



SOUTH BURNETT

REGIONAL COUNCIL

Minutes

Of The

General Council Meeting

Held in the Warren Truss Chamber, 45 Glendon Street Kingaroy

On Wednesday 15 November 2017

Acting Chief Executive Officer: Lester Schumacher

Our Vision

"Individual communities building a strong and vibrant region."

Our Values

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

SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday 15 November 2017

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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 15 November 2017 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:

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

1. Leave Of Absence

Nil.

2. Prayers

Nil

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 11 October 2017 as recorded be confirmed.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That the minutes of the previous meeting held on Wednesday 11 October 2017 as recorded be confirmed.

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

3.2 South Burnett Regional Council Special Minutes

Officer's Recommendation

That the minutes of the Special meeting held on Thursday 26 October 2017 be confirmed subject to the following amendment:

Resolution:

Moved Cr RJ Frohloff, seconded Cr GA Jones.

That Council award Burnett Water Services the contract to supply the materials for the Mount Wooroolin Supply Main for the amount of \$865,383.20 (incl GST) based on value for money, follow up service capability and encouragement of the development of competitive local business and industry.

Resolution:

Moved Cr RJ Frohloff, seconded Cr DA Potter.

That the minutes of the Special meeting held on Thursday 26 October 2017 be confirmed subject to the following amendment:

Resolution:

Moved Cr RJ Frohloff, seconded Cr GA Jones.

That Council award Burnett Water Services the contract to supply the materials for the Mount Wooroolin Supply Main for the amount of \$865,383.20 (incl GST) based on value for money, follow up service capability and encouragement of the development of competitive local business and industry.

*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 KA Duff.

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

Economic Development

South Burnett Economic Development Quarterly Report – September 2017

Economic Development staff collated a quarterly report on the activities undertaken in the September quarter for Council and public distribution. Highlights from the September quarter include the adoption by Council of the 2020 South Burnett Economic Development Strategy, changes being made in Council's approach to Tourism and marketing of the South Burnett region and the successful implementation of the 2017 Roadshow.

South Burnett Directions

The first meeting of South Burnett Directions was held in October 2017 to review economic development activity reported in the Economic Development Quarterly Report. Discussion about the role and future of South Burnett Directions led to a review of the process in developing 2020 South Burnett Economic Development Strategy. The outcomes from the workshop held last year in conjunction with Council will be revisited and reviewed by South Burnett Directions in order to guide implementation of the 2020 South Burnett Economic Development Strategy and identify priority projects for 2018 and beyond.

Mundubbera to Jandowae Road Working Group

In partnership with BIEDO and AgForce, South Burnett Regional Council established a working group for the Mundubbera to Jandowae Road. This road has been identified as a priority road by AgForce and the working group has been established to enable a collaborative approach to upgrade this important transport route. The working group, facilitated by BIEDO, has discussed the need for funding to scope upgrade projects (determining costs involved) and development of an economic case for the required upgrades to occur. Recent media announcements have supported the group's priority projects.

Coopers Gap Wind Farm

South Burnett Directions and Toowoomba & Surat Basin Enterprise worked closely with the primary contractor for the AGL Coopers Gap Wind Farm to hold an information session for potential suppliers. Over 100 people attended the Kingaroy Supplier Information Forum attended by representatives from AGL, GE and Catcon on Wednesday 25 October in the Luncheon Hall at Kingaroy Showgrounds. The information provided was very relevant to businesses interested in taking up opportunities.

Regional Economic Growth Forum

The Regional Economic Growth Forum was held in Maryborough on Thursday 9 November. Jason Kinsella, Moffatdale Ridge, spoke at the forum and 12 attendees from the region bussed across to Maryborough, maximising the networking opportunity for the day. This event gave a clear indication of the strength of relationship.

Governance and Communication:

Councillor Discretionary Fund

The Councillor Discretionary Fund, a part of the Community Grants Program, provides Council with the ability to approve small miscellaneous discretionary grants to eligible not-for-profit community organisations in response to requests which are received from time to time. The following organisations have received funding since July 2017:

Mayor Keith Campbell

Date	Community Organisation	Purpose	Amount \$
17/07/2017	Butt Arts Gallery	Wine & cheese night	\$300
17/07/2017	Relay for Life Captains Dinner	Hall hire	\$200
9/08/2017	Breast & Prostate Cancer Association of Queensland Inc	Donation towards Blackbutt Charity Golf Day	\$250
23/08/2017	Maidenwell Community Group Inc.	Donation towards the Life Flight Fundraiser	\$450
4/09/2017	Kingaroy Senior Citizens Club	Donation towards Kingaroy Senior Citizens Club 40th Anniversary luncheon	\$500
13/09/2017	Nanango Tourism and Development Association (NaTDA)	Art Competition prize money donation	\$250
11/10/2017	Kingaroy State High School P&C	SBRC Cultural Bursary and SBRC Leadership Bursary	\$500
31/10/2017	Kingaroy Concerned Citizens Group	Donation to hire Town Common Hall for Annual General Meeting	\$150

Deputy Mayor Kathy Duff

Date	Community Organisation	Purpose	Amount \$
16/08/2017	Murgon Judo Club Inc	Murgon Hall Hire	\$150
29/09/2017	Nanango Tourism and Development Association (NaTDA)	Art Competition prize money donation	\$250
17/10/2017	Murgon State High School P&C	Sponsorship for MSHS awards night	\$250
25/10/2017	Burnett Inland Economic Development Organisation (BIEDO)	Donation towards transportation to SafeWorth Month Event	\$154
25/10/2017	South Burnett Women	Donation towards International Women's Day 2018 Roar Art Exhibition Award	\$250

Cr Roz Frohloff

Date	Community Organisation	Purpose	Amount \$
23/08/2017	Nanango Sporting Ass. Inc.	For two directional signs	\$770
3/10/2017	Nanango Indoor Bowls Club	Donation towards hall hire at the Nanango Cultural Centre	\$242
25/10/2017	South Burnett Women	Donation towards International Women's Day 2018 Roar Art Exhibition Award	\$250
8/11/2017	Boots'n Bulldust Inc.	Donation towards Christmas with Friends Function	\$500

Cr Gavin Jones

Date	Community Organisation	Purpose	Amount \$
10/08/2017	Bloomin Beautiful Blackbutt Avocado Festival	Donation towards kids activities throughout Bloomin' Beautiful Blackbutt Avocado Festival	\$500
15/08/2017	Benarkin State School P&C Association	Donation towards costs associated with holding Benarkin Car Rally	\$350
29/09/2017	Nanango Tourism and Development Association (NaTDA)	Art Competition prize money donation	\$250

Cr Danita Potter

Date	Community Organisation	Purpose	Amount \$
26/07/2017	South Burnett Sing Australia	Donation towards promotional banner and songbooks	\$589
28/08/2017	Karma's Place	Donation towards Wheelbarrow raffle donation	\$200
28/08/2017	Kingaroy RSPCA	Donation towards movie night fundraiser	\$400
4/09/2017	South Burnett Suicide Prevention Working Group	Donation towards RU OK Day breakfast	\$350
6/09/2017	Kingaroy Senior Citizens Club	Donation towards Kingaroy Senior Citizens Club 40th Anniversary luncheon	\$250
16/10/2017	Rural and Remote Mental Health (SB Partners in Recovery)	Donation towards purchase of five children's books	\$75
25/10/2017	South Burnett Women	Donation towards International Women's Day 2018 Roar Art Exhibition Award	\$250

Cr Terry Fleischfresser

Date	Community Organisation	Purpose	Amount \$
4/09/2017	Kingaroy Senior Citizens Club	Donation towards Kingaroy Senior Citizens Club 40th Anniversary luncheon	\$250

Cr Ros Heit

Date	Community Organisation	Purpose	Amount \$
25/08/2017	Wondai Senior Citizens	Donation towards Wondai Town Hall Hire for Senior Citizens Day 17 August 2017	\$150
07/09/2017	Proston QCWA	Donation towards Wondai Hall Hire for 'Shed the Light' fundraiser	\$22
09/09/2017	Nanango Tourism and Development Association (NaTDA)	Art Competition prize money donation	\$250
09/09/2017	QCWA Wooroolin Branch	Donation towards catering for International Women's Day in Wooroolin	\$150
25/10/2017	South Burnett Women	Donation towards International Women's Day 2018 Roar Art Exhibition Award	\$250

Corporate Plan 2018 / 2023

Council has now commenced the development of a new Corporate Plan 2018/2023. The Corporate Plan is a legislative requirement under section 104 of the Local Government Act 2009. To provide some understanding, the plan states Council's strategic direction and the performance indicators for measuring Council's progress in achieving our community vision over the five (5) year period. Further, the Corporate Plan is used to develop Council's Annual Operational Plans and budgets for the period covered by the plan.

Council will make available the draft plan for community consultation from the 1st to the 28th of February 2018. During February, Council will host information awareness sessions as follows:

- Blackbutt Community Hall at 3:00pm on Thursday 8th
- Nanango Cultural Centre at 5:30pm on Thursday 8th
- Wondai Town Hall at 12:00pm on Thursday 15th
- Murgon Town Hall at 3:00pm on Thursday 15th
- Kingaroy Town Hall Supper Room at 6:00pm on Thursday 15th

We understand that there will be a number of people who will be unable to attend one of the scheduled sessions; therefore Council will also provide the draft plan for review on Council's website during February. I would like to take this opportunity to encourage local community and business organisations who would like to discuss the draft corporate plan to invite their local Councillors to come along to one of their meetings in February.

Carried 7/0
FOR VOTE - Councillors voted unanimously

4.2 Governance (G)

Officer's Report

4.2.1 G - 2419610 - Annual Consolidation of Delegations to the Chief Executive Officer

Summary

The Act provides that a local government may, by resolution, delegate a power under the Act, or another Act to the Chief Executive Officer. Section 257(4) of the Act provides that 'a delegation to the Chief Executive Officer under subsection (1) must be reviewed annually by the Local Government'.

Officer's Recommendation

That pursuant to section 257 of the Act, Council hereby endorses the annual consolidation of delegations to Council's Chief Executive Officer.

Legislation Title	Sections Delegated to CEO
Acquisition of Land Act 1967	4B(2), 8(2), 8(2A), 9(2), 12(5A), 12(7), 13(1)(b), 15, 15C(1), 15D(1), 15D(3), 16(1), 16(1B), 17(1), 17(5), 19(4), 21(1), 21(1A), 21(2), 29(1), 37(2), 37(5), 38(1)
Animal Management (Cats & Dogs) Act 2008	39, 42(4), 49(2), 51(a), 64(1)(b), 74(1), 75(1), 75(3), 75(5), 77(1), 79, 84(1), 84(4)(b), 84(5)(a), 84(5)(b), 87(1), 89, 89(4), 90(1), 92, 94(1), 94(2), 95(1), 95(4), 100(3), 102, 114(1), 212(3)
Biosecurity Act 2014	53(1), 59, 105(1), 239(2), 239(3), 246(2)(b), 329(1), 365(1), 366(1), 379(1), 379(3), 380(2), 381(3), 381(5)(a), 381(5)(b)
Biosecurity Regulation 2016	27(1), 46(1)
Building Act 1975	37(2), 51(2), 52, 53(2), 55(3), 63, 65(2), 66(2), 67(3), 68(3), 71(8), 71(9), 71(11), 74(2)(b), 80(2), 92(2), 92(5), 93(1), 95(1)(a)(b), 117(2), 206(1), 207(2), 207(3), 221(2)(a), 221(2)(b), 221(3), 221(4), 222(2), 228(2), 231AL(1), 242(1)(b), 242(2), 242(3), 245A, 245B(1), 245B(2) 245B(3), 245C(1), 245C(2), 245E(2), 245E(3), 246AE(2), 246AF(2), 246AG(1), 246AG(5), 246AG(6), 246AG(7), 246X(1), 246X(2), 248(1), 248(2), 248(3), 249(1), 249(2), 256(2)(d), 256(2)(e), 256(2)(f), 256(2)(g), 256(2)(h), 256(2)(i), 256(2)(k), 262(3), 266
Disaster Management Act 2003	29, 31, 37, 57(1), 57(2)(g), 59(1), 61
Environmental Protection Act 1994	128(2), 129(2), 130(3), 131(d), 133(1)(b), 134(4), 140(1), 143(2), 145(1), 145(3), 147(3), 150(1)(d), 152(3), 159(2), 159(3), 159(4), 159(5)(b)(i), 159(5)(b)(ii), 159(5)(b)(iii), 160, 161(3), 162(1), 168(2), 168(4), 170(2)(a), 170(2)(b), 171(2)(a), 171(2)(b), 172(2), 173(1), 173(3), 195, 198(2), 198(4), 203(1), 203(2), 204(2), 209(4), 211, 212(2), 212(3), 212A(2), 212A(3), 213(2), 213(3), 214(2), 214(3), 215(1), 215(1)(a), 216, 217, 218, 219(1), 219(3), 220, 221(2)(b), 227A(2), 227A(3), 227A(5), 228(1), 229, 230(2), 233(3), 237(1)(b), 238(3)(a), 238(7), 240(1), 240(2), 240(3), 242(1)(b), 242(3), 247(1), 247(2)(c), 247(3), 248(b), 249, 250C(a), 254(1), 255(1)(b), 255(2), 258(2), 261(2), 264(2)(a), 265, 266(1), 269(a), 269(b)(i), 269(b)(ii), 269(c), 275(a)(ii), 275(b), 278(1), 280(1), 281, 282(1), 282(1)(a), 282(1)(b), 282(3), 283(1), 283(2), 284C, 284F(1)(a)(ii), 284F(1)(b), 287, 292(1), 292(2), 292(3), 295(1), 295(2)(c), 295(4), 296, 299(2), 300, 301(1), 301(2), 304(1), 305(1)(a), 305(1)(b), 305(3), 305(5), 306(1), 306(3), 306(6), 308(2), 310(1), 311, 312, 314(2), 314(3), 314(5), 315(1),

Legislation Title	Sections Delegated to CEO
	320DB(1), 320DB(2), 322(1), 322(2), 323(1), 323(2), 326B(1), 326B(2), 326BA(1), 326BA(2), 326F(2), 326G(4), 326G(5), 326G(7), 326G(7)(a), 326G(8), 326H, 326I(2), 326I(3), 332(1), 332(2), 334A(1), 336(1), 336(2), 336(3), 336(4), 336A(1), 337(1), 337(2), 337(2), 338(1), 339(1), 339(2), 340(1), 340(2)(b), 340(2)(c), 340(3), 342(2), 343A(2)(B), 344(3), 344(4), 344A(2), 344A(3), 344B, 344C(1), 344C(2), 344E(1), 344E(1)(b), 344E(2)(a), 344F(2)(a), 344G(2), 352(1), 355(1), 357E(1), 357E(2), 357F, 357J, 358, 359, 445(1)(c), 448, 451(1), 454(1), 454(3)(b), 458(2), 490, 502A(2), 507(1), 507(3), 507(4), 509(1), 510, 511, 512(1), 512(2), 512(4), 512(5), 512(6), 512(7), 513(2), 521(2)(a)(ii), 521(5), 521(8), 568, 620(2), 620(5)(b), 621(1), 621(2), 621(4), 623(2), 626(3)(a), 634(1), 671(2), 697(1), 698(1), 698(2), 698B, 699(4), 699(5), 701(2), 715B(4), 715B(5)
Environmental Protection Regulation 2008	19C, 51(1), 51(2), 52(1), 53(1), 53(2), 58(2), 63(2), 81U(1)(b), 81W(1), 81X(1), 81Y(1), 81ZF(1)(b), 81ZF(2), 81ZG(1)(a), 81ZH(1)(a), 81ZH(2)(a), 81ZI(2), 81ZI(2)(a)(i), 81ZI(2)(a)(ii), 81ZJ(2), 81ZK(2)(a), 81ZK(2)(b), 81ZL(1), 81ZL(1)(a), 81ZL(1)(b), 81ZL(4), 81ZM, 81ZQ(1), 81ZR(2)(b), 133, 150(3), 151(2), 153(2)
Fire and Emergency Services Act 1990	105(1) "Prescribed property" paragraph (b), 112(2), 113(6), 117(3), 121(2), 126(1), 134(2), 140, 146(2)
Food Act 2006	55, 56(1), 56(2), 57, 58(a), 58(b), 59(1)(a), 59(1)(b), 60(2), 62(1), 62(2), 62(3), 64, 67, 68(1), 68(2), 69(1)(e), 69(2)(b), 69(3), 71, 72(3), 72(4), 72(5), 73(3), 73(4), 73(5), 74(3), 74(4), 74(5), 74(6), 74(7), 75(1), 78(2), 79(1)(a), 79(2), 80(2), 81, 82(1)(b), 82(2)(a), 82(2)(b), 82(3), 83, 83(2), 83(4), 91(1)(b), 91(2), 92(2), 97(1), 97(2), 97(3), 97(5), 103(1), 103(2), 104, 105(1), 106(2), 107(4), 108(1), 108(2), 108(3), 109(2), 109(2)(a), 109(3), 110(1), 110(2), 110(3), 110(4), 112(4), 112(5), 112(6), 113(1), 114(1), 114(2), 114(3)(c), 115(2), 118(1), 119(2), 120, 121(1)(b), 121(2), 121(3), 238(2), 239, 239(1), 255(1)(b)
Information Privacy Act 2009	29(1), 33(a), 33(c), 33(d)(i), 34(1), 44(3), 49(2), 50(2), 50(5)(b), 52(1)(b), 52(2), 53(2), 53(3), 53(5), 54(2), 54(3), 54(5)(b), 55(1), 55(3), 56(1), 56(3)(b), 56(3)(c), 56(3)(d), 56(4), 57(2), 57(2)(b), 59(2), 60(1), 61(1)(a), 61(1)(b), 61(1)(c), 61(6)(b), 62(3), 63(3), 65(a), 65(b), 66(2), 68(1), 69(2), 70, 71(2), 72(1)(a), 73(1), 74, 76(3)(b), 76(5), 76(5)(b), 81(1), 82(2), 82(3), 87(1), 87(2), 88(1), 88(2), 88(3), 89(c), 90(c), 91(2), 91(3)(a), 91(3)(b), 92(2), 94(2), 97(2), 97(3), 102(2), 106(1)(b), 112(2), 114(2), 114(3), 115(1), 127(1), 131(1), 132(1), 157(1), 159(1), 159(3)(b), 161(1),

Legislation Title	Sections Delegated to CEO
	172(1), 172(2), 2(5)(b), 7(3)(a), 10(1)(b), 10(1)(d), 11(1)(c), 11(1)(e), 11(1)(f)(iv)
Land Act 1994	18(1), 26(2), 31C(1), 31C(3), 31D(1), 31D(2), 31D(3), 34(1), 34(2), 34(3), 34H(1), 34I(1), 34I(3), 34I(4), 38A(1), 38A(2), 38A(3), 38A(4), 38G(1), 47(2), 52(5), 55A, 55H, 57(1), 57(2A), 60(1), 64(4), 66(1), 84(1), 94(2), 99(1), 99(3), 99(6), 103(1), 109A(1), 109B(1), 120A(1), 136(5), 164C(1), 164C(2), 164C(7), 164H(1)(b), 169(b)(i), 176(1), 176K(1), 176XA, 177A(1), 177A(2), 179(2), 180A(1), 180A(2), 180A(4), 180H(1), 210, 212B(5), 214A, 240G(1), 240I(4), 327, 327A, 327B, 327C(1), 327C(2), 327C(3), 327I(1), 358(1), 358(2), 360C, 360D(2), 360D(3), 368(2)(a), 481B(1), 481B(4), 481B(5), 481J(1), 492(1), 521ZL(2), 521ZM(2)
Liquor Act 1992	105B(1), 105B(4), 117(2), 117A(2), 173C(1), 173C(2), 173D(6), 173E(1), 173N(4)
Local Government Act 2009	61(1), 61(5), 62 (6), 62(7), 64(4), 65(1), 65(3), 65(4)(a), 65(4)(b), 66(4), 67(1), 67(2), 67(3), 68(4), 69(1), 69(2)c, 69(4), 69(5), 70(3), 70(4), 70(6)(b), 70(7)(a), 71(2), 71(4)(a), 72(1)(b), 72(2), 72(3), 74(2), 75(2), 75(4), 77(1), 77(3)(b), 77(4), 78(4), 78(5), 95(3)(a), 133(3), 137(2)(a), 140(1)(a), 140(2), 142(6), 143(1), 146(1), 146(2), 147(3)(a), 176A(2), 176A(3), 198(2), 219(2), 236(1), 262(2)
Local Government Regulation 2012	55(4), 83(2)(b), 138(3), 140(3), 143(1), 143(2), 149(2), 194(a), 201(2), 225(3), 225(4), 228(8), 228(9), 232(2), 232(4)
Neighbourhood Disputes (Dividing Fences and Trees) Act 2011	88(1)(d), 88(3), 88(4), 88(5A)
Peaceful Assembly Act 1992	4 - definition of "representative" - paragraph (b), 10(2)(b), 11(1), 11(2)(a), 11(4), 11(5), 12(1), 13(1)(a), 13(1)(b), 13(1)c, 13(2), 13(3)
Planning Act 2016	18(1), 18(2), 18(3), 18(6), 19(1), 20(2), 21 22(1), 23(1), 23(2), 24(5), 25(1)(a), 25(1)(b), 25(2), 25(3), 26(3)(c), 26(4)(a), 26(4)(b), 29(4)(a), 29(4)(b), 29(6), 29(7), 30(5), 32(1)(a), 32(1)(b), 32(1)(c), 32(2), 32(3), 35(1), 35(2), 36(1)(a), 36(1)(b), 36(7)(e), 38(1), 39(2), 39(4), 40(1), 41(4), 41(5), 42(2), 42(4), 46(2)(a), 46(3)(a), 51(2), 51(4)(a), 51(4)(b), 51(4)(c), 51(4)(d), 52(3), 53(3), 53(4)(a), 53(10), 55(1), 55(2)(a), 55(2)(b), 55(4), 56(1)(a), 56(1)(b), 56(1)(c), 56(2)(a), 56(2)(b), 56(2)(c), 56(3), 54(5), 60(2)(a), 60(2)(b), 60(2)(c), 60(2)(d), 60(3)(a), 60(3)(b), 60(3)(c), 60(5), 61(3)(a)(i), 61(3)(a)(ii), 61(3)(b), 63(1), 63(4), 64(6)(a), 64(6)(b), 67, 75(4)(b)(ii), 75(4)(b)(iii), 76(1), 76(2), 76(6), 78(3)(a), 78(3)(c), 79(2)(a), 79(2)(b), 79(2)(c), 79(2)(d), 80(3),

Legislation Title	Sections Delegated to CEO
	80(5)(a), 80(5)(b), 81(3)(a), 81(3)(b), 81(4)(a), 81(4)(b), 81(7), 83(1), 83(1A), 84(4), 86(3)(a), 86(3)(b), 86(3)(c), 86(3)(d), 87(1), 87(2)(a), 87(2)(b), 87(3), 88(3), 89(1)(a), 102(2), 105(3), 109(a), 109(b), 115(2), 119(2), 119(6), 123(1)(a), 123(1)(b), 125(2), 125(3), 131(2), 135(3), 140(1), 140(3), 142(3), 144(2), 149(2)(b), 151(2), 158(1)(a), 158(1)(b), 167(1)(a), 167(1)(b), 167(2), 167(4), 167(5)(b), 168(1), 168(4)(a), 168(4)(b), 168(4)(c), 169(2)(a), 169(3), 169(5), 174(1), 175(1)(a), 175(1)(b), 176(10)(a), 176(10)(b), 178(1)(b), 180(1), 180(11), 180(13)(a), 180(13)(b), 181(4), 229(2), 229(5), 239(1), 240(1), 241(2), 263(1)(a), 263(1)(b)(i), 263(1)(b)(ii), 263(1)(b)(iii), 263(3), 265(3), 293(5), 304(4)(a), 304(4)(b), 304(4)(c), 312, 314(6)
Plumbing & Drainage Act 2002	84(3), 85(3), 85(6), 85(7), 85(8), 85(10), 85A(2), 85C(2)(b)(i), 85C(2)(b)(ii), 85D(2)(b)(i), 85D(2)(b)(ii), 85D(2)(b)(iii), 85E(4)(b), 86(5), 86(6), 86(7), 86(8), 86(9), 86(10), 86(12), 86(13), 86AA(2), 86A(3)(b), 86A(4), 86A(5), 86A(6), 86A(8), 86B(3), 86D(3), 86E(3), 86G(1), 107(1), 115(1), 116(1), 116(2), 117(1), 117(2), 127A, 128, 128OA, 128P(2), 128P(4), 143B, 143C
Public Health (Infection Control for Personal Appearance Services) Act 2003	33, 34, 35(1), 36, 37(1), 38(1), 38(2), 38(3), 39(4), 40(2), 41(1)(c), 41(2)(b), 41(3), 44(4), 44(5), 44(6), 44(7), 45(1), 47(3), 47(4), 47(5), 47(6), 47(7), 48(1), 49(3), 49(4), 49(5), 49(6), 49(7), 50(1), 51(2), 52(1), 52(2), 53(2), 54(1), 54(3), 55(1), 55(3), 55(4), 56(1), 56(2)(a), 56(2)(c)(i), 62(1), 62(2), 62(3), 62(4), 65(3), 68(1)(b), 68(2), 70(1), 70(2), 72(1), 105(1), 105(2), 121(2), 122(1), 122(2), 140(1), 140(2), 147, 153(3), 154(3), 155(2)
Public Health Act 2005	17(2), 24(1), 24(2), 25(1), 27(2)(b), 32(3), 36(5), 57B, 376(2), 378, 378(a), 379(1)(b), 379(2), 393(2), 407(3), 446(1), 446(2)
Public Interest Disclosure Act 2010	30(1), 30(1)(b), 30(1)(d), 30(2), 30(3), 31(1), 31(3), 31(4), 32(1), 32(4), 60(3)
Right to Information Act 2009	32(1)(b), 32(2), 33(2), 33(3), 33(5), 34(2), 35(1), 35(3), 36(1), 36(2), 36(4), 36(7), 37(1), 37(3)(b), 37(3)(c), 37(4), 38(2), 38(2)(b), 40(2), 41(1), 42(1)(a), 42(1)(a)(ii), 42(6), 43(3), 43(3)(b)(ii), 43(3)(b)(iii), 43(3)(c)(ii), 45(a), 45(b), 46(2), 47(3), 48(1), 48(3), 49(1), 49(3), 49(5), 50(1), 50(4), 51(1), 51(3), 52(1)(a), 52(1)(b), 52(2), 54(1), 55(2), 64(1), 66(2), 66(3), 68(4), 68(8), 72(1), 72(2), 73(1), 73(2), 73(3), 74, 75, 76(2), 76(3), 77(2), 83(1), 83(2), 93(1)(b), 99(2), 114(1), 118(1), 119(1), 1(3)

Legislation Title	Sections Delegated to CEO
Standard Plumbing & Drainage Regulation 2003	14(6), 14D(3)(c)(ii), 15(2), 18(2), 20(2)(a), 22(6), 22(7)(b)(i), 27, 29(1)(b), 29(3), 29A(2), 29B(2), 29B(4)(c), 29B(4)(d), 29B(10), 30(3)(b), 30(4), 32, 34(1), 34(2), 34(3), 34(3)(b), 35(1), 35(2), 35(3), 38(2), 39(1)(d), 39(7)(a), 39(8), 39(9), 41(1)(a), 41(2)(b), 41(3), 44(1)(a), 44(2)(b), 44(3), 45(1), 47(1), 47(2), 52(2), 53(2)(a), 53(3)(a), 54(3)(a), 54(3)(b), 54(3)(c), "Competent person"
State Penalties Enforcement Act 1999	15(1), 23(3)(b), 23(5), 28(1), 28(2)(a), 33(1), 33(2)(b), 57(5), 150(2)(a)(ii), 157(2), 162
Stock Act 1915	19(1), 19(2)
Stock Route Management Act 2002	113(1), 116(2)(c)(i)(B), 116(2)(c)(ii), 117(1), 117(2), 118(1), 118(2), 118(2)(b), 119(1)(b), 121(a), 123(1), 123(2), 124(1)(b), 125(a), 126(1), 127(3), 127(4), 127(5), 128(1), 128(2)(a), 130(1), 135(1), 135(2), 136(1), 136(2), 137(1)(b), 139(a), 141(1), 142(1), 143(3), 143(4), 143(5), 144(1), 144(2)(a), 146(1), 147(2), 148(1), 149(1), 156(1), 161(2), 163(1), 180(1), 180(2)
Sustainable Planning Act 2009	96(1), 96(2), 96(4), 97, 98(4), 223(1), 224, 225, 226, 227(2), 256(1), 261(1)(a)(ii)(A)(B), 262(5)(a), 262(5)(b), 263, 266(1), 267(2), 272(2)(b), 274(2)(b), 276(1), 277(1), 277(3), 280(2)(b), 282(1), 282(2), 284(1), 284(3), 297(1), 302(1)(a), 302(1)(b), 303(2), 303(3), 304(1), 305(3), 313(2), 313(3), 314(2), 314(3), 315(1), 316(4), 317, 318(1), 318(2), 318(4), 324(1), 327(1), 331(6), 334(1), 337(1), 337(2), 348, 350(1)(b), 350(2), 354(1)(b), 354(4), 355(4), 357(2), 362, 363(1), 363(5), 364(2), 368(3), 369, 371, 371(d), 371(e), 373(1)(a), 374(1) and (2), 375(1)(a) and (b), 375(5), 376(1), 378(3), 378(7), 378(9), 378(9)(a), 378(9)(b), 381(a) and (b), 383(4), 385(a) and (b), 387(1), 387(3), 389, 402(4), 402(5)(a), 402(5)(b), 405(1), 405(2) and (3), 405(5), 407(1)(a) and (b), 408(3)(b)(i), 408(3)(b)(ii), 412(3), 412(4), 412(5), 412(6), 412(9), 413(2)(a), 413(2)(c), 413(3), 456(1), 456(2), 461(1), 462(1), 463(2), 464(2), 465(1), 466(1), 467(1), 479(1), 485(4), 485(9)(c), 485(10)(b)(ii), 487(4), 488, 498(1), 510(3), 512, 513(3), 515(1), 515(4), 520(2), 521(2)(a)(ii), 528, 529(1), 530(1)(a)(ii), 531(1), 537(1), 543(4), 543(5), 544(c), 545(b)(ii), 546(c), 547(3)(b), 560(1), 562(1) and (2), 568, 590(1), 590(9), 591(2), 592(2), 597(1), 601(1)(a), 601(1)(b), 601(1)(c), 626(3)(a), 632(2), 635(2), 639(1)(a) and (b), 642, 643(1), 643(4), 646(2), 647(2), 650, 651(2), 655(3), 657(3), 660(1), 660(3), 660(5)(b), 661(1), 662(3), 662(4), 664(2), 669(2)(b), 674(1), 677(1)(a) and (b), 679(2), 691(8), 695(1), 695(3)(a), 695(3)(b), 709(1), 710(1), 710(2)(a), 714(1), 714(2), 715(1), 716(3), 716(5), 741, 746(1), 749(2), 750

Legislation Title	Sections Delegated to CEO
Tattoo Industry Act 2013	61(1)
Tobacco & Other Smoking Products Act 1998	26ZO(3), 26ZPD(3)
Transport Infrastructure Act 1994	41, 42(1), 43(1), 253(1), 307(1), 309(1), 358(1), 420(3), 421, 423(1), 424, 426(1)
Transport Operations (Road Use Management) Act 1995	69(1), 69(2), 69(3), 69(4), 74(2), 75(1), 76(1), 100(1)(b)(ii), 100(3), 100(8), 101(1), 102(1)
Waste Reduction and Recycling Act 2011	52(2), 128(3)(c), 175, 176(2), 177(2), 178(1)(a), 178(1)(b), 183(1), 187, 246(1), 246(2), 246(3), 248(1), 249(2), 253(1), 256(1), 260(2), 261, 264(2)(c), 270
Water Supply (Safety & Reliability) Act 2008	20(1), 21(1)(c)(ii), 23(1), 23A(2), 25A(1), 26(2), 26(8), 28(1), 28(4)(b), 33(2), 33(4), 34(2), 35(1), 36(2)(b), 41(1), 41(3), 43(1), 44(1), 44(2), 44(3), 44(4), 45(1), 45(2), 52(1), 52(3), 54(1), 54(2), 54(3), 54(5), 57(2), 58(1), 58(2), 59(2), 60(1), 60(2), 61(1), 95(1), 99A, 100(2), 102(2), 102(3), 102A(2), 102A(3), 103(2), 107(2)(b), 115(3), 142(2)(a), 142(2)(b), 142C(2), 145(1), 146(1), 149(1), 166(3), 167(2), 168(1), 168(2)(c), 169(1), 169(2), 180(1), 180(3), 180(4), 180(5), 181(1), 182, 183(1), 183(2), 183(3), 183(4), 184(1), 184(2), 184(3), 185(2), 191, 192(1), 192(2), 193(1), 193(3), 195(1), 195(2), 196AA(1), 196AD(1), 196AE(1), 202(1), 203(1)(b), 208(2), 208(5), 209(1), 212(2), 212(3), 215(1), 215(3), 215(7), 230(2), 230(4), 230(6)(b), 230(9), 237(1), 238(1)(b), 242(2), 242(3), 259(2)(b), 259(4), 259(6), 270(2), 270(4), 271(2), 271(4), 303(3)(e), 306(1), 307(2), 333(2), 352F, 359(3), 359(4), 352G(1), 352G(4), 352P(2)(c), 352P, 352S(2), 352T(2), 352T(2)(b), 352T(3)(a), 352T(3)(b), 352U(3), 353(3), 354(3)(b), 356(4), 371C, 371H(2), 371(2), 373, 374(2), 375, 378, 379, 379(2), 379(3), 381(1), 381(3), 383(2), 383(2)(b), 384(3), 391(3), 392, 446(2), 463(1)(d), 476(1), 512(1), 513(3), 517(1), 524(2), 526, 573
Work Health & Safety Act 2011	38(1), 38(4)(b), 52(1), 52(4), 53(1), 53(2), 54(1), 55(3), 56(3), 57(1), 57(2), 58(1), 71(5), 73(1), 73(2), 76(1), 76 (5), 77(c), 82(2), 87, 89, 141, 224, 229

Resolution:

Moved Cr DA Potter, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

4.2.2 G - 2423496 - Adoption of Council's Conduct of Council & Committee Meetings Policy

Summary

A good governance approach congruent with ethical, accountable and transparent decision making is a mandate of Council. The purpose of the Conduct of Council & Committee Meetings Policy is to set out the arrangements that govern the conduct of business and proceedings at Council and Committee meetings.

The Conduct of Council & Committee Meetings Policy is to be regularly reviewed as part of Council's commitment to good governance.

Officer's Recommendation

That the Conduct of Council & Committee Meetings Policy be adopted.



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

Conduct of Council & Committee Meetings

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1. POLICY STATEMENT

This Policy has been developed in accordance with the obligations of local government as provided for in the *Local Government Act 2009* (LGA2009) and *Local Government Regulation 2012* (LGR2012).

2. SCOPE

This Policy applies to all Councillors and Council employees, Council committee members, invited guests, media representatives and the general public.

3. POLICY OBJECTIVES

The object of this Policy is to establish procedures for the conduct of Council and committee meetings, including the post-election meeting and to provide for the orderly and proper conduct of Council and committee meetings.

4. BACKGROUND AND/OR PRINCIPLES

This Policy supports the Local Government Principles under section 4 of the LGA2009.

5. GENERAL INFORMATION

PART 1 MEETINGS OF THE COUNCIL

Division 1 - Time of Meetings

1. Times of Ordinary Meetings

- 1 The days and times of ordinary meetings of the Council will be as resolved at the post-election meeting and from time to time thereafter.
- 2 All ordinary meetings of the Council will be held at its public office unless otherwise resolved at an ordinary meeting.

2. Special Meetings

- 1 The Chief Executive Officer (CEO) will call a special meeting of the Council if –
 - (a) the special meeting is required by a resolution of the Council; or

- (b) a written request for the special meeting is lodged with the CEO under section 2.2 (Special Meetings) of this policy; or
 - (c) a special meeting is required to comply with the LGA2009 or some other legislation; or
 - (d) where the CEO determines it is in the interests of the Council that a special meeting be held.
- 2 A written request for a special meeting of the Council will –
- (a) be signed by the Mayor or three (3) or more Councillors; and
 - (b) specify the object of the special meeting; and
 - (c) propose a day and time for the holding of the special meeting.
- 3 The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor. (see section 258 of the LGR2012).

Division 2 - Agenda for Council Meetings

3. Notice and Agenda for Council Meetings

- 1 The CEO will distribute a written notice of the meeting at least two (2) days prior to each meeting. The only business that may be conducted at a special meeting is the business specified in the notice of meeting (see section 258 LGR2012).
- 2 Any notice of meeting or agenda will be given to a Councillor by –
- (a) personal delivery; or
 - (b) delivery to a nominated address; or
 - (c) post; or
 - (d) facsimile transmission; or
 - (e) electronic mail.

Division 3 - Conduct of Council Meetings

4. Presiding Officer at Council Meetings

- 1 The Mayor will preside at a meeting of the Council.
- 2 If the Mayor is absent or unavailable to preside, the Deputy Mayor will preside.
- 3 If both the Mayor and Deputy Mayor are absent or unavailable to preside, a Councillor chosen by the Councillors present at the meeting will preside at the meeting.

5. Order of Business for Council Meetings

- 1 The order of business will be determined by resolution of the Council from time to time.
- 2 However, the Council may, by resolution and without notice of that motion, alter the order in which it proceeds with the business for a particular meeting.
- 3 Unless otherwise resolved under sub-clause 5.1 or 5.2 above, the order of business will be as follows:
- (a) Opening of Meeting
 - (b) Attendance including Apologies
 - (c) Leave of Absence
 - (d) Prayers
 - (e) Presentation of Petitions
 - (f) Confirmation of Minutes of the Previous Meeting
 - (g) Consideration of Business Sections including:
 - (i) Business arising out of the minutes of previous meeting
 - (ii) Reception and consideration of correspondence
 - (iii) Reception and consideration of committee reports

- (iv) Matters referred to Council by standing committee/s
- (h) Consideration of Notices of Motion
- (i) Reception of Notices of Motion for Next Meeting
- (j) Reports for Information of Council
- (k) Confidential Reports.

4 The CEO determines the business paper content for any meeting.

6. Time of Meetings

Council meetings must not start before the time provided in the notice of the Council meeting.

7. Confirmation of Minutes

- 1 The minutes of any preceding meeting, whether an ordinary or a special meeting, not previously confirmed, will be taken into consideration at every ordinary meeting of the Council, so that they can be confirmed.
- 2 No discussion will be permitted on the Minutes except to confirm the accuracy as a record of proceedings.

8. Clarification – Members

A Councillor feeling aggrieved by a matter which has transpired between the termination of one meeting and the commencement of the next may, immediately after the confirmation of the minutes of the preceding meeting and with the consent of the Chairperson, raise a matter for clarification and which may require discussion.

9. Procedure at Meetings

Where, at an ordinary meeting of the Council, a matter arises which is not provided for in these standing orders, the matter will be determined by resolution of the Council upon a motion which may be put without notice but otherwise in conformity with these standing orders and the LGA2009 / LGR2012.

10. Objectionable Business

If the Chairperson or a Councillor considers that a matter or motion before a meeting is of an objectionable nature or outside the powers of the Council, the Chairperson may on their own motion or that of another Councillor, declare on a point of order that the matter not be considered further.

11. Business Confined to Agenda

- 1 Business not on the agenda or arising from the agenda will not be considered at any meeting unless permission for that purpose is given by resolution of the Council at that meeting.
- 2 A matter considered under sub-clause 11.1 will be considered during that part of the meeting set aside under sub-clause 15.11(f).

12. Petitions

- 1 Any petition presented to a meeting of the Council will be in legible writing or typewritten and contain a minimum of ten signatures.
- 2 A petition may be presented to a meeting of the Council by a Councillor who before presenting the petition will, as far as practicable, become acquainted with the subject matter of the petition.
- 3 A Councillor, on presenting a petition to a meeting, will –
 - (a) state the nature of the petition.
 - (b) read the petition.

- 4 Where a Councillor presents a petition to a meeting of Council no debate on or in relation to it will be allowed however, the Councillor presenting the petition may speak in respect of the matter the subject of the petition for a period of not more than one (1) minute.
- 5 The only motion which will be moved is that –
 - (a) the petition be received and referred to a committee or an officer for consideration and relevant action; or
 - (b) the petition not be received.
- 6 A petition may be forwarded or handed to the Chief Executive Officer who will present it at the first ordinary meeting of the Council as an item of correspondence.

13. Deputations and Presentations

- 1 Deputations or presentations maybe permitted at ordinary meetings of Council. The Mayor will determine whether a deputation or presentation may be heard.
- 2 If the Mayor determines that a deputation or presentation may be heard, a convenient time will be arranged for that purpose, and a time period allowed.
- 3 A maximum of three (3) persons will be at liberty to address Council.
- 4 The Chairperson may terminate an address by a person in a deputation or presentation at any time where:
 - (a) the Chairperson is satisfied that the purpose of the deputation or presentation has been sufficiently explained to the Councillors at the meeting; or
 - (b) the person uses insulting or offensive language; or
 - (c) if a member of the deputation or presentation, other than the appointed speakers, continues to interject or attempt to address the Council after the Chairperson has warned the member of the deputation or presentation.

Division 4 – Motions

14. Notices of Motion - Rescinding or Repealing Previous Resolutions

- 1 A resolution of the Council can be rescinded or repealed only if written notice, in the correct format, of intention to propose the repeal is given to each Councillor at least five (5) days before the meeting at which the proposal is to be made.
- 2 At the meeting to decide the rescission motion, the proposed motion is taken to have been defeated unless it is agreed to by –
 - (a) the number of Councillors present at the meeting is more than the number present at the meeting at which the resolution was adopted - a majority of the Councillors present; or
 - (b) in any other case - a majority of all Councillors.
- 3 A resolution of the Council can only be rescinded or repealed if it has not been acted upon. If an alternative resolution is proposed to be moved, notice of intention to move the alternative motion is to also be provided.
- 4 The Chairperson must call notices of motion in the order they appear on an agenda. Where there is no objection to a motion to rescind or repeal a previous resolution being taken as a formal motion, the Chairperson may put the motion to rescind or repeal to the vote without discussion.
- 5 If the motion to rescind or repeal a previous resolution of Council is carried then, if there is an alternative motion, it will be moved and seconded for discussion and voting thereon.

- 6 Where a Councillor who has given notice of a motion is absent from the meeting of the Council at which the motion is to be considered, the motion may be –
 - (a) moved by another Councillor at the meeting; or
 - (b) deferred to the next ordinary meeting of Council.
- 7 Where a motion to rescind or repeal a previous resolution is lost, a motion of the same or like effect is not to be moved until at least three (3) months after the date on which the first mentioned motion to rescind was lost unless the Council, by resolution, decides otherwise.

15. Consideration of Motions and Amendments

- 1 A motion or an amendment to a motion will not be debated at a meeting of the Council unless or until the motion or the amendment is seconded, with the exception of procedural motions which are not debated.
- 2 A motion or an amendment to a motion (other than a procedural motion relating to a point of order) that is not seconded, lapses for want of a seconder.
- 3 Notwithstanding sub-clause 15.1, a Councillor who moves a motion or an amendment to a motion may speak with the permission of the Chairperson for the purpose of explaining the purport of that motion before it is seconded.
- 4 A motion may not be withdrawn where a Councillor at the meeting objects to its removal.
- 5 When a motion has been moved and seconded, it is subject to the control of the Council and may not be withdrawn without the consent of the Council.
- 6 Only one motion, or one proposed amendment to a motion, may be put at any one time.
- 7 An amendment to a motion will be in terms which retain the identity of the original motion and does not directly negative the motion.
- 8 Where an amendment to a motion is put before a meeting of the Council, no other amendment to the motion will be considered until after the first amendment has been determined.
- 9 A Councillor who proposes or seconds a motion may propose or second an amendment to that motion.
- 10 Where a motion is amended by another motion and determined, the original motion will not be put as a subsequent motion to amend the substantive motion.
- 11 The following items of business on the agenda of a Council meeting requires the movement of a motion:
 - (a) Confirmation of Minutes
 - (b) Reception of correspondence
 - (c) Receipt of petitions
 - (d) Consideration of Notices of Motion
 - (e) Reception and adoption of reports from Council Standing Committees and Advisory Committees
 - (f) Matters resolved by the Council to be placed on the agenda
 - (g) General Business including leave of absence

16. Withdrawal of a Motion

- 1 A Councillor who has moved or seconded a motion may elect to withdraw the motion:
 - (a) before an amendment to the motion is moved and seconded; or
 - (b) after an amendment is seconded but not adopted.

- 2 A modification to a motion may be accepted by the Councillors who have moved and seconded the motion in which case the original motion is deemed to be withdrawn and the motion, as accepted, becomes the motion.

17. Speaking to Motions and Amendments

- 1 Subject to sub-clause 15.2 above, the mover of a motion or amendment will read it and will state that it is so moved but will not speak to it until the motion is seconded.
- 2 A Councillor may request the Chairperson for further information before or after the motion or amendment is seconded.
- 3 The order of speakers will be:
 - (a) the Councillor moving the motion.
 - (b) Councillors alternatively against and for the motion, or as determined by the Chairperson.
 - (c) the mover of the motion who has the final right of reply provided there has been a speaker against the motion or amendment.
- 4 A motion or amendment may be withdrawn by the mover with the consent of the Council, which will be signified without debate, and a Councillor will not speak to the motion or amendment after the mover has been granted permission by the Council for its withdrawal.
- 5 If a procedural motion "that the motion be now put" is passed, the mover of the original motion has a right of reply.
- 6 The mover of any amendment will have no right of reply.
- 7 In the event that the amendment is passed, the Councillor who moved the original motion has a right of reply to the amended motion.
- 8 Once the right of reply has been exercised on a motion, debate on the motion is closed.
- 9 Each speaker, including when exercising a right of reply, will be restricted to not more than five (5) minutes and will speak directly to the motion.
- 10 Any extension of time for a Councillor to speak in accordance with sub-clause 17.9, will only be granted by the Chairperson and any extension will be for a period of not more than three (3) minutes.
- 11 When two (2) or more Councillors rise or motion to speak at the same time, the Chairperson will determine who will speak first.

18. Method of Taking Vote

- 1 Before any matter is put to the vote, the Chairperson may direct the motion or amendment to be read again by the Chief Executive Officer or other officer who is taking the minutes of the meeting.
- 2 The Chairperson will, in taking the vote on a motion or amendment, put the question first in the affirmative and then in the negative and will do so as often as necessary to form and declare an opinion as to whether the affirmative or the negative has the majority vote.
- 3 The Council will vote by a show of hands.
- 4 The minutes of the ordinary meetings of the Council will record the names of Councillors and how they voted (including any abstention which is recorded in the negative) if there is a division.
- 5 A Councillor may call for a division on an item by requesting that the item be voted on separately.

- 6 The Chairperson will declare the result of a vote as soon as it has been determined.
- 7 Except upon a motion to rescind or alter it, the resolution will not be discussed after the vote on it has been declared.

19. Points of Order

- 1 A Councillor may ask the Chairperson to decide on a 'point of order' where it is believed that –
 - (a) another Councillor has failed to comply with proper meeting procedures.
 - (b) a matter before the Council is in contravention of the local laws or the LGA2009.
 - (c) a matter before the Council is beyond the Council's jurisdiction.
- 2 Points of order cannot be used as a means of contradicting a statement made by the Councillor speaking.
- 3 Where a 'point of order' is moved, consideration of the matter to which the motion was moved will be suspended.
- 4 The Chairperson will determine whether the point of order is upheld.
- 5 Upon a question of order arises during the process of a debate, a Councillor may raise a point of order, and thereupon the Councillor against whom the point of order is raised, will immediately cease speaking and be seated when the point of order is submitted.
- 6 Notwithstanding anything contained in these standing orders or the *Local Law No. 1 (Administration) 2011* to the contrary, all questions of order at any time arising will, until decided, suspend the consideration and decision of every other question.

20. Procedural Motions

- 1 A Councillor at a meeting of the Council may, during the debate of a matter at the meeting, move as a procedural motion the following motions:
 - (a) that the motion be now put; or
 - (b) that the debate on the motion and/or amendment now before the meeting be adjourned; or
 - (c) that the meeting proceed to the next item of business on the agenda; or
 - (d) that the question lie on the table or that the matter be taken from the table; or
 - (e) that the matter be referred to a committee; or
 - (f) that this report/document be tabled; or
 - (g) submission of a 'point of order' (see clause 19); or
 - (h) that the Chairperson's ruling on a point of order be dissented from; or
 - (i) that the meeting be closed or opened to the public in accordance with the provisions of sections 274-275 of the LGR2012; or
 - (j) that the meeting stand adjourned.
- 2 A procedural motion will be seconded.
- 3 A procedural motion will not be debated and will be immediately put to the vote by the Chairperson.
- 4 Where a procedural motion is lost, the Chairperson will not accept a similar motion until the expiration of fifteen (15) minutes after the time the motion was lost.

21. Motion - That the Motion be Now Put [Clause 20.1(a)]

- 1 A procedural motion "that the motion be now put" may be moved without notice and without comment, at the conclusion of the speech of any member, to the motion or amendment before the meeting, to bring on the finalisation of a motion.

- 2 Before the procedural motion can be put, the Chairperson will ensure that the opportunity has been given for at least one (1) speaker to be heard for the motion or amendment under consideration and at least one (1) speaker to be heard against the motion or amendment.
- 3 Where such a procedural motion is carried, the Chairperson will immediately put the motion or amendment under consideration, subject to the right of reply.
- 4 Where a procedural motion is lost, debate on the motion or amendment to that motion may continue.
- 5 Any mover or seconder or speaker to the original motion or amendment to the motion, cannot move a procedural motion that the motion be put.

22. Motion - That Debate be Adjourned [Clause 20.1(b)]

- 1 A procedural motion "that the debate on the motion and/or amendment now before the meeting be adjourned" will specify a time or date to which the debate is to be adjourned.
- 2 A procedural motion may not adjourn debate for a period more than two (2) months after the date of that procedural motion.
- 3 Where no date or time is specified in the procedural motion –
 - (a) a further motion may be moved to specify such a time or date; or
 - (b) the matter about which the debate is to be adjourned will be included in the agenda for the next meeting of the Council.

23. Motion - That the Meeting Proceed to the Next Item of Business [Clause 20.1(c)]

Where a procedural motion "that the meeting proceed to the next item of business" is carried, debate on the matter being considered will cease and the motion is deemed to have lapsed.

24. Motion - That the Question Lay on the Table [Clause 20.1(d)]

- 1 A procedural motion "that the question lay on the table" will only be moved where the Chairperson or a Councillor requires additional information on the matter being considered or the result of some other action of the Council or person is required before the matter may be concluded at the meeting.
- 2 If the motion is carried, the matter is disposed of unless and until a motion is carried "that the matter be taken from the table" Once the matter is taken off the table, all members, whether or not they have previously spoken, have the right to speak.
- 3 If the motion for the question to lay on the table is lost, debate continues and the "Tabling Motion" cannot be moved again in respect to that substantive motion.
- 4 If the motion for the question to lay on the table is moved and carried whilst an amendment is before the Chair, both the motion and the amendment are laid on the table.
- 5 A procedural motion "that the matter be taken from the table" may be moved at the meeting at which the procedural motion to lay the question on the table was carried or at any later meeting.

25. Motion - That the Matter be Referred to a Committee [Clause 20.1(e)]

- 1 If a procedural motion "that the matter be referred to a committee for consideration" is carried, debate on the matter will cease and the Council will proceed with the next matter on the agenda.
- 2 Any Councillor may move to amend the procedural motion in order to specify or clarify the terms of reference under which the matter is referred or the composition or identity of the committee to which the matter is to be referred.

26. Motion - That This Report/Document be Tabled [Clause 20.1(f)]

A motion "that this report/document be tabled" may be used by a Councillor to introduce a report or other document to the meeting. Once the document is tabled, it ceases to be a confidential document and forms part of the minutes of the Council meeting, unless otherwise resolved by the Council.

27. Motion - That the Chairperson's Ruling Be Dissented From [Clause 25.1(h)]

- 1 A Councillor may move "a motion of dissent" in relation to a ruling of the Chairperson.
- 2 Where such a motion is moved, further consideration of any matter will be suspended until after the motion of dissent is determined.
- 3 Only the mover of the motion of dissent and the Chairperson will speak to the motion. The mover of the motion and the Chairperson will speak only once to the motion with the mover speaking first and the Chairperson second.
- 4 Where a motion of dissent is carried, the matter to which the ruling of the Chairperson was made will proceed as though that ruling had not been made.
- 5 Where, as a result of that ruling, a matter was discharged as out of order, it will be restored to the agenda and be dealt with in the normal course of business.
- 6 Where a motion of dissent is not carried, the ruling of the Chairperson will stand.

28. Motion - That the Meeting be Closed or Opened [Clause 20.1(i)]

- 1 Where a procedural motion "that the meeting be closed to the public" is carried, the public will leave and not re-enter the room where the Council meeting is being held until a procedural motion "that the meeting be opened", is carried.
- 2 No motion can be moved and seconded and voted on while the meeting is closed to the public.
- 3 Where the Council has resolved to close a meeting, all debate in the course of the closed meeting will be considered to be confidential.

29. Motion - That the Meeting Stand Adjourned [Clause 20.1(j)]

- 1 A procedural motion "that the meeting stand adjourned" may be moved by a Councillor at the conclusion of debate on any matter on the agenda or at the conclusion of a Councillor's time for speaking to the matter, and will be put without debate.
- 2 The procedural motion must specify a time for the resumption of the meeting and, on resumption, will continue with the business before the meeting at the point where it was discontinued on the adjournment.

Division 5 – Questions

30. Questions Without Notice

- 1 A Councillor may ask a question, without notice, for reply by another Councillor or an officer regarding any item of business under consideration at the meeting of the Council.
- 2 A Councillor to whom a question is asked without notice may request that the question be taken on notice at the next Council meeting.
- 3 An officer to whom a question is asked without notice may:
 - (a) request that the question be taken on notice for the next Council meeting; or
 - (b) request that the question be the subject of a report to a Council committee.
- 4 Any Councillor wishing to ask a question relating to the general work or procedure of the Council but not related to any matter under consideration at the meeting, will

provide the question in writing to the Chief Executive Officer at least four (4) days prior to the day of the meeting at which it is to be asked.

- 5 A Councillor who asks a question at a meeting, whether or not upon notice, will be deemed not to have spoken to the debate of the motion to which the question relates.
- 6 The Chairperson may disallow a question which the Chairperson considers inconsistent with good order.
- 7 A Councillor may move a motion of dissent against the Chairperson's ruling and, if the motion is carried, the Chairperson will allow the question.

Division 6 – Record of Decision-making

31. Recording of reasons for particular decisions

Pursuant to section 273 *Local Government Regulations 2012*, if a decision made at a meeting is inconsistent with a recommendation or advice given to the local government by an advisor of the local government and either or both the following apply to the decision:

- (a) the decision is about entering into a contract the total value of which is more than the greater of the following:
 - (i) \$200,000 exclusive of GST; or
 - (ii) 1% of the local government's net rate and utility charges as stated in the local government's audited financial statements included in the local government's most recently adopted annual report.
- (b) The decision is inconsistent with:
 - (i) the policy or approach ordinarily followed by the local government for the type of decision; or
 - (ii) a policy previously adopted by the local government by resolution, whether or not as required by the LGA2009, and still in force.

The Chief Executive Officer must ensure the minutes of the meeting include a statement of the reasons for not adopting the recommendation or advice.

PART 2 COUNCIL STANDING COMMITTEE/S

Division 1 - Appointment and Function of Standing Committee/s

32. Standing Committee/s

- 1 The Council may, by resolution, appoint from its Councillors one or any number of standing committees of the Council and determine the name of the committee or committees.
- 2 The Council may, by resolution, appoint the number of members to each appointed committee.
- 3 Where one (1) committee only is appointed, the committee will comprise all members of Council with the Mayor as Chairperson. Each Councillor will be assigned a portfolio and will be referred to as the Spokesperson for that particular portfolio.
- 4 The Chief Executive Officer will decide the order of business for the agenda.

33. Function of a Standing Committee

- 1 The function of a committee is to consider, report upon and make recommendations to the Council in respect of matters comprised within or related to the business with which that committee is charged by the Council. A committee can also exercise powers of the Council if those powers have been delegated to it under section 257 of the LGA2009.

- 2 The reports and recommendations of every committee must, except where power has been delegated to the committee to implement its decisions, be submitted to the Council for consideration.
- 3 This section does not limit the power of the Council itself to deal with any matter which has been referred to or delegated to a committee.

Division 2 - Time of Standing Committee Meetings

34. Times and Places of Standing Committee Meetings

- 1 The days and times of ordinary meetings of standing committees will be as resolved at the post-election meeting and from time to time thereafter.
- 2 All meetings of standing committees will be held at the Council's public office unless otherwise resolved by Council.

35. Special Standing Committee Meetings

- 1 The CEO will call a special meeting of a standing committee if –
 - (a) the special meeting is required by a resolution of the Council; or
 - (b) a written request for the special meeting is lodged with the CEO under sub-clause 35.2.
- 2 A written request for a special meeting of a standing committee will –
 - (a) be signed by the Mayor or three (3) or more Councillors; and
 - (b) specify the object of the special meeting; and
 - (c) propose a day and time for the holding of the special meeting.
- 3 The CEO calls a special meeting by giving written notice of the date and the time of the meeting, and the business to be conducted at the meeting, to each Councillor.

Division 3 - Notice of Standing Committee Meetings

Notice of Standing Committee Meetings

- 1 The CEO will distribute a written notice of the meeting at least two (2) days prior to each meeting. The only business that may be conducted at a special meeting is the business specified in the notice of meeting (see section 258 of *the LGR2012*).
- 2 Any notice of meeting or agenda will be given to a Councillor by –
 - (a) personal delivery; or
 - (b) delivery to a nominated address; or
 - (c) post; or
 - (d) facsimile transmission; or
 - (e) electronic mail.
- 3 If the notice relates to a special meeting, it must also specify the object of the meeting.

Division 4 - Conduct of Standing Committee Meetings

36. Chairperson

- 1 The Chairperson of a committee will preside at a meeting of a Council committee.
- 2 If the Chairperson is not present at a meeting, the members present will appoint a chairperson for the meeting (see section 267 of *the LGR2012*).

37. Procedure at Standing Committee Meetings

- 1 A Committee will deal with the items of business on its agenda in accordance with:
 - (a) procedural directions given to the committee by resolution of the Council; or
 - (b) procedural directions specified in these Standing Orders; or

(c) if there is no procedural direction governing a particular matter, the Chairperson's decision.

2 However, a committee may, by resolution, overrule a decision on a procedural question made by the Chairperson.

3 If an appropriate or adequate method of dealing with any matter is not provided for in these Standing Orders, the method of dealing with the matter may be determined by the Chairperson or by resolution upon a motion which may be put without notice.

38. Deputations and Presentations at Standing Committee Meetings

1 A deputation or presentation group wishing to address a meeting of a committee on any matter relevant to the committee will apply in writing to the CEO not less than seven (7) working days before the day of the meeting.

2 The CEO, on receiving an application for a deputation or presentation, will notify the Mayor and/or the Chairperson of the committee who will determine whether the deputation or presentation may be heard.

3 The CEO, or his delegate, will inform the deputation or presentation group of the determination under sub-clause 39.2.

4 Where it has been determined under sub-clause 39.2 that the deputation or presentation will be heard, a convenient time will be arranged for that purpose and a time period allowed.

5 A deputation or presentation will not exceed fifteen (15) minutes unless otherwise agreed by the Chairperson.

6 A maximum of three (3) persons from a deputation or presentation will be at liberty to address the committee.

7 The Chairperson may terminate an address by a person in a deputation or presentation at any time where:

- (a) the Chairperson is satisfied that the purpose of the deputation or presentation has been sufficiently explained to the Councillors at the meeting; or
- (b) the person uses insulting or offensive language; or
- (c) if a member of the deputation or presentation, other than the appointed speakers, continues to interject or attempt to address the Council after the Chairperson has warned the member of the deputation or presentation.

39. Reports by Standing Committee/s

1 All Committees, unless otherwise resolved by Council pursuant to Section 272 of the LGR2012, will submit reports and/or recommendations to the CEO who will list them on the agenda for the next available ordinary meeting of Council.

2 All Committee reports submitted to the Council will be signed by the Chairperson of the committee or the person presiding over the meeting at which the report was authorised.

3 Where Council has one standing committee only, the report will be signed by all Councillors present at the meeting.

4 If in a report of a committee distinct recommendations are made, the decision of the Council may be taken separately on each recommendation.

5 The Chairperson of the ordinary meeting of the Council will decide whether the distinct recommendations or parts of recommendations are considered separately by the meeting of the Council.

6 The committee recommendations adopted by Council are resolutions of the Council.

PART 3 ADVISORY COMMITTEES

Division 1 - Appointment of Advisory Committees

40. Appointment of Advisory Committees

- 1 The Council may, by resolution, appoint advisory committees for the performance of any duty, not of a permanent nature, for which in the opinion of the Council an advisory committee ought to be appointed.
- 2 The appointment of every advisory committee will be made by resolution of the Council and the motion to appoint the advisory committee will include the following:
 - (a) the duties proposed to be entrusted to the committee; and
 - (b) the term of the appointment of the committee; and
 - (c) the committee membership, including Councillors and, where applicable, persons who are not Councillors; and
 - (d) Council senior staff who provide technical operational expertise and who are non-voting members; and
 - (d) the committee Chairperson will be a Councillor unless the Council decides otherwise.
- 3 The Council will provide reasonable administrative assistance for the conduct of advisory committee meetings however, the staff providing the administrative assistance will not be members of the advisory committee or have voting entitlements.

Division 2 - Conduct of Advisory Committee Meetings

41. Conduct of Meetings

1. The advisory committee, through the Chairperson, may determine the dates, times and places for its meetings pursuant to section 265 of the LGR2012, subject to operational resources.
2. The Chairperson will preside at an advisory committee meeting pursuant to section 267 (Chairperson of committee) of the LGR2012. However, if the Chairperson is absent or unavailable to preside, a Councillor will be chosen by the Mayor to preside. Should a Councillor be unavailable to preside, the CEO will nominate a member of the senior management team to preside.
- 3 With the permission of the Chairperson, a non-member may attend an advisory committee meeting and, with the permission of the Chairperson, address the advisory committee on any item of business listed on the agenda.
- 4 A non-member will not vote on any matter at an advisory committee meeting.

Division 3 - Conduct of Members of Advisory Committees

42. Conduct of Members

- 1 A member of an advisory committee must ensure that there is no conflict or possible conflict between the member's private interests and the honest performance of the member's role of advising or making a recommendation to the Council.
- 2 A member of an advisory committee will not:
 - (a) make improper use of information acquired as a member of the advisory committee to gain directly or indirectly a financial advantage for that person or someone else; or
 - (b) make improper use of information acquired as a member of the advisory committee to harm the Council; or
 - (c) release information that the person knows or should reasonably know is information that is confidential to the Council; or

3. Termination of membership of a committee member for in appropriate conduct will be determined by Council.

Division 4 - Reports by Advisory Committees

43. Reports by Advisory Committees

- 1 An advisory committee through the Department responsible for the function will submit a report to Council of each of its meetings, namely the minutes of the meeting. The report will list the recommendations for Council consideration and be tabled on an agenda for an ordinary meeting of Council. Council is to have adopted the recommendation/s prior to any action being taken operationally to deliver on the recommendations.

Division 5 - Termination of Advisory Committees

44. Tenure of Advisory Committee Membership

- 1 Subject to any resolution to the contrary, if a committee is appointed for a particular purpose or for a limited time, the committee is abolished and appointment of members to the committee is terminated upon the fulfilment of that purpose or the expiration of that time.
- 2 If any member of a committee is absent from three (3) consecutive meetings without having obtained a leave of absence from the committee, the member's continued membership of that committee will be referred to Council for determination.
- 3 Individual membership is for a period of two (2) years unless for a shorter period as stated in the establishment of the committee. At the conclusion of the two (2) year appointment, the committee member is released from the committee. For Councillors and Council staff membership positions, the membership will be reinstated unless otherwise decided by Council. For external membership positions, nominations will be called for from relevant community groups / sectors to fill the vacant positions. The process to assess the applications will be formalised operationally in consultation with Council.
- 4 A report will tabled for Council to adopt the committee membership at an ordinary meeting of Council.

PART 4 PUBLIC PARTICIPATION IN COUNCIL MEETINGS

45. Attendance of Public and Media at Council Meetings

- 1 Every ordinary meeting of the Council, other than a closed meeting pursuant to section 275 of the LGR2012, will be open to press, radio and television representatives and to the public.
- 2 Subject to sub-clause 46.3, when the Council or a committee proposes to close a meeting pursuant to section 275 of the LGR2012, the Chairperson will direct all persons, other than members of the Council or the committee, to leave the meeting and every person will immediately comply with the direction.
- 3 Unless resolved otherwise, sub-clause 46.2 above does not apply to the officers of the Council or its legal and technical advisers who are required to be in attendance for the matter under discussion.
- 4 Where practicable, reasonable accommodation and facilities to report proceedings will be provided within the meeting places of the Council for representatives of the press, radio and television.
- 5 Copies of the Council meeting agenda, excluding confidential items, will be made available to the representatives of the press, radio and television. Reasonable access

will be allowed to the representatives to correspondence and reports laid on the table or submitted to the meeting. However, access will be withheld where the Council by resolution so decides on the grounds that publication may prejudice the Council's interests.

- 6 Part of the Council Chambers or venue for the Council meeting will be made available for the accommodation of the public, and such number of public as can reasonably be accommodated will be permitted to attend at every meeting, except a closed meeting of the Council.

46. Public Participation at Council Meetings

- 1 Except when invited to do so by the Chairperson, a member of the public will not take or attempt to take part in the proceedings of a Council meeting.
- 2 Any person addressing the Council will stand and act and speak with decorum and frame any remarks in respectful and courteous language.
- 3 Any person who is considered by the Council or the Mayor to be unsuitably dressed may be directed by the Mayor or Chairperson to immediately withdraw from the meeting.
- 4 Failure to comply with a request under sub-clause 47.3 above will be considered an act of disorder.
- 5 The Council Chairperson may, as a mark of distinction, admit a non-member to a part of the Council Chambers normally reserved for Councillors during the conduct of a Council meeting to participate in the discussion of a particular item of business, on conditions decided by the Council.

PART 5 MAINTENANCE OF GOOD ORDER AT COUNCIL AND COMMITTEE MEETINGS

47. Conduct During Council and Committee Meetings

- 1 After a meeting of the Council or a committee has been formally constituted and the business commenced, a Councillor or committee member will not enter or leave the meeting without first notifying the Chairperson.
- 2 A Councillor or committee member is not deemed to be present at any meeting of the Council or committee unless the Councillor or committee member is inside the meeting room or in attendance via teleconference in accordance with section 276 of the LGR2012.
- 3 At ordinary and special meetings of the Council, unless exempted by the Chairperson, Councillors will stand and address the Chairperson while:
 - (a) moving any motion or amendment; or
 - (b) seconding any motion or amendment; or
 - (c) taking part in any discussion; or
 - (d) replying to any question; or
 - (e) addressing the Council for any other purpose.
- 4 Councillors and committee members will, during a meeting of the Council or a committee, address:
 - (a) other Councillors by their respective titles, "Mayor" or "Councillor"; and
 - (b) officers by designating them by their respective official or departmental title.
- 5 Councillors and committee members will confine their remarks to the matter under consideration.

- 6 Councillors and committee members will remain seated and silent while a vote is being taken.
- 7 Councillors and committee members will act with due decorum during meetings in order that the meeting is conducted in an efficient and effective manner. Councillors and committee members will not make a noise or disturbance except to raise a point of order, nor converse aloud, while another person is addressing the Council or a committee.
- 8 The Chairperson may specify orally or in writing appropriate standards of decorum which will be observed by all Councillors and other persons attending a meeting of the Council or a committee.
- 9 Councillors and committee members will not make personal reflections on or impute improper motives to any other Councillor, committee member or an officer of the Council.
- 10 A Councillor or committee member who is speaking will not be interrupted except upon a point of order being raised either by the Chairperson or Councillor or committee member.
- 11 When the Chairperson speaks during the process of a debate, the Councillor then speaking or offering to speak, will immediately cease speaking and resume their seat, and each Councillor and committee member present will preserve strict silence so that the Chairperson may be heard without interruption.
- 12 The Chairperson may:
 - (a) call the attention of the meeting to continued irrelevance or tedious repetition on the part of any Councillor or committee member; and
 - (b) direct a Councillor or committee member to discontinue a speech.

48. Lapse of a Quorum

- 1 If during the conduct of a meeting, the Chairperson becomes aware that a quorum is no longer present; the meeting will be adjourned to a date and time to be determined by the Chairperson but no later than fourteen days from the date of the adjournment.
- 2 However, the meeting may be adjourned to a later time on the same day.
- 3 When the conduct of a meeting is interrupted as a result of the loss of a quorum, the business of the resumed meeting must commence at the point in the meeting agenda at which the interruption occurred.

49. Declaration of Material Personal Interest - Retiring from the Meeting

1. Where a Councillor or committee member determines that they have a material personal interest, in accordance with section 172 Local Government Regulations 2012, they must inform the meeting of the material personal interest in the matter.
2. Where a Councillor or committee member has disclosed a material personal interest in a matter to be considered at a meeting of the Council or committee they must retire from the meeting place prior to the commencement of discussion on the disclosed matter and, until the matter has been determined, the Councillor or committee member must ensure that his/her removal from the meeting place is sufficiently remote that he/she is unable to see or hear the proceedings or to be seen or heard by those inside the meeting place until the matter is determined and the Chairperson invites the Councillor or committee member to re-join the meeting.

50. Declaration of Conflict of Interest

1. Where a Councillor or committee member determines that they have a Conflict of interest, in accordance with section 173 *Local Government Regulations 2012*, they

must inform the meeting of the personal interests in the manner and if the Councillor or committee member participates in the meeting in relation to the matter, how the Councillor or committee member intends to deal with the real or perceived conflict of interest, which is to be recorded in the minutes.

51. Acts of Disorder by Members of the Council or a Committee

- 1 A member of the Council or a committee commits an act of disorder at a meeting of the Council or a committee if the member:
 - (a) obstructs or interrupts the proper conduct of the meeting; or
 - (b) uses indecent or offensive language; or
 - (c) makes a statement reflecting adversely on the reputation of the Council; or
 - (d) makes an intemperate statement reflecting adversely on the character or motives of a member or officer of the Council; or
 - (e) refuses or wilfully fails to comply with a direction given by the Chairperson of the meeting; or
 - (f) commits an act which, in the Chairperson's opinion, constitutes an act of disorder; or
 - (g) fails to comply with the South Burnett Regional Council's Code of Conduct for Councillors.
- 2 If a member of the Council or a committee has, in the Chairperson's opinion, committed an act of disorder; the Chairperson may direct the member to make a retraction or apology.
- 3 If the member does not comply immediately with a direction under sub-clause 52.2, the Chairperson may immediately move a motion (a "suspension motion") that the member be suspended for the remainder of the meeting or a lesser time fixed by the Chairperson.
- 4 If the Chairperson moves a suspension motion:
 - (a) the motion will be put to the vote immediately without discussion; and
 - (b) if the motion is passed, the member will immediately leave the meeting place and will remain away for the period of the suspension.
- 5 A member will comply with sub-clause 52.4(b).
- 6 The use of mobile phones in the area set aside for Councillors and committee members in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.

52. Acts of Disorder by a Person Other Than a Member

- 1 A person who is not a member of the Council or a committee will not interrupt or obstruct the proper conduct of a meeting of the Council or a committee. Maximum penalty - 20 penalty units *Local Law No. 1 (Administration) 2011*.
- 2 If a person (other than a member) interrupts or obstructs the proper conduct of a meeting of the Council or a Committee, the Chairperson may ask the person to withdraw from the meeting place.
- 3 A person asked to withdraw from a meeting place under sub-clause 53.2 will immediately withdraw from the place and will remain away until the end of the meeting or for a lesser period fixed by the Chairperson. Maximum penalty - 20 penalty units *Local Law No. 1 (Administration) 2011*.
- 4 If a person contravenes sub-clause 53.3, an authorised person may, at the request of the Chairperson, exercise reasonable force to remove the person and keep the person away from the meeting place.

- 5 The use of mobile phones in the area set aside for the representatives of the press, radio and television and the public in the Council Chambers or other meeting places is not permitted unless authorised by the Chairperson.

53. Adjournment for Disorder

- 1 The Chairperson may adjourn a meeting of the Council or a committee for not more than thirty (30) minutes and quit the Chair if an act of disorder arises at a Council or committee meeting and the meeting cannot properly continue.
- 2 On resumption of the meeting, the Chairperson will move a motion, which will be put without debate, to determine whether the meeting will proceed.
- 3 Where a motion under sub-clause 54.2 is lost, the Chairperson will declare the meeting closed, and any outstanding matters will be referred to a future meeting.

54. Council Officers - Attendance at Council and Standing Committee Meetings

- 1 The CEO and General Managers will be available to attend all ordinary and special meetings of the Council.
- 2 Every Standing Committee may, before entering into discussion on any matter, call on the relevant General Manager and/or the General Manager's nominee to be present at the discussion and the General Manager or the General Manager's nominee will attend.

PART 6 RECORD OF MEETINGS

55. Minutes of Meetings

Minutes of a meeting of the Council or a committee will include:

- (a) a copy of any report whether by a committee or an officer adopted by the meeting, excluding confidential reports; and
- (b) a copy of any other documentary material necessary for a proper understanding of the proceedings of the meeting.

56. Audio and Video Recording of Meetings

- 1 The Council may direct that an audio or video recording of a meeting of the Council or a Committee be made for the purpose of verifying the accuracy of the minutes of the meeting.
- 2 An audio or video recording made under this section:
 - (a) will only be used for the purpose of verifying the accuracy of the minutes of the meeting; and
 - (b) after being used for that purpose will be dealt with as directed by the Council.
- 3 A person (other than the Council) will not, without the approval of the Chairperson, use an electronic recording or transmitting device or a mobile phone in the public gallery of a meeting place of a meeting of the Council or a committee.

PART 7 CONFIDENTIALITY

57. Confidentiality

For the purposes of section 275 of the LGR2012, information obtained by a Councillor or officer at or during a closed meeting of the Council or a committee is deemed to be information that he or she knows or should reasonably know is information that:

- (a) is confidential to the Council, and
- (b) the Council wishes to keep confidential.

6. DEFINITIONS

In this policy:-

"standing committee" means a standing committee appointed by the Council pursuant to section 264 (Appointment of Committees) of the LGR2012.

"advisory committee" means an advisory committee appointed by the Council pursuant to section 264 (Appointment of Committees) of the LGR2012.

"advisor" means a person who is an employee of the local government or is otherwise engaged to provide services to the local government and whose duties include giving a recommendation or advice.

"authorised person" means a person authorised by the CEO for the purpose of enforcing and maintaining order at a Council or committee meeting.

"Chief Executive Officer" (CEO) means the person appointed and employed by the Council as its chief executive officer pursuant to section 194 (Local Government Employees) of the LGA2009.

"Chairperson" means:

- a) the Mayor in the case of a Council meeting; or
- b) the person appointed by the Council pursuant to section 267 (Chairperson of committee) of the LGR2012 as chairperson of the Council committee or the advisory committee; or
- c) a person acting in the position of chairperson pursuant to this policy.

"deputation" means a group of people appointed to undertake a mission or take part in a formal process on behalf of a larger group.

"Mayor" means the Mayor of the Council and includes any person acting in the position of the Mayor pursuant to the LGA2009 or this policy.

"media" means regionally recognised media from a registered publication with a public distribution.

"member" means in the case of:

- a) a Council meeting, Councillors of the Council; and
- b) a Council standing committee meeting, Councillors appointed to the standing committee by the Council; and
- c) an advisory committee, persons appointed to the advisory committee by the Council.

"non-member" means:

- a) the Chief Executive Officer; or
- b) an officer nominated by the Chief Executive Officer; or
- c) an officer invited to a Council or standing committee or advisory committee meeting by the Chairperson of that meeting; or
- d) in the case of a Council meeting, a standing committee meeting or an advisory committee meeting, a person admitted to the meeting by the respective Council, standing committee or advisory committee; or
- e) in the case of a standing committee meeting or an advisory committee meeting, a Councillor who is not a member of that committee.

"ordinary meeting" of the Council means –

- a) a post-election meeting of the Council which is required to be held under section 175 (Post-election meetings) of the LGA2009; or

- b) a periodic meeting of the Council which is required to be held under section 257 (Frequency and place of meetings) of the LGR2012.

“**presentation**” means a speech or talk in which a new product, idea or piece of work is shown and explained to the audience.

“**point of order**” means an objection to an action which:

- a) is in contravention of the LGA2009; or
- b) is irrelevant; or
- c) was the matter the subject of discussion at a closed meeting of the local government; or
- d) otherwise prejudices the interests of the Council.

“**procedural motion**” means a motion set out in clause 20 of this policy.

“**quorum**” means a majority of Local Government Councillors as prescribed under section 259 of the LGR2012.

“**statutory notice of meeting**” means a notice of meeting to be given under section 258 (Notice of meetings) of the LGR2012.

“**suspension motion**” means a motion moved pursuant to clause 52 (Acts of Disorder by Members of the Council or a Committee) of this policy

7. LEGISLATIVE REFERENCE

Local Government Act 2009

Local Government Regulation 2012

8. RELATED POLICIES/PROCEDURES

Acceptable Request Guidelines

Councillor Code of Conduct

Employee Code of Conduct

9. NEXT REVIEW

November 2019

10. VERSION CONTROL

Version	Revision Description	Approval Date
V1	Adopted by Council	9 December 2015
V2	Review in line with policy framework – Proposed adoption by Council	15 November 2017

 Gary Wall
 CHIEF EXECUTIVE OFFICER

 Date

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

4.2.3 G - 2423461 - Adoption of Council's Acceptable Request Guidelines

Summary

Under section 170A of the *Local Government Act 2009*, the Chief Executive Officer is required to prepare Acceptable Request Guidelines that set out the procedure that Councillors must follow when requesting help or advice from Council employees.

The Acceptable Request Guidelines for South Burnett Regional Council are based on both the requirements of *Local Government Act 2009* and best practice guidelines developed by the Local Government Association of Queensland.

The Acceptable Request Guidelines are to be regularly reviewed as part of Council's commitment to good governance.

Officer's Recommendation

That the Acceptable Request Guidelines be adopted.



IR NUMBER:
MINUTE NUMBER:
ADOPTED ON:

Acceptable Request Guidelines

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1. POLICY STATEMENT

The Acceptable Request Guidelines are intended to provide clear guidelines to Councillors and Council employees about the way in which a Councillor may:

- ask a Council employee for advice to assist the Councillor carry out his or her responsibilities under the *Local Government Act 2009* (LGA2009); and
- ask the Chief Executive Officer (CEO) to provide information, that the local government has access to, relating to the local government.

It is the responsibility of all Council employees to abide by these Acceptable Request Guidelines.

These Guidelines are considered to be a local government “procedure” under Section 176(4) of LGA2009, meaning that a breach of these Guidelines will be considered to be a breach of the LGA2009.

2. SCOPE

The Acceptable Request Guidelines apply to all Councillors and Council employees, when a Councillor is requesting advice or information.

3. POLICY OBJECTIVES

The guidelines specifically assist Councillors, the Chief Executive Officer and Council employees in meeting:

- their statutory obligations under section 170A of LGA2009 - “Request for assistance or information”; and
- the CEO’s statutory obligation under section 13(3)(f) of LGA2009 to comply with requests from Councillors.

4. BACKGROUND AND/OR PRINCIPLES

It is a requirement of LGA2009 section 170A for Council to adopt acceptable request guidelines about:

- (a) the way in which a Councillor may ask a local government employee for advice to help the Councillor to carry out his or her responsibilities under the LGA2009; and
- (b) reasonable limits on requests that a Councillor may make.

5. GENERAL INFORMATION

- 5.1 Communications between Councillors and Council employees must;
- (a) be conducted in accordance with the Local Government Principles prescribed in section 4(2) of the LGA2009; and
 - (b) be conducted in accordance with the Councillors' Code of Conduct; and
 - (c) comply with the law and Council policies, guidelines and procedures; and
 - (d) be conducted in good faith; and
 - (e) be conducted in a respectful, reasonable and professional manner.
- 5.2 Councillors shall consider the likely cost implications in making requests for advice or information, and shall not make requests where the costs could not be justified as being in the public interest.
- 5.3 Councillors may request, from any Council employee, advice or information of a similar nature and in a similar manner to that which the Council employee ordinarily gives similar advice to the public (e.g. a Customer Contact Officer at a Customer Service Centre).
- 5.4 Councillor's requests for access to confidential information shall only be made to the relevant Manager, General Manager or CEO and shall be put in writing if requested.
- 5.5 In respect to advice and information provided by Council employees to Councillors, Councillors may refer complaints to the CEO in writing. All written complaints will be dealt with under Council's Administrative Action and Councillors Complaints Policy and associated procedures.
- 5.6 Councillor's requests for advice or information during the caretaker period of a local government election shall be restricted to information or advice that is available to members of the public and/or any other candidate in the election, other than in accordance with matters being formally considered by Council.
- 5.7 Any Councillor's decision to rely on verbal advice given by a Council employee shall be the responsibility of the Councillor and shall be made entirely at the discretion of the Councillor. Any such decision to rely on verbal advice given shall be made with due regard for the level of knowledge and experience of the Council employee providing the advice and shall be made with due regard for alternative advice available from other sources.
- 5.8 Councillors must not breach conflict of interest or material personal interest's provisions as described in the LGA2009 when requesting information from Council employees.
- 5.9 Other than in emergency situations, as detailed in section 5.10 and 5.11 hereunder, Councillors are not to contact a Council employee outside working hours other than with the prior approval of the Council employee.
- 5.10 If an afterhours matter is of a non-emergency operational nature Councillors should, as far as possible, defer the matter for consideration during business hours. Otherwise, Councillors must log a request through the general Council phone number (4189 9100) - which is also Council's after hours emergency service number.
- 5.11 When a matter occurs after hours and is of such urgency that to delay contact will bring harm to the Council or damage the reputation of Council, Councillors may contact one (1) of the Council employees listed below:
- (a) CEO;
 - (b) General Manager; or
 - (c) Manager.

- 5.12 When referring service requests, Councillors shall use the Customer Request System rather than directly referring requests to any Council employee individually. This will ensure the matter is recorded and can be appropriately actioned.
- 5.13 Councillors may request advice or information from a Council employee only in accordance with these Acceptable Request Guidelines and Appendix 1 hereto - "Table of Authorised Employees". Where the nominated officer is not available when the contact or request is made, another suitably qualified Council employee may, entirely at the Council employee's discretion, determine either to provide the advice or information requested or decides to take a message for the nominated officer to respond in person to the Councillor.
- 5.14 Councillors may be given approval by the CEO to request advice and information from a Council employee other than General Managers and Managers, in specific circumstances; for example where a Council employee is a member or support officer to an Advisory Committee. In these specific circumstances, written approval will be provided to both the Councillor and the Council employee. This written approval will be provided by the CEO and recorded electronically in Council's Electronic Document Management System.
- 5.15 Pursuant to section 170A(3) of the LGA2009 Councillors may not ask for information that:
- (a) is a record of the regional conduct review panel or the tribunal; or
 - (b) if disclosure of the information to the Councillor would be contrary to an order of a court or tribunal; or
 - (c) would be privileged from production in a legal proceeding on the grounds of legal professional privilege.
- 5.16 Other than in accordance with these guidelines, Councillors shall:
- (a) not direct, or attempt to direct any Council employee to do anything (except for the Mayor, who is entitled to direct the CEO and senior executive employees in accordance with Section 170(1) of the LGA2009); and
 - (b) not behave towards Council employees in an overbearing or threatening manner; and
 - (c) not coerce or entice, or attempt to coerce or entice any Council employee to do anything that does not comply with these Acceptable Request Guidelines; and
 - (d) not unduly disrupt a Council employee in the undertaking of that Council employee's routine employment obligations, nor during a Council employee's meal breaks, nor shall Councillors unduly disrupt that Council employee's workplace e.g. lengthy, unscheduled discussions with a Council employee in the corridor or unplanned attendance at the Council employee's work station; and
 - (e) not place, or attempt to place any Council employee in a position that would create a conflict of interest for that Council employee, or that would compromise the integrity and honest performance of that Council employee; and
 - (f) not direct or pressure a Council employee in relation to their work or recommendations they should make or action they should take.
- 5.17 A Mayoral direction may be given to the CEO and General Managers but only in fulfilling the Mayoral responsibilities outlined in section 12(4)(d) of the LGA2009.
- 5.18 All Council employees are bound by Council's code of conduct and the LGA2009 principles and the Public Sector Ethics Act 1994 principles. Council employees will maintain an awareness of their role as a public service provider. They will seek to maintain and enhance public confidence in the integrity of public administration, and to advance the common good of the community served by Council.
- Specifically, Council employees will not:

- make improper use of information acquired as a Council employee to gain, directly or indirectly, an advantage for themselves (or someone else); or to cause detriment to the Council; and
- release information that the employee knows, or should reasonably know, is information that is confidential to Council, and which the Council wishes to keep confidential; and
- improperly use, or allow the improper use of, their official powers or position.

Council employees must ensure that any conflict that may arise between their personal interests and their official responsibilities is resolved in favour of the public interest.

Where a Council employee is uncertain about whether or not they should respond to a Councillor enquiry, or how to respond to a Councillor enquiry, then they must not provide a response, but rather refer the matter to their General Manager or the CEO who may then action the Councillor request.

Council employees must keep records of advice given to Councillors as they would do when advising a member of the public. This should be recorded electronically in Council's Electronic Document Management System.

- 5.19 Where Councillors are dissatisfied with the response from a Council employee (for a request for advice or information) the Councillor may report their dissatisfaction to the Council employee's General Manager. Councillors may seek a further review if they are dissatisfied with the General Manager's response, by putting their concerns in writing to the CEO.
- 5.20 If the Mayor or a Councillor behaves inappropriately or asks for help or advice from a Council employee other than under these guidelines, the Council employee must inform their Manager, General Manager or the CEO about the request as soon as is practicable as outlined under section 170a(4) of the LGA2009.

An allegation of a breach of these Acceptable Request Guidelines will be dealt with in accordance with section 176 – 182 of the LGA2009.

Breaches of the Acceptable Request Guidelines by the Mayor or a Councillor may lead to one (1), or a combination of the following:

- a reprimand for inappropriate conduct (section 181 of the LGA2009); and/or
- for repeat inappropriate breaches the matter will be referred to the Regional Conduct Review Panel as misconduct.

6. DEFINITIONS

Senior Executive Employee – is the equivalent of a General Manager within the Council organisational structure.

7. LEGISLATIVE REFERENCE

Local Government Act 2009 (LGA2009)
Public Sector Ethics Act 1994
Councillors Code of Conduct
Employee Code of Conduct
Council Corporate Plan (Values)

8. RELATED POLICIES/PROCEDURES

Table of Authorised Employees

9. NEXT REVIEW

November 2019

10. VERSION CONTROL

Version	Revision Description	Approval Date
V1	Adopted by Council	15 April 2014
V2	Review in line with term of office – Adopted by Council	7 April 2016
V3	Review in line with policy framework – Proposed adoption by Council	15 November 2017

Gary Wall
CHIEF EXECUTIVE OFFICER

Date

Resolution:

Moved Cr GA Jones, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

4.3 Economic Development (ED)

Officer's Report

4.3.1 ED - 2427938 - Economic Development September 2017 Quarterly Report

Summary

The Economic Development Department will publish a Report for public distribution each quarter to realise commitments to enhancing communication from Economic Development, activities and projects.

Officer's Recommendation

That Council accept the South Burnett Economic Development Quarterly Report - September 2017 and allow public distribution.

Resolution:

Moved Cr RLA Heit, seconded Cr KA Duff.

That Council accept the South Burnett Economic Development Quarterly Report - September 2017 and allow public distribution.



South Burnett Economic Development Quarterly Report – September 2017



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INTRODUCTION

The Quarterly Report is the result of a focus from Economic Development on communication. It is intended to provide:

An overview of activity across Economic Development;

A record of statistics, media articles, comments, presentations and notes;

The Economic Development Quarterly Report is documented through a defined process, as follows.

- Collation of team contributions through Team meeting and alternative sources
- Documentation of Draft Quarterly Report circulated to Council CEO for review
- Draft Quarterly Report presented to South Burnett Directions meeting for review
- Changes from Council CEO, South Burnett Directions and internal proofreading identified
- Documentation of Quarterly Report and associated Presentation for Council Portfolio Session
- Quarterly Report presented to Council Portfolio meeting
- Quarterly Report and Presentation, including any minor changes required by Council, documented for consideration of Council Meeting
- Quarterly Report and Presentation accepted by Council for distribution
- Quarterly Report and Presentation distributed

This extended process is expected to take approximately six (6) weeks past the end of the quarter.



ECONOMIC DEVELOPMENT OVERVIEW

While Tourism has dominated the Economic Development agenda, the primary achievement from the September Quarter has been the adoption of the 2020 South Burnett Economic Development Strategy. With documentation commencing in June, Council adopted the 2020 South Burnett Economic Development Strategy at its Ordinary Meeting of 16 August 2017. Comprising three (3) parts, Business Growth; Investment & Innovation; and Visitor Economy, the two (2) page document incorporates clear direction and concise messages.

- 30 new patents (Investment & Innovation)
- 300% increase in visitor expenditure (Visitor Economy)
- 3,000 new jobs (Business Growth)

This documentation integrates with the two dominant activities undertaken by the team through the September Quarter, being Tourism and the 2017 Roadshow.

From an initial belief that brand 'South Burnett' and the region's tourism industry were well positioned with defined market strength, the Economic Development team has applied energy to realising positive action. There is significant disruption in tourism, sufficient capital to move forward and passion/ownership from all comers. It is the model that best delivers positive outcomes for the South Burnett region that will minimize disruption and enable growth. As defined in the South Burnett Economic Development Strategy, 'Growth = cooperation and cohesion'.

The 2017 Roadshow rolled across the South Burnett through September, greeting communities with staff presentations on Council's Prequalified Supplier List, Beakon Contractor Management Software and 2020 South Burnett Economic Development Strategy. Councillors also presented an update of activity from the 2016/17 Annual Report by portfolio, completing a session that generally went for just over two (2) hours. Commencing in Kumbia on 7 September, events were subsequently held in Nanango (12 Sep), Wondai (18 Sep), Blackbutt (19 Sep), Murgon (21 Sep), Kingaroy (25 Sep), Durong (26 Sep), Proston (26 Sep) and Maidenwell (27 Sep).

Over two hundred (200) persons attended the events across the region which also generated opportunities for fundraising through community group BBQ's/catering at each event. Council's Economic Development staff coordinated the event series in conjunction with a local host organisation, in most cases being the local business group or Chamber of Commerce. Where there were no obvious groups, BIEDO hosted the events. The events were well received across the region, with the combination of staff and Councillor presentations broadening the scope of the evening program, building positively from the experience of Council's Listening Tour of 2016.

INVESTMENT & INNOVATION

Investment Attraction

Through the course of the September Quarter, a number of activities relevant to Investment Attraction have been undertaken, with the most prevalent being commercial in confidence discussions with a potential tenant at the Kingaroy Airport. While factors external to this discussion have foiled a positive outcome for the region in this instance, the discussion has allowed for the establishment and testing of new approaches internally to support large scale investment attraction.

An internal project team, comprising Senior Managers relevant to investment projects, including Property, Planning, Economic Development, Infrastructure, NRM, etc was established to work through requirements defined by the prospective investor and enable a coordinated communication outcome. This ensured that Managers relevant to tasks through the process were included in all communication and allowed for a more streamlined approach to external activities including site visits and professional services. The process is flexible, enacted in response to a request and then follows the project through the process, creating a stronger relationship between Council and the potential investor and/or proponent. This process will continue to be refined as new investment opportunities are presented for consideration.

Regional Jobs & Investment Program

The Regional Jobs & Investment Program is an Australian Government funding program focused on job creation. The Program is specific to geographic regions, with Wide Bay Burnett receiving an allocation of \$20 million. South Burnett Regional Council informed development of three project applications, from which two Economic Impact Assessments were generated. These assessments indicate that should these projects be successful in their bid for funding and are completed as per the project plans, the projects will generate over 70 jobs and increase regional GRP by over 0.5%.

Advancing Regional Innovation Program

In September, the Advancing Regional Innovation Program was announced with South Burnett receiving funding through the Wide Bay Burnett project for a water efficiency project. This project will demonstrate how a portable and reusable drip irrigation system could make best possible use of limited water at low energy costs to irrigate crops best suited to Burnett soil types, climate and farming systems. 'Maximising water use efficiency in the South Burnett' has a range of financial partners and will be implemented across the 2017/18 and 2018/19 financial years.

TSBE Political Series

Economic Development was represented at the TSBE Political Series in association with AGL. These events brought political leaders from Queensland's two major political partners to industry events in Toowoomba. Tim Nicholls spoke about LNP's five (5) key priorities (jobs; financial accountability; family enterprise; strong liveable communities; roads, dams and bridges) while Anthony Lynham was more specific, outlining some key Labour policies and programs, including \$42m for water management, support for food exports, education and rural centre of excellence. \$1b of biofutures projects in Queensland pipeline and fast tracking inland rail, with five (5) coordinated projects commencing before 2020.

TSBE Energy Summit

Mayor Keith Campbell, Cr Terry Fleischfresser and Council's Senior Economic Development Officer attended the Toowoomba & Surat Basin Enterprise (TSBE) National Energy Summit in Toowoomba on 12-13 July 2017. The summit was attended by over 100 persons and featured presentations from Senator Matthew Canavan, Minister for Resources and Northern Australia; Senator for Queensland and The Hon Mark Bailey, Minister for Main Roads, Road safety and Ports and Minister for Energy, Biofuels and Water Supply.

The ministers spoke about their respective positions with respect to energy generation, with Queensland pushing for definition of a national Clean Energy Target.

Dr Tim Nelson from AGL spoke about the case for renewable targets and Lisa France, Hatch, discussed the increasing use of micro grids, particularly in remote locations. As Mayor I participated in a Local Government Panel with Mayor Lindsay Godfrey (Paroo Shire Council) and Councillor Andrew Smith (Western Downs Regional Council). The panel spoke of their respective exposure to energy generation projects, the importance of energy projects in their respective economies. Mayor Keith Campbell spoke of the diversity of energy assets within the South Burnett Region and identified the paramount importance for business of a reliable and cost effective price path of electricity costs for the purpose of regional economic development.

Wide Bay Burnett ROC Regional Economic Development Advisory Committee (REDAC)

South Burnett Regional Council hosted the Wide Bay Burnett ROC Regional Economic Development Advisory Committee (REDAC) meeting on 4 August. The meeting was well attended by member Councils and discussed REDAC activity including the combined Advancing Regional Innovation Program (ARIP) project which is anticipated to be announced in September quarter and the Queensland Productivity Commission's draft report on manufacturing in Queensland. The meeting also promoted the upcoming Regional Economic Development Growth Forum to be held in Maryborough on Thursday 9 November.

Mundubbera to Jandowae Road Working Group

In partnership with BIEDO and AgForce, South Burnett Regional Council established a working group for the Mundubbera to Jandowae Road. This road has been identified as a priority road by AgForce and the working group has been established to enable a collaborative approach to upgrade this important transport route. The working group, facilitated by BIEDO, has discussed the need for funding to scope upgrade projects (determining costs involved) and development of an economic case for the required upgrades to occur.

VISITOR ECONOMY

Events

Regional Flavours (15-16 July)

South Burnett Regional Council recently engaged Chef Jason Ford as the South Burnett Food Ambassador which was the catalyst for a media lead to the Courier Mail food writer Anooska Tucker-Evans. The idea was drawn upon and Loud & Proud article was published in the Courier Mail on 9 May and linked the food ambassador concept to Regional Flavours.

Regional Flavours 2017 event held 15-16 July in South Bank Parklands saw approximately 85,000 attendees keen to experience regional wine and produce. The South Burnett had a strong presence with a destination hub in the Queensland Taste area hosting Clovelly Estate, Kingsley Grove Estate, Crane Wines, Bunya Red Farm, Taste South Burnett, The Peanut Van, Chinchilli, Edenvale Milling and the Discover South Burnett pop-up food stall selling the popular South Burnett Sticky Pork Belly Wrap. The busy Brisbane weekend is an ideal platform to connect with would be visitors, accessing food and wine experience seekers and encouraging the step from tasting, trying and talking to in region stays. It is difficult to gauge the conversion but I was grateful to learn from Kingaroy Holiday Park owners of guests staying there that had engaged with South Burnett at Regional Flavours.

Gold Coast Mid-Year Caravan & Camping Expo (28 - 30 July)

Although the region is a little outside our three (3) hour drive market the opportunity was presented to host a Discover South Burnett stand at no cost, we decided to take advantage and test the market. This event saw 13,155 attendees and 37,000 event guides distributed. An invitation to industry allowed presentations of South Burnett wine by Bernie Cooper and Jason Kinsella and Corey Goldie from Dam Management supported by fishing Ambassador Matthew Langford presented sessions on the dams and fishing in the South Burnett. A competition published in the event guide was a push for people to visit our stand and worthwhile. In August feedback was received from a volunteer in the Kingaroy Information Centre that a couple from the Gold Coast engaged with South Burnett at the expo and was the prompt for their visit to region.

Wide Bay and Fraser Coast Home Show and Caravan, Camping, 4x4 and Fishing Expo (18 - 20 August)

Some lessons were applied from the Gold Coast event for Wide Bay, including being better prepared for the space attributed to South Burnett, leaving home some of the clutter that's just not necessary and making small changes such as small bags to place brochures in for distribution to visitors. There were 16,263 attendees and 14,500 event guides, which incorporated the event competition form, distributed at the event. The visitors were different to those attending Gold Coast, with more families coming through the stand. People also had a general understanding or knowledge of South Burnett, having been through the region but not stopped. The stand welcomed a celebrity visit from Warren Truss and his wife Lyn.

BASS Australia Nation Grand Final - Lake Boondooma (27 August)

Worked with NRM to support weigh in event, fishing ambassador Matthew Langford placing 3rd, BassNation live feed of weigh in event attracted 5,400 views on Facebook.

Blackbutt Avocado Festival (9 September)

Pop-up Visitor Information Stand, 5,000 avocado stress items ordered promoting Discover South Burnett. Over two hundred (200) info bags were handed out at the event which enjoyed large crowds for the Street Parade and a multitude of activities which kept punters entertained throughout the day. The location change in 2017 proved to be very successful.

South Burnett Rail Trail Launch (1 October)

The South Burnett Rail Trail was launched from the commencement of festivities in Kingaroy, the use of Rewardle to 'check-in' participants at stations along the trail and the activities that were generated along the entire length of the South Burnett rail trail on 1 October 2017.

Media coverage from the event, with photos and editorial was fantastic. The stories of people who attended or riding the Rail Trail for the first time and those who brought their own uniqueness to the day's celebrations, including the Penny Farthings, Ron Grant's walk, Spud's fundraising ride and the families with very determined children, expecting nothing less than to ride the entire length.

Social Media

Discover South Burnett Facebook - 1,559 fans

Highest demographic:

21%	Female 35 - 44 years of age
17%	Female 25 - 34 years of age
16%	Female 45 - 54 years of age
8%	Male 35 - 44 years of age
8%	Female 55 - 64 years of age

Regions where followers (20+) are located:

Brisbane	Wondai	529
Kingaroy	Murgon	200
Toowoomba	Hervey Bay	66
Nanango	Bundaberg	64
Sunshine Coast	45 Ipswich	
Gold Coast		39

Total Reach in September Quarter - 185,748

Total reach is the number of unique people who saw your posts, regardless of where they saw it. If your post reaches a person organically and through an ad, that person will be included in organic reach, paid reach and total reach. One ad insertion this quarter promoting South Burnett Rail Trail Launch cost of \$17.07.



Instagram

Discover South Burnett passed the 1,000 mark recently with 1,004 followers to date; it takes a lot of effort to build this audience and ongoing need to remember focus should be quality not quantity. Discover South Burnett is starting to receive tags from instagrammers in region that are sharing quality content, this enables further share of content through Discover South Burnett platforms - copy to Instagram which feeds the website and post to Facebook.

Insights

70% female audience	30% male audience
Highest age group 25 - 34 year old	2 nd highest age group 35 - 44 year old
Followers from:	
Brisbane 26%	Nanango 4%
Kingaroy 11%	Gold Coast 3%
Toowoomba 6%	

Tourism Workshop

The Tourism Workshop held on 20 July 2017 introduced the stretch target of 300% increase in visitor expenditure, which would later be published in the South Burnett Economic Development Strategy. In the report from the workshop, facilitators, Tilma Group, identified that at the workshop, more than fifty (50) tourism industry stakeholders agreed that to achieve this goal the primary needs of the industry are collaboration and clear direction, which drive actions and outcomes.

Participants at the workshop identified the following:

- Each sub region of the South Burnett has its own feeling and visitors can move between clusters
- Experiences available include nature, relaxed quietness, country lifestyles, great food and wine, and a diversity of activities
- Numerous 'secret' experiences are there to promote, so that visitors are aware of their existence
- Highlights for visitors include:
 - The country experience and hospitality
 - Diversity of local food
 - Only 2-3 hours away from large population centres
- Could use improving:
 - Opening hours – weekends and nights for restaurants
 - Digital connectivity
 - Tired-looking towns
 - Presentation of product

Tilma Group produced a report from the Workshop which was circulated to all participants.

Visitor Information Centres

Blackbutt VIC

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
July	1,229	\$256.70	310	
August	858	\$252.80	313.5	2
September	1,048	\$172.60	365	1

A number of meetings have been held with volunteers in Blackbutt as the local leadership structure changed and the pilot for the VICs as Welcome Centres project was rolled out. The VICs as Welcome Centres Pilot will run through to end of October.

Kingaroy VIC

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
July	2,074	\$5,562.36	1,021.5	3
August	1,810	\$5,721.25	931	1
September	1,793	\$4,808.00	979	4

During this quarter period the Kingaroy VIC took part in a TEQ/Visit QLD project titled Memory Makers. This involved staff and volunteers encouraging visitors to the VIC to take photos and post them to their social media accounts using the hashtags #thisisqueenland #discoversouthburnett #kingaroyvic. Visitor could also take home a small memento of a polarised photo. This was a popular activity which got the volunteers more engaged with visitors but also gave them a better understand of the VIC's social media outlets (Facebook and Instagram).

July was a busy month thanks to the winter school holidays (June/July holidays). It was also the start of the Memory Makers project.

August saw the annual visit from the Fudooka students which are the Japanese sister school to the Kingaroy High School. Each year the VIC prepares gifts for the Japanese school and local Council. This year there were 28 students and 2 teachers. The new South Burnett Rail Trail brochure was also released during the month.

September saw warmer weather arrive early, which also saw a slight drop in visitor numbers however sales still stayed strong. The Kingaroy VIC and Museum volunteers helped out with manning of the Discover South Burnett stand at the Blackbutt Avocado Festival where 200 info bags were handed out along with promo items and we even took the Memory Makers equipment along to the festival so visitors to the festival could take home a free polarised photo.

Nanango VIC

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
July	899	\$975.78	416.5	
August	966	\$1,085.40	478	1
September	1,320	\$1,627.25	487.5	2

July was a quiet month at the VIC, even though it was school holidays. The VIC was asked to put together 300 info bags for the CMCA Solo Network rally for September.

August saw a slight increase in sales. This was due to new items being added to the range, like LED night lights and virtual glass which have proven to be popular items.

September is always a busy month at the VIC due to the annual Nanango Music Muster. Good visitor numbers through the Centre thanks to the Muster. The following week was the CMCA Solo Network rally at the Nanango showgrounds which was also a busy week.

Murgon VIC

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
July	1,155	\$966.25	235.50	
August	1,192	\$3,240.25	301.35	
September	1,171	\$2,627.39	221.45	

July, August and September have been popular with visitors to the Murgon Free Camp. Figures for this quarter are the highest on record for the same period.

Projects undertaken for the last quarter include:

- Design and print new images for brochure display
- Update images to create postcards for sale
- De-clutter centre by removing old information and displays to facilitate the transition to VIC welcome centre
- Welcomed one new volunteer

Wondai VIC

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
July	1,239	\$4,060.90	304.50	1
August	1,077	\$3,941.25	272	2
September	1,197	\$2,706.75	163.50	5

September was a busy month for buses and group visits, with three school groups and five buses visiting the centre this month. The Spring Garden Expo continues to bring an increase of visitors to the Museum.

Projects that we have undertaken in the last quarter include:

- Establishment of new range of merchandise for sale
- Consult with Preston Round Table re Preston Town Map signage and including a page for Preston on the Discover South Burnett Website to include relevant accommodation, attraction and eateries
- Welcomed two new volunteers

Wondai Heritage Museum

STATS	Visitor No.	Sales	Volunteer Hrs.	Bus Groups
July	101		217	
August	147		221	
September	201		280	4

The Heritage Museum operates with only five (5) volunteers. The small band of volunteer's trialed opening the museum four days a week this quarter with great success. This was supported with Walk-in figures being the best since 2013.

Projects underway over last quarter include:

- Dating, researching & cataloguing all books in the schoolroom & re-designing the display
- Restoring horse-drawn tipper wagon, dated early 1900's ... following on from completion of German wagon previously
- With the assistance of NRM, clearing out Machine Shed 2 to make it a more workable and safer.
- Interacting with a record number of visitors for the same period for the last six years
- Catering for local Parkinson Group meeting
- Regular turnover of feature displays in the foyer to prevent the museum becoming stale
- Continual cleaning and maintenance work
- Design new signage to be placed at Wondai roundabout

VICs as Welcome Centres Pilot

Two meetings have been held with volunteers from the Blackbutt VIC through the Pilot, with both been well attended by volunteers and ideas for action generated through discussion. In tabling the Project Plan, volunteers advised they could easily identify attractions in relationship to the Blackbutt VIC and went about writing a list of attractions within 200m, other attractions in town and out of town or in neighbouring towns. Sharing stories with visitors, including the origins of the Slab Hut and quirks of history (the main street used to run perpendicular to the highway), will further develop the arsenal of information available to volunteers in the VIC, as will establishing the ability to share hobbies with visitors in the VIC. Some more innovative outcomes are also being discussed, with some digital projects (Blackbutt GO - based on the Pokemon GO phenomenon) and simple collateral (map of attractions within 200m of VIC) to enhance visitor services and the visitor experience. The Pilot project will be reviewed at the end of October.

History Research

Number of history searches July to September - face to face at the library and via email exceed fifty.

Local searches examples include photographs and newspaper articles for the Nanango Catholic Church Centenary, Yarraman town history, Blackbutt Slab Hut (now VIC), origins of street names (Maidenwell, Blackbutt/Benarkin, Nanango) Railway History for display at Murgon Men's Shed .

ANZAC research continues with now an additional 240 names being found to add to SBRC Data base *Every Man Remembered*. This information is not only regional but has gone Australia wide with contact being made by Greg Callaghan from the Sydney Morning Herald on an article he was writing concerning the Hunter Brothers. As well as the information being added to the existing database a Companion booklet is proposed for next year. An application for funding for this will be included in the Spirit of Service Grants Program Round 5 for a book about those who served in Nanango and Surrounds 1914 -1918 by Elizabeth Caffery.

To value-add to events we have established a Railway and Racing Display in the Railway Building at Lee Park. This is an ongoing project as more information is found. Race Club dates are now included on the Discover South Burnett site as the Race Club has become a member of ATDW thanks to Tourism Officer. Also for Nanango Country Muster produce bags were organised by Nanango VIC and sold at the event at a stall manned by History Room volunteers and the local NaTDA members. Further we have had contact with Racing Queensland Operations Manager regarding the written History of Nanango Races which is published on the BVHTs Web Site. Council's Tourism History Officer is the Secretary and attends the BVHTs monthly meeting as a delegate of the SBRC as the Council is a corporate member of this group. Cr Jones has agreed to join the group as it is imperative that the connecting with this Rail Trail and the SB Rail Trail be maintained.

The History Room at Nanango organised the SBCOS Photographic Competition which highlighted the Local Heritage Register produced by the SBRC in 2016. This project covered not only the South Burnett but also surrounding areas. It has been suggested that this could be run next year in conjunction with the Rail Trail event on the Queen's Birthday Long weekend. A report has been submitted for the Council Staff Newsletter and is also on southburnett.com.au on Wed 18 October.

Council's Tourism History Officer and the History Group have been 'sorting' the paperwork where all the tourism related objects from the NSC were stored. This group is also compiling an inventory of the contents of the archives situated in the Nanango Library.

Visitor Economy Action Plan

The Visitor Economy Action Plan links directly to the 2020 South Burnett Economic Development Strategy and outlines four (4) actions, being: Define target markets; Publish forward marketing; Enable industry networking; and Develop niche markets. These areas are outlined further below.

Define target markets

Outdoor Adventurer capitalising on key regional attributes - Rail Trails, Dams, National Parks, Parks

Outdoor Aspirant leveraging outdoor activity associated with food, wine and leisure in the outdoors or scenic environments

Traditional markets can continue to be built through application of quality service, variety of product and accurate/concise information

Publish forward marketing
 Publish forward six months marketing and advertising activity in Quarterly report to enable industry to partner, value add or leverage the activity of Discover South Burnett. The forward marketing plan is outlined below.

Activity	October	November	December	January	February	March
Town Proud Campaign SBT Visitor Information Centre focus, ad copy, editorial	✓	✓				
Murgon Moments - 2 dams 1 destination and fishing report	✓	✓	✓	✓	✓	✓
Crow FM - 2 dams 1 destination	Fishing	School Holidays	✓	✓	Grey Nomad Tourism Season	✓
Discover South Burnett Social Media - Facebook and Instagram in addition to content share	Rail Trails - Famil/photos/posts/content share	Wineries Parties & Functions	Summer Activity - Dams, Bunyas etc	School Holidays - kids activity 2018 action team/council invite 10	Annual Events Something for everyone focus rEvents participants	Plan your short breaks for the year - tie in to an event
Discover South Burnett Website - tie into social media topics	Meet to discuss dated information removal or update	SBWIA content request	Dams video ATDW review Event gaps Best of Qld	User content share - poll?	ATDW drive free event listing	Suggested short break itineraries
South Burnett Touring Guide	Advertising Opportunity contact SBT	Prepare copy	Proof and submit	Delivery		

Activity	October	November	December	January	February	March
Industry Network Event South Burnett Unpacked	Preparation - program and Industry Invitation	Event 23/11	Debrief			
rEvents Academy	Invite 10 events confirm participants	Face to Face Bootcamp			10 month virtual program launch	Module Delivery
Visitor Information Centres	I AM South Burnett discussion	VICs as Welcome Ctrs - Blackbutt lessons	Plan 2018, attraction input from volunteers & industry N/K/W/M	Communicate 2018 famils & EOI's from industry		
Volunteer Famils	Blackbutt & Yarraman (Murgon & Wondai VIC)					
Australian Events Expos					Call EOI's Nambour Expo April	Plan Nambour Expo April 20-22
Local Events			Christmas Carnivals Content Share	Australia Day Content Share	Boondooma Yellowbelly Fishing Comp - host stall, winery EOI's	Wine & Food in the Park event - promote

Activity	October	November	December	January	February	March
Partnership Events – Drive Inland Promotions Association (DIPA)	Website development	Website development	Website content development		Melbourne Supershow	
Partnership Events - Regional Flavours					Preplanning meeting Jason Ford	Communication stallholder applications open April
Quarterly Industry Network Event - 2018 Series (Tourism)			Event plan	Invitations	El & Sue destination presentation Networking dinner	
Quarterly Industry Network Event - 2018 Tourism Season Launch					Planning meeting - VIC staff	SB on Show operator stalls update - VIC
Culinary Tourism - Food Column and Tourism spot theme (South Burnett Times)	Rail Trails BVRT & SBRT	Yallakool	Bunyas	Wine	Kids activities	Adventure - 4wd, mx, gokart, mtb, kayak
Images	Request quotes Engage photographer	Images taken, use for touring guide, DIPA ad, social media, website Instameet concept				

Enable industry networking

Develop quality platforms, digital and physical, that enhance collaboration

- Digital - Websites, Facebook and variety of content sharing platforms
- Physical - Quarterly schedule of industry events
 - February - 2018 Series
 - April - Season Launch
 - July/August - Industry Event/Workshop
 - November - South Burnett Unpacked

South Burnett Unpacked is scheduled for 23 November 2017 at Yallakool.

Develop niche markets

Projects/campaigns capitalising on key regional attributes and product strengths to attract high yield visitors. To initiate this action, discussion re Astrotourism with James Barclay, Kingaroy Observatory has commenced with indication that the Bunya Mountains could be recognised as Australia's second Dark Sky Park by the International Dark Sky Association. This recognition is very formal and involves an extensive application process which is being led by James Barclay.

BUSINESS GROWTH

Careers Market

On Thursday 27 July Council participated in the annual Careers Market which was held at the Kingaroy TAFE. Council joined other organisations in having a display to give students an opportunity to ask questions and find out more about what Council has to offer by way of employment. This year, Economic Development staff participated in the Expo, inviting the students to participate in the "Startup wall" and challenged them to come up with new, innovative business ideas for the South Burnett. The wall was a huge success, with hundreds of creative and interesting business ideas, loading up both sides of the "start-up wall". It is evident and exciting to see that there are many budding young entrepreneurs across our region.

The Visitor Information Centre also held a display, providing information to students on how they can become valued volunteers within our Visitor Information Centres.



RV Industry Workshop

Kingaroy Chamber of Commerce in partnership with South Burnett Directions, hosted a free workshop aimed at local businesses and the community, focusing on how to best capture the burgeoning RV market. The workshop drew on several recent studies undertaken by the ACA and similar groups to discuss the economic value of the RV market to rural and regional Australia and ways to encourage more RV owners to visit.



Graham Christie, Ray Corneli, Terry Ryan, Kathy Snell, Lynne Ffitts and Tom Smith
Photo credit to South Burnett Times

Around 50 members of the South Burnett business and local community attended the workshop, presented by the Australian Caravan Club (ACC) and coordinated by the Kingaroy Chamber of Commerce and Economic Development staff. John Snell from the ACA said there were currently about 620,000 RVs in Australia and the market was growing at an average rate of 9 per cent per annum as Baby Boomers entered retirement.

After the initial welcome and introduction by Brett Irwin, Vice President of the Kingaroy Chamber of Commerce, the workshop commenced with a slide presentation, and concluded with a Question and Answer session and refreshments, where business and local community members interacted one on one with ACC members and South Burnett Councillors.

Workshop participants were keen on raising the profile of the South Burnett Region attractions and businesses; in particular, the need for information boards highlighting local attractions and businesses at freedom camps within the region was identified. The Australian Caravan Club also recommended the introduction of donation boxes to offset the cost of maintaining freedom camps and for brochures and flyers to carry more information.

The evening was an overall success with both local business owners and community members given an insight to RVer's experience in our region.

2017 Roadshow

Attendance numbers across the 2017 Roadshow was varied, however extremely positive feedback was received at each event.

Attendance Numbers: Wondai – Eleven (11), Murgon – Eleven (11), Proston – Thirty-nine (39), Kingaroy – Twenty-four (24), Nanango – Seven (7), Durong – Twelve (12), Maidenwell – Nineteen (19), Kumbia – Nineteen (19), Blackbutt – Thirteen (13)



Think Digital Coach



BIEDO with the support of KCCI and South Burnett Regional Council brought the self-titled "digital crusader" Tim Gentle to the region for special workshops in the South Burnett.

The aim of the workshops was to inspire online success, especially in regional, rural and remote parts of Australia.

The "Think Digital" roadshow offered workshops in Wondai and Kingaroy on June 23 to build digital skills and to help small businesses promote their brand, and to put the

South Burnett and its businesses on the digital map.

Two sessions were held in Kingaroy on Friday. 30 people attended a social media matinee session while about 20 were at the evening session which covered Digital Mapping. This provided an opportunity for participants to learn about placing photographs – including 360 degree photos – on Google Street View search results. The demonstration then covered how to take 360 degree photos, virtual reality and VR headsets, and augmented reality where virtual information or objects can be layered over real-world photographs or video. It is expected that participants can now go out and photograph their towns and businesses in 360 degrees and show them off to the world on Google Maps.

Economic Development staff also attended these sessions and now utilise the skills learnt throughout all Economic Development digital media outlets. A new 360 degree camera has also been purchased by the department to assist in business growth and tourism marketing. Economic Development staff is passing on the skills and tips learnt at the workshop to tourism providers and businesses across the region.

South Burnett Rewards - Phase II



Following the conclusion of the sponsored South Burnett Rewards campaign, a comprehensive 500 page project report was developed. From this report it was highlighted that the capabilities of the Rewardle system had evolved, and could now provide comprehensive real time data for Economic Development analysis. It also provided a way to measure the level business sophistication within our region, which is a key component of the Business Growth segment of the 2020 Economic Development Strategy.

Testimonials from businesses continuing to use Rewardle have been incorporated in to a brochure which is being utilised for the 2017 Roadshow events and also is being used to provide information relevant to new merchants.

During September, Economic Development staff visited various businesses along the Rail Trail to explain how Rewardle would be utilised for the South Burnett Rail Trail Launch. It also provided an opportunity for Economic Development staff to encourage business participation within South Burnett Rewards program and providing them with the "South Burnett Rewards for Business Growth brochure. During the site visits, valuable feedback and insights into local businesses was received, some of which included:

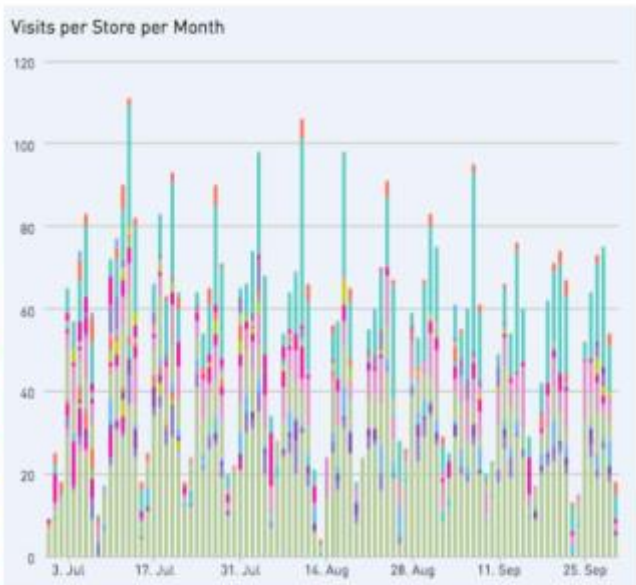
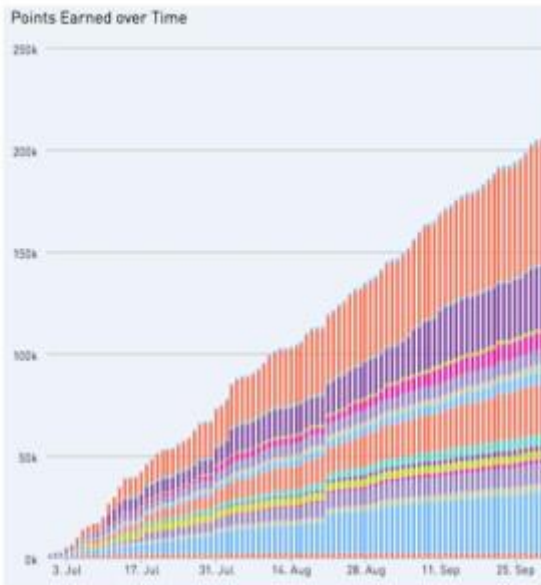
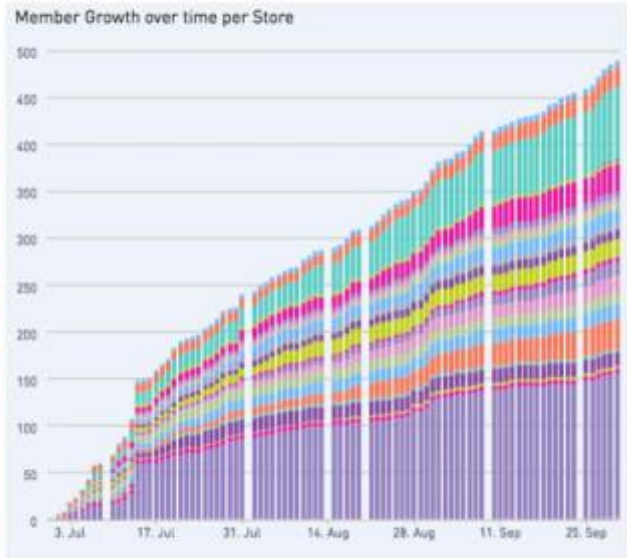
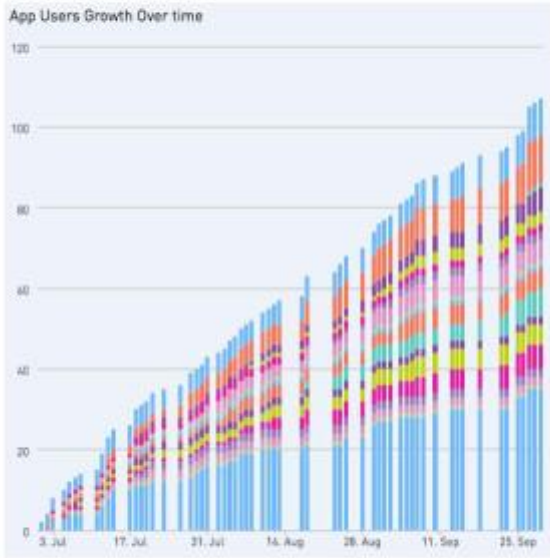
- The desire to be a part of a regional network of business
- A mentality of "I have no direct competition, so I don't need to actively promote or seek out new customers"
- A reliance on the tourism industry to increase traffic flow within their businesses
- Hesitation to open on weekends
- Encouraged and thankful for a visit by Economic Development Staff
- Request for the erection of a bird hide sign with a directive arrow to be placed on the rail trail behind the Grand Hotel Wooolin
- Disappointment in the decline of Wondai, particularly with the gardens and cleanliness of the public toilets

Rewardle was utilised for the South Burnett Rail Launch that took place on Sunday 1 October along the trail, with participants able to 'check-in' at stations along the trail. Using this system allowed valuable stats to be provided to Economic Development Staff on where attendees had visited from, time it took them to travel between check points and where they began their journey along the rail trail. It also provided a database for future use to promote any upcoming rail trail events.

Rewardle is also developing new extensions for the software which will extend the usability of the system through the South Burnett region. Content marketing is available through *postcoder.com.au*, allowing destinations to share stories online and through the Rewardle app. Ribbons are a new local loyalty point, a completely new rewards experience. More information will be shared as these developments are rolled out.



South Burnett Rewards Stats for the past quarter are as follows:



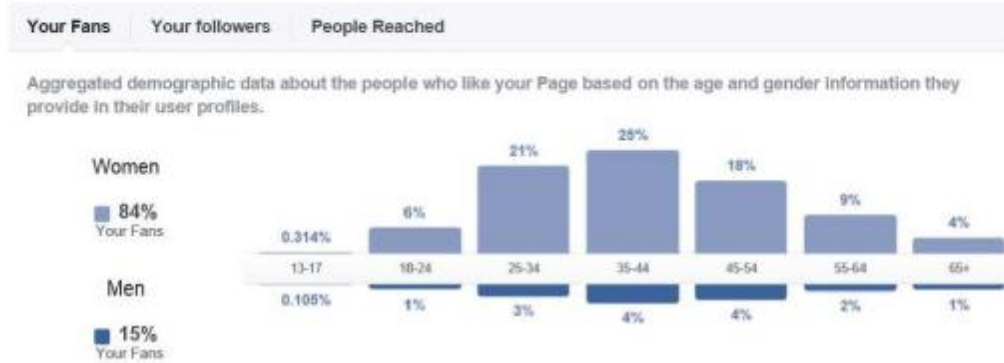
Source: Rewardle



Social Media

South Burnett Rewards Facebook

Total page followers – 953



Origin of top fans are as follows:

Country	Your Fans	City	Your Fans	Language	Your Fans
Australia	951	Kingaroy, Queensland	338	English (US)	661
New Zealand	1	Brisbane, Queensland	208	English (UK)	252
United States of America	1	Nanango, Queensland	67	English (upside down)	1
Austria	1	Murgon, Queensland	42		
		Wondai, Queensland	34		
		Gold Coast, Queensland	21		
		Sunshine Coast, Quee...	15		
		Goomeri, Queensland	11		
		Proston, Queensland	11		
		Blackbutt, Queensland	10		
		Toowoomba, Queensla...	10		
		Sydney, New South W...	7		
		Kumbia, Queensland	6		
		Taabinga, Queensland	5		
		Caboolture, Queensland	4		
		Hervey Bay, Queensland	4		

South Burnett Directions Facebook

Total page followers - 1,156



Origin of top fans are as follows:

Country	Your Fans	City	Your Fans	Language	Your Fans
Australia	1,160	Brisbane, Queensland	201	English (US)	810
United States of America	8	Kingaroy, Queensland	253	English (UK)	383
Canada	3	Nanango, Queensland	96	Indonesian	2
United Kingdom	3	Gold Coast, Queensland	39	Spanish	1
Indonesia	3	Toowoomba, Queensla	32	Swedish	1
New Zealand	3	Wondai, Queensland	28	Thai	1
Spain	2	Murgon, Queensland	22		
Ireland	2	Sunshine Coast, Quee...	22		
Philippines	2	Bundaberg, Queensland	14		
China	1	Hervey Bay, Queensland	14		
Italy	1	Blackbutt, Queensland	11		
Netherlands	1	Dalby, Queensland	10		
Pakistan	1	Gaboolture, Queensland	9		
Sweden	1	Sydney, New South W...	0		

Business Groups

Economic Development hosted a meeting of Chamber of Commerce representatives in Wondai on 16 August to provide an update on the 2020 South Burnett Economic Development Strategy. The Strategy was adopted by Council on 16 August 2017 and this meeting allowed Mayor Keith Campbell and Council's Senior Economic Development Officer, Craig Tunley, to outline the Strategy and discuss the upcoming 2017 Roadshow program. This meeting was attended by representatives from Kingaroy, Proston and Wondai with apologies received from Nanango, Murgon and Blackbutt. Further meetings of this network will be scheduled after the completion of the 2017 Roadshow.

Word Press Training

Economic Development Staff attended the ZOIK head office in Brisbane to participate in wordpress training. A new look South Burnett Directions website will be developed over the coming months, with the added feature of a "Businesses for Sale in the South Burnett" page - This will provide the opportunity to list all businesses for sale within our region all in the one place, links will also be provided to the relevant agent holding the listing, or to the owners direct details should it be a private sale.



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 DA Potter.

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

Construction Crew North - Corndale Road, Memerambi (R2R shoulder widening & overlay from Klass and Townes intersection 0.7 km east) - Works are on schedule with 80% complete; pavement material has been spread and compacted. This will be followed by the bitumen seal and line marking within the next (2) two weeks

Construction Crew Central – Kumbia Road, Kumbia (widen and overlay between ch. 17950 – 18840, 890m) - Work has recently commenced with the clearing completed and the formation works underway. These works are expected to be completed in February 2018

Construction Crew South - Grader Maintenance - Blackbutt and Taromeo-Benarkin area

Concrete Construction Crew - Kingaroy Street (children crossing upgrade Taabinga School) - Work is progressing well with 60% of the work completed. The expected completion date is late November.

Concrete Construction Crew – Hart Street, Blackbutt (concrete footpath W4Q Between the Blackbutt Hotel and the retirement village) - Work is on schedule with 90% of the new concrete footpath complete and in use. Two vehicle accesses are to be completed this week which will finalize the project.

Heavy Maintenance South

Grader maintenance:

- Manumbar Road, Glan Devon - Shoulder Maintenance
- Maidenwell area – W4Q Resheeting

Recently completed:

- McIlhatton Road – Grader Maintenance (TC Debbie flood restoration)

General Maintenance South

- Parker Road, Ellesmere – W4Q Drainage works
- Runnymede Road – Capital Drainage works (culvert extensions)
- General Maintenance works

Heavy Maintenance Central

Grader Maintenance

- *Goodger & Alice Creek area – Grader Maintenance*
- *Goodger area – W4Q Resheeting*

Recently completed:

- *Kumbia Back Road – W4Q Resheeting*
- *Haly Creek Road – W4Q Resheeting*

General Maintenance Central

- *Markwell & Mant Street – W4Q Drainage works*
- *General Maintenance works*

Heavy Maintenance North

Grader maintenance:

- *Stonelands area – Grader Maintenance*
- *Mondure area – W4Q Resheeting*

Recently completed:

- *Borcherts Hill - Resheeting*
- *Wesslings Road – W4Q Resheeting*

General Maintenance North

- *Dutton Street, Murgon – Construct disability parking bay*
- *General Maintenance works*

RMPC

- *D’Aguilar Hwy – Pavement repairs (from Meandu Creek to Sommerfelds Lane)*
- *Silting and Drainage works (adjacent to overtaking lane Coolabunia)*
- *Kingaroy Street - Pavement repair*
- *Kilcoy Murgon Road – Pavement repair (at floodway near Goschnicks Road)*

Slashing:

- *All available slashers including contractors working under the Maintenance Supervisors control.*
- *TMR roads when available*
- *Chinchilla Wondai Road & Durong area contractor operating*

Programmed Works (approx. start end of month)

- *D’Aguilar Hwy – Spot shoulder works (southern boundary to Nanango)*
- *Kingaroy Cooyar Road – Spot shoulder works (various locations)*
- *Bunya Hwy (45A) Dalby Road – Spot shoulder works (various locations)*

Reseals

- *Coolabunia area - Finalising prep works*
- *Patching works when required*
- *Sealing program expected to commence 20th November*

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

5.2 Roads & Drainage (R&D)

Officer's Reports

No Report.

5.3 Design & Technical Services (D&TS)

Officer's Reports

5.3.1 D&TS - 2427288 - Road Renaming of Jarvis Lane, Wondai

Summary

Council received a request for the erection of a street name sign for Jarvis Lane, Wondai. Council officers identified difficulty to locate properties on Jarvis Lane because Jarvis Road is located in the same road reserve but connects to the Bunya Highway with a middle unformed section not physically connecting the two (2) roads.

Jarvis Road and Jarvis Lane road reserve are located between two (2) state controlled roads with an unformed section in the middle. The northern section of the road reserve is named as Jarvis Road and intersects the Bunya Highway. The southern section of the road reserve is named as Jarvis Lane and intersects Wondai Proston Road. Council does not propose to construct the middle unformed section in the near future.

The issue has been assessed in accordance with the Council's Infrastructure Asset Naming policy.

Officer's Recommendation

That Council renames Jarvis Lane to Keates Road, Wondai.

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

5.3.2 D&TS - 2406394 - Requesting Council approve a change of name for the crossing at Four Mile Gully on Benair Road to Four Mile Gully Reed Crossing to commemorate the Reed Family of Inverlaw who were the original settlers in the area

Summary

A request has been received from Ms Cheryl Patteson to consider the renaming of Four Mile Gully Crossing on Benair Road to Reed Crossing. The reasoning is predominantly related to the first settlers to the Inverlaw district were Mrs Patteson grandfather and grandmother George and Isabella Reed.

The proposed crossing is one (1) km north of Reedy Creek Road and Benair Road intersection, Benair. The request has been assessed in accordance with the Infrastructure Asset Naming Policy and the officer's recommendation is to refuse the request on the grounds of similar Infrastructure names in proximity to this crossing, namely Reedy Creek Road and also precedence associated with personalising every natural or manmade feature across the region.

Officer's Recommendation

That Council refuse the request on the grounds of the proposal not complying with the policy as the proposed name is too similar to an adjoining infrastructure, Reedy Creek Road and also precedence associated with personalising every natural or manmade feature across the region. In support of this decision is also the cost with maintaining additional signage, as there are a number of drainage crossings within the region but personalising one crossing would limit the use of signage to that particular location.

However, due to the pioneering aspects associated with Reed name, it has been added to Council's Infrastructure naming register for future consideration within the Kingaroy region of the South Burnett.

Resolution:

Moved Cr GA Jones, seconded Cr DA Potter.

That the Officer's Recommendation be adopted.

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

5.3.3 D&TS - 2427306 - Road Renaming of Ulampa Creek Road, Taromeo

Summary

Council received an internal request to investigate the duplication of the Ulampa Creek Road name as it exists in two (2) neighbouring localities, Nukku and Taromeo. They are geographically close but not physically connected and there is difficulty in locating the properties on Ulampa Creek Road by emergency services, postal service providers and the general public.

Ulampa Creek Road in Nukku starts at Nukku North Road traverses in a western direction and ends at Cooyar Creek. Ulampa Creek Road in Taromeo starts at Old Esk Road traverses western direction and ends at Nukku North Road. Both Ulampa Creek Roads are separated by a segment of Nukku North Road and are sited in two different neighbouring localities Nukku and Taromeo.

The request has been assessed by considering emergency services, postal service providers and the general public in accordance with the Council Infrastructure Asset Naming policy.

Officer's Recommendation

That Council recommends renaming the Ulampa Creek Road, Taromeo to Harper Road, Taromeo.

Resolution:

Moved Cr GA Jones, seconded Cr RJ Frohloff.

That the Officer's Recommendation be adopted.

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

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

6.1 Community, Arts, Tourism and Health Services Portfolio Report

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 RJ Frohloff.

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

Community:

South Burnett Libraries

Proston Library

19 people attended Proston Library to take part in an informative talk by Denis Longhurst, the author of Plantation Papua, and his wife Leslie.

On Thursday 12 October as part of Mental Health Week, Sharon from Suicide Prevention visited the Proston Library to raise awareness of Mental Health issues and inform attendees of the services available to them in the region.

Kingaroy Library

The Spanish lessons hosted at Kingaroy Library by volunteer tutor Silvia have been successfully running for the past 2 years.

Kingaroy Library took part in the South Burnett Regional Council's Mental Health Week Community Breakfast by opening the doors early to host guest speaker Mary Woods one of the founders of the "Tie Up the Black Dog" committee.

The library is beginning to see positive outcomes as a result of the ongoing partnership between South Burnett Libraries and Child Health. One of the Mum's who wasn't aware of the First 5 Forever programs was delighted that these sorts of programs are available locally.

Wondai Library

Wondai Library has gone through quite a few adjustments in recent months after a change in Library Officers.

The First 5 Forever program has changed days and times from a fortnightly event to a weekly story time, which is held in the morning before the library opens to the general public. Local Community Health Nurse Amy Innes, will be joining the story time sessions as of Tuesday 14 November to run free children's health checks and baby weigh-ins as is done in a number of other library branches.

Tech Savvy Seniors has also been introduced with a few eager customers already attending. These sessions offer participants the chance to learn about computers, smart devices (iPads/smartphones), the internet & email.

During Mental Health Week (8th-14th October) the South Burnett Suicide Prevention group held a morning tea in the Library to help raise awareness for mental health issues.

The library's very own 'Seed Swap' for all the keen gardeners in the local community has been introduced to Wondai Library.

Community Grants Program – In-Kind Sponsorship.

In-kind sponsorship which is a component of Council's Community Grants Program continues to have a high level of demand since the commencement of the new grants program this year. Previously Council did offer in-kind assistance however this support is now tracked internally so that Council can report on the sponsored activities.

Since July, Council has approved and funded the following applications:

Applicant	Activity/Event	Provided
South Burnett Suicide Prevention working group	Winter Warmers	100 Chairs Delivered & Picked Up
Wondai Garden Expo	September Garden Expo	100 Chairs
Nanango Funfest (mardi gras)	Mardi Gras	10 Wheelie Bins, Open & Clean Toilets, Open Gates, unlock lights and power to stage
Relay for Life Captains Dinner Committee	Captains Dinner	Set up, Clean up and skip bin
Murgon Rotary	Skate Park Opening	Chairs delivered and set up
C&K Kindy Blackbutt	Kindy Fete	Road Closed Barriers, Orange Mesh & Signage
Wondai Senior Citizens Club	Seniors Week Day 2017	Set up of tables and chairs in Wondai Town Hall
Saint Paul's Lutheran Church Murgon	Health Talk	80 Chairs supplied
Nanango Netball Association	Central Burnett Challenge Netball Carnival	8-10 Wheelie Bins delivered
Wondai AP&I Society	Wondai 100th Show	Supply of Chairs, Wheelie Bins & Gazebo

<i>Wondai Junior Rugby League</i>	<i>Grand Final</i>	<i>Supply of Mesh, Wheelie Bins and Toilet Clean</i>
<i>Barambah Bowhunters & Field Archers Assoc Inc</i>	<i>ABA State Final</i>	<i>10 x Wheelie & 2 x Skip Bin</i>
<i>Blackbutt Singers Inc</i>	<i>Gala Regional Concert - Blackbutt Hall</i>	<i>60 x Chairs supplied</i>
<i>Rotary Club of Murgon</i>	<i>Murgon Music Muster</i>	<i>10 x Wheelie bins supplied with 20 Wheelie bins to be emptied Mon, Wed, Fri</i>

As per the policy, the in-kind services provided by Council are dependent on operational priorities, availability of resources and over all annual budget allocation. Applications can be made throughout the financial year for in-kind services which include:

- Supply of gazebo marquee;*
- Supply of minor works ie mowing, grading;*
- Supply of road signage and barriers;*
- Supply of skip bins; and / or*
- Supply of wheelie bins and chairs.*

Tourism

October and November sees the promotion of the South Burnett Visitor Information Centre network through the South Burnett Times Town Proud campaign. We want to encourage locals into the VICS, museums and art galleries as well as increasing traffic to Discover South Burnett digital platforms – website, Facebook and Instagram. Encouraging locals as tourism ambassadors helps the South Burnett tap into the high visiting friends and family market.

Blackbutt Visitor Information Centre ran the pilot program for Visitor Information Centres as Welcome Centres, encouraging increased volunteer activity and ownership.

Discover South Burnett has had a Rail Trail focus for October. A post about the Ron Grant walk on the Brisbane Valley Rail Trail with a group of 25 reached an audience of 5745 with 18 shares in less than 5 days.

The South Burnett Touring Guide is open for advertising with the South Burnett Times currently contacting the tourism industry for interest.

South Burnett Unpacked industry networking event will be hosted at Yallakool Park on Thursday 23 November. This is a great opportunity for industry to engage with each other and get involved in conversations involving South Burnett Rewards, 2 of the South Burnett's major tourism assets Yallakool Park and Boondooma Caravan and Recreation Park, events contributing to the visitor economy and the rEvents Academy, local product and Regional Flavours.

Kingaroy Regional Art Gallery had the opening of 'Moonlighting' last Friday. Please go down and look at the exquisite work of our local talented artists. We have wonderful galleries throughout the South Burnett so do yourself a favour and check them all out.

Health

The Dog Registration Renewal Notices have been issued. The following points in relation to the coming dog registration period will be of interest for dog owners:

As our local owners are aware, dog registration renewals have been issued this month. I am happy to advise that Council is offering all dog owners a 10% discount on their dog registration fees, if paid before 1 December 2017.

This registration period I am excited to announce that Council will be commencing the use of Perpetual Tags. The Perpetual Tag is designed to last the expected lifetime of an animal.

Council again has provided for a Pensioner Subsidy in this new dog registration period. For aged pensioners already approved for the Aged Pensioner Subsidy their recently issued renewal notice has already had the Pensioner Subsidy deducted from the amount that they have to pay. The 10% discount for early payment will also apply. Council encourages any South Burnett aged pensioner, who has a de-sexed and microchipped dog, who has not as yet approached Council to apply for the Aged Pensioner Subsidy to contact any of the South Burnett Regional Council offices to enquire as to their eligibility.

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

6.2 Community Services (CS)

Officer's Reports

No Report.

6.3 The Arts

Officer's Reports

6.3.1 ARTS - 2427716 - Minutes of the Regional Arts Development Fund Management Advisory Committee Meeting held on 24 October 2017

Summary

Providing a copy of the minutes of the Regional Arts Development Fund Management Advisory Meeting held on 24 October 2017.

Officer's Recommendation

That Council endorse the minutes and adopt the following recommendations of the Regional Arts Development Fund Management Advisory Committee held on 24 October 2017 that impact the 2017-18 budget as follows;

Applicant: South Burnett CTC Inc.

Description of Workshop: Kingaroy Skate Park Revamp

Resolution: That the committee approve \$2,000.00 with a condition that the participants involved in the project contribute an amount towards the cost of attending the workshop.

Applicant: Nanango Arts Network Alliance Ltd

Description of Workshop: Pretty Pretty Glass

Resolution: That the Committee approve the application for \$1,600.00 on the condition the organisation provide a more in detailed breakdown of budget, number of participants and project timeline.

Applicant: South Burnett Community Orchestra (SBCO)

Description of Workshop: SBCO String and Percussion Jazz Instrumental Workshops

Resolution: That the committee approve \$2,660.00 to cover the tutors fees for this event.



Minutes

Of the

Regional Arts Development Fund Management Advisory Committee

**To be held in the
South Burnett Regional Council Chambers, Kingaroy**

24 October 2017

Commencing at 10.00 am



Regional Arts Development Fund Management Advisory Committee Agenda

ORDER OF BUSINESS:

Cr Potter opened the meeting at 10.08am

Minutes of the meeting of the Regional Arts Development (RADF) Management Advisory Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Tuesday 24 October 2017.

Present

Cr Danita Potter (Chair), Val McGrath, Peter Peacey, Elaine Madill

1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

That the minutes of the previous meeting held on Monday, 27 March 2017 be confirmed

Resolution: That the minutes of the previous Committee Meeting held on Monday, 27 March 2017 be confirmed

Moved: Val McGrath

Seconded: Peter Peacey

Carried: 4/0

2. AGENDA ITEMS

2.1. Welcome

Cr Danita Potter welcomed the committee members to the meeting.

2.2. Apologies

That the following apologies be received;

- Terry Jacobsen
- Wayne Brown

Resolution: That the Apologies be accepted.

Moved: Peter Peacey

Seconded: Val McGrath

Carried: 4/0

2.3. Resignations

Council has accepted the following resignations in the last period:

2.3.1 Robyn Dower

2.3.2 Dot Rowland

2.4. Outcome Reports Received

- 2.4.1 Blackbutt Art Gallery – Acrylic Workshop
- 2.4.2 Blackbutt Singers – ANCA Choralfest 2017
- 2.4.3 South Burnett Woodcrafters Inc – Basic Skills of Wood Segmentation

Resolution: That the Outcome Reports be accepted.

Moved: Elaine Madill

Seconded: Peter Peacey

Carried: 4/0

2.5. 2017/18 Round 1 Applications Assessment

Council has received seven (7) applications for Round One (1) with a total amount requested of \$31,004.72

Applicant: Lady Bjelke- Petersen Community Hospital

Description of Workshop: "Emjoy Kingaroy"

Amount Requested: \$7,660.00

Resolution: That the committee suggest that they reapply in March 2017 for a smaller project due to the current RADF 2017/18 budget.

Moved: Peter Peacey

Seconded: Elaine Madill

Carried: 4/0

Applicant: Jumping Ant Arts Inc

Description of Workshop: "The arts of the ages for all ages"

Amount Requested: \$7,430.00

Resolution: That the committee suggest that they reapply in March 2017 for a smaller project due to the current RADF 2017/18 budget.

Moved: Elaine Madill

Seconded: Val McGrath

Carried: 4/0

Applicant: PCYC South Burnett

Description of Workshop: Murgon Mural Project

Amount Requested: \$5,000.00

Resolution: That the committee do not approve the application under Round 1 and highly recommend that they reapply under Round 2. The committee encourage PCYC South Burnett to approach Cherbourg Aboriginal Shire Council to seek support for additional funding towards the project through the Council's grants program before reapplying

Moved: Val McGrath

Seconded: Peter Peacey

Carried: 4/0

Applicant: South Burnett CTC Inc
Description of Workshop: Kingaroy Skate Park Revamp
Amount Requested: \$2,711.72

Resolution: That the committee approve \$2,000.00 with a condition that the participants involved in the project contribute an amount towards the cost of attending the workshop.

Moved: Peter Peacey

Seconded: Elaine Madill

Carried: 4/0

Applicant: Boots'n Bulldust Ltd
Description of Workshop: Anger Management through art and storytelling
Cost: \$2,674.00

Resolution: That the committee do not approve this application but encourage the organisation to seek alternate funding as they believe it is a valuable project for children.

Moved: Val McGrath

Seconded: Elaine Madill

Carried: 4/0

Applicant: Nanango Arts Network Alliance Ltd
Description of Workshop: Pretty Pretty Glass
Cost: \$1,669.00

Resolution: That the Committee approve the application for \$1,600.00 on the condition the organisation provide a more in detailed breakdown of budget, participants and project timeline.

Moved: Peter Peacey

Seconded: Val McGrath

Carried: 4/0

Applicant: South Burnett Community Orchestra
Description of Workshop: SBCO String and Percussion Jazz Instrumental Workshops
Cost: \$3,860.00

Resolution: That the committee approve \$2,660.00 to cover the tutors fees for this event.

Moved: Val McGrath

Seconded: Elaine Madill

Carried: 4/0

2.6. Next RADF Management Advisory Committee Meeting Date

That the next RADF Management Advisory Committee meeting date be Tuesday 17 April 2018 at 10.00am.

2.7. RADF Christmas Luncheon Date

That the RADF Management Advisory Committee Christmas Luncheon be Tuesday 28 November in Kingaroy, RADF Liaison Officer to source location and advise committee.
The Committee also request that past members Dot Rowland and Robyn Dower be invited.

3. CLOSE MEETING

Cr Potter declared the meeting closed at 11.17am.

Resolution:

Moved Cr DA Potter, seconded Cr TW Fleischfresser.

That the Officer's Recommendation be adopted.

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

6.3 Tourism (T)

Officer's Reports

No Report.

6.4 Health Services (HS)

Officer's Reports

6.4.1 HS - 2420273 - Change to the Animal Management 2017/2018 Fees and Charges

Summary

Council has, in the past, required a bond when customers have “borrowed” a cat trap from Council. This charge was discontinued due to the lengthy and involved process in returning the bond payment. For example, the customer’s EFT bank account details were required to electronically remit the payment, which could take up to fourteen (14) days. However, many of the cat traps are being damaged or reported stolen. Therefore, it is proposed to reintroduce the bond payment. The proposed bond will be \$50, the approximate cost of the cat trap. Given the amount of time required in administering the cat trap hire arrangement it is also recommended that a hire fee of \$15.00 be applied for every two (2) week (or part thereof) period that a cat trap may be on hire for.

Officer's Recommendation

That Council change its animal management 2017/2018 Fees and Charges by introducing a:

1. \$50 bond for the hire of cat traps for residents of the South Burnett Regional Council area; and
2. \$15 cat trap hire fee for every two (2) week (or part thereof) period that a cat trap may be on hire for.

Resolution:

Moved Cr DA Potter, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

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 GA Jones.

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

Planning

Bunnings Warehouse

The development application by the Bunnings Group Ltd for Council's consideration demonstrates the high level of business confidence in the South Burnett. The proposal involves the establishment of a regional format Bunnings Warehouse comprising of a total retail floor area of 7,597.4m² that includes a main warehouse, timber trade sales, building materials and landscape yard, bagged goods, outdoor nursery and outdoor ancillary display area. In addition, a total of 211 on site car parking spaces including four (4) disabled access spaces and four (4) trailer bay parking spaces are proposed. This proposal will no doubt lead to wide regional economic benefits.

The applicant is a leading supplier of hardware, home improvement and outdoor living products operating within Australia and New Zealand. This sector is experiencing strong growth and a high level of demand has been identified within the Kingaroy area. The applicant adopts a concept whereby goods are kept in store on industrial strength racking for both storage and display. This model avoids the need to constantly transfer goods, many of which are bulky in nature, from the storage to the showroom. On completion, the store will generate employment of approximately 60 operational jobs and will also generate employment and supply opportunities for local people and businesses during the construction phase of the project.

The proposal is considered a significant development within Kingaroy that satisfies the relevant provision of the applicable planning scheme, has demonstrated that it will not unreasonably impact on the level of residential amenity at the surrounding residential premises, will improve the current hardware and home improvement offering in the South Burnett and deliver upgrades to the D'Aguilar Highway at this locality.

South Burnett Regional Council Planning Scheme

Council's Planning Section has commenced with the review of the Planning Scheme that commenced on 2 October 2017. This review includes amendments to the Planning Scheme to reflect the outcomes of the Planning Act 2016. The provision of the Planning Act 2016 make it possible for Council to amend the Planning Scheme to include the new terminology of the Act to avoid possible confusion in the implementation of the Planning Scheme. This amendment process will not include policy changes or amendments to land zonings but is largely an administrative amendment that does not require approval for the Minister.

Property

The new Nanango SES office and training facility is near completion as contractor's complete final works i.e. sealing of driveway and carpark, landscaping, removal of temporary toilets and fencing of compound. The Nanango SES will be able to move into this facility before Christmas 2017.

Council and contractors are currently working on the upgrade of the Emulsion storage and washdown bay at the Nanango Depot. This upgraded facility will allow Councils bitumen trucks and equipment to washdown and the waste material and liquid to be separated and removed from site. This design meets all new Australian Standards and environmental requirements from EHP.

Council has been successful in receiving a grant from Department of Local Government Planning and Infrastructure for Asset Condition Report for Councils building. This project will commence in March 2018.

Works have commenced at the Maidenwell Sportsground by the Maidenwell Community Group to install a new 20,000-gallon tank to help provide a large storage of water to feed into Councils toilets and showers, back up supply for Firefighting Brigades to access in emergencies and watering of the oval for special events.

Council has upgraded the filtration system at the Kingaroy Swimming Pool to improve the water quality and chemical usage within the pool. Kingaroy Swimming pool is an old pool that is experiencing many issues with the plant and equipment.

Council thanks the community for its patience and cooperation for working with Council while some repairs are completed during the swimming season and others to be undertaken when the pool closes again in winter months.

Council has upgraded the filtration system and new pumps at Murgon swimming pool. This has improved water quality and chemical use within the pool.

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

7.2 Planning (P&LM)

Officer's Reports

7.2.1 P&LM - 2381711 - DA Form 1 - Development Application - Material Change of Use - Proposed Major Utility - 30m Monopole Telecommunications Equipment at Gayndah Road Windera - Lot 3 RP179441 - Applicant: Telstra Corporation Limited - MCU17/0001

Summary

- Application for a Major Utility (Telecommunications Facility) was submitted prior to the commencement of the South Burnett Regional Council Planning Scheme;
- Proposed Telecommunications Facility meets the Major Utility definition under the Murgon Shire IPA Planning Scheme;
- Subject site is in the Rural zone;
- Application is Impact Assessable;
- Proposal triggers assessment against the Rural Locality Code and Natural Features and Resources Overlay Code (SMOA Map 2A, 2D and 2D(i));

- No public submissions were received within the period of Public Notification; and
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council **approve** the Development Application for a Material Change of Use (Telecommunications Facility) at Murgon-Gayndah Road, Windera (and described as Lot 3 on RP179441) 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:

- *Site Layout* – Dwg No. Q114230 Sht No. S1-1; and
- *West Elevation* – Dwg No. Q114230 Sht No. S3.

Unless otherwise amended by the following conditions.

GEN2. All works, including the repair or relation of services (Telstra, lighting) is to be completed at no cost to Council.

Advice

ADV1. Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.

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 Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

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 - 2373691 - Material change of use application for Extension to existing shopping centre at 113-117 Lamb Street & 58 Palmer Street Murgon - Lot 3 SP103907 & Lot 112 M5511 - Applicant: M5 Investments C/-Project Urban - MCUC2017/0008

Summary

- Application for Material Change of Use (Shopping centre 418sqm extension);
- Property is included in the Business and Commercial Zone;
- A Shop in the Business and Commercial Zone is considered Self-Assessable against the relevant elements of the Urban Locality Code;
- A Code Assessable development application is triggered in this instance due to the vehicular parking non-compliance;
- Application is referable to SARA under the State Controlled Road Matters trigger;
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* the Development Application for Material Change of Use (Extension to Shopping centre) on Lot 3 on SP103907 & Lot 112 on M5511 located at 113-117 Lamb Street, Murgon 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:

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 Rev E	Site Elevations	09/06/2017
Project No. 416035 Sheet No. DA04 Rev E	Proposed Elevations	09/06/2017

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

- Development Permit for Building Works;
- Development Permit for Plumbing and Drainage Work; and
- Development Permit for Operational Work for all civil works including earthworks, accesses, and roadworks

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

ENGINEERING WORKS

ENG1. 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.

- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's Standard Drawings, engineering design standards, and relevant Australian Standards.
- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.
- ENG4. Submit to Council, certification from a suitably qualified Engineer (RPEQ) that the works have been undertaken in accordance with the Approved Plans and specifications and to Council's requirements, prior to commencement of the use.

STORMWATER MANAGEMENT

- ENG5. Provide stormwater management generally in accordance with the Stormwater Management Plan prepared by Contour Consulting Plan No. 1573-SK05 , Revision E, dated 25/8/17, and the response to the Information Request Item 1 dated 31/8/2017, subject to detailed design and except as altered by conditions of this development approval.
- ENG6. Design and construct stormwater drainage to ensure that the development will achieve "no worsening" as described in the Queensland Urban Drainage Manual (QUDM) Do not make material changes to the pre-development overland flows or concentrate the stormwater flow at the point of discharge to all downstream properties including road reserves and the like for design storms of Q2, Q5, Q10, Q20 and Q50.
- ENG7. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG8. Stormwater from sealed areas are required to be piped to the kerb and channel.
- ENG9. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG10. 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

- ENG11. Lawful point of discharge for the development is Palmer Street and Krebs Street.
- ENG12. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

- ENG13. Connect the development to Council's reticulated water supply system via a single connection.

SEWERAGE

- ENG14. Connect the development to Council's reticulated sewerage system via a single connection. The connection must be designed in accordance with Council's standards and be approved by Council's Utility Services Section.

- ENG15. Do not build works within 1.5 metres from the centre of any existing sewer pipework or within the Zone of Influence, whichever is the greater (measured horizontally).
- ENG16. Maintain a minimum of a 3 metre wide corridor to be maintained for maintenance/upgrade purposes.
- ENG17. Ensure that a clear level area of a minimum of a 2.5 metre radius surrounding any existing sewer manholes on the site is provided for future maintenance/upgrade purposes.
- ENG18. The above minimum clearances to Council's sewer infrastructure do not preclude the need for works to proposed structures to prevent loading to the sewer system.

PARKING AND ACCESS - GENERAL

- ENG19. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- ENG20. Design and construct all sealed areas with concrete, asphalt or a two-coat bitumen seal.
- ENG21. For the internal carpark, provide a minimum of forty-four car parking spaces including a minimum of two (2) person with a disability (PWD) car parking spaces.
- ENG22. For the external carpark, provide a minimum of twenty-six (26) car parking spaces including a minimum of one (1) person with a disability (PWD) car parking spaces.
- ENG23. Provide a minimum of six (6) on-street parallel car parking spaces adjacent to the site on Krebs Street, between the existing crossover and Palmer Street.
- ENG24. Design & construct all PWD car parking spaces in accordance with AS2890.6.
- ENG25. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG26. Line mark or otherwise delineate the car park aisles and driveways within the development with directional arrows on the pavement to enable all vehicles to enter and leave the site in a forward gear.
- ENG27. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.
- ENG28. Provide longitudinal gradient and crossfall for all driveways to comply with the requirements of AS2890.1.

PARKING AND ACCESS - SERVICING

- ENG29. Provide loading bay facilities for an Articulated Vehicle in the location generally shown on the approved plan(s) of development that are designed in accordance with Australian Standard 2890.2 – Off-street Commercial Vehicle Facilities.
- ENG30. Design along the route to and from all loading bay facilities and the external road network, all access driveways, circulation driveways, parking aisles and the like with a layout that accommodates the turning movements of an Articulated Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.

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 its 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

ENG33. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS

ENG34. Construct commercial crossovers (two for the proposed shop and IGA, and one for the proposed car park) as shown on Contour Consulting Plan 159-SK07 Rev D, between the property boundary and the edge of the Palmer St road pavement, generally in accordance with IPWEA Std Dwg RS-051 Rev F.

ENG35. For the crossovers servicing the loading area, the width of the driveway, crossover splay, and loading dock area shall be designed to accommodate the turning movements of an Articulated Vehicle without the vehicle encroaching onto the footpath.

ENG36. Construct any new crossovers such that the edge of the crossover is no closer than one (1) metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

ROADWORKS AND PEDESTRIAN SAFETY

ENG37. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.

ENG38. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.

ENG39. Maintain safe pedestrian access along Council's footpaths at all times.

ELECTRICITY AND TELECOMMUNICATION

ENG40. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

ENG41. Earthworks per site involving nett filling greater than 50m³ requires an Operational Work application.

ENG42. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments.

ADVICE

ADV1. Section 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.

- 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. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form
- ADV3. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

7.2.3 P&LM - 2336980 - Material Change of Use & Reconfiguration of a Lot application (1 lot into 2 lots) - 2 Walter Road Kingaroy - 27 & 28 SP233460 - Bunnings Group Limited C/- Property Projects Australia Pty Ltd - MCUI2017/0002 ROLC2017/0007

Summary

- Application for a Material Change of Use – Development Permit (Retail Warehouse, Sales & Hire Premises, Shop and Garden Centre (Stage 1) and Reconfiguring a Lot – Development Permit (one (1) lot into two (2) lots and Access Easement (Stage 2);
- Subject site is in the Community Expansion Zone with preferred land use of Preferred Residential B of the Kingaroy Shire IPA Planning Scheme and subject to Impact Assessment;
- Proposal was assessed against the relevant codes of the Kingaroy Shire IPA Planning Scheme, Natural Features and Resources Overlay Code and Community Facilities Overlay Code;
- Subject site is adjacent to a state controlled road and triggered referral to Department of Infrastructure, Local Government and Planning;
- At the time the application was submitted the Kingaroy Shire IPA Planning Scheme was in force as the South Burnett Regional Council Planning Scheme had not yet commenced;
- Consideration was given to the relevant provisions of the South Burnett Regional Council Planning Scheme that commenced on 2 October 2017;
- The proposed development is considered to be of a scale and intensity that is compatible with development in the immediate surrounding area, located on a higher order road thus lessening the impact on local streets and satisfies the purpose of the new Planning Scheme Specialised Centre Zone Code; and
- Application is recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council **approve** the Development Application for a Material Change of Use (Retail Warehouse, Sales or Hire Premises, Shop & Garden Centre) and Reconfiguring a Lot (1 lot into 2 lots and Access Easement Stage 2) at 2 and 30 Walter Road, Kingaroy (and described as Lots 27 and 28 on SP233460) subject to the following conditions:

- GEN1. The development herein approved is staged as following:
Stage 1 - Material Change of Use (Retail Warehouse, Sales or Hire Premises, Shop & Garden Centre with a total floor area of 7,597.4m²) and 211 on site car parking spaces, including four (4) person with disability (PWD) and four (4) trailer bay parking spaces.
Stage 2 - Reconfiguring a Lot (1 lot into 2 lots and Access Easement) of approved Lot 1 to create proposed Lot 11 with an area of 23,989m² to accommodate the Stage 1 development and proposed Lot 12 with an area of 2,751m² as a vacant lot.

Note: Council approved the reconfiguring of Lots 27 and 28 on SP233460 on 30 August 2016 (Ref. ROLC2016/0008) to create approved Lots 1 and 2. The proposal is to reconfigure approved Lot 1 to create proposed Lots 11 and 12 as shown on proposal plan Drawing No. HD11 Revision 12 dated 20 March 2017.

STAGE 1 - MATERIAL CHANGE OF USE

- 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:

Project No: HD50 - Drawing No: HD02 Rev 12 - Title: Site Plan	Date: 23-03-2016
Project No: HD50 - Drawing No: HD01 Rev 12 - Title: Overall Site Plan	Date: 23-03-2016
Project No: HD50 - Drawing No: HD02 Rev 12 - Title: Site Plan	Date: 23-03-2016
Project No: HD50 - Drawing No: HD05 Rev 12 - Title: Elevations 1 of 3	Date: 06-02-2017
Project No: HD50 - Drawing No: HD07 Rev 12 - Title: Elevations 3 of 3	Date: 06-02-2017
Project No: HD50 - Drawing No: HD06 Rev 12 - Title: Elevations 2 of 3	Date: 06-02-2017
Project No: HD50 - Drawing No: HD11 Rev 12 - Title: Stage 2 Plan	Date: 20-03-2017
Project No: HD50 - Drawing No: HD12 Rev 12 - Title: Concept Intersection Plan	Date: 11-08-2017

Drawing No: HD02 Rev 12

Description: Bunnings Site Plan

Amendments: Amend the plan in accordance with Condition 38

The approved plans must be amended to incorporate the amendments listed within this Development Approval and resubmitted to Council prior to the issue of any operational works approval, building works approval or Council's approval of plumbing and drainage works, or prior to commencement of use for any stage, whichever occurs first.

- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works;
 - Development Permit for Plumbing and Drainage Work;
 - Development Permit for Operational Work for all civil works including earthworks, stormwater, water, sewerage, roadworks, access and parking;

Visual Amenity

- MCU1. All fixed mechanical plant must be contained within the building or visually screened to all street frontages, public viewing locations and adjoining premises.

- MCU2. Open storage areas, loading areas, and other unsightly areas must be screened from view from all street frontages and public places.

Mechanical Plant

- MCU3. Mechanical plant (air conditioning, refrigeration equipment and pumps) must comply with the *Environmental Protection Act 1994*.

Refuse Storage Collection

- MCU4. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.

- MCU5. Any areas that are dedicated for the collection and/or storage of solid waste on the premises are to be:

- a) level;
- b) provided with impervious hard stand and drained; and
- c) if facing either the street frontage or adjoining properties, screened by a 1.8m high fence around the full perimeter.

- MCU6. Refuse bin areas are to be provided for the washing out of the refuse bins and in connection with this:

- a) all tap outlets must be fitted with backflow prevention devices;
- b) the floor areas are to be drained to sewer; and
- c) areas are to be covered and drainage designed such that water not associated with the washing out process (e.g. rainfall) does not enter the sewer.

Fencing

- MCU7. Fence construction along property boundaries connecting to a road frontage over 1.2m in height are tapered to 1.2m in height over a length of 4m toward the road frontage.

- MCU8. Fences or walls proposed along road frontages are to be maximum 1.2m in height if of solid construction or maximum of 1.5m in height, if gaps permit 50% transparency, except where providing screening to bin storage area.

Lighting

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

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

Landscaping

- MCU10. Prior to any landscaping work commencing on site, submit to Council a detailed Landscape Plan prepared by a Landscape Architect in accordance with the Landscape Concept Plan listed within this Development Approval, plans must include:
- A plant schedule indicating species, number and container size for all new planting;
 - A schedule of materials and surface finishes demonstrating maximum pedestrian connectivity and legibility across the site;
 - Typical planting details including preparation, backfill, staking and mulching;
 - Internal dimensions of all planting areas demonstrating a minimum clear planting width of 1.5m in any direction;
 - Location, height and materials of any fencing along the property frontage and other property boundaries;
 - Where shade tree planting occurs in vehicle parking areas, each planting bed has a minimum area of 2sqm and is unsealed and permeable;
 - Plantings along frontages or boundaries are in the form of defined gardens with three tier planting comprised of groundcovers, shrubs (understorey), and trees (canopy) and provided with a drip irrigation system, mulching and border barriers.

Landscaping is to utilise plant species that are appropriate for the location and intended purpose of the landscaping. Guidance on plant selection is provided in Branching out – Your Handy Guide to Tree Planting in the South Burnett.

Engineering Works

- ENG1. 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.
- ENG2. Undertake Engineering designs and construction in accordance with the Kingaroy Planning Scheme, Council's Standards, relevant Australian Standards, and other applicable engineering standards.
- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

Stormwater Management

- ENG4. Design and construct stormwater drainage to ensure that the development will achieve "no worsening" as described in the Queensland Urban Drainage Manual (QUDM) do not make material changes to the pre-development overland flows or concentrate the stormwater flow at the point of discharge to all downstream properties including road reserves and the like for design storms of Q2, Q5, Q10, Q20 and Q50.

- ENG5. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.

Stormwater from sealed areas and overflow pipes from stormwater detention structures and/or tanks installed for the stormwater system is required to be piped to a lawful point of discharge.

Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.

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.

As part of a future Operational Work application, submit to Council for approval, a final detailed Stormwater Management Plan and Report. The Stormwater Management Plan must include, but not be limited to the following:

demonstration that the peak discharge from the development is not greater than pre-development flows for storm events with an ARI2 and ARI100, for all storm durations between 5 mins and 4.5 hours;

details of open channel and detention basin design, capacities and operation;

lawful point of discharge;

pipled and overland flow site stormwater systems designed in accordance with Queensland Urban Drainage Manual;

measures to prevent any solid matter and floatable oils being carried into existing stormwater system;

Advice: The existing hardstand area on the lot was not carried out as part of an approved Operational Work application. Hence, no provision has been made for the change in surface runoff characteristics from the original grassed surface. The revised stormwater management report shall be based on the predevelopment scenario being a grassed surface, with management strategies put in place to ensure non-worsening in the post development scenario.

Lawful Point of Discharge

- ENG6. Lawful point of discharge for the development is the drainage easement to the south, and/or the D'Aguilar Highway (subject to TMR approval).
- ENG7. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

Water Supply

- ENG8. Connect the development to Council's reticulated water supply system via a single connection.
- ENG9. As part of a future Operational Work application, submit to Council for approval, design details for the supply of a reticulated water connection to the development, including details of any augmentation to meet fire-fighting requirements.

Sewerage

- ENG10. Connect the development to Council's reticulated sewerage system via a single connection. The connection, and any upgrades required to the sewer network, must be designed in accordance with Council's standards and be approved by Council's Utility Services Section. The design shall be part of future Operational Work application.

Parking and Access - General

- ENG11. Design all access driveways, circulation driveways, parking aisles and car parking spaces in accordance with Australian Standard 2890.1 - Parking Facilities - Off Street Car Parking.
- ENG12. Design and construct all sealed areas with concrete, asphalt or a two-coat bitumen seal.
- ENG13. Provide 211 car parking spaces including a minimum of 4 person with disability (PWD) car parking spaces, and 4 trailer parking spaces, as shown on High Definition Design Pty Ltd Dwg no HD02 Rev 10 dated 17/3/2017.
- ENG14. Design & construct all person with disability PWD car parking spaces in accordance with AS2890.6.
- ENG15. Provide vehicle bollards or tyre stops to control vehicular access and to protect landscaping or pedestrian areas where appropriate.
- ENG16. Line mark or otherwise delineate the car park aisles and driveways within the development with directional arrows on the pavement to enable all vehicles to enter and leave the site in a forward gear.
- ENG17. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

Parking and Access - Servicing

- ENG18. Provide loading bay facilities for an Articulated Vehicle in the location generally shown on the approved plan(s) of development that are designed in accordance with Australian Standard 2890.2 – Off-street Commercial Vehicle Facilities.
- ENG19. Design along the route to and from all loading bay facilities and the external road network, all access driveways, circulation driveways, parking aisles and the like with a layout that accommodates the turning movements an Articulated Vehicle, and ensure that all vehicles are able to enter and exit the site in a forward direction.

- ENG20. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

Vehicle Access

- ENG21. Construct any new crossovers such that the edge of the crossover is no closer than One (1) metre to any existing or proposed infrastructure, including any stormwater gully pit, manhole, service infrastructure (eg power pole, telecommunications pit), road infrastructure (eg street sign, street tree, etc).

Note: The access requirements for the main access/entrance location shall be in accordance with TMR requirements.

Pedestrian Footpath/Shared Path

- ENG22. Construct a 1.5 metre wide footpath along the D'Aguilar Highway for the full frontage of the development site in accordance with IPWEA Standard Drawing No. RS-065, Revision F.
- ENG23. Where the footpath is located over proposed Lot 11 (Bunnings site), as indicated on the amended plan (High Definition Design Pty Lts Dwg HD02 Rev 12 dated 10/8/2017), an easement shall be provided in favour of Council to allow for future maintenance of the footpath. The final location of the easement is to be determined during detailed design in liaison with Council.

Roadworks and Pedestrian Safety

- ENG24. Install signage for all works on or near roadways in accordance with the Manual for Uniform Traffic Control Devices – Part 3, Works on Roads.
- ENG25. Submit to Council, an application for any footpath, road or lane closures, and ensure all conditions of that approval are complied with during construction of the works.

Electricity and Telecommunication

- ENG26. Connect the development to electricity and telecommunication services.
- ENG27. Remove all redundant telecommunication connections and reinstate the land.
- ENG28. Remove all redundant electrical connections and reinstate the land.

Earthworks - General

- ENG29. Submit to Council, detailed engineering drawings and information with an Operational Work application including, but not limited to the following:
long and cross sections of proposed cut/fill and retaining walls as applicable;
existing and proposed surface levels;
proposed drainage works to accommodate existing overland flows;
proposed haulage route(s) that will be used; and
details identifying the source/disposal site(s) for material imported/exported. The site(s) must have a current development approval enabling them to export/accept any material.
- ENG30. Undertake earthworks in accordance with the provisions of AS3798 Guidelines on Earthworks for Commercial and Residential Developments. RPEQ certification of the filling will be required to be provided to Council as part of any Operational Work approval.

Advice: The existing hardstand area on the lot was not carried out as part of an approved Operational Work application. Hence, the existing filling is considered to be uncontrolled fill. It is unlikely to be suitable for the intended purpose, and contains infrastructure (pipes etc) for plumbing and drainage works.

Earthworks – Retaining Structures and Batters

- ENG31. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
- ENG32. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
- ENG33. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).
- ENG34. Design and construct all retaining walls and associated footings in accordance with AS4678 Earth Retaining Structures and without encroachment onto adjoining properties or public land.

ADVICE

Food Premises

- ADV1. The approved use includes a food premise. In accordance with the *Food Act 2006* and the *Food Standards Code* the premises must be registered and the operator licensed. Please contact Council's Environment & Waste Branch via the Customer Service Centre for further information in respect of registration and a license.

RECONFIGURING A LOT – DEVELOPMENT PERMIT

Plan of Survey

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

Drawing No: HD11 Revision 12

Description: Overall Site Plan and dated 20 March 2017

Amendments: Amend to comply with Landscape Concept Plan, Drawing No. 40-835-SD002 B Date 15 February 2017 **or** Revise Overall Site Plan in particular Lot 12 to reflect the 3m wide landscape buffering Drawing No. 40-835-SD002 B Date 15 February 2017.

The approved plans must be amended to incorporate the amendments listed within this Development Approval and resubmitted to Council prior to the issue of any operational works approval, building works approval or Council's approval of plumbing and drainage works, or prior to commencement of use for any stage, whichever occurs first.

- GEN2. Prior to sealing the Plan of Survey the applicant is required to pay the Council all rates and charges or any expenses being charged over the subject land under any Act in accordance with Section 815 of the *Sustainable Planning Act 2009*.
- GEN3. Prior to the sealing of the Plan of Survey the applicant is to provide a certificate signed by a licensed surveyor stating that after the completion of all works associated with the reconfiguration, survey marks were reinstated where necessary and all survey marks are in their correct position in accordance with the Plan of Survey.

Engineering Works

- ENG1. 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 Council's endorsement of the Survey Plan unless stated otherwise.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council's Development Manual and Standard Drawings, relevant Australian

Standards, Codes of Practice, EDROC Regional Standards Manual and relevant design manuals.

- ENG3. Be responsible for any alteration necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

- ENG4. 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

- ENG5. Provide stormwater management generally in accordance with the Conceptual Site Based Stormwater Management Plan prepared by Bligh Tanner, dated 21 July 2017, subject to detailed design and except as altered by conditions of this development approval.
- ENG6. Design and construct stormwater drainage to ensure that the development will achieve "no worsening" as described in the Queensland Urban Drainage Manual (QUDM) to all downstream properties including road reserves and the like for design storms of Q2, Q5, Q10, Q20 and Q50.
- ENG7. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG8. 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).
- ENG9. Adjoining properties and roadways to the development are to be 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

- ENG10. Lawful point of discharge for the development is the drainage easement to the south, and/or the D'Aguiar Highway (subject to TMR approval)
- ENG11. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

Water Supply

- ENG12. Prior to sealing the Plan of Survey, the applicant is to demonstrate that a connection to Council's Water can be made in accordance with the requirements of Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme.

Sewerage

- ENG13. Prior to sealing the Plan of Survey, the applicant is to demonstrate that a connection to Council's sewerage reticulation system can be made available for each lot in accordance with Schedule 2, Division 3.2 – *Design and Construction Standards*, Table S2.10 of the Kingaroy Shire IPA Planning Scheme.

Vehicle Access

ENG14. Access to the proposed Lot 12 shall be via an access easement over proposed Lot 11 (in favour of Lot 12) as shown on High Definition Design Pty Ltd Dwg no. HD01 Rev 10, dated 17/3/2017.

Telecommunication

ENG15. Evidence of an agreement to provide a telephone service is to be provided to Council prior to sealing the Survey Plan.

Electricity

ENG16. Reticulated electricity is to be provided to the development in accordance with relevant Australian Standards.

ENG17. Written confirmation from the electricity authority, that all matters relating to the reticulation of electricity including electrical civil works have been completed, is to be provided to Council prior to sealing the Survey Plan.

ENG18. Submit to Council, written confirmation from an electricity provider that an agreement has been made for the supply of electricity.

GENERAL ADVICE FOR STAGES 1 AND 2

ADV1. The Department of Infrastructure, Local Government & Planning has imposed conditions on the development permit as attached to this approval.

ADV2. 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.

ADV3. With the introduction of the *Sustainable Planning (Housing Affordability and Infrastructure Charges Reform) Amendment Act 2011*, an applicant's obligations with respect to infrastructure contributions/charges is now contained in a separate adopted infrastructure charges notice rather than in this development approval.

ADV4. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.

ADV5. 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*

7.2.4 P&LM - 2375876 - Forwarding IDAS Development Application - Material Change of Use & Development Permit - 306 Nanango Brooklands Road Nanango - Lot 9 RP 184140 - MCUI20170006

Summary

- The applicant seeks approval to establish an Accommodation Building and Outdoor Recreation (Futsal Pitch), use;
- Subject site is in the Rural Residential Zone under the Nanango Shire IPA Planning Scheme and subject to Impact Assessment;
- The applicant intends to use the subject site by the Australian Futsal Association for training camps;
- Public Notification was carried out between 8 September 2017 and 29 September 2017;
- Three (3) public submissions were received during the public notification period;
- The application was assessed against the Rural Residential Locality Code, Multiple Dwelling Unit, Accommodation Building and Retirement Village Code and Natural Features and Resources Overlay Code;
- It is considered that the proposed Accommodation Building and Outdoor Recreation does not comply with the requirements of the Planning Scheme as proposed by the applicant. However, conditioning within restricted operating hours, the potential adverse impacts of the use could be ameliorated to an acceptable level; and
- It is recommended that Council *approve* a Development Permit – Material Change of Use for Accommodation Building & Outdoor Recreation (Futsal Pitch), subject to reasonable and relevant conditions.

Officer's Recommendation

That Council **approve** a **Development Permit** for Material Change of Use – Accommodation Building & Outdoor Recreation at 306 Nanango Brooklands Road, Nanango on land described as (Lot 9 on RP184140), 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 of this approval:

Plan No.	Title and Detail Description	Dated
A3/60096/DTM	Detail and Contour Survey over Part of Lot 9 on RP184140	26/05/2017

Drawing No: A3/60096/DTM

Description: Detail and Contour Survey over Part of Lot 9 on RP184140

Amendments: Amend the plan in accordance with Landscaping Condition MCU3

The approved plans must be amended to incorporate the amendments listed within this Development Approval and resubmitted to Council prior to the issue of any operational

works approval, building works approval or Council's approval of plumbing and drainage works, or prior to commencement of use, whichever occurs first.

- GEN2. The development herein approved may not start until the following development permits have been issued and complied with as required:
- Development Permit for Building Works; and
 - Development Permit for Plumbing and Drainage Work;
- GEN3. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN4. The applicant must submit a completed *Permit to Work on Council Roads Application* available from <http://www.southburnett.qld.gov.au> for approval by Council before commencing and works within the Council road reserve (i.e., in this case, the required property access).

APPROVED DEVELOPMENT

- MCU1. The approved development is Material Change of Use for an Accommodation Building (5 bedrooms) and Outdoor Recreation (Futsal Pitch) as shown on the approved plans for a Futsal Training Facility. The approval does not include the installation and use of floodlights to illuminate the Futsal pitch.

CARPARKING

- MCU2. Car parking to be provided at the ratio described in the Nanango Shire IPA Planning Scheme for an Accommodation Building and Outdoor Recreation. A minimum of ten (10) car parking spaces is required.

LANDSCAPING

- MCU3. A minimum 10m wide strip of landscaping is to be provided along the eastern and western, property boundary of the site which extends 100m past the futsal pitch in both the north and south directions.

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

- MCU4. The site is to be landscaped in accordance with Planning Scheme Policy No. 5 – Landscaping prior to commencement of the use. A detailed landscaping plan prepared in accordance with Planning Scheme Policy No.5—Landscaping.
- MCU5. The applicant shall submit a landscape plan for approval prior to any work commencing for the buffer indicating the following:
- The extent of the buffer;
 - The location and spacing of proposed and any existing trees and shrubs;
 - A list of tree and shrub species to be planted; and
 - Details about how the vegetated buffer will be maintained.

MAINTENANCE

- MCU6. The development (including parking, driveways and other external spaces) shall be maintained in accordance with the approved plans subject to and modified by any conditions of this approval.

WASTE MANAGEMENT

- MCU7. Provision must be made for the storage and removal of refuse in accordance with the *Waste Reduction and Recycling Regulation 2011*.

OPERATING HOURS

Accommodation Building

- MCU8. The approved use may operate 24 hours a day, seven (7) days a week.

Outdoor Recreation (Futsal Pitch)

- MCU9. Operating hours shall be 7am to 7pm Monday to Friday and 8am to 5pm Weekends and Public Holidays, with a maximum of 30 people on-site in association with the Accommodation Building at any one time.

NOISE EMISSIONS

- MCU10. Noise emissions from the development shall not cause environmental harm or nuisance to adjoining properties or 'sensitive receptors' in accordance with the *Environmental Protection (Noise) Policy 2008*.

In the event that Council receives bona-fide noise complaints in relation to noise emissions produced from the site, the applicant may be required to undertake a Noise Impact Assessment and implement any recommendations in relation to noise attenuation to demonstrate compliance with the above mentioned policy.

- MCU11. Design all external lighting in accordance with *AS4282-1997 "Control of the Obtrusive Effects of Outdoor Lighting"*.

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

ENGINEERING WORKS

- ENG1. 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.
- ENG2. Undertake Engineering designs and construction in accordance with the Planning Scheme, Council Standards, Standard Drawings and relevant Australian Standards.
- ENG3. Be responsible for the full cost of any alterations necessary to electricity, telephone, water mains, sewer mains, stormwater drainage systems or easements and/or other public utility installations resulting from the development or from road and drainage works required in connection with the development.

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

- ENG4. 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.
- ENG5. 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

- ENG6. Design and construct stormwater drainage to ensure that the development will achieve "no worsening" as described in the Queensland Urban Drainage Manual (QUDM) to all

downstream properties including road reserves and the like for design storms of Q2, Q5, Q10, Q20 and Q50.

- ENG7. Provide overland flow paths that do not alter the characteristics of existing overland flows on other properties or that create an increase in flood damage on other properties.
- ENG8. Design and construct all internal stormwater drainage works to comply with the relevant Section/s of AS/NZS 3500.3.2.
- ENG9. 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

- ENG10. Discharge all minor storm flows that fall or pass onto the site to the lawful point of discharge in accordance with the Queensland Urban Drainage Manual (QUDM).

WATER SUPPLY

- ENG11. Provide a potable water supply for the development independent of the Council's water reticulation system. Monitor water quality continuously to ensure compliance with Australian Drinking Water Guidelines - current edition 2011 and enHealth Guidance of use of Rainwater standards for potable water.
- ENG12. Provide sufficient on-site water storage to accommodate the needs of the development with a minimum of 45,000 litres.

ON-SITE SEWERAGE

- ENG13. Upgrade the existing on-site effluent disposal systems or replace the existing on-site effluent disposal systems servicing the development, with on-site effluent disposal systems that are in accordance with Schedule 1, Division 4: Standards for Sewerage Supply, Section 4.2; Standards for On-site Sewerage, AS1547 and the Queensland Plumbing and Waste Water Code.
- ENG14. Apply for a Development Permit for Plumbing Works from Council for the upgrade or replacement of each on-site sewerage treatment system servicing the development. The application for a Development Permit for Plumbing Works regarding an on-site effluent system must be designed by a qualified person.

Note: Any on-site effluent disposal system servicing more than 21 Equivalent Persons (EP) requires an Environmentally Relevant Activity (ERA) 63 which, depending on the treatment and discharge method, will require a separate Material Change of Use approval.

PARKING AND ACCESS - GENERAL

- ENG15. Design and construct all driveway and parking areas to provide a dust suppressive gravel, or sealed surface.
- ENG16. Ensure access to car parking spaces, vehicle loading and manoeuvring areas and driveways remain unobstructed and available for their intended purpose during the hours of operation.

PARKING AND ACCESS - SERVICING

- ENG17. Ensure loading and unloading operations are conducted wholly within the site and vehicles enter and exit the site in a forward direction.

VEHICLE ACCESS

- ENG18. Design and construct a vehicle turnout in accordance with Council's Standard Drawing No. 00049 Rev B "Rural Property Access".

ELECTRICITY AND TELECOMMUNICATION

- ENG19. Connect the development to electricity and telecommunication services.

EARTHWORKS - GENERAL

- ENG20. Earthworks per site involving a change in the ground level of more than 1 metre or of more than 50m³ of material is filled or excavated requires an Operational Work application.

EARTHWORKS - RETAINING STRUCTURES AND BATTERS

- ENG21. Ensure retaining walls and earthworks batters designs do not adversely affect adjoining properties or services within the vicinity.
- ENG22. Ensure batters do not exceed a maximum slope of 25% (1 in 4).
- ENG23. Contain any batters wholly within the proposed development site. Fill cannot be placed on adjacent properties without providing Council with written permission from the respective property owner(s).
- ENG24. Design and construct all retaining walls and associated footings in accordance with AS4678 Earth Retaining Structures and without encroachment onto adjoining properties or public land.

EROSION AND SEDIMENT CONTROL - GENERAL

- ENG25. Undertake erosion and sediment control during construction works in accordance with Council's Standard Drawing No's D-005 (Rev A), D-006 (Rev A) and D-007 (Rev A) as applicable.
- ENG26. 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.
- ENG27. 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 85 (1)(a) of the *Planning Act 2016* provides that, if this approval is not acted upon within the period of six (6) years the approval will lapse.
- 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. A search can be arranged by visiting <https://www.datsip.qld.gov.au> and filling out the Aboriginal and Torres Strait Islander Cultural Heritage Search Request Form
- ADV3. Attached for your information is a copy of Chapter 6 of the *Planning Act 2016* as regards Appeal Rights.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

ADJOURNMENT:

Motion:

Moved Cr RJ Frohloff, seconded Cr RLA Heit.

That the meeting adjourn for twenty (20) minutes

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

During the adjournment a presentation of awards was made to the winners of the South Burnett Cherbourg On Show (SBCOS) Photographic Competition.

RESUMPTION:

Motion:

Moved Cr GA Jones, seconded Cr TW Fleischfresser.

That the meeting resume at 11.04am with attendance as previous to the adjournment

*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 TW Fleischfresser.

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

Water & Waste Water

Kingaroy Wastewater Treatment Plant

In late October the Kingaroy Wastewater Treatment Plant was visited by around 20 treatment plant operators from around Southeast Queensland. The Wastewater Interest Day was held by the Water Industry Operators Association of Australia (WIOA) Queensland group and attracted Operators from Brisbane, Sunshine Coast, Toowoomba and other areas. Aquatec Maxcon showcased the 'Nereda' technology to the group which drew a lot of interest.

General Information

Work will soon commence on the upgrade of the water main bringing water to Kingaroy from the Mt Wooroolin reservoir. This work will take some time to complete with about 2 kilometres of pipeline being laid.

All of the required data has been submitted and validated by the Department of Energy and Water Supply as part of the annual reporting requirements. This information will now be formulated into Council's annual report on its Customer Service Standards compliance.

There have been a number of large blockages in some sewer systems in the last month caused by wet wipes, nappies and other items that shouldn't be flushed down the toilet.

Waste Management

Wide Bay Regional Organisation of Councils (WBBROC) Waste Strategy

One of the WBBROC Waste Strategy implementation action items was to carry out a feasibility study into the future waste disposal options within the WBBROC region. This project is underway and a draft report is expected by the end of the year.

University of Queensland Occupational Health and Safety Student Work Placement

Council's Waste Service and Workplace Health and Safety sections will be hosting an Occupational Health and Safety Student from the University of Queensland as part of the university's Student Work Placement Program. This work placement will provide some valuable learning experiences for the student, but also provide the opportunity for Council to have a number of its safety policies, procedures and systems reviewed.

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.

Natural Resource Management

Weed Control

Contractors have been treating Tree Pear at Ironpot, Gordonbrook and West Boondooma, Lantana at Goodger and West Coolabunia, Groundsel on Main Roads and Annual Ragweed. Pest Management Officers have been inspecting properties for Mother of Millions, Giant Rats Tail Grass and Groundsel.

Equipment Loan

Quick spray units have been used by landholders at Bullcamp, Hivesville, Murgon, Chapingah, Crownthorpe and Ellesmere to treat Giant Rats Tail Grass, Parthenium, Mother of Millions and Lantana. Landholders have been setting rabbit traps, wild dog traps and pig traps at Ballogie, Crawford, Hivesville and Murgon.

Feral Animal Management

Council provided 1080 baiting products to landholders in Gordonbrook, Booie and Charlestown to assist in the control of wild dogs.

Wandering Livestock

Council's pest and stock route officer attended to reports of wandering cattle, goats and horses at Wondai, Murgon, Ellesmere, Blackbutt, Kingaroy and Coolabunia.

Coolabunia Saleyards

Saleyards staff dipped and inspected a total of 237 head in October. Three (3) sales were held in October with one (1) being cancelled as a result of wet weather, a total of 399 head were yarded. Numbers of cattle moved and sold were down although prices remained good for producers.

Works 4 Queensland

Boondooma DAM

*Concrete for drainage has been poured
Path access work has commenced
Kiosk internal now fully painted
Cabin re-oiling to be discussed & advised*

Parks & Gardens

Kingaroy

*General maintenance programs are continuing
Tree inspections for trimming & removal
Customer requests continuing to be received & are actioned.*

Murgon & Wondai

General maintenance programs are continuing with repairs and painting of public chairs around Wondai & Wooroolin and pressure cleaning of concrete sections around public tables and the Wondai skate park.

Staff are now super busy with mowing in full swing thanks to all the rain as well as tree trimming and weed spraying starting in all parks.

Proston & Dams

BP Dam mowed all the parks and powered sites, trimmed all the hedges around pool area and camp kitchen and planted tree at entrance.

At Boondooma Dam all mowing is being actioned

Proston planted annual flowers in street gardens and mowing all the parks and showground.

Nanango & Blackbutt

Mowing is in full swing at present in all areas, quotes are being obtained for shade at Maidenwell and landscaping at Blackbutt hall. Clean-up from the storm in Blackbutt has been finished and ongoing maintenance to town gardens in all areas.

Nanango town mowing is almost complete. Blackbutt town mowing has now started. All action and customer requests have been completed.

*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 the 31 October 2017.

The financial results are performing to target with 33% of the year completed. The revenue and expenditure items percentage to budget generally reflects the straight line result of 33%.

The capital revenue budget will be adjusted in the second quarter review to reflect the Works for Queensland Round 2 funding expected to be received in the 2017 financial year.

Ratios

All indicators are within the desired range. While the Current Ratio is outside range, this is a favourable result which will again move back within the limits as the year progresses.

Capex Report

The capex report for this month has been included for the information of Council. Actual expenditure at the end of October was \$5.763m or 16.9% of the available budget. In addition to the actuals there are commitments for expenditure of \$7.484m. Actuals plus committed expenditure equates to 38% of the available capital budget.

Works for Queensland

All approved projects for Round 1 are on track for completion by the due date of 30 November 2017. There may be some lagging of minor costs as invoices are received and paid.

Work has also commenced on several of the Round 2 projects as at 31 October.

These reports have also been provided for the information of Councillors.

Rating and Rate Recovery

The first correspondence from Recoveries and Reconstruction for overdue rates will be in early December with staff awareness and training being undertaken in late November. After the initial letter further correspondence in relation to rate arrears will commence in the New Year.

Budget Financial Year 2019

Council has commenced the preparations for the 2018/2019 budget with an initial review of the current Long Term Financial Plan as well as holding briefings for the preparation of the Waste, Waste Water, Water and Roads and Drainage capital programs.

Human Resources

In June Council submitted an application to skilling QLD for 10 trainee placements under the first start program. We were pleased to recently be informed that the Department of Education and Training offered Council the 10 trainee placements which are to be recruited and commenced this financial year.

It is Council's plan to have these trainee placements recruited and commenced just after our current 2016/17 trainees finish their traineeship with Council, which is in April 2018.

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

10.2 Finance (F)

Officer's Reports

10.2.1 F - 2426932 - Monthly Financial Statements

Summary

The following information provides a Council's position as at 31 October 2017.

Officer's Recommendation

That the Monthly Financial Report as at 31 October 2017 be received and noted.

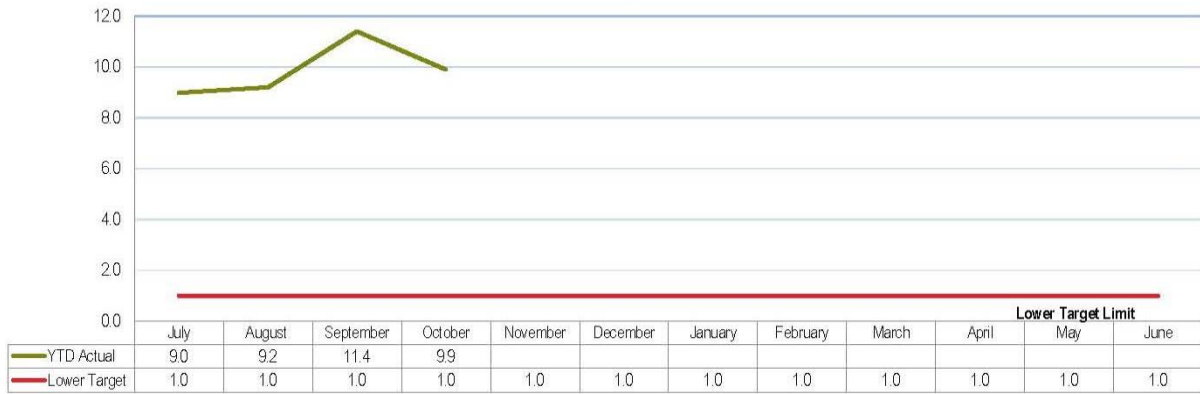
Key Performance Indicators

Key Performance Indicators - Monthly Reporting

Ratio	Description	Formula	SBRC's Target	Status	Oct-17	Comments
Cash Ratio	Number of months operating expenditure covered by total cash held	$\frac{\text{Cash Held}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 months	✓	9.9	
Operating Cash Ratio	Number of months operating expenditure covered by working cash held	$\frac{\text{Cash Held} - \text{Restricted Cash}}{(\text{Total Operating Expense} - \text{Depreciation}) / \text{Number of Periods}}$	Target greater than or equal to 1 months	✓	5.4	
Current Ratio (Working Capital Ratio)	This measures the extent to which Council has liquid assets available to meet short term financial obligations	$\frac{\text{Current Assets}}{\text{Current Liabilities}}$	Target between 2.0 & 4.0	✗	4.20	This will move back into range as cash is spent between this month and the next levy.
Funded Long Term Liabilities	Percentage of Restricted Cash and Long Term Liabilities backed by Cash	$\frac{\text{Cash Held}}{\text{Restricted Cash} + \text{Non} - \text{Current Borrowings}}$	Target greater than or equal to 59%	✓	77%	
Debt Servicing Ratio	This indicates Council's ability to meet current debt instalments with recurrent revenue	$\frac{\text{Interest Expense} + \text{Loan Redemption}}{\text{Total Operating Revenue}}$	Target less than or equal to 10%	✓	2.6%	
Cash Balance - \$M	Total Cash that Council held	$\text{Cash Held at Period End}$	Target greater than or equal to \$23M \$	✓	40.62	
Debt to Asset Ratio	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%	✓	3.8%	
Operating Performance Ratio	This ratio provides an indication of Council's cash flow capabilities	$\frac{\text{Net Cash from Operations} + \text{Interest Revenue and Expense}}{\text{Cash Operating Revenue} + \text{Interest Revenue}}$	Target greater than or equal to 20%	-		No Cash Flow data for monthly basis.
Interest Coverage Ratio	This ratio demonstrates the extent which operating revenues are being used to meet the financing charges	$\frac{\text{Net Interest Expense on Debt Service}}{\text{Total Operating Revenue}}$	Target between 0% and 5%	✗	6.9%	Total operating revenue reflects 6 months of rates.

Graphs – Key Performance Indicators

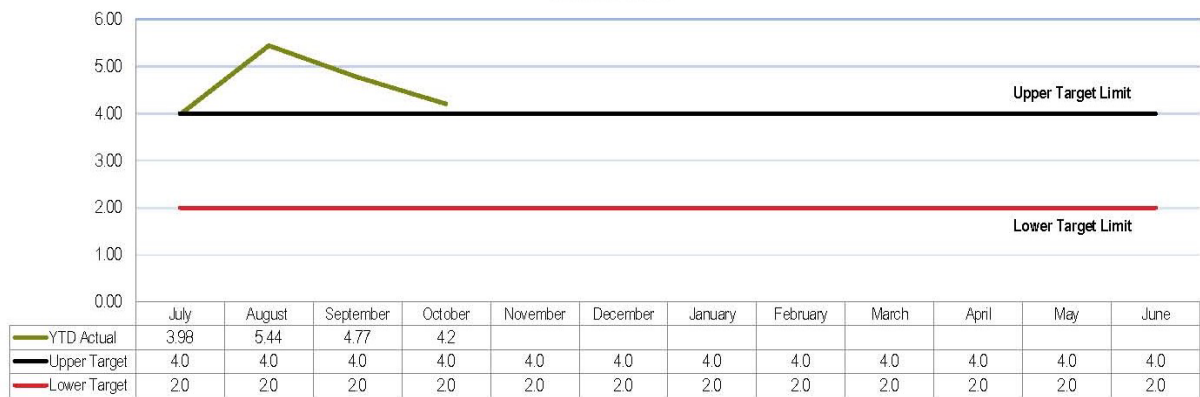
Cash Ratio



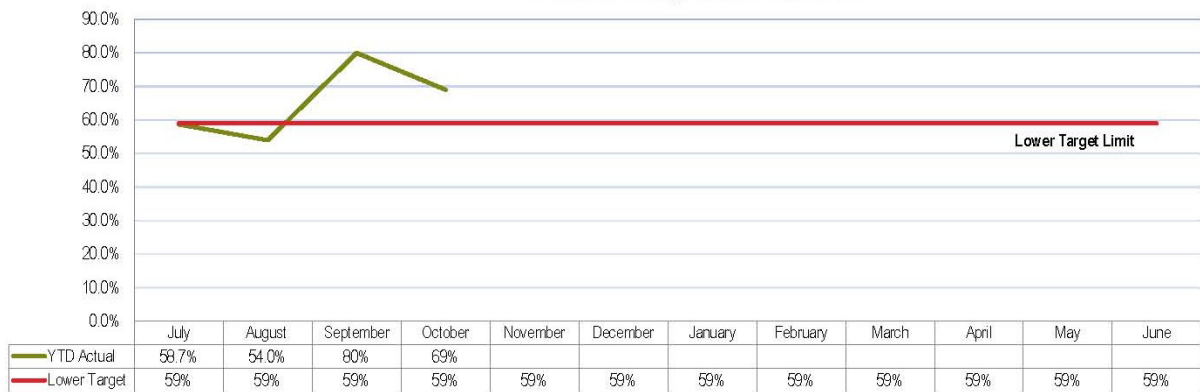
Operating Cash Ratio



Current Ratio

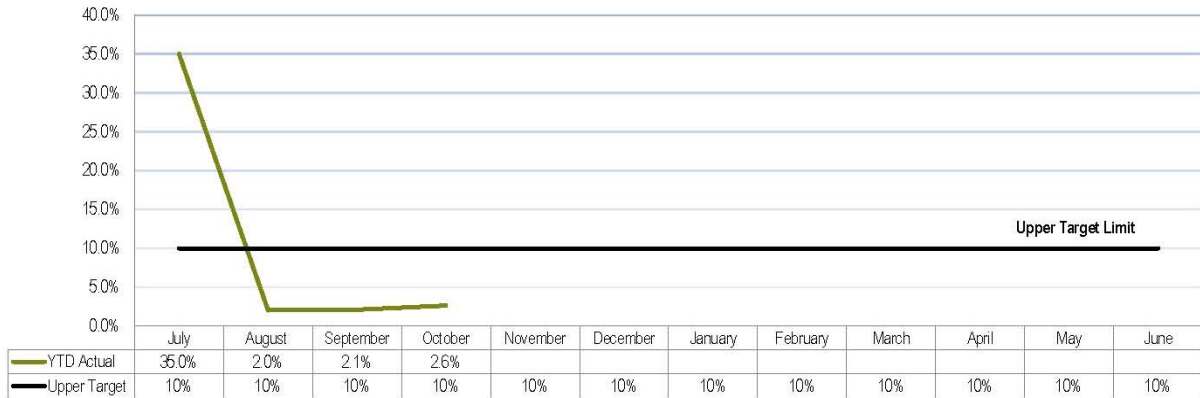


Funded Long Term Liabilities



Graphs – Key Performance Indicators

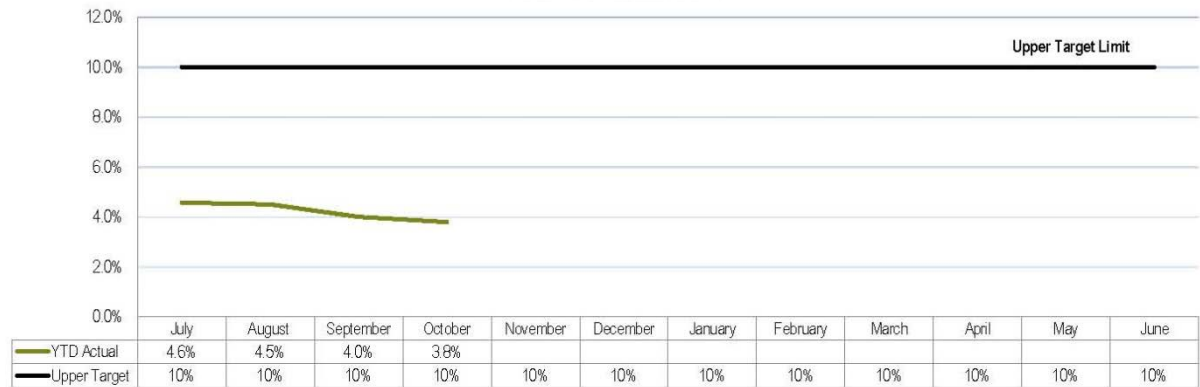
Debt Servicing Ratio



Cash Balance (M)



Debt to Asset Ratio



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

as at 31 October 2017

33% of Year Complete

	2017 \$	Original Budget \$	Variance %
Income			
Revenue			
Recurrent Revenue			
Rates, Levies and Charges	22,826,502	45,388,370	50%
Fees and Charges	1,704,395	3,957,710	43%
Rental Income	147,696	491,725	30%
Interest Received	374,737	1,036,586	36%
Sales Revenue	1,197,910	3,014,212	40%
Other Income	172,005	395,251	44%
Grants, Subsidies, Contributions and Donations	1,852,928	7,357,573	25%
	<u>28,276,172</u>	<u>61,641,427</u>	
Capital Revenue			
Grants, Subsidies, Contributions and Donations	4,314,665	4,616,677	93%
Total Revenue	<u>32,590,837</u>	<u>66,258,104</u>	
Total Income	<u>32,590,837</u>	<u>66,258,104</u>	
Expenses			
Recurrent Expenses			
Employee Benefits	8,254,229	22,626,176	36%
Materials and Services	7,689,553	21,511,372	36%
Finance Costs	535,027	2,093,111	26%
Depreciation and Amortisation	5,131,218	14,833,103	35%
	<u>21,610,027</u>	<u>61,063,762</u>	
Capital Expenses	933,559	(475,475)	-196%
Total Expense	<u>22,543,586</u>	<u>60,588,287</u>	
Net Result	<u>10,047,251</u>	<u>5,669,817</u>	

Statement of Financial Position**Statement of Financial Position**

as at 31st October 2017

	2017 \$	Original Budget \$
Current Assets		
Cash and Cash Equivalents	40,622,995	28,727,735
Trade and Other Receivables	8,096,392	6,005,083
Inventories	1,150,448	1,218,556
Investments	-	-
Total Current Assets	<u>49,869,835</u>	<u>35,951,375</u>
Non-Current Assets		
Trade and Other Receivables	2,223,334	-
Property, Plant and Equipment	944,201,643	905,224,735
Intangible Assets	8,613,620	8,084,869
Total Non-Current Assets	<u>955,038,597</u>	<u>913,309,604</u>
TOTAL ASSETS	<u>1,004,908,433</u>	<u>949,260,979</u>
Current Liabilities		
Trade and Other Payables	4,377,795	4,832,251
Borrowings	3,975,066	2,387,352
Provisions	3,516,664	3,467,682
Unearned Revenue	127,440	-
Total Current Liabilities	<u>11,869,525</u>	<u>10,687,284</u>
Non-Current Liabilities		
Borrowings	34,704,812	38,267,463
Provisions	13,814,990	12,081,756
Unearned Revenue	2,114,943	-
Total Non-Current Liabilities	<u>48,519,802</u>	<u>50,349,219</u>
TOTAL LIABILITIES	<u>62,631,710</u>	<u>61,036,504</u>
NET COMMUNITY ASSETS	<u>942,276,722</u>	<u>888,224,475</u>
Community Equity		
Asset Revaluation Surplus	507,673,393	447,079,656
Retained Surplus/(Deficiency)	434,603,329	441,144,819
TOTAL COMMUNITY EQUITY	<u>942,276,722</u>	<u>888,224,475</u>

Resolution:

Moved Cr RLA Heit, seconded Cr RJ Frohloff.

That the Monthly Financial Report as at 31 October 2017 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 - 2427059 - 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 10 October 2017
Monthly Capital Works Report
Road Maintenance Expenditure Report
Work for Queensland (W4Q) Grant Projects Report – Round One
Work for Queensland (W4Q) Grant Projects Report – Round Two

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr KA Duff, seconded Cr DA Potter.

That the reports be received.

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

CLOSED SESSION:

Motion:

Moved Cr TW Fleischfresser, seconded Cr GA Jones.

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*

ATTENDANCE:

General Manager Infrastructure Aaron Meehan left the meeting at 11.47am
General Manager Infrastructure Aaron Meehan returned to the meeting at 11.52am

OPEN COUNCIL:

Motion:

Moved Cr GA Jones, seconded Cr RJ Frohloff.

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, sale of land and Extension to Prequalified Suppliers.

Motion:

Moved Cr KA Duff, seconded Cr DA Potter.

That the Mayor's report be received

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

13. Confidential Section

13.1 CONF - 2424399 - Replacement and Purchase of Three New Tip Trucks

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 purchase three (3) Hino FS2828 trucks for the cost \$547,037.13 plus GST; and
- Council dispose of exiting units numbered 181, 182 and 183 at auction.

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 - 2376574 - Public Tender for Pound Street Site

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 invite written Tenders under section 228(3) of the Local Government Regulation 2012, for the sale of land known as Lot 13 RP814986, 1 Pound Street, Kingaroy.

Resolution:

Moved Cr TW Fleischfresser, seconded Cr GA Jones.

That the Officer's Recommendation be adopted.

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

13.3 CONF - 2364616 - Proposed sale/disposal of Lot 43 FY2536 - Trace

Reason for Confidentiality

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

(e) contracts proposed to be made by it

Recommendation

That Council

1. offer the sale of Lot 43 FY2536, Kingaroy Cooyar Road, Brooklands to the adjoining landholders located at Lot 41 RP32427 and Lot 35 RP160817 at market value on the condition that the other adjoining land owner has no objection to the sale.
2. delegate authority to the Chief Executive Officer to negotiate the sale of the block.

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

13.4 CONF - 2427093 - Approval to Extend Current Contracts for Prequalified Suppliers Registers

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That Council:

1. Approve a contract extension for the existing Prequalified Suppliers on a month by month basis until 30 June 2018:
 - Dry Plant and Equipment Hire
 - Wet Plant and Equipment Hire
 - Trade and General Services
2. Authorise the Chief Executive Officer to issue the Extension Notice to existing Prequalified Suppliers.

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 11.56am.

Confirmed before me this day of2017

..... **MAYOR**

