



Minutes

Of The

General Council Meeting

Held in the Warren Truss Chamber 45 Glendon Street Kingaroy

on Wednesday, 27 August 2014

Chief Executive Officer: Ken McLoughlin



SOUTH BURNETT REGIONAL COUNCIL MINUTES

Wednesday, 27 August 2014

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Minutes of the meeting of the South Burnett Regional Council, held in the Warren Truss Chamber, 45 Glendon Street Kingaroy on 27 August 2014 at 9:02am.

PRESENT:

Councillors:

Cr DW Kratzmann (Mayor), Cr KM Campbell, Cr KA Duff, Cr BL Green, Cr DJ Palmer,
Cr DP Tessmann, Cr RLA Heit

Council Officers:

Ken McLoughlin (Chief Executive Officer), Gary Wall (General Manager Finance, Property & Information Technology), Stan Taylor (General Manager Planning, Community & Environment), James D'Arcy (Manager Design & Technical Services)

1. Leave Of Absence

Nil.

2. Prayers

A representative of the Ministers Fraternal, Reverend Bill Lutton, from the Presbyterian Church offered prayers for Council and for the conduct of the Council meeting.

3. Confirmation of Minutes of Previous Meeting

3.1 South Burnett Regional Council Minutes

Officer's Recommendation

That the minutes of the previous meeting held on Wednesday 23 July 2014 as recorded be confirmed.

Resolution:

Moved Cr KA Duff, seconded Cr KM Campbell.

That the minutes of the previous meeting held on Wednesday 23 July 2014 as recorded be confirmed.

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

3.2 South Burnett Regional Council Special Budget Meeting Minutes

Officer's Recommendation

That the minutes of the Special Budget Meeting held on Friday 25 July 2014 as recorded be confirmed.

Resolution:

Moved Cr RLA Heit, seconded Cr DP Tessmann.

That the minutes of the Special Budget Meeting held on Friday 25 July 2014 as recorded be confirmed.

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

3.3 South Burnett Regional Council Special Meeting Minutes

Officer's Recommendation

That the minutes of the Special Council Meeting held on Friday 25 July 2014 as recorded be confirmed.

Resolution:

Moved Cr DJ Palmer, seconded Cr KM Campbell.

That the minutes of the Special Council Meeting held on Friday 25 July 2014 as recorded be confirmed.

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

4. Mayoral Report

4.1 MR - 1338177 - Mayor's Report

Summary

Mayoral Report to Council for the period 16 July 2014 to 15 August 2014.

Officer's Recommendation

That the Mayoral Report to Council for the period 16 July 2014 to 15 August 2014 be received.

Resolution:

Moved Cr DW Kratzmann, seconded Cr KA Duff.

That the Mayoral Report to Council for the period 16 July 2014 to 15 August 2014 be received.

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

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

See Business Function Headings

5. Planning, Communities & Environment

5.1 Planning & Land Management (P&LM)

(a) Officer's Reports

DECLARATION OF INTEREST:

Cr KM Campbell declared an interest in the following matter and left the meeting at 09:15 AM.

Reason: Cr Campbell is a member of the SB Care Committee

5.1.1 P&LM - 1330395 - Forwarding request for waiver of building application fees for building extensions at South Burnett Care - Senior Citizens Centre Kingaroy - to extend day respite facility and additional office space

Summary

Council received a written request from South Burnett Senior Citizens Welfare Association Inc for a 100% waiver of the Building Assessment Fee. The application is for an internal fit out of the South Burnett Senior Citizens comprising:

- Extending the day respite facilities in Kingaroy
- Provide additional room for a quiet area for clients when required (in particular this will provide privacy for interviews)
- Provide much needed office space for office and administration staff

Officer's Recommendation

That Council

- (1) *approve* 100% waiver of the Assessment Fee \$1,157.00 taking into consideration the community nature of the Senior Citizens Centre at Kingaroy,
- (2) *not approve* the waiver of Building Lodgement Fee \$168.00 in line with previous practice.

Resolution:

Moved Cr DP Tessmann, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

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

ATTENDANCE:

Cr KM Campbell has returned from temporary absence at 09:18 AM

5.1.2 P&LM - 1204025 - Forwarding eDA Material Change of Use (Wastewater Treatment Plant Upgrade) for property at 7-33 Hodges Road and River Road Kingaroy - Lot 1 RP84673 and Lot 22 on FY2137 - Applicant: South Burnett Regional Council

Summary

KEY POINT SUMMARY

- Application for Material Change of Use (Major Utility – 12,500 EP Sewage Treatment Plant and land for effluent discharge);
- The proposal is to upgrade the existing Kingaroy Wastewater Treatment Plant;
- Subject site included within the Rural Zone under the Kingaroy Shire IPA Planning Scheme;
- Application is Impact Assessable against the Kingaroy Shire IPA Planning Scheme;
- No submissions were received during the public notification period;
- DEHP provided conditions relating to the ERA 63 1(e) Sewage Treatment >10,000-50,000EP; and
- Application recommended for approval subject to reasonable and relevant conditions.

Officer's Recommendation

That Council *approve* the Development Application for Material Change of Use (Major Utility – 12,500 EP Sewage Treatment Plant and land for effluent discharge) on 7-33 Hodges Road and River Road, Kingaroy and described as Lot 1 on RP84673 and Lot 22 on FY2137, subject to the following conditions:

General

- GEN1. The subject site is to be developed generally in accordance with the plans and information submitted with the application unless otherwise amended by the following conditions:
- Document No. Sketch-C-003, Conceptual Site Layout, Version P (Hunter Water Australia Pty Ltd);
 - Document No. Sketch-C-004, Conceptual Effluent Pipeline, Version C (Hunter Water Australia Pty Ltd).
- 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 Operational Works.
- GEN3. Dust prevention measures must be undertaken to ensure that dust does not cause a nuisance to occupiers of adjacent properties.
- GEN4. Maintain the site in a clean and orderly state at all times.
- GEN5. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.

Landscaping

- MCU1. A minimum depth of 2m wide strip of landscaping is to be provided along Hodges Road frontage (excluding vehicle manoeuvring areas) as shown on the Conceptual Site Layout Plan.
- MCU2. A minimum of 1m earth mound with a minimum depth of 2m wide strip of landscaping is to be provided along the northern and eastern property boundaries as shown on the Conceptual Site Layout Plan.

- MCU3. 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 is to be submitted to Council for Compliance Assessment prior to any work commencing on site.

Roads & Property Access

- ENG1. Hodges Road from and including the intersection with River Road to the southern property alignment of Lot 1 RP 84673 at Hodges Road shall be upgraded to the requirements outlined in Schedule 2 – *Internal, Connecting & External Infrastructure – Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme, for the class of road but with a seal and pavement width of 6.5 metres and a formation width of 8.0 metres.
- ENG2. The intersection of Hodges Road and River Road shall be designed using Austroads *Guide to Road Design Part 4A: Unsignalised and Signalised Intersections*. Sealed turnout radii shall consider the swept path of the worst case articulated vehicle expected to access the site during plant operation, but also having regard to Section 4 of the *Guide to Road Design – Part 4: Intersections and Crossings – General* (Austroads 2009b). However the minimum turnout radius shall be 15 metres.
- ENG3. All interior roads and/or existing road frontages shall be designed, constructed and/or upgraded to the requirements outlined in Schedule 2 – *Internal, Connecting & External Infrastructure – Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme, for the class of road in question.
- ENG4. The minimum standard for property access shall be in accordance with the details in IPWEA standard Drawing No. SEQ R-051 and Table S2.7 – *Design and Construction Standards* of the Kingaroy Shire Council IPA Planning Scheme, except that the width of the access shall be designed based on the swept paths of the worst case articulated vehicle expected to access the site during plant operation; and the depth of concrete and reinforcement shall be designed accordingly and certified by a RPEQ.
- ENG5. Road works and entrances shall be constructed:
- (a) to remove all disused vehicle entrances and reinstate table drains consistent with the adjacent table drain;
 - (b) to allow access and egress from the site in a forward gear;
 - (c) to ensure that low-clearance vehicles can enter and leave the property without bottoming out on the access;
 - (d) such that there is no trip hazard to pedestrians;
 - (e) with adequate sign-posting and line-marking indicating dual usage by pedestrians and vehicles where applicable.
 - (f) to ensure that fencing, landscaping and letterboxes do not impede sight lines for vehicles entering or leaving the site.

Vehicle Parking & Manoeuvrability

- ENG6. Provide a minimum of 1 space per 50 m² of gross floor area for the first 500 m², then 1 space per 100 m² of gross floor area thereafter of off-street car parking spaces and in other respects comply with the requirements of the Kingaroy Shire Council's IPA Planning Scheme Table S1.1 (*High impact industry, General industry and Light industry*). These spaces shall be line marked or otherwise delineated in accordance with the requirements of AS/NZS 2890.1 for a B99 vehicle.
- ENG7. Provide drawings demonstrating the turning templates required to enter and exit all proposed parking bays using a B99 class vehicle, meeting the requirements of Australian Standard AS2890.1.

- ENG8. Provide drawings demonstrating the turning templates required to enter and exit the site using an articulated vehicle in accordance with the requirements of AS/NZS 2890.2.
- ENG9. Provide manoeuvring and parking space within the site for an articulated vehicle in accordance with the requirements of AS/NZS 2890.2.
- ENG10. All disabled parking spaces shall be designed and constructed in accordance with AS2890:6.2009.
- ENG11. The applicant shall provide to Council for approval, a traffic management plan covering internal and external traffic movements for both the construction period and the operations of the permanent works and install the traffic management devices provided in accordance with the *Manual of Uniform Traffic Control Devices (MUTCD)* before operational use commences. Site works may not commence without a Permit to Work having been issued by Council.

Stormwater Drainage

- ENG12. Prior to submitting an application for Operational Works, the applicant must submit to Council, a detailed on-site stormwater management plan for the proposed development, for Compliance Assessment by Council. The Plan shall include:
- i. Details of all pre-development and post-development 1% AEP flow rates, velocities, flood levels to AHD, and depth-velocity products at locations defined using Council's GIS map projection (which is AMG1994 Zone 56), designed and certified by a RPEQ, particularly for the length of the adjacent stream and adjacent properties; and to demonstrate that embankment filling does not worsen flood levels.
 - ii. Details of all stormwater drainage systems and all drainage paths for all roofed and impervious areas serving the site, which must be hydraulically and structurally designed, including all surface, underground and roof water components to effectively collect and drain all stormwater falling on to the proposed development to Council's stormwater system or other lawful point of discharge; and
 - iii. Details of any cut or fill required to direct stormwater to a legal point of discharge.
- ENG13. The stormwater drainage system serving the site shall be designed:
- i. so that the post-development flows at the point of discharge to all downstream properties including road reserves remains consistent with the pre-developed case;
 - ii. such that no restriction to existing or developed stormwater flow from upstream properties or ponding of stormwater within upstream properties occurs as a result of the development; and
 - iii. in accordance with the requirements of the *Queensland Urban Drainage Manual (QUDM)*.
- ENG14. All stormwater systems must be constructed before commencing any approved use or building works (whichever occurs first).

Water Supply

- ENG15. The applicant shall undertake a water supply analysis of the local water supply network and shall be responsible for any augmentation to existing and trunk infrastructure required to service the proposed development and at its cost.
- ENG16. The water supply flow rates and pressures required shall be considered over the whole site of all existing and proposed future stages of works and shall be sufficient to service the proposed development including for firefighting purposes.
- ENG17. The applicant shall provide water infrastructure to the development in accordance with Queensland Department of Energy and Water Supply Planning *Guidelines for Water Supply and Sewerage* as amended March 2014; Technical Bulletins published by the Department of Energy and Water Supply; and requirements of the South Burnett Regional Council standards.

Sewerage

ENG18. Any work over or adjacent to proposed or existing Council sewerage infrastructure, including the construction/rebuilding/alteration of buildings, driveways or other structures and filling or excavation of material, shall be in accordance with the provisions of the Queensland Development Code *MP1.4 – Building over or near Relevant Infrastructure*, and as otherwise required by the specification approved by South Burnett Regional Council. Where a driveway is proposed to be constructed over a sewer, construction jointed sections shall be incorporated so as to facilitate future Council access for maintenance/service purposes.

Construction Specification

ENG19. Works shall be constructed generally in accordance with the specification and drawings approved by South Burnett Regional Council. The applicant shall submit the draft technical specification and drawings for approval at least 20 business days before site works are proposed to commence.

GIS

ENG20. As constructed details of all infrastructure including sewerage, water, stormwater and roads shall be provided in AMG1994 Zone 56 co-ordinates in DWG or DXF format in accordance with the “As Constructed Plan Requirements” of South Burnett Regional Council, and 1 hard copy on reinforced paper or film. Dimensions and details shall be submitted in accordance with the IPWEAQ Standard Drawings clearly identifying the details required.

Earthworks

ENG21. Any proposed earthworks shall be in accordance with the requirements of the Kingaroy Shire Council IPA Planning Scheme *Urban Locality Code - 020 - S20.1*, and if triggered, shall be undertaken under a separate Development Permit for Operational Works.

Operational Works – Lot Filling

ENG22. The applicant must design and construct all operational works in accordance with Council requirements and accepted engineering practice, including Australian Standards, Codes of Practice and Industry Guidelines as nominated by Council.

ENG23. No fill shall be placed on the development site unless approved by Council as part of the engineering plans for Operational Works. Any allotment filling deeper than 500mm, proposed to provide for building and other structural platforms, shall be conducted in accordance with the requirements of Australian Standard 3798 (AS3798). Test results as required by AS3798 and a certificate of Quality and uniformity of fill shall be provided by a RPEQ Civil Engineer. The level of responsibility shall be Level 1.

ENG24. Any other allotment filling shall also be carried out strictly in accordance with the requirements of AS3798 and a certificate of quality and uniformity of fill shall be provided by the Supervising RPEQ for all filled areas. All imported and exported materials shall be transported only on routes approved by Council. For buffers resulting from cutting and filling of the site and producing slopes greater than 1:6, the RPEQ must certify that they are stable and properly made.

Environmental Protection

ENG25. For all earthworks proposed to be performed, the applicant must submit detailed silt management procedures, engineering drawings and an environmental management plan for approval by Council before commencing site works.

ENG26. During the construction phase, the applicant must install and maintain silt management facilities until the building works and/or operational works are completed, and the site is reinstated with ground cover and landscaped as detailed in the specification approved by South Burnett Regional Council.

Advice

- ADV1. Section 341(1) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of four (4) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.
- ADV2. This development approval does not authorise any activity that may harm Aboriginal Cultural Heritage. Under the *Aboriginal Cultural Heritage Act 2003* you have a duty of care in relation to such heritage. Section 23(1) provides that "A person who carries out an activity must take all reasonable and practicable measures to ensure the activity does not harm Aboriginal Cultural Heritage." Council does not warrant that the approved development avoids affecting Aboriginal Cultural Heritage. It may therefore, be prudent for you to carry out searches, consultation, or a Cultural Heritage assessment to ascertain the presence or otherwise of Aboriginal Cultural Heritage. The Act and the associated duty of care guidelines explain your obligations in more detail and should be consulted before proceeding.
- ADV3. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
- a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
 - b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

Resolution:

Moved Cr KM Campbell, seconded Cr BL Green.

That the Officer's Recommendation be adopted.

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

5.1.3 P&LM - 1308382 - Forwarding eDA Reconfiguration of a Lot (1 lot into 2 lots) - 27 Harchs Road, Booie - Lot 2 RP812735 - Applicant : K & G Lee C/- O'Reilly Nunn Favier

Summary

Key Point Summary

- Application for Development Permit for Reconfiguration of a Lot (1 Lot into 2 Lots);
- Subject site included within the Rural Zone under the Kingaroy Shire IPA Planning Scheme
- Proposed lots do not comply with the 200ha minimum lot size within the Rural Zone and the application is identified as Code (Inconsistent) within the Kingaroy Shire IPA Planning Scheme;
- Proposed Lot 6 has an area of 5.8ha and is improved by an existing Dwelling House, associated outbuildings, dam and Farm Stay Cottages;
- Proposed Lot 5, primarily used for grazing has an area of 57ha with a shed, bore and small dam;
- The proposal does not reduce the productive capacity of the site and the surrounds nor fragment existing Class A Good Quality Agricultural Land, based on the existing Rural Tourism Enterprise (Lee Farm Stay and Cottages) that has been operating successfully;

- The intent of the Reconfiguring a Lot is to separate the Farm Stay Cottages from the potential rural production area;
- Application recommended for approval subject to reasonable and relevant conditions

Officer's Recommendation

That Council *approve* the Development Application for Reconfiguring a Lot (1 lot into 2 lots) on 27 Harchs Road, Kingaroy and described as Lot 2 on RP812735, 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:
- Ref. Nos Drawing No. 5268P/1, Sheet 1 of 1 Rev A – Proposed Subdivision.
- GEN2. All works, including the repair or relocation of services (Telstra, lighting) is to be completed at no cost to Council.
- GEN3. 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*.
- GEN4. 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.
- GEN5. The proposed boundaries are to be located –
- a) so that associated services do not encroach on adjoining lot;
 - b) to comply with setbacks specified by the Department of Infrastructure and Planning Queensland Plumbing and Wastewater Code (QPW code), 1 January 2008, and Australian Standards (AS) 1547.200, under the *Plumbing and Drainage Act 2002*;
 - c) to comply with the Building Regulation 2006 and the Building Code of Australia.
- GEN6. Any new earthworks or structures are not to concentrate or impede the natural flow of water across property boundaries and onto any other lots.
- GEN7. Payment of Department of Environmental and Resource Management valuation fees that will result from the issue of split valuations prior to Council sealing the Plan of Survey. The contribution is currently assessed at \$92.00 (2 lots x \$46.00); however, the actual amount payable will be based on Council's Register of Regulatory & Cost-Recovery Fees and the rate applicable at the time of payment.
- GEN8. All conditions of this approval are to be satisfied prior to Council issuing a Compliance Certificate for the Plan of Survey, and it is the applicant's responsibility to notify Council to inspect compliance with conditions.

Sealing of a Plan of Survey fee will be charged, with payment required prior to Council consenting to the Survey Plan.

Electricity Reticulation

- RAL1. Prior to Council sealing the Plan of Survey the applicant is to provide each lot with an electricity supply. Where supply is not able to be provided at this time, details of the proposed supply shall be provided for Council's consideration and approval.

Rural Property Access

ENG1. Property access to both lots shall be in accordance with IPWEAQ SEQ R-056 Rev C. Sealing is not required. A DN375mm drainage pipe is required if there is an existing table drain; otherwise no pipe is required.

Only one access per lot shall be permitted.

Advice

ADV1. Section 341(2) of the *Sustainable Planning Act 2009* provides that, if this approval is not acted upon within the period of two (2) years the approval will lapse. Note that in accordance with section 341(7) a related approval may extend the relevant (currency) period.

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

ADV3. Telecommunication connections can be arranged by emailing *F1103721@team.telstra.com* providing the following information:
Full name;
Address of property including state & postcode;
Lot No's and Plan No's: and
What the development is (units, subdivision, shop, etc)

ADV4. Council would encourage you to discuss the development with Ergon Energy upon receipt of this approval to facilitate the timely supply of electricity to the development. Connection of electricity can take up to eight (8) months from the date of application to Ergon Energy.

ADV5. Attached for your information is a copy of Division 8 of the *Sustainable Planning Act 2009* as regards Rights of Appeal. With respect to Appeal Rights of Applicants, the following is drawn to your attention—
a) the applicant's Appeal Period commences upon receipt of this advice and expires twenty (20) business days thereafter.
b) should the applicant notify the Assessment Manager (Council) in writing of acceptance of the conditions of approval and that it is not intended to make an appeal, the Applicant's Appeal Period is at an end.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Report

Planning Portfolio Report

No Report.

5.2 Environmental Services (ES)

(a) Officer's Reports

5.2.1 ES - 1334278 - Memorandum of Understanding with Cherbourg Aboriginal Shire Council for Recycling

Summary

The Cherbourg Aboriginal Shire Council (CASC) requests the South Burnett Regional Council to show its support for their Material Recovery Facility (MRF) by formally signing a Memorandum of Understanding (MoU) between the two (2) entities. The MoU primarily outlines that SBRC is committed to provide CASC access to recyclables from SBRC's four (4) major waste facilities, namely Kingaroy, Murgon, Nanango and Wondai.

Officer's Recommendation

That:

1. Council accepts the terms and conditions identified in the following Memorandum of Understanding (MoU) between Cherbourg Aboriginal Shire Council and South Burnett Regional Council regarding a partnership for a waste recycling project.

**Memorandum of Understanding
between
Cherbourg Aboriginal Shire Council and
South Burnett Regional Council**

PART 1 - PRELIMINARIES

1. The Parties to this MoU are the Cherbourg Aboriginal Shire Council and the South Burnett Regional Council.
2. The Parties recognise that:
 - the National Waste Policy agreed by Australian environment Ministers in 2009 sets out the direction for all levels of government to work collaboratively on waste management and resource recovery. The actions agreed in this MoU are consistent with this policy;
 - there is scope to significantly increase the recycling rate in the two Council regions through improved recycling arrangements;
 - the successful implementation of a waste management recycling scheme is likely to create environmental, economic and social net benefits to residents and businesses in both Council areas.
3. Waste audits carried out for South Burnett and Cherbourg Councils in 2012 and 2013 respectively indicate that there is a substantial amount of waste suitable for recycling (mainly in the South Burnett region) which currently goes to land fill. There is considerable pressure on existing land fill facilities within the South Burnett region and finding suitable additional sites is difficult and developing them expensive. An increased level of recycling in the region would delay the necessity for the development of new land fill sites.
4. There are established recycling facilities at a number of the South Burnett region's transfer stations and waste facilities which could be more effectively utilised. The Cherbourg Aboriginal Shire Council has an established materials recovery facility (MRF) which has capacity to recycle substantial quantities of waste from both Council regions.
5. In December 2013, the South Burnett Regional Council recognised the long term benefits of implementing a sustainable and cost-effective waste management system. However, Council decided that it was not in position to implement a comprehensive waste management recycling system in the near future, primarily due to concerns about the substantial costs involved. It decided to look at other more cost-effective ways to recycle.¹ The arrangements set out in this MoU constitute an important step in this direction.
6. The MoU is not intended to create legally binding obligations on the Parties.

¹ "Waste recycling delayed". South Burnett Regional Council news release, 3 December 2013.

PART 2 - OBJECTIVES

7. The primary objective of the MoU is to set out a framework for the establishment, operation and development of a waste recycling program within the South Burnett Regional Council and Cherbourg Aboriginal Shire Council areas. In particular, the MoU sets out the responsibilities and actions applicable to each of the Parties in implementing the waste recycling program.
8. The Parties recognise that communication, co-operation and co-ordination between them is desirable and necessary to the successful implementation of the waste recycling program.
9. The Parties intend to have the waste recycling program operational by 1 July 2014.

PART 3 – PARTIES TO THE UNDERSTANDING

South Burnett Regional Council

10. The South Burnett Regional Council was formed in March 2008 as a result of state-wide local government amalgamations. It is located in south-east Queensland. The region covers an area of 8, 399 square kilometres and has a population of about 30,000 people. The Council is comprised of one mayor (Cr Wayne Kratzmann) and six divisional councillors. The divisional councillors each represent a division.

Cherbourg Aboriginal Shire Council

11. The Cherbourg Aboriginal Shire Council is located within the South Burnett Regional Council area. Cherbourg occupies an area of 3,130 hectares and has a population of about 2,000 people. The Council is made up of one mayor (Cr Ken Bone), and four councillors.

PART 4 – ELEMENTS OF UNDERSTANDING

Element 1 – Scope of the waste recycling arrangements

12. The Parties agree to implement an integrated waste recycling scheme. Under the scheme, expanded facilities for recyclables deposit and collection will be established at four towns within the South Burnett region, and within Cherbourg. The recyclable material will be collected weekly by the Cherbourg Aboriginal Shire Council and processed at the Cherbourg MRF with the resulting product to be sold to commercial enterprises.
13. The scope of the arrangements will involve local residents being responsible for the collection of their own recyclable materials and for transporting these to the new deposition facilities. Further, the Cherbourg Aboriginal Shire Council will offer a direct up-to-daily collection service to businesses, within the Council areas, which choose to make use of the service.

Element 2 – Responsibilities of South Burnett Regional Council

14. The South Burnett Regional Council undertakes to:
- a. Establish recycling areas at South Burnett Regional Council's four major landfills/transfer stations in the South Burnett, namely Murgon, Wondai, Kingaroy and Nanango. Each site will have provision for a minimum of three (3) recycling cages to collect paper/cardboard, plastics and aluminium materials. If deemed necessary in the future concrete slabs may be installed at each facility upon which the recycling cages would be placed.
 - b. Ensure access to the recycling cages for vehicles, including suitable access for the Cherbourg Aboriginal Shire Council collection vehicle;
 - c. Procure and install clear signage at each site (with the exception of signage on collection cages themselves) to assist residents and businesses to readily locate and safely use the facilities;
 - d. Inform the community and businesses through appropriate media of the arrangements under this MoU and of the benefits of participation in the recycling scheme. Provide detailed information to local businesses to encourage uptake of the regular collection service; and
 - e. Maintain suitable insurance cover for recycling-related activities.

Element 3 – Responsibilities of Cherbourg Aboriginal Council

15. The Cherbourg Aboriginal Shire Council undertakes to:
- a. Operate and maintain the MRF;
 - b. Operate and maintain facilities which support the MRF, including vehicles, hoists and recycling cages (including cage signage);
 - c. Provide a weekly collection service to each collection centre within the two Council areas.
 - d. Offer up to daily collection services to participating business within the two Council areas; and
 - e. Maintain suitable insurance cover for recycling-related activities.

Element 4 - Consultation

16. The Parties agree to consult and co-ordinate actions closely to ensure efficient, cost-effective and speedy development of the recycling scheme and to maximise the likelihood of its successful operation.

Element 5 – Costs

17. Each Party will be responsible for its respective costs of the development and operation of the recycling scheme.

PART 5 – ADMINISTRATIVE ARRANGEMENTS

Commencement

18. This MoU shall take effect from the date that it is signed by both Parties.

Review and amendment

19. The Parties will jointly review the operation of this MoU by the end of 2015. If the Parties then agree to continue the arrangements between them, the MoU will subsequently be reviewed every two years.

20. The MoU may be amended at any time in writing by agreement of the Parties.

Dispute resolution

21. Where there is a conflict or disagreement between the Parties over any issue covered by or relating to this MoU, the Parties will make every attempt to resolve the issue by negotiation. However, if a mutually agreed resolution cannot be achieved then both parties reserve the right to dissolve the MOU with one (1) months notice.

The Parties have confirmed their commitment to this MoU as follows:

Signed for and on behalf of the Cherbourg
Aboriginal Shire Council

Signed for and on behalf of the South
Burnett Regional Council

2. the Chief Executive Officer be delegated authority to sign the Memorandum of Understanding on behalf of Council.

Resolution:

Moved Cr KA Duff, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Report

No Report.

5.3 Waste (W)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Waste Portfolio Report

No Report.

5.4 Natural Resource Management (NRM) & Parks (NRM&P)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Natural Resource Management (NRM) & Parks Portfolio Report

No Report.

5.5 Community (C)

(a) Officer's Reports

5.5.1 C - 1338512- Minutes of the Arts Culture & Heritage Management Advisory Committee meeting held on 8 August 2014

Summary

Providing a copy of the Minutes of the Arts, Culture and Heritage Management Advisory Committee Meeting held at the South Burnett Regional Council Chambers on Friday, 8 August 2014.

Officer's Recommendation

That Council endorse the attached minutes and recommendations of the Arts, Culture and Heritage Management Advisory Committee held on Friday, 8 August 2014.



Minutes

Of the

Arts Culture & Heritage Committee

Held in the South Burnett Regional Council Office, Kingaroy

on 8 August 2014

Commencing at 9.00 a.m.

Community & Cultural Services Coordinator: Michael Hunter



Arts Culture & Heritage Management Advisory Committee Minutes

ORDER OF BUSINESS:

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Minutes of the meeting of the Arts Culture & Heritage (ACH) Management Advisory Committee, held in the South Burnett Regional Council Chambers, Glendon Street, Kingaroy on Friday, 8 August 2014 at 9.00 am

Present

Cr Ros Heit, Michael Hunter (SBRC Cultural Services Coordinator), Peter Peacey, Robyn Dower, Elaine Madill and Terry Jacobsen

Meeting opened at 9.02 a.m.

1. CONFIRMATION OF MINUTES OF PREVIOUS MEETING

1.1 ACH Committee Meeting Minutes

That the minutes of the previous meeting held on Friday, 9 May 2014 as recorded be confirmed.

Resolution: *That the minutes of the previous Committee Meeting held on Tuesday, 9 May 2014 as recorded be confirmed.*

Moved: Robyn Dower

Seconded: Terry Jacobsen

Carried: 5/0

2.2 Apologies

Apologies were received from the following Committee members:

- Dot Rowland – Dot Rowland has sent in her assessment checklists for the Round 1 RADF Applications.
- Julia Shaw

2. AGENDA ITEMS

2.1 Welcome

Cr Ros Heit welcomed all committee members to the meeting.

2.2 Correspondence

- Arts Queensland – Changes to Regional Arts Development Funding

Council's Cultural Services Coordinator/RADF Liaison Officer Michael Hunter advised the committee that on 26 June 2014 both he and Cr Ros Heit had a meeting with Katie Edmiston and Joanne Roxburgh from Arts Queensland discussing the following items.

- Renewal of the Protocol between local and state government in relation to arts and culture
- Development of Regional Snapshots for each local council
- Facilitating arts and cultural Connector Events in partnership with local governments
- Supporting the growth of Cultural Tourism across Queensland; and
- Renewal of Regional Arts Development Fund (RADF)

Discussions were held regarding the proposed new RADF Guidelines and Arts Queensland advised that the new guidelines and application forms will be available early 2015. Michael will be liaising with Arts Queensland regarding the updates.

Recommendation: *That this correspondence be received.*

Moved: Terry Jacobsen

Seconded: Peter Peacey

Carried 5/0

- Jo Currey – ArTOUR

An email was received from Jo Currey, the Tour Producer of Christine Wheeler's – "Songs from the Mountains – Songs from Henry Lawson" Production. She was seeking support and or a partnership for this production and possible workshops to be held in the South Burnett in mid August.

The Committee discussed the merit of this project, however it was decided that at this stage the Committee are unable to assist.

Recommendation: The Committee request that Council's RADF Liaison Officer contact Jo Currey and thank her for the offer but at this time, the Committee would have to decline.

Moved: Elaine Madill

Seconded: Robyn Dower

Carried 5/0

2.3 Outcome Reports

Outcome Reports were received by the following people.

2013/2014 Round 3 Applications

- Karol Lindemann – People, Bird & Animals Pastel Portrait Workshop - \$2,341

Resolution: *That the above Outcome Report be received and a letter be sent to Karol Lindemann congratulating her on such a comprehensive Outcome Report.*

Moved Robyn Dower

Seconded: Elaine Madill

Carried: 5/0

2.4 Round One Applications for the 2014/2015 Year (1 July to 31 July 2014)

Council has received six (6) applications for Round One with a total amount requested of \$17,200 (ex GST).

Applicant: South Burnett Chorale Society Inc

Description of Workshop: South Burnett Chorale & ANCA "Big Sing" 2014

Cost: \$5,230

Resolution: That this application be approved for \$5,230 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2014/2015 RADF Showcase exhibition if required.
- Applicant to provide copies of advertising and receipts in their Outcome Report.
- Applicant's budget needs to be amended to remove the refundable bond for the Hall Hire, prior to funds being released.

Moved *Robyn Dower*
Seconded: *Peter Peacey*

Carried: 5/0

Robyn Dower declared an interest in the following application and left the meeting at 9.38 am

Applicant: Robyn Dower
Description of Workshop: "A Sense of Wonder" community projects
Cost: \$990

Resolution: That this application be approved for \$990 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2014/2015 RADF Showcase exhibition if required.
- Applicant to provide copies of advertising and receipts in their Outcome Report.

Moved *Terry Jacobsen*
Seconded: *Elaine Madill*

Carried: 4/0

Robyn Dower returned to the meeting at 9.42 am

Applicant: Saint Mary's Catholic College
Description of Workshop: Saint Mary's Whip Cracking – Crackup Sisters Workshop
Cost: \$1,820

Resolution: That this application be not approved as it is restricted to specified group of students and is not open to the wider community.

Moved *Peter Peacey*
Seconded: *Robyn Dower*

Carried: 5/0

Applicant: Queensland Rural Regional & Remote Women's Network
Description of Workshop: "Capture the Magic" – Bunya Mountains Photography Weekend Workshop
Cost: \$1,800

Resolution: That this application be approved for \$1,800 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2014/2015 RADF Showcase exhibition if required.

- Applicant to provide copies of advertising and receipts in their Outcome Report.
- Applicant to provide a more detailed CV for the artist as per the RADF Guidelines
- Applicant to provide a letter of availability from the Artist.

Moved Elaine Madill

Seconded: Robyn Dower

Carried: 5/0

Peter Peacey declared an interest in the following item and left the meeting at 10.14 am

Applicant: South Burnett Woodcrafters Inc

Description of Workshop: Timber Medium Intricate Scroll Saw work

Cost: \$1,060

Resolution: That this application be approved for \$1,060 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2014/2015 RADF Showcase exhibition if required.
- Applicant to provide copies of advertising and receipts in their Outcome Report.
- Applicant to provide a CV for both artists
- Applicant to provide an eligibility checklist for both artists
- This application RADF category needs to be amended from 1 to 2 – Building Community/Cultural Capacity
- Applicant to provide a second letter of support.

Moved Terry Jacobsen

Seconded: Elaine Madill

Carried: 4/0

Peter Peacey returned to the meeting at 10.29 am

Applicant: Nanango Art Society

Description of Workshop: Nanango Art Fest Workshops

Cost: \$6,300

Resolution: That this application be approved for \$6,240 subject to the following conditions:

- A minimum 80% participation from SBR residents
- To include advertising to the wider community
- To provide dates of workshop/event to enable placement of details on Council's website
- To demonstrate that at least one place in the course has been offered to a youth participant.
- To be included as an invitee to the 2014/2015 RADF Showcase exhibition if required.
- Applicant to provide copies of advertising and receipts in their Outcome Report.
- Applicant to provide a letter of availability from Maria Mormile.

- Applicant to provide a breakdown of Tutors costs and to provide an amended budget as the total amount requested is more than 65%.
- The applicant to provide a breakdown of all artist's workshop schedules, fees and allowances projected attendances and participant workshop fees.

Moved *Robyn Dower*
Seconded: *Peter Peacey*

Carried: 5/0

2.6 2014/2015 Budget Review

Council's Cultural Services Coordinator, Michael Hunter updated the Committee on the 2014/2015 Budget as per the previous Arts Culture & Heritage Management Advisory Meeting held on 9 May 2014.

3. GENERAL SECTION

3.1 Other Business

- RADF Evaluation Form

Discussions were held regarding the RADF Evaluation Form that had been included in Karol Lindemann's Outcome Report. This form is available for applicants to use on Arts Queensland's RADF website.

The Committee requested that the RADF Liaison Officer ensure the RADF Evaluation Form be provided to all future successful applicants with their Letter of Offer.

Resolution: That Council's RADF Liaison Officer to ensure the RADF Evaluation Form be provided to all future successful applicants with their Letter of Offer.

Moved: *Ros Heit*
Seconded: *Elaine Madill*

Carried 5/0

- RADF Committee Nomination

The committee discussed the recent resignation from Sue Beyer and calling for nominations to replace her on the committee. The existing committee members are to gauge interest from community members who may be interested in becoming a committee member.

- Helpful Hints for Applicants

Discussions were held regarding providing applicants ideas, suggestions on providing the most accurate information to help assist the committee in assessing their applications.

- Round 2 RADF Funding Round

Discussions were held regarding the next meeting date. It was decided that Round 2 RADF Funding Round will close Wednesday, 29 October and the next meeting will be held on Thursday, 6 November 2014.

Resolution: The Committee have amended the dates for Round 2 of the 2014/2015 RADF. The dates are as follows:

Round 2 Opening Date: 1 October 2014
Round 2 Closing Date: 29 October 2014

**The next meeting of the Arts Culture & Heritage Management
Advisory Committee will be held on Thursday,
6 November 2014 starting at 9.00 am**

Move: Elaine Madill

Seconded: Terry Jacobsen

Carried

The Meeting was declared closed at 11.13 am

Arts Culture & Heritage Management Advisory Committee – Minutes – 8 August 2014

Attachments

From: Katie Edmiston
Sent: Monday, 7 April 2014 10:20 AM
To: 'mhunter@southburnett.qld.gov.au'
Subject: Arts Queensland Local Government Engagement and Partnerships

Good morning Michael

I am contacting you, as you have been nominated as the relevant representative for your local council area for RADF.

Arts Queensland is seeking to grow our engagement and partnerships with local councils to collectively rethink, reshape and reimagine future investment in arts and culture which will ensure the local delivery of the [Arts for All Queenslanders Strategy](#) (AFAQ).

We are planning to meet with local councils across Queensland to discuss a range of AFAQ actions including:

- Renewal of the Protocol between local and state government in relation to arts and culture
- Development of Regional Snapshots for each local council
- Facilitating arts and cultural Connector Events in partnership with local governments
- Supporting the growth of Cultural Tourism across Queensland; and
- Renewal of Regional Arts Development Fund (RADF)

To support the delivery of AFAQ, Arts Queensland staff have been realigned, including the establishment of the Partnerships Team. Each council will now be allocated a Partnership Manager to act as a primary contact in relation to arts and culture. I am the Partnership Manager for your local government area – you can contact me on Ph: 07 3034 4099 | E: katie.edmiston@arts.qld.gov.au

Arts Queensland is hoping to meet with all RADF funded councils between March and July 2014 – we are seeking your advice on:

1. Who within your Council should be part of our meetings?
 - Do you have other relevant staff or managers in arts, events, tourism and/or community development that should be part of this meeting?
 - Is there a local councillor with the arts portfolio?
2. How would you like to meet with us?
 - Tele-meeting: which may suit meetings of 1-3 people
 - Meeting in locations across Queensland: which may suit meetings of 4 or more
 - Workshops: which would include meetings of large groups including participants from a number of councils areas and /or including a range of stakeholders both those in council and also from the local community
3. When / where should we hold meetings?
 - Are there events or opportunities we should be part of / or times we should avoid?

I look forward to hearing back from you and working together to further develop the relationship between Arts Queensland and your council.

Warm regards,
Katie

Katie Edmiston

Manager | Partnerships | Arts Queensland
Department of Science, Information Technology, Innovation and the Arts
Ph: 07 3034 4099 | Fax: 07 3224 4077 | katie.edmiston@arts.qld.gov.au

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From: Jo Currey
To: Council Information General Email Account <info@southburnett.qld.gov.au>
Date: 12/03/2014 10:24:35 AM
Subject: Attention: Michael Hunter

Hello Michael,

RE: arTour

The South Burnett Regional Council recommended I contact you in regards to future performing arts touring.

arTour is a free service funded by the Queensland Government to help artists and producers tour work through regional Queensland, and to assist Presenters to program performance work for their local audiences. (For more information about *arTour*, please refer to the [website](#).)

I am the Tour Producer at *arTour* and I am working on a tour of Christine Wheeler's '*Songs from the Mountains: Songs from Henry Lawson*'. Please find attached information and a video of one song from the show (the touring band would be smaller than shown, but it gives you an idea of the performance style). <http://www.youtube.com/watch?v=4quiWdYEKTM>

As per the attached information, Christine Wheeler can also offer vocal or instrument based workshops for children and/or adults. Workshops will be approximately 1.5 hours in duration (or 2 hours with a tea break half way through) and cost \$250. Workshops can be held on the morning of the performance, or the morning after the performance.

Based on initial expressions of interest, it is likely the tour will be in the Kingaroy region mid August. Exact costs will be known when the tour schedule is confirmed, but as a guide, the show will cost approximately \$1,600, with the presenter maintaining approximately 85% of the box office income.

Although each tour is different, *Rain in the Mountains: Songs from Henry Lawson* is based around the following financial model. *arTour* (the tour coordinator) manages the tour logistics, and seeks funding from Arts Queensland to cover the net touring costs of the show. The Presenter (in this case the South Burnett Regional Council) would buy a performance at a subsidised price. The Presenter would also be responsible for hiring

a venue and paying for any associated venue costs and marketing the show. The Producer (in this case Christine Wheeler) would be responsible for delivering the performance, any associated technical elements and workshops.

It would be great to talk to the South Burnett Regional Council about the upcoming touring shows and how *arTour* may assist in future.

If you have any questions, please do not hesitate to contact me on 0409 913 417.

Kind regards,
Jo

JO CURREY
Tour Producer
arTour

jo@artour.com.au | skype jo_currey
p 07 3872 9042 | f 07 3852 3120 | m 0409 913 417
Judith Wright Centre of Contemporary Arts
Level 3, 420 Brunswick Street
PO Box 116 Fortitude Valley Q 4006
artour.com.au



'Rain in the Mountains: Songs from Henry Lawson'

featuring Christine Wheeler with Leigh Birkett and Lindsay Martin

1. Synopsis

How does a tortured soul like Lawson, deaf, depressive and a drunkard in later life, conjure up words that will outlast him by 100 years and more? Hard to answer this question without mentioning the word 'genius' – they're all hard to live with! The artists will talk about the complex life of this extraordinary Australian, in between presenting their contemporary folk-inspired settings of this special selection of his poems. From country waltzes and Irish style slip jigs to introspective airs, jazz-tinged ballads and upbeat rocking anthems, these are uniquely beautiful arrangements of settings by writers as diverse as country music star Slim Dusty, John Schumann of Redgum fame, jazz composer Ade Monsbourgh and folk icon Chris Kempster, as well as several originals.

'Rain in the Mountains: Songs from Henry Lawson' has received accolades from punters and presenters alike. For this vibrant and contemporary revisiting of Henry Lawson's resilient poetry Christine Wheeler (Wheeler and Dealers, Musica Viva in Schools) will be joined by much admired musicians Leigh Birkett and Lindsay Martin.

2. Community workshop suggestions



- a) A workshop on harmony singing. Chris directs an adult community choir as well as a children's community choir, and is passionate about encouraging community participation in music making. The aim of the workshop would be to give participants an opportunity to sing in a safe and supportive environment, and to experience the joy of singing in harmony with others. The workshop would offer some new short songs to take away and enjoy long after the workshop is over. It may even help to make connections with other singers from the local area.
- b) We are also able to offer workshops in recorder ensemble (renaissance music or world/folk music) and violin/fiddle. Please ask for details if there is local interest.



3. Audience appeal

The special interest areas of our show are folk music, Australian literature and Australian history. However our audience base is surprisingly wide, perhaps because of Lawson's deeply thoughtful lyrics and reflections on life which resonate with the over 50s and retirees in particular. And we're always delighted when younger people accidentally find themselves at a show and enjoy it! A profile of the younger age range would include university graduates plus a surprising number of 30-50 year olds whose musical tastes have expanded beyond mainstream commercial offerings.

Our performance is varied in pace and style. The music is both accessible and sophisticated; allowing for virtuosity and generosity at the same time. Our music is perhaps not so well known as country, rock or pop, but finds a ready audience in a broad cross-section of ages, ethnicity and socio-economic groups.

4. Performance duration

We have developed a flexible show that can run for 90 mins with an interval, or 60-70 minutes without an interval if required.

5. Performance style

Traditional concert set up, but incorporating the narrative on Henry's life, managed by the musicians.



Bio for Christine Wheeler

Current project 'Rain in the Mountains: Songs from Henry Lawson'

A unique musical performance of Henry Lawson's timeless poetry, recorded with a stellar cast of musicians, including Jim Mognie (Midnight Oil), Gary Daley (The Catholics) and Llew Kiek (The Mara! Band). See www.christinewheeler.net.au
The CD received frequent airplay on ABC Classic FM Drive for several months after its release.

Musica Viva in Schools

Christine has performed with the trio Pastance as one of the Musica Viva in Schools ensembles for the past 10 years, travelling throughout NSW as well as Victoria, South Australia, ACT and Singapore. See <http://www.musicaviva.com.au/education/mvis>

Awards

Christine was lead singer and manager of Australian Celtic band Wheelers and Dealers for 10 years.

She co-wrote the song 'Woomera' for which Wheelers and Dealers won the Musicoz award in the folk category in 2003.

The second CD from Wheelers and Dealers, entitled 'Full House', won the national Folk CD Award for 2007.

Recording highlights

Recent recording highlights with other artists, include:

- Warren Daly (of the Daly-Wilson Big Band) on his American Civil War concerto Old Glory,

ARTOUR

- Dog Trumpet (the O'Doherty brothers of Mental as Anything), on their album River of Flowers
- Shameless Seamus and the Tullamore Dews (Irish band of Jim Moginie, ex-Midnight Oil, and Alan Healy, celebrated artist, musician and instrument maker), on their album Ballroom of Romance

Choir and community singing experience

Christine founded a community choir in her home town Blackheath (Blue Mountains NSW) several years ago, a group that has become a mainstay of the local community. The role of a community choir is a many-layered thing, where singing is the glue that holds together something altogether more profound. Christine has been invited to join as singing leader a cultural tour in Nepal this March, 'Sing Trek Nepal' – see <http://sacredjourneysnepal.com.np/>

Endorsements of Rain in the Mountains

There are subtleties, skill and impressive musicianship in the way these songs have been put together. I suspect the CD and the live shows which Christine is planning will become a landmark in the interpretation of Australian folk song.
Graham McDonald, Recorded Sound Archivist, National Film and Sound Archive of Australia

Loved the show! Our copy of the CD is just about worn out ... thanks for helping us appreciate this great Australian poet.
Gloucester Arts

What a wonderful performance and marriage with Henry's poems. I loved it.
Warren Daly, OAM, musician

ARTOUR

This is the real thing, bringing back to life the great days of Australian folklore. If no other tribute had ever been made to the achievement of Australia's bard, this one would do very well indeed. A labour of love, Rain in the Mountains carries contemporary folk music to the sophistication it deserves.

Paul Cosgrave, broadcaster

The scope of this musically exquisite and multi-layered project amazed me. Your commentary through the show provided amazing insight into the personal world of Henry and the times in which he lived, and your lush song arrangements with those stunning musicians has given new life to this part of Australia's cultural history.

Jenny Brown, Cultural Development Coordinator, Blue Mountains Council

The sound of poetry! The diversity of the music intermingled with readings about the life and times of Henry Lawson, both entertained and engaged the audience. The concert was a great success - a sold out event - and a fitting tribute to Mr Lawson, Australia's most loved and revered poet. A must see event, suitable for all ages.

Carol Heilmers, Director, Coffs Harbour Regional Conservatorium

Resolution:

Moved Cr RLA Heit, seconded Cr DJ Palmer.

That the Officer's Recommendation be adopted.

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

5.5.2 C - 1338738 - Minutes of the Boondooma Homestead Management Advisory Committee meeting held on 12 August 2014

Summary

Providing a copy of the Minutes of the Boondooma Homestead Management Advisory Committee Meetings held on Tuesday, 12 August 2014.

Officer's Recommendation

That Council endorses the recommendations and minutes of the Boondooma Homestead Management Advisory Committee meeting held on Tuesday, 12 August 2014.



Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
 Tuesday, 12 August 2014 @ 9.00 am

Present: Cr Ros Heit, Cr Kathy Duff, Bruce Metzroth, Lynne Bennett, Richard Grimes, Pattie Brown, Marion & Rance Darlington
Apologies: Marion Alford, Lesley Somerset, Bob Somerset, Michael Hunter, Jamie Neil, Vince Dwyer
Observers: Dave Robbins, Bruce Bishop, Jenny Bishop, Mavis Metzroth and Chris Du Plessis
Chair: Cr Kathy Duff **Minutes:** Wendy Kruger

Agenda Item	Action Summary	Responsible Officer	Due Date
Welcome	Cr Kathy Duff welcomed everyone to the meeting. Discussions were held regarding Management Committee Members and observers. Committee members advised the observers that they could have their say during discussions and raise items, however are unable to vote.		
Minutes from Previous Meeting	That the minutes of the previous Committee Meeting held on 24 June 2014 as recorded be confirmed. <i>Moved: Bruce Metzroth</i> <i>Carried: Lynne Bennett</i>		
Correspondence			
• Nil			
Business Arising from Previous Meeting – 24 June 2014			
• DRAFT Lease Document	The Committee were advised that the signed Lease Document was with the Chief Executive Officer. A request was made from the Committee that the lease is returned as the Boondooma Museum & Heritage Association Inc. had not stamped the lease document at the	Vince Dwyer	



South Burnett
Regional Council

Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 12 August 2014 @ 9:00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
	time of signature.		
<ul style="list-style-type: none"> Caretaker Position 	Lynne Bennett advised that the new Caretakers Marilyn & Robert Shackle have taken on the role of Caretakers. Marilyn and Robert have moved into the residence however they will commence in this role after the Scots in the Bush Festival which is being held on 15-17 August 2014. Council's Manager of Planning, Land Management & Community, Chris Du Plessis advised the Committee that the new caretakers will be required to sign a tenancy agreement. Council will advise the Properties Section and they will be able to follow up from there.	Lynne Bennett/Michael Hunter	
<ul style="list-style-type: none"> Lawsons Broadcreek Road Signage 	Cr Kathy Duff advised that this request was presented at the Council Meeting on 23 July 2014. Council have approved the name "Alexander & Lawson Road, Brigooda"	Cr Kathy Duff	
<ul style="list-style-type: none"> Update on Repairs/Maintenance on Caretakers Cottage (Hot water System) 	Bruce Metzroth advised that the new hot water system has been installed and is working. He also advised that the Silastic used instead of grout in the shower of the Caretakers Cottage has lifted away again.	Michael Hunter	
Agenda Items - New Business			
General Business			
<ul style="list-style-type: none"> 2014/2015 Budget 	Council advised the Committee that the overall operating budget for 2014-2015 is \$14,810. Members of the committee requested the budget for restoration works for 2014-2015, however Council were unable to provide that amount at the meeting. The figures for the restoration works for	Chris Du Plessis/Wendy Kruger	



South Burnett
Regional Council

Directorate: Planning, Community & Environment

Minutes of the Boondooma Homestead Management Advisory Committee
Tuesday, 12 August 2014 @ 9.00 am

Agenda Item	Action Summary	Responsible Officer	Due Date
<ul style="list-style-type: none"> • Next Meeting 	2014-2015 will be included with these minutes and forwarded to all the committee members. The next Building Sub Committee and Management Advisory Committee Meeting will be held on 9 September 2014 starting at 9.00 am.		
Meeting closed at 9.49 am			

Resolution:

Moved Cr RLA Heit, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

PRESENTATION:

Cheryl Dalton & Terry Fleishfresser, members of the Darling Downs Hospital & Health Services Board, provided an update on the public health services in the Region.

ADJOURNMENT:

Motion:

Moved Cr DJ Palmer, seconded Cr RLA Heit.

That the meeting adjourn for morning tea.

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

RESUMPTION:

Motion:

Moved Cr BL Green, seconded Cr RLA Heit.

That the meeting resume at 10:32am with attendance as previous to the adjournment

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

(b) Portfolio Reports

Community Portfolio Report

No Report.

Arts, Culture and Heritage Portfolio Report

No Report.

Sport and Recreation Portfolio Report

No Report.

Indigenous Affairs Portfolio Report

No Report.

6. Economic Development (ED)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Economic Development Portfolio Report

No Report.

7. Infrastructure Services

7.1 Roads & Drainage (R&D)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Roads & Drainage Portfolio Report

No Report.

7.2 Design & Technical Services (D&TS)

(a) Officer's Reports

No Report.

7.3 Water & Wastewater (W&W)

(a) Officer's Reports

No Report.

(b) Portfolio Report

Water & Wastewater Portfolio Report

No Report.

8. Finance, Property & Information Technology

8.1 Finance (F)

(a) Officer's Reports

8.1.1 F - 1339713 - Monthly Financial Statements

Summary

The following information provides a snapshot of Council's Financial Position as at 19 August 2014.

Officer's Recommendation

The Monthly Financial Report as at 19 August 2014 be received and noted.

Resolution:

Moved Cr KM Campbell, seconded Cr DP Tessmann.

The Monthly Financial Report as at 19 August 2014 be received and noted.

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

8.1.2 F - 1338531 - South Burnett Regional Council Monthly Capital Works Report - 14 August 2014

Summary

The following information provides a snapshot of Council's Capital Works as at 14 August 2014.

Officer's Recommendation

That the South Burnett Regional Council's Monthly Capital Works Report as at 14 August 2014 be received and noted.

Resolution:

Moved Cr KM Campbell, seconded Cr RLA Heit.

That the South Burnett Regional Council's Monthly Capital Works Report as at 14 August 2014 be received and noted.

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

8.1.3 F - 1339094 - Revised Capital Works Program 2014/15

Summary

In accordance with Section 170(3) of Local Government (Finance Planning Documents) Regulation 2012:

“The local government may by resolution amend the budget for a financial year at any time before the end of the financial year”

It is proposed to undertake the formal process to review a budget required under Section 170 of Local Government (Finance Planning Documents) Regulation 2012 on a quarterly basis. In the interim period, information will be brought to Council of any proposed changes as they are identified.

A review of the capital program has been undertaken to both adjust projects within budget and to account for carry over projects from 2013/2014 to be completed in this financial year.

Officer's Recommendation

That the following changes be made to Council's 2014/2015 capital works budget:

	Amendment	Revised Budget
Land	+\$53,020	+\$53,020
<ul style="list-style-type: none"> • Finalise decontamination of Pound Street Depot • Works associated with land sale to BGA 		
Building & Property	+\$1,140,796	\$4,088,499
Administration Offices:		
<ul style="list-style-type: none"> • Provide additional safety exit to Kingaroy Administration Building • Upgrade electrical switchboard in Nanango Administration centre • Reinstate car park at rear of Nanango Administration centre following work to cultural centre 		
Aerodromes:		
<ul style="list-style-type: none"> • Weather Forecasting Station at Kingaroy Aerodrome 		
Caravan Parks:		
<ul style="list-style-type: none"> • Disconnect electricity to caravan sites 		
Cemeteries:		
<ul style="list-style-type: none"> • Nanango Cemetery Redevelopment 		
Depots:		
<ul style="list-style-type: none"> • Nanango Depot boundary fence 		
Halls:		
<ul style="list-style-type: none"> • Wondai Town Hall toilet repairs • Seal timber floor Nanango Cultural Centre • Replace roof of the Nanango Cultural Centre 		
Museums		
<ul style="list-style-type: none"> • Restoration materials for Boondooma Homestead • Ringsfield House roof repairs 		
Parks:		
<ul style="list-style-type: none"> • Finalise Murgon Skate Park • Finalise Proston Skate Park • Finalise Butter Factory Park, Nanango • Finalise graffiti grant - outstanding invoice 		
Private Hospital		

	Amendment	Revised Budget
<ul style="list-style-type: none"> Finalise electrical upgrade, fire panel, building repairs and roof replacement at South Burnett Community Hospital Public Conveniences: <ul style="list-style-type: none"> Glendon St Toilets Repairs Saleyards: <ul style="list-style-type: none"> Yard Upgrades Sport & Recreation Facilities <ul style="list-style-type: none"> Finalise bore. Standpipe and water supply to Maidenwell Sports Ground Gutters & Ventilation to PCYC at Murgon Upgrade to facilities at Wondai Sportsground State Emergency Services: <ul style="list-style-type: none"> Nanango SES Building Swimming Pools: <ul style="list-style-type: none"> Replace expansion joints and paint Murgon Pool Paint Kiosk & Fibreglass Toddlers Pool at Kingaroy Repair roof, replace expansion joints at SB Aquatic Centre Repairs at Wondai Pool Tourism Facilities: <ul style="list-style-type: none"> Finalise amenities building at Yallakool Town entrance statements 		
Information, Communication Technology <ul style="list-style-type: none"> Replace photocopiers Business System Implementation Telecommunication – 2 way radio & phone base stations Communication Tower at Durong 	+\$647,480	\$1,839,480
Plant & Fleet: <ul style="list-style-type: none"> Plant replacements 	+\$516,000	\$3,302,050
Roads Infrastructure Streetscapes: <ul style="list-style-type: none"> Nanango Streetscape Finalise Wondai Village green TIDS: <ul style="list-style-type: none"> Kumbia Brooklands Rd Bridge Works Blackbutt Crows Nest Road Road Levy Projects: <ul style="list-style-type: none"> Wattlecamp Road Douglas St Langton/Bowman Road Coulson/Douglas Street, Pine Street, Franks Road, Weens Road 	+\$732,642	\$16,424,809
Water Supply Infrastructure: <ul style="list-style-type: none"> Nanango water main replacement & renewals Kingaroy Water main replacements & renewals Kingaroy Water Treatment Plant Upgrade Murgon Water Treatment Plant Upgrades 	+\$5,481,765	\$11,554,977
Waste Water Infrastructure:	+\$1,735,570	\$19,632,400

	Amendment	Revised Budget
<ul style="list-style-type: none"> • Blackbutt Treatment Plant • Wondai Treatment Plant • Sewer main renewals & replacements 		
Waste Management:	+\$90,920	\$1,034,017
<ul style="list-style-type: none"> • Wattlecamp Transfer Station Upgrade 		
Total Capital Expenditure	\$10,398,193	\$57,929,252

Resolution:

Moved Cr KM Campbell, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Report

Finance Portfolio Report

No Report.

8.2 Property (P)**(a) Officer's Reports**

No Report.

(b) Portfolio Report

Property Portfolio Report

No Report.

8.3 Information Technology (IT)**(a) Officer's Reports**

No Report.

(b) Portfolio Report

Information Technology Portfolio Report

No Report.

9. Executive Services

9.1 Governance (G)

(a) Officer's Reports

9.1.1 G - 1340229 - Revised Expenses Reimbursement Policy for Councillors

Summary

The current Expenses Reimbursement Policy for Councillors is due for a review due to the change in legislation and other contemporary standards within the local government industry sector.

The following changes have been included in the revised Policy.

- references to the revised Act and Regulation
- inclusion of "road tolls" in Travel transfer costs reimbursements
- an additional requirement to include original documents to verify actual meal costs
- an increase in the allowable Dinner meal cost from \$55.00 to \$60.00 per day. Other meals remain unchanged
- the meal allowance may include a beverage
- deletion of Incidental allowance of \$20.00 per day
- inclusion of a responsibility Clause making Councillors fully responsible and accountable for accuracy of each claim
- increased obligations for Councillors to observe appropriate workplace health and safety policies and procedures while at any workplace

Officer's Recommendation

That the following changes be incorporated into the existing Policy and the revised Policy be adopted accordingly:

- references to the revised Act and Regulation
- inclusion of "road tolls" in Travel transfer costs reimbursements
- an additional requirement to include original documents to verify actual meal costs
- an increase in the allowable Dinner meal cost from \$55.00 to \$60.00 per day. Other meals remain unchanged
- the meal allowance may include a beverage
- deletion of Incidental allowance of \$20.00 per day
- inclusion of a responsibility Clause making Councillors fully responsible and accountable for accuracy of each claim
- increased obligations for Councillors to observe appropriate workplace health and safety policies and procedures while at any workplace



Expenses Reimbursement Policy for Councillors

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7. DEFINITIONS	7
8. RELATED POLICIES	8
9. DATE REVIEWED	8
10. NEXT REVIEW	8

1. LEGISLATIVE AUTHORITY

The *Local Government Regulation 2012* legislates that Council must maintain a policy providing for payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and provision of facilities to the Councillors for that purpose.

The *Expenses Reimbursement Policy* for Councillors must be consistent with the five local government principles under section 4(2) of the *Local Government Act 2009* (the Act) and meet the financial sustainability criteria under section 104 of the Act.

The *Local Government Regulation 2012* legislates that Council must in its Annual Report detail the expenses incurred by each Councillor during the year under the local government's expenses reimbursement policy.

2. BACKGROUND AND/OR PRINCIPLES

Pursuant to section 250 and 251 of the *Local Government Regulation 2012* Council is required to adopt an Expenses Reimbursement Policy that provides the payment of reasonable expenses incurred, or to be incurred, by Councillors for discharging their duties and responsibilities as Councillors and the provision of facilities to Councillors for that purpose.

3. POLICY STATEMENT

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

The local government principles are:

- a) transparent and effective processes, and decision-making in the public interest; and
- b) sustainable development and management of assets and infrastructure, and delivery of effective services; and
- c) democratic representation, social inclusion and meaningful community engagement; and

- d) good governance of, and by, local government; and
- e) ethical and legal behaviour of councillors and local government employees.

Furthermore, additional principles that underpin this policy are:-

a) **Public Interest**

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

b) **Fair and Reasonable**

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

c) **Transparent**

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

d) **Accountability**

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

Councillors should not be financially disadvantaged when carrying out their roles and should be fairly and reasonably compensated in accordance with statutory requirements and community expectations. Councillors should not receive a private benefit through their role as a Councillor and as such this policy provides for actual reimbursement of legitimate expenses and full disclosure through appropriate accountability requirements.

PAYMENT OF EXPENSES

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

Professional Development

Council will pay for/reimburse expenses incurred for:

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

Travel as required to represent Council

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

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

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

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

Travel bookings

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

Travel transfer costs

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

Accommodation

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

Meals

Council will reimburse costs of meals for a Councillor when:

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

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

- Breakfast - \$ 30.00 inc GST
- Lunch - \$ 30.00 inc GST
- Dinner - \$ 60.00 inc GST

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

Hospitality

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

Responsibility

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

FACILITIES

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

Private use of Council owned facilities

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

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

Administrative tools

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

- office space and meeting rooms;
- computer including internet access and wireless remote where appropriate;
- stationery;
- access to photocopiers, printers, and facsimile machines;

- publications; and
- use of Council landline telephones and internet in Council offices.

Secretarial support will be provided to the Mayor.

Maintenance costs of Council owned equipment

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

Name Badge & Safety equipment for Councillors

Council will provide Councillors with one name badge and one Identification Card. Councillors will have access to the necessary safety equipment for use on official business when needed. (i.e. safety helmet, vest and boots). Councillors are expected to observe the appropriate Workplace Health and Safety policy and procedures while at any workplace.

Use of Council vehicles on Council business

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

Private Use of Mayors Council Vehicle

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

Private use of Council vehicles by Councillors

Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will in its resolution authorise private use and set out the terms for the Councillor to reimburse Council for the private use. Fuel for a Council-owned vehicle used for official Council business will be either provided or paid for by Council.

Telecommunication needs - mobile devices

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

Contribution to Councillors telephone costs

Council will contribute a maximum amount of \$1,200.00 per annum to each Councillor (excluding the Mayor) to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$1,200.00 is used Council will issue an invoice for any balance outstanding.

Contribution to Mayors telephone costs

Council will contribute a maximum amount of \$2,500.00 per annum to the Mayor to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$2,500.00 is used Council will issue an invoice for any balance outstanding.

Insurance cover

Council will indemnify and insure Councillors in the event of injury sustained while discharging their duties. Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.

Vehicle Fuel & Operation costs

Councillors may choose either option but not both.

Option 1

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

Division one & four \$200.00

Division three \$230.00

Division two \$350.00

Division five and six \$500.00

Option 2

Council provides a monthly allowance of \$170.00 for use of Councillors own vehicle (to cover wear and tear on the vehicle) plus a fuel card will be provided to the Councillor. The requirements are that a monthly statement is provided outlining fuel purchases and each Councillor will need to sign off their respective fuel invoice indicating whether there is any private fuel purchases and return the

signed invoice to Council. If there are private fuel purchases the Councillor will be issued with an invoice by the Council requesting payment of that amount.

Car parking amenities

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

4. SCOPE

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

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

5. POLICY OBJECTIVES

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

The policy covers:-

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

6. ASSOCIATED POLICY PROCEDURES

N/A

7. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

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

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

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

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

Expenses: shall mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge.

Expenses are not included as remuneration.

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

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

8. RELATED POLICIES
Councillor Code of Conduct

9. DATE REVIEWED
24 April 2012;
16 July 2014

10. NEXT REVIEW

A review of this policy will be required by the following:

- Periodic review –in line with post-election meeting cycle or budget (as required)
- Change in legislation affecting this policy
- Change in community priorities or circumstances relating to this policy

Resolution:

Moved Cr KM Campbell, seconded Cr BL Green.

That the following changes be incorporated into the existing Policy and the revised Policy be adopted accordingly:

- *references to the revised Act and Regulation*
- *inclusion of "road tolls" in Travel transfer costs reimbursements*
- *an additional requirement to include original documents to verify actual meal costs*
- *an increase in the allowable Dinner meal cost from \$55.00 to \$60.00 per day. Other meals remain unchanged*
- *the meal allowance may include a beverage*
- *deletion of Incidental allowance of \$20.00 per day*
- *inclusion of a responsibility Clause making Councillors fully responsible and accountable for accuracy of each claim*
- *increased obligations for Councillors to observe appropriate workplace health and safety policies and procedures while at any workplace*
- *inclusion of "Reimbursement above \$1,200.00 may be approved subject to the Chief Executive Officer's approval" in the Contribution to Councillors telephone costs*



Expenses Reimbursement Policy for Councillors

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- c) democratic representation, social inclusion and meaningful community engagement; and

- d) good governance of, and by, local government; and
- e) ethical and legal behaviour of councillors and local government employees.

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

Responsibility

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

FACILITIES

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

Private use of Council owned facilities

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

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

Administrative tools

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

- office space and meeting rooms;
- computer including internet access and wireless remote where appropriate;
- stationery;
- access to photocopiers, printers, and facsimile machines;

- publications; and
- use of Council landline telephones and internet in Council offices.

Secretarial support will be provided to the Mayor.

Maintenance costs of Council owned equipment

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

Name Badge & Safety equipment for Councillors

Council will provide Councillors with one name badge and one Identification Card. Councillors will have access to the necessary safety equipment for use on official business when needed. (i.e. safety helmet, vest and boots). Councillors are expected to observe the appropriate Workplace Health and Safety policy and procedures while at any workplace.

Use of Council vehicles on Council business

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

Private Use of Mayors Council Vehicle

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

Private use of Council vehicles by Councillors

Private use of Council owned vehicles is permitted if prior approval has been granted by resolution of Council. Council will in its resolution authorise private use and set out the terms for the Councillor to reimburse Council for the private use. Fuel for a Council-owned vehicle used for official Council business will be either provided or paid for by Council.

Telecommunication needs - mobile devices

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

Contribution to Councillors telephone costs

Council will contribute a maximum amount of \$1,200.00 per annum to each Councillor (excluding the Mayor) to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$1,200.00 is used Council will issue an invoice for any balance outstanding. Reimbursement above \$1,200.00 may be approved subject to the Chief Executive Officer's approval.

Contribution to Mayors telephone costs

Council will contribute a maximum amount of \$2,500.00 per annum to the Mayor to offset the cost of fixed and mobile telephone costs. This will only be reimbursed on the production of appropriate invoices/tax receipts. For the Council supplied mobile telephone Council will pay the monthly account and when the \$2,500.00 is used Council will issue an invoice for any balance outstanding.

Insurance cover

Council will indemnify and insure Councillors in the event of injury sustained while discharging their duties. Council will pay the excess for injury claims made by a Councillor resulting from conducting official Council business.

Vehicle Fuel & Operation costs

Councillors may choose either option but not both.

Option 1

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

Division one & four \$200.00

Division three \$230.00

Division two \$350.00

Division five and six \$500.00

Option 2

Council provides a monthly allowance of \$170.00 for use of Councillors own vehicle (to cover wear and tear on the vehicle) plus a fuel card will be provided to the Councillor. The requirements are that a monthly statement is provided outlining fuel purchases and each Councillor will need to sign off their respective fuel invoice indicating whether there is any private fuel purchases and return the

signed invoice to Council. If there are private fuel purchases the Councillor will be issued with an invoice by the Council requesting payment of that amount.

Car parking amenities

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

4. SCOPE

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

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

5. POLICY OBJECTIVES

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

The policy covers:-

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

6. ASSOCIATED POLICY PROCEDURES

N/A

7. DEFINITIONS

To assist in interpretation, the following definitions shall apply:

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

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

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

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

Expenses: shall mean costs reasonably incurred, or to be incurred, in connection with Councillors discharging their duties. The expenses may be either reimbursed to Councillors or paid direct by Council for something that is deemed a necessary cost or charge.

Expenses are not included as remuneration.

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

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

8. RELATED POLICIES

Councillor Code of Conduct

9. DATE REVIEWED

24 April 2012;

16 July 2014

10. NEXT REVIEW

A review of this policy will be required by the following:

- Periodic review –in line with post-election meeting cycle or budget (as required)
- Change in legislation affecting this policy
- Change in community priorities or circumstances relating to this policy

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

9.1.2 G - 1340187 - Staff Christmas Function and Closure**Summary**

It is proposed to hold this year's South Burnett Regional Council's Christmas function in Kingaroy on Friday, 19 December 2014. It is open to all Council employees and all employees are encouraged to attend. It is requested that employees are not rostered to take RDO's on this Friday so they can attend the Christmas function. Employees who do not attend the Christmas function must remain at work until usual closing times as the function is deemed to be part of Council business.

It is also proposed to close Council offices and depots over the Christmas period (at the times indicated below) on Friday, 19 December 2014 and re-open on Monday 5 January 2015.

- Blackbutt – 11:30am
- Kingaroy – 12:30pm
- Murgon – 11:15am
- Nanango – 11:45am
- Proston – 11:15am
- Wondai – 12:00pm

The operating hours for the region's Visitor Information Centres over the Christmas/New Year period are outlined below:-

Blackbutt Visitor Information Centre (Accredited)	Hours: Mon-Sun 9:00am to 3:00pm Closed - Christmas Day, Boxing Day & New Year's Day <i>TO BE CONFIRMED</i>
Kingaroy Visitor Information Centre (Accredited)	Hours: Mon-Fri 9:00am to 4:30pm Sat-Sun 10:00am to 4:00pm Closed - Christmas Day, Boxing Day & New Year's Day <i>TO BE CONFIRMED</i>
Murgon Visitor Information Centre (Accredited)	Hours: Mon-Sat 9:00am to 4:00pm Sun 10:00am to 1:00pm Closed - Christmas Day, Boxing Day & New Year's Day <i>TO BE CONFIRMED</i>
Nanango Visitor Information Centre (Accredited)	Hours: Mon-Fri 9:00am to 4:30pm Sat 10:00am to 4:00pm Sun 10:00am to 2:00pm Closed - Christmas Day, Boxing Day & New Year's Day <i>TO BE CONFIRMED</i>
Wondai Visitor Information Centre (Accredited)	Hours: Mon-Sun 9:00am to 4:00pm Closed – Christmas Day, Boxing Day & New Year's Day <i>TO BE CONFIRMED</i>

Officer's Recommendation

That:

1. Council closes administration offices, depots and library facilities on Friday 19 December 2014 at the following times for the purpose of allowing Council employees to attend the staff Christmas function:
 - Blackbutt – 11:30am
 - Kingaroy – 12:30pm
 - Murgon – 11:15am

- Nanango – 11:45am
 - Proston – 11:15am
 - Wondai – 12:00pm
2. Council will be closed from Monday, 22 December 2014 and re-open on Monday 5 January 2015.
 3. Key skeleton staff are rostered on to undertake on-call and emergency work where required during the Christmas Closedown period.
 4. Council will advise employees to use leave accrued leave entitlements (eg. annual leave, TOIL, RDO's) during this period with TOIL and RDO's being used in the first instance.

PROCEDURAL MOTION:

Moved Cr RLA Heit, seconded Cr DP Tessmann.

That the previous item lay on the table until a future meeting.

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

9.1.3 G - 1340409 - LGAQ Annual Conference Motion - Councillor Misconduct**Summary**

The LGAQ is seeking motions from Council's for the LGAQ Annual Conference and these are required to be submitted by 29 August 2014. This subsequently requires a resolution by Council to approve the submission of the motion to the Annual Conference.

A motion has been prepared by a Councillor who is seeking an amendment to the *Local Government Act 2009* to enable the application of the principles of 'natural justice' to apply to elected representatives of local government for any Decisions that may be made under this Act.

Officer's Recommendation

That Council consider the motion as submitted for approval to be provided to the LGAQ Annual Conference.

Submitting Council / Organisation	South Burnett Regional Council
LGAQ Policy Executive District	Wide Bay
Date of Council Resolution	
Title of Motion	Councillor Misconduct
Motion Number	'That the LGAQ call on the State government to strengthen the Local Government Act 2009 (the Act) by applying principles of 'natural justice' for democratically elected representatives of

	<p>Australia’s third level of government by allowing,</p> <ul style="list-style-type: none"> • as of right provide the opportunity for a Councillor to appear before a Panel hearing to respond to a complaint made against them to speak on their own behalf through an amendment to Section 179(4) of the Act; and • an ability to seek to appeal through either the Queensland Civil & Administrative Tribunal, or some kind of other appeal mechanism deemed appropriate by the Minister for Local Government through an amendment to Section 176(9) of the Act; '
<p>Background</p>	<p>This motion arose from a situation that a Councillor of the South Burnett Regional Council had relating to a complaint made against them. The complaint was investigated, however when it came before the Regional Conduct Review Panel (RCRP) the Councillor was not provided with the opportunity to address the RCRP. The complaint made against the Councillor was subsequently sustained.</p> <p>The sustaining of the complaint not accepted by the Councillor and attempts were made to seek some kind of appeal given that no opportunity to address the RCRP was given. The various other appeal mechanisms did not apply in this instance. Legal advice indicated that the outcome of the RCRP and all other panels were ‘exempted’ from appeal, including that of the State’s Supreme Court under s244 of the Act.</p> <p>A similar resolution was passed unanimously at the Queensland Liberal National Party convention in 2014.</p>
<p>What are the impacts (positive or negative) on Local Government?</p>	<p>This resolution brings Local Government Councillors into line with other government sectors in that it will provide a right of appeal.</p> <p>An amendment to Section 179(4)(a) by omitting the word “or” and replacing it with the word “and” would mean the parties have a right to appear before a panel or the tribunal unless they agree not to appear.</p> <p>An amendment to Section 176(9) by omitting the word “not” will ensure the decisions of the panel or the tribunal are subject to appeal.</p> <p>The reality is that the on-going abuse of the current system by those motivated to seek retribution on a Councillor is costing ratepayers dearly and may have reputational consequences.</p>
<p>What is the desired outcome sought?</p>	<p>Legislative change from the Queensland government.</p>
<p>LGAQ Comment</p>	

Resolution:

Moved Cr DP Tessmann, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

9.1.4 G - 1340420 - LGAQ Annual Conference Motion - Preliminary Assessment of Complaints against Councillors

Summary

The LGAQ is seeking motions from Council's for the LGAQ Annual Conference and these are required to be submitted by 29 August 2014. This subsequently requires a resolution by Council to approve the submission of the motion to the Annual Conference.

Officer's Recommendation

That Council consider the motion as submitted for approval to be provided to the LGAQ Annual Conference.

Submitting Council / Organisation	South Burnett Regional Council
LGAQ Policy Executive District	Wide Bay
Date of Council Resolution	
Title of Motion	Preliminary Assessment of Complaints against Councillors
Motion Number	
Motion	That the LGAQ request the State Government to amend the Local Government Act (the Act) s176B (4) relating to a Chief Executive Officer's and/or the Department's Chief Executive's requirement to undertake a 'preliminary investigation' of a complaint received by providing guidelines on the process to follow when conducting a preliminary investigation.
Background	The current wording of the Act requires a preliminary assessment, which only allows for a CEO to assess what is in front of them. A change that provides the CEO with guidelines to assist with the preliminary assessment which allow the CEO to make a more informed decision and assist in establishing what grounds the matter could be considered frivolous or vexatious or without substance.

	The number of complaints being forwarded to the Department may be reduced if this change was made to the legislation.
What are the impacts (positive or negative) on Local Government?	Such a change may allow for a more balanced process for all involved in complaints and may reduce impacts for Local Governments.
What is the desired outcome sought?	Legislative change from the government.
LGAQ Comment	

Resolution:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the Officer's Recommendation be adopted.

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

(b) Portfolio Report

Governance Portfolio Report

No Report.

10. Information Section (IS)**ATTENDANCE:**

Cr BL Green left the meeting at 11:25am

10.1 IS - 1339733 - Reports for the Information of Council**Summary**

List of correspondence pending completion of assessment report
Delegated Authority Report
Workplace Health & Safety Report
Road Maintenance Expenditure Report

Officer's Recommendation

That the reports be received.

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the reports be received.

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

11. General Section

No Report.

CLOSED SESSION:

Motion:

Moved Cr DP Tessmann, seconded Cr DJ Palmer.

That the meeting be closed to the public for Council discussions in accordance with Section 275(1)(e) contracts proposed to be made by it, of the Local Government Regulation 2012.

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

ATTENDANCE:

Cr BL Green returned from temporary absence at 11:27am

DECLARATION OF INTEREST:

Cr KM Campbell declared a personal interest that may be a conflict in Item 12.3 - CONF - 1340190 - Gordonbrook Water Allocation Tender and left the meeting at 11:32am prior to discussing this item.

Cr KM Campbell returned from temporary absence at 11:36am

OPEN COUNCIL:

Motion:

Moved Cr DP Tessmann, seconded Cr KA Duff.

That the meeting resume in Open Council.

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

Report:

The Mayor reported that whilst in Closed Session, in accordance with Section 275(1)(e) *contracts proposed to be made by it*, of the Local Government Regulation 2012, Council considered matters concerning Gordonbrook Dam Remediation Works Tenders, Levers Road Realignment Tender and Gordonbrook Water Allocation Tender.

Motion:

Moved Cr DW Kratzmann, seconded Cr KA Duff.

That the Mayor's report be received

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

12. Confidential Section

12.1 CONF - 1338745 - Tender Gordonbrook Dam Remediation Works for 2013 Flood Restoration Program

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That subject to the successful negotiation of commercial and legal terms, Council accepts the offer under SBRC 13/14-22 Gordonbrook Dam Remediation Works from Civil Mining and Construction Pty Ltd and enters into a contract for the works to the value of \$1,265,064.11 (excl GST).

Resolution:

Moved Cr BL Green, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

12.2 CONF - 1338742 - Tender Levers Road Realignment for 2013 Flood Restoration Program

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That subject to the successful negotiation of commercial and legal terms, Council accepts the offer under SBRC 13/14-28 Levers Road Realignment from Roamalla Pty Ltd trading as Robert Zelinski Civil Construction and enters into a contract for flood restoration works to the value of \$ 421,901.30 (excl GST).

Resolution:

Moved Cr KA Duff, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

DECLARATION OF INTEREST:

Cr KM Campbell declared a personal interest that may be a conflict in Item 12.3 - CONF - 1340190 - Gordonbrook Water Allocation Tender and left the meeting at 11:39am

12.3 CONF - 1340190 - Gordonbrook Water Allocation Tender

Reason for Confidentiality

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

- (e) contracts proposed to be made by it

Recommendation

That Council offer for tender the sale of a maximum volume of 150 ML of water, in whole or in part allocations, for take from Council's high priority water allocation in Gordonbrook Dam during the 14/15 water year. Furthermore, the water must be able to be pumped directly from the Gordonbrook Dam impoundment via a legal right of way to the tenderers land.

Resolution:

Moved Cr BL Green, seconded Cr RLA Heit.

That the Officer's Recommendation be adopted.

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

ATTENDANCE:

Cr KM Campbell returned from temporary absence at 11:40 AM

There being no further business the meeting was declared closed at 11:40am.

Confirmed before me this day of2014

..... **MAYOR**

