		119.42	-	119.42
Asset Number: 0024760 - Denmark Road							
OP.028567	Denmark Rd - Shoulder Spot Maintenance	005467	Maintenance 2018/19	1	34,308.33	-	34,308.33
			Subtotal		34,308.33	-	34,308.33
Asset Number: 0038386 - Douglas Street							
OP.028603	Douglas street Blackbull foolpath defect	005467	Maintenance 2018/19	1	99.79	-	99.79
			Subtotal		99.79	-	99.79
Asset Number: 0024856 - East Nanango Road							
OP.028520	East Nanango Rd - HP defects	005467	Maintenance 2018/19	1	254.64	-	254.64
OP.028874	East Nanango Rd Boom Mowing	005467	Maintenance 2018/19	1	1,467.84	-	1,467.84
			Subtotal		1,722.48	-	1,722.48
Asset Number: 0024871 - East Wooroolin Road							
OP.028663	East Wooroolin Drainage	005467	Maintenance 2018/19	1	5,114.76	-	5,114.76
			Subtotal		5,114.76	-	5,114.76
Asset Number: 0024913 - Edenvale North Road							
OP.028976	Edenvale premx patching	005467	Maintenance 2018/19	1	854.30	-	854.30
			Subtotal		854.30	-	854.30
Asset Number: 0024929 - Edenvale South Road							
OP.029064	Edenvale south rd	005467	Maintenance 2018/19	1	648.39	-	648.39
			Subtotal		648.39	-	648.39
Asset Number: 0038505 - Elk Street							
OP.028719	Elk Street Guide post replacement	005467	Maintenance 2018/19	1	273.45	-	273.45
			Subtotal		273.45	-	273.45

Task	Task Description	Project Code	Project Description	%Allocation	YTD Actuals	YTD Commitments	TOTAL YTD ACTUALS
Asset Number: 0022054 - Ellesmere Road - Formerly Ellesmere North Road and part Glenclyffe Road - Refer Attachment							
OP.029021	Ellesmere rd Jetpatching	005467	Maintenance 2018/19		610.72	-	610.72
			Subtotal		610.72	-	610.72
Asset Number: 0025266 - Finnemores Road							
OP.028461	Finnemores Rd - Hp's repaired	005467	Maintenance 2018/19		3,973.45	-	3,973.45
			Subtotal		3,973.45	-	3,973.45
Asset Number: 0033935 - First Avenue							
OP.028897	First ave premix patching	005467	Maintenance 2018/19		351.84	-	351.84
OP.029005	First Avenue reinstall floodway sign	005467	Maintenance 2018/19		198.92	-	198.92
			Subtotal		550.76	-	550.76
Asset Number: 0033993 - Fisher Street							
OP.028620	Fisher St Kingaroy Signage	005467	Maintenance 2018/19		631.05	-	631.05
OP.028930	Fisher st premix patching	005467	Maintenance 2018/19		3,665.35	482.50	4,147.85
			Subtotal		4,296.40	482.50	4,778.90
Asset Number: 0038571 - Fitzroy Street							
OP.029011	Fitzroy st giveway sign	005467	Maintenance 2018/19		75.20	-	75.20
			Subtotal		75.20	-	75.20
Asset Number: 0025543 - G Andersons Road							
OP.028923	G Andersons Rd HP repalrs	005467	Maintenance 2018/19		7,154.41	2,272.73	9,427.14
			Subtotal		7,154.41	2,272.73	9,427.14
Asset Number: 0034200 - Gatto Street							
OP.028888	Gatto st premix patching	005467	Maintenance 2018/19		835.40	219.32	1,054.72
			Subtotal		835.40	219.32	1,054.72
Asset Number: 0034238 - George Street							
OP.028983	George st premix patching	005467	Maintenance 2018/19		923.13	-	923.13
			Subtotal		923.13	-	923.13
Asset Number: 0025647 - Gesslers Road							
OP.028522	Gesslers Rd - Shoulder spot mtce	005467	Maintenance 2018/19		17,437.84	-	17,437.84
			Subtotal		17,437.84	-	17,437.84
Asset Number: 0038631 - Gipps Street							
OP.029012	Gipps st giveway sign	005467	Maintenance 2018/19		75.20	-	75.20
			Subtotal		75.20	-	75.20
Asset Number: 0034289 - Glendon Street							
OP.028900	Glendon st premix patching	005467	Maintenance 2018/19		99.05	87.73	186.78
			Subtotal		99.05	87.73	186.78
Asset Number: 0025720 - Golf View Drive							
OP.028660	Golf View Drive Signs	005467	Maintenance 2018/19		232.04	-	232.04
			Subtotal		232.04	-	232.04
Asset Number: 0025727 - Goodger Kunioon Road							
OP.028812	Goodger Kunioon rd	005467	Maintenance 2018/19		2,772.33	-	2,772.33
OP.028820	Goodger-Kunioon rd tree removal	005467	Maintenance 2018/19		868.20	-	868.20
			Subtotal		3,640.53	-	3,640.53
Asset Number: 0037591 - Gore Street							
OP.028619	Gore St - Footpath Repair	005467	Maintenance 2018/19		686.43	-	686.43
			Subtotal		686.43	-	686.43
Asset Number: 0025815 - Greenslade Road							
OP.028756	Greenslade Rd - Medium Grade	005467	Maintenance 2018/19		4,822.11	-	4,822.11
			Subtotal		4,822.11	-	4,822.11
Asset Number: 0022070 - Greenview Road							
OP.028623	Greenveiw Road - Repair Separated Pipe	005467	Maintenance 2018/19		2,376.34	-	2,376.34
OP.028674	Crownthorpe Rd - Repair Separated Pipe	005467	Maintenance 2018/19		249.51	-	249.51
OP.028733	Greenview rd Jetpatching	005467	Maintenance 2018/19		11,660.90	-	11,660.90
OP.028774	Greenveiw Rd - Repair Separated Pipes	005467	Maintenance 2018/19		8,887.82	-	8,887.82
			Subtotal		23,174.57	-	23,174.57
Asset Number: 0038693 - Grey Street							
OP.029013	Grey st giveway sign	005467	Maintenance 2018/19		97.30	-	97.30
			Subtotal		97.30	-	97.30
Asset Number: 0025876 - Grindstone School Road							
OP.028521	Grindstone School Rd - HP defects	005467	Maintenance 2018/19		11,637.74	-	11,637.74
			Subtotal		11,637.74	-	11,637.74
Asset Number: 0025904 - Haly Creek Road							
OP.028648	Haly creek pipe separation	005467	Maintenance 2018/19		9,836.09	-	9,836.09
			Subtotal		9,836.09	-	9,836.09
Asset Number: 0025988 - Hamilton Road							
OP.028680	hamilton road remove hanging tree limb	005467	Maintenance 2018/19		1,624.07	-	1,624.07
			Subtotal		1,624.07	-	1,624.07
Asset Number: 0026013 - Hansens Road							
OP.028915	Hansen rd blade	005467	Maintenance 2018/19		194.62	-	194.62
			Subtotal		194.62	-	194.62
Asset Number: 0026066 - Harris Road							
OP.028746	Harris rd pavement repair	005467	Maintenance 2018/19		26,069.66	701.82	26,771.48
OP.028835	Harris rd premix patching	005467	Maintenance 2018/19		2,508.17	350.91	2,859.08
			Subtotal		28,577.83	1,052.73	29,630.56
Asset Number: 0038747 - Hay Street							
OP.029014	Hay st giveway sign	005467	Maintenance 2018/19		97.30	-	97.30
			Subtotal		97.30	-	97.30
Asset Number: 0026294 - Hillsdale Road							
OP.028781	Hillsdale Rd reshape divert drain	005467	Maintenance 2018/19		1,061.09	-	1,061.09
			Subtotal		1,061.09	-	1,061.09
Asset Number: 0026338 - Hivesville Road							
OP.028568	Hivesville Road Jetpatching	005467	Maintenance 2018/19		11,507.47	-	11,507.47
OP.028914	Hivesville rd - Keep left sign	005467	Maintenance 2018/19		652.33	-	652.33
			Subtotal		12,159.80	-	12,159.80
Asset Number: 0026494 - Hoggs Road							
OP.028460	Hoggs Rd - HP's repalred	005467	Maintenance 2018/19		8,065.27	-	8,065.27
			Subtotal		8,065.27	-	8,065.27

Task	Task Description	Project Code	Project Description	%Allocation	YTD Actuals	YTD Commitments	TOTAL YTD ACTUALS
Asset Number: 0026603 - Home Creek Loop Road							
OP.028747	Home Creek Loop Rd - HP repairs	005467	Maintenance 2018/19	1	10,413.92	-	10,413.92
Subtotal					10,413.92	-	10,413.92
Asset Number: 0038819 - Home Lane							
OP.028928	Home Lane - Clearing	005467	Maintenance 2018/19	1	13,145.57	-	13,145.57
Subtotal					13,145.57	-	13,145.57
Asset Number: 0034797 - Industrial Avenue							
OP.028977	Industrial ave premix patching	005467	Maintenance 2018/19	1	607.04	-	607.04
Subtotal					607.04	-	607.04
Asset Number: 0026683 - Ironbark Road							
OP.028905	Ironbark Rd - Heavy Grade	005467	Maintenance 2018/19	1	3,924.88	-	3,924.88
OP.028906	Ironbark Rd - Gravel supply & delivery	005467	Maintenance 2018/19	1	3,145.07	2,100.00	5,245.07
Subtotal					7,069.95	2,100.00	9,169.95
Asset Number: 0026892 - Izzards Road							
OP.028681	Izzard Road remove dead tree	005467	Maintenance 2018/19	1	2,265.01	-	2,265.01
Subtotal					2,265.01	-	2,265.01
Asset Number: 0027074 - Jua Road							
OP.028761	Jua Road - HP defects	005467	Maintenance 2018/19	1	3,673.15	-	3,673.15
Subtotal					3,673.15	-	3,673.15
Asset Number: 0027133 - Kearneys Road							
OP.028972	Kearneys Road Jetpatching	005467	Maintenance 2018/19	1	2,212.38	-	2,212.38
Subtotal					2,212.38	-	2,212.38
Asset Number: 0035124 - King Street							
OP.028650	King Street pipe separation	005467	Maintenance 2018/19	1	2,127.22	-	2,127.22
Subtotal					2,127.22	-	2,127.22
Asset Number: 0035163 - Kingaroy Street							
OP.028920	Kingaroy st premix patching	005467	Maintenance 2018/19	1	534.89	350.91	885.80
Subtotal					534.89	350.91	885.80
Asset Number: 0027235 - Kings Bridge Road							
OP.028670	Kings Bridge Rd Floodway Marker	005467	Maintenance 2018/19	1	287.05	-	287.05
Subtotal					287.05	-	287.05
Asset Number: 0027450 - Kumbia Minmore Road							
OP.029057	Kumbia Minmore spot gravel	005467	Maintenance 2018/19	1	974.00	-	974.00
Subtotal					974.00	-	974.00
Asset Number: 0027512 - Kumbia Road including former Kumbia Brooklands Road - refer attachment							
OP.028775	Kumbia rd Jetpatching	005467	Maintenance 2018/19	1	1,674.24	-	1,674.24
Subtotal					1,674.24	-	1,674.24
Asset Number: 0027552 - Lamperds Road							
OP.028861	Lamperds Road Medium Grade	005467	Maintenance 2018/19	1	5,763.49	-	5,763.49
Subtotal					5,763.49	-	5,763.49
Asset Number: 0027573 - Lanigan Road							
OP.028752	Lanigan Road clean out drain	005467	Maintenance 2018/19	1	1,425.45	-	1,425.45
OP.028776	Lanigan Rd - HP defect	005467	Maintenance 2018/19	1	1,333.63	-	1,333.63
Subtotal					2,759.08	-	2,759.08
Asset Number: 0027597 - Lawson Road							
OP.028797	Lawson Rd- Medium Grade	005467	Maintenance 2018/19	1	5,572.71	-	5,572.71
Subtotal					5,572.71	-	5,572.71
Asset Number: 0027600 - Lawsons Broad Road							
OP.028526	Lawsons Broad Road - Medlum Grade	005467	Maintenance 2018/19	1	9,106.07	-	9,106.07
Subtotal					9,106.07	-	9,106.07
Asset Number: 0027628 - Liesegang Road							
OP.028487	Liesegang Road spot maintenance	005467	Maintenance 2018/19	1	2,108.65	-	2,108.65
OP.028527	Liesegang Rd - Gravel supply & delivery	005467	Maintenance 2018/19	1	5,283.67	-	5,283.67
OP.028617	Liesegang Rd - Emulsion seal bus T/A	005467	Maintenance 2018/19	1	3,783.04	-	3,783.04
OP.028618	Liesegang Rd - Shoulder Grade Bus T/A	005467	Maintenance 2018/19	1	5,464.04	-	5,464.04
OP.028944	Liesegang Road Shoulders	005467	Maintenance 2018/19	1	9,977.29	90.91	10,068.20
Subtotal					26,616.69	90.91	26,707.60
Asset Number: 0035474 - Logan Street							
OP.028652	Logan St - HP defects	005467	Maintenance 2018/19	1	1,656.65	-	1,656.65
Subtotal					1,656.65	-	1,656.65
Asset Number: 0027762 - Lysdale Road							
OP.028795	Lysdale Road - HP Defects	005467	Maintenance 2018/19	1	4,267.11	-	4,267.11
Subtotal					4,267.11	-	4,267.11
Asset Number: 0022109 - Mackenzie Street							
OP.028978	mackenzie st pavement	005467	Maintenance 2018/19	1	87.25	-	87.25
Subtotal					87.25	-	87.25
Asset Number: 0027823 - Maidenwell Glenciffe Road							
OP.028515	Maidenwell Glenciffe Rd - HP repairs	005467	Maintenance 2018/19	1	2,030.39	-	2,030.39
Subtotal					2,030.39	-	2,030.39
Asset Number: 0027829 - Maidenwell Upper Yarraman Road							
OP.028517	Maidenwell Upper Yarraman Rd - HP defect	005467	Maintenance 2018/19	1	19,270.81	608.40	19,879.21
Subtotal					19,270.81	608.40	19,879.21
Asset Number: 0027988 - Manunbar Road							
OP.028945	Manunbar Road call out	005467	Maintenance 2018/19	1	436.14	-	436.14
OP.028969	Manunbar Road - Jet Patch	005467	Maintenance 2018/19	1	1,327.10	-	1,327.10
OP.028986	Manunbar road - Tree remove	005467	Maintenance 2018/19	1	1,329.00	0.91	1,329.91
Subtotal					3,092.24	0.91	3,093.15
Asset Number: 0035574 - Markwell Street							
OP.028595	Removal of Project signs within region a	005467	Maintenance 2018/19	1	2,056.30	-	2,056.30
Subtotal					2,056.30	-	2,056.30
Asset Number: 0028057 - Martin Crescent							
OP.028784	remove dead kanaroo 44 Martain Cresent	005467	Maintenance 2018/19	1	107.20	-	107.20
OP.028970	Martin Cres Benarkin - Jet patch	005467	Maintenance 2018/19	1	44.20	-	44.20
Subtotal					151.40	-	151.40

Task	Task Description	Project Code	Project Description	%Allocation	YTD Actuals	YTD Commitments	TOTAL YTD ACTUALS
Asset Number: 0035676 - Mary Street							
OP.028600	Mary Street street sweeping	005467	Maintenance 2018/19	1	338.47	-	338.47
OP.028868	Mary St (School loop Rd) - Line mark	005467	Maintenance 2018/19	1	830.91	-	830.91
			Subtotal		1,169.38	-	1,169.38
Asset Number: 0028119 - McClymont Road							
OP.028916	Mc Clymonts rd- Jet patch	005467	Maintenance 2018/19	1	1,025.23	-	1,025.23
			Subtotal		1,025.23	-	1,025.23
Asset Number: 0039480 - McCord Street							
OP.028466	McCord street premix patching	005467	Maintenance 2018/19	1	3,276.50	-	3,276.50
			Subtotal		3,276.50	-	3,276.50
Asset Number: 0028294 - Memerambi Barkers Creek Road							
OP.028936	Memerambi Barkers Creek Rd medium gra	005467	Maintenance 2018/19	1	6,519.06	454.55	6,973.61
			Subtotal		6,519.06	454.55	6,973.61
Asset Number: 0028325 - Mercer Springate Road							
OP.028877	Mercer Springer Rd Boom Mowing	005467	Maintenance 2018/19	1	1,070.15	-	1,070.15
			Subtotal		1,070.15	-	1,070.15
Asset Number: 0028443 - Mondure Crossing Road							
OP.028538	Mondure Crossing Road - HP Defects	005467	Maintenance 2018/19	1	9,706.16	304.20	10,010.36
			Subtotal		9,706.16	304.20	10,010.36
Asset Number: 0028446 - Mondure Road							
OP.028647	Mondure Road Jetpatching	005467	Maintenance 2018/19	1	3,195.67	-	3,195.67
			Subtotal		3,195.67	-	3,195.67
Asset Number: 0028463 - Mondure Wheatlands Road							
OP.028772	Mondure Wheatlands Road - Remove tree	005467	Maintenance 2018/19	1	1,848.11	-	1,848.11
			Subtotal		1,848.11	-	1,848.11
Asset Number: 0035747 - Moonya Street							
OP.028899	Moonya st premix patching	005467	Maintenance 2018/19	1	687.73	219.32	907.05
			Subtotal		687.73	219.32	907.05
Asset Number: 0028642 - Mt Stanley Road							
OP.028547	REMOVE TREE MT Stanley Road	005467	Maintenance 2018/19	1	2,027.62	-	2,027.62
			Subtotal		2,027.62	-	2,027.62
Asset Number: 0038958 - Muir Street							
OP.028611	Muir St Blackbutt Signage	005467	Maintenance 2018/19	1	97.30	-	97.30
			Subtotal		97.30	-	97.30
Asset Number: 0038977 - Myletts Lane							
OP.028593	Myletts Lane - HP defects	005467	Maintenance 2018/19	1	6,216.66	748.80	6,965.46
			Subtotal		6,216.66	748.80	6,965.46
Asset Number: 0028704 - Nanango Brooklands Road							
OP.028499	Nanango Brooklands repair damaged signs	005467	Maintenance 2018/19	1	175.18	-	175.18
			Subtotal		175.18	-	175.18
Asset Number: 0028776 - Nanango Neumgna Road							
OP.028484	Nanango Neumgna Road - HP Defects	005467	Maintenance 2018/19	1	8,415.81	152.10	8,567.91
			Subtotal		8,415.81	152.10	8,567.91
Asset Number: 0028800 - Neale Road							
OP.028738	Neale Rd - Medium Grade	005467	Maintenance 2018/19	1	21,365.06	-	21,365.06
			Subtotal		21,365.06	-	21,365.06
Asset Number: 0038979 - Normanby Street							
OP.028890	Normanby street. Clean open drains	005467	Maintenance 2018/19	1	83.28	-	83.28
			Subtotal		83.28	-	83.28
Asset Number: 0029075 - Nystrom Duffey Road							
OP.028516	Nystrom Duffey Rd - HP defects	005467	Maintenance 2018/19	1	8,505.36	608.40	9,113.76
			Subtotal		8,505.36	608.40	9,113.76
Asset Number: 0029143 - Oaky Creek Back Road							
OP.028757	Oaky Creek Back Rd - Medium Grade	005467	Maintenance 2018/19	1	7,593.58	-	7,593.58
			Subtotal		7,593.58	-	7,593.58
Asset Number: 0029234 - Old Esk North Road							
OP.028836	Old Esk North rd Clean and reshape drain	005467	Maintenance 2018/19	1	9,219.78	-	9,219.78
			Subtotal		9,219.78	-	9,219.78
Asset Number: 0029258 - Old Esk Road							
OP.028984	Old Esk Road B/Bull- Jet patch	005467	Maintenance 2018/19	1	1,023.98	-	1,023.98
			Subtotal		1,023.98	-	1,023.98
Asset Number: 0029324 - Old Rifle Range Road							
OP.028749	Old Rifle Range Road, Blocked culvert	005467	Maintenance 2018/19	1	672.84	-	672.84
			Subtotal		672.84	-	672.84
Asset Number: 0022132 - Old Station Road							
OP.028753	Old Station Rd - Medium Grade	005467	Maintenance 2018/19	1	6,482.51	-	6,482.51
			Subtotal		6,482.51	-	6,482.51
Asset Number: 0029333 - Old Taabinga Road							
OP.028481	Old Taabinga Rd - HP repair	005467	Maintenance 2018/19	1	6,993.99	-	6,993.99
OP.028742	Old Taabinga Road Boom Mowing	005467	Maintenance 2018/19	1	1,193.54	-	1,193.54
			Subtotal		8,187.53	-	8,187.53
Asset Number: 0029340 - Old Wondai Road							
OP.028523	Old Wondai Road premix patching	005467	Maintenance 2018/19	1	5,431.87	-	5,431.87
OP.028573	Old Wondai Rd - HP defects	005467	Maintenance 2018/19	1	3,855.92	1,170.00	5,025.92
OP.028575	Old Wondai Rd - HP defects	005467	Maintenance 2018/19	1	14,093.98	-	14,093.98
OP.028666	Old Wondai rd Jetpatching	005467	Maintenance 2018/19	1	5,030.81	-	5,030.81
OP.028788	Old Wondai Road - Repair Scour	005467	Maintenance 2018/19	1	10,442.90	-	10,442.90
			Subtotal		38,855.48	1,170.00	40,025.48
Asset Number: 0035964 - Oliver Bond Street							
OP.029059	Oliver bond st sign repair	005467	Maintenance 2018/19	1	96.91	-	96.91
			Subtotal		96.91	-	96.91
Asset Number: 0039617 - Outridge Street							
OP.028524	Outridge Street premix patching	005467	Maintenance 2018/19	1	1,589.15	-	1,589.15
			Subtotal		1,589.15	-	1,589.15
Asset Number: 0029412 - Paines Road							
OP.028828	Paines Rd - Med Grade	005467	Maintenance 2018/19	1	6,065.20	-	6,065.20
			Subtotal		6,065.20	-	6,065.20

Task	Task Description	Project Code	Project Description	%Allocation	YTD Actuals	YTD Commitments	TOTAL YTD ACTUALS
Asset Number: 0029591 - Phipps Street East							
OP.028758	phipps street east repair drains	005467	Maintenance 2018/19	1	16,794.16	-	16,794.16
Subtotal					16,794.16	-	16,794.16
Asset Number: 0029623 - Pointons Road							
OP.028862	Pointons Road Medium Grade	005467	Maintenance 2018/19	1	17,475.92	3,589.41	21,065.33
Subtotal					17,475.92	3,589.41	21,065.33
Asset Number: 0036131 - Pound Street							
OP.028895	Pound st pavement repair	005467	Maintenance 2018/19	1	31,146.21	2,269.14	33,415.35
Subtotal					31,146.21	2,269.14	33,415.35
Asset Number: 0036189 - Princess Court							
OP.028513	Princess Court kerb repair	005467	Maintenance 2018/19	1	1,694.80	-	1,694.80
Subtotal					1,694.80	-	1,694.80
Asset Number: 0029821 - Raymond Road							
OP.028759	Raymond Road - sign repair	005467	Maintenance 2018/19	1	1,961.66	-	1,961.66
Subtotal					1,961.66	-	1,961.66
Asset Number: 0029885 - Red Hill Road							
OP.028755	Red Hill rd jetpatching	005467	Maintenance 2018/19	1	7,717.53	-	7,717.53
Subtotal					7,717.53	-	7,717.53
Asset Number: 0029954 - Redmans Road							
OP.028626	Redmans Road spot gravel	005467	Maintenance 2018/19	1	6,948.77	-	6,948.77
Subtotal					6,948.77	-	6,948.77
Asset Number: 0030015 - Redvale Road							
OP.028588	Redvale Rd - Medium Grade	005467	Maintenance 2018/19	1	4,821.59	-	4,821.59
Subtotal					4,821.59	-	4,821.59
Asset Number: 0030039 - Reedy Creek Road							
OP.028787	Reedy creek rd Tree removal	005467	Maintenance 2018/19	1	1,576.49	-	1,576.49
OP.029025	Reedy Creek Rd HP pothole repairs	005467	Maintenance 2018/19	1	1,654.53	-	1,654.53
OP.029028	Reedy crk rd tree removal	005467	Maintenance 2018/19	1	350.87	-	350.87
Subtotal					3,581.89	-	3,581.89
Asset Number: 0036424 - Reservoir Street							
OP.028744	Reservoir st premix patching	005467	Maintenance 2018/19	1	804.25	-	804.25
Subtotal					804.25	-	804.25
Asset Number: 0022158 - Rickert Road							
OP.028605	Ricket Road clean debris out of culvert	005467	Maintenance 2018/19	1	7,883.26	-	7,883.26
Subtotal					7,883.26	-	7,883.26
Asset Number: 0030209 - Ridge Road							
OP.028902	Ridge Rd - Heavy Grade	005467	Maintenance 2018/19	1	13,668.63	-	13,668.63
OP.028904	Ridge Rd - Gravel supply & delivery	005467	Maintenance 2018/19	1	6,082.31	4,900.00	10,982.31
OP.028943	Ridge Road Drain Repair	005467	Maintenance 2018/19	1	5,080.16	-	5,080.16
Subtotal					24,831.10	4,900.00	29,731.10
Asset Number: 0030217 - Ripplingale Street							
OP.028599	Ripplingale street street sweeping	005467	Maintenance 2018/19	1	1,150.79	-	1,150.79
Subtotal					1,150.79	-	1,150.79
Asset Number: 0030226 - River Road							
OP.028669	River Road Sign	005467	Maintenance 2018/19	1	275.93	-	275.93
OP.028791	River Rd Kingaroy Street Desil Spill	005467	Maintenance 2018/19	1	487.72	-	487.72
OP.028833	River rd jetpatching	005467	Maintenance 2018/19	1	2,361.93	-	2,361.93
OP.028885	River rd premix patching	005467	Maintenance 2018/19	1	398.98	131.59	530.57
Subtotal					3,524.56	131.59	3,656.15
Asset Number: 0039684 - Rodney Street							
OP.028654	Rodney St - Cut Footpath around powerpol	005467	Maintenance 2018/19	1	1,481.63	-	1,481.63
OP.029019	Rodney st repair school sign	005467	Maintenance 2018/19	1	81.80	-	81.80
Subtotal					1,563.43	-	1,563.43
Asset Number: 0030396 - Runnymede Road							
OP.028896	Runnymede rd - Seal pavement repair	005467	Maintenance 2018/19	1	3,615.11	432.67	4,047.78
Subtotal					3,615.11	432.67	4,047.78
Asset Number: 0039716 - Scott Street							
OP.029023	Scott st premix patching	005467	Maintenance 2018/19	1	1,310.95	-	1,310.95
Subtotal					1,310.95	-	1,310.95
Asset Number: 0022172 - Selby Lane							
OP.028501	Selby Lane trim trees for sight distance	005467	Maintenance 2018/19	1	116.79	-	116.79
Subtotal					116.79	-	116.79
Asset Number: 0030754 - Siefert Street							
OP.028891	Siefert st Jetpatching	005467	Maintenance 2018/19	1	1,565.83	570.23	2,136.06
Subtotal					1,565.83	570.23	2,136.06
Asset Number: 0030836 - Simpsons Road							
OP.028668	Simpsons Rd Signs	005467	Maintenance 2018/19	1	225.35	-	225.35
Subtotal					225.35	-	225.35
Asset Number: 0039779 - Smith Street							
OP.028760	Smith Street - Signage repairs	005467	Maintenance 2018/19	1	425.54	-	425.54
Subtotal					425.54	-	425.54
Asset Number: 0036645 - Somerset Street							
OP.028613	Somerset St Kingaroy Signage	005467	Maintenance 2018/19	1	135.65	-	135.65
OP.028785	Somerset st pavement repair	005467	Maintenance 2018/19	1	8,049.04	-	8,049.04
OP.029060	Somerset st pavement repair	005467	Maintenance 2018/19	1	1,017.97	1,818.18	2,836.15
Subtotal					9,202.66	1,818.18	11,020.84
Asset Number: 0030968 - Speedwell School Road							
OP.028922	Speedwell School Rd - Repair Sep Pipe	005467	Maintenance 2018/19	1	461.99	-	461.99
Subtotal					461.99	-	461.99
Asset Number: 0030971 - Spencers Road							
OP.028662	Spencers road clean out culverts	005467	Maintenance 2018/19	1	1,370.46	-	1,370.46
Subtotal					1,370.46	-	1,370.46
Asset Number: 0030984 - Sportsground Road							
OP.028462	Sports Ground Rd - Hp defects	005467	Maintenance 2018/19	1	6,899.35	-	6,899.35
Subtotal					6,899.35	-	6,899.35

Task	Task Description	Project Code	Project Description	%Allocation	YTD Actuals	YTD Commitments	TOTAL YTD ACTUALS
Asset Number: 0031015 - Staines Road							
OP.028502	Staines Rd - Hp defects	005467	Maintenance 2018/19	1	2,327.35	-	2,327.35
Subtotal					2,327.35	-	2,327.35
Asset Number: 0037920 - Stephens Street West							
OP.028587	Stephen Street West - Repair Sign	005467	Maintenance 2018/19	1	281.44	-	281.44
Subtotal					281.44	-	281.44
Asset Number: 0031055 - Stonelands Road							
OP.028614	Stonelands Rd Signage	005467	Maintenance 2018/19	1	1,132.12	-	1,132.12
Subtotal					1,132.12	-	1,132.12
Asset Number: 0031129 - Stuart Valley Drive							
OP.028980	Stuart Valley Jelpatching	005467	Maintenance 2018/19	1	1,339.40	-	1,339.40
Subtotal					1,339.40	-	1,339.40
Asset Number: 0031142 - Stubbs Armstrong Road							
OP.028886	Stubbs Armstrong Road - Separated Pipe	005467	Maintenance 2018/19	1	2,129.45	-	2,129.45
Subtotal					2,129.45	-	2,129.45
Asset Number: 0031211 - Tanduringie School Road							
OP.028602	Tanduringie school road street sweeping	005467	Maintenance 2018/19	1	270.77	-	270.77
Subtotal					270.77	-	270.77
Asset Number: 0036860 - Tessmanns Road							
OP.028780	Tessemans Rd Boom Mowing	005467	Maintenance 2018/19	1	1,338.01	526.36	1,864.37
Subtotal					1,338.01	526.36	1,864.37
Asset Number: 0022193 - Tim Shea Creek Road							
OP.028935	Tim Shae Creek Rd burnt tree on roadside	005467	Maintenance 2018/19	1	325.40	909.09	1,234.49
Subtotal					325.40	909.09	1,234.49
Asset Number: 0031506 - Transmitter Road							
OP.028566	Transmitter Rd - HP defects	005467	Maintenance 2018/19	1	8,181.90	-	8,181.90
Subtotal					8,181.90	-	8,181.90
Asset Number: 0031584 - Underwoods Road							
OP.028798	Underwoods Rd - Medium Grade	005467	Maintenance 2018/19	1	7,375.68	-	7,375.68
Subtotal					7,375.68	-	7,375.68
Asset Number: 0031594 - Ushers Road							
OP.028631	Ushers Rd - Medium Grade	005467	Maintenance 2018/19	1	19,903.14	-	19,903.14
Subtotal					19,903.14	-	19,903.14
Asset Number: 0031626 - Walkers Road							
OP.028765	Walkers Road -grading	005467	Maintenance 2018/19	1	19,325.48	-	19,325.48
OP.028767	Walkers Road - supply & deliver gravel	005467	Maintenance 2018/19	1	15,854.06	-	15,854.06
Subtotal					35,179.54	-	35,179.54
Asset Number: 0031730 - Wattlegrove Road							
OP.028656	Wattlegrove Road tree mulching	005467	Maintenance 2018/19	1	977.30	-	977.30
Subtotal					977.30	-	977.30
Asset Number: 0031965 - Wellers Road							
OP.028661	Wellers Road Signage	005467	Maintenance 2018/19	1	379.35	-	379.35
Subtotal					379.35	-	379.35
Asset Number: 0037064 - West Street							
OP.028486	West street spot maintenance	005467	Maintenance 2018/19	1	1,985.39	-	1,985.39
OP.028884	West st premix patching	005467	Maintenance 2018/19	1	2,798.02	570.23	3,368.25
Subtotal					4,783.41	570.23	5,353.64
Asset Number: 0032097 - West Wooroolin Road							
OP.028539	West Wooroolin Road - Shoulder Spot Mai	005467	Maintenance 2018/19	1	9,235.55	-	9,235.55
OP.028665	West Wooroolin silt removal	005467	Maintenance 2018/19	1	4,392.98	-	4,392.98
Subtotal					13,628.53	-	13,628.53
Asset Number: 0032177 - Wheatlands Loop Road							
OP.028598	Wheatlands Loop Road street sweeping	005467	Maintenance 2018/19	1	135.39	-	135.39
Subtotal					135.39	-	135.39
Asset Number: 0032204 - Whiterock Road							
OP.028628	Whiterock Rd - HP defects	005467	Maintenance 2018/19	1	858.60	-	858.60
Subtotal					858.60	-	858.60
Asset Number: 0022202 - Wickham Street							
OP.028594	Wickham st lane way pothole repairs	005467	Maintenance 2018/19	1	356.07	-	356.07
Subtotal					356.07	-	356.07
Asset Number: 0037131 - William Street							
OP.028558	William street sub soil drainage	005467	Maintenance 2018/19	1	4,232.88	-	4,232.88
OP.028919	William st premix patching	005467	Maintenance 2018/19	1	990.97	526.36	1,517.33
OP.029007	William st giveway sign	005467	Maintenance 2018/19	1	176.82	110.00	286.82
Subtotal					5,400.67	636.36	6,037.03
Asset Number: 0032276 - William Webber Road - formerly Cloyna East Road, changed by resolution 18/3/2004.							
OP.028596	William Webber Road	005467	Maintenance 2018/19	1	203.08	-	203.08
Subtotal					203.08	-	203.08
Asset Number: 0032380 - Wilsons Road							
OP.028459	Wilsons Rd - HP's repaired	005467	Maintenance 2018/19	1	24,629.81	-	24,629.81
OP.028597	Wilsons Road Street Sweeping	005467	Maintenance 2018/19	1	270.77	-	270.77
OP.028604	Wilson Rd - Medium Grade	005467	Maintenance 2018/19	1	20,953.53	-	20,953.53
Subtotal					45,854.11	-	45,854.11
Asset Number: 0037217 - Windsor Circle							
OP.028982	Windsor circle premix patching	005467	Maintenance 2018/19	1	326.49	-	326.49
Subtotal					326.49	-	326.49
Asset Number: 0032464 - Wingfields Road							
OP.028488	Wingfields Road spot maintenance	005467	Maintenance 2018/19	1	2,587.80	-	2,587.80
Subtotal					2,587.80	-	2,587.80
Asset Number: 0032533 - Wolff Road							
OP.028740	Wolff Rd - Medium Grade	005467	Maintenance 2018/19	1	3,442.91	-	3,442.91
Subtotal					3,442.91	-	3,442.91
Asset Number: 0032544 - Woltmanns Road							
OP.028829	Woltmanns Rd - Med Grade	005467	Maintenance 2018/19	1	17,193.44	1,818.18	19,011.62
Subtotal					17,193.44	1,818.18	19,011.62

Task	Task Description	Project Code	Project Description	%Allocation	YTD Actuals	YTD Commitments	TOTAL YTD ACTUALS
Asset Number: 0032643 - Woolletts Road							
OP.028876	Woolletts Road - Repair Separated Pipes	005467	Maintenance 2018/19	1	2,817.18	-	2,817.18
Subtotal					2,817.18	-	2,817.18
Asset Number: 0032698 - Wyatts Road							
OP.028934	Wyatts Road HP repairs	005467	Maintenance 2018/19	1	452.15	-	452.15
Subtotal					452.15	-	452.15
Subtotal					962,395.87	46,886.73	1,009,282.60
Work Orders Not Linked to Assets							
OP.028478	North Slashing	LAB100	RSUP		14,304.48		
OP.028479	South Slashing	LAB100	RLAS		353.49		
OP.028480	Central Slashing	LAB100	RPLT		4,756.32		
OP.028482	Kingaroy Street Banner	LAB100	RSUP		1,455.00		
OP.028485	Blackbutt Township Street Sweeping	LAB524.2	RPLT		1,083.10		
OP.028490	Nanango Township Street Sweeping	LAB100	RPLT		5,550.88		
OP.028491	Proston Township Street Sweeping	LAB100	RPLT		880.02		
OP.028492	Murgon Township Street Sweeping	LAB100	RPLT		5,077.02		
OP.028493	Wondai Township Street Sweeping	LAB100	RPLT		3,249.30		
OP.028494	Wooroolin Township Street Sweeping	LAB100	RPLT		406.16		
OP.028495	Tingora Township Street Sweeping	LAB100	RPLT		473.85		
OP.028496	Memerambi Township Street Sweeping	LAB100	RPLT		203.08		
OP.028497	Kumbia Township Street Sweeping	LAB100	RPLT		1,015.40		
OP.028498	Kingaroy Township Street Sweeping	LAB523.1	RPLT		15,579.05		
OP.028650	Haly Creek Road Rural addressing	WONDSTORE	RSUR		72.41		
OP.028641	Hamilton Road Rural addressing	WONDSTORE	RSUR		99.84		
OP.028720	Navy Bean Road Rural Addressing	WONDSTORE	RSUR		99.77		
OP.028721	Iszlaub Road Rural Addressing	WONDSTORE	RSUR		99.77		
OP.028734	Manumbar Road Rural Addressing	WONDSTORE	RSUR		99.90		
OP.028770	Remove tree, Coolabunia Malar Rd	LAB213	RSUP		83.88		
OP.028796	Brookhurst Rd - Rural Addressing	WONDSTORE	RSUR		99.77		
OP.028819	Wilson's rd callout: Sink holes	LAB212	RSUP		207.36		
OP.028822	Boole Road Rural Addressing	WONDSTORE	RSUR		99.84		
OP.028879	Allen Road - Rural Addressing	NANSTORE	RSUR		66.21		
OP.028882	Dugdell Road - Rural Addressing	WONDSTORE	RSUR		99.83		
OP.028929	Burnett Hwy - Fire callout	LAB213	RPLT		2,031.63		
OP.029027	W Dugdell Road Rural Addressing	WONDSTORE	RSUR		72.34		
Subtotal					57,619.70	-	-
Grand Total					1,020,015.57	46,886.73	1,066,902.30

12.4 IS - 2536404 - Works for Queensland (W4Q) Grant Project Report - Round Two

Document Information

ECM ID 2536309

Author General Manager Finance

Date 11 September 2018

Précis

Report on the Works for Queensland (W4Q) Grant Project - Round Two as at 31 August 2018.

Summary

The following information provides a snapshot of the Works for Queensland (W4Q) Grant Project - Round Two as at 31 August 2018.

Officer's Recommendation

That the Works for Queensland (W4Q) Grant Project - Round 2 Report as at 31 August 2018 be received.

W4Q Grant Projects Report - Round 2

as at 31 August 2018

Capital Projects

Financial Project Number	Project Number	Project Description	Project Budget	YTD ACTUAL EXPENDITURE as at 31-Aug-2018	Commitments	TOTAL PROJECT COST (including)
100621	005341	W4Q Rd2 - DW - Parker Road, Ellesmere	94,686	94,686.29	-	94,686.29
100621	005342	W4Q Rd2 - DW - Mant Street, Kingaroy	17,368	17,367.58	-	17,367.58
100621	005343	W4Q Rd2 - DW - Williams Road, Bemarkin North	50,000	38,129.97	-	38,129.97
100621	005344	W4Q Rd2 - DW - Mt Stanley Road, East Nanango	47,972	10,477.01	-	10,477.01
100621	005345	W4Q Rd2 - DW - Ironpot Road Road	17,597	17,597.57	-	17,597.57
100621	005346	W4Q Rd2 - DW - Mustons Road, Haly Creek	22,492	24,750.28	-	24,750.28
100621	005347	W4Q Rd2 - DW - Johnstons Road, Mannuerm	-	-	-	-
100621	005348	W4Q Rd2 - DW - Premier Drive, Kingaroy	150,000	2,378.94	-	2,378.94
100621	005349	W4Q Rd2 - DW - Boonenne Road, Goodger	9,895	9,894.67	-	9,894.67
100621	005350	W4Q Rd2 - DW - Covertly Road, Ballogie	20,000	342.65	-	342.65
100621	005351	W4Q Rd2 - DW - T H Burns Road/Covertly, Ballogie	240,000	279,829.67	138,000.00	417,829.67
100622	005352	W4Q Rd2 - GR - Alice Creek Road, Alice Creek	143,695	143,694.73	-	143,694.73
100622	005353	W4Q Rd2 - GR - Wesslings Road, Murgon	38,165	38,268.29	-	38,268.29
100622	005354	W4Q Rd2 - GR - Bullcamp Road, Bullcamp	156,262	14.55	4,420.00	4,434.55
100622	005355	W4Q Rd2 - GR - Bullcamp Runnymede Road, Bullcamp	125,000	85,632.42	-	85,632.42
100622	005356	W4Q Rd2 - GR - Dangore Mt Road, Gordonbrook	100,000	635.32	-	635.32
100622	005357	W4Q Rd2 - GR - Farrers Road	38,963	39,143.20	-	39,143.20
100622	005358	W4Q Rd2 - GR - Haly Creek Road, Goodger	105,142	105,141.69	-	105,141.69
100622	005359	W4Q Rd2 - GR - Kumbia Back Road, Benair	73,825	73,824.97	-	73,824.97
100622	005360	W4Q Rd2 - GR - Maidenwell Upper Yarraman, Maidenwell	29,032	29,031.92	-	29,031.92
100622	005361	W4Q Rd2 - GR - Redvale Road, Booiie	75,000	66,196.78	-	66,196.78
100622	005362	W4Q Rd2 - GR - Weens Road, Kingaroy	61,074	61,260.67	-	61,260.67
100622	005363	W4Q Rd2 - GR - Wicks Road, Gordonbrook	53,843	53,843.35	-	53,843.35
100623	005364	W4Q Rd2 - FP - Haly Street, Kingaroy	181,326.96	245,463.38	1,181.82	246,645.18
100623	005365	W4Q Rd2 - FP - Horne Street, Nanango	100,000	6,531.48	-	6,531.48
100623	005366	W4Q Rd2 - FP - Rodney Street, Proston	49,337	50,696.91	-	50,696.91
100623	005367	W4Q Rd2 - FP - Haly Street, Wondai	100,000	77,324.84	24,130.00	101,454.84
100623	005368	W4Q Rd2 - FP - Murgon Footpath	260,000	13,051.49	20,600.00	33,651.49
100623	005369	W4Q Rd2 - FP - Hart Street, Blackbutt	69,336	69,336.47	-	69,336.47
100624	005369	W4Q Rd2 - KTH - Forecourt - Lighting upgrade and painting	84,647	59,744.07	-	59,744.07
100624	005370	W4Q Rd2 - KTH - Stage lights upgrade & Foyer area curtains	40,353	40,353.49	-	40,353.49
100625	005371	W4Q Rd2 - K'roy Depot - Replace and upgrade lights to LED	35,000	31,328.17	-	31,328.17
100626	005372	W4Q Rd2 - K'roy VIC - Re-sheet roof & replace air conditioner	200,000	142,239.00	-	142,239.00
100627	005373	W4Q Rd2 - WSP - Replace disabled chair lift and replace roof	75,000	58,537.10	-	58,537.10
100627	005374	W4Q Rd2 - NSP - General building repairs, painting & replace disabled chair lift	90,000	66,042.35	19,506.00	85,548.35
100628	005375	W4Q Rd2 - Wondai Admin - Replace roof and internal painting	70,000	44,707.10	-	44,707.10
100629	005376	W4Q Rd2 - Ringsfield House - General building repairs & painting	97,000	26,202.73	7,851.24	34,053.97
100630	005377	W4Q Rd2 - N'go Admin & Lib - Re-configure & replace roof, replace air con, electrical upgrades, painting	650,000	88,234.93	60,043.86	148,278.79
100631	005378	W4Q Rd2 - Boondooma Homestead - Replace floor coverings, external painting, building repairs	90,000	46,218.25	-	46,218.25
100632	005379	W4Q Rd2 - LBPHC - Telehealth capability	25,000	14.55	-	14.55
100633	005380	W4Q Rd2 - O'Neill Square - Stage area install guttering & drainage	22,000	7,898.03	-	7,898.03
100634	005381	W4Q Rd2 - K'roy Aerodrome - Relocate generator to service all airport critical infrastructure	30,000	26,664.70	-	26,664.70
100634	005382	W4Q Rd2 - K'roy Aerodrome - Replace tiles in Terminal floor	10,000	6,498.96	-	6,498.96
100634	005383	W4Q Rd2 - K'roy Aerodrome - Replacement of roof	120,000	18,789.04	-	18,789.04
100635	005384	W4Q Rd2 - Gordonbrook Dam - Create area for day users	15,000	14.55	-	14.55
100636	005385	W4Q Rd2 - Dingo Park - Install shelters & pathing	55,000	66,941.23	-	66,941.23
100636	005386	W4Q Rd2 - Murgon Youth Park - Construct pathing	20,000	30,712.26	-	30,712.26
100637	005387	W4Q Rd2 - Bollards - Wooroolin Carpark upgrade carpark	69,067	7,776.46	-	7,776.46
100637	005388	W4Q Rd2 - Bollards - Install at Meremambi, Wooroolin and Wondai rest area & Murgon industrial area	14,000	20,919.09	-	20,919.09
100637	005389	W4Q Rd2 - Bollards - Mt Wooroolin - Replace bollards	21,392	12,345.95	-	12,345.95
100637	005390	W4Q Rd2 - Bollards - Rotary Park - Replace bollards	20,541	10,555.33	-	10,555.33
100638	005391	W4Q Rd2 - Boondooma Dam - Upgrade to water & electricity services	56,000	53,647.98	1,774.41	55,422.39
100639	005392	W4Q Rd2 - BP Walking Track - Install rubber under fitness equipment	35,000	34,107.05	-	34,107.05
TOTAL CAPITAL PROJECTS			\$ 4,375,001	\$ 2,567,127	\$ 277,507	\$ 2,834,635
			Variance			

Operational Projects

Financial Project Number	Project Number	Project Description	Project Budget	YTD ACTUAL EXPENDITURE as at 31-Aug-2018	Commitments	TOTAL PROJECT COST (including commitments)
100640	005393	W4Q Rd2 - MTH - Replace loading dock, security lighting & security fencing repairs	10,000	9,233.64	-	9,233.64
TOTAL OPERATIONAL PROJECTS			\$ 10,000	\$ 9,234	\$ -	\$ 9,234
TOTAL W4Q GRANTS			\$ 4,385,001	\$ 2,566,361	\$ 277,507	\$ 2,843,868

13. Confidential Section

No Report.

