



# **SOUTH BURNETT**

## **REGIONAL COUNCIL**

# **Agenda**

of the

# **General Meeting**

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

on Wednesday, 15 November 2017

Commencing at 9.00 am

**Chief Executive Officer: Gary Wall**

### **Our Vision**

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

### **Our Values**

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



# SOUTH BURNETT REGIONAL COUNCIL AGENDA

Wednesday, 15 November 2017

## ORDER OF BUSINESS:

<b>1.</b>	<b>LEAVE OF ABSENCE</b> .....	<b>1</b>
<b>2.</b>	<b>PRAYERS</b> .....	<b>1</b>
<b>3.</b>	<b>CONFIRMATION OF MINUTES OF PREVIOUS MEETING</b> .....	<b>1</b>
3.1	South Burnett Regional Council Minutes .....	1
3.2	South Burnett Regional Council Special Minutes.....	2
<b>4.</b>	<b>PORTFOLIO - ECONOMIC DEVELOPMENT, GOVERNANCE AND COMMUNICATIONS</b> .....	<b>3</b>
4.1	Economic Development, Governance and Communications Portfolio Report.....	3
<b>4.2</b>	<b>GOVERNANCE (G)</b> .....	<b>4</b>
4.2.1	G - 2419610 - Annual Consolidation of Delegations to the Chief Executive Officer ....	4
4.2.2	G - 2423496 - Adoption of Council's Conduct of Council & Committee Meetings Policy 12	
4.2.3	G - 2423461 - Adoption of Council's Acceptable Request Guidelines .....	34
<b>4.3</b>	<b>ECONOMIC DEVELOPMENT (ED)</b> .....	<b>41</b>
4.3.1	ED - 2427938 - Economic Development September 2017 Quarterly Report .....	41
<b>5.</b>	<b>PORTFOLIO - ROADS &amp; DRAINAGE</b> .....	<b>43</b>
5.1	Roads & Drainage Portfolio Report .....	43
<b>5.2</b>	<b>ROADS &amp; DRAINAGE (R&amp;D)</b> .....	<b>44</b>
<b>5.3</b>	<b>DESIGN &amp; TECHNICAL SERVICES (D&amp;TS)</b> .....	<b>44</b>
5.3.1	D&TS - 2427288 - Road Renaming of Jarvis Lane, Wondai .....	44
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.....	46
5.3.3	D&TS - 2427306 - Road Renaming of Ulampa Creek Road, Taromeo .....	48
<b>6.</b>	<b>PORTFOLIO - COMMUNITY, ARTS, TOURISM AND HEALTH SERVICES</b> .....	<b>50</b>
6.1	Community, Arts, Tourism and Health Services Portfolio Report .....	50
<b>6.2</b>	<b>COMMUNITY SERVICES (CS)</b> .....	<b>51</b>
<b>6.3</b>	<b>THE ARTS</b> .....	<b>51</b>
6.3.1	ARTS - 2427716 - Minutes of the Regional Arts Development Fund Management Advisory Committee Meeting held on 24 October 2017 .....	51
<b>6.3</b>	<b>TOURISM (T)</b> .....	<b>59</b>
<b>6.4</b>	<b>HEALTH SERVICES (HS)</b> .....	<b>59</b>
6.4.1	HS - 2420273 - Change to the Animal Management 2017/2018 Fees and Charges	59
<b>7.</b>	<b>PORTFOLIO - PLANNING &amp; PROPERTY</b> .....	<b>61</b>
7.1	Planning and Property Portfolio Report .....	61
<b>7.2</b>	<b>PLANNING (P&amp;LM)</b> .....	<b>62</b>
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 Winderera - Lot 3 RP179441 - Applicant: Telstra Corporation Limited - MCU17/0001.....	62

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.....	65
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 .....	71
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.....	81
<b>8.</b>	<b>PORTFOLIO - WATER, WASTE WATER, WASTE MANAGEMENT, SPORT &amp; RECREATION .....</b>	<b>87</b>
8.1	Water, Waste Water, Waste Management, Sport & Recreation Portfolio Report .....	87
<b>9.</b>	<b>PORTFOLIO - NATURAL RESOURCE MANAGEMENT, PARKS AND INDIGENOUS AFFAIRS .....</b>	<b>88</b>
9.1	Natural Resource Management, Parks and Indigenous Affairs Portfolio Report .....	88
<b>10.</b>	<b>PORTFOLIO - FINANCE, ICT &amp; HUMAN RESOURCES.....</b>	<b>89</b>
10.1	Finance, ICT and Human Resources Portfolio Report .....	89
<b>10.2</b>	<b>FINANCE (F).....</b>	<b>90</b>
10.2.1	F - 2426932 - Monthly Financial Statements.....	90
<b>11.</b>	<b>CONSIDERATION OF NOTICES OF MOTION .....</b>	<b>97</b>
<b>12.</b>	<b>INFORMATION SECTION (IS) .....</b>	<b>97</b>
12.1	IS - 2427059 - Reports for the Information of Council .....	97
<b>13.</b>	<b>CONFIDENTIAL SECTION .....</b>	<b>98</b>
13.1	CONF - 2424399 - Replacement and Purchase of Three New Tip Trucks.....	98
13.2	CONF - 2376574 - Public Tender for Pound Street Site .....	99
13.3	CONF - 2364616 - Proposed sale/disposal of Lot 43 FY2536 - Trace .....	100
13.4	CONF - 2427093 - Approval to Extend Current Contracts for Prequalified Suppliers Registers .....	101

---

**1. Leave Of Absence**

Nil.

**2. Prayers**

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

**3. Confirmation of Minutes of Previous Meeting**

**3.1 South Burnett Regional Council Minutes**

**Précis**

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

**Officer's Recommendation**

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



### 3.2 South Burnett Regional Council Special Minutes

#### Précis

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

#### Officer's Recommendation

That the minutes of the 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.*

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

See Business Function Headings

**4. Portfolio - Economic Development, Governance and Communications**

**4.1 Economic Development, Governance and Communications Portfolio Report**

**Document Information**

**IR No 2426778**

**Author Mayor, South Burnett Regional Council**

**Date 10 November 2017**

---

**Précis**

Economic Development, Governance and Communications Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## **4.2 Governance (G)**

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

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

#### **Document Information**

**IR No** 2419610

**Author** Senior Governance Officer

**Endorsed  
By** Manager Social & Corporate Performance

**Date** 10 October 2017

---

#### **Précis**

Endorsement of annual consolidation of delegations to Council's Chief Executive Officer as required under section 257(4) of the *Local Government Act 2009 (the Act)*.

#### **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.

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>
<b>Acquisition of Land Act 1967</b>	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)
<b>Animal Management (Cats &amp; Dogs) Act 2008</b>	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)
<b>Biosecurity Act 2014</b>	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)
<b>Biosecurity Regulation 2016</b>	27(1), 46(1)
<b>Building Act 1975</b>	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
<b>Disaster Management Act 2003</b>	29, 31, 37, 57(1), 57(2)(g), 59(1), 61
<b>Environmental Protection Act 1994</b>	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),

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>
	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)
<b>Environmental Protection Regulation 2008</b>	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)
<b>Fire and Emergency Services Act 1990</b>	105(1) "Prescribed property" paragraph (b), 112(2), 113(6), 117(3), 121(2), 126(1), 134(2), 140, 146(2)
<b>Food Act 2006</b>	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)
<b>Information Privacy Act 2009</b>	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),

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>
	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)
<b>Land Act 1994</b>	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)
<b>Liquor Act 1992</b>	105B(1), 105B(4), 117(2), 117A(2), 173C(1), 173C(2), 173D(6), 173E(1), 173N(4)
<b>Local Government Act 2009</b>	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)
<b>Local Government Regulation 2012</b>	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)
<b>Neighbourhood Disputes (Dividing Fences and Trees) Act 2011</b>	88(1)(d), 88(3), 88(4), 88(5A)
<b>Peaceful Assembly Act 1992</b>	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)
<b>Planning Act 2016</b>	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),

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>
	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)
<b>Plumbing &amp; Drainage Act 2002</b>	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
<b>Public Health (Infection Control for Personal Appearance Services) Act 2003</b>	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)
<b>Public Health Act 2005</b>	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)
<b>Public Interest Disclosure Act 2010</b>	30(1), 30(1)(b), 30(1)(d), 30(2), 30(3), 31(1), 31(3), 31(4), 32(1), 32(4), 60(3)
<b>Right to Information Act 2009</b>	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)

<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>
<b>Standard Plumbing &amp; Drainage Regulation 2003</b>	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"
<b>State Penalties Enforcement Act 1999</b>	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
<b>Stock Act 1915</b>	19(1), 19(2)
<b>Stock Route Management Act 2002</b>	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)
<b>Sustainable Planning Act 2009</b>	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



<b>Legislation Title</b>	<b>Sections Delegated to CEO</b>
<b><i>Tattoo Industry Act 2013</i></b>	61(1)
<b><i>Tobacco &amp; Other Smoking Products Act 1998</i></b>	26ZO(3), 26ZPD(3)
<b><i>Transport Infrastructure Act 1994</i></b>	41, 42(1), 43(1), 253(1), 307(1), 309(1), 358(1), 420(3), 421, 423(1), 424, 426(1)
<b><i>Transport Operations (Road Use Management) Act 1995</i></b>	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)
<b><i>Waste Reduction and Recycling Act 2011</i></b>	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
<b><i>Water Supply (Safety &amp; Reliability) Act 2008</i></b>	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
<b><i>Work Health &amp; Safety Act 2011</i></b>	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

## **Financial and Resource Implications**

Delegated authority must be appropriately granted and periodically reviewed to ensure that any expenditure incurred by staff acting on Council's behalf is legislatively compliant.

## **Link to Corporate/Operational Plan**

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

## **Communication/Consultation (Internal/External)**

The General Managers and Managers have been consulted in regards to the update of monthly delegations which form the basis for the annual consolidation of the delegations under Section 257 of the Act.

## **Legal Implications (Statutory Basis, Legal Risks)**

The report has been provided in compliance with Section 257(4) of the Act requiring Council to review annually its delegations to the Chief Executive Officer.

## **Policy/Local Law/Delegation Implications**

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

## **Asset Management Implications**

No direct asset management implications arise from this report.

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

**Document Information**

**IR No** 2423496

**Author** Acting General Manager Corporate Services

**Endorsed**

**By** Acting Chief Executive Officer

**Date** 27 October 2017

---

**Précis**

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

### Table of Contents

1. POLICY STATEMENT.....	1
2. SCOPE.....	1
3. POLICY OBJECTIVES.....	1
4. BACKGROUND AND/OR PRINCIPLES.....	1
5. GENERAL INFORMATION.....	1
6. DEFINITIONS.....	19
7. LEGISLATIVE REFERENCE.....	20
8. RELATED POLICIES/PROCEDURES.....	20
9. NEXT REVIEW.....	20
10. VERSION CONTROL.....	20

### 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

## **Financial and Resource Implications**

No additional implications

## **Link to Corporate/Operational Plan**

EXC1 Effective financial management

EXC2 Effective business management

EXC4 Ethical, accountable and transparent decision-making

## **Communication/Consultation (Internal/External)**

The Conduct of Council & Committee Meetings Policy was circulated to Councillors and the Senior Management Team providing suitable time for review and response.

The Conduct of Council & Committee Meetings Policy was tabled for discussion at Council's Portfolio Meeting in November 2017.

## **Legal Implications (Statutory Basis, Legal Risks)**

No additional implications

## **Policy/Local Law/Delegation Implications**

No implications can be identified.

## **Asset Management Implications**

No additional implications



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

##### **Document Information**

**IR No** 2423461

**Author** Acting General Manager Corporate Services

**Endorsed  
By** Acting Chief Executive Officer

**Date** 27 October 2017

---

##### **Précis**

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

## Table of Contents

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

### 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

## **Financial and Resource Implications**

No additional implications

## **Link to Corporate/Operational Plan**

EXC1 Effective financial management

EXC2 Effective business management

EXC4 Ethical, accountable and transparent decision-making

## **Communication/Consultation (Internal/External)**

The Acceptable Request Guidelines were circulated to Councillors and the Senior Management Team providing suitable time for review and response.

The Acceptable Request Guidelines were tabled for discussion at Council's Portfolio Meeting in November 2017.

## **Legal Implications (Statutory Basis, Legal Risks)**

No additional implications

## **Policy/Local Law/Delegation Implications**

No implications can be identified.

## **Asset Management Implications**

No additional implications

### **4.3 Economic Development (ED)**

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

#### **4.3.1 ED - 2427938 - Economic Development September 2017 Quarterly Report**

#### **Document Information**

**IR No** 2427938

**Author** Senior Economic Development Officer

**Endorsed By** Acting Chief Executive Officer

**Date** 7 November 2017

---

#### **Précis**

South Burnett Economic Development Quarterly Report - September 2017, for public distribution.

#### **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.

#### **Financial and Resource Implications**

Nil

#### **Link to Corporate/Operational Plan**

GO1 A strong and sustainable regional economy

#### **Communication/Consultation (Internal/External)**

Consultation has been undertaken with South Burnett Directions Board Members, Council and Governance/Communications team to, with changes made to Report from feedback provided.

#### **Legal Implications (Statutory Basis, Legal Risks)**

Nil.

---



**Policy/Local Law/Delegation Implications**

Nil.

**Asset Management Implications**

Nil

**5. Portfolio - Roads & Drainage**

**5.1 Roads & Drainage Portfolio Report**

**Document Information**

**IR No** 2426805

**Author** Cr Gavin Jones

**Date** 10 November 2017

---

**Précis**

Roads & Drainage Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## **5.2 Roads & Drainage (R&D)**

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

No Report.

## **5.3 Design & Technical Services (D&TS)**

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

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

### **Document Information**

**IR No** 2427288

**Author** Manager Design & Technical Services

**Endorsed By** General Manager Infrastructure

**Date** 7 November 2017

---

### **Précis**

This report addresses the difficulty of locating properties on Jarvis Lane, Wondai by emergency services, postal service providers and the general public.

### **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.

### **Financial and Resource Implications**

Financial and resource implications are minimal as a result of the naming of Jarvis Lane, Wondai.

---

### **Link to Corporate/Operational Plan**

The link to the corporate plan is via Strategy INF1.

### **Communication/Consultation (Internal/External)**

Consultation has been undertaken with the two (2) adjacent boundary Councillors, affected property owners and internal to Infrastructure.

### **Legal Implications (Statutory Basis, Legal Risks)**

Nil

### **Policy/Local Law/Delegation Implications**

This existing scenario has been assessed against Council's Infrastructure Asset Naming policy.

### **Asset Management Implications**

Nil

**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**

**Document Information**

**IR No 2406394**

**Author Manager Design & Technical Services**

**Endorsed  
By General Manager Infrastructure**

**Date 7 November 2017**

---

**Précis**

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.

**Financial and Resource Implications**

The financial and resource implications would not be onerous but would require personalised Council signage to be maintained in accordance with engineering guidelines.

---

### **Link to Corporate/Operational Plan**

This item links to Strategies INF1.

### **Communication/Consultation (Internal/External)**

Nil

### **Legal Implications (Statutory Basis, Legal Risks)**

Nil

### **Policy/Local Law/Delegation Implications**

The implications are minimal as the request has been assessed in accordance with the Infrastructure Asset Naming policy and the recommended outcome is consistent with the terms of the policy.

### **Asset Management Implications**

The asset implications are not significant and would form an element of rehabilitation and maintenance of infrastructure on Benair Road. However, the personalisation of one of the Four Mile Gully crossings would limit the use of available signage to that location.

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

#### **Document Information**

**IR No** 2427306

**Author** Manager Design & Technical Services

**Endorsed  
By** General Manager Infrastructure

**Date** 7 November 2017

---

#### **Précis**

This report addresses the Ulampa Creek Road name duplication issues in Nukku and Taromeo localities and difficulty to locate properties on a section of Ulampa Creek Roads by emergency services, postal service providers and the general public.

#### **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.

#### **Financial and Resource Implications**

There are no financial and resource implications as result of the naming of the Ulampa Creek Road.

#### **Link to Corporate/Operational Plan**

The link to the corporate plan is via Strategy INF1.

#### **Communication/Consultation (Internal/External)**

Consultation has been undertaken with the Divisional Councillor, affected property owners and internal to Infrastructure.

---

**Legal Implications (Statutory Basis, Legal Risks)**

Nil

**Policy/Local Law/Delegation Implications**

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

**Asset Management Implications**

Nil



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

**6.1 Community, Arts, Tourism and Health Services Portfolio Report**

**Document Information**

**IR No 2426845**

**Author Cr Danita Potter**

**Date 10 November 2017**

---

**Précis**

Community, Arts, Tourism and Health Services Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## **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**

### **Document Information**

**IR No** 2427716

**Author** Community Development/Grants Officer

**Endorsed By** Acting Manager Social & Corporate Performance

**Date** 07 November 2017

---

### **Précis**

Minutes of the Regional Arts Development Fund Management Advisory 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

Regional Arts Development Fund Management Advisory Committee – MINUTES– 24 OCTOBER 2017

---

**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.



## **Financial and Resource Implications**

Social & Corporate Performance budget and resources for 2017-18

## **Link to Corporate/Operational Plan**

EC2 A community with the capacity to continue to develop the area of arts, culture and heritage (Corporate Plan 2014-2018)

## **Communication/Consultation (Internal/External)**

Regional Arts Development Fund Management Advisory Committee

## **Legal Implications (Statutory Basis, Legal Risks)**

Nil

## **Policy/Local Law/Delegation Implications**

Nil

## **Asset Management Implications**

Nil

### **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**

#### **Document Information**

**IR No** 2420273

**Author** Manager Environment and Waste

**Endorsed By** Acting General Manager Corporate Services

**Date** 16 October 2017

---

#### **Précis**

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.

#### **Financial and Resource Implications**

By adopting this small hire fee there will be an insignificant increase in revenue to the Compliance Section budget.

---

The establishment of a refundable bond will be cost neutral to the Compliance Section budget. However, it is hoped that the condition in which the cat traps are returned to Council will improve. That is, if Customers do not look after the cat trap and it is returned damaged then the Customer who hired the cat trap may forfeit the bond. If this is the case then Council will not be out of pocket as much as what it has in the past to replace a damaged cat trap.

### **Link to Corporate/Operational Plan**

The applicable Corporate Strategy is:

Enhancing our Communities - Building vibrant, healthy, supportive & inclusive communities

The applicable Goal & Strategies are:

EC3 An active, safe and healthy community

EC3.2 Advocate and support community initiatives that promote healthy lifestyles

EC3.3 Partner, investigate and implement plans to increase community safety in public areas

EC3.4 Manage identified public health and environmental issues in accordance with relevant legislation

### **Communication/Consultation (Internal/External)**

Councillors and Senior Executive Team were consulted through the Council Portfolio process. There has been no external community consultation. This initiative is as a result of observation and experience of internal Council staff in the Compliance Section.

### **Legal Implications (Statutory Basis, Legal Risks)**

Council is able to set a Fee & Charge for the provision of this service.

There is no legal requirement for Council to provide this particular service. Continued provision of this service is at Council's discretion. Residents are not compelled to use Council's service in this regard, they are free to access a trap from another service provider.

Council does not have a monopoly on the hire out of cat traps.

### **Policy/Local Law/Delegation Implications**

N/A

### **Asset Management Implications**

The establishment of a bond for the hire of a cat trap may result in the cat traps being better looked after, which will result in these assets having a longer useful life.

**7. Portfolio - Planning & Property**

**7.1 Planning and Property Portfolio Report**

**Document Information**

**IR No** 2426815

**Author** Cr Terry Fleischfresser

**Date** 10 November 2017

---

**Précis**

Planning and Property Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

## 7.2 Planning (P&LM)

### *Officer's Reports*

#### 7.2.1 P&LM - 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

### Document Information

IR No 2381711

Author Technical Officer - Planning

Endorsed  
By Manager – Planning & Land Management  
Acting General Manager - Corporate Services

Date 19 October 2017

---

### Précis

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.

## **Financial and Resource Implications**

No implication can be identified.

## **Link to Corporate/Operational Plan**

### **Strategic Priority 2. Growth and Opportunity**

Balanced development that preserves and enhances our region.

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

## **Communication/Consultation (Internal/External)**

Refer to Section 4.0 of this report.

## **Legal Implications (Statutory Basis, Legal Risks)**

No implication identified.

**Policy/Local Law/Delegation Implications**

No implication can be identified.

**Asset Management Implications**

No implication can be identified.

**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**

**Document Information**

**IR No 2373691**

**Author Technical Officer Planning**

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

**Date 7 November 2017**

**Précis**

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:

<b>Plan No.</b>	<b>Title and Detail Description</b>	<b>Dated</b>
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	Site Elevations	09/06/2017



Sheet No. DA03 Rev E		
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 50m<sup>3</sup> 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.

### **Financial and Resource Implications**

No implication can be identified.

### **Link to Corporate/Operational Plan**

Strategic Priority 2. Growth and Opportunity

Balanced development that preserves and enhances our region.

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

### **Communication/Consultation (Internal/External)**

Section 3.0 of this Report.

**Legal Implications (Statutory Basis, Legal Risks)**

No implication can be identified.

**Policy/Local Law/Delegation Implications**

No implication can be identified.

**Asset Management Implications**

No implication can be identified.

**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**

**Document Information**

**IR No 2336980**

**Author Technical Officer - Planning**

**Endorsed  
By Manager – Planning & Land Management  
Acting General Manager - Corporate Services**

**Date 24 October 2017**

---

**Précis**

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 7,597.4m<sup>2</sup>) 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 23,989m<sup>2</sup> to accommodate the Stage 1 development and proposed Lot 12 with an area of 2,751m<sup>2</sup> 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.

## **Financial and Resource Implications**

No implication can be identified.

## **Link to Corporate/Operational Plan**

### **Strategic Priority 2. Growth and Opportunity**

Balanced development that preserves and enhances our region.

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

## **Communication/Consultation (Internal/External)**

Refer to Section 4.0 & 5.0 of this report.

## **Legal Implications (Statutory Basis, Legal Risks)**

No implication can be identified.

## **Policy/Local Law/Delegation Implications**

No implication can be identified.

## **Asset Management Implications**

No implication can be identified.

**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**

**Document Information**

**IR No 2375876**

**Author Technical Officer**

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

**Date 6 November 2017**

---

**Précis**

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 50m<sup>3</sup> 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.

### **Financial and Resource Implications**

No implication can be identified.

### **Link to Corporate/Operational Plan**

#### **Strategic Priority 2. Growth and Opportunity**

Balanced development that preserves and enhances our region.

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

### **Communication/Consultation (Internal/External)**

Refer to Section 4.0 of this report.

### **Legal Implications (Statutory Basis, Legal Risks)**

No implication can be identified.

### **Policy/Local Law/Delegation Implications**

No implication can be identified.

### **Asset Management Implications**

No implication can be identified.

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

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

**Document Information**

**IR No** 2426826

**Author** Cr Roz Frohloff

**Date** 10 November 2017

---

**Précis**

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

**Summary**

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

**Officer's Recommendation**

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

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

**9.1 Natural Resource Management, Parks and Indigenous Affairs Portfolio Report**

**Document Information**

**IR No 2426768**

**Author Cr Kathy Duff**

**Date 10 November 2017**

---

**Précis**

Natural Resource Management, Parks and Indigenous Affairs Portfolio Report

**Summary**

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

**Officer's Recommendation**

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

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

**10.1 Finance, ICT and Human Resources Portfolio Report**

**Document Information**

**IR No** 2426760

**Author** Cr Ros Heit

**Date** 10 November 2017

---

**Précis**

Finance, ICT and Human Resources Portfolio Report

**Summary**

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

**Officer's Recommendation**

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



**10.2 Finance (F)**

***Officer's Reports***

**10.2.1 F - 2426932 - Monthly Financial Statements**

**Document Information**

**IR No** 2426932

**Author** Finance Officer (Financial Reporting)

**Endorsed  
By** General Manager Finance

**Date** 6 November 2017

---

**Précis**

Monthly Financial Report as at 31 October 2017.

**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.

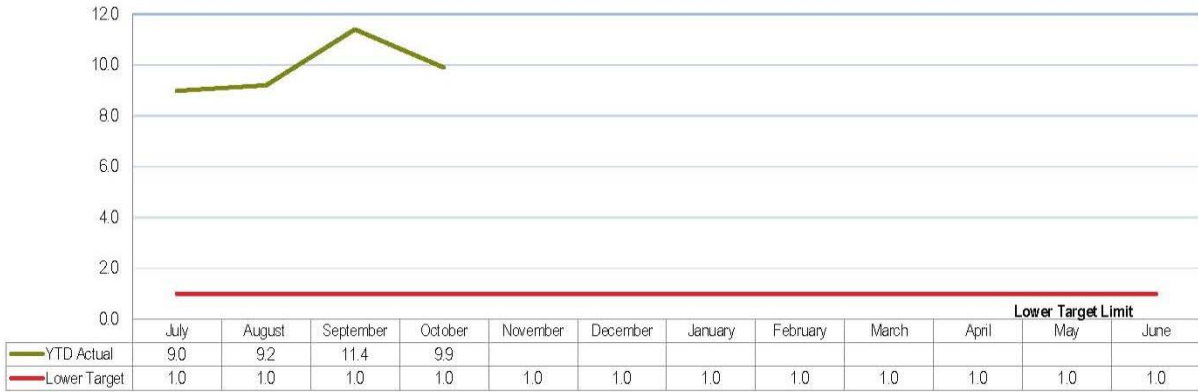
## Key Performance Indicators

### Key Performance Indicators - Monthly Reporting

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

**Graphs – Key Performance Indicators**

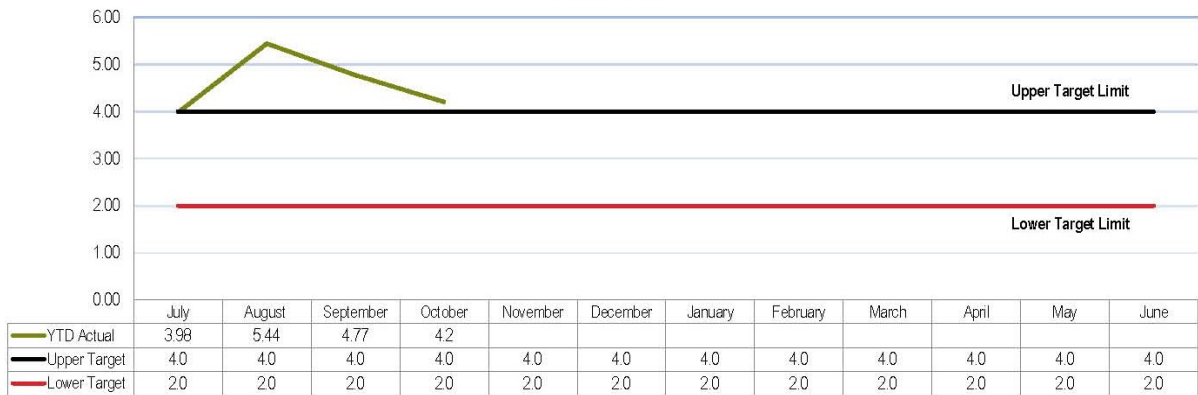
**Cash Ratio**



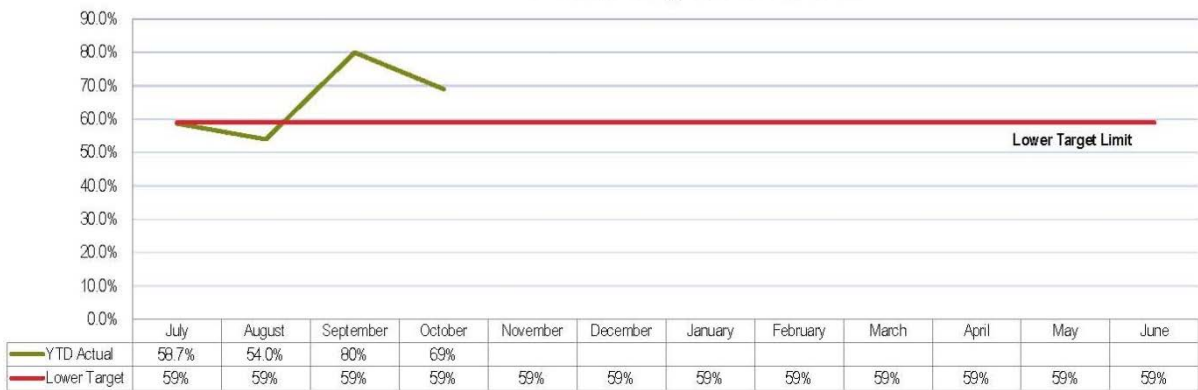
**Operating Cash Ratio**



**Current Ratio**

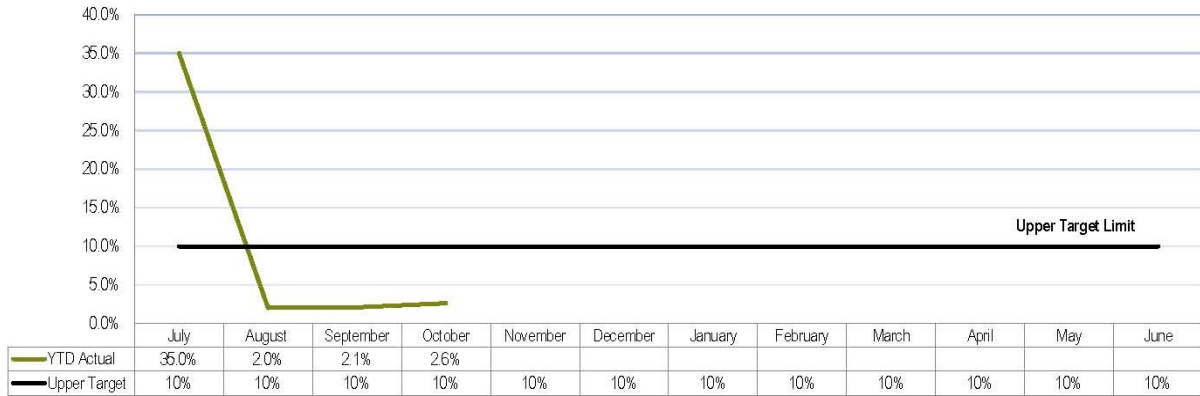


**Funded Long Term Liabilities**



**Graphs – Key Performance Indicators**

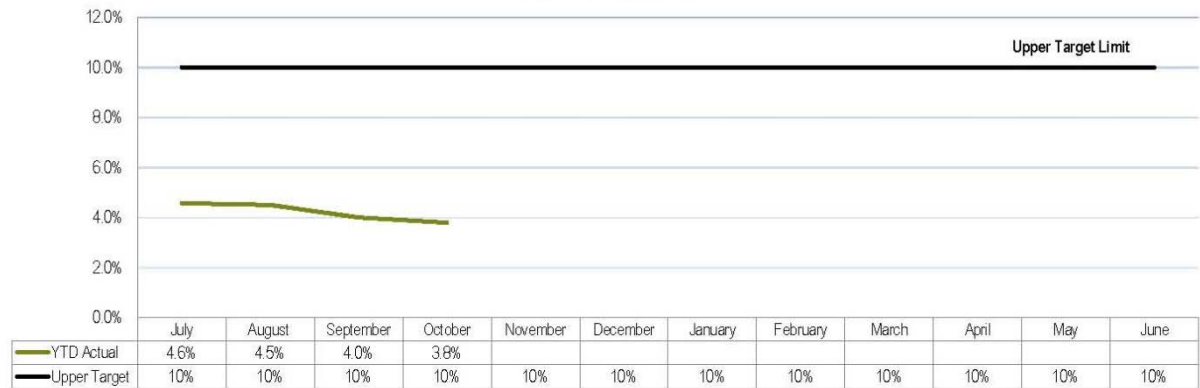
**Debt Servicing Ratio**



**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 %
<b>Income</b>			
<b>Revenue</b>			
<b>Recurrent Revenue</b>			
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>	
<b>Capital Revenue</b>			
Grants, Subsidies, Contributions and Donations	4,314,665	4,616,677	93%
<b>Total Revenue</b>	<u>32,590,837</u>	<u>66,258,104</u>	
<b>Total Income</b>	<u>32,590,837</u>	<u>66,258,104</u>	
<b>Expenses</b>			
<b>Recurrent Expenses</b>			
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>	
<b>Capital Expenses</b>	933,559	(475,475)	-196%
<b>Total Expense</b>	<u>22,543,586</u>	<u>60,588,287</u>	
<b>Net Result</b>	<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 \$
<b>Current Assets</b>		
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	-	-
<b>Total Current Assets</b>	<b>49,869,835</b>	<b>35,951,375</b>
<b>Non-Current Assets</b>		
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
<b>Total Non-Current Assets</b>	<b>955,038,597</b>	<b>913,309,604</b>
<b>TOTAL ASSETS</b>	<b>1,004,908,433</b>	<b>949,260,979</b>
<b>Current Liabilities</b>		
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	-
<b>Total Current Liabilities</b>	<b>11,869,525</b>	<b>10,687,284</b>
<b>Non-Current Liabilities</b>		
Borrowings	34,704,812	38,267,463
Provisions	13,814,990	12,081,756
Unearned Revenue	2,114,943	-
<b>Total Non-Current Liabilities</b>	<b>48,519,802</b>	<b>50,349,219</b>
<b>TOTAL LIABILITIES</b>	<b>62,631,710</b>	<b>61,036,504</b>
<b>NET COMMUNITY ASSETS</b>	<b>942,276,722</b>	<b>888,224,475</b>
<b>Community Equity</b>		
Asset Revaluation Surplus	507,673,393	447,079,656
Retained Surplus/(Deficiency)	434,603,329	441,144,819
<b>TOTAL COMMUNITY EQUITY</b>	<b>942,276,722</b>	<b>888,224,475</b>

## **Financial and Resource Implications**

Tracking actual revenue and expenditure compared to budget as adopted at the Council meeting held on 26 June 2017.

## **Link to Corporate/Operational Plan**

EXC1 *Effective financial management*: Develop and implement long term financial plans; and Optimise Council's revenue, based on realistic and equitable policies and practices.

## **Communication/Consultation (Internal/External)**

Monitored by budget managers.

## **Legal Implications (Statutory Basis, Legal Risks)**

Monthly financial report prepared in accordance with Section 204 of the *Local Government Regulation 2012*.

## **Policy/Local Law/Delegation Implications**

Budget prepared taking into account the Revenue Policy, Debt Policy and Investment Policy actual result is compared to budget.

## **Asset Management Implications**

Depreciation levels adopted with budget with assets in all asset classes maintained to appropriate standards and service levels.

**11. Consideration of Notices of Motion**

No Report.

**12. Information Section (IS)**

**12.1 IS - 2427059 - Reports for the Information of Council**

**Document Information**

**IR No 2427059**

**Author Executive Assistant**

**Date 6 November 2017**

---

**Précis**

Reports received 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.



**13. Confidential Section**

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

**Document Information**

**IR No 2424399**

**Author Coordinator Plant and Fleet**

**Endorsed  
By Acting General Manager of Finance**

**Date 31 October 2017**

---

**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

**13.2 CONF - 2376574 - Public Tender for Pound Street Site**

**Document Information**

**IR No** 2376574

**Author** Manager Property

**Endorsed  
By** Acting General Manager Finance

**Date** 07/07/2017

---

**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

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

**Document Information**

**IR No 2364616**

**Author Manager Property**

**Endorsed  
By Acting General Manager Finance**

**Date 6 July 2017**

---

**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

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

**Document Information**

**IR No** 2427093

**Author** Acting General Manager Finance

**Date** 6 November 2017

---

**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

