



# **SOUTH BURNETT**

## **REGIONAL COUNCIL**

# **Minutes**

## **Of The**

# **General Council Meeting**

**Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy**

**On**

**Wednesday 21 March 2018**

**Chief Executive Officer: Gary Wall**

### **Our Vision**

*"Individual communities building a strong and vibrant region."*

### **Our Values**

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

# SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday 21 March 2018

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Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 21 March 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:**

Gary Wall (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 Steve Nixon, 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 21 February 2018 as recorded be confirmed.

**Resolution:**

*Moved Cr GA Jones, seconded Cr DA Potter.*

*That the minutes of the previous meeting held on Wednesday 21 February 2018 as recorded be confirmed.*

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

**3.2 Mayoral Report**

**3.2.1 MR - 2476974 - Mayor's Mid Term Report**

**Summary**

Mayor Campbell presented his Mid Term Report to Council.

**Officer's Recommendation**

That Mayor Campbell's Mid Term Report to Council be received.

**Resolution:**

*Moved Cr KM Campbell, seconded Cr KA Duff.*

*That Mayor Campbell's Mid Term Report to Council be received.*

*This month marks the midpoint of this term of Council, so I feel it is appropriate to provide a report card on some of the highlights, strategic changes and significant projects we have achieved in the last two years.*

**1. Portfolio - Economic Development, Governance & Communications**

• **Economic Development Strategy**

- *Just after the election in 2016, Council in conjunction with South Burnett Directions undertook a review of the 2014-2019 Economic Development Strategy. With a change in management within Council's Economic Development Section in 2017 alternative views were introduced resulting in a one page 2020 Economic Development Strategy being adopted by Council in August 2017. The Economic Development Strategy has three key focus areas, being Investment & Innovation, Visitor Economy and Business Growth, all with an aspirational goal.*

• **Corporate Plan**

- *Council's new Corporate Plan 2018/19 to 2022/23 has been finalised and is on today's agenda for adoption. The plan has been formulated through feedback from the community via various means including community consultation sessions held across the region. The plan identifies our mission, values and key strategic priorities for the next five (5) years. The plan will inform the annual operational plans and budgets of Council.*

**2. Portfolio - Finance, ICT & Human Resources**

• **QTC Review**

- *Early last year the Queensland Treasury Corporation (QTC) was engaged by a number of the Wide Bay Burnett Regional Councils including the South Burnett Regional Council to undertake a Regional Strategic Financial Review of each council. QTC presented their report to Council in October. The report considered the strategic and operational aspects of Council's activities based on the content of discussions with senior management, a review of our long term financial forecast and their own analysis.*

*The report summarised its findings under the following four themes and provided some recommendations for Council's consideration:*

- *Council business & strategy – Pricing for core services such as water, sewerage and waste services do not reflect full cost pricing. In addition some small non-core ancillary business units operate at a net cost to Council*
- *Governance & planning – Improvement to Council's project assessment process*
- *Financial management – Council would benefit from a review of its forecasting techniques*
- *Infrastructure management – Prioritise finalising Asset Management Plans*

- **Financial Sustainability Review**

- *Commencing in November 2017 Council engaged Orion Consulting to undertake a financial sustainability review. The outcome of this review was presented to Council on 15 March 2018. The particular focus of this review was:*
  - *Consideration of Council's performance against Orion's database of updated LGAQ Better Councils Performance Benchmarking.*
  - *Service levels and viability of facilities provided*
  - *Staffing levels*
  - *Asset management cycle (project planning, governance and ongoing management) and whole of life costs,*
  - *Rating & revenue capacity and practices,*
  - *Budgeting and long-term financial outlook, and*
  - *Evaluation of the adequacy of Council's Financial Sustainability plans and strategy*

- **Asset Management**

- *Council has engaged Shepherd Services to undertake a desktop review of the Asset Register for all asset classes for the 2018/19 financial year. In addition this consultancy will assist Council in reviewing and updating all the Asset Management Plans over the next couple of years.*
- *The Infrastructure Directorate are also driving and videoing the region's roads to pick up all data in relation to those assets including a condition assessment. That condition assessment will then be used to guide Council's road maintenance spend and to produce a program of scheduled maintenance.*
- *As part of this overall focus on improving asset management practices officers are also working on the installation of a Strategic Asset Management System which in part will produce a ten year budget on assets both in terms of maintenance and upgrades.*

- **Rate Remissions Review**

- *Council recognises the important role Community and Sporting Organisations provide in the community and has supported them through various means not the least of which are remissions from payment of various Council rates and charges. The cost to council's revenue is significant at around \$260,000 per year.*
- *During the next few months we will be reviewing these remissions to achieve a fairer and more equitable approach. If any changes are implemented it is likely they will be phased in over a two year period after consultation with the recipients to allow them to adjust to the changes.*

- **Workplace Health and Safety**

- *The Enforceable Undertaking entered into with Workplace Health and Safety Queensland as a result of an unfortunate accident at the Kingaroy Landfill in 2013 is drawing to its conclusion with a finalisation date of 30 June 2018. To date Council has completed twenty-one (21) of the twenty-six (26) agreed outcomes. The remaining deliverables are:-*
  - *Finalising the Install of reversing cameras and proximity sensors on identified high risk plant*
  - *Provision of training to relevant staff regarding any changes to plant operation*
  - *Revision of Safe Work Procedures associated with mobile plant*

- *A minimum spend of \$224,624 on delivering the 26 outcomes mentioned above. To date Council has spent \$188,000.*
  - *As part of ongoing legislative changes, Council’s Safety Unit has implemented “Verification of Current Competencies” for our plant operators. This one change places greater importance on employers to apply due diligence and on their obligation to ensure individual employees have “current competency” in the operation of plant and equipment used.*
  - *Through the assessment or Verification of Competency process, Council can confirm that our employees are competent in their skills and competent in using the equipment they operate.*
- **Youth employment programs**

*It is acknowledged that youth unemployment is an issue in our region and as one of the major employers we accept that we have a role to play. The State Government’s First Start Program has been instrumental in assisting with the employment of trainees throughout our workforce. Without this assistance we could not sustain the level of traineeships that we do.*

    - *In 2017/18 under the above program we were approved to employ 10 trainees each being employed for a 12 month period. The 2017 intake of trainees consisted of young people aged from 16 to 23 and were allocated across our region in the areas of Administration, Roads & Concrete, Warehousing and Horticulture. All our trainees have moved very well through their studies and are showing that they are very motivated and capable.*
    - *The good news for 2018/19 year is the Department of Education and Training have once again approved Council for a further 10 traineeship positions under the first start program. Council sees the approval as an indication of Council’s commitment to the young people and the identified disadvantaged groups of our region. As well Council and the State Government recognise the commitment of our supervisors and staff who put in the effort of the day to day training and mentoring of these motivated young people.*
    - *The 2018 intake will receive funding from the State Government of \$137,500 to assist Council with employment and training costs. Recruitment commenced this month with the selection processes currently underway in partnership with CTC employment services.*
    - *The 2018 intake will see trainees commencing around April, which will coincide with the finalisation of the 2017 intake completing their training.*
    - *Where possible Council endeavours to retain a portion of each years trainees within our permanent workforce. While we would love to retain more of these great kids it is only possible where we have staff vacancies. However on average we are able to retain two or three each year.*

- **Staff Reductions & Redundancies**

- *In preparation of last year's budget it was noted that Council's employee costs represented the highest portion of our expenditure and that these levels were unsustainable. Reluctantly we decided to downsize our workforce to a more sustainable level. Through voluntary redundancies and natural attrition we have reduced our permanent workforce by 15 staff (12.37 FTE) which represents approximately \$1m savings in next year's budget. No operational areas such as roads, water and parks were affected by these reductions; they all came from within other areas of Councils operations. I would like to thank our Chief Executive Officer and Manager Human Resources for the way in which this difficult situation was handled.*

*I think it is relevant to note that our current permanent workforce is now at the lowest levels in decades. The combined permanent workforce of the four former Council areas just prior to amalgamation was 426 staff. Whereas we now sit at 322 staff (308.87 FTE) a reduction of 24.4% in just over ten years. The above numbers are based on full employment which never happens as we always have some vacancies as staff move on. For example we currently have 22 vacancies on the books which we are trying to fill.*

*However the expectations for service delivery have increased significantly in that time placing great stress both financially and resource wise on our ability to continue to provide the service levels now expected.*

- **Enterprise Bargaining Agreement**

- *Our current enterprise bargaining agreement expired on 30 June 2014. Due to legislative restrictions this Council like all other local governments were not able to commence any bargaining negotiations until late last year. Bargaining is happening in a number of the larger Councils at the moment and it is anticipated we should commence in the latter half of this financial year. It is imperative that our commitment to our workforce is tempered with our ability to have sustainable wage growth.*

- **Training**

- *Council has committed significant funding to training our staff, the last round of Employee Development reviews were directed to the training needs of our employees in an effort to identify any gaps in the skill set required for individuals to perform their roles in Council. The training needs have been compiled and prioritised by management, the training activities have been scheduled and in the majority cases undertaken.*

### **3. Portfolio - NRM, Parks & Indigenous Affairs**

- **Rail Trail**

- *Council has completed the Kingaroy to Kilkivan Rail Trail featuring a 44km sealed section between Kingaroy and Murgon (the South Burnett Rail Trail) and a further 7 km gravel section from Murgon towards Goomeri. Gympie Regional Council has completed the remaining section to connect the trail through to Kilkivan.*
- *The rail trail has become very popular with locals and is attracting many cycling and running enthusiasts from outside our region.*



- *Council will be applying for a grant through the Department of Sport and Recreation to develop a master plan for the rail trail development so that any future development of the trail is undertaken in a strategic manner.*

- **Parks Efficiency Review**

- *An Efficiency Review on Council's Natural Resource Management, Parks & Gardens section has been initiated and whilst on hold currently, given competing priorities, Council is committed to completing the review this financial year to ensure we are providing efficient and effective services to the community.*

#### **4. Portfolio - Planning & Property**

- **Review planning process**

- *One of the key issues raised during the election campaign was the concern developers had with councils planning process in particular the delays in processing applications and frustration over negotiations regarding conditions. Following the election Cr Fleischfresser and myself met with a number of developers to ascertain their concerns. As a result we have changed the structure of our planning section to include a designated development engineer in the planning team, reviewed our requirements for some infrastructure conditions such as drainage and streamlined some of our internal processes. This has seen a marked improvement in our delivery in this section. A further review is currently underway concerning our resource levels and options to improve our response times to queries.*

- **Town Plan**

- *Council has prepared and adopted the South Burnett Regional Council Planning Scheme 2017 that will shape the future success of our region. The new Planning Scheme supports the region's future, replacing the existing local planning instruments from the former local government areas of Murgon, Kingaroy, Nanango and Wondai.*

- **Property**

- *Council has been successful in receiving a grant from Local Government Grants and Subsidies Program to undertake an asset condition report to rate the condition of the asset components and estimate remaining useful life of our building assets. This information will assist in the development of short and long term replacement and renewal plans, develop insurance asset list, and develop a maintenance schedule for priority buildings and review of long term sustainability of building assets.*

#### **5. Portfolio - Roads & Drainage**

- *Roads & Drainage has been a key focus of Council and we have strengthened our commitment to ensure that our infrastructure is fit for purpose and sustainable into the future. We have completed a complete business efficiency review of our Roads and Drainage operations and Council continues to implement changes to both our operations and strategy. Some of these changes include:*
  - *Focus on asset replacement as opposed to upgrades and new infrastructure*
  - *Introducing systems to establish targeted maintenance programs for increased efficiency*
  - *Improved financial management, planning and project execution*

- *Increased fleet utilisation*
- *Consolidation of asset registers to fully understand the complexity and magnitude of Council's assets*
  
- *The introduction of the high speed digital Road Asset Condition Assessment System (RACAS) has enabled Council to undertake a systematic approach to the inspection of its transport assets, providing real time data on the location of defects and goes one step further in allowing Council now to model the overall condition of the road network. I'm pleased to announce that we have now completed a full comprehensive video survey of our entire 3200km road network, both sealed and unsealed. This information will now create a pillar for the organisation to develop a strategic asset management plan and introduce sustainable maintenance service levels across our region during the 18/19 financial year.*
  
- *Council has made an investment of \$27.2 million over the past two years for capital works and the focus on replacing existing assets will remain a priority. The reduction in external funding continues to challenge our ability to upgrade and create new assets. Key programs such as the State Government's recent "Works for Queensland Program" have been used responsibly with Council specifically targeting infrastructure backlogs such as gravel resheeting.*

## **6. Portfolio - Water, Waste Water, Waste Management, Sport & Recreation**

### **▪ Water and Waste Water**

- *The past two years has seen the completion of major infrastructure projects including:*
  - *Commissioning of the new Gordonbrook Water Treatment Plant*
  - *Commissioning of the new Kingaroy Waste Water Treatment Plant*
  - *Completion and commissioning of the upgraded Murgon Water Treatment Plant*
- *Other minor (but still significant) projects include:*
  - *Extension, upgrade and replacement of telemetry/process control across the region*
  - *\$2M in Water Main network renewals and upgrades*
  - *Construction of a new water main to deliver Class A recycled water to the Kingaroy sporting fields*
  - *With a further \$2.8M sewer relining program to be undertaken later this year.*
- *The cost to supply water and waste water services to the community have been identified by QTC as a major area for Council's to ensure that they are fully cost recovering these essential services. With significant water and waste water infrastructure and rising operating costs, Council needs to continue to be diligent in managing and upgrading its networks. As such Council will be moving forward this year with full feasibility analysis of its big ticket projects including:*
  - *Upgrade of Murgon and Nanango Sewerage Treatment Plants*
  - *The Kingaroy to Nanango Water Pipeline and*
  - *The establishment of Class A recycled water facilities at Wondai and Murgon*

### **▪ Sport & Recreation Plan**

- *In conjunction with the North Burnett Regional Council and Cherbourg Aboriginal Shire Council, the South Burnett Regional Council was successful in obtaining a grant from Department of Sport & Recreation to develop a sport and recreation plan for the three regions.*  
*Ross Planning were engaged by the three councils to develop the plan and presented their key findings to Council last month. The draft plan should be finalised*

*and presented for public exhibition by the end of the month and final adoption by Council in May.*

*The consultation process identified some interesting points:*

- *The top five activities most participated in were walking, recreational swimming, gardening, playing in the park and bushwalking*
- *The top three priorities for funding included more community events in public parks, provision of places and facilities for young people and improved quality of sports facilities*

▪ **Waste Management**

- *Over the next five to ten years the capacity of all our waste tips will have reached capacity. Council has been reviewing the various options available to it. The cost of opening a new regional waste facility with the relevant environmental controls is astronomical and would place a significant burden on ratepayers to fund. A number of our neighbouring Councils are also facing the same situation. As a result the Wide Bay Regional Organisation of Council's (WBBROC) has been investigating a number of options including the development of a regional waste facility. A presentation was made to the WBBROC meeting last month where it was agreed to engage Queensland Treasury Corporation to conduct a financial analysis and due diligence for each Council area and the region collectively to help determine the overall benefits of continuing to work towards a regional landfill*
- *The preliminary results appear to be very favourable to all the councils participating and could see significant savings to our operating costs in the future.*

**7. Community, Arts, Tourism & Health Services**

• **Community Grants Review**

- *Given the level of support Council provides to community organisations through various funding programs, Council has completed a review of all Council's community grants funding programs. By combining a number of funding programs it is envisaged it will be easier for organisations and members of the community to understand available grant funding opportunities whilst allowing Council to provide funding in a fair, equitable and sustainable manner.*

• **Tourism**

- *Tourism has been an area of Council that has seen significant change over the last 12 months as evidenced firstly through Council's decision to not renew membership with the Regional Tourist Organisation (RTO), Southern Queensland Country Tourism (SQCT).*
- *Secondly with the implementation of the Visitor Economy Action Plan. This plan defines new target markets, outlines priority activity and establishes market development opportunities and underpins the actions to be undertaken by Discover South Burnett. Since being published, the Visitor Economy Action Plan has overseen the establishment of quarterly industry networking functions (South Burnett Unpacked); published forward marketing plan and increase volunteer engagement.*

*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**

### **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.

### **Resolution:**

*Moved Cr KM Campbell, seconded Cr RLA Heit.*

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

### **Coopers Gap Wind Farm Sod Turning**

*The Hon Cameron Dick, Minister for State Development, Manufacturing, Infrastructure and Planning, officially commenced construction activity at the sod turning for the Coopers Gap Wind Farm. Over 100 people, including wind farm representatives from AGL, Catcon and GE, attended the significant event held at the Cooranga North Hall. Straddling the Local Government border between South Burnett and Western Downs, the Coopers Gap Wind Farm will be Australia's largest wind farm upon completion and will employ up to 200 jobs through construction and approximately 20 jobs in operations.*

### **FLA/TSBE Intensive Ag Conference, Dalby**

*Craig Tunley, Council's Senior Economic Development Officer, attended the one day Intensive Ag Conference held in Dalby on 28 February 2018. Presentations were made throughout the day by Food Leaders Australia, Western Downs Regional Council, Queensland Farmers Federation, World Wildlife Fund (WWF), University of Southern Queensland (USQ), Feed Central and March IT. Approximately 100 persons attended the conference, predominately made up of Government agencies and service providers. Access to water, telecommunications and cost of power dominated networking conversation with participants agreeing that events like this are needed to move forward.*

### **Investment Attraction - 'Danger Close'**

*After approximately six (6) weeks of providing confidential support activity to a Screen Queensland locations and production specialist, Queensland's Premier, The Hon Anastacia Palaszczuk announced the filming of 'Danger Close' had been attracted to Queensland. Council's Economic Development Department provided a local contact point, contact details for potential suppliers and facilitated location inspections. Filming will occur in the Gold Coast and South Burnett regions. 'Danger Close' is a feature film of the Battle of Long Tan starring Travis Fimmel as Major Harry Smith. Filming expected to commence in the region late in April 2018.*

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

## **4.2 Governance (G)**

### ***Officer's Report***

#### **4.2.1 G - 2474146 - Adoption of the South Burnett Regional Council Corporate Plan 2018/19 to 2022/23**

### **Summary**

Council is legislatively required under section 165 of the *Local Government Regulation 2012* to prepare a 5-year corporate plan for each period of five (5) financial years. The Local Government must adopt its 5-year corporate plan in sufficient time to allow a budget and annual operational plan, consistent with the corporate plan, to be adopted for the first financial year that is covered by the plan.

Council adopted the draft Corporate Plan 2018/19 to 2022/23 at the ordinary meeting in January and subsequently provided the draft plan to the community for consultation during February 2018. Council provided a variety of platforms on which the community could view the draft plan and provide feedback.

The Internal Steering Group considered the feedback received identifying two (2) recommended changes to the draft plan.

Additional Strategy:

*Enhancing our community*

- *EC3.5 Recognise and embrace the region's cultural diversity*

Change to a Strategy:

*Our Environment*

- *ENV1.2 Promote and improve Council's natural resource management and bio-security activities*

### **Officer's Recommendation**

That Council adopt the Corporate Plan 2018/19 to 2022/23.

# Preface

This Corporate Plan outlines South Burnett Regional Council's goals and strategies providing Council with the direction for the next five (5) financial years.

Our main focus will be on service delivery and the extent to which existing service levels can continue to be maintained, while putting in place the required financial strategies to ensure ongoing sustainability.

We recognise the need for our community to be sustainable and therefore have identified priority focus areas for our region during the period of this Plan.

Priority focus areas include:

- Roads Infrastructure
- Economic development and growth
- Sustainable Asset management
- Communication for greater awareness and understanding

The Corporate Plan is supported by Council's Annual Operational Plan which details the activities and projects planned to achieve our goals. The annual budget provides the funding and resources to meet the objectives of the operational plan.

An assessment of Council's performance in implementing its Corporate and Operational Plans will be monitored with quarterly Operational Plan Reviews and reported in Council's Annual Report.

Keith Campbell  
Mayor

Gary Wall  
Chief Executive Officer

## COUNCIL'S CORPORATE RISK APPETITE

Council's risk appetite is conservative whilst permitting effective and efficient operations.

Council manages ten (10) interrelated categories of risk and accepts a low and moderate level of risk delivering on the organisational values.

It is the responsibility of Councillors, the Senior Management team and staff to identify and manage low and moderate risks as part of day to day operations. High and extreme risks will be identified and managed by the responsible Officer subsequently monitored by the Senior Executive Team and the Audit Committee.

Council will act in accordance with this risk appetite statement to achieve operational and strategic objectives.

## PLANNING FRAMEWORK



*South Burnett Region,  
working together building  
a strong, vibrant and  
safe community*



# CORPORATE PLAN 2018/19 TO 2022/23



**Our Mission** South Burnett Region, working together building a strong, vibrant and safe community.

## ENHANCING OUR COMMUNITY

**Building a vibrant, healthy, supportive and inclusive community**

- EC1 An informed and engaged community  
EC1.1 - Develop a range of initiatives to engage and inform the community
- EC2 Sustainable community groups  
EC2.1 - Encourage and support community organisations to enhance their sustainability
- EC3 An active, safe and healthy community  
EC3.1 - Facilitate the implementation of Council's Sport and Recreation Plan  
EC3.2 - Enhance community culture through the support of initiatives and the provision of community facilities  
EC3.3 - Advocate for improvements in community safety  
EC3.4 - Manage identified public health and environmental issues in accordance with relevant legislation  
EC3.5 - Recognise and embrace the region's cultural diversity
- EC4 Our community is prepared and resilient to disasters  
EC4.1 - Ensure the Local Disaster Management planning enables the community to be prepared for, respond to and recover from disasters

## INFRASTRUCTURE

**The provision of quality services and infrastructure for our community that is planned, provided and managed on sound asset management principles**

- INF1 Infrastructure that meets our communities needs  
INF1.1 - Provide and maintain road infrastructure in accordance with sustainable asset management practices  
INF1.2 - Provide and maintain financially sustainable utility infrastructure in accordance with asset management practices  
INF1.3 - Provide and maintain other Council owned infrastructure to meet community needs in accordance with asset management practices

## OUR ENVIRONMENT

**A sustainable environment, proactively and responsibly managed in partnership with the community for future generations**

- ENV1 Our region's environmental assets are promoted, protected and enhanced  
ENV1.1 - Protect and enhance the diverse array of Council controlled natural assets  
ENV1.2 - Promote and improve Council's natural resource management and bio-security activities
- ENV2 Environmentally responsible and efficient waste management  
ENV2.1 - Provide efficient and effective waste management services

## GROWTH AND OPPORTUNITY

**A strong and sustainable regional economy supported by diverse sectors and innovative planning mechanisms**

- GO1 A strong and sustainable regional economy  
GO1.1 - Implement the Council's Economic Development Strategy
- 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
- GO3 The South Burnett is a recognised tourism destination  
GO3.1 - Promote and support the development of the South Burnett as a premier tourist destination

## ORGANISATIONAL EXCELLENCE

**An organisation that is characterised by effective leadership, responsible management and quality service delivery**

- EXC1 Effective financial management  
EXC1.1 - Ensure Council's financial management planning is based on realistic, sustainable, equitable policies and practices
- EXC2 Effective corporate management  
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  
EXC2.3 - Deliver corporate business solutions that meet corporate and customer needs
- EXC3 A skilled and sustainable workforce  
EXC3.1 - Deliver contemporary human resource practices  
EXC3.2 - Promote a 'zero harm' environment through implementation of Council's Workplace Health Safety Plan  
EXC3.3 - Foster an organisational culture which reflects our shared vision and values  
EXC3.4 - Provide appropriate training to ensure a skilled workforce that meets organisational needs
- EXC4 Effective advocacy and strategic partnerships  
EXC4.1 - Develop and maintain productive working relationships with relevant stakeholders  
EXC4.2 - Advocate Council's strategic and operational position on key issues to government sectors
- EXC5 Quality customer service  
EXC5.1 - Develop and implement Customer Service Charter  
EXC5.2 - Develop and implement affordable service levels

**Our Values = ACHIEVE: Accountability, Community, Harmony, Innovation, Ethical Conduct, Vision, Excellence**

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

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

**4.2.2 G - 2469882 - Adoption of Public Interest Disclosure Policy**

**Summary**

A Public Interest Disclosure (PID) is a report of a suspected wrongdoing or danger. For the report to be considered as a PID and attract the protections under the **Public Interest Disclosure Act 2010 (PIDA2010)**, it must be an appropriate disclosure about public interest information made to a proper authority.

The objective of this Public Interest Disclosure Policy is to establish reasonable procedures to ensure the Chief Executive Officer's compliance with section 28 of the *PIDA2010*.

**Officer's Recommendation**

That the Public Interest Disclosure Policy be adopted.





IR NUMBER: "IR Number"  
 MINUTE NUMBER: [Minute Number]  
 ADOPTED ON/SIGN OFF DATE: [Date]

# Public Interest Disclosure Policy

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## 1. POLICY STATEMENT

To communicate the rights and obligations and to outline a framework that provides the correct process for Councillors and employees of South Burnett Regional Council (Council) to make appropriate disclosures.

Council's organisational commitment to the management and reporting of Public Interest Disclosures (PID) will be demonstrated by:

- a) a discloser who make PIDs are provided appropriate support; and
- b) PIDs made to the entity are properly assessed and, when appropriate, properly investigated and dealt with; and
- c) appropriate action is taken in relation to any wrongdoing that is the subject of a PID made to Council; and
- d) establishing reasonable procedures for PIDs made to Council, consistent with any standard made under section 60 of the *PIDA2010*, is developed and implemented; and
- e) disclosers are offered protection from reprisals by Council or employees of Council.

## 2. SCOPE

This policy applies to Councillors and employees and any person making a PID with respect to Council, Councillors or employees.

- 1. This policy establishes procedures for:
  - (a) persons wishing to make a PID to Council in accordance with the *Public Interest Disclosure Act 2010 (PIDA2010)*; and
  - (b) the receipt, assessment and management of a PID; and
  - (c) assisting employees and councillors (i.e. discloser and subject officer) affected by a PID.
- 2. The procedures aim to promote the public interest by facilitating the detection and prevention of:
  - (a) unlawful, negligent or improper public sector conduct; or
  - (b) maladministration; or
  - (c) danger to public health or safety or the environment.

## 3. POLICY OBJECTIVES

The objective of the policy is to:

- 1. Promote the public interest by facilitating PIDs of wrongdoing within Council.
- 2. Ensure that PIDs are properly assessed, and when determined as meeting the requirements of the *PIDA2010*, properly investigated and dealt with.
- 3. Ensure that appropriate consideration is given to the interests of persons who are the subject of a PID.

4. Afford protection from reprisals to persons making PIDs.
5. Ensure that the PID process is managed in accordance with the *PIDA2010* and appropriate confidentiality is maintained.

#### **4. BACKGROUND AND/OR PRINCIPLES**

Council encourages disclosers of any reportable conduct. Councillors and employees have a responsibility to report suspected corrupt conduct, maladministration, substantial misuse of public resources, substantial and specific danger to public health and safety, the environment or a person with disability, and reprisal action.

Council recognises that a Discloser has a right of protection under the *PIDA2010* and that Council may be liable if it does not take action to prevent and deter reprisals.

Council will not tolerate intimidation, harassment or victimisation, assault or any other inappropriate conduct directed towards a person because of a suspicion or belief that the person may or has made a PID. Council will deal with any occurrences under appropriate disciplinary and/or harassment procedures in line with the requirements of the *PIDA2010*.

If an employee or Councillor maliciously makes an alleged PID which they know to be untrue their actions will be regarded as misconduct and will be dealt with under the appropriate disciplinary procedures.

#### **5. GENERAL INFORMATION**

A PID is a report of a suspected wrongdoing or danger. For the report to be considered as a PID and attract the protections under the *PIDA2010*, it must be an appropriate disclosure about public interest information made to a proper authority.

The principle of natural justice (procedural fairness) will apply to all investigations the subject of PIDs.

The rights of any person who is subject to, or in some way associated with a PID will be safeguarded. Council is committed to affording support and protection from reprisals to any person making a PID and appropriately dealing with the employees or councillors who take reprisal action.

Managers and supervisors are to ensure employees are aware of their responsibilities in making a PID and are able to advise other persons of the appropriate reporting processes.

The PID Standard obliges Council to furnish certain information to the Ombudsman. Council will comply with any published reporting requirements.

#### **6. DEFINITIONS**

**Councillor** of Council in accordance with the *Local Government Act 2009 (LGA2009)* and includes the mayor.

**Employee** as defined as a public officer under the *PIDA2010*, means a direct employee, councillor or officer of Council.

**Discloser** is a person who makes a PID in accordance with the *PIDA2010*.

**PID Coordinator** is the position of Senior Governance Officer who has been delegated the authority to manage a PID on behalf of the CEO.

**Public Interest Disclosure (PID)** A public interest disclosure is a disclosure under chapter 2, part 1, section 11 of the *PIDA 2010* and includes all information and help given by the discloser to a proper authority for the disclosure.

**Reportable conduct** means any conduct by a person connected with Council in accordance with the *PIDA2010* which is:

- 1) The conduct of another person that could, if proved, be
  - a) Corrupt conduct; or
  - b) Maladministration that adversely affects a person's interests in a substantial and specific way; or
- 2) A substantial misuse of public resources (other than an alleged misuse based on
  - a) mere disagreement over policy that may properly be adopted about amounts, purposes or priorities of expenditure); or
- 3) A substantial and specific danger to public health or safety; or
- 4) A substantial and specific danger to the environment.

**Reprisal** is where a person causes, or attempts, or conspires to cause, detriment to another person because, or in the belief that:

- a) the other person or someone else has made, or intends to make a PID; or
- b) the other person or someone else is, has been, or intends to be, involved in a proceeding under the Act against any person.

**Wrongdoing** is behaviour or an action that fails to conform to the standards of law.

**7. LEGISLATIVE REFERENCE**

*Public Interest Disclosure Act 2010*  
*Public Interest Disclosure Standard*  
*Crime and Corruption Act 2001*  
*Information Privacy Act 2009*  
*Local Government Act 2009*  
*Public Sector Ethics Act 1994*

**8. RELATED POLICIES/PROCEDURES**

*Public Interest Disclosure Procedure*  
*Code of Conduct for Employees*  
*Councillor Code of Conduct*  
*Council's Fraud & Corruption Policy*

**9. NEXT REVIEW**

November 2019

**10. VERSION CONTROL**

Version	Revision Description	Approval Date
1	Policy formed	18 September 2013

\_\_\_\_\_  
Gary Wall  
**CHIEF EXECUTIVE OFFICER**

\_\_\_\_\_  
Date

**Resolution:**

*Moved Cr DA Potter, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

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

**5. Portfolio - Roads & Drainage**

**5.1 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.

**Resolution:**

*Moved Cr GA Jones, seconded Cr RJ Frohloff.*

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

**Construction Crews – March Works**

**Kumbia - Road, Kumbia - Widen and Overlay**

- *Final bitumen seal programmed for March (date to be advised – Contractor)*

**Bell St, Kumbia - Upgrade Children Crossing & Widening of Bell Street**

- *Project is completed and waiting the final bitumen seal in March (same as above)*

**Old Rifle Range Road, Nanango – Widen & Overlay**

- *400m of Base Pavement material has being placed (Programmed to have the Emulsion Bitumen Seal on this week)*
- *Rest of the pavement material is being placed over the next couple of weeks*

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

- *Concrete footpath has been completed between Fisher & Norman St*
- *Section between Norman and Arthur St is under construction*

**Kent St, Wondai**

- *Upgrade the Children Crossing and Bus Set Down area adjacent the Wondai State School*
- *Project completed.*

**Gore St, Murgon – Concrete Footpath - Upgrade the concrete footpath form Stephens St to Dutton St (western side)**

- *First section from Stephens St to the School has been competed (Approx. 100m)*
- *Works will progress to the Dutton St side of the school next week*

**Wattlecamp Road, Wattlecamp -Widen & Overlay**

- *Clearing and drainage continuing (Issue with fauna delaying some clearing – Micro Bats)*

- Northern end of the project has 350m of pavement completed and is programmed for the Emulsion seal this week (depending on availability)

Note - Wattlecamp Rd works have commenced while waiting for Cultural Heritage inspections and approvals to be resolved on Memerambi Barkers Ck. Road.

**Murphys Rd – Crawford - Upgrade exiting gravel road to a two-way bitumen sealed road**

- Earthworks are continuing
- Pavement has been placed on the first 120m from the Hwy (Emulsion seal planned this week on this section)

**Completed – February/ March Works**

- Kent St – Wondai Completed

Blackbutt and Taromeo-Benarkin area -Grader Maintenance:

- Ulampa Rd
- Googa Creek Rd
- Pamela Drive

**Maintenance Crews - Works Planned for March**

**Maintenance Grading:**

- Althouse Road
- Holdings Road
- Speedwell School Road
- Mantheys Road
- Okeden Byanda Rd
- Foxs Road
- Kinleymore School Road
- Luck Road
- McAuliffes Road
- Faughnans Road
- Dangore Mtn Road
- Niagara Road
- Franklins Road
- Bilboa Road
- Haydens Road
- Hoopers Road
- Hodges Road
- Radunz Road

**Resheeting**

- Bullcamp Runnymede Road
- Phipps Street
- Ridley Street
- Muller Street
- Walsh Road
- Melrose Road
- Hunters Road
- Byanda Road
- Redvale Road
- Zolner Road
- Liesegangs Road

## **Completed – February Works**

### **Grader maintenance**

- River Road, Bullcamp
- Rain/Storm clean up
- Mount Wooroolin
- Burra Burri Road, Chapingah
- Archookoora Road, Goodger
- Hoffmans Road, Mt McEuen
- Basin Road, Kinleymore
- Mitchells Road, Silverleaf
- Boondooma Dam, Boondooma (Grader Maintenance & Drainage Works)
- Mt McEuen Road, Mount McEuen (Grader Maintenance & Gravel Resheeting)
- Mustons Road, Haly Creek (W4Q - Drainage Works)
- Boonenne Road, Goodger (W4Q Drainage Improvement)

### **Minor Contractors - March**

#### **RMPC works ongoing**

- Pavement repairs by stabilisation Nanango – Kingaroy currently in Coolabunia area/ Somerfield Lane
- Memerambi Gordonbrook Rd formation grade started 14<sup>th</sup> March
- Clearing & mulching Coolabunia area storm damage commencing 5<sup>th</sup> March

*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**

#### **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.

#### **Resolution:**

*Moved Cr DA Potter, seconded Cr GA Jones.*

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

## **Community:**

### **South Burnett Libraries**

- Local author Glenys Livingstone will be joining the Wondai Library's Conversation Group to talk about her latest book 'PaGain Cosmology'. This event will be held on Thursday 29 March from 10.00am, with all members of the community welcome to attend.
- Residents in Blackbutt who would like help understanding technology will now have access to Tech Savvy Sessions at the Blackbutt Library. These classes cover a number of topics including how to use a smart phone and staying safe on the internet.
- Library staff have prepared an action packed school holiday schedule based on the upcoming Commonwealth Games. Children will have the chance to make their very own baton and participate in a variety of fun and interactive games.
- Kingaroy Library will host a special story time on Wednesday 4 April to acknowledge Autism Awareness month. Local author Deborah Stevens will come and read her book 'I am Wren' which has the message that 'it is OK to be different'.
- This month Sarah Aitken, the Kingaroy Group Leader of the Australian Breastfeeding Association and association member Jess Janphitsamitra presented myself and Kingaroy Library with five (5) copies of the latest edition of "Breastfeeding ... naturally". This book provides valuable breastfeeding support and advice for mothers to help prepare them for what is ahead, with many suggestions on various topics which enable them to choose the right pathway for them and their babies.

### **Community Grants Program**

Round Two (2) of the Community Grants program is now finalised. Council's budget for this round of the Community Grant Program was \$83,550.45. In total, Council received forty-five (45) applications requesting support totalling \$144,742.95. Council funded in total \$81,251.95 under Round 2 and I am happy to announce the successful applicants:

#### *Community Hall Public Hall Liability Insurance*

- Ironpot Hall Association - \$1,000
- Kumbia & District Memorial School of the Arts - \$1,000

#### *Project Program One-Off Sponsorship*

- Blackbutt District Tourism & Heritage Assoc Inc towards air-Conditioning of the Blackbutt Hall = \$3,000
- Jumping Ants Art Inc for the "Book Leaves – Never Leaf the Alone" project = \$2,840
- Kingaroy District Vintage Machinery Club for Clubhouse alterations = \$3,000
- Kingaroy Junior Football Club for First Aid Equipment = \$1,504.95
- Kumbia Kindergarten for shade and soft fall = \$2,969
- Kumbia Tennis Association for repair to Kumbia Tennis Courts = \$2,650
- Mondure Hall Committee for a kitchen upgrade = \$3,000
- Murgon's Men Shed for restoration of a landrover / men's health project = \$3,000
- Nanango Lions Club to replace a shade sail = \$3,000
- Proston Goldenspurs Campdraft to purchase panels for safety of event = \$2,000
- Proston Lions Club for an outdoor community labyrinth for Proston = \$3,000
- South Burnett Peace of Mind for liability insurance = \$425
- Wondai & District Tennis Association for nets = \$363
- Wondai AP& Society for grandstand refurbishment = \$3,000
- Wondai & District Town Band for Insurance = \$900

#### *Community Events Sponsorship*

- Bjelke-Petersen Dam Fish Management Committee Inc. for the Bjelke-Petersen Dam and Inland Fishing Competition = \$2,750
- Kingaroy Bacon Fest for the Kingaroy Bacon Fest = \$3,000
- Kingaroy State High School P&C for The Goodfellas Project = \$3,000
- Murgon Business & Development Association for Rail Trail Festival = \$3,000

- Murgon Hospital Auxiliary for a guest speaker for a Health Expo = \$3,000
- Murgon Rotary for the Murgon Country Muster = \$3,000
- Nanango RSL Sub Branch for Remembrance Day – 100 Years = \$2,840
- Nanango Show Society for the Nanango Show = \$3,000
- Queensland Rural and Remote Womens Network for QRRWN 2018 Annual Conference to be held in Kingaroy = \$3,000
- South Burnett Car Club for Show Shine and Swap Meet = \$600
- South Burnett Endurance Riders for a local Endurance Horse Ride = \$1,000
- South Burnett Karate Association for Kingaroy Cup – ISKA MAT Sports = \$1,500
- South Burnett Mountain Bike Club for Mountain Bike Coaching Clinic = \$2,600
- Tanduringie State School P&C for a Bull Ride Event = \$3,000
- Team RSPCA for Million Paws Walk = \$810

#### **Community Regionally Significant Events Sponsorship**

- Bloomin' Beautiful Blackbutt Festival for Bloomin' Beautiful Blackbutt Avocado Festival = \$10,000

#### **Tourism Update:**

- Feedback from South Burnett Unpacked series was that the event is well worth attending with volunteers gaining a lot of information from experience. The next South Burnett Unpacked will be held 19 April in Kingaroy and launch the tourism season. I would like to invite operators to display and present their product.
- rEvents Academy first webinar was delivered on 13 March to participating events Kingaroy BaconFest, Blackbutt Avocado Festival, Nanango Show Society events, Goomeri Pumpkin Festival and Burrandowan Races.
- Road Ahead editor Deb Eccelston was in region 2 – 4 March visiting Blackbutt, Murgon, Wondai, Kingaroy and Nanango. The operators involved were very accommodating and the itinerary pushed the family focused media famil across the region as much as possible. Economic Development continues to share information with Visit South Burnett.
- 'Expo 88' 30th anniversary exhibit hosted at the Kingaroy Heritage Museum will soft launch 30 April with an opening morning tea 1 May, former Lord Mayor Sallyanne Atkinson has confirmed attendance.
- Drive Inland Promotion Victorian Caravan and Camping Supershow was attended by 2 volunteers from the Visitor Information Centre Network, the volunteers said the experience was fantastic and appreciated the opportunity to promote Australia's Country Way and the South Burnett out of the region, it was also valuable to network with other tourism regions.
- Our South Burnett Visitor Information Centre Network Tourism direction is working on having one (1) social media presence where previously there were several pages.
- Wondai Street Sprints and Kingaroy Football Carnival information bags have been requested by organising committees and prepared by volunteers.
- We are undertaking an initiative to encourage local residents as tourists and ambassadors for our region – supporting the South Burnett Times promotion showcasing different experiences including wine, adventure and kids activity.
- Regional Flavours planning meetings with Chef Jason Ford has begun for the mid July event in Brisbane.

#### **Health:**

##### **Mosquito Control**

In a further attempt to protect residents of the South Burnett, Council has recently commenced working with the CSIRO (Federal Government) and the Wide Bay Regional Organisation of Council's (WBBROC) on a new *Aedes aegypti* project. This initiative seeks to carry out eDNA typing of the particular *Aedes aegypti* mosquito presently being found in the area in order to



*establish where these mosquitoes have originated from. That is, have they been imported from overseas or have they migrated down from North Queensland.*

*The results of this project may form part of a Federal grant application which will aim to assist with the eradication of the Aedes aegypti mosquito in the Wide Bay Burnett region. It is important to control the Aedes aegypti mosquito locally in order to reduce the potential risk for the transmission of imported Dengue Fever and Zika virus to other members of the public. Council also continues to monitor Aedes aegypti mosquito breeding within the South Burnett, working closely with Queensland Health. It is important for residents to continue to help assist the control of this mosquito, particularly around their own homes.*

**Hosting of an International Environmental Health Officer (EHO)**

*Environmental Health Australia (QLD) Inc participates in the International Federation of Environmental Health (IFEH) Twinning Program. Twinning is the exchange of Environmental Health (EH) professionals, for a period of time, where a sharing of expertise and learning opportunities is facilitated. This year the exchange program is with the Zambian Institute of Environmental Health (ZIEH). Given Council's proactive approach in a number of regional and state public health matters this Council was approached directly by EHA (QLD) Inc and invited to host a ZIEH delegate for dates in April of this year.*

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

**ADJOURNMENT:**

**Motion:**

*Moved Cr RLA Heit, seconded Cr TW Fleischfresser.*

*That the meeting adjourn.*

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

During the adjournment South Burnett Citizen of the Year Jason Ford and South Burnett Young Citizen of the Year Timothy De Caluwe addressed the Council.

During the adjournment a citizenship ceremony was held for Mr Ian Howsego.

**RESUMPTION:**

**Motion:**

*Moved Cr DA Potter, seconded Cr RLA Heit.*

*That the meeting resume at 10.58AM*

*Carried 6/0  
FOR VOTE - Councillors voted unanimously  
ABSENT. DID NOT VOTE - Cr GA Jones*

**ATTENDANCE:**

Cr GA Jones has returned to the meeting at 10:59 AM

## **7. Portfolio - Planning & Property**

### **7.1 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.

#### **Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr KA Duff.*

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

#### **Planning**

##### ***Draft Queensland Solar Farm Guidelines***

*The Queensland Government is committed to a target of growing renewable energy generation to 50 per cent by 2030. Queensland has a natural advantage in developing its solar industry, given its strong solar resources, particularly in areas located close to existing electricity network infrastructure and major population centres. The provision of solar energy on a commercial scale is a relatively new industry in Australia. However, Queensland is experiencing significant investment in large-scale solar generation, with over 40 solar farm projects approved as of December 2017, representing over 5000 megawatts (MW) of renewable energy generation.*

*While this is great news for Queensland, some of the best solar resources lie in the same regions as a diverse range of other industries. The Queensland Government recognises that solar projects must be developed in harmony with these other land uses, and that the growth of projects happens in a way that balances the interests of all stakeholders and is supported by the community. The Draft Guidelines will inform local councils, project proponents, and members of the community about consistent and sustainable planning practices, and proactive community engagement. The guidelines are intended to support local councils in their assessment of solar projects under the Queensland Planning Framework, and educate local communities and project developers about good standards of development practice.*

*The Queensland Government is seeking feedback on the Draft Guidelines. This includes feedback from landholders, community groups, project developers, and local councils. The period for comments closes on 11 May 2018 and it is anticipated that the guidelines may be adopted in the second half of 2018.*

#### **Property**

*The Works for Queensland Round 2, Property projects are well underway with a number of projects engaging local builders, painters and electricians. This includes the completion of the painting of the Wondai Office Roof by Higgins Coating Pty Ltd, painting of the Nanango Swimming Pool kiosk, entrance and kitchen by Peter McDonald.*

*The replacement of the Kingaroy Heritage Museum roof and new air conditioning is scheduled to be installed during this month. Also, the Boondooma Homestead office will receive new vinyl floor covering this month.*

*Council is working with local builders, plasterers, electricians and Wormald for the installation of a new UPS (Uninterruptible Power Supply) at the Lady Bjelke Petersen Community Hospital. The*

installation of this UPS will provide battery backup power when the input power source or mains power fails particularly during hospital procedures.

Council owned houses located in Nanango are being prepared for auction. Council’s vacant land that is available for sale is listed with Councils exclusive agent Raine and Horne Kingaroy. Please contact Raine and Horne Kingaroy if you have any enquiries regarding Council’s vacant land.

All of Council’s rental property in the Nanango is currently tenanted. For future enquiries about Council’s rental properties in the Nanango please contact Raine and Horne Nanango.

Carried 7/0  
FOR VOTE - Councillors voted unanimously

## 7.2 Planning (P&LM)

### Officer's Reports

#### 7.2.1 P&LM - 2456168 - Forwarding a negotiated decision notice with amended conditions for IGA Murgon Centre Expansion - 113-117 Lamb Street & 58 Palmer Street Murgon - Lot 3 SP103907 & Lot 112 M551 - MCUC2017/0008

### Summary

- Applicant submitted written representations on 24 January 2018 requesting a Negotiated Decision Notice in relation to Shopping Centre Extensions;
- Application was approved at the General Council meeting held on Wednesday 15 November 2017 with a Decision Notice forwarded to the applicant on 22 November 2017;
- Initial Representations by the applicant include (Refer to Attachment A):
  - o Parking and Access – Servicing Condition ENG31
  - o Parking and Access – Servicing Condition ENG32
- Council’s Development Engineer requested a further set of revised plans due to the initial representations not satisfying compliance with Condition ENG31 & ENG32 (Refer to Attachment B for revised plans);
- It is recommended that Council approve the request and amend conditions accordingly.

### Officer's Recommendation

That Council *approve* the request for a Negotiated Decision Notice and re-arrange the conditions of approval to reflect the requested change (deleted text in strikethrough and new text in bold):

#### General

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

Plan No.	Title and Detail Description	Dated
Project No. 416035 Sheet No. DA01 Rev G	Site Plans – Existing & Proposed	09/06/2017
Project No. 416035 Sheet No. DA02 Rev E	Roof Plans – Existing & Proposed	09/06/2017
Project No. 416035 Sheet No. DA03	Site Elevations	09/06/2017

Rev E		
Project No. 416035 Sheet No. DA04 Rev E	Proposed Elevations	09/06/2017
<b>Plan No. 1573-SK07 (REV F1)</b>	<b>Turnpath Plan</b>	<b>26/02/2018</b>

**Parking and Access - Servicing**

~~ENG31. The swept paths shown on Contour Consulting Plan 159-SK07 Rev D indicate that an Articulated Vehicle is not wholly contained within the site upon entering from an easterly direction. Please provide amended manoeuvring plans for Council approval, showing that an Articulated Vehicle can enter the site, and reverse into the IGA loading dock wholly within the site.~~

~~ENG32. The swept paths shown on Contour Consulting Plan 159-SK07 Rev D indicate that an Articulated Vehicle entering from a westerly direction will commence it's turn adjacent to the kerb. As it is likely that this area will be used for on-street parking, provide amended plans for Council approval, showing that an Articulated Vehicle adjacent to the centre line of Palmer Street can enter the site, and reverse into the new loading dock wholly within the site.~~

~~**Timing:** Prior to commencement of work~~

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

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

**7.2.2 P&LM - 2364420 - Material Change of Use (Transport Station) 168 Brooklands Pimpimbudgee Road Brooklands - Lot 1 RP190711 - Applicant: Protheroe Haulage Pty Ltd - MCUI2017/0005**

**Document Information**

**IR No 2364420**

**Author Helena Charlton| REEL PLANNING PTY LTD**

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

**Date 13 March 2018**

**Summary**

- Application is to formalise an existing *Transport Station* on land detailed above, which is on the same site as a dwelling house. The *Transport Station* use is of a low intensity and scale. The use will comprise of:-
  - The overnight storage of a maximum of two (2) heavy vehicles at any one time;
  - Associated ancillary maintenance of the heavy vehicles between 07:00-20:00 Mon-Friday and 08:00-16:00 Saturday, Sunday and public holidays;
  - No more than four (4) truck movements occur within a 24 hour period; and
  - Generally one (1) truck leaves the site on a Monday morning between 04:00-05:00 and returns Friday afternoon/evening.
- Subject site is included in the Rural Locality;
- Application is Impact Assessable against:
  - Desired Environmental Outcomes;
  - Rural Locality Code; and
  - Natural Features and Resources Overlay Code.
- Application was publicly notified between 4 August and 30 August 2017;
  - Twenty-one (21) public submissions were received during the notification period;
- Application is recommended for approval subject to reasonable and relevant conditions.

**Officer's Recommendation**

That Council *approve* a Development Permit for Material Change of Use Transport Station subject to the following conditions:

**GENERAL**

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

Document Title	Date	Reference	Prepared by
Proposal Plan		168 Brooklands Pimpimbudgee Road, Brooklands	LA (Tony) Jaques
Transport Station Layout		MWA Environmental Acoustic Impact Assessment Report	MWAEnvironmental
Marked Up Plan of Layout		South Burnett Regional Council / Reel Planning	South Burnett Regional Council / Reel Planning

GEN3. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.

GEN4. Maintain the transport station use in a clean and orderly state at all times.

### **MATERIAL CHANGE OF USE**

MCU1. The use of the transport station is limited to a maximum of two heavy vehicles at any time. This is to be maintained at all times.

MCU2. Truck movements for two heavy vehicles are limited as follows:

- No more than four (4) truck movements in a 24hour period;
- No more than two (2) truck movements in any single 10pm to 6am period;
- No more than eight (8) truck movements occur during the 10pm to 6am period in any calendar week

*A 'truck-movement' is considered to be one truck either exiting or entering the site.*

MCU3. Hours of Operation – With the exception of truck movements, the repair and maintenance of the two (2) heavy vehicles on site is restricted to the following hours:

- Monday to Friday, 7:00am to 8:00pm; and
- Saturday, Sunday and public holidays, 8:00am to 4:00pm.

MCU4. Tonal reversing alarms are not to be operated on trucks on-site during the 10pm to 6am.

MCU5. Prepare and submit to Council a copy of a driver management plan that contains the following information. All personnel operating heavy vehicles for the Transport Station use are to be aware of the management plan and make best efforts to comply with these requirements. A copy of the driver management plan is to be provided to all/any drivers of heavy vehicles and a copy is to be kept on site at all times for information purposes:

- Trucks associated with the transport station use are not to use engine braking on Brooklands Pimpimbidgee Road within 1 kilometre of the site entry, unless in an emergency situation;
- Driving procedures when departing and entering the site shall minimise vehicle noise emissions, including by:
  - Controlled acceleration;
  - Appropriate Speeds;
  - Appropriate gear selection;
  - Minimise idling (warm up) time during the hours of 10pm to 6am.
  - All drivers operating trucks at the site during the 10pm to 6am period are to be made aware of the Hours of Operation and Noise Management Conditions of this approval;
  - Trucks are to be well maintained.
  - During night time hours, trucks departing the premise should use parking lights only whilst existing the driveway and until wholly located on Brooklands Pimpimbidgee Road and facing the direction of travel to limit light spill into residential properties adjacent the driveway.

*NOTE: Should public complaints be made about noise impacts from driving or idling of heavy vehicles on site, Council will require evidence that drivers are aware of the driver management plan and information will need to be provided on how best efforts are made to limit noise on site through the above actions.*

MCU6. Any trucks operating on site during the 10pm to 6am period are to have effective exhaust silencers installed.

MCU7. The internal driveway and truck circulation route on-site is to be maintained to a suitable standard to avoid potholes and other surface irregularities.

### **LIGHTING**

MCU 8. Design all external lighting in accordance with AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting". Install where necessary, glare shields to fixed lighting if necessary to contain illumination within the subject site.

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

### **LANDSCAPING**

MCU 9. Prepare a detailed landscaping plan for screen planting along the site frontage, in accordance with Planning Scheme Policy No.5 - Landscaping must be submitted to Council for Compliance Assessment within 3 months of the development permit being granted.

The landscape concept plan should be for the required screen planting along the front boundary and as generally indicated on the marked up plan of layout. All planting is to be contained within the property boundary. Screen planting shall be installed up to 10m from the western side of the site access driveway and within the area of the eastern side of the driveway between the dwelling house fence.

Landscaping must be planted, maintained and irrigated in accordance with the approved Landscaping Plan at all times.

### **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.

ENG 2 Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's Development Manual and Standard Drawings and relevant Australian Standards.

ENG 3 Be responsible for the full cost of any alterations necessary to electricity, telephone, stormwater drainage systems or easements and/or other public utility installations resulting from the development.

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

ENG 4 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 5 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 6 Design and construct stormwater drainage incorporating measures to prevent any solid matter and floatable oils being carried into existing stormwater system.
- ENG 7 Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG 8 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 9 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).

## **PARKING AND ACCESS - GENERAL**

- ENG 10 Design and construct all driveway and parking areas with a dust suppressive gravel.

## **VEHICLE ACCESS - TURNOUT**

- ENG 11 The existing access shall be slightly modified as generally indicated on the marked up plan of layout so that the alignment/angle at which trucks exit to the north, reduces the occurrence of headlight glare being directed towards the house opposite, but still enables the driver of the vehicle to have clear visibility in a southerly direction along Brooklands-Pimpimbudgee Rd for a minimum distance of 179m. Furthermore, screening (vegetative or otherwise), shall be used to further reduce the impact of any incidental headlight glare as far as practicable.

## **EROSION AND SEDIMENT CONTROL - GENERAL**

- ENG 12 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 13 Remove and clean-up sediment or other pollutants in the event that sediment or other pollutants are tracked/released onto adjoining streets or stormwater systems, at no cost to Council.

## **ADVICE**

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.



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

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

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr GA Jones.*

*That the Officer's Recommendation be adopted.*

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

**7.3 Property (P)**

***Officer's Reports***

**7.3.1 P - 2475111 - Proposed sale/lease of land - Purpose of building a Durong Fuel Cell**

**Summary**

The proposed land is identified as Lot 1 RP50789, this land is freehold and is situated on the corner of Chinchilla Wondai Road and Mundubbera Durong Road and was previously used as a Tick Clearing Dip Stockyard and a truck pull over area.

**Officer's Recommendation**

That:

1. Council to tender the sale of Lot 1 RP50789 at Durong.
2. Council delegate authority to the Chief Executive Officer to negotiate the sale contract.
3. if no tenders are accepted by Council, the land is to be offered for lease.

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr DA Potter.*

*That the Officer's Recommendation be adopted.*

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

**7.3.2 P - 2475175 - Proposed sale/disposal of vacant industrial land - 1 Fleming Street Nanango**

**Summary**

Council to tender the sale of the land located at 1 Fleming Street, Nanango situated on Lot 12 CP891608 as per Section s227(1)(b) of the Local Government Regulation 2012.

**Officer's Recommendation**

That Council tender for the sale of the land located at 1 Fleming Street, Nanango.

**Resolution:**

*Moved Cr TW Fleischfresser, seconded Cr RJ Frohloff.*

*That the Officer's Recommendation be adopted.*

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

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

**8.1 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.

**Resolution:**

*Moved Cr RJ Frohloff, seconded Cr KA Duff.*

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

**Mt Wooroolin Water Main**

*Progress has been slow on the Mt Wooroolin Water Main project due to the wet weather. Once the site dries out enough work will be able to start progressing again.*

**School visit to Kingaroy Wastewater Treatment Plant**

*Yarraman State School students visited the Kingaroy Wastewater Treatment plant late in February. The kids were very interested in the process and seemed to enjoy learning about the biological processes in place at the treatment plant. They were quite interested in the way the biosolids dry out when the polymer is added and that the process wasn't as 'smelly or gross' as they expected!*

### **Dam Levels**

Unfortunately the two (2) main water supply dams have still not received any significant inflows with Boondooma Dam increasing slightly to 44% capacity and Bjelke-Petersen also increasing slightly to 22% capacity. Because our main supply dams are quite low, water restrictions within all town water supplies in the South Burnett Region will remain at Level 3 restriction levels until significant inflows to these two dams are received.

### **Sport & Recreation**

#### **Queen's Baton Relay**

On 27 March Council will be hosting a community celebration in Kingaroy Memorial Park to welcome the Queen's Baton Relay runners. Twenty baton bearers from across the South Burnett Region will be taking part in the Relay. There will be free face painting, free rides, as well as demonstrations, food stalls and lucky door prizes. The celebration concludes with fireworks at 8.00pm

There will be rolling road closures as the relay travels through Kingaroy. A map showing the Relay route is available on Council's website and facebook page.

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

## **8.2 Water & Waste Water (W&WW)**

### **Officer's Reports**

No Report.

## **8.3 Waste Management (WM)**

### **Officer's Reports**

No Report.

## **8.4 Sport & Recreation (S&R)**

### **Officer's Reports**

#### **8.4.1 S&R - 2475595 - Proposed application under the Queensland Governments' Get Planning Spaces Program for a project to develop strategic master planning documents for Council's recreational dam facilities and rail trails.**

### **Summary**

The Queensland Government has released the *Get Planning Spaces Program* which is aimed at improving the quality of evidence based decisions making and strategic planning for sport and recreation infrastructure across Queensland.

Funding for projects up to \$100,000 (*State \$75,000 / Council \$25,000*) are available to Council under this program.

It is recommended that an application for grant funding under this program be submitted to develop strategic master planning documents for Council's recreational dam facilities and rail trails.

A resolution confirming Council's commitment to fund its contribution to the project is recommended to support the funding application.

### **Officer's Recommendation**

That Council make application under the Queensland Governments' Get Planning Spaces program for a project to develop strategic master planning documents for Council's recreational dam facilities and rail trails and that Council allocate \$25,000 in the 2018/19 budget as a co-contribution to the project.

### **Resolution:**

*Moved Cr RJ Frohloff, seconded Cr RLA Heit.*

*That the Officer's Recommendation be adopted.*

*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**

#### **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.

#### **Resolution:**

*Moved Cr KA Duff, seconded Cr RLA Heit.*

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

#### **Biosecurity**

##### **Weed Management on Roadsides**

*Contractors have undertaken weed control on roadsides in the following areas:*

- *Lantana control in Blackbutt and East Nanango localities*
- *Giant Rats Tail grass control response throughout Council and Main Roads in the South Burnett*
- *Annual Rag Weed control in known areas*

##### **Strategic Control and Surveillance**

*Initial treatment of the recently detected Cabomba infestation has occurred. Rainfall has made control difficult however spread mitigation devices on dam and creek waterhole infestations have reduced the capacity for this infestation to spread to further properties downstream.*

*After extensive on ground inspection of creek lines, dams and other high risk areas to date no further infestations have been detected. As part of Council's strategic weed program property*

*inspections are being undertaken in the Bullcamp and Windera areas. Land Protection Officers are meeting with landowners to ensure steps are being undertaken in order to reduce the spread and containment of Giant Rats Tail Grass Infestations.*

### **Feral Animal Management**

#### **Wild dog control**

- 8 Landowners have used 1080 meat baits covering a total area of 5042 hectares
- 120 Doggone Baits where sold to landowners

#### **Feral Pig control**

- 63kg of 1080 impregnated Grain was provided to landowners.

### **Assistance Programs**

*Weed Control Trailers were assigned to the following areas:*

1. Ellesmere to control Lantana
2. Tingoorra to control Lantana and Boxthorn
3. Gordonbrook to control Lantana and Groundsel
4. Wattle Camp to control lantana and Groundsel
5. Bullcamp to control Lantana,
6. Wooroonden to control Giant Rats Tail Grass,

**Splatter Guns** - Splatter guns were requested and allocated to landowners in Kumbia and Booie for the control of Boxthorn.

### **Feral Animal Traps**

- 1 dog cage trap hired out Nanango East
- 2 cat traps hired out Tingoorra and Crawford areas
- 9 foot traps hired out – Boondooma areas

### **Wandering Stock Management**

*Livestock call outs were undertaken in the following areas:*

- Ballogie, Chelmsford, Wondai, Brooklands, Kingaroy and East Nanango

## **CAPEX & WORK 4 QUEENSLAND – UPDATE**

### **W4Q**

- Dingo & Murgon Park Pathways – have been quoted on and dates are scheduled for after Easter
- Kingaroy Hangr out to quote closes next week
- 300 Bollards due this week early next for the 48 hours stopovers in Wooroolin, Wondai and an area in Murgon.
- Boondooma Dam Water and Electrical - sullage pits arrive this week. Scheduled for after Easter.

### **Capex**

- Helipad out to quote closes this week. Light fittings ordered and materials have arrived for setting light posts.
- Coomba Falls Toilet, awaiting info from supplier for sole supplier
- Murgon Cemetery waiting shelter – ordered, Builder to complete wall: have been following up
- Proston Cemetery – hold pending Lions Park costings
- Yallakool Pool. A purchase order has been raised and works scheduled and accommodation booked. Dam Management advised of work dates. Scheduled for week after Easter
- Hospital Bridge renewal – obtained material details and the rep that did the take-off is coming next week to run through the project- starting Request for quotation this week

## **Parks & Gardens**

### **Kingaroy**

- *Cleaned up storm debris and areas of Memorial Park ready for Kingaroy Food & Wine*
- *Mowing program continued and Annual flowers planted in Remembrance Garden at Memorial Park*
- *Cemetery mowing, new cattle rail fencing installed at Mt Wooroolin to stop hoons chewing up the grass with their vehicles, Weed eating Parks & customer requests*

### **Murgon & Wondai**

- *General mowing, weed eating, gardening and maintenance programs in Murgon / Wondai are proceeding as normal (mowing high on priority due to recently rainfalls).*
- *Planting flowers ready for ANZAC Day*
- *Prepping towns for upcoming events in March including the Murgon Show which was last weekend*

### **Nanango & Blackbutt**

- *Mowing like crazy – entrances, cemeteries, parks, Council Land*
- *Blackbutt hall new gardens almost done, hold ups with the weather*
- *ANZAC day plantings completed*
- *Maidenwell maintenance/mowing done*
- *Staff have been busy trying to keep on top of mowing while attending to the influx in tree requests due to the wild weather we have received*

### **Proston & Dams**

- *Mowing and maintenance has been a high priority at Boondooma Dam.*
- *Mowing and clean-up of Proston Town was completed for Proston Show.*

### **Rail Trail**

*Counters have been installed (February) along the rail trail at Crawford and Wondai and are being read at the end of each month:*

*February: Crawford 190 (two weeks only) Wondai 765 (full month)*

### **Events –**

*Bass Nation – Tonic Eyewear – Yallakool – March 3*

*Basstastic Fishing Comp – Boondooma – March 10 & 11*

### **Submission for proposed new Vegetation Management Laws**

*NRM in consultation with BIEDO & Agforce are working on a submission to support our farmers on the proposed new laws.*

### **Indigenous Affairs**

*The Reconciliation Fun Run is being planned again this year to be bigger than ever before. It is being held on 20 May with added distances of 3km & 10 km as well as the traditional 7km from Cherbourg to Murgon. I have helped the committee with a nomination for the Premier's Reconciliation Awards.*

*Preparations are starting for the NAIDOC celebrations and this year Blackbutt will be holding an event for the first time on Tuesday July 3<sup>rd</sup>.*

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

**10. Portfolio - Finance, ICT & Human Resources**

**10.1 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.

**Resolution:**

*Moved Cr RLA Heit, seconded Cr DA Potter.*

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

**Financial Report**

*The financial statements are as at 28 February 2018.*

*The financial results are performing to target with 67% of the year completed. The revenue and expenditure items percentage to budget is generally reflective of 67%, although Council should be aware that some of these line items do not perform on a straight line basis, that is revenue and expenditures have timing considerations as well.*

*Items which deviate from the 67% are the same as has been reported in the last two months with the same explanation still appropriate for those particular items.*

*Rates and Charges are now at full year levels due to second rate levy having been issued. The discount period for this levy closes next Tuesday March 27.*

**Ratios**

*All indicators are within the desired range. Councillors will note that those ratios which are influenced by cash levels will improve up to the close of discount for the second half rate levy as cash levels improve, for example, the Current Ratio and Funded Long Term Liabilities Ratio.*

**Capex Report**

*The capex report for this month has been included for the information of Council. Actual expenditure at the end of February was \$15.09m or 46% of the available budget. If committed expenditure is included the result is 56% of the available capital budget.*

**Works for Queensland**

*At reporting date, \$1,619,196.53 had been spent on the Round 2 Projects. The list of the projects and related expenditure has been provided for the information in today's agenda.*

**Traineeship Program**

*I have included the timetable and statistics of applicant numbers for Councillors information. I would like to highlight that Council received 166 applications for 10 available positions. While this is a strong result for Council it is unfortunate that Council can only assist 10 of those applicants in this process.*

**Traineeships 2018**

January	29 <sup>th</sup> - Advertised positions (close on 9 <sup>th</sup> Feb)
February	CTC ran short interviews, and shortlisted to a top 3 applicants per position

March	<p>6<sup>th</sup> - HR received applications from CTC</p> <p>8<sup>th</sup> - Interviews for 3 x Horticulture (applicants selected)</p> <p>14<sup>th</sup> - Interviews for Library and Services &amp; Infrastructure Administration (applicants selected)</p> <p>15<sup>th</sup> - Interviews for WHS (applicant selected)</p> <p>20<sup>th</sup> - Interviews for Civil Construction &amp; Civil Construction (Concrete) (applicants booked)</p> <p>21<sup>st</sup> - Interviews for Warehousing &amp; Water &amp; Wastewater (Treatment) (yet to book applicants)</p> <p>26<sup>th</sup> - Pre-employment medicals and criminal history checks commence and carry out for the week</p>
April	<p>9<sup>th</sup> - Start date for all trainees</p> <p>10<sup>th</sup> - Induction Day for trainees (Corporate &amp; WHS Induction, I.D photos taken, sign up with training organisation and Apprenticeship Support Australia)</p>

### **Number of Applicants**

16	Trainee Civil Construction
11	Trainee Civil Construction (Concrete)
25	Trainee Horticulture
25	Trainee Infrastructure Administration
31	Trainee Library Services
27	Trainee Warehousing
11	Trainee Water & Wastewater (Treatment)
20	Trainee WHS
<b>166</b>	<b>TOTAL</b>

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

## **10.2 Finance (F)**

### ***Officer's Reports***

#### **10.2.1 F - 2475621 - Monthly Financial Statements**

### **Summary**

The following information provides a Council's position as at 28 February 2018.

### **Officer's Recommendation**

That the Monthly Financial Report as at 28 February 2018 be received and noted.



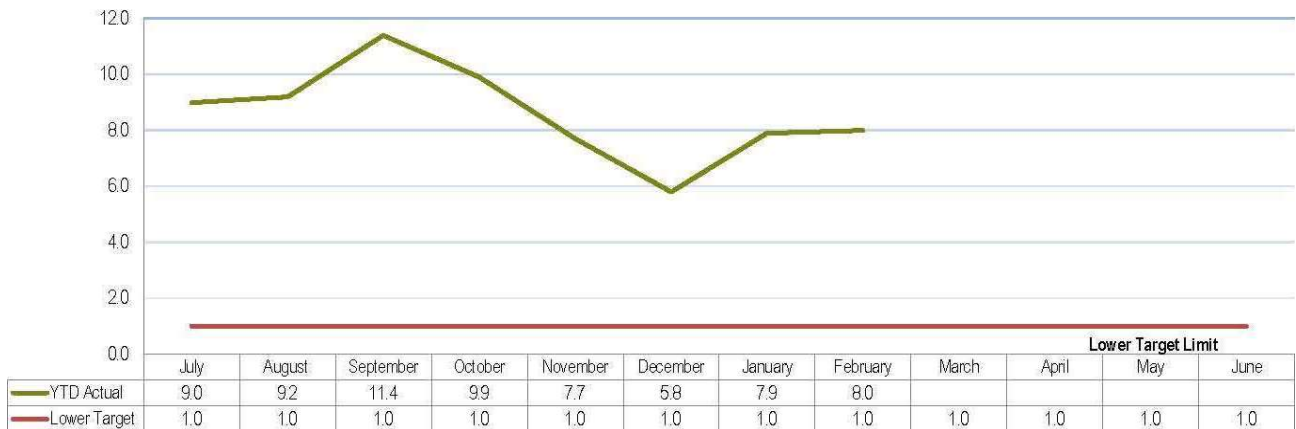
**Key Performance Indicators**

**Key Performance Indicators - Monthly Reporting**

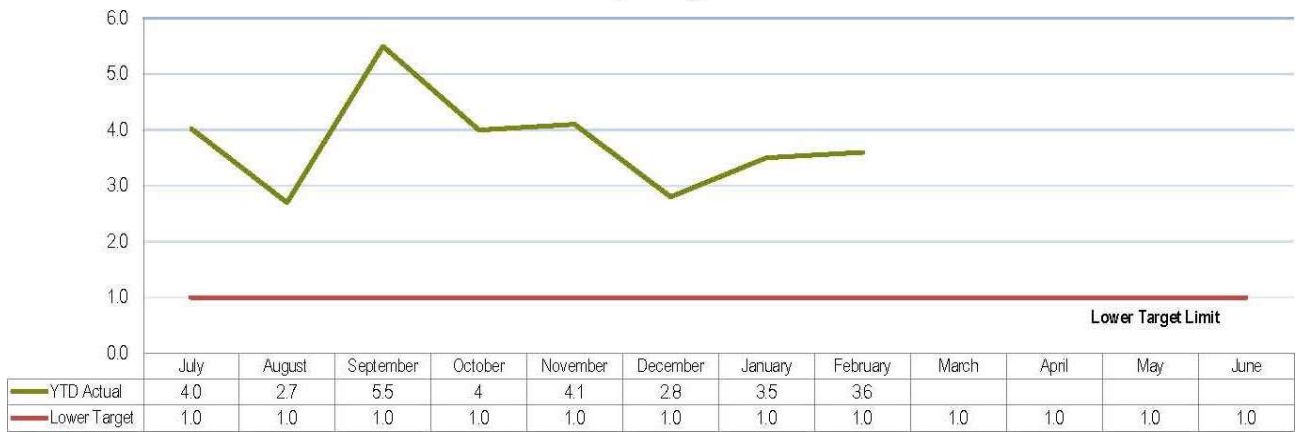
Ratio	Description	Formula	SBRC's Target	Status	Feb-18	Comments
<b>Cash Ratio</b>	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 months	✓	8.0	
<b>Operating Cash Ratio</b>	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	✓	3.6	
<b>Current Ratio (Working Capital Ratio)</b>	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	✗	4.73	This ratio is impacted by the 1/2 year rates notices being issued and will trend back within the target range as property owners pay their rates.
<b>Funded Long Term Liabilities</b>	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non - Current Borrowings}}$	Target greater than or equal to 59%	✓	60%	
<b>Debt Servicing Ratio</b>	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%	✓	2.7%	
<b>Cash Balance-\$M</b>	Total Cash that Council held	$\text{Cash Held at Period End}$	Target greater than or equal to \$23M \$	✓	31.84	
<b>Debt to Asset Ratio</b>	To what extent our debt will be covered by total assets	$\frac{\text{Current and Non - Current Loans}}{\text{Total Assets}}$	Target less than or equal to 10%	✓	3.9%	
<b>Operating Performance Ratio</b>	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%	✓	42%	
<b>Interest Coverage Ratio</b>	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%	✓	2.3%	

**Graphs – Key Performance Indicators**

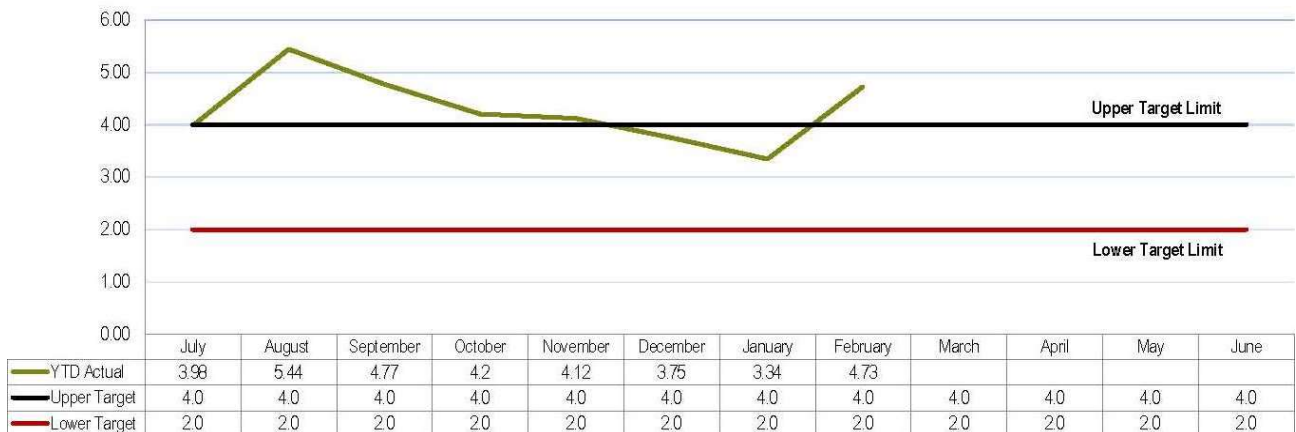
**Cash Ratio**



**Operating Cash Ratio**

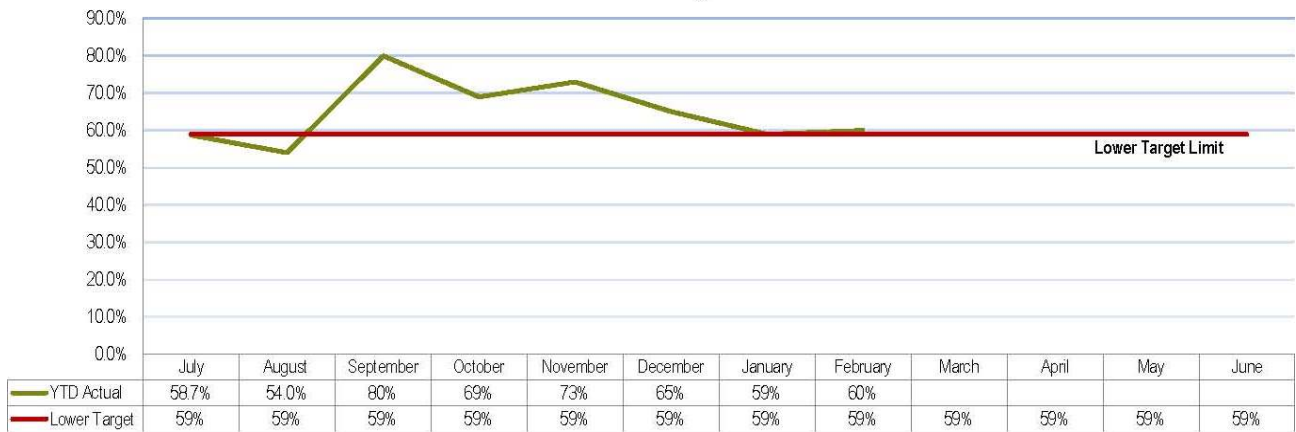


**Current Ratio**

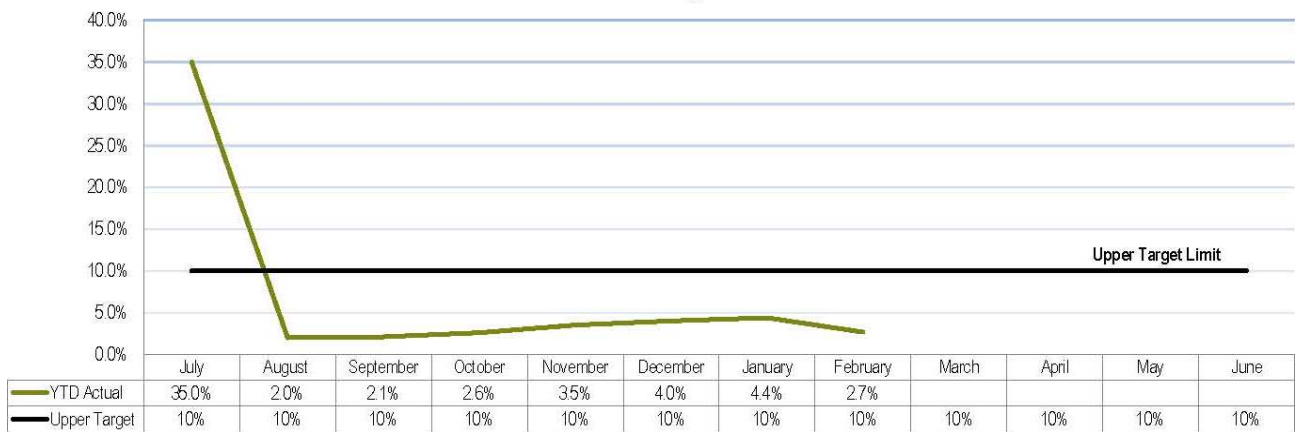


**Graphs – Key Performance Indicators**

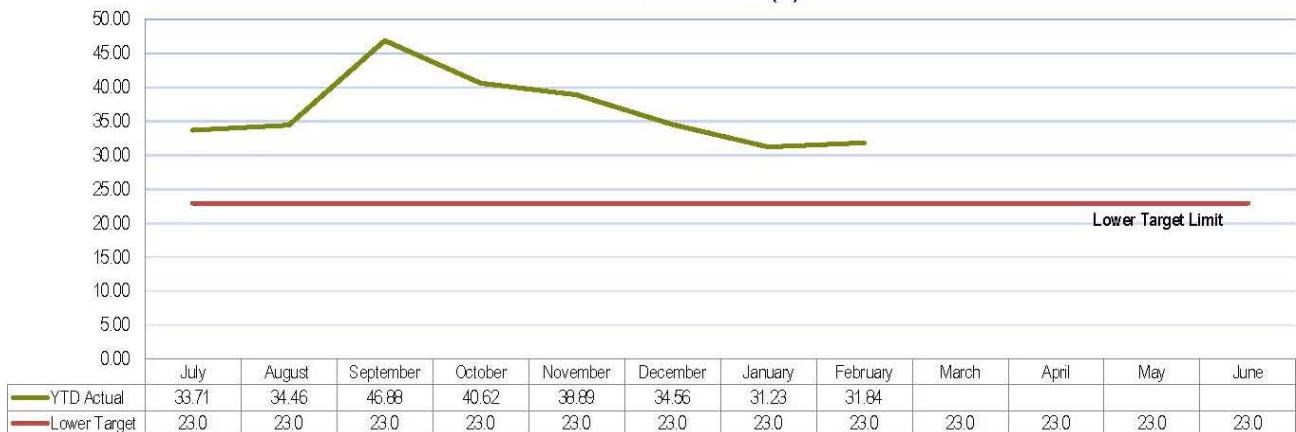
**Funded Long Term Liabilities**



**Debt Servicing Ratio**

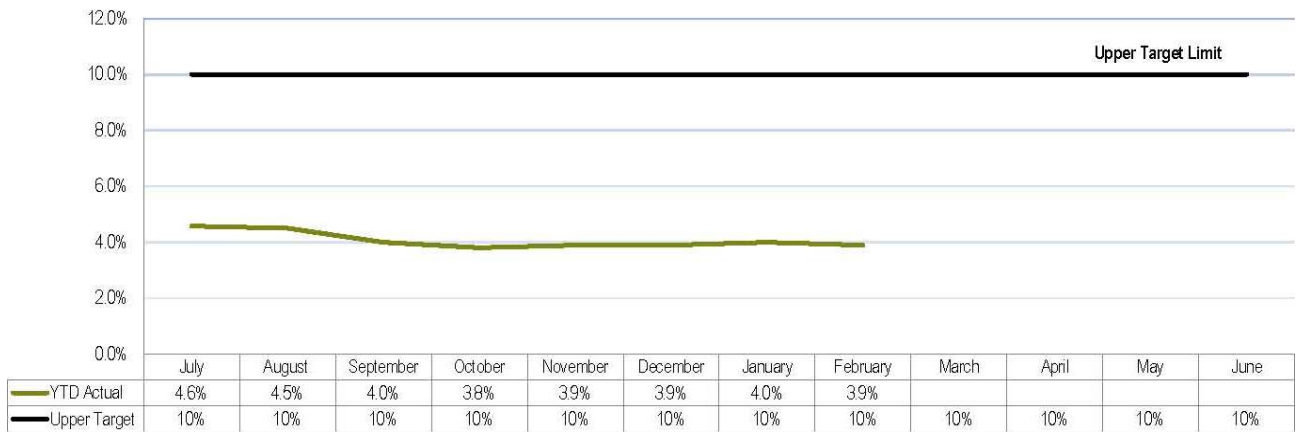


**Cash Balance (M)**



**Graphs – Key Performance Indicators**

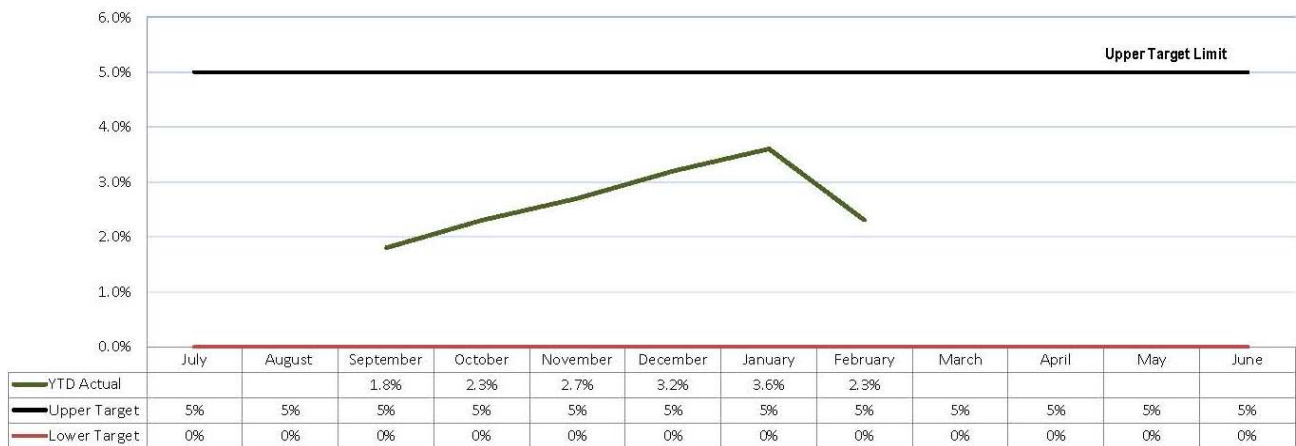
**Debt to Asset Ratio**



**Operating Performance**



**Interest Coverage Ratio**



**Statement of Comprehensive Income****Statement of Comprehensive Income**

as at 28 February 2018

67% of Year Complete

	2018	Original Budget	Amended Budget	Variance
	\$	\$	\$	%
<b>Income</b>				
<b>Revenue</b>				
<b>Recurrent Revenue</b>				
Rates, Levies and Charges	46,885,038	45,388,370	45,379,370	103%
Fees and Charges	2,989,404	3,957,710	3,953,245	76%
Rental Income	297,956	491,725	491,725	61%
Interest Received	731,110	1,036,586	1,036,586	71%
Sales Revenue	2,038,827	3,014,212	3,014,212	68%
Other Income	481,350	395,251	452,670	106%
Grants, Subsidies, Contributions and Donations	3,769,333	7,357,573	8,111,325	46%
	57,193,019	61,641,427	62,439,133	
<b>Capital Revenue</b>				
Grants, Subsidies, Contributions and Donations	6,802,842	4,616,677	6,814,177	100%
<b>Total Revenue</b>	63,995,861	66,258,104	69,253,310	
<b>Total Income</b>	63,995,861	66,258,104	69,253,310	
<b>Expenses</b>				
<b>Recurrent Expenses</b>				
Employee Benefits	15,285,010	22,626,176	22,164,340	69%
Materials and Services	15,391,711	21,511,372	22,210,416	69%
Finance Costs	1,329,398	2,093,111	2,090,110	64%
Depreciation and Amortisation	10,719,991	14,833,103	14,833,103	72%
	42,726,110	61,063,762	61,297,969	
<b>Capital Expenses</b>				
	2,303,660	(475,475)	(466,250)	-494%
<b>Total Expense</b>	45,029,770	60,588,287	60,831,719	
<b>Net Result</b>	18,966,091	5,669,817	8,421,591	

**Statement of Financial Position**

## Statement of Financial Position

as at 28 February 2018

	2017 \$	Original Budget \$	Amended Budget \$
<b>Current Assets</b>			
Cash and Cash Equivalents	31,844,763	28,727,735	30,319,380
Trade and Other Receivables	26,281,639	6,005,083	6,832,346
Inventories	1,153,745	1,218,556	1,218,556
Investments	-	-	-
<b>Total Current Assets</b>	<b>59,280,147</b>	<b>35,951,375</b>	<b>38,370,282</b>
<b>Non-Current Assets</b>			
Trade and Other Receivables	2,222,918	-	-
Property, Plant and Equipment	945,149,628	905,224,735	907,216,469
Intangible Assets	8,571,862	8,084,869	8,084,869
<b>Total Non-Current Assets</b>	<b>955,944,407</b>	<b>913,309,604</b>	<b>915,301,338</b>
<b>TOTAL ASSETS</b>	<b>1,015,224,554</b>	<b>949,260,979</b>	<b>953,671,620</b>
<b>Current Liabilities</b>			
Trade and Other Payables	5,040,113	4,832,251	5,739,646
Borrowings	3,975,066	2,387,352	2,387,352
Provisions	3,519,559	3,467,682	3,467,682
Unearned Revenue	127,440	-	-
<b>Total Current Liabilities</b>	<b>12,534,738</b>	<b>10,687,284</b>	<b>11,594,680</b>
<b>Non-Current Liabilities</b>			
Borrowings	35,463,433	38,267,463	38,267,463
Provisions	13,889,126	12,081,756	12,081,755
Unearned Revenue	2,015,754	-	-
<b>Total Non-Current Liabilities</b>	<b>49,352,559</b>	<b>50,349,219</b>	<b>50,349,218</b>
<b>TOTAL LIABILITIES</b>	<b>64,030,491</b>	<b>61,036,504</b>	<b>61,943,898</b>
<b>NET COMMUNITY ASSETS</b>	<b>951,194,063</b>	<b>888,224,475</b>	<b>891,727,722</b>
<b>Community Equity</b>			
Asset Revaluation Surplus	507,673,393	447,079,656	447,831,129
Retained Surplus/(Deficiency)	443,520,670	441,144,819	443,896,593
<b>TOTAL COMMUNITY EQUITY</b>	<b>951,194,063</b>	<b>888,224,475</b>	<b>891,727,722</b>

**Resolution:**

*Moved Cr RLA Heit, seconded Cr KA Duff.*

*That the Monthly Financial Report as at 28 February 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 - 2475559 - Reports for the Information of Council**

**Summary**

List of correspondence pending completion of assessment report  
Delegated Authority Report  
Minutes of the Audit Committee Meeting held on Tuesday 20 February 2018  
Monthly Capital Works Report  
Road Maintenance Expenditure Report  
Works for Queensland (W4Q) Grant Projects Report – Round Two

**Officer's Recommendation**

That the reports be received.

**Resolution:**

*Moved Cr RJ Frohloff, seconded Cr RLA Heit.*

*That the reports be received.*

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

**CLOSED SESSION:**

**Motion:**

*Moved Cr KA Duff, seconded Cr RLA Heit.*

*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, of the Local Government Regulation 2012.*

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



**OPEN COUNCIL:**

**Motion:**

*Moved Cr RLA Heit, seconded Cr KA Duff.*

*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*, of the Local Government Regulation 2012, Council considered matters concerning Tenders for the provision of Security Services for South Burnett Regional Council Buildings & Facilities.

**Motion:**

*Moved Cr RJ Frohloff, seconded Cr TW Fleischfresser.*

*That the Mayor's report be received*

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

**13. Confidential Section**

**13.1 CONF - 2474952 - Tender SBRC 17/18-11 Provision of Security service for South Burnett Regional Council Buildings & Facilities Kingaroy, Nanango & Blackbutt**

**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 accept the tender under SBRC 17/18-11 from South Burnett Security & Traffic Control and enters into a base contract for the value of \$12,012.00 per annum inclusive of GST and anticipated call out fees for a total period of up to 5 years.

**Resolution:**

*Moved Cr DA Potter, seconded Cr KA Duff.*

*That the Officer's Recommendation be adopted.*

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



**13.2 CONF - 2474981 - Tender SBRC 17/18-10 Provision of Security Service for South Burnett Regional Council Buildings & Facilities Murgon and Wondai**

**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 accept the tender under SBRC 17/18-10 from South Burnett Security & Traffic Control and enters into a base contract for the value of \$12,474.00 per annum inclusive of GST and anticipated call out fees for a total period of up to 5 years.

**Resolution:**

*Moved Cr RJ Frohloff, 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 12 noon.

Confirmed before me this ..... day of .....2018

..... **MAYOR**